

# **A.V.C.COLLEGE**

**(AUTONOMOUS)**

NAAC Reaccredited 'A' Grade Institution

UGC Recognized "College with Potential for Excellence - phase I & II"

NIRF All India Ranking 2018 : College (Rank band : 101-150)

**MANNAMPANDAL , MAYILADUTHURAI - 609 305**



### **Autonomy**

Due to its commendable performance, the College was conferred autonomous status in July 1987.

This autonomous status of the College aims at giving opportunities to teachers and students to make innovations, utilising their creative talents, improving the standards of teaching and research and making themselves respond quickly to social needs. This Autonomous College has the freedom to determine its own courses of study and syllabi and to prescribe rules for admission subject to the rules and policies of the State Government and evolve methods of evaluation and conduct of examinations. Promotion of national integration is an important feature of our college.

A.V.C. College (Autonomous) has the following specific aims and objectives:

1. To give diversity to the courses and patterns of University education which will suit the talents and abilities of the students and bring out the best in them.
2. To encourage innovative experiments especially in three areas:
  - a. Syllabus
  - b. Methods of teaching
  - c. Evaluation

3. To devise courses that will increase employment opportunities, linking studies as far as possible with the manpower, needs of the country and with the urgent needs of the State and the District.
4. To promote academic excellence.
5. To help the weaker section, the intellectually backward with remedial work and more flexible courses.
6. To arouse in students a sense of social justice, an interest and responsibility for the concern of their fellow men by exposure to actual living conditions in slums or villages and by meaningful community services, especially through participation in National Service Scheme.
7. To inculcate in the students the basic moral, social and spiritual values necessary for building up character and developing personality through courses in Ethics, General Knowledge, etc., This will help shape them into good and godfearing men, known for integrity and passion for justice.

### **GOVERNANCE OF A.V.C.COLLEGE (AUTONOMOUS)**

The college has the following committees to ensure proper management of academic, financial and general administrative affairs:

1. Governing Body
2. Staff Council
3. Academic Council
4. Board of Studies
5. Finance Committee
6. Planning and Evaluation Committee
7. Examination Committee
8. Award Committee
9. Admission Committee
10. Students' Welfare Committee
11. Sports Council
12. Curriculum Development Cell
13. Discipline Committee
14. Placement Cell
15. Students Grievance Cell
16. Internal Quality Assurance Cell



## GOVERNING BODY

The Governing Body is different from Trust Board / Board of Management / Executive Committee / Management Committee

### 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

### Term:

The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

### Meetings :

Meetings of the Governing Body shall be held at least twice a year.

## STAFF COUNCIL

The Staff Council shall consist of the Principal, Heads of Departments, Librarian, Director of Physical Education and one member elected among the faculties other than ex-officio members. The elected member shall hold office for one academic year. The Controller of Examinations and the Professor-in-charge of the Evening College are special invitees for all the council meetings.

The Council shall help the Principal in the day to day administration of the college. The Council may take up for discussion all academic matters including,

1. Distribution of class work to the faculty
2. Courses of Study
3. C.I.A. Tests and End Semester Examinations

4. Students' attendance, discipline and welfare
5. Games and Sports
6. Library
7. Budget for the academic year

The Council shall meet once in a month, However, special meetings may be convened whenever there is a need. The majority of the members of the Council shall form the quorum.

The Principal need not be bound by the decisions of the College Council, especially in the matters relating to discipline of the students as well as staff.

## ACADEMIC COUNCIL

### COMPOSITION OF ACADEMIC COUNCIL

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

### Term :

The term of the nominated members shall be three years.

### Meetings :

Academic Council shall meet at least twice a year.

## 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 three years.

**Meetings :**

The Board of Studies shall meet at least twice a year.

### **FINANCE COMMITTEE**

**Composition of Finance Committee**

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

**Term :**

Term of the Finance Committee shall be three years.

**Meetings :**

The Finance Committee shall meet at least twice a year

### **PLANNING AND EVALUATION COMMITTEE**

This Committee shall consist of the Principal, Heads of Departments, Librarian, Physical Director and two faculty members nominated by the Principal. Two Post Graduate and one Under Graduate students and one outstanding sportsman are nominated. One expert will be nominated by the parent University.

