



## MOHAMED SATHAK A J COLLEGE OF ENGINEERING

Sponsored by Mohamed Sathak Trust

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Siruseri IT Park, Egattur, Chennai 603 103

### 4. ROLES & RESPONSIBILITIES OF KEY POSITIONS

#### Responsibility of the Principal

- Responsible for entire academic regulations including examination and Image building of the Institute.
- Responsible for maintaining the discipline and decorum in the college premises & regular rounds to all the academic buildings & hostel
- Maintain the administrative dept including monitoring of scholarship and collection of fees and facilitate faculty, staff and student welfare.
- Organizing the statutory body meeting regularly
- Coordinate AICTE and AU affiliation Inspections and Admission Process
- NBA and NAAC accreditation within stipulated time
- Monitor Course Content delivery and initiate follow up action for academic Performance Improvement
- Establishing infrastructure and labs of all the departments with State of art facility
- MIS Report to be updated to the Chairman periodically
- Plan, Prepare and review annual the Budget of the Institute
- Recruitment of Faculty and Staff Recruitment as per the AICTE & AU Norms
- To ensure the Academic calendar, Service rules and regulation
- Organize HOD meetings, Parents meeting, Faculty meeting periodically
- Analyze the feedback of students, faculty and initiate remedial measures.
- Check Website updation and activities for brand building of the institute periodically
- Monitoring the Professional Association, Club and sports activities and arranging various events to build up the image of the institute.
- Encourage the faculty and staff to participate and organize FDP, Conference, Seminar and workshop to update their knowledge
- Motivate the students to participate in various competitions, social works, co-curricular and extracurricular activities.
- Develop the research facility and motivate the faculty, staff and students to involve in it actively.

PRINCIPAL  
MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING  
34, Rajiv Gandhi Road (OMR), Siruseri, IT Park  
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### Head – Academics

- Monitor the Subject allocation and time table preparation of all the departments.
- Collect the detailed lesson plan, question bank, Lab record, and class notes for all the 5 units from concerned faculty and circulate to all the students.
- Daily academic activity follow up by visiting all the departments in association with Head (Student Affairs), with in 1st one hour at the beginning and ensure whether all the faculties are available for the day to handle the class & in case any faculty is absent / leave ensure alternative arrangements made properly.
- Monitor Pink and Yellow Book, communicate to the parents about their ward absenteeism and late arrival to the class / college.
- Monitoring of Class Committee Meeting (CCM) and Parent Teacher meeting - addressing its issues.
- Conduct assessment test as per the schedule, analyze the results and initiate necessary action to improve the results as per the direction of the Principal.
- Analyze the results of Anna University end semester examination, identify the root cause and to take remedial measures to achieve the target / improve the results as per the direction of Principal.
- Visiting all Labs, monitor the way of lab conduction, check availability of facility required, check the status of experiment completion and lab track record for timely completion of the Lab.
- Monitor the functional committee of academic group (professional societies and various club activities).
- Motivate the faculty and students to pursue atleast one online course per semester.
- Plan and Monitor the Exam preparation classes.
- Coordinating with all the Heads and HoDs from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.

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### Head – Student Affairs

- Monitor all academic activities in and coordinating with Head Academic & HODs.
- Daily academic activity follow up by visiting all the departments in association with Head (Academic), with in 1st one hour at the beginning and ensure whether all the faculties are available for the day to handle the class & in case any faculty is absent/leave ensure alternative arrangements made properly.
- Monitor Pink and Yellow Book, communicate to the parents about their ward absenteeism and late arrival to the class / college.
- Plan and execute various activities like industrial visits, workshops, seminars, conference, symposium, cultural, sports, professional society activities, NSS, induction programs, motivational programs, placement day, graduation day and other important celebration and activities.
- Monitor the discipline of faculty, staff and students. Ensure the campus as Ragging free Campus.
- Coordinate the functional committees of the institute and activate them to do various activities.
- Coordinating Anna University / AICTE inspection / Accreditation if any.
- Plan and organize Alumni meeting and Parents Teacher meet periodically.
- Feedback from all the stake holders (students, parents, alumni and industry) in coordination with Head – Academic, Head - TC & IR, and placement officer to initiate necessary action in consultation with Principal.
- Coordinating with exam cell and departments to update attendance, upload the internal marks in AU web portal and ensure smooth conduction of university end semester practical and theory Examinations.
- Mentoring / Counseling self study group (Toppers) and slow learners of all departments.
- Coordinating with all the Heads and HoDs from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.

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### Responsibility: Head – Research

- Establish the research culture among the faculty and students and Motivate the Ph.D qualified faculty to get guide-ship from Anna University and get Nodal research centre status for the eligible departments.
- In charge for Institute's Innovation Cell – plan various activity and get good star rating from MOE.
- Establish the Start up facility, Incubation Hub and EDP Cell in association with Head
  - TC & IR.
- Motivate the faculty to do Ph.D and improve the academic Research.
- Actively participate along with Head -TC&HoDs in Project reviews of the all the departments and identify the best project and make it publish in the conference / journal / file a patent if the work is innovative.
- Motivate the faculty and students to involve in industrial projects, consultancy projects, project competition and Hackathons. Review the ongoing research projects / consultancy works periodically.
- Apply and get DSIR – SIRO certification to get recognition of national level research center status.
- Periodically plan and organize the events to create awareness among the students and faculty in Research methodology, IPR, Patent filing and Copy Right.
- Motivate the faculty to submit the research proposals to various funding.
- Plan and Organize the National / International Conference department wise and publish the proceeding / journal periodically through professional association / funding agencies.
- Organize the technology forum meeting to share the research exposure of faculty and students.
- Coordinating with all the Heads and HoDs from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.

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### Head – Industry Relation and Technology Center

- Establishing and monitoring the facility of Technology centres with industrial tie up / Recognition, content delivery of various Value Added Courses and timely completion of certification process in association with concerned department HoDs.
- Plan and prepare the training curriculum, syllabus and materials required based on the facility available and industrial requirement.
- Interacting with Industries for Industrial visit, Training, students projects, Internship, Consultancy project etc and Plan and execute MOU's signing with industries in association with Placement officer and concern dept. HODs.
- Plan, and execute soft skill training, core subject training, foreign language training and other training if any required to maximize the placement.
- Organize atleast one workshop, Seminar, FDP, competition and hands on training for other college students & staffs and generate fund through technology centers.
- Identify the suitable faculty and students and motivate them to participate in various Hackathons and competitions.
- Monitor and support the Research activities of the college in association with Head Research & HODs of the concerned department.
- Actively participate along with HoDs in Project reviews of the all the departments and identify the best project and make it publish in the conference / journal / copy right-/ file a patent if the work is innovative.
- Review the ongoing research projects / consultancy works periodically in all the departments along with HODs of the concerned department.
- Motivate the faculty to submit the research proposals to various funding agencies in association with Head – Research.
- In charge for Unnat Bharat Abiyan activity – plan and organize various social activities in the adapted villages.
- Coordinating with all the Heads and HoD's from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.

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