



**COIMBATORE INSTITUTE OF TECHNOLOGY**  
**(GOVERNMENT AIDED AUTONOMOUS INSTITUTION)**  
**CIVIL AERODROME POST, COIMBATORE-641014.**

**CHARTER OF DUTIES: ADMINISTRATIVE OFFICER**

1. The Administrative Officer (AO) is appointed to assist the Principal in performing various administrative tasks related to student activities and welfare. The major functions of the AO to be performed in coordination with Dean Student Affairs & Deputy Wardens are as listed below:

- (a) Maintain a ragging free and drug free campus.
- (b) Maintain strict discipline among incoming and outgoing of students, both day scholars and hostellers in the campus.
- (c) Report to the Principal in case of any indiscipline or misbehavior by the students.
- (d) Look into the grievances/complaints of the students if found genuine.
- (e) Monitor students during conduct of all students activities and events
- (f) Organize student counselling and other related student's activities.
- (g) Liaise with parents /guardians about the progress and problems of students.

2. Anti-Ragging Committee & Squad: The AO will be part of the Anti-Ragging Committee and the Anti-Ragging Squad promulgated yearly by the Principal and will formulate measures to maintain a ragging free campus. An Anti-ragging squad will be promulgated to monitor the campus and areas allotted. All duties allotted to the AO as per the SOP on Anti Ragging including monitoring or allocated zones, identification of vulnerable zones and patrolling of the same, surveillance, investigation, reporting and prevention shall be complied with. In case of any incident the matter shall be immediately reported to the Head of the Institution.

3. Discipline of Students: The guidelines for discipline of the student are laid down in the Code of Conduct formulated for students and as per the calendar issued to the students. In addition students are expected to adhere to dress code during college and lab hours. Guidelines for the hostel will be as issued by the hostel warden in consultation with the hostel committee.

4. Punctuality, wearing of ID Cards, access to parking, lab and sports areas, entry and exit to college are required to be monitored. Cases of loss/theft, poor and unruly behavior during college events, symposiums, cultural needs to be checked. CCTV access can be granted where required through ITRM cell. Cases of over speeding, alcohol and drug usage if reported need to be dealt with as per the SOP for Anti-Drug. Any malpractice reported in examinations will be dealt as per Anna University guidelines for malpractice by the COE, on the matter.

5. Based on the nature and seriousness of the violation reported, the AO will inform the Principal. An enquiry into the matter will be carried out in the presence of the concerned student, tutor or senior tutor, Dean Student Affairs, Hostel Warden if warranted and the AO. Additional members may be coopted as directed by the Principal. The matter will be recorded after various witnesses and participants are cross examined and the proceedings countersigned.

6. The committee will, based on the grievousness of the matter consider the punishment to be awarded which could be in the nature of fines, the quantum of which could be deliberated along with the offender. A signed declaration from the offender may also be secured simultaneously. If the nature of the offence is grievous this could result in suspension or expulsion from the college, this would require the concurrence of the Principal prior to any decision being taken. The matter of the enquiry, the outcome may be communicated to the HOD of the Dept.

7. Conduct of Cultural Activities and Club events: Activities organized by various clubs are to be endorsed for permission to the Principal through the Faculty in charge of the club, Dean Student Affairs and AO. The SOP for various clubs may be reviewed to verify the programme benefits; approvals upto a financial limit of Rs. 25000 may be permitted for approval of Principal. Venues required by clubs may be preferably restricted to areas beyond the Library Block and the Hostels with approval of the warden/ OAT and restricted to a maximum time limit of 8 pm.

8. Auditorium events/ events conducted indoors need to be monitored for breakages and misbehavior by faculty in charge of the clubs. Preferably events may be conducted after 4.45 pm to avoid class cancellation. Sundays are holidays and events to be conducted on such days will require approval of the Principal and will be granted only on special occasions. All activities that require to be approved and budget requirement will be entered in a register maintained for the purpose by the Student Union Secretary and all approvals will be granted on settlement of previous bills. Events may be avoided on National Holidays and festivals like Holi. SOP on conduct of club events may be reviewed from time to time, the Dean Extra Curricular Activities must review the arrangements and consult with AO/ Principal for conduct of events on Republic and Independence Day.

9. Conduct of Sports events: Sports events are conducted at an inter-college, inter-zonal level and are scheduled over the academic year starting with Anna University Zonals, Centies & Covai Ties and the CIT Alumunus Cup. While the various events are conducted by the Sports Dept. a host of resources including accommodation for visiting athletes, security, maintenance of campus premises and sports fields are required. Additionally budgetary support for the events would be required, these approvals would be primarily granted by the Principal based on scrutiny by the AO. A proposal for conduct of the event, supported by venue, accommodation and budgetary justification would be put up by the Secretary Sports Club through the HOD of the Dept. for approval as per the SOP formalized by the Sports Club.

