**JKKMMRF’S ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY**

**KOMARAPALAYAM**

**COMMITTEE LIST**

1. **COLLEGE GOVERNING COUNCIL**

**Committee Members**

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| --- | --- | --- | --- |
| S.No. | Responsibility | Name of the Members | Designation |
| 1 | Chair Person | Mrs.Vasanthakumari Munirajah | Managing Trustee |
| 2 | Co-Chair Person | Mr.J.K.M.Jayaprakash | Correspondent  |
| 3 | Internal Member | Mr. J.Kailash Rajah | Joint Secretary |
| 4 | Internal Member | Ms. J. Sree Nithya | Secretary |
| 5 | Internal Member | Mr. J. Karan Rajah | Joint Secretary |
| 6 | Internal Member | Dr.N.Senthilkumar | Principal |
| 7 | Internal Member | Dr.E.Thilagam | Vice Principal |
| 8 | External Member | Dr.M.Kumar | Principal,Vinayaga Mission’s College of Pharmacy, Salem |

***Responsibilities:***

* To conduct the meeting to monitor, regulate the administration, academic, recruitment, improvement etc.,
* To approve the requirements, demands etc.,
* To sanction the stipend, scholarship, fund allotment for the student and staffs.
* To prepare the budget and allocation, sanction of post etc.,
1. **ACADEMIC COMMITTEE**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chairperson | Dr.N.Senthilkumar | Principal |
| 2 | Internal Member | Dr.E.Thilagam | Vice Principal |
| 3 | Internal Member | Dr.V.Suresh | Professor & Head Department of Pharmacology B.Pharm Co-ordinator |
| 4 | Internal Member | Dr.K.Jaganathan  | Professor & Head Department of PharmaceuticsM.Pharm Co-ordinator |
| 5 | Internal Member | Mr.A.Srinvasan | Professor & Head Department of Pharmacy PracticePharm D Co-ordinator |
| 6 | Internal Member | Dr.P.Satheesh Kumar | Professor / Pharmacognosy D.Pharm Co-ordinator |
| 6. | Internal Member | Dr.T.Venkatachalam | Professor & Head Pharmaceutical Chemistry  |
| 7. | External Member | Dr.T.Sivakumar | Principal Nandha College of Pharmacy, Erode |
| 8. | External Member | Dr.R.Sampathkumar | Principal Erode College of Pharmacy, Erode |
| 9. | External Member | Dr.R.Senthilkumar | Professor & Head Department of Pharmaceutical Chemistry, Swamy Vivekanandha College of Pharmacy, Tiruchengode.Namkkal (Dt). |
| 10. | External Member | Dr.P.Thirumoorthi | Associate Professor & Head,Department of Pharmaceutical ChemistryVivekanandha College of Pharmacy for Women,Salem. |
| 11. | Industry Expert | Dr. M. Rajkumar | Biopharmaceutics & Clinical Pharmacokinetics Innovation & DevelopmentAbbott Healthcare Pvt. Ltd.,Marol Industrial Area, MIDC, Andheri East, Mumbai |

***Responsibilities:***

* Monitoring of classes conducted
* Monitoring of syllabus covered
* Analysis the results of internal and annual examination
* Implementation of innovative teaching practices
* Suggesting remedial steps wherever there are shortcomings in the education delivery system
* Documentation of the proceedings of the committee and action taken
* Identifying and Counseling average and below-average students periodically

and other related matters.

3. **ADMISSION COMMITTEE**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chairperson | Dr.N.Senthilkumar | Principal |
| 2 | Internal Member | Mr.S.Chandran | Accountant |
| 3 | Internal Member | Mr.M.Sethuraman  | Chief Admission Officer |
| 4 | Internal Member | Mr.P.Dhatchanamoorthy | Admission Officer |
| 5 | Internal Member | Mr.P.Elango | Cashier |
| 6 | Internal Member | Mr.P.Chinnanan | Cashier |

***Responsibilities:***

* To take care of the admission process
* Collection and maintenance of cash.
* Maintenance of Accounts.
* Maintenance of all Records.
* The cell is responsible to create awareness about pharmacy education and profession in and around the district & state.
* The team will be actively participating in two-way communication between aspiring students, who would wish to take up the pharmacy curriculum after 10, +2.
* The admission facilitation cell can provide a complete information package about the various courses offered by the institution, fee structure and admission process.
* This cell facilitates and assists the university officials in getting the admission into various UG and PG programs and in the selection process.
* Collection of Fee’s and documents.
* Maintaining all the records of students, which include the completed application, academic information, transcripts, and others.
* Maintaining confidentiality of student educational records.

