



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE
(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution
Affiliated to University of Madras
Arumbakkam, Chennai – 600 106.

6.2 Strategy Development and Deployment

6.2.2 Administrative Policy Manual

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PRINCIPAL
Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.



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Administrative Policy Manual

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**ORGANOGRAM OF
DWARAKA DOSS GOVERDHAN DOSS VAISHNAV
COLLEGE (DDGDVC)**

Shri Vallabhacharya Vidya Sabha

DDGDVC Management Committee

Governing Body
(UGC Statutory Body - Autonomous)

Finance Committee

**APPROVED VIDE ITEM No. 13 OF THE GOVERNING BODY
MEETING HELD ON 23rd November 2020.**

Hostel Warden
(Only Men's)

Data Centre

Principal

IQAC

Chief Controller of
Examinations

Deputy Warden
Men's Hostel

Placement
Officer

Office
Administration

Clubs

Committees

IQAC
Coordinators

Academic Council

Controller of
Examinations

Establishment
Teaching
Establishment
Non-Teaching
Staff
Accounts
Scholarship
Student Support
Admin In charge

Office
Superintendent
Estate Officer
Chief Security
Officer

NSS
NCC
Citizen Consumer
Club
Srinath Fine Arts
Rotaract Club
Entrepreneurship
Development Cell
Vaishnav Initiative
for Excellence
Public Relations
Magazine
Alumni Association

Calendar
Committee
Research Advisory
Committee
UGC Coordination
Cell
Newsletter
Committee
Web Committee
College Day
Committee
Educational Tour
& Travel
Skill
Development
Ethics
Committee
Planning &
Evaluation
Committee
Anti-Ragging
Committee
Students
Grievances &
Counselling Cell
Sports Advisory
Committee
Placement &
Career Guidance
Cell
Women Students
Forum & Internal
Complaints
Committee
Special Needs and
Equal Opportunity
Cell
Disciplinary
Committee

NAAC / NBA /
NIRF / ISO
AICTE

Heads of
Department
Board of
Studies
Syllabus
Advisory
Committee
Curriculum
Review
Committee
Faculty
Laboratory
Assistant

Librarian
Physical
Director
(PD)

Deputy/Additional
COE
Confidential Section
Records
Maintenance &
Verification
Section
Computer
Programme
Section
Finance Section
Students Enquiry
Section

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Dwaraka Doss Goverdhan Doss College Management Committee
[DDGDVC Management Committee]

The DDGDVC Management Committee is constituted by the Sponsoring body – Shri Vallabhacharya Vidya Sabha. It consists of members drawn from the industry, affiliating University and experts from the academic field.

The Management Committee gives directions to the college management.

Composition:

No. of Members	Category	Nature of Appointment / Nomination
9 Members	Management	Nominated by Sponsoring Body – Shri Vallabhacharya Vidya Sabha [SVV Sabha] [Chairman, Secretary & Treasurer]
1 Member	University Nominee	Nominated by the University
1 Member	Principal of the College	Ex-officio
3 Members	Co-opted Members	Nominated by the Management Committee Members of the SVV Sabha

Functions and Responsibilities:

1. Promulgate academic aims and objectives of the institution and guide the institution towards the achievement of the same.
2. Examine the recommendations of College Governing Body / Academic Council and prepare a road map for achieving the goals of the institution.
3. Monitor academic, research and other related activities of the college and lead them in the desired direction.
4. Prepare strategic plans for finance, infrastructure and human resource.
5. Consider the recommendations of the staff selection committee and approve the same.
6. Contemplate the important communications, policy decisions received from the University, Central & State Government, NAAC, UGC, etc.
7. Steer the college towards Accreditations/Certifications.
8. Facilitate and encourage college faculty to apply for research projects/proposals.
9. Promote development programs for Faculty and students and extend support towards the accomplishment of its objectives
10. Introduction of new UG/PG programs, decide on discontinuance of any existing programs and increase/decrease the enrollment for any UG/PG program, subject to approval of the parent university.
11. Examine the budget proposals and accord approval.
12. Approve the annual budget of the college.
13. Facilitate the audit of income and expenditure accounts and approve the same.

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PRINCIPAL

Principal is the academic head and the general administrator of the College. He reports to the top Management (Chairman and Secretary) of the institution and assists them by discharging following functions:

1. Regulation
2. Development
3. Leadership
4. Visionary

Regulatory Functions:

1. Control the academic and administrative staff and ensure that they discharge duties and responsibilities as prescribed.
2. Monitor the conduct of administrative and academic staff in terms of their regularity and discipline .
3. Enforce discipline and conduct (including attendance) of students and maintain the decorum of the institution.
4. Adherence to effective teaching as per the curriculum and the teaching /institutional methodology prescribed.
5. Supervise the procedures to be followed by the administrative office which include admission, fee collection, attendance, recruitment, salary disbursement, purchase and procurement, accounts, audit and any other matter.
6. Maintain liaison with government, corporate and other academic bodies / institutions.
7. Coordinate with the departments of the college and most importantly with the top management / SVV Sabha.
8. Conduct meetings on behalf of the institution which include the meetings of staff, HoDs, College Academic Council, Finance committee and the Governing Body.
9. Procurement and purchase of the necessary resources like furniture & fittings, lab equipment, books and other requirements for the institution as per the prescribed procedures.
10. Adherence to the audit and inspection of the institution conducted by the regulatory bodies such as UGC, government and university apart from the ones conducted by the top management.
11. Develop the infrastructure of the institution with the help of concerned staff and protect the life and property of all those connected with the institution.
12. Maintain cordial relations with the staff, students, parents, and with all those connected with the institution both directly and indirectly.

Developmental Functions:

The Principal is required to undertake the following developmental functions which are crucial for the growth of the institution.

1. Identify, communicate and induct competent teaching and non-teaching staff.
2. Nurture and facilitate the faculty through necessary guidance and support.
3. Identify and highlight the core competencies (strengths and opportunities) of the institution either existing / prospective and tap the opportunities.



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4. Develop necessary infrastructure most importantly the library and laboratories with good ambience and international standards.

