



### SUPPORTING DOCUMENTS

- CRITERIA NO :6** Governance, Leadership and Management
- KEY INDICATOR:6.2** Strategy Development and Deployment
- METRIC NO. 6.2.2** The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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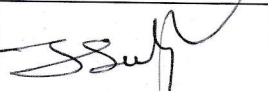
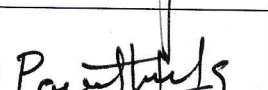

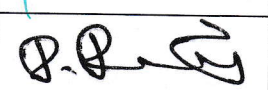

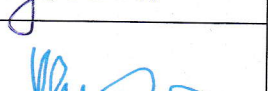

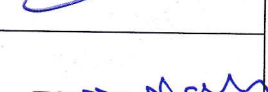
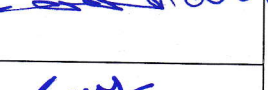
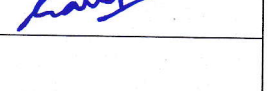
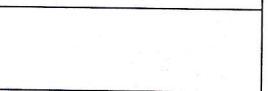
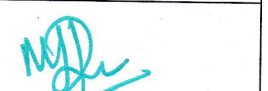
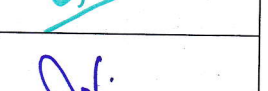
**CONSTITUTION AND MINUTES OF GOVERNING COUNCIL  
MEETING**

## Governing Council Meeting

Date: 31.03.2021 - Time: 11:00.am

### Minutes of Meeting

#### **Members Present:**

S. No	Governing Council Position	Name of the Members with Postal Address	Signature
1	Managing Trustee	<b>Shri A. Nagarasan</b> Managing Trustee, Akshaya College of Engineering and Technology, Kinathukadavu, Coimbatore - 642 109.	
2	Chairman	<b>Shri T. Subramaniyan</b> Chairman, Akshaya College of Engineering and Technology, Kinathukadavu, Coimbatore - 642 109.	
3	Trustee	<b>Shri K. Pavithran</b> Secretary, Akshaya College of Engineering and Technology, Kinathukadavu, Coimbatore - 642 109.	
4	Trustee	<b>Dr. K. Thanushkodi</b> Director, Akshaya College of Engineering and Technology, Kinathukadavu, Coimbatore - 642 109.	
5	Trustee	<b>Shri P. Rangaraj</b> Trustee, Akshaya Charitable Trust, Kinathukadavu, Coimbatore - 642 109.	
6	Member 6 - Educationist	<b>Dr. R Joseph Xavier</b> Advisor, Akshaya College of Engineering and Technology, Kinathukadavu, Coimbatore - 642 109.	
7	Member 7 - Educationist	<b>Dr. R. Sundararajan</b> Former Principal, Government College of Technology, Coimbatore - 641 013.	
8	Member 8 - Academician	<b>Dr. V. Selladurai</b> Principal, Coimbatore Institute of Technology, Coimbatore - 641 014.	
9	Member 9 - Industrialist	<b>Mr. M. Koodalingam</b> , (Rtrd Deputy Director ESIC) Proprietor, Sree Vigneshwarar Engineering works No.27A/2, Seventh cross street, Gandhi Nagar, Sundarapuram, Coimbatore - 641 024.	
10	Member 10 - Industrialist	<b>Mr. V.S. Ramesh</b> Director, STEPS Knowledge Services, Coimbatore.	
11	Member 11 - AICTE Nominee (SRO)	Vacant - Nomination awaited.	
12	Member 12 - Anna University Nominee	Vacant - Nomination awaited.	
13	Member 13 - State Government/ Directorate of Technical Education Nominee	<b>Dr. J.C Miraclin Joyce Pamila</b> Professor, Dept., of Computer Science and Engineering, Government College of Technology, Coimbatore - 641 013.	
14	Member 14 - Faculty Member 1 from the Institution at Professor level	<b>Dr. N. Suguna</b> Professor & Head, Dept. of CSE, Akshaya College of Engineering and Technology, Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109.	
15	Member 15 - Faculty Member 2 from the Institution at Assistant Professor level.	<b>Prof. M. Sathyabama</b> Assistant Professor, Dept. of CSE, Akshaya College of Engineering and Technology, Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109	
16	Member 16 - Secretary / Principal/ Director of the Concerned institution.	<b>Dr. N. Kathiravan</b> Principal, Akshaya College of Engineering and Technology, Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642109.	



The Member Secretary of the Governing Council Dr. N. Kathiravan (Principal, Akshaya College of Engineering and Technology) extended a formal welcome to the members of the Governing Council and initiated the proceedings. Dr. R. Joseph Xavier, Advisor and member of Governing Council conducted the meeting.

**Subject 01** : Review of action taken on the resolutions passed during the previous meeting held on 05.09.2019.

**Resolution** : **The Governing Council has been informed that the annual GC meeting could not be conducted in 2020 due to covid - 19 pandemic situation.**

The Governing Council has also been informed that (Refer subject 05 of the previous Governing Council meeting) Anna University did not implement the rule on clearance of first semester papers for promotion to seventh semester and therefore there are no drop outs in academic year 2020 - 2021 due to this clause.

Further, it has been observed that (Refer subject 14 of the previous Governing Council meeting) Institution of Engineers (India) Accreditation for programmes offered by the institution will not qualify for any recognition and therefore revised the decision in this regard.

The resolution passed on various subjects in the previous Governing Council meeting held on 05.09.2019 are reviewed and resolved to approve the action taken by the Head of the Institution.

**Subject 02** : The appointment of new Principal due to the resignation and subsequent relieving of Dr. J. Jaya has been done taking into account the expertise and experience of in-service staff working at ACET. Dr. N. Kathiravan, Professor in Mechanical Engineering and Dean has been identified and appointed as the Principal with effect from 08.02.2021 by the selection committee. copy of joining report, appointment order and resume are furnished in Annexure I for favour of ratification by the Governing Council.

**Resolution** : **Resolved that the members of Governing Council place on record its appreciation for the service rendered by Dr. J. Jaya as Principal of the Institution. Further, it is resolved to ratify the appointment of Dr. N. Kathiravan as the Principal of the Institution with effect from 08.02.2021.**

**Subject 03** : Reconstitution of Governing Council for the Academic year 2021 - 2022 and 2022 - 2023 from 01.04.2021 to 31.05.2023.

The Managing Trustee and Chairman have reconstituted the Governing council for two years from 01.04.2021 to 31.05.2023 with the members cited in Annexure II. This is for favour of information to the members of Governing Council.

**Resolution** : **Reconstitution of Governing Council for 2021 - 2022 and 2022 - 2023 for two years from 01-04-2021 to 31-05-2023 has been brought to the notice of Governing Council members. It has been noted that the list of Governing Council members are the same as the previous one except the member secretary due to the appointment of Dr. N. Kathiravan as the Principal of ACET. It is resolved to ratify the decision on reconstitution of Governing Council for 2021 - 2022 and 2022 - 2023 from 01-04-2021 to 31-05-2023.**



Subject 04 : Anna University results and College ranking.

The consolidated details of Anna University examination results for the odd and even semesters of academic year 2019-2020 along with ranking as published in the University website are furnished in Annexure III. The College is ranked at 76 out of 443 affiliated colleges under Anna University. This is the best ranking so far i.e., top 17 percent for the Institution. The details are placed before the governing council for favor of information.

**Resolution :** Resolved to place on record the appreciation of members of Governing Council for the efforts put up by the members of faculty, students, Dean and Head of the Institution for securing satisfactory results in Anna University examinations taking the College ranking to top 17% which is the best ranking so far. The members of Governing Council advised the Head of the Institution to take forward the Institution and improve the ranking to top 10%

Subject 05 : First year BE Admission details for 2021-2022.

The details are presented in Annexure IV for information to the members of Governing council.

