



# GANESH COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Attur Main Road, Mettupatti, Salem - 636 111, Tamilnadu, India  
Phone: 0427 - 2211212, +91 9865440414  
E-Mail: principal@ganeshenggcollege.org      www.ganeshenggcollege.org

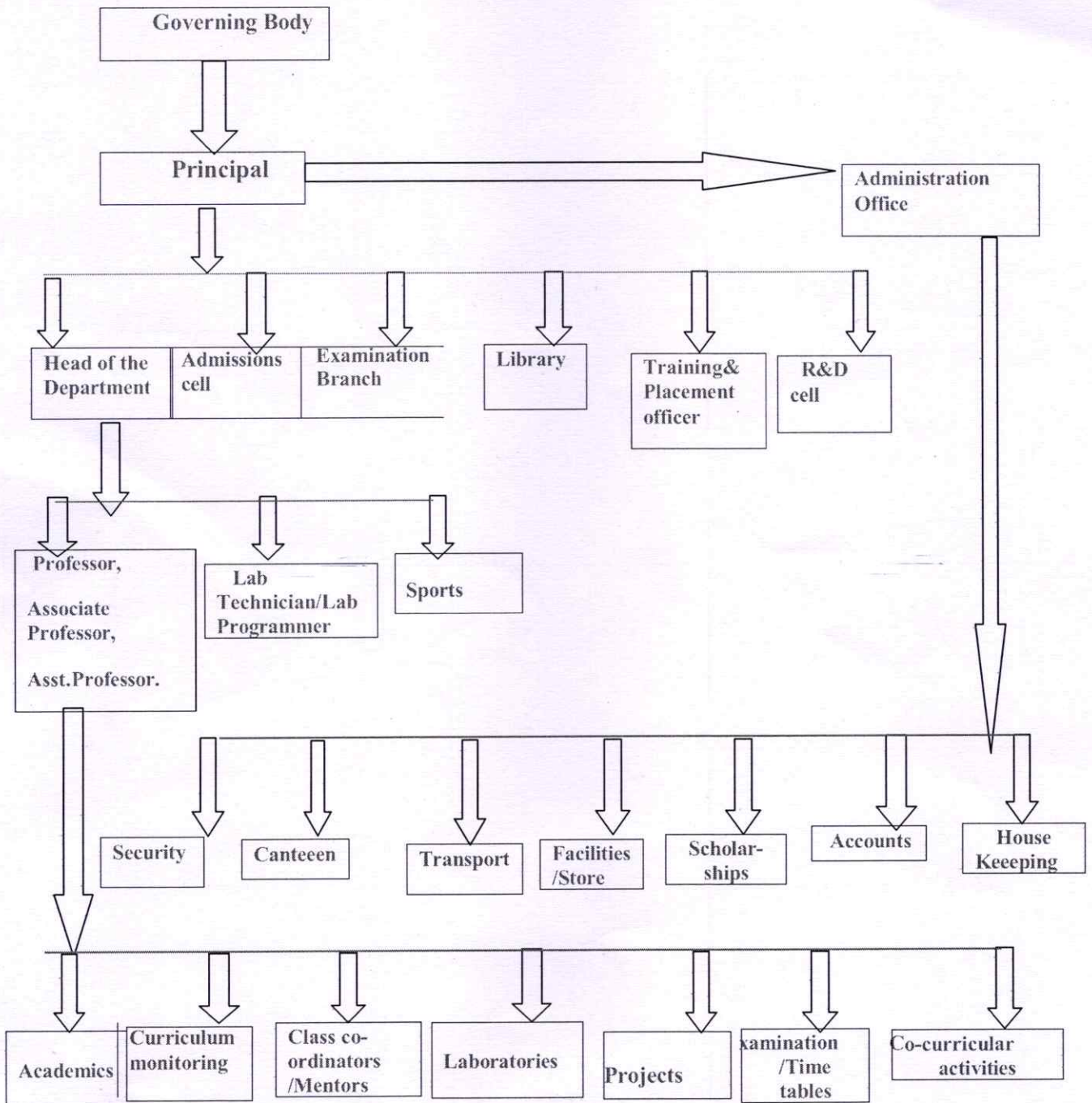
**6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.**

