

## Annexure-IV (Approved by 15<sup>th</sup> BOG Meeting)

### Initial Governance Development Plan

#### A. PRIMARY ACCOUNTABILITIES

##### INDIVIDUAL

1. Student feedback and remedial measures on feedback.
2. Academic audit – Department wise Scrutiny of records, like Consolidation of results, Attendance, Faculty Counselling, Lesson Plan & Internal tests.
3. Register complaints from all stakeholders and take remedial measures.

##### INSTITUTION

1. Clear mission and Vision in place and ensure that they reach all stake holders.
2. Have a stated quality policy.
3. Examination of results and remedial measures if any for identified weaknesses.
4. The short term and long term goals made available on website and periodical review of goals.
5. Student information systems and dissemination of information ascertained.
6. State or Laboratory, Workshops, Classrooms, Hostels and Library assessed and steps to improve facilities.
7. Academic reforms in terms of Syllabus revision, question paper patterns and other reforms to be periodically introduced.

##### STATE

1. Ensure filling of vacancies.
2. Ensure sufficient fund is allocated for development and building maintenance.
3. Higher financial powers to HODs and Head of Institution.

## B. OPENNESS AND TRANSPARENCY IN THE OPERATION OF THE GOVERNING BODY

### INDIVIDUAL

1. All members of Governing body give the data for maintaining a Registry of Interest.
2. The members to regularly attend the BOG meetings.
3. Members of BOG take deeper role and give suggestions with the institution goals in mind.
4. Periodically review the achievements and give suggestions to elevate the level of the institution.
5. Monitor the financial status and have a grip over the total financial position and optimise expenditure wherever possible.

### INSTITTUION

1. Conduct BOG meeting periodically and send invitation to all members.
2. Circulate and display the minutes of the BOG meeting in the institution website.

### STATE

1. Appoint BOG members taking the merits and profile of the suggested member.
2. Review the minutes of BOG meeting.

## C. KEY ATTRIBUTES OF GOVERNING BODIES

### INDIVIDUAL

1. Involvement and dedication.
2. Contribute quality time to mentor the institution towards achievable goals.

### INSTITTUION

1. Appraise the members of developments and problems.
2. Implement solutions suggested.

### STATE

1. Give weightage to the suggestions made by BOG members.

2. Take corrective action whenever and wherever needed.

#### D. EFFECTIVENESS AND PERFORMANCE OF THE GOVERNING BODY

##### INDIVIDUAL

1. Role played in shaping any particular aspect in the institutional growth towards quality.
2. Number of meetings attended as a percentage of total conducted.

##### INSTITUTION

1. Number of actions taken based on remedies suggested by BOG.
2. The outcome achieved as a result of implementation of reforms suggested by BOG.

##### STATE

1. Encourage BOG decisions by acting on suggestions made.
2. Interact with BOG at least once in a year.

#### E. REGULATORY REQUIREMENTS

##### INDIVIDUAL

1. There is no conflict of interest.
2. There is no pressure to take decisions by members from outside.

##### INSTITUTION

1. At least 4 BOG meetings are convened each year.
2. At least 80% of members attend the meeting.
3. Agenda ad notes circulated.

##### STATE

1. Periodically constitute BOG members.
2. The Government orders issued as and when needed to improve performance in Higher Education.