



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

ACADEMIC PLANNING COMMITTEE

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

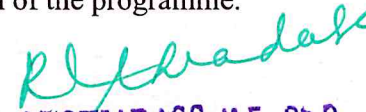
1. Rev. Sr. Dr. YesuThangam	-	Secretary
2. Dr.R.Arokiadass	-	Principal
3. Sr. S. Anita	-	Vice Principal
4. Mr.A.Richard Praveen	-	HOD/EEE
5. Mr.S.Balabaskar	-	HOD/ECE
6. Dr. A.John Peter	-	HOD/S&H
7. Mr.D.Ommurugadhasan	-	HOD/ MECH
8. Sr. A. PunithaJilt	-	HOD/CSE

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,
ANGUCHETTPALAYAM,
Siravathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

ACADEMIC MONITORING COMMITTEE

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

- | | | |
|--|---|--------------|
| 1. Dr. R.Arokiadass, Prof./Principal | - | Co-ordinator |
| 2. Sr. S. Anita, Asso.Prof./VP | - | Member |
| 3. Dr. A.John Peter, Prof./ HOD/ S&H | - | Member |
| 4. Mr.D.Ommurugadhasan, Prof./HOD/MECH | - | Member |
| 5. Sr. A. Punitha Jilt, AP/ HOD/CSE | - | Member |

Roles of the committee

- To arrange remedial lectures for slow learners.
- To write minutes of meeting of academic monitoring committee.
- To prepare time table for all the department classes.
- To organize various co-curricular events relevant to academic programme
- To submit record of academic monitoring committee to IQAC.

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.

Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 106.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

STUDENTS WELFARE AND DISCIPLINE COMMITTEE

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

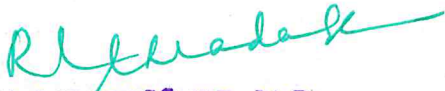
1. Sr. S. Anita, Asso.Prof./VP	-	Co-ordinator
2. Mr.A.Thomas Aravamutham, PD.	-	Member
3. Mrs.S.Ramya, Asso.Prof./S&H	-	Member
4. Mr.S.Manavalan, Asso.Prof./S&H	-	Member
5. Mr.R.Sasikumar, AP/MECH	-	Member
6. Mr.J. Ramesh, AP/EEE	-	Member
7. Mr. R.Radha Krishnan, AP/ECE	-	Member
8. Dr.G.Gurumoorthy, Asso.Prof./S&H	-	Member
9. Ms.S.K. Suriya, AP/ECE	-	Member
10. Mr.V.Balaji, AP/EEE	-	Member

Roles of the committee

- To make the student follow the disciplinary rules.
- To take disciplinary action against any of the misconduct.
- To coordinate with legal cell of People's Group in case of any major in disciplinary activity.

Responsibilities of the committee

- To Monitoring the PTM conducted by the Departments.
- To Encouraging the Students to participate in NSS and NCC activities.
- To Maintaining First aid facilities for the students as well as the staff.
- To Maintaining strict student discipline.
- To Encouraging continuous cultural activities.
- To Students involved in any kind of ragging /violence would be punished.


Dr. B. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

RESEARCH AND DEVELOPMENT COMMITTEE

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Sr. S. Anita, Asso.Prof./VP	-	Co-ordinator
2. Mrs.D.Pauline Freeda,Asso.Prof./CSE	-	Member
3. Dr.A.John Peter,Prof./HOD/ S&H	-	Member
4. Mr.S.Balabaskar,Asso.Prof./ECE	-	Member
5. Mr.K.Sriram,AP/EEE	-	Member
6. Mr.K.Saravanan, Asso.Prof./MECH	-	Member

Roles of the committee

- To act as the single point of contact between others members of the department and the cell.
- To motivate & encourage other departmental faculty members to initiate and/or continue research through good quality publications, sponsored research projects, consultancy, product developments, etc.
- To motivate students through mentors and interact with them to identify some key domains of R&D pertaining to a specific department.
- To help in coordination of funded research proposals at departmental level.

Responsibilities of the committee

- To summarize the research and development information at the department level for each academic year.
- To analyze the research data towards qualitative as well as quantitative assessment.
- To provide information regarding upcoming academic events in their respective departments.
- To suggest measures for improvement of research and development activities in the organization.
- To provide expert advice and guidance in motivating faculty members towards engaging in research activities.


Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

TRAINING AND PLACEMENT CELL

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Mr.V.C.Eugin Martinraj, Asso.Prof./EEE	-	Co-ordinator
2. Mr.S.Jerald Nirmal Kumar, Asso.Prof./CSE	-	Member
3. Sr. A. Annai Theresa,AP./EEE	-	Member
4. Mr.T.Illangovan,AP./MECH	-	Member
5. Dr.G.Gurumoorthy, Asso.Prof./S&H	-	Member
6. Mr.R.Radha Krishnan, AP/ECE	-	Member
7. Dr.S.Bharathi, Asso.Prof./S&H	-	Member
8. Ms.G.Kanimozhi, AP/ECE	-	Member

Roles of the committee

- T & D help students to develop their profile as per the Industrial requirement.
- T & D works towards Communication, networking and relationship building with the potential recruiters.
- Invitation to potential recruiters to visit the College Campus.
- Continuation of placement activities after the stipulated period, till all the students are placed.
- The cell takes care of Summer Training also which is a part of curriculum in the course.
- General follow-up, joining formalities and other administrative activities.

Responsibilities of the committee

- To Conduct Mock Interviews.
- 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.
- Providing resources and activities to facilitate the career-planning process.
- Act as an interface among students, alumni and the employment community.
- Create awareness in the students regarding future career options.


Dr. R. AROKIADASS, M.E., Ph.D.

Principal,

St. Anne's College of Engineering & Technology

ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

ISTE FACULTY CHAPTER

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members


1. Sr. A. Annai Theresa, AP/EEE	-	Co-ordinator
2. Dr. A. Azhagappan, Prof./S&H	-	Member
3. Mr. V. Balaji, AP/EEE	-	Member
4. Mrs. B. Mary Amala Jenni, AP/ECE	-	Member
5. Mr. R. Jayakumar, AP/MECH	-	Member
6. Ms. V. Varalakshmi, AP/CSE	-	Member

Roles of the committee

- To motivate the staff and students to attend the ISTE sponsored programs and enrich their knowledge.
- To undertake such other lawful activities as may be decided by the club from time to time.

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.


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

ALUMNI ASSOCIATION

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

- | | | |
|--|---|--------------|
| 1. Mr.D.Ommurugadhasan,Prof./HOD/MECH | - | Co-ordinator |
| 2. Mr.V.C.Eugin Martin Raj, Asso.Prof./EEE | - | Member |
| 3. Mrs.D.Uma Maheshwari, Asso.Prof./ECE | - | Member |
| 4. Dr.A.Azhagappan, Asso.Prof./S&H | - | Member |
| 5. Mr. P.Murugan,AP/MECH | - | Member |
| 6. Mr.S.Manavalan, Asso.Prof./CSE | - | Member |

Roles of the committee

- To design web page for alumni cell.
- To take necessary action to establish alumni chapters and to conduct various programs.
- To creating the network to establish alumni chapter.
- To conduct the alumni meet every year in our college premises to make the program grand success.
- To draft the minutes of all meetings to be correctly recorded, confirmed and kept.
- To convene the meetings in consultation with the President.

Responsibilities of the committee

- 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.


Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
TamilNore-(Dist), Pan. 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

AICTE CELL

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

- | | | |
|--|---|--------------|
| 1. Mr.A. Richard Pravin, Asso.Prof./HOD/ EEE | - | Co-ordinator |
| 2. Sr. A. Punitha Jilt, AP/ HOD/CSE | - | Member |
| 3. Mr.A. DomnicSavio, S.O. | - | Member |
| 4. Mr.P. Joseph Antony Raj, S.A/Admin. | - | Member |

Roles of the committee

- To submit the affiliation application and processing the approval process for AICTE and Anna University.
- To assist 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.


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

NSS AND RRC ACTIVITIES ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Mr.X.Martin Lourdu Raj,AP/CSE	-	Co-ordinator
2. Mr.R.Viswalingam,AP/S&H	-	Member
3. Mr.J.Ramesh, AP/EEE	-	Member
4. Mr.S.Durairaj,,AP/ECE	-	Member
5. Ms.M. Premalatha,AP/EEE	-	Member
6. Sr. A.Josephine Mary,AP/MECH	-	Member
7. Mrs.J.JoaquineArokiamary,Lect/S&H	-	Member

Roles of the committee

- Promote life and health through training and education on safety, primary health care and healthy living.
- Encourage community service through training and education.
- Disseminate the seven fundamental principles of Red Cross and Red Crescent movement through activities that encourage the Red Cross ideals.
- Promote international friendship with activities that cultivate a humanitarian spirit.
- Technical support in the development of youth programmes, fund-raising, identification of material and human resources.

