



SHANMUGANATHAN ENGINEERING COLLEGE

ARASAMPATTI - 622 507



Ref.: SNEC/CIR/10/2019-2020

Date : 14-08-2019 (Wednesday)

Originator : Principal

Classification : Routine

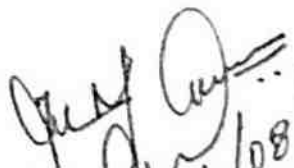
Subject. : Independence Day Celebration 2019 - Reg.

### CIRCULAR

73<sup>rd</sup> Independence Day will be celebrated in our College campus at 09.00 a.m. on 15-08-2019 (Thursday). The Correspondent will hoist the National flag on that day.

Attendance is compulsory for all staff members. College buses from Devakottai, Karaikudi, Pudukkottai and Singampunari will leave the respective starting points as per the usual timings. Return bus trips in the same routes have been arranged immediately after the function is over.

All the staff members and students are advised to attend the function without fail.



  
Principal 14/08/19  
14/08/19

To

- |   |   |   |
|---|---|---|
| 1) All HoDs                                     | } | - For Circulation among their staff /<br>Class co-ordinators  |
| 2) Academic Co-ordinator                        |   |   |
| 3) Transport-in-charge                          |   | - With a request to make necessary<br>transport arrangements. |
| 4) All Notice Boards (Departments and Hostels). |   |   |

CC:

- 1) Chairman/Correspondent/Secretary - For favour of kind information please
- 2) Office file.

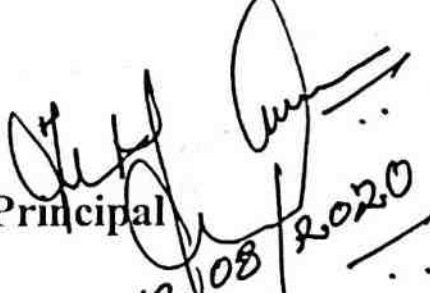
	<b>SHANMUGANATHAN ENGINEERING COLLEGE</b> ARASAMPATTI - 622 507	
Reference : SNEC/CIR/ 01/2020-2021	Date : 12-08-2020	
Originator : Principal	Classification : Routine	
Subject : Independence Day Celebration - Reg.		

### CIRCULAR

All the teaching and the supporting staff are insisted to participate in the 74<sup>th</sup> Independence Day celebration on 15<sup>th</sup> August, 2020 (Saturday) at 9.00 a.m. Our honourable Correspondent will host the National Flag.

All the members of SEC family are advised to join the National celebration day function without fail.

It is an important duty for an every citizen of India.

  
Principal  
12/08/2020

To

- 1) All the HoDs
- 2) Office

CC :

- 1) Chairperson/Correspondent/Secretary - for favor of information
- 2) Office File



**SHANMUGANATHAN ENGINEERING COLLEGE**  
**ARASAMPATTI – 622 507**




Ref. : SNEC/Office/CIR/80/2019-2020	Date : 22-01-2020
Originator : Principal	Classification : Routine
Subject : Republic Day Celebration - Regarding	

71<sup>st</sup> Republic Day will be celebrated in our college campus on 26-01-2020 (Sunday) at 09.00 a.m. The National Flag will be hoisted by the correspondent.

Attendance is mandatory for all the staff members. College buses will ply at usual timing from Devakottai, Karaikudi and Pudukottai

All the Staff members and students are advised to attend the function without fail.

  
Principal  
22/01/2020

To:

- 1) All the HoDs - For circulation among their staff members
- 2) Transport In-charge - To make necessary transport arrangements

CC:

- 1) Chairperson / Correspondent/ Secretary - For favour of kind information.
- 2) Office File

## INDEPENDENCE DAY





## REPUBLIC DAY





### **NSS SPECIAL CAMP ACTIVITIES FOR THE ACADEMIC YEAR 2017-18**

Total No.of NSS Units : 01  
 Total Volunteers Strength : 100  
 NSS Programme Activity Types : Special Camp - Activity  
 Name of the NSS Programme officer :P.Sakthivel

#### **Details of Special Camp Activities**

<b>S.No</b>	<b>Activity</b>	<b>No.of volunteers involved</b>
1.	Inauguration programme of camp	50
2.	Cleaning streets, Solid waste management & Wonders of science awareness programme	50
3.	Cleaning school campus, Consumer rights awareness programme	50
4.	Temple cleaning, Electrical Appliances utilization and maintenance guidance programme	50
5.	Tree Plantation ,Youth awareness programme	50
6.	Medical camp and counselling, Yoga training	50
7.	Rights to Act awareness programme	50

### Activity Report

<b>Name of the Activity</b>	<b>: Special camp - Inauguration</b>
<b>Date</b>	<b>:22-01-2018</b>
<b>Venue</b>	<b>:Arasampatti</b>
<b>Total No.of Volunteers involved</b>	<b>: 50</b>



A Special camp was organized at Arasampatti village, Thirumayamtaluk. from 22.01.2018 to 28.01.2018. Dr. B. Kumaragurubaran, the NSS regional coordinator was presided over the function and inaugurated the camp. Mr. Barathiyar, Head master, Government Boys Higher secondary School, Thirumayam and Dr. Maha. Sundar, The famous orator were participated and addressed the gathering.



# SHANMUGANATHAN ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)  
Accredited by NAAC, An ISO 9001: 2008 Certified Institution

ARASAMPATTI -622507

## NATIONAL SERVICE SCHEME (NSS)



Dr. B. Kumaragurubaran honoured Dr.Mahasundar with shawl. Dr.Maha.Sundar gave a special address on “A gift to work for society”.





**Name of the Activity** : Special camp - Inauguration  
**Date** :23-01-2018  
**Venue** :Arasampatti  
**Total No.of Volunteers involved** : 50



Prof.Prahadeeswaran, Civil Engineering Department, Shanmuganathan Engineering college addressed on “Solid waste management and Rain water harvesting”. Really it was useful to village people to create awareness on importance of this process.



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ARASAMPATTI -622507

## NATIONAL SERVICE SCHEME (NSS)



Mr. Balakrishnan, General Secretary, Tamilnadu Science forum demonstrated many awesome experiments to know the insights of scientific thoughts.



Name of the Activity : Special camp - Inauguration  
Date : 24-01-2018  
Venue : Arasampatti  
Total No.of Volunteers involved : 50



Mr. R.U. Raman, Vice president, Consumer forum, Pudukkottai was the chief guest of the day and he addressed on “Awareness of consumer rights”.





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ARASAMPATTI -622507

**NATIONAL SERVICE SCHEME (NSS)**



NSS volunteers involved in Pond Cleaning Process at Arasampatti. They cleaned and removed unwanted bushes.



<b>Name of the Activity</b>	<b>: Special camp - Inauguration</b>
<b>Date</b>	<b>: 25-01-2018</b>
<b>Venue</b>	<b>: Arasampatti</b>
<b>Total No. of Volunteers involved</b>	<b>: 50</b>



Prof. Mohamed Jubair, Department of Electrical and Electronics Engineering handled a session to create an awareness on “How to maintain Electrical appliances”. He gave many important tips to preserve the electrical and electronics appliances available at home.

