



GANESH COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
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6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

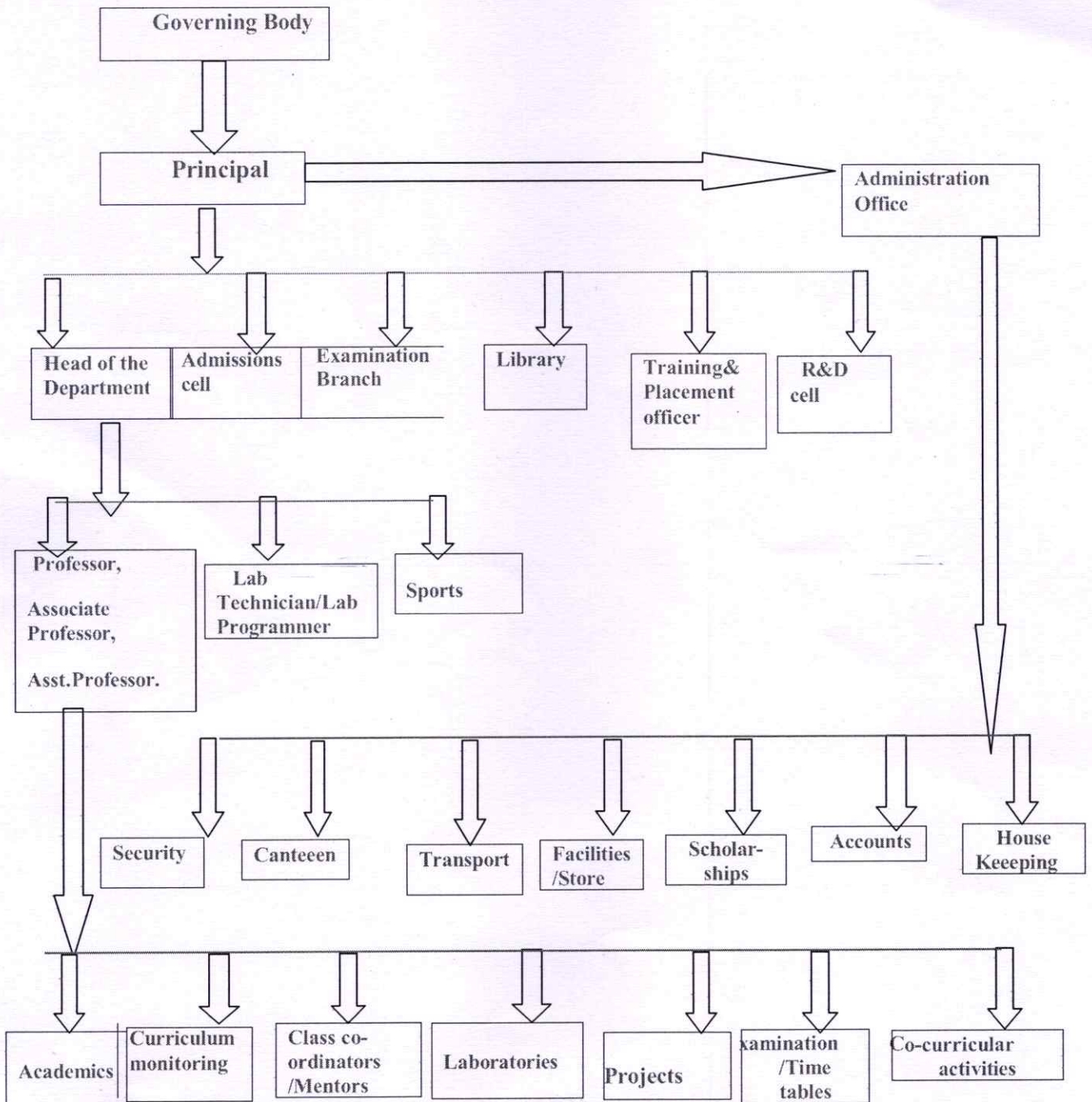
ADMINISTRATIVE SETUP:

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

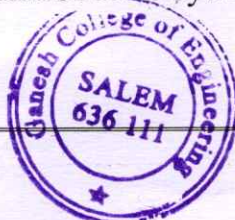
It has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The organizational structure of the institution is given below.



ORGANIZATION CHART



The over-all structure of the Institutional Management is categorized as “ACADEMICS” and “ADMINISTRATION”. Keeping in view all the stakeholders more on students an effective administrative system is structured.



Functions of Key Administrative Positions:

POSITION & FUNCTION

CHAIRMAN

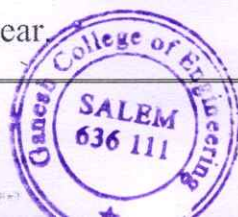
- Review academic and other related activities of the College
- Consider new programs of study for approval of AICTE
- Consider recommendations of the Principal regarding Promotions
- Ratify Selections/appointments/ medals and prizes
- Pass Annual Budget of the College Annual University affiliation

SECRETARY

- Looks after the Administration, development of education, growth & expansion of the institution.
- He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body.
- He coordinates between the sponsoring Society, College Management and the other systems of the college.

