



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)  
ANGUCHETYPALAYAM, PANRUTI – 607 106.

## ACADEMIC PLANNING COMMITTEE

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members

1. Sr. Victoria	-	Secretary
2. Dr. R. Arokiadass	-	Principal
3. Sr. G. Gnana Jency Saleth mary	-	Vice Principal
4. Sr. Anita	-	ECE /HOD
5. Sr.A.Avila Therese	-	S&H / HOD
6. Mrs.D.Pauline Freeda	-	CSE / HOD
7. Mr.V.C.Eugin Martinraj	-	EEE/HOD
8. Mr.D.Ommurugadhasan	-	MECH/HOD

#### Roles of the committee

- Prepares the academic calendar of the department.
- Monitors functions of Class teachers.
- Approving the Internal Assessment marks of the students.
- Monitors the student's feedback.
- Monitors the faculty performance and analysing the results.
- Prepares the action plans as well as suggest measures for improvement.

#### Responsibilities of the committee

- The academic committee is responsible for imbibing the best practices to provide an improved academic system for the present and future students.
- The committee is also accountable for practices, such as conducting academic award functions to honor students for academic excellence.
- Academic planning would include the processes to establish a value based education.
- Develop a conceptual framework, Determine program goals, Design the programme.
- Establish program assessment procedures and implementation of the programme.

  
**DR. R. AROKIADASS, M.E., Ph.D.,**  
**Principal,**  
**St. Anne's College of Engineering & Technology,**  
**ANGUCHETYPALAYAM,**  
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## ACADEMIC MONITORING COMMITTEE

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members


1. Dr. R. Arokiadass, Prof./ Principal	-	Convener
2. Sr. Anita	-	ECE /HOD
3. Sr.A.Avila Therese	-	S&H / HOD
4. Mrs.D.Pauline Freeda	-	CSE / HOD
5. Mr.V.C.Eugin Martinraj	-	EEE/HOD
6. Mr.D.Ommurugadhasan	-	MECH/HOD

#### Roles of the committee

- To conduct regular meeting.
- At the end of the semester- Review of the academic process.
- To provide guidelines regarding preparation of course files to all faculty members.
- To provide guidelines regarding ERP data entry and check whether all teaching staff updates ERP regularly.
- To check whether all lectures are conducted as per the time table.

#### Responsibilities of the committee

- To provide clear guidelines to all teaching staff regarding curriculum planning and implementation.
- To develop a mechanism for academic monitoring to ensure effective implementation of academic planner.
- To ensure that all departments have done proper planning before the commencement of semester for conduction of lectures and practicals.
- To ensure that effective teaching - learning is taking place throughout the semester.
- To ensure that effective continuous assessment and evaluation is taking place to support teaching – learning.

  
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## STUDENTS WELFARE AND DISCIPLINE COMMITTEE ROLES AND RESPONSIBILITY (2017-2018)

### Committee Members

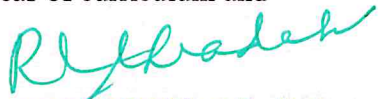
1. Sr.G. Gnana Jency Saletemary, VP	-	Convener
2. Mr. A. Thomas Aravamutham, PD	-	Member
3. Mr.J. Ramesh, AP/EEE	-	Member
4. Ms.R. Sivasankari, AP/EEE	-	Member
5. Mr.K. Saravanan, AP/MECH	-	Member
6. Mr.U. Naveenkumar, AP/MECH	-	Member
7. Mrs.D.Uma Maheshwari, AP/ECE	-	Member
8. Mr.G. Mahendiran, AP/ECE	-	Member
9. Mr.S. Manavalan, AP/CSE	-	Member
10. Mrs.S.Senthamarai Selvi, AP/CSE	-	Member
11. Mr. A. Natramizh Raja Vendhan, AP/S&H	-	Member
12. Mrs. S. Ramya, AP/S&H	-	Member

### Roles of the committee

- To maintain discipline in the campus.
- To plans for the welfare of all stakeholders in campus.
- To select of best outgoing student.
- To select of students for various scholarships in an academic year.
- To ensure the implementation of interdisciplinary activities among students.

