



M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi.
(An ISO 9001:2015 Certified Institution)
TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.
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Designation wise Roles and Responsibilities

SI.NO	Contents	Page No
1	ORGANIZATION CHART	4
2	DESIGNATION WISE ROLES AND RESPONSIBILITIES	5-36
3	VARIOUS COMMITTEE AND THEIR DUTIES	37-52
4	CASE STUDY	53-68



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SL.No	Designation	Page .No
1.	Principal	5-8
2.	Vice -Principal	9
3.	Head of the Department	10-13
4.	Assistant Professor Grade- I	14-15
5.	Assistant Professor Grade II (Senior Grade)	16
6.	Assistant Professor Grade III (Selection Grade)	17
7.	Associate Professor	18
8.	Professor	19
9.	Class Coordinator	20-21
10.	Faculty/Class Advisor	22-23
11.	Laboratory /Workshop In- Charge	24
12.	Lab Assistant	25-26
13.	Training and Placement officer	27-29
14.	Librarian	30-31
15.	Exam Cell Coordinator	32-33
16.	Physical Director	34
17.	Transport officer	35-36



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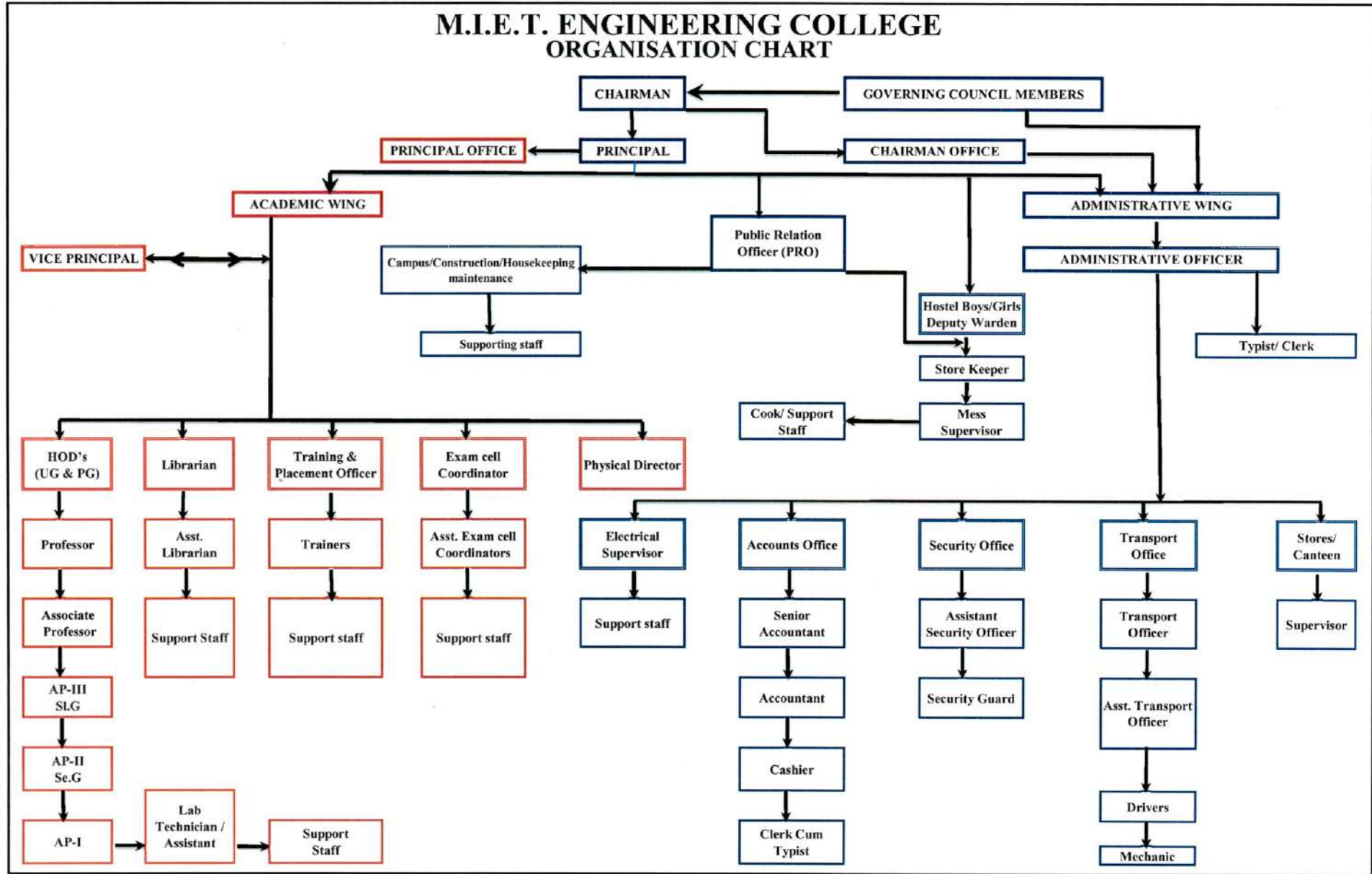


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Various committee and their Duties

SL.No	Name of the committee	Page .No
1.	Governing council	37-38
2.	Academic Council	39-40
3.	Grievance and Redressal Committee	41-42
4.	Anti - Ragging Committee	43
5.	Discipline and welfare committee	44-45
6.	Women Empowerment Cell	46
7.	Minority Cell	47
8.	Internal Complaint Committee	48
9.	SC/ST committee	49
10.	Internal quality Assurance Cell	50-51
11.	Department Assessment Committee	52
12.	Case Study	53

M.I.E.T. ENGINEERING COLLEGE ORGANISATION CHART





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Designation wise Roles and Responsibilities

Principal

Reporting only to the top Management (Chairman) of the institute and assisting them in the following functions of the institute.

- A. Regulation of academic and general Administration / Monitoring
- B. Design and Development
- C. Leadership
- D. Visionary
- E. Planning, Execution and Reporting

A. Regulation of academic and general Administration / Monitoring/Execution

One of the important responsibilities of a Principal is regulation of academic and general Administration, monitoring and executing the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the Anna University; along with the expectations of the top management, students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching institutional methodology suggested by the University / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.


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6. Monitoring all the liaison activities with governmental, corporate and other academic institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council.
9. Maintaining and Monitoring the procurement and purchase of all required materials like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and Anna University apart from the ones conducted by the top management.
11. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

B. Design and Development

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, identify and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting them in the institutional activities.
4. Focusing on building an image for the institution at an overall level or in terms of a particular strength.
5. Designing and developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library and laboratories with international ambience.


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7. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
8. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college to design a new and updated policy for promoting our college as a center of high-quality learning.
9. Design a favorable environment for internal and external stakeholders to utilize the system benefits as expected by them in an effective manner.
10. Developing a research and technical consultation facilities in our college for the societal needs.
11. Design and develop the college admission procedures and policy approved by the management and monitor the admission activities.

C. Leadership

The Principal will exhibit the true qualities of a leader by being a role model to their colleagues.

The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

D. Visionary Functions

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.


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1. Developing a long-term plan for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Developing plan and execute the same to attain accreditation like NBA, NAAC and other quality systems in our college.

E. Planning, Execution and Reporting:

1. The Principal requires preparing long term as well as short term plans (concrete documents) and presenting to the chairman.
2. Principal shall implement and execute the perspective plan of the college.
3. The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the Chairman.
4. Reporting about periodical statements of financial positions, academic and other matters pertaining to the college to the Chairman.
5. Oversees the service records of faculty and non-teaching staff and get the service records periodically updated through vice – principal and respective heads of units.
6. Maintain the confidential reports of the entire faculty and kept them in his custody.
7. Planning to conduct periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.


