



Jaya Sakthi Engineering College

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
St. Mary's Nagar, Thiruninravur, (Near Avadi), Chennai - 602 024.
www.sakthiec.edu.in Email : info@sakthiec.edu.in

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044 2634 4282
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Prof. Dr. A. Kanagaraj, M.A., M.Phil., Ph.D.,
Chairman

Mrs. K. Vijayakumari, M.A., B.Ed.,
Secretary

VISION

To achieve Technical Education Excellence through Innovative Teaching, Research and Entrepreneurship who create wealth for our nation and develop a fulfilling global society.

MISSION

- To create a state of art educational institution contributing to innovation entrepreneurship, engineering and technology for our country.
- To Provide Quality Education, Self-discipline and Ethical values.
- To identify student's skills and encourage them through creative and enriching methodologies and share their knowledge to create new society.



PRINCIPAL
JAYA SAKTHI ENGINEERING COLLEGE
St. Mary's Nagar, Near Avadi,
Thiruninravur, Chennai-602024

JAYA SAKTHI ENGINEERING COLLEGE
THIRUNINRAVUR – 602024

23rd GOVERNING COUNCIL MEETING

MINUTES OF MEETING

Date: 23.01.2023

Venue: IQAC Cell

Time: 10.30 a.m to 12.30 p.m

Chairperson: Prof. Dr. A. Kanagaraj, Chairman, JET

Anna University Nominee: Dr.P.Somasundaram, Professor,
Dept. of Electrical and Electronics Engineering
CEG, Anna University, Chennai – 600025.


Members Present: Principal, IQAC Co-ordinator, All HODs

The following points are discussed in the Governing Council Meeting

1. Mission statements should be focused and increased.
2. Vision and Mission disseminated in the campus.
3. Two FDP per year should be attended by all the faculty members.
4. One Scopus index should be published by all the faculty members.
5. Link the laboratory and activities for placement
6. Funded project should be increased.
7. Action should be taken for getting NAAC approval.
8. MoU's should be signed with Foreign University.
9. Students should attend the internship (at least 5 in top companies).
10. Societal contribution should be made social activities.
11. Research centre should be initiated for at least one department.
12. Funded project can be tried by the chemistry department.
13. Placement should be based on the student's interest.
14. Staff should be allocated work based on their efficiently.
15. Faculty should visit many premium institutions to meet professors for R & D purpose.
16. Online program should be conducted with eminent professors.
17. Allow senior faculty member to register Ph.D.

Governing Council Meeting ended with Vote of Thanks at 12.30 PM




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THIRUNINRAVUR – 602024

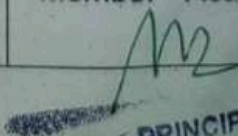
23rd GOVERNING COUNCIL MEETING

Members Present

Date: 23.01.2023

Venue: IQAC Cell

S. No.	Name of the Members	Designation
1.	Prof. Dr. A. Kanagaraj, M.A., M.Phil., Ph.D., Chairman, Jaya Educational Trust, Thiruninravur – 602024.	Chairman
2.	Mrs. K. Vijayakumari, M.A., B.Ed., Secretary, Jaya Educational Trust, Thiruninravur – 602024.	Secretary
3.	Er. K. Navaraj, Vice Chairman, Jaya Educational Trust, Thiruninravur – 602024.	Vice Chairman
4.	Dr. K. Deena, Joint – Secretary, Jaya Educational Trust, Thiruninravur – 602024.	Joint-Secretary
5.	Mr. O.K.Venkatasubramanian, Head - Operations, Steel Tech Engineering, Sidco Industrial Estate, Kakkalur, Thiruvallur District – 602003.	Industrial Representative
6.	Dr.P.Somasundaram, Professor, Dept. of Electrical and Electronics Engineering CEG, Anna University, Chennai – 600025.	Anna University Nominee Academic Member
7.	Mr. D.Suresh, HOD/Mechanical Engineering, Jaya Polytechnic College, Thiruninravur – 602024.	Alumni
8.	Prof. Dr. P. Marimuthu, Principal, Jaya Sakthi Engineering College, Thiruninravur – 602024.	Member Secretary
9.	Prof. Dr. M. Somasundaram, Dean – Research, Jaya Group of Institutions, Thiruninravur – 602024.	Member - Academic
10.	Mr. P. K. Santhosh, HOD / BME & IQAC Co-ordinator, Jaya Sakthi Engineering College, Thiruninravur – 602024.	Member - Academic
11.	Prof. Dr. G. Saravanan, HOD / Science and Humanities, Jaya Sakthi Engineering College, Thiruninravur – 602024.	Member - Academic
12.	Prof. Dr. R. Arunkumar, HOD / Pharmaceutical Technology, Jaya Sakthi Engineering College, Thiruninravur – 602 024.	Member - Academic


