

# JAYA ENGINEERING COLLEGE

Thiruninravur

List of Committees for the academic year 2015-2016 (even semester)

Convenor: Prof.Dr.E.Kaliappan, Vice Principal and Professor & HOD/EEE

JEC/Admin/1A/00/27.01.2016

S.No	Name of the Committee	Members	Time and Place of Meeting	Responsibilities
1.	Academic Coordination Committee	<u>Coordinator :</u> Dr.E.Kaliappan, Vice Principal and Prof & HOD/ EEE <u>Members:</u> Mr.Jey singh, AP/Aero Mr.Nazeer,AP/Civil Mr.Uvasakthi, AP/CSE Mr. Narayanan,AP/ECE Mr.P.Selvam,AP/EEE Mr.Saravanan,AP/EIE Mr.Murugesan,AP/Mech Mr.Shankar Ganesh,AP/IT Ms.Prakash,AP/Text Mr.Mr.Saranya,AP/MBA Ms.Poomani,AP/MCA Mr.Purushothaman,AP/S&H	Time: On all Saturdays/the last working day of the week, 02:45PM  Place: Vice Principal's room	1. Weekly report 2. Internal marks calculation 3. Result analysis 4. Academic calendar 5. Monthly report 6. Daily test monitoring 7. Feedback collection(students & staff) 8. Monitoring the daily test 9. University results, ranking, etc.
2.	Campus Maintenance Committee	<u>Coordinators:</u> Prof. V.Santhanakrishnan, HOD/S&H Prof.G.Kalarani, HOD/EIE <u>Members:</u> Mr.V.S.Arul, Assoc Prof/Civil ✓ Mr.V.CHokkalingam, Assoc Prof Mech ✓ Mr.Mr.E.J.Benny Thompson, AP/Aero - Dr ✓ Mr.Ananthi, AP/Civil ✓ Mr.M.A.Mukundhan, AP/CSE ✓ Mr.B.K.Santhosh, AP/ECE ✓ Ms.Jeba Christla, AP/EEE ✓ Mr.Bharath Kumar, AP/EIE ✓ Mr.Lokesh, AP/Mech ✓ Mr.Mini, AP/IT ✓ Ms.Veena Sindhuja, AP/Text ✓ Mr.Rajan Daniel, AP/MBA ✓ Ms.Jemi Gold, AP/MCA ✓	Time: On all Saturdays/the last working day of the week, 01:00PM  Place: Coordinators room	1. Maintenance of cleanliness in classrooms 2. Hostel Maintenance(boys & girls) 3. RO water facility 4. Monitoring of cleanliness in common areas 5. Gardening

		Mr.SivaKumar,AP/S&H - OD Mr.Umapathy,Gardener Mr.Subramani,Plumber A maximum of 10 students (1 student from each department)		
3.	Hostel students (Boys & Girls) Welfare Committee	<u>Coordinators:</u> Dr.V.K.Shanmuganathan, HOD/Aero(Boys) Ms.Seetha Devi, Assoc Prof & HOD/IT(Girls) All the Head of the Department and Faculty members Hostel Warden(Boys & Girls) PD's Hostel boys and Girls (Maximum of 10)	Time: Once in a month  Place: Hostel	1. Internet facility in the evening 2. Common study hour 3. Monitoring the activities of the Hostel students 4. Tutor facility 5. Maintenance of cleanliness in Hostel 6. Maintenance of common facilities 7. To interact with students on a regular basis
4.	Canteen Committee	<u>Coordinators</u> Dr.R.Kesavan, HOD/MCA Mr.Nagaraj, Assoc prof & HOD/Textile <u>Members:</u> Mr.Barath Raj,AP/Aero✓ Ms.Sangeetha,AP/Civil✓ Mr.Sam Kamalesan,AP/CSE✓ Ms.Jhonsi,AP/ECE✓ Ms.Rajasree,AP/EEE→ Mr.Prem Kumar,AP/EIE✓ Mr.Jeyan,AP/Mech✓ Mr.Arun Kumar,AP/IT✓ Mr.Prakash,AP/Text✓ Ms.Sumaiah,AP/MBA Ms.Jasphin Jeni Sharmila,AP/MCA-OD Ms.Shameela Deva Kirubai,AP/S&H-D 10 Students 5 girls and 5 boys ( Including Hostel students)	Time: Saturdays/the last working day of the week, 01:00PM	1.Monitoring the quality of food provided in the day scholars canteen and also in the hostel 2. Maintenance of canteen 3. Availability of pure drinking water 4. Monitoring the daily menu for hostel students. 5. Collection of feedback from hostel students on the quality of food 6. Monitoring the canteen and cafeteria(2 No's) timings 7. Conduct surprise visit to canteen kitchen to check the hygiene
5.	Disciplinary committee	<u>Coordinator:</u> Mr.M.Kumaran, Assoc Prof & HOD/CSE <u>Members:</u> Mr.E.J.Benny ThompsonAP/Aero✓ Mr.Jino,AP/Civil-L Mr.Charles Prabhu,AP/CSE✓ Mr.Anithpathy,AP/ECE✓ Mr.SundarRaj,AP/EEE Mr.Ramesh Babu,AP/EIE✓ Mr.Ganesan,AP/Mech✓	Time: On all Saturdays/the last working day of the week, 02:10PM  Place: Vice Principal's room	1.Monitoring the late comers 2.Monitoring the dress code 3.Informing to the head of the department



