

ANAND INSTITUTE OF HIGHER TECHNOLOGY

(Approved by AICTE, New Delhi, Govt. of Tamilnadu & Affiliated to Anna University)

Kalasalangam Nagar, IT corridor, Old Mahabalipuram Road, Kazhipattur, Chennai – 603 103

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CODE OF CONDUCT FOR THE STUDENTS

Revised in 2019-2020
(Rules & Regulations)

CODE OF CONDUCT FOR THE STUDENTS

1. Students are expected to conduct themselves inside, as well as off college campus, with dignity and decorum, reflecting the high standards of academic excellence and discipline aimed at by the college.
2. Identity Card (ID) is must entering the College Campus.
- 3 a. Dress Code for Boys
 - The boys should wear full pants, properly tucked-in shirts with black belt, black socks and shoes.
 - T-shirts, Jeans and other Casual wear, patches on pants/shirts, sports shoes are not allowed. Black color dress is not allowed.
 - Every student must wear clean and decent clothes.
 - Within the college campus the students are expected in correct dress code with ID card. Boys are expected to be clean-shaved. Long hair not allowed.
- 3 b. Dress Code for Girls
 - Girls should wear Salwar, Kameez with non-transparent dupatta, to be folded & both side pinned properly. Tight jeans, Patiala type, leggings are not allowed.
 - Out of three parts of uniform, only one black is allowed. Hairdo (Long Hair) should be properly tied.
 - For laboratory and workshop classes, prescribed uniform should be worn. It is common for boys & girls.
4. Students are expected not to leave the classroom during lecture hours without the permission of the lecturers concerned.
5. No student should leave the college campus during the college hours without the written permission of the Principal.
6. Students are forbidden to organize or attend any unauthorized meeting in the college or collect money for any purpose without prior permission of the Principal.
7. No student shall take part in any anti-social or subversive activity. Smoking is strictly prohibited in the college campus.
8. No student shall be a member of any organization or association not concerned with the college, without prior permission of the Principal.
9. Students are forbidden to write or scribble on the furniture or on the walls or on any part of the college premises. Students are expected to maintain cleanliness inside the college campus. Damage to any kind of property inside the campus is punishable.
10. Loitering inside the campus during working hours is strictly prohibited.

11. **Students are not permitted to bring cell phones for any use inside the campus and college buses. If found, it will be seized and it will not be returned.**
12. Students should strictly follow the rules and regulations while travelling by college buses.
13. Students should not deviate from the code of conduct while they are in the library.
14. Ragging in any form, in any place or time is a cognizable offence that will impose severe punishment including summary expulsion from the college [Extract of Tamil Nadu Government Gazette – extraordinary Dt; 29.01.1997 (Bill No. 8 of 1997 Tamil Nadu prohibition of Ragging Act.)]
15. The hostellers should strictly follow the rules and regulations of the hostel.
16. The Principal will be pleased to look into any suggestions and grievances encountered by the students. The students can meet the Principal at any time in this connection. A suggestion box is provided for this purpose in the office. **Mass agitation and demonstration is strictly prohibited.**
17. Student's are instructed to maintain our campus as green campus by the usage of
 - a) Bicycles
 - b) College Transport
 - c) Pedestrian friendly roads
 - Plastic-free campus
 - Paperless office
 - Green landscaping with trees and plants

ACADEMIC RULES AND REGULATIONS

1. Students should be regular and punctual to their classes.
2. Students should not miss their classes.
3. Hourly attendance is recorded in computers and there will not be any compromise for lack of attendance.
4. **Every month attendance will be entered in Anna University Web portal.**
5. **Assessment & Model Exam Marks will also be entered in the Anna University Web Portal once they completed.**
6. Weekly and monthly attendance statement will be a guideline for the student to cope with.
7. Continuous absence for three or more days will be viewed seriously.
8. Leave without permission will be treated as absence only.

