



MKCE/OFFICE ORDER/2022-23

Date: 23.08.2022

OFFICE ORDER

The undersign is instructed to assign the following additional duties to the faculty members with effect from 25.08.2022 (Wednesday) till further order.

Sl. No.	Name of the Committee	Members	Activities
1.	Planning and Evaluation Committee	Chair Person Dr.N.Ramesh Babu, Principal Members Dr.R.Karthikeyan, COE Dr.N.M.Saravana Kumar, HoD/AI Dr.V.Senthil Kumar, HoD/Civil Dr.R.Raja Guru, HoD/CSBS Dr.S.Thilagamani, HoD/CSE Dr.S.Palanivelrajan, HoD/ECE Dr.C.Kumar, HoD/EEE Dr.R.Punithavathi, HoD/IT Dr.M.Mohan Prasad, HoD/Mech Dr.K Rajesh Kumar, HoD/MBA Dr.S.Vanithamani, HoD/MCA Dr.V.Saravanan, Placement Officer Dr.J.Uma, Prof./EEE Dr.L.Guru Prasad, IQAC Coordinator Mr.A.C.Prabhu, Liaison Officer Dr.S.Lakshmi, Librarian Dr.A.Dominic, Physical Director Dr.A.Sridevi, Warden - Girls Hostel Mr.M.Yuvaraj, Warden - Boys Hostel	<ul style="list-style-type: none">The planning and evaluation committee is formed to visualize and formulate perspective plans for the development and growth of the college.



Sl. No.	Name of the Committee	Members	Activities
2.	Research & Development Cell	<p>R&D - Head Dr.C.Kumar, HoD/EEE Dr.K.Vijayakumar,ASP/Chemistry</p> <p>Member Dr.P.Santhi, Prof./CSE Dr.S.Banumathi, Prof./EEE Dr.R.Kamalakaran, Prof./Mech Dr.S.Jegadeesan, HoD/ECE Mr.I.Aravindaguru, AP/EIE Mrs.M.Sharmila, AP/IT Mr.S.Ramkumar, AP/Civil Mrs.P.Dhivya, AP/CSBS Mr.K.Jeya Ganesh Kumar, AP/AI Dr.K.Ramprathap, AP/MBA Mrs.S.Ramya, AP/MCA</p>	<ul style="list-style-type: none"> To promote research activities amongst faculty and students. To establish liaison with research organization center of premier institutes and industry To approach research are finding agency for the mentioned in the pipeline. To enhance consultancy in the college To collect the data of participation of the faculty/ students in the various programs. To keep the record of the research publications in the journal & conference / projects / workshop or seminars organized or attended by the faculty and students. To keep the records of all the grants. To Organize the National / International conference
3.	Academic Audit Committee	<p>Academic Coordinator Dr.N.Ramesh Babu, Principal</p> <p>Members Dr.R.Karthikeyan, COE Dr.N.M.Saravana Kumar, HoD/AI Dr.V.Senthil Kumar, HoD/Civil Dr.R.Raja Guru, HoD/CSBS Dr.S.Thilagamani, HoD/CSE Dr.S.Jegadeesan, HoD/ECE</p>	<ul style="list-style-type: none"> To prepare the academic calendar for the institute. The academic audit committee is responsible for the monitoring of teaching learning process. Record checking - attendance sheet, Continuous assessment



