



# E.G.S. PILLAY ENGINEERING COLLEGE (AUTONOMOUS)

NAGAPATTINAM – 611 002. TAMILNADU, INDIA

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai  
(Accredited by NAAC with 'A' Grade and NBA)


Email: principal@egspec.org website: www.egspec.org Ph: 04365-251112

**7.1.10 The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard:**

## ROLES AND RESPONSIBILITIES

E.G.S. PILLAY ENGINEERING COLLEGE(AUTONOMOUS)  
NAGAPATTINAM-611002

QUALITY MANUAL



ISSUE NO	1	Rev.:1	Rev.:2	Rev.:3	Rev.:4
DATE	19-02-2018	04-06-2018	22-07-2019	07-05-2020	21-07-2021

ISSUE NO : 1

IDENTIFICATION CODE : B

ADDRESS

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EGSPEC		QUALITY MANUAL			Rev No. 4	
Section No A		TITLE : CONTENTS			Date : 21-07-2021	
Prepared by Top Management		REF TO ISO 9001:2015 CLAUSE			Page 1 of 2	
Section No	Title	ISO 9001:2015 CLAUSE	Page no	No. of pages	Revision	
					No	Date
A	Contents		2	2	2	22-07-2019
B	Basics of the manual		4	2	4	21-07-2021
C	Amendment of manual		6	3	3	07-05-2020
D	About the Institution		9	1	3	07-05-2020
E	Abbreviations and Definitions		10	2	0	19-02-2018
QM01	Understanding the organization and its context	4.1	12	4	3	07-05-2020
QM02	Understanding the needs and expectations of interested parties	4.2	16	2	3	07-05-2020
QM03	Determining the scope of the QMS	4.3	18	1	0	19-02-2018
QM04	Quality management system and its processes	4.4	19	4	3	07-05-2020
QM05	Leadership and commitment	5.1	23	2	1	04-06-2018
QM06	Policy	5.2	25	1	1	04-06-2018
QM07	Organizational roles, responsibilities and authorities	5.3	26	6	2	22-07-2019
QM08	Actions to address risks and opportunities	6.1	32	1	3	07-05-2020
QM09	Quality objectives and planning to achieve them	6.2	33	2	4	21-07-2021
QM10	Planning of changes	6.3	35	1	0	19-02-2018
QM11	Resources	7.1	36	3	4	21-07-2021
QM12	Competence	7.2	39	1	2	22-07-2019
QM13	Awareness	7.3	40	1	0	19-02-2018

Note: Minimum Retention period=3years & Disposal Authority- HOD of concerned department

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EGSPEC	QUALITY MANUAL	Rev No.:2
Section No QM07	<b>TITLE: ORGANIZATIONAL ROLES, RESPONSIBILITIES AND AUTHORITIES</b>	Date : 22-07-2019
Prepared by Top Management	<b>REF TO ISO 9001:2015 CLAUSE 5.3</b>	Page 1 of 6

❖ Organization chart is given in. QM 07 - Fig (1)  
❖ For each position shown in the chart, responsibilities related to quality is given below  
❖ Linkage of each clause of ISO 9001: 2015 with responsibility of each functionary in the organization is given

**RESPONSIBILITIES AND RESPONSIBILITIES**

**Governing Council**

- Governing council reviews the functioning of the institution
- It suggests strategies for the development of the institution
- The council studies the market and communicates the opportunity for the development of the organization.
- The risk factors to be predicted earlier and safeguard the institution by giving proper guidance.
- It helps the Principal in formulating policies and strategies

**Trust member**

- Admission related activities
- Discipline related activities
- Purchase, Service and Maintenance of items
- Grievance and Redressal System
- Transport Related Works

**CEO**

- Staff recruitment promotion and relieving
- Fixing of duties and responsibilities for staff, policy and service rules and governing system framing and implementation
- Awards prizes incentives for staff
- Taking action on staff and students related to discipline and other activities

