

## CUSAT SCHOOL OF ENGINEERING, COCHIN, KERALA (CONSTITUENT COLLEGE)

	GOVERNANCE SELF-REVIEW QUESTIONS	GRADE	SUPPORTING EVIDENCE	DEVELOPMENT PLAN	EXPECTED DELIVERY TIMEFRAME
<b>A</b>	<b>PRIMARY ACCOUNTABILITIES</b>				
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?	<b>2</b>	<p>Vision, Mission &amp; Strategic Plan</p> <ul style="list-style-type: none"> <li>▪ School of Engineering is a constituent department of Cochin University of Science and Technology. The University has evolved a Vision, Mission and Strategic Plan, which is applicable to School of Engineering also. The vision and mission of the University is published in the website.</li> </ul> <p>Annual budget</p> <ul style="list-style-type: none"> <li>▪ The annual budget is presented and approved in the meeting of the Syndicate of the University. It forms part of the minutes of the meeting of the syndicate. The annual budget is also circulated in a book form among the departments and offices of the University.</li> </ul> <p>The budget for the year 2013-14 was presented in the Syndicate Meeting held on 30.03.2013.</p>	<ul style="list-style-type: none"> <li>▪ The GC has reviewed and approved the institutional vision, mission, strategic objectives and strategic plan for School of Engineering at its meeting held on 31<sup>st</sup> March 2014.</li> </ul>	
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)?	<b>2</b>	<ul style="list-style-type: none"> <li>▪ The local fund auditors and AG's auditors ensure that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements /contracts /memorandum. Audited statements of accounts are sent to funding agencies.</li> <li>▪ Budgets are approved by the Syndicate annually after detailed discussion.</li> <li>▪ Policies on a range of systems, including treasury management, investment management, risk management, debt management, and grants and contracts are formulated by the Syndicate of the University.</li> <li>▪ Human resource requirements of the School are scrutinized and approved by the Syndicate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The School is aiming at having a performance-oriented review process for financial and human resources with inputs from the GC.</li> </ul>	31 December 2014
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?	<b>3</b>	<ul style="list-style-type: none"> <li>▪ The University has a benchmarking process on the basis of rankings of the incoming students. At the end of admission year, this data is shared with the Syndicate for deliberations.</li> <li>▪ Institution has applied to NBA for the accreditation of all UG programmes.</li> <li>▪ The Institution has an internal quality assurance mechanism.</li> <li>▪ However 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 to be taken up.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The School proposes to evolve benchmarks for assessing teaching and research based on peer review, student feedback, technology-enhanced education initiative, grant income, citations, and journal ranking. These benchmarks will be placed before the GC and the University Syndicate for review.</li> </ul>	31 March 2015
A4	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	<b>3</b>	<ul style="list-style-type: none"> <li>▪ Formal arrangement for monitoring does not exist.</li> </ul>	<ul style="list-style-type: none"> <li>▪ It is proposed to evolve a monitoring mechanism for assessing the performance of the Head of the Institution based on the quantifiable parameters in the strategic plan.</li> </ul>	31 May 2015
<b>B</b>	<b>OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES</b>				

B1	Does the Governing Body publish annual report on institutional performance?	1	<ul style="list-style-type: none"> <li>The Annual Report of the University (including School of Engineering) is discussed in the Academic Council and Syndicate and is published.</li> </ul>	<ul style="list-style-type: none"> <li>The quality of the annual report will be improved by incorporating the assessment of teaching and research against the benchmarks</li> </ul>	15 April 2015
B2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	3	<ul style="list-style-type: none"> <li>No. A register of interest is not maintained</li> </ul>	<ul style="list-style-type: none"> <li>Every effort will be made to maintain a register of interests of members of the GC.</li> </ul>	31 March 2015
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?	1	<ul style="list-style-type: none"> <li>Governing body is conducted in an open manner and the proceedings of the minutes are published on the website.</li> <li>The sharing of relevant information with departments and faculty happens through School Council meetings held on the first Wednesday of every month.</li> </ul>	<ul style="list-style-type: none"> <li>Efforts will be made to make the system more effective and transparent.</li> </ul>	31 December 2014
<b>C</b>	<b>KEY ATTRIBUTES OF GOVERNING BODIES</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	<ul style="list-style-type: none"> <li>The Governing Body has been constituted as per the guidelines of statutory and regulating bodies (primarily UGC guidelines for autonomous bodies).</li> </ul>	<ul style="list-style-type: none"> <li>The Vice-chancellor of the University periodically reviews the composition of the GC and changes are made to give representation to a wider group of faculty and external experts.</li> </ul>	Periodically reviewed (Once every three years)
C2	Are the recruitment processes and procedures for governing body members rigorous and transparent?	2	<ul style="list-style-type: none"> <li>Nominations are decided by the University Vice Chancellor based upon the merit and competencies in a transparent manner</li> </ul>	<ul style="list-style-type: none"> <li>A proposal will be placed before the GC to constitute a panel of experts/faculty, which will be forwarded to the Vice-chancellor for consideration.</li> </ul>	31 March 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	<ul style="list-style-type: none"> <li>Members are actively involved in furtherance of institutional objectives</li> </ul>	<ul style="list-style-type: none"> <li>A proposal has already been submitted to the University for granting autonomous status to the School within the University system. The autonomous status will bring more academic and administrative freedom.</li> </ul>	
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	<ul style="list-style-type: none"> <li>Have come through practice, not clearly stated</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to bring out a document containing the roles and responsibilities of the Chair of the GC, the Head of the Institution and the Member Secretary of the GC.</li> </ul>	31 December 2014
C5	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"> <li>Yes</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to increase the frequency of the GC meetings to once per month.</li> </ul>	30 June 2014
<b>D</b>	<b>EFFECTIVENESS AND PERFORMANCE REVIEW OF THE GOVERNING BODY</b>				
D1	Does the Governing Body keep their	3	<ul style="list-style-type: none"> <li>No. There is no formal process to regularly review the performance</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to evolve a formal system for assessing</li> </ul>	31 December

	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?		of Governing body	the effectiveness of the GC.	2014
D2	Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary?	<b>3</b>	<ul style="list-style-type: none"> <li>▪ No, There is no formal induction process for the governing council</li> </ul>	<ul style="list-style-type: none"> <li>▪ It is proposed to conduct an orientation programme for new members of the GC to make them aware of the vision and mission of the institution and the strategic plan.</li> </ul>	As and when new members are inducted.
<b>E</b>	<b>REGULATORY COMPLIANCE</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?	<b>2</b>	<ul style="list-style-type: none"> <li>▪ The GC makes it a point to treat these (AICTE, UGC) regulations as a minimum basic requirement and gives directions to higher provisioning of infrastructure, faculty (Human resources) and equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Current practices will be sustained.</li> </ul>	
E2	Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions?	<b>2</b>	<ul style="list-style-type: none"> <li>▪ Yes</li> </ul>	<ul style="list-style-type: none"> <li>▪ The institution will maintain its 'not-for-profit' purpose.</li> </ul>	
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.	<b>2</b>	<ul style="list-style-type: none"> <li>▪ Every year mandatory disclosure is sent to AICTE and published on website.</li> <li>▪ Admissions are as per the University Rules and Regulations.</li> <li>▪ The Institution has applied to NBA for the accreditation of all its UG programmes.</li> <li>▪ The Institution has applied to UGC for autonomous Status.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The institution will continue to maintain the practice of obtaining accreditation from national accreditation and assessment agencies.</li> </ul>	