



SREE ABIRAAMI

ARTS AND SCIENCE COLLEGE FOR WOMEN

APPROVED BY GOVT. OF TAMIL NADU / AFFILIATED TO THIRUVALLUVAR UNIVERSITY

Accredited by NAAC with B++ Grade | An ISO 9001:2015 Certified Institution

ABIRAAMI

KATPADI ROAD, KEELALATHUR, GUDIYATTAM – 635803, VELLORE DISTRICT, TAMIL NADU.

**The following council / committee / cell
are functional in the institution campus:**

- **College Governing Council**
- **Grievance Redressal Committee**
- **Internal Compliant Committee
(ICC)**
- **Anti-ragging Committee**
- **Committee for SC/ST**
- **OBC Cell**

College Governing Council

w.e.f. 1st September, 2024

Members:

S. No.	Name of the Member	Designation
1	Thiru. M. N. Jothi Kumar	Chairman
2	Mrs. G. Gnanamani Prakasam	Vice-Chairman
3	Mr. K Jothiram	Director
4	Dr. K Sivachandra Bose	University Representative
5	Mr. Murugavel K	Trustee
6	Mr. T. N. Chitti Babu	Trustee
7	Dr. E. Thirumurugan	Trustee
8	Dr. P. Anand	Trustee
9	Mr. B. Lenin Babu	Trustee
10	Mr. S. Sabbath Kumar	Trustee
11	Mr. G. Prakasam	Trustee
12	Mr. S. Stalin	Trustee
13	Mrs. M. Kavitha	Trustee
14	Dr. M. C. Subhashini	Principal (i/c)

GRIEVANCE REDRESSAL CELL (GRC)

About Grievance Redressal Cell:

The Grievance Redressal Cell was constituted to investigate the grievances lodged by the students and redress it. The Cell is also empowered to investigate allegations of harassment or any academic matter stated by the students through online and grievance/suggestion box of the Grievance Cell at Administrative Block. The institution strives to resolve student grievances within the stipulated time.

Objectives:

The goal of the Grievance Redressal Cell is to foster a responsive and accountable attitude among all stakeholders in order to maintain a harmonious educational environment in the institute. The Cell has been working to settle the grievances received from the students for further strengthening the students' bond with the institution and providing a satisfactory teaching and learning ambience, by keeping the following goals in mind:

- Upholding the College's self-esteem by providing a trouble-free environment and promoting the cordial relationship among the stakeholders.
- Encourage students to express their grievances flexibly and honestly, without fear of being victimized.
- A Suggestion / complaint Box is placed in the front part of the Administrative Block for students who wish to remain anonymous to write down their grievances and suggestions for improving Academics and Administration of the College.
- Advise the students to respect the fellow person's rights and dignity, and to exercise extreme restraint and patience whenever a rift arises, to refrain from inciting other stakeholders.
- Advise all faculty members and staffs to be affectionate to students and not act vindictively toward any of them for any reason.
- Ragging in any form is strictly forbidden both inside and outside of the institution. Any violation of ragging and disciplinary rules should be immediately brought to the Principal's notice.



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Scope:

Students may file a grievance on any academic or non-academic matter, such as:

- Timely dispute of duplicate mark-sheets, Transfer Certificates, Conduct Certificates, or other examination and scholarship-related matters to dues and payments for various items from the library, hostels and other financial matters
- Concerns about sanitation, food preparation, transportation availability, teacher victimization, and any other offensive activity.

For Complaints, please post to the mail: grc@sawcollege.com

Procedure for filing grievance:

- ✓ Students can drop their grievance letters (which can be anonymous if desired) or in the format provided by the administration department into the grievance/suggestion box.
- ✓ The Grievance Cell will handle the cases that have been forwarded along with the required documentation.

Functions:

- ✓ The Grievance Cell will ensure that the grievance is properly resolved within the time limit specified by the cell.
- ✓ The cell will formally review all cases and act in accordance with Management policy.
- ✓ The cell will report to the authority on the cases handled and the number of pending cases that require direction and guidance from higher authorities, if any.

Mechanism of the Cell:

- The Grievance Redressal Committee (GRC) shall consider only individual grievances of students and staff of a specific nature.
- The GRC will not consider any general applicability or collective nature grievance raised by more than one employee/student.
- Upon receipt of the complaint/application, the committee will decide on the merits of the case, including the scope of further investigation, and will act promptly.



