

SHAHEED BHAGAT SINGH COLLEGE OF ENGINEERING & TECHNOLOGY, MOGA ROAD, FEROZEPUR

	SELF REVIEW QUESTIONS	ASSESMENT	SUPPORTING EVIDENCE	DEVELOPMENT PLAN	EXPECTED TIME SCHEDULE
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?	2	<ul style="list-style-type: none"> The vision and mission of the institute have been duly approved by the Board of Governors (BOG) of the institute in its 16th meeting. The same have been displayed on the college website also. The Governing body takes the strategic decisions to ensure the consistent growth and development of the institution. This is evident from the budgetary provisions for the last five years. <ol style="list-style-type: none"> 1. 2009-2010 09.59 Crore 2. 2010-2011 13.12 Crore 3. 2011-2012 16.10 Crore 4. 2012-2013 20.87 Crore 5. 2013-2014 24.93 Crore 6. 2014-2015 28.50 Crore Governing Development Plan (GDP) for the next five years has been prepared after thoroughly discussing it among all employees at the departmental level and, thereafter, approved by Chairman BOG. Its progress will be monitored in Annual Progress Report of the institute. <p>Strategic Initiatives</p> <ul style="list-style-type: none"> Establishment of Industry Institute Interaction cell. Faculty and staff development programs 	<p>The institute's Governing Development Plan (GDP) has been prepared. It will be tabled in the 19th meeting of BOG to be held in December 2014 for discussion and approval.</p>	December 12, 2014

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			<p>organized.</p> <ul style="list-style-type: none"> Soft skill training programs organized for improving the employability of graduates. Remedial classes engaged for weaker students 		
A2	<p>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.)?</p>	2	<ul style="list-style-type: none"> The Governing body has made various committees such as Finance committee, Academic committee, building and works committee to ensure the establishment and monitoring of proper, effective and efficient systems of control. The meetings of these committees are held frequently to monitor the progress of the institute. Budgets are approved by the Finance Committee and BOG annually after the detailed discussion. The auditors ensure 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 by Finance committee and BOG of the institute. Annual audit is conducted by Auditor General, Govt of Punjab. 	<ul style="list-style-type: none"> System and processes are reviewed regularly in the HOD meetings at department level; Director's meeting at institute level. Thereafter all these items are discussed in respective sub-Committee of BOG such as Finance committee, Academic committee, building and works committee etc. These are finally discussed and approved in BOG meetings. 	<p>BOG meetings are held quarterly every year.</p>
A3	<p>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</p>	3	<ul style="list-style-type: none"> Institution has already applied for accreditation with NBA and NAAC. NBA team has already visited the institute from Aug 29-31, 2014. The report is awaited. The institute has applied for autonomy. The institute has been registered under section 2F of UGC Act. The institute has applied for 	<ul style="list-style-type: none"> The institute will start its benchmarking process based on the quality of intake students and placement of the students. 	<p>July 2015</p>

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	broadly keeping pace with the institutions they would regard as their peers or competitors to ensure and enhance institutional reputation?		<p>registration under section 12B of UGC Act. The UGC visit for academic autonomy is awaited as the institute has applied for academic autonomy.</p> <ul style="list-style-type: none"> Institution has a benchmarking process on the basis of rankings of the incoming students. i.e. meritorious students preferring this institute. However benchmarking with national institutions has not been carried out due to non availability of reliable data. The meetings of the governing bodies are held frequently. For example in year 2014, there have been three meetings of BOG. The fourth meeting has been scheduled. In each meeting, the institute performance is regularly monitored with respect to results placements, appointments, promotions, compliance etc. The minutes of the meetings are recorded, approved and put on the institute website. The student intake quality, placement of outgoing students, faculty performance measures such as feedback, appraisal, research contribution etc, infrastructure improvements are discussed at appropriate levels such as academic council meetings, finance committee meetings, building and works committee meetings 	<ul style="list-style-type: none"> NBA accreditation Academic Autonomy NAAC accreditation 	
A4	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	1	<ul style="list-style-type: none"> Progress report of the institute is presented as an agenda item in every meeting of BOG and the performance of the head of the institute is reviewed when he presents progress report in the Governing Body meetings. 	<ul style="list-style-type: none"> Vision, mission and goals of the institute will be translated into quantified objectives for the Head of the Institute. 	July 2015

