ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

CELLS AND CLUBS
ROLES AND RESPONSIBILITIES
(2023-2024)

1. ACADEMIC PLANNING COMMITTEE

ROLES AND RESPONSIBILITIES

Rev. Sr. Dr. T. Nirmala	- Secretary
Dr. R. Arokiadass	- Principal
Rev. Sr. A. Punitha Jilt	- Vice Principal
Rev. Sr. Dr. S. Anita	- HoD/ECE
Mr. K. Sriram	- HoD/EEE
Dr. D. Ommurugadhasan	- HoD/ MECH
Mr. S. Manavalan,	- HoD/CSE
Dr. M. Marshal Arunkumar	- HoD/S&H

ROLES:

- To facilitate informed decision–making, planning and policy formulation, and the overall strategic development of the institute.
- To provide timely and accurate information to the institute for planning and managerial decision-making,
- To coordinate compliance reporting activities and guide the management in decision-making.
- To Coordinate defrosting of positions and recruitment.
- To Coordinate accreditation programs of the institute.

RESPONSIBILITIES:

- To Produce a range of institutional statistics and undertakes data manipulation, analysis and interpretation to convert raw data into useful management information.
- To Compile and analyze statistical data for use in general planning, strategic and analysis planning, budgeting.
- To Monitor resources allocation and utilization in line with the plans of the institute.
- To Develop resources allocation parameter.
- To Determine manpower needs, control and staff development.
- To Prepare annual plans of the institute for submission to government.
- To Provide of data-based information on various aspect of the institute operations.
- To Undertake planning – related investigations and studies.
- To Prepares institute budget estimates.

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

2. ACADEMIC MONITORING COMMITTEE
ROLES AND RESPONSIBILITIES

Dr. R. Arokiadass, Prof./Principal	- Co-ordinator
Rev. Sr. A. Punitha Jilt, Vice Principal	- Member
Rev. Sr. Dr. S. Anita, HoD/ECE	- Member
Dr. D. Ommurugadhasan, HoD/MECH	- Member
Mrs. S. Ramya, HoD/ S&H	- Member
Mr. Mr. K. Sriram, HoD/ EEE	- Member

ROLES:

- 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 organize various co-curricular events relevant to program.
- To submit record of academic monitoring committee to IQAC.

RESPONSIBILITIES:

- To conduct regular meeting before the beginning of semester for academic planning and at the end of the semester to review of the academic process.
- To provide guidelines regarding preparation of course files to all faculty members.
- To provide guidelines regarding ERP data entry and check whether all teaching staff updates ERP regularly.
- To form annual committees and distribute the portfolio among all staff members.
- To allocate subjects for teaching among all staff members.
- To distribute the workload as per norms.
- To prepare monitoring sheet to track the progress of academic activities.
- To provide guidelines regarding mentorship program.
- To appoint the mentors and allocate mentees.
- To check whether all lectures are conducted as per the time table.
- To arrange remedial lectures for slow learners.
- To write minutes of meeting of academic monitoring committee.
- To prepare time table for all the years.

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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
Accredited by NAAC
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

3. STUDENTS WELFARE CELL AND DISCIPLINE COMMITTEE (2023-2024)

ROLES AND RESPONSIBILITIES

Rev. Sr. A. Punitha Jilt, Vice Principal	- Co-ordinator
Mr. A. Thomas Aravamutham, PD.	- Member
Mrs. A. Samadhanapriya, AP/ECE	- Member
Mr. V. Balaji, AP/EEE	- Member
Mr. M. Sivamanikandan, AP/MECH	- Member
Dr. P. Albert Raj ASP/S&H	- Member
Mr. J. Ramesh AP/EEE	- Member
Mrs. P. Nivetha AP/CSE	- Member
Dr. S. Azhagarasi AP/S&H	- Member

ROLES:

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

RESPONSIBILITIES:

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

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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

