



PET ENGINEERING COLLEGE

An ISO 9001:2008 Certified Institution



Approved by AICTE, Recognized by Government of Tamil Nadu and Affiliated to Anna University

The following faculty members are appointed in the respective committee for the academic year 2017-18:

S. No.	Committee Name	Members	Roles & Responsibilities
1	Grievances & Redressal Committee	<ul style="list-style-type: none">• Mr. S. Babu Renga Rajan HOD (Coordinator)• Dr. Angel Rafela, HOD (Member)• Mr. T. Antony Vinnarasu, Others – Panchayat President• Dr. Ananthi, AP (Member)• Mrs. R. Suja, ASP/EEE (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. Prabaharan , Police Inspector (Member)• Mr. V. Raja Michael - Parents Rep. (Member)• Mr. P. Tamil Selvan – 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)	<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">• Dr. R. Shanthi HOD (Member)• Mr. R. Karuppa Samy, AP/Civil (Member)• Mr. K. Natrajan – Lab Assistant (Member)	
4	Discipline Committee.	<ul style="list-style-type: none">• Dr. N. Mohammed Sheriff (Chairman)• Mr. S. Babu Renga Rajan (Member)• Dr. P. Kannan, Senior Faculty (Member)• Dr. R. Shanthi, (Lady Faculty Member)• Dr. Angel Rafela, HOD (Member)• Ms. M. Palani Selvi, Warden (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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		<ul style="list-style-type: none">Mrs. R. Kalai Selvi - Student Counselor (Member)	
5	Welfare Committee	<ul style="list-style-type: none">Dr. N.Mohammed Sheriff (Chairmen)Dr. P.Kannan (Member)Dr. M.Mookan (Member)Dr. A.Kalai Selvi (Member)Dr. R.Shanthi , ASP (Member)Mr. R.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 studentsKeeps 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	<ul style="list-style-type: none">Mr. Lebba P O J (Chairman)	<ul style="list-style-type: none">To approve all academic as well as



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	Committee	<ul style="list-style-type: none">• Mr. Hameed S M S (Member)• Dr. Chokkalingam - Director NEC (Member)• Mr. A. Mohammed Jaffar - Secretary (Member)• 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)	administrative activities with financial and moral support after the approval of IQAC. <ul style="list-style-type: none">• Setting and monitoring the organisation's mission, purpose, direction, priorities and strategies within the boundaries of its constitution and legal obligations.• Keeps a permanent record of minutes of all club/group and executive committee meetings
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		<ul style="list-style-type: none">• Mr. Anbu Thambi Vice President (Member)	
7	Planning and Monitoring Committee	<ul style="list-style-type: none">• Dr. N.Mohammed Sheriff (Chairman)• Mr. S. Babu Renga Rajan, HOD (Member)• Dr. P. Kannan – Professor (Member)• Mr. J. M. Jayand Others- Managing Director (Member)	<ul style="list-style-type: none">• To scrutinize the various activities of every academic year before IQAC and GOC approval.
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

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			<p>programs</p> <ul style="list-style-type: none">• 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)• Dr. S. Angel Rafela, HOD (Member)• Mr. K. Pakkirisamy (Member)	<ul style="list-style-type: none">• To arrange ED program like seminar / workshops / training.• To encourage the students for the entrepreneurship.
10	Examination Cell	<ul style="list-style-type: none">• Dr. Mookan (CS)• Mrs. B. Shanmuga Sundari(Exam cell Incharge)	<ul style="list-style-type: none">• To plan and make arrangements for university examinations and related work as per the guidelines of Anna University



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		<ul style="list-style-type: none">• Mr. K. Nataraj (Assistant)• Mr. K. S. Thamemun Ansari (Assistant)• Ms. Nandini (Assistant)	
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.• 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 (Coordinator)	<ul style="list-style-type: none">• To form the cell as per the



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		<ul style="list-style-type: none">• Mrs. C. Rekha AP/ECE (Member)• Mr. S. Baburangarajan, HOD (Member)• Mr. Mookan, HOD (Member)• Mr. P. Kannan HOD (Member)	<p>guidelines of NAAC.</p> <ul style="list-style-type: none">• 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
14	AICTE Affiliation	<ul style="list-style-type: none">• Mr. S. Babu Renga Rajan HOD	<ul style="list-style-type: none">• To collect information and prepare



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	Committee	(Committee Head) <ul style="list-style-type: none">• Mr. P. Eugene Paul, AP/EEE (Member)• Ms. Bruntha ,AP/CSE (Member)• Mrs. azrinBeham, AP/MCA (Member)• Mrs. S. I. Padma, AP/ECE (Member)	reports to submit to AICTE. <ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• To work for the branding of the institute for the admission purpose

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		<ul style="list-style-type: none">• Mr. S. Arumugam Pillai, HOD (Member)	throughout the year
17	Transport Committee	<ul style="list-style-type: none">• Mr. K. Antony Alex Raja, AP/Mech, (Committee Head)• 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.

