

GOVERNANCE DEVELOPMENT PLAN

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME Phase II (TEQIP-II)

Sub Component 1.1

GOVERNANCE DEVELOPMENT PLAN



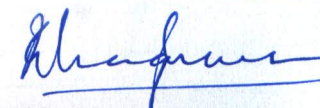
COLLEGE OF ENGINEERING TRIKARIPUR
CHEEMENI P.O., KASARAGOD, KERALA , PIN-671313.

Phone: 04672250377 Fax: 04672250750

Khayawan

COLLEGE OF ENGINEERING TRIKARIPUR, CHEEMENI, KASARAGODE Dist., KERALA STATE

	GOVERNANCE SELF-REVIEW QUESTIONS	GRADE	SUPPORTING EVIDENCE	DEVELOPMENT PLAN	EXPECTED DELIVERY TIME FRAME
A	PRIMARY ACCOUNTABILITIES				
1	Has the Governing Body approved the institutional strategic vision, mission and plan-identifying a clear development path for the institution through its long-term business plans and annual budget?	2	Vision & Mission strategic plan <ul style="list-style-type: none"> Vision, Mission and strategic plan are evolved by institute faculty through extensive deliberations. Vision. & Mission have been included in the Institution Development Proposal (IOP) which is approved by BoG. Annual budgets <ul style="list-style-type: none"> Annual budget presented to the BoG and approved. BoG Meeting held on 20-04-2011 Agenda 1: Approval of the revised IDP. BoG Meeting held on 26-02-2013. Agenda 5: EFMR, Annual Budget plan for the year 2013-14. 	The revised vision and mission are prepared after wide discussion with stake holders and will be presented in the next BoG for approval.	May-2015
2	Has the Governing Body ensured the establishment and monitoring of proper, effective and efficient systems of control and accountability to ensure financial sustainability (including financial and operational controls, risk Management, clear procedures for managing physical and human	2	<ul style="list-style-type: none"> The auditors ensure that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements /contracts /memorandum. Budgets are approved by the BoG 	The accounts are audited regularly by the competent authority. The utilization of funds are strictly as per the norms. The finance committee strictly adheres to the norms while giving approval to any	2015-16



	resources.)?		<p>annually after detailed discussion.</p> <ul style="list-style-type: none"> • Finance Committee meetings are held twice a year to review and approve the expenditures. • BoG Meeting held on 26-02-2013. <p>Agenda 5: EFMR, Annual Budget plan for the year 2013-14</p> <ul style="list-style-type: none"> • Human resource requirements are met with the permission of chair and approved by BoG in the subsequent meetings. • BoG Meeting held on 16-03-2012. <p>Agenda 4: Permission to appoint Staff.</p> <ul style="list-style-type: none"> • BoG Meeting held on 20-11-2012. <p>Agenda 4: Permission to appoint Physical Education Lecturer.</p> <ul style="list-style-type: none"> • BoG Meeting held on 17-07-2013. <p>Agenda 3: Permission to appoint MIS officer</p>	<p>expenditure.</p> <p>Now the HR is fully satisfactory.</p>	
3	<p>Is the Governing Body monitoring institutional performance and quality assurance arrangements? Are these benchmarked against other institutions (including accreditation, and alignment with national and international quality assurance systems) to show that they are broadly keeping pace with the institutions they would regard as their peers or competitors to ensure and enhance institutional reputation?</p> <p>•No benchmarking has been carried out so far.</p>	3		<p>Preparing for accreditation which is a grading system</p>	Aug-2015
4	Has the Governing Body put in place	2		The Performance of the Head of	June -2015