		Mr. Alangaram, AP/IT ✓ Mr. V. Shanmugam, AP/Text ✓ Ms. Jagathala Prathaban, AP/MBA ✓ Dr. Sabeen, AP/MCA ✓ Mr. Varadharajan, AP/S&H 10 Students 5 girls and 5 boys		
6.	Anti-Ragging Committee	<u>Coordinator</u> Dr. K. Vijayaraghavan <u>Members</u> Dr. E. Kaliappan, Vice Principal and Prof & HOD/ EEE Prof. G. Kalarani, HOD/EIE Dr. J. Jeba Malar Tamil Selvi, Prof/CSE Mr. Veera Kumar, Assoc Prof/ECE Mr. Rajendran, AP/Mech Mr. T. Bhaskar, Non-teaching Faculty 1 Student from each department	Time: Fortnight/Monthly once/ Whenever there is a need  Place : Principals room	1. To maintain discipline in the campus and to ensure the implementation of guidelines/order issued by AICTE/UGC/University/Govt. in order to prevent ragging in the campus
7.	Exam monitoring Committee	<u>Coordinators</u> Dr. Ram Mohan, Prof, ECE and All the head of the departments	Time: On all Saturdays/the last working day of the week, 02:10PM  Place: Exam cell	1. They are required to report the irregularities/anomalies if any to the Exam cell coordinator 2. Ensure smooth conduct of exams 3. Should verify the answer papers of the students to ensure fair evaluation of the subject staff (should be done after the model exam) 4. Monitor the daily test. Conduct surprise checks as a team.
8.	Time Table Committee	<u>Coordinators:</u> Dr. E. Kaliappan, Vice Principal and Prof & HOD/ EEE <u>Members:</u> Mr. Benny Thompson, AP/Aero Mr. Nazeer Ahamed, AP/Civil Ms. Uma Rani, AP/CSE Ms. Sujatha, AP/ECE Mr. V. Prem Sangeeth, AP/EEE Ms. Chandravathanam, AP/EIE Mr. Chokkalingam, Assoc Prof/Mech Ms. Aruna Reppy Shalini, AP/IT Ms. Lakshmi Devi, AP/MBA Ms. Poomani, AP/MCA	Time: Whenever there is a need  Place: Vice Principal's room	1. To prepare the time table in accordance with the academic calendar for all the departments

