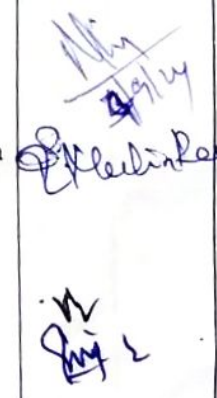


JAYA ENGINEERING COLLEGE – THIRUNINRAVUR



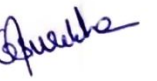
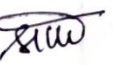
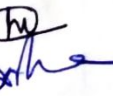
Details of Committee constituted for the Academic Year 2024 – 25 / ODD Semester

02.09.2024

The details of the committee activities that to be carried out in the forth coming semester is listed below. All the committee Co-Ordinators / In-charges and Faculty members shall take a note of it and extend their support to carry out the academic activities smoothly.

S.No	Name of the committee	Responsibilities	Coordinator	Faculty Members	Frequency of Meeting & Minutes	Signature
1.	Academic Cell	1. Academic Calendar 2. Time Table 3. Workload 4. Lesson Plan 5. Notes Checking 6. Syllabus Completion. 7. Feedback from students and staff. 8. Student Attendance 9. Daily classroom and Lab monitoring 10. Lab Manual Checking / Log Book 11. Faculty Development Program / Faculty appraisal at end of Semester 12. Course material / Resource & Facility Checking 13. IAT – Result Analysis – Action Taken – Weak Student Monitoring/Remedial classes 14. Student Database 15. Mentor – Mentee 16. Internal / External Academic Audit 17. Class Committee Meeting 18. LE Classes, Assessment follow-up 19. LAB Classes Monitoring 20. Monthly Academic Progress presentation	Mr. M. Kumaran HOD/CSE 9444246644- (1,2,4,5,6,12,16,17) Mr. Ponraj /AP / Civil (3,8,12,13,16,18,19,20) Mr. Aabarasu/ AP / ECE (7,9,10,11,12,14,15,16,19,20)	Mr. Jeyan/AP/AERO Mrs.Kanagavalli/ AP/EEE Mrs.Uvasakthi / AP/CSE Mr.Poovaragan/AP/IT Ms. Raji/AP/CIVIL Mr.Sivakumar/AP/MECH Ms.Merlin Reena/AP/MCA Mr.Nagarajan.L/AP/TEX Mr.Kavitha/AP/MATHS Ms.Sweetlin Jenusha/AP/MBA Mrs.Chandravadanam/AP/EIE Mr.Sailaja/AP/ECE	Once in a week	

No be efficient
21/9/24

2.	Exam Cell	<ol style="list-style-type: none"> IAT / University Exam – Time Table Question Paper Setting Hall Arrangements / Seating Invigilation Duty Exam Requirement – Indent / Availability / Record Maintenance Exam Attendance Evaluation with deadline Mark Entry/Analysis IAT / University Result Analysis Cumulative record of result of students / each dept /section Follow up Action based on Performance Naan Mudhalvan University Communication (Mail, Circular, Messages). Anna University - Portal Entry Exam fess – Collection/Remittance 	<p>Mr.S.Veerakumar /AP / ECE 9840031889</p> <p>Mr. Alangaram /AP/IT</p> <p>Mrs.Padmaja/AP/MBA</p> <p>Mr. Vijayasathya/AP/EEE</p>	<p>Mr. Alangaram /AP/IT</p> <p>Mrs.Padmaja/AP/MBA</p> <p>Dr.Murugesan/AP/CHE</p> <p>Dr.Mohanraj/AP/AERO</p> <p>Ms Sandiya/AP/CIVIL</p> <p>Ms. ^{Sujatha} Viji/AP/ECE</p> <p>Ms. Kanagavalli /AP//EEE</p> <p>Ms.Sureka /AP/TEX</p> <p>Mr Iraniyapandian/AP/CSE</p> <p>Ms Indirapriyadhrashini/AP/EIE</p> <p>Mr.Sivakumar/AP/MECH</p> <p>Ms.Nancy/AP/MCA</p>	Once in a week	  
3.	Exam Squad Committee	<ol style="list-style-type: none"> During IAT Exams During Model Practical Exams 	<ol style="list-style-type: none"> Dr. Neethidasan/HOD/Civil 9841612770 Dr. V. Seedha Devi /HOD/IT 9894509274 Dr.Sivaperumal AP/MECH/ 9788594622 Mr.S. Veerakumar / AP/ECE 9840031889 Mrs.Uvasakthi/AP/CSE 	<p>Dr. Mohanraj/HOD/AERO</p> <p>Dr.Neethidasan/HOD/CIVIL</p> <p>Dr.Seethadevi/HOD/IT</p> <p>Dr.Saravanan / HoD/ECE</p> <p>Dr.Vimali/HOD/MBA</p> <p>Dr.Sivaperumal/ ASP /MECH</p> <p>Dr.W.A.Augustin /ASP/EEE</p> <p>Dr.Kayalvizhi /HOD /TEX</p> <p>Dr.Murugesan/AP/CHE</p> <p>Dr.Balasubramaniam/HOD/MCA</p> <p>Dr.Santhanakrishnan/HOD/S&H</p>	Every day report at the end of the exams	 

