

SRI SARADA COLLEGE FOR WOMEN

(AUTONOMOUS)

**Reaccredited with “B++” Grade by
NAAC(Affiliated to Periyar University)**

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STUDENTS' e- HANDBOOK

2022-2023

Code of Conduct

Monitoring Committees

2022-2023

e-Handbook Team

1. Dr. R. UMA RANI,

Principal

2. Dr. S. REVATHI,

Head & Associate Professor of Commerce (Senior faculty)

3. Dr. N. PRABAVATHI,

Head & Associate Professor of Physics (Senior faculty)

4. Dr. D.AMSAVENI,

Assistant Professor of Mathematics (Union Vice - President)

SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS), SALEM-16

Vision

To empower women through quality education based on the ideals of our national heritage and culture.

Mission

- ✓ To promote skills, values, and knowledge in the learning community through integral education of Hand, Heart, and Head.
- ✓ To offer career-oriented education merging established and emerging technologies.
- ✓ To achieve the capacities for enquiry, creativity, technology, entrepreneurial and moral leadership in the process of higher education.
- ✓ To motivate the faculty and the learners to take quality initiatives in academic, research and extension activities and serve as desirable human resource in the development of the nation.
- ✓ To respond to the global demands for new kinds of programmes providing creative and innovative educational experiences.

Core Values

- ✓ Our institution values are built on the vision that education cultivates the faculty of memory and awakens everyone to the sense of national righteousness.
- ✓ Our institution strives for excellence in all our academic endeavours –teaching, learning, research, extension activities and outreach programmes.
- ✓ Our institution is committed to create universal appeal to humanity through the two great Indian epics-Ramayana and Mahabharata which are ample with man-making and character moulding messages.
- ✓ Our institution concentrates more on inculcating virtues like self-control and self-direction to attain all the other virtues.
- ✓ Our institution aims to prove that the inhering life- light is drawn out through prayer.
- ✓ Our institution makes an effort to develop a relationship between the head and the heart equally.

Character Building

Character building is the hallmark of true education which is the manifestation of perfection already in man. Development of right character comes from a congenial divine atmosphere. Both in the college and in the hostel, the day's activities commence with communal prayer. Character building centres round regular counseling classes where a workbook on moral instruction is used for interaction on human relationships and character building qualities. There is a special Grievance Redressal Cell with senior faculty members to provide periodic guidance to students. Even at the highest collegiate level, we believe in the system of a Faculty Advisor for each class who acts as a mentor to the students. All these provide a congenial atmosphere for character building.

Culture Enrichment

While character and culture are subjective, curriculum is the instrument to achieve both. Since our college became an autonomous college, the curriculum has been framed with a view to have a happy blend of character and culture. Tamil, Sanskrit and Hindi are offered as first languages. Medium of instruction is English. Eight faculties in Science, four in Arts and Language besides Commerce have given a wide network of choice in curriculum.

Motto

The Motto of the institution is the harmonious development of Hand, Heart and Head with the focus on the development of character, culture and curriculum.

The educational ideals of this institution are symbolized in the college emblem. The Veena stands for the development of the hand for the enrichment of life. The waxing moon suggests the steady expansion of the heart in love of God and of His creation. The blazing sun is expressive of knowledge that reveals things in their true light. The harmonious development of the Hand, the Heart and the Head is wanted for a fully educated young women, each of whom will be a Kamadhenu, the milch cow of plenty and plenitude.

Goals and Objectives

Quality enhancement is the sole objective of our institution by concentrating more on updating curriculum, improving infrastructure facilities and motivating the faculty and the students to participate in academic development programmes and community-oriented activities.

CODE OF CONDUCT FOR STUDENTS

Sri Sarada College for Women (Autonomous), Salem, TamiNadu is an institution that is committed to the pursuit of career oriented education in the background of our ancient culture and tradition based on the ideals of Bhagavan Sri Ramakrishna Paramahansa, Holy Mother Sri Sarada Devi and Swami Vivekananda. The College has designed the following Code of Conduct to provide fair procedures relevant to all the students (Undergraduate, Postgraduate, M. Phil. and Ph. D.)

Students, as members of the College, are required to observe all the rules that are proposed under the Code of Conduct of the College.

COLLEGE RULES AND GENERAL DISCIPLINE

1. The college will function from 9.30 a.m. to 1.00 p.m. and from 2.00 p.m. to 4.00 p.m. with lunch interval between 1.00 p.m. & 2.00 p.m. Any absence from class during working hours, without the prior permission of the parents and the principal, will be strictly dealt with and serious actions will be taken. The college will have coaching classes from 4.00 p.m. to 5.00 p.m.
2. Only lunch card-holders will be permitted to go home for lunch.
3. The first bell for the morning session will be rung at 9.25 a.m. when all students must assemble for prayer. Attendance at morning assembly is compulsory for all students and staff and they must make it a point to be punctual.
4. Saturdays and Sundays will be weekly holidays.
5. College students are permitted to wear either half-saree or saree and no other type of dresses will be permitted, while they enter the college premises.
6. Students are expected to come in the college uniform on the first Monday of each month and on special occasions which will be announced as and when they arise. They are requested not to wear the uniform saree on other days. They should wear the college Identity card every day for identification.
7. While attending a class, meetings in the college or other gatherings, students are expected to be attentive, silent and maintain decorum.
8. The cleanliness of the college building and surrounding should be the responsibility of every student. Every student should help to keep the class rooms and the college premises neat and clean.

