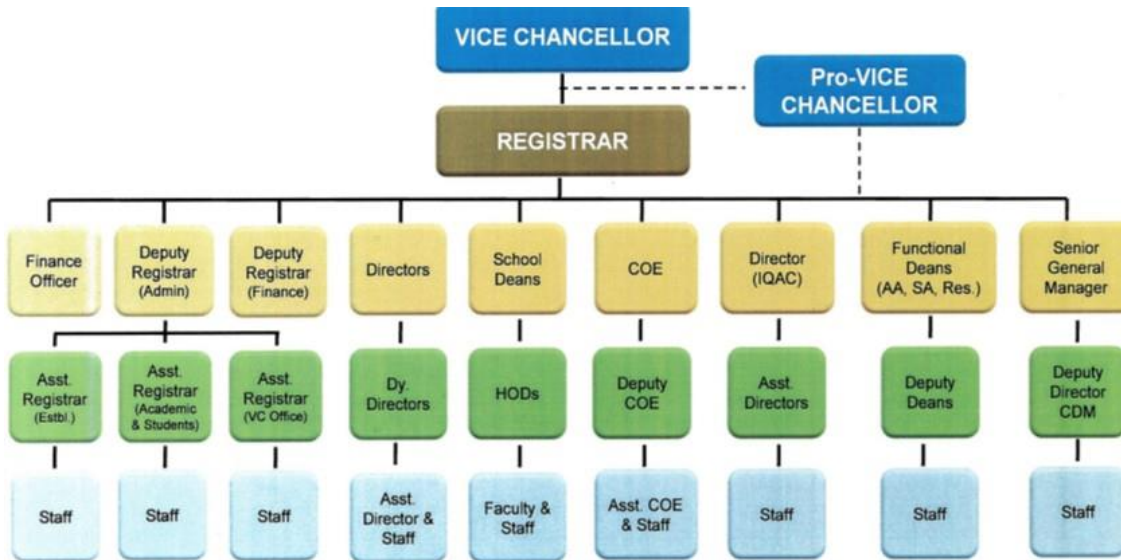


10.1.4.Organisation structure



A.

Decentralization in working and grievance redressal mechanism

The Institute empowers the Deans and Heads of the Departments to take administrative decisions related to the Schools and Departments following the guidelines of the Institute. The guidelines of the Institute are shared through periodic meetings of the Deans and HoDs.

Delegated Powers of the Heads of Departments:

The HoDs shall

- Oversee the smooth functioning of the department related administrative and academic activities
- Monitor the teaching and evaluation process of the department
- Sanction the permissions and leaves availed by the staff members
- Monitor the discipline of the students under his/her wing
- Conduct meetings to disseminate information related to the Institute
- Handle and solve any issues raised by the faculty members of the department
- Allocate workload and class work to the faculty members
- Assign other department related duties

- Arrange for Conferences / Seminars / Workshops, etc.,

Delegated Powers of the Deans of Schools

The Deans shall

- Oversee the workload and class allocation
- Monitor the research related activities of the School.
- Take decisions on matters referred to by HoD regarding any issues in the Department / School

To oversee the effective functioning of various operations in the Institute, the following Functional Deans are nominated:

- Dean (Academic Affairs) - Dr.M. Mohammed Ismail
- Dean (Academic Research) - Dr. J. Revathy
- Dean (Student Affairs) – Dr. R. Karthikeyan

The following are the established Schools and the respective Deans:

Schools	Name of Deans
Mechanical Sciences	Dr. H. Siddhi Jailani
Infrastructure	Dr.M.S.Haji Sheik Mohammed
Electrical and Communication Sciences	Dr.C.Tharini
Computer, Information and Mathematical Sciences	Dr. Sharmila Sankar
Physical and Chemical Sciences	Dr. I.Raja Mohamed Professor
Social Sciences and Humanities	Dr. Ayub Khan Dawood
Arabic and Islamic Studies	Dr. A. Abdul Hai Hasani Nadwi
Life Sciences	Dr.S.Hemalatha
Crescent School of Pharmacy	Dr. M. Vijaya Vara Prasad
Crescent School of Law	Dr. C. Chockalingam
Crescent of Architecture	Ar. G. Jayalakshmi
Crescent School of Business	Dr. K. Srinivasan

