



## **AAA COLLEGE OF ENGINEERING AND TECHNOLOGY**

(Accredited by NAAC with 'A' Grade)

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

(An ISO 9001:2015 Certified Institution)

Kamarajar Educational Road, Amathur,

Sivakasi – 626 005.

### **6.1.2 The institution practices decentralization and participative management**

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**VARIOUS COUNCIL/COMMITTEES/CELLS/CLUBS & ITS MEMBERS & ROLES AND RESPONSIBILITIES**

Committee	Members	Roles & Responsibilities
<b>Governing Council</b>	<p><b>Chairman</b> Mr. Panjurajan P</p> <p><b>Secretary</b> Mr. Karvannan P</p> <p><b>Correspondent</b> Mr. Ganesan P</p> <p><b>Joint Secretary</b> Dr. Vignesh Kumar K</p> <p><b>Member Secretary</b> Dr. Sekar M - Principal</p> <p><b>Trust Members :</b> Mrs. Grahalakshmi K Mrs. Sasimala G</p> <p><b>Senior Faculty :</b> Dr. Senthil Kumar C Professor &amp; Head, Dept. of EEE</p> <p><b>Senior Academicians :</b> Dr. Arumugaperumal S Asso. Professor &amp; Head, Dept. of CS, ST Hindu College, Nagercoil.</p> <p>Dr. Krishnan N Professor &amp; Head, Dept. of CSE, MS University, Tirunelveli.</p> <p><b>Anna University Nominee :</b> Dr. Indra Getzy David Principal, Govt. Engg. College, Tirunelveli.</p> <p><b>Industry Nominee :</b> Mr. Srikanth Balasundaram B Vernalis Systems, Madurai.</p>	<ul style="list-style-type: none"> <li>● The Council is responsible for formulating the policies of the institution, framing the vision and mission statements and providing the right direction to the institute. The members with their huge academic, administrative and research experience provide the institution right direction from time to time.</li> <li>● The Governing Council is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.</li> <li>● Governing council has a duty to enable the college to achieve and develop its mission and primary objectives for learning, teaching and research. This responsibility includes considering and approving the institution's strategic plan, which should set out the academic aims and objectives of the institution and identify the financial, physical and staffing strategies necessary to achieve these objectives.</li> <li>● It is the duty of the Governing Council to oversee the creation and delivery of the strategic vision and direction of the institution. This will encompass the purpose and mission of the institution.</li> </ul>

Committee	Members	Roles & Responsibilities
<p><b>Academic Council</b></p>	<p><b>Chair Person :</b> Dr. M. Sekar Principal</p> <p><b>Academic Expert:</b> Dr.C. Deisy Prof. &amp; Head Department of IT, Thigarajar College of Engineering, Madurai</p> <p><b>Members:</b> Dr. P. Seenikannan Dean &amp; Head/Mech</p> <p>Dr. C. Senthil Kumar Prof. &amp; Head/EEE</p> <p>Dr. S. Sevugarajan Prof.&amp; Head/ECE</p> <p>Dr. J. Sutha Prof. &amp; Head/CSE</p> <p>Dr. S. Krishnapriya Asso. Prof. &amp; Head/Civil</p> <p>Mr. V. Thiraviarajan Asst. Prof. &amp; Head/S&amp;H</p> <p><b>Nominee from Local Society:</b> Er. R. Sivakumar, CEO, Rajii Builders, Virudhunagar.</p> <p><b>Nominee from Industry:</b> Er. B. Durai Prasanna CEO, Srimax Software Technology, Sivakasi.</p> <p>Mr. R. Jeyaprakash Senior Manager (HSSE) Bharath Petroleum Corporation Limited, Ernakulam.</p>	<ul style="list-style-type: none"> <li>● The Academic Council is the highest academic body of the college and is responsible for laying down, regulating, and maintaining the standards of teaching, research, and examinations in the college.</li> <li>● Review and approves academic calendar, value added courses and report submitted by IQAC.</li> <li>● Review the academic activities of the college.</li> <li>● Review and formulate the perspective plan of the college.</li> <li>● Review the value added courses for students.</li> <li>● Review the faculty development programs.</li> <li>● Promote innovation in teaching, sustaining the quality of education and quality improvements initiatives (NAAC &amp; NBA).</li> <li>● Ensure that the academic program is consistent with the institute's mission and is in line with industry requirements.</li> <li>● Helps inculcate a culture of research in the student community.</li> </ul>

