

## KCLAS Committees

The committees of the college support in the effective operations of the Institution. The committees will review the operations and proactively guide and advice the college for its efficiency and impact.

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## Anti-Ragging Committee

In compliance of the various statutory guidelines, regulations and provisions, as well as the rulings by Hon'ble Supreme Court of India (2009) and the UGC to curb the menace of ragging (F.1-16/2007(CPP-II - 2009), KCLAS has formed an Anti-ragging committee, and Squad for over-seeing the implementation of the guidelines, regulations and verdicts on the subject.

### What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.
- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender, appearance,

nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

### Objectives of the Committee

1. Implement and coordinate anti-ragging measures as per the UGC regulations for curbing ragging in the College.
2. Ensure that anti-ragging posters are displayed in designated places.
3. Take cognizance of any breach of discipline and suggest immediate disciplinary actions.
4. Conduct regular and surprise checking at various places, hostels, classrooms, and places potential of ragging, from time to time through Anti-ragging squad.
5. Conduct anonymous random surveys among freshers to check whether the Campus is indeed free from ragging.
6. Create awareness among the students on the Anti-Ragging Committee and the details of punishment.

### Committee Members 2021 - 2022

S.No	Name
1	Dr.A.Dayalarajan, Convener, Department Lead, Business Administration
2	Dr.Mary Louis, Department Lead of Mathematics
3	Dr.R.Radhika, Department lead, English literature
4	Dr.Emmanuel Daniel, Department of Social Work
5	Dr.D.S.Makkalanban, Department Lead of Political Science
6	Mr.Leo Gertrude, Department Lead, Visual Communication
7	Dr.S.Venugopal, Department Lead, Tamil
8	Dr.N.Sumathy, Department lead, Commerce
9	Dr.C.Gnanaprakash, Department Lead, Psychology
10	Mr.T.Sundaravaradhan, Department Lead, Economics

### Duties

1. Following the orders of UGC and Bharathiar University, the filled in Anti Ragging undertaking/affidavit forms by students and parents/guardians are to be collected.
2. Send Reports to the Government Authorities in prescribed formats.

3. Conduct Awareness programs for Senior students before beginning of first year classes
4. Orientation for First year students, during the induction program
5. Display of poster promoting Anti-ragging at prominent locations
6. Conduct contests to promote Anti-ragging (Poster making, Short film etc)
7. Submit records to IQAC.
8. Hold committee meeting every first Friday of the month.

### **Expected Outcome**

To create Ragging free campus culture.

## Grievance Committee

According to the UGC (Grievance Redressal) Regulations, 2018, the Grievance Redressal Committee at KCLAS has been constituted to address the grievances of students and other stakeholders. Grievance Redressal Committee facilitates the resolution of grievances in a fair and impartial manner, maintaining necessary confidentiality. Any stakeholder with a genuine grievance may approach Grievance Committee to submit his/her grievance in writing or send through e-mail to [grievance@kclas.ac.in](mailto:grievance@kclas.ac.in)

### Duties and Responsibilities

1. Attend to the general grievances of the students, staff (teaching and non-teaching), parents, alumni and suggest redressal measures within the framework of the College / University / Government rules.
2. Instruct the official/s concerned to attend to the grievances.
3. Ensure expeditious settlement of grievances of Students to maintain a harmonious academic atmosphere in the college.
4. Promote cordial relationships among students, among staff and among students & teachers.
5. Conduct awareness sessions on grievance redressal mechanism
6. Maintain records of the Grievances redressed/ reported / referred.
7. Submit records to IQAC.
8. To hold Meeting of the Committee members every first Tuesday of the month.

