

Non Statutory Bodies

Committees

Discipline & Anti-Ragging Committee

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Mrs.A. Ruby	Assistant Professor	Coordinator
3	Rev.Fr. M. Selvaraj	Assistant Professor	Member
4	Mr. A.Thooya Alex	Physical Director	Member
5	Mrs. Shanthi	Sub. Inspector of Police	Member
6	Ms. Harihara sugashini	Student	Member

DUTIES:

1. To ensure overall disciplined environment in the College.
2. To initiate timely action against erring students and to address complaints about ragging.
3. To sensitise students about the evils of ragging and its prevention in the College Campus by organizing meetings and programmes.
4. To maintain records of the cases investigated and submit the same to the IQAC Committee.

Internal Complaints Committee

S No	Name	Designation	Responsibility
1	Rev. Fr. M. Selvaraj	Secretary	Chairperson
2	Mrs. A.Nancy Mary	Assistant Professor	Coordinator
3	Dr. P.Mary Rabaline Claret	Principal	Member
4	Mrs. A.Ruby	Assistant Professor	Member

DUTIES:

- 1.To attend to the general grievances of the students, staff and suggest Redressal measures within the framework of College.
2. To refer and report the matters to the Principal.
3. To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.

Cell & Prevention of Sexual Harassment Committee

S No	Name	Designation	Responsibility
1	Dr. P.Mary Rabaline Claret	Principal	Chairperson
2	Mrs.D. Chandra	Assistant Professor	Coordinator
3	Mrs. J.Vinotha Jeyakumari	Assistant Professor	Member
4	Mrs. Josephine Shanthi	Inspector of Police	Member
5	Ms. Vedhiya	Student	Member

DUTIES:

1. To organize several programmes to empower the female students.
2. To commemorate International day for elimination of violence against women and International Women's Day.
3. To counsel and solve the personal and academic related problems of Women.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

Collegiate Student Grievance Redressal Committee

S No	Name	Designation	Responsibility
1	Rev.Dr.J. Sagaya John	Secretary	Chairperson
2	Mr. R.Sterlin	Assistant Professor	Coordinator
3	Dr. P.Mary Rabaline Claret	Principal	Member
4	Mrs. D.Chandra	Assistant Professor	Member
5	Mrs.S. Jeyasuki	Assistant Professor	Member

DUTIES:

1. To address and settle the grievances of the students.
2. To maintain the records of the grievances addressed and submit the same to the IQAC

Admission & Annual Plan Committee

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Mrs. D.Chandra	Assistant Professor	Coordinator
3	Mr. L.Immanuvel	Computer Instructor	Member
4	Ms. W.Bemina Mary	Accountant	Member
5	T. Nandhini	Student	Member

DUTIES:

1. To collect proposals from the Committees and to draft Academic Calendar and Annual plan of activities for the year.
2. To finalize admission flyer and admission form.
3. To boost admission and verify the eligibility of prospective students for admission.
4. To assist the students and addresses their initial queries and to interact with the parents during admissions.
5. To organize inaugural function, orientation and bridge course to new students.
6. To provide proper college identity cards and uniform to the students after the reopening of the College.
7. To Plan, monitor and control of the academic systems of the college.
8. To introduce innovations in Teaching, Learning and Evaluation practices.
9. To file and maintain the records of the admissions and Annual Plan.
10. To submit the enrollment records to the IQAC Committee.

Time Table Committee

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Mrs. A.Ruby	Assistant Professor	Coordinator
3	Mrs. S.Jeyasuki	Assistant Professor	Member
4	Mr. L.Immanuvel	Computer Instructor	Member
5	Mrs. G. Barberal Jerosin Kalpana	Arts & Craft Instructor	Member
6	Ms. Jemi Angel	Student	Member

DUTIES:

1. To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.
2. To attend to various complaints of clashes in the time-table and make necessary adjustments.
3. To monitor the classes are conducted as per timetable and events as per annual plan.
4. To scrutinize the work load of the individual faculty members.
5. To maintain the records of the Time-Table framed and submit the same to the IQAC Committee

Attendance Committee

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Mrs. G. Barberal Jerosin Kalpana	Arts & Craft Instructor	Coordinator
3	Mrs. S.Jeyasuki	Assistant Professor	Member
4	Mrs. A.Ruby	Assistant Professor	Member
5	Ms. W.Bemina Mary	Accountant	Member
6	Ms.Sofiya	Student	Member

DUTIES:

1. To ensure that daily attendance is recorded in Biometric device/ Attendance register.
2. To ensure timely compilation of attendance record by the dealing clerks.
3. To ensure periodic display of attendance on the Notice Boards.
4. To keep track of regular absentees and counsel them, if required, along with their parents.
5. To process genuine cases for condonation of attendance.
6. To send attendance details of students to university.
7. To maintain the records of the attendance compiled and submit the same to the IQAC Committee.

