



PET ENGINEERING COLLEGE

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The following faculty members are appointed in the respective committee for the academic year 2016-17:

S. No.	Committee Name	Members	Roles & Responsibilities
1	Grievances & Redressal Committee	<ul style="list-style-type: none">• Mr. S. Babu Renga Rajan HOD (Coordinator)• Mrs. R. Suja, ASP,EEE (Member)• Mrs. M. Shariba Beevi, AP/Maths (Member)• Mr. T. Antony Vinnarasu, Others – Panchayat President• Dr. Angel Rafela, HOD (Member)	<ul style="list-style-type: none">• To enquire the grievances of students and staff.• To suggest appropriate action.• Looks after day to day activities related to workload and teaching and also the activities of non-teaching staff.



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2	Anti-Ragging Committee	<ul style="list-style-type: none">• Dr. N. Mohammed Sheriff , Principal (Chairman)• Mr. V. Vinnarasu - Panchayat President (Member)• Mr. R. Prabakaran , Police Inspector (Member)• Mr. V.Raja Michael - Parents Rep. (Member)• Mr. Mohamed Nafil – Student (Member)	<ul style="list-style-type: none">• To fill the anti-ragging form for each student at the time of admission.• To fill online form on the anti-ragging portal for the students.• Any issues related with the ragging in the campus.
3	Anti-Ragging Squad Committee	<ul style="list-style-type: none">• Dr. N. Mohammed Sheriff (Chairman)• Mr. S. Babu Renga Rajan HOD/CSC (Member)• Dr. A. Kalai Selvi HOD/MCA (Member)• Dr. R. Shanthi HOD (Member)	<ul style="list-style-type: none">• To inspect the students' activities in and around the campus during lunch break and tea break timing.



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		<ul style="list-style-type: none">• Mr. A. Gilbert – Lab Assistant (Member)• Mr. R. Karuppa Samy, AP/Civil (Member)	
4	Discipline Committee	<ul style="list-style-type: none">• Dr. N. Mohammed Sheriff (Chairman)• Mr. S. Babu Renga Rajan (Member)• Dr. R. Shanthi, (Lady Faculty Member)• Dr. P. Kannan, Senior Faculty (Member)• Ms. M. Palani Selvi, Warden (Member)• Dr. Angel Rafela, HOD (Member)• Mrs. R. Kalaiselvi - Student Counselor (Member)	<ul style="list-style-type: none">• To monitor and counsel the students' discipline and it is recorded.• Meeting with misbehaving students and clarifying the negative effects of bad behavior.• Taking suitable action towards effects students misconduct.



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5	Welfare Committee	<ul style="list-style-type: none">• Dr. N.Mohammed Sheriff (Chairmen)• Dr. M.Mookan (Member)• Dr. P.Kannan (Member)• Dr. A.Kalai Selvi (Member)• Dr. R.Shanthi (Member)• Mr. Karuppasamy(Warden)• Ms. M.Palaniselvi (Warden)	<ul style="list-style-type: none">• To scrutinize and recommend the proposal for sanction of fund to the students while joining the institution.• Scholarship for students• Keeps strict discipline in incoming and outgoing of students from the hostels.• Reports to the Principal in case of any indiscipline or misbehavior by the students.
6	Governing Council Committee	<ul style="list-style-type: none">• Mr. Lebba P O J (Chairman)• Mr. Hameed S M S (Member)• Dr. Chokkalingam - Director NEC (Member)• Mr. A. Mohammed Jaffar - Secretary (Member)	<ul style="list-style-type: none">• To approve all academic as well as administrative activities with financial and moral support after the approval of IQAC.• Setting and monitoring the organization's mission, purpose, direction, priorities and strategies within the boundaries of its