9. The arrangement of the furniture in the class room should not be disturbed by the students on any account.
10. Students are expected to read notices put up on the college notice board carefully every day in the morning as soon as they arrive and in the evening before they leave. Ignorance of any notice, thus put up, will not be accepted as an excuse for failing to comply with it.
11. No private meeting or party of any kind shall be held in the college without the prior permission of the Principal.
12. No notice of any kind be circulated among the students or put up on the notice board college without the prior permission of the Principal.
13. Private collections of funds must not be made without the prior approval of the Principal.
14. The students shall take periodical/ assignments and examinations sincerely and to the best of their ability. They should not possess any manuscript inside the examination hall, nor should they communicate with persons inside and outside the hall. If they violate this rule, they will be treated as guilty of malpractice and be severely punished.
15. Students must practice academic honesty in the preparation and participation in all the components of the CIA, including the Internal Tests, Model and Semester Examination.
16. Students should not possess or use any unauthorized aids in any academic test or examination conducted by the staff or the College.
17. Students must schedule any academic discussion with the teaching faculty during working hours.
18. Students and scholars must not engage in plagiarism or any other academic misconduct.
19. Students must wear their identity cards on the campus.
20. Students must not bring mobiles to the college.
21. Students must not engage in photographing, audio taping or videotaping the activities of the class without the permission of the faculty in-charge. They should not involve in inappropriate use of digital technology.
22. Students should keep their classrooms clean. They must not engage in destruction of College property.
23. Students must treat all their classmates and staff, with dignity and respect.
24. Students must not engage in any written, verbal, physical or electronic act that can cause physical or emotional disturbance or harm to other students or staff.
25. Students must not involve in Ragging.
26. Students must not create excessive noise that disturbs the activities of classes, College office or other academic, cultural, social or sporting activities of the College.

27. Students must not engage in gender discrimination or any form of sexual harassment or misconduct.
28. Students must attend all the academic and cultural programmes of the College with discipline.
29. Students are expected to exhibit exemplary behavior during Internships, Field visits, and extension activities.
30. Students must observe the boundaries of professional relationship between staff and student and on and off campus and online.
31. Students must use all the facilities and the property of the College with much care and responsibility.
32. Students must not use obscene language or engage in threatening behavior that will cause any individual to fear for their personal safety.
33. Students should not engage in any form of defamation of any staff or student. They must not post any derogatory comments on social media about any individual of the College.
34. Students must not use the name, logo, resources or the reputation of the College for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
35. Students must not engage in any fraudulent, corrupt or unlawful conduct inside or outside the campus that would potentially affect the reputation of the College.
36. Any student of the College aggrieved by any acts of misconduct or harassment can approach the Coordinators of the various Welfare Committees, and Heads of the Departments, or Principal of the College.

Additional policies or changes may evolve and the Code of Conduct may be amended or modified any time.

COLLEGE UNION

The College Union and its allied associations will be inaugurated every year by our Revered President Swamiji along with Revered Directress Amba and Revered Secretary Amba.

The College Union and its allied associations strive for the harmonious development of the Hand, Heart and Head to mould the character and future of the students. The College Union and its allied associations are totally committed to their duty in bringing out the students'

potential in all aspects of life and in sensitizing them to contemporary realities so as to mould them into responsible women with a humane face. The various activities organized successfully over the years are standing proof of their functional excellence, leadership and mastery of life skills.

OBJECTIVES

- ❖ To act as an instrument to unleash the student's potential at all levels
- ❖ To promote student success by offering a variety of programmes, activities and services that meet the daily needs of our society
- ❖ To offer the students a free arena to perform their creative talents
- ❖ To develop competitive spirit in a healthy way and to inculcate in them a co-operative team spirit so as to mould them into a multifaceted personality
- ❖ To play a more pro-active role in promoting students' talents inspire all activities which include workshops, seminars, group discussions and cultural expressions.
- ❖ To train the students of the college in the duties, responsibilities and rights of citizenship
- ❖ To encourage sports, arts and other cultural, educational and recreational activities
- ❖ To promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among the students through co-curricular and extra-curricular activities
- ❖ To work for the general welfare of the community and society

The College Union comprises Principal as the President, one faculty as the Vice-President, a Students' Chairperson and Students' Secretary and for all Allied associations Vice – Presidents and Student Secretaries.

President	: Dr. R. Uma Rani, Principal.
Vice – President	: Dr. D. Amsaveni, Assistant Professor of Mathematics.
Students' Chairperson	: S. Hemalatha, II M.A. English.
Students' Secretary	: U. Abinaya, III B.Sc. Physics.

The various Associations are

தமிழ் இலக்கியப் பேரவை, Hindi / Sanskrit Association, கணித்தமிழ் பேரவை,

English Literary and Debating Association, History Association, Association of Economics and Planning Forum, Mathematics Association, Statistics Association, Physics Association, Chemical Science Association, Botanical Consortium, Eco – Club, Home Science Association, Computer Science Association, Commerce Association, Fine Arts Association, Citizen Consumer Club, Games Association, NSS, NCC, RRC, Youth Red Cross, Quiz Club, Heritage Club, Social Service League, Entrepreneurial Development Cell, Differently - Abled Support Cell, Career Guidance and Placement Cell, Spick and Span Club, Library Association and College Magazine Committee.

TAMIL ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
- Vice President** : Tmt. N.Bhagushia Begum, Assistant Professor of Tamil.
- Students' Secretary** : R. Valarmathi, II M.A Tamil.

This association is started with the aim of promoting the greatness and literary merit of mother tongue Tamil. In turn, the activities of the association enhance the thinking ability of the students and encompass the overall development of the reading and writing skills.

HINDI ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
- Vice President** : Dr. C. Mohana, Assistant Professor of Hindi.
- Students' Secretary** : V. Rathi Divya, II B. A. Economics.

Hindi Association exists for the purpose of bringing students together, helping them acclimate to life at the college, connecting them to develop transferable skills. Hindi Association consists of student members of first and second years, which is guided by the faculty advisors and active throughout the academic year. The Association conducts various technical events and Exhibition in core domains. Every year, the Association organizes a programme like guest lectures.

SANSKRIT ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
Vice President : Dr. (Mrs.) Latha Sreedhar, Assistant Professor of Sanskrit.
Students' Secretary : S. K. Eswari, II B. Sc. Mathematics.

