



You Choose, We Do It
St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)
St. Joseph's Group of Institutions
Jeppiaar Educational Trust
OMR, Chennai - 119.



6.2.2 Administrative Setup and there Functions

S.NO	PARTICULARS	PAGE NO
1	Academic Council	2
2	Advisory Committee	3
3	Anti Sexual Harassment Committee	5
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Academic Council:

The council is responsible to prepare the academic schedule, the associated initiatives for each academic year. The council is responsible for regulating and maintaining the standards of teaching, research and the assessment procedures and tools .It reviews and appraises all the functions of the sub committees on a periodical basis. The committee meets twice in a month during the regular course period and conducts the academic audit of each department in the respective areas.

Members of the Academic Council

S.No	Member	Position
1	Dr. VaddiSeshagiriRao	Principal
2	Dr. S. Arivazhagan	Professor& HOD
3	Dr. B. ParvathaVarthini	Dean (Research)
4	Dr. V. Vallinayagam	Professor& HOD
5	Dr. S. Annadurai	Professor&COE
6	Dr. Jayashree Krishnan	Professor& HOD,
7	Mrs. G. Lathaselvi	Associate Professor

Advisory Committee

This committee plans and monitors all academics and other activities at common level. It reviews the quality of course delivery process and attainment of outcomes. It reviews the process for providing skill and knowledge beyond the syllabus to bridge the gap in attaining PO, PSO through CO. The committee guides for improvement of FDP, research Professional society activities, NSS activities, NGO activities and Industry institute interaction activities,. The committee also plans and monitors the functions of estate office, reverse osmosis and other amenities of the institutions as well as Placement and Training activities. The committee meets once in two months

Advisory Committee Members

Principal : **Dr. VaddiSeshagiri Rao**

Dean -Research : **Dr. B.Parvathavarthini**

BRANCH	TEACHING STAFF AFFAIRS HODs	LAB / WORKSHOP, NON-TEACHING STAFF AFFAIRS HODs	STUDENTS' AFFAIRS HODs
CSE	Dr. A. Chandrasekar	Dr. R. Pugalenth	Dr. G .MariaKalavathi
ECE	Dr. B. Victoria Jancee	Dr. P. Ezhilarasi	Dr. S. Aghalya
EEE	Dr. JayaramaPradeep	Dr. T. V.Narmadha	Dr. C. Baskaran
MECH	Dr. S. Arivazhagan	Dr. S. Arivazhagan	Dr. N. Arunkumar
EIE	Dr. R. Siva Kumar	Dr. P. Deepa	Dr. R. Siva Kumar
CHEM	Dr. R. Baskaran	Dr. R. Baskaran	Dr. N. Venkatesh
BIO TECH	Dr. G. Sree Kumar	Dr. RenukaViswanathan	Dr. G. Sree Kumar
IT	Mrs. G. LathaSelvi	Dr. V. Muthulakshmi	Dr. Lilly Raamesh
MBA	Dr. Jayasree Krishnan		
Science & Humanities	Dr.V. Vallinayagam (Maths&English)	Dr. V. N. Nandini Devi (Physics&Chemistry)	

ABM Members

S. No.	Department	ABM Members
1	Biotechnology	Senior faculty -2
2	Chemical Engineering	Senior faculty -2
3	Civil Engineering	Senior faculty -2
4	Computer Science and Engineering	Senior faculty -6
5	Electronics and Communication Engineering	Senior faculty -6
6	Electrical and Electronics Engineering	Senior faculty -6
7	Electronics and Instrumentation Engineering	Senior faculty -6
8	Instrumentation and Control Engineering	Senior faculty -2
9	Information Technology	Senior faculty -6
10	Maths& English	Senior faculty -7
11	Master of Business Administration	Senior faculty -6
12	Master of Computer Applications	Senior faculty -2
13	Mechanical Engineering	Senior faculty -6
14	Science	Senior faculty -4

Anti SexualHarassment Committee

A committee consisting of about four members (two women faculty) is constituted. Grievances form the students, faculty or staff if received is discussed and the necessary action is initiated.

Members of Anti Sexual Harassment Committee

S.No	Member	Position
1	Dr. VaddiSeshagiriRao	Principal
2	Dr. B. ParvathaVarthini	Dean (Research)
3	Dr. V. Vallinayagam	Professor& HOD
4	Dr. V. N Nandini Devi	Professor& HOD
5	Dr. V. Muthulakshmi	Professor& HOD
6	Mrs. Jayarama Pradeep	Associate Professor

Anti Ragging Committee

Comprises of the Principal, Dean seniorprofessors (at least 2 women faculty) of the college and a representative from the police department. The committee meets as and when required .

