

G.H.Raisoni College of Engineering, Nagpur

Governance Self Review

Governance Self Review Questions	SUPPORTING EVIDENCE	Assessment	Expected Delivery Timeframe
A.PRIMARY ACCOUNTABILITIES			
<ul style="list-style-type: none"> 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>Yes,</p> <ul style="list-style-type: none"> The Governing Bodies role in approving the vision, mission and strategic plan are well documented. The institutional vision, mission, objectives, outcomes and development plans have been approved by the Governing Body. The institution has Strategic plan. It is made by Deans and Director. It is approved by Governing Body. All the developmental activities are streamlined according to the strategic plan. It is being formulated by looking down the line over a period of minimum five years. Accordingly each departmental head and Deans gives the five year planning for institutional development which acts as input for strategic plan. Each department has developed departmental mission, objectives and outcomes. They have been approved by respective Board of Studies, then in Academic Council and in BOG. The Vision, Mission statements are sent to all the Alumni for suggestions. <p>Perspective Plan GB Meeting held on 11th May 2012 RESOLUTION NO.15/6(ii): It is unanimously resolved that modified Perspective Plan for next 10 years is unanimously approved.</p> <p>GB Meeting held on 30th July 2013</p>	01	March 2015

	<p>AGENDA NO.3/10: Approval for future plan for TEQIP-II for the year 2013-2014.</p> <p>GB meeting held on 29th march 2014 Agenda No. 7/12: Approval of Perspective Plan</p> <p>GB Meeting held on 14th March 2015 Discussion on Perspective Plan of institute</p> <p>Annual Budget</p> <p>GB meeting held on 14th March 2015 Approval of Budget for 2015-16</p> <p>GB meeting held on 29th March 2014 AGENDA NO-3/12: "Approval of Budget for 2014-15."</p> <p>GB meeting held on 23rd March 2013 AGENDA NO-2/9: "Approval of Budget for 2013-14."</p> <p>GB Meeting held on 11th May 2012 AGENDA NO.11/6: To approve recommendations of Finance Committee (Approval of Budget for the session 2012-2013).</p>		
<ul style="list-style-type: none"> Has the Governing Body ensured the establishment and monitoring of proper, effective and efficient systems of control and accountability to ensure financial sustainability 	<p>Yes</p> <ul style="list-style-type: none"> Institute has well defined organizational structure and various committees are formed to monitor proper effective and efficient systems of control and accountability. Use of ICT in governance and academics. Adopting means for optimization like preventive maintenance, energy audit, sharing of resources, regular audit, academic calendar, etc. <p><u>Physical Resources</u></p> <ul style="list-style-type: none"> As per UGC Guidelines, Finance Committee is there 	01	May 2012

