



**The institution practices decentralization and participative management**

**The Management**

The College management acts as the chief executive of this institution. The management coordinates between the sponsoring Society, Governing Body, College Advisory Committee and the other systems of management in the college.

**FUNCTIONS OF THE MANAGEMENT**

1. To represent Shanmuganathan Engineering College in all transactions with the Governments, statutory bodies, other institutions or individuals concerned in all matters.
2. To authorize the principal to represent him at University, AICTE, Dote etc. and Government wherever necessary when he cannot attend in person.
3. To put into action all the policies, programs and decisions of the College Advisory Committee
4. To issue the appointment orders of the Principal, teaching staff and other staff.
5. To sanction all kinds of leaves to the Principal.
6. To make periodical review on the performance of the staff department wise or individually, taking the help of the Principal.
7. (a) To open and operate the Bank accounts jointly with the Chairman of the College Advisory Committee for the tuition fees amount collected from the students.  
(b) To maintain books of accounts in this regard.
8. a) To maintain the Bank account along with Principal for Caution Deposits collected every year from newly admitted students.  
b) To arrange for refund of such deposits by the Principal to the outgoing students on completion of their courses.  
c) To maintain the necessary accounts along with the Principal in this regard.
9. To pay salary bills and other bills of expenditure.
10. To take decisions on all such matters not covered by any of the above mentioned points that need immediate compliance in action.
11. To get all decisions ratified by the College Advisory Committee in the subsequent meetings.

## **PRINCIPAL**

The Principal is the Chief Academic Administrator and a bridge between the Management, Staff and Students. He should be preferably of good academic, administrative and personal standing with sufficient experience in engineering colleges. The Principal shall be a source of inspiration to the staff and students particularly in matters of discipline and commitment to the institution.

### **FUNCTIONS OF THE PRINCIPAL:**

1. To assist the Management and College Committee in formulation of academic programmes, administrative policies, action plans for infrastructural development and schemes for institutional development.
2. To implement all decisions of the Management and College Committee with regard to academic affairs and administrative matters that are entrusted to him.
3. To ensure effective academic management, monitoring all academic activities like day to-day academic work, periodical evaluation, achievement of good annual results etc.,
4. a) To recommend the formation of various cells/committees for active pursuit of curricular, co-curricular and extra-curricular activities for the approval of the College Advisory Committee.  
b) To ensure the effective functioning of such activity cells/committees.
5. To enforce discipline among the students on the campus or off the campus as the situation demands, taking necessary measures with the help of the staff when needed.
6. To inculcate work culture and discipline among the staff so as to keep them as models for students as envisaged by the sponsoring society/ /management. While enforcing discipline among the staff, the principal should act with due caution to protect the image and interests of the institution. The principal needs to consult the management and take their consent regarding disciplinary measures particularly in cases of senior faculty members in higher cadres.
- 7 a) To collect the Special Fee from students for various student activities as determined by the College Governing Body  
b) To spend the amount in consultation with respective Activity Cell /Committee on the approval of the College Advisory committee.  
c) To open and operate a Bank Account jointly with the Management for such special fees, maintaining books of accounts.
8. a) To open and operate a Bank account for Scholarships received from different sources including the State Government.

- b) To maintain Books of Account for the scholarships.
- 9. To prepare the budget for approval of the Governing Body/ Management.
- 10. The principal shall invite the management for all the meetings convened by him.
- 11. To prepare salary statement and present it every month for the approval of the management for disbursement.
- 12. To sanction leaves to staff as per leave rules, maintaining leave account.
- 13. To take steps for promotion of Industry-Institution Interaction and R&D work on his own or on the suggestions of the concerned Heads of the Department.
- 14. To provide consultancy services as can be offered by the members of faculty in their respective fields of specialization to the outside individuals or institutions as per their guideline from the management
- 15. To participate in Quality planning at University/Government/AICTE level for development of technical education.
- 16. a) To allow the individual members of faculty for participation in the orientation programs, refresher courses, spot evaluation, curriculum development sessions etc.,  
 b) To permit the members of faculty and students for participation in inter-collegiate, inter-university competitions and festivals, talent and personality development programmes at various levels.  
 c) To recommend the names of faculty members for various awards notified by the various institutions like ISTE, IE(I), State Government, Central Government etc., and process their applications for such awards.
- 17. To be the Chief Warden of hostels under the management of the college.
- 18. To sanction annual increment to the staff as approved by the management

### **DUTIES OF HoDs (HEADS OF THE DEPARTMENTS)**

HOD is responsible for the functioning of that Department as per the laid down policies of the college.

