

Annexure 3

Dr. S.S.Bhatnagar University Institute of Chemical Engineering & Technology, Panjab University, Chandigarh

Good Governance and Development Report:

A - PRIMARY ACCOUNTABILITIES		
SELF-REVIEW QUESTIONS	Supporting Evidence	Development Plan
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?	<p>1. Vision & Mission statements are evolved by consulting various stakeholders i.e. faculty, students, alumni and recruiters and they have been displayed on institute website. The vision and mission statements are also displayed at various points in the institute's premises. Moreover formal approval by the Vice Chancellor, Head of Panjab University has been taken.</p> <p>2. Annual budget of TEQIP-II is approved by the BOG of TEQIP-II. Institute's annual budget is approved by Governing council of Panjab University</p>	<p>Active participation of BOG in reviewing and approval of Institutional vision, mission, and strategic plan has been ensured. As developing institute's vision and mission statements is the first step in developing the action plan that will guide our efforts, we have ensured that this is imbibed in our institute's beliefs and values.</p>
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	<p>1. Various heads of the project expenditure has been approved by BOG, TEQIP-II and are being adhered to during the implementation of project. Expenditure under various heads are first approved by a working committee known as Core Committee and then approved by BOG.</p> <p>2. The Chandigarh Administration Finance Department is responsible</p>	<p>Institutional audit for the TEQIP project is first conducted by an Internal auditor on continuous basis and then by Statutory auditor appointed by NPIU every six months to ensure monitoring and efficient financial control.</p> <p>In this project there is a stress on Internal Revenue Generation (IRG). The</p>

	resources.)?	<p>for audit of expenditure of the institute. The annual Budget is approved by the Board of Finance of the Panjab University.</p> <p>3. BOG will be looking into the budget details on annual basis. TEQIP-II funds have been received by our institute on 10th June 2013.</p> <p>4. 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.</p> <p>5. The BOG approves budgets annually after detailed discussions.</p> <p>6. BOG members in all the meeting give constructive suggestions for improving IRG of the institute.</p>	<p>money collected through IRG will ensure financial sustainability of the project. Moreover IRG will help in the maintenance and repair of the hardware and equipments acquired during the project.</p> <p>Moreover the institute is an integral part of University, financial sustainability is ensured.</p>
3	<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</p>	<p>1. There are regular meetings of BOG to monitor the performance of institute under the project. The performance is accessed vis a vis best institutes in India and Abroad imparting chemical engineering education. The faculty members are encouraged to visit benchmarked institute to closely watch the practices followed there so that they can be replicated in the institute.</p> <p>2. The students are admitted from all over India on the basis of National Level Ranking JEE (Mains) conducted by CBSE, New Delhi.</p>	<p>The institute is in process of establishing key-performance indicators (KPI) for measuring Institutional performance and individual performances. These key performance indicators will be discussed in faculty meeting prior to approval of BOG.</p> <p>Establish and adopt process for monitoring the Institutional performance using KPIs</p> <p>Panjab University has its</p>

	reputation?		own Internal Quality Assurance Cell (IQAC), Board of Studies, Academic council and faculty of Engineering and Technology. Formation of Departmental level IQAC cells is in process.
4	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	<ol style="list-style-type: none"> 1. The performance of the Head of the Institution is monitored through Annual Report of the University which has a special section for the institute 2. Formal arrangement for monitoring does not exist, however his performance is reviewed in an informal way. 	The performance of the Head of the Institution is gauged on roles and responsibilities as outlined in annual/mid term plans.

B - OPENNESS & TRANSPERENCY IN THE OPERATION OF GOVERNING BODIES			
SELF-REVIEW QUESTIONS		Supporting Evidence	Development Plan
1	Does the Governing Body publish an annual report on institutional performance?	<p>Annual Report which includes Key areas of performance is published as per the academic year July –June by the University. This includes various seminars, workshops, conferences, training programmes organized by the various departments and attended by faculty members. Also includes research contributions and extension lectures by the faculty.</p> <p>The annual report contains a section on SSBUI CET. The report is available on Panjab University website.</p>	<p>Publishing an Annual Report is an old pactice by the university press. Prior information is sought from all the faculty members and head of the institutions.</p> <p>It is planned that institute will publish its own annual report from next academic year.</p>

