

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 2021-2022)

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	Dr. C. Venkatesan	HOD – EEE
7	Mr. R. G. Padmanaban	HOD – Automobile
8	Dr. S. Sundaraselvan	HOD – Mechanical
9	Dr. S. Saju	Asso. Prof – ECE
10	Mrs. T.S. Murunya	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 2021-2022)

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	All Department HoD's	-

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 2021-2022)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	President
2	Dr. Kalaimani Shanmugam	Vice President
3	Mr. M. Thiagarajan / EEE	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 2021-2022)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Mr.M.Thiyagarajan/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 2021-2022)

S. No	Name	Category	Present Designation / Occupation	Telephone Number	Mobile Number	E-mail - id	Address
1	Dr. Kalaimani Shanmugam	President	Professor	0435 - 2777811	7094477132	viceprincipal@aec.org.in	23, Birman Kovil Bazaar Street, Kumbakonam – 612 001 Thanjavur
2	Mrs. G. Kavitha / ECE	Member	Assistant Professor	0435 - 2777822	7094477133	hodece@aec.org.in	Arasu Engineering College, Chennai Main Road, Kumbakonam – 612 501
3	Mrs. T. Mohana Sankari /Civil	Member	Assistant Professor	0435- 2777911	7094477131	hodcivil@aec.org.in	Arasu Engineering College, Chennai Main Road, Kumbakonam – 612 501
4	Mrs. N. Angulakshmi	Member	Health Service	0435- 2777779	9894325493	arasuengg@gmail.com	Dr. Moorthy Road, Kumbakonam – 612 001, Thanjavur

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 Quality Assurance Cell

(Academic year 2021-2022)

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)	Member
4	Mr. K. Parimalam Office Superintendent	Member
5	Mr. R. G. Padmanaban Assistant Professor - Auto	Member
6	Mrs. T. Mohana Sankari Assistant Professor - Civil	Member
7	Dr. S. Saju Associate Professor - ECE	Member
8	Dr. S. Sundaraselvam Associate Professor – Mech.	Member
9	Mrs. T.S. Murunya, Assistant Professor - CSE	Member
10	Mr. A. Balasubramanian Assistant Professor - EEE	Member
11	Mr. R. MuthamizhSelvam, Assistant Professor – S & H	Member
12	Mr. G. Pandian Sr. Librarian	Member
13	Mr. G. Senthil Physical Director	Member
14	Dr. N. Alagumurthi, Professor of Mechanical Engineering, Pondicherry Engineering College	External Member
15	Dr. R. Sudhesh Professor of Mathematics, University College of Engineering, Tiruchirappalli	University Nominee

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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Institution's Innovation Council (IIC) Cell

(Academic year 2021-2022)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugham	Vice Principal
3	Dr. S. Sundaraselvan Associate Professor – Mech	Coordinator
4	Dr. S. Saju Associate Professor - ECE	Member
5	Mr. M. Thiyagarajan Assistant Professor - EEE	Member
6	Mr. R. Veeravel Assistant Professor - Civil	Member
7	Mrs. T.S. Murunya Assistant Professor - CSE	Member

Responsibilities:

- ❖ To create an awareness about importance of IIC for faculties and students of the Institution.
- ❖ To conduct workshops, seminars and orientation programs on patent filing processes, procedures of IIC, screen projects and file patents to competing authority.
- ❖ To encourage faculty members and students to go patentable works.
- ❖ To guide and support the common public in obtaining protection for their creative ideas/inventions.
- ❖ To educate the faculty on obtaining copyrights for their publications.
- ❖ To foster innovations leading to Human progress and advancement.

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National Cadet Corps (NCC) Cell (Academic year 2021-2022)

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 2021-2022)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Mr. M. Anandakumar / CSE	NSS Programme Officer Unit-I
3	Mr. C. Parthasarathy / Mech.	NSS Programme Officer Unit - II

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 this includes the regular activities and the special camping programme.

