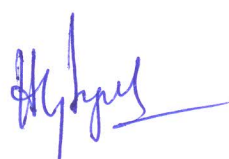


Annexure IV

Institutional Governance Review		Supporting Evidence
A. Primary Accountabilities		For additional information refer to the TEQIP Good Practice Guide for Governing Bodies
Self Review Questions	Assessment	Examples of evidence (such as Governing Body Minutes & institutional documentation) indicate:
Has the Governing Body approved the institutional strategic vision, mission and plan - identifying a clear development path or the institution through its long-term business plans and annual budgets?	1. • First BOM meeting on 13/07/2012	<ul style="list-style-type: none"> When, how, by whom, and to what degree, the strategic vision, mission and plan (with a clear development path through long-term business plans and annual budgets), have been discussed.
Has 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 assessment and management, clear procedures for managing physical and human resources)	2. • BOM Instructed member secretary to make the monitoring systems for effective implementation of scheme and it is in place	<p>Institutional audits have been prepared, discussed and approved by the Governing Body.</p> <ul style="list-style-type: none"> The Governing Body has discussed and approved the Annual budget Governing Body Sub-committees have met (give dates and minute references) and reported to the main Governing Body – including on financial and procurement risks assessed and discussed.
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?	1. • In every BOM meeting a review is taken. • Chairman BOM and other members regularly monitor the progress the project • The progress of the project is in tune with the defined benchmark	<ul style="list-style-type: none"> Evidence of clear institutional values, policies and processes for enhancing, as well as assuring, quality (which are reflected in institutional practice and outcomes for education and research) education and research) Evidence of external scrutiny of course programmes reporting to the Governing Body, actions taken and discussion by the Governing Body Governing Body discussion of benchmarking (comparison of performance with similar institutions) Accreditation alignment and Academic Board reporting to the Governing Body on effectiveness of quality assurance systems – including demonstration of improvements.
Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	2. • In Process and will be implemented after monitoring mechanism is established	<ul style="list-style-type: none"> Discussion and approval of the arrangements that have been put in place.


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Institutional Governance Review		Supporting Evidence
B. Openness & Transparency in the Operation of Governing Bodies		For additional information refer to the TEQIP Good Practice Guide for Governing Bodies
Self Review Questions	Assessment	Examples of evidence (such as Governing Body Minutes & institutional documentation) indicate:
Does the Governing Body publish an annual report on institutional performance?	<p>2.</p> <ul style="list-style-type: none"> At present, published in the form of bulletin 	<ul style="list-style-type: none"> Annual reports (past & present) which include: key areas of performance linked to strategic mission/plan, the institution's annual accounts with the identification of key individuals, and a broad summary of the responsibilities and accountabilities that the Governing Body delegates to management, (or those that are derived directly from the instruments of governance) Evidence of Governing Body discussion, approval and publication of annual report.
Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	<p>1.</p> <ul style="list-style-type: none"> BOM agenda is open to all stake holders and made available on institutions website 	<ul style="list-style-type: none"> The Register of Interests indicates whether the conduct of the Governing Body is evidence of the good practice highlighted in the Good Practice Guide for Governing Bodies (members have completed the register of interests as part of the recruitment process; updating as appropriate).
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>1.</p> <ul style="list-style-type: none"> BOM chairman conducted meeting with students faculty and staff on 13/07/2012 and 30/08/2013 	<ul style="list-style-type: none"> All matters concerning the governance of the institution, including minutes of meetings, are available publicly, and on the institutional website Governing Body discussion to ensure that marketing and reported information is truthful Detailed student admission information (including use of any management quota) uses clear and transparent criteria, procedures and processes that are shared on the institutional website – to ensure public trust and confidence in the integrity of the processes regarding the selection and admission of students Discussions with students and staff should indicate they have appropriate access to information about the proceedings of their governing body Discussion and outcomes from reviews of the Governing Body are shared on the institutional website.