9. Medical certificate from authorized medical officers only will be considered for medical leave.
10. Since no condonation is permitted for a student to sit for the University examinations as per Anna University norms, a minimum of 75% attendance should be earned by the students.
11. If any student gets less than 75%, he/she has to redo the course.
12. If any student cannot sit for the examination due to unexpected reason, even though he/she has scored the required percentage of attendance, the student can continue the next semester and write the current examination as arrears.
13. Give more importance to Unit Tests, as the internal assessment is based purely on Unit Test marks.
14. Failures and absentees of Unit Test will be penalized.
15. Those who absent themselves for the Unit Test for genuine reasons will be permitted by the Principal to do a retest within the stipulated time.
16. Students are expected to express their opinion to improve the academic activities during the Class Committee Meeting without any hesitation.
17. Students representing the college in extracurricular activities should apply to the Principal for ON DUTY through the faculty concerned. Students can avail ON DUTY leave only with prior permission.
18. The names of latecomers in the morning will be entered in the register available with class advisor. They will be allowed to attend classes only after obtaining the permission of the class advisor. However, the late coming will be considered as absence.
19. Under the Government's Educational rules, the Principal has full powers to inflict suitable punishments on errant and truant students, to maintain discipline, punctuality and academic progress of students. The decision of the Principal is final.
20. The prescribed college fees and University examination fees must be paid well before the last date specified.

LIBRARY RULES AND REGULATIONS

1. Students and staff should register their entry in the library by scanning their ID card at the entrance.
2. Students and staff should leave their bags and belongings in the counter reserved for that purpose.

3. Students can borrow 3 books for two weeks and can get extension of another two weeks. The staff can borrow 6 books at a time for one month and the books can be renewed two times.
4. Books will be issued only on production of valid user ID card.
5. Books borrowed must be returned on or before the due date.
6. Books will have to be physically presented for renewals.
7. Books will be renewed if there are not reservations.
8. Users are requested to verify the physical condition of the books before borrowing.
9. Students, who fail to return the book within the due date, will be fined Re.1/- per day, the amount will be doubled (or) increased based on the delay.
10. Users should sign in the overdue fine register against their entry whenever they are remitting the overdue charges.
11. Students and staff who borrowed the books are responsible for any damage or loss of the library books. If any book is lost, they will have to replace the latest edition of the same book (title, author, year and edition) or they will have to pay double the cost of the book.
12. Reference books, Back volumes and current issues of journals cannot be borrowed. They can be referred to in the library reading room only.
13. Students and staff are advised to be very careful in handling the library cards. If the card is lost, a fine of Rs.100/- will be levied per card to issue duplicate card.
14. Do not disturb the arrangement of the books in the rack. Do not replace the books in the rack after reference. Leave it on the table provided in the reading hall.
15. Students should produce their ID cards whenever demanded by the librarian.
16. Maintain strict silence in the library.
17. Students who disobey the above regulations will face disciplinary action.
18. The students must hand over the library cards to the librarian before the commencement of the final semester examinations.
19. The staff should surrender the library cards when leaving the Institution.

RULES OF DEPARTMENTAL LIBRARY

1. The books will be placed only in the main library. Books can be transferred to the department library, based on the requisition from the concerned department lecturer in charge/ Head of the Department.
2. A book can be transferred to the departmental library only if (a) minimum of four copies of the title are available in the main library or (b) books which are not referred frequently by the students, but are often required by the faculty for their preparation.
3. The books may be allotted to the departmental library only after the approval of the librarian, Head of the Department and the Principal.
4. For the issue of books from the departmental library, a separate register will be maintained. A staff can borrow a maximum of 4 books at a time from the departmental library.
5. A staff member will be issued 6 cards for their use in the main library.
6. Manuals like Workshop Practice and Physics practical could be transferred to the departmental library.
7. The stock of the department library will be verified every year by the Librarian and the losses if any will be paid by the respective department.

