



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



FUNCTIONAL COMMITTEES

Mohamed Sathak A.J. College of Engineering, Chennai – 603103

Institute level Core Committee w.e.f July 2023

S.No	Committee	Convener	Co – Conveners
1	IQAC	Dr.I.Manju / ECE	Mr.K.K.Vinothkumar / Mech
			Mrs.R.Priya / IT
			Mr.K.Ramesh / ECE
2	Administration	Dr.A.Balakrishnan/ Chemistry	Dr.S.Prasath / Mech
			Mr.C.Navaneetha Krishnan / Civil
			Mr.A.Kamesh / APED
			Mr. C. Venkatesh / EEE
3	Academic	Dr.M.Shunmugasundaram / Mech	Dr.S.Devikala / EEE
			Dr.D.Weslin / IT
			Mr.P.Shanmugaselvam / Mech
			Mrs.S.Sudha / Maths
			Mrs.B.Murugeswari / ECE
4	Students Affairs	Dr.S.Devikala / EEE	Mrs.V. Shobana / Physics – Club activities
			Ms.M.Barveen Fathima / English – News letter
			Dr.S.Amudha /Physics – Online courses
			Mrs.M.Jebamalar / IT – RAISE
5	Research	Dr.R.Vijaya Rangan / CSE	Mrs.M.S.Aishwarya / CSE
			Dr.B.Devibala / Chemistry
			Dr.M.Vignesh Kumar / Civil
			Dr.A.Suvitha / Chemistry
			Dr.S.Amudha / Physics
			Mr.K.Sunil Kumar /Mech
6	III & IPR Cell	Dr.D.Weslin / IT	Mrs.S.Anusuya / ECE – Professional Society
			Dr.A.Kamalaselvan / EEE – VAC Content delivery
			Mrs.N.Angayarkanni / CSE - IIC & NISP
			Mr.S.Vetrivel / Civil – Events Plan & Monitor
			Mr.M.Karthikeyan/ IT – Social Media
7	Training & Placement	Mr.V.Vigneshwaran / Mech	Mr.L.Tharanikumar / MECH
			Mr.J.M.Hamer Shield / IT
			Mr.S.V.Vinodh / EEE
			Mr.M.Dominic Bro
			Mr.P.Nithin Karthik

8	COE	Dr.G.Ramesh / Mech	Mr.M.Suresh / MECH
			Dr.R.Someswaran / Civil
			Mr.S.Vimalathithan / CSE
			Mr.J.Rajesh / MECH
9	Professional Society	Mrs.S.Anusuya / ECE	MrsV.Janaki - ICI / ISTE
			Mr.N.Rajkamal, / ECE - IETE & IEEE
			Mrs.M.A.Aysha Sufreen - ICTACT & CSI
			Mr.D.Sakthivel / MECH – SAE & SME
10	Library Development	Mr.K.Sunil Kumar /Mech	Mrs.M.S.Aiswarya / CSE
			Mrs.A.Preethy Mary / Civil
			Dr.A.Saravanan / Mech
			Mr.K.Ramesh / ECE
11	Higher Education, EDC & Foreign Language	Mr.L.Tharanikumar/ Mech	Mr.N.Suresh / EEE
			Mrs.S.Usha / English
			Mrs.A.Preethy Mary / Civil
			Mr.M.Ashokkumar / ECE
			Mrs.A.Gowri /CSE
12	Alumni	Ms.K.Sai Priya / English	Dr.S.Prasath / Mech
			Mr. A A.Muhammad Irfan / MECH
			Ms.P.Priyadharshini. / ECE
13	Website Maintenance	Mr.S.Vimalathithan / CSE	Mr.Syed Hameed Basha – System Admin
			Mr.C.Venkatesh / EEE
			Mrs.M.Pandeeswari/ CSE
14	NSS & UBA	Mr.A.StephenRaj / Physics	Mr.M.Sivaprakash / TAMIL
			Mr.N.Suresh / EEE
			Mrs.P.Kavithra / Civil
			Mrs.S.Gayathri / CSE
15	News Letter	Dr.R.Kiruba / Physics	Ms. M.Barveen Fathima / English
			Ms.S.Santhanalakshmi / IT
			Ms.J.Ajitha Thasneem / ECE
			Ms.N.Gayathri / Civil
			Ms.K.Anupreyaa / EEE
			Mrs.S.Viswaja / IT
16	Admission & Promotional Activity	Dr.K.P.Santhoshnathan/ PED	Mr.A.Abdul Gafoor
			Mr.P.Shanmugaselvam / Mech
			Ms.E.Jayanthi / ECE
			Mr.M.Kamarajan / ECE