4. IQAC Cell

1. Effective Teaching – Learning Methods – Implementation
2. Quality in Research Activities / Progress
3. Academic / Administrative activities files (Preparation / Maintenance / Auditing)
4. Accreditation Related works / renewal
5. NIRF
6. Quality Improvement.
7. Quality Management (ISO) System.
8. Accreditation Process for NAAC, NBA.

1. **Mr. T.Sundaresan** AP/Maths
7305869760

2. **Ms.Sweetlin Jenisha**/AP/MBA
7550149944

Mr. Lin Eby Chandra/AP/CSE

Mr. Chandru / AP/ Aero

Mrs. Prema/AP/MCA

Mr. Sakthivel / AP/MECH

Dr.GomathyPaul/Prof/EEE

Mr.Jayaprakash/AP/ECE

Mr.Saravanan/AP/EIE

Ms.Srinivasan/AP/MATHS

Ms.Sarojini /AP/CIVIL

Mr. Kanimozhi/AP/IT

Once in a
Month

5. Carrier Guidance, Training & Placement Cell

1. Identify Companies (Dept.wise)/Job Announcements/Placement Activities and career Guidance
2. Training Programmes – II year Onwards
3. Communication Skill Training
4. Mock Interview
5. Coordination with EDC and Academic Cell
6. Organising Internship Program
7. Feedback from Companies and Improve Quality of Placements
8. Regular Interaction with companies.
9. Facilitate the consultancy projects
10. Participate all the activity organized by the CUIC, Anna University

