



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY
(AUTONOMOUS)



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T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506

**6.2.2. ROLES OF VARIOUS DESIGNATES/
COUNCIL/COMMITTEES/CLUBS**

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Principal

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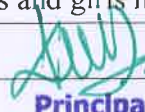
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**6.2.2. ROLES AND RESPONSIBILITIES OF
VARIOUS DESIGNATES**

| SL.NO. | DESIGNATION | RESPONSIBILITIES |
|--------|------------------------|---|
| 1. | Principal | <ul style="list-style-type: none">➤ Supervision and guidance of all the administrative, academic activities and teaching programmes according to the norms of AICTE, Anna University and the Government of Tamil nadu in all aspects.➤ Taking responsibility as chief superintendent for conducting University Examinations.➤ Supervision of student's welfare health and security services.➤ Maintenance of permanent records of students.➤ Preparation and maintenance of college reports, progress reports etc.➤ Performing public relation duties for the college.➤ Maintenance of stock for college laboratories, stationary etc.➤ Taking responsibility in the recruitment of Teaching and Non-teaching staff and students admission.➤ Supervision of hostel and office staff.➤ Monitoring library services.➤ Fostering the development of the college.➤ Encouraging the research program through R & D cell.➤ Participation in the college committee work.➤ Acting as a Chief Warden in both boys and girls hostel. |
| 2. | Vice- Principal | <ul style="list-style-type: none">➤ Coordinating all the college activities. |


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| | | <ul style="list-style-type: none">➤ Strengthening the college admission strategies.➤ Encouraging the faculty to interact with school for distributing calendars, conducting science exhibition etc.➤ Leading college efforts towards achieving goals.➤ Monitoring the academic activities like Time table committee, Purchase committee, Library and students discipline. |
| 3. | Head of the Department | <ul style="list-style-type: none">➤ Taking responsibility for all the academic affairs of the department.➤ Monitoring the day-to-day academic activities relating to Teaching and Non-teaching staff.➤ Producing reports to the Principal regarding all the requirements of the department such as faculty members, students need lab equipment's, books and journal etc.➤ Preparing department budget and utilizing for the departments student.➤ Ensuring the students regular attendance and discipline in all aspects inside the class and campus.➤ Making arrangements guest lectures, seminars, workshops, conferences etc.➤ Conducting internal/model examinations as per the Anna university schedule.➤ Guiding the students for value added courses, Industrial visits, Internship activities etc.➤ Encouraging the faculty members to submit research proposals and public research papers in reputed National and International journals.➤ Making arrangements to sign MOU with leading industry for the benefit of students.➤ To bridge the students relate with Industry Institute |


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| | | Interaction (III) with leading industry. |
| 4. | Professor | <ul style="list-style-type: none">➤ Guiding the department staff to submit research proposals and journals papers/patents in reputed National and International journals.➤ Helping the students by suggesting technical ideas for doing Mini project and final year projects.➤ Making the department staff to attend other college seminars, workshops, journal publication and national level technical symposium for their research development.➤ Taking Initiation to generate funds from various organizations like AICTE, CSIR, DRDO, DST, ISRO, ISTE etc.➤ Guiding, directing mentor students/ research scholars in their research projects. |
| 5. | Associate Professor | <ul style="list-style-type: none">➤ Keeping updated with the current trends and development in education as well as research.➤ Initiating seminar activities and profession body membership development of students.➤ Guiding the interested students in the area of research projects.➤ Mentoring the students in all aspects.➤ Coordinating the department activities as per the direction of Head of the Department. |
| 6. | Assistant Professor | <ul style="list-style-type: none">➤ Maintaining professional relationships with students.➤ Providing career guidance for the student development.➤ Making effective participation in various activities of the department and college level.➤ Publishing research works through national level symposium.➤ Conducting lab experiments, preparing exercises, grading test papers for the students.➤ Monitoring the student's discipline, regular attendance, tutorial problems and various activities. |
| 7. | Lab Technician | <ul style="list-style-type: none">➤ Assisting the students in conducting laboratory classes periodically as per the coordination with lab in-charge. |