### Committee Members 2021 - 2022

S.No	Name
1	Dr.A.Dayalarajan, Convener, Department Lead, Management
2	Dr.Gnanaprakash, Department Lead, Psychology
3	Dr.P.V.Padma, Assistant Professor, Psychology
4	Ms.H.Maheshwari, Assistant Professor, Commerce
5	Mr.Clifford Ambler Chetan, Assistant Professor, Visual Communication

**Expected Outcome** - To arrive at a right decision/amicable solution expeditiously.

## Internal Complaints Committee

The Internal Complaints Committee has been constituted to address to complaints related to sexual harassment and for matters connected therewith or incidental thereto. The Committee deals with the issues under Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2015

### Duties and Responsibilities

1. Ensure safety for women students and faculty at the institution.
2. To develop Annual gender sensitization Action plan.
3. Publicly notify and commit to a zero-tolerance policy towards sexual harassment by organising awareness programs or workshops on safety and security for the faculty and students.
4. Take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend disciplinary action, or take immediate action against the harasser, if necessary.
5. Counsel and redress the safety and security issues of women students.
6. Organize events to promote gender equity and amity in the campus.
7. Send Reports to the Government Authorities in prescribed formats.
8. Submit reports to IQAC.
9. Conduct committee meetings every first Monday of the month.

### Committee Members 2021 – 2022

S.No	Name
1	Dr.P.V.Padma, Convener, Assistant Professor, Psychology
2	Dr.N.Sridevi, Assistant Professor, Commerce
3	Dr.P.Devika, Assistant Professor, Visual Communication
4	Dr.N.Gayathri, Assistant Professor, Management
5	Ms.M.Vinitha, Administrative Office

## Examination Committee

### Duties and Responsibilities

1. Conduct Workshop on QP setting in OBE pattern for faculty
2. Schedule, print QP and completely managing CIA exams
3. Collect statistics on various subjects/papers and enrolment therein including roll numbers of students and communicate to Bharathiar university
4. Arrange for receiving QP from Bharathiar university
5. Prepare examination blocks, requisition of invigilators and support staff
6. Conduct the examination as per the schedule
7. Arrange for sending answer books to Bharathiar university
8. Collect Result analysis reports from Departments
9. Malpractice: Convener of the committee shall convey a meeting of the members and discuss the complaint received from the principal
10. The committee may call the candidate to seek an explanation and hear from him/her. Explanation shall be taken in writing.
11. The committee members shall make necessary enquires from exam supervisors and other related witnesses.
12. After hearing all the above persons, they shall report their findings in writing, along with recommended punitive action (if any malpractice was detected) to the principal according to the college guidelines/norms.
13. Be open to receive grievances regarding examinations and resolve them as early as possible.
14. Hold regular meetings of the committee
15. Prepare annual CIA calendar and adhere to it.
16. Submit reports to IQAC.

### Members 2021 – 2022

S.No	Name
1	Dr. A.Dayalarajan, Coordinator, Head, Department of Management
2	Mr.R.Pranavakumar, Assistant Professor, Visual Communication
3	Ms.R.Jagatheeshwari, Assistant Professor, Mathematics
4	Dr.K.Deepa, Assistant Professor, Commerce

## Research and IPR Committee

### Duties and responsibilities

1. Promote research and innovation climate in the institution.
2. Identify emerging areas of research and funding possibilities.
3. Motivate faculty and students to present and publish research papers in UGC Care/Scopus/Web of Science journals.
4. Organize programs related to Research and IPR for the faculty and students of the college.
5. Organize FDP on research and IPR (open for all).
6. Take up major / minor research projects for the college.
7. Raise funds for research activities of the college.
8. Suggest steps for effective use of college resources for research activities.
9. Formulate policy for Research integrity and research activities.
10. Mentor and coordinate Research Action Lab(RAL) – students research forum
11. Hold Research discussions for faculty on every third Saturday of the month.
12. Record all the events in prescribed templates.
13. Submit necessary documents requested by IQAC.

