



PET ENGINEERING COLLEGE

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The following faculty members are appointed in the respective committee for the academic year 2022-23:

S. No.	Committee Name	Members	Roles & Responsibilities
1	Grievances & Redressal Committee	<ul style="list-style-type: none">• Mr. Ahamed Basheer M – Administrative Officer (Member)• Mrs. Bagavathi Lekshmi Ammal Presiding Officer (Member)• Mrs. C. Rekha, Senior Faculty (Member)• Mr. Veera Mohanaraj C – Advocate (Others)• Dr. A. Kalai Selvi – Senior Faculty (Member)• Mrs. R. Kalaiselvi - Senior Faculty (Member)• Dr. T. Raja Jeyaseelan – HOD/Mech (Member)	<ul style="list-style-type: none">• To enquire the grievances of students and staff.• To suggest appropriate action.• Resolves issues of students and staff related to academic and non-academic activities.
2	Anti-Ragging Committee	<ul style="list-style-type: none">• Dr. K. Madhan Kumar - Principal (Chairman)• Mr. S. Hariharan- Police Inspector (Member)• Mr. M. Rahith- Student	<ul style="list-style-type: none">• To fill the anti-ragging form for each student at the time of admission.



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	<p>Rep.(Member)</p> <ul style="list-style-type: none">• Mr. Chinnadura P D P – President Merchants Association, Vallioor (Member)• Mr. Abdul Kader V A – Parents Rep. (Member)• Mr. Sheik Mohammed A - Parents Rep. (Member)• Mr. Sheik Mohammed Abuansaadh - Student Rep. (Member)• Mr. HajiraBeevi S- Student Rep. (Member)• Mr. Muhunthan Kandasami M – Student Rep. (Member)• Mr. Mohamed Chouse – Student Rep. (Member)• Mr. Raja Selwam (SAC)(Member)• Ms. Aswathy M –Fresher Student Rep. (Member)• Mr. David Prabakar T – Reporter Local Media – Others• Mrs.Anto Vennila T Revenue/Taluk-(Member)• Mr.Ramasubramanian LA/EEE	<ul style="list-style-type: none">• To fill online form on the anti-ragging portal for the students.• Any issues related with the ragging in the campus.
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VALLIOOR – 627 117, TIRUNELVELI DISTRICT, TAMIL NADU, INDIA

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3	Anti-Ragging Squad Committee	<ul style="list-style-type: none">• Dr. Madhan Kumar K - Principal(Chairman)• Mrs .Shiny D – HOD/Physics (Member)• Mr. S. Babu Renga Rajan, HOD/CSE (Member)• Dr. T. Raja Jeyaseelan – HOD/Mech (Member)• Mrs. R. KalaiSelvi, HOD/EEE (Member)• Mrs. Bagavathi Lekshmi Ammal HOD/English (Member)• Mr.T.M.Mohamed Usman – HOD/Civil (Member)• Dr. M. Mookan - HOD/Maths (Member)• Mr. Saveri simon Chinnappa(PED)• Mr.Ramasubramanian LA/EEE	<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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4	Discipline & Welfare Committee.	<ul style="list-style-type: none">• Dr. Madhan Kumar K - Principal(Chairman)• Mr. S. Babu Renga Rajan, HOD/CSE (Member)• Dr. A. KalaiSelvi - HOD/MCA (Member)• Mrs .Shiny D – HOD/Physics (Member)• Dr. Jalaal A – HOD/MBA (Member)• Mrs. R.Kalaiselvi HOD/EEE Student Counsellor (Member)• Mr. Mookkan M – HOD/Maths (Member)• Mr. T.M.Mohamed Usman – HOD/Civil (Member)• Dr. T. Raja Jeyaseelan – HOD/Mech (Member)• Mr. Savari Simon Chinnappa – PED• Mrs. Bagavathi Lekshmi Ammal Lady Faculty (Member)	<ul style="list-style-type: none">• To monitor and counsel the students' discipline for which the record is maintained.• Conducting meeting with misbehaving students and clarifying the negative effects of bad behavior.• Taking suitable action towards student's misconduct.