Strategic Functions:

Principal shall perform various strategic functions which are aimed at developing network and alliances to derive rich value addition in the long run. The following are some of the strategic functions.

1. Develop a strong association with industry, research and consultancy establishments and sign Memorandum of Understanding aimed at improving specific strengths of the college.
2. Develop a strong industry support with the representation of industrialists, businessmen and renowned academicians on the governing council and other advisory bodies of the college.
3. Contribute resources to various government and non-governmental agencies on behalf of the institution so as to gain long term association and commitment from these bodies.

Leadership Functions:

The Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues and performing the following leadership functions.

1. The Principal shall prove oneself as an excellent teacher/leader and as one of the best among all his/her colleagues.
2. Engage in research, publication, consultancy and training and establish credentials as an academician of international standards so as to gain acceptability among all the faculty members being a true academic leader.
3. Maintain high standards of discipline, integrity and involvement in work routine.
4. Inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibit dedication, commitment and set a model for all the staff.
6. Establish comradery and address the issues of staff and promote their welfare.

Visionary Functions:

The Principal shall accomplish the vision of the institution by exercising the following visionary functions.

1. Develop a long term model for growth of the institution and work towards achievement of the vision in close association with the top management.
2. Persistent efforts to facilitate progression towards realisation of the vision.
3. Establish necessary systems, procedures and policies aimed at achieving the vision.
4. Under each of the heads mentioned above, the Principal shall perform functions suitable to the requirements and needs of the institution deemed necessary from time to time.

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Head of the Department

Functions:

1. To seek the sanction of the Principal for implementation of academic, co-curricular and extra-curricular activities.
2. Assign duties to teaching and non-teaching staff of the Department.
3. Equitable allocation of workload (teaching hours and practical hours) to all faculty members and technical non-teaching staff.
4. To co-ordinate with the teaching and non-teaching staff of the department for smooth conduct of academic, co-curricular and extra-curricular activities of the department.
5. To submit the departmental budget/requirement to the Principal.
6. To ensure that the lesson plan prepared by the teachers' is duly followed and syllabi is completed within the stipulated time.
7. To ensure systematic purchase and maintenance of stock registers by the laboratory assistant.
8. To promote quality, maintenance and cleanliness of the department.
9. To recommend leave for colleagues of the department.
10. To motivate faculty to apply and obtain funding for research projects from agencies such as ICSSR, DST, DRDO, etc
11. To encourage research/innovative programs in the department.
12. To organize need based workshop/ seminars/ symposia/ visits/ excursions etc.
13. To invite guest speakers for interaction and guidance of UG/PG students.
14. To guide the students for career opportunities.
15. To support the faculty in the preparation and processing of self-appraisal of performance.
16. Proper maintenance and service arrangements for the equipment/facilities provided by the college and under the department's control.
17. Adherence to the procedures by the staff (Teaching and Non-Teaching) of the department / college.
18. To coordinate the activities of the department and assist the Principal of the College.

Responsibilities:

Towards Faculty	Towards Program & Curriculum
• Assisting faculty in providing quality educational experience for students. • Recommending, mentoring and supervising faculty. • Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments and student advisor assignments. • Providing the principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty empowerment.	• Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables). • Supporting the integrity of curricula, encouraging student development. • Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the department. • Assisting to meet the instructional goals of the department and college through effective leadership.

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Towards Department	Towards Administration
• Conducting regular meetings with the faculty of the department. • Coordinating the formulation of department short and long term plans. • Facilitating interaction and collegial spirit among the faculty of the department. • Coordinating the preparation of proposed departmental budget.	• Represents the department at meetings of departmental heads. • Assists with student complaints and grievances in the department. • Plans, executes and monitors academic and support activities of the department • Maintains discipline and culture in the department • Promotes strengths of students / faculty / staff. • Adheres to Quality Management System (QMS) of IQAC Procedures. • Maintains records of departmental activities and achievements.

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Faculty

[Associate Professor/Assistant Professor/Guest Faculty/

Visiting Faculty/Teaching Assistant]

Responsibilities:

1. A faculty shall engage classes regularly and punctually and impart lessons and instruction, conduct and evaluate internal assessment/examination as per the allotment by the Head of the Department / Principal from time to time.
2. Shall not ordinarily remain absent from work without prior permission or grant of leave.
3. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implement the same in the classroom.
4. Development of course handout/ material.
5. Development of audiovisual/multimedia materials for the topic presented.
6. Prepares and executes the Lesson Plan.
7. Completing syllabus within the stipulated time.
8. Report to the class on time.
9. Utilize classroom assessment techniques.
10. Develop test questions in consultation with the course coordinator.
11. Evaluate tests (if appropriate, based on type of test).
12. Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling)
13. Keep a secure record of each student's results, both electronically and in hard copy,
14. Provide data relating to results in assessment tasks/exam events and attendance, if required
15. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
16. A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD / Principal
17. Provide information about job opportunities in their respective field and guide students on career opportunities.
18. Ensure quality, maintenance and cleanliness of the department.
19. Carry out research/innovative programs in the department.
20. Organize need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD.
21. Invite guest speakers for interaction and guidance with UG/PG students.

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Physical Director

Responsibilities:

1. Ensures proper use of sports material and facilities.
2. Purchase of sport items by coordinating with Principal /Management.
3. Encourages students to participate in zonal/university tournaments.
4. Creation and upkeep of sports facilities.
5. Proposing annual budget for sports and co-ordinating with Sports Advisory Committee.
6. Ensures discipline among students in campus by co-ordinating with disciplinary committee.
7. Oversees medical facilities on campus.
8. Helps in the organization of various events in the college.

