



THAMIRABHARANI ENGINEERING COLLEGE  
Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chathirampudukulam, Chidambaranagar - Vepemkulam Road  
Thatchanallur, Tirunelveli 627 358, Tamil Nadu.

**FUNCTIONS AND RESPONSIBILITIES OF THE  
ADMINISTRATIVE AND ACADEMIC BODIES**

S. No	Name of the Body	Frequency of Meeting	Functions
1	Governing Council	Twice in a year	<ul style="list-style-type: none"><li>• Long term Planning.</li><li>• Formulation of HR policy.</li><li>• Amend and Approve policies from time to time.</li><li>• Policy decision regarding quality maintenance in teaching-learning, research and development activities.</li><li>• Approval of vision, mission of Institution and Departments.</li><li>• Approval of PEOs of Institution, POs, COs and PSOs of all departments.</li><li>• Review of academic performance of the institution and suggest remedial measures.</li><li>• Fine tuning financial management systems.</li><li>• Identifying measures for taking care of academic, infrastructure, students' welfare and Rand D activities.</li><li>• Review of Audit Reports, Financial accounts and budget.</li><li>• Framing administrative policies for the institution and delegating powers and responsibilities according to vision, mission and long-range policies for effective faculty, student and Management coordination.</li><li>• Approval of resolution passed by Finance Committee.</li><li>• Approval of Resolution passed by DAC and IQAC.</li><li>• To ensure the impact of the institution for the community through charitable activities during normal and times of distress.</li></ul>

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2	IQAC	Twice in a year	<ul style="list-style-type: none"> <li>• Development of quality benchmarks/parameters for various academic and administrative activities of the institution and carry out the gap analysis.</li> <li>• Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.</li> <li>• Carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PEOs.</li> <li>• Monitor the action taken by departments on feedback response from students, parents and other stakeholders on quality-related institutional processes.</li> <li>• Dissemination of information on various quality parameters of higher education;</li> <li>• Organization of inter and intra institutional workshops, seminars on quality related themes.</li> <li>• Documentation of the various programs/activities leading to quality improvement;</li> <li>• Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;</li> <li>• Development and maintenance of institutional databases for the purpose of maintaining /enhancing the institutional quality.</li> <li>• Development of Quality Culture in the institution.</li> <li>• Preparation of the Self Study Report (SSR) and submit to NAAC.</li> </ul>
3	Department Advisory Committee	Twice in a year	<ul style="list-style-type: none"> <li>• DAC receives the recommendations and inputs based on industry, alumni, students and academic experts' feedback related to the content of syllabi.</li> <li>• Discuss the syllabus content of courses and their alignment with current industry requirements.</li> <li>• Suggest methods for innovative teaching and assessment tools.</li> <li>• To discuss adequacy of infrastructure and its</li> </ul>



		<p>modernization.</p> <ul style="list-style-type: none"> <li>● Facilitate industry collaboration.</li> <li>● Recommend to the Governing Council institution of scholarships, studentships, fellowships, prizes and medals for meritorious / poor students and to frame regulations for the award of the same.</li> <li>● Discussion and approval for the conduct of remedial classes for slow learners for the improvement of semester results.</li> <li>● Suggest improvement in academic plans and recommend standard practices/ systems for attainment of PEOs &amp; Cos.</li> <li>● Encourage for industry-institute interactions to bridge up curriculum/industry gap and suggest quality improvement initiatives to enhance employability.</li> <li>● Redefine existing PEO's, aligning of PEO's to the mission statements and defining program specific outcomes.</li> <li>● To propose a necessary action plan for skill development of students required for entrepreneurship development and quality improvement.</li> <li>● To identify and suggest thrust areas to conduct various activities (final year projects, training courses and additional experiments to meet PEOs.</li> <li>● To approve the department budget and forward for further approval.</li> <li>● To prepare and submit the requirements of staff to the staff selection committee for further action.</li> <li>● Monitoring NPTEL, Spoken English, FDP, workshops, Guest Lectures etc.</li> <li>● Verification of documents related to faculties such as course plan, delivery, Teaching learning process, log book, class test marks, IAT marks, syllabus coverage, Identification of slow learners and fast learners, remedial classes and attainment of good result</li> <li>● Submission of report to the IQAC in the prescribed format</li> <li>● To monitor and approve all the activities related to</li> </ul>
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			the development and up gradation of departments
4	Students Grievance Cell	Twice in a year / Need based	<ul style="list-style-type: none"> <li>● All the grievances of the students which could not be settled in the routine process should be referred to this committee.</li> <li>● Committee tries to settle the issues amicably in a time bound manner.</li> <li>● Introduces a reasonable and reliable solution for grievances of various issues received from students/parents.</li> <li>● Ensures that the grievances are resolved on time impartially and confidentially.</li> </ul>
5	Anti-ragging Cell	Twice in a year / Need based	<ul style="list-style-type: none"> <li>● To weed out ragging in all its forms in the institution.</li> <li>● To absolutely prohibit ragging within or outside the college campus.</li> <li>● To punish those who are found indulging in ragging.</li> <li>● To sensitize students and staff to adopt measures that would prevent ragging.</li> <li>● Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.</li> <li>● Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points.</li> <li>● Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.</li> <li>● Arrange counseling and guidance programs arranged for the fresher's and parents regarding ragging.</li> <li>● Takes affidavits from the students and parents regarding Ragging during the Admission.</li> <li>● Provides helpline details inside and outside college premises.</li> <li>● Resolves the complaint received from the victim</li> <li>● Verifies the facts through enquiry</li> <li>● Awards disciplinary action against culprit</li> </ul>

