

VELAMMAL

INSTITUTE OF TECHNOLOGY

Accredited by NAAC 'A' and Approved by AICTE-New Delhi, Affiliated to Anna University-Chennai
“Velammal Knowledge Park”, Chennai-Kolkata Highway,

Panchetti, Ponneri Tk., Thiruvallur Dt., PIN: 601 204.

Ph: (044) 22446300 – 305

Email ID: info@velammalitech.edu.in, Website: www.velammalitech.edu.in

Hand Book 2025-2026

Administrative Office

Veeramakali Memorial Welfare Trust
“Velammal Knowledge Park”, Chennai

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Personal Memoranda (For office Records)**PHOTO**

Name :

Branch :

Year & Section : Univ. Reg .No :

Date of Birth: Sex: Male ☐ Female ☐Blood Group: Community: OC ☐ BC ☐ MBC ☐ SC ☐ ST ☐Contact Number: Day Scholar ☐ Hosteller ☐Medium of study in 12th Std. English ☐ Tamil ☐

College Transport Boarding Point :

Address for Communication

Permanent Address

PARTICULARS	FATHER	MOTHER	GUARDIAN
Name			
Occupation/Designation			
Official Address with Phone No. Mobile No. Email ID.			

Signature of Parent / Guardian

Signature of Student

- BEST ENGINEERING EDUCATION AWARD by British Deputy High Commission in association with Robert Gordon University, Scotland, University of Bradford, UK.
- Velammal itech has "Teaching Awards in Engineering" Staffordshire university, UK.
- Staffordshire University, UK & Fcom Education Matters.
- Top performing Engineering College- Placements Award by SBE IN 2018, 2019 & 2020.
- Best Performing institute [2015 - 2019] by NCAT.
- 2 teams shortlisted for smart India Hackathon 2017 grand final by Govt of india.

Industry – Institute Interface

- ICT Academy – Associate Member.
- Remote center – IIT Bombay.
- Motivational Programmes by Experts.
- Infosys campus connect Program.
- TCS Code Vita Contest.
- Professional Societies Activities (ISTE, IEEE, ACM, CSI, SAE, IETE).
- Corporate Training and Assessment Tests By Leading Institute.
- Training on DSP at IIT – Madras.
- QEEE Workshop in Association with IIT - Bombay.
- HR Meet.
- Industrial Visits and In plant Training.
- Internships at Prestigious Organisations.
- MOU's with Leading Corporate, Government and Professional Societies.

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ACTIONS TO BE TAKEN AGAINST STUDENTS FOR INDULGING AND ABETTING IN RAGGING

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.

2. Every single incident of ragging will lead to file a First Information Report (FIR) by the institutional authorities with the local police authorities without any delay.

3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.

- (i) Cancellation of admission /Suspension from attending classes.
- (ii) Withholding/withdrawing scholarship/fellowship and other benefits.
- (iii) Debarring from appearing in any test/examination or other evaluation process.
- (iv) Withholding results.
- (v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (vi) Suspension/expulsion from the hostel .
- (vii) Rustication from the institution for period ranging from 1 to 4 semesters.
- (viii) Expulsion from the institution and consequent debarring from admission to any other institution.
- (ix) Fine of Rupees 25,000/-
- (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.

5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

Helpline

Dr. S. Soundararajan,
Vice Principal Academics
9841355782

Dr.A. Subashini /AP
Dept. of Physics
9444719852

Personal Memoranda

PHOTO

Name :

Branch :

Year & Section :.....Univ. Reg .No :.....

Date of Birth:..... Sex: Male ☐ Female ☐

Blood Group:..... Community: OC ☐ BC ☐ MBC ☐ SC ☐ ST ☐

Contact Number:..... Day Scholar ☐ Hosteller ☐

Medium of study in 12th Std. English ☐ Tamil ☐

College Transport Boarding Point :.....

Address for Communication

Permanent Address

PARTICULARS	FATHER	MOTHER	GUARDIAN
Name			
Occupation/Designation			
Official Address with Phone No. Mobile No. Email ID			

Signature of Parent / Guardian

Signature of Student

Rules & Regulations for Prevention and Prohibition of Ragging

The All India Council For Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for prevention and prohibition of Ragging in technical Institutions.

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.

2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.

3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for braegging economic dimenstions.

4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health of person can be put in the category of ragging with criminal dimensions.

5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing ' fresher's in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.

6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

PRAAYER

தமிழ்த்தாயி வாழ்த்து

நீரானும் கடலுடெத்த நிலமடந்தைக் கெழிலொருகும்
சீரானும் வகைமெனத் திகழ்பரதக் கண்டமிழ்தில்
செக்ககணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுகறும் தனித்தநிறத் திலகமுடே

அத்திலைக வாசனைபோல் அனைத்துலகும் இன்பமுந்
எத்தியையும் புகழ்மணக்க இருந்தபெருந் தமிழ்மணங்கே!

உன் சிள்ளைமத் திறம் வியந்து
செயல் மறந்து வாழ்த்துகதுடேம! வாழ்த்துகதுடேம!

- மணமணிபுலம் பெ. சந்திரபதிசௌன

NATIONAL ANTHEM

Jana Gana Mana Adhmayaka Jaya he
BharataBhagyaVidhata
Punjab Sindh Gujarat Maratha
DravidaUtkalaBanga
Vindhya Himachala Yamuna Ganga
Uchhalajaladharanga
Tuva Shubha Name jage
Tuva shubhaAsisa Mage
GabeTava Jaya Gatha
Jana ganaMangaladayakajaya he
BharataBhagyaVidhata
Jaya he Jaya he Jaya he.
Jayerayerayerayer he!

India is my country;
All Indians are my brothers and sisters;
I love my country and
I am proud of its rich and varied
heritage.
I shall always try to be worthy of it.
I shall give my parents, teachers and all
elders respect and treat everyone with
courtesy.
To my country and my people,
I pledge my devotion.
In their well being and prosperity alone
lies my happiness.

Notes

VEERAMAKALI MEMORIAL WELFARE TRUST

The Veeramakali Memorial Welfare Trust is a registered non-minority service organization established in the year 2002 by Thiru M.V. Muthuramalingam to inculcate the youth about the sagacity of discipline which is important to mould them into fruitful citizens. The catchphrase of the Velammal Trust is Dedication, Determination and Distinction. The Trust which proved its mettle in school administration entered the field of technical education in 1995-1996. The Trust continues to exhibit its excellence by starting and extending the educational institution at various places to satisfy the needs of student community.

VISION OF VELAMMAL

“To educate the student community both by theory and practice to fit in with the society and to conquer the tomorrows' technology at global level with human values through our dedicated team”.

MISSION OF VELAMMAL

To achieve customer delight through

- World Class Education
- Research & Development
- Creativity & Innovation
- Intrapreneurship & Entrepreneurship
- Leadership & Teamwork

MILESTONES OF THE VELAMMAL TRUST:

MATRICULATION SCHOOLS

VELAMMAL MATRIC HR SEC SCHOOL, (Estd. 1986)

(AN ISO 9001:2000 CERTIFIED INSTITUTION)

“Velammal Gardens”, T.S.Krishna Nagar,
Chennai- 600 037. Phone: (044) 2656 0063, 2656 1166.

VELAMMAL MATRICULATION SCHOOL, (Estd. 1986)

No. 4 /562, Valayapathysalai, Mugappair (East),
Chennai – 600 037. Phone: (044) 2656 4778.

VELAMMAL MATRIC HR SEC SCHOOL, (Estd. 1991)

(AN ISO 9001:2000 CERTIFIED INSTITUTION)

“Pearl Palace” Block No-7, J.J. Nagar West,
Chennai-600 037,Phone: (044) 2653 2578, 26533312.

VELAMMAL MATRIC HR SEC SCHOOL, (Estd. 1994)

“Velammal Gardens” Thiruppuvanam, Sivagangai District- 630 611.
Phone: 04574 -265301,265904,265144.

VELAMMAL MATRIC HR SEC SCHOOL, (Estd. 2000)

(An ISO 9001:9002 (E) Certified Institution)

“Velammal Nagar”, Ambathur – Red hills Road, Surapet, Chennai – 600 066.
Phone: (044) 2659 1840, 2659 0808. www.velammal-surapet.in

VELAMMAL MATRIC HR SEC SCHOOL, (Estd. 2003)
(Boys and Girls Hostel attached)
"Velammal Knowledge Park", Ponnert High Road, Panchetti – 601 204.
Thiruvallur Dist., Phone: (044) 2799 4050, 2799 4051.

VELAMMAL MATRIC HR,SEC SCHOOL, (Estd. 2006)
"Velammal Nagar", Madurai – Rameswaram High Road,
Viraganoor, Madurai – 625 009. Phone: 0452- 2465849, 246 5189,2465885

RAMANA VIDHYA KENDRA MATRIC. HR. SEC. SCHOOL
-The Velammal Future School, No.17, Venkateshwara Nagar Main Road,
Venkateshwara Nagar, Ambattur, Chennai – 600 053.
Tel : 044 – 2658 2813, 6453 3373, ww.v. velammal-ambattur.in

VELAMMAL MATRICULATION SCHOOL (Estd. 2010)
"Velammal Gardens", Theni-Kumuli National Highways,
Muthuthethevanpatti, Theni - 626531 Phone : 0452 – 2465849

VELAMMAL MATRICULATION SCHOOL (Hostel Attached)(Estd. 2011)
Velammal Avenue, Kakkavadi, Karur-Madurai-NH-7,
Karur-639 003 Tel:04324-293333, 293949. www. velammalkarur.com

VELAMMAL MATRICULATION SCHOOL(2016)
Guduvanchery-Maratimalai Nagar Road, Kativanthapattu, Maratimalai Nagar-603 209
Tel. 9123547699 / 8939977359, Email : vmsm.info@velammalexcellence.edu.in

VELAMMAL MATRICULATION SCHOOL(2016)
Velammal Avenue, Poonamallee-Avadi High Road,
Paruthipattu, Avadi, Chennai – 600071
Tel.7358309991/ 7358069991/9940381123
Email: info@velammalavadi.com

VELAMMAL MATRICULATION SCHOOL(2017)
No: 4/729, VandalurKkeelambakkam Road, Mambakkam, Chennai-127
Tel. 9123547702, Email: principal.vmm@velammal.edu.in

INTERNATIONAL SCHOOL

THE VELAMMAL INTERNATIONAL SCHOOL, (Estd. 2004)
(FULLY RESIDENTIAL) "Velammal Knowledge Park", Ponnert Road,
Panchetti – 601 204, Thiruvallur Dist., Phone: (044) - 2797 1888, 2797 2580, 3293 9334.

CBSE SCHOOLS

TVIS – VELAMMAL BODHI CAMBUS (Estd. 2010)

(An Unit of Velammal International School)
"Velammal Knowledge Park", Kolkatta High Road, Panchetti,
Thiruvallur Dist., Chennai - 601204., Phone: +91 44 27973366 / 27974466
"Velammal Avenue" Thiruverkadu Road, Mel Ayyanambakkam,

Name of the student: _____
Reg. No _____ :

Year/Branch/Sec _____ :

April / May 2023 - Anna University Exam No Due



Sl. No	Subject Name	Subject Notes Completed (Yes/ No)	Assignments submitted (Yes/No)	Model Exam Marks	Signature of the staff (with date)
1					
2					
3					
4					
5					
6					
7	Office(Common / Hostel / Individual Breakage)				
6	Office(Tuition fee, Transport fee, Readmission Fee)				
5	Class In charge				
4	Canteen				
3	Physical Education				
2	Hostel warden				
1	Library				
Sl. No	Departments	Signature of the staff (with date)			
Theory Subjects					
Sl.	No	Subject Name	Subject Notes Completed (Yes/ No)	Assignments submitted (Yes/No)	Model Exam Marks
1					
2					
3					
4					
5					
6					
7					

Student sign _____
HOD _____
Principal _____

Chennai – 600095. Phone: (044) 29032627, 29032628, 29032629.