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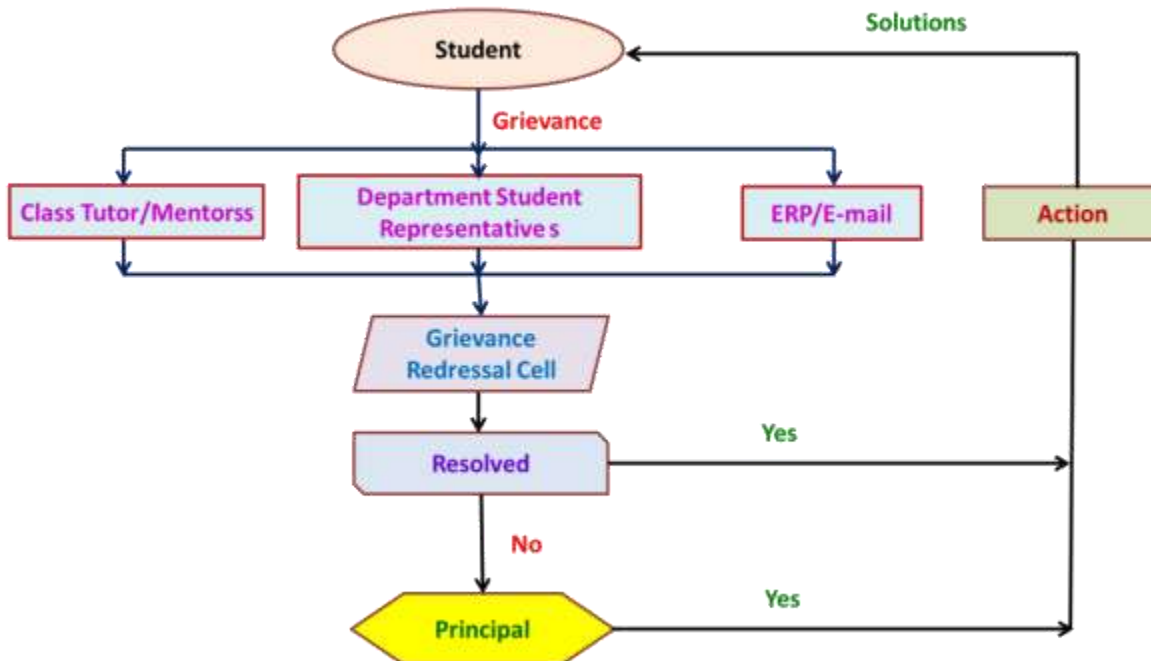
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- It is necessary for the GRC to mediate between the complainant and the defendant against whom the complaint has been lodged.
- The GRC must consider resolving grievances within a reasonable time frame
- The cell will report to the authority on the cases it has handled and, if necessary, seek guidance from higher authorities.





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Members:

According to the UGC (Grievance Redressal) Regulations, 2018, composition of the Grievance Redressal Committee

For the Year 2024-2025

S. No.	Name	Designation	Nominated as
1	Dr. V. Aravamudhan	Principal	Chairman
2	Dr. M. C. Subhashini,	Vice Principal, Assistant Professor & Head, Department of English	Coordinator
3	Heads of all the Departments and Student Members		Members
4	Respective Class Tutors		Members

For the Year 2023-2024

S. No.	Name	Designation	Nominated as
1	Dr. V. Aravamudhan	Principal	Chairman
2	Ms. R. Kanimozhi	Assistant Professor, Department of English	Coordinator
3	Dr. M. C. Subhashini,	Vice Principal, Assistant Professor & Head, Department of English	Assistant Coordinator
4	Dr. M. Sakthivel	Vice Principal, Assistant Professor & Head, Department of Chemistry	Assistant Coordinator
5	Heads of all the Departments and Student Members		Member

For the Year 2022-2023

S. No.	Name	Designation	Nominated as
1	Dr. R. S. Vetrivel	Principal	Chairman
2	Mrs. S. Jeevitha	Assistant Professor and Head, Department of Mathematics	Coordinator
3	Mrs. S Sankari	Assistant Professor of Tamil	Assistant Coordinator
4	Mrs. D Sumathii	Assistant Professor and Head, Department of Tamil	Member
5	Mrs. S. Jagadeeshwari	Assistant Professor and Head/ Department of Business Administration	Member
6	M. Priya	Student	Student Member
7	S. Hemalatha	Student	Student Member

INTERNAL COMPLAINTS COMMITTEE (ICC)

About ICC:

The institution also adheres to the guidelines for the prevention of sexual harassment, which guide the implementation of a gender-just environment and assist students in understanding the social and cultural constructs.