The departments that are categorized under each of these Schools are guided by the following Heads:

Schools	Departments	Name of Heads
Mechanical Sciences	Mechanical Engineering	Dr.A.S.Selvakumar
	Polymer Technology	Dr.Shamshath Begum
	Aerospace Engineering	Dr.P.N.Kadiresh
	Automobile Engineering	Dr.P.D.Jayakumar
Infrastructure	Civil Engineering	Dr.M.S.Haji Sheik Mohammed
Electrical and Communication Sciences	Electrical and Electronics Engineering	Dr.R.Jayashree
	Electronics and Communication Engineering	Dr.B.Vijayalakshmi
	Electronics and Instrumentation Engineering	Dr.D.Najumnissa Jamal
Computer, Information and Mathematical Sciences	Computer Science and Engineering	Dr.W.Aisha Banu
	Information Technology	Dr.N.Prakash
	Computer Applications	
	Mathematics	Dr.Sindhu J Kumar
Crescent School of Business	Department of Management Studies	Dr. K. Srinivasan
Physical and Chemical Sciences	Physics	Dr. G.V.Vijayaraghavan
	Chemistry	Dr. N.Hajara Beevi

School of Social Sciences and Humanities	Commerce	Dr. K.Soundarapandiyan
	Department of Public Policy	Mr. K.M. Ilanchezhian, (Programme Director)
	English	Dr.P.Rathna

Apart from these Schools, the following Centers are constituted:

Centre	Director	Link
Planning and Development	Dr. A.K. Kaliluthin	https://crescent.education/estate/our-team/
Admission	Dr. S.S.M. Abdul Majeed	https://crescent.education/undergraduate-programmes/
PG Admission	Dr. S. Kutti Rani	https://crescent.education/postgraduate-programmes/
Internal Quality Assurance Cell (IQAC)	Dr. A. Abudhahir	https://crescent.education/iqac-home/
Data Centre	Dr. N.Ayyanathan	https://crescent.education/research/research-centers/university-data-centre/
CDOE Cresoline	Dr.A.Jaya	https://online.crescent-institute.edu.in/execution-team.php
Centre for Sustainable Development (CSD)	Dr. P.K.Jawahar	https://crescent.education/center-for-sponsored-research/our-team/
Placement & Training	Dr. K. Ganesh	https://crescent.education/placements/contact-us/
Centre for International Relations (CIR)	Dr. P.Rathna	https://crescent.education/center-for-international-relations/contact-us/
Physical Education	Dr. S. Selvakumar	https://crescent.education/university/physical-education-2/faculty/

Other Centre/ Cell	Officer in-charge	Link
BSAU Apple iOS Application Development Centre	Dr. Sharmila Sankar (https://crescent.education/university/schools/school-of-computer-information-and-mathematical-sciences/department-of-computer-science-and-engineering/faculty-info/faculty-members/)	https://crescent.education/research/research-centers/ios-application-development-center/
Polymer Nano Technology Center	Dr. Shamshath Begum	https://crescent.education/research/research-centers/polymer-nano-technology-center/overview-of-the-centre/
Crescent Professional Counseling Centre	Ms. Muthulakshmi	https://crescent.education/research/research-centers/crescent-professional-counseling-centre/the-proposal/
Skill and Personality Development Programme Centre (SPDC)	Dr. N. Prakash	https://crescent.education/research/research-centers/skill-and-personality-development-programme-centre/
Centre for Innovation in Teaching and Learning (CITL)	Dr. G. Kavitha	https://crescent.education/research/research-centers/skill-and-personality-development-programme-centre/
Crescent Innovation and Incubation Council (CIIC)	Mr. M. Parvez Alam	https://www.ciic.ventures/team/

