



**THAMIRABHARANI ENGINEERING COLLEGE**  
**Chathirampudukulam, Chidambaranagar-Vepemkulam Road**  
**Thatchanallur, Tirunelveli – 627 358.**

PARTICULARS	ROLES AND RESPONSIBILITIES
<b>Governing Council</b>	<ul style="list-style-type: none"> <li>● Governance in our college is the concern of the governing council whose part is directed by the structure and code of practice.</li> <li>● The board directions are fixed and supervised by the governing council.</li> <li>● The principal and staff are responsible for reporting.</li> <li>● The attention is on enlightening student learning outcomes.</li> </ul>
<b>Board of Trust</b>	<ul style="list-style-type: none"> <li>● A board of trustees is an elected assembly of persons that has complete duty for the administration of an organization.</li> <li>● The board of trustees is typically the governing body of an organization and seeks to ensure the best interest of stakeholders in all types of management decisions.</li> <li>● The board of trustees typically includes key individuals involved with the management of an organization. Other individuals may be appointed or elected based on their expertise and experience in areas pertaining to the management of the organization. The board will often have a mix of internal and external trustees.</li> <li>● Often the board of trustees will be responsible for holding "in-trust" the funds, assets, or property that belong to others with a fiduciary duty to protect them.</li> </ul>

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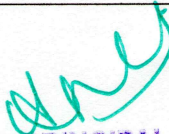
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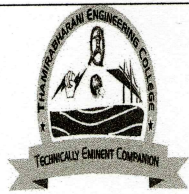
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<p><b>Internal Quality Assurance Cell (IQAC)</b></p>	<ul style="list-style-type: none"><li>● The IQAC is a significant administrative body in any educational institution.</li><li>● It contributes to maintaining quality standards in teaching, learning and evaluation.</li><li>● It promotes co-curricular and extra-curricular activities in the college.</li><li>● It is a capable body to admin various academic / educational activities</li><li>● There is coordination among the stakeholders of the institution, but this still needed more attention and concern to increase such coordination</li><li>● The IQAC and its coordinator require more autonomy (e.g., academic, financial, and administrative) for better performance.</li></ul>
<p><b>Principal</b></p>	<ul style="list-style-type: none"><li>● General administration of college.</li><li>● General administration and overall supervision of teaching programs.</li><li>● Supervision of student welfare, health and security services.</li><li>● Supervision and guidance of teaching staff including organization of in-service education of staff.</li><li>● Responsibility for organizing workload of staff including teaching assignments.</li><li>● Guidance and counseling of students.</li><li>● Recruitment of staff and admission of students.</li><li>● Responsibility for conduct of examinations.</li></ul>

  
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	<ul style="list-style-type: none"><li>● Supervision of living conditions of students in hostels.</li><li>● Maintenance of permanent records of students.</li><li>● Preparation of reports (College reports, Progress reports)</li><li>● Review and revision of policies, rules, regulations and philosophy of the college.</li><li>● Performing public relations duties for the college.</li><li>● Preparation of budgetary proposals.</li><li>● Participation in the college's committee work.</li><li>● Supervision of library services.</li><li>● Planning for the development of the college.</li></ul>
<b>Head of Departments</b>	<ul style="list-style-type: none"><li>● To take advice/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.</li><li>● Assigns duties to teaching and non-teaching staff of the department.</li><li>● With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff.</li><li>● To coordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.</li><li>● To present the departmental budget/requirement to the Principal.</li><li>● To take the lesson plan from the teachers and ensure they follow the plan and syllabi is completed in the stipulated time.</li></ul>

