

## Governance Self Review & Good Governance Development Plan

### Govt. College of Engineering & Textile Technology Berhampore, West Bengal

Revised in May 2015

*The Governing Body (BOG) of GCETTB is supported by several empowered committees and cells that report to it for taking decisions on its behalf. These are*

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| <ol style="list-style-type: none"> <li>1. Academic council /Faculty Council</li> <li>2. Financial Management Committee</li> <li>3. Faculty &amp; staff development Committee</li> <li>4. Institutional Reforms Committee</li> <li>5. Research And Consultancy Cell</li> <li>6. Students Affairs Committee</li> <li>7. Industry Institute Interaction Cell</li> <li>8. Training &amp; Placement Committee</li> <li>9. Examination Committee</li> <li>10. Networking Cell</li> <li>11. Procurement committee</li> <li>12. Disciplinary Committee</li> </ol> | <ol style="list-style-type: none"> <li>13. Institution Development Committee</li> <li>14. Technical Education Quality Improvement Program(TEQIP-II) Unit( monitoring committee)</li> <li>15. Students Affairs Committee</li> <li>16. Library Committee</li> <li>17. Grievance Redressal Committee</li> <li>18. Anti Sexual Harassment Committee</li> <li>19. Equity &amp; Assurance Committee</li> <li>20. Technical Committee</li> <li>21. Weak Students Remedial &amp; Finishing School Cell</li> <li>22. Sports &amp; Games Committee</li> <li>23. Networking Management Committee</li> <li>24. Anti-Ragging Committee</li> </ol> |
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*Activities, policies, plans, programmes etc. are discussed, reviewed and are necessarily approved in the BOG meetings, from time to time. BOG evolves proper set of rules and procedures for exercise of its powers as per the Government Orders/Regulations.*

#### A. PRIMARY ACCOUNTABILITIES

	SELF REVIEW QUESTIONS	SCORE	SELF REVIEW COMMENT AND EVIDENCE	DEVELOPMENT PLAN	EXPECTED DELIVERY TIME FRAME
A1	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 budgets?	2	<ul style="list-style-type: none"> <li>• Vision &amp; Mission statements are evolved through a premeditated plan by the members of faculty and staff. With necessary approval of the BOG those have been displayed on college website and other strategic points at the campus as well as were presented in the IDP.</li> <li>• These were discussed in the Governing Body as part of information agenda presented by the Principal. Originally strategic vision, mission, quality policy and plan were finalised in the year 2000. Further discussion took place during IDP preparation in 2012 and BOG approved that on 08-08-12 Annual budget proposals are approved by the BOG and forwarded for allocation &amp; sanction by the govt.</li> </ul>	<p>The active participation of BOG in reviewing and approval of institutional vision, mission and strategic plan is being taken up.</p> <p>GCETTB is a Govt. organization; however as part of Continuous Quality Improvement process efforts would be made for further improvement of systems and processes through periodic reviews.</p>	<p>Dec.2014</p> <p>Dec.2015</p>