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JAYA SAKTHI ENGINEERING COLLEGE

Thiruninravur - 602 024

Date: 09.08.2021

Minutes of the 22nd Meeting of Governing Council of the College

22nd meeting of governing council of Jaya Sakthi Engineering College was held on 09.08.2021, Monday. Following members were present.

1. Mrs. K. Vijaya Kumari, Chair Person
2. Prof. A. Kanagaraj, Former Professor, DRBCCC Hindu College & Chairman-Jaya Educational Trust.
3. Dr. B.Gobinathan, Principal, Member Secretary,
4. Dr. M. Ponnvaiko, Former V.C., Barathidasan University, Trichy, Member.
5. Dr. V. Subramaniam, Former Professor & Head, Textile Dept., Anna University, Member.
6. Dr. I. Gopal Reddy, Former Vice-Chancellor, JNTU, Hyderabad, Member,

The Member secretary, Dr.B.Gobinathan welcomed all the distinguished members and the agenda were discussed and resolved as follows:-

1. Member secretary had read the minutes of last meeting and it was passed unanimously after discussion.
2. Member of the governing council gave advises to the placement cell for conducting soft skill training and career guidance programmes.
3. Member Secretary had read the report of building, Advisory, Monitory, Laboratory equipment and library committees.
4. Member of the governing council checked the audited income & expenditure accounts and approved the same.
5. Members of the governing council discussed the important communications received from the Anna University of AICTE.
6. Members of the governing council discussed and gave guideline for dealing with disciplinary cases / ragging / students' attendance & slow learners.
7. Member Secretary had briefed about faculty positions and informed the members about the resignation of few faculty members and requested for advertisement in the daily news papers for recruiting new staff members.
8. Member Secretary had presented the Annual Report for the year 2021-22.
9. Member Secretary had presented budget for the financial year 2022-23 and it was approved unanimously.
10. Members of the governing council had given suggestions and guidance for getting accreditation of the existing courses in the institute.
11. Members of the governing council had appreciated the institute and the staff members for the improvement in the academic results and gave many valuable suggestions.
12. It was decided to appreciate the concerned teachers for getting 100% result during celebration of annual day.
13. Online program should be conducted with eminent professors.
14. Members of the governing council advised to faculty members to visit many premium institutions to meet professors for R & D purpose
15. Vote of thanks was given by Member Secretary and he thanked the GC members for their valuable time and for their constructive suggestions.



Principal/Member - Secretary

PRINCIPAL
JAYA SAKTHI ENGINEERING COLLEGE
St. Mary's Nagar, Near Avadi

JAYA SAKTHI ENGINEERING COLLEGE

Thiruninravur - 602 024

Date: 25.09.2020

Minutes of the 21st Meeting of Governing Council of the College

21st meeting of governing council of Jaya Sakthi Engineering College was held on 25.09.2021, Friday. Following members were present.

1. Mrs. K. Vijaya Kumari, Chair Person
2. Prof. A. Kanagaraj, Former Professor, DRBCCC Hindu College & Chairman-Jaya Educational Trust.
3. Dr. M. Gopu, Principal, Member Secretary,
4. Dr. M. Ponnvaiko, Former V.C., Barathidasan University, Trichy, Member.
5. Dr. V. Subramaniam, Former Professor & Head, Textile Dept., Anna University, Member.
6. Dr. I. Gopal Reddy, Former Vice-Chancellor, JNTU, Hyderabad, Member,

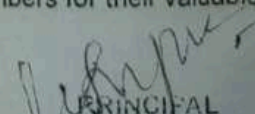
The Member secretary, Dr. M. Gopu welcomed all the distinguished members and the agenda were discussed and resolved as follows:-