In accordance with the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, as amended by the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, and in partial modification of Office Order No. 449 dated 05.08.2016, the Internal Complaints Committee (ICC) is re-constituted as follows to deal with the complaints concerning sexual harassment at work.

Mechanism:

The institution has established the ICC on 9th September, 2016 in accordance with Supreme Court guidelines, UGC guidelines, and the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. The Anti-Sexual Harassment Cell (ICC) is reconstituted to provide for the effective enforcement of the basic human rights of gender equality and guarantee against sexual harassment and abuse, as well as to provide a conducive environment on campus to all staff members/stakeholders. The committee works to prevent, prohibit, and address sexual harassment of women at the campus, as the institution has a zero tolerance policy for sexual harassment.

Objectives of the Committee:

- To prevent sexual harassment among staff, students, and other employees by promoting/fostering gender equality.
- To deal the cases of sexual harassment in a timely manner, aims at ensuring support services to the victimized, prevention and termination of the harassment.
- Recommend appropriate redress and punitive action against the guilty to the Management.



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- Complying with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, develop and implement a policy against sexual harassment of women at the campus.
- To protect women's rights for the prevention and redressal of sexual harassment of women.
- To develop a permanent mechanism at the institution for the prevention, prohibition, and redress of sexual harassment of women.
- To actively promote a social, physical, and psychological environment that raises awareness of and prevents acts of sexual harassment of women.
- To take all necessary and reasonable steps, including the formation of appropriate committees for gender sensitization and the investigation of sexual harassment complaints.

For Complaints, please post to the mail: internalcomplaincecommitee@sawcollege.com

Procedure (Road map for enforcing measures to curb Sexual Harassment)

Who can approach ICC for help? Any female employee (faculty, student or staff) of Sree Abiraami Arts and Science College for Women, Gudiyattam.

If you think you are harassed or being harassed, what should you do?

- ✦ Send an email to chairperson.icc@sawcollege.com
- ✦ You may refer to <http://www.shebox.nic.in/>
- ✦ Your complaint will be kept CONFIDENTIAL.

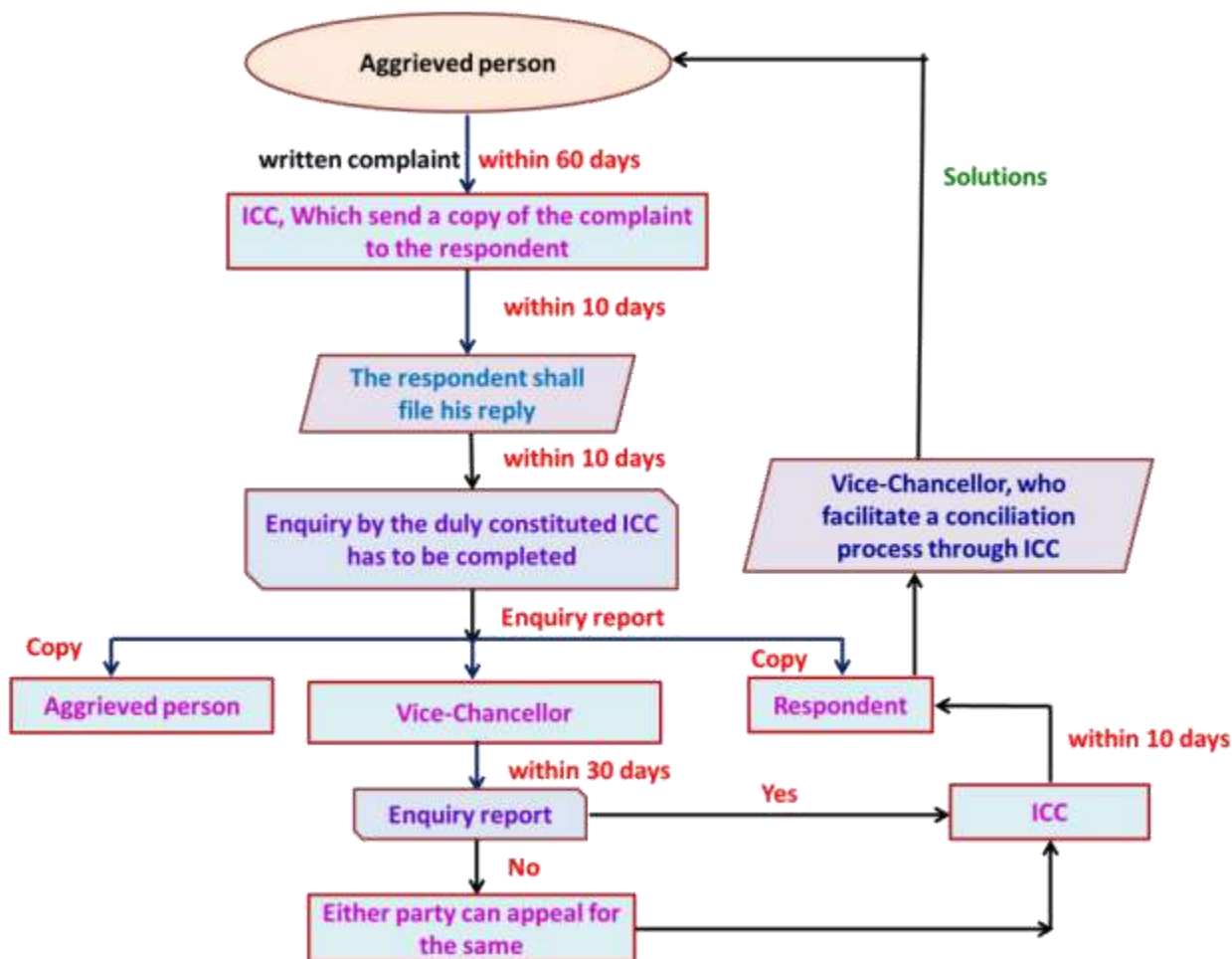
In relation to it, the following procedures are followed:

i) Complaint Registration Process:

An aggrieved person is required to file a written complaint within three months of the incident. If the aggrieved party is unable to submit a written complaint, the Presiding Officer or any member of the Internal Complaints Committee (ICC) may reasonably assist the person in submitting the written complaint within the time frame specified.



ii) Process of Conducting an Enquiry:



Investigation process:

The investigation will be completed within ninety days from the date of the complaint. The ICC will provide a report of its findings to the employer within ten days of the conclusion of the investigation, and such report will be made available to the concerned parties. If the allegations against the respondent are proven, it will recommend to the employer punitive actions to be taken against the respondent. The recommendation must be implemented by the employer within sixty days of receipt. **What are the possible actions that can be taken against the respondent?**

- Warning
- Written apology to the complainant



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- Oath of good conduct
- To deduct from salary / wages of the respondent, such sum as it may consider appropriate to be paid to the aggrieved woman or to their legal heirs
- Withholding increments/promotion
- Adverse remark in the Confidential Report
- Suspension / Terminating the Respondent
- Any other relevant actions

Members:

The ICC comprises of the following members:

For the Year 2024-2025

S. No.	Name	Designation	Nominated as
1	Dr. V. Aravamudhan	Principal	Chairman
2	Dr. M. C. Subhashini,	Vice Principal, Assistant Professor & Head, Department of English	Coordinator
3.	Mrs. D. Sumathi	Assistant Professor & Head, Department of Tamil	Additional Coordinator
4.	Mrs. B. Revathi Murali	Students' Counselor & Psychotherapist	Member
5.	Ms. S. Monisha,	Assistant Professor of Computer Applications	Member

For the Year 2023-2024

S. No.	Name	Designation	Nominated as
1	Dr. V. Aravamudhan	Principal	Chairman
2	Mrs. D. Sumathi	Assistant Professor & Head, Department of Tamil	Coordinator
3.	Dr. M. C. Subhashini,	Vice Principal, Assistant Professor & Head, Department of English	Additional Coordinator
4.	Dr. M. Sakthivel	Vice Principal, Assistant Professor & Head, Department of Chemistry	Additional Coordinator
5.	Mrs. B. Revathi Murali	Students' Counselor & Psychotherapist	Member
6.	Heads of all the Departments and Student Members		Member