**4. ALUMNI CO-ORDINATION CELL**

**Committee Members**

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| **S.No.** | **Name & Address** | **Designation** |
| **1.** |  Mr.J.K.M.JayaprakashCorrespondentJKKMMRF’S – Annai JKK Sampoorani Ammal College of Pharmacy, Komarapalayam, Namakkal Dt. | Chief Pattern & Ex-Officio Member |
|  **2.** | Prof.Dr. N.SenthilkumarPrincipal.JKKMMRF’S – Annai JKK Sampoorani Ammal College of Pharmacy, Komarapalayam, Namakkal Dt. | Pattern |
| 3. | Dr. V.SureshDepartment of PharmacologyJKKMMRF’S – Annai JKK Sampoorani Ammal College of Pharmacy, Komarapalayam, Namakkal Dt. | Professor & Head President |
| 4 | Dr. T.VenkatachalamDepartment of Pharmaceutical ChemistryJKKMMRF’S – Annai JKK Sampoorani Ammal College of Pharmacy, Komarapalayam, Namakkal Dt. | Professor & HeadVice -President |
| 5. | Dr. B.Senthil KumarPrincipal.Department of Pharmaceutics,Manjari Devi Pharmacy College, Orisha. | ProfessorGeneral Secretary |
| 6. | Dr. S. VIJAYARAGAVANPPD Part Of Thermofisher Scientific,5TH Floor, Prestige Technostar,Doddanakundi industrial area 2 phase IBrookfiled, Bengaluru-560048 | Senior DirectorProject Support ServicesJoint Secretary |
| 7. | Dr.K C Arul PrakasamDepartment Of Pharmacy Practice JKKMMRF’S – Annai JKK Sampoorani Ammal College of Pharmacy, Komarapalayam, Namakkal Dt. | Professor & Head Treasurer |
| 8. | Dr. Rajkumar MBiopharmaceutics & Clinical Pharmacokinetics Innovation & DevelopmentAbbott Healthcare Pvt. Ltd.,Marol Industrial Area, MIDC, Andheri East, Mumbai. | Head Executive Committee member |
| 9. | Dr. S.VinoDepartment of BiosciencesSMV 103, School of Bio Sciences and Technology,Vellor institute of Technology, Vellore-632014 | Associate Professor & HeadExecutive Committee member |
| 10. |  Mr.Latheesh Gopinathan Babylon Medical Services, Qurum,Sultanate of Oman. | Sales DirectorExecutive Committee member |
| 11 |  Mr.Nagarajan Govindan Roche Diagnostics India Pvt. Ltd SKCL Harmoy Square, Chennai. | National Key Accounts ManagerExecutive Committee member |
| 12 | Dr. P. Satheesh Kumar Department of Pharmacogonosy JKKMMRF’S – Annai JKK Sampoorani Ammal College of Pharmacy, Komarapalayam, Namakkal Dt. | Associate ProfessorExecutive Committee member |

***Responsibilities:***

* Monitoring the Alumni activities of the institution
* Documentation of the papers of Alumni’s record and planning for Alumni meet once in a year creation of memberships, and other related matters.

**5. ANTI - RAGGING COMMITTEE**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Govt Official | Mr. Thavamani  | Inspector of police Komarapalayam9443522993 |
| 2 | President | Dr.N.Senthilkumar | Principal9789456737 |
| 3 | Secretary | Dr.E.Thilagam | Professor / Pharmacognosy7708149555 |
| 4 | Co-ordinator | Dr.V. Suresh | Professor / Pharmacology7904498664 |
| 5 | Co-ordinator | Dr.K.C.Arul Prakasam | Professor / Pharmacy Practice9842778531 |
| 6 | Squad  | Mr.R.Vijay Amirtharaj | Professor / Pharmaceutical Analysis 8667861370 |
| 7 | Squad  | Dr.P. Kalaiselvi | Professor & Head / Pharmaceutical Analysis 8610010475 |
| 8 | Internal Members | Dr. K. Sumathi | Associate Professor / Pharmaceutical Chemistry 9894893330 |
| 9 | Internal Member | Dr.K.Jaganathan  | Professor / Pharmaceutics8508457090 |
| 10 | Internal Members | Dr.P.Satheesh Kumar | Associate Professor / Pharmacognosy9976568635 |
| 11 | Internal Members | Mr.Thangamani | Boys Hostel Warden9566777788 |
| 12 | Internal Members | Ms.M.Nisanthini | Girls Hostel Warden6369551833 |

**Help Line No. 1800-180-5522**

***Responsibilities:***

* To ensure that there is no ragging in the campus and hostel
* Implementation of Govt/ University directives against the menace of ragging
* To hold periodical meetings with first year students.
* Arrange for the visit of local law enforcing authorities to hostel / college as a confidence building measure.
* Periodical and surprise visits to hostels
* Documentation of action taken by the committee

**6. IPR / PUBLICATION CUM RESEARCH COMMITTEE & PROJECT APPROVAL**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.N.Senthilkumar | Principal cum Professor / Pharmaceutical Chemistry |
| 2 | Co-ordinator | Dr.T.Venkatachalam | Professor & Head Pharmaceutical Chemistry |
| 3 | Internal Member | Dr.E.Thilagam | Professor & Head / Pharmacognosy |
| 4 | Internal Member | Mr.A.Srinivasan | Professor & HeadPharmacy Practice |
| 5 | Internal Member | Dr.G.Thamotharan | Associate Professor / Pharmacology |
| 6 | Internal Member | Dr.V.Suresh | Professor & Head / Pharmacology |
| 7 | Internal Member | Dr.K.Jaganathan  | Professor & Head / Pharmaceutics |
| 8 | Internal Member | Dr.K.C.Arul Prakasam | Professor / Pharmacy Practice |
| 9 | Internal Member | Dr.K.Sumathi | Professor Pharmaceutical Chemistry |
| 10 | Internal Member | Dr.P.Kalaiselvi | Professor & Head Pharmaceutical Analysis |
| 11 | Internal Member | Dr.P.Satheeshkumar | Associate Professor / Pharmacognosy |

***Responsibilities:***

* Monitoring the research activities of the institution
* Documentation of the papers published, seminars attended, and papers presented, project works (funded and non-funded) etc.
* Planning for funded projects from outside
* Holding the meeting of the committee at least twice a year
* And other related matters.