Cultural Committee

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Mrs. G.Barberal Jerosin Kalpana	Assistant Professor	Coordinator

3	Mrs. P.Merlin Vimala	Assistant Professor	Member
4	Mr. P. Mano	Student	Member

DUTIES:

1. To make necessary arrangements to celebrate the National and International Days
2. To celebrate National festivals.
3. To develop art integrated learning skill.
4. To prepare and take the students to the competitions conducted by other institution.
5. To maintain the records of the celebrations and submit the same to the IQAC Committee

Library Services Committee

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Mrs. M.Lily Mary	Librarian	Coordinator
3	Mr. R.Sterlin	Assistant Professor	Member
4	Ms. Thanga James Winson	Student	Member

DUTIES:

1. To take stock of the existing, newly added and total number of books.
2. To arrange talks for students to motivate them to cultivate reading habits.
3. To organise book week and books display on special occasions.
4. To provide access to National and International online journals.
5. To see that library issue/ return of books are maintained through software.
6. To facilitate the services of National Digital Library an initiative by Ministry of Education.
7. To acquire books for the book bank and distribute to the deserving students.
8. To ensure that a Suggestion Box is installed in the Library and the reader's grievances are attended to and measures suggested.
9. To maintain the sanctity of the Library.
10. To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.

Extension Activity Committee

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Mrs. J. Vinotha Jeyakumari	Assistant Professor	Coordinator
3	Mr. C. Anand	Assistant Professor	Member
4	Ms. Saranya	Student	Member

DUTIES:

1. To plan and execute extension programmes for the year.
2. To conduct CT camp and to submit report.

3. To organise community welfare programmes.
4. To organise activities to inculcate values, civic responsibilities and promote all round development of personality of students.
5. To maintain the records of the activities conducted and submit the same to the IQAC Committee

Scholarship Committee

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Mr. A.Thooya Alex	Physical Director	Coordinator
3	Ms. Rakshana	Student	Member
4	D. Arockia Mercy	Student	Member

DUTIES:

1. To make the students aware of the various schemes and scholarships available for students.
2. To scrutinize scholarship forms of the students and ensure the deserving students receive scholarship.
3. To attend the meeting related to scholarship convened by government.
4. To maintain the records and submit the same to the IQAC Committee.

Field Trips & School Visits Committee

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Mr. R.Sterlin	Assistant Professor	Coordinator
3	Mr. A.Thooya Alex	Physical Director	Member
4	Mrs. G.Barberal Jerosin Kalpana	Assistant Professor	Member

DUTIES:

1. To coordinate the educational tours and school visits conducted .
2. To provide transport facilities after proper assessment of the requisition.
3. To maintain the records of the school visits and educational tours conducted and submit the same
4. To the IQAC Committee.

Examination Committee

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Dr. V.Rajalakshmi	Assistant Professor	Coordinator
3	Mr. L.Immanuvel	Computer Instructor	Member
4	Ms. W.Bemina Mary	Accountant	Member
5	Mr. Shanmugasamy	Student	Member

DUTIES:

1. To successfully conduct the internal and external examinations and prepare the Results Analysis.
2. To ensure that the mark lists are submitted by the teacher educators to the Examination Section by due dates.
3. To send the progress report to the parents within the stipulated time
4. To see that remedial classes are conducted by teachers for weaker students and maintain records regarding the same
5. To send internal assessment to Tamil Nadu Teachers Education University.
6. To make inventory of the required Stationery well in advance and put up the requisition for required items at least 2 months in advance.
7. To prepare course wise distribution of pass percentage and submit the same to the IQAC Committee.

Faculty Development and Assessment Committee

S No	Name	Designation	Responsibility
1	Rev. Fr. M. Selvaraj	Secretary	Chairperson
2	Mrs. I.Joyal Roopavathi	Assistant Professor	Coordinator
3	Dr. P.Mary Rabaline Claret	Principal	Member
4	Dr. V.Rajalakshmi	Assistant Professor	Member
5	Dr. Anna Raja	Academic Advisor	Member

DUTIES:

1. To organize Faculty Development Programme for the teaching and non-teaching staff.
2. To collect Self-Appraisal report of staff and analyse the same.
3. To obtain feedback from the teaching and non-teaching staff.
4. To submit all the records to the IQAC Committee.

News Letter Committee

S No	Name	Designation	Responsibility
1	Dr. P.Mary Rabaline Claret	Principal	Chairperson
2	Mrs. J.Vinotha Jeyakumari	Assistant Professor	Coordinator
3	Mr. L.Immanuvel	Computer Instructor	Member
4	Ms. W.Bemina Mary	Accountant	Member

DUTIES:

1. To collect and organize the reports received from various committees.
2. To collect and arrange photographs of various events conducted in the college.
3. To get the Newsletter printed and distribute the same to stakeholders.

