

QUALITY POLICY

COMMITTEES

CENTERS

CLUBS



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C O N T E N T S

S.No.	Committee Name	Instituted from the Academic Year
Academic		
1	Student Quality Assurance Cell	2020-21
2	Academic Audit Committee	2015-16
3	Library Committee	2008-09
Administration		
4	Administrative Audit Committee	2021-22
5	Digital Marketing Committee	2020-21
6	Disaster Management Committee	2020-21
7	Covid-19 Redressal Cell	2020-21
8	Website Committee	2019-20
9	Strategic Planning and Execution Committee	2018-19
10	SC/ST Cell	2018-19
11	Minority Cell	2018-19
12	Time Table Committee	2016-17
13	Waste Management Committee	2015-16
14	College Functions Committee	2005-06
15	Purchase Committee	2000-01
16	Transport Committee	2000-01
17	Calendar & Handbook Committee	1999-00
18	Hostel Committee	1998-99
19	Admission Committee	1997-98
Research & Development		
20	Laboratory Safety Committee	2020 -21
21	Consultancy Advisory Committee	2009-10

Student Affairs		
22	Student Council	2019-20
23	Internal Complaints Committee (ICC) – Sexual Harassment Complaints Committee (SHCC)	2018-19
24	Class Monitoring Committee	2016-17
25	Students Counseling Cell	2016-17
26	International Students Forum	2014 -15
27	Parents Teachers Association	2012-13
28	Alumni Association Committee	2012-13
29	CSI – Student Chapter	2011-12
30	Anti Ragging Committee	2010-11
31	Sports Advisory Committee	2008-09
32	Students Grievance Cell	2005-06
33	Fine Arts Committee	2000-01
34	Scholarship Assistance Committee	1998-99
35	NSS Committee	1997-98

S.No.	Center Name	Instituted from the Academic Year
1	Center of Excellence - Internet of Things (IoT)	2021-22
2	Center for Teaching Learning	2020-21
3	Center for Equal Opportunity	2020-21
4	Center for Content Preparation and Publication	2019-20
5	Center for Women and Gender Development	2019-20
6	Center for Professional Studies	2019-20
7	Center for Industry Institution Partnership	2019-20
8	Center for Language Learning	2019-20
9	Center for Social Connect	2019-20
10	Center for Intellectual Property Rights	2019-20
11	Center for Health Care	2018-19
12	Center for Skill Development	2018-19
13	Center for Research	2017-18
14	Center for Value Added Courses	2016-17
15	Center for Academic Career Development	2016-17
16	Center of Excellence – Regional Language	2016-17
17	Center for Entrepreneurship Development	2015-16
18	Center for Value Education	2015-16
19	Center for Competitive Examinations	2015-16
20	Center for Academic and Industrial Collaboration	2013-14
21	Center for Virtual Learning	2011-12
22	Center for Faculty Development	2006-07
23	Center for Training And Placement	2000-01

S.No	Club Name	Instituted from the Academic Year	Page No
i	Introduction	-	
ii	Categories	-	
iii	Club Policies and Guidelines	-	
Academic Clubs			
1	Big data and Big Insight Club	2018-19	
2	Event Management Club	2018-19	
3	The Bankers and Finance Club	2018-19	
4	Astronomy Club	2018-19	
5	Library Club	2018-19	
6	Ramanujam Club	2018-19	
7	I-Can Club	2018-19	
8	Icon Club	2018-19	
9	Study Abroad Club	2018-19	
10	Staff Club	2000-01	
Cultural Clubs			
11	Rotaract Club	2020-21	
12	Nutrition and Fitness Club	2019-20	
13	Photography Club	2019-20	
14	Chess Club	2019-20	
15	Sports Club	2019-20	
16	Achievers Club	2018-19	
17	Presentation Club	2018-19	
18	Communication and Media Club	2018-19	
19	Karuthuveli Vasagar Vattam	2018-19	
20	ECO Club	2015-16	
21	Citizen Consumer Club	2014-15	

22	Drama Club	2013-14
23	Music Club	2013-14
24	60/60 Club	2013-14
25	Women's Forum	2005-06
26	Youth Red Cross Society	1997-98
27	Blood Donors Club	1997-98
28	Red Ribbon Club	1997-98
Research & Development Club		
29	Research Forum	2019-20
30	Science Forum	2019-20
31	Innovation Club	2018-19
32	Journal Club	2010-11

Committees



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Committee Name : **Student Quality Assurance Cell**

Instituted from the AY : **2020-21**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Academics	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computing Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

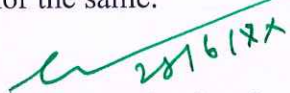
- The Committee will meet twice in a semester on June –July and October-November in Odd Semester. January-February and April-May in even semester.

D) Roles & Responsibilities

- Helps to develop mindful and catalytic systems in College towards quality sustenance and enhancement.
- Assist the IQAC in collection of data relating to student societies, activities, placements, Department association activities, etc.
- Assist the IQAC in creation of newsletters and other important print and online material, including comprehensive reports/write-ups.



- Assist the IQAC in organizing workshops/conferences/seminars/webinars/speaker and enrichment sessions.
- Organizing of important activities for the students of the College from time to time and collaborating with other societies/bodies/cells in the College for the same.


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Committee Name : **Academic Audit Committee**
Instituted from the AY : **2015-16**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Academics	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computing Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

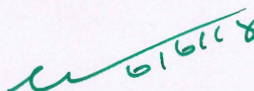
- The Committee will hold responsibilities for a term of three Consecutive Academic years.

C) Periodicity of the Meeting

- Monthly meeting shall be conducted to audit the academic activities.

D) Roles & Responsibilities

- To assess the academic performance of individual faculty in a department.
- To assess the academic performance of the department as a whole.
- To identify the strengths and limitations of the department.
- To make the individual faculty and the department accountable.


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Committee Name : **Library Committee**

Instituted from the AY : **2008-09**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Academics	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
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	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

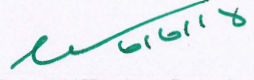
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester.

D) Roles & Responsibilities

- Plans and recommends the annual budget
- Reviews Library readership dept-wise
- Frames rules and regulations and other policies for the smooth operation of the library system
- Organizes orientation programmes for students on various e - resources available in the library, utilization of library software and databases
- Organizes book exhibitions in the college campus in association with publishers



- Conducts annual stock verification and approves annual reports etc.,
- Security of Library properties
- Introduction of new schemes
- Management and utilization of e - resources
- Conduct of seminars and workshops on library resources and services
- Conduct of Biannual meetings in the month of November and May for book requirements.
- Updation of books and e – journals
- Seeking feedback on library functions from readers


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Committee Name : Administrative Audit Committee (AAC)

Instituted from the AY : 2021-22

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

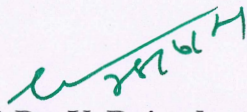
- The Committee will meet twice in a semester on June/July and October/November in odd Semester. January/February and April/May in even semester and whenever required.

D) Roles & Responsibilities

- Ensure and follow up the joining of teaching and technical staff, progress of activities and relieving.
- Evaluate the performance of both teaching and non-teaching through self-performance appraisal.
- Evaluate the teaching learning process of staff members through online student feedback, peer colleague feedback and HoD /Dean / Principal feedback.



- Recognize and appreciate the teaching and non-teaching through different mode like appreciation letters / awards / honors.
- To monitor the avail of staff leave such as casual leave, on-duty, special on-duty etc...
- To monitor and follow up of welfare of the staff.
- Follow up of faculty improvement programme.
- To monitor the department wise students leave such as on-duty, medical leave, etc.
- To monitor work progress and attendance for JRF/ SRF.
- The process of intending and transfer of stationeries from stores to the department.
- To follow up the issue of ID and library cards for all the department student.
- To ensure the student documents like attendance, mark sheet, transfer certificate and course completion certificate.


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Committee Name : **Digital Marketing Committee**
Instituted from the AY : **2020-21**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

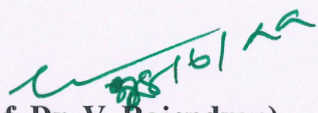
- The committee will meet twice in a semester.

D) Roles & Responsibilities

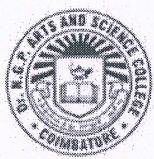
- Obtaining faculty wise event details from departments
- Obtaining Invitations from departments
- Obtaining details from all deans related events
- Obtaining details from different cells and clubs about events
- Publishing events in social media
- Collecting post event short summary and photos from departments
- Posting event reports and photos in social media
- Collecting information required for digital marketing from the college



- Communicating to the website committee for updating required for digital marketing in college website
- Hosting all events in chronologically in the social media to improve the perception.
- Involving in the activities of brand building in social media
- Uploading short film of events in social media
- Answering the queries of public in social media.
- Uploading hoardings, handouts and social advertisements in social media.


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Committee Name : **Disaster Management Committee**
Instituted from the AY : **2020-21**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff Member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

- The Committee will meet twice in a semester on June/July and October/November in odd Semester. January/February and April/May in even semester and whenever required.

D) Roles & Responsibilities

CAMPUS DISASTER MANAGEMENT

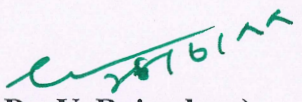
- Creating awareness among the staff and the students about the natural disasters, man-made disasters and pandemic emergencies
- Creating awareness among the staff and the students on disaster prevention, preparedness, relief and recovery.



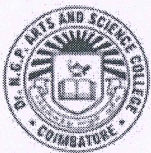
- Teaching lifesaving and rescue techniques to all the staff and students of the institution.
- Conducting Programmes on Personal Safety viz. Electrical Safety, Fire Safety, Hazardous Materials Management, etc.
- Planning for the Disaster Management initiatives and to conduct mock exercises and evacuation to build up courage and confidence among our staff and students

COMMUNITY DISASTER MANAGEMENT

- Creating awareness among the public on disaster mitigation measures through awareness campaigns, viz., Pamphlets, Short films, Street plays etc.,
- Supporting the disaster affected community through relief materials and funds
- Extending helping hands to disaster affected areas, through NSS students' volunteers


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Committee Name : Covid-19 Redressal Cell

Instituted from the AY : 2020-21

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

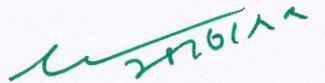
- The Committee will meet twice in a semester on June/July and October/November in odd Semester. January/February and April/May in even semester and whenever required.

