

**FET,MJP.Rohilkhand University Bareilly U.P. (Govt. aided)
Institution is governed by Executive council, Academic council, BOS, Faculty Board ,Finance Committee, Examination Committee , Admission Committee & Core Committee of TEQIP**

	GOVERNANCE SELF-REVIEW QUESTIONS	GRADE	SUPPORTING EVIDENCE	DEVELOPMENT PLAN	EXPECTED DELIVERY TIMEFRAME
A	PRIMARY ACCOUNTABILITIES				
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?	2	<ul style="list-style-type: none"> ▪ Vision & Mission statements are evolved through a strategic plan by the institute faculty and approved by BOS & Faculty Board. They have been displayed on University website and lesson plans are given to students. ▪ These were discussed in the Executive Council as part of table agenda presented by the Vice Chancellor. These were discussed and approved, however they were not documented formally as part of the minutes of the meeting. ▪ Annual budgets are approved by the FC&EC 	<ul style="list-style-type: none"> ▪ Active participation of EC in reviewing and approval of institutional vision, mission and strategic plan as documented in IDP (2012-17). ▪ Develop and adopt Good Governance document for the institution. ▪ Development and approval of long-term business plans of the institution 	<p>October 2016</p> <p>October 2016</p>
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)?	2	<ul style="list-style-type: none"> ▪ 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. ▪ The EC approves budgets annually after detailed discussion after recommendation of FC. ▪ Financial Committees meetings are held twice a year. ▪ Policies on a range of systems, including treasury management, investment management, risk management, debt management, and grants and contracts do not exist. ▪ Human resource requirement is presented by the Head of the institution and is approved by the EC on a regular basis. ▪ A Construction & Maintenance Unit(building Committee) 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 FC&EC. However, its scope needs to be re-defined. ▪ Under UGC regulations, the institute is in the not-for-profit category as being the U.P. state govt. university. ▪ Controls are exercised through empowered committees that report periodically to the EC. The EC after discussions approves the committees' reports. 	<ul style="list-style-type: none"> ▪ Develop and adopt risk and other financial management policies and procedures ▪ Plan, design & construction of relevant and essential academic/administrative buildings and sports complexes are done by the building committee of the university. 	<p>October 2016</p>

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's benchmarks are on the basis of UPSEE rankings, i.e. meritorious students preferring engineering colleges in the region. The EC monitors institutional performance regularly with respect to finance, results, placements, appointments, compliance etc. These are recorded and approved at the EC 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 EC.	<ul style="list-style-type: none"> Establish key-performance Indicators (KPIs) for measuring Institutional performance. Establish and adopt process for monitoring the institutional performance using KPIs 	October 2016
				<ul style="list-style-type: none"> Adopt procedure for benchmarking institutional performance with peer institutions 	October 2016
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 EC. The role and responsibility of the head of the institution is guided by the UGC / AICTE guidelines.	<ul style="list-style-type: none"> Establish Performance Indicators (KPIs) for monitoring performance of the head of the Institution, based on roles and responsibilities Develop and adopt process and schedule to review and monitor performance 	October 2016
B OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES					
B1	Does the Governing Body publish annual report on institutional performance?	3	Annual report is prepared & presented in annual convocation .	<ul style="list-style-type: none"> Publish an Annual Report on Institutional Performance covering strategic performance, academic performance, financial performance, faculty and staff development etc. 	October 2016
B2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	3	MJPRU Bareilly is U.P.state govt. university operating within the guidelines of UGC and AICTE. The EC composition follows the guidelines of these bodies. A need for a separate register of interests of its EC members has not been felt so far and hence register of interest has not been maintained.	<ul style="list-style-type: none"> Maintain a register of interests of members of its governing body and publish it on the college website. 	October 2016
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	Meeting of EC is conducted in an open manner.All the relevant minutes of EC meetings are properly framed and approved in EC's next meeting. The minutes are available on University website.	<ul style="list-style-type: none"> Publication of Governing Board minutes on the college website. 	Completed
				<ul style="list-style-type: none"> Making college annual report available on the college website 	October 2016
C KEY ATTRIBUTES OF GOVERNING BODIES					
C 1	Are the size, skills, competences and experiences of the Governing Body, such that it is able to carry out its primary accountabilities effectively	2	EC of the institute has been constituted as per the norms of UGC. The composition of the EC fits the responsibilities it is expected to discharge. There is a very good mix of experience, age, rank and competence in the constitution of EC.	<ul style="list-style-type: none"> Periodic review of EC vis-à-vis the expectations and changes made as appropriate. 	

	and efficiently, and ensure the confidence of its stakeholders and constituents?				
C 2	Are the recruitment processes and procedures for governing body members rigorous and transparent?	2	EC has been constituted as per the guidelines of statutory and regulating bodies. However, few of the nominations are decided by the EC based upon the merit and competencies in a transparent manner. All recruitment is placed before the EC, discussed, approved and proper minutes are framed.	<ul style="list-style-type: none"> Establishment of nominations committee chaired by the Chair of the Executive Council to screen and decide independent members for EC as and when a requirement arises 	October 2016
C 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?	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 students' admission, faculty recruitment, tuition fee and salary fixation may affect attainment of long term educational objectives.	<ul style="list-style-type: none"> 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 	October 2016
C 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?	3	The roles and responsibilities statement for FET is guided by the Autonomous Colleges Statute of MJPRU1993,. The university statutes clearly mention the powers and functions of the board, its chairman and member secretary(Registrar). These roles and responsibilities are in practice, but not documented.	<ul style="list-style-type: none"> 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. 	October 2016
C 5	Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	1	The EC meets twice a year. There is clear evidence of participation through attendance and minutes of EC meetings.	<ul style="list-style-type: none"> Annual Report to include EC attendance participation by members. 	October 2016
D	EFFECTIVENESS AND PERFORMANCE REVIEW OF THE GOVERNING BODY				
D 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?	3	The review is carried out by the EC 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"> To evolve and adopt a process for regular review of governing body performance 	October 2016

D 2	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 EC 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"> ▪ Evolve and implement one-day induction program for new members of the governing body ▪ Identify development opportunities for Governing Body members 	October 2016
E	REGULATORY COMPLIANCE				
E 1	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 EC 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. Every year mandatory disclosure is sent to AICTE.	<ul style="list-style-type: none"> ▪ Current practices will be sustained. 	
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 from discussions in an indirect way during approval of institute's budget. Admissions are as per admission rules of U.P. State. Further the budget clearly shows the not-for-profit purpose and evidence.	<ul style="list-style-type: none"> ▪ The not-for-profit character of the organization will be maintained. 	
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 NAAC) in 2006 and now it is at the verge of submission of self SAR in the process of applying for accreditation again.	<ul style="list-style-type: none"> ▪ The Institute will continue to subject itself for accreditation by national/ international professional bodies to assure quality to all its stakeholders. 	

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