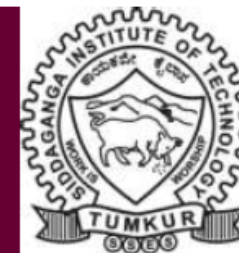




# Siddaganga Institute of Technology

(An Autonomous Institution affiliated to VTU, Belgaum, Approved by AICTE, New Delhi and Accredited by NBA, New Delhi)

Tumkur – 572103, Karnataka, India



## GOVERNANCE GUIDELINES DOCUMENT

GOVERNANCE SELF REVIEW and GOVERNANCE DEVELOPMENT PLAN SIDDAGANGA INSTITUTE OF TECHNOLOGY, TUMKUR (PVT. UN-AIDED)					
	GOVERNANCE SELF REVIEW QUESTIONS	GRADE	SUPPORTING EVIDENCE	DEVELOPMENT PLAN	EXPECTED DELIVERY TIME FRAME
<b>A</b>	<b>PRIMARY ACCOUNTABILITIES</b>				
A <sub>1</sub>	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, Mission and strategic plan are evolved by institute faculty through extensive deliberations. Vision &amp; Mission have been displayed on college website and lesson plans given to students. These are discussed in the Governing Council as part of information agenda (college annual progress report) presented by the Principal. However approval was not documented formally as part of the minutes of the meeting.</li> <li>Annual plan and budget are approved by GC.</li> <li>Financial powers are delegated to senior functionaries.</li> <li>Finances are managed as per the approved budget</li> <li>GC considers and approves the developmental activities.</li> </ul>	<ul style="list-style-type: none"> <li>GC revised and Approved strategic vision and mission during 2003-2004</li> </ul>	Completed
				<ul style="list-style-type: none"> <li>Preparation of strategic plan was initiated in Aug 2021</li> <li>Preparation of long term business plan for the period of 2015-20.</li> <li>Strategic plan of all departments for the period 2022-27 is under finalization</li> </ul>	Dec 2021
A <sub>2</sub>	Has the Governing Body ensured the establishment and monitoring of proper, effective and efficient systems of control and accountability to ensure financial	<b>2</b>	<ul style="list-style-type: none"> <li>Budgetary system is in practice.</li> <li>Financial procedures have been specified for day-to-day transactions, grants and contracts</li> <li>A subcommittee (Purchase Committee)</li> </ul>	<ul style="list-style-type: none"> <li>Various committees such as Finance committee, Procurement committee, staff selection committee, academic Audit committee, Academic counseling</li> </ul>	Completed

	sustainability (including financial and operational controls, risk assessment and management, clear procedures for managing physical and human resources).		<p>will reviews and recommends for procurement of goods.</p> <ul style="list-style-type: none"> <li>• Four funds are set up for financial risk management.</li> <li>• As a policy, institute does not take loan from financial institutions.</li> <li>• Appointments are approved by the governing council in the subsequent meetings.</li> </ul>	committee are functional in dealing with risks and procedures	
A3	<p>Is the Governing Body monitoring institutional performance and quality assurance arrangements?</p> <p>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?</p>	<b>2</b>	<ul style="list-style-type: none"> <li>• GC monitors the institutional performance and recommends implementing academic quality aspects.</li> <li>• GC Reviews action taken report and its impact.</li> <li>• Accreditation issues are considered by the Governing Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Academic council is formulating performance parameters for ensuring quality education which includes intake quality, results, placements and faculty performances (Student appraisals, research activities)</li> <li>• NITK Surathkal, is considered as benchmark institution and academic council will monitor the institutional performance and report to GC.</li> </ul>	Dec 2021
A4	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	<b>2</b>	<ul style="list-style-type: none"> <li>• Head of the institution will implement the decisions of the governing body and submits action taken report.</li> <li>• Official arrangement for monitoring does not exist, however his performance is reviewed in an informal way when he presents progress report in the GC.</li> </ul>	<ul style="list-style-type: none"> <li>• Formulation of performance parameters are under process.</li> <li>• GC will monitor the performance of the Head of the Institution.</li> </ul>	Dec 2021
<b>B]</b>	<b>Openness and Transparency in the operation of Governing bodies</b>				
B1	Does the Governing Body publish an annual report on institutional performance?	<b>2</b>	<ul style="list-style-type: none"> <li>• Audited accounts are put up on the website.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual report is discussed in GC and published on web site</li> </ul>	Completed
B2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	<b>3</b>	<ul style="list-style-type: none"> <li>• This is in place in informal way.</li> </ul>	<ul style="list-style-type: none"> <li>• Register of Interests of Governing council will be maintained and published in the website.</li> </ul>	Sept 2021
B3	Is the Governing Body conducted in an open a manner, and does it provided as much information as	<b>2</b>	<ul style="list-style-type: none"> <li>• Student admission information, results are displayed on the website.</li> </ul>	<ul style="list-style-type: none"> <li>• Proceedings of the GC meeting containing the institutional activities pertaining to academic</li> </ul>	Completed