D) Roles & Responsibilities

- To update the students community about the Corona virus updates from the government agencies
- To create awareness about the importance installing and taking the self-assessment test in AarogyaSetu app.
- To organize guest lectures and competitions among the students to create awareness about corona virus.
- Arranging yoga and stress management sessions for faculty members to handle the pandemic stress situations.

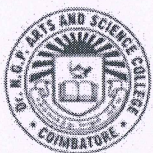


- To handle and solve the grievance of students relating to examination & academic activities during the present Covid-19 crisis period.


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Committee Name : **Website Committee**

Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
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	Faculty of Humanities	
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B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

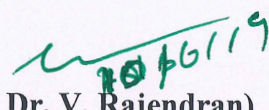
- The Committee will meet twice in a semester on June/July and October/November in odd Semester. January/February and April/May in even semester and whenever required.

D) Roles & Responsibilities

- Website Coordinator - Publishing content, keeping up congruity of website subject, structuring format, smoothing out route and expanding on the web nearness to likely visitors.
- Department webpage – Updation and monitoring the contents frequently.
- To keep up the site standard and keep update.
- College / Department - Magazines, Events, and Campus News to be update in website as well as Social Media simultaneously.



- Update the Faculty Details/Department Activities/Other details frequently.
- Publication of COE-related Matters like Results etc.
- To engage the staff portal and provide the uninterrupted link.
- To maintain the E-Contents and Update/Edit the same frequently.
- Maintain the alumni testimonial details.
- Placement and training related matters updation on the website.
- To maintain the students fees payment portal.
- Update Co-Curricular and Extracurricular activities.


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Committee Name : **Strategic Planning and Execution Committee**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Management Representative	Chief Executive Officer	Nominated by the Management Trustee
Management Representative	Senior Administrative Officer	
Management Representative	Finance Controller	
Educationalist	Senior Principal	Nominated by the Management
Staff Representative	Dean-Academics	Head of the Institution by virtue
	Dean-Administration	
	Dean-Research & Development	
	Controller of Examinations	
Members	Senior Staff	Nominated by the Principal

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

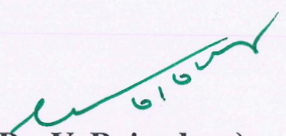
C) Periodicity of the Meeting

- The Committee will meet twice in a semester on June/July and October/November in odd Semester, January/February and April/May in even semester and whenever required.



D) Roles & Responsibilities

- To bring out the roadmap for the college to fulfill the vision and mission
- To carry out the goals and objectives of the college in three year (Short Term) and five year (Long Term) strategic plan
- To recommend the priority of achieving the goals and objectives in strategic plan to the management
- To review the strategic plan, goals and objectives, in line with revisions, changes and modifications, etc.
- To follow up the implementations of strategic plan to fulfill the goals and objectives through the IQAC of the college
- To develop the necessary infrastructure facilities


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Committee Name : SC/ST Cell

Instituted from the AY : 2018-19

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

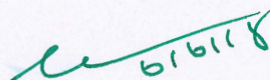
- The committee shall hold office for a fixed term of three academic years.

C) Periodicity of the Meeting

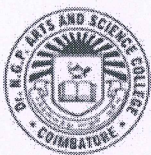
- The Committee will meet once in an academic year. Whenever required, a special meeting could be convened.

D) Roles & Responsibilities

- To function as a Grievances Redressal Cell for the grievances of minority students
- To render them necessary help in solving academic as well as administrative problems.
- To arrange special opportunities to enhance the carrier growth of these students.
- To conduct the programme for disseminating the scholarship schemes provided by governmental agencies and other sources.


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Committee Name : **Minority Cell**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - R & D	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computing Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The committee shall hold office for a fixed term of three academic years.

C) Periodicity of the Meeting

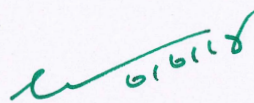
- The Committee will meet once in an academic year. Whenever required, a special meeting could be convened.

D) Roles & Responsibilities

- To provide necessary assistance to minority students in resolving academic and administrative problems as part of resolving grievances.
- To arrange special opportunities to enhance the career development of these students
- To conduct the programme for disseminating the scholarship schemes provided by governmental agencies and other sources.
- To conduct the programme for dissemination of grants schemes provided by government agencies and other sources.



- The research cell is constituted with the Principal as chairman, Dean, R&D as Coordinator, and all research guides as members. The ways and means of improving research activities will be discussed in the meeting of Research cell.


(Prof. Dr. V. Rajendran)
Principal





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Committee Name : **Time Table Committee**

Instituted from the AY : **2016-17**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

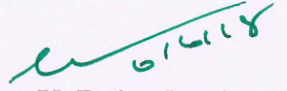
- The Committee will meet twice in a semester on June/July and October/November in odd Semester. January/February and April/May in even semester and whenever required.

D) Roles & Responsibilities

- Subject willingness
- Individual department subject allocation
- Allocation of lab hours
- Allocation of Part – I language hours (Tamil/Malayalam/French/Hindi)
- Finalizing the Allied Mathematics and Part – II English
- Allocation of Placement hours for II year UG programmes
- Allocation of aptitude discussion hours for I year UG programmes



- Respective core course hour allocation
- Allocation of library/HoD hours
- Allocation of Student's Department Seminar hours and Guest Lectures
- Preparing of Saturday timetable for extension/club/cell activities
- Submitting the prepared timetable for scrutiny and approval
- Circulating the timetable to respective departments after approval
- Displaying on the notice board for student reference
- Review the implementation and discuss if any in the timetable


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Committee Name : **Waste Management Committee**
Instituted from the AY : **2015-16**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

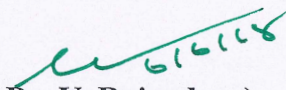
- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

- The Committee will meet twice in a semester on June/July and October/November in odd Semester. January/February and April/May in even semester and whenever required.

D) Roles & Responsibilities

- Generating awareness among the students by conducting programme.
- Celebrating Global/National important days: World Earth Day and World Environment Day, Events: Exhibit Posters to generate awareness (Pictures or Catchy words).
- Campaign to generate awareness to the public about littering and spitting.
- Books/Diary provided to the students carrying the label related to Proper disposal of waste.
- Litte picks campaign to generate awareness on litter prevention.


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Committee Name : **College Functions Committee**
Instituted from the AY : **2005-06**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

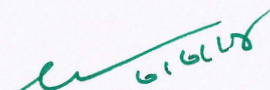
- The Committee will meet twice for every event, the first one is to plan for the event and the other is to review feedback and to discuss the changes to be made in the upcoming events.

D) Roles & Responsibilities

- Overall coordination for smooth conduct of all functions in the college viz., Fresher's meet, Independence Day, Graduation Day, Pooja, Republic Day, Multicultural Day, College and Sports Day.
- To prepare the Budget for the events
- To design and print the of Invitations for the events
- To distribute the invitation to Guests, VVIP's, VIP's, Governing Committee, Sister Concerns members



- To Follow-up the popularization of events through print and social media.
- To arrange Audio, Video, Photograph, Backdrop and Seating
- To involve all the staff members in various sub committees to execute the duties for the smooth conduct of the events.
- To take care of the hospitality transportation of chief guest and VIP's.
- To Arrange and distribute Prizes and Certificates.
- To provide required Refreshment, Lunch / Dinner for Staff and Students.
- To discuss the post event meetings include feedback discussions, short fall in the events etc., in order to enhance the forthcoming events.
- To retain the rapport with the guest by sending gratitude communication & Photograph.


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Committee Name : **Purchase Committee**
Instituted from the AY : **2000-01**

A) Composition

Patron	Management Representative	Madam Secretary/CEO/SAO
Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members	HoD – Respective Department/Project Investigator	Nominated by the Principal
	Staff in charge of lab- Respective Department	

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

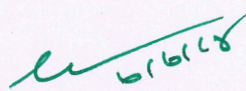
- The Committee will meet based on need.

D) Roles & Responsibilities

- Identify vendors/ suppliers of different equipment by the Head of the department.
- Adding identified vendors in the list of approved vendors of the institution.
- Identification of equipment with required specifications including make and model by lab in charge along with discussion of HoD.
- Inviting quotations from approved list of vendors at competitive rates by the Head of respective department. Quotations should bear specifications, make, model, warranty, payment policy with terms and conditions.
- Obtaining approval from Management for purchase of equipment using purchase request form along with quotations.
- Preparing comparative statement of the quotations received from approved vendors by HoDs of respective department.



- Discussing the purchase of equipment by purchase committee using Comparative statement.
- Identifying prominent vendors and inviting for demonstration/presentation.
- Selecting three suitable vendors based on satisfaction of make, model, warranty, price, terms and conditions of payment.
- Negotiating the price with vendors in presence of purchase committee members.
- Placing purchase order after approval of Management and CEO (Regular purchase/Principal (Project purchase).
- The finalized vendor will be approved by the Management. After management's approval, the purchase order shall be released by CEO.
- In case of sponsored project, after approval of Management, the purchase order will be released by Principal.


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Committee Name : **Transport Committee**
Instituted from the AY : **2000-01**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

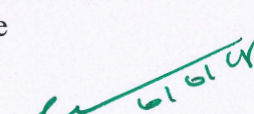
- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

- The Committee will meet twice in a semester on June/July and October/November in odd Semester. January/February and April/May in even semester and whenever required.

