

GOOD GOVERNANCE PLAN

NERIST, NIRJULI, ARUNACHAL PRADESH (UNDER MHRD, GOI)


The Board of Management (BOM) of NERIST is supported by several empowered committees that report to it, these are: (a) Academic Council, (b) Board of Studies, (c) Finance Committee, (d) Building and Works Sub-Committee (e) Technical Education Quality Improvement Project (TEQIP) 1.1 monitoring committee. Activities, policies and achievements in these areas are documented by these committees and placed before the BOM for discussion, review and approval. The Faculty (on rotation) is invited to BOM 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 TIME FRAME
PRIMARY ACCOUNTABILITIES				
A				
A1	3	<ul style="list-style-type: none"> Vision & mission statements are evolved through a strategic plan by the institute faculty and they have been displayed on institute website. These were discussed in the BOM as part of information agenda presented by the principal. These were discussed and approved, however they were not documented formally as part of the minutes of the meeting. Annual budgets are approved by the BOM. 	<ul style="list-style-type: none"> Active participation of BOM in reviewing and approval of institutional vision, mission and strategic plan (2012-17). Develop and adopt good governance document for the institution. Development and approval of long-term business plans of the institution. 	Feb 2015
A2	3	<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 and GOI norms. Audited statements of accounts are discussed and approved annually. The BOM approves budgets annually after detailed discussion. Financial Committee meetings are held twice a year. However financial and procurement entries are not done. Policies on a range of systems, including treasury management, investment management, risk management, debt management, and grants and contracts do not exist. Human resource requirements are presented by the head of the institution which is approved by the BOM on regular basis. An Estate office with different sections and departments give an estimate of the budget required which will be part of the institutional budget approved by the BOM and GOI. Under UGC regulations, the institute is in the not-for-profit category. Controls are exercised through empowered committees that report periodically to the BOM. The BOM after discussion approves the committee reports. 	<ul style="list-style-type: none"> Develop and adopt risk and other financial management policies and procedures. Develop / scope processes for estate management, and the construction and management cell and adopt them as part of institutional quality management system. 	June 2015
A3	2	<ul style="list-style-type: none"> The mandate of the institute is to cater to the technical/scientific and managerial needs of the north east. The BOM monitors institutional performance regularly with respect to finance, results, placements, appointments, compliance etc. these are recorded and approved at the BOM meetings, through IQAC (Internal Quality Assurance Committee), B&WC (Building and Works Committee), FC 	<ul style="list-style-type: none"> Establish key performance indicators (KPIs) for measuring institutional and performance. Establish and adopt process for monitoring the institutional 	June 2015