**7. CULTURAL COMMITTEE**

 **Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person & Co-ordinator | Dr.K.Sumathi | Professor / Pharmaceutical Chemistry |
| 2 | Internal Member | Dr.G.Thamotharan | Associate Professor Pharmacology  |
| 3 | Internal Member | Mrs.S.Kavibharathi | Assistant Professor Pharmaceutics |
| 4 | Internal Member | Mrs.S.Sangeetha | Assistant Professor Pharmaceutics |
| 5 | Internal Member | Mrs.K.Sathyasundari | Associate Professor  |
| 6 | Internal Member | Mrs.P.Gayathiri | Assistant Professor / Pharmaceutical Analysis |
| 7 | Internal Member | Mrs.K.Kokila | Assistant Professor Pharmacology |
| 8 | Internal Member | Mrs.K.S.Koshila | LecturerPharmaceutical Chemistry |
| 9 | Internal Member | Ms.M.Nisanthini | LecturerPharmaceutics |
| 10 | Internal Member | Mrs.S.Nithya | Assistant Professor Pharmaceutics |

***Responsibilities:***

* Formation of student council
* Planning and execution of Annual, Cultural, Student Council inauguration and Orientation days
* Documentation of activities of the committee
* To provide a platform for showcasing the cultural talents of the students
* To conduct various cultural programmes in our campus.
* To organize inter college cultural meets and sending the teams to participate other college cultural meets.
* To invite performing artists
* To liaison with cultural bodies of PHARMABLAZE
* Planning the cultural events for the year in the beginning of the year
* Submit the requirements for participate the activities
* Submit the statement of event organized.
* And other related matters.

**8. ENTREPRENEURSHIP, INNOVATION & INCUBATION CELL**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.N.Senthilkumar | Principal |
| 2 | Co-oridnator | Dr.V.Suresh  | Professor & HeadPharmacology |
| 3 | Member | Dr.B.Senthilkumar | Professor Pharmaceutics |
| 4 | Student Entrepreneurship  | Dr. S.Vino | Assistant Professor & HeadDepartment of BiosciencesSMV 103, School of Bio Sciences and Thecnology,Vellor institute of Technology, Vellore-632014 |
| 5 | Student Entrepreneurship  | Mr.Latheesh Gopinathan | Sales DirectorBabylon Medical Services,Qurum,Sultanate of Oman. |
| 6 | Student Representative | Mr.Edwin Thomas | IV- B.Pharm  |
| 7 | Student Representative  | Ms.Esha | IV- B.Pharm  |

***Responsibilities:***

* Addressing the students and encouraging for entrepreneurship
* Planning and monitoring the activities
* Implementation of the steps taken to address the students
* And other related matters

**9. ANIMAL ETHICAL COMMITTEE**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1. | Chair person, IAEC | Dr.N.SenthilKumar | PrincipalJKKMMRF’s – AJKK SACP,B.Komarapalayam |
| 2. | Main Nominee, IAEC | Dr.S.Sengottuvelu | Professor & Head, Department of Pharmacology, Nandha College of Pharmacy, Perundurai Road, Erode. |
| 3. | Link Nominee, IAEC | Dr.S.Banupriya | Assistant Professor, AP2 Staff Quarters, ,VCRI campus, Mohanur Road, Namakkal – 637 002. |
| 4. | CPCSEA Scientist from outside the Institute --   | Dr. R.Kothai   | Professor & Head, Department of pharmacology, Vinayaka Mission’s College of Pharmacy, Salem – 636 008.  |
| 5. | Social Aware Nominee, IAEC | Dr. K.V.Anantha Kumar | 119A, 4th Street, Sakthi Nagar, Thindal (Po), Erode – 12. |
| 6 | Veterinarian, IAEC  | Dr.N.Kathiravan,BVSc., | JKKMMRF’s – AJKK SACP,B.Komarapalayam |
| 7 | Biological Scientist, Member Secretary, IAEC  | Dr.G. Thamotharan | JKKMMRF’s – AJKK SACP, B.Komarapalayam |
| 8 | Scientist in charge of Animal House | Mr.G.Muthukumaran | JKKMMRF’s – AJKK SACP,B.Komarapalayam |
| 9 | Scientist from different discipline | Mr.N.Deepan | JKKMMRF’s – AJKK SACP,B.Komarapalayam |

***Responsibilities:***

* This committee is approved by Animal Ethical CPCSEA authorities and the members are also nominated by the authorities.
* To conduct meeting as per the requirement from the departments not less than twice a year. (Whenever Required)
* To maintain the record and documents as per the CPCSEA norms and regulations and the same should be uploaded in the CPCSEA website as and when required.

**10. EXAMINATION COMMITTEE (University )**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chief Superintendent | Dr.T.Venkatachalam | Professor & Head / Pharmaceutical Chemistry |
| 2 | Assistant Examiner | Dr.K.C.Arul Prakasam | Professor / Pharmacy Practice |
| 3 | Assistant Examiner | Mr.V.Suresh Kannan | Associate Professor / Pharmaceutical Chemistry |
| 4 | Internal Member | Mrs.K. Sathyasundari | Associate Professor  |

***Responsibilities:***

* Smooth Conducting of University Exam
* Maintaining University exam attendance, staff list, Time Table, seating arrangements CCTV footage & DVD.
* Each of the college’s examinations falls under the responsibility of an chief Superintendent.
* Adhere to all rules and regulations pertaining to the conduct of examinations.
* Adhere to timelines for the development, conduct and review of examinations.
* To assign the invigilation duty to the staff and ensure the smooth conducting of the exam

**11. GRIEVANCE REDRESSAL COMMITTEE**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.E.Thilagam | Professor & Head / Pharmacognosy7708149555 |
| 2 | Internal Member | Dr.V.Suresh  | Professor & Head / PharmacologyI & III B.Pharm Co-ordinator9865610568 |
| 3 | Internal Member | Mr.R.Vijay Amirtharaj | Professor / Pharmaceutical AnalysisII & IV B.Pharm Co-ordinator8667861370 |
| 4 | Internal Member | Dr.K.Jaganathan | Professor & HeadDepartment of PharmaceuticsI & II M.Pharm Co-ordinator8508457090 |
| 5 | Internal Member | Dr. K C Arul Prakasam | Professor Department of Pharmacy PracticePharm D Co-ordinator9842778531 |
| 6. | Internal Member | Dr.P.Satheesh Kumar | Associate Professor / Pharmacognosy D.Pharm Co-ordinator9976568635 |
| 7 | Student Representative | Mr.V.M.Raja | Male Student Representative |
| 8 | Student Representative | Ms.Narmatha | Female Student Representative  |

