

SREE VIDYANIKETHAN ENGINEERING COLLEGE (AUTONOMOUS)

Sree Sainath Nagar, A.Rangampet, Tirupati-517102, Chittoor (Dt), Andhra Pradesh

Sub-Component 1.1

Institutional Good Governance Development Plan

S. No.	Self-Review Questions	Grade	Evidence	Development Plan	Time Frame
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	i) The Vision, Mission and Quality Policy of the Institution were approved by the Governing Body. ii) The strategic plan of the Institution for the Period of 2014-2019 was put in for discussion in the meeting held on 31st October, 2014. iii) The Annual Budget of the Institution was discussed in the meeting and was approved. iv) Long term business plans which includes the starting of new programs, setting of new research laboratories, construction of Central Library, complete automation of Institution and applying for Deemed University status is put for the discussion in the meeting held on 31st October, 2014.	i) Implementation of good practices for attainment of the objectives are underway ii) Final approval of the comprehensive strategic plan which is under review will be put for approval in the ensuing Governing Body meeting. iii) Monitoring of the utilization of Budget is in progress. iv) Detailed Project Report for the implementation is under preparation which will be put-up in ensuing Governing Body Meeting.	December, 2014 December, 2014 Audit in May, 2015 March, 2015

S. No.	Self-Review Questions	Grade	Evidence	Development Plan	Time Frame
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 assessment and management, clear procedures for managing physical and human resources)	2	i) The budget of the Institution is prepared on Bottom-up approach. All the Heads of the Departments, Chief Engineer, Training and Placement Officer, Controller of Examinations, Estate Manager and all other unit heads sends the Budget proposals to the Head of the Institution. A consolidated budget proposal is prepared by the Head of the Institution and is sent for discussions in Finance Committee. The Finance Committee recommendations are discussed in the Governing Body and are taken for implementation. ii) Risk estimation in terms of cash flows as tuition fee, fee reimbursement from social welfare departments are discussed in the Meetings and recorded.	i) The Finance Committee monitors the utilization of the Budget and reports to the Governing Body. The Budget is audited by an External Auditor and reports are placed in the Governing Body for discussion and approval. ii) Risk assessment and management procedures will be developed, proposed to the Governing Body. Post approval they will be put-up for implementation.	Continuous activity June, every year March, 2015

S. No.	Self-Review Questions	Grade	Evidence	Development Plan	Time Frame
A4	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	2	i) The performance assessment of the Head of the Institution is guided by the Policy guidelines approved by the Governing Body. ii) The progress of the Institution presented by the Head of the Institution is taken as one of the means of the performance evaluation	A comprehensive evaluation system of Head of the Institution with key parameters required for Institutional Development will be proposed to the Governing Body in the ensuing meeting.	December, 2014
B OPENNESS & TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES					
B1	Does the Governing Body publish an annual report on institutional performance?	1	The Annual Progress Report of the Institution is presented in the Governing Body and is discussed and published.	Placing the Annual Report on the Institutional website.	January, 2015
B2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	2	Sree Vidyanikethan Engineering College was conferred Autonomy by UGC and is approved by AICTE. The formation of the Governing Body is as per the guidelines of UGC. The conflict of interests is discussed informally and suitable arrangements for smooth functioning are made at the Institutional level. However, the register of interests was not recorded in the Governing Body meeting.	The register of interests of the members of the Governing Body, if any, will be recorded.	December, 2014

S. No.	Self-Review Questions	Grade	Evidence	Development Plan	Time Frame
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?	1	i) The Governing Body agenda is prepared based on the inputs of the statutory bodies such as Academic Council, Boards of Studies, Finance Committee, TEQIP Implementation Unit and other Unit Heads. ii) All the members of the Governing Body are sent invitations and agenda for attending the meeting. iii) A circular intimating the conduct of Governing Body is sent to all the faculty and students of the Institution. iv) The minutes of the meeting of the Governing Body is posted on the Institution website. v) The details of the admission criteria are available on the Admission Convener's website as well as on the Institution website. Also the details of the student admissions and members of faculty are posted on the Institution website. vi) The minutes of meeting of Governing Body is sent to individual unit heads for implementation and record.	Practices will be continued v) The brochure containing the norms and guidelines for admission will be discussed in the Governing Body and printed for circulation. vi) Discussions and outcomes will be posted on the website	April, 2015. April, 2015.

