



JAYA ENGINEERING COLLEGE

(An ISO 9001 : 2000 CERTIFIED INSTITUTION)

(Approved by AICTE and Affiliated to Anna University)

C.T.H. Road, Prakash Nagar, Thiruninravur (Near Avadi), Chennai - 602 024.

Tamil Nadu, INDIA. E-mail : info@jec.ac.in Website : www.jec.ac.in



Date: 20/08/2021

FINANCIAL POWER

This is certified that Based on the minutes of the Executive meeting held on 19/08/2021 at 10.00 am at Jaya Education Trust, Chennai decided to decentralize the financial power by allocate Impress Cash to improve research, development and other activities in Jaya Engineering College. The Details is follow as

Jaya engineering college Principal	Rs10000 per month
Jaya engineering college individual Hod's	Rs5000 per month


Chairman / Secretary



Details of Committee Constituted for the Academic Year 2021 – 2022

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	Day of meeting	Coordinator	Members with Phone
1	Anti-ragging and Grievance Redressal Cell	1. Ensure the implementation of guidelines/order issued by AICTE/UGC/University/Govt. in order to prevent ragging inside the college campus / Grievance Redressal	Monthly	Dr.S.Rajendran Principal / 9551329915	Dr.V.Santhanakrishnan/HoD/Phy/999 4753542 Dr G Kalarani,HOD/EIE/9444436281 Mr. M.Kumaran, HOD / CSE/ 9444246644 Ms.V.Seethadevi, HOD/ IT / 9894509274 Mr. Ganesan, AP/Mech Ms. Jashphin Jeni, AP/MCA Dr.Sivakumar, AP / Chem / 8056822126 Mr.T.Baskar/Non Teaching/7299619648 One student from each Dept
2	Placement cell /Career Guidance/ Entrepreneurship Development Cell	1. Arrange placement for the students. 2. Interact with companies. 3. Monitor the Placement related Events, Training etc. 4. EDP Activities	On need basis	Dr. Subburaj / HOD /MBA	ALL FINAL YEAR Class Counselors
3	Discipline	1. Monitor the latecomers. 2. Monitor the dress code of students. 3. Ensure students discipline inside the college campus.	Saturday	Mr.M.Kumaran/HO D/CSE/ 9444246644	Mr. D.Bharathraj/AP/AERO/7200913383 Mr. Raji/AP/CIVIL Mr.Lin Eby Chandra/AP/CSE/9940477930 Mr.V.Prem sangeeth/AP/EEE/9894309669 Ms.S.Sailaja/AP/ECE/9445696115 Ms.Chandravadhanam/AP/EIE 8056108494 Mr.K.Ganesan/AP/MECH/9789022636 Ms.Ananthi/AP/MCA/9790866974 Ms. Praveena / AP/MBA Mr. Alangaram / AP/ IT Mr. Karthik / Tex Mr.A.Purushothaman/Ap/S&H/98947 73144 Mr. Sathish/AP /S&H/8056822126 Ms.Kokila/AP/S&H/ Mr. Ramesh /PD 10Students,5 Boys and 5 girls
4	Campus Maintenance	1. Ensure the cleanliness in class rooms. 2. Hostel maintenance (Boys &Girls). 3.RO Water facility 4. Monitoring of cleanliness in common areas. 5. Gardening etc. 6. Plumbing related works. 7. Water Facility (Both Drinking &	Saturday	Dr.R.Kesavan /HOD/MCA/ 9444304384 Mr. Loganathan /Supervisor	Mr.R.Seethapathy/AP/AERO/9941157 494 Mr.Raji/AP/CIVIL Mr. G. Sundararaju/AP/CSE Mr.Kanagavalli/AP/EEE Mr.Jayaprakash/AP/ECE Ms.C.Chandravadhanam/AP/E&I/9965 547224 Mr.N. Murugesan /AP/MECH