TVIS VELAMMAL VIDYALAYA (Estd. 2010)
(An Unit of Velammal International School)

“Velammal Knowledge Park”. Kolkatta High Road,
 Panchetti-601 204. Thiruvallur Dist. Chennai, Tel: 044- 27975150/53/54

TVIS – VELAMMAL VIDYALAYA WEEKLONG BOARDING SCHOOL (Estd. 2012)
(An Unit of Velammal International School)

“Velammal Knowledge Park”, Kolkatta High Road,
 Panchetti-601 204. Thiruvallur Dist. Tel: 044-27975110/279705222.

TVIS VELAMMAL TECHSAVY SCHOOL (Estd. 2016)
(An Unit of Velammal International School)

“Velammal Knowledge Park”. Kolkatta High Road,
 Panchetti-601 204. Thiruvallur Dist. Chennai. Tel: 044- 32939326/34

TVIS VELAMMAL OLYMPIAD SCHOOL (Estd. 2016)
(An Unit of Velammal International School)

“Velammal Knowledge Park”. Kolkatta High Road,
 Panchetti-601 204. Thiruvallur Dist. Chennai, Tel: 044- 32939326/34

VELAMMAL VIDYALAYA (Hostel Attached) (Estd. 2010)

Madurai-Tuticorin Ring Road, Anuppanadi,
 (Near Chinthamani Toll Gate), Madurai - 625009. Tel.: 0452 – 2698942/2698555

VELAMMAL VIDYALAYA (Hostel Attached) (Estd. 2010)

‘Pennicuic Gardens’, Theni-Kumuli National Highways, Veerapandi Post,
 Muthuthevanpatti, Theni - 626531 Phone : 04546 – 264216 / 217

VELAMMAL VIDHYASHRAM (Hostel Attached) (Estd. 2010)

‘Velammal New-Gen Park’, Ambattur-Redhills Road,
 Surapet, Chennai-600 066. Tel: 044-2659 1840, 2659 0808.
www.velammalvidhyashram.in

VELAMMAL VIDHYALAYA (Hostel Attached) (Estd. 2011)

Velammal Avenue, Kakkavadi, Karur-Madurai-NH-7,
 Karur-639 003. Tel: 04324-293333, 293949.
www.velammalvidhyalaya.com

VELAMMAL VIDHYASHRAM (Estd. 2014)

‘Vandalur-Kelambakkam Main Road, Mambakkam, Chennai – 600 127
 Tel: 044-27579006 / 07 / 08.
www.velammalvidhyashram.edu.in

VELAMMAL VIDHYASHRAM (Estd. 2015)

No. 513, Ground Floor, Salamangalam Koot Road,
 Vandalore – Walajahbad High Road, Padappai – 601 301
 Tel: 044 2717 4551 / 52
 E-mail: vvp.info@velammalvidhyashram.edu.in

VELAMMAL VIDYALAYA (Estd. 2015)
 "Velammal Nagar", Madurai – Rameswaram High Road,
 Viraganoor, Madurai – 625 009. Phone: 0452- 2465022, 246 5011
 Paruthipattu, Avadi, Chennai – 600071
 Phone: 044- 69000457/58, www.velammalvidyalayaavaadi.in

VELAMMAL BODHI CAMPUS (Estd. 2016)
 Kolapakkam, Porur, Chennai – 600128,
 Phone: 9514433666 / 777 / 888

VELAMMAL VIDYALAYA (Estd. 2016)
 Seemathanman Nagar, Alapakkam Main Road,
 Maduravoyal, Chennai – 600 095
 Phone: 044- 32533114 / 15

VELAMMAL VIDYALAYA (Estd. 2016)
 Velammal Avenue, #122, Rajiv Gandhi Salai, (Near Alott Hostel)
 OMR – IT Express Way,
 Sholinganallur, Chennai – 600 119
 Phone: 044- 32533118 / 119

VELAMMAL VIDHYASHRAM (Estd. 2016)
 Nelikkuppam Road, Moolakazhant,
 Guduvancherry – 603202, Tel: 8939826504 / 11
VELAMMAL NEW-GEN SCHOOL, (Estd. 2016)
 Ambattur-Redhills Road, Puzhal,
 Chennai-600 066, Tel:044-2659 0613 / 14.

VELAMMAL NEW-GEN SCHOOL, (Estd. 2016)
 Vadakkapattu Main Road, Near Ishayara, Medavakkam,
 Chennai-600 100, Tel: 89398 26519 / 406.
VELAMMAL NEW-GEN SCHOOL, (Estd. 2016)
 I / 12, Thattur (OMR),
 Kelambakkam, Chennai-600 103. Tel: 89398 26514 / 524.

VELAMMAL BODHI CAMPUS, (2017)
 Karups Nagar (Near Spinning Mill), Thanjavur - 613 005,
 Tamil Nadu, India. Tel :04362 - 242777 , 78719 01111
 Email: velammalbodhicampustanjanore@gmail.com,
VELAMMAL BODHI CAMPUS, (Estd. 2017)
 Ezhil Nagar, PeriyarAlapuram,
 ThorapadiPost, Vellore- 632001. Phone:8124351111

VELAMMAL NEW GEN SCHOOL (2017)
 Velammal New-Gen School, No 11/2, Block No 19, Ward 'G', Village Rd,
 10



Name of the student: _____ Reg. No _____
 : _____ Date : _____
 Year/Branch/Sec :

Even Semester Model Examination – No Due

Theory Subjects					Practical subjects				
Sl. No	Subject Name	Subject Notes Completed (Yes/ No)	Assignments submitted (Yes/No)	Attendance (with date)	Sl. No	Subject Name	No. of experiments completed to be	No. of experiments completed to be	Attendance (with date)
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				

Student sign _____ HOD _____ Principal _____

Near Madras Glass Factory ,Thiruvottiyur- 600019, Tel :8939977350,
Email: vngstvt.info@velammal.edu.in

VELAMMAL NEWGEN SCHOOL (2017)

Paalpannai, Madhavaram High Road, Chennai-600 060
Tel :044 – 25539995 , 8939977352, Email: vngsmv.info@velammal.edu.in

VELAMMAL NEW GEN SCHOOL(2017)

No.119, Lic Nagar 4th Street, Madipakkam, Chennai-91
Tel : 044 – 22582105 , 9123547727, Email: vngsmp.info@velammal.edu.in

VELAMMAL NEW GEN SCHOOL(2017)

Olympia OpalineOmr, Navalur, Chennai 603103.
Tel :8939826509, Email: vngsnv.info@velammal.edu.in

VELAMMAL VIDHYASHRAM(2017)

XS Real, Rajiv Gandhi Salai, OMR, Padur, Chennai 603103
Tel :8939826116 , 9123547716, Email: principal.vvpd@velammal.edu.in

VELAMMAL VIDYALAYA(2017)

CybercityAltis, Mangadu – Kundrathur Main Road ,Mangadu , Chennai - 600122.
Tel :7550000298 / 7550001522 / 7358390403
Email: info@vvmangadu.in

IGCSE SCHOOL

VELAMMAL GLOBAL SCHOOL (Estd. 2014)

#46, 'Velammal New-Gen Park', Ambattur-Redhills Road,
Surapet, Chennai-600 066.Tel: +91 - 044-20501525.
www.velammalglobal.edu.in

VELAMMAL GLOBAL SCHOOL (Estd. 2014)

Vandalur – Kelambakkam Road, Mambakkam, Chennai – 600 127.
Tamil Nadu, India. Tel : +44 – 27479030 / 27479040.
www.velammalgobal.edu.in

RESIDENTIAL SCHOOL

VELAMMAL RESIDENTIAL SCHOOL (Estd. 2014)

(CBSE Fully Residential & Weeklong Boarding School)
'Los Angeles', Ladanendal, Madurai – Rameswaram High Road,
Sivagangai Dist. – 630611
Phone: 04574 – 264363,264364,264365.

ENGINEERING COLLEGES

**VELAMMAL ENGINEERING COLLEGE (AUTONOMOUS) (Estd. 1995)
(Hostel attached)**

(An ISO 9002 Certified and Accredited Institution)

VELAMMAL COLLEGE OF ENGINEERING & TECHNOLOGY (Estd. 2007)

Phone: 0452-246 5289, 246 5285.

“Velammal Knowledge Park”, Chennai – Kolkata High Road,

Phone: (044) 27984407, Fax: (044) 27984707

VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE

0452-2698977, 2698970, 2510000, Fax: 0452-2510010

Correspondence: Dr. M. J. Griffin, School of Mechanical Engineering, The University of Edinburgh, 77A, George Square, Edinburgh EH8 9JX, UK. Email: m.j.griffin@ed.ac.uk

Velammal Village, Madurai – Tuticorin Ring Road,

Email: info@vcchs.edu.in & vcchs@velammalmedicalcollege.edu.in

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Year/Branch/Sec :

Theory Subjects					
Sl. No	Subject Name	Subject Notes Completed (Yes/No)	Assignments submitted (Yes/No)	Attendance	Signature of the staff (with date)
1					
2					
3					
4					
5					
6					
Practical subjects					
Sl. No	Subject Name	No. of experiments to be completed	No. of experiments to be completed	Attendance	Signature of the staff (with date)
1					
2					
3					

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Student sign

HOD

Principal

GOVERNING COUNCIL

Sl no	Name	Position/ Profession	Address	Contact number & Email Id
1.	Mr.M.V.Muthuramalingam	Chairman/ Educationist	T.S. Krishna Nagar, Mugappair, Chennai 600 037.	044- 26590345 chairman@velammalitech.edu.in
2.	Mr.M.V.M.Velmurugan	Member/ CEO	T.S. KrishnaNagar, Mugappair, Chennai 600 037.	044- 26590345 ceo@velammalitech.edu.in
3.	Mr. M.V.M.Velmohan	Member/ Correspondent	T.S. KrishnaNagar, Mugappair, Chennai 600 037.	044-26590345 corres@velammalitech.edu.in
4.	Mr.M.V.M.Sasikumar	Member/Director	T.S. KrishnaNagar, Mugappair, Chennai 600 037.	044-26590345 director@velammalitech.edu.in
5.	Mr. K Razak	Member /Advisor	Velammal Institute of Technology, Panchetti - 601204	044-27984397 advisor@velammalitech.com
6.	Mr.M.Vasu	Member /Advisor	Velammal Institute of Technology, Panchetti - 601204	044 – 3044 6302 vasumunuswami@Gmail.com
7.	Mr. V. Gurumoorthy	Member/ Industrialist	96, Nelson ManickamRoad,Chennai 600 029.	-
8.	Mr. M. Ponnuswamy	Member/Industrialist	32,15th Main road, Anna Nagar, Chennai - 600 040.	-
9.	Regional Officer	Member(Ex-officio)	AICTE - Southern Regional Office ShastriBhawan, 26 Haddows Road, Chennai-600 006.	044-28279998, 044-28275650, 044-28232754 aictesouth@eth.net
10.	Commissioner	Member(Ex-officio)	Directorate Of Technical Education (DoTE),Sardar Patel Road, Guindy, Chennai - 600 025	044-22350525, 22351018 tndote@gmail.com
11.	Dr. S. Kuppaswamy	Member/ Director of Studies, Pondicherry University	Pondicherry University ,Puducherry.	094432 06908
12.	Mr.Pari Viswanathan	Member-Industrialist	Senior Consultant, Business Intelligence, TCS, Chennai	-
13.	Dr.Manivannan I.A.S.,	Member-Industrialist	Retired Government Officer	-
14.	Dr. N.Balaji	Member Secretary/ Principal	Velammal Institute of Technology, Panchetti- 601 204.	044 - 22446302 principal@velammalit.com

VELAMMAL INSTITUTE OF TECHNOLOGY

“Centre of Excellence to Impart Higher Education Around the Globe.”

VELAMMAL INSTITUTE OF TECHNOLOGY, founded by Shri M.V. Muthuramalingam, a Professional Engineer, is located at Panchetti (Chennai – Kolkatta Highway), Ponneri Taluk of Tiruvallur. This is another mile stone of the Velammal group of Institutions and has been established to impart higher education to the rural mass. The Institution is approved by All India Council for Technical Education (AICTE) and is affiliated to Anna University, Chennai.

The Institution has competent, motivated, devoted and experienced faculty members who are determined and distinctive as per the watch words of VELAMMAL. Fully loaded laboratories, LAN connected Computer Laboratory with internet access and established Communication Skills Development Laboratory are some special features of Velammal I Tech. Guest lecturers and experts are drawn from various spheres like Industries, Universities and R&D Organizations to update the knowledge of students on day - to - day technologies on developments. Velammal has efficient technicians and artisans to assist the students.