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S. No.	Name	Designation	Nominated as
1	Dr. R. S. Vetrivel	Principal	Presiding Officer
2	Mrs S. Jagadeeswari	Assistant Professor and Head, Department of Business Administration	Staff Member
3	Mrs D. Sumathi	Assistant Professor and Head, Department of Tamil	Staff Member
4	Mrs. L. Suganthi	Assistant Professor and Head, Department of Computer Science and Applications	Staff Member
5	Mr. Rtn. S Gopinath	Trustee	NGO Member
6	K.N. Mayuri	Students	Student Members
7	S. Vijayalakshmi	Students	Student Members

ANTI-RAGGING COMMITTEE (ARC)

About ARC:

Ragging is a non-bailable, cognizable and punishable crime. Both the state and federal governments strictly prohibit ragging to a student in any educational institution. Any student or group of students found guilty of ragging in the campus or even off campus faces one or more of the following punishments/penalties:

- Debarring from appearing in any sessional test / University Examination
- Suspension from attending classes and academic privileges
- Withdrawing scholarships and other benefits
- Suspension from the college for a period of one month / Dismissal from the college
- Imprisonment up to three years and fine of Rs.50,000/-

The Anti-Ragging Committee is responsible for ensuring compliance with the provisions of the Regulations as well as the provisions of any law currently in force concerning ragging; as well as monitoring and overseeing the performance of the Anti-Ragging Squad in the prevention of ragging in the institution. As per the order of Supreme Court of India and subsequent notification from the University Grants Commission (UGC), ragging is any intention by any individual or a group on:

- Any act of immorality, playing practical jokes, teasing, or rude handling.
- Any act that hinders or disrupts regular academic activity.
- Any activity that has the potential to cause annoyance, hardship, psychological harm, or creates fear or shame or apprehension.
- Any form of financial extortion or coerced spending.
- Any act of physical abuse that results in assault, harm, or danger to one's health.
- Abuse through spoken words, e-mails, SMS, or public insult, etc.
- Any act that injures or violates the fundamental right to human dignity.
- Any act of wrongful confinement, kidnapping, molesting or committing unnatural crimes, use of criminal forces, trespass, or intimidation.
- Any illegal gathering or ragging conspiracy.



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Objectives:

- To prohibit, prevent, and eliminate the scourge of ragging, which includes any conduct by any student, whether through words or actions, that has the effect of teasing, treating, or handling with rudeness a fresher or any other student, or engaging in rowdy or undisciplined activities by any student.
- To supervise, direct, and monitor the Anti-Ragging Squads' functions and performance in the prevention and curb the menace of ragging with its zero tolerance in the institution.

Responsibilities:

- To be vigilant at all times throughout the campus and other areas susceptible to ragging incidents and having the potential for ragging, and to have the authority to inspect such areas.
- To conduct surprise invasion on dormitories and other locations that is prone to incidents and ragging.
- To undertake an on-the-spot investigation into any ragging incidence reported to it by the faculty, student, parent, or guardian, as the case may be, and to submit the investigation report, together with suggestions, to the Head of the Institution for action.
- To ensure that availability of ragging complaints box and posters with helpline numbers are displayed on Institution and Department Notice Boards, as well as other noticeable places.
- To provide counseling services and create awareness among students.

For Complaints, please post to the mail: arc@sawcollege.com

For Complaints please submit the form in the link _____.

Periodical Reports on Anti-Ragging Measures taken by the Institution are maintained / updated in the website.



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Members:

The members of the anti-ragging committee are listed below in order to prevent ragging in any form on campus:

For the Year 2024-2025

S. No.	Name	Designation	Nominated as
1	Dr. V. Aravamudhan	Principal	Chairman
2	Mrs. V. Kavitha	Assistant Professor, Department of Tamil	Coordinator
3.	Police Inspector, Gudiyattam An Activist from NGO Eminent Lawyer from Gudiyattam Social Welfare Officer, Vellore District Ms. G. Sonia, AP & Head / Commerce (CA) Mrs. D. Aishwarya, AP / Computer Science		Additional Coordinator
4.	Mrs. B. Elakkiya, AP / Commerce Ms.S.Shalini, AP / English Mrs. P. Anjali, AP / Mathematics Ms. V. Tamilselvi, AP / Chemistry Ms C. Gayathri, AP / Computer Applications Mrs. P. Durga, Asst. Physical directress		Members

