

## **1. COLLEGE UNION COMMITTEE**

The College Union Committee is empowered to promote and facilitate student activities of the campus. College Union facilitates students to engage themselves effectively in co-curricular and extra-curricular activities of the College and provides opportunities for training as good citizens.

### **Objective**

1. To train the students of the college in the duties, responsibilities and rights of citizenship.
2. To promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students.
3. To encourage sports, arts and other cultural, educational, social or recreational activities that incidental and conducive to the above aim.

**Committee Member: 1. Dr. P. VASUKI**

**2. Dr. V. K.SIVAKUMAR**

**3. Dr. S. KARUNANITHI**

**4. Dr. A. THAMARAI**

## **2. Women's Cell**

### **Profile**

- Women Cell is constituted to help maintain a harmonious atmosphere in the institution, to enable women to pursue their work with dignity and reassurance
- Empowering and Orienting women to recognize their true potential and to help them achieve their Goal in a competing world.

### **Committee Members**

1. Dr. P. Vasuki, Principal (i/c), Associate Professor & Head, Department of English,
2. Dr. A. Thamarai, Assistant Professor of Physics
3. Prof. N. Gajalakshmi, Assistant Professor of Mathematics
4. Prof. M. Malarvizhi, Assistant Professor of Mathematics
5. Prof. S. Bharathi, Assistant Professor of English

### **Features**

- Living in a patriarchal society with deep rooted and socio-cultural values of male superiority, the objective of the Cell is to help build an egalitarian society.
- Helping female students live a balanced life where they neither lurk into depression nor take the abode of aggression.
- To ensure female students/staff are healthy physically-mentally
- To stress upon the development of women in every sphere.
- To organize events and activities for women empowerment.
- To create an environment that will help women realize their full potential and give their best.

### **3. SEXUAL HARASSMENT**

#### **Functions and Responsibilities**

- To sensitize all members of the Institute towards prevention of gender discriminations and sexual harassment at the work place and encourage involvement through academic,cultural and outreach activities.
- To provide for dialogue, discussion, and deliberation on women's rights and gender- related issues.
- To encourage participation from NGOs and law enforcement agencies in this area.
- To review safety and security measures for female employees and girl students at St. John Campus.
- To address any issues and take necessary actions when required

#### **Committee Members: Dr. P. VASUKI**

**Dr. A.THAMARAI**

**Dr. N. GAJALAKSHMI**

**Prof. M. MALARVIZHI**

**Dr. K.VIJAYARANJAN**

**Dr. B. DEVIPRIYA**

## **4. FUNCTION PLANNING**

### **Functions & Responsibilities:**

The Governing Body works towards ensuring that all stakeholders, including students, faculty, staff, management and industry, are confident and have faith in the institution. It also ensures that all those assigned authority for various nodal functions, both within and outside institutions, carry these out effectively.

- Adopt rules and procedures for good governance of the institutions
- To appoint the Principal / Director, the teaching and non-teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
- To monitor and review the academic progress of the institute periodically
- To monitor faculty deployment and development, placement and industry-institute interaction activities in the institute/college and suggest remedial measures wherever necessary.
- Approval of Annual Budget.

**Committee Members: Dr. P.VASUKI**

**Dr. V. K. SIVAKUMAR**

**Dr. S. KARUNANITHI**

## **5. STAGE-RECEPTION AND SEATING ARRANGEMENTS**

### **Committee Members:**

**Prof. S. KARPAGAM**

**Dr. P.G. ARAVINDAN**

**Dr. B. DEVIPRIYA**

## **6. INTERNAL COMPLIANT**

### **Functions and Responsibilities**

- To sensitize all members of the Institute towards prevention of gender discriminations and sexual harassment at the work place and encourage involvement through academic,cultural and outreach activities.
- To provide for dialogue, discussion, and deliberation on women's rights and gender- related issues.
- To encourage participation from NGOs and law enforcement agencies in this area.
- To review safety and security measures for female employees and girl students at GTMC campus.
- To address any issues and take necessary actions when required

**Committee Members: Dr. P. VASUKI**

**Dr. V. K. SIVAKUMAR**

## **7. GRIEVANCES CELL**

### **Functions and Responsibilities**

- The cases will be attended promptly on receipt of written grievances from the students.
- The committee formally will review all cases and will act accordingly as per the Management policy
- The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- The students may feel free to put up a grievance in writing and drop in the grievance box or handover to the officer- in-charge of the committee.
- The Grievance committee will assure that the grievance has been properly solved in a stipulated time limit provided by the committee

**Committee Members: Dr. P. VASUKI**

**Dr. P.G. ARAVINDAN**

## **8. ANTI-RAGGING**

Anti-Ragging Cell should be one of the important part of Educational Institution's mechanism. As per the guidelines of UGC under the Act of 1956, which is modified as UGC regulations on curbing the menace of Ragging in higher Educational Institutions, 2009, establishment of Anti-Ragging Cell is very compulsory.

### **Objectives of Anti Ragging Committee**

Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. The main objectives of this cell are as follows:

1. To aware the students of dehumanizing effect of ragging inherent in its perversity.
2. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
3. To promptly and stringently deal with the incidents of ragging brought to our notice.
4. To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
7. Any Act of injury or infringement of the fundamental right to the human dignity.
8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

### **Punishment to those found guilty**

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments

1. Debarring from appearing in any sessional test / University Examination
2. Suspension from attending classes and academic privileges
3. Withdrawing scholarships and other benefits
4. Suspension from the college
5. Cancellation of the admission
6. Withholding the results.