A2	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 resources.)	2	<ul style="list-style-type: none"> <li>• The Transparent Govt. audit &amp; monitoring system ensures that funds provided by the govt. and other funding bodies are used in accordance with the terms and conditions specified in any funding agreements /contracts /memorandum. Audited statements of accounts are being discussed and approved in due time.</li> <li>• Budgets are approved by the BOG annually after detailed discussion.</li> <li>• Financial Management Committee meetings are held 3-4 times a year observations and decisions are always discussed in the BOG.</li> <li>• Policies on a range of systems, including treasury management, investment management, risk management, debt management, and grants and contracts exist as per govt. provisions.</li> <li>• Human resource requirement is being forwarded to the H.E. dept by the Head of the institution on getting approval of the BOG on regular basis.</li> <li>• Construction, Maintenance &amp; estate management job are performed by the PWD, and the estimated fund requirements are provided as part of the institutional budget approved by the BOG.</li> </ul>		System in force
A3	Is the Governing Body monitoring institutional performance and quality assurance arrangements? Are these benchmarked against other institutions 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?	3	<ul style="list-style-type: none"> <li>• Institution has a benchmarking process on the basis of as per NBA , NACC &amp; ISO900. students are selected through WBJEE test and counseling and input quality is monitored accordingly. The BoG and govt. system monitor institutional performance regularly with respect to finance, results, placements, appointments, compliance etc. Output quality (placement measures), faculty performance (feedback, appraisals, targets), infrastructure (hard and soft), research quality are monitored and action plans for improvement are discussed and approved at Academic council and other relevant levels. AICTE approval of course programmes reports to the GB, and actions taken and discussion by the GB.</li> <li>• GB discussion of benchmarking Accreditation alignment 0</li> </ul>	Benchmarking process, which is limited to input quality of students based on CET rankings could be extended to include output quality, research output , infrastructure and faculty quality index. Benchmarking with national/ international institutions has not been carried out so far due to lack of availability of reliable data. Scientific way of benchmarking is in progress.	Some System in force Further, Oct 2016
A4	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	3	Formal arrangement for monitoring does not exist, however his performance is reviewed in an informal way when he presents progress report in the GC. The role and responsibility of the head of the institution is guided by the U BOG/ AICTE/ VTU guidelines.	There is scope for making formal arrangements for monitoring the head of institution's performance. Based on the Strategic plan of the institution, quantified measurable objectives with timelines may be defined and his performance	Govt. System in force

B. OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES					
	SELF REVIEW QUESTIONS	SCORE	SELF REVIEW COMMENT AND EVIDENCE	DEVELOPMENT PLAN	EXPECTED DELIVERY TIME FRAME
B1	Does the Governing Body publish annual report on institutional performance?	3	Annual report is presented and discussed in the GC, however it is not being published so far.	From the Academic Year 2013---14, GCETTB to publish an Annual Report on Institutional Performance covering strategic performance, academic performance, financial performance.	May 2016
B2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	3	GCETTB is an grant---in---aid institution running within the guidelines of U BOG and AICTE. The BOG composition is guided by these bodies. A need for a separate register of interests of its BOG members has not been felt so far and hence register of interest has not been maintained.	A proposal for maintaining a register of interests will be taken up in the next BOG meeting for discussion and approval.	Jan.2016
B3	Is the Governing Body conducted in an open 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 and management?	2	BOG is conducted in an open manner, however major initiatives planned will be discussed in the Central Steering Committee (CSC) at college level before they are taken to the GC. All discussions are minuted. The minutes are available in the Principal's office and anyone desirous of seeing the same can contact the Principal's office. GCETTB does not seem it fit to place the minutes of the BOG in the public domain as it contains sensitive financial and strategic information.	A proposal will be put forward in the BOG meeting on the desirability of making public the performance of the institution sans sensitive information.	Dec.2015

<b>C. KEY ATTRIBUTES OF GOVERNING BODIES</b>					
	<b>SELF REVIEW QUESTIONS</b>	<b>SCORE</b>	<b>SELF REVIEW COMMENT AND EVIDENCE</b>	<b>DEVELOPMENT PLAN</b>	<b>EXPECTED DELIVERY TIME FRAME</b>
C1	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?	2	BOG of the institute has been constituted as per the norms of UGC. The composition of the BOG fits the responsibilities it is expected to discharge. Details are enclosed as attachment--1. There is a very good mix of experience, age, rank and competence from among the BOG.	The composition of the BOG is reviewed periodically vis--à-vis the expectations and changes made as appropriate. Proposal to have other faculty / student member on the Governing Body as a co-opted member/invitee will be placed before the BOG.	Dec.2015
C2	Are the recruitment processes and procedures for governing body members rigorous and transparent?	2	BOG has been constituted as per the guidelines of statutory and regulating bodies. However few of the nominations are decided by the BOG based upon the merit and competencies in a transparent manner. Each recruitment is placed before the GC, discussed, approved and minuted.	A proposal will be placed in front of the BOG to form a nominations committee to screen and decide members for BOG as and when a requirement arises. Appointments of external / faculty / student members (other than mentioned in attachment--- 1) to the Governing Body shall be managed by this independent nomination committee chaired by the Chair of the Governing Body	Dec.2015
C3	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?	2	The independent members are external to, and independent of, the institution. Independent members are proactive and have made many suggestions for improvement that have been implemented by the institution, which is evidenced from the minutes of the meeting. The institution is free from any political interference as far as day---to---day operations are concerned, however political decisions regarding reservation quotas in student admission, faculty recruitment, tuition fee and salary fixation may affect attainment of long term educational objectives.	To have greater autonomy with reference to academic, administrative and finance a decision to become an University will be taken shortly.	July.2016
C4	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?	3	The roles and responsibilities statement for GCETT B is guided by the Autonomous Colleges Statute of VTU, 2011. The university statute clearly mentions the powers and functions of the board, its chairman and member secretary(principal). These roles and responsibilities are in practice but not documented.	A Governance Document containing roles and responsibilities statement for GCETT B will be placed before the BOG for consideration and approval.	Dec.2015
C5	Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	1	The BOG meets four times a year. There is clear evidence of participation through attendance and minutes of BOG meetings.	Existing practices will be sustained. Annual Report to include BOG attendance participation by members.	Dec.2015