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## ORGANIZATION CHART



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



AUTHORITY	ROLES AND RESPONSIBILITIES
Chairman	<ul style="list-style-type: none"> <li>➤ Review academic and other related activities of the College</li> <li>➤ Consider new programs of study for approval of AICTE</li> <li>➤ Consider recommendations of the Principal regarding Promotions</li> <li>➤ Ratify Selections/appointments/ medals and prizes</li> <li>➤ Pass Annual Budget of the College Annual University affiliation</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>➤ Looks after the Administration, development of education, growth &amp; expansion of the institution.</li> <li>➤ He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body.</li> <li>➤ He coordinates between the sponsoring Society, College Management and the other systems of the college.</li> </ul>
Principal	<ul style="list-style-type: none"> <li>➤ To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.</li> <li>➤ To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university</li> <li>➤ To conduct internal, end and other examinations</li> <li>➤ To initiate all the developmental activities, monitor the progress and report to the Governing body.</li> <li>➤ To ensure and receive all departmental budgets in the prescribed form for every calendar year &amp; for the next academic year.</li> </ul>
Head of the Department	<ul style="list-style-type: none"> <li>➤ Department HOD prepares departmental workload as per the Anna university syllabus, Allocation of work load in prescribed formats. Coordinating with library committee &amp; Prepare, update and standardize the student Handbook / Lab manuals.</li> <li>➤ Collect &amp; Verify the course material to certify</li> <li>➤ Coordinate with Library committee, Time- Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.</li> <li>➤ Preparation of list of weak students in each class and conduct bridge classes, slip tests.</li> <li>➤ Analysis result to conduct Remedial classes for failure students.</li> <li>➤ Ensuring to arrange Club activities and Guest</li> </ul>



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	<ul style="list-style-type: none"> <li>lectures, workshop &amp; seminars.</li> <li>➤ Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books.etc</li> </ul>
Committee	<ul style="list-style-type: none"> <li>➤ Every committee constituted at college level and department level has the faculty member as an In-charge with two or more faculty members as committee members.</li> <li>➤ Committee In charge will look after the committees program and operation.</li> <li>➤ These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college.</li> <li>➤ These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.</li> <li>➤ Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.</li> </ul>
Faculty	<ul style="list-style-type: none"> <li>➤ Each member of the academic staff is expected to enhance the learning environment through instruction, applied research, scholarly activity, and service that support the institutional mission.</li> <li>➤ It is a basic principle that every member of the academic staff, of whatever rank, shall at all times be held responsible for competent and effective performance of their duties/workload expectations and foster collegial relationships with supervisors, peers, students, and the University community.</li> </ul>
IQAC	<ul style="list-style-type: none"> <li>➤ IQAC is responsible for fixing quality parameters for various academic and administrative activities</li> <li>➤ Monitoring the organization of class work and related academic activities.</li> <li>➤ Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.</li> <li>➤ Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance</li> </ul>
Training and Placement Officer	<ul style="list-style-type: none"> <li>➤ Arranges guest lectures, workshops, seminars, industrial visits &amp; educational tours for students.</li> <li>➤ Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.</li> </ul>
EDC	<ul style="list-style-type: none"> <li>➤ To create an environment for self-employment, promote innovation, incubation, and entrepreneurship development</li> </ul>