D) Roles & Responsibilities

- Check the ID Card and Bus Pass
- Maintenance of the students discipline at the boarding place
- Maintain the code of conducting during arrival and departure
- Ensure smooth relationship between students and drivers
- To sort out students grievances related to transport facility and arrangement
- To insist and instruct the students to reach the boarding spot on time


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Committee Name : **Calendar & Handbook Committee**

Instituted from the AY : **1999-00**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

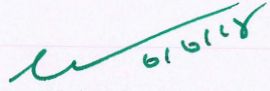
- Committee will meet twice in a semester

D) Roles & Responsibilities

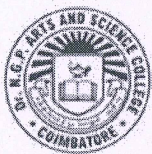
- Obtaining quotations from various vendors as per the guidelines of purchase committee
- Obtaining inputs from all deans relevant to their portfolio
- Obtaining details from different cells and clubs about events
- Discussion with HoDs to finalize the events
- Obtaining faculty wise activity plan from departments
- Communicating the approval to printing press to initiate the work
- Obtaining information of academic calendar from office of the CoE
- Obtaining updated staff qualification from each department



- Obtaining updated qualifications of non-teaching staff from administrative office
- Communicating with printing press about calendar details
- Making corrections in the contents and finalizing wrapper design of the calendar and handbook
- Receiving the soft copy of the calendar and handbook from printing press
- Uploading the soft copy of the calendar and handbook in college website
- Receiving the hard copy of the college calendar and handbook from printing press
- Issuing calendar and handbook to students based on the indent received from departments


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Committee Name : **Hostel Committee**

Instituted from the AY : **1998-99**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (Staff members / Warden from each Hostel)	Kurinji	Nominated by the Principal
	Mullai	
	Marutham	
	B.Ed	
Student members	Students	Nominated by the Principal

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

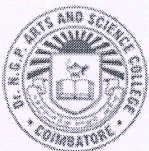
- The Committee will meet twice in a semester on June/July and October/November in odd Semester. January/February and April/May in even semester and whenever required.

D) Roles & Responsibilities

- Maintaining of the discipline in the mess and mess related activities.
- Receiving the student grievances, report to the concerned authorities and get them resolved.
- The committee will enquire the cases of breach of hostel conduct rules pertaining to a hostel and take suitable action along with respective authorities.
- Sustaining the quality of food and cleanliness based on the supervision and feedback.
- The committee will act as a back-up for the residential warden when the residential warden is on leave.


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Committee Name : **Admission Committee**

Instituted from the AY : **1997-98**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

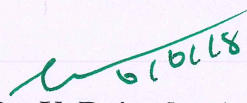
- The Committee will meet twice in a semester on June/July and October/November in odd Semester. January/February and April/May in even semester and whenever required.

D) Roles & Responsibilities

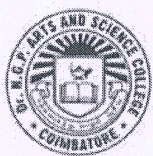
- Checking order lists of CC Avenue
- Checking the registration details and follow the candidate for further admission process
- Repeated registration with payment failure will be guided to take admission by adopting the NEFT mode of payment.
- Online payment will be confirmed and admission entries will be made in admission portal.
- Online admission details will be submitted to accounts for fee receipt generation.



- Online admission fee receipts will be received from accounts; ledger entry will be made and maintained chronologically.
- The candidates who took online admission, when appear directly to college/admission office, they will be further guided to complete the process of admission.
- Maintaining daily admission statistics report.
- Admission statistics report will be sent through e mail to Trust office and Principal office.
- Website in-charge will be given directions to enable admission in online for programmes based on the availability of seats.


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Committee Name : **Laboratory Safety Committee**

Instituted from the AY : **2020 -21**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - R & D	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computing Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

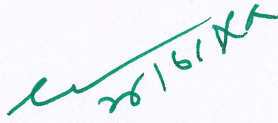
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester.

D) Roles & Responsibilities

- Develop policies and guidelines to assist in addressing hazardous materials and processes in the laboratory workplace to ensure that personnel work safely.
- Provide guidance and administrative oversight of environmental health and personnel safety in teaching and academic research laboratories.
- Ensure that students, scholars, faculty and staff receive orientation training on lab safety.
- Ensure that the laboratory supervisor (technical staff) checks and follows the prescribed lab safety guidelines.



- Ensure that first aid kits and fire extinguishers are available in every laboratory.
- Ensure that students, scholars, faculty and staff are given proper training to use the safety kits in case of emergency.
- Ensure that equipment in the laboratory is properly serviced and maintained.


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Committee Name : **Consultancy Advisory Committee**
Instituted from the AY : **2009-10**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be three Consecutive Academic years.

C) Periodicity of the Meeting

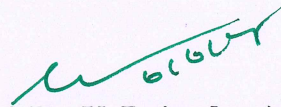
- The Committee will meet four time in a year and twice in a semester.

D) Roles & Responsibilities

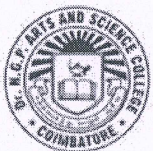
- The proposal as recommended by the Head of the Department/ Centre and the consultancy Committee shall be put up for the Principal's approval
- Monitor the progress of consultancies
- The Committee shall review the progress reports submitted by the faculty / students
- The Committee shall submit reports annually to the authorities of the institution
- The committee shall encourage students and faculty to participate in various knowledge updating programmes, networking platforms etc.



- Staff / Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provided it does not affect their academic commitments and performance.
- The consultancy advisory committee is constituted with the Principal as chairman, Dean, R&D as Convener, and research faculties as coordinators and members.
- The staff members and students of Dr. NGPASC may undertake consultancy and or provide technical services to industry and other organizations. The techniques and revenues of improving consultancy activities will be discussed in the meeting.


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Principal





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Committee Name : **Student Council**

Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

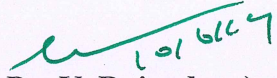
- Student Council meeting shall be conducted twice in a year (July and January) or whenever required shall be conducted.

D) Roles and Responsibilities

- Work together & encourage the wellbeing of students among the management, staff and parents.
- Shall co-operate fully with the Chairman, Convener and staff of the college in promoting intellectual and cultural activities among students.
- Communication and consultations with all of the students on any kind of importance/emergency issues.
- Involving and promoting as many students as possible in educational and recreational activities for students.



- Inviting applications from eligible students for giving suggestions to the Chairman (Principal) for student members for BoS, Academic Council, IQAC, SQAC and other boards.
- Maintaining with good respects & relations with the all teaching and non-teaching staff and parents.
- Maintenance of peace and harmony among campus community in general and student community in particular.


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Committee Name : **Internal Complaints Committee (ICC) – Sexual Harassment Complaints Committee (SHCC)**
Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

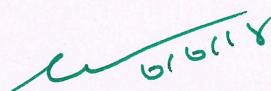
- Sexual Harassment Complaints Committee meeting shall be conducted twice in a year (July and January) or whenever required shall be conducted.

D) Roles & Responsibilities

- Assuring the sexual harassment free academic, work place environment and to prevent sexual harassment by providing protection to women at the workplace.
- Evolving a permanent mechanism for the prevention, prohibition and redressal of sexual harassment of women at workplace.
- Promoting a social and psychological environment to raise awareness on sexual harassment in its various forms.



- Planning and organizing awareness programme on sexual harassment to create a protected physical and social environment to suspend any act of sexual harassment
- Receiving complaints if any from member of the institution claiming sexual harassment in the workplace.
- Any complaint received by the members should be immediately forwarded and this must be notified to other committee members at the earliest and a meeting should be called for discussing the matter.
- The Committee shall discuss and decide to deal with the case / reject the complaint and recommend to the Institute that action need to be taken / no action is required to be taken in the matter.
- The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
- Ensuring confidentiality with respect to complaints registered and follows up actions.
- Providing a redressal mechanism for complaints relating to sexual harassment at the workplace.


(Prof. Dr. V. Rajendran)
Principal





Dr. N.G.P. ARTS AND SCIENCE COLLEGE

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Dr. N.G.P. – Kalapatti Road, Coimbatore-641048, Tamil Nadu, India
Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100

Committee Name : **Class Monitoring Committee**

Instituted from the AY : **2016-17**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be three Consecutive Academic years.

C) Periodicity of the Meeting

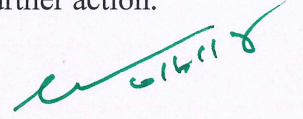
- The Class Committee meeting shall be conducted twice in a year.

D) Roles & Responsibilities

- The class committee would strive for the collective involvement of respective class representatives for better academic environment and to adhere the rules and regulations of the institute.
- Bring awareness among student community about the academic regulations of the college, attendance requirements, and detention criteria.
- The committee encourages students to provide feedback regarding the teaching - learning process, internal assessment, co/ extra- curricular activities, student support services, mentoring, covering of the syllabus, requirement of special attention, etc.



- The committee conducts two meetings per semester which encompass the assessment of the class followed by faculty wise comments.
- The committee submits cumulative of the report to the Principal for further action.



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Committee Name : **Students Counseling Cell**

Instituted from the AY : **2016-17**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be Three Consecutive Academic years.

C) Periodicity of the Meeting

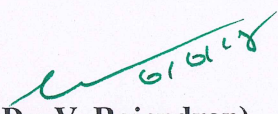
- In an academic year four meetings will be conducted to discuss and plan the activities of the cell during the first week of May/June, October/December, January/February and April/May.

D) Roles & Responsibilities

- Facilitates personal wellbeing of the students through support and guidance of trained counselors.
- Provides counseling on social and personal issues such as depression, low self-esteem, disruptive classroom behavior, Stress etc., by conducting individual counseling session.
- Help the students with academic difficulties such as slowness in understanding, poor academic performance, concentration issues etc., with needed counseling.



- Assures a confidential atmosphere in which the students can discuss any concerns they may have.
- Assist the students to identify their inner strength and weaknesses, which enables them for their holistic development.
- Organize lectures for students on mental health and addiction issues in general.
- Facilitate with proper infrastructure for conducting awareness program.
- Refer the students to professional psychiatrics or counselors for guidance, in severe cases.
- Initiate counseling session to improvise teacher-student relationship.
- In order to solve the issues, the cell even seeks the help of the students' parents and if needed counseling sessions are arranged.
- Helps the students to overcome class, social, and cultural barriers.
- Performs continuous monitoring of the counseled students through re-evaluation/reassessment process.
- Recommends the coping strategies for the counseled students to overcome post counseling issues.


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Committee Name : **International Students Forum**

Instituted from the AY : **2014 -15**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Executive Members (One Student member from each department)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

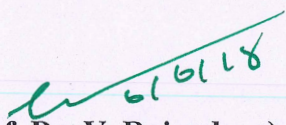
- The committee meeting shall be conducted twice in a year or whenever required.

D) Roles & Responsibilities

- To give orientation to the newcomers.
- To receive the new students from the point of arrival.
- To encourage students to participate in college cultural, sports, and other inter departmental activities in order to enhance their communicative skills and help them to address important issues challenging them.
- To inspire international students to get involved in various volunteering opportunities in the community so as to develop their career skills.
- To motivate the students who are depressed and lagging behind in studies.