Committee	Members	Roles & Responsibilities
	<b>Alumni Member:</b> Mr. S. Raj Engineer P3 Consulting Engineering Pvt.Ltd.,	
<b>IQAC</b>	<b>Chair Person :</b> <b>Dr. M. Sekar</b> Principal  <b>Management Representative:</b> <b>Dr. K. Vignesh Kumar</b> Joint Secretary  <b>Coordinator :</b> <b>Dr. S. Sevugarajan,</b> HoD/ ECE  <b>Academic Expert</b> <b>Dr. K. Srithar,</b> Professor, Dept. of Mechanical Engineering, Thiagarajar College of Engineering, Madurai.  <b>Senior Members of            Faculty :</b> <b>Dr. P. Seeni Kannan,</b> Dean, Professor & Head, Department of Mechanical Engineering <b>Dr. C. Senthil Kumar,</b> Professor & Head, Department of EEE  <b>Dr. J. Sutha,</b> Professor & Head, Department of CSE  <b>Dr. S. Krishnapriya</b> Professor & Head, Department of Civil Engineering  <b>Mr. V. Thiraviarajan,</b> Asso. Professor/Head Dept. of S&H	<ul style="list-style-type: none"> <li>● Adopts quality system to improve the academic and administrative education growth of the College.</li> <li>● Up gradation of modern methods of teaching and learning.</li> <li>● Arcading of the various Technical program and activities for reference to quality improvement.</li> <li>● Facilitates and regulates the learner-centric environment.</li> <li>● Encourages best practices for higher standard of quality learning.</li> <li>● IQAC Student members of IQAC help to propagate quality policies adopted by the institution among the student fraternity and also help in projecting the student view point while taking any quality policy decision.</li> </ul>

Committee	Members	Roles & Responsibilities
	<p><b>Nominee from Industry:</b>  <b>Mr. Rajendran Subramanian</b>            B.E, M.Tech (IIT)            CEO &amp; Founder,            Anna Nagar West Extensn,            Chennai – 101.</p> <p><b>Members from Administration</b>            Mr. K.Chandra Prakash,            Administrative Officer</p> <p>Mr. S. Balagurusamy,            Office Manager</p> <p><b>Local Society Member</b>  <b>Mr. P. Sattanathan</b>            Food Safety Officer,            Food Safety and Standards            Authority of India.(FSSAI),            Virudhunagar.</p> <p><b>Alumni Members</b>  <b>Mr. S. Madan Raj,</b>            B.E CIVIL 2014-18 Batch</p> <p><b>Mr. S. Raj,</b> B.E., M.S., (UK)            EEE – 2013-17 Batch</p>	
<p><b>Grievance Redressal Cell</b></p>	<p><b>Chairperson:</b>  <b>Dr. S. Krishnapriya</b>            Professor &amp; Head,/CIVIL</p> <p><b>Members :</b>            Mr. V. Thiraviarajan,            Asst. Professor/Head,            Dept. of S &amp; H</p> <p>Mrs. C. Tamilselvi,            AP/Physics</p> <p>Mr. P. Vaira Ganesan,            Office Clerk</p> <p>Dr. Rama Venkatesh,            M.B.B.S.,D.G.O.,            Lakshmi Hospital &amp;            Fertility Centre,            Sivakasi.</p>	<ul style="list-style-type: none"> <li>● Addresses genuine problems and complaints of students.</li> <li>● Encourages the students to express their grievance without fears.</li> <li>● Suggestion Boxes are provided in the campus and grievance records are placed at library and hostels.</li> <li>● Based on the complaints, necessary actions are taken in consultation with authorities.</li> <li>● Suggestions and complaints of the students are being represented to the authorities immediately for necessary remedial actions.</li> <li>● College assures the students that once a complaint is made, it will be treated with</li> </ul>

