



* G.S.B.T. *

GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

Approved by A.I.C.T.E. New Delhi & Affiliated to Anna University, Chennai

NAAC Accredited Institution | An ISO 9001:2015 Certified Institution

Recognized by UGC u/s 2(f) & 12(B) of the UGC Act

80 Feet Road, Edapalayam, Redhills, Chennai - 600 052.

6.2.2 Organizational structure of the institution including governing body, Administrative Setup, and functions of various bodies, service rules, procedures, recruitment, Promotional policies as well as grievance redressal mechanism.

| S. No | TITLE |
|--------------|--|
| 1 | ORGANIZATIONAL CHART |
| 2 | GOVERNING BODY COUNCIL |
| 3 | FACULTY CODE OF CONDUCT |
| 4 | INTERVIEW APPLICATION FORM |
| 5 | PLANNING AND MONITORING BOARD MEMBER DETAILS |
| 6 | ANTI-RAGGING COMMITTEE |
| 7 | ANTI-RAGGING SQUAD |
| 8 | DISCIPLINE AND WELFARE COMMITTEE |
| 9 | COMPLAINTS CUM REDRESSAL COMMITTEE |
| 10 | VARIOUS RESPONSIBILITY |



* G.S.B.T. *

GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

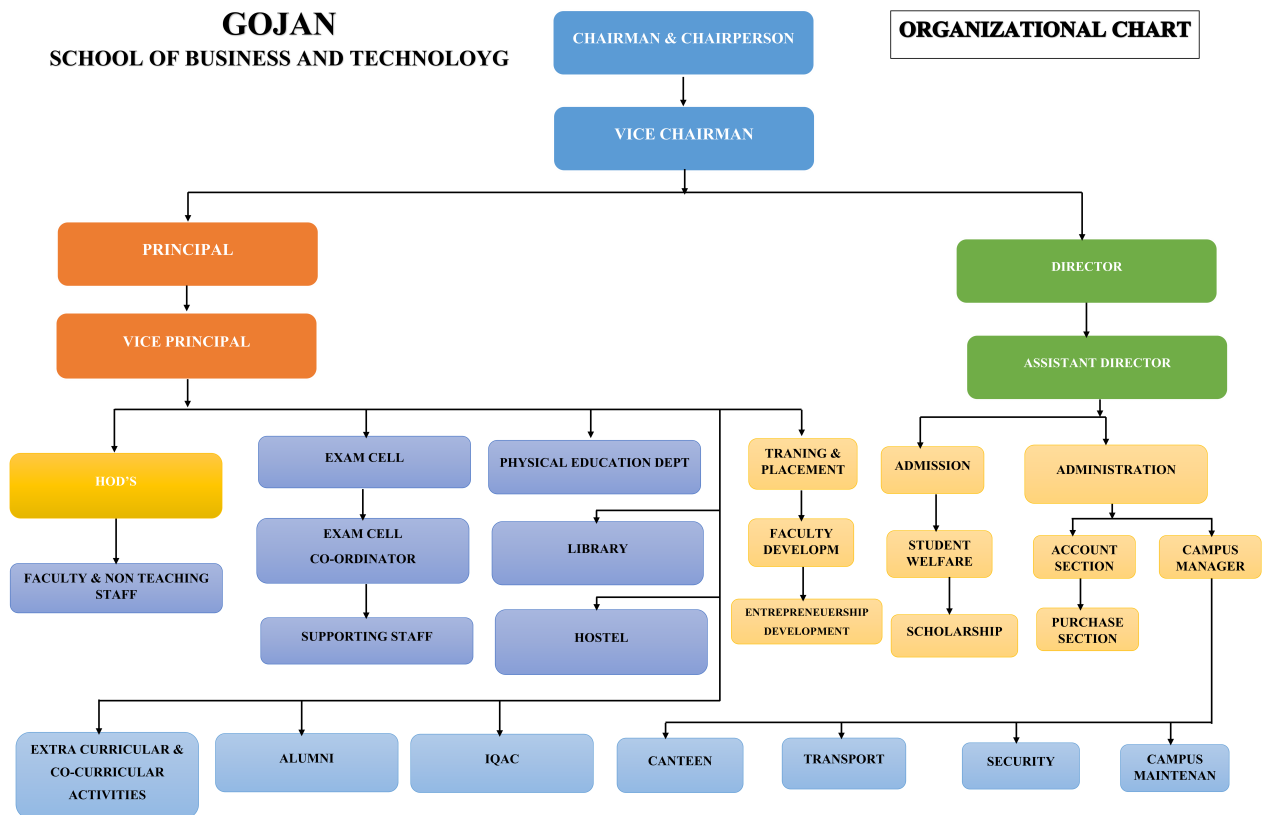
Approved by A.I.C.T.E. New Delhi & Affiliated to Anna University, Chennai