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	broadly keeping pace with the institutions they would regard as their peers or competitors to ensure and enhance institutional reputation?		(Finance Committee). 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 academic council and other relevant levels.	<ul style="list-style-type: none"> Adopt procedure for benchmarking institutional performance with peer institutions. Establish performance Indicators (KPIs) for monitoring performance of the head of the institution, based on roles and responsibilities. Develop and adopt process and schedule to review and monitor performance. 	Completed
A4	Has the BOM put in place suitable arrangements for monitoring the head of the institution's performance?	2	<ul style="list-style-type: none"> Formal arrangement for monitoring does not exist, however his performance is reviewed in an informal way when he presents progress report in the BOM. The role and responsibility of the head of the institution is guided by the UGC/AICTE/MHRD guidelines. 	<ul style="list-style-type: none"> Annual report is presented and discussed in the BOM; and it is submitted to MHRD. NERIST is an autonomous institution under MHRD operating within the guidelines of UGC and AICTE. The BOM composition follows the guidelines of these bodies. A need for a separate register of interests of its BOM members has not been felt so far and hence register of interest has not been maintained. BOM is conducted in an open manner. All discussions are minuted. The minutes are available in the Register's office and anyone desirous of seeing the same can contact the Register's office. NERIST does not seem it fit to place the minutes of the BOM in the public domain as it contains sensitive financial and strategic information. 	Sept 2015
OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES					
B					
B1	Does the BOM publish annual report on institutional performance?	3	<ul style="list-style-type: none"> Annual report is presented and discussed in the BOM; and it is submitted to MHRD. 	<ul style="list-style-type: none"> Annual report is presented. 	Completed
B2	Does the BOM maintain, and publicly disclose, a register of interests of members of its BOM?	3	<ul style="list-style-type: none"> NERIST is an autonomous institution under MHRD operating within the guidelines of UGC and AICTE. The BOM composition follows the guidelines of these bodies. A need for a separate register of interests of its BOM members has not been felt so far and hence register of interest has not been maintained. 	<ul style="list-style-type: none"> Maintain a register of interests of members of its BOM and publish it on the college website. 	Sept 2015
B3	Is the BOM 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?	2	<ul style="list-style-type: none"> BOM is conducted in an open manner. All discussions are minuted. The minutes are available in the Register's office and anyone desirous of seeing the same can contact the Register's office. NERIST does not seem it fit to place the minutes of the BOM in the public domain as it contains sensitive financial and strategic information. 	<ul style="list-style-type: none"> Publication of BOM minute on the institute website. Making institute annual report available on the institute website. 	March 2015
KEY ATTRIBUTES OF GOVERNING BODIES					
C					
C1	Are the size, skills, competences and experiences of the BOM, such that it is able to carry out its primary accountabilitys effectively and efficiently, and ensure the confidence of its stakeholders and constituents?	2	<ul style="list-style-type: none"> BOM of the institute has been constituted by MHRD as per the norms of UBOM/AICTE. The composition of the BOM fits the responsibilities it is expected to discharge. Details are enclosed as attachment-1. There is a very good mix of experience, age, rank and competence from among the BOM. 	<ul style="list-style-type: none"> Periodic review of BOM vis-a-vis the expectations and changes made as appropriate. 	
C2	Are the recruitment processes and procedures for BOM members rigorous and transparent?	2	<ul style="list-style-type: none"> BOM has been constituted as per the guidelines of statutory and regulating bodies. However, few of the nominations are decided by the GOI based upon the merit and competencies in a transparent manner. 		
C3	Does the BOM 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?	2	<ul style="list-style-type: none"> 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 as far as day-to-day operations are concerned. 	<ul style="list-style-type: none"> Institutional governance document (being developed) will bring clarity to roles and responsibilities of BOM members hence, encouraging independent members to be actively involved in achieving long-term educational objectives. 	
C4	Are the role and responsibilities of the chair of the BOM, the head of the institution and the member secretary serving the BOM clearly stated?	3	<ul style="list-style-type: none"> The roles and responsibilities statement for Chairman, BOM, NERIST is guided by the Institute MOA statute clearly mentions the powers and functions of the board, its chairman and member secretary (principal). These roles and responsibilities are in practice, but not documented. 	<ul style="list-style-type: none"> Institutional governance document (being developed) includes the role and responsibilities of the chair of the BOM, the head of the institution 	March 2015

				and the member secretary serving the BOM.	
C5	Does the BOM meet regularly? Is there clear evidence that members of the BOM attend regularly and participate actively?	1	<ul style="list-style-type: none"> The BOM meets four times a year. There is clear evidence of participation through attendance and minutes of BOM meetings. 	<ul style="list-style-type: none"> BOM minutes available in time on website. 	
EFFECTIVENESS AND PERFORMANCE REVIEW OF THE BOM					
D	Does the BOM 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?	3	<ul style="list-style-type: none"> The review is being carried out by the BOM itself in an informal way. However, 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 (e.g. Formation of a committee to start Centre for technology entrepreneurship) the effectiveness against accountabilities is not measured as the accountabilities have not been documented. 	<ul style="list-style-type: none"> To evolve and adopt a process for regular review of BOM performance. 	Feb 2015
D 1	Does the BOM ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary?	3	<ul style="list-style-type: none"> The experts who have been invited to the BOM 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. 	<ul style="list-style-type: none"> Evolve and implement one-day induction program for new members of the BOM. Identify development opportunities for BOM members. 	Feb 2015
REGULATORY COMPLIANCE					
E	Does the BOM ensure regulatory compliance and, subject to this, take all final decisions on matters of fundamental concern to the institution?	1	<ul style="list-style-type: none"> The BOM Makes it appoint to treat these (AICTE, UBOM, MHRD) regulations as a minimum basic requirement and gives directions to higher provisioning of infrastructure, faculty (Human Resources) and equipment. Every year mandatory disclosure is sent to AICTE. 	<ul style="list-style-type: none"> Current practices will be sustained. 	
E1	Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions?	1	<ul style="list-style-type: none"> Fee structure compliance is being followed, which comes for discussion in an indirect way during approval of institute's budget. Admissions are as per norms of GOI and eight NE state. Further the budget clearly shows the not-for-profit purpose and evidence. 	<ul style="list-style-type: none"> The not-for-profit character of the organization will be maintained. 	
E2	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.	1	<ul style="list-style-type: none"> The institution was accredited (by the NBA) in 2002 and now it is in the process of applying for accreditation again. 	<ul style="list-style-type: none"> Institute will continue to subject itself for accreditation by national/ international professional bodies to assure quality to all its stakeholders. 	
E3					


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