



New Prince Shri Bhavani

College of Engineering
and Technology



Criterion :6 – Governance, Leadership and Management

6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc



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POLICIES FOR EFFECTIVE FUNCTIONING OF THE INSTITUTION

Policies for Human Resources Management and Administration		
1	HR Policy	Click here
2	Quality policy	Click here
3	Institutional Policy on Divyangjan	Click here
4	National Innovation and Start up Policy	Click here
5	Maintenance Policy	Click here
6	Code of Ethics policy	Click here
7	Resource Mobilization Policy	Click here
8	Green Campus Policy	Click here



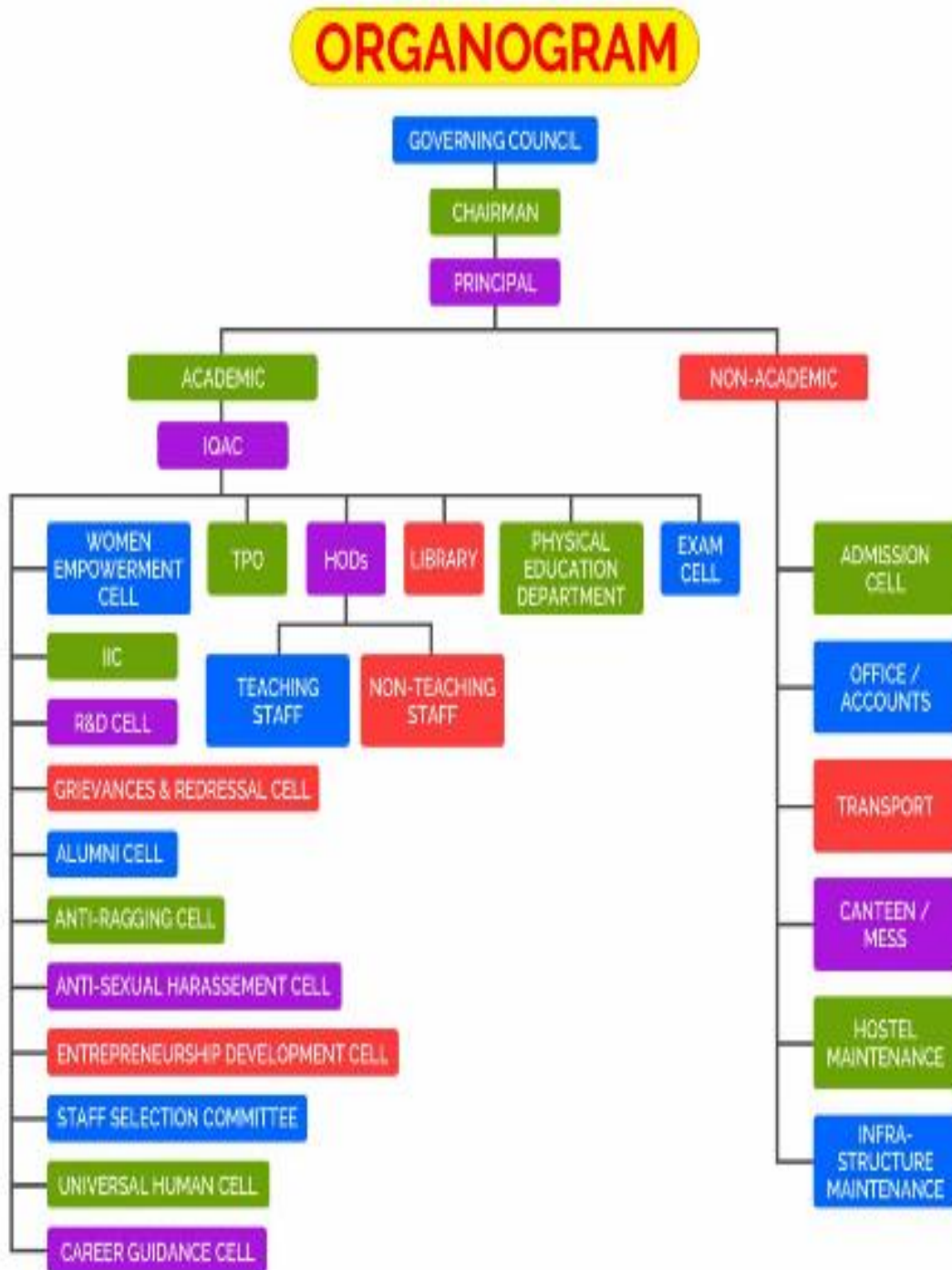
NEW PRINCE SHRI BHAVANI COLLEGE OF ENGINEERING AND TECHNOLOGY



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ADMINISTRATIVE SETUP





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SCREENSHOT OF POLICIES IN INSTITUTION WEBSITE

The screenshot displays the website header with the college logo and name, followed by accreditation logos (AICTE, Anna University, UGC, NAAC, NIRF, ISO). The navigation menu includes: Home, Profile, Academics, Departments, Infrastructure, Activities, Research, Placements, and Contact. A dropdown menu is open under 'Policy', listing the following items:

- Vision & Mission
- National Innovation and Startup Policy
- Administration
- Sustainable Development Goals
- Group of Institutions
- Maintenance Policy
- Governing Council
- Environmental Policy
- Rules & Regulations
- HR Policy
- Policy
- Mandatory Disclosure
- Best Practices
- Quality Policy
- Mandatory Disclosure
- Code of Ethics Policy
- Institutional Policy on Divyangjan
- Resource Mobilization Policy

On the right side of the page, there is a video player showing a building with a blue 'Hostel' label. The browser's address bar shows the URL: <https://newprinceshribhavani.com/profile/#>. The taskbar at the bottom shows various application icons and the system clock indicating 4:13 PM on 7/12/2022.



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ROLES AND RESPONSIBILITIES OF VARIOUS MEMBERS AND COMMITTEES

Sl. No.	Members / Committee	Roles and Responsibilities
1	Chairman	<ul style="list-style-type: none">• Ensures the open and proficient administrative setup and endow with an motivating headship• Support the institution's augmentation and development by ensuring the resources are used successfully, proficiently and optimally• With the assistance of Governing Council, maintain the financial resource process and controls• Stimulate the stakeholders and other boards to work collectively to