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6	Internal Complaint Committee	Twice in a year / Need based	<ul style="list-style-type: none"> <li>● To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.</li> <li>● To provide the healthy and safe environment in the Institute for the female students/employees.</li> <li>● To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution.</li> <li>● To resolve issues pertaining to girls or women sexual harassment.</li> </ul>
7	Discipline Committee	Twice in a year / Need based	<ul style="list-style-type: none"> <li>● To inculcate the spirit of discipline among the student community and emphasize the importance of college character in life.</li> <li>● Ensure a ragging free campus.</li> <li>● Cater to the needs of both hostel and day scholar students by providing required infrastructure as per needs of the students.</li> <li>● Provide and monitor all facilities for students' welfare (facilities in classroom etc.,)</li> <li>● To identify the causes of violation of code of conduct/discipline and suggest measures for preventing it.</li> <li>● Take care of disciplinary activities on the campus.</li> <li>● Arrange for counseling for needy people.</li> </ul>
8	Class Committee Meeting	Monthly once	<ul style="list-style-type: none"> <li>● Resolving difficulties experienced by students in the classroom and in the laboratories.</li> <li>● Clarifying the regulations of the degree program and the details of rules therein.</li> <li>● Informing the student representatives the academic schedule including the dates of assessments (Tests &amp; Assignments) and the syllabus coverage for each assessment.</li> <li>● Evaluating the performance of the students of the class after each test and finding the ways and means of improvement.</li> <li>● Identifying the weak students, if any, and requesting the teachers handling the subject to provide some additional help or guidance or coaching to such</li> </ul>

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			<p>weak students.</p> <ul style="list-style-type: none"> <li>• Discussing the curricular gaps and certificate courses</li> </ul>
9	Staff Selection Committee	Twice in a year	<ul style="list-style-type: none"> <li>• Properly scrutinize and short list the applications as per the Job Requirements.</li> <li>• Conduct the Interviews and rank the applicants as per the Interview scores.</li> <li>• Make a final list of selected candidates and recommend for the approval by the Governing Council.</li> <li>• To select the qualified, meritorious, talented and efficient faculty.</li> <li>• Responsible for appointment of technical, administrative and other staff.</li> <li>• To recommend the Governing Council for approval/ratification of appointments made to different positions.</li> </ul>
10	Exam Cell	Monthly once	<ul style="list-style-type: none"> <li>• Assessment of Question Paper format and collection of question papers from all departments for multiple copies.</li> <li>• Documenting invigilators list, hall plan, and exam. Prepares relevant time tables of the Institute based on the Examination Time Table</li> <li>• Prepares and display an Supervision Duty List</li> <li>• Verification of Invigilator Availability in the Examination Hall</li> <li>• Collecting Absenteeism Report and record action taken.</li> <li>• Distribution of answer sheets to the concerned faculty.</li> <li>• Allocation of exam squad duties for HODs.</li> <li>• Monitoring Retest as per schedule and Timings.</li> <li>• Submission of report to the IQAC in the prescribed format.</li> </ul>
11	Training & Placement Cell	Twice in a year	<ul style="list-style-type: none"> <li>• Organize career guidance programs and motivational lectures by alumni, guests and other faculties for the students to develop their career and life skills.</li> <li>• Conducts awareness programs on various recruitment strategies by inviting the HR professionals from various organizations.</li> </ul>

