

ARASU ENGINEERING COLLEGE

Approved by AICTE & Affiliated to Anna University
[Accredited by NBA | Accredited by NAAC | Recognised by UGC under 2(f) and 12(B)]
Chennai Main Road, Kumbakonam – 612 501, Tamilnadu.

Academic Monitoring Committee (Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Mr. R. Muthamilselvam	I Year Coordinator
5	Mrs. T. Mohana Sankari	HOD – Civil
6	Ms.M.Pradeepa	Asst. Prof-ECE
7	Mr. S. Chandrasekaran	Asst. Prof – EEE
8	Mr. R. G. Padmanaban	HOD – Automobile
9	Mr.R.Raghuraman	Member-Mechanical
10	Ms.R.Sudha	Member – CSE

Responsibilities:

- ❖ To approve the lesson delivery plan, course material, lab manual of each course.
- ❖ To monitor the smooth running of the classes and ensure timely completion of syllabus.
- ❖ To conduct end of semester analysis of results and achievement of Pos / PSOs for all departments.
- ❖ To oversee the internal examinations, evaluation and recording.
- ❖ Taking corrective actions and additional inputs for meeting Pos / PSOs.
- ❖ To audit academic course files.
- ❖ To interact with students to know their academic problems and take necessary actions.
- ❖ To suggest methodologies for innovative teaching and evaluation techniques.
- ❖ To monitor the proper maintenance of laboratories.

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Academic Calendar Committee (Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Dr. S. Chandrasekaran	HOD – Chemistry
5	Dr. K.Kumar	HOD –Mechanical

Responsibilities :

- ❖ To get the academic schedule from the affiliating university
- ❖ To foresee the academic schedule and plan the academic activities
- ❖ To prepare the academic calendar for the academic activities, co-curricular, extra-curricular activities and public holidays.
- ❖ To review academics and other activities as per the calendar

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Alumni Association Committee (academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	President
2	Dr. Kalaimani Shanmugam	Vice President
3	Mr.M.Thiyagarajan	Secretary
4	Mr. R. Malarvannan/EEE	Treasurer
5	Alumni Coordinators from respective departments	Member

Responsibilities :

- ❖ To organize alumni meet annually
- ❖ To establish network with alumni
- ❖ To organize activities aimed at improving Institute - Industry – Interaction with the help of alumni.
- ❖ To help the Placement Cell to invite companies through alumni.
- ❖ To maintain database about alumni
- ❖ To record alumni contribution


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Entrepreneurship Committee

(Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Mr.S.Chandrasekar/EEE	ED cell coordinator
3	EDC Coordinator from each dept.	Member

Responsibilities:

- ❖ Arranging industrial visits, guest lecturers/seminars from industry persons.
- ❖ Organizing EDC camp once in a year.
- ❖ Organizing PMKVY, PMYUVA programs.
- ❖ Organizing short term advanced diploma programs.



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Grievances and Redressal Cell (Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Dr. R. Vijayaragavan	Coordinator
5	Mr. R. Veeravel/Civil	Member
6	Mr. R. Kalaiselvi/CSE	Member
7	Mr. S. Sundaraselvan/Mech	Member
8	Ms. A. Unmai/ECE	Member
9	Mr. R. PazhaniMurugan/EEE	Member

Responsibilities :

- ❖ To ensure whether suggestion / compliant box are provided at the college for students to lodge their complaints / suggestions.
- ❖ To submit the report of grievance committee is forwarded to Principal for further action.
- ❖ The corrective measures are taken and recorded in the register.
- ❖ To take corrective measures for the complaints that is sent to grievances@aec.org.in

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Internal Examination Cell

(Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Mr. R. G. Padmanaban/Auto	Overall Coordinator
5	Department-wise coordinators	Members

Responsibilities:

- ❖ To ensure the examinations are conducted properly.
- ❖ To prepare time table, invigilation duty chart, seat allotment in the examination halls etc.
- ❖ To ensure the set question papers are as per Blooms level at high standards.
- ❖ To ensure the evaluation is done meticulously.
- ❖ To conduct the examination as per the schedule.

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Internal Quality Assurance Cell (Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan Principal	Convener
2	Dr. Kalaimani Shanmugam Vice-Principal	Coordinator
3	Dr. M. Rukmangathan Dean(Academics)	Criterion-I in-charge
4	Mr. K. Parimalam Office Superintendent	
5	Dr. B. Moses Associate Professor-English	Criterion-II in-charge
6	Mrs. T. Mohana Sankari Assistant Professor - Civil	
7	Mr. R. G. Padmanaban Assistant Professor - Auto	Criterion-III in-charge
8	Mr. V. Aravindh Assistant Professor – Mech.	
9	Mr. G. Pandian Sr. Librarian	Criterion-IV in-charge
10	Mrs. A. Prathibha Assistant Professor - ECE	
11	Mr. G. Senthil Physical Director	Criterion-V in-charge
12	Mr. S. Chandrasekaran Assistant Professor - EEE	
13	Mrs. R. Sudha Assistant Professor - CSE	Criterion-VI in-charge
14	Dr. P. Maduranthaki Assistant Professor/Maths	Criterion-VII in-charge
15	Dr. N. Alagumurthi M.Tech., Ph.D Professor/Mechanical, Pondicherry Engineering College	External Member

