



# 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 (2021-2022)

#### Committee Members

1. Rev. Sr. Dr. YesuThangam	-	Secretary
2. Dr. R. Arokiadass	-	Principal
3. Sr. A. Punitha Jilt	-	Vice Principal
4. Sr. Dr. S. Anita	-	HOD/ECE
5. Mr. V.C. Eugin Martinraj	-	HOD/EEE
6. Dr. D. Ommurugadhasan	-	HOD/ MECH
7. Mrs. D. Pauline Freeda	-	HOD/CSE
8. Mr. N. Syed Mubarak	-	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.,  
Principal,  
St. Anne's College of Engineering & Technology,  
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## ACADEMIC MONITORING COMMITTEE ROLES AND RESPONSIBILITY (2021-2022)

### Committee Members


1. Dr. R. Arokiadass, Prof./Principal	-	Co-ordinator
2. Sr. A. Punitha Jilt, Vice Principal	-	Member
3. Sr. Dr. S. Anita, HOD/ECE	-	Member
4. Dr. D. Ommurugadhasan, HOD/MECH	-	Member
5. Mr. N. Syed Mubarak, HOD/ S&H	-	Member
6. Mr. V.C. Eugin Martinraj, HOD/ EEE	-	Member
7. Mrs. D. Pauline Freeda, HOD/ CSE	-	Member

### 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 prepare time table for all the department classes.
- To organize various co-curricular events relevant to academic programme.
- To allocate subjects for teaching among all staff members.
- To prepare monitoring sheet to track the progress of academic activities.

### Responsibilities of the committee

- 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 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.

  
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## STUDENTS WELFARE AND DISCIPLINE COMMITTEE ROLES AND RESPONSIBILITY (2021-2022)

### Committee Members


1. Sr. A. Punitha Jilt, Vice Principal	-	Co-ordinator
2. Mr. S. Manavalan, AP/CSE	-	Member
3. Mr. M. Sivamanikandan, AP/MECH	-	Member
4. Mr. B. Arunkumar, AP/ECE	-	Member
5. Dr. A. Azhagappan, Prof./S&H	-	Member
6. Mr. V. Balaji, AP/EEE	-	Member
7. Mr. A. Thomas Aravamutham, PD.	-	Member

### Roles of the committee

- To select of students for various scholarships in an academic year.
- To ensure the implementation of interdisciplinary activities among students.
- To examine the various measures taken for the welfare of employees/ students and recommend any further improvements, if required.
- To Encouraging continuous cultural activities.

### Responsibilities of the committee

- 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.

  
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## RESEARCH AND DEVELOPMENT COMMITTEE

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members


1. Sr. S. Anita, HOD/ECE	-	Co-ordinator
2. Mrs. D. Pauline Freeda, HOD/CSE	-	Member
3. Dr. A. Azhagappan, Prof./S&H	-	Member
4. Mr. S. Balabaskar, AP/ECE	-	Member
5. Mr. K. Sriram, AP/EEE	-	Member
6. Mr. K. Shanmuga Elango, AP/MECH	-	Member
7. Mr. F. Antony Ruban, Lab Asst./ECE	-	Member

#### Roles of the committee

- To help the faculty in applying for funds in the form of Sponsored research / Grants from government and non-government agencies.
- To pave path for the teachers, students and researchers to collaborate for research.
- Preserve code of ethics while publishing papers / thesis.
- Conduct skill development courses that enhancing the capability of students and faculty.

#### Responsibilities of the committee

- To address the issues of research.
- To suggest recommendations with their impact.
- To provide autonomy to the Principal investigators as per the guidelines provided by the funding authorities.
- To encourage /motivate faculty to take research initiatives in the department.
- To provide adequate infrastructure and support in terms of technology and information needs.
- Facilitating timely auditing and submission of utilization certificates.
- To create awareness among the students and faculty on the culture of research and aptitude.
- To obtain information once in three months in the prescribed format on faculty involvement on guiding students, paper publications, research projects from external funding agencies and involving in collaborative research activity.

  
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## TRAINING AND PLACEMENT CELL

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members

1. Mr. V.C. Eugin Martinraj, HOD/EEE	-	Co-ordinator
2. Sr. A. Annai Theresa, AP/EEE	-	Member
3. Mr. P. Murugan, AP/MECH	-	Member
4. Mr. R. Radha Krishnan, AP/ECE	-	Member
5. Ms. P. Sujithra Santhakumari, AP/CSE	-	Member
6. Mr. D. Sampath kumar, AP/S&H	-	Member
7. Mr. A. Arockia Lourdu Raj, Technician/EEE	-	Member
8. Mr. Jothilingam, Attender/ECE	-	Member

#### Roles of the committee

- Prepares an audio-video presentation or a colourful hand-out on the college to be presented to potential employers.
- Compiles and maintains the database of student's profiles for all the departments.
- Undertakes a rigorous placement campaign.
- Assists employers achieve their hiring goals.
- Empowers students with life-long career decision-making skills.
- Provides resources and activities to facilitate the career planning process.
- Acts as a link between students, alumni and the employment community.