Staff Welfare Committee

S No	Name	Designation	Responsibility
1	Dr. P.Mary Rabaline Claret	Principal	Chairperson
2	Mrs.D. Chandra	Assistant Professor	Coordinator
3	Dr. V.Rajalakshmi	Assistant Professor	Member
4	Mrs. T. Sahaya Mary	Assistant Professor	Member
5	Mr. R.Sterlin	Assistant Professor	Member

DUTIES:

1. To organise staff welfare activities such as Picnics, Hikes, etc.
2. To suggest staff welfare measures to Governing body through Principal.
3. To pursue the matter with the management related to confirmation, pay increment etc. of the teacher educators.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee

Academic Audit Committee

S No	Name	Designation	Responsibility
1	Dr. P.Mary Rabaline Claret	Principal	Chairperson
2	Rev.Fr.M.Selvaraj	Assistant Professor	Coordinator
3	Mrs. A.Ruby	Assistant Professor	Member
4	Mrs. D.Chandra	Assistant Professor	Member
5	Dr.Anna Raja	Academic Advisor	Member

DUTIES:

1. To see that Academic audit is conducted every semester to evaluate the progress.
2. To ensure that the syllabus is completed in time and the question papers are set accordingly.
3. To identify the opportunities for academic reforms.
4. To inspect whether academic activities are carried out according to course plan, annual plan and academic calendar of the college.
5. To inspect whether the files and the records are maintained properly by the teaching staff.
6. To evaluate the optimum utilization of financial and other resources.
7. To place the outcome of audit before the IQAC and Governing Body
8. To facilitate Academic committee to revise Plan of action to implement the suggestions of IQAC and GB.

Administrative Audit Committee

S No	Name	Designation	Responsibility
1	Rev.Dr.J. Sagaya John	Secretary	Chairperson
2	Mr. L. Immanuel	Computer Instructor	Coordinator
3	Dr. P.Mary Rabaline Claret	Principal	Member
4	Mr. A.Thooya Alex	Physical Director	Member
5	Ms. W. Bemina Mary	Accountant	Member

DUTIES:

1. To see that administrative audit is conducted every year to evaluate the progress.
2. To identify the opportunities for administrative reforms.
3. To evaluate the optimum utilization of financial and other resources.
4. To see whether annual financial audit has been done and records are maintained.
5. To place the outcome of audit before the IQAC and Governing Body.
6. To facilitate Academic committee to revise Plan of action to implement the suggestions of IQAC and GB.

Website Development and Press Release Committee

S No	Name	Designation	Responsibility
1	Dr. P.Mary Rabaline Claret	Principal	Chairperson
2	Mr. C.Anand	Assistant Professor	Coordinator
3	Mrs. J. Vinotha Jeyakumari	Assistant Professor	Member

DUTIES:

1. To develop and maintain the College Website.
2. To disseminate the efforts and the achievements of the College, Students and Staff to the outer world through Website updates, publicity through Media, News Papers, etc.
3. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

Infrastructure Maintenance & Development Committee

S No	Name	Designation	Responsibility
1	Dr. P.Mary Rabaline Claret	Principal	Chairperson
2	Mr. A. Thooya Alex	Physical Director	Coordinator
3	Mr. C.Anand	Assistant Professor	Member
4	Mr. R.Sterlin	Assistant Professor	Member

DUTIES:

1. To scrutinize the indents put forth by the Laboratory in-charge and Committees of the college from time to time.

2. To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
3. To take measures for the development and maintenance of infrastructure of the college.
4. To ensure optimal use of the college resources, get defective gadgets repaired.
5. To dispose of outdated and unusable items.
6. To ensure technology up gradation of college.
7. To take stock of the existing and newly added resources of the college.
8. To provide details of infrastructure facilities to the IQAC.
9. To maintain the records of the purchase and submit the same to the IQAC Committee

MOOC (Swayam) Committee

S No	Name	Designation	Responsibility
1	Dr. P.Mary Rabaline Claret	Principal	Chairperson
2	Mrs. P. Merlin Vimala	Assistant Professor	Coordinator

DUTIES:

1. To suggest and motivate the students to enroll in at least one online course (SWAYAM)
2. To see whether they submit assignments and take examination for the online course
3. To collect and submit the copy of certificates to examination cell and IQAC.

Finance Committee

S No	Name	Designation	Responsibility
1	Rev.Dr. J. Sagaya John	Secretary	Chairperson
2	Mr. L. Immanuel	Computer Instructor	Coordinator
3	Ms. W.Bemina Mary	Accountant	Member

DUTIES:

1. To prepare proposed budget for the fourth coming academic year.
2. To modify the budget, if necessary, during the academic year.
3. To maintain all the records and documents for administrative audit.

IQAC Committee

S No	Name	Designation	Responsibility
1	Dr. P.Mary Rabaline Claret	Principal	Chairperson
2	DR. V. Rajalakshmi	Assistant Professor	Member
3	All staff		Members

DUTIES:

1. To disseminate information on various quality parameters of higher education.
2. To development of quality concerned culture in the institute
3. To motivate the committees to convene the meeting regularly and submit the report.

Cells

Career Guidance Cell

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Rev.Fr.M.Selvaraj	Assistant Professor	Coordinator
3	Mrs. P.Merlin Vimala	Assistant Professor	Member
4	Mr. A.Thooya Alex	Physical Director	Member
5	Mr. B. Siva	Assistant Professor	Member
6	Ms. Vignesh	Student	Member

DUTIES:

1. To organize career oriented workshops for the outgoing students.
2. To organise coaching classes for competitive exams by inviting experts.
3. To organize programmes to create awareness on the importance of higher education
4. To invite schools for Campus recruitment programme
5. To provide details of campus placements.
6. To provide details of the availability of jobs for the students and alumni through personal contacts, notice boards and college website.
7. To document and submit the records to the IQAC Committee.