***Responsibilities:***

* Addressing the grievance of the students
* Implementation of the steps taken to address the grievances of the students
* And other related matters

**12. MENTOR AND PARENT TEACHER ASSOCIATION / STUDENT COUNSELLING CELL**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr. K C Arul Prakasam | Professor / Pharmacy Practice |
| 2 | Mentor | Dr.K.Sumathi | Associate Professor / Pharmaceutical Chemistry |
| 3 | Mentor | Dr.A.Chitra | Associate Professor / Pharmaceutical Chemistry |
| 4 | Mentor | Dr.M.Chitra | Associate Professor / Pharmaceutical Chemistry |
| 5 | Mentor | Dr.P.Satheeshkumar | Associate Professor / Pharmacognosy |
| 6 | Mentor | Mr.G.Muthukumaran | Associate Professor / Pharmacology |
| 7 | Mentor | Mr.V.Srinivas | Assistant Professor / Pharmacology |
| 8 | Members | Dr.E.Thilagam | Professor & Head / Pharmacognosy |
| 9 | Mentor | Mr.R.Vijay Amirtharaj | Professor / Pharmaceutical Analysis  |
| 10 | Mentor | Dr.V.Suresh | Professor & Head / Pharmacology |
| 11 | Mentor | Dr.T.Venkatachalam  | Professor / Pharmaceutical Chemistry |
| 12 | Mentor | Dr.P.Kalaiselvi | Professor & Head / Pharmaceutical Analysis |
| 13 | Mentor | Mr.A.Srinivasan | Professor & Head / Pharmacy Practice |
| 14 | Mentor | Dr.G.Thamotharan | Associate Professor / Pharmacology |
| 15 | Mentor | Dr.K.Jaganathan  | Professor & Head / Pharmaceutics |
| 16 | Mentor | Mrs.S.Kavibharathi | Assistant Professor / Pharmaceutics |
| 17 | Mentor | Mrs.S.Sangeetha | Assistant Professor / Pharmaceutics |
| 18 | Mentor | Mr.V.Suresh Kannan | Associate Professor / Pharmaceutical Chemistry |
| 19 | Mentor | Mr.A.Sheik Alisha | Assistant Professor / Pharmaceutics |
| 20 | Mentor | Mrs.J.Nandhini | Assistant Professor / Pharmaceutics |
| 21 | Mentor | Mr.N.Deepan | Assistant Professor / Pharmacology |
| 22 | Mentor | Dr.C.J.Glady Gloria Grant | Assistant Professor / Pharmacy Practice |
| 23 | Mentor | Ms.P.Gayathri | Assistant Professor / Pharmaceutical Analysis |
| 24 | Mentor | Mr.C.Mahesh Reddy | Assistant Professor / Pharmaceutics |
| 25 | Mentor | Mrs.s.Nithya | Assistant Professor / Pharmaceutics |
| 26 | Mentor | Mrs.P.Ragavi | Assistant Professor / Pharmaceutical Analysis |
| 27 | Mentor | Mrs.K.Kokila | Assistant Professor / Pharmacy Practice |
| 28 | Mentor | Ms.A.Lalitha | Assistant Professor / Pharmaceutics |
| 29 | Mentor | Mrs.R.Kavitha | Assistant Professor / Pharmacology |
| 30 | Mentor | Dr.M.S.Arya | Assistant Professor / Pharmacy Practice |
| 31 | Mentor | Dr.A.Amal | Assistant Professor / Pharmacy Practice |
| 32 | Mentor | Dr.N.Sanjeyan | Assistant Professor / Pharmacy Practice |
| 33 | Mentor | Mrs.S.Kothai | Assistant Professor / Pharmaceutics |
| 34 | Mentor | Dr.A.Venkatesh | Assistant Professor / Pharmacy Practice |
| 35 | Mentor | Mr.S.Guruprasad | Assistant Professor / Pharmaceutics |
| 36 | Mentor | Mr.R.Prasanth | Assistant Professor / Pharmacognosy |
| 37 | Mentor | Mrs.K.Sathyasundari | Associate Professor  |
| 38 | Mentor | Mrs.S.Sabareeshwari | Assistant Professor  |
| 39 | Student Representative | Mr.Edwin Thomas | IV-B.Pharm |
| 40 | Student Representative | Ms.Esha | IV-B.Pharm |

***Responsibilities:***

* Establishes, with the mentee, the mentee's explicit goals and objectives for the relationship
* Takes the initiative in the relationship, but allows the mentee to take responsibility for their growth, development, and career planning
* Commits to fostering the relationship for the specified period of time
* Commits to meeting with mentee on a regular basis (not normally during the mentee's work time; no less than one hour per month)
* Actively listens to mentee
* Provides frank, honest, and constructive feedback
* Provides encouragement and assists the mentee in identifying professional development activities
* Maintains confidentiality
* Reviews goals and objectives of the relationship with the mentee midway and at the end of a formal, long-term relationship (those lasting 6-12 months)
* Follows through on commitments made to mentee
* Respects mentee's limits
* Explicitly states one’s own limits
* Recognizes and works through conflicts in caring ways, invites discussion on differences with the mentee, and arranges for a third party to assist, if necessary
* Makes only positive or neutral comments about the mentee to others; if disagreement over behavior or values arise, shares differences with the mentee; if necessary, takes steps to end the relationship and tries to find mentee another mentor
* Maintains a professional relationship that doesn't intrude on the mentee's personal life; does not expect to be close friends
* Ends the relationship at the agreed upon time