4. RESEARCH AND DEVELOPMENT CELL (2023-2024)

ROLES AND RESPONSIBILITIES

Dr. R. Arokiadass, Prof./Principal	- Co-ordinator
Mrs. D. Umamaheswari, AP/ECE	- Member
Mrs. S. Srividhya AP/CSE	- Member
Mr. S. Balabasker, AP/ECE	- Member
Mr. K. Sriram AP/EEE	- Member
Mr. K. Shanmuga Elango AP/MECH	- Member
Dr. M. Marshal Arunkumar	- Member
Dr. S. Azhagarasi AP/S&H	- Member
Mr. Arockia Lourduraj, Lab Asst/EEE	- Member
Mr. K Saravanan, Lab Asst/MECH	- Member

ROLES:

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

RESPONSIBILITIES:

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

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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

5. ISTE FACULTY CHAPTER (2023-2024)
ROLES AND RESPONSIBILITIES

Mr. N. Syed Mubarak, AP/S&H	- Co-ordinator
Mr. V. Balaji, AP/EEE	- Member
Mr. V. Venkatesan, AP/ECE	- Member
Mr. K. Saravanan, AP/MECH	- Member
Mr. R. Manicavasagam AP/CSE	- Member
Mr. S. Venuganan	- Member

ROLES:

- To spread the benefits of Engineering Education to the less privileged.
- To advance the status and roles of engineering practice.
- To enhance the knowledge for students in technical aspect by organizing seminars, workshops, Paper presentations, Quiz programs.

RESPONSIBLITIES:

- To facilitate interaction between members of Engineering Societies throughout the world.
- To promote the values of Engineering and Technology and its applications.
- Promoting continuing education and training.
- Programs in leadership and personality development.
- Training in cooperative learning, environmental awareness, and basic management skills.
- Maintaining the reports of the events conducted.
- Motivating the staff and students to attend the ISTE sponsored programs and enrich their knowledge.

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

6. ALUMNI ASSOCIATION (2023-2024)

ROLES AND RESPONSIBILITIES

Mr. A. Sundara Pandiyan, AP/EEE	- Co-ordinator
Dr. R. Sasikumar, AP/MECH	- Member
Mrs. D. Umamaheswari, AP/ECE	- Member
Mr. V. Prakash, AP/S&H	- Member
Mrs. P. Nivetha AP/CSE	- Member
Mr. A. Michael Chinnapparaj Lab Asst/EEE	- Member

ROLES:

- 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.

RESPONSIBILITIES:

- To 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 Assist current students and alumni in career planning, placement and transitions.

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

7. AICTE CELL (2023-2024)

ROLES AND RESPONSIBILITIES

Mr. P. Joseph Antony Raj S.A / Admin	- Co-ordinator
Sr. J. Jaya Praislin, Cashier/Admin.	- Member
Mr. V. Jayaseelan Antony Raj, Attender/Admin.	- Member

ROLES:

- To grant approval for upgrades in education institutes, such as introducing new courses, the extension of an existing college, and continuing the approval after a break in the preceding academic year.
- It also permits setting up new institutions in India that would provide technical courses and programs at different levels, including Diplomas, Degree, Post Diplomas, PG Diploma, Postgraduate, etc.
- It initiates the process of closure in AICTE approved institutes if they have applied for the same.
- Only AICTE has the power to approve the change of site or location for technical education institutions in the country.
- Moreover, it grants approval to HEIs that want to convert Women's institutions into co-ed colleges and vice versa.
- It monitors the permissions to reduce or increase the intake of new courses in the first and regular shifts in the existing technical education institutes.

RESPONSIBILITIES:

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

8. WOMENS GRIEVANCE CELL
ROLES AND RESPONSIBILITIES

Mrs. S. Ramya, AP/S&H	- Co-ordinator
Mrs. D. Umamaheswari, AP/ECE	- Member
Sr. A. Josephine Mary, AP/MECH	- Member
Dr. G. Abirama Sundari , AP/S&H	- Member
Sr. J. Jaya Praislin, Cashier/Admin.	- Member
Mrs. J. Indiragandhi, Attender/Library	- Member

ROLES:

- To create social awareness about gender discrimination.
- To handle all grievances related to gender discrimination or women harassment.
- To ensure time bound response to the complaints and build confidence about impartially.

