



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

Reaccredited by NAAC with B+ grade

4 Star Rating in MHRD's Institution's Innovation Council

RESPONSIBILITIES OF VARIOUS DESIGNATES

S. No.	Designation	Responsibilities
1.	Principal	<ul style="list-style-type: none">• General Administration of College• General administration and overall supervision of teaching programmes• Supervision of students welfare, health and security services• Responsibility for organizing workload of staff including teaching assignments.• Guidance and counselling of students• Recruitment of staff and admission of students• Responsibility for conduct of examinations• Maintenance of permanent records of students• Review and revision of policies, rules, regulations• Participation in the College's committee work• Participation in teaching programmes• Supervision of library services• Planning for development of the college
	Head of the Department	<ul style="list-style-type: none">• Responsible for the Department's entire academic affairs.• Looks after day to day activities relating to teaching• Reports to the Principal on all departmental needs, including faculty members, equipment, books and journals, and maintenance.• Represents the department and will report to the Principal on any development requirements and shortfalls.• Organises Guest Lectures, Seminars, Workshops, and Conferences etc.• Responsible for developing new programmes in collaboration with other organisations and universities.• In charge of the student proctoring system.• Arranges for students to participate in value-added courses, industrial visits, and internships.

		<ul style="list-style-type: none"> • Ensures that faculty members submit research proposals and papers to reputable journals.
	Faculty	<ul style="list-style-type: none"> • Organizes and prepares materials for students. • Develops professional relationships with students and provides guidance on how to improve their careers. • Evaluates, supervises, and mentors students' academic development. • Participates in a variety of department and college activities. • Publish their research findings in academic books or journals.
	Librarian	<ul style="list-style-type: none"> • Responsible for the library's overall management and documentation of books, periodicals, magazines, newspapers, CDs, and other library items. • Prepares a list of books and journals that are required to students and faculty member on a regular basis. • Responsible for maintaining and updating e-journals as well as all other electronic publications. • Organizes library materials and prepares a report to the Principal if there is a discrepancy • Arranges periodic inventory of library materials.



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VARIOUS COUNCIL/COMMITTEES/CELLS/CLUBS & ITS MEMBERS & ROLES AND RESPONSIBILITIES

Committee	Members	Roles & Responsibilities
Governing Council		<ul style="list-style-type: none">• The Council is in charge of developing the institution's policies, defining the vision and mission statements, and guiding the institute in the proper way.• The members, with their extensive academic, administrative, and research backgrounds, guide the institution in the proper path on a regular basis.• The Governing Council is in responsible for managing the institution's activities, establishing its future direction, and creating an environment conducive to the achievement of the institution's mission.• The Governing Council is responsible for monitoring the development and implementation of the institution's strategic vision and direction. This will include the institution's purpose and mission.• The governing council has a duty to help the institution achieve and develop its mission and primary learning, teaching, and research objectives.• This responsibility includes reviewing and approving the institution's strategic plan, which should outline the institution's academic goals and objectives as well as the financial, physical, and staffing methods required to meet those goals.

IQAC		<ul style="list-style-type: none"> • Conducting periodical meetings • Setting standards and benchmarks • Suggesting quality related activities • Monitoring the activities of the departments, committees, clubs and associations • Identifying the best practices of the departments • Submitting the AQAR • Implementing the NAAC Peer team recommendations
Grievance Redressal Cell		<ul style="list-style-type: none"> • The cell addresses the grievance of any of the students directly and also through suggestion boxes and tries to seek redressal for the same
Anti-Ragging Committee		<ul style="list-style-type: none"> • To forbid ragging of any kind • To raise awareness on the various causes that lead to ragging.
Career Guidance Cell		<ul style="list-style-type: none"> • To provide the necessary information regarding employment opportunities to the students. • To empower students through self-employment • To prepare them for Competitive examinations. • To organize pre-placement programs to enable students to showcase their skills during the interview • To enhance confidence to meet challenges • To equip them with life skills to secure jobs.
Placement Cell		<ul style="list-style-type: none"> • Motivating students to develop technical knowledge and soft skills in terms of career planning and goal setting • Developing the students to meet the Industries recruitment process • To motivate students to develop Technical knowledge and soft skills in terms of career planning, goal setting • To motivate students aspire for higher studies and guiding them to take competitive exams such as SET,NET and TNPSC etc

		<ul style="list-style-type: none"> • Aiming to Place the maximum number of students through campus & off-campus interviews conducted by the top companies
Women Empowerment Cell		<ul style="list-style-type: none"> • To raise awareness on Women’s legal rights and gender equality • To develop entrepreneurial skills and strengthen students’ economic status • To train them in encountering the realities of life outside the campus as responsible citizen • To encourage them in balancing both physical and mental health
Counselling Cell		<ul style="list-style-type: none"> • To motivate the students to come out of mental disturbance • To help the students to handle critical situations
APCian Research Forum		<ul style="list-style-type: none"> • To create and promote a culture of research among the faculty and students • To identify research areas and specify research topics of academic, practical and socially relevant significance • To organise seminars/conferences/workshops on research topics and training programmes in research methodology and Intellectual Property Rights • To ensure quality, integrity and ethics in research • To publish research material in UGC, Scopus, SCI and ESCI journals and to make available such published information to the end users
Institute Innovation Council (IIC) under MHRD		<ul style="list-style-type: none"> • The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are informative years. • A network of IICs are established to promote innovation and entrepreneurship in the Institution through multitudinous modes leading to an innovation promotion ecosystem in the campuses.

		<ul style="list-style-type: none"> • Entrepreneurship Development Cell has taken a greater responsibility to generate the entrepreneurship skills among the students and to help them to channelize their goals to become a versatile entrepreneur.
NSS		<ul style="list-style-type: none"> • Understand the community in which they work • Understand themselves in relation to their community • Identify the needs and problems of the community and involve them in problem-solving • Develop among themselves a sense of social and civic responsibility • Utilize their knowledge in finding practical solutions to individual and community problems • Develop competence required for group-living and sharing of responsibilities • Develop capacity to meet emergencies and natural disasters • Practise national integration and social harmony
Library Committee		<ul style="list-style-type: none"> • To cultivate an environment where the students, scholars, faculty and staff discover, create, communicate and preserve information and knowledge • To systematically and regularly collect relevant books, journals, magazines and such other publications in conventional or in electronic media, for continuous updating and strengthening and its data bank • To provide the right ambience and
Fine-Arts Club		<ul style="list-style-type: none"> • Motivate the talented students to come out of shyness • Helping the students to attain perfection in their in-born talents