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| | | <ul style="list-style-type: none">➤ Collecting and submitting the student's regular attendance to HoD.➤ Maintaining the students lab entry register properly.➤ Checking and maintaining the laboratory equipment's periodically.➤ Maintaining all the lab records, stock register and breakage register.➤ Arranging all the specimens that are necessary for the laboratory classes and examination. |
| 8. | Office Superintendent | <ul style="list-style-type: none">➤ Maintaining the records of student's scholarship like First graduate, BC, SC/ST, and MBC scholarship.➤ Collecting the resumes from eligible candidates as per the HoD's requirement with college constituted selection committee support.➤ Taking responsibility of all admission procedure and communicating with universities in person.➤ Collecting student's fees and producing bill for the same.➤ Maintain the student's fees collection and process pay roll for the faculty.➤ Implements the HR policy of the Institutions.➤ Maintaining the Teaching and Non-teaching staff leave records like CL, ML, VL, On-duty, permission and Maternity Leave. |
| 9. | Training & Placement Officer | <ul style="list-style-type: none">➤ Conducting placement training and soft-skill training classes for the students.➤ Having strong collaboration with the industry for providing the vocational training courses, In-plant training, Internship and arranging Industrial visit to students with the consultation of HoD.➤ Coordination with the different industries for ON-Campus and Off-Campus interviews for the meritorious students.➤ Providing spoken English classes with technical skills to the students at the entry level of Engineering. |
| 10. | System Administrator | <ul style="list-style-type: none">➤ Managing all the maintenance work of computer and networking. |


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| | | <ul style="list-style-type: none">➤ Preparing a schedule for providing computer service to all concerned.➤ Making arrangements for availability of Internet connection where ever required.➤ Assisting the AC seminar hall for presenting the PPT's and other works during the functions.➤ Arranging computer training courses for the staff to update their knowledge in recent software. |
| 11. | Librarian | <ul style="list-style-type: none">➤ Maintaining the records of books, journals, magazines, daily Tamil and English newspapers.➤ Maintaining the inward and outward entry students/staff register regularly.➤ Maintains record of library materials and report to the principal for any discrepancy.➤ Preparing periodical requirements of books and journals to students and faculty members.➤ Responsible for maintaining and updating E-journals and all teaching aids.➤ Taking responsibility for purchasing reference materials as per the university regulations.➤ Updating and renewal of subscription for the periodic National and International journals. |
| 12. | Physical Education Director | <ul style="list-style-type: none">➤ Responsible for the activities related to the physical education.➤ Conducting physical education classes for the students according to their concern timetable.➤ Encouraging the students to participate in zonal level, Intra college and Inter college, Inter University and Inter-state competition for different level sports.➤ Following up the work of Gym activities for the students periodically.➤ Responsible for maintaining the sports record and purchasing sports materials for the benefit of our students. |
| 13. | Hostel Warden | <ul style="list-style-type: none">➤ Taking responsibility for the allotment of rooms to the students.➤ Maintaining students in and out records properly. |

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| | | <ul style="list-style-type: none">➤ Providing proper hospitalization to the students.➤ Responsible for arranging vehicle for First Aid and illness in case of any emergency for the hostel students.➤ Reporting to the principal in case any in-discipline or misbehavior by the students.➤ Looks in the grievances/complaints of the students if found genuine.➤ Maintaining good quality and quantity of food to the students.➤ Taking responsibility to maintain the stock of sufficient food/grocery items. |
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PRINCIPAL

Principal

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6.2.2. ROLES OF VARIOUS COUNCIL/COMMITTEES/CLUBS

| COMMITTEE | MEMBERS | ROLES AND RESPONSIBILITIES |
|-------------------|---|---|
| Governing Council | <p>Chairman & Correspondent Mrs. Vasanthakumari Munirajah</p> <p>Secretary Mrs. Kasthuripriya Kirubakar Murali. M</p> <p>Joint Secretary Mr. JKKM. Jayaprakash</p> <p>Managing Trustee Mrs. Vasanthakumari Munirajah</p> <p>Trust Members : Mr. P.A.Chandrasekar Mr. R.S.Raju</p> <p>Member Secretary Dr. K. Sridharan Principal</p> <p>Senior Faculty :</p> | <ul style="list-style-type: none">• The Council is responsible for formulating the policies of the institution, framing the vision and mission statements and providing the right direction to the institute.• The members with their huge academic, administrative and research experience provide the institution right direction from time to time.• To organize the teaching and determine the teaching requirement in the college. To appoint the Principal / Director, the teaching and non-teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.• To monitor faculty deployment and development, placement and industry-institute interacting activities in the institute/college and suggest remedial measures wherever necessary.• To perform such other duties and exercise such other powers as may be entrusted by the management and the University.• To ensure the establishment and supervise proper, effective and efficient systems of control and accountability.• To monitor institutional performance and quality assurance arrangements. |

