



6.2.2 Administrative Setup and there Functions

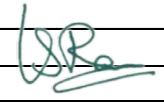
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Dr. VADDI SESHAGIRI RAO, M.E., M.B.A., Ph.D.
PRINCIPAL
ST. JOSEPH'S COLLEGE OF ENGINEERING
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OLD MAMALLAPURAM ROAD, CHENNAI-600 119



MEMBERS OF THE ACADEMIC COUNCIL

S. No.	Name of the Member	Designation & Address
1.	Dr. Vaddi Seshagiri Rao Chairman	Principal, St. Joseph's College of Engineering
University Nominees		
2.	Dr. Kuriayan Joseph	Professor, Depart of Civil Engineering Centre for Environmental Studies, Anna University, Chennai
3.	Dr. Mala John	Professor, Department of Electronics, MIT Campus, Anna University, Chennai – 88
4.	Dr. R. Subramanian	Professor and Head, Dept. of Automobile Engineering, Institute of Road and Transport Technology, Vasavi College Post-638316
External Nominees		
5.	Dr. A. Velayudham	Visiting Professor, Dept. of Manufacturing Engineering, CEG campus, Anna University
6.	Dr. P.V. Manivannan	Department of Mechanical Engineering, Indian Institute of Technology Madras, Chennai
7.	Dr. A. Kannan	Senior Professor / CSE, VIT, Vellore-63204.
8.	Ms. S. Meenakshi	Senior Director, QE&A Services, CTS, Chennai
Internal Nominees		
9.	Dr. N. Arunkumar	Professor, Department of MECH
10.	Dr. S. Annadurai	Professor, Department of Mathematics, COE
11.	Dr. S. Rajesh Kannan	Associate Professor, Department of ECE
12.	Dr. B. Diwan	Professor, Department of CSE
Heads of the Faculty		
13.	Dr. A. Chandrasekhar	Head, Faculty of Computer Science Engineering and Information Technology
14.	Dr. B. Victoria Jancee	Head, Faculty of Electronics and Communication Engineering
15.	Dr. Jayarama Pradeep	Head, Faculty of Electrical Engineering
16.	Dr. S. Arivazhagan	Head, Faculty of Mechanical Engineering
17.	Dr. K. Vijay	Head, Faculty of Civil Engineering
18.	Dr. G. Sreekumar	Head, Faculty of Technology
19.	Dr. Vallinayagam	Head, Faculty of Science and Humanities
20.	Dr. Jayshree Krishnan	Head, Faculty of Management Studies
Heads of the Departments		
21.	Dr. N. Venkatesh	Head of the Department of CHEMICAL
22.	Dr. T. Babu	Head of the Department of ICE
23.	Dr. R. Sivakumar	Head of the Department of EIE
24.	Dr. Lilly Ramesh	Head of the Department of IT
25.	Dr. V. Nandhini Devi	Head of the Department of PHYSICS
26.	Dr. N.E Arun Kumar	Member Secretary


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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

Sl. no	Name	Positio
1.	Dr. Vaddi Seshagiri Rao	Principal
2.	Dr. A Chandrasekar	Dean Research
3.	Dr. V Vllinayagam	Dean Students Affairs
4.	Dr. G Sreekumar	Dean Academics
5.	Dr. Diwan	Head Placements
6.	Dr. V. Muthulakshmi	Coordinator
7.	Dr. G .Maria Kalavathi	HOD -CSE
8.	Mrs. G. LathaSelvi	HOD -IT
9.	Dr. R. Pugalenth	HOD -ADS
10.	Dr. Lilly Raamesh	HOD -AML
11.	Dr. B. Victoria Jancee	HOD - ECE
12.	Dr. S. Arivazhagan	HOD - Mechanical
13.	Dr. R. Siva Kumar	HOD - EIE
14.	Dr. N. Venkatesh	HOD -Chemical
15.	Dr. L Anandraj	HOD –Bio Tech
16.	Dr. Jayasree Krishnan	HOD - MBA
17.	Dr. V. N. Nandini Devi	HOD – Science & Humanities
18.	Dr.Meena Devi	HOD – Science & Humanities
19.	Dr. Saravanan	HOD – Science & Humanities

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BM Members

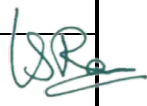
S. No.	Department	ABM Members
1	Biotechnology	Senior faculty -2
2	Chemical Engineering	Senior faculty -2
3	Civil Engineering	Senior faculty -2
4	Computer Science and Engineering	Senior faculty -6
5	Electronics and Communication Engineering	Senior faculty -6
6	Electrical and Electronics Engineering	Senior 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
13	Mechanical Engineering	Senior faculty -6
14	Science	Senior faculty -4

Anti Sexual Harassment 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.

Members of Anti Sexual Harassment Committee

S.No	Member	Position
1	Dr. Vaddi Seshagiri Rao	Principal
2	Dr. V. Vallinayagam	Professor & HOD
3	Dr. V. N Nandini Devi	Professor & HOD
4	Dr. V. Muthulakshmi	Professor & HOD
5	Mrs. Jayarama Pradeep	Associate Professor


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Anti Ragging Committee

Comprises of the Principal, Deans senior professors (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.A Chandrasekar	Dean (Research)
2	Dr. V. Vallinayagam	Dean Students Affairs
3	Dr.A Chandrasekar.	Professor& HOD
4	Dr. V. N Nandini Devi	Professor& HOD
5	Dr. B Victoria Jancee	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 form 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	Dean Students Affairs 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
8	Dr. N. Venkatesh	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.



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