**Principal**

- Responsible for overall administration, academic activities in the institution in keeping with policies of the management as well as mandatory regulations and stipulations of the regulating statutory authorities.
- Evolve quality policy; formulate quality system; enforce implementation and adherence; monitor effectiveness; evaluate loss on account of lack of quality in an educational institution, promote quality improvement in teaching and handling of student community and in the services of supporting system.
- Responsible for all the academic activities of the institution including maintaining existing affiliation and recognition and promoting new affiliations and recognition for which the institution is deemed eligible.
- Maintenance of student records; arrangement for examination; arranging evaluation of teaching faculty; coordinating with University; statutory authorities and related institutions; campus selection and placement.
- Overall responsibility for placement and training (Staff and Students)

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Section No QM107	TITLE: ORGANIZATIONAL ROLES, RESPONSIBILITIES AND AUTHORITIES	Date : 22-07-2019
Prepared by Top Management	REF TO ISO 9001:2015 CLAUSE 5.3	Page 2 of 6

- Responsible for overall administration of the institution which includes establishment, accounts, security and maintenance services.
- Responsible for evaluation of vendors and suppliers continuously and their quality rating; maintenance of stores which includes proper storage, orderly utilization and minimum loss.
- Maintenance of all equipments, devices, instruments and accessories; maintenance and promotion of playgrounds.

**Controller of Examinations**


- The Controller of Examinations shall be the Principal Officer in-charge to conduct examination, tests and the declaration result.
- The COE will be the supervisor of Examination Committee constituted by the Academic Council
- The Controller of the Examinations may inform the proceeding of Examination Committee to the Academic Council as and when required.
- The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results.
- Prepare academic calendar including examination schedule and implement the same.
- To appoint examiners and moderators as prescribed in the rules & regulations.
- To arrange for printing of question papers and answer books and their safe custody.
- To arrange to evaluation and to process the results.
- To arrange for timely declaration and publication of result.
- To issue the hall ticket for eligible candidates.
- To issue the Mark Statement for passed students

**Head of the Department**

- Evolve in consultation with the faculty, the development perspectives of the department and assist the management of the institution in the formulation of the institutional and departmental operational plans consistent with the institutional missions, departmental priorities, available competencies and resource constraints.
- Formulate schemes for departmental development and participate in the institutional effort to secure grants and other resources for implementing the same from various funding agencies.
- Organize and administer the various activities of the department and co-operate with the sister departments in undertaking inter-departmental activities, consistent with the institutional policies and priorities.
- Actively participate in the planning, organizing and implementing of the institutional initiatives in undertaking cooperative projects in collaboration with industry.
- Provide active leadership in ensuring quality and organizing effective instruction, curriculum development and expanding the research and consultancy activities of the department.
- Assist the management of the institution in the identification of the development needs of the departmental staff as well as the corrective assistance required by them.
- In addition, the Heads of the Departments are required to perform such other academic roles to be assigned to other faculty members belonging to their cadre.

**Professors**

- Assisting in the quality implementing programme.

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- Class room and laboratory instruction, student's assessment and evaluation and guiding under-graduate students' projects together with providing leadership in the conduct of the course work of the relevant field of specialization.
- Curriculum development including learner resource development and modernization of laboratories.
- Interaction with industry and society.
- Contribution to planning, organizing and conduct of continuing education programme.
- Research and research guidance.
- Leading consultancy projects and extension activities.
- Student counseling and career guidance.
- Administration and planning both at departmental and institutional levels.
- Contribution to resource mobilization effort of the institution.
- Participation in policy planning, monitoring and evaluation as well as promotional activities both at departmental and institutional levels.
- **Associate Professors.**
- Class room and laboratory instruction and guiding under-graduate projects together with students assessment and evaluation.
- Participation in curriculum development.
- Innovation in both classroom and laboratory instructions.
- Development of instructional aides and learning resource materials.
- Laboratory development
- Research and research guidance.
- Contribution to consultancy projects and extension services.
- Participation in continuation education activities.
- Participation in academic and administrative planning and development work at the departmental level assisting at the institutional level.
- Students counseling and interaction.
- Involvement in student's co-curricular activities.

