



**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.</li><li>• 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></ul>

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	<ul style="list-style-type: none"><li>• To perform such other duties and exercise such other powers as may be entrusted by the management and the University.</li></ul>
<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>
<b>SYSTEM AND ESTATE</b>	<ul style="list-style-type: none"><li>• Establish, implement and maintain quality Management system.</li><li>• Arranging internal audits.</li><li>• Maintain up-to date master documents.</li><li>• Oversee employee attendance system and</li></ul>

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	<ul style="list-style-type: none"><li>maintain the monthly attendance report.</li><li>• Maintaining updated building plans.</li><li>• Overall building maintenance.</li></ul>
<b>I/C ALUMNI ASSOCIATION</b>	<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 reunite 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>
<b>TRAINING AND PLACEMENT OFFICER</b>	<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><li>• Encouraging the students to attend off campus interview conducted by the top companies.</li><li>• Aiming to place the maximum number of students through campus interview in the leading MNC's.</li></ul>
	<ul style="list-style-type: none"><li>• The Library Committee is responsible for advising, developing and monitoring policies on information storage and retrieval and other library issues within the Institute.</li><li>• The committee provides an opportunity to</li></ul>




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<p><b>I/C LIBRARY</b></p>	<p>share in policy-making decisions and to make suggestions for improvements in service provision.</p> <ul style="list-style-type: none"><li>• Scrutinize policies proposed by the Library for their implications for teaching and research in the Faculty of Engineering, business administration, science and other disciplines of the Institute.</li><li>• After assessing the needs, necessary measures are taken to update the collection and the library is made user-oriented and user-friendly in its functioning.</li><li>• Feedback collected from the staff and students based on requirement of books and journals are analyzed by the library committee and necessary measures are taken immediately.</li><li>• To look into day to day problems of the Library clientele, Library staffs send recommendations to the board for the desired decision.</li><li>• To maintain liaison between Central Library and various academic departments for the provision of networking of Departmental libraries with the Central Library</li></ul>
<p><b>HEAD OF DEPARTMENT</b></p>	<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</li></ul>

  
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	<p>campus.</p> <ul style="list-style-type: none"><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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