

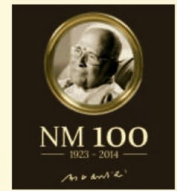


Dr. MAHALINGAM

COLLEGE OF ENGINEERING AND TECHNOLOGY

Udumalai Road, Pollachi, Coimbatore District 642003

Estd. in 1998 | Approved by AICTE | Affiliated to Anna University



An Autonomous Institution Since 2011

(A DIVISION OF NIA EDUCATIONAL INSTITUTIONS)



GOOD GOVERNANCE DOCUMENT

FOUNDER - CHAIRMAN

Arutchelvar Dr. N. MAHALINGAM, B.Sc., F.I.E.



Arutchelvar Dr.N.Mahalingam founded MCET in 1998. A legendary Gandhian by principle, a patriotic and proud son of the soil, he is a man of pious living. An

agriculturist by birth, he graduated to be an Engineer and Technologist. Through his persistent endeavour, he rose to become a genius in planning and execution, eventually to be hailed as an Industrialist and Pioneer of modern sugar industry. He is lauded and remembered for his indelible contributions in the field of Education, Transportation, Religion, Literature, History, Rural Development, Music, Tamil language and Sports.

He obtained Bachelor degree in Science from Loyola College Chennai. He was a member of the Tamil Nadu Legislative Assembly for 15 years (1952 to 1967) and played a key role in bringing numerous development projects, including the Parambikulam - Aliyar Project that helps irrigate the agriculture lands in Pollachi region.

With the vision of educating the rural mass of Kongu region, he founded many educational institutions, that cater to the educational needs of the society for the past six decades. The birth of NIA in 1957 was the foundation of his concern and commitment to provide knowledge and to act as an enabler for progression and today this

commitment stands tall with about 20,000 students in all Sakthi group of Institutions.

As an industrialist he has held several important positions and has played major roles fostering the development of agricultural, industrial, human resource and institutional development at the State and National levels. His social and humanitarian considerations took his journey beyond the boundaries of industries and scholarly tenets he nurtured. Right from his young age, NM, as he is affectionately known to all, has been inspired by the life and aspirations of Mahatma Gandhiji and St.Vallalar. He had been instrumental in the revival and spiritual regeneration of Tamil literature.

His exemplary social contributions in numerous fields of socio-economic spectrum have benefitted scores of institutions and individuals inspired by him during his long career. The Government of India duly recognized his meritorious deeds and honoured him with the prestigious Civilian award - PADMA BHUSHAN in 2007. In recognition of his outstanding contributions to various fields of development, he was awarded the degree of 'Doctor of Laws' by Bharathiar University, Coimbatore, and the much honoured 'Doctor of Sciences' by Anna University, Tamil Nadu Agriculture University and Madurai Kamaraj University.

CHAIRMAN

Dr. M. MANICKAM, M.Sc., M.B.A.



Dr.M.Manickam is a visionary, dedicated industrialist, strategic planner and the chief architect of Sakthi Groups, which is India-based global organization with interests in a diverse spectrum of spheres ranging from industries, educational hubs to auto industries, healthcare, etc., The educational wing delivers innovation and academic excellence under the umbrella of NIA Educational Institutions. He is the Chairman of NIA Educational Institutions, Chairman and Managing Director of Sakthi Sugars Limited and Sakthi Auto Components Limited. He was the president of Indian Sugar Mills Association during 1996-97.

He is an institution builder who likes to spread education to youth with core values. He is extremely passionate about technology, automobile industries which reflects in his initiatives to provide excellent skill-based learning, experiential learning to students. Keeping in pace with the global needs and challenges under his leadership and prompt guidance, the institution is offering education to seek solutions to sociological and societal problems. As a sequel to this, he envisions to provide students with leadership skills, sense

of responsibility and ready to strive in all fronts with excellence.

He has an MBA from the University of Michigan, United States and M.Sc., (Statistics) from the University of Madras. He has been honoured with an Honorary Doctoral Degree of Science by Tamil Nadu Agricultural University (TNAU), Coimbatore by recognizing his exemplary contributions in the management of Agro Processing Industries and Agricultural Development in July 2010.

A novel endeavor on medical genre is at the mark with the establishment of Mirakle Wellness Clinic and Mirakle Vitamin C drink. A supplementary treatment to boost immunity for cancer patients, has seen a big surge in demand to treat Covid-19 patients. He believed to address various serious ailments and make the lives of the people healthier and simpler with Vitamin 'C' as the important nutrient. He is the game changer in the development of liposomal vitamin C formulation after 18 years of research. He is the President of Tamil Nadu State Chess Association. He evinces keen interest in the development of Good infrastructure in the technical institutions and the implementation of Computer based training programmes for the workforce.

CORRESPONDENT

Thiru. M. HARI HARA SUDHAN, B.E., M.S.



Born into a family of industrialists, our Correspondent Thiru. M. Hari Hara Sudhan's path has steered him to be the stalwart in the business front he is today. A Master's

Degree in Automotive Engineering from the University of Bath, United Kingdom and Under graduation in Mechanical Engineering from PSG College of Technology, Coimbatore begins his work experience at Ford Motor Company, Dunton, UK as a Component Engineer and in multinational auto manufacturing company for couple of years.

With a compendium of knowledge, he is a vital part of Sakthi Auto Component and ABT Industries Limited as Director since 2011. He has been the Correspondent of MCET since 2012. Administration, international business, logistics, automobile marketing, strategic planning and imbibing technology in education are his forte. As an accolade for his flair, ABT Limited has received National Award for Supply Chain and Logistics Excellence – CII Scale Awards 2018. With his initiative, tablet based learning was launched from 2017 at MCET with GEEK Dino tablets.

SECRETARY

Dr. C. RAMASWAMY, M.E., Ph.D., F.I.V.



Dr. C. Ramaswamy is the Secretary of NIA Educational Institutions. He has been associated with NIA for more than five decades in providing high quality education to thousands of students.

He was the Principal of Nachimuthu Polytechnic College, from 1994 to 2000. He was instrumental in the development of the college in all aspects and he was also the Founder Principal of MCET. He has been the Secretary of NIA Institutions since 2000.

With a strong determination and active involvement, he helps the NIA institutions to achieve academic excellence. He has created an indelible page in the golden history of NIA institutions, in creating infrastructure, promoting partnerships with institutions and corporate in India and abroad.

An experienced educationist and administrator, he has played a dominant role in the growth and development of the NIA institutions.

He obtained his doctorate from University of Madras for his research on Industry Institute Collaborative Model in the year 2017.

PRINCIPAL

Dr. P. GOVINDASAMY, B.E., M.E., Ph.D.



Dr.P.Govindasamy, Principal, MCET holds more than 30 years of experience in Teaching, Research and Administration. He occupied a variety of positions in his career as Principal, Vice

Principal, Dean-R&D Director-IQAC, Dean

Student affairs, Head of the Department, BoS Chairman, Member in Statutory bodies and other academic positions. He is aiming to leverage 29 years of academic experience to drive students' growth and implementation of innovative teaching methods to intensify students' engagement.

DEAN – ACADEMICS & AUTONOMOUS

Dr. A. SENTHIL KUMAR, B.E., M.E., Ph.D.



Dr.A.Senthil Kumar, Dean (Academic and Autonomous) working at Dr Mahalingam College of Engineering and Technology for the past 11 years. His under graduation was at PSG College of

Technology in the discipline of Electrical and Electronics Engineering and his Post Graduation in VLSI Systems at National

Institute of Technology, Trichy with an Academic Excellence Award for the outstanding performance by Bharathidasan University. VLSI Signal Processing is the key area of research for his doctoral study in Anna University, Chennai. He has received the best teacher award twice. His pivotal areas of interest include Embedded System, VLSI Signal Processing and Industrial Automation.

DEAN – RESEARCH & INNOVATION

Dr. S. RAMAKRISHNAN, B.E., M.E., Ph.D.