**Name of the Activity** : Special camp – Tree plantation  
**Date** : 26-01-2018  
**Venue** : Arasampatti  
**Total No.of Volunteers involved** : 50



A 200 number of saplings were planted around Arasampatti village. All the NSS Volunteers were involved in the tree plantation programme.

Name of the Activity	: Special camp – Medical camp
Date	: 26-01-2018
Venue	: Arasampatti
Total No. of Volunteers involved	: 50



Dr.Sridhar.MBBS Government Doctor, attended a medical camp programme at arasampatti village. He delivered many guidelines to maintain a good health and to prevent unwanted diseases. The village people attended the programme and benefitted.



**Name of the Activity** : Yoga training

**Date** : 26-01-2018

**Venue** :Arasampatti

**Total No.of Volunteers involved** : 50



Mr.Selvaraj, Founder, Ananda Yoga Foundation, Pudukkottai was visited the camp and he trained our NSS volunteers and village people through his wonderful yoga training.



**Name of the Activity** : Act awareness programme

**Date** : 27-01-2018

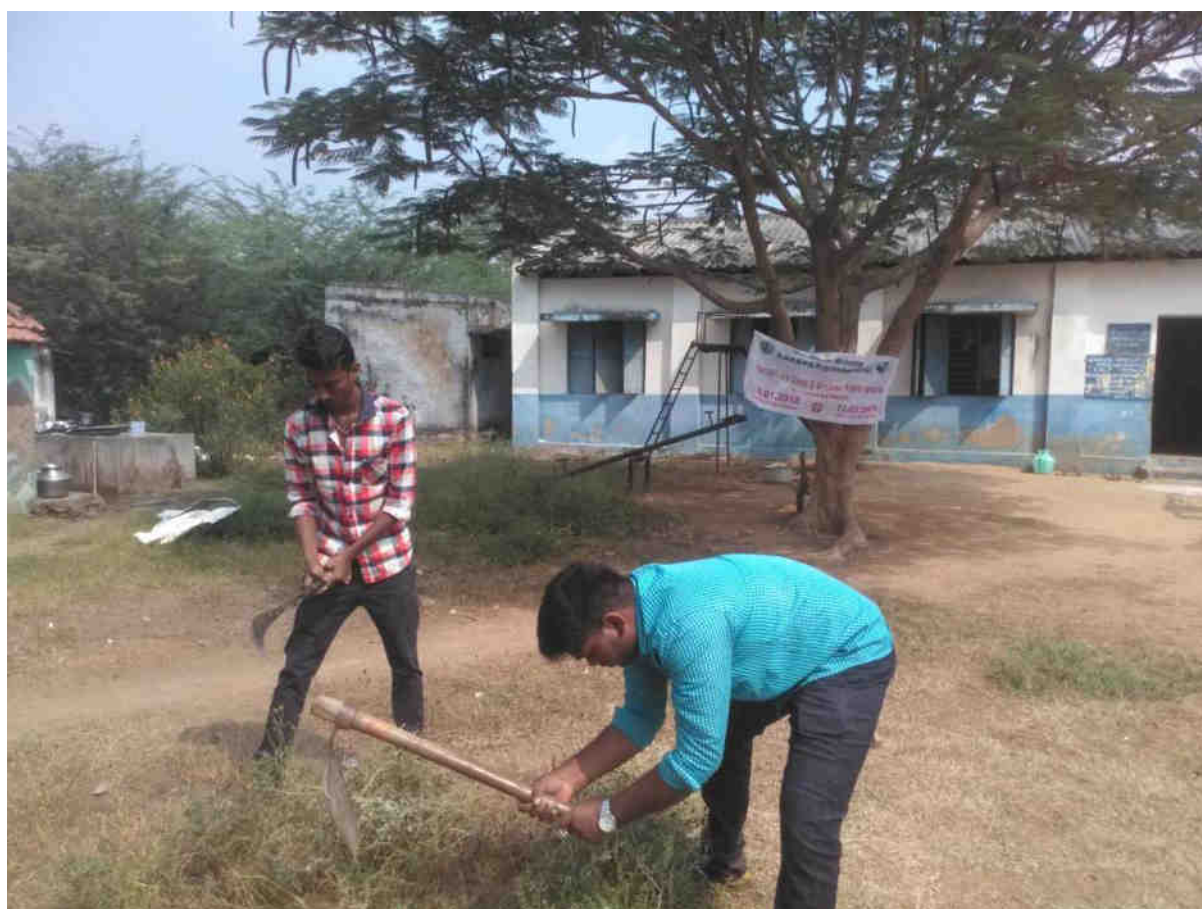
**Venue** : Arasampatti

**Total No.of Volunteers involved** : 50



Advocate Mr. Abdul Sidthik, Karaikudi was attended our special camp. He delivered a nice address on Indian Acts and Rights. Dr.SaiShanmuga Raja, Assistant Professor of CSE department and Mr.Muthuraman, I year coordinator were the special invitied of the day.

<b>Name of the Activity</b>	<b>: Cleaning programme</b>
<b>Date</b>	<b>: 28-01-2018</b>
<b>Venue</b>	<b>: Arasampatti</b>
<b>Total No. of Volunteers involved</b>	<b>: 50</b>



Cleaning Process was held at primary health centre, Elementary School and sides of Streets. NSS Volunteers were served in this programme. Finally Valedictory Programme was conducted. Village people were participated and appreciated the efforts taken by NSS unit of Shanmuganathan Engineering College.



**Blood Donation Camp**





சண்முகநாதன் பொறுப்பாளர் கலவாரம், அரம்மபட்டி.

நாட்டு நலப்பணித் திட்டம்

தேசிய வாக்காளர் தினம் - ஜனவரி 25

வாக்காளர் என்பதில் பெருமை கொள்வோம்! வாக்களிக்க தயாராவோம்!!









**SHANMUGANATHAN ENGINEERING COLLEGE**  
**ARASAMPATTI – 622 507**




Ref. : SNEC/Office/CIR/34/2019-2020	Date : 08-02-2020
Originator : Principal	Classification : Routine
Subject : Awareness Programme on Coronavirus - Regarding	

**CIRCULAR**

To create awareness among the staff and students regarding the recent outbreak of Coronavirus, a special information programme has been arranged for all on 10-02-2020 (MONDAY) at 01.35 p.m..

All the HoDs are advised to assemble their department staff and students at the auditorium without fail.

  
Principal  
08/02/2020

To:

- 1) All the HoDs - For circulation among their staff members & students

CC:

- 1) Chairperson / Correspondent/ Secretary - For favour of kind information.
- 2) Office File

## CORONA VIRUS AWARENESS PROGRAM







SHANMUGAN

AN ENGINEERING COLLEGE

University, Chennai & Accredited by NAAC)

ANNAY BHARAT ABHIYAN

organized

"RUS AWARENESS PROGRAM"

Chief Guest

Prithvi M.B.B.S.,

(Monday)







**SHANMUGANATHAN ENGINEERING COLLEGE**  
**ARASAMPATTI – 622 507**

Reference : SNEC/ Office/24/2018-19	Date : 21-03-2019
Originator : Principal	Classification : Routine
Subject : SEC Annual & Sports Day Celebration- Constitution of Committees – Regarding.	

