
	<b>T.J.S. ENGINEERING COLLEGE</b> TJS Nagar, Kavaraipettai, Chennai 601206	
	<b>INTERNAL QUALITY ASSURANCE CELL</b>	
	<b>ROLES, RESPONSIBILITIES &amp; AUTHORITY</b>	

### CHAIRMAN

#### Responsibility & Authority

- He is the supreme authority for the institution.
- Articulation of long-term policies by the Management.
- Overseer of policy implementation.
- Releasing funds according to the budgetary approvals and contingent cases on specific request.
- A constituent member of the staff selection committee and approve all appointment and relieving orders.
- He is authorized to take decision on all college related activities.
- To approve the fees structure during every academic year.
- He is responsible for the conduct of General body meeting.
- Acquiring Endorsement of annual budget.

### SECRETARY

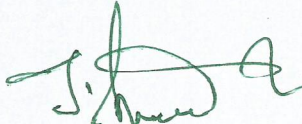
- He is assists the Chairman in all the execution activities and he takes over the charge in absence of the Chairman.
- He is authorized to sign in the college cheque, to release funds for the development of the institution.
- He is responsible for the arrangements like general body meeting and other meetings among the office bearers and committee members.
- He is responsible to collect monthly financial and inventory audit for the college.
- To co ordinate the Director on all vital issues related to the functioning and the development of the college.
- Releasing funds according to the budgetary approvals and contingent cases on specific request.
- A Constituent member of the staff Selection Committee and forward all appointment and relieving orders to Chairman.
- He is responsible for all the hostel related activities and development.
- He is authorized to release funds for various development of the hostel.

### DIRECTOR

#### Responsibility & Authority

- Articulation of long-term policies by the Management.
- Overseer of policy implementation.
- To appoint Management Representative.
- To define the college quality policy and Objectives and to ensure that the policy is understood, implemented and maintained.



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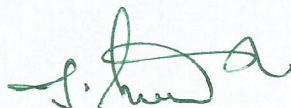
- He is authorized to take decision on all college related activities in consultation with Secretary and Chairman.
- He assists the Secretary in the academic and other activities.
- To approve Quality System Procedures, Quality System Manual and documents as Top Management.
- Conduct of Management review meetings and maintenance of their minutes.
- Responsible to explore the possibilities of introduction of new courses.
- Responsible for planning and implementing various welfare measures for faculty, staff and students.
- To approve and change IQA plan and MRM plan.

### PRINCIPAL

#### Responsibility & Authority.



- Principal is an ex-official member of the governing council and warden for the hostel.
- Formulation of strategic planning for the expeditious implementation is the responsibilities of the Principal.
- To ensure that the quality policy & Objective is implemented and maintained.
- Principal is responsible for the conduct of all academic activities, which included
  - To define the responsibility and authority of all teaching and non-teaching staff.
  - To define the Quality Objectives in line with the Quality policy and monitoring it periodically.
  - Control and direction of the effective execution of quality management system in the functioning of the college.
  - Initiate corrective measures to be carried out within the time limit.
  - Respond positively to all queries on the operational effectiveness of the quality management system.
  - To make everything available for certification and surveillance audits.
  - To respond readily to all quality improvement programmes.
  - Responsible for procurement activities for the various requirements of the institution.
  - Responsible for Student admission as per the norms.
  - Working towards fulfilling the requirements to obtain NBA for all courses offered.
  - To collaborate with the management in policy making and decision making on goal achievement and to prepare a master plan to transform the college, a residential institution with a good academic climate in a green campus.

