

GOVERNANCE DEVELOPMENT PLAN OF GIANI ZAIL SINGH PUNJAB TECHNICAL UNIVERSITY CAMPUS BATHINDA (PUNJAB)

Preamble

Giani Zail Singh College of Engineering and Technology, Bathinda is the first technical institute in the state of Punjab which has been established as Govt. Engineering College Bathinda in the year 1989. The Late Hon'ble Governor of Punjab Sh. S.S. Ray laid the foundation stone on 23rd October, 1989 with a view to impart attached quality of technical education in this backward region of State to update technical knowledge to compete with rapidly changing modern technology in the world and to interact effectively with the industry of the region. The Campus is spread over in 146.6 acre area situated at Dalwadi, Road, Bathinda with lush green land offering most charming view with peaceful effect. Moreover, its distance from hustle and bustle of city also creates perfect ambience for smooth growth of professional education.

Later on in the year 1992 the name of the college has been changed by the Punjab Government as College of Engineering & Technology, Bathinda and registered as society under the Society Act XXI of 1860 for the registration of literary, and charitable trust society under the control of Government of Punjab and a "Board of Governors" (BOG) was constituted to manage the affairs of the college. In the year 1998, in honour of late President of India Giani Zail Singh, who also laid the first stone, college was renamed as "Giani Zail Singh College of Engineering and Technology, Bathinda by the Punjab Government.

Introduction of GGS PTU Campus Bathinda

Giani Zail Singh College of Engineering and Technology, Bathinda is the first Graduate level technical institution in the state of Punjab which was established as 'Government Engineering college, Bathinda' in the year 1989 with the full financial support of Punjab State Government with a view to impart quality technical education in this backward region of the state. In Sept 2011 with the aim to patronise on Post Graduate studies and Doctoral Research, the college has been made as constituent college of Punjab Technical University, by Punjab State Government for promotion Postgraduate courses and research activities and renamed "GGS PTU Campus Bathinda" under the control of Punjab Technical University Jalandhar. Board of Governors (BOG). It is now with the objective to play pivotal role in producing quality technical manpower being the second campus of Punjab Technical University with its own Board of Governors (BOG) to strengthen its learning culture, research, and institutional structures, academic and co-curricular programs necessary to uphold the standards of excellence, shared governance and academic freedom.

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		and procurement risk assessment are Not done. Human resource Requirement is governed by the Board of Governors" on a regular basis. A Construction & Maintenance Unit (Building Works Committee) 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 Board of Governors". Under campus hygiene & regulations. The Institute is in the not-for-profit category. Complaints are received through empowered authorities that report Periodically to the BOG. The Board of Governors" after discussion approve the concerned reports.		
A. 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?		The Institute benchmarks on the basis of AICTE/ IIT, MAIT, IITs, i.e. Meritious students performing engineering Colleges in the region. The Board of Governors" & PTU Jalandhar monitors Institutional Performance regularly With respect to Finance, results, placements, compliance, etc. These are recorded and approved at the Board of Governors" meetings. Student input quality (class- self rating, course quality (questionnaires), faculty performance (360-degree), appraisals, reports & Campus Director level.	Establish key performance Indicators (KPIs) for monitoring Institutional performance & Establish and adopt process for monitoring the institutional performance using KPIs. Action plans for improvement will be discussed and approved at Academic Council and other relevant levels. Research Quality to be monitored.	
A. How the Governing Body put in place suitable arrangements for monitoring The head of the institution's performance?		The performance is reviewed when the process Audits take periodic report to the Board of Governors". The role and responsibility of the head of the institution is guided by the board of governors" / AICTE/PTU guidelines. Performance Development is mentioned on an operational day-to-day basis and a formal annual performance appraisal is conducted.	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.	

