



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



FUNCTIONAL COMMITTEES

1. Academic Committee

S.No	Name	Designation	Category
1.	Dr.K.S.Srinivassan	Principal	President
2.	Dr.A.BalaKrishnan	Head – Academics	Convener
3.	Dr.I.Manju	Head – IQAC	Member
4.	Dr.G.Ramesh	Head – Administration	Member
5.	Mr.M.Suresh	Exam Cell	Member
6.	Mr.V.Vigneshwaran	Head – Placement	Member
7.	All HoDs		Member

Roles & Responsibilities

- Plan the academic calendar in consultation with all HOD's, Head Placement, COE, Research, Admission, Professional Society and IQAC.
- Organize subject allocation & time table meeting.
- Collect the question bank (minimum 10 Part A questions & 5 Part B questions for each unit), lesson plan, and notes for all 5 units, lab manual 15 days prior to semester starts.
- Class notes, records make available on day 1 to distribute to all the students & ensure it.
- Plan and conduct the internal assessment test in collaboration with Convener Exam cell.
- Plan and organize department meeting with Principal as per the schedule.
- Plan and monitor EPC.
- Monitor the syllabus completion.
- Motivate the potential students to participate in various competitions.
- Identify the slow learners and toppers class wise.
- Plan & Conduct the motivational program for slow learners & toppers in coordination with IQAC Co-ordinator.
- Motivate the faculty and students to enroll in at least one NPTEL/MOOC/SWAYAM course and get certification.
- Prof I/C for library – Develop the library activities.

2. IQAC Committee

S.No	Name	Designation	Composition as per NAAC Norms
1.	Dr. K.S. Srinivasan	Principal	Chairperson-HOI
2.	Mr. Mohamed Sathak	Director	Management
3.	Mr.A.Abdul Gafoor	Admission Officer	Administrative Officer
4.	Dr.G.Ramesh	Head – Administration	Faculty member
5.	Dr.A.Balakrishnan	Head- Academics	Faculty member
6.	Dr.A.Kamalaselvan	Head – TC	Faculty member
7.	Dr. J Jeha	HoD – EEE	Faculty member
8.	Mr.D.Weslin	Assistant Professor – IT	Faculty member
9.	Mr.M.Kamarajan	Assistant Professor ECE	Faculty member
10.	Mr.K.K. Vinothkumar	Assistant Professor – Mech	Faculty member
11.	Mr.C.Venkatesh	Assistant Professor EEE	Faculty member
12.	Mr. Veerakumar	Hathway Broadband	Alumni
13.	Mr.E.Mohamed Sathak	Project Engineer, Hitachi Energy Ltd. Chennai	Alumni
14.	Ms.K.Shahidha	IV Year /CSE	Student representative
15.	Mr.L.Chandrasekaran	Managing Director - Precision Instruments & Electronics Pvt. Ltd	Industrialist
16.	Dr.I.Manju	Professor – ECE	Head - IQAC

Roles & Responsibilities

- Creating the awareness program about IQAC & Accreditation process.
- Plan for NBA & NAAC for all departments.
- NIRF Ranking.
- AISHE data submission.
- CII, AICTE ranking.
- Other private body ranking.
- Organize IQAC audit as per norms.
- Collect & maintain the database of all the documents.
- Create awareness program about OBE to all the stake holders.
- Develop the process and standard formats for all the activity.
- Monitor all the labs for procurement of equipment, services, consumables requirement and readiness in all aspects.
- Standardize all the labs and made it available in working condition at all time.
- Closely monitor the Content delivery and lab track records.

3. Research & Development Cell

S.No	Name	Designation	Category
1.	Dr.K.S.Srinivasan	Principal	Convener
2.	Dr.B.Janarthanana	Prof/Mech	Head-Research
3.	All Hods		Member
4.	All Ph.D Qualified Faculty		Member

Roles & Responsibilities

Academic Research

1. All the faculties need to be motivated to pursue Ph.D.
2. Motivate all the faculty to publish at least 1 paper/Semester in the reputed Journal.
3. Involve all the students to publish at least 1 paper before completing their course.
4. Organizing the Seminar/Workshop to create awareness about IPR Patent Filing, Copyrights & Trade Marking.
5. File Patent, Copyright for students & faculty research work and innovative ideas.
6. Organize Ideathon Competition at College level & Inter college level.
7. Develop the department as Nodal Research Centers.
8. Collect & maintain the copy of papers published by faculty & students.
9. Organize the national & International Conference every year.
10. Involve in Students Project, reviews and identify the potential projects.
11. Organizing technology forum in every department once in a month.