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			<ul style="list-style-type: none"> Action taken report on the decisions of previous BOG meeting is discussed in detail in every meeting of BOG to check the performance of the Head of Institute for effective and efficient implementations of the decisions taken in the Governing Body. 	<ul style="list-style-type: none"> The performance of the head of the institute will be monitored and evaluated at BOG level. 	
B	OPENNESS & TRANSPERENCY IN THE OPERATION OF GOVERNING BODIES				
B1	Does the Governing Body publish an annual report on institutional performance?	2	<ul style="list-style-type: none"> Progress report is presented in BOG meetings. The agenda and minutes of the meeting are put on the college website for the information of stake holders. 	<ul style="list-style-type: none"> Annual Progress Report for the different activities carried out in the year 2013 was published From the year 2014 onwards, SBSSTC will publish an Annual Progress Report on institutional performance including academic performance, teaching and learning, financial performance, strategic performance, curricular, co-curricular, extracurricular activities etc. etc. 	January 2015
B2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	1	<ul style="list-style-type: none"> Shaheed Bhagat Singh College of Engineering & Technology was established by Govt of Punjab in year 1995. The Board of Governors is constituted by Govt 	Current practices will continue	Next BOG will be constituted in 2015

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			<p>of Punjab as per UGC norms for a period of 03 years.</p> <ul style="list-style-type: none"> Excluding Ex-officio members, names of eminent Industrialists/Educationists/Engineering Education Experts/Professionals with proven academic interest have been discussed among the Head of Department and other stake holders and their names are proposed to Govt of Punjab for appointment as Chairman and members of BOG. Thereafter, Govt of Punjab issues notification for constitution of BOG. Therefore the practice of maintaining register of interests is not followed. 		
B3	<p>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 management?</p>	1	<ul style="list-style-type: none"> Agenda of BOG meeting is circulated amongst the Governing Body members 15 days prior to the meeting. On the scheduled date of meeting, each and every item presented in the agenda is discussed. The minutes of the meeting are recorded by member-secretary and approved by Chairman BOG. The approved minutes of the meeting are circulated to governing body members for comments, if any. The approved minutes of the meeting are put on the college website. The approved minutes of meetings are put up 	Current practices will continue	

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			in the next meeting of BOG for confirmation.		
C	KEY ATTRIBUTES OF GOVERNING BODIES				
C1	<p>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?</p>	1	<ul style="list-style-type: none"> Governing body has been constituted as per the guidelines of statutory and regulating bodies like AICTE and UGC. In the constitution of BOG as per the policy laid down by the state government, due representation is given to various competencies like Govt., Administration, Academia, Public representatives and others. This ensures that interests of stake holders are duly protected and management accountability and effectiveness get enhanced. 	Current practices will continue	
C2	<p>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</p>	1	<ul style="list-style-type: none"> There are 7 Ex-officio members in the BOG, and other members are proposed by member secretary after through discussions among the different stake holders. The state Govt. can choose the members from the proposed member list or can provide other better competent members for the smooth functioning of the body. Keeping the wide public interest in view and as per BOG constitution, a public representative having technical education background is also nominated as member of BOG. However, it is to be noted that the management is governed by the BOG with an 	Current practices will continue	