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Vice -Principal

1. During leave or vacancy of Principal, the Vice Principal (Senior by service) shall discharge all the duties and responsibilities of the Principal.
2. To Assist the Principal in all academic, research and development activities.
3. To scrutinize all the proposals on academic and research matters carefully and then submit to the principal.
4. To make arrangements and conduct seminars, Workshops, FDPs and Conferences with the assistance of the concerned department.
5. To assist all departments to prepare project reports for submission to AICTE and other funding agencies with the help of concerned faculty.
6. To monitor conduct of classes as per time table, examinations and other teaching learning activities and report to the principal as and when required.
7. To assist the principal in curricular development, Accreditations, Affiliation and other development activities.
8. To ensure Training/Research and Consultancy activities.
9. To ensure faculty evaluation by students, corrective action and counseling.
10. Any other work entrusted by the Principal and Chairman.


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Head of the Department

1. As per the direction of the management and the academic planning of Principal, the HOD assigns academic and administrative duties to teaching and non-teaching staff of the Department.
2. To co-ordinate with the teaching and non-teaching staff of the department for smooth functioning of academic, co-curricular and extracurricular activities of the department.
3. To Co-ordinate with the teaching and non-teaching staff of the department for implementing quality systems like NBA, NAAC, NIRF and other quality /ranking procedure activities to develop the department.
4. To Co-ordinate with the officials of our college in all the ways to develop and establish a standard system for implementation.
5. Responsible for admission related work by sharing and executing innovate ideas to improve college admissions.
6. With the consent of the Principal the HOD ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff well in advance before commencement of the semester/year.
7. Responsible for preparing the departmental budget/requirement to the Principal well in advance.
8. Responsible for monitoring of teaching staff, teaching-learning process activities and recording and analyzing those with concern staff members in the review and the report is to be submitted to the principal periodically.
9. To maintain staff attendance and all documents related to the activities of the Department. (Staff attendance, lesson plan from the teachers and ensures they follow the plan and syllabi are completed in the stipulated time, log book, course material etc).
10. To ensure smooth conduct of examinations including question paper setting, evaluation work. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the answer papers promptly to meet the dead line given by the Principal. The evaluated


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answer sheets along with mark sheets filled by the concerned faculty member have to be submitted to the exam section as per the schedule given.

11. To ensure purchases and maintenance of stock registers are done properly by the Laboratory in charge/Assistant.
12. To ensure Quality of assigned matters of academic and administrative, Maintenance and cleanliness of the department.
13. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc and encourage research/innovative programs in the department.
14. To organize a need-based workshop/seminars/symposia/visits/excursion etc.
15. To invite guest speakers for interaction and guidance to UG/PG students.
16. To guide the students for career opportunities and create an effective team for promoting placement activities.
17. To facilitate faculty in the preparation and processing of self-appraisal of performance.
18. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
19. Maintaining students discipline inside the campus and department and redresses their grievances without fail. Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the principal.
20. Ensure the conduction of parents meeting periodically and communicating their academic performance attendance, fees detail etc.
21. Coordinating and recommending faculty responsibilities: teaching assignments, committee assignments and student advisee assignments.
22. Providing the principal with inputs regarding the recruitment of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.
23. Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.


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24. Encouraging student success in open platform and recognize them in proper way. Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.
25. Planning, developing, implementing, and evaluating curriculum for students given in the University offered by the dept. Implement activities as per in academic calendar of the college and submission of reports.
26. Convene periodic meetings of the department teaching and non-teaching faculty to communicate instruction and sharing of ideas and record the minutes of the meeting. Identification of class advisor and allocation of students to advisor during the beginning of the academic year.
27. Coordinating the formulation of department short- and long-term plans and Facilitating interaction and collegial spirit among the department faculty.
28. To ensure the readiness of the department for Anna University inspection and any type of auditing.
29. To solve student complaints and grievances originating in the department.
30. To pick and promote the strengths of students / staff.
31. Adheres to Quality Management System (QMS) Procedures and maintains records of departmental activities and achievements as per format of NBA, NAAC etc.
 - Convene DAC meeting for Approval of Program vision, mission, PEO 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.
32. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty


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- members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/sem.
33. Plan and conduct the on-line course of studies (MOOC or ICT tools) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
 34. Approval of student and staff leave and OD requests.
 35. Chairing Department Review Meetings and Class Committee Meetings
 36. Review and monitoring of support initiatives for Slow Learners and advanced Learners


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Assistant Professor Grade-I

1. Teaching of theory subjects and assisting practical classes in their field as allocated by the Head of the Department / Principal.
2. The faculty (of any course) is required to watch the attendance and academic performance of each student and take necessary steps (at his/her command) to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the mentor/the Class coordinator and the HOD.
3. In addition to teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Chairman/ Administrator in academic, co-curricular or extracurricular activities.
4. Besides carrying out assessment, monitoring and evaluation of examination work, Faculty member should take part in exam related activities whenever it is assigned by College exam cell/HOD/Principal.
5. As faculty advisor they should keep on monitoring of students progress continuously and communicate their academic and personal matters related to study to the HOD and their parents.
6. In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities to promote themselves for next level of appreciation.
7. Faculty must enroll in one or more Professional Societies/Associations so as to ensure themselves for contributing in the department development.
8. The faculty member is required to assist and organize industrial visits, educational tours and must accompany with the students to Industrial visits/tours.
9. The faculty member has to serve as a member of various committees whenever the Department/College organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
10. The faculty member is required to have a complete record of student's information and assisting /keeping of files for NAAC and NBA accreditation process.


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11. The faculty members should also take part in activities related to NCC, NSS, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to them.
12. The faculty needs to assist and support senior professors in their day-to-day tasks and functions in the department.

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Assistant Professor Grade II (Senior Grade)

Same as given in Assistant Professor Grade I along with the following responsibilities.

1. Teaching of theory subjects and conducting practical classes in their field as allocated by the Head of the Department / Principal.
2. As a class coordinator/mentor, they have to keep on motivating and recording the student's progress continuously and communicate their academic and personal matters related to study to the HOD and their parents periodically.
3. Conducting laboratory classes (acted as lab in charges), tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
4. The faculty should keep assisting senior staff members in maintaining decorum and strict discipline among students in the college environment.
5. The faculty should keep assisting in all the ways of students related activities and put forth their grievances to the HOD and communicate the details of students to other activities like exam, NBA, NAAC, NSS, and NCC etc through HOD for the development of the Department.
6. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Chairman/ Administrator in the developmental activities.
7. Faculty members should take part in exam related work whenever it is assigned by HOD/Principal to carry out assessment, monitor and evaluation of examinations work.
8. A faculty member is required to organize industrial visits, educational tours and must accompany with the students to Industrial visits/tours.


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Assistant Professor Grade III (Selection Grade)

Apart from the basic duties of Assistant Professor and regular responsibilities as senior person are,

1. Teaching of complex theory subjects and practical classes in their field as allocated by the Head of the Department / Principal.
2. Assisting HOD in the development of new ideas required for teaching pedagogical system to easy understanding and developing research platform for the department students and staff.
3. They have to act bridge between the students and the HOD through which is transforming or communicating of ideas and knowledge sharing occur in the department. Responsible for student's projects, patent and other research innovation by the students. Providing proper guidance and supervision of the project work undertaken by students.
4. Responsible for creating thinking platform to the students by know how techniques (hands on techniques) with outside technical interaction.
5. Organizing guest lecturers/ seminars and faculty events where students can interact with industry professionals.
6. Traveling to other higher education/ industrial settings to gain experience and expand networks.
7. To evaluate, monitor (AP-1) and mentor (AP-2) student academic progress and report to the HOD.
8. The faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose. They have to supervise and monitor their department technical/lab assistant activities.
9. To develop and implement innovative instructional methods both in teaching and also for the institutional developments.
10. Assisting in Consultancy and R & D activities with senior staff members.
11. They have to work for promoting the public image of our college whenever interacts with public personalities, Academician and industrialists and business executives etc.


