



# 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

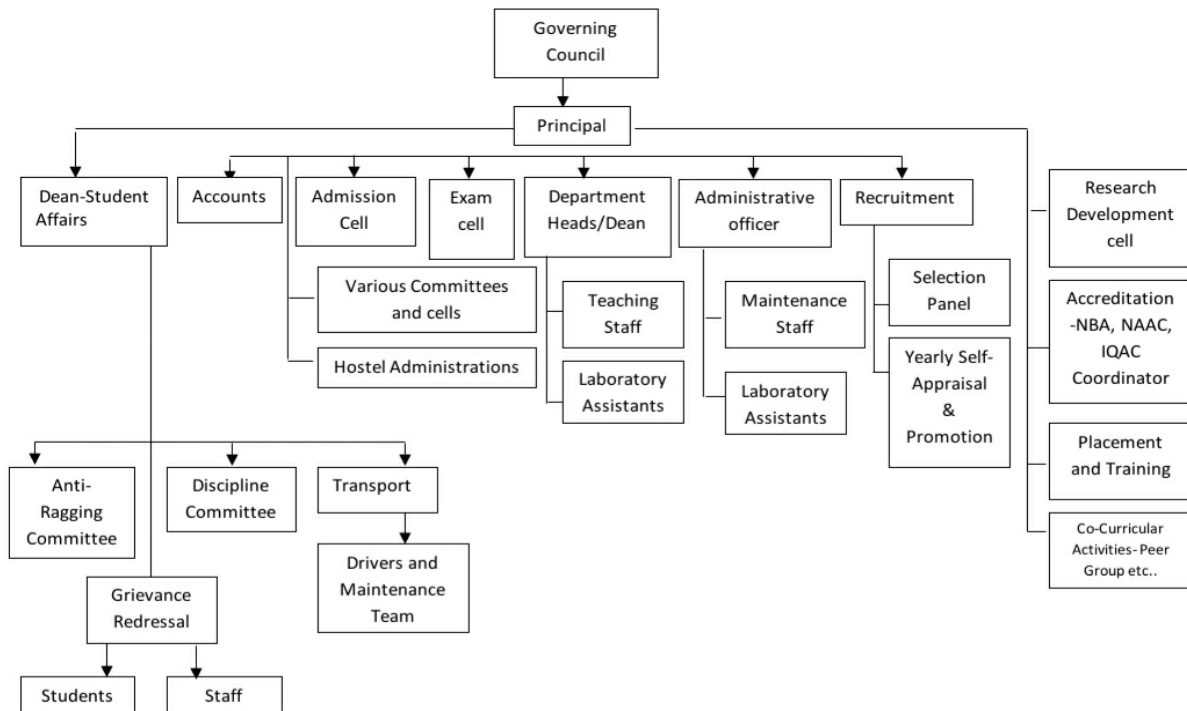



Figure 1. Hierarchy of Administrative Setup

  
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  
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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, looking 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 of various training modules and conducting soft skills training for students and

  
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		arranging recruitment drives and in-plant training for students based on the recommendation of the faculty members and HoD
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 an administrative activities of the college, correspondences with the Govt., University and other statutory bodies, scholarships etc.
8.	<b>Director, Physical Education</b>	Responsible for 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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A number of committees are formed based on the considerations of students and faculty. It is ensured that the committees address issues faced by the stakeholders and also aim for improvements under the view of the respective committees. The various committees along with convenor are given below:

**Table 1 List of Various Committees**

Sl.No	Committee	Name of Convenors/Chairman/Coordinator	Functions	Frequency of meeting
1.	Planning and Evaluation Committee	Dr. P. Kasinatha Pandian Principal/KVCET	To plan for the functional and Developmental Activities of the Institute	Twice in a Year
2.	Internal Quality Assurance Cell	Dr. S. Dinesh Kumar Associate Dean/KVCET	IQAC works towards the realization of the goals of quality enhancement and to create a system for actively, systematically, and effectively improving the institutions' overall performance.	Twice in a Year
3.	Academic and Administrative Audit Committee	Dr. P. Kasinatha Pandian Principal/KVCET	Monitors, Enquires, and Redresses Ragging and Related Issues	Twice in a Year
4.	Disciplinary Committee	Dr. L. Subbaraj Dean/KVCET	Monitors, Enquires, and Reviews Discipline Related Issues.	Twice in a Year & Based on Needs
5.	Sports Committee	Mr. T. Murali Physical Director/KVCET	The Committee Encourages Students to take part in sports Activities at the Zonal to National Level	Once in a Year

  
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### Some Important Committees Composition and its Functions

#### 1. Planning and Evaluation Committee

This committee is constituted with the following members to plan for the functional and developmental activities of the institute on par with the latest contemporary technological developments. It also evaluates the functioning on periodical basis by meeting twice a year.