	<ul style="list-style-type: none"> ● It comprises of Senior Accounts Officer, Chartered Accountant and a Senior Faculty Incharge for effective implementation. ● ERP Software is in use. ● Physical verification is done on annual basis. ● Institute has developed clear and transparent standard operating procedures (SOPs) with clearly mentioning Rules, Regulations, Responsibilities, Accountabilities, Key Performance Indicators. ● Institute has MIS system for purchase and making requests for items, Approval is done through e-system. ● Institute has appointed Financial auditors and they conduct the audits at regular intervals. These audit reports are discussed in the Finance Committee meetings and approved by BoG. The annual budget is approved by BoG. <p>Some of the good practices of budget are:</p> <ul style="list-style-type: none"> ● Budget planning ● Cash Flow ● Monthly budget ● Monitoring ● Indent raised and approval ● Imprest amount to all Deans / HoDs / Senior Officials. ● Reallocation of budget ● Financial Power to the Director. <p><u>Human Resource</u> Some of the practices which are followed in Human Resource Management are:</p> <ul style="list-style-type: none"> ● HR manual at the time of induction ● Faculty requirement based on load calculation ● NOC by university ● Panel approved by University ● Interview conduction ● Joining and Training ● Faculty motivation for R&D ● M.Tech/PhD ● Sent for conference-national & abroad 		
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	<ul style="list-style-type: none"> • Salary advance / Festival advance. • Need based training • Deputation to Management capacity development • 50% concession for Higher Education (M.Tech. & Ph.D.) • 10% Incentive for R&D grant received • Incentive of Rs. 5000/- for refereed journal publication • Incentive of Rs.15000/- at the time of Patent filing and Rs.15000/- after the award of patent. • Incentive of Rs.5000/- for guiding PhD scholars for maximum 03 years • Incentive of Rs.10000/- for the award of PhD degree to research scholar. • Incentive of Rs.10000/- for product development/ software of utility to institute • Incentive of Rs.1000/- for coordinator of STTP/Conference • Best teacher award • Felicitation of Faculty getting PhD • Car with conveyance to Professors • Advance increment and promotions • 50% fee concession in group institutes to wards of faculty and staff • Roadmap for faculty development <p>GB Meeting held on 11th May 2012 AGENDA NO-3/6:</p> <ul style="list-style-type: none"> • Approval of TEQIP-II Committee. • Procurement Plan of TEQIP-II. • Training Need Analysis & Plan for Faculty Development Programme. • To approve CEP for the year 2012-13 <p>AGENDA NO 7/6: Incentive to the faculty for getting patents, for publications in referred journals and guiding Ph.D. scholars.</p> <p>AGENDA NO.8/6: Research & Development:</p>		
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	<ul style="list-style-type: none"> • Approval for R&D norms. • To discuss about the developing R&D awareness in Under Graduate students. • To discuss and approve the policy for Teaching Assistants & Research Assistants. • ARC Centre for Information Technology, Electronics & Telecommunication Engg. and Basic Sciences <p>GB Meeting held on 01st January 2013 AGENDA NO-1/8: Approval of International Travel Plan for the year 2012-2013 & 2013-2014.</p> <p>GB meeting held on 23rd March 2013 AGENDA NO-3/9:Progress of TEQIP-II Project</p> <p>GB Meeting held on 30th July 2013 AGENDA NO.4/10: Approval of Full time Research Scholars and Teaching Assistantship under TEQIP-II for session 2012-2013 & 2013-2014.</p> <p>AGENDA NO.5/10: Approval of TNA and Training Plan of the Institute. AGENDA NO.6/10: Re-allocation of TEQIP-II Funds. AGENDA NO.7/10: Approval of UG, PG &Exam Calendar. AGENDA NO.11/10: Approval of Seed Money for Research Projects.</p> <p>GB meeting held on 29th March 2014 AGENDA NO-10/12:Approval for Teaching & Non teaching Staff</p> <p>GB Meeting held on 2nd August 2014 Agenda No.13/14: Approval for teachers training in industries</p>		
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<ul style="list-style-type: none"> Is the Governing Body monitoring institutional performance and quality assurance arrangements? 	<p>Yes</p> <ul style="list-style-type: none"> Quality of education maintained through internal and external checks. Institution is always maintaining quality of education and research by way of accreditation through NBA & NAAC. Institute is accredited with “A” grade by NAAC. As & when eligible, institution applied for accreditation National Advisory board has been formed which is headed by IIT’s Director. Clear and transparent standard operating procedures (SOP) Developed clearly mentioning for each role, unit, process with pre-defined targets and to adopt all means of optimization. Benchmarking against other institutions. Almost all academic and non-academic matters relating to the institutions are discussed and reviewed by the Academic Council and Governing Body. These include conduct of the academic activities, utilization of development funds, discipline and co curricular activities and overall academic growth of the institute. The Council takes appropriate decisions from time to time to raise the academic standards of the institution within the administrative framework. The R&D Cell headed by a Dean R&D monitors and suggests reforms for the research activities within the institution. Institute has implemented decentralization through Deputy Director, Deans Structure for monitoring institutional performance and quality assurance. Internal Academic Audit check the teaching plan and its execution along with compliance, Results, Feedback, Period Regulation etc. Review of attainment of programme outcomes (POs) every year in the month of May. Review of attainment for programme educational objectives (PEOs) and direct feedback. <p>The institute checks the quality of academic programmes through PEER Review of:</p> <ul style="list-style-type: none"> Academic Audit R&D Cell Output – measuring quality output in terms of 	<p>01</p>	<p>Oct 2014</p>
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	<p>publications, review of patents obtained / applied.</p> <ul style="list-style-type: none"> • Teacher Guardians Report • Class Teachers Report • Alumni Feedback • Parent meet Review • Grievances Committee • Feedback mechanism • T&P and III cell activities • Patents produced • Corporate Social Responsibility Cell activities • Industry meet Review and Feedback of Industrialist • External auditsfor quality assurance. • Institute has well defined promotional policies for faculty and staff. <p>Minutes of Academic Council and BoG are available on website (http://ghrce.raisoni.net/academic2.php)</p> <p>GB Meeting held on 11th May 2012 AGENDA NO.10/6: Academic Activities:</p> <ul style="list-style-type: none"> • Academic Calendar for the session 2012-2013. • Admission dates, committee, process. • Approval to the report of Academic Audit Committee. • To inform the measures taken by Institute for academically weaker students. • Awards of Gold Medals & Silver Medals for students. <ul style="list-style-type: none"> • • Accreditation status NBA NAAC <p>GB Meeting held on 2nd aug 2014 AGENDA NO.6/14: Approval of Medals & prizes to students AGENDA NO.13/14:Approval for Question paper audit</p> <p>GB Meeting held on 11th Oct 2014 AGENDA NO.5/15: Approval to the report of Academic Audit Committee & for External audit on Autonomy</p>		
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<ul style="list-style-type: none"> Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance? 	<p>Yes</p> <p>The Principal meet is held every month and the progress on various activities related to education and research is sought.</p> <p>GB meeting held on 11th May 2012 AGENDA NO-2/6 :</p> <p>To review Directors report for the academic year 2011-12. Member Secretary presented the report of various activities in the session 2011-12 including Academic, Research & Development, Industry Institute Interaction, Placement.</p> <p>GB Meeting held on 25th October 2013 AGENDA NO-2/11 :</p> <p>Under Action Taken Report, complete report of 2012-13 was discussed and approved.</p> <p>GB Meeting held on 29th March 2014 AGENDA NO-11/12: Presentation of Annual Report</p>	01	March 2014
<p>B.OPENNESS & TRANSPARANCY IN THE OPERATION OF GOVERNING BODIES</p>			
<ul style="list-style-type: none"> Does the Governing Body publish an annual report on institutional performance? 	<p>Yes</p> <ul style="list-style-type: none"> The Annual report is published annually covering all the achievements and activities of the institute. The other publications include TEQIP-II News letter (Vatayani), Annual report of Research & Development activities, Monthly magazine (Campus Buzz) which covers all the achievements and activities, Placement Brochure. Monthly alumni news letter Departmental monthly newsletter. <p>GB Meeting held on 29th March 2014 AGENDA NO-11/12: Presentation of Annual Report</p>	01	March 2014
<ul style="list-style-type: none"> Does the Governing Body maintain, and publicly 	<p>Yes</p> <ul style="list-style-type: none"> Open house for unresolved grievances after exhausting the 		March 2014

