

Governance Development Plan

TKM COLLEGE OF ENGINEERING , KOLLAM -5

	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?	1	<p>Vision & Mission strategic plan</p> <ul style="list-style-type: none"> Vision, Mission and strategic plan are evolved by institute faculty through extensive deliberations. Vision & Mission have been displayed on college website and lesson plans given to students. <p>Annual budgets</p> <ul style="list-style-type: none"> Annual budgets are regularly presented to the TEQIP-BoG meeting and are deliberated and approved TEQIP-BoG Meeting held on 17/05/2013 Agenda 11: To approve the budget for the year 2013-14 <p>Other strategic Initiatives approvals</p> <ul style="list-style-type: none"> TEQIP-BoG Meeting held on 22-08-2013 Agenda 10 : Seed money scheme for research assistance 	<p>Approval proposal for vision and mission being placed in the BoG on 27/03/15.</p> <p>Good governance document for the institution is under preparation.</p> <p>Development and approval of long-term business plan of the institution</p>	<p>March 2015</p> <p>December 2016</p> <p>March 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.) ?	1	<p>Budgets are approved by the TEQIP-BoG annually after detailed discussion. Agenda 11: To approve the budget for the year 2013-14 Agenda 13: Approval for TEQIP- fund operations</p> <p>Expenditure statement of the college</p>	<p>Infrastructure Development Committee of the College has physical resources management plan. Heads of departments and department Management committees prepare the Human resources management plan.</p> <p>Risk management plan not available.</p>	<p>Already in practice</p>

A3	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 reputation?	1	Records of institutional rating by media. Result record , Placement records.	Institutional plan for Accreditation has been prepared. Institutional plan for increasing the results in examination.	March 2016
A4	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	3	Performance report submitted submitted by the principal to the governing body	Monitoring scheme for reviewing the performance of the head of Institution.	June 2015
B	OPENNESS & TRANSPERENCY IN THE OPERATION OF GOVERNING BODIES				
B1	Does the Governing Body publish an annual report on institutional performance?	2	Annual report will be presented and discussed in the TEQIP-BoG at the end of the acadademic year.	Publication plan for Annual report	August 2015
B2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	3	There is no such register.	The college will maintain a register for recording	June 2015
B3	Is the Governing Body conducted in an open a manner, and does it provide as much information as possible to students, faculty, the gene theral public and potential employers on all aspects of institutional activity related to academic performance, finance management?	1	TEQIP-BoG meeting minutes published in the institutional website.	Measures to improve the contents in the institutional publications are being taken	Dec 2015

C					
KEY ATTRIBUTES OF GOVERNING BODIES					
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?	1	TEQIP-BoG has been constituted as per guidelines of TEQIP II.	Already in practice	Already in practice
C2	Are the recruitment processes and procedures for governing body members rigorous and transparent? 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	1	Selection of governing body member is as per the approved given discipline. The members express their independent opinion for the quality improvement of the project	The present practice will be maintained	Already in practice
C3	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?	1	The role and responsibilities are specific are defined, but it is not documented.	The institutional governance plan being prepare will include the role and responsibilities.	November 2015
C4	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"> • yes • Regular meetings are convened and members attend regularly and participate actively. 	Present practice will be continued	Already in practice
D					
EFFECTIVENESS & PERFORMANCE REVIEW OF GOVERNING BODIES					
D1	Does the Governing Body keep their effectiveness under regular review and in reviewing its performance, reflect on	1	Review is being performed by the governing body itself.	<ul style="list-style-type: none"> • Plan for meeting the long term strategic objectives will be 	November 2015

	the performance of the institution as a whole in meeting its long term strategic objectives and its short term indicators of performance/success ?			prepared	
D2	Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary	1	The Governing Body induct new members if the situation demands.	Present practice will be continued	Already in practice
E	REGULATORY COMPLIANCE				
	Does the Governing Body ensure regulatory compliance* and, subject to this, take all final decisions on matter of fundamental concern to the institution. Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions 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.	1	<ul style="list-style-type: none"> • Every year mandatory disclosure is sent to AICTE and published on website. • Fee structure compliance as per Government of Kerala rules. • Admissions are as per admission rules of Kerala State • Institution has been accredited by NBA for 2005 to 2008 and now it is in the process of applying for accreditation. AICTE Approval Letters: <ul style="list-style-type: none"> • F.No. South-West/1-1390013866/2013/EOA dt. 19 Mar 2013 and NBA Approval Letters: <ul style="list-style-type: none"> • F.No. NBA/ACCR -601/2005 dt. 18/02/2005 • F.No. NBA/ACCR -601/2005 dt. 14/03/2005 	<ul style="list-style-type: none"> • SAR for accreditation by NBA prepared 	June 2015