- To add a separate webpage in the college website, exclusively for the international students in order to provide information regarding local weather conditions, accommodation facilities, travel, visa details, transport and other essential details.
- To update the created web page periodically.
- To create a blog for the international students so as to share their information.
- To support the candidates during the graduation process.
- To connect with the college alumni committee in order to know their placements and help the graduated students for higher education.
- To assist the students in extending their visa period during any unexpected disasters.


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Committee Name : **Parent Teachers Association**
Instituted from the AY : **2012-13**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be three Consecutive Academic years.

C) Periodicity of the Meeting

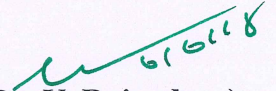
- The Committee will meet twice in a semester four times in a year (June/July, Oct/Nov, Dec/Jan and Mar/April) or whenever required.

D) Roles & Responsibilities

- To plan and conduct the parent teachers meeting with advance notification.
- Review the various performances of the students (academic and co-curricular) by the respective class tutors with parent.
- To obtain the depth feedback on existing curriculum.
- To record the need based certificate and job oriented courses in the new curriculum.
- To identify notable parent who can provide skill based training in industry.
- To provide support for placement activities.



- To enhance the quality in higher education by obtaining valuable suggestions for overall improvement of the college.
- To collect the various program organized in campus and disseminated to all parents.


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Committee Name : **Alumni Association Committee**
Instituted from the AY : **2012-13**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The committee shall hold office for a period of three academic years.

C) Periodicity of the Meeting

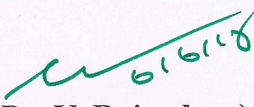
- A minimum of four general body meetings will be held annually (In the first week of May/June, Jan/Feb, Oct/Nov and Apr/May).

D) Roles & Responsibilities

- To make alumni of Dr. N.G.P. Arts and Science College under one forum for exchange of experience, knowledge and talents amongst members and the students of the college.
- To maintain an effective alumni database and updating the records periodically.
- Inviting alumni for annual Alumni Meet in the month of January. In this meet the alumni will get a chance to reconnect with the alma mater and old friends.
- To promote alumni chapters in different parts of India and abroad by enrolling new alumni.
- Monitor and obtain the alumni chapter activities and publish in the newsletter.



- Honoring the distinguished alumni for a particular year by inviting as a Chief Guest for the Republic Day.
- To bring out a newsletter highlighting all the activities of the College and its Alumni.
- To create and establish alumni endowments for granting scholarships to the students showing high proficiency in their studies.
- To encourage alumni for effective participation of various academic activities like Board of Studies Member, Research Support and Funding.
- To ensure proper maintenance of accounts and conduct of auditing every year.
- Alumni shall be invited as resource persons for various events. They provide inputs and share their experiences regarding skills, recent technologies & trends in corporate world, application of knowledge and corporate working culture.
- Regular update of all the achievements and development plans of the college to all alumni through Mail/Calls/SMS/Facebook etc.
- Invite former students for “Training of Trainers Programme”. They assist and guide the students to crack the interviews. They also share their experience with the students and motivate them for their career development in various domains.
- Celebrate the National important days like teachers day, hepatitis day by inviting the former students as a guest to inaugurate the function.
- Implementing new initiatives for the development of the students by donating books.
- Star Performer Award will be presented for the final year students (both UG & PG) by recognizing their outstanding academic achievements.


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Committee Name : **CSI – Student Chapter**
Instituted from the AY : **2011-12**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Student Affairs	Nominated by the Principal
Coordinators	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computing Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years.

C) Periodicity of the Meeting

- In an academic year five meetings will be conducted to discuss and plan the activities of the committee during the first week of June / July, August / September, October / November, December / January, February / March.

D) Roles & Responsibilities

- To encourage and motivate the students to be CSI nominee member
- To involve the students to present / participate in the CSI Students Webinar Series, Conferences and Tutorials
- To organize seminars / workshops / tutorials / competitions / expo etc. in association with CSI.
- To chapter support resource persons assistance for the various events



- To publish students articles in CSI communications and journal
- To nominate the best student paper in CSI communication
- To apply CSI funded minor projects (for College Students)
- To help students interact with Industry professionals and chalk out career path
- To involve the students in CSI Certification and Training programs

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Committee Name : **Anti-Ragging Committee**

Instituted from the AY : **2010-11**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the committee will be three academic years.

C) Periodicity of the Meeting

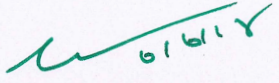
- The committee will meet twice in a semester/four times in a year (June/July, Oct/Nov, Dec/Jan and Mar/Apr) or whenever required.

D) Roles & Responsibilities

- To ensure quality higher education in a ragging free campus for nation building.
- Create awareness among the students about the menace of ragging through students induction program(SIP)
- Any ragging even to the level of query on names will be subjected for action
- Any kind or level of harassment both to male and female students will be monitored and forwarded to concern authorities for further actions
- A team will be constituted for different blocks with representations from all the departments for constant monitoring



- Monitoring the entry and exit of the students in different zones of the college to ensure the ragging free environment
- Verbal behavior among students will be monitored to avoid the consequence of ragging
- Any person involved in ragging will be dealt with the guidelines of UGC-Govt. of India.


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Committee Name : **Sports Advisory Committee**
Instituted from the AY : **2008-09**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Student Affairs	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computing Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

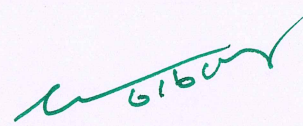
- In an academic year four meetings will be conducted to discuss the functioning of the committee during the month of June, October, December and April.

D) Roles & Responsibilities

- To identifying the requirement of sports quota and sports equipment.
- Release of brochure sports trails over media and newspaper.
- Application Form will be accepted only for the candidates who are playing the sport in the list defined by the committee. Candidates must have played the games at the International, National or State level.
- For Athletics, Volleyball, Basketball, Hockey and Kabaddi the national and state level championships organized by SDAT / SAI will be considered for the year.



- Selection trials conducted by the Physical Education department.
- Certificate Verification.
- Individual performance
- Team Game trails.
- To promote physical excellence.
- To promote skill compounds over team games.
- To arrange for better coaching facilities.
- Promoting team spirit by making healthy competition.
- The committee shall promote sports activities by motivating students and members of faculty.
- To provide necessary infrastructure for the students.
- To organize regular sports events in order to train the students for State and National level competitions.
- The Students had been represented in National, All India Inter University & South Zone Inter University have been honored.
- To organize various kinds of sports activities.
- Sports day.
- Fit India movement.
- Intramural tournaments.
- External tournaments.
- Staff tournament.
- To provide for a safe physical environment.


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Web: www.dnrgpasc.ac.in | Email: info@dnrgpasc.ac.in | Phone: +91-422-2369100

Committee Name : **Students Grievance Cell**

Instituted from the AY : **2005-06**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be three Consecutive Academic years.

C) Periodicity of the Meeting

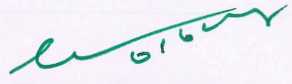
- The SGC meeting shall be conducted twice in a year (July and January) or whenever required shall be conducted.

D) Roles & Responsibilities

- Receiving the grievances through on-line, suggestion box, postal letter and email communication
- Sorting out the grievances according to the nature as academic and non-academic
- Forwarding the grievances, according to the nature of issue, to the concerned department HOD/Staff.
- Seeking feedback of the particular issue from the respective staff/concern, if required.



- Grievances will be addressed promptly for Redressal to ensure the settlement of grievances within the stipulated time
- After getting the feedback on redressal once again it will be forwarded for further action, if found dissatisfied
- Any such grievances of the students will be addressed for necessary action within fortnight
- Any grievances beyond the institutional policies will be taken for necessary clarification or guidance from the next level authorities concerned
- Any issues or problems arising outside the campus will not be entertained
- No grievances will be entertained when students joining hands with any other organization
- Any issues or problems arising from boy or girl in connection with other colleges will not be entertained.
- To monitor and ensure the students' satisfaction and increase their morale.


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Committee Name : **Fine Arts Committee**

Instituted from the AY : **2000-01**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin/ Student Affairs	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- Tenure of the Committee will be three Consecutive Academic years.

C) Periodicity of the Meeting


- The Fine Arts meeting shall be conducted twice in a year (July and January) or whenever required shall be conducted.

D) Roles & Responsibilities

- Planning the execution of cultural events in respective academic year.
- Coordinating in all Intra departmental and Inter Collegiate Events.
- Organizing cultural events for National important days.
- Conducting events like NGP Fest, CELESTIAL, EXOTICA, and NGPASC Multi cultural festival.
- Preparing the Event Budget for various events.
- Preparing schedules and program list for all the cultural events.



- Arranging Judges for cultural competition with our sister concern institutions. The event in-charge shall be the responsible for the smooth conduct and announcement of results.
- Constitution of different committees for the smooth conduct of the programme.
- Involving the student's volunteers as the discipline committee.
- The formulation and execution of Rules and Regulations for cultural events.
- To retain the rapport with the guest by sending gratitude communication and photographs.
- Responsible to disqualify the students in case of malpractices
- Maintaining records and account details.
- Identify, Frame and Nominating students for various inter collegiate events and fests with approval of Dean - Student Affairs / Principal.


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Committee Name : **Scholarship Assistance Committee**
Instituted from the AY : **1998-99**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Student Affairs	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computing Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years.

C) Periodicity of the Meeting

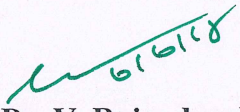
- In an academic year four meetings will be conducted to discuss the functioning of the Committee during the month of June, October, December and April.

D) Roles & Responsibilities

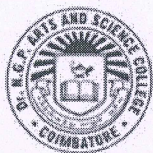
- To identify the students deserving the scholarship for their academic and non-academic performance.
- To provide the guidelines for selection of the students for scholarship assistance through official communication.
- To coordinate the process of offering academic scholarships to the students on the following criteria:
 - a. 25% and 50% concession in tuition fee for the students securing marks stipulated by the college management in higher secondary examination.