RESPONSIBLITIES:

- The Cell is responsible for looking into any complaints filed by students and staff about women grievances at the college through personal contact or digital medium.
- To facilitate speedy delivery of justice, meetings are organized regularly.
- To conduct seminars and lectures by specialists and eminent personalities to stop violence against women, sexual harassment at work and about health and hygiene.
- The cell shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- 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.
- Depending upon the severity and opinion of affected person, further necessary action will be initiated at the grievance committee.

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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

9. ANTI RAGGING / ANTI DRUG CELL
ROLES AND RESPONSIBILITIES

Mr. V.C. Eugin Martin Raj	- Coordinator
Mrs. B. Mary Amala Jenni, AP/ECE	- Member
Mrs. S. Ramya AP/S&H	- Member
Dr. R. Sasikumar AP/MECH	- Member
Mrs. K. Kayalvizhi, AP/CSE	- Member

ROLES:

- 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.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- 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:

- To prevent any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- To Prevent indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- To Prevent asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- To monitor any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- To prevent exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- To prohibit any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

10. INTERNAL COMPLAINT & GRIEVANCE REDRESSAL CELL
ROLES AND RESPONSIBILITIES

Mrs. D. Umamaheswari AP/ECE	-Coordinator
Mrs. S. Ramya, AP/S&H	- Member
Sr. A. Josphine Mary AP/MECH	- Member
Mrs. K. Kayalvizhi, AP/CSE	- Member
Mr. J. Arthi AP/EEE	- Member
Dr. M. Kavitha AP/ S&H	- Member
Sr. J. Jaya Praislin, Cashier/Admin	- Member

ROLES:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student, Student-Staff and Staff-Staff relationships.
- Encouraging the Students and Staff to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students and Staff of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the principal.

RESPONSIBILITIES:

- Decision making on the basis of set rules, regulations and policies in any grievance complaint after carefully studying and understanding all the sides of the argument.
- Monitoring grievance redressal forms/entries, organizing meetings of the committee members at scheduled frequency, assisting aggrieved candidate in appearing in front of the grievance committee, acting as coordinator between aggrieved candidate and committee.
- Helping the chairperson in decision making by making suggestions on the basis of set rules, regulations and policies after carefully studying and understanding all the sides of the argument.

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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
Accredited by NAAC
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

11. NATIONAL SERVICE SCHEME (NSS)
ROLES AND RESPONSIBILITIES

Mr. K. Rackesh Jawaher AP/S&H	-Coordinator
Mrs. D. Umamaheswari AP/ECE	-Member
Dr. V. Yogampari AP/EEE	-Member
Mr. R. Viswalingam AP/S&H	- Member
Mrs. P. Nivetha AP/CSE	- Member
Mr. B. Arunkumar AP/ECE	- Member
Dr. V. Shanmugam AP/EEE	- Member
Mrs. R. Vennila ASST/Libarary	- Member
Mr. K. Saravanan LabAsst/ MECH	- Member
Mr. A. Jothilingam Attender/ECE	- Member

ROLES:

- To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme
- To promote community education through meetings, talks, news bulletins discussions etc.
- To help in formulating NSS programmers which will have direct relationship with the academic curricula.

RESPONSIBILITIES:

- To interpret the scheme to the students and other members of the college community and create awareness about the scheme.
- To Motivate, recruit and select student for NSS work.
- To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies.
- To select service projects on the basis of utility a feasibility.