For the Year 2023-2024

S. No.	Name	Designation	Nominated as
1	Dr. V. Aravamudhan	Principal	Chairman
2	Mrs. M. Vijayalakshmi,	Assistant Professor & Head, Department of Commerce	Coordinator
3.	Dr. M. C. Subhashini,	Vice Principal, Assistant Professor & Head, Department of English	Additional Coordinator
4.	Dr. M. Sakthivel	Vice Principal, Assistant Professor & Head, Department of Chemistry	Additional Coordinator
5.	Heads of all the Departments and Student Members		Members



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For the Year 2022-2023

S.No.	Anti-Ragging Committee	Name and Contact details
1	Chairman	Principal
2	Faculty Members	I. Mrs S. Jeevitha, Assistant Professor and Head, Department of Mathematics II. Mrs S. Jagadeeswari, Assistant Professor and Head, Department of Business Administration III. Mrs D.Sumathi, Assistant Professor and Head, Department of Tamil IV. Mrs R. Swathi, Assistant Professor, Department of Computer Science and Application
3	Faculty Members	I. Mrs. M. Vijiyalakshmi, Assistant Professor and Head, Department of Commerce II. Mrs S. Sankari, Assistance Professor, Department of Tamil III. Ms.P.Indhumathi, Assistance Professor, Department of Chemistry
4	Inspector	
5	NGO	Mr. Rtn.Gopinath, Trustee
6	Parents	Mr. V Karthikeyan, SI, TN Police. Mr. T.N.Kesavan, Repoter, Thinathanthi.
7	Doctor	Dr. M Kavitha
8	Legal Advisor	Mr. B. Lenin Babu, Advocate
9	Anti-ragging Squad Members	CoE & Head of all departments.
10	Student Members	K.N. Mayuri S. Vijayalakshmi M. Hemalatha



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COMMITTEE FOR SC/ST

About Committee for SC/ST:

According to the provisions of the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 (Act No. 33 of 1989, dated 11/09/1989) and the Ministry of Welfare's Notification No. GSR – 316 (E) dated 31/03/1995 and the UGC Directives to be adhered to and followed by the Educational Institute in this regard, Committee for SC/ST has been established on the college campus to address all issues and difficulties concerning SC/ST students, staffs and faculty members.

Objectives:

- To bring the students from SC/ST community at par with the main stream student body.
- To bring the students from SC/ST community at par with the main stream student body.
- To implement, monitor and evaluate continuously the institution's reservation policy execution.
- To take necessary steps of measuring for ensuring effective implementation of the policy & programmes/schemes of the State and Central Govt. for SC-ST, if any exist.
- To ensure the Prevention of Atrocities (as defined within the meaning of this Act) on the SC, ST Staffs, Faculty members and Student
- To ensure equal opportunity in employment/promotions, subject to meeting qualification, eligibility, and merit standards.
- To hear and resolve any issues or complaints relating to the nature of the atrocity reported or complained.
- To undertake investigations into the reported and complained-about concerns, and to assist and advise the Institute's Principal and Management in this regard for the Institute's justice and smooth operation.
- At the university level, there are Advisory Committees and a Special Cell for Aid and Advice, as well as to hear any appeals.

Responsibilities:

- The committee frequently meets the students and faculty members from the SC/ST communities to better understand their problems and to provide them with the appropriate action and/or advice/assistance in resolving the issue.
- Increasing awareness of the numerous government and non-government scholarship initiatives among SC/ST students.
- Counseling students to assist them overcome inferiority complexes connected to peer interaction and personal grooming, among other things.

For Complaints, please post to the mail: scstcommittee@sawcollege.com

Members:

The members of the committee are listed below:

For the Year 2024-2025

S. No.	Name	Designation	Nominated as
1	Dr. V. Aravamudhan	Principal	Chairman
2	Dr. S. Vadivukkarasi	Assistant Professor, Department of Business Administration	Coordinator
3.	Mrs. V. Kavitha	Assistant Professor, Department of Tamil	Additional Coordinator
4.	Ms. R. Kanimozhi	Assistant Professor, Department of English	Additional Coordinator
5.	Mrs. V. Reena Rani	Assistant Professor, Department of Commerce (CA)	Member

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2	Dr. S. Vadivukkarasi	Assistant Professor, Department of Business Administration	Coordinator
3.	Mrs. S. Sangeetha,	Assistant Professor, Department of Tamil	Additional Coordinator
4.	Ms. N. Sarigha	Assistant Professor, Department of Mathematics	Member