VISION

To be a leader in imparting
quality technical education,
research and enterprising skills in
pursuit of professional excellence

MISSION

- To promote quality education & technical skills to meet the industry requirements
- To incorporate team work, leadership skills & lifelong learning
- To facilitate career development & higher education assistance
- To encourage innovative ideas for research & development and entrepreneurship for societal needs
- To inculcate ethical responsibility & human values

QUALITY POLICY

- The Institution commits to offer quality professional education in pace with latest technology.
- The Institution aims at academic excellence and overall development of students.
- The Institution within the framework of the quality policy identifies quality objectives and will strive for continual improvement.
- The Institution will review the quality policy for continued compliance

PROGRAMMES OFFERED

1. B.Tech. Artificial Intelligence and Data Science (AI & DS)
2. B.E. Computer Science and Engineering (CSE)
- 3.B.E. Electronics and Communication Engineering (ECE)
4. B.E. Electrical and Electronics Engineering (EEE)
5. B.Tech. Information Technology (IT)
6. B.E. Mechanical Engineering (MECH)
7. B.E. Mechatronics Engineering (MTS)

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WORKING HOURS :

8.30 A.M to 3.15 P.M
Tea break :
10.10 A.M to 10.20 A.M (I &IV Year)
11.00 A.M to 11.15 A.M (II & III Year)
Lunch Break :
12.00 P.M to 12.40 P.M (I &IV Year)
12.50 P.M to 1.25 P.M (II & III Year)

79

Theory Subjects					Practical subjects				
Sl. No	Subject Name	Subject Notes Completed (Yes/ No)	Assignments submitted (Yes/No)	Attendance	Signature of the staff (with date)	Sl. No	Subject Name	No. of experiments completed to be	No. of experiments completed to be
1						1			
2									
3									
4									
5									
6									

Even Semester Internal Assessment I – No Due

Name of the student: _____ Reg. No _____

Date : _____

Year/Branch/Sec : _____



Principal

HOD

Student sign

AMENITIES

- Auditorium
- Basket ball court
- Canteen
- Central Library with bar code reader and automated book tracking software
- Common room
- Computer Centre
- Conference hall
- Dept. Seminar halls
- Exam Cell
- Foot ball Ground
- Gymnasium
- Hostel – Boys and Girls
- Indoor games
- Lecture Halls
- Library
- Open air theatre
- PCO/STD booth
- Power backup (Generator 320 KVA)
- Reprography
- Restroom
- RO water plant
- Separate Leased Internet Line of 200 mbps
- Transport
- Tutorial Halls
- Two and four wheeler parking
- Water coolers

LABORATORIES

- CDCE Lab
- Chemistry Lab
- Communication Lab
- Communication system Lab
- Control & Instrumentation Lab
- Control System Lab
- Database Management System Lab
- Digital Electronics Lab
- Drawing Halls
- DSP Lab
- Dynamics of Machinery Lab
- Electric Circuits Lab
- Electrical Machines Lab – I
- Electrical Machines Lab – II
- Electronic Circuits Lab
- Electronics Lab
- Makerspace Lab
- Fluid Mechanics & Machinery Lab
- Internet Programming Lab
- LAN Lab
- Linear Integrated Circuit lab
- Manufacturing Tech Lab-I
- Manufacturing Tech Lab-II
- Measurement & Instrumentation Lab
- Mechatronics Lab
- Metrology & Measurement Lab
- Microprocessor & Microcontroller Lab
- Microprocessor Lab
- Microwave and Communication Lab
- Mobile Computing Lab
- N I Lab
- Network Lab
- Object Oriented Programming Lab
- Operating System Lab
- Physics Lab
- Power Electronics Lab
- Power System Simulation Lab
- Project Lab
- Simulation & CAD Lab
- Strength of Materials Lab
- Thermal Engg. Lab I
- Thermal Engg. Lab II

R & D LABS

- CSE: IOT LAB
- ECE: Machine Learning & Advanced Communication
- EEE: Renewable Energy Lab
- IT: Innovation Lab
- MECH: Design & Simulation Lab
- MTS: Robotics Lab
- PHYSICS: Physics R & D Lab
- AICTE IDEA Lab

SCHOLARSHIP

Name of the Scholarship / loan	Instituted by	Awarded to	Conditions (if any)
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Govt. of India National Scholarship	Director of Collegiate Education, Chennai	Students	-
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Govt. of India Educational loan	Director of Collegiate Education, Chennai	Students	-
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National scholarship to the children of school teachers	Director of Collegiate Education, Chennai	Students	Children of school teachers
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Govt. of India Post matric scholarship	Director of Adi-Dravidar & Tribal Welfare Office	Students	Annual income of the family not exceeding Rs.50,000/-
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Gandhi memorial scholarship	Director of Adi-Dravidar & Tribal Welfare Office	Students	Meritorious students in the previous year of study
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Adhoc merit grant	Director of Collegiate Education, Chennai	Students	I Year SC/ST Students securing 60% & above in the HSC or equivalent exam.
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Adi- Dravida welfare loan	Adi- Dravida & Tribal Welfare Dept.	Students	Students residing in the hostel
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BC/ MBC scholarship	Director of Backward Classes & Director of Most Backward Classes	BC/MBC Students	Annual income of the family not exceeding Rs.50,000/-
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Free education to BC/ MBC/ DNC	Director of BC, MBC & DNC	BC/MBC/DNC Students	No member of the immediate kith & kin is a graduate.
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Agricultural scholarship	DOTe	Wards of Farmers	As per DOTE norms
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7.5% Reservation scheme – Engineering	DOTe	. Students	Class 6 to Class 12 in a Tamil Nadu Government School
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Velammal Merit Scholarship for Economically poor students	Velammal Educational Trust	Eligible students in academics & sports	As per Velammal Educational Trust norms
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AWARDS FOR TEACHERS

Staff producing excellent results in their subjects is awarded the following incentives

- Critical subject - Rs. 2000/-
- Non Critical subject - Rs. 1500/-
- 100% - Rs. 3000/-
- To recognize the continued service of the staff in the college, the management awards a prize of 1 gram Gold Coin - 5 yrs service completion. Rs 5000/- 10 yrs service completion. Rs 10000/- 15 yrs service completion.
- Staff achieving 100% attendance in an Academic Year will be rewarded with 1 gram Gold coin

AWARDS FOR STUDENTS

Founder Chairman Scholarship

- 9 and above CGPA - Rs 10000
- 8.75-8.99 CGPA - Rs 3000
- 8.50-8.74 CGPA - Rs 1000

Punctuality

- Students getting 100% attendance in an Academic Year will be rewarded a cash prize of Rs.500/-



Approved by AICTE - New Delhi, Affiliated to Anna University - Chennai
"Velammal Knowledge Park", Chennai - Kolkatta Highway, Ponneri - 601204



Nov/ Dec 2022 - Anna University Exam No Due

Name of the student:

Reg. No :

Year/Branch/Sec :

Sl. No	Departments	Signature of the staff (with date)
1	Library	
2	Hostel warden	
3	Physical Education	
4	Canteen	
5	Class In charge	
6	Office(Tuition fee, Transport fee, Readmission Fee)	
7	Office(Common / Hostel / Individual Breakage)	

Sl. No	Subject Name	Subject Notes Completed (Yes/ No)	Assignments submitted (Yes/No)	Model Exam Marks	Signature of the staff (with date)
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1					
2					
3					
4					
5					
6					

Student sign

HOD

Principal

COLLEGE EXECUTIVE COMMITTEE 2025 – 2026

ACADEMIC EVENTS Dr.V.Sindhu	Dr. S. Soundararajan ,Vice Principal Head of the Departments
ADMISSION Dr. S. Soundararajan ,Vice Principal Dr..Balamurugan, HOD/S&H Dr.V.R.Murugan, Chief Librarian Dr. S Jaganraj Mr.T.Ajith	R&D CELL Dr.B.Sridevi, Dean R&D DrB.Madhu Dr.J.Nandha Gopal, Dr. Partheepan R
ALUMNI ASSOCIATION Dr. M S.Heaven Dani HoD/Mech	Industry Institute Partnership Cell Dr.J.Nandha Gopal Mr S.James Watt, Lead Placement Officer Mr M Ganesan, Lead Training & Placement Officer
ANNUAL DAY Mr. K Kaliagurumoorthi	Mr. Balasundaram K Dr. Sethuram Rao G Mrs. Ponsangeetha A Mr. Senthil Kumar B Dr. Subramaniyan V
ANTI-RAGGING COMMITTEE Dr.A. Subashini	Mr. Pradeep G M Mrs. Sudha K
AU AFFILIATION/ AICTE APPROVAL Dr.S.Vijayan Mr.T.K.Senthil Kumar – Admin	ED CELL and HIGHER STUDIES Dr.D.Maheshbabu,HoD/MTS Dr. Shanmugaraj G
BRANDING(Innovate, Career guidance, Ignite, college prospectus, Brochures, Tech Brahmma, App Search & others) Mr.R. Raja, Mr. Dinesh Kumar K Mr. G.Sethuramarao, Mr.V.Subramanian, Mrs. Durga Devi G Mr.M.D.Raj kamal	ELECTRICAL SAFETY Dr.S.Muthukaruppasamy, HoD/EEE EXAM CELL Mr.T.Ajith Dr.R. Karthikeyan

Mr. Ohmsakthi Vei R	
BUDGET	Advisors, Dr. Balaji N, Principal, Dr. S. Soundararajan , Vice Principal Head of the Departments, Mr. K Kaliagurumurmoorthi Dept. Budget Coordinators
CULTURALS	Mr. Ajith T Ms. Manisha Sharma K
DISCIPLINE	Dr. Balaji N, Principal, Dr. S. Soundararajan , Vice Principal Dr. Balamurugan, HOD/S&H Dr. V.R.Murugan, Chief Librarian Mr. Ajith T Mrs. Bavani G All Physical Directors Hostel wardens Head of the Departments
IQAC, ACCREDITATION-NBA,NAAC,,	Dr.B.Madhu Mr. Santhosh B K
MOU'S	Dr.J.Nandha Gopal Mr S.James Wait, Lead Placement Officer Mr M Ganesan, Lead Training &Placement
FRESHERS DAY	Dr..Balamurugan, HOD/S&H
GRADUATION DAY	Dr. M S.Heaven Dani HOD/Mech Dr. S. Soundararajan , Vice Principal
GRIEVANCE REDRESSAL FORUM	Dr. Mahadevi P
HAND BOOK	Dr..Balamurugan, HOD/S&H Dr.K.Karthikeyan
HOSTEL & CANTTEEN	Dr. Balaji N, Principal,(Chief Warden) Dr.J.NandhaGopal,HostelIncharger Mr. Rajesh Kannan T Mrs. Pratheeba R S Mrs. Shabira S Mrs.Manju Mahesh, AO All Wardens
INTERNAL COMPLAINTS COMMITTEE	Dr.B.Sridevi, Dean R&D Dr.V.Sindhu Dr.Padmapriya S HOD/AI&DS DrV.Sheela Violet Rani Mrs.Manju Mahesh, AO Mrs. Bavani G
INSTITUTE INNOVATION COUNCIL	

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Officer Mr. Balasundaram K Dr. Sethuram Rao G Mrs. Ponsangeetha A Mr. Senthil Kumar B Dr. Subramaniyan V Mr. Pradeep G M Mrs. Sudha K	Dr.Padmapriya S HoD/AI&DS
NCC/ NSS/YRC Dr.S. Jagan Raj, Dr. Subramani K Dr. Gurumoorthy M All PED's	ISTE CHAPTER Dr.Padmapriya S HoD/AI&DS
NEWSLETTER Mr.T.Ajith	RIGHT TO INFORMATION CELL Dr. Balaji N, Principal SPECIAL EVENTS (TCS Code vita, NCAT, Founder Chairman Scholarship, CTS –CC, Smart India Hackathan, Industry Collaborative Event) DrM.Sivarathinabala Dr.R. Karthikeyan Mr. Pradeep G M Mr. Murugan R Mr. Justin Xavier D Mr. Anbumani A Mr. Thirunavukkarasu C
NIRF DrPadmapriyaS,HoD/AI&DS Dr.R.JothiChitra,	SPORTS COUNCIL All Physical Directors Mr. A.Arundinesh
NPTEL Mr.P.Vivek	STUDENTS FEED BACK Mr. S. Somu
PLACEMENT CELL Mr S.James Watt, Lead Placement Officer Mr M Ganesan, Lead Training &Pacement Officer Mr.Venkatesh, Trainer	TRANSPORT Mr.Senthil Kumar WEBSITE , SOCIAL MEDIA UPDATION & GROUP PHOTO Mr. Ohmsakthi Vel R
PLANNING AND MONITORING Dr. Balaji N, Principal,	WOMEN EMPOWERMENT CELL Dr. V.Sindhu DrV.Sheela Violet Rani Dr.R.JothiChitra,

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

VISION

To create successful engineers with technical competency and innovative ideas in the field of Computer Science and Engineering.