Committee	Members	Roles & Responsibilities
		<p>confidentiality.</p> <ul style="list-style-type: none"> <li>Deputes faculty members to identify the areas of conflict amount the students and propagate the strength of unity and collaboration.</li> </ul>
<p><b>Anti-Ragging Committee</b></p>	<p><b>Chairperson :</b> Dr. M. Sekar Principal</p> <p><b>Members :</b> Dr. J. Sutha, HoD/CSE</p> <p>Mr. V. Thiraviarajan HoD /S&amp;H</p> <p>Mrs. Ambika PL Assistant Librarian</p> <p>Dr. G. Dhanabalan Asso.Prof. /ECE</p> <p>Mr. P. Karthik Sub Inspector of Police</p> <p>Mr. A. Manikandan Police</p> <p>Mr. Seenivasan T Tahsildar</p> <p>Dr. S. Syed Sheriff Homeopathy Doctor</p> <p>Mr. S. Raja Inspector of Police</p> <p>Mr. S. Balagurusamy OM AAACET</p> <p><b>Squad :</b> Dr. M. Sekar Principal</p> <p>Mr. V. Thiraviarajan</p>	<ul style="list-style-type: none"> <li>Anti-Ragging committee Student members assist the institution in implementing rigid anti-ragging measures so that the institution becomes ragging-free campus.</li> <li>Institution imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher’s category as well as senior students, non-teaching staff and shall have a diverse mix of membership in terms of level as well as gender.</li> <li>Faculty members for monitoring the premises, includes hostels, food court, parking places, different buildings, play grounds, buses etc where students assemble and meet one another.</li> <li>Explains the students about the severity of punishments and the consequences likely to be imposed as per the Government proceedings.</li> <li>Disseminate about anti-ragging in the forms of circulars, flexes, posters and displaying boards and in and around college premises.</li> </ul>

Committee	Members	Roles & Responsibilities
	<p>HoD /S&amp;H</p> <p>Dr. J. Sutha, HoD /CSE</p> <p>Dr. A. ShenbagaRajan Asso. Professor/CSE</p> <p>Dr. R. B. Jeen Robert Asso. Professor / Mech</p> <p>Mrs. K PadmaPriya AP/ECE</p> <p>Mr. M. Nagendran AP/Mech Dy.Warden</p> <p>Mrs. N. Meenadevi, Clerk</p>	
<p><b>Time Table Committee</b></p>	<p><b>Coordinator</b> Mrs. K. Indumathi AP/CSE</p> <p><b>Members</b> Dr. R B. Jeen Robert Asso. Professor / Mech</p> <p>Mrs. C. TamilSelvi AP/Physics</p> <p>Mrs. B. Sarojini AP / EEE</p> <p>Mrs. M. Gayathri AP / ECE</p> <p>Mr. B.Jegatheeswaran AP / Civil</p>	<ul style="list-style-type: none"> <li>● To Prepare the time table in accordance with the academic calendar for all the departments</li> <li>● Maintains the Dept. Master/Class Timetable in common template.</li> <li>● Prepares the timetable plan ahead of every semester in consultation with the departments.</li> <li>● Schedules arrangement of Classrooms, Laboratory and Seminar hall based on availability.</li> </ul>
<p><b>Placement and Training cell</b></p>	<p><b>Placement Officer</b> Dr. R. B. Jeen Robert Asso. Professor / Mech</p> <p><b>Department coordinators</b> Mr. R. Prabhu, AP/CSE</p>	<ul style="list-style-type: none"> <li>● Developing the students to meet the Industries recruitment process.</li> <li>● To motivate students to develop Technical knowledge and soft skills in terms of career planning, goal setting</li> </ul>