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

12. ECO-ENERGY CLUB
ROLES AND RESPONSIBILITIES

Dr. V. Yogambari AP/EEE	-Coordinator
Mrs. A. Samadhanapriya AP/ECE	-Member
Dr.V. Shanmugam AP/EEE	-Member
Mrs. P. Nivetha AP/CSE	- Member
Mr. B. Arunkumar AP/ECE	- Member
Mr. R. Viswalingam AP/S&H	- Member
Mr. R. Murugan, Lab Asst/MECH	- Member
Mrs.R. Vennila, Asst. Lib/ Library	- Member

ROLES:

- Encouraging students to keep environment clean.
- Sensitize the students to minimize the use of polluting products.
- To motivate students to work in an environment friendly manner
- To make students understand the importance of environment and its problem areas and to encourage to use alternative energy systems.

RESPOSIBILITIES:

- To involve students in action-based programs related to various problems prevailing in their surrounding
- prepare and organize students' participation for preservation and conservation of environment

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

13. SPORTS & GAMES
ROLES AND RESPONSIBILITIES

Mr. A.Thomas Aravamuth, PED / S&H	- Co-ordinator
Mr. S. Durairaj AP/ECE	- Member
Mr. R. Manicavasagam AP/CSE	- Member
Mr. V. Balaji AP/EEE	- Member
Mrs. J. Arul Martinal AP/EEE	- Member
Mr. R. Jayakumar AP/MECH	- Member
Mrs.S.Ramya AP/S&H	- Member
Mr. V. Prakash AP/S&H	- Member
Mr. Chakkarapani, Librarian	- Member
Mrs. S. Agnes Mary, Attender/S&H	- Member

ROLES:

- To create zeal amongst students and faculty members towards sports.
- To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.
- To enhance the interest of participants in the field of sports.

RESPONSIBLITIES:

- The committee shall promote sports activities by motivating students and members of faculty.
- Promoting team spirit by making healthy competition.
- To organize regular sports events in order to train students for state and national level competitions.

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
Accredited by NAAC
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

14. LIBRARY
ROLES AND RESPONSIBILITIES

Mr. C. Chakkarapani, LIB/ S|&H	- Co-ordinator
Mr. D. Raj Thilak, AP/CSE	- Member
Mr. V. Venkatesan, AP/ECE	- Member
Dr. V. Shanmugam AP/EEE	- Member
Mr. P. Murugan	- Member
Mrs. R. Vennila	- Member

ROLES:

- To promote mutual co-operation among the library professionals and there
- Associations for the smooth development and effective functioning of library.
- To help libraries and provide effective services to students, research scholar and faculty at
- larger.
- To support the cause and development in the field of library profession.
- To know how much they are active in playing in LIS education by organizing seminar,
- conference, workshop and other training program etc

RESPONSIBILITIES:

- To act as center of research and studies in special libraries.
- To organize meetings, workshops, seminars and conference all over the India.
- To Promote the publications of journals, newsletters, conference proceedings and reports.
- To promote the quality of library and information services.
- To conduct the short-term training course for the improvement of technical efficiency of library professionals.
- To collaborate with other professional bodies in promoting the interests of the LIS
- professionals.

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
Accredited by NAAC
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

15. ENTREPRENEURSHIP DEVELOPMENT CELL AND INSTITUTION'S INNOVATION COUNCIL

ROLES AND RESPONSIBILITIES

Mr. P. Murugan AP/MECH	- Coordinator
Sr. A. Josphine Mary AP/MECH	- Member
Mr. B. Arunkumar	- Member
Mr. K. Sriram AP/EEE	- Member
Rev. Sr. Dr. S. Anita	- Member
Mrs. R. Vijayalakshmi, AP/CSE	- Member
Mr. P. Murugan AP/MECH	- Member
Dr. P. Albert Raj ASP/S&H	- Member
Mrs.P. Santhiya, Lab Asst/ECE	- Member

ROLES:

- To induce and enhance the entrepreneurial culture in the college.
- Try to bridge the gap between demand and supply of manpower through self-employment as a feasible option
- To develop and maintain a cordial and healthy relationship between all supporting institutions and organizations promoting entrepreneurship development.