17	Hostel & Transport	Dr.K.P.Santhoshnathan/ PED	Dr.S.Prasath / Mech
			Mr.S.Vimalathithan / CSE
			Mr.A.A.Muhammed Irfan / MECH
			Dr.J.Jeha / EEE
			Mr.S.V.Vinodh / EEE
			Mr. Augustin Admin Staff
18	Maintenance	Mr.Navaneetha Krishnan / Civil	Mr.Syed Hameed Basha – System Admin
			Mr.M.Karthikeyan/ IT – Social Media
			Mr.A.Kamesh / APED
			Mr.Sathish – Lab Asst / EEE
			Mr.Durai – Lab Asst / Mech
			Mr.Vishal Lab Asst / Civil
			Mr.Augustin Admin Staff
19	Sports & Cultural	Mrs.V.Shobana / Physics	Mr.D.Sakthivel / Mech
			Mr.M.Ashokkumar / ECE
			Mr.A.Kamesh / APED
			Mrs.P.Kavithra / Civil

Roles and Responsibilities of various functional committees

1. IQAC

1. MR for ISO and maintain quality standards in all aspects. Responsible for plan and conducting GC, ISO Audit and MRM meeting regularly.
2. Custodian to maintain all kind of data of the college as well as Collect and maintain the reports of all the events conducted in the college
3. NAAC & its AQAR report data collection and submission. Get NBA status for all eligible branches
4. Institutional Ranking like NIRF initiatives.
5. Creating awareness about OBE, Reforms in Examination, Internship as per the norms of AICTE and UGC if any.
6. Conduct online feedback and action taken thereof. Course end survey, Exit Survey, feedback from the stake holders from time to time.
7. Technology Center development and activity planed follow up.
- 8 Regularly update and maintain the website and social media networks of the institute.
9. Verifying the log books maintained by the all the faculty regularly.
10. Students Exchange Program – Plan & Organize.

2. Administration Committee

1. Faculty and Students Discipline.
2. Events Management – Induction Program, Promotional Activity, Teacher`s Day
Engineers Day, Technical Symposium, Tech Jamboree, Algorhythm,
Farewell, Convocation, Alumni meet, Sports and Cultural day, National
Importance Days
3. Library and Lab Requirement purchase, service and audit.
4. Roster duty preparation for teaching and nonteaching to monitor for various activity.
5. Online Courses, FDP, Seminar & Workshop for faculty – Organizing and Participation
6. Industrial Relation Coordination – MOUs, Guest lecture, Industrial Visit and Internship
7. Responsible to organize P&M meeting periodically.
- 8 Teaching and non teaching staff self Appraisal.
- 9 University Co-ordination: Attendance and Internal mark updation in the portal
10. Mentoring Toppers and Slow learners

3. Academics Committee

1. Academic Calendar Preparation, Subject allotment and time table preparation.
2. Lesson plan, Question bank, Class notes, Lab manual arrangements. Custodian to maintain all course file hard and soft copies
3. CCM – conduction and action taken thereof.
4. Pink and Yellow book monitoring and follow up action taken.
5. Result Analysis – Internal and End semester examination
6. Syllabus completion monitoring – Theory and Lab courses.
7. Plan & Organizing Internal and End semester Theory and Practical Examination.
8. Foreign language, EEC course delivery monitoring and follow up action.