Committee	Members	Roles & Responsibilities
	<p>Mr. T. Manikandan, AP/Civil</p> <p>Mr. P. Balaganesh AP/ECE</p> <p>Mr. Saravanan, AP/EEE</p> <p>Mr. S. Balamurugan AP/Mech</p>	<ul style="list-style-type: none"> <li>● To motivate students aspire for higher studies and guiding them to take competitive exams such as CAT, GATE, TOEFL, GRE, IES,UPSC,TNPSC <i>etc.</i>,</li> <li>● Aiming to Place the maximum number of students through campus &amp; off-campus interviews conducted by the top companies</li> </ul>
<b>Examination Cell</b>	<p><b>Chief Superintendent</b> Dr. M. Sekar Principal</p> <p><b>COE Coordinator</b> Mr. P. C. Rajarajan AP / Mech</p> <p><b>Department coordinators</b> Mr. E. Kalidoss AP / Maths</p> <p>Dr. P. S. Sathiskumar AP/PHYSICS</p> <p>Mr. S. S. Dheeban AP / EEE</p> <p>Mrs. N. Thenmoezhi AP/ ECE</p> <p>Mr. M. Sivasankar AP / Civil</p> <p>Mrs. R. M. Rajeshwari AP/CSE</p>	<ul style="list-style-type: none"> <li>● Exam coordinator takes the responsibility of submitting the student applications for the exam based on the eligibility list, preparing arrears list, distributing hall tickets and marks sheet. He works with exam cell of the institute to complete the examination process smoothly</li> <li>● <b>COE office</b> : Announces the academic schedule as given by Controller of Examination, Anna University, and Chennai.</li> <li>● Conducts the Internal tests and end semester examinations.</li> </ul> <p><b>Internal Tests :</b></p> <ul style="list-style-type: none"> <li>● Conducts and monitor the internal exams.</li> <li>● Takes care of the internal examination time table preparation, invigilation duties and seating arrangement plan <i>etc.</i>,</li> <li>● Monitors the evaluation of the answer scripts and uploads the marks and attendance in the Anna university web portal as per schedule given by University.</li> <li>● Maintains the records of the examinations like attendance particulars, invigilation duties, supporting staff <i>etc.</i>,</li> </ul>



Committee	Members	Roles & Responsibilities
		<p><b>End semester Examinations :</b></p> <ul style="list-style-type: none"> <li>● Conducts the end semester theory and practical examinations.</li> <li>● Appoints the internal examiners for conducting the practical examinations.</li> <li>● Takes care of the conducting University examination as scheduled by University, invigilation duties and seating arrangement plan <i>etc.</i>,</li> </ul>
<p><b>Women Empowerment Cell /Anti-Sexual Harassment committee</b></p>	<p><b>Chairperson/Convener :</b>  <b>Dr. S. Krishnapriya</b>  Professor &amp; Head,/CIVIL</p> <p><b>Faculty Members</b>  Mrs. N. Thenmozhi  AP/ ECE</p> <p>Mrs. B. Sarojini  AP/EEE</p> <p>Dr. V. Vasanthi Wilfred  AP/English</p> <p><b>Student Members</b></p> <p>N. Sangavi, II Yr Civil  P. Deepika, II Yr CSE  V. Rithiga, II Yr ECE  M. Rashmika, II Yr EEE  K Harini, III Yr Mech</p>	<ul style="list-style-type: none"> <li>● Addressing the issues related to well-being of women students and lady faculty members.</li> <li>● Inviting experts and doctors to address women related issues.</li> <li>● Conducting various women enrichment programs to the students.</li> <li>● Demonstration the talent of girl students.</li> <li>● Preventing any act of sexual harassment.</li> </ul>

Committee	Members	Roles & Responsibilities
<b>Alumni Association</b>	<p><b>Coordinator :</b> <b>Dr. C. Senthil Kumar,</b> Professor &amp; Head, Department of EEE</p> <p><b>Faculty Member</b> Ms. C. Karpagalakshmi AP / Civil</p>	<ul style="list-style-type: none"> <li>● Every department attends to the coordination and contact activity with alumni through the appointed students.</li> <li>● Provides an opportunity for all the alumni to reunite every year.</li> <li>● Provides opportunities to share their experience, knowledge and innovative ideas through alumni lecture series.</li> <li>● Supports students for the area of training and internship</li> <li>● Career guidance, job opportunities, industrial visit and projects.</li> </ul>
<b>Research Committee</b>	<p><b>Coordinator :</b> Dr. J. Hemalatha AP/CSE</p> <p><b>Members</b> All Ph.D. Holders</p>	<ul style="list-style-type: none"> <li>● To promote research, development &amp; consultancy activities in the campus.</li> <li>● To motivate faculty members to submit R&amp;D project proposals for funding.</li> <li>● To keep track of publication details of faculties.</li> <li>● To keep track of progress reports to be sent for the research funds received from funding agencies.</li> <li>● To promote IPR related activities.</li> <li>● To establish research center for all the departments.</li> <li>● To conduct international conferences.</li> </ul>
<b>YRC</b>	<p><b>Coordinator</b> Mr. R. Meby Selvaraj AP / Mech</p>	<ul style="list-style-type: none"> <li>● To enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth</li> <li>● To foster better friendly relationship with all without any discrimination.</li> <li>● Conducting Eye camp.</li> <li>● Organize camps and conduct the Blood Donation</li> </ul>

