

NIT PATNA GOVERNANCE GUIDELINES DOCUMENT: ANNEX 2(a)

GOVERNANCE SELF-REVIEW AND GOVERNANCE DEVELOPMENT PLAN

NATIONAL INSTITUTE OF TECHNOLOGY, PATNA

The Board of Governors (BOG) of NIT Patna is supported by several empowered committees that report to it, these are: (a) Senate, (b) Board of Studies (BOS) (c) Building & Works Committee (BWC), (d) Finance Committee (FC), (e) Central Purchase Committee, (f) Works & Services Committee, (g) Departmental Promotion Committee, (h) Technical Education Quality Improvement Project (TEQIP) committee. Activities, policies and achievements in these areas are documented by these committees and placed before the BOG for discussion, review and approval. Selected Faculty (on rotation) are invited to BOG meetings where they get a chance to interact with the Board members and air their views in an open and transparent manner.

	GOVERNANCE SELF-REVIEW QUESTIONS	GRADE	SUPPORTING EVIDENCE	DEVELOPMENT PLAN	EXPECTED DELIVERY TIMEFRAME
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	<ul style="list-style-type: none"> ▪ Vision, Mission & Values statements are evolved through a strategic plan and have been displayed on institute website and lesson plans given to students. Formal approval by the BOG has been taken. ▪ These were discussed in the BOG as part of information agenda presented by the Director. These were discussed and approved, and documented formally as part of the minutes of the meeting. ▪ Annual budgets are approved by the BOG. 	<ul style="list-style-type: none"> <input type="checkbox"/> Active Participation of BOG in reviewing and approval of institutional vision, mission and strategic plan. <input type="checkbox"/> Developing and adapting Good Governance Document for the institution. <input type="checkbox"/> Developing and Approval of long-term business plans of the institution 	Completed
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 management, clear procedures for managing physical and human resources)?	1	<ul style="list-style-type: none"> ▪ 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 discussed and approved annually. ▪ The BOG approves budgets annually after detailed discussion. ▪ Financial Committees meetings are held four times a year. ▪ Financial and procurement risk assessment are done. ▪ Policies on a range of systems, including treasury management, investment management, risk management, debt management, grants and contracts do exist. ▪ Human resource requirement is presented by the Head of the institution and is approved by the BOG on a regular basis. ▪ An Estate Service Unit is presently doing the estate management job, and gives an estimate of the budget required, which will be part of the institutional budget approved by the BOG. ▪ Institution has applied for NBA Accreditation of most of the Courses running in the Institute. ▪ Under NIT Act 2007, the institute is in the not-for-profit 	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and adapt risk and other financial management policies and procedures <input type="checkbox"/> Develop Scope and processes for estate management and construction and management cell and adapt them as part of institutional quality management system. 	Completed

			category. <ul style="list-style-type: none"> ▪ Controls are exercised through empowered committees that report periodically to the BOG. The BOG after discussion approves the committee reports. 		Completed
A3	Is the Governing Body monitoring institutional performance and quality assurance arrangements? Are these benchmarked against other institutions 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	The Institute is of National importance and ranks among other good Institute of country like IITs & NITs. The BOG monitors institutional performance regularly with respect to finance, results, placements, appointments, compliance etc. These are recorded and approved at the BOG meetings. Student input quality (cut-off ranks), output quality (placement measures), faculty performance (feedback, appraisals, targets), infrastructure (hard and soft), research quality are monitored and action plans for improvement are discussed and approved at Senate and other relevant levels.	<input type="checkbox"/> Establish key-performance Indicators (KPIs) for measuring Institutional performance. <input type="checkbox"/> Establish and adapt process for monitoring the institutional performance using KPIs <input type="checkbox"/> All faculty and staff fill their Performance Appraisal annually. <input type="checkbox"/> Adapt procedure for benchmarking institutional performance with peer institutions	Completed
A4	Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	1	Formal arrangement for monitoring does not exist, however his performance is reviewed in an informal way when he presents progress report in the BOG.	<input type="checkbox"/> Statue & Act of NIT has seen formulated & approved by Parliament. Head of the Institute acts accordingly. <input type="checkbox"/> Develop and adapt process and schedule to review and monitor performance	Completed
B OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES					
B1	Does the Governing Body publish annual report on institutional performance?	1	Annual report is presented and discussed in the BOG, however it is always published through minutes of BOG & it is in the Public domain.	<input type="checkbox"/> Publish an Annual Report on Institutional Performance covering strategic performance, academic performance, financial performance, faculty and staff development & place in Parliament .	Completed
B2	Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	1	NIT is a Centrally Funded institution operating within the guidelines of MHRD. The BOG composition follows the guidelines of these bodies i.e NIT statute & Act.	<input type="checkbox"/> Maintain a register of members of its governing body and publish it on the college website.	Completed
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	BOG is conducted in an open manner, however major initiatives planned will be discussed in the Senate BWC, FC at before they are taken to the BOG. All discussions are minuted. The minutes are available in the Institute Website.	<input type="checkbox"/> Publication of Governing Board minutes on the college website.	Completed
				<input type="checkbox"/> Making college annual report available on the institute website.	Completed