16	Dr. R. Sudhesh Zonal Officer, University College of Engineering, Tiruchirappalli	University Nominee
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Responsibilities :

- ❖ To develop quality parameters for the activities of the college.
- ❖ To facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- ❖ To solicit, format and implement feedback/ suggestions from stake holders on quality related affairs.
- ❖ To create quality consciousness among the stake holders especially students and both teaching and non-teaching faculty.
- ❖ To document the steps taken and process implemented, leading to quality enhancement.
- ❖ To act as a nodal agency to coordinate quality related activities in the campus.
- ❖ To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- ❖ To document the various programmes/activities of AEC, leading to quality improvement.
- ❖ To act as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of best practices.
- ❖ To maintain institutional data base through MIS and with ICT enabled.
- ❖ To prepare annual quality assurance report (AQAR) for NAAC to be submitted at the end of each academic year.



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National Cadet Corps (NCC) Cell

(Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Mrs. N. Nagalakshmi / ECE	NCC Officer

Responsibilities:

- ❖ To provide logistics and advisory support for execution of NCC programmes.
- ❖ To prepare an annual calendar of NCC activities.
- ❖ To co-ordinate activities of NCC students.
- ❖ To conduct periodic review meetings involving programme officers and students.
- ❖ To conduct wide range of activities this includes the regular activities and the special camping programme.



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National Service Scheme (NSS) Cell (Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Mr. M. Anandakumar/CSE	NSS Programme Officer
5	Mr. A. Arun/Mech	NSS Programme Officer

Responsibilities:

- ❖ To provide logistics and advisory support for execution of NSS Programmes
- ❖ To prepare an annual calendar of NSS activities
- ❖ To co-ordinate activities of NSS students
- ❖ To conduct periodic review meetings involving programme officers and students
- ❖ To conduct wide range of activities, which includes the regular activities and the special camping programme.

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Research Committee (academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Dr. C. Venkatesan	HOD - EEE
5	Dr. K. Kumar	HOD-Mechanical
6	Dr. B. Raguvaran	Member - Civil
7	Mr. M. Kannan	Member - CSE
8	Mr. G. B. Sathishkumar	Member – Mechanical

Responsibilities :

- ❖ To identify emerging areas of research
- ❖ To create a conducive environment for promotion of research & innovation activities in the college.
- ❖ To encourage faculty members to apply for major, minor research projects, incubation, design and innovation centres
- ❖ To ensure smooth functioning and effective management of Research & Innovation activities at the college and to promote collaborative research.
- ❖ To strengthen industry – institute interaction by promoting consultancy, testing and need based research & innovation activities in the institute
- ❖ To assist faculty on research proposals, patenting, research contracts and intellectual property issues.

- ❖ To prepare a comprehensive list of funding agencies that allocate funds for R & D projects
- ❖ To prepare project proposals for getting funds from various funding agencies like DST, CISR etc.



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Ragging Prevention Committee (Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Mr. R. Raghuraman	Overall Co-ordinator
5	Mr. G. Senthil	Member - PD
4	Mr. P. Sathyaraj	Member - ECE
6	Mr. P. Alexraj	Member - EEE
7	Mr. S. Vijay	Member - Civil
8	Mrs. T. Venipriya	Member - CSE
9	Mr. G. Sakthivel	Member - Maths
10	Mr. Sarath Sankar	Member – Deputy Warden
11	Ms. A. Esther Rajakumari	Member – Deputy Warden

Responsibilities :

- ❖ To give wide publicity to all students and the actions that can be taken against those indulge in ragging by displaying posters / notices at all prominent areas like library, hostels, lobbies, canteen, corridor etc.
- ❖ To comply with the directions of the AICTE / UGC / Anna University
- ❖ To consider the complaints received from the students and conduct enquiry and submit the report to the Principal and recommend the action to be taken.
- ❖ To conduct awareness programs against ragging menace and orient the students.
- ❖ To provide students the information pertaining to contact details and telephone numbers of the person(s) identified to receive complaints / distress calls.

- ❖ To offer services of counseling and create awareness among the students.
- ❖ To take all necessary measures for prevention of ragging inside the campus and hostels.