#### Responsibilities of the committee

- To Upgrade the students' skill sets and commensurate with the expectations of the industry. Generation of awareness in the students regarding future career options available to them.
- To assist different companies in recruiting candidates as per their requirements.
- To assist students in obtaining final placement in reputed companies.
- To Keep track of all the advertisements related to placements appropriate to the profiles of aspirants.
- To communicate the resume of suitable candidates to the potential employers.
- To provide right placement to the right candidate so that students excel in their future life.
- To organize placement training for the students and make them ready.

*P. R. Arokiadass*  
**DR. R. AROKIADASS, M.E., Ph.D.,**

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## ISTE FACULTY CHAPTER

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members

1. Sr. A. Annai Theresa, AP/EEE	-	Co-ordinator
2. Dr. A. Azhagappan, Prof./S&H	-	Member
3. Mr. A. Sundara Pandiyan, AP/EEE	-	Member
4. Mr. V. Venkatesan, AP/ECE	-	Member
5. Mr. R. Jayakumar, AP/MECH	-	Member
6. Mrs. Z. Asmathunnisha, AP/CSE	-	Member
7. Mr. A. Arockia Lourdu Raj, Technician/EEE	-	Member

#### Roles of the committee

- To motivate the staff and students to attend the ISTE sponsored programs and enrich their knowledge.
- Actively organising/ 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 (2021-2022)

#### Committee Members

1. Dr. D. Ommurugadhasan, HOD/MECH	-	Co-ordinator
2. Mr. A. Richard Pravin, AP/EEE	-	Member
3. Mrs. D. Uma Maheshwari, AP/ECE	-	Member
4. Mr. V. Prakash, AP/S&H	-	Member
5. Mr. K. Saravanan, AP/MECH	-	Member
6. Mr.S. Rajarajan, AP/CSE	-	Member
7. Mr. S. Michael Chinnapparaj, Lab Asst./EEE	-	Member

#### Roles of the committee

- To strive to strengthen the bonds between our Alumni, faculty, and students by providing opportunities to share knowledge and experience.
- To facilitate the exchange of quality ideas and perspectives.
- To act as a bridge and creates an unbreakable bond between the alumni and the college.
- To assist current students and alumni in career planning, placement and transitions.
- To develop strong working relationships with other Alumni Council members.

#### Responsibilities of the committee

- To Promote the University within one's sphere of influence, whenever the opportunity arises.
- To Support the Alumni Association through payment of alumni dues and encourage fellow alumni to do the same.
- To Support the University through an annual gift commensurate with your personal circumstances and encourage other alumni to do the same.
- To recognize fellow alumni who are distinguished by their loyalty, professional achievement and community service.

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## AICTE CELL

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members


- |  |   |              |
|--|---|--------------|
| 1. Mr. A. Richard Pravin, AP/ EEE                | - | Co-ordinator |
| 2. Sr. L. Deepa, System Admin./CSE               | - | Member       |
| 3. Mr. Y. Nelson Ragul, S.O./Admin.              | - | Member       |
| 4. Mr. P. Joseph Antony Raj, S.A./Admin.         | - | Member       |
| 5. Sr. J. Jaya Praislin, Cashier/Asmin.          | - | Member       |
| 6. Mr. V. Jayaseelan Antoni Raj, Attender/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 ACTIVITIES

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members

1. Mr. J. Ramesh, AP/EEE	-	Co-ordinator
2. Ms. V. Britta Devi, AP/CSE	-	Member
3. Mr. S. Durairaj, AP/ECE	-	Member
4. Mrs. J. Arul Martinal, AP/EEE	-	Member
5. Mr. R. Viswalingam, AP/S&H	-	Member
6. Ms. E. Indhuma, AP/ CSE	-	Member
7. Mr. M. Sivamanikandan, AP/ MECH	-	Member
8. Mrs. B. Akila, Stenographer/Admin.	-	Member
9. Mr. R. Murugan, Lab Asst./MECH	-	Member
10. Mrs. R. Vennila, Asst.Lib./Library	-	Member
11. Mr. A. Arputha Pream Kumar, Lab Asst./S&H	-	Member

#### Roles of the committee

- Awareness on the care of their own health and that of others.
- To encourage the students to extend their humanitarian services to the society.
- 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

- The promotion of health. Health activities, HIV and AIDS campaigns, accident prevention and first aid. Service to the community. Community based social welfare activities, environmental activities, disaster preparedness programme.
- To assist and guide the NSS unit for implementation of NSS programmes at college level.
- To engage in creative and constructive social action.
- To visit the NSS units for monitoring and evaluation.

