



MAHENDRA ARTS & SCIENCE COLLEGE
(Autonomous)

Affiliated to Periyar University, Salem

Accredited by NAAC with 'A' Grade & Recognized u/s 2(f) and 12(B) of the UGC Act 1956
Kalippatti - 637501, Namakkal District, Tamil Nadu

7.1.3 SAFETY AND SECURITY, COUNSELLING AND COMMON ROOMS

PRINCIPAL
MAHENDRA ARTS & SCIENCE COLLEGE
(Autonomous)
Kalippatti (PO) - 637 501, Namakkal (DT)



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7.1.1 Institution shows Sensitivity, Safety and Security in providing facilities such as

- a) Safety and security
- b) Counselling
- c) Common Rooms

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a) Safety and Security Measures:

The Particular efforts to fostering the safety and health of students, Non - Teaching and Teaching Staff Members and Stakeholders are ensured by Mahendra Arts and Science College. An Exclusive Safety Inspection is done periodically by security wing with for the provision of hazard free Environment. There are reflective chances for the fire from the electric systems, chemical components, flammable laboratory liquids and natural hazards from rain, thunder and lightening storms in the campus. The alert throb concern is instigated in all the members of Faculty, staff and other employees to be vigil on the fire regulations, fire extinguishers, fire alarms and building departure pathways. The Administrators who reside inside the Campus are available and approachable during emergency. Discrimination free Campus is ensured through the curbing of discrimination on the basis of caste, creed, religion and gender.

The below Practices help for the best provision of Hazard free Environment:

- Walking Pathways and Spacious Parking Slots.
- CCTV Surveillance Systems usage of electric gadgets with prior Permission.
- Availability of College Map and Structure.
- Mandatory ID Cards for Faculty members and Students.
- Visitors' entry record with slips and Generic Tags.
- Professional Handling of laboratory Equipment.
- Fire Safety Measures in all the laboratories and buildings.
- Safety Manuals are available in Science Laboratories.
- Vigilant Anti-Ragging Committee.
- Counseling on personal, career and vocational aspects using counseling cell.
- Smoking free Environment.
- Complete Connectivity of Campus with Intercom.
- Anti-Sexual Harassment cell for Faculty and students.
- Deputation of a female and male faculty member for accompanying the students for educational visits.



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SECURITY OFFICE

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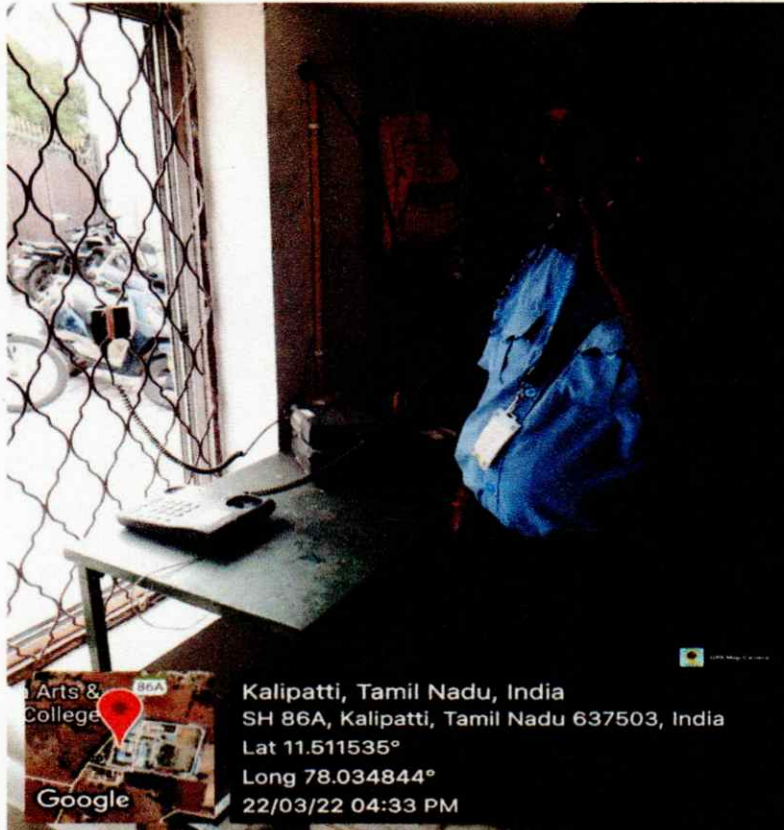
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Date	Name	IN TIME	Sluag	OUT TIME	SIN 9.	Date	Name	IN TIME	Sluag	OUT TIME	
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25-03-22	M. Sathish Kumar	07:30 AM	01	08:30 AM	01	25-03-22	M. Sathish Kumar	07:30 AM	01	08:30 AM	01



WORKERS IN / OUT REGISTER IN THE SECURITY ROOM

PRINCIPAL

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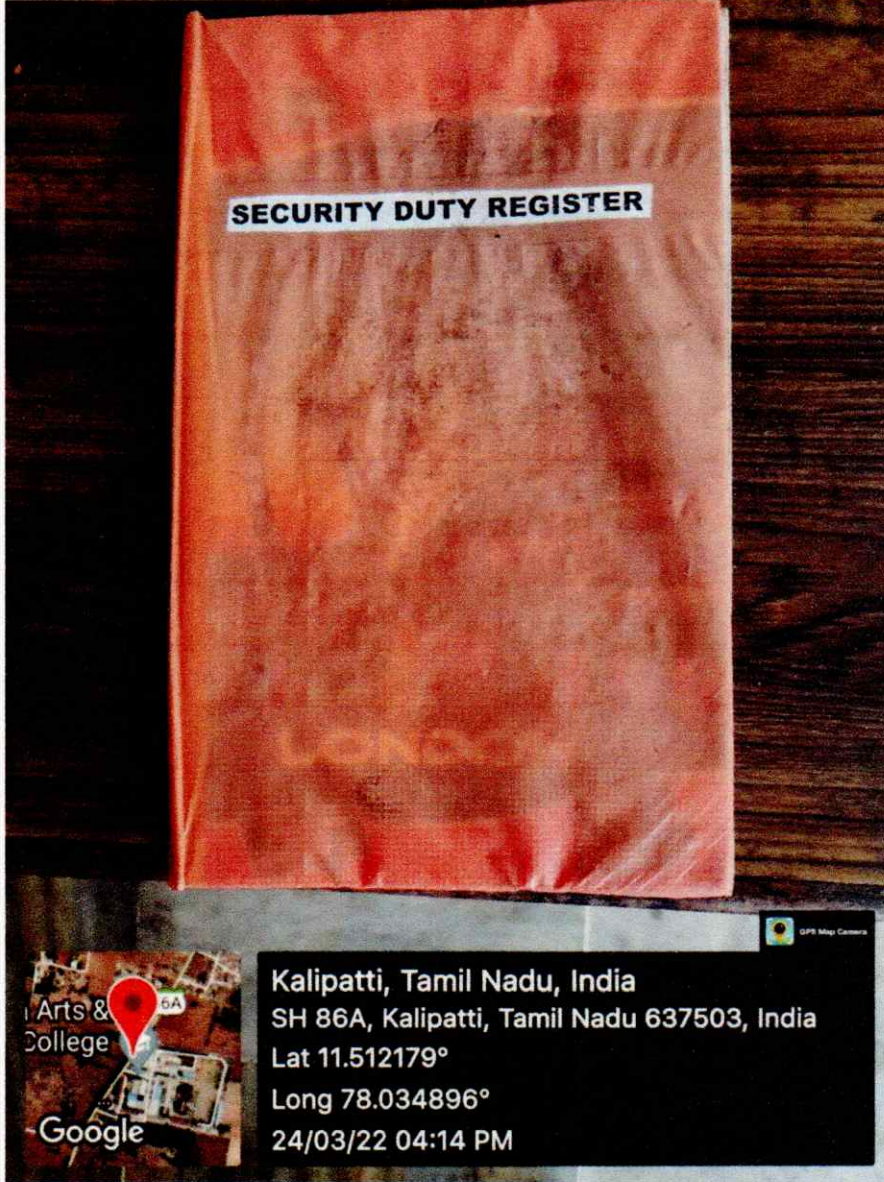
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SECURITY DUTY REGISTER

