

General rules for conducting committee meetings

- All the meetings should be conducted with a circular mentioning the agenda, time and venue. The attendance of the participants (with member's signatures) should be registered.
- The member secretary should arrange the meetings in consultation with the chairperson , record the minutes of meeting(MOM) and circulate a copy of MOM to appropriate authorities after duly signed by the members
- Action taken report (ATR) of the previous meeting should be discussed as the first agenda of the subsequent meetings.
- Meetings should be arranged without affecting teaching hours of the members.
- All the members are expected to attend the meeting
- Meetings should not be conducted if the number of members is less than 70%
- The members should inform the respective HODs / Unit heads / class in-charges, as applicable before attending the meeting.
- A minimum of two meetings should be conducted in each semester. However the number of meetings to be conducted will be decided by the chairperson of the committee.
- The member secretary should maintain a file for submission and verification.
- The member secretary should hand over the file to the Head of the institution on relieving from the committee for any reasons

STUDENT GRIEVANCE & REDRESSAL COMMITTEE(SGRC)

NAME	DESIGNATION	POSITION
Dr.Beula Shanthi John	HOD – S&H	Chairperson
Mr. R. Sivagnanam	Chief Librarian	Member
Ms V Mythily	Assistant Professor-BME	Member
Ms.E Ishwarya	Assistant Professor-CE	Member
Ms C P Jetlin	Assistant Professor-CSE	Member
Dr G Merlin sheba	Professor - ECE	Member
Ms. S. Rudhra	Assistant Professor-EEE	Member
Ms.Christy Grace	Assistant Professor - IT	Member
Mr. R. Surendher	Assistant Professor-MBA	Member
Ms.P. Mythily	Housekeeping Staff	Member
MsK Vaisnavi	Assistant Professor – S & H (Eng)	Member-Secretary

FUNCTIONS

- To address the grievances registered in the college website and to solve them within a stipulated time limit
- To review all cases and prepare statistical reports about the number of cases received in each semester, the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities
- To record all the proceedings and action taken report for submission and verification.

INTERNAL COMPLAINT COMMITTEE (ICC)
(Comprises of two sub committees)

(i) PREVENTION OF SEXUAL HARASSMENT COMMITTEE

NAME	DESIGNATION	POSITION
Ms.S.Bhavanisankari	Associate Professor - ECE	Chair Person
Ms.S.Lavanya	Assistant Professor-BME	Member
Ms.V Vanitha	Assistant Professor-Civil	Member
Dr Divya	Associate Professor-CSE	Member
Ms.S.Rudhra	Assistant Professor-EEE	Member
Mr.Kumar proap gopal	Assistant Professor-IT	Member
Mr.R.Surendher	Assistant Professor - MBA	Member
Mr.B.Arul kumar	Assistant Professor – S&H	Member
Chriselda kiruppa.K	Student-BME	Member
Ms.Srinidhi bhuvaneshwari	Student-CE	Member
Mr.K.Sudharson	Student-CSE	Member
Mr.S.Ramesh	Student-ECE	Member
Mr.M.Sura Mayilvakanan	Student-EEE	Member
Ms. Lavanya.M	Student-IT	Member
Ms.H.K.Bhoomi	Student-MBA	Member
Ms.K.Raja Saranya	Assistant Professor - ECE	Member-Secretary

(ii)WOMEN CELL

NAME	DESIGNATION	POSITION
Ms.S.Bhavanisankari	Associate Professor - ECE	Chair Person
Ms.S.Lavanya	Assistant Professor-BME	Member
Ms.E Ishwarya	Assistant Professor-Civil	Member
Ms.P Mahalakshmi	Assistant Professor-CSE	Member
Ms.S.Rudhra	Assistant Professor-EEE	Member
Ms.K.Pushpavalli	Assistant Professor-IT	Member
Dr.S.Madhiyarsi	Assistant Professor - MBA	Member
Dr N Hema	Assistant Professor – S&H(Phy.)	Member
Chriselda Kiruppa.K	Student-BME	Member

Ms Srinidhi Bhuvaneshwari	Student-CE	Member
Ms. S. Bhagyalakshmi	Student-CSE	Member
Ms M Akshaya	Student-ECE	member
Ms. A. Abarna	Student-EEE	Member
Ms M Lavanya	Student-IT	Member
Ms P Kanishka	Student-MBA	Member
Ms.K.Raja Saranya	Assistant Professor - ECE	Member-Secretary

FUNCTIONS

- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution
- To develop norms and guidelines for policies against sexual harassment
- To ensure the implementation of the policies in letter and spirit through proper reporting of the complaints and their follow-up procedures
- To provide an environment which is free of gender-based discrimination
- To ensure equal access to all the facilities to women and participation in all the activities of the college
- To give a sense of security to all the women in the campus
- To promote awareness about sexual harassment in its various forms and to insist on reporting of any incident
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victims
- To organize workshops on the matters that affect women in general especially in the following areas: promoting gender equality in the campus; issues of women arising from societal concerns etc.
- To record all activities and update them from time to time for submission and verification

INTERNAL QUALITY ASSURANCE COMMITTEE

NAME	DESIGNATION	POSITION
Dr. N. John Jebarathinam	Dean - IQAC/AAA	Chairman
Dr. Ramesh S	Principal	Member
Dr. R.Ramakrishnan	Academician-Professor & COE i/c, Tamil Nadu Physical Education and Sports Training and Technology	Member
Mr.E.Karunanidhi	Industrialist	Member
Dr. P. Anuradha	Dean - Academics	Member
Dr Ramakrishnan	Professor - JCE	Member
Dr.V.Jamuna	Dean – Student Affairs	Member
Dr.P.Gnanasivam	Dean – Industry Relations & TBI	Member
Dr Arun	Dean – Research and Development	
Dr.K.Sundaramoorthy	Dean - Admissions & HOD – IT	Member
Dr.Sheeja V Francis	Dean – Augmentation &k HOD –ECE	Member
Dr. Balaraman	HOD incharge - CE	Member
Dr.J.Sofia Bobby	HOD-BME	Member
Dr. Maya Eaphen	HOD-CSE	Member
DrR Vanitha	HOD – Cyber Security	Member
Dr.S.Vinod	HOD - EEE	Member
Dr. S.Muthumani	HOD-MBA	Member
Dr.Beula Shanthi John	HOD – S&H	Member
Mr. D. Kangeyan	Administrative Officer	Member
Mr. R. Sivagnanam	Chief Librarian	Member
Mr.K Illayaperumal	Head – Placement and Training	Member
Dr.P.Natarajan	Director of Physical Education	Member
Mr B Arul kumar	NSS Coordinator	Member
Ms Baakiyalakshmi	Community Representative – Village Administrative Officer	Member