Computer Literacy Cell

S No	Name	Designation	Responsibility
1	Dr. P.Mary Rabaline Claret	Principal	Chairperson
2	Mr. C.Anand	Assistant Professor	Coordinator
3	Mr. L.Immanuvel	Computer Instructor	Member
4	Ms. Vasanthamalar	Student	Member

DUTIES:

1. To organize ICT training to teaching and non-teaching staff.
2. To conduct activities and workshops for students on ICT skill for teaching, Cybercrime etc.
3. To maintain e-equipment, e-learning resources of the college.
4. To be in charge of the ICT lab and Computer lab.
5. To submit all the records to the IQAC Committee.

Research Cell

S No	Name	Designation	Responsibility
1	Dr. P.Mary Rabaline Claret	Principal	Chairperson
2	Dr.V. Rajalakshmi	Assistant Professor	Coordinator
3	Mrs. T. Sahaya Mary	Assistant Professor	Member
4	Mrs. J.Vinotha Jeyakumari	Assistant Professor	Member

DUTIES:

1. To motivate the staff and students to develop research skills.
2. To organise seminars, symposium and conference in the college.
3. To take up research projects for the college.
4. To conduct social survey during Citizenship Training Camp.
5. To motivate and take the students to participate in the seminars, symposium and conferences organized in other colleges.
6. To motivate the staff and students to present research papers and write research articles in the journal.
7. To submit all the records to the IQAC Committee.

Mentoring Cell

S No	Name	Designation	Responsibility
1	Rev. Fr. M. Selvaraj	Secretary	Chairperson
2	Mrs.S.Jeyasuki	Assistant Professor	Coordinator
3	Rev.Fr.M.Selvaraj	Principal	Member
4	Mrs. M.Lily Mary	Librarian	Member
5	Mr.C.Anand	Assistant Professor	Member

DUTIES:

1. To form mentoring groups and make the students maintain mentoring record.
2. To guide and help students to develop study habits, resolving personal and emotional difficulties & interpersonal relationships.
3. To arrange students' meet at least once in two months.
4. To organize counseling sessions to students and staff inviting psychologists
5. To organize workshops to develop mentoring skill of mentors

Placement Cell

S No	Name	Designation	Responsibility
1	Dr.P.MaryRabaline Claret	Principal	Chairperson
2	Rev.Fr.M.Selvaraj	Assistant Professor	Coordinator
3	Mrs. P.Merlin Vimala	Assistant Professor	Member
4	Mr. A.Thooya Alex	Physical Director	Member
5	Mr. B. Siva	Assistant Professor	Member
6	Ms. Vignesh	Student	Member

DUTIES:

1. To organize career oriented workshops for the outgoing students.
2. To organise coaching classes for competitive exams by inviting experts.
3. To organize programmes to create awareness on the importance of higher education
4. To invite schools for Campus recruitment programme
5. To provide details of campus placements.
6. To provide details of the availability of jobs for the students and alumni through personal contacts, notice boards and college website.
7. To document and submit the records to the IQAC Committee.

Clubs

Tamil Literary Association

தமிழ் இலக்கிய மன்றத்தின் நோக்கங்கள்

- தாய்மொழிப் பற்றினை வளர்த்தல்
- மாணவர்களிடம் தமிழார்வத்தை வளர்த்தல்
- மாணவர்களிடம் தமிழ் கலாச்சாரத்தையும், பண்பாட்டையும், பரவச் செய்தல்
- மாணவர்களிடம் சிந்தனையாற்றலையும், படைப்பாற்றல் திறனையும் வளர்த்தல்
- பிழையின்றிப் பேச பயிற்சியளித்தல்
- மாணவர்களிடம் நாடகத்திறனை வளர்த்தல்
- சமூகப் பண்பாட்டினை அறியச் செய்தல்
- கற்பனை ஆற்றலை வளர்த்தல்
- படைப்பாற்றல் வளர்த்தல்

English Literary Association

Objectives of ELA

- To make students aware of importance of English.
- To create English speaking environment in college campus.
- To provide platform to students for the development of Communication Skills.
- To help them to gain stage courage through different activities.
- To make the students feel confident and comfortable using English language.
- To provide the students a casual platform to speak English confidently.
- To overcome the fear of English language among the students.
- To enrich the students' English vocabulary.

Mathematics Club - JOEMAX

Introduction

Mathematics club plays an important role in motivating the students to learn with interest and involvement. Mathematics club gives opportunities to the students to showcase their mathematical skills. The club conducts competitions which give opportunities for the students to solve challenging questions, puzzles, and riddles; and also encourage the students to be more Creative by organizing model making contests.

Aim

- Become confident in using mathematics to analyze and solve problems both in school and in real-life situations
- Appreciate the usefulness, power and beauty of mathematics
- Develop the knowledge, skills and attitudes necessary to pursue further studies in Mathematics
- Develop abstract, logical and critical thinking and the ability to reflect critically upon Their work and the work of others

Main Objectives

- To explore mathematics beyond textbooks and apply it in day-to-day situations
- To improve and bring out the hidden mathematical talents of the students
- To provide platform for discussing new methods of learning and teaching mathematics
- To promote enthusiasm and interest in Mathematics among the students
- To provide opportunity to learn great mathematicians and their contribution
- To inculcate the habits of self-study and independent work among the students
- To provide opportunity to develop their explorative, creative and inventive faculties.