1. **Dr.Saravanan**/ HOD/ECE

9384826008
Coordinator
Placement officer

2. **Mr.Bharathraj**
7200913383

Mr.Jeyan/AP/AERO

Dr.Suthagar/AP/CIVIL

Mr. Lin Eby Chandra/AP/CSE

Mr.Jaya Prakash/AP/ECE

Mrs. Chandravadhanam/AP/EIE

Dr. Gomathy Paul/AP/EEE

Mr. Sivakumar/HoD/MECH





Mr. S. Karthik /AP /TEX

Mr. Alangaram/AP/IT

Mrs. Prema /AP/ MCA

Ms. Karthika/AP / MBA

Once in 15
days

6.	Research & Development	<ol style="list-style-type: none"> 1. Carry out R&D activities – Startup – One/Dept./Year 2. Grants – One/Dept/Year 3. MOU 4. Paper Publication – Conference / Journals – 2/Year 5. Project Competition / Expo – 2/Dept/Year 6. Frame Policies for Incentives / Awards to faculty for Research Contribution and Progress 7. Monthly Research Progress presentation(PPT) 	<ol style="list-style-type: none"> 1. Dr.M.Somasundaram Dean – Research 9840099774 <p>Members: All HODs</p>	<p>Dr. Mohanraj/HOD/AERO Dr. Neethidasan/HOD/CIVIL Dr. Suthagar/AP/CIVIL Dr. Seethadevi/HOD/IT Dr. Saravanan / HoD/ECE Dr. Divya/AP/ECE Dr. Menaka/AP/ECE Dr. Vimali/HOD/MBA Dr. Babu/ ASP /MECH Dr. W.A. Augestin /ASP/EEE Dr. Kayalvizhi /HOD /TEX Dr. Murugesan/AP/CHE Dr. Balasubramaniam/HOD/MCA Dr. Amita/ASP/CSE Dr. Santhanakrishnan/HOD/S&H</p>	<p>Once in a Month</p>	 
7.	Student Development Cell	<ol style="list-style-type: none"> 1. Mentor and Mentee 2. Suggestions, Feedback, Grievances, Complaints and Redressal. 3. Student Enrollment – NPTEL/MOOC 4. Extra curricular – Sports / Cultural Events 	<ol style="list-style-type: none"> 1. Ms Indirapriyadhrashini/AP/EIE (1,2) 2. Dr. Amita /ASP/CSE(3,4) <i>Dr. T. Anitha</i> 	<p>Mr. Seethapathi/AP/Aero Ms. Sandhiya/AP/Civil Mr. Sailaja/AP/ECE Mr. Sakthivel / AP/MECH Ms. S. Nandhini/AP/CSE Ms. Rajalakshmi /AP/CSE Mrs. Kanimozhi/AP/IT Ms. Sangeetha/AP/MCA Ms. Varsha/AP/MBA Ms. Surekha/ Ap/ Tex Mr. Sankar/AP/PHY Ms. Kokila/AP/ENG</p>	<p>Once in 15 Days</p>	 




8.	Newsletter College Magazine	1. Publication of College Magazine - one/Semester. 2. Publication of Monthly Newsletter – dept wise 3. Update the details in the website 4. Coordination with Student Development Cell	1. Mrs.Vaniberlina AP/English 9840294031 2. Ms.Kokila AP/English	Mr. Seethapathi/AP/Aero Ms. Raji/AP/Civil Ms.S.Nandhini /AP/CSE Ms. Gayathri/AP/ECE Mr. Sakthivel / AP/MECH Ms.Vishnu Priya/AP/CSE Ms. Sathyavathi/AP/IT Ms.Nancy/AP/MCA Ms. Varsha/AP/MBA Ms. Dhanalakshmi/Ap/TeX Mr.Sankar/AP/PHY Mrs.CristianaDavid/AP/English	Once in a Month
9.	Professional Body, Academic, Industry Interaction Committee	1. MOUs 2 Conduct Workshop/Seminar/Guest Lecture / Industrial Visit/ Symposium 3. Conference / Inter College Competition 4. Projects	1. Dr.Gomathy /ASP/EEE 2. Dr.Babu/ASP/MECH	Members: All HODs	Once in a Month
10.	Anti-ragging and Grievance Redressal Cell	Ensure the implementation of guidelines/order issued by AICTE/UGC/University/Govt. in order to prevent ragging inside the college campus / Grievance Redressal	1. Dr. S.Rajendran Vice-Principal 9551329915 2.Dr.Santhanakrishnan HOD/S&H 9994753542	Dr.V.Santhanakrishnan/HoD/PHY Dr G Kalarani/HOD/EIE Mr. M.Kumaran/ HOD / CSE Mr. Ganesan/AP/MECH Mr.T.Baskar/Non Teaching/TEX One student from each Dept.	Once in a Month
11.	Institution's Innovation Council / Enterpreneursh ip Development Cell / Incubation Cel	1. Regular Activity to be conducted.as per IIC guideline. 2. Activity report with photographs to be collected from the program Coordinators. 3. The same to be uploaded in IIC portal. 4. ARIIA Submission	IIC – Dr. G. Kalarani, HOD/EIE 9444436281 EDC- Mr.Kumaran /HOD/CSE 9444246644 Incubation Cell- - Mr.Kumaran /HOD/CSE 9444246644	Mrs.Kavya/AP/Maths Mr.Jeyan /AP/AERO Ms.Sarojini/AP/CIVIL Mr.Shobana/AP/CSE Ms.C.Chandravathanam/AP/EIE Ms.Sangeetha/ AP /IT	Once in 15 days


