

**Narula Institute of Technology, Agarpara
Governance Self Review and Development Plan**

1001-14-KG-238

The Governing Council (GC) of NIT is supported by several operational committees that report to it. These are:

- (a) Academic Council
- (b) Board of Studies
- (c) Finance Committee
- (d) Procurement Committee
- (e) Central Staffing Committee
- (f) Staff Welfare Committee
- (g) Institute Finance & Accounts Committee (IFAC) - 22 members committee

All the GC/OTC and committees in above list are documented by these committees, and give to GC the SOG for discussion, review and approval. GC members are notified in advance of all SOG meetings where they get a chance to interact with the GCOT members and contribute to an open and transparent process.

A. PRIMARY ACCOUNTABILITIES				
	PRACTICE	SCORE	SELF REVIEW COMMENT	DEVELOPMENT PLAN
1	Is the GC/OTC fully apprised of the institutions' structure, organization and status regarding their development and the contribution through its long term business plan and annual budget?		<ul style="list-style-type: none"> • In 4th & 5th semester, a list is developed through a meeting call by the GC/OTC faculty and they have been displayed on all appropriate areas of the campus to be viewed. However, some internal updates are not being communicated. • These were discussed in the meeting, formed as part of the budget report presented to the GC/OTC. These were discussed and approved. Hence, this aspect of GCOTC received formal as part of the process of formulating annual budget which is approved by the GC/OTC. 	<ul style="list-style-type: none"> • The GC/OTC report of SOG in the year 2023 will be of individual members of the GC/OTC meeting plan to be prepared. The GC/OTC will be updated with Good Governance document. The GC/OTC will be updated regarding the latest status of the institution.

<p>1. Has the Governing Body reviewed the performance and the strategy of the principal and all other members of senior and substantial staff for the financial year? Considered aspects of management, clear objectives, for strategic and other business.</p>	<p>• The principal's performance is reviewed by the Governing Body and other members of the Board at least once a year, leading to a written report. Considered aspects of management, clear objectives, for strategic and other business.</p> <p>• The principal is reviewed by the Governing Body after the end of the financial year. The Governing Body and other members of the Board are responsible for the principal's performance and for the principal's strategic and other business.</p>	<p>The Governing Body is responsible for ensuring that the principal and other members of senior and substantial staff are reviewed through written reports.</p>
<p>2. Has the Governing Body reviewed the performance of the principal and other members of senior and substantial staff for the financial year? Considered aspects of management, clear objectives, for strategic and other business.</p>	<p>• The principal's performance is reviewed by the Governing Body and other members of the Board at least once a year, leading to a written report. Considered aspects of management, clear objectives, for strategic and other business.</p> <p>• The principal is reviewed by the Governing Body after the end of the financial year. The Governing Body and other members of the Board are responsible for the principal's performance and for the principal's strategic and other business.</p>	<p>The Governing Body is responsible for ensuring that the principal and other members of senior and substantial staff are reviewed through written reports.</p>
<p>3. Has the Governing Body reviewed the performance of the principal and other members of senior and substantial staff for the financial year? Considered aspects of management, clear objectives, for strategic and other business.</p>	<p>• The principal's performance is reviewed by the Governing Body and other members of the Board at least once a year, leading to a written report. Considered aspects of management, clear objectives, for strategic and other business.</p> <p>• The principal is reviewed by the Governing Body after the end of the financial year. The Governing Body and other members of the Board are responsible for the principal's performance and for the principal's strategic and other business.</p>	<p>The Governing Body is responsible for ensuring that the principal and other members of senior and substantial staff are reviewed through written reports.</p>

B. OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES				
	PRACTICE	SCOPE	SELF-REFLECTIVE COMMENT	DEVELOPMENT PLAN
1.	Does the Governing Body publish or make report on institutional performance?		Annual report is presented and discussed in the GBC.	From the year 2014-15, Institute is publishing Annual Report on Institutional Performance covering strategic performance, academic performance, research performance, faculty and staff performance.
2.	Qualifications of the members of the Governing Body are adequate? If there are any members of diverse backgrounds?		In addition to having a formal qualification of B.Ed or M.Ed, the GBC members are also qualified by the local bodies. All the GBC members are women. All the GBC members have been selected through open recruitment.	A process for recruitment of a pool of interested individuals is followed up in the next GBC meeting for discussion and approval.
3.	Are the Governing Body members having experience in all the key areas of the institution? If not, what are the possible steps to be taken to address the gaps? If not, how can the Governing Body members be trained to address the gaps? If not, how can the Governing Body members be trained to address the gaps?		GBC is approached to all the departments of the institution for the purpose of identifying the key areas of the institution. The GBC members are informed of the gaps and are encouraged to take the necessary steps to address the gaps. The GBC members are also encouraged to take the necessary steps to address the gaps.	A process will be initiated to identify the key areas of the institution and the necessary steps to be taken to address the gaps.