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	<p>through formal and non-formal programs.</p> <ul style="list-style-type: none"> <li>➤ To introduce the concept of Entrepreneurship in the curriculum at degree levels.</li> </ul>
Lab Instructor	<ul style="list-style-type: none"> <li>➤ Lab Instructors have various responsibilities such as organizing/maintaining equipment, preparing the lab environment, monitoring student progress and facilitating student participation in learning activities.</li> </ul>
Administrator Officer	<ul style="list-style-type: none"> <li>➤ Manage office supplies stock and place orders.</li> <li>➤ Prepare regular reports on expenses and office budgets.</li> <li>➤ Maintain and update company databases.</li> <li>➤ Organize a filing system for important and confidential company documents.</li> <li>➤ Answer queries by employees and clients.</li> <li>➤ Update office policies as needed.</li> </ul>
Physical Director	<ul style="list-style-type: none"> <li>➤ Responsible to encourage students to participate in sports.</li> <li>➤ Coordinate with Accounts officer to purchase sports material</li> <li>➤ Responsible to report to principal regarding issues</li> <li>➤ Accountable to circulate information regarding sports competitions to all.</li> </ul>
Librarian	<ul style="list-style-type: none"> <li>➤ Create and use databases of library materials.</li> <li>➤ Organize library materials so they are easy to find.</li> <li>➤ Help library patrons to conduct research to evaluate search results and reference materials.</li> <li>➤ Research new books and materials by reading book reviews, publishers' announcements, and catalogs.</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>➤ Managing workflow.</li> <li>➤ Training new hires.</li> <li>➤ Creating and managing team schedules.</li> <li>➤ Reporting to HR and senior management.</li> <li>➤ Evaluating performance and providing feedback.</li> <li>➤ Identifying and applying career advancement opportunities.</li> <li>➤ Helping to resolve employee issues and disputes</li> </ul>
Accounts	<ul style="list-style-type: none"> <li>➤ Record all transactions accurately and reconcile accounts</li> <li>➤ Prepare balance sheets, income statements and other reports</li> <li>➤ Perform cost and general ledger analysis</li> <li>➤ Complete tax audits ensuring compliance</li> <li>➤ Manage budgets and cash flows</li> </ul>



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## AGENDA FOR ANTI-RAGGING COMMITTEE MEETING

**DATE & TIME:** 22-01-2024 @ 3.00 PM

**VENUE** : Conference Hall

### AGENDA:

#### WELCOME ADDRESS

1. Discussion about the continuing ragging free campus.
2. Terms for monitoring the students, both boys & girls separately.
3. Discussion about the contraption of student's complaint on ragging.
4. Online register for Anti ragging form.

#### VOTE OF THANKS



  
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**Minute of the meeting - Anti-ragging committee**

**DATE & TIME: 22-01-2024 @ 3.00 PM**

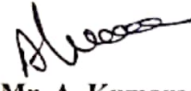
**VENUE : Conference Hall**

The Anti ragging committee meeting for the academic year 2023-2024 was held on 22.01.2024 @ 3.00 P.M. in the conference hall and the following points were discussed.

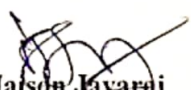
1. Discussed about continuing ragging free campus.
2. Terms for monitoring the students, boys & girls separately.
3. Conducting individual meetings for both boys & girls separately.
4. Discussed about the student's complaint mechanism.
4. Online register for Anti ragging form.
6. Discuss to the students of ragging risk factor.

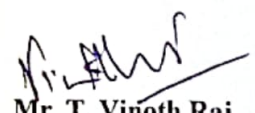
At the end of the meeting, Chairman of the committee thanks the members.

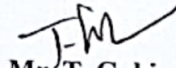
  
**Dr. M. Subas Chandra Bose**  
Chairman

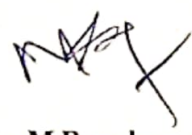
  
**Mr. A. Kumaran**  
Member

  
**Mr. S. Manivannan**  
Member

  
**Mr. K. Jaison Jayaraj**  
Member

  
**Mr. T. Vinoth Raj**  
Member

  
**Mr. T. Gobi**  
Member

  
**Mr. M. Ram kumar**  
Member

  
**Mr. C. Silambarasan**  
Member





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**ANTI-RAGGING COMMITTEE MEETING**