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Assistant Professors

- Classroom instruction.
- Laboratory instruction
- Students assessment
- Guiding under-graduate student's project
- Supervising industrial training of students.
- Assisting in laboratory development
- Participation in learning resource material development
- Assisting in research and consultancy projects.
- Assisting in departmental administration.
- Students counseling and interaction
- Involvement in students' co-curricular activities.

**Placement Officer**

- Initiate and implement steps for facilitating students to get suitable placement

**R&D Convener**

- Guide, help and liaise with all departments for R&D projects , Technical Symposiums , Seminar / Workshops / Conferences with the help of R&D Committee members
- Guide the departments to get R&D projects funded by the various agencies like AICTE, UGC,CSIR ,DST,MNRE ,DRDO,SERB, TNSCSTetc.,

**Administrative Officer**

- Responsible for general administration (Non-academic), maintenance of library, Security and other capital items, furniture etc.,
- Responsible for the collection of fees from the students and payment to staff and contractors, suppliers etc.,
- Take care of purchase of all items
- Responsible for the activities like finance, banking, auditing, payment of various taxes and payment to statutory bodies etc.,

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**Librarian**

- Responsible for the entire smooth function of the library.
- Responsible for the order of books / Journals , Audio /Video materials etc.,
- Maintain relevant records with help of library assistants.

**Physical Education Director (PED)**

- Counsel, guide and help the students in carrying out activities related to physical education as per the guidelines of Anna University.
- Maintain relevant records

**Laboratory In-charge**

- Keep the machinery / equipment in working condition suitable for carrying out Experiments
- Provide laboratory timetable to technical staff and regulate their working.
- Provide necessary facilities to faculty, who handles specific laboratory course work.
- Provide the necessary assistance to students who carry out project work in the laboratory

**TOP MANAGEMENT**

The faculty members such as the Principal, the Dean and the Directors are the top management to maintain Quality Management System in this institution in addition to their existing other responsibilities.

TOP MANAGEMENT has the requisite authority and responsibility for the following:-

- Ensuring that the quality system is established implemented and maintained as per this manual.
- Organizing Internal Quality Audits (IQA) taking necessary follow –up action to effectively correct the Non Conformances found.
- Organizing Management Review Meetings
- Periodically monitoring effectiveness of Quality Management System (QMS)
- Coordinating all matters related to quality activities within the Institution, Regulatory bodies, Certification agency and Students.

TOP MANAGEMENT is assisted by the office of the Principal in all matters of quality activities viz document and data control, purchase, maintenance of quality records, IQA etc.

**Internal Communication**

- There is very efficient internal communication system within the organization both to ensure the effectiveness of the service realization and to ensure communication regarding the effectiveness of the quality management system
- Sufficient number of notice boards for provided to various departments and at the selective locations, so that all internal circulars, orders and other information matters are efficiently communicated to all concerned
- Linkage of the clauses of ISO 9001: 2015 with responsibility of each functionary in the organization is given in table below.

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**QM 07 - FIG(1) ORGANISATION CHART**

GOVERNING COUNCIL HEADED BY THE MANAGING TRUSTEE

CHAIRMAN

SECRETARY

CEO

PRINCIPAL

PURCHASE  
DEPARTMENT  
OFFICER/  
TRUSTEE

LIBRARIAN

PLACEMENT  
OFFICER

DEAN

RED  
CONVERER

RED

ADMINISTRATIVE  
OFFICER

COE

HEAD OF THE DEPARTMENT

FACULTY MEMBERS

LAD IN CHARGE

**DEPARTMENTS**

(i) Science & Humanities	(ix) M.C.A
(ii) Computer Science and Engineering	(x) M.B.A.
(iii) Information Technology	(xi) M.E
(iv) Electronics & Comm. Engg.	
(v) Electrical & Electronics Engg.	
(vi) Mechanical Engineering	
(vii) Civil Engineering	
(viii) BioMedical Engineering	

**REFERENCE DOCUMENT**  
Nil

**AUTHENTICATION**

Particulars	Designation	Signature
Prepared by	TOP MANAGEMENT	<i>[Signature]</i>
Approved by	Principal	<i>[Signature]</i>

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