**Resolution :** The members of Governing Council reviewed admission of students to various UG and PG programmes during the academic year 2020 - 2021. Mr. V. S. Ramesh, Director, STEPS Knowledge Service, Coimbatore observed that the ranking of the Institution at top 17% did not get reflected in the admission. He advised to organize 4 to 6 weeks programme for second and third year diploma students so as to improve the visibility of the Institution and also utilize the facilities in better ways.

It was felt that the admission to first year UG programmes is a real challenge ahead in terms of numbers as well as quality of students. In this regard, the members observed that the Institution should improve its stature by Accreditation and travel towards Autonomy.

Subject 06 : Ratification of new appointments and staff members relieved from duty.

A report on the appointment of new faculty members is furnished in Annexure V. The list of those staff members who have been relieved from duty are also presented in the same Annexure.

The members of Governing council are requested to ratify the action taken.

**Resolution :** Resolved to ratify the appointment of new teaching and non - teaching staff listed in the Annexure during the period from Nov 2019 to March 2021. It is also resolved to ratify the decision on relieving the staff from duty during the period from Oct 2019 to March 2021.

**Subject 07** : Affiliation to Anna University and continuation of approval by AICTE for UG & PG programmes  
The Institution has applied for affiliation of existing courses (UG & PG) without any variation in intake to Anna University. The Institution will have to apply for continuation of approval for the existing programmes (UG & PG) for the academic year 2021 – 2022.  
The fees towards the same will be Rs. 1, 90, 000/-

**Resolution** : **The Governing Council noted that the Institution has to apply for provisional affiliation to Anna University UG and PG programmes and also for Continuation of Approval by AICTE for the same. Head of the Institution has been asked to carry on with the statutory process in this regard.**

**Subject 08** : Introduction of New courses  
During the academic year 2021 – 2022, it was planned to apply for a new course in UG namely B.TECH. (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE) with an intake of 30. The application for the same has been submitted to Anna University with an inspection fee of Rs. 40, 000/-. However, AICTE in their revised handbook for approval, has put up a condition of 50% overall enrolment to apply for a new course. The application to AICTE for this course may be considered if the statutory body takes into account the total intake which is less than 300 i.e., 270 only as on date. The amount of Rs. 40, 000/- paid to Anna University can be adjusted against affiliation fee for 2021 – 2022 if AICTE brings in overall enrolment clause. The details are furnished in Annexure VI.

**Resolution** : **The Governing Council took note of the clause by AICTE on minimum 50% overall admission as the eligibility criteria for introducing New Course in the institution. The institution applied to Anna University for the introduction of new programme on B. Tech. (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE). However, the subsequent order by AICTE made the application to Anna University invalid.**  
**Resolved that the principal shall monitor the development in this aspect and take appropriate action including refund / adjustment of the fees paid to Anna University for introduction of New UG programme.**



Subject 09 : Budget for 2021 – 2022 and 2020-2021  
The budgetary proposal for the year 2021-2022 is presented considering first year admission also for income generation to meet the budget. The budget for 2020 – 2021 was not placed in 2020 due to covid – 19 period and therefore presented now to make note of the financial commitment.  
The anticipated income and expenditure are furnished in Annexure VII in the form of income statement and budget proposal for consideration by the Governing Council.  
It is recommended that the Governing council resolve to approve the budget for the year 2021 - 2022.

**Resolution : Resolved to approve the budget proposal for 2021 – 2022 with a note of caution that the revenue generation is necessary for the growth of the Institution. Further Mr. M. Koodalingam. (Rtd. Deputy Director ESIC) observed that the matter of secured and unsecured loans is a concern and steps have to be taken by the management to overcome any deficit in budget and clear the loan.**

Subject 10 : Status report on application for NAAC Accreditation  
The data required to apply for NAAC have been compiled and the Institution is ready to upload the information in NAAC format. Approval is requested for registration and proceed forward to enter / upload the data.

**Resolution : Resolved to permit the Head of the Institution to register for NAAC Accreditation process and proceed forward to enter and upload the date.**

Subject 11 : A brief report on the activities at ACET.  
The consolidated details of webinar, workshop & faculty development program attended & organized by the faculty during the academic year 2019 – 2020 for the odd & even semesters both offline and online mode are enclosed in Annexure VIII.

**Resolution : The Governing Council took note of the various activities organized by the college and also the participation of the members of faculty in FDP, Webinar etc., at other Institutions.  
Resolved to place on record the appreciation of Governing Council members towards the participation of staff and students in various activities on-line during pandemic period.**

Subject 12 : Any other subject with the approval of the Managing Trustee / Chairman.

**Resolution : NIL**

The meeting concluded with vote of thanks by Dr. R. Joseph Xavier.

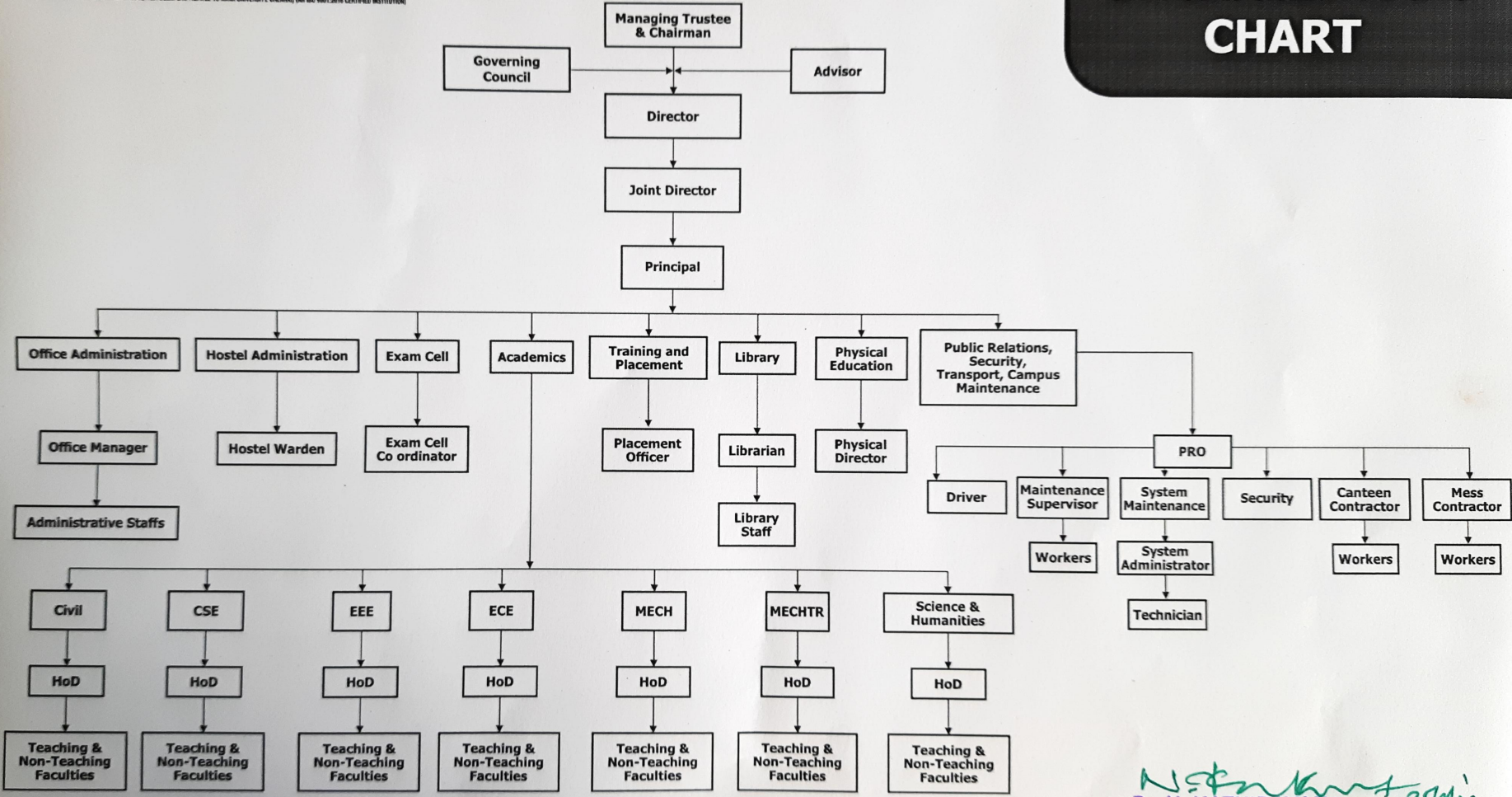
  
Secretary – Governing Council

**Dr. N. KATHIRAVAN M.E., Ph.D.**  
**PRINCIPAL**  
Akshaya College of Engineering and Technology  
Kinathukadavu, Coimbatore – 642 109.



