

JIS COLLEGE OF ENGINEERING

Block A, Phase III, Kalyani, Nadia, West Bengal

GOVERNANCE SELF REVIEW

Dated : 10th April 2014

The Board of Governors (BOG) of JIS College of Engineering is supported by several Statutory and Non-Statutory committee, Such as :

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| 1. Planning Committee | 2. Quality Assurance Cell |
| 3. Academic Council | 4. Board of Studies |
| 5. Finance Committee | 6. Purchase Committee |
| 7. Library Committee | 8. Staff Selection Committee |
| 9. R&D Committee | 10. Grievance Cell |
| 11. Women Cell | |

Process of operation, brief of the decision and outcome of the actions are periodically appraise to the board through proper channel.

A. PRIMARY ACCOUNTABILITIES				
	Practice	Score	Self Review Comment	Development Plan
1.	Has the Governing Body approved the institutional strategies, vision, mission and plan – identifying a clear development path for the institution through its long-term business plans and annual budgets?		<ul style="list-style-type: none"> Considering objective of the stake holders and the societal contribution through discussion amongst faculty members - vision, mission statement and objective of the institution drafted and approved by the BOG. It has been displayed in the website and also in all the departments. Approval of the BOG documented through minutes of the said meeting. Annual budget is approved in the meeting of the BOG 	<ul style="list-style-type: none"> Modern management techniques to be adopted. The strategic planning of project (including research project) to be formulated. Management Information System to be adopted. Benchmarking performance of the college against national organization like IIT (B), IIT (K) or international organization like MIT or Caltech. Audio-Visual display of the BOG meeting in the Website.
2.	Has the Governing Body ensured the establishment and monitoring of proper, effective and efficient systems of control and accountability? (Including financial and operational controls, risk management, clear procedures for		<ul style="list-style-type: none"> Execution of any system only done when its duly approved by the BOG – such as annual budget, periodic procurement, semester lesson plan, annual calendar of the institute etc. Finance committee placed the annual budget before the board which contains the individual requirement of each department. Operational control of different supportive department such as – estate, utility, stores, administration, security, transportation etc. are headed by one senior manager under the directives of the Institution head. HR manager take care of the manpower as per the pre-defined rules 	<ul style="list-style-type: none"> Optimistic budget would be prepared with a focus on Internal Revenue Generation (IRG). The planning body recommends to develop a software for small industries. Payment of fees through bank

	managing physical and human resources.)		and regulations of the institute.	
3.	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?		<ul style="list-style-type: none"> Internal Quality Assurance Cell submits their report to the board of governors on institutional performance. Regular academic audit is being done by expert committee Prepare and published through website the AQAR (Annual Quality Assurance Report). College is accredited by NAAC and the eligible streams are accredited by NBA. Targeted to do the benchmarking compeering the academic performance of class XII of the intake in each year. Also analyzing the record of the alumni based on their position in industries, higher education, research or any other areas. 	<ul style="list-style-type: none"> The IQAC of the college regularly submits the report and recommends that some benchmarking should be done. In this regard the IIT(K) or IIT (B)'s management and methodologies in teaching learning process are considered and the college can adopt these. The foreign universities in German or USA are in touch with the college. So needs of international conference are in plan to coordinate such effort.
4.	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?		<ul style="list-style-type: none"> The head of the institute is the member secretary of the board of governors. Through his presentation in the BOG, the board imposes their observation. The head of the institute get advice on his performance from the trust also through the chairman of the BOG. 	<ul style="list-style-type: none"> The board of governor checks the performance of the head of the institution. Moreover, the trust monitors several parameters about the performance of the head of the institutes as a leader.
B.	OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES			
	Practice	Score	Self Review Comment	Development Plan
1.	Does the Governing Body publish annual report on institutional performance?		<ul style="list-style-type: none"> College published Annual Report on the institutional performance from the year 2010. Before publishing it's got the approval of the BOG. The Annual Report includes key areas of performance linked to strategic mission/plan, annual budget, academic performance of the students, AQAR, etc. 	<ul style="list-style-type: none"> To put continuous efforts to make the annual report more specific and informative. The plan is to publish it in the line of corporate style. Will be integrated electronically in future.
2.	Does the Governing Body maintain and publicly disclose a register of interests of members of its governing body?		<ul style="list-style-type: none"> JIS College of Engineering is an autonomous, self financed institution; maintain transparency in the applicable areas. Marinating the register of interests of members of governing body will be one of the agenda in the next BOG. The institutional members have completed the register of interests as part of their recruitment process. 	<ul style="list-style-type: none"> Majority of the members are academics (retired or in service nominated). Some industrialists are there as trust member nominated by the trusty. Based on the decision of the BOG, the register of interests of members of governing body will be made available formally.
3.	Is the Governing Body conducted in		<ul style="list-style-type: none"> All matters concerning to the governance of the institute, including 	<ul style="list-style-type: none"> More transparency on the governance in the

