



Designation	SECRETARY
Role	Head of the Institution

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Over all Administration - Effective function of the college - Convenes important meetings with various sectors to take decisions for better governance - Heads all the Committees and Councils - Facilitates Co-ordination and amidst the members of the administrative officials - To facilitate positive team work in order to empower women - To envisage the values of Christianity. - To conduct interview based on qualification, competency and knowledge - Invite many resource person to broaden the view of the students and to arrange some value oriented programmes 	<ul style="list-style-type: none"> - To supervise and identify the flaw and rectify it - To hold the responsibility of all the activities. 	<ul style="list-style-type: none"> - Signing and appointing authority - To take disciplinary action when things go wrong - To take decision on grave issues - To cancel if any supplier/companies are not beneficial



Designation	Principal
Role	Academic head

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Providing academic and administrative guidance and leading the staff and students. - Administration of the institution as per rules and directives of AICTE/UGC/Anna University/DOTE. - Conducting, monitoring of progress and evaluation of academic performances. - Organizing of student activities / services, co-curricular and extra-curricular activities. - Maintenance of discipline in the institute. - Monitoring of staff profile for implementation of staff development programme. - Planning, obtaining, allocating and supervising the utilization of institutional resources. - To consolidate list of requirements of departments and plan timely procurement. - Arranging timely dispatch of all concerned returns to be sent. - To organize library and resource centres for maximum use by staff and student. - Plan, schedule and coordinate training programme and preparation of academic calendar. - Conducting staff meeting at regular intervals. - Taking steps to academic and administrative appraisal and submitting to higher authorities. - To plan for training and placement activities and on / off campus interviews. - To arrange effective feedback and grievance redressal systems and follow-up action. - Distribution of scholarships. 	<ul style="list-style-type: none"> - Any issues occur in the college. - Any deviation in faculty / student performances - Academic standards of the college. - Delay in external / internal communications. 	<ul style="list-style-type: none"> - Conducting examinations. - Staff recruitments. - Stock replenishment and audit. - Staff and student performances - Communication to the approving / affiliating and regulating bodies.



Designation	Vice Principal
Role	Academic

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Providing necessary assistance to the principal for all the academic activities. - Representing principal in every level of academic progress in his/her absence - Bridging the management and staff. - To advocate academic program for the growth of the students. 	<ul style="list-style-type: none"> - Poor academic record - To bring into the notice of the management about some deviations. 	<ul style="list-style-type: none"> - To take necessary actions about the negligence in academic matters.



Designation	Professor
Role	MR-ISO

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Ensures that processes needed for the quality management system are established, implemented and maintained. - Reporting to top management on the performance of the quality management system and any need for improvement. - ensuring the promotion of awareness of students/parents requirements throughout the Institution - Liaison with external parties on matters relating to the quality management system. 	<ul style="list-style-type: none"> - Lapses in Quality Management system of the institution 	<ul style="list-style-type: none"> - Taking necessary steps to fill the gap and to have the continual improvement in the quality management system.



Designation	Administrator
Role	Office Administration

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - All financial administration. - Responsible for receipts and payments. - Imbursement of salary - preparing budget of the academic year. - Purchasing of entities as per requirements - Maintenance of important files and records. - Preservation of archives. - Coordinating the heads of Estate maintenance, Transport services, Security services, Canteen, IT support and maintenance and student support and administration. 	<ul style="list-style-type: none"> - Improper maintenance of the finance - Delay in proper settlement of bills. - Late purchase of essential things. - Accountable for all office administration 	<ul style="list-style-type: none"> - To take necessary actions for financial constraints. - To tap resources in order to generate finance. - To supervise the role of co-workers for proper maintenance of the college.



Designation	Professor
Role	Head of the Department

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Overall responsible for functioning of department - Departmental level - Policy planning, monitoring and evaluation and promotional activities. - Distribution of teaching load & subject to the faculty and monitoring the lecture delivery - Identifying and appointing the Faculty advisor for the class. - To monitor Conductance of classes, tutorials & practical and Verifying the course file. - Review of Lab requirements and facilities in each semester/subject. - To conduct Class Committee and course committee meeting. - To organize conference /seminar/ work shop in each semester. - Review of the students' results and concentrating the progress of slow pace learners. - Attendance and Marks of student - Web portal updation. - To facilitate parent communication - Training needs identification of faculty/students and updation of training records. - Review /analysis students' perception survey/feedback/complaints and report to PRINCIPAL for taking appropriate action. - Timely completion & monitoring of syllabus of the department & report to PRINCIPAL. - Overall responsible for maintaining of discipline among faculty/ technician/ students. 	<ul style="list-style-type: none"> - Any issues occur in the department - Any deviation in Faculty/Student - Academic performance of the department. - Damages in equipment, Missing of equipments - Deviation from academic activities 	<ul style="list-style-type: none"> - Provide solution to the issues and report to the Management. - All department related curricular and co-curricular activities. - Frequent monitoring - Review of faculty performance.