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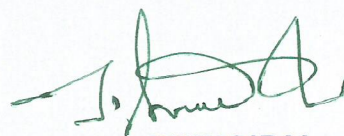
- Adhering the norms of ANNA University and All India Council for Technical Education (AICTE).
- Setting priorities for short term and long-term goal.
- Marching towards the Quality policy, with prime importance to specific objective, discipline and quality education.
- Training and appraising faculty members and managing curricular, co-curricular activities.
- Standardize and Streamline all the procedures to implement Quality Management System. Establish global contacts with industries, institutions, research and development Organizations, leading to MOU.
- Appreciate the worthy task, by the students and staff.
- To bring out the natural talents of students and manage the hostel as the warder.
- Delegate H.O.D's to accord sanction and approval for specific requirements and documents
- Conducting both internal and external examinations as a chief superintendent.
- Identify and recommend standardization of various activities through appropriate software and hardware.
- Monitor the continual improvement of QMS and Procedures.
- Identify and conduct of in house programmes for the value addition of faculties, staff and students.
- To suggest changing in IQA plan and MRM plan.
- Review and approval of Lesson plan for theory and practicals.
- Approval for faculty subject allocation.

#### HOD/HOD IN CHARGE

#### Responsibility & Authority.



- Affiliating the activities of faculty and the supporting staff in the department towards achieving the institutional goals and department objectives. Systematic planning and supervision of overall activities with special reference to:
  - Setting of time frame for syllabus coverage, internal examinations and dates for closing and reopening of semester.
  - Fulfill department requirements like staff, equipments, books, class rooms and other learning materials.
  - Preparation and submission of annual departmental budget to the principal.
  - Installing, up keeping and improving the existing laboratories.
  - Conducting departmental staff meetings periodically.
  - Act as facilitator, motivate high achievers and encourage slow learners.

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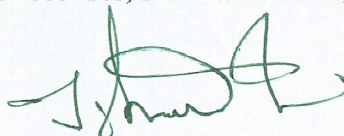
- Explore the opportunities for staff development programmes including projects and research for both teaching and non teaching category.
- Coordinating with the principal in the administration of the college.
- Reporting to the principal regularly regarding academic activities.
- Co ordinate with the University in curriculum up gradation.
- Enroll faculty members in professional organizations.
- Allocate and share workload evenly among the faculty.
- Delegation and decentralization of staff and power.
- Fix deadline for the assigned work.
- Conduct class committee meeting involving student representatives.
- Review and approve the Faculty lesson plan for theory and practical.
- Selecting faculty for each subject and getting approval from principal.
- Identify and organize consoling programmes for the students through the student counselor/Tutors/Class teachers.
- Equip the faculty and students for accessibility to the National and International resource materials.

#### ASSISTANT PROFESSOR / SENIOR LECTURER / LECTURER

#### Responsibility & Authority.

- The responsibilities of Assistant Professor / Senior Lecturer / Lecturer / are spelt out as follows.
  - To co ordinate with the head of the department in all academic and non academic activities.
  - Undertaking specific and special tasks assigned by the head of the department.
  - Completion of syllabus including practical.
  - Close follow up of absenteeism.
  - Answer scrip valuation and mark statement submission as mentioned in the procedure.
  - To act as invigilators and examiners during the conduct of examinations.
  - To shoulder the responsibilities of the head of the department in absence.
  - Guiding students on specific task like educational tour, industrial visit Etc..
  - Marinating ethical standards both in and out side the campus on their part and students.
  - Taking additional responsibilities like warden ship, timetable in charge, Purchase in charge, maintain student records, sending progress report, getting student feedback, student counselor / Tutor / Class teacher and project guide etc.
  - Attending FDP / Refresher courses, simmer schools, winter schools and seminar etc.



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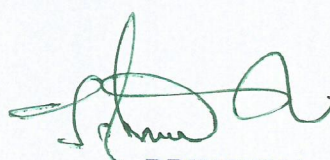
- To keep abreast of the state of art technologies in their field.
- Maintain the course file with lesson plan, ensures that syllabus of each unit is covered in time, get the summary of class work and assessment and attendance record certified b the HOD.
- Ensures that all laboratory programs, projects are planned and completed well in time.
- Ensures that any arrears in the laboratory programs by any students by any reason are taken care of the student in helped to complete the programme immediately.
- Faculty ensures that all the unit tests and model examinations for theory and practical are held as shown in the calendar.
- Ensures that the students maintain their notebooks records etc, for the subjects systematically by making periodical random checks.
- Ensures that maximum possible references to various university questions are made possible by widening the scope of question banks in advance to university examination.
- Ensures that their knowledge level is enhanced by various means like attending seminars and presenting papers utilizing library and lasts journals and periodicals ect.
- Ensures that students are encouraged and guided properly to participate in seminars, competitions, projects and visits.
- Ensures wherever necessary special classes are arranged and makes himself / herself available for the students seeking clarifications and to clear doubts.
- Faculty assists HOD in getting the exam result analysis, progress report, maintaining student record and feedback from students ect to ensure improvement wherever needed.