NAAC Accredited Institution | An ISO 9001:2015 Certified Institution

Recognized by UGC u/s 2(f) & 12(B) of the UGC Act

80 Feet Road, Edapalayam, Redhills, Chennai - 600 052.

ORGANIZATIONAL STRUCTURE





Anna University, Chennai
Gojan School of Business and Technology - 1105

4. Governing Council

| Name | Position | Qualification | Present Designation / Occupation | Telephone Numbers | Mobile No | E-mail ID | Address |
|------------------------|------------------|--|----------------------------------|-------------------|------------|--------------------------------|--|
| Mr. GOPALAN R | Members | OTHERS-M.A- Others- INFORMATION SYSTEMS | INDUSTRIALIST | 044 - 26311004 | 7010723984 | gopal.r@gojaneducation.com | 288, T.T.K. ROAD, ALWARPET - CHENNAI - 600018 Chennai |
| Dr. SASIMURUGAN T | Member Secretary | Ph.D.-Mechanical Engineering | PRINCIPAL | 044 - 26311045 | 8680088913 | principal@gojaneducation.com | NO 35, 3RD STREET, SRI BALAJI NAGAR, THIRUPORUR, OMR ROAD - CHENNAI, 603110 Kancheepuram |
| Dr. NARAYANAN R | Members | Ph.D.-Others- FACULTY OF INFORMATION AND COMMUNICATION ENGINEERING | PROFESSOR | 044 - 26311004 | 7010723985 | narayanan.r@gojaneducation.com | Raj Castel Apartments, Flat No A22, Suriya Nagar, Medavakkam - CHENNAI, 600100 Chennai |
| Mrs. BRINDHA NATARAJAN | Members | B.Com.-Commerce | EDUCATIONALIST | 044 - 26311005 | 9540019306 | chairperson@gojaneducation.com | NO 288, T.T.K ROAD, ALWARPET - CHENNAI, 600018 Chennai |
| Dr. NATARAJAN G | Chairman | Ph.D.-Others- AUDITING | EDUCATIONALIST | 044 - 26311045 | 9443399884 | nrjan99@gmail.com | 288, T.T.K. ROAD, ALWARPET - CHENNAI - 600018 Chennai |


02/01/19
Principal
Gojan School of Business & Technology
Redhills, Chennai-600 052.

GOJAN

SCHOOL OF BUSINESS AND TECHNOLOGY

Approved by A.I.C.T.E., New Delhi & Affiliated to Anna
University, Chennai, Tamilnadu

College Code: 1123



**HANDBOOK ON
CODE OF CONDUCT
[For Teaching/Non-Teaching Staff]**

80 Feet Road, Edapalayam, Redhills, Chennai, Tamil Nadu, India - 600 052

Phone Number: +91 - 44 - 2631 1045/1001/1025/1026

TABLE OF CONTENT

| S.NO | CONTENTS | PAGE NO |
|-------------|---|----------------|
| 1 | RESPONSIBILITES OF THE FACULTIES AND SUPPORTING STAFF MEMBERS | 2 |
| 2 | DRESS CODE | 3 |
| 3 | TIMING AND OTHERS | 3 |
| 4 | COURSE FILE | 3 |
| 5 | MASTER ATTENDANCE | 4 |
| 6 | CASUAL LEAVE | 4 |
| 7 | INVIGILATION | 4 |
| 8 | NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS | 5 |
| 9 | RESPONSIBILITES OF THE HOD | 5 |

RESPONSIBILITIES OF THE FACULTIES AND SUPPORTING STAFF

MEMBERS

1. Faculty/Staff members must be present in the college premises at least 5 minutes before the warning bell.
2. All the Faculty/Staff members need to sign the attendance register in the morning and afternoon.
3. No one can leave the college without informing the Principal in between teaching hours or during free hours.
4. Those taking half day leave may be allowed to do so under real and grave needs and emergencies only. Two half day leave shall count for one CL.
5. Usage of mobile phone while in the class is strictly prohibited. If found violating this rule the mobile phone may be confiscated for the whole day.
6. No personal relations or friends are allowed to visit the teacher in the college premises under any circumstances, whatsoever. Only father/mother/husband/son/daughter/brother of the staff may be allowed to meet the staff/faculty members in the college office at the discretion and satisfaction of the Principal.
7. Those desiring to resign or leave the college for any reason must intimate the college management regarding this at least three (3) month in advance.
8. All the work assigned to the staff/faculty members must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.
9. The staff/faculty need to finish the course within the stipulated time. The progress of the teaching shall be watched and monitored by the management.
10. Faculty/Staff members must cooperate in all college related activities.
11. Faculty/Staff members must participate in the invigilation duties, evaluation of examination answer books etc on a regular basis. This is part of the duty as a faculty/staff members.
12. All the new appointments shall be purely temporary and for a maximum period of one year. After assessing the performance, behaviour and conduct of the

individual, he/she may be given an extension for next three months and then appointed as a permanent faculty/staff.

