



6.1.2 INSTITUTE LEVEL RESPONSIBILITIES

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ACADEMIC YEAR 2020-2021

21.09.2020

INSTITUTE LEVEL CONVENERS AND COORDINATORS

S.No.	Role / Task	In-Charge & Members
1.	Discipline Committee	Overall Convener: Dr.V.Suresh Kumar/HoD-S&H Convener : Dr.G.Shankara Kalidoss/S&H Co-Conveners : Mr.K.Sudhakar/T&P Dr. B. Barankumar/T&P
2.	Admission Officer Admission Coordinator	Dr.A.Albert Martin Ruban/HoD-EEE Dr.V.Suresh Kumar/HoD-S&H
3.	Internal Quality Assurance Cell (IQAC)	Convener : Ms.K.Abhirami/CSE Members: Mr.K.Arun/CIVIL Mr.R. Sriramkumar/CSE Ms. D. Vennila /ECE Mr.S.R.Karthikeyan/EEE Mr.M. Ashwin/Mech Mr.G. Jeyakrishnan /Maths (S&H)
4.	Chief Coordinator of Examinations (CCE)	Mr.K.Rajesh/CSE
5.	Deputy Coordinators of Examinations (Dy.CE)	Dr.R.Suresh/Maths Mr.S.Ramarajan/ECE Mr. R. Sundaram/Civil
6.	MoU	Ms.K.Abhirami/CSE Mr. B. Suresh Babu/T&P
7.	Student internships/Training/ Local Visit/ IV/ FVFS	Dr.T.Shanthi/ECE
8.	Time Table - Overall	Ms.S.Puvaneswari/CSE
9.	Stock Verification	Dr.S.Udhayakumar/Chem
10.	Staff Performance Appraisal- Feedback	Mr.R.Sriramkumar/CSE
11.	ISO Coordinator	Ms.R.Ponni/ECE Mr. R. Sundaramoorthi/EEE
12.	Alumni Coordinator	Mr.P.Rajaprian/ECE
13.	PTA Coordinator	Mr.B.Barankumar/T&P
14.	Course Plan	Ms.D.Vennila /ECE
15.	Internal Counseling	Ms. N. Mangaiyarkarasi/ECE
16.	NSS Programme Officer/ MHRD-Green Award/Swachhta Action Plan (SAP)	Mr.S.Ambalatharasu/Phy Mr.P.Rajeshwaran/Eng.
17.	Social Media	Dr. S. Sivakumar/VP Mr.S.Ambalatharasu/Phy Mr. J. Niranjana Samuel/R&D
18.	YRC & RRC Citizen Consumer Club(CCC)	Mr.K.Anandharaj /Eng. Dr.A. Ramya Arockiamary/Maths
19.	Fine Arts Association (FAA)	Coordinator: Mr.R.Sathyaraj/ECE Members: Ms.R. Ishwarya/ Civil Ms. G.Chandrababha/CSE Ms. P.Thirumagal/ECE Mr. C. John Selvaraj/EEE Mr. C. Vijayakumar/MECH Dr. R. Suresh/ S&H
20.	ISTE chapter - Staff & Students	Ms.T.Gnanajeya/Maths
21.	GATE & Competitive exams	Coordinator: Ms.T.Gnanajeya/Maths