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MAHENDRA ARTS & SCIENCE COLLEGE
KALIPPATTI
VISITORS PASS

DATE: 21/03/22

PASS No: 1642

NAME: *[Signature]*

ADDRESS: *[Handwritten address]*

PURPOSE: *[Handwritten purpose]*

NAME OF THE PERSON TO BE SEEN: *[Signature]*

DESIGNATION & DEPT: *Principal Sir*

TIME IN: *2:30 PM* TIME OUT: *[Blank]*

NAME OF THE SECURITY PERSON & SIGNATURE: *[Signature]*

SIGNATURE OF THE VISITOR: *[Signature]*

SIGNATURE OF THE PERSON SEEN: *[Signature]*

1. It is essential to take the signature of the person visited.
2. While leaving, this pass is to be returned to the security person of the entrance gate.

VISITOR'S PASS MANAGEMENT SYSTEM IN THE SECURITY ROOM

[Signature]

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BIOMETRIC ATTENDANCE FOR TEACHING AND NON- TEACHING STAFF

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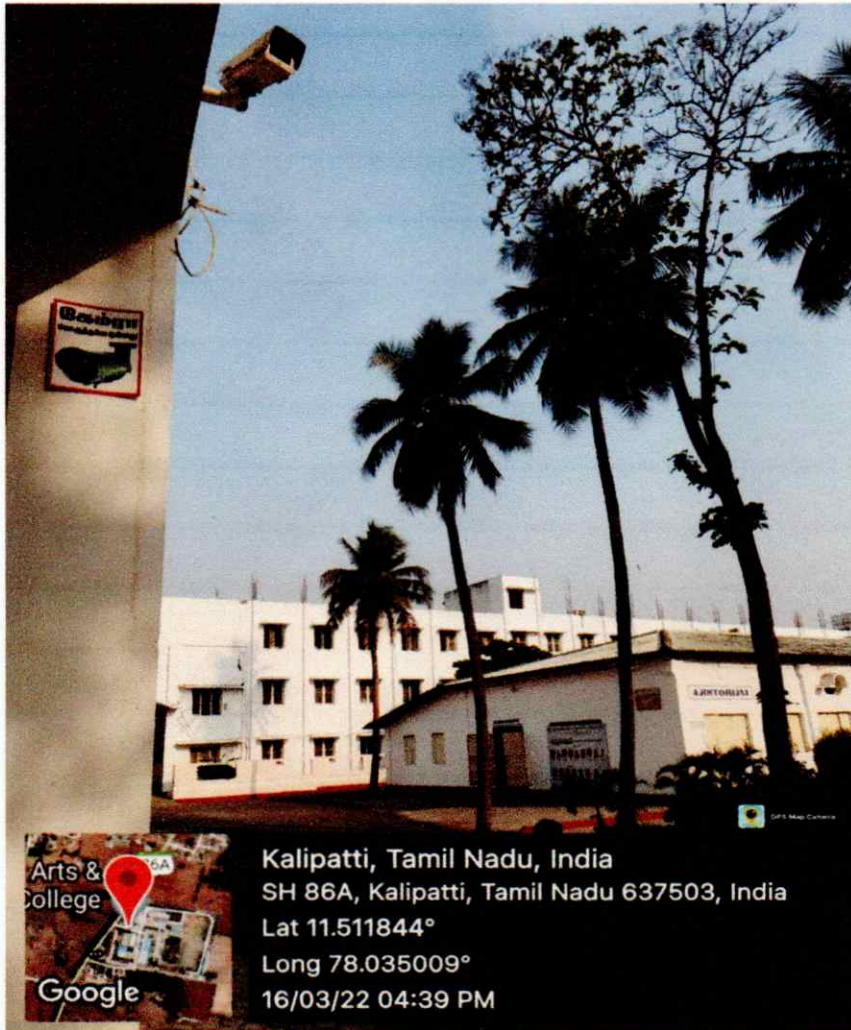
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CCTV CAMERA AT THE ENTRANCE OF THE COLLEGE

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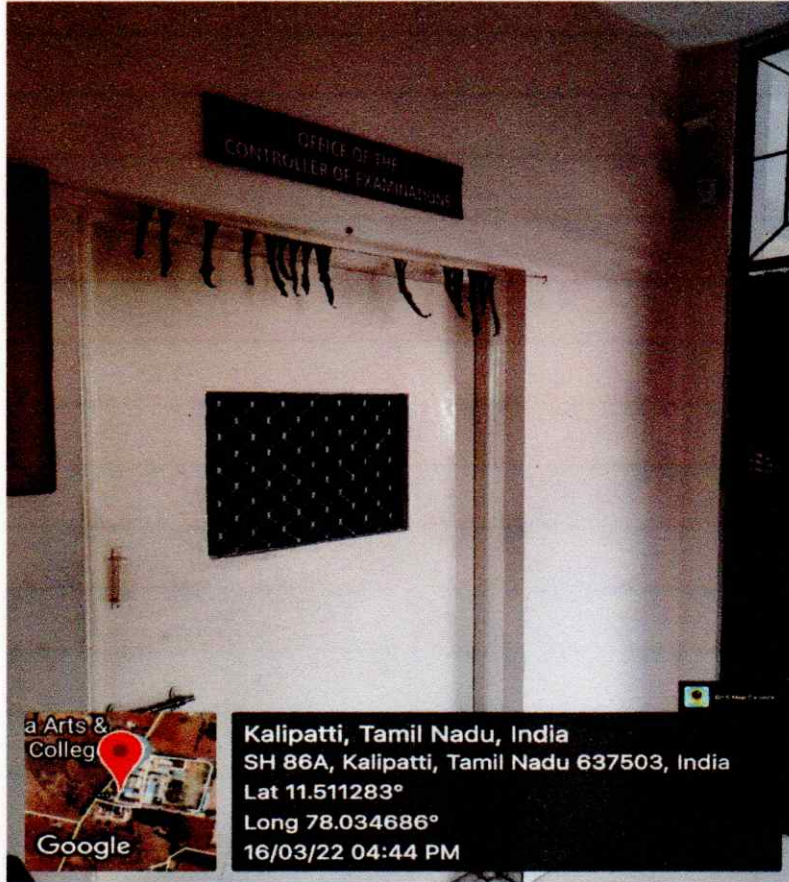
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CCTV CAMERA AT THE ENTRANCE OF THE CONTROLLER OF EXAMINATIONS

