



**M.P.NACHIMUTHU M.JAGANATHAN ENGINEERING COLLEGE**

**SUDHANANDHEN KALVI NAGAR, CHENNIMALAI, ERODE – 638 112.**

**ROLES AND RESPONSIBILITIES OF THE ORGANISATIONAL MEMBERS**

(w.e.f : 1<sup>st</sup> November 2020)

**Governing Body Members:**

- Set Broad Direction
- Develop Broad Directional Policy
- Initiate and Approve Recommendations and Strategies

**Correspondent:**

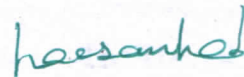
- Establish good corporate governance practices and procedures and promotes the highest standards of integrity, probity and corporate governance throughout the Group.

**Chairman:**

- Performing the latter's duties and responsibilities
- Monitoring the implementation of the Institute's strategies
- Formulation and successful implementation of Institute's policies and strategies approved by the Governing Council.
- Responsible for maintaining the operational performance of the Group.
- Ensures the funding requirements of the Institute are met and closely monitors the operating and financial results against plans and budgets, taking remedial action if necessary.
- Communicates regularly with the Chairman to keep him fully informed of all major development and issues in the Institute.



**Dr.M.RAMESH M.E.,Ph.D.,**  
**Principal,**  
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**M.P.Nachimuthu M.Jaganathan**  
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**Principal:**

- Works with parents, staff and students to develop recommendations and strategies to achieve the broad site directions jointly set with the governing council.
- A site Learning Plan that is developed in consultation with the staff and community through the subcommittee structures.
- Resource allocation must take into account risk management, sustainability and industrial and accountability requirements.
- The budget recommendation will be developed as per the requirements from the Heads of the Department.
- NAAC, NBA Accreditation process & IQAC functioning
- Oversee the teaching-learning process
- Carry out result analysis and suggest corrective measures to Principal
- Initiate supplementary teaching measures
- Proper conduct of co-curricular activities
- Faculty/Student mentoring

**Placement Officer:**

- Liaison with Industry
- Identify and provide for training needs of students
- Arrange campus interviews

**Heads of Department:**

- The prime role of the Head of an Academic Department is to provide strong academic leadership.
- The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- Head of Department is required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy within the Faculty.
- Plan and execute academic activities of the department
- Monitor academic activities of the department

  
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2

  
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### Member of Faculty:

- Disseminate and impart basic or applied knowledge to students and assist students with the learning process and applying the knowledge.
- Members of the faculty are expected to meet their professional and institutional commitments at the University on a regular basis throughout the academic year.
- Should strive to be good citizens of the academic community, cooperative and efficient in meeting deadlines, submitting grades, and returning students' work with appropriate comments.
- Active participants as committee members, student advisers, or in whatever other capacity they can render the best service in the affairs of the department and institute.

### Librarian:

- Librarians keep current on resources and literature, and select publications for the library's collection.
- Educate individuals on how to use the library systems to find the information they need
- Help individuals find and use library materials and resources
- Managing budgets and resources

### Supporting Staff:

- Arranging the equipment/instruments for conducting experiments by students in pursuance of the instruction of the faculty member in charge of the practical class.
- Issuing instruments to the students based on the instruction of the faculty under due acknowledgement of the students for conducting experiments.
- While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling.
- After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.
- In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to damage recovery from the student concerned.

  
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**Physical Director:**

- To updates the tournaments, competitions and events.
- To train the assistance about regular activities.
- To administrate physical education and promote good health of students to build they fit.
- To keep record of sports equipment's as well as supervises the all athletic activities.
- To encourage the students for participation also promote team play.

**Principal Office Assistant:**

- Liaisoning with AICTE, DOTE, UGC and University
- Faculty personal files
- Recruitment process
- New proposals
- Co-ordinate day to day activities of office
- Overall Supervision of administrative staff
- Pay bill preparation
- Maintenance of stationery
- Receiving and dispatching all kinds of letters
- All kinds of scholarships, students welfare and documentation work

  
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