

# BVBCET GOVERNANCE GUIDELINES DOCUMENT: ANNEX 2(a)

GOVERNANCE SELF-REVIEW AND GOVERNANCE DEVELOPMENT PLAN					
BVBCET, HUBLI, KARNATAKA (GOVERNMENT-AIDED)					
<p><i>The Governing Council (GC) of BVBCET is supported by several empowered committees that report to it, these are: (a) Academic Council, (b) Board of Studies, (c) Academic Audit Committee, (d) Finance Committee, (e) Procurement Committee, (f) Central Steering Committee, (g) Staff Selection Committee, (h) Technical Education Quality Improvement Project (TEQIP) 1.1 monitoring committee. Activities, policies and achievements in these areas are documented by these committees and placed before the GC for discussion, review and approval. Select Faculty (on rotation) are invited to GC meetings where they get a chance to interact with the Board members and air their views in an open and transparent manner.</i></p>					
	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>	<ul style="list-style-type: none"> <li>▪ Vision &amp; Mission statements are evolved through a strategic plan by the institute faculty and they have been displayed on college website and lesson plans given to students. However formal approval by the GC has not been taken.</li> <li>▪ These were discussed in the Governing Council 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.</li> <li>▪ Annual budgets are approved by the GC</li> </ul>	<ul style="list-style-type: none"> <li>• Active Participation of GC in reviewing and approval of institutional vision, mission and strategic plan (2012-17).</li> <li>• Developing and adapting Good Governance document for the institution.</li> </ul>	June 2014
				<ul style="list-style-type: none"> <li>• Developing and Approval of long-term business plans of the institution</li> </ul>	March 2016
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 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 discussed and approved annually.</li> <li>▪ The GC approves budgets annually after detailed discussion.</li> <li>▪ Financial Committees meetings are held twice a year. However financial and procurement risk assessment are not done.</li> <li>▪ Policies on a range of systems, including treasury management, investment management, risk management, debt management, and grants and contracts do not exist.</li> <li>▪ Human resource requirement is presented by the Head of the institution and is approved by the GC on a regular basis.</li> <li>▪ A Construction &amp; Maintenance Unit is presently doing the estate management job, and gives an estimate of the budget required, which will be part of the institutional budget approved by the GC. However, its scope needs to be re-defined.</li> <li>▪ Institution has received ISO 9001:2008 certification in 2004 and 2008 and 2013</li> <li>▪ Under UGC regulations, the institute is in the not-for-profit</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and adapt risk and other financial management policies and procedures</li> <li>• Develop Scope and processes for estate management and construction and management cell and adapt them as part of institutional quality management system.</li> </ul>	March 2015

			category. <ul style="list-style-type: none"> <li>Controls are exercised through empowered committees that report periodically to the GC. The GC after discussion approves the committee reports.</li> </ul>		
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	The Institution benchmarks on the basis of CET rankings, i.e. meritorious students preferring engineering colleges in the region. The GC monitors institutional performance regularly with respect to finance, results, placements, appointments, compliance etc. These are recorded and approved at the GC meetings. Student input quality (cut-off ranks), 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.	<ul style="list-style-type: none"> <li>Establish key-performance Indicators (KPIs) for measuring Institutional performance.</li> <li>Establish and adapt process for monitoring the institutional performance using KPIs</li> </ul>	June 2014
				<ul style="list-style-type: none"> <li>Adapt procedure for benchmarking institutional performance with peer institutions</li> </ul>	June 2015
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 UGC / AICTE/ VTU guidelines.	<ul style="list-style-type: none"> <li>Establish Performance Indicators (KPIs) for monitoring performance of the head of the institution based on roles and responsibilities</li> <li>Develop and adapt process and schedule to review and monitor performance</li> </ul>	September 2014
<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?	3	Annual report is presented and discussed in the GC, however it is not being published so far.	<ul style="list-style-type: none"> <li>Publish an Annual Report on Institutional Performance covering strategic performance, academic performance, financial performance, faculty and staff development etc.</li> </ul>	September 2014
B2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	3	BVCET is a grant-in-aid institution operating within the guidelines of UGC and AICTE. The GC 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 has not been maintained.	<ul style="list-style-type: none"> <li>Maintain a register of interests of members of its governing body and publish it on the college website.</li> </ul>	September 2014
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	GC 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..	<ul style="list-style-type: none"> <li>Publication of Governing Board minutes on the college website.</li> <li>Making college annual report available on the college website</li> </ul>	Completed September 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	2	GC of the institute has been constituted as per the norms of UGC. The composition of the GC fits the responsibilities it is expected to discharge. Details are enclosed as attachment-1. There is a very good	<ul style="list-style-type: none"> <li>Periodic review of GC vis-à-vis the expectations and changes made as appropriate.</li> </ul>	