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		<ul style="list-style-type: none">• Mr. Syed Meeran Arif - Trustee (Member)• Mr. Syed Mohamed - Trustee (Member)• Mr. Abdul Razak - Trustee (Member)• Mr. S. Abu Bucker - Previous Correspondent (Member)• Mr. Abdul Aziz - Former VC Aligarh University (Member)• Mr. J. Venkatesh Prabu - Managing Director (Member)• Mr. Anbu Thambi Vice President (Member)	<p>constitution and legal obligations.</p> <ul style="list-style-type: none">• Keeps a permanent record of minutes of all club/group and executive committee meetings
7	Planning and monitoring committee	<ul style="list-style-type: none">• Dr. N.Mohammed Sheriff (Chairman)• Mr. S. Babu Renga Rajan, HOD (Member)	<ul style="list-style-type: none">• To scrutinize the various activities of every academic year before IQAC and GOC approval.



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		<ul style="list-style-type: none">• Dr. P. Kannan – Professor (Member)• Mr. J. M. Jayand Others- Managing Director (Member)	
8	R&D cell	<ul style="list-style-type: none">• Mr. P. Kannan, HOD (Coordinator)• Mrs. C. Rekha, AP/ECE (Member)	<ul style="list-style-type: none">• To promote research activities among the faculty and student.• To establish liaison with research organization centers of premier institutes.• To collect the data of participation of the faculty / student in the various programs• To keep the record of the research publication in the journal and conference / projects / workshops / seminars organized or attended by the faculty / students.• To organize the national / international conferences.
9	Entrepreneurship Development Cell	<ul style="list-style-type: none">• Dr. N. Mohammed Sheriff (Principal)	<ul style="list-style-type: none">• To arrange ED program like seminar /



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		<ul style="list-style-type: none"> • Dr. S. Angel Rafela (HOD) • Mr. K. Pakkirisamy (Member) 	<p>workshops / training.</p> <ul style="list-style-type: none"> • To encourage the students for the entrepreneurship.
10	Examination cell	<ul style="list-style-type: none"> • Mr. Mookan (CS) • Mrs. Shanmuga Sundari (Exam Cell Incharge) • Mr. K. Natarajan (Assistant) • Mr. K. S. Thamemun Ansari (Assistant) • Ms. Nandini (Assistant) 	<ul style="list-style-type: none"> • To plan and make arrangements for university examinations and related work as per the guidelines of Anna University.
11	IETE Chapter (Students & Staff)	<ul style="list-style-type: none"> • Mr. K. Madhan Kumar, HOD • Mrs. C. Rekha (Coordinator) 	<ul style="list-style-type: none"> • To start IETE chapter for staff and students. • To enroll the students as members of IETE. • To prepare proposals and arrange workshops / seminars / paper presentation by utilizing the funds from the chapter.



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			<ul style="list-style-type: none">To encourage the students for their active participation in the programs.
12	IQAC Cell	<ul style="list-style-type: none">Dr. N. Mohammed Sheriff (Principal)Mrs. C. Rekha AP/ECE (Member)Mr. S. Babu Renga Rajan, HOD (Member)Mr. Mookan, HOD (Member)Mr. P. Kannan, HOD (Member)	<ul style="list-style-type: none">To form the cell as per the guidelines of NAAC.To determine the exact role of IQAC in maintaining overall quality standards in a college/institution.To examine the functioning of IQAC as an administrative quality monitoring body.
13	Alumni Cell	<ul style="list-style-type: none">Mr. Shinu Abdul Karim (President)Dr. M. Nivas (Vice President)Mrs. C. Rekha (Secretary)Mr. S. Samsudeen Shaffi (Join Secretary)Mrs. A. Hasena Beevi (Treasurer)	<ul style="list-style-type: none">To collect alumni data for every year.To organize all activities of alumni.To raise the funds from regular students.To organize annual meeting



