

# Lukhdhirji Engineering College, Morbi (Gujarat) Institute's Governance Development Plan

A- PRIMARY ACCOUNTABILITIES		
SELF-REVIEW QUESTIONS	Assessment	Development Plan
<p>1 <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?</b></p> <p><b>SUPPORTING EVIDENCE</b>  <b>Vision &amp; Mission strategic plan</b></p> <ul style="list-style-type: none"> <li>• Institute's Vision, Mission and strategic plan are evolved by institute authority and faculty after extensive deliberations with stakeholders, and studying the benchmarking institutions.</li> <li>• Vision &amp; Mission have been displayed in all departments, on college website and lesson plans given to students.</li> <li>• These are deliberated upon in the Board of Governors as part of information dissemination agenda (college annual progress report) presented by the Principal. However approval was not documented formally as part of the minutes of the meeting.</li> </ul> <p><b>Annual budgets</b></p> <ul style="list-style-type: none"> <li>• Annual budgets for the project are regularly appraised and presented to the BoG and are deliberated and approved from time to time.</li> <li>• BoG, in the meeting dated 28.4.2015 approved revision in the procurement budget, and also analyzed the action plan. BoG also approved proposals to receive support services. BoG meetings are usually scheduled once a quarter.</li> <li>• Other strategic initiatives approvals</li> <li>• BoG in the meeting dated 27.6.2014 approved infrastructural maintenance through establishment of works committee for estate maintenance services at campus.</li> <li>• Also, BoG agreed to propose developing sports ground at institute as a multi-facility sports center, as a measure to boost IRG.</li> <li>• The Strategic Planning for 2 Years is submitted by all HoDs for approval at BoG meet.</li> </ul>	<p><b>1 (Best)</b></p>	<p>The Body assesses Strategic Planning of each department &amp; institutes as to match with the Vision &amp; Mission. With special thrust on Industry-Institute-Interaction, emphasized research and research based teaching-learning, Institute reviews its progress regularly.</p>
<p>2 <b>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.)?</b></p> <p><b>SUPPORTING EVIDENCE</b></p> <ul style="list-style-type: none"> <li>• The auditors (Directorate of Technical Education, Gandhinagar and Accountants General, Rajkot, Gujarat) ensure that funds provided by funding bodies are used in accordance with the terms and Conditions specified in any funding agreements /contracts/memorandum.</li> </ul>	<p><b>2</b></p>	<p>All procedures at the institute are Well-defined. Timely interventions for updating the procedure and system are in-place. Internal Quality Assurance cell is operational through appointment of deans for major activities.</p>

	<ul style="list-style-type: none"> <li>Annual budgets for the project are regularly appraised and presented to the BoG and are deliberated and approved from time to time.</li> <li>BoG, in the meeting dated 20.3.2014 &amp; 27.6.2014 approved revision in the procurement budget. Also, revised plans were approved in the meeting held on 28.4.2015.</li> <li>Budgets are approved by the BoG annually after detailed discussion. BoG in the meeting on 20.03.2014, approved appointment of faculty on contractual basis, with reference to Commissioner of Technical Education, Gujarat state's Gujarati order no. સીટીઈ/ટીઈક્યૂઆઈપી/જીઈસી/કરા૨ભ૨તી/૨૦૧૪/ઘ-૧/૧૦૫, તા.૧.૧.૨૦૧૪, with a view to fill up vacant sanctioned posts. The status and appraisal of current Human resource requirements are deliberated and proposed to CTE, Gujarat and chairman BoG and then approved by BoG in the meeting of 27.6.2014 and 2.8.2014.</li> </ul>		
3	<p><b>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?</b></p> <p><b><u>SUPPORTING EVIDENCE</u></b></p> <ul style="list-style-type: none"> <li>On the basis of rankings of the incoming students, on merit basis, through central admission committee. At the end of admission year, this data is shared with the BoG for deliberations.</li> <li>Institution has completed three mock cycles of accreditation by NBA. NBA visit is expected in near future.</li> </ul>	2	<p><b>Institute monitors benchmarking parameters through following measures.</b></p> <ul style="list-style-type: none"> <li><b>Regular Feed-back from all stakeholders including alumni.</b></li> <li><b>Results of the students at the University(state level)</b></li> <li><b>Campus placement rate</b></li> <li><b>Higher study rate of graduated students</b></li> <li><b>Faculty qualification index</b></li> <li><b>Performance of students in co-curricular and extra-curricular activities at the state &amp; national level</b></li> <li><b>Bench-marking with other peer institutions</b></li> </ul>

4	<p><b>Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?</b></p> <p><b><u>SUPPORTING EVIDENCE</u></b></p> <ul style="list-style-type: none"> <li>• Formal performance appraisal system is in place.</li> <li>• Institutional performance is also formally reviewed by the government &amp; directorate.</li> </ul>	1	The performance of the head of the Institution is reviewed regularly through PAR.
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B- OPENNESS & TRANSPERENCY IN THE OPERATION OF GOVERNING BODIES			
SELF-REVIEW QUESTIONS		Assessment	
1	<p><b>Does the Governing Body publish an annual report on institutional performance?</b></p> <ul style="list-style-type: none"> <li>• Annual progress report is presented and discussed in the BoG. And, Institutional progress is showcased at regular review meetings at the directorate.</li> </ul>	1	The college annual magazine "Udaan" to showcase performance through activity details.
2	<p><b>Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?</b></p> <p>No, register of interest is not maintained</p>	2	The matter will be discussed in the Subsequent BoG. BoG chairman is an Alumnus and has sole motive to uplift Alma-mater.
3	<p><b>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 management?</b></p> <ul style="list-style-type: none"> <li>• Governing body meeting is conducted in an open manner. The proceedings of the minutes are sent to all members and all Head of Departments.</li> <li>• The sharing of relevant information with departments and faculty happens through departmental Faculty meetings.</li> </ul>	2	The minutes of the meeting of BoG has been placed on the intuitional web-site as compliance to disclosure management framework of TEQIP-II.

