



NEHRU INSTITUTE OF ENGINEERING AND TECHNOLOGY

ISO 14001:2004 Certified, Accredited by NAAC, Recognized by UGC with 2(F) & 12(B)
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Nehru Gardens, Thirumalayampalayam, Coimbatore – 641 105.
NBA Accredited UG Courses: AERO | CSE | MECH



ORGANIZATION SETUP

Responsibilities of the Management

- ❖ Associating with competent, dedicated faculty to implement effective quality policy and mission of institute through teaching-learning process.
- ❖ Making financial provisions to provide infrastructure and facilities suitable for effective services and to cater to further requirements as per growing needs.
- ❖ The institution maintains an effective internal co-ordination and monitoring mechanism with various departments and committees formed by the college for curricular, co-curricular and extracurricular activities.

Responsibilities of the Principal

- ❖ Providing direction for programs through institution's Vision and Mission.
- ❖ Review of attainment of Program Outcomes by departments.
- ❖ Provision of inputs to Governing Council Meeting.
- ❖ Implementation of improvement initiatives suggested by the Governing Council.
- ❖ Approval of Annual Academic Calendar at the Institution Level.
- ❖ Approval of program budget on an annual basis and approval of expenses.
- ❖ Review of Department activities through HoD meetings.
- ❖ Approval of annual performance appraisal.
- ❖ Collection of informal feedback from students for improvement process.
- ❖ Review of complaints and suggestions by monitoring the corrective measures for implementation.
- ❖ Providing direction for establishing strategic relationship with Industry.
- ❖ Review and approval of co-curricular activities of the institution.
- ❖ Identification and implementation of staff welfare measures.
- ❖ Single Point of Contact for Anna University and AICTE.
- ❖ Approval of proposal for projects forwarded to various funding agencies.
- ❖ Approval of human resources requirements for the institution.
- ❖ Identifying, Planning and Monitoring the Academic Performance Improvement initiatives.


Dr. P. MANI ARASAN
Principal
Nehru Institute of Engg. & Technology
T.M.Palayam, Coimbatore - 641 105



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Responsibilities of Dean-Research

- ❖ Responsible for research and innovative activities.
- ❖ Review and approval of patent applications.
- ❖ Review and approval of students/faculty project proposals for funding.
- ❖ Counseling faculty for pursuing Ph.D Programs.
- ❖ Establishing and managing University Approved Research Centers.
- ❖ Coordinating with funding agencies for research programs.
- ❖ Conducting skill development and outreach programs funded by external agencies.

Responsibilities of Head of Departments

- ❖ Chair the Department Advisory Committee Meetings.
- ❖ Approval and Publication of Program Vision, Mission and PEO's.
- ❖ Approval of Curricular Gaps identified and relevant Value-Added Courses.
- ❖ Review and Monitoring of Teaching-Learning Process and attainment of Course and Program Outcomes.
- ❖ Identification and monitoring of Program Outcome Improvement Initiatives.
- ❖ Approval and Publication of Department Level Academic Calendar and Time Table.
- ❖ Approval of Course Plan.
- ❖ Planning, Allocation and Utilization of Human Resources.
- ❖ Planning, Procurement and Utilization of Department Level Infrastructure/Labs/Equipment.
- ❖ Identification of Class Advisors and Mentors and allocation of students to Mentors.
- ❖ Chairing Department Review Meetings and Class Committee Meetings.
- ❖ Identification and provision of co-curricular programs.
- ❖ Approval of student, staff leave and OD requests.
- ❖ Identification and monitoring of staff competency enhancement initiatives.
- ❖ Reviewing and monitoring of support initiatives for Slow Learners.
- ❖ Reviewing and monitoring of support initiatives for Advanced Learners.
- ❖ New faculty induction and evaluation.
- ❖ Annual Performance Appraisal for Department Staff Members.
- ❖ Approval of Reference Books for courses.


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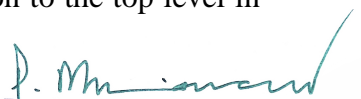
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- ❖ Preparation of Department Budget and approval of expenses.
- ❖ Nurture Industry Relationship, Research & Entrepreneurial spirit among students
- ❖ Ensuring discipline among students and initiating disciplinary action where required.
- ❖ Class Committee Meeting Chair.
- ❖ Approval for Purchase of Consumables, Guest lecture remuneration, Stationery items and other items mentioned in the approved budgets.

Responsibilities of Faculties

- ❖ Report to HOD
- ❖ Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned to you.
- ❖ Complete the syllabi in the subjects assigned to you.
- ❖ Prepare Lecture Plan/ Lecture Materials/ Course Material
- ❖ Conduct at least three internal Tests during each semester in the subjects assigned
- ❖ Encourage students to participate in co-curricular and extra-curricular activities.
- ❖ Plan, deliver and evaluate theoretical / practical instructions.
- ❖ 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.
- ❖ Participate in professional development activities
- ❖ Involve in at least one task for Institutional Development during a semester
- ❖ Any other responsibilities that may be assigned by the HOD.
- ❖ To produce 95% result in the subject taught.
- ❖ To take all needful steps for Research and Development towards establishing a Centre of Excellence.
- ❖ To take up Collaborative programmes with leading organizations by exchange of know-how's and in turn help placement.
- ❖ To publish at least one paper in international conference and journals of repute every year.
- ❖ To organize an International Conference on any thrust area on relevant subject.
- ❖ To take all efforts in bringing the name and fame of the institution to the top level in the nation.


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Roles and Responsibilities of the Class – Advisors

- ❖ Instruct all the students to attend the classes regularly and to follow the dress code.
- ❖ Collect the list of absentee students (Period wise) and submit it to the HOD daily.
- ❖ Submit the list of students absent for the internal tests to the HOD.
- ❖ Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
- ❖ Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
- ❖ Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results in the current Semester.
- ❖ Motivate the students to attend the seminars without fail.
- ❖ Instruct the students to attend the internal / external exams without fail.
- ❖ Motivate the students to present papers in Conferences / Seminars at regional / national level.
- ❖ Inform the subject staffs of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
- ❖ Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
- ❖ Seek the permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.


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