



THIAGARAJAR COLLEGE OF ENGINEERING

(A Government Aided Autonomous Institution Affiliated to Anna University
Approved by AICTE, Ranked in NIRF, Programmes Accredited by NBA
Accredited with A+ Grade (3.47 out of 4) by NAAC in Cycle 1)

MADURAI 625015, Tamil Nadu



Code of Conduct: Administrators

1. Work Allocation and Leave Management

• Authorize Work Allocation and Sanction Leave for Administrative Staff Members:

- Administrators are responsible for delegating tasks and approving leave requests for administrative personnel, ensuring smooth operation and adequate staffing levels.

• Maintain the List of Teaching, Adhoc, and Visiting Faculty in Each Department:

- They keep updated records of all teaching staff, including permanent, temporary, and visiting faculty, to facilitate effective scheduling and resource management.

• Maintain the Particulars of Students Enrolled in Each Semester:

- Administrators track and record student enrollment details each semester to ensure accurate records for academic planning and reporting.

2. Facilities Management

• Oversee the Estate Office, Security Personnel, and Scavengers:

- They manage the operations of the estate office, ensure campus security, and oversee cleaning staff to maintain a safe and clean environment.

3. Student Services

• Provide Bonafide Certificates for Students' Education Loans:

- Administrators issue official certificates that verify student enrollment and status for the purpose of obtaining education loans.

• Manage Student Fee Collection and Finalize Student Scholarships:

- They handle the collection of student fees and oversee the process of awarding scholarships, ensuring financial transactions are accurate and timely.

• Monitor Transport and Hostel Fee Collections:

- Administrators supervise the collection of fees related to transport and hostel accommodations, ensuring all dues are collected efficiently.

4. Grievance Handling

• Address Grievances Related to Academic, Administrative, and Financial Matters:

- They address and resolve complaints and issues raised by students and staff regarding academic, administrative, and financial concerns.

5. Financial Reporting and Budget Planning

• Prepare Monthly Reports for the Institutional Budget:

- Administrators compile and present detailed financial reports each month, tracking the institution's budget performance.

• Present Income and Expenditure Details to the Trust Office:

- They provide detailed financial statements to the trust office, ensuring transparency and accountability in financial management.

• Plan the Institution's Budget:

- Administrators develop and plan the institution's budget, aligning financial resources with institutional goals and priorities.

• Process Budget Approvals Submitted by Departments:

- They review and approve budget requests from various departments, ensuring they are within the institution's financial plan.



THIAGARAJAR COLLEGE OF ENGINEERING

(A Government Aided Autonomous Institution Affiliated to Anna University
Approved by AICTE, Ranked in NIRF, Programmes Accredited by NBA
Accredited with A+ Grade (3.47 out of 4) by NAAC in Cycle 1)
MADURAI 625015, Tamil Nadu



6. Procurement Monitoring

- **Oversee the Purchase Status of Laboratory Components:**
 - Administrators track the procurement and delivery of laboratory equipment and supplies, ensuring timely and accurate purchasing.
- **Manage Tender Notices, Stock Registers, and Bill Processing:**
 - They handle the administrative processes related to tenders, maintain inventory records, and process bills for payment, ensuring compliance with procurement policies.

7. Government Communication

- **Monitor Communications Regarding AICTE, UGC, NAAC, NBA, Autonomy, Anna University, and DOTE Approvals:**
 - Administrators stay updated on communications from regulatory bodies and ensure the institution meets all necessary standards and requirements.
- **Execute Student Approvals from DOTE:**
 - They manage the approval process for students from the Directorate of Technical Education, ensuring compliance with regulations.

8. Staff Benefits Management

- **Maintain Records of Leave, Provident Fund, Medical Insurance, Gratuity, Monthly Leave, and Earned Leave Surrender for Encashment for Teaching, Non-teaching, and Ministerial Staff:**
 - Administrators keep detailed records of all staff benefits, including leave balances, provident fund contributions, medical insurance, gratuity, and leave encashment.

9. Tax Coordination

- **Coordinate Income Tax, Tax Deductions, and Issue Form 16 to All Staff:**
 - They handle tax-related matters for all staff, ensuring proper tax deductions are made and issuing Form 16 for income tax returns.

10. Audit Queries

- **Respond to Queries in Internal and External Financial Audit Reports:**
 - Administrators address and resolve any queries raised during financial audits, ensuring compliance with financial regulations and standards

Administrators play a crucial role in managing the institution's operations, including staff management, facilities oversight, student services, grievance handling, financial reporting, budget planning, procurement monitoring, government communication, staff benefits management, tax coordination, and responding to audit queries. They ensure smooth functioning across various domains, maintain compliance with regulatory requirements, and uphold transparency and accountability in financial matters.