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**SAIRAM**

**COLLEGE OF ENGINEERING**

Anekal, Bengaluru

ISO 9001:2015 certified Institution

Approved by AICTE, New Delhi

Affiliated to Visvesvaraya Technological University

[www.sairamce.edu.in](http://www.sairamce.edu.in)

**Representation of students on  
academic & administrative  
bodies/committees of the  
institution**



SSCE/Com/2019-20/028

Date: 06.09.2019

CIRCULAR

Sub: Constitution of committee members - Reg.,

The following committees have been constituted for the academic year 2019-20, to take care of the various activities in our College.

Sl.No	Committee	Responsibility	Members
1.	Admission Cell	<ul style="list-style-type: none"> <li>Analysis of previous year admission status</li> <li>Preparing Action plan for upcoming year. Monitoring SGS activities, Brand building activities,</li> <li>Recording the meeting minutes,</li> <li>Planning &amp; execution of real-time strategies from time to time</li> <li>Filtering all the documents related to admission.</li> </ul>	Dr.R.Arunkumar- M.R. - Coordinator Dr.B.Shadaksharappa- Principal Mr. Patel K, PRO & Trustee Mr.V.Balaji- HOD - MECH Mr.C.Sivaprakash- HOD-ECE Mrs.Malini KV - HOD-EEE Dr. Manjula G- HOD- CSE Dr. Gangavathi P - HOD-S&H Dr. Harikrishna S-Associate Prof - S&H Mr.V.Bheemeswar Reddy- TPC Mr.Madhava Rao- A.P-EEE Mr. Shridhar C S- AP- MECH Mrs.P.Rathna- Librarian Mrs. Linija- AP- ECE Mr.Venugopal- A.P.-ECE Mr.K.Prabakaran- Estate Officer Mr.Yellappa- Steno Mr. Sreeram- TPC
2.	Alumni Association	<ul style="list-style-type: none"> <li>The strength the professional bonds between students of Sri Sairam College of Engineering &amp; its Alumni.</li> <li>Registration all final year students to Alumni Association before they leave the institute.</li> <li>To plan, organize various activities in institution from alumni such as professional lectures, training programs, seminars, workshop etc.</li> <li>To help the students during their needy hours through scholarship.</li> <li>To organize Alumni meet for Alumni every year.</li> <li>Funds management</li> <li>Getting accounts audited, communicating the activities done through alumni association with register of societies every year.</li> </ul>	Dr. Hari Krishna.S- Coordinator Dr. R. Arunkumar - Mgt. Rep. Dr. B.Shadaksharappa- Principal Mr.V.Balaji- HOD - MECH Mr. C.Sivaprakash- HOD-ECE Mrs. Malini KV - HOD-EEE Dr. Manjula G- HOD- CSE Dr. Gangavathi P - HOD-S&H Mr. L. Harish Babu- MECH Mr. Prashantha- AP- EEE Ms. Soujanya - CSE Ms. R. Aruna - ECE - Member
3.	Disciplinary Committee	<ul style="list-style-type: none"> <li>Maintaining discipline among students &amp; Staff.</li> <li>Handling the disciplinary issues of both staff &amp; students.</li> <li>Handling malpractice cases in exam.</li> <li>Handling damages made by students &amp; staff in any manner &amp; report to principal &amp; committee.</li> <li>Restriction of usage mobile in the campus, monitoring Dress Code, grievances &amp; anti-ragging, control of students, talking in the corridors &amp; disturbing classes.</li> <li>Strict implementation of rules &amp; regulations laid by Govt. of Karnataka &amp; VTU in and around the College. Enquiry to be called if any case reported. Report to be</li> </ul>	Mr. V Prakash- S&H- Coordinator Dr. B. Shadaksharappa- Principal Mr. V. Balaji- HOD-MECH Mr. C.Sivaprakash- HOD-ECE Mrs. Malini- HOD-EEE Dr. Manjula G- HOD- CSE Dr. Gangavathi P - HOD-S&H Mr. Manjunatha.K.N- PED Mr. Panner selvam-Warden- Boys Hostel Ms. Dilshad Farooq - Warden- Girls Hostel Ms. Swathi G N- 7 <sup>th</sup> Sem ECE Mr. Sachin Kumar G K- 7 <sup>th</sup> Sem ECE Mr. Abhishek Kumar- 5 <sup>th</sup> Sem EEE Mr. Arif Khan- 7 <sup>th</sup> Sem MECH Ms. Bhargavi- CSE Ms. Ashwini- student -CSE

		<p>submitted to the Principal with their recommendations.</p> <ul style="list-style-type: none"> <li>Overseeing of implementation of recommended disciplinary actions.</li> </ul>	
4.	Anti Ragging Committee	<ul style="list-style-type: none"> <li>Conducting Anti Ragging meeting with committee members and squads.</li> <li>Collect Anti Ragging Affidavits from students &amp; Parents and submit to principal office.</li> <li>Monitoring ragging activities through squad.</li> <li>Handle ragging issues &amp; can take the help of disciplinary committee.</li> </ul>	<p>Dr. Shailashree S- S&amp;H- Coordinator  Dr. B. Shadaksharappa- Principal  Mr. V. Balaji- HOD-MECH  Mr. C. Sivaprakash- HOD-ECE  Mrs. Malini- HOD-EEE  Dr. Manjula G- HOD- CSE  Dr. Gangavathi P - HOD-S&amp;H  Mr. Manjunatha.K.N- PED  Mr. Panner selvam- Warden- Boys Hostel  Ms. Dilshad Farooq - Warden- Girls Hostel  Ms. Richika- 5<sup>th</sup> Sem ECE  MS. Richa- 5<sup>th</sup> Sem ECE  Mr. Dhanush- 5<sup>th</sup> Sem EEE  Mr. Suprith- 7<sup>th</sup> Sem MECH  Ms. Dhanush- 7<sup>th</sup> sem CSE  Ms. Srinivas- 7<sup>th</sup> sem CSE</p>
5.	Hostel & Canteen Committee	<ul style="list-style-type: none"> <li>Welfare of hostlers with regard to Food, accommodation and all other related issues.</li> <li>To implement various value addition measures to the hostilities.</li> <li>Internal grievance handling</li> </ul>	<p>Mr. K. Gajendra - Coordinator  Dr. R. Arunkumar - Mgt. Rep.  Mr. V. Annamalai- O.S.,  Mr. K. Prabakaran - E.O,  Ms. Dilshad Farooq - Girls Hostel Warden  Mr. Panner Selvam- Boys Hostel Warden  Ms. P. Rathna - Librarian  Mr. Madhudevan- EEF  Mr. Sabapathy- CSE  Mr. Rangaswamy- 7<sup>th</sup> Sem ECE  Ms. Srilekha 7<sup>th</sup> Sem ECE  Ms. Tasmiya- 7<sup>th</sup> Sem EEE  Mr. Aravindavasan- 5<sup>th</sup> Sem MECH  Mr. Ajith- 7<sup>th</sup> sem CSE  Mr. Sovankar- 7<sup>th</sup> sem CSE</p>
6.	Editorial Board	<ul style="list-style-type: none"> <li>To publish college bi annual newsletter Minchu &amp; annual souvenir.</li> <li>Frequent conduction of meeting for periodic collection of article and information</li> <li>Portray the best practices and achievement of the institution to the outside world.</li> </ul>	<p>Mr. Santhoshkumar N- ECE- Editor  Mr. Vinod Biradhar - MECH  Ms. D.A. Vennilla- EEE,  Ms. Savitha H S - ECE  Mr. Sharon Roji Priya - CSE  Mr. Prakash V - S &amp; H  Ms. Syed Apsana- 5<sup>th</sup> Sem ECE  Ms. Shivani Singh- 5<sup>th</sup> Sem ECE  Mr. Mahantesh- 3<sup>rd</sup> Sem ECE  Ms. Sahana- 5<sup>th</sup> Sem MECH  MS. Manasa- 7<sup>th</sup> Sem MECH  Ms. Khushi Gujrati- 5<sup>th</sup> sem CSE</p>
7.	Internal complaints committee (ICC) / Anti Sexual Harassment Committee	<ul style="list-style-type: none"> <li>Being a Co-educational Institution, the committee's responsibility to ensure safe and sensitive environment in the campus.</li> <li>the committee has to set right the grievances / complaints raised by the students &amp; staff. Need to protect gender policy.</li> </ul>	<p>Dr. P. Gangavathi - Co-ordinator  Ms. K. Ramya-EEE,  Ms. Sebin Joy -CSE  Ms. H.S. Savitha -ECE,  Mr. V K Tiwari- ECE  Ms. P. Rathna - Librarian,  Ms. Dilshad Farooq- Hostel Warden  Ms. Rajani - MECH  Mr. Yuvaraj Patil- 7<sup>th</sup> Sem ECE  Ms. Sushma R- 7<sup>th</sup> Sem ECE  Ms. Sandhya- 5<sup>th</sup> ECE  Ms. Ramya G- 5<sup>th</sup> Sem MECH  Ms. Swetha 7<sup>th</sup> sem CSE  Formulate committee as per VTU Norms</p>
8.	Core Committee of the Academic Council	<ul style="list-style-type: none"> <li>Attendance / IA / Counseling, student's handbook, calendar of events.</li> <li>Monitoring all the department activities with regard to attendance, I.A. Progress.</li> <li>Extended Learning Activities schedule preparation and monitoring execution.</li> <li>NPTEL faculty &amp; students registration.</li> </ul>	<p>Dr. Anilkumar- Coordinator (Academic Council)  Ms. Gowri P- ECE- Coordinator (NPTEL)  Dr. B. Shadaksharappa- Principal  Mr. V. Balaji- HOD-MECH  Mr. C. Sivaprakash- HOD-ECE  Mrs. Malini- HOD-EEE</p>

