

GOVERNANCE DEVELOPMENT PLAN

COLLEGE OF ENGINEERING KARUNAGAPPALLY

(Managed by IHRD, Established by Govt. of Kerala)

THODIYOOR P.O

KOLLAM – 6695023, KERALA

A. PRIMARY ACCOUNTABILITIES

| Sl. No | GOVERNANCE SELF-REVIEW QUESTIONS | GRADE | SUPPORTING EVIDENCE | DEVELOPMENT PLAN | EXPECTED DELIVERY TIME FRAME |
|--------|---|-------|--|--|------------------------------|
| 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 budgets | 2 | <ul style="list-style-type: none"> Vision, Mission and strategic plan are evolved by institute faculty through extensive deliberations. Vision & Mission have been displayed on college website. These are discussed in the Governing Body as part of information agenda presented by the Principal. However approval was not documented formally as part of the minutes of the meeting. | <ul style="list-style-type: none"> Proposed to prepare strategic plan for long term. Proposed to prepare annual budget and discuss in BOG meetings. Regular evaluation of various categories and regular auditing | 2015 June |
| 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 resources.)? | 2 | <ul style="list-style-type: none"> Annual Budget: A proper system for the financial management and control by way of both internal and external audits is in place. The budget is prepared by the Head of the Departments and central heads and Principal. The BOG inspects the Annual Budget. However it is not formally discussed in the information agenda. Four funds (Corpus Fund, Staff development fund, Maintenance Fund, Equipment replacement fund) are established to ensure financial sustainability | <ul style="list-style-type: none"> Proposed to prepare annual budget and discuss in BOG meetings. Regular evaluation of various categories and regular auditing Efforts are on to make the accounting system fully automated for better and effective control | 2015 July 2015 Sep |

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| 3 | 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? | 2 | <ul style="list-style-type: none"> • Institution is planning to undergo NBA Accreditation process by March 2016. Already application for the same has been submitted. Self-Assessment Reports for the eligible programmes have been prepared. • Benchmarking with national/international institutions has not been carried out so far, and is proposed to be conducted at the earliest. | <ul style="list-style-type: none"> • Accreditation Committee for internal quality assessment has been constituted. • Self-Assessment Reviews for the UG Programmes in Electronics & Communication Engineering and Computer Science & Engineering will be uploaded on to the NBA portal | 2015 June |
| | | | | <ul style="list-style-type: none"> • To enhance the quality, the Institution is also embarking on modern processes such as blended learning such as MOOCs to supplement regular teaching | 2016 Sep |
| 4 | Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance? | 2 | <ul style="list-style-type: none"> • Formal arrangement for monitoring does not exist, however his performance is reviewed in an informal way in the BOG. | <ul style="list-style-type: none"> • Feedback from faculty/staff, students and BOG and monitoring of Institutional Performance will be considered for devising a formal evaluation process. | 2015 Dec |

| B OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES | | | | | |
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| Sl No | GOVERNANCE SELF-REVIEW QUESTIONS | GRADE | SUPPORTING EVIDENCE | DEVELOPMENT PLAN | EXPECTED DELIVERY TIME FRAME |
| 1 | Does the Governing Body publish an annual report on institutional Performance? | 3 | The Annual report has not been published till date. | The Annual Report will be published in the current Academic year. | July 2015 |
| 2 | Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body? | 3 | Register of Interest of BoG members not maintained at present. | The register of Interests of BOG members will be published at the earliest. | July 2015 |
| 3 | 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 management? | 2 | <ul style="list-style-type: none"> Governing body is conducted in an open manner. Faculty representatives are invited to participate in the proceedings of the BOG. The Agenda and minutes of the Meeting are also published on the College web site. The relevant information is shared with HODs, faculty and staff through various meetings/circulars. Information relating to academic performance and placement details are discussed in BOG meetings and published on the institutional website. Details regarding Tenders and Quotations are published on the College website. | Student Representatives will be invited to air their views on relevant matters. | July 2015 |

| C KEY ATTRIBUTES OF GOVERNING BODIES | | | | | |
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| Sl No | GOVERNANCE SELF-REVIEW QUESTIONS | GRADE | SUPPORTING EVIDENCE | DEVELOPMENT PLAN | EXPECTED DELIVERY TIME FRAME |
| 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 | <ul style="list-style-type: none"> The BOG has been constituted as per the guidelines of statutory and regulating bodies by the Govt. of Kerala. | At present the institute is not empowered to revise the constitution of its BOG. Acquiring autonomy will solve the above problem. | NA |
| 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"> The Governing Body was suggested by the institute and approved by the Govt. of Kerala after due procedure. The Governing Body includes representatives from Industry and Eminent Academicians and State Govt. nominees. The institutional decisions are not influenced by external influences. Members are actively involved in furtherance of institutional objectives | -- | N.A |
| 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? | 1 | <ul style="list-style-type: none"> The BOG is constituted as per prevailing UGC guidelines. The role and responsibilities of the Chairman, Head of the Institution and Members serving the governing body is clearly identified and as per guidelines. | -- | N.A |

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| 4 | Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively? | 1 | <ul style="list-style-type: none">The BOG meets regularly four times in an academic year. The members of BOG participate regularly and make active contributions for academic growth and development. | -- | NA |
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| D EFFECTIVENESS AND PERFORMANCE REVIEW OF THE GOVERNING BODY | | | | | |
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| S I N O | GOVERNANCE SELF-REVIEW QUESTIONS | GRADE | SUPPORTING EVIDENCE | DEVELOPMENT PLAN | EXPECTED DELIVERY TIME FRAME |
| 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? | 2 | The BOG monitors the strategic plan, both short term goals and long term goals, through periodical reviews of the implementation of strategic plan. | The frequency of review of performance indicators, to update the strategic plan is to be increased to once every quarter. | 2015-16 |
| 2 | Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary | 2 | <ul style="list-style-type: none"> At Present, the BOG does not have powers to recruit new members. Formal Induction process for New BOG members to be devised, anticipating granting of autonomy, when new members can be recruited. | <ul style="list-style-type: none"> Achieve autonomy. In anticipation of autonomy, a search committee will be constituted to recruit/nominate independent members to the BOG A workshop on good governance will be conducted for BOG members. | 2016-17 2016-17 2015-16 |

| E REGULATORY COMPLIANCE | | | | | |
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| | GOVERNANCE SELF-REVIEW QUESTIONS | GRADE | SUPPORTING EVIDENCE | DEVELOPMENT PLAN | EXPECTED DELIVERY TIME FRAME |
| 1 | Does the Governing Body ensure regulatory compliance and, subject to this, take all final decisions on matter of fundamental concern to the institution. | 2 | <ul style="list-style-type: none"> The BOG ensures compliance to various regulatory bodies like AICTE, CUSAT and State Government on regular basis. | <ul style="list-style-type: none"> Current Practices will be continued. | NA |
| 2 | Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions | 1 | <ul style="list-style-type: none"> Yes | ---- | ----- |
| 3 | 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. | 3 | <ul style="list-style-type: none"> The Institution has applied for Accreditation by NBA. No programmes accredited at present | <ul style="list-style-type: none"> Obtain Accreditation from NBA | 2015-16 |