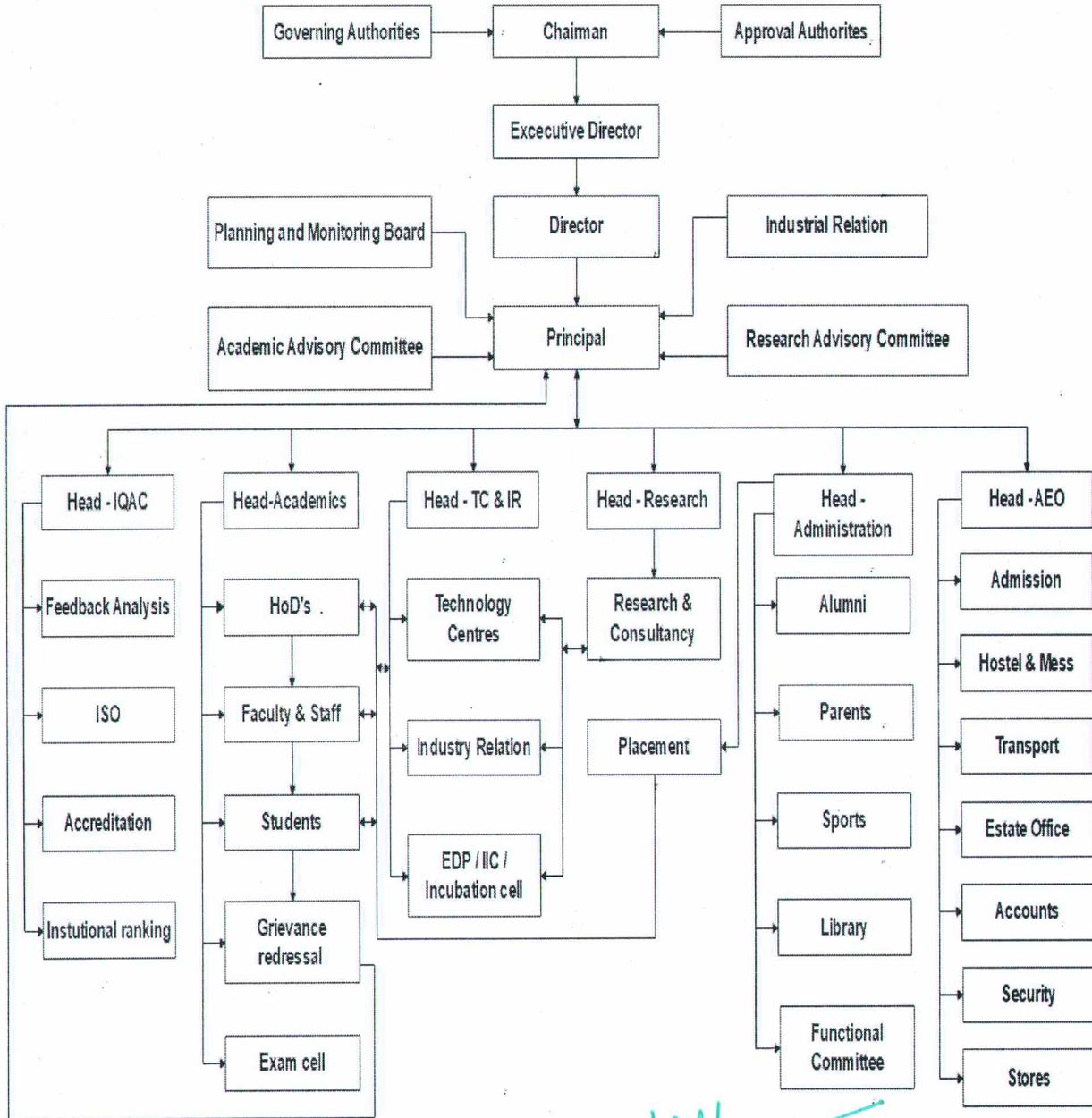




MOHAMED SATHAK A J COLLEGE OF ENGINEERING
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5. Decentralization and Participative Management



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DECENTRALISATION

The roles and responsibility of various committees :

Governing Council Committee

Governing Council besides being the supreme administrative authority of the college shall have the following functions:

- To monitor the academic and other related activities of the college
- To consider the recommendations of the Staff Selection Committee
- To consider the important communications, policy decisions received from the University, Govt, and AICTE etc.
- To monitor the students and faculty development programmes
- To consider the recommendations of the Planning & Monitoring Board of the college for implementation
- To pass the annual budget of the college

Planning and Monitoring Board

- To review the academic and other related activities of the college
- To review the students and faculty development programmes
- To visualize and formulate perspective plans for the development and growth of the college
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- To draw new schemes of development for the college
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding
- To promote research and extension activities in the college campus
- To promote teaching innovations and student placement programmes
- To plan for sustaining the quality of education, quality improvement and accreditation of the college
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence


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Academic Advisory Board

- To review the academic and other related activities.
- To review the students and faculty development activities
- To visualize & formulate perspective plans for the development and growth of the department
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding for every department
- To suggest & promote research and extension activities in the department
- To suggest & promote teaching innovations and student placement activities
- To plan for sustaining the quality of education, quality improvement and accreditation of the department
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence
- To suggest suitable mentor mechanism to improve academic results.