MISSION

1. To achieve academic excellence through effective teaching-learning process to meet the demands of the industry.
2. To equip students to face the challenges in the field of Computer Science and Engineering and prepare them as responsible engineers with human values.
3. To enrich students with required skills for employability, entrepreneurship and pursuing higher studies.
4. To encourage the students to implement innovative ideas for research and development.

Program Educational Objectives (PEOs)

Graduates of Computer Science and Engineering Program will

- PEO 1:** Apply their technical competence in computer science to solve real world problems, with technical and people leadership.
- PEO 2:** Conduct cutting edge research and develop solutions on problems of social relevance.
- PEO 3:** Work in a business environment, exhibiting team skills, work ethics, adaptability and lifelong learning.

Programme Specific Outcomes (PSOs)

Graduates of Bachelor of Computer Science and Engineering will have the ability and capability to

- PSO1:** Apply the acquired knowledge of Mathematics and Computer Science Engineering fundamentals to analyze, design and develop software products or projects.
- PSO2:** Identify and apply the appropriate latest software tools to provide solutions for complex engineering problems.

Student sign

HOD

Principal

Sl. No	Subject Name	No. of experiments to be completed	No. of experiments to be completed	Attendance	Signature of the staff (with date)
1					
2					
3					
Practical subjects					
6					
5					
4					
3					
2					
1					
Sl. No	Subject Name	Subject Notes Completed (Yes/No)	Assignments submitted (Yes/No)	Attendance	Signature of the staff (with date)
Theory Subjects					

Odd Semester Internal Assessment 2 – No Due

Reg. No :

Date :

Name of the student:

Year/Branch/Sec :



DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

VISION

To achieve academic excellence in the field of Electronics and Communication Engineering and to produce meritorious engineers with human values by imparting high quality technical education

MISSION

- To create efficient Electronics and Communication Engineers to meet the current and future demands of industry and society with ethical values
- To instill the quality of leadership and entrepreneurship in students
- To elevate the spirit of innovation and creativity among students towards research and development

Program Educational Objectives (PEOs)

PEO-I Futuristic Learning:

Graduates will attain excellence in the field of Electronics and Communication Engineering through lifelong learning process by imbibing the new technologies.

PEO-II Career Development:

Graduates will become successful engineers, researchers, or entrepreneurs with social responsibilities.

PEO-III Professionalism:

Graduates will excel as estimable engineers with ethics, effective communication and leadership skills.

Program Specific Outcomes (PSOs)

Electronics and Communication Engineering Graduates will be able to:

- PSO1:** To design and develop efficient electronic and modern communication systems for real-time applications.
- PSO2:** To identify, formulate, and solve complex problems in the field of electronics and communication engineering using modern tools and techniques.
- PSO3:** To keep pace with emerging technologies and demonstrate research aptitude, teamwork and ethical practices.

VISION

To produce highly competent Electrical Engineers and Researchers to fulfill the technological needs of society through innovation and product development.

MISSION

- To educate graduates with fundamental principles to acquire advanced technical knowledge in domain of Electrical and Electronics Engineering.
- To provide a progressive environment for innovative creations and rigorous practical training creative activities in conventional and thrust areas of Electrical and Electronics Engineering.
- To inculcate Societal and Ethical values among the faculties and students.

Program Educational Objectives (PEO)

- PEO 1:** Graduates of the program will have successful technical and professional career.
- PEO 2:** Graduates of the program will reveal life-long learning to enhance technical skills and Managerial Skills.
- PEO 3:** Graduates of the program will undertake societal responsibilities with ethical practice.

Program Specific Outcomes (PSO)

- PSO 1:** Ability to design and solve problems in the field of Electrical & Electronics Engineering by applying the knowledge acquired from Circuit & Field theory, Control theory, Electric Power Systems, Analog and Digital Electronics & other allied topics.
- PSO 2:** Ability to understand the recent technological developments in Electrical & Electronics Engineering and develop products/software to cater the societal & Industrial needs.

Student sign

HOD

Principal

Sl. No	Subject Name	No. of experiments to be completed	No. of experiments to be completed	Attendance	Signature of the staff (with date)
1					
2					
3					
4					
5					
6					
Practical subjects					
1					
2					
3					
4					
5					
6					
Sl. No	Subject Name	Subject Notes Completed (Yes/No)	Assignments submitted (Yes/No)	Attendance	Signature of the staff (with date)
1					
2					
3					
4					
5					
6					
Theory Subjects					

Odd Semester Internal Assessment 1 – No Due

Reg. No :

Date :

Name of the student:

Year/Branch/Sec :

JUNE 2026			
Date	Days	Activities Schedule	Working Days
1	Mon		115
2	Tue		116
3	Wed		117
4	Thu		118
5	Fri		119
6	Sat		120
7	Sun	Holiday	
8	Mon		121
9	Tue		122
10	Wed		123
11	Thu		124
12	Fri		125
13	Sat		126
14	Sun	Holiday	
15	Mon		127
16	Tue		128
17	Wed		129
18	Thu		130
19	Fri		131
20	Sat		132
21	Sun	Holiday	
22	Mon		133
23	Tue		134
24	Wed		135
25	Thu		136
26	Fri		137
27	Sat		138
28	Sun	Holiday	
29	Mon		139
30	Tue		140
No. of. Working days for April			26

DEPARTMENT OF INFORMATION TECHNOLOGY

VISION

To be a center of excellence in the field of Information Technology to solve complex industrial and societal needs.

MISSION

- Imparting strong knowledge to students in recent technologies by organizing various technical events.
- Providing platform for the students to encourage creativity, team work, leadership quality and social responsibility.
- Developing the employability and entrepreneurial skills of the students by conducting industry collaborated training.
- Inculcating the importance of research and higher education through awareness programs.

PROGRAM EDUCATIONAL OBJECTIVES (PEOs)

PEO 1:Demonstrate technical competence with analytical and critical thinking to understand and meet the diversified requirements of industry, academia and research.

PEO 2:Exhibit technical leadership, team skills and entrepreneurship skills to provide business solutions to real world problems.

PEO 3:Work in multi-disciplinary industries with social and environmental responsibility work ethics and adaptability to address complex engineering and social problems.

PEO 4 :Pursue lifelong learning, use cutting edge technologies and involve in applied research to design optimal solutions.

PROGRAM SPECIFIC OUTCOMES (PSOs)

PSO1: An ability to understand, analyze engineering fundamentals, mathematics, database, algorithms, design, analytics and programming skills to develop various computing applications.

PSO2: Apply modern tools and technologies to develop research and innovative solutions to contribute societal and industrial needs.

DEPARTMENT OF MECHANICAL ENGINEERING

VISION

To create technically qualified mechanical engineers to meet the demands of industry and also to fulfill the society needs by research and entrepreneurship through innovative ideas.

MISSION

- Preparing efficient and responsible engineers for industry requirements by providing quality education.
- Encouraging the students to explore their research skills for the career development and higher studies.
- Empowering students in organizing events to gain experience in team work and leadership qualities.
- Preparing students for their role as Engineers in the society with an awareness of entrepreneurial, ethical, environmental, economical, safety and quality issues.

Program Educational Objectives (PEOs)

The Program Educational Objectives (PEOs) support and are in consonance with the Mission of the Department. The attempt was to define PEOs as broad based, general statements that describe the career and professional accomplishments that the program is preparing graduates to achieve long term program targets.

PEO 1: Graduates will have fundamental knowledge in engineering to deliver technical skills needed in the areas of Production, Design, Thermal, Industrial engineering and allied fields.

PEO 2: Graduates will have a successful placement and career in industries besides, pursuing higher studies.

PEO 3: Graduates will be able to exhibit skills like entrepreneurial, ethical, communication, team work and life-long learning in their profession to adapt the latest trends.

Program Specific Outcomes (PSOs)

The graduates passing from the department of mechanical engineering are capable of doing

PSO 1: Modernize/Automate/Adapt latest technology: - Graduates will be able to design,

develop and operate newer mechanical systems or processes using emerging practices to

enhance the productivity.

PSO 2:Optimization and Sustainability: - Graduates will be able to find sustainable, Cost

effective and environmental friendly measures to existing technology.

MAY 2026			
Date	Days	Activities Schedule	Working Days
1	Fri		89
2	Sat		90
3	Sun	Holiday	
4	Mon	Academic Audit III Starting Day	91
5	Tue		92
6	Wed	Academic Audit III Ending Day	93
7	Thu	ReModel Examination starts	94
8	Fri		95
9	Sat		96
10	Sun	Holiday	
11	Mon		97
12	Tue		98
13	Wed		99
14	Thu		100
15	Fri		101
16	Sat		102
17	Sun	Holiday	
18	Mon		103
19	Tue		104
20	Wed		105
21	Thu		106
22	Fri		107
23	Sat		108
24	Sun	Holiday	
25	Mon		109
26	Tue		110
27	Wed		111
28	Thu		112
29	Fri		113
30	Sat		114
31	Sun	Holiday	
		No. of Working days for April	26

APRIL 2026			
Date	Days	Activities Schedule	Working Days
1	Wed	Mid Term – II Ending Day	66
2	Thu		67
3	Fri	Good Friday	
4	Sat	Holiday	
5	Sun	Holiday	
6	Mon		68
7	Tue		69
8	Wed	Model Examination Starting Day	70
9	Thu		71
10	Fri	Higher Studies Cell Activities - Awareness Program on competitive Examinations	72
11	Sat		73
12	Sun	Holiday	
13	Mon	ED Cell Activities - Core Industries HR Conclave	74
14	Tue	Tamil Year Holiday	
15	Wed		75
16	Thu		76
17	Fri		77
18	Sat		78
19	Sun	Holiday	
20	Mon		79
21	Tue		80
22	Wed	Model Examination Ending Day	81
23	Thu		82
24	Fri		83
25	Sat		84
26	Sun	Holiday	
27	Mon		85
28	Tue		86
29	Wed		87
30	Thu		88
No. of. Working days for April			23

DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

VISION

To create renowned and skilled engineers with creative ideas to compete in the emerging field of Artificial Intelligence and Data Science

MISSION

- To provide high-quality education on existing and evolving Artificial Intelligence and Data Science technology.
- To develop technologically superior students and prepare them as responsible engineers with human values.
- To train students as Artificial Intelligence Engineers, Data Scientists, Data Analysts, and Machine Learning Engineers, and to shape their future.
- To enrich students with required skills for employability, entrepreneurship and pursuing higher studies.
- To encourage the students to implement innovative research and development ideas.
-

Program Educational Objectives (PEOs)

PEO-1: To provide graduates with the proficiency to utilize the fundamental knowledge of basic sciences, mathematics, Artificial Intelligence, data science and statistics to build systems that require management and analysis of large volume of data.

PEO-2: To enrich graduates with necessary technical skills to pursue pioneering research in the field of AI and Data Science and create disruptive and sustainable solutions for the welfare of eco system.

PEO-3 To enable graduates to think logically, pursue life long learning and collaborate with an ethical attitude in a multi disciplinary team.

PEO-4 To enable the graduates to design and model AI based solutions to critical problem domains in the real world.

PEO-4 To enrich the innovative thoughts and creative ideas of the graduates for effective contribution towards economy building.

Program Specific Outcomes (PSOs)

PSO1: Graduates should be able to evolve AI based efficient domain specific processes for effective decision making in several domains such as Business and Governance domains.