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Librarian

Responsibilities:

1. To facilitate the students and faculty with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To assess the requirement for Books/Journals/Magazines/CDs etc. through consultation with the Library Committee and faculty and apprise Principal about the same for procurement.
6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material
8. Maintaining the books in good condition
9. Weeding out obsolete study material as per the college norms
10. Disposal of weeded out material
11. Ensures availability of reprographic facilities
12. Seeks reviews on books recommended
13. Seeks suggestions / feedback on databases used.
14. Provides digital library access from anywhere on campus.
15. Establishes specialized search facilities for faculty's teaching and research needs.
16. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program
17. Facilitates conduct of reading sessions.
18. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
19. Makes arrangements in the library for electrical points to connect laptops.
20. Develops a system for posting new additions online.
21. Any other work related to library that may be assigned from time to time.
22. Ensures availability of previous years question papers (end semester examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports.
23. Coordinates with departmental library in-charge for smooth functioning of department's library.
24. Provides all statistical information pertaining to the library.

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OFFICE ADMINISTRATION

The administrative functions DDGDVC are well formulated and executed for the effective and efficient conduct of the day-to-day operations of the institution. The office administration is headed by the Office Superintendent is ably assisted by a team of staff.

The roles and responsibilities of the administrative staff are listed below:

Office Superintendent

1. To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
2. To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher officials at the initial stage or on which he desires their instruction.
3. To mark and to distribute the letters in the name of dealing assistants.
4. To exercise check and follow up of letters received from the Government of India/State Government/U.G.C./Officer of the Director of Education/Universities, etc.
5. To draft notes and independently deal with cases which are of routine nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers and give interim replies.
6. To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff and inform the Principal about late attendance, absentees etc.
7. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the Principal / HOD's / Other Members , as the case may be.
8. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
9. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
10. To inspect the racks and tables of assistants/and/or/ senior assistants working under him and satisfy himself that no papers of files have been overlooked and that there are no odd receipts or pending bills.
11. To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.
12. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
13. To attend to such other work as may be given to him with the approval of the Secretary/Principal/Head of the Department.

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Administration In-charge [Evening]:

1. To exercise check and follow up of letters received from the Government of India/State Government/U.G.C./Officer of the Director of Education/Universities, etc.
2. To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and given interim replies.
3. To ensure that the various payments made from the Evening College Funds are within budget provision and with the sanction of Secretary / Principal
4. To attend to correspondence pertaining to Evening College with State/U.G.C. and other higher authorities with the assistance of the Principal.
5. To ensure proper attendance of staff working under Evening Stream.
6. To attend to such other works assigned to him with the approval of the Management / Principal.

Junior Assistant

1. The Personal Assistant shall be responsible to the Officer under whom he is working.
2. He shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office duties.
3. He shall perform the duties and responsibilities assigned to him by the Office Superintendent / Principal from time to time.
4. He shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody.
5. He shall sort out the mail and dispatch it promptly to relevant section.
6. He shall maintain absolute confidentiality and integrity in respect of the work assigned to him.

Record Clerk:

1. To exercise, check and to follow up the incoming letters received.
2. To acknowledge letters received.
3. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
4. To maintain calendar of periodical returns for incoming and outgoing, separately
5. To maintain different registers, forms etc.
6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work
7. To keep a notebook to watch timely disposal of urgent paper
8. To attend to such other work that may be assigned to him with the approval of the concerned Officer / Principal / HOD's


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Accountant:

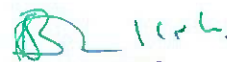
1. To write various books of accounts such as ledger salary register, income tax register.
2. To ensure filing of vouchers and papers.
3. To prepare bank reconciliation statement, budget and final account of funds entrusted to him.
4. To prepare periodic accounts of funds entrusted to him and assist the Office Superintendent / Admin In-charge in furnishing the statement of expenditure to higher authorities.
5. To attend to routine correspondence with Banks and other Departments.
6. To attend to such other work as may be assigned to him with the approval of Secretary / Principal, from time to time.

Lab Assistants:

1. To assist students and teachers in conducting practicals and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory, to his superiors.
7. To report to Incharge of laboratory about any misbehaviour inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. To clean laboratory and to keep Laboratory materials including apparatus and equipment's in proper place.
10. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
11. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

Receptionist / Telephone Operator:

1. To receive the guests, visitors, members of the various organisations and student community etc. and guide them to the proper sections to meet their requirements.
2. Display on the notice-board important notice, circulars etc. received from the various section.
3. To operate the telephone Board and take messages if required, inform the telephone department/the mechanic if there is any fault with the Board.
4. Maintain records of the outward calls attended.
5. Any other work as assigned by the concerned officer from time to time.



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Statutory Bodies under
University Grants Commission [UGC] – Autonomous Colleges
[Updated as per UGC Circular / Notice No. F.1-1/2012 [AC/Website]
dated 19th January 2018

[Source: https://www.ugc.ac.in/ugc_notices.aspx?id=MTg0NQ==]
Extracts from UGC with Respect to Rules and Regulations applicable to Autonomous
College [Not Exhaustive]

Role / Terms and Conditions of an Autonomous College:

- ✚ Review existing courses/programmes and, restructure, redesign and prescribe its own courses/programmes of study and syllabi.
- ✚ To formulate new courses/programmes within the nomenclature specified by UGC as per the Specification of Degrees 2014 and amended from time to time.
- ✚ Evolve methods of assessment of student's performance, conduct of examinations and notification of results.
- ✚ To announce results, issue mark sheets, migration and other certificates; however, the degree shall be awarded by the University with the name of the college on the degree certificate.
- ✚ Autonomous colleges need not pay affiliation fee to the parent university every year. Onetime fee can be paid at the time of conferment of autonomous status. Such fees can be decided by the Executive council of the parent university.
- ✚ Prescribe rules for admission in consonance with the reservation policy of the state government/national policy.
- ✚ May fix fees of the courses at their own level.
- ✚ Constitute their own Governing Body, Academic Council, Board of Studies and Finance Committee.
- ✚ They shall have complete administrative autonomy and have the privilege of appointing their own administrative staff and teaching faculty including Principal. However, the staff will be appointed as per the UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations 2010 as amended from time to time.
- ✚ The autonomous colleges shall continue to receive funds as being done before the grant of autonomous status, if any
- ✚ Autonomy granted to the college is at the institutional level and is not partial, and shall cover the programmes at all levels such as U.G., P.G. and Ph.D offered by the college. The courses introduced by the college after the conferment of autonomous status shall automatically come under the purview of autonomy.
- ✚ The students enrolled at the time of granting autonomy to the College shall also be covered under autonomy.
- ✚ Autonomous status shall be granted initially for a period of ten years; further extension shall be for five years at a time.



