
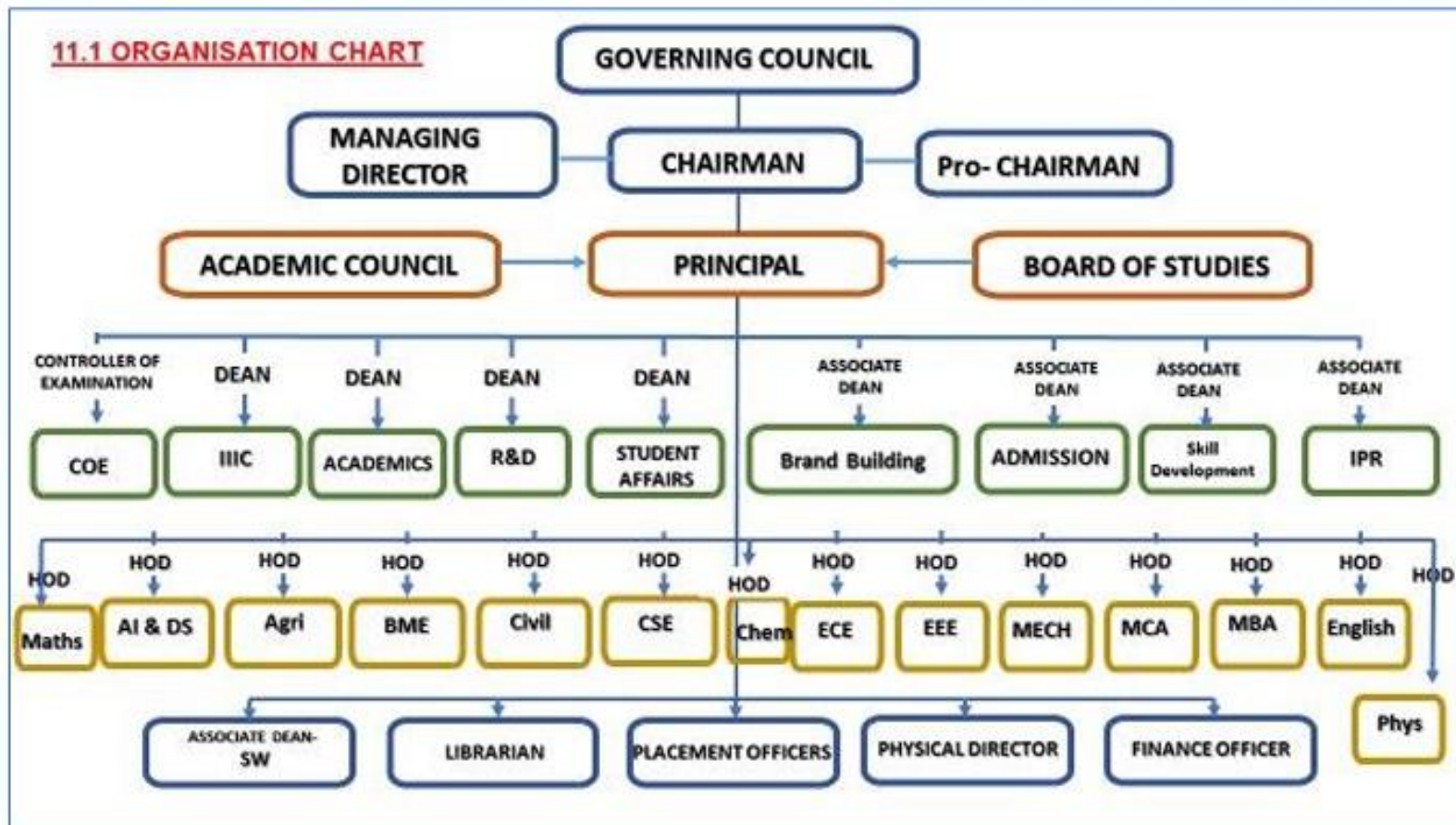


# ROHINI COLLEGE OF ENGINEERING AND TECHNOLOGY, PALKULAM

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance.