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Glauk Zail Singh Punjab Technical University Campus Bahadur Nagar (GOVERNMENT) is the second campus of Punjab Technical University Jalandhar. The Board of Governors of Glauk Zail Singh Punjab Technical University Campus Bahadur Nagar is supported by several empowered committees that report to it, these are: (a) Finance Committee, with two Faculty Members as to be included by rotation, (b) Building Works Committee, (c) Human Resource Committee, (d) Equipment & Store Purchase Committee, (e) Departmental Promotion Committee, (f) Enquiry Committee, (g) Technical Education Quality Improvement Project (TEQIP II) Cell (a) only Component 1, (h) monitoring committee, Activities, projects and achievements in these areas are discussed by these committees and reported to the Board of Governors for discussion, review and approval. Academic Council & Board of Studies are approved by BOG of P.T.U. Selected Faculty (as rotation) is invited to Board of Governors' meetings when 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				
1. 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 plan and annual budget?		Vision & Mission Statements are evolved through a strategic plan by the Institute Deputy and Campus Director. Vision & Mission have been displayed on campus website. However formal approval by the Board of Governors has not been taken. The Vision & Mission was discussed however they were not documented formally as part of the minutes of the meeting. Annual Budgets are approved by the Board of Governors.	Vision & Mission will be discussed in the B O G part of agenda for approval. Active participation of Board of Governors in reviewing and approval of Institutional vision, Mission and strategic plan (2014-17), Develop And adopt Good Governance Document for the institution. Development and approval of long term business plan of the institution.	DECEMBER 2014
2. 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?		BOG is supported by Finance Committee, with two Faculty Members as to be included by rotation that report to it. The facts provided by leading bodies are used in accordance with the terms and conditions specified in any funding agreements contracts memorandums, certified statements of accounts are discussed and approved annually. The Board of Governors approves budgets annually after detailed discussion. Financial Committee meetings are held twice a year. However financial	Develop and adopt risk and other financial management policies and procedures & Develop Scope processes for asset management, and the constitution and management of established quality management system.	

B. OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES

GOVERNANCE SELF-REVIEW QUESTIONS	GRADE	SUPPORTING EVIDENCE	DEVELOPMENT PLAN	EXPECTED DELIVERY TIMEFRAME
1. annual report on Institutional performance?		TEQIP II Progress report is prepared and discussed in the Board of Governors, however Annual report is not being published so far.	Publish an Annual Report on Institutional Performance Faculty and staff development etc. covering Strategic performance, academic performance, Student performance.	
2. Does the Governing Body maintain and publicly disclose a register of interests of members of its governing body?		GOVT P.T.U. CAMPUS is a constituent college and second campus of Punjab Technical University operating within the guidelines of Board of Governors and AICTE/UGC. The Board of Governors' composition follows the guidelines of Ministry of its Board of Governors' members has not been left to its own device register of interest has not been established.	Adopt a Register of interests of members of its governing body and publish it on the college website.	
3. 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?		The meeting of Board of Governors' is conducted in an open manner, however major initiatives planned will be at college level before these are taken to the Board Of Governors'. All documents are shared. The minutes are available in the Director's Office and circulated to all concerned and anyone desiring of seeing the same can contact.	Publications of Governing Board minutes on the campus website. Making college annual report available on the Campus website.	Completed September 2015
KEY ATTRIBUTES OF GOVERNING BODIES				
4. Are the able, able, competent and experienced of the Governing Body, such that it is able to carry out its primary responsibilities effectively and efficiently, and ensure the confidence of its stakeholders and constituents?		Board of Governors' of the Institute has been constituted in per the norms of Board Of Governors'. The composition of the Board Of Governors' is the responsibility is expected to change. Details are enclosed as attachment-1, experience, age, rank and competence from among the members Board of Governors'.	Periodic review of Board of Governors' views the expectations and changes made as appropriate.	

1. Are the Recruitment processes and procedures for governing Body members rigorous and transparent?		Board of Governors' has been constituted in per the guidelines of ministry and regulating bodies by Punjab Technical University Jalandhar. However, few of the appointments are decided by the Board of Governors' based upon the merit and cooperation in a transparent manner. All appointments to positions below the P.T.U. Jalandhar Board of Governors', discussed, approved and elected.	Establishment of recruitment committee chaired by the Chair of the Board of Governors of P.T.U. Jalandhar to review and decide independent Members for Board of Governors' as and when a requirement arise.	June 2015
2. 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?		The independent members are essential to and independent of the institution independent members are practical 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 so far as day-to-day operations are concerned, however political decisions regarding reservation quotas in student admission, faculty recruitment, salary and salary studies over other attainment of long term educational objectives.	Institutional Governance document being developed will bring clarity in roles and responsibilities of governing body members hence, encouraging independent members to be actively involved in achieving long-term educational objectives.	March 2015
3. 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?		The roles and responsibilities Statement for GOVT P.T.U. Campus is guided by the institution's College Statute of P.T.U. Jalandhar. The university statute clearly mentions the powers and functions of the board, its chairman and member secretary (Finance/Principal). These Roles and responsibilities are in practice, but not documented.	Institutional Governance document developed by Board of Governors of P.T.U. Jalandhar includes the role and responsibilities of the Chair of the Governing body, the Head of the Institution and the Member Secretary serving the Governing body.	March 2015
4. Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?		BOG was not in place due to some legal issues till 2013. The meeting of B O G was held on 13-09-2013. The Board of Governors' meets twice in a year i.e. 2014 till date. There is clear evidence of participation through attendance and minutes of Board of Governors' meetings.	The Board of Governors' meet four times in a year. Annual Report to include Board of Governors' attendance participation by all members.	JANUARY 2015