9. Organizing AAC & BOS meeting and action taken report – Every semester.
10. Procurement of lab equipment's, consumables, servicing if any, initiatives.

4. Students Affairs Committee

1. Online Courses for students (Parakh , NPTEL, MOOC, SWAYAM, Spoken Tutorial etc.,)
2. Motivate the faculty and students in various Competitions – Organizing and Participation.
3. News Letter & RAISE Initiative.
4. Parents Communication and coordination, PTM Plan and action taken thereof.
5. Internal mark monitoring & verifying – Lesson plan activity & other activities
6. Verifying Students Data book periodically.
7. Verifying the status of Mentoring students and action taken.
8. Students' association and club activities – Plan, mentor and execute.
9. Establish various clubs such as Energy Club, Photography Club, and Robotic Club etc. and organizing various technical & non-technical events for the members.
10. Responsible for organizing subject teachers meeting and common subject meeting.

5. Research Cell

1. Establish the research culture among the faculty and students. Motivate the faculty to publish 3 papers / year and one patent per year.
2. Maintain the database of all the faculty pursuing Ph.D & Ph.D qualified faculty and motivate them to get guide-ship from Anna University.
3. Get Nodal research Centre status for all the eligible departments.
4. Interact with project coordinators of all the departments and identify the best project and make it publish in the conference / journal / file a patent.
5. Organize the technology forum meeting to share the research exposure of faculty and students and Review the ongoing research projects / consultancy works periodically.
6. Apply and get DSIR – SIRO certification to get recognition of national level research center status.
7. Periodically plan and organize the various events to create awareness among the students and faculty in Research methodology, IPR, Patent filing and Copy Right.
8. Motivate the faculty to submit the research proposals to various funding.
9. Plan and Organize the National / International Conference department wise and publish the proceeding / journal periodically through professional association / funding agencies.

6. III & IPR Cell

1. Liaison between industry and institute. Identify the industry partner to strengthen/establish the technology centers.
2. Monitor the technology centers and organizing various competitions.
3. Plan and prepare the training curriculum, syllabus and materials required based on the facility available at technology centers and industrial requirement.
4. Motivate the faculty and students to involve in industrial projects, consultancy projects, project competition and Hackathons and also motivate them to file IPR.

5. Monitoring content delivery of various Value-Added Courses and timely completion of certification process in association with concerned department HoDs.
6. Organize at least one Workshop, Seminar, FDP, Competition and hands on training for other college students & staffs and generate fund through technology centers.
7. Involve the faculties in industrial boards.
8. Social media – LinkedIn , Instagram, Facebook, etc.- enrollment of faculties and students up dation.
9. Monitoring professional society activities.
10. Organize industrial expert/alumni talk on working Saturdays.

7. Training & Placement Cell

1. Plan and organize career guidance programs, soft skill training, Mock interview and Mock GD with industrial experts.
2. Organize the Placement drive and get placed all the eligible students.
3. Establish and maintain liaison with major corporate bodies like CII, FICCI, NASSCOM etc.
4. Signing MOU & Maintain the industrial database to organize various events like Industrial expert interaction, IV, Internship and Industrial Project if any.
5. Responsible for awarding internal marks based on the performance of EEC and placement training activity.
6. Authorized to monitor the Code Thantra program, organize internal coding competition and make the students to participate in coding competition organized by the external agency.
7. Responsible for Spoken Tutorial, Karma Scheme and other industry related training competition.
8. Organize the interaction between Alumni and HR with regular students to improve the placement.

8. Controller of Examinations Committee

8a. Responsibility of Controller of Examination.