1. Member secretary had read the minutes of last meeting and it was passed unanimously after discussion.
2. Member of the governing council gave advises to the placement cell for conducting soft skill training and career guidance programmes.
3. Member Secretary had read the report of building, Advisory, Monitory, Laboratory equipment and library committees.
4. Member of the governing council checked the audited income & expenditure accounts and approved the same.
5. Members of the governing council discussed the important communications received from the Anna University of AICTE.
6. Members of the governing council discussed and gave guideline for dealing with disciplinary cases / ragging / students' attendance & slow learners.
7. Member Secretary had briefed about faculty positions and informed the members about the resignation of few faculty members and requested for advertisement in the daily news papers for recruiting new staff members.
8. Member Secretary had presented the Annual Report for the year 2020-21.
9. Member Secretary had presented budget for the financial year 2021-22 and it was approved unanimously.
10. Members of the governing council had given suggestions and guidance for getting accreditation of the existing courses in the institute.
11. Members of the governing council had appreciated the institute and the staff members for the improvement in the academic results and gave many valuable suggestions.
12. It was decided to appreciate the concerned teachers for getting 100% result during celebration of annual day.
13. Online program should be conducted with eminent professors.
14. Members of the governing council advised to faculty members to visit many premium institutions to meet professors for R & D purpose.
15. Vote of thanks was given by Member Secretary and he thanked the GC members for their valuable time and for their constructive suggestions.



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JAYA SAKTHI ENGINEERING COLLEGE
Principal/Member Secretary,
Sri Gopal Nagar, Near Avadi,
Thiruninravur, Chennai-602024

JAYA SAKTHI ENGINEERING COLLEGE

Thiruninravur - 602 024

Date: 11.10.2019

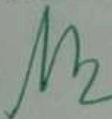
Minutes of the 20th Meeting of Governing Council of the College

20th meeting of governing council of Jaya Sakthi Engineering College was held on 11.10.2019, Friday. Following members were present.

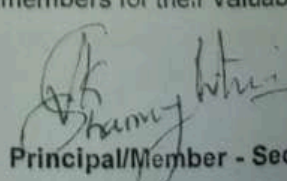
1. Mrs. K. Vijaya Kumari, Chair Person
2. Prof. A. Kanagaraj, Former Professor, DRBCCC Hindu College & Chairman-Jaya Educational Trust.
3. Dr. V.K. Shanmuganathan, Principal, Member Secretary,
4. Dr. M. Ponnvaiko, Former V.C., Barathidasan University, Trichy, Member.
5. Dr. V. Subramaniam, Former Professor & Head, Textile Dept., Anna University, Member.
6. Dr. I. Gopal Reddy, Former Vice-Chancellor, JNTU, Hyderabad, Member,

The Member secretary, Dr. V.K. Shanmuganathan welcomed all the distinguished members and the agenda were discussed and resolved as follows:-

1. Member secretary had read the minutes of last meeting and it was passed unanimously after discussion.
2. Member of the governing council gave advises to the placement cell for conducting soft skill training and career guidance programmes.
3. Member Secretary had read the report of building, Advisory, Monitory, Laboratory equipment and library committees.
4. Member of the governing council checked the audited income & expenditure accounts and approved the same.
5. Members of the governing council discussed the important communications received from the Anna University of AICTE.
6. Members of the governing council discussed and gave guideline for dealing with disciplinary cases / ragging / students' attendance & slow learners.
7. Member Secretary had briefed about faculty positions and informed the members about the resignation of few faculty members and requested for advertisement in the daily news papers for recruiting new staff members.
8. Member Secretary had presented the Annual Report for the year 2019-20.
9. Member Secretary had presented budget for the financial year 2020-21 and it was approved unanimously.
10. Members of the governing council had given suggestions and guidance for getting accreditation of the existing courses in the institute.
11. Members of the governing council had appreciated the institute and the staff members for the improvement in the academic results and gave many valuable suggestions.
12. It was decided to appreciate the concerned teachers for getting 100% result during celebration of annual day.
13. Online program should be conducted with eminent professors.
14. Members of the governing council advised to faculty members to visit many premium institutions to meet professors for R & D purpose
15. Vote of thanks was given by Member Secretary and he thanked the GC members for their valuable time and for their constructive suggestions.


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Principal/Member - Secretary

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JAYA SAKTHI ENGINEERING COLLEGE

Thiruninravur - 602 024

Date: 23.08.2018

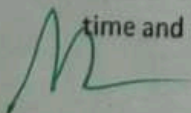
Minutes of the 19th Meeting of Governing Council of the College

19th meeting of governing council of Jaya Sakthi Engineering College was held on 23.08.2018, Thursday. Following members were present.