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| | <p>Mr. C. Murugesan HoD/ECE</p> <p>Senior Academicians : Dr. C. Palanisamy</p> <p>Anna University Nominee : Dr.J.Venkatesh, MBA, Anna University, Cbe.</p> <p>Industry Nominee : Mr. J. Ponnivalavan Mr. Rajan</p> | |
| Academic Council | <p>Chair Person : Dr. K. Sridharan Principal, JKKMCT</p> <p>Academic Expert: Dr. C. Palanisamy Principal, Bannari Amman Institute of Technology, Sathyamangalam.</p> <p>Members: Mr. C. Murugesan, HoD / ECE Dr. C. Saravanan, HoD / EEE Mr. R. A. Muruganandham Civil Engineer Mr. K. Thangaraju</p> | <ul style="list-style-type: none">• The Academic Council is the highest academic body of the college and is responsible for laying down, regulating, and maintaining the standards of teaching, research, and examinations in the college.• To advise the Governing Board on all academic matters.• The Academic Council shall be responsible for the maintenance of the standards of teaching and examinations within the campus.• To consider matters of academic interest either on its own initiative or at the instance of the Governing Board or proposed by the departments/faculties and to take proper action thereon.• To scrutinize and approve the curriculum and syllabi of every program approved by Board of Studies, scheme of examinations and examination reforms.• To make Regulations in consultation with the Boards of Studies concerned, laying down courses of studies. |

[Signature]
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| | <p>M. Arch. Architecture</p> <p>Nominee from Local Society:</p> <p>Nominee from Industry: Mr. J. Ponnivalavan Managing Director, First Job Pvt Limited, Chennai</p> <p>Mr. Rajan HP Manager, Floor No-3, Phase-II-Leela Info Park, Kakkandu-Kochi</p> <p>Alumni Member: Mr. P. Palanisamy Mr. R. Pradeeban</p> | <ul style="list-style-type: none">• To frame rules covering the academic functioning of the JKK Munirajah college of technology, admissions, examinations, attendance and discipline. <p>To exercise general supervision over the academic work of the college and to give direction regarding methods of instruction, evaluation, and improvements in academic standards.</p> <ul style="list-style-type: none">• To maintain proper standards of the examinations.• To suggest measures for departmental co-ordination.• To prepare annually a report on academic and other activities of the Department at the end of each academic session and prepare a report on actions taken.• To consider any educational matter relating to Academic Council and to arrive at decisions or make recommendations pertaining thereto to the appropriate authority. |
| Internal Quality Assurance Cell | <p>Chair Person : Dr. K. Sridharan Principal</p> <p>Management Representative : Mrs. Kasthuripriya Kirubakar Murali. M</p> | <ul style="list-style-type: none">• Development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution.• Arrangement for Faculty evaluation from students, parents and other stakeholders on quality-related institutional processes.• Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required |