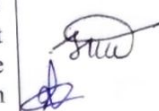
<p>12.</p>	<p>Website Updating</p>	<p>1.Responsible for all Institution website related activities and maintain the institution website with information up to date. 2.Publish the important events happening in each departments(events like seminar, workshops, symposium, FDTP etc)</p>	<p><i>T-Amitha</i> 1. Dr. Amitha /AP/CSE 2. Dr. D. Balasubramanian HOD / MCA 8973334694</p>	<p>Mr. andru / AP / AERO Ms Raji/AP/CIVIL Dr.Amita/ASP/CSE Ms.Sailaja/AP/ECE Mrs. P.Bama/AP/EIE Ms. Kanagavalli/AP /EEE Ms.Sathyavathy/AP/IT Mr.N.Murugesan/AP/MECH Ms.Dhanalakshmi/AP/TEX Ms.Sweetlin Jenisha/AP/MBA Ms.Merlin Reena /AP/MCA Ms.Revathy/AP/PHY</p>	<p>J.A. Once in 15 days</p>	<p><i>Merlin Reena</i></p>
<p>13.</p>	<p>Discipline and Welfare Committee</p>	<p>1. Monitor the latecomers. 2. Monitor the dress code of students. 3. Ensure students discipline inside the college campus. 4. Students health care. 5. NSO and Sports Committee.</p>	<p>1. Dr. Augusteen HoD /EEE (EEE, Aero, CSE, IT) 2. Dr. Babu, ASP/Mech (Mech, Civil, Tex) 3. Dr.Saravanan/ HOD/ECE (ECE, EIE, MBA, MCA) 9384826008 4. Ms. Kokila, AP/Eng (First Year) 5. Mr.Nirmalkumar/PD (Overall) 9840411035</p>	<p>Mr.Seethapathy/AP/AERO Mr.Raji/AP/CIVIL Mr.Lin Eby Chandra/AP/CSE Ms.Rajalakshmi/AP/CSE Mr.Viji/AP/ECE Mr.Saravanan/AP/EIE Mr.Vijayarathy/ASP/EEE Mr.Poovaragan/AP/IT Mr.Ganesan/AP/MECH Dr.Sivaperumal/AP/MECH Ms.Dhanalaksmi/AP/TEX Ms.Kavya/AP/MATHS Mr.Iranyapandiyam/AP/MCA Mrs.Varsha/ AP/MBA Ms.Merlin Reena/AP/MCA Mr.Sankar/AP/PHY</p>	<p>Once in a Week</p>	<p><i>Merlin Reena</i></p>