<p>disclose, a register of interests of members of its governing body?</p>	<p>grievance mechanism for resolving grievances.</p> <ul style="list-style-type: none"> ● Maintains register of interest. ● Meetings of the Governing Body, Academic Council, Board of Studies, National Advisory Board. ● These suggestions are considered by the Institute administration while making suitable amendments to the academic transactions. <ul style="list-style-type: none"> ● The minutes of the meetings are circulated at relevant platform and available on website (http://ghrce.raisoni.net/governance.php) 	<p>02</p>	
<ul style="list-style-type: none"> ● 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? 	<p>Yes</p> <ul style="list-style-type: none"> ● BoG meets four times in a year. ● Academic council meet twice in a year ● Calendar is available on website of meetings of BoG and academic council. ● Decentralization – Deputy Directors, Deans & different committees. ● Feedback on all processes and activities including academic processes from all the stakeholders. ● Annual report is presented in BoG ● Every member of BoG is expected to devote minimum of 100 hours per year for the institute. ● A perspective plan is prepared and divided into yearly plan with budget provision. ● Quarterly review of the yearly plan to be carried out by BoG. ● Analysis of achievement versus targets to be reported for corrective measures. ● Feedback on each member of BoG specially on Director & Chairman. ● On BoG, student member, alumni member, Non teaching staff are appointed. ● The Deans and HoDs attend the Bog meetings ● BoS is responsible for designing curriculum of academic programmes. ● Feedback is taken by inviting alumni on curriculum development program and programs organized by Alumni Association. 	<p>01</p>	

	<ul style="list-style-type: none"> Feedback on various courses is also discussed during Board of Study meetings. Industry feedback is also sought. Feedback is taken during parents meet. Admissions are done on transparent manner. Admission related data (Merit List etc) is displayed on Institute website. Various groups are formed on social media for creating public interface. <ul style="list-style-type: none"> The minutes of the meetings are available on website for the information of all stakeholders (http://ghrce.raisoni.net/governance.php) 		
C.KEY ATTRIBUTES OF GOVERNING BODIES			
<ul style="list-style-type: none"> 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 	<p>Yes</p> <ul style="list-style-type: none"> The constitution of Governing Body is as per the norms of AICTE & UGC with the representation from State Govt, DTE, UGC, AICTE, R.T.M.Nagpur University. BoG consists of 5 members of parent trust Ankush Shikshan Sanstha nominated by Chairman, 2 teacher members of the college nominated by Director based on seniority, 1 educationist nominated by management, 1 UGC Nominee, 1 State Govt nominee, 2 University nominees nominated by Vice-Chancellor of University, Director of the Institute (Ex-Officio). The Industry representative has been added in BoG GB meeting held on 2nd Aug 2014 Agenda No. 3/14 : Inclusion of Industry Representative <p>The Board members are elite members who are having vast experience in their respective fields. Their wide experience and global exposure is helping the institute to achieve the development plan.</p>	01	Aug 2014
<ul style="list-style-type: none"> Are the recruitment processes and procedures for governing body members rigorous and transparent? 	<p>Yes</p> <ul style="list-style-type: none"> The constitution of Governing Body is as per the norms of AICTE & UGC with the representation from State Govt, DTE, UGC, AICTE, R.T.M.Nagpur University. 	01	Aug 2014