- b. Concession in the tuition fee for the rank holders of the department getting admitted for post graduate courses.
- c. Concession in the tuition fee for the alumni students getting admitted for post graduate courses.
- d. Concession in the tuition fee for the students referred by alumni students.
- e. Concession in the tuition fee for the son or daughter of Ex-service men.
- To intimate and coordinate the procedures for applying various government scholarships such as Tamil Nadu Government Adi Dravidic welfare scholarship, Minority scholarships, Central sector scholarship, Tamil Nadu Educational Trust Scholarships, Indira Gandhi scholarship for single girl child, State and Central government scholarships for research scholars.
- To motivate the students to apply for different scholarships.
- To identify the economically challenged students to continue their education through scholarship assistance.
- To achieve a competitive spirit among the students to receive the scholarships.
- To achieve an enhanced competitiveness among the students through various activities of the committee.
- To monitor the progress of the students receiving the academic and sports scholarship from college management through class advisors.
- To maintain the database of the students applying for academic and sports scholarships, documents related to the scrutiny, selection, monitoring and follow-up in coordination with concerned departments.
- To renew/withdraw the scholarships based on the students conduct and performance as per the college rules and regulations.
- To monitor the scholarship beneficiaries after their course of study to ensure the impact of scholarship offered during their course of study.


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Committee Name : **NSS Committee**

Instituted from the AY : **1997-98**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Student Affairs	Nominated by the Principal
Coordinators	Three Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computing Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

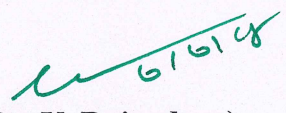
- The committee will meet twice in every semester/ 4 times in a year during the month of June, August, December and March or whenever required

D) Roles & Responsibilities

- Circular will be given to all 1st year UG students for the enrollment. Selection will be done as per the university guidelines.
- The Enrollment for students will be 50% each from 1st and 2nd year. Total enrollment students will be 100 for each unit. Hence total number of students will be 300.
- The list of enrolled students shall be submitted to university for approval.

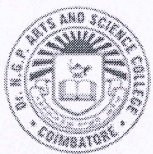


- To organize orientation programme for 1st year students emphasizing NSS motto aims, Objectives, different societal activity and also responsibility towards our college cleanliness.
- Motivating the NSS students to indulge in community service using senior NSS students.
- Maintain a record of volunteer participation and programme undertaken by NSS volunteers on different occasion.
- Activities like blood donation camp, campus cleaning; various awareness programmes shall be organized in association with different clubs.
- Develop students a sense of social and civic responsibility through community engagement
- Identification and adoption of villages as per university regulation.
- To design, plan and execute special camp activities at adopted villages.
- Felicitate request from various government/ private organization for volunteers.
- Awareness Programme like International yoga day, rally, road safety day, Swatchh Bharat, Kavalan application, AIDS, Women's day, International Mother Language days etc., and also important days are observed.
- To identify the students (NSS volunteers and other members) for Friends of Police.
- Record the activities of regular and special camp systematically.
- Submit the report periodically to the university.
- All the expenditure will be met by university allotted budget.
- The proper settlement of accounts done during end of financial year.
- In order to improve the societal contribution each units will take one responsibilities namely green initiative, Personal hygiene and awareness programmes.
- Organize special programmes in the above there categories with the support from organization like NGO's etc.


 (Prof. Dr. V. Rajendran)
 Principal



Centers



Dr. N.G.P. ARTS AND SCIENCE COLLEGE

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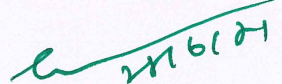
Center Name : **Center of Excellence – Internet of Things (IoT)**
Instituted from the AY : **2021-22**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Research & Development	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- Enrich young talents in emerging field of IoT through knowledge sharing and skill training in multiple technological platforms
- Provide an inter-disciplinary learning and research experience to students and staff in innovative technologies and its applications
- Introduce revolutionary changes in various industry domains such as health care, manufacturing, retail, energy and agriculture
- Build industry desired talents in IoT and provide entrepreneurial ecosystem (pre-incubation, incubation and start-up facility) to innovative academic community


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Principal





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Center Name : **Center for Teaching Learning**

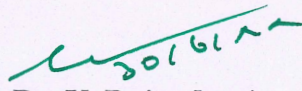
Instituted from the AY : **2020-21**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Academics	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To accelerate teaching-learning process by way of promoting independent, critical and creative thinking.
- To hand hold the teaching community in facilitating research for subject specific growth.
- To enable the development of skills engaging latest technological devices as aids to teaching-learning process.
- To help faculty in capacity building for curriculum designing and scientific assessment and evaluation.


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Center Name : **Center for Equal Opportunity**

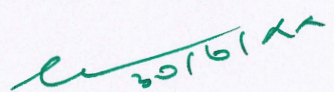
Instituted from the AY : **2020-21**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To Ensure equity and equal opportunity to the community at large in the college and bring social inclusion
- To Create an atmosphere of equal opportunity through awareness generation programmes including workshops and seminars.
- To Eliminate the discrimination among student's community.
- To Look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- To Mobilize financial and other resources required for educational empowerment of the students from marginalized sections in coordination with government and other funding agencies.
- To Encourage and provide necessary guidance to the needy students to earn while they are learning through the part time jobs and the entrepreneurial projects to meet their expenses.


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Center Name : **Center for Content Preparation and Publication**

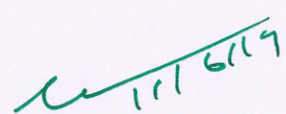
Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
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	Faculty of Management	

B) Objectives

- To publish students and staff members innovative ideas and articles in the college Magazine
- To chisel academic activities in the Newsletter
- To motivate the staff members for book publication


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Center Name : **Center for Women and Gender Development**

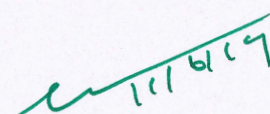
Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To create social awareness about the problems of women in general and gender discrimination in particular by means of programs like lectures, workshops and seminars.
- To create awareness about health and hygiene among girl students.
- To organize events, workshops and programmes on gender amity, women's welfare and to recognize individual efforts towards equality and empowerment
- To assert the importance of spiritual, economic, social, racial and gender equality.
- To create legal awareness among women by informing about Women Welfare Laws.
- To encourage participation of NGOs working in the area of women's development in the activities of the cell.
- To enable women to make informed choices in areas like education, employment and health especially reproductive health.
- Promotion, development and dissemination of knowledge regarding the role of girl students and women in the present social context.


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Center Name : **Center for Professional Studies**


Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To encourage students to clear the Professional exams in the Commerce Field.
- To enrich them with the awareness in the career opportunities available in the Professional courses.
- To update the knowledge required to master themselves in their subject.
- To provide training to follow the professional ethics.


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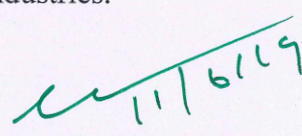
Center Name : **Center for Industry Institution Partnership**
Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Research & Development	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- Establish amicable relationship between industry and institution
- Bridge the gap between industry expectations (practice) and academic offerings (theory) through the direct involvement of industry in academic activities
- Provide effective teaching-learning process by way of hands-on training
- Facilitate students training, placement and industrial visits
- Promote industry centric consultancy services
- Promote tie-ups or Memorandum of Understanding (MoUs) with industries.


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Center Name : **Center for Language Learning**

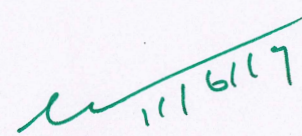
Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Academics	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To speak English effectively and with confidence
- To express themselves fluently using appropriate grammar, vocabulary and pronunciation.
- To organize their ideas logically.
- To present them appropriately in various communication situations.
- To develop their oral communication skills for academic purposes.


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Center Name : **Center for Social Connect**

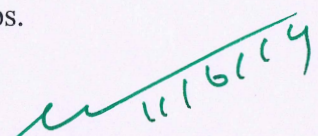
Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinator	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To work with people for the well being.
- To work for social justice through social development.
- Acting to bring about social change to reduce social barriers, inequality and injustice.
- Raising awareness of structural inequities.
- Providing assistance to improve the well-being of families and groups.


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Center Name : **Center for Intellectual Property Rights**

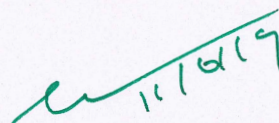
Instituted from the AY : **2019-20**

A) Composition

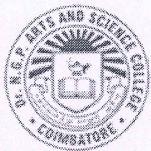
Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Research & Development	Nominated by the Principal
Coordinator	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To organize awareness program, workshops, seminars and training for students and staff
- To encourage faculty members, scholars and students to go for patentable works
- To develop infrastructure and capacity to support inventors to obtain IPR
- To disseminate knowledge on patents, patent regime in India and abroad and registration aspects to students, faculties and industrialists
- To workout modalities on behalf of the college for commercialization of patented technologies


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Center Name : **Center for Health Care**

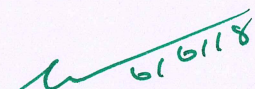
Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To ensure adequate, qualitative, preventive & curative health care to community.
- To promote and wisely use the available health services
- Apply health education and health promotion programmes in the community.
- To build students' knowledge, skills and positive attitudes about health.


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Center Name : **Center for Skill Development**

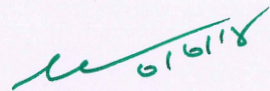
Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Research & Development	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To create opportunities that enhances knowledge to move in the right career path.
- To combine the University education and E-Learning technology providing to give clarity to the students to learn and win the competitive world.


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Committee Name : **Center for Research**

Instituted from the AY : **2017-18**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - R & D	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computing Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester.

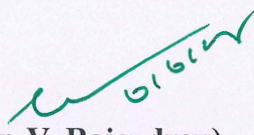
D) Roles & Responsibilities

- To review all research projects to be conducted at Dr.NGPASC irrespective of the funding agency
- The committee shall take care of all cardinal principles of research ethics viz. Autonomy, Beneficence, Non-maleficence and Justice in planning, conduct and reporting of the proposed research.
- The committee shall review the proposals before start of the study as well as monitor the research throughout the study until and after completion of the study through



appropriate well documented procedures like annual reports, final reports, site visits etc. The committee shall also examine compliance with all regulatory requirements, applicable guidelines and laws.

- The research cell is constituted with the Principal as chairman, Dean, R&D as Coordinator, and all research guides as members. The ways and means of improving research activities will be discussed in the meeting of Research cell.