**12. INDUSTRY INSTITUTE COLLABORATION & PLACEMENT CELL**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.V.Suresh | Professor & Head / Pharmacology |
| 2 | Internal Member | Mr.N.Deepan | Assistant Professor Pharmacology |
| 3 | Internal Member | Dr.M.Chitra | Associate Professor / Pharmaceutical Analysis |
| 4 | Internal Member | Mr.K.C. Arul Prakasam | Professor / Pharmacy Practice |
| 5 | Internal Member | Dr.T.Venkatachalam | Professor & Head / Pharmaceutical Chemistry |
| 6 | Internal Member | Dr.P.Kalaiselvi | Professor & Head / Pharmaceutical Analysis |
| 7 | Internal Member | Dr. K Prasath | Professor / Pharmacology |
| 8 | Internal Member | Mr.V.Suresh Kannan | Associate Professor / Pharmaceutical Chemistry |
| 9 | Internal Member | Dr.A.Chitra | Associate Professor / Pharmaceutical Chemistry |
| 10 | External Member | Mr.SelvarajVeiva Scientific Pvt LtdChennai. | Distribution Manager |

***Responsibilities:***

* Contacting the prospective employers
* Fixing the date for campus interview
* Documenting the details of campus interviews.
* Identifying industries for training / visit
* Arranging for industrial visits.
* To look after the training and placement activities of students.
* To have close liaison with industry for placement of students.
* To work in consultation with Coordinator, Industry Institution Interaction Cell (IIIC) for organizing lectures by the professionals from industry.
* To collect feedback from the companies coming for placement.
* Arrange Training programs for soft skills and for interview facing skills for the students using institutional and external expertise.
* To organize the entrepreneurship workshops.
* Preparing the ‘Placement Brochure’ with the curriculum-vitae of outgoing students of all the programs , any other related matters.

**13. PCI Program / University /MHRD/ DME/AISHE/NIRF Committee**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.N.Senthilkumar | Principal |
| 2 | Member | Dr.K.C. Arul Prakasam | Professor / Pharmacy Practice |
| 3 | Member | Dr.K.Sumathi | Associate Professor / Pharmaceutical Chemistry |
| 4 | Member | Dr.M.Chitra | Associate Professor / Pharmaceutical Analysis |
| 5 | Member | Mrs.K.Sathyasundari | Associate Professor |
| 6 | Member | Mrs.K.Kokila | Assistant Professor / Pharmacy Practice |
| 7 | Member | Mrs.S.Kothai | Assistant Professor / Pharmaceutics |
| 8 | Member | Ms.Venkateshwari | Data Operator |

***Responsibilities:***

* Online data submission along with document preparation for the continuation of approvals from PCI/University/DME/MHRD/AISHE/NAAC.
* Document preparation for all kind of inspections.

14. **IQAC (Internal Quality Assurance Cell) Committee**

**Committee Members**

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| **S.No.** | **Name of the Member** | **Position**  |
| 01. | Dr. N. SenthilkumarPrincipal, JKKMSACP, Namakkal | Chair Person |
| 02. | Mrs.Vasanthakumari Munirajah | Employer  |
| 03. | Mr. JKM. JayaprakashCorrespondent  | Member From Management |
| 04. | Dr.V.Suresh | IQAC coordinator |
| 05. | Mr.A.Srinivasan | Teaching Faculty |
| 06. | Mr.V.Suresh Kannan | Teaching Faculty |
| 07. | Mrs.K.Kokila | Teaching Faculty |
| 08. | Mr.N.Deepan | Teaching Faculty |
| 09. | Mrs.P.Ragavi | Teaching Faculty |
| 10. | Dr.M. KumarPrincipalVinayaga Mission’s College of Pharmacy, Salem | Academic Expert (External) |
| 11. | Mr.R.Chandran | Member (Administration) |
| 12. | Mr.Sethuraman | Member (Administration) |
| 13. | Mr. S. Anbuthangam | Member from Local Society |
| 14. | Mrs.K.S.Koshila | Student Member |
| 15. | Mr.V.M.Raja | Student Member |
| 16. | Mr.S.Rohit sundar | Student Member |
| 17. | Dr.J.Ramesh | Alumni Member |
| 18. | Mr. Rajaram | Industrialist |
| 19. | Mr. Madheshwaran | Parent Member |

***Responsibilities:***

* Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
* Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
* Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
* Dissemination of information on various quality parameters of higher education.
* Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
* Documentation of the various programmes/activities leading to quality improvement.
* Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
* Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
* Development of Quality Culture in the institution.
* Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

**15. LIBRARY COMMITTEE**

**Committee Members**

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| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Mrs.S.Kavibharathi | Assistant Professor / Pharmaceutics  |
| 2 | Member | Mrs.S.Sangeetha | Assistant Professor / Pharmaceutics |
| 3 | Member | Dr.G.Thamotharan | Associate Professor / Pharmacology |
| 4 | Member | Mr.G.Muthukumaran | Associate Professor / Pharmacology |
| 5 | Member | Mr.V.Suresh Kannan | Associate Professor / Pharmaceutical Chemistry  |
| 6 | Member | Mrs.K.Kokila | Assistant Professor / Pharmacy Practice |
| 7 | Member | Mrs.R.Kavitha | Assistant Professor / Pharmacy Practice |
| 8 | Member | Dr.N.Sanjeyan | Assistant Professor / Pharmacy Practice |
| 9 | Member | Mrs.P.Loganandhi | Librarian  |
| 10 | Member | Mrs.A.Prabha | Assistant Librarian  |
| 11 | Member | Mrs.A.Janshirani | Assistant Librarian  |

***Responsibilities:***

* Identifying the new books to be purchased for the college
* Compilation, Verification, and Monitoring of Library activities.
* Maintenance of records for issue of books and journals.
* Subscribing e-journals and e-books.
* And other related matters.