### Responsibilities of the committee

- To Encourage Students' Seminar/webinar.
- To examine various measures taken for the welfare of employees/ students and recommending further improvements, if required.
- To Keeping track of various scholarships/ free ships provided to the students.
- To Monitoring the health and hygiene of the campus through the concerned subcommittee.
- To Monitoring the feedback of students regarding different areas of curriculum and resolving the issues with no or little efforts from the students.

  
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## RESEARCH AND DEVELOPMENT COMMITTEE ROLES AND RESPONSIBILITY (2017-2018)

### Committee Members

1. Dr.R.Arokiadass, Principal	-	Co-Ordinator
2. Sr. Anita, AP/ECE/HOD	-	Member
3. Mr. A. Richard Pravin, AP/EEE	-	Member
4. Mr.R. Sasikumar,AP/MECH	-	Member
5. Mr.A. John Peter,AP/S&H	-	Member
6. Mr. Azhagappan,AP/S&H	-	Member
7. Mr.D.Ommurugadhasan,PROF/MECH/HOD	-	Member
8. Mrs.Z.Asmathunisa,AP/CSE	-	Member
9. Mrs.M.Vaidehi, AP/ECE	-	Member

### Roles of the committee

- To coordinate between the departments of the Institution and appraise them regarding research matters.
- To summarize the research and development information at the Institution for every academic year.
- To analyze the research data towards qualitative as well as quantitative assessment.
- To organize periodic meetings to discuss the analysis of data and summarize plan of action suggested by all departments for further improvement.
- To promote and encourage inter-disciplinary research activities in the Institution.

### Responsibilities of the committee

- To help faculty, researchers and students to Know research methodology.
- To felicitate researches to develop projects.
- Process of converting projects into prototype and in turn into products.
- To facilitate coordination with all the departments for promoting research & development at departmental level.
- To organize events to facilitate awareness & learning about emerging domains.
- To coordinate with project proposals from departments in consultation with all members of the cell.



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- Sponsoring faculty and students to present papers at National /International conferences as per the stipulated guidelines mentioned in the Quality Document of the institute

  
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## TRAINING AND PLACEMENT CELL

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members


1. Mr.S.Jerald Nirmal Kumar,AP/CSE	-	Convener
2. Mr.V.Balaji,AP/EEE	-	Member
3. Mr.R.Sasikumar,AP/MECH	-	Member
4. Mr.G.Mahendiran,AP/ECE	-	Member
5. Mr. A. Deiveegan,AP/CSE	-	Member
6. Mrs.S.Bharathi,AP/S&H	-	Member
7. Mrs.L.M.Sowmiya,AP/S&H	-	Member

#### Roles of the committee

- To train the Students for the placements so that their chances of selection increase.
- To monitor each and every students and take necessary steps to developed students Personality.
- To monitor the employment opportunities available in various domains.
- To arrange both the on campus and off-campus interviews for all the students from each and every stream.
- To take care of Pre-Placement talks to help students to understand the Job Description.

#### Responsibilities of the committee

- To correspond to prospective companies for interview date and schedule of events.
- To arrange for interview facilities at the campus and written test halls.
- To collect the appointment letters or correspond to get them as soon as the interview is over.
- Assist students to develop and implement successful job search strategies.
- Work with faculty members, department heads and administration to integrate career planning with academic curriculum.
- Empower students with life-long, career decision-making skills.

  
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## ISTE FACULTY CHAPTER

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members

1. Sr.G. Gnana Jency Saletemary, VP	-	Convener
2. Mrs. Annie John, AP/MECH	-	Member
3. Mr.K. Sriram, AP/EEE	-	Member
4. Ms.B. Mary Amala Jenni,AP/ECE	-	Member
5. Mr. A. Deiveegan, AP/CSE	-	Member
6. Mr.S. Elamparathy, AP/S&H	-	Member

#### Roles of the committee

- To motivate the staff and students to attend the ISTE sponsored programs and enrich their knowledge.
- Actively organizing / participating in the ISTE activity.