### Members 2021 – 2022

S.No	Name
1	Dr. R. Umarani, Convener, Professor, Management
2	Dr.Lakshmi Narasimhan, Convener(PG), Assistant Professor, Social work
3	Dr.K.V.Preetha, Assistant Professor, Social Work
4	Dr.Mary Louis, Professor, Mathematics
5	Dr.J.Dhoraimurugan, Assistant Professor, Tamil
6	Mr.Francis Kuroakose, Assistant Professor, Commerce
7	Dr.D.S.Makkalanban, Assistant Professor, Political Science
8	Ms.M.V.D.Aswathy, Assistant Professor, Economics
9	Dr.N.Manicka Mahesh, Associate Professor, Commerce



## Faculty Wellness Committee

### Duties and Responsibilities

1. Organise faculty induction program with HR department.
2. Attend to the general grievances of the faculty members and suggest redressal measures within the framework of College / University / Government rules.
3. Instruct the official/s concerned to attend to the grievances.
4. Refer / report the matters to the Principal.
5. Organize events and programs for the health and wellbeing of the faculty members.
6. Suggest faculty welfare measures at the college.
7. Ensure the workplace is more relaxing and joyful.
8. Celebrate birthdays of faculty and administrative staff.
9. Hold meeting of committee members every first Friday of the month.
10. Submit reports to IQAC.

### Members 2021-22

S.No	Name
1	Mr.Leo Gertrude, Convener, Department Lead, Visual Communication
2	Dr.Emmanuel Daniel, Assistant Professor, Social work
3	Ms.Magdalene Clipitha, Assistant Professor, French
4	Mr.Midhun Krishnan, Assistant Professor, Psychology

## Committee for the Marginalized

### Duties and Responsibilities

1. Conduct activities for the betterment of students from marginalized community.
2. Create awareness of the schemes for the welfare of under privileged community.
3. Maintain data base of Staff and Students belonging to SC /ST community.
4. Avail Government and institutional scholarships for deserving SC/ST students.
5. Maintain all records related to SC/ST students and send necessary reports to the Govt. departments/offices.
6. Organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.
7. Submit reports to Government regulatory authorities in prescribed formats.
8. Hold meeting of committee members every first Friday of the month.
9. Submit reports to IQAC.

### Members 2021 – 2022

S.No	Name
1	Mr.Prashant Kumar Choudhary, Convener, Assistant Professor, Political Science
2	Mr. Sudalaimani, Assistant Professor, Tamil
3	Dr.Swagata Ghosh, Assistant Professor, English
4	Mr.K.R.Vignesh, Assistant Professor, Political Science

## Community Outreach Committee

### Duties and Responsibilities

1. Provide plan and conduct outreach activities in the neighborhood.
2. Prepare an annual calendar of outreach activities.
3. Conduct periodic review meetings involving program officers and students.
4. Collaborate with NGOs/institutions for the conduct of outreach activities.
5. Enroll students for NSS and organize extension activities to sensitise students on social issues in neighbourhood community.
6. Send monthly reports of NSS to Bharathiar University.
7. Encourage students' participation in community service – Swatch Bharat, Aids awareness, medical camps, road safety, village adoption programs.
8. Secure awards for extension activities from Government and recognized Non-Govt. agencies
9. Hold meeting of committee members every first Thursday of the month.
10. Record all the events with report, list of participants, participation certificate(if any), Geo tagged photos.
11. Submit reports to IQAC in prescribed templates.

### Members 2021 – 2022

S.No	Name
1	Dr. Emmanuel Daniel, Convener, Department Lead of Social work.
2	Ms.B.S.Keerthi, Assistant Professor, Commerce
3	Ms.H.Maheshwari, Assistant Professor, Commerce
4	Dr.C.Gnanaprakash, Department lead, Psychology
5.	Dr.J.Dhoraimurugan, Assistant Professor, Tamil

## Women Empowerment Committee

### Duties and Responsibilities

1. Organize events and invited talks to encourage women leadership, health awareness and well being of women students and faculty members.
2. Build self-esteem & dignity among girl students & women faculty members.
3. Offer services such as counseling, legal aid in case of atrocities against women.
4. Create awareness regarding women’s rights.
5. Celebrate International Women’s Day.
6. Counsel and solve the personal and academic related problems of Women students.
7. Hold meeting of committee members every first Thursday of the month.
8. Record all the events with report, list of participants, Geo tagged photos.
9. Submit reports to IQAC.

