



KIT-KALAINAR KARUNANIDHI INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

ADMINISTRATIVE BODIES & FUNCTIONS (2022-2023)

Position	Functions
Governing Council	<ul style="list-style-type: none">• Implements and review the principles and policies from time to time.• Creates and oversees the infrastructure facilities.• Ensures the financial soundness and academic matters of the institution.• Reviews the transparency of the recruitment for both teaching and non-teaching staff members• Measures and monitors the accreditation activities.• Facilitates funded research activities and projects.• Provides guidance and support for placement activities, entrepreneurship development and Institute-Industry relationship.• Advocates the overall administration, academic and public service affairs.
Governing Body	<ul style="list-style-type: none">• Guides the college in fulfilling the objectives for which the college has been granted autonomous status has been granted.• Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.• Approves new programmes of study leading to degrees and/or diplomas.• Governs the recruitment of Teaching Faculty/Principal• Function in accordance with the policies laid down by the UGC and State Government from time to time.• Approves annual budget of the college before submitting the same at the UGC.• Perform such other functions and institute committees, as may

	<p>be necessary and deemed</p> <ul style="list-style-type: none"> • Focus on the proper development of the college
<p>Planning and Evaluation Board</p>	<ul style="list-style-type: none"> • Review and recommend the budget of various departments and monitor budget utilization of the previous year. • Periodically review the minutes of HoDs meeting and all committee meetings in the institution. • Approve the institution and department academic schedule/calendar and allocate relevant funds for implementation. • Plan of academic/co-curricular/extra-curricular activities for the forthcoming semester/academic year. • Discuss feedback analysis report of stakeholders and suggest corrective measures towards improvement of the Institution. • Overview the research and development activities of the college in each year and make suggestions for further improvements in this aspect. • Monitor and evaluate of various processes in the institution towards continuous improvement periodically
<p>Board of Study</p>	<ul style="list-style-type: none"> • Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council. • Suggest methodologies for innovative teaching and evaluation techniques. • Suggest panel of names to the Academic Council for appointment of examiners. • Coordinate research, teaching, extension and other academic activities in the department/college.
<p>Result Passing Board</p>	<ul style="list-style-type: none"> • The Result Passing Board shall meet soon after the valuation of Semester examination • Answer scripts are analyzed with relative performance of students • Award appropriate grace marks if necessary for the

	<p>improvement of the overall result.</p> <ul style="list-style-type: none"> • On finalization of the results by Result Passing Board, the COE shall declare the results.
Principal	<ul style="list-style-type: none"> • Design & define organization structure. • Define & delegate responsibilities for various positions in the organization. • Ensure periodic monitoring & evaluation of various processes & sub- processes. • Defines quality policy and objectives. • Prepare and execute academic calendar. • Prepare annual budget. • Conduct periodic meeting of various bodies such as Governing Council, Women’s Grievances Redressal Committee etc., • Admission process • Oversee the teaching-learning process. • Overall monitoring of Autonomous progression. • Organizing internal audit for ISO, NAAC and NBA. • Department level financial control. • Internal and External examinations. • Library Up gradation. • Compliance with AICTE, DOTE & Anna University. • Proper conduct of co-curricular activities. • Proper conduct of cultural activities. • Proper conduct of sports activities • Office Administration. • Ensure effective purchase procedure. • Hostel Discipline and Maintenance. • Establish, implement and maintain ISO quality management system

<p style="text-align: center;">Head of Departments</p>	<ul style="list-style-type: none"> • Develop and sustain appropriate structures for management, consultation, decision making and communication with staff and students • Plan and execute academic activities of the department • Carry out result analysis and suggest corrective measures to the Principal • Identify and promote strengths of students / faculty members /non-teaching staff members • Proposes Department Budget • Maintains records of departmental activities and achievements • Creates a dynamic and forward looking research environment for both staff and students Industry collaboration, internship, project developments and funded projects • Promotes Professional and society activities, educational research for staff and students. • Comply with auditing, quality assurance procedures both internal and external.
<p style="text-align: center;">Controller of Examination</p>	<ul style="list-style-type: none"> • Collection of student bio data from the students. • Mapping Electives from the students for the current semester. • Conducting CIA test for the students of various UG/PG Programmes. • Preparation of exam schedule, Hall allocation and Seating arrangements for Continuous Internal Assessment (CIA). • Collection of Question Papers from the departments, printing and disseminating for CIA. • Collecting Practical examination schedule from the departments. • Appointment of External Examiners for practical examinations. • Ensures students attendance percentage during semester.