			Dr. Manjula G- HOD- CSE Dr. Gangavathi P - HOD-S&H Ms. Kalamani- CSE Ms. A. Poonguzhali- ECE Ms. Gunasekari- EEE Ms. Sasikala J- S&H
9.	Disaster Management & Swatch Bharath Committee	<ul style="list-style-type: none"> <li>Managing of both Risk &amp; the consequences of an event.</li> <li>Preparedness, Response &amp; Recovery in case of emergency ensuring cleanliness in around the campus, participation in campus &amp; ranking.</li> </ul>	Mr. B. S. Yogananda- MECH- Coordinator (Swacch Bharat) Mr. Prabakaran- E.O (Coordinator – Disaster Management) Mr. Jeyadevan S- CSE Ms. R. Aruna- ECE MS. Madhudevan- EEE Ms. A. J Sireesha – S&H
10.	Equal Opportunity Cell (EOC)/ OBC Cell	<ul style="list-style-type: none"> <li>Provide guidance &amp; Counseling with respect to academic, financial, social &amp; other matters and to enhance the diversity within the campus.</li> </ul>	Ms. Dhanya G S-ECE- Co-ordinator Ms. Sharan Roji Proya- CSE Mr. Vinod Biradhar- MECH Ms. D. A. Vennilla- EEE Ms. Manjula S- S&H
11.	Finance Committee	<ul style="list-style-type: none"> <li>Budget processing</li> <li>Internal Accounts auditing</li> <li>TDS Management</li> <li>Preparation of Balance Sheet &amp; Income and expenditure statement</li> </ul>	Mr. K Gajendra- Coordinator Dr. R Arunkumar- Mgt. Rep. Mr. K. Patel- Trustee- PRO Dr. B. Shadaksharappa- Principal Mr. V Madhusudan Reddy- Accounts Mr. Karuna Shekar Reddy- Auditor
12.	Games & Sports Committee (GSC)	<ul style="list-style-type: none"> <li>Organizing Inter- Collegiate &amp; State level tournaments.</li> <li>Intra-mural games</li> <li>Inter-Collegiate Athletic team</li> <li>Sports Day.</li> <li>Managing regular sporting activities</li> </ul>	Mr. Manjunatha K N- P.E.D- Coordinator Dr. Harikrishna S- S&H Mr. Reji Thomas- CSE Mr. Hare Ram Singh - CSE Mr. Halesh. H. R- ECE Mr. V Madhudevan- EEE Mr. Shridhar C S- MECH Mr. Prabakaran- E.O Mr. T. Ganesan- Office Mr. Srinivasa N- Attender- PED Mr. Prathamesh- CSE- 7 <sup>th</sup> Sem Ms. Chethana G- CSE- 7 <sup>th</sup> Sem Mr. Abhilash S- ECE- 5 <sup>th</sup> Sem Mr. Pooja Y S- ECE- 7 <sup>th</sup> Sem Mr. Ravindra Reddy- EEE- 7 <sup>th</sup> Sem Mr. Akash- EEE- 5 <sup>th</sup> Sem Mr. Deepak Gowda- MECH- 7 <sup>th</sup> Sem Mr. Janardhan Reddy- MECH- 5 <sup>th</sup> Sem
13.	ICT Resource Management Committee (ICTRMC)	<ul style="list-style-type: none"> <li>Integration of ICT in improving quality education.</li> <li>Responsible &amp; ethical use of ICT in teaching learning process.</li> <li>Moving towards digitalization.</li> <li>E- Resources usage monitoring.</li> </ul>	Ms. Sheela Devi- CSE- Coordinator Dr. Srilatha- ECE Ms. Ramya K- EEE Ms. Aishwarya- MECH Ms. Jyothi B- S&H Ms. Shravani.G – R & D
14.	Information Resource Committee (IRC)	<ul style="list-style-type: none"> <li>Internet, Website Edusat, Webmaster, Social Media &amp; SMS.</li> <li>Effective usage of Firewall-related activities. Monitoring the Edusat transmission, incorporating the same in the timetable, recording for library reference. Updating the students / Institutions data in the website, which includes students / attendance &amp; IA Marks etc., Dept. Programs conducted, organizing &amp; planned need to forwarded to webmaster @ ssec.ac.in to upload in the College Website.</li> <li>Facebook, you tube &amp; SMS communication system for smooth &amp; effective communication with parents / guardian about College / students activities</li> </ul>	Mr – Reji Thomas- CSE- (Coordinator IT services) Ms. Ramya- MECH (Coordinator – Social Media) Ms. R. Aruna- ECE (Webmaster) Mr. Rajesh- MECH (Coordinator – SMS alerts) Dr. B. Shadaksharappa- Principal Dr. R. Arunkumar- Mgt. Rep. Mr. Geetha-EEE Ms. Jyothi.B -S&H Mr. Charles- MECH Mr. Sabapathy-CSE Mr. Arulkumar T- S&H Mr. Ranjith Kumar-EEE Ms. S.Suma-Lib

15.	International/ Industry Collaboration and Exchange Program Committee (ICEP)	<ul style="list-style-type: none"> <li>Collaborating with industry with respect to internships, MoU projects.</li> <li>Prototyping the projects &amp; participating in events make our studies to ready for industry needs.</li> </ul>	<p>Dr. Sivasakthi Balan- MECH- Coordinator  Ms. Linija Shylin K P- ECE  Dr. Shailashree S- S&amp;H  Ms. Arpitha- CSE  Mr. Prashantha K- EEE</p>
16.	IQAC Committee	<ul style="list-style-type: none"> <li>Development and application of quality benchmarks / parameters for various academic and administrative activities of the institution</li> <li>Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process</li> <li>Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes</li> <li>Dissemination of information on various quality parameters of higher education</li> <li>Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles</li> <li>Documentation of the various programme / activities leading to quality improvement</li> <li>Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of best practices</li> <li>Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality</li> <li>Development of Quality Culture in the institution</li> <li>Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC</li> </ul>	<p>Dr. B. Shadaksharappa- Principal  Dr. R. Arunkumar- Mgt. Rep.  Mr. C. Sivaprakash- HOD, ECE  Ms. K. V. Malini- HOD- ECE  Mr. V. Balaji- HOD- MECH  Dr. Manjula G- HOD- CSE  Dr. P. Gangavathi- HOD- S&amp;H-Director  Mr. V. Bheemeswara Reddy-Training &amp; Placement Cell  Ms. Sharoon Rojipriya- CSE  Ms. P. Gowri- ECE  Mr. Madhava Rao- EEE  Ms. Jyothi Sireesha- S&amp;H  Mr. Rajesh- Mech  Sri. K. Patel- Trustee- PRO  Sri. Srinivasa Reddy- Building Contractor  Sri. Girish. H- Head Operations, Agilets Private Limited  Sri. Shubendu Sharma- Director - Products, Tofn Tech Pvt. Ltd.,  Ms. Khushi Gujarathi- Student, CSE  Mr. Kailash Jayakumar- Student, Mech  Sri. Prabhudeva. V- Consultant, Tata Consultancy Services Unit  Sri. Rajanikanth Srivastav- Managing Director  Mr. V. Annamalai- O.S</p>
17.	IQAC (QMC)	<ul style="list-style-type: none"> <li>Ensuring quality in all activities of IQAC implementations.</li> </ul>	<p>Mr. Balaji- MECH- Co-ordinator  Ms. A. Poonguzhali-ECE  Ms. Geetha R- EEE  Dr. Manjula G- HOD- CSE</p>
18.	Outreach Program Committee (OPC)	<ul style="list-style-type: none"> <li>Reaching out our Brand at State, National &amp; International level through students &amp; faculty participation, MoU's , Tie up with foreign university.</li> <li>Participating in Educational outreach campaigns, community based organizations, supporting professional development of the professionals developing partnership at national &amp; international level.</li> </ul>	<p>Mr. Muthuvel- Coordinator  Ms. Sowmya- CSE  Ms. Savitha H S- ECE  Mr. Arunkumar M R- MECH  Ms. Geetha - EEE  Mr. Venkatesha P- S&amp;H</p>
19.	Placement Cell Advisory Committee (PCAC)	<ul style="list-style-type: none"> <li>Placement activities calling companies for conducting interview / On the campus / off the campus and mock interview &amp; Personality Development Program</li> <li>Organizing training program for soft skills.</li> </ul>	<p>Mr. Bheemeswar Reddy - Coordinator  Mr. Jeyadevan S - CSE  Mr. J. Madhava Rao - EEE  Mr. Vijay. R - MECH  Mr. G.V. Raja -ECE  Mr. Sreeram- TPC</p>
20.	Program & Publication Committee (PPC)	<ul style="list-style-type: none"> <li>Ensuring well balanced high quality program</li> <li>Paper submission review &amp; selection</li> <li>Identifying speakers.</li> <li>Obtaining titles.</li> <li>Review &amp; update editorial positions and editorial quality &amp; content for publication</li> </ul>	<p>Dr. Manjula G- HOD- CSE- Co-ordinator  Mr. Santoshkumar N- ECE  Ms. Shiny - CSE  Mr. Vennila. D A- EEE  Mr. B S Yogananda- MECH  Ms. Manjula S- S&amp;H</p>

monitoring developments on copy rights issues at national & international level.

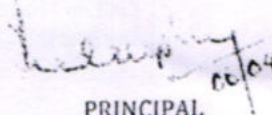
21.	Remedial and Tutorial Care Committee	<ul style="list-style-type: none"> <li>Organizing Remedial/ Tutorial Classes.</li> </ul>	<p>Dr. Harikrishna S-S&amp;H- Coordinator          Ms. Shwetha Hiremath- CSE          Mr. Gopinath- EEE          Mr. Halesha- ECE          Mr. Harish Babu L- MECH</p>
22.	Research & Development Committee, Funds & Grants	<ul style="list-style-type: none"> <li>Committee to assure the Board, via the University rules, that it is discharging its functions and meeting its responsibilities with regards to the quality of research activity carried out within the organization.</li> <li>To promote evidence-based KNOWLEDGE, to build research capacity and to foster a research culture.</li> <li>The committee provides core research support to active researchers to undertake research and development in frontier areas of Science and Engineering.</li> <li>Faculty members regularly seek grants to support their academic or professional endeavors such as research or writing, or to pay for equipment and travel.</li> <li>Consolidating the proposal review them and ensuring on time submission.</li> </ul>	<p>Dr. Anilkumar. C- MECH- Coordinator (R&amp; D)&amp; (VGST)          Dr. Harikrishna S- S&amp; H- Coordinator (AICTE)          Dr. Srilatha- ECE- Coordinator (VTU)          Ms. Gunasekari- EEE- Coordinator (KSCST)          Dr. B.Shadaksharappa - Principal          Dr. R Arunkumar- Mgt. Rep.          Prof. C. Sivaprakash- HOD, ECE          Prof. K. V. Malini- HOD- EEE          Prof. V. Balaji- HOD- MECH          Dr. Manjula G- HOD- CSE          Dr. Sivasakthi Balan- MECH          Dr. P. Gangavathi P- S&amp;H          Dr. Shailashree S- S&amp;H</p>
23.	Class Room Committee	<ul style="list-style-type: none"> <li>Review annual classroom utilization statistics (including Registrar classrooms as well as departmental classrooms).</li> <li>Provide oversight and recommendations of the classroom upgrades/maintenance needs on the campus. Assist in the development of systematic long range plans to prioritize and implement facility renovations, upgrades and technology improvements.</li> <li>Report our work and success to key constituents such as faculty, students, administrators, and other committees in a variety of ways.</li> <li>Assisting prefects in maintaining order and silence at assemblies and when classes move from one place to another.</li> <li>Improvements in quality teaching learning activities in classes</li> </ul>	<p>Ms. Dhanya G- ECE- Coordinator          Ms. Jeyadevan - CSE          Mr. Rajeshkumar- MECH          Ms. Venila D A- EEE          Ms. Sasikala. J- S&amp; H</p>
24.	Mentoring & Counselling Committee	<ul style="list-style-type: none"> <li>To monitor the students regularity &amp; discipline</li> <li>To enable the parents to know about the performance &amp; regularity of their wards.</li> <li>Improvement of teacher-student relationship</li> <li>Counselling students for solving their problems and provide confidence to improve their quality of life.</li> <li>Guiding students to choose right career path for job, higher studies, Entrepreneurship, etc.</li> </ul>	<p>Ms. Geetha- EEE- Coordinator          Mr. Raghavendra Rao B- CSE          Mr. Halesha- ECE          Mr. Vinod Biradar- MECH</p>
25.	IPR Cell	<ul style="list-style-type: none"> <li>To create an awareness about IPR for faculties and students of the Institution.</li> <li>To impart training on future endeavors regarding patent filing processes.</li> <li>To conduct workshops, seminars and training course on IPR.</li> <li>To promote better understanding of IPR and to identify more IPs</li> </ul>	<p>Dr. P. Gangavathi P- HOD- S&amp;H(Convener)          Dr. B.Shadaksharappa--Principal          Dr. R.Arunkumar-M.R.          Dr .C. Anil Kumar-Prof.-MECH          Dr. Harikrishna S-Associate Prof - Chemistry          Mr. C. Sivaprakash- HOD-ECE          Mr. V.Balaji- HOD-MECH          Mrs. Malini K.V- HOD-EEE</p>