Women Empowerment Cell	Dr. S. Kutti Rani	
Internal Complaints Committee	Dr. Latha Tamil Selvan	https://crescent.education/student-affairs/internal-complaints-committee-icc/committee-members/

B. Grievance Redressal Mechanism

- Grievance redressal is done at the grass root level itself. If a student has any grievance, he/she first takes it to the Class Advisor. The Class Advisor tries to solve the problems by talking to the concerned people.
- If the problem is not solved, it is then taken to the respective HoD/Dean.
- The student also goes to the Registrar if he/she does not find any workable solution to the problem addressed by him/her.
- Staff members also address any problem they face to the HoD/Dean.
- If solutions to the problems of the students and the staff members are not worked out, then it is taken up by the Grievance Redressal Cells.
- The Institute has set up various Cells and Committees for the welfare of the students and the staff.
- These Committees and Cells are formed with senior members of the teaching faculty and the members are given authority to take decisions related to the issues brought up before them after proper investigation and enquiry.

C. Students' Grievance Redressal Cell (SGRC)

Students' Grievance Redressal Cell is functioning in our Institute in the Electrical Science Block

- Dr. P.K.Jawahar is the Nodal officer.
- Students having any Grievance on Academic matters may contact the Nodal Officer in person or drop a letter in the Grievance Box elaborating their grievance or submit their grievance online through the Institute website or email their grievance to students_grievance@crescent.education
- The grievance will be redressed as early as possible based on the nature of the issue.

<https://crescent.education/student-affairs/students-grievance-redressal-cellsgrc/home/> (<https://crescent.education/student-affairs/students-grievance-redressal-cellsgrc/home/>)

Online Complaint Form (<https://crescent.education/student-affairs/students-grievance-redressal-cellsgrc/online-complaint-form/>)

:

<https://crescent.education/student-affairs/students-grievance-redressal-cellsgrc/online-complaint-form/> (<https://crescent.education/student-affairs/students-grievance-redressal-cellsgrc/online-complaint-form/>)

Grievance Redressal Cell for Staff Members (Teaching and Non-teaching)

Grievance Redressal Cell for both Teaching and Non-teaching Staff Members is set up in the Institute to report any grievance related to the work environment. The Registrar is the Coordinator of the Cell and he will

- monitor the progress of disposal of the grievances
- fix time limit for the disposal of the grievances
- deal with every grievance in a fair, objective and fast manner

Internal Complaints Committee (ICC)

- As per the guidelines provided as per UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Educational Institutions) Regulations, 2015 Internal Complaint Committee of BSACIST has been constituted.
- Dr. Latha Tamil Selvan is the Chair Person of the Committee.
- <https://crescent.education/student-affairs/internal-complaints-committee-icc/committee-members/>
- (<https://crescent.education/student-affairs/internal-complaints-committee-icc/committee-members/>)
- The motto is to deal with issues of gender based violence and harassment with a view to eliminate the cultures of impunity and to develop the culture of silence and complicity.
- It provides on-going management advice and supervision to the students.

- Students (girls) facing any Sexual Harassment issues may contact the coordinator in person or drop a letter in the Sexual Harassment Grievance Box elaborating their issues or submit the details of their issues online through the Institute website.

<https://crescent.education/student-affairs/internal-complaints-committee-icc/online-complaint-form/> (<https://crescent.education/student-affairs/internal-complaints-committeeicc/online-complaint-form/>)

- The issues regarding Sexual Harassment will be redressed at the earliest, based on the nature of the issue.

Anti-Ragging Committee

Anti-Ragging Committee is formed to effectively prevent ragging.

- Squads are formed in the Institute premises, hostel, bus stands and railway stations.
- The Squads are constituted with faculty members from all the departments and at all levels.
- The Co-ordinators for each group prepare a duty schedule for the members of the committee.
- The students as well as the parents are instructed to submit online affidavits at www.antiragging.in and www.amanmovement.org.