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Associate Professor

Same as given in Assistant Professor Grade 3 basic responsibilities and they have to undertake the following additional work.

1. To create, innovate and implement career-enhancement programs for the students.
2. To Assist HOD in Training and Placement Cell activities.
3. To assess, review and evaluate student activities and progress with AP3 and communicate to the HOD.
4. Assisting and sharing ideas in promoting college admission strategy and related works.
5. The faculty shall help the concerned HOD to enforce and maintain discipline amongst the students.
6. Assisting HOD in choosing elective subjects / Curriculum Development for short term course / Industrial based course and Developing Resource Materials for hands on training process.
7. Responsible for Creating and promoting research ambience in their department, conducting research, publishing papers, and attending conferences.
8. Conducting Bridge courses / special coaching for Slow Learners.
9. Preparation and Submission of Project Proposals to Government funding agencies.
10. Involving in Consultancy and R & D activities.
11. To advise and assist students and faculty in fabrication of their projects.
12. To involve as a member or head in Academic auditing/ Coordinating NAAC/NBA.
13. Providing demonstrations and supervising experiments and investigations.
14. Teaching of elective subjects and practical exposure with the latest technology to the students in their field and value-added courses as allocated by the Head of the Department / Principal.


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Ph: 0431 - 2660 303

Professor

Same as given in Associate Professor basic responsibilities along with the following additional assignments are:

1. Providing training and mentoring to teaching assistants and junior faculty members.
2. Responsible for R&D activities of their department and college, create conducive research environment in the institution.
3. Providing training and monitoring the department staff members to publish and present papers, attending conferences, writing books and getting patent.
4. Attending academic events and networking with other outside researchers and field experts to develop the department research activities.
5. Writing proposals to secure and attract research funding per year.
6. Contributing and leading all the worth giving responsibilities to lift the academic standard of dept/college to a greater height.
7. Preparation of manuals for short term course / Industrial based training course and Developing Resource Materials.
8. Reviewing the method of teaching and teaching materials and making recommendations for improvement.
9. To Coordinate and review IQAC/NAAC/NBA and other promotional / technical/ quality enhancing activities.
10. Responsible for teaching of value-added subjects/ conducting collaborative/one to one/flip/peer learning style of teaching to the students with the latest technology in the academic field.


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Class Coordinator:

1. To ensure that every student is well supported to fulfill their learning potential.
2. In order to monitor the academic performance, progress and quality of students, appraise them and communicate to their parents.
3. To create a platform and encourage the students to learn beyond the syllabus contents.
4. To help the students to carry their extracurricular and co-curricular activities.
5. To maintain student discipline in the class as per the college policies.
6. To keep track of students attendance (master register) and to take necessary action if any deviation.
7. To address students queries and meet the parents, especially defaulters.
8. To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent. Act as liason officer between students and the HOD.
9. To produce and update student records, department brochure for placement/consultancy and updating of information on college website pertaining to the Class.
10. To arrange an effective induction programme and value-added course for students in consultation with HOD.
11. To prepare the assessment plan for every semester well in advance and counsel the students who are absent for the mid test or irregular to the class work.
12. To keep the performance progress of student records and dissemination of reports to students, parents and documenting the same for, NBA, AICTE, NAAC etc.
13. To Recommend and implement the actions based on the minutes of class committee meetings with consent of HOD.
14. To cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
15. To arrange PTA meetings and all common functions of the college to represent the class.
16. To take the responsibility of any special projects assigned by the management from time to time.


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17. To make sure students of the department are regularly attending class and coming to the college in time in proper uniform and verify the student attendance registers maintained by the staff members once a week and submit to the HoD/Principal for verification once in a fortnight.
18. To make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
19. Be the academic leader of the designated class in the Department.
20. To assist HoD in developing and maintaining appropriate standards and quality assurance (NBA, NAAC etc.) in the delivery of course materials, assignment and question paper setting and its valuation.
21. To assist HoD during inspections by Anna University, AICTE and other agencies.
22. To arrange industrial visits and guest lecturers for students to improve their learning experience in consultation with HoD.
23. To encourage the students to participate in technical competitions conducted outside the college.
24. To maintain the desired academic standards in the assignments and tests administered in the class.
25. To Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HoD.
26. To Prepare a subject wise attendance (APC), practical and lectures together and forward it to Principal every 15 days in the prescribed format through HoD and display the same in the students notice board.
27. To update data regarding students achievements in academics, sports, extracurricular activities etc.
28. Arrange class committee meetings as per affiliating university norms.


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Faculty/Class Advisor

1. To help students to acquire knowledge and to maintain a good rapport with students and parents. Be familiar with the personal history of assigned student including Educational and Family background.
2. Dealing the student's problem, counsel, and provide guidance to the student to correct the problem and motivate them in a proper manner.
3. To Analysis the student performance and evaluating their academic progress periodically.
4. To assist student in initial exploration of their occupational and professional plans in general and educating basics with relevant to their branch of study and to prepare for their life pursuit accordingly.
5. Helps the student to understand the university rules, regulations, exam procedures and the graduation requirements for the Bachelor degree.
6. To explain about the importance of attendance, motivating students to attend classes regularly.
7. To explain importance of participation in the class activities.
8. To explain importance of cycle tests and its consequence in the end semester examinations.
9. To explain importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well.
10. To explain importance of submission of assignments and its consequence on the performance of internal mark evaluation and End semester examinations.
11. To explain importance of laboratory exercises and their correlation with theory.
12. To help the student to explore the career fields in the student's branch of engineering and provide information about Higher education and job opportunities.
13. Serves as a "Teacher Friend" approach to the student by demonstrating a personal interest and act as a central contact person in obtaining information that can be used to help the student and the system of working; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision all through by counseling.


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14. Explains importance of (getting a meritorious) Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services etc.
15. As a counselor, organizes and centralizes all information, observations, and reports from every source related to the student's progress, needs, abilities, and future plans.
16. Assists the student at regular intervals to make adequate self-evaluation.
17. Explains importance of Self-Motivation to do well in career and subsequently in life.
18. Counsel's students whose progress is unsatisfactory and reports the same to class Coordinator.
19. Monitors the interim and final performances of students assigned and liaise with parents, whenever required.
20. To instruct all the students to attend the classes regularly and to follow the dress code.
21. To submit the list of students absent for the internal tests to the Coordinator/HoD.
22. To prepare consolidated attendance every 15 days and also the list of students who have got less than 75% of attendance in aggregate and submit the lists to the co-coordinator/Head.
23. To prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the coordinator/HoD.
24. 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.