KEY ATTRIBUTES OF GOVERNING BODIES		SELF REVIEW QUESTION	DEVELOPMENT PLAN	
1	2	3	4	
1	Are the duties, responsibilities and functions of the governing body, sub-committees and committees clearly stated in the governing body's main strategy documents, if not why are sufficient documents not in place of a clearly stated and published strategy?	Are the duties, responsibilities and functions of the governing body, sub-committees and committees clearly stated in the governing body's main strategy documents, if not why are sufficient documents not in place of a clearly stated and published strategy?	Are the duties, responsibilities and functions of the governing body, sub-committees and committees clearly stated in the governing body's main strategy documents, if not why are sufficient documents not in place of a clearly stated and published strategy?	Members of the governing body are reviewed annually to ensure the appropriate responsibilities are clearly stated in the governing body's main strategy documents, if not why are sufficient documents not in place of a clearly stated and published strategy?
2	Do all members of the governing body, sub-committees and committees have a clear understanding of their role and responsibilities?	Do all members of the governing body, sub-committees and committees have a clear understanding of their role and responsibilities?	Do all members of the governing body, sub-committees and committees have a clear understanding of their role and responsibilities?	Are all members of the governing body, sub-committees and committees clearly defined in the governing body's main strategy documents, if not why are sufficient documents not in place of a clearly stated and published strategy?
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D EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES			
PRACTICE	SCORE	SELF REVIEW COMMENT	DEVELOPMENT PLAN
1. Are there governing bodies in place which are duly constituted, empowered, performance oriented and have the authority to take decisions on key areas such as: a) Budgeting, b) Staff Allocation, c) Staff recruitment, d) Performance management?		The governing bodies (i.e., UGC, MHRD, Institute level Board) have been regular, duly constituted, empowered, performance oriented and have the authority to take decisions on key areas such as: a) Budgeting, b) Staff Allocation, c) Staff recruitment, d) Performance management.	The governing bodies (i.e., UGC, MHRD, Institute level Board) have been regular, duly constituted, empowered, performance oriented and have the authority to take decisions on key areas such as: a) Budgeting, b) Staff Allocation, c) Staff recruitment, d) Performance management.
2. Does the governing body have a clear mission, vision, and strategic plan, and a clear set of goals, objectives, and key performance indicators (KPIs)?		The governing bodies (i.e., UGC, MHRD, Institute level Board) have been regular, duly constituted, empowered, performance oriented and have the authority to take decisions on key areas such as: a) Budgeting, b) Staff Allocation, c) Staff recruitment, d) Performance management.	The governing bodies (i.e., UGC, MHRD, Institute level Board) have been regular, duly constituted, empowered, performance oriented and have the authority to take decisions on key areas such as: a) Budgeting, b) Staff Allocation, c) Staff recruitment, d) Performance management.

E REGULATORY COMPLIANCE			
PRACTICE	SCORE	SELF REVIEW COMMENT	DEVELOPMENT PLAN
1. Does the governing body have a clear regulatory compliance policy, and a clear set of goals, objectives, and key performance indicators (KPIs)?		The governing bodies (i.e., UGC, MHRD, Institute level Board) have been regular, duly constituted, empowered, performance oriented and have the authority to take decisions on key areas such as: a) Budgeting, b) Staff Allocation, c) Staff recruitment, d) Performance management.	The governing bodies (i.e., UGC, MHRD, Institute level Board) have been regular, duly constituted, empowered, performance oriented and have the authority to take decisions on key areas such as: a) Budgeting, b) Staff Allocation, c) Staff recruitment, d) Performance management.
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 Principal
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 Kolkata - 700 109


 12/12/2014
 Prof. Dr. S. M. Chatterjee
 Chairman
 Board of Governors
 Narula Institute of Technology

Narula Institute of Technology, 806, Sector 1, Kolkata

Date	Description
1998-01-01	Initial investment of \$100,000
1998-01-01	Purchase of equipment for \$20,000
1998-01-01	Receipt of \$120,000 from customers
1998-01-01	Payment of \$10,000 for salaries
1998-01-01	Payment of \$5,000 for rent
1998-01-01	Payment of \$2,000 for utilities
1998-01-01	Payment of \$1,000 for advertising
1998-01-01	Payment of \$1,000 for depreciation
1998-01-01	Payment of \$1,000 for interest
1998-01-01	Payment of \$1,000 for taxes
1998-01-01	Payment of \$1,000 for insurance
1998-01-01	Payment of \$1,000 for legal fees
1998-01-01	Payment of \$1,000 for consulting
1998-01-01	Payment of \$1,000 for travel
1998-01-01	Payment of \$1,000 for meals
1998-01-01	Payment of \$1,000 for entertainment
1998-01-01	Payment of \$1,000 for gifts
1998-01-01	Payment of \$1,000 for other expenses
1998-01-01	Total expenses of \$15,000

Does the document being kept track of in terms of compliance and how does it conform to the other legal requirements of the institution? Are there any other documents related to it that have to be kept track of?

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Principal
28/11/18
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Prof. Dr. S. M. Chakrabarti
Chairperson
Board of Examiners
Narula Institute of Technology