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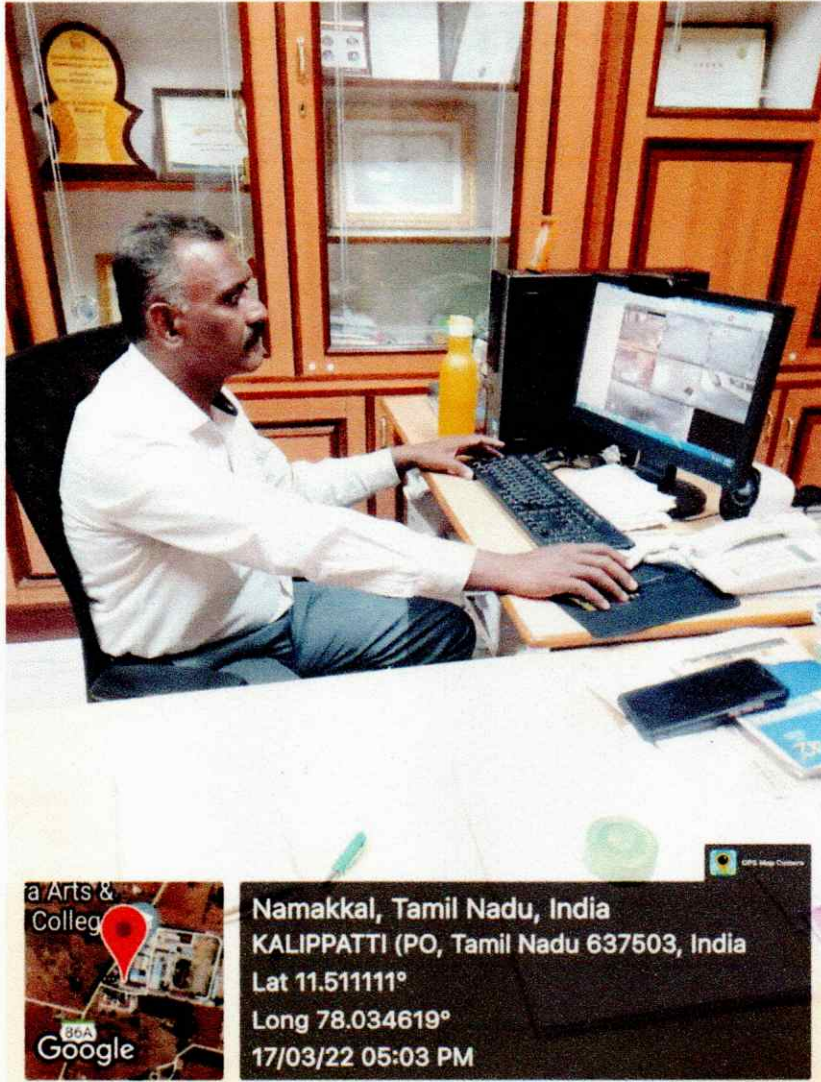
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PRINCIPAL MONITORING THE CAMPUS THROUGH CCTV

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FIRE EXTINGUISHER IN ROUND BLOCK I FLOOR

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MEDICAL FACILITY INSIDE THE CAMPUS

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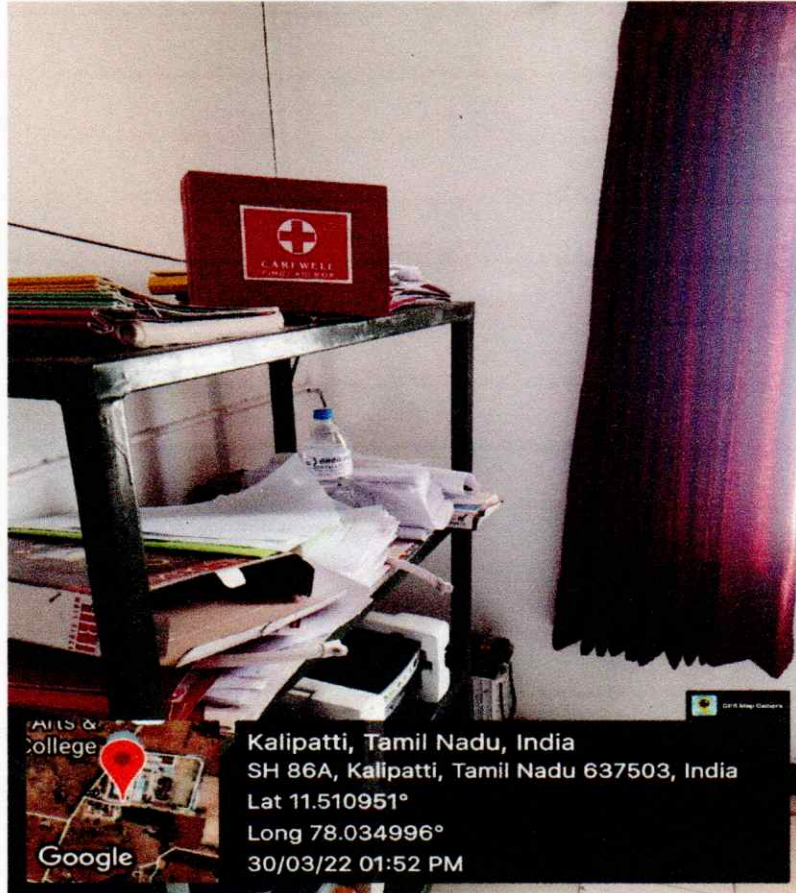
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FIRST AID BOX IN COMPUTER LAB

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COLLEGE COMPOUND WALL

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EMERGENCY HELPLINE NUMBERS IN NAMAKKAL

S.NO	SERVICE	CONTACT NO.
1.	State Control Room	044-29510500
2.	Collectorate control Room	04286 281101
3.	Police	100
4.	Fire Control	101
5.	Ambulance of Fire Service Department	102
6.	Accident Helpline	108
7.	Disaster Helpline	1077
8.	Child Helpline	1098
9.	Women's Helpline	1091
10.	Government Blood Bank	04286 221411

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IMPORTANT ADMINISTRATIVE NUMBERS

S.No	DESCRIPTION	INTERCOM NO.
1.	Principal	302
2.	Principal Commerce Block	306
3.	Senior Principal	307,308
4.	COE	346
5.	MASC Office	345
6.	Account Office	301
7.	Placement	333
8.	Tamil	336
9.	English	313
10.	Maths	311
11.	Physics	324
12.	Chemistry	330
13.	Biotech	305
14.	Computer Science	312,321
15.	Commerce	323
16.	Physics Lab	326
17.	Chemistry Lab	331
18.	Chemistry Research Lab	329
19.	Bio – Tech Lab	304
20.	Computer Lab	334
21.	Internet Lab	337
22.	Library – I (Round Building)	335
23.	Library – II (Commerce Block)	342
24.	Bus Manager	303
25.	Security Main Gate	332
26.	Security Arts Block	328
27.	Girls Canteen	338
28.	Boys Canteen	339