1. Responsible for day-to-day activities of office of the controller of examination
2. Plan and execute the schedule for exam related activities any smoothly and transparent manner
3. Check the internal marks and attendance eligibility for end semester examination.
- 4.. Check the course registration, exam time table, answer booklet printing, hall ticket generation as per the requirement.
5. Conduct the internal and end semester and supplementary examination if any confidentially.
6. Organize the question paper scrutiny meeting, moderation board meeting, malpractice board meeting and result passing board meeting then declare the result as per the schedule.
7. Print the question paper confidentially in coordination with DCOE 2.
8. Plan and execute central valuation and review process in transparent manner.
9. Liaoning between the students, faculty and University.
10. Signing authority to release all the certificates from COE.

8b. Responsibility of Deputy Controller of Examination 1.

1. Head for Exam cell and maintain the necessary facility to conduct various exam related activities.
2. Collect the student's enrollment during admission, course registration at starting of every semester.
3. Monthly attendance collection and IAT marks.
4. Conduction of all Internal and End semester examination as Chief Superintendent.
5. Organize the central valuation for internal and end semester examination.
6. Exam fee collection, disbursement of remuneration and maintain the accounts.
7. Time Table Preparation for internal and End Semester Examination in coordination with DCOE 3.
8. Procure and maintain the necessary stationary for conducting internal and end semester examination of all purpose.
9. Distribution of Hall ticket, end semester mark sheet, consolidated mark sheet, migration certificate and Degree certificate to the students.
10. Responsible for students' section to monitor and address all the exam related issues.

8c. Responsibility of Deputy Controller of Examination 2.

1. Identify the examiners for theory and practical examination and maintain the database confidentiality.
2. Prepare the Question bank for all the branch and all the subjects.
3. Collect the question papers confidentially and maintain the database.
4. Scrutinize the question paper with experts and maintain it in the data base.
5. Print the question paper for internal and external examination and maintain in safe custody.
6. Handover the question paper to Chief Superintendent / DCOE1 on the day of exam.
7. Assign Examiners for Practical and Theory paper evaluation.
8. Collect the feedback about the question paper and collect the scheme of evaluation from concern HOD.
9. Organize the result passing board meeting and record the minutes and communicate the same to DCOE3 to process the results.
10. Camp officer for plan and organize the central valuation for end semester examination.

8d. Responsibility of Deputy Controller of Examination 3.

1. Prepare the schedule for COE activity and exam time table for internal and end semester and supplementary examination.
2. Verify the course registration and print the answer scripts as per requirement.
3. Process attendance and internal marks generate the consolidated statements
4. Generate hall ticket for all the eligible candidates / duplicate hall ticket if necessary and distribute through DCOE1.
5. Prepare hall / seating plan for the internal and end semester examination.
6. Allocate dummy number / bar code system to maintain confidentiality in central valuation. After valuation upload the marks in the database to process the results as per the direction of results passing board.

7. Responsible for declaring the results, print the mark sheet, issue the consolidated mark sheet and migration certificate.
8. Maintain the entire database confidentially.
9. Prepare the result analysis and communicate to the Hod's through DCOE1.
10. Communicate the results copy and degree receiving students list to the university.

9. Professional Society Committee

1. Establish / renew one professional society per department such as IEEE, IETE, ISTE, CSI, ICTACT, ICI, SAE/SME, IET.
2. Prepare annual plan of activity in consultation with HOD's and make the student & faculty as member in at least any one of the society.
3. Plan and organize various activities for faculty – FDP, Training in Cutting Edge Technology etc.
4. Through these societies organize minimum 2 or 3 GL / Seminar, One Workshop in latest cutting-edge technology, inter department competition like quiz, project expo, Codethon, Ideathon etc
5. Plan and organize Technical symposium, National and International conference with support from various professional society.
6. Organize inter department/ college cultural competition – Cultural Day.
7. Organize skill development activity for the unemployed youths for in and around the village, school drop outs under UBA / NSS / YRC.

10. Library Development Committee

1. Create awareness about the facility/resources available in the central library.
2. Plan and procure/purchase the necessary books/journals & magazines on regular basis.
3. Maintain the database of existing resources of library, Plans and recommend the annual budget.
4. Membership in various library such as Malipnet, NDL, Sodhganga, Sodhsindhu etc.
5. Reviews Library readership dept-wise, Frames the policies to improve the smooth operation of the library system.
6. Conducts annual stock verification and approves annual reports etc.,
7. Security of Library properties.

11. Higher Education, EDC & Foreign Language

1. Plan and organize the awareness programs on GRE, TOEFL, IELTS, CAT & GATE and coaching if necessary.
2. Organize awareness programs for service commission examinations like, IAS, IES, TNPSC and other competitive exams
3. Plan and Execute the Foreign Language Training, University Collaboration and students exchange programs.
4. Provide guidance about higher studies in India and abroad by organizing Higher education / overseas education Expo.
5. Maintain the database of all the students pursuing higher studies at various institutes, GATE qualified and other competitive examination qualified if any.
6. Encourage the students to become entrepreneurs by organizing entrepreneurship development programs and make them to participate in the activities organized by the external agencies.

7. Organize the training for Startup / Incubator and arrange the mentoring to proceed further.
8. Coordinate with Strategy partner of SIIF and execute various activity.

12. Alumni Committee

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

13. Website

1. Update the website regularly (at least weekly once).
2. Poster and banner Design about / for various activities to promote and, Advertise the college.
3. Plan the Video coverage and Photo session maintain the same in the server.
4. Prepare and maintain college brochure (Admission & Placement) with latest information.
5. Daily events / achievements display in Reception TV.
6. Monitor the Security Cameras and update the information to the principal.
7. Maintain the Campus as Wifi enabled.
8. Print and Distribute the Id cards for faculty and students on time.

14. NSS & UBA

1. Create awareness about Social service activity and responsibility.
2. Plan and organize various camps for the benefit of society and needy people.
3. Extend the support to keep the campus as neat and clean.
4. Organize the special camps for the school dropouts and unemployed youth of adapted village.

15. News Letter

1. Plan to Publish the Newsletter and magazine as per the schedule
2. Encourage all the faculty and students to submit articles, Photos, Achievement details etc and edit before fit in to template.
3. Circulate Soft copy to all the students and faculty.
4. Maintain both hard and soft copy in IQAC and departments.

16. Admission & Promotional Committee

1. Plan and execute the strategy plan to get maximum / target Admission.
2. Maintain the database of schools and polytechnics and Liaison with them.
3. Visit various schools / polytechnic and organize programs for their need.
4. Organize campus visit for School / Polytechnic students.
5. Organize workshops for school students to improve the admission (During March – June).
6. Identify the speakers & map various schools.
7. Honor the teachers of schools / polytechnics during Teacher's Day, Engineers Day and Women's day.
8. Organize Al-go-Rhythm & Tech Jambore – State level competitions for School / polytechnic students regularly.

17. Hostel & Transport Committee

17.a Hostel :

1. Maintain the database of Hostel facility available.
2. Room Allotment for the students during starting of the academic year.
3. Maintain the database of the students staying in the hostel.
4. Conduct the hostel students meeting once in a month.
5. Surprise visit to hostel to maintain the discipline as well as to know the requirements of the students.
6. Sort out the maintenance issues in the hostel immediately.
7. Monitoring the student's movement during college hours as well as hostel hours.
8. Monitor the Mess and Canteen food quality and hygiene.
9. 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.
10. Discuss the hostel food menu in the hostel students meeting if require any changes it may be implemented after getting approval from the principal.
11. Monitor the out pass & inward registers daily – both hostels (Boys & Girls).
12. Monitor the SMS send to the parents when they are leaving from the campus.
13. Check the attendance of hostel students daily, maintain the record of students absent and communicate to their parents about their absenteeism.

17.b Transport :

1. Monitor whether all the college vehicles-maintained hygiene, neat and clean.
2. Address if any issues for faculty and students in transports.
3. Monitor the Diesel consumption note book, periodic vehicle service Chart, Insurance, First aid boxes in the vehicle.
4. Payment of Toll fees for all the vehicle.
5. Monitor the discipline issues / Complaints about drivers.

18. Maintenance Committee

18.a Computers in the Campus:

1. Collect the system related issue and maintenance requirement on weekly basis and sort out it immediately in consultation with Principal.
2. Maintain all system, printers, Xerox machines, generator, UPS, internet in working condition at all the time.
3. Maintain the Net facility of the campus.
4. Maintain the stock register of System and other peripherals available in the campus.
5. Maintain the database of Software available in the campus.

18.b Electrical, Plumbing & Furniture's:

1. Maintain the Stock Inventory of all electrical, furniture items and other major facility like RON Plant, SWTP and Bio waste decomposer etc.,
2. Collect service requirements of fan, heaters, water coolers, AC, lights in the campus If anything need to service, initiate the process immediately.
3. Clean the ACs and Check the batteries of UPS once in a month. Plan the periodic maintenance for all the generators.
4. Maintain the furniture's of the college in good condition, if anything need to service initiate the process immediately.
5. Continuously monitor the RO plant, SWT, Solar Water heaters and do the services regularly.
6. Maintain the Taps in various locations and arrest the leakage of water if any.
7. Maintain the Wells, Bore well and Water resource area and Rain water harvesting pits of the Campus.
8. Clean the Sumps and Overhead tanks periodically.
9. Monitor the quality of drinking water in the prescribed level, if any service required plan & execute immediately.
10. Maintain the Auditoriums, Seminar Halls neat and clean always.
11. Maintain the Notice boards – remove the outdated information and instruct the concern in charges to maintain it in the organized manner.
12. Maintain the Teaching aids such as Projectors, PA systems and TVs. Periodically audit and maintain the status.

18.c Lab Maintenance:

1. Maintain the updated Stock register of all the labs and facility (Hard & Soft Copy).
2. Collect the service requirement from each department labs every fortnight and initiate the process to rectify it. Make all the equipment's are in working conditions at all time.
3. Monitor the stock of lab consumables requirement. Make it available well in advance for smooth conduction of day-to-day activities.
4. Plan and Conduct the Audit for the lab and update the status.
5. Maintain all the labs neat, clean and hygiene.

18.d Campus Maintenance:

1. Maintain the campus as Eco friendly campus (Neat and hygienic, plastic, tobacco and drug free campus). Organize various awareness camps among students to maintain it.
2. Plan the AMC requirement wherever required.
3. Plan 5S Audit and remove the scrap, unused and excess materials / equipment's maintain the things at earmarked place.
4. Maintain the greenery in the campus and develop the garden by involving NSS students.

18.e Stationary Maintenance:

1. Maintain the stock inventory of Stationary items.
2. Plan and procure the stationeries required for day-to-day activities well in advance.

19. Sports & Cultural Committee

19.a Sports:

1. Conduct sports committee meeting in start of the semester.
2. Plan various inter dept practice/ competition, Zonal competition and inter college competition. Plan the competition both in even and odd semester equally.
3. Maintain the record of students regularly practicing various sports activity and update to the principal. OD is permitted to the students to participate in various competitions those who regularly practicing.
4. Train the students & motivate them to participate in inter college competition conducted by other colleges. (Don't plan any activity during EPC)
5. Conduct the sports activity for school students on the eve of national importance day.
6. 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.
7. Popularize the sports activity of our college among other college accordingly events may be planned and conduct throughout the year.
8. Encourage the faculty / staffs to participate in various tournaments/ competitions.
9. Organize the tournament / competition between faculty/ staff with corporate in and around our institute.
10. Organize Yoga / Art of living classes regularly for faculty and students to get relieve from stress.

19.b Cultural

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