



# NITTE MEENAKSHI INSTITUTE OF TECHNOLOGY

(A Unit of Nitte Education Trust (R), Mangalore)

An Autonomous Institution

Accredited By National Board of Accreditation (AICTE), New Delhi

Govindapura, Gollahalli, P.B. No. 6429, Yelahanka, Bangalore-560 064, Karnataka, India

Phone: 080-22167800, Fax: 080-22167805

E-mail: [principal@nmit.ac.in](mailto:principal@nmit.ac.in) Website: [www.nmit.ac.in](http://www.nmit.ac.in)



## INSTITUTIONAL GOVERNANCE REVIEW TEMPLATE

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A PRIMARY ACCOUNTABILITIES				
	GOVERNANCE SELF-REVIEW QUESTIONS	GRADE	COMMENTS	DEVELOPMENT PLAN
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	<ul style="list-style-type: none"> <li>Mission &amp; Vision of the Institution have been discussed in the meetings of HODs, faculty, Sub Committee of BOG and approved by the BOG.</li> <li>Annual budgets are approved by the BOG.</li> </ul>	<ul style="list-style-type: none"> <li>The GC will revisit (Review) the institutional Vision, Mission and strategic plan for changes if any.</li> <li>The subcommittee of the GC will discuss the long term business plans of the institution and place before the GC for approval</li> </ul>
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?)	1	<ul style="list-style-type: none"> <li>The Finance Sub-Committee discusses the financial and Operational controls</li> <li>Prepares annual budgets for various items, BOG discusses &amp; approves the same</li> </ul>	<ul style="list-style-type: none"> <li>The institute is aiming at having performance oriented review process for financial and human resource with inputs from the GC</li> </ul>
A3	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	1	<ul style="list-style-type: none"> <li>Admission-benchmarking on the basis of CET rankings, GC discusses the performance based on appraisals, feedback.</li> <li>Curriculum design by experts in BOS, Academic Council &amp; BOG.</li> </ul>	<ul style="list-style-type: none"> <li>Steps/Process for continuous quality improvement will be discussed in Board of Studies, Academic Council and will be taken to GC for review</li> <li>Bench marking with respect to best practices present in other premier institutions at various levels will be discussed in GC for adoption</li> </ul>

<b>A4</b>	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance	<b>1</b>	<ul style="list-style-type: none"> <li>Formal arrangement for monitoring does not exist. However reviewed in an informal way when he presents progress report in G.C, role/responsibility is guided by UGC/AICTE/VTU guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Governing body will discuss the annual report of the college which reflects the performance of the head of the institution</li> <li>Identifying quantifiable parameters have to be discussed in the GC</li> </ul>
<b>B</b>	<b>OPENNESS &amp; TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES</b>			
<b>B1</b>	Does the Governing Body publish an annual report on institutional performance	<b>1</b>	<ul style="list-style-type: none"> <li>The proceedings are published on the college website</li> <li>Preparations of the annual report-efforts are in progress.</li> </ul>	<ul style="list-style-type: none"> <li>GC would discuss the institutional annual report and will be placed in institution website</li> </ul>
<b>B2</b>	Does the Governing Body maintain and publicity discloses a register of interests of members of its governing body?	<b>2</b>	<ul style="list-style-type: none"> <li>NMIT is an unaided private institution running within the guide lines of AICTE and UGC. Need for a separate register of interest of GC members has not been felt so far hence, register of interests is not maintained</li> </ul>	<ul style="list-style-type: none"> <li>Proposal for maintaining a register of interest will be taken up in the GC meeting</li> </ul>
<b>B3</b>	Is the Governing 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 performance, finance and management?	<b>1</b>	<ul style="list-style-type: none"> <li>The proceedings are put on college website.</li> <li>Audited accounts are published on college website</li> <li>Results &amp; Placements are discussed in G.C meetings &amp; put on college website</li> </ul>	<ul style="list-style-type: none"> <li>Desirability of making public the matters pertaining to academic perform, and financial management will be taken up in the G.C meetings</li> </ul>
<b>C</b>	<b>KEY ATTRIBUTES OF GOVERNING BODIES</b>			
<b>C1</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>1</b>	<ul style="list-style-type: none"> <li>The BOG is formed as per the guidelines of AICTE &amp; UGC</li> <li>There is a very good mix of experience, age, rank and competency among the members of BOG</li> </ul>	<ul style="list-style-type: none"> <li>The faculty participation in GC is on rotation basis.</li> <li>The desirability of the participation of other stake holders will be discussed in GC and appropriate action will be taken</li> </ul>
<b>C2</b>	Are the recruitment processes and procedures for governing body members rigorous and transparent?	<b>1</b>	<ul style="list-style-type: none"> <li>Done by the trust chaired by the President of NET, nominees by the Govt. of Karnataka, university and UGC, New Delhi.</li> </ul>	<ul style="list-style-type: none"> <li>As and when required a sub-committee of GC is formed to identify suitable person for governing body as per UGC norms</li> </ul>