# **ORGANIZATION CHART**

# ORGANIZATION CHART



  
**Dr. N. KATHIRAVAN M.E., Ph.D.**  
 PRINCIPAL  
 Akshaya College of Engineering and Technology  
 Kinathukadavu, Coimbatore - 642 109.

# **COPIES OF POLICY STATEMENTS**



# AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date : 04.05.2018

## Recruitment Policy - Revised

### Recruitment Procedure:

#### I. Selection of Teaching Staff:

It comprises of persons who are involved in teaching /Research at the institute on a full time basis i.e. all whose salaries are paid on a monthly basis.

#### Eligibility:

As per the norms prescribed by AICTE for the faculty positions at all levels.

#### Manpower Planning:

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He/She will put up the requirement for his / her respective department to the Principal during the semester. The Principal will consult with the Management and then determine if the vacancy is to be filled through in-house staff or a new employee. As far as possible the Management/Principal will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. The eligibility proposed by AICTE are followed for calling the qualified candidates for interview.

Student - Teacher Ratio (as per AICTE guideline)

For UG: 1: 20 from the academic year 2018-19.

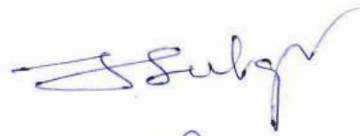

For PG: 1:12.

#### Job Announcement:

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management.

#### Advertising:

Once the job advertisement is ready, the advertisement is posted on the faculty plus website and/or at least one of the National or local English/Tamil newspapers. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Principal and all correspondence refers to the appropriate job position.

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Ref. : **Employee Selection:**

Date :

Applications, when received, are organized, relevant information summarized, and sent to the respective HOD by the office for short listing. Department's senior staff /HOD/Principal shall shortlist the candidates as per All India Council for Technical Education/ Directorate of Technical Education and Anna University norms.

## **Interview Conduction:**

- a. List of Shortlisted Candidates is submitted to the Selection committee.
- b. Internal applicants are treated on par with external applicants in all respects, as far as selection process is concerned.
- c. The selection of candidates are called for interview on a specified date and time for regular posts advertised. The selection of candidates is conducted through Panel of Experts appointed and approved by the Management /Principal.
- d. Shortlisted candidates appear for the interview with all necessary documents and Educational testimonials.
- e. The Selection committee submits interview reports with recommendation for appointment to the Management.
- f. Personal interview is conducted by the Management for the prospective candidates.

## **Evaluation Criteria:**

The interview panel develops an applicant evaluation form, which lists the subject Knowledge, personality, Communication, Teaching ability & Qualification. Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position.

## **II. Selection of Technical / Non-Teaching staff/ Administrative Staff:**

All positions are advertised in the press/direct/word of mouth/references based on the staff requirement. After scrutiny of applications, candidates are shortlisted and intimated to appear for a personal interview before the selection committee consists of the Principal and Head of the Department.

## **Appointment Order and Joining Report:**

- a. Selected candidates are finalized and appointment orders are issued after getting the approval of the Management.
- b. The Candidates selected for the position are expected to sign an acceptance letter while receiving the appointment order.

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# AKSHAYA CHARITABLE TRUST

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Ref. :

Date :

- c. At the time of joining duty, the candidates selected will submit the joining report to the office with the signature of the Principal, along with the following enclosures:
- Relieving letter from the previous employer, if any.
  - DOB Proof/Aadhaar Card Copy / PAN Card Copy / Residence Proof.
  - Original certificates of qualification for verification and experience certificates (if any), with one set of the copies of these certificates.
  - Three copies of the candidates colour photograph.
  - Any other documents specified by the Principal.

For AKSHAYA CHARITABLE TRUST

  
Chairman

CHAIRMAN

For AKSHAYA CHARITABLE TRUST

  
Managing Trustee

MANAGING TRUSTEE



## Leave Policy

### Working Hours for the Teaching and Non – Teaching staff:

College	Time	Office	Time	Holiday
Monday to Saturday	8.45am to 5.00pm	Monday to Saturday	8.45am to 5.00pm	First Saturday, Third Saturday, all Sundays, Government and Local Holidays

### Leave Rules for Teaching, Non – Teaching and Ministerial staff.

#### 1) Casual Leave (CL)

- a) Twelve Days are permitted per calendar year.
- b) CL will be calculated from **January - December**.
- c) No advance CL will be given.
- d) Maximum of 3 days can be availed out of the eligible CL during a month.
- e) Staff who have taken Maternity Leave will be eligible for CL only after completing one month of service from the date of rejoining duty.
- f) Compensation leave can be sanctioned to any staff working on a declared holiday subject to the condition that the nature of work is not a remunerative one. This will be treated like the case of casual leave.

2) **Permission** – For teaching, non-teaching and ministerial staff, one-hour permission will be allowed twice in a month either in the morning or evening, only on emergency and medical grounds.

#### 3) Medical Leave (ML)

- a) 5 Days Leave on Medical grounds in case of hospitalisation, can be availed by the staff in a year after successful completion of one year probation period.

#### 4) Maternity Leave

- a) 6 Months maternity leave with one month salary can be availed twice in her career.
- b) One month salary will be sanctioned only if the faculty rejoins during the seventh month.

#### 5) On Duty Leave [ Attendance Certificate is mandatory for the sanction of OD]

- a) **Examination Work** - 14 Days per Semester which includes Practical Examination and Hall Invigilation Duty.

**Valuation and AUR Duty** (Mandatory duty as instructed by Anna University).

- b) Teaching and non-teaching staff participating in educational tours are eligible for on duty.
- c) The period of absence of teachers who are Programme Officers conducting NSS/YRC Programmes during working days is treated as On duty. O.D. is also applicable to such Programme officers of NSS who participate in General Orientation Courses conducted by the University.
- d) **For Part – Time Ph.D. Scholars sponsored by ACET** – 3 Days per Semester.
- e) **Workshop / Seminar / Conference / invited Lectures / Committee Members / STTP / FDP** – 6 Days per year.
- f) **OD** is applicable for ministerial staff also in case of any official duty including AICTE, DOTE, Anna University and office administrative works.

## 6) Vacation Leave (VL)

a) Staff who have not completed one year of service are not eligible for VL.

b) Continuous service with completion of 12 months and upto two years

Vacation Leave (VL) : Odd Semester – 3 Days & Even Semester – 6 Days.

c) After completion of two years of continuous service

i) Odd Semester – 7 Days & Even Semester – 14 Days.

ii) CL cannot be clubbed with VL.

iii) All declared holidays and Sundays (prefix, suffix and intervening) will be included.

iv) Clubbing of OD with VL will be allowed in case of any work related to Anna University.

v) Anna University work within the vacation period will be treated as VL only.

vi) Vacation period and slots are subject to change based on the closing and reopening dates announced by Anna University, Chennai or interim orders from ACET Management.

vii) If the situation warrants, any or all the staff members can be called to attend duty by the HOD or the Principal or any other Designated Authority.

viii) Any unavailed part of VL cannot be carried over to the next semester.

ix) Staff should report for the duty after availing VL, otherwise, the VL will also be treated as LoP.

d) **Vacation Leave for Non-Teaching technical staff** – Odd Semester – 3 Days & Even Semester - 7 days for those who have completed two years of continuous service.

e) **Vacation Leave for Ministerial staff** – Odd Semester – 3 Days & Even Semester - 7 days for those who have completed two years of continuous service. If the ministerial staff is prevented from availing vacation, an equal number of days can be sanctioned as casual leave subject to the same conditions applicable for casual leave.

