

**Committees to be formed for Autonomy Governance**  
**Composition and functions**  
**Governing Body**

**Composition of Governing Body**

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or byelaws, with the chairman or president/director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Educationist or industrialist	Nominated by the management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio

**GOVERNING BODY**

Category	No	Members
Management	1	Mr K Thiruneelakandan, B.A President, College Governing Council
	2	Prof. Dr. P Vijayaraghavan, Secretary, College Governing Council
	3	Mr. S Gopal, B.Com, D.B.M., Treasurer, College Governing Council
	4	Mr G Muthukrishnan, B.Com, FCA President, Reddy Educational Trust
	5	Mr R Saranath M.B.A President, Hostel Executive Committee
Teachers	1	Dr G Kanaga
	2	Dr S Ramalakshmi
Educationist/Industrialist	1	To be Nominated by Management
UGC Nominee	1	To be nominated
State Govt Nominee	1	To be nominated
University Nominee	1	To be nominated
Principal	1	Dr Mrs V Sujatha, M.Com, M.Phil, Ph.D

### ACADEMIC COUNCIL

Category	No	Members
Principal	1	Chairman
All HoD's	15	Dr.S.Ramalakshmi Dr. N Savithri Ms R Uma Maheswari Dr G Kanaga Dr J Tamil Selvi Ms S PremaLatha Ms G Maheswari Ms P Pungayee @ Amirtham Dr V SinthuJanitaPrakash Ms R Merlin Packiam Dr M Parveen Dr B Tamilmaraiselvi Dr H Abirami Ms B Thanuja Mrs N Aruna
Senior Faculty	4	Dr G MetildaBhuvaneswari
		N Pushpa
		N Girubagari
		M A ParveenBanu
Experts/Academicians	4	Outside College
		Dr Thajudeen, Bharathidasan University
		Dr Victor Louis Anthuvan LIBA, Chennai
		Dr Umesh Samuel, Bishop Heber College
University Nominees	3	To be nominated
		To be nominated
		To be nominated
Faculty Member	1	Ms V Ramya (Nominated by Principal)

### BOARD OF STUDIES:

#### **Composition of Board of Studies:**

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

**Term :**The term of the nominated members shall be two years.

**Meetings :**The Board of Studies will meet at least twice a year

**Functions:**

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

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

Category	No	Members
HoD	1	Chairman
Entire Faculty		
Subject Experts from Outside University	2	(Nominated by Academic Council)
Expert (6 Recommended by Principal)	1	(Nominated by VC)
Placement Representative from Industry/Corporate sector	1	
Meritorious PG Alumna	1	Nominated by Principal Co opted by Chairman

Special Courses Experts outside College

**FINANCE COMMITTEE:**

**Composition of Finance Committee:**

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

**Term :** Term of the Finance Committee will be two years.

**Meetings :** The Finance Committee will meet at least twice a year

**Functions of the Finance Committee:**

The Finance Committee will be an advisory body to the Governing Body, to consider:

- budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- audited accounts for the above.

Category	No	Members
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
Management	1	Mr. K. Thiruneelakandan President, College Governing Council
Finance Officer	1	Affiliating University (To be nominated)
Senior Most Teacher	1	Dr N Savithri

## Non Statutory Committees

### 1 Planning and Evaluation Committee (Calendar, Magazine)

#### Compositon of Planning and Evaluation Committee:

1. The Principal (Chairman)
2. Members from the College Governin Council
3. IQAC Coordinator
4. Three teachers of the college nominated by the Principal

**Term** : The term of the nominated members shall be two years.

**Meetings** : Will meet four times a year.

#### Functions of the Planning and Evaluation Committee:

- Plan the academic events of the college at the beginning of the semesters
- Provision of adequate facilities for execution of the academic events
- Evaluation of the planned academic events at the end of the semesters

Category	No	Members
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
Management	3	Mr K Thiruneelakandan, B.A President, College Governing Council
		Prof. Dr. P Vijayaraghavan, Secretary, College Governing Council
		Mr. S Gopal, B.Com, D.B.M., Treasurer, College Governing Council
IQAC	1	Mrs VRamya
Faculties	3	Dr S Ramalakshmi Dr SinthuJanitaPrakash Dr H Abirami

### 2 Grievance Appeal Committee

#### Compositon of Grievance Appeal Committee

1. The Principal (Chairman)
2. Vice Principals
3. Deputy Director of Physical Education
4. Two senior expers in the field of counselling
5. Student Representatives from the College Union Council

**Term** : The term of the nominated members shall be two years.

**Meetings** :Atleast twice a year

#### Functions:

- To address the infrastructural grievances
- To counsel the students on various issues

