



PET ENGINEERING COLLEGE

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The following faculty members are appointed in the respective committee for the academic year **2023-24**:

S. No.	Committee Name	Members	Roles & Responsibilities
1	Grievances & Redressal Committee	<ul style="list-style-type: none">• Dr. K. Madhan Kumar – Principal(Chairman)• Dr. S. Babu Renga Rajan, HOD/CSE (Member Secretary)• Mrs. C. Rekha, HOD/ECE (Member)• Mrs. R. Kalaiselvi - HOD/EEE(Member)• Dr. T. Raja Jeyaseelan – HOD/Mech (Member)• Mr.T.M.Mohamed Usman – HOD/Civil (Member)• Dr. M. Mookan - HOD/Maths (Member).• Dr.A.Jalal HOD/MBA(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.



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2.	Anti-Ragging Committee	<ul style="list-style-type: none">• Dr. K. Madhan Kumar -Principal (Chairman)• Mr.Patchamal (Inspector of Police –Member)• Thasildar Radhapuram, (Member)• Mrs.Anto Vennila Member (Revenue/Taluk-Civil/Officers)• Mrs.S. Indhira– Parents Rep. (Member)• Mr.T. Raja Murugan - Parents Rep. (Member)• Mr. Sathish Kumar I- Student Rep. (Member)• Mr. Mohammed Althaf - III year Civil Student Rep. (Member)• Mr.Niranjan-Member(Student Rep)• Mr.Siva Krishnan I Member (Student Rep)• Mohamed Iklas N.K Member (Student Rep)• Mr. Savari Simon Chinaapa (PED)• Mr. Rama subramanian LA/EEE	<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.
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<p>Anti-Ragging Squad Committee</p>	<ul style="list-style-type: none">• Dr. Madhan Kumar K - Principal(Chairman)• Dr. 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.A.Vasanth-hostel Warden• Mr. Savari 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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	Anti Drug Committee	<ul style="list-style-type: none">• Dr. K. Madhan Kumar – Principal (Chairman)• Dr. S. Babu Renga Rajan - HOD-CSE (Member)• Dr. T. Raja Jeyaseelan - HOD-MECH (Member)• Mrs. R. Kalai Selvi - HOD-EEE (Member)• Mr.T. M. Mohamed Usman - HOD-CIVIL (Member)• Mrs. C. Rekha - HOD-ECE (Member)• Dr. S. Mookkan -HOD-FIRST YEAR (Member)• Dr. A. Kalai Selvi - HOD-MCA (Member)• Dr. A. Jalal - HOD-MBA(member)• Mr. Sundaram -Transport Incharge (Member)• Mr. P. Eugene Paul - (Faculty-EEE (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"> • Mr. V. Manikkaraj Student-IV-EEE (Member) • Mr. P.Anish Naveen Student-(III-Mech)(Member) • Mr. Arunkumar Student-III CSE(Member) • Mr. H. Abdul Rasheeth-III ECE (Member) • Mr. S.Sharon Suvitson II-MBA(Member) • Mr. M.Rakesh-Student II-MCA(Member) 	
3	Discipline & Welfare Committee.	<ul style="list-style-type: none"> • Dr. Madhan Kumar K - Principal(Chairman) • Dr. 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 	<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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		<p>Student Counsellor (Member)</p> <ul style="list-style-type: none">• 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)	
4	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.M – Management Trustee (Member)• Mr. Mohamed Jaffar A – Trustee Member• Mr. S. Abubucker – Trustee (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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		<ul style="list-style-type: none"> • Dr. Aldrin Raj J – DOT Nominee (Member) • Mr. Mustaffa Hassan K – Industrialist (Member) • Dr. Abdul Aziz - Former VC Aligarh University (Member) • Mr. Anbu Thambi -Vice President (Member) • Dr. J.Ansari, Chief Scientist, Head CSIR –NIIST, Thiruvananthapuram.(Member) 	
5	R&D cell	<ul style="list-style-type: none"> • Dr. Madhan Kumar – Principal(Coordinator) • Mrs. C. Rekha - HOD/ECE • Mrs. S. I. Padma, ASP/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.
	Institutions Innovation Council(IIC)	<ul style="list-style-type: none"> • T.M. Mohamed Usman HOD/Civil(President) • Mr. Mohamed Peer Matharsa Faculty –MECH (Convener) • Mrs.D.Mary Nisha Faculty-CSE (Vice President) • Mrs.E.Evelyn Tabitha Faculty-CSE 	<ul style="list-style-type: none"> • 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 /