NORMS FOR MEMBERSHIP CARDS

The college has become a member in IIT Madras and Anna University Library, 3 cards are available for Anna University Library and one card for IIT Madras Library. The following are norms for the use of these cards.

1. Students and teaching faculty interested in making use of these facilities shall submit an application to the Principal with the approval of the HOD.
2. The Principal on perusal may approve of the proposal and forward it to the librarian. The librarian will maintain a register in which the details of the borrower will be filled in.
3. The Librarian also will file all applications. The card can be made use for a maximum period of one week only.
4. Heavy fine may be imposed on defaulters.
5. The card if lost shall impose a fine of Rs.1000/- or more per card.
6. Each student will be given only two cards at a time.

AIHT SCHOLARSHIP

Anand Institute of Higher technology is providing scholarship for meritorious and poor background students. If the students are getting more than 180 cutoff marks, then tuition fees is free for them. In sports quota also scholarship is given based on the tournament they have won the events.

SCHOLARSHIP AND LOANS

1. Tuition fees & Post Metric Scholarship

- a) SC/ST income ceiling – 2.5 Lakhs**
- b) Converted Christian / AD income ceiling- 2 Lakhs**
- c) BC/MBC/DNC income ceiling – 2 Lakhs**

2. First-Graduate

Any first graduate in the family is given a concession of Rs. 20,000/-.

3. Central WAKF Council Scholarship for Muslim

Students only.

4. Scholarship for Physically Handicapped/Hearing Impaired by Govt. of India, Ministry of Labor & Employment.

5. Special Scholarship Scheme for SC/ST Candidates after the completion of the course.

6. Award of prize money to meritorious SC/ST candidates after the completion of the course.

7. National Merit Scholarship from Government of India, Human Resources Development for students getting marks above 1000 in the 12th Examination.

8. National Thermal Power Corporation Scholarship for SC/ST Students.

9. Adhoc Merit Scholarship for SC/ST Students.

10. Bank Loan Estimation to professional course students.

11. Bright students Award, Gandhi Memorial Award for SC/ST students.

12. Adidravida and Tribal Welfare Department Loan for SC/ST Students.

13. Scholarship for Wards of Farmers.

14. Scholarship for Wards of Teachers.

15. Scholarship for Wards of Railway Employees & Police Department.

16. Merit Cum means Based scholarship for minority Students who belong to Christianity, Islam, Jainism, Buddhism, Parsi & Sikh Community are granted by the Minority Welfare Department.

17. The Tamil Nadu Government gives financial assistance by way of interest- free loan to SC, ST students in addition to Government of India Scholarship.

Note:

The government has directed that the recipients of scholarships and concessions shall record 75% of attendance. This percentage may be relaxed only in case of sudden sickness certified by competent medical authorities, to the satisfaction of the sanctioning authority. In case, students who are awarded the scholarship/concession do not satisfy these conditions it will be withdrawn. As per G.O. Ms. No.514 Social Welfare Department dated August 18. 1978 all scholarships are liable for furniture for misconduct, irregularity in attendance, unsatisfactory progress in studies and acts of indiscipline like alcoholism, drug consumption etc.,

The management gives a cash award of Rs.1000/- to the student who stands first in the University Examination.

HOSTEL

The aim of the hostel is to provide good and safe facilities of boarding and lodging and to cater to the needs of outstation students at a comparatively lesser cost.

The management of the hostel is based on the organizational structure developed and adopted for this purpose. The Principal is the ex-officio warden. Each Hostel is managed by a Deputy Warden, assisted by two Assistant wardens with the help of one more assistant to guide the hostellers and maintain discipline.

RESIDENTIAL FACILITIES

Separate hostels for men and women, which can accommodate about 1000 students each, are available with good infrastructure inside the college campus. Three resident tutors are available for consultation and guidance for the benefit of the students.

- ❖ The rooms are convenient with adequate facilities.
- ❖ A well laid-out and spacious dining hall.
- ❖ Water coolers and a modern kitchen with steam cooking.
- ❖ Facilities for playing in-door games & Gym.
- ❖ A college van is available all the time to attend to the emergency needs of the hostellers.