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5	Governing Council Committee	<ul style="list-style-type: none">• Mr. Lebba P O J (Chairman)• Dr. K. Madhan Kumar – Principal (Member Secretary)• Mr. S. Khaja Mohideen – Secretary (Member)• Mr. Hameed S M S- Trustee (Member)• Mr. Shahul Hameed.A – Management Trustee (Member)• Mr. Mohamed Jaffar A – Trustee Member• Mr. S. Abu Bucker – Trustee (Member)• Dr. Aldrin Raj J – DOT Nominee (Member)• Mr. Musthafa Hasan K – Industrialist (Member)• Dr. Abdul Aziz - Former VC Aligarh University (Member)• Mr. Anbu Thambi -Vice President (Member)• Dr. K. Arulmozhi, Director, Vivehanandha Academy, Virudhunagar (Member)	<ul style="list-style-type: none">• To approve all academic as well as administrative activities with financial and moral support after the approval of IQAC.• Setting and monitoring the organization's mission, purpose, direction, priorities and strategies within the boundaries of its constitution and legal obligations.• Keeps a permanent record of minutes of all club/group and executive committee meetings
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6	Planning and Monitoring Committee	<ul style="list-style-type: none">• Dr. Madhan Kumar – Principal (Chairman)• Mr. Syed Mohideen A G – Others –Executive Member Popular Educational Trust (Member)• Mr. S. Babu Renga Rajan – Professor and HOD/CSE (Member)• Mr. Mohamed Usman T M HOD/Civil Others - Engineer (Member)• Mr. Muthuraj V – Others - Manager - Industrial Export in the field of Engineering and Technology (Member)• Dr. S. Sharmila Deva Selvi - Others – Research Consultant (Member)• Mr. Jayanad M – Others Managing Director Kilikar Architecturals Kochi (Member)	<ul style="list-style-type: none">• To scrutinize the various activities of every academic year before IQAC and GC approval.
7	R&D cell	<ul style="list-style-type: none">• Mrs. C. Rekha - HOD/ECE(Coordinator)• Mrs. S. I. Padma, AP/ECE (Member)	<ul style="list-style-type: none">• To promote research activities among the faculty and student.



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			<ul style="list-style-type: none">• To establish liaison with research organization centers of premier institutes.• To collect the data of participation of the faculty / student in the various programs• To keep the record of the research publication in the journal and conference / projects / workshops / seminars organized or attended by the faculty / students• To organize the national / international conferences.
8	Entrepreneurship Development cell	<ul style="list-style-type: none">• Dr. K. Madhan Kumar, Principal (Coordinator)• Dr. A. Jalal - HOD/MBA (Member)• Mrs. V. Vijaya Ramya- AP/MBA (Member)	<ul style="list-style-type: none">• To arrange ED program like seminar / workshops / training.• To encourage and improve the entrepreneurship skills of the students.
9	Examination cell	<ul style="list-style-type: none">• Mr. Mookan (CS)HOD/Maths• Mrs. B. ShanmugaSundari AP/CSC (Exam cell Incharge)• Ms. Brista (Assistant)	<ul style="list-style-type: none">• To plan and make arrangements for university examinations and related work as per the guidelines of Anna University



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10	IETE Chapter (Students & Staff)	<ul style="list-style-type: none">• Dr. K. Madhan Kumar, Principal (Coordinator)• Mrs. C. Rekha – HOD/ECE (Member)	<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.
11	IQAC Cell	<ul style="list-style-type: none">• Dr. K. Madhan Kumar, Principal (Chair Person)• Mrs. C. Rekha, HOD/ECE (Coordinator) ;• Mr. S. Babu Renga Rajan , HOD/CSE (Member)• Dr. A. Kalai Selvi HOD/MCA (Member)• Mrs. R. Kalaiselvi HOD/EEE (Member)• Mrs. B. Shanmuga Sundari, AP/CSE (Member)• Ms. C. S. Sree Thayanandeswari	<ul style="list-style-type: none">• To form the cell as per the guidelines of NAAC.• To determine the exact role of IQAC in maintaining overall quality standards in a college/institution.• To examine the functioning of IQAC as an administrative quality monitoring body.