Dr.S.Ramakrishnan, Dean (Research & Innovation) has 23 years of teaching experience and he is Dean of Research & Innovation, Professor and the Head of the Department of

Information Technology, MCET. He has successfully guided 9 Ph.D candidates & guiding B.E and M.E Projects. He is a

Reviewer of 39 international journals including 12 IEEE Transactions, 8 Elsevier Science, 5 IET, Springer Journals, Wiley Journals, ACM Computing Reviews, etc. He is in the editorial board of 6 International Journals. He has published 202 papers in conference and journals like IEEE Transactions on Image Processing, IEEE Transactions on Industrial Electronics, IET Image Processing, IET Healthcare, Elsevier, Springer, IETE Journal of Research, Taylor & Francis etc.

OVERVIEW

The “GOOD GOVERNANCE DOCUMENT” was prepared to provide a framework of rules and regulations by which the Board of members in Governing Council can ensure accountability, fairness and transparency in the Institute’s relationship with all its stakeholders.

The Document has been developed based on the guidelines prescribed by various apex bodies and agencies. The governance guidelines are aimed towards effective utilization of all resources. Thus the quality of education is enhanced apart from providing transparency and accountability in the academic and administrative processes of the Institute.

The good governance document provides information about various academic and administrative units. Apart from functions and responsibilities of committees and cells as per the UGC guidelines for autonomous colleges, the documents also depicts the details of clubs and Associations formed by the Institute for the smooth and effective functioning in the day to day activities. The document also outlines the responsibilities of various functionaries in the academics and administration.

A robust system of governance is vital in order to enable the Institute to operate effectively and to discharge their responsibilities with respect to transparency and accountability to those they serve. This Governance Document will support the institutional development and growth at all levels and further help us in satisfying the requirements of all the stakeholders.



Dr. P. Govindasamy
Principal



Dr. C. Ramaswamy
Secretary

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ABOUT MCET

Dr. Mahalingam College of Engineering and Technology (MCET) is a self – financing educational institution situated in Pollachi, Coimbatore District. MCET is the vision of Arutchelvar Dr. N. Mahalingam, whose determination and dynamism made possible the realization of this institution of excellence. MCET was established in 1998 to commemorate the 75th Birthday of this great visionary.

VISION

We develop a globally competitive workforce and entrepreneurs.

MISSION

Dr. Mahalingam College of Engineering and Technology, Pollachi endeavors to impart high quality, competency based technical education in Engineering and Technology to the younger generation with the required skills and abilities to face the challenging needs of the industry around the globe. This institution is also striving hard to attain a unique status in the international level by means of infrastructure, state-of-the-art computer facilities and techniques.

QUALITY POLICY

MCET is committed to impart high quality, competency based education in engineering and technology to the youth and members of the community with the required skills and ability to face the challenging needs of the industry around the globe with continual improvement in academic, co-curricular and extra-curricular activities and up gradation of faculty and facilities.

GOVERNING COUNCIL

The administration is overseen by the Governing Council. The Governing Council approves the Strategic Plan, the Vision & Mission, Short Term and Long Term goals and the Budget based on the Strategic Plan. The Governing Council ensures that all decisions on the matters such as admission quality, new programmes, infrastructure, Teaching Learning Process and Placements are arrived at based on the fundamental concerns of the Institution.

Functions:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Council shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state.
- Government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

Role of Member Secretary: The Principal in the capacity of Member-Secretary puts-forth proposals on all administrative/academic/finance related matters and seeks approval and ensures its apt implementation. He assesses the HR requirement and assists the management in making needed appointments. The Principal is the executive in-charge of all academic and administrative matters and ensures adherence of all regulations framed by the competent authority (Governing Council). The Member- Secretary shall with the approval of the Chairman, prepare the agenda for the meeting, record the minutes and circulate amongst the members.

Constitution: The Constitution of the **Governing Council** is according to the structure given below:

| Member | Category | Nature |
|---------------|-------------------------------|--|
| 5 members | Management | Nominated by the Trust as per the constitution or byelaws, with the Chairman or President/Director as the Chairperson |
| 2 members | Teachers of the College | Nominated by the Principal based on seniority and on rotation basis |
| 1 member | Educationist or industrialist | Nominated by the Governing Council /Trust |
| 1 member | UGC nominee | Nominated by the UGC |
| 1 member | State Government nominee | Academician not below the rank of Professor or State Government Official of Directorate of Higher Education/ State Council of Higher Education nominated by the State Government |
| 1 member | University nominee | Nominated by the University |
| 1 member | Principal of College | Member Secretary |

ACADEMIC COUNCIL (AC)

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university.

Functions:

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make regulations regarding the admission of students to different programmes of study in the college.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body.

Constitution: The Constitution of the **Academic Council** is according to the structure given below:

| S.No | Category | Nature |
|------|---|------------------|
| 1 | Principal of the College | Chairman |
| 2 | All Heads of the Department | Members |
| 3 | Four faculty members of the College representing different categories teaching staff by rotation on the basis of seniority of service in the College to be nominated by the Principal | Members |
| 4 | Not less than four experts from outside the College representing such areas as Alumni, Industry, R&D Labs, Technical Education to be nominated by the GC | Members |
| 5 | Three Nominees of the University (Anna University) | Members |
| 6 | A faculty member nominated by the Principal | Member-Secretary |

Terms: The term of the nominated members shall be two years.

Meetings: The Member-Secretary shall convene an Academic Council meeting with approval of Principal at least twice in a year.

STANDING COMMITTEE (SC)

Constitution: The Constitution of the **Standing Committee (SC)** is according to the structure given below:

| S.No | Category | Nature |
|------|--|------------------|
| 1 | Principal of the College | Chairman |
| 2 | All Heads of the Department | Members |
| 3 | Four faculty members of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College to be nominated by the Principal | Members |
| 4 | A faculty member nominated by the Principal | Member-Secretary |

Functions:

Standing Committee shall consider the suggestions/recommendations of BoS meeting and further the members of standing committee shall present the summary of suggestions/recommendations of BoS meeting to Academic council members to get approval or ratification.

Meetings: The Member-Secretary shall convene a Standing Committee meeting with approval of Principal at least twice in a year.

RESULT PASSING BOARD (RPB)

Constitution: The Constitution of the **Result Passing Board (RPB)** is according to the structure given below:

| S.No | Category | Nature |
|------|--|------------------|
| 1 | Principal of the College | Chairman |
| 2 | All Heads of the Department | Members |
| 3 | Four faculty members of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College to be nominated by the Principal | Members |
| 4 | A faculty member nominated by the Principal | Member-Secretary |

Functions:

When the tabulation of an examination is completed, the Result Passing Board meeting shall be convened by Controller of Examination in consultation with Principal and University nominee.

The section dealing with the examination shall prepare statistics of the result with details such as:-

1. Name of examination with month and year.
2. Number of candidates registered for the examination.
3. Number of candidates appeared for the examination.
4. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and number of candidates in each class.

5. Percentage of pass.

These statistics shall be furnished to the pass board for finalizing the results. The meeting of the pass board, constituted by the Controller of Examination for each examination, shall approve/ratify the results as such or the board may approve the results with moderation, if any, as it may decide. The minutes of the board shall be put up to the Controller of Examination for approval. The CoE Controller of Examination shall issue orders to publish the results.

Terms: The tenure of the university nominee shall be one year.

Meetings: The Member-Secretary shall convene a Result Passing Board meeting with approval of Principal at least twice in a year.

PROGRAMME ASSESSMENT COMMITTEE (PAC)

Constitution: The Constitution of the Programme Assessment Committee (PAC) is according to the structure given below:

| S.No | Category | Nature |
|------|---|----------|
| 1 | Head of the Department | Chairman |
| 2 | Faculty members from each specialization. | Members |
| 3 | One/Two experts in the subject from outside the college to be nominated by the Principal. | Members |
| 4 | One representative from industry/corporate sector/allied area relating to programme assessment shall be nominated by the Principal. | Member |
| 5 | One meritorious alumnus to be selected and nominated by the chairman of PAC in consultation with Principal. | Member |

Functions:

- To redefine the Vision and Mission statements of the Programme when required.
- To define and propose revision of PSOs and PEOs from time to time.
- To define the tools for assessment of COs and POs.
- To fix the target for different category of courses based on the attainment of previous results.
- To assess the achievement of attainment of the COs, POs and PEOs.
- To submit a report on “Evaluation and Attainment of PEOs and POs” to Teaching Learning Centre.
- To present the details of project works carried out by students and procedure for the selection of best project work.
- To identify curricular gaps and suggest the necessary actions.
- To present the details of placement for the respective Academic Years.
- To present the list of academic related activities conducted during Academic Years.