Responsibilities of the committee

- Encourage the students to involve in all the social activities.
- To visit the NSS units for monitoring and evaluation.
- To assist and guide the NSS unit for implementation of NSS programmes at college level.
- To advise in organizing camps, training and orientation programmes for the NSS volunteers.
- An awareness to take care of their own health and that of others.
- Informing youth members and others the roles and responsibilities of the Red Cross and encourage them to contribute.


Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

CANTEEN COMMITTEE

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members


1. Sr. A. Rose Mary, A.O.	-	Co-ordinator
2. Mr. J. Ramesh, AP/EEE	-	Member
3. Mr. K. Saravanan, Asso.Prof./MECH	-	Member
4. Mrs. S. Ramya, Asso.Prof./S&H	-	Member
5. Mr. R. Viswalingam, AP/S&H	-	Member
6. Mr. V.Venkatesan, AP/ECE	-	Member
7. Mr. A. Sundara Pandiyan, AP/EEE	-	Member
8. Sr. D. Selvarani, System Admin/CSE	-	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, authorizing major purchases or authorizing changes in the menu.


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siravathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

SPORTS AND GAMES COMMITTEE

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members


1. Mr. A. Thomas Aravamutham, PD.	-	Co-ordinator
2. Mrs. S. Ramya, Asso.Prof./S&H	-	Member
3. Mr. K. Saravanan, Asso.Prof./MECH	-	Member
4. Mr. S. Raja Rajan, AP/CSE	-	Member
5. Mr. V. Balaji, AP/EEE	-	Member
6. Dr. G. Gurumoorthy, Asso.Prof./S&H	-	Member
7. Mr. S. Durairaj, AP/ECE	-	Member
8. Mr. J. Arul Martinal, AP/EEE	-	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.


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETYPALAYAM,
Siruvathur-(Post), Panruti-(T.N.),
Cuddalore-(Dist), Pin: 607 106.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

EXAM CELL

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Sr. A. Josephine Mary, AP/MECH	-	Coordinator
2. Mr. S. Raja Rajan, AP/CSE	-	Member
3. Sr. A. Rose Mary, A.O	-	Member
4. Mr. N. Syed Mubarak, AP/S&H	-	Member
5. Mr. A. Sundara Pandiyan, AP/EEE	-	Member
6. Mr. V. Venkatesan, AP/ECE	-	Member
7. Mr. S. Ashok, Lab Asst./CSE	-	Member

Roles of the committee

- To conduct the Internal / External / Practical Examinations for all the programmes offered in the College.
- 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.
- To guide the exam section to conduct the University exams smoothly as per the regulations by the University.
- To execute of the work related to various circulars received from the University within the time limit.
- To guide the students appearing for University exams.
- To monitor the financial support received from the university and the expenditure incurred thereof and to submit the audited report to the University time to time.

Responsibilities of the committee

- To monitor the exam stationeries received from the university and records of its uses and submits the report of the same to University.
- To Report the malpractices during the examination if any to the University.
- To guide and monitor the conduction of practical and theory exams as per the schedule of University exams.
- To execute the orders/circulars received from the controller of exams (SPPU) on time and take necessary actions.


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T. Taluk),
Cuddalore-(Dist), Pin: 607



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

ANGUCHETTYPALAYAM, PANRUTI – 607 106.

ADMISSION COMMITTEE

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Dr. R .Arokiadass, Prof./Principal	-	Co-ordinator
2. Sr. S. Anita, Asso.Prof./VP	-	Member
3. Mr. K. Shanmuga Elango, Asso.Prof./MECH	-	Member
4. Mrs. S. Lese, Asso.Prof./EEE	-	Member
5. Mr. A. Hari Krishnan, Asso.Prof./S&H	-	Member
6. Mr. P. Murugan, AP/MECH	-	Member
7. Mr. V.C. Eugin Martin Raj, Asso.Prof./EEE	-	Member
8. Mrs. S. Bharathi, Asso.Prof./S&H	-	Member
9. Mr. R. Radha Krishnan, AP/ECE	-	Member
10. Mr. S. Jerald Nirmal Kumar, Asso.Prof./CSE	-	Member
11. Ms. S. Devika, AP/ECE	-	Member
12. Mrs. J. Joaquine Arokiamary, Lect/S&H	-	Member
13. Mr. A. Domic Savio, S.O.	-	Member

Roles of the committee

- To assist the Management in getting maximum admission of students in various courses offered by the College.
- To give advertisement by way of social media ads, distributing pamphlets, counselling and organising camps.
- To form sub-committees with a view to visiting schools and collecting addresses of the school students.