9	Website and college Notice board Updating Committee	<p>Ms.Anitha,AP/S&amp;H</p> <p><u>Coordinator</u> Dr.R.Kesavan, Assoc Prof &amp; HOD/MCA</p> <p><u>Members:</u> Mr.Senthil, System Admin Mr.Murugesan, System Admin✓ Mr.Gopala Krishnan, System Admin✓ Mr.Balan,AP/Aero Ms.Ananthi,AP/Civil✓ Mr.Manimaran,AP/CSE✓ Ms.Poonguzhali,AP/ECE✓ Mr.P.M.Kumaresan,AP/EEE-60 Ms.A.Kalaivani,AP/EIE✓ Mr.Paramaguru,AP/Mech✓ Ms.Geetha,AP/IT✓ Ms.Veena Sindhuja,AP/Text✓ Ms.Saranya,AP/MBA-D Ms.Jemi Gold,AP/MCA✓ Ms.Meenakshi,AP/S&amp;H</p>	<p>Time: On all Saturdays/the last working day of the week</p> <p>Place: Computer center</p>	<p>1.Shall be responsible for all portal related activities</p> <p>2.Should publish all the important activities of all the departments like seminar, workshop, symposium, FDTP, Etc.</p> <p>3.Should update the college website at least once in a semester</p>
10.	R&D Committee	<p><u>Coordinator</u> Dr.E.Kaliappan, Vice Principal and Prof &amp; HOD/ EEE</p> <p><u>Members</u> Dr.Shanmuganathan,Prof/Aero Mr.Arul,Assoc Prof/Civil Mr.Kumaran,Assoc Prof/CSE Dr.Ram Mohan,Prof /ECE Prof.Kalarani,Prof/EIE Dr.Gurusamy,Prof/Mech Ms.Seetha Devi,Assoc Prof/IT Mr.Nagaraj,Asoc Prof/Text Mr.Anantha Raj,Assoc Prof/MBA Dr.Kesavan,Prof/MCA Dr.Jeba Malar Tamilselvi,Prof/MCA Dr.Sabeen,AP/MCA Prof.SanthanaKrishnan,Prof/Physics Dr.Mukuntha Manikandan,Prof/Physics</p>	<p>Time: On all Saturdays/the last working day of the week</p> <p>Place: Vice Principal's room</p>	<p>1. To undertake consultancy and R&amp;D work</p> <p>2. To get Tie-up with industries</p> <p>3. To get fund from external agencies for organizing events in the college for carrying our projects</p>




11	Examination Committee	<u>Coordinators:</u> Dr.Jeba Malar Tamilselvi, Prof/MCA Mr.Narayanan, AP/ECE <u>Members:</u> Mr.Mohan Raj, AP/Aero Mr.E.S.Karthik, AP/Civil ✓ Mr.Lin Eby Chandra, AP/CSE ✓ Ms.Sailaja, AP/ECE ✓ Mr.S.Prem Kumar, AP/EEE ✓ Mr.Prem Kumar, AP/EIE ✓ Mr.Jeyan, AP/Mech ✓ Ms.Jayasree, AP/IT ✓ Ms.Kanmani, AP/Text ✓ Mr.Rajan Daniel, AP/MBA ✓ Ms.Jasphin Jeni Sharmila, AP/MCA ✓	Time: Before every model exam and whenever needed  Place: Exam cell	1. Should conduct the cycle tests, model exams, university practical and theory exams as given in the academic calendar and Anna university notifications. 2. Should record the attendance details of the absentees for the exams and inform the HODs concerned. 3. To allocate equal number of duties (internal and external duty) to all the faculty members.
12	Transport Committee	<u>Coordinator:</u> Prof.M.Ravi, AO Dr.Gurusamy, Prof & HOD/Mech <u>Members:</u> Mr.Seethapathy, AP/Aero ✓ Mr.Naresh Babu, AP/Civil ✓ Mr.Mukundan, Assoc Prof/CSE Ms.Tamilarasi, AP/ECE ✓ Mr.Amose Dinakaran, AP/EEE ✓ (10/11) Mr.Vinoth, AP/EIE ✓ Mr.Sakthivel, AP/Mech ✓ Mr.Arun Kumar, AP/IT ✓ Mr.Prakash, AP/Text ✓ Ms.Sumaiyah, AP/MBA ✓ Ms.Jemi Gold, AP/MCA ✓ Ms.Gnanambigai, AP/S&H A maximum of 10 students from day scholars availing college bus	Time: On all Saturdays/the last working day of the week  Place: Coordinator's room	1. Arrange transport facility for students and staff members 2. Maintenance of buses 3. Collection of feedback from students and staff members 4. Conducting meetings/trainings for bus drivers, etc.
13.	Sports and cultural committee	<u>Coordinators</u> Mr.M.Kumaran, Assoc Prof/CSE Mr.V.S.Arul, Assoc Prof/Civil <u>Members:</u> Mr.Kevin Bennett, AP/Aero Mr.Jino, AP/Civil Mr.Iraniya Pandian, AP/CSE Mr.RajaMoorthy, AP/ECE	Time: On all Saturdays/the last working day of the week, 02:00PM  Place: Coordinator's	1. Annual Sports meet, Events – Intra and Inter sports activities, Annual day and cultural activities 2. Regular Sports activities 3. Sports related Training to students 4. Maintenance of Stock Registers