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	<p>BOG of the institute has been constituted as per the norms of NIT statute & Act. The composition of the BOG fits the responsibilities it is expected to Discharge. There is a very good mix of experience, age, rank and competence from among the BOG</p>	<p>Periodic changes for members of BOG as per <input type="checkbox"/> NIT statute & Act</p> <p>Completed</p>

C2	Are the recruitment processes and procedures for governing body members rigorous and transparent?	1	BOG has been constituted as per the guidelines of NIT Statute & Act. However, few of the nominations are decided by the BOG based upon the merit and competencies in a transparent manner. All recruitment is placed before the BOG, discussed, approved and minuted.	<input type="checkbox"/> Establishment of nominations committee chaired by the Chairman of the BOG to screen and decide independent members for BOG as and when a requirement arises	Completed
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?	1	The independent members are external to, and independent of, the institution. Independent members are proactive and have made many suggestions for improvement that have been implemented by the institution, which is evidenced from the minutes of the meeting. The institution is free from any political interference However political decisions regarding reservation quotas in student admission, faculty recruitment and tuition fee and salary fixation are well implemented.	<input type="checkbox"/> Institutional Governance document (being developed) will bring clarity to roles and responsibilities of governing body members hence, encouraging independent members to be actively involved in achieving long-term educational objectives	Completed
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 statement for NIT Patna is guided by NIT statute & Act. The NIT statute clearly mentions the powers and functions of the board, its chairman and member secretary. These roles and responsibilities are in practice, and documented.	<input type="checkbox"/> Institutional Governance document (being developed) includes the role and responsibilities of the Chair of the Governing body, the Member Secretary (Registrar) serving the governing body.	Completed
C5	Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	1	The BOG meets four times a year. There is clear evidence of Participation through attendance and minutes of BOG meetings.	<input type="checkbox"/> Annual Report to include GC attendance Participation by members. <input type="checkbox"/> Participation by BOG members 100 - hr. Per year.	Completed
D	EFFECTIVENESS AND PERFORMANCE REVIEW OF THE GOVERNING BODY				
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 review is being carried out by the BOG itself. In every meeting a report is obtained. People will continue on board as long as there is NO CONFLICT OF INTEREST. Even though sub-committees have been formed to meet the long-term strategic objectives .	<input type="checkbox"/> To evolve and adapt process for regular review of Governing body performance	Completed
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 experts who have been invited to the BOG bring with them the knowledge of their field and have a perception, which will enhance the performance of the institution in the direction of its vision. At present new members are briefed informally by the Chairman on their role and responsibility.	<input type="checkbox"/> Evolve and implement one-day induction program for new members of Governing Body <input type="checkbox"/> Identify Development opportunities for Governing Body members	Completed



E	REGULATORY COMPLIANCE			
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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 BOG makes it a point to treat MHRD regulations as a minimum basic requirement and gives directions to higher provisioning of infrastructure, faculty (Human resources) and equipment.	<input type="checkbox"/> Current practices will be sustained.	Completed
E2	Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions?	1	Fee structure compliance is being followed, which comes for discussion in an indirect way during approval of institute's budget. Admissions are as per admission rules of Government of India.	<input type="checkbox"/> The not-for-profit character of the organization will be maintained.	Completed
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.	2	The Institution has applied for five out of seven UG Courses and five out of six PG courses eligible for accreditation. Other courses will be soon applied for accreditation, when it will be eligible for it.	<input type="checkbox"/> Institute will continue to subject itself for accreditation by national/ international professional bodies to assure quality to all its stakeholders.	Accreditation of all eligible courses will be completed by September 2015

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ACTION PLAN TEMPLATE: Drawing on the Governance Self-Review and Governance Development Plan.

Good Governance Practice:

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?

Developmental Goal: *(Based on perceived gap, in self-review document)*

The active participation of BOG in reviewing and approval of institutional vision, mission and strategic plan is being taken up. The BOG has decided to come up with Good Governance document. The BOG will discuss and approve long-term business plans of the institution.

SELF-REVIEW SCORE: 1

Development Objectives and Action Plan					Means of evaluating progress toward this Objective	Priority	
1.1	Reviewing and approval of institutional vision, mission and strategic plan					Institutional Strategic Plan for 2012-2017 reviewed and approved.	
		<i>Activity</i>	<i>Timeline</i>	<i>Person(s) responsible</i>	<i>Status</i>		
	1.1.1	Workshop for reviewing Strategic plan (2012-17) for submission to BOG		Director			
	1.1.2	Presentation to BOG for discussion and approval of strategic plan		Registrar			
1.2	Developing and adopting Good Governance document for the institution.					Institutional Governance Guidelines Document approved	
		<i>Activity</i>	<i>Timeline</i>	<i>Person(s) responsible</i>	<i>Status</i>		
	1.2.1	i. Consultations and discussion: developing the Institutional Governance Guidelines Document. ii. Preparation of the draft		Director Registrar			
	1.2.2	Presentation to BOG for discussion and approval: Institutional Governance Guidelines Document		Registrar			
1.3	Approval of long-term business plans of the institution					Long term Business Plan approved	
		<i>Activity</i>	<i>Completion date</i>	<i>Person(s) responsible</i>	<i>Status</i>		
	1.3.1	i. Consultations and discussions for developing of long-term business plans of the institution. ii. Preparation of the draft		Director Registrar			
	1.3.2	Presentation to BOG for discussion and approval of long-term business plans of the institution		Registrar			