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14	AICTE Affiliation Committee	<ul style="list-style-type: none">• Mr. S. Babu Renga Rajan (HOD)• Mr. P. Eugene Paul, AP/EEE (Member)• Ms. Bruntha, AP/CSE (Member)• Mrs. Nazrin Beham, AP/MCA (Member)	<ul style="list-style-type: none">• To collect information and prepare reports to submit to AICTE.• To maintain the records of the report submitted.• To submit compliance/queries etc.
15	Feedback Review Cell	<ul style="list-style-type: none">• Dr. N. Mohammed Sheriff (Principal)• Mr. S. Babu Renga Rajan, HOD (Member)• Dr. A. Kalai Selvi, HOD (Member)• Mr. Mookan, HOD (Member)	<ul style="list-style-type: none">• To take online feedback of all students twice in a year.• To take peer review feedback of the faculty.• To keep all the record of the feedback and the remedial record
16	Admission Committee	<ul style="list-style-type: none">• Dr. N. Mohammed Sheriff, Principal (Committee Head)• Mr. S. Arumugam Pillai, HOD (Member)	<ul style="list-style-type: none">• To work for the branding of the institute for the admission purpose throughout the year



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17	Transport Committee	<ul style="list-style-type: none">• Mr. K. Antony Alex Raja, AP/Mech(Coordinator)• Dr. Gandhi Raman (Poly Principal)• Mr. Ahamed Basheer (LA)	<ul style="list-style-type: none">• Responsible for arrangement of transport for students and staff from College to City & vice versa.• Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.• Responsible for a periodical check of the log books maintained by the drivers.
18	College Website	<ul style="list-style-type: none">• Mr. Muthu Perumal Pillai ASP/MCA, (Coordinator)• Mr. S. Babu Renga Rajan, HOD (Member)	<ul style="list-style-type: none">• To design and maintain the website of college to upload information on website regularly.
19	Training & Placement Cell	<ul style="list-style-type: none">• Mr. S. Abdul Kader(AP/CSE) (Coordinator)• Mr. P. Eugene Paul, AP/EEE (Member)• Ms. Bruntha ,AP/CSE(Member)	<ul style="list-style-type: none">• Responsible for all the activities relating to the students placement.• Coordinates with the industries for providing the vocational training courses to students.



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		<ul style="list-style-type: none">• Mr. K. Ram Senthil Murugan AP/Mech (Member)• Mr. Muthu Perumal Pillai ASP/MCA (Member)	<ul style="list-style-type: none">• Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
20	Departmental Advisory Committee	<ul style="list-style-type: none">• Mrs. C. Rekha (AP/ECE) (Coordinator)• Dr. A. Kalai Selvi, HOD (Member)	<ul style="list-style-type: none">• The Departmental Advisory Committee (DAC) has been framed with the objective of remaining up to date with the latest requirements of the industry and incorporating necessary components in the curriculum as much as possible
21	NAAC Steering Committee	<ul style="list-style-type: none">• Dr. N. Mohammed Sheriff, Principal(Committee Head)• Mr. S. Babu Renga Rajan, HOD (Member)	<ul style="list-style-type: none">• Filing IIQA with NAAC for III Cycle Accreditation.• Preparation & Filing of Self Study Report (SSR) with NAAC.
22	YRC Cell	<ul style="list-style-type: none">• Mr. Y. R. Packiadhas ASP/ECE(Coordinator)• Mr. M. Raj Paul, PED (Member)	<ul style="list-style-type: none">• Informing youth members and others the roles and responsibilities of the Red Cross and encourage them to contribute.



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			<ul style="list-style-type: none">• An awareness to take care of their own health and that of others
23	NSS Cell	<ul style="list-style-type: none">• Mr. S. Arumugam Pillai (Coordinator)• Mr. N. Krishnan (Lab Assistant)	<ul style="list-style-type: none">• To assist and guide the NSS unit for implementation of NSS programmes at college level• To advise in organizing camps, training and orientation programmes for the NSS volunteers• To visit the NSS units for monitoring and evaluation
24	Library Committee	<ul style="list-style-type: none">• Mr. Ahamed Refñai (Librarian)• Mr. A. Salahudeen (Library Assistant)	<ul style="list-style-type: none">• Prepares a periodical requirement of books and journals to students and Faculty Members.• Responsible for maintaining and updating e-journals and all teaching aids• Keeps record of library materials and report to the Principal for any discrepancy.