Ms. D Saranya	Student Representative	Member
Mr.Surikutchi Satya Srinivasulu	Parent	Member
Mr. S.Harish	Alumnus	Member
Mr. V. Sudhakar	Coordinator - AAA	Member
Dr. D. Parameswari	Associate Dean – AAA & HOD - AIML	Member- secretary

FUNCTIONS:

- To create and apply quality standards for various academic and administrative activities of the Institution
- To obtain feedback from students, parents and other stakeholders on quality-related Institutional processes
- To disseminate information on various quality parameters of higher education
- To organize inter and intra institutional workshops, seminars on quality-related themes and on promotion of quality circles
- To document the various programmes / activities that lead to quality enhancement
- To act as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- To participate in national and international ranking surveys and aim to win education excellence awards
- To prepare Annual Quality Assurance Reports (AQAR), AISHE, and NIRF as per the guidelines and parameters of NAAC
- To conduct Department-wise academic audit for the previous academic year and to elicit Action Taken Report (ATR) from the Departments
- To conduct Staff Development Programmes for the newly recruited faculties to give an exposure to them about the NBA / NAAC assessment requirements and methodologies

SC/ST STUDENT DEVELOPMENT COMMITTEE

NAME	DESIGNATION	POSITION
Dr. Ramesh S	Principal	Chairman
Dr.V.Jamuna	Dean Student Affairs	Member
Ms.S.Lavanya	Assistant Professor-BME	Member
Mr. R. Balaraman	HOD incharge-CE	Member
Ms.B Sindhuja	Assistant Professor-CSE	Member
Ms.S.Rudhra	Assistant Professor-EEE	Member
Ms.K.Pushpavalli	Assistant Professor-IT	Member
Ms.S.Sivakanni	Assistant Professor-MBA	Member
Ms.S.Sangeetha	Assistant Professor - S & H(Maths)	Member
Ms.S.Bhavanisankari	Associate Professor - ECE	Member-Secretary

FUNCTIONS

- To provide guidance and counselling to the SC/ ST students to manage their academic and personal issues efficiently
- To provide an environment where all such students feel safe and secure
- To review the performance of SC/ST students in assessment tests and take measures to arrange remedial classes for the academically weak SC/ST students.
- To make special efforts to groom these students for their placement, particularly in spoken English and group discussions
- To provide a mechanism to redress the grievance of the SC/ST students, if any
- To guide the SC/ST students to avail the benefits of the schemes offered by the Government of Tamil Nadu and the Government of India
- To prepare and maintain year-wise and gender-wise lists of SC/ST students and the related documents
- To record all the discussions and maintain minutes of meetings and action taken report for submission and verification.

ANTI RAGGING COMMITTEE & SQUAD

Teaching Staff		
NAME	DESIGNATION	POSITION
Dr. Ramesh S	Principal	Chairman
Dr. N. John Jebarathinam	Dean - IQAC / AAA	Member
Dr. P. Anuradha	Dean -Academics	Member
Dr.V.Jamuna	Dean - Student Affairs	Member
Dr.P.Gnanasivam	Dean - Industry Relations & TBI	Member
Dr.S Arun	Dean - Research	Member
Dr.Sheeja V Francis	Dean - Augmentation & HOD -ECE	Member
Dr.K.Sundaramoorthy	Dean Admissions & HOD - IT	Member
Dr. D. Parameswari	Associate Dean(AAA)& HOD(AIML)	Member
Dr.J.Sofia Bobby	HOD-BME	Member
Dr.Maya Ephen	HOD-CSE	Member
Dr.S.Vinod	HOD - EEE	Member
Dr R Vanitha	HOD – Cyber Security	Member
Dr.S.Muthumani	HOD – MBA	Member
Dr.Beula Shanthi John	HOD – S & H	Member
Mr. D. Kangeyan	Administrative Officer	Member
Mr. R. Sivagnanam	Chief Librarian	Member
Ms.S.Lavanya	Assistant Professor- BME	Member
Ms N Gayathri	Assistant Professor- CE	Member
Ms. Prabha Bhausahab Gadakh	Assistant Professor - CSE	Member
Ms.S.A.Saranya	Assistant Professor - ECE	Member
Ms.D.Usha	Assistant Professor – EEE	Member
Mr.Kumar Proap Gopal	Assistant Professor - IT	Member
Ms.S.Sivakani	Assistant Professor-MBA	Member
Mr. Ilayaperumal	Head – Placement and Training	Member
Dr.P.Natarajan	Director of Physical Education	Member
Mr.B.Arul Kumar	Assistant Professor – S & H	Member Secretary
Non - Teaching		
Mr. K P Kumar	Hostel Warden	Member
Mr. P. Ashok Kumar	Office- staff	Member
Mr.G.Dhamodharan	Lab Assistant-BME	Member
Mr.C.Sahaya Antony	Lab Assistant-CE	Member
Mr.B.Ravindran	System Admin - CSE	Member
Mr. S. Kamalakannan	Lab Assistant-ECE	Member
Mr.R.Venkatsan	Lab Assistant-EEE	Member
Mr. C. Gopinathan	Lab Assistant-IT	Member
Mr. T. S. Ramana	Lab Assistant – S&H	Member
Mr.D.Sathishkumar	Asst.P.Ed	Member

STUDENT WELFARE COMMITTEE

NAME	DESIGNATION	POSITION
Dr.V.Jamuna	Dean Students affairs	Chairperson
Ms. C.L. Annapoorani	Assistant Professor - BME	Member
Ms.E Iswarya	Assistant Professor - CE	Member
Ms.C.P.Jetlin	Assistant Professor - CSE	Member
Ms.T Tamilselvi	Associate Professor - ECE	Member
Ms.Christy Grace	Assistant Professor - IT	Member
Ms Prasanthi	Assistant Professor- AIML	Member
Ms Nithya	Assistant Professor – Cyber Security	Member
Mr. S. V. Praveen	Assistant Professor - MBA	Member
Dr.Sindhuja Elangovan	Assistant Professor - S & H (Phy.)	Member
Ms.S.Sivajothi Kavitha	Assistant Professor- EEE	Member-Secretary

FUNCTIONS:

- The members should coordinate with Dean student affairs for conducting meetings with class representatives of all classes of all departments at least once in a semester (preferably after the end of one month of each semester) and record the minutes of meetings and action taken report.
- To identify and solve the academic, psychological and social problems (if any) of students with the help of appropriate authorities.
- To receive feedback and recommendations from stakeholders regarding Transport Facility, Classroom Management, Provision of Drinking Water, Canteen Facility , Medical Care and other student utility facilities and submit them to the concerned authorities for follow up actions

