



# SASURIE COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai

Near NH544, Coimbatore Bypass, Near Vijayamangalam Tollgate, Tirupur 638056

## NAAC DOCUMENTS

### QUALITY INDICATOR FRAME WORK

#### CRITERION - 6

### GOVERNANCE, LEADERSHIP & MANAGEMENT

SUBMITTED BY

# IQAC

INTERNAL QUALITY ASSURANCE CELL

### SASURIE COLLEGE OF ENGINEERING





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## **Various Committees**

### **Table of Contents**

| S.No. | Description                  | Page No |
|-------|------------------------------|---------|
| 1.    | Functions & Responsibilities | 3-5     |

## VARIOUS COMMITTEE FUNCTIONS AND RESPONSIBILITIES

| S.No | Name of the Committee                       | Functions and Responsibilities   |
|------|---|--|
| 1.   | Governing<br>Committee<br><br>Council       | The Governing Council Committee is a vital body responsible for overseeing and guiding the college's general administration in line with the institution's strategic plan. It plays a crucial role in decision-making, policy formulation, and the mobilization of funds and resources, all aimed at creating a conducive environment for academic learning and ensuring the efficient operation of the institution.   |
| 2.   | Admission Committee                         | The Admission Committee is essential in managing student admissions. It is responsible for implementing policies as directed by the Governing Council regarding student admissions.  |
| 3.   | Planning and<br>Committee<br><br>Monitoring | The committee is responsible for developing strategic plans and setting goals based on the directions of the Governing Council. It monitors the progress of faculty and students, aiming for enhanced performance, and reports these findings to the Governing Council of the institution.   |
| 4.   | Grievance<br>Committee<br><br>Redressal     | The primary purpose of the Grievance Redressal Committee is to provide a mechanism for both staff and students to seek resolution for their grievances. This committee operates under the direct supervision of the Principal to create a pleasant and conducive atmosphere for everyone.  |
| 5.   | Anti Ragging Committee                      | Implementing the guidelines of UGC, AICTE, and Anna University regarding ragging and maintaining a ragging-free campus involves convening meetings for further action. This includes organizing orientation programs and awareness campaigns to educate students about the negative consequences of ragging and the importance of fostering a friendly and inclusive campus environment. Additionally, collecting undertaking forms from every student to affirm their commitment to not engage in ragging is part of the process. |
| 6.   | Internal<br>Committee<br><br>Compliant      | The committee is usually composed of senior executives, department heads, legal experts, and stakeholders, in accordance with UGC, AICTE and Anna University guidelines. Its primary focus is on addressing sexual harassment issues involving women employees.  |
| 7.   | Discipline Committee                        | Responsible for maintaining student discipline, ensuring individual well-being, and creating a conducive atmosphere for teaching and learning activities.  |



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|-----|---------------------------------|---|
| 8.  | SC and ST Committee             | To advocate for the interests of students from reserved categories and provide targeted support in areas where they face challenges.  |
| 9.  | OBC Committee                   | To promote the specific interests of students in the OBC category and offer targeted support in areas where they face challenges.   |
| 10. | Mentor Mentee Committee         | To provide guidance, advice, feedback, and support to the mentee. A mentor will share insights about their own career path, offer motivation, emotional support, and role modeling, and help create a fearless environment.   |
| 11. | Sports and Cultural Committee   | To support and encourage students to actively engage in cultural activities and participate in both indoor and outdoor games across various disciplines.  |
| 12. | Placement and Training Cell     | To recognize each student's aspirations and core competencies by providing guidance on relevant subjects, thereby increasing awareness of career planning and instilling confidence and a positive attitude. The committee also aims to strengthen students' communication and interpersonal skills and is responsible for inviting various companies for campus recruitment.   |
| 13. | Internal Quality Assurance Cell | The IQAC is responsible for the development and effective implementation of a quality management system for various academic and administrative activities of the College. It implements skill enhancement programs through participatory teaching and learning processes, arranges for feedback, and conducts academic audits and documentation of the various programs and activities of the College, leading to quality improvement. Additionally, the IQAC acts as a nodal agency of the College, coordinating quality-related activities, including the adoption and dissemination of good practices.            |
| 14. | Hostel mess committee           | To manage and oversee the quality of food, boarding, and lodging facilities for men within the hostel and to convene meetings with committee members for further action.  |
| 15. | Examination cell                | Responsible for conducting periodic cycle tests (internal tests) as per the academic planner and sealing the marks on the COE portal. Oversee the conduction of university practical and theory examinations according to the schedule declared by Anna University and enter the necessary details into the COE portal. Issue mark statements, consolidated mark reports and provisional certificates to students through their faculty coordinator. Collect grievances from students and faculty members related to exams or certificate corrections and address these issues to Anna University via the COE portal. |
| 16. | Scholarship Committee           | To provide financial assistance to students in need, enabling them to pursue their education and achieve academic   |



|     |                                   |  |
|-----|-----------------------------------|--|
|     |                                   | excellence through government and institutional scholarships.  |
| 17. | RRC/YRC/NSS                       | To organize regular events, awareness campaigns and community outreach activities that encourage students to contribute their social services to society.  |
| 18. | Right to Information Act Cell     | To ensure timely responses to all applications received under the Right to Information Act, 2005, in the RTI Cell.   |
| 19. | Alumni Cell                       | To organize alumni meets that facilitate reunions and strengthen the bond between alumni and the institution. This includes inviting alumni to deliver guest lectures, act as resource persons in seminars, workshops, skill enhancement programs, and career development sessions, thereby interacting with students and inspiring them to achieve their goals. |
| 20. | Electoral Literacy Club           | To engage students through engaging activities and hands-on experiences, raising awareness about their electoral rights and familiarizing them with the registration and voting processes by conducting various related activities.  |
| 21. | Women Empowerment Cell            | To advance women's empowerment through seminars, awareness programs, motivational sessions, and other initiatives, aiming to support the welfare of faculty members and students and develop them into capable professionals.  |
| 22. | Entrepreneurship Development Cell | The cell regularly organizes various activities and events to train and inspire students in entrepreneurship. It encourages students to pursue entrepreneurship as a career and fosters an entrepreneurial spirit to support their business ventures.  |



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