14.	<p>DOTE Approval / Anna University Inspection/ Affiliation/ AICTE Works</p>	<p>1.DOTE Approval Process 2.AU Inspection / Affiliation related works 3. AICTE related works 4. AISHE related works</p>	<p><u>Dr.S.Rajendran,Vice Principal</u> <u>DOTE & Anna University</u> Mr.J.Saravanan/AP/EIE 9884166172 <u>AICTE</u> Mrs.C.Chandravathanam AP/EIE, 8056108494 <u>AISHE</u> Dr.Vimali/HOD/MBA 9443095269 <u>NIRF</u> Dr.Sudhagar/AP/CIVIL</p>	<p>Ms.Shobana/AP/CSE Ms.Sujatha/AP/ECE Ms.Padmaja /AP/MBA Ms.Sarojini /AP/CIVIL Ms. Kaviya / AP/Maths</p>	<p>On need basis</p>	<p><i>[Handwritten signature]</i></p>
15.	<p>Campus and Infrastructure Maintenance Committee</p>	<p>1. Ensure the cleanliness in class rooms. 2. Hostel maintenance (Boys&Girls). 3.Regular monitoring and maintenance of RO water System. 4. Monitoring of cleanliness in common areas, Gardening etc. 5. Masonary, welding, sheet metal, Plumbing related works. 6. Water Facility (Both Drinking & Toilet)</p>	<p>1.Dr.Neethidasan/HOD/Civil 9841612770 2.Mr.Amburose/AO 9444430599</p>	<p>Mr.Chandru/AP/AERO Mr. Sarojini/AP/CIVIL Ms. Vishnupriya/AP/CSE Mr.Iraniyapandian/AP/CSE Ms.Bama/AP/EIE Mr.Sivakumar/AP/MECH Ms.Sathyavathy/AP/IT Mr.Karthik/TEX Ms.Sweetlin Jenisha/AP/MBA Mrs.Prema/AP/MCA Mrs.SuganthiRathnavathy /AP/MATH Dr.CMurugesan/AP/Chy</p>	<p>Once in a Week</p>	<p><i>[Handwritten signature]</i></p>

16.	Hostel/Mess/ Canteen committee	<ol style="list-style-type: none"> 1. Monitor the internet facility in the hostel. 2. Monitor the students during study hour. 3. Monitor the activities of the hostel students. 4. Maintain the cleanliness in hostel. 5. Maintenance of mess/kitchen facilities. 6. Interact with students on regular basis. 7. Monitoring the quality of food being served in the mess and canteen 8. Communication with canteen contractor 	<ol style="list-style-type: none"> 1. Mr. Sundaresan/ASP/Maths 7305869760 2. Mr. Rajkumar/AP/EEE <i>raj</i> 9994129358 3. Dr. G. Kalarani/HOD/EIE 9994061834 	<p>M. Chandru / AP / AERO Mr. Lin Eby Chandra/AP /CSE Ms Sailaja/AP/ECE ✓ Ms Indrapriyadhrashini/AP/EIE Ms. Sandhaya/AP/CIVIL Mr. Vijayasarithi/ AP/EEE ✓ Ms. Kavitha/AP/MATHS ✓ Mrs. Prema/AP/MCA ✓ Mrs. Suprabha, AP/Maths, JSEC Mr. Kamaraj Kannan, AP/Mech, JSEC Mr. Rajesh, AP/Che, JPC</p>	<p><i>g. san</i> Once in a Week</p>	<p><i>B. ...</i> <i>W</i></p>
17.	Transport	<ol style="list-style-type: none"> 1. Arrange transport facility for students and staff members. 2. Maintenance of buses/ Repair works 3. Collection of feedback from 8 students and staff members. 4. Conducting meetings/ trainings for drivers. 	<ol style="list-style-type: none"> 1. Mr. Sakthivel /AP/Mech 9659927606 3. Mr. Bharathraj Ap/Aero 7200913383 3 Dr. Dilip Singh/HOD/MECH, JSEC, 	<p>Mr. Ponraj/AP/CIVIL ✓ Mr. Jayaprakash/AP/ECE Mr. Srinivasan/AP/MATHS Mrs. Srishanmathi/AP/Tamil Dr. Sankar /AP/PHY ✓ Mr. Karthikeyan/AP/Mech, JSEC Ms. Bama / AP/EIE Ms. Vaniberlina / AP/Eng</p>	<p>Once in a Week</p>	<p><i>...</i></p>
18.	NSS / YRC / UBA /RRC	<ol style="list-style-type: none"> 1. Conduct NSS, YRC and UBA activities for the college. 2. Various service projects to be conducted. Regular interaction with YRC Chennai office. 3. Active participation in all activity proposed by YRC head office. 4. Conduct activities in UBA adopted villages 5. Social Services. 	<p>NSS – Mr. Rajkumar AP/EEE AP/EEE ✓ Dr. Mohanraj/HOD/AERO ✓ YRC – Mr. Jeyan / AP / AERO 8608474123 UBA – Dr. G. Kalarani – HoD EIE 9444436281 Dr. Vimali/HOD/MBA <i>S. ...</i></p>	<p>Mr. N. Murugesan/AP/MECH Mr. Srinivasan / AP/MATHS Mrs. Revathi/AP/PHY ✓ Mr. Jayaprakash/AP/ECE</p>	<p>Once in 15 days</p>	<p><i>...</i></p>