<b>D. EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES</b>					
	<b>SELF REVIEW QUESTIONS</b>	<b>SCORE</b>	<b>SELF REVIEW COMMENT AND EVIDENCE</b>	<b>DEVELOPMENT PLAN</b>	<b>EXPECTED DELIVERY TIME FRAME</b>
D1	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 longterm strategic objectives and its short---term indicators of performance/success?	3	The review is being done by the BOG itself in an informal way. However in every meeting report is obtained. People will continue on board as long as there is NO CONFLICT OF INTEREST. Even though sub---committees have been formed to meet the long term strategic objectives (e.g formation of a committee to start Centre for Technology Entrepreneurship) the effectiveness against accountabilities is not measured as the accountabilities have not been documented.	The good governance document that the institution has come up with clarifies roles, responsibilities and accountability of BOG members. Performance review of BOG in meeting strategic strategic goals and objective of the institutions is to be developed on the basis of the good governance document.	July 2016
D2	Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary?	3	The experts who have been invited to the BOG bring with them the knowledge of their field and have a perception which will enhance the performance of the institution in the direction of its vision. At present the new members are briefed informally by the Chairman on their role and responsibility.	One day induction program for new members as and when they are taken on board will be conducted so that they can perform governance responsibilities satisfactorily. Practice of informing institution's SP, vision & mission to New BOG members will be implemented henceforth. Further institution's news letters will be sent to all the members periodically. Development opportunities of BOG will be evaluated towards purposeful	System in force

<b>E. REGULATORY COMPLIANCE</b>					
	<b>SELF REVIEW QUESTIONS</b>	<b>SCORE</b>	<b>SELF REVIEW COMMENT AND EVIDENCE</b>	<b>DEVELOPMENT PLAN</b>	<b>EXPECTED DELIVERY TIME FRAME</b>
E1	Does the Governing Body ensure regulatory compliance and, subject to this, take all final decisions on matters of fundamental concern to the institution?	1	The BOG makes it a point to treat these (AICTE, UGC, VTU) regulations as a minimum basic requirement and gives directions to higher provisioning of infrastructure, faculty (Human resources) and equipment. Every year mandatory disclosure is sent to AICTE.	Current practices will be sustained.	System in force
E2	Does the regulatory compliance include demonstrating compliance with the 'not---for---profit' purpose of education institutions?	1	Fee structure compliance is being followed, which comes for discussion in an indirect way during approval of institute's budget. Admission's are as per admission rules of Karnataka State. Further the budget clearly shows the not---for---profit purpose and evidence	The not---for---profit character of the organization will be maintained.	System in force
E3	Has there been accreditation and/or external quality assurance by a national or professional body? If so, give details: name, status of current accreditation etc.	1	Institution has been accredited by NBA in 2004 and 2008 and now it is in the process of submission of application for accreditation.	Institute will continue to subject itself for accreditation by national/ international professional bodies to assure quality to all its stake holders.	