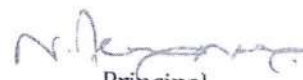



**Nandha Engineering College (Autonomous), Erode - 638 052**

**List of *Non-Statutory Committee* as per UGC and AICTE**

S. No	Name of the Committee	Responsibility
1.	IQAC Cell NIRF & Other Ranking	Dr. Kavitha S Mr. Premkumar P / ECE
2.	Planning and Evaluation Committee (5 Years Strategic Plan)	Dr. Easwaramoorthi M/Mech Mr. Rajkumar / Mech
3.	Admission Committee	Dr. Siva C & Prof. Gunasekar K
4.	Controller of Examinations	Dr. Thirumoorthy P Mr. Loganathan V N Mr. Prabhakaran S
	Examination Cell	Dr. Marimuthu C N Mr. Jagadeesan S /MCA Mr. Navin Kumar R / MCA
5.	Grievance Redressal Committee (OMBUDSMAN)	Dr. Jamuna P / EEE Mr. Mani C/ CSE Ms. Navamani C/MCA
6.	Women Development Cell	Ms. Amutha Praba J/Maths Ms. Amutha R / Maths
7.	Anti-Ragging Committee & Anti-Ragging Squad	Dr. Marimuthu C N Dr. Vijayalakshmi M/Che Ms. Eswari K E /MCA
8.	Committee for welfare of SC/ST	Mr. Velusamy A K, AO Mr. Somasundaram C, OS Mr. Rajasekaran K / Chemical Ms. Monica R / ECE
9.	Alumni Cell	Dr Satheesh A/EEE Ms.Vasuki C / CSE
10.	Students Welfare Committee	Dr. Murthi M K
11.	Sexual Harassment Committee	Dr. Manimekalai, MBA
12.	Extra-Curricular Activities (PCD) & Cultural Committee	Ms. Eswari K E /MCA Ms. Brindha S / ECE Ms. Devi P / Maths Ms. Suganthi S / Eng
13.	Hostel	Dr. Marimuthu C N Mr. Velusamy A K, AO Dr. Sharmilee K Ms.Pooja Nandakumar N
14.	Research and Development Cell	Dr. Marimuthu C N
15.	Library Committee	Dr. K. Sadagopan
16.	Academic Audit Committee	Dr. Easwaramoorthi M/Mech Zahira Jahan N/MCA



  
 Principal  
  
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## FUNCTIONS AND RESPONSIBILITES

S.NO	NAME OF ACADEMIC AND ADMINISTRATIVE BODIES	FUNCTIONS AND RESPONSIBILITES
1	IQAC Cell NIRF and Other ranking	<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</li></ul>



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		Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
2	Planning and evaluation committee (5 years strategic plan)	<ul style="list-style-type: none"><li>• Strengthening of research publications</li><li>• Establishing Centre of Excellence (COE)</li><li>• Revenue generation through consultancy works</li><li>• Improving research activities by leveraging the grant-in-aid of external funding agencies</li><li>• Quality improvement through accreditation</li><li>• Introducing new program</li><li>• Active involvement of faculty in industry interaction: FINE (Faculty Industry Education)</li><li>• Promoting culture of innovation, idea incubation and establishing business incubator</li><li>• Creating awareness about IPR for faculty and student members. Encouraging filing of IPR (Patent &amp; Copyright)</li></ul>
3	Admission committee	<ul style="list-style-type: none"><li>• The committee focuses on setting proper Procedures for the smooth admission process in line with the activities undertaken by the Government.</li><li>• Designing the prospectus of the college</li><li>• Framing the admission application form</li><li>• Organizing brand promotional activities</li><li>• Ensuring the rules and regulations laid down by the UGC in the admission process</li><li>• Participating in educational expos and enhancing the scale of applications</li><li>• Preparing annual admission report</li><li>• Promoting the standard of the institution by conducting Scholarship Test (NANDHA SCHOLARSHIP TEST)</li></ul>



*N. [Signature]*

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		<ul style="list-style-type: none"><li>• Evolving the procedures and making necessary arrangements for the first-year orientation program.</li></ul>
4	Controller of examinations	<ul style="list-style-type: none"><li>• Planning and conduct of End Semester Examination.</li><li>• Evaluation and publication of results of End Semester Examination.</li><li>• Addressing the grievance of students in the End Semester Examination.</li><li>• Maintenance of students results for verification.</li></ul>
	Examination cell	<ul style="list-style-type: none"><li>• Approving and finalizing the dates of internal examinations.</li><li>• Approval of examination and question paper pattern</li><li>• Approving members for moderation committee.</li><li>• Appointing of invigilators.</li><li>• Creating guidelines for examinations and students.</li><li>• Imposing penalties for fraud under malpractices</li><li>• Checking the eligibility of students for appearing University examination</li><li>• Proper maintenance of examination record.</li></ul>
5	Grievance redressal committee (OMBUDSMAN)	<ul style="list-style-type: none"><li>• The Grievance Redressal Committee monitors the complaints on the website and to arrange a meeting for grievance redressal committee members and discuss the complaints.</li><li>• The Committee resolves the registered grievances at once or within a month according to the nature of the Grievances.</li></ul>





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		<ul style="list-style-type: none"><li>• The decision taken by the Committee members are brought to the knowledge of the respective HOD's and Principal.</li><li>• The Committee intimates the effective redressal of his / her grievances to the person concerned.</li></ul>
6	Women development cell	<ul style="list-style-type: none"><li>• Creating a cozy ambience for female students and faculty to boost up their confidence in mental, physical and emotional aspects.</li><li>• Making women students and employees aware of their legal rights and thus empower them to stand against any discrimination.</li><li>• Organizing workshops and awareness Programmes which enhances Women Development.</li><li>• Assisting Anti Sexual Harassment Cell in dealing with complaints and conducting enquiry.</li><li>• Honoring Women Achievers in and around locality with Kalki Award during International Women's Day Celebrations.</li><li>• Acting as a forum for information sharing and exchange of ideas.</li><li>• Monitor the timely conduct of activities under WDC and submit the report of the same to the Academic Reformation Committee.</li></ul>
7	Anti-ragging committee and anti-ragging squad	<ul style="list-style-type: none"><li>• To ensure ragging free campus and nurture self-discipline among the students.</li><li>• To establish procedures for the monitoring the anti-ragging squad's performance in preventing ragging in the institution.</li><li>• To take all necessary steps to avoid ragging in the college and hostel premises.</li></ul>



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8	Committee for welfare of SC/ST	<ul style="list-style-type: none"><li>• To provide immediate counseling for any emotional emergencies arising on account of any events at the campus.</li><li>• To provide a mechanism to redress the grievances of SC, ST students, if any.</li><li>• To arrange some special lectures and opportunities to enhance the career growth of students, that is by giving Coaching for Competitive Examinations.</li><li>• To enhance the psychological wellbeing of the students inside the campus, so that they can take full advantage of the educational opportunities at the campus itself.</li></ul>
9	Alumni cell	<ul style="list-style-type: none"><li>• The Alumni Association act as a bridge between the students, management, faculty, and alumni of NEC via portal in order to establish good relationship between the stack holders and the student.</li><li>• Alumni play significant role in the academic support and progression.</li><li>• The Institution has an active Alumni Association that contributes significantly to the benefit and progress of its Alma Mater.</li><li>• Alumnus working in reputed company's give valuable suggestions in order to improve the student's skill set to get placed in reputed companies.</li><li>• Alumni also act as members for Board of Studies.</li></ul>
10	Student welfare committee	<ul style="list-style-type: none"><li>• To give maximum benefits to the students through various welfare activities organized by college.</li><li>• To identify and encourage creative talents and promote physical and mental development among the students.</li></ul>



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		<ul style="list-style-type: none"><li>• To organize social welfare activities and recommended the financial assistance for merits and needy students</li><li>• To ensure the establishment and maintenance of an effective students' leadership and the discipline of all students.</li><li>• To bring a harmonious atmosphere in campus</li><li>• To encourage students to express their grievances by providing them a platform through SWC.</li><li>• To arrange and facilitate participation of students in co-curricular and extracurricular events in our campus.</li></ul>
11	Sexual Harassment committee	<ul style="list-style-type: none"><li>• To sensitize students on gender equity and to prevent sexual harassment in any form</li><li>• To promote dialogue about sexual harassment possible in academic communities</li><li>• Prepare inquiry and settlement reports and submit the same to the managing body</li><li>• To ensure confidentiality in conciliation proceedings and conducting inquiry as well as in keeping records</li></ul>
12	Extra-curricular activities (PCD) and cultural committee	<ul style="list-style-type: none"><li>• To bring out the hidden talent of students in music, dance, and other traditions of our country. Apart from participating in various events, the students inculcate managerial capabilities such as event management and stage organization</li><li>• To encourage the students to work along with the people in rural areas, thereby developing their character, social consciousness, commitment, and discipline and being helpful towards the community. Social Club enables action-based activities such as awareness</li></ul>



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		<p>programme, tree plantation, rallies, cleanliness drive in the nearby villages and Temples.</p> <ul style="list-style-type: none"><li>• To develop an ability to observe, analyze and judge the performance of self and peers in Sport activities like Cricket, Football, Basketball, Volleyball, and other indoor games which need physical effort and skills help maintaining mental and physical fitness.</li></ul>
13	Hostel	<ul style="list-style-type: none"><li>• Assists Chief Warden in all the hostel related activities.</li><li>• Responsible for allotment of rooms to the students.</li><li>• Responsible for maintenance of Hostel.</li><li>• Gaze on the quality of food served in the hostels.</li><li>• Keeps strict discipline in incoming and outgoing of students from the hostels.</li><li>• Reports to the Principal in case of any indiscipline or misbehavior by the students.</li><li>• Looks into the grievances/complaints of the students if found genuine.</li><li>• Arranges for First Aid in case of any emergency and arrange for hospitalization of student/staff.</li></ul>
14	Research and Development cell	<ul style="list-style-type: none"><li>• To innovate, encourage and support research activities among the faculty member students.</li><li>• To buildup and develop research in new emerging fields and multi-disciplinary areas.</li><li>• To promote analytical and experimental research</li><li>• To equip with the concept of engineering technology and engineering application ability</li></ul>



  
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15	Library committee	<ul style="list-style-type: none"><li>• Collection of textbooks, reference books, journals and ensuring sufficient number of copies are made available in the library as per the curriculum and AICTE guidelines.</li><li>• Implementation to library automation, procedures, digital library development and usage were planned accordingly</li><li>• Finalizing the list of books, journals, magazines.</li></ul>
16	Academic audit committee.	<ul style="list-style-type: none"><li>• The academic audit intends to monitor the academic and to enhance the quality of academic process.</li><li>• To upgrade process for inducting academic audit both at the institute level and at the department level.</li></ul>



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