#### STUDENT COUNSELOR / TUTOR / CLASS IN CHARGE

#### Responsibility & Authority.

- Each student counselor / Tutor / Class in charge takes the responsibility of maximum no of 20-30 students.
- In carrying out the counseling process the student counselor / Tutor / Class teacher establishes a system of consultation with the HOD and other connected faculty members and update the relevant information and requirements of his / her students.
- The student Counselor / Tutor / Class in charge works as liaison officer or person between the student and parent on matters pertaining to them with particular emphasis on studies, attendance, performance and matters of discipline.



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- Student counselor / Tutor / Class in charge keep constant touch with the member of faculty regarding discipline and academic program of the students.
- Student counselor / Tutor / Class in charge ensures that the results of the internal tests, model examination and university examination are collected with analysis and acts on that by conveying to HOD's , principal and parents.

#### LABORATORY / WORKSHOP – ASSISTANT / TECHNICIAN / ATTENDERS / PROGRAMMER

##### Responsibility & Authority.

- Installation, Operation, Identification, Maintenance and service of repaired items of laboratory equipments / instruments / tools / accessories / spares ect.,
- Assistance in conducting laboratory sessions.
- Reporting the damages, worn out parts and setting it right.
- Help faculty in consultancies and project test.
- Attending all other assignment assigned by the HOD.
- Assisting HOD for clerical works.
- Assigning unique identification number for all the equipment / instrument purchased.
- Assigning unique location for the items stored in the laboratory / workshop
- Carry out preventive maintenance as per plan and maintain records for the same.
- Identifying the faulty equipment / instrument and taking necessary step to rectify the fault.

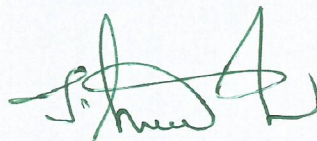
#### ADMINISTRATIVE OFFICER

##### Responsibilities & Authority.

- Responsible for the entire Administration of the college activities in consultation with principal in matters related to course approval. Intake approval. Student admission, admission approval, staff selection approval, staff selection and appointment, staff salary, student attendance, exam fees, fines, University examination, Mark sheets, certificates, purchase and Accounts.
- Over all supervision of office files being attended by the office assistants.
- Supervision of all establishment matters related to staff.
- Responsible to execute all other works assigned by the management and principal from time to time.
- Responsible for the implementation of ISO 9001:2008 requirements in office.
- Responsible to identify the training needs of the office staff.

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- Maintenance of following registers & related documents.
  - Leave letters of all kinds.
  - Permission letters.
  - Office stock / consumables & contingencies.
  - Staff attendance register.
  - Related files
- Preparation of admission reports for getting approval from DOTE, Chennai.
- Preparation of nominal rolls and associated work.
- Preparation of exam fee details.
- Preparation of question paper requirement and exam stationary requirements.
- Preparation of practical panels.
- Preparation of staff details for sending to University, related to exams.
- Sending of exam TA & DA bills, remuneration form, letters and related work.
- Making all exam related correspondence to University.
- Receiving of Degree certificated, Professional certificates and mark sheets and sending them to corresponding department heads for distribution, Maintenance of related records.
- All work related to smooth conduct of University theory & practical examination.
- Maintenance of data related to University examination marks.
- Filling and maintenance of records related to re admission, transfer of students etc.,
- Issue of transfer certificates to students & Maintenance of counter foils and related.
- Maintenance and safe custody of admission register.
- Safe custody of following.
  - Files and documents related to the above subject matters.
  - Original certificates of all the students.
- Preparation of question papers for monthly & model tests.