PSO2: Graduates should be able to arrive at actionable Fore sight, Insight, hind sight from data for solving business and engineering problems.

PSO3: Graduates should be able to create, select and apply the theoretical knowledge of AI and Data Analytic along with practical industrial tools and techniques to manage and solve wicked societal problems

PSO4: Graduates should be capable of developing Data Analytic and Data Visualization skills, its pertaining to Knowledge Acquisition, Knowledge Representation and Knowledge Engineering, and hence capable of coordinating complex projects.

PSO5: Graduates should be able to carry out fundamental research to cater the critical needs of the society through cutting edge technologies of AI.

DEPARTMENT OF MECHATRONICS

VISION

To impart knowledge and expertise in technical and scientific engineering for the integrated design and production of mechatronics products.

MISSION

- To build the understanding of global industry and career opportunities at present and future scenario.
- To encourage the students to develop their problem solving and research skills based on interdisciplinary approach.
- To engage in collaborative research with faculties and scientists on future-oriented topics of mechatronics, robotics and AI.
- To prepare the students to be proactive in creating the Start-Up Ecosystem.
- To facilitate the students to pursue higher education with good communication skills in the field of mechatronics engineering

Program Educational Objectives (PEOs)

PEO-1: The program aims to develop a proficient engineer in Mechatronics multidisciplinary field to serve the various local and global technological needs.

PEO-2: To develop the engineers to synergistically practice the multidisciplinary engineering systems integration particularly in mechanical, electrical, electronic, control, manufacturing and software to serve the various technological needs of Industry and Society.

PEO-3: The programme shall create engineers continuously to uplift the knowledge, skill, attitude, self-learning, teamwork, constantly able to value the ethics and environmental ecosystems.

Program Specific Outcomes (PSOs)

PSO1: Multi-disciplinary Engineering: Analyse the real-world needs and design the mechatronics system using the knowledge on multi domain engineering elements and integrated software tools.

PSO2: Enhancement and up gradation: Analyse conventional functions and process of various engineering elements and propose automation solution for enhanced performance of conventional systems.

PSO3 System integration, Automated Solution and connectivity: Familiarization on sensing, interfacing, controlling, actuating, communicating and analysing the data through various subsystems.

MARCH 2026			
Date	Days	Activities Schedule	Working Days
1	Sun	Holiday	
2	Mon		
3	Tue		
4	Wed		
5	Thu	ZINGFEST CULTURALS	
6	Fri	ZINGFEST CULTURALS	
7	Sat	National Level Technical Symposium - Mechanical & Mechatronics Dept	
8	Sun	Holiday	
9	Mon		
10	Tue		
11	Wed	CCM II Starting Day	
12	Thu		
13	Fri		
14	Sat	CCM II Ending Day	
15	Sun	Academic Audit II Starting Day	
16	Mon	Holiday	
17	Tue		
18	Wed	Academic Audit II Ending Day	
19	Thu	Telugu Year Holiday	
20	Fri	Ramzan Holiday	
21	Sat	Ramzan Holiday	
22	Sun	Holiday	
23	Mon		
24	Tue	Mid Term – II Starting Day	
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun	Holiday	
30	Mon		
31	Tue	Mahaveer Jayanthi holiday	
		No. of Working days for March	21

FEBRUARY 2026			
Date	Days	Activities Schedule	Working Days
1	Sun	Holiday	
2	Mon		23
3	Tue	CCM I Starting Day	24
4	Wed		25
5	Thu		26
6	Fri	CCM I Ending Day	27
7	Sat	Holiday	
8	Sun	Holiday	
9	Mon		28
10	Tue	Academic Audit I Starting Day	29
11	Wed		30
12	Thu	Academic Audit I Ending Day	31
13	Fri	Mid Term – I Starting Day	32
14	Sat		33
15	Sun	Holiday	
16	Mon		34
17	Tue		35
18	Wed		36
19	Thu		37
20	Fri	Mid Term – I Ending Day	38
21	Sat	Holiday	
22	Sun	Holiday	
23	Mon		39
24	Tue		40
25	Wed		41
26	Thu		42
27	Fri		43
28	Sat		44
No. of. Working days for February			22

DEPARTMENT OF CHEMISTRY

Vision:

To prepare students in Chemistry for tomorrow in the competitive world.

Mission:

Department of Chemistry is committed to Produce Students who are Knowledgeable in Chemistry through

- Modern Educational Technology
- Research & Development
- Creativity & Novelty
- Entrepreneurship
- Leadership & Team Work

DEPARTMENT OF ENGLISH

VISION

To enhance the potential of the students and help them to reach their desired heights by giving constant language support.

MISSION

- To emphasize the importance of English and make the students feel confident.
- To use modern and novel tools to teach the students effectively.
- To support the students to attain greater level by providing ample training in TOEFL, IELTS, BEC, GRE and other exams.
- To make the students to face the placement with confidence.
- To organize and contact personality development and soft skill programmes

DEPARTMENT OF MATHEMATICS

VISION

Making Engineers to develop the mathematical thinking and applying it to solve complex engineering problems, designing mathematical modeling for systems involving global level technology.

MISSION

- Conduct research that has worldwide impact and recognition.
- Provide learning opportunities of unmatched breadth and depth.
- Produce graduates that are in worldwide demand.
- Undertake educational outreach and community engagement that increases mathematical. and computing literacy nationally and globally.

DEPARTMENT OF PHYSICS

VISION

To create Engineers as a dynamic participants in society by enhancing their fundamental knowledge in physics and its applications relevant to various streams of Engineering and Technology

MISSION

- To develop the ability of the students towards meeting diversified Engineering needs of industries and higher education.
- To adopt innovative, interactive and technology driven teaching.
- To provide a strong foundation and prepare them for placement.
- Stimulating the students towards application of concepts and principles of physics in order to develop research and development culture among students.

Department is Recognized as Research Center by ANNA UNIVERSITY

Sl. No.	CONTENT	MTS	CSE	ECE	S&H
1.	Anna university Department Research center recognition	AU Recognition since 2026	AU Recognition since 2026	AU Recognition since 2023	AU Recognition since 2019 (Physics)

LIST OF ANNA UNIVERSITY RECOGNISED SUPERVISORS

- Dr.N.BALAJI (CSE)
- Dr.S.SOUNDARARJAN (CSE)
- Dr.B.SRIDEVI (ECE)
- Dr.R. JOTHI CHITRA (ECE)
- Dr.M.SIVARATHINABALA (ECE)
- Dr.D.MAGESH BABU(MTS)
- Dr.B.MADHU(MTS)
- Dr.J.NANDHA GOPAL (EEE)
- Dr.M.S.HEAVEN DANI (MECH)
- Dr.V.SINDHU(PHYSICS)
- Dr.S.SUBHASHINI (PHYSICS)

JANUARY 2026			
Date	Days	Activities Schedule	Working Days
1	Thu		1
2	Fri		2
3	Sat		3
4	Sun	Holiday	
5	Mon	Value Added Course on Creo –Mechanical & Mechatronics Dept (19.12.2025 to 05.01.2025)	4
6	Tue		5
7	Wed		6
8	Thu		7
9	Fri		8
10	Sat		9
11	Sun	Holiday	
12	Mon		10
13	Tue		11
14	Wed	Pongal-Holiday	
15	Thu	Pongal-Holiday	
16	Fri	Pongal-Holiday	
17	Sat	Pongal-Holiday	
18	Sun	Holiday	
19	Mon		12
20	Tue		13
21	Wed		14
22	Thu		15
23	Fri		16
24	Sat		17
25	Sun	Holiday	
26	Mon	Republic Day-Holiday	
27	Tue		18
28	Wed		19
29	Thu		20
30	Fri	Higher Studies Cell Activities - One – to – One Counselling on MS in Abroad	21
31	Sat		22
			22
No. of Working days for January			

DECEMBER 2025			
Date	Days	Activities Schedule	Working Days
1	Mon		106
2	Tue		107
3	Wed		108
4	Thu		109
5	Fri		110
6	Sat		111
7	Sun	Holiday	
8	Mon		112
9	Tue		113
10	Wed		114
11	Thu		115
12	Fri		116
13	Sat		117
14	Sun	Holiday	
15	Mon	Value Added Course on MATLAB –Mechanical & Mechatronics Dept (15.12.2025 to 31.12.2025)	118
16	Tue		119
17	Wed		120
18	Thu		121
19	Fri	Value Added Course on Creo –Mechanical & Mechatronics Dept (19.12.2025 to 05.01.2025)	122
20	Sat		123
21	Sun	Holiday	
22	Mon		124
23	Tue		125
24	Wed		126
25	Thu		127
26	Fri		128
27	Sat		129
28	Sun	Holiday	
29	Mon		130
30	Tue		131
31	Wed	Value Added Course on MATLAB –Mechanical & Mechatronics Dept (15.12.2025 to 31.12.2025)	132
No. of. Working days for December			27

NAME OF THE FACULTY MEMBERS

SL.NO	NAME OF THE FACULTY MEMBERS	DESIGNATION
1	Dr. BALAJI N	PRINCIPAL
2	Dr. SOUNDARARAJAN S	VICE PRINCIPAL
3	Dr. BALAMURUGAN B	PROF & HOD/S&H
4	Dr. SRIDEVI B	PROF & HOD/ECE DEAN R&D
5	Dr PADMAPRIYA S	PROF &HOD/AI&DS
6	Dr. VENKADESH R	PROF & HOD/CSE
7	Dr. MUTUKARUPPASAMY S	PROF & HOD/EEE
8	Dr. MAGESH BABU D	PROF & HOD/MTS
9	Dr. DEIVENDRAN P	ASSOC. PROF & HOD/IT
10	Dr. HEAVEN DANI M S	ASSOC. PROF & HOD/MECH
11	Dr. JOTHI CHITRA R	PROFESSOR
12	Dr. SINDHU V	PROFESSOR
13	Dr. NANDHA GOPAL J	ASSOC. PROFESSOR
14	Dr. SIVARATHINA BALA M	ASSOC. PROFESSOR
15	Dr. SHANMUGARAJ G	ASSOC. PROFESSOR

SL.NO	NAME OF THE FACULTY MEMBERS	DESIGNATION
16	Dr. MENAKA K	ASSOC. PROFESSOR
17	Dr. PARTHEEPAN R	ASSOC. PROFESSOR
18	Dr. MADHU B	ASSOC. PROFESSOR
19	Dr. PRAMEELADEVI CHILLAKURU	ASSOC. PROFESSOR
20	Dr.REENA ROY R	ASSOC. PROFESSOR
21	Dr.BANU PRIYA	ASSOC. PROFESSOR
22	Dr. SUBASHINI A	ASSOC. PROFESSOR
23	Dr. RAMASAMY V	ASSOC. PROFESSOR
24	Dr. KARTHIKEYAN R	ASSISTANT PROFESSOR
25	Dr. SETHURAM RAO G	ASSISTANT PROFESSOR
26	Dr. VIJAYAN S	ASSISTANT PROFESSOR
27	Dr. JAGAN RAJ S	ASSISTANT PROFESSOR
28	Dr. SHEELA VIOLET RANI V	ASSISTANT PROFESSOR
29	Dr. SUBRAMANIAN V	ASSISTANT PROFESSOR
30	Dr. SUBRAMANI K	ASSISTANT PROFESSOR
31	Dr. PARAMESWAR S	ASSISTANT PROFESSOR

NOVEMBER 2025				Working Days
Date	Days	Activities Schedule		
1	Sat	Holiday		
2	Sun	Holiday		
3	Mon	Model Examination Ending Day		83
4	Tue	Re Model Starting Day		84
5	Wed	Academic Audit III Starting Day		85
6	Thu			86
7	Fri	Academic Audit III Ending Day		87
8	Sat			88
9	Sun	Holiday		
10	Mon	Re Model Ending Day		89
11	Tue			90
12	Wed			91
13	Thu			92
14	Fri	Holiday		93
15	Sat	Holiday		
16	Sun	Holiday		
17	Mon			94
18	Tue			95
19	Wed			96
20	Thu			97
21	Fri			98
22	Sat			99
23	Sun	Holiday		
24	Mon			100
25	Tue			101
26	Wed			102
27	Thu			103
28	Fri			104
29	Sat			105
30	Sun	Holiday		
No. of Working days for November				23