<https://crescent.education/student-affairs/anti-ragging-cell/>
(<https://crescent.education/student-affairs/anti-ragging-cell/>)

Prevention of Caste Based Discrimination

- Any student, faculty or staff members who feels aggrieved due to caste discrimination in any form can approach the above mentioned committee immediately in person or email the grievances.
- A time bound immediate action shall be taken on the grievance.
- Identity of complainant shall be kept confidential.
- Appropriate action will be initiated against the defaulter.
- In case of incident of caste discrimination faced by any student, he/she may contact office of Dean student affairs immediately or mail at

dean_student@crescent.education(mailto:dean_student@crescent.education)

<https://crescent.education/student-affairs/anti-discrimination-cell/prevention-caste-based-discrimination/> (<https://crescent.education/student-affairs/anti-discriminationcell/prevention-caste-based-discrimination/>)

10.1.5

Delegation of financial powers (5)

Institute Marks:5.00

- The Registrar has the authority to directly approve the purchase up to Rs. 50,000/-
- Any purchase above that amount needs to be approved by the Budget and Cost Committee (**BCC**).
- The Lab in-charges and staff members propose the need for the purchase of equipment and other necessary tools or accessories.
- It is then consolidated and presented to the Purchase Committee by the Deans/ Heads of the departments.
- The proposed budget is invited in the month of September / October for the forthcoming financial year and simultaneously the revised budget for the current financial year is also called for.
- Final modified appropriation will be done in the month of December and the fund is allocated in March and is ready to be spent from April.
- In the Revised budget session, the already sanctioned amount is revised. If excess amount remains in a particular department, it will be transferred to the departments that need funds.
- This ensures that adequate fund is available for all the departments to be spent throughout the financial year.
- An imprest amount of Rs. 5000/- is given to all Heads of the Departments/Deans of Schools for contingency purpose.

Circular & SOP:

<https://drive.google.com/file/d/1PqStBEvSyfat1ntpdBN9VBZLXLWyTiR5/view?usp=sharing>

(<https://drive.google.com/file/d/1PqStBEvSyfat1ntpdBN9VBZLXLWyTiR5/view?usp=sharing>)

Dr. A. Azad
REGISTRAR

Ref.No.011/reg/2022

Date: 01.02.2022

CIRCULAR

**Standard Operating Procedure for Purchase of Equipment/Machinery/Instruments/
Computers/Software/Vehicles and Construction work including New Projects**

Deans/HoDs/Directors are instructed to follow the SOP attached to this circular for the Purchase of Equipment/Machinery/Instruments/Computers/Software/Vehicles/services and Construction work including New Projects.


REGISTRAR

To

1. All HoDs, Deans and Directors
2. Senior General Manager
3. Additional Registrar

Copy Submitted to:

Vice Chancellor

**Standard Operating Procedure for Purchase of Equipment/
Machinery/Instruments/ Computers/ Software/ Vehicles, Construction work
including New Projects.**

General:

The Important considerations in purchasing of equipments or services are: (a) Quality (b) Reliability (c) Timeliness and (d) Cost competitiveness. The best quote will be chosen based on all the factors listed above.

Procedure

1. Administrative Sanction from Registrar has to be obtained for all purchases with respect to allocation and availability of the Budget. The details of the sanction are to be entered in the **Sanctions Register** of the Department/School/Centre/Estate Office/Admin Office.
2. Any Purchase requiring the estimated expenditure of exceeding Rs.1,00,000 needs a minimum number of three quotations with detailed technical specifications.
3. A comparative statement of vendors should be prepared by the Dean/ Director/ HOD with specific reference to the price, quality, delivery schedules etc.
4. **Recommendation/ Approval of the Purchase Order :**
 - a) Up to Rs 20,000 the request should be certified by Dean/Director/ HOD and will be submitted to Registrar directly for approval.
 - b) Above Rs 20,000 to Rs 50,000 the purchase request will be recommended by two members of BCC Committee.
 - c) Above Rs 50,000 and Rs. 1,00,000 the purchase request will be recommended by three members of BCC Committee.
 - d) Above Rs 1,00,000 the purchase request will be recommended by all the members of BCC Committee.