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	Academic Audit Committee	Dr.C.Kumar, HoD/EEE Dr.R.Punithavathi, HoD/IT Dr.M.Mohan Prasad, HoD/Mech Dr.K.Rajesh Kumar, HoD/MBA Dr.S.Vanithamani, HoD/MCA Dr.S.Lakshmi, Librarian Dr.A.Dominic, Physical Director	<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 it remedies record.
4.	Internal Complaint Committee / Sexual Harassment Committee	Presiding Officer Dr.S.Thilagamani, HoD/CSE Member Mrs.T.Abirami, ASP/ECE Mrs.K.Poomalar, SAP/English Mrs.K.Jaya, Non-Teaching Staff Mrs.T.Uma, Non-Teaching Staff Ms.S.Kurubai, PG Student Ms.D.S.Aswanthi, UG Student Ms.M.Subhashini, UG Student Mrs.K.Nirmala, PU Trust, Karur	<ul style="list-style-type: none"> To enquire about the complaints received form girl students/women working in the college and submit the confidential report to Principal.
5.	Staff Grievances and Redressal cell	Chair person Dr.K.Sundararaju, Dean/Admission Members Dr.R.Karthikeyan, COE Dr.N.M.Saravana Kumar, HoD/AI Dr.V.Senthil Kumar, HoD/Civil Dr.R.Raja Guru, HoD/CSBS Dr.S.Thilagamani, HoD/CSE Dr.S.Jegadeesan, HoD/ECE Dr.C.Kumar, HoD/EEE Dr.R.Punithavathi, HoD/IT Dr.M.Mohan Prasad, HoD/Mech Dr.K. Rajesh Kumar, HoD/MBA Dr.S.Vanithamani, HoD/MCA Dr.S.Lakshmi, Librarian Dr.A.Dominic, Physical Director	<ul style="list-style-type: none"> To enquire about the acts of grievance & indiscipline by staffs and student To suggest appropriate action.



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6.	Discipline / Vigilance Committee	<p>Chair person Dr.K.Sundararaju,Dean/Admission</p> <p>Co-ordinator Mr.V.Jayakumar, ASP/Mech</p> <p>Members Dr.K.Gurunathan, ASP/IT Dr.K.Ramprathap, AP/MBA Dr.C.Saravanan, AP/Physics Dr.V.Natchimuthu, AP/Physics Dr.P.Balamurugan, AP/Mathematics Mr.S.Nandhakumar, AP/Mech Mr.K.Sheikdavood, AP/ECE Mr.K.Karthik, AP/CSE Mr.G.Veeramalai, AP/Mathematics Ms.S.Thilagavathi, AP/Physics Mr.V.Jayakumar, AP/EEE Mr.P.Mukesh, AP/Civil Mr.R.Ranganathan, AP/Mathematics Mrs.V.Banupriya, AP/CSBS Mrs.R.Lakshmi,AP/MCA</p>	<ul style="list-style-type: none"> To enquire about the acts of grievance & indiscipline by staffs and student To suggest appropriate action.
7.	Anti-Ragging Committee	<p>Chair Person Dr.N.Ramesh Babu, Principal</p> <p>Member Dr.K.Sundararaju, Dean/Admission Dr.N.M.Saravana Kumar, HoD/AI Dr.V.Senthil Kumar, HoD/Civil Dr.R.Raja Guru, HoD/CSBS Dr.S.Thilagamani, HoD/CSE Dr.S.Jegadeesan, HoD/ECE Dr.C.Kumar, HoD/EEE Dr.R.Punithavathi, HoD/IT Dr.M.Mohan Prasad, HoD/Mech Dr.K. Rajesh Kumar, HoD/MBA</p>	<ul style="list-style-type: none"> To fit the anti-ragging forms from each student at the time of admission. To fill online form on the anti-ragging portal from the students. Any matter related with the ragging in the campus.



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	Anti-Ragging Committee	Dr.S.Vanithamani, HoD/MCA Mr.M.Yuvaraj, Warden - Boys Hostel Dr.A.Sridevi, Warden-Girls Hostel Mrs.S.Vinodhini , Inspector of Police, Velayuthampalayam Mr.Mathivannan , Thasildar, Velayuthampalayam	
8.	Institute-Industry Interaction cell (IIC) & Training and Placement Cell (TPC)	Training and Placement Officer Dr.V.Saravanan, Placement Officer Trainers Mr.S.Baskar, Aptitude Skill Trainer Mr.J.Sankar, Training & Placement coordinator Ms.P.Anjali, Communication Skill Trainer Mrs.N.K.Dharani, Communication Skill Trainer Mr.A.Parthipan, Aptitude Skill Trainer	<ul style="list-style-type: none"> • MOU sign between the institute and industry • To arrange the campus interviews. • To encourage the students for higher education & competitive examination / EDP • To maintain public relations. • Publicity of institution plan / activities. • To maintain relation with students & parents • To attend VIP's & Guest and Coordinate their visits to the college / departments.
9.	Faculty Development Cell	FD Cell - Head Dr.A.Sridevi, Prof./ECE Member Dr.P.Pandiaraja, ASP/CSE Dr.S.Padmavathy, ASP/Mech Dr.R.Kalajarasan, AP/ECE Mrs.V.Banupriya, AP/CSBS Ms.A.Nithyasri, AP/AI Mrs.N.Srija, AP/IT Mr.P.L.Somasundaram, AP/EEE Mr.P.Veeramani, AP/EIE Mr.P.Mukesh, AP/Civil Mr.M.Rameshkanna, AP/MBA Mr.S.Kayathri, AP/MCA	<ul style="list-style-type: none"> • To arrange faculty development programme • To arrange soft skill development programme for faculties. • To arrange expert lectures.