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			<ul style="list-style-type: none">• Arranges periodic inventory of library materials.
25	SAC	<ul style="list-style-type: none">• Mr. A. Vivekanandhan (System Admin)• Mr. S. Ramesh (Network Assistant)	<ul style="list-style-type: none">• Manages all the activities relating to the Computer systems and networking.• Looks after the repair and maintenance of Computer system and its networking.• Prepares a schedule for providing computer service to all concerned.• Arrange for availability of Internet connection wherever required.
26	College Store & Purchase Committee	<ul style="list-style-type: none">• Mr. M. Jaffar Sathik (Assistant)• Mr. S. Mohamed Rasik (Assistant)	<ul style="list-style-type: none">• Supervises and checks the functioning of stores and maintenance of proper accounts-both, quantity and value.• Prepares estimates for various civil, electrical, mechanical and sanitary works undertaken/ proposed by the institute.

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27	Sports Committee	<ul style="list-style-type: none">• Mr. M. Raj Paul, PED(Coordinator)• Mr. A. Josua Solomon PED (Member)• Mr. Y. R. Packiadhas, ASP/ECE(Member)	<ul style="list-style-type: none">• Responsible for all the activities related to the Physical Education.• Arranges a physical fitness camp for the students and staff.• Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
28	PG coordinator	<ul style="list-style-type: none">• Dr. N. Mohammed Sheriff (Principal)	<ul style="list-style-type: none">• Assisting with marketing campaigns in collaboration with the graduate marketing director;• Coordinating, monitoring, and assigning unrestricted and designated graduate assistantship assignments with your department, students, and the SGSR
29	Women Cell	<ul style="list-style-type: none">• Dr. A. Kalai Selvi, HOD(Coordinator)	<ul style="list-style-type: none">• Responsible for maintaining and strengthening the status of women.



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		<ul style="list-style-type: none">• Mrs. R. Kalaiselvi, HOD (Member)• Mrs. C.Rekha, AP/ECE (Member)• Mrs. Bagavathy Lakshmi Ammal, AP/English (Member)	<ul style="list-style-type: none">• To create awareness of feminine potential.
30	Minority Scholarship Cell	<ul style="list-style-type: none">• Dr. Fathima Nagoor (A.O)	<ul style="list-style-type: none">• The objective of the scheme is to award scholarships to meritorious students belonging to economically weaker sections of minority community so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability
31	Online Examination Cell	<ul style="list-style-type: none">• Mr. Muthu Perumal Pillai AP/MCA(Coordinator)• Mr. A. Vivekanandhan (System Admin)	<ul style="list-style-type: none">• Examination Process has many steps including preparation of Question Bank for each subject/ topic, Defining Syllabus of the examination paper, Exam paper generation, defining candidates who would be appearing for the exam, Exam result analysis etc.



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32	Hostel Welfare Committee	<ul style="list-style-type: none">• Dr. N. Mohammed Sheriff (Principal)• Ms. M. Palani Selvi(Warden)• Mr. M. Vairamuthu(Warden)	<ul style="list-style-type: none">• Responsible for maintenance for Hostel.• Looks after the quality of food served in the hostels.• Keeps strict discipline in incoming and outgoing of students from the hostels.
33	Publicity Committee	<ul style="list-style-type: none">• Mr. GomathiNayaham, AP/MBA (Coordinator)• Dr. R. Shanthi (HOD)	<ul style="list-style-type: none">• The Publicity Committee is appointed to publicize NPMA and in maintaining the professional image of the Association.• Additionally, the Publicity Committee should ensure favorable publicity about Chapter activities and accomplishments of the members
34	Maintenance Committee	<ul style="list-style-type: none">• Mr. S. Abdul Mubarack (Supervisor)• Mr. B. Selva Sundaram (Electrician)	<ul style="list-style-type: none">• Takes care of all the electrical connection and maintain the safety of the campus.• Looks after the incessant water supply
35	Timetable Committee	<ul style="list-style-type: none">• Mrs. Jane Angeline. P (Coordinator)	<ul style="list-style-type: none">• Subjects are allotted to the faculty based on