## 7) Leave on Loss of Pay

a) Any unauthorized leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LoP). If such absence extends to more than 7 days at a stretch, Principal has the right to call for explanation.

b) Before availing leave, an alternate arrangement must be made.

c) If an employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are leave on LoP, then all intervening declared holidays and Sundays will also be treated as Leave on LoP.


d) If the second half of preceding day and first half of succeeding day are Leave on LoP then all intervening leave will be treated as Leave on LoP.

**NOTE:** The above mentioned leave policy will be effective from 01 January 2020 for the calendar year at Akshaya College of Engineering and Technology, Coimbatore.

  
Chairman  
**I. SUBRAMANIYAN**  
CHAIRMAN

Akshaya College of Engineering and Technology  
Kinathukadavu, Coimbatore - 642 109



  
Managing Trustee  
**A. NAGARASAN**  
MANAGING TRUSTEE  
Akshaya College of Engineering and Technology  
Kinathukadavu, Coimbatore - 642 109



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16.06.2011

Ref. :

Date :

## Salary Policy for Employees of ACET

- Salary fixation is dependent upon post, qualification, experience as well as service of an employee at Akshaya College of Engineering and Technology.
- Based on the qualification and experience, salary and dearness allowance (DA) will be fixed for every staff member according to the norms of the Management. The revision of DA is left to the discretion of the Management.
- Salary of each staff member will be directly credited into designated bank account of the individual on or before 5th of every month.
- Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, Income Tax, Professional Tax, other deductions as required by law from time to time.
- When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

### Scale of Pay:

- Scale of Pay applicable - Sixth Pay Commission for Teaching Staff with effect from 01.06.2011.
- A candidate is appointed to a post at the Institution provided the post is in accordance with the existing UGC / AICTE norms.
- The pay scales of teaching staff shall be fixed as per the scales given by the UGC / AICTE from time to time.

### Teaching Category

Category (Engineering Discipline)	Scale of Pay
Assistant Professor	Rs.15,600 - 39,100 with Academic Grade Pay: Rs. 6,000/-.
Assistant. Professor (Senior Grade)	Rs.15,600 - 39,100 with Academic Grade Pay: Rs. 7,000/-.
Assistant. Professor (Selection Grade)	Rs. 15,600 - 39,100 with Academic Grade Pay: Rs. 8,000/-.



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Ref. :

Date :

Associate Professor	Rs. 37,400 – 67,000 with Academic Grade Pay: Rs. 9,000/-.
Professor	Rs. 37,400 – 67,000 with Academic Grade Pay: Rs. 10,000/-.
Librarian/Physical Director	Rs. 15,600 – 39,100 with Academic Grade Pay: Rs. 6,000/-.

The Increment amount will be awarded to the performers. Additional increment / incentives may be offered to the deserving staff based on their performance, outstanding work, irrespective of their qualification and experience.

## Salary Policy for Non-Teaching, Technical and Administrative Staff:

S.No.	Position	Pay Band
1.	Junior Assistant/Accountant / Laboratory Assistant (Grade I).	3200-85-4900
2.	Laboratory Assistant (Grade II).	3050-75-3950-80-4950
3.	Maintenance Supervisor.	3200-85-4900
4.	System Administrator.	Rs. 15,600 – 39,100
5.	Office Manager.	5500-175-9000
6.	Placement Officer.	Rs. 15,600 – 39,100
7.	Placement Coordinator /Administrative staff.	Consolidated pay.

• Different Scales of Pay are sanctioned for the Non-Teaching, Technical and Administrative Staff considering their qualification and Grade. Dearness Allowance and HRA are also granted to them. Consolidated monthly salary is given to few employees. The terms and conditions of their appointment and remuneration shall be decided separately in each case.

For AKSHAYA CHARITABLE TRUST

CHAIRMAN

Chairman

For Akshaya Charitable Trust

SECRETARY

Secretary

# AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, COIMBATORE - 642 109.

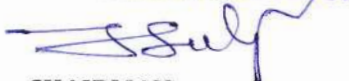
14.11.2019

## Welfare measures for Non-Teaching Staff - Revised

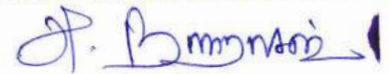
The following welfare measures are applicable to the Non- Teaching staff serving at Akshaya College of Engineering and Technology.

- **Free Accidental Group insurance scheme for all Non-Teaching staff.**
  - Sum Insured for Accidental Death /Permanent Total Disability is Rs.1,20,000/-
  - Accidental Medical Expenses – for In Patient - Rs.50,000/- & Out Patient- Rs.10,000/- (Per Incident).
  - Weekly Benefit @ Max. 52 Weeks – Rs.1200/-.
- **Free Transport Facility** for all the Non-Teaching staff.
- **Uniforms** for maintenance staff every year during Diwali and Pongal celebrations.
- **Free mid day meals** provided for Administrative staff.
- **Common Mobile facilities** under CUG for essential Administrative staff.
- **Employees' Provident Fund (EPF) and Employees State Insurance (ESI) facility** is extended to all eligible Non- teaching employees. Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI dependents get Medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit, funeral expenses and other benefits.
- **Tea and Snacks** to all the Non-teaching staff at free of cost on all working days.

For AKSHAYA CHARITABLE TRUST

  
CHAIRMAN  
Chairman

For AKSHAYA CHARITABLE TRUST

  
MANAGING TRUSTEE





14.06.2018

Submitted To Managing Trustee/Chairman through Trustee Sri.P.Rangaraj

Sir,

A proposal for career advancement/eligibility for career advancement applicable to the members of faculty is presented herewith for your kind perusal. It is requested to consider the recommendation and grant approval for implementation with effect from the academic year 2018-2019.

**Proposal for Career Advancement /Eligibility for Career Advancement**

Position	Qualification	Experience	Other Requirements
AP	BE/BTech and ME/MTech in relevant branch with First class		
AP (Senior grade)	BE/BTech and ME/MTech in relevant branch with First class	<ul style="list-style-type: none"><li>• Successful completion of Probationary period at ACET</li><li>• 5 years Experience as AP</li></ul>	
AP (Selection grade)	BE/BTech and ME/MTech in relevant branch with First class or Ph.D. in relevant engineering discipline	<ul style="list-style-type: none"><li>• Successful completion of Probationary period at ACET</li><li>• 5 years Experience as AP(Senior grade) (or) 10 years Experience in Engineering colleges (or) Candidate with Ph.D.</li></ul>	
Associate Professor	Ph.D. in relevant engineering discipline.	<ul style="list-style-type: none"><li>• Successful completion of Probationary period at ACET</li><li>• 5years Experience out of which 2 years post Ph.D.(or) 5 years of Experience at the level of AP(Selection grade) (or) 13 years Experience in Engineering colleges</li></ul>	<ul style="list-style-type: none"><li>• Publications in WoS/Scopus/SCI etc Indexed (or) Anna University Listed Journals/Patents/Books Publication/ Funded projects etc..</li></ul>



Professor	Ph.D. in relevant engineering discipline.	<ul style="list-style-type: none"> <li>• Successful completion of Probationary period at ACET</li> <li>• 10 years Experience out of which 5 years post Ph.D. (or) 5 years experience at the level of Associate Professor (or) 15 years of teaching experience in Engineering Colleges</li> </ul>	Publications WoS/Scopus/SCI etc Indexed (or) Anna University Listed Journals/Patents/Books Publication/ Funded projects etc.
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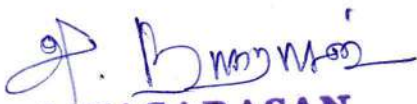
Note: 50% weightage shall be given for industrial experience.