**DATE & TIME : 22-01-2024 @ 3.00 PM**

**VENUE : Conference Hall**

**ATTENDANCE SHEET**

S.NO	NAME	DESIGNATION	SIGNATURE
1	Dr. M. Subas Chandra Bose	CHAIRMAN	
2	Mr. A. Kumaran	MEMBER	
3	Mr. S. Manivannan	MEMBER	
4	Mr. K. Jaison Jayaraj	MEMBER	
5	Mr. T. Vinoth Raj	MEMBER	
6	Mr. T. Gobi	MEMBER	
7	Mr. M. Ram Kumar	MEMBER	
8	Mr. C. Silambarasan	MEMBER	







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20-09-2023

### CIRCULAR

All the staff and students are hereby informed that our college Women Empowerment cell is going to organize a seminar on "Goal Setting" in college seminar hall on 26/09/2023. All the 3<sup>rd</sup> year and final year students should attend the seminar without fail.


For more details contact women empowerment cell in-charge S.Viji, Asst.Prof. ECE, Ganesh College of Engineering, Mettupatti.

Copy to

All HOD's

All Notice Board



  
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## Report about the Program

**Name of the Program:** Workshop on "Goal Setting"

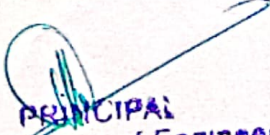
The Women Empowerment Cell of Ganesh College of Engineering, Salem has organized an Awareness Program on "Goal Setting" on 26-09-2023 at college seminar hall. The program is inaugurated by Principal, Ganesh College of Engineering, Salem. The resource person of this program is Dr. Senthil, Ganesh College of Engineering. In this program nearly 75 students and staff members were participated.

The speakers were briefed about the importance of setting Goals in students career. In the beginning of the program, the principal has delivered his valuable ideas that "Goal Setting starts with listening to individual interests and priorities and helps groups to build toward establishing a shared agenda. This event guide covers a sequence of asking individuals to write down their goals, then looking for similar goals, voting for important goals, and finally choosing which are most important to measure progress towards. Goals give us direction in our lives and provide a target us to go after. Further the Secretary & Correspondent, added that "goals are force us to get outside of our comfort cones and push ourselves towards achieving something that we want. They're essential to life Goal setting can be described as a personal planning process. It helps participants to identify what they want to achieve in their personal life and/or their professional life".

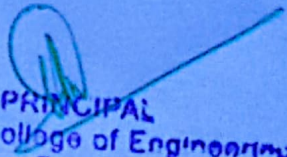
Eventually the principal opened few more words towards Goal setting. Goal setting has been proven to be a more effective method of achieving targets as opposed to aspirations. In order to be able to achieve your lifetime goals, it is important to set them effectively. Unfortunately the meaning and importance of "Goal Setting" Explain the psychology of Goal Setting, Initiate the Goal Setting process, Discuss the crucial difference between aspirations and goals, Plan personal and professional goals. Look at your life roles and what services you can provide to other people, use time management techniques to achieve your goals on time, include other people into your goals to act as coaches, develop human values into long term, reward your success to motivate your further.

On the whole the students participants were felt very happy for participating in these social service events and they asked the Coordinators to conduct this type of events many more in future. Faculty said thanks to speakers of the program for their valuable ideas on goal setting. At the end the program Appreciation prizes are given to active student participant by the management.



  
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**WOMEN EMPOWERMENT CELL**

DATE & TIME: 06.03.2024@ 03.00 pm

VENUE : Conference Hall

**ATTENDANCE SHEET**

S.NO	NAME	DESIGNATION	SIGNATURE
1	Dr.M.Subas Chandra Bose	CHAIRMAN	
2	Mrs.M.Poontamilselvi	MEMBER	M. Poof
3	Mrs.G.Kalaivani	MEMBER	G.T. Kalyani
4	Ms.K.Parameshwari	MEMBER	K. Parameshwari
5	Mrs.R.Poomagal	MEMBER	R. Poomagal
6	Ms.R.Nivetha	MEMBER	R. Nivetha



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**AGENDA FOR SEXUAL HARASSMENT REDRESSAL COMMITTEE(VISHAKA)  
MEETING**

**DATE & TIME : 18-09-2023 @ 03.00 pm**

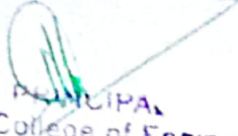
**VENUE : Conference Hall**

**AGENDA:**

1. Welcome address
2. Proposal for various activities.
3. Guidelines should be prominently displayed to create awareness about the rights of women's.
4. Subsequent plan for sexual harassment redressal should be affirmatively discussed.