Sanskrit Association is formed to associate the students for disseminating the divine language. Various activities like Webinars, Special lectures and Quiz Competitions in the thriving area of knowledge systems are being conducted regularly for the students who have opted Samskrtam as first language. Further the divine language is planned to be disseminated through inter-collegiate competitions and novel programmes in the forthcoming years.

கணித்தமிழ் பேரவை / TAMIL COMPUTING ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
Co-ordinators : 1. Dr. (Tmt) S. Poongodi, Associate Professor of Tamil.
2. Dr. V. Tamiarasi, Assistant Professor of Computer Science.
Students' Secretary : L.P. Sujitha, III B.Sc Computer Science.

The main aim of the Tamil Computing Association is to make the students understand the computer terms in Tamil (Mother Tongue), forming new words and to motivate them to design a computer for Tamil Language. Every year webinar and the quiz competition have been organized focusing on Tamil - Computer terminologies. Experts are invited to deliver lecture in this regard. This helps them to develop in-depth knowledge in Computer Science. Department of Tamil and Computer Science jointly work together in realizing this goal.

ENGLISH LITERARY AND DEBATING ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
Vice President : Dr. (Tmt) S. Sangeetha, Assistant Professor of English.
Students' Secretary : S. Anugraha, II M.A English.

English literary and Debating Association functions under the PG and Research Department of English with the aim of enhancing LSRW skills among the students. Every year, it conducts seminars/webinars by inviting the eminent speakers to enrich the knowledge of the students. The speakers address on various literary trends to enlighten the young minds. They

also instill knowledge about contemporary issues to kindle the analytical skills of the students. The association also conducts competitions like speech competition, poem composing competition, essay writing competition, etc. to hone the creative and presentation skills of the students. The competitions strengthen the self-confidence and the competitive skills of the students. The winners are appreciated with certificates and awards to make their success memorable.

HISTORY ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
Vice President : Tmt. M. Nala, Assistant Professor of History.
Students' Secretary : S. Dhivyasri, III B.A. History.

The History Association is actively functioning throughout the academic year. The activities of the association facilitate the students to know about the recent trends in the field of History. Activities like guest lectures, essay competitions, quiz competitions, tree plantations, Exhibitions and visit to historical sites are carried out frequently in order to enhance the students' interest and knowledge towards their academic career. It also encourages the students to participate in various activities conducted by the department and aims for the positive attitude and healthy practice towards their academic career.

ASSOCIATION OF ECONOMICS AND PLANNING FORUM

- President** : Dr. R. Uma Rani, Principal.
Vice President : Dr. (Tmt.) P. Subasree, Assistant Professor of Economics.
Students' Secretary : M. Sakthinakshatra, III B.A Economics.

Guest Lectures, Special lectures, Oratorical competitions and Essay writing competitions are conducted to enhance various skills of the students. In Collaboration with Scientific Research 'Know Your Economy Test – Awareness Kindling Test' is being conducted ever year..

MATHEMATICS & STATISTICS ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
Vice President : Dr. (Tmt) R. Anbuviethya, Associate Professor of Mathematics.

Students' Secretaries : S Sineka, III B.Sc. Mathematics.
S. Meena Preethi, III B.Sc. Statistics.

The purpose of Mathematics Association is to develop math skills and knowledge of the students. The Association prepares students for math competitions. Lectures and webinars are conducted to provide a platform for familiarising the recent developments in Mathematics. It conducts Essay competitions to promote enthusiasm and interest in Mathematics. Exhibitions are also organized to improve and bring out the hidden mathematical talents of the students.

Statistics association aims to promote the importance of statistics and data to the undergraduate students by organizing seminars and guest lectures. This guest lectures help the students to know proper application of statistics in various fields to enhance human welfare. In addition to that, various competitions like quiz, essay competitions, oratorical competitions and exhibitions are also conducted to enhance the students' knowledge about statistical applications.

PHYSICS ASSOCIATION

President : Dr. R. Uma Rani, Principal.
Vice President : Dr. (Tmt.) R. Mathammal, Associate Professor of Physics.
Students' Secretary : M. Fahema Bee, II M.Sc. Physics.

Physics association was formed to create interest among students in the field of physics and provide opportunity to showcase their skills and talents. It also provides forum for exchanging scientific views, to disseminate the recent advancements in Physics and to develop the leadership skills of the students.

CHEMICAL SCIENCE ASSOCIATION

President : Dr. R. Uma Rani, Principal.
Vice President : Dr. (Tmt.) R. Kavitha, Assistant Professor of Chemistry.
Students' Secretary : K. Premi, III B.Sc. Chemistry.

Chemical Science Association was formed to make students to develop their interest in the field of Chemistry and to provide them a platform to showcase their talents to awaken the spirit of science.

BOTANICAL CONSORTIUM

- President** : Dr. R. Uma Rani, Principal.
- Vice President** : Dr. (Tmt.) G. Kalaiselvi, Assistant Professor of Botany.
- Students' Secretary** : S. Varsha III B.Sc., Botany.

Botanical Consortium was established to enhance the skills of students to know about the various interesting facts of plants and their versatility. The association organises webinar, guest lecture, competitions, quiz etc. This Consortium has dual mission of conservation and education by creating awareness about environment and its protection.

ECO- CLUB

- President** : Dr. R. Uma Rani, Principal.
- Vice President** : Dr. (Tmt) J. Marlin Cynthia, Assistant Professor of Zoology.
- Students' Secretary** : P.Priya, III B.Sc. Zoology.

The main aim of establishing the Eco Club is to conserve the natural resources to create Eco-friendly environment and create awareness of biodiversity conservation. Various activities such as Seminars, Guest lectures, and Campaigns are organised to create awareness on local environmental issues.

HOME SCIENCE ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
- Vice President** : Dr. (Tmt) K. Gomathi, Assistant Professor of Home Science.
- Students' Secretary** : V. Sridevi, III B.Sc. Home Science.

