

**PONDICHERRY ENGINEERING COLLEGE  
UT OF PUDUCHERRY**

**INSTITUTIONAL GOVERNANCE REVIEW**

*The Governing Body (BOG) of PEC is supported by several empowered committees that report to it. These are*

*(a) Academic Committee*

*(b) Finance committee*

*(c) Purchase committee*

*(d) Staff Selection committee*

*Activities, policies and achievements in these areas are documented by these committees and placed before the BOG for discussion, review and approval.*

*Two Faculty members (on rotation) are members of BOG meetings where they get a chance to interact with the Board members and air their views in an open and transparent manner.*

<b>A</b>	<b>PRIMARY ACCOUNTABILITIES</b>				
<b>1</b>	<b>PRACTICE</b>	<b>SCORE</b>	<b>SUPPORTING EVIDENCE</b>	<b>DEVELOPMENT PLAN</b>	<b>EXPECTED DELIVERY TIMEFRAME</b>
	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"> <li>➤ Vision &amp; Mission statements are evolved through a strategic plan by the institute, faculty and they have been displayed on college website. However formal approval by the BOG has not been taken.</li> <li>➤ These were discussed in the Governing Council as part of information agenda presented by the Principal. These were discussed and approved, however they were not documented formally as part of the minutes of the meeting.</li> <li>➤ Annual budgets are presented and approved by the BOG</li> </ul>	<ul style="list-style-type: none"> <li>➤ The active participation of BOG in reviewing and approval of institutional vision, mission and strategic plan is being taken up.</li> <li>➤ The BOG has directed to develop and follow Good Governance document of the institution.</li> <li>➤ Approval of long-term plans and its methods of execution, periodic review for further improvements of the institution</li> </ul>	<ul style="list-style-type: none"> <li>➤ September 2014</li> <li>➤ June 2016</li> </ul>
2	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"> <li>➤ Institute administration ensures the funds allotted for the proposal furnished for the development, infrastructure equipments are placed for approval of BoG. The entire process is subjected to audit 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 being discussed and approved annually.</li> <li>➤ Budgets are approved by the BOG annually after detailed discussion.</li> <li>➤ Human resource requirement is being presented by the Principal of institution for getting approval of the BOG on regular basis.</li> <li>➤ Under UGC regulations, the institute is in the not-for-profit category</li> <li>➤ Estate Office cell is undertaking estate management job, and given the estimate of the budget required, which will be part of the institutional budget approved by the GC. However its scope needs to be re-defined.</li> </ul>	<ul style="list-style-type: none"> <li>➤ As part of institutional quality management mechanism improvement of systems and processes are monitored through periodic reviews.</li> </ul>	<ul style="list-style-type: none"> <li>➤ March 2015</li> </ul>
3	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?	2	<ul style="list-style-type: none"> <li>➤ In every BOG meeting a review is taken</li> <li>➤ The BoG monitors institutional performance regularly with respect to finance, results, placements, appointments, compliance etc. These are recorded and approved at the BoG meetings.</li> <li>➤ Student input quality (CENTAC 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 in BOG.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Key-Performance Indicators (KPIs) are established and adopted for measuring Institutional performance</li> <li>➤ Benchmarking process, against similarly placed institutes with regard to accreditation, research publication etc., regularly taken in the governing body and goals are set to enhance the institute reputation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Dec 2015</li> </ul>
4	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	2	<ul style="list-style-type: none"> <li>➤ Formal arrangement for monitoring does not exist, however his performance is reviewed in an informal way when he presents progress report in the GB.</li> <li>➤ The role and responsibility of the head of the institution is guided by the UGC / AICTE/PU guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Develop, adopt, process and schedule to monitor and review the head of institution's performance based on the roles and responsibilities is taken up in BoG</li> </ul>	<ul style="list-style-type: none"> <li>➤ January 2016</li> </ul>

<b>B</b>					
<b>OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES</b>					
<b>1</b>	<b>PRACTICE</b>	<b>SCORE</b>	<b>SUPPORTING EVIDENCE</b>	<b>DEVELOPMENT PLAN</b>	<b>EXPECTED DELIVERY TIMEFRAME</b>
	Does the Governing Body publish an annual report on institutional performance?	2	Annual report is presented and discussed in the General Body, however it is not being published so far.	Steps are taken to publish Annual Report on Institutional Performance covering strategic performance, academic performance, financial performance, faculty and staff training etc.	June 2015
2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	2	PEC is an grant-in-aid institution running within the guidelines of UGC and AICTE. The BOG composition is guided by these bodies. A need for a separate register of interests of its BOG members has not been felt so far and hence register of interest has not been maintained.	A proposal for maintaining a register of interests will be taken up in the next BOG meeting for discussion and approval.	July 2015
3	Is the Governing Body conducted in an open a 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	BOG is conducted in an open manner, however major initiatives planned will be discussed in the College Council Meeting at college level before they are taken to the BOG. All discussions are minuted. The minutes are available in the Principal's office.	BOG meeting minutes are published in the college website.	September 2014