The term of the student-nominees shall be one year. For others the period is two years. The Committee shall meet once a year.

The committee will recommend. (i.) plans for the development of the college (ii.) ways and means to implement different programmes and (iii.) measures necessary for general improvement in the working of the College.

### **AWARD COMMITTEE**

The results of the End Semester Examinations and Supplementary Examinations are finalised and passed by the Award committee. The Committee shall consist of the Principal, the Chairman and the Secretary of the College, the Heads of departments and the Controller of Examinations.

### **DISCIPLINE COMMITTEE**

This Committee shall consist of the Principal, two members of the College Council and the Controller of Examinations. It will deal with all the disciplinary problems of students, including malpractice in the Semester Examinations.

### **STUDENTS' COUNCIL**

The Students' Council shall consist of the nominated representatives of the students and four faculty members nominated by the Principal. The functions of the Students' Council are to plan, organise and co-ordinate extra curricular and students' welfare activities in the college campus and to act as a forum of expressing the views of students on matters pertaining to their welfare.

### **STUDENT'S GRIEVANCE CELL**

It has been started to redress the grievances and complaints of the students of the college.

All other Committees will be constituted by the Principal from time to time.

### **COLLEGE RULES**

**Identity Card**

Identity Cards will be issued to all students soon after admission. The students will make use of their Identity Cards during and even after their period of study in the College for identification.

Students are required to keep their identity cards with them on all occasions like taking examinations, applying for scholarships, certificates, etc.,



## ATTENDANCE

Attendance is a component in Continuous Internal Assessment. (CIA) The prescribed minimum attendance for a student is 75% for each paper in a semester.

If a student absents himself for a week without leave letter his name will be removed from the roll.

Leave letter must be sent to the Principal in advance. In case of sickness, a medical certificate must be produced along with the leave letter.

## FORMAT OF LEAVE APPLICATION

- a. Name and Register Number .....
- b. Class .....
- c. Period for which leave is applied (with dates) .....
- d. Number of days of leave already taken .....
- e. Reason for leave .....
- f. Signature of the parent / guardian (with date) .....
- g. Recommendation of the tutor and HoD (with date) .....
- h. Signature of the student .....
- i. Order of the Principal .....

## DISCIPLINE

1. Students must wear identity card whenever they enter into the college until leave the college.
2. Students will come clean, tidy and smartly dressed.
3. They will be regular and punctual in attending classes and all other activities connected with the college.
4. The bell, announcing the commencement of sessions, will find them seated in their respective places pertaining to the hour.
5. Students who reach the college early will gather in the general library and make use of the dailies and journals placed there.
6. Gathering in groups at any place in the premises is strictly forbidden.
7. As a mark of courtesy they will greet their friends, classmates and the members of the staff at their first meeting of the day.
8. On entering the class room they will observe strict silence irrespective of the presence or absence of the member of the staff.

9. They will get up quietly as the teacher enters the classroom and keep standing till the latter sits or desires them to be seated.
10. No student will enter or leave the classroom without the permission of the teacher.
11. Students will not be permitted to leave the classroom or attend late under the pretext of paying fees or taking books from the library. Time fixed for such purposes must be strictly adhered to.
12. Students shall walk silently and in an orderly manner when they move from one class room to another.
13. Students are expected to read the College and Department Notice Boards every day. Ignorance of any notice displayed, will not be accepted as an excuse for failing to comply with directions contained in it.
14. No meeting of any kind shall be held in the college premises without the permission of the Principal.
15. No notice of any kind shall be circulated among students or displayed on the notice board without the permission of the Principal. No information or report should be sent to the Press or Broadcasting agencies without the approval of the Principal.
16. Nobody is permitted to collect money from the students for any purpose.
17. Nobody except the Principal or the Head of the Department shall call a student from the class room whatever may be the reason.
18. Bicycles and other vehicles must be parked safely at the appropriate places. Vehicles found in unauthorised places will be impounded and released only on payment of fines.
19. Play fields should not be trespassed when games are on.
20. Students witnessing games are expected to show sportsmanship in their appreciation and encouragement. They must not indulge in jeering or shouting that will discourage a player or a team.
21. While attending the College or public functions, students shall conduct themselves in such a way as to bring credit to themselves and to the institution.
22. Students shall promptly stand to solemn attention when the National Anthem is played at any meeting or function.