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Laboratory /Workshop In- Charge

1. Up to date maintaining of the Stock Register and Consumable Registers.
2. Responsible to find out the requirements for consumables for the laboratory and procure the same, before the start of every year.
3. Plan for the procurement of equipment for the coming semester well in advance. This can be done by making visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges. Monitor the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete the practical satisfactorily.
4. Organize the laboratory for oral and practical examinations.
5. To hold those responsible for any breakage / loss etc. and recover costs from them.
6. To ensure the cleanliness of the lab and switch off all equipment after use.
7. Requisition of consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.
8. Responsible for movement of any item out of the lab concern. Maintain movement register for the same.
9. Responsible for maintaining the decorum and holistic engineering environment in the labs.
10. Responsible for communicating day to day activities to the HoD regarding lab functions as and when needed.
11. Seating of the Lab In charges shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
12. Responsible for maintaining master record of equipments, Lab records, models, lab course materials, audio-video materials, R&D activities at lab etc.


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Lab Assistant

1. The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
2. Seating of the Lab assistants shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
3. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HoD through faculty in charge of lab.
4. Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
5. Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Chairman/Administrator from time to time.
6. Responsible for closing and opening of labs and holding of keys for the lab should be recorded in the register available in the Office.

In order to prevent theft/damage, the Lab In-charge shall take the following action:

- a) Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD through subject in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- c) If the students are responsible for the loss/missing item, then an amount of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.


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Training and Placement Officer

1. Prime most duty to know the objective and policy of the management and Liaison with industry.
2. Identifies the needs, updates and develop the plan to provide training for the students.
3. Arranges OFF/ON campus interviews.
4. Prepare and proposes annual T & P budget well in advance.
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. with help of the students.
6. Assist's students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assist's students develop and implement successful job search strategies.
8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
9. Prepares an audio-video presentation (Brochures) or a colorful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. He/she shall prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it/visit to selected industries for facilitating the conduct of campus interviews or by meet the HRD or relevant officer of the companies for visit and subsequently arrange for the campus interview.
12. Empowers students with life-long career decision-making skills. Provides resources and activities to facilitate the career planning process.
13. Acts as a link between students, alumni and the employment community.
14. Up gradation of the students' skill sets commensurate with the expectations of the industry.


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15. Generation of awareness among the students regarding future career options available to them by arranging seminar/ orientation program.
16. Assists different companies in recruiting candidates as per their requirements.
17. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants and updated information about the need of the industry.
18. Arranging classes for students to improve their employability skills and prepare the resume and communicate the resume of suitable candidates to the potential employers.
19. Providing right placement to the right candidate so that students excel in their future life. He/she shall maintain the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for competitive examinations, personality development, communication skill development etc. He shall also provide support services in the preparation for GRE, TOFEL and procurement of passport, and submission of application to foreign universities.
20. Organizing placement training for the students and make them ready for interview and group discussion.
21. Arranging summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
22. To provide information on the schedule of recruitment drives well in advance to all department's placements coordinator, HoDs, Principal and students.
23. To place request for resources required well in advance and coordinate with the concerned and ensures availability of the same.
24. Details of placed candidates are sent to all HoDs/Principal immediately after the recruitment drive is completed and placements announced.
25. Responsible for keeping the records of all placed students and to send hard copies of all appointment orders of students recruited to the concerned HoDs. He/She shall collect the student profile and academic record of the final year students (Starting from their second year) and retain the same at placement office.
26. The placement and training officer shall be the coordinator of placement and training cell. One faculty member from each department nominated by the respective HoD will


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be a member of the cell. The cell shall meet once in every month and finalize plan of activities for II, III, and IV year students to improve employability of students and submit the plan for the approval of the Principal and Management. The placement and training officer shall maintain the Minutes Book.

27. The TP officer shall arrange for special training programmes by experts from HRD of companies for all the students on Personality and soft skill development. A minimum of 4 special programmes per semester shall be arranged.
28. To organize regular sample tests on the following topics for all students from III and IV years using in house resources as well as outside resources. IQ test, English language grammar test, Comprehension test, Aptitude test, Listening skill test, Mock personal interview.
29. He shall strictly adhere to the time schedule for organizing placement training programmes and mock tests as given in the time table and academic schedule.
30. He/she shall arrange regular training classes for VII semester students on the following topics through outside agencies.

- Personality Development skill
- Oral communication
- Written communication
- English grammar
- Comprehension in English
- IQ and aptitude test
- Personal interview.


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Librarian

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. To prepare the library budget and policies relating to the library.
4. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
5. To Provide URL links/resources for information on various study material.
6. Provides digital library access from anywhere within the campus.
7. Establishes specialized facilities for faculty teaching and research needs.
8. To provide adequate access and borrowing facilities to faculty pursuing Doctoral program.
9. To organize various functions and activities such as library week or to install clubs such as Reading Club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
10. Develops a system for posting the newly added library resources online.
11. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports.
12. Coordinates with departmental library in-charge for smooth functioning of department library.
13. Provides all statistical information pertaining to the library and updating things with research and development materials in the library for research works.
14. The Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He/She should inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.
15. In the Circulation section the Librarian will take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the


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return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.

16. In the Reference section, the Librarian should maintain the reference books according to classification and also help the staff and students for general reading. He/She should also display the latest arrival of the books in a prominent place to attract the readers.
17. In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.
18. In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.
19. In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books.
20. In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self-rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC).
21. The Librarian is in-charge of fine collection for missing books and Xerox charges collection from the students and renders accounts to the Principal as per the schedule. A separate register should be maintained showing the date wise receipt of fine and Xerox charges. Proper receipt must be issued to the student, while collecting such charges.


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Examination Cell Coordinator

1. Organizes and coordinates submission of Question papers of class test/cycle test/unit test/assessment test examinations well within the time as per the schedule.
2. Coordinates the conduct of the Internal/ AU External examinations. This will include ensuring that all required material is in the examination branch allocated room-wise before the start of the examinations and arrangements for candidates.
3. Preparing and planning for the purchase of required stationery (internal exams) to purchase with consent of the principal well in advance.
4. Organizes exam material, providing safe custody of and organizing examination stationery and material, including question papers, in accordance with regulations.
5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms). Coordinates distribution of hall tickets through department's Office Assistant and class adviser.
6. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
7. Ensures distribution of question papers to all examination halls within the time schedule.
8. Briefing to the invigilators on examination regulations and producing appropriate written guidelines for invigilators, staff and students.
9. Assists in the preparation of invigilation schedule, arranging additional invigilator(s) under exigency, if any, briefing and training invigilators as per procedures.
10. Being present and available in the College on the days when results are notified, and overseeing the distribution of results to students.
11. Produces analysis of examination results to the departments as soon as possible.
12. Provides statistics on examination entries and results for the HoD/Principal.
13. Prepares examination schedules, timetables and method question paper pattern, wherever applicable.
14. Provides information on arrear courses, if any, for readmitted students who were detained earlier (and redo).


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15. Coordinates with respective department students, and class adviser towards timely submission of examination application form along with the examination fee details for regular/arrear semester examination.
16. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures whether security measure is in place and maintained in the Examination center.
17. Acts as resource person and liaise between faculty members of Exam cell, students and the Examination cell of the College.
18. Responsible for up keeping variety equipment such as a personal computer, photocopier, fax machine, and other standard office equipment for examination work.
19. Responsible for keeping complete details (current/completed students) about the students internal assessments/ affiliating university examinations.


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Physical Director

1. To Maintain and follow the strict discipline among students in college campus/ground.
2. Ensures smooth conduct of sports activities as per the schedule. Motivate the students to do any physical exercise apart from regular study.
3. Ensures proper use of sports material and facilities and keep/maintain records of it.
4. Proposing annual budget for sports and purchase the same as per the requirement with consent of the Principal.
5. Encourages students to participate in zonal/university tournaments.
6. Creation of good environment to the students to participate in all sports related activities and upkeep of sports facilities and grounds.
7. Ensures discipline among students while play and get prior permission from their respective departments for On duty.
8. Ensures prevention of ragging activity in the campus.
9. Oversees medical facilities on campus.
10. Assisting in NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to concern head/principal as and when required.
11. Helps in the organization of various events in the college.
12. Maintaining proper record of sport students/materials/activities for auditing and inspection purpose like AU, AICTE, NBA and NAAC processes.
13. To convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.


