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Velankanni Road, Pappakovil, Nagapattinam - 611 102 | Email : [principal@sincet.ac.in](mailto:principal@sincet.ac.in) | Web : [www.sincet.ac.in](http://www.sincet.ac.in)

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### **Name of the Institution:**

Sir Issac Newton College of Engineering and Technology  
Velankanni (Road), Pappakoil, Andanapettai (Post),  
Nagapattinam- 611102.  
Tamilnadu, India.  
Phone: 7373765117 Email: [officesincet@gmail.com](mailto:officesincet@gmail.com)

### **Name and Address of the Trust/society/company and the trustees**

Name of the Trust/society:  
THANDAPANI PILLAI & SON'S EDUCATION AND CHARITABLE TRUST  
Chair Person: Dr.T.Ananth  
Year of establishment: 2010

### **Name of the Principal/Director**

Dr.A.Kumaravadivel M.E., Ph.D.,MISTE,MIE.,  
Mobile number: 9443850563 Email: [principal@sincet.ac.in](mailto:principal@sincet.ac.in)

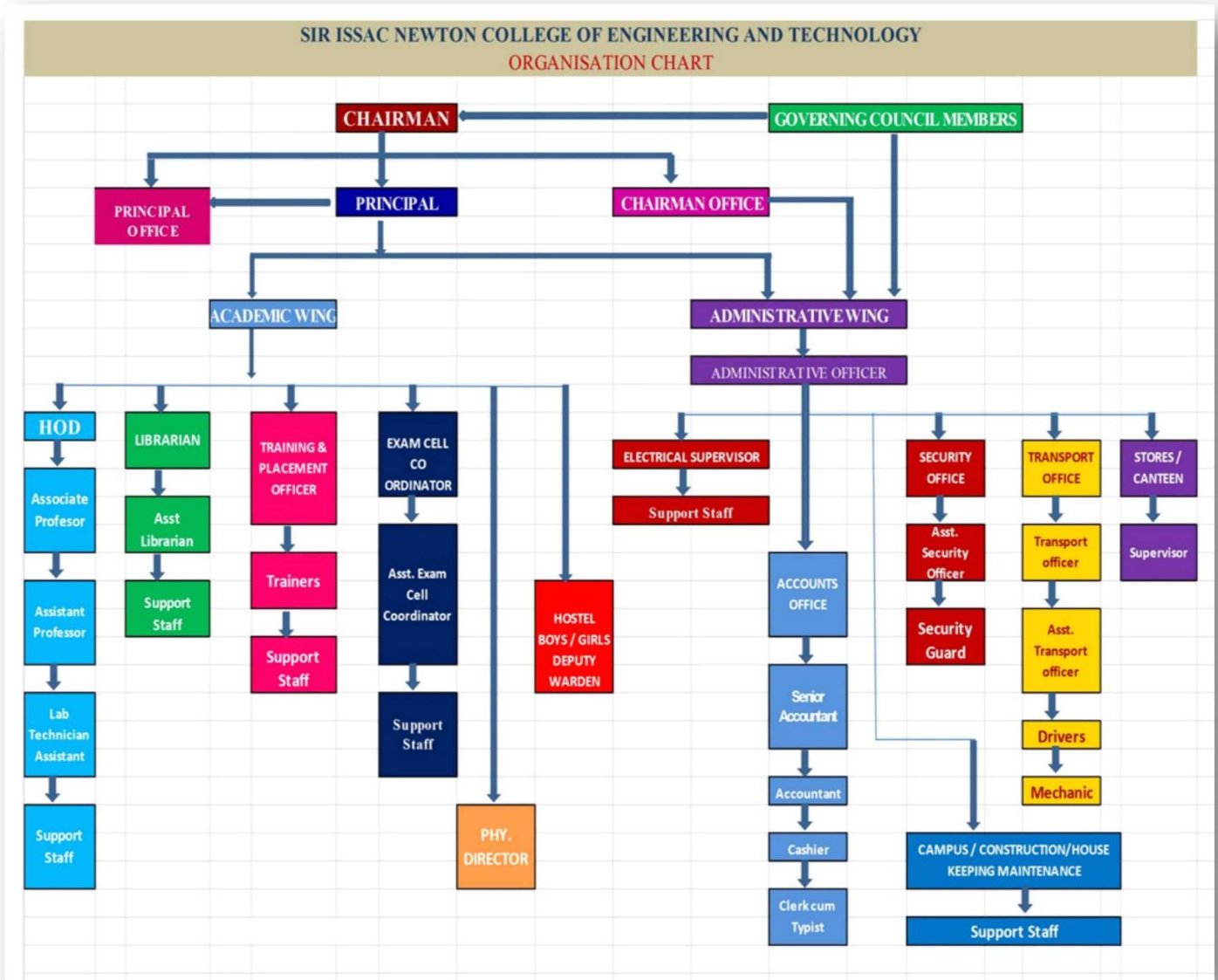
### **Name of the Registrar**

Dr. ELANGO VAN K, M.E., Ph.D.,MISTE.,  
Mobile number: 9789899101 Email: [elamkomalan@gmail.com](mailto:elamkomalan@gmail.com)

### **Name of the Affiliating University**

Anna University, Chennai  
Type of institution: Private, Self-Financed  
Category: Non- Minority, Co -Education

# Organizational Chart





# SIR ISSAC NEWTON COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr.No.SINCET/OFF/2024-25/47

DATE: 09.09.2024

## Circular for Formation of Socio-Economically Disadvantaged Groups (SEDGs) 2024-2025

Accomplishing the goals of NEP 2020 is considered necessary to help India addressing effectively the challenges of her commitment to achieving the Sustainable Development Goals (SDGs), adopted by all United Nations Member States in 2015, particularly the challenges related to achieving SDG-4 (quality education), SDG-5 (gender equality), SDG-1 (no poverty), and SDG-8 (decent work and economic growth). These guidelines are meant to ensure that students belonging to Socio-Economically Disadvantaged Groups (SEDGs) have a safe and secure environment and equitable access to quality education in Higher Educational Institutions (HEIs), as specified in the National Education Policy (NEP) 2020, UGC - Guidelines to Provide Equitable Opportunity for the Socio-Economically Disadvantaged Groups (SEDGs) in the HEIs January 2024 and quality assessment of HEIs as under relevant criteria of National Assessment and Accreditation Council (NAAC) and National Institutional Ranking Framework (NIRF).

The Socio-Economically Disadvantaged Groups is constituted with the following Members.

S.NO	NAME	DESIGNATION	ROLE	MOBILE NUMBER
1.	Dr. J. SUGANYA	ASSO.PROF / ECE	Chairperson	8760648667
2.	Dr. K. ELANGO VAN	ACADEMIC CO-ORDINATOR	MEMBER	9789899101
3.	Mr. P. MALAIS ELVARAJA	HOD / MECH	MEMBER	9843354618
4.	Mrs. J. SIVSASANKARI	HOD/ S&H	MEMBER	9788988036
5.	Mr. N. RAGU VARAN	HOD / EEE	MEMBER	9003303896
6.	Dr. B. SILAMBARASAN	ASSO.PROF / MECH	MEMBER	9629096535
7.	Ms. S.PRIYADHARSHINI	STUDENT/ II - AGRI	MEMBER	9843846505
8.	Mr. C. VIGNESHWARAN	STUDENT/III -CSE	MEMBER	7200842816
9.	Mr. M. KUMAR	ADMINISTRATIVE OFFICER	MEMBER	9443559018

Enclosed: Objectives & Functions of SEDGs Cell



  
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## Objectives of Socio-Economically Disadvantaged Groups (SEDGs) 2024 Cell:

1. To protect all the constitutional rights of the SEDGs students.
2. To ensure that the HEIs are inclusive, safe, and secure for the SEDGs students.
3. To provide socio-emotional and academic support and mentoring for the students belonging to the SEDGs through proper counselling and monitoring programme.
4. To ensure proper implementation and monitoring of orientation and bridge courses designed by the HEIs to benefit SEDGs students.
5. To ensure implementation of all such programme designed and developed by HEIs to increase the participation of SEDGs students in academic activities.
6. To ensure implementation of Government's policies, including reservation policies and various schemes, programme, facilities and guidelines for SEDGs students.
7. To ensure that the HEIs develop appropriate outreach programme to help the SEDGs students to avail the various opportunities of educational/academic programmes of HEIs.
8. To ensure proper implementation of preventive measures and Laws against discrimination and atrocities, and for safeguards of students belonging to respective categories under SEDGs.
9. To circulate, publicize, facilitate, and monitor the implementation of all UGC and Government guidelines and instructions issued from time to time in reference to SEDGs.
10. To redress the grievances and complaints of the SEDGs students within 15 days through a Grievances Redressal Committee (GRC) without compromising the safety, privacy and dignity of the complainant.

## Functions of Socio-Economically Disadvantaged Groups (SEDGs) 2024 Cell:

1. To co-ordinate with other existing cells and statutory bodies of the HEIs and enable implementation of the existing schemes and provisions, including scholarships and fellowships of the Govt. of India and respective States.
2. To ensure the implementation of orientation and bridge courses, earn-while-learn schemes, and outreach programme designed and developed by HEIs for SEDGs.
3. To provide socio-economic, academic, and psychological support and mentoring for such students through proper counselling and mentoring programme.
4. To ensure sensitization of faculty, staff, counsellors, and students on the SEDGs issues and their inclusion in all aspects of the HEIs.

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5. To explore and generate funds from various sources like Corporate Social Responsibilities (CSR) and Alumni to provide more financial assistance and scholarships to SEDGs to mitigate opportunity costs and fees for pursuing higher education.
6. To coordinate with the Internal Quality Assurance Cell (IQAC) to raise awareness about the implementation of various policies for inclusive and equitable quality higher education.
7. To work as a 'Single Window' for students belonging to SEDGs for their grievances, basic needs, amenities, facilities, welfare measures, and scholarships and fellowships.
8. To upload and disseminate guidelines, facilities, welfare, and safety measures on HEI's portal and maintain such records to review and monitor amenities and basic facilities for a safe and secure environment for SEDGs.
9. To circulate, publicize, and facilitate existing welfare schemes like – Remedial, NET, entry into services, and residential Coaching for SC/ST/OBC (non-creamy layer), Minority Community, and PwD Students.
10. To establish a team of counsellors, social workers, and faculty members to provide emotional and social support to SEDGs to adapt to the environment of the HEI.
11. To focus on overall personality and skill development, including professional and soft skills, so as to ensure enhancing the student employability.
12. To organize periodic meetings and to monitor the progress of various schemes and all the HEIs may prepare a database of such schemes for SEDGs.
13. To assess the needs of SEDGs and make necessary recommendations to the authorities of the HEIs.
14. To make faculty, staff, students, and service professionals aware of facilities available for SEDGs.
15. To sensitize all the students to bring an attitudinal change towards SEDGs to ensure participation of SEDGs in curricular, co-curricular, and extra-curricular activities in the HEIs.
16. To hold regular meetings with representatives of SEDG students to check their grievances and also meet with management/authorities of HEIs to facilitate discussion of the grievances of SEDG students and maintain the confidentiality of deliberations and data.
17. To review, monitor, and ensure disposal of all grievances within 15 days.
18. To inform all students during induction/counselling session about Zero-tolerance policy for any form of discrimination.