#### Responsibilities of the committee

- Coordinating the ISTE staff office bearers and supporting them during the ISTE activity.
- Assisting in the process of getting staff and student membership.
- Preparing the minutes of meeting and get the signature from all executive members.
- Keeping accounts up to date in a clear manner after every event it is over.
- Maintaining the reports of the events conducted.
- Assisting the chairman and team for the smooth conduction of the programs.
- Motivating the staff and students to attend the ISTE sponsored programs and enrich their knowledge.

  
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## ALUMNI ASSOCIATION

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members

- |                                       |   |          |
|---------------------------------------|---|----------|
| 1. Mrs. D. Pauline Freeda, AP/CSE/HOD | - | Convener |
| 2. Mr.D.Ommurugadhasan, PROF/MECH/HOD | - | Member   |
| 3. Mrs.D.Uma Maheshwari,AP/ECE        | - | Member   |
| 4. Mrs.S.Senthamarai Selvi,AP/CSE     | - | Member   |
| 5. Mr.V.Eugin Martin Raj, AP/EEE/HOD  | - | Member   |
| 6. Mr.P.Murugan,AP/MECH               | - | Member   |
| 7. Mr.A.Harikrishnan,AP/S&H           | - | Member   |

#### Roles of the committee

- Suggest to committee members to design web page for alumni cell.
- Instruct the committee members to establish alumni chapters.
- To establish the network every year with alumni.
- To organize the alumni meet every year in our college premises.
- Adopt the Alumni Association core values of excellence, lifelong relationships, lifelong learning, Advocacy.
- Participate faithfully and consistently in Alumni Council meetings and functions, regional alumni chapter Events and other Institute functions.

#### Responsibilities of the committee

- To draft the minutes of all meetings to be correctly recorded, confirmed and kept.
- To convene the meetings in consultation with the President.
- To have charge of all correspondence, records etc.
- To exercise general control over all matters relating to objectives and programs of the association.
- To maintain roles of all the members.
- To maintain liaison with other associations and members of the All India Alumni Association.
- To maintain and run office and be empowered to employ staffs may be authorized by the committee.
- Any other matter delegated to him/her by executive committee/general body.

  
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## AICTE CELL

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members


- |   |   |              |
|---|---|--------------|
| 1. Mr.A. DomnicSavio,S.O/ADMINI.        | - | Co-ordinator |
| 2. Mr.P. Joseph Antony Raj, S.A/ADMINI. | - | Member       |
| 3. Mr.A.Richard Pravin, AP/EEE          | - | Member       |
| 4. Mr.S. Manavalan, AP/CSE              | - | Member       |

#### Roles of the committee

- To submit the affiliation application and processing the approval process for AICTE and Anna University.
- To conduct of Anna University Inspection.
- To draft Fees Fixations submission.

#### Responsibilities of the committee

- To renew the necessary certificates for the Inspection and AICTE affiliation.
- To upload Staff profile and Lab Requirement Entry in CIA Web portal.
- To complete the affiliation process without any deficiency of the AICTE and Anna University.
- To submit AICTE and Anna University Application.

  
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## NSS AND RRC ACTIVITIES

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members


1. Mr.X. Martin Lourdu Raj, AP/CSE	-	Convener
2. Mr.V.Venkatesan,AP/ECE	-	Member
3. Mr.U.Naveenkumar,AP/MECH	-	Member
4. Mr.A.Sundara Pandiyan,AP/EEE	-	Member
5. Mr.N.Syed Mubarak,AP/S&H	-	Member

#### Roles of the committee

- To conduct social and health awareness programmes.
- Awareness on the care of their own health and that of others.
- To encourage the students to extend their humanitarian services to the society.
- To offer First Aid Training to all the YRC volunteers.

#### Responsibilities of the committee

- To work with / among people.
- To engage in creative and constructive social action.
- To enhance his/her knowledge of himself / herself and the community.
- To put his/her scholarship to practical use in mitigating at least some of the problems.
- To gain skill in the exercise of democratic leadership.