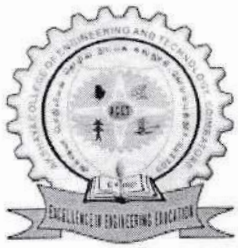
**T.SUBRAMANIYAN**  
CHAIRMAN  
Akshaya College of Engineering and Technology  
Kinathukadavu, Coimbatore - 642 109



PRINCIPAL  
**Dr. J. JAYA**, M Tech Ph.D  
PRINCIPAL  
Akshaya College of Engineering and Technology  
Kinathukadavu Coimbatore-642 109



**A.NAGARASAN**  
MANAGING TRUSTEE  
Akshaya College of Engineering and Technology  
Kinathukadavu, Coimbatore - 642 109



## Akshaya College of Engineering and Technology Coimbatore – 642 109

12.11.2011

### **CODE OF CONDUCT FOR STUDENTS**

The college is an institution of learning and teaching and strives to maintain a climate of respect, sensitivity, and courtesy. Students joining the Institute are bound by the rules and regulations of the Institute.

1. Every student shall wear clean, neat and formal dress. Casual wear such as T-Shirts, shorts and jeans are not allowed during working days.
2. During class hours, a student cannot go out of the classroom without the permission of the teacher concerned.
3. The use of mobile phones is strictly prohibited in the college campus. Students who violate this rule will have to face disciplinary action.
4. The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
5. Late comers are forbidden from entering the classrooms.
6. They must get prior permission for leave, participating in Competitions, Internship, Industrial visits or any other events.
7. Students shall maintain discipline and silence while moving from one classroom to another or get out of the classroom or while crossing in corridors.
8. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
9. Defacing the blackboards or walls will be severely dealt with.
10. Students are instructed to switch off the fans and lights while leaving the class room.
11. Students are instructed to use dustbin to keep the campus green and clean.

12. Students should handle the furniture and other properties with care. Damaging institute property is breach of discipline. Damage fee will be collected for any damage caused by the students knowingly or unknowingly.
13. Students should stay away from anti social activities. They are forbidden from conducting and attending political meetings within the institute campus.
14. Students should be polite and respectful towards others, instructors and other students.
15. Students should wear their identity cards inside the campus daily.
16. Students should remove their shoes outside the computer labs before entering and shut down the computers before leaving the lab.
17. Students are not permitted to circulate any printed materials or pamphlets without permission from Principal.
18. Ragging in any form is a serious offence and it will be dealt with severely.
19. Visitors are not allowed to meet the students in the classrooms.
20. Students should not leave their books, valuables and other belongings in the classroom.  
The institution will not be responsible for any loss.
21. Fees once paid are not refundable.
22. Engaging in behavior that disrupts or interferes with the learning experience, including talking in class while the faculty member or other students are speaking, using offensive language or personal attack, creating distractions or disturbances, sleeping, and reading unrelated materials will be dealt with severely.
23. Copying during a test or allowing another student to copy during a test will be treated as a serious misconduct and suitable action will be taken as per the guidelines stipulated by the Anna University.
24. Accessing computerized College records or systems without authorization will be dealt with severely.
25. Smoking and consumption of alcohol in the Institute premises or entering the institute premises after consuming alcoholic drinks are strictly prohibited.
26. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited. Bike race / motor car race or similar activities will not be permitted inside the campus.



27. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
28. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
29. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.
30. Students applying for certificates, testimonials, etc. which requires the HOD and Principal signature on any kind of document or application should first contact the Institute office.

*K. Fathima Kalthun,*  
**PRINCIPAL**

# AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

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Ref. :

Date :

12.11.2011

## Code of Conduct for Teaching and Non-Teaching Staff

1. Every staff shall at all times be courteous towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
2. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
3. During the duty, Staff Members shall always be neatly dressed, in clean, ironed clothes and shall wear identity card and shall keep their personal and work-places tidy and clean and at all times maintain cleanliness of the institution.
4. All Employees shall take proper care of machines, tools, materials, equipment, furniture and all other property of the institution, movable and immovable. Misuse or careless use of the material and facilities provided by the institution will be taken seriously and may lead to appropriate punishment.
5. Staff members shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith and to apply for Insurance.
6. Employees are not permitted to accept gifts in cash or kind from visitors, parents of the students, businessmen or any other party connected with the activities of the institution. They are also restricted to make a borrowing or lending money to a person on interest in any manner on the premises of the institution.
7. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution. They should not interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
8. No employee shall bring alcohol or intoxicant drugs to the premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
9. No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.

# AKSHAYA CHARITABLE TRUST

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Ref. :

Date :

10. No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
11. No female employee shall be sexually harassed at the workplace.
12. Employees should report at least five minutes in advance for the class work or any other work assigned to them by the authorities.

**Note:** The above said code of conduct applicable to all teaching and Non-teaching staff members serving at Akshaya College of Engineering and Technology, Coimbatore.

For AKSHAYA CHARITABLE TRUST



CHAIRMAN

Chairman

For AKSHAYA CHARITABLE TRUST



MANAGING TRUSTEE

Managing Trustee



# AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

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Ref. :

Date : 12.03.2014

## Service rules and regulations

1. All the staff members (Teaching, Non-teaching and Administrative) will be governed by the rules and regulations of this Institution, which are now in force and / may come into force in future.
2. All the staff members have to work under the supervision and guidance of the Head of the Department / Head of the Institution and discharge the duties as assigned from time to time.
3. The employee will be generally on probation for a period of one year from the date of joining and he/she will continue in service on successful completion of probationary period with satisfactory service at ACET.
4. No Employee shall take up any other employment (paid or honorary) or pursue studies elsewhere without the explicit permission of the Management.
5. During the service, an employee may render to be discharged from the services of this Institution with one-month notice or salary in lieu thereof without assigning any reason.
6. If the staff member wishes to resign from the services of the Institution, he/ she has to give One-month notice or salary in lieu thereof to the college, as decided by the Management.
7. No staff member will be permitted to leave the Institution in the middle of the Semester / Academic Year.
8. Staff members are required to keep the Management informed about the change in his/her residential address, change of marital status, major illness, additional qualifications etc, for the purpose of updating the personal records. His/her last known address available with the Management will be deemed to be the address for all purposes.
9. Staff working hours will be normally from 8.30 am to 4.30 pm with lunch break of 40 minutes. However, the working hours may be extended by the Head of Institution, in case of any work involving special coaching, Accreditation, Anna University, AICTE and special programmes.
10. The teaching staff would superannuate after completing the age of 65 (Sixty five) years. However, in exceptional cases, the service can be extended and hired as decided by the Management on one year contract at a time upto 70 years or as per norms of the AICTE as applicable from time to time.

Page 1 of 2



Page 25 of 42

# AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date :

11. The Non-Teaching staff would superannuate on attaining (after completion) the age of 60 (Sixty) years. However, in exceptional cases, the service can be extended and hired as decided by the Management and / or as per norms of the AICTE.
12. All the staff members will be eligible to avail the leave and welfare benefits as stipulated in the policies approved by the Management.
13. All teaching / non-teaching staff should be present at the commencement of the time fixed and notified to them. Leave cannot be claimed as a matter of right. College authorities reserve the right to refuse or revoke leave of any description other than Medical leave and Maternity Leave. No one will be allowed to attend the Institute if he/she is late by 45 minutes and he/she will be marked "LEAVE" except with prior permission of the concerned authority.
14. The teaching staff will become eligible for promotion / career advancement if they satisfy the AICTE norms and also based on Academic performance Index generated through self-evaluation on various attributes outlined by the Management.
15. At the time of joining the duty, the staff members have to submit the following,
  - Relieving letter from the previous employer, if any.
  - DOB Proof/ PAN Card Copy / Address Proof.
  - Original certificates of qualification for verification and experience (if any), with one set of the copies of these certificates.
  - Three copies of the candidates colour photograph for profile, ID Card & Library Membership form.

For AKSHAYA CHARITABLE TRUST

CHAIRMAN

Chairman

For AKSHAYA CHARITABLE TRUST

MANAGING TRUSTEE

# **CONSTITUTION OF VARIOUS COMMITTEES**





**Proceedings of the Principal**

Ref: ACET/POP/2020-2021

05.08.2020

A committee with the following members is constituted to prevent Ragging in the campus. Duties and Responsibilities of the committee are as per the guidelines given by the statutory bodies.