19.	Electrical Maintenance	<ol style="list-style-type: none"> 1. Carry out all the electrical related works in the college 2. Maintenance of Air conditioners, and electrical equipments 3. Maintenance and Repair works of D.G Set and all the pumps. 4. Testing of electrical based equipments on regular basics 5. Electricity consumption monitoring 6. Uninterrupted Supply of electricity in college 7. Verify the stock registers of Electrical items at regular intervals 	<ol style="list-style-type: none"> 1. Mr. Vijaisarathy/AP/EEE 2. Dr. Sivaperumal/AP/MECH 	<p>Mr. Seethapathy/ AP/AERO Dr. ... /ASP/MECH Ms. Dhanalakshmi/AP/TEX Ms. Suganthi Rahnavathy/AP/MATHS Ms. Karthika/AP/MBA Ms. Balasundari/AP/MCA Mr. Rajkumar AP/EEE Mr. Sandhya/AP/CIVIL Mr. Iraniyapandian/AP/CSE Ms. Gayathri/AP/CSE Ms. Indirapriyadhrashini/AP/EIE Ms. Sathyavathy/AP/IT</p>	Once in a week	
20.	Admission Committee	<ol style="list-style-type: none"> 1. Distribution of compliments, pamphlets etc. 2. School visit for admission canvassing 3. Arranging school principals/Teachers meet 4. Organizing events for school students 	<ol style="list-style-type: none"> 1. Dr. G. Kalarani/HoD/EIE 9444436281 2. Mr. L. Nagarajan /AP/TEX 	ALL HoDS	Once in a Month & Need Basis	
21.	Women Empowerment	<ol style="list-style-type: none"> 1. Required Guidance to be provided to all girl student. 2. Periodic activity to be conducted. 3. Safety measure to be briefed. 4. Make them to participate in all activity/events. 5. Regular leadership program to be conducted. 	<ol style="list-style-type: none"> 1. Dr. V. Seedha Devi, HOD/ IT 9894509274 2. Ms. Uvasakthi/AP/CSE 9444510248 	<p>Ms. S. Sailaja/AP/ECE Ms. S. N. Nandhini/AP/CSE Ms. Karthika/AP/MBA Ms. Balasundari/AP/MCA Ms. Sureka/AP/TEX Ms. Kavitha/AP/MATHS</p>	Once in a Month / Need Basis	<p>1. ... 2. ...</p>
22.	Alumni	<ol style="list-style-type: none"> 1. Organized alumni meet once/twice in a year. 2. Regular Alumni interaction with the respective dept. 3. All events to be recorded. 4. Make the alumni to be active in all college activities and contribute their resource to help the current students. 5. Feedback to be collected from the Alumni 	<ol style="list-style-type: none"> 1. Mr. D. Bharathraj /AP/ AERO 7200913383 2. Raji/AP/CIVIL 	<p>Mr. Lin Eby Chandra/AP/CSE Ms. Sandhya/AP/CIVIL Ms. Viji/AP/ECE Mrs. Kanagavalli/AP/EEE Ms. Sweetlin Jenisha/AP/MBA Ms. Rajalakshmi/AP/CSE Ms. Srishanmathi/AP/CHE Ms. Sureka/AP/TEX</p>	On need basis	<p>1. ... 2. ...</p>

