

## Academic Committees

S.No.	Name of the Committee	Title	Name	Department	Position	Responsibilities	Frequency of Meeting
1.	ACADEMIC COUNCIL	Mr.	S.Senthil Kumar	MECH	Coordinator	<ul style="list-style-type: none"> <li>❖ Organizing meeting with Time Table Coordinator of all Departments to prepare the time table and resolving all issues in consultation with HOI.</li> <li>❖ Preparing Time Table for each department / subject-wise / faculty-wise and Master Time Table for the College.</li> <li>❖ Preparing College calendar, History Cards and college brochure.</li> <li>❖ Preparing the Semester Plan in consultation with HODs &amp; HOI.</li> <li>❖ Verifying the students History Cards once in 2 months.</li> <li>❖ Special class and practical exam schedule for higher semesters.</li> <li>❖ Ensuring the content delivery as per schedule, seminar planned, mini project, content beyond syllabus lab, Exp conducted, lab track record by conducting academic audit (monthly once).</li> <li>❖ Check the subject</li> </ul>	Half Yearly
		Dr.	B.Ramasubramanian	ECE	Member		

		Dr.	A.Anne Rosaline	S&H	Member	<p>allocation, skill matrix, training required for faculty/ staff before start of the semester.</p> <ul style="list-style-type: none"> <li>❖ Check the Staff log register.</li> <li>❖ Check, Verify and certify the course file periodically during the semester.</li> <li>❖ Ensure allocation of senior faculty for result pulling subjects, tutorials planned etc.</li> <li>❖ Monitoring the target fixed for the CIA, find the root cause and remedial action taken for the deviation.</li> </ul>	
2.	LIBRARY	Mr.	S.Senthil Kumar	MECH	Coordinator	<ul style="list-style-type: none"> <li>❖ Collecting the requirements of Journals / Magazines / Books / CD from each department.</li> <li>❖ Preparing the Budget based on the requirement.</li> <li>❖ Placing the order for Books / Journals / Magazines.</li> <li>❖ Organizing meetings to solve issues related to Library as per the requirement.</li> <li>❖ Library Audit (Both Main &amp; Dept library).</li> <li>❖ Collecting and maintain digital contents like PPT and e-materials developed by the department in</li> </ul>	Yearly
		Mr.	R.Naveen Kumar	CIVIL	Member		
		Mr.	M.Jaiganesh	CSE	Member		
		Dr.	S.Ganesh	EEE	Member		

		Dr.	B.Ramasubramanian	ECE	Member	<ul style="list-style-type: none"> <li>❖ Main Library.</li> <li>❖ Monitoring Edusat Programmes.</li> <li>❖ Monitoring the utilization of library resources by faculty and students.</li> </ul>	
3.	EXAMINATION CELL	Mr.	M.Ganesh Karthikeyan	MECH	Coordinator	<ul style="list-style-type: none"> <li>❖ Conducting the examinations as per the guidelines laid down by Anna University for University Examinations.</li> <li>❖ Preparation of Invigilation list, Squad, QP &amp; seating plan for CIA exam in consultation with HOI.</li> <li>❖ Maintain database / details required for Anna University and updating continuously.</li> <li>❖ Monitoring and uploading of attendance and Internal Marks as per the requirement of AU.</li> <li>❖ Maintain Result Analysis, Rank List of all UG &amp; PG programs.</li> <li>❖ Maintain the cordial relationship with AU and address exam related issues for the students and faculty.</li> <li>❖ Plan, prepare and conduct the practical examinations as per schedule.</li> </ul>	Half Yearly
		Mr.	R.Manikandan	Admin	Member		
		Mrs.	K.Priyadharshini	ECE	Member		
		Mr.	R.Naveen Kumar	CIVIL	Member		
		Mr.	J.Subramaniyan	EEE	Member		
		Mrs.	S.Prema	S&H	Member		
		Mr.	R.Manikandan	S&H	Member		

4.	ED CELL	Mr.	N.Periyasamy	MECH	Coordinator	<ul style="list-style-type: none"> <li>❖ Creating awareness on entrepreneurship among the students.</li> <li>❖ Organizing the Entrepreneur Development programs in consultation with HODs &amp; HOI.</li> <li>❖ Identify the potential students, monitoring them and arranging meetings with banks, MSME and other organisations depending upon the requirement of students.</li> <li>❖ Responding effectively to the emerging challenges and opportunities both at national and international level relating to SMEs and Micro Enterprises.</li> <li>❖ Maintain the database and cordial relation with various leading industries.</li> <li>❖ Motivating and directing the students to participate in various start-up competitions.</li> </ul>	Yearly
		Mr.	P.Manigandan	EEE	Member		
		Mrs.	S.Kiruthiga	ECE	Member		
		Mr.	T.Vigneshwaran	CSE	Member		
		Mr.	S.Manimaran	Civil	Member		
5.	III CELL	Mr.	D.Kesavaram	MECH	Coordinator	<ul style="list-style-type: none"> <li>❖ Organizing the Expert talk through industrialists in consultation with HODs &amp; HOI.</li> <li>❖ Assisting the Departments in organizing workshops, conferences and symposia with joint participation of the industries.</li> </ul>	Yearly
		Mr.	H.B. Mohammed Bilal	CIVIL	Member		
		Mr.	G. Parthasarathy	CSE	Member		
		Ms.	K.Aiswarya	ECE	Member		

		Mr.	P.Manigandan	EEE	Member	<ul style="list-style-type: none"> <li>❖ Maintain the database and cordial relation with various leading industries.</li> <li>❖ Visits of faculty to industry for study and discussions or delivering lectures on subjects of mutual interest.</li> <li>❖ Organising IV, Seminars Workshops and In-plant Training with various industries in consultation with HODs &amp; HOI</li> <li>❖ Organising various training programmes for industry / institute based on the facility available with us.</li> <li>❖ Taking initiative to sign MOUs with various department.</li> </ul>	
		Mr.	S.Prabhu	MECH	Member		
6.	RESEARCH COMMITTEE	Dr.	K Uma Maheswari	ECE	Coordinator	<ul style="list-style-type: none"> <li>❖ Interacting with HODs and faculty for motivating them to submit the research proposal to various funding agencies.</li> <li>❖ Organizing at least one visit to nearby research organization / industry in a month.</li> <li>❖ Identify the potential students and motivating the students to do</li> </ul>	Half Yearly
		Dr.	B.Sethuraman	S&H	Member		

		Dr.	S. Ganesh	EEE	Member	<p>innovative projects and making them to apply for various contests, publishing the papers in Conferences / Journals.</p> <ul style="list-style-type: none"> <li>❖ Organizing / coordinating international conference in college level – minimum one programme per year in consultation with HODs and HOIs.</li> </ul>	
		Mr.	C. Elanjchet Senny	MECH	Member		
7.	ONLINE COURSES MONITORING COMMITTEE	Mr.	L. Hubert Tony Raj	EEE	Coordinator	<ul style="list-style-type: none"> <li>❖ Monitoring online courses like NPTEL, EDUSAT and other courses.</li> <li>❖ Motivating the faculty and students to enroll the online courses and getting certification.</li> <li>❖ Maintaining the database of the course offered by NPTEL and others.</li> <li>❖ Number of courses offered by online resources, faculty and students attended and cleared.</li> </ul>	Half Yearly
		Mrs.	M.Krishna Rani	ECE	Member		
		Dr.	C.Karikal Chozhan	S&H	Member		
8.	INSTITUTE INNOVATION CENTRE	Dr.	S.Ganesh	EEE	Coordinator	<ul style="list-style-type: none"> <li>❖ Students Innovative Projects must be encouraged.</li> <li>❖ Intellectual Property rights and activities for all innovative research projects.</li> <li>❖ Aiming for minimum of 10 patentable</li> </ul>	Half Yearly

						<p>innovative ideas every year.</p> <ul style="list-style-type: none"><li>❖ Provides seed fund to transform an idea into a product.</li><li>❖ Help with the patenting process.</li><li>❖ Facilitates innovative products that are socially relevant.</li></ul>	
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