**16**. **NSS COMMITTEE**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.N.Senthilkumar | Principal |
| 2 | Co-ordinator | Dr.P.Satheeshkumar | Associate Professor / Pharmacognosy |
| 3 | Member | Dr.E.Thilagam | Professor & Head / Pharmacognosy |
| 4 | Member | Dr.K.C.Arul Prakasam | Professor / Pharmacy Practice |
| 5 | Member | Dr.V.Suresh | Professor & Head / Pharmacology |
| 6 | Member | Mr.V.Suresh Kannan | Associate Professor / Pharmaceutical Chemistry  |
| 7 | Member | Mr.A. Srinivasan | Professor & Head / Pharmacy Practice |
| 8 | Member | Mr.A.Sheik Alisha | Assistant Professor / Pharmaceutics |
| 9 | Member | Dr.K.Jaganathan | Professor & Head / Pharmaceutics |
| 9 | Member | Mr.V.Srinivas | Assistant Professor / Pharmacology |
| 10 | Member | Dr.C.J.Glady Gloria Grant | Assistant Professor / Pharmacy Practice |

***Responsibilities:***

* Organize a minimum of four NSS programs for an academic year.
* Develop the service-oriented mind and skills to the students.
* Maintain the documents pertaining to NSS
* And other related matters

**17.** **SPORTS CELL**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Mr.A.Srinivasan | Professor & Head / Pharmacy Practice |
| 2 | Member | Mr.A.Sheik Alisha | Assistant Professor / Pharmaceutics |
| 3 | Member | Dr.P.Kalaiselvi | Professor & Head / Pharmaceutical Analysis |
| 4 | Member | Mrs.S.Kavibharathi | Assistant Professor / Pharmaceutics |
| 5 | Member | Mrs.P.Gayathiri | Assistant Professor / Pharmaceutical Analysis |
| 6 | Member | Mr.S.Guruprasad | Assistant Professor / Pharmaceutics |
| 7 | Member | Dr.N.Sanjeyan | Assistant Professor / Pharmacy Practice |
| 8 | Member | Mr.V.Suresh Kannan | Associate Professor / Pharmaceutical Chemistry |
| 9 | Member | Mr.V.Srinivas | Assistant Professor / Pharmacology |
| 10 | Student Member | Mr.Karthikeyan | III-B.Pharm |
| 11 | Student Member | Mr.Ajithkumar | II-B.Pharm |
| 12 | Student Member | Ms.S.Narmatha | I-M.Pharm |
| 13 | Student Member | Mr.R.Rohit Sundar | II-M.Pharm |
| 14 | Student Member | Ms.Archana | III-B.Pharm |
| 15 | Student Member | Ms.Narmatha | I-B.Pharm |

***Responsibilities:***

* Organize sports meet
* Send the team for various competitions
* Training of students
* Maintenance of sports goods stock
* And other related matters.

18. **WEBSITE & SYSTEM MAINTENANCE**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.N.Senthilkumar | Principal |
| 2 | Member | Mr.M.Sethuraman | Admission Officer |
| 3 | Member | Mr.Dhatchinamoorthy | Hardware Engineer |
| 4 | Member | Mrs.K.Sathyasundari | Associate Professor  |
| 5 | Member | Ms.Venkateshwari | Data Operator |
| 5 | Member | Mr.Prabhakaran | Assistant Hardware Engineer |

***Responsibilities:***

* To update the details in our college website
* Contacting the agencies for service and maintenance
* Maintenance of Internet service
* Software and Hardware Maintenance

**19. INTERNAL COMPLIANCE CELL**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Proceeding Officer | Dr.E.Thilagam | Professor / Pharmacognosy9080669728 |
| 2 | Internal Member | Dr.K.C.Arul Prakasam | Professor / Pharmacy Practice9842778531 |
| 3 | Internal Member | Dr.V.Suresh | Professor / Pharmacology9865610568 |
| 4 | Internal Member | Dr.K.Sumathi | Professor / Pharmaceutical Chemistry908019507 |
| 5 | Internal Member | Dr.M.Chitra | Associate Professor / Pharmaceutical Chemistry9786126448 |
| 6 | Internal Member | Dr.A.Chitra | Associate Professor / Pharmaceutical Chemistry876382348857 |
| 7 | Internal Member | Dr.P.Kalaiselvi | Professor / Pharmaceutical Analysis 8610010475 |
| 8 | Internal Member | Dr.P.Satheesh Kumar | Associate Professor / Pharmacognosy9976568635 |
| 9 | External Member | Dr.S.Kokilavani | Professor / Physiotherapy9788009202 |
| 10 | Internal Member | Mrs.R.Radhamani | Lab Assistant8760385669 |
| 11 | Internal Member | Mrs.KJayanthi | Lab Assistant8883756352 |
| 12 | Student Member | Mr.S.Kanishkar Shastivel | B.Pharm8838233098 |
| 13 | Student Member | Mr.J.Vidhyabharathi | B.Pharm8220849889 |
| 14 | Student Member | Mr.G.Gowrishankar | M.Pharm6374969635 |
| 15 | Student Member | Mr.V.M.Raja | M.Pharm9443324501 |
| 16 | Student Member | Ms.Narmatha | M.Pharm7904574079 |
| 17 | Student Member | Ms.J.Nandhini | M.Pharm8015783811 |
| 15 | Student Member | Mr.S.Yuvarani | M.Pharm9677465687 |
| 16 | Scholar Member | Mr.N.Deepan | Ph.D.,6379714760 |
| 17 | Scholar Member | Mr.Yabes Immanuvel | Ph.D.,9600130455 |

***Responsibilities:***

* To collect all the students & their family details and providing the counseling whenever necessary
* Proper counseling is given for slow learners and fast learners and their parents.
* Maintenance of all records.
* Monitor, evaluate and report student progress in key learning areas.
* Implement strategies to achieve targets related to student learning outcomes.
* Maintain records of class attendance and recording student progress.
* Supervising a range of student activities including support and welfare programs and contributing to a range of co-curricular activities.
* To send sessional marks statement and attendance to the parents after completion of each sessional.
* Maintain the student profile form which consists of bio-data of students, their residential and permanent addresses, their academic grades.
* Any problem related to the particular student is attended by the respective Batch teacher which includes counseling the students.
* This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.
* Suggestion Box will be fixed in Corridors.
* Suggestions will be collected at every FRIDAY.