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			<p>eminent Industrialist as chairman BOG.</p> <ul style="list-style-type: none"> As it is evident from the minutes of the meetings, each member of the governing body actively participates in the governing body discussions and gives suggestions. Their suggestions have been implemented in the institute functioning and governance. 		
C3	<p>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?</p>	2	<ul style="list-style-type: none"> The roles and responsibilities of the chair of the governing body, the head of the institution and the member secretary serving the governing body are governed by institute bye laws consisting of 37 chapters. The role and responsibilities of BOG, Chairman BOG, Head of the Institute/member secretary are well defined in Memorandum of association of the Society, which is displayed on website under mandatory disclosures of the institute . 	<ul style="list-style-type: none"> The institute bye laws have been reviewed in 2014 and new bye laws have been formulated and submitted to Govt of Punjab for approval. Thereafter, bye-laws will be put up before BOG for approval for implementation in the institute 	July 2015
C4	<p>Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?</p>	2	<ul style="list-style-type: none"> The meetings of the Governing body are held frequently. The number of BOG meeting held in last three years are as follows: 2012 3 2013 5 2014 3 +1 (to be held on 12-12-2014) It is to be noted that the participation of the members in the meeting is quiet encouraging. In each meeting, Ation Taken Report (ATR) of 	<p>The current practice of conducting at least four meeting every year will be sustained.</p>	Quarterly BOG meetings

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			previous meeting is first discussed and then discussion on current agenda is taken.		
D	EFFECTIVENESS & 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 ?	2	<ul style="list-style-type: none"> The stakeholders of the institute can check the performance of the Governing Body from the Institute web site. Even the members of Governing Body and its Chairman meets the stake holders from time to time for their suggestions. The director of the institute who is member secretary presents report on the progress of the institute. As and where deficiency is observed, the same is discussed in the meetings minutely. Processes or procedures are changed, delegation/empowerment is carried out and committees and sub-committees are constituted. However, the accountabilities are not measured / documented 	The provisions for documenting accountabilities and goals will be made for the members of BOG. It will ensure purposeful participation by each member of the BOG.	Quarterly BOG meetings
D2	Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary?	2	<ul style="list-style-type: none"> As per provisions under item no 5 of the Memorandum of Association and rules relating to the establishment of the college, the BOG is reconstituted every three years. In the year 2012, an eminent industrialist has been nominated as chairman of BOG. In year 2013, a proposal has been submitted to the state government for reconstitution of the BOG. 	Induction or orientation programme will be organized for new members.	July 2015

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			<p>Accordingly, new members have been inducted in the BOG.</p> <ul style="list-style-type: none"> The new members were briefed by the chairman on their role and responsibility, informally No formal induction or orientation programme is organized for new members 		
E	REGULATORY COMPLIENCE				
E1	<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>	1	<ul style="list-style-type: none"> The institute is established by the Government of Punjab. It is recognized by AICTE, New Delhi and affiliated to Punjab Technical University, Jalandhar. The BOG ensures regulatory compliances with the ordinances of statutory bodies such as AICTE/UGC/Affiliating University. The institute makes it a point to treat AICTE and PTU regulations as a minimum basic requirement. The institution has directions towards state of the art infrastructure and equipment and trained manpower. All UG and PG courses are approved by AICTE/affiliating University. Every year institute sends mandatory disclosures to AICTE Institute charges fee as approved by Govt of Punjab and no capitation fee or any other fee is charged. 	Current practices will be sustained	

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E2	<p>Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions</p>	1	<ul style="list-style-type: none"> Yes, Fee structure of the institute is as per State Govt. rules, and fee relaxation is given for socially and economically weaker section and backward students as per Govt. norms. Admissions are made as per admission rules of Punjab Government and Punjab Technical University, Jalandhar. It is a Govt Institute and not making any profit out of this venture. 	<p>Current practices will be sustained</p>	
E3	<p>Have 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>	2	<ul style="list-style-type: none"> The institute has applied for accreditation of its 5 eligible programs in engineering stream. The institute has been allotted file no 31-46-2014 NBA The NBA team has already visited the institute from 29-31 August, 2014. The report from NBA is awaited. The institute has also applied for NAAC and expert committee visit is awaited. The institute has also applied for obtaining Academic autonomy. Every year mandatory disclosure is sent to AICTE and published on website. 	<p>The institute intends to get its remaining programs (2 PG +1 UG) accredited.</p>	<p>By year 2016.</p>