<b>C3</b>	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>1</b>	<ul style="list-style-type: none"> <li>The Institution is free from any political interference.</li> </ul>	<ul style="list-style-type: none"> <li>sub-committee of GC is formed to look into the long term educational objectives and its recommendations are discussed in GC meeting</li> </ul>
<b>C4</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>1</b>	<ul style="list-style-type: none"> <li>Guided by the Autonomous colleges statutes of VTU 2011. The roles &amp; responsibilities are followed in actions</li> </ul>	<ul style="list-style-type: none"> <li>The role and responsibility of chair GC and HOI will be discussed in the GC &amp; will be documented</li> </ul>
<b>C5</b>	Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	<b>1</b>	<ul style="list-style-type: none"> <li>Meets 1-2 times a year, members do attend G.C. meetings regularly, members of sub-committee also attend regularly and participate actively</li> </ul>	<ul style="list-style-type: none"> <li>Proposed to increase the frequency of the GC meetings</li> </ul>
<b>D</b>	<b>EFFECTIVENESS AND PERFORMANCE REVIEW OF THE GOVERNING BODY</b>			
<b>D1</b>	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?	<b>2</b>	<ul style="list-style-type: none"> <li>Performance of the Institution is continuously reviewed by the G.C</li> <li>Subcommittees are also formed depending on needs to look into these in depth.</li> </ul>	<ul style="list-style-type: none"> <li>As per Good practice guide for governing bodies, it is necessary to define performance indicators for meeting strategic objectives and same will be discussed in GC</li> </ul>
<b>D2</b>	Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary?	<b>1</b>	<ul style="list-style-type: none"> <li>Sub Committee of the BOG identifies the new members for Induction and members are taken through the important labs/departments to take the glimpses/account. Induction done as per norms of UGC.</li> </ul>	<ul style="list-style-type: none"> <li>Views of the GC will be sought for the further development of the institution</li> <li>To identify development opportunities for BOG members</li> </ul>
<b>E</b>	<b>REGULATORY COMPLIANCE</b>			
<b>E1</b>	Does the Governing Body ensure regulatory compliance* and, subject to this, take all final decisions on matters of fundamental concern to the institution	<b>1</b>	<ul style="list-style-type: none"> <li>All regulatory compliances are adhered to the mandatory disclosure is updated and displayed on website as per AICTE guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Current practices will be sustained</li> </ul>

<b>E2</b>	Does the regulatory compliance include demonstrating compliance with the 'not – for-profit' purpose of education institutions?	<b>1</b>	<ul style="list-style-type: none"> <li>• The budget clearly shows the not-for-profit purpose.</li> <li>• The fee structure is as per the state Govt. norms</li> <li>• Follows strictly the admission rules prescribed by the Govt. of Karnataka.</li> </ul>	<ul style="list-style-type: none"> <li>• Current practices will be sustained</li> </ul>
<b>E3</b>	Has there been accreditation and/ or external quality assurance by a national or professional body? If so, give details: name statues of current accreditation etc.	<b>1</b>	<ul style="list-style-type: none"> <li>• UG programs are accredited by NBA under Tier-1, based on OBE format</li> <li>• Accredited by NAAC with 'B' Grade</li> </ul>	<ul style="list-style-type: none"> <li>• How to improve the accreditation rating will be discussed in GC</li> <li>• Action will be initiated to accredit PG programs.</li> <li>• Institute will continue to subject itself for accreditation to ensure quality education</li> </ul>