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19	Training & Placement Cell	<ul style="list-style-type: none">• Mr. S. Mohammed Peer Mathersha, AP/Mech (Coordinator)• Ms. Bruntha ,AP/CSE (Member)• Mr. R. Stalin AP/Mech (Member)• Mr. Muthu Perumal Pillai ASP/MCA (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.• 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 (Committee Head)• 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	<ul style="list-style-type: none">• Dr. N. Mohammed Sheriff, Principal	<ul style="list-style-type: none">• Filing IIQA with NAAC for III

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	Committee	(Committee Head) <ul style="list-style-type: none">Mr. S. Babu Ranga Rajan, HOD (Member)	Cycle Accreditation. <ul style="list-style-type: none">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. A. Josua solomon(PED)	<ul style="list-style-type: none">Informing youth members and others the roles and responsibilities of the Red Cross and encourage them to contribute.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 (Assistant)	<ul style="list-style-type: none">To assist and guide the NSS unit for implementation of NSS programmes at college levelTo advise in organizing camps, training and orientation programmes for the NSS volunteers



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			<ul style="list-style-type: none">• To visit the NSS units for monitoring and evaluation
24	Library Committee	<ul style="list-style-type: none">• Mr. Ahamed Reffai(Librarian)• Mr. M. Muthu Kumar (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.• Arranges periodic inventory of library materials.
25	SAC	<ul style="list-style-type: none">• Mr. A. Vivekanandhan (System Admin)	<ul style="list-style-type: none">• Manages all the activities relating to the Computer systems and



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		<ul style="list-style-type: none">• Mr. S. Ramesh (Network Assistant)	<p>networking.</p> <ul style="list-style-type: none">• 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• Mr. S. Mohamed Rasik	<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



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			institute.
27	Sports Committee	<ul style="list-style-type: none">• Mr. A. Josua Solomon PED (Committee Head)• Mr. Y. R. Packiadhas ASP/ECE (Member)• Mr. K. Nadarajan (Lab assistant)	<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,

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			students, and the SGSR
29	Women Cell	<ul style="list-style-type: none">• Dr. A. Kalaiselvi (HOD)• Mrs. R. Kalaiselvi (HOD)• Mrs. C .Rekha(AP/ECE)• Mrs. Bagavathy Lakshmi Ammal(AP/English)	<ul style="list-style-type: none">• Responsible for maintaining and strengthening the status of women.• 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 minority community so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability

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31	Online Examination Cell	<ul style="list-style-type: none">• Mr. Muthu Perumal Pillai AP/MCA• 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.
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.



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33	Publicity Committee	<ul style="list-style-type: none">• Mr. Gomathi Nayaham, AP/MBA• Dr. R. Shanthi (HOD)• Mr. S. Mohammed Peer Mathersha (AP/Mech)	<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 Mubarak (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	<ul style="list-style-type: none">• Mr. Saravanan (Coordinator)	<ul style="list-style-type: none">• Subjects are allotted to the faculty



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	Committee	<ul style="list-style-type: none">• Mr. Michael Jeevagan (Member)• Mr. K. Madhan Kumar, HOD (Member)• Mr. Perumal (Member)• Mr. A. Subanth Willaiams (Member)• Ms. C. Sheeba Christilda (Member)• Mrs. P. Nazrin Beham (Member)• Ms. Mymoon Abdul Basiriya (Member)• M. Shariba Beevi (Member)• Mrs. K. Anita Blessie Rani (Member)	<p>based on 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)	<ul style="list-style-type: none">• Solve personal problems of student by conducting individual counseling



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		<ul style="list-style-type: none">• Mrs. Bagavathy Lakshmi Ammal (AP/English(Member)• Mrs. C. Rekha (AP/ECE) (Member)• 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>session.</p> <ul style="list-style-type: none">• Help the students to overcome examination stress or fear.• Inform the parents about psychological misbehavior of the student.• 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)	<ul style="list-style-type: none">• To counsel and guide SC/ST

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		<ul style="list-style-type: none">• Mr. S. Abdul Raheeb (Member)	<p>Students and help to manage academic and personal issues of college effectively.</p> <ul style="list-style-type: none">• To ensure protection and reservation as provided in the constitution of India• 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



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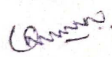
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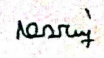


			extended by the Government. <ul style="list-style-type: none">To organize continuing education programmes (CEP) for students to upgrade their skills and knowledge.
39	Internal Complaint Committee	<ul style="list-style-type: none">Mr. K. Antony Alex raja - AP/Mech (Coordinator)Mr. S. Babu Renga Rajan – HOD/CSE (Member)Mrs. R. Kalaiselvi, HOD/MCA (Coordinator)Mrs. C. Rekha, AP/ECE (Member)	<ul style="list-style-type: none">To implement the policy relating to the prevention of sexual harassmentTo resolve the complaints received from the aggrieved.To provide the protection for women at work place.

APPROVED / NOT APPROVED


IQAC COORDINATOR


Principal
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PRINCIPAL