hold out the institution's tactical plans• Promote and ensure that the interest is kept up-to-date and any variance of concerns are resolute cordially• Suggestions for improving the quality of the teaching learning process and students placement• Enable the head of the institution to operate independently and proficiently• Make effective evaluation process in concurrence with the head of the institution
2	Principal	<ul style="list-style-type: none">• The principal shall be the head of the institution• outline the formation of various departments and the a variety of managerial activities of the institution• Synchronize various activities associated with admission process, teaching and learning process, examination process, etc.• To identify and employ suitable people to operate the various departments and other activities related to the administration



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		<ul style="list-style-type: none"> • To enhance the usage of various laboratories, computer centers, library and all others required for the college • To uphold a cordial rapport with the university authorities, DOTE, AICTE etc. • To maintain healthy and conducive environment with the management and conduct meeting of the governing council whenever required • Regularly appraise the management about the various activities organized in the institution • To plan events like Graduation day, Annual day, sports day, Orientation day etc. • To enhance the leadership qualities for organizing seminars, symposia, FDP, conference etc.
3	Director	<ul style="list-style-type: none"> • To support the principal and provide guidance as and when wanted in organizing various organizational units in the institution such as monitoring the accounts, academics, examination, students feedback on teaching effectiveness, transport facility, sports and cultural activities etc. • To support the principal and the management in successfully implementing the policies of the institution • To make decisions in procurement of books for students, journals and reference books for central library, lab equipments etc.
4	Head of the Department	<ul style="list-style-type: none"> • The HOD is in charge of carrying out all of the Department's academic programmes in accordance with the requirements of the affiliating university. He/she is needed to carry out the afore said objectives • To create Schedules, timetables that provide enough contact hours to finish the syllabus on time while also allowing enough time for personality development and sports • Educate and train faculty so that they can provide