Industrial Research

1. Identifying the suitable industry in coordination with Convener – COE & Placement to get research project / consultancy work.
2. At least 1 project/ department/ Semester need to identify.
3. Monitoring and review the projects for timely completion and submit the report.
4. Maintaining the necessary documents as a proof of work.

Funded Research

1. Getting DSIR-SIRO certification.
2. Creating the awareness among the faculty about various funding schemes.
3. Submit the proposal to organize the Workshop/ Seminar/ FDP and conferences in coordination with Convener – COE.

4. Training and Placement Committee

S.No	Name of the staff	Designation	Category
1.	Mr.V.Vigneshwaran	AP/Mech	Placement Officer
2.	Mr.L.Tharanikumar	AP/Mech	Assistant Placement Officer
3.	Mr.P.Gopisivaraman	AP / ECE	Member
4.	Mr.S.V.Vinodh	AP/EEE	Member
5.	Dr.K.V.Reshmi	AP/English	Member
6.	Mrs.D.Vimala	AP/Maths	Member
7.	Mr.J.H.Hammer Shield	AP/CSE	Member
8.	Mr.Lokesh	III/Civil	Student Member
9.	Ms.Divya Sri S	III/EEE	Student Member
10	Mr.Umar Jaffar Ali	III/Mech	Student Member
11	Mr.Bhasharathulla	III/ECE	Student Member
12	Mr.Vineeth	III/IT	Student Member
13	Mr.Shanawas	III/CSE	Student Member

Roles and Responsibilities:

- To review and suggest the methods to improve the Placement activities.
- To review and suggest the training requirement to meet the industrial requirement (Soft skill, Technical and Value added courses)
- To review and Approve the curriculum, syllabus and course content of the various training courses
- To review the industrial tips, Mou`s and consultancy works and suggestion for improvement
- Identify the skill development activity required and suggest to train the students in the domain
- To review suggest the methods and organize the programs to improve the Higher education

5. Technology Centre & Online Courses Committee

S.No	Name	Department	Designation
1.	Mr.A.Kamalaselvan	AP/EEE	Convener
2.	Dr.Eliss Yogesh	AP/Civil	Member
3.	Mr.C.Venkatesh	AP/EEE	Member
4.	Mr.M.Ashok Kumar	AP/ECE	Member
5.	Mr.S.R.Mohan	AP/Mech	Member
6.	Mr.C.Navaneetha Krishnan	AP/Civil	Member
7.	Mrs.S.Viswaja	AP/IT	Member
8.	Dr.B.Devibala	AP/Chemistry	Member
9.	Mr.M.Rajasekar	AP/CSE	Member
10.	Mr.D.Sakthivel	AP/Member	Member
11.	Mrs.P.Anusuya	AP/EEE	Member

Roles & Responsibilities

- Establish and maintain the facilities of Technology Center in the latest cutting technology.
- Developing the curriculum for various Technology Center courses.
- Identifying the certification body for Assessing the Technology Center courses and issue the certification.
- Formulating Advisory committee with industrial expert and certification body members to approve the syllabus, course content & delivery methods. (At least Conduct the advisory committee meeting once in a year)
- Monitoring the delivery of Technology Centre classes and conducting certifying exam as per schedule.
- Identifying the suitable industry and make them to utilize the Technology Center facility in terms of training, consultancy work, projects etc.
- Branding of Technology Center's through social media, posters and brochures.
- Identifying the suitable persons as Coordinators, train them and motivate them to get certification to train the students.
- Planning and conducting of Seminars/ Workshops/ FDPs/ Competition for other college students & faculty. (Minimum one per Technology Center per semester)
- Coordinate & Conduct awareness Camps/ Programs for school students as admission promotions.
- Plan and implement the Placement training required for all the students (Technical, Soft skill, Mock test, Mock Interview and GD etc)

- Identifying the suitable vendor for the above said training/ identifying suitable staff internally to train the students.
- Plan the training schedule/ calendar & Technology Center schedule/ calendar for all the courses and students.
- Organizing the inter college competition whenever possible.
- Arrange the Industrial training for all the faculty members (Minimum 5days/semester).
- Organize the Assessment test for all the students.
- Create awareness among faculty and students about online certification courses (NPTEL / SWAYAM / MOOC / COURSE ERA / UDEMY etc) and its significance.
- Motivate the faculty & students and monitor to complete atleast one course per semester.
- Motivate the students to undergo the training at Spoken Tutorial initiative of IIT Bombay and get acquaint with latest cutting edge technology in all the branches.
- Plan and Organize online training program through our technology centers / Quiz for outside students.