**20. MINORITY COMMITTEE & SOCIO ECONOMICALLY DISADVANTAGED GROUP CELL**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.P.Satheeshkumar | Associate Professor/ Pharmacognosy |
| 2 | Internal Member | Dr.K.C.Arul Prakasam | Professor / Pharmacy Practice |
| 3 | Internal Member | Dr.V.Suresh | Professor & Head / Pharmacology |
| 4 | Internal Member | Dr.C.J.Glady Gloria Grant | Assistant Professor / Pharmacy Practice |
| 5 | Internal Member | Mr.A.Sheik Alisha | Assistant Professor / Pharmaceutics |
| 6 | Internal Member | Ms.A.Lalitha | Assistant Professor / Pharmaceutics |
| 7 | Internal Member | Mrs.S.Kothai | Assistant Professor / Pharmaceutics |
| 8 | Internal Member | Dr.K.Jaganathan | Professor & Head / Pharmaceutics |
| 9 | Internal Member | Mrs.P.Gayathiri | Assistant Professor / Pharmaceutical Analysis |
| 10 | Internal Member | Mrs.K.Kokila | Assistant Professor / Pharmacology |
| 11 | Internal Member | Mr.V.Sriinvas | Assistant Professor / Pharmacology |
| 12 | Internal Member | Mr.A.Sakthivel | Office Assistant |
| 13 | Internal Member | Mrs.M.Kasthuri | Lab Assistant / Pharmacy Practice |
| 14 | Internal Member | Mrs.K.Jayanthi | Lab Assistant / Pharmaceutical Chemistry |
| 15 | Internal Member | Mrs.K.Ambika | Lab Assistant / Pharmaceutics |

***Responsibilities:***

* To conduct meeting yearly twice.
* To discuss the issues and Scholarships regarding
* To maintain the record of the minority students & Parents.

**21.** **Academic Calendar & Time Table**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.K.C. Arul Prakasam | Professor / Pharmacy Practice |
| 2 | Internal Member | Dr.V.Suresh | Professor & Head / Pharmacology |
| 3 | Internal Member | Dr.P.Satheesh Kumar | Associate Professor / Pharmacognosy |
| 4 | Internal Member | Dr.P.Kalaiselvi | Professor & Head / Department of Pharmaceutical Analysis |

***Responsibilities:***

* Prepare the time table and academic calendar
* Assigning the lecture halls and laboratories
* And other related matters.

**22. SESSIONAL BOARD**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Internal Member | Mr. V.Suresh kannan | Associate Professor / Pharmaceutical Chemistry  |
| 2 | Chair Person | Dr. K.Sumathi | Associate Professor / Chemistry  |
| 3 | Internal Member | Mr.G.Muthukumaran | Associate Professor / Pharmacology  |
| 4 | Internal Member | Mrs.S.Kavibharathi | Assistant Professor / Pharmaceutics  |
| 5 | Internal Member | Ms.A.Lalitha | Assistant Professor / Pharmaceutics  |

***Responsibilities:***

* Preparation of schedule for the conduct of internal examinations in the beginning of academic session
* Sending circular, collection of question paper hard and soft copy after endorsement from the HOD’s. And allotment of investigation for duties for faculty.
* Conduct of sessional exam in proper manner and distribution and collection of answer papers.
* Submitting the sessional reports to the Chairmen of the board, to maintain the Registers and documents.

**23. HIGHER EDUCATION, COMPETITIVE EXAMINATIONS**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.T.Venkatachalam | Professor & Head / Pharmaceutical Chemistry |
| 2 | Co-ordinator | Mr.N.Deepan | Assistant Professor / Department of Pharmacology |
| 3 | Member | Dr.E.Thilagam | Professor & Head / Department of Pharmacognosy |
| 4 | Member | Dr.K.Jaganathan | Professor & Head / Department of Pharmaceutics |
| 5 | Member | Mr.R.Vijay Amirtharaj | Professor / Department of Pharmaceutical Analysis |
| 6 | Member | Dr.V.Suresh | Professor & Head / Department of Pharmacology |
| 7 | Member | Dr.K.C.Arul Prakasam | Professor / Department of Pharmacy Practice |
| 8 | Member | Dr.A.Chitra | Associate Professor / Pharmaceutical Chemistry |
| 9 | Member | Mrs.S.Sangeetha | Assistant Professor / Pharmaceutics |
| 10 | Member | Mrs.P.Ragavi | Assistant Professor / Pharmaceutical Chemistry |
| 11 | Member | Mrs.R.Kavitha | Assistant Professor / Pharmaceutical Chemistry |
| 12 | Member | Mrs.S.Sabareeshwari | Assistant Professor  |
| 13 | Member | Mrs.S.Nirmala | Assistant Professor |
| 14 | Member | Mr. K.Prasath | Associate Professor / Pharmacology |

***Responsibilities:***

* Promote and motivate the students for Higher Education
* Special coaching for competitive examinations
* Periodical evaluation about the performance
* Encouraging in Research Activities
* Training in all available competitive examinations
* Participate various seminars and programs
* Coordinating the personality development programs.
* Coordinating the coaching classes for competitive exams for higher studies with the assistance of internal and external subject experts.
* Coordinating English language coaching for the students especially who are from non-English speaking countries.