Category	No	Members
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
Vice Principals	2	Dr Mrs S Ramalakshmi Dr SinthuJanitaPrakash
Physical Directress	1	Dr Baby Shakila
Counsellors	2	Dr G Kanaga Dr MetildaBhuvaneswari

Student Representatives		College Union President College Union Secretary College Union Treasurer
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### 3 Examination Committee

#### Composition of Examination Committee

1. The Principal (Chairman)
2. Vice Principals
3. Two senior faculties nominated by the Principal on rotation basis
4. One representative from the college office

**Term** : The term of the nominated members shall be two years.

**Meetings** : Will meet atleast a year.

#### Functions of the Examination Committee

- Plan the schedule of examinations
- Appointment of Examiners
- Conduct of Examination

Category	No	Members
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
Vice Principals	2	Dr S Ramalakshmi Dr SinthuJanitaPrakash
Faculty	2	Ms V Ramya Ms S PremaLatha
Office	1	Ms P Malathy

### 4 Admission Committee

Category	No	Members
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
Management	3	Mr K Thiruneelakandan, B.A President, College Governing Council Prof. Dr. P Vijayaraghavan, Secretary, College Governing Council Mr. S Gopal, B.Com, D.B.M., Treasurer, College Governing Council
All HoD's	15	Dr.S.Ramalakshmi Dr. N Savithri Ms R Uma Maheswari Dr G Kanaga Dr J Tamil Selvi Ms S PremaLatha Ms G Maheswari Ms P Pungayee @ Amirtham Dr V SinthuJanitaPrakash Ms R Merlin Packiam Dr M Parveen Dr B Tamilmaraiselvi Dr H Abirami Ms B Thanuja Ms N Aruna
Office	5	Ms P Malathi Ms P Latha

		Ms KLatha Ms Chithra Ms Gandhimathi
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## 5 Library Committee

### Compositon of Library Committee

1. The Principal (Chairman)
2. Assistant Librarian & Library-in-charge
3. Faculties from the library
4. All Heads of the Departments

**Term** : Permanent Composition

**Meetings** : Will meet atleast a year.

### Functions of the Library Committee

- Propose budget

Category	No	Members
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
Assistant Librarian	1	Mrs Pommi
Other faculties from the library	6	M Theivanai P Suhirtha N.Kasthuri V.Laxmi J.Rama K.Ezhilarasi
All HoD's	15	Dr.S.Ramalakshmi Dr. N Savithri Ms R Uma Maheswari Dr G Kanaga Dr J Tamil Selvi Ms S PremaLatha Ms G Maheswari Ms P Pungayee @ Amirtham Dr V SinthuJanitaPrakash Ms R Merlin Packiam Dr M Parveen Dr B Tamilmaraiselvi Dr H Abirami Ms B Thanuja Ms N Aruna

## 6 Student Welfare Committee

Category	No	Members
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
Vice Principals	2	Dr Mrs S Ramalakshmi Dr SinthuJanitaPrakash
Office	3	Mr S Arumugam Manager, Office Ms K Latha Ms Kalpana
Faculty	2	Dr MetildaBhuvaneswari

		Dr V Kavitha (Hostel overall student coordinator)
Student Representatives	3	College Union President
		College Union Secretary
		College Union Treasurer

## 7 Sexual Harassment Committee

### Compositon of Sexual Harassment Committee

1. The Principal (Chairman)
2. Faculties from Social Work department nominated by the Principal

**Term** : 2 years

**Meetings** : As and when need arises

### Functions of the Sexual Harassment Committee

- To address on issues related to sexual harassment
- To give counselling

Category	No	Members
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
Vice Principals	2	Dr S Ramalakshmi Dr SinthuJanitaPrakash
Faculty	4	Dr G Kanaga Dr MetilldaBhuvaneswari Ms Rani Dr Aisha Manju Ms V Ramya IQAC Coordinator Dr V Kavitha (Hostel overall student coordinator)

## 8 Extra Curricular Activities Committee

Category	No	Members
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
For Cultural	2	Mr Guhan Raj Mrs A SahayaJenitha
For Sports	1	Dr Mrs Baby Shakila
NCC	1	Dr Mrs P Kavitha
NSS	3	Dr MetildaBhuvaneswari Dr Mrs Neela Ms Sathammai Ms Mary Girija
Other Clubs	1	Dr S ThamaraiSelvi