ANTI DRUG COMMITTEE

NAME	DESIGNATION	POSITION
Dr. Ramesh S	Principal	Chairman
Mr.D.Kangeyan	Administrative Office	Member
Mr.R.Balaraman	HOD incharge – CE	Member
Ms.T.Tamilselvi	Associate Professor – ECE	Member
Mr.B.Arulkumar	Assistant Professor – S&H(Mech.)	Member
Mr.M.Manoj Kumar	Assistant Professor - MBA	Member
Mr.Rajesh	Canteen Incharge	Member
Mr.C. Balakrishnan	Security	Member
Mr.J.Jayachandran	Assistant Professor - S & H(Civil)	Member-Secretary

FUNCTIONS

- To form an Anti-Drug Squad at the Institute level and to carry out regular as well as surprise visits in Hostels and other places
- To organize various awareness programmes to educate the students about the evils of the drug usage and to brief them about the penalties for the violation of the laws related to it
- To display Anti-Drug posters at prominent places to spread awareness among the students
- To organize a session in the Student Induction Programme (SIP) against the possession and usage of drug / alcohol
- To recommend severe action if any student found guilty of using drug / alcohol

ACADEMIC COMMITTEE

NAME	DESIGNATION	POSITION
Dr.P.Anuradha	Dean - Academics	Chairperson
Ms..Annapoorani	Assistant Professor-BME	Member
Ms. V. Vanitha	Assistant Professor-CE	Member
Ms.H.Mercy	Associate Professor -CSE	Member
Ms.S.Rudhra	Assistant Professor-EEE	Member
Ms.K.Pushpavalli	Assistant Professor - IT	Member
Mr.R.Surender	Assistant Professor-MBA	Member
Mr.V.Sudhakar	Associate Professor –S&H(Maths)	Member
Dr. R. Vaidyanathan	Associate Professor –S&H(Chem.)	Member
Ms.S. Vinitha	Assistant Professor – AIML	Member
Ms. Sowmiya	Assistant Professor – Cyber Security	Member
Ms.G.T.Bharathy	Associate Professor – ECE	Member - Secretary

FUNCTIONS

- To prepare Semester-wise Academic Calendars with a stipulated number of working days to cover the syllabus of all subjects as per the curriculum.
- To incorporate the schedule of all activities of the respective departments in the academic calendar and circulate it to the students during the first week of the semester.
- To ensure that the dates given in the academic calendar are adhered to for conducting the activities in each Department
- To review the lesson plans of all the subjects for the concerned semester before the commencement of the semester
- To nominate subject coordinators for common subjects and periodically monitor the syllabus coverage in each class
- To monitor the conduct of Class Committee Meetings as per the schedule given in the Academic Calendar and collect the Minutes of Meeting and Action Taken Report for verification by appropriate authorities.
- To collect students' feedback twice a semester on the faculty performance related to the conduct and completion of theory and laboratory courses and to submit the reports to appropriate authorities for taking immediate remedial measures
- To oversee the internal assessments methods (like assessment tests, assignments etc.) and evaluation methods (of each component) for the award of Internal Assessment Marks for each course and ensure that all these details are well informed to students during the first class committee meeting.
- To facilitate the conduct of Board of studies meetings in each department and provide a common format for preparing agenda and minutes of meeting.
- To coordinate with Dean academics for the conduct of Academic Council Meetings as per the norms of Anna University and assist to prepare the minutes of meeting.
- To conduct Faculty Development Programmes on the application of modern teaching methodologies, preparation of e-content and implementation of evaluation strategies

AFFILIATION, APPROVAL AND ACCREDITATION (AAA) COMMITTEE

Name	Designation	Position
Dr.N.John Jebarathinam	Dean – IQAC/AAA	Chairperson
Dr.D.Parameswari	Associate Dean – AAA & HOD- AIML	Member
Ms.T.Tamilselvi	Associate professor - ECE	Member
Dr.M.S.Jeyalakshmi	Associate professor - IT	Member
Mr.J.Jayachandran	Assistant professor – S&H(Civil)	Member
Ms.B.Kanaga	Secretary cum Typist	Member
Mr.V.Sudhakar	Associate professor – S&H(Maths)	Member secretary

The AAA committee shall coordinate with the following activities of our college in consultation with the Management and Principal.

- AICTE approval
- AU affiliation
- IQAC - Quality policies & initiatives
- NBA, NAAC and other similar accreditation
- NIRF, ARIIA and other ranking/award initiatives
- AISHE and other similar surveys
- Policy framing and Implementation of periodic Academic Audits
- Policy framing and Implementation of periodic Administrative Audits
- Policy framing and Implementation of Green, Energy and Environment Audits
- Periodic Audits of all working committees of the college as laid down by the college calendar
- Feedback System (Students & Staff)
- Policy framing and Implementation of Faculty Appraisal
- Faculty Training programs (Induction, Middle & Senior level)
- Staff Development programs on Quality, OBE, Accreditation, Ranking etc
- Formulation and Revisiting of Statements of Vision, Mission, Quality Policy, Environmental Policy, HR Policy, Code of conduct for students and staff, Five year Strategic Plan etc as and when deemed necessary
- Faculty recruitment.

ALUMNI ASSOCIATION COMMITTEE

NAME	DESIGNATION	POSITION
Dr.V.Jamuna	Dean Students affairs	Chairperson
Mr.R.Balaraman	HOD Incharge - CE	Member
Ms.M Vanitha sheba	Assisstant Professor-CSE	Member
Ms.S.Bhavanisankari	Associate Professor – ECE	Member
Ms.S.Rudhra	Assistant Professor-EEE	Member
Ms.S Sathyeasree	Assistant Professor –IT	Member
Mr. S. V. Praveen	Assistant Professor-MBA	Member
Dr B Senthil	Associate Professor – S & H(Maths)	Member
Ms. S. Purnima	Assistant Professor-BME	Member Secretary

FUNCTIONS

- To provide a forum and platform to foster a sense of belongingness among the alumni, the present students and the staff
- To promote a spirit of loyalty among the alumni for encouraging them to work for the betterment of the college
- To invite the alumni to share their ideas and knowledge for curriculum development and suggest value added courses suitable for technological advancement
- To welcome voluntary donations from the Alumni for the Research and Development of the college, to get sponsorship for needy students of the college and to offer scholarships, prizes, stipends etc.
- To arrange guest lectures by Alumni to provide information to the present students on the employment opportunities available in various fields and to give them proper direction
- To celebrate Alumni Day every year to provide chances to meet the alumni of the various batches and to get familiarized with them
- To maintain record of all the meetings and action taken report for submission and verification.