23. Smoking and throwing bits of paper or rubbish at odd places are harmful and they are prohibited.
24. Students are forbidden from taking part in political or antisocial activities of any kind.
25. Students are forbidden from entering office room and the staff rooms during unspecified hours.
26. Students are prohibited from defacing or damaging buildings or furniture in any way. The cost of any damage so caused will be recovered from the students collectively, if the responsibility for it cannot be fixed on any individual or group of individuals.
27. **Students are strictly prohibited from using camera or cellular phones in the College premises.**
28. Representation of complaints and grievances may be made to the Principal through the respective Head of the Department or the Tutor as the case may be.
29. The decision of the Principal shall be final in matters of punishment of any student for violation of any of the rules of the college.

### **RAGGING IS TOTALLY PROHIBITED INSIDE OR OUTSIDE THE CAMPUS**

Student found ragging will be liable for punishment as per Tamilnadu Government Act of 1997.

1. Rigorous imprisonment upto 3 years
2. Fine upto Rs. 25,000/-
3. Expulsion from the Institution / Hostel

Those who are witnessing ragging and not reporting to the Principal will also be liable to be punished.

### **What is Ragging?**

1. Misconduct of any student either in spoken or written form or any action that has the effect to harming others.
2. Indulging in indiscipline activities that cause physical or psychological harm or fear or apprehension.
3. Asking others to do things that they normally will not do that causes a sense of shame or emotional embarrassment.
4. Any act that disrupts other's academic activity.
5. Financial extortion of forceful monetary burden on a fresher or any other student
6. Any act of physical abuse including sexual homosexual assaults, stripping of clothes, forcing obscene lewd acts and gestures causing physical and mental torture.

7. Any act of abuse by spoken words, emails, posts, and public insults to derive sadistic pleasure.
8. Any act that effects the mental health and self confidence of any student with or without an intent to derive sadistic pleasure or superiority over others.

### **Punishment for Ragging**

1. Cancellation of admission
2. Suspension from attending classes.
3. With holding / with drawing scholarship / fellowship and other benefits.
4. Dabarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.,
5. Withholding results.

### **ANTI RAGGING COMMITTEE**

- |  |               |
|--|---------------|
| 1. Dr. R. Nagarajan, Principal                                     | - 94871 12627 |
| 2. Dr. R. Karthikeyan, HoD of Economics - Co - ordinator           | - 96556 79183 |
| 3. Dr. M. Mathivanan, HoD of Commerce                              | - 89037 60251 |
| 4. Dr. K. Mehanathan, HoD of English                               | - 94431 59549 |
| 5. Mrs. G. Sharmila, Assistant Professor of Zoology                | - 98943 26993 |
| 6. Dr. C. Balaji, Assistant Professor of Commerce                  | - 98425 33440 |
| 7. Ms. T. Akilandeswari, HOD of Biotechnology                      | - 95004 26931 |
| 8. Mr. A. Kamalamurugan, Superintendent, Day College Office        | - 98421 84246 |
| 9. Mr. C. Manikandan, III B.Sc. Computer Science                   |               |
| 10. Ms. K. Anusha, II M.Sc., Mathematics                           |               |
| 11. Mrs. N.P. Inthumathi, Thasildar                                | - 94450 00620 |
| 12. Mr. Karthikeyan, Head Constable, Mayiladuthurai Police Station | - 97876 99610 |
| 13. Mr. N. Selvakumar, Reporter Dinamalar                          | - 94878 85900 |
| 14. Mr. A.R. Ashok   | - 94432 40445 |

### **ANTI RAGGING SQUAD**

- |                                |              |
|--------------------------------|--------------|
| 1. Dr. R. Nagarajan            | - 9487112627 |
| 2. Dr. G. Raviselvam, Convener | - 9443853891 |
| 3. Dr. S. Mayilvaganan         | - 9443523557 |
| 4. Dr. J. Rajkumar             | - 8870806213 |
| 5. Ms. M. Geetha               | - 9597019115 |
| 6. Mr. G. Selvaraj             | - 9787130428 |
| 7. Mr. S. Senthil Kumar        | - 9486509864 |
| 8. Mr. R. Manimaran            | - 9942550386 |



## NOTE

Under the Government's Educational Rules, the Principal has full powers to inflict punishments like imposition of fine, suspension and expulsion from the college.