			Dr. Manjula G- HOD- CSE Dr. Sivasakthi Balan- MECH Dr. Shailashree S- S&H Dr. Srilatha- ECE
26.	Grievance Redressal Cell	<ul style="list-style-type: none"> <li>Students / Staff Redressal</li> <li>Maintenance and monitoring of online grievance portal</li> <li>Conduction of committee meetings at assigned intervals.</li> <li>Submission of periodic report</li> </ul>	Ms. Ramya -MECH -Coordinator Dr. B.Shadaksharappa -Principal Prof. C. Sivaprakash- HOD- ECE Prof. K. V. Malini- HOD- EEE Prof. V. Balaji- HOD- MECH Dr. Manjula G- HOD- CSE Dr. P. Gangavathi P- S&H Mr. V Prakash- S&H Ms. Gowri P- ECE Mr. Gopinath- EEE Ms. Sebin Joy - CSE
27.	Committee for Welfare of SC, ST	<ul style="list-style-type: none"> <li>To ensure provisions for an environment where all such students feel safe and secure.</li> <li>To provide prompt counselling for any emotional emergencies arising on account of any events at the campus.</li> <li>To arrange for special opportunities to enhance the career growth of SCs/STs students.</li> <li>To circulate State Government and UGC's decisions about different scholarship programs.</li> <li>Ensuring Reservation policies in regard to SCs/STs and OBCs</li> <li>Complaint Register for SCs/STs and OBCs</li> <li>Maintenance of Reservation Rosters/Registers</li> <li>To promote higher education among these two communities suffering economic, social and educational deprivations.</li> </ul>	M..Bheemeshwara Reddy V.-Coordinator Dr.R. Arun Kumar – Mgmt.Rep. Dr. Shadaksharappa – Principal Ms. R. Aruna – ECE Mr. Vijay – MECH Ms. Valarmathi-CSE Mr.Mathudevan-EEE Mr.Jayaverma - S &H
28.	Stock Verification Committee	<ul style="list-style-type: none"> <li>Verification of stock in various departments after the practical examination. - Even Sem - Vacation -after the practical exam - One weeks' time.</li> </ul>	Ms. R.Gunashekari – EEE -Coordinator Mr. K.Prabakaran – E.O Mr. K.N Manjunath. - P.E.D. Mr. Santhoshkumar N- ECE Mr. Jeyadevan - CSE Ms. A. J. Sireesha- S&H Mr. Sridhar. C.S.- MECH
29.	Transport Committee	<ul style="list-style-type: none"> <li>Bus maintenance, timings, RTO, Insurance, timings at the time of examination</li> <li>Bus routes modifications</li> <li>New routes surveys</li> <li>Transport grievances.</li> </ul>	Ms. M. Vidyasri – Coordinator Mr. Mohan Dass–Supervisor Dr. R. Arunkumar–M.R. Ms. Lorate shiny- CSE Ms. Sharon Roji Priya- CSE Mr. Sridhar C S- MECH Mr. Rajani- MECH Mr. Venugopal- ECE Mr. Deepa- ECE Mr. Raja G V- ECE
30.	Cultural Committee	<ul style="list-style-type: none"> <li>Cultural – College Foundation Day</li> <li>Fresher's day</li> <li>Induction Program</li> <li>Engineers Day</li> <li>Sports Day and other important functions.</li> </ul>	Mr. Rajeshkumar-MECH-Coordinator Mr. P. Venugopal–ECE Ms. Arpitha- CSE Ms. Jyothi- S&H Mr. K. Prashantha– EEE Mr. Manjunatha. K N- PED Ms. Srividhya- 3 <sup>rd</sup> Sem ECE Ms. Swathi M- 7 <sup>th</sup> Sem ECE Mr. Vikas- 3 <sup>rd</sup> Sem EEE Ms. Syeda Mazzia- 5 <sup>th</sup> Sem EEE Mr. Praashantha- 3 <sup>rd</sup> Sem EEE Mr. Muralidhar G- 5 <sup>th</sup> Sem MECH Ms. Sonal -7 <sup>th</sup> Sem-CSE Mr.Prathmesh-7 <sup>th</sup> Sem CSE

31.	Library Committee	<ul style="list-style-type: none"> <li>• Procurement of Books</li> <li>• maintenance of Journals</li> <li>• Magazines</li> <li>• Newsletter Issue</li> <li>• Return of books</li> </ul>	<p>Ms. P. Ratna - Librarian - Coordinator</p> <p>Ms. Shwetha Hiremath - CSE</p> <p>Mr. K. Prashantha - EEE</p> <p>Ms. Poonguzhali. A-ECE</p> <p>Mr. Anand Joshi- MECH</p> <p>Dr. Shailashree S- S &amp; H</p>
32.	NSS Committee	<ul style="list-style-type: none"> <li>• Plantings of saplings</li> <li>• conduction of one day &amp; special programs</li> <li>• community attachment</li> <li>• Blood donation camp</li> <li>• 7 days Special Camp.</li> </ul>	<p>Mr. Manjunatha.K.N- PED-Coordinator</p> <p>Mr. Raghavendra Rao- CSE</p> <p>Ms. Aruna- ECE</p> <p>Mr. B.S.Yogananda- MECH</p> <p>Ms. Vidya. P.B - MECH</p> <p>Mr. M.Vijay Kumar - Lib,</p> <p>Mr. Ranjith Kumar - EEE</p> <p>Mr. Srinivasa. N- PED Asst.</p> <p>Ms. Pramila P- 5<sup>th</sup> Sem- CSE</p> <p>Mr. Sharon Rozario- 5<sup>th</sup> Sem- CSE</p> <p>Ms. Lavanya K- 7<sup>th</sup> Sem- ECE</p> <p>Mr. Yuvaraj Patil- 7<sup>th</sup> Sem- ECE</p> <p>Mr. Ravindra Reddy P- 7<sup>th</sup> Sem- EEE</p> <p>Mr. Raja.M- 5<sup>th</sup> Sem- MECH</p> <p>Ms. Supritha M- 5<sup>th</sup> Sem- MECH</p>
33.	Technical Bodies/ Professional Bodies IETE / CSI / SAE  ISTE & IEI Committee	<ul style="list-style-type: none"> <li>• Conduction of Technical Associations, Seminars calling of papers, Guest Lecturers / Special Invitees, etc. ISTE /CSI/SAE.</li> <li>• Conduction of ISTE &amp; IEI Chapters, Seminar Registration of students every year</li> </ul>	<p>Ms. P.Ratna - Librarian ISTE Coordinator</p> <p>Ms. R.Gunashekari - IEI - Coordinator</p> <p>Mr. P. Venugopal -ECE - IETE</p> <p>Mr. Arunkumar -MECH- IAAA Coordinator</p> <p>Mr. Raghavendra Rao - CSI</p> <p>Mr. L. Harish Babu - MECH - SAE</p> <p>Dr. C. Anil kumar - MECH- ISAMPE Coordinator</p>
34.	Sri Leo Muthu Innovation Centre	<ul style="list-style-type: none"> <li>• The Committee has to monitor the project work carried out by the students of the Institution.</li> <li>• Inter-department projects should also be encouraged.</li> </ul>	<p>Dr. Sivasakthibalan - Coordinator</p> <p>Dr. R. Arunkumar - Mgt. Rep.</p> <p>Dr.B.Shadaksharappa- Principal</p> <p>Mr.V.Balaji- HOD- MECH</p> <p>Mr.C.Sivaprakash- HOD-ECE</p> <p>Mrs.Malini KV - HOD-EEE</p> <p>Dr. Manjula G- HOD- CSE</p> <p>Dr. Gangavathi P - HOD-S&amp;H</p> <p>Mr. A. Muthuvel- MECH</p> <p>Ms. Linija Shylin - ECE</p> <p>Ms. Sowmya -CSE</p> <p>Mr. Madhav Rao- EEE</p> <p>Ms.Sasikala.J - S &amp;H</p>
35.	Purchase Committee	<ul style="list-style-type: none"> <li>• Requirements of materials for the entire College should be done solely by the Committee, getting requirements for the department, calling for quotations from the dealer, making comparative study, getting approval from Coordinator, after purchase, planning &amp; installation of equipment, finally recommendations for payment.</li> </ul>	<p>Mr. K.Patel - P.R.O- Coordinator</p> <p>Dr. R. Arun Kumar - Mgt.Rep.</p> <p>Mr. K.Prabakaran - E.O</p> <p>Dr.B.Shadaksharappa- Principal</p> <p>Mr.V.Balaji- HOD - MECH</p> <p>Mr.C.Sivaprakash- HOD-ECE</p> <p>Mrs.Malini KV - HOD-EEE</p> <p>Dr. Manjula G- HOD- CSE</p> <p>Dr. Gangavathi P - HOD-S&amp;H</p> <p>Mr. Venkatesha P- S &amp; H</p>
36.	IEDC / EDC/ EDII Cell	<ul style="list-style-type: none"> <li>• Preparation of proposals, submissions, organizing programs / seminars</li> </ul>	<p>Ms.K.V.Malini -HOD- EEE -Coordinator</p> <p>Dr. Srilatha. B -ECE</p> <p>Ms. Renuka Devi - CSE</p> <p>Mr. Arun Kumar. M.R- MECH</p>
37.	Higher Education Cell	<ul style="list-style-type: none"> <li>• Coordinating with Placement, Universities, assisting students to prepare competitive examinations etc.,</li> </ul>	<p>Mr. Raghavendra Rao-CSE- Coordinator</p> <p>Ms. Arpitha-CSE</p> <p>Ms. Dhanya. G.S-ECE</p> <p>Mr. K.Gopinath - EEE</p> <p>Mr. Anand K Joshi- MECH</p> <p>Mr. Venkatesha P- S &amp; H</p>
38.	Edumate	<ul style="list-style-type: none"> <li>• Staff &amp; Students Academic and Personal details.</li> <li>• Documentation in E- way</li> </ul>	<p>Mr.C. Sivaprakash - Coordinator</p> <p>Dr. Arunkumar R -Mgt.Rep.</p> <p>Ms. T. Rajalakshmi-Accounts</p> <p>Ms. Sheela Devi- CSE</p> <p>Ms.R. Deepa-ECE,</p> <p>Ms.K.Ramya - EEE</p>