13. All staff/faculty members should come in simple and tidy clothes. No fashionable or inappropriate clothing will be allowed.
14. During classes, only English language is allowed for teaching and communication.

DRESS CODE

FACULTY:

Following is the dress code for the faculty of Institution.

For male: Tucked in shirts and shoes

For female: Well draped saree and sandals.

TIMING AND OTHERS

- Attendance must be signed before 8.30A.M every day and must be signed at leaving college regularly.
- College regular timings are from 8.30 A.M to 3.30 P.M.
- For all Staff/Faculty members the food and transport is provided free of cost.
- It is mandatory for students and Faculty/Staff members to display ID cards at all times when they are in campus.

COURSE FILE

- Every Faculty/Staff members must maintain the course file and log book properly offered during the semester

It shall have following details:

- Syllabus
- Lecture Plan
- Lecture notes for each period
- Date and time of preparation
- Date and time of delivery

MASTER ATTENDANCE

- Faculties must take attendance at the beginning of every hour.
- Latecomers should not be permitted to attend the class and instead need to report HOD.
- Trouble makers in the class rooms must be reported to the HOD/Vice-Principal/Assistant Director of student affairs for further action.
- Students with improper dress code must not be permitted to attend Classes, Laboratories and libraries.
- Staff/Faculty members are denied to decide on the punishment given to students like making them stand inside or outside of the classes.

CASUAL LEAVE

- Prior information (one day before) needs to given to the HOD regarding their (staff/faculty member) leave.
- Faculties must alter the classes properly so that no alteration problem arises during their absence.
- Must submit leave form prior or after the leave.

INVIGILATION

- At least 30 minutes before the commencement of Examination the invigilator, must report to the Chief Superintendent and collect the seating arrangement, examination stationery and be present in the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination.
- Please ensure that the candidate should not carry any material except the Hall Ticket, ID card and Non-Programmable calculator into the examination hall.
- In case of any malpractice, kindly report immediately to the Chief Superintendent / AUR.
- Collect all the answer scripts before the student leaves the Examination Hall.

NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS

- The examination must be started after the External Examiner arrives in the respective Laboratories/Workshops/Drawing Halls only.
- The mark allocation needs to be done based on the norms given by University.
- Internal and External examiners need to assess the students for 50% of the grade/score assigned for practicals.
- Grade/Score must be noted on the answer sheets clearly indicating the Grade/Score awarded for each component of the practical activity.
- Both the Examiners must sign on the Answer Sheets and Attendance Lists.

RESPONSIBILITIES OF THE HOD

- HOD is responsible for conducting the Academic Programmes of the Department as per the norms of the affiliating University.
- HOD should ensure that faculties are present in the lecture hall earlier 5 minutes.
- HOD'S should verify the student attendance registers every weekend to check for proper maintenance of attendance and implementation of lecture plans.
- HOD'S should ensure faculties utilize the class time properly.
- In case of Faculties absence HOD's need to make sure if the classes are properly altered and utilized.
- HOD'S should monitor students' development and problems through feedback and counseling.
- HOD's must maintain minutes of meeting and pass on the information to faculties regarding the Principal/Management meeting.
- Every month class committee meeting should be conducted in front of HOD.
- HOD's need to ensure proper evaluation of student's performance while taking remedial action to improve the performance of slow learners.
- HOD's must monitor the relation between students and faculty for maintaining discipline.



GOJAN

SCHOOL OF BUSINESS AND TECHNOLOGY

Approved by A.I.C.T.E., New Delhi & Affiliated to Anna University, Chennai

* **G S B T** * NAAC Accredited Institution | An ISO 9001:2015 Certified Institution

Recognized by UGC u/s 2(f) & 12(B) of the UGC Act

80 Feet Road, Edapalayam, Redhills, Chennai - 600 052.



Please fill the following in your handwriting and send it back to us at recruitment@gojaneducation.com or WhatsApp us at 8680088913. Kindly bring the original on the day of your interview.