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Transport Officer

1. Identifies the transport requirements of the college and informs the same to the chairman/Principal for initiating action to meet the requirement of Vehicles, drivers, parking place, etc.,
2. Receives requests/applications from students and staff for seats in college buses and allots routes, on first - cum-first served basis and issues bus passes.
3. Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Principal.
4. Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous years' experience and expected future needs.
5. Sets the time of starting of the buses from the originating points so as to ensure their arrival at college on time.
6. Processes leave applications of drivers, recommend sanction, while deploying substitute (spare) drivers and ensure all vehicles run as per schedule.
7. Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.
8. Schedules VL/EL of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.
9. Assigns extra/overtime duties to drivers following appropriate procedures.
10. Prepares overtime bill for payment to drivers on monthly basis.
11. Prepares bill for rent for private parking lots.
12. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment.
13. Stays connected with drivers / bus-in-charges during journey time and assist in trouble-shooting or in case of vehicle break-down, arranges relief/ spare vehicles.
14. Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc.,


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GUNDUR, TIRUCHIRAPPALLI-620 007.



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15. Prepares proper record of bus related maintenance documents and bills and submit the same to the accounts office as and when need arises.
16. Schedules the regular maintenance of the vehicles and follows up on the same.
17. Handle's transport related complaints from students, parents of students, staff and drivers and resolves issues with the help and guidance of Principal/Administrative officer.
18. Maintains a current inventory of college owned vehicles.
19. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
20. Arranges to ensure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time.
21. Maintains documents such a vehicle registration, insurance certificates, fitness certificates, permits and pollution certificates.
22. Arranges periodical eye-checkups for drivers and ensures their fitness for driving.
23. Attends to any other duties assigned from time to time.


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Roles and Responsibilities of Various Committee

All the programs were organized and conducted by various committees which work for a specific purpose but toil together for the successful completion of the event.

The committees at college level are listed below

Governing Council of the Institution

1. The Governing Council of the college is the supreme administrative body.
2. It is constituted as per the norms fixed by AICTE, New Delhi /Anna University
3. The Governing Council approves the mission and strategic vision of the institution, long term business plans and annual budgets in accordance to meeting the interests of the stakeholders.
4. The council ensures the establishment and monitoring systems of control and accountability including financial & operational controls, risk assessments and internal grievances.
5. Governing Council monitors the institutions performance as per the approved plans.
6. The Governing Council ensures the achievement of the mission and vision of the organization; Promotion of future academic plans and research activities by providing direction for implementation and overall monitoring of the activities.
7. Governing Council must approve the budgetary allocation towards infrastructure, staffing and R & D.
8. The Chairperson is responsible for leading the governing council & its effectiveness and should ensure that the institution is well connected with the stake holders.
9. The Chairperson supports the head of the institution in execution of the programmes.
10. Frequency of meeting of the Governing Council is minimum two times a year or whenever needed.


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SL.No	Name of the Member	Present Designation / Occupation	Position
1.	Er.A.Mohamed Yunus, B.E., M.Sc.,(Engg)	Chairman, M.I.E.T. Engineering College	Chairman
2.	Mr. A. Ahamathullah, B.Sc., B.L.,	Retired Judge	Member
3.	Dr. A. Sirajudeen, MBBS, DA.,	Doctor	Member
4.	Er. S.K. Sherfudeen, B.E., M.I.E	Industrialist	Member
5.	Prof. Dr. M. A. Mustafa Kamal, Ph.D.,	Principal(Retired), Periyar EVR College, Trichy.	Member
6.	Mr. N. Venkatnarayanan,	Chartered Accountant	Member
7.	Dr. S.N. Geetha Anna University Nominee	Professor ,CEG CAMPUS - CHENNAI, Chennai	Member
8.	Mr. A. Siddique Ahamed	Industrialist	Member
9.	State Govt. Nominee	To be nominated	Member
10	AICTE Nominee	To be nominated	Member
11	Dr. A. Abbas Ali, M.Sc., M.Phil., Ph.D.,	Professor M.I.E.T. Engg College	Faculty Member
12	Mr.K.Javid	Assistant Professor M.I.E.T. Engg College	Faculty Member
13	Dr.A.Naveen Sait, M.E., Ph.D.,	Principal M.I.E.T. Engg College	Member Secretary


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Academic Council of the Institution

The Academic council meeting is convened as and when required to discuss the academic performance and to take decisions on critical academic matters. The minutes of the meeting is forwarded to the Management. The salient points of the Academic Committee are made as agenda for the Governing council

The academic activity of the institute is supervised by the Academic Council headed by the Principal and all heads of the departments are its members.

1. Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.
2. Recommending the Governing council for providing the necessary infrastructures, human resources and other requirements for progressing towards achievement of the vision of the college.
3. Design and monitor of the internal evaluation system for the students to get eligible mark in their internal assessments.
4. Facilitating promotion of research culture in the college through collaboration among faculty.
5. Encouraging collaboration with other academic institutes and industries.
6. Ensuring discipline among students.
7. Facilitating and supervising the co-curricular activities of the students.
8. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.
9. Appointing committees from among the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.
10. Appointing a review committee periodically, in order to review all the college academic activities and subsequently acting on its recommendations after due consideration.


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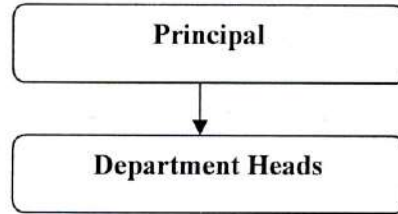
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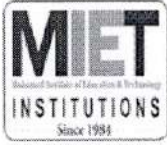
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11. Planning and executing the overall academic growth of the college by making recommendations to the Governing council, wherever necessary.



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1.	Dr.A.Naveen Sait	Chairman	Principal
2.	Dr.M.A.Musthafa Kamal	Retired Principal	Academic Expert
3.	Mr.A.Siddique Ahamed	Barakath Industries	Industrial Expert
4.	Dr. A.Kumaravadivel	Member	VP/Head, Mech
5.	Dr. R.Saravanan	Member	Head, Civil
6.	Dr. U.Suresh Kumar	Member	Head, EEE
7.	Dr. V.Chandrasekar	Member	Head, CSE
8.	Mr. K.Javid	Member	Head, ECE
9.	Dr. P.Mohan Raj	Member	Head, MBA
10.	Dr. S.Syed Zahirullah	Member	Head, DASH