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ROLE OF THE PARENT UNIVERSITY:

- To forward the application of the college for autonomous status/provide nominee on the Expert Committee/various Statutory Bodies and issue notification within 30 days for a college to function as an autonomous entity, once autonomous status is conferred on the college.
- If the University does not forward the proposal/provide nominee within 30 days, it shall be presumed that the University has no objection to the processing of the proposal by the UGC for conferment of autonomous status.
- The college on attaining autonomous status will continue to be affiliated to the affiliating University but will enjoy the privileges of autonomy.

ROLE OF THE STATE GOVERNMENT:

- To provide nominee on the Expert Committee/various Statutory Bodies within 30 days.
- The State Govt. will continue to provide the same funds to Government/Aided colleges as they had been providing before the conferment of autonomous status.
- To ensure that all sanctioned faculty positions are filled on regular and ongoing basis and that a minimum of 85% posts remain filled at all time.

GOVERNANCE OF AN AUTONOMOUS COLLEGE

The college will have the following committees to ensure proper management of academic, financial and general administrative affairs:

The following are statutory bodies in the Autonomous College:

1. Governing Body
2. Academic Council
3. Board of Studies
4. Finance Committee

(The Governing Body is different from Trust Board/Board of Management/ Executive Committee/Management Committee).

The college will, in addition, have other non-statutory committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee.



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Governing Body

The constitution of the Governing Body of the Dwarka Doss Goverdhan Doss Vaishnav College is as follows:

No. of Members	Category	Nature of Appointment / Nomination
5 Members	Management	Nominated by Management with the Chairman of the College as the Chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation.
1 Member	Educationist or industrialist	Nominated by Management
1 Member	UGC Nominee	Nominated by UGC
1 Member	State Government Nominee	Academician not below the rank of Professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of the College	Ex-officio
Term	The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.	
Meetings	Meetings of the Governing Body shall be held at least twice a year.	

Functions of the Governing Body:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

1. Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
2. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
3. Approve new programmes of study leading to degrees and/or diploma.
4. All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/State Government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
5. To approve annual budget of the college before submitting the same at the UGC.
6. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.



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ACADEMIC COUNCIL

COMPOSITION OF ACADEMIC COUNCIL:

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

Term	The term of the nominated members shall be three years.
Meetings	Academic Council shall meet at least twice a year.

Functions of the Academic Council:

The Academic Council shall have powers to:

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the Governing Body proposals for institution of new programmes of study.
5. Recommend to the Governing Body for the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
6. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
7. Perform such other functions as may be assigned by the Governing Body.

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BOARD OF STUDIES

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal.
7. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - (A) Experts from outside the college whenever special courses of studies are to be formulated.
 - (B) Other members of staff of the same faculty.

Term	The term of the nominated members shall be three years.
Meetings	The Board of Studies shall meet at least twice a year.

Functions:

The Board of Studies of a Department in the college shall:

1. prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
2. suggest methodologies for innovative teaching and evaluation techniques;
3. suggest panel of names to the Academic Council for appointment of examiners; and
4. coordinate research, teaching, extension and other academic activities in the department/college.

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FINANCE COMMITTEE

Composition of Finance Committee:

1. The Principal (Chairman).
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. Finance Officer of the affiliating University
4. One senior-most teacher of the college to be nominated in rotation by the principal for two years.

Term	The term of the Finance Committee shall be three years.
Meetings	The Finance Committee shall meet at least twice a year

Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

1. Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
2. Audited accounts for the above.

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EXAMINATION CELL & SYSTEM

General Terms and Conditions:

1. Autonomous College shall have an Examination Cell headed by Controller of Examinations. The Principal of the college shall be the Chief Controller, Examinations.
2. The Controller of Examinations shall be assisted by the Deputy Controller of Examinations along with other office support.
3. The Controller of Examination will create his/her own team with the approval of the Principal of the College. The team shall consist of Deputy Controllers/Assistant Controllers, the number of persons to be nominated shall depend on the quantum of work in the Examination Cell.
4. Teachers working in the college shall be nominated in the Examination Cell for a tenure of 3 years. They will continue doing their teaching work as scheduled by the college.
5. There shall be a team of Office Assistants, Computer Programmers, Data Entry Operators and other helpers in the Examination Cell.
6. Examination Cell will have appropriate printing unit also for printing of question papers and other relevant confidential material.
7. All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be proposed by the Finance Committee and shall be approved by the Governing Body.
8. Governing Body may also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee. The salary of such staff will also be decided by the same mechanism.
9. Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. In no case it should be less than that paid by the parent university.

Controller of Examinations [COE] – Role & Responsibilities:

COE shall be responsible for making all arrangements necessary for conducting examinations and declaration of results. The role and responsibilities of the COE are as follows:

1. To prepare and announce in advance the calendar of examinations;
2. To arrange for printing of question papers;
3. To arrange to get performance of the candidates at the examinations properly assessed, and process the results ;
4. To arrange for the timely publication of results of examinations and other tests;
5. To Issue marksheets to candidates in a time bound manner
6. To forward the Provisional Pass Report [PPR] to the University for the issue of Provisional Certificate / Degree Certificate



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7. To issue genuineness Certificate to the external agencies seeking for it
8. To issue transcripts to the students/ foreign bodies when sought for;
9. To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action in consultation with the Principal
10. To take disciplinary action where necessary against the candidates, paper setters, examiners, moderators or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
11. To review from time to time, the results of End Semester examinations and forward reports thereon to the Academic Council / other bodies as found necessary and fit.
12. To issue guidance to Heads of the Departments for convening the meeting(s) of the Board of Studies as per the guidelines in force
13. Prepare budget of the Examination Section and place it before the Finance Committee / Governing Body for approval
14. Exercise such other powers and perform such other duties as may be prescribed or assigned to him/her, from time to time, by the Governing Body /Principal / Academic Council / Board of Studies / Finance Committee.