	<ul style="list-style-type: none"> The recruitment processes and procedures for recruiting the Governing Body members are transparent. <p>GB meeting held on 2nd Aug 2014 Agenda No. 3/14 : Inclusion of Industry Representative</p>		
<ul style="list-style-type: none"> 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? 	<p>Yes</p> <ul style="list-style-type: none"> The nominees of State Govt, AICTE, UGC, University are appointed by respective organizations. <ul style="list-style-type: none"> The Chairman BoG who is an industrialist and educationist appoints the members looking into their specialization and experience. The institution free from direct political interference to ensure academic freedom and focus on long term educational objectives 	02	Aug 2014
<ul style="list-style-type: none"> Are the role and responsibilities of the Chair of the institution and the Member Secretary serving the Governing Body clearly stated? 	<p>Yes</p> <ul style="list-style-type: none"> The Governing Body is the Principal executive body of the college. The Member Secretary of BoG has attended the Good Governance Workshop The Mentor of TEQIP-II gave the presentation on Good Governance Practices in one of the GB meeting. <ul style="list-style-type: none"> The roles and responsibilities of Governing Body are clearly stated which includes administrative, financial, purchases, admissions, academic, scholarships, recruitment, service rules, delegation of powers, conduct of examinations, etc Rules and Regulations are clearly stated in Statute 4 of 2014 	01	Aug 2014
<ul style="list-style-type: none"> Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively? 	<p>Yes</p> <ul style="list-style-type: none"> The Governing body meetings are conducted regularly with minimum 3 meetings. All the BoG members participate actively in the proceedings. <p>Last six Governing Body meetings held on</p> <ul style="list-style-type: none"> 25th October 2013 29th March 2014 14th June 2014 2nd Aug 2014 	01	Meetings are held regularly

	<ul style="list-style-type: none"> • 11th Oct 2014 • 22nd December 2014 		
D.EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES			
<ul style="list-style-type: none"> • 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? 	<p>Yes</p> <ul style="list-style-type: none"> • The Governing Body keeps their effectiveness under regular review through rigorous discussions in the meetings, review of annual report and Action Taken Report. • As per the development plan, whether the institution is achieving its goals is being deliberated and line of action is chalked out. • Review at frequent intervals as deemed necessary to remove the bottlenecks in the path of development <p>GB Meeting held on 29th March 2014 AGENDA NO-11/12: Presentation of Annual Report</p>	01	March 2014
<ul style="list-style-type: none"> • Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary? 	<p>Yes</p> <ul style="list-style-type: none"> • The new members are given induction and orientation about the practices. • Members of BoG are deputed for Management capacity and vision development programmes, leadership programmes, study tours at abroad to visit elite institutes and research organization 	01	Aug 2014
E.REGULATORY COMPLIANCE			
<ul style="list-style-type: none"> • Does the Governing ensure regulatory compliance* and, subject to this, take all final decisions on fundamental matters of the institution. 	<p>Yes</p> <ul style="list-style-type: none"> • The institute has been governed by AICTE, UGC and University. • The institute is autonomous under UGC act 1956 and accordingly it has framed various ordinances, bye-laws, statutes. It is complying with these statutes, ordinances and provisions regulating the institute. • It is also complying with the regulations by statutory bodies, such as the AICTE and UGC, as well as regulations laid out by the State Government and affiliating University. • Current AICTE approval for all the undergraduate and postgraduate programmes being conducted is in place. 	01	Already done