S. No.	Self-Review Questions	Grade	Evidence	Development Plan	Time Frame
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 efficiency, and ensure the confidence of its stakeholders and constituents?	1	The composition of the Governing Body is as per the norms of the UGC, New Delhi. The members of the Governing Body include representatives from UGC, JNTUA, State Government, Industry Experts, and Teachers from the Institution. Apart from the nominees of external agencies, the institutional representatives are nominated on their merit, experiences and significant contributions to the domain of the education.	Periodic discussion on the composition of the Governing Body is under taken.	
C2	Are the recruitment processes and procedures for governing body members rigorous and transparent?	1	The recruitment of the members of the Governing Body is strictly in adherence to the guidelines prescribed by UGC. The details of the members for recruitment are placed in the Governing Body for discussion and approval is taken and recorded. All the members are actively contributing to the growth and development of the Institution.	An Independent Committee for appointment of members of the Governing Body and recruitment process will be prepared and tabled for approval.	June, 2015
C3	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?				

S. No.	Self-Review Questions	Grade	Evidence	Development Plan	Time Frame
C4	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 roles and responsibilities of the Chairman of the Governing Body, Member Secretary and Head of the Institution are clearly defined in the Institution policy guidelines and were approved in the Governing Body.		
C5	Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	1	The Governing Body meets regularly at least 4 times a year. The members attend regularly and their attendance is recorded in the minutes of the meeting.	The formation of sub committees for specific works will be undertaken.	June, 2015
D	EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES				
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?	1	The Governing Body in its meeting review the performance of the Institution and the suggestions for improvement are recorded in the minutes of the meeting. The Action Taken Report is thoroughly reviewed whether the stated items are put into practice for enhanced performance.	The evaluation procedure for meeting the strategic objectives and Key Performance Indicators will be evolved.	June, 2015

S. No.	Self-Review Questions	Grade	Evidence	Development Plan	Time Frame
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 induction of the members on to the Governing Body and other statutory bodies is transparent and free from external influence. The letters of invitation, appointment, and nomination are all recorded for all the members of the Governing Body.	Management capacity building for the members of Governing Body will be planned and undertaken.	June, 2015.
E REGULATORY COMPLIANCE					
E1	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 Governing Body takes the responsibility of ensuring regulatory compliance of the issues of the Institution such as ▪ AICTE (Approval process) ▪ UGC [Autonomy, 2(f) & 12(B)] ▪ Affiliating University JNTUA (Affiliation) ▪ NPTU, SPFUAP & MHRD (TEQIP) ▪ Social Welfare Departments (Students' Scholarships) ▪ Conveners – EAMCET, ECET, PGECET & GATE (Admission of students) ▪ Funding agencies ▪ Other Government and Private agencies	The existing compliance procedures and practices will be met timely.	

S. No.	Self-Review Questions	Grade	Evidence	Development Plan	Time Frame
E2	Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions?	1	The sponsoring body - Sree Vidyarthikethan Educational Trust is registered as Charitable Trust under societies registration act of 1890 with a 'not for profit' motto. The recommendations of the State Government 'Admission & Fee Regulatory Committee (AFRC)' are strictly implemented.	The practices will be sustained.	
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 is accredited by NAAC with 'A' grade. 5 UG Programs were accredited by NBA. 2 eligible UG Programs are expecting NBA Expert visit during December, 2014. 5 PG Programs have applied for NBA Accreditation and awaiting the schedule of Expert visit.	The Institution is preparing for accreditation by ABET. Complying with the TEQIP-II guidelines the Institution is all set to obtain accreditation for all eligible UG and PG programs by the end of the Project.	July, 2017 October, 2016

DT: 03-12-2014

P. Chellappa
PRINCIPAL

PRINCIPAL
 SREE VIDYARTHATHAN ENGINEERING COLLEGE
 Sree Sainath Nagar, A. R. RANGAMPET
 Chittoor (Dist.) - 517 102, A.P., INDIA.