AUGMENTATION CELL

NAME	DESIGNATION	POSITION
Dr. Sheeja V Francis	Dean Augmentation & HOD - ECE	Chairperson
Mr. N. Javed	Assistant Professor - CSE	Head (Higher Studies & Foreign Languages)
Dr. V. Jamuna	Dean Student Affairs	Member
Ms. C. L. Annapoorani	Assistant Professor - BME	Member
Ms C Needhu	Assistant Professor - CSE	Member
Ms V Vanitha	Assistant Professor - CE	Member
Ms S Sivajothi Kavitha	Assistant Professor - EEE	Member
Ms. K Pushpavalli	Assistant Professor - IT	Member
Ms S Vinitha	Assistant Professor - AIML	Member
Ms Sowmya	Assistant Professor – Cyber Security	Member
Ms. S. Sivakanni	Assistant Professor - MBA	Member
Ms E Anita Dolorosa	Assistant Professor – S & H	Member
Ms. R. Malathy	Assistant Professor - ECE	Member - Secretary

FUNCTIONS

- To disseminate information and facilitate faculty members/ students to take up online MOOC courses offered by NPTEL and SWAYAM
- To identify the latest and emerging technologies and take initiatives to introduce value added courses beyond the curriculum.
- To create awareness and arrange foreign language courses for students
- To conduct programmes for motivating students to go for higher education in India and abroad
- To conduct classes for GATE, IELTS and GRE
- To maintain and update the records at the Department and Institution levels for submission and verification

CAMPUS MAINTENANCE COMMITTEE

NAME	DESIGNATION	POSITION
Dr.S.Vinod	HOD - EEE	Chairmann
Dr R Kishor Kanna	Assistant Professor-BME	Member
Ms E Ishwarya	Assistant Professor-CE	Member
J Rajesh Pushba	Assistant Professor-CSE	Member
Ms.S A Saranya	Associate Professor - ECE	Member
Ms.S.Sivajothi Kavitha	Assistant Professor-EEE	Member
Mr.D.Sudhagar	Associate Professor - IT	Member
Dr.R.Madhiyarasi	Assistant Professor-MBA	Member
Mr.D.Kangeyan	Administrative Officer	Member
Mr Vignesh	Site engineer	Member
Dr.B.Senthil	Associate Professor – S & H(Maths)	Member Secretary

FUNCTIONS

Objective: To coordinate with the people responsible for the maintenance and monitoring of the work done within a given time frame

- To develop a system to register complaints by staff and students related to maintenance work to draw the immediate attention of the concerned maintenance staff
- To create a mechanism for resolving the complaints within a short period of time
- To provide suggestions for installing and maintaining fire extinguishers and CC cameras in appropriate places for creating a safe environment in the campus
- To prepare a work schedule for water tank cleaning, garbage disposal, pest control, landscaping and maintenance of lawns in the campus and to assess the progress of work done as per the schedule during the monthly meeting
- To conduct meeting for the college maintenance staff like ICT supervisors, Electricians, house-keeping supervisor and plumber and to provide necessary suggestions for efficient and timely completion of maintenance work
- To maintain and update a file containing the policy details of systems and procedures for maintaining and utilizing physical, academic and supporting facilities and annual expenditure incurred on maintenance of physical facilities and academic support facilities
- To create a mechanism for registering the grievances of maintenance staff and to solve their issues in a stipulated time period with a help of appropriate authorities
- To record all the discussions and maintain the minutes of meetings and action taken report for submission and verification.

CANTEEN COMMITTEE

NAME	Phone No.	DESIGNATION	POSITION
Mr.D.Sudhagar	9442606333	Associate Professor - IT	Chairman
Dr. V.Jamuna	9840996034	Dean – Student Affairs	Member
Mr. D.Kangeyan	9445488650	Administrative Officer	Member
Dr.P.Natarajan	9790648538	Director of Physical Education	Member
Dr.R.Balaraman	8012883113	Assistant Professor - CE	Member
Ms.K.Meena	7358683932	Lab Instructor - BME	Member
Mr.B.Ravindran	9944416630	System Admin – CSE	Member
Mr.A.Rajaboopathy	7598246515	Lab Instructor - ECE	Member
Mr.J.Arul Prakash	9840721704	Assistant Professor - EEE	Member
Mr.S.Praveen	9944113565	Assistant Professor - MBA	Member
Mr.Muthu Neelakandan	9865674958	Assistant Professor - S&H	Member
		Canteen In-charge	Member
		Canteen In-charge	Member
Mr.Haumrish Suresh	9940534223	Student – AI&ML/I Year	Member
Mr.N.Sunil	9840117192	Student – ECE/II Year	Member
Ms.E.Nivethitha	9345318109	Student – BME/III Year	Member
Mr.A.Poovarasana	7305924940	Student – EEE/III Year	Member
Ms.M.Dharshini	9025937200	Student – IT/III Year	Member
Ms.N.Keerthana	8939316597	Student – CSE/IV Year	Member
Mr.K.Ilayaperumal	7338881433	Placement T&P	Member-Secretary

FUNCTIONS

- To suggest a variety of food items, snacks and soft drinks to be made available in the canteen at different time intervals based on the feedback from students
- To maintain and control the quality of food supplied in the canteen
- To give suggestions to modernize the canteen equipment and cooking procedures to reduce the carbon footprint and monitor the usage of composting unit for kitchen waste disposal
- To give suggestions to fix the rates of the items served in the Canteen and to maintain cleanliness in the Canteen.
- To conduct periodic meetings and to circulate the minutes of meeting to the Principal, Deans and HoDs.

DISCIPLINARY COMMITTEE

NAME	DESIGNATION	POSITION
Dr.P.Natarajan	Director of Physical Education	Chairman
Mr.D.Kangeyan	Administrative Office	Member
Dr. P. Anuradha	Dean –Academics	Member
Dr.V.Jamuna	Dean - Student Affairs	Member
Dr.Balaraman	HOD incharge – CE	Member
Dr.Sheeja V Francis	Dean Augmentation & HOD-ECE	Member
Dr.K.Sundaramoorthy	Dean Admissions & HOD – IT	Member
Dr.J.Sofia Bobby	HOD-BME	Member
Dr.Maya Eaphen	HOD-CSE	Member
Dr D Parameswari	Associate Dean – AAA & HOD - AIML	Member
Dr R Vanitha	HOD – Cyber Security	Member
Dr.S.Muthumani	HOD – MBA	Member
Dr.Beula Shanthi John	HOD – S&H	Member
Dr R Kishore Kanna	Assistant Professor-BME	Member
Mr. V Vanitha	Assistant Professor-CE	Member
Dr.T.Dhanalakshmi	Assistant Professor-CSE	Member
Mr.N.Kanniyappan	Assistant Professor – ECE	Member
Ms.S.Rudhra	Assistant Professor – EEE	Member
Mr.K.Arun Prasad	Assistant Professor – IT	Member
Mr. M. Manoj Kumar	Assistant Professor-MBA	Member
Mr.B Senthil	Associate Professor – S & H(Maths)	Member
Dr R Vaidhyanathan	Associate Professor – S&H (Chemistry)	Member
Dr.S.Vinod	HOD – EEE	Member Secretary

Objective:

- To frame rules and regulations to maintain discipline in the college premises
- To impose and maintain strict discipline within the college campus
- To ensure a calm and congenial academic atmosphere in the campus
- To assist the College Anti-Ragging Committee in preventing ragging in the College.