The main objective of this association is to encourage and enable the students to participate in extra and co-curricular activities by conducting various competitions like cookery, poster, pencil sketching, essay writing etc., in commemorating the breast feeding week and nutrition week. The Association organises programmes on the topics like breast feeding, immunisation, adolescent nutrition, anaemia and technical textiles by inviting eminent speakers. Various workshops on Arts and crafts, dry flower arrangement and food preservation are also conducted by experts and skilled teachers.

COMPUTER SCIENCE ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
- Vice President** : Mrs. R. Pushpavalli, Assistant Professor of Computer Science.
- Students' Secretary** : T. Swetha, III B.Sc. Computer Science.

The objective of this Association is to focus on creating and nurturing the students' community to involve in activities that offer technology-enabled learning in the form of webinars conducted by various organisations. It conducts an inter-collegiate online quiz competition and gives them appreciation in the form of certification also. It also provides a platform for interaction among resource persons.

COMMERCE ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
- Vice President** : Mrs. M. Priya, Assistant Professor of Commerce
- Students' Secretary** : A.N. Fathima Shahana, III B.Com 'A'.

The Commerce association works for the enrichment and flourishing of knowledge and career opportunities to the commerce students. It arranges Guest lectures, meetings and workshops to enrich the students with knowledge about their career opportunities and skill requirements for their profession. Special career guidance programmes were also arranged to enlighten the students about the significance and scope of professional courses and to pursue their career as Chartered Accountant, Company Secretary, Cost and Management Accountant and Chartered Financial Analyst.

FINE ARTS ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
- Cordinators** : 1. Dr. S. Sankari, Associate Professor of Chemistry.
2. Dr. A. Ambika, Head and Associate Professor of Tamil.
3. Dr. K. Sangeetha, Assistant Professor of English.
- Students' Secretary** : S. Swapna, III B.Sc Zoology.

The Fine Arts Association provides a platform to the learners to have hands-on experience to demonstrate their skills through their performance. The Association depicts plays from our legends and mythology and presents classical and folk-dance performances during

Annual Day Celebration. Every year the Association conducts cultural competitions for the freshers to identify and showcase their histrionic and dancing skills. Besides, vocal and instrumental performances are also encouraged to promote self-esteem, creativity and social harmony among the learners.

CITIZEN CONSUMER CLUB

- President** : Dr. R. Uma Rani, Principal.
Co-ordinator : Dr. (Tmt.) K. Nandhini, Assistant Professor of Tamil.
Students' Secretary : N. Kanishka Devi, II B. A. English.

Citizen Consumer Club is established to create awareness on consumer rights among the students. Various programmes are conducted to know the laws enacted for the welfare of the consumers. The aim of the club is to educate the consumer club members about the rights and responsibilities of the consumers and the significance of Hall Mark, Silk Mark and Agmark. Through this club the students are benefited by attending programmes related to health tips, women's rights, Maternity benefit Act, Medical Termination of Pregnancy Act and various programmes.

GAMES ASSOCIATION

- President** : Dr. R. Uma Rani, Principal.
Students' Secretaries : P.Harini, III B.Sc. Mathematics.
A. Brindhavani, III B.A English.

The Principal shall be the ex-officio Chairman of the Games Association, consisting of faculty and students. The Association identifies the well talented players of the college, gives them training and motivates them to participate in tournaments as college team at different levels. It also elects the General Secretary and a Secretary for each game. It conducts various inter-department indoor and outdoor games such as Volleyball, Basketball, Ball- Badminton, Athletics, Table-tennis, Shuttle badminton, etc., for the overall development, discipline and personality development of the students.

NATIONAL SERVICE SCHEME (NSS)

- Programme Officers:** 1. Unit -I - Dr. (Tmt.) P. Dhanalakshmi, Assistant Professor of Tamil.
2. Unit –II - Dr. Selvi. R. Thiruppathi, Assistant Professor of

Economics

3. Unit -III - (Tmt.) Renie Johnson, Assistant Professor of English.

4. Unit -IV - Tmt. S. Anitha, Assistant Professor of Tamil.

Students' Secretaries :

1. T. Aparnaa II B.Com. A

2. R. K. Sneka II B.Sc. Statistics

3. Divyadevi S. II B.Sc. Computer Science

4. C.Vidhyasri II B.A. English

The major goal of the NSS is to provide hands on experience to young students in delivering community service. The motto of National Service Scheme is NOT ME BUT YOU. NSS volunteers have to undergo 120 hours of regular activities by working in villages, slums and voluntary agencies. Special camping enables the volunteers to learn group living, collective experience, sharing and constant interaction with community. The NSS student volunteers have the exposure and experience to be an accomplished social leader, an efficient administrator and a person who understands humanity.

In appreciation of the service rendered by the National Service Scheme, one more funded unit has been allotted to our College in the year 2020 - 21. Currently there are four units of NSS functioning in the College with the strength of 350 NSS volunteers. The NSS of the college actively engages itself in carrying out regular and special camp activities. Iyyamperumampatty, Majrakollapatty, Sarkarkollapatty and Vattamuthampatty are the four adopted villages and meticulous activities have been carried out in the adopted villages to improve its hygiene and cleanliness.

NATIONAL CADET CORPS (NCC)

Associate NCC Officer : Lt. Dr. S. Ramya Niranjani, Assistant Professor of English.

Senior Under Officer : S.Abinayashri, Senior Under Officer III B.A. English.

Institutional training is conducted at Colleges and Schools is the mainstay of NCC training and is conducted by Associate NCC Officers and Armed Forces personnel. The

syllabus comprises Common Subjects and Service Subjects in the ratio 70:30. While the Senior Wing/Division training is for three years and has 300 periods the Junior Wing/Division training is for two years and encompasses 240 periods of training. The duration of one period is 45 minutes. The training year is from June to March. Training schedules are planned for cadets to ensure optimum benefits and emphasis is on practical training. Case study method of instruction, wherever possible, is made to facilitate active participation and better assimilation.

