



# J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



## DECENTRALIZATION

The functions of various key positions are depicted in table below:

POSITION	FUNCTIONS
MANAGEMENT COMMITTEE	<ul style="list-style-type: none"><li>● The look after the overall development of the institute.</li><li>● Plan and provide for necessary facilities/equipment for development.</li><li>● Mobilize external sources to strengthen the institute</li></ul>
GOVERNING COUNCIL	<ul style="list-style-type: none"><li>● The Council is responsible for formulating the policies of the institution, framing the vision and mission statements and providing the right direction to the institute.</li><li>● The members with their huge academic, administrative and research experience provide the institution right direction from time to time.</li><li>● To organize the teaching and determine the teaching requirement in the college. To appoint the Principal / Director, the teaching and non-teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.</li><li>● To monitor faculty deployment and development, placement and industry-institute interacting activities in the institute/college and suggest remedial measures wherever necessary.</li><li>● To perform such other duties and exercise such other powers as may be entrusted</li></ul>

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	by the management and the University.
<b>PRINCIPAL</b>	<ul style="list-style-type: none"><li>• Supervision and guidance of all the administrative, academic activities and teaching programmes according to the norms of AICTE, Anna University and the Government of Tamil nadu in all aspects.</li><li>• Taking responsibility as chief superintendent for conducting University Examinations.</li><li>• Supervision of student's welfare health and security services.</li><li>• Maintenance of permanent records of students.</li><li>• Preparation and maintenance of college reports, progress reports etc.</li><li>• Performing public relation duties for the college.</li><li>• Maintenance of stock for college laboratories, stationary etc.</li><li>• Taking responsibility in the recruitment of Teaching and Non-teaching staff and students admission.</li><li>• Supervision of hostel and office staff.</li><li>• Monitoring library services.</li><li>• Fostering the development of the college.</li><li>• Encouraging the research program through R &amp; D cell.</li><li>• Participation in the college committee work.</li><li>• Acting as a Chief Warden in both boys and girls hostel</li></ul>

  
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<p><b>SYSTEM AND ESTATE</b></p>	<ul style="list-style-type: none"><li>• Establish, implement and maintain quality</li><li>• Management system.</li><li>• Arranging internal audits.</li><li>• Maintain up-to date master documents.</li><li>• Oversee employee attendance system and maintain the monthly attendance report.</li><li>• Maintaining updated building plans.</li><li>• Overall building maintenance.</li></ul>
<p><b>I/C ALUMNI ASSOCIATION</b></p>	<ul style="list-style-type: none"><li>• Forming a network of former graduates who will, in-turn help to raise the profile of the university.</li><li>• Play an active role in voluntary programs like mentoring students in their areas of expertise.</li><li>• Providing an opportunity for all the alumni re-unite every year.</li><li>• Supporting the students in the area of training internship.</li><li>• Provides an opportunity to share their experiences, knowledge and innovative ideas through alumni lectures series.</li><li>• Providing career guidance job opportunities, Industrial visits and projects.</li><li>• Every department are supposed to attend the coordination contact activity with alumni through the appointed students.</li></ul>
<p><b>TRAINING AND PLACEMENT OFFICER</b>  <b>PRINCIPAL</b></p>	<ul style="list-style-type: none"><li>• To motivate the students to develop technical knowledge through technical oriented programs.</li><li>• Developing the soft skills of the students to meet the industry recruitment process.</li><li>• Guiding them to attend competitive exams such as CAT, GATE TOFEL, GRE, IES, UPSC, TNPSC etc, for pursuing higher studies.</li></ul>





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	networking of Departmental libraries with the Central Library
<b>HEAD OF DEPARTMENT</b>	<ul style="list-style-type: none"><li>• Taking responsibility for all the academic affairs of the department.</li><li>• Monitoring the day-to-day academic activities relating to Teaching and Non-teaching staff.</li><li>• Producing reports to the Principal regarding all the requirements of the department such as faculty members, students need lab equipment's, books and journal etc.</li><li>• Preparing department budget and utilizing for the departments student.</li><li>• Ensuring the students regular attendance and discipline in all aspects inside the class and campus.</li><li>• Making arrangements guest lectures, seminars, workshops, conferences etc.</li><li>• Conducting internal/model examinations as per the Anna university schedule.</li><li>• Guiding the students for value added courses, Industrial visits, Internship activities etc.</li><li>• Encouraging the faculty members to submit research proposals and public research papers in reputed National and International journals.</li><li>• Making arrangements to sign MOU with leading industry for the benefit of students.</li><li>• To bridge the students relate with Industry Institute Interaction (III) with leading industry.</li></ul>

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