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## EQUAL OPPORTUNITY CELL (EOC) MEMBERS

Sl.NO	Name of the Member	Designation Details	Position
1.	Dr.A.Kumaravadivel	Principal	Chair Person
2.	Mrs.K.Maheshwari	Assistant Professor/AI&DS, <a href="mailto:maheshwari@sincet.ac.in">maheshwari@sincet.ac.in</a> 7094000809	Coordinator
3.	Mr.P.Malaiselvaraja	Assistant Professor/MECH, <a href="mailto:malaiselvaraja@sincet.ac.in">malaiselvaraja@sincet.ac.in</a> 9843354618	Nodal Officer - SC / ST & Member (ADVISOR)
4.	Mr.R.Gnanasekaran	Assistant Professor/ MECH, <a href="mailto:gnanasekaran@sincet.ac.in">gnanasekaran@sincet.ac.in</a> 9884864030	Nodal Officer - OBC & Member
5.	Mr.N.Raguvaran	Assistant Professor/ EEE, <a href="mailto:raguvaran@sincet.ac.in">raguvaran@sincet.ac.in</a> 8668065747	Nodal Officer - Visually Challenged/PwD & Member
6.	Mr.M.Mohamed Faisal	Assistant Professor/ CSE, <a href="mailto:faisal@sincet.ac.in">faisal@sincet.ac.in</a> 9688110199	Nodal Officer - Gender Equality, Minority & Member

## EQUAL OPPORTUNITY CELL (EOC)

### ROLES & RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"> <li>Oversee and implement policies and programs that promote equal</li> </ul>	<ul style="list-style-type: none"> <li>Develop, monitor, and evaluate programs like remedial coaching, UGC-MPSC coaching, and All</li> </ul>

opportunities for students from marginalized sections.

- Facilitate coordination with external agencies to mobilize resources and support for marginalized students' education and empowerment.
- Foster an inclusive and supportive environment, ensuring the fair treatment of all students and resolving conflicts related to discrimination.

India Services coaching to improve the academic performance of marginalized students.

- Provide counseling and guidance on academic, financial, and social issues, ensuring marginalized students receive necessary support.
- Organize awareness campaigns, workshops, and events to promote diversity, inclusivity, and the educational empowerment of marginalized students.





## THAMIZH ELAKKIYA MANDRAM CLUB MEMBERS

S.NO	NAME	DESIGNATION	ROLE
1.	Mrs.MEENAKSHI	AP / S&H	PROGRAM OFFICER
2.	MRS.DEEPA	AP / S&H	ASSISTANT
3.	Mrs.RADHIGA	AP / S&H	ASSISTANT
4.	Ms.DHARANI PRIYA	AP / S&H	ASSISTANT
5.	Mrs.SUGASHINI	AP / S&H	ASSISTANT

## THAMIZH ELAKKIYA MANDRAM CLUB MEMBERS

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"><li>Thamizh Elakkiya Mandram (Tamil Literary Club) members take on various roles that contribute to the promotion and celebration of Tamil literature and culture. <b>Club Leaders</b> are responsible for overseeing the club's activities, organizing meetings, and ensuring that events align with the club's mission of promoting Tamil language, literature, and cultural heritage. They coordinate with members and external speakers or performers to plan events such as</li></ul>	<ul style="list-style-type: none"><li>Thamizh Elakkiya Mandram (Tamil Literary Club) members have important responsibilities that contribute to the preservation and promotion of Tamil language and culture. <b>Club Leaders</b> are tasked with guiding the overall direction of the club, organizing regular meetings, and ensuring that all activities align with the mission of celebrating Tamil literature. They facilitate discussions, encourage participation, and coordinate with external speakers for events such as</li></ul>



poetry readings, literary discussions, and cultural programs.

- **Event Coordinators** manage the logistics of these events, from scheduling to arranging venues and promoting activities within the community, ensuring everything runs smoothly. **Content Creators** are responsible for developing material such as articles, poems, or scripts for performances and discussions, showcasing their literary talent while contributing to the club's intellectual environment. **Club Members** actively participate in all events, whether by reading literature, performing traditional art forms, or engaging in discussions about Tamil culture and heritage. Some members may also take on roles like managing the club's social media platforms, documenting events, or coordinating outreach programs to encourage broader participation. Together, these roles create a vibrant platform for learning, creativity, and the preservation of Tamil literary traditions.

literary lectures and cultural programs.

- **Event Coordinators** handle the logistics of organizing these activities, including scheduling, venue arrangements, and publicity to attract participants. **Content Creators** contribute by writing articles, poems, or plays, showcasing their literary skills while enriching the club's offerings. **Club Members** are responsible for actively participating in discussions, events, and performances, bringing their enthusiasm for Tamil literature to the forefront. They may also take on additional roles such as managing social media accounts to promote events and document activities, thereby increasing the club's visibility and engagement with the community. Collectively, these responsibilities ensure that the club serves as a vibrant platform for learning, creativity, and the celebration of Tamil cultural heritage.

## SET CLUB MEMBERS

S.NO	NAME	DESIGNATION	ROLE
1.	Mrs.THAMARAISELVI	AP / S&H	PROGRAM OFFICER
2.	Ms.DHAVAMANI	AP/CSE	ASSISTANT
3.	Mrs.ELAMATHI	AP/CSE	ASSISTANT
4.	Mr.GANESAN	AP/MECH	ASSISTANT
5.	Mr.VIJAYKUMAR	AP/AGRI	ASSISTANT
6.	Mr.LAKSHANYA SRI	AP/EEE	ASSISTANT

## SET CLUB MEMBERS

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"><li>SET (Science, Engineering, and Technology) Club members play a variety of roles that drive the club's mission to foster innovation, learning, and collaboration in these fields. <b>SET Club Leaders</b> are responsible for overseeing the club's operations, planning meetings, and coordinating events such as workshops, seminars, and technical competitions. They ensure the club stays organized and that projects align with its goals. <b>Project Coordinators</b> take charge of managing specific initiatives, including technical</li></ul>	<ul style="list-style-type: none"><li>SET (Science, Engineering, and Technology) Club members have several important responsibilities that contribute to fostering a culture of innovation and technical skill development. <b>SET Club Leaders</b> are responsible for managing the overall direction of the club, ensuring that meetings, projects, and events align with the club's goals of promoting STEM education and hands-on learning. They guide members, delegate tasks, and facilitate collaboration. <b>Project Coordinators</b> are tasked with overseeing specific technical projects or research</li></ul>



projects, research work, or community outreach programs, ensuring timelines are met and members are actively involved. **Event Organizers** focus on planning activities like science fairs, guest lectures, and field trips, handling logistics, promotions, and execution.

- **SET Club Members** participate in all events and contribute their technical expertise, collaborating on projects and helping develop creative solutions to real-world challenges. Additionally, some members may handle specific tasks like managing the club's website or social media, documenting events, or reaching out to potential sponsors. Together, these roles ensure the club provides a dynamic platform for learning, innovation, and teamwork in science, engineering, and technology.

initiatives, ensuring members stay on track, deadlines are met, and that the projects are successfully completed. **Event Organizers** handle the planning and execution of club activities such as workshops, science exhibitions, guest lectures, and hackathons, ensuring that these events run smoothly and engage participants.

- **Club Members** are responsible for actively participating in club projects, events, and discussions, contributing their ideas, technical skills, and creativity to solve problems and develop innovative solutions. Some members may also take on roles like managing the club's outreach efforts, social media, or documentation of events. Collectively, these responsibilities help build a supportive, collaborative environment where members can expand their knowledge, work on real-world challenges, and develop leadership and technical skills.

## YOGA CLUB MEMBERS

S.NO	NAME	DESIGNATION	ROLE
1.	MR. R.RAMESH	AP / MECH	PROGRAM OFFICER
2.	Mrs.K.GOWRI	AP/CSE	ASSISTANT
3.	Ms.A.BADZIYA LIZY	AP/ECE	ASSISTANT
4.	Mrs.SUGANYA	AP/S&H	ASSISTANT
5.	Mrs.G.KOWSALYA	AP/AGRI	ASSISTANT
6.	Ms.P.SOBIYA	AP/AI&DS	ASSISTANT

## YOGA CLUB MEMBERS

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"><li>Yoga Club members play various roles to ensure the smooth functioning and success of the club's activities. <b>Yoga Instructors</b> or trained members lead the sessions, guiding participants through different yoga postures, breathing exercises, and meditation techniques, ensuring the proper form and understanding of yoga's principles. <b>Yoga Club Coordinators</b> are responsible for organizing events, workshops, and regular practice sessions, managing schedules, and coordinating with guest instructors or experts when needed.</li></ul>	<ul style="list-style-type: none"><li>Yoga Club members have key responsibilities that contribute to promoting health, mindfulness, and a balanced lifestyle within the community. <b>Yoga Instructors</b> are responsible for leading sessions, ensuring that participants practice yoga with proper techniques, and guiding them through postures, breathing exercises, and meditation. They play a crucial role in educating members about the physical, mental, and spiritual benefits of yoga. <b>Yoga Club Coordinators</b> manage the club's activities, organize events, workshops, and regular practice sessions, and</li></ul>

- They also ensure the club operates efficiently by handling logistics, member engagement, and communication. **Yoga Club Members** participate actively in the sessions, contribute ideas for events, and promote the physical and mental benefits of yoga within the community. Some members may take on specialized roles, such as managing the club's social media presence, documenting events, or promoting wellness through outreach programs. Together, these roles contribute to fostering a peaceful, health-oriented environment that encourages physical fitness, mental clarity, and community wellness.

ensure smooth communication among members.