Budget and Cost Committee (BCC) Members:

The BCC comprises the following Members:

- | | |
|--|------------|
| 1. Dr. D. Ayub Khan Dawood, Dean SSH | - Chairman |
| 2. Dr. N. Raja Hussain, Additional Registrar | - Member |
| 3. Mr. V.N.A. Jalal, Director (P&D) | - Member |
| 4. Dr. S. Rasool Mohideen, Dean, School of Mechanical Sciences | - Member |
| 5. Dr. Latha Tamilselvan, Director, Data Centre | - Member |
| 6. Expert-1 | - Member |
| 7. Expert-2 | - Member |

5. Any purchases need technical support/ expert advice can be certified by the experts/ faculty members available in other departments of our institution.
6. Based on the approval of the Registrar, the Dean/ Director/ HOD will issue Purchase Order to the vendor for purchases up to Rupees one lakh. For purchases more than one lakh, the Purchase Order to the vendor will be issued by the Registrar.
7. All Bills / Invoices and delivery challan for the receipts of materials/equipments as per the supply order should be verified and signed by the Dean/ Director/HOD.
8. Installation Certificate and stock entry in the appropriate stock register of the Department/ School will be certified and signed by the Dean/ Director/HOD.
9. The original Bills / Invoices will be forwarded by the Dean/ Director/HOD to the Finance Office for Payments.
10. Payments will be made by the Finance Office directly to the Vendor / Supplier based on the above documents and receipt for the payment will be obtained from the vendor/ Supplier for documentation purpose.
11. Regular / recurring Maintenance expenses (Renewal of AMC/ subscription for Journals / Professional Bodies/ Internet Connections/ Electricity Bills/ Home Tech Bills) which already have one approval from the BCC need not submit to BCC up to One Year.
12. Any proposal put back by the BCC for clarification / additional documents, the concerned department should submit the proposal along with the clarification / documents required by BCC within 15 days, otherwise a fresh proposal needs to be submitted to BCC.

VENDORS EVALUATION SYSTEM (Mandatory as per ISO Internal Audit)

Vendor evaluation for all materials will have to be done in an objective manner with a view to improve vendor performance and vendor relations. Suppliers will have to be monitored constantly with reference to quality, price, deliveries, response to changes, documentation, and feed-back on performance provided to the vendors periodically. This would help in identifying vulnerable areas and would help to take timely actions in improving vendor performance. The details of the system to be followed would be as under:

Each delivery is considered 100 points. The 100 points are distributed as follows:

QUALITY - 35 points, PRICE - 25 points, DELIVERY - 30 points, Response to change and documentation - 10 points.

Quality:

For no rejection 35 points. For part rejection or re-approval after restoring/reworking 30 points. For minor quality problems which are accepted on conditional basis 25 points. For supply in improper packing or not as specified in supply order 20 points.

If the rejection or complaint was caused by other than the Vendor's error, such as incorrect specifications or other incorrect instructions being given to the vendor, no points shall be deducted.

Price:

Vendor performance reflects directly upon the unit price paid for purchased materials and therefore any price increase requested by the vendor must become part of the overall evaluation process.

For lowest price 25 points. For second lowest price 20 points. For third lowest price 15 points. For others 0 points. Delivery, If required quantities that are delivered at the required time 30

points. In case of short delivery or delayed delivery (part supply) 20 points. For delayed delivery of full quantity 15 points.

Performance:

Vendor performance is evaluated at the end of every year.

Vendor scoring 90 points and above would be rated as A class. Vendor scoring 80 points and above but less than 90 would be rated as B class. Vendor scoring 65 points and above but less than 80 would be rated as C class. Vendor scoring less than 65 points would be rated as D class.


01.02.20
REGISTRAR