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	<p>Information and Communication Technology Academy of Tamilnadu (ICTACT)</p>	<ul style="list-style-type: none"> • Mr.V.Ruban Daniel Faculty-Civil (member) • Mr.L.Yousuf Siddique Faculty-EEE(Member) • Mr.J.Karthick Faculty-MECH(Member) • Ms.Lasiba Faculty-MBA(Member) • Mrs.X.M ..Binisha Faculty-ECE(Member) • Mrs.Nasrin Begam Faculty-MCA(Member) • Mr.T.M.Mohamed Usman HOD/Civil(Coordinator) • Mrs.D.Mary Nisha Faculty-CSE (member) 	<p>students</p> <ul style="list-style-type: none"> • To organize the national / international conferences. • To systematically foster the culture of innovation and startup eco system in our institutions. • To engage large number of faculty,students and staff in various innovation and entrepreneurship related activities such as ideation, problem solving, design Thinking etc.. • To bridge the industry academic skill gap and develop the next generation of teachers and students. • Faculty engage in numerous FDP's ,industrial meets, and our students actively participate in hackathons and industrial projects
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6	Entrepreneurship Development cell	<ul style="list-style-type: none">• Mr.S.Mohamed Peer Matharsa (Coordinator)• Dr. A. Jalal - HOD/MBA (Member)• Mrs. V. Vijaya Ramya- AP/MBA (Member)• Mr.Mohamed Fazil AP/Mech(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.
7	Examination cell	<ul style="list-style-type: none">• Mr. Mookan (CS)HOD/Maths• Mrs. B. ShanmugaSundari ASP/CSE (Exam cell Incharge)• Mrs. Subitha(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
8	IETE Chapter (Students & Staff)	<ul style="list-style-type: none">• Mrs.S.I.Padma ASP/ECE (Coordinator)• Mrs. C. Rekha – HOD/ECE (Member)• Ms. C. S. Sree Thayanandeswari AP/ECE (Member)• Mrs.X.M. Binisha AP/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.

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			<ul style="list-style-type: none"> To encourage the students for their active participation in the programs.
9	IQAC Cell	<ul style="list-style-type: none"> Dr. K. Madhan Kumar, Principal (Chair Person) Mrs. C. Rekha, HOD/ECE (Coordinator) Dr. S. Babu Renga Rajan , HOD/CSE (Member) Dr. A. Kalai Selvi HOD/MCA (Member) Mrs. R. Kalaiselvi HOD/EEE (Member) Mrs. B. ShanmugaSundari, AP/CSE (Member) Ms. C. S. Sree Thayanandeswari AP/ECE (Member) Mr. S. Khaja Mohideen - Secretary(Member) Mr. Mohamed Peer Matharsha – AP/Mech (Member) Mr. Mookan, HOD/Maths (Member) Mr. Bose James - Librarian (Member) 	<ul style="list-style-type: none"> To form the cell as per the guidelines of NAAC. To determine the exact role of IQAC in maintaining overall quality standards in a college/institution. To examine the functioning of IQAC as an administrative quality monitoring body.