### **Eve teasing prevention committee**

The committee will supervise, monitor and take action against all the evil acts of ragging and eve teasing in the campus of our college. The committee will meet every month to take stock of the situation and complaints if any received from the students to take final action. Students who suffer because of ragging and Eve teasing should immediately contact the Principal or HOD or any teacher nearby and report the matter without delay

### **Anti Ragging Committee members:**

1. Dr. P. Vasuki, Principal (i/c), Head & Associate Professor of English
2. Dr. V. K. Sivakumar, Head & Assistant Professor of Zoology
3. Dr. S. Karunanithi, Head & Assistant Professor of Mathematics
4. Dr. A. Thamarai, Head & Assistant Professor of Physics
5. Prof. L. Vikraman, Assistant Professor of Mathematics
6. Dr. M. Muralikrishna, Physical Director

## 9. CAREER GUIDANCE & EMPLOYMENT CELL

The career guidance & employment cell acts as a platform that bridges the industry and the students of the College. The Cell aids in organizing campus recruitment drives for part-time and full-time job offers across various sectors. Internship opportunities for the students are created especially for Computer Science student. In addition, counselling is offered to students, regarding placements and higher education abroad. The unit also organizes leadership and training programmes whenever necessary.

The aims of the cell are as follows:

Objectives of the placement and career guidance cell of the College are

- i. Inviting recruiting agencies and companies for conducting campus interview for final year students of UG and PG.
- ii. Sharing students data base for off campus interview for placement
- iii. Organising career guidance programme for final year UG and PG students highlighting future perspectives of higher education and Job opportunities in various sectors

To fulfil the above said aims, the cell has been conducting free coaching classes for competitive examinations like civil services (UPSC), TNPSC examinations, Railway recruitment board exams, etc. in association with district employment officials.

To motivate and guide the students, the cell organized skill development programmes and seminars by inviting experts and other suitable persons from various industries.

Many students have been directed to attend various off-campus placement interviews conducted around Chennai, Vellore and Vellore districts.

### **Carrier Guidance and placement Cell:**

Dr. V. K. Sivakumar, Assistant Professor and Head, Department of Zoology

## 10. EXAM CELL

### Examination Cell

The Examination Cell coordinates and conducts the assessment tests, end semester exams and various competitive exams in the campus. Internal Exams & University Exams.

The Examination Cell coordinates the conduct of Internal Examinations as well as University Examinations for all the UG and PG Programmes.

#### Our major activities are

- Profile Entry of the students in Thiruvalluvar University portal
- Course Registration of the students
- Preparation of Tentative Schedules for Internal Assessment Tests
- Conduct of Internal Assessment Tests
- Internal Assessment entry
- Registration for University Exams
- Generation and Issue of Hall Tickets
- Conduct of University Examinations
- Issue result copies to the Departments
- Revaluation Process
- Issue updated (Revaluation) result copies to the Departments
- Issue of University Mark Statements
- Issue of Provisional Certificates
- Graduation Day ceremony
- Issue of Degree Certificates
- Conduct of Consortium Examinations for PG Courses
- Helping the students to rectify University exam related grievances

**Chief supernatant: Dr. S. Karunanithi**

## 11. UGC & IQAC & NAAC

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes: The college takes academic audit of each department and various committees every year through IQAC to increase and maintain the quality of education. Academic Audit Committee is set up for this purpose. At the beginning of academic session, the committee collects academic plan including publication, extension activity, collaboration, innovative and best practices, assignment, ICT based activity, students competition, seminar and workshop supposed to organize for better performance. The Committee evaluated plan submitted by the departments and committees, twice in an academic session as per the academic plan and reviewed their academic progress. The report of the committee was submitted to the IQAC and the same is put in the College Development Committee for discussion, suggestion and approval. Due to implementation of such academic audit, it is found out that all departments and committees have been constantly improving their curricular, co-curricular and extra cocurricular performances.

Implementation of Green practices in the campus:

The IQAC proposed to initiate various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Paperless Work, Plastic Eradication, Clean and Beautiful Campus, No Vehicle Day, Save Power, Paper Bag Workshop, Awareness Programme on Renewable Energy and e-Waste Management. For the better implementation of green practices, IQAC distributed these activities among various departments. IQAC constantly takes the feedback about the proper result oriented implementation of these activities through academic audit every year. Because of these practices, eco-friendly and pollution free college campus and social awareness about renewable energy and e-waste management is developed in the community.

Use and enrichment of ICT infrastructure The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non-teaching staff to use ICT

by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

**IQAC Coordinator:** Dr. S. Karunanithi, Assistant Professor and Head,

Department of Mathematics

**IQAC Members:**

<b>1.</b>	<b>Dr. G. Ramasamy, Assistant Professor,</b>	<b>Department of Chemistry</b>
<b>2.</b>	<b>Dr. A. Jothiselvamuthukumar, Assistant Professor,</b>	<b>Business Administration</b>
<b>3.</b>	<b>Dr. P. G. Aravindan, Assistant Professor,</b>	<b>Department of Physics.</b>
<b>4.</b>	<b>Dr. D. Ramasamy, Assistant Professor,</b>	<b>Department of Chemistry.</b>
<b>5.</b>	<b>Mr. S. Kumaraguru, Guest Lecturer,</b>	<b>Department of Chemistry.</b>
<b>6.</b>	<b>Mr. M. Suresh, Guest Lecturer,</b>	<b>Department of Chemistry.</b>
<b>7.</b>	<b>Dr. J. Udayaseelan, Guest Lecturer</b>	<b>Department of Physics.</b>
<b>8.</b>	<b>Mr. R. Manimaran, Guest Lecturer</b>	<b>Department of Chemistry.</b>
<b>9.</b>	<b>Mr. V. Palani, Guest Lecturer</b>	<b>Department of Chemistry.</b>

**Functions & Responsibilities:**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related

activities, including adoption and dissemination of best practices

- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

## **12. SCHOLARSHIP**

**The following scholarships are available as per Government guidelines:**

- BC/MBC Scholarship offered by BC/MBC welfare department.
- SC/ST Scholarship offered SC/ST welfare department.