- They also handle logistics, such as scheduling sessions, arranging spaces, and coordinating with guest instructors. **Club Members** are responsible for actively participating in sessions, practicing regularly, and contributing ideas to improve the club's activities. Some members may take on additional tasks, such as promoting the club's events, engaging the broader community, or maintaining the club's online presence. Collectively, these responsibilities help foster a supportive environment where participants can enhance their physical fitness, reduce stress, and build a sense of community.



## YRC MEMBERS

S.NO	NAME	DESIGNATION	ROLE
1.	MR. N. RAGUVARAN	HOD / EEE	PROGRAM OFFICER
2.	MR. S.MURALIDHARAN	AP/MECH	ASSISTANT
3.	MR. S.AYYAPPAN	LAB INSTRUCTOR	ASSISTANT
4.	MR.RAMSUNDAR	AP/AGRI	ASSISTANT
5.	MR.S.R.BOOPATHY BALAN	AP/ AI&DS	ASSISTANT

## YRC MEMBERS

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"><li>Youth Red Cross (YRC) members play essential roles in promoting humanitarian values, health, and social service. <b>YRC Volunteers</b>, the core members of the organization, are responsible for participating in activities such as health awareness programs, blood donation drives, disaster relief efforts, and first aid training. Their primary responsibility is to extend help wherever needed, especially in their communities, promoting the Red Cross's fundamental principles of humanity, impartiality, and voluntary service. <b>YRC Leaders</b>, selected from the volunteers, take on the additional role of organizing events, guiding fellow volunteers, and ensuring that initiatives are carried out</li></ul>	<ul style="list-style-type: none"><li>Youth Red Cross (YRC) members carry important responsibilities that align with the humanitarian principles of the Red Cross movement. <b>YRC Volunteers</b> are responsible for participating in a wide range of activities, including organizing and promoting health camps, spreading awareness about hygiene, leading blood donation drives, and providing first aid during emergencies. Their primary role is to serve their community selflessly, helping to alleviate suffering and promoting health and welfare. <b>YRC Leaders</b> have the additional responsibility of guiding their fellow volunteers, coordinating activities, and ensuring that each project is effectively implemented.</li></ul>

effectively.

- They are tasked with fostering teamwork, providing direction, and facilitating communication between the volunteers and the broader Red Cross organization. **YRC Coordinators**, usually faculty members or advisors, play a crucial role in managing the overall functioning of the YRC within an institution. They mentor the volunteers, coordinate with local Red Cross branches, and ensure that all YRC activities align with the broader goals of the Red Cross movement. Together, these roles contribute to building a network of young, socially conscious individuals dedicated to humanitarian service.

- They must inspire teamwork and ensure that the goals of the YRC are met through well-organized and impactful initiatives. **YRC Coordinators**, typically faculty members or advisors, oversee the entire program within their institution, ensuring that volunteers are properly trained, activities are appropriately planned, and resources are available. They also work closely with local Red Cross authorities to align the YRC's efforts with broader Red Cross objectives. Collectively, these responsibilities help YRC members make meaningful contributions to society, foster leadership skills, and promote a culture of voluntary service and social responsibility among youth.

## **NSS MEMBERS**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>
1.	Mr. S.VENKATESAN	AP/ MECH	PROGRAM OFFICER
2.	Ms.M.MAHISHANTHINI	AP/ECE	ASSISTANT
3.	MR. R.RAMESH	AP/MECH	ASSISTANT
4.	MR. T.ANNADURAI	LAB INSTRUCTOR	ASSISTANT
5.	MR.M.NAGULAN	AP/AI&DS	ASSISTANT
6.	Ms.ARUNA	LAB ASSISTANT	ASSISTANT

## **NSS MEMBERS**

### **ROLES AND RESPONSIBILITIES**

<b>ROLES</b>	<b>RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>The National Service Scheme (NSS) operates with a variety of roles that contribute to the successful execution of its community service objectives. At the top, the NSS Programme Coordinator oversees all activities at the university or college level, working closely with government bodies to ensure effective implementation. NSS Programme Officers manage day-to-day activities in educational institutions, guiding student volunteers in their service efforts. NSS Student Leaders, selected from among the volunteers, are responsible for leading various teams and initiatives, ensuring smooth coordination among their peers. NSS Volunteers form the core of the organization, participating in activities</li></ul>	<ul style="list-style-type: none"><li>Promoting community welfare and personal development. <b>NSS Volunteers</b> are responsible for participating actively in various service activities, including health camps, literacy programs, environmental conservation efforts, and social awareness campaigns. Their primary role is to understand the needs of the community and contribute to solving local issues through dedicated service. <b>NSS Student Leaders</b> have the added responsibility of organizing and leading teams, ensuring efficient execution of projects, and fostering collaboration among volunteers. <b>NSS Programme</b></li></ul>



such as health camps, blood donation drives, and environmental initiatives.

- In addition, Community Representatives play an important role by acting as liaisons between the volunteers and the local communities, helping to identify and address community needs. At the state level, NSS Liaison Officers serve as intermediaries between central and state governments, facilitating the program's implementation. Lastly, NSS Advisory Committees, established at institutional and state levels, provide strategic guidance for NSS activities and policies, ensuring they align with the broader goals of community development and youth empowerment. Together, these roles work to foster leadership, teamwork, and a spirit of service among young volunteers.

**Officers** guide and mentor the volunteers, helping them plan and implement activities effectively while also coordinating with authorities to ensure resources and support are available.

- The **NSS Programme Coordinator** takes on a larger role in managing the overall program within the institution, liaising with government agencies and ensuring that the objectives of NSS are met. Additionally, **Community Representatives** are tasked with providing insights into the community's needs and facilitating cooperation between local communities and NSS teams. Together, these members play a critical role in fostering a sense of social responsibility and leadership while contributing to national development through service.

## RED RIBBON CLUB MEMBERS

S.NO	NAME	DESIGNATION	ROLE
1.	MR. N. RAGUVARAN	HOD / EEE	PROGRAM OFFICER
2.	Mr.J.SILAMBARASAN	AP/MECH	MEMBER
3.	Mrs.R.JAYASEELI	AP/AGRI	MEMBER
4.	Ms.VARSHINI	AP/CSE	MEMBER
5.	Mr.J.SAKTHIVEL	STUDENT/MECH	MEMBER
6.	Ms.JANANI	STUDENT/AI&DS	MEMBER

## RED RIBBON CLUB MEMBERS

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"><li>In a Red Ribbon Club, the roles are structured to promote awareness and action against HIV/AIDS and substance abuse, while encouraging healthy lifestyles. The <b>President</b> leads the club by setting goals and ensuring that the club's mission to spread awareness about HIV/AIDS prevention and safe practices is actively pursued. The <b>Vice President</b> assists in planning and executing awareness programs, stepping in to lead when the president is unavailable.</li></ul>	<ul style="list-style-type: none"><li>The Red Ribbon Club is primarily responsible for promoting awareness and education on HIV/AIDS, substance abuse, and sexual health among youth and the broader community. Its key responsibility is to organize programs and campaigns that emphasize prevention, safe practices, and breaking the stigma surrounding HIV/AIDS. The club plays a crucial role in empowering individuals with knowledge about healthy lifestyle choices, ensuring they understand the</li></ul>

<p>The <b>Secretary</b> maintains records of meetings, handles communication, and ensures that members are informed about upcoming events, workshops, and campaigns. The <b>Treasurer</b> manages the club's finances, ensuring that resources are properly allocated for organizing awareness drives, health camps, and educational campaigns.</p> <ul style="list-style-type: none"><li>• The <b>Event Coordinator</b> is responsible for planning and managing events such as health awareness seminars, HIV/AIDS testing drives, or substance abuse prevention workshops. Lastly, the <b>Outreach Coordinator</b> connects the club with external health organizations, schools, and communities, ensuring that the club's messages reach a wider audience. Each role is essential in fostering a culture of awareness, responsibility, and prevention in the fight against HIV/AIDS and substance abuse</li></ul>	<p>importance of regular health check-ups, and encouraging responsible behavior.</p> <ul style="list-style-type: none"><li>• Through workshops, health camps, and awareness drives, the club educates people on the transmission of HIV, the dangers of substance abuse, and the importance of safe sex. Additionally, the Red Ribbon Club works closely with health professionals and organizations to provide access to testing facilities, counseling, and support services. By fostering open dialogue and proactive measures, the club takes responsibility for creating a healthier, more informed, and stigma-free society.</li></ul>
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## ELECTROL LITERACY CLUB MEMBERS

S.NO	NAME	DESIGNATION	ROLE
1.	MR. K.SANTHOSHKUMAR	AP/MECH	SPOC
2.	Mr.MURALIDHARAN	AP/MECH	MEMBER
3.	Mrs.ABINAYA SUNDARI	AP/EEE	MEMBER
4.	Ms.JANANI	AP/ECE	MEMBER
5.	Ms.ANATHI	AP/CSE	MEMBER
6.	Mr.S.DINESH	STUDENT/MECH	MEMBER
7.	Ms.DEVADHARSHINI	STUDENT/CSE	MEMBER

## ELECTROL LITERACY CLUB ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"><li>In an Electro Literacy Club, the roles are designed to promote learning and engagement with electrical and electronic technologies. The <b>President</b> leads the club, sets the vision, and ensures that all activities align with the club's goals of enhancing knowledge about electronics and electrical systems. The <b>Vice President</b> supports the president, helps manage projects, and ensures effective collaboration among members. The <b>Secretary</b> keeps track</li></ul>	<ul style="list-style-type: none"><li>The Electro Literacy Club is responsible for enhancing members' understanding of electrical and electronic concepts through practical learning and innovation. Its primary responsibility is to foster a deeper knowledge of electronics, ranging from basic circuit design to advanced technologies like microcontrollers and automation systems. The club organizes workshops, hands-on projects, and seminars that allow members to gain real-world experience in designing, building, and troubleshooting electronic devices.</li></ul>

of meetings, maintains records, and communicates with members about upcoming events or workshops. The **Treasurer** is responsible for managing the club's finances, budgeting for materials and equipment, and ensuring proper allocation of resources for various projects.

- The **Technical Coordinator** organizes hands-on workshops, tutorials, and technical sessions, guiding members in building circuits, working with electronics, and understanding emerging technologies. Finally, the **Outreach Coordinator** liaises with external experts, sponsors, and organizations to bring in guest speakers, secure funding, and create collaborative opportunities, ensuring the club's initiatives have a broader reach and impact. Each role is vital in advancing the club's mission to improve electro-literacy and inspire innovation.