Sl. No.	Name of the Committee	Members	Activities
10.	Student Development Cell	<p>SD Cell - Head Dr.S.Thilagamani, HoD/CSE</p> <p>Coordinator Ms.G.Pavithra, AP/CSE</p> <p>Members Mr.S.Ramkumar, AP/CIVIL Mr.S.Pradeep, AP/ECE Mrs.A.Maria Sindhuja, AP/EEE Mr.P.Veeramani, AP/EIE Mrs.V.Priyadharshini, AP/IT Mr.R.Kirubagharan, AP/MECH Mrs.P.Dhivya, AP/CSBS Mrs.S.Ambika, AP/AI</p>	<ul style="list-style-type: none"> • To Scrutinize & recommend the proposal for sanction of fund to students. • To plan coaching activities for the students under special guidance scheme (SGS) of Anna University & Welfare activities • Scholarship for students. • Coordination with different agencies for students aid fund. • To send students for technical events. • To conduct the weekly Competitive exam of the students. • To encourage the students for participation in the competitive examination • To organize the classes of the various competitive exams preparation like GATE/ GRE/CET etc
11.	Alumni Cell	<p>Dr.M.Loganathan, ASP/Mech Mr.G.Shanmugavadeivel, AP/ECE</p>	<ul style="list-style-type: none"> • To collect Alumni data since inception year. • To organize all activities of Alumni. • To raise the funds from regular students. • To organize annual meeting. • To organize expert lectures of Alumni.



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12.	Examination Cell	<p>Controller of Examination Dr.R.Karthikeyan, Prof./EEE</p> <p>Deputy COE Mrs.S.Ishwarya, AP/EEE Mr.P.T.Sivagurunathan, AP/ECE</p>	<ul style="list-style-type: none"> To plan and make arrangement of all college and University examinations and related work as per guidelines issued by Anna University, Chennai To give technical support for conducting online feedback of students. To prepare database of students feedback
13.	Entrepreneurship Development Cell	<p>EDC - Head Dr.K. Rajesh Kumar, HoD /MBA</p> <p>Member Dr.C.Mohanraj, ASP/Mech Dr.K.Gurunathan, ASP/IT Dr.K.Ramprathap, AP/MBA Mr.R.Vikram, AP/CSE Mr.P.Mukesh, AP/Civil Mr.M.Hariprabhu, AP/ EEE Mr.I.Aravindaguru, AP/EIE Mr.P.Ramakrishnan, AP/ECE Mrs.V.Banupriya, AP/CSBS Mr.P.Suresh, AP/AI</p>	<ul style="list-style-type: none"> To arrange the ED Programme / seminar/ workshop/ training To arrange the ED camp for the students To encourage the students for the entrepreneurship.
14.	Intellectual Properties Management Cell (IPM Cell)	<p>Dr.N.Ramesh Babu, Principal Dr. S.Palanivel Rajan, HoD/ECE Dr.C.Mohanraj, ASP/Mech Dr.S.Banumathi, Prof./EEE Dr. S.Jegadeesan, ASP/ECE Dr.K. Vijayakumar, ASP/Chem Dr.K.Ramprathap, AP/MBA Dr.C.Mohanraj, ASP/Mech Dr.V.Ramasamy, ASP/IT Mr.I.Aravindaguru, AP/EIE Mr.R.Vetturayasudharsanan, AP/Civil Mrs.S.Ramya, AP/MCA</p>	<ul style="list-style-type: none"> To create an awareness about IPR for faculties and students of the Institution. To impart training on future endeavors regarding patent filing processes. To conduct workshops, seminars and training course on IPR. To promote better understanding of IPR and to identify more IPs.