22.	Student CHANGE Club (SCC), Parent Communication	Ms.U.Jeyamalar/ECE
23.	DRC Convener	Dr.P.P.Santharaman/Mech
24.	Hostel Warden Deputy Warden Boys' Hostel Girls' Hostel	Dr.A.Albert Martin Ruban/HoD/EEE Dr.P.Saravanan/Chem Dr.S.M.Uma/HoD/CSE
25.	Women's Cell, POSH Cell	Convener: Ms.S.Revathi/Maths Ms.R.Ranitha/CSE
26.	Grievance Redressal Cell	Ms.N.Rajeswari/EEE Mr.R.Shankar/Mech
27.	Entrepreneurship Development Cell	Mr.K.Sudhakar/T&P
28.	Transport Committee	Convener: Dr.T.Pushparaj/MECH Mr.G.Jeyachandran/Transport
29.	AICTE-SPDC	Coordinator Dr. S. Sivakumar/ Head (T&P)
30.	Kings Incubation Center	Coordinator: Dr. S.M Uma, HOD/CSE Members: Ms.M.Priya/Civil Mr. N. Magesh/MECH Mr. R. Balakrishnan/ ECE Mr. J. Arockiaraj/EEE
31.	PMKVY Nodal Officer	Dr.P.P.Santharaman/Mech
32.	AICTE Margdharsan	Mr.K.Sudhakar/T&P Mr. K. Shankar/MECH
33.	IIC - MHRD	President: Mr.R.Sundaramoorthi/EEE Convener: Mr. R. Balakrishnan/ ECE Member: Mr.R.Shankar/Mech
34.	IEEE Society	Coordinator: Mr. T. Pasupathi/ECE Members: Ms.R.Suganthalakshmi/CSE Dr. M. Meenalochini/EEE
35.	Student Induction Programme (SIP) Cell Universal Human Values (UHV)	Dr. V. Suresh Kumar Dr. S. Udhayakumar
36.	Institute Level Projects (Endowment)	Civil - HOD & Mr. S. Sundaram CSE - HOD & Ms. R. Sugantha Lakshmi ECE - HOD & Mr. T. Jeyaseelan EEE - HOD & Mr. J. Arockiaraj Mech - HOD & Mr. R. Shankar
37.	Institute Website	Dr. D. Sivakumar/CSE Mr. M. Arun / CSE Mr. R.Thiagarajan/ System Admin
38.	NITTTR Coordinator	Dr. S. Sivakumar/VP Mr. J. Niranjan Samuel / R&D
39.	ARIIA Nodal Officer	Ms.K.Abhirami/IQAC Coordinator
40.	NIRF Nodal Officer	Dr. S. Sivakumar/VP Ms. S. A. Sindhamani/ Office Mr. J. Niranjan Samuel / R&D
41.	Non-teaching, Administrative staff enrichment programme	Mr. R. Balakrishnan / ECE
42.	Annual Programme on Professional Ethics & Code of Conduct	Mr.K.Sudhakar/T&P
43.	Physical Education	Mr.V.Rajendran/Physical Education Director

J. Prakash
21/9/2020
PRINCIPAL

Copy to:

1. Secretary *[Signature]*
2. CEO
3. VP

4. AO *[Signature]*

5. All HODs (for information & respective department staff member circulation through whatsapp/Mail/edumate)

ACADEMIC YEAR 2019-20

16.12.19

INSTITUTE LEVEL CONVENORS AND COORDINATORS

C.No	Role / Task	In-Charge & Members
1.	Discipline Committee	Dr.V.Suresh Kumar/HoD-S&H (Overall Convener) Dr.G.Shankara Kalidoss/S&H (Convener) Co-Convener: Mr.K.Sudhakar/T&P Mr. B. Barankumar/T&P
2.	Admission Officer: Admission Coordinator:	Dr.A.Albert Martin Ruban/HoD-EEE Dr.V.Suresh Kumar/HoD-S&H
3.	Research Committee	Dr. J. Arputha Vijaya Selvi/Chairman Dr. S. Sivakumar/ Convener Ms. R. Revathi/Civil Dr. S.M. Uma/CSE Ms. R. Ponni/ECE Dr. A. Albert Martin Ruban/EEE Dr. T. Pushparaj/MECH Dr. V. Sureshkumar, S&H
4.	Internal Quality Assurance Cell (IQAC)	Ms.K.Abhirami/CSE (Convenor) <u>Members-</u> Mr.K.Arun/CIVIL Mr.R. Sriramkumar/CSE Ms. D. Vennila /ECE Mr.S.R.Karthikeyan/EEE Mr.M. Ashwin/Mech Mr.G. Jeyakrishnan /Maths(S&H)
5.	Chief Coordinator of Examinations (CCE)	Mr.K.Rajesh/CSE
6.	Deputy Coordinators of Examinations (Dy.CoE)	Dr.R.Suresh/Maths Mr.S.Ramarajan/ECE Mr. R. Sundaram/Civil
7.	MoU	Ms.K.Abhirami/CSE Mr. B. Suresh Babu/T&P
8.	Student internships/Training/Local Visit/ IV/ FVFS	Dr.T.Shanthi/ECE
9.	Time Table - Overall	Ms.S.Puvaneswari/CSE
10.	Stock Verification	Dr.S.Udhayakumar/Chem
11.	Staff Performance Appraisal- Feedback	Mr.R.Sriramkumar/CSE
12.	ISO Coordinator	Ms.R.Ponni/ECE Mr. R. Sundaramoorthi/EEE
13.	Alumni Coordinator	Mr.P.Rajaprian/ECE
14.	PTA Coordinator	Mr.B.Barankumar/T&P
15.	Course Plan	Mr.D.Vennila /ECE
16.	Internal Counseling	Ms. N. Mangaiyarkarasi/ECE
17.	NSS Programme Officer/ MHRD-Green Award	Mr.S.Ambalatharasu/Phy Mr.P.Rajeshwaran/Eng.
18.	YRC & RRC	Mr.K.Anandharaj /Eng.

S.No	Role / Task	In-Charge & Members
19.	FAA: Coordinator: Members:	Mr.R.Sathyaraj/ECE Ms.P.Thirumagal/ECE Mr. C. Vijayakumar/MECH Ms. R. Umamaheshwari/Physics
20.	GATE & Competitive exams	Coordinator Ms.T.Gnanajeya/Maths Ms.R.Suganthalakshmi/CSE Mr.W.Newton David Raj/ECE Ms. Jeyashankari/Civil Mr. S. Sabanayagam/Mech
21.	Student CHANGE Club (SCC), Parent Communication	Ms.R. Umamaheshwari/Physics
22.	ISTE chapter – Staff & Students	Coordinator: Ms.T.Gnanajeya/Maths
23.	DRC Convener	Dr.P.P.Santharaman/Mech
24.	Hostel Warden Deputy Warden Boys' Hostel Girls' Hostel Asst. Warden Boys' Hostel	Dr.A.Albert Martin Ruban/HoD-EEE Dr.P.Saravanan/Chem Dr.S.M.Uma/HoD/CSE Mr.S.Ramesh
25.	Women's Cell	Convener Ms.R.Revathi/Maths Ms.R.Ranitha/CSE
26.	Grievance Redressal Cell	Ms.N.Rajeswari/EEE Mr.R.Shankar/Mech
27.	Entrepreneurship Development Cell	Mr.K.Sudhakar/T&P
28.	Transport Committee	Convener: Dr.T.Pushparaj Mr.G.Jeyachandran/Transport
29.	AICTE-SPDC	Coordinator Dr. S. Sivakumar/ Head (T&P)
30.	Kings Incubation Center	Coordinator Dr. S.M Uma, HOD/CSE Members: Mr. S. Kamaraj/Civil Mr. N. Magesh/MECH Mr. R. Balakrishnan/ ECE Mr. J. Arockiaraj/EEE
31.	PMKVY Nodal Officer	Dr.P.P.Santharaman/Mech
32.	AICTE Margdharsan	Mr.K.Sudhakar/T&P Mr. K. Shankar/MECH
33.	IIC - MHRD	President: Mr.R.Sundaramoorthi/EEE Convener: Mr. R. Balakrishnan/ ECE Member: Mr.R.Shankar/Mech
34.	IEEE Society	Coordinator: Mr. T. Pasupathi/ECE Members: Dr. D. Sivakumar/CSE Dr. M. Meenalochini/EEE

J. Prasad 16/12/19.

PRINCIPAL

Copy to:

1. Secretary - *[Signature]*

2. CEO

3. VP - *[Signature]*

4. All HODs (for information & respective department staff member circulation)

1) CSP → *[Signature]*

3) SSH - *[Signature]*

6) Mech - *[Signature]*



ACADEMIC YEAR 2019-20

17.06.19

INSTITUTE LEVEL CONVENORS AND COORDINATORS

C.No	Role / Task	In-Charge & Members
1.	Discipline Committee	Dr.V.Suresh Kumar/HoD-S&H (Convener) Co-Convener: Mr.K.Sudhakar/T&P Dr.D.Suresh/ PED
2.	Admission Officer: Admission Coordinator:	Dr.A.Albert Martin Ruban/HoD-EEE Dr.V.Suresh Kumar/HoD-S&H
3.	Research Committee	Dr. J. Arputha Vijaya Selvi/Chairman Dr. S. Sivakumar/ Convener Ms. R. Revathi/Civil Dr. S.M. Uma/CSE Ms. R. Ponni/ECE Dr. A. Albert Martin Ruban/EEE Dr. T. Pushparaj/MECH Dr. V. Sureshkumar, S&H
4.	Internal Quality Assurance Cell (IQAC)	Ms.K.Abhirami/CSE (Convenor) Members- Mr.K.Arun/CIVIL Ms. D. Vennila /ECE Mr.S.R.Karthikeyan/EEE Mr.M. Ashwin/Mech Mr.G. Jeyakrishnan /Maths(S&H)
5.	Chief Coordinator of Examinations (CCE)	Mr.K.Rajesh/CSE
6.	Deputy Coordinators of Examinations (Dy.CoE)	Dr.R.Suresh/Maths Mr.S.Ramarajan/ECE Mr. R. Sundaram/Civil
7.	MoU	Ms.K.Abhirami/CSE Mr. B. Suresh Babu/T&P
8.	Student internships/Training/Local Visit/ IV/ FVFS	Dr.T.Shanthi/ECE
9.	Time Table - Overall	Ms.S.Puvaneswari/CSE
10.	Stock Verification	Dr.S.Udhayakumar/Chem
11.	Staff Performance Appraisal- Feedback	Mr.R.Sriramkumar/CSE
12.	ISO Coordinator	Ms.R.Ponni/ECE Mr. R. Sundaramoorthi/EEE
13.	Alumni Coordinator	Mr.P.Rajaprian/ECE
14.	PTA Coordinator	Mr.B.Barankumar/T&P Dr. A. L. Kavitha/Chemistr y
15.	Course Plan	Mr.C.Balaji/EEE
16.	Internal Counseling	Ms. N. Mangaiyarkarasi/ECE
17.	NSS Programme Officer/ MHRD-Green Award	Mr.S.Ambalatharasu/Phy Mr.P.Rajeshwaran/Eng.
18.	YRC & RRC Consumer Club	Mr.K.Anandharaj /Eng. Dr.A. Ramya Arockiamary/Maths