### Members 2021 – 2022

S.No	Name
1	Dr.N.Nandhinidevi, Convener, Assistant Professor, Management
2	Dr.S.Muthulekshmi, Assistant Professor, Commerce
3	Ms.Anagha Babu, Assistant Professor, Political Science
4	Ms.T.Sanju, Assistant Professor, Psychology
5	Dr.M.Devi, Assistant Professor, English

## Disciplinary Committee

### Duties and Responsibilities

1. Maintain overall Discipline in the College.
2. Monitor General Moral Behaviour of the students and address any misbehaviour of students as and when required
3. Discourage smoking, use of narcotics and carrying arms on the campus.
4. Ensure security of college property, checking trespassing etc.
5. Prevent students from indulging in political activities of any sort on the campus or showing their political affiliations by displaying badges of student federations etc.
6. Ensure that each student wears his/her ID card during his/her stay in the college premises.
7. Conduct programs on improving behaviour and moral practices once in a year.
8. Hold meeting of committee members every first Thursday of the month.
9. Submit all records and reports to IQAC.

### Members 2021 – 2022

S.No	Name
1	Dr.Radhika, Convener, Department Lead, English Literature
2	Dr.Dayalarajan, Department Lead, Management
3	Dr.Emmanuel Daniel, Assistant Professor, Social Work
4	Dr.S.Venugopal, Professor, Tamil
5	Dr.N.Nandhinidevi, Assistant Professor, Management
6	Dr.D.S.Makkalanban, Department Lead, Political Science

## Library Committee

### Duties and Responsibilities

1. Conduct awareness programs, and workshops on effective use of learning resources.
2. Initiate measures to increase the footfalls to the library.
3. Arrange for procuring subject wise books/magazines/journals.
4. Recommend measures for upgrading the library facilities.
5. Liaison between the library, the student, and the faculty.
6. Strive for enriching stock with e-resources and other resources.
7. Ensure optimal use of library collection by students & staff.
8. Conduct periodic stock verification as per rule.
9. Encourage faculty and students to use INFLIBNET resources.
10. Subscribe to e- resources, e-journals, e-books, Sodhsindhu, Sodhganga, and databases and update regularly
11. Schedule extended and appropriate working hours before and after the class hours.
12. Librarian to conduct orientation on usage of N-list (e-resources) to first year students and new faculty members every year.
13. National Library day to be celebrated.
14. Hold meeting of committee members every first Thursday of the month.
15. Submit reports to IQAC in prescribed templates.

### Members 2021-22

S.No	Name
1	Mr.Gawthaman, Convener, Assistant Professor, Political Science
2	Mrs.N.Shanthi, Librarian
3	Dr.Francis Kuriakose, Assistant Professor, Commerce
4	Dr.Muthulekshmi, Assistant Professor, Commerce
5	Dr.Rakhi L.Lalwani. Assistant Professor, English
6	Mr.K.R.Vignesh, Assistant Professor, Political Science
7	Dr.G.Sunil Joghee, Assistant Professor, Tamil (I/c Tamil Library)

## Hostel Committee

### Duties and Responsibilities

1. Address problems regarding the mess in the hostel.
2. Maintain discipline and abide by rules of the hostel.
3. Orient the hostel students (newcomers) about the hostel rules once in a year.
4. Organise events for the wellness and happiness of the hostel students.
5. Redress the grievances of the hostel students.