- Additionally, it plays a vital role in promoting STEM education by collaborating with schools, universities, and technical experts to provide learning opportunities and mentorship. The club is also responsible for creating an inclusive environment where members can share ideas, develop technical skills, and stay updated on the latest technological advancements. By encouraging creative problem-solving and critical thinking, the Electro Literacy Club empowers individuals to explore careers in electronics and electrical engineering, while contributing to technological innovation in their





## ECO CLUB MEMBERS

S.NO	NAME	DESIGNATION	ROLE
1.	Mr.M.ARUTKUMARAN	HOD / AGRI	PROGRAM OFFICER
2.	MR.PRAVEEN KUMAR	AP/AGRI	ASSISTANT
3.	Ms.KURALAMUTHU	AP/ECE	ASSISTANT
4.	Ms.ASHWINI	AP/EEE	ASSISTANT
5.	MR.SUNDARRAJ	AP/AGRI	ASSISTANT
6.	Ms.S.SINDHUJA	AP/ AI&DS	ASSISTANT

## ECO CLUB

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"><li>In an Eco Club, various roles ensure the smooth functioning of activities that promote environmental awareness and action. These roles help in organizing events, managing resources, and engaging the community. The <b>President</b> leads the club, sets goals, and ensures collaboration among members. The <b>Vice President</b> assists the president, overseeing projects and stepping in when necessary.</li><li>The <b>Secretary</b> keeps records of meetings, plans events, and manages</li></ul>	<ul style="list-style-type: none"><li>The Eco Club is responsible for fostering environmental awareness and action within the community. Its core responsibility is to promote sustainable practices through educational initiatives, workshops, and hands-on activities such as recycling programs, tree planting, and clean-up drives.</li><li>The club plays a key role in advocating</li></ul>



communication. The **Treasurer** is responsible for managing funds, budgeting, and ensuring resources are used effectively. The **Event Coordinator** organizes eco-friendly activities, such as tree planting, clean-up drives, or recycling programs, ensuring everything runs smoothly. Lastly, the **Outreach Coordinator** engages with the community, schools, and other organizations to spread environmental awareness and increase participation in eco-friendly initiatives. Each member contributes to making a positive impact on the environment through their specific roles and responsibilities.

for environmental protection by encouraging students, staff, and local communities to reduce waste, conserve energy, and protect natural resources. It also takes on the responsibility of collaborating with other organizations to enhance the impact of its initiatives and to create a network of eco-conscious individuals. Furthermore, the Eco Club is committed to monitoring its projects, ensuring they lead to tangible outcomes, and making continuous improvements to contribute to a greener and healthier environment.

## FINANCE COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION	ROLE	MOBILE NUMBER
1	Mrs.A.RAMYA	FINANCE OFFICER	SENIOR ADMINISTRATIVE OFFICER	
2	DR.K.ELANGOVAN	ACADEMIC COORDINATOR	SENIOR ADMINISTRATIVE OFFICER	
3	Mrs.LAXMI	ADMINISTRATIVE OFFICER	MEMBER	
4	Mr. N. RAGUVARAN	HOD/EEE	MEMBER	9003303896
5	Mr.P.MALAISELVARAJA	HOD / MECH	MEMBER	9843354618
6	Mrs.K.MAHESWARI	HOD-AI&DS	MEMBER	7094000809
7	Mr.M . MOHAMED FAISAL	HOD/CSE	MEMBER	9688110199
8	Mr. P. NAVANEETHAKRISHNAN	HOD / ECE	MEMBER	8508877326

## FINANCE COMMITTEE MEMBERS

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"> <li>Finance Committee members play essential roles in overseeing and managing the financial health of an organization or academic institution. <b>Committee Chairpersons</b> lead the committee, coordinating meetings, setting agendas, and ensuring that financial policies and procedures are followed. They are responsible for presenting financial reports and recommendations to the board or governing body. <b>Treasurers</b> handle the day-to-day financial management, including budgeting, accounting, and financial reporting, ensuring that all financial transactions are accurately recorded and reported.</li> <li><b>Finance Officers</b> contribute their expertise in financial analysis and planning, assisting in the development of budgets and financial forecasts while ensuring compliance with relevant regulations and</li> </ul>	<ul style="list-style-type: none"> <li>Finance Committee members are responsible for overseeing the financial activities and strategies of an organization or academic institution, ensuring its fiscal health and sustainability. <b>Committee Chairpersons</b> lead the committee by organizing meetings, setting the agenda, and facilitating discussions on financial policies and procedures. They present financial reports and recommendations to the governing body, ensuring transparency and accountability. <b>Treasurers</b> manage the organization's finances by overseeing budgeting, accounting, and financial reporting processes, ensuring that all financial transactions are accurately recorded and compliant with relevant regulations.</li> <li><b>Finance Officers</b> contribute by conducting financial analyses and forecasts, assisting in the development of budgets, and advising on resource allocation and funding priorities.</li> </ul>

standards. **Committee Members**, often comprising faculty, staff, or external financial experts, provide diverse perspectives and insights, engaging in discussions about resource allocation, funding priorities, and financial strategy. Together, these roles ensure the effective management of financial resources, promoting transparency, accountability, and sustainability within the organization while supporting its overall mission and goals.

**Committee Members**, which may include faculty, staff, or external financial experts, engage in discussions about the financial strategy and provide diverse perspectives on financial matters. Together, these responsibilities help ensure that the organization effectively manages its financial resources, promotes sound financial practices, and aligns its financial planning with its overall mission and goals.

## STAFF SELECTION COMMITTEE MEMBERS

S.N O	NAME	DESIGNATION	ROLE	MOBILE NUMBER
1	DR.T.ANANTH Ph.D.	CHAIRMAN	CHAIRMAN/ MANAGEMENT	-
2	DR.K.ELANGO VAN	ACADEMIC COORDINATOR	SENIOR ADMINISTRATIVE OFFICER	-
3	Dr. A.KUMARAVADIVEL	PRINCIPAL	CHAIR PERSON	9443850603
4	Mr. P.MALAISELVARAJA	HOD / MECH	MEMBER	9843354618
5	Mr. P. NAVANEETHAKRISHNAN	HOD / ECE	MEMBER	8508877326
6	Mr. N. RAGUVARAN	HOD / EEE	HEAD	9003303896
7	Mr.M . MOHAMED FAISAL	HOD/CSE	MEMBER	9688110199
8	Mrs.K.MAHESWARI	HOD-AI&DS	MEMBER	7094000809
9	Mr. M. ARUTKUMARAN	HOD / AGRI	MEMBER	9489008470

## STAFF SELECTION COMMITTEE MEMBERS

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"> <li>The Staff Selection Committee members play a pivotal role in the recruitment and selection of qualified personnel within an organization or academic institution. <b>Committee Chairpersons</b> lead the committee, overseeing the entire selection process and ensuring adherence to organizational policies and procedures. They facilitate meetings, coordinate the evaluation of candidates, and ensure that the selection criteria align with the institution's goals and requirements. <b>HR Representatives</b> provide expertise in recruitment practices and legal compliance,</li> </ul>	<ul style="list-style-type: none"> <li>The Staff Selection Committee members are entrusted with critical responsibilities that ensure a fair and effective recruitment process within an organization or academic institution. Committee Chairpersons lead the committee, coordinating the entire selection process, from defining job descriptions to overseeing interviews, while ensuring compliance with organizational policies and legal requirements. They facilitate discussions and make final recommendations on candidate selection. HR Representatives contribute their expertise in recruitment best practices and legal standards, guiding the</li> </ul>



guiding the committee on best practices for fair and equitable hiring. **Subject Matter Experts (SMEs)** contribute their specialized knowledge to evaluate candidates' qualifications, skills, and experiences relevant to the position being filled. They help formulate interview questions and assessment criteria to ensure that candidates possess the necessary competencies.

- **Panel Members**, often comprising faculty or staff, participate in interviews and provide feedback on candidates, collaborating to make informed recommendations based on their assessments. Together, these roles ensure a thorough and unbiased selection process, ultimately helping to recruit individuals who align with the institution's values and contribute positively to its mission.

committee in maintaining fairness and transparency throughout the hiring process. Subject Matter Experts (SMEs) assess candidates' technical qualifications and skills relevant to the specific roles, aiding in the development of tailored interview questions and evaluation criteria.

- Panel Members, typically comprising faculty or staff, actively participate in interviews, providing valuable insights and feedback on candidates' performance, qualifications, and fit within the organization's culture. Collectively, these responsibilities ensure a comprehensive and unbiased selection process that identifies the most suitable candidates, ultimately enhancing the quality and effectiveness of the institution's workforce.



# SIR ISSAC NEWTON COLLEGE OF ENGINEERING & TECHNOLOGY

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

(An ISO 9001:2015 Certified Institution)

Velankanni Road, Pappakovil, Anthanapettai - Post, Nagapattinam - 611 102.

Contact No. : 73737 65117 | Mail ID: principalsincet@gmail.com | Web:www.sincet.in



Lr.No. SINCET/OFF/2024-25/35A

DATE: 13.09.2024

The Anti-Drugs committee of the Sir Issac Newton College of Engineering & Technology has been constituted to ensure a drug-free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol by students of the college, within or outside the campus/hostels. The duties of the anti-drugs committee includes organizing awareness programs in the college and hostels with the help of government authorized agencies/organizations. Educating the students regarding the ill effects of drugs and alcohol, encouraging peer policing among students against the use of drugs and reporting of any noticed use of drugs by the students to the Anti-Drug Committee / Students Welfare Office are also the duties of the committee.

The Anti-Drug Committee is reconstituted with the following Members.