S.No	Role / Task	In-Charge & Members
19.	FAA: Coordinator: Members:	Mr.R.Sathyaraj/ECE Ms.P.Thirumagal/ECE Mr. C. Vijayakumar/MECH Ms. R. Umamaheshwari/Physics
20.	GATE & Competitive exams	Coordinator Ms.T.Gnanajeya/Maths Ms.R.Suganthalakshmi/CSE Mr.W.Newton David Raj/ECE Ms. Jeyashankari/Civil Mr. S. Sabanayagam/Mech
21.	Student CHANGE Club (SCC), Parent Communication	Dr.A.L.Kavitha/Chem
22.	ISTE chapter - Staff & Students	Coordinator: Ms.T.Gnanajeya/Maths
23.	DRC Convener	Mr.P.P.Santharaman/Mech
24.	Hostel Warden Deputy Warden Boys' Hostel Girls' Hostel Asst. Warden Boys' Hostel	Dr.A.Albert Martin Ruban/HoD-EEE Dr.P.Saravanan/Chem Dr.S.M.Uma/HoD/CSE Mr.S.Ramesh
25.	Women's Cell	Convener Ms.R.Revathi/Maths Ms.R.Ranitha/CSE
26.	Grievance Redressal Cell	Ms.N.Rajeswari/EEE Mr.R.Shankar/Mech
27.	Entrepreneurship Development Cell	Mr.K.Sudhakar/T&P
28.	Transport Committee	Convener: Dr.T.Pushparaj Mr.G.Jeyachandran/Transport
29.	AICTE-SPDC	Coordinator Dr. S. Sivakumar/ Head (T&P)
30.	Kings Incubation Center	Coordinator Dr. S.M Uma, HOD/CSE Members: Mr. S. Kamaraj/Civil Mr. R. Suriyamoorthy/MECH Mr. R. Balakrishnan/ ECE Mr. J. Arockiaraj/EEE
31.	PMKVY Nodal Officer	Mr.P.P.Santharaman/Mech
32.	AICTE Margdharsan	Mr.K.Sudhakar/T&P Mr. K. Shankar/MECH
33.	IIC - MHRD	President: Mr.R.Sundaramoorthi/EEE Convener: Mr. R. Balakrishnan/ ECE Member: Mr.R.Shankar/Mech
34.	IEEE Society	Coordinator: Mr. T. Pasupathi/ECE Members: Dr. D. Sivakumar/CSE Mr. C. Balaji/EEE

J. Praveen
19/6/19

PRINCIPAL

Note: Convener / Coordinators / Heads of various committees are requested to submit their action plan for the year on or before 01.07.19

Copy to:

1. Secretary
2. CEO

ACADEMIC YEAR 2018-19

05.07.18

INSTITUTE LEVEL CONVENORS AND COORDINATORS

S.No.	Role / Task	In-Charge & Members
1.	Admission Officer	Mr.A.Albert Martin Ruban/HoD-EEE <i>Adm</i>
2.	Discipline Committee	Dr.V.Suresh Kumar/HoD-S&H (Convener) <i>6/7/18</i> Co-Conveners: Mr.G. Shankara Kalidoss/Maths <i>6/7/18</i> Mr.D.Suresh/ PED <i>6/7/18</i>
3.	Project Officer & IIC coordinator	Dr.T.Shanthi/ECE <i>6/7/18</i>
4.	Chief Coordinator of Examinations (CCE)	Mr.K.Rajesh/CSE <i>6/7/18</i>
5.	Deputy Coordinators of Examinations (Dy.CE)	Dr.R.Suresh/Maths <i>6/7/18</i> Mr.W.Newton David Raj/ECE <i>6/7/18</i>
6.	Time Table – Overall	Ms.S.Puvaneswari/CSE <i>6/7/18</i>
7.	Stock Verification	Dr.S.Udhayakumar/Chem <i>6/7/18</i>
8.	Staff Performance Appraisal – Feedback	Mr.R.Sriramkumar/CSE <i>6/7/18</i>
9.	ISO Coordinators	Ms.R.Ponni/ECE <i>6/7/18</i> Mr.R.Sundaramoorthi/EEE <i>6/7/18</i>
10.	Alumni Coordinator	Mr.P.Rajaprian/ECE <i>6/7/18</i>
11.	PTA Coordinator	Mr.B.Barankumar/T&P <i>6/7/18</i>
12.	Course Plan	Mr.C.Balaji /EEE <i>6/7/18</i>
13.	Internal Counseling	Ms. N. Mangaiyarkarasi/ECE <i>6/7/18</i>
14.	NSS Programme Officer	Mr.S.Ambalatharasu/Phy Mr.P.Rajeshwaran/Eng. <i>6/7/18</i>
15.	YRC, Consumer Club, RRC	Mr.K.Albert Lawrence/Eng. <i>6/7/18</i>
16.	FAA Coordinator	Mr.R.Sathyaraj/ECE <i>6/7/18</i> Members: Ms.P.Thirumagal/ECE <i>6/7/18</i> Ms.R.Uma Maheswari/Phy <i>6/7/18</i> Mr.S.R.Elwin Guru Chanth/Civil <i>6/7/18</i> Mr.J. Prince Jerome Christopher/Mech <i>6/7/18</i>
17.	GATE & Competitive exams	Ms.T.Gnanajeya/Maths (Convener) <i>6/7/18</i> Ms.R.Sundaram/Civil <i>6/7/18</i> Ms.R.Suganthalakshmi/CSE <i>6/7/18</i> Mr.W.Newton David Raj/ECE <i>6/7/18</i> Mr.V.Vijayakumar/Mech <i>6/7/18</i>
18.	Student CHANGE Club (SCC), Parent Commn.	Dr.A.L.Kavitha/Chem <i>6/7/18</i>
19.	ISTE chapter	Ms.T.Gnanajeya/Maths (Coordinator) <i>6/7/18</i>
20.	Internal Quality Assurance Cell (IQAC)	Ms.K.Abhirami/CSE (Coordinator) <i>6/7/18</i> Members- Mr.K.Arun/CIVIL <i>6/7/18</i> Ms. D. Vennila /ECE <i>6/7/18</i> Mr.S.R.Karthikeyan <i>6/7/18</i> Mr.V.Vinothkannan/Mech <i>6/7/18</i>