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		<p>quality instruction to students</p> <ul style="list-style-type: none">• To ensure that students' performance is properly evaluated and that remedial action is taken to improve the performance of slow learners• To promote positive relationships between students and faculty while also maintaining student discipline and ethical behavior
5	Faculty	<ul style="list-style-type: none">• To manage the subjects assigned by the department head.• To finish the syllabus on schedule and to be responsible for producing better results in the disciplines they teach.• To act as a mentor to the students and help those to solve their personal problems when and where needed• Each semester, two internal tests and model exam will be conducted, answer books should be evaluated and students should be notified of their marks• To act as a good counselors and facilitators for the students• To guarantee that the Teaching- Learning Process is effective and successful• To help, lead, encourage, and assist the students• To have a motto as a value-based education• To set as good example for their students by maintaining decorum both inside and outside the classroom
6	Internal Quality Assurance Cell	<ul style="list-style-type: none">• To co-ordinate number of activities in the college like academic and administrative auditing, organizing seminars based on the concepts related to quality.• To conduct training programmes both for teaching and administrative staff.• To conduct several meetings have been conducted throughout the academic year that covers the



Principal
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		<p>activities and achievements of all departments.</p> <ul style="list-style-type: none">• To take the necessary steps to improve the quality of the institution.• To practice various innovative techniques to help modifications, improvements and rectifications.• To conduct annual academic and administrative auditing to realize the present status of the institution• To ensure the feedback system for remedial measures and consequent improvements.• It also makes sincere efforts to inculcate a research culture towards faculty and students under the auspices of the Research and Development Cell
7	Academic Advisory Committee	<ul style="list-style-type: none">• To have an efficient academic planning and for future development activities an advisory committee with the noted academicians in the field of technical education, industrial experts, alumni has been constituted.• To conduct regular meeting twice a year to finalize the department academic activities
8	Research & Development (R&D) Cell	<ul style="list-style-type: none">• The Research and Development (R&D) Cell provides inter-disciplinary approach in solving problems related to Information Technology• The research proposals are being prepared and sent to various funding agencies like DST, AICTE, DIT, FIST, DRDO, CSIR, TNSCST, etc.,• The cell also sends proposals to various funding agencies under MODROBS scheme• The R&D Cell promotes innovative ideas and concepts in the selected areas to come up with new product development• The R&D cell motivates students and faculty members to publish papers in the refereed journals• The R&D cell is taking initiatives for applying Patents for innovative ideas and products





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9	Alumni Cell	<ul style="list-style-type: none"> • To keep a roster of all Alumni of college and their pertinent data • To encourage, foster and promote close relations among the alumni themselves • To maintain a regular contact with the alumni • To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni • To foster good rapport between the management, staff and students for the growth and development of the college to improve its public image
10	Exam Cell	<ul style="list-style-type: none"> • To ensure Smooth conduction of university theory cum Practical Exams and Internal Assessment test • To monitor attendance, Internal Marks, Students Registration for University Examinations. • To allot the halls during the conduct of exams and appoint hall superintendent for conduct of Theory Examination (prepare invigilators duties list well in advance • To verify the question paper for Internal Theory Examination. • Preparing circulars regarding fees collection and intimate the procedure of last payment for students • Maintain the records pertaining to all examinations. • To provide guidelines to faculties for conducting examination
11	Career Guidance Cell	<ul style="list-style-type: none"> • To provide necessary guidance and information to the students in shaping the future career • Provides relevant academic and career information to enable Students to cope up with the current industrial needs • Organizing Workshops and Seminars on Personality Development, Interpersonal