Designation	Prof./Asso, Prof./Asst. Professor	
Role	Teaching Faculty	
Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Following the rules & regulations in force and brought in force from time to time and to maintain decorum and discipline and be role-model for the students to follow. - Managing the assigned classes as per schedule and to maintain record of lesson plans and other relevant academic documents is needed. - Sharing of knowledge in a manner that encourages effective two way communication and Involving visual and activity based learning wherever possible. - Updating his/her knowledge by attending seminars, short courses or through recent Technical Journals. Identifying and guiding the slow learners and to take care of individual student's problem. - Carrying out any developmental or research work assigned to him by the department/college. 	<ul style="list-style-type: none"> - not following the rules of the college and lacking of punctuality in their performance. - Showing unwilling to engage their works in Academic and also Extra curricular activities. - Lacking of maintaining decorum, discipline and dress code in the college - Forgetting to update the Attendance & syllabus coverage in records. - Lacking of follow up. - Poor academic performance. 	<ul style="list-style-type: none"> - Encouraging and co-ordinating the students for academic. - Discharging the responsibilities assigned in teaching & administrative diligently in honest and un-biased manner with total commitment. - Desisting from falsifying/tampering any records or documents. - Conducting special classes for slow learners in holidays or before exams. - Finding out the problems and solutions among the students and to correct it.



Designation	Prof./Asso, Prof./Asst. Professor
Role	Lab in charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Maintaining equipments in condition - Preparing a requirement list for equipments/ machines as per the university norms. - Preparing supplier evaluation by getting quotations from the prospective sources as per laboratory requirements and sending purchase order. - Cross checking the working condition of the equipments. - Maintaining the registers properly - Controlling the students inside the laboratory - Displaying the dos and don'ts in the laboratory and checking whether it is followed. 	<ul style="list-style-type: none"> - Missing of materials - Delay in preparation - Delay in purchase - Accumulation of fault equipments - Mistakes in the entry and incomplection - Any immoral activities happened 	<ul style="list-style-type: none"> - Control over students to maintain rules in laboratory



Designation	Lab Technician	
Role	Non Teaching - Staff	
Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Assist with office and workroom clerical duties as needed. - Maintain records of services and lab usage for assessment and planning. - Makes decisions regarding technical and physical changes to the lab. - Assists student and faculty/staff users regarding the use of supported software applications and hardware. - Coordinate software installations, diagnostics, and repairs. - Procuring consumable items in time. - Maintain labs and storage areas and maintain working order of lab equipments. - Maintain confidentiality. 	<ul style="list-style-type: none"> - Missing of materials/Goods/Equipments - Poor maintenance - Accumulation of fault equipments - Any immoral activities happened 	<ul style="list-style-type: none"> - To take necessary actions when things go wrong



Designation	Prof./Asso, Prof./Asst. Professor
Role	Approval And Affiliation process In charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Collecting all the Original documents from the First year students like, HSC Mark sheets, TC, Community Certificate, First Generation Certificate, Income Certificate etc. - Filling the student's details with online submission. - Producing all the necessary documents with soft copy to the DOTE Office on the mentioned date for the College. - Collecting all information and sending the filled copy of applications for approval and affiliation. 	<ul style="list-style-type: none"> - Late Submission of original documents. - Missing of Original certificates. 	<ul style="list-style-type: none"> - NOT APPLICABLE



Designation	Prof./Asso, Prof./Asst. Professor
Role	Corporate Communication In charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - To prepare the advertisement for the print media and submit the same to publish in the media - To submit the one page summary and photographs of the event/function for publishing in the print media - Preparation of College pamphlets and distribution for every academic year. - Preparation of Academic calendar & College calendar and distribution to staffs and students. 	<ul style="list-style-type: none"> - Poor clarity and mistakes in news - Delay and not at all publishing the important news. - Delay in distribution 	<ul style="list-style-type: none"> - To communicate reporters.