Application for the Post of _____ in the
DEPARTMENT OF _____

Recent Passport Size
Photograph of the
Candidate

1. Name (in Block Letters) : 2. Phone / Mobile Number :

3. E mail Id :

4. Address :

| Permanent Address | | | | | | | For Communication | | | | | | |
|-------------------|--|--|--|--|--|--|-------------------|--|--|--|--|--|--|
| | | | | | | | | | | | | | |
| Pin Code | | | | | | | Pin Code | | | | | | |

5. Date of Birth : 6. Age :

7. Nationality & Religion : 8. Community :

9. Academic Qualification : (Attach Copies of degrees) 10. Marital Status :

| Degree / Diploma | Specialization | Name of the Institution / University | % of Marks & Class obtained | Month & Year of Passing |
|------------------|----------------|--------------------------------------|-----------------------------|-------------------------|
| | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

11. Professional / Training / Research Experience [attach separate sheets if necessary]

| S. No. | Name of the Post | Employer | Pay | Period of Employment | | | Teaching /Industrial /Research |
|--------|------------------|----------|-----|----------------------|----|---------------|--------------------------------|
| | | | | From | To | Years & Month | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

12. Present Post, Basic and Total Emoluments / Month

| Present Post | Basic & Scale of Pay | Total Emoluments |
|--------------|----------------------|------------------|
| | | |

13. Membership in Professional Bodies:

14. No. of Publications / FDP / Workshop /Seminar[attach separate sheet for details]

| Publications | | | FDP | Workshop | Seminar |
|--------------|----------|----------------|-----|----------|---------|
| Journals | National | Internationals | | | |
| | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

15. Subject handled / Familiar :

16. Joining Time Required : Days

17. Name and address of the persons to whom reference can be made about the applicant

- 1.
- 2.

18. Any other Information the applicant wishes to state:

Place :

Date :

Signature of the Applicant



Anna University, Chennai
Gojan School of Business and Technology - 1105

5.Planning and Monitoring Board Member Details

| Name | Position | Category | Qualification | Present Designation / Occupation | Telephone Numbers | Mobile Numbers | E-mail ID | Address |
|-------------------|----------|--|---|----------------------------------|-------------------|----------------|---------------------------------|--|
| Dr. SASIMURUGAN T | Chairman | Principal of the college | Ph.D. - Mechanical Engineering | Principal | 044 - 26311045 | 8680088913 | principal@gojaneducation.com | NO 35, 3RD STREET, SRI BALAJI NAGAR, THIRUPORUR, OMR ROAD-chennai - 603110 Kancheepuram |
| Mr. ARUNSANKAR G | Member | Senior faculty member of the college | M.E. - Power Systems Engineering | Others - VICE PRINCIPAL | 044 - 26311018 | 8072373836 | arunsankar.g@gojaneducation.com | NO 14,SHANTHIPRUAM, 2ND STREET, C.T.H. ROAD, THIRUMULLAIVOYAL-CHENNAI Tiruvallur |
| Mr. RAMADHURAI R | Member | Senior faculty member of the college | M.Tech. - VLSI DESIGN | Assistant Professor | 044 - 26311019 | 9176419306 | ramadhurai.r@gojaneducation.com | NO 2/5A, BHARATHI STREET, THIRUPATHI NAGAR EXTN, KOLATHUR-CHENNAI - 600099 Chennai |
| Dr. NARAYANAN R | Member | Senior faculty member of the college | Ph.D. - Electronics and Communication Engineering | Professor | 044 - 26311004 | 7010723985 | narayanan.r@gojaneducation.com | RAJ CASTEL APARTMENTS, FLAT NO A2, SURIYA NAGAR, MEDAVAKKAM-CHENNAI - 600100 Chennai |
| Mr. SRINIVASAN S | Member | Industrial expert in the field of engineering and technology | B.Com. - Commerce | Others - MANAGING DIRECTOR | 080 - 39280341 | 9972561405 | southern@vsnl.com | NO 16A, PEENYA INDUSTRIAL AREA, PHASE - 1, PEENYA,- BANGALORE - 560058 Others - BANGALORE |
| Mr. BHASKAR M.R | Member | Industrial expert in the field of engineering and technology | B.Com. - Commerce | Others - MANAGING DIRECTOR | 080 - 39280341 | 9845019395 | southern@vsnl.com | SOUTHERN ELECTRONICS, BANGALORE PVT LTD., NO16-A, PEENYA INDUSTRIAL AREA, PHASE - 1,-BANGALORE - 560058 Others - BANGALORE |
| Ms. SUMITHRA V | Member | Architect /Civil Engineer | M.Arch. - Architecture | Others - ARCHITECT | 044 - 42128001 | 9790973789 | contact@matchpointbiz.com | PLOT NO 595, ALAGRISAMY ROAD, K K NAGAR-CHENNAI - 600078 Chennai |


PRINCIPAL
GOJAN SCHOOL OF BUSINESS & TECHNOLOGY
REDHILLS, CHENNAI-600 052.