Committee	Members	Roles & Responsibilities
NSS	<p><b>Coordinator</b> Mr. S. Bala murugan AP /Mech</p> <p>Mr. K. Raj kumar M.P.ED., M.Phil Director of Physical Education</p>	<ul style="list-style-type: none"> <li>● NSS to instruct awareness of social problems by the students.</li> <li>● NSS activities are coordinated with large participation by students every year.</li> <li>● Organize camps and conducts various social service activities</li> <li>● Need to protect the environment and assist weaker section of the society for their upliftment.</li> <li>● Conducting orientation programs and refresher courses.</li> </ul>
<b>Professional Society Chapter / Department Associations</b>	<p><b>Department Members:</b> Mrs. G. Subashini AP / ECE</p> <p>Mr. S. Saravanan AP / EEE</p> <p>Mr. P. Elamparithi AP/ CSE</p> <p>Mrs. T. Gladima Nisia AP/ CSE</p> <p>Mr. M. Kaliraj AP/Mech</p> <p>Mr. T. Manikandan AP/Civil</p>	<ul style="list-style-type: none"> <li>● Updating the professional skills of students.</li> <li>● Organizing technical events, Competitions and Preparation of project proposals</li> <li>● Arranging industrial visits and technical training</li> <li>● Facilitate to get scholarship and grants</li> <li>● Conduct department events and competitions</li> </ul>
<b>Library Committee/ NPTEL – Swayam Chapter</b>	<p><b>Librarian :</b> Dr. V. Senthur Velmurugan</p> <p><b>Convener :</b> Dr. G. Vairamuthu, Asso. Professor/MECH</p> <p><b>NPTEL Coordinator :</b> Ms. M. Gayathri AP/ECE</p> <p><b>Members :</b> Mr. M. Sivasankar</p>	<ul style="list-style-type: none"> <li>● Library has more than eleven thousands of technical documents consisting of text book, CD-ROMS, Audio Visual Educational Cassettes and journals.</li> <li>● Online Public Access Catalog (OPAC) also available.</li> <li>● Updating the current information.</li> <li>● Encourage more students to participate in this</li> </ul>

Committee	Members	Roles & Responsibilities
	AP / Civil  Mr. S . Madhavapandian AP / ECE  Ms. L. Krishnaveni AP / EEE  Mr. C. Raj Kannan AP/CSE	initiative programme. <ul style="list-style-type: none"> <li>● Mentors for various courses to encourage the students.</li> </ul>
<b>Institute Innovation Council (IIC) under MHRD</b>	<b>President</b> Dr.R. Pon Vengatesh Asso Professor /EEE  <b>Convenor and Innovation Activity Coordinator</b>  Mr. M. S. Kalyana Sundaram AP/EEE  <b>Start-up Activity Coordinator</b>  Mrs. R. Indhuja AP/CSE  <b>Internship Coordinator</b> Mrs. G. Subhashini AP/ECE  <b>IPR Activity Coordinator</b> Dr.G.Vairamuthu Asso. Professor/MECH  <b>Social Media Coordinator</b> Mr. S. Balamurugan AP/MECH  <b>ARIAA Coordinator</b> Dr. S. Krishnapriya Associate Professor, CIVIL  <b>NIRF Coordinator</b> Dr. S. Sevugarajan HoD/ECE	<ul style="list-style-type: none"> <li>● To develop and strengthen innovative qualities in the budding professionals who are interested in starting their own projects.</li> <li>● The College provides infrastructure and technical support to the students having innovative ideas to transform into new products and services for the betterment of the society.</li> <li>● Assists all the aspirants with mentoring, planning and execution of their start up idea into a real business.</li> </ul>