			Ms. Aishwarya- MECH Ms. Sasikala. J-S & 41
39.	Accreditation	<ul style="list-style-type: none"> <li>• Accreditation of NBA, NAAC, NIRF ARIIA</li> </ul>	Dr. Shadaksharappa - Coordinator- N.A.A. Dr. Gangavathi.P- S&H- Co-ordinator- NIRF Dr. Sivasakthi Balan- ME- Coordinator- ARIIA Ms. Gunasekari- EEE- Coordinator- IET Ms.P.Kalamani -CSE. Ms. Deepa - ECE MS. Manjula. S - S & H Dr. R. Arunkumar -Mgt.Rep, Mr. Gopinath - EEE Mr. Annamalai - Off. Superintendent MS. A. Poonguzhali-ECE
40.	Incubation Committee	<ul style="list-style-type: none"> <li>• Develop and execute strategy for outreach, hunting, attracting and on boarding deserving and qualified innovative entrepreneurs and start-ups</li> <li>• Provide high-quality coaching and advisory support to entrepreneurs</li> <li>• Qualify and evaluate applicants for creativity, innovation, acceleration and investment stage.</li> <li>• Guide &amp; support start-ups for fund raising activity.</li> <li>• Provide continued strategic guidance to entrepreneurs in areas such as business modeling, sales, and marketing, financing, overall strategy, operations etc</li> </ul>	Dr. Sivasakthi Balan- ME- Coordinator Mr. Muthuvel- MECH Ms. Malini K V- EEE Ms. Valarmathi- CSE

  
 06/04/21  
 PRINCIPAL

Copy to: Chairman, SSEC, Anekal  
 : All HOD's  
 : All Co-ordinators  
 : Office/Transport/Stores/Placement/Library/Sports/Hostel:  
 : Trust Office, B'lore



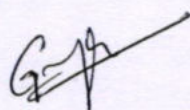
Committee's- NAAC

Sl. No.	Committee	Members
1.	Admission Meeting Minutes- SGS	Dr.Y.Vijayakumar- Principal Dr.R.Arunkumar- M.R. - Coordinator Dr.B.Shadaksharappa- Vice Principal Mr.V.Balaji- HOD - MECH Mr.C.Sivaprakash- HOD-ECE Mrs.Malini KV - HOD-EEE Dr. Gangavathi P - HOD-S&H Dr.C.Anil Kumar-Prof.-MECH Dr. Harikrishna S-Associate Prof – S&H Mr.V.Bheemeswar Reddy- Training & Placement Cell Mr.Madhava Rao- A.P-EEE Mr.Arunkumar MR- A.P-MECH Mrs.P.Rathna- Librarian Mr.Harish Babu- A.P-MECH Mr.Venugopal- A.P.-ECE Mr.K.Prabakaran- Estate Officer Mrs.Manjula-A.P – CSE Mr.Yellappa- Steno
2.	Alumnae Association Alumni Committee	Dr. Harikrishna S- Coordinator Dr. R. Arunkumar- Mgt. Rep. Dr.B.Shadaksharappa-Vice Principal Mr.V.Balaji- HOD-MECH Mr.C.Sivaprakash- HOD-ECE Mrs.Malini- HOD-EEE Dr. Gangavathi P - HOD-S&H Mr. L. Harish BABU- MECH Ms. Soujanya- CSE Ms. R. Aruna- ECE Member Mr. Prashantha K Mr. R. Maheshwar- Manager- T.O
3.	Anti Ragging Committee	Mr. V Prakash- S&H- Coordinator Dr. B. Shadaksharappa-Vice Principal Mr. V. Balaji- HOD-MECH Mr. C. Sivaprakash- HOD-ECE Mrs. Malini- HOD-EEE Dr. Gangavathi P - HOD-S&H Hostel- Warden & Deputy Warden <u>Students Representatives</u>
4.	Canteen Committee (CC)	Mr. K Gajendra- Coordinator Dr. R Arunkumar- Mgt. Rep. Mr. V. Annamalai- O.S. Mr. K. Prabakaran- E.O Mr. M. Prakash- Office Ms. Dilshad FARooq- Girls Hostel Warden Mr. Pannere Selvam- Boys Hostel Warden Ms. G Manjula- CSE Mr. Venkatesha P- S& H Ms. P. Rathna- Librarian <u>Each 2 Students Rep. –Boys &amp; Girls Hostel</u>

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5.	College Magazine Committee (CMC)	Mr. V. Prakash- S&H Coordinator One Representative from each dept. Mr. Vinod Biradhar- MECH Ms. D. A. Vennilla- EEE Ms. Linija Shylin K P- ECE MS. Sharon Roji Priya- CSE
6.	Committee Against Sexual Harassment (CASH)	Dr. Gangavathi. P -S&H- Coordinator Ms. K Ramya- EEE Ms. Sharan Roji Proya- CSE Ms. H. S. Savitha- ECE Ms. P Rathna- Librarian Ms. Dilshad Farooq- Hostel Warden Ms. Rajani- MECH Ms. Sushma R ECE(Student) Ms. Ramya Mech(Student) Ms. Asha K EEE(Student) Swetha B CSE(Student) Ms. Vaishnavi Gujarathi S&H(Student)
7.	Core Committee of the Academic Council	Dr. Anilkumar- Coordinator Dr. B. Shadaksharappa- Vice Principal Mr. V. Balaji- HOD- MECH Mr. C. Sivaprakash- HOD- ECE Mrs. Malini- HOD- EEE Dr. Gangavathi P - HOD- S&H Ms. Kalamani- CSE Ms. A. Poonguzhali- ECE Ms. Gunasekari- EEE Ms. Sasikala J- S&H
8.	Disaster Management Committee	Mr. B. S. Yogananda- Mech- Coordinator Mr. Prabakaran- E.O Mr. Reji Thomas- CSE Ms. R. Aruna- ECE MS. Ramya K- EEE Ms. A. J Sireesha - S&H
9.	Disciplinary Committee	Mr. V Prakash- S&H- Coordinator Dr. B. Shadaksharappa- Vice Principal Mr. V. Balaji- HOD- MECH Mr. C. Sivaprakash- HOD- ECE Mrs. Malini- HOD- EEE Dr. Gangavathi P - HOD- S&H Hostel- Warden & Deputy Warden Students Representatives
10.	Equal Opportunity Cell (EOC)/ OBC Cell	Mr. Vengopal- ECE- Co-ordinator Ms. Sharan Roji Proya- CSE Mr. Vinod Biradhar- MECH Ms. D. A. Vennilla- EEE Ms. Manjula S- S&H
11.	Finance Committee	Mr. K Gajendra- Coordinator Dr. R Arunkumar- Mgt. Rep. Mr. K. Patel- Trustee- PRO Dr. Y. Vijayakumar- Principal Mr. Madhusudan Reddy- Accounts Mr. Karuna Shekar Reddy
12.	Games and Sports Committee (GSC)	Mr. Manjunatha K N- P.E.D- Coordinator Mr. T. Ganesan- Clerk- Office Mr. Prabakaran- E.O Mr. Halesh. H. R- ECE Mr. Shridhar C S- MECH Mr. Reji Thomas- CSE Dr. Harikrishna S- S&H Mr. V Madhudevan- EEE Mr. Srinivasa N- Attender- PED & Students Representatives



13.	ICT Resource Management Committee (ICTRMC)	Ms. Sheela Devi- CSE- Coordinator Ms. Srilatha- ECE Ms. Ramya K- EEE Ms. Aishwarya- MECH Ms. Jyothi B- S& H
14.	Information Resource Committee (IRC)	Mr. T. K. Pradeepkumar- CSE-IT Manager- Coordinator Dr. B. Shadaksharappa- Vice Principal Dr. R. Arunkumar- Mgt. Rep. Ms. R. Aruna- ECE Mr. Gopinath.K-EEE Ms. S.Suma-Lib Mr. Sabapathy-CSE Ms. B. Jyothi-S&H Mr. Sreeraj. J-CSE Mr. Ranjith Kumar-EEE Ms. Jayashree-MECH
15.	International Collaboration and Exchange Program Committee (ICEP)	Dr. Sivasakthi Balan- MECH- Coordinator Ms. Linija Shylin K P- ECE Ms. Shailashree S- S&H Ms. Arpitha- CSE Mr. Prashantha K- EEE
16.	IQAC Committee	Dr. Y. Vijayakumar- Principal Dr. R. Arunkumar- Mgt. Rep. Dr. B. Shadaksharappa- Vice Principal Mr. C. Sivaprakash- HOD, ECE Ms. K. V. Malini- HOD- ECE Mr. V. Balaji- HOD- MECH Dr. P. Gangavathi- HOD- S&H-Director Mr. V. Bheemeswara Reddy-Training & Placement Cell Ms. Sharoon Rojipriya- CSE Ms. P. Gowri- ECE Mr. Madhava Rao- EEE Ms. Jyothi Sireesha- S&H Mr. Rajesh- Mech Sri. K. Patel- Trustee- PRO Sri. Srinivasa Reddy- Building Contractor Sri. Girish. H- Head Operations,Agilets Private Limited Sri. Shubendu Sharma- Director - Products, Tofn Tech Pvt. Ltd., Ms. Khushi Gujarathi- Student, CSE Mr. Kailash Jayakumar- Student, Mech Sri. Prabhudeva. V- Consultant, Tata Consultancy Services Unit Sri. Rajanikanth Srivastav- Managing Director Mr. V. Annamalai- O.S
17.	IQAC Meeting Minute for Action Taken. (DOCX)	Mr. Rajeshkumar- MECH- Co-ordinator Mr. V. Prakash- S&H Ms. Gowri P- ECE Ms. Manjula G- CSE Ms. Geetha- EEE
18.	Outreach Programme Committee (OPC)	Mr. Muthuvel- Coordinator Ms. Shalini. K. V- CSE Ms. Suganya- ECE Ms. Geetha - EEE Mr. Venkatesha P- S&H
19.	Placement Cell Advisory Committee (PCAC)	Mr. Bheemeswar Reddy- Coordinator Mr. Pradeepa. C- CSE Mr. J Madhava RAO- EEE Mr. Vijai R- MECH Mr. G. V. Raja- ECE Mrs.Shailashree-S&H