PROCEDURE FOR ADMISSION TO THE HOSTEL

1. When a student joins this institution, he/she will file a separate application for accommodation in the hostel. The application can be obtained in the office.
2. Based on the availability of rooms, the student will be recommended for admission.
3. The admission fee will be paid by the student in the college office and will be given an admission card.

4. The Deputy Warden will allot the student a room to his/her choice according to the availability of rooms.
5. The student has to sign and receive the items (viz: table light, lock, table, etc..) given to them and thereafter the student is responsible for the maintenance of the same. While joining the hostel itself, he/she is requested to check and receive the items and consequent complaints will not be accepted.
6. A lock with multiple keys will be given to the inmates of each room. One key will be in the office and one with the warden. The inmates of the respective room have to preserve the keys till they leave the hostel.
7. All the furniture, fixtures including notions and hangers will be under his/her responsibility.
8. Before the reopening of the hostel after semester holidays the rooms in the hostel will be white washed and all the sewage waterlines and connections will be repaired and will be provided in good condition.
9. Student will be permitted to stay in the hostel only after paying the fees.

RULES AND REGULATIONS OF THE HOSTEL

1. Boarding and lodging facilities are meant only for the authorized inmates of the hostel.
2. Guests may be given accommodation only with the prior permission of the Deputy Warden and the Principal.
3. The inmates are instructed not to go out of the hostel without the permission of the warden. The time allotted for the inmates to go out is from 4.00 to 6.00 p.m. Absence from the hostel without prior permission will be viewed seriously and can even lead to expulsion from the hostel.
4. No student is supposed to stay outside the hostel without prior permission from the warden. The warden will permit the inmate to stay with his/her local guardian during the holidays, only when a written requisition is made available.
5. During the holidays the inmates can go out once in 15 days between 8.00 a.m. to 5.00 p.m. only with the permission of the warden.
6. If the inmates want to go to their native place due to unavoidable reasons, they may do so with the approval of the Principal and Warden.
7. Removal of furniture from one room to another is strictly prohibited.
8. Food will be served only in the dining hall and the inmates are not supposed to take the food to their rooms. However, if the inmate is ill the warden will make suitable arrangements.

9. No vessels of the mess should be taken to the hostel rooms for use.
10. Strict discipline should be maintained in the dining hall.
11. Study hours are maintained daily from 8.30 PM -10.30 PM.
12. The inmates are strictly warned against the undesirable activities such as the use of alcohol or drugs, smoking and gambling in the college campus.
13. The inmates of a room must switch off the lights and fans before they go out. They must also check whether the doors and windows are properly locked, in order to avoid dashing of the windowpanes.
14. Entry of an outsider or any unauthorized person into the premises of the hostel is strictly prohibited. The inmates of the hostel are requested to help the administration in this regard.
15. The inmates are expected to make a proper use of the properties of the institution such as furniture, electrical fittings, telephone, water cooler, TT tables, TV that are made available to them for their benefit.
16. If any damage or loss is made to such items the inmates of the hostel will be responsible for the cost of repairing or replacement if any will be recovered from the inmates of the respective hostel.
17. Before leaving for vacation all the material received by the students from the warden should be surrendered without any damage.
18. When the inmates leave the hostel for their vacation, they may take the luggage along with them. If not, possible they have to stock their belongings in the common room provided under the custody of the Deputy Warden.
19. When they return after their vacation, they can collect their belongings and occupy the rooms allotted by the warden.
20. The students will not be allowed to stay in their rooms during the vacation without the permission of the Warden.
21. Damaging hostel properties will be punishable.
22. The hostel fees should be paid before occupying the room.
23. No student should stay in the hostel during college hours.
24. When the students leave the hostel for vacation, they have to surrender the lock and key given to them. No room should be kept locked. Violators will be expelled from the hostel.
25. If any problem arises among the students, it should be brought to the notice of the Deputy Warden/Warden through tutors.