Sl. No.	Name of the Committee	Members	Activities
15.	I.S.T.E. Chapter (Staffs & Students)	<p>Chair Person Dr.N.Ramesh Babu, Principal</p> <p>Secretary-cum-Treasurer Dr.J.Uma, Prof./EEE</p> <p>EC Members Mrs.P.Yuvarani, AP/ECE Mr.M.Sasi Kumar, AP/Civil Ms.K.Jose Triny, AP/CSE</p>	<ul style="list-style-type: none"> To prepare proposals and arrange workshop / Seminar / Paper presentation under I.S.T.E. for staff & students. To give the information of the programmers of ISTE to all expenditure. To enroll the students as members of I.S.T.E. To encourage the students participation in seminar & workshop. ISTE even organizes value added courses, Guest Lectures, Workshops, Seminars, Conferences, FDP. Training in leadership and personality development.
16.	NAAC Steering Committee	<p>Chair Person Dr.N.Ramesh Babu, Principal</p> <p>Members Dr.N.M.Saravana Kumar, HoD/AI Dr.R.Raja Guru, HoD/CSBS Dr.S.Thilagamani, HoD/CSE Dr. S.Palanivel Rajan, HoD/ECE Dr.C.Kumar, HoD/EEE Dr.M.Mohan Prasad, HoD/Mech Dr.R.Punithavathi, HoD/IT Dr.N.Mahendran, HR Manager Dr.J.Uma, Prof./EEE Mr.S.Arun Prathap, AP/ECE Mr.G.Balaji, AP/Civil Ms.G.Pavithra, AP/CSE Dr.C.Mohanraj, ASP/Mech</p>	<ul style="list-style-type: none"> To work as per the guideline of the NAAC.



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16	NAAC Steering Committee	Dr.M.Loganathan, ASP/Mech Mrs.K.Poomalar, SAP/English	
17.	IQAC Cell	<p>Chair Person Dr.N.Ramesh Babu, Principal</p> <p>Coordinators Dr.J.Uma, Prof./EEE Dr.R.Raja Guru, HoD/CSBS Dr.L.Guru Prasad, ASP/Physics</p> <p>Members Dr.S.Kuppusamy, Executive Director Dr.K.Sundararaju, Dean (Admission) Dr.R.Karthikeyan, CoE Dr.N.M.Saravana Kumar, HoD/AI Dr.V.Senthil Kumar, HoD/Civil Dr.S.Thilagamani, HoD/CSE Dr. S.Palanivel Rajan HoD/ECE Dr.C.Kumar, HoD/EEE Dr.R.Punithavathi, HoD/IT Dr.M.Mohan Prasad, HoD/Mech Dr.S.Rajesh Kumar HoD/MBA Dr.S.Vanithamani, HoD/MCA Dr.N.Mahendran, HR Manager Mr.V.Saravanan, Placement Officer Mr.A.C.Prabhu, Liaison Officer Dr.A.Sridevi, Prof./ECE Dr.D.Maheswaran, Asst. Manager/TNPL Mr.M.Santhosh, Local Society-Alumni Mr.M.Ponraman, Industrialist - Alumni Mr.R.Saravanan, Financial Officer Mr.A.Aniruthan, UG Students (EEE) Ms.P.Devipriya, UG Students(CSE)</p>	<ul style="list-style-type: none"> To from the cell as per the guidelines of NAAC.