Responsibilities of the committee

- The Admission Committee is responsible for assuring compliance with the admission policies and practices.
- The Admission Committee has direct responsibility and final authority for determining who is admitted to the various courses conducted by the college.
- Coordinate with the Institution.




ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

ANGUCHETYPALAYAM, PANRUTI – 607 106.

- Explain about admission procedures and courses offered to the prospective students and their parents through phone calls, emails and face to face meetings.
- Support the students throughout the admission process by answering to their queries and helping them to complete the required documents.


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

PRINTING AND MEDIA ADVERTISEMENT COMMITTEE

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Sr. S. Anita, Asso.Prof./VP	-	Co-ordinator
2. Mr.N.Syed Mubarak , Asso.Prof./S&H	-	Member
3. Mr.X. Martin Lourdu Raj,AP/CSE	-	Member
4. Mr.V.Venkatesan,AP/ECE	-	Member
5. Mr.T.Ilangovan, AP/MECH	-	Member
6. Mrs.B.Akila, Stenographer.	-	Member
7. Mr.S.Ashok, Lab Asst./CSE	-	Member
8. Mr.A.Arockiya Raj, Lab.Asst./S&H	-	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


Dr. R. AROKIASAMY, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Simvathur-(Post), Panruti-(T.k),
Anguichetty-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

ANGUCHETTPALAYAM, PANRUTI – 607 106.

ANTI RAGGING COMMITTEE

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Mrs.D.Uma Maheshwari, Asso.Prof./ECE	-	Co-ordinator
2. Dr.A.John Peter, Prof./S&H	-	Member
3. Mr.A.Azhagappan, Prof./S&H	-	Member
4. Ms.S.Devika, AP/EC	-	Member
5. Mrs.S.Ramya, Asso.Prof.S&H	-	Member
6. Mr.K.Shanmugallango, Asso.Prof./MECH	-	Member
7. Mr.K. Saravanan, Asso.Prof./MECH	-	Member
8. Mr.K.Sriram, AP/EEE	-	Member
9. Mrs.K.Poornambigai, AP/CSE	-	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.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

- To take appropriate decisions, including spelling out suitable punishments to those found guilty.
- 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.


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Chudalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

WOMENS GRIEVANCE COMMITTEE ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Mrs. Annie John, Asso.Prof./MECH	-	Co-ordinator
2. Mrs. K. Poornambigai, AP/CSE	-	Member
3. Mrs. B. Mary AmalaJenni, AP/ECE	-	Member
4. Mrs. S. Ramya, Asso.Prof./S&H	-	Member
5. Sr. A. Josephine Mary, AP/MECH	-	Member
6. Ms. M. Premalatha, AP/EEE	-	Member
7. Ms. S.K. Suriya, AP/ECE	-	Member
8. Sr. D .Selvarani, System Admin/CSE	-	Member
9. Mrs. J. Joaquine Arokiamary, Lect/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.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

ANGUCHETTPALAYAM, PANRUTI – 607 106.

- 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 in-charge.
- 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 in charge 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.

DR. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

ANGUCHETTPALAYAM, PANRUTI – 607 106.

WEB COMMITTEE

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Sr. D. Selvarani, System Admin./CSE	-	Co-ordinator
2. Mr. S. Balabaskar, Asso.Prof./ECE	-	Member
3. Mrs. Annie John, Asso.Prof./MECH	-	Member
4. Mr. A. Sundara Pandiyan, AP/EEE	-	Member
5. Mr. J. Arul Martinal, AP/EEE	-	Member
6. Ms. V. Varalakshmi, AP/CSE	-	Member
7. Dr. G. Gurumoorthy, Asso.Prof./S&H	-	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.

DR. R. AROKIADASS, M.E., Ph.D.,
Principal,

St. Anne's College of Engineering & Technology,

ANGUCHETTPALAYAM,

Siruvathur-(Post), Panruti-(T.k),

Tamilnadu-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

QUALITY IMPROVEMENT CELL ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Mr. K. Saravanan, Asso.Prof./MECH	-	Co-ordinator
2. Dr. A. John Peter, Prof./ HOD/ S&H	-	Member
3. Mrs. D. Uma Maheshwari, Asso.Prof./ECE	-	Member
4. Mr. S. Manavalan, Asso.Prof./CSE	-	Member
5. Mr. A. Sundara Pandiyan, AP/EEE	-	Member
6. Mr. C. Chakrapani, Librarian/Library	-	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.