Examination Committee [End Semester examination]

Composition of Examination Committee

Member	Nature
Chief Superintendent	Nominated by Principal in consultation with Chief Superintendent
Additional Chief Superintendent	
External Chief Superintendent	
Members of the Examination Committee [6 Members]	

Functions:

1. Conduct of Examination as per the schedule issued by COE.
2. Issue guidelines to the invigilators and examination team for the conduct of examination.
3. Appointment and scheduling the duty chart of Invigilators, Relievers, administrative staff, for smooth conduct of examination.
4. Arrangement for strict vigilance during the conduct of examination so as to avoid unfair practices by the students.
5. Facilitate suitable infrastructural arrangements in consultation with the administrative office for the conduct of examination.
6. Forward the details of remuneration payable to the COE for timely payment of honorarium.
7. Forward the details of Malpractice reported [on a daily basis] to COE for further course of action.



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Squad Committee [End Semester Examination]

Composition of Squad Committee

Member	Nature
Convenor	Nominated by Principal based on Seniority & Rotation
Members of the Squad Committee[6 Members]	Nominated by Principal / Convenor of Squad Committee

Functions:

1. Appointment and scheduling the duty chart of Squad Members, Relievers, administrative staff, for smooth strict vigilance during the conduct of examination so as to avoid unfair practices by the students.
2. Forward the details of remuneration payable to the Squad Committee for timely payment of honorarium.
3. Forward the details of Malpractice reported [on a daily basis] to Chief Superintendent / COE for further course of action.
4. Submit the Consolidated Report of Squad Committee on the conclusion of the End Semester Examination with recommendations and observations [if any].

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Internal Quality Assurance Cell [IQAC]

Internal Quality Assurance Cell is conceived as a mechanism to build and ensure good quality academic and administrative culture at the institutional level. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.

Objectives of IQAC:

1. To develop a quality system for conscious, consistent and programmed course of action to improve the academic and administrative performance of the College.
2. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

Composition of IQAC:

The IQAC shall have the following composition:

Member	Designation
Principal	Chairman
Five Senior Teachers & One Administrative Member	Nominated by Principal Members**
Two External Experts on Quality Management	Nominated by Principal**
Co-ordinator [Member Secretary – IQAC]	Nominated by Principal

**The members shall be nominated by the Principal of the College in consultation with the academic body of the College.

Term	The term of the nominated members shall be two years.
Meetings	The IQAC should meet at least once in a quarter.

Functions:

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
2. Facilitating the creation of a learner-centric environment conducive for quality education, faculty development to enhance knowledge and adopt technology for participatory teaching and learning process;
3. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
4. Dissemination of information on the various quality parameters of higher education;
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

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6. Documentation of the various programmes/activities of the College, leading to quality improvement;
7. Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices;
8. Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional administration quality;
9. Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
10. Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of Colleges based on the AQAR; Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

Annual Quality Assurance Report [AQAR]:

- ✚ The AQAR shall be approved by the statutory bodies of the Colleges for the follow up action for necessary quality enhancement measures.
- ✚ The Colleges shall regularly submit their AQARs to the affiliating University, state level quality assurance bodies, NAAC/other accreditation bodies.
- ✚ All colleges shall submit AQARs and/or Quality Radars (QRs) and follow up reports of AQARs to the UGC as and when called for.
- ✚ The IQAC must create its exclusive window on its institutional website, to regularly report on its activities as well as for hosting the AQAR.

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Anti Ragging Committee

[Constituted vide The Tamil Nadu Prohibition of Ragging Act, 1997,
G.O. No. 366 Higher Education [G1] Department dated 26-07-1999 – Rules under
Tamilnadu Ragging Prohibition,
Directions by University of Madras dated 14-06-2010]

This committee functions to prevent any physical or mental torture or any disorderly conduct towards any student of this institution causing apprehension, dread, humiliation or agitation in him or her. The college is particularly firm on taking action against the offenders, as per the regulations in force.

Anti-Ragging Committee and Squad shall be constituted by the Principal. Composition is as follows:

Member	Designation
Principal	Chairperson
Senior HOD's	Members of the Committee
Faculty Members & Inspector of Police – Local Jurisdiction	Anti Ragging Squads

[The contact details – i.e. Mobile Number & Other details of the above committee & squad committee shall be displayed at prominent places in the college campus.]

General Guidelines for Anti-Ragging Committee:

1. At the time of opening of college for new entrants, meeting should be convened with the students and parents.
2. An undertaking signed by each student and his/her parent(s) jointly stating that each of them have read the relevant instruction/ regulation against ragging, as well punishments and that if the ward has been found guilty he/she shall be proceeded against, shall be procured. Such an undertaking shall be furnished in English as well as in vernacular.
3. Placards should be displayed in prominent places like Hostel, College Canteens, Libraries displaying about the prevention, prohibition and punishment of students indulging in Ragging. Contact numbers of the members of the anti ragging committee and anti ragging squad should be displayed on the placards.
4. A complaint box should be kept in front of Administrative Office/ Principal's Office and in the Hostel.
5. Booklets should be issued to all the students containing the following details; what constitutes ragging, punishable acts of ragging, punishments and penalty for ragging, names and mobile numbers of the members of the Anti Ragging Squad, Anti Ragging Committee (Anti Ragging Helpline), Wardens, Deputy Wardens of Men's hostel.



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6. It shall be the duty of the Anti-Ragging Squad to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
7. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
8. It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. The Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging and consider such other relevant information as may be required.
9. Mentoring Cell: Every institution shall, at the end of each academic year, in order to promote the objectives of these regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year

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Disciplinary Committee

The Discipline Committee of the college, comprises of a multitude of faculty member representatives, who are committed to the task of maintenance of discipline, conduct and decorum in the campus and at various other organized events.

The mission of this committee is to enforce discipline and; preserve the safe and stress-free environment of the campus.

Among the multiple roles executed by this enormous team, are supervising the campus environment, counselling students to adhere to time management while attending college, maintenance of security of campus properties, ensuring the identification proof of students and staff.