**ASSISTANT ADMINISTRATIVE OFFICER**

**Responsibility & Authority.**



- Writing & maintain accounts, cash books / ledgers.
- Preparation of monthly accounts including writing of cash books, journals.
- Verifying of bills prepared.
- Preparation and consolidation of budgets.
- Cash collection.
- Supervision of challan writing and remittance to bank.

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- Supervision of postal accounts.
- Preparation of daily receipts & challans and submission of associated details along with remittance details to principal for scrutiny.
- Verification of cheques & bills.
- Writing daily collection register for college accounts, hostel etc.,
- Writing demand draft register, money value register.
- Preparation of audit reports & replies.
- Responsible for keeping the following in safe custody
  - Bill books / receipt books
  - Files
  - Registers
  - Cash books
  - Ledgers
  - Vouchers
  - Cheque books / pass books
  - Bank challan
  - Fixed deposit certificates
  - Other important office documents
- Preparation of salary reports
- Preparation of quittance and getting of signatures
- Attending to the subject of income tax.
- Keeping custody of all original certificates
- Closing of daily attendance.
- Writing the following register
  - Caution deposit register
  - Application form register

#### PURCHASE OFFICER

##### Responsibility & Authority

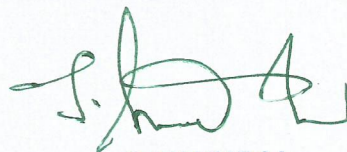
- Identifying the various department requirements
- Purchasing form the approved source
- Evaluation and Re evaluation the approved supplier

#### MAINTENANCE MANAGER

##### Responsibility & Authority

- Responsible for the maintenance of building and other general infrastructure.
- Responsible for hostel maintenance.



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### Transport Manager

#### Responsibility & Authority.

- Responsible to maintain all the transport vehicle in good condition
- Authorized to change the route depending upon the requirement
- Attending to work related to issue of bus pass.
- Preparing and monitoring the route plan.
- Maintaining all statutory and regulatory requirements for transport vehicles.
- Maintaining the driver's attendance report.

### LIBRARIAN

#### Responsibility & Authority

- To achieve optimum efficiency of library resources.
- Collection and processing of indent from various departments.
- Procurement and maintenance of books, journals,
- Renewal of subscriptions.
- Automation of Library.
- Protecting important volumes, records and discard of the obsolete.
- Discreet powers on the utilization of library resources.

### ASSISTANT LIBRARIAN

#### Responsibility & Authority

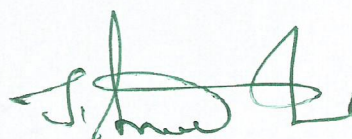
- Assisting in Library in all types of work
- Preparation of consolidated quarterly reports of photocopier usage.
- Contacting photocopier service agency at the time of need and follow up.

### PHYSICAL EDUCATION DIRECTOR

#### Responsibility & Authority

- Budgeting for the year.
- Undertaking state level tournaments and conducting them successfully.
- Participating in advanced training programmes.
- Inculcating a strong code of discipline in sports among the students.
- Developing inter personal relationship with various departments.
- Select participants for the competing team at the college level tournaments.
- Arranging coaching camps and friendly matches for the players.
- To insist mandatory practice for the team players.

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## SECURITY OFFICER


### Responsibility & Authority

- Responsible to protect the institution from theft.
- Responsible to keep watch on the person entering the institution.
- Responsible to maintain records for the entry of person / Vehicle / Material to the institution.
- Maintain the attendance register.
- Maintain the shift register.
- Allocation of shift for all security persons.

## MANAGEMENT REPRESENTATIVE

### Responsibility & Authority

- To prepare Quality System Procedure and Quality System Manual.
- To conduct internal audit and MRM.
- To maintain changes in the QMS.
- To ensure that the QMS is established, implemented and maintained.
- To verify the effectiveness of CA taken against the system of non conformities.
- To monitor preventive actions with regards to the system of non conformities.
- To liaison with external parties on matters relating to the QMS.
- To ensure the promotion of awareness of customer requirements to the organization members.



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