  
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## CANTEEN COMMITTEE

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members

1. Sr.A. Rose Mary, A.O/ADMINI.	-	Convener
2. Sr.D. Selvarani, SYSTEM ADMIN/CSE	-	Member
3. MrD. Varadharajan, AP/CSE	-	Member
4. Ms. R. Sivasankari, AP/EEE	-	Member
5. Mr.R. Radha Krishnan, AP/ECE	-	Member
6. Mr.V. Prakash, AP/S&H	-	Member
7. Mrs.L.M. Sowmiya, AP/S&H	-	Member

#### Roles of the committee

- To faithfully represent the diverse food preferences within the student body, while at the same time honoring sustainable, nutritionally valuable, wholesome food.
- To connect students to their food, and to facilitate student ownership and thought over choices in the dining halls.

#### Responsibilities of the committee

- To be responsible for monitoring the operations of the canteen and implementing and reviewing the canteen policy.
- To be responsible for specific decisions as specified in the canteen policy, such as employing staff, authorising major purchases or authorising changes in the menu.

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## SPORTS AND GAMES COMMITTEE

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members


1. Mr. A. Thomas Aravamutham, PD	-	Convener
2. Mr. V. Balaji, AP/EEE	-	Member
3. Mr.G. Mahendiran, AP/ECE	-	Member
4. Mr.S. Raja rajan, AP/CSE	-	Member
5. Mr.K. Saravanan, AP/MECH	-	Member
6. Mr.R. RadhaKrishnan, AP/ECE	-	Member

#### Roles of the committee

- To read and understand the agenda.
- Take action on agenda items.
- To appoint new committee members.
- To support the action and efforts of the committee overall.

#### Responsibilities of the committee

- To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college.
- To take up the responsibility of preparing the budget estimate, requirement of infrastructure equipment, maintaining the equipment and play fields.

  
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## EXAM CELL

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members

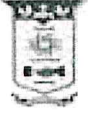
1. Sr. A. Josephine Mary, AP/MECH	-	Coordinator
2. Mr. S. Raja Rajan, AP/CSE	-	Member
3. Mr. N. Syed Mubarak, AP/S&H	-	Member
4. Mr. A. Sundara Pandiyan, AP/EEE	-	Member
5. Mr. V. Venkatesan, AP/ECE	-	Member
6. Mr. U. Naveen kumar, AP/MECH	-	Member

#### Roles of the committee

- Update Students name and staff profile.
- Update Subject code and name.
- Elective paper selection list must be updated for final and third year students at the beginning of every semester.
- To test as per Assessment Schedule.
- Upload /update the attendance, internal test marks in college portal.
- Preview will be generated from web portal and print out will be given to students for verification. If any discrepancy that should be resolved.
- To generate hall ticket after completing all the assessment report.
- To prepare day wise strength as per time table and calculating no. of external / internal hall superintendent required for conducting exam.
- To appoint faculty for receiving question paper and dispatch of answer paper.

#### Responsibilities of the committee

- To conduct the Internal/ External/ Practical Examinations for all the programmes offered in the College.
- To prepare Time Table for the above-mentioned examinations in advance and inform the students about the same.
- To allot the exam halls for all the examinations conducted in the College.
- To ensure that all the question papers are prepared well in advance.
- To collect all the answer scripts and the supporting documents required.
- To arrange for External/Internal Valuation of Exams.



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- To publish the results and take necessary steps for the conduct of supplementary exams in time.
- To address the grievances/ complaints of the students and staff concerning exam-related issues.

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## PRINTING AND MEDIA ADVERTISEMENT COMMITTEE ROLES AND RESPONSIBILITY (2017-2018)

### Committee Members

1. Sr.G.Gnana Jency Saleth mary, VP	-	Convener
2. Mr.S.Balabasker,AP/ECE	-	Member
3. Mr.X. Martin Lourdu Raj,AP/CSE	-	Member
4. Mr.V.Prakash,AP/S&H	-	Member
5. Mr.S.Tennisan, Stenographer/ADMINI.	-	Member
6. Mr.S.Ashok, Lab Asst./CSE	-	Member
7. Mr.P.Muthukumar, Lab Asst./MECH	-	Member

### Roles of the committee

- To prepare pamphlets and invitation for all the events which are organized in our college.
- For every event held in each department, that respective staff assigned by the committee is responsible to prepare the pamphlets.
- To prepare banners for college day and all the events which are organized in our college.
- To display the posters for all events in our college website.
- To act as a tool which makes the people to engage with the stakeholders.