RESPONSIBILITIES:

- Organize lectures, workshops and seminars by renowned personalities from different domains of expertise, competitions of various kinds etc. round-the-year in order to create awareness and to sharpen business acumen of students and aspiring entrepreneurs.
- Arranging for suitable skill development programmes related to Entrepreneurship Development.
- Coordinating with Women Empowerment cell for promoting Women Entrepreneurship

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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
Accredited by NAAC
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

16. EVENT MANAGEMENT & CULTURAL ROLES AND RESPONSIBILITIES

Dr. M. Marshal Arunkumar	- Coordinator
Mrs. S. Srividhya	- Member
Mrs. B. Mary Amala Jenni	- Member
Mrs. J. Arul Martinal	- Member
Mr. R. Jayakumar	- Member
Mr. A.Thomas Aravamuth, PED / S&H	- Member
Mrs. S. Agnes Mary, Attender/S&H	- Member

ROLES:

- To provide an outlet for and cultivating literary talent.
- To bring to light the hidden talents among the students.
- To Promoting the art of speaking on various platforms.

RESPONSIBLITIES:

- To conduct competition such as debating, writing, quizzing and other literary fields development of the students.
- 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.ARUKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k)
Cuddalore-(Dist), Pin: 607 110

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
Accredited by NAAC
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

17. ENGLISH COMMUNICATION / LANGUAGE PROFICIENCY ROLES AND RESPONSIBILITIES

Dr. D. Sampath Kumar AP/S&H	- Co-ordinator
Mrs. A. Samadhanapriya, AP/ ECE	- Member
Mr. M. Sivamanikandan AP/MECH	- Member
Mr. P. Saravanabahava AP/CSE	- Member

ROLES:

- To enhance and improving various aspects of an individual's personality.
- To provide the acquisition of new skills, attitudes, behaviors, and qualities that contribute to personal growth, self-confidence, and overall development.
- To develop Personality development encompasses both the inner and outer aspects of an individual, including their thoughts, emotions, beliefs, communication style, appearance, and social interactions.
- To help individuals develop a well-rounded and positive personality that enables them to navigate various life situations, interact effectively with others, and achieve personal and professional success.

RESPONSIBILITIES:

- To develop self-awareness, self-reflection, and continuous learning to identify and address areas that need improvement.
- To cultivate positive outlook on life and maintain an optimistic attitude. A positive personality can influence those around you and attract positivity.
- To Pay attention to others during conversations and practice active listening.
- To improve your interpersonal skills and help you connect better with people.

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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
Accredited by NAAC
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

18. NAAN MUDHALVAN
ROLES AND RESPONSIBILITIES

Mr. K. Saravanan AP/MECH	- Coordinator
Mr. K. Sriram AP/EEE	- Member
Mr. S. Balabasker AP/ECE	- Member
Mr. P. Saravanabhava, AP/CSE	- Member
Dr. D. Sampath kumar AP/S&H	- Member
Mr. S. Venuganan, System Analyst/CSE	- Member

ROLES:

- Purpose of providing religious education.
- Primarily focuses on deepening initial conversion to faith.

RESPONSIBILITIES:

- Enables our parish to equip, assist, and support parents to fulfill their role as primary formator of their children in the Faith.
- Facilitate vibrant relational ministry and spiritual growth in middle school youth, high school youth, young adults, and their families through direct interaction and emerging technologies.

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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
Accredited by NAAC
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

19. WEB & MEDIA
ROLES AND RESPONSIBILITIES

Mr. K. Shanmuga Elango AP/MECH	- Co-ordinator
Rev. Sr. A. Punitha Jilt, Vice Principal	- Member
Mr. S. Balabaskar, AP/ECE	- Member
Ms. S. Durairaj AP/ ECE	- Member
Dr. V. Shanmugam AP/EEE	- Member
Dr. R. Sasikumar AP/MECH.	- Member
Mr. V. Balaji, AP/EEE	- Member
Mr. M. Sivamanikandan, AP/MECH	- Member
Mr. R. Viswalingam AP/S&H	- Member
Mr. S. Venuganan System Analyst/CSE	- Member
Mr. A. Jagadeeshwaran J.A/Admin	- Member

ROLES:

- To disseminate the efforts and the achievements of the college, Students, Staff to the outer world through website updates.
- To display Core Values, Vision and Mission program outcomes program specific outcomes and course outcomes.
- To identify to enhance for all programme offered by the institution are stated and displayed on website.