1. Mrs. K. Vijaya Kumari, Chair Person
2. Prof. A. Kanagaraj, Former Professor, DRBCCC Hindu College & Chairman-Jaya Educational Trust.
3. Dr. B. Sasi Kumar, Principal, Member Secretary,
4. Dr. M. Ponnvaiko, Former V.C., Barathidasan University, Trichy, Member.
5. Dr. V. Subramaniam, Former Professor & Head, Textile Dept., Anna University, Member.
6. Dr. I. Gopal Reddy, Former Vice-Chancellor, JNTU, Hyderabad, Member.

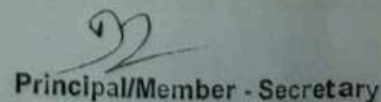
The Member secretary, Dr. B. Sasi Kumar welcomed all the distinguished members and the agenda were discussed and resolved as follows:-

1. Member secretary had read the minutes of last meeting and it was passed unanimously after discussion.
2. Member of the governing council gave advises to the placement cell for conducting soft skill training and career guidance programmes.
3. Member Secretary had read the report of building, Advisory, Monitory, Laboratory equipment and library committees.
4. Member of the governing council checked the audited income & expenditure accounts and approved the same.
5. Members of the governing council discussed the important communications received from the Anna University of AICTE.
6. Members of the governing council discussed and gave guideline for dealing with disciplinary cases / ragging / students' attendance & slow learners.
7. Member Secretary had briefed about faculty positions and informed the members about the resignation of few faculty members and requested for advertisement in the daily news papers for recruiting new staff members.
8. Member Secretary had presented the Annual Report for the year 2018-19.
9. Member Secretary had presented budget for the financial year 2019-20 and it was approved unanimously.
10. Members of the governing council had given suggestions and guidance for getting accreditation of the existing courses in the institute.
11. Members of the governing council had appreciated the institute and the staff members for the improvement in the academic results and gave many valuable suggestions.
12. It was decided to appreciate the concerned teachers for getting 100% result during celebration of annual day.
13. Online program should be conducted with eminent professors.
14. Members of the governing council advised to faculty members to visit many premium institutions to meet professors for R & D purpose.
15. Vote of thanks was given by Member Secretary and he thanked the GC members for their valuable time and for their constructive suggestions.



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Principal/Member - Secretary

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JAYA SAKTHI ENGINEERING COLLEGE
Thiruninravur – 602 024

Date: 25.09.2017


Minutes of the 18th Meeting of Governing Council of the College

18th meeting of governing council of Jaya Sakthi Engineering College was held on 25.09.2017, Monday. Following members were present.

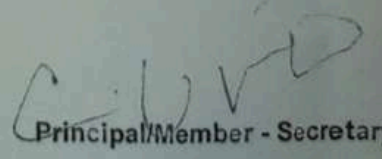
1. Mrs. K. Vijaya Kumari, Chair Person
2. Prof. A. Kanagaraj, Former Professor, DRBCCC Hindu College & Chairman-Jaya Educational Trust.
3. Dr. C. Uthayakumar, Principal, Member Secretary,
4. Dr. M. Ponnvaiko, Former V.C., Barathidasan University, Trichy, Member.
5. Dr. V. Subramaniam, Former Professor & Head, Textile Dept., Anna University, Member.
6. Dr. I. Gopal Reddy, Former Vice-Chancellor, JNTU, Hyderabad, Member,

The Member secretary, Dr. C. Uthayakumar welcomed all the distinguished members and the agenda were discussed and resolved as follows:-

1. Member secretary had read the minutes of last meeting and it was passed unanimously after discussion.
2. Member of the governing council gave advises to the placement cell for conducting soft skill training and career guidance programmes.
3. Member Secretary had read the report of building, Advisory, Monitory, Laboratory equipment and library committees.
4. Member of the governing council checked the audited income & expenditure accounts and approved the same.
5. Members of the governing council discussed the important communications received from the Anna University of AICTE.
6. Members of the governing council discussed and gave guideline for dealing with disciplinary cases / ragging / students' attendance & slow learners.
7. Member Secretary had briefed about faculty positions and informed the members about the resignation of few faculty members and requested for advertisement in the daily news papers for recruiting new staff members.
8. Member Secretary had presented the Annual Report for the year 2017-18.
9. Member Secretary had presented budget for the financial year 2018-19 and it was approved unanimously.
10. Members of the governing council had given suggestions and guidance for getting accreditation of the existing courses in the institute.
11. Members of the governing council had appreciated the institute and the staff members for the improvement in the academic results and gave many valuable suggestions.
12. It was decided to appreciate the concerned teachers for getting 100% result during celebration of annual day.
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JAYA SAKTHI ENGINEERING COLLEGE
THIRUNINRAVUR - 602024