10. In preparation for the various competitions sports teams both men and women would participate in other college competitions and practice matches. Students are permitted to claim TA & DA for these events which are pre-approved by the AO. The Sports Secretary and Treasurer are responsible for determining the participation and attendance details prior to the approval. Bills for previous events need settlement and details need to be entered in a register maintained for the purpose. The AO will try and ensure classes are not lost due to participation in various events, events scheduled over the weekends may be permitted. A one page report with photographs of the events attended is to be uploaded in soft copy, attendance details for sporting activities and selection of the team etc lies with the Dept. Permission from hostel for inmates is to be obtained after approval by the AO. Security Officer may be informed about the details of incoming and outgoing teams to permit entry and exit, a pass in the name of the incoming team captian may be issued.

11. Conduct of Symposiums and Technical Seminars: Departments under their HOD's conduct technical seminar's and symposiums over the academic year, typically on Friday & Saturday's. Requirements of venues and facilities will necessitate their conduct sequentially over the Winter Semester, preferably. While the arrangements for speakers, industry representatives, academicians would be handled by the Dept. concerned, approval for venues and allocation of resources from maintenance vests with the AO. Security during conduct of events is a matter of concern with large number of participants visiting the college.

12. The AO should restrict activities to the area of the blue shed and road beyond the temple premises. Labs of the Dept. and Dept. premises and classrooms may require to be kept open beyond normal timings, suitable permissions may be granted. The reception desks may be situated at the visitors parking area and the Security Officer is to be given a list of the registered students from time to time.

13. Festivals events & Batch Days: Students and faculty celebrate festivals like Pongal, Durga Puja, Holi, Deepawali from time to time. The organizing committee should approach the AO for approvals to use specific venues required for the purpose. Crackers, colours, bonfires and other incendiary material are to be avoided strictly. Open areas facilitating crowd control may be selected, the OAT may prove suitable. Batch days may be celebrated adoption of dhotis etc may be restricted with only formal dresses permitted. Cutting of cake, sharing of edibles may be restricted to the Café/ 'A' Mess after permissions are obtained from the hostel warden, littering of the campus may be avoided.

14. Upkeep of Campus Premises: The AO will keep the maintenance staff informed in case of any requirement to spruce up the campus premises and gardens, spraying and fogging for mosquitoes and general cleanliness. This may be inspected from time to time. Maintenance of areas near the cafeteria and temple premises may also be supervised.

15. Hostel Facilities: The AO shall visit the men's hostel premises from time to time and review the facilities for maintenance and upkeep. The vintage of some of the facilities would require regular and frequent maintenance schedules, the same shall be informed to the Tutor's in charge and communicated to the Warden. Routine checks for alcohol and drugs may be carried out by the Anti-Drug club or the Hostel Committee, instance of abuse if any may be reported to the AO. Incidents of theft/ misbehavior/indiscipline shall be communicated by the Warden to the AO and in case of non-adherence to hostel rules and regulations the students may be fined and for serious offences be expelled from the hostel.

16. Security: The Security Officer (SO) is to communicate all issues of security directly to the AO, who will keep the Principal informed. All visitors entering the college shall be required to enter their details at the gate and shall be issued a pass and Visitors Card. Parking of all 2 wheelers, 4 wheelers shall be supervised by the security staff. Staff members may be permitted to park in the campus premises, students will park in designated areas only and will not be permitted to enter campus. Helmets are mandatory, triple riding is prohibited. Speed Limit of 20 Km/Hr is required to be maintained on campus. All delivery shall be restricted to the main gate only. The Polytechnique gate shall be kept open during the morning, noon and evening times only; at all other times it shall be kept closed. The SOP for the security staff shall be adhered to. The SO shall meet the AO or communicate with the AO at least once a day.

17. Vehicles that require access to the hostel, café shall be permitted entry. Construction stores and equipment shall be permitted, photographs of stores/ equipment brought in and out of campus shall be posted in the Whatsapp group so designated. All registers shall be maintained, details of all visitors should mandatorily include mobile phone numbers for easy tracking.

18. Visitors that are not related to academic, placements functions are required to meet the AO, people such as marketing agents, trades people shall not be encouraged and are required to communicate with the AO prior to being permitted entry. Parents of children who are to drop or visit the hostel are required to contact the hostel office from the main gate.

19. Counselling for Disciplinary Issues: In case of multiple instances of misbehavior, the AO can summon the parents in the presence of the Tutor or Senior Tutor for counselling the student. In case there is a need for counselling for academic reasons, the matter should preferably be dealt with by the Dept. concerned.

20. Conclusion: The appointment of the AO has been created to regulate campus security, ensure discipline, monitor cultural and sports activities and any other activities that has a bearing on student growth and development. All aspects that need to be regulated are to be reported to the AO immediately. He is expected to assist the Principal in the discharge of her duties and will be required to report matters that may affect the smooth functioning of the college.