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7/11/15

20.	Programme & Publication Committee (PPC)	Ms. Manjula S- S&H- Co-ordinator Ms. R Aruna- ECE Ms. Shiny- CSE Mr. Gopinath- EEE Mr. M. R. Arunkumar- MECH
21.	Remedial and Tutorial Care Committee	Dr. Harikrishna S-S&H- Coordinator Ms. Jayashree S- MECH Mr. Gopinath- EEE Mr. Halesha- ECE Ms. Nisha- CSE
22.	Research Committee	Dr. Anilkumar. C- MECH- Coordinator Dr. Y. Vijayakumar Principal Dr. R Arunkumar- Mgt. Rep. Dr. B.Shadaksharappa- Vice Principal Prof. C. Sivaprakash- HOD, ECE Prof. K. V. Malini- HOD- ECE Prof. V. Balaji- HOD- MECH Dr. Sivasakthi Balan- MECH Dr. P. Gangavathi P- S&H
23.	Students Grievance Cell Committee (GCC)	Ms.Ramya MECH -Coordinator Dr. Y. Vijayakumar- Principal Dr.B.Shadaksharappa- Vice Principal Prof. C. Sivaprakash- HOD- ECE Prof. K. V. Malini- HOD- ECE Prof. V. Balaji- HOD- MECH Dr. P. Gangavathi P- S&H Mr. V Prakash- S&H Ms. Srilatha- ECE
24.	SC, ST Cell	Principal- Coordinator Dr. R Arunkumar- Mgt. Rep. Dr.B.Shadaksharappa-Vice Principal Ms. Jayashree- MECH Ms. R. Aruna- ECE Ms. Sasikala J- S&H
25.	Class Room Committee	Ms. Dhanya G- ECE- Coordinator Ms. Sowmya- CSE Ms. Aishwarya- MECH Mr. Prashantha K- EEE Ms. Sasikala. J- S& H
26.	Mentoring & Counselling Committee	Ms. Geetha- EEE- Coordinator Mr. Jayadevan- CSE Mr. Halesha- ECE Ms. Rajini- MECH Ms. B Jyothi- S& H
27.	IPR Cell	Dr.Y.Vijayakumar-Principal Dr.R.Arunkumar-M.R. Dr.B.Shadaksharappa- Vice Principal Dr.C. Anil Kumar-Prof.-MECH Dr. Harikrishna S-Associate Prof - Chemistry Mr.C. Sivaprakash- HOD-ECE Mr.V.Balaji- HOD-MECH Mrs. Malini KV- HOD-EEE Dr. P. Gangavathi P- HOD- S&H(Convener) Dr. Sivasakthi Balan- MECH

+ Students.

GGA

of 23/01/20

27/1/20



CIRCULAR

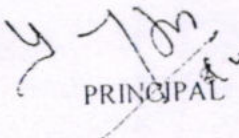
Sub: Constitution of committee members - Reg.,

The following committees have been constituted for the academic year 2017-18, to take care of the various activities in our College.

Sl.No	Committee	Responsibility	Members
1	Disciplinary & Anti Ragging Committee	Restriction of usage mobile in the campus, monitoring Dress Code, grievances & anti-ragging, control of students, talking in the corridors & disturbing classes. Strict implementation of rules & regulations laid by Govt. of Karnataka & VTU in and around the College. Enquiry to be called if any case reported. Report to be submitted to the Principal with their recommendations.	Mr. V. Prakash-S & H -Coordinator All HOD's Hostel - Warden & Deputy Warden Students Representatives
2	Stock Verification Committee	Verification of stock in various departments after the practical examination. - Even Sem - Vacation - after the practical exam - One weeks' time.	Mr. A. Ramesh - Foreman - ECE - Coordinator Mr. K.Prabakaran - E.O Mr. K.N Manjunath. - P.E.D.
3	Training & Placement Cell Committee	Placement activities calling companies for conducting interview/ On the campus / off the campus and mock interview & Personality Development Program, organizing training program for soft skills.	Mr. Bheemeswar Reddy - Coordinator Mr. M. Venkatesh kumar - CSE Mr. J. Madhava Rao - EEE Mr. Vijay. R - MECH Mr. G.V. Raja -ECE Mr. T. Shivakumar - Placement Asst.
4	Sports Committee	Intra-mural games, Inter-Collegiate Athletic team, Sports Day	Mr. Manjunatha.K.N. -P.E.D-Coordinator Mr. T.Ganesan - Clerk - Office Mr. K.Prabakaran - E.O, Mr. R. Nagaraj- Library Mr. Halesh.H.R-ECE, Mr. Sachin Anant Telang -MECH Mr. Reji Thomas -CSE Mr. Manjunath K.N - S & H Mr. V. Madhu Devan- EEE Srinivasa. N -Attendar - PED Students Representatives
5	Internet, Website Edusat, Webmaster, Social Media & SMS	Effective usage of Firewall-related activities. Monitoring the Edusat transmission, incorporating the same in the timetable, recording for library reference. Updating the students / Institutions data in the website, which includes students / attendance & IA Marks etc., Dept. Programs conducted, organizing & planned need to forwarded to webmaster @ ssec.ac.in to upload in the College Website. Facebook, you tube & SMS communication system for smooth & effective communication with parents / guardian about College / students activities	Dr.B. Shadakshrapa-Vice-Principal HOD/CSE & Co-Ordinator Dr. R. Arunkumar - Mgt. Rep. Mr. T.K.Pradeep Kumar -CSE - IT Manager Mr. Shiva - Placement Mr. Gopinath.K - EEE Ms. Aruna .R- ECE, Ms. S.Suma.- Lib, Mr. Ravikumar. J - CSE Mr. Venkatesha.P- S & H Mr. Sreeraj. J - CSE Mr. Ranjith Kumar - EEE Mr. Sridhar.C.S - MECH
6	Transport Committee	Bus maintenance, timings, RTO, Insurance, timings at the time of examination	Mr. Mohan Dass-Coordinator Dr. R. Arunkumar-M.R.& All Bus Monitors Ms. M. Vidyasree - Transport - Asst.
7	Hostel & Canteen Committee	Welfare of hostliers with regard to Food, accommodation and all other related issues. Meeting has to be convened to get grievances/ complaints from students with regard to taste, change of menu, timings of the Canteen	Mr. K.Gajendra - Coordinator Dr. R. Arunkumar - Mgt. Rep. Mr.M.V. Annamalai- O.S., Mr. K.Prabakaran - E.O, Mr. M.Prakash - Office

			Ms. Dilshad Farooq - G. Mr. M.K. Parameshwaran Warden Ms. G. Manjula--CSE Ms. P. Rathna - Librarian <u>Each 2 Students Rep.-Boys &amp; Girls</u>
8	Cultural Committee	Cultural – College Foundation Day, Induction Program, Engineers Day, Sports Day and other important functions.	Mr. P. Venugopal- ECE- Coordinator Mr.B.S. Yogananda – MECH Ms. Manjula.S – Maths Mr. K. Prashantha- EEE Ms. G.Manjula-CSE
9	Library Committee	Procurement of Books, maintenance of Journals, Magazines, Newsletter Issue & return of books	Ms. P. Rathna – Librarian – Coordinator Mr. Reji Thomos - CSE Ms. Aruna Shanbog – MECH Mr. K. Prashantha –EEE Ms. Poonguzhali. A-ECE Ms. Jyothi. B – Maths
10	NSS Committee	Plantings of saplings, conduction of one day & special programes, road laying, community attachment, blood donation	Mr. Manjunatha.K.N- PED.-Coordinator Mr. Fakkirappa Kuri – Lab Asst. Mr. S.C. Swamy-CSE, Ms. P. Rathna – Librarian Ms. N.Shoba – Library Asst. Mr. L. Harish Babu – MECH Mr. M.Vijay Kumar – Lib, Mr. Ranjith Kumar – EEE Mr. N. Devaraj- Attender Srinivasa. N- PED Asst. Students Representative
11	ISTE & IEI Committee	Conduction of ISTE & IEI Chapters, Seminar Registration of students every year	Ms. P.Rathna – Librarian ISTE Coordinator Ms. R.Gunashekari - IEI - Coordinator Dr.C. Anil kumar – MECH Mr. P. Venugopal – ECE Ms. P. Kalamani – CSE Mr.B.S. Venkateshmurthy –EEE
12	Technical Bodies IETE / CSI / SAE	Conduction of Technical Associations, Seminars calling of papers, Guest Lecturers / Special Invitees, etc. ISTE /CSI/SAE	All HODs Mr. P. Venugopal -ECE - IETE Mr.B.S. Venkateshmurthy-EEE - IETE Mr. Raghavendra Rao - CSI Mr.A. Muthuvel – MECH – SAE
13	Grievances Committee/ Human Rights Club	Students / Staff Redressal	Principal - Coordinator All HOD's, Mr. Prakash .V- S&H Ms. G.S. Dhanya – ECE
14	R & D & Students Project Committee	The Committee has to monitor the project work carried out by the students of the Institution. Inter-department projects should also be encouraged.	Dr. K. Balan - Coordinator Dr. R. Arunkumar – Mgt. Rep. Mr A. Muthuvel- MECH Ms R. Geetha – ECE Mr. Venkatesh Kumar -CSE Ms. D.A.Vennilla – EEE Ms. B. Jyothi – S & H
15	Alumni Committee	Committee has to arrange meet once in six months and give suggestions on placement activities, according to the existing scenario.	Dr. Hari Krishna- Coordinator All HOD's, Mr. R. Arunkumar .M.R - MECH Ms. Mamatha.GM - EEE Ms. Soujanya – CSE Ms. R. Aruna – ECE - Member Mr.R.Maheshwar – Manager – T.O
16	Purchase Committee	Requirements of materials for the entire College should be done solely by the Committee, getting requirements for the department, calling for quotations from the dealer, making comparative study, getting approval from Coordinator, after purchase, planning & installation of equipment, finally recommendations for payment.	Mr. K.Patel – P.R.O- Coordinator Dr. R. Arun Kumar – Mgt.Rep. Mr. K.Prabakaran – E.O Mr. S. Harikrishna – S & H All HOD's

	Academic Committee	Attendance / IA / Counseling, students handbook, calendar of events. Monitoring all the department activities with regard to attendance, I.A. Progress report of students	Dr. B. S. Nauaksharappa - Co-ordinator All HOD's
	Anti Sexual Harassment Committee	Ours is Co-educational Institution, the committee has to set right the grievances / complaints raised by the girl students. Need to protect gender policy.	Dr. P. Gangavathy - Co-ordinator Ms. K. Ramya-EEE, Ms. C. Sharan Roji Priya -CSE Ms. H.S.Savitha - Lect-ECE, Ms. P. Rathna - Librarian, Ms. Dilshad Farooq- Hostel Warden <b>Students Representatives-One from each Dept.</b> Formulate committee as per VTU Norms
19	Newsletter & Magazine Committee	It is the duty of committee to bring out 4 newsletters and one Souvenir in a year. Consisting students / staff participation in workshop / seminar / paper presentation which includes sports / games. Magazines / Souvenir will be the collection of Annual Events of the College	Mr. P.Luther Benny - Coordinator Mr. B.S.Yogananda - MECH One representative from each dept. Mr.B.S. Venkateshmurthy- EEE, Ms. Linija Shylin KP - ECE Mr. Sharon Roji Priya - CSE Ms. S. Shailashree - S & H
20	IEDC / EDC Cell	Preparation of proposals, submissions, organizing programs / seminars	Ms.K.V.Malini - EEE -Coordinator Ms.N.Bhuvaneshwari-ECE Mr.M. Venkateshkumar-CSE Mr. R. Srinivas- MECH
21	Higher Education Cell	Coordinating with Placement, Universities, assisting students to prepare competitive examinations etc.,	Mr. Raghavendra Rao-CSE- Coordinator Ms. Pradeepa. C-CSE Ms. Suganya.J-ECE Mr. K.Gopinath - EEE Mr. R. Srinivas -MECH Ms. A. Jyothi Sirisha - S & H
22	Edumate	Staff & Students Academic and Personal details.	Mr.C. Sivaprakash - Coordinator Dr. Arunkumar R -Mgt.Rep. Ms. T. Rajalakshmi-Accounts Ms.K.V. Shalini-CSE, Ms.R. Deepa-ECE, Ms.K.Ramya - EEE Ms. Aruna Shanbog-MECH Mr.S. Harikrishna.-S & H
23	Accreditation / IEI	Accreditation of NBA & Industries like IA etc., NAAC	Dr. Shadaksharappa - Coordinator All HOD's, Dr. R. Arunkumar -Mgt.Rep, MS. A. Poonguzhali-ECE, Ms.P.Kalamani -CSE, Mr.B.S. Venkateshmurthy-EEE, Dr. C. Anilkumar -MECH, Ms. J. Sasikala - S&H