Members of the Anti Ragging& Committee

S.No	Member	Position
1	Dr. B. ParvathaVarthini	Dean (Research)
2	Dr. V. Vallinayagam	Professor& HOD
3	Dr.A Chandrasekar.	Professor& HOD
4	Dr. V. N Nandini Devi	Professor& HOD
5	Dr. B Victoria Jancy	Associate Professor
6	Mr. S Vandimalayan	Student in charge

Grievance Redressal Committee

A committee consisting of about four members (two women faculty) is constituted. Grievances from the students, faculty or staff if received is discussed and the necessary action is initiated by Grievance Redressal Committee

Members of the Discipline & Grievance Redressal Committee

S.No	Member	Position
1	Dr. V. Vallinayagam	Professor& HOD Co-Ordinator
2	Dr. S. ARIVAZHAGAN	Professor& HOD
3	Dr. S. ANNADURAI	Professor
4	Dr. JAYASREE KRISHNAN	Professor& HOD
5	Dr. N. ARUN KUMAR	Professor& HOD
6	Dr.A Chandrasekar.	Professor& HOD
7	Dr. G. SREE KUMAR	Professor& HOD
8	Dr. R. BASKARAN	Professor& HOD
9	Dr. B. VICTORIA JANCEE	Professor& HOD
10	Dr. R. Siva Kumar	Professor& HOD
11	Mrs. G. LATHA SELVI	Associate Professor& HOD
12	Dr. JAYARAMA PRADEEP	Associate Professor& HOD

SUB COMMITTEES MEMBERS AND THEIR RESPONSIBILITIES

1. Class Monitoring Committee (Student feedback mechanism on Faculty Performance)

The main objective of this committee is to collect the Student feedback on Faculty Performance

This committee comprises of 2 senior Faculty members in each Department

- Faculty members who are not handling the particular class are given the responsibility of collecting feedback from students belonging to that class to ensure free and fair response.
- A structured proforma consisting of important parameters pertaining to teaching learning process has been designed for the purpose of collecting students' feedback.
- The responses and the results are analysed by the HoDs and the Principal, and the feedback is communicated to the faculty members concerned wherever necessary, for their improvement.
- Students feed back on value added programme conducted (for example Guest lectures, seminars, Industrial visits ,etc.) is obtained at the end of the programme by distributing questionnaire on the event.
- The feedback is entered into computer and the ratings given by students are calculated to arrive at a cumulative index which will denote the rating of the students for the faculty in a given subject. Further, parameter wise rating also noted for certain parameters to identify the strength and areas for improvements for the faculty. 5 – Excellent, 4 – Very Good, 3 – Good, 2 – Fair, 1 – Poor
- The subject knowledge, presentation skills, and the readiness of the faculty to help the students in case of clarifications, additional inputs given in the class and other factors could be inferred from the feedback.
- The inputs are communicated to the faculty members through HoD by the Principal for suitable improvements. Besides, the inference is discussed with the faculty members during the annual faculty appraisal.

2. Scrutinizing &Monitoring Committee for Academic Matters,

This committee comprises of Staff HOD , 2 senior faculty members,

- The main purpose creating this committee is to Monitoring the uploading of all subject related contents such as Class notes and assignment questions in the college portal.

- They should also verify the students' assignment book and their Note books randomly after submission in the department.

3. Placement & Higher Studies Coordination Committee

This committee comprises of Staff HOD, Placement coordinator, Faculty members involved in placement orientation programme (POP)

- Preparing and maintaining students' data such as, University results, communication details, etc.
- Data sought by the placement office / ABHS should be submitted on the same day.
- Identifying Alumni Mentors and coordinating the activities with our students.

4. Students' Activities Coordination Committee

This committee comprises of Students HOD, Two senior staff members

- Motivating the students to take part in Symposia and Conferences in the institutions of high repute.
- ensure that the students given OD and bag prizes.
- Motivating the students to take up innovative projects, that can be nominated for awards like INAE.
- Conducting Department Club Activities. under Students' Chapters ,
- Department Magazine Editing

5. Industry – Institute Interaction Cell

This committee comprises of Lab HOD ,One senior faculty with Ph.D , III cell coordinator , Dept. R& D coordinator,

- Securing Funded Consultancy Assignments
- Planning and arranging for Industrial Visits.
- In-plant Training
- Planning and arranging for Guest Lectures for students as per gap identified.
- Identifying and organizing of Value Added Courses.

5. Entrepreneurship Development Cell

This committee comprises of Lab HOD, One senior staff member, EDP coordinator

- Organizing FDPs, Workshops for faculty members

- Maintaining NPTEL course materials
- Conducting e-IIT certification programs
- Planning and arranging for training the students to become entrepreneurs in coordination with Entrepreneurship Development Agencies of Govt. and University.

6. Students' Counselling & Grievance Redressal Committee

This committee comprises of Students HOD, One senior staff member,

- Meeting the students undergone the disciplinary proceedings every week and counsel them about the intentions of the disciplinary action taken on them in a way to assuage their grief
- Counselling students, who may need emotional support to overcome their problems apart from academics.

5. Sports & Cultural Coordination Committee

This committee comprises of Students HOD, Sports Coordinator, Cultural Coordinator,

- To coordinate with Sports and Cultural in charges of the College
- To motivate students to take part in sports and cultural events organized in the college
- To maintain a data base of students achievement in sports and cultural events
- Coordinating Common Club Activities.