6.Exam Cell

S.No	Name	Dept	Designation
1	Mr.M.Suresh	AP/Mech	Convener
2	Mr.J.Rajesh	AP/Mech	Member
3	Mr.M.Kamarajan	AP/ECE	Member

Roles & Responsibilities

- Liaison between university and college and sort out the issues if any for the students and faculty.
- Conduct the university theory& practical exam as per the schedule.
- Conduct the internal assessment test in collaboration with Convener Academic.
- Collect the RA in the prescribed format both university & internal exams.
- Communicate the results to the parents through mail/ courier/ post.
- Upload the attendance & Internal assessment marks by exam cell staff only.
- Collect and distribution of mark sheets and other certificates to the students, which is received from the university.
- Enroll the students for university exam.
- Collect the feedback of question papers during university exam & forward to the principal and Controller of Exam Anna University if necessary.
- Support the principal to organize the graduation day.

7. Library Committee

S. No	Name	Designation	Category
1.	Dr.K.S.Srinivasan	Principal	Chairman
2.	Dr.A.Balakrishnan	Head – Academics	Member
3.	Dr.B.Janarthanan	Head – Research	Member
4.	Dr.I.Manju	Head - IQAC	Member
5.	Mr.A.Kamalaselvan.	Asst.Prof/EEE & Library.I/C	Secretary
6.	Mrs.P.Anusuya	AP/ECE & Library I/C	Secretary
7.	All HoDs		Member
8.	Mr.S.Sudhakar	Chief Librarian	Secretary
9.	Mr.John Anish	Librarian	Secretary
10.	Mr.K.Arshad	III/EEE Student Rep	Member
11.	Ms.S.Swetha Maria Faustina	III/EEE Student Rep	Member
12.	Mr.B.Mohamed Nayeem	III/ECE Student Rep	Member
13.	Ms.D.Kamali	III/ECE Student Rep	Member
14.	Mr.N.Vasanthakumar	III/Mech Student Rep	Member
15.	Ms.S.Salman	III/Mech Student Rep	Member
16.	Mr.J.Musthaq	III/Civil Student Rep	Member
17.	Mr.S.Shanmugam	III/Civil Student Rep	Member
18.	Ms.U.Revathi	III/IT Student Rep	Member
19.	Mr.J.Imamm Jaffar	III/IT Student Rep	Member
20.	Mr.V.Elango	III/CSE Student Rep	Member
21.	Ms.A.Vasumathi	III/CSE Student Rep	Member

Roles & Responsibilities

- Plans and recommends the annual budget
- Reviews Library readership dept-wise
- Frames rules and regulations and other policies for the smooth operation of the library system
- Organizes orientation programmes for students on various e - resources available in the library, utilization of library software and databases
- Conducts annual stock verification and approves annual reports etc.,
- Security of Library properties
- Management and utilization of e - resources
- Conduct of seminars and workshops on library resources and services
- Updation of books and e – journals

8. Hostel Committee

S.No	Name	Designation	Category
1	Dr.K.S.Srinivasan	Principal	Chief Warden
2	Mr.C.Muthu	Warden	Residential Warden
3	Dr.K.P.Santhosh Nathan	PED	Convener
4	Dr.A.Balakrishnan	Head – Academics	Member
5	Mr.D.Weslin	AP/IT	Member
6	Mr.A.A.Mohammed Irfan	AP/Mech	Member
7	Dr.B.Devibala	Asso.Prof/Chem	Member
8	Mrs.P.Anusuya	AP/ECE	Member
9	Mr.Augustin	Phy .Edu	Member

Roles & Responsibilities:

- Room Allotment for the students during starting of the academic year.
- Conduct the hostel students meeting once in a month.
- Conduct Hostel surprise visit in coordination with Convener –Administration (Weekly once in both boys & girls hostel)
- Sort out the issues of maintenance in the hostel in coordination with Convener-Maintenance.
- Check the quality of food daily by deputing faculty members and collect the feedback as well as collect the feedback from students. If there is any issues it need to sort out immediately.
- Discuss the hostel food menu in the hostel students meeting if require any changes it may be implemented after getting approval from the Principal/AO.
- Maintain hygiene in the hostel and mess halls.
- Monitor the out pass & inward registers daily – both hostels (Boys & Girls).
- Monitor the SMS send to the parents when they are leaving from the campus.
- Check the attendance of hostel students daily, maintain the record of students absent and communicate to their parents about their absenteeism.