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		<p>AP/ECE (Member)</p> <ul style="list-style-type: none">• Mr. S Khaja Mohideen - Secretary(Member)• Mr. Mohamed Fager Matharsha – AP/Mech (Member)• Mr. Mookan, HOD/Maths (Member)• Mr. Bose James - Librarian (Member)• Mr. Ahamed Basheer – A.O (Member)• Mr. T. Antony Vinnarasu, Public Servant Nominee from local society (Member)• Mr. K. Mustafa Hassan, Mumbai Nominee from Industrialist (Member)• Ms. A. Anto Ritai Roy- Final year Female (Member)• Mr.Sundaresan Final year male (Member)• Er. K. VelMurugan, ISRO-LPSC (Member)• Mr. M. ThamaraiSelvan - Nominee from Stock holders Parent (Member)	
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12	Alumni Cell	<ul style="list-style-type: none">• Mr. Shinu Abdul Karim – President (Coordinator)• Mrs. C. Rekha HOD/ECE – Vice President (Member)• Mr. S. Samsudeen Shaffi - AP/CSE- Secretary (Member)• S. Mohamed Peer Matharsha – Join Secretary (Member)• Mrs. D. Mary Nisha - AP/CSE Treasurer (Member)• Mrs. Agnes Rameena (Executive Committee Member)	<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
13	AICTE Affiliation Committee	<ul style="list-style-type: none">• Mr. S. Babu Renga Rajan, HOD/ECE (Committee Head)• Mr. P. Eugene Paul, AP/EEE (Member)• Mrs. Nazrin Beham, AP/MCA (Member)• Mrs. Y. Roja Begam, AP/CSE (Member)• Mr. V. Ruban Daniel, AP/Civil (Member)	<ul style="list-style-type: none">• To collect information and prepare reports to submit to AICTE.• To maintain the records of the report submitted.• To submit compliance/queries etc.
14	Feedback Review Cell	<ul style="list-style-type: none">• Dr. K. Madhan Kumar, Principal (Chair Person)	<ul style="list-style-type: none">• To take online feedback of all students twice in a year.

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		<ul style="list-style-type: none">Mrs. R. Kalaiseivi HOD/EEE (Senior Faculty Member)Dr. S. Babu Renga Rajan, HOD/CSE (Member)Dr. A. Kalai Selvi, HOD/MCA (Member)Mr. Mookan, HOD/Maths (Senior Faculty Member)	<ul style="list-style-type: none">To take peer review feedback of the faculty.To keep all the record of the feedback and the remedial record
15	Admission Committee	<ul style="list-style-type: none">Dr. K. Madhan Kumar –Principal (Committee Head)Mr. A Subanth Williams - AP/EEE (Member)Mrs. P.V.Reshma Raj – AP/CIVIL (Member)	<ul style="list-style-type: none">To create awareness regarding the nurturing features of the institution for the holistic development of students and society.To plan the strategies and process of the admission for the forthcoming academic year.
16	Transport Committee	<ul style="list-style-type: none">Mr. Ahamed Basheer- A.O (Member)Mr. Silson (Supervisor) (Member)	<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