Disciplinary committee members should ensure the following:

- To ensure that all the students wear their ID Cards and follow the dress code inside the campus and their respective class rooms
- To monitor the movement of the students in the campus and prevent students from loitering in the corridors during the working hours
- To ensure that all the students attend classes without skipping any class and prevent them from leaving the campus early and to note that no student can leave the college early without prior permission from the concerned authorities
- To exercise strict discipline in the college canteen and other common places inside the campus during the college working hours
- To take disciplinary actions against the students who cause damages to the college property individually or as groups by imposing fine to recover the cost of the same.
- If any student is found guilty of unpardonable misconduct, the Disciplinary Committee has the right to call his / her parents and to impose sanctions ranging from probation to suspension or expulsion.
- To maintain the record of meetings conducted and disciplinary measures taken.

ENTERPRENEURSHIP DEVELOPMENT COMMITTEE

NAME	DESIGNATION	POSITION
Dr.S.Muthumani	HOD - MBA	Chairman
Mr.K Ilayaperumal	Head –Placement and Training	Member
Ms.S Lavanya	Assistant Professor-BME	Member
Ms V Vanitha	Assistant Professor-CE	Member
Ms.S.DeviPriya	Assistant Professor-CSE	Member
Ms.K.RajaSaranya	Assistant Professor - ECE	Member
Mr J Arul prakash	Assistant Professor-EEE	Member
Mr.D.Sudhagar	Associate Professor - IT	Member
Ms.E.Anita Dolorosa	Assistant Professor - S & H(Maths)	Member
Mr. M. Manoj Kumar	Assistant Professor-MBA	Member-Secretary

FUNCTIONS

- To create and sustain the entrepreneurial culture in the college
- To organize lectures, workshops and seminars by renowned personalities from different domains of expertise round-the-year in order to create an awareness and to sharpen the business acumen of students and aspiring entrepreneurs
- To mentor students at an early stage by giving proper direction and necessary exposure to convert their technical ideas / projects into viable business plans
- To organize Business Plan Competitions and arrange students-to-entrepreneurs "face to face" programme
- To coordinate with Industry–Institute Interaction Committee for organizing in-house student projects exhibition annually .
- To invite speakers from Financial and Venture Capital institutions to enlighten students on schemes and assistance available to undertake new ventures
- To coordinate with Women Empowerment Cell for promoting Women Entrepreneurship
- To encourage students to utilise the facilities available in Incubator Cell for the development of new products and plan for intellectual property ventures (like patents, design rights and copy rights)
- To coordinate with Alumni Association Committee and establish strong relationship with alumni for a long standing growth of EDC

ENVIRONMENT AND ENERGY AUDIT COMMITTEE

NAME	DESIGNATION	POSITION
Dr.N.John Jebarathinam	Dean – IQAC/ AAA	Chairman
Dr.S.Vinod	HOD - EEE	Member
Dr Balaraman	HOD incharge-CE	Member
Mr.S.Ganesh	Assistant Professor - S & H	Member
Mr.V.Ayya Lingaraja	System Admin - CSE	Member
Mr.J.Jayachandran	Assistant Professor - S & H	Member-Secretary

FUNCTIONS

- To take an initiative for plantation of more trees of different varieties in the college campus for protecting the environment
- To coordinate with NSS unit of the college to create environmental awareness among students and also for plantation of trees inside and outside the campus
- To make suggestions and to implement effective solid and waste water management practices in the campus.
- To install and maintain water conservation practices
- To facilitate the use of alternate sources of energy such as solar and wind
- To conduct the following Audits at a regular period of time.
 - Water Audit
 - Energy Audit
 - Waste Management Audit
 - Green Audit
- To make our campus plastic-free and eco-friendly by taking corrective measure towards achieving it
- To conserve and periodically evaluate the green cover
- To recommend measures for the implementation of a paperless official system

EXAMINATION COMMITTEE

NAME	DESIGNATION	POSITION
Dr.S.Ramakrishnan	Professor - EEE	Chairman
Ms.C.L.Annapoorani	Assistant Professor-BME	Member
Dr R Balaraman	HOD incharge-CE	Member
Ms. M. Vanitha Sheba	Assistant Professor-CSE	Member
Ms.S Lavanya Devi	Assistant Professor - ECE	Member
Ms.D.Usha	Assistant Professor - EEE	Member
Ms K Pushpavalli	Assistant Professor-IT	Member
Ms Prasanthi	Assistant Professor AIML	Member
Ms Sowmya	Assistant Professor Cyper security	Member
Mr.S.V.Praveen	Assistant Professor-MBA	Member
Ms.A.Thilakavathy	Assistant Professor – S&H(Maths)	Member
Dr.V.J.Subashini	Additional Controller of Examinations	Member Secretary

FUNCTIONS

- To communicate all the Examination related notices received from the Controller of Examinations (COE) to students/ staff of the department
- To prepare circulars for students regarding the payment of Examination Fee mentioning the last date and method of fee payment in consultation with the HOD / COE
- To prepare time table for internal Assessment tests (IAT) as per the academic calendar, collect question papers, prepare invigilation duty chart, plan seating arrangements in Examination halls and to ensure the smooth conduct of Examinations
- To take necessary steps for the distribution of answer scripts along with the details of absentees to the concerned Course Instructors after the completion of the IATs
- To ensure that the consolidated mark statements of each IATs are prepared (in the prescribed format) and submitted to the HOD on or before the scheduled last date.
- To mobilize staff for invigilation / other examination related duties during the end Semester Examination period as per the chart issued by COE / HOD
- To prepare result Analyses of each IATs and end semester examinations in consultation with the HOD and submit the details to appropriate authorities for follow up action
- To maintain all records pertaining to examinations
- To address the grievances of the faculty, staff and students on the examination related issues.

