



GRT INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH

GRT MAHALAKSHMI NAGAR, CHENNAI-TIRUPATHI HIGHWAY, PATTABIRAMPURAM (V), TIRUTTANI - 631209

DEPARTMENT COMMITTEE IN-CHARGE LIST (w.e.f : 04-02-2025)

Name	Dr.R. Meenakshi Sundaram	Ms. Poojitha M	Dept./Faculty	GRT Institute of Pharmaceutical Education and Research
Contact No.	9444086390	8096696996	Email-ID	grtiper2019@grt.edu.in
S.No.	NAME OF THE COMMITTEE	FREQUENCY OF MEETINGS	NAME OF THE CO-ORDINATOR	MEMBERS
1	College Development Committee (CDC)	Once in a year		Dr.Sundaraseelan J,Dr.Somanathan SS, Dr. Meenakshi K
2	Faculty Empowerment	Twice in a year		Dr.Sundaraseelan J, Dr.Somanathan SS, Dr. Meenakshi K
3	Purchase Committee	Once in a year	Dr. Meenakshi Sundaram, R	Dr.Dhanalakshmi S, Dr. Suresh Kumar C A, Mr. Anandbabu K
4	Institutional Academic-Administrative Audit (AAA)	Once in a year		All Hod's and Class Incharges
5	Staff Appraisal Committee	Once in a year		All Hod's
6	Departmental Activities (FDP, Workshops, Seminars, Webinars, Conference, Guest Lecture)	Once in Four Months from Each Department	Dr. Meenakshi Sundaram R Dr. Sundaraseelan J Dr. Meenakshi K Dr. Somanathan S S	All the Staff Members of Respective Departments
7	Parents- Teachers Association (PTA)	Once in Four Months		Mrs.Anitha B (Asst. Coordinator), Mr.Anandbabu S, Dr. Premavathi K, Mr. Ramesh CN
8	PCI	Whenever Required		Mr. Anandbabu K(Asst. Coordinator), Mr. Anandbabu S, Mrs. Anitha B, Mrs. Regina S
9	Discipline Committee/ Internal Complaint Committee	Monthly once	Dr. Ravi M	Mr. Kumaravel M (Asst. Coordinator), Dr.Meenakshi K, Dr. Umar Farukhsa A, Mr. Anandbabu S
10	Anti-Ragging Committee /Anti-Ragging Squad	Once in Four Months		Mr. Ramesh C N (Asst. Coordinator) , Mrs. Anitha B , Ms. Velamahalakshmi N, Mr. Mageswaran G, Mr. Anandbabu S, Student volunteers and members
11	Faculty Grievance & Redressal Committee	Twice in a Year		Dr. Suresh Kumar C A (Asst. Coordinator),Dr. Sundaraseelan J, Dr. Meenakshi K, Dr.Gowri R, Ms. Mahalakshmi K
12	Gender Sensitization Cell	Twice in a year	Dr. Meenakshi K	Ms.Velamahalakshmi N (Asst. Coordinator), Mrs. Regina S, Dr. Gowri R, Ms. Poojitha M
13	Internal Quality Assurance Committee (IQAC)	Regular Updation		Dr. Dhanalakshmi S (Asst. Coordinator), Mr. Deepak Venkataraman N (Asst. Coordinator), Mr. Anandbabu K, Mr. Ramesh CN
14	Sports Committee	Twice in a year	Dr. Sundaraseelan J	Dr. Gowri R (Asst. Coordinator), Dr. Sreesha R, Mr. Sudalaiamani M, Mrs. Anitha. B, Dr. Priyanka N, Mr. Kumaravel M, Mr. Anandbabu S, Mr. Parthiban B, Mr. Rajkumar
15	Research & Advisory Committee	Once in Two Months		Mr. Anandbabu K (Asst. Coordinator), Dr.Somanathan SS , Dr. Ravi .M, Dr. Suresh Kumar CA, Dr.Saravankumar A, Dr. Umar Farukhsa A, Dr. Meenakshi K, Dr. Dhanalakshmi S, Ms. Poojitha M

