



**CHRISTIAN
EDUCATION SOCIETY**

**Christian College of
Engineering & Technology**

**CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY,
ODDANCHATRAM, DINDIGUL (DISTRICT)**

The following persons shall act as Public Information Officers in the college in terms of the RTI Act, 2005.

S.No.	Name & Designation	Contact No.
1	Dr. K. ParimalaGeetha, Principal	9486507348
2	Dr. P.L. Ramesh Kumar, Prof. / Mech.	9486637172
3	Dr. Nirmala Baby, Prof. / S&H	9842612440

Information under section 4(1)(b) of the RTI Act

Details of organization, functions and duties

The Christian College of Engineering and Technology, established in 2001 by Dr. Jacob Cherian and Dr. Mary Cherian, pioneers in medicine, aims to serve rural communities through education. It is located in Oddanchatram, Dindigul District of Tamil Nadu, in the low range of beautiful Kodaikanal hills. The College is affiliated to Anna University, Chennai and Approved by AICTE, New Delhi. The Institution has good academic and extracurricular facilities with well qualified faculties. The College has sophisticated laboratories, a well furnished library and good computing facilities.

Objectives of the College

The College offers undergraduate programmes in AI&DS, CSE, CSE(AI&ML), IT, ECE, EEE, Mechanical, Civil and Agricultural Engineering and postgraduate programmes in Applied Electronics, Power Electronics & Drives, Computer Science & Engineering, Manufacturing Engineering, Construction Engineering and Management under Choice Based Credit System and Doctoral Programme in Mechanical Engineering.

Functions of the college include

- Organizing the classes and implementing the guidelines for academic transaction through teaching and examinations for award of Bachelor of Engineering in accordance with modified curriculum under CBCS system.
- Encouraging the students to participate in co-curricular and extra-curricular activities, namely, Seminars, workshops, symposiums, sports, NSS, fine arts, dance, quiz etc.
- Providing opportunities to faculty for professional development.
- Providing and maintaining adequate infrastructure including building, library, state-of-the-art laboratories, equipments, canteen, sports and recreational facilities.

Organization and Administration:

- Principal is appointed by the Chairman of the College for the smooth conduct of administration and academic activities in the College.
- Teaching staff, Physical Director and Librarian are appointed by the Principal and Management Representative.
- Experienced faculty in the department will be nominated as Head of the department.
- The College has a Governing Council, Planning and Monitoring Committee (staff council) that frequently arranges meeting to decide the day-to-day activities of the college. Various committees are also formed to perform the functions of the college.

Roles and Responsibilities of the officers and employees:

Principal

Regulation / Monitoring:

- Regulate academic and general administration, monitoring systems, policies, procedures, and functioning to meet governmental and institutional expectations.
- Monitor academic and administrative staff to ensure fulfillment of responsibilities. Oversee student discipline, attendance, and institutional decorum.
- Ensure effective teaching in line with prescribed curriculum and institutional methodology.
- Monitor all administrative procedures, including admissions, fee collection, recruitment, and accounts.
- Maintain liaisons with governmental, corporate, and academic bodies, as well as internal departments and top management.
- Conduct and oversee various meetings, including staff, HoDs, Coordinators, College Academic Council, and Governing Council meetings.
- Supervise procurement and maintenance of necessary infrastructure, ensuring compliance with prescribed procedures.
- Coordinate auditing and inspections by regulatory bodies and the top management. Maintain and protect the institution's infrastructure and the well-being of its stakeholders.

- Foster positive relationships with staff, students, parents, and other stakeholders.

Developmental Activities:

- Recruit suitable faculty members and provide them with necessary guidance and support.
- Identify and project the institution's core competencies. Build the institution's overall image or strengths in specific areas.
- Develop a conducive working and learning culture. Enhance infrastructure, particularly the library and laboratories.

Strategic Plan:

- Develop strong industry, research, and consultancy partnerships through Memorandums of Understanding.
- Engage industry experts on the governing council and advisory bodies.
- Secure resources from governmental and non-governmental agencies to establish long-term partnerships.

Leadership:

- Exemplify excellence in teaching and academic achievement.
- Engage in research, publication, consultancy, and training to establish academic leadership.
- Set high standards of discipline, commitment, and work ethic. Inspire and lead colleagues towards organizational goals.
- Demonstrate sacrificial attitude and serve as a model for staff. Work closely with staff to understand and address their concerns.

Head of the Department

- Oversee all academic affairs and maintain discipline within the department.
- Manage the teaching and non-teaching staff's day-to-day activities and workloads.
- Ensure proper admission procedures are followed and encourage faculty to participate.
- Report to the Principal on departmental requirements such as faculty, supporting staff, equipment, books, journals, and maintenance needs.
- Organize guest lectures, extension lectures, seminars, workshops, conferences, soft skills development programs, faculty development programs, and other events for staff members.
- Encourage faculty to attend workshops, FDPs, short-term courses, etc. and use participatory and innovative teaching-learning methodologies, including PPTs, e-content, and videos.