EXTRA-CURRICULAR ACTIVITIES COMMITTEE

NAME	DESIGNATION	POSITION
Dr.V.Jamuna	Dean – Student Affairs	Chairman
Dr.J.Sofia Bobby	HOD - BME	Head
Ms E Ishwarya	Assistant Professor – CE	Member
Ms S Gayathri	Assistant Professor-CSE	Member
Ms.Rajasaranya	Assistant Professor-ECE	Member
Ms.S.Sivajothi Kavitha	Assistant Professor – EEE	Member
Ms.S.Satheasree	Assistant Professor - IT	Member
Mr. S. V. Praveen	Assistant Professor-MBA	Member
Dr.V R Padhmavathi	Assistant Professor – S & H (Maths.)	Member
Dr.P.Natarajan	Director of Physical Education	Member
Ms.C.L.Annapoorani	Assistant Professor - BME	Member-Secretary

FUNCTIONS

- To suggest and organize various cultural activities annually
- To schedule the events and to maximize the participation of students in all intra and inter collegiate cultural events in the College
- To select teams to represent our college in inter-collegiate events organized by other institutions
- To prepare the attendance details of the students exempted from attending classes for organizing and participating in various extracurricular events
- To prepare budget for the conduct of annual cultural meet and take measures to arrange judges for the events.
- To schedule all the related activities of cultural events without affecting the regular Class / Lab / Examination work
- To make necessary arrangements to monitor and maintain discipline among students during the conduct of events
- To maintain the records of all cultural events organized inside the college and the details of the students who participated events hosted by other colleges

HOSTEL COMMITTEE

NAME	DESIGNATION	POSITION
Dr. N. John Jebarathinam	Chief Warden/ Boys Hostel	Chairman
Dr. D. Parameswari	Chief Warden/ Girls Hostel	Co – Chairperson
Dr.V.Jamuna	Dean - Students affairs	Member
Mr. D. Kangeyan	Administrative Officer	Member
Ms.P Anitha	Asst. Warden / Girls Hostel	Member
Mr Vignesh	Site engineer	Member
S. Karthik	IV-CSE	Student Member
K Amuthan	III - CSE	Student Member
Kamalakaran	III - BME	Student Member
S Shanmugapriya	IV -ECE	Student Member
S Jamunarani	III-BME	Student Member
Kiran sankar	II-CSBS	Student Member
Mr K P Kumar	Warden / Boys Hostel	Member-Secretary

FUNCTIONS

- To supervise hostel mess and to ensure the supply of quality food and maintain hygiene standards
- To counsel the hostel inmates with behavior problems and monitor study schedules and maintain the discipline of the students
- To supervise all facilities / amenities, mechanism to receive complaints from students, and to redress their grievances
- To supervise and ensure proper and limited usage of electricity and water in the hostels
- To ensure that the leave register of the inmates is maintained
- To conduct surprise checking in coordination with Anti Drug Committee for any drug usage by students
- To supervise the overall management of the hostel, including framing rules for the hostels, allocation of rooms for students, hostel mess and recreational facilities
- To conduct periodic meetings, record all discussions and file action taken report for submission and verification

ICT COMMITTEE

NAME	DESIGNATION	POSITION
Dr.K.Sundaramoorthy	HOD - IT	Chairman
Dr R Kishore Kanna	Assistant Professor - BME	Member
Ms.E Iswarya	Assistant Professor – CIVIL	Member
Ms.Dhanalakshmi	Assistant Professor – CSE	Member
Ms.Lavanya Devi	Assistant Professor – ECE	Member
Ms.D.Usha	Assistant Professor – EEE	Member
Ms T Vinitha	Assistant Professor- AIML	Member
Ms Nithiya	Assistant Professor- Cyber Security	Member
Mr.R.Surendar	Assistant Professor – MBA	Member
Ms.Malarvizhi	Assistant Professor – S&H(Maths)	Member
Mr.K.Arun Prasad	Assistant Professor - IT	Member Secretary

FUNCTIONS

- To ensure that the college website is regularly updated, improved, and well maintained.
- To collect information about the latest events held in the institute, achievements etc and get them posted on the website.
- To update all communications, notices, announcements etc on a regular basis in the college website
- To remove obsolete information regularly from the website.
- To collect information about the latest events in the institute, achievements etc and get them posted on all the social media platforms.
- To enable the faculty members to be updated with ICT for new innovative teaching practice.

INDUSTRY- INSTITUTE- INTERACTION CELL

NAME	DESIGNATION	POSITION
Dr. P. Gnanasivam	Dean – Industry Relations & TBI	Chairman
Ms. S. Purnima	Assistant Professor-BME	Member
Ms V Vanitha	Assistant Professor – CE	Member
Mr Javed	Assistant Professor-CSE	Member
Mr.N.Kanniyappan	Assistant Professor - ECE	Member
Ms.J Arul Prakash	Assistant Professor - EEE	Member
Mr.D Sudhagar	Associate Professor - IT	Member
Mr.M.Manoj Kumar	Assistant Professor-MBA	Member
Mr.J.Jayachandran	Assistant Professor – S & H(Civil)	Member
Mr. K Ilayaperumal	Head-Placement and training	Member-Secretary

FUNCTIONS

- To take initiatives for organizing workshops, conferences and symposia jointly with industries
- To coordinate with curriculum development committee and BOS chairperson of all departments to facilitate industrial collaboration in the preparation of syllabus and curriculum design.
- To publicize the expertise and facilities available in our college to various industries to attract consultancy services
- To facilitate signing of Memorandums of Understanding with various industries at the institute / department level for the collaborative research work, for conducting value added / skill-based courses, for facilitating job opportunities and for arranging training programmes for faculty/ students, guest lectures, internships and industrial visits
- To periodically monitor the effective implementation of MOUs and to collect an annual report from appropriate authorities on the benefits of each MOU with respect to the development of students/ staff / institution. The annual reports are to be submitted to Dean(Industrial relations)/ Principal
- To coordinate with Research, Consultancy and Sponsored Project Committee to achieve the objectives and targets of consultancy work and the sponsored funded projects
- To coordinate with IIC cell to foster innovation among students/staff, to create awareness on the MSME business ideas and Smart India Hackathon competitions and to ensure the participation of students and staff
- To coordinate with Entrepreneur Development Committee for effective utilization of facilities available in the Incubator Cell for new product development
- To conduct programmes and activities to comply with the requirements of NBA, NAAC and to participate in college rankings
- To update and maintain the records at the Department and Institution levels for submission and verification