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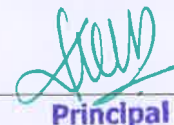
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| | <p>Coordinator : Mr. N. Sathyabalaji, HoD/CSE</p> <p>Academic Expert Dr. C. Palanisamy Principal, Bannari Amman Institute of Technology, Sathyamangalam.</p> <p>Senior Members of Faculty : Mr. C. Murugesan, HoD/ECE Dr. C. Saravanan, HoD/EEE</p> <p>Nominee from Industry: Mr. J. Ponnivalavan Managing Director, First Job Pvt Limited, Chennai Mr. Rajan HP Manager, Floor No-3, Phase-II-Leela Info Park, Kakkandu-Kochi</p> <p>Members from administration Mr. S. B. Manoj Kumar, AP/CSE</p> <p>Local Society Member Mr. Raju.R.S, Alumni Members Mr. P. Palanisamy,</p> | <p>knowledge and technology for participatory teaching and learning process.</p> <ul style="list-style-type: none">• Organize workshops, seminars on quality related themes and promotion of quality circles and its documentation.• Develop and maintain Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.• To ensure high student achievements in academics.• To provide a value added education to make students more employable.• To provide adequate and well qualified staff who will contribute effectively to student learning and organizational development.• To continually improve student services to promote overall development of student and support systems to create an ambience conducive to learning.• To evolve and implement management and administrative mechanisms that are responsive, reliable and efficient.• To work towards standardization of activities and processes and strive for continuous improvements in standards and their achievement.• To develop a sound basis for decisions required for improving institutional functioning and establishment of best practices.• To build an organized methodology for documentation.• To bring about greater coordination among various departments and activities of the institution and institutionalization of good practices. |
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| | <p>AP/EEE Ms. V. Deepa</p> <p>Student Members</p> <ol style="list-style-type: none">1. Akhil2. Tamilselvan3. Raguvaran S4. Sudha P5. Prakash6. Vedheshwari7. Kalaiyarasi8. Balamurugan9. Kokila10. Govindha moorthy | |
| Grievance Redressal Cell | <p>Chairperson : Mr. Dr. K. Sridharan Principal/JKKMCT</p> <p>Mr. C. Murugesan, HoD/ECE</p> <p>Mr. M. Ponnusamy, AP/S&H</p> <p>Mr. S. M. Pranesh, AP/EEE</p> <p>Mr. Tamilselvan, AP/CSE</p> <p>Members : Mr. Alagar, Mr. Ravikumar Mr. Gowrishankar</p> | <ul style="list-style-type: none">• To look into the complaints lodged by any student, and judge its merit.• The Grievance cell is also empowered to look into matters of harassment.• The cases will be attended promptly on receipt of written grievances from the students.• 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 cell formally will review all cases and will prepare statistical reports about the number of cases received.• The cell will give report to the authority about the cases attended and the number of pending cases if any, which require direction and guidance from the higher authorities. |

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| Anti-Ragging Committee | <p>Chairperson : Dr. K. Sridharan Principal / Jkkmet</p> <p>Inspector of Police Mr. M. Nepolean, Bungalowpudur.</p> <p>Revenue / Taluk /Officers Mrs. K. Prabha, T.N. Palayam.</p> <p>Members : Mr. C. Murugesan, HoD/ECE Dr. C. Saravanan, HoD/EEE Mr. N. Satyabalaji, HoD/CSE Er.E.R.Vadivel, HoD/MBA Dr. N. Sankar HoD/MECH Er. M. Mahesh, HoD/AUTO Mrs.V. Mohanapriya, HoD/CIVIL</p> | <ul style="list-style-type: none">• Implementation of Anti ragging measures will help the student's members to become ragging free campus.• To offer services of counseling and create awareness to the students• To oversee the procedure of obtaining under taking from the students in accordance with the provisions.• To follow the directions of the Honorable Supreme Court and be vigilant on acts accounting to ragging.• To provide students the information pertaining to contact address and telephone no's of persons identified to receive complaints. |
| Time Table Committee | <p>Coordinator Mr.M.Ponnusa my, HoD/S&H</p> <p>Members Ms. D. Nivethini AP / CSE Mrs. R. Shanthi AP/Maths</p> | <ul style="list-style-type: none">• To finalize the number of sections Branch wise sections.• To finalize the laboratories as per current syllabi. Consider for the whole year, this will result in more than one semester duration and also overlap for various years of B. Tech and MCA.• To finalize the time table for labs/drawing/workshop, i.e. all those which require duration of three hours/three periods at a |


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| | <p>Mr.A. Vigneshkumar AP /EEE</p> <p>Mrs. R.Kokila AP /ECE</p> <p>Ms.V.Sathiyapri ya AP / Civil</p> <p>Mr. P. Eswaran AP /Mechanical.</p> <p>Mr. K.S. Ramesh AP /Automobile.</p> | <p>stretch .Make sure that same labs or not put continuously i.e. at least some theory is covered between two consecutive labs and also on one day there should not be two of labs/drawing/workshop or combination.</p> <ul style="list-style-type: none">• To depute a representative from each department who should be available with the list of subjects, faculty for the subjects, along with the existing load of faculty and their preferences (like inabilities for some medical reasons etc.)• Time Table should be finalized giving preference to HOD, senior faculty and to faculty who take multiple sections like Basic Sciences and Management subjects.• Always arrange classes diagonally so that time of the day is evenly distributed, some in the beginning of the day, some in the middle and some at the end of the day.• Wherever possible give at least one day as free day to the entire faculty. |
| Placement and Training cell | <p>Placement Director Dr. K. Sridharan</p> <p>Department coordinators Ms.M.Mohanambiga, AP/EEE</p> <p>Mrs. R.Kokila, AP/ECE</p> <p>Mr. V.P. Arulmurugan, AP/MECH.</p> <p>Mr. Ruthishkumar, AP/CIVIL</p> <p>Mr. R.Prasanth AP/MBA</p> | <ul style="list-style-type: none">• To motivate the students to develop technical knowledge through technical oriented programs.• Developing the soft skills of the students to meet the industry recruitment process.• Guiding them to attend competitive exams such as CAT, GATE, TOFEL, GRE, IES, UPSC, TNPSC etc, for pursuing higher studies.• Encouraging the students to attend off campus interview conducted by the top companies.• Aiming to place the maximum number of students through campus interview in the leading MNC`s. |