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INSTITUTION'S
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		Toilet)			Ms. Vanathy /AP/IT Ms.Anandhi/AP/MCA Dr.Sivakumar/AP/Chem/(TEXTILE BLOCK) Ms.Kayathri/AP/S&H/ 9003137824 Mr.Tharani / MECH Mrs. Sasikala / CSE
5	Workshop/ Seminar/ Industrial Visit / FDP / Webinar / Research Developmen t /Consultanc y Projects/ Professional Chapters/ MOU	1. Arrange Industrial visit. 2. Plan to conduct Seminar, Workshop, Hands on training related to Academic courses. 3. Carry out RD activities inside the campus. 4. Initiate procedures for getting grants from funding agencies for projects. 5. Department level Chapter activities. 6. MOU with industries	Saturday	Dr.V.Seethadevi / HOD / IT	Mr. S. Jeyan/AP/AERO Ms.J.HathariEvangalin/AP/CIVIL/9500 130664 Mr.N.Sathish Kumar/AP/CSE/9940306974 Mr.S.PremKumar/AP/EEE/959778751 7 Mrs.N.Tamilarasi/AP/ECE/880700225 7 Ms.IndiraPriyadharshini/AP/EIE/9884 168669 MS. Dhanalakshmi /AP/TEX Mr. N. Murugesan /AP /Mech Mr.Alangaram/AP/IT 9976105375 Ms. Priyadharshini/AP/MCA Ms. Swetha, AP/MBA Ms. Lavanya , AP/Maths
6	Exam Cell	1. Conduct of Internal Assessment, University practical and theory exams as given in the academic calendar and based on Anna university notifications. 2. Collection and remittance of exam fees, communication with AU COE, correction of discrepancies in the certificates/ credentials issued by A.U.	Saturday	Mr.S.VeeraKumar /Asso. Prof. /ECE 9840031889	Mr.P. Mohanraj / AERO / Mr.IraniyaPandiyan/AP/CSE/9677009 776 Mr.Kalaiselvam /AP/CIVIL Mr.Prem Sangeeth AP/EEE/9092120039 Ms. Poonguzahli/AP/ECE/ 971024495 Mr.Saravanan/AP/EIE 9884166712 Mr.Paramaguru /AP/MECH/ 8667484871 Mr.Alangaram/AP/IT/9976105375 Mr. Karthik /AP/TEXT/ Ms.Poomani /AP/MCA/ Mr.Pandimurugan /AP/MBA 9894885631 Ms.Kokila/AP/ENG
7	Students Support & Ethics	1. Perform admission related activities. 2. Publish the list of scholarship students. 3. Support education loan.	Saturday	Mr.L. Nagarajan /HOD/TEX	Mr.Seethapathy/ AP/AERO 7904511437 Mr Kalaiselvan / AP/Civil/ Ms Sathish Kumar /AP/ /CSE/ Ms S Jebachristla/AP/EEE/9790979715 Ms.Kannagi AP/ECE/ Ms C Chandravathanam/AP/E&I/99655472 24 Mr S M urugesan/AP/MECH/9994469486 Ms. Mini / AP/IT Dr Murugesan /AP/Chem/ Ms. Vani Berlina / AP / Eng Ms. Anandhi/AP/MCA Ms. Sweetlin Jenisha / Ap/MBA Maximum of 10 students (1 student from each department)
8	Hostel/Mess /Canteen committee	1. Monitor the internet facility in the hostel. 2. Monitor the students during study	Saturday	Dr. T. Rammohan /HOD/ECE Dr.G.Kalarani /	Mr.Mohanraj /AP/AERO Mr.Muniyasamy/AP/CIVIL/882593167 0