LIBRARY COMMITTEE

NAME	DESIGNATION	POSITION
Dr.Maya Eapen	Professor - IT	Chairperson
Ms.S.Nivetha	Assistant Professor-BME	Member
Ms. V Vanitha	Assistant Professor-CE	Member
Ms.M Ayswarya	Assistant Professor-CSE	Member
Ms.S.A.Saranya	Assistant Professor - ECE	Member
Ms.D.Usha	Assistant Professor – EEE	Member
Ms K ShanmugaPriya	Assistant Professor-IT	Member
Ms T Prasanthi	Assistant Professor- AIML	Member
Ms Nithya	Assistant Professor- Cyber Security	Member
Mr. R. Surendher	Assistant Professor-MBA	Member
Dr. V.R .Pathmavathi	Assistant Professor - S & H	Member
Ms.D.Kabini	Student - BME	Member
Mr.A.Arunkumar	Student - CIVIL	Member
Mr.T.Tamilarasan	Student - CSE	Member
Ms.P.Priyadharshini	Student - ECE	Member
Mr.A.Poovarasam	Student - EEE	Member
Ms D Kalaivani	Student - IT	Member
Ms.S.Indirakumari	Student - MBA	Member
Mr. R. Sivagnanam	Chief Librarian	Member – Secretary

FUNCTIONS

- To formulate policies and procedures for the efficient use of Library resources
- To adopt measures to enhance readership
- To work towards modernization and improvement of Library services
- To invite feedback on the function and service of Library from the users
- To assess the availability of the number of books and facilities such as internet and software as per the guidelines of AICTE
- To assist the chief librarian to find out and add more books with new titles and latest editions of books in consistent with the curriculum requirements
- To conduct periodic meeting and submit the minutes of meeting to the Principal, Deans and HoDs.
- To maintain all the proceedings for submission and verification

NEWSLETTER & CALENDAR COMMITTEE

NAME	DESIGNATION	POSITION
Dr.D.Charley Samuel	Professor - S & H (English)	Chairman
Ms.S.Lavanya	Assistant Professor - BME	Member
Ms.E Iswarya	Assistant Professor-CE	Member
Ms.Ayswarya	Assistant Professor-CSE	Member
Ms. S. Lavanya Devi	Assistant Professor - ECE	Member
Ms. S. Sivajothi Kavitha	Assistant Professor – EEE	Member
Ms Christy Grace	Assistant Professor-IT	Member
Ms S Vinitha	Assistant Professor- AIML	Member
Ms Sowmya	Assistant Professor- Cyber security	Member
Mr. R. Surendher	Assistant Professor-MBA	Member
Dr Agnes Nirmala J(Calender)	Assistant Professor S&H (English)	Member
Ms K Vaishnavi(News letter)	Assistant Professor S&H (English)	Member
Dr S.M. Sufic Varija	Assistant Professor - S & H(English)	Member– Secretary

FUNCTIONS

Objectives: To disseminate all significant activities, achievements, developments of the students, staff, Departments, and the Institution in the best possible way and to update them periodically

Newsletter

- To collect reports from the Departments and the Clubs of all the academic, co-curricular and extracurricular activities during every semester
- To conduct monthly meetings to consolidate all the details received and prepare rough drafts of newsletters
- To edit and proof-read printed newsletters
- To publish two issues: January to June and July to December in time
- To take necessary actions to circulate e-Newsletters to other institutions, Alumni and all social platforms

Magazine

- To provide a solid platform for the students and staff to give an expression to their literary and artistic talents through creative writing, drawing, photography and the like
- To encourage freedom of expression and provide a stage for exchange of thoughts and information
- To showcase students' creativity and their innovative ideas in the magazine
- To monitor the distribution of the magazine among the students, staff and all social media
- To publish the magazine once a year

Calendar

- To prepare College Calendar containing lists of committees and their functions, details of major activities, examination schedule, holiday details etc. in coordination with the appropriate authorities.

PLACEMENT COMMITTEE

NAME	DESIGNATION	POSITION
Mr. K Ilayaperumal	Head-Placement and Training	Chairman
Dr. V. Jamuna	Dean – Student Affairs	Member
Dr.P.Gnanasivam	Dean – Industry Relations & TBI	Member
Dr.Balram	Dean Research & HOD – CE	Member
Dr.Sheeja V Francis	Dean Augmentation &HOD-ECE	Member
Dr.K.Sundaramoorthy	Dean – Admissions & HOD-IT	Member
Dr.J.Sofia Bobby	HOD-BME	Member
Dr.Maya Eaphen	HOD-CSE	Member
Dr.S.Vinod	HOD - EEE	Member
Dr D Parameswari	HOD - AIML	Member
Dr R Vanitha	HOD – Cyber Security	Member
Dr.S.Muthumani	HOD-MBA	Member
Dr.Beula Shanthi John	HOD–S & H	Member
Ms. S. Purnima	Assistant Professor-BME	Member
Ms V Vanitha	Assistant Professor – CE	Member
Ms.S.DeviPriya	Assistant Professor-CSE	Member
Ms.S.A.Saranya	Assistant Professor - ECE	Member
Ms.D.Usha	Assistant Professor –EEE	Member
Mr.K.Arun Prasad	Assistant Professor-IT	Member
Mr. M. Manoj Kumar	Assistant Professor-MBA	Member
Ms S Mejalla	Assistant Trainer	Member - Secretary

FUNCTIONS

- To provide employment related information received from placement cell to students.
- To assist placement cell for arranging personality development programs to enhance the soft skills & Communications skills of the Students
- To help in arranging in-plant training and industrial visits during every academic year
- To Conduct Mock & Preparatory Tests to take up competitive examinations for Higher Studies or for Employment
- To assist placement cell for arranging ON / OFF campus interviews, during the Final Year of Study.
- To Maintain and regularly update the Database of Students
- To Collect feedback from employers where our students are placed
- To maintain the record of placements for submission and verification.