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Periodic Tests and Performance Analysis Committee (Academic year 2021-2022)

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) & Coordinator
4	Mr. A. Sriram / ECE	Member
5	Mr. N. Saravanan / Chemistry	Member
6	Mr. G. Sathish kumar / Physics	Member

Responsibilities:

- ❖ To schedule and regulate the assessment theory exams.
- ❖ Question paper collection from all departments.
- ❖ Hall plan preparation.
- ❖ Faculty invigilation duty plan preparation.
- ❖ Individual department prepare performance analysis.


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Research Committee (Academic year 2021-2022)

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1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Dr. S. Saju	Asso. Prof – ECE
4	Dr. S. Sundaraselvan	HOD-Mechanical
5	Mr. G. B. Sathishkumar	Member – Mechanical
6	Mr. M. Thiyagarajan	Member – EEE
7	Mr. R. Karthikeyan	Member – Automobile
8	Mr. S. Vijay	Member – Civil

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 centers.
- ❖ 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 2021-2022)

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. Balasubramanian	Overall Coordinator
5	Mr. G. Senthil	Member - PD
4	Mrs. N. Nagalakshmi	Member - ECE
6	Mr. P. Alexraj	Member - EEE
7	Mr. R. Veeravel	Member - Civil
8	Mr. M. Anandakumar	Member - CSE
9	Mr. G. Sakthivel	Member - Maths
10	Dr. S. Saju	Member – Hostel
11	Ms. B. Aasha	Member – Deputy Warden (Girl's Hostel)

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 / Extracurricular Activities Committee (Academic year 2021-2022)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Mr. G. Senthil / PD	Coordinator
3	Mr. M. Anandakumar / NSS	Member
4	Mrs. N. Nagalakshmi / NCC	Member
5	Mr. G. Sathishkumar / Marker	Member
6	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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Social Media Committee (Academic year 2021-2022)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Mr. G. B. Sathishkumar, MECH	Coordinator
3	Mr. M. Anandhakumar, CSE	Member
4	Mr. K. Prakash, MECH	Member
5	Mr. A. Joseph Arockiam , AUTO	Member
6	Mr. S. Vinoth Kumar, Maths	Member

Responsibilities:

- ❖ To carry out the activities related with promotion and popularize the brand of the college.
- ❖ To send press releases to print and digital media, and posts updates on social media about all campus activities, blood donation camps, entrepreneurship development programmes, student achievements and college achievements.
- ❖ To ensure that all the important happenings, as well as the event in college, are shared in the social media platforms such as Facebook, Twitter, Instagram and Whatsapp.
- ❖ To serve as the first contact point for the aspirants, thereby aiding the admission process.



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Timetable Committee (Academic year 2021-2022)

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	Mrs. G. Kavitha	Overall Coordinator
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 2021-2022)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Mr. T. Pandiyarajan / Auto	Coordinator
3	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 2021-2022)

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1	Dr. T. Balamurugan	Principal & Chief Superintendent
2	Dr. M. Rukmangathan	Dean (Academics) & Coordinator
3	Mr. A. Sriram / ECE	Member
4	Mr. N. Saravanan / Chemistry	Member
5	Mr. G. Sathish kumar / Physics	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 2021-2022)

S. No	Name of the Member	Designation
1	Dr. Kalaimani Shanmugam	Vice Principal/Convener
2	Dr. S. Sathiya / Physics	Coordinator
3	Mrs. T. Parimala / Chemistry	Member
4	Mrs. B. Dhivya / CSE	Member
5	Mrs. S. Priyadharsini / ECE	Member
6	Mrs. M. Nivedha / EEE	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 2021-2022)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Dr. Kalaimani Shanmugam	Vice Principal
3	Mr. Mr. N. Mohammed Haris/CSE	Member
4	All Heads of the Dept. (Ex-offico)	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 2021 - 2022)

S. No	Name of the Member	Designation
1	Dr. T. Balamurugan	Principal
2	Mr. A. Joseph Arockiam / Auto	Coordinator
3	Mrs. M. Saranya / EEE	Coordinator
4	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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