The members of the various committees are:

**ANTI- RAGGING COMMITTEE**

Sl. No.	Name	Designation	Status in the committee	Category	Telephone Numbers	Mobile Numbers	E-mail	Residential Address
1	Dr.J.Jaya	Principal	Chairman	Principal	04259-242570	97509 11298	principal@acetcbe.edu.in	27 A,panner selvam street, Othakalmandapam, Coimbatore-641032
2	Dr. N.Kathiravan	Dean	Secretary	Academics	-	9842677711	kathiravan@acetcbe.edu.in	No. 17, Doctor Nagar Kavundampalayam Coimbatore - 641030
3	Mr.Senthil Kumar	Police Inspector	Member	Police Department	-	9486094666	-	Inspector of police, Police station Road, Kinathukadavu-642109.
4	T. Sangeetha	Thasildhar	Member	Revenue / Taluk / Civil / Officers	04259-241000	9865199622	kinathukadavutaluk@gmail.com	Thasildhar, Union office campus, kovai - pollachi road, Kinathu Kadavu - 642109.
5	V.Arulanandam	Assistant Governor Rotary District	Member	Official of NGO	04259-242570	9894043612	cvarulanandam@gmail.com	No.5, Krishnaraja Nagar, 12 Cross New Thilai Nagar, Pn Pudur, Coimbatore-641041
6	K. Akilesh	Interior Designer	Member	Representative of parents	0422-2546487	7012626873	Kailesh201@yahoo.com	Kavumkal House, Kattukutam,Kerala

7	M.Hari Nitheesh	II CSE	Member	Representative of Students	-	9150128541	Harinitheesh02@gmail.com	28.North street,Erakkottaipatti, Uthamapalayam
8	V.Ramana	III EEE	Member	Representative of Students category	-	9360084841	ramana2001@gmail.com	19, Venkatapuram, Madathukulam, Tiruppur
9	R. Manoharan	Lab assistant	Member	Representative Non-Teaching	04259-242570	97509 33393	admin@acetcbe.edu.in	2/33, Vinayagar kovil street, Mathampatti, CBE

### ANTI-RAGGING SQUAD

Sl. No.	Name	Designation	Status in the committee	Category	Telephone numbers	E-mail	Residential Address
1	Dr.J.Jaya	Principal	Chairman	Principal	97509 11298	principal@acetcbe.edu.in	Akshaya College of Engineering and Technology, Kinathukadavu
2	Dr. N.Kathiravan	Dean	Secretary	Academics	9842677711	kathiravan@acetcbe.edu.in	No. 17, Doctor Nagar Kavundampalayam Coimbatore - 641030
3	Dr.S.Nagaraja	Professor (MECH)	Member	Professor	9865209972	nagaraja@acetcbe.edu.in	22 Sivasakthi Garden Phase I, Keerthanam Saravanampatti, cbe 641035
4	Dr.N.Rajkumar	Associate professor /CSE	Member	Associate professor	9952699663	nraj Kumar84@gmail.com	22/29 Palaniappa illam, Palaniappa Nagar, Kongunagar last, Ramanathapuram Coimbatore - 641045
5	Dr.C.Viji	Associate professor/ ECE	Member	Associate professor	9790433072	akshaya.viji2019@gmail.com	22/29 Palaniappa illam, Palaniappa Nagar, Kongunagar last, Ramanathapuram Coimbatore - 641045
6	Dr.R.Sivakumar	Professor (MECHT)	Member	Professor	9629682606	sivakumarr@acetcbe.edu.in	25-A3 Aathmaya residency, Puliampatti Palladam Road, Pollachi 642002
7	C.Nirmala	AP(CHEMISTRY)	Member	HOD 1	97894 90390	nirmala@acetcbe.edu.in	19/39 D Newstreet, K.M.Pattanam, Pollachi-642114

8	M.Selvaraju	AP(MECH)	Member	HOD 2	9791975791	selvaraju@acetcbe.edu.in	67, Anbu nagar, sundakkamuthur, Coimbatore-641010
9	V. Suresh kumar	AP(MECH)	Member	Faculty members (Preferably 2 Male and 2 Female)	8973491771	sureshkumar@acetcbe.edu.in	39-B,First Street,KG Nagar,Uppilipalayam post Coimbatore-641015
10	P.A.Edwin Fernando	AP/CIVIL	Member		9865148809	edwinfernando@acetcbe.edu.in	1 Hindusthan Avenue Avarampalayam,CBE 641004
11	P.Manoj	AP(ECE)	Member		97510 14989	manoj1789@yahoo.com	Pillayar kovil street, U.Ambasamuthiram, Uthamapalayam, Theni-625533
12	S.Gayathiri	P.D	Member		9047885454	amanocivil47@gmail.com	3/57, North Street, Devarayapuram,Coimbatore-641109
13	R.Sangeetha.	AP (PHYSICS)	Member		9965099975	sangeetha_r@acetcbe.edu.in	No.9 First floor, RangaShelter, premiar nagar,o.k.mandapam, Coimbatore
14	R.Manoharan	System Admin	Member	Non-Teaching Faculty	9750933393	admin@acetcbe.edu.in	2/33 Vinayakar kovil street,Mathapatti ,Coimbatore-641010

  
 PRINCIPAL

Cc: Submitted to The Managing Trustee & Chairman for Information  
 Cc: Submitted to The Director  
 Cc: Submitted to The Joint Director  
 Cc: all Hods with a request to circulate among the members of faculty  
 Cc to: File



## CAMPUS MAINTENANCE COMMITTEE



**AKSHAYA**  
COLLEGE OF ENGINEERING AND TECHNOLOGY  
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)  
Kinathukadavu, Coimbatore - 642 109.

### Proceedings of the Principal

Ref: ACET/POP/2020-2021

10.08.2020

A Campus Maintenance committee has been formed to perform duties related to campus development and facilities management of the campus Mr. Kapilan.S, Assistant Professor / Civil will function as the chairperson of the committee.

S.Kapilan, Assistant Professor/ Civil & PRO	- Chairperson
S.Jeevanandham, Assistant Professor/ CSE	- Member
R.Sivakumar, Assistant Professor/ Mechanical	- Member
Manoj.P, Assistant Professor/ ECE	- Member
S.Gayathri, Physical Director	- Member
R.Manoharan, System Administrator/CSE	- Member
S.Sundaravadivel, Deputy Warden	- Member
K.Anandan, Maintenance Supervisor	- Member

PRINCIPAL

10/08/20

Cc: Submitted to The Managing Trustee & Chairman for Information  
Cc: Submitted to The Director  
Cc: Submitted to The Joint Director  
Cc: all Hods with a request to circulate among the members of faculty  
Cc to: File

# CONSTITUTION OF CLASS COMMITTEE - SAMPLE



## DEPARTMENT OF MECHANICAL ENGINEERING ACADEMIC YEAR 2019 -2020 - ODD SEMESTER CLASS COMMITTEE MEETING CONSTITUTIONS

Circular

08-07-19

Sub: Constitution of Class Committee for II BE (Mech) - Reg

A class committee has been constituted with the following faculty members for the II BE(Mech) during the ODD semester of the Academic Year 2019-20.

S.No	Name	Designation	Position
1.	Dr.Sivakumar	Head of the Dept. of MECHT	Chair Person
2.	Mrs.E.Lathanayagam - TPDE	AP	Faculty Member
3.	Dr.S.Nagaraja - ETD	P	Faculty Member
4.	Mr.G.Maruthupandian - FMM	AP	Faculty Member
5.	Dr.N.Mathankumar - MT I	AP	Faculty Member
6.	Mr.R.Balakrishnan - EDC	AP	Faculty Member
7.	Ashokalagiah K	Student	Student Member
8.	Dhanushkumar S	Student	Student Member
9.	Sabarinath S	Student	Student Member
10.	Manikandan K	Student	Student Member
11.	Kesavan M	Student	Student Member
12.	Ashokalagiah K	Student	Student Member

*S. M*  
HoD  
8/7/19

Copy to:

Principal

# CONSTITUTION OF COURSE COMMITTEE - SAMPLE



**AKSHAYA**  
COLLEGE OF ENGINEERING AND TECHNOLOGY  
Kinathukadavu, Coimbatore - 642 109.

DEPARTMENT OF MECHANICAL ENGINEERING

Date: 03-07-2019

## CIRCULAR

A Course Committee has been formulated with Dr.S.Sendhilkumar Associate Professor of Mechanical Engineering Department as the Co-ordinator for the following course for the ODD semester of the academic year 2019-20.