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		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		HOD / EIE	Mr.LinEbyChandran/AP/CSE/9940477930 Mr.S.Pream Kumar/AP/EEE/8012044222 Ms.Kannagi/AP/ECE/9444547842 Mrs.Indira Priyadharshini/AP/EIE 9884168669 Mr.S.M.Murugesan/AP/MECH/8072433546 Dr. Sivakumar, AP/Che A Maximum of 10 students, 5 boys and 5 girls(including hostel students)
9	Transport	1. Arrange transport facility for students and staff members. 2. Maintenance of buses/ Repair works 3. Collection of feedback from students and staff members. 4. Conducting meetings/ trainings for drivers.	Saturday	Mr. Santhosh / AP/ECE Mr. Vinodh / AP / MBA Mr Sakthivel / AP MECH /9659927606	Ms. Durgapriya /AP/AERO Mr Muniyasamy/AP/CIVIL 8825931670 Mr A Manimaran/AP/CSE/9841605327 Mr Prem Sangeeth/AP/EEE Ms C Chandravathnam /AP/E&I/9965547224 Ms J Mini/AP/IT/9444234439 Mr. Srinivasan/ AP/S&H/9789863815 Mr K B Pandimurugan/AP/MBA/9894885631 Ms. Priyadharshini / AP / MCA Ms. Swetha / AP/MBA
11	NCC/NSS	1. Conduct NSS activities for the college	Saturday	Mr.V.PremSangeeth /AP/EEE/ 9894309669 Mr. Mohanraj /AP/Aero	NSS Volunteers
12	Sports Activities	1. Conduct sports events 2. Make students participate in the sports activities in the university level.	Saturday	Mr. D. Bharathraj - HOD/AERO	Physical Director & All Departments CCs.
13.	Library	1. Library infrastructural maintenance, transactions. 2. Purchase of books/Journals 3 Subscription of Magazines/Newspapers. 4 Library books stock Verification.	Saturday	Dr. V. Santhanakrishnan - Prof/Phy	Mr.Harikrishnan-Librarian Mrs.Sumathi-Asst.Librarian Ms. Poomani / MCA Mr. G. Sundararaju / CSE Ms. Kanagavalli / EEE Mr. J. Saravanan / EIE Ms. Saranya, Student, IV CSE Ms. Veeraparamendra, Student, IV Mech Ms. Desna, Student, Civil, IV Year All Head of the Departments All Department CCs
14	Fees	1. Collect and verify the student fees details. 2. Fees due details communication to their parents. 3. Regularize the fees payment.	On Need basis	Dr.G.Kalarani / HOD / EIE	
15.	Electrical Maintenance	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. 4Testing of electrical based equipment's on regular basics 5.Electricity consumption monitoring 6.Un interrupted Supply of electricity	Saturday	Mr P Selvam/HOD/EEE /9884950903 Mr.Gopi / Electrician	Mr D Barathraj D/AP/AERO/9841377638 Mr.Muniyasamy/AP/CIVIL 8825931670 Mr Inraniyapandian/AP/CSE Mr Premkumar /AP/EEE/ Mr V Jeyaprakash/AP/ECE/9791080027 Mr Bharathkumar/AP/EIE 9884166172



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		<p>7.Ensure the maintenance of Laboratories in all departments.</p> <p>8.Update master records/manuals</p> <p>9.Ensure appropriate display of charts/Boards</p> <p>9.Conduct FDP for the lab instructors and faculty</p> <p>10.Verify the stock registers of Electrical items at regular intervals</p> <p>11. Generator</p>			<p>Dr.C. Murugesan/AP/S&H 9551420327</p> <p>Ms. Vanathy AP/IT</p> <p>Mr. N. Murugesan, AP/Mech</p> <p>Mr.Bhaskar / TEXT</p> <p>Mr.Anadhan / TEXT</p> <p>Mr.Vishnu / EEE</p> <p>Ms. Sweetlin Jenisha / AP/MBA</p>
16	Website/Inspection/Affiliation	<p>1.Responsible for all Institution website related activities and maintain the institution website with information up to date</p> <p>2.Publish the important events happening in each departments(events like seminar, workshops, symposium, FDTP etc)</p> <p>3.Affiliation related works</p>	Saturday	<p>Dr. Subburaj / MBA</p> <p>Dr. D. Balasubramanian / MCA</p>	<p>Mr.S. Jeyan /AP/AERO</p> <p>Ms Hathari</p> <p>Evangelin/AP/CIVIL/9500130664</p> <p>Mr Sundarraju/AP/CSE/944240119</p> <p>Ms Kanagavalli/AP/EEE 7904605719</p> <p>Ms Santhosh/AP/ECE 7358629057</p> <p>Ms Indirapriyadhrashini/AP/EIE /9884168669</p> <p>Mr</p> <p>Kasilingam/AP/MECH/9715697941</p> <p>Ms Dhanalakshmi /TEX</p> <p>Ms. Priyadharshini / MCA</p> <p>Ms. Praveena B / MBA</p> <p>Ms. Lavanya, AP/Maths</p>
17	Cultural/magazine/News Letter	<p>1. Collate the information needed for the college magazine.</p> <p>2. Publish Newsletter every month and update the details in the website</p>	Saturday	<p>Dr. V. Seedha Devi, HoD/IT</p>	<p>Ms.Kokila/AP/ENG</p> <p>Ms.Kayathri/AP/ENG 9003137824</p> <p>Ms.Vani Berlina / AP/ 9840294031</p> <p>Ms. Sweetlin Jenisha / AP/MBA</p>
18	Academic Cell	<p>1. Consolidate Weekly report.</p> <p>2. Consolidate Internal marks analysis.</p> <p>3. Perform result analysis.</p> <p>4. Publish academic calendar.</p> <p>5.Monitor daily tests progress</p> <p>6. Collect feedback from students and staff.</p> <p>7.Consolidate university results, ranking etc</p> <p>8. Timetable allotment & Preparation</p> <p>9. To Verify the weekly syllabus coverage</p> <p>10. Verify lecture notes</p>	Saturday	<p>Mr. M. Kumaran HOD/CSE</p>	<p>Mr. Jeyan /AP/AERO</p> <p>Ms Hathari</p> <p>Evangelin/AP/CIVIL/9500950324</p> <p>Ms. Chandrakala/AP/CSE</p> <p>Ms S</p> <p>Jebachristla/AP/EEE/9790979715</p> <p>Ms. Sailaja /AP/ECE/</p> <p>Mr J Saravanan/AP/EIE/9884166172</p> <p>Ms J Mini/AP/IT/9444234439</p> <p>Ms. Dhanalakshmi/AP/ TEX</p> <p>Ms. Sweatha /AP/MBA</p> <p>Dr. Murugesan/AP/S&H9551420327</p> <p>Mr.Purushothaman / AP / S&H</p> <p>Mr.Kasilingam / AP / MECH</p> <p>Ms, Ananthi / AP/MCA</p>
19	Admission Committee	<p>1. Distribution of compliments, pamphlets etc.</p> <p>2.School visit for admission canvassing</p> <p>3.Arranging school principals/Teachers meet</p> <p>4.bringing admission to the college</p> <p>5.Organizing events for school students</p> <p>6.Other related works</p>	Saturday	<p>Dr S. Raju /HOD/S&H</p> <p>Dr.G.Kalarani / HOD / EIE</p>	<p>Ms. G. Durga Priya/AP/AERO</p> <p>Mr Devandaran /AP/CIVIL 9952056282</p> <p>Mrs.Raji/AP/CIVIL 6380366237</p> <p>Mr Manimaran/AP/CSE 9841605327</p> <p>Mr.Sathish/AP/CSE 8667564352</p> <p>Ms Jeba Christilla AP/EEE/</p> <p>Mr Santhosh /AP/ECE/ 7358629057</p> <p>Mr. Bharathkumaar/ AP/EIE/ 9884166172</p> <p>Mr.Sakthivel/ AP/MECH/</p> <p>Mr.Vanathy/ AP/IT /9976105375</p> <p>Ms. Sweetlin Jenisha/ AP/MBA</p> <p>Mrs.Jasphine Jeni/AP/MCA 9361209408</p> <p>Ms. Merlin / AP / S&H</p> <p>Ms. Shameela / AP / Eng</p>