**VOTE OF THANKS**



  
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**Minutes of the meeting – Sexual Harassment Redressal Committee (VISHAKA)**

**DATE & TIME : 18-09-2023@ 03.00 pm**

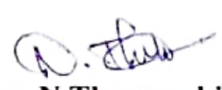
**VENUE : Conference Hall**

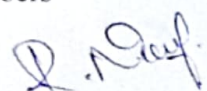
The Sexual Harassment Redressal Committee (VISAKA) meeting for the academic year 2023-2024 was held on 18.09.2023 @ 03.00 P.M. in the CONFERENCE HALL. The chairman and the members of the Sexual Harassment Redressal Committee (VISAKA) discussed the following points.

1. Express Prohibition of sexual harassment as defined above at the workplace should be notified, published and circulated in appropriate ways.
2. The penal consequence of including in acts that may constitute sexual harassment and the composition of the Internal Complaints Committee.
3. The Rules/ Regulations Prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
4. Discussed about healthy and friendly relationship.

At the end of the meeting the Chairman of the committee thank the members

  
**Dr.M.Subas Chandra Bose**  
Chairman

  
**Mrs. N.Thenmozhi**  
Member


  
**Ms.R.Nivetha**  
Member

  
**Mrs.D.Latha**  
Member

  
**Mrs.S.Viji**  
Member

  
**Mrs. P.Amuda Priyadharshinee**  
Member



  
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**VISHAKA COMMITTEE**

**DATE & TIME: 18.09.2023 @ 03.00 pm**

**VENUE : Conference Hall**

**ATTENDANCE SHEET**

S.NO	NAME	DESIGNATION	SIGNATURE
1	Dr.M.Subas Chandra Bose	CHAIRMAN	
2	Mrs.P.Amuda priyadharshinee	MEMBER	
3	Mrs.N.Thenmozhi	MEMBER	
4	Mrs.D.Latha	MEMBER	
5	Mrs.Viji	MEMBER	
6	Ms.R.Nivetha	MEMBER	



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**DISCIPLINE AND WELFARE COMMITTEE MEETING**

**DATE & TIME:** 24-01-2024 @ 3.00 pm

**VENUE** : Conference Hall

**AGENDA:**

**WELCOME ADDRESS**

1. Action taken Plan for the maintaining discipline inside the campus.
2. Action Plan for Welfare of the students inside the campus.
3. Implementation of rules for discipline & welfare.
4. Forming welfare member committee member of the student.

**VOTE OF THANKS**



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**MINUTES OF THE MEETING- DISCIPLINE AND WELFARE COMMITTEE**

**DATE & TIME: 24-01-2024 @ 3.00pm**

**VENUE : Conference Hall**

The discipline and welfare Committee meeting for the academic year 2023-2024 was held on 24.01.2024 @ 3.00 pm in the Conference Hall. The chairman and the members of the Committee were discussed the following points.

1. Plan for maintaining good discipline inside the campus.
2. The welfare & amenities of the students inside the campus.
3. Implementation of discipline & welfare rules.
4. Discussed about the monitoring discipline of students inside the campus.
5. Following proper dress code and grooming of the students.

At the end of the meeting the chairman thanks the committee members.