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18.	AICTE / DOTE / University online data / Report preparation Committee/ Autonomous	Dr.S.Thilagamani, HoD/CSE Dr.J.Uma, Prof./EEE Dr.M.Mohan Prasad, HoD/Mech Mr. Balaji G	<ul style="list-style-type: none"> To collect information & prepare reports to submit to AICTE/ University/DTE/Society. To maintain the record of the report submitted. To submit compliance / queries etc.
19.	Library Committee	Chair person Dr.N.Ramesh Babu, Principal Members Dr.N.M.Saravana Kumar, HoD/AI Dr.V.Senthil Kumar, HoD/Civil Dr.R.Raja Guru, HoD/CSBS Dr.S.Thilagamani, HoD/CSE Dr. S.Palanivel Rajan HoD/ECE Dr.C.Kumar, HoD/EEE Dr.R.Punithavathi, HoD/IT Dr.M.Mohan Prasad, HoD/Mech Dr. K. Rajesh Kumar HoD/MBA Dr.S.Vanithamani, HoD/MCA Dr.S.Lakshmi, Librarian Mr.P.Veeramani, AP/EIE	<ul style="list-style-type: none"> To collect the requirement of books from all departments. To dispatch purchase order of books through Press. To purchase Journals / periodicals. To upload all the sections of library.
20.	ISO Management Cell	Chair person Dr.N.Ramesh Babu, Principal Members Mr.A.C.Prabhu, Liaison Officer Dr.L.Guru Prasad, ASP/Physics Mr.M.Sasi kumar, AP/Civil	<ul style="list-style-type: none"> To Implement and monitor the ISO process of the Institute.
21.	Information Technology & Knowledge Management (ITKM)	Mr.A. Sivajayaprakash, Head-ITKM Dr.M.R.Christhu Raj, ASP/IT Dr.K.Gunasekaran, ASP/IT Ms.S.Sharmila, AP/ECE Mr.M.Praveen, AP/ECE Mr.A.Rahulraj, AP/ECE	<ul style="list-style-type: none"> Inhouse software Development(ERP) All works related to networking. Internet and CCTV



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22.	Teaching Learning Centre (TLC)	Dr.M.R.Christhu Raj, ASP/IT Dr.A.Sridevi, Prof./ECE Mr.E.Balraj, AP/IT Mr.M.Jaganath, AP/AI Mr.R.Sabarishwaran, AP/ECE	<ul style="list-style-type: none"> Information Communication Technology (ICT) Lab, Tools, Skills and circuits Technology Enabled Learning (TEL) Tools
23.	Language Lab & Development Cell	Japanese language Dr.L.Guru Prasad, ASP/Physics Language Lab Mrs.S.Subha, AP/English	<ul style="list-style-type: none"> To develop the Language lab. To organize classes / Seminar of English & Various foreign languages.
24.	Education Loan, Minority Scholarship Cell.	Dr.K.Sundararaju, Dean/Admission Mr.R.Kirubagharan, AP/Mech Mr.A.C.Prabhu, Liaison Officer Mr.S.Raja, Office - Loan Section Mr.B.Goutham, Office - Scholarship Section	<ul style="list-style-type: none"> To assist students in difficulties related to Educational Loan. To arrange meeting of bank officer in college to educate students to get loan. To submit the information to PRES regarding. Coordinator to minority students for getting the scholarship. To resolve the issue related to the minority students.
25.	Admission Committee	Dr.K.Sundararaju, Dean/Admission Mr.A.Logeshkumaran, AP/Civil Mrs.P.Yuvarani, AP/EIE	<ul style="list-style-type: none"> To work for the branding of the institute for the admission purpose throughout the year.
26.	P.G. Coordinator	Dr.C.Ramesh, Prof/Mech Dr.C.Nandagopal, AP/ECE Dr.P.Pandiaraja, ASP/CSE Dr.S.Sathish kumar, Prof/EEE Mrs.K.Malarkodi, AP/MBA Mrs.S.Kayathri, AP/MCA	<ul style="list-style-type: none"> To Invoice in PG admission process. To Co-ordinate seminar, project internal exam. To keep record of classes, arranged visiting faculty if required. To keep year wise detailed record of each student.



