

GOVERNANCE DEVELOPMENT PLAN



COLLEGE OF ENGINEERING, ADOOR

MANAKALA.P.O, ADOOR, PATHANAMTHITTA

KERALA, PIN-691551

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

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The administration is overseen by the Board of Governors (BOG). The BOG meets at least four times in a year. The BOG has in place several sub-committees in addition to statutory & other committees to continuously monitor the academic & administrative activities of the Institution. These are (i) Academic Committee, (ii) Finance Committee, (iii) Procurement Committee, (iv) Equity Assurance Committee, (v) Monitoring & Evaluation Committee. Activities, policies and achievements in these areas are documented by these committees and placed before the BoG for discussion, review and approval. Coordinators of each committee are invited to BoG meetings where they get a chance to interact with the Board members and air their views in an open and transparent manner.

A	PRIMARY ACCOUNTABILITIES				
	Practice	Grade	Self Review Comment	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?	1	<p>Vision & Mission statements are evolved Through a strategic plan by the institute faculty and they have been displayed on college website.</p> <p>These were discussed in the Governing Body as part of information agenda presented by the Principal. These were discussed and approved, however they were not documented formally as part of the minutes of the meeting.</p>	The Strategic Plan is being implemented with the support of all the stake holders. The BoG will periodically review the status of implementation.	NA

A2	<p>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.)?</p>	3	<p>The budget is prepared by the Head of the Departments and Principal.</p> <p>Since there is no financial autonomy BoG is not involving in the preparation of institutional budget. But progressively this will be done.</p> <p>Proper system for the financial management and control by way of both internal and external audits is in place..</p> <p>Four funds (Corpus Fund, Staff development fund, Maintenance Fund, Equipment replacement fund) are established to ensure financial sustainability.</p>	<p>Efforts will be taken make the accounting system fully automated for better and effective control.</p>	2015-17
A3	<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>	2	<p>The Governance process is transparent and involve faculty/staff in the decision making process. There are several committees (both statutory and non-statutory) for maintaining effective and efficient system of control. The input quality is measured in terms of CET Ranks. and the output in terms of placement, results etc. The feedback Whether the institution is achieving the intended outcome in comparison with its strategic plan</p>	<p>The Institution has constituted an Accreditation Committee to monitor / maintain quality in all its processes. As an outcome, a self assessment report has been prepared and to be submitted to NBA. The SAR has been reviewed by the BoG.</p> <p>BoG suggested to conduct a mock drill accreditation to evaluate the preparedness of the institution</p> <p>The head of the institution will</p>	2015-16

			is also seen as one of the parameters of evaluation. The output in terms of Placement, Result etc. will be evaluated by the BOG.	regularly monitor the progress of accreditation activities in the college and give necessary directions to the accreditation committee Benchmarking of practices against other institutions To enhance the quality the Institution is also embarking on modern processes such as QEEE and MOOCs as part of its curriculum. The process commenced by suitably modifying the year curricula (2014-15).	2015-16
A4	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	2	The Performance of the Head of the Institution is pivotal for any institutions growth and development.	BoG will review the head of the institution's performance	NA
B	OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES				
B1	Does the Governing Body publish an annual report on institutional Performance?	3	Annual report is not being published so far. It is required to be prepared & discussed in the BoG meetings	Steps are to be taken to publish annual reports in Institutional performance covering the strategic performance, academic performance, financial performance, and faculty & staff development.	June 2015
B2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	2	College of Engineering Adoor is A govt. institution operating within the guidelines of UGC and AICTE. The BoG has been constituted by the government of Kerala composition follows the Guidelines of these bodies. A Need for a separate register of interests of its GC members has not been felt so far and hence Register of interest	Will take necessary steps to maintain, and publicly disclose, a register of interests of members of its governing body. Will maintain a register of interests of members of its governing body and publish it on the college website.	June 2015

			has not been maintained.		
B3	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?	2	Governing body is conducted in an open manner. Coordinators are invited to participate in the meetings of BOG as required. The minutes of the Meeting are also published in the College website (bmsce.ac.in). The relevant information is shared with HODs, faculty and staff through various meetings/circulars.	Faculty & staff representatives will be allowed to attend the BoG meetings, if required Similarly, student representatives will be invited to the BOG meetings and their view are obtained and duly considered.	NA
C	KEY ATTRIBUTES OF GOVERNING BODIES				
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?	1	The composition of the BoG fits the responsibilities it is expected to discharge	The BOG consists of independent representatives From Government, UGC, , University & Industry Head of the Institution and senior faculty members.	NA
C2	Are the recruitment processes and procedures for governing body members rigorous and transparent?	1	BoG has been constituted as per the guidelines of statutory and regulating bodies	Already the procedure is in place	NA
	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	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	The members of the board contribute for various academic and administrative developmental activities of the institution.	NA

			decisions regarding reservation quotas in student admission, faculty recruitment and, tuition fee may affect attainment of long term educational objectives		
C3	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?	2		Institutional Governance document includes the role and responsibilities of the Chair of the Governing body, the Head of the Institution and the Member Secretary serving the governing body.	NA
C4	Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively	1	BoG meets regularly. It is evident from the minutes of meeting.	The BOG meets regularly normally, four meetings times in an academic year. The members of BOG participate regularly and make active contributions for academic growth and development. The BOG members directly participate in various activities of the Institution and spend quality time to encourage the faculty, staff and students.	NA
D EFFECTIVENESS AND PERFORMANCE REVIEW OF THE GOVERNING BODY					
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 long term strategic objectives and its short term indicators of performance/success ?	2	BoG monitors the strategic plan, both short term goals and long term goals, through periodical reviews.	Steps will be taken up to prepare a good governance document of the institution	July 2015
D2	Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as	2	The BOG is constituted as per the guidelines of statutory and regulating Bodies. The existing members are continued to be	Identify development opportunities	

	deemed necessary		involved in the developmental activities in various prominent capacities.	for Governing Body members	July 2015
E	REGULATORY COMPLIANCE				
E1	Does the Governing Body ensure regulatory compliance* and, subject to this, take all final decisions on matter of fundamental concern to the institution.	1	The BOG ensures compliance to various regulatory bodies like State Government, AICTE and University on regular basis.	Current Practices will be sustained. All compliances will be made available in digital format and published on the college website.	July 2015
E2	Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions?	1	Fee structure compliance is being followed. Admissions are as per admission rules of Kerala State. Further the institutional budget clearly shows the not-for-profit purpose and evidence.	The not-for-profit character will be sustained	NA
E3	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	The college is in the process of applying for accreditation again.	The institution is in the process of seeking NBA accreditation for all its eligible PG programmes.	August 2016