The Discipline Committee takes the responsibility for making the students feel safe, secure and assure the smooth execution of college events.

The College is known for maintaining high standard of discipline in the campus and hostel and shall continue this tradition to ensure free and congenial environment for all its students to pursue their studies without any distraction. It shall provide the healthiest environment for learning, particularly to its female students, without infringing the academic freedom and rights of any of its students. All disciplinary action cases shall be dealt with in a fair and transparent manner by the disciplinary committee

Composition:

Member	Nature
Principal	Chairman
Advisor	Nominated by Principal based on Seniority
Convenor[s]	Associate NCC Officer – Armoured & Infantry
Committee Members	Nominated by Principal in consultation with the Advisor [Members from All Departments – Day & Evening College]

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Students' Grievances & Redressal Cell

As per UGC regulations, the Grievance Redressal Committee has been constituted for the purpose of redressal of grievances relating to student affairs – academic and general. This committee will submit its findings to the Principal within 15 days from the receipt of the Grievance. All aggrieved students, parents and others may approach Grievance Redressal committee in the first instance.

Composition:

Member	Nature
Principal	Ex-officio
Convenor	Senior Most Faculty Member [Preferably Women]
Members	Nominated by Principal in consultation with the Convenor [Members from Departments – Day & Evening College]

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Internal Complaints Committee
[constituted in accordance with The Sexual Harassment at Workplace
(Prevention, Prohibition and Redressal) Act. 2013]

Objectives, Roles and Responsibilities of Internal Complaints Committee:

1. Develop a policy against sexual harassment of women at the college.
2. Evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
3. Ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. Make recommendations to the management for changes/elaborations in the rules for students and staff, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees;
5. Uphold the commitment of the Institution to provide an environment free of gender-based discrimination.
6. Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the affected and prevention of such incidents;
7. Recommend appropriate punitive action to the Management. against any person(s) charged with misconduct.

Composition:

Member	Nature
Principal	Ex-officio
Presiding Officer	Senior Most Faculty Member [Women]
Members Staff – 2 NGO – 1 [Minimum]	Nominated by Principal in consultation with the Convenor [50% of the Committee Members shall be women] [Members from Departments – Day & Evening College] [Representatives from Teachers, Administration, Senior Member [Legal Knowledge / Social Work] of a NGO]
Term	The term of the Presiding Officer and members shall be three years.
Meetings	Meeting shall be conducted as and when deemed fit and necessary.

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Research Advisory Committee

The committee promotes enhancement of research output of the college. The committee ensures that research proposals are submitted to the funding agencies on time and follow up action is effected. It also makes invaluable suggestions for the improvement of the research centre of the college.

Objectives:

To advise and support the development, implementation, review and dissemination of all research oriented activities within college

Functions:

1. To provide advice and support on the commissioning and implementation of research projects and activities;
2. Support/oversee the research initiatives and evaluation of the programme;
3. Guidance to staff and departments on the procedures of Application to funding agencies for research activities.

Composition:

Member	Nature
Principal	Ex-officio
Chairman	Senior Faculty Member / HOD - Nominated by Principal [Preferably from Research Department]
Members	Representatives from Faculty Member from Research Department / Researcher - Faculties [Nominated by Principal based on Seniority & Rotation]


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UGC Co-ordination Cell

Objectives:

Guidance on Utilisation of UGC Funds/Grants.

Functions:

The committee will:

1. ensure that plans - proposals are submitted to the UGC on time.
2. allocate fund received prioritizing the need and necessity.
3. ensure proper utilization of fund within the stipulated date.
4. guarantee utilization of fund for the purpose it has been released by the UGC.
5. submit audited utilization certificate and updating PFMS in a time bound manner.

Composition:

Member	Nature
Principal - Chairman	Ex-officio
Convenor	Senior HOD / Faculty Member
Members	Nominated by the Principal from Aided Stream with representatives from all the departments [PG, Research Department, Laboratory Support Department] Note: One Member from Accounts / Commerce Department shall be nominated

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Web Committee

Objective:

To efficiently manage and maintain the College Website

Functions:

The committee will

1. Periodically update the information to be posted on the website.
2. Apprise the Principal of the changes required/ information to be updated based on requirements from IQAC/ Departments/Clubs and Committees.
3. Guide the Departments, Clubs and Committees with regard to the information to be hosted.
4. Act as a Single Point of Contact [SPOC] for any website related issues.

Composition:

Member	Nature
Principal - Chairman	Ex-officio
Convenor	Senior HOD / Faculty Member [Preferably with sound exposure to web maintenance & trends in technology]
Members	Nominated by the Principal [Faculty from Day & Evening College] No. of Members to be decided by the Principal

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Library Committee

Objective:

To enrich the Library with a collection of recent publications of text books/ reference material and improve the footfall everyday - visits by faculty and students per day.

Functions:

The committee will

1. arrange for procuring subject wise books/magazines/journals
2. recommend measures for upgrading the library facilities
3. ensure the availability of uninterrupted internet facilities
4. liaison between the library, the student and the faculty
5. strive for enriching stock of e-resources
6. ensure optimal use of library collection by students and staff
7. conduct periodic stock verification as per rules and regulations in force.

Composition:

Member	Nature
Principal - Chairman	Ex-officio
Convenor	Librarian
Members	Nominated by the Principal [Faculty from Day & Evening College] [PG, Research Department, Laboratory Support Department] Note: One Member from Accounts / Commerce Department shall be preferred to advise on the general financial rules]

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PLACEMENT CUM CAREER GUIDANCE CELL

Objective:

To guide students in the matter of career options and also to extend support for their campus placement.

Functions:

The committee will

1. facilitate learners to explore career options.
2. assess the student's efficiency and groom them for job they are suitable / eligible for.
3. provide career guidance to students on the basis of their aptitude and groom them for the industry
4. invite commercial/industrial organizations to the campus for conducting campus interviews and recruitment.
5. promote self-reliance among students.
6. select students for participation in recruitment drive organized by other institutions.