<b>C</b>					
<b>KEY ATTRIBUTES OF GOVERNING BODIES</b>					
<b>1</b>	<b>PRACTICE</b>	<b>SCORE</b>	<b>SUPPORTING EVIDENCE</b>	<b>DEVELOPMENT PLAN</b>	<b>EXPECTED DELIVERY TIMEFRAME</b>
	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?	2	BOG of the institute has been constituted as per the norms of AICTE. The composition of the BOG fits the responsibilities it is expected to discharge. There is a very good mix of experience, age, rank and competence in the BOG.	The composition of the GB is reviewed periodically vis-à-vis the expectations and changes made as appropriate. Proposal to have student member on the Governing Council as a co-opted member/invitee will be placed before the BOG.	Periodically reviewed (Once in a Year)
2	Are the recruitment processes and procedures for governing body members rigorous and transparent?	2	BOG has been constituted as per the guidelines of statutory and regulating bodies. All recruitment is placed before Governing body, discussed, approved and minuted.	Already the procedure is in place.	Board composition is revived every three years
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 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 student admission, faculty recruitment and, tuition fee may affect attainment of long term educational objectives.	The autonomous status attained will bring more academic and administrative freedom. Institutional Governance document (based on Bye-laws of Institution) under preparation will bring out the roles and responsibilities of BoG members.	
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?	2	The roles and responsibilities are already stated in institution By-laws	By-Laws of Engineering college (Pondicherry) Society clearly specifies the roles and responsibilities of the Chairman of BoG , Head of the Institution and Member Secretary serving the governing body. The roles and responsibilities will be refined in the Institutional Governance document which is under preparation.	Aug 2015
5	Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	2	BOG meets regularly. This is evident from the minutes of meetings.	It is proposed to convene the BOG meetings more frequently	July 2015

<b>D EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES</b>					
<b>1</b>	<b>PRACTICE</b>	<b>SCORE</b>	<b>SUPPORTING EVIDENCE</b>	<b>DEVELOPMENT PLAN</b>	<b>EXPECTED DELIVERY TIMEFRAME</b>
	Does the Governing Body keep their effectiveness under regular review and in reviewing its performance of the institution as a whole in meeting its long term strategic objectives and its short-term indicators of performance/success?	2	The review is being done by the BOG itself in an informal way. However in every meeting report is obtained	Institution Governance Document under preparation will have the mechanism for assessing the performance of the BoG.	Aug 2015
2	Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary?	2	The experts who have been invited to the BOG 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 the new members are briefed informally by the Chairman on their role and responsibility.	An orientation programme will be organised for the new members of BoG to make them aware of the vision and mission of the institution and the strategic plan.	As and when new members are inducted

<b>E REGULATORY COMPLIANCE</b>					
<b>1</b>	<b>PRACTICE</b>	<b>SCORE</b>	<b>SUPPORTING EVIDENCE</b>	<b>DEVELOPMENT PLAN</b>	<b>EXPECTED DELIVERY TIMEFRAME</b>
	Does the Governing Body ensure regulatory compliance and, subject to this, take all final decisions on the matters of fundamental concern to the institution.	1	The BOG makes it a point to treat these (AICTE, UGC, PU) 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.	Current practices will be sustained	
2	Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of educational institutions?	1	Fee structure compliance is being followed, which comes for discussion in an indirect way during approval of institute's budget. Admission's are as per admission rules of UT of Puducherry State. Further the budget clearly shows the not-for-profit purpose and evidence	The not-for-profit character of the institution will be maintained	
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.	1	Courses run by the Institution have been accredited by NBA in 2002, 2007 and 2013 and now NBA team is likely to visit shortly for accreditation of PG courses for which application is already made. The institute is planning to apply NAAAC accreditation which is required as per UGC Autonomous guideline.	Institute will continue to subject itself for accreditation by national/ international professional bodies to assure quality to all its stake holders.	Dec 2015