Term: Two years.

Nomination of members: The external expert member shall be nominated separately for Programme Assessment Committee (PAC) and Board of Studies (BoS).

Meetings: At least twice in a year. However, the meeting may be scheduled as and when necessary but at least once in a semester. The chairman of PAC have to conduct the Programme Assessment Committee (PAC) meeting 15 days before the conduct of Board of Studies (BoS) meeting. The PAC meeting shall be conducted with prior approval of the Principal.

BOARD OF STUDIES (BoS)

Constitution: The Constitution of the Board of Studies (BoS) is according to the structure given below:

| S.No | Category | Nature |
|------|---|----------|
| 1 | Head of the Department | Chairman |
| 2 | Faculty members from each specialization | Members |
| 3 | Two experts in the subject from outside the college to be nominated by the Academic Council | Members |
| 4 | One expert to be nominated by the vice-chancellor from a panel of six recommended by the college principal. | Member |
| 5 | One representative from industry/corporate sector/allied area relating to placement. | Member |
| 6 | One meritorious alumnus to be nominated by the principal. | Member |

Functions:

The Board of Studies of a department in the College shall;

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders State/National requirement for the consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names to the Academic Council for appointment as examiners; and Co-ordinate Research, Teaching, Extension and other academic activities in the department and perform any other functions that may be assigned by the Academic Council.

Note: The Chairman of BoS with the approval of the Principal may co-opt additional members, from among:

- i) Experts from outside the College whenever special courses of studies are to be formulated, and
- ii) Other members of staff of the same faculty

Term: Two years.

Meetings: At least Twice in a year. However, the meeting may be scheduled as and when necessary but at least one in a semester. The chairman of BoS have to conduct the Board of Studies meeting 15 days after the conduct of Programme Assessment Committee (PAC) meeting. The BoS meeting shall be conducted with prior approval of the Principal.

AUTONOMOUS CORE COMMITTEE (ACC)

Constitution: The Constitution of the Autonomous Core Committee is according to the structure given below:

| SNo | Category | Nature |
|-----|--|---------------------|
| 1 | One Management People | Ex-Officio-Chairman |
| 2 | Principal of the College | Convener |
| 3 | Two or Three Senior faculty members of the college to be nominated in rotation by the Principal. | Members |
| 4 | One Senior faculty member of the college to be nominated in rotation by the Principal. | Member-Secretary |

Functions:

The committee should monitor and review the following activities:

- Infrastructure facilities
- Finance
- Administrative Activities
- Governing Bodies details
- Curriculum & Teaching Learning
- Research and Development activities
- Students Services
- Placement & Training
- Examination systems etc.

Term: Two years.

Meetings: At least twice in a year.

AUTONOMOUS FINANCE COMMITTEE (AFC)

Constitution: The Constitution of the Autonomous Finance Committee is according to the structure given below:

| SNo | Category | Nature |
|-----|--|----------|
| 1 | Principal of the College | Chairman |
| 2 | One Person to be nominated by the GC for a period of two years | Member |
| 3 | Officer In-charge of Finance | Member |
| 4 | One Senior faculty member of the college to be nominated in rotation by the Principal. | Member |

Functions:

- The Finance Committee shall act as an Advisory Body to the Governing Council, to consider the Budget estimates relating to the grants received/receivable from the UGC and income from fees etc collected for the activities to undertake the scheme of autonomy; and the audit of related accounts.
- The Finance Committee shall scrutinize the budget submitted by the different departments/units and submit its recommendations to the Governing body for its consideration and approval.
- The Finance Committee shall also monitor the utilization of the sanctioned budget.
- The Finance Committee shall advise the GC on all matters connected with the finances of the College.

Term: Two years.

Meetings: Autonomous Finance committee should meet at least twice in a financial year. The meetings can be organized in the month of April and September of every year. The meeting in the month of April shall be the budget meeting for autonomy grant and in September in will be another budget meeting for autonomous fund created by the college through examination and other relevant fees.

PLANNING MONITORING BOARD (PMB)

Constitution: The Constitution of the Planning Monitoring Board is according to the structure given below:

| SNo | Category | Nature |
|-----|---|------------------|
| 1 | Principal of the College | Chairman |
| 2 | One senior faculty member of the college | Member secretary |
| 3 | One senior faculty member of the college | Member |
| 4 | Senior faculty from University/other college | Member |
| 5 | Two industrial experts in the field of Engineering/Technology | Member |
| 6 | An expert in the area of Architecture/Civil Engineering | Member |

Functions:

- To review the academic and other related activities of the college
- To review the students and faculty development Programmes
- To visualize and formulate perspective plans for the development and growth of the college
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- To draw new schemes of development for the college
- To plan for resource mobilization through industry interaction, consultancy and extramural funding
- To promote research and extension activities in the college campus
- To promote teaching innovations and student placement programmes
- To plan for sustaining the quality of education, quality improvement and accreditation of the college
- To recommend schemes to promote participation of academic departments in development activities in the region
- To consider such other activities for furtherance of academic excellence

Meetings:

At least two meeting per year. However, the meeting may be scheduled as and when necessary.

Role of Member Secretary:

The Member Secretary shall with the approval of the Principal Convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Constitution: The Constitution of the Internal Quality Assurance Cell is according to the structure given below:

| S.No | Category | Nature |
|------|--|------------------|
| 1 | Principal | Chairperson |
| 2 | Teachers representing at all levels(Three to eight) | Member |
| 3 | One member from the Management | Member |
| 4 | Few Senior administrative officers | Member |
| 5 | One nominee each from local society,Students and Alumni | Member |
| 6 | One nominee each from Employers /Industrialists/Stakeholders | Member |
| 7 | One teacher as the Chief-coordinator/Director of the IQAC | Member Secretary |

Functions:

- Development and application of quality benchmarks;
- Setting parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all the stakeholders on quality related institutional processes;
- Dissemination of information on various quality parameters to all the stakeholders;
- Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles;
- Documentation of various programmes/activities leading to quality improvement
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;

- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

Meetings:

Four meetings per year. However, the meeting may be scheduled as and when necessary.

The Role of the Member Secretary

The role of the member secretary of the IQAC is crucial in ensuring the effective functioning of all the members. The IQAC Head may be a senior and competent person with a rich experience and exposure to quality aspects. He/She may be a full-time functionary or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration. It is essential that the Head IQAC has a sound knowledge of computer and data management.

GRIEVANCE REDRESSAL COMMITTEE FOR STUDENT

The Institution has constituted **Grievance Redressal Committee for Student** with the following composition:

| S. No | Category | Nature |
|-------|---|------------------|
| 1 | Principal of the College | Chairperson |
| 2 | Three faculty members of the College to be nominated by the Principal | Members |
| 3 | A student representative nominated by the Principal | Member |
| 4 | One senior faculty member of the College to be nominated by the Principal | Member Secretary |

Functions:

To redress the grievances of students. The aggrieved student's may represent their grievance to the Chairperson of the Committee either in writing or email to principal@drmcet.ac.in or register their grievance online through the link https://mcet.in/?page_id=3457 The GRCS shall submit monthly Online Grievances Processed by the institute on the AICTE Portal.

Term: Two Years.

Meetings: Then and there required.

Role of Member Secretary

The Member Secretary shall with the approval of the Principal/Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

GRIEVANCE REDRESSAL COMMITTEE FOR STAFF

The Institution has constituted **Grievance Redressal Committee for Staff** with the following composition:

| S.No | Category | Nature |
|-------------|--|--------------------|
| 1 | Principal of the College | Chairperson |
| 2 | One Senior Professor of the affiliating University as a Member | University Nominee |
| 3 | Three Teachers of the College to be nominated by the Principal | Members |

Functions:

A complaint from an aggrieved faculty/staff member relating to the institution shall be addressed to the Chairperson, Grievance Redressal Committee (GRC).