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Center Name : **Center for Value Added Courses**

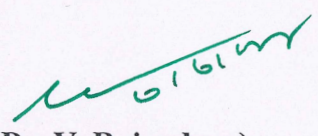
Instituted from the AY : **2016-17**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Academics	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- Provide students an understanding of the expectations of industry.
- Offer a course based on current trends, relevance and value in the job-market.
- Bridge the skill gaps and make students industry ready.
- Provide an opportunity to students to develop inter-disciplinary skills.
- Enable the students to face the formidable challenges of the future.


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Center Name : **Center for Academic Career Development**

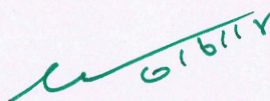
Instituted from the AY : **2016-17**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Academics	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- Providing insight on higher education opportunities in India/Abroad.
- Helping in identifying career goals and choosing right career option.
- Provide information on admission procedure for Higher Education Institutes.
- Disseminate knowledge on the programme eligibility requirements.
- Impart knowledge on available scholarships at National level research institutes and Universities abroad.
- Impart knowledge on Government examinations, IELTS, TOEFL, GRE, GMAT, English & other foreign language requirements.


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Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100

Center Name : **Center for Excellence – Regional Language**

Instituted from the AY : **2016-17**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Academics	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members	Faculty of Humanities	Nominated by the Principal

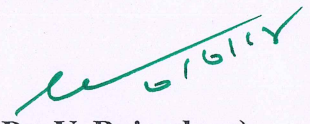
B) Objectives

Elangovadigal Tamil Centre functions based on the following objectives

- Antiquity of Tamil
- Tradition
- Culture
- Preserving Civilization

World Tamil Cultural Centre is functioning based on the following objective

- Resources and good will of Tamil


(Prof. Dr. V. Rajendran)
Principal





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Center Name : **Center for Entrepreneurship Development**

Instituted from the AY : **2015-16**

A) Composition

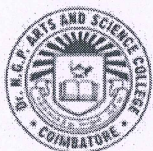
Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Research & Development	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To conduct inhouse Entrepreneurship Awareness Camps (EAC) for the students of our college.
- To organize visits to industries and Technology business incubators for prospective student entrepreneurs.
- To motivate & encourage students having an entrepreneurship bent of mind to set up startups in the campus.
- To provide information about startup funding to budding student entrepreneurs.
- To conduct inhouse Faculty development programme (FDP) in Entrepreneurship.


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Center Name : **Center for Value Education**

Instituted from the AY : **2015-16**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Academics	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To sensitize students towards value education and professional ethics.
- To realize the inner potential of mankind, through the understanding of Indian Culture and Philosophy.
- To stress the universal message of India of oneness, respect of diversity and immortality of soul in the words of Swami Vivekananda.
- To pursue the integrated study of philosophy and activities of great personalities in Indian as well as global reference.
- Inculcating patriotic values, moral ethics through workshops and training summits.


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Center Name : **Center for Competitive Examinations**

Instituted from the AY : **2015-16**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To provide the right direction, quality training and effective guidance to the aspirants of Civil Services, TNPSC, Banking and other Competitive Examinations.
- To inculcate ethical, moral and Socio-Cultural values in the minds of trainee towards victory both in the examination and social empowerment.
- To provide enhanced coaching and enriched study resources for competitive examinations.


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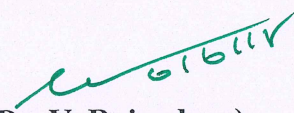
Center Name : **Center for Academic and Industrial Collaboration**
Instituted from the AY : **2013-14**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To bridge the gap between academia and Industry.
- To provide well-groomed employability opportunity to students to take up the challenges in the industry.
- To take up Research work in Colleges in association with the industry and turned into products and services.
- To facilitate partnerships between scientific researchers from both industry and academia to drive innovation.
- To open new gateway to career opportunities.


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Center Name : **Center for Virtual Learning**

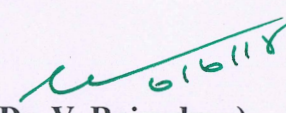
Instituted from the AY : **2011-12**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Academics	Nominated by the Principal
Coordinator	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To make use of the Information Technology in day to day learning.
- To undergo various free programmes through open source technologies.
- Center will support to conduct free and paid programmes through E-Learning.
- Center will conduct Webinars and Video Conferencing lessons for staff and students.
- To encourage technology enabled learning like Spoken Tutorial, NPTEL etc.


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Center Name : **Center for Faculty Development**

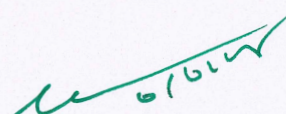
Instituted from the AY : **2006-07**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean - Academics	Nominated by the Principal
Coordinators	Two Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- Organize Faculty development programmes and training programmes on different fields.
- Improve the instructional development of the faculty by emphasizing the skills like instructional technology, media, courses, group teaching and curriculum design.
- Improve the professional development of the faculty by emphasizing the individual faculty in their professional responsibility as an educator, researcher and administrator.
- Improve the personal development by providing skills on life planning, interpersonal and communication skills of faculty members.
- Knowledge enrichment of faculty in all aspects like life skills, time management, technical skills, NAAC, Research oriented and outcome based education.


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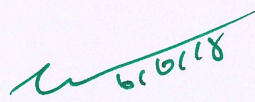
Center Name : **Center for Training and Placement**
Instituted from the AY : **2000-01**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Student Affairs	Nominated by the Principal
Coordinator/Secretary	One Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Objectives

- To assist students to develop their academic and career interests, and their short and long-term goals
- Create awareness among students regarding available career options and help them in identifying their career objectives and act as a bridge between students, alumni and employers.
- To create promising career opportunities for students in reputed national and multinational companies.


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Principal



Clubs

INTRODUCTION

There are many benefits to being involved in student clubs and organizations. Being a part of a group offers assistance with the following: career enhancement, communication skills, leadership skills, social networking, social skills, personality development, organizational and management skills, build resume, long lasting friendship and more. We have classified the clubs into three categories.

CLUB CATEGORIES

1. Academic Clubs

These clubs are typically founded on particular fields of study and Students can participate in events, forums or programs that can develop their skills and gain valuable experience. The academic clubs function under the Dean Academics and 14 clubs are registered under this category.

2. Cultural Clubs

These are clubs that bring together students who share common interests in particular hobbies. These clubs offer opportunities for students to experience both on-campus and off-campus activities that are both learning experiences and fun. The 24 cultural clubs function under Dean - Student affairs.

3. Research and Development Clubs

The clubs are founded to help students gain valuable skills in research and a proactive attitude that is demonstrated by learning more about a certain field outside of lectures and classes. The clubs under the research category function under Dean- Research and development and 4 clubs are registered under this category.

CLUB POLICIES AND GUIDELINES

I. ELIGIBILITY

All the students of Dr. N.G.P. Arts and Science College are eligible and Membership is available to all students.

II. ESTABLISHING A NEW CLUB

Registering a new club with the Student Affairs Department occurs during beginning of academic year

1. Contact Student Affairs Department to get an Application for Club Recognition Form.
2. Recruit a minimum of five currently enrolled students select a club or organization advisor. The advisor must be a faculty or staff member from an executive team.
3. Complete the form pack and return it to Student Affairs.
4. It will take up to 10 working days for the club to be approved. Once the club has been approved or denied the Student Affairs Department will contact the president to inform him/her of the status of the club/organization.

Office Bearers: Roles and Responsibilities

Positions: President, Vice President, Treasure, Secretary

Responsibilities of President

- Oversee club, members and managerial staff
- Manages sub-categories of clubs (if any)
- Organizes and attends at least 1 activity per semester
- Creates an agenda for each meeting
- Attends monthly club meeting with Student Affairs
- Responsible for the safety of all members
- When activities are outside, president makes all participants sign the Activities
- After each event, the president has 24 hours to turn in these forms to the Student Affairs office

Responsibilities of Vice President

- Assists the president with duties
- Stands-in for President at meeting when he/she cannot attend
- Make sure surveys are conducted for each event
- Assists with managing club activities
- Takes attendance
- Review meeting agenda
- Writes Reports

Responsibilities of the Treasurer

- Responsibility for maintaining all club dues and budget issues
- Fill out expense Request form to purchase the requirements of club activities
- Assist with fund raising activities
- Writes blogs of club events and sends to the Student Affairs department within 24 hours

Responsibilities of the Secretary

- Keep record minutes for all the meetings
- Records minutes for all the meetings
- Files all meeting information as instructed (agenda, meeting minutes, location and time)
- Coordinates events: overseeing the sign-in and evaluations

III. ADVISOR

During the course of the year, administrators, faculty and/or staff will be asked to serve as an advisor for a student club or organization. Before accepting the role of an advisor, the faculty, staff or administrator should study the policies and discuss with Dean and Principal. Once an agreement is reached with a faculty or staff member to serve as an advisor, the club or organization should have him/her sign the Application for Recognition as an Approved Student Club/Organization form.

Advisor's Expectations

1. Advisors are expected to guide the organization and to serve as a mentor to the leadership in planning and implementing meetings, events and activities.
2. Advisors must have knowledge of and approve all organizational activities, events, and expenditures.
3. Advisors need to ensure that plans for any activity or event conform to all college policies and procedures.
4. Advisors are expected to be in attendance at organizational functions.
5. An advisor may advise more than one registered organization/club at a time.

IV. MEETINGS

Planning and Approvals for Club Events/Activities

- The executive club committee must approve of the event

- The staff in-charge of the student club must approve the event
- Prepare a document including agenda, budget, proposed outcome for the Event
- All documents must be submitted to dean student affairs
- If any documents are missing this may result I the event not being approved
- Final approval will come from the Principal
- No activity should be carried out without getting the final approval from the Principal
- The president of the club will be notified if the event has been approved or not

Before an Event

- Plan an agenda for the event and sent to the Student Affairs Department for approval
Advertise the event
- Print a Club Event Sign-in Sheet and Event feed-back Survey
- If the event is off campus- send necessary documents

During Event

- Provide an agenda for the event
- Make sure attendees sign the Club Event Sign-in Sheet
- Host the event
- Take picture during the event
- Pass out the Event Evaluation Survey to all attendees before the event ends

After Event

- Within 24 hours of the event, complete the Event Report
- Submit the Club Event Sign-in Sheet, Event Evaluation Surveys, Excel Spreadsheet of Evaluation Results, Event Report Template and pictures to the Student Affairs Department within 48 hours of the event.