For the Year 2022-2023

S. No.	Name	Designation	Designation in the Committee
1	Dr.R.S.Vetrivel	Principal	President
2	Dr. M. Sakthivel	Vice Principal & HoD/Chemistry	Chairman
3	Ms. D. Neeraja	Assistant Professor of English	Member
4	Mrs. S. Sangeetha	Assistant Professor of Tamil	Member
5	Dr. S. Vadivukarasi	Assistant Professor of Commerce	Member-Secretary
6	Ms. N. Sarigha	Assistant Professor of Mathematics	Member-Secretary

OBC CELL

About OBC Cell:

The OBC Cell was formed with the goal of empowering OBC students. The OBC Cell supports the OBC students of the college and their psychological well-being. It is in charge of granting them privileges and resolving their problems. It also ensures proper execution of various UGC, Government of India, and State Government initiatives for the welfare of reserved categories, such as scholarships, stipends, and so on.

Objectives:

- To educate and empower OBC students and staffs at the college to make use of the facilities provided by the government and other organizations for their educational and professional goals.
- To inform OBC students about various state and federal government scholarship programmes. Ensure reservation norms in the admission of students and in the appointments of teaching and non-teaching staff.
- Maintain social relationship among the admitted students in the college and resolve issues, grievances, representations etc.,
- Explore redressal mechanisms and provisions for remedial coaching, counseling etc.,
- Coordination of equal opportunity, welfare and other schemes including financial assistances from the government and UGC.
- .To consult and assist OBC students on a variety of concerns, as well as assist them in managing their academic activities.
- To address issues affecting OBC students.
- Ensure reservation norms in the admission of students and in the appointments of teaching and non-teaching staff.
- Maintain social relationship among the admitted students in the college and resolve issues, grievances, representations etc.,
- Explore redressal mechanisms and provisions for remedial coaching, counseling etc.,
- Coordination of equal opportunity, welfare and other schemes including financial assistances from the government and UGC.



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The committee meets at least once a year and submits annual report to the Head of the Institution on OBC students admitted against reservation norms, admitted in general category, complaints and references reported by the students, relationship environment, facilities for girl students, financial assistances received from the state and central governments etc.

Activities:

- To educate, enlighten, and empower OBC students in the college to make use of the services provided by the government and other organizations for their educational and vocational goals.
- To advise and guide OBC students on academic and other campus-related challenges, as well as to assist them in overcoming them.
- Organize seminars and special programmes for OBC section students to keep their knowledge and abilities up to date.
- To establish and monitor a unique coaching/training/remedial coaching scheme for OBC students at the college in order to prepare them for UGC-NET, SLET, JRF, SET, and other competitive examinations.
- To handle representations from Other Backward Classes (OBC) candidates in the college regarding admission, scholarships, and other related things.
- To serve as a grievance redress cell for OBC students, including Minorities in the college, and to provide them with the necessary assistance in resolving their academic concerns.

For Complaints, please post to the mail: obccell@sawcollege.com



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Members: The members of the committee are listed below:

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1	Dr. V. Aravamudhan	Principal	Chairman
2	Mrs.R. Swathi	Assistant Professor, Department of Computer Science and Application	Coordinator
3.	Mrs D. Sumathi	Assistant Professor and Head, Department of Tamil	Additional Coordinator
4.	OBC category student members		Member

For the Year 2023-2024

S. No.	Name	Designation	Nominated as
1	Dr. V. Aravamudhan	Principal	Chairman
2	Mrs.R. Swathi	Assistant Professor, Department of Computer Science and Application	Coordinator
3.	Mrs D. Sumathi	Assistant Professor and Head, Department of Tamil	Additional Coordinator
4.	OBC category student members		Member

For the Year 2022-2023

S. No.	Name	Designation	Designation in the Committee
1	Dr. R S Vetrivel	Principal	Chairman
2	Mrs.R. Swathi	Assistant Professor, Department of Computer Science and Application	Faculty Member
3	Mrs S. Jeevitha	Assistant Professor and Head, Department of Mathematics	Faculty Member
4	Mrs S. Jagadeeswari	Assistant Professor and Head, Department of Business Administration	Faculty Member
5	Mrs D. Sumathi	Assistant Professor and Head, Department of Tamil	Faculty Member
6	M. Hemalatha P. Deepika	Students	Student Members