Designation	Prof./Asso, Prof./Asst. Professor
Role	HR Services In Charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none">- To assist the Faculty recruitment process- To consolidate competency requirement- To prepare staff selection report- To plan and execute orientation program for new staff	<ul style="list-style-type: none">- Insufficient data- Not in time	<ul style="list-style-type: none">- Not Acceptable



Designation	Prof./Asso, Prof./Asst. Professor
Role	Infra Structure In-charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Preparing Infrastructure requirements as per the AICTE norms. - Constructing, maintaining, and renewing of buildings. - Inspecting the condition of buildings and doing renovation, repair works and repainting the buildings. - Provide strong security system by building either laying fence or constructing compound walls. 	<ul style="list-style-type: none"> - Damage of Building - Damage of Materials 	<ul style="list-style-type: none"> - Recommending the budget for all the requirements. - To supervise the construction works.



Designation	Prof./Asso, Prof./Asst. Professor
Role	Institution Promotional In charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Designing of pamphlets and banners covering the features of college. - Meeting the students in the schools. - Issuing the Pamphlets to the students of various schools. - Collecting database of school students. - Posting of Greetings to the students. - Issuing Gifts to the Heads of the schools. - Advertising through various modes like Banner, local TV channel and in FM radio. - Preparation of College Application. - Attending Enquiries from parents and admitting the Students. - Verification of Certificates. 	<ul style="list-style-type: none"> - Any delay in printing, corrections in design - If any improper communication with schools - Any discrepancy in database of students <ul style="list-style-type: none"> - Posting is not done in appropriate date - If gifts are not properly issued and improper counting - Video and Audio Quality is not proper and synchronized - Any invaluable information given to the parents - If Certificates are not proper, if it is damaged or lost. 	<ul style="list-style-type: none"> - Contacting the School Heads - Maintaining the database - Suggestions for preparation



Designation	Prof./Asso, Prof./Asst. Professor
Role	Legal Approval In charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none">- To Submit the application for 37B, Town and Country Plan, Fire and safety, building approval of new construction and stability certificate	<ul style="list-style-type: none">- Delay in collecting supporting documents	<ul style="list-style-type: none">- To communicate the Government officials



Designation	Prof./Asso, Prof./Asst. Professor
Role	Alumni Co-Ordinator

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Motivating and empowering alumnae, to actively participate in the awesome alumnae gathering - Planning the meeting and to intimate it to the alumnae through phone calls or E-mail or by post and organizing the meet. - Collecting and evaluating the alumnae's feedback and record it and maintain it properly. - Forwarding the feedback to the management and submitting the Alumnae details to placement officers for job requirements regarding. - Keeping records of Alumnae meetings and details regarding alumnae. - Utilizing Alumnae fund suitably. 	<ul style="list-style-type: none"> - Lacking of follow up. - Miscommunication done by both office bearer and co-ordinators. - Deviation occurrences in schedule due to academic activities, holidays etc. - Misusing of Alumnae fund. 	<ul style="list-style-type: none"> - Planning for the meet - Having Communication with alumnae as representative of the college. - Making use of alumnae fund in order to conduct alumnae meet.



Designation	Prof./Asso, Prof./Asst. Professor
Role	Exam cell co-ordinator

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - To fill the new admitted student's database including Re-Admitted / Lateral Entry/ Transfer in the Anna university Web portal. - To fill the Staff's details in Anna University Web portal. - To Conduct the CIAT & Model Examinations. - To enter the Attendance and Internal Assessment Marks in the web portal in prescribed date given by the University. - To Generate and sent the Application forms for University Examinations to the Controller of Examinations with Examination Fee. - Generate the Hall ticket for the Registered 	<ul style="list-style-type: none"> - Missing of Mark Sheets Consolidated Statement Of Marks And Provisional Certificate - Mistakes in database entry for the Staff and Students. - Error in Missing Entry in the Web portal. - Any flaw to create the Application forms, Photocopy Forms, Revaluation forms. 	<ul style="list-style-type: none"> - To Communicate the University Controller of Examinations and Zonal Office. - To assign invigilation duty for the Staff Members.



<p>Students and duplicate for missed students.</p> <ul style="list-style-type: none">- To Conduct of the University Theory & Practical Examinations.- To take care of revaluation process.- To distribute Mark Sheets, Consolidated Statement Of Marks And Provisional Certificate to the Students- To issue Form for applying duplicate mark sheet- To ensures that MALPRACTICE of any sort do not happen in the college- To Sending the Account details for the University Theory & Practical Examinations.		
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Designation	Prof./Asso, Prof./Asst. Professor
Role	Extracurricular Activities incharge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Provide Information about the intracollege functions and celebrations to the students through faculties and to plan the program schedule - Motivate the students to participate in cultural events conducting by other institutions/ organizations - Getting permission from management and Principal for the selected students for outside participation and if possible accompany them by one faculty - Inauguration of Women Empowerment Cell and conduct the awareness programs - Motivate the students to become empowered Women and to uplift their skills to serve for the society 	<ul style="list-style-type: none"> - Poor Extra curricular record - Safety of the students 	<ul style="list-style-type: none"> - Assigns various responsibilities to the committee members - To arrange resource persons