V. RECORDS TO BE MAINTAINED

- Meetings with meeting agendas and minutes
- List of activities with documents, sign-up sheets, and survey evaluations
- Changes to the executive team.
- All documents should have Club logo and Club name with date, and event/meeting title.



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Club Name : **Big data and Big Insight Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

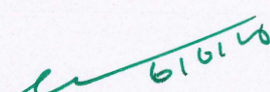
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting



- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- Kindle interest among the students for big data and related topics
- Providing opportunities and resources for students to explore their interest.
- Develop skills in data science regardless of their background and field of study.
- Establishing a bridge between our student community and big data professionals.
- Enhance the students' knowledge in par with current trends in computing


(Prof. Dr. V. Rajendran)
Principal



	<p align="center">Dr. N.G.P. ARTS AND SCIENCE COLLEGE (An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore) Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2nd Cycle) Dr. N.G.P. – Kalapatti Road, Coimbatore-641048, Tamil Nadu, India Web: www.dnrgpasc.ac.in Email: info@dnrgpasc.ac.in Phone: +91-422-2369100</p>	 Event Management Club
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Club Name : **Event Management Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

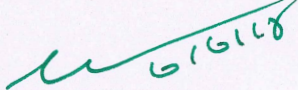
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- Planning an event for the occasion
- Training them to perform an effective MOC
- Volunteering students in our college activities
- Giving them the opportunity to conduct an event
- Pre and post work preparation in workshops / guest lectures / conferences etc.
- Organizing invited lectures by experts


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Club Name : **The Bankers and Finance Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
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B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

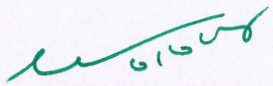
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To impart knowledge on the latest news and updates for students and discussions on Banking related issues.
- To create awareness about Digital Banking activities like NEFT, RTGS, SWIFT, etc.
- To provide platform for the Budget preparation.
- To educate about Letter of Credit and create awareness on Gross Domestic Product.
- To enlighten the students about Financial Mechanism.



- To conduct Guest Lectures on recent issues in the Banking and Financial sectors.
- To prepare students to acquire knowledge and abilities for writing various competitive exams.


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Club Name : **Astronomy Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

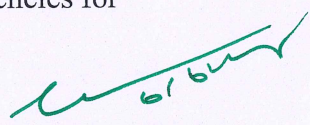
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To recognize and foster students' interest in Astronomy and Astrophysics
- To stimulate students' curiosity on questioning and exploring the mysterious nature of the universe.
- To update the darkest secrets of universe by talks of eminent personalities, Workshops, star gazing sessions and visit to observatory centres.
- Procure monitoring support from government and other support agencies for Astronomy related activities.


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Principal





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Club Name : **Library Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

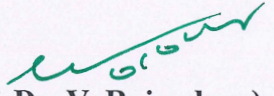
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To enhance the students' reading habit and provide opportunity to keep reading and learning new things.
- To facilitate research by organizing students orientation programs like how to write proposals/articles/news, conducting book exhibition etc.
- To collect used books from the students as well as from public and donate the books to the needy people especially to the Government School Students.



- To provide a platform to know the current affairs and offer a roof for sharing their views about books, journals and current research.
- To motivate the reading habits among the students through “Best Library User Award”.


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Club Name : **Ramanujam Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

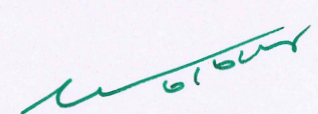
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- Introduce math in creative and innovative ways.
- To orient the members about basic mathematical concepts and skills.
- To develop critical thinking.
- To learn concept of Vedic mathematics.
- To conduct rally for motivation program to school students.
- Motivate students to develop positive attitude towards mathematics enhance cognitive development of through puzzles.


(Prof. Dr. V. Rajendran)
Principal





Dr. N.G.P. ARTS AND SCIENCE COLLEGE

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Dr. N.G.P. – Kalapatti Road, Coimbatore-641048, Tamil Nadu, India
Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100



Club Name : **I-Can Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

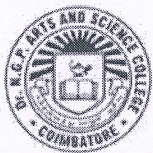
- To encourage and motivate every student to understand the importance of education .
- To support and educate them with modern teaching aids to understand basic and intensive knowledge of subjects.
- To provide intensive care for improving confidence level to attend classes regularly and conducting mock test to prepare them to face exam.
- To teach specific reading techniques and activities for personal growth and development.



- To create room for them to infer their doubts on the subject matter by writing assignments
- To focus on additional learning strategies to prepare them to meet Personal Competence
- To give special attention to make them successful

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Club Name : **Icon Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

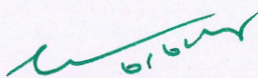
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D) Objectives

- To inculcate and recreate knowledge amongst advanced learners, promote innovative thinking and enhance awareness in interdisciplinary approach.
- To provide students with experiences in authentic research in preparing and presenting experiments and technical information before large groups of arena.
- To conduct inter-house quiz competition, peer-to-peer teaching, flipped learning, mock testing and interview in various competitive examination like CSIR, NET/SET, TANCET, banking, insurance, taxation, Group I and TNPSC etc.



- To encourage them to enrich their professional career by providing guidance, resources, and activities to meet the goals.
- To motivate them to attend the national and international conferences, seminars, workshops and publish good research papers in referred journals for facilitating academic progress.

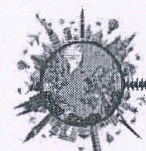

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Club Name : **Study Abroad Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

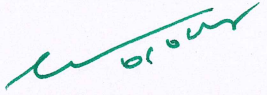
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- Disseminate the available opportunities for studying in foreign countries.
- Highlighting the opportunities for studying in Asian countries.
- Impart knowledge on IELTS, TOEFL, GRE, GMAT, English & other foreign language requirements, Indian passport online application.
- Guidance on bank loans, competitive Scholarships, Fellowships & Bursaries available in foreign countries to undertake Postgraduate, Ph.D. and Postdoctoral studies.



- Arranging experts from foreign embassies, organizing need based Seminar / Workshops, provide information on Internship / exchange programmes.
- Information on Application procedure, Life in foreign countries, Visa Application procedure, Grooming for Ethical conduct & behaviour in foreign countries, Pre-departure checklist etc.


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Principal



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Club Name : **Staff Club**

Instituted from the AY : **2000-01**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Management	

B) Tenure of the Committee

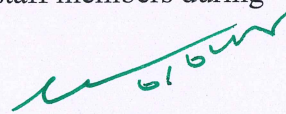
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- Facilitate positive interaction between the teachers of various departments of the college.
- To organize tour to all the teaching and non-teaching staff members once in years.
- To provide the gift to the staff members on a special occasion/special moments.
- To arrange special health camp for all the staff members.
- To provide the gift voucher to all the teaching and non-teaching staff members during the Diwali festival.


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Club Name : **Rotaract Club**

Instituted from the AY : **2020-21**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
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	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

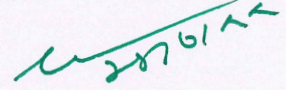
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To develop professional and leadership skills.
- To emphasize respect for the rights of others based on recognition of the worth of each individual.
- To recognize the dignity and value of all useful occupations as opportunities to serve.
- To recognize, practice, and promote ethical standards as leadership qualities and vocational responsibilities.

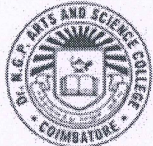



- To develop knowledge and understanding of the needs, problems, and opportunities in the community and worldwide.
- To provide opportunities for personal and group activities to serve the community and promote international understanding and goodwill toward all people.



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Club Name : **Nutrition and Fitness Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
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	Faculty of Management	

B) Tenure of the Committee

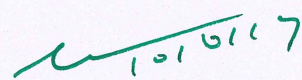
- The Committee will hold responsibilities for a term of three Consecutive Academic years



C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To encourage the students of the club to take up the social responsibility by adopting rural village/ school children and contribute for the improvement of their health
- To create awareness on health and hygiene among the people in underdeveloped area through the promotion of low-cost appropriate sanitation technologies
- To undertake statistical survey of the health status of pregnant women and suggest measures to improve their health.
- To project the causes and effects of deadly diseases like cancer and TB and to create awareness on drug abuse and its ill effects.


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Club Name : **Photography Club**

Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
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	Faculty of Management	

B) Tenure of the Committee

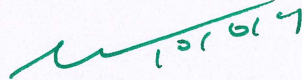
- The Committee will hold responsibilities for a term of three Consecutive Academic years

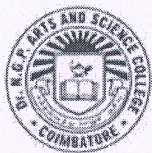
C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To create a forum for students to express their creativity and encourage them to express their thoughts and emotions through photography.
- To create an atmosphere for the students to discover, develop, deploy and express their Creativity in Photo & video, capturing & editing skills.
- To harmonize all ideas and conduct photo contests, photo walks, photo trips and motivate students to participate in other photography related events.
- To conduct programmes for awareness among the general public on themes of national interest.


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Club Name : **Chess Club**

Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
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	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

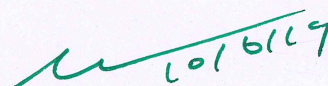
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester



D) Objectives

- To develop cognitive skills such as attention, memory, decision-making and creativity of students.
- To teach basic understanding of the rules of chess, for beginning players, as well as critical analysis of the tactics of the game for more advanced players.
- To conduct organized chess tournaments.
- To promote interest in International Chess.



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Club Name : **Sports Club**

Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
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Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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B) Tenure of the Committee

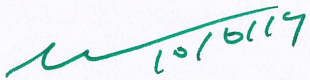
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To identify sports talents early and nurture them.
- To encourage students to take regular physical exercise for improved health and wellbeing.
- To offer coaching sessions in various sports and recreational activities.
- To strengthen and train our NGP teams to participate in University level and National level events.
- To develop character through life skills such as Sportsmanship, Discipline, Planning, Systematic Thinking and Organisation.


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Club Name : **Achievers Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years.