III Cell Advisory Board

- To review and suggest the methods to improve the Placement activities, training requirement to meet the industrial requirement (Soft skill, Technical & VAC)
- To review and approve the curriculum, syllabus and course content of the various training and skill development activities.
- To review the industrial tips, Mou's and consultancy works and suggestion for improvement
- To review suggest the methods and organize the programs to improve the Higher education

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Research Advisory Board

- Suggestion to Establish and Nurture Research culture
- To suggest and develop Research labs & Enhance facilities
- To Review Academic, Industrial and Sponsored Research
- Suggest to Provide Ambience for State-of-the-Art Research
- Suggest to Engage Collaborative Research
- Suggest to Establish EDP, Innovation cell and Start Ups
- Motivate the faculty and students to publish the papers and patents
- Suggest to conduct FDP, Conference and Seminars and training programs.

Roles and Responsibility of Various 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.

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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.

Responsibility of the Head –Academic

- 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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Responsibility of Head – Students 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 of Head Technology Centres & Industrial ations. (TC&IR)

- 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 at least 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 adjacent 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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Responsibility of Head – Research

- Establish the research culture among the faculty and students and Motivate the Ph.Dqualified faculty to get guide-ship from Anna University and get Nodal research centre status for the eligible departments.
- Incharge for Institute's Innovation Cell – plan various activity and get good star ratingfrom 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 researchcenter 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 andstudents.
- Coordinating with all the Heads and HoDs from time to time and extend the supportwhenever 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 of Head – IQAC

- Responsible for maintain the quality standards in all aspects as per the norms.
- Management Responsible person for ISO certification and coordinating surveillance audit as per the schedule. Develop, collect and maintain all the documents for ISO and Accreditation process in a single point.
- Ensure to display the vision, mission, quality policy of the institute and all the departments prominently. All circulars, formats and procedures to be issued through IQAC after the approval from the Principal.
- Organize management review meeting as per the schedule and follow up the decisions concluded in the meeting in consultation with the Principal.
- Plan and organize the survival ISO audit regularly.
- Create awareness about accreditation process and complete NAAC in first phase and NBA in phased manner depending on the eligibility of the department.
- Submit the yearly IQAR report to NAAC and initiate reaccreditation as per the norms.
- Participate in institutional ranking (NIRF, CII, ARIIA etc) and develop brand building of the institute.
- Plan and Coordinating all statutory body meetings as per the schedule (Governing Council, Planning & Monitory board, Academic Advisory, Research Advisory, Industrial Relation Advisory committee etc.).
- Academic Audit - to ensure timely completion of Syllabus by supplementing the GL
- / Seminar / Webinar organized by the departments.
- Students Feedback (On line / Off line) Collection, Consolidate and Forward to the Principal for follow up action
- 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 of Manager – Administration

- PRO Activities – Police, Fire, Health, Press, Government and Local body members, and Political parties if required.
- Handling of Legal issues if any related to AU and AICTE.
- Hospitality and facility management for various activities planned in the college.
- Support & execute all statutory body meeting as per the schedule / whenever required. (Governing Council, Planning & Monitory board, Academic Advisory, Research Advisory, Grievances Redressal committee and Industrial Relation Advisory committee)
- Periodical Audit of Laboratories, Library, Estate office, Hostel and Mess.
- Purchase of Stationery, House Keeping, Civil, Electrical, Plumbing, Networking Materials, ID Cards, text books and note books, Observation and record Books, Attendance Books and other necessary materials made available in time.
- Maintaining the College Security, Transport, Hostel, mess and Canteen facilities & issues follow up.
- Support & 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.
- Coordinating Anna University / AICTE / Accreditation inspection if an in association with Manager - Accounts
- Plan and organize Alumni meeting and Parents Teacher meet periodically. in association with Manager – Accounts
- Plan and execute faculty and staff welfare activities

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Responsibility of the III Cell Coordinator

- Promote career counseling by organizing career guidance lectures by senior corporate personnel.
- Incharge for the Internship and ensure all the students undergone Internship / Industrial training and maintain the database as per AICTE / Anna University norms.
- Coordinate with Placement Officer, Head – TC&IR, Head-Administration and Hods of the department to strengthen the industrial relations.
- Establish and maintain liaison with major corporate bodies like CII, FICCI, ASSOCHAM, etc., through industry institute interaction (IIC) cell.
- Plan and organize the GRE, TOEFL, IELTS, CAT and GATE awareness programs and coaching if necessary.
- Organize awareness programs for service commission examinations like, IAS, IES, TNPSC and other competitive exams
- Encourage students to become entrepreneurs by organizing entrepreneurship development programs.
- Organize the training for Start up, Incubates and mentoring as per the direction of Head – TC & IT and Head - Research.
- In-charge for Online Courses (NPTEL, SWAYAM, MOOC etc) and ensure all the faculty and students to do at least one course / semester to upgrade them as per the norms of AICTE / AU.
- Initiatives to Foreign University Collaboration and students exchange programs.
- Provide guidance and counseling to the students for higher studies in the country and abroad and their other future plans and Organizing Higher education / overseas education Expo.
- Maintain the database of all the students pursuing higher studies at various institutes, GATE qualified and other competitive examination qualified if any.