### Responsibilities of the committee

- It accomplishes this through its regular corporate newsletters, engagement with the print media and by facilitating institute's online presence across various platforms.
- To advertise and promote our college during admission time through the social media and newspaper.
- To prepare the write ups for all the events that has been completed and updating it to the social media and newspaper.
- To design pamphlets, invitation and banners.
- To prepare and send the fliers to all staff and students for special occasions like science day, Republic day, social Justice Day etc.
- The role of Media committee is to foster community relations with external stakeholders through several media relation activities

  
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## ANTI RAGGING COMMITTEE

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members

1. Mr.A.Azhagappan , AP/S&H	-	Convener
2. Mr.K.Shanmuga Elango , AP/MECH	-	Member
3. Mr.K. Saravanan, AP/MECH	-	Member
4. Mr.K. Sriram, AP/EEE	-	Member
5. Mrs.M.Vaidehi, AP/ECE	-	Member
6. Sr. Avila Therese, AP/CSE	-	Member
7. Mr.A.JohnPeter, AP/S&H	-	Member
8. Mrs.S.Ramya, AP/S&H	-	Member

#### Roles of the committee

- To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders.
- To oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- To Conduct workshops against ragging menace and orient the students;
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.
- To create awareness among the students about Anti ragging.
- To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

#### Responsibilities of the committee

- The role of the cell is to prevent the occurrence of ragging within as well as outside the institution and punish those who indulge in ragging, in accordance with the Supreme Court regulations and also to ensure compliance with the provision of UGC regulation 2009 at the institute level.
- To take appropriate decisions, including spelling out suitable punishments to those found guilty.



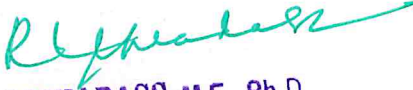


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- To conduct anti ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
- It shall be empowered to inspect places of potential ragging and make surprise raids on hostels, classrooms, and buses.
- The squad should investigate incidents of ragging and make recommendations to the Anti-ragging Committee and shall work under the overall guidance.
- The main responsibility is to ensure our campus is totally ragging free campus and students are well disciplined. A cordial atmosphere is created within the campus and parents are happy about it.
- Undertaking by the student and Undertaking by parent/guardian has to be submitted.

  
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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

## WOMENS GRIEVANCE COMMITTEE

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members

1. Sr. D.Selvarani, SYSTEM ADMINI/CSE	-	Convener
2. Sr. Avila Therese, AP/CSE	-	Member
3. Mrs.Mrs.K.Poornambigai,AP/CSE	-	Member
4. Ms. B. Mary Amala Jenni,AP/ECE	-	Member
5. Ms.R.Sivasankari,AP/EEE	-	Member
6. Mrs. Annie John, AP/MECH	-	Member
7. Mrs. S.Bharathi, AP/S&H	-	Member

#### Roles of the committee

- To consider the complaints of grievances from female teaching staff, non-teaching staff & girl students.
- To investigate all the complaints / charges thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints & build confidence about impartially.

#### Responsibilities of the committee

- The Cell will deal with the cases / complaints of sexual annoyance and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
- The Cell shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- The Cell will provide assistance to the Faculty/Colleges/Institute for taking preventive steps in the matter of gender discrimination and sexual harassment.
- The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.
- To conduct meeting whenever required and discuss relevant issues, in consultation with the Director seeking his approval.
- The students may feel free to put up a grievance in writing/or Email to the respective committee incharge.