C) Periodicity of the Meeting

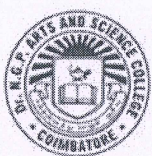
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To identify the capabilities of staff and students in different domains and motivate them.
- To encourage and recognize individual talent by presenting awards for their curricular and co-curricular achievements.
- To recognize leadership qualities of students and skills needed for all-round development of the students.
- To motivate students by organizing interaction with achievers in different arena

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Club Name : **Presentation Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
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	Faculty of Management	

B) Tenure of the Committee

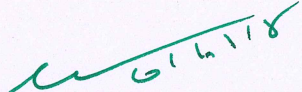
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting



- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To foster students' verbal and non-verbal communication skills
- To ensure presentation ethics with moral codes
- To assist students in Learning and practicing novel appraisal skills
- To guide students to improve interpersonal skills
- To encourage the usage of multimedia tools effectively


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Club Name : **Communication and Media Club**
 Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
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B) Tenure of the Committee

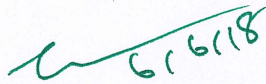
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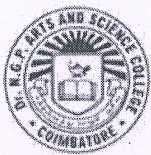
C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To sharpen communication skills and instill creativity
- To have strong situational awareness and emotional intelligence through soft skills
- To appreciate the effect of anchoring and news reading
- To encourage students taking part in activities on media roles
- To express their outlook and perspectives over latest media news


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Club Name : **Karuthuveli Vasagar Vattam**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
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	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting



- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To interact with prominent writers
- To review and conceptualise the read books
- To discuss and analyse on current affairs
- To play and discuss on social interest short films
- To create new field specific Tamil vocabularies
- To bring traditional and folklore artists for interaction, learning and performance

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Principal



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Club Name : **ECO Club**

Instituted from the AY : **2015-16**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
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	Faculty of Management	

B) Tenure of the Committee

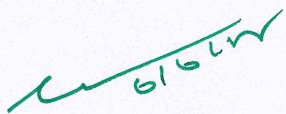
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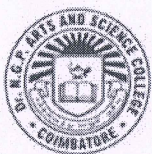
C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester.

D) Objectives

- Create awareness on environment issues like Pollution, Global warming etc. by inviting experts from eco related centers.
- Create awareness on Sustainable energy, Biodiversity conservation, Water conservation and water recycling.
- Inculcate Green Consciousness and importance of forest and trees etc among our students and general public.
- Visits to Nature Places and Institutes to understand the finite nature of the environment through outdoor education experience.


(Prof. Dr. V. Rajendran)
Principal



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Club Name : **Citizen Consumer Club**

Instituted from the AY : **2014-15**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
	Faculty of Bio Science	
	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

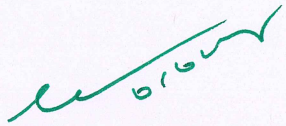
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

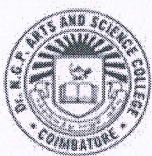
- To spread awareness on consumer rights amongst all consumer segments.
- To continuously assess policy changes required in each sector and create awareness among consumers on taxation policies.
- To sensitize manufacturers, service providers on consumer rights and quality.
- To help consumers get justice when affected.



- To identify and weed out unfair trade practices in delivery of goods as well as services.
- To promote sustainable consumption.


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Club Name : **Drama Club**

Instituted from the AY : **2013-14**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

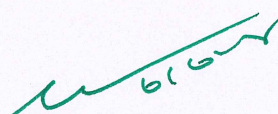
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

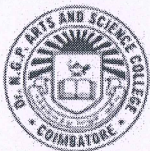
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To make the students understand the necessity of performance as a creative art.
- To develop the oral communication skills among the students through performance.
- To help the students enjoy drama as a literary form through performance.
- To enable the students comprehend the importance of drama and performance as one cultural tool of social reformation.
- To help the students grasp the message of performance conveyed through different non-verbal mediums such as costumes, lights, gestures etc.


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Club Name : **Music Club**

Instituted from the AY : **2013-14**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
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	Faculty of Management	

B) Tenure of the Committee

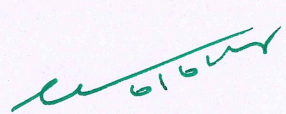
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To provide a platform for like-minded music and audio hobbyists to meet regularly in a casual, high -keyed atmosphere.
- To discover music talents in students and nurture them.
- To Foster club unity through music listening, practicing and performances.
- To provide students with the knowledge to read music on their own.
- To encourage the interchange of ideas, questions, and experiences relating to recorded music, components, and system set up among members.


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Club Name : **60/60 Club**

Instituted from the AY : **2013-14**

A) Composition

Chairman	Principal	Head of the Institution by virtue
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	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

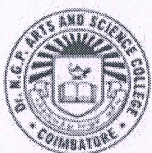
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To hone the students excellence in their Listening, Speaking, Reading, and Writing skills.
- To inculcate a passion for English language among students and also to enhance their literary skills.
- To serve as a platform for a student group of 60 boys and 60 girls exclusively from the Vernacular medium background to improve Communication skills.
- To encourage student participation in public speaking and events related to communication.

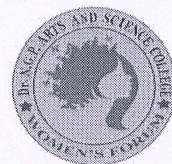
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Club Name : **Women's Forum**

Instituted from the AY : **2005-06**

A) Composition

Chairman	Principal	Head of the Institution by virtue
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Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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	Faculty of Commerce	
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	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

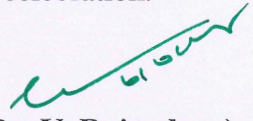
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

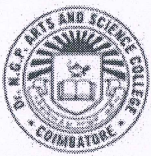
- To create an awareness and empowerment of women in all the field within the campus as well as in the society.
- To create social awareness about the problems of women and to face societal challenges.
- To take care of the issues relating to girls students and provide solution and comfortable stay at college.



- To provide awareness and knowledge on legal rights and imparting legal assistance to women.
- To recognize and award the women achievers during Women's day celebration.


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Youth Red Cross

Club Name : **Youth Red Cross Society**

Instituted from the AY : **1997-98**

A) Composition

Chairman	Principal	Head of the Institution by virtue
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	Faculty of Management	

B) Tenure of the Committee

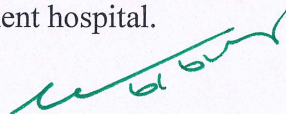
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

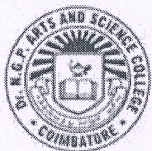
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To inculcate in youth an awareness on the care of their own health and that of others.
- To enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth.
- To promote humanitarian principles and values in the minds of youth.
- To motivate the student community to render service to the sick and suffering.
- To encourage the students to donate blood especially to Government hospital.


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Club Name : **Blood Donors Club**

Instituted from the AY : **1997-98**

A) Composition

Chairman	Principal	Head of the Institution by virtue
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	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

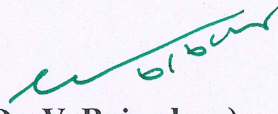
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To create awareness and motivate people for Blood Donation
- To organize blood donation camps
- To co-ordinate and facilitate the relationships between voluntary blood donors and blood donor organizations
- To create awareness on safe blood.


(Prof. Dr. V. Rajendran)
Principal



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Club Name : **Red Ribbon Club**

Instituted from the AY : **1997-98**

A) Composition

Chairman	Principal	Head of the Institution by virtue
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	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

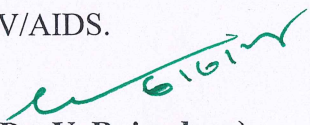
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To increase awareness on sexual reproductive health and HIV/AIDS.
- To impart skills on communication, self-protection, negotiation, and effective group interaction,
- To prepare youth as peer educators/agents of change by developing their skills on leadership and team building.
- To serve as forum for students to participate in the fight against HIV/AIDS.


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Club Name : **Research Forum**

Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
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	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

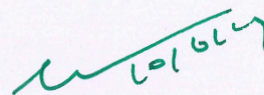
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To enlighten the state-of-art technologies to scholars through special lectures on contemporary research topics
- To discuss recent hot research articles and to get innovative ideas for further research
- To bring in research ambience among the forum members
- To create an awareness regarding the research work carried out by researcher to facilitate collaborative research



- To motivate interdisciplinary research proposals to funding agencies
- To educate about the research facilities such as equipment, machineries and software, etc.



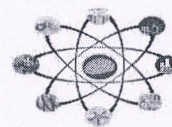
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Club Name : **Science Forum**

Instituted from the AY : **2019-20**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
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	Faculty of Commerce	
	Faculty of Computer Science	
	Faculty of Humanities	
	Faculty of Management	

B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To develop a general interest in science.
- To inculcate scientific attitude and provide opportunities for training in scientific method.
- To develop interest in scientific hobbies.
- To encourage individual and group activities.
- To make the students and public science minded.



- To stimulate active participation and initiative among the students in learning process.
- To keep the students in touch with the recent advances in science.

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Principal





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Club Name : **Innovation Club**

Instituted from the AY : **2018-19**

A) Composition

Chairman	Principal	Head of the Institution by virtue
Convener	Dean – Admin	Nominated by the Principal
Coordinator	Senior Staff	Nominated by the Principal
Members (One Staff member from each Faculty)	Faculty of Basic and Applied Science	Nominated by the Principal
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B) Tenure of the Committee

- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

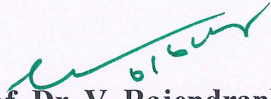
- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To create awareness, educate, nurture and inculcate a culture of innovation amongst the engineering student.
- To enable them to generate new ideas and become more innovative.
- To organize Interdisciplinary project exhibition.
- To organize seminar, conferences, workshops, exhibitions relating to innovations.
- To develop an innovative and entrepreneurial mindset.



- To provide opportunities for students to be engaged in innovative activities through creativity and technical workshops.
- To provide a platform for students, teachers and other members of society to showcase their skills by creating new innovations and products.


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Club Name : **Journal Club**

Instituted from the AY : **2010-11**

A) Composition

Chairman	Principal	Head of the Institution by virtue
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B) Tenure of the Committee

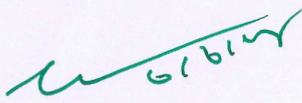
- The Committee will hold responsibilities for a term of three Consecutive Academic years

C) Periodicity of the Meeting

- The Committee will meet twice in a semester such as, in the month of June/July and October/November for Odd; December and March for Even semester

D) Objectives

- To provide opportunity for students to critically appraise the research articles.
- To discuss current research in a topic relevant to their field of interest.
- To improve reading habits and to keep them abreast with current technology.
- To motivate students to engage in research activities.


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