2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	The background/ interests of the BOG members are listed on the website of the organization/ institution to which they belong.	Website linkages being provided.
3	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>The agenda is circulated to all the BOG members in advance.</p> <p>Before finalizing the minutes, a copy of draft minutes are circulated to all the members and their opinion is invited. Minutes are finalized after incorporating viewpoints of all the members.</p> <p>All the minutes of the meeting of BOG meeting are placed on the institute's website.</p> <p>Regarding the governing council of the university, all the proceeding are video-graphed. There is representation from all walks of life in the governing council of the university.</p>	Publication of BOG minutes on the Institute website.

C - KEY ATTRIBUTES OF GOVERNING BODIES		
SELF-REVIEW QUESTIONS	Assessment	Development Plan
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	<p>BOG has been constituted as per the guidelines of TEQIP-II (mentioned in PIP). BOG members are eminent people from academia and industry.</p> <p>The BOG is so constituted that different stakeholders like alumni and possible recruiters are given priority.</p>	<p>Periodic review of BOG vis-à-vis the expectations and changes made as appropriate.</p> <p>As eminent people from academia and industry are involved, they are more than efficient to fulfil primary accountability and ensure</p>

	efficiently and ensure the confidence of its stakeholders and constituents?		trust in various stakeholders.
2	Are the recruitment processes and procedures for governing body members rigorous and transparent?	Nominations of BOG were decided by the Vice-Chancellor of Panjab University, Chandigarh in consultation with the Chairperson of the Institute. The UGC nominee was appointed by UGC as per request of Vice Chancellor.	The experts are independent members from Universities and no way involved with the college.
3	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?	Yes, Governing body has actively involved in achieving the institute objectives and working without any political pressure. The members are eminent people from academia and industry hence ensure and assure academic freedom.	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
4	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?	Yes, roles are defined as per TEQIP-II guidelines	TEQIP-II document includes the role and responsibilities of the chair of Governing body, the Head of the institution serving the BOG.
5	Does the Governing Body meet regularly? Is there clear evidence that members of the	Yes, BOG meets regularly (TEQIP grant was received on 10 th June 2013) Six meeting of BOG were held on 10 th June 2013 & 3rd August 2013 & 21 st	Attendance of the BOG members and minutes signed by all members is on the institution website.

	governing body attend regularly and participate actively?	December 2013, 25 th July 2014, 16 th January 2015 and 27 th June 2015.	
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D – EFFECTIVENESS & PERFORMANCE REVIEW OF GOVERNING BODIES			
SELF-REVIEW QUESTIONS		Assessment	Development Plan
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 ?	Although there is no formal process to regularly review the performance of BOG, but in each subsequent meeting of BOG, review of last meeting is conducted and ACTION TAKEN REPORT is discussed. In this way a self check is developed that guides through the working of BOG.	BOG minutes published on website.
2	Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary.	The governing body by and large comprises of those persons who have been in the helm of affairs of University/Industry/ administration over a long period of time. The formal induction are done as per the requirement.	The senior reemployed faculty members have been introduced in the BOG.

E – REGULATORY COMPLIENCE			
SELF-REVIEW QUESTIONS		Assessment	Development Plan
	Does the Governing Body ensure regulatory compliance* and, subject to this, take all final decisions on matter of fundamental concern to the institution.	Yes the BOG takes all final decisions on matter of fundamental concern to the institution	Yes, Current practices will be sustained.

<p>Does the regulatory compliance include demonstrating compliance with the ‘not-for-profit’ purpose of education institutions</p>	<p>BOG makes it a point to treat these (AICTE, UGC, PU) regulations as minimum basis requirement.</p>	<p>The not-for-profit character of the organization will be maintained.</p>
<p>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.</p>	<ul style="list-style-type: none"> • Every year mandatory disclosure are sent to AICTE for approvals • Admissions are as per the rules of Panjab University. • Institution has applied for NBA Accreditations. 	<p>The Institute will continue to subject itself for accreditation by national/ international professional bodies to assure quality to all its stake holders.</p>