C- KEY ATTRIBUTES OF GOVERNING BODIES		
SELF-REVIEW QUESTIONS		Assessment
1	<p><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?</b></p> <p><b><u>SUPPORTING EVIDENCE</u></b></p> <p>Yes.</p> <ul style="list-style-type: none"> <li>• BoG has been constituted as per the guidelines of statutory and regulating bodies (primarily UGC/AICTE&amp;TEQIP–II guidelines).</li> <li>• Member of BoG are renowned academician, industrialists, etc. having national and international visions.</li> <li>• The BoG is visionary, innovative, and creative.</li> <li>• The BoG ensures the confidence of its stakeholders and constituents.</li> </ul>	<p><b>1</b></p> <p>The composition is as per UGC guideline.</p> <p>BoG chairman is a renowned industrialist of the state.</p>
2	<p><b>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></p> <p><b><u>SUPPORTING EVIDENCE</u></b></p> <p>Yes.</p> <ul style="list-style-type: none"> <li>• BoG primarily works on sole premise of institutional development and maintaining its prestige and pride earned over a long period. Nominations are decided by the BoG based upon the merit and competencies in a transparent manner.</li> <li>• Members are actively involved in furtherance of institutional objectives</li> </ul>	<p><b>1</b></p> <p>There is no political interference whatsoever in the nominations of The BoG members and functioning of the institution. Nominations are as prescribed by UGC guidelines and are based upon the merit and competence in a transparent manner.</p>
3	<p><b>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></p> <p>The role and responsibilities of the Chair of the Governing Body and the Head of the Institutes are clearly stated.</p>	<p><b>1</b></p> <p>Principal is the ex-officio member of the Board of Governors.</p> <p>The college is running since 1951 as a Government of Gujarat institute.</p>

4	<p><b>Does the Governing Body meet regularly? Is there clear evidence that members of the governing body Attend regularly and participate actively?</b></p> <p><b>Yes</b></p> <p>BoG Meetings were held on  28<sup>th</sup> April 2015  20th Mar2014  27th June,2014  2nd Aug, 2014  9th Sep, 2014  20th Nov 2014</p>	1	<p><b>More than 4 meetings of BoG per year have been held.</b></p> <p><b>The minutes including attendance are placed on the web-site.</b></p>
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<b>D –EFFECTIVNESS&amp;PERFORMANCEREVIEW OFGOVERNINGBODIES</b>			
<b>SELF-REVIEWQUESTIONS</b>		<b>Assessment</b>	
1	<p>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?</p> <p>Yes, there is formal process to regularly review the performance through regular review meetings.</p>	1	<p><b>Continuous evaluation and revision mechanisms in place.</b></p>
2	<p>Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary</p> <p>Yes, orientation programs are conducted for proper induction and existing members receive opportunity to express their view and upgrade their professional competency from time to time through pedagogical activities.</p> <p>The BoG chairman and Principal participated in the workshop on Leadership exposure for Good Governance held at New Delhi during 13-14 October, 2014.</p>	1	<p><b>Active BoG is continuously monitoring progress of academic development action plans.</b></p>

E –REGULATORY COMPLIENCE			
SELF-REVIEW QUESTIONS		Assessment	
1	<p>Does the Governing Body ensure regulatory compliance* and, subject to this, take all final decisions on Matter of fundamental concern to the institution.</p> <p>The BoG treats AICTE, UGC, GTU regulations as a minimum basic requirement and gives directions to higher provisioning of infrastructure, faculty (Human resources) and equipment.</p>	<b>1</b>	<b>The current practice will be Continued.</b>
2	<p>Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions</p> <p>Yes</p> <p>The institute is a fully-owned Government of Gujarat institute. It performs its roles and responsibilities as 'not-for-profit' body as per regulations.</p>	<b>1</b>	<b>Not-for-profit purpose of Education will be continued to be maintained.</b>
3	<p>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.</p> <p>Yes.</p> <p><b>Every year mandatory disclosure is sent to AICTE and published on website.</b></p> <p><b>Fee structure compliance is being followed as per the Government of Gujarat norms.</b></p> <p><b>Admissions are as per admission rules of Gujarat State (by ACPC).</b></p> <p><b>6 UG programs (Mechanical, Electrical, Civil, Production, Power Electronics and Industrial) and 1 PG program (civil) have applied for NBA accreditation, NBA team visit expected soon.</b></p> <p><b>AICTE Approval Letters:</b></p> <ul style="list-style-type: none"> <li><b>AICTE approval No. : F. No. 740-87-108(E)/RC/95 Dated 14/7/2009</b></li> </ul>	<b>2</b>	<b>The institution is Committed to maintain quality assurance as per the directives of the statutory bodies.</b>