



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 (2019-2020)

Committee Members


1. Rev. Sr. Dr. YesuThangam	-	Secretary
2. Dr. R. Arokiadass	-	Principal
3. Sr. A. Punitha Jilt	-	Vice Principal/HOD/CSE
4. Sr. S. Anita	-	HOD/ECE
5. Mr. V.C. Eugin Martinraj	-	HOD/EEE
6. Mr. D. Ommurugadhasan	-	HOD/ MECH
7. Dr. A. John Peter	-	HOD/S&H

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.,
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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

ACADEMIC MONITORING COMMITTEE

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

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

Roles of the committee

- To form annual committees and distribute the portfolio among all staff members.
- To allocate subjects for teaching among all staff members.
- To prepare monitoring sheet to track the progress of academic activities.
- To provide guidelines regarding mentorship programme.
- To appoint the mentors for all classes.

Responsibilities of the committee

- To ensure that effective continuous assessment and evaluation is taking place to support teaching – learning.
- To ensure that slow learners and advanced learners are taken care as per their needs.
- To ensure that students are mentored for academic as well as personality development.
- To ensure the attainment of course outcomes and eventually the program outcomes.
- To monitoring the academic performance, training and placement of the students.
- Planning and monitoring for Faculty development.

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

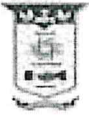
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STUDENTS WELFARE AND DISCIPLINE COMMITTEE

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

1. Sr. A. Punitha Jilt, HOD/CSE, cum VP	-	Co-ordinator
2. Mrs. S. Ramya, Asso.Prof./S&H	-	Member
3. Mr. S. Raja Rajan, AP/CSE	-	Member
4. Mr. P. Murugan, AP/MECH	-	Member
5. Mr. B. Arunkumar, AP/ECE	-	Member
6. Dr. A. Azhagappan, Prof./S&H	-	Member
7. Mr. V. Balaji, AP/EEE	-	Member
8. Mr. A. Thomas Aravamutham, PD.	-	Member

Roles of the committee

- To review the Institution rules for student behaviour and its policy and practices in relation to discipline.
- To Support the development of strategies designed to promote and encourage good student behaviour.
- To maintain Student and Staff Code of conduct monitor by discipline committee.
- To ensure the implementation of necessary action for in disciplinary activity of the student.
- To examine the various measures taken for the welfare of employees/ students and recommend any further improvements, if required.

Responsibilities of the committee

- To Review the Institution rules for student behaviour and its policy and practices in relation to discipline.
- To Support the development of strategies designed to promote and encourage good student behaviour.
- To ensure the implementation of necessary action for in disciplinary activity of the student.
- To examine the various measures taken for the welfare of employees/ students and recommend any further improvements, if required.


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RESEARCH AND DEVELOPMENT COMMITTEE

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members


1. Sr. S. Anita, HOD/ECE	-	Co-ordinator
2. Mrs. D. Pauline Freeda, Asso.Prof./CSE	-	Member
3. Dr. A. John Peter, 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 help in outlining methods for improving the quality of research and promote inter disciplinary research and developmental activities.
- To facilitate coordination with external members/bodies.
- To enhance the Research Ecosystem of the college.
- To preserve the Code of ethics of the college while publishing
- To promote Academic Research in the college with Faculty and students.

Responsibilities of the committee

- To help faculty, researchers and students to Know research methodology.
- Methodology to develop projects.
- Process of converting projects into prototype and in turn into products.
- Enhancing their knowledge on Intellectual property rights and Patents.
- To depute senior faculty to various research organizations for getting collaborative projects and adopting best practices.


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TRAINING AND PLACEMENT CELL

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

- | | | |
|--------------------------------------|---|--------------|
| 1. Mr. V.C. Eugin Martinraj, HOD/EEE | - | Co-ordinator |
| 2. Sr. A. Annai Theresa, AP./EEE | - | Member |
| 3. Mr. T. Illangovan, AP./MECH | - | Member |
| 4. Mr. R. Radha Krishnan, AP/ECE | - | Member |
| 5. Mr. N. Kumar, AP/CSE | - | Member |

Roles of the committee

- To act as Liaisons with industry.
- To Identify and provides training needs of students.
- To arrange campus interviews.
- To propose annual Training & Placement budget.
- To assist students develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.
- To assist students develop and implement successful job search strategies.

Responsibilities of the committee

- To receive the personnel and provide necessary inputs about the college and to coordinate with placement faculty and Student coordinators for smooth functioning at various locations such as interview halls, Labs for online test, written test halls etc.
- To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.
- To provide required training (Soft skills & Technical) to the students based on the needs of the company through external trainers or through the internal resource members.
- To assist students develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.
- To assist students develop and implement successful job search strategies.