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			maintained by the drivers.
17	College Website	<ul style="list-style-type: none">• Mr. S. Muthu Perumal Pillai ASP/MCA (Coordinator)• Mr. S. Babu Renga Rajan, HOD/CSE (Member)	<ul style="list-style-type: none">• To design and maintain the website of college to upload information on website regularly.
18	Training & Placement Cell	<ul style="list-style-type: none">• Mr. S. Mohamed Peer Matharsa, AP/Mech (Coordinator)• Mrs. D. Mary Nisha – AP/CSE (Member)• X.M.Binisha – AP/ECE (Member)• Mr. P. Eugene Paul, AP/EEE (Member)• Mr. B. Benziger, AP/Mech (Member)• Mr. V. Ruban Daniel – AP/Civil (Member)• Mr. Aswin Kennady – AP/MBA (Member)• Mr. Muthu Perumal Pillai, AP/MCA (Member)	<ul style="list-style-type: none">• Responsible for all the activities relating to the student's placement.• Coordinates with the industries for providing the vocational training courses to students.• Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
19	Departmental Advisory	<ul style="list-style-type: none">• Mrs. C. Rekha, HOD/ECE (Committee Head)• Dr. A. Kalai Selvi, HOD/MCA	<ul style="list-style-type: none">• The Departmental Advisory Committee (DAC) has been framed with the objective of remaining up to



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	Committee	(Member) • Students and Staff Representatives from individual Departments	date with the latest requirements of the industry and incorporating necessary components in the curriculum as much as possible
20	NAAC Steering Committee	• Dr. K. Madhan Kumar, Principal (Committee Head) • Mrs. C. Rekha, HOD/ECE (Member)	• Filing IIPA with NAAC for I cycle Accreditation. • Preparation of Self Study Report (SSR) with NAAC.
21	YRC Cell	• Mr. Fizal AP/Mech (Coordinator) • Mr. Savari Simon Chinnappa – PED (Member)	• 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.
22	NSS Cell	• Mr. G.P Rajesh AP/EEE (NSS programe officer) • Mr.R.Ramasubramonian LA/EEE (Member)	• To assist and guide the NSS unit for implementation of NSS programme at college level • To organize camps, training and orientation programme for the NSS volunteers.
23	Library Committee	• Mr. Bose James (Librarian) • Ms. Jenci (Assistant)	• Prepares a periodical requirement of books and

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		<ul style="list-style-type: none">• Ms. M. Arockia Mynsha – IV EEE Student Rep. (Member)• Mr. I. Mohammed Hussain – IV Mech Student Rep. (Member)	<p>journals to students and Faculty Members.</p> <ul style="list-style-type: none">• 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.
24	SAC	<ul style="list-style-type: none">• Mr. Raja Selwam - System Admin. (Member)• Mr. Santosh (Technician)	<ul style="list-style-type: none">• Manages all the activities relating to the Computer systems and networking.• Looks after the repair and maintenance of Computer system and its networking.• Prepares a schedule for providing computer service to all concerned.• Arrange for availability of Internet connection wherever required
25	College Store & Purchase	<ul style="list-style-type: none">• Mrs. Nazeem Banu (Assistant)	<ul style="list-style-type: none">• Supervises and checks the functioning of stores and maintenance of proper accounts-both, quantity and



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	committee		value.
26	Sports Committee	Mr. Savari Simon Chinnappa – PED (Coordinator)	<ul style="list-style-type: none">• Prepares estimates for various civil, electrical, mechanical and sanitary works undertaken/ proposed by the institute.
27	Women Cell	<ul style="list-style-type: none">• Dr. A. Kalai Selvi HOD/MCA (Coordinator)• Mrs. R. Kalaiselvi, HOD/EEE (Member)• Mrs. C. Rekha, HOD/ECE (Member)• Mrs. Bagavathy Lekshmi Ammal AP/English (Member)	<ul style="list-style-type: none">• Responsible for all the activities related to the Physical Education.• Arranges a physical fitness camp for the students and staff.• Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.• Responsible for maintaining and strengthening the status of women.• To create awareness of feminine potential.