SEC ANNUAL & SPORTS DAY 2019 will be celebrated on **30-03-2019 (Saturday)**  
Conveners, Co-Conveners and the members of various committees constituted in connection with the events are as given below.

Sl. No.	Committee	Member(s)	Responsibilities
1	Steering Committee	<b>Dr. KL. Muthuramu – Principal</b>	a) Exercises command and control over all the committees.
2	Finance & Accounts	Mr. C. Venkatachalam - Cashier Mr. G. Venkatesan, - Accountant	a) Preparation of Budget Estimate for the function / event. b) Collecting money from the principal c) Distribution to various committees. d) Submission of bills, vouchers and settlement of accounts. e) Submission of final expenditure statement.
3	Printing publicity and Public Relations	1) Mr. P. Ashok Kumar, PRO – <b>Convener</b> 2) Mr. S. Manikandan, AP/Civil 3) Mr. K. Perumal, AP/MECH 4) Mr.P.Mohan, PA to Correspondent	a) Printing of invitations & Certificates. b) Preparation of mailing lists. c) Dispatch / Distribution of invitations to the V.I.P.s, Chief Guest, and Guests. d) Arranging to send material for inclusion in the 'Engagement Column' of newspapers. e) Booking Hotel room(s). f) VIP(s) pickup and drop. g) Inviting Media & Press persons for coverage. h) Transport arrangement for press & media personal. i) Arranging snacks and gifts to press & Media personnel. j) Arrangement of official Photographer and Videographer. k) Preparing and sending a report to the press after the function is over l) Preparation of Photo & Video albums

4	Cultural Programme	<b>Convener</b> : Ms. N. Vennila, Academic Coordinator <b>Co-Convener</b> : Mrs. R. Sornalatha, AP/ECE <b>Members:</b> 1) Ms. Syed Ali Fathima, AP/CIVIL 2) Ms. N. Veerapriya, AP/EEE 3) Mr. K. Balamurugan, AP/ECE 4) Ms. G. Keerthana, AP/ECE 5) Mr. PL. Velmurugan, AP/MECH 6) Mr. S. Vignesh, AP/MECH 7) Mr. V. Janakiraman, AP/CSE 8) Mrs. G. Ramya, AP/MATHS 9) Mrs. S. Pothum selvi, AP/CHEMISTRY	a) Arranging students for cultural events.
5	Rangoli	<b>Convener</b> : Dr. K. Senthamarai, HoD/Mech. <b>Members :</b> 1) Ms. R. Fathima, AP/CIVIL 2) Ms. V. Anusuya, Lab. Tech/CSE 3) Ms. S. Hemalatha, Lab. Inst/CSE 4) Ms. V. Iswarya, Lab. Tech/EEE 5) Ms. M. Janaki, Lab. Tech/EEE 6) Ms. S. Muthulakshmi, Lab. Asst./ECE 7) Ms. S. Sindhu, Lab. Inst./ECE 8) Ms. M. Narmatha, Lab. Inst/ECE 9) Ms. B. Menaka, Lab. Attender/CIVIL 10) Ms. M. Marikannu, Lab Attender/CIVIL 11) Ms. N. Nagammai, Lab Asst. /EEE 12) Ms. S. Nageshwari, Lab. Inst/ECE 13) Mrs. S. Meenakshi, Lab Att./Chemistry	a) Decorating the auditorium and the main building with Rangoli.
6	Reception & Hospitality	<b>Convener</b> : Mrs. R. Thaila, AP/EEE <b>Members :</b> 1) Mrs. S. Poovini Vigneshwari, AP/CSE 2) Ms. R. J. Iswarya, AP/CSE 3) Mrs. A. Priyanga, AP/MATHS 4) Ms. G. Abirami, AP/PHYSICS 5) Ms. S. Meenakshi, AP/CHEMISTRY 6) Ms. A. Yasmin Nihara, AP/ECE	a) Arrangements of reception items like rose water, sandal paste etc. b) Receiving V.I.P.s, Chief Guest, Guests and parents.
7	Stage Arrangement & Programme	<b>Convener</b> : Dr. K. Ganesan, HoD/CIVIL <b>Co-Convener</b> : Mr. K. Sivaramakrishnan, AP/MECH <b>Members :</b> 1) Mr. S. Ramakrishnan, AP/CIVIL 2) Mr. K. Sankar Ganesh, AP/GE 3) Mr. PL. Ramesh, AP/ECE 4) Mr. S. Thirumalai Kumar, AP/MECH 5) Dr. B. Rajeskannan, AP/PHYSICS 6) Mr. M. Chandrakumar, AP/PHYSICS	a) Stage seating. b) Placing name boards and agenda on the table. c) Arranging for Kuthuvilakku. d) Arranging for room freshener. e) Arranging students for Tamilthai Vazhthu and National Anthem. f) Seat allocation for Special Invitees, Parents, Staff and

		7) Ms. D. Subhasini, AP/CIVIL 8) Mrs. K.Rani, AP/CSE 9) Ms. C. Saranya, AP/EEE 10) Mr. S. Ganesan, Lab Asst./EEE 11) Mr. CT. Natarajan, Lab Inst./MECH 12) Mr.T.GanashKrishnaKumar, Lab Inst/MECH 13) Mr. SP. Ilango, Lab Asst./MECH	Students. g) Stage arrangements for cultural events. h) Stage Decoration. i) Arrangements of flowerpots and paper flags and festoons.
8	Lights and PA Systems	<b>Convener</b> : Dr. M. Varadarajan, HoD/EEE <b>Co-Convener</b> : Mr. A. Ramanathan, AP/EEE <b>Members</b> : 1) Mr. M.Venkata Subramanian, AP/EEE 2) Mr. S.Manikandan, AP/EEE 3) Mr. S. Senthil Ilangoan, AP/EEE 4) Mr.MT. Karthikeyan, Lab Tech/EEE 5) Mr. A. Saravanakumar, Lab Tech/EEE 6) Mr. MV. Kannan, Electrician/EEE 6) Mr. RM. Ganesan, Electrician/EEE	a) Stage and venue lighting b) Serial lighting in the main building. c) Audio system arrangements in the auditorium for cultural. d) Standby Generator. e) OHP, PC, LCD projector(s) and screen(s), if required.
9	Announcement Desk	<b>Convener</b> : Mr. V. Venkata Ramanathan, AP/ECE <b>Member:</b> 1) Ms. A. Anusuya, AP/ENGLISH	a) Collection of Bio-data of VIP. b) Preparation of agenda. c) Coordinating with the Gift, Prizes and Mementos Committee. d) Preparing students for compeering.
10	Gifts, Prizes and Mementos Committee	<b>Convener</b> : Mr. K. Muthuraman, HoD/I Year <b>Co convener</b> : Mr.Mohammed Illias, DPE <b>Members</b> : 1) Dr. T. Kanimozhi, AP/ECE 2) Mr. S. Karthikeyan, AP/ CIVIL 3) Mrs. R. Kavitha, AP/CSE 4) Mr. R. Chisty Prabha, AP/CSE 5) Mrs. P. Thenmozhi, AP/CSE 6) Mr. D. Ramesh, AP/ECE 7) Mr. M. Ramakrishnan, AP/MECH 8) Mrs. A. Maheswari, AP/MATHS 9) Ms. T. Ananthi, AP/CIVIL 10) Mr. R. Krishnamurthy, AP/MECH 11) Ms. M. Vetriselvi, AP/CIVIL 12) Ms. SP. Renuka, AP/CSE 13) Mr. M. Muthukumar, AP/EEE 14) Mr. S.P.Sethilkumar, AP/ECE 15) Ms. A. Ushadevi, AP/ECE 16) Mr. B. Rajakarathi, AP/MECH	a) Purchase of prizes for the winners. b) Purchase of Mementos and Shawls for Chief Guest. c) Winners list and other details to be given to the Announcement desk in proper order. d) Writing and issuing certificates to winners in the proper order e) Return of balance medals and certificates to the office