## FEES

1. All payments can be made in the college office during the working hours on all working days.
2. All fees must be paid on the dates notified in the College Calendar. If the fees are not paid within the stipulated time, the defaulter's name shall be struck off the rolls. For readmission he/she shall, in addition to the fees and penalty due from him/her, pay a readmission fee of Rs.10/-
3. Removal of the names from the rolls shall entail forfeiture of attendance till the date of readmission.
4. Fees once paid are not refundable on any account.

## SCHOLARSHIPS AND ENDOWMENTS

### STATE GOVERNMENT SCHOLARSHIPS

A few scholarships are made available by the State Government to deserving students during their first year of study. They are usually extended to subsequent years also. This will be informed to the students as and when communication from the Government is received.

### NATIONAL MERIT SCHOLARSHIPS

The Government of India has formulated a National Scholarship Scheme for the award of merit Scholarship for post Matric Education. The award under the scheme is made on the basis of the results of  
i. H.Sc. or other School Leaving Certificate Examinations.  
ii. First Degree Examinations viz., B.A., B.Sc., B.Com.

Those candidates who obtain a first class or where no class is awarded, not less than 60% of the aggregate marks in the examinations and who are on top of the merit list of eligible candidates from the state, within the quota allotted for the state, will be eligible for the grant of scholarship, subject to a test by standards laid by the Government.

## FEE CONCESSION

Fee concessions are given to eligible students. The concession will be withheld from any student who remains, for more than one year in the same class but shall be revived on his or her being promoted to their higher class.

The concession shall ordinarily be restricted to those who are native of Tamilnadu or domiciled therein.

Children and dependents of defence service personnel are eligible for fee concessions, provided they satisfy the Government order pertaining thereto.

## NATIONAL LOAN SCHOLARSHIPS

The Government of India has formulated a loan scholarship scheme. The main objective of the scheme is to provide financial assistance to needy and meritorious students so as to enable them to complete their education. The scheme also provides incentive to bright students to take up teaching as their profession.

The loan scholarships are available for students in India only. These will be given to students who have done full time course of education after the matriculation or school leaving stage on the basis of the result of any of the examinations conducted by the Board of Education or a recognised Educational Authority.

## STUDENTS' AID FUND

The objective of this fund is to render free financial assistance to deserving students to meet their tuition or examination fees or to purchase books. Limited assistance may be given to students to meet their hostel mess, clothing or medical expenses and / or for meeting bus or local train fares, if their needs are considered genuine. No Scholarship, stipend, loan, prize, reward, etc., will be given from this fund.

## ENDOWMENT SCHOLARSHIPS

The College offers several endowment scholarships. These scholarships once awarded normally continue for the full course of one year. However, they will be cancelled any time for unsatisfactory character, conduct or attendance of the recipient.

# **TUTORIAL SYSTEM**

## **AIMS**

1. To establish proper relationship between the teacher and the taught.
2. To bring out the latent talents in the student.
3. To make the student an accomplished, enlightened and useful citizen.

## **TUTORS AND WARDS**

Each student will be under the care of one teacher who will be available for consultation and advice on all matters of academic and social nature.

## **RESPONSIBILITIES OF TUTORS**

1. Tutors are responsible for proper development of the character and conduct of their wards.
2. They will gain personal knowledge of the domestic life of their wards.
3. They will frequently contact the parents or guardians and keep them informed about the conduct and progress of their wards.
4. They will hold periodical tutorial meetings to talk about discipline, duties and responsibilities, value of self help and selfless service.
5. They will find out talents in their wards and provide opportunities to develop these talents.
6. They will submit periodical tutorial reports to the Principal. They will inform the progress of the wards to their parents or guardians.
7. They will scrutinize the leave applications of their wards and forward them to the Principal, with their recommendations.
8. They will inform the lack of attendance of their wards, to the parents concerned.

## **DUTIES OF WARDS**

1. The wards must be regular to tutorial meetings.
2. They will approach their tutors for advice and guidance on all matters.
3. In the absence of the tutors they will represent their difficulties to the Principal.
4. They must abide by the disciplinary rules of their tutorial group as their character and conduct certificates will be based on the reports of the tutor concerned.