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20	NBA/ NAAC Committee	1.Preparation of all the files required for NAAC and NBA 2. Auditing of files being maintained for NAAC/NBA in all the departments. 3. All the accreditations related works.	Monthly	Dr.S.Raju, HOD/S&H Mr. M. Kumaran, HOD/CSE Dr. T. Rammohan /HOD/ECE	Ms. G. Durga Priya / AP / AERO Mr.Kalaiselvan / AP / CIVIL Mr.Lin Eby Chandra / AP / CSE Mr. Rajamoorthy / AP / ECE Ms.Kanagavalli / AP / EEE Mr.Iraniya Pandian / AP / CSE Mr. Bharath Kumar / AP/EIE MR. Karthik S/ AP / TEXT Ms.Jasphine Jeni / AP / MCA Mr.Paramaguru / AP / MECH Mr. Alangaram / AP/IT
21	AICTE Works	AICTE Related works	On Need Basis	Ms.Jasphine Jeni / AP / MCA	All HODs
22	Institution's Innovation Council	1. Regular Activity to be conducted. 2. Activity report with photographs to be submitted to the Coordinator 3. The same to be uploaded in IIC portal.	Weekly	Dr. G. Kalarani Dr. D. Balasubramanian	Dr. L. Subburaj – EDC Cell Coordinator Dr. V. Seetha Devi – Research park Coordinator Mr. L. Nagarajan – Research Park Coordinator Ms. Chandravathanam - Innovation Activity Coordinator Mrs.M.Poomani – Social Media Coordinator Mr. M. Kumaran – Idea Club Coordinator Dr. T. Rammohan – IPR Activity Coordinator Mr. Devendiran – Internship Coordinator Mr. Selvam, Startup Activity Coordinator Mr.G.Sundararaju – Idea Club Member Mrs.J.D.Marlin Leena – Internship Activity Member MS.R. Kanagavalli – Startup activity member Dr. K. Sivakumar– IPR Member Ms. C. Poonkuzhali - Innovation Activity Member Mr. Pandimurugan – EDC Member Ms. Mini – Research Park Member Ms. Praveena - Social Media Member Ms. Durga Priya, Innovation Activity Member
23	Metrology – Automatic Weather Forecasting	1. Maintenance of the Forecasting System 2. Regular reading to be taken. 3. Interactions with Metrological dept.	Weekly	Dr. T. Rammohan / HOD/ECE	Mr. Santhosh – AP/ECE Mr. Rajamoorthy – AP/ECE
24	Youth Red Cross	- Various service projects to be conducted. - Regular interaction with YRC Chennai office. - Active participation in all activity proposed by YRC head office.	Weekly	Mr. Bharath Kumar – AP/EIE	All CCs
25	AU CUIC – IAS 2022	-Utilize the maximum benefits through IAS. - Regular interaction with the membership organization. - MOUs with member organization - Facilitate the consultancy projects -Participate all the activity organized by the CUIC	Need Based	Dr. L Subburaj	Ms. Swetha, AP/MBA Ms Karthika, AP/MBA Ms. Praveena, AP/MBA