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ISTE FACULTY CHAPTER

ROLES AND RESPONSIBILITY (2019-2020)

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 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

- 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 (2019-2020)

Committee Members

1. Dr. D. Ommurugadhasan, HOD/MECH	-	Co-ordinator
2. Mr. A. Richard Pravin, 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

- Any other matter delegated to him/her by executive committee/general body.
- To supervise the programs of the association that has been decided by the association / committee.
- To organize activities as may be decided by the association/committee.
- To prepare budgets for the programs and activities.
- To report the progress to the Secretary.

Responsibilities of the committee

- To participate faithfully and consistently in Alumni Council meetings and functions, regional alumni chapter events and other University functions.
- To participate actively in strategic and long range program planning to promote alumni awareness, engagement and commitment to the University.
- To enthusiastically communicate the mission and purpose of the University and Alumni Association to the wider alumni population.
- To Support a strong relationship between the Alumni Association and current students.
- To serve actively on at least one Alumni Council committee.
- To remain constantly informed about the University and the Alumni Association's mission, services, priorities and programs.


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AICTE CELL

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

- | | | |
|--|---|--------------|
| 1. Mr. A. Richard Pravin, Asso.Prof / EEE | - | Co-ordinator |
| 2. Sr. Jacqueline Luice Pappa, System Admin./CSE | - | Member |
| 3. Mr. A. Domnic Savio, 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.


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NSS AND RRC ACTIVITIES

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members


1. Mr. J. Ramesh, AP/EEE	-	Co-ordinator
2. Mrs. K. Poornambigai, AP/CSE	-	Member
3. Mr. S. Durairaj, AP/ECE	-	Member
4. Mrs. J. Arul Martinal, AP/EEE	-	Member
5. Mrs. J. Joaquine Arokiamary, Lect/S&H	-	Member
6. Ms. N. Saranya, AP/S&H	-	Member

Roles of the committee

- To work with / among people.
- 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.

Responsibilities of the committee

- 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.
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CANTEEN COMMITTEE

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

- | | | |
|--|---|--------------|
| 1. Sr. A. Rose Mary, A.O. | - | Co-ordinator |
| 2. Mr. K. Saravanan, Asso.Prof./MECH | - | Member |
| 3. Mrs. S. Ramya, Asso.Prof./S&H | - | Member |
| 4. Mr. R. Viswalingam, AP/S&H | - | Member |
| 5. Mr. B. Arun Kumar, AP/ECE | - | Member |
| 6. Mr. A. Sundara Pandiyan, AP/EEE | - | Member |
| 7. Sr. Jacqueline Luice Pappa, 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.


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SPORTS AND GAMES COMMITTEE ROLES AND RESPONSIBILITY (2019-2020)

Committee Members


1. Mr. A. Thomas Aravamutham, PD.	-	Co-ordinator
2. Mrs. S. Ramya, Asso.Prof./S&H	-	Member
3. Mr. T. Illangovan, AP./MECH	-	Member
4. Mr. S. Raja Rajan, AP/CSE	-	Member
5. Mr. V. Prakash, AP/S&H	-	Member
6. Mr. V. Balaji, AP/EEE	-	Member
7. Mr. S. Durairaj, AP/ECE	-	Member
8. Ms. F. Pramisha, AP/CSE	-	Member
9. Ms.M. Premalatha, 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.


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EXAM CELL

ROLES AND RESPONSIBILITY (2019-2020)

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. Ms. M. Premalatha, AP/EEE	-	Member
6. Mr. V. Venkatesan, AP/ECE	-	Member
7. Mr. R. Jaya Kumar, AP./MECH	-	Member
8. Mr. S. Ashok, Lab Asst./CSE	-	Member

Roles of the committee

- 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.
- To execute of the work related to various circulars received from the University within the time limit.

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.


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ADMISSION COMMITTEE ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

1. Sr. A. Punitha Jilt, HOD/CSE, cum VP	-	Co-ordinator
2. Mr. K. Shanmuga Elango, Asso.Prof./MECH	-	Member
3. Mr. R. Sasikumar, AP/MECH	-	Member
4. Mr. V.C. Eugin Martin Raj, Asso.Prof./EEE	-	Member
5. Mr. R. Radha Krishnan, AP/ECE	-	Member
6. Mr. S. Manavalan, Asso.Prof./CSE	-	Member
7. Mrs. J. Joaquine Arokiamary, Lect/S&H	-	Member
8. Mr. A. Domnic 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.
- 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.



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- Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals.
- Review the student applications for the eligibility and academic qualification.