## PHYSICAL EDUCATION

All students are expected to make use of the facilities provided by the Department of Physical Education. For the first year UG courses mass drill programme has been introduced. Provisions are made for the following games.

1. Cricket, 2. Basket Ball, 3. Foot Ball, 4. Volley Ball, 5. Ball Badminton, 6. Tennis, 7. Chess, 8. Weightlifting, 9. Athletics, 10. Table Tennis.

Intra-mural sports and tournaments are conducted. Players and athletes are sent for inter college competitions on the basis of their proficiency.

All games materials must be used with care. Any loss or breakage caused by careless handling will be charged from the individual or from the group as the case may be and the cost will be recovered.

Students will wear shorts and shirts or jerseys that are prescribed for each game. Dhothies and lungies are strictly prohibited in the playground or sports field.

No one should ride a bicycle or any vehicle inside the play field. Entering the field or going across the field when a game is in progress is not allowed.

The decisions of referees are final when competitions or sports meets are held.

## LIBRARY AND INFORMATION CENTRE

### RULES AND REGULATIONS

1. All students of the college are members of the college Library.
2. The Library will be kept open from 8.00 a.m to 8.00 p.m. on all working days of the College. On Saturday the library will function from 9.00 a.m to 4.00p.m.
3. Each U.G. student will be given two borrower's tickets and each P.G. student will be given three tickets. Each ticket will entitle a student to borrow one book from the library.
4. A student can make use of a book issued to him for a period of two weeks from the date of issue. It should be returned to the library on the date marked on the date-slip. However, if a student wants to renew a book, he/she can do so, provided no other member has applied for the same book in the mean time. Only one renewal is permitted. The book should be produced for the renewal.

5. The librarian may recall any book at any time from a student.
6. **A student failing to renew or return a book within the due date, has to pay a fine of Re.1 per day.**
7. A student who has to pay fine or any other charges due to the library will not be allowed to borrow books, until he/ she pays the dues.
8. Absence from the college is no excuse for the delay in return of books to the library.
9. The librarian shall send to the Principal the names of the students to be fined for the delay in returning the books.
10. All payments including fines due to the library shall be paid in the college office.
11. On all working days books will be issued to the students from 10.00 a.m. to 4.00 p.m.
12. A student who wishes to take a book shall fill in the application form and submit it to the librarian before 9.00 a.m. as per the day order. Book-loan forms are available in the reading room.
13. After returning a book the borrower must get back his/her ticket. Otherwise he/she will be held responsible for the book. Books can be returned from 10.00 a.m. to 4.00 p.m.
14. A student who loses his/her ticket must at once bring the matter to the notice of the librarian. Duplicate tickets may be issued till September on payment of a fine of Rs.25 or Rs.50/- for each ticket. Duplicate tickets will not be issued after September.
15. Students must return their tickets at the end of their course or at the time of their leaving the college whichever is earlier.
16. If the borrower's ticket is lost, this must be brought to the notice of the librarian in writing. In case this is not done, the librarian is not responsible for the books issued against the borrower's ticket. This will lead to recovery of the books issued and imposition of fines.
17. No tracing or mechanical reproduction shall be made without the permission of the librarian.
18. Periodicals will not be issued to the students.
19. **If a book is reported to be "lost" it should be replaced with a new edition of the same book. If the book is not available in the market, double the cost of the book will be recovered if the book is an Indian edition and thrice if the book is a foreign edition. Until the book is replaced or paid for, the penalty will continue to be levied.**



20. If the due date falls on a holiday, the next working day will be taken as the due date.
21. Borrower's tickets are not transferable from one person to another.
22. Students should not sublend the library books.
23. Before leaving the library-counter students must satisfy themselves as to whether the books lent out are in good condition. Any damage to a book should be immediately reported to the librarian, failing which the student to whom the book is issued will be held responsible for the damage.
24. Encyclopaedias, dictionaries, directories and other reference books shall not be lent out.
25. Students who misbehave in the library or misuse the library facilities are subject to disciplinary action.
26. Xerox facility is available in the college library. Students may avail themselves of this facility. Xerox requisition forms are available in the library reading room.