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SUGGESTION BOX AND COMPLAINT BOX IN SCIENCE BLOCK

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GRIEVANCE AND REDRESSAL COMMITTEE

1. Dr.J.Josephine Daisy, HOD of Commerce CA : Co-ordinator
2. Mrs.R.Rathika, Assistant Professor of Bio Technology : Member
3. Mr.P.Gopalakrishnan, HOD of Mathematics : Member
4. Mrs.R.Sridevi, HOD of English : Member
5. Dr.V.Ramanithilagam, HOD of B.B.A. : Member
6. Dr.V.Shanmugasundram, HOD of Statistics : Member
7. Dr.V.Hariharan, HOD of Physics : Member
8. Mrs.M.Sumathi, HOD of Computer Science : Member
9. Dr.K.Selvaraj, HOD of Commerce : Member
10. Mr. R.Selvakumar, HOD of Chemistry : Member
11. Dr.R.Sundramoorthi, HOD of Tamil : Member

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WOMEN CELL

1. Dr.J.Josephine Daisy, HOD of Commerce CA : Co-ordinator
2. Mrs.R.Rathika, Assistant Professor of Bio Technology : Member
3. Mrs.M.Sumathi, HOD of Computer Science : Member
4. Mrs. P. Sujatha, Assistant Professor of English : Member
5. Ms. K. Bharathi, Assistant Professor of Chemistry : Member.

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DISCIPLINE COMMITTEE

1. Dr.S.Kumaravel, Controller of Examinations : Co-ordinator
2. Dr.K.Selvaraj, HOD of Commerce : Member
3. Dr.T.Selvankumar , HOD of Bio Technology : Member
4. Mr.P.Gopalakrishnan, HOD of Mathematics : Member
5. Mrs.R.Rathika, Assistant Professor of Bio Technology : Member
6. Dr.J.Josephine Daisy, HOD of Commerce CA : Member
7. Mrs.R.Sridevi, HOD of English : Member

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POSTERS ON ANTI-RAGGING

[Handwritten signature]

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GENERATOR FOR POWER BACKUP

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COVID PREVENTIVE MEASURES

The Following measures need to be observed by all (employees, students and visitors) at all times.

- Use of face covers /masks to be mandatory.
- Practice frequent hand washing.
- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth nose while coughing/sneezing with a tissue / hand kerchief / flexed elbow and disposing off used tissues properly.
- Self – monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- Installation and use of Aarogya Setu App by employees and students.

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HEALTH AND COVID AWARENESS PREVENTION CELL

1. Dr.S.Arjunan : Principal
2. Dr.R.Sundramoorthi, HOD of Tamil : Member
3. Mrs.R.Sridevi, HOD of English : Member
4. Mr. Nallathambi, HOD of JMC : Member
5. Mr.P.Gopalakrishnan, HOD of Mathematics : Member
6. Dr.V.Shanmugasundram, HOD of Statistics : Member
7. Dr.V.Hariharan, HOD of Physics : Member
8. Mr. R.Selvakumar, HOD of Chemistry : Member
9. Dr.T.Selvankumar, HOD of Bio Technology : Member
10. Mrs.M.Sumathi, HOD of Computer Science : Member
11. Dr.K.Selvaraj, HOD of Commerce : Member
12. Dr.J.Josephine Daisy, HOD of Commerce CA : Member
13. Dr.V.Ramanithilagam, HOD of B.B.A. : Member
14. M/s M.Mariya Precita, HOD of MSW : Member

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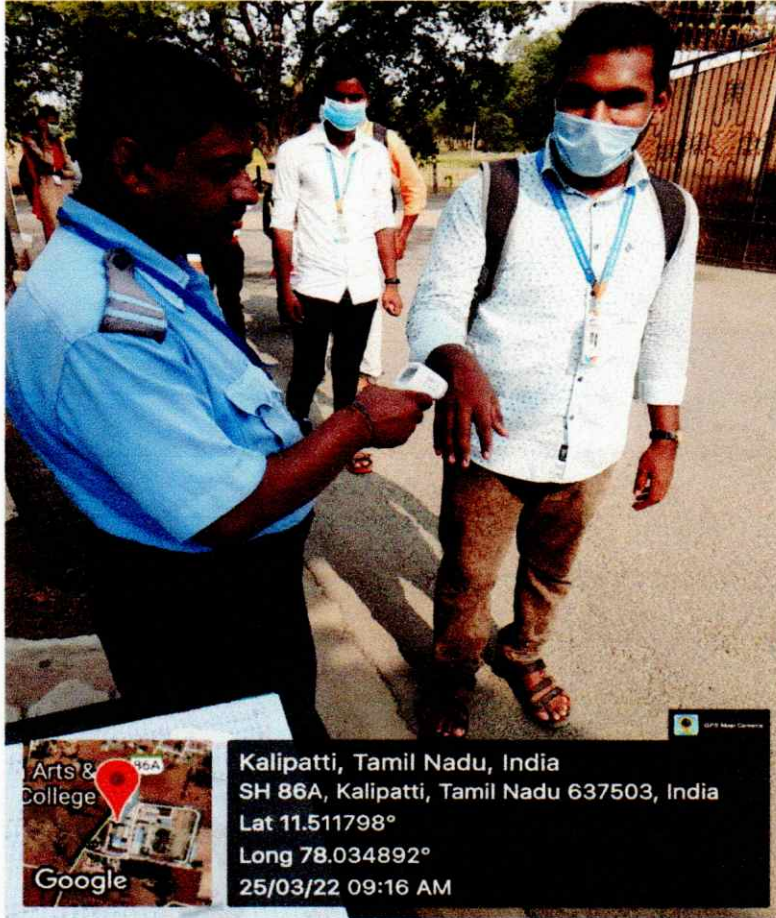
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MONITORING TEMPERATURE FOR STUDENTS AT THE ENTRANCE


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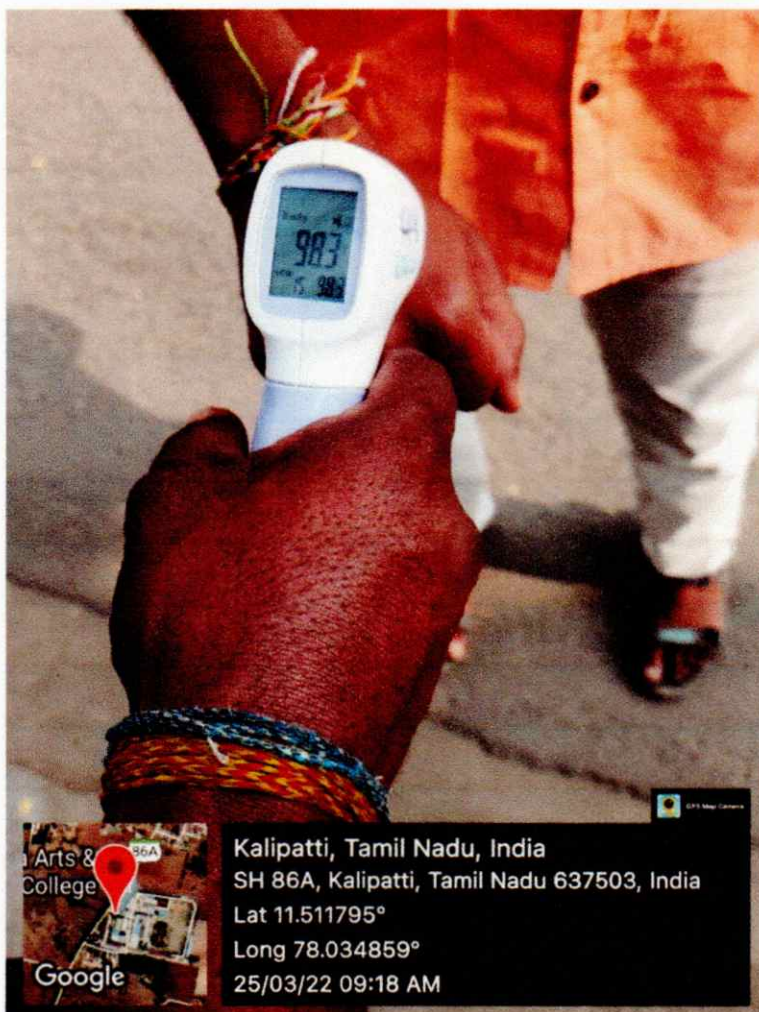
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TEMPERATURE SCREENING