The GRC shall send its report with recommendations, if any, to the concerned DTE or University and a copy thereof to the aggrieved faculty/staff member, within a period of 15 days from the date of receipt of the complaint.

In case faculty/staff is not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University/State DTE (in case of diploma institute) for redressal of their grievance.

Term: Two Years.

Meetings:

Then and there required.

ANTI-RAGGING COMMITTEE (ARC)

The Institution has constituted **Anti-Ragging Committee** with the following composition:

| S.No | Category | Nature |
|------|---|------------------|
| 1 | Head of the Institution/Principal | Chairperson |
| 2 | Civil & Police Administration | Member |
| 3 | Representatives from HODs/Faculty nominated by Principal | Members |
| 4 | Representative from parents | Member |
| 5 | Representative from NGO | Member |
| 6 | Representative from Local Media | Member |
| 7 | Student Representatives – 4 Nos. (two girls & two boys) (freshers and seniors) | Member |
| 8 | Non-Teaching staff member | Members |
| 9 | One faculty nominated by Principal | Member Secretary |

Functions:

AICTE guidelines on Prevention and Prohibition of Ragging as per-APPENDIX-12 & UGC Procedure for students to file online Anti-Ragging Affidavit (www.antiragging.in)

Term : One Year.

Meetings : At least two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Member Secretary

The Member Secretary shall with the approval of the Principal convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

ANTI-RAGGING SQUAD

The Institution has constituted **Anti-Ragging Squad** with the following composition:

| S.No | Category | Nature |
|------|--|-------------|
| 1 | Head of the Institution/Principal | Chairperson |
| 2 | Two or more faculty members nominated by the Principal | Members |

Functions:

- It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

Term: One Year.

Meetings: Then and there required.

INTERNAL COMPLAINTS COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

The Institution has constituted **INTERNAL COMPLAINTS COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (ICC)** with the following composition:

| S.No | Category | Nature |
|------|---|-------------|
| 1 | Professor (Woman Faculty) nominated by the Principal | Chairperson |
| 2 | Two faculty members(one shall be nominated as Member Secretary) | Members |
| 3 | Two Non-Teaching Staff Member | Members |
| 4 | Three students (Comprising of at least one girl student of pre-final / Final year at UG/PG Level) | Members |
| 5 | One Representative from Local (Experience in social work or have legal knowledge, nominated by the Executive Authority) | Member |

Functions:

- Publicly notify the provisions against sexual harassment and ensure their wide dissemination.
- Include in web site, display prominently at conspicuous places or Notice boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal complaints committee, complaints procedure and so on.
- Act decisively against all gender-based violence perpetrated against employees and students of all sexes.

Term: Two Years.

Meetings: At least two meetings per year. However, the meeting(s) may be scheduled as and when necessary.

Role of Member Secretary

The Member Secretary shall with the approval of the Principal/Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

INSTITUTION-INDUSTRY CELL (IICL)

The **INSTITUTION - INDUSTRY CELL (IICL)** has been constituted with the following composition:

| S.No | Category | Nature |
|-------------|--|--------------------|
| 1 | Head of the Institution/Principal | Chairperson |
| 2 | Stream wise coordinator faculty members nominated by the Principal | Members |
| 3 | Head Placement | Member - Secretary |

Functions:

- The Cell shall promote various activities to enhance interaction between institution and industry.
- To organizing workshops, conferences and symposia with joint participation of the institution and the industry.
- To have more MoUs/linkages with industries for mutual benefit of industry & institution.
- To propose enrichment of curriculum to meet the industrial needs. Other related responsibilities.

Term: Two years.

Meetings: At least two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Member Secretary:

The Member Secretary shall with the approval of the Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee. The recommendations of the Cell to be submitted to the Principal from time to time.

INSTITUTION INNOVATION COUNCIL (IICU)

The Institution Innovation Council (IICU) has been constituted as per the directions mandated by Innovation Council, Ministry of Education, Govt. of India with the following composition:

| S.No | Category | Nature |
|------|--|--------------------------------------|
| 1 | One faculty nominated by the Principal | President |
| 2 | One faculty nominated by the Principal | Vice President |
| 3 | One faculty nominated by the Principal | Convener |
| 4 | One faculty nominated by the Principal | NIRF Coordinator |
| 5 | Two faculties nominated by Principal | Innovation Activity Coordinator |
| 6 | One faculty nominated by the Principal | IPR Activity Coordinators |
| 7 | One faculty nominated by the Principal | Internship Coordinator |
| 8 | One faculty nominated by the Principal | Social Media Coordinator |
| 9 | Eight faculty nominated by the Principal | Member/Student Activity Coordinators |
| 10 | One faculty nominated by the Principal | Start Up Activity Coordinator |
| 11 | Student representatives | Student Co-ordinators |

Functions:

- To create entrepreneurial ecosystem through various activities that facilitate innovation and creativity.
- To facilitate transfer of technology for commercialization through multidisciplinary approach.
- To create a platform for different stakeholders to contribute towards taking the center towards excellence infrastructure and social entrepreneurship.
- To promote start-up culture for the growth of local economy. Connect Start-ups through motivational talks about their experiences and provides internship opportunities.
- Conducts start up awareness activities such as workshops, idea competition, field visits, innovation center/startups labs visits round the year as specified by Ministry of Education (MoE) guidelines.
- Encouraging students to participate in events and competitions from Smart India Hackathon, IIDC.

Term: Three Years.

Meetings: At least two meetings per year.

COMMITTEE FOR SC/ST

The institution has constituted SC/ST Committee with the following composition:

| S.No | Category | Nature |
|------|--|-------------------------------------|
| 1 | Principal | Chairperson |
| 2 | Two faculty members nominated by the Principal | Member |
| 3 | Two faculty members shall be SC/ST and One member shall be a woman. | Member |
| 4 | One Senior faculty member nominated by Principal | Nodal Officer/ Member –Secretary |

As per The Scheduled Castes and Tribes – Prevention of atrocities Act committee is established under Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) Act. 1989, No.33 of 1989, Dated 11.09.1989) committee is constituted for the following:

Functions:

- To create and maintain safe, healthy and supportive environment for SC/ST staff and students in the campus.
- To address the issues of staff and students, belonging to SC/ST in the Institute and to prevent atrocities against them.
- To comply with AICTE regulations for the establishment of the Committee for SC/ST (as per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No.33 of 1989, 11/09/1989)

Term: Two Years.

Meetings: Then and there required.

EQUAL OPPORTUNITY CELL (EOC)

The Equal opportunity Cell (EOC) has been constituted as per the directions mandated by AICTE with the following composition:

| S.No | Category | Nature |
|------|--|------------------|
| 1 | Principal | Chairperson |
| 2 | Three faculty members nominated by the Principal | Members |
| 3 | One Senior faculty member nominated by the Principal | Member Secretary |

Functions:

- To promote admission of PwD's in technical institutions.
- To create awareness among stakeholders in the area of equal opportunities on a regular basis.
- To address special needs of the students pertaining to teaching-learning process.
- To provide special assistance in training and placement of students with disabilities.
- To provide free laptops and internet charges to PwD's through Institute/State Government.
- To establish a teacher-mentor scheme for PWDs right from entry to exit from the institute.
- Develop disabled friendly teaching-learning process making use of modern tools and assistive technologies.

Term: Two Years.

Meetings: Then and there required.