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- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- The affected female student will register the complaint with any of the grievance member.
- The issue will be brought to the grievance committee incharge for further discussion and necessary investigation.
- Depending upon the severity and opinion of affected person, further necessary action will be initiated at the grievance committee.
- If the issue is very serious It will be directed to the chairman of the committee.
- The committee will see to it that the complaints will be resolved within the five working days

  
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## WEB COMMITTEE

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members

1. Sr. Selvarani, SYSTEM ADMINI/CSE	-	Convener
2. Mr.S. Balabaskar, AP/ECE	-	Member
3. Mrs.Z. Asmathunisa, AP/CSE	-	Member
4. Mr.K. Sriram, AP/EEE	-	Member
5. Mr.T.Natramizh Rajaventhana, AP/S&H	-	Member
6. Mr.K. Shanmuga Elango, AP/MECH	-	Member
7. Ms.R. Sivasankari, AP/EEE	-	Member
8. Mr.S. Ashok, Lab Asst./CSE	-	Member

#### Roles of the committee

- To engage the staff portal and provide the uninterrupted link.
- To maintain the E-Contents and Update/Edit the same frequently.
- Maintain the alumni testimonial details.
- Placement and training related matters updating on the website.
- To maintain the students fees payment portal.
- Update Co-Curricular and Extracurricular activities.
- Updating and monitoring the contents frequently.
- To keep up the site standard and keep update.

#### Responsibilities of the committee

- Provide training to members responsible for maintaining content within the website, including monitoring and maintaining training materials.
- Manage permissions and access to administrative functions of the website.
- Ensure the site meets accessibility and other usability standards.
- Provide technical leadership to teammates through coaching and mentorship.
- Collaborate with other software developers, business analysts and software architects to plan, design, develop, test, and maintain the web and desktop-based business applications.
- Analyse and resolve technical and application problems.



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## QUALITY IMPROVEMENT CELL ROLES AND RESPONSIBILITY (2017-2018)

### Committee Members


1. Mr.K. Saravanan,AP/MECH	-	Convener
2. Mrs.M.Vaidehi,AP/ECE	-	Member
3. Mrs. S.Lese,AP/EEE	-	Member
4. Mr. A.Deiveegan,AP/CSE	-	Member
5. Mr. C.Chakrapani, Librarian/Library	-	Member
6. Mr. Prakash,AP/S&H	-	Member

### Roles of the committee

- To be responsible for developing documents and implementing a continuous quality improvement programme.
- To play an integrating role in the management of all quality improvement related activities and committees.

### Responsibilities of the committee

- To conduct research
- To create quality improvement programs.
- To develop and implement standard operating procedures and facility policies.
- To audit the facility to ensure compliance with regulatory requirements.

  
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## TIME TABLE COMMITTEE

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members

1. Mrs.S.Senthamarai Selvi,AP/CSE	-	Convener
2. Mr. Natramiz Rajaventhana,AP/S&H	-	Member
3. Mr.P. Murugan,AP/MECH	-	Member
4. Mr.K. Sriram,AP/EEE	-	Member
5. Ms.S.Devika,AP/ECE	-	Member
6. Mr. A. Deiveegan,AP/CSE	-	Member

#### Roles of the committee

- To coordinate the time table preparation for each department by respective HODs in every semester.
- To prepare master time table of the college during every semester.
- To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per university rules.

#### Responsibilities of the committee

- To prepare the class time table at the beginning of each semester with the active involvement of the committee members of the respective department in the Time Table Committee by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, Lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
- To prepare the Academic Calendar.
- With the information gathered, prepare the class time tables in the prescribed format.
- By referring to the class timetables, prepare the timetables of individual faculty members and labs.
- Communicate and widely publicize the class time tables to staff and students.



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- Make the class time tables available in the Documentation Room for students' reference.
- Prepare Academic Calendar by collecting information from Conveners of various Committees, HODs and the Principal.
- To display and publicize the Academic Calendar for the information of students and staff.

  
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## DRIVING CLUB

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members

- |                                      |   |          |
|--------------------------------------|---|----------|
| 1. Mr.D. Ommurugadhasan, AP/MECH/HOD | - | Convener |
| 2. Mr. Natramiz Rajaventhana, AP/S&H | - | Member   |
| 3. Mr.J. Ramesh, AP/EEE              | - | Member   |
| 4. Mr. D.Varadharajan, AP/CSE        | - | Member   |

#### Roles of the committee

- To raise student awareness about road safety.
- To educate road users about traffic rules, traffic regulations, and other road safety tips.
- To assist in the enforcement of traffic rules.
- To develop skills among the students to train others in different areas of road safety.