### **Eligibility for Availing Scholarship**

1. The students must obtain minimum **75 percentage** of attendance in the previous academic year to avail the scholarship. Full scholarship will be provided to SC/ST students whose parent's annual income is less than Rs. 1,00,000/-.
2. Special fees and Examination fess alone will be provided to SC/ST students whose parent's annual income exceeds Rs. 1,00,000/-.
3. Full scholarship will be provided to BC / MBC students whose parent's annual income is not more than Rs. 1,00,000/-.
4. Filled in scholarship application must be submitted to the college office within 30 days from the first working day of the academic year.

### **Other Scholarship available by Government of Tamil Nadu with different schemes**

- National Merit Scholarship.
- Scholarship for the physically challenged Students.
- Scholarship for daughter and sisters of Defence Service Personnel.
- Government of India Scholarship for children of Primary and Secondary School Teachers
- Ex – Servicemen Scholarship.
- UGC - Post Graduate Indira Gandhi Scholarship Scheme for single girl Child.
- EVR Nagammai Scholarship.
- Farmer's Scholarship / Labour Welfare Scholarship etc.

**Committee member: Dr. S. Karunanithi**

## **13.PWD**

**Committee member: Dr. A. Thamarai**

## **14.ALUMINI**

The college has an alumnae association which was established in 2008. The alumnae association conducts annual meeting in every year and provide a platform for the reunite to share past and present growth. During 2019, June 22, 2<sup>nd</sup> reunion was conducted on eve of 25<sup>th</sup> anniversary. This program was lead by Dr. Kaveriammal., Prinicipal with inaugural speech address. The program was organized by the teaching staff and non teaching staff who are all present in alumnae association. There are 54 members participated from various district, state and countries in the reunion meeting. In these meeting alumni's allowed sharing their moments about the college. Alumnae have contributed directly and indirectly for the development of the department or college.

**Committee member: Dr. A. THAMARAI**

**Prof. S. SENTHILKUMAR**

**Prof. S. KARPAGAM**

### **Functions and Responsibilities**

- To maintain an up-to-date and detailed database of the alumni.
- To highlight the success of alumni to improve the credibility and reputation of theuniversity.
- Plan and promote a platform for interaction between all stakeholders.
- Promote the interests and welfare of alumni association.
- Maintain healthy relationship with the alumni body.
- Assist management in creating an environment in the college which is enables studentto have long-lasting memories.

## **15. OSA**

### ***Functions and Responsibilities***

- To maintain an up-to-date and detailed database of the alumni.
- To highlight the success of alumni to improve the credibility and reputation of the university.
- Plan and promote a platform for interaction between all stakeholders.
- Promote the interests and welfare of alumni association.
- Maintain healthy relationship with the alumni body.
- Assist management in creating an environment in the college which enables students to have long-lasting memories.

**Committee member: Dr. A.SRIDHAR**

**D r. P. C H A KA RAVATH Y**

**Prof. S. KARPAGAM**

## **16. Computer Literacy Programme (CLP)**

### **Computer Literacy Programme**

Computer Literacy Programme was initiated by the Government of TamilNadu in all Government Colleges to enrich all Undergraduate Non-Computer Science students from the year 2000-2001. This course was exclusively designed and geared with updated systems orienting towards providing the required knowledge to the students and for their upliftments in computer literacy. This course has been conducted for students from all disciplines excepting computer science.

In our College, there are around 867 students from 13 departments on roll and classes are held from 9.00 am to 5.00 pm on all college working days. The Department of Computer Science is monitoring and managing the conduct of the programme and Dr. **Dr. K.Arulanandam MCA., M.Phil., Ph.D.**, Assistant Professor & Head, Department of Computer Science, acting as Course Coordinator for CLP.

### **Benefits of Computer Literacy Programme**

The Computer Literacy Program is being conducted for Non-computer science students.

The students are being trained on the state-of-art technologies both theoretically and practically. The orientation of the training is towards job fetching in the IT market with renowned skills in recent developments.

### **Course Curriculum**

The students are trained on the basic knowledge of Ms-Office, Internet technologies, basics of C language and HTML. A common examination (theory) is conducted for the CLP students throughout Tamil Nadu, at the end of the course. Based on their performance, a Certificate is issued from the Government of Tamil Nadu which is of great potential to them during their placement opportunities.

## **17.ID CARD**

**Committee member: Dr. A.SRIDHAR**

## **18. TIME TABLE GENERAL & WORKLOAD**

### **Functions and Responsibilities**

- To prepare the Institutional Academic Calendar at the end of each semester for the next semester with the active involvement of the respective Heads of Departments and under the guidance of both the Principal
- To, with the active involvement of the committee members of the respective department, gather requisite information like teaching load of individual faculty members from the department, shared teaching load from other departments, lab-wise subject allotment, assigned classrooms and tutorial rooms, assigned shared common resources (classrooms, labs, tutorial rooms which are shared) and other department-specific requirements (e.g. lectures to be arranged only in morning slot and lunch breaktimes etc.).
- To prepare Class Time Table at the beginning of each semester
- To prepare Laboratory Time Table at the beginning of each semester
- To widely publicize the Institutional Academic Calendar and Time Tables to teaching staff, non-teaching staff and students.