- He/she conducts Department meeting as often in a year. The Department HoD and members takes care of problems, issues and needs pertaining to the department and forwards the same to the Principal for consideration and rectification.  
 In all subject matters HoD shall report to the Principal
- HoD will prepare budget estimation for the Department for its operation, maintenance and development. HoD will constitute various committees to help in various matters.

- Preparing and submitting a report to the Principal on all matters. He will be in-charge of all the academic and other Departmental activities for the department and will be reporting on this at the end of every semester.
- He/she will allocate academic and other duties to the staff members.

## **COLLEGE ADMINISTRATIVE COMMITTEES**

The Institution has various administrative committees headed by the principal for overall functioning of the institution. The administration of the college is vested with the Principal. The various administrative committees advise and assist the Principal in all academic and administrative matters.

The College has formed various committees like ISO, IQAC, Exam, Admission, Victimization, attendance, charging of fee, transparent evaluation process, non-observation of AICTE norms and standards, refusal to return documents such as certificates, harassment by students or teachers, provision of students' amenities, quality education as promised or required to be promoted, non-payment or delay in payment of scholarships, Discrimination of students, Antiaging, anti-ragging squad, anti-ragging monitoring cell, exam cell, library, transport, sports and games, co & Extracurricular committee etc.

Every committee shall have two and more members. Coordinator will be the in-charge of committee and its programmes

### **Grievances Redressal Committee for Students and Staff:**

1. The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff. The Grievance Committee shall be composed of faculty member as members.
2. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
3. Any teaching or non-teaching staff, having a grievance, shall make a representation to the Committee.
4. The Convener of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
5. The grievances shall be redressed immediately by the committee and by the principal of the institute

### **Grievance Redressal Mechanism for Faculty, Staff & Students:**

The committee is vested with the authority to settle any type of grievances raised by the students, teachers and non-teaching staff of the college. The students ought to lodge their grievances to their respective mentors, and they in turn intimate the matter to the committee for necessary action. Students are not encouraged to submit their petitions to the Principal, initially. They have to avail the avenue provided by the grievance redress cell and then the Principal, if the grievances are not redressed.

1. Anti-ragging committee is also formed every year with one HoD as Convener and faculty members from each department, wardens of boys' and girls' hostels as members. This committee meets regularly and discusses the overall issues concerning the discipline and welfare of the students and staff of the college.

2. Periodic staff meetings are held in which HoDs, and Principal to discuss the overall issues concerning the entire college and steps taken to remedy any difficulties present or brought-out in the meeting. In addition, faculty and staff are at liberty to meet the HoD, the Principal and the to represent their problems.

3. The HoDs and the Principal talk to the students in meetings held regularly to solicit student views on various issues and suitable remedial measures are taken then and there. In addition, students are at liberty to meet the HoD and the Principal to represent their problems.

4. A class coordinator, a class advisor and student representative for boys and girls are appointed for every class for every semester to look into the disciplinary behavioural aspects and conduct of the class during class hours and outside.

### **Administrative Office:**

Responsible for overall administration of the office. purchase activities, accounts and establishment activities. Also responsible for tuition fees, transport fees and student scholarships. The office is responsible for maintaining the details of faculty members, non-teaching and supporting staff members.

### **Placement Coordinator:**

The placement Coordinator is responsible for all the activities relating to the students' placement like training programmes, interacting with various companies, industries and corporate and organising drives.

Library in charge:

The Librarian maintains the documentations of books, journals, periodicals, newspapers, magazines & library materials. Librarian prepares a periodical requirement of

books and journals based on the input from various departments and report to the Principal for any discrepancy.

Exam-Cell in charge:

Responsible for all registers and records concerning the examinations. Responsible for the conduct of examinations for theory and practical courses.

Physical Director:

In charge of sports and extracurricular activities in the college. Responsible for conduct of sports events in the institution.

Estate Manager:

Responsible for supervising the gardening and domestic services.



PRINCIPAL  
SHANMUGANATHAN ENGINEERING COLLEGE  
ARASAMPATTI, PUDUKKOTTAI DT.