  
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 Rohini College of Engineering & Technology  
 Anjugramam Kanyakumari Main Road,  
 Palkulam, Varrayoor (P.O.) - 629 401  
 Kanyakumari District, Tamil Nadu.

## ORGANIZATIONAL STRUCTURE



## DECENTRALIZATION

The functions of various key positions are

S.No.	Position	Functions
1	Management	<ul style="list-style-type: none"> <li>• Overall institutional development</li> <li>• Mobilizing the external resources to strengthen the institute</li> <li>• Plan and provide necessary facilities/equipment for development</li> <li>• Instilling confidence and devotion in each of the members in the institution</li> </ul>
2	Governing Council	<ul style="list-style-type: none"> <li>• Policy framing and drafting directive principles</li> <li>• Amending and approving the framed policies regularly</li> <li>• Approving budget</li> </ul>
3	Principal	<ul style="list-style-type: none"> <li>• Designing and defining the organizational structure</li> <li>• Delegating the responsibilities for the respective positions in the organization</li> <li>• Periodic monitoring and evaluating various organisational processes and sub-processes</li> <li>• Ensuring the effectiveness of purchase procedures</li> <li>• Defining the quality policy and objectives</li> <li>• Preparing annual budget</li> <li>• Conducting the meetings of various bodies like Governing council, Grievances Redressal committee, etc periodically</li> <li>• Managing the accounts and finance</li> <li>• Employee recruitment process</li> <li>• Faculty personal files</li> </ul>
4	Administrative Officer	<ul style="list-style-type: none"> <li>• College roster</li> <li>• Service books</li> <li>• Purchase process</li> <li>• Resource provision</li> <li>• Office administration</li> <li>• Transportation</li> <li>• Resource generation</li> <li>• Housekeeping</li> <li>• Hostel management</li> </ul> <div style="text-align: right; margin-top: 20px;">  <p style="margin: 0;"><b>PRINCIPAL</b> Rohini College of Engineering &amp; Technology Anjugramam Kanyakumari Main Road. Palkulam, Varyyoor (P.O.) - 629 401 Kanyakumari District, Tamil Nadu.</p> </div>

5	Admission Cell Incharge	<ul style="list-style-type: none"> <li>• Proposal of admission policy</li> <li>• Arranging admission campaign</li> <li>• Executing admission process</li> <li>• Designing and printing admission brochures</li> <li>• Maintaining and updating admitted students details</li> </ul>
6	Alumni Association Incharge	<ul style="list-style-type: none"> <li>• Forming of student council</li> <li>• Arranging periodic meetings</li> <li>• Ensuring alumni registration</li> <li>• Preparing alumni newsletter</li> </ul>
7	Training and Placment Incharge	<ul style="list-style-type: none"> <li>• Liaison with industry</li> <li>• Identifying and providing the required training to the students</li> <li>• Arranging campus interviews</li> <li>• Proposing the annual budget for Training and Placement</li> </ul>
8	Library Incharge	<ul style="list-style-type: none"> <li>• Planning and executing the mode of operation of routine activities of the library</li> <li>• Planning and proposing the developmental needs for enriching the library inference</li> <li>• Maintaining discipline and culture inside the library</li> <li>• Preparing the annual budget for the library</li> </ul>
9	Heads of Departments	<ul style="list-style-type: none"> <li>• Planning and executing the departmental academic activities</li> <li>• Maintaining discipline and culture in the department</li> <li>• Ensuring the cleanliness of the department premises</li> <li>• Promoting the strength of students, teaching and non-teaching faculty members through various curricular, co-curricular and extra-curricular activities</li> <li>• Encouraging smart work in the department</li> <li>• Proposing department budget</li> <li>• Maintaining the records of departmental activities and achievements</li> </ul>



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