Composition:

Member	Nature
Principal - Chairman	Ex-officio
Liaison Officer	Placement Officer appointed by Management
Members	Nominated by the Principal [Faculty from Day & Evening College]

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Magazine Committee / News Letter Committee

Objective:

To nurture the creativity of the learners and improve the standard of college magazine and News Letter.

Functions:

The committee will

1. Provide the editorial support to the magazine, newsletter.
2. Invite literary and other creative contributions from faculty and students.
3. Decide on the issues and themes of social concern that will form the basis of each edition of the magazine, newsletter.
4. Provide students with requisite training in editorial work.
5. Co-ordinate with departments, administrative units, clubs and committee heads for pertinent information.
6. Co-ordinate with Website Committee for hosting of magazine/ newsletter in the college website.
7. Ensure timely publication of the magazines, Newsletter.

Composition:

Member	Nature
Principal - Chairman	Ex-officio
Convenor	Senior Faculty from Department of English
Members	Nominated by the Principal from Department of English, Tamil, Hindi, Sanskrit, Telugu & Other Departments [Faculty from Day & Evening College]

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Sports Advisory Committee

Objective:

To create scope for development of skills in games and sports among students and staff

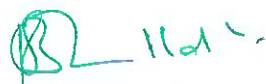
Function:

The committee will

1. Create awareness on physical fitness programmes.
2. Arrange competitive sports events.
3. Raise and administer funds for the above purpose.
4. Prepare sports schedule for the year.
5. Escort college sports achievers to sports meets outside the college.
6. Arrange for regular use of multigym cum fitness centre.

Composition:

Member	Nature
Principal - Chairman	Ex-officio
Convenor	Physical Director
Members	Nominated by the Principal in consultation with the Physical Director [Senior Faculty Members, Sportsman representative from Faculty / Admin Staff, Alumni Member in Sports Category] No. of Members shall be decided by the Principal


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National Service Scheme [NSS]
[5 Units approved by University of Madras]
[4 Units for Boys and 1 Unit for Girls]

NSS helps the students develop and appreciate the point of view of others - empathy and also show consideration towards other living beings - sympathy.

Objectives:

- Identify the needs and problems of the community and involve them in problem-solving.
- Develop among themselves a sense of social and civic responsibility.
- Utilise their knowledge in finding practical solutions to individual and community problems.

Motto:

The Motto of NSS "Not Me But You", reflects the essence of democratic living and upholds the need for self-less service. The philosophy of NSS is enshrined in the above motto which underlines on the belief that the welfare of an individual is ultimately dependent on the welfare of the society as a whole and therefore, the NSS volunteers shall strive for the well-being of the society.

NSS Badge:

The NSS logo is embossed on the badge of NSS. The eight bars in the wheel of NSS logo represent the 24 hours of a day. The red colour indicates that the volunteer is full of young blood who is lively, active, energetic and full of high spirit. The navy blue colour indicates the cosmos of which the NSS is a tiny part, ready to contribute its share for the welfare of mankind.

Composition:

Member	Nature
Principal - Chairman	Ex-officio
Co-ordinating Officer	Senior Programme Officer
Programme Officer	Appointed by the Principal as per the Rules and Regulations in force. [Appointments are to be ratified by the University of Madras NSS Officer]
Term	Programme Officers are appointed for a period of THREE Years


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National Cadet Corps [NCC]
[Armoured, Infantry – Boys & Girls]

The NCC aims at developing character, comradeship, discipline, the spirit of adventure and ideals of selfless service amongst young citizens. Further, it aims at creating a pool of organized, trained and motivated youth with exemplary leadership qualities, who will serve the Nation regardless of which career they choose. Needless to say, the NCC also provides an environment conducive for young cadets to join the armed forces.

Objectives:

1. To create a human resource of organized, trained and motivated youth.
2. To nurture leadership skills and be always available for the service of the Nation.
3. To provide a suitable environment to motivate the youth to take up a career in the Armed Forces.
4. To develop character, comradeship, discipline, leadership, spirit of adventure, and ideals of selfless service amongst the youth of the country.

Composition:

Member	Nature
Associate NCC Officer • Armoured • Infantry	Appointed by the NCC Directorate after due completion of requisite training and formalities.

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Citizens Consumer Club [CCC]

Objectives:

1. To enable students to understand the fundamental rights amongst all consumer segments as a citizen and make them realize and learn the fundamental duties of a good citizen.
2. To spread awareness on consumer rights amongst students at the state level as adjudged by the Commissioner of Civil Supplies and consumer protection from the State level to the Central Government.

Motto:

The motto of Citizens Consumer Club is AWARE, ALERT AND ACT.

Functions/Activities:

CCC organises programmes relating to consumer rights, awareness and responsibilities for the benefit of the students. The club also conducts various competitions such as essay writing, poetry and drawing competition.

Composition:

Member	Nature
Principal Chairperson	Ex-officio
Convenor	Senior Faculty Member / HOD - Nominated by Principal [Preferably from Commerce Department]
Members	Representatives from Day & Evening College [No. of Members to be decided by the Principal in consultation with the Convenor]

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Rotaract Club

Objectives:

- Rotaract Club of DDGD Vaishnav College provides an opportunity for young people to develop the knowledge and skills that will assist them in personal development and to address the social needs of the community.
- The club brings together students who exchange ideas for the benefit of the community, develop leadership and professional skills and engage in service with an element of cultural activities also.

Composition:

Member	Nature
Principal Chairperson	Ex-officio
Convenor	Senior Faculty Member - Nominated by Principal
Member[s]	Nominated by Principal from Day / Evening College

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Special Needs and Equal Opportunity Cell

Objectives:

1. To help and empower persons with disabilities - students to participate fully in the academic, intellectual, social and cultural life of college on an equal basis on par with other students.
2. To aid and advise the students belonging to marginalized sections including the scheduled castes, scheduled tribes, other backward communities, minority communities, women, person(s) with special needs pursuing various programmes in the College.
3. Supervise and oversee the effective implementation of policies and programmes for the above stated categories.