COMPOSITION OF STAFF SELECTION COMMITTEE

Date: 21.09.2022

S. No.	Name of the Members	Designation
1.	Prof. Dr. A. Kanagaraj	Chairman
2.	Mrs. K. Vijayakumari	Secretary
3.	Er. K. Navaraj,	Vice Chairman
4.	Dr. K. Deena,	Joint-Secretary
5.	Prof. Dr. P. Marimuthu	JSEC - Principal
6.	Prof. P. K. Santhosh	IQAC Co-ordinator
7.	Prof. Dr. G. Saravanan	S&H - HOD
8.	Prof. Dr. R. Arunkumar	Pharm.Tech - HOD



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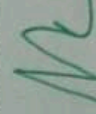
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Mrs. K. Vijayakumari, M.A., B.Ed.,
Secretary

Prof. Dr. A. Kanagaraj, M.A., M.Phil., Ph.D.,
Chairman

Details of Committee Constituted for the Academic Year 2021 - 2022

S.No	Name of the committee	Responsibilities	Day of meeting	Coordinator	Members
1	Anti-ragging and Grievance Redressal Cell	1. Ensure the implementation of guidelines/order issued by AICTE/UGC/University/Govt. in order to prevent ragging inside the college campus / Grievance Redressal	Yearly Twice	Dr.B. Gobinathan, Principal	Mr.S.Vijayan, HOD/Mech Mrs.M.Fazilath,HOD/BME Mrs.S.Sasirekha,AP/ECE Mrs. P.Jayasri Archana Devi,HOD/CSE Mr.Y.Mohammed Yasin HOD/Civil Dr. G. Saravanan HOD/S&H One student from each Dept
2	Placement cell /Career Guidance/ Entrepreneurship Development Cell	1. Arrange placement for the students. 2. Interact with companies. 3. Monitor the Placement related Events, Training etc. 4. EDP Activities	On need basis	Mr. S.Vijayan, /HOD/Mech	ALL FINAL YEAR Class Counselors
3	Discipline	1. Monitor the latecomers. 2. Monitor the dress code of students. 3. Ensure students discipline inside the college campus.	Saturday	Dr.G.Saravanan, Associate /S&H 	Mrs.M.Jayanthi /AP/CSE Mr.S.Vignesh /AP/Mech Mr.P.K.Santhosh /AP/BME Mrs.R. Sumalatha /AP/S&H 10Students,5 Boys and 5 girls
4	Campus Maintenance	1. Ensure the cleanliness in class rooms 2. Hostel maintenance (Boys & Girls).	Saturday	Mr. P. Ramanathan, AO/JSEC JAYA SAKTHI ENGINEERING COLLEGE St. Mary's Nagar, Near Avadi, Thiruninravur, Chennai-602024	Mr.D.Loganathan /AP/MECHMr. P.K.Santhosh /AP/BME Mr.Santhanam /AP/S&H