	accountabilities effectively and efficiently, and ensure the confidence of its stakeholders and constituents?		mix of experience, age, rank and competence from among the GC.		
C2	Are the recruitment processes and procedures for governing body members rigorous and transparent?	2	GC has been constituted as per the guidelines of statutory and regulating bodies. However, few of the nominations are decided by the GC based upon the merit and competencies in a transparent manner. All recruitment is placed before the GC, discussed, approved and minuted.	<ul style="list-style-type: none"> <li>Establishment of nominations committee chaired by the Chair of the Governing Council to screen and decide independent members for GC as and when a requirement arises</li> </ul>	June 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.	<ul style="list-style-type: none"> <li>Institutional Governance document (being developed) will bring clarity to roles and responsibilities of governing body members hence, encouraging independent members to be actively involved in achieving long-term educational objectives</li> </ul>	March 2014
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 BVBCET 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.	<ul style="list-style-type: none"> <li>Institutional Governance document (being developed) 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.</li> </ul>	March 2014
C5	Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	1	The GC meets four times a year. There is clear evidence of participation through attendance and minutes of GC meetings.	<ul style="list-style-type: none"> <li>Annual Report to include GC attendance participation by members.</li> </ul>	September 2014
<b>D</b>	<b>EFFECTIVENESS AND PERFORMANCE REVIEW OF THE GOVERNING BODY</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 long-term strategic objectives and its short-term indicators of performance/success?	3	The review is being carried out by the GC itself in an informal way. However, in every meeting a 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 are not measured as the accountabilities have not been documented.	<ul style="list-style-type: none"> <li>To evolve and adapt process for regular review of Governing body performance</li> </ul>	December 2014
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 GC 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 new members are briefed informally by the Chairman on their role and responsibility.	<ul style="list-style-type: none"> <li>Evolve and implement one-day induction program for new members of Governing Body</li> <li>Identify Development opportunities for Governing Body members</li> </ul>	December 2014
<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?	1	The GC 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.	<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?	1	Fee structure compliance is being followed, which comes for discussion in an indirect way during approval of institute's budget. Admissions are as per admission rules of Karnataka State. Further the budget clearly shows the not-for-profit purpose and evidence.	<ul style="list-style-type: none"> <li>The not-for-profit character of the organization will be maintained.</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.	1	The Institution was accredited (by the NBA) in 2004 and 2008 and now it is in the process of applying for accreditation again.	<ul style="list-style-type: none"> <li>Institute will continue to subject itself for accreditation by national/ international professional bodies to assure quality to all its stakeholders.</li> </ul>	

# BVBCET GOVERNANCE GUIDELINES DOCUMENT: ANNEX 2(b)

**ACTION PLAN TEMPLATE:** Drawing on the Governance Self-Review and Governance Development Plan (Work-in-progress as at June 2014)

<b>Good Governance Practice:</b>							
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>Developmental Goal: 1</b> (Based on perceived gap, in self-review document)							
The active participation of GC in reviewing and approval of institutional vision, mission and strategic plan is being taken up. The GC has decided to come up with Good Governance document. The GC will discuss and approve long-term business plans of the institution.							
<b>SELF-REVIEW SCORE: 2</b>							
Development Objectives and Action Plan					Means of evaluating progress toward this Objective	Priority	
1.1	<b>Reviewing and approval of institutional vision, mission and strategic plan</b>					Institutional Strategic Plan for 2012-2017 reviewed and approved.	1
		<i>Activity</i>	<i>Timeline</i>	<i>Person(s) responsible</i>	<i>Status</i>		
	1.1.1	Workshop for reviewing Strategic plan (2012-17) for submission to GC	15 Feb 2014	Board: Dr Mudhu Atre, Vivek Pawar Institutional: Principal and Deans	Completed		
	1.1.2	Presentation to GC for discussion and approval of strategic plan	June 2014	Principal	Completed		
1.2	<b>Developing and adopting Good Governance document for the institution.</b>					Institutional Governance Guidelines Document approved	1
		<i>Activity</i>	<i>Timeline</i>	<i>Person(s) responsible</i>	<i>Status</i>		
	1.2.1	i. Consultations and discussion: developing the Institutional Governance Guidelines Document. ii. Preparation of the draft	April 2014	Board: Prof. M. I. Savadatti, Dr Madhu Atre Institutional: Principal and Deans	Completed		
	1.2.2	Presentation to GC for discussion and approval: Institutional Governance Guidelines Document	June 2014	Principal	Completed		
1.3	<b>Approval of long-term business plans of the institution</b>					Long term Business Plan approved	3
		<i>Activity</i>	<i>Completion date</i>	<i>Person(s) responsible</i>	<i>Status</i>		
	1.3.1	i. Consultations and discussions for developing of long-term business plans of the institution. ii. Preparation of the draft	Jan. 2016	Principal and Deans and Board sub-committee	To be taken Up		
	1.3.2	Presentation to GC for discussion and approval of long-term business plans of the institution	March 2016	Principal	To be taken Up		