### READING ROOM : PERIODICAL SECTION

1. The Reading room will be kept open during the working hours of the college.
2. Students can make use of all the periodicals that are available only in the reading room and nowhere else.
3. Students who use the reading room should enter their names in the Entry Register kept for the purpose.

### LIBRARY FOR EVENING SECTION

All the rules and regulations that are in force for the Day College are applicable for the Evening section also.

1. Reading room (Periodical section) is kept open on all Saturdays from 10.00 a.m. to 4.00 p.m.
2. Library book section will function on odd Saturdays (I, II & V) and all working days.
3. Books will be issued to the students during the working hours.

### CERTIFICATES

1. All certificates will be issued on application in prescribed forms which are available in the college office. Ordinarily two days' notice is necessary for the issue of a certificate. Certificates will be issued to students only on production of their Identity Cards.

2. Provisional and Degree Certificates can be obtained from the University through the College.
3. Transfer and Conduct Certificates will be issued to all students after completion of their course of study.
4. Following certificates will be issued to students on request and payment in the college office.
  - i. Transfer and Conduct Certificate after one year from the date of leaving the college.
  - ii. Duplicate copy of Transfer and Conduct Certificate.
  - iii. Duplicate Identity card.
5. Course Certificates will be issued on payment of Rs.20/-

### COLLEGE UNION AND OTHER ASSOCIATIONS

The College Union and the following Associations affiliated to the Union are functioning in the college.

- |                             |                                 |
|-----------------------------|---------------------------------|
| i. History Association      | ii Economics Association        |
| iii Tamil Illakkiya Mandram | iv Science Association          |
| v Commerce Association      | vi English Literary Association |

1. All students of the Day College are ipso facto members of the College Union.
2. Students of the particular faculty shall be members of the respective association.
3. The objective of these associations is to tap and foster the talents of the students. They are the training grounds for the students to participate in interclass and intercollegiate competitions, debates, seminars, group discussions, oratorical and essay writing competitions, quiz programmes, etc.
4. The Principal is the Ex-Officio President of all Associations. He will nominate the Vice Presidents and the Directors from among the faculty members every year.
5. Students will be enrolled as members for the following associations. A student once enrolled as a member shall continue to be a member till he/she completes his/her course in the College. New members will be enrolled only at the beginning of the academic year.
 

a. Fine Arts Association	b. National Service Scheme
c. Students' Exnora	d. Rotaract Club
e. Leo Club	f. Junior Jaycees Club
g. Red Ribbon Club	h. USSC
	i. YRC



## WELFARE COMMITTEES

Welfare committees are constituted every year for ensuring the welfare of the students and the staff. The committees include ex-officio members and representatives of parents, students and staff.

## COLLEGE MAGAZINE - PEKAK & MAYUR

To bring out the latent talents of the students and to give them scope for creative expression, the college publishes an annual magazine entitled PEKAK. The magazine is also a mirror of the activities of the College Union and other allied Associations. An Editorial Board will be constituted by the Principal every year. The Secretary of the College Union will be a member of the Editorial Board. Research articles are published in the Mayur Journal.

## COLLEGE STUDENTS AND STAFF CO-OPERATIVE STORES

The college has a Co-operative Stores. It enables the students to purchase text books, note books and other stationery articles at moderate prices. Students are expected to join the stores as members by subscribing for at least one share One Rupee in value. A trade deposit of Rs. 615/- is collected from each student at the time of admission.

## HOSTEL

Separate hostels for boys and girls function in the College Campus. The girls' hostel has accommodation for 200 students and an accommodation for 150 students is available in the boys' hostel. Students who want accommodation in the hostels can apply to the Deputy Wardens soon after admission in the College. Daily mess rate is worked out on the basis of dividing system.

## NATIONAL SERVICE SCHEME

Our College has got six units of National Service Scheme under programme officers. The NSS is a wonderful avenue for real life education helping the community while adding practical experience to the students. The scheme offers opportunities for the students to work side by side with adults in rural areas, thereby developing their character, social awareness and helpful attitude towards the community around. It lays emphasis on students transferring the knowledge gained in the institution to the villagers. The programmes of NSS include both regular and special camps. Some of the areas of activities are road laying, tree plantation, adult education, family welfare schemes, health and hygiene, slum clearance, modernization of irrigation, medical service, desilting of tanks, afforestation and development of soil conservation projects, distress relief camps, youth against famine, etc. The services under the scheme are essentially voluntary in nature. However, a student has to put in 120 hours of work under the regular programme in an academic year to earn a certificate.