S.No	Name of the Committee Member	Profession	Associated With	Mobile Number
1.	Dr.A.Kumaravadivel	Principal -	CHAIR PERSON	9773850603
2.	Mr. M.Mohamed Faisal	HOD / CSE	SPOC	9688110199
3.	Mrs.J.Sivasankari	HoD / S&H	MEMBER	9788988036
4.	Mr.N.Raguvaran	HoD / IT	MEMBER	8668065747
5.	Mr.K.Santhosh Kumar	Assistant Professor / MECH	MEMBER	9791567373
6.	Mr.C.Sundarraaj	Assistant Professor / AGRI	MEMBER	9715960955
7.	Mr.R.Ramesh	Assistant Professor / MECH	MEMBER	8754013890
8.	Ms.S.Bashirunisha	Assistant Professor / ECE	MEMBER	8248301363
9.	Ms.A.Akshaya	III - B.E.,CSE	MEMBER	9360166240
10.	Ms.S.Mahalakshmi	I B.E., CSE	MEMBER	9080434279
11.	Ms.E.Dhanusri	II - B.Tech., IT	MEMBER	7448507233
12.	Ms.S.Arulpriya	IV - B.Tech., AI&DS	MEMBER	8667653812
13.	Mr.R.B.Hariharasudhan	IV - B.Tech., AGRI	MEMBER	7449108090
14.	Ms.K.Nidhya	II - B.E.,ECE	MEMBER	9500429503
15.	Mr.K.Azhagan	III - B.E.,ECE	MEMBER	8940974335
16.	Mr.S.Akilandeshwaran	III - B.E., MECH	MEMBER	9361060366
17.	Mr. J.A. Sakthivel	IV - B.E., MECH	MEMBER	9585499238

18. Mr. Saravanan Kumar

P.D.

"

8778903957

### Roles & Responsibilities:

- Creating awareness among the students against drug abuse in college and hostel.
- Ensuring the institution premises and surroundings free of drugs
- Educate the students regarding the ill-effects of drugs and alcohol.
- Encourages peer policy among students against the use of drug.
- Regular as well as surprise checking in hostels, toilet block, cafeteria.



Dr. A. KUMARAVADIVEL,  
PRINCIPAL,  
Sir Issac Newton College  
of Engineering and Technology





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Lr.No.SINCET/OFF/2024-25/36

DATE: 09.09.2024

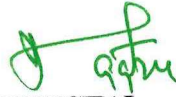
## Circular for Formation of Grievances Redressal Committee Members 2024-2025

As per UGC (Grievance Redressal) Regulations, 2019 published in the Gazette of India on 6th May 2019, under sub-regulations 5C the regulation; the principal is pleased to constitute the Grievances Redressal Committee (GRC) members as under

The Grievance Redressal Committee is constituted with the following Members.

S.NO	NAME	DESIGNATION	ROLE	MOBILE NUMBER
1.	Dr. A.KUMARAVADIVEL	PRINCIPAL	CHAIR PERSON	9443850603
2.	Mr. M . MOHAMED FAISAL	HOD/CSE	CONVENOR	9688110199
3.	Mr. P.MALAISELVARAJA	HOD / MECH	MEMBER	9843354618
4.	Mrs. J. SIVSASANKARI	HOD/ S&H	MEMBER	9788988036
5.	Mr. N. RAGUVARAN	HOD / EEE	MEMBER	9003303896
6.	Mr. K. AZHAGAN	STUDENT/ III - ECE	MEMBER	8940974335
7.	Ms. A.ISWARYA RANJANI	STUDENT/II -CSE	MEMBER	9943108262
8.	Mr. G. NATRAJ	STUDENT/III - MECH	MEMBER	8148926356
9.	Ms. T. MOHITHASRI	STUDENT/II - AI&DS	MEMBER	9360741343

Enclosed: Objectives & Procedure of Grievance Redressal Committee

  
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## GRIEVANCE REDRESSAL COMMITTEE

### Objectives

- The Grievance Redressal Committee plays a vital role in bridging the gap between our institution and the industry. Its primary function is to understand industry trends and expectations, preparing students to meet current requirements through internships in renowned architectural firms and organizing various training programs such as seminars, workshops, and expert talks by practicing architects. By effectively fulfilling its role, the Industry Institute Partnership Cell (IIPC) at SINCET significantly contributes to our overarching vision and helps mitigate criticisms by addressing any shortcomings.

### Procedure

- **Receiving Complaints:** This function establishes a clear pathway for both students and staff to submit complaints, ensuring that grievances are documented and promptly addressed.
- **Establishing a Complaint Handling System:** Implementing a structured system for managing complaints is vital for addressing issues in a consistent and organized manner
- **Forwarding Results to Management:** It's essential to keep the management informed of the outcomes and actions taken in response to complaints, particularly for issues requiring higher-level intervention or systemic changes.
- **Listening, Recording, and Investigating Promptly:** Demonstrating responsiveness and thoroughness in addressing grievances underscores the organization's commitment to taking complaints seriously.
- **Prioritizing Grievances:** By prioritizing grievances based on their authenticity and severity, the organization can efficiently allocate resources and address the most pressing concerns first.
- **Forwarding Grievances to Relevant Departments:** Directing grievances to the appropriate departments ensures that experts and decision-makers are involved in resolving specific issues.
- **Organizing Regular Meetings:** Regular meetings to review the status of grievance resolutions are essential for monitoring progress and ensuring that issues remain a priority.
- **Conducting Regular Follow-ups:** Persistent follow-up on complaints until they are fully resolved demonstrates the organization's dedication to achieving satisfactory outcomes for complainants
- **Maintaining Confidentiality:** Upholding the confidentiality of grievances, especially in sensitive matters, is crucial for safeguarding the privacy and trust of those lodging complaints.

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## **ANTI RAGGING COMMITTEE MEMBERS**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>	<b>MOBILE NUMBER</b>
1.	Dr. A.KUMARAVADIVEL	PRINCIPAL	CHAIR PERSON	9443850603
2.	Mrs. J. SIVSASANKARI	HOD/ S&H	MEMBER	9788988036
3.	Mr. M. ARUTKUMARAN	HOD / AGRI	MEMBER	9489008470
4.	Mr. P.MALAISELVARAJA	HOD / MECH	HEAD	9843354618
5.	Mr. N. RAGUVARAN	HOD / EEE	MEMBER	9003303896
6.	Ms. S. SHARMILA	HOD / CSE	MEMBER	8220603963
7.	Mr. P. NAVANEETHAKRISHNAN	HOD / ECE	MEMBER	8508877326

### **ANTI-RAGGING COMMITTEE**

#### **ROLES AND RESPONSIBILITIES**

<b>Roles</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• The Anti-Ragging Committee plays a crucial role in preventing and addressing incidents of ragging within educational institutions. Its primary responsibilities include formulating and implementing clear anti-ragging policies to foster a safe learning environment. The committee organizes awareness campaigns and workshops to educate students and staff about the detrimental effects of ragging and reinforces a zero-tolerance stance. It establishes a confidential and accessible complaint system, ensuring that incidents are reported and investigated promptly.</li><li>• Conducting thorough investigations into reported cases, the committee ensures fairness for all parties involved while implementing preventive measures to mitigate risks, such as orientation sessions for new students. Additionally, the</li></ul>	<ul style="list-style-type: none"><li>• The Anti-Ragging Committee is responsible for implementing and enforcing measures to prevent ragging within the educational institution. Its key responsibilities include formulating and disseminating comprehensive anti-ragging policies that clearly outline unacceptable behaviours and the consequences for engaging in such actions. The committee establishes a confidential and accessible mechanism for students to report incidents of ragging, ensuring that all complaints are taken seriously and investigated promptly.</li><li>• It conducts thorough inquiries into reported cases while upholding fairness and due process for all parties involved. Additionally, the committee organizes awareness programs to educate the student body about the harmful effects of</li></ul>



committee provides support and counselling for victims, helping them cope with their experiences. By monitoring the campus environment and reporting trends to the administration, the Anti-Ragging Committee strives to maintain a respectful and inclusive atmosphere for all students.

ragging and promotes a culture of respect and inclusion. It also monitors the campus environment for potential risks, provides support and counselling for victims, and regularly reports its findings and recommendations to the institution's administration. Through these responsibilities, the Anti-Ragging Committee aims to create a safe and supportive atmosphere for all students.



## IPR CELL MEMBERS

S.N O	NAME	DESIGNATION	ROLE
1	DR.A.KUMARAVADIVEL	PRINCIPAL	CHAIR PERSON
2	DR.K.ELANGO VAN	ACADEMIC COORDINATOR	SENIOR ADMINISTRATIVE OFFICER
3	DR.B.SILAMBARASAN	AP/MECH	MEMBER
4	MR.P.MALAISELVARAJA	HOD/MECH	MEMBER
5	MR.N.RAGUVARAN	HOD-EEE	MEMBER
6	Mr. P. NAVANEETHAKRISHNAN	HOD/ECE	MEMBER
7	Mr. M . MOHAMED FAISAL	HOD/CSE	MEMBER
8	Mr.M.ARUTKUMARAN	HOD / AGRI	MEMBER
9	Mrs.K.MAHESWARI	HOD/AI&DS	HEAD

## IPR CELL

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"><li>The Entrepreneur Development Cell (EDC) is responsible for fostering entrepreneurship among students and promoting a culture of innovation within the institution. Its key responsibilities include organizing workshops, seminars, and training programs that equip students with essential skills in business planning, marketing, finance, and leadership. The EDC also provides mentorship by connecting students with</li></ul>	<ul style="list-style-type: none"><li>The Intellectual Property Rights (IPR) Cell plays a crucial role in safeguarding and promoting the intellectual assets of an institution. Its primary function is to educate faculty, researchers, and students about the importance of intellectual property and the various forms it can take, including patents, trademarks, copyrights, and trade secrets. The IPR Cell assists in identifying potentially patentable inventions and guides</li></ul>



<p>experienced entrepreneurs and industry experts who can offer guidance and advice.</p> <ul style="list-style-type: none"><li>• Additionally, the cell facilitates access to funding opportunities, such as grants and venture capital, and helps students prepare business proposals and pitches. It may also collaborate with local businesses and incubators to create an ecosystem that supports startup development. By actively promoting entrepreneurial initiatives and providing a structured support system, the EDC empowers students to pursue their business ideas and contribute to economic development.</li></ul>	<p>researchers through the process of filing applications, ensuring compliance with legal requirements.</p> <ul style="list-style-type: none"><li>• Additionally, it facilitates workshops and seminars to raise awareness about IPR issues and strategies for protecting innovations. By fostering a culture of innovation and providing resources for effective IP management, the IPR Cell enhances the institution's reputation and supports the commercialization of research outputs, ultimately contributing to economic growth and technological advancement.</li></ul>
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## **ENTREPRENER DEVELOPMENT CELL**

S.NO	NAME	DESIGNATION	ROLE
1.	Mr.M.ARUTKUMARAN	HOD / AGRI	PROGRAMME OFFICER
2.	MR. N. RAGUVARAN	HOD/EEE	ASSISTANT
3.	MR. A.MUTHUSAMY	AP/AGRI	ASSISTANT
4.	MR. K.SANTHOSHKUMAR	AP/MECH	ASSISTANT
5.	MR.PRABU	AP/CSE	ASSISTANT
6.	MISS.A.ANANTHI	AP/CSE	ASSISTANT
7.	MR.PRAVEENKUMAR	AP/AGRI	ASSISTANT
8.	MR.M.RAJINIKANTH	AP/S&H	ASSISTANT

## **ENTREPRENER DEVELOPMENT CELL**

### **ROLES AND RESPONSIBILITIES**

<b>Roles</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"><li>The Entrepreneur Development Cell (EDC) plays a pivotal role in nurturing entrepreneurial talent and fostering a culture of innovation within academic institutions. Its primary focus is to provide aspiring entrepreneurs with the necessary resources, guidance, and support to transform their ideas into viable businesses. The EDC organizes workshops, training sessions, and mentorship programs that cover essential skills such as business planning, marketing strategies, and financial management.</li></ul>	<ul style="list-style-type: none"><li>The Entrepreneur Development Cell (EDC) is responsible for fostering entrepreneurship among students and promoting a culture of innovation within the institution. Its key responsibilities include organizing workshops, seminars, and training programs that equip students with essential skills in business planning, marketing, finance, and leadership. The EDC also provides mentorship by connecting students with experienced entrepreneurs and industry experts who can offer guidance and advice.</li></ul>



- It also facilitates networking opportunities with industry leaders, investors, and successful entrepreneurs, helping students build valuable connections. Additionally, the EDC may assist in the development of incubation centers, providing a supportive environment for startups to thrive. By promoting entrepreneurial thinking and providing practical insights, the EDC empowers students to take initiative and contribute to economic growth and job creation.