## 9 Academic Audit Committee

### Compositon of Academic Audit Committee

1. The Principal (Chairman)
2. IQAC Coordinator
3. All Heads of the departments

**Term** : Permanent Composition

**Meetings** : Once a year

### Functions of the Academic Audit Committee

- To plan for academic audits for all the departments
  - To appoint external experts for the audit
    - Conduct of academic audit
    - Consolidation of reports
  - Execution of expert's opinion

Category	No	Members
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
IQAC	1	Mrs V Ramya
All HoD's	15	Dr.S.Ramalakshmi Dr. N Savithri Ms R Uma Maheswari Dr G Kanaga Dr J Tamil Selvi Ms S PremaLatha Ms G Maheswari Ms P Pungayee @ Amirtham Dr V SinthuJanitaPrakash Ms R Merlin Packiam Dr M Parveen Dr B Tamilmaraiselvi Dr H Abirami Ms B Thanuja Ms N Aruna

### Other Committees

#### IQAC

#### Compositon of IQAC

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

**Term** : Two years

**Meetings** :Atleast twice a year

#### Functions of the IQAC

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



- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

Category	No	Members
Chair Person	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
		Prof. Dr. P Vijayaraghavan, Secretary, College Governing Council
Coordinator	1	<b>Ms V Ramya</b>
External Member	2	To be nominated
		To be nominated
Heads of various Departments	15	Dr.S.Ramalakshmi
		Dr. N Savithri
		Ms R Uma Maheswari
		Dr G Kanaga
		Dr J Tamil Selvi
		Ms S PremaLatha
		Ms G Maheswari
		Ms P Pungayee @ Amirtham
		Dr V SinthuJanitaPrakash
		Ms R Merlin Packiam
		Dr M Parveen
		Dr B Tamilmaraiselvi
		Dr H Abirami
		Ms B Thanuja
		Ms N Aruna
Administrative Officers	2	Mr S Arumugam, Manager Mrs Malathy, Chief Clerk, Office
Student Representatives	3	College Union President College Union Secretary College Union Treasurer
Alumni	1	Dr Tamil Selvi -NIT
Industrialist/ Stake Holder	2	Shri.Kanagasabapathi President TIDISSIA Trichy

## CAPSA

### Compositonof CAPSA

1. The Principal (Chairman)
2. Three faculty who are alumna of our college

**Term** : Two years

**Meetings** : Once a year

### Functions of the CAPSA

- To maintain alumni record and communicate with them frequently
  - To identify and support economically backward students
    - To issue books under book bank scheme

Category	No	Members
Principal	1	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D
		Dr Mrs G Kanaga
		Dr M Parveen
		Ms S Premalatha

### **Research Committee**

#### **Compositonof Research Committee**

1. The Principal (Chairman)
2. Senior faculties involved in research activity

**Term** : Two years

**Meetings** : Once a year

#### **Functions of the Research Committee**

- To provide guidelines and direction for the growth and development of research activities
- To advice on thrust areas and disciplines for introducing research programmes and related activities for future development in research.
- To suggest measures for improving existing infrastructural facilities both for academic and sponsored research and enhancing research ambience.
- To recommend projects and suitable for availing concession if any from State and Central Governments.

Category	No	Members
Principal	1	Dr V Sujatha, M.Com, M. Phil, Ph.D
Members	15	Dr Ms G Kanaga
		Dr N Savithri
		Dr S Ramalakshmi
		Dr V SinthuJanitaPrakash
		Dr M Parveen
		Dr Tamilmaraiselvi
		Dr H Abirami
		DrGowri
		Dr A Bhuvaneswari
		Dr Janaki
		DrKalaiaarasi
		Dr Seethalakshmi
		Dr Sowmya
		Dr MetildaBhuvaneswari
		Dr N Subha

### **Anti Ragging**

#### **Compositonof Anti Ragging**

1. The Principal (Chairman)
2. Representative from senior faculty, students and office
3. Local police official

**Term** : Two years

**Meetings** : As and when need arises

#### **Functions of the Anti Ragging Committee**

- To act as a liaison between senior and junior students

- To uproot all activities related to ragging

Category	No	Members
Chair Person	1	Dr.V.Sujatha
Members	9	Dr.S. Ramalakshmi Vice Principal & Head, Dept. Of Tamil
		Dr.VSinthuJanitaPrakash Vice Principal & Head, Dept. Of Computer Science
		Dr G Kanaga Head, Dept. Of Social Work
		Dr.B.BabyShakila Director of Physical Education
		Dr V Kavitha Hostel Overall Student Coordinator
		College Union President (Student)
		College Union Secretary(Student)
		College Union Treasurer(Student)
		Ms P Malathy Chief Clerk, Office
		Mr K Senthil Kumar Police Inspector, Woraiyur, Tiruchirappalli