	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?		minutes of the BOG meetings are available publicly through the institutional website.	applicable areas by providing individual user ID to the Guardians and students.
C. KEY ATTRIBUTES OF GOVERNING BODIES				
	Practice	Score	Self Review Comment	Development Plan
1.	All 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?		<ul style="list-style-type: none"> The BOG consists of members as per direction of UGC wherein state govt. nominee, affiliating university's nominee are also the members. The members are mainly - academicians in repute, expert from industry, govt. nominee, university nominee, teacher representative and management nominee. Given due representation to all section of stakeholders. 	<ul style="list-style-type: none"> Invitation and incorporation of more and more appropriate members from different section of stakeholders. Establishment of system of rotation for the teacher representation.
2.	Are the recruitment processes and procedures for Governing Body members rigorous and transparent?		<ul style="list-style-type: none"> A robust recruitment process is existing covering the norms of the appropriate authority. Vacancies get sanctioned by the BOG before the notification and subsequent recruitment. Sourcing of candidate done through advertisement on national dailies, force application and reference of the reputed academicians. This is the procedure of recruitment for faculties and 2 of the faculties are the members of the BOG. Other members are selected as per UGC and AICTE norms, which is transparent. 	<ul style="list-style-type: none"> Widening the areas of scorching Maintaining the timeframe against recruitment and sanctioned vacancies.
3.	Does the Governing Body have actively involved independent members and is the institute free from direct political interference to ensure academic freedom and focus on long term educational objectives?		<ul style="list-style-type: none"> The Governing Body is having independent members and they are actively involved in the development of the institutions. The institution doesn't have any political interference so far. A political decision which affects the Govt. decision may affect the institution in both the way. 	<ul style="list-style-type: none"> Become University with minimum applicable timeframe.
4.	Are the role and responsibilities of the Chair of the Governing Body, the		<ul style="list-style-type: none"> The authority and responsibility of the Head of the Institution is clearly defined and passed by the BOG which is documented in the minutes of the concerned meeting of the BOG. 	<ul style="list-style-type: none"> The documents containing roles and responsibilities of the Chair of the Governing

	Head of the Institution and the Member Secretary serving the governing body clearly stated?		<ul style="list-style-type: none"> The role and responsibilities of the Chair of the Governing Body, and the Member Secretary serving the governing body clearly stated as per the UGC norms. 	Body, and the Member Secretary serving the governing body clearly stated in line with the UGC norms will be placed before BOG for approval and documentation.
5.	Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?		<ul style="list-style-type: none"> The board of governors meets at least 4-5 times in a year. The members are also visit the institute individually and appraise the boards on their observations. 	<ul style="list-style-type: none"> Recording their individual suggestions, advices and inclusion of the same in the annual report.
D. EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES				
	Practice	Score	Self Review Comment	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?		<ul style="list-style-type: none"> The long-term and short-term objectives and indicators being reviewed by the BOG through an ongoing mechanism. These strategies are based on the vision of the institutes which are reflected in every development initiatives of the institute. Governing Body effectiveness is measured against the institution's statement of primary accountability, strategic objectives, and compliance with the good governance guidelines. 	<ul style="list-style-type: none"> Currently, main thrust of the institute is to redefine the roles and responsibilities, strategies to achieving the vision of the institution through good governance.
2.	Does the Governing Body ensure that new members are properly inducted and existing members receive opportunities for further development as deemed necessary?		<ul style="list-style-type: none"> There is an existing mechanism of introduction new members in the BOG except the State Govt. and affiliating university nominee. Well in advance from the day of introduction they become opted in one of the committee of the institution and after thoroughly conversant about the institution they are introduced in the BOG. 	<ul style="list-style-type: none"> The link of the website along with the individual ID will be given to the new member well in advance to become conversant about the institution.
E. REGULATORY COMPLIANCE				
	Practice	Score	Self Review Comment	Development Plan
1.	Does the Governing Body ensure regulatory compliance and subject to this, take all final decisions on matters of fundamental concern to the institution?		<ul style="list-style-type: none"> The institute makes compliance to all Statutes, Regulations and rules as applicable with UGC, AICTE, State Govt. Affiliating University. Mandatory disclosures are being sent to University as well as available in the website of the institute. Fee structure within the permissible limit set by the State Govt. Admission Rules as per the State Govt. notification. 	<ul style="list-style-type: none"> Develop an annual calendar of the compliances which will be electronically operated.
2.	Does the regulatory compliance		<ul style="list-style-type: none"> Yes. JIS College of Engineering is under JIS Foundation which is registered as a Charitable Trust. 	<ul style="list-style-type: none"> It will be maintained as a Charitable Trust.

	include demonstrating compliance with the “not-for-profit” purpose of education institutions?			
3.	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.		<ul style="list-style-type: none"> • JIS College of Engineering is accredited by NAAC in 2009 and applied for reaccreditation within the stipulated time. • All eligible courses are accredited by NBA also submitted the application in case of renewal within the stipulated timeframe. 	<ul style="list-style-type: none"> • Will make the current position sustainable