- Additionally, the cell facilitates access to funding opportunities, such as grants and venture capital, and helps students prepare business proposals and pitches. It may also collaborate with local businesses and incubators to create an ecosystem that supports startup development. By actively promoting entrepreneurial initiatives and providing a structured support system, the EDC empowers students to pursue their business ideas and contribute to economic development.





## **RESEARCH AND DEVELOPMENT CELL MEMBER**

S.NO	NAME	DESIGNATION	ROLE
1.	DR.A.KUMARAVADIVEL	PRINCIPAL	HEAD
2.	DR.K.ELANGO VAN	ACADEMIC COORDINATOR	CO-HEAD
3.	DR.T.DEVADAS	LIBRARIAN	MEMBER
4.	DR.B.SILAMBARASAN	AP/MECH	MEMBER
5.	Mr. P. NAVANEETHAKRISHNAN	HOD / ECE	MEMBER
6.	Mr. P.ARIVAZHAGAN	AP/ECE	MEMBER
7.	Mr. S.VIGNESH	AP/MECH	MEMBER
8.	Mrs. K. MAGAESWARI	HOD / AI&DS	MEMBER
9.	Ms.ABINAYASUNDARI	AP/EEE	MEMBER

## **RESEARCH AND DEVELOPMENT CELL**

### **ROLES AND RESPONSIBILITIES**

<b>Roles</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"><li>The Research and Development Cell (R&amp;D Cell) plays a crucial role in driving innovation and advancing knowledge within academic institutions. It facilitates and promotes research initiatives by providing resources, funding opportunities, and support for faculty and students engaged in various projects. The R&amp;D Cell is responsible for identifying emerging trends and research areas,</li></ul>	<ul style="list-style-type: none"><li>The Research and Development Cell (R&amp;D Cell) is responsible for overseeing and promoting research activities within the institution. This includes identifying funding opportunities, facilitating grant applications, and managing budgets for various research projects. The R&amp;D Cell also supports faculty and students by providing resources, training, and mentorship in research</li></ul>



<p>encouraging interdisciplinary collaboration, and fostering a culture of inquiry and experimentation.</p> <ul style="list-style-type: none"><li>• Additionally, it oversees the dissemination of research findings through publications, conferences, and workshops, enhancing the institution's visibility in the academic and industry landscapes. By bridging the gap between theoretical knowledge and practical application, the R&amp;D Cell not only contributes to the advancement of science and technology but also strengthens the institution's reputation as a leader in research and innovation.</li></ul>	<p>methodologies and best practices.</p> <ul style="list-style-type: none"><li>• It coordinates interdisciplinary collaborations and partnerships with industry and other academic institutions to enhance research output and relevance. Additionally, the cell organizes workshops, seminars, and conferences to disseminate research findings and foster knowledge exchange. By maintaining a robust database of ongoing projects and encouraging intellectual property development, the R&amp;D Cell ensures that research aligns with institutional goals and contributes to advancements in science, technology, and societal needs.</li></ul>
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## SC/ST CELL MEMBERS

S.NO	NAME	DESIGNATION	ROLE	MOBILE NUMBER
1.	Mr. P.MALAISELVARAJA	HOD / MECH	HEAD	9843354618
2.	Mr. P.ARIVAZHAGAN	AP/ECE	MEMBER	9629843400
3.	Mr. J.SILAMBARASAN	AP/MECH	MEMBER	9629229586
4.	Ms. R.DHARANIPRIYA	AP/S&H	HEAD	8680980448
5.	MR. N. RAGUVARAN	HOD/EEE	HEAD	9003303896

## SC/ST CELL

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"><li>The <b>SC/ST Committee</b> plays a vital role in ensuring the protection and empowerment of students from Scheduled Castes (SC) and Scheduled Tribes (ST) within the educational institution.</li><li>Its primary role is to safeguard the rights and interests of SC/ST students by promoting an inclusive environment that is free from discrimination, harassment, and inequality. The committee acts as a bridge between the administration and SC/ST students, addressing their grievances, providing necessary support, and ensuring that the benefits and schemes meant for their</li></ul>	<ul style="list-style-type: none"><li>The committee is responsible for ensuring that there is no discrimination against SC/ST students in admissions, academics, sports, or any other aspect of campus life. It monitors the campus environment to ensure equal opportunities and fair treatment for all students, irrespective of their caste or background.</li><li>One of the primary responsibilities of the committee is to provide an accessible and confidential platform for SC/ST students to raise their grievances and complaints. Whether it involves issues related to discrimination, harassment, or exclusion, the committee ensures that all complaints</li></ul>



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welfare are implemented effectively.

- The committee also ensures compliance with government regulations and institutional policies concerning SC/ST students and staff. It organizes programs aimed at promoting equality, awareness, and sensitivity toward the challenges faced by SC/ST communities. Through its efforts, the committee seeks to create a supportive, fair, and respectful learning and working environment for all members of the institution.

are addressed promptly and fairly.



## INDUSTRY INSTITUTE INTERACTION CELL

S.N O	NAME	DESIGNATION	ROLE	MOBILE NUMBER
1	MR. A.MUTHUSAMY	AP/AGRI	HEAD	7558175482
2	MR. P.ARIVAZHAGAN	AP/ECE	ASSISTANT	9629843400
3	MR. K.SANTHOSHKUMAR	AP/MECH	ASSISTANT	9791567373
4	MR.M.NAGULAN	AP/AIDS	ASSISTANT	9025031033
5	MISS.RUBAVAHINI	AP/CSE	ASSISTANT	7904938089
6	MR.PRAVEEN KUMAR	AP/AGRI	ASSISTANT	9524854249

## INDUSTRY INSTITUTE INTERACTION CELL

### ROLES AND RESPONSIBILITIES

<b>Roles</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• The Industry Institute Interaction Cell (IIC) serves as a vital bridge between academic institutions and industry, fostering collaboration that enhances research, innovation, and employability. By facilitating partnerships, the IIC helps align curriculum with industry needs, ensuring students acquire relevant skills and knowledge.</li><li>• It organizes workshops, internships, and guest lectures, providing students with exposure to real-world challenges and networking opportunities. Additionally, the</li></ul>	<ul style="list-style-type: none"><li>• The Industry Institute Interaction Cell (IIC) is tasked with a range of responsibilities aimed at enhancing collaboration between academic institutions and industry. Primarily, it facilitates partnerships by organizing workshops, seminars, and guest lectures featuring industry experts, which enrich the learning experience for students. The IIC is also responsible for coordinating internships and industrial visits, providing students with practical exposure and hands-on experience. Additionally, it actively works to align academic programs with</li></ul>



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IIC promotes joint research projects, enabling faculty and students to work on practical problems, thus driving technological advancements and economic growth. Overall, the IIC plays a crucial role in creating a synergistic environment that benefits both students and industry stakeholders.

industry requirements by gathering feedback from industry partners and adapting curricula accordingly.

- The cell promotes joint research initiatives, fostering innovation and ensuring that academic research addresses real-world challenges. Furthermore, it serves as a platform for networking, helping students connect with potential employers and mentors, ultimately bridging the gap between education and employment.





## WOMEN EMPOWERMENT CELL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION	ROLE	MOBILE NUMBER
1.	Mrs. S. THAMARASELVI	AP/S&H	CONVENER	8300058059
2	Mrs. B.SUASINI	AP/S&H	MEMBER	9445141741
2.	Mrs. R.DEEPA	AP/S&H	MEMBER	9042833023
3.	Mrs. M.SUGANYA	AP/S&H	MEMBER	9361534053
4.	Ms.S.JANANI	STUDENT/AI&DS	STUDENT MEMBER	8015491558
5.	Ms.G.ANUSHA	STUDENT/MECH	STUDENT MEMBER	9047146737
6.	Ms.MADHANA	STUDENT/AI&DS	STUDENT MEMBER	9345876864
7.	Ms.MOHITHASRI	STUDENT/AI&DS	STUDENT MEMBER	9360741343
8.	Mrs. S. THAMARASELVI	AP/S&H	CONVENER	8300058059



**WOMEN EMPOWERMENT CELL COMMITTEE**

**ROLES AND RESPONSIBILITIES**

<b>Roles</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• The Women Empowerment Cell Committee plays a crucial role in promoting gender equality and empowering women within various sectors, including educational institutions, workplaces, and communities. This committee is responsible for creating a supportive environment that fosters women's leadership and participation in decision-making processes.</li> <li>• It develops and implements programs aimed at raising awareness about women's rights, addressing issues such as gender-based violence, discrimination, and health. By organizing workshops, seminars, and outreach activities, the committee encourages women's skills development and self-confidence. Additionally, it collaborates with local organizations and stakeholders to advocate for policies that support women's empowerment and ensure their voices are heard in socio-economic and political spheres. Ultimately, the committee strives to create a more inclusive society where women can thrive and contribute fully.</li> </ul>	<ul style="list-style-type: none"> <li>• The responsibilities of the Women Empowerment Cell Committee encompass a broad range of initiatives aimed at promoting gender equality and empowering women. Primarily, the committee is tasked with developing and implementing policies and programs that address women's issues, including education, health, and economic empowerment. It organizes workshops, seminars, and awareness campaigns to educate both women and the community about women's rights and gender-based violence, fostering a culture of respect and equality.</li> <li>• The committee also works to identify and provide resources for women facing social and economic challenges, facilitating access to training and skill development opportunities. Furthermore, it serves as a platform for women to voice their concerns and advocate for their rights, collaborating with local organizations and government bodies to influence policy changes that benefit women. Through these efforts, the committee aims to create an inclusive environment that supports women's growth and development across all spheres of life.</li> </ul>