**Frequency of Meetings:** At the beginning of every semester

**Committee member: Dr. A.SRIDHAR**

## **19.PARENT TEACHER ASSOCIATION (PTA)**

The Parent Teacher Association (PTA) consists of elected members of staff and parents with the Principal as its President and an elected parent member as the Vice President. The General Body of the PTA meets annually and the Executive Committee members meet once in a semester. The PTA fund is utilized for student welfare and for the development of the departments.

- To nourish and promote good relationship among staff, students and guardians of the students.
- To create in its members keen interest for the smooth working and the progress of the college and for maintaining good discipline and high academic standards.
- To provide financial and technical assistance to improve amenities to the student of the college.

**Committee Member:** 1. **Dr. A. SRIDHAR**, Assistant Professor (Mathematics)

2. **Prof. S. SENTHILKUMAR**, Assistant Professor (Mathematics)

## **20. YRC, RRC & ROTARY**

### **The Youth Red Cross (YRC), RRC & Rotary**

The international Red Cross movement is the well-known and worldwide humanitarian organization, present in almost all the countries. The motto of Youth Red Cross (YRC) is "to serve". The Youth Red Cross is the most important constituent of its mother organization, Indian Red Cross Society. It is a group movement organized at the initial stages for students between 18 and 25 years of age within the colleges. Under the guidance of Programme Officer, the students are trained and encouraged to manage various programmes.

The fundamental principles of Red Cross movement are :

- Humanity
- Impartiality
- Neutrality
- Independence
- Voluntary service
- Unity
- Universality

Red Cross society function with the one and only aim of serving people under distress without any consideration of caste, religion, language and nationality.

- Youth Red Cross has the following three principles :
- Protection of health and life
- Service to the sick and suffering

Promotion of national and international friendship to develop the mental and moral capacities of the youth. Activities :

- Promotion of health and hygiene.
- Service to the needy people
- Relief work during emergencies like flood, fire and other natural calamities.
- National integration
- World friendliness.

### **Programme Officer**

**Prof. N. GAJALAKSHMI**, Assistant Professor, Department of Mathematics.

### **Features**

- On the first day of college reopening, the aims and the functions of YRC is explained to the members.
- Every year, blood donation camp is organized by YRC in the basis of humanity.
- The following awareness programs are conducted by YRC
- Health counseling
- Meditation

- Environmental Protection
- First Aid
- Disaster Management

## 21. LIBRARY

### Library

- ❖ The Library is accessible to both the students and the staff of the college.
- ❖ It is open on all working days from 9.30 A.M to 4.30 P.M..
- ❖ Besides the General Library each department has a library of its own.

**PG Students** : Two books issued per student

**UG Students** : One book issued per student

- ❖ Except for the reference books all the other books can be borrowed by the students.
- ❖ The students are responsible for the books they have borrowed.
- ❖ Only one book can be borrowed from the given day only

PG Students	: Thursday
UG Third Year	: Wednesday
UG Second Year	: Tuesday
UG First Year	: Friday

- ❖ A book can be borrowed. However, the students can renew and extend the due date if there is no demand for the book.
- ❖ Books should be returned without any damage.
- ❖ If the book is not returned on the due date a fine of Re. 1/- will be collected for each working day.
- ❖ The text books will be received from the respective Departments. Students can borrow only books prescribed for the respective semester.
- ❖ At the end of the semester the borrowed books should be returned without any damage.
- ❖ Implementation of Autolib software process is going on.

### Librarian In-charge:

**Mr. S. SENTHILKUMAR**, Assistant Professor, Department of Mathematics

## **22. SC/ST REMEDIAL. COACHING**

The UGC has introduced the Remedial Coaching Scheme for SC / ST Students w.e.f. 1994. The scheme aims at improving the academic skill and linguistic proficiency of the students in the various subjects and raising their level of comprehension in such subjects where qualitative technical and laboratory work is involved and reduce their failure and dropout rate; in pursuance of this our college has also introduced the scheme for SC / ST students we.f. July 2006 with the approval and grant of UGC, New Delhi.

### **Objectives Of Remedial Coaching Classes**

- To improve the academic skills and linguistic proficiency of the students in various subjects
- To raise their level of comprehension of basic subjects to provide a stronger foundation for further academic work
- To strengthen their knowledge skills and attitudes in such subjects, where quantitative and qualitative techniques and laboratory activities are involved so that the necessary guidance and training provides under the programme may enable the student to come up to level necessary for pursuing higher studies efficiently
- To prepare students belonging to SC / ST for competitive exams

**Coordinator: Dr. P. C H A KA RAVATHY**

## **23. NATIONAL SERVICE SCHEME (NSS)**

In the year 1969, National Service Scheme (NSS) was started to serve the society. Both male and female wards can join in NSS and the condition is that minimum two years of service. Every year each student have to participate at least 120 hours and the certificate will be issued for the same.

### **Motto of NSS**

**“Not Me But You”**

#### **The expression stands for two things:**

1. Forgetting and surrendering the self, and Rendering selfless service to others.
2. The word "Not" before "Me" is to reduce the self to nothing and the Word "But" before "You" can be expanded as follows: - “I do not live for me but for you.” “The world is not only for me but to you also.”

### **NSS Symbol**

The symbol of the National Service Scheme, as appearing on the cover is based on the ‘Rath’ wheel of the Konark Sun Temple of Orissa. These giant wheels of the Sun Temple portray the cycle of creation, preservation and release, and signify the movement in life across time and space. The design of the symbol, a simplified form of the Sun-chariot wheel, primarily depicts movement. The wheel signifies the progressive cycle of life.

### **NSS Activities**

- Regular Programs:- 120 hrs per year
- Special Camping programs: Every year

Note : Students must enroll themselves for Consecutive TWO years in NSS

### **Regular Project Types**

NSS Volunteers Work on Regular Projects for 120 hours and more during the year in

- Adopted Area Project – 40hrs+40hrs
- University level projects – 10hrs+ 10hrs
- College level projects – 10hrs+ 10hrs

The NSS motto is "**Not me, not you, but we**".