S.No.	COURSE CODE	COURSE TITLE	CLASS	FACULTY MEMBER HANDLING THE COURSE
1	OIM 552	LEAN MANUFACTURING	III Year A Section	Dr.S.Sendhilkumar, Associate Professor /Mech
2			III Year B Section	Dr.N.Mathankumar Associate Professor /Mech
3			III Year Mecht	Mr.R.Gokulraju AP / Mecht

*S. M*  
31/7/19  
HoD



## CONSTITUTION OF PROJECT REVIEW COMMITTEE



**AKSHAYA**  
**COLLEGE OF ENGINEERING AND TECHNOLOGY**  
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai- An ISO 9001:2015 Certified Institution)  
**Kinathukadavu, Coimbatore - 642 109.**

### Proceedings of the Principal

Ref: ACET/POP-017/2019-2020/Dated:08.07.2019

A committee for each department has been formed to review B.E. final year Project works.

The members of the committee are:

#### DEPARTMENT OF CIVIL ENGINEERING:

STAFF NAME	DEPT.	DESIGNATION	SPECIALIZATION	STATUS IN THE COMMITTEE
Dr.K.SRIDEVI	CIVIL	PROFESSOR	STRUCTURAL ENGG.	Chairperson
K. THIRUNAVUKKARASU	CIVIL	ASSISTANT PROFESSOR	STRUCTURAL ENGG.	Co-Chairperson
RATHINA VEL PON	CIVIL	ASSISTANT PROFESSOR	ENVIRONMENTAL ENGG.	Member
C. RAJASEKAR	MECHT.	ASSISTANT PROFESSOR	THERMAL ENGG.	
ER.J.JAGADESH KANNAN	ARCHETYPE DESIGN SERVICE INDIA PRIVATE LTD, CBE	MANAGING DIRECTOR		

#### DEPARTMENT OF MECHANICAL ENGINEERING:

STAFF NAME	DEPT.	DESIGNATION	SPECIALIZATION	STATUS IN THE COMMITTEE
DR. S. NAGARAJA	MECH	PROFESSOR	THERMAL ENGINEERING	Chairperson
V. SURESHKUMAR	MECH	ASSISTANT PROFESSOR	PRODUCT DESIGN AND DEVELOPMENT	Member
A.ABDULHAYUM	ECE	ASSISTANT PROFESSOR	APPLIED ELECTRONICS	
K. KOODALINGAM	SRI VIHNESHWAR ENGG.	MANAGING DIRECTOR.		

**DEPARTMENT OF MECHATRONICS ENGINEERING:**

STAFF NAME	DEPT.	DESIGNATION	SPECIALIZATION	STATUS IN THE COMMITTEE
DR. R. SIVAKUMAR	MECHT.	PROFESSOR	MANUFACTURING ENGG.	Chairperson
K. VIGNESHWAR	MECHT.	ASSISTANT PROFESSOR	MANUFACTURING ENGG.	Member
D.GUNAPRIYA	EEE	ASSISTANT PROFESSOR	POWER ELECTRONICS	
J.SENTHIL PRAKASH	TECHNOPAC AUTOMATION PVT LTD, COIMBATORE	MANAGING DIRECTOR		

**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING:**

STAFF NAME	DEPT.	DESIGNATION	SPECIALIZATION	STATUS IN THE COMMITTEE
D GUNAPRIYA	EEE	ASSISTANT PROFESSOR	POWER ELECTRONICS	Chairperson
R. BALAKRISHNAN	EEE	ASSISTANT PROFESSOR	POWER ELECTRONICS	Member
S. UDHAYA KUMAR	ECE	ASSISTANT PROFESSOR	COMMUNICATION SYSTEMS	
S. JERANRAJ	SIMSER CONTROLS & SYSTEMS	PROJECT MANAGER		

**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING:**

STAFF NAME	DEPT.	DESIGNATION	SPECIALIZATION	STATUS IN THE COMMITTEE
A.ABDUL HAYUM	ECE	ASSISTANT PROFESSOR	APPLIED ELECTRONICS	Chairperson
T. BOOBALAN	ECE	ASSISTANT PROFESSOR	EMBADED SYSTEM TECHNOLOGY	Member
K. SABAREESHWARAN	EEE	ASSISTANT PROFESSOR	POWER SYSTEM	
V. S. RAMESH	STEPS KNOWLEDGE SERVICES PVT. LTD.,	DIRECTOR		



**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING:**

STAFF NAME	DEPT.	DESIGNATION	SPECIALIZATION	STATUS IN THE COMMITTEE
Dr. N. RAJKUMAR	CSE	ASSISTANT PROFESSOR	NETWORKS, SOFTWARE ENGG.	Chairperson
Dr. N. SUGUNA	CSE	JOINT DIRECTOR	DATA MINING	Member
P. PARTHASARATHI	CSE	ASSISTANT PROFESSOR	NETWORK SECURITY	
T. BOOBALAN	ECE	ASSISTANT PROFESSOR	EMBADED SYSTEM TECHNOLOGY	
QUIN SING JANNER	Accenture	HRSSC INDIA AUTOMATION TEAM		

**Duties and Responsibilities of Project Review Committee:**

- To conduct final year Project Review meetings as per the academic calendar (three review meetings) to monitor the progress and suggest methods for successful completion of the project work.
- To recommend the award of internal marks for project work as per Anna University regulations.
- To identify innovative projects and interact with Industry empowerment cell to apply for patent.
- To maintain the documents and records related to project review committee for scrutiny by the Dean (Academics) and Principal periodically.

**Note:** Dean (Academics) and/or Principal can be present in the review meetings depending on their availability.

Cc: Submitted to The Managing Trustee & Chairman for Information  
Cc: Submitted to The Director  
Cc: Submitted to The Joint Director  
Cc: all Hods with a request to circulate among the members of faculty

  
PRINCIPAL  
**Dr. J. JAYA**, M Tech Ph D  
PRINCIPAL  
Akshaya College of Engineering and Technology  
Kinathukadavu, Coimbatore - 642 109





**Proceedings of the Principal**

Ref: ACET/POP/2020-2021

05.08.2020

A committee with the following members is constituted to address the grievance of students and staff. Duties and Responsibilities of the committee are as per the guidelines given by the statutory bodies.