PRINCIPAL

- To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.
- To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university
- To conduct internal, end and other examinations
- To initiate all the developmental activities, monitor the progress and report to the Governing body.
- To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year.



HEAD OF THE DEPARTMENT

- Department HOD prepares departmental workload as per the Anna university syllabus, Allocation of work load in prescribed formats. Coordinating with library committee & Prepare, update and standardize the student Handbook / Lab manuals.
- Collect & Verify the course material to certify
- Coordinate with Library committee, Time- Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.
- Preparation of list of weak students in each class and conduct bridge classes, slip tests.
- Analysis result to conduct Remedial classes for failure students.
- Ensuring to arrange Club activities and Guest lectures, workshop & seminars.
- Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books.etc

COMMITTEES

- Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members.
- Committee In charge will look after the committees program and operation.
- These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college.
- These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.
- Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.



Governing Body:

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions are taken.

Governing Body Functions:

- To ratify the decisions of the academic advisory committee.
- Approval of new courses recommended by the academic advisory committee
- To appoint Principal, the teaching and non teaching staff on the recommendations of the selection committees constituted.
- Scrutinizing and approving the budgetary proposals.
- Suggesting and approving the student development programs.
- Promoting industry institute partnership cell for student training and placement activities
- To monitor and evaluate the teaching programs in the institute and suggest remedial measures
- To constitute committees, subcommittees & standing committees for specific purpose delegating appropriate powers.
- Fix the fees and other charges payable by the students of the institute on the recommendations of the Finance Committee.
- Approve institution of new programmes of study leading to degrees
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives.



The Institute has IQAC and the functions of IQAC are given below:

IQAC Functions:

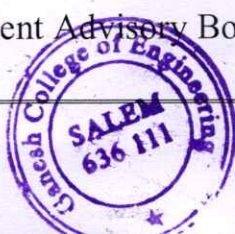
- IQAC is responsible for fixing quality parameters for various academic and administrative activities
- Monitoring the organization of class work and related academic activities.
- Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.
- Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.

The Department Advisory Board (DAB) Responsibilities:

- Develop and recommend the Vision & Mission statement of the department & provide guidelines for formulation of programme educational objectives (PEOs) and Programme outcomes (POs).
- Receive the reports of programme assessment committee and monitor the progress of the programme.
- Look after the current and future issues related to programme.
- Meet at least once in a year to review the programme.

Programme Assessment Committee (PAC) Responsibilities:

- Preparation and submission of periodic reports on program activities, progress and status to management and key stake holders.
- Motivate the faculty and students to attend workshops, develop projects, working modules, paper publications and research.
- Interact with students, faculty, program coordinators, class in-charges and external agencies in facilitating program educational objectives.
- PAC shall meet at least once in 6 months to review the program and submits report to the Department Advisory Board (DAB).



Various Committees of the Institution:

The Institution has 40+ committees for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines of the head of the institution.

Institute Level Committees:

- Academic Committee
- Admin Committee
- Admission Committee
- Alumni Activities Committee
- Anti Ragging Committee
- Discipline Committee
- Electrical Maintenance & Disaster Management Committee
- Event Management Committee
- Examination Committee
- Hackathon Committee
- ICT/E-Learning, NTPEL, MOOCS Committee
- Infrastructure, Maintenance and Repair Committee
- IQAC Committee
- Library Committee
- NAAC Committee



- NSS Committee
- Program Assessment committee(PAC)
- Project & Internship Committee
- Resource & Development and Institution's Industry Committee
- Remedial and Bridge Class Committee
- Sports & Cultural committee
- Student Grievance & Redressal Committee
- Training & Placement Committee
- Transport Committee
- Waste Management (a. E-Waste, b. Solid Waste, c. Liquid Waste)
- Website Committee
- Women Empowerment Committee



Service Rules, Policies and Procedures:

The institution has its own service rules, policies and procedures for effective functioning of the institution. It is published in 2001 and revised in 2015.

All these are available at Principal's office, HOD's chamber, library, Examination cell, placement cell etc., and distributed among all the employees.

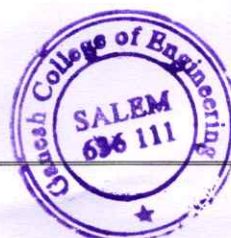
Recruitment of Faculty /Supporting Staff.

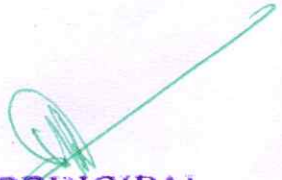
- Advertisements are published in the state and national level newspapers.
- Interviews are conducted by a panel consisting of senior faculty, Head of the Department, External subject expert, Principal and Chairman.
- Preference is given to relevant qualifications, teaching, research and industrial experience.
- A demonstration is taken from each person to understand the teaching capabilities and competency.
- The guide lines of the university and AICTE are followed during the recruitment of the faculty.
- The selected candidates are required to attend the university ratification process.
- Supporting staff are recruited by the panel consists of HODs, Principal and Chairman.

Promotional Policies

Based on the staff performance appraisal, they are promoted to higher levels.

Qualification, Eligibility and Salary Structure as per AICTE norms.




PRINCIPAL
Ganesh College of Engineering,
Attur Main Road, Mettupatti,
SALEM-636 111.