Handwritten signature and date: 04/04/2025



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S.No.	NAME OF THE COMMITTEE	FREQUENCY OF MEETINGS	NAME OF THE CO-ORDINATOR	MEMBERS
16	Placement and career guidance Cell	Yearly Twice	Dr. Somanathan S S	Mr. Anand Babu S (Asst.Coordinator), Dr. Ravi. M, Mr. Ramesh C N,Mr. Anandbabu K
17	MGNCRE/ Green Club	Three months once		Dr. Premavathi K (Asst. Coordinator), Dr. Suresh Kumar CA, Mr. Ramesh C N & All non teaching Staff
18	Academic Co-Ordinator	Twice in a Semester	Dr. Umar Faruksha A	Ms. Poojitha M (Asst.Coordinator), Dr. Sundaraseelan J, Dr. Somanathan S S, Mr. Sekar A M, Dr. Dhanalakshmi S, Students from each sem & Course must be added
19	NAAC			Ms. Poojitha M (Asst. Coordinator), Mr. Deepak Venkataraman N (Asst. Coordinator)
20	Mentor- Meritee	Whenever Required		Ms. Priyanka N (Asst. Coordinator), Dr. Premavathi K, Dr.Dhanalakshmi S, Ms. Velamahalakshmi N
21	Internal Audit Assessment (Asset)	Once in a Month		Mr. Sudalaimani M (Asst. Coordinator), Dr. Sireesha R, Mrs. Vedhanayaghi AV,Ms. Mahalakshmi K
22	Internal Complaints Committee (ICC)	Once in a month		Mrs. Regina S (Asst. Coordinator), Dr. Premavathi.K, Dr. Meenakshi. K, Dr. Dhanalakshmi.S, Dr. Gowri. R, Dr. Radhika Vidyhyasagar(Counselor), Student members from B.Pharm & D.Pharm
23	Fees Paid Register (B.Pharm & D.Pharm)	Regular Update	Mrs. Anitha B	Mrs. Vedhanayaghi AV, Mrs. Shenbagam
24	Circulars- Office	Once in a month		Ms. Velamahalakshmi N , Ms. Vedhanayaghi AV
25	Industry Institution Interaction Cell (IiIC)	Yearly Twice		Dr. Sundaraseelan J, Mr. Deepak Venkataraman N, Ms. Velamahalakshmi N, Mr. Anand Babu K
26	Anti-Sexual Harassment Committee / Women Grievance Cell (WGC)	Once in Three Months	Dr. Dhanalakshmi S	Mrs. Vedhanayaghi AV (Asst. Coordinator), Mrs. Regina S, Dr. Meenakshi K, Dr. Sundaraseelan J,Counselor for issues and Girl Students Representatives from each class are to be added.
27	GRTIPER Web portal coordinator	Once in Three Months		Mr. Deepak Venkataraman N (Asst. Coordinator), Dr. Suresh Kumar CA, Dr. Premavathi K, Mr. Udhayakumar E., Mr. Ramesh C N
28	Departmental Museum Establishment	Whenever Required	Dr. Gowri R	Mrs. Kalaivani D (Asst. Co.ordinator), Mr. Ramesh C N, Mr. Mageswaran G,Mr. Udhayakumar E, Mrs. Regina S, Dr. Sireesha R
29	Students Admission Register (B.Pharm & D.Pharm)	once in a year		Mrs. Kalaivani D, Mr. Mageswaran G
29	National Service Scheme (NSS)	Once in Two Months		Mrs. Kalaivani D, Mrs. Vedhanayaghi AV, Dr.Sundaraseelan J, Dr. Somanathan SS, Mr.Udhayakumar E, Mr. Parthiban B
30	Equal Opportunity Cell	Twice in a Year	Dr. Suresh Kumar CA	Dr. Meenakshi K, Dr. Sundaraseelan J, Dr. Gowri R, Ms. Velamahalakshmi N, Mr. Mageswaran G