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		<p>relationship, Communication Skills, Interview Skills and Presentation Skills</p> <ul style="list-style-type: none"> Eminent resource persons from various sectors and esteemed institutions are invited for providing training to the students
12	Entrepreneurship Development Cell	<ul style="list-style-type: none"> To motivate the students to develop their ideas into project proposals/products Coordinating with university EDP cell and its activities Arrange seminars related to entrepreneurship and Angel investors To conduct the skill development program with the innovative research ideas and getting fund from the DST
13	Library Committee	<ul style="list-style-type: none"> To plan and propose the annual budget for library. To ensure proper resources are available and upgrade it based on the requirements of faculties and students every year. Motivating the students to enroll for NPTEL courses. To update Library information management system. Maintain as a hub of learning and maintain discipline.
14	Sports Committee	<ul style="list-style-type: none"> To run a consistent and sustainable sports development programs providing students with opportunities to participate in recreational and competitive sporting activities To bring up talented sports men and women through the highest standard of sports coaching, competition and mentorship and develop them physically, mentally and spiritually To plan and conduct in-house training and competitions and to ensure proper use of gym To propose the annual budget for purchase of sports items and maintenance



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15	Transport Committee	<ul style="list-style-type: none">• Co-ordinate the Educational Trips and field visits conducted by different Departments / Associations.• Provide transportation service to students, teachers and the Departments after proper assessment of the requisition and ensure optimum use of transportation facility.• Coordinate various routes regularly with the assistance of route-in-charges.• Inspect the condition of the buses and report for necessary action on a continuous basis.• Periodically checking the validity and expiration of documents of the transportation services used by the Institute.• Substitution in the event of a driver's absence, a suitable alternative must be arranged immediately.• Ensure that the drivers wear only the prescribed uniform during their duty hours.• Ensure that the drivers allow the students to travel only if they have valid transportation pass issued by the college.• Ensure that the drivers conduct with students should be with a decent and pleasing manner.• Transport In charge should ensure that all buses are having proper permissions
16	Hostel Committee	<ul style="list-style-type: none">• To monitor proper infrastructure facilities regarding hostel.• To schedule the Study Hours, maintain academic Discipline, and monitor the absenteeism of the hostellers.• To address the complaints from students and appropriate actions are taken• To counsel the behavior of students and monitor the academic performance of the students.• To Visit the mess/canteen monthly



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17	Women Empowerment Cell	<ul style="list-style-type: none"> • To redress the balance between men and women • To increase both the quantity and quality of women in higher education • To develop for women a range of training strategies and materials that will be replicable or may be adapted for use in the institution • To sensitive the students on the need for empowerment of women • To help them understand their strengths and potential • To conduct programmes for women in Higher Education with a long-term for enhancing the role of women in higher education • To help them to identify inherent talents and develop skills
18	Anti Ragging Committee	<ul style="list-style-type: none"> • To be vigilant at all hours all around the campus and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places • To make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging • To conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student or parent or guardian, as the case may be: and the enquiry report along with recommendations shall be submitted to the Head of the Institution for action • To ensure the display of posters on Institution and Department Notice Boards and other prominent designated places • To offer services of counseling and create awareness to the students
19	Anti Sexual Harassment Cell	<ul style="list-style-type: none"> • To have an unbiased system for redressal of issues faced by the students • Strict confidentiality of grievances of students is



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		<p>ensured so that students can approach the cell without fear or vindictive activity</p> <ul style="list-style-type: none">• To ensure a healthy bondage between students as well as student staff relationship• To ensure that immediate action is taken by Faculty or the Management depending on the nature of grievance
20	Student Grievances Cell	<ul style="list-style-type: none">• To keep the dignity of the college high by ensuring conflict free atmosphere in the College by promoting good Student-Student relationship and Student-teacher relationship.• To ensure effective solution to the student grievances with an impartial and fair approach.• In order to advising Students of the College to respect each other and be patient whenever any occasion of conflict arises.• To advise all the students to refrain from stirring up students against other students, teachers and College administration.• Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal. Ragging Complaints will be handled as per ragging rules.• Woman Harassment complaints will be handled as per government guidelines by respective section.




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