Physical Science Club

Content and Methods of Teaching Physical Science

According to Galileo, “We cannot teach people anything; we can only help them discover it within themselves”. Physical Science teaches an understanding of natural phenomena. It aims to stimulate a child’s curiosity in finding out why things happen the way they do. It teaches methods of enquiry and investigation to stimulate creative thought. Children learn to ask scientific questions and begin to appreciate the way science will affect their future on a personal, national and global level.

Physical Science is the use of systematic methods of investigation, theoretical thinking and the logical assessment of arguments, to develop a body of knowledge about a particular

subject – matter, Science is a cumulative and endless series of empirical observations which result in the formation of concepts and theories, with both concepts and theories being subject to modification in the light of further empirical observations. Science is both a body of knowledge and the process of acquiring it.

Objectives of Physical Science:

1. To create interest in physical science
2. To familiarize the students with the important role played by physical science in their daily life
3. To help the student to apply his knowledge and understanding in day-to-day activities
4. To help the student to express ideas based on available information
5. To find out a new method in teaching physical science

Biological Science Club

Objectives of Biological Science

- ★ To enable the student teachers to understand the basic principles and practice of teaching biological science.
- ★ To help the student teachers to learn appropriate teaching techniques.
- ★ To enable to the student teachers to acquire adequate skills in using proper and suitable methods of teaching biology.
- ★ To enable the student teachers to acquire the knowledge of organization and administration of biology laboratory
- ★ To guide the student teachers in acquiring skills in constructing tests.
- ★ To develop skills in preparing appropriate instructional material in biology
- ★ To develop a broad understanding of the biological learning
- ★ To develop help student teachers to prepare and design lesson models.

Computer Science Club

The technology is evolving at a lightning speed and we are expected to know about it if we want ourselves to sustain in the computer world as the saying goes “Necessity is the mother

of innovation” The necessity of a place where the newer technologies could be learnt without any hassles gave birth to the Computer Club-“Power Bytes”.

Objectives

The objectives of the club are

- 1) To provide students a platform where they gain knowledge about the Anatomy of the Computer.
- 2) To provide students a platform where they can share their knowledge on current trends in Information Technology.
- 3) To make students aware of the evolving technologies by organizing Seminars, Workshops & Guest Lecturers.
- 4) To help students in enhancing their presentation and organizational skills.
- 5) To keep pace with the competitive world by conducting various activities.

History Club

Activities

The major activities of field trip such as seminar, quiz, Competitions, Debates, Elocution and awareness programs.

1. On 19th November we are going to celebrate world citizen day.
2. On 10th December we are going to celebrate Human Rights Day
3. On 25th January we are planning to celebrate Martyr’s Day
4. On 26th January we are planning to celebrate republic day of India
5. On 20th February we are going to celebrate world day of Social Justice.
6. On 12th June we are planning to celebrate Anti – Child Labor Day

Objectives

The main aim of the club is to promote leadership and intellectual skills among the students.

1. To develop the historical mindness of the students.
2. The students planned the historical content.
3. To develop the co- ordination and responsibility of the students.
4. To encourage the students to motivate independent thinking
5. To develop the knowledge the about the international outlook and understanding.

Commerce Club

Objectives of Commerce Club:

In order to meet the challenging needs of corporate world environment, it is not just sufficient for a student of commerce to be sound theoretically but must also be exposed to the outer world in a dynamic way to face practical situation.

Annual Plan of commerce club (2022-2023)

1. To expose students to meet the practical challenges in the current business scenarios.
2. To develop the Business Activities of the students.
3. To encourage students to become event managers.
4. To build self-confidence and proactive approach
5. To develop the knowledge about the international outlook and understanding the critical world.

Red Ribbon Club

Objectives of Red Ribbon Club

- To reduce new HIV Infection among youth by raising their risk perception through awareness on sex, sexuality, HIV/AIDS.
- To induce among youth the spirit to help and support people living with HIV/AIDS.
- To motivate youth, build their capacity as peer educators and change agents by developing their skills on leadership, negotiation and team building.

Sports Club

Objectives of Sports Club:

- To promote a physical, mental, social, emotional and spiritual health through sports and games.
- To enhance a performance in sports and games
- To increase a participant of sports and games.

- To enable a fit citizens in our society.
- To enable a basic knowledge of movements.
- To help the students to play with true sportsmanship.

Activities of Sports Club:

- To conduct a regular physical education class.
- To conduct and organize a national sports day on 29th august.
- To conduct and organize a college sports day.
- Try to achieve a medals and prizes on tournaments.
- To conduct a Pongal day games.
- To did a Mass Drill Activities.

Health Club

Objectives of Health Club:

- The ultimate goal of health education is to improve the health of the individual and community level.
- To enable the students to gain sufficient knowledge of first aid.
- Disseminate concepts sound health knowledge in the community.
- Enable people to identify their health problems and needs
- Help people in solving their health problems using their potential.
- Build normal health trends.
- Establish proper health behavior and the wrong change to true healthy behavior.
- Reduce the incidence of disease.
- Reduction of disabilities and deaths.
- Improve the quality of life for the individual and society.
- To help students to understand the importance of physical training , sports and games and yogic practices.