### Members 2021- 2022

S.No	Name
1	Ms.V.S.Karunashree, Coordinator(Women's hostel) Assistant Professor, English
2	Dr.K.V.Preetha, Assistant Professor, Social Work
3	Ms.H.Maheshwari, Assistant Professor, Commerce
4	Mr.M.Gawthaman, Assistant Professor, Political Science
5	Mr.R.Pranavakumar, Assistant Professor, Visual Communication

## Sports Committee

### Duties

1. Conduct sports events for indoor and outdoor games (Intra and Inter) at least one per month
2. Motivate all students to actively participate in sports.
3. Arrange programs on physical fitness, and yoga.
4. Arrange competitive sports events – college/ university/ zonal/ state level.
5. Prepare sports schedule for the academic year well in advance.
6. Enrol and train students for sports tournaments – (Inter collegiate, University, State, National and International)
7. Escort college sports achievers to sports meet outside the college.
8. Arrange for regular use of fitness centre (GYM).
9. Maintain gate register and stock register of the fitness centre.
10. Keep stock of previous and purchase of sports goods.
11. Hold sports events for staff members.
12. Maintain records of sports events attended by students within the college and outside.
13. Celebrate Yoga day and document the event with report and geotagged photographs.
14. Maintain sports register for the issue and receipt of sports items to students.
15. Report preparation on each event with geotagged photos and update in DMS.
16. Support differently abled students.

### Members 2021 – 2022

S.No	Name
1	Mr. Kamalakannan, Physical Director
2	Mr.Nishanth, Sports Manager, KCT
3	Ms. Magdalene Clipitha Dominic, Assistant Professor, French
4	Mr.Leo Gertrude, Department Lead, Visual Communication



## Alumni Committee

### Duties

1. Register the Alumni association of KCLAS
2. Conduct Alumni meetings at least once in a year on a holiday.
3. Track the progress of Alumni
4. Engage Alumni in academic activities- knowledge sharing, internship support etc
5. Encourage financial contribution from Alumni by wayscholarships.
6. Report preparation on each event with geotagged photos and update in DMS.

### Members 2021 – 2022

S.No	Name
1	Mr.Parthiban, Future Centre
2	Dr.A.Dayalarajan, Department Lead, Management
3	Ms.Magdalene, Assistant Professor, French
4	Ms. Anandha Karthik, Assistant Professor, Visual Communication
5	Dr.B.S.Keerthi, Assistant Professor, Commerce
6	Ms.V.S.Karunashree, Assistant Professor, English

## ICT Committee

### Duties

1. Offer Tech support to faculty and students
2. Maintain and update the College website
3. Conduct workshops on Faculty and students on Tech support (KITE, K-Stear, Ms Teams, Ms Streams, Ms Sway etc ) during faculty induction and first year orientation.
4. Prepare brochures, flyers for all academic and non-academic events of the college.
5. Update social media handles of the college.
6. In-charge of College Newsletter and Annual report.
7. Provide Tech support for conduct of events.
8. Submit reports to IQAC.

### Members 2021 – 2022

S.No	Name
1	Ms.Anandha Karthik, Convener, Assistant Professor, Visual Communication
2	Ms.R.Jagatheeswari, Assistant Professor Mathematics
3	Ms.P.MythiliDevi, Assistant Professor, Social work
4	Mr.Nirmal Bau Dwivedi, Assistant Professor, Commerce

## Sustainability Committee

### Duties

1. Maintain clean and green campus.
2. Undertake green campus/sustainability initiatives.
3. Frame green campus policy and circulate green campus initiatives to students and faculty.
4. Celebrate Environment Day.
5. Conduct Environment promotion programs beyond the campus.
6. Ensure proper use of energy resources.
7. Ensure proper waste management system including e-waste.
8. Hold meeting of committee members every first Thursday of the month.
9. Record all the facilities and events with report, Geo tagged photos.
10. Submit reports to IQAC in prescribed templates.

### Members 2021 – 2022

S.No	Name
1	Dr.K.V.Preetha, Convener, Assistant Professor, Social Work
2	Mr.P.K.Shafeeqe Abdul kader, Assistant Professor, Economics
3	Dr.M.G.Hari, Assistant Professor, English
4	Mr.V.Midhun Krishnan, Assistant Professor, Psychology
5	Mr.Sudalaimani, Assistant Professor, Tamil