Designation	Librarian
Role	Library & Information Services In charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Collecting the requirement of books and journals list for the academic year. - Collecting quotations for the books and identifying national/international journals and procure them. - Arranging the books in the stack area orderly - Issuing the books or other materials to the members - Performing Internal stock verification - Maintaining automation software 	<ul style="list-style-type: none"> - Delay in submission / Not submission - Delay in response - Deficiency of volumes as per the norms - Missing of books and damaged books - Deviation in Amount transaction 	<ul style="list-style-type: none"> - Communicating suppliers - Taking necessary steps to replace the lost books.



Designation	Physical Education Director
Role	Physical Education In charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - To demonstrate the basic skills and strategies of formal sports to the players. - To evaluate each player's growth in physical skills. - To make safety checks on the over-all sports equipments and field areas. - Planning the order of purchase and maintenance of sports equipments. - To take the players to various sports tournaments in other colleges. - Conducting intra college sports meet and sports day. - To frame the regulations for Students Discipline in the college. 	<ul style="list-style-type: none"> - Losing the match - Taking care of the players to the match till the return. - Missing of the sports equipments - Damage of the sports equipments. 	<ul style="list-style-type: none"> - Conducting various levels of tournament in sports and games - Selecting the team members. - To Maintain control of storage and use of sports equipments - Taking disciplinary actions for dress code, ID card, punctuality etc.



Designation	Prof./Asso, Prof./Asst. Professor
Role	Professional bodies In charge (IEEE/ISTE/CSI/IE(I))

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Motivating Faculty and students about the norms and benefits of professional bodies like IETE/IEEE/ISTE/CSI and make them to become members - Getting membership for the institution ,faculty and the student - Receiving the membership ID and issue to the candidates - Conducting Seminars, Workshops, Conference and technical related courses by inaugurating activities by every year - Motivating the students to participate all the technical events held in other institutions. 	<ul style="list-style-type: none"> - Mistakes in enrolment - Mistakes in filling the application. - Delay in sending the DD & information. - Delay in distribution - Missing of membership ID - Lack of conducting technical events. 	<ul style="list-style-type: none"> - Communicating heads of the professional bodies and students - Utilizing sponsors correctly



Designation	Prof./Asso, Prof./Asst. Professor
Role	R & D Projects In charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Identification of training needs about new areas of Science and Technology with special emphasis on emerging areas for students and faculties. - Implementation of Common Research Policy - Designing Common forms and formats for easy administration of R&D Cell - Applying for Grants-in-aid from national, funding agencies, Scientific Research Institutions, Scientific Associations and Bodies - Installation and maintenance - Motivating the scholars for getting Patent rights. 	<ul style="list-style-type: none"> - Not making enough efforts and initiative to get the fund - Not utilizing funds properly. - Lacking of research activities in the institutions. 	<ul style="list-style-type: none"> - To contact the funding agencies. - To utilize the fund.



Designation	Prof./Asso, Prof./Asst. Professor
Role	Service Bodies In charge (NSS/RRC/YRC/consumer club/Rotract club)

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Motivating the students to join as the volunteers of the club and select the office bearers from them. - Motivating the students to participate various awareness programmes seminars, conferences, consumer-fest, competitions, rallies and camps etc. - Planning the agenda and fixing the date and time for conducting free medical check-up, Blood Donation Camp & medical care for the destitute rural people in the selected village. - Inviting resource persons for various programmes and maintaining all records and registers. - In charge of all finances and maintain accounts properly and submit it to the top management. 	<ul style="list-style-type: none"> - Safety of students in case of conducting camps, rallies and orientation programmes. - Lagging of any activities proposed 	<ul style="list-style-type: none"> - To utilize the amount provided by the university. - To identify and select the resource person and pay their remuneration. - To select the volunteers.



Designation	Prof./Asso, Prof./Asst. Professor
Role	Training & Placement officer

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - To liaison between Industry and the College. - To arrange job opportunities for all the eligible and interested students by arranging ON/OFF Campus recruitments. - To choose placement coordinators from each department and assign the duties, represent meeting with them. - To evaluate and choose competent external training institutions. - To estimate budget and schedule for training programmes and campus interviews. - To collect employer's feedback and make rectifications. - To apprise the management about training and placement activities at regular interval. - To handle grievances related to training & placement Activities. 	<ul style="list-style-type: none"> - Non establishment of communication with industry - Delay in arrangements of training and campus drive - Unfavorable acknowledgement - Poor delivery of content of the trainers - Deceptive outcome in training and placement activities. 	<ul style="list-style-type: none"> - Recommending the suggestions, Breach the contract. - Alteration of training & placement activities schedules. - Arrangement of Job fair and combined campus recruitment.