  
PRINCIPAL

Copy to: Chairman, SSEC, Anekal  
All HOD's  
All Co-ordinators  
Office/Transport/Stores/Placement/Library/Sports/Hostel  
Trust Office, B'lore





SSCE/Com/2016-17/ 588,

Date: 01.08.2016

CIRCULAR

Sub: Constitution of committee members - Reg.,

The following committees have been constituted for the academic year 2016-17, to take care of the various activities in our College.

Sl.No	Committee	Responsibility	Members
1	Disciplinary & Anti Ragging Committee	Restriction of usage mobile in the campus, monitoring Dress Code, grievances & anti-ragging, control of students, talking in the corridors & disturbing classes. Strict implementation of rules & regulations laid by Govt. of Karnataka & VTU in and around the College. Enquiry to be called if any case reported. Report to be submitted to the Principal with their recommendations.	Mr. V. Prakash -S & H -Coordinator All HOD's Hostel - Warden & Deputy Warden Students Representatives
2	Stock Verification Committee	Verification of stock in various departments after the practical examination. - Even Sem - Vacation - after the practical exam - One weeks' time.	Mr. A. Ramesh - Foreman - ECE - Coordinator Mr. K.Prabakaran - E.O Mr. K.N Manjunath. - P.E.D.
3	Training & Placement Cell Committee	Placement activities calling companies for conducting interview / On the campus / off the campus and mock interview & Personality Development Program, organizing training program for soft skills.	Mr. Bheemeswar Reddy - Coordinator Mr. M. Venkatesh kumar - CSE Mr. J. Madhava Rao - EEE Mr. Vijay. R - MECH Mr. G.V. Raja -ECE Mr. T. Shivakumar - Placement Asst.
4	Sports Committee	Intra-mural games, Inter-Collegiate Athletic team, Sports Day	Mr. Manjunatha.K.N. -P.E.D-Coordinator Mr. T.Ganesan - Clerk - Office Mr. K.Prabakaran - E.O, Mr. R. Nagaraj- Library Mr. Halesh.H.R-ECE, Mr. Balaji.V-MECH Mr. Reji Thomos -CSE Mr. Manjunath K.N - S & H Mr. T.Yuvaraja - EEE C.Muniraj-Attendar - PED Students Representatives
5	Internet, Website Edusat, Webmaster, Social Media & SMS	Effective usage of Firewall-related activities. Monitoring the Edusat transmission, incorporating the same in the timetable, recording for library reference. Updating the students / Institutions data in the website, which includes students / attendance & IA Marks etc., Dept. Programs conducted, organizing & planned need to forwarded to webmaster @ ssec.ac.in to upload in the College Website. Facebook, you tube & SMS communication system for smooth & effective communication with parents / guardian about College / students activities	Dr.B.Shadakshrappa-Vice-Principal HOD/CSE & Co-Ordinator Mr. R.Arunkumar - Mgmt.Rep. Mr. K.Magesh - Sys.Admn. Mr. T.K.Pradeep Kumar -CSE Mr. R. Saravanakumar - MECH Mr. Gopinath.K - EEE Ms. Aruna .R- ECE, Ms. S.Suma.- Lib, Mr.J. Manikandan-CSE Mr. Venkatesha.P- S & H Mr. A. Raghu - CSE Mr. Ranjith Kumar - EEE
6	Transport Committee	Bus maintenance, timings, RTO, Insurance, timings at the time of examination	Mr. C. Narayana Reddy -Co-Ordinator Mr. R.Arunkumar-M.R.& All Bus Monitors Ms. M. Vidyasree - Transport - Asst.
7	Hostel & Canteen Committee	Welfare of hostliers with regard to Food, accommodation and all other related issues. Meeting has to be convened to get grievances/ complaints from students with regard to taste, change of menu, timings of the Canteen	Mr. K.Gajendra - Co-Ordinator Mr. R. Arunkumar - Mgmt.Rept Mr.M.V. Annamalai- O.S., Mr. K.Prabakaran - E.O, Mr. M.Prakash - Office

1R - Mr  
S - PB  
EC - Pankaj  
EE - Lal - k.v. or last 100. fove - ✓  
ME - V. J. JTB  
mattus - G.L.  
LIB - R  
PER - CM  
Transport - R  
Hostel - JTB  
Hostel - wing - JTB

			Ms. Padmini Batt- Girls Hostel Warde. Mr. M.K. Parameshwaran-Boys Hostel Warden Ms. G. Manjula--CSE Ms. P. Rathna - Librarian Each 2 Students Rep.-Boys & Girls Hostel
8	Cultural Committee	Cultural - College Foundation Day, Induction Programme, Engineers Day, Sports Day and other important functions.	Mr. P. Venugopal- ECE- Coordinator Mr.B.S. Yogananda - MECH Ms. Manjula.S - Maths Mr. T. Yuvaraj - EEE Ms. G.Manjula-CSE
9	Library Committee	Procurement of Books, maintenance of Journals, Magazines, Newsletter Issue & return of books	Ms. P. Rathna - Librarian - Co-Ordinator Mr. Reji Thomos - CSE Ms. Aruna Shanbog - MECH Ms. Mamatha.GM -EEE Ms. Poonguzhali. A-ECE Ms. Nirmala.P - Maths
10	NSS Committee	Plantings of saplings, conduction of one day & special programmes, road laying, community attachment, blood donation	Mr. Manjunatha.K.N- PED.-Co-Ordinator Mr. Fakkirappa Kuri - Lab Asst. Mr. S.C. Swamy-CSE, Ms. P. Rathna - Librarian Ms. N.Shoba - Library Asst. Mr. L. Harish Babu - MECH Mr. M.Vijay Kumar - Lib, Mr. Ranjith Kumar - EEE Mr. N. Devaraj-Attender Mr.C. Muniraju PED Asst. Students Representative
11	ISTE & IEI Committee	Conduction of ISTE & IEI Chapters, Seminar Registration of students every year	Ms. P.Rathna - Librarian ISTE Coordinator Ms. R.Gunashekari - IEI - Co-Ordinator Dr.C. Anil kumar - MECH Mr. P. Venugopal - ECE Ms. P. Kalamani - CSE Mr.B.S. Venkateshmurthy -EEE
12	Technical Bodies IETE / CSI / SAE	Conduction of Technical Associations, Seminars calling of papers, Guest Lecturers / Special Invitees, etc. ISTE /CSI/SAE	All HODs Mr. P. Venugopal -ECE - IETE Mr.B.S. Venkateshmurthy-EEE - IETE Mr. Raghavendra Rao - CSI Mr.K. Muthuvel - MECH - SAE
13	Grievances Committee/ Human Rights Club	Students / Staff Redressal	Principal - Co-Ordinator All HOD's, Prof.SR.Sridhar Mr. Prakash .V- S&H Ms. G.S. Dhanya - ECE
14	R & D & Students Project Committee	The Committee has to monitor the project work carried out by the students of the Institution. Inter-department projects should also be encouraged.	Dr. K. Balan - Co-Ordinator Mr. R. Arunkumar - Mgt.Rep. Mr. M.K. Muthuvel- MECH Ms. R. Geetha - ECE Ms. Shanthipriya-CSE Ms. D.A.Vennilla - EEE Ms. B. Jyothi - S & H
15	Alumni Committee	Committee has to arrange meet once in six months and give suggestions on placement activities, according to the existing scenario.	Mr. L. Harish Babu - Co-ordinator All HOD's, Mr. R. Arunkumar - M.R Ms. Mamatha.GM - EEE Ms. G.Manjula - AP- CSE Ms. R. Aruna - ECE - Member Mr.R.Maheshwar - Manager - T.O
16	Purchase Committee	Requirements of materials for the entire College should be done solely by the Committee, getting requirements for the department, calling for quotations from the dealer, making comparative study, getting approval from Co-ordinator, after purchase, planning & installation of equipment, finally recommendations for payment.	Mr. K.Patel - P.R.O- Co-ordinator Mr. R. Arun Kumar - M.R. Mr. K.Prabakaran - E.O Mr. S. Harikrishna - S & H All HOD's

	Academic Committee	Attendance / IA / Counselling, students handbook, calender of events. Monitoring all the department activities with regard to attendance, I.A. Progress report of students	Dr.B.Shadaksharappa - Vice Principal & Co-ordinator All HOD's
18	Anti Sexual Harassment Committee	Ours is Co-educational Institution, the committee has to set right the grievances / complaints raised by the girl students. Need to protect gender policy.	Dr. P. Gangavathy - Co-ordinator Ms. Shruthi.-EEE, Ms. C. Sharan Roji Priya --CSE Ms. H.S.Savitha - Lect-ECE, Ms. P. Rathna - Librarian, Ms. Padmini Batt - Hostel Warden Students Representatives-One from each dept. Formulate committee as per VTU Norms
19	Newsletter & Magazine Committee	It is the duty of committee to bring out 4 newsletters and one Souvenir in a year. Consisting students / staff participation in workshop / seminar / paper presentation which includes sports / games. Magazines / Souvenir will be the collection of Annual Events of the College	Mr. P.Luther Benny - Coordinator Mr. B.S.Yogananda - MECH One representative from each dept. Mr.B.S. Venkateshmurthy- EEE, Ms. Linija Shylin KP - ECE Mr. B.N. Jagadeesh - CSE Ms. S. Shailashree - S & H
20	Campus Automation Committee	Students academic details	Ms. T. Rajalakshmi - A/c's-Coordinator Ms. R.T. Vidya Rani - ECE, Ms. Ramya - EEE Mr. R. Arunkumar.M.R- MECH Mr.M. Lorate Shiny - CSE, Mr. A. Raghu -CSE Ms. S. Shailashree- S & H, Ms. P. Rathna - Librarian Technical support by Mr. T.K.Pradeepkumar
21	IEDC / EDC Cell	Preparation of proposals, submissions, organizing programs / seminars	Ms.K.V.Malini - Coordinator Ms.N.Bhuvaneshwari-ECE Mr.M. Venkateshkumar-CSE Mr.VN Kameshwar - MECH
22	Higher Education Cell	Coordinating with Placement, Universities, assisting students to prepare competitive examinations etc.,	Mr. Raghavendra Rao-CSE- Coordinator Ms. Shanthipriya-CSE Ms. Suganya.J-ECE Mr. K.Gopinath - EEE Mr.S.Venkataramu-MECH Ms. A. Jyothi Sirisha - S & H
23	Edumate	Staff & Students Academic and Personal details.	Mr.C. Sivaprakash - Coordinator Mr. Arunkumar R -MR Ms. T. Rajalakshmi-Accounts Ms.K.V. Shalini-CSE, Ms.R. Deepa-ECE, Ms.K.Ramya - EEE Ms. Aruna Shanbog-Mech Mr.S. Harikrishna.-S & H
24	Accreditation / IEI	Accreditation of NBA & Industries like IA etc.,	Dr. Shadaksharappa - Coordinator All HOD's, Mr.R. Arunkumar -MR, MS. A. Poonguzhali-ECE, Ms.P.Kalamani -CSE, Mr.V.Ravi Angadi-EEE, Dr.Anilkumar -Mech, Ms. J. Sasikala - S&H