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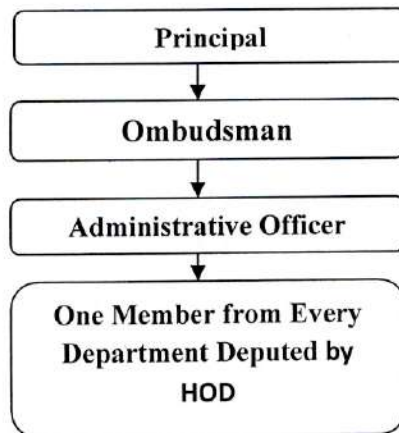
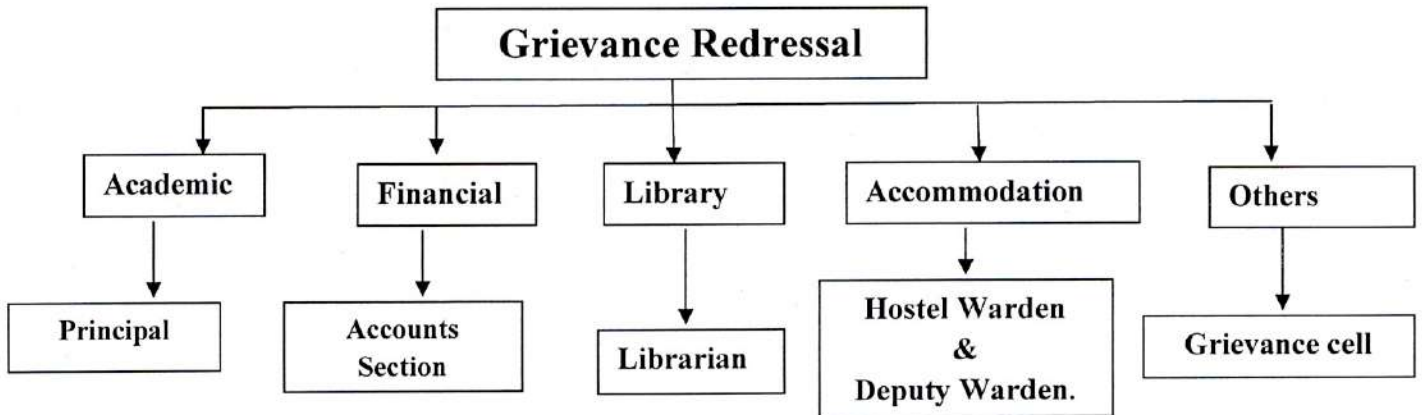


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Grievance and Redressal Committee

The grievance redressal committee (GRC) is formed as per clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987).

The function of the Committee is to look into the complaints lodged by the student and resolve it. In case the person hesitates to appear in person, grievances may be registered in online portal of the college. It sorts out various grievances of the students judiciously. It also desires to promote and maintain a conducive and unprejudiced educational environment. It ensures transparency by imparting technical education in admission, preventing unfair practice, complaints of alleged discrimination by students of scheduled caste, scheduled tribe, OBC, Women, Minority or Disabled categories, Scholarship issues.



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SL.No	Name of the Member	Position	Designation
1.	Dr.A.Naveen Sait	Chairman	Principal
2.	Dr.M.A.Mustafa Kamal	Member	Ombudsman
3.	Dr.N.Ramesh Babu	Member	Professor and Administrative Officer
4.	Dr.A.Abbas Ali	Member	Professor/Chemistry
5.	Mr.D.Tamil selvan	Member	AP/EEE
6.	Dr.T.Prabakaran	Member	AP/Mech
7.	Mr.B.Sekar	Member	AP/Civil
8.	Mr. M.K.Mohamed Faizal	Member	AP/CSE
9.	Dr.V.Rethinagiri	Member	Assoc Prof./Chemistry
10.	Mrs.B.Muthuselvi	Member	Assoc Prof./EEE
11.	Ms.P.Delphinemary	Member	AP/ECE
12.	Dr.M.Murugesan	Member	Librarian
13.	Mr.T.Ramkumar	Member	AP/Mech
14.	Mr.E. Francis Rose	Member	Accountant

A. Rose
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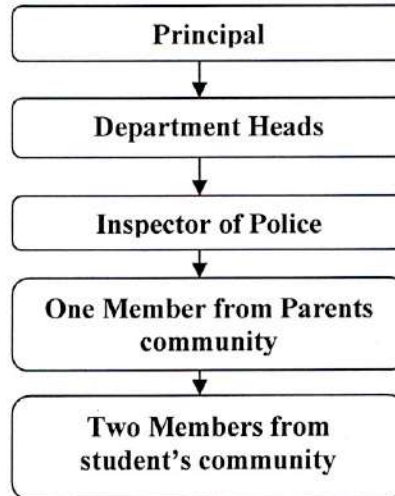


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Anti - Ragging Committee

Ragging is totally prohibited in MIET campus. The function of the committee is to prohibit, prevent and eliminate the scourge of ragging which includes words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to a student, or indulging in any undisciplined activities which causes annoyance to the students.

The committee has the powers to take action on students involving in such activities. Committee comprises of the following members.



SL. No	Name of the Member	Designation	Post	Contact Number	Email id
1	Dr.A.Naveen Sait	Principal	Chairman	0431-2660922	principalengg@miet.edu
2	Dr.C.Ravichandiran	Assoc Prof./Phy	Member	9865457570	ravichandiran.c@miet.edu
3	Dr.S.Saravanan	HOD/Civil	Member	9865060977	civil.hod@miet.edu
4	Dr.A.Kumaravadivel	VP/HOD/Mech	Member	9443850603	mechanical.hod@miet.edu
5	Dr.U.Sureshkumar	HOD/EEE	Member	8098180196	eee.hod@miet.edu


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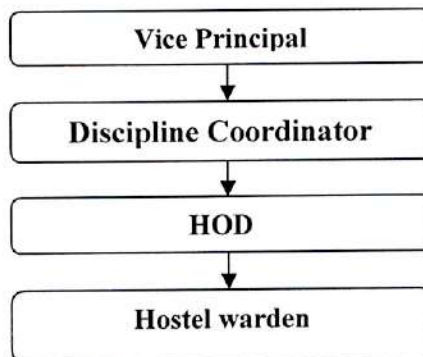
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6	Mr.K.Javid	HOD/ECE	Member	9443448800	ece.hod@miet.edu
7	Dr.V.Chandrasekar	HOD/CSE	Member	9865815460	cse.hod@miet.edu
8	Dr.P.Mohan Raj	HOD/MBA	Member	9842040792	mba.hod@miet.edu
9	Dr.S.Syed Zahirullah	HOD/I-Year	Member	9443836516	physics.hod@miet.edu
10	Mr.Vetrivel	Inspector of Police	Member	9498104271	-

Discipline and welfare committee

To committee was constituted to maintain and enforce strict discipline within the college campus. The functions of the disciplinary committee members are as follows.

- Ensures that all students wear their ID Cards within the campus and their respective class rooms.
- Violation in dress code will be strictly monitored by the committee.
- Enquiries against the students will be enforced in case of any misbehaviour or violation of the college rules.
- Enforce total prohibition of cell phone usage by the students within the college campus.
- Monitors the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- Maintain proper discipline in the college canteen




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S.No	Name	Position	Designation
1.	Dr.A.Kumaravadivel	Chairman	Vice Principal
2.	Dr.C.Ravichandiran	Discipline Coordinator	Assoc.Prof./Physics
3.	Mr. D. Tamil Selvan	Discipline Co- Coordinator	AP/EEE
4.	Dr.T.Prabakaran	A Block In-charge	Prof./MECH
5.	Dr.R.Saravanan	A Block In-charge	Head, Civil
6.	Dr.U.Suresh Kumar	B Block In-charge	Head, EEE
7.	Dr.A.Sureshkumar	B Block In-charge	Prof. ECE
8.	Dr.V. ChandraSekar	C Block In-charge	Head, CSE
9.	Dr.P.Mohan Raj	C Block In-charge	Head, MBA
10.	Dr.S.Syed Zahirullah	C Block In-charge	Head, DASH
11.	Mr.M. Dhandayuthabani	D Block In-charge	Asso.Prof/MECH