Composition:

Member	Nature
Principal Chairperson	Ex-officio
Convenor	Senior Faculty Member / HOD - Nominated by Principal
Member[s]	Nominated by Principal from Day / Evening College [As per Guidelines issued by Statutory Authorities]

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VAISHNAV INITIATIVE FOR EXCELLENCE [VIE]

Vaishnav Initiative For Excellence is an effort to encourage students in various curricular and co-curricular activities to enable them to excel in their career and life. The unique initiative is instrumental in identifying the latent talent and is an ideal platform for the students to showcase their creativity, innovative ideas, entrepreneurial skills and critical thinking.

VIE, has under its umbrella three units:

- Wordsmith – a Debating Club which serves as a forum to discuss, discover and form new perspectives to improve the knowledge base and communication skills of the students.
- Being Humane – a Human Rights Forum which focuses on educating and empowering the students on their rights and duties as socially responsible citizens.
- Muse – a club dedicated to enthuse students to showcase their talents in different art forms such as dance, music and theatre.

The activities and programmes organised by these units pave the way for the holistic development of the student community.

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SRINATH FINE ARTS

Srinath Fine Arts is a club created to encourage students to actively participate in cultural activities of the college and create an environment to showcase their talents. The club also invites dignitaries from various walks of life to share their experiences and encourage the students to think about life goals and have a wider view of their aspirations.

SFA aims to organize events of all major festivals and international days specified by various bodies (Yoga Day, Women's Day etc.) in every calendar year. SFA will engage students from various departments to participate and organize and co-ordinate the entire event. External speakers will be invited from time to time.

The objectives enshrined in the vision and mission of Srinath Fine Arts are as follows:

- Events to celebrate various Indian festivals of importance (regional and national)
- Events to celebrate various National and International Days – Republic Day, International Women's Day, International Yoga Day, Independence Day etc.
- Inter and Intra College related events like College Day, Krishikara Utsav, Margazhi Utsav etc
- Maximize student participation in events
- Invite reputed personalities from various walks of public life to share their experiences with students

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ENTREPRENEURSHIP DEVELOPMENT CELL

This Scheme is launched with a view to encourage students to consider self employment as a career option, provide training in Entrepreneurship through modular courses and increase the relevance of Management particularly in the non-corporate and under managed sectors.

Objectives:

- To create an environment for self-employment and entrepreneurship development through formal and non-formal programmes.
- To introduce the concept of entrepreneurship in curricula and as value added courses to encourage Cross Learning..
- To develop management personnel at appropriate levels for the non-corporate and unorganized sectors like education, rural development, small-scale industry etc.
- To utilize the infrastructure facilities and technically trained manpower for the development of non-corporate and unorganized sectors.
- To promote employment opportunities.

The EDC will organise specific activities relating to entrepreneurship and skill development to orient the students:

- Entrepreneurship Awareness Programmes (EAP).
- Skill Development Programmes (SDP).
- Expert talks by successful entrepreneurs.
- The Skill Development Programmes organised under the aegis of the EDC shall be in the nature of Value added programmes.

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Hostel Committee

Objective:

To manage and control the affairs of the hostel.

Functions:

This committee will

1. take decisions regarding hostel administration.
2. address problems regarding running of the mess in the hostel.
3. ensure that hostel staff discharge their duties with responsibility.
4. recommend disciplinary measures in case of violation of rules by students.
5. ensure a healthy and conducive environment for the inmates of the hostel.

Composition:

Member	Nature
Principal – Warden	Ex-officio
Deputy Warden[s], Accountant	Appointed / Nominated by Principal in consultation with the management
Members	Representatives from Students [if required]

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Alumni Association

The alumni association of the college consists of Alumni Committee [Internal] and Alumni Association [Registered]. The objective of the association is to create an emotional bonding between the past and present. It consists of a group of committed alumni who act as the interface between the alumni and the college. Alumni Association meeting is organised every year [Once in a year] to extend a Warm Connect between the alumni, serving and retired faculties to share their nostalgic insignia. The college maintains an Alumni portal which helps the alumni to connect with the campus.

Composition:

Member	Nature
Alumni [Co-ordination and Advisory] Committee - Internal	
Principal	Ex-officio
Convenor	Staff - Alumni in the senior position in the campus
Members	Representatives from Faculty Member / Admin Staff - Alumni of the College
Alumni Association Registered	
Principal [Advisor]	Ex-officio
President Secretary Treasurer & Others	Elected by the Alumni in the Annual Alumni Association Meet

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Admission Committee

The Committee plans and supervises the admission process with regard to the receipt of application forms, preparation of Merit List, issue of guidelines to the prospective students and also oversees the entire process of UG & PG Admission. The committee adheres to the admission rules prescribed by the Government of Tamilnadu and University of Madras. The Committee consists of the Principal and two senior teachers as the Committee Members. Whenever necessary, other members of staff are co-opted for admission.

Composition:

Member	Nature
Admission Committee	
Principal	Chairman
Members [Two]	Representatives from Faculty Member [Based on Seniority & Rotation]

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Public Relations

The Committee looks into matters pertaining to the framing of press releases, information to the media about important events in the college, arrangement for banners and their display prior to any major function in the college and dissemination of information on college events, programmes through write-ups, display boards etc.,

Composition:

Member	Nature
Principal	Ex-officio
Chairman	Senior Faculty Member / HOD - Nominated by Principal [Preferably from Language Department]
Members	Representatives from Faculty Member from Language Department / Journalism, Media, Visual Communication [Nominated by Principal]

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Calendar Committee

The academic calendar committee plays very significant role in chalking out the academic plan for every year. The committee functions under the guidance of IQAC, Principal, COE and Administrative Office. The Committee collects the plan from all Academic and Co-curricular committees. On its receipt, the academic calendar committee prepares the academic calendar of the college for the ensuing academic year. The schedule regarding the conduct of Continuous Internal Assessments, End Semester Examinations, Government and Gazetted Holidays are documented by the committee in the Calendar.

Composition:

Member	Nature
Principal	Ex-officio
Chairman	Senior Faculty Member / HOD – Nominated by Principal [Preferably from Language Department]
Members	Representatives from Day & Evening College [Nominated by Principal]

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