RESPONSIBILITIES:

- Develop, update and enhance the accessibility of the Internal and External Websites to benefit all existing and prospective members of the institution.
- Coordinate efforts to design a creative and flexible website while maintaining current and relevant content for the website and increasing the usability.
- Study websites of other leading educational institutes and incorporate suitable and innovative modifications such as including Campus Diary / Weekly activities etc.

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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

20. EXANINATION CELL (CoE)
ROLES AND RESPONSIBILITIES

Mr. V. Venkatesan, AP /ECE	- Coordinator
Sr. A. Lilly, A.O/Admin	- Member
Mr. V. Prakash, AP/ ECE	- Member
Mr. A. Sundrapandiyan, AP/EEE	- Member
Mr. R. Jayakumar, AP/MECH	- Member
Mr. D. Raj Thilak, AP/CSE	- Member
Mr. A. Arputha Prem Kumar, Lab Asst./S&H	- Member
Mr. m. Pazhani, Attender/CSE	- Member

ROLES:

- 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
- Upload update the attendance, internal test marks in college portal.
- Preview will be generated from web portal and print out will be given to students for verification. If any discrepancy that should be resolved.
- To prepare day wise strength as per time table and calculating no. of external *I* internal hall superintendent required for conducting exam.

RESPONSIBILITIES:

- To conduct the Internal! External/ Practical Examinations for all the programmes offered in the College.
- To prepare Time Table for the above-mentioned examinations in advance and inform the students about the same.
- To allot the exam halls for all the examinations conducted in the College.
- To ensure that all the question papers are prepared well in advance.

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

21. INTERNAL QUALITY ASSURANCE CELL (IQAC)
ROLES AND RESPONSIBILITIES

Rev. Sr. Dr. S. Anita, HoD/ECE	- Coordinator
Mr. V.C. Eugin Martin Raj, HoD/EEE	- Member
Dr. S. Azhagarasi, AP/S&H	- Member
Ms. S. Santhiya, Stenographer	- Member
Mrs. R. Jeeva Lab Asst/CSE	- Member

ROLES:

- To ensure relevant and quality academic/ research programs.
- To play an integrating role in the management of all quality improvement related activities and committees.
- Review of quality standards and the quality of teaching and learning in each subject area

RESPONSIBLITIES:

- To conduct periodical Academic and Administration Audit and its follow up.
- To facilitate the creation of a learner-centric environment conductive to quality education and faculty maturation to adopt the required knowledge and technology for participating teaching and learning process.
- Develop quality assurance processes and methods of evaluation to affirm that the quality of provision and the standard to foster curriculum, subject and staff development, together with research and other scholarly activities.

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
Accredited by NAAC
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

22. NEWS LETTER
ROLES AND RESPONSIBILITIES

Dr. P. Albert Raj ASP/S&H	- Coordinator
Mr. S. Durairaj AP/ECE	- Member
Mrs. J. Arthi AP/EEE	- Member
Mr. K. Sivamanikandan	- Member
Mr. D. Rackesh Jawaher	- Member
Mr. D. Raj Thilak	- Member
Mr. C. Chakkarapani Librarian	- Member
Mrs. R. Jeeva, Lab Asst/ CSE	- Member

ROLES:

- To conduct meeting with all the Members and the Department coordinators.
- To edit and proofread selected submissions by faculty and students and send them to the Editorial Board Chairman to obtain final approval for publication.
- To establish publication time table and follow the deadlines strictly.
- To publish it to website and distribute to all the stakeholders.
- Decision of the Editorial Board's Chairman regarding publishing of articles in the newsletter is final.