**GRIEVANCE REDRESSAL COMMITTEE**

Sl. No	Name	Designation	Status in the committee	Telephone numbers	Mobile numbers	E-mail	Residential Address
1	Dr. N. Suguna	Joint Director	Chairman	04259-242570	9750911003	suguna@acetcbe.edu.in	32 B, Ramachandra street, R C Nagar, othakkalmandapam, Coimbatore-641032
2	Dr.J.Jaya	Principal	Vice Chairman	04259-242570	9750911298	principal@acetcbe.edu.in	27 A,panneer selvam street, Othakkalmandapam, Coimbatore-641032
3	Dr. N.Kathiravan	Dean Academics	Secretary	04259-242570	9842677711	kathiravan@acetcbe.edu.in	No. 17, Doctor Nagar Kavundampalayam Coimbatore - 641030
4	M.Selvaraju	Asso. Prof. (MECH)	Member	04259-242570	9791975791	selvaraju@acetcbe.edu.in	67, Anbu nagar, sundakkamuthur, Coimbatore-641010
5	V.Mohan kumar	Asst. Prof. (MECHT)	Member	04259-242570	9952898270	mohankumar@acetcbe.edu.in	16/9-c Sasthri Street, Lakshmi Nagar,Premier mills, Othakkalmandapam, Coimbatore-641032
6	P.A Edwin Fernando	Asst. Prof. (Civil)	Member	04259-242570	9865148809	edwinfernando@acetcbe.edu.in	No.98,Perumal Kovil street,P.N Palayam,Coimbatore-641037
7	A.Vidhyasekar	Asst. Prof. ECE	Member	04259-242570	9790507386	vidhyasekar@acetcbe.edu.in	1/10 Udumalpet Trippur 642112
8	C. Nirmala	Asst. Prof. (Chemistry)	Member	04259-242570	9789490390	nirmala@acetcbe.edu.in	19/39 D New street, K.M.Pattanam, Pollachi-642114
9	Dr. C.Viji	Asso. Prof. (ECE)	Member	04259-242570	9790433072	akshaya.viji2019@gmail.com	22/29 Palaniappaillam, Palaniappa Nagar,Kongunagar last,Ramanathapuram cbe-641045

10	Dr.N.Madhan Kumar	Asso. Prof (MECH)	Member	04259- 242570	8807169240	mahankumar@acetcbe.edu.in	21/5/5-1 Bharathinagar, Vinayagar kovil back side, Pooncholai, chinnalapatti 624301
11	R.Sangeetha	Asst. Prof (PHYSICS)	Member	04259- 242570	9994852749	Sangeetha_r@acetcbe.edu.in	3/229 ELlur, Ellur post, Oththakal mandapam post
12	S. Jeevanandham	Asst. Prof (CSE)	Member	04259- 242570	9994580485	jeevanandhams@acetcbe.edu. in	11, Vinayagar Nagar, Rakkipalayam(Po) Coimbatore-641031
13	V.Sureshkumar	Asst. Prof (MECH)	Member	04259- 242570	8973491771	sureshkumar@acetcbe.edu.in	39-B, First street, K.G.Nagar, Uppilipalayam(PO) Coimbatore- 641015
14	V.Arulanandam	Others- Assistant Governor Rotary	NGO an Outside Activist	04259- 242571	9894043612	cvarulanandam@gmail.com	No.5, Krishnaraja nagar, 12 cross new thillai nagar, PN Pudur, Coimbatore- 641041
15	D. Gunapriya	Asst. Prof (EEE)	Member	04259- 242570	9942932861	gunapriya@acetcbe.edu.in	No 28 Lakshmipuram, Teachers Colony, Pollachi-642001

  
 PRINCIPAL  
 5/8/20

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 Cc to: File

## LIBRARY COMMITTEE



# AKSHAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY  
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai. An ISO 9001:2015 Certified Institution)  
Kinathukadavu, Coimbatore - 642 109.

### Proceedings of the Principal

Ref: ACET/POP/2020-2021

10.08.2020

A committee has been formed to advise the Librarian regarding the effective service of the Library to the student and staff. Dr.R.Sivakumar, Professor and Head/Mechatronics Department will function as the chairperson of the committee.

The members of the committee are:

Dr. R. Sivakumar, Professor/ Mechatronics	- Chairperson
A.Mukkannan, Assistant Professor/Civil	- Member
Dr. S. Sendhil Kumar, Associate Professor/Mechanical	- Member
C. Rajasekar, Assistant Professor/ Mechatronics	- Member
S.Vedhanayaki, Assistant Professor/EEE	- Member
A.Vidhyasekar, Assistant Professor/ECE	- Member
K.Veena, Assistant Professor/CSE	- Member
S. Lavitha, Assistant Professor/Mathematics	- Member
P. Soundarya, Assistant Professor/English	- Member
K. Sivakumar, Placement officer	- Member
N. A. Raj Giri, Assistant Professor/Mechanical	- Member

  
PRINCIPAL

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Cc to: File



## PLACEMENT COMMITTEE



**AKSHAYA**  
COLLEGE OF ENGINEERING AND TECHNOLOGY  
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)  
Kinathukadavu, Coimbatore - 642 109.

### Proceedings of the Principal

Ref: ACET/POP/2020-2021

05.08.2020

A committee has been formed for planning and organisation of training and placement for the students. Dr.J.Jaya, Principal will function as the chairperson of the committee under the guidance of Mr.Rangaraj.P, Trustee.

The members of the committee are:

Dr.J.Jaya, Principal	- Chairperson
Dr. N. Kathiravan, Dean (Academics)	- Member
K.Sivakumar, Placement officer	- Member
K.Saravanakumar, Placement and Training co-ordinator	- Member
Dr.N.Mathan Kumar, Associate Professor/ Mechanical	- Member
G.Selvaraj, Assistant Professor/ Mechanical	- Member
K.Vigneshwar, Assistant Professor/ Mechatronics	- Member
D.Gunapriya, Assistant Professor/ EEE	- Member
Dr.N.Rajkumar, Associate Professor/CSE	- Member
P.A Edwin Fernando, Assistant Professor/ Civil	- Member

PRINCIPAL

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Cc to: File

## CONSTITUTION OF VAP COMMITTEE



**AKSHAYA**  
COLLEGE OF ENGINEERING AND TECHNOLOGY  
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai. An ISO 9001:2015 Certified Institution)  
Kinathukadavu, Coimbatore - 642 109.

### CIRCULAR

08.06.2019

A value added course committee has been constituted with following members to design, plan and monitor the activities of the value added courses to be offered to circuit branch students during the academic year 2019-2020.

S.No.	Committee Members	Designation
1	Dr.J.Jaya,Principal	Chairman
2	Mr. Karthik Nagappan,Director, Test and Verification Solutions	Industry Member
3	Mr. Quin Sing Janner, Associate Manager, Accenture Services Pvt Ltd	Industry Member
4	Mr.K.Sivakumar, Placement Officer	Member
5	Prof.A.Vidhyasekar, Department of ECE	Member
6	Prof.D.Gunapriya,Department of EEE	Member
7	Prof.P.Damodharan,Department of CSE	Member
8	Mr.K.Saravana Kumar, Training Officer	Coordinator(Overall)
9	Ms.V.Karthika, Department of ECE	Coordinator(Department Level)
10	Ms.S.Vedhanayaki, Department of EEE	
11	Ms.P.Sowkarthiga, Department of CSE	

The members will meet once in a semester to discuss and finalize the design of curriculum and syllabus for the respective courses taking into consideration the industry needs.

PRINCIPAL

Dr. J. JAYA, M Tech., Ph.D

PRINCIPAL

Akshaya College of Engineering And Technology  
Kinathukadavu. Coimbatore -642 109



**CIRCULAR**

**08.06.2019**

A value added course committee has been constituted with following members to design, plan and monitor the activities of the value added courses to be offered to non-circuit branch students during the academic year 2019-2020.

S.No.	Committee Members	Designation
1	Dr.J.Jaya,Principal	Chairman
2	Mr.V.Sundararajan,Advisor,HCL Technologies	Industry Member
3	Mr.Jagadesh Kannan, Managing Director, Archetype Design Services Pvt. Ltd.	Industry Member
4	Mr.K.Sivakumar, Placement Officer	Member
5	Dr.R.Sivakumar,Department of Mechatronics Engineering	Member
6	Dr.S.Nagaraja,Department of Mechanical Engineering	Member
7	Prof.K.Thirunavukarasu,Department of Civil Engineering	Member
8	Mr.K.Saravana Kumar, Training Officer	Coordinator(Overall)
9	Mr.K.Madhanmohan, Department of Mechatronics Engineering	Coordinator(Department Level)
10	Mr.G.Selvaraj, Department of Mechanical Engineering	
11	Mr.S.Sureshkumar, Department of Civil Engineering	

The members will meet once in a semester to discuss and finalize the design of curriculum and syllabus for the respective courses taking into consideration the industry needs.

  
PRINCIPAL

**Dr. J. JAYA**, M.Tech., Ph.D  
PRINCIPAL  
Akshaya College of Engineering And Technology  
Kinathukadavu. Coimbatore -642109