OCTOBER 2025			
Date	Days	Activities Schedule	Working Days
1	Wed	Ayutha Pooja	
2	Thu	Gandhi	
3	Fri		59
4	Sat		60
5	Sun	Holiday	
6	Mon		61
7	Tue		62
8	Wed	IA III Ending Day	63
9	Thu		64
10	Fri		65
11	Sat		66
12	Sun	Holiday	
13	Mon		67
14	Tue		68
15	Wed		69
16	Thu		70
17	Fri		71
18	Sat	Holiday	
19	Sun	Holiday	
20	Mon		72
21	Tue		73
22	Wed		74
23	Thu	Model Examination Starting Day	75
24	Fri		76
25	Sat		77
26	Sun	Holiday	
27	Mon		78
28	Tue		79
29	Wed		80
30	Thu		81
31	Fri		82
No. of. Working days for October			24

SL.NO	NAME OF THE FACULTY MEMBERS	DESIGNATION
32	Dr. KARTHIKEYAN S	ASSISTANT PROFESSOR
33	Dr. MAHADEVI P	ASSISTANT PROFESSOR
34	Dr. JANANI K	ASSISTANT PROFESSOR
35	Dr. VIJAYALAKSHMI R	ASSISTANT PROFESSOR
36	Dr. GURUMOORTHY M	ASSISTANT PROFESSOR
37	Dr.PRIYADHARSHINI	ASSISTANT PROFESSOR
38	Dr. KARHTIKEYAN K	ASSISTANT PROFESSOR
39	Dr. NANDA GOPAL E	ASSISTANT PROFESSOR
40	Dr. VIGNESH P	ASSISTANT PROFESSOR
41	Mr. RAJA R	ASSISTANT PROFESSOR
42	Mr. ANBUMANI A	ASSISTANT PROFESSOR
43	Mr. SATHIYA JEBA SUNDAR J	ASSISTANT PROFESSOR
44	Mr. RETHEESH D	ASSISTANT PROFESSOR
45	Mr. SUNDARESAN B	ASSISTANT PROFESSOR
46	Mr. NITHIN KUMAR R	ASSISTANT PROFESSOR
47	Mrs. PONSANGEETHA A	ASSISTANT PROFESSOR

SL.NO	NAME OF THE FACULTY MEMBERS	DESIGNATION
48	Mrs. PRATHEEBA R S	ASSISTANT PROFESSOR
49	Mr. SUBRAMANI R	ASSISTANT PROFESSOR
50	Mrs. JOICE RUBY J	ASSISTANT PROFESSOR
51	Mrs. RENUGA R	ASSISTANT PROFESSOR
52	Mrs. KRISHNAVARATHA K	ASSISTANT PROFESSOR
53	Mr. IRANIYA PANDIYAN M	ASSISTANT PROFESSOR
54	Mr. KANNAN G	ASSISTANT PROFESSOR
55	Mrs. ANITHA T	ASSISTANT PROFESSOR
56	Mrs. BHAVANI	ASSISTANT PROFESSOR
57	Mrs. MERLIN ROSIA J	ASSISTANT PROFESSOR
58	Mrs. KAVITHA T	ASSISTANT PROFESSOR
59	Mr. SARAVANAPRABHU A M	ASSISTANT PROFESSOR
60	Ms. KONDURU LAKSHMI MOUNIKA	ASSISTANT PROFESSOR
61	Mrs. KIRUPAVATHY J	ASSISTANT PROFESSOR
62	Mr. JUSTIN XAVIER D	ASSISTANT PROFESSOR
63	Mr. DINESH KUMAR K	ASSISTANT PROFESSOR

32

SEPTEMBER 2025			
Date	Days	Activities Schedule	Working Days
1	Mon	CCM II Ending Day	36
2	Tue	CCM II Ending Day	37
3	Wed	IA II Starting Day	38
4	Thu		39
5	Fri	Milad –Un- Nabi	
6	Sat	Holiday	
7	Sun	Holiday	
8	Mon		40
9	Tue		41
10	Wed		42
11	Thu	IA II Ending Day	43
12	Fri		44
13	Sat	NEXCODIA 2025 CSE DEPT- Symposium	45
14	Sun	Holiday	
15	Mon	DRM Starting Day	46
16	Tue		47
17	Wed	DRM Ending Day	48
18	Thu	Academic Audit II Starting Day	49
19	Fri		50
20	Sat	Holiday	
21	Sun	Holiday	
22	Mon	Academic Audit II Ending Day	51
23	Tue		52
24	Wed		53
25	Thu		54
26	Fri	Inauguration of Robotics Society of India – Student Chapter	55
27	Sat	IA III Starting Day	56
28	Sun	Holiday	
29	Mon		57
30	Tue		58
No. of Working days for September			23

61

AUGUST 2025			
Date	Days	Activities Schedule	Working Days
1	Fri		14
2	Sat		15
3	Sun	Holiday	
4	Mon	CCM I Starting Day	16
5	Tue		17
6	Wed		18
7	Thu	CCM I Ending Day	19
8	Fri	IA I Starting Day	20
9	Sat	Higher Studies Cell Activities - One – to – One Counselling on MS in Abroad	21
10	Sun	Holiday	
11	Mon		22
12	Tue		23
13	Wed		24
14	Thu	IA I Ending Day	25
15	Fri	Independence Day	
16	Sat	Holiday	
17	Sun	Holiday	
18	Mon	DRM I Starting Day	26
19	Tue		27
20	Wed	DRM Ending Day	28
21	Thu	Academic Audit I Statrtng Day	29
22	Fri		30
23	Sat	Academic Audit I Ending Day	31
24	Sun	Holiday	
25	Mon		32
26	Tue		33
27	Wed	VinayakarChathurthi	
28	Thu		34
29	Fri	CCM II Starting Day	35
30	Sat	Holiday	
31	Sun	Holiday	
No. of. Working days for August			22

SL.NO	NAME OF THE FACULTY MEMBERS	DESIGNATION
64	Mrs. SUDHA K	ASSISTANT PROFESSOR
65	Mr. SIVAKARTHIKEYAN M	ASSISTANT PROFESSOR
66	Mrs.VIDHYA K	ASSISTANT PROFESSOR
67	Mrs. DEEPIKA J	ASSISTANT PROFESSOR
68	Mrs. SUJITHA G	ASSISTANT PROFESSOR
69	Mrs. SOPHIA F	ASSISTANT PROFESSOR
70	Mr. RAJESH A	ASSISTANT PROFESSOR
71	Mrs. DEVI V	ASSISTANT PROFESSOR
72	Mr. KALIAGURUMOORTHY K	ASSISTANT PROFESSOR
73	Mr.VIVEK P	ASSISTANT PROFESSOR
74	Mrs. BAVANI G	ASSISTANT PROFESSOR
75	Ms. SELVAMATHI G	ASSISTANT PROFESSOR
76	Mrs. KRITHIKA KAMALAM	ASSISTANT PROFESSOR
77	Mrs. JEYAMANI LATHA D	ASSISTANT PROFESSOR
78	Mrs. JANISH BLESSY J	ASSISTANT PROFESSOR
79	Mr. MANIKANDAN S S	ASSISTANT PROFESSOR

SL.NO	NAME OF THE FACULTY MEMBERS	DESIGNATION
80	Mrs. KAMALAM T	ASSISTANT PROFESSOR
81	Mr. KAMESH M	ASSISTANT PROFESSOR
82	Mr. MUGUNTHAN V	ASSISTANT PROFESSOR
83	Mrs. MURUGESWARI K	ASSISTANT PROFESSOR
84	Mr. RAGUPATHI K	ASSISTANT PROFESSOR
85	Mrs. HEMALATHA R	ASSISTANT PROFESSOR
86	Mrs. THAMILARASI N	ASSISTANT PROFESSOR
87	Mrs. KANNAGI S	ASSISTANT PROFESSOR
88	Ms. SHANMATHI B	ASSISTANT PROFESSOR
89	Mr. SANTHOSH B K	ASSISTANT PROFESSOR
90	Mr. PANDIYARAJAN M	ASSISTANT PROFESSOR
91	Mr. SURESH BABU CHERUKURI	ASSISTANT PROFESSOR
92	Mr. RAJ KAMAL M D	ASSISTANT PROFESSOR
93	Mr. KALAISELVAN K	ASSISTANT PROFESSOR
94	Mr. BALAMANIKANDASUTHAN K	ASSISTANT PROFESSOR
95	Mr. THIRUNAVUKKARASU C	ASSISTANT PROFESSOR

JULY 2025			
Date	Days	Activities Schedule	Working Days
1	Tue		
2	Wed		
3	Thu		
4	Fri		
5	Sat		
6	Sun	Holiday	
7	Mon		
8	Tue		
9	Wed		
10	Thu		
11	Fri		
12	Sat		
13	Sun	Holiday	
14	Mon		
15	Tue		
16	Wed		1
17	Thu		2
18	Fri	ED Cell Activities - Awareness Program on Financial Literacy	3
19	Sat		4
20	Sun	Holiday	
21	Mon		5
22	Tue		6
23	Wed		7
24	Thu		8
25	Fri	Value Added Course on “SIEMENS-NX CAD/CAM & AR/VR.”	9
26	Sat	Mechanical Dept	
27	Sun	Holiday	
28	Mon		10
29	Tue		11
30	Wed		12
31	Thu		13
No. of Working days for August			13

Activities Schedule

Velammal I Tech has an exclusive state-of-art Placement Cell. It has a sophisticated, Air-Conditioned Conference Hall, Seminar Rooms, GD Halls, Panel Rooms and Guest Rooms. The cell offers intensive career oriented training to its students. Thrust is given towards overall development of the students and also to instill in them the professional ethics.

Placement training programmes are organized regularly to enable the students to handle interviews confidently. The training programmes include Personality Development, Stress Management, time management, Aptitude Tests, Group Discussions, Soft Skills, Life Skills, Mock Interviews, and Entrepreneurial Skills and so on.

The Placement and Training Cell also arranges frequently HR Meets & Panel discussions from leading industries and corporates.

SL.NO	NAME OF THE FACULTY MEMBERS	DESIGNATION
96	Mr. BALASUNDARAM K	ASSISTANT PROFESSOR
97	Mr. VINOTH KUMAR V	ASSISTANT PROFESSOR
98	Mr. PRADEEP G M	ASSISTANT PROFESSOR
99	Mr. OHMSAKTHI VEL R	ASSISTANT PROFESSOR
100	Mr. ANANT R	ASSISTANT PROFESSOR
101	Mrs. MAGESHWARI L	ASSISTANT PROFESSOR
102	Mr. GOPI V	ASSISTANT PROFESSOR
103	Mr.SENTHIL KUMAR	ASSISTANT PROFESSOR
104	Mrs. DURGA DEVI G	ASSISTANT PROFESSOR
105	Mr. MURUGAN R	ASSISTANT PROFESSOR
106	Mrs. MINI J	ASSISTANT PROFESSOR
107	Mrs. KARTHIGA R	ASSISTANT PROFESSOR
108	Mr. VENKATESH R	ASSISTANT PROFESSOR
109	Mrs. METHA M	ASSISTANT PROFESSOR
110	Mr. SENTHIL KUMAR B	ASSISTANT PROFESSOR
111	Mrs. MEHABOOB SUBAHANI M	ASSISTANT PROFESSOR

SL.NO	NAME OF THE FACULTY MEMBERS	DESIGNATION
112	Mr. RAJA SHEKHAR P	ASSISTANT PROFESSOR
113	Ms. REVATHI V	ASSISTANT PROFESSOR
114	Mr. BALAJI P	ASSISTANT PROFESSOR
115	Mrs. SHABIRA S	ASSISTANT PROFESSOR
116	Mr. AJITH T	ASSISTANT PROFESSOR
117	Mr. KALAIVANAN K	ASSISTANT PROFESSOR
118	Mr. RAJESH KANNAN T	ASSISTANT PROFESSOR
119	Mr. SOMU S	ASSISTANT PROFESSOR
120	Mrs. DEEPA V	ASSISTANT PROFESSOR
121	Ms. MANISHA SHARMA K	ASSISTANT PROFESSOR
122	Mr. ELANKATHIRAVAN B A	ASSISTANT PROFESSOR
123	Mr. SENTHILKUMAR D	ASSISTANT PROFESSOR
124	Mr. JUSTIN BRIERLY G	ASSISTANT PROFESSOR
125	Mrs. KAVITHA K	ASSISTANT PROFESSOR
126	Ms. SAGAYA REBECCA I	ASSISTANT PROFESSOR
127	Mrs. DEEPA R	ASSISTANT PROFESSOR

Test/ Exam	Pass %
Ship Test	85
Mid Term I	90
Mid Term II	90
Model Exam	100
University Exam	100

PLACEMENT & TRAINING CELL

SYSTEM OF EXAMINATION

i. Continuous internal assessment throughout the semester and Performance in each course of study shall be evaluated based on

ii. A university examination at the end of the semester.