SKILL INDIA MISSION

The **Skill India Mission** has been constituted as per the directions mandated by AICTE with the following composition:

| S.No | Category | Nature |
|------|--|----------------|
| 1 | Senior Faculty | Coordinator |
| 2 | One faculty nominated by the Principal | Co-Coordinator |

Functions:

- Create an end-to-end implementation framework for skill development, which provides opportunities for life-long learning. This includes: incorporation of skilling in the school curriculum, providing opportunities for quality long and short-term skill training, by providing gainful employment and ensuring career progression that meets the aspirations of trainees.
- Align employer/industry demand and workforce productivity with trainees' aspirations for sustainable livelihoods, by creating a framework for outcome focused training.
- Establish and enforce cross-sectoral, nationally and internationally acceptable standards for skill training in the country by creating a sound quality assurance framework for skilling, applicable to all Ministries, States and private training providers.
- Build capacity for skill development in critical un-organized sectors (such as the construction sector, where there few opportunities for skill training) and provide pathways for re-skilling and up-skilling workers in these identified sectors, to enable them to transition into formal sector employment.
- Ensure sufficient, high quality options for long-term skilling, benchmarked to internationally acceptable qualification standards, which will ultimately contribute to the creation of a highly skilled workforce.
- Develop a network of quality instructors/trainers in the skill development ecosystem by establishing high quality teacher training institutions
- Leverage existing public infrastructure and industry facilities for scaling up skill training and capacity building efforts.
- Offer a passage for overseas employment through specific programmes mapped to global job requirements and benchmarked to international standards
- Enable pathways for transitioning between the vocational training system and the formal education system, through a credit transfer system.
- Promote convergence and co-ordination between skill development efforts of all Central Ministries/ Departments/States/implementing agencies.
- Support weaker and disadvantaged sections of society through focused outreach programmes and targeted skill development activities.
- Propagate aspirational value of skilling among youth, by creating social awareness on value of skill training.
- Maintain a national database, known as the Labour Market Information System (LMIS), which will act as a portal for matching the demand and supply of skilled workforce in the country. The LMIS, will on the one hand provide citizens with vital information on skilling initiatives across the country. On the other, it will also serve as a platform for monitoring the performance of existing skill development programmes, running in every Indian state.

Term: Two Years.

Meetings: Four meeting per year.

AICTE-STUDENT LEARNING ASSESSMENT (PARAKH)

The **AICTE-Student Learning Assessment (PARAKH)** has been constituted as per the directions mandated by AICTE with the following composition:

| S.No | Category | Nature |
|------|--|--------------------|
| 1 | Head of the Institution | Over All in-charge |
| 2 | Senior Faculty | Nodal Officer |
| 3 | One faculty nominated by the Principal | Coordinator |

Functions:

- Assessing and comparing student skills (levels and gains) of country.
- Examining types of factors (institutional, faculty, instructional, curricular, student behavioural) which help students develop skills for different types of institutions backgrounds.
- Creating mechanism to help the students know their aptitude so as to help in deciding their professional career and aligning it with their interest/choice of studies.
- Producing skilled graduates by attaining high standard academic and aptitude Skills.
- Introducing changes required in the current teaching system amongst the technical Institutes.
- Discovering student experience in the classroom learning in the Institutes.
- Enabling skilled graduates to contribute towards the productivity and innovation that lead to higher economic growth in the country.
- Developing strong analytic, communicational, quantitative, application-based, comprehensive and information skills among the Indian students.
- Developing deep understanding and hands-on experience with the disciplines that explore the natural, social, and cultural realms.
- Inculcating in student's Intercultural knowledge and collaborative problem-solving skills.
- Developing civic, social, and personal responsibility among the students of India.
- Instilling Integrative thinking and the ability to transfer knowledge from one setting to another.

Term: Two Years.

Meetings: Then and there required.

MINORITY CELL

The Minority Cell of the College has been established to give equal opportunities to the students of Minority communities. The College has a fair representation of students from the Minority- Christian and Muslim communities in accordance with the guidelines laid by the Government of Tamil Nadu. The minority cell is functioning to take care of their needs and requirements. The **Minority Cell** has been constituted with the following composition:

| S.No | Category | Nature |
|------|--|------------------|
| 1 | Head of the Institution | Chairman |
| 2 | Two faculty nominated by the Principal | Member |
| 3 | One faculty nominated by the Principal | Member Secretary |

Functions:

- To ensure equal opportunities for the Education of Minorities.
- To provide timely information and financial support for the students of Minority Communities from the Central and State Governments and other funding agencies.
- To facilitate Career Orientation Programmes for the students of Minority Community.

Scope:

- The Minority Cell is instrumental in providing assistance to the students of minority communities.
- The Cell organizes special programmes such as coaching for entry into Government Service, Coaching for NET-SET examination.
- The Cell provides Counseling, Career Guidance, Training Programmes, to help the minority students to improve Employability Skills and Life Skills.

Term: Two Years.

Meetings: Then and there required.

OTHER BACKWARD COMMUNITY CELL (OBC)

The OBC Cell in the college was established in 2017 with the purpose to empower the OBC students. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. The cell is always engaged to solve the various problems of OBC students. The **OBC Cell** has been constituted with the following composition:

| S.No | Category | Nature |
|------|--|------------------|
| 1 | Head of the Institution | Chairman |
| 2 | Three faculties nominated by the Principal | Member |
| 3 | One faculty nominated by the Principal | Member Secretary |

Functions:

- OBC Cell has been created in the college to resolve issues related to the OBC Students.
- To aware the OBC students regarding various scholarship program of State & Central Government.
- To council and guide OBC students about various issues and help them to manage academic activities.
- To resolve problems related to OBC students.

Activities

- To circulate State Government and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.
- To deal with representations received from Other Backward Classes (OBC) Candidates regarding their admission, scholarships and other similar matters in the College.

Term: Two Years.

Meetings: Then and there required.

DISABILITY RESOURCE CENTRE (DRC)

The **Disability Resource Centre (DRC)** has been constituted with the following composition:

| S.No | Category | Nature |
|------|---|--------------------|
| 1 | Principal | Chairperson |
| 2 | Three faculty members of the College nominated by the Principal | Members |
| 3 | One Senior faculty member nominated by the Principal | Member - Secretary |

Functions:

Taking care of day to day needs of differently abled students at the college. Oversee the implementation of Govt. schemes existing and to be devised in future for the benefit of the disabled students in the college.

Term : Two years

Meetings : At least Two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Member Secretary

The Member Secretary shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

STUDENT ACTIVITY CELL (SAC) (STUDENTS GUILD OF SERVICE- SGS)

Student Activity Cell (SAC) has been constituted as per the directions mandated by AICTE, this is the only statutory student cell of the college, which represents the student community of the College. The SAC has to support Curricular, Co -curricular and Extra-curricular activities.

The **Student Activity Cell (SAC)** has been constituted with the following composition:

| S.No | Category | Nature |
|------|--|--------------------|
| 1 | Principal of the College | Chairman |
| 2 | One or Two faculty members nominated by the Principal for Co -curricular activities | Members |
| 3 | One or Two faculty members nominated by the Principal for Extra -curricular activities | Members |
| 4 | One senior faculty nominated by the Principal | Member - Secretary |

Functions of Curricular, Co -curricular and Extra- curricular activities:

- To support students induction program activities and UHV-I related activities
- To suggest and organize various cultural activities to be organized in an academic year.
- Plan and organize various activities on behalf of NSS/NCC and encourage students/ staff to participate in NSS, NCC, Blood donation camps, Flood relief camp etc.,
- To prepare sports calendar and an action plan to implement the same.
- To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college.
- To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.
- Selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments.
- To prepare the details of attendance exemption to be given to the students representing college in various sports and games.
- To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.

Term : Two Years.

Meetings: Two meetings per year.

ENTREPRENEURSHIP DEVELOPMENT CELL (EDC)

The **Entrepreneurship Development Cell (EDC)** has been constituted with the following composition:

| S.No | Category | Nature |
|------|---|--------------------|
| 1 | Principal of the College | Chairman |
| 2 | Two or Three faculty members nominated by the Principal | Members |
| 3 | One senior faculty nominated by the Principal | Member – Secretary |

Functions:

- To create awareness on Entrepreneurship among the students through training programmes and campus.
- To enhance industry institute interaction through guest lectures and industrial visits.
- To help students acquire necessary managerial skills to run an enterprise effectively.
- To generate entrepreneurship skills among the students to cope up with the current trends in the market.
- To help students channelize their goals to become a versatile entrepreneur.

Term: Two Years.

Meetings: Two meetings per year.