Sl.No	Name of the members	Designation	Frequency of meeting
1.	Dr. P. Kasinatha Pandian	Principal/Chairman	Yearly  Twice
2.	Dr. L. Subbaraj	Dean/Member	
3.	Dr. S.S. Ramakrishnan Anna University Chennai	Professor/Member	
4.	Mr. P. Natarajan Managing Director Pentagon Machines Services Chennai	Industrial Expert/Member	
5.	Mr. Audiseshaiah	Architect/Member	
6.	Dr. K. Saravanan	Industry Expert/Member	

**Table 2 Composition of Planning and Monitoring**

#### Functions:

- Planning for the improvement of infrastructure of the Institute, modernization of the laboratories, Research & Development and Institute Industry Interaction etc.

  
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- Planning for the extension of green initiative project in the campus for making full eco-friendly environment
- Planning and evaluation of quality technical education for students to face the current needs and challenges of industries.
- Providing guide lines for the Institute- Industry collaborations.

## 2. Internal Quality Assurance Cell


### Objective:

The primary aim of IQAC is

- To develop a reliable system and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture.

S. No	Name	Designation	Category
1.	Dr .P. Kasinatha Pandian	Principal	Chairman
2.	Dr.L.Subbaraj	Professor & Dean	Academic Members
3.	Dr. V. Karthikeyan	HoD / Biotechnology	
4.	Dr. K. Sivakumar	HoD / Biomedical	
5.	Dr.S. Parasuraman	HoD / ECE	
6.	Dr. S. Dinesh Kumar	HoD / Mechanical Engg.	
7.	Ms. K. E. Lakshmi Prabha	HoD/EEE	
8.	Dr. Delshi Howsalya Devi	HoD/CSE	
9.	Ms. S. Jayadevi	Official of NGO	Local Society
10.	Mr. V. Sri Hari	Student Nominee	Student

  
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11.	Ms. Pushpa Maragathavalli	Alumni Nominee	Alumni
12.	Dr. Arumugam	Director, Armats Biotek, Chennai	Employer
13.	Mr. Nagarajan	Manager, Innovative Healthcare Pvt. Ltd. Kanchipuram	Industrialist
14.	Mr. C. Thandavamoorthy	Parent Representative	Stakeholder
15.	Mr. S. D. Sudhakar	Administrative Officer	Administration
16.	Dr. D. Saravanan	Professor/S&H	Coordinator

**Table 3 Composition of Internal Quality Assurance Cell**

### Strategies:


IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Optimization and integration of modern methods of teaching and learning
- Ensuring the adequacy, maintenance and proper allocation of support structure and services
- Sharing of research findings and networking with other institutions in India and abroad.

### Functions:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

  
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- Facilitating the creation of a learner-centric environment conducive to quality education and to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Organization of inter and intra institutional workshops, seminars on quality related themes
- Documentation of the various programmes /activities leading to quality improvement
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to submit to NAAC.

### 3. Academic and Administrative Audit Committee

Academic and Administrative Audit Committee is set up to discuss all academic and administrative matters of the college to regulate all the academic and administrative activities for smooth and effective functioning of the institution.

S.NO	Name of the Members	Designation	Position	Frequency of Meetings
1.	Dr. P. Kasinatha Pandian	Principal	Chairman	
2.	Dr. L. Subbaraj	Professor & Dean	Member	
3.	Dr. S. Dineshkumar	Associate Dean	Member	
4.	Dr. D. Saravanan	Professor and Head /S&H	Member	
5.	Dr. Delshi Howsalya Devi	HoD / AI&DS	Member	

  
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6.	Dr. V. Karthikeyan	HoD Biotechnology /	Member	Twice in a Year
7.	Dr. K. Sivakumar	Associate Dean	Member	
8.	Mrs. K.E. Lakshmi Prabha	HoD / EEE	Member	
9.	Dr. S. Karthigai Rajan	HoD / Automobile	Member	
10.	Dr.R.Praveen Kumar	HoD/Robotics	Member	
11.	Dr.K.S.Balamurugan	HoD / ECE	Member	

**Table 4 Composition of Academic and Administrative Audit Committee**

### Functions:


- To evaluate all the academic activities of the institution including co-curriculum activities for better implementation.
- To recommend to the Governing Council for the facilities to meet the academic requirements.
- To evaluate the functioning of the Central Library of the college.
- To Mentor the academic audit periodically, in order to review all the course outcomes.