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DISPLAY ON COVID 19 PREVENTIVE AWARENESS


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b) Counseling and Wellbeing Measures

- The Mentor conducts meetings regularly to identify and rectify students' personal and emotional problems.
- The Mentor monitoring system provides timely information to the students' parents about their wards attendance, Academic performance and psycho – social problems. For professional counseling students are referred to the Psychology department.
- The Psychology department of the college is equipped with professionals to support the emotional, psychological and other related issues of the students and staff.
- Need based Parental counseling is given to parents on Healthy Parenting; Parents of Special children are given appropriate counseling pertinent to their needs.
- Film Screening on work place sexual harassment was done considering that the right message conveyed through the cine medium will be powerful to transform the minds of our youth towards better gender sensitivity and equity.
- There are many Platforms for hands- on experiences related to gender sensitivity which enable students to interface with real life situations such as community outreach, gender sensitization activities under Mahendra Arts & Science College, Human values celebrations, Seminars, Conferences, Guest Lectures, Events such as gender talk and the like.

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STUDENT PERSONAL COUNSELLING AND MENTORING


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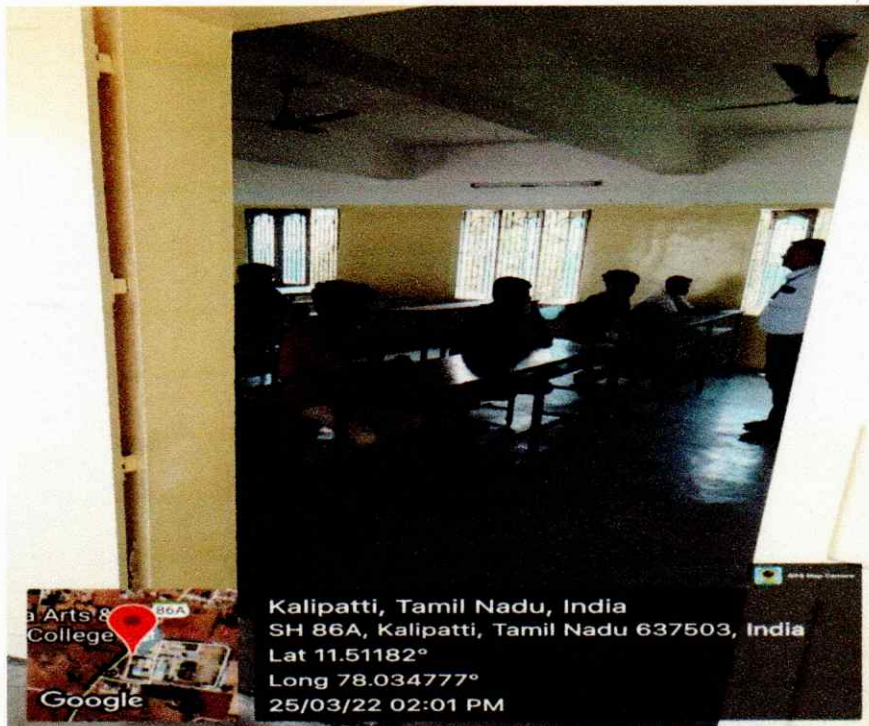
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a) Common Rooms and Other Facilities

The college provides separate rooms for teaching, non-teaching staff and completely furnished separate common lounges for female and male students. For the convenience of students, rest rooms are available on every floor.



BOY'S COMMON ROOM IN SCIENCE BLOCK

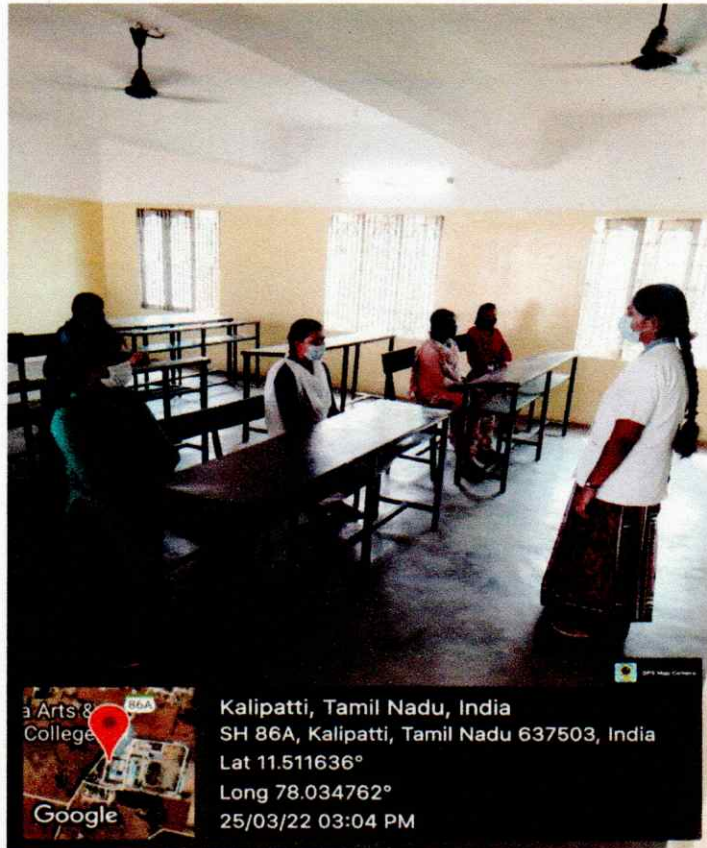

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GIRL'S COMMON ROOM IN SCIENCE BLOCK