Committee	Members	Roles & Responsibilities
<b>SC/ST Committee</b>	<p><b>Chair Person</b> Dr. M. Sekar Principal</p> <p><b>Relational Officer</b> Mr. S. Chandra Bose M.Sc.,M.Phil (AP/Math)</p> <p><b>Members</b> Mr. B. Jagatheeswaran AP / Civil</p> <p>Ms.P.M.Muthulakshmi Hostel Warden</p> <p>Mrs. V. Senthamarai Nurse</p>	<ul style="list-style-type: none"> <li>● SC/ST Committee looks into the complaints and grievances of SC/ST employee and students.</li> <li>● The committee provides information about the scholarship and resolves any problems faced by the SC/ST students and employees.</li> <li>● Encourages the students to express their grievance without fears.</li> </ul>
<b>Hostel Welfare Committee</b>	<p><b>Chair Person :</b> Dr. M. Sekar Principal</p> <p><b>Hostel Dy.Warden :</b></p> <p>Mr.M. Nagendran AP/MECH</p> <p>Dr. V. Vasanthi Wilfred AP/English</p>	<ul style="list-style-type: none"> <li>● Internet Facility in the evening</li> <li>● Common Study hour</li> <li>● Monitoring the activities of the Hostel Students</li> <li>● Tutor Facility</li> <li>● Maintenance of cleanliness in hostel</li> <li>● Maintenance of common facilities</li> <li>● To interact with students on a regular basis</li> </ul>
<b>Class Committee</b>	<p><b>Convener HoD Chairperson</b></p> <p>Class advisor of that class</p> <p><b>Members</b> Faculties handling the class Student representatives</p>	<ul style="list-style-type: none"> <li>● Review the academic and non-academic activities of the students periodically.</li> <li>● Discuss problems concerned with curriculum and syllabus, conduct of classes and non-academic issues concerned with students.</li> <li>● Prepare minutes of meeting and submitted to HoD &amp; Principal</li> </ul>
<b>Eco &amp; Nature Club</b>	<p><b>Chairperson:</b> Dr. M. Sekar Principal</p> <p><b>Convener :</b> Dr.S. Krishnapriya Associate Professor, CIVIL</p> <p><b>Members :</b> Mr. Chandra Prakash, Administrative Officer</p>	<ul style="list-style-type: none"> <li>● Make the campus a ‘no plastics zone’ and begin with intensive advocacy programs.</li> <li>● Organise competitions and events to awaken the need for environment management.</li> <li>● Educate the campus stakeholders on the need to keep their environment clean, green and</li> </ul>

Committee	Members	Roles & Responsibilities
	<p>Mr, G. Manoharan, Gardening Consultant, Treators Gardening</p>	<p>hygienic.</p> <ul style="list-style-type: none"> <li>● Organize tree plantation programmes, awareness programmes such as quiz, essay, painting competitions, etc, regarding various environmental issues and educate students about re-use of waste material and predation of products out of waste.</li> <li>● Educate students to create awareness amongst public and sanitary workers, so t stops the indiscriminate burning of waste which causes respiratory diseases</li> <li>● Motivate students to imbibe habits and life style for minimum waste generation, source separation of waste and disposing the waste to the nearest storage point.</li> </ul>
<p><b>Sports/ Fine-Arts Club</b></p>	<p><b>Sports</b> Mr. K. Raj kumar M.P.ED., M.Phil Director of Physical Education</p> <p><b>Fine-Arts</b> Mr. V. Thiraviarajan Asst. Prof. &amp; Head/S&amp;H</p> <p>Mrs. C. Tamil Selvi AP/PHYSICS</p>	<ul style="list-style-type: none"> <li>● Responsible to conduct sports events in the college.</li> <li>● Recommend the student to participate in the inter- intra college sports events.</li> <li>● Maintain the records of sports events conducted in the college and student participated/won outside the college.</li> <li>● Fine Arts committee shall be responsible for all intra and inter collegiate cultural events in the college.</li> <li>● To plan and schedule cultural events for the academic year.</li> <li>● The committee shall display on the Notice Board / website information about festivals to be celebrate.</li> </ul>