PROCTOR COMMITTEE

NAME	DESIGNATION	POSITION
Dr.R. Vaidyanathan	Proctor-in-Chief	Chairman
Ms.S.Nivetha	Assistant Professor - BME	Member
Ms.V Vanitha	Assistant Professor – CE	Member
Ms.C.P.Jetlin	Assistant Professor – CSE	Member
Ms.S Lavanya Devi	Associate Professor – ECE	Member
Ms.S.Sivajothi Kavitha	Assistant Professor-EEE	Member
Mr D Sudhakar	Associate Professor – IT	Member
Ms. Prasanthi	Assistant Professor - AIML	Member
Ms Nithya	Assistant Professor – Cyber security	Member
Dr.S.Madhiyarsi	Assistant Professor – MBA	Member
Mr.L.N.Narayanan	Assistant Professor – S&H(Maths)	Member-Secretary

FUNCTIONS

- To allocate students to each proctor (as per the advice of the HOD) and brief them about the functions and responsibilities of proctors
- To monitor the entry of Student-Parent / Guardian details in the Student's Academic Report (SAR) and ensure the regular updating of SAR by the proctors
- To ensure the recording of counseling / discussions held by proctors with students / parents (during each semester) in the respective Student's SAR..
- To ensure that the proctors are monitoring the attendance, dress code and behavioral patterns of the students under their proctorship on a daily basis.
- To conduct parent-teacher meeting twice a Semester and to collect feedback from parents and prepare the Action Taken Report based on the feedback.
- To arrange at least one special counseling session by a professional counselor in each Semester for the needy students
- To monitor and record students' improvement in their academics and behavior after the counseling by proctors / professional counselor
- To conduct Faculty Development Programme (at least one in a year) on the effective methods of mentoring students
- To maintain all the records and MOM for submission and verification.

PURCHASE COMMITTEE

NAME	DESIGNATION	POSITION
Dr.Maya Eaphen	HOD - CSE	Chairman
Mr.D.Kangeyan	Administrative Officer	Member
Ms.K.Lakshmi	Finance Officer	Member
Mr.I.Vincent Arputharaj	Stores In charge	Member
Ms.E Iswarya	Assistant Professor - CE	Member
Ms. K Shenbagavalli	Assistant Professor - CSE	Member
Ms.T Tamilselvi	Associate Professor - ECE	Member
Ms.Sivajothi Kavitha	Assistant Professor – EEE	Member
Ms.K.Shanmuga Priya	Assistant Professor - IT	Member
Dr.N Hema	Assistant Professor – S&H(Phy)	Member
Mr.S.V.Praveen	Assistant Professor - MBA	Member
Dr.M.S.Jeyalakshmi	Associate Professor - IT	Member Secretary

FUNCTIONS

- To prepare guidelines and devise general system for procurement of materials, equipments and items for the Institution
- To coordinate all the purchases by the Departments and ensure the procurement of required items as per the schedules approved.
- To scrutinize requisitions from the Departments for purchasing major pieces of equipment and decide upon the necessity of purchasing them
- To scrutinize the quotations and comparative statements prepared by the Departments to place orders
- To take measures to conduct periodical checking of stock book in each Laboratory and to conduct annual stock verification in coordination with appropriate authorities
- To conduct periodical meetings and record the discussions.

RESEARCH, CONSULTANCY AND FUNDED PROJECT COMMITTEE

NAME	DESIGNATION	POSITION
Dr.S Arun	Dean - Research	Chairperson
Dr.R.Anitha	Research Coordinator – Journals & Conference	Head
Dr.P.Anuradha	Dean - Academics	Member
Dr. N. John Jebarathinam	Dean – IQAC/AAA	Chairman
Dr.V.Jamuna	Dean - Student Affairs	Member
Dr.Sheeja V Francis	Dean - Augmentation & HOD-ECE	Member
Dr.K.Sundaramoorthy	Dean - Admissions & HOD- IT	Member
Dr D Parameswari	Associate Dean AAA & HOD AIML	Member
Dr. J. Sofia Bobby	HOD-BME	Member
Dr R Balaraman	HOD incharge - CE	Member
Dr. Maya Eaphen	HOD-CSE	Member
Dr R Vanitha	HOD- Cyber Security	Member
Dr.S.Vinod	HOD-EEE	Member
Dr.S.Muthumani	HOD-MBA	Member
Dr.Beula Shanthi John	HOD-S & H	Member
Dr.B.Anitha	Assistant Professor – S&H	Member-Secretary

FUNCTIONS:

- To disseminate information about the various research funding agencies to faculty and students
- To encourage faculty and students to participate and present papers in seminars, workshops and conferences
- To facilitate project guides and students to publish papers in indexed journals based on their project works and check the Department-wise lists of projects done and the numbers of papers published every year
- To promote interdisciplinary research projects and publications
- To conduct training Programmes for faculty members to write research papers, to prepare and submit project proposals to Funding Agencies and to publish patents
- To take initiatives for conducting National and International conferences
- To partner with industries and institutions (National and International) for collaborative research activities in coordination with the Industry-Institute Interaction Cell.
- To publicize the infrastructure available in various Departments and the areas of expertise for consultancy work
- To motivate faculty members to undertake consultancy work and to monitor the correlation between achievements and annual target
- To take initiatives to fulfill the requirements of NBA, NAAC and other accreditation agencies relating to research and consultancy activities and publication of papers and patents
- To update and maintain the records at the Department and Institution levels for submission and verification.

TRANSPORT COMMITTEE

NAME	DESIGNATION	POSITION
Mr. D. Kangeyan	Administrative Officer	Chairman
Ms.Lavanya	Assistant Professor-BME	Member
Mr.V Vanitha	Assistant Professor-CE	Member
Ms.Shenbagavalli	Assistant Professor-CSE	Member
Mr. N. Kanniyappan	Assistant Professor - ECE	Member
Mr J Arul Prakash	Assistant Professor-EEE	Member
Ms A.D.Seema	Assitant Professor -IT	Member
Dr.S.Madhiyarsi	Assistant Professor-MBA	Member
Mr.K.MuthuNeelakandan	Assistant Professor – S & H (Mechanical)	Member
Mr. S. Ganesh	Assistant Professor – S & H (Mechanical)	Member- Secretary

FUNCTIONS

- To ensure that the college buses reach the boarding points in time and reach the college at least 10 minutes before the commencement of first period.
- To ensure that the college buses leave the college in time and drop the students in their respective boarding points on the return journey
- To ensure that any change in bus route or timings particularly during end semester examinations period (or for any other reason) should be informed to students/ parents well in advance.
- To ensure that the drivers follow traffic rules and regulations, wear uniform while on duty and keep the buses in a good and fit condition
- To ensure that the drivers drive the buses so as to get maximum mileage and the same recorded in the log book
- To ensure that the drivers inform the Committee as and when repairs are required and to get proper prior permission for undertaking the repairs and enter the details of such repairs in the log books
- To ensure that the staff in charge of buses travel in the respective buses without fail to maintain discipline in the bus
- To ensure that the contact numbers are visibly displayed in the buses and to inform the parents through students/ proctors
- To brief the drivers frequently about their duties and also to ensure the proper maintenance of buses and monitor the behavior of the drivers and the students
- To provide a grievance and redressal mechanism for transport related issues.
- To ensure that the taxes and other payments in relation to buses are paid in time
- To maintain all records and action taken reports.