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| Examination Cell | <p>Chief Superintendent Dr. K. Sridharan Principal</p> <p>Exam Cell Coordinator Dr. S.B. Manojkumar, AP/CSE Mrs. R. Padmini, Exam Cell Asst.</p> <p>Department Coordinators Mrs.M.Senba gam AP / S&H Mr. M. Sivakumar AP/Mechanical Mr. K.S. Ramesh AP/Automobile Mr. G. Palanisamy AP / EEE Mrs. N. Gomathi AP/ ECE Mr. G. Ruthishkumar AP / Civil Mrs.V. Nirosha, AP/CSE</p> | <ul style="list-style-type: none">• Conducting of all examinations is the prime responsibilities of the Examination cell.• To prepare internal and Lab exam schedules.• To ensure that internal papers as per the norms are in sufficient copies as per the strength of the class along with attendance sheets should reach the departments before exam due date.• To ensure proper conduct of the examination.• To preserve the Question papers of Mid exams and End exams for future review.• To preserve the evaluated Mid exams and Lab answer sheets, End exam answer sheets branch wise, year wise for a period of one academic year and have them destroyed after the due date as per norms .• Any change in schedule due to valid but unavoidable reason duly approved by the Principal should accordingly be made and communicated to students through departments |
| Women Empowerment Cell / Anti-Sexual Harassment committee | <p>Convener : Mrs. V.Mohanapriya HoD/Civil</p> <p>Members Mrs. U.Sasikala AP/ ECE Mrs.R.Dhivya AP/EEE Mrs..M.Nirosha</p> | <ul style="list-style-type: none">• Creating awareness for the rights and duties of the women students and faculty.• Encouraging the students to participate actively in the events and competition organized by the cell.• To interact among the girls students regularly to find out the problems and reasons with them.• To promote a culture of respect and equality for female gender.• To create a conducive counseling environment for |

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

Accredited by NAAC with "A" grade



T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506

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| | AP/CSE Ms.V.Sathiyapriya AP/Civil Mrs.M.Kavitha, AP/S&H Mrs.M.Savithiri, AP/IT | female gender to share their problems. <ul style="list-style-type: none">• Inviting experts and daughters to address women related issues.• Conducting various women enrichment programmes to the students.• Conducting awareness programmes to prevent the activities of sexual harassment. |
| Alumni Association | Coordinator : Mr. C. Murugesan Professor & Head, Department of ECE Members: Mr. G. Palanisamy, President Mr.R. Pradeeban, Vice President Ms. V. Deepa Secretary Mr. K. Jeganathan, Treasurer Ms. E. Divya, Member Ms. A. Monika, Member | <ul style="list-style-type: none">• Forming a network of former graduates who will, in-turn help to raise the profile of the university.• Play an active role in voluntary programs like mentoring students in their areas of expertise.• Providing an opportunity for all the alumni re-unite every year.• Supporting the students in the area of training internship.• Provides an opportunity to share their experiences, knowledge and innovative ideas through alumni lectures series.• Providing career guidance job opportunities, Industrial visits and projects.• Every department are supposed to attend the coordination contact activity with alumni through the appointed students. |
| Youth Red Cross Club | Coordinator Mr. A. Vigneshkumar AP / EEE Mr. G. Ramachandran, | <ul style="list-style-type: none">• Encourage the volunteers to participate in all social services.• Organizing camps to conduct blood donation camps.• Organizing camps to conduct eye camps.• To foster better friendly relationship with all |