Anna University, Chennai
Gojan School of Business and Technology - 1105

6(i).Anti-Ragging Committee

| S I N o | Name | Position | Category | Present Designation / Occupation | Telephone Numbers | Mobile Numbers | E-mail ID | Address |
|------------------|--------------------|----------|------------------------------|----------------------------------|-------------------|----------------|--------------------------------|--|
| 1 | Dr. SASIMURUGAN T | Chairman | Principal | PRINCIPAL | 044 - 26311045 | 8680088913 | principal@gojaneducation.com | NO 35, 3RD STREET, SRI BALAJI NAGAR, THIRUPORUR, OMR ROAD - CHENNAI-631101 Kancheepuram |
| 2 | Mr. CHANDRAMOULI R | Member | Police Department | TRAFFIC INSPECTOR | 044 - 00000000 | 9498178315 | trchandramouli.r@gmail.com | MADHAVARM HIGH ROAD, MADHAVARAM - CHENNAI - 600050 Tiruvallur |
| 3 | Mr. ABIMANNAN A | Member | Revenue/Taluk/Civil/Officers | SUB INSPECTOR | 044 - 26418296 | 9840335478 | piabimannan.a@gmail.com | GNT ROAD, REDHILLS, - CHENNAI - 600052 Tiruvallur |
| 4 | Ms. CHITRA S | Member | Official of NGO | NGO | 044 - 26872158 | 9445907433 | chitra_82@gmail.com | NO2226, AF BLOCK, 11TH MAIN ROAD, ANNA NAGAR - CHENNAI Chennai |
| 5 | Mr. GANESH KUMAR S | Member | Representatives of parents | LIC ADVISOR | 044 - 000000 | 9551495277 | getsganesh@gmail.com | OLD NO 48, NEW NO 98/1, VVV KOIL STREET, KOASPET - CHENNAI- 600012 Tiruvallur |
| 6 | Mr. THULASINGAM A | Member | Representatives of parents | RAILWAY EMPLOYEE | 044 - 000000 | 9791139839 | thulasingam.a@gmail.com | NO 30/B, PERUMAL KOIL STREET, LOGO WORKS, PERAMBUR - CHENNAI Chennai |
| 7 | Mr. PATTABIRAMAN D | Member | Representatives of parents | ADVOCATE | 044 - 000000 | 8939340789 | PATTABIRAMAN_D8@gmail.com | PLOT NO 225, 6TH STREET, AMULLAI VAYAL, CPCL NAGAR - MANALI CHENNAI - 68 Chennai |
| 8 | Ms. ABINAYA M | Member | Representatives of Students | STUDENT | 044 - 000000 | 9940434909 | ABINAYAM_0697@gmail.com | NO 69, SATHYAMOORTHY STREET, KALPALAYAM, - CHENNAI - 600099 Chennai |
| 9 | Ms. ABINAYA M | Member | Representatives of Students | STUDENT | 044 - 000000 | 9940384479 | abinaya91mohan@gmail.com | NO 69, SATHYAMOORTHY STREET, KALPALAYAM - CHENNAI - 600099 Chennai |
| 10 | Ms. SOWMIYA R | Member | Representatives of Students | STUDENT | 044 - 000000 | 9940352276 | sowmiya_ramesh@gmail.com | NO 306, THAMBU CHETTY STREET - MANNADY, CHENNAI - 600001 Chennai |
| 11 | Ms. SONA S | Member | Representatives of Students | STUDENT | 044 - 000000 | 8531097173 | sonaswamyathana@gmail.com | NO 90, 3RD STREET, KADAPAKKAM POST, CHEYYUR TALUK - KANCHIPURAM DT - 603304 Kancheepuram |
| 12 | Mr. RAJARAM S | Member | Representatives of Students | STUDENT | 044 - 000000 | 9941928467 | rajaram_prabha@gmail.com | NO 55/A, 8TH STREET, SECOND CROSS STREET, SA COLONY, SHARMA NAGAR - VYSARPADI Chennai |
| 13 | Mr. SABARESH MT | Member | Representatives of Students | STUDENT | 044 - 000000 | 8122317609 | sabarishmy10@gmail.com | NO 10/121, EMBAR NIVAS, PATEL ROAD, PERAMBUR - CHENNAI - 600011 Chennai |
| 14 | Mr. MURALI M | Member | Representatives of Students | STUDENT | 044 - 000000 | 9500451772 | murali.muthu@gmail.com | NO 157, OTTHAVADI STREET, PARIKALPATTU, CHETPET - THIRUVANNAMALAI DT - 606902 Tiruvannamalai |
| 15 | Mr. JEYAMOCHAN V | Member | Representatives Non-Teaching | LAB INSTRUCTOR | 044 - 00000000 | 9789407281 | jeyamohan.v@gojaneducation.com | NO 159/2, ANNA NAGAR, VELLIPATTINAM POST, - RAMANADHAPURAM DT - 623504 Ramanathapuram |


PRINCIPAL
GOJAN SCHOOL OF BUSINESS & TECHNOLOGY
REDHILLS, CHENNAI-600 052.