The National Service Scheme offers opportunities for services, to develop character, team spirit and leadership qualities. It creates a way to social awareness. The NSS volunteers learn from people in villages how to lead a good life despite a scarcity of resources.

The NSS volunteers render service to the people of the adopted villages, orphanages, Cleaning, forestation, organize eye camps, health camps, adult literacy camp, blood donation camp and various community development programmes. Under the supervision of Principal , NSS consists FOUR units and 400 student volunteers are serving to the society.

**NSS Program officers:**

1. Unit-I : Dr. P. Chakkaravarthy
2. Unit-II : Prof. M. Malarvizhi
3. Unit-III : Dr. P. Puvi Arasu
4. Unit-IV : Dr. S. Manigandan

## **24. FURNITURE REPAIR & AUCTION**

**Committee members: Prof. S. BHARATHI**

**Dr. M. SATHIYAMOORTHY**

**Dr. D. RAMASAMY**

## **25. NATIONAL CADET CORPS (NCC)**

The 21<sup>st</sup> century has witnessed a drastic change due to globalization, today youth development and empowerment is the focus of almost all the countries. One of the important key factors of empowering the youth is National Cadet Corps (NCC). British people created the 'University Corps' with an aim for second line of defence during the First World War, at the time of only These university corps become trained youth available for employment in to the armed british student could able to join in university corps. After independence Indian government has renamed University Corps into National Cadet Corps Under the parliament act XXXI on 16<sup>th</sup> April 1948. Indian NCC is the only world's largest youth organization having 15 lakhs school and college students from various parts of our country. NCC has functioning under the ministry of defence.

### **About GTM NCC Unit**

NCC Unit : 1A Company

Unit Raising Day : 4.09.2014

Battalion : 10(TN) Bn NCC, Vellore

Group Headquarters: Madras 'A'

**Associate NCC officer: Lt. L.Vikraman, Assistant Professor of Mathematics**

Sanctioned Strength: 104 Cadets

### **Aims of NCC**

- To develop the Character, Comradship, Discipline, Secular outlook, Spirit of Adventure, Sportsmanship and ideals of selfless service among the youth of the Country.
- To create a Human Resource of organized, trained and motivated youth, to provide leadership in all walks of life and always be available for the service of the Nation.

- To provide a suitable environment to motivate the youth to take up a career in the Armed Forces.

## **Objectives**

- To train volunteer youth to become confident, committed and competent leaders in all walks of life.
- To enhance the awareness level of cadets for being responsible citizens of the country.
- Provide opportunities and encourage cadets to enhance their knowledge / awareness levels on life / soft / communication skills, character building / personality development.
- Conduct activities to provide value based contributions towards society in terms of social and community development.
- Undertake adventure activities for development of leadership qualities and risk taking abilities.
- Provide a platform to launch “good-will ambassadors” cadets to project the image of the country overseas.
- Provide an environment to motivate cadets to join the armed forces as a career.

## **26. ENTREPRENEURSHIP**

Entrepreneurship Development Cell [EDC] was established to assist students, entrepreneurs, including Institutes' faculty, with pre-venture, start-up or existing business with financial management, marketing, technology and product development and commercialization issues.

### **Function and Responsibilities:**

- The Entrepreneurship Development Cell (EDC) is to encourage, promote and facilitate entrepreneurial activities among students of our institution.
- The cell regularly organizes different activities and events to train and motivate the students as an entrepreneur.
- This cell acts as facilitator and resource institution to motivate, guide and help prospective and existing entrepreneurs in their entrepreneurial endeavors / efforts through positive training interventions.
- This cell strives to identify the talented youth to become an entrepreneur.

### **DUTIES:**

1. To organise career oriented workshops for the outgoing students.
2. To organise coaching classes for competitive exams by inviting experts.
3. To organise programmes to create awareness on the importance of higher education in India and abroad.
4. To invite industries and companies for Campus placements.
5. To provide details of campus placements.
6. To conduct awareness programmes on entrepreneurship skills for students.
7. To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning.
8. To arrange industrial visits to get practical exposure and knowledge of the industrial environment.
9. To file and submit the records to the IQAC Committee.

### **Committee Members**

**Dr. S. SAGAYARAJ**  
**Prof. L. VIKRAMAN**  
**Dr. S. MANIGANDAN**  
**Dr. M. G. LOGANATHAN**

## **27. FINE ARTS**

The Fine Arts club of Government Thirumagal Mills College aims at identifying the various hidden talents of our students and to bring them out. It provides an environment for the education, creation, performance and celebration of arts. It encourages and brings out the artistic capabilities of students in the field of Music, Dance, Drama, Visual Arts and other cultural activities.

### **Objectives**

1. The main objective of arts club is to encourage the students in various act activities.
2. To help the students develop their leadership abilities.
3. To improve the imagination skill in entertainment.
4. Clubs help you get into good colleges and universities, improve your academic performance, boost your mental health.
5. Organize Competitions to identify and encourage the potentials.
6. To motivate students for Inter-college cultural events to enable them to prove their mettle

**Committee Member: 1. Prof. M. Malarvihi**

**2. Prof.S. Bharathi**

**3. Dr. B. Devipriya**

## **28. COUNSELING CELL**

### ***Functions and Responsibilities***

- The cases will be attended promptly on receipt of written grievances from the students.
- The committee formally will review all cases and will act accordingly as per the Management policy
- The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- The students may feel free to put up a grievance in writing and drop in the grievance box or handover to the officer- in-charge of the committee.
- The Grievance committee will assure that the grievance has been properly solved in a stipulated time limit provided by the committee