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	<ul style="list-style-type: none">• Dr. 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 Rithi Roy- P.G first year Female (Member)• Mr.V.Manikkaraj Final year male (Member)• Er. K. VelMurugan, ISRO-LPSC (Member)• Mr. Mr.A.Joseph Nominee from Stack holders Parent (Member)	
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	Planning and Monitoring Committee	<ul style="list-style-type: none">• Dr. Madhan Kumar – Principal (Chairman)• Mrs.Rekha-HOD/ECE(member)• Mr. S. Babu Renga Rajan – Professor and HOD/CSE (Member)• Mr. Mohamed Usman T M HOD/Civil Others - Engineer (Member)• Dr. T. Raja Jeyaseelan – HOD/Mech (Member)• Mrs. R.Kalaiselvi HOD/EEE• Mrs. S. I. Padma, ASP/ECE (Member)• Mrs.X.M. Binisha AP/ECE(Member)• Ms. C. S. Sree Thayanandeswari AP/ECE (Member)• Mrs. B. Shanmuga Sundari ASP/CSE	<ul style="list-style-type: none">• To scrutinize the various activities of every academic year before IQAC and GC approval
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	NBA/NAAC Steering Committee	<ul style="list-style-type: none"> Dr. K. Madhan Kumar, Principal (Committee Head) Mrs. C. Rekha, HOD/ECE (Member) 	<ul style="list-style-type: none"> Filing IIQA with NAAC for I cycle Accreditation. Preparation of Self Study Report (SSR) with NAAC
10	Alumni Cell	<ul style="list-style-type: none"> Mr. S. Samsudeen Shaffi - AP/CSE (In charge) Mrs. C. Rekha HOD/ECE – Vice President (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
11	AICTE Affiliation Committee	<ul style="list-style-type: none"> Dr. S. Babu Renga Rajan, HOD/ECE (Committee Head) Mrs.N.Ramani AP/EEE (Member) Mrs. Nazrin Beham, AP/MCA 	<ul style="list-style-type: none"> To collect information and prepare reports to submit to AICTE. To maintain the records of the report submitted.

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		<p>(Member)</p> <ul style="list-style-type: none">• Mrs.PadmaSri, AP/CSE (Member)• Mr.V.Ruban Daniel, AP/Civil (Member)	<ul style="list-style-type: none">• To submit compliance/queries etc.
12	Feedback Review Cell	<ul style="list-style-type: none">• Dr. K. Madhan Kumar, Principal (Chair Person)• Mrs. R. Kalaiselvi HOD/EEE (Senior Faculty Member)• Dr. S. Babu Renga Rajan, HOD/CSE (Member)• Dr. A. Kalai Selvi, HOD/MCA (Member)• Mr. Mookan, HOD/Maths• Mrs. B. ShanmugaSundari ASP/CSE (Senior Faculty 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
13	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

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			the forthcoming academic year.
14	Transport Committee	<ul style="list-style-type: none"> • Dr. Ahamed Basheer- A.O (Member) • Mr.Sundaram (Supervisor) (Incharge) 	<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.
15	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.J. Karthick, AP/Mech (Member) • Mr. V. Ruban Daniel – AP/Civil 	<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.

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		<p>(Member)</p> <ul style="list-style-type: none"> Ms. Vinothini – AP/MBA (Member) Mr. Muthu Perumal Pillai, AP/MCA (Member) 	
16	Departmental Advisory Committee(DAC)	<ul style="list-style-type: none"> Principal & All HOD's Students and Staff's Representatives from individual Departments 	<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
17	YRC Cell	<ul style="list-style-type: none"> Mr. Fizal AP/Mech (Coordinator) Mr. Savari Simon Chinnappa – PED (Member) 	<ul style="list-style-type: none"> Informing youth members and others the roles and responsibilities of the Red Cross and encourage them to contribute. An awareness to take care of their own health and that of others.