26. No electrical gadgets like water heater, electrical stove to be used in the hostel rooms. If found, it will be seriously viewed.

GRIEVANCE REDRESSAL COMMITTEE

Excellence in education is the prime focus of the institute. The grievance handling procedure will contribute to the maintaining the harmonious environment in the organization. Grievance Redressal Cell is to address genuine problems and complaints of students, faculty, and other stake holders of the institution. The cell addresses all the problems with genuine care and confidentiality, whatever is the nature of the problem. Students are encouraged to use the suggestion boxes at various places of the campus to express constructive suggestions and grievances. They may also approach the members of the cell or any of their other staff whom they are comfortable with. Students are requested to note that making a complaint is serious and therefore they are to use this power in a responsible manner.

The institute's policy on grievance redressal has been formulated in order to make all the students and employees aware of the complaint handling process. This system would ensure that the redressal sought is just and fair and is within the given framework of rules and regulation. The Committee shall discuss and analyze the causes for the complaints, the complaint resolution process and to discuss the progress and action plans on the same.

Students may also express their grievances online by filling out the form below.

SCOPE

Ensure effective, sensitive and confidential communication between all involved.
Ensure that there is proper investigation of the facts and figures related the problem
Follow documentation of the procedures and of all necessary steps taken to resolve the problem/complaint

ANAND INSTITUTE OF HIGHER TECHNOLOGY WOMEN GRIEVANCE REDRESSAL CELL VISHAKA COMMITTEE (PREVENTION OF SEXUAL HARASSMENT)

Anand Institute of Higher Technology has constituted a “Women Grievance Redressal Committee” as per the order of the Supreme Court (Vishaka Judgement), Sexual Harassment at workplace Act, 2013” rules with the aim of promoting gender equality and women empowerment among students and staff members.

This cell maintains safety and security to the girl students, female staff members. Our Women Grievance Redressal Cell stays alert all the time to prevent any sexual abuse towards the students and female workers. If the students or female employees face any harassment from the staff or fellow students, then they can complain at our women grievance cell. The members will look into the issues, gather the evidence and take necessary action against the guilty. We also focus on preventing this kind of harassment by using secret monitoring services, which keep a keen eye on the entire campus

OBJECTIVES

- The committee will organize programmes to create awareness about sexual harassment and Eve teasing to the students and faculty
- The committee will deal within cases/complaints of sexual harassment or any other type of harassment of the female students, teaching and nonteaching women staff of the college.
- The committee shall process all the individual complaints and take immediate suitable action
- The committee will provide assistance to the student/faculty for taking preventive steps in the matter of gender discrimination and sexual harassment
- The committee may form /review the guidelines/policy for redressal of the grievance as required from time to time

GRIEVANCE PROCEDURE

- Any women employee or female student will have the right to lodge a complaint concerning sexual harassment/Eve teasing against a male student or the employee of the institute by writing a letter or putting the complaint in the Principal’s office or sending a email to vishaka@aiht.ac.in.

- The complaint will be afforded full confidentiality at this stage
- After receiving the complaint, the chairman shall convene the meeting of the cell.
- The chairman will appoint investigation committee, Coordinator will convene the meetings.
- The investigation committee shall then decide the course of action to proceed.
- The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainer /her representative.
- In case the investigation committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, he will be warned about his behavior and non-occurrence of it. In case the complainer requests that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.

PROCEDURE FOR INVESTIGATION

- If the complainer wishes to proceed beyond a mere a warning to the accused, the accused shall be given in writing by the investigation committee an opportunity to explain within one week why he should not be, for good and sufficient reasons, be punished for the act of sexual harassment or Eve teasing on his part.
- If the written explanation of the accused is not found to be satisfactory or if he does not provide any written explanation, the investigation committee will decide whether the offence deserves a minor penalty or a major penalty.
- In the event that the investigation committee deciding that the accused be imposed a minor penalty, the said penalty will be recommended by the investigation committee to the chairman of the cell for decision.
- If the investigation committee comes to a conclusion that the accused in case if his guilt proved, should be imposed a major penalty, it shall make a recommendation of action. If the accused is an employee, he may be placed under suspension under the provisions of act.