Activities of Health Club:

- To Commemorate a world health day, world physiotherapy day, World hepatitis day etc.
- Give lectures on health by experts, and give an awareness of diseases and First aid.

- To teach how to diagnosis a disease.
- To conduct a seminar about health.
- To give an awareness about physical education and trainings.
- To teach Check and analyze the BMI to all the Students.

Eco Club

Objectives of Eco Club

- ❖ To create awareness among the student and staff about the need for protection of natural habitat
- ❖ To invite speakers to talk on environmental protection.
- ❖ To maintain the college campus plastic free and environmental protection.
- ❖ To maintain the college campus plastic free and environment friendly.
- ❖ To manage the wastes of the college by segregating and disposing properly.
- ❖ To promote and maintain green and clean ambience.
- ❖ Motivate the students to keep their surroundings clean and green by undertaking plantation of trees.

Associations

Alumni Association

Alumini Members

Chair Person – Principal

Co-Ordinator – Mrs. P. Merlin Vimala (Asst.Prof. in Physical Science)

President : Angel smiline rathna

Vice President : Raja Siva Ram

Secretary : Krishna moorthy

Joint Secretary : Angel Jenifer Roose

Treasurer :Usha

Alumni Activities

- Organising get together and cultural functions.
- Counseling and motivating the current trainees of the college.
- To offering their services in educational and co-curricular Programmes of the college.
- Facilitating the students obtaining higher achievement in education
Facilitating the students obtaining higher position in their career.

Parent-Teacher Association

POLICY MANUAL

The institution is owned by R.C. Diocese of Palayamkottai and managed by the Board of management and Governing Body. The Board of Management is Policy making body of the college. It provides all the necessary support for effective and efficient functioning of the institution. The Governing Body ensures that the mission/ vision/ values of the College are reflected in all the programs and functioning of the institution.

ADMISSION POLICY

Admission to the Bachelor of Education (B.Ed.) programme for an academic year begins from May. The institute shall be open to all graduates irrespective of gender, caste, creed, religion, race or class, and it shall not adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him/her to be admitted as a student in the college.

Objectives:

- To have a transparent process of admission without discrimination to any student
- To ensure the admission of students with academic competencies and potentialities of high quality
- To admit in accordance to the norms and guidelines issued by the Government of Tamil Nadu and Tamilnadu Teachers Education University.

Admission Procedure

- Application can be received from the college office or downloaded from the college website (www.sjce.edu.in). The filled –in applications are received directly from an individual or by post.
- The admission Committee scrutinizes the applications in accordance with the guidelines of Directorate of Collegiate Education and prepares the admission list based on the eligibility criteria.
- The contact number of the admission help-desk will be available in the website as the admission process begins.
- The eligible students are given scholarships as per the norms and procedures laid by Government of Tamil Nadu. In case of cancellation of admission, the college never refund any fee paid by the student.
- The Admission Committee takes responsibility of admission and maintains the records of applications and admissions of all students. It helps the deserving students to get scholarship and bank loan to pay tuition fee. It ensures transparent and fair admission process.
- Management reserves all the rights to accept or reject the application of the student

HR POLICY

A. Recruitment

Recruitment is normally done in the beginning of the academic year. The vacancies, sanctioned by the management, shall be advertised in the newspapers. The shortlisted candidates will be interviewed by the Selection committee, constituted as per the specification of the Tamil Nadu Teachers Education University. Selection criteria are determined based on the norms of NCTE and TNTEU. Faculty members' qualification and appointment are approved by Tamilnadu Teachers Education University. The Secretary of the college shall be appointing authority of the teaching, administrative and support staff. Every member of the staff shall agree to abide by all the conditions stated in the appointment order and also such conditions as may be stipulated from time to time by the competent authority.

B. Pay and Allowances

The scales of pay as approved by the Board of management shall be adopted for all posts falling under the category of teaching, non- teaching and support staff. Salary is disbursed through Electronic Clearing System (ECS). The employees of the College shall be entitled to the benefits of Provident Fund maintained for persons in the service of the College in accordance with the provisions of the rules of the Fund. The institution contributes the eligible amount to the respective EPF and ESI account.

C. Incentives

The incentive policy of the institution describes the incentives that are available to encourage and promote research culture among faculty members of the college. Seed money is given to the faculties to register for Ph.D., to publish the articles in a UGC Care Listed Journals and to present research papers in international seminars and conferences.

Objectives

To encourage faculty to

- Publish quality research and thematic papers in indexed journals
- Submit research proposals for financial assistance
- Edit and publish books on various topics

- Pursue doctoral research
- Present research papers in conferences and seminars

Eligibility and Terms & Conditions

- All faculty members of the institution are eligible to get financial assistance.
- The decision of the Secretary of the College is final.
- The incentive benefits will lapse if the faculty member leaves the institution.

D. Performance Appraisal

Performance Appraisal of the teaching and non-teaching staff will be done at the end of the academic year.

The teachers are advised to compare the self - appraisal form of the current academic year with the previous year's form. They are expected to compare their outputs and take remedial steps for further improvement. The filled in appraisal form is perused by the Head of the Institution who advises each staff member in private. Feedbacks on teachers received from the students are also analyzed by the her/him and then sent to the management along with a self-appraisal proforma for recognition and acknowledgement that would lead to the promotion and salary increment.