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Institutional Governance Review		Supporting Evidence
C. Key Attributes of Governing Bodies		For additional information refer to the TEQIP Good Practice Guide for Governing Bodies
Self Review Questions	Assessment	Examples of evidence (such as Governing Body Minutes & institutional documentation) indicate:
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 BOM is constituted by Govt. of Maharashtra and consists of senior and eminent academicians and professionals 	<ul style="list-style-type: none"> The size of the Governing Body is such that it is able to carry out its primary accountabilities effectively. The balance of skills, experience and competences among governors, and serving on the governing body sub-committees, match the written job descriptions and person specifications for Governing Body members
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"> Members of BOM are actively involved in activities of academic reforms to attain academic objectives Independent BOM members are external to, and independent of, the institution. 	<ul style="list-style-type: none"> An independent committee manages appointments (chaired by the Chair of the Governing Body) Independent members are external to, and independent of, the institution.
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 role and responsibilities are defined and are in place 	<ul style="list-style-type: none"> Roles and responsibilities for these posts are clearly stated in job descriptions, person specifications and institutional governance documentation (See Annex 1 example – Role Description for Chairs of Governing Bodies)
Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	2. <ul style="list-style-type: none"> Few members attend regularly The frequency of meeting needs to be increased 	<ul style="list-style-type: none"> The governing body meets at least 4 or 5 times a year with each member attending 3-4 meetings (no delegates or substitutes) Governing Body members allocated to serve on sub-committees attend most meetings and are actively involved in the work of these committees – reporting back regularly to the main Governing Body.


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INSTITUTIONAL GOVERNANCE REVIEW TEMPLATE		SUPPORTING EVIDENCE
D. EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES		For additional information refer to the TEQIP Good Practice Guide for Governing Bodies
Self Review Questions	Assessment	Examples of evidence (such as Governing Body Minutes & institutional documentation) indicate:
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?	1. <ul style="list-style-type: none"> Structures and processes have been revised as part of the governing body's ongoing regular review processes. 	<ul style="list-style-type: none"> Governing body effectiveness is measured against the institution's statement of primary accountabilities, the institution's strategic objectives and compliance with the Good Governance Guidelines
Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary?	1. <ul style="list-style-type: none"> The BOM members are regularly interacting for institute development 	<ul style="list-style-type: none"> There is a record of induction and development activities undertaken for all Governing Body members (including dates / type of activity / costs and funding source If appropriate.)


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INSTITUTIONAL GOVERNANCE REVIEW TEMPLATE		SUPPORTING EVIDENCE
E. REGULATORY COMPLIANCE		For additional information refer to the TEQIP Good Practice Guide for Governing Bodies
Self Review Questions	Assessment	Examples of evidence (such as Governing Body Minutes & institutional documentation) indicate:
Does the Governing Body ensure regulatory compliance* and, subject to this, take all final decisions on matters of fundamental concern to the institution.	<p>2.</p> <ul style="list-style-type: none"> At present the Institute is governed as per norms of Govt. of Maharashtra After autonomy, the Governing body will be responsible for regulatory compliances 	<ul style="list-style-type: none"> List regulations with which compliance is Expected Compliance with the statutes, ordinances and provisions regulating their institution, including compliance with the regulations by Statutory bodies, such as the AICTE and UGC, as well as regulations laid out by the State Government and Affiliated university (if any) Current AICTE approval for all the undergraduate and postgraduate programmes being conducted (institutions should not be conducting any unapproved programmes)
Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' institutions?	<p>1.</p> <ul style="list-style-type: none"> This being Government Institute all regulatory compliances are strictly followed 	<ul style="list-style-type: none"> Current affiliation / academic autonomy / degree granting authority Sending in the mandatory disclosure to AICTE Ensuring the fee structure is within the permissible limits set by the Fee Fixation Committee of the State/UT Respecting the admission rules for that State Progress in compliance with any strictures passed by the AICTE.
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.	<p>2.</p> <ul style="list-style-type: none"> The reaccreditation process in progress 	



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