	Surveillance system	<ol style="list-style-type: none"> 1. Find the appropriate place to place the CCTV camera 2. Monitor the CCTV recording. 3. Periodic random review of the recording. 4. Regular Checking of the CCTV components and its working status. 	Mr.Murugesan/AP/CSE	Mr.Nagarajan / CSE	Once in a Week	
24.	Library and Book Approval	<ol style="list-style-type: none"> 1. Library infrastructure maintenance, transactions. 2. Purchase of books/Journals 3 Subscription of Magazines/Newspapers. 4 Library books stock Verification. 5. NDLI Club Events 	<ol style="list-style-type: none"> 1. Mr. Ponraj, AP/Civil 2. Dr.Santhanakrishnan HOD/S&H 9994753542 	<p>Ms.Jayasri/AP/CSE</p> <p>Mr..Anbarasu/AP/ECE</p> <p>Mr. Ganesan/AP/MECH</p> <p>Dr. Sivaperumal/AP/MECH</p> <p>Mr.Karthik/TEX</p> <p>Ms.Karthika/AP/MBAN</p> <p>Ms.Balasundari/AP/MCA</p>	Once in week	
25.	Purchase & Budget Committee	<ol style="list-style-type: none"> 1. Department Budget 2. College Budget 3. Contracts 	<ol style="list-style-type: none"> 1.Dr.Neethidasan/HOD/Civil 9841612770 2.Mr.Amburose/AO 9444430599 	ALL The Department HODs	Once in a Month	
26.	Scholarship Committee	<ol style="list-style-type: none"> 1. PMMS 2. BS/MBC 3.Pudumaipen 4. Tamilpudhalvan 	<ol style="list-style-type: none"> 1. Mr.Bharathraj/AP/AERO 2. Mr.Rajkumar/AP/EEE 3. Mrs.Sujatha/AP/ECE 4. Dr.Menaga/AP/ECE 	ALL The Department CCs	Once in a Week	
27.	ERP	<ol style="list-style-type: none"> 1. Students attendance 2. Faculty attendance 3. IAT Mark entry 4. Hostel attendance 	<p>Dr.Suthagar/AP/CIVIL</p> <p>Mr. Poovaraghan/AP/IT</p> <p>Ms. Jayasri/AP/CSE</p>	ALL the Department HODs	Once in a Week	

	Muthalvan	I - Year II - Year III - Year IV - Year	Dr. V. Seedha Devi/HOD/IT 9894509274 Coordinator 1. Mrs. Vaniberlina AP/English 9840294031 2. Mrs. Sarojini /AP/CIVIL 3. Mrs. IndraPriyadharshini/AP/EIE 4. Mrs. Padmaja/AP/MBA		Once in a Week	
29.	Event Organizing Committee	1. Department Level and College Level Events Like Club Activities, Seminar, Workshop, STTP, Conferences, Induction Program, Convocation 2. Publish/Post event Details in News Paper, Social Media & Website	1. Dr. Balasubramanian HOD/MCA 2. Mr. Nagarajan, AP/Tex 3. Dr. V. Seethadevi, HOD/IT 4. Dr. Menaga/AP/ECE 5. Christina David, AP/Eng	All the department Event Coordinators	Once in 15 days / Report should be submitted on each program	

Note:

1. Meetings shall be held in accordance with the aforementioned schedule, and minutes of the meetings shall be submitted to the Consolidation Committee on Saturdays. The submission shall include the signature of the Committee Coordinator along with those of all members and the Principal.
2. Monthly planner to be submitted by each committee and Meeting Agenda to be circulated.
3. Minutes of Meeting and Action taken report to be submitted as soon as the meeting is over.


PRINCIPAL

21/9/24


Director(Academics)

Dr. S. SUYAMBAZHAHAN, M.E., Ph.D. (IT&SI)
Director (Academics)
Jaya Group of Colleges
Thiruninravur - 602024.