Mess Committee:

Faculty Incharge : Mr.A.A.Muhammed Irfan-AP/Mech			
S.No	Name	Dept/Year	Room No
1	Syed Sulaiman Sait	CSE /IV Year	10
2	Mohamed Akil	CSE /IV Year	01
3	Mohamed Anas	Mech/ III Year	77
4	Syed Afridi	EEE/III Year	68
5	Mohamed Asif.	IT/III Year	57
6	Mohamed Imran	EEE/III Year	74
7	Asik Ahamed	IT/II Year	46
8	Sulaiman	CSE/ II Year	37
9	Riyas	CSE/II Year	46

Hostel Cleaning Committee:

Faculty Incharge : Dr.R.Someswaran – AP/Civil			
S.No	Name	Dept/Year	Room No
1	Salman Farish	CSE /IV Year	07
2	Ahamed Ali	ECE/ IV Year	11
3	Mohamed Fahim	Civil/ III Year	65
4	Fatheen Ahamed-	Mech/III Year	60
5	Mohamed Fazil	EEE/ III Year	68
6	Mohamed Ismail	CSE/-II Year	32
7	Mohamed Kalith	IT/II Year	24
8	Dhinesh.	ECE/II Year	38

Wifi Committee:

Mr.Hameer Shield J.H - AP/CSE			
S.No	Name	Dept/Year	Room No
1	Salman Faris	CSE /IV Year	07
2	Mohamed Mufeed	ECE/ IV Year	58
3	Rahimudeen.	Civil/ III Year	34

Cycle Committee:

Mr.Gopisivaraman- AP/ECE			
S.No	Name	Dept/Year	Room No
1	Mohamed Nabeel	CSE /III Year	59
2	Zabith Khan	CSE /II Year	37

Water Control Committee:

Faculty Incharge : Mr.J.Rajesh – AP/Mech			
S.No	Name	Dept/Year	Room No
1	Mohamed Irfan	Mech/IV Year	10
2	Arsath	Mech/IV Year	05
3	Mohamed Yasir	Mech/ III Year	60
4	Mohamed Nyeem	ECE/ III Year	65
5	Mohamed Riyaz	IT/ III Year	79
6	Mohamed Basil	EEE/II Year	43
7	Basim	IT/IIYear	45
8	Mohamed Yasir	IT/II Year	42

Medical Committee:

Faculty Incharge : Mr.C.Muthu-Residential Warden			
S.No	Name	Dept/Year	Room No
1	Isfac Ahamed	Civil/III Year	74
2	Imthiyas	Mech/III Year	54

Game & Gym Committee:

Faculty Incharge : Mr.Mathavan-Residential Warden				
S.No	Name	Games	Dept/Year	Room No
1	Mohamed Akil	Football	CSE/IV Year	01
2	Ahamed Ali	Volleyball	ECE/ IV Year	11
3	Arsad	Volleyball	Mech/ III Year	05
4	Kabir Mohamed	Basketball	Mech/ IV Year	07
5	Syed Sulaiman Sait	Kabadi-	CSE/IV Year	10
6	Sufiyan	Gym	ECE/ IV Year	03
7	Imran	Football	CSE/ III Year	57
8	Fatheen Ahamed	Cricket	Mech/ III Year	60
9	Aflal Ahamed	Volleyball	ECE/ III Year	70
10	Dinesh.	Basketball	Mech/ III Year	56
11	Arshad	Kabadi	EEE/ III Year	64
12	Mohamed Sameer	Gym	EEE/ III Year	77
13	Mohamed Hamim	Football	CSE/II Year	47
14	Rahimudeen	Football	CSE/II Year	34
15	Abdul Razeek	Cricket	I./II Year	35
16	Mohamed Yahya	Gym	ECE/II Year	43
17	Syed Sahil Akthar	Gym	CSE/II Year	42

COE Committee:

Faculty Incharge : Dr.M.Siva Kumar – AP/ECE			
S.No	Name	Dept/Year	Room No
1	Mohamed Irfan	Mech/ IV Year	10
2	Shaik Abdulla.	ECE/III Year	64
3	Shaik Yahope	Mech/ III Year	53
4	Mohamed Asif	IT/III Year	57
5	Sulaiman	CSE/II Year	37
6	Muhasin	CSE-II Year	28

9. Alumni Committee

S.No	Name	Designation	Category
1.	Dr.K.S.Srinivasan	Principal	President
2.	Mr.Ahamed Jameel A.M.T	Alumni	Secretary
3.	Dr.S.Vijayakumar	Administrative Office	Treasurer
4.	Ms.S.Saipriya	AP/English	Convener
5.	Dr.S.Prasath	AP/Mech	Member
6.	Mr.A.Mohammed Irfan	AP/Mech	Member
7.	Mrs.Priyadarshini	AP/ECE	Member
8.	All HoDs		Member
9.	Mr.J.Abdul Rahman	Alumni	Executive Member
10.	Mr.Mohamed Yasa	Alumni	Executive Member
11.	Mr.M.M. Syed Sultan Allaudeen	Alumni	Executive Member
12.	Mr.Asim Ali L	Alumni	Executive Member
13.	Mr.Abdul Majeed Shiblee	Alumni	Executive Member
14.	Mr.Kalidoss	Alumni	Executive Member
15.	Mr.Noorul Jaman	Alumni	Executive Member
16.	Mr.N.Naveen	Alumni	Executive Member
17.	Ms.J.Stella Marry	Alumni	Executive Member
18.	Mr.Mikali Ismail	Alumni	Executive Member
19.	Mr.Mohammed Umar Farook .B	Alumni	Executive Member
20.	Mr.Mano Raja	Alumni	Executive Member
21.	Mr.N.Abdul Hameed	Alumni	Executive Member
22.	Mr.J.Prasanth	Alumni	Executive Member
23.	Mr.Mohamed Syed Haqube	IV/ECE	Student Member
24.	Ms.Bhuvaneshwari	IV/CSE	Student Member

Roles & Responsibilities

- Register our Alumni as a society as per the Government norms.
- Enroll the maximum number of students passed out from the college as member of Alumni.
- Keep update the Alumni database regularly.
- Plan atleast two meeting with Alumni in an academic year. Plan the meeting with various activities.
- Invite at least one of our Alumni as Guest of Honor (Mandatory) in various events conducted in the college (both Department level & College level).
- Invite at least one of our Alumni to visit the dept every fortnight, during their visit make them to interact with department students.
- Honor the Alumni based on their achievements during Annual day/ Engineers day/ other special occasions.
- Send SMS/ What's app messages/ wishes during their Birthday/ Marriage Anniversary/ other important festivals.
- Involve the alumni in various activities like GL/ Seminar/ Workshop/ Mini or Major Projects/ IV/ Internship/ Soft skill training etc.

10. Sports Committee

S.No	Name	Department	Designation
1.	Dr.K.P Santhosh Nathan	Physical Education	Director Of Physical Education
2.	Dr.A.Bala Krishnan	Chemistry	Head Academics
3.	Mr.M.Kamarajan	ECE	Member
4.	Dr.G.Ramesh	Mech	Member
5.	Mrs.K.Saipriya	English	Member
6.	Mrs.S.Usha	English	Member
7.	Mr.D. Sakthivel	Mech	Member
8.	Mr. D.Weslin	IT	Member
9.	I. Afraar Ahamed	IV CSE	Student Coordinator
10.	Syed Sulaiman Sait	IV CSE	Sports Secretary
11.	Abdul Sukkor Nafeez	III IT	Sports Secretary
12.	Abul Hassan	III IT	Overall Sports Coordinator
13.	Hemalatha	III ECE	Overall Sports Coordinator
14.	Abdul Razak	II IT	Coordinators
15.	Abdul Kaffar.J	II Mech	Coordinators

