DHANALAKSHMI COLLEGE OF niENGINEERING
Tambaram, Chennai 601 301
(An Autonomous Institution)

Cir. No. : C-400/2026-2027 02.11.2026

Circular

As an outreach activity the students of PSBB Matriculation Higher Secondary School, Kundrathur are visiting our campus on 03.11.2026. A committee has been formed towards the smooth functioning of the event. All are requested to extend their cooperation, towards the successful conduct of the event.

The list of committee members has been enclosed with the circular.

Sd/-
Principal

To be circulated among the Students, Staff and Faculty Members of all Departments

S&H	EEE	ECE	CSE	AI & DS	CSE - Cyber Security	Mech.	AI & ML	IT	Training and Placement	Admin. Office	Hostel Wardens	Exam Cell

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OUTREACH ACTIVITY - CAMPUS VISIT BY PSBB School (Kundrathur) - 03.11.2026

Overall Coordinators:

1. Dr Dhinakaran K, Dean-Engg.
2. Dr Sivakumar M, Director-R&D

S. No.	Name of the Committee	Convenor	Committee Members	Responsibilities
1	Registration Committee	Dr Rajeswari Mr Udhayakumar	1. Ms Vijayalakshmi 2. Ms Kanmani, AP-S&H 3. Ms Pushpapriya, AP-ECE 4. Mr Nandhakishore, Teaching Asst.	• To register the students by filling the forms • To enter the data in the Google Sheet on the same day
2	Reception Committee	Ms Sujatha HoD-CSE Ms Komathi, HoD-AI&ML	1. Ms Nandhini SS, Teaching Asst. 2. Ms Sharmila, Trainer 3. Ms Vindhiya, Admin Asst.	• To welcome the guests and students at the entrance of administrative block
3	Hospitality Committee	Dr Renuka L ASP/S&H Ms Nandhini AP-S&H (Civil)	1. Ms Saikrithika, AP-AI&DS 2. Ms Saranya, AP-EEE 3. Ms Mullai, AP-AI&DS 4. Ms Agnes Tressa, AP-CSE(CS) 5. Ms Pavithra AP-CSE(CS)	• To accommodate the guests to Chairman sir/CEO/Principal's cabin • To arrange refreshments for the guests • To accommodate the guests in VIP dining hall
4	Campus Tour	Mr Nagaraj, HoD-IT Mr Abdhahair, HoD-CSE(CS)	1. Mr Venkateshwaran, AP-CSE 2. Dr Rajadurai, AP-S&H(Maths) 3. Ms Ananth Maria Pushpa, AP-S&H 4. Mr Ajai Vaidhyanthan H, AP-EEE 5. Ms Santhiya AP/IT 6. Ms Kiruthika, AP-ECE	• To guide the students to visit the places • To communicate to the respective coordinators and manage the crowd
5	Mess Committee	Dr Paranthaman HoD-Mech. Dr Devasena HoD-ECE	1. Dr Harikrishnan, Physical Director 2. Mr Dinesh, Asst. Physical Director 3. Mr Ajai Vaidhyanathan H 4. Mr Sankar, AP-S&H 5. Ms Jayashree, AP-CSE	• To organize the crowd in the mess hall • To ensure the proper distribution of food to the students

			6. Ms Jeniffer Jolla, AP-IT	
6	CoE - Committee	Dr Sivakumar M Director-R&D Dr Dinesh S ASP/Mech	1. Dr Narasimhaprasad, Centre for Drone Technology	• To demonstrate how drones are controlled using mobile devices • Live drone flight demonstration.
			2. Mr Prakash Centre for AI Robotics	• To introduce robotic arms, automation, programming, precision movement • AI-enabled industrial applications through hands-on demonstrations.
			3. Mr Giridharan Centre for 3D Printing Technology	• Live 3D printing demonstration. • Show how digital designs become physical objects.
			4. Ms Mullai Centre for AR & VR Technology	• Explore virtual environments and 3D objects. • Demonstrate AR applications using smartphones.
7	Transport Committee	Mr Nandhakumar D, Transport incharge	1. Mr Akshar, AP-S&H (Chemistry) 2. Mr Vijayakumar, AP-ECE	• To pick the staff and students from school and drop them. • To coordinate with drivers.
8	Press and Social Media	Mr Parthasarathy Placement Department	1. Mr Sanjay, Admin. (Digital Marketing) 2. Ms Subha (Website) 3. Mr Hari, Lab.Asst. (Chem.)	• To publicize in social media • Prepare activity photographs, student participation details and feedback. • To organize for a group photo in front of Admin block • To incorporate the news on our official website

1. (Dr Dhinakaran K)
2. (Dr Sivakumar M)

Coordinators **Principal**