<p>Mr.S.Selvakumaran /AP/CSE</p>				
<p>Mr. P.S.Satheesh/AP/CSE Mr. P.Karthikeyan/AP/ MECH Mr. P.K.Santhosh /AP/BME Mrs.LeeLavathy /AP/S&H</p>	<p>Dr.S.Venkatesh Babu, Asso Prof/BME</p>	<p>Saturday</p>	<p>3. RO Water facility 4. Monitoring of cleanliness in common areas. 5. Gardening etc. 6. Plumbing related works. 7. Water Facility (Both Drinking & Toilet)</p> <p>1. Arrange Industrial visit. 2. Plan to conduct Seminar, Workshop, Hands on training related to Academic courses. 3. Carry out RD activities inside the campus. 4. Initiate procedures for getting grants from funding agencies for projects. 5. Department level Chapter activities. 6. MOU with industries</p>	<p>Workshop/ Seminar/ Industrial Visit / FDP /Webinar / Research Development /Consultancy Projects/ Professional Chapters/ MOU</p>
<p>Mrs.M.Pavithra Rao/AP/CSE Mr.D.Loganathan/ AP/MECH Mr.P.K.Santhosh/AP/BME Mrs.P. Suganthi/AP/S&H Mr.S. Sundramoorthy/AP/GE</p>	<p>Mrs.P.Jayasri ArchanaDevi, HOD/CSE</p>	<p>Saturday</p>	<p>1. Conduct of Internal Assessment, University practical and theory exams as given in the academic calendar and based on Anna university notifications. 2. Collection and remittance of exam fees, communication with AU COE, correction of discrepancies in the certificates/ credentials issued by A.U.</p>	<p>Exam Cell</p>
<p>Dr. G. Saravanan/Asso. Prof./Physics Ms.PraiseMore/Asst.prof/GE Dr. R.Arunkumar / Asso. Prof./ S&H Dr. D. Kumar/Prof./S&H Maximum of 10 students (1 student from each department)</p>	<p>Dr. B.Gobinathan, Principal</p>	<p>Saturday</p>	<p>1. Perform admission related activities. 2. Publish the list of scholarship students. 3. Support education loan.</p>	<p>Students Support & Ethics Committee</p>
<p>Dr. G. Saravanan/Asso. Prof./Physics Ms.PraiseMore/Asst.prof/GE Dr. R.Arunkumar / Asso. Prof./ S&H Dr. D. Kumar/Prof./S&H</p>	<p>Mrs.M.Jayanthi, /AP/CSE PRINCIPAL JAYA SAKTHI ENGINEERING COLLEGE St. Mary's Nagar, Near Avadi, Thiruttinivari, Chennai-602024</p>	<p>Saturday</p>	<p>1. To redress the grievance complaints of SC/ST Students 2. To provide counselling services to SC/ST Students 3. To enhance the employability skills</p>	<p>SC/ST welfare committee</p>

	of SSC/ST Students		Saturday	Maximum of 10 students (1 student from each department) NSS Volunteers
9	NSS	1. Conduct NSS activities for the college	Saturday	Mr. P. Karthikeyan, AP/MECH
10	Youth Red Cross	1. Various service projects to be conducted. 2. Regular interaction with YRC Chennai office. 3. Active participation in all activity proposed by YRC head office.	Weekly	Mr. P. Karthikeyan, AP/MECH
11	Library	1. Library infrastructural maintenance, transactions. 2. Purchase of books/Journals 3. Subscription of Magazines/Newspapers. 4. Library books stock Verification. 1. Carry out all the electrical related works in the college 2. Maintenance of Air conditioners and electrical equipments 3. Maintenance and Repair works of D.G Set and all the pumps. 4. Testing of electrical based equipment's on regular basis 5. Electricity consumption monitoring Un interrupted Supply of electricity Ensure the maintenance of 6. Laboratories in all departments. Update master records/manuals Ensure appropriate display of charts/Boards 7. Conduct FDP for the lab instructors and faculty 8. Verify the stock registers of Electrical items at regular intervals 9. Generator	Saturday	Mrs. S. Sasirekha / AP/ECE Mr. P. K. Santhosh / AP/BME Mr. J. Sam Prasanna / AP/Mech Mrs. S. Sivakami / AP/CSE
12	Electrical Maintenance		Saturday	Dr. R. Arun kumar AP/S&H Mr. R. Prashanth / AP/CSE Mrs. R. Akila / AP/Civil Mr. K. Vijay Karan / AP/Mech