  
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			<ul style="list-style-type: none"> <li>● Arranges external trainers to equip the students to fit for a professional career.</li> <li>● Company pattern oriented training is provided prior to the organization recruitment drive.</li> <li>● Placement training staff assists in the preparation of Curriculum Vitae.</li> <li>● Helps the students to improve their employability skills in order to face the on and off campus placement drives confidently and also to meet out the corporate expectations.</li> </ul>
12	SC & ST Cell	Twice in a year / Need based	<ul style="list-style-type: none"> <li>● Resolves the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.</li> <li>● Looks after the work related to SC/STs matters and no other work is assigned to the Cell.</li> <li>● Ensures the effective implementation of the guidelines /policies and programs of the Government of India, UGC and State Governments with regard to SC/ST castes, classes and physically challenged.</li> <li>● Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and nonteaching positions in the institute and informs the same to the deserving people.</li> <li>● Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships</li> </ul>
13	Alumni Cell	Twice in a year	<ul style="list-style-type: none"> <li>● Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.</li> <li>● Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.</li> <li>● Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute.</li> <li>● Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc.</li> <li>● Responsible for conducting alumni annual meets frequently.</li> </ul>

  
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			<ul style="list-style-type: none"> <li>• Identifies and forwards the information regarding the Alumni occupying good positions in Industry / R&amp;D / Academics / Business etc.</li> <li>• Circulates the details of alumni to the present students for their benefit.</li> <li>• Invites the Alumni in a good professional position for guest lecturers under discussions with HOD.</li> <li>• Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab upgradation, Imparting any Special Skills, Career Opportunities, etc. and forward the same to the concerned HOD's / Principal / Management, if any action needs to be taken from their side.</li> <li>• Collects Funds to develop Library / Equipment / computer centers, Buildings etc.</li> </ul>
14	NSS/YRC/ RRC	Monthly once	<ul style="list-style-type: none"> <li>• Identify the needs and problems of the community and involve them in the problem solving process.</li> <li>• Develop among them a sense of social and civic responsibility.</li> <li>• Utilize their knowledge in finding practical solutions to individual and community problems.</li> <li>• Develop competence required for group living and sharing of responsibilities.</li> <li>• Making education more relevant to the present situation to meet the felt needs of the community and supplement the education of the college students by bringing them face to face with the rural situation.</li> <li>• Providing opportunities to the students to play their role in planning and executing development projects which would not only help in creating durable community assets in rural areas and urban slums but also results in the improvement of quality of life of the economically and socially weaker sections of the community.</li> <li>• Encouraging students and non-students to work together along with the adults in rural areas.</li> <li>• Developing qualities of leadership by discovering the latent potential among the campers, both students as well as local youth (Rural and Urban), with a view to involve them more intimately in the development program and also to ensure proper maintenance of the</li> </ul>

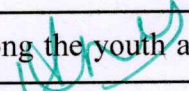


			<p>assets created during the camps.</p> <ul style="list-style-type: none"> <li>● Emphasizing dignity of labor and self-help and the need for combining physical work with intellectual pursuits.</li> <li>● Encouraging youth to participate enthusiastically in the process of national development and promote national integration, through corporate living and cooperative action.</li> <li>● Gain skills in mobilizing community participation.</li> <li>● Acquire leadership qualities and democratic attitude.</li> <li>● Develop capacity to meet emergencies and natural disasters.</li> <li>● Practice national integration and social harmony.</li> <li>● Conduct programs relevant to social &amp; civic responsibilities.</li> </ul>
15	College Maintenance Committee	Monthly once	<ul style="list-style-type: none"> <li>● To ensure the availability of electricity and water in the campus.</li> <li>● To have a procedure to maintain water and electric equipment.</li> <li>● To ensure timely availability of medical facilities and first aid kits.</li> <li>● To maintain academic buildings, hostels, guest house facilities, and the campus.</li> <li>● To ensure the safety of buildings through fire extinguishers, earthing pits, safety checks of potable water, etc.</li> <li>● To ensure regular maintenance of the building and the equipment of the Institute.</li> <li>● To coordinate with the people responsible for the maintenance and monitor the quality and given time frame of the job.</li> <li>● To monitor routine maintenance in the Institute on a daily basis.</li> <li>● To monitor routine annual maintenance of the Institute and related infrastructure thereof.</li> <li>● To monitor and arrange major and minor repairs of lab equipment and office accessories.</li> <li>● To rectify the complaints received in class committee</li> </ul>