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28	Minority Scholarship Cell	<ul style="list-style-type: none">Mr. M. Ahamed Basheer(A.O)	<ul style="list-style-type: none">The objective of the scheme is to award scholarships to meritorious students belonging to economically weaker sections of minority community so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability
29	Online Examination Cell	<ul style="list-style-type: none">Mr. Muthu Perumal Pillai AP/MCA (Coordinator)Mr. Raja Selwam - System Admin. (Member)	<ul style="list-style-type: none">To coordinate with TCS, CDAC and other concerns for the conduct of online examination.To monitor the availability of required number of systems, network stability for the smooth conduct of the examination.
30	Hostel Welfare Committee	<ul style="list-style-type: none">Dr. K. Madhan Kumar – Principal (Warden)Mr. M. Ahamed Basheer(A.O)Mr. Mohamed Rafik -Deputy Warden of Genis Hostel (Member)Mrs. Thangam –Deputy Warden of Ladies Hostel (Member)	<ul style="list-style-type: none">Responsible for maintenance of the Hostel.Looks after the quality of food served.Keeps strict discipline in incoming and outgoing of students from the hostels.

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		<ul style="list-style-type: none">• Mr. Mohamed Yahya – final year CSE Student Rep. (Member)• Ms.J. Angelin II MCA – Student Rep. (Member)	<ul style="list-style-type: none">• Reports to the Principal in case of any indiscipline or misbehavior by the students.
31	Publicity Committee	<ul style="list-style-type: none">• Mr. S. Mohamed Peer Matharsa - AP/Mech• Mrs. Bagavathy Lakshmi Ammal, AP/English (Member)	<ul style="list-style-type: none">• The Publicity Committee is appointed to publicize and maintain the professional image of the institution.• Additionally, the Publicity Committee should ensure favorable publicity of the events, activities and accomplishments of the college.
32	Maintenance Committee	<ul style="list-style-type: none">• Mr. M. Samraja (Electrician)• Mr. K. Athikannan (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.
33	Timetable Committee	<ul style="list-style-type: none">• Mrs. S.Soundrambika (Coordinator)• Mr. Ruban Daniel AP/Civil (Member)• Mr. Eugene Paul P - AP/EEE (Member)• Mr. M. Poovaragavan- AP/Mech	<ul style="list-style-type: none">• Subjects are allotted to the faculty based on their qualification, expertise, experience, willingness and skill matrix• Time-table for the entire semester is framed with the provision for Library/NPTEL Lecture, project hours



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		<p>(Member)</p> <ul style="list-style-type: none"> • Mrs. R. Selin Manju – AP/ECE (Member) • Mrs. P. Nazrin Beham – AP/MCA (Member) • Mrs. V. Vijaya Ramya. – AP/MBA (Member) • Mrs. D. Shiny – AP/Physics (First Year) - (Member) 	<p>and technical training</p> <ul style="list-style-type: none"> • Each department is nominated a timetable coordinator who is entrusted with the work of framing the timetable for the respective department
34	Counseling Committee	<ul style="list-style-type: none"> • Dr. A.Kalai Selvi (HOD/MCA) (Coordinator) • Mrs. Bagavathy Lekshmi Ammal, AP/English(Member) • Mrs. C. Rekha, AP/ECE (Member) • Mrs. B. Shanmuga Sundari, AP/CSE (Member) • Mrs. S. Soundrambika, AP/EEE (Member) • Dr. T. Raja Jeyaseelan – HOD/Mech (Member) • Mr. Ruban Daniel.V, AP/Civil (Member) • Mrs. Nasrin Beham, AP/MCA (Member) 	<ul style="list-style-type: none"> • Solve personal problems of student by conducting individual counseling session. • Help the students to overcome examination stress or fear. • Inform the parents about psychological misbehavior of the student. • Boost self-esteem of weaker / physically challenged students