**24. CERTIFICATE COURSE (COORDINATOR)**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.N.Senthilkumar | Principal |
| 2 | Co-ordinator | Dr.M.Chitra | Associate Professor / Pharmaceutical Analysis |
| 3 | Member | Dr.E.Thilagam | Professor & Head / Pharmacognosy |
| 4 | Member | Mr.R.Vijay Amirtharaj  | Professor / Pharmaceutical Analysis |
| 5 | Member | Dr.P.Kalaiselvi | Professor & Head / Pharmaceutical Analysis |
| 6 | Member | Ms.A.Lalitha | Assistant Professor/ Pharmaceutics |
| 7 | Member | Mrs.S.Kothai | Assistant Professor / Pharmaceutics |
| 8 | Member | Mrs.P.Ragavi | Assistant Professor / Pharmaceutical Chemistry |

***Responsibilities:***

* To conduct various, add on and certificate courses for the benefit of student’s carrier.
* Periodical evaluation is made to assess the student quality and involvement
* Maintenance of all relevant Records.

**25. DISCIPLINE Committee**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.N.Senthilkumar | Principal |
| 2 | Co-ordinator | Mr.R.Vijay Amirtharaj | Professor / Department of Pharmaceutical Analysis |
| 3 | Member | Dr.E.Thilagam | Professor & Head / Department of Pharmacognosy |
| 4 | Member | Dr.K.Jaganathan | Professor & Head / Department of Pharmaceutics |
| 5 | Member | Dr.V.Suresh | Professor & Head / Department of Pharmacology |
| 6 | Member | Dr.K.C.Arul Prakasam | Professor / Department of Pharmacy Practice |
| 7 | Member | Dr.K.Sumathi | Professor / Department of Pharmaceutical Chemistry |
| 8 | Member | Dr.P.Satheesh Kumar | Associate Professor / Pharmacognosy |
| 9 | Member | Dr.P.Kalaiselvi | Professor & Head / Department of Pharmaceutical Analysis |
| 10 | Member | Mr.A.Srinivasan | Professor & Head / Department of Pharmacy Practice |

***Responsibilities:***

* Ensure no student roaming outside during the class hours.
* Monitors the movement of the students during class hours.
* Enforces proper dress code among students and faculties.
* Initiates necessary actions on students who indulge for in-disciplinary action and unbecoming to right behaviour.

26. **Hostel Committee**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | **Chair Person** | Dr.N.Senthilkumar | Principal |
| 2 | Member | Dr.V. Suresh | Professor & Head / Pharmacology |
| 3 | Member | Dr.M.S.Arya | Assistant Professor / Pharmacy Practice |
| 4 | Member | Dr.M.A.Amal | Assistant Professor / Pharmacy Practice |
| 5 | Member | Dr.A.Venkatesh | Assistant Professor / Pharmacy Practice |
| 6 | Members | Mr.Thangamani | Boys Hostel Warden9566777788 |
| 7 | Member | Miss.M.Nisanthini | Girls Hostel Warden |

***Responsibilities:***

* Formulating Students Committee.
* Conducting Periodic Meetings & Taking Corrective Actions based on the demands.
* Maintaining Discipline / attendance among the Students in the Hostel.

**27. WOMENS EMPOWERMENT CELL**

**Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Responsibility** | **Name of the Members** | **Designation** |
| 1 | Chair Person | Dr.E.Thilagam | Professor & Head / Pharmacognosy |
| 2 | Internal Member | Mrs.S.Kavibharathi | Assistant Professor / Pharmaceutics |
| 3 | Internal Member | Mrs.S.Sangeetha | Assistant Professor / Pharmaceutics |
| 4 | Internal Member | Dr.K.Sumathi | Associate Professor / Pharmaceutical Chemistry |
| 5 | Internal Member | Dr.M.Chitra | Associate Professor / Pharmaceutical Chemistry |
| 6 | Internal Member | Dr.A.Chitra | Associate Professor / Pharmaceutical Chemistry |
| 7 | Internal Member | Dr.P.Kalaiselvi | Professor & Head / Pharmaceutical Analysis |
| 8 | Internal Member | Dr.K.C.Arul Prakasam | Professor & Head / Pharmacy Practice |
| 9 | Internal Member | Dr.P.Satheesh Kumar | Associate Professor / Pharmacognosy |

***Responsibilities:***

* Organize workshops, seminars, and awareness campaigns to educate the community about gender issues, stereotypes, and discrimination.
* Conduct sessions on women's rights, gender equality, and related legal frameworks.
* Provide confidential counseling and support services to women facing gender-based challenges, including harassment, discrimination, or personal issues.
* Assist women in understanding their rights and options for seeking redressal.
* Establish a system for receiving and addressing complaints related to harassment, ensuring a safe and inclusive environment for women.
* Conduct sensitization programs for employees/students on prevention, identification, and reporting of sexual harassment incidents.

**28. HUMAN ETHICAL COMMITTEE**

**Committee Members**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name of the Candidate** | **Designation in IEC** |
|  | Dr.K.Ananda Kumar  | Chair Person |
|  | Dr. N.Senthilkumar. | Member Secretary |
|  | Dr.Nirumal RakkeshMBBS (MD-Pharmacology) | Medical Scientist |
|  | Dr. K.C.Arul Prakasam  | Scientific Member |
|  | Dr. V.Suresh | Member |
|  | Dr.K.Sumathi  | Member |
|  | Dr.Prem Raj Prabhu .T, MBBS (MS-Orthopedics) | Clinician |
|  | Mr.S.Venkatesan, LLB  | Legal Expert |
| 9 | Mrs.K.Sathyasundari,MCA | Social Scientist |
| 10. | Mr.A.Sakthivel | Lay person |

***Responsibilities:***

* This committee is approved by Institutional Ethical Committee (IEC) and the members are also nominated by the authorities.
* To conduct meeting as per the requirement from the departments not less than twice a year. (Whenever Required)
* To maintain the record and documents.