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Stamp: MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

Stamp: CHAIRMAN

Stamp: 21/10/20

Stamp: 10/10



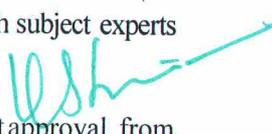
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Responsibility of the Exam Cell Coordinator

- Conducting internal and external examination.
- Examination registration and upload the internal marks, Elective subjects and students registration to AU portal in time.
- Download the Anna University Results and Communicate to the Concern departments.
- Prepare and circulate the seating arrangement / Invigilation duty - 7 days in advance.
- Prepare the schedule for practical examination and coordinating with the external examiner in consultation with the HODs / Principal.
- Down the communications from AU and Communicate to Principal and circulate to the Hods, Faculty and Students as per the direction of principal.
- Strictly maintain the confidentiality in the examination process.
- Purchase, collection, maintenance and dispatch of examination materials

Responsibilities of HODs

- Responsible for academic delivery, administration and discipline of the department.
- Plan and conduct / monitor concept of the day, students data book transfer, class advisor meeting, class committee meeting, common subject teacher meetings regularly in consultation with Head Academics.
- Arrange GL / Seminar / Alumni students' interaction atleast 2 in a semester / WS in the latest topics by eminent industrial personalities, minimum 2 industrial visits in a semester / class.
- Update the Faculty / Staff / Student Bio data every semester.
- Counsel the toppers to get university ranks and slow learners to clear all the papers.
- Allocate the subject and lab as per the choice of faculty, advise them to prepare lecture notes and sample records for lab and prepare the time table well in advance (At least 15 days before the commencement of class).
- Check the Lecture notes, Question bank, Lesson Plan, Lab manual in consultation with subject experts and advise the faculty concern to update if there is any modification
- / deviation and make it ready at least one week ahead of semester starting and get approval from Head Academics.
- Check the faculty availability regularly in the morning and arrangement of class for the staff on leave / OD / absent.


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- After the announcement of the University results, submit the result analysis in the prescribed formats to the Principal through Head Academics. Plan and conduct Parents and Teachers meet within one week from the university results announcement by involving Head Academics and Head Administration.
- Submit the budget of the department on or before March 30th every year.
- Plan and conduct the project reviews as per the schedule in consultation with Head Research and Head TC & IR. The formation of groups to be done on or before July 30th every year. Finalize the title of the project work on or before August 31st every year.
- Get the support from Head Research and Head TC & IR to motivate the faculty and students to publish the papers in Journals, filing patent, Participate in Hackathons and other competition and publish department magazine / news letter, at least one per semester.
- Any invitation is received from other colleges regarding seminars, paper presentations, our students have to be informed in their class room, display the brochure in the notice board and advise them to participate.
- To maintain the stock register in the department including furniture. All the items should be numbered properly. Ensure all the equipments in good working condition and necessary and sufficient numbers of consumable are available before the commencement of the semester.
- HODs should kindly get principal's prior approval before going on CL/ OD for smooth conduction of day to day activities.
- Motivate and monitor the students to actively participate in COE training and get certification with the support of Head TC & IR, Placement, Higher studies and other competitive exam activities organized in the college.
- Plan and Organize Academic Advisory meeting once in a year.
- Motivate the faculty and students to do Online certification courses (NPTEL, SWAYAM etc) and also make them to attach with atleast one industry to understand the industrial requirement.
- Submit the compliance report of your department activities to the Principal through Head Administration on 30th of every month positively.
- Collect the feedback from all the stake holders and initiate the necessary action in consultation with Principal.

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Responsibilities of Placement Officer

- Maintain the students database, Alumni database and placement records.
- To arrange internship, industry –sponsored major and minor projects for final year and pre-final year students in association with III cell coordinator..
- To maintain the directory of industries and research and development centers.
- To act as a information bureau by maintain libraries, data bases etc, relating to training and placement.
- Coordinating Alumni association activities collect the feedback of the alumni from their working place.
- To maintain liaison with major corporate bodies like CII, FICCI, ASSOCHAM, etc., through industry institute interaction (IIC) cell.
- Nurtures Industry Institute Interaction by organizing and coordinating frequent industrial visits, in plant training, projects of industrial relevance for the students with the sole aim of zeroing down the hiatus between the industry and the academia.
- Receives and forwards the feedback pertinent to curriculum improvement from the visiting companies to the faculty / HOD.
- To prepare and update the information brochure for the college.
- To guide in preparing resume by the students and train them to face interviews.
- To interact with industries and organize campus interview for pre-final and final year students with business houses of repute from all over India and prepare them for such interviews.
- To arrange seminars for the students on latest topics by the industry / business executives
- Organize Mock Interview, Group Discussions and HR interaction / conclave periodically.
- Coordinating Placement and ensuring all the students underwent Internship as per the AICTE / Anna University norms and creating awareness about Higher Education and EDP activities

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