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31	Out Reach Activities- GRTIPER	Monthly once		Mr. Sudalaimani M (Asst. Coordinator), Dr. Sireesha R, Mrs. Kalaijai D, Ms. Velamahalakshmi N & All Faculty Members
32	ISO- Certification	Three Months Once	Mr. Anandbabu K	Dr. Premavathi K (Asst. Coordinator), Dr. Somanathan SS, Ms. Velamahalakshmi N, Mr. Anandbabu S
33	Student Grievance & Redressal	Whenever Required	Mr. Sekar A M	Dr. Sundaraseelan J, Dr. Suresh Kumar C A, Dr. Ravi M, Mrs. Anitha B, Students from each course (Class representatives)
34	News letter & Magzine Committee - College	Once in Six Months	Mr. Deepak Venkataraman N	Dr. Premavathi K, Mr. Kumaravel M, Mrs. Regina S, Dr. Gowri R, Dr. Priyanka N
35	Cultural Committee	Twice in a year		Ms. Mahalakshmi K (Asst. Coordinator), Ms. Velamahalakshmi N, Mrs. Regina S, Ms. Vedhanayaghi AV
36	College Alumni Committee	Twice in a Year	Dr. Premavathi K	Ms. Vedhanayaghi AV (Asst. Coordinator), Dr. Umar Faruksha A, Dr. Meenakshi K, Dr. Suresh Kumar C A
37	Sessional Marks Register	Whenever Required		Mr. Deepak venkataraman N, Ms. Velamahalakshmi N, Mr. Parthiban B
38	Feedback Analysis (As per NAAC & ISO Requirement)	Once in a Month		Dr. Sireesha R (Asst. Coordinator), Dr. Premavathi K, Mrs. Anitha B, Dr. Priyanka N
39	Youth Red Cross (YRC)	Once in Two Months	Mrs. Regina S	Mr. Anand Babu S, Dr. Suresh Kumar CA, Mr. Sudalaimani M, Ms. Nithya Anandhi R
40	University Marks Register	Whenever Required		Dr. Sireesha R, Mr. Sudalaimani M
41	Library Committee	Twice in a year		Ms. Nithya Anandhi R (Asst. Coordinator), Dr. Priyanka N, Mrs. Vedhanayaghi AV & Librarian
42	Examination section- GRTIPER		Mr. Udhayakumar E	Mr. Kumaravel M (Asst. Coordinator), Ms. Poojitha M, Dr. Somanathan S S, Dr. Ravi M, Mr. Sudalaimani M, Mr. Parthiban B
43	Scholarship (Central, State and Information/help desk)	Whenever Required		Dr. Sireesha R (Asst. Coordinator), Mrs. Kalaijai D, Ms. Velamahalakshmi N, Dr. Priyanka N
44	UMIS	Whenever Required	Mr. RAMESH CN & Mr. Anand Babu S	Mr. Sudalaimani, Dr. Sireesha, Mrs. Vedhanayaghi A V
45	National Cadet Cops (NCC)	Once in Three Months		Mr. Kumaravel M, Mr. Deepakvenkataraman N

Deepak Venkataraman N
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S.No.	NAME OF THE COMMITTEE	FREQUENCY OF MEETINGS	NAME OF THE CO-ORDINATOR	MEMBERS
46	All India Survey on Higher Education (AISHE)	Yearly Once	Ms. Poojitha M	All the Teaching & Non-Teaching Staff As per the Requirement
47	Laboratory Incharge	Monthly Once		Mr. Parthiban (Asst.Co.ordinator), Ms. Nithya Anandhi R, Ms. Velamahalakshmi N, Mrs. Vedhanavaghi AV
48	Anti-Discriminating Cell (ADC)	Four times in a Year	Mr. Kumaravel M	Dr. Somanathan SS, Mrs.Anitha.B, Mr. Ramesh C N
49	Internal committee for students with physical disabilities (ICSPD)	Once in a Year		Dr. Meenakshi K, Ms.Velamahalakshmi N, Mr.Deepakvenkataraman N
50	DME / D.Pharm Course Related works	Whenever Required	Mr. Sudalaimani M	Mr. Kumaravel M, Mr. Udhayakumar E, Mr. Parthiban B
51	GRTIPER- Social Media	Regular Updation		Mr. Mageswaran G, Mr. Kumaravel M, Mr. Parthiban B, Ms. Nithya Anandhi R
52	Hostel Committee	Whenever Required	Ms. Velamahalakshmi N / Mr.Prakash.M	Faculty Member: Mr.Kumaravel M, Mess Incharge: Mr. Rajasekar, Non-Teaching Member: Mr. Prakash M (Librarian) & Student Members from each Course/ Semester
53	Staff Meeting - Minutes	Whenever Required	Ms. Nithya Anandhi R / Dr. Priyanka N	
54	In-ward Register	Once in a month	Mr. Prakash. M, Mr. Yuvaraj P S	

Prepared by

 04-02-2025

PRINCIPAL