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		<ul style="list-style-type: none">• Mr. Michael Jeevagan (Member)• Mr. K. Madhan Kumar, HOD (Member)• Mr. Perumal (Member)• Mr. A. Subanth Williams AP/EEE (Member)• Ms. C. Sheeba Christilda (Member)• Mrs. P. Nazrin Beham AP/MCA (Member)• Mr. S. Samsudeen Shaffi (Member)• M. Shariba Beevi (Member)	<p>their qualification, expertise, experience, willingness and skill matrix</p> <ul style="list-style-type: none">• Time-table for the entire semester is framed with the provision for Library/NPTEL Lecture, project hours and technical training• Each department is nominated a timetable coordinator who is entrusted with the work of framing the timetable for the respective department
36	Counseling Committee Members	<ul style="list-style-type: none">• Dr. A. Kalai Selvi (HOD/MCA) (Coordinator)• Mrs. Bagavathy Lakshmi Ammal (AP/English)(Member)• Mrs. C. Rekha (AP/ECE) (Member)	<ul style="list-style-type: none">• Solve personal problems of student by conducting individual counseling session.• Help the students to overcome examination stress or fear.• Inform the parents about psychological



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		<ul style="list-style-type: none"> • Mrs. Shanmuga Sundari (AP/CSE) (Member) • Mrs. S. Soundrambika (AP/EEE) (Member) • Mr. K. Antony Alex Raja (AP/MECH (Member) • Mr. Ruban Daniel .V, AP/CIVIL (Member) • Mrs. Nasrin Beham, AP/MCA (Member) • Ms. Uma Bharathi, AP/MBA (Member) 	<p>misbehavior of the student.</p> <ul style="list-style-type: none"> • Boost self-esteem of weaker / physically challenged students
37	Committee for SC/ST	<ul style="list-style-type: none"> • Mr. M. Ahamed Basheer(A.O) • Mr. S. Abdul Raheeb (Member) 	<ul style="list-style-type: none"> • To counsel and guide SC/ST Students and help to manage academic and personal issues of college effectively. • To ensure protection and reservation as provided in the constitution of India



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			<ul style="list-style-type: none">To give awareness the SC/ST Students regarding various scholarship programs of state Govt. and UGC
38	OBC Cell	<ul style="list-style-type: none">Mr. M. Ahamed Basheer (A.O)Mr. S. Abdul Raheeb (Member)	<ul style="list-style-type: none">To implement and monitor continuously the reservation policy and measures for ensuring effective implementation of the policy and programmes of Government of India and UGC.To educate and empower the students of OBC Categories in the college to make use of the facilities extended by the Government.To organize continuing education programmes (CEP) for students to upgrade their skills and knowledge.
39	Internal Complaint Committee	<ul style="list-style-type: none">Mr. K. Antony Alex raja - AP/Mech (Coordinator)	<ul style="list-style-type: none">To implement the policy relating to the prevention of sexual harassment



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		<ul style="list-style-type: none">• Mr. S. Babu Renga Rajan – HOD/CSE (Member)• Mrs. R. Kalaiselvi, HOD/MCA (Coordinator)• Mrs. C. Rekha, AP/ECE (Member)	<ul style="list-style-type: none">• To resolve the complaints received from the aggrieved.• To provide the protection for women at work place.
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APPROVED / NOT APPROVED

IQAC COORDINATOR

PRINCIPAL

Principal

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