Khanfarwa

	<p>suitable arrangements for monitoring the head of the institution's performance?</p> <ul style="list-style-type: none"> Formal arrangement for monitoring does not exist, however his performance is reviewed in an informal way when he presents progress report in the BoG. 			<p>the Institution is pivotal for any institutions growth and development. The different type of auditing – financial, performance and mentors review are different type of monitoring of the performance of head of institution. However, an evaluation scheme will be formulated on next BoG meeting.</p>	
B	OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES				
1	<p>Does the Governing Body publish an annual report on institutional Performance?</p> <p>No</p>	2		<p>The BoG will publish the annual report and the same may be published in the college website</p>	Aug-2015
2	<p>Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?</p> <p>No, register of interest is not maintained</p>	2		<p>The BoG will be appraised of keeping a register</p>	Aug-2015
3	<p>Is the Governing Body conducted in an open a manner, and does it provide as much information as possible to students, faculty, the general public and potential employers on all aspects of institutional activity related to academic performance, finance management?</p> <ul style="list-style-type: none"> Governing body is conducted in an open manner. The proceedings of the minutes are published in Institution web site. The sharing of relevant information with departments and faculty happens through 	2		<p>A proposal for conducting a meeting of PTA executive and students representatives with the BoG members is planned. Relevant information is conveyed to staff and students periodically.</p>	Aug-2015

Alhassan

	Department meetings.				
C	KEY ATTRIBUTES OF GOVERNING BODIES				
1	Are the size, skills, competences and experiences of the Governing Body, such that it is able to carry out its primary accountabilities effectively and efficiently and ensure the confidence of its stakeholders and constituents?	1	BoG has been constituted as per the guidelines of statutory and regulating bodies (primarily UGC guidelines for autonomous bodies).	BoG has been decided to incorporate industry personnel.	May-2015
2	Are the recruitment processes and procedures for governing body members rigorous and transparent? Does the Governing Body have actively involved independent members and is the institution free from direct political interference to ensure academic freedom and focus on long-term educational objectives	1	<ul style="list-style-type: none"> • Nominations are decided by the .GC based upon the merit and competencies in a transparent manner. • Members are actively involved in urthurance of institutional wqqwobjectives 		NA
3	Are the role and responsibilities of the Chair of the Governing Body, the Head of the Institution and the Member Secretary serving the governing body clearly stated? • Have come through practice.	2		The BOG is constituted as per prevailing UGC guidelines (UGC XI Plan). The role and responsibilities of the Chairman, Head of the Institution and Member-Secretary serving the governing body is followed is clearly identified and as per guidelines.	NA
4	Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	1	<p>Yes. Last 4 GC Meetings are held on</p> <ul style="list-style-type: none"> • 16th Mar 2012 • 16th Aug 2012 • 20th Nov 2012 		NA

Khafra

			<ul style="list-style-type: none"> • 26th Feb 2013 • 21st March 2013 		
D	EFFECTIVENESS AND PERFORMANCE REVIEW OF THE GOVERNING BODY				
1	Does the Governing Body keep their effectiveness under regular review and in reviewing its performance, reflect on the performance of the institution as a whole in meeting its long term strategic objectives and its short term indicators of performance/success? Yes	2		The BoG monitors the both short term goals and long term goals, through periodical reviews (quarterly) of the implementation of strategic plan.	NA
2	Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary Yes	1	The BOG is constituted as per the guidelines of statutory and regulating Bodies.		NA
E	REGULATORY COMPLIANCE				
1	Does the Governing Body ensure regulatory compliance *and, subject to this, take all final decisions on matter of fundamental concern to the institution. <ul style="list-style-type: none"> • The BoG makes it a point to treat these (AICTE, UGC, DTE, Kerala) regulations as a minimum basic requirement and gives directions to higher provisioning of infrastructure, faculty (Human resources) and equipment Does the regulatory compliance include demonstrating compliance with the 'not-for-	2		The governing body insists that the basic requirements and infrastructural facilities as per AICTE/ University norms are in the college. Additional requirements of any are also arranged	Aug-2015

Khanfar

profit' purpose of education institutions				
Yes				
<p>Have there been accreditation and/or external quality assurance by a national or professional body? If so, give details: name, status of current accreditation etc.</p> <ul style="list-style-type: none"> • Every year mandatory disclosure is sent to AICTE and published on website. • Admissions and Fee structure are as per admission rules of Kerala State <p>AICTE Approval Letter:</p> <ul style="list-style-type: none"> • F.No. South-West/1-1359778115/2013/EOA dt. 19 Mar 2013 and <p>CUSAT Extension of Provisional Recognition:</p> <ul style="list-style-type: none"> • No. Ac.C3jProv.Recogj13-14 dtd.15 May 2013. 				

Khanphaw