	possible to students, faculty, the general public and potential employers on all aspects of institutional activity related to academic performance, finance and management		<ul style="list-style-type: none"> <li>Minutes of the GC meetings are published on the website and circulated internally.</li> </ul>	performance are published in the website and the practice will be continued.	
<b>C]</b>	<b>Key attributes of Governing Bodies</b>				
C <sub>1</sub>	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?	<b>2</b>	<ul style="list-style-type: none"> <li>Governing body consists of independent external members.</li> <li>GC takes collective decision.</li> </ul>	<ul style="list-style-type: none"> <li>GC is reconstituted for a period of three year term.</li> <li>The members are from Academia, Industry, representatives from regulatory bodies and from society.</li> <li>Size is adequate and the members possess adequate skills and competence.</li> <li>Roles and responsibilities of the subcommittee have been defined.</li> </ul>	Completed
C <sub>2</sub>	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?	<b>3</b>	<ul style="list-style-type: none"> <li>GC members are nominated by the management.</li> <li>There is no recruitment of external GC members. It is by Invitation.</li> <li>Institute is free from political interference and enjoys academic freedom.</li> <li>Members are actively involved in furtherance of institutional objectives</li> </ul>	<ul style="list-style-type: none"> <li>Eminent persons are invited to become GC members for a term of three years.</li> <li>70% of GC are independent members.</li> </ul>	Completed
C <sub>3</sub>	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?	<b>2</b>	<ul style="list-style-type: none"> <li>The Chair provides leadership and guidance and doesn't involve in day to day activities.</li> <li>Head of the Institution is responsible for managing the day to day affairs.</li> <li>Both of them enjoys harmonious and mutually supportive relationship.</li> </ul>	<ul style="list-style-type: none"> <li>Institutional Governance document containing the roles and responsibilities is under preparation</li> </ul>	Dec 2021
C <sub>4</sub>	Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	<b>2</b>	<ul style="list-style-type: none"> <li>The governing body meets regularly with few absentees.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of 4 meetings per year and the practice will be continued.</li> <li>Sub-committees meet regularly and will report to governing council</li> </ul>	Completed

<b>D] Effectiveness and performance review of Governing bodies</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?	<b>3</b>	<ul style="list-style-type: none"> <li>The review is informal.</li> </ul>	<ul style="list-style-type: none"> <li>GC members have come forward to mentor some departments in their areas of expertise which will help in meeting strategic objectives</li> </ul>	Dec 2021
D2	Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary?	<b>2</b>	<ul style="list-style-type: none"> <li>New members are inducted into governing council through formal invitation.</li> </ul>	<ul style="list-style-type: none"> <li>The term of the GC is three years</li> <li>GC members will have opportunities for further development.</li> </ul>	Completed
<b>E] 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?	<b>1</b>	<ul style="list-style-type: none"> <li>Compliance with regulations by statutory bodies such as ACITE, UGC, VTU as well as regulations laid out by the state government and affiliating university.</li> </ul>	<ul style="list-style-type: none"> <li>Practice will be continued</li> </ul>	Completed
E2	Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions?	<b>1</b>	<ul style="list-style-type: none"> <li>The fee structure is as fixed by the State Government.</li> </ul>	<ul style="list-style-type: none"> <li>Admission rules of the state will continue and compliance with the not-for-profit purpose will be maintained</li> </ul>	Completed
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.	<b>1</b>	<ul style="list-style-type: none"> <li>All the eligible programmes are accredited/visit over/applied</li> </ul>	<ul style="list-style-type: none"> <li>All eligible UG and PG programs will be accredited by statutory bodies.</li> </ul>	Continuous process