### 4. Disciplinary Committee

This committee is constituted with the following members to impart and maintain discipline on the campus and to make the students more professional.

Sl. No.	Name	Designation	Position	Frequency of meeting
1.	Dr.P. Kasinatha Pandian	Principal	Chairman	Twice in a year &
2.	Dr. L. Subbaraj	Professor& Dean	Convener	

  
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3.	Dr. B. Sundarapandian	HoD/S&H	Member	Based on need
4.	Dr. D Saravanan	Professor/S&H	Member	
5.	Dr .V. Karthikeyan	HoD/BT	Member	
6.	Dr. S. Dineshkumar	HoD/Mech	Member	
7.	Mrs .C. Jayapratha	ASP, MCA	Member	
8.	Mrs P. Poorani	AP/CSE	Member	
9.	Dr.T.Murali	Physical Director	Member	
10.	Mrs.M.P .Ranganayaki	Deputy Warden	Member	
11.	Mr. K. Balasubramanian	Deputy Warden	Member	


**Table 5 Composition of Disciplinary Committee**

It consists of senior faculty members, drawn from all the departments and hostels. The following are the functions of the Disciplinary Committee.

### Functions:

- To maintain and enforce strict discipline in the college campus.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the College working hours.
- To ensure that students maintain almost silence in the library.
- To maintain proper discipline in the college canteen, corridors and the student mess during the college working hours.
- To assist the college anti-ragging committee in preventing ragging in the college and to spread anti- ragging campaign throughout the student's community.

  
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- To recommend suitable disciplinary action against the student indulging in acts of indiscipline.

### Observance of General Discipline:


- Students should strictly follow the college timings and adhere to the dress code prescribed by the college.
- Students should be punctual to the starting time of the college and stay in the college until the final bell is given.
- Students should wear Identity Card as long as they are in the college campus.
- Students should cooperate to maintain cleanliness in the campus. Students are strongly advised to use the dust bins.
- Students should maintain decency and decorum in the classroom.
- Students are strictly instructed to follow the Rules and Regulations.

### 1. Sports Committee

The sports committee is responsible to bring in the sporting spirit among student community and bring in a culture of sports and games in the institute

Sl. No.	Name	Designation	Position	Frequency of meeting
1.	Dr.P. Kasinatha Pandian	Principal	Chairman	Once in a year
2.	Dr. S. Shahul Ameen	AP/MBA	Member	
3.	Dr. A. Manimaran	Professor/ECE	Member	
4.	Mrs. C. Jayapratha	ASP /MCA	Member	
5.	Mr. R. Sudarsanan	AP /CSE	Member	
6.	Mr. A. Perumal	AP /Mech	Member	

  
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7.	Ms. P. Muthumari	AP/EEE	Member
8.	Mr .P. Nandha Kumar	AP/Auto	Member
9.	Ms. L. Umasankar	AP/Civil	Member
10.	Mrs. N. Blissy Shiny	AP/BME	Member
11.	Ms. G. Arthi	AP/BT	Member
12.	Dr. T. Murali	Physical Director	Convenor

**Table Composition of Sports Committee**

### Functions:


To plan, conduct all sports events in the college and to

- Identify the strong teams to represent the institute in various intercollegiate events
- Train students for inter, intra college, state and national level competitions
- For scheduling all the related activities without affecting the class/Lab work, examination schedules
- To plan for the extension of infrastructural facilities required as per norms for indoor and outdoor sports.
- To Organize Inter collegiate tournaments.
- To Organize Annual Sports Festival for students and Staff

### SERVICE RULES AND PROCEDURES

The rule and policies regarding recruitment and promotion are as per AICTE norms. The institute follows the HR manual which includes Service rules, Policies

  
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### SERVICE RULES


Service Rules are stated in the HR manual and in the appointment order

- The faculty should provide all their original certificates in the college for verification by University/Statutory bodies whenever required.
- The Service of the faculty at this institution shall take effect from date of joining
- The faculty should be on probation for a period of one year from the date of their joining. The institution has the right to extend the period of probation to a further period of one year or a part there of at its discretion
- The faculty will not be permitted to leave the institution during the academic year. In case the teacher wants to leave the institution in the middle of the academic year, three months prior notice should be given in advance.
- The faculty of the Institution shall be a whole time salaried employee of the Institution and shall devote his/ her whole time to the Institution. They will not engage directly or in directly without the prior permission in writing in any trade, business neither services nor shall undertake any activity which is contrary to or inconsistent with the institution interests.