Roles & Responsibilities

- Conduct sports committee meeting in start of the semester.
- Plan various inter dept practice/ competition, Zonal competition and inter college competition. Equally divide the competition both in even and odd semester.
- Maintain the record of students regularly practicing various sports activity and update to the Principal. Based on this report only OD is permitted for the students to participate in various competitions.
- Train the students & motivate them to participate in inter college competition conducted by other colleges. (Don't plan any activity during EPC)
- Conduct the sports activity at various schools during national importance day & promote admission process of our college.
- Equal importance should be given to sports like academics. All clear students are exempted to practice during the college working hours. Other students permitted only after college hours.
- Popularize the sports activity of our college among other college accordingly events may be planned and conduct throughout the year.
- Encourage the faculty/ staffs to participate in various tournaments/ competitions.
- Organize the tournament/ competition between faculty/ staff with corporate in and around our institute.
- Organize Yoga/ Art of living classes regularly for faculty and students to get relieve from stress

11. Fine Arts and Cultural Committee

S.No	Name	Designation	Category
1.	Ms.S.Usha	AP/English	Convener
2.	Dr.G.Ramesh	Head Administration	Member
3.	Dr.K.V.Reshmi	AP/English	Member
4.	Mrs.V.Shobana	AP/ Physics	Member
5.	Mrs.E.Jayanthi	AP/ECE	Member
6.	Mr.M.Suresh	AP/Mech	Member
7.	Mr.C.Venkatesh	AP/EEE	Member
8.	Mr.C.Navaneethakrishnan	AP/Civil	Member
9.	Mr.Helal Ahamed	IV/Mech	Member
10.	Mr.Mahmood Shafeeq A	IV/Civil	Member
11.	Mr.Nizamulhaq	IV/IT	Member
12.	Mr.I.AfrarAhmad	IV/CSE	Member
13.	Mr.S.Bhuvanesh	IV/EEE	Member
14.	Mr.Syed Aakhib Mohamed I	IV/ECE	Member
15.	Ms.Laksha	II/CSE	Member
16.	Ms.Kaviyashri	II/CSE	Member
17.	Ms.Revathi	III/IT	Member
18.	Mr.K.Sandeeshkumar	II/Civil	Member

Roles & Responsibilities

- Planning the execution of cultural events in respective academic year.
- Coordinating in all Intra departmental and Inter Collegiate Events.
- Organizing cultural events for National important days.
- Preparing the Event Budget for various events.
- Preparing schedules and program list for all the cultural events.
- Arranging Judges for cultural competition. The event in-charge shall be the responsible for the smooth conduct and announcement of results.
- Constitution of different committees for the smooth conduct of the programme.
- Involving the student's volunteers as the discipline committee.
- The formulation and execution of Rules and Regulations for cultural events.
- To retain the rapport with the guest by sending gratitude communication and photographs.
- Identify, Frame and Nominating students for various inter collegiate events and fests with approval of Student Affairs / Principal.

12.Admission & Promotional Committee

S.No	Name	Dept	Designation
1	Mr.A.Abdul Gafoor	Admission Officer	Convener
2	Mr.S.Syed Abuthahir	AP/Mech	Member
3	Ms.I.S.Suganthi-AP	AP/ECE	Member
4	Dr.K.P.Santhosh Nathan	PED	Member
5	Mr.V.Vigneshwaran	AP/Mech	Member
6	Mrs.S.Usha	AP/English	Member

Roles & Responsibilities

- Affiliation work of AICTE & Anna University.
- Admission approval process from DOTE & University.
- All correspondence to university, AICTE. Government bodies, Consortium etc.
- Plan, Advertise and Organize faculty & staff recruitment.
- Plan and Organize School visit/ programs at various schools.
- Get together with Principal's & HOD's of polytechnic and higher secondary schools.
- Plan & Organize school students to visit our campus.
- Organize workshops for school students to improve the admission (During March – June).
- Collect the database of various schools and polytechnic.
- Plan and conduct/celebrate Teacher's day & Engineers day and honor the school & polytechnic teachers and Alumni students.
- Update the website regularly (at least weekly once).
- Social Media (Face Book, Whatsapp, Instagram, Blogs).(On daily basis)
- Advertisement, display posters in the college.
- Prepare Video/ Campus tour.
- Maintain various events photo.
- Prepare and maintain college brochure (Admission & Placement) with latest information.
- Develop the Garden & Greenery environment inside the campus in coordination with Convener Maintenance.