DISCIPLINE AND WELFARE COMMITTEE FOR STUDENTS

The **Discipline and Welfare Committee for Students** has been constituted with the following composition:

| S.No | Category | Nature |
|------|---|--------------------|
| 1 | Principal | Chairperson |
| 2 | Two or Three faculty members nominated by the Principal | Member |
| 3 | One senior faculty nominated by the Principal | Member – Secretary |

Functions:

- Reviewing the institution rules for student behavior and its policy and practices in relation to discipline.
- Supporting the development of strategies designed to promote and encourage good student behavior.
- To ensure the implementation of necessary action for in disciplinary activity of the student.
- To examine the various measures taken for the welfare of employees, students and recommended any further improvements, if required.

Role of Member Secretary:

To encourage good and healthy disciplinary practices, imparting an optimistic approach among students, Initiate actions against students involved in in disciplinary activities.

Term: Two Years.

Meetings: Two meetings per year.

RESEARCH & DEVELOPMENT CELL (R&D)

The **Research & Development Cell (R&D)** has been constituted with the following composition:

| S.No | Category | Nature |
|------|---|------------------|
| 1 | Principal | Chairperson |
| 2 | Faculty members to represent all level (10 to 14) | Members |
| 3 | Dean-R&D | Member Secretary |

Functions:

- To monitor smooth and efficient co-ordination of research activities in the Institution.
- To identify new Research avenues and Opportunities.
- To instil measures to enhance research outcomes in terms of quality research publications, Research Projects/ grants, Patents, Collaborations, Doctoral program and Faculty development.
- To identify potential collaborators and to facilitate collaborations with researchers from premier Institutions to encourage joint research ventures in the latest technology.
- To propose augmentation of Research infrastructure and establish necessary support system for utilization of facilities.
- To develop an Institutional Research Information System for sharing the status of ongoing/ completed research projects/Programmes, expertise & resources, etc.

Term : Two years.

Meetings

At least Two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Member Secretary

The Member Secretary shall with the approval of the Principal/Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

LIBRARY ADVISORY COMMITTEE (LAC)

The **Library Advisory Committee (LAC)** has been constituted with the following composition:

| S.No | Category | Nature |
|------|---|------------------|
| 1 | One faculty nominated by the Principal | Convener |
| 2 | One faculty nominated by the Principal | Co Convener |
| 3 | Faculties nominated by the Principal (10 to 15) | Members |
| 4 | Librarian | Member Secretary |

Functions:

- To suggest measures for improvement and development of the library resources.
- To advising, developing and monitoring Budget, purchase of books, e-resources, access, working hours, library automation, stock checking and other activities.
- To maintain liaison between Central Library and various departments.
- To suggest measures in improvement in library services.

Term : Two years.

Meetings

Minimum one meeting per year. However, the meeting may be scheduled as and when necessary.

Role of Member Secretary

The Member Secretary shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

CAMPUS MONITORING AND FLYING SQUAD

The **Campus Monitoring and Flying Squad** has been constituted with Tamil Nadu State Council for Higher Education in letter No. Rc. No. 156/2014A, Dt. 31.12.2014 from the Member Secretary, Tamil Nadu State Council for Higher Education with the following composition:

| S.No | Category | Nature |
|-------------|---|------------------|
| 1 | Principal | Chairperson |
| 2 | Faculties Nominated by the Principal (4 to 5) | Members |
| 3 | Two Students Nominated by the Principal | Members |
| 4 | One Senior faculty Nominated by the Principal | Member-Secretary |

Functions:

- To check campus and hostels for attendance / unlawful stays etc.
- Ladies hostel shall be checked by the lady warden and Assistant Physical Education Directress.
- To gather intelligence / information regarding untoward incident / violence / anti-social elements / weapons / undesirable objects and then report the information to the Principal and Police Department. The reporting should be done on a day-to-day basis.
- Students without ID card within the campus are warned.

Term: Two Years.

Meetings: Two meetings per year.

ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE (AAA)

The **Academic and Administrative Audit Committee** is constituted according to the following structure:

| S.No | Category | Nature |
|------|---|------------------|
| 1 | Principal | Chairperson |
| 2 | Dean (Academic) | Member |
| 3 | Academic teams nominated by the Principal (5 to 10 members) | Members |
| 4 | Head IQAC | Member Secretary |

Functions:

- ◆ To Review academic systems of the Departments.
- ◆ Suggest innovations in Teaching, Learning and Evaluation practices.
- ◆ Recommend additional infrastructural facilities required to strengthen the Departments for curriculum revision or introduction of new disciplines.
- ◆ To interact with the faculty regarding strengths, weaknesses, challenges and achievements of the Department.
- ◆ Confirm remedial measures in vogue for slow learners.
- ◆ Ensure effective implementation of OBE Ensure proper maintenance of academic records.

Term: Two years.

Meetings:

At least one meeting per semester. However, the meeting may be scheduled as and when necessary.

Role of Member Secretary:

Shall with the approval of the Chairperson of the committee prepare schedule and circulate among the Departments/Units. The audit report shall be submitted to the Principal for information and needful action.

PURCHASE COMMITTEE

The **Purchase Committee** is constituted with the following composition:

| S.No | Category | Nature |
|------|------------------------------------|------------------|
| 1 | Chairman of the College | Chairperson |
| 2 | Two Higher Level Management people | Members |
| 3 | Principal of the college | Member Secretary |

Functions:

- The Purchase Committee is formed to ensure consistent and correct norms of procurement practices.
- The Committee members meet as and when required and are primarily responsible for monitoring, verifying and ensuring that approved procurement procedures have been applied properly.

Term: Two years.

Meetings:

At least one meeting per semester. However, the meeting may be scheduled as and when necessary.

ANTI-DRUG COMMITTEE

The **ANTI-DRUG COMMITTEE** has been constituted with Tamil Nadu State Council for Higher Education in letter No. 2003/A2/2021, Dt. 19.11.2021 from the Principal Secretary, Tamil Nadu State Council for Higher Education with the following composition:

| S.No | Category | Nature |
|------|---|------------------|
| 1 | Principal | Chairperson |
| 2 | Faculties nominated by the Principal (4 to 5) | Members |
| 3 | Three Students nominated by the Principal | Members |
| 4 | One Senior faculty nominated by the Principal | Member-Secretary |

Functions:

- To make the Students community to aware and avoid Narcotic Drug college premised.
- Creating awareness amongst students against drug abuse
- To ensuring the institution premises and surroundings are maintained free of drugs
- If any availability of narcotic drugs id found will be passed to narcotic drugs to Local Intelligence Bureau, CID Unit or Local Police.

Term: One year.

Meetings:

At least one meeting per semester. However, the meeting may be scheduled as and when necessary.

MCET ALUMNI ASSOCIATION

The **MCET Alumni Association** has been constituted with the following composition:

| S.No | Category | Nature |
|------|-------------------------------------|-----------------|
| 1 | One Management People | Chairperson |
| 2 | Principal | President |
| 3 | Deans | Vice President |
| 4 | One nominated Alumni faculty member | Secretary |
| 5 | One nominated Alumni faculty member | Joint Secretary |
| 6 | One nominated Alumni faculty member | Treasurer |

Functions: As per the Byelaws of Dr.MCET Alumni Network.

Term: Three years and shall continue to be in force until reconstitution.

Meetings: At least two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Secretary:

Shall with the approval of the Working-President convene the meeting, prepare the agenda, record the minutes and circulate the same amongst the members. Secretary shall ensure compliance of all decisions of the Committee.

YOUTH RED CROSS / RED RIBBON CLUB

Functions:

- To conduct social and health awareness programmes.
- Awareness on the care of their own health and that of others.
- To encourage the students to extend their humanitarian services to the society.
- To offer First Aid Training to all the YRC volunteers.
- To develop leadership quality among the students.
- The understanding and acceptance of civic responsibilities and acting accordingly with humanitarian concern, to fulfill the same.
- To offer First Aid Training to all the YRC volunteers.
- To inculcate in the Youth of our country.
- To understand and acceptance of civic and human responsibilities.

