Date: 30-06-2015

Director

Agreed
30/06/15

Subject: Governance Development Plan & Institutional Development plan updation on Institute's website.

This is with reference to the requirements conveyed by the NPIU officials visited the Institute on 09-06-2015. They have desired to upload the Revised Institutional development Plan and Governance Development plan of this Institute website.

Director may kindly approve the revised Institutional development Plan and Governance Development plan so that it can be uploaded on the institute website.

(Dr. B S Pabla)
Coordinator (TEQIP-II)
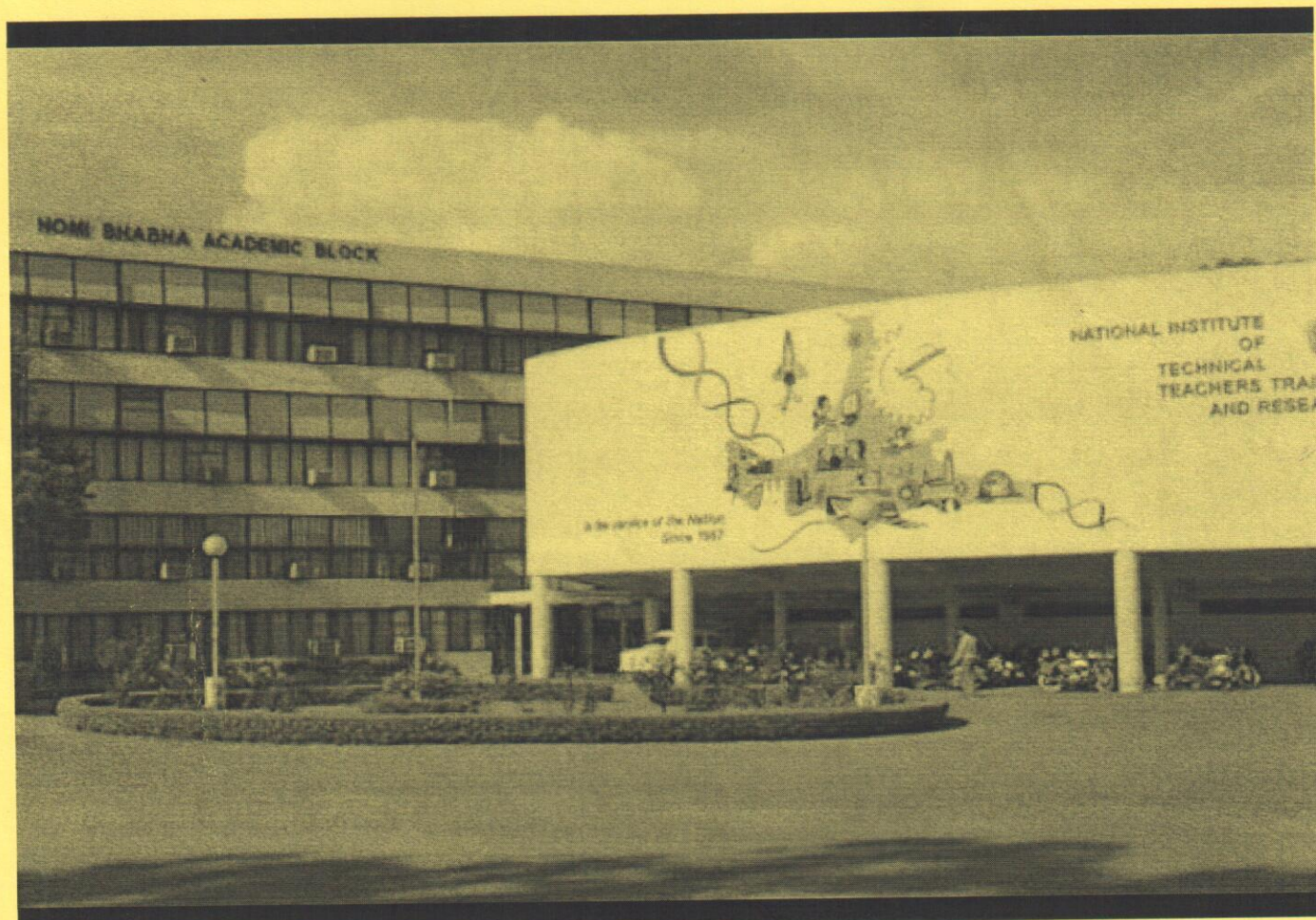
GOVERNANCE DEVELOPMENT PLAN

For
Sub Component 1.1
Strengthening Institutions to Improve Learning Outcomes and Employability of Graduates

Under
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME
(TEQIP) - Phase II

Submitted to
NATIONAL PROJECT IMPLEMENTATION UNIT (NPIU), NOIDA

Submitted by:

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING
& RESEARCH, SECTOR 26, CHANDIGARH 160 019

ABOUT US

National Institute of Technical Teachers Training and Research, Chandigarh, formerly known as Technical Teachers Training Institute (TTTI), was established by Ministry of Human Resource Development, Government of India in 1967 to meet the requirements of training polytechnic teachers for the growth and development of polytechnic education in the northern region of the country. The institute ushered a new era in November 2003, with its changed name and enhanced status as National Institute of Technical Teachers Training and Research (NITTTR). The outreach of the programmes and activities of the institute covers the entire gamut of technical education.

The institute is an autonomous organisation registered under the Societies Registration Act 1860. It is managed by a Board of Governors. Director is the executive head of the institute. The institution comprises of fourteen departments and there are 41 faculty members and 128 staff members in position. Laboratories and workshops of various departments are well equipped with the modern machinery and equipment to provide hands on experience to the faculty and students.
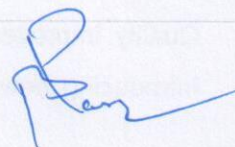
VISION

NITTTR, Chandigarh envisions to be a world class lead resource Institute for promoting excellence in Technical and Vocational Education and Training (TVET) System.

MISSION

- ❖ To offer continuing education and training programs for the faculty and staff of the technical education system.
- ❖ To develop need based curricula for technical education programs.
- ❖ To develop instructional material to enhance effectiveness of teaching-learning process.
- ❖ To undertake research and development in engineering & technology and technical education.
- ❖ To provide extension and consultancy services to technical education system.

CORE VALUES

- ❖ **Quality:** Focusing on standards of performance and continuous improvement.
- ❖ **Professionalism:** Demonstrating highest level of performance with highest standards of ethical behavior, intellectual honesty and professional conduct.

❖ **Accountability:** Owning responsibility for academic work.

❖ **Innovation:** Promoting and encouraging creativity.

❖ **Collaboration:** Encouraging and supporting networking, within and outside the institute at national and international level.

❖ **Transparency:** Ensuring openness in policies, rules and regulations and working.

BROAD OBJECTIVES OF THE INSTITUTE

❖ To provide professional education and training for teachers of engineering and technology disciplines in technical institutions for advancement of learning towards promoting excellence in technical education and industry.

❖ To strive for continuous improvement in instruction and research in engineering and technology disciplines and research in management of technical education.

❖ To actively support the growth and quality improvement of technical education in the country through involvement in activities at national and state levels.

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-PHASE-II

Technical Education Quality Improvement Programme (TEQIP) was envisaged as a long-term programme of about 10-12 years duration to be implemented in 2-3 phases for transformation of the Technical Education System with the World Bank assistance. As per TEQIP design, each phase is required to be designed on the basis of lessons learnt from the implementation of an earlier phase. National Institute of Technical Teachers Training and Research, Chandigarh has been selected for Sub Component 1.1 (Strengthening institutions to improve learning outcomes and employability of graduates) under TEQIP-II
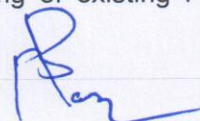
PROJECT AIM:

The Technical Education Quality Improvement Programme-Phase-II aims to upscale and support ongoing efforts of GOI to improve quality of technical education and enhance existing capabilities of the institutions to become dynamic, demand driven, quality conscious, efficient and forward looking, responsive to rapid economic and technological developments occurring both at National and International levels.

The main objectives of subcomponent 1.1 are to improve the quality of education by strengthening institutions to improve learning outcomes and employability of graduates.

STRATEGIC OBJECTIVES

1. Infrastructure improvements for teaching and learning facilities.

2. Quality improvement of faculty and staff.

3. Introducing new full time PG programmes & strengthening of existing PG programme.

4. Enhancement of research and consultancy activities.
5. Enhanced Institute-industry interaction
6. Enhanced Management capacity
7. Implementation of institutional reforms
8. Support to academically & financially weaker students.

GOVERNANCE PURPOSE

Technical and engineering education is critical to realize the Indian dream of becoming a competitive player in the global knowledge economy. To achieve calibrated improvement in quality of technical education at PG and Ph.D levels by building on existing strengths and exploiting the emerging opportunities.

The institution governance is to strengthen its facilities to improve learning outcomes, employability of graduates and to uplift the standard of PG & Ph.D education through the support from Ministry of Human Resource Development, Govt. of India, by way of infrastructural development, faculty and staff development, R & D activities and industry- institute interaction.

1   The Beneficiaries

The main beneficiaries are the students, faculty, staff, institution, the society and industry. Some of the benefits for each of the stakeholders are described in brief as follows:
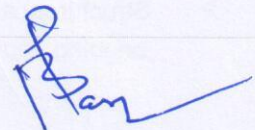
1.1   Students
➢   Improved employability
➢   Increased industry-institute interaction
➢   Better adaptability to industry needs
➢   Better academic ambience
➢   Scope for research activities
➢   Support to financially and academically weaker students

1.2   Faculty
➢   Better opportunity for enhancement of knowledge and management capacity.
➢   Quality Improvement
➢   Industrial exposure
➢   Consultancy, testing and R & D opportunities
➢   Increased Opportunities for professional growth

1.3   Institution
➢   Motivated, creative and qualified faculty
➢   Sustained efforts to accomplish the Vision
➢   Better adaptability to global needs
➢   Recognition at National and International level
➢   Academic Autonomy
➢   Enhanced IRG

1.4 Society

➢ Opportunity for better education
➢ Skill development opportunities
➢ Better accessibility to technical environment
➢ Easy availability of technical support

1.5 Industry

➢ Availability of high quality human resource satisfying their pre-requisites
➢ Result oriented sponsored R & D projects
➢ Technology transfer
➢ Exposure to the academic environment and expertise
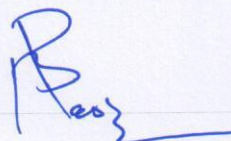
GOVERNANCE VALUES

Primary accountabilities

➢ To approve the mission and strategic vision of the institution

➢ To enable the institution to achieve and develop their mission and primary objectives for learning, teaching and research through strategic planning
➢ To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability
➢ To monitor institutional performance and quality assurance arrangements
➢ To put in place suitable arrangements for monitoring

Openness and transparency in the operation

➢ Publishing an annual report on institutional performance
➢ Providing as much information as possible to students, faculty, public and potential employers on all aspects of institutional activity related to academic performance, finance and management.
➢ Ensuring that all reported information, including that conveyed in marketing campaigns, is truthful
➢ Conducting proceedings of governing bodies in an open manner as much as possible that is permissible by statutes
➢ Student admission information to ensure public trust and confidence.
➢ Maintaining a register of interests of members of its governing body Ensuring that vacancies are widely publicized both within and outside the institution

Effectiveness and performance review of governing body

➢ Effectiveness is measured against both an institution's statement of primary accountabilities
➢ Structures and processes will be revised accordingly, as part of the governing body's ongoing regular review processes

Regulatory Compliance

> ➤ The Governing body ensures compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as the AICTE and UGC, as well as regulations laid out by the State government and affiliating university and takes all final decisions on matters of fundamental concern to the institution.
> ➤ The regulatory compliance includes demonstrating compliance with the **'not-for- profit'** purpose of education

GOVERNENCE DEVELOPMENT PLAN

The grant for the TEQIP-II Project received from the Ministry of Human Resource and development (MHRD), Government of India is credited in a separate bank account opened for this project with Commercial Bank. To secure good governance the Institute has set up various committees and sub committees. Financial and Administrative powers are vested in the Director. Good governance aimed at achieving the objectives of TEQIP-II Project.

Objectives:

The Project has following objectives

- ❖ Strengthening institutions to produce high quality engineers for better employability.
- ❖ Scaling-up postgraduate education and demand-driven Research & Development and Innovation.
- ❖ Training of faculty for effective Teaching, and
- ❖ Enhancing Institutional and System Management effectiveness.
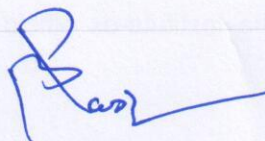
PROCUREMENT MANAGEMENT

Procurement of all goods and works contract under the project will be carried out in accordance with World Bank guidelines May 2004-October 2006 and procedures prescribed in Financial Management Manual. For this purpose, following two committees exist:

- i) Purchase committee for goods procurement: and
- ii) Building & works committee for execution of works.

These committees function under the supervision of the Director and the Board of Governors (BOG) and process proposals relating to the purchase of goods, execution of works and give recommendations to the Director for his decision.

Procurement Management Support System (PMSS)

A web-based PMSS is in place for procurement activities to ensure transparency, generate status reports regarding such activities in this Institute and for monitoring of progress in this regard.

Procurement Plan

For procurement activities, procurement plan has been prepared indicating the budget required for purchase of goods, execution of civil works and consultant services for the whole of project life to help proper execution and monitoring.

Procurement Audit

Yearly self audits are conducted for procurement activities.

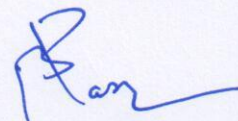## IMPLEMENTATION OF REFORMS-AUTONOMY

Managerial Autonomy

The Institute is an autonomous organization registered under the Societies Act. Board of Governors is vested with the powers to manage the affairs of this Institute. The Board have delegated suitable academic, financial and administrative powers to the Director of the Institute. Following committees are in place in appropriate areas to support functioning of the BOG/Director:

BOARD OF GOVERNORS (BOG)

The general superintendence, direction and control of the affairs of the Society and of its income and property are vested in the Governing Body of the Society, which shall be called the Board of Governors, National Institute of Technical Teachers Training and Research, Chandigarh (hereinafter referred to as the "Board"). The Board constituted of the following members, namely:

a) The Chairman: an eminent Technologist/Engineer/Scientist/Industrialist (Medium or large scale industry) to be nominated by Government of India.

b) Two members representing the Ministry of Human Resource Development, Government of India including one looking after financial matters.

c) Five Directors of Technical Education (three from regional states and two from outside the region).

d) Two Industrialists/technical professionals to be nominated by Government of India.

e) One representative of the University to which the Institute is affiliated, not below the rank of a Professor.

f) One representative of the AICTE to be nominated by the AICTE, not below the rank of an Adviser.

g) One member of faculty to be nominated by the Director.

h) Director of the Institute-ex officio Member Secretary.

The Board of Governors of the Institute is responsible for the general superintendence, direction and control of the affairs of the Institute as provided in the Institute MOA, the Rules and the Bye-laws, and has the power to review the act of the Academic Council.

The Board shall:

i) Take decisions on questions of policy relating to the administration and working of the Institute;

ii) Institute courses of study;

iii) Make the Rules with the prior approval of Government of India;

iv) Appoint persons to academic as well as other posts of the institute;

v) Consider and modify or cancel Bye-laws with the approval of the Society and subsequently by Government of India;

vi) Consider and pass resolutions on the annual report, the annual accounts and the budget;

vii) Prepare budget estimates and revised budget estimates of the Institute for each financial year as It thinks fit and submits them to Government of India together with a statement of its development plans;

viii) Exercise such other powers and perform such other duties as may be conferred or imposed upon it by Institute MOA or the Rules or may, from time to time, be assigned to it by Government of India;

The Board have the power to appoint such committees as it considers necessary for the exercise of its powers and performance of its duties.
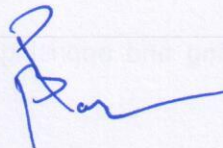
FINANCE COMMITTEE

The Committee performs the following functions:

i) Examine and scrutinize the annual budget of the Institute and make suitable recommendations to the Board.

ii) Give its views and make its recommendations to the Board on any financial matter affecting the Institute.

PURCHASE COMMITTEE

➤ Ensuring implementation of proper purchase procedure as laid down by Government of India.

➤ Compiling the details / specifications of items to be purchased by different departments of the institute.

➤ Scrutinizing the purchase files for proper implementation of the purchase procedure of items costing more than Rs. 1.0 lac.

➤ Conducting purchase committee meetings as and when required.

➤ Keeping track of purchases planned during the financial year.
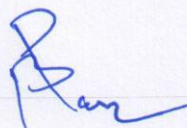
BUILDING & WORKS COMMITTEE

Detailed planning for new / renovation / maintenance of building works. The committee submits work cost estimates and demand for budgetary requirements to the Director for approval. The committee also suggests that what agency should be hired for execution.

Main functions are:

- Planning and preparing preliminary drawings and designs for the maintenance and renovation to be carried out in the institute. This may include maintenance and renovation of existing buildings, labs, rooms, auditorium, lecture hall, residences etc.
- Planning proper pitched roads and pedestrian walkways.
- Working towards achieving zero solid waste system.
- Sensitizing faculty, staff and students on campus development and beautification.
- Planning energy efficient buildings which are also environmental friendly for the proposed International Centres for alternative energy, vocational education and software development.
- Advising on design of interior and exteriors for better utilization and look of various existing institute buildings
- Monitoring the execution of works being carried out in the institute and to certify the quality through technical committees.
- Ensuring best quality drinking water in the campus.
- Monitoring and advising on the waste-water disposal system and its maintenance etc.
- Renovating the existing water and sewer lines.
- Regular checking of quality of water by standard tests of water in laboratories
- Insurance of institute buildings and expensive materials/equipments,
- Disposing write off material at appropriate place
- Restructuring building and toilets as per the needs of differently abled persons

BUDGET COMMITTEE

- Holding consultative meetings regarding Institute's budget estimates with concerned HODs.
- Ascertaining that a viable long-range integrated financial plan is in place.
- Regularly monitoring the institute's overall financial operations.
- Oversee annual and long-range operating and capital budgets.
- Overseeing that timely and accurate financial information is presented to the Finance Committee.
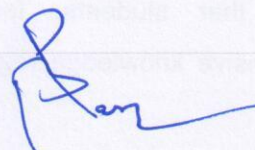- Communicating and apprising the Director on the institute's financial position.

ACADEMIC COUNCIL

The Academic council of the Institute comprises the Director of the Institute, who is the ex-officio Chairman of the Academic Council, and all the Professors and HODs of Departments/Centers, 2 Assistant Professors and 2 Lecturers in rotation and 2 eminent persons from the field of Technical Education. The council have the control and general regulation, and is responsible for the maintenance of standards of instruction, education, examination and all other academic affairs in the institute as per norms laid down by the AICTE and exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules. The academic Council is the highest Policy Making body of the institute with respect to academic affairs.

Main functions are:

➢ Preparation of brochure and advertisements for inviting applications for admission to M.E. (both Modular & Regular) and Ph.D. programmes and as well as under QIP (Poly.) scheme of AICTE, including screening of applications, counseling of candidates, registration and enrollment.

➢ Liasioning with university for examination work, results and convocation, deposit of annual university charges under various heads.

➢ Facilitating examination process including filling up of examination forms, preparation of date sheets for end-semester/spell university examinations, issue of admit cards and conduct of examination.

➢ Coordinating internal evaluation of answer-sheets and preparation of result for onward submission to Panjab University, Chandigarh.

➢ Preparing seat matrix and institute profile for DASA.

➢ Issuing identity cards and maintaining personal files of students,

➢ Receiving feedback from the students at the end of every semester/spell

➢ Analyzing the feedback and suggest action accordingly

➢ Consolidating list of candidates for academic awards

➢ Liasioning with AICTE regarding QIP (Poly.) admissions, budget, release of scholarship etc

➢ Undertaking affiliation activities with PU/PTU and approval process with AICTE including preparation of Mandatory Disclosure and Extension of Approval.

➢ Preparing time table for all programs, allocating classrooms for each program, ensuring smooth conduct of programmes as per time-table.

➢ Holding monthly meetings of the committee and preparing academic calendar with inputs from HODs.

> Ensuring discipline among students, preparing policies, handling situations in case of problems between students, creating awareness of anti-ragging policies, redressing grievances of students etc.

LIBRARY COMMITTEE

> Preparing library budget and deciding policy for acquiring books and other learning material, monitoring library services offered for optimum utilization of library resources, identifying the problems and issues related to library and resolving problems.
> Liasoning and collaborating with other libraries and information centres for exchange and interaction, planning and upgrading the facilities in the library such as adequate reading rooms and digital library.
> Arranging book fairs for the benefit of students, procuring and implementing necessary software for library management.
> Obtaining feedback from the students.
> Suggesting strategies to improve the functioning and utilization of library.
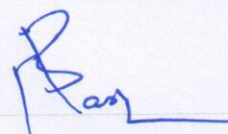
GRIEVANCE COMMITTEE

> Entertaining individual employee's official grievance
> Understanding and recommending the appropriate solution to the administration regarding employee's grievance.
> Proposing welfare measures for the faculty and staff
> Acting as a strong link between the employee and the administration.
> Collecting the list of life saving medicines for the staff and students
> Preparing proposals to improve emergency services and first aid facilities in the institute.

ANTI-HARASSMENT OF WOMEN COMMITTEE (CELL)

Mandate of the cell is to provide a neutral, confidential and supportive environment for members of the campus community who may have been harassed.

Responsibilities of the cell are:

> Examining facts relating to harassment and grievances of complainants for suggesting further action to solve problems
> Ensuring fair and timely redressal of harassment cases;
> Providing information regarding counseling and support services on our campus
> Ensuring that students, faculty and staff are provided with awareness and comprehensive knowledge regarding harassment and assault cases;

- ➢ Informing the campus community of their right to a respectful work and learning environment.

FACULTY COUNCIL

- ➢ Representing faculty needs and interests in the overall development of the institute.
- ➢ Taking the leadership role in developing policies and procedures governing academic quality, program development and strategic planning on academic matters including training needs of the faculty and staff.
- ➢ Advising institute administration on all matters of educational policy, the procedures for involving faculty in developing educational policies and regulations concerning student activities.

DEPARTMENTAL PROMOTION COMMITTEE

- ➢ Judging eligibility and suitability of employees for promotions
- ➢ Conducting eligibility tests, if required.
- ➢ Setting of question papers, conducting of tests and evaluating performance in tests.
- ➢ Conducting interview, if required.
- ➢ Liaisoning with outside experts.
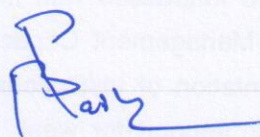
ADMINISTRATIVE AUTONOMY

The Director is vested with the powers to take decision in regard to deputation of faculty to attend seminars conferences and training programs on the recommendations of the respective Heads of Departments, as per norms approved by the BOG. The decisions are reported to the BOG.

FINANCIAL AUTONOMY

The BOG have delegated adequate (full) powers, for day to day functioning of the Institute, to the Director (subject to availability of approved budget provisions) and the Heads of Departments (up to certain limit).

ACADEMIC AUTONOMY

The Institute has submitted application to the University Grants Commission (UGC) for grant of academic autonomy. With the academic autonomy, the Institute would carry out the curricula development and revision themselves by setting up mechanism which would ensure that the Curricula meet market requirement.

GOVERNANCE SYSTEM WITH PARTICIPATION OF STAKEHOLDERS

The Institute interacts with students, faculty and staff on regular basis through various committees consisting of representatives of stakeholders, functionaries of university including students (where their presence is required).

STUDENTS PERFORMANCE EVALUATION

Workshops for the faculty are organized to sensitize them towards quality management as applied to education. Faculty makes efforts to identify how to improve the students approach to various problems. Evaluation of student's performance is disclosed to the students to bring about improvement. Brainstorming sessions are held with students to know necessary feedback about their problems.
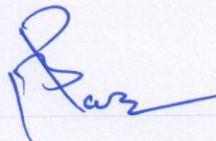
PERFORMANCE APPRAISAL OF FACULTY BY STUDENTS

To help faculty to improve his/her teaching/management skills, assessment by students is arranged through formats developed to get feedback suitable for individual contexts at regular intervals at least 3-4 times per semester (in the beginning, mid-course and at the end). Formats are also designed for self assessment by faculty. Student's feedback and self assessment by faculty are taken in to account by the Heads of the Departments for improving the quality of teaching-learning process and its effectiveness.

FINANCIAL MANAGEMENT SYSTEM

The Institute is covered under Block Grant scheme of the Ministry of Human Resource Development, New Delhi. Recurring expenditure (salary, etc.) is met out of block grant. For TEQIP-II Project, Funds are released by MHRD and credited to the bank account of the project opened separately in a commercial bank. The expenditure is grouped under Component 1 "Improving quality of education in selected Institutions" and sub component 1.1 (Strengthening institutions to improve learning outcomes and employability of graduates) under following categories

- ➢ Providing teaching, training and learning facilities.
- ➢ Providing teaching and research assistantship in PG programmes in engineering disciplines.
- ➢ Enhancement of R & D and Institutional Consultancy activities.
- ➢ Faculty and Staff development for improved competence.
- ➢ Enhanced Interaction with Industry.
- ➢ Institute Management Capacity enhancement.
- ➢ Implementation of Institutional Reforms.
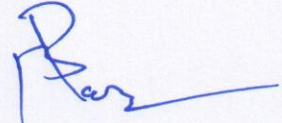- ➢ Academic support for weak students

- ➢ Incremental Operating Cost.

Financial Management Reports (FMRs) indicating expenditure incurred and committed expenditure are sent on monthly, quarterly and half yearly basis to National Project Implementation Unit (NPIU) for proper monitoring and regulation of TEQIP-II funds.

AUDIT

Internal audit is conducted by certified Chartered Accountant Firm on semi-annual basis and statutory audit on yearly basis. The report of statutory audit is uploaded on Institute website and submitted to Finance Committee, BOG, NPIU for approval/further action.

GOVERNANCE SELF REVIEW

In order to secure effective and good governance of TEQIP-II Project activities, the Institute has completed self-review of governance as per its Governance Development Plan (GDP) Copy of GDP attached.