S.No	Role / Task	In-Charge & Members
21.	DRC Convener	Mr.P.P.Santharaman/Mech P.I. SM
22.	Hostel Warden Deputy Warden: Boys' Hostel Girls' Hostel Asst.Warden: Boys Hostel	Mr.A.Albert Martin Ruban/HoD-EEE Dr.P.Saravanan/Chem Dr.S.M.Uma/HoD/CSE Mr.M.Arun/CSE
23.	Women's Cell	Ms.R.Ranitha/CSE (Convener) Ms.S.Revathi/Maths
24.	Grievance Redressal Cell	Ms.A.Prabha/EEE Mr.R.Shankar/Mech
25.	Entrepreneurship Development Cell	Mr.K.Sudhakar/T&P
26.	Transport Committee	Dr.T.Pushparaj/ HOD-Mech (Convener) Mr.G.Jeyachandran/Transport
27.	NCC	Mr.B.Barankumar/T&P

J. Perumal
05/7/18.

PRINCIPAL

Note : Convener / Coordinators / Heads of various committees are requested to submit their action plan for the year on or before 09.07.2018

Copy to:

1. Secretary
2. CEO
3. VP
4. All HODs (for information & respective department staff member circulation)



6.1.2 Decentralization and Participative management

Committee / Cell / Clubs

Admission Committee
 Alumni Cell
 Citizen Club
 Citizen's Consumer Club
 Discipline Committee
 Energy Club
 Entrepreneurship Development Cell
 Exam Cell
 Fine Arts Association & Muthamizh Mandram
 GATE & Competitive Exam Coaching Cell
 Gender Senization Cell
 Grievences Redressal Cell
 Health & Hygiene Club
 IEEE-STB
 Institute Innovation Council
 Institute-Industry Collaboration
 Institutional Ranking Activities Cell
 Internal Quality Assurance Cell
 ISTE Chapter (Staff & Students)
 KCE Margdarshan Cell
 KCE Website Wing
 KINGS - SWAYAM Local Chapter
 KINGS ERP Cell
 KINGS Incubation Centre
 KINGS Magazine Unit
 KINGS Project Centre
 Learning Material Verification Committee
 Media & Publicity Wing
 NCC Wing
 NSS Unit
 Parent-Teacher Association
 PMKVY Nodal Cell
 POSH Cell
 Research & Development Cell
 Staff Enrichment Cell (T & NT)
 Staff Performance Appraisal Committee
 Stock Verification Committee
 Student Counseling Cell

Student Induction Programme Cell
Student's Change Club
Time-Table Committee
Transport Cell
Universal Human Values Cell
Women's Cell
YRC & RRC