KRISHNASAMY
College of
ENGINEERING & TECHNOLOGY
Approved by AICTE & Affiliated to Anna University
Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.
☎ (04142) 285 601 - 604   ⊕ www.kcet.in   ⊠ info@kcet.in

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The management is to achieve excellence in technical education for the students, in particular from rural areas.

Vision:

To gain international recognition as a world class Technical Institution through discipline and devotion in performing our duties.

Mission:

- To provide high quality technical education meeting international benchmarks.
- To impart practical skills along with sound theoretical knowledge with the participation of industry.
- To work for the development of society in general and the rural masses in particular in collaboration with other institutions and agencies.

Quality Policy:

To provide excellent infrastructure and conducive learning environment is complying the requirements of standards in proactive response to the changing needs of industry, While striving continually to improve the quality of services rendered by the institution through process control.

To strive for an all-round development of our stakeholders by creating competent and empowered technocrats with high moral and ethical values.

Nature of Governance:

The Governing Council is chaired by the Management, with the Principal, academicians and Industrial experts as council members. The Governing Council is the policy-making body of the institution and defines the responsibilities of the College administration in providing

KRISHNASAMY
College of
ENGINEERING & TECHNOLOGY
Approved by AICTE & Affiliated to Anna University
Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.
☎ (04142) 285 601 - 604   ⊕ www.kcet.in   ⊠ info@kcet.in

quality technical education to the rural environment. As per their directions, the college has been implementing the National Education Policy 2020.

- Institution practices the skill development programs to improve the skill set of the students.
- Students get an opportunity to choose open electives subject based on their talents and interests to emphasis the institutional practices flexibility.
- Institutional practices in recognizing, identifying and fostering the unique capabilities of each student, by sensitizing teachers as well as parents to promote each students holistic development in both academic and non-academic spheres.

The Governing Council considers the views of the IQAC submitted through Principal and recommends for implementation to fulfil the objectives of the institution. The committees are as follows:

Statutory committee

- Governing Body
- Academic Council
- Finance Committee
- Planning and Monitoring Committee
- Internal Quality Assurance Cell

Non-Statutory committee

- Grievance Redressal Cell
- Anti-Ragging Committee
- Internal Complaint Committee
- Discipline and Welfare Committee
- Training and Placement Cell
- SC and ST Cell
- BC, MBC and OBC Cell
- Women Empowerment Cell
- Counselling and Guidance Cell
- Institution Industry Cell

KRISHNASAMY
College of
ENGINEERING & TECHNOLOGY
Approved by AICTE & Affiliated to Anna University
Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.
☎ (04142) 285 601 - 604   ⊕ www.kcet.in   ✉ info@kcet.in

- Media Cell
- Student Counsellor Cell

Our Institution has an efficient decentralized administration with transparency. The management frames the policy of the institution in consultation with the head of the institution. The head of the institution frames the action plans in consultation with the heads of the departments. In the departments, the responsibility of implementing the plans is delegated to the individual members of the faculty and their work will be guided and monitored by the head of the respective department.

Perspective Plan:

The perspective plans are prepared by IQAC under the guidance of Governing Council and head of various departments. To ensure continuous improvement of the institution, all the plans and executions are monitored regularly. The aspects are to be included in the perspective plan which is drawn from the recommendations of committee.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Institutional perspective plan serves as a comprehensive blueprint for the strategic development of the institution and is meticulously crafted under the guidance of the Governing Council and departmental heads. This plan outlines the long-term goals, objectives and strategies necessary for the institution's growth and advancement. It takes into account various factors such as academic excellence, infrastructure development, faculty enhancement and student welfare.

KRISHNASAMY
College of
ENGINEERING & TECHNOLOGY
Approved by AICTE & Affiliated to Anna University

Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.
☎ (04142) 285 601 - 604　🌐 www.kcet.in　✉ info@kcet.in

Simultaneously, the academic calendar, a crucial component of this planning process, is diligently prepared by the Planning and Monitoring Committee. This calendar serves as a roadmap for the academic year, incorporating all pre-planned activities, events, and programs across different departments. It also includes a well-structured assessment test schedule to ensure timely evaluations of student progress.