**Committee Members: Dr. P. VASUKI**

**Dr. V. K. SIVAKUMAR**

**Dr. S. KARUNANITHI**

**Dr. S. SAGAYARAJ**

## **29. AICTE, AISHE, NIRF, RUSA, ICTACT**

The emergence of a worldwide economic order imposed immense impact on higher education, more so under the changes that have taken place in the recent past about globalization, industrialization, and information technology advancements. Various policy changes that have taken place at the UGC, All India Council for Technical Education (AICTE), Distance Education Council (DEC), Indian Council for Agriculture Research (ICAR), All India Survey on Higher Education (AISHE), National Institutional Ranking Framework (NIRF), Bar Council of India (BCI), National Council for Teacher Education (NCTE), Rehabilitation Council of India (RCI), Medical Council of India (MCI), Pharmacy Council of India (PCI), Indian Nursing Council (INC), Dentist Council of India (DCI), Central Council of Homeopathy (CCH), the Central Council of Indian Medicine (CCIM) and such other regulatory bodies from time to time are to accommodate these developments and to maintain quality standards in higher education.

English language teaching and training, use of technology for experiential learning, and equipping and training teachers/faculty can be explored for building capacities where Australia has major strength, including partnering with major government initiatives like the Rashtriya

Uchhatar Shiksha Abhiyan (RUSA). Research partnerships can also be developed that could deliver solutions to specified problems in the water, infrastructure, poverty alleviation, security, health, and governance.

**Committee Member: Dr. K. ARULANANDAM**

### **30. BUS PASS**

Free Bus Pass Scheme is a scheme for the students of Tamil Nadu. The Tamil Nadu Government launched this scheme in order to help the school and college going students by providing them free pass for their journey by bus. The school and college going students would not have to give any fare for their journey if they show their free passes.

**Committee Member: Dr. K. ARULANANDAM**

### **31.ECO CLUB**

The 'Eco Club' is also a part of the extension activities offered by our college. It is a platform to spread the knowledge about ecofriendly environment and to stress the need of pollution from environment.

#### **Motto**

"It is our duty to save Environment BEAUTY" "Where there is green there is PROSPERITY"

#### **Objective**

- To create a clean and green consciousness among students through various innovative methods
- To develop, maintain and enhance pupils interest in environment
- To motivate students how to imbibe habits and life style for minimum waste generation
- Encourage the students to use eco-friendly products in their daily life
- Organize environmental preservation and cleanliness drives at regular intervals
- To create awareness among the students about eco-friendly activities.

- To make a clean and green campus.
- To create knowledge about pollution free surroundings.
- To insist the need for preservation and conservation of the components of environment by practicing sustainable development.

### **Vision**

- To create environment-based ethics and interests among the future young generation.
- To enhance the students' abilities, uncover the distinct skills and to bring about a holistic transformation to enable them to imbibe the values to keep our environment clean and green through various innovative methods.
- To encourage the students and general public to reduce pollution, plant more trees and inculcate 3R approach.
- To promote sound environmental behavior in the student's community.

### **Mission**

To work together as a cohesive unit to spread environmental awareness and work towards nurturing a responsible attitude amongst students towards their immediate environment.

### **Activities of Eco club**

- To Motivate the students to keep their surroundings green and clean by undertaking plantation of trees
- To Promote ethos of conservation of water by minimizing the use of water
- To Organize tree plantation program in colleges and nearby villages
- To Organize awareness programmes such as Quiz, essay, painting competitions, rally's, etc. regarding various environmental issues
- To use different media such as Audio, visual, posters, seminar, workshop, Guest Lecture for spreading messages concerning environment
- Street Cleaning, Drain Cleaning, Cleaning of back alleys

### **Outcomes and Benefits:**

- The success of any programme lies in the potential outcomes from participants. Village Hygiene awareness programs made our students gain lot of interests and learnt new techniques like how to do awareness campaigns, self-hygiene, canvassing and motivating others. Our students involved many people even who hesitated to join by highlighting the unhealthy environment which our future generation is going to have. Focused people group were women, children, and older people and made them learn about their problems and also to provide

solutions for the same. Students gave feedback saying they have learnt lot of life skills.

- Students are trained to improve their psychomotor skills through a shared commitment towards cleanliness of the villages, schools, street cleaning, tree plantation in the process of preserving and protecting our natural resources and also the importance of physical activity in life rather than spending their time in social media and browsing net.
- The activity of Seed sheet distribution and tree plantation help students learn the important concepts about ecosystems. Mass tree plantation was a collaborative effort to teach life skills. Students learned responsibility by caring for the plants, learned how to communicate and compromise with each other, gained leadership skills, and developed self -confidence. Students were also encouraged to gift their friends' plant saplings on special occasions instead of spending money for buying cakes and other gifts.
- Water conservation program made a remarkable change in the behavior of students in the campus. Many volunteer students prepared charts and banners with complete enthusiasm and pasted them near the taps, water dispensers, toilets and also in the prominent and necessary places. They started motivating others such gardeners, sweepers and also the fellow classmates not to waste water. The water contest provides an opportunity for youth to become more aware of conservation of our natural resources through artistic design.
- Faster up gradation of electronic products attracts students which leads to e-waste generation. When the students were involved to collect e waste from campus they realized the hazards. They also leant the importance of 3R approach of reduce, reuse and recycle with complete knowledge.
- The awareness webinar on hygiene helped our students to acquire knowledge on basic toilets usage in campus and the importance of hand hygiene to prevent the spread of disease. They were also motivated how to build resilience in the face of disease and disaster.
- The awareness program on single-use plastics made the students realize the importance of protecting marine habitats and water bodies from plastic pollution. It inspires to reduce their own plastic consumption

**Committee Member: 1. Dr. K. VIJAYARANGAM**

**2. Dr. D. RAMASAMY**

## **32.COLLEGE CALENDAR**

### **Power and Functions:**

- Fixing up of semester wise working days.
- Updating faculty and different committee information in the college calendar.
- Planning dates of unit tests.
- Planning the dates of vacation and reopening of college.
- Calling quotations for printing of calendar and finalizing printing work and setting up of bills.