- Foster innovative programs and collaborations with other institutions, universities, and industries.
- Manage the student proctor's system and mentoring to prevent attendance shortages and arrears.
- Participate in academic and administrative committees and fulfill related responsibilities.
- Encourage faculty to publish text/reference books, chapters, submit research proposals, and publish research papers in reputed journals.
- Support faculty in pursuing Ph.D., research guidance, establishing research centers, etc.

Teaching Faculty

- Handle classes regularly and punctually, imparting lessons and conducting internal assessments as assigned by the Head of the Department.
- Develop and implement methodologies for educating students, including problem-solving and small group discussions.
- Create course handout materials and develop audiovisual or multimedia materials for presentations, utilizing platforms like Google Classroom or Moodle for teaching and learning.
- Adhere to the workload specified. Prepare and execute lesson plans and ensure syllabus completion within the specified timeframe.
- Publish papers in national and international journals. Review academic activities of the department periodically.
- Maintain secure records of student results, electronically and in hard copy. Provide data on assessment results and attendance to the Programme Coordinator when required.
- Assist the Head of the Department in maintaining discipline among students.
- Provide information about job opportunities to the placement cell and Guide students on career opportunities.
- Ensure quality, maintenance, and cleanliness of the department. Conduct research and innovative programs in the department.
- Foster collaboration with other institutions, universities at state, national, and international levels. Organize workshops, seminars, symposia, visits, and excursions in coordination with the Head of the Department.
- Accept membership in committees nominated by the Principal and fulfill duties with commitment.
- Attend to all examination duties without fail.

Librarian

- Ensure that up to 20% of the grant is utilized for the purchase of reference books.
- Purchase books as per the Principal's order, either directly from publishers or reputable book trade firms after obtaining quotations for terms of supply and discounts.
- Maintain an Accession Register for books. Classification and Cataloguing: Adopt a scientific system of classification and cataloguing, ensuring the library is fully automated.
- Maintain a catalogue of available books, using the library fee collected under specific fee funds with prior approval.
- Frame rules for book issuance, return time limits, and the number of books that can be issued to students and staff, seeking approval from the Principal.
- Cooperate with the annual stock verification committee appointed by the Principal.
- Prepare a list of lost or damaged books after stock verification for condemnation by the Principal, taking appropriate action as per existing rules.
- Maintain all library records, including catalogues, accession registers, issue registers, and stock registers.
- Ensure that annual stock verification of books is conducted before the end of each academic year, with all staff and students returning books before verification.
- Procure essential books, CD-ROMs, software, and journals recommended by the faculty. Resource Discovery: Provide URL links and resources for various study materials.
- Recover the cost of lost books from students or staff.
- Dispose of old magazines in accordance with existing rules.
- Be accountable to the Principal of the college. Library Hours: Keep the library open at least one hour before and one hour after regular college timings for student convenience.

Physical Director

- Ensure the regular organization of games and sports in the college.
- Be available in the college until sunset on all working days and organize practice sessions for all games in consultation with the college's games committee and the Principal.
- Serve as the convener of the games committee, organizing meetings at the beginning of the year to plan the Physical Education programs.
- Coach students in various games and sports, emphasizing correct techniques. Assign top players as captains of teams or the college.
- Maintain discipline among players and students, promoting sportsmanship. Equipment and Material Management: Prepare an annual list of games materials to be purchased, considering current stocks and requirements. Submit the list to the games committee for approval.
- Follow government-prescribed purchase procedures for games and sports equipment, verifying samples before placing orders.

- Maintain records of departmental stocks and purchases, including separate registers for consumable and non-consumable materials. Submit stock registers to the Principal for verification every term.
- Assist in the annual stock verification of the department, conducted by a committee appointed by the Principal.
- Serve as the Head of the Department of Physical Education, responsible for maintaining departmental stock and accounts.
- Organize the annual games and sports of the college in the second half of the academic year, before the annual examinations.
- Be accountable to the college's administration. Sports Quiz: Conduct a sports quiz in the college to improve general knowledge on sports and games, awarding prizes at the Annual Day function.

Office Staff

- To look out all the issues of college administration such as admissions, accounts, management, system maintenance, examination related activities etc.
- Decisions in various matters are taken by the appropriate authorities of the college such as the Principal as per the procedures laid down under various rules and regulations.

Eligibility criteria for Admission

Candidates who have passed their 10+2 or equivalent exam with a minimum of 45 percent marks from a recognized Institution in State Board/ Matriculation / CBSE. They must have majored in Mathematics, Physics and Chemistry in high school. No Entrance exam is conducted.