Anna University, Chennai
Gojan School of Business and Technology - 1105

6(ii). Anti-Ragging Squad

| Name | Position | Category | Present Designation / Occupation | Telephone Numbers | Mobile Numbers | E-mail ID | Address |
|-------------------|----------|--|----------------------------------|-------------------|----------------|---------------------------------|--|
| Dr. SASIMURUGAN T | Chairman | Principal | PRINCIPAL | 044-26311045 | 8680088913 | PRINCIPAL@GOJANEDUCATION.COM | NO 35, 3RD STREET, SRI BALAJI NAGAR, THIRUPORUR, OMR ROAD-CHENNAI - 603110 Kancheepuram |
| Mr. ARUNSANKAR G | Member | HOD1 | HOD | 044-26311018 | 8072373836 | EEEHOD@GOJANEDUCATION.COM | 14, SHANTHIPURAM, 2ND STREET, C. T. H. ROAD, THIRUMULLAIVOYAL-CHENNAI Tiruvallur |
| Mr. RAMADHURAI R | Member | HOD2 | HOD | 044-26311019 | 9176419306 | ECEHOD@GOJANEDUCATION.COM | NO 2/5A, BHARATHI STREET, THIRUPATHI NAGAR EXTN, KOLATHUR-CHENNAI - 600099 Tiruvallur |
| Ms. RAMYA M | Member | Faculty members (Preferably 2 Male and 2 Female) | ASSISTANT PROFESSOR | 044-26311035 | 9789407281 | ramya.m@gojaneducation.com | NO 1/102, SEPPALAPATTY NORTH, NEITHALURE COLONY POST OFFICE-KULITHALAI TK, KARUR DT - 639110 Karur |
| Ms. REKHA S | Member | Faculty members (Preferably 2 Male and 2 Female) | ASSISTANT PROFESSOR | 044-30601028 | 8438434444 | REKHA.S@GOJANEDUCATION.COM | NO 62,A, PONNUSWAMY NAGAR, 3RD CROSS STREET, PERAMBUR-CHENNAI, 600011 Chennai |
| Mr. ANBUSELVAN K | Member | Faculty members (Preferably 2 Male and 2 Female) | ASSISTANT PROFESSOR | 044-26311021 | 9600826607 | anbuselvan.k@GOJANEDUCATION.COM | NO 17, A/40, VELLAPIRANTHAN MUDHALAI STREET- CHIDAMBARAM - 608001 Cuddalore |
| Mr. SILVESTER M | Member | Faculty members (Preferably 2 Male and 2 Female) | ASSISTANT PROFESSOR | 044-30601035 | 9962691019 | silvester m@gojaneducation.com | no 1/180 a, south street, royapuram post, vadipatti taluk-madurai district Madurai |
| Mr. JEYAMOHAN V | Member | Non-Teaching Faculty | LAB INSTRUCTOR | 044-00000000 | 9789407281 | jeyamohan.v@gojaneducation.com | no 159/2, anna nagar, vellipattinam post, ramanadhapuram dt - 623504 Ramanathapuram |


PRINCIPAL
GOJAN SCHOOL OF BUSINESS & TECHNOLOGY
REDHILLS, CHENNAI-600 052.