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35	Committee for SC/ST	<ul style="list-style-type: none">• Mrs. Merlin, A?/MBA (Member)• Mr. M. Ahamed Basheer(A.O)• Mr. S. Abdul Raheeb (Member)	<ul style="list-style-type: none">• To counsel and guide SC/ST Students and help to manage academic and personal issues of college effectively.• To ensure protection and reservation as provided in the constitution of India• To give awareness the SC/ST Students regarding various scholarship programs of state Govt. and UGC
36	OBC Cell	<ul style="list-style-type: none">• Mr. M. Ahameq Basheer (A.O)• Mr. S. Abdul Raheeb (Member)• Mr. Mohamed Akram Badusha- Student Representative (Member)• Mr. Mohamed Issath - Student Representative (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 programme of Government of India and UGC.• To educate and empower the students of OBC Categories in the college to make use of the facilities extended by the Government.

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			<ul style="list-style-type: none">To organize continuing education programme (CEP) for students to upgrade their skills and knowledge.
37	Internal Complaint Committee	<ul style="list-style-type: none">Dr. A. Kalai Selvi - HOD/MCA (Chair Person)Mrs. R. Kalaiselvi – HOD/EEE (Member)Mrs. C. Rekha - HOD/ECE (Member)Mrs. Bagavathy Lakshmi Ammal – AP/English (Member)Mrs. D. V. Sharmila Kumari – HOD/Chemistry (Member)Mrs. B. Shanmuga Sundari AP/CSE (Member)Ms. V. Kanmani – Non Teaching Staff (Member)Ms. Keerthana - Non Teaching Staff (Member)	<ul style="list-style-type: none">To investigate complaints regarding sexual harassment of women at workplace.All complaints to be dealt with confidentially.



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	<ul style="list-style-type: none">• Ms. M.Ramya – Student Rep.(Member)• Ms. A.Muthu Surya – Student Rep.(Member) • Mr. R.Karthick – Student Rep. (Member)• Mr. Subash Bharathi – Student Rep. (Member)• Mohamed Yahya- Student Rep. (Member)• Mr. Mohamed Akram Badusha – Student Rep. (Member)	<ul style="list-style-type: none">• To create awareness among women staff regarding work place sexual harassment.
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S. No.	Committee Name	Members	Roles & Responsibilities
38	Anti Drug Committee	<ul style="list-style-type: none">• Dr. K. Madhan Kumar – Principal (Chairman)• Dr. S. Babu Renga Rajan - Faculty-CSE (Member)• Dr. T. Raja Jeyaseelan - Faculty-MECH (Member)• Mrs. R. Kalai Selvi - Faculty-EEE (Member)• Mr.T. M. Mohamed Usman - Faculty-CIVIL (Member)• Mrs. C. Rekha - Faculty-ECE (Member)• Dr. S. Mookkan - Faculty-FIRST YEAR (Member)• Dr. A. Kalai Selvi - Faculty-MCA (Member)	<ul style="list-style-type: none">• The staff would monitor and identify the students indulging in taking drugs.• Conduct awareness regarding the after effects of drug addiction.• Presenting documentaries or video presentations on adverse consequences of drug addiction.• Counselling and supporting to admit students in the rehabilitation centre if need arises.

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		<ul style="list-style-type: none">• Dr. A. Jalal - Faculty-MBA (Member)• Mr. Silson -Transport Incharge (Member)• Mr. P. Eugene Paul - (Convenor) Faculty-EEE (Member)• Mr. M. S. Mohamed Ali Student-CSE (Member)• Mr. D.Sanjay - Student- MECH (Member)• Mr. M. Subash Bharathi Student-EEE (Member)• Mr. G. Ajay - Student-CIVIL (Member)	
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		<ul style="list-style-type: none">• Mr. S. Syed Ahamed Jalaludeen Student- ECE (Member)• Ms. Jacklin Student-MCA (Member)• Mr. Hamdhan Student- MBA (Member)• Mr. Syed Ali - Student- MECH (First Year) - (Member)	
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APPROVED / ~~NOT-APPROVED~~

P. S. Syed Ahamed
20/12/22
IQAC COORDINATOR

Canan
20/12/22
PRINCIPAL