		Mr.Shiv Sankar,AP/EEE Ms.Nandini,AP/EIE Mr.Rajendran,AP/Mech Ms.Vigneshwari,AP/IT Mr.Prakash,AP/Text Mr.Jagathala Prathaban,AP/MBA Ms.Poomani,AP/MCA Mr.Kannan,AP/S&H 1 student from each department	room	
14.	Students Scholarship and Welfare committee	<u>Coordinator:</u> Dr.Ram Mohan,Prof & HOD/ECE <u>Members:</u> Mr.Saravanan,AP/Aero✓ Ms.Ananthi,AP/Civil → Mr.Sundaresan,AP/CSE✓ Ms.Majathy,AP/ECE✓ Ms.Kanagavalli,AP/EEE✓ Ms.Chandravathanam,AP/EIE - OD Mr.Kasilingam,AP/Mech✓ Mr.Arun Kumar,AP/IT✓ Mr.Shanmugam,Assoc Prof/Text✓ Mr.Anandha Raja.Assoc Prof/MBA&MCA✓ Ms.Arul Mozhi,AP/S&H✓ 1 Student from each department	Time: On all Saturdays/the last working day of the week, 02:00PM/ on convenient time  Place: Coordinator's room	1.Distribution of BC,MBC,SC/ST scholarship to the deserving candidates 2. SC scholars fees refund 3. Renewal of Scholarship details 4. Students Library facility 5. circulating/Informing all the scholarships available to students (AICTE, UGC, State Govt. Indian Govt, etc)
15.	News Letter committee	<u>Coordinator</u> Ms.Seetha Devi,Assoc Prof/IT <u>Members:</u> Mr.R.Balan,AP/Aero Mr.Jino,AP/Civil Ms.Kavitha,AP/CSE Mr.Rajkumar,AP/EEE Ms.Sasi Rekha,AP/ECE Ms.Kalaivani,AP/EIE Mr.Paramaguru,AP/Mech Ms.Geetha,AP/IT Ms.Kanmani,AP/Text Ms.Lakshmi Devi,AP/MBA Ms.Saranya,AP/MCA Ms.Hemamalini,AP/S&H 1 Student from each department	Time: On all Saturdays/the last working day of the week, 03:00PM  Place: Coordinator's room	1. Collection of all the necessary details for the preparation of College newsletter and Submit the News letter for website for updating 2. Publish Newsletter on every month.
16.	Accreditation committee	<u>Coordinators:</u> Dr.E.Kaliappan	Time: On all Saturdays/the last	1. Common Filing system for the entire college



		Mr.Veera kumar,Assoc Prof/ECE Mr.Suresh,AP/CSE <u>Members:</u> Mr.Benny Thompson,AP/Aero Mr.Jino,AP/Civil Mr.Bharathi Mohan,AP/CSE Mr.Praveen,AP/ECE Ms.Kanagavalli,AP/EEE Mr.Saravanan,AP/EIE Mr.Rajendran,AP/Mech Mr.Syed Anwar Hussain,AP/IT Mr.Shanmugam,AP/Text Mr.Anandha Raja,Assoc Prof,MBA Dr.Sabeen,AP/MCA Mr.Naresh Babi,AP/S&H	working day of the week, 03:30PM  Place: Coordinator's room	2. Inspection/Internal Auditing of all the files (Principal Office, VP office Ao Office, All the department) 3. Updation /revision of formats, etc
17.	Electrical Maintenance committee	<u>Coordinator:</u> Mr.P.Selvam,AP/EEE <u>Members:</u> Mr.Saravanan,AP/Aero Mr.Nazeer,AP/Civil Mr.Sundara Raju,AP/CSE Mr.RajaMoorthy,AP/ECE Mr.Rajkumar,AP/EEE Mr.Yinoth,AP/EIE Mr.Paramaguru,AP/Mech Mr.Syed Anwar Hussain,AP/IT Mr.Prakash,AP/Text Mr.Jagathala Prathapan,AP/MBA & MCA Mr.Murugesan,AP/S&H Mr.Gopi, Electrician Mr.Ravi, Electrician Mr.Ilayaraja, Electrician Mr.Kannan, Electrician 1 Student from each department	Time: On all Saturdays/the last working day of the week, 03:30PM  Place: Coordinator's room	1. Carry out all the Electrical works in the college. 2. Conduct testing of equipments 3. Maintenance of Generators, Air Conditioners and all the electrical equipments 4. Maintain the stock registers, Inspection registers/ maintenance registers, etc

  
 Secretary