## 'PEKAK' - EXTENSION PROGRAMME

'PEKAK' is a campus diversity programme in which opportunities are provided to the young students to develop interest in service to the society especially in villages. All the first year under graduate students irrespective of their participation in other programmes like NCC, NSS, etc. have to take up service activities, awareness campaign in adopted villages) under the guidance of teaching staff of the college and a village coordinator.

## NATIONAL CADET CORPS

NCC was started in our College in 1958. At present the college has one Senior Division NCC Company's Army Wing with an authorized strength of one Company Commander and 115 Cadets. For all training and administrative purposes it is affiliated to the 8-TamilNadu Battalion NCC, Kumbakonam.

By joining the NCC, a cadet

- i. gets the unique chance to handle weapons and to fire live ammunitions.
- ii. becomes courageous to meet any situation in life.
- iii. has good opportunity to participate in camps and courses like Annual Training Camps, Leadership Courses, Rock Climbing, Trekking, Mountaineering Courses, Republic Day Parade in Delhi, Para Training, Cycle Expedition, etc.
- iv. can visit other states and countries on delegation at Government expenses.
- v. can qualify himself additionally by taking 'B' Certificate Examination at the end of the second year of training and 'C' Certificate Examination at the end of the third year of training.
- vi. can have an easy entry into Police Department, Army, Navy, Air Force, etc.
- vii. develops a healthy mind to concentrate on studies.

The organization is based on the motto "Unity and Discipline"

Enrolment in NCC is purely voluntary and has no service liability. Only the first and second year degree class students are eligible for enrolment. Separate forms for enrolment are available with the Company Commander. A cadet is expected to complete 80 hours of training per year spreading over the period from August to February. He is eligible for a certificate, only if he puts in two years of service in NCC with minimum 75% attendance of parade.

## ROTARACT CLUB

Rotaract or Rotary in action is the youth wing of Rotary International. The Rotary club of Mayiladuturai sponsors the Rotaract club of A.V.C. College from 1969. The club trains the youth in leadership and does service to society under the four avenues of service viz, Club service, Community service, Vocational service and

International service. The club plans and executes various projects under each avenue.

The membership is limited to students on a voluntary basis. Admission is strictly based on aptitude and merit. A fee of Rs. 10/- per month is collected as subscription from each member. The Club functions under the supervision of a staff co-ordinator.

### **JUNIOR JAYCEES CLUB**

Junior Jaycees Club functions in our college from 1995. Students from different classes are enrolled as members of the club based on selection by the staff co-ordinator. The enrolment is restricted to 20.

### **LEO CLUB**

Leo club is the youth wing of Lions International. The Leo Club of A.V.C. Institutions is sponsored by the Lions Club of Mayuram. It was started in January 1998. This club is open to young men of good character of all races and creeds. Modelled on their parent organization, Leo Club helps people grow as leaders and generous human beings extending invaluable service to the community. Rupees 10/- per month is collected as subscription from each member. The club functions under the supervision of a staff advisor.

### **INDIAN BANK**

The Indian Bank functions in the college premises on all days except Sunday & Government holidays for the benefit of staff and students from 10.00 a.m. to 3.30 p.m.

### **INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

The College is a recognised study centre for the Indira Gandhi National Open University (IGNOU). Regular students and those who do not get admission to certain courses in the regular college can join courses like B.A., B.Com., BCA., MCA., and Certain Certificate courses by applying separately to IGNOU, A.V.C.College Centre, Mayiladuturai, Mannampandal - 609 305.

### **SPOKEN ENGLISH**

The College offers Language Lab facility to improve English skills.

### **VALUE ADDITION**

To ensure the employability of the students, it is strongly advised that each student should enroll and successfully complete atleast one Certificate / Diploma programme offered by the College or IGNOU. Fees for those courses are to be paid at the time of admission.

Besides, Students' Exnora, Youth Red Cross and Red Ribbon Club are also functioning in the College.

Autonomous Examinations related information are given in the Calendar.