  
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## SPORTS AND GAMES COMMITTEE

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members

1. Mr. A. Thomas Aravamutham, PD.	-	Co-ordinator
2. Mrs. S. Ramya, AP/S&H	-	Member
3. Mr. K. Saravanan, AP/MECH	-	Member
4. Mr. S. Rajarajan, 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. E. Indhuma, AP/CSE	-	Member
9. Ms. M. Premalatha, AP/EEE	-	Member
10. Mr. C. Chakkarapani, Librarian/Library	-	Member
11. Mrs. S. Agnesmary, Attender/S&H	-	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 (2021-2022)

#### Committee Members


1. Mr. S. Rajarajan, AP/CSE	-	Co-ordinator
2. Sr. Lilly, A.O./Admin.	-	Member
3. Mr. V. Prakash, AP/S&H	-	Member
4. Ms. M. Premalatha, AP/EEE	-	Member
5. Mr. V. Venkatesan, AP/ECE	-	Member
6. Mr. R. Jaya Kumar, AP/MECH	-	Member
7. Mr. S. Ashok, Lab Asst./CSE	-	Member
8. Mr. K. Saravannan, Lab Asst./MECH	-	Member
9. Mr. M. Pazhani, Attender/CSE	-	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.

#### Responsibilities of the committee

- 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 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 (2021-2022)

#### Committee Members

1. Sr. A. Punitha Jilt, Vice Principal	-	Co-ordinator
2. Sr. A. Josephin Mary, AP/MECH	-	Member
3. Mr. K. Shanmuga Elango, AP/MECH	-	Member
4. Mr. R. Sasikumar, AP/MECH	-	Member
5. Mr. V.C. Eugin Martin Raj, AP/EEE	-	Member
6. Mr. R. Radha Krishnan, AP/ECE	-	Member
7. Mr. S. Manavalan, AP/CSE	-	Member
8. Mr. Dr. M. Marshal Arunkumar, AP/S&H	-	Member
9. Ms. P. Nivetha, AP/CSE	-	Member
10. Mr. Y. Nelson Ragul, S.O/Admin	-	Member
11. Mrs. N. Lavanaya, Lab Asst./CSE	-	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.
- 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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## PRINTING AND MEDIA ADVERTISEMENT COMMITTEE

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members

1. Sr. A. Punitha Jilt, Vice Principal	-	Co-ordinator
2. Mr. R. Viswalingam, AP/S&H	-	Member
3. Ms. M. Sahinipriya, AP/ECE	-	Member
4. Mr. J. Ramesh, AP/EEE	-	Member
5. Ms. E. Indhuma, AP/CSE	-	Member
6. Sr. A. Josephin Mary, AP / MECH	-	Member
7. Mr. S. Venuganan, System Analyst./CSE	-	Member
8. Mr. A. Jagadeeshwaran, J.A./Admin	-	Member
9. Mrs. B. Akila, Stenographer/Admin	-	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.



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- 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 / ANTI DRUG COMMITTEE

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members

1. Mr. N. Syed Mubarak, HOD/S&H	-	Co-ordinator
2. Mrs. B. Mary AmalaJenni, AP/ECE	-	Member
3. Mrs. S. Ramya, AP/S&H	-	Member
4. Mr. K. Shanmugallango, AP/MECH	-	Member
5. Mr. K. Sriram, AP/EEE	-	Member
6. Ms. P. SujithraSanthakumari, 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 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.
- The Anti-ragging Squad will have visit, oversight and patrolling functions.
- It shall be empowered to inspect places of potential ragging and make surprise raids on hostels, classrooms, and buses.



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- 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 (2021-2022)

### Committee Members

1. Mrs. Z. Asmathunnisha, AP/CSE	-	Co-ordinator
2. Mrs. B. Mary Amala Jenni, AP/ECE	-	Member
3. Mrs. S. Ramya, AP/S&H	-	Member
4. Sr. A. Josephine Mary, AP/MECH	-	Member
5. Ms. M. Sahinipriya, AP/ECE	-	Member
6. Mrs. J. Joaquine Arokiamary, Lect/S&H	-	Member
7. Sr. J. Jaya Praislin, Cashier/Asmin.	-	Member
8. Mrs. J. Indira gandhi, Attender/Library	-	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.