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26	RO System Maintenance	Regular monitoring and maintenance of RO System. Stock register and periodic services to be done Monitor RO water tanks placed in different block. Periodic cleaning and maintenance of Tank and water coolers	Weekly	Dr. Murugesan, Chemistry Dr. Sivakumar, Chemistry	Mr. Suresh - RO Operator
27	CCTV Surveillance System	Find the appropriate place to place the CCTV camera Monitor the CCTV recording. Periodic random review of the recording. Regular Checking of the CCTV components and its working status.	Weekly	Dr. R. Kesavan, HOD - MCA	Mr. Lin Eby Chandra. AP/CSE Mr. S. Murugesan, AP Mr. Saravanan, Tech Asst/ECE
28	Department Library and Laboratory Maintenance	Maintenance of Department Library. Maintenance of all laboratories.	Weekly	Dr. G. Kalarani, HOD - EIE	Mr. R. Seethapathy - AP/Aero Ms. Praveena, AP/Civil Mr. Iraniyapandian, AP/CSE Ms. Poonkuzhali, AP/ECE Mr. Saravanan, AP/EIE Ms. Jebachristilla, AP/EEE Mr. S.M. Murugesan, AP/Mech Ms. Mini, AP/IT Mr. Ananthan / Tech Asst/Tex Ms. Poomani / AP/MCA Mr. Sathish, AP/Maths
29	Women Empowerment	Required Guidance to be provided to all girl students. Periodic activity to be conducted. Safety measure to be briefed. Make them to participate in all activity/events. Regular leadership program to be conducted.	Weekly	Dr. V. Seedha Devi, HOD - IT	Ms. Durga Priya, AP/Aero Ms. Praveena, AP/Civil Ms. Vidhyasree, AP/CSE Mr. Tamilarasi, AP/ECE Ms. Jeba Christila, AP/EEE Ms. Indira Priyadharshini, AP/EIE Ms. Vanathy, AP/IT Ms. Dhanalakshmi, AP/Tex Ms. Swetha, AP/MBA Ms. Priyadharshini, AP/MCA
30	Alumni	Organized alumni meet once/twice in a year. Regular Alumni interaction with the respective dept. All events to be recorded. Make the alumni to be active in all college activities and contribute their resource to help the current students. Feedback to be collected from the Alumni	Once in 15 days	Mr. D. Bharathraj - AP/ Aero	Mr. Mohanraj, AP/Aero Ms. Praveena, AP/Civil Ms. Vidhyasree, AP/CSE Mr. Rajamoorthy, AP/ECE Mr. Prem Sangeeth, AP/EEE Mr. Bharath, AP/EIE Mr. Alangaram, AP/IT Mr. Paramaguru, AP/Mech Ms. Dhanalakshmi, AP/Tex Ms. Sweetlin Jenisha, AP/MBA Ms. Poomani, AP/MCA
31	Security Monitoring	Provide proper Guidance to the Security officials Attendance monitoring of Security. Documents to be maintained by the security to be checked.	Weekly	Mr. K. Ganesan /AP/Mech	Mr. Jeyan, AP/Aero Mr. Ramesh / PD Mr. Srinivaan / Maths Mr. Vinodh / MBA

Note: Meetings shall be held in line with the aforesaid schedule and minutes of the meeting held shall be submitted on Saturday to the Principal by the respective committee In-charges.

PRINCIPAL

JAYA ENGINEERING COLLEGE.
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