  
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			meetings and feedback in a timely bound manner.
16	Admission Committee	Twice in a year	<ul style="list-style-type: none"> <li>• To receive applications and scrutinize through the admission committee to confirm the eligibility.</li> <li>• To offer counseling on the contents of the programs offered by the College.</li> <li>• To give priority to the merit and maintain reservations as directed by the University</li> <li>• To decide the concessions as stipulated by the Management and the University.</li> </ul>
17	Fine Arts Club	Based on Activity	<ul style="list-style-type: none"> <li>• The main purpose of the Fine Arts club is to prepare students to intellectually and creatively interact and succeed in our ever-changing world. We instill a respect for traditions within the arts and encourage exploration of innovation in performance and creative work.</li> </ul>
18	Rotaract Club	Based on Activity	<ul style="list-style-type: none"> <li>• To support society by engaging and empowering a diverse community and others to improve humanity locally and around the world, through service, fellowship, and friendship.</li> </ul>
19	Fit India Club	Based on Activity	<ul style="list-style-type: none"> <li>• To create a platform for students to make them fit and more physically active</li> </ul>
20	Self-Development Club	Based on Activity	<ul style="list-style-type: none"> <li>• The main purpose of the Self Development club is to prepare students to intellectually and creatively interact and succeed in our ever-changing world</li> </ul>
21	Safety Club	Based on Activity	<ul style="list-style-type: none"> <li>• The mission of Safety Club is to promote intentional involvement, facilitate leadership development and encourage student growth. We deepen the experience through enriching student organizations, offering trans formative leadership programs, advising campus programming and challenging and supporting student leaders.</li> </ul>
22	Staff Welfare Committee	Based on Activity	<ul style="list-style-type: none"> <li>• The mission of the Staff Welfare Committee is to actively listen, communicate and recognize staff needs based on a foundation of the University's four core themes: faith, reason, service and community</li> </ul>
23	YUVA Club	Based on	<ul style="list-style-type: none"> <li>• To bring a positive change among the youth and the</li> </ul>

  
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		Activity	society by inculcating the national, social, cultural and civic values.
24	Eco and Swacch Bharat	Based on Activity	<ul style="list-style-type: none"> <li>To sensitize the rural community about the importance of sanitation. Mission ,To make use of the student community to disseminate the role of individuals to keep the surrounding clean.</li> <li>To give awareness to school children about personal hygiene and sanitation.</li> </ul>
25	Designers Club	Based on Activity	<ul style="list-style-type: none"> <li>The mission of designer club is to mould innovative thinking in our students and to create high quality and attractive designs in and out of the campus with a great stability to achieving social and economic progress.</li> </ul>
26	Renewable Energy Club	Based on Activity	<ul style="list-style-type: none"> <li>To make the students, staff and faculties aware about the importance of Renewable Energy among all the students, faculties, and staffs.To provide students a platform to learn about the energy industry and employment opportunities in renewable energy sectors.</li> </ul>
27	English Proficiency Club	Based on Activity	<ul style="list-style-type: none"> <li>The main purpose of the English Proficiency club is to promote enthusiasm among students for the English language and culture and to provide students with a friendly but serious way to approach a new language and to encourage students of this club to actively join in competition</li> </ul>
28	RAI Club	Based on Activity	<ul style="list-style-type: none"> <li>To inspire young minds to be the driving force in the field of Robotics, AI and IoT by engaging them in exhilarating, mentor-based programs that build engineering skills, inspire novelty with creativity leading to Innovation and foster well-rounded life capabilities including self-confidence, communication skills and socially responsible leadership traits with ethical values.</li> </ul>

  
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