Social Service activities are structured to inspire and encourage the cadets to participate voluntarily towards improvement of their physical and social environment and channelize their energies in the task of nation building. The social service and community development activities include Swachh Bharat Abhiyan, Tree Plantation, Disaster Relief, Blood Donation, Beti Bachao Beti Padhao, Traffic Control and other similar relevant contemporary social issues.

RED RIBBON CLUB (RRC)

Programme Officer: Dr. (Tmt.) P. Dhanalakshmi, Assistant Professor of Tamil.

Students' Secretary : J. Evangel, III B.A. Economics.

Red Ribbon Club is a movement started by the Government of India in Schools and Colleges through which, students will spread awareness over HIV/ AIDS. It envisages to instill the virtue of charity among all the students to extend their able help towards developing healthy life styles and donating blood to all the needy by promotion of regular voluntary blood donation camps.

YOUTH RED CROSS (YRC)

Programme Officer : Dr. S.Esther Juliet Sujatha, Assistant Professor of English.

Students' Secretary : T.S. Dhayaasre. III B.A. English.

The Youth Red Cross is the most important constituent of its mother organization, Indian Red Cross. It is a group movement organized at the initial stages for students between 18 and 25 years of age in the colleges. The Indian Red Cross society provides relief in times of disaster/ emergencies and promotes health care of the vulnerable people and communities. Volunteers of Youth Red Cross go to nearby villages, lay roads, give medical aids, do the relief activities, donate blood etc. Our college YRC is providing service through various programmes, camps and activities. Moreover the cohesive efforts of our Youth Red Cross with a strength of more than 400 students and one YRC programme officer is providing services unreservedly to the most wanted and order of the day programmes and activities.

QUIZ CLUB

- President** : Dr. R. Uma Rani, Principal.
- Vice President** : Dr. (Tmt.) S. Maheswari, Assistant Professor of English.
- Students' Secretary** : S Hashmithaa, II M.A English.

General Knowledge is something that helps us to grow both personal as well as academic level. It develops the sense of perceiving the world and helps to understand and analyse the situations better. From 2002 onwards, the college has the practice of reading a set of GK questions along with fascinating facts after the Morning Prayer. It enhances the IQ level of the students and helps them in building up their competency and confidence .The Quiz Club organises a General quiz competition for all the students after a preliminary selection and the winners are awarded with prizes. This kind of practice helps the students to face various kinds of competitive examinations.

HERITAGE CLUB

- President** : Dr. R. Uma Rani, Principal.
- Co-ordinators** : Dr. K. Padma, Associate Professor of Tamil.
Dr. A. Subha, Assistant professor of History.
- Students' Secretary** : S. Priyadharshini, II M. A. History.

The record of events becomes history after several years. Inscriptions are the primary historical records. In addition to the inscriptions, ancient objects and coins can be the source of history. As the world has been digitally commercialized, the collection of ancient products is becoming rare. In this context, the Club has been started with the aim of finding out the ancient objects and the history of our past generations.

SOCIAL SERVICE LEAGUE

- President** : Dr. R. Uma Rani, Principal.
- Vice President** : Dr.(Tmt) R. Bhuvaneswari, Assistant Professor of Home Science.
- Students' Secretary** : V. Kaniga, III B.Sc. Home Science.

Social service is the service rendered by an individual or an institution to improve the social conditions of the society. This service is rendered on humanitarian considerations and

without any motive of profit. Only those people to whom the interests of society are more important than their personal interests come forward to render social service. Our college provides help to the needy students and also donates funds to various charitable organizations and trusts.

ENTREPRENEURIAL DEVELOPMENT CELL

President : Dr. R. Uma Rani, Principal.

Vice President : Dr. M. Kanimozhi, Assistant Professor of Home Science.

Students' Secretary : S.Divyadharshini, III B.Sc Home Science.

The aim of Entrepreneurial Development Cell of our college is to imbibe entrepreneurial trait among the student community and to encourage the students to come up with new business ideas to meet their livelihood. Our college has signed MoU with Salem Productivity Council and Khadi and Village Industries Commission to promote the Industry-Institute Collaboration and Skill Development among students. The college is organizing DST-NIMAT sponsored Entrepreneurship Awareness Camps to final year science students, which throw a light on the importance and need for the career option as an entrepreneur. Several hands – on - training programmes on home products, textile printing, embroidery, silk thread jewellery, mural painting, garland making, Seed Ganesha idol making, etc., are conducted to impart skill among the students. Recently our college has become one of the Spoke Institution under Periyar University IEDP – HUB Salem. By this we are connected to the Entrepreneurship Development and Innovation Institute, Government of Tamilnadu. This helps the budding entrepreneurs to get various guidance from several experts in the field of Entrepreneurship.

DIFFERENTLY- ABLED SUPPORT CELL

President : Dr. R. Uma Rani, Principal.

Vice President : Mrs. S. Lavanya, Assistant Professor of English.

Students' Secretary : S. Lekha, III B.A. English.

The Differently Abled Support Cell has been established to ensure that necessary facilities and assistance are available to the differently abled students in the campus. It strives

towards empowerment of students with disabilities by promoting equal opportunity, full participation and accessibility of higher education. The institution has special facility of ramps/rails, wheelchairs and separate washrooms for the differently abled students. They are encouraged to use assistive devices to enhance their learning experience. Visually challenged students are provided with scribes to write their examinations. The cell also conducts programmes /activities as deemed fit for the differently abled students.

CAREER GUIDANCE AND PLACEMENT CELL

President : Dr. R. Uma Rani, Principal.

Co-ordinators : 1. Dr. G. Kalaiselvi, Assistant Professor of Botany.
2. Dr. N. Sudha, Assistant Professor of Physics.

Students' Secretary : J.Salomi, III B.Sc. Physics.