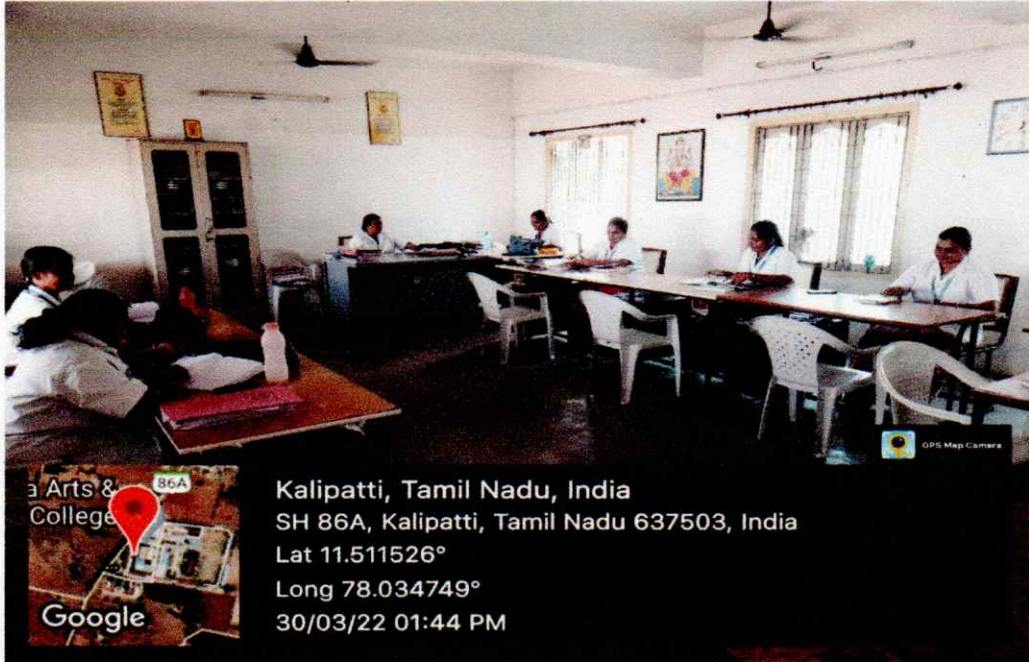

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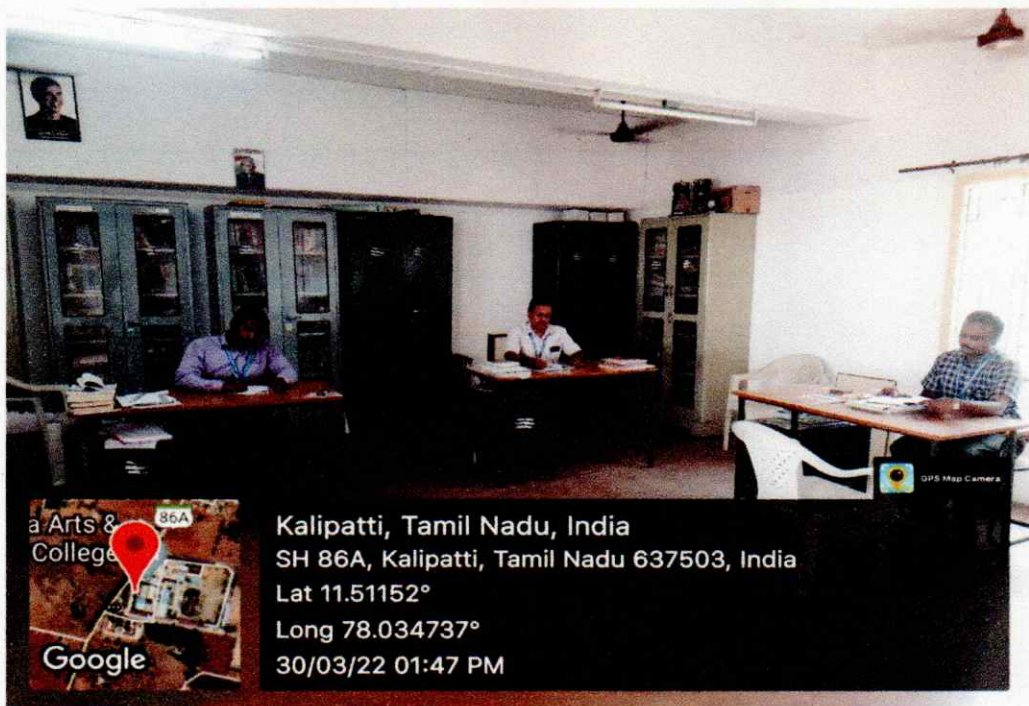
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Kalipatti, Tamil Nadu, India
SH 86A, Kalipatti, Tamil Nadu 637503, India
Lat 11.511526°
Long 78.034749°
30/03/22 01:44 PM



Kalipatti, Tamil Nadu, India
SH 86A, Kalipatti, Tamil Nadu 637503, India
Lat 11.51152°
Long 78.034737°
30/03/22 01:47 PM

ROOMS FOR TEACHING AND NON – TEACHING

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COMMON LOUNGE FOR HOUSE KEEPING STAFF


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SANITARY NAPKIN VENDING MACHINE

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GENDER AUDIT REPORT

(2020-2021)



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GENDER AUDIT COMMITTEE

CHAIRPERSON **Dr. S. Arjunan**
Principal

CONVENOR **Dr. K. Selvaraj**
IQAC Coordinator

- MEMBERS**
1. Dr. J. Josephine Daisy, HOD of Commerce CA
 2. Dr. V. Ramanithilagam, HOD of B.B.A
 3. Mr. P. Gopalakrishnan, HOD of Mathematics
 4. Dr. V. Shanmuga Sundaram, HOD of Statistics
 5. Dr. V. Hariharan, HOD of Physics
 6. Mr. R. Selvakumar, HOD of Chemistry
 7. Dr. T. Selvankumar, HOD of Bio-Technology
 8. Mrs. M. Sumathi, HOD of Computer Science & Applications
 9. Mr. P. Nallathambi, HOD of JMC

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Introduction

The Mahendra Educational Trust was founded in the year 1978 by Sri M.G. Bharathkumar, a renowned educationist with an object of imparting high standard of education to the rural children. The Trust is located at Kalippatti mid-way between Salem and Tiruchengode. Thiru.M.G. Bharathkumar, The Chairman of the Trust is assisted by the governing and advisory councils in matter of policy, mission, development and planning for the continual improvement in imparting higher education. Mrs.B.Valliyammal Bharathkumar, a best teacher awardee, is the Secretary of the Trust. Mr.Ba.Mahendhiran and Mr.Maha Ajay Prasath, are the Managing Directors.

The Trust has been running since 1978, Mahendra Matriculation Higher Secondary School which aims at Quality Education to the students with high degree of discipline. Despite a fairly long distance, many residents of Salem city, Namakkal and its suburbs have admitted their children in Mahendra Matriculation Higher Secondary School with the intention of providing the best Education to their children.

The Trust lays stress on giving quality education and maintaining high degree of discipline. In deference to the wishes of the elite and to meet the demands of the commoners of Tiruchengode, Namakkal and Salem city, the trust started several schools and colleges.

The Mahendra Arts & Science College was started in the academic year 1999-2000 with the affiliation of Periyar University, Salem. It is a magnificent institution with all the needed facilities and required equipments. It has got a well-established library, well equipped laboratories, spacious playgrounds, and transport and above all, well qualified and dedicated staff members. All of these together help to impart a high standard of education to the rural community.

The college offers 13 under-graduate programmes and 10 post-graduate programmes.