E. Faculty Development Programme

The needs for conducting faculty development programme are identified through

- The revised regulations of the TNTEU and NCTE.
- State government norms for enhancement of qualifications.
- Fulfillment of NCTE and state government norms for appointment.
- Latest trends in the field of education.
- Revision of the curriculum.
- Feedback received from faculty and students.

POLICY FOR GREEN PRACTICES

Environmental friendly practices and education are integrated in plans and programmes of our institute to promote sustainable green practices and develop a clean and green campus. Eco club of our college creates awareness among student- teachers and public about various environment related problems and conservation of natural resources.

Objectives:

- To protect and conserve ecological systems in the campus
- To ensure judicious use of environmental resources
- To reduce carbon footprints and ensure cleaner air
- To make the campus plastic free
- To minimize the use of paper in administration by E-governance practices
- To provide eco-friendly environment

Practices:

Encouraging use of bicycles / E-vehicles:

The public transport connectivity to our college is very good. The female students of our college use free buses to commute from their residence. The railway station is also just 500 meters away and we help our students get season tickets. Hence, most of the students use public transport systems which reduce carbon footprints and conserve energy and ensure cleaner air. Carbon emission is attenuated if more people choose to walk rather than drive. We also encourage our students to use bicycles and E-vehicles.

Create pedestrian friendly roads in the campus:

The Institute has pedestrian roads within the campus. The purpose of the Pedestrian friendly roads is to creating a comfortable and healthy environment to promote walk ability enjoying the nature.

Develop plastic-free campus:

In tune with the guidelines of UGC, our college is declared as a “Plastic Free Zone”. The college organizes awareness programs with a special focus on the reduction and the elimination of plastic bottles, plastic straws and poly bags. The ECO Club conducts sensitization programs on the harmful impact of single-use plastics and motivates all the students to avoid bringing non-bio-degradable plastic items. The institution facilitates environment friendly substitutes like

stainless steel, washable and reusable tumblers at all water units and mandate the canteen to serve only in paper / Stainless steel plates and paper / Stainless steel cups to systematically ban the use of plastics on the campus

Move towards paperless office:

The paperless administration is the need of hour. It is not only cost saving but very fast and environment friendly too. We strive towards a paperless office, a work environment in which the use of paper is greatly reduced. This is done by converting documents and other papers into digital form. This initiative helps us to save money, boost productivity, save space, make documentation and information sharing easier, keep personal information more secure, and help the environment. Technology is used for communication among the staff and the students e-mail, What's app groups - course wise , peer groups wise, and committee wise, Google classroom etc.,

Green landscaping with trees and plants:

The campus is beautifully landscaped with trees and plants in the available space. Environmental promotional activities are conducted to bring awareness among the students regarding significance of tree plantation for an Eco-friendly Environment. National and International important days are commemorated by planting saplings. The garden is maintained properly by the gardener. We plant saplings in our campus and it is maintained by our student teachers. Whenever we go for a village visit, we plant saplings, donate saplings and give awareness to create Green Revolution.

Sanitation:

Sanitation is done by sustaining excreta management systems, water management systems, solid waste management systems and drainage systems including rain water harvesting. The Eco club monitors and ensures cleanliness, proper solid waste management, access to safe and adequate water supply, access to adequate latrine provisions, classroom cleanliness, adequate lighting and ventilation, etc., of the college. Incinerator for disposing used sanitary napkins is fixed in the Girls toilet.

The college continuously reviews the policy to promote sustainable and eco-friendly green campus

WASTE MANAGEMENT POLICY

Waste Management Policy aims to ensure the importance of meeting the legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximize reuse and recycling wherever possible. Our college practices sustainable and realistic waste management practices in reducing its environmental footprint and providing a safe and healthy environment for staff and students.

Objectives:

- To confirm that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- To reduce waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost effective manner.
- To provide obviously defined roles and responsibilities to identify and co-ordinate each activity of the waste management.
- To endorse environmental awareness in order to increase and inspire waste minimization, reuse and recycling.
- To devote into the expansion of recycling opportunities on the College campus and alter waste into value added products.
- To ensure the safe handling and storage of wastes on College campus.

Practices:

Waste Collection: An efficient management of waste starts with regular collection of waste generated. This task has been made easier by placement of dustbins at appropriate places and segregated at source.

Composting: The food waste combined with litter and shredded dry leaves are sent to compost pit located far away from the college building.

Reuse: One-sided used papers are collected and sent back to offices for reuse as scratch pads.

Recycle: Double-sided used papers are collected, accumulated and sold for recycling.

Liquid waste: Water from washing area is used for the irrigation of gardens in the college campus.

E-waste: The E-waste collected is stored in store room and disposed every year accordingly and old monitors and CPUs are repaired by our technician and reused.

ENERGY POLICY

Our college energy policy has taken an efficient energy management and conservation through established procedures specified in its policy. Our Energy policy guides to monitor and manage the energy needs of the campus. The institute creates awareness among the students and staff about the significance of energy conservation measures. The college shall conserve energy by minimizing its usage in the campus maximizing its energy efficiency in the buildings. Energy audit is conducted periodically to monitor the consumption and reduce energy loss.