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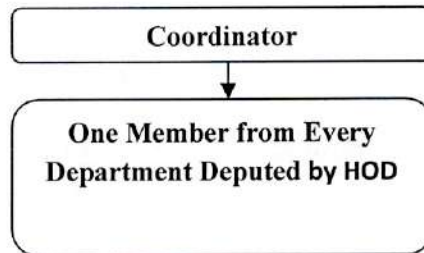
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Women Empowerment Cell

The committee was constituted to raise the status of women through education, and training. By this they will be equipped to make life-determining decisions through the different problems in society. The committee creates a platform where women will have access to health care, career and vocational training, employment and safety measures through its various programmes



S.No	Name of the Member	Position	Designation
1.	Dr.S.Shanmugapriya	Coordinator	AP/ CSE
2.	Mrs.G.Nalinakeerthana	Member	Asso.Prof / CSE
3.	Mrs.R.Vijayalakshmi	Member	AP / ECE
4.	Mrs.B.Muthuselvi	Member	Asso.Prof / EEE
5.	Mrs.C.R.Surekha	Member	AP/MBA


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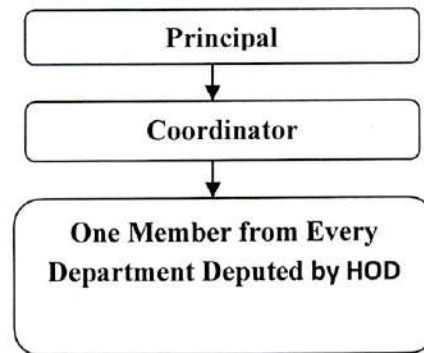
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Minority Cell

The minority cell of the college is formed with the purpose of empowering the minority communities in the college. The Minority Cell basically helps minority students including Christian, Muslim etc. for their academic development. The cell is formed with the objectives of encouraging minority students to enroll for career orientation programs which would empower and equip them with the necessary skills to choose a career option. It also facilitates financial support to students from minority communities from government agencies and other sources



S.No	Name of the Member	Position	Designation
1.	Mr.E.Santhosh Kumar	Coordinator	AP/Civil
2.	Mr.M.K.Mohammed Faizal	Member	AP/CSE
3.	Mr.Antony Joseph Arputharaj	Member	AP/ECE
4.	Mr.D.Jaya Raj	Member	AP/ EEE
5.	Mr.M.Kirubakaran	Member	AP/Mech


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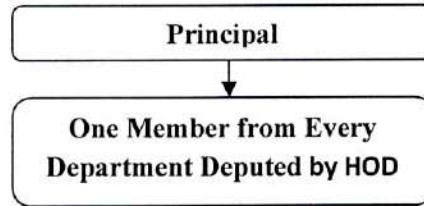
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Internal Complaint Committee

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016, committee consisting of the following members was constituted. It identifies and prevents the unfair practices and ensures safety and security of the girl students and other women employees.



S.No	Name of the Member	Position	Designation
1.	Dr.A.Naveen Sait	Chairman	Principal
2.	Mrs.A.Barveen	Member	AP/CSE
3.	Ms.S.Nandhini	Member	AP/ MBA
4.	Mrs.R.Vijayalakshmi	Member	AP/ECE
5.	Ms.A.Abirami	Member	AP/ EEE


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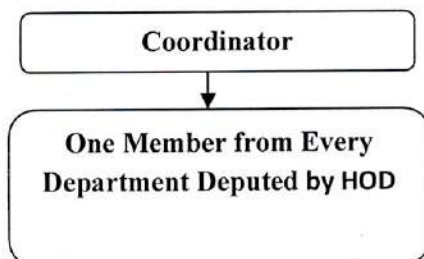
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SC/ST committee

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two most backward groups of Indian Society. The SC/ST cell of M.I.E.T Engineering College was established with the purpose to empower the SC/ST students in the college. The college takes a special interest in facilitating financial support to students belonging to these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.



S.No	Name	Position	Designation
1	Dr.U.Suresh kumar	Coordinator	HOD/EEE
2	Mr.S.Kumaradevan	Member	AP/Mech
3	Mr.A.Devadoss	Member	AP/Chemistry
4	Mrs.R.Deepa	Member	AP/ CSE


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Internal quality Assurance Cell

As per the guidelines of NAAC, the composition of Internal Quality Assurance Cell (IQAC) for the academic year 2019-2020 as follows.

Sl.No	Composition Criteria Specified by NAAC	No of Members	Members Name	Designation
1	Chair person: Head of the institution	1	Dr.X.Susan Christina	Principal
2	A few senior administrative officers	8	Dr.U.SureshKumar	HoD/EEE
			Dr.V.Chandrasekar	HoD/CSE
			Dr.A.Suresh Kumar	Professor /ECE
			Dr.S.Syed Zahirullah	HoD/S&H
			Dr.A.Abbas Ali	Professor/Chemistry
			Dr.R.Saravanan	HoD/Civil
			Dr.P.MohanRaj	HoD/MBA
			Dr.D.Saravanan	HoD/Mech
3	Three to Eight Teachers- All level	8	Dr.T.Prabhakaran	Asst.Professor /Mech
			Dr.M.Murugesan	Librarian
			Dr.S.Shanmugapriya	Asst.Professor /CSE
			Dr.V.Rethinagiri	Asso.Professor /Chemistry
			Mr.E.Muthukumaran	Asst.Professor /EEE
			Mr.G.Sathish kumar	Asst.Professor/MBA
			Ms. P.Delphine Mary	Asst.Professor/ECE
			Mr.B.Sekar	Asst.Professor /Civil
4	One member from the management	1	Dr.A.Sirajudeen, M.B.B.S.,DA	Doctor
5	Nominee from local society	1	Prof.Dr.M.A.Mustafa Kamal	Principal(Retired), Periyar EVR College, Trichy.
	Nominee from Students	1	Mr.T.K.Mayakannan	III Yr, B.E/Mech.
	Nominee from Alumni	1	Dr.S.P.Syed Ibrahim	Assistant Director, International Relations, School of Computer Science and Engineering, VIT University, Chennai Campus.


 PRINCIPAL
 M.I.E.T. ENGINEERING COLLEGE
 GUNDUR, TIRUCHIRAPPALLI-620 007.



M.I.E.T. ENGINEERING COLLEGE

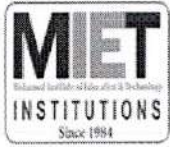
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TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.
Email: principalengg@miet.edu, contact@miet.edu
Website: - www.miet.edu



Ph: 0431 - 2660 303

6	Nominee from Employer	1	Mr.A.Ahamadullah	Rtd District Judge, Trichy.
	Nominee from Industrialist	1	Er.A.Siddique Ahamed	Manging Partner, Bharakath Industries, Thuvakudi.
	Nominee from Parent	1	Mr.N.Abdul Rahuman	Entrepreneur,Trichy
7	IQAC Coordinator	1	Dr.A.Kumaravadivel.	Vice Principal


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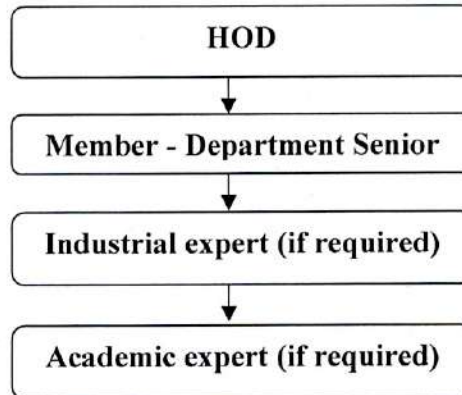


Ph: 0431 - 2660 303

Department Assessment Committee

The Assessment Committee establishes the process and procedures for conducting assessment in the department.

