

S.NO	ACTIVITIES	COORDINATOR	TIMELINE
1	Academic Schedule and Calender	Dr.R.Sudhakar-HoD/AIDS	Semester Once
2	Dept Event Calendar, Co-curricular/Extra curricular Activities	HoDs	Yearly Once
3	Timetable	Mr.N.Viswanathan-AP/Mech	Semester Once
4	Department Meeting	HoDs	Weekly Once
5	Program Assessment Committee(PAC)	HoDs	Semester Twice
6	Department Advisory Committee(DAC)	HoDs	Semester Once
7	Governing Council	Dr.S.Parthiban-ASP/ECE	Yearly Twice
8	Institution Innovation Council(IIC)	Mr.P.Vinothkumar-AP/ECE	Continuous
9	MOU's/Centre of Excellence	Mr.K.Rajavenkatesh, AP/IT	1 per Semester
10	Student Project /Field work/Internship/IPT	Mr.N.Prasad-AP/EEE	Mandatory for all
11	Project	Dr.M.Karthik-HoD/IT	Even Semester
12	Industrial Visit	Dr.Pon Maheskumar-AP/MECH	1 per year
13	Controller of Examination	Dr.P.Shanmugam- CoE Mr.S.Arunkumar-AP/Mech Mr.K.Adithya-AP/Mech	Continuous
14	Feedback from Students	Dr.R.Girimurugan-AP/Mech	Semester Twice
15	Student Exit Survey	HoDs	Yearly Once
16	Class Committee Meeting	Mr.N.Viswanathan-AP/Mech	Semester Twice
17	Parents Meeting	Mrs.D.Mohanapriya-AP/CSE	Semester Once

18	Proctoring	Mrs.S.Hemasilvia Vinothini- AP/EEE	Continuous
19	Research and Development Research Event Calendar and Activities, Research Promotion & Mobilization Policy	Dr.N.Nandhagopal-R&D Coordinator/NCT	Continuous
	Faculty Publications & Citations, Book & Book Chapter, seed Money		
	R&D Grants, Project Grants, FDP, STTP, Seminar Grants, Student Project Grant, Consultancy		
20	Reformation	Dr.R.Girimurugan-AP/Mech	Continuous
21	NPTEL Swayam Online Course	Dr.J.Kumaresan-ASP/EEE	Continuous
22	Student Enrollment/Dote approval, Rejoin/ Transfer	Mr.P.Vimalkumar- OS/NCT	Yearly Twice
23	Value Added Course	Mr.T.Krishnakarthik-AP/IT	Once in a Semester
24	Placement Activities	Dr.S.Thiruvnkadasamy- ASP/CSE	Continuous
25	Membership in Professional bodies (College/Individual) Professional Chapters and its Activities	Mr.K.Rajavenkatesh –AP/IT	Once in a Semester
26	Awards and Achievements Department/Faculty and Students	HoDs	Continuous
27	Computing Facilities, Internet, Firewall, Access Point and Maintenance	Mr.V.S.Sureshkumar-AP/CSE	Continuous
28	Student Affairs-Health care and Insurance, Scholarship	Dr.Pon Maheskumar-AP/Mech Mr.P.Balamurugan-AP/EEE	Continuous
29	Student Skill enhancement activities	Mr.D.Mohankumar-AP/IT	Continuous
	Competitive Examination		
	Bridge Course/Career Counseling		

	Higher Education		
30	Promotional Activities-Out Reach Programmes	Dr.T.Rajkumar-AP/ECE	Continuous
31	Awards and Achievements -College	IQAC	Continuous
32	College News Letter	Dr.T.Rajkumar-AP/ECE	Yearly once
33	Department News Letter	HoDs	Yearly once
34	Sports Activities	Mr.V.Baskaran-PED Mrs.Ramya -PED	Continuous
35	Cultural Club	Mr.V.S.Sureshkumar, AP/CSE	Continuous
36	NSS, YRC Club	Dr.E.Dhanasekaran- AP/Chemistry	Semester once
37	Tree plantation Club	Dr.D.Baskaran-AP/ECE	Semester once
38	Budget and Finance Committee External/Internal Finance Audit	Mr.P.Vinothkumar- AP/ECE	Yearly Once
39	Faculty and Department Appraisal	Dr.J.Kumaresan-ASP/EEE	Yearly Once
40	Monitoring of Nandha scholarship Beneficiaries	Mr.N.Atthikumar-IQAC/NCT Mr.N.Vijayakumar, HoD/S&H	Continuous
41	Admission Committee		
42	Infrastructure Coordination Meet	Dr.R.Girimurugan -AP/Mech	Yearly Once
43	Skill Development for faculty members- CLD(Workshop,Seminar,FDP&STTP)	Mr.K.Adhitya-AP/Mech	Semester once
44	Website updation	Dr.R.Sudhakar-HoD/AIDS	Continuous
45	Institutional Reports	IQAC	Continuous
46	EDP Cell	Mr.V.Gowrishankar-AP/EEE	Continuous
47	Women Development Cell	Dr.R.Jayanthi-HOD/ECE	Continuous
48	Grievance Redressal Committee (OMBL/DSMAN)	Mrs.R.Poongodi-AP/Maths	Continuous
49	Anti-Ragging Committee & Anti- Ragging Squad	Dr.G.B.Mohankumar-HoD/EEE	Continuous

50	Committee for Welfare of SC/ST	Mr.P.Balamurugan-AP/EEE	Continuous
51	Alumni Association and Chapters	Dr.D.Baskaran-AP/ECE	Continuous
52	Sexual Harassment Committee	Mrs.S.Amsaveni-AP/ECE	Continuous
53	Library Committee	Dr.T.Prakash-Librarian	Continuous
54	Safety Cell	Mr.Pon Maheskumar-AP/Mech	Continuous
55	Hostel	Mr.K.Muthupandi-Warden	Continuous
56	Academic Audit	Academic Coordinator	Continuous
57	HOD's Meeting Agenda and Minutes	Office	Weekly once
58	Placement Meeting Minutes	Dr.S.Thiruvnkadasamy- AP/CSE	Weekly once
59	NBA and NAAC Accreditation ,NIRF and other Rankings	IQAC	Continuous
60	AICTE mandatory Files	IQAC	Continuous
61	E Waste Management	Dr.R.Girimurugan-AP/Mech	Continuous
62	Energy Audit	Dr.R.Girimurugan-AP/Mech	Continuous
63	Examily Software	Dr.S.Thiruvnkadasamy- AP/CSE	Continuous