#### Responsibilities of the committee

- To educate the students about the importance of wearing helmet while riding two-wheelers and wearing seat belt while driving four wheelers.
- To raise student awareness about road safety.
- To educate road users about traffic rules, traffic regulations, and other road safety tips.
- To assist in the enforcement of traffic rules.

  
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## LITERARY ASSOCIATION

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members


1. Sr. A. Josephine Mary, AP/MECH	-	Convener
2. Mr. A. Hari Krishnan, AP/S&H	-	Member
3. Mrs. G. Abiramasundari, AP/S&H	-	Member
4. Mrs. S. Barathi, AP/S&H	-	Member
5. Mrs. L.M. Sowmiya, AP/S&H	-	Member
6. Mrs. Z. Asmathunisa, AP/CSE	-	Member
7. Mr. A. Johnpeter, AP/S&H	-	Member
8. Mrs. S. Lese, AP/EEE	-	Member
9. Ms. S. Devika, AP/ECE	-	Member
10. Mr. A. Thomas Aravamutham, PD	-	Member

#### Roles of the committee

- To enhance the literary skills of students.
- To bring to light the hidden talents among the students.
- To conduct various literary events providing a platform for the students to come up with their not so known skills.

#### Responsibilities of the committee

- To inculcate among students a flair for the language and enhance their literary skills.
- To induce reading habit in students.
- To encourage students to become orators and display their intellectual, independent thinking skills and imbibe a sense of confidence.
- To provide a platform for debating events.

  
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## RECREATION CLUB

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members


- |  |   |          |
|--|---|----------|
| 1. Mr.A.Richard Pravin, AP/EEE             | - | Convener |
| 2. Mr.N Syed Mubarak, AP/S&H               | - | Member   |
| 3. Mr.A.Deiveegan, AP/CSE                  | - | Member   |
| 4. Mr.S.BalaBasker, AP/ECE                 | - | Member   |
| 5. Mr.A.Sundara Pandiyan, AP/EEE           | - | Member   |
| 6. Mr.A. DomnicSavio, S.O/ADMINI.          | - | Member   |
| 7. Mr.S.Ashok,Lab.Asst./CSE                | - | Member   |
| 8. Mr.A.Arockiya Raj @ Alex, Lab.Asst./S&H | - | Member   |

#### Roles of the committee

- To promote social, cultural, sports, recreation & literary activities among its members.
- To undertake such other lawful activities as may be decided by the club from time to time.

#### Responsibilities of the committee

- To plan, organise and coordinate recreation facilities and programmes through organisations such as local governments, schools, church bodies and youth organisations.
- To design and lead activities to help people stay active, improve fitness, and have fun.
- To work with groups in summer camps, fitness and recreational sports centres, nursing care facilities, nature parks, and other settings.

  
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## CULTURAL CLUB

### ROLES AND RESPONSIBILITY (2017-2018)

#### Committee Members


1. Sr.G. Gnana Jency Saletemary,VP	-	Convener
2. Sr. Selvarani, SYSTEM ADMINI/CSE	-	Member
3. Mr.R. Sasikumar,AP/MECH	-	Member
4. Mrs. S. Lese/AP/EEE	-	Member
5. Mrs.D.Uma Maheshwari,AP/ECE	-	Member
6. Mr.X. Martin Lourdu Raj,AP/CSE	-	Member
7. Mr.A. Azhagappan ,AP/S&H	-	Member

#### Roles of the committee

- To be responsible for all intra and inter collegiate cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute).

#### Responsibilities of the committee

- To provide platform to students to exhibit their talents.
- To provide entertainment to students.
- To showcase their talents to outside world to get recognition.
- To promote a dynamic cultural heritage that is preserved, used and developed.
- To inculcate leadership qualities among students.

  
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