The Cell encourages the students to attend various campus interviews by arranging Career Guidance programmes, aptitude tests, Group Discussions, Mock Interviews, campus interviews and the C.V/Resume of the students are forwarded to the prospective employers as per their requests. The Cell concentrates not only on getting jobs for our students but it also gives equal importance to career counselling and guidance and skill training. The placement officer instils in the students the importance of transient skills, change in skill requirements, a training focusing on reframing the profile of an employee in accordance with the changing requirements of a company.

SPICK AND SPAN CLUB

President : Dr. R. Uma Rani, Principal.

Vice President : Dr. (Tmt.) N. Uma Maheshwari,
Head and Assistant Professor of History.

The word '**spick and span**' means the place which is very clean and tidy. The spick and span club encourages the students to ensure their cleanliness of their classrooms. As '**Cleanliness is next to Godliness**' it is the abstract state of being clean and free from germs and the habit of achieving and maintaining the social wellness of society. Clean classroom gives rise to a good character by keeping body, mind and soul, clean and peaceful. Maintaining cleanliness is the essential part of healthy living as it helps to improve our personality by

keeping clean externally and internally. It's everybody's responsibility to keep their surrounding clean. It brings good and positive thoughts in mind which slows down the occurrences of diseases.

A schedule is framed to check the cleanliness of the classrooms by the departments. At the end of the month, the best three classrooms are selected. The respective class teachers along with the representatives are appreciated in the assembly. At the end of the year, the rolling trophy is given to the consecutive winners of the month.

LIBRARY ASSOCIATION

President : Dr. R. Uma Rani, Principal.

Vice President : Dr. K. Poongodi, Librarian.

Students' Secretary : M. Mahalakshmi, II M.Com.

The library caters to the needs of the learners. The library is kept open on all working days from 8.00 a.m. to 6.30 p.m. and on Saturdays & Sundays 9.30 a.m. to 1.00 p.m. All students, teaching and non-teaching staff of the college use the library. At present, the library houses about 81,355 books, 6000+ e-journals, 7,64,300 e-books, 65 journals and periodicals with an extensive reference material for the benefit of students to appear for competitive examinations. The library has a book bank to help the needy students. All the P.G. departments have their own departmental library.

Our college Library has a good collection of text books, reference books for competitive exams and CD collections. It plays a vital role in the development of user's community by enhancing the cause of education and academic research. The College library is fully automated and DOLPHIN Software has been installed with the following three modules for the library in-house operation using Barcode Technology.

- Library Management
- Module Library Circulation
- Module Student Search and Inquiry Module

Open access system is followed in our Library. The Association helps to enrich the students to update the information in their subject as well in extracurricular activities.

MAGAZINE COMMITTEE

Chief Editor : Dr. R. Uma Rani, Principal.

Sub - Editors : Mrs. Renie Johnson, Assistant Professor of English.

Mrs. K. Rani, Assistant Professor of Home Science.

The college magazine showcases the various hidden talents of staff and students apart from academics. The Chief Editor of the college magazine is the Principal. Articles from faculty members and students are collected and scrutinized. Activities from all the departments and various cells and clubs are collected with geo tagged photos and submitted for the perusal before they are given for printing.

CYBER SECURITY CELL

President : Dr. R. Uma Rani, Principal.

Co-ordinators : 1. Dr. (Tmt) S.D.K.Shridevi, Assistant Professor of Botany.

2. Tmt. M. Radhiga, Assistant Professor of Economics.

Cybersecurity is the protection of internet-connected systems such as hardware, software and data from cyber threats. The practice is used by individuals and enterprises to protect against unauthorized access to data centers and other computerized systems. A strong cybersecurity strategy can provide a good security posture against malicious attacks designed to access, alter, delete, destroy or extort an organizations or user's systems and sensitive data. Cybersecurity is also instrumental in preventing attacks that aim to disable or disrupt a system's or device's operations.

ALUMNI ASSOCIATION

President : Dr. R. Uma Rani, Principal.

Vice President : Dr. K.Suguna, Associate Professor of Physics.

The Alumni Association provides a forum and platform to foster the relationship between the alumni, present students, the staff and the management of the college with the basic objective to exchange ideas, which helps in achieving excellence and professional competence and contribute to improved quality of life.

The Alumni Meet is organized on March 8th every year along with the Union Day and International Women's Day celebrations. The guests of honour on that day are our renowned alumni. They are felicitated with mementos by our revered Directress Amba.

SOCIETY CONNECT CENTRE

President : Dr. R. Uma Rani, Principal.

Co-ordinators : 1. Dr. B. Uma Maheswari, Assistant Professor of Botany.
2. Dr. M. Lena, Assistant Professor of Zoology.

Our Institution has made a great contribution to the extension activities that go beyond the curriculum to imbibe social values and attempt to solve social issues in the neighbourhood village community. There is an Extension centre functioning in our college. Extension activities are designed to inculcate social awareness among students and shape them as the committed individuals and responsible citizens of our nation.

EXAMINATION COMMITTEES

EXAMINATION CELL

Members of the Cell

Chairperson : Dr. R. Uma Rani, Principal.

Coordinators : Dr. G. Vasuki, Controller of Examinations.

Dr. C. Mohana, Assistant Professor of Hindi.

Dr. Latha Sreedhar, Assistant Professor of Sanskrit.

Dr. R. Anbuviya, Assistant Professor of Mathematics.

Dr. K. Vidhya, Assistant Professor of Physics.

Dr. T. Elakkiya, Assistant Professor of Chemistry.

Dr. K. Gomathi, Assistant Professor of Home Science.

The Cell is well established with necessary infrastructure, computing, and printing facilities.

The Activities of the Examination Cell (Through online & offline) include,

- Preparation of Time Table for internal test, Model Exam and End Semester Exam including CBT for NME, NMSB and SB Courses
- Generation of Question Papers along with the no. of copies
- Preparation of Staff Invigilation Duty list
- Allotment of Rooms
- Sending the links of Question Paper to HoDs and the scribes of the Visually Challenged (In case of Online Exams)
- Segregation of Answer scripts collected from the students

THE EXAMINATION & EVALUATION REFORMS CELL

Members of the Cell

Chairperson : Dr. R. Uma Rani, Principal.