## TRAINING AND PLACEMENT CELL MEMBERS

S.NO	NAME	DESIGNATION	ROLE	MOBILE NUMBER
1.	MR. P.ARIVAZHAGAN	AP/ECE	PLACEMENT OFFICER	9629843400
2.	MR. P.MUTHUSAMY	AP/AGRI	MEMBER	7558175482
3.	MR. K.SANTHOSHKUMAR	AP/MECH	MEMBER	9791567373
4.	MR.M.NAGULAN	AP/AIDS	MEMBER	9025031033
5.	MISS.RUBAVAHINI	AP/CSE	MEMBER	7904938089

## PLACEMENT AND TRAINING CELL

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"><li>The Placement and Training Cell plays a vital role in bridging the gap between students and potential employers by providing guidance, training, and opportunities for career advancement. Its primary goal is to enhance students' employability by organizing career development activities, such as training programs, workshops, and internships, and facilitating job placements through campus recruitment drives.</li><li>The Placement and Training Cell collaborates with industry partners to understand current market demands and trends, ensuring that students are equipped with the skills required in the workforce. It</li></ul>	<ul style="list-style-type: none"><li>The cell works closely with various industries, businesses, and organizations to build partnerships that can lead to recruitment opportunities. This includes inviting companies to participate in campus recruitment drives and securing internships or project opportunities for students.</li><li>The Placement and Training Cell provides one-on-one career guidance and counseling to students, helping them make informed career choices. This includes understanding their interests, skills, and career goals, and aligning them with appropriate job opportunities in the</li></ul>



<p>is also responsible for establishing and maintaining relationships with companies, alumni, and recruitment agencies to secure placement opportunities for students.</p> <ul style="list-style-type: none"><li>• In addition to placement services, the cell provides students with soft skills training, interview preparation, resume-building workshops, and industry-specific coaching to ensure they are ready for job interviews. conducting mock interviews and aptitude tests, the cell helps students assess their strengths and areas for improvement.</li></ul>	<p>industry.</p> <ul style="list-style-type: none"><li>• The cell conducts various training programs to enhance students' employability. These include workshops on resume writing, personal interviews, group discussions, and soft skills development such as communication, teamwork, and leadership. The training also focuses on technical skills relevant to the students' areas of study.</li></ul>
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## EXAMINATION CELL MEMBERS

S.NO	NAME	DESIGNATION	ROLE	MOBILE NUMBER
1.	Mr.R.GNANA SEKARAN	AP/MECH	EXAM CELL COORDINATOR	91764241314
2.	Mr.G.VIJAY KUMAR	AP/AGRI	JOINT COORDINATOR	9655680887
3.	Ms.A.ANANTHI	AP/CSE	MEMBER	6380248738
4.	Mr.G. G.GNANA AMUTHAYANI	AP/S&H	MEMBER	6380313546
5.	Mr.J.SILAMBARASAN	AP/MECH	MEMBER	9629229586
6.	Ms. SINDHUJA	AP/AI&DS	MEMBEER	9094001482
7.	Ms.S.BASHIRUNISHA	AP/ECE	MEMBER	8248301363

## EXAMINATION CELL

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"><li>The Examination Cell is a critical component of an educational institution, tasked with managing all aspects of the examination process. This includes planning, organizing, conducting, and evaluating exams in a smooth, transparent, and efficient manner. The cell ensures that examinations are conducted fairly, maintaining the integrity of the academic</li></ul>	<ul style="list-style-type: none"><li>The cell prepares the academic examination calendar in coordination with the academic departments and administration. This includes setting the dates for mid-term, semester-end, and other internal or external examinations. The cell ensures that there is no overlap or conflict between different exams and that adequate time is allotted for preparation.</li></ul>



<p>evaluation process.</p> <ul style="list-style-type: none"><li>• The Examination Cell collaborates with departments, faculty, and the administration to coordinate schedules, prepare question papers, arrange examination logistics, and handle all examination-related communications. The cell is also responsible for maintaining confidentiality and security, particularly concerning exam papers and student data.</li><li>• The Examination Cell also oversees the evaluation process, ensuring that results are processed accurately and within the stipulated time.</li></ul>	<ul style="list-style-type: none"><li>• The Examination Cell designs and disseminates the examination timetable well in advance. It ensures that the timetable accommodates all courses and subjects without any scheduling conflicts. The cell also communicates any updates or changes to the timetable promptly.</li><li>• The cell is responsible for overseeing the preparation of question papers by faculty. It ensures that question papers are prepared in accordance with the syllabus and examination guidelines. Ensures that all security measures are taken to prevent leaks or breaches.</li></ul>
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## **IQAC CELL MEMBERS**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>
1.	DR.A.KUMARAVADIVEL	PRINCIPAL	CHAIR PERSON
2.	MR.T.SANKAR	DIRECTOR	MEMBER- MANAGEMENT
3.	DR.K.ELANGO VAN	ACADEMIC COORDINATOR	SENIOR ADMINISTRATIVE OFFICER
4.	MRS.A.RAMYA	FINANCE OFFICER	SENIOR ADMINISTRATIVE OFFICER
5.	MR.P.MALAISELVARAJA	HOD-MECHANICAL ENGINEERING	SENIOR ADMINISTRATIVE OFFICER
6.	MR.N.RAGUVARAN	HOD-EEE	SENIOR ADMINISTRATIVE OFFICER
7.	DR.T.DEVADAS	LIBRARIAN	SENIOR ADMINISTRATIVE OFFICER
8.	MR.P.NAVANEETHA KRISHNAN	HOD- ECE	MEMBER
9.	MRS.K.MAHESWARI	HOD-AI&DS	MEMBER
10.	MR.J.SIVASHANKARI	HOD-S&H	MEMBER
11.	DR.A.SELVAPERUMAL	HOD- AGRI	MEMBER

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12.	MR.M.AADHITHAN	STUDENT- MECHANICAL ENGINEERING	NOMINEE-STUDENT
13.	MR.S.PRAKASH	STMANAGING DIRECTOR- LAKSHMI PRESSING,CHENNAI	NOMINEE-ALUMNI
14.	MR.R.JAYAPRAKASAM 1/2 , GANDHI NAGAR, MAIN ROAD, THIRUVILAIYATTAM, THARANGAMBADI, MAYILADURAI- 609 306	SELF-EMPLOYEE	NOMINEE-PARENT
15.	MR.P.GANESH CHAIRMAN, G. R. COOPERATION, 13/2, NADUVAR STREET,NAGAPATTINAM - 611 101	EMPLOYER	NOMINEE-EMPLOYER
16.	MR.L.P.SANJEEV KUMAR JAIN CHAIRMAN, REENA SILICATE INDUSTRIES PRIVATE LIMITED, 123-C, UTHAMACHOLAPURAM, NALIMANAM POST, BOOTHANUDI, NAGAPATTINAM - 611 002	INDUSTRIALISTS	NOMINEE- INDUSTRIALIST
17.	MR.N.SUBRAMANIYAN	ASSISTANT PROFESSOR,ENGLISH	IQAC COORDINATOR



## **IQAC CELL ROLES AND RESPONSIBILITIES**

<b>Roles</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• The coordinator of the IQAC plays a vital role in ensuring that all members operate effectively. This position is typically filled by a senior individual with expertise in quality assurance. Initially, the coordinator may be a senior academic or administrator who takes on the IQAC responsibilities in addition to their primary role.</li><li>• The administration can provide secretarial support as needed. It is also preferable for the coordinator to have a solid understanding of computers and their various functions to facilitate effective communication.</li></ul>	<ul style="list-style-type: none"><li>• Establishing quality benchmarks and conducting gap analysis for SINCET. defining parameters for various academic and administrative activities within the institution. Facilitating the development of a learner-centric environment conducive to quality education, promoting faculty maturation, and ensuring participatory teaching and learning processes. This includes monitoring course outcome attainment, actions taken by faculty, and mapping them onto Program Outcomes (POs) and Program Educational Objectives (PEOs). Additionally, monitoring and acting upon feedback from students, parents, and other stakeholders on institutional processes related to quality.</li><li>• Disseminating information on various quality parameters in higher education. Organizing workshops, seminars, and quality circles on relevant themes to promote quality. Documenting programs and activities aimed at quality improvement. Serving as the central agency within the SINCET for coordinating quality-related activities and disseminating best practices. Developing and maintaining an institutional database</li></ul>



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through Management Information Systems (MIS) to enhance institutional quality. Conducting periodic Academic and Administrative Audits and ensuring follow-up actions to improve quality culture within the institution. Compiling and submitting the Annual Quality Assurance Report (AQAR) to NAAC in accordance with their guidelines and parameters.