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27.	Campus Vigilance Committee	Mr.A.C.Prabhu, Liaison Officer Mr.Elango, Manager	<ul style="list-style-type: none"> To observe the campus maintenance / cleaning/ water supply in concern with the civil section. To find the best practices in the campus.
28.	Hostel Welfare Committee	Warden - Boys Hostel Mr.M.Yuvaraj, AP/EEE Deputy Warden- Boys Hostel Dr.R.Raja Guru, HoD/CSBS Mr.M.Ramesh Kannan, AP/MBA Warden - Girls Hostel Dr.A.Sridevi, Prof./ECE Deputy Warden - Girls Hostel Ms.K.Nivethitha, AP/Maths	<ul style="list-style-type: none"> Admission of Hostel - maintaining Discipline and Homely atmosphere in Hostel. Daily round in Hostel and reporting to Principal. Identifying needs and requirement of Hostel and its follow up with principal, store. Signing the daily record of attendance, Electrical Maintenance, cleaning, water supply etc.
29.	Transport Committee	Mr.A.Logeshkumar, AP/Civil Mr.A.C.Prabhu, Liaison Officer Mr.K.Raja, Transport In-charge	<ul style="list-style-type: none"> To plan program and maintenance of college bus and car and co-ordinate with Garage section of Head office. To arrange for bus/ railway concessions to the students
30.	College Website In-Charge	Dr.R.Punithavathi, HoD/IT Mr.A.Shanmuga Velayutham, SAP/IT	<ul style="list-style-type: none"> To design & maintain the website of college to upload information on website regularly.
31.	Electrical Maintenance	Mr.V.Jayakumar , AP/EEE Mr.M.Anbalagan, Electrician	<ul style="list-style-type: none"> All works related to Electrical maintenance of buildings.



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32.	Students Welfare Committee	<p>Chair Person Dr.N.Ramesh Babu, Principal</p> <p>Members Dr.K.Sundararaju, Dean/Admission Dr.N.M.Saravana kumar, HoD/AI Dr.S.Vanithamani, HoD/MCA Dr.P.Pandiaraja, Prof./CSE Mrs.T.Abirami, SAP/ECE Mr.M.Yuvaraj, AP/EEE Ms.R.Elankeerthana, AP/IT Mrs.M.Kanitha, AP/Civil Mr.S.Vijay, AP/Mech Mrs.K.Chitirakala, AP/Mathematics Mr.K.Jeya Ganesh Kumar, AP/AI Mrs.P.Dhivya, AP/CSBS Mr.P.Kamaraj, Physical Director</p>	<ul style="list-style-type: none"> To helps Slow Learning Students to solve their academic, social, and psychological problems. Recommendations for activities to be made in support of Higher Education, Competitive exams, Industrial visits and soft skills training. Committee facilitates students to apply various scholarships of both Central and State Governments.
33.	Women Empowerment Cell	<p>Chair Person Dr.R.Punithavathi, HoD/IT</p> <p>Member Dr. K. Rajesh Kumar, HOD/MBA Dr.S.Vanithamani, HoD/MCA Dr.S.Geetha, Prof./Chemistry</p>	<ul style="list-style-type: none"> To organize the activities as per guideline by Anna University, Chennai To promote a culture of respect and equality for female gender. To conduct seminars and workshop to impart knowledge of opportunities and tools available and train the women. To highlight the importance of spirituality, health, hygiene and safety



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34.	National Service Scheme (NSS) Cell	Dr.M.Vijayakumar, ASP/Mech Mr.V.Jayakumar, AP/EEE Mr.K.Karthik, AP/ECE Ms.K.Nivethitha, AP/Maths	<ul style="list-style-type: none"> To arrange the internal activities for selection of students for NSS unit To follow the guidelines of Anna University, Chennai To organize the NSS camp, blood donation camp and other activities as per the guideline of Anna University, Chennai To organize the social activities.
35.	SC/ST Welfare Committee	Chair Person Dr.N.Ramesh Babu, Principal Members Dr.K.Sundararaju, Dean/Admission Mr.R.Kirubagharan, AP/Mech Mrs.K.Chitirakala, AP/Maths Mrs.S.Ramya, AP/MCA Mr.A.Dominic, Physical Director	<ul style="list-style-type: none"> To provide special inputs in areas where the students experience difficulties. To understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.
36.	Extra Cultural activities and Celebration of important Event Committee	Coordinators Mr.P.Maniraj, AP/EEE Members Mr.S.Pradeep, AP/ECE Mrs.V.Banupriya, AP/CSBS Mr.R.Karthick, AP/Mech Ms.G.Pavithra, AP/CSE Mr.E.Balraj, AP/IT Mr.P.Veeramani, AP/EIE Mr.P.Mukesh, AP/Civil Mrs.P.Vidhya, AP/AI Mrs.P.Dhivya, AP/CSBS Mrs.S.Ramya, AP/MCA Mrs.K.Malarkodi, AP/MBA Ms.J.Vidhya, AP/Physics Mr.P.Kamaraj, Physical Director	<ul style="list-style-type: none"> To prepare calendar of various activities including birth & death anniversary of National heroes & their celebration. To arrange all cultural activities at college level. To send students to participate in cultural events organized by different institute