	<ul style="list-style-type: none"> • Also the courses have current affiliation and academic autonomy. Mandatory disclosure is sent to AICTE and also available on institute's website. • Fee structure is approved by Shikshan Shulka Samiti and the same is being charged. • Admission is done on merit basis and as per the AICTE and DTE rules. • Institute is NAAC accredited with 'A' grade. • Accreditation by NBA- 04 UG courses are re-accredited under Washington accord, 03 UG courses visit is scheduled during 27-19th March 2015. 06 PG courses are accredited and 03 are in applied status. 														
<ul style="list-style-type: none"> • Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions? 	<p>Yes</p> <p>The regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions</p>	02	Already done												
<ul style="list-style-type: none"> • Has there been accreditation and/or external quality assurance by a national or professional body? If so, give name, current status of accreditation etc 	<p>Yes</p> <p>Institute is accredited by NAAC with "A" grade</p> <p>Further all eligible UG & PG programmes are accredited/applied for accreditation. The details are as follows:</p> <p>All the 07 UG programmes were applied for re-accreditation out of which 4 have been accredited under Washington Accord w.e.f 01-07-2014. The committee visit for other 3 programmes had been done, the result is awaited.</p> <table border="1" data-bbox="621 1052 1486 1518"> <thead> <tr> <th>Programmes</th> <th>Accreditation Status</th> </tr> </thead> <tbody> <tr> <td>B.E. Computer Science & Engg.</td> <td>First accreditation in 2002 for 3 yrs, Reaccredited in 2007 for 5 yrs, re-reaccredited under Washington Accord in 2014</td> </tr> <tr> <td>B.E. Electronics Engg.</td> <td>First accreditation in 2002 for 3 yrs, Reaccredited in 2007 for 5 yrs, re-reaccredited under Washington Accord in 2014</td> </tr> <tr> <td>B.E. Mechanical Engg</td> <td>First accreditation in 2002 for 3 yrs, Reaccredited in 2007 for 3 yrs, re-reaccredited under Washington Accord in 2014</td> </tr> <tr> <td>B.E. Electronics & Telecommunication Engg.</td> <td>First accreditation in 2007 for 5 yrs, Reaccredited under Washington Accord in 2014</td> </tr> <tr> <td>B.E. Electrical Engg.</td> <td>First accreditation in 2002 for 3 yrs, Reaccredited in 2007 for 5 yrs, re-reaccreditation visit under Washington Accord scheduled during 27-29th March 2015</td> </tr> </tbody> </table>	Programmes	Accreditation Status	B.E. Computer Science & Engg.	First accreditation in 2002 for 3 yrs, Reaccredited in 2007 for 5 yrs, re-reaccredited under Washington Accord in 2014	B.E. Electronics Engg.	First accreditation in 2002 for 3 yrs, Reaccredited in 2007 for 5 yrs, re-reaccredited under Washington Accord in 2014	B.E. Mechanical Engg	First accreditation in 2002 for 3 yrs, Reaccredited in 2007 for 3 yrs, re-reaccredited under Washington Accord in 2014	B.E. Electronics & Telecommunication Engg.	First accreditation in 2007 for 5 yrs, Reaccredited under Washington Accord in 2014	B.E. Electrical Engg.	First accreditation in 2002 for 3 yrs, Reaccredited in 2007 for 5 yrs, re-reaccreditation visit under Washington Accord scheduled during 27-29 th March 2015	01	July 2014
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B.E. Electrical Engg.	First accreditation in 2002 for 3 yrs, Reaccredited in 2007 for 5 yrs, re-reaccreditation visit under Washington Accord scheduled during 27-29 th March 2015														

B.E. Civil Engg.	First accreditation in 2009 for 3 yrs, Reaccreditation visit under Washington Accord scheduled during 27-29 th March 2015
B.E. Information Technology	First accreditation in 2007 for 5 yrs, Reaccreditation visit under Washington Accord scheduled during 27-29 th March 2015

PG Accreditations

Programmes	Accreditation Status
M.Tech. Heat Power Engg.	First accreditation in 2009 for 3 yrs, Reaccredited in 2013 for 3 yrs
M.Tech. Computer Science & Engg.	First accreditation in 2009 for 3 yrs, Reaccredited in 2013 for 3 yrs
M.Tech. Integrated Power System	First accreditation in 2009 for 3 yrs, Reaccredited in 2013 for 3 yrs
M.Tech. Electronics Engg.	First accreditation in 2011 for 3 yrs, Applied for Reaccreditation
M.E. Embedded Systems & Computing	First accreditation in 2011 for 3 yrs,
M.E. Wireless Communication & Computing	First accreditation in 2011 for 3 yrs,
M.Tech Environmental Engg	First accreditation in 2013 for 3 yrs,

M.Tech VLSI & M.Tech CAD/CAM are applied for Accreditation