Coordinators : Dr. G.Vasuki Controller of Examinations.

Dr. D. Ghayathry, Assistant Professor of English.

Dr. K. Revathy, Assistant Professor of Chemistry.

Dr.N. Nagalakshmi, Assistant Professor of Economics.

The aim of the Cell is to modify evaluation methods and question banks regularly based on new regulations. The Cell periodically updates the faculty and students regarding the grading procedure in examinations and supports the faculty members in using online evaluation tools to assess the answer scripts of students. The objective of the Cell is to modify and keep the learning outcomes in accordance with Outcome Based Education.

EXAMINATION EVALUATION GRIEVANCE CELL

Members of the Cell

Chairperson : Dr. R. Uma Rani, Principal

Coordinator : Dr. G.Vasuki, Controller of Examinations

Dr. S. Ramya Niranjani, Assistant Professor of English

Dr. N. Sudha, Assistant Professor of Physics

Dr. R. Kavitha, Assistant Professor of Chemistry

The objective of the Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. The Cell examines the grievances pertaining to examinations. All the grievances related to evaluation are promptly addressed by the Cell as per the stipulated norms. It also looks into the complaints related to timely issue of duplicate Mark-sheets, Transcripts or other examination related matters. The Cell encourages the students to express their grievances/suggestions for improving the academics freely and honestly, without any fear of being victimized and the Committee members guide the students about the procedure to be followed for re-evaluation process.

STUDENT SUPPORT CELLS/CODE OF CONDUCT MONITORING COMMITTEES

The Student Support Cells have been constituted to ensure that value based education is imparted to the students. Every effort has been made to help students imbibe a proper value system to meet the challenges of the present. The Cells took adequate measures to ensure that students are shown the right path of morals and values. In an increasingly competitive world, the students are made aware of the importance of values, morals, proper code of conduct and discipline. The Cells regularly monitor guide and offer positive inputs in the form of study materials, tips and moral support. The Cells have succeeded in ensuring values.

GRIEVANCE REDRESSAL CELL

Members of the Cell

Dr. R. Uma Rani, Principal.

Dr. S. Revathi, Head & Associate Professor of Commerce (Senior faculty).

Dr. N. Prabavathi, Head & Associate Professor of Physics (Senior faculty).

Dr. D. Amasavani, Assistant Professor of Mathematics (Union Vice - President).

Grievance Redressal Cell of the college functions to redress the grievances of the students. The objectives of the Cell include, preserving the harmonious ambience of the college by responding to the reasonable grievances of its stakeholders. The Cell ensures security of students through protection against ragging – harassment and to encourage the students to express their grievances freely and frankly without being victimized.

The students have access to the Cell directly or through their class teachers or representatives and can express their grievances regarding academic matters, personal issues, facilities and amenities in the college and any hindrances and inconveniences they encounter. They can even lodge their complaints or grievances through letters and drop it in the drop box placed in front of the Principal's office or they can e-mail their grievances to the concerned authorities. The committee peruses the problems immediately, sorts out the issues and measures are taken within a stipulated period.

ANTI-RAGGING COMMITTEE

Members of the Committee

Dr. R. Uma Rani, Principal

Dr. S. Revathi, Head & Associate Professor of Commerce (Senior faculty)

Dr. N. Prabavathi, Head & Associate Professor of Physics (Senior faculty)

Dr. D. Amsavani, Assistant Professor of Mathematics (Union Vice - President)

Student Representatives

S.Hemalatha, II M.A. English.

U. Abinaya, III B.A. Physics.

Anti – ragging committee is constituted to prevent any act of physical or mental abuse targeted at another student on the ground of colour, race, religion, caste, ethnicity, gender, sexual orientation, appearance, nationality, religion, linguistic identity, place of birth, place of residence or economic background and to take measures against ragging. The students are directed to strictly desist from any kind of ragging.

Policies

- Sensitisation on ragging through Students' Induction Programme (SIP).
- Creating Awareness on the adverse forth coming effects of indulging in ragging.
- Creating Avenues for lodging complaints on issues of ragging.
- Submission of anti-ragging affidavit duly signed by the student and her parent is mandatory.
- Ascertaining a ragging free environment through the active anti – ragging squads.

- Zero-tolerance towards ragging. Any student found guilty of ragging in the campus will be debarred from appearing for examination; will not be allowed to continue her studies in the institution and TC would be issued immediately and will be expelled from the hostel.

ANTI-SEXUAL HARASSMENT CELL (ASH)

Members of the Cell

President : Dr. R. Uma Rani, Principal.

Coordinators : 1. Dr. C. Immaculate Mary, Associate Professor of Computer Science
2. Dr. J. Marlin Cynthia, Assistant Professor of Zoology.

As per the guidelines of UGC and the Supreme Court an Anti-Sexual Harassment Committee has been established to provide a healthy and congenial atmosphere to the students of the college. Anti-Sexual Harassment Cell deals with issues relating to sexual harassment and its prevention and prohibition

ASH Cell stride towards achieving gender equality by addressing discrimination and sexual harassment, and other acts of gender-based crimes by organizing programmes, counseling and campaigns for the benefit of all students of the College. It creates a mechanism for redressal of complaints.