Each course, both theory and practical shall be evaluated for a maximum of 100 marks. For all theory and practical courses the continuous internal assessment will carry 20 marks while the university examination will carry 80 marks. The Internal marks will be awarded to the students purely based on their performance in each of the internal examinations and their attendance & conduct in regular classes. The university examination (both theory and practical) will be conducted between November - December for odd semester and April – May for even semester respectively.

At present, the Anna University is awarding the grades and for details please see www.annauniv.edu.

Students indulging in malpractice will be sent out from the examination hall and disciplinary action will be initiated against them.

If the students lose their hall ticket means, duplicate hall ticket can be obtained with the payment of Rs. 100/-

PASSING REQUIREMENTS

A candidate, who secures not less than 50% of total marks prescribed for the courses with minimum of 45% of the marks prescribed for the 'end semester university examination' in both theory and practical examination, shall be declared as passed in the examination.

If a candidate fails to secure a pass mark in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the next semester. He / She should continue to register and reappear for the university examination until he/she secures a pass mark. For Internal exams, minimum passing mark is 60% .

Internal Assessment - Minimum Target for Results

MESS TIME

Working Days			Holidays
	GIRLS	BOYS	
Breakfast	7.30 am-8.20 am	7.30 am-8.20 am	8.00 am – 9.30 am
Lunch	12.00 pm- 12.35 pm(I,IV year) 12.50 pm- 1.25pm (II,III year)	12.00 pm- 12.35 pm(I, IV year) 12.50 pm- 1.25 pm (II,III year)	12.30 pm – 2.00 pm
Tea	4.00 pm – 5.00 pm	4.00 pm – 5.00 pm	4.00 pm – 5.00 pm
Dinner	7.00 pm-7.45 pm	7.45 pm-8.30 pm	8.00 pm – 9.00 pm

Television

Mon To Fri : 4.15 pm – 5 .45 pm,

Sat: 6.00 pm – 10.00 pm, Sun : 10.00 am – 12.00 & 3.30 pm – 6.00 pm

Games

Working Days : 4.15 pm – 5.45 pm,

Holidays : 6.00 am – 7.30 am & 3.00 pm – 6.00 pm

Gymnasium

Girls : 6.00 am – 7.00 am & 4.15 Pm – 5.00 pm

Boys : 5.00 am – 6.00 am & 5.00 pm - 5.45 pm

SL.NO	NAME OF THE FACULTY MEMBERS	DESIGNATION
128	Mr. DURAI P	ASSISTANT PROFESSOR
129	Mrs. GUNACHITHRA S	ASSISTANT PROFESSOR
130	Mrs MAHESHWARI S	ASSISTANT PROFESSOR
131	Mr. ARUN DINESH A	ASSISTANT PROFESSOR
132	Mrs. JEMIMA	ASSISTANT PROFESSOR
133	Mr. PRABU AROCKIYARAJ R	ASSISTANT PROFESSOR
134	Mrs. PAVITHRA B	ASSISTANT PROFESSOR

NON TEACHING STAFF NAME LIST

SL.NO	NAME OF THE NON TEACHING STAFF	DESIGNATION
1	MRS. G. VASUMATHI	ADMINISTRATIVE STAFF
2	MRS. A. SUBHA	
3	MR. P. DILEEP KUMAR	
4	MRS. MANJUMAHESH	
5	MRS. D. DIVYA	
6	MR. PRAVEEN KUMAR	
7	MS. RAMYA	

SL.NO	NAME OF THE NON TEACHING STAFF		DESIGNATION
8	MS. K. JAYASHREE		
9	MS. B. ABIRAMI		
10	MR. P. SELVAM		
11	MR. T.K. SENTHIL KUMAR		SYSTEM ADMINISTRATIVE STAFF
12	MR. E.S. SATEESH KUMAR		
13	MR. ELANGO VAN		
14	MRS. S. SARANYA		
15	MR. P.L.KANNAN		
16	MS. VANTHANASHREE		
17	MR. G. DILLIBABU		
18	MRS. N. JOHNSIRANI		LAB INSTRUCTORS
19	MR. V. KALAIVANAN		
20	MR. C.K. AKASH		
21	MR. R. NAGARAJAN		
22	MRS. C. LALITHA		
23	MRS. RAMANI		
24	MRS. CHALLA SUMA		

and for whatever happens to them during that period. On such days, they have to make their own arrangements for the dinner, as the mess closes at 8.30 pm. - For the purpose of laundry, only dhobis authorized by the college should be utilized. - Students should avoid wasting food, water and electricity. - Unauthorized electrical fittings and gadgets should not be used in the hostel room. - Students should refrain from antisocial and undesirable activities such as consumption of alcohol, tobacco, gambling, ragging and playing cards etc. - Students should not enter the hostel during college working hours or allow their day scholar friends inside their rooms. Students are instructed to adhere to the study timings, mess timings and telephone timings. - Attendance will be taken during the study hours. - If any student found absent three days continuously will be dealt seriously; if it continues or bad conduct will be expelled from the hostel. - Outside food is not allowed inside the hostel. - Possession/Usage of Walkman, Ipad, Camera, Iron Box, Blue tooth speakers & other Electronic items are not allowed in hostel. If found the same will be seized & will not be returned. The student will be expelled immediately, without any enquiry. - Students who fail to report on the re-opening day, or after long holidays, should pay a hostel readmission fee of Rs.500/-. Leave message will not be accepted. - Continuation of hostel stay by the student depends on his/her performance HOSTEL SCHEDULE STUDY TIME Students should maintain absolute silence and they are instructed to be inside their respective rooms during their study hours. Boys : Evening : 6.00 pm – 7.30 pm & 9.00 pm – 10.30 pm; Girls : 6.00pm – 7.00 pm & 8.00 pm – 10.00 pm	55
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HOSTEL

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

Students who wish to stay in the hostel should apply in the prescribed application form and adhere to the following rules :

- Students should occupy only the room allotted by the Warden/ Deputy Warden.
- Students are advised to take care of their valuables kept in the rooms. The College authorities will not be responsible for any loss of cash/ valuables.
- Students are responsible for cleanliness of their rooms.
- Students are instructed not to keep jewellery, camera, mobile phone or any other costly items inside the hostel room.
- Celebrations of any kind without prior permission from the management are strictly prohibited.
- Students are not permitted to stay in the hostel during college working hours without specific permission from the Warden or Deputy Warden.
- Parents are requested to give a list of authorized visitors/local guardians with photographs who alone will be permitted to visit the students in the hostel, and to do other formalities in the absence of parents.
- Students can entertain the visitors on the

Working days - 4.30 pm to 6.00 pm

Holidays - 11.00 am to 6.00 pm
- Guests / Visitors / Local Guardians are not permitted to enter / stay in the hostel.
- Day scholars are not allowed to visit the hostel on any account.
- Students will be permitted to go home during holidays only after getting permission from the Principal and the Warden.
- Students who have to go home during working days due to sickness or unforeseen circumstances or function or ceremonies, must get prior permission from the Principal or Warden with the requisition from Parents in person or through letter. The presence of local guardian is necessary in the absence of the parents.
- Inmates going out should come back to the hostel by 6.30 pm, If they fail will be fined Rs. 25/- for every half an hour.
- Students willing to attend the computer classes in the evening outside the college campus must get a letter from their parents stating that the college is not responsible for their ward's behavior

SL.NO	NAME OF THE NON TEACHING STAFF	DESIGNATION
25	MR. G. ARUN NEHRU	
26	MR. R. JEBAKUMAR	
27	MRS. K. SWATHI	
28	MR. N. NATESAN	
29	MR. J. RAMESH	
30	MR. K. VIGNESH	
31	MR. RAJESH	
32	MRS. S. RAMALAKSHMI	
33	MRS. MANIMALA	
34	MR. SANJAY	
35	MR. GIRINATH	
36	MR. ARUMUGAM	
37	MR. SATHISH RAJ	
38	MR. MUNUSAMY	OFFICE ASISTANT
39	MR. B. VENKATESAN	
40	MRS. B. NADHIYA	
41	MRS. M. PUNITHA	

SL.NO	NAME OF THE NON TEACHING STAFF		DESIGNATION
42	MR. DHANASEKAR		WARDEN
43	MS. Y. GEETHA		
44	MRS. M. KAVITHA		
45	MR. R. SATHISH		
46	MR. V. BABU		
47	MRS. S. KARTHIKA		
48	MS. KOWSALYA		
49	MR. E. PAVITHRAN		
50	MS.BHUVANESHWARI		
51	MR. J. GOVARTHANAN		
52	MR. T. MATHIVANAN		
53	MR. B. BASKAR		
54	MR. JAMES		
55	MR. RAJA		
56	MR. SURENDHAR		
57	MRS. REETA		
58	MS. D.K. TAMIL SELVI		

- If a book is not returned within 28 days from the date of issue, students will not be allowed to attend the class.
- Duplicate cards will be issued on payment of Rs.100/- for each card. All members should sign the entry register at the entrance of the library as a token of their acceptance to adhere the rules of the same.
- Students are prohibited from taking their private belongings inside the library hall.
- Books should be dealt with proper care. No damage or marking should be made.
- Students can keep a book for a week from the date of issue. One renewal is permitted in case there is no demand for that book. Reference books and copies of university examination question papers are not lent.
- Members on receiving books shall examine them before they leave the library and report to the librarian, if any damage is noticed.
- The librarian may recall any book at any time even at the time period of loan is not expired.
- Members can reserve books and check them periodically. The reserved books will be kept in the library for two days; if the student fails to approach the librarian then the book will be issued to the next person.

interest has been collected from the users and they are informed when the information arrives in the particular book or journal.

3. Reference Service

Reference service is provided to users, which enables the user to reach the required information from the proper documents in time to get success in their research, project work, paper presentation etc.

4. News Paper Clipping Services

News paper cuttings of academic related matters, job opportunities and Velammal Institute of Technology advertisements are collected periodically and displayed on the notice board.

5. Online Journal

Online Journals are facilitated for all the Engineering students.

- IEEE – All Society Periodicals Package(ASPP)

WORKING HOURS

The library works from 08.00 am. to 7.00 p.m. on all working days.

On Sundays: 9.00 am. to 4.00 p.m

MEMBERSHIP IN OTHER LIBRARIES

Our college library has membership in DELNET and Anna University, Chennai.

LIBRARY RULES AND REGULATIONS

- Silence should be maintained in the library.
- Students can obtain membership cards from the library by producing their identity cards. Library cards are not transferable.
- Only one book can be borrowed on each card. Members are responsible for the books borrowed on their cards. Loss of books must be immediately reported to the librarian in writing and the member should either replace the book with a new copy or twice its original rate must be paid along with the overdue charges.
- Students should produce their Identity Card along with the library card at the time of borrowing books.
- Students should return all the library books on the last day of the university exam of each semester. Otherwise, they have to pay overdue charge of Rs.100/- for each book.
- Absence will not be taken as a reason for the delay in returning the book.
- An overdue charge of Rs.1/- per day and Rs.2/- from the third week onwards will be levied.

