



C.S.I. VELLORE DIOCESE VOORHEES COLLEGE, VELLORE

1/A, Officer's Line, Vellore - 632 001. India

Phone : 0416 - 2220317 Fax No.: 0416-2220318 E-mail : voorhees1898@gmail.com web:www.voorheescollege.edu.in

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Voorhees College is a minority institution. It was established by the American Arcot Mission of the reformed church in America.

Administration

It is administered by Rt. Rev. H. Sharma Nithiyanandam, C.S.I. Bishop in Vellore, Chairman and Secretary, Dr. A. Nelson Vimalanathan, the Principal, Dr. J. Annie Kamala Florence, Vice-Principal (Shift-I), Mr. A. Russell Premraj Benjamin Vice-Principal (Shift-II), Dr. S. Caleb Noble Chandar, (Bursar) along with the Governing Board Members.

Academic Administration

The academic administration of the college is scrutinized by Dr. A. Nelson Vimalanathan, the Principal, Dr. J. Annie Kamala Florence, Vice-Principal (Shift-I), Mr. A. Russell Premraj Benjamin Vice-Principal (Shift-II), Dr. S. Caleb Noble Chandar, (Bursar).

The management delegates various Deans to coordinate the academic and research activities of the institution. The Dean of Research coordinates and facilitates the research activities of all the departments. The Dean of Sciences monitors the activities of the science departments. The Dean of Humanities organizes and scrutinizes the activities of the arts departments. The Dean of Religious works ensures that the morning devotions take place regularly in the college chapel. The Dean of Student Affairs (Shift I and Shift II) plans and executes various literary and cultural events. He is also responsible in the discipline of the students. The Controller of Examinations takes responsibility in conducting the Continuous Internal Assessment exams and University exams. He takes the lead in entering the internal marks in the university portal. He is the liaison officer between the institution and the university. The Dean of Women Students (Shift I and Shift II) organizes programmes to empower the women students and also the women faculty members. The Alumni Officer coordinates and evaluates programs to strengthen and connect the various alumni to the institution.



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Each department's activity is monitored by the respective Head of the Department. The Head prepares the workload at the beginning of every academic year. A master time-table is prepared. Individual time-table for each staff member is prepared and distributed.

The office is managed under the headship of the Office Superintendent. There are Senior and Junior Accountants, Clerks, Typist and other support staff. Each non-teaching staff is allotted work pertaining to typing, scholarships, staff salary, income tax, career advancement, admissions, transfer certificate, etc.

The institution has a well-equipped library for students, scholars and staff members. It has a collection of 25,000 century-old books. The Librarian is the head of the Library. He is assisted by two staff members.

The Physical Director heads the Department of Physical Education. He is assisted by a staff member and Grade 1V staff.

Committees

The management has chalked out various committees for the effective utilization and application of human resources. The committees include: The grievance redressal committee to address the various grievances of the faculty members and students, the Anti-ragging committee to prevent ragging and harassment among the student community, Hostel committee to manage issues related to accommodation, food, infrastructure and discipline. The Library Committee monitors the up gradation and digitalization of the library facilities for the larger benefit of the students, research scholars and faculty. The Discipline Committee takes care of the disciplinary issues of students and faculty. The Purchase Committee is in charge of purchasing various equipments and items pertaining to lab and sports. The Religious Works committee monitors the daily morning devotion in the chapel. Staff members are allotted devotion as per a schedule prepared the Dean of Religious Affairs. The Placement Cell is in charge of organizing a 'Job Fair', seminars and workshops related to career guidance for the final year UG and PG students. The Sports committee takes charge of organizing the annual sports meet. The Counseling cell gives individual counseling to students as and when the need arises. The Examination Committee assists the Controller of Examination to carry out the university examination works effectively.



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The Women Cell organizes seminars and workshops on topics related to women's empowerment, gender sensitization, women's rights, etc. The Fine Arts Committee identifies the talented students. They motivate them to bring out their latent talents. The Campus Maintenance Committee ensures that the college premises are neat and tidy. The Student Christian Movement facilitates the spiritual development of the students. The Anti-Harassment committee prevents and enquires into issues and complaints of harassment of women students and women staff members. There is also a Centre for Extension Activities in the institution. The committee monitors the extension activities for the welfare of the student community and also the society. The Eco Club is set up to maintain cleanliness, environmental protection and conservation. There are three National Service Scheme (NSS) units functioning in the institution under the eminent leadership of Dr. A. Nelson Vimalanathan, Principal (i/c), Dr. S. Caleb Noble Chandar, Bursar and Assistant Professor of Chemistry and Dr S. Hepcy Christina Mary, Assistant Professor of Zoology. The National Cadet Corps (NCC) motivates the students to take up a career in the Armed forces under the guidance of Dr C. Gnanalin Shiny, Assistant Professor of Commerce. The Youth Red Cross (YRC) inculcates the spirit of service in the youth. The Red Ribbon Club provides awareness on HIV/AIDS. The Blood Donor's Club encourages students to donate blood to the needy. The Consumer Club gives awareness on consumerism. The Rotaract Club inculcates leadership skills in students and motivates them to indulge in community service. The Calendar Committee prepares the academic calendar, which is a yardstick for the students and faculty members to carry out the activities for the academic year. The Magazine committee is responsible to bring the magazine of the institution.

Internal Quality Assurance Cell (IQAC)

The IQAC is the main crux of the college. It comprises of the Principal, Co-, Vice-Principal (Shift-I), Vice-Principal (Shift-II), Bursar, IQAC Co-ordinator, and the various Criterion Representatives. All academic, curricular, extra-curricular, extension and developmental activities come under the purview of the IQAC.

It organized various webinars like "Mathematician Enroute to Data Analytics and Machine Learning", Career Guidance, International Web Conference on Materials Science & its Technological Advancements and World Humanitarian Day in collaboration with the department of Mathematics, English, Physics and Youth Red Cross Club.



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Service Rules and Recruitment:

The college follows the rules and regulations laid down by the Thiruvalluvar University, Vellore, UGC, New Delhi and the Government of Tamil Nadu for recruