



# KARPAGA VINAYAGA

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)  
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

### ADMINISTRATIVE SETUP

#### Hierarchy of Administrative Setup

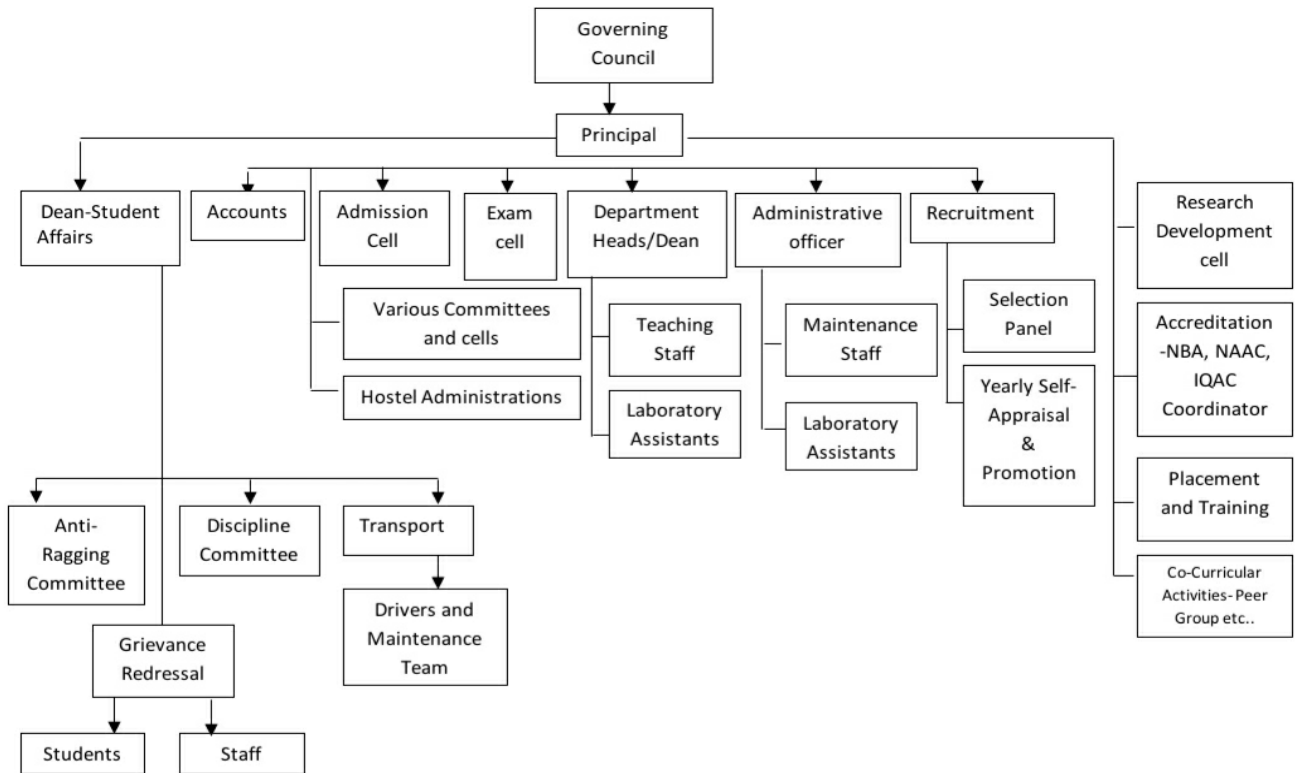


Figure 1: Hierarchy of Administrative Setup

Coordinator IQAC  
Karpaga Vinayaga College of Engineering and Technology  
Chinnakolambakkam, Madhuranthagam T.k - 603 308  
Chengalpattu District

Principal  
Karpaga Vinayaga College of Engineering and Technology  
Chinna Kolambakkam, Madurantakam T.k  
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### Decentralized structure of administration

Sl. No.	Name	Delegation of power
1.	<b>Principal</b>	The Principal as Head of the Institution, looks after administration, recruitment, library, and financial management. He is also monitoring day-to-day activities on curricular and extracurricular matters of all departments with the coordination of HODs and teaching staff.
2.	<b>Heads of the Department</b>	Decides the activities of the department, distribute the workload, budget preparation maintenance of laboratory equipment, organizing guest lectures, seminars, workshops, MoU, and value added courses, internship/industrial visits and all other academic activities of the department.
3.	<b>Faculty members</b>	Responsible for effective teaching learning process and they give their inputs (opinions and feedback) during various meetings
4.	<b>Librarian</b>	Empowered to identify the list of books to be purchased in consultation with the HoDs and processing of purchase of books, periodicals, journals, etc. Looking after issues/return of books, Maintenance, etc.
5.	<b>Head – Training and Placement</b>	Design various training modules and conducting soft skills training for students and arranging recruitment drives and in-plant training for students based on the recommendation of the faculty members and HoD

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6.	<b>Coordinator, Entrepreneur Development Cell</b>	Responsible to conduct EDC activities and to celebrate Entrepreneurship Day in consultation with faculty and concerned HoD
7.	<b>Administrative Officer</b>	Monitoring administrative activities of the college, correspondences with the Govt. , University and other statutory bodies , scholarships etc.
8.	<b>Director, Physical Education</b>	Responsible for the conduct of all inter departmental and zonal sports and games.
9.	<b>Admission Cell Coordinator</b>	Responsible for all admission related processes
10.	<b>Finance Officer</b>	Responsible for maintaining day to day financial transactions and audit
11.	<b>Transport In charge</b>	Maintenance and monitoring of transport vehicles, Trip schedules, Drivers welfare ,etc.
12.	<b>Hostel Deputy Wardens</b>	Custodians of students and maintenance of discipline in the hostel
13.	<b>Security Officer</b>	Campus security, check at nodal points, allocation of daily duties to security guards, their welfare etc.

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