## INSTITUTION INNOVATION COUNCIL MEMBERS

S.N O	NAME	DESIGNATION	ROLE
1.	DR.T.ANANTH	CHAIRMAN	CHAIRMAN/MANAGEMENT
2.	MR.T.MAHESHWARAN	SECRETARY	COUNCIL MEMBER
3.	MR.T.SANKAR	SOFTWARE DESIGNER	COUNCIL MEMBER
4.	Dr.A.KUMARAVADIVEL	PRINCIPAL	MEMBER SECRETARY
5.	DR.K.ELANGO VAN	ACADEMIC COORDINATOR	MEMBER
6.	MR.P.MALAISELVARAJA	SENIOR ADMINISTRATIVE OFFICER	MEMBER
7.	MR.N.RAGUVARAN	SENIOR ADMINISTRATIVE OFFICER	HEAD
8.	Mr. P. NAVANEETHAKRISHNAN	HOD/ECE	MEMBER



## INSTITUTION INNOVATION COUNCIL MEMBERS

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none"> <li>Members of the Institution Innovation Council (IIC) play vital roles in fostering a culture of innovation and entrepreneurship within educational institutions. <b>Council Chairs</b> lead the council, setting strategic goals and coordinating efforts to promote innovative practices across departments. They facilitate meetings, guide discussions, and ensure alignment with the institution’s vision for innovation. <b>Innovation Coordinators</b> are responsible for organizing workshops, seminars, and events that encourage creativity and the exchange of ideas among students, faculty, and industry professionals. They also work on implementing innovation-driven projects and initiatives.</li> <li><b>Research and Development Officers</b> focus on identifying emerging trends, technologies, and opportunities for collaboration, facilitating partnerships with industries and research organizations to enhance the institution's innovation landscape. <b>Mentors or Advisors</b> provide guidance to students and faculty engaged in innovative projects, helping them navigate challenges and develop viable solutions. <b>Documentation and Communication Specialists</b> manage the council's documentation processes and promote its activities through various channels,</li> </ul>	<ul style="list-style-type: none"> <li>Members of the Institution Innovation Council (IIC) have essential responsibilities focused on cultivating innovation and entrepreneurship within the educational environment. Council Chairs are responsible for leading the council's initiatives, setting strategic objectives, and coordinating activities that promote innovative practices among students and faculty. They facilitate meetings, ensure effective communication, and represent the council to external stakeholders. Innovation Coordinators are tasked with organizing workshops, seminars, and events that foster creativity and collaboration, as well as implementing innovation-driven projects that align with institutional goals. Research and Development Officers focus on scouting emerging trends and technologies, identifying opportunities for collaboration with industries and research organizations, and facilitating partnerships that enhance the institution's innovation ecosystem.</li> <li>Mentors or Advisors provide guidance to students and faculty involved in innovative projects, assisting them in navigating challenges and developing actionable solutions. Documentation and Communication Specialists are responsible for managing records of the council’s activities, ensuring that initiatives are documented effectively, and promoting the council's achievements and events through various communication</li> </ul>



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ensuring visibility and engagement with the wider community. Together, these roles help create an environment that encourages experimentation, supports entrepreneurial initiatives, and drives continuous improvement within the institution.

channels. Together, these responsibilities contribute to building a dynamic environment that encourages experimentation, supports entrepreneurial initiatives, and fosters a culture of continuous improvement within the institution.





## **ACADEMIC COUNCIL MEMBERS**

<b>S.N O</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>
1.	Dr.A.KUMARAVADIVEL	PRINCIPAL	CHAIR PERSON
2.	DR.K.ELANGO VAN	ACADEMIC COORDINATOR	ACADEMIC EXPERT
3.	MR.L.P.SANJEEV KUMAR JAIN	INDUSTRIAL EXPERT	INDUSTRIALIST
4.	Mrs. J. SIVSASANKAR	HOD/S&H	HEAD
5.	Mr.P. MALAISELVARAJA	HOD/MECHANICAL	MEMBERS  MEMBERS OF FACULTY
6.	Mr.N.RAGUVARAN	HOD/ EEE	
7.	Mr. P. NAVANEETHAKRISHNAN	HOD/ECE	
8.	Mr.M.ARUTKUMARAN	HOD/AGRI	
9.	Mr. M . MOHAMED FAISAL	HOD/CSE	

## **ACADEMIC COUNCIL COMMITTEE**

### **ROLES AND RESPONSIBILITIES**

<b>Roles</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"><li>The Academic Council plays a key role in guiding and shaping the academic direction of an institution. It serves as the primary body for making decisions on academic matters, such as curriculum development, program approval, and the setting of academic standards.</li></ul>	<ul style="list-style-type: none"><li>Academic Council is responsible for developing and maintaining the academic policies and standards of an institution. It oversees the approval of new courses and programs, ensures compliance with accreditation requirements, and monitors the quality of teaching and research.</li></ul>



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- The council ensures that the institution's educational offerings align with its mission and strategic goals while promoting academic integrity and innovation. It also fosters collaboration among faculty and administration, supporting a high-quality learning environment for students.

- The council also plays a role in faculty appointments, promotions, and curriculum development. Its primary goal is to uphold academic excellence and support the institution's educational mission through governance and policy-making.



## GOVERNING COUNCIL MEMBERS

S.NO	NAME	POSITION	CATEGORY	REPRESENTING
1.	DR.T.ANANTH	CHAIRMAN/ MANAGEMENT	CHAIRMAN	TRUST
2.	MR.T.SANKAR	MEMBER	DIRECTOR	TRUST
3.	MR.T.MAHESHWARAN	MEMBER	SECRETARY	TRUST
4.	MR.L.P.SANJEEV KUMAR JAIN	MEMBER	INDUSTRIAL EXPERT	INDUSTRIALIST
5.	DR.K.R.BALASUBRAMANIYAN	MEMBER	PROFESSOR	NIT ,TRICHY
6.	DR.S.BEER MOHAMED	MEMBER	PROFESSOR	CENTRAL UNIVERSITY, THIRUVARUR
7.	DR.A.KUMARAVADIVEL	EX-OFFICIO	PRINCIPAL	INSTITUTION HEAD
8.	DR.K.ELANGO VAN	MEMBER	ACADEMIC COORDINATOR	COLLEGE FACULTY
9.	MR.P.MALAISELVARAJA	HEAD	ASSISTANT PROFESSOR	COLLEGE FACULTY
10.	MR.N.RAGUVARAN	MEMBER	ASSISTANT PROFESSOR	COLLEGE FCULTY
11.	SOUTHERN REGIONAL OFFICE, AICTE, CHENNAI	MEMBER	NOMINATED	



12.	ANNA UNIVERSITY , CHENNAI	MEMBER	NOMINATED
13.	DOTE - STATE GOVERNMENT	MEMBER	NOMINATED
14.	STATE GOVERNMENT	MEMBER	NOMINATED

## GOVERNING COUNCIL COMMITTEE

### ROLES AND RESPONSIBILITIES

<b>Roles</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>The Governing Council plays a crucial role in overseeing the overall management and strategic direction of an institution. It serves as the highest decision-making body responsible for setting policies, ensuring financial stability, and providing governance on key institutional matters.</li> <li>This council typically reviews and approves budgets, monitors the institution's performance, ensures compliance with legal and regulatory requirements, and supports the institution's long-term vision and goals. The Governing Council also appoints senior leadership, such as the president or chancellor, and holds them accountable for the institution's operations and success. Through its guidance, the council helps ensure institutional integrity, sustainability, and growth.</li> </ul>	<ul style="list-style-type: none"> <li>The Governing Council is responsible for providing overall governance and strategic leadership to an institution. Its key responsibilities include setting institutional policies, approving budgets, and ensuring financial sustainability. The council also monitors institutional performance, ensuring that it meets its educational, social, and financial goals while complying with legal and regulatory standards.</li> <li>Additionally, it plays a critical role in appointing and evaluating senior leadership, such as the president or CEO, and making decisions on major institutional initiatives. Through these responsibilities, the Governing Council ensures the institution's long-term success and alignment with its mission and values.</li> </ul>

## 6. Programmes:

- **Name of the Programmes approved by AICTE**

S.NO.	PROGRAM	LEVEL	COURSE	NUMBER OF SEATS	DURATION
1.	Engineering & Technology	Post Graduate	Power System Engineering	24	2 years
2.	Engineering & Technology	Post Graduate	Applied Electronics	24	2 years
3.	Engineering & Technology	Post Graduate	CAD/CAM	24	2 years
4.	Engineering & Technology	Post Graduate	Computer Science & Engineering	24	2 years
5.	Engineering & Technology	Under Graduate	Mechanical Engineering	60	4 years
6.	Engineering & Technology	Under Graduate	Electronics and Communication Engineering	60	4 years
7.	Engineering & Technology	Under Graduate	Computer Science & Engineering	120	4 years
8.	Engineering & Technology	Under Graduate	Agriculture Engineering	60	4 years
9.	Engineering & Technology	Under Graduate	Artificial Intelligence and Data Science	60	4 years
10.	Engineering & Technology	Under Graduate	Information Technology	60	4 years
11.	Engineering & Technology	Under Graduate	CSE (Artificial Intelligence and Machine Learning) #	60	4 years



- Name of the Programmes Accredited by NBA

S.No.	Name of the Course	Approval Status
1.	B.E. - Agriculture Engineering	Not Eligible to apply
2.	B.Tech. - Artificial Intelligence & Data Science	
3.	B.Tech. - Information Technology	
4.	B.E. - Computer Science & Engineering	Not Accredited Going to apply
5.	B.E. - Electronics & Communication Engineering	
6.	B.E. - Mechanical Engineering	
7.	M.E. - Applied Electronics	
8.	M.E. - CAD/CAM	
9.	M.E. - Computer Science & Engineering	
10.	M.E. - Power Systems Engineering	

- Cut off mark for admission during the last three years

S.No.	Name of the Course	Approved No. of Seats	Duration	Maximum cut off out of 200			Minimum cut off out of 200		
				2022	2023	2024	2022	2023	2024
1.	B.E.- CSE	60	4years	155	179	159	100.5	111.5	120
2.	B.E- ECE	60	4years	160	162.5	164	96.5	110	114
3.	B.E. - MECH	60	4years	168	168	169	111	128	116
4.	B.E.- AGRI	60	4years	172	176.5	175	90	106.5	112
5.	B.Tech. -AI&DS	60	4years	175.5	179	176	125	137	140
6.	B.Tech - IT	60	4years	-	179	186	-	139	140

## 7. Faculty:

### Branch wise Faculty members

Permanent Faculty : Available in website

Adjunct Faculty : NIL

**8. Permanent Faculty: Student Ratio : 1:20**

**9. Fee : Tuition Fees Rs.50000/year**

## 10. Admission

- **Number of seats sanctioned with the year of approval**

S.No.	Name of the Course	Sanctioned Strength	Year of approval
1.	B.E. - Computer Science & Engineering	60+60	2010-2011 & 2025-2026
2.	B.E. - Electronics & Communication Engineering	60	2010-2011
3.	B.E. - Mechanical Engineering	60	2010-2011
4.	B.E. - Agriculture Engineering	60	2020-2021
5.	B.Tech. - Artificial Intelligence & Data Science	60	2021-2022
6.	B.Tech. – Information Technology	60	2023-2024
7.	B.E. – CSE(Artificial Intelligence & Machine Learning )	60	2025-2026
8.	M.E. - Applied Electronics	24	2013-2014
9.	M.E. - CAD/CAM	24	2013-2014
10.	M.E. - Computer Science & Engineering	24	2014-2015
11.	M.E. - Power Systems Engineering	24	2014-2015