Objectives:

- To assess our energy usage and measure its impact on the environment
- To install LED bulbs in the complete campus to save energy.
- To develop systematic waste management mechanism.
- To develop rain water harvesting unit.
- To undertake tree plantation drive.
- To develop environmental knowledge and skills on energy conservation to improve our own environmental performance
- To offer opportunities for employees and students to engage in initiatives those contribute to energy conservation.
- To train our employees and students through our ECO Club to make them 'Go Green Specialists' and partners to plant trees each year

Electricity:

The institution strongly recommends the usage of LED lights in all the possible ventures of electrification for less and efficient consumption of electricity.

Building:

The college building houses airy and well ventilated classrooms and laboratories. The institution enhances the availability of better insulation and construction materials in buildings and appliances with energy efficiency.

Practices:

- Creates awareness among the students and staff on energy conservation measures
- Minimizes the energy consumption by use of energy efficient equipment and maximize use of day light and natural ventilation.
- Replaces the existing conventional lighting with the LED lamps in phased manner.
- Reviews and updates the approved policy and is committed to its implementation
- Improves the efficient use of all resources, including, fuel and water, and to reduce consumption
- Plants saplings to keep the environment green and get natural air. A Green Campus is a place where environmental friendly energy saving practices can be implemented.

WATER CONSERVATION POLICY

Water conservation is implemented on different levels in the college from rain water harvesting, tree plantation to maintain the underground water levels to recycling the water for gardening purposes and many more. The college adapted several rain water harvesting methods according to the government norms and terms.

RESOURCE MOBILIZATION POLICY

St. Joseph College of Education is known for its integrity and it maintains a transparent and accountable financial management system. The Financial resources are mobilized by fee collected from the students and contribution from the diocese. The college is run by the Roman Catholic Diocese of Palayamkottai and it helps the institution to meet the deficit, if any.

Objective:

The main objective of Resource Mobilization Policy is to ensure adequate financial resources for maintenance and augmentation expenses for growth and expansion of the institute. The source and utilization of resources of St Joseph College of Education is given as follows:

1. Mobilization:

It is a self-financing institution and the fees collected from students for B.Ed. programme is the major source of income. The institution collects the fees recommended by the 'Fee Fixation Committee', constituted by the Tamil Nadu government.

2. Utilization

The institute ensures optimum utilization of funds through various measures such as organizing various academic activities for faculty and staff members, controlling administrative expenses, sharing common facilities among the Departments and Arts College in the same campus.

3. Auditing

The college has computerized its financial management systems. Suitable institutional mechanisms are available to monitor the effective and efficient use of financial resources of the college. The accounts of our institution are audited by internal and external auditors regularly to establish accuracy and genuineness of every transaction. At the beginning of the academic year the annual budget is prepared, reviewed and recommended by the finance committee and approved by the Governing Body. Based on the expenses, the proposed budget may be revised in the middle of the academic year. The accountant maintains the cashbook, receipts, bills and vouchers and the consolidated financial accounts are submitted to the Diocesan Procurator for internal auditing. The Administrative Audit Committee verifies annually the income and expenditure details of the college and the external auditing is done by a Chartered Accountant to obtain an accurate and approved auditing statement. All the audited statements for the past years are uploaded in college website to maintain transparency in financial matters.

INFRASTRUCTURE MAINTENANCE POLICY

Generally the management of the college has a policy of non-interference in the functioning and utilization of infrastructure and instructional facilities of the college. Once in this academic year, the teachers of nearby schools run by management were trained to teach using Interactive White Board. The physical facilities such as classrooms, multipurpose hall, ICT hall, library, common rooms, parking area, canteen, playground etc., are used by all the students and staff and maintained by supporting staff of our college. Garden is regularly cleaned by the sweepers and maintained periodically by JEFAC group students. Laboratories are maintained by the students under the guidance of concerned teaching staff and lab assistant. Laboratory equipment are taken by the students, after getting approval from the concerned staff, to use during internship at school. Overall cleanliness is monitored by Environment Club. At the end of each academic year, a yearly internal audit is done. Any equipment which requires repairing, refurbishment or renovation are then maintained accordingly.

Maintenance of Library Facilities:

The books and journals are maintained against disfiguring. Book binding is carried out on regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. best control is done on regular basis for maintaining books safe from termites.

Library Committee has been constituted for co-ordination in respect of learning resources.

- Procurement of new books & renew of journals and recommendation for additional books
- Updating and maintaining of all library records

Computers: The institute has an adequate number of computers with internet connections and utility software. Computer systems, UPS, Software and Servers are maintained Lab-In Charges. IT infrastructure is maintained by the coordinator.

Classrooms, Conference Hall: Classrooms and Conference Hall are provided with enough seating capacity and LCD projectors. Cleanliness of class rooms and Conference Hall is

maintained on regular basis. Working condition of audio system, LCD projectors etc. is done on regular basis.

Laboratory: Laboratories are regularly maintained by the Laboratory in charge staff. Records of equipment are maintained in stock Register as per the process. Equipment's are maintained properly, calibrated and serviced periodically. Major breakdown maintenance if required, is carried out by external agencies.