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- 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,**

**ANGUCHETTYPALAYAM,**

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## WEB COMMITTEE

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members


1. Mr. S. Balabaskar, AP/ECE	-	Co-ordinator
2. Mrs. E. Indhuma, AP/CSE	-	Member
3. Mr. R. Sasikumar, AP/MECH	-	Member
4. Mr. A. Sundara Pandiyan, AP/EEE	-	Member
5. Mr. D. Sampathkumar, AP/S&H	-	Member
6. Ms. M. Sahinipriya, AP/ECE	-	Member
7. Sr. L. Deepa, System Admin./CSE	-	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

- 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.
- 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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## INTERNAL QUALITY ASSESSMENT CELL (IQAC)

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members

1. Sr. Dr. S. Anita, HOD/ECE	-	Co-ordinator
2. Mrs.D. Uma Maheshwari, AP/ECE	-	Member
3. Mrs.Z. Asmathunnisha, AP/CSE	-	Member
4. Mr.A. Richard Pravin, AP/EEE	-	Member
5. Ms.P. Sujithra Santhakumari, AP/CSE	-	Member
6. Mr.V. Balaji, AP/EEE	-	Member
7. Mr.P. Murugan, AP/MECH	-	Member
8. Mrs.S. Ramya, AP/S&H	-	Member
9. Mr.C. Chakrapani, Librarian/Library	-	Member

#### Roles of the committee

- To coordinate the dissemination of information on various quality parameters of higher education
- To coordinate the documentation of the various programmes / activities leading to quality improvement
- To coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

#### Responsibilities of the committee

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.



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- Sharing of research findings and networking with other institutions in India and abroad.
- To keep track of the departments those are accredited by the NBA and ensure that those departments maintain the standards of the NBA.
- To complete the NBA-pre qualifier every year for the departments not accredited by the NBA and notify the principal and CDC when any department becomes eligible for accreditation.

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## TIME TABLE COMMITTEE

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members

- |                                   |   |              |
|-----------------------------------|---|--------------|
| 1. Mr. K. Sriram, AP/EEE          | - | Co-ordinator |
| 2. Mrs. D. Uma Maheshwari, AP/ECE | - | Member       |
| 3. Mr. P. Murugan, AP/MECH        | - | Member       |
| 4. Mr. S. Manavalan, AP/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, CULTURAL CLUB AND RECREATION COMMITTEE ROLES AND RESPONSIBILITY (2021-2022)

### Committee Members


1. Dr. A. Azhagappan, Prof./S&H	-	Co-ordinator
2. Dr. D. Ommurugadhasan, HOD/MECH	-	Member
3. Mrs. B. Mary AmalaJenni, AP/ECE	-	Member
4. Sr. A. Josephine Mary, AP/MECH	-	Member
5. Mr. S. Manavalan, AP/CSE	-	Member
6. Mr. J. Arul Martinal, AP/EEE	-	Member
7. Mr. R. Jayakumar, AP/MECH	-	Member
8. Mrs. J. JoaquineArokiamary, Lect/S&H	-	Member
9. Mrs. Z. Asmathunnisha, AP/CSE	-	Member
10. Ms. M. Premalatha, AP/EEE	-	Member
11. Mr. D. Sampathkumar, AP/S&H	-	Member
12. Mr. A. Thomas Aravamutham, PD.	-	Member
13. Mr. R. Arulvel, Technican/MECH	-	Member

### Roles of the committee

- To promote social, cultural, sports, recreation & literary activities among its members.
- 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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## NEWS LETTER COMMITTEE ROLES AND RESPONSIBILITY (2021-2022)

### Committee Members

1. Mrs. D. Pauline Freeda, HOD/CSE	-	Co-ordinator
2. Mr. R. Arun Kumar, AP/ECE	-	Member
3. Mr. D. Sampath kumar, AP/S&H	-	Member
4. Mr. R. Sasikumar, AP/MECH	-	Member
5. Mr. A. Sundara Pandiyan, AP/EEE	-	Member
6. Ms. V. Britta Devi, AP/CSE	-	Member
7. Sr. L. Deepa, System Admin./CSE	-	Member
8. Mr. S. Ashok, Lab Asst./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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## REDRESSEL CELL COMMITTEE (7.5% Govt School)

### ROLES AND RESPONSIBILITY (2021-2022)

#### Committee Members

- |                                  |   |        |
|----------------------------------|---|--------|
| 1. Mr.Dr.G. Dhanavel, AP/S&H     | - | Member |
| 2. Mr. K. Saravanan, AP/MECH     | - | Member |
| 3. Mr.A. Richard Pravin, AP/EEE  | - | Member |
| 4. Mr. R. Arun Kumar, AP/ECE     | - | Member |
| 5. Mr. P. Saravana Bhava, AP/CSE | - | Member |

#### Roles of the committee

- To prepare the list of Students Admitted in Government School 7.5% Quota
- Submission of the fee details and processing the Scholarship.
- Monitoring the grievances given by those students admitted in the Government School 7.5% Quota and address the grievances of them, if any.

#### Responsibilities of the committee

- Government School 7.5% students' selection after discussion with admission cell coordinator
- Scholarship and web portal entry
- Monitoring the 7.5% Quota students grievances'

  
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