Anna University, Chennai
Gojan School of Business and Technology - 1105

7(i). Discipline and Welfare Committee

| Sl.No. | Name | Position | Category | Telephone Numbers | Mobile Numbers | E-mail ID | Address |
|--------|---------------------|----------|---------------------------------------|-------------------|----------------|------------------------------------|---|
| 1 | Mr. RAMADHURAI.R | Member | Head of the Department | 044-26311019 | 9176419306 | ECEHOD@GOJANEDUCATION.COM | NO 2/5A, BHARATHI STREET, THIRUPATHI NAGAR EXTN, KOLATHUR-CHENNAI - 600099 |
| 2 | Mr. ARUNSANKAR.G | Member | Head of the Department | 044-26311018 | 8072373836 | EEEHOD@GOJANEDUCATION.COM | NO14 SHANTHIPURAM 2ND STREET, C.T.H. ROAD, THIRUMULLAIVOYAL-CHENNAI, 600062 |
| 3 | Dr. SASIMURUGAN.T | Chairman | Principal | 044-26311045 | 8680088913 | PRINCIPAL@GOJANEDUCATION.COM | NO 35, 3RD STREET, SRI BALAJI NAGAR, THIRUPORUR, OMR ROAD-CHENNAI, 631103 |
| 4 | Mr. REKHA.S | Member | Senior Faculty | 044-26311028 | 8434834444 | rekha.s@gojaneducation.com | NO 62 A, PONNUSWAMY NAGAR, 3RD CROSS STREET, PERAMBUR-CHENNAI - 600011 |
| 5 | Mr. RADHAKRISHNAN.R | Others | COLLEGE ACCOUNTS MANAGER | 044-26311009 | 8872984015 | radhakrishnan.r@gojaneducation.com | NO 14, SHANTHIPURAM 2ND STREET, THIRUMULLAIVOYAL, CHENNAI - 600062 |
| 6 | Mr. ANBUSELVAN.K | Member | Student Counsellor(Staff) | 044-26311021 | 9600826607 | ANBUSELVAN.K@GOJANEDUCATION.COM | NO 17, A/40, VELLAPIRANTHAN MUDHALI STREET, CHIDAMBARAM - 608001 |
| 7 | Mrs. RAMYA.M | Member | Lady faculty member | 044-26311047 | 8220841706 | ramya.m@GOJANEDUCATION.COM | NO 1/102, SEPPALAPATTY NORTH, NEITHALURE COLONY POST OFFICE, KULITHALAI TK, KARUR DT - 639110 |
| 8 | Mr. SILVESTER.M | Member | Warden / Deputy Warden of Boys Hostel | 044-26311013 | 9962691019 | silvester.m@GOJANEDUCATION.COM | NO 1/180 A, SOUTH STREET, ROYAPURAM POST, VADIPATTI TALUK - MADURAI DISTRICT- MADURAI |


PRINCIPAL
GOJAN SCHOOL OF BUSINESS & TECHNOLOGY
REDHILLS, CHENNAI-600 052.



Anna University, Chennai
Gojan School of Business and Technology - 1105

7(ii). Complaints cum Redressal Committee

| Sl.No. | Name | Category | Present Designation / Occupation | Telephone Numbers | Mobile Numbers | E-mail ID | Address |
|--------|------------------------|----------|----------------------------------|-------------------|----------------|--------------------------------------|--|
| 1 | Mr. ARUNSANKAR G | MEMBER | Associate Professor | 044-26311018 | 8072373836 | arunsankar.g@gojaneducation.com | no 14, shanthipuram 2nd street, c.t.h. road, thirumullaivoyal-chennai - 600062 Tiruvallur |
| 2 | Mr. RAMADHURAI R | MEMBER | Assistant Professor | 044-26311019 | 9176419306 | ramadhurai.r@gojaneducation.com | NO 2/5A, BHARATHI STREET, THIRUPATHI NAGAR EXTN, KOLATHUR-CHENNAI - 600099 Chennai |
| 3 | Ms. RAMYA M | MEMBER | Assistant Professor | 044-26311047 | 8220841706 | ramya.m@gojaneducation.com | NO 1/102, SEPPALAPATTY NORTH, NEITHALURE COLONY POST OFFICE, KULITHALAI TK-KARUR DT - 639110 Karur |
| 4 | Mrs. SIVAGAMASUNDARI K | MEMBER | Others-WOMENS DEPUTY WARDEN | 044-26311014 | 9445404377 | sivagamasundari.k@gojaneducation.com | WOMENS HOSTEL, GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY, REDHILLS,-chennai - 600052 Tiruvallur |
| 5 | Dr. SASIMURUGAN T | CHAIRMAN | Principal | 044-26311045 | 8680088913 | principal@gojaneducation.com | OMR MURUGHAN MINIVILLA, 35, 3RD STREET, SRI BALAJI NAGAR, OMR/IT HIGHWAY, NEAR THIRUPORUR MURUGHAN TEMPLE, THIRUPORUR,-CHENNAI - 600042 Kancheepuram |
| 6 | Dr. NARAYANAN R | MEMBER | Professor | 044-26311019 | 9789031006 | narayanan.r@gojaneducation.com | RAJ CASTEL APARTMENTS, FLAT NO A2, SURIYA NAGAR, MEDAVAKKAM-CHENNAI - 600100 Chennai |
| 7 | Mrs. REKHA S | MEMBER | Assistant Professor | 044-26311028 | 8438434444 | rekha.s@gojaneducation.com | NO, 62A, PONNUSWAMY NAGAR, 3RD CROSS STREET, PERAMBUR-CHENNAI - 600011 Chennai |


PRINCIPAL
GOJAN SCHOOL OF BUSINESS & TECHNOLOGY
REDHILLS, CHENNAI-600 052.