Objectives of Gender Audit

India ranks 140th among 156 countries in the World Economic Forum's Global Gender Gap report 2021. The objectives of the gender audit include,

1. To document gender distribution prevailing in the college
2. To promote gender equality in the college
3. To suggest measures to bridge the gender gap (if any)

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Data Analysis

Gender Distribution

The following section brings out the Gender distribution of teaching and non-teaching staff and students. The committees and clubs and other pertinent details with respect to the gender scenario is also presented.

Table 1

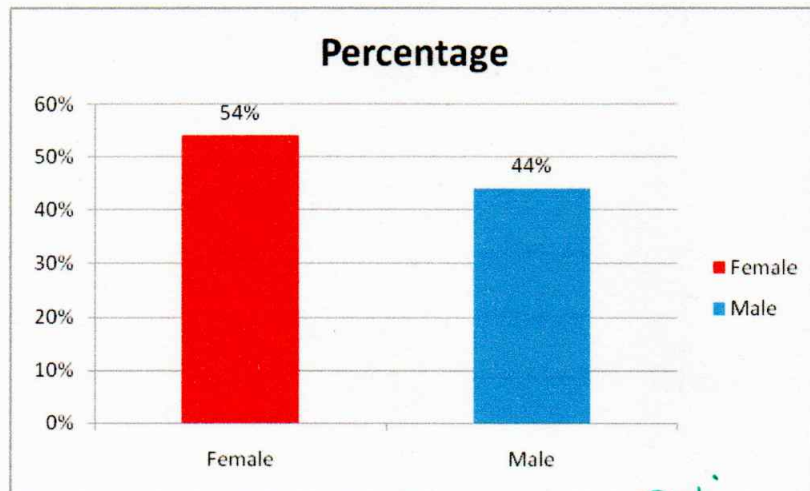
Gender wise distribution of total students in college 2020-2021

S.No	Gender	Frequency	Percentage
1	Male	1580	59.33
2	Female	1083	40.66
3	Transgender	-	-
Total		2663	100

The table 1 depicts the total number of students in the college based on the gender. Male students account to and female students accounts to respectively. The college is open to transgender in admission.

Chart 1

Gender wise distribution of teaching staff in college 2020-2021





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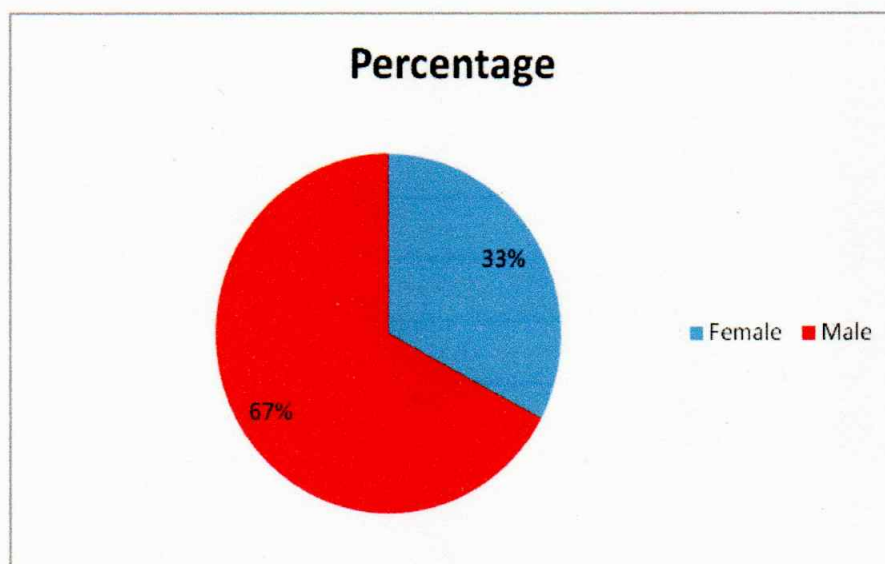
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Chart1 shows the gender wise distribution of teaching staffs in the college. There is a total of 98 teaching staffs in the college, of which percent (total number = 44) is women staff and rest are male staff (total number = 54).

Chart 2

Gender wise distribution of non-teaching staff in college 2020-2021



The chart2 shows the non-teaching staff distribution in the college. Thirty-Three percentage of women and 67% of men are working as non-teaching staff.

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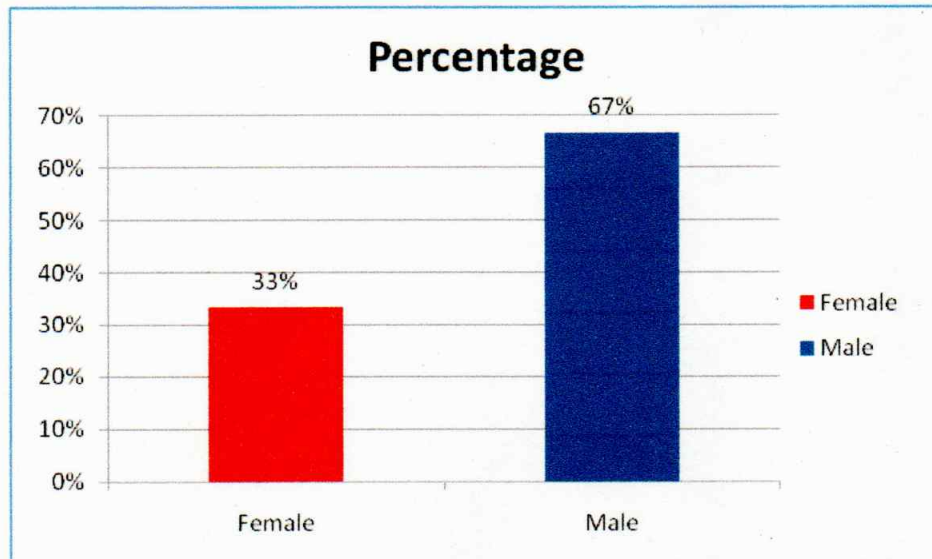
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Chart 3

Gender wise distribution of HODs in college 2020-2021



The Chart 3 shows the gender-wise distribution of women as head of the department in the college. The total number of women head of the department in the college is 04 (accounts to 33% of women as head of the department) and total number of male head of the department is 08 (punctuates to 67% of male as head of the department).

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Gender Sensitization programmes 2020-21

To create greater gender parity, the college conducted several programmes for gender sensitization in 2020 – 21. The Wonder Women – Equity to Equality, Workshop on Yoga and its Physical fitness for women, Webinar on “Gender and COVID 19”, Webinar on “Women in Leadership”, Women protection & Welfare schemes and Child rights are some of the programmes organized by the departments in empowering women as given below.