<p>Controller of Examination</p>	<ul style="list-style-type: none"> • Collect details on Lack of attendance, debarred and withdrawal students list from all departments prepare and collect Panel of Examiners from various Institution/Universities. • Preparation of Exam schedule for End Semester Examination • Appointment of Hall Invigilators, Hall Chart, Seating arrangements, Squad and Chief Superintendent etc. • Appointment of Evaluators, Chief Examiners and Chairman for Valuation. Publication of Results. • Conducting Malpractice meeting, if any in the semester by Malpractice Committee. • Conducting of revaluation and issuing photocopy to the students. • Publishing revaluation results and Review process. • Conduction of Special Supplementary examination. • Printing of Statement of Grades, Consolidated Statement of Grades. • Issue of Duplicate Grade Sheet/ Certificate etc., • Issue of Transcripts, CGPA to percentage conversion, Medium of Instruction, WES request etc., • Conduction of graduation day and issuing degree certificate. • Assisting in student background verification. • Formation and execution of academic schedule in time. • Conducts TNPSC, Consortium Examinations (PG). • Accounts are audited by the Principal and the audited report is sent to the university.
<p>Student Professional Activities I/C</p>	<ul style="list-style-type: none"> • Organizes events through students professional societies / chapters • Organizes Workshop, Conferences, Technical symposium etc., • Encourages student participation - senior students encourages junior to enroll in professional bodies. • Encourages the publication of technical magazine and news

	<p>letter's of students</p> <ul style="list-style-type: none"> • Records student participation and achievements in Co-curricular and extra- curricular activities.
<p>Training and Placement Officer</p>	<ul style="list-style-type: none"> • Liaison with industry • Identifies and provides training needs to the students • Provides Life skills, Technical skills and conducts globally certified courses • Arranges campus interviews, MoU signing with industries and institutions • Proposes annual training and placement budget.
<p>Career Counseling Cell Coordinator</p>	<ul style="list-style-type: none"> • Facilitates career guidance to students • Trains students on Stress Management • Arranges counseling through professional counselors • Maintains the student academic counseling record • Conducts entrepreneurship awareness camp • Conducts coaching classes for competitive exams.
<p>Alumni Association I/C</p>	<ul style="list-style-type: none"> • Adopts the core values of excellence, lifelong relationship and learning, global citizenship for the alumnae's • Develops, encourages to foster friendship among the students, teachers, senior administrative staff • Foster good rapport between the management, staff and students. A better understanding among the public is maintained for the growth and development of the institution • Promotes a strong relationship between the alumni association and current students • Arranges periodical alumni meet • Ensures good number of alumni registration • Prepares the alumni news letter • Maintains alumni contacts and collects feedback.
	<ul style="list-style-type: none"> • Plans and execute modus operandi of routine activity of the

<p style="text-align: center;">Librarian</p>	<p>library</p> <ul style="list-style-type: none"> • Consolidates book requirement from various departments • Prepares annual budget for library, purchase of books and journals periodically • Plans and propose expansion / development of the library • Organizes orientation programme about the usage of library for first year students • Periodical up-dation of e-resource and institutional repository. • Conducts book exhibition.
<p style="text-align: center;">Physical Director</p>	<ul style="list-style-type: none"> • Creates and upkeep sports facilities • Proposes annual budget • Purchase of sport items as per requirement. • Encourages students to participate in zonal, university and state level tournaments • Organizes various inter- collegiate tournaments • Trains the students daily in physical fitness • Conducts periodical training in yoga and physical exercise
<p style="text-align: center;">Manager</p>	<ul style="list-style-type: none"> • Maintains all college documents • Maintains updated building plans • Periodical maintenance of building and Infrastructure • Ensures smooth transport facility • Monitors the cleanliness of the college and hostels
<p style="text-align: center;">Public Relations Officer</p>	<ul style="list-style-type: none"> • Organize campaign related to admission • Executes the admission process • Design and print admission brochure and other documents • Maintains and update college website • Maintains softcopy of events photograph • Publicize the events in periodicals and media.