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

ANGUCHETYPALAYAM, PANRUTI – 607 106.

TIME TABLE COMMITTEE

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Mr. K. Sriram, AP/EEE	-	Co-ordinator
2. Mrs. D. Uma Maheshwari, Asso.Prof./ECE	-	Member
3. Mr. P. Murugan, AP/MECH	-	Member
4. Mrs. K. Poornambigai, AP/CSE	-	Member
5. Ms. S. Devika, AP/ECE	-	Member
6. Dr. A. Azhagappan, Prof./S&H	-	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.




ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

ANGUCHETTPALAYAM, PANRUTI – 607 106.

- 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.


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

ANGUCHETTPALAYAM, PANRUTI – 607 106.

LITERARY ASSOCIATION

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members


1. Sr. A. Punitha Jilt, AP/HOD/ CSE	-	Co-ordinator
2. Mr. A. Hari Krishnan, Asso.Prof./S&H	-	Member
3. Dr. A. John peter, Prof./S&H	-	Member
4. Mrs. S. Barathi,Asso.Prof./S&H	-	Member
5. Mrs. S. Lese,Asso.Prof./EEE	-	Member
6. Mr. A. Thomas Aravamutham, PD.	-	Member
7. Mr. R. Jayakumar, AP/MECH	-	Member
8. Mrs. J. Joaquine Arokiamary, Lect/S&H	-	Member
9. Ms. G. Kanimozhi, AP/ECE	-	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.


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 106.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

RECREATION CLUB ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Mr. S. Manavalan, Asso. Prof./CSE	-	Co-ordinator
2. Mr. A. Domnic Savio, S.O.	-	Member
3. Sr. A. Annai Theresa, AP/EEE	-	Member
4. Mr. A. Sundara Pandiyan, AP/EEE	-	Member
5. Mr. T. Illangovan, AP/MECH	-	Member
6. Mr. S. Durairaj, AP/ECE	-	Member
7. Mr. R. Viswalingam, AP/S&H	-	Member
8. Mr. S. Ashok, Lab. Asst./CSE	-	Member
9. Mr. A. Arockiya Raj, 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.


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

CULTURAL CLUB

ROLES AND RESPONSIBILITY (2018-2019)

Committee Members


1. Sr. S. Anita, Asso.Prof./VP	-	Co-ordinator
2. Dr. A. Azhagappan .Prof./S&H	-	Member
3. Mrs. B. Mary Amala Jenni, AP/ECE	-	Member
4. Mr. R. Sasikumar, AP/MECH	-	Member
5. Mr. X. Martin Lourdu Raj, AP/CSE	-	Member
6. Mr. J. Arul Martinal, AP/EEE	-	Member
7. Sr. D. Selvarani, System Admin/CSE	-	Member
8. Mrs. J. Joaquine Arokiamary, Lect/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.


Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

NEWS LETTER COMMITTEE ROLES AND RESPONSIBILITY (2018-2019)

Committee Members

1. Mrs. S.Lese,Asso.Prof./EEE	-	Co-ordinator
2. Ms.S.Devika, AP/ECE	-	Member
3. Dr.A.Azhagappan ,Prof./S&H	-	Member
4. Mrs.Annie John, Asso.Prof./MECH	-	Member
5. Mr.A.SundaraPandiyan, AP/EEE	-	Member
6. Ms.V.Varalakshmi,AP/CSE	-	Member
7. Mr.S. Ashok, Lab.Asst./CSE	-	Member
8. Ms.G.Kanimozhi, AP/ECE	-	Member

Roles of the committee

- To develop each edition of the newsletter by obtaining current updates from the department.
- To raise resources for publication of the magazine.
- To keep the Newsletter readers informed about the institution progress.
- To coordinate the college magazine, collect article for it.
- To publish Newsletter, College Magazine on time period and upload same to college website.
- The Committee will develop and issue Newsletter every semester.

Responsibilities of the committee

- To collect the relevant content from the coordinators of various committee.
- To develop each edition of the newsletter by obtaining current updates from the resources.
- To raise resources for publication of the magazine.
- To receive the articles / reports from the students/staff and edit the same.
- To arrange to have photographs of staff and students required for the magazine on all happenings.
- To get the magazine printed by the end of every semester and distribute the same to students and staff.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

ANGUCHETTPALAYAM, PANRUTI – 607 106.

- To disseminate the efforts and the achievements of the College, Students and Staff to the outer world through Newsletter updates.
- To promote news, events related to college in the website regularly.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.
- To receive the articles / reports from the students/staff and edit the same.

Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.