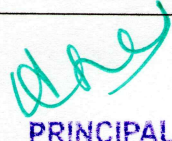
  
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	<ul style="list-style-type: none"><li>● To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.</li></ul>
<b>Teaching staff</b>	<ul style="list-style-type: none"><li>● Report to HOD</li><li>● Plan, schedule, and organize, coordinate and monitor Lectures and Practical's for the students assigned to you.</li><li>● Complete the syllabi in the subjects assigned to you.</li><li>● Prepare Lecture Plan/ Lecture Materials/ Course Material</li><li>● Conduct at least three internal Tests during each semester in the subjects assigned to you</li><li>● Encourage students to participate in co-curricular and extracurricular activities.</li><li>● Plan, deliver and evaluate theoretical/practical instructions.</li><li>● Guide the students in the performance of practical tasks and skill exercises and evaluate their performance, Advise and assist the students in their project works.</li></ul>
<b>Non-Teaching Staff</b>	<ul style="list-style-type: none"><li>● Weekly planning and execution of class wise practical's and activities in consultation with the concerned staff.</li><li>● Guidance for the students to conduct practical's and activities.</li><li>● Maintenance of attendance registers of the students attending the practical work.</li><li>● To assist teaching staff in other work related activities.</li></ul>
<b>Hostel Warden</b>	<ul style="list-style-type: none"><li>● Responsible for allotment of rooms to the students.</li><li>● Responsible for maintenance of the hostels.</li><li>● Look after the quality of food served in the hostels.</li><li>● Keeps strict discipline among students of the hostels.</li><li>● Reports to the Principal in case of any indiscipline or</li></ul>



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	<p>misbehavior by the students.</p> <ul style="list-style-type: none"><li>● Look into the grievances/complaints of the students if found genuine.</li><li>● Arranges for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.</li></ul>
<b>Mess Incharge</b>	<ul style="list-style-type: none"><li>● Mess incharge shall submit a menu to the principal. The menu should be prepared in a way that it is nutritional, within the hostel mess budget and represents the food habits of all borders.</li><li>● The mess dues/guest dues shall be collected by the mess incharge against valid receipt.</li><li>● The mess incharge shall keep a daily stock of the mess store and arrange for the procurement of the required items from approved vendors only.</li><li>● The mess incharge shall verify both the quality and quantity of items being supplied by the vendors and any discrepancy found should be immediately reported to the head of the institution.</li><li>● Payment to all vendors shall be made quarterly only through cheque. Payment to LPG vendors shall be made through cheque on delivery. However cash payment for miscellaneous items e.g. sweets, disposable crockery, fruits etc. is possible only against valid receipt.</li></ul>
<b>Student Incharge</b>	<ul style="list-style-type: none"><li>● Student incharge represents matters relating to the academic experience.</li><li>● Find out issues affecting student studies and other personal problems.</li></ul>

  
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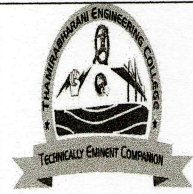


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<p><b>Librarian</b></p>	<ul style="list-style-type: none"><li>● Selecting, developing and classifying library resources.</li><li>● Answering readers' enquiries.</li><li>● Using library systems and specialist computer applications.</li><li>● Management of staff, including recruitment, training and/or supervisory duties.</li><li>● Liaising with departmental academic staff, external organizations and suppliers.</li><li>● Ensuring that library services meet the needs of particular group of users</li><li>● Managing budgets and resources.</li><li>● Supporting independent research and learning.</li><li>● Developing IT facilities.</li><li>● Assisting readers to use computer equipment, conduct literature searches etc.,</li><li>● Promoting the library's resources to users.</li></ul>
<p><b>Training and placement officer</b></p>	<ul style="list-style-type: none"><li>● <b>Recruiting</b> – to find the right students for job opportunities, placement officers must understand the recruiting process, including how to identify the best candidates for positions, interview them, and assist companies with the hiring process.</li><li>● <b>Career counseling</b> – helping students plan a career path and find jobs requires placement officers to ask questions about students' goals and interests and lead them to resources that help them achieve those goals.</li><li>● <b>Interpersonal skills</b> – placement offers need strong interpersonal skills to network with employers and coach students who have diverse needs.</li></ul>