Principal

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| | AP /EEE | volunteers without any discrimination. <ul style="list-style-type: none">To enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth. |
| NSS Club | Coordinator Mr. A.Vigneshkumar, AP /EEE Mr. S.Tamilarasu, AP /EEE | <ul style="list-style-type: none">Developing the student's personality through community service.To interact awareness of social problems by the students.Coordinating with large participation of students every year.Organizing camps and conducting various social service activities.Need to protect the environment and weaker section of the society for their upliftment.Working for a campus community (Villages) Linkages.Conducting orientation programmes and refresher courses. |
| Red Ribbon Club | Coordinator Mr. G. Palanisamy AP / EEE Mr. S.Umesh, AP /EEE | <ul style="list-style-type: none">Encourage the volunteers to participate in all social services.Organizing camps to conduct blood donation camps.Organizing camps to conduct AIDS awareness camps.To foster better friendly relationship with all volunteers without any discrimination.Organizing camps to conduct ortho camps. |
| Professional Society Chapter / Department Associations | Department Members: Dr. C. Murugesan, HoD /ECE Mr. G.Ramachandran AP /EEE Mr.M. Senthilkumar, | <ul style="list-style-type: none">Updating the professional skills of students.Organizing technical events, Competitions and Preparation of project proposals.Arranging industrial visits and technical training.Facilitate to get scholarship and grants.Conduct department events and competitions. |

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| | AP/MCA Mr. G. Karthikeyan, AP/ CSE Mr. P. Arulmurugan, AP/Mech Mr. K. Kathiresan, AP/Civil | |
| Library Committee | Librarian : Mr.N. Sundareswaran Asst. Librarian: Mr.A. Ramkumar Convener : Mrs. V. Mohanapriya, HoD/Civil. Members : Mrs. P. Reena AP / Civil Mr. T. Thambiran AsP /EEE Mrs.P.Nirosha AP/CSE | <ul style="list-style-type: none">• The Library Committee is responsible for advising, developing and monitoring policies on information storage and retrieval and other library issues within the Institute.• The committee provides an opportunity to share in policy-making decisions and to make suggestions for improvements in service provision.• Scrutinize policies proposed by the Library for their implications for teaching and research in the Faculty of Engineering, business administration, science and other disciplines of the Institute.• After assessing the needs, necessary measures are taken to update the collection and the library is made user-oriented and user-friendly in its functioning.• Feedback collected from the staff and students based on requirement of books and journals are analyzed by the library committee and necessary measures are taken immediately.• To look into day to day problems of the Library clientele, Library staffs send recommendations to the board for the desired decision.• To maintain liaison between Central Library and various academic departments for the provision of networking of Departmental libraries with the Central Library. |

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| <p>Institute Innovation Council (IIC) under MHRD</p> | <p>President Mr. K. Sriram, AP/Mechanical Convener and Innovation Activity Coordinator Mrs. U. Sasikala, AP/ECE Start-up Activity Coordinator Mrs. V. Mohanapriya AP/Civil Internship Coordinator Mr. Ganeshkumar, AP/Automobile Activity Coordinator Mr. Sivakumar, AP/MBA. Social Media Coordinator Dr. S.B. Manooj kumar, AP/CSE.</p> | <ul style="list-style-type: none">• To establish collaboration with other universities, public and private sectors and identify PDP related areas.• To organize regular trainings for the students to get a wholesome personality to commensurate with market needs.• Guides the students to be better and more skillful in their personal as well as professional approaches.• Explore the dimensions of student's personality and create customized paths for themselves by self-effort.• Encourage the students to have logical interaction with people around them.• To identify training agencies and arrange quality training programs for self-improvement of the students. |
| <p>SC/ST Committee</p> | <p>Chair Person Dr. K. Sridharan Relational Officer Mr.E.Mathivanan (AP/S&H) Members Mr.G.RuthishKumar M.E., (AP / Civil) Mr.A.P.TamilSelvan AP/CSE Dy. Warden</p> | <ul style="list-style-type: none">• To circulate State/Central GO's Circulars from time to time and to collect information regarding course wise admissions of the candidates pertaining to SC/ST in the college on annual basis.• SC/ST cell is expected to look after Grievances of Students & Staff and provide necessary help after consultation with the competent authority.• To conduct remedial coaching classes, life skills, personality development, writing assignments, and making presentations. |