DISCIPLINE COMMITTEE

Members of the Committee

President : Dr. R. Uma Rani, Principal

Coordinators : 1. Dr. S. Revathi, Head & Associate Professor of Commerce
2. Dr. N. Prabavathi, Head & Associate Professor of Physics

Discipline is the key to success. As the college motto strives for the harmonious development of the Hand, Heart and Head, the students as well as the faculty are made to attend the college prayer without fail every day. In order to maintain discipline and decorum during the prayer, a committee has been set up. A team of faculty members have been assigned to maintain discipline within the auditorium and another team of faculty from a department outside the auditorium. The committee incharge of the prayer duty regulates the students to go to the auditorium between 9.15 a.m. to 9.30 a.m. Prayer is the food for the inner soul. This

committee directs the students to arrange themselves according to their allotted places and also to maintain silence during the prayer or any other functions and programmes. This practice helps to maintain decorum of the auditorium.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Coordinator: Dr. P.Umamaheswari, HoD & Associate Professor of Botany

IQAC strives for the development and application of quality bench marks/parameters for various academic and administrative activities of the Institution, facilitates learner centric environment and involves in updating the faculty with required knowledge and technology for participatory teaching and learning. IQAC disseminates information on various quality parameters of higher education through FDP programmes. IQAC documents activities and programmes leading to quality improvement and acts as a Nodal Agency of the Institution for co-ordinating quality related activities and best practices. It develops quality culture and research culture in the Institution

RESEARCH CELL

The members of the cell

Dr. M. Sudha, Associate Professor, Department of Mathematics

Dr. R. Mathammal, Associate Professor of Physics

Dr.T. Sasikala, Assistant Professor of Economics

The cell conducts many programmes through online to assist the research guides and scholars to enhance their research potential. Research cell of our college is very keen in fostering research atmosphere in the campus with its major focuses as listed below.

- To facilitate more interdisciplinary research work to achieve expertise in all domains of research.
- To inculcate the scientific temper among students.
- To implement more society/community oriented research projects which are directed towards the betterment and welfare of the society.
- To publish research articles in UGC approved journals.
- To inculcate the ethical practices in research.
- To organize workshops and seminars periodically to infuse research interest.
- To encourage faculty members and research scholars to obtain patents for their qualitative research.
- To motivate the students to participate in research deliberations.

- To motivate the faculties to obtain Ph.D guideship to promote research activities.
- To persuade the faculty members to enroll in professional bodies to enhance their research sphere.
- To focus on extending consultancy services to industries in order to improve the industry academia linkage.
- To encourage faculty members to collaborate with other universities in India and abroad and establish MoUs.
- To publish the research output of faculty and students in Annual Report and Newsletter of their respective departments for disseminating the information to all stakeholders
- To appreciate the Ph.D awardees through rewards and recognition.
- To encourage the research output in the form of innovation, creativity and patents filing by establishing separate cells for these activities.

INSTITUTION'S INNOVATION COUNCIL (IIC)

Members of the Council

President	: Dr. R. Uma Rani, Principal and President, IIC
NISP Coordinator	: Dr. P. Umamaheswari, Head & Associate Professor of Botany
Vice President	: Dr. B. Amudhambigai, Assistant Professor of Mathematics
Convener	: Dr. L. Akilandeswari, Assistant Professor of Chemistry
Social Media Coordinator	: Dr. C. Preetha, Assistant Professor of English
Innovation Activity Coordinator	: Dr. R. Gomathi, Assistant Professor of Botany
Start-up Activity Coordinator	: Dr. P. Kanakarani, Assistant Professor of Economics
Internship Coordinator	: Dr. R. Anuradha, Assistant Professor of History
IPR Activity Coordinator	: Dr. K. Gomathi, Assistant Professor of Home Science
ARIIA Coordinator	: Dr. T. Elakkiya, Assistant Professor of Chemistry
NIRF Coordinator	: Dr. J. Marlin Cynthia, Assistant Professor of Zoology

Ministry of Education (MoE), Govt. of India has established 'MoE's Innovation Cell (MIC)' to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes. MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs)' across selected HEIs. A network of these IICs are established to promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campus.

The major focus of IIC is to create a vibrant local innovation ecosystem. Start-up supporting Mechanism in HEIs. Prepare institute for Atal Ranking of Institutions on Innovation Achievements Framework. Establish Function Ecosystem for Scouting Ideas and Pre-incubation of Ideas. Develop better Cognitive Ability for Technology Students.

Functions of IICs

- To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bound fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.

ACADEMIC AUDIT CELL (AAC)

Members of the Cell

Dr. R. Uma Rani, Principal

Dr. P. Umamaheswari, Head and Associate Professor of Botany

Mrs. R. BhuvanaIndumathi, Head and Assistant Professor of Home Science

Objectives of the Academic Audit Cell

- To ensure the academic standards of the College
- To strengthen the academic and administrative functions of the College

Functions of the Academic Audit Cell

- To convene internal and External Audit through IQAC
- To enhance research and development

The Academic Audit Cell aims to monitor the academic and administrative functioning of the College. The Academic Audit Cell conducts a comprehensive and objective assessment of institutions in terms of norms and regulations laid down annually.

The emphasis on infrastructure to support practical orientation of curriculum, accountability of institutions to the society, monitoring of institutions on a continuous basis, opportunity to colleges for improvement of academic infrastructure are just a few of the modifications adopted.

NATIONAL INSTITUTIONAL RANKING FRAMEWORK (NIRF) CELL

Members of the Cell

Chairperson: Dr. R. Uma Rani, Principal

Nodal Officer: Dr. R. Roselin, Associate Professor of Computer Science

Dr. S. Sankari, Associate Professor of Chemistry

Dr. J. Marlin Cynthia, Assistant Professor of Zoology

The National Institutional Ranking Framework (NIRF) was approved by the MHRD and launched by Honourable Minister of Human Resource Development on 29th September 2015. This framework outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations broad understanding arrived at by a Core Committee set up by MHRD, to identify the broad parameters for ranking various universities and institutions. The parameters broadly cover “Teaching, Learning and Resources,” “Research and Professional Practices,” “Graduation Outcomes,” “Outreach and Inclusivity,” and “Perception”.

The NIRF Cell of Sri Sarada College committed to strive towards enhancing the quality and standards of education by periodic assessment on teaching, learning and Research and it ensures creating conducive learning environment for the student and upholds the lifelong learning and the institutional culture.