- If a person is charged with physical molestation or rape on college /society's premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate actions can be initiated as per the laws of Indian penal code.

PUNISHMENT FOR SEXUAL HARASSMENT OR EVE TEASING

- Any member of the institute fraternity (student/employee/outsider related to institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government/ university rules.
- A student guilty of sexual harassment shall be liable for any of the following penalties:
 - a) Warning or reprimand.
 - b) Suspension from university/ college for a period of one month.
 - c) Debarment from appearing for the examination for a period up to three years.
 - d) Rustication from the university as the case may be.
 - e) Any other punishment as defined by the government act.

Anti-ragging committee:

Ragging has ruined countless innocent lives and careers. In order to eradicate it, Hon'ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgement wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging database. In accordance with the orders, UGC (University Grants Commission), Govt. of India has developed this <https://www.antiragging.in/> web portal.

This portal will contain

- Undertaking confirmed by each student and his/her parents or guardians, which will then be stored electronically and will contain the details of each student.
- Record of registered complaints received and the status of the action taken.
- The aim of the portal is to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country. This will be achieved by preventing its occurrence and punishing those who indulge in

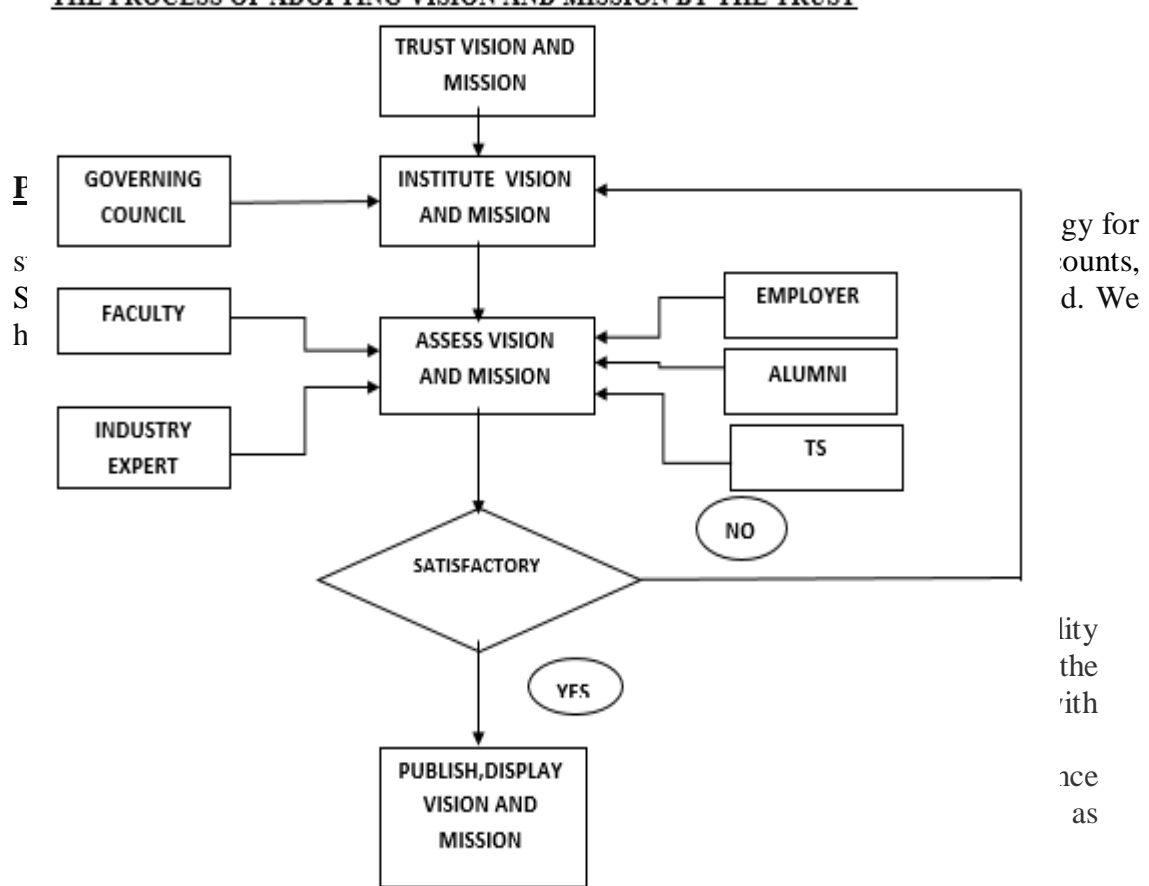
- ragging, in accordance with the Supreme Court Regulations.
- Anti-ragging committee is formed.