NATIONAL CADET CORPS (NCC)

Aim:

The 'Aims' of the NCC laid out in 1988 have stood the test of time and continue to meet the requirements expected of it in the current socio-economic scenario of the country. The NCC aims at developing character, comradeship, discipline, and a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens. Further, it aims at creating a pool of organized, trained and motivated youth with leadership qualities in all walks of life, who will serve the Nation regardless of which career they choose. Needless to say, the NCC also provides an environment conducive to motivating young Indians to join the armed forces.

- To Create a Human Resource of Organized, Trained and Motivated Youth, To Provide Leadership in all Walks of life and be Always Available for the Service of the Nation.
- To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces.
- To Develop Character, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure, and Ideals of Selfless Service amongst the Youth of the Country.

NATIONAL SERVICE SCHEME (NSS)

Functions:

NSS aims at developing the following qualities/ competencies among the volunteers:

- To understand the community in which the NSS volunteers work and to understand themselves in relation to their community;
- To identify the needs and problems of the community and involve themselves in problem-solving exercise;
- To develop among themselves a sense of social and civic responsibility;
- To utilize their knowledge in finding practical solutions to individual and community problems;
- To gain skills in mobilizing community participation;
- To acquire leadership qualities and democratic values;
- To develop capacity to meet emergencies and natural disasters; an
- To practice national integration and social harmony.

NSS attempts to establish meaningful linkages between 'Campus and Community', 'College and Village' and 'Knowledge and Action'.

SCIENCE, MATHEMATICS AND TECHNOLOGY CLUBS

Functions:

- Stimulate a spirit of curiosity, enquiry, innovation and creativity amongst students/ children through activities which would supplement conventional (in class) education and make science and mathematics an enjoyable and interesting pursuit.
- Motivate children and youth to take up scientific activities and contribute towards the cherished goals of achieving a scientific society.
- To transform teachers as a facilitator and change agent (from that of educator).
- To encourage and empower students to participate in the National Children's Science Congress.

READER'S CLUB

Functions:

- To develop the art of reading.
- To develop the extensive reading habits
- To explore world literatures.
- To introduce the books released recently.
- To give a glimpse of major ideas, philosophies and ideologies.
- Active encouragement of reading for pleasure is the core part of every student's educational entitlement.
- Extensive reading and exposure to wide range of books make a vital contribution to every student's educational achievement.
- Teachers foster a love of reading, that is passed on to students and also encourage students to share their reading experience and make recommendations to each other.
- Make all its members not only Good Readers but also Creative Writers too.
- Aid its members in the in the creation of original works;
- Discuss and critique works of all kinds;
- Form a community of mutual support and creative endeavours.
- Help students to publish their own works as books annually.
- Conduct Creative Writing Workshops for its members.

GYAN - THE QUIZ CLUB

Aim:

The Quiz Club is a unique way to motivate, encourage and inspire students in their quest for knowledge and provides an opportunity to grow. The main aim of quiz club is to instill our students the values of knowledge, wisdom and compassion to make responsible citizen. The club focusses on encouraging students for mass participation in various quiz competitions.

Functions:

- To identify students who have a flair for quizzing.
- To motivate, encourage and inspire students in their quest for knowledge and provides an opportunity to grow.
- To develop general knowledge and update current affairs.

ENVIRONMENTAL CLUB

Functions:

- The Environment Club has as its vision to create a personal commitment to protect and preserve the environment and to create awareness among the students.
- It aims to achieve unpolluted surroundings with the help of students and to inculcate environmental consciousness to save and preserve our earth.

CITIZEN CONSUMER CLUB

Functions:

- Citizen Consumer Club is a consumer forum of Civil Supplies and Consumer Protection Department, Government of Tamil Nadu.
- Citizen Consumer Club of our college is established for the purpose of spreading the awareness about consumer rights amongst all consumer segments and to help consumers get justice when affected.
- The club works on the motivational zeal of consumer groups and also on creating awareness among students at a very young age and through them the general public.
- To enable students understand fundamental rights of citizen and make them realize and learn the fundamental duties of a good citizen.
- The students equip themselves for teamwork and whole heartedly help the consumers in upholding their rights and fundamental rights.
- To create awareness among the consumers on their rights as per the Consumer rights act 1986.
- To reach out to the public, both near and far, in order to educate them about their rights and responsibilities as consumers.

YOUTH PARLIAMENT

Youth parliament is committed to developing the uninhibited expression of young people with the aim of sustaining a platform that enables young people to be effective and expressive agents of change.

Functions:

- To make students consider public issues and form their opinion on them.
- To train students in the technique of group discussion.

FINE ARTS CLUB

The Fine Arts Committee of the college is always vibrant with activities. Students interested in fine arts are identified as soon as they enter the portals of the college and they are motivated to perform well. The Fine Arts Club caters to those students who have an aptitude for music or other fine arts. Students are encouraged to participate in inter collegiate and other competition in fine arts. Students regularly participate in inter-collegiate and university level cultural meets, besides taking part in special day celebrations and in intra-mural competitions.

Functions:

- Develop and demonstrate skills in critical and analytical thinking through effective speaking, writing, and performing on topics in the fine arts
- Create, perform, and experience work in a variety of art forms with a high level of comprehension and appreciation.
- To bring the latent talents of the students to lime – light.

For Example:

- Solo singing & Solo dance
- Group Dance & Fashion Show
- Face Painting
- Rangolli

SPORTS CLUB

Functions:

- The inception of the sports club was done to inculcate and promote the sports culture amongst the students and faculty.
- The club also facilitates the students to participate in various sports festivals and tournaments organized.
- To conduct intra college tournaments of numerous sports to take their mind off the strenuous academic schedule and keep them physically fit and motivated.
- The club organizes various events in the college like Inter-house Indoor games and outdoor Sports Week and many more.
- The teams and athletes belonging to a sports club may compete in several different leagues, championships and tournaments wearing the same club colors and using the same club name, sharing also the same club.
- The Sports club is committed to provide a healthy sporting habit among the students.
- It helps to learn teamwork at work, coordination among diverse cultural & ethnic groups and mainly infuses discipline & instills the value system in one individual.
- Value of time, precision & competitiveness are the major learning points apart from communication, coordination & teamwork.

GENDER CHAMPIONS CLUB

'Gender Champions Club' has been established in the year 2015 as per the guidelines provided by UGC in line with the directive of Ministry of Women and Child Development's Guidelines for engagement of Gender Champions by schools and colleges across the country.

Functions:

The Club operates to provide an integrated and interdisciplinary approach to understand the social and cultural constructions of gender that shape the experiences of women and men in the society and to make the young boys and girls gender sensitive to enable creating positive social norms that value girls and their rights.

MUTHAMIL MANRAM

An association to preserve and promote the rich heritage of culture and knowledge treasures of Tamil Literature, Muthamil Manram, regularly conducts book reviews, discussions and guest lectures, providing the members with remarkable opportunities to exhibit as well as enrich themselves. Student members are encouraged to be constructive critics and become intellectually powerful.

FILM CLUB

Aim:

To foster an appreciation for film, video, other moving-image media, audio and techniques and to preserve and disseminate knowledge about them as powerful means both of aesthetic expression and cultural understanding.

Functions:

- To provide the opportunity for members to view films from different cultures
- To enable members who share love for films to socialize together.
- To encourage interest in and study of films as a form of art and as a medium of information and education.
- To encourage an intelligent and discriminating attitude towards films.
- To emphasize the cultural diversity and value education through the Good Cinema.

PHOTOGRAPHY CLUB

Functions:

- To create a forum for students to express their creativity and encourage them to express their thoughts and emotions through photography.
- To create an atmosphere for the students to discover, develop, deploy and express their Creativity in Photo & video, capturing & editing skills.
- To harmonize all ideas and conduct photo contests, photo walks, photo trips and motivate students to participate in other photography related events.
- To conduct programmes for awareness among the general public on themes of national interest.