RESPONSIBILITIES:

- To define the editorial policies and goals of a newsletter and establish procedure for the systematic and timely review of material submitted for publication.
- To design a newsletter/ Magazine template. All issues include a message from the dignitaries, from the chief editor.
- To solicit volunteers from among the members representing various departments to call for articles from faculty and students and also to collect them before the specified deadlines and also to write or prepare columns on topics determined by the board.
- To involve in the screening process to review the submissions by faculty and students and to select only those submissions containing valuable information appropriate for publishing. Selected articles shall be submitted to the Editorial Board Chairman for approval.

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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

23. CAREER GUIDANCE, TRAINING & PLACEMENT
ROLES AND RESPONSIBILITIES

Dr. D. Ommurugadhasan Prof. HoD/MECH	- Co-ordinator
Mr. J. Ramesh	- Member
Mr. R. Radhakrishnan	- Member
Mr. K. Saravanan	- Member
Mr. R. Manickavasagan,	- Member
Dr. D. Sampath kumar	- Member
Mr. R. Murugan, Lab Asst/MECH	- Member
Mr. K Saravanan, Lab Asst/MECH	- Member

ROLES:

- To strives to help students in pursuing their career goals by acquiring employment seeking skills and ultimately to attain desired employment.
- To accomplish through building a strong partnership amongst students, alumni, faculty-members and industries.

RESPONSIBILITIES:

- 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.

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

24.ADMISSION CELL

ROLES AND RESPONSIBILITIES

Rev. Sr. A. Punitha Jilt, Vice Principal	- Co-ordinator
Mr. R. Radha Krishnan, AP/ECE	- Member
Mr. S. Manavalan, AP/CSE	- Member
Mr. A. Arputha Prem Kumar, Lab Asst./S&H	- Member

ROLES:

- To receive applications and scrutinize through the admission committee to confirm the eligibility.
- To give advertisement by way of social media ads, distributing pamphlets, counselling etc.
- To give priority to merit and maintain reservations as directed by the university.

RESPONSIBLITIES:

- The Admission Committee is responsible for assuring compliance with the admission policies and practices.
- The Admission Committee is responsible for the graduate student admissions in the program.
- The committee reviews admission requirements for the program annually.
- The committee will also develop contacts with other relevant graduate admissions committee with the goal of identifying potential candidates who would be more appropriate for the program.

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
Accredited by NAAC
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

25. OBC CELL
ROLES AND RESPONSIBILITIES

Mr. S. Durairaj AP/ECE	- Co-ordinator
Dr. D. Sampath kumar AP/S&H	- Member
Mr. V. Balaji AP/EEE	- Member
Mr. P. Murugan AP/MECH	- Member
Mrs. S. Srividhya AP/CSE	- Member
Mr. P. Joseph Antony Raj, S.A/Admin	- Member

ROLES:

- To educate and empower the students of OBC categories in the college to use facilities provided by government for their educational career.
- To implement and monitor continuously the reservation policies.
- Effective implementation of the reservation policies offered by government.
- To collect feedback from students and action taken on queries regarding application of schemes.

RESPONSIBILITIES:

- Cell Members should help the OBC students to get various scholarships for their education.
- Provides career counseling to students for planning future.
- Counsels the students those who have emotional imbalance.

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

ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

26.SC/ST CELL
ROLES AND RESPONSIBILITIES

Mrs. P. Nivetha	- Co-ordinator
Dr. D. Ommurugadhasan	- Member
Mrs. D. Umamaheshwari	- Member
Mr. J. Ramesh	- Member
Mr. K. Rackesh Jawaher	- Member
Mr. P. Joseph Antony Raj, S.A/Admin	- Member

ROLES:

- 1.To implement the reservation policy for SCs/STs in the Universities and Colleges.
- ii. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the universities, and in the affiliating colleges and analyse the data showing the trends and changes towards fulfilling the required quota.
- iii. To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- iv. To implement, monitor and evaluate continuously the reservation policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programme of the Government of India.

RESPONSIBILITIES:

- To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.
- To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.
- The SC/ST Cell exclusively looks after the work related to SC/STs matters and no other work is assigned to the Cell.

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.