D. EFFECTIVENESS AND PERFORMANCE REVIEW OF THE GOVERNING BODY			
1	Does the Governing Body keep their effectiveness under regular Review and its reviewing its performance, reflect on the performance of the institution as a whole in meeting its long-term strategic objectives and its short-term objectives of performance/improvement?	The review is being carried out by the Board of Governors' itself in an informal way. People will continue to build on long as there is no conflict of interest. Even though self-evaluations have been started to meet the long-term strategic objectives. The effectiveness against accountability are not measured as the accountability have not been documented.	To evolve and adopt a process for regular review of governing body performance
2	Does the Governing Body ensure that new members are properly recruited, and existing members receive opportunities for further development as deemed necessary?	Induction is the division of its vision. At present new members are briefed informally by the Chairman on their role and responsibility. The members who have been invited to the Board of Governors' bring with them the knowledge of their field and have a perception, which will enhance the performance of the campus.	Evolve and implement mandatory induction program for new members of the governing body & Identify development opportunities for Governing Body members
E. REGULATORY COMPLIANCE			
1	Does the Governing Body ensure Regulatory compliance and, Subject to this, take all final decisions on matters of fundamental concern to the institution?	The Board of Governors' makes it a point to take these (AICTE, Board of Governors', PTU) regulations as a minimum basic requirement and gives directions to higher provisioning of infrastructure, faculty (Human resources) and equipment. Every year mandatory disclosure is made to AICTE.	Current practices will be continued.
2	Does the regulatory compliance include diversification compliance with the non-for-profit purpose of education institutions?	Admission's are as per admission rules of Punjab State. Further the budget clearly allows the non-for-profit purpose and evidence. For structure compliance is being followed, which comes for discussion in an informal way during approval of institute's budget.	The non-for-profit character of the organization will be maintained.
3	Has there been accreditation under internal quality assurance by a national or professional body? If so, give details: name, status of current accreditation etc.	The institution was applied for NBA accreditation of its five UG Programmes, now it is in the process of getting accreditation.	Institution will continue to subject itself for accreditation by national/international professional bodies to ensure quality to all its stakeholders.

Ram Singh *Singh* *2014* *[Signature]* *[Signature]* *[Signature]* *[Signature]*

A. Attachment - I

The improvement is also appreciable in the rank of students taking admission in UG/ PG courses. The Campus is aiming at NBA accreditation of five UG Programmes in the year 2014.

BOARD OF GOVERNORS-

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|-----|--|------------------|
| 1. | Sh. Rajinder Gupta
Managing Director, Trident Group, Barnala. | Chairman |
| 2. | Principal Secretary to Govt. of Punjab,
Deptt. of Tech. Edu. & Industrial Training, Punjab. | Member |
| 3. | Principal Secretary to Govt. of Punjab, Deptt. of Finance. | Member |
| 4. | Vice Chancellor
Central University of Punjab, Bathinda or his Nominee | Member |
| 5. | Director
Indian Institute of Technology, Ropar or his Nominee. | Member |
| 6. | One Representative of All India Council for Technical Education. | Member |
| 7. | One Representative of the University Grants Commission. | Member |
| 8. | Vice Chancellor, Punjab Technical University | Member |
| 9. | Sh. Rajinder Mittal
Managing Director, Bathinda Chemical Ltd., Bathinda. | Member |
| 10. | Chief Engineer
Guru Nanak Dev Thermal Plant, Bathinda. | Member |
| 11. | Chief Operating Officer
Guru Gobind Singh Refinery, HMEL, Bathinda. | Member |
| 12. | Dr. Gursharan Singh
Professor & Head, Applied Chemistry. | Member |
| 13. | Prof. G.S. Bath
Associate Professor, Deptt. of Civil Engg. | Member |
| 14. | Campus Director
Giani Zail Singh PTU Campus, Bathinda. | Member-Secretary |

K. A. P. N.
10/11/14
Co-ordinator,
TEOIP-II,
G2S-PTU Campus,
Dabwali Road, Bathinda-151001

[Signature]
Campus Director
Giani Zail Singh
Punjab Technical University Campus
BATHINDA