Designation	Prof./Asso, Prof./Asst. Professor
Role	Student Support & Administration In charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - To collect the certificates from the students like, +2 Mark sheets, TC, Community Certificate, First Graduate Certificate, Income Certificate etc. - To issue the books, Notebooks, Drafter and Stationery items. - Communicating student's suggestions to the Management. - Taking care of student's health and arranging medical facilities for the needed students. 	<ul style="list-style-type: none"> - Missing of certificates. - Lapses in the Stock - Hiding the letters which complaint against staff community - Not caring of the student illness 	<ul style="list-style-type: none"> - Not applicable



Designation	Prof./Asso, Prof./Asst. Professor
Role	IT Support & Maintenance In Charge

Responsibilities	Accountability	Authorities
<ol style="list-style-type: none"> 1. Procuring Computers, Peripherals UPSs with Batteries, Air-conditioners, and Intercom services and maintains it properly. 2. Performing Domain Registration, Space maintenance, development and upload the special events of the college information in the Web site. 3. Installing and periodically reviewing the necessary Software's as per requirements for academic. 4. Maintaining records and files for all the software and hardware. 	<p>Delay of troubleshooting the problems. Delay of resolving the issues like Battery burst and low level of distilled water content.</p> <p>Delay of rectifying the problems of not working ACs. Domain name and domain space expiry, less speed website access.</p> <p>Expiration and missing of software and fail of updated software. Loss of records and data.</p>	<p>Call for service to rectify the problems. Domain renewal, space allocation payment, web portal entry. Updating and renewal of software.</p>



Designation	Prof./Asso, Prof./Asst. Professor
Role	Estate Maintenance Manager

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Preparing the work schedule and Allocation of work on a daily basis to the estate worker regarding housekeeping and gardening and check it periodically. - Checking and controlling all water consumption in the estate and reporting of any irregularities. Arranging the workers to wash water tank periodically. - Proper planting, maintenance, watering and pruning of all vegetation as is applicable which applies to beautification of the estate's entrance. - Identifying all Electrical goods/Furnitures/Plumping items/major equipments and maintain it properly. - Identifying the complaints daily and rectifying it regularly. - Ensure the safety of the campus by fixing fire extinguisher and First Aid Box. 	<ul style="list-style-type: none"> - Poor Housekeeping, grounds maintenance and landscape. - Unsafe environment - Any accidents due to poor maintenance and safety system. - Delay in rectifying the complaints and breakdowns. 	<ul style="list-style-type: none"> - Supervising general maintenance issues at all sites.



Designation	Prof./Asso, Prof./Asst. Professor
Role	Canteen In Charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Plan, organise, control and evaluate the needs of the canteen. - Ensure a healthy and safe work environment. - Ensure the legal requirements of the canteen to be maintained - Make sure all financial records are in order. - Make decisions on the items to be sold in the canteen and approve the sale prices of new items. - Produce a canteen menu and price list. Often check the expiry date of the food items. - Ensure the staff members are wearing the coat gloves and apron while preparing food items. - Ensure that the canteen and its contents are secure at all times. 	<ul style="list-style-type: none"> - Crisis arises in health of the consumer. 	<ul style="list-style-type: none"> - Recommending to the Top management to breach the contract.



Designation	Prof./Asso, Prof./Asst. Professor
Role	Security In Charge

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Preparing the schedule of the security shifts and Supervising their performance. - Maintaining the BIO data and other important information about all securities - Checking all the Registers often in order to monitor the proper entry. - Making alternate arrangement of security at the time of his absent - Safe guarding the assets of the Institution 	<ul style="list-style-type: none"> - In proper schedule of the shift - Missing of Register In the absence of security - Missing of assets 	<ul style="list-style-type: none"> - Framing of duty allotment - Informing the negligence of duties to the Top management.



Designation	Security
Role	Safeguard

Responsibilities	Accountability	Authorities
<ul style="list-style-type: none"> - Allowing the visitors with proper proof - Maintaining the visitors register, material movement register, schedule entry register and VIP register - Safeguard the campus and assets of the institution by invigilate keenly during day and night. - Checking the gate pass of the students and allow them out during college hours timing - Monitoring the loitering of stranger 	<ul style="list-style-type: none"> - Improper entry - Unfavoured curt come - Loss of the property 	<ul style="list-style-type: none"> - To make an enquiry of the visitors and to be vigilant of the strangers.