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	<ul style="list-style-type: none"> <li>● <b>Communication skills</b> – effectively helping students with their careers requires asking specific questions and listening carefully to get useful insight on what jobs best fit them. Coordinating with employers and university departments also requires communicating clearly.</li> <li>● <b>Analytical thinking</b> – strong analytical skills help placement officers gather job information from their research, screen students for suitable positions, and offer career development advice.</li> </ul>
<b>Office Superintendent</b>	<ul style="list-style-type: none"> <li>● He is responsible to maintain the files, write note on circumstances allotted to them, prepare draft replies, memo, statements, prepare bills, data entry in computers if required, maintenance of guard files, dairies etc</li> </ul>
<b>Maintenance officer</b>	<ul style="list-style-type: none"> <li>● The main role of a maintenance officer is to repair machinery, equipment and building systems.</li> <li>● Maintenance officers working in a college, for example, conduct regular inspections to identify faulty equipment and perform repairs.</li> </ul>
<b>Transport officer</b>	<ul style="list-style-type: none"> <li>● Making sure vehicles are properly maintained</li> <li>● Inspecting vehicles</li> <li>● Arranging repairs and routine maintenance</li> <li>● Ensuring that all drivers and operators have the correct and up to date qualifications.</li> <li>● Reducing the risk of vehicle overloading</li> <li>● Maintaining and completing accurate records</li> <li>● Keeping schedules and organizing team members.</li> </ul>

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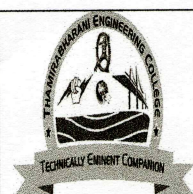


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<p><b>Store and purchase</b></p>	<ul style="list-style-type: none"><li>● Compare and evaluate offers from suppliers</li><li>● Negotiate contract terms of agreement and pricing</li><li>● Track orders and ensure timely delivery</li><li>● Review quality of purchased products</li><li>● Enter order details (e.g. vendors, quantities, prices) in to internal databases</li><li>● Maintain updated records of purchased products, delivery information and invoices</li><li>● Prepare reports on purchases, including cost analyses</li><li>● Monitor stock levels and place orders as needed</li><li>● Coordinate with concerned staff to ensure proper storage</li></ul>
<p><b>Office staff</b></p>	<ul style="list-style-type: none"><li>● Handling incoming calls and other communications.</li><li>● Managing the filing system.</li><li>● Recording information as needed.</li><li>● Greeting clients and visitors as needed.</li><li>● Updating paperwork, maintaining documents and word processing.</li><li>● Helping organize and maintain office common areas.</li><li>● Performing general office clerk duties and errands.</li><li>● Organizing travel by booking accommodations and reservations as required.</li><li>● Coordinating events as necessary.</li><li>● Maintaining office equipment as needed.</li><li>● Creating, maintaining, and entering information into databases.</li></ul>

  
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<b>Canteen manager</b>	<ul style="list-style-type: none"><li>● The Canteen Manager has responsibility for authorizing purchases/ordering necessary products and produce to deliver a menu in line with the nutrition in college policy.</li><li>● The Canteen Manager has responsibility for the management of the Canteen and direction of Canteen assistants and volunteers.</li></ul>
<b>Physical Director</b>	<ul style="list-style-type: none"><li>● Identify sport, recreation and health initiatives</li><li>● Oversee strategic planning and implementation. Coordinate, deliver and promote relevant activities, classes and events, often within a specific community or to targeted groups.</li><li>● Recruit, train, support, develop and manage coaches and volunteer staff</li></ul>
<b>NSS</b>	<ul style="list-style-type: none"><li>● To inform the community about the NSS programs through press reports, radio and television programs.</li><li>● To create awareness, through pamphlets, seminars and meetings.</li><li>● To initiate to create awareness for image building of NSS in order to inspire and motivate the NSS Volunteers.</li></ul>
<b>YRC</b>	<ul style="list-style-type: none"><li>● The overall functions of the YRC program officer are to help the students to plan, implement and evaluate the activities of YRC under his/her charge and give proper guidance and directions to the student volunteers.</li></ul>

  
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