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PRINTING AND MEDIA ADVERTISEMENT COMMITTEE

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

1. Sr. A. Punitha Jilt, HOD/CSE, cum VP	-	Co-ordinator
2. Mr. N. Syed Mubarak, Asso.Prof./S&H	-	Member
3. Ms. M. Sahinipriya, AP/ECE	-	Member
4. Mr. T. Ilangovan, AP/MECH	-	Member
5. Mr. J. Ramesh, AP/EEE	-	Member
6. Ms. F. Pramisha, AP/CSE	-	Member
7. Mrs. B. Akila, Stenographer.	-	Member
8. Mr. S. Venuganan, System Analyst./CSE	-	Member
9. 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


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ANTI RAGGING COMMITTEE

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

1. Dr. A. John Peter, Prof./S&H	-	Co-ordinator
2. Mrs. B. Mary Amala Jenni, AP/ECE	-	Member
3. Mrs. S. Ramya, Asso.Prof.S&H	-	Member
4. Mr. K. Shanmuga Elango, Asso.Prof./MECH	-	Member
5. Mr. K. Sriram, AP/EEE	-	Member
6. 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.
- 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.



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- 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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WOMENS GRIEVANCE COMMITTEE

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

1. Mrs. Annie John, Asso.Prof./MECH	-	Co-ordinator
2. Mrs. Z. Asmathunnisha, AP/CSE	-	Member
3. Mrs. B. Mary Amala Jenni, AP/ECE	-	Member
4. Mrs. S. Ramya, Asso.Prof./S&H	-	Member
5. Sr. A. Josephine Mary, AP/MECH	-	Member
6. Sr. A. Annai Theresa, AP/EEE	-	Member
7. Ms. M. Sahinipriya, AP/ECE	-	Member
8. Mrs. J. Joaquine Arokiamary, Lect/S&H	-	Member
9. Sr. Jacqueline Luice Pappa, System Admin./CSE	-	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.



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- 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 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 (2019-2020)

Committee Members

1. Mr. S. Balabaskar, Asso.Prof./ECE	-	Co-ordinator
2. Mrs. Z. Asmathunnisha, AP/CSE	-	Member
3. Mrs. Annie John, Asso.Prof./MECH	-	Member
4. Mr. A. SundaraPandiyar AP/EEE	-	Member
5. Mr. J. Arul Martinal, AP/EEE	-	Member
6. Ms. V. Varalakshmi, AP/CSE	-	Member
7. Dr. A. John Peter, HOD/ S&H	-	Member
8. Mr. S. Ashok, Lab Asst./CSE	-	Member

Roles of the committee

- Every coordinator collects the information of their respective department which department wants to update on website.
- 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.

Responsibilities of the committee

- Analyse and resolve technical and application problems.
- 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.
- To identify strategic initiatives for the website and present it to governing body for review and updating.
- To display core values, Vision & Mission Program outcomes, Program specific outcomes and course outcomes.

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QUALITY IMPROVEMENT CELL ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

1. Mr. K. Saravanan, Asso.Prof./MECH	-	Co-ordinator
2. Dr. A. John Peter, HOD/ S&H	-	Member
3. Mrs. D. Uma Maheshwari, Asso.Prof./ECE	-	Member
4. Ms. V. Varalakshmi, AP/CSE	-	Member
5. Mr. A. Richard Pravin, Asso.Prof / 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.


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TIME TABLE COMMITTEE

ROLES AND RESPONSIBILITY (2019-2020)

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. Mr. S. Manavalan, Asso.Prof./CSE	-	Member
5. 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.
- Make the class time tables available in the Documentation Room for students' reference.



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- 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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LITERARY ASSOCIATION

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

1. Dr. A. John peter, HOD/S&H	-	Co-ordinator
2. Mr. N. Syed Mubarak, Asso.Prof./S&H	-	Member
3. Ms. M. Premalatha, AP/EEE	-	Member
4. Sr. A. Josephine Mary, AP/MECH	-	Member
5. Mrs. J. Joaquine Arokiamary, Lect/S&H	-	Member
6. Mr. V. Venkatesan, AP/ECE	-	Member
7. Ms. V. Varalakshmi, AP/CSE	-	Member
8. 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 (2019-2020)

Committee Members

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


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CULTURAL CLUB

ROLES AND RESPONSIBILITY (2019-2020)

Committee Members


1. Sr. A. Punitha Jilt, HOD/CSE, cum 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. N. Kumar, AP/CSE	-	Member
6. Mr. J. Arul Martinal, AP/EEE	-	Member
7. Mr. R. Jayakumar, AP/MECH	-	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.


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NEWS LETTER COMMITTEE ROLES AND RESPONSIBILITY (2019-2020)

Committee Members

1. Mrs. D. Pauline Freeda, Asso.Prof./CSE	-	Co-ordinator
2. Mr. R. Arun Kumar, AP/ECE	-	Member
3. Mr. D. Sampath kumar, Prof./S&H	-	Member
4. Mrs. Annie John, Asso.Prof./MECH	-	Member
5. Mr. A. Sundara Pandiyan, AP/EEE	-	Member
6. Ms. V. Varalakshmi, AP/CSE	-	Member
7. Sr. Jacqueline Luice Pappa, System Admin./CSE	-	Member
8. Mr. S. Venuganan, System Analyst./CSE	-	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.
- To collect the relevant content from the head of the department.

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.



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- 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.

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