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| | <p>(Boys) : Mr.Prasanth, AP/MBA Dy.Warden (Girls) : S. Maya, AP/MBA Student members Bambavasan, IV Cse Chandraprasath, IV Cse Manila, IV IT Swetha ,IV IT Karthi ,IV EEE Sakthisivan, IV ECE</p> | <ul style="list-style-type: none">• To organize Interactive sessions, informal meetings with students to address their Personal & Social problems.• Committee often meets the students and faculties belong to SC/ST communities, to understand their problem and take necessary action and render them necessary advice / help to resolve the matter.• Creating awareness among the SC/ST students regarding the various Government and Non-Government scholarship schemes.• Counseling the students to help them overcome inferiority complex related to interaction with fellow students and personal grooming, etc.• The Committee meets at least two times in a year.• The Committee functions under the Chairmanship of the Principal.• The Liaison Officer, on behalf of the Cell will facilitate the overall welfare of the SC/ST Students and Staff as per AICTE guidelines. |
| Hostel Welfare Committee | <p>Chair Person : Dr. K. Sridharan Principal</p> <p>Asst. Warden (Boys) : Mr. R. Prasanth, AP/MBA.</p> <p>Dy.Warden (Girls) : S. Maya AP/MBA</p> | <ul style="list-style-type: none">• To look after the overall working of the mess.• To monitor the quality and quantity of raw materials and food and pass bills for early payment.• To prepare weekly menu within a reasonable budget in consultation with hostels intimates.• To monitor attendance and discipline among mess workers.• Any other duty assigned by the Chief Warden / Mess Council.• Students shall have to take their meals in the Dining Hall and in no case meals will be served in their rooms.• In case of illness, sick diet will be provided to the members under advice of the Institute Medical |


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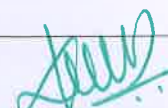
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| | | Officer and may be served in the room. |
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| Class Committee | <p>Convener : Mr. C. Murugesan, HoD/ECE Dr. C. Saravanan, HoD/EEE Mr. N. Sathiyabalaji, HoD/CSE Mr. V. Mahesh, HoD/Auto Mr. V. Mohanapriya, HoD/Civil</p> <p>Chairperson Class advisor of that class</p> <p>Members Faculties handling the class. Student representatives.</p> | <ul style="list-style-type: none">• To ensure maintenance of student list and their databases• To maintain an up-to-date attendance of the class• Ensure that the next day attendance sheet of class is generated• Ensure that the sheet is handed over to class representative before the classes get commenced on that day.• Problems regarding the class room (or) with the teaching aids should be monitored• To check the difficulties of student regarding subject (or) faculty (or) both, and the same should be assisted by periodic meetings with the students.• To collect & maintain the student feedback of teachers. |
| Eco & Nature Club | <p>Chairperson: Dr. K. Sridharan Principal.</p> <p>Convener: Mrs. P.Reena AP/ Civil Mr. T.R. Palanisamy Administrative Officer</p> <p>Members: Mr. M. Ravikumar, Estate Officer Mr. S. Gowrishankar, Office Superintendent</p> <p>Gardener: Mr. R. Rajamanickam</p> | <ul style="list-style-type: none">• Inspection and monitoring the cleanliness of hostels, academic block, dining hall etc. of the campus and its surrounding areas.• To have a regular check on the health and hygiene of the students.• To organize cleanliness programs in our college.• To ensure proper waste management in college campus.• To ensure pure drinking water for staff and students.• Recommendation for plantation in college campus where it is necessary through our NSS. |


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| Sports/ Fine-Arts Club | <p>Sports Mr. R. Murugesan Director of Physical Education</p> <p>Fine-Arts Ms. S. Samyuktha AP/Mathematics</p> | <ul style="list-style-type: none">• To develop and demonstrate skills in critical and analytical thinking through effective speaking, writing, and performing on topics in the fine arts.• To create, perform, and experience work in a variety of art forms with a high level of comprehension and appreciation.• To bring the latent talents of the students to lime – light.• To develop healthy environment for conducting various sports and games in the college premises.• Make the students to actively participate in intra and inter college level sports and games competitions.• To develop the spirit of sportsmanship among students.• To make the students aware about the benefits of physical exercise to maintain a good physical and mental health.• To device and implement a mechanism for liaison with the government agencies for grants in sports/gymnasium etc. |
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PRINCIPAL

Principal
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