PRINCIPAL

Copy to: Chairman, SSEC, Anekal  
All HOD's  
All Co-ordinators  
Office/Transport/Stores/Placement/Library/Sports/Hostel  
Trust Office, B'lore

SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE – 562 106

SSEC/Com/2014-15/303

10/09/2014

**CIRCULAR**

**Sub.: Constitution of Committee Members – Revision - Reg.**

Due to some faculty resignations and based on the HODs meeting, the Committee Coordinators & Members stand revised to take care of various entrusted activities in our College for the Academic Year 2014-15, as follows:

Sl.No	Committee	Responsibility	Members
1	Disciplinary & Anti Ragging Committee	Restriction of usage mobile in the campus, monitoring Dress Code, grievances & anti-ragging, control of students, talking in the corridors & disturbing classes. Strict implementation of rules & regulations laid by Govt. of Karnataka & VTU in and around the College. Enquiry to be called if any case reported. Report to be submitted to the Principal with their recommendations.	Sri.V.K.Tivari- A.P.- ECE Coordinator All HOD's with Basic Science Hostel – Warden & Deputy Warden <b>Students Representatives</b>
2	Stock Verification Committee	Verification of stock in various departments after the practical examination. - Even Sem – Vacation –after the practical exam – One weeks' time.	K.Prabakaran – E.O - Co-ordinator Manjunatha.K.N.. P.E.D. Bheemeswar Reddy – MBA
3	Training & Placement Cell Committee	Placement activities calling companies for conducting interview / On the campus / off the campus and mock interview & Personality Development Programme, organizing training programme for soft skills.	Sivasakthibalan – Co-Ordinator T.K.Pradeep Kumar - Lect – CSE Madhava Rao – Lec - EEE Vijay.R – Sr.Lect –MECH Somnath Mazumder- Lect – ECE Mr.Harish, Lect – MBA Shivakumar – Attender
4	Sports Committee	Intra-mural games, Inter-Collegiate Athletic team, Sports Day	Manjunatha.K.N.-P.E.D-Co-Ordinator T.Ganesan – Clerk – Office C.Muniraj – Attender K.Prabakaran – E.O, Nagaraj– Library Halesh.H.R-Sr.Lect-ECE, Balaji.V– Lect – MECH Reji Thomas – Sr.Lect – CSE Venkatesha – S.H dept, Manjunath – Lect. MBA Students Representatives T. Yuvaraja – Lect – EEE C. Muniraju - PED Asst.
5	Internet, Website Edusat, & Webmaster Committee	Effective usage of Firewall-related activities. Monitoring the Edusat transmission, incorporating the same in the timetable, recording for library reference. Updating the students / Institutions data in the website, which includes students / attendance & IA Marks etc., Dept. Programs conducted, organizing & planned need to forwarded to webmaster @ ssec.ac.in to upload in the College Website.	Dr.B.Shadakhrappa–Vice Principal & HOD/CSE & Co-ordinator R.Arunkumar – Mgmt.Rep. K.Magesh – Sys.Admn. T.K.Pradeep Kumar – Lecture-CSE Saravanakumar – Sr.Lect-MECH Gopinath.K – Sr.Lect - EEE RD.Vidyarani - Lect- ECE, Suma.– Lib, Harish – Lect – MBA
6	Transport Committee	Bus maintenance, timings, RTO, Insurance, timings at the time of examination	C.Narayana Reddy – Manager Co-Ordinator R.Arunkumar–M.R.&All Bus Monitors
7	Hostel & Canteen Committee	Welfare of hostliers with regard to Food, accommodation and all other related issues. Meeting has to be convened to get grievances/complaints from students with regard to taste,	K.Gajendra - Co-Ordinator Arunkumar – Mgmt.Rept Annamalai- O.S.,K.Prabakaran – E.O, Mohandoss – Girls Hostel

		change of menu, timings of the Canteen	M.Prakash - Office Pannerselvam – Hostel Sup. Manjula–AP-CSE Rathna P - Librarian Archana.S – Girls Hostel Supervisor Students Rep. 2 each - Boys & Girls – Hostel
8	Cultural Committee	Cultural – College Foundation Day, Induction Programme, Engineers Day Sports Day and other important functions.	Venugopal–Sr.Lect-ECE-Co-Ordinator Harikrishna-Sr.Lect-Chem Vinodkumar Biradar – Lect–MECH Revaty – AP .Maths Dippi Verma–AP- MBA Vignesh.R –Lect – EEE Venkatesh Kumar – Lect. - CSE
9	Library Committee	Procurement of Books, maintenance of Journals, Magazines, Newsletter Issu: & return of books	Rathna – Librarian - Co-Ordinator V.Prakash – A.P. -Phy. Reji Thomas - CSE Aruna Shanbog, Mamatha. G.M – Lect-EEE Poonguzhali – A.P-ECE Bheemeswar Reddy – HOD– MBA Sailashree – Sr.Lect – Chem Gangavathi – Sr.Lect – Maths
10	NSS Committee	Plantings of 'saplings, conduction of one day & special programmes, road laying, community attachment, blood donation	Manjunatha.K.N.- PED.-Co-Ordinator Fakkirappa Kuri – Lab Asst - ECE Swamy – CSE, Rathna – Librarian N.Shoba – Library Asst Rajanna.L - MECH Vijay Kumar – Lib, Ranjith – EEE Prakash – Office & Students Rep. C. Muniraju – PED Asst
11	ISTE & IEI Committee	Conduction of ISTE & IEI Chapters, Seminar Registration of students every year	B.S Yogananda - ISTE & R.Gunashekari – IEI - Co-Ordinators P.Rathna - Librarian Mayur Goel – MECH Venugopal - ECE Kalamani – AP- CSE Venkateshmurthy– AP-EEE
12	Technical Bodies IETE / CSI / SAE	Conduction of Technical Associations, Seminars calling of papers, Guest Lecturers / Special Invitees, etc. ISTE /CSI/SAE	All HODs Venugopal –Sr.Lect-ECE - IETE Venkateshmurthy- AP-EEE - IETE Ragavendra Rao – AP- CS Harish Babu – Lect – MECH – SAE
13	Grievances Committee/ Human Rights Club	Students / Staff Redressal	Principal - Co-Ordinator All HOD's, Prof.SR.Sridhar B.S.Yogananda – AP – Mech
14	R & D & Students Project Committee	The Committee has to monitor the project work carried out by the students of the Institution. Inter-department projects should also be encouraged.	Dr.B.Shaksharappa - Co-Ordinator Arunkumar – Mgt.Rep. Manjula – A.P. – CSE Geetha – Sr.Lect – ECE K.Ramya - EEE Durai – Sr.Lect – MECH Manjunath– Lect – MBA & All HOD's
15	Alumni Committee	Committee has to arrange meet once in six months and give suggestions on placement activities, according to the existing scenario.	Aruna. – Lect - ECE – Co-ordinator All HOD's, Arunkumar – M.R Vignesh–Lect–EEE, Vijayalakshmi – Sr.Lect– CSE

			Harish Babu, Lect-Mech, Harish MBA R.Maheshwar - Manager - T.O
17	Purchase Committee	Requirements of materials for the entire College should be done solely by the Committee, getting requirements for the department, calling for quotations from the dealer making comparative study, getting approval from Co-ordinator, after purchase, planning & installation of equipment, finally recommendations for payment.	K.Patel - P.R.O- Co-ordinator Arunkumar - M.R. K.Prabakaran - E.O Venkatesh - Lect - MBA & All HOD's
18	Academic Committee	Attendance/IA/Counselling. students handbook, calendar of events. Monitoring all the dept. activities with regard to attendance, I.A. Progress report of students	Dr.B.Shadaksharappa - Vice Principal & Co-ordinator & All HOD's
19	Anti Sexual Harassment Committee	Ours is Co-educational Institution, the committee has to set right the grievances / complaints raised by the girl students. Need to protect gender policy.	Dippi Verma - AP-MBA- Co-ordinator S. Archana - Lect.-EEE Gangavathi - Sr.Lect - Maths, Sharan Roji Priya - Lect-CSE B.M. Madhura - Lect - MECH H.S.Savitha - Sr.Lect-ECE Rathna - Librarian Students Representatives - One from each dept. Formulate committee as per VTU Norms
20	Newsletter & Magazine Committee	It is the duty of committee to bring out 4 newsletters and one Souvenir in a year. Consisting students / staff participation in workshop / seminar / paper presentation which includes sports / games. Magazines / Souvenir will be the collection of Annual Events of the College	Luther Benny - S.H dept. Prof.S.R.Sridhar -MECH One representative from each dept. Manushree Chaturvedi- MECH Ravi Angadi- EEE, Linija Shylin K.P-Lect - ECE Jagadeesh- CSE Shailashree-Chem, Jyothi-Maths Bheemeswar Reddy -MBA M.Manjula -Physics
21	Appointment Committee	Committee has to verify the application which was recommended by F.O.D's and call for personal interview, assessing their personality, capacity and the recommendation has to be done for appointment or rejection.	Principal - Co-ordinator Management Representative All HOD's & O.S. / Experts from other Institutions
22	Campus Automation Committee	Students academic details	Arunkumar - M.R. Rajalakshmi - Accounts Vidya Rani - ECE, Ramya - EEE Govindappa Chandapur - MECH Shalini-CSE, Raghu - CSE Sasikala - S.H dept., Harish - MBA Rathna - Librarian
23	Entrepreneurship Development Cell	Preparation of proposals, submissions, organizing programs/seminars etc.	Bheemeswar Reddy- MBA Coordinator Malini - EEE Dhanya.G.S. -ECE Venkatesh Kumar -CSE V.N.Kameshwar -MECH
24	Higher Education Cell	Coordinating with Placement, Universities, assisting students to prepare competitive examinations etc.,	Revathy -Maths Chitambarathanu -CSE Suganya.J -ECE K.Gopinath - EEE S. Venkataraju -MECH Dippi Verma -MBA

Copy to: Chairman, SSEC, Anekal

: All Co-ordinators

: Office/Transport/Stores/Placement/Library/Sports/Hostel/T.O.Bangalore

PRINCIPAL

SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE – 562 106

SSEC/Com/2012-13/ 73

Date: 05.07.2013

**CIRCULAR**

**Sub: Constitution of committee members – Reg.**

Based on the HOD's meeting held on 3.7.2013, the following committees have been constituted for the academic year 2013-14, to take care of the various activities in our College.

