

- | File | Files Incharge | Current status |
|--|--------------------------------------|----------------|
| ① Bas file | Dr. S. Siamala devi | upto 2019 |
| ② Class Committee & Course Committee | Ms. V.J. Anwarayadevi | 2019-20 odd |
| ③ Course plans Information | | |
| ④ Consultancy | Mr. Sam peter | till NBA |
| ⑤ Mou | Ms. T. Suganya | 2018-19 even |
| ⑥ Project file | Project Coordinator | 2018-19 |
| ⑦ Industry Connect | Dr. M. Devapriya | No file |
| ⑧ Internal test file | Ms. Poorani,
Ms. Sowthi | 2018-19. |
| ⑨ Time table | Ms. Sunitha
Ms. Padmarathi | 2019-20 odd |
| ⑩ Result Analysis
(Internal + Semester) | Ms. N. kiruthiga
Ms. F. femila | 2018-19 even |
| ⑪ feedback (Students) | Ms. N. kiruthiga
Dr. M. Devapriya | 2018-19. |
| ⑫ feedback (Parents, Alumni)
Industry | Ms. P. Ananthaprabha | Till NBA. |
| ⑬ Attendance Proforma | Ms. N. kiruthiga
Ms. F. femila | 2019-20 odd |
| ⑭ IV & IPT | Ms. R. Sujatha,
Ms. F. femila | Till NBA. |

- | File | Incharge | updated Status |
|--|-----------------------------------|---------------------------------------|
| 15) Magazine (Dept) | Ms. Dhanalakshmi | 2018-19 |
| 16) Newsletters | Ms. Poorani
Ms. Anusayadevi | 2018-19 odd |
| 17) Club files | Club Coordinators | 2018-19 even |
| 18) Alumni | Ms. P. Ananthaprabha | Till 2018 batch |
| 19) NPTEL | Dr. M. Deepriya
Ms. M. Karitha | 2018-19 |
| 20) Course files of
Pinkreg / Sample
records / Lab Manuals | Ms. M. Karitha | 2018-19
(Even) |
| 21) Master Attendance | Tutors | 2018-19 (Even) |
| 22) Dept MOM | Ms. Soundarya | 2018-19 |
| 23) PRIDE | Mr. Sampeter | Newfile. |
| 24) Faculty Profile | Ms. R. Syatha | Newly joined
Faculty to be updated |
| 25) Student Curricular
Extra Curricular | Ms. S. Kiruthika | 2018-2019 |
| 26) Programme Organized/
Attended (Faculty) | Ms. Nivedita
Ms. Poorani | 2018-19 |

	File	Incharge	updated status
(27)	Google Classroom	Ms. Padmarathi	2018-2019
(28)	Snap talk	Ms. Kiruthiga Ms. femila	2018-2019
(29)	Placement	Mr. R. Karthik	Till 2019 batch.
(30)	CSE Association	Mr. Beshiraja Mr. Karthik	Till NBA.
(31)	Research	Dr. P. Tamijeselv Ms. N.R.P. Nivedha Ms. Dhanalakshmi	2018-19.
(32)	AICTE (MyGov Initiative)	—	
(33)	Tutor files	Tutors	2018-19 [even]