Name of the format: Workload Format
 Format No: GSBT/QMS/QF/050/UG
 Department of Computer Science and Engineering
 Staff Workload 2018-19(Even Sem)
 REVISION 0

| S.No | Staff Name | Staff Handling Subjects | Year/Dept | Theory | Lab | Total Hrs Per Week | Responsibility |
|------|---------------------|---|-------------------------|--------|-----|--------------------|--------------------------------|
| 1 | Mr. K. Anbuselvan | 1. CP5092- CLOUD COMPUTING TECHNOLOGIES | I/ ME CSE | 1 | - | 6 | ADMISSION WORK |
| 2 | Mr.S.Chandrasekaran | 1. CS8451-DESIGN ANALYSIS & ALGORITHM | II / CSE | 1 | - | 05 | SPORTS COORDINATOR |
| 3 | Mr.S.Sridhar | 1.CS6010-SOCIAL NETWORK ANALYSIS | IV / CSE | 1 | - | 04 | EXAM CELL & NAAC /ISO INCHARGE |
| 4 | Mr.K.Jayanth | 1.CS8493 -OPERATING SYSTEM 2. CS8261-C PROGRAMMING LAB | II / CSE I / CSE-A | 1 | 1 | 09 | GUEST LECTURE INCHARGE |
| 5 | Ms. N. Anithaa | 1. CS6601-DISTRIBUTED SYSTEM | III / CSE | 1 | - | 05 | ADMISSION WORK |
| 6 | Mr.R.Mohan | 1. CS6660-COMPILER DESIGN 2.CS6612-COMPILER DESIGN LAB | III / CSE III / CSE | 1 | 1 | 11 | IV YEAR CLASS ADVISOR |
| 7 | Mrs.S.Vaijayanthi | 1.GE6757-TOTAL QUALITY MANAGEMENT 2.CP5281- TERM PAPER WRITING AND SEMINAR | III / CSE I / ME CSE | 1 | 1 | 07 | III YEAR CLASS ADVISOR |
| 8 | V.S. Bharathidasan | 1. CS6303-COMPUTER ARCHITECTURE | II / ECE | 1 | - | 05 | UG TIME TABLE INCHARGE |
| 9 | Mr. M.Stalin | 1. CS6801-MULTICORE ARCHITECTURE PROGRAMMING | IV / CSE | 1 | - | 04 | ENTREPRENEUR DEVELOPMENT CELL |
| 10 | Mr.C.Suresh | 1.IT6601-MOBILE COMPUTING 2.CS6611-MOBILE APPLICATION DEVELOPMENT LAB | III / CSE III / CSE | 1 | 1 | 11 | II YEAR CLASS ADVISOR |
| 11 | Ms. A.Jaya Lakshmi | 1. EC6611-COMPUTER NETWORKS LAB 2.CS8251 - PROGRAMMING IN C | III / ECE I / CSE-A | 1 | 1 | 12 | PLACEMENT INCHARGE |

| | | | | | | | |
|-----|----------------------|--|-------------------------|---|---|----|--|
| 12 | Dr.K.P.Kaliyamurthie | 1. CS6811 –PROJECT WORK | IV / CSE | - | 1 | 04 | FDP INCHARGE |
| 13. | Dr. M. Pavan Kumar | 1. CS8494-SOFTWARE ENGINEERING | II / CSE | 1 | - | 05 | MOU , RESEARCH AND DEVELOPMENT CELL |
| 14. | Mrs.P.Rajeshwari | 1. GE6705- PROFESSIONAL ETHICS 2. CP5094- INFORMATION RETRIEVAL TECHNIQUES | IV / CSE I/II ME CSE | 2 | - | 10 | LIBRARY INCHARGE |
| 15. | Ms.M.Beneshma Mary | 1. CS8461 - OPERATING SYSTEM LAB | II / CSE | - | 1 | 06 | CONFERENCE INCHARGE |
| 16. | Mr.G.Shiva Sankar | 1. CS6659-ARTIFICIAL INTELLIGENCE | III / CSE | 1 | - | 05 | NAAC /ISO INCHARGE |
| 17. | Ms. R. Linkeswari | 1. CS8492- DATABASE MANAGEMENT SYSTEM LAB | II / CSE | - | 1 | 06 | WORKSHOP INCHARGE |
| 18. | Ms. B. Narmadha | 1. CS8491- COMPUTER ARCHITECTURE 2. | II / CSE III / CSE | 1 | - | 04 | IEEE STUDENTS CHAPTER |
| 19. | Mr. K. Sathish | 1. CS8492- DATABASE MANAGEMENT SYSTEM | II / CSE | 1 | - | 05 | CENTRE OF EXCELLENCE |

L. K. K. K.

PREPARED BY

M. K. K.

HOD


PRINCIPAL

Principal
Sojan School of Business & Technology
Redhills, Chennai-600 052.