13. Transport & Maintenance Committee

S.No	Name	Dept	Designation
1	Mr.C.Navaneedhakrishnan	AP/Civil	Convener
2	Mr.D.Sakthivel	AP/Mech	Member
3	Mr.P.Gopi Sivaraman	AP/ECE	Member
4	Mr.J.M.Hamer Sheild	AP/CSE	Member
5	Mr.Augustin	Admin Staff	Member

Roles & Responsibilities

- Supervising the daily bus operation and giving instructions to the bus supervisors
- Conducting meeting with all staff in-charges of buses.
- Inspecting the condition of the buses and reporting for necessary actions.
- Periodically checking the documents of the buses.
- Allotting busses for Industrial visits/Placement and Training activities/ Co-curricular activities
- Check the starting and arrival time of the bus. Any unnecessary delay may be reported.
- Depute a non-teaching staff/ CSE lab Assistant to collect the system issue and maintenance requirement on weekly basis and sort out it immediately in consultation with Principal/AO.
- Maintain all system, printers, Xerox machines, generator, UPS, internet in working condition at all the time.
- Depute a staff to check & collect service requirements of fan, heaters, water coolers, AC, lights in the campus and hostel. If anything need to service, initiate the process immediately after getting approval from Principal/AO.
- Depute a staff to monitor and check the furniture's of the college, if anything need to service initiate the process with the permission of Principal/AO.
- Continuously monitor the RO plant, STP and do the services regularly.
- Collect the service requirement from each department labs every fortnight and initiate the process to rectify it. Make all the equipments are in working conditions at all time.
- Monitor the stock of all stationary, electrical, plumbing, carpentry items and lab consumables requirement. Make it available well in advance for smooth conduction of day to day activities.
- Maintain the campus as Eco friendly campus (Neat and hygienic, plastic, tobacco and drug free campus). Organize various awareness camps among students in coordination with Convener-Professional Association.
- Monitor the AMC requirement wherever required.
- Conduct stock verification every semester and find if there is any short fall, scrap, unused and excess materials/ equipment's. Initiate the necessary action to solve the issue in consultation with Principal/AO.

14. NSS & UBA Committee

S.No	Name	Dept	Designation
1	Dr.A.Balakrishnan	Head - Academics	Convener
2	Dr.S.Vadivelan	AP/Physics	Member
3	Mr.K.Ramamoorthy	AP/Maths	Member
4	Mr.A.Kamalaselvan	AP/EEE	Member
5	Mrs.S.Sona Devi	AP/ECE	Member
6	Mrs.R.Suguna Devi	AP/EEE	Member
7	Ms.J.Rajesh	AP/MECH	Member
8	Ms.S.Usha	AP/English	Member
9	Mrs.V.Shobana	AP/Physics	Member
10	Mr.Ashokkumar	AP/CSE	Member

Roles & Responsibilities

- To interpret the scheme to the students / volunteers and other members of the college community and create awareness about the NSS Programmes.
- To provide information about NSS motto aims and objectives, philosophy and activities.
- To enlist cooperation and coordination of community, agencies, government departments and non-governmental agencies.
- To select or adopt the village/slum for service projects on the basis of utility and feasibility. 2. As an Educator
- To prepare and conduct the orientation Programme for NSS Volunteers, explain them about the concept of social service.
- To prepare and teach them the methods and skills required for achieving the objectives of the NSS scheme.
- To promote community education through meetings, talks, new bulletins, discussions etc

15. Higher Studies & Entrepreneur Development Committee

S.No	Name	Dept	Designation
1	Dr.K.S.Srinivasan	Principal	Chairman
2	Dr. S. Prasath	Head-MECH	Member
3	Dr. R. Elliss Yogesh	Professor - CIVIL	Member
4	Mr. A. Kamalaselvan	Assistant Professor - EEE	Member
5	All Hods		Member

Roles & Responsibilities

Higher Studies :

- Identify the potential students in pursuing higher studies and organize awareness program on higher studies in India &overseas.
- Create awareness about GATE, GRE, TOEFL, IELTS, GMAT and other competitive exams.
- Maintain the reports of all the students those who are pursuing higher studies.
- Maintain the database of reputed institutes to support the students to pursue the higher studies.

Entrepreneur Development :

- Identify the potential students & motivate them to become an Entrepreneur / Innovator.
- Organize motivational program to bring out the inherent talents of students to become a Start-up / Entrepreneur.
- Motivate them to participate in various activities related to Innovation / Ideathon / Incubation / Start-up Competition organized by reputed institutes.
- Organize the mentor to materialize the idea and necessary supporting activity for the needy start ups / Incubator.