**Composition** : 1.Principal – Convener  
2. Two Senior Faculty as Members  
3. Member

**Committee Member: Dr. M. SATHIYAMOORTHY**

## **33. HOSTEL MEN**

**Committee Member: Dr. M. SATHIYAMOORTHY**

## **34. HOSTEL WOMEN**

**Committee Member: Prof. S. BHARATHI**

## **35.COLLEGE MAGAZINE**

The college magazine is an annual publication of the college. It is written and edited by the college students and teachers. The college magazine has English and a Tamil section. It includes a detailed report of the college activities. The students and the teachers get a scope to show their creative

power through it. The magazine contains poems, articles, short stories short essays, book reviews, reports of activities of various societies and clubs in the college and an elaborate photo gallery providing glimpses of the campus activities. The magazine also contains valuable speeches and message by the principal.

The magazine committee comprises of the editor, co-editor and sub-editor for the English as well as the Tamil section along with staff editors for the respective sections. The magazine committee invites writings from the students and teachers. The editorial board selects the qualified ones for printing. The college magazine serves many useful purposes. The most important is that it brings out the latent creative talents of the students and thus helps them to form the habit of reading and writing. It also helps them to hone their intellectual skills as well as benefits in widening the horizons of knowledge. This gives a chance to the other students to be inspired by their peers' experience. The college magazine reflects the academic and co-curricular activities of the college.

**Committee Member: Prof. S. BHARATHI**

## **36.DISCIPLINE**

### **Discipline Committee**

Discipline is the bridge between goals and achievement. Hence education should bring the moral, ethical values of well being, platform to learners and should strive hard to bring in the core human values in the process of learning.

#### **Vision:**

To inculcate discipline among students by creating a safe, secure and encouraging environment in our college.

#### **Mission:**

- To have an optimistic approach in imparting discipline among students.
- To frame committee and policies to maintain discipline in the college premises.

## **Objectives:**

The committee mainly focuses on:

- Solving students' related issues and Creating a secured environment in the college.
- Making the students aware about the disciplines, rules and instructions to follow.
- Taking disciplinary action against any of the misbehavior.

## **Responsibilities of Discipline Committee**

- To ensure quiet and peaceful academic atmosphere in the campus.
- To avoid physical conflict among students.
- To ensure all the students wear ID Cards while they are entering the campus.
- To prohibit cell phone usage by the students in the Campus.
- To monitor the movement of the students in the college and prevent students loitering around in the corridor during the class hours.
- To prevent the students leaving the college early without prior permission from the Head of the Department.
- To prohibit Smoking, Alcohols and Narcotics strictly in the college campus.
- To maintain proper discipline in the college canteen and student waiting room.
- To support the college anti-ragging committee in preventing ragging in the College.

## **Discipline committee members:**

1. **Dr. M. MURALIKRISHNA , Physical Director**
2. **Prof. L. VIKRAMAN**

## **37. Health Club**

Our institution has established Health Club in the year 2019-20, for the benefit of students, faculties and staff members of our college, based on the scope and guidelines given by the University Grants Commission for HEIs. The club's vision is to develop sensitivity among students and faculties in particular and the community in general regarding Health & Nutrition, Personal Hygiene, Awareness and maintenance of a healthy life style.

## **OBJECTIVES OF THE HEALTH CLUB**

The Government of India has given fitness and good health a national priority to motivate every person to come up to sound physical standards. In order to address the Health issues and create

awareness towards students, faculties and staff members, the Health Club was initiated with unique objectives.

- To promote and provide awareness about food safety.
- To create awareness about the Health status and Health related issues among female and male students, faculties and staff members.
- To accord high priority to physical and mental fitness.
- To provide counseling for the different Health issues of the students and faculties by the team of Doctors.
- To encourage and adopt policies and practices towards fitness and well-being.

**committee members:**

**Dr. P. PUVI ARASU**

### **38. TNPSC Coaching**

**committee members:**

**Prof. S. Bharathi**

### **39.Sports**

**“A Healthy body is a Healthy Mind”**

The vision of the sports committee is to organize sports so they can learn to keep themselves physically fit and aims at enhancing the interest of the participants in the field of sports. Sports committee has clear intention on that the level of commitment for sports from an extracurricular perspective should be increased.

Functions:

- i) To create zeal amongst students and faculty members towards sports.
- ii) To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.
- iii) To enhance the interest of participants in the field of sports.

- iv) To achieve the goals we plan to organize various competitions in the following sports: Football, Cricket, Basketball, Volleyball, Carrom, Badminton etc.
- v) To promote every individual's health, physically well-being as well as the acquisition physical skills among the students.
- vi) The committee aspires to inculcate qualities such as Sportsmanship, Team spirit and Bonding.
- vii) It is designed to serve the interest of the students' community in competitive sports and other recreational activities i.e. both Indoor and outdoor.

Responsible:

- i) The committee shall promote sports activities by motivating students and member's faculty.
- ii) Promoting Team spirit by making healthy competition.
- iii) To organize regular sports events in order to train students for states and national level competition.
- iv) To arrange for better coaching facilities.
- v) Proper maintenance of sports accessories.
- vi) To provide necessary infrastructure for sports.
- vii) To prepare and maintain records of all sports activities.