SL.NO	NAME OF THE NON TEACHING STAFF	DESIGNATION
59	MRS. A. PAVITHRA	
60	MRS. GEETHANJALI	
61	MRS. VARALAKSHMI	
62	MR. R. NAGARAJAN	MAINTANENCE
63	MR. K. VENKATESAN	
64	MR. HARIDOSS	
65	MR. RUTHRAKOTTI	
66	MR. K. KRISHNAMOORTHY	
67	MR. SANTHOSH KUMAR	
68	MR. S. VENKATESAN	
69	MR. PRANAV KUMAR	
70	MR. JAYAPRAKASH	PET
71	MR. PORULARASAN	
72	MS. ABINAYA	
73	MR. M. VISHAL	
74	MR. R. SRIRAM	

SL.NO	NAME OF THE NON TEACHING STAFF	DESIGNATION
1	MR.S.JAMES WATT	LEAD PLACEMENT OFFICER
2	MR.GANESHAN	TRAINING & PLACEMENT OFFICER

SL.NO	NAME OF THE NON TEACHING STAFF	DESIGNATION
	DR. V.R. MURUGAN	Chief Librarian
	MR. G. DILLIBABU	Asst. Librarian
	MS. N. JOHNSIRANI	Library Assistant
	MS. S. RAJAKUMARI	Office Assistant

SECURITY NAME LIST

SL.NO	NAME OF THE SECURITY	
1	MR. P.M. AJAY KUMAR	
2	MR. R. RAJINIKANTH	
3	MR. JAGADEESAN	
4	MR. NEHRU	
5	MR. T.RAMESH	
6	MR. N. KUMARASAMY	
7	MR. SRIRAMALU	

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will be recorded and corrective actions will be taken and communicated to the authorities concerned within a week.

SUGGESTION BOX

Students may drop their complaints or suggestions in the suggestion box kept in different places. Every week the suggestion box will be opened and necessary action will be initiated, and the remedial action will be displayed on the notice board.

LIBRARY

The Computerized Library contains more than **24014** volumes of text and reference books on **5790**

titles. There are 111 National and International Journals. The books are arranged and classified according to the Universal Decimal Classification Scheme. Open access system is followed in the library. It is well equipped with 1163 educational CDs on Science and Engineering. Students Projects

1192

Sections in the Library:

- Stack Room with Reading Hall Section
- Circulation Section
- Technical Section
- Reprography Section
- Periodical Section
- Reference section
- Digital Library Section

1. Lending Service

Each registered member will be given the following number of borrower's ticket.

No. of Library cards for Teaching Staff : 6

No. of Library cards for Non- Teaching Staff : 2

No. of Library cards for the Students : 6

No. of additional Library cards for the Topper Students : 2

2. Current Awareness Service

Library takes pride in serving the users and helping them to get the required information within the short span of time by using the "Current Awareness Service (CAS)" Software. Library displays job opportunities, academic related matters and our college campus events etc. Sometimes the field of

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8. Students can take two days on duty (O.D) per semester with prior permission from the Principal.

DRESS CODE

1. Students must wear their Identity Card (ID) inside the campus and in the college bus.
2. Students who avail college transport facility must carry the transport ID with them.
3. Students who are found without the College ID will have to pay a fine of Rs.50 /- on the spot.
4. If the ID card is lost, it is the responsibility of the student to contact the office and collect the new ID card within a week after paying an amount of Rs.100/-.
5. Duplicate Hall Ticket can be obtained with the payment of Rs 100/-
6. All the students should dressed neatly. Boys should wear formal clothing with tucked in shirts, with formal shoes.
7. Girls should wear only salwar / chudithars with neatly pinned duppatas to the college. Saree with blazers will be permitted only during the college functions. (wearing tight fittings, short kurthas, tight pants, thin or flimsy / transparent dresses are strictly prohibited).
8. Students are expected to wear blazers for all the college functions and whenever required.
9. Casual clothing is strictly prohibited in campus.
10. Students who are not adhering to the dress code will be sent home immediately.
11. Students shall not enter the college in inebriated conditions, failing which they will be removed from the college and they will not be allowed inside the college campus.

COMPLAINT ADDRESSING AND REDRESSAL SYSTEM

Velammal I Tech has a complaint addressing system to register the complaints from students, parents, visitors and vendors. The Complaint register is maintained in each department by the respective Heads of the Department to register the complaints of the students. Parents can register their complaints in the register maintained in the administrative office or write the complaints through a letter. Visitors can register their complaints in the complaint register maintained in the reception. All the complaints

SL.NO	NAME OF THE SECURITY
8	MR. VIJAYAN
9	MR. G. MOORTHY
10	MR. R. SIVAKUMAR
11	MR. S. MUNUSAMY
12	MR. A. PONVEL
13	MR.D. MANOHAR
14	MRS. JAYASUNDARAVALLI
15	MRS. C. DHANALAKSHMI
16	MRS. GEETHA
17	MRS. D. HEMAWATHY
18	MRS. G. ESWARI
19	MRS. INDHUMATHI
20	MRS. I. MANONMANI
21	MRS. D. GANDHIMATHI
22	MRS. S. BHARATHI
23	MRS. S. KAMATCHI
24	MRS. G. DEVI

No. of Times a Student Comes Late	Action Taken
1	The student will be dealt by Head of the Department & half a day absent
2	The Student will be dealt by Head of Department and marked full day absent.
3 & above	The Student should meet the Principal

as ½ day absent.

1. Student who comes late or absent themselves for any period in any of the sessions is treated

NORMS FOR ATTENDANCE

Anna University Exams.

All the students should clear all their no dues before the commencement of IA 2, MODEL Exam and

SL.NO	NAME OF THE TRANSPORT STAFF	DESIGNATION
1	MR. GANDHI	DRIVER
2	MR. M. SARGUNAM	DRIVER
3	MR. JAISANKAR	DRIVER
4	MR. S. VENKATESAN	DRIVER
5	MR. R. KARANTHAMALAI	DRIVER
6	MR. K. RAVI	DRIVER
7	MR. S. SUNDARAMOORTHY	DRIVER
8	MR. K. VENKATESAN	DRIVER
9	MR. K. KUMAR	DRIVER
10	MR. S. MANIKANDAN	DRIVER
11	MR. J. THEAPLUS	DRIVER
12	MR. E. RAMU	DRIVER
13	MR. SARAN RAJ	DRIVER
14	MR. VELUCHAMY	DRIVER
15	MR. M. MURUGAN	DRIVER
16	MR. A. SURESH	DRIVER

- Leave message over telephone/ e-mail/ fax/ telegram is not encouraged. (except for the valid reason)
- For one day sick leave or leave for unforeseen circumstances, a leave letter signed by the Parent or Guardian or Warden must be enclosed along with a medical certificate and should be submitted to the Principal, when the student reports to the college. Such leave can be permitted only three times per semester. Parent/ Guardian should accompany if the above condition is violated.
- For the leave which extends to 2 days continuously, the leave letter signed by Parent or Guardian or Warden enclosed with a medical certificate (if sick) should reach the Principal through a messenger and the Parent may confirm the same through phone.
- If a student is absent for 3 cumulative days or now and then in that semester without prior permission, their Parents have to meet the Principal. Only then the student will be allowed inside the classroom. If absenteeism continues for more than 5 days, the name will be taken out from the register. A fee of Rs.500/- has to be paid for re-admission. If this is repeated then the issue will be dealt with seriously.
- For any family function or other medical ground, Parents must come with a reasonable proof in person and avail the leave.
- Students who fail to report on the re-opening day, or after long holidays, should pay a readmission fee of Rs.500/-. Leave message will not be accepted.

TRANSPORT NAME LIST

GENERAL RULES

1. College transport is compulsory to all the students(except hostel students)
2. Students should be polite, dignified, neat, and obedient and speak in English only.
3. Students are expected to be in the lecture hall five minutes earlier the commencement of class and must maintain discipline and silence inside the lecture hall, drawing hall, labs, and workshops while commuting.
4. Student's movement outside the classroom during class hours is strictly prohibited.
5. Students are instructed not to carry any valuable items to college.
6. Possession/Usage of WALKMAN, IPOD, CAMERA or any other Electronic items are not allowed in the college campus, hostel and college transport. If found, the same will be seized & will not be returned. The student will be suspended immediately, upon enquiry with a penalty of Rs.10,000/-
6. Students should not change their seating arrangement. Once a student occupies a particular seat they have to maintain the same till the end of the year. He/ She is responsible for scribbling on the desks or any damage.
7. Students are expected to conduct themselves in a disciplined manner whenever they represent themselves outside the campus.
8. Smoking / chewing bubble gum / consuming drugs / tobacco products/ alcohol are strictly prohibited.
9. Celebrations of any kind without prior permission from the management are strictly prohibited.
10. Students should wear their own lab coats and carry their observation note books for their lab classes. They should not leave the lab without completing their experiments.
11. Periodical reports will be sent to Parents / Guardians calling their attention regarding the student's attendance, progress and conduct. Parents are expected to contact PRINCIPAL /HoD for discussion regarding the same.
12. Students those who fail in the regular internal tests have to attend special coaching classes. For special coaching classes transportation will not be provided.
13. Change of address to be informed to the respective counselors/ class in-charge by the parent or guardian with proof, to update the office records.
14. Students have to pay the arrear exam fees for all the subjects. If the students are not paying the arrear exam fees in time, late fee will be charged.
15. Students have to assemble in the exam hall before 10 minutes (Internal / External Exam)
16. No Due Norms:

SL.NO	NAME OF THE TRANSPORT STAFF	DESIGNATION
17	MR. K.M. MANIKANDAN (NEW)	DRIVER
18	MR. SURENDRA RAMESH	DRIVER
19	MR.JANAKIRAMAN	DRIVER
20	MR. A. SRINIVASAN	DRIVER
21	MR. K. SHANMUGAM	DRIVER
22	MR. SEKAR	DRIVER
23	MR. GAJENDRAN	DRIVER
24	MR. P. NARASIMHULU	DRIVER
25	MR. SELVA KUMAR	DRIVER
26	MR. S. SUDHAKAR	DRIVER
27	MR. S. VINOTH KUMAR	DRIVER
28	MR. P. NAGARAJ	DRIVER
29	MR. PARTHASARATHY	DRIVER
30	MR. C.V. DINESHKUMAR	DRIVER
31	MR. K. BABU	DRIVER
32	MR. VARADHARAJAN	CONDUCTOR
33	MR. KADHAR	CONDUCTOR

SL.NO	NAME OF THE TRANSPORT STAFF	DESIGNATION
34	MR. RAGHU	CONDUCTOR
35	MR. S. SELVAM	CONDUCTOR
36	MR. A. NAGARAJAN	CONDUCTOR
37	MR. J. GUPENDRAN	CONDUCTOR
38	MR. BOOPATHI	CONDUCTOR
39	MR. SATHISH AMBEDTHKAR	CONDUCTOR
40	MR. D. MAGESH	CONDUCTOR
41	MR. S. SELVAM	CONDUCTOR
42	MR. K. KRISHNAN	CONDUCTOR
43	MR. B. JAYARAM	CONDUCTOR
44	MR. K. VENKATESAN	CONDUCTOR
45	MR. MALLISHWARA GURTHI	CONDUCTOR
46	MR. R. RAVI	CONDUCTOR
47	MR. RAJINI	CONDUCTOR
48	MR. MAHESWARA	CONDUCTOR
49	MR. R. MOORTHY	CONDUCTOR
50	MR. P. KUMAR	CONDUCTOR

STUDENT MENTORSHIP PROGRAMME

“Mentoring is a brain to pick, an ear to listen, and a push in the right direction ”.

- John Crosby

The Student Mentor Program is launched in our college toprovide a platform for mentees to realize their potential by enabling personal and professional relationships with mentors, who act as role models and provide guidance to them. It offers opportunities to develop business contacts, access industry information and gain valuable insights from experienced and successful professionals. The goal of student mentoring is to help students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures. The Student Mentor Program is run by participation of faculty members of the college.

THE ROLES OF FACULTY MENTORS

1. Meet 20 students each week and assist them in planning and also help them later as per the need raised by the Students.
2. Address the issues, such as home-sickness, depression, time management etc.
3. Develop a cordial environment for the students and make possible a smooth transition of life in the college campus.
4. Provide feedback to the management on matters that are affecting the students.
5. Continually assess the student issues and plan appropriate programs and activities for their welfare.
6. Document all inappropriate behaviors of 20 students and consult the Principal on the disciplinary issues about them.
7. Meet students who are facing difficulties, whenever needed.
8. Plan activities throughout the year for the 20 students to get them involved in the college. The activities should focus on various aspects of life in the campus, including time management, communication and team work.
9. Mentor meeting should be conducted on the third day after the completion of the internal exams.
10. Parents, Mentor meeting should be conducted in every semester