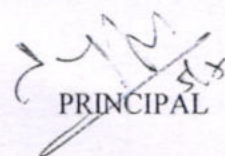
Sl.No	Committee	Responsibility	Members
1	Disciplinary & Anti Ragging Committee	Restriction of usage mobile in the campus, monitoring Dress Code, grievances & anti-ragging, control of students, talking in the corridors & disturbing classes. Strict implementation of rules & regulations laid by Govt. of Karnataka & VTU in and around the College. Enquiry to be called if any case reported. Report to be submitted to the Principal with their recommendations.	Prof.Pradeep B Jyothi - HOD/EEE Coordinator All HOD's with Basic Science Hostel – Warden & Deputy Warden <b>Students Representatives</b>
2	Stock Verification Committee	Verification of stock in various departments after the practical examination. - Even Sem – Vacation -after the practical exam – One weeks' time.	K.Prabakaran – E.O - Co-ordinator Pavanakrishna. P.E.D. Bheemeswar Reddy – MBA
3	Training & Placement Cell Committee	Placement activities calling companies for conducting interview / On the campus / off the campus and mock interview & Personality Development Programme, organizing training programme for soft skills.	Sivasakthibalan – Co-Ordinator T.K.Pradeep Kumar - Lect – CSE Madhava Rao – Lec - EEE Vijay.R – Sr.Lect –MECH N.Santhosh Kumar- Lect – ECE Mr.Harish, Lect – MBA Shivakumar – Attender
4	Sports Committee	Intra-mural games, Inter-Collegiate Athletic team, Sports Day	Pavanakrishna -P.E.D-Co-Ordinator T.Ganesan – Clerk – Office K.Prabakaran – E.O, Nagaraj– Library Halesh.H.R-Sr.Lect-ECE, Balaji.V– Lect – MECH Reji Thomas – Sr.Lect – CSE Manjula – Lect – Maths Manjunath – Lect. MBA <b>Students Representatives</b>
5	Internet, Website Edusat, & Webmaster Committee	Effective usage of Firewall-related activities. Monitoring the Edusat transmission, incorporating the same in the timetable, recording for library reference. Updating the students / Institutions data in the website, which includes students / attendance & IA Marks etc., Dept. Programs conducted, organizing & planned need to forwarded to webmaster @ ssec.ac.in to upload in the College Website.	Dr.B.Shadakshrappa–Vice Principal HOD/CSE & Co-Ordinator R.Arunkumar – Mgmt.Rep. K.Magesh – Sys.Admn. T.K.Pradeep Kumar – Lecture-CSE Saravanakumar – Sr.Lect-MECH Sincy Elizebath – Lect - EEE D.Vidyanani - Lect- ECE, Suma.– Lib, Harish – Lect – MBA
6	Transport Committee	Bus maintenance, timings, RTO, Insurance, timings at the time of examination	C.Narayana Reddy – Manager Co-Ordinator R.Arunkumar–M.R.&All Bus Monitors
7	Hostel & Canteen Committee	Welfare of hostliers with regard to Food, accommodation and all other related issues. Meeting has to be convened to get grievances/ complaints from students with regard to taste, change of menu, timings of the Canteen	K.Gajendra - Co-Ordinator Arunkumar – Mgmt.Rept Annamalai- O.S.,K.Prabakaran – E.O, Mohandoss – Girls Hostel M.Prakash - Office Pannerselvam – Hostel Sup. Manjula–AP-CSE Lavanya – Girls Hostel Supervisor Each 2 Students Rep.- Boys & Girls – Hostel

	Cultural Committee	Cultural - College Foundation Day, Induction Programme, Engineers Day, Sports Day and other important functions.	Venugopal-Sr.Lect-ECE-Co-Ord. Harikrishna-Sr.Lect-Chem Yogananda - AP -MECH Revaty - AP .Maths Gokulkumari - AP - CSE Dippi Verma-Sr.Lect- MBA - Vignesh.R -Lect - EEE
9	Library Committee	Procurement of Books, maintenance of Journals, Magazines, Newsletter Issue & return of books	Rathna - Librarian - Co-Ordinator V.Prakash - A.P. -Phy. Asha S. Manek - A.P-CSE Aruna Shanbog, Savitha - Lect-EEE Poonguzhali - A.P-ECE Bheemeswar Reddy - Sr.Lect - MBA Sailashree - Sr.Lect - Chem Gangavathi - Sr.Lect - Maths
10	NSS Committee	Plantings of saplings, conduction of one day & special programmes, road laying, community attachment, blood donation	Pavanakrishana - PED.-Co-Ordinator Fakkirappa Kuri - Lab Asst - ECE Swamy - CSE, Rathna - Librarian N.Shoba - Library Asst Rajanna.L - MECH Vijay Kumar - Lib, Ranjith - EEE Prakash - Office & Students Rep.
	ISTE & IEI Committee	Conduction of ISTE & IEI Chapters, Seminar Registration of students every year	Prof.Pradeep B Jyothi - Co-Ordinator Jagadish.K.K.- Lect-MECH Kalamani - Sr.Lect - CSE Hema Subjraja - Sr.Lect-EEE R.Murugesan - A.P. - Maths
12	Technical Bodies IETE / CSI / SAE	Conduction of Technical Associations, Seminars calling of papers, Guest Lecturers / Special Invitees, etc. ISTE /CSI/SAE	All HODs Venugopal -Sr.Lect-ECE - IETE Venkateshmurthy- AP-EEE - IETE Shimi Jeyaseelan - Sr.Lect - CSI Harish Babu - Lect - MECH - SAE
13	Grievances Committee/ Human Rights Club	Students / Staff Redressal	Principal - Co-Ordinator All HOD's, Prof.SR.Sridhar B.S.Yogananda - AP - Mech
14	R & D & Students Project Committee	The Committee has to monitor the project work carried out by the students of the Institution. Inter-department projects should also be encouraged.	Pradeep B Jyothi - Co-Ordinator Arunkumar - Mgt.Rep. Raghavendra Rao - A.P. - CSE Geetha - Sr.Lect - ECE Gunashekari - AP - EEE Durai - Sr.Lect - MECH Manjunath- Lect - MBA & All HOD's
15	Alumni Committee	Committee has to arrange meet once in six months and give suggestions on placement activities, according to the existing scenario.	Aruna. - Lect - ECE - Co-ordinator All HOD's, Arunkumar - M.R Vignesh-Lect-EEE, Rejithomos-Sr.Lect- CSE Harish Babu,Lect-Mech, Harish MBA R.Maheshwar - Manager - T.O
16	Industrial Visit	Arranging Industrial Visit for all the departments, registration fees, writing letters for permission from the Company, arranging transportation & other facilities.	Arunkumar - M.R.- Co-ordinator Raghavendra Rao -AP-CSE Deepa.R. - Sr.Lect-ECE Ravi Angadi - Lect - EEE ✓ Madhusudhan-Lect-MECH ✓ Venkatesh - Lect - MBA
17	Purchase Committee	Requirements of materials for the entire College should be done solely by the Committee, getting requirements for the department, calling for quotations from the dealer, making comparative study, getting approval from Co-ordinator, after purchase, planning & installation of equipment, finally recommendations for payment.	K.Patel - P.R.O- Co-ordinator Arun Kumar - M.R. K.Prabakaran - E.O Venkatesh - Lect - MBA & All HOD's
18	Academic Committee	Attendance/IA/Counselling, students handbook, calendar of events. Monitoring all the dept. activities with regard to attendance, I.A. Progress report of students	Dr.B.Shadaksharappa - Vice Principal & Co-ordinator & All HOD's



9	Anti Harassment Committee	Sexual	Ours is Co-educational Institution, the committee has to set right the grievances / complaints raised by the girl students. Need to protect gender policy.	Pradeep B Jyothi – Co-ordinator R.Gunasekari – A.P.–EEE Gangavathi – Sr.Lect – Maths, Shanthala – Lect-CSE Madhura – Lect – MECH Dippi Verma – Sr.Lect– MBA, H.S.Savitha – Sr.Lect-ECE Rathna - Librarian Students Representatives - One from each dept. Formulate committee as per VTU Norms
20	Newsletter & Magazine Committee		It is the duty of committee to bring out 4 newsletters and one Souvenir in a year. Consisting students / staff participation in workshop / seminar / paper presentation which includes sports / games. Magazines / Souvenir will be the collection of Annual Events of the College	Ammani Kuttan - A.P.-Maths - Editor Prof.S.R.Sridhar – Prof. - MECH One representative from each dept. Durai.J - MECH Ravi Angadi– EEE, Vijayalakshmi-Sr.Lect-CSE Sadhana.B.K., Lecturer- ECE Shailashree-Sr..Lec-Chem, Jyothi–Sr.Lec– Maths Bheemeswar Reddy – Sr.Lect – MBA New staff to be included in Physics
21	Appointment Committee		Committee has to verify the application which was recommended by HOD's and call for personal interview, assessing their personality, capacity and the recommendation has to be done for appointment or rejection.	Principal - Co-ordinator Management Representative All HOD's & O.S. / Experts from other Institutions
22	Campus Automation Committee		Students academic details	Arunkumar – M.R. Rajalakshmi – Accounts Vidya Rani – ECE, Ramya – EEE Govindappa Chandalpur – MECH Nethravathi – CSE, Raghu – CSE Manjula – Maths, Harish– MBA, Rathna – Librarian
23	Entrepreneurship Development Cell		Preparation of proposals, submissions, organizing programs/seminars etc.	Sincy Elizebath – Lect- EEE Malini – Sr.Lect – EEE Dhanja.G.S. – Sr.Lect – ECE Venkatesh Kumar – Lect – CSE V.N.Kameshwar – Sr.Lect-MECH
24	Higher Education Cell		Coordinating with Placement, Universities, assisting students to prepare competitive examinations etc.,	Revathy – AP – Maths Chitambarathanu – Sr.Lect-CSE Suganya.J – Lect- ECE Gopinath – Sr.Lect – EEE Manjunath – Lect – MECH Dippi Verma – Sr.Lect – MBA

Copy to: Chairman, SSEC, Anekal  
: All Co-ordinators  
: Office/Transport/Stores/Placement/Library/Sports/Hostel  
: Trust Office, B'lore

  
PRINCIPAL