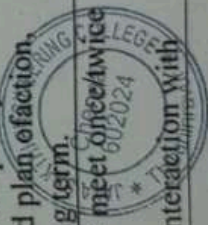
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13	Website/Inspection/Affiliation	<ol style="list-style-type: none"> 1. Responsible for all Institution website related activities and maintain the institution website with information up to date 2. Publish the important events happening in each departments (events like seminar, workshops, symposium, FDTP etc) 3. Affiliation related works <ol style="list-style-type: none"> 1. Consolidate Weekly report. 2. Consolidate Internal marks analysis. 3. Perform result analysis. 4. Publish academic calendar. Monitor daily tests progress 5. Collect feedback from students and staff. 6. Consolidate university results, ranking etc 7. Timetable allotment & Preparation 8. To Verify the weekly syllabus coverage 9. Verify lecture notes 	Saturday	<p>Dr. R. Kesavan /Prof/CSE Mr. J. Karthick / System Admin</p> <p>Mrs. P. Jayasri Archana Devi/HOD/CSE</p>	<p>Dr. G. Saravanan/Asso. Prof./Physics Mr. P. Karthikeyan/AP/MECH Ms. N. Abarna Devi /AP/ECE Mrs. Fazilath/AP/BME</p> <p>Dr. V. K. Shanmuganathan/Prof /Mech Mr. K. Vijay Karan /AP/Mech S. Santhanam/AP/S&H Mrs. S. Sivakami /AP/CSE Mr. Y. Mohammed Yasin/HOD/Civil</p>
14	Academic Cell	<ol style="list-style-type: none"> 1. Distribution of compliments, pamphlets etc. 2. School visit for admission canvassing 3. Arranging school principals/Teachers meet bringing admission to the college 4. Organizing events for school students 5. Other related works 	Saturday	<p>Mrs. P. Jayasri Archana Devi/HOD/CSE</p>	<p>Dr. R. Kesavan /Prof/CSE Mr. S. Vignesh / AP/Mech Mr. J. Boopalan / AP/Mech Mr. P. K. Santhosh /AP/BME Mr. S. Sundramoorthy /AP/GE Mrs. S. Leelavathi / AP/S&H</p>
15	Admission Committee	<ol style="list-style-type: none"> 1. Preparation of all the files required for NAAC and NBA 2. Auditing of files being maintained for NAAC/NBA in all the departments. 3. All the accreditations related works. <ol style="list-style-type: none"> 1. To develop a quality system for conscious, consistent and catalytic improvement in the academic, 	Monthly	<p>Mr. P. K. Santhosh ,AP/BME</p> <p>Mr. Santhosh, AP/BME</p>	<p>Dr. G. Saravanan/Asso. Prof./Physics Mr. P. Karthikeyan/AP/MECH Dr. R. Kesavan /Prof/CSE Mrs. Fazilath/AP/BME</p>
16	NBA/NAAC Committee	<ol style="list-style-type: none"> 1. To develop a quality system for conscious, consistent and catalytic improvement in the academic, 	Monthly	<p>Mr. Santhosh, AP/BME</p>	<p>Dr. R. Kesavan /Prof/CSE Mr. P. Karthikeyan/AP/MECH R. Arun Kumar/AP/S&H</p>
17	IQAC Cell				

		research and administrative performance of the Institution. 2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.		Dr.S.Venkatesh Babu / Prof/BME
18	AICTE Works	AICTE Related works	On Need Basis	All HODs Dr.R.Kesavan, Asso Prof/CSE Mr.J.Karthick System Admin
19	Institution's Innovation Council	1. Regular Activity to be conducted. 2. Activity report with photographs to be submitted to the Coordinator 3. The same to be uploaded in IIC portal.	Weekly	All HODs Dr.S.Venkatesh Babu, Prof/BME
20	Women Empowerment	1. Required Guidance to be provided to all girl students. 2. Periodic activity to be conducted. 3. Safety measure to be briefed. 4. Make them to participate in all activity/events. 5. Regular leadership program to be conducted.	Weekly	Mrs.M.Pavithra Rao, AP/CSE – Member Mrs.M.Fazilath, AP/BME –
21	Anti-Sexual Harassment Cell	1. Facilitate a safe environment that is free of sexual harassment 2. Promote behaviors that create an atmosphere that ensures gender equality and equal opportunities. 3. Develop the guidelines and norms for a policy against sexual harassment. 3. Work out details for the implementation of the policy. Prepares a detailed plan of action, both short and long term.	Weekly	Mrs.M.Pavithra Rao, AP/CSE – Member Mrs.M.Fazilath, AP/BME – Member
22	Alumni	1. Organized alumni meet once in a year. 2. Regular Alumni interaction with	Yearly once	Mrs.Fazilath/AP/BME P.S.Satheesh/AP/CSE Mr.S.Vignesh / AP/Mech

Mr. J.Boopalan,
FR/AP/Mech
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- the respective dept.
- 3. All events to be recorded.
- 4. Make the alumni to be active in all college activities and contribute their resource to help the current students. Feedback to be collected from the Alumni

Note: Meetings shall be held in line with the aforesaid schedule and minutes of the meeting held shall be submitted on Saturday to the Principal by the respective committee In-charges.


PRINCIPAL

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