Furthermore, the academic calendar is designed to align seamlessly with the academic schedule provided by the Anna University, ensuring coherence and consistency in educational delivery. This synchronization enables smooth coordination between the institution and the university, facilitating efficient academic operations.

Continuous monitoring and evaluation mechanisms are implemented to track the progress of planning and execution. Regular assessments help identify areas for improvement and allow for timely interventions to address any challenges or bottlenecks encountered during implementation.

The allocation of the annual budget is a top priority in the development plan, ensuring sufficient resources to support strategic initiatives and operational needs effectively. Prioritizing budget allocations demonstrates the institution's commitment to fostering an environment conducive to academic excellence and overall institutional growth.

Perspective plans of the Institution:

The institution's perspective plans outline strategic goals, adopting standards, securing NAAC and NBA accreditations, achieving global recognition through autonomous status, fostering Industry-Institute partnerships, seeking accreditation with reputed companies, and actively participating in national ranking frameworks.

Short term Perspective Plan

- To upgrade the Infrastructural Facility
- Getting NAAC accreditation with high Grade
- Getting NBA accreditation to all eligible departments
- To attain autonomous status and global recognition
- To enhance student's research Quality

Long term Perspective Plan

- To attain NIRF Ranking

- Accreditation by reputed multinational companies

- To endeavour international collaborations by MOU

- To get Grants from Government organisations

- To ensure all teaching staff attain Ph.D. qualification

Administrative Setup:

In the administrative setup, the governance structure of the College is a collaborative effort involving the Management, Principal and Staff. Responsibility flows seamlessly from the management to the principal, who oversees academic developments and monitors overall progress through departmental heads and staff members.

Appointment, Service Rules and Procedures:

Adherence to AICTE and Anna University norms is a cornerstone of the administrative practices, influencing area such as administration, staff recruitment, promotion and salary. These rules and regulations are transparent to the staff members, promoting awareness and accountability.

The Academic Council, chaired by the Principal and convened by the Vice-Principal, oversees academic activities. Regular coordination meetings discuss performance and decisions, with minutes forwarded to management and the academic council. These meetings shape the Governing Council's agenda, ensuring alignment with institutional goals.

The rules, procedures, recruitment and promotional policies of the institution are transparent and accessible to the stakeholders.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Link for Additional information	View Document

6.2.2 Institution implements e-governance in its operations

   1. Administration

   2. Finance and Accounts

3. Student Admission and Support

4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council / Board of Management / Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and nonteaching staff and avenues for career development/progression

Response:

The Krishnasamy College of Engineering and Technology has set up well established principles, rules and regulations, complaint redressal cell that are always open at liable information desk. Faculty members are promoted based on self-developmental activities and higher education expertise. Staff are provided with Subsidized Transport, Purified Drinking Water, Uniforms, Waiver of tuition fee for their wards, Vacation Leave, Provident Fund, ESI, Compensatory Off, Free medical assistance, Special permission for medical emergencies and Postnatal care. Institution appreciates the faculty on acquiring higher qualifications and special achievements, and conducting the orientation programmes for new faculties.

KRISHNASAMY

College of
ENGINEERING & TECHNOLOGY

Approved by AICTE & Affiliated to Anna University

Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.
☎ (04142) 285 601 - 604   🌐 www.kcet.in   ✉ info@kcet.in

Teaching and non-teaching staff play an important role in the institute's growth. The institute recognises their productivity, needs and requirements on a regular basis. As a result, the institution is putting in place a variety of effective welfare programmes. These improve employee's physical and mental health, promoting a dynamic and encouraging work environment.

Welfare Measures for Teaching and Non-Teaching staff

1. ESI and EPF benefit for eligible staff

2. Transport facility at subsidized rate for all the staff members

3. Fee concession for wards in parent and sister institutions

4. Uniform

5. Free medical assistance and Ambulance (24X7)

6. On-Duty for programmes and higher education

7. Morning and Evening Tea Refreshment

8. Hot and Cold Water facility

9. Internet and Wi-Fi facility

10. Free Hostel accommodation with boarding at subsidised rate

11. In-campus banking with ATM facility

12. Special permission for medical emergency and postnatal care

Performance / Self-Appraisal

Krishnasamy College of Engineering and Technology has implemented an appraisal system for staff to ensure that their performance is evaluated and feedback is given for further development. The appraisal system should be based on a combination of quantitative and qualitative criteria, such as work quality, teamwork, efficiency, personnel development and innovation. Our college also provides training and development opportunities to help staff to reach their professional goals and become more productive. Finally, the system should have transparency and include appeal process for staff to address any grievances which they might have.

Key elements of faculty appraisal (Self appraisal)

- Academic performance
- Innovative projects guided

KRISHNASAMY
College of
ENGINEERING & TECHNOLOGY
Approved by AICTE & Affiliated to Anna University
Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.
☎ (04142) 285 601 - 604   ⊕ www.kcet.in   ✉ info@kcet.in

- Continuing education organized and attended

- Additional responsibilities in department and Institute levels

- Membership of committees / boards

- Membership of professional societies

- Honors received (Awards, Fellowship etc.)

- Consultancy

- Particulars of research paper presented / published and book published

- Involvement in research

- Other achievements like patents, funds received from Government and Non-Government agencies.

Faculty members fill and submit their self appraisal form to the Principal through HOD, the Vice- Principal and the scrutinizing committee will reveal and communicate the appraisal to the management.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years
Response: 57.85

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
57	5	12	55	59

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 64.69

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
64	69	54	55	20

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
14	15	16	17	18

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise	View Document
Event brochures and circulars for the last five years	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Mobilization of Funds for various resources:

Funds are mobilized from the following resources:

1. Scholarship from government, student fees, Anna University.

2. Additional funding sanctioned from various funding agencies such as TNSCST, etc., for research and seminar proposals submitted by various departments.

3. Online digital assessment fund using IT infrastructure.

4. Income from various offline examinations.

Budget Planning:

All the administrative and academic heads are requested to submit the budget required for the subsequent financial year. Along with these coordinators of different cells such as Research and Development cell, Exam cell, Training and Placement cell, NSS unit, etc. are instructed

to submit their budget to the principal for consideration of recurring and non-recurring expenditures. The Finance committee analyses the requirement of each department / cell and prepares a consolidated budget and forwards it to the management through the principal for approval. The management allocates the funds under various heads such as upgradation of facilities, computers, maintenance, library resources, sports, placement, salary, extension activities, etc. based on the need. The management also allots the funds for training and development programmes of the teaching and non-teaching staff and students for skill development activities.

Utilization:

The Finance committee monitors and audits the budgets, utilization, accounts, expenses etc. They give recommendations for better handling of resources and effective mobilization of available funds. It ensures that the fund utilization is within the limit or allotted margin.

All the major financial transactions are analysed and verified under following sections:

- Equipment and Consumables
- Software and Internet charges
- Printing and Stationeries
- Furniture and Fixtures
- Repair and Maintenance
- Research and Development
- Training and Placement
- Library books and Journals

Financial Audit:

Internal Audit is being conducted on a continuous basis by the finance committee

1. Expenses

a. Vouchers, supporting bills and invoices are verified.

b. Approvals and authorization are verified with instructions.

c. Accountings of expenses according to the nature of the expenses are verified.

2. All the fees pay-in slips are vouched with the bank statements.

3. Surprise cash verification is conducted to verify the cash transactions.

4. Bank Reconciliation Statements (BRS) are verified on a weekly basis.

KRISHNASAMY
College of
ENGINEERING & TECHNOLOGY
Approved by AICTE & Affiliated to Anna University
Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.
☎ (04142) 285 601 - 604   🌐 www.kcet.in   ✉ info@kcet.in

5. Statements of sundry creditors ageing are verified.

6. Payroll statements along with the attendance registers are verified on monthly basis.

7. Fees receivable statements are verified with the books of account.

External Audit is regularly conducted on an annual basis by the auditors of the Trust. The procedure is furnished below:

1. All the expenses vouchers and their supporting documents are verified.

2. BRS of financial year is verified to ensure the outstanding payables and receivables.

3. Fixed assets purchase invoices are verified and physical verification of statements and payments are verified with the payroll reports provided by the accounting department financial statements are audited accordingly.

4. Salary statements and payments are verified with the payroll reports provided by the accounting department.

5. Analytical procedures are followed to assess the overall correctness of the books of accounts.

6. Financial statements are audited accordingly.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities
Response:

The institutional policy is inseparable to the administrative and academic quality assurance processes. In 2016, IQAC was established under the name Centre for Quality Assurance (CQA), and was subsequently renamed as IQAC. In order to raise awareness of quality assurance procedures and strategies among all parties, IQAC supports various events. The

KRISHNASAMY
College of
ENGINEERING & TECHNOLOGY
Approved by AICTE & Affiliated to Anna University
Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.
☎ (04142) 285 601 - 604   🌐 www.kcet.in   ✉ info@kcet.in

institute has a clearly defined policy for quality assurance, and it is upheld by the effective involvement of all parties involved. The IQAC recommends actions to be taken to improve the institution's quality and serves a crucial role in preserving and improving it. In order to accomplish and maintain its goals, IQAC works diligently and consistently to research, evaluate, and improve each strategy, activity, process, and procedure across all institutional activity domains.

IQAC has contributed significantly in the following areas:

Value Added Courses

Our college is committed to meet the expectations of stakeholders across industry, society, and among students through a variety of institutionalized approaches aimed at improving quality in both administrative and academic domains. In addition to our comprehensive curriculum, we actively encourage students to enrol in value-added courses. These courses not only enhance students' motivation to explore new topics but also significantly develop their skill sets, providing a competitive edge in today's job market.

Implementation of an Effective Mandatory Induction Programme

IQAC monitors implementation of mandatory Induction Programme for first-year students that cultivates interdisciplinary understanding and enhances their ability to engage with diverse subjects, fostering confidence, knowledge, and decisive skills for personal and professional development from their freshman year. Industry experts deliver talks on technological trends, stimulating interest in current practices. English and Computer Proficiency enrich students' knowledge, preparing them comprehensively for future academic and career challenges.

Skill Development Programme

Our institution's Skill Development Programme focuses on equipping students with essential technical and soft skills for a successful career. Through interactive workshops, seminars, and industry collaborations, students gain practical experience and insights into current trends. Starting with an induction phase to break their barriers of communication skills followed by Budding Engineers' Technical Expo in their freshman year, Public speaking and presentation skills in the second year, Technical and aptitude development, mini projects, industry orientation in the third year and Placement orientation in the final year, the skill development

KRISHNASAMY
College of
ENGINEERING & TECHNOLOGY
Approved by AICTE & Affiliated to Anna University
Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.
☎ (04142) 285 601 - 604   🌐 www.kcet.in   ✉ info@kcet.in

spans across the duration of study. These initiatives help their academic journey, fostering a well grounded skill set that boosts employability and confidence. Our aim is to foster a culture of lifelong learning, empowering students to thrive in a dynamic global landscape.

Robust Assessment Mechanism

A robust assessment mechanism is essential for fair examinations. It involves meticulous planning, clear guidelines for seating, invigilation, and coordination with faculty ensures logistical readiness and issue resolution. Transparent communication with students about schedules and results maintains fairness. Continuous feedback-driven evaluation enhances efficiency, upholding academic standards.

Institute Social responsibility

Institute Social responsibility is strengthened by initiatives like NSS and YRC, engaging students in community service and health-related projects that promote civic engagement, leadership, and empathy, thereby preparing them to contribute positively to society.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

KRISHNASAMY
College of
ENGINEERING & TECHNOLOGY
Approved by AICTE & Affiliated to Anna University
Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.
☎ (04142) 285 601 - 604   🌐 www.kcet.in   ✉ info@kcet.in

File Description	Document
Participation in NIRF ranking	View Document
AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document