ANAND INSTITUTE OF HIGHER TECHNOLOGY CHENNAI 603103
List of Anti-ragging Committee Members – (2019 – 2020)

S. No.	Name	Member
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1.	Dr. K. Diwakar, Principal	Chairman
2.	Dr. M. Sumithradevi, HOD/ PHY	Coordinator
3.	Dr. S. Roselin Mary, HOD/CSE	Member
4.	Dr. G. Sankaramalliga, HOD/ECE	Member
5.	Mrs. Ramya Ramprasad, HOD/IT	Member
6.	Dr. P. Pathalamuthu, HOD/MECH	Member
7.	Mr. V.V. Rajasegharan, HOD/EEE	Member
8.	Dr. Meena Sankaranarayanan, HOD/MATHS	Member
9.	Dr. K. Karnavel, Asso. Prof/IT	Member
10.	Mrs. A. Malathi, AP II/CSE	Member
11.	Mrs. J. Anitha, HOD/E &I	Member
12.	Mr. S. Dhinakaran, HODic/Civil	Member
13.	Dr. S. Bharathi Vasu, APIII/MBA	Member
14.	Dr. D. Yuvaraj, HOD/MBA	Member
15.	Mr. Muthu kumar Sub Inspector, Kelambakkam Police Station	Member
16.	Mrs. M. Sumathi Parent	Member
17.	A. Dinesh, IV/ECE	Member
18.	G. Varsha, III/CSE	Member
19.	P. Senthil Kumar, III/MECH	Member
20.	Mr. S. Muthuselvam Lab Assistant	Member

The governance of the Institution:



Our Values are

1. **Quality:** Striving towards excellence through team work and sustained effort
2. **Integrity: Behaving** with the highest integrity and transparency in all aspect of works
3. **Leadership:** Instilling in students the leadership qualities to motivate and transform society
4. **Innovation:** Embracing and encouraging new knowledge , research and entrepreneurial approaches (TBI Cell)
5. **Social Responsibilities:** Understanding the physical, cultural and social environment in which we operate, respecting the rights and needs of all
6. **Ethics:** Upholding the highest ethical standard in all activities and imparting those ideals to students and staff

The governance of institution has following Key position

1. Governing Council
2. Chairman / Chairman Rep
3. Director
4. Head of the Departments
5. Teaching and non- teaching Staff
6. Exam cell coordinator
7. Administrative officer
8. Library Team
9. Counsellor
10. Physical Director
11. Alumni Coordinator
12. TBI Coordinator
13. Class committee,
14. Feedback from the department,

15. IQAC,
16. Hostel students,
17. Discipline committee,
18. Various association,
19. Co-curricular and extracurricular sports etc

Functions of Key Administrative Positions:

The functions of various key positions are depicted in the Table below:

