6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Centurion University has the overall policy framework that encourages transparency This has been ensured by having a clear ICT enabled MIS that shares, in its website, policies and handbooks relating to HR, Recruitment, Employee Induction, Faculty/staff Handbook , Code of Conduct, Internal promotion, Research, FDP, Consultancy, Grievance redressal, POSH, Examination, Admission, Placement, Scholarship, Student Handbook, Prevention of ragging, Gender equality, Equal opportunities, Green campus, Environmental sustainability, Prohibition of smoking, drugs and alcohol, Good food in the campus, Recycling & waste reduction, and processes (listed below) in all academic and administrative areas.

Enterprise Resource Planning (ERP) is integrated with the LMS/SIS systems. These arrangements ensure a culture of self-service where all the stakeholders have access to relevant information. Further the internal IQAC monitors periodically to ensure continuous improvement of Management Information Systems.

1. **Governance**
   Act of the University mentions the Board of Governors as the apex body and the Governor of the State is the Visitor. The Academic Council is responsible for the approval of the academic programs. The BoS comprising of the experts from academics and industry approves all new syllabus and changes, if any, keeping in view the changes in the system. The Organisational structure (Organogram) of the University is attached.

2. **Human Resource Development and Administration**
   The University has a robust HR Policy. In addition to the well-designed SOP for recruitment it includes an employee induction program that's policy-oriented. The recruits assess themselves through the KYU app (Know your University). The Handbook for Faculty sets out the associated rules & responsibilities. Further a performance appraisal policy sets out the promotions and incentives applicable to each employee. Each year faculty and staff are awarded for excelling in their duties. The Provost award is the highest for faculty in recognition for excellence in Research.

3. **Finance Administration**
   The Financial Administration of the University is integrated into the ERP System. In this transparent data relevant to students' fees, procurement and inventory of central store, faculty and staff salary, operational expenditures etc. are available. To manage the assets of the University, a Fixed Asset Register is maintained along with a barcode.

4. **Counselling, Training & Placement**
   The University puts emphasis on psychological counselling for behavioural, relationship and mental wellbeing and career counselling to assess the student's potential and to support them in their career choices. For this purpose CUTM has a mentoring system where a faculty is entrusted to mentor 25-30 students. To add value to training for placement, 'My Perfectice' platform is used. The entire placement

process is governed by the placement policy and are applicable to all students of the University.

5. **Admissions**
   The University maintains transparency by displaying its fees and scholarship structure on its website. Student handbook outlining the rules applicable and the responsibilities of students is provided to the students.

6. **IT Policy**
   The IT policy of the University includes IT asset management, bring your own device (BYOD), Security, and IT Project Management and a system for the safe disposal of e-waste.