CENTRE FOR HIGHER EDUCATION, COMPETITIVE EXAMINATION AND FOREIGN LANGUAGES (CHECEFL)

In the globalized world of education and job preferences, seeking and gaining knowledge has become inevitable irrespective of the geographic location. MCET's Centre for Higher studies, Competitive Exam and Foreign Language (CHCEFL) has been established with an objective of supporting the students who intent to select their right career. The following are the prime objectives of CHECEFL Centre:

Functions:

- To provide appropriate training and guidance to the students for pursuing their higher studies and Competitive exam based on their preference.
- To collaborate with reputed foreign universities / training provides for higher studies and organize awareness program and training class which will help student to pursue their dream.
- To provide foreign language training class in our campus by the certified trainer for interested students.
- To invite highly accomplished personalities in the areas like Civil services (IAS, IPS, IRS...), RRB and Indian Navy for mounting the self-confidence among the students and offer them examination input.

NATIONAL DIGITAL LIBRARY OF INDIA (NDLI)

National Digital Library of India Club (NDLI Club) is an enabler of career progression for students, job seekers, researchers and learners. NDLI Clubs are set up in institutes and nodal bodies, and these Clubs conduct events to facilitate students to develop knowledge, skill and traits beyond regular curriculum which are essential for their progression in respective professional domain. The events may be either physical or virtual. Virtual events are web-based and are conducted through the NDLI Club portal. The events are organized at respective institute level or city/district/state/regional level or all-India level.

NDLI Club Activities:

- NDLI Lecture Series
- NDLI Writing
- NDLI Story Talk
- NDLI Quiz
- NDLI Speaking
- NDLI Whatsapp Group Activity

ELECTORAL LITERACY CLUB

An Electoral Literacy Club is a platform to engage students through interesting activities and hands-on experience to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting. ELCs are also present in colleges and rural communities.

At ELCs, learning meets fun. Activities and Games are designed to stimulate and motivate students provoking them to think and ask questions. Through ELC, Election Commission of India, aims at strengthening the culture of electoral participation among young and future voters.

Functions:

- To educate the targeted populations about voter registration, electoral process and related matters through hands on experience;
- To facilitate EVM and VVPAT familiarization and education about the robustness of EVM as well as the integrity of the electoral process using EVMs;
- To help the target audience understand the value of their vote and exercise their suffrage right in a confident, comfortable and ethical manner;
- To harness the potential of ELC members for carrying the electoral literacy in communities;
- To facilitate voter registration for its eligible members who are not yet registered
- To develop a culture of electoral participation and maximize the informed and ethical voting and follow the principle 'Every vote counts' and 'No Voter to be Left Behind'

ROSTRUM CLUB

Functions:

- Rostrum Club aims to enhance the Communication Skills of the student's language competency.
- The Club aids the students to practice speaking English in real-life situations and helps to enrich the individual's teamwork and leadership skills.
- The club spotlight on development of speaking skills, which is considered to be the most difficult part of the language to master.
- Peer interaction is a highlighted element of the club that equal responsibilities and opportunities are provided for all the members.
- Rostrum club efforts to strengthen the students who are weak in their communication skills in English. Members of the rostrum club are involved in the conduction of handling sessions, several events and competitions for other students.
- Members exhibit their interest and skill in language and the club will provide platforms to enlighten their skills.
- Evening sessions are organised for the interested students to improve their self confidence and vocabulary.
- Simple grammar topics will be handled by the staff as well as students in a functional teaching methodology, thus enabling them in participating peer tutoring.
- Members exhibit their interest and skill in language and the club will provide platforms to enlighten their skills.
- Rostrum Club as a team work help to get rid of linguistic inhibitions.

STUDENTS COUNSELING CELL

Functions:

- Facilitates personal wellbeing of the students through support and guidance of trained counselors.
- Provides counseling on social and personal issues such as depression, low self-esteem, disruptive classroom behavior, Stress etc., by conducting individual counseling session.
- Help the students with academic difficulties such as slowness in understanding, poor academic performance, concentration issues etc., with needed counseling.
- Assures a confidential atmosphere in which the students can discuss any concerns they may have.
- Assist the students to identify their inner strength and weaknesses, which enables them for their holistic development.
- Organize lectures for students on mental health and addiction issues in general.
- Facilitate with proper infrastructure for conducting awareness program.
- Refer the students to professional psychiatrics or counselors for guidance, in severe cases.
- Initiate counseling session to improvise teacher-student relationship.
- In order to solve the issues, the cell even seeks the help of the students' parents and if needed counseling sessions are arranged.
- Helps the students to overcome class, social, and cultural barriers.
- Performs continuous monitoring of the counseled students through re-evaluation/ reassessment process.
- Recommends the coping strategies for the counseled students to overcome post counseling issues.

Educational Institutions under Sakthi Group

Institutions run by NIA

NAME OF THE INSTITUTION

Nachimuthu Polytechnic College
Sri Kuppanda Gounder Elementary School
Sri Kuppanda Gounder Nursery & Primary School
Mariammal Girls Higher Secondary School
Tmt. Rukmaniammal Higher Secondary School
Tmt. Mariammal Nursery and Primary School
Palani Gounder Higher Secondary School
Dr. Mahalingam College of Engineering and Technology
Vanavarayar Institute of Agriculture
Arutchelvar Dr. N. Mahalingam Translation Institute
NIA Skill Foundation
Mirakle Wellness Clinic

ESTABLISHED YEAR

1957
1961
1963
1978
1991
1991
1995
1998
2007
2015
2018
2018

Educational Institutions under Sakthi Group

Other Institutions

NAME OF THE INSTITUTION

Nallamuthu Gounder Mahalingam College, Pollachi
Sakthi Higher Secondary School, Sakthi Nagar, Erode
Sri Cham Sugar School, Maddur, Karnataka
Sakthi Institute of Technology, Sakthi Nagar, Erode
Kumaraguru College of Technology, Coimbatore
Nachimuthu Gounder Rukmaniammal Hr. Sec. School, CBE
Sakthi Nursery & Primary School, Padamuthur, Sivaganga
Sakthi Primary School, Padamathur, Sivaganga
Sakthi High School, Padamathur, Sivaganga
Dr. Mahalingam College of Paramedical & Research, Sakthi Nagar, Erode
Sakthi Institute of Information and Management Studies (SIIMS), Pollachi
Sakthi Excellence Academy (SEA), KCT Campus, Coimbatore
Kumaraguru Institute of Agriculture, Sakthi Nagar, Erode
N.Mahalingam Centre for Innovation and Technology (CITNM), Portugal

ESTABLISHED YEAR

1957
1970
1979
1981
1984
1989
1992
2004
2004
2007
2010
2011
2014
2016

Educational Institutions under Sakthi Group

Institutions run by Suddha Sanmarga Nilayam, Vadalur

NAME OF THE INSTITUTION

Vallalar Gurukulam Higher Secondary School
Kasturba Gandhi School of Nursing
O.P.R.Memorial Teacher Training Institute
Kasturba Gandhi Balika Vidhyalaya Residential School
O.P.R.Memorial College of Education
Dr.N.Mahalingam Teacher Training Institute
O.P..Memorial Nursery & Primary School
Vallalar Arts & Science College
O.P.R.Memorial College of Nursing
Kasturba Gandhi College of Education

ESTABLISHED YEAR

1958
2000
2004
2005
2005
2006
2007
2008
2009
2009

Service Organisations under Sakthi Group

V. M. Kailasam Hospital, Sakthi Nagar, Erode 1982
Sakthi Thiranalayam (Sakthi Skills Development Centre), Coimbatore 1987
Voluntary Health Service Centre Leprosy Hospital, Sakthi Nagar, Erode 1988
V.M.Kailasam Hospital, Sivaganga 1990
Kasturba Gandhi Memorial Siddha Hospital and Research Institute,
Varadarajapuram, Coimbatore 1991
Mahatma Gandhi Museum, Varadarajapuram, Coimbatore 1993
Kasturba Gandhi Memorial De-addiction and Rehabilitation and Research Centre, Coimbatore 1994
Kasturba Gandhi Oral School for the Hearing Impaired, Varadarajapuram, Coimbatore 1996
Sakthi PURA (Providing Urban amenities in Rural Areas), Pollachi An Initiative by
Dr. APJ. Abdul kalam 2006
NIA Community College, Pollachi 2014