### CONDUCT RULES

- The members of staff should come in decent dress; They should not wear casuals including T-Shirts, ladies should come in sarees only
- The faculty members should attend to the allotted duties in time and absent from the duty should be suitably informed in advance except under extraordinary circumstances.
- If the member gets into any problem with anybody, it should be reported to the Principal without directly reacting or losing the composure.
- If the members have any grievances in the respect of the service condition or in respect of relation shift with the fellow employees, it should be reported to the Principal and seek suitable remedial measures. The members should not take their own decision in the above matters.
- The faculty should strive best to uphold the name of the institution and aim at promoting the interest and welfare of the institution.
- The faculty should not undertake any job or indulge in another activity with or without remuneration without the consent of the institution.

  
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- Any member of staff violating the codes of conduct prescribed by the institution, or the codes of conduct that may be prescribed in future, will be summarily removed from the service.

### HR policies are stated in the HR manual

- Policy for Leaves available to staff
- Faculty Promotion Policy

### POLICY FOR LEAVES AVAILABLE TO STAFF


#### CASUAL LEAVE

- The total casual leave allowed to employees in a calendar year is 12 days + 2 days ORH (Optional religious holidays)
- Casual leave or compensation leave taken along with modified holidays shall not exceed 5 days at a time, if exceeded, the entire leave will be treated as LOP.
- The sanctioning authority has the discretion to refuse the leave on the ground of exigencies of services.
- The unavailed casual leave in any calendar year will lapse and cannot be carried over to the next calendar year
- Late coming upto 10mins is permitted only once in a month
- Casual leave with prior information and with alternate class arrangements only be sanctioned or it will be considered as loss of pay
- In case of emergency, CL is permissible for the request over phone to HoD or in-charge in a month. It should not become a habit
- Compensation leave should be taken within three months.
- On duty will be consider only on prior approval from Principal or the absence will be treated as LOP
- To claim compensation leave, all the staff has to fill up the particulars and sign in the compensation register. This register will be put up to Principal along with attendance register, for signing.
- Any leave will be validated only if approved by HOD

#### MATERNITY LEAVE

- Every lady staff will be eligible for maternity leave of a maximum of 90 days during

  
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her entire period of service.

### PATERNITY LEAVE

- Male faculty members are eligible for 5 days of paternity leave to take care of his spouse during delivery time.

### SPECIAL LEAVE

- Every employee in the college who have put in at least one year of service shall be eligible for five days as special leave for his/her marriage only, including holidays.

### OVERSTAYAL OF LEAVE

- Regarding overstay of leave the period overstayed will be considered as LOP. In case of unavoidable exigencies, the period may be treated as casual leave. Repeated overstay will result in disciplinary action including termination.

### GENERAL CONDITION REGARDING LEAVE

- No leave under any category can be claim as a matter of right and must always invariably be applied for in-advance and sanction obtained.
- Leave on loss of pay not to exceed 15 days in total during a calendar year and prior sanction must be obtained before availing the same. Loss of pay will be accounted then and there on a monthly basis
- All leave applications shall be supported by documentary evidence and shall be submitted to the competent authority well in time, for sanction. The staff shall always furnish their leave address and contact phone number at a time of availing leave.
- The institute reserves the right to terminate the service of faculty/staff without prior notice for just cause during service in the institution

### DUTY HOURS


- The members of staff have to adhere to the timing of the college. There are expected to be in the seat at least 15mins before the scheduled time of the commencement of the college. The late comers have to seek the permission from the Principal

### INCREMENT TO PAY

- Annual increment will be granted and will be effective from 1<sup>st</sup>july and will be on performance basis. Additional increment and special allowances is at the discretion of the institution and will depend on the performance of the members.

### DEDICATION FROM THE PAY

  
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- EPF deduction will be made as per the EPF rules.

### FACULTY PROMOTION POLICY

- Promotion is given to the staff based on experience, overall performance and performance self-appraisal
- The faculty members those who registered and completed their Ph.D. are encouraged by providing special incentives and promotion

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