**Mr.A.Kumaran**  
Member

**Mr.C.Srambarasan**  
Member

**Mr.M.Karthikeyan**  
Member

**Mr.T.Karthik**  
Member

**Ms.S.Tamilarasi**  
Member

**Mr.M.Ramkumar**  
Member

**Ms.T.Priya**  
Member

**Mr.Jaison Jayaraj**  
Member

**Mr.E.Venkatesan**  
Convener





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**DISCIPLINE AND WELFARE COMMITTEE MEETING**

DATE & TIME : 24-01-2024 @ 3.00 pm

VENUE : Conference Hall

**ATTENDANCE SHEET**

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Mr.A.Kumaran	Member	
2.	Mr.C.Silambarasan	Member	
3.	Mr.M.Karthikeyan	Member	
4.	Ms.S.Tamilarasi	Member	
5.	Mr.T.Karthik	Member	
6.	Mr.M.Ramkumar	Member	
7.	Ms.T.Priya	Member	
8.	Mr.Jainson Jayaraj	Member	
9.	Mr.E.Venkatesan	Convener	





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## STUDENTS AND STAFF GRIEVENCE REDRESSAL CELL

### OBJECTIVES

- To maintain a fair, unbiased and consistent system for redressal of various issues faced by the students and faculty.
- To ensure strict confidentiality so that students approach the Grievance Redressal Cell without fear.
- To maintain a conducive atmosphere and relationship between the students and faculty.
- To ascertain the grievances/issues and immediate/non-delayed/ suitable actions taken by the cell (or) management

### PROCEDURE

- The Grievance Redressal Cell will meet once in a semester.
- If necessity arises that is, based on the nature of the grievance by the aggrieved students and faculty. The Grievance Redressal Cell will arrange the meet immediately to take necessary steps to redress the grievances.
- The students and faculty can drop their grievance letters in the grievances box provided in our campus, near canteen or send online to the email principal@ganeshenggcollege.org.
- The grievances dropped in the suggestion boxes are collected periodically and analysed by the committee.
- The analysed report will be forwarded to the concern department for remarks/clarification.
- After receiving the remarks/clarification, the committee discusses about it.
- An inquiry meet will be arranged to hear the voices of both parties
- Finally takes action, if found genuine, by the guidance of chairman of the redressal cell
- If the grievances are pertaining to the decision of the management, the committee will submit the same to the management. They will resolve the issues.
- If the grievances are found to be not reasonable, will be explained to the concerned student(s) and faculty.



  
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20.9.23

From

S. Pradeepa,  
Department of EEE,  
Ganesh College of Engineering,  
Salem.

To

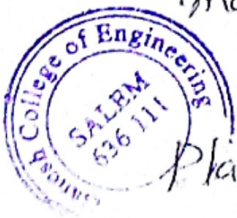
The Principal,  
Ganesh College of Engineering,  
Salem.

Respected Sir

Sub: Tuition fees Reduction - Req

I am S. Pradeepa Pursuing B.E - EEE  
both (2022-2026). My total college fees  
for third year is Rs. 60,000 as I am  
management Quota. I have paid my fees  
Rs. 60,000. Due to my family financial  
Problem can't able to pay the fees. As  
I am facing tough situation. Kindly  
make reduction.

Thanking you  
Sincerely



Place

R. Neel

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Ganesh College of Engineering  
Attur Main Road, Manjampatti  
Salem - 636 004

S. Pradeepa



From

S. Priyadharshini,

II year - BME

Ganesh college of engineering  
Mettupatty.

To

The principal,

Ganesh college of engineering  
Mettupatty

Respected Sir,

I am S. Priyadharshini doing II - bio-medical engineering in our college. The reason for the delay such as unexpected financial difficulties the extension of time requested. I request to consider my situation & grant me permission to pay late fees (value added fees)

Thanking you

Date: 19.09.2023

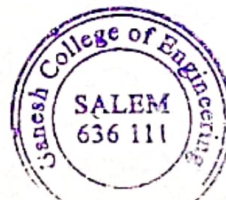
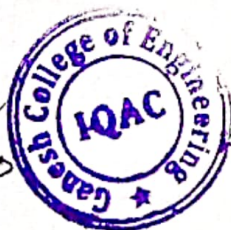
place: Mettupatty

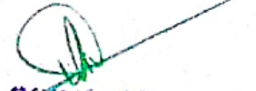
Yours faithfully,

S. Priyadharshini

  
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