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Sports Committee (Academic year 2020-2021)

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1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Mr. G. Senthil/PD	Coordinator
5	Ms. A. Esther Rajakumari/PD	Member
6	Mr. G. Sathishkumar/Marker	Member
7	Students coordinators from each dept.	Member

Responsibilities :

- ❖ To coordinate all the activities related to physical education
- ❖ To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college
- ❖ To arrange physical fitness camp for students and staff
- ❖ To procure and maintain sports goods, play fields and other items related to physical education
- ❖ To coordinate intra college, inter college, inter university, inter state completion of different sports
- ❖ To prepare the details of attendance exemption to be given to the students representing college in various sports and games


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Timetable Committee (Academic year 2020-2021)

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1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Mr. R. Muthamilselvam	Overall Co-ordinator
5	Coordinators from each department	Member

Responsibilities :

- ❖ To conduct meeting with coordinators regarding workload and credit points of each subject
- ❖ To prepare time table for all UG and PG courses well before the beginning of odd and even semester taking into account the individual staff work load fixed by the departments.
- ❖ To accommodate separate schedule for seminar, library, placement training hours for effective distribution and utilization of infrastructure and human resource.
- ❖ To coordinate and prepare the timetables and forwards the same to the respective departments after the approval of the Principal.

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Transport Committee (Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Mr. T. Pandiyarajan/Auto	Coordinator
5	Mr. T. Ravichandran/Bus Driver	Member

Responsibilities:

- ❖ To check whether all buses are maintained in proper way.
- ❖ To ensure the availability of fitness, insurance, road tax and pollution certificates.
- ❖ To monitor the bus timings to reach the college in time
- ❖ To resolve complaints and to receive suggestions on all transport and traffic matters.
- ❖ To resolve disciplinary activities in the buses.
- ❖ To check all vehicles meter readings and to enter in Log Book
- ❖ To carry out the maintenance repair works of all buses
- ❖ To adequately check the of bus passes

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University Examination Cell (academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal, Chief Superintendent
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Mr. A. Sriram/ECE	Coordinator
5	Mr. C. Muthukumaran/CSE	Coordinator
6	Mr. S. Hariharan/Network Admin.	Member
7	Mr. N. Saravanan/Chemistry	Member
8	Mr. G. Satish kumar	Member

Responsibilities:

- ❖ To ensure the examinations are conducted properly.
- ❖ To conduct the examination as per the schedule.
- ❖ To execute the work in coordination with Anna University regarding all matters related to the University examinations.
- ❖ To prepare time table, invigilation duty chart, seat allotment in the examination halls etc.
- ❖ To deal with the information either received or required to be sent to the University
- ❖ To process any circulars, guidelines, office order, notifications received from the university.
- ❖ To analyze all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.

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Women Development Cell and Women Grievance Redressal Cell (Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. Kalaimani Shanmugam	Vice Principal/Convener
2	Mrs. A. Prathibha/ECE	Coordinator
3	Mrs. K. Pradeeba/Civil	Member
4	Mrs. B.Dhivya/CSE	Member
5	Ms. N. Vimalbharathi/EEE	Member
6	Ms. T. Parimala	Member
7	Mrs. V. Mallika/ECE	Member
8	Ms. R. Kayalvizhi/ Administration	Member

Responsibilities :

- ❖ To promote a culture of respect and equality for female gender.
- ❖ To conduct seminar, workshop to impart knowledge of opportunities and tools available and train the women.
- ❖ To create a conducive counselling environment for female gender to share their problems.
- ❖ To educate the teaching and non-teaching staffs and students towards gender sensitization
- ❖ To conduct various competitions to encourage their artistic talents for creative thinking
- ❖ To deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.

- ❖ To process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- ❖ To provide assistance to the faculty for taking preventive steps in the matter of gender discrimination and sexual harassment.



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Website Committee

(Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Mrs. B. Dhivya /CSE	Member
4	All Heads of the Dept. (Ex-officio)	Member

Responsibilities:

- ❖ Regularly updates the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.
- ❖ Collects information about the latest events in the institute, achievements, etc. and get them posted on the website by way of write ups and pictures etc.
- ❖ Updates all communications, notices, announcements, etc., on a regular basis.
- ❖ Strives to make improvement in the website with respect to design, preventability, etc., on a continuous basis.

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Youth Red Cross(YRC) Club (Academic year 2020-2021)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. M. Rukmangathan	Dean (Academics)
4	Mr. A. Joseph Arockiam/Auto	Coordinator
5	Mrs. M. Saranya	Coordinator
6	Student representatives	Member

Responsibilities:

- ❖ To create awareness among the students on the care of their own health and that of others
- ❖ To maintain the enrolment register of volunteers
- ❖ To make the students to understand and accept civic responsibilities and acting accordingly with humanitarian concern, to fulfill the same
- ❖ To enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth
- ❖ To conduct community reach programmes and maintain expenditure
- ❖ To maintain the blood donors directory
- ❖ To foster better friendly relationship with all without any discrimination.



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