**committee members:**  
**Dr. M. Muralikrishna**

## **40. Covid**

**Committee members**

**Dr. V. K. Sivakumar**

**Dr. B. Karthikeyan**

## **41.Cleanliness**

A college is a mini-community where students come for learning. The students have the right to basic amenities, whereas the college must provide essential amenities such as clean and functional toilets, safe drinking water, clean surroundings and necessary information on sanitation and hygiene. Consequently, inculcation of Swachh habits is a responsibility of the educational institutions. Manner inculcation is conceivable through experience and practice.

Committee Members:

Dr. D. Ramasamy

Dr. M. Murasoli

## **42.Soft Skill Development Cell**

Interactive English Programme is a soft skill development programme offered by the Department of English. The expected outcome of the programme is the development of the four different skills of language. Listening, Speaking, Reading and Writing Skills are given equal importance. At the end of the programme the learners will be able to use English fluently. Their confidence level is improved as training is given to face interviews and group discussions. Hence the programme helps the students in their career advancement. Activity Based Teaching Methodology is implemented to ensure the active participation of the learners. Duration of the programme is 30 hrs. The programme is offered for the undergraduate students.

Committee Members:

Dr. S. Sagayaraj

### **43. CLP, Sports, Library Committee**

Committee Members:

Dr. P. Vasuki

Dr. V. K. Sivakumar

Dr. S. Karunanithi

Dr. A. Thamarai

### **44. TNOU**

Committee Members:

Dr. P. Vasuki

### **45. Purchase Committee**

- Constitution of purchase committee.
- Fund allotment (plan & non-plan) to various eligible departments.
- Following the rules laid down by DGS & D rate contract for the purchase under UGS fund allotment.
- Indent approval for the list of articles to be purchased by the Principal.
- Calling of Quotation of the list of articles to be purchased from not less than three scientific supplies companies.
- Preparation of comparative statements for the quotation received.
  
- Placement of orders to the suppliers who quoted the lowest price for the articles required as per the norms specified by the institution as indicated below.
  1. The articles should be supplied on or before
  2. The cost of the articles supplied should not exceed the rates already quoted.
  3. The articles should be well packed and sent F.O.R/Gudiyatham.
  4. The articles supplied should confirm to our specifications and be upto the mark.
  5. Such of those articles that are not of our specification and are of substandard quality will be sent back at the companys cost.

6. Breakages if any, found on unpacking the cases at our end should be made good by the company itself.
7. The invoice should be sent in TRIPLICATE.
8. If the sales tax is claimed in the bill, the necessary sales tax certificate should be sent along with the invoice.
9. Insurance charges are not allowed.
10. Packaging, forwarding and freight charges are not allowed.
11. If the articles which are not received on the stipulated date mentioned above, this order for supply of articles stands cancelled automatically without any prior intimation.

Committee Members:

Dr. V. K. Sivakumar

Dr. A. Thamarai

Dr. P. Chakkaravarthy

#### **46. Bill Submission Committee**

The articles should be supplied on or before

The cost of the articles supplied should not exceed the rates already quoted.

The articles should be well packed and sent F.O.R/Gudiyatham.

The articles supplied should conform to our specifications and be upto the mark.

Such of those articles that are not of our specification and are of substandard quality will be sent back at the companys cost.

Breakages if any, found on unpacking the cases at our end should be made good by the company itself.

The invoice should be sent in TRIPLICATE.

If the sales tax is claimed in the bill, the necessary sales tax certificate should be sent along with the invoice.

Insurance charges are not allowed.

Packaging, forwarding and freight charges are not allowed.

If the articles which are not received on the stipulated date mentioned above, this order for supply of articles stands cancelled automatically without any prior intimation.

Committee Memmners:

Dr. V. K. Sivakumar

Dr. K. Arulanandam

Dr. A. Thamarai

Dr. P. Chakkaravarthy

#### **47. Attendance Monitoring**

**Committee members:**

**Dr. V. K. Sivakumar [FN]**

**Dr. P. Chakkaravarthy [AN]**

#### **48. College Development Committee**

***Functions & Responsibilities:***

- To discuss the Academic progress of the college and make recommendations to the Governing Body for the improvement of the standard of teaching in the college;
- Recommend to the Governing Body the need for teaching and other posts.
- Advise the principal regarding the intake capacity of various classes
- Discuss matters relating to the internal management of the college and discipline of the college students as may be referred to it by, the principal, from time to time.
- Prepare the budget and financial statements;
- Consider and make recommendations on the report of the Local Inquiry Committee or other inspection reports, if any

**• Committee members:**

**• Dr. P. Vasuki**

**• Dr. V. K. Sivakumar**

**• Dr. S. Karunanithi**

**• Dr. A. Thamarai**

- **Dr. P. Chakkaravarthy**
- **Dr. S. Sagayaraj**
- **Dr. K. Arulanandam**
- **Prof. S. Karpagam**
- **Dr. K. Vijayaranjan**
- **Dr. M. G. Loganathan**
- **Dr. S. Manikandan**

#### **49. Document Protection Committee**

**Committee Member:**

**Dr. K. Arulanandam**

#### **50. Research Committee**

**Power and Functions:**

- Guide allotment to the selected candidates.
- Constitution of DC members for research candidates.
- Monitoring of scholar (M.Phil and Ph.D.,) admission.
- Conduct of doctoral committee meeting for Ph.D Scholars.
- Periodical forwarding of DC report to the university through principal.
- Organizing conference and seminar of national and state level.

**Committee Members:**

**Dr. P. Vasuki**

**Dr. S. Karunanithi**

**Dr. A. Sridhar**

**Dr. K. Arulanandam**