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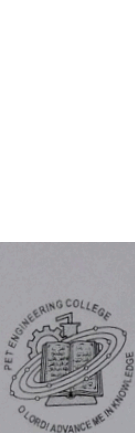
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18	NSS Cell	<ul style="list-style-type: none">• Mr. G.P Rajesh AP/EEE (NSS programe officer)• Mr.R.Ramasubramonian LA/EEE (Member)	<ul style="list-style-type: none">• To assist and guide the NSS unit for implementation of NSS programme at college level• To organize camps, training and orientation programme for the NSS volunteers.
19	Library Committee	<ul style="list-style-type: none">• Mr. Bose James (Librarian)• Ms. Jenci (Assistant)• Ms. P.Madhumathi – I MCA Student Rep. (Member)• Mr. V.Manikkaraj – IV EEE Student Rep. (Member)	<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.
20	SAC	<ul style="list-style-type: none">• Mrs.D.Mary Nisha(In Charge)• Mr. Raja Selwam - System Admin. (Member)	<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

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			all concerned. Arrange for availability of Internet connection wherever required
21	Sports Committee	Mr. Savari Simon Chinnappa – PED (Coordinator)	<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.
22	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.
23	Hostel Welfare Committee	<ul style="list-style-type: none"> Dr. K. Madhan Kumar – Principal (Warden) Dr. M. Ahamed Basheer(A.O) 	<ul style="list-style-type: none"> Responsible for maintenance of the Hostel. Looks after the quality of food served.

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		<ul style="list-style-type: none"> Mr. Vasanth -Deputy Warden of Gents Hostel (Member) Mrs. Thangam –Deputy Warden of Ladies Hostel (Member) Mr. Mohideen Badusha– Second year EEE- Student Rep. (Member) Ms.Vaisnavi I MBA – Student Rep. (Member) 	<ul style="list-style-type: none"> Keeps strict discipline in incoming and outgoing of students from the hostels. Reports to the Principal in case of any indiscipline or misbehavior by the students.
24	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.
25	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 (Member) 	<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 and technical training

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		<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) 	<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
26	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, ASP/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) • Ms. Jessika, AP/MBA (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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27	Committee for SC/ST	<ul style="list-style-type: none"> • Dr. 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
	OBC Cell	<ul style="list-style-type: none"> • Dr. M. Ahamed Basheer (A.O) • Mr. S. Abdul Raheeb (Member) • Rahmath Nasrin Banu K First year CSE- Student Representative (Member) • Karthick R Final Year MECH - 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. • To organize continuing education programme (CEP)

VALLIOOR – 627 117, TIRUNELVELI DISTRICT, TAMIL NADU, INDIA

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	Minority Scholarship Cell	<ul style="list-style-type: none"> • Dr. M. Ahamed Basheer(A.O) • Mrs. Thangammal Faritha 	<p>for students to upgrade their skills and knowledge.</p> <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
28	Internal Complaint Committee	<ul style="list-style-type: none"> • Dr.Ahamed Basheer (Chair Person) • Mrs. R. Kalaiselvi – HOD/EEE (Co-Chair Person) • Dr.S.Babu Renga Rajan HOD/CSE(Senior Member) • Mrs. C. Rekha - HOD/ECE (Member) 	<ul style="list-style-type: none"> • To investigate complaints regarding sexual harassment of women at workplace. • All complaints to be dealt with confidentially. • To create awareness among women staff regarding work place sexual harassment.

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	Women Cell	<ul style="list-style-type: none">• Mrs. Bagavathy Lakshmi Ammal – AP/English (Member)• S.Jeya Princess (External Member)(Advocate)• Ms.P.Divya Sakthi – Final year CSE Student Rep.(Member)• Ms. Thiruvallar Roshni Final year ECE – Student Rep.(Member)• Mr. C. Suresh Kumar Final year EEE – Student Rep. (Member) • Mrs. V. Vijaya Ramya. – AP/MBA(In charge)• 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 maintaining and strengthening the status of women. • To create awareness of feminine potential.
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S.NO	Committee Name	Members	Roles & Responsibilities
29	ISO Committee	<ul style="list-style-type: none">Mrs. B.Shanmuga Sundari ASP/CSE (Co -ordinator)Mrs.D.Mary Nisha Faculty-CSE (member)Mr. Mohamed Peer Matharsa Faculty – MECH (Member)	<ul style="list-style-type: none">Participation in products planning, monitoring production procedures.Conducting internal audit, training auditors, recommending corrective actions, and providing technical action when needed.

APPROVED / NOT APPROVED

IQAC COORDINATOR

PRINCIPAL

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