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37.	Sports Committee	Dr.N.M.Saravanna kumar, HoD/AI Mr.A.Dominic, Physical Director Mr.P.Kamaraj, Physical Director	<ul style="list-style-type: none"> To prepare the annual time table of Sports To help students in matters related to the Sports.
38.	Photography, Video shooting Committee	Mr.K.Kannan, AP/Physics Mr.S.Arunprathap, AP/ECE Mr.N.P.Srinivasan, AP/Civil	<ul style="list-style-type: none"> To arranged the camera for the photography and video shutting of all events organized in our campus To print the photos. To keep the records of the photos of all events of the institutes and departments Event Activity live on the YouTube.
39.	College Store & Purchase Committee, Printing and Magazine Committee and Publicity Committee	Mr.A.C.Prabhu, Liaison Officer Mr.K.Kannan, AP/Physics	<ul style="list-style-type: none"> To collect requirement of all Depts. and submission to PRES. To keep follow up with purchase dept. of PRES for procurement To update the store records. Stock verification of all Depts.
40.	Institution of Engineers (IEI)	Dr.C.Ramesh, Prof/Mech Dr.T.Nithyanandam, ASP/Mech	<ul style="list-style-type: none"> To give the information of the programmers of IEI to all expenditure. To enroll the students as members of IEI. Monitoring the programs arranged by various students association. To encourage the students participation in seminar & workshop. To arrange Conference and workshop for students & staff.



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41.	Institute of Electrical and Electronics Engineers (IEEE)	Dr.K.Sundararaju, Dean/Admission Mr.M.Hariprabhu, AP/EEE	<ul style="list-style-type: none"> • To Start the IEEE chapter for staff & Students. • To prepare proposals and arrange workshop/Seminar/ Paper presentation under IEEE. for staff & students. • To give the information of the programmers of IEEE to all expenditure. • To enroll the students as members of IEEE. • Monitoring the programs arranged by various students association. • To encourage the students participation in seminar & workshop. • To arrange Conference and workshop for students & staff.
42.	Computer Society of India (CSI)	Dr.S.Thilagamani, HoD/CSE Mrs.K.Deepa, AP/CSE	<ul style="list-style-type: none"> • To give the information of the programmers of CSI to all expenditure. • To enroll the students as members of CSI. • Monitoring the programs arranged by various students association. • To encourage the students participation in seminar & workshop. • To arrange Conference and workshop for students & staff.



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43.	Society of Automotive Engineers (SAE)	Dr.C.Ramesh, Prof/Mech Mr.M.Karthe, AP/Mech Mr.A.Maria Jackson, AP/Mech	<ul style="list-style-type: none"> To give the information of the programmers of SAE to all expenditure. To enroll the students as members of SAE. Monitoring the programs arranged by various students association. To encourage the students participation in seminar & workshop. To arrange Conference and workshop for students & staff.
44.	ICT Academy	Dr.R.Punithavathi, HoD/IT Mrs.S.Kanimozhi, AP/IT	<ul style="list-style-type: none"> Monitoring the programs arranged by various students association. To encourage the students participation in seminar & workshop. To arrange Conference and workshop for students & staff.


PRINCIPAL
PRINCIPAL,
M. Kumarasamy College of Engineering,
THALAVAPALAYAM,
KARUR - 639 113

Copy to:

1. All HOD's with request to circulate to all concerned Committee members in Dept. and submit the copy signed by all faculty members of their department to Principal office for records.
2. In case of absence of the coordinator of any committee, immediate co-coordinator of the respective committee should attend the work/ meeting.
3. All new coordinators are requested to take charge with records from previous coordinators.
4. All coordinators are requested to conduct the meetings of members of their committee and submit the detail plan of activities to the undertaken before 01.09.2022.