POSITION	FUNCTIONS
Governing Council	<ul style="list-style-type: none"> ✓ Frame directive principles and policies ✓ Amend and approve policies from time to time ✓ Approve budgets
Chairman/ Chairman Rep i.e., Executive Director	<ul style="list-style-type: none"> ✓ To look after the overall development of the institute ✓ Mobilize external resources to strengthen the institute ✓ Plan & provide for necessary facilities / equipment for development ✓ Instill confidence and devotion in every member of the Institute
Director	<ul style="list-style-type: none"> ✓ Design & define organization structure ✓ Define & delegate responsibilities of various positions in the organization ✓ Ensure periodic monitoring & evaluation, of various processes & sub-processes ✓ Ensure effective purchase procedure ✓ Define quality policy and objectives ✓ Prepare annual budget ✓ Conduct periodic meeting of various bodies such as Governing Council, LMC, Standing Committee and Grievances Redressal ✓ Manage accounts and finance ✓ Employee recruitment process ✓ Office Administration ✓ Compliance with AICTE & ANNA University ✓ Admission ✓ Resource Generation ✓ Internal and External examinations ✓ Library Up gradation
Associate Director	<ul style="list-style-type: none"> ✓ To discharge routine duty of Director during absence of Director ✓ Annual Magazine ✓ Resource Provision ✓ Transport ✓ Alumni interaction ✓ Housekeeping including hostels ✓ Prepare and execute academic calendar ✓ Oversee the teaching-learning process ✓ Carry out result analysis and submit corrective measures to Principal ✓ Initiate supplementary teaching measures ✓ Co-curricular activities ✓ Formation of student council ✓ Cultural activities ✓ Sports activities ✓ Student discipline ✓ Student health care

Head of Departments and Teaching Staff	<ul style="list-style-type: none"> ✓ Plan and execute academic activities of the department ✓ Maintain discipline and culture in the department ✓ Maintain the department neat and clean ✓ Pick and promote strengths of students / faculty / staff ✓ Monitor academic activities of the department ✓ Propose Department Budget
Examination Cell	<ul style="list-style-type: none"> ✓ Central time table ✓ Monitoring of lectures and practical examinations ✓ Conduction of internal examinations ✓ Student's feedback ✓ Collective attendance of students
Administrative Officer	<ul style="list-style-type: none"> ✓ Liaising with AICTE ✓ College roster ✓ Service Books ✓ Faculty personal files ✓ Recruitment process ✓ Maintain minutes of meeting (all) ✓ New proposals ✓ Co - ordinate day to day activities of office ✓ Purchase process ✓ AICTE committee preparation ✓ Annual College budget
Training & Placement Officer	<ul style="list-style-type: none"> ✓ Liaison with industry ✓ Student Training and Placement ✓ Identify and provide for training needs of students ✓ Arrange campus interviews ✓ Proposing annual T & P budget
Librarian	<ul style="list-style-type: none"> ✓ Plan and execute modus operandi of routine activity of the library ✓ Plan and propose expansion / development ✓ Maintain library discipline and culture ✓ Prepare annual budget for the library
Counselling Cell	<ul style="list-style-type: none"> ✓ Facilitate career guidance to students ✓ Assist students suffering from psychological disorders ✓ Arrange for professional counsellors ✓ Maintain record of counselling activities ✓ Student academic council ✓ Arrange remedial classes for weaker students
Alumni Association	<ul style="list-style-type: none"> ✓ Arrange periodic meetings of student council ✓ Ensure alumni registration ✓ Prepare alumni news letter ✓ Proposing annual budget
Students Inclusion	<ul style="list-style-type: none"> ✓ Class committee report, ✓ Feedback from the department, ✓ IQAC Decisions, ✓ Hostel students, ✓ Discipline committee, ✓ Various Technical and non-technical association, ✓ Co-curricular and extracurricular sports etc

All the position have their own responsibility and authority to fine tune the institution Vision and Mission and all the committees are headed (or) participated by the faculties from different disciplinary . So the faculty member play important role in the decision making process.