Table 2

List of programs towards sensitization on Gender 2020-2021

S.NO	TITLE OF THE EVENT	SCHEDULED MONTH
1.	Together for Gender Equality - Women's Equality week	August 2020
2.	Celebrate women! Celebrate Navarathri	August 2020
3.	Selva Magal	October 2020
4.	Contest on “Curb Violence Against Women”	November 2020
5.	Webinar on “Gender and COVID 19”	December 2020
6.	Webinar on “Women in Leadership”	January 2021
7.	The Wonder Women - Equity & Equality	January 2021
8.	Lecturer on “Women's Empowerment”	February 2021
9.	A Special Women's day Programme	March 2021
10.	Women's Day Celebration Workshop on “Yoga and Its Physical Fitness for women”	March 2021
11.	Together we can “Workshop on Gender Sensitization”	March 2021

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Committees & Clubs

Table 3
Faculty representation in Committees and clubs

S.No	List of Committees	Female	Male	Total
1.	Disciplinary Committee	03	04	07
2.	Internal Quality Assurance Cell (IQAC)	01	11	12
3.	Students Grievances & Counseling Cell	04	07	11
4.	Sports Advisory Committee	01	02	03
5.	NSS	0	02	02
6.	Citizens Consumer Club	01	01	02
7.	Placement & Career Guidance	01	01	02
8.	Hostel	01	01	02
9.	Internal Compliance Committee	05	0	05
10.	College Day Committee	04	08	12
11.	Calendar Committee	01	05	06
12.	Magazine	04	02	06
13.	Newsletter	05	01	06
14.	Public Relations	02	04	06
15.	Alumni Association	05	07	12
16.	Entrepreneurship Development Cell	07	08	15
17.	Education Tour & Travel	0	03	03
18.	Library	01	02	03
19.	NAAC	03	10	13
20.	UGC Coordination Cell	01	02	03
21.	Special Needs Equal Opportunity Cell	02	01	03
22.	Web Committee	02	07	09
23.	Skill Development Cell	01	01	02
24.	Faculty Development Programme Cell	03	01	04
25.	Ethics Committee	04	08	12
26.	Research Development Cell	04	08	12
27.	Health & COVID Awareness and Prevention Cell	07	09	16
28.	MIS	01	0	01
Total		74	116	190



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Table 3 shows the list of committees and clubs functioning in the college. The college has 28 committees and clubs in total. The list of committees with the gender distribution is presented in the table. The overall percentage of representation of women faculty in all the clubs is 10% and male faculty is 45.7%.

Table 4

Student representation in committees and clubs

S.No	Clubs	Female Students	Male Students	Total
1.	Women Students Forum & Internal Compliance Committee (ICC)	10	0	10
2.	Entrepreneurship development cell	4	8	12
3.	Penta club - English	25	20	45
4.	Placement and Career Guidance	12	12	24
5.	NSS Program Officer Unit - 2	50	100	150
6.	Mahendra initiative for Excellence	3	7	10
7.	College Magazine	2	0	2
8.	NSS	100	200	300
9.	Citizen Consumer Club	5	6	11
10.	Red Cross Society	10	20	30
Total		221	373	594

The Table 4 shows the student representation in Clubs and committees. Of the above mentioned 10 committees, 221 women students (37.20%) and 373 male students (62.7%) represents.

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1. 7 Gender Related Courses in Curriculum 2020-21

The college promoters, sensitizes and create awareness about gender issues among the college students through the incorporation of gender related courses in the curriculum. The following section highlights the gender relates courses in the curriculum. Gender based courses are provided by the departments that includes topic such as

Department of Social Work

- Family & Child Welfare.
- Persons with Disability and LGBT.
- Gender Empowerment.
- Women Cantered Model.
- Analysis framework to Social Welfare Politics – a Historical perspective regarding Backward classes, Scheduled Classes, Scheduled Tribes and Women.
- Dowry prohibition Act (1961). Immoral traffic prevention Act.
- Tamil Nadu Prohibition of Harassment of Women Act, 1998.
- The Sexual Harassment of Women of Work place (Prevention, Prohibition and Redressal) Act, 2013.
- Minimum wages Act.1948.
- Maternity benefit Act, 1961.
- Counseling in HIV/AIDS Setting.
- Agencies of Labour Welfare and their Roles.
- Welfare Centres
- Women. Children, Youth, LGBTQ, Scheduled Caste and Scheduled Tribes.
- Visit to NGO's dealing with marginal communities such as Sahodaran, Sahodari & YMCA.

Department of Journalism

Women's Issues, Status, Empowerment, Widowhood.

MA English

Course Name: Writings by and on women.

BA English

Course Name: Women's, Writing

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Women Students' Forum

A Women's Forum has been formed with the intentions of addressing and resolving the problems faced by the Women Students. Dr. Gugapriya Vasudevan is the Chairperson for the forum.

A Cell to address specific issues of sexual harassment and abuse within the campus has been constituted. It will look in to complaints such as

1. Lewd & obscene comments
2. Stalking
3. Abuses both physical & psychological

Infrastructure for Women students & Staffs

A sanitary napkin venting machine, wash room facilities, online admission and examination submission system, ramps, notice boards and waste management systems are available in the campus. A well-furnished central library with state-of-art facilities is in place and a well-equipped auditorium for organizing various programmes are available in the campus. The women students are encouraged to participate in sports and the college has adequate sporting infrastructure. Alongside the facilities, the college also has Women's Cell, Equal Opportunity Cell, Anti-Ragging cell and discipline committee to name a few to support the women.

Institution shows gender sensitivities, safety and security in providing facilities such as

1. Safety and security

- a. Pedestrian friendly pathways
- b. Security office
- c. Bio-metric attendance for teaching and non-teaching staff
- d. CCTV Cameras and fire extinguishers
- e. Medical facility, First-Aid box, and Health Awareness Programme
- f. College compound wall
- g. Emergency number and important administrative numbers
- h. Suggestion box and compliant box
- i. Disciplinary committee
- j. Student's Grievance and Counseling Cell
- k. Anti-Ragging committee
- l. Women Student's Forum
- m. Generator for power backup

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- n. COVID-19 Preventive Measures
- o. Visitor's entry Record
- p. Smoking free environment
- q. Complete connectivity of campus with inter com
- r. Mandatory ID cards for staff and student's (with unique Bar code)
- s. Deputation of male and women faculty members for accompanying the student's for educational visit
- t. Discrimination free campus is ensure through curving of discrimination on the basics of caste, religion and gender
- u. RO drinking Water
- v. Medical Check-up facilities and First-Aid box

2. Counseling

- a. Counselor visiting the campus
- b. Student personal counseling and mentor system

3. Common rooms

- a. Wash room facility is available in all the floor of the campus. Separate wash room is available for staff and students.(Number of wash room for Male students =23, Female students= 18, Male Faculty=17, Women faculty=26, Gender Equal=2)
- b. Boy's and Girl's common Room
- c. Separate sick room for Boy's and Girl's
- d. Teaching and Non-teaching Staff room
- e. Common lounge for housekeeping staff's

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Human Resource Policy – Extracts (refer to the Human Resource Policy manual)

The college is committed to equal opportunity and follows a recruitment and selection policy that complies with all employment laws applicable to the land. The college seeks to attract the best – qualified candidates who support the mission of the college and who respect and promote excellence through diversity. There shall be no discrimination of any kind based on “race, color, sex, language, and religion, political or other opinion, national or social origin, property, birth or other status such as disability, age, marital and family status, sexual orientation and gender identity health status, place of residence, economic and social situation”.

Conclusion

The gender audit report has highlighted the important facets of the gender landscape of the college. The college has no second thought in providing amenable facilities for women with respect to the curricular, co- curricular and extra – curricular dimensions. Women are second to none and Mahendra Arts and Science College is highly committed towards the gender equality.

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