- Monitoring the achievements of Program Outcomes (POs), Program Specific Outcomes (PSO), Program Educational Objectives (PEOs).
- Evaluating program effectiveness and proposing necessary changes.
- Preparing periodic reports on program activities, progress, status



S.No	Name	Position	Department
1.	Dr.D.Saravanan	HOD	MECH
2.	Dr.K.Ramesh	Member	
3.	Dr.U.Suresh Kumar	HOD	EEE
4.	Mr.D.Tamil Selvan	Member	
5.	Dr.V.Chandrasekar	HOD	CSE
6.	Mrs.G.Nalina keerthana	Member	
7.	Mr.K.Javid	HOD	ECE
8.	Mrs.N.Latha	Member	
9.	Dr.R.Saravanan	HOD	CIVIL
10.	Mr.B.Sekar	Member	
11.	Dr.S.Syed Zahirullah	HOD	DASH
12.	Dr.V.Rethinagiri	Member	


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CASE STUDY:

The College has a students Grievance and Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student, and judge its merit. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self grievances may be sent in writing or also be sent through e-mail to the officer in-charge of Students Grievance Redressal Committee or Principal.

A registry to register the compliant is established and kept in the Principal office under the Supervision of Principal. On receipt of the Compliant, the staff in-charge of the registry will submit the same to the convenor of the "Grievance Redressal Committee.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN". The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person. In case of any false/frivolous Complaint, the ombudsman may order appropriate action against Complaint.


PRINCIPAL

M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

MIET/E/PRL/GR/007/18-19

26.07.2018

Circular

This is to inform you that a meeting of Grievance & Redressal Committee of M.I.E.T Engineering College, Trichy will be held on Wednesday (08.08.2018) at 11.15am in C-Block Conference hall. The following members are requested to attend the meeting to discuss the following agenda.

S.No	Name of the Faculty	Designation	Department	Convenor/ Member
1	Dr.X.Susan Christina	Principal	ECE	Convenor
2	Dr.M.A.Mustafa Kamal	Ombudsman	-	Member
3	Dr.N.RameshBabu	Professor	Physics	Member
4	Mr.S.Shahul Hameed	Assoc. Prof.	Physics	Member
5	Dr.A.Abbas Ali	Professor	Chemistry	Member
6	Mr.D.Tamilselvan	AP	EEE	Member
7	Mr.T.Prabakaran	AP	Mechanical	Member
8	Mr.B.Sekar	AP	Civil	Member
9	Mr.M.K.Mohamed Faizal	AP	CSE	Member
10	Mrs.R.Velvizhi	Assoc. Prof.	Maths	Member
11	Mrs.G.Karthiga	AP	ECE	Member
12	Dr.V.Rethinagiri	Assoc. Prof.	Chemistry	Member
13	Mr.T.Ramkumar	AP/Transport Officer	Mechanical	Member
14	Mr.V.Pandiaraj	AP/Deputy warden Boys Hostel	Mechanical	Member
15	Ms.Chandni	AP/Deputy warden Girls Hostel	ECE	Member
16	Dr.M.Murugesan	Librarian	Library	Member
17	Mr.E.Francis Rose	Accountant	Accounts Section	Member

Agenda of the meeting:

1. Confirmation to the minutes of the previous meeting held on 05.02.2018
2. Attending the grievances received by the students.
3. Action taken for resolving the grievance.


PRINCIPAL

To

1. The chairman for kind information


PRINCIPAL

M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.


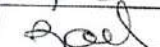

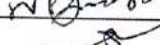
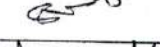
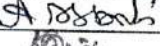

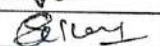
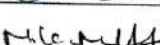
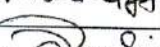

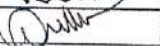
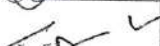
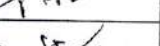


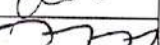
MIET/E/PRL/GR/MOM/006/18-19

08.08.2018

Minutes of Meeting

Minutes of Grievance and Redressal Committee Meeting of M.I.E.T. Engineering College met on Monday (08/08/2018) at 11.15 am in the C-Block Conference Hall.

Members Present

S.No	Name of the Faculty	Designation	Department	Convenor/ Member	Signature
1	Dr.X.Susan Christina	Principal	ECE	Convenor	
2	Dr.M.A.Mustafa Kamal	Ombudsman	-	Member	
3	Dr.N.RameshBabu	Professor	Physics	Member	
4	Mr.S.Shahul Hameed	Assoc. Prof.	Physics	Member	
5	Dr.A.Abbas Ali	Professor	Chemistry	Member	
6	Mr.D.Tamilselvan	AP	EEE	Member	
7	Mr.T.Prabakaran	AP	Mechanical	Member	
8	Mr.B.Sekar	AP	Civil	Member	
9	Mr.M.K.Mohamed Faizal	AP	CSE	Member	
10	Mrs.R. Velvizhi	Assoc. Prof.	Maths	Member	
11	Mrs.G.Karthiga	AP	ECE	Member	
12	Dr.V.Rethinagiri	Assoc. Prof.	Chemistry	Member	
13	Mr.T.Ramkumar	AP/Transport Officer	Mechanical	Member	
14	Mr.V.Pandiaraj	AP/Deputy warden Boys Hostel	Mechanical	Member	
15	Ms.Chandni	AP/Deputy warden Girls Hostel	ECE	Member	
16	Dr.M.Murugesan	Librarian	Library	Member	
17	Mr.E.Francis Rose	Accountant	Accounts Section	Member	


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Proceeding of the meeting:

The following Grievance received by the mentorship and action took on each grievance were discussed in the meeting

SL.NO	Grievance	Action Taken
1	Confirmation to the minutes of the last meeting held on 05.02.2018	Read and confirmed with unanimity.
2	Ms.Shobana grievance on requesting allow to pay half of the tuition fee and remaining will be pay later due to the poor financial condition	The student's grievance was verified and discussed by the committee members and recommend their request to chairman through Principal
3	Ladies hostel students grievance on requesting to provide a laundry facility in the hostel	The student's grievance was verified and discussed by the committee members and recommend their request to chairman through Principal.


PRINCIPAL

To

1. The chairman for kind information


PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

15/8/2018

From:

S. Shobana [E11710417]

CIVIL - II year

M.I.E.T Engineering college

Tiruchy - 07

Odd -	30,200
Even -	10,000
Total -	<u>40,200</u>
	<u>Rs</u> 24/8/18

To: The principal

M.I.E.T. Engineering college

Tiruchy - 07

Respected Madam,

Due to some financial problem,

I am not able to pay the full fees on the time, so please allow to pay the half of the fees first and give permission for pay the remaining fees on 22/9/2018.

Thanking you

yours obediently

forwarded to principal.
for Shrey
15/8/18.

S. Shobana

S. Shobana

S. Shobana
PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

BILL PASSED FOR PAYMENT

K. [Signature]
15/9/18
ACCOUNT DEPT.

M.I.E.T ENGINEERING COLLEGE / ARTS & SCIENCE COLLEGE /
POLYTECHNIC COLLEGE / HOSTEL / COUNCIL
TIRUCHIRAPPALLI - 620 007.

Received with thanks from the General Secretary & Correspondent,
M.I.E.T. INSTITUTIONS, Tiruchirapalli - 620 007, a sum Rs. 11000
(Rupees Four thousand only)

towards Washing charge for 100 Bedcovers [Ladies Hostel]

Date: 13.9.18

Secretary / Principal

[Signature]
Signature

[Signature]
PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.