

### ***7.1.19. The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions***

#### ***Financial***

At the beginning of an academic year, every Head of the Department convenes a staff meeting to submit the requirement for the department and the Laboratory In-Charges (both consumable and non-consumable) are asked to submit the requirements for each laboratory. Based on the interest of staff to attend the FDP programs and the laboratory requirements a budget is prepared by the Budget In-Charge and the Head of the Department. The Head of the Department submits this to the Principal who consolidates the budget for all departments and submits to the Management Council for approval. An overall budget is prepared from consideration of budget requirements of academic and non-academic needs. All teaching and non-teaching staff salaries are paid on the first day of the month. Funds are allocated for constitutional compliances such as Provident Fund contributions, Gratuity contributions, AICTE/Affiliating University approvals, Committee visits etc. Budget is also allocated for college level technical as well as cultural/sports events. A Certified Auditor audits financial documents every financial year.

#### ***Administrative***

The Governing body administrates the college by their academic planning. The governing body consists of renowned academicians, industry experts, UGC Nominee, Member from Anna University, Chennai and a State Government Nominee from Tamilnadu. The college activities are divided into planning & administration, teaching and learning, research, development, Industry Interface & student activities for achieving sustainable progress. These domains are managed by each department head under the guidance of Principal and Dean.

#### ***Academic***

At the beginning of each academic year, all-academic as well as non-academic activities are planned and an Institute level academic calendar is prepared. IQAC committee meetings are held and planning of all activities is done for the complete academic year. Based on the Institute Level Calendar, departments prepare their own calendars indicating department level activities such as Guest lectures, Faculty Development Programs (FDPs), Short Term Training Programs (STTPs), Industrial visits, Augmentation courses, Workshop /Seminar/Conferences etc.

Automation system is provided for recording academic activities like attendance, internal mark calculation. The academic transparency is maintained through Education Management Software system (i-boss). Staff and students are directly linked with Google Class Room as well as class tutor maintain 'WhatsApp' group for their respective class, so that staff can share any

information to students by this way. College information like admission, programs, academics, research, COE, placement, alumni and campus are uploaded in college website including upcoming events like conference, workshop/ seminar, etc. Institute Vision, Mission, are displayed in the each and every class room and laboratories for the purpose of students as well as faculty to know about it.

The procedure for calculation of internal marks is attached with the course plan and the end semester marks are displayed on the notice board. Letters as well as SMS of attendance and internal assessment marks are sent to parents, so that they are aware of their ward's academic progress. Institute level holidays are planned and declared at the beginning of the year, so that students and staff can plan accordingly.

Recruitment process for staff and technicians are advertised in the newspapers and also on the college website. Scrutinisation of applicants resumes are done by the respective Head of the Department of our Institution. Shortlisted applicants are called for a personal interview. Interview process is handled by an academician from a nearby government engineering college, Principal and the Head of the Department of our Institution. Salary related details are decided by the Principal who forwards the list of the selected candidates to the Correspondent of our college for his concurrence.

The process of promotion of staff of the Institution is reviewed by the Principal and Dean (Academics) of the college by staff appraisal form. On their recommendation, it is forwarded to the Correspondent for his approval. Annual appraisals of faculty and staff members are done in a transparent manner and the individual concerns are addressed by the Management.

### ***Auxiliary functions***

various committees are active in our intuition, a few of which are mentioned here. Those are Grievance Redressal Committee, IQAC, Purchase committee, Anti-ragging committee. Each committee has a Convener, staff in charges and members based on their experience and function in completely transparent manner. Also meetings are conducted regularly and the major events which take place are updated to the entire team in a transparent manner. Various committees and their members are showed in college handbook which also includes the academic calendar.

All the functions relating to purchase, library, games, sports, mess and hostel are well reported ahead of each academic year and the requirements are purchased by respective in charges with the approval of Head of the department and Principal.