11	Catering Committee	<b>Convener:</b> Dr. S. Saravanakumar, HoD/CSE <b>Co Convener:</b> Mr. M. Palaniyappan, AP/ECE <b>Members:</b> 1) Ms. P. Devahi, AP/CIVIL 2) Mrs. I. Syedali Fathima, AP/CIVIL 3) Mr. P. Senthilkumar, AP/CIVIL 4) Mr. D. Annal, AP/ CIVIL 5) Mr. M. Athavan, AP/CIVIL 6) Ms. G. Sasireka, AP/CSE 7) Mrs. A. Kasthoori, AP/MATHS 8) Mr. C. Bharath Krishna, AP/MECH 9) Mr. JB. Arun Pandiyan, AP/MECH 10) Mr. M. Deepak, AP/MECH 11) Mrs. A. Kavitha, AP/MATHS 12) Mr. D. Arumugam, Lab /Atten. MECH 13) Mr. K. Madhavan, Lab. Attn./Physics 14) Ms. G. Rajeshwari, Lab Inst./ English	a) Preparation of menu for lunch b) Ordering sufficient number of tea & snacks for distribution c) Providing Tea, Snacks and Water at stage d) Arranging snacks and water to Staff, Students and Audience.
12	Chief Guest Follow-up	<b>Convener:</b> Mr.A.Muthumanickam, HoD/ECE	a) Pickup and drop of chief guest. b) To follow up the Guest.
13	Transport Committee	<b>Convener:</b> Mr. K. Arockia Vincent Sagayaraj, AP/MECH <b>Members:</b> 1) Mr. K. Pandiaraja, AP/MECH 2) Mr. J. Praveen Rex, AP/MECH 3) Mr. C. Jegadesh Chandra Bose, Transport	a) Transport arrangements for all parents, teachers and students.
14	Discipline Committee	<b>Convener :</b> Dr. KL. Muthuramu, Principal <b>Members:</b> 1) Dr. K. Ganesan, HoD/CIVIL 2) Dr. M.Varadarajan, HoD/EEE 3) Dr. K. Senthamarai, HoD/MECH 4) Mr. K. Muthumanickam, HoD/ECE 5) Mr. K. Muthuraman, HoD/I Year 6) Ms. N. Vennila, Academic Coordinator	a) To maintain overall discipline inside the campus.

Cooperation from all the conveners, Co-conveners and members are solicited for the successful conduct of our SEC Annual Day & Sports Day Celebration.

To:

1) All HoDs / Academic Coordinator - To circulate among their staff members

CC To:

- 1) Chairperson/Correspondent/Secretary – in favour of kind information
- 2) Office File

Principal

22/03/19





**SHANMUGANATHAN ENGINEERING COLLEGE**  
**ARASAMPATTI - 622 507**



Reference : SNEC/ Office/CIR/23/2019-20	Date : 07-02-2020
Originator : Principal	Classification : Routine
Subject : SEC Annual Day Celebration - Constitution of Committees - Regarding.	

SEC Annual Day 2020 will be celebrated on 09-04-2020 (Thursday). Conveners, Co-Conveners and the members of various committees constituted in connection with the events are as given below.

Sl. No.	Committee	Member(s)	Responsibilities
1	Steering Committee	Dr. KL. Muthuramu – Principal	a) Exercises command and control over all the committees. b) Ensures coordination among various committees.
2	Finance & Accounts Committee	Convener : Mr. C.Venkatachalam, (Cashier) Co-Convener : Mr. G. Venkatesan, (Accountant)	a) Preparation of Budget Estimate for the function / event. b) Collecting money from the principal c) Distribution to various committees. d) Submission of bills, vouchers and settlement of accounts. e) Submission of final expenditure statement.
3	Printing publicity and Public Relations Committee	Convener: Mr.A.Muthumanickam HoD/ECE  Members : 1) Mr.D.Ramesh AP/ ECE 2) Mr.K.Balamurugan AP/ECE 3) Mr. P. Ashok kumar, PRO	a) Printing of invitations & Certificates. b) Preparation of mailing lists. c) Dispatch / Distribution of invitations to the V.I.P.s, Chief Guest, and Guests. d) Arranging to send material for inclusion in the 'Engagement Column' of newspapers. e) Inviting Media & Press persons for coverage. f) Arranging snacks and gifts to press & Media personnel. g) Arrangement of official Photographer and Videographer. h) Preparing and sending a report to the press after the function is over i) Preparation of Photo & Video albums




4	Inviting Parents & Students Committee	<b>Conveners:</b> <ol style="list-style-type: none"> <li>1) Dr. K. Ganesan, HoD/CIVIL</li> <li>2) Dr. M. Varadarajan, HoD/EEE</li> <li>3) Dr. K. Senthamarai, HoD/MECH</li> <li>4) Mr. K. Muthumanickam, HoD/ECE</li> <li>5) Dr. N. Vennila, HoD/ First Year</li> <li>6) Mrs. Kavitha HoD/I.C CSE</li> </ol>	<ol style="list-style-type: none"> <li>a) Preparation of mailing lists,</li> <li>b) Dispatch / Distribution of Invitations to the parents.</li> </ol>
5	Cultural Programme Committee	<b>Convener :</b> Mrs. R.Sornulatha, AP/ECE <b>Members:</b> <ol style="list-style-type: none"> <li>1) Mrs.D.Latha AP/Civil</li> <li>2) Ms.R.Fathima AP/Training Civil</li> <li>3) Mrs. SP.Renuka AP/CSE</li> <li>4) Mr.V.Janakiraman AP/CSE</li> <li>5) Mrs.R. Thaila AP/EEE</li> <li>6) Ms.G.Keerthana AP/ECE</li> <li>7) Mr.S.Vignesh AP/Mech</li> <li>8) Mr.K.Pandiaraja AP/Mech</li> <li>9) Mrs.G.Ramya AP/Mathematics</li> <li>10) Mrs. S.Pothumselvi AP/Chemistry</li> </ol>	<ol style="list-style-type: none"> <li>a) Arranging students &amp; other arrangements for cultural events.</li> </ol>
6	Rangoli Committee	<b>Convener :</b> Mrs. R.Kavitha, HoD/I.C CSE <b>Members:</b> <ol style="list-style-type: none"> <li>1) Ms.P.Kanmani Lab Inst /ECE</li> <li>2) Ms.V.Anusuya Lab Instructor/CSE</li> <li>3) Ms.CT.Kasthuri Lab Inst /ECE</li> <li>4) Ms.M.Narmatha , Lab Instructor/ECE</li> <li>5) Mrs.N.Nagammai Lab Asst./ EEE</li> <li>6) Ms.B. Pandimeenal Librarian</li> <li>7) Ms. C.Suba Devi, Lab Instructor</li> <li>8) Mrs. B.Menaka Lab Attender / Civil</li> <li>9) S.Meenal, Office Asst./ Mech.</li> </ol>	<ol style="list-style-type: none"> <li>a) Decorating the auditorium and the main building with Rangoli.</li> </ol>
7	Reception & Hospitality Committee	<b>Convener:</b> Dr.K.Ganesan HoD/Civil <b>Members :</b> <ol style="list-style-type: none"> <li>1) Mrs. B.Gayathri, AP/CSE</li> <li>2) Ms. R. J. Iswarya, AP/CSE</li> <li>3) Ms.V.Revathi AP/ Training Civil</li> <li>4) Mrs. A. Priyanga, AP/Mathematics</li> <li>5) Ms.B.Seetha AP/Training CSE</li> <li>6) Ms. C.Suba Devi, Lab Instructor</li> <li>7) Ms.M.Narmatha , Lab Instructor/ECE</li> </ol>	<ol style="list-style-type: none"> <li>a) Arrangements of reception items like rose water, sandal paste etc.</li> <li>b) Receiving V.I.P.s, Chief Guest, Guests and parents.</li> </ol>
8	Stage Arrangement & Programme Committee	<b>Convener:</b> Dr.K.Senthamarai HoD/Mech. <b>Members :</b> <ol style="list-style-type: none"> <li>1) Mr.SP.Senthilkumar AP/ECE</li> <li>2) Mr.K.Sivaramakrishnan AP/Mech.</li> <li>3) Mr. V. Ilayaraja, AP/CSE.</li> <li>4) Mr.S.Ramakrishnan AP/Civil</li> </ol>	<ol style="list-style-type: none"> <li>a) Stage seating.</li> <li>b) Placing name boards and agenda on the table.</li> <li>c) Arranging for Kuthuvilakku.</li> <li>d) Arranging for room freshener.</li> <li>e) Arranging students for Tamilthai</li> </ol>



		5) Mr.K.Kanagaraj AP/Civil 6) Mr.K.Sankar Ganesh AP/CSE <i>Km</i> 7) Mr.S.Manikandan AP/EEE 8) Mr.B.Rajakarthi AP/Mech 9) Mr.C.Bharath Krishnan AP/Mech 10) Mr.CT.Natarajan Lab Instrutor /Mech 11) Mr.S.Saravanan Lab Atten /ECE 12) Mr.S.Anandha Kumar LabAsst/Mech	Vazhthu and National Anthem. f) Seat allocation for Special Invitees, Parents, Staff and Students. g) Stage arrangements for cultural events. h) Placing the placards. i) Stage Decoration. j) Arrangements of flowerpots and paper flags and festoons. k) Erection of banners & Flex
9	Light and PA Systems Committee	<b>Convener :</b> Dr. M. Varadarajan, HoD/EEE <b>Members :</b> 1) Mr.A.Ramanatha AP/EEE 2) Mr.S.Senthil Ilangovan AP/EEE 3) Mr.M.Venkat Subramanian, AP/EEE 4) M.Muthukumar AP/EEE 5) Mr.M.Karthikeyan Lab Tech /EEE 6) Mr. RM.Ganesan, Electrician	a) Stage and venue lighting b) Audio system arrangements in the auditorium. c) Arranging playlist tracks for cultural.
10	Announcement Desk	<b>Convener :</b> Mr. V. Venkata Ramanathan, AP/ECE 1) Ms.NS.Sivanageshwari AP/Training English.	a) Collection of Bio-data of VIP. b) Preparation of agenda. c) Coordinating with the Gift, Prizes and Mementos Committee. d) Preparing students for compeering.
11	Gifts, Prizes and Mementos Committee	<b>Convener:</b> Dr.N.Vennila HoD/First Year <b>Members :</b> 1) Mrs.R.Divya Sopna AP/CSE <i>Ra</i> 2) Mrs. T.Jothi AP/EEE 3) Ms.B.Alageshwari AP/Civil 4) Ms. S.Meenakshi AP/Chemistry 5) Ms G.Sasirekha AP/ CSE 6) Mrs P.Thenmozhi AP/CSE <i>Pr</i> 7) Mrs A.Yasmin Nihara AP/ECE 8) Mr.JB.Arun pandian AP/Mech. 9) Ms.M.Mariyayi Lab Asst. / Chemistry	a) Purchase of prizes for all the Prize winners. b) Purchase of Mementos and Shawls for the Chief Guest. c) Winners list and other details to be given to the Announcement desk in proper order. d) Return of balance certificates to the office
12	Catering Committee	<b>Convener :</b> Dr.D.Selvakumar AP/Civil <b>Members :</b> 1) Mr.V.Balakrishnan AP/Civil 2) Mrs. K.Rani AP/CSE <i>Pr</i> 3) Mrs. K.Sobina AP/CSE <i>Pr</i> 4) Mr.S.Saravanakumar AP/CSE. 5) Mr.N.Ramakrishnan AP/Mech. 6) Mr.R.Krishnamoorthy AP/Mech. 7) Mr.S.Thirumalai Kumar AP/Mech. 8) Mr.K.Karuppiah Prabakaran AP/Civil 9) Ms C.Saranya AP/EEE	a) Preparation of menu for lunch b) Ordering sufficient number of tea & snacks for distribution c) Providing Tea, Snacks and Water at stage d) Arranging snacks and water to Staff, Students and Audience.

		10) Mr.M.Deepak AP/Mech. 11) Mrs A.Kasthoori AP/Mathematics 12) Mrs G.Abirami AP/Physics 13) Mr.SP.Ilango Lab Asst /Mech	
13	Chief Guest Follow-up	Convener: Dr.Sai Shanmugaraja AP/CSE Mr.P.Ashokkumar, PRO	a) Pickup and drop of chief guest. b) Arrangement of tea, snacks and food to the guests. c) To follow up the Guest.
14	Transport Committee	Convener: Mr. K. Arockia Vincent Sagayaraj, AP/MECH Members: 1) Mr. K. Perumal, AP/MECH 2) Mr.S.Stalin Lab Asst.	a) Transport arrangements for all parents, teachers and students.
15	Discipline Committee	Convener : Dr. KL. Muthuramu, Principal Members: 1) Dr. K. Ganesan, HoD/CIVIL 2) Dr. M.Varadarajan, HoD/EEE 3) Dr. K. Senthamarai, HoD/MECH 4) Mr. K. Muthumanickam, HoD/ECE 5) Dr. N. Vennila, HoD/ First Year 6) Mrs. Kavitha HoD/I.C CSE	a) To maintain overall discipline inside the campus. b) Overall security arrangements.

Cooperation from all the conveners, Co-conveners and members are solicited for the successful conduct of our Annual Day Celebration.

  
Principal  
07/02/2020

To:

- 1) All HoDs - To circulate among their staff members

CC To:

- 1) Chairperson/Correspondent/Secretary – in favour of kind information
- 2) Office File



# SHANMUGANATHAN ENGINEERING COLLEGE

Approved by AICTE, Affiliated to Anna University, Chennai,  
NAAC Accredited with B Grade & ISO 9001-2015 Certified Institution  
ARASAMPATTI - 622 507



Ref: SEC/Office / CIR39/2019-2020

Date: 17.03.2020

Originator: Principal

Classification: Routine

Subject: 19<sup>th</sup> Sports Day - Faculty Events- Regarding

It is happy to inform you that Nineteenth Sports Day of our college to be held on 08<sup>th</sup> Apr 2020. On the eve of sports day, various events are to be conducted for our faculty members as per the schedule given below.

SLNo	Events	Date	Time
1	Volley Ball (Men & Women)	23.03.2020	10.00 am for women 2.00 pm for men
2	Badminton - Shuttle (Men)	24.03.2020	10.00 am for women 2.00 pm for men
3	Basketball (Men And Women)	26.03.2020	10.00 am for women 2.00 pm for men
4	Cricket (Men)	27.03.2020	10.00 am for women 2.00 pm for men
5	Athletics (Men And Women)	28.03.2020 to 30.03.2020	10.00 am for women 2.00 pm for men

Interested faculties contact Mr.K.Karupppiah Prabaharan, Assistant Professor, Dept. of Civil Engg.

All the HoDs are advised to instruct their faculties to participate in all the sports events.

  
Principal

To:

1. Correspondent / Secretary - For Favour of Kind Information.
2. All Hods - With a request to circulate among their Staff Members.

Copy to:

1. ISO File

# SHANMUGANATHAN ENGINEERING COLLEGE

Approved by AICTE, Affiliated to Anna University, Chennai,  
NAAC Accredited with B Grade & ISO 9001-2015 Certified Institution  
ARASAMPATTI - 622 507



Ref: SEC/Office / CIR37/2019-2020

Date: 24.02.2020

Originator: Principal

Classification: Routine

Subject: 19<sup>th</sup> Sports Day - Regarding

It is happy to inform you that **The Nineteenth Sports Day** of our college is to be held on **08<sup>th</sup> April 2020**. On the eve of sports day, various events are to be conducted for our students as per the schedule given below.

Sl.No	Events	Date	Time
1	Kabaddi (Men)	05.03.2020	3.30 pm on Scheduled dates
2	Volley Ball (Men & Women)	09.03.2020	
3	Badminton - Shuttle (Men)	11.03.2020	
4	Football (Men)	12.03.2020	
5	Table Tennis (Men And Women)	13.03.2020	
6	Chess (Men And Women)	16.03.2020	
7	Basketball (Men And Women)	17.03.2020	
8	Cricket (Men)	18.03.2020	
9	Athletics (Men And Women)	20.03.2020	

Interested students please contact **Mr.K.Karuppiah Prabaharan**, Assistant Professor, Dept. of Civil Engg.

All the HoDs are advised to instruct their students to participate in all the sports events.

Principal

24/02/2020

To:

1. Correspondent / Secretary – for favour of kind information.
2. All Hods – With a request to circulate among their staff members and students.

Copy to:

1. ISO File





SHANMUGANATHAN ENGINEERING COLLEGE  
ARASAMPATTI – 622 507

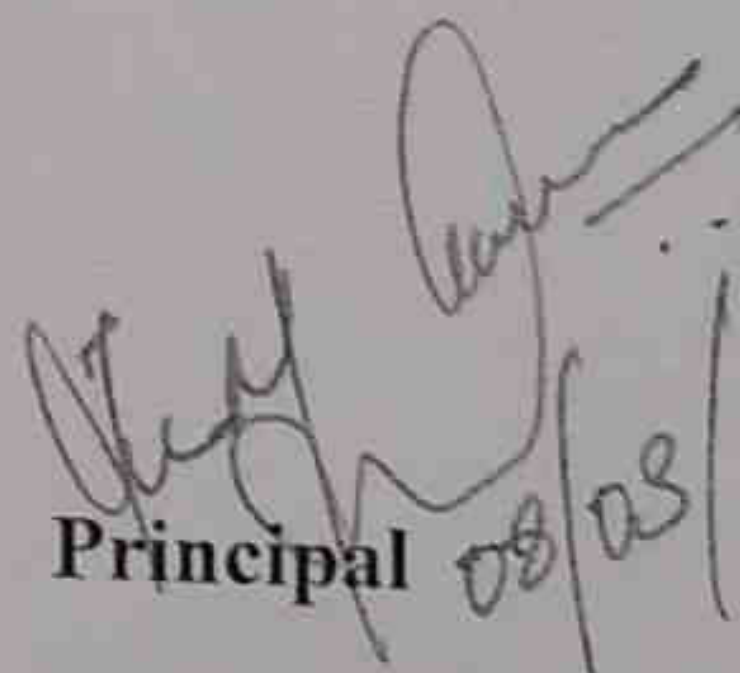


Ref. : SNEC/CIR/ 14/2020-2021	Date : 8-03-2021
Originator : Principal	Classification : Routine
Subject. : Women's Day Celebration - Reg.	

CIRCULAR

SEC wishes all women faculty, staff members and students a very happy International Women's Day. Therefore, the whole week will be considered as fine arts week. All the HoDs are advised to conduct various events to girl students in their department. Valedictory function for Women's Day will be on 12<sup>th</sup> March 2021, (Friday). All the girl students and faculty members are advised to be present in the auditorium at 3.30 pm.

Cooperation from all the HoDs and staff members are solicited

  
Principal 08/03/2021

To

1) All the HoDs – To circulate among their staff members

CC.:

- 1) Chairman / Correspondent / Secretary – For favour of kind information please.
- 2) Office File.





SHANMUGANATHAN ENGINEERING COLLEGE  
ARASAMPATTI – 622 507



Ref. : SNEC/CIR/ 14/2020-2021	Date : 9-03-2021
Originator : Principal	Classification : Routine
Subject. : Women's Day Celebration Week - Reg.	

**CIRCULAR**

As part of the women's day celebration various events for staff members and students have been arranged. The faculty coordinators and student coordinators are advised to make this celebration successful. Events like extempore speech, poetry recitation, debate, drawing, rangoli, mehandhi, fun games, cooking, dancing, singing etc. to be conducted from 09.00 am to 3.15 pm on 12<sup>th</sup> March 2021 (Friday).

The following are the faculty coordinators

- 1) Dr.N.Vennila, HoD/ S&H
- 2) Mrs.R.Sornalatha, AP/ECE
- 3) Mrs.R.Thaila, AP/EEE
- 4) Mrs.R.Divyasopna, AP/CSE
- 5) Mrs.G.Ramya, AP/CSE
- 6) Ms.R.Fatima, AP Training Civil

Student Coordinators

- 1) D.Naganandhini, IV Year ECE
- 2) AS.Gayathri, IV Year CSE
- 3) K.Tharani, IV Year EEE
- 4) N.Shanmugapriya IV Year Mech.
- 5) G.Madhumitha, IV Year Civil

Cooperation from all the faculty members and students are solicited for the successful conduct of the events.

Principal

To

- 1) All the HoDs – To circulate among their staff members
- 2) To be read in all classrooms.

CC.:

- 1) Chairman / Correspondent / Secretary – For favour of kind information please.
- 2) Office File.





### **WOMEN'S DAY CELEBRATION**

SEC has conducted various events for girl students and women faculty members for a week and organised valedictory function on 12th march 2021 at 3.30 PM in meeting hall.





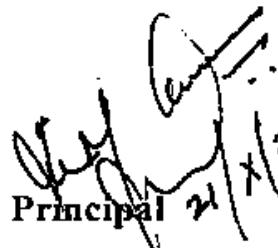


	<b>SHANMUGANATHAN ENGINEERING COLLEGE</b> ARASAMPATTI - 622 507	
Reference : SNEC/CIR/ 03/2020-2021	Date : 21-10-2020	
Originator : Principal	Classification : Routine	
Subject : Pooja Ceremony - Reg.		

### CIRCULAR

To celebrate Saraswathy pooja ceremony all staff members and supporting staff are advised to attend the college on **24-10-2020 Saturday**. Usual practice of offering prayers in departments, laboratories, temple and library will be arranged.

**All your presence is mandatory**

  
 Principal 21/10/2020

To :

- 1) The HoDs - To circulate among their staff members
- 2) PRO - To inform all office Staff
- 3) Transport Incharge - To inform supporting staff

CC :

- 1) Chairperson/Correspondent/Secretary - for favor of information
- 2) Office File

For Staff  
circulation.  
21/10/20  
21/10/20







## Yoga training







**SHANMUGANATHAN ENGINEERING COLLEGE**  
**ARASAMPATTI – 622 507**  
**PUDUKKOTTAI**

<b>Reference</b> : SNEC/Office/46/2018-2019	<b>Date</b> : 21-02-2019
<b>Originator</b> : Principal	<b>Classification</b> : Routine
<b>Subject</b> : Fourteenth Graduation Day – Constitution of committees – Revised - Reg.	

Following committees with the nature of activities to be performed by each of them in connection with the conduct of the fourteenth Graduation Day, scheduled on **02-03-2019 (Saturday)** have been constituted and the committees are as follows.

Sl.No.	COMMITTEE	NAME OF THE STAFF	RESPONSIBILITIES
1	Steering Committee	<b>CONVENER</b> Dr. K.L.Muthuramu-Principal	a) Exercise command and control over the committees. b) Ensures coordination among various committees.
2	Co-Conveners	1) Dr. K.Ganesan, Professor & HoD / CIVIL 2) Dr.M.Varadarajan, Professor & HoD / EEE 3) Dr. S.Saravanakumar, Professor & HoD / CSE 4) Dr.K.Senthamarai, Asso. Prof & HoD / MECH 5) Mr.A.Muthumanickam AP & HoD / ECE 6) Mr.K.Muthuraman, AP/Chem. & I Year HoD 7) Ms.N.Vennila, AP/English & Academic Coordinator	To maintain coordination among their team.
3	Media Arrangement, Flex, Invitation Designing, Photography & Videography	1) Mr. P. Ashok Kumar, PRO	a) Printing of Invitation b) Inviting press and media personnel for news coverage. c) Flex designing. d) Invitation designing. e) Invitation distribution. f) Group Photographs
4	Rangoli Decoration	Mrs.R.Sornalatha, AP/ECE - <b>Convener</b> <b>Members:</b> 1) Mrs.G.Ramya, AP/Mathematics 2) Ms. B. Menaka, Lab Attender/ CIVIL 3) Ms. M. Marikannu, Lab Attender/ CIVIL 4) Ms. V. Anusuya, Lab Tech./ CSE 5) Ms. S. Hemalatha, Lab Instructor/ CSE 6) Ms. V. Iswarya, Lab Tech./ EEE 7) Ms. M. Janaki, Lab Tech./ EEE 8) Ms. N. Nagammai, Lab Asst./ EEE 9) Ms. B. Pandimeenal, Librarian 10) Ms. R. Sathya, Library Asst.	To decorate the auditorium and reception with Rangoli

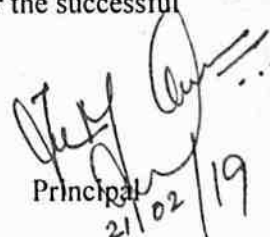
5	Stage Arrangements	<p>Mr.A.Muthumanickam AP &amp; HoD / ECE <b>Convener</b></p> <p>Mr. V. Venkata Ramanathan, AP/ ECE <b>Co-Convener</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Mr. S. Karthikeyan, AP/CIVIL</li> <li>2) Mr. D. Annal, AP/ CIVIL</li> <li>3) Mrs. S. Poovini Vigneshwari, AP/ CSE</li> <li>4) Mrs. K. Rani, AP/ CSE</li> <li>5) Mr. M. Muthukumar, AP/ EEE</li> <li>6) Mr. J. Praveen Rex, AP/ MECH</li> <li>7) Ms. A. Ushadevi, AP/ ECE</li> <li>8) Mr. C. Bharath Krishnan, AP/ MECH</li> <li>9) Mr.S.Saravanan, Lab Att./CSE</li> </ol>	<ol style="list-style-type: none"> <li>a) Stage Decoration.</li> <li>b) Seating arrangement on the dais.</li> <li>c) Gathering of graduands in the auditorium.</li> <li>d) Conduct of Rehearsal.</li> <li>e) Clarification of Queries</li> </ol>
6	Hall Arrangements	<p>Dr. S.Saravanakumar, Professor &amp; HoD / CSE - <b>Convener</b></p> <p>Mr. M. Palaniyappan, AP/ ECE -<b>Co-Convener</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Mr. P. Senthilkumar, AP/ CIVIL</li> <li>2) Mr. M. Athavan, AP/ CIVIL</li> <li>3) Mrs. P. Thenmozhi, AP/ CSE</li> <li>4) Ms. C. Saranya, AP/ EEE</li> <li>5) Ms. G. Keerthana, AP/ ECE</li> <li>6) Mr. K. Pandiaraja, AP/ MECH</li> <li>7) Mr. JB. Arun Pandiyan, AP/ MECH</li> <li>8) Mr.S.Ganesan, Lab Asst./ECE</li> </ol>	<ol style="list-style-type: none"> <li>a) Seating arrangements for guests and parents.</li> <li>b) Seating arrangements of graduands branch wise</li> <li>c) Sticking graduands names and staff names in the allotted chairs</li> <li>d) Seating of Press and Media personnel.</li> <li>e) Gathering of graduands in the auditorium.</li> </ol>
7	Reception	<p>Ms.N.Vennila, AP/ English &amp; Academic Coordinator <b>- Convener</b></p> <p>Mrs.R.Thaila, AP / EEE - <b>Co-Convener</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms.A.Anushya, AP/English</li> <li>2) Ms. D. Subhasini, AP/ CIVIL</li> <li>3) Mrs.L.Syedali Fathima, AP/ CIVIL</li> <li>4) Mrs. A. Priyanga, AP/ Mathematics</li> <li>5) Ms. S. Meenakshi, AP/ Chemistry</li> <li>6) Ms. G. Rajeshwari, Lab Inst./ English</li> </ol>	<ol style="list-style-type: none"> <li>a) Arrangements of reception items.</li> <li>b) Receiving the VIPs Guests and Parents</li> <li>c) Purchase of bouquets if necessary</li> <li>d) Arranging tea and snacks for guests</li> </ol>
8	Registration	<p>Dr. K.Ganesan, Prof. &amp; HoD /CIVIL - <b>Convener</b></p> <p>Mr.K.Sivaramakrishnan, AP/Mech-<b>Co-Convener</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Mrs.T.Kanimozhi, AP /ECE</li> <li>2) Ms. M. Vetriseivi, AP/ CIVIL</li> <li>3) Ms. P. Devahi, AP/ CIVIL</li> <li>4) Ms. G. Sasireka, AP/ CSE</li> <li>5) Ms. P. Vinodharasi, AP/ CSE</li> <li>6) Mr. S. Manikandan, AP/ EEE</li> <li>7) Mr. D. Ramesh, AP/ ECE</li> </ol>	<ol style="list-style-type: none"> <li>a) Registration of candidates.</li> <li>b) Issue of form of procedure &amp; feedback forms.</li> <li>c) Preparation of Branch wise list of candidates present.</li> <li>d) Preparation of Department toppers list</li> <li>e) Preparation of rank holders list.</li> </ol>



		8) Mr. PL. Ramesh, AP/ ECE 9) Mr. S. Thirumalai Kumar, AP/ MECH 10) Mr. K. Perumal, AP/ MECH 11) Mr. V. Janakiraman, AP/ CSE 12) Ms. S. Muthulakshmi, Lab Asst./ECE 13) Ms. M. Narmadha, Lab Inst./ECE	f) Seating arrangement for registration work.
9	Robing Procession	Dr. S. Saishanmugaraja, Asso. Prof/ CSE - <b>Convener</b> Mr. K. Balamurugan, AP/ ECE - <b>Co-Convener</b> <b>Members:</b> 1) Ms. T. Ananthi, AP/ CIVIL 2) Mr. K. Karupiah Prabhakaran, AP/ CIVIL 3) Ms. R. J. Ishwarya, AP/ CSE 4) Ms. R. Cristy Prabha, AP/ CSE 5) Ms. N. Veerapriya, AP/ EEE 6) Ms. A. Yasmin Nihara, AP/ ECE 7) Mr. R. Krishnamurthy, AP/ MECH 8) Mr. N. Ramakrishnan, AP/ MECH 9) Mr. V. Ilayaraja, AP/ CSE 10) Ms. S. Sindhu, Lab Inst./ECE	a) Robing of Chairperson. b) Robing of Correspondent and Secretary. c) Robing of HoDs, Chief Guests and other processionists. d) Arranging the academic processions. e) Issuing robes to students before the function. f) Receiving robes from students after the function. g) Furniture arrangements for robing distribution.
10	Proceedings	Dr. K. Senthamarai, Asso. Prof & HoD / MECH - <b>Convener</b> Mr. SP. Senthilkumar, AP/ ECE - <b>Co-Convener</b> <b>Members :</b> 1) Mr. S. Ramakrishnan, AP/ CIVIL 2) Mr. S. Manikandan, AP/ CIVIL 3) Mrs. R. Kavitha, AP/ CSE 4) Ms. SP. Renuka, AP/ CSE 5) Mr. M. Venkata Subramanian, AP/ EEE 6) Mr. PL. Velmurugan, AP/ MECH 7) Mr. B. Rajakarathi, AP/ MECH 8) Ms. S. Nageswari, Lab Inst./ECE 9) CT. Natarajan, Lab Inst./MECH 10) Mr. P. Mohan, PA to correspondent	a) Collecting the degree certificates from Principal's Office. b) Handing over to the chief guest in the order - branch wise. c) Collecting the medals of the rank holder. d) Handing over the medals to chairperson in the order (Branch wise) e) Return of balance certificates to the office.
11	Chief Guest Follow - up	Mr. P. Ashok Kumar, PRO	a) To follow up the Guest
12	Catering and Hospitality	Mr. K. Muthuraman, AP/ Chem. & I Year HoD - <b>Convener</b> Dr. D. Selvakumar, Prof. / Civil - <b>Co-Convener</b> <b>Members:</b> 1) Ms. R. Fathima, AP (Training) / Civil 2) Mrs. A. Maheswari, AP/ Mathematics 3) Ms. A. Kavitha, AP/ Mathematics 4) Ms. A. Kasthuri, AP/ Mathematics 5) Mr. M. Chandrakumar, AP/ Physics	a) Providing tea and snacks to candidates and their parents before the commencement of function. b) Providing lunch to parents c) Providing snacks and tea. (for the Alumni meet- if scheduled).

		6) Ms.G.Abirami, AP/Physics 7) Mrs. S.Pothumselvi, AP/Chemistry 8) Mr.K.ShankarGanesh, AP/GE 9) Mr.S.AnathaKumar, Lab Asst./MECH 10) Mr.S.Stalin, Lab Asst./MECH 11) Mr.K.Madhavan, Lab Att./Physics 12) Mrs.S.Meenakshi, Lab Att./Chemistry	
13	Electricity Arrangement	Dr.M.Varadarajan, Prof. & HoD/EEE - <b>Convener</b> Mr. A. Ramanathan, AP/ EEE - <b>Co-Convener</b> <b>Members:</b> 1) Mr. S. Senthil Ilangoan, AP/ EEE 2) Mr.MT.Karthikeyan, Lab Tech. /EEE 3) Mr.A.Saravanakumar, Lab.Tech./EEE 4) Mr.MV.Kannan, Electrician, EEE 5) Mr.RM.Ganesan, Electrician/EEE	a) Generator arrangements and to ensure uninterrupted power supply. b) Audio system arrangement for playing procession music, invocation, national anthem etc.,
14	Transport Arrangement	Mr. S. Arockia Vincent Sagayaraj, AP/MECH. - <b>Convener</b> Mr. S. Vignesh, AP/ MECH - <b>Co-Convener</b> <b>Members:</b> 1) Mr. M. Deepak, AP/ MECH 2) Mr. T. Ganesh Krishna Kumar, Lab Inst./MECH 3) Mr. SP. Ilago, Lab Asst.../ MECH 4) Mr. C.Jegadesh Chandra Bose,Transport/ MECH	Arrangement of College buses to students, parents and staff
15	Discipline	<b>Dr. KL.Muthuramu, Principal - Convener</b> <b>Members:</b> 1) Dr. K.Ganesan, Professor & HoD / CIVIL 2) Dr.M.Varadarajan, Professor & HoD / EEE 3) Dr. S.Saravanakumar, Professor & HoD / CSE 4) Dr.K.Senthamarai, Asso. Prof & HoD / MECH 5) Mr.A.Muthumanickam AP & HoD / ECE 6) Mr.K.Muthuraman, I Year HoD 7) Ms.N.Vennila,AP/English /Academic Coordinator	Maintaining the overall discipline.

All the staff members are requested to give their complete cooperation for the successful conduct of the graduation ceremony.

  
Principal  
21/02/19

To:

1) All HoDs & Academic Coordinator

- For circulation among their staff members

CC:

1) Chairperson/Correspondent/Secretary

- For favour of kind information

2) Office File