

CRITERIA 5

5.3.2 STUDENT PARTICIPATION AND ACTIVITIES

LIST OF CELLS & COMMITTEES

Various cells and committees have been constituted in our college to assist the administration in the smooth functioning of all academic and administrative activities. Each and every Cell/Committee is headed by a HoD/ Senior faculty as its convener. Each Cell/Committee has well defined roles and responsibilities as detailed below along with its composition.

The convener will take necessary proactive and preventive actions. If the corrective actions suggested requires immediate attention of the Principal or the Management, then it will be immediately brought to their notice for further action. These Cells/Committees are detailed as follows:

S. No	Cell/Committee	S. No	Cell/Committee
1	Placement and Career Guidance	7	Hostel and Mess Committee
2	Entrepreneurship Development Cell	8	Transport Committee
3	Industry- Institute Interaction Cell	9	Women Empowerment Cell
4	Sports Committee	10	Anti Ragging Committee
5	Grievances Redressal Committee	11	National Service Scheme
6	SC/ST Welfare Committee	12	RRC and YRC
		13	Alumni Cell

Name of the Cell / Committee:	Placement and Career Guidance Cell
Core Activity:	In-house and Industrial Training to students and assisting in their placement.
Convener:	Mr. T. Ratheesh, (Placement Officer) K. Karthik (Asst Prof /Mech)
Members:	Mr. P. Balachandiran (Asst.Prof./CIVIL)
	Mr. K. Karthik (Asst.Prof./MECH)
	Mr. D. Nagarajan (Asst.Prof./EEE)
	Mr. V. Prakash (Asst.Prof./AUTO)
	Mrs. J. Poornima (Asst.Prof./ECE)
	Ms. A. Monica Silvenas (Asst.Prof./PCE)
	Mr. M. J. A. Prince (Asst Prof /PLM)
	Mr. J. Arun (Asst.Prof./CSE)
	Ms. S. Indu (Asst.Prof./FOOD)
Periodicity of the meeting:	Twice in a month or as and when required.

Roles and Responsibilities

- To prepare a 'List of Industries', in consultation with the respective Heads of Departments, which may be invited to visit our campus for recruitment.
- To prepare a 'List of Students' who are eligible to attend campus interviews and guide them prepare properly.
- To organize campus interviews for final year students and encourage them to attend off - campus interviews conducted in other colleges.
- To arrange in house Industrial training programmes to Staff and Students on Communication Skills & Personality Development for Students and Industrial training to staff and students during vacation.
- To arrange training programmes for students who are willing to appear for competitive examinations for higher studies, such as GATE, GRE and TOEFL with the help of internal and external resource persons.

Name of the Cell / Committee:	Sports Committee
Core Activity:	To help students to achieve a health-enhancing life of physical activity, and also to understand and respect individual differences among people in physical settings.
Convener:	Mr. D. Magesh, (HOD/ MECH)
Members:	Mr. S. Senthil Kumar (PED)
	Mr. K. Janardhanan (Asst Prof / PLM)
	Selvan.V. Madhavan (IV /EEE)
	Selvan.K. V. Lino (III/ EEE)
	Selvan. H. Hariharan (IV/ PCE)
	Selvan. M. Shanio (IV/ PLM)
Periodicity of the meeting:	Once in a month or as and when required.

Roles and Responsibilities

- To promote and develop sports activities in the college among students and staff members.
- To organize intramurals and inter collegiate sports events in the college.
- To accompany students for sports events organized in other colleges.
- To encourage students to participate in the different levels of events organized by other colleges and universities.
- Responsible for all the activities related to Physical Education.
- Procurement and maintenance of sports goods, maintenance of play fields etc.

Name of the Cell / Committee:	Entrepreneurship Development Cell
Core Activity:	To encourage the students to be Entrepreneurs.
Convener:	Mr. B. Parthiban (Asst Prof/ PCE)
Members:	Mrs. B. Bhuvaneswari (Asst.Prof/CSE)
	Mrs. D. Vedha Vinodha (Asst.Prof./ECE)
	Mrs. M. Indhumathi (Asst.Prof./FOOD)
	Ms. M. Devika (Asst.Prof./EEE)
	Mr. M. Sowntharya (Asst Prof./PCE)
	Ms. M. Kiruba (Asst.Prof./PLM)
	Selvan.T. Arun Selvin (IV/PCE)
	Selvan.S. Naveen (III/CSE)
Periodicity of the meeting:	Once in a month or as and when required.

Roles and Responsibilities

- To conduct various programs like Awareness Camps, Seminars, Workshops, etc.
- To create awareness on 'Entrepreneurship' among students.
- To motivate and develop entrepreneurship capabilities among students.
- To create awareness about the sources of financial assistance and support available to potential entrepreneurs.

Name of the Cell / Committee:	Industry - Institute Interaction Cell
Core Activity:	To encourage and enable link with nearby industries to assist our Staff & Students in getting industrial exposure and training and to explore the possibility of assisting those industries through conduct of 'Continuous Education Programmes' to their staff and other technical personnel.
Convener:	Dr. S. Venkatesh Babu (HoD /PLM)
Members:	Mr. G. Arumugam (Asst.Prof./PCE)
	Mr. K. Kaviarasan (Asst.Prof./PCE)
	Mr. K. Janardhanan (Asst.Prof./PLM)
	Selvan. M. Rohan Jenner (IV/FT)
	Selvan. A. Adithyan (III/PLM)
Periodicity of the meeting:	Once in a month or as and when required.

Roles and Responsibilities

- To create strong links with industry and to promote various activities by the faculty members and students involving industries.
- To catalyze the further growth and development of interaction between the Institute and Industries.
- To have a closer linkage and promote research suited to industrial needs, and consultancy that creates a sense of satisfaction among faculty members.
- To provide continuing education to professionals working in industries so that they can upgrade their technical knowledge, and / or obtain higher degrees

Name of the Cell / Committee:	Hostel and Mess Committee
Core Activity:	To provide all the necessary amenities for a comfortable stay and to provide a menu that satisfies the palette of all residents.
Convener:	Dr. Isaac Prem Kumar (Ass Prof/ Mech)
Members:	Mr. R. Malairaja (Dy. Warden/ Boys Hostel) Ms. K. Greeshma (Dy. Warden/ Girls Hostel) Mr. A. Chandrahassan (Administrative Officer) Selvan. R. Pradeep (IV/PE) Selvan. S. Sanjay (III /FOOD) Selvan. M. NandhaGopal (II/ BTBC) Selvan. S. Chinann (I/FT) Selvi. P. Anusiya (IV /PLM) Selvi. C. Mammatha (III /PCE) Selvi. C. S. Emeema (II/PCE) Selvi. R. Bhuvanika (I/AIDS) Mr. R. Guna (Stores In-charge) Mr. M. Thennarasu (Mess In-charge)
Periodicity of the Meeting:	Once in a month or as and when required.

Role and Responsibilities

- Responsible for allotment of rooms to the students.
- To maintain an up to date Data Base of Hostellers.
- Responsible for maintenance for Hostel rooms, Dining halls, Kitchen, Bath rooms and Toilets.
- To prepare the mess menu and look after the quality of the food served in the mess.
- To maintain strict discipline in the Entry and Exit of students into/from the hostels.
- To look into the grievances/complaints of the students, if found genuine.

- To arrange for First-Aid in case of any medical emergency and arrange for hospitalization, if required.
- To bring to the notice of the Principal any case of indiscipline or misbehavior of the students and/or group of students.
- The Hostel committee comprises student representatives from different years which help to monitor the administration of the hostel.
- The student representatives have the responsibility to collect feedback from students about hostel and convey it during committee meetings. Based on the requirements, corrective measures will be taken.
- To conduct periodical meetings with student representatives to redress their grievances.
- The committee will review the activities of the hostel from time to time to incorporate /amend rules and regulations of the hostel and mess.

Name of the Cell / Committee:	Transport Committee
Core Activity:	To take care of the smooth operation and periodical maintenance of buses and other vehicles.
Convener:	Mr. K. Sundaram (Transport In-charge)
Members:	Mr. S. Sanjay (Finance Officer)
	Mr. G. Arumugam, (Purchase Manager)
	Mr. K. Karthick, (Asst.Prof./Mech)
	Mr. V. Subramanian, (Driver)
	Mr. Rajendran, (Driver)
	Selvan. Pranav T (IV/PCE)
	Selvan. Akash Kumar (IV/CSE)
	Selvi. Sreelakshmi A (IV/FT)
	Selvi. Bhagya S (IV/Civil)
Periodicity of the meeting:	Once in a month or as and when required.

Roles and Responsibilities

- To arrange transport to students and staff from college to city and vice versa.
- Responsible for periodical maintenance of all the college vehicles. In case of any major service, the matter should be brought to the notice of the principal immediately.
- To verify the log books maintained by the drivers periodically.
- To arrange for additional buses, if required.
- To arranges for transport for the students and staff for Educational Tours, Industrial Visits etc.
- Responsible for time management of buses.
- To prepare ‘Bus Chart’ daily.
- To prepare ‘Duty Allocation chart’ and allot drivers in different bus routes.
- To regulate the movement of buses in different routes.
- To carry out maintenance works for all buses.
- To maintain attendance register of all drivers and cleaners.
- To issue ‘Bus Pass’ to all the students availing college transport facility.

- To maintain records of all buses related to RTO office and to involve in all activities related to getting Fitness certificate for the buses as and when required.
- To monitor discipline among the students inside the bus.
- To arrange for alternative arrangement as and when required.
- To arrange for periodical medical examination of all drivers.

Name of the Cell / Committee :	Women Empowerment cell
Core Activity :	To create awareness among women about their rights and to empower them.
Convener :	Mrs. D. Vedha Vinodha, (Asst Prof/ECE)
Members :	Mrs. S. Kanchana Devi (Asst Prof/S&H) Mrs. K. Malarvizhi (HoD/CSE) Ms. J. Priyanka (Asst.Prof./FOOD) Ms. M. Kirubha (Asst.Prof/PEM) Dr. S. Kavitha (HoD/PCE) Dr. K. Geeth, (HoD/EEE) Mrs. S. Thahseen Thahir (Asst.Prof./ECE) Ms. S. Shree Thulasi (IV B.E / PCE)
Periodicity of the meeting :	As and when required

Roles and Responsibilities

- To publish rights and achievements of women.
- To deal with the issues of gender-based discrimination and violence.
- To conduct various gender sensitization programmes.
- To look after Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students.
- Display the Institute's policy on sexual harassment at prominent work places and to regularly organize awareness sessions to students and faculty members on sexual harassment.

Name of the Cell / Committee :	Anti Ragging Committee
Core Activity :	To educate the senior students about the evil menace of ragging and to prevent the occurrence of ragging both inside and outside the college campus.
Convener :	Dr. M. Muralidharan (HoD/S&H)
Members :	Dr. S. Venkatesh Babu (HoD/PLM)
	Dr. C. Sivakumar (ASP/S&H)
	Dr. S. Kavitha (HoD/PCE)
	Dr. G. Rajiv Suresh Kumar (HoD/CSE)
	Mr. S. Renswick (Asst. Prof /ECE)
	Dr. G. Magesh (HoD/MECH)
	Prof. A. Kumar (HoD/CIVIL)
	Dr. K. Geetha (HoD/EEE)
	Mr. A. Chandrahasan (AO)
	Mr. K. Ravi (Security Officer)
	Selvan J. Sheryl (IV/ PCE)
Selvan Vignesh (IV year/PLM)	
Periodicity of the meeting :	Daily during the first two months of the ODD semester and as and when required thereafter.

Roles and Responsibilities

- To create a conducive environment connecting both the first year and senior students so as to create cordial relationship among them.
- To create awareness among the seniors about the evil effects of ragging.
- To enlighten the senior students about the adverse effects of ragging and punishments that would be awarded.
- To display anti-ragging notices in various locations of the campus.
- To carryout surprise visits in hostels and other places.

Name of the Cell / Committee :	Grievances Redressal Cell
Core Activity :	To redress the grievances and complaints of the students.
Convener :	Dr. C. Sivakumar (Asst Prof/S&H)
Members :	Mrs. S. Kanchana Devi (Asst Prof/S&H)
	Prof. D. Ashokkumar (Asst Prof/Mech)
	Mr. P. Suresh Kumar (Asst Prof/AUTO)
	Mrs. K. Malarvizhi (Asst Prof/CSE)
	Ms. J. Priyanka (Asst Prof/FOOD)
	Mr. G. Arumugam (Asst Prof/PCE)
Periodicity of the meeting :	Once in a week for three months or as and when required

Roles and Responsibilities

- To accept the genuine grievances from the students and suggest remedial measures to solve within a reasonable period of time.
- The Grievance Redressal Committee of the college shall monitor the status and shall furnish report on the Redressal position to the Principal once in 3 (Three) months.
- The committee ensures effective solution to all concerned with a fair approach.
- It also encourages the students to express their grievances freely and frankly, without any fear of being victimized.

Name of the Cell / Committee :	NATIONAL SERVICE SCHEME
Core Activity :	To provides an opportunity to students in the capacity of volunteers to venture out of their comfort zones and make a difference to society.
Programme Officer :	Mr. M. Sriram, (Asst prof / S& H)
Periodicity of the meeting :	Once every three months or as and when required.

Roles and Responsibilities

- To plan and execute N.S.S. Programmes for the year.
- To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the college
- To arrange discussions and workshops for groups of students on a regular basis on issues of social importance, ethical relevance and moral values.
- To organize social service groups and clubs as well as outdoor filed activities, to encourage and involve students in social service activities.

Name of the Cell / Committee :	SC/ST Welfare Committee
Core Activity :	To resolve all the grievances and welfare issues related to the SC/ST students and staff of the college.
Convener :	Dr. V. Arun (Asst Prof /S & H)
Members :	Ms. P. Rupa (Asst.Prof./CSE)
	Mr. K Babu (Asst.Prof./ECE)
Periodicity of the Meeting :	As and when required.

Roles and Responsibilities

- To create and maintain safe, healthy and supportive environment for SC / ST Staff and Students in the campus.
- To address the issues of Staff and Students, belonging to Schedule Caste and / or Schedule Tribes and to prevent atrocities against them.
- To look into the complaints, if any, received from the staff and students belonging to SC / ST and to arrange for early redressal.

Name of the Cell / Committee :	RRC & YRC
Core Activity :	To enable the involvement of students in various activities those are related to social issues.
Programme Coordinator	Mr. R .Srikumar (Asst Prof/S&H)
Periodicity of the meeting :	As and when required.

Roles and Responsibilities

- Service to the sick and the suffering by organizing:
 - o Health camps
 - o Eye Screening Camps
 - o Vaccination Camps
 - o Disaster Management Services
- To communicate with the Government Health Dept, to organize health related programmes to the society.
- To organize programmes to reduce the occurrence of sexually transmitted infections (incidence), particularly HIV, among youth.

5.4.3: ALUMNI ENGAGEMENT:

Name of the Cell / Committee :	Alumni Cell
Convener :	Dr V. Muruges (HoD / CIVIL)
Members :	Mr. M. Balachandran (Asst Prof/CIVIL)
	Mr. M. Prabhu (Asst Prof/MECH)
	Ms. K. Kaviya (Asst Prof/EEE)
	Mrs. S. Thasthin Thaheer (Asst Prof/ECE)
	Mr. G. Arumugam (Asst Prof/PCE)
	Ms. M. Kirubha (Asst Prof /PLM)
	Ms. P. Rupa (Asst Prof/CSE)
	Ms. S. Indu (Asst Prof/FOOD)
Periodicity of the meeting :	Twice in a month or as and when required.

Roles and Responsibilities:

- To coordinate programmers organized by the alumni association and organize business meet at institute chaired by principal and management representative.
- To help in organizing the lectures / seminars for the benefit of students and to give guidance for entrepreneurship
- To conduct the alumni meet every year on October 2nd week.