

## Administrative Setup

Aforesaid statutory committees are constituted as per the guidelines of AICTE.

The Principal wields the powers with regard to all the academic and administrative matters including the conduct of examinations.

In order to promote participatory management, the Board of Governors of CVRP has constituted 21 non-statutory auxiliary committees with well-defined functions.

There is an Examination head vested with all the examination-related tasks supported by faculty- in-charge (Examination) from each departments. However, Principal is the Chief Controller of Examinations.

The Registrar heads the administrative functions of the college with separate Managers to look after various functions such as Transport, Housekeeping, Estate Management, Canteen, Security Officer etc.

SL NO	NAME OF COMMITTEE
1	Selection Committee
2	Purchase committee
3	Library Committee
4	Infrastructure Development & Maintenance
5	IT Maintenance
6	Electrical Maintenance
7	Committee for sports & extra-curricular activities.
8	Examination Committee
9	Anti-ragging Squad
10	Committee for Evaluation of performance appraisal of teaching & non-teaching staff of CVRP
11	Anti-ragging committee
12	Grievance Cell
13	Sexual Harassment of women in workplace Committee
14	Finance Committee
15	Board of Governing Body
16	Canteen Committee
17	Transport Committee
18	Disciplinary Committee

Each of the departments is headed by a faculty member designated as head of the department, who in turn, assigns various tasks to different faculty members. The departments have their own respective department offices which function under the guidance of respective heads of departments.

All the financial matters including budgeting and cost control mechanisms are handled through Director (Finance). All the financial transactions (both the receipts and payments) are processed through scheduled commercial banks.

The faculty members and students are encouraged to be involved in several activities in addition to academic assignments. This involvement promotes leadership and develops a sense of belonging to the institution.

On the whole, the members of faculty and non-teaching staff of the college believe in the dignity of labour, and all the functions of the college are meticulously planned, properly coordinated and executed.

In addition to the committees or bodies presented above, the college has the following Non-statutory committee:

The said committees have been functioning in the college in order to facilitate the successful functioning. Each of the committees has been conducting its meetings the minutes of which have been ratified in the meetings of Board of Governors from time to time.

**Staff Attendance Record:**

All the staff members are required to mark their arrival and departure through the Biometrics system.

**Academic Administration:**

To help the students in planning their course of study and for general counselling on the academic activities, the Head of the Department allots one Academic Coordinator, Program Coordinator and Faculty Advisor for each class and Mentor for every 15 / 20 students.

**Class Committee:**

Every class has a class committee consisting of a Program Coordinator, Faculty Advisor and Faculty members handling subjects to the particular class, students' representatives and a chair person who is not handling any subject for the class concerned.

### **Recruitment and Promotional Policies:**

#### ***Selection Process:***

- Each departments / units make futuristic work analysis and submit the demand for manpower
- Approval of manpower demand by Principal, Registrar and Chairman
- Releasing an Advertisement
- Receiving Resumes
- Scrutinizing and short listing of applications
- Constitution of Selection Committee as per AICTE norms
- Call for and conduct of Interview
- Approval of Selection Committee Proceedings by Chairman
- Issuing Provisional Appointment Order to Selected Candidates
- Acceptance of offer letter
- Join for duty by giving Joining Report

## **Salary Details.**

- Pay scale as per 6th Pay Commission
- Regular Salary disbursement every month
- Salary based on Biometric Attendance system

## **Increment Procedure:**

- Call for self-appraisal from staff every year.
- Performance appraisal takes into consideration, Self-Appraisal by the concerned person, various Co-curricular and Extra-curricular activities, Students' Feedback, HOD's recommendations, Principal's recommendations.
- Based on the Performance Appraisal Committee members recommendations, increment will be sanctioned Self-appraisal.

## **Promotional Policies:**

CVRP has constituted the Performance Appraisal Committee. The Committee review the performance of the faculty members every year. Based on the committee recommendations, the promotion are allowed to both teaching and non-teaching staff.

*The following norms are adopted for staff promotions*

- Teaching Experience
- Academic Performance
- Faculty development Program
- Research & Development activities
- Recommendation of Screening Committee

## **Benefits:**

- EPF is applicable for the staffs with maximum salary of RS 15,000.00
- Maternity leave and medical leave

## **Service Rules**

- Leave rules for the staff members are implemented as per the State Government Norms.
- Sponsorship for higher Studies

On duty for Conference / Seminar / Workshop / STTP, Examination duties and paper

Decentralization in working and grievance redressal mechanism (5)

C V Raman Polytechnic has a well devised administrative set up including decentralization of power and function for smooth functioning. As far as functioning is concerned, functional authority of institution, where as Director

(Finance) is the chief financial officer of the institution. However, all major financial aspects including budgetary provision in Finance committee before implementation. However, there is financial delegation approved for smooth functioning such as:

- The Principal is given the power to spend a lump sum amount as a single piece of expenditure.
- Heads of departments are given an imprest amount. The account is periodically reviewed by the principal.
- Annual Budget is prepared by collecting proposals from Heads of Departments. Principal reviews those statements. Board of Governors is the authority to accord approval.
- As far as Grievance redressal is concerned, there is a committee looking after the matter.
- Principal constitutes separate committees based on the requirements. Based on the recommendations of standing committees, Principal takes action.

Administrators / Decision makers:

- Head of the Institution: Principal
- Heads of Academic sections:
- Heads of the Departments

However, participation of all faculty members and staff are encouraged in the day to day functioning of the college. Usually a faculty member is involved in more than one. Some of the members of faculty who have been assigned with important administrative responsibilities are as follows:

<b>S. No</b>	<b>Name of the Faculty member</b>	<b>Basic Academic Position</b>	<b>Additional / Administrative responsibility(ies)* assigned</b>
1.	Dr. Prasanta Kumar Dash	HoD, CSE	Member, Sexual Harassment Committee
2.	Mr. Ambika Prasad Mohanty	HoD, Civil	Member, Anti Ragging Committee
3.	Mr. Subhankar Das	HoD, Electrical	Member, Examination Committee
4.	Ms. Suchismita Satapathy	HoD, ETC	Member, Anti Ragging Committee
5.	Mr. R.M. Kabisatapathy	HoD, Mechanical	Member, Anti Ragging Squad

## **Anti-Ragging Committee:**

Anti-Ragging Committee is constituted with following members in the college as per regulations of All India Council for Technical Education, New Delhi notified vide Notification prevention and prohibition of any sort of ragging in the college campus.

- To ensure compliance with the regulations as well as the provisions of any law currently in force concerning rigging and directions of the Hon'ble Supreme Court.
- To monitor and oversee the performance of the Anti-Ragging Squad in prevention of the ragging in the Institute.
- To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging.
- To consider the complaints received from the students and conduct enquiry and submit report to the anti-ragging Committee along with punishment recommended for oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Conduct workshops against ragging menace and orient the students.
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.
- To offer services of counselling and create awareness to the students.
- To take all necessary measures for prevention of ragging inside the Campus and Hostels.

### **The composition of the anti-raging committee is as follows:**

<b>Name</b>	<b>Designation</b>
Prof R.K.Prusti,Principal	Chairman
Mr. Ambika Prasad Mohanty,	Member
Mr. R.M. Kabisatapathy	Member
Mr. Sambhu Prasad Panda	Member
Ms. S. Satapathy	Member
Mrs. Pallavi Mishra	Member
Mr S.K Jena	Member
Representative of Civil & Police Administration	Member
Ranjan Rout, Representative of Local Media	Member

Representative of Non-Govt. Organization	Member
Prasana Kumar dash, Representative of Parents	Member
Goutam Behera ,Mechanical , Representative of Senior Students	Member
Representative of 1st year Students	Member

### **Anti-Ragging Squad:**

The Anti-Ragging Squad is constituted in the college with the following members as per the regulations of All India Council for Technical Education, New Delhi notified vide for prevention and prohibition of ragging in technical Institutions.

Broad functions of Anti Ragging Squad are given below:

- To maintain, vigil, oversight and patrolling functions and shall remain mobile alert and active at all times.
- To make surprise visits on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and it shall be also empowered to inspect such planning.
- To conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the Institution or any member of the faculty or any member of the staff or a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee f To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

The composition of the Anti-Ragging Squad is as follows:

<b>Name</b>	<b>Designation</b>
Principal	Chairman
Mr. R.M. Kabisatapathy	Member
Mr. Amardeep Das	Member
Mr. A. P. Mohanty	Member
Mrs. P. P. Mohapatra	Member
Dr. Krutika L. Routray	Member
Mr.Kshyama Sagar Mahanta	Member
Mr. S.K Jena	Member

Mr. Subhankar Dash	Member
Mr. Amardeep Das	Member
Representative of Parents	Member
Dibyajyoti Panda, Representative of Senior Students	Member
Brinstnupada Rana, Representative of 1st year Students	Member

Committee for Investigation of **Sexual Harassment of Women in Work Place:**

The composition of Committee for Investigation of Sexual Harassment of Women in Work Place is constituted with the following members as per directives/guidelines of the on Sexual harassment of women in work place (prevention, prohibition & redressal)

The composition of Committee for Investigation of Sexual harassment of women in work place is as follows

<b>Name of the Committee Member</b>	<b>Profession</b>
Dr. Prasanta Kumar dash	CHAIR PERSON
Prof. R. K. Prusti, PRINCIPAL	MEMBER
Dr Soumyarani Mishra	MEMBER
DY. REGISTRAR	MEMBER
Ms Pallavi Mishra	MEMBER
WARDEN	MEMBER
Ariyan Swain	STUDENT
Srinik Jha	STUDENT
Jyotiranjana Biswal	STUDENT

**Broad functions of the Internal Complaint Committee for Prevention of sexual harassment:**

- To develop a policy against sexual harassment of women in the institute and prevent discrimination and sexual harassment against women, by promoting gender ambition.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.

- To create a secure physical and social environment to control against any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination action against the guilty party to the Principal.

### **Grievance Redressal Committee / Grievance cell:**

Grievance Redressal Committee/Grievance Cell are being constituted with the following members to redress various grievances of students, parents and others connected.

The composition of Grievance Redressal Committee / Grievance Cell is as follows:

1. Prof R.K.Prusti ,Principal	Chairman
2. Mr. R.M. Kabisatapathy	Member
3. Mr. Amardeep Das	Member
4. Mr. R.M. Kabisatapathy	Member
5. Prof. Amresh C. Panda, Chief Warden	Member
6. Students Coordinator	Convener

### **Objectives of Grievance Redressal Committee:**

- The purpose of the Grievance Redressal committees is to ensure a speedy response to and accountability of all concerned to the students of C.V. Raman Polytechnic
- Maintaining harmonious Student – Student and Faculty –Student relationship
- Creating an environment in which students can freely express their grievances without fear of discrimination or victimization
- Counseling students to refrain from provoking their fellow students against faculty and staff of the Institute.
- Although the anti-ragging committees are in place, the student may if he/she so wishes bring to the notice any incident of ragging through these committees which so.
- Ragging in any form is strictly prohibited in and outside the Institute and should be brought to the notice of the management immediately.



### **Committee for sports & extra-curricular activities.**

The composition of Committee for sports & extra-curricular activities is as follows:

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|--|----------|
| 1. Prof R. K. Prusti , Principal       | Chairman |
| 2. Mr. Pradeep Ranjan Dhal             | Member   |
| 3. Mr. Amardeep Das                    | Member   |
| 4. Mr. R.M. Kabisatapathy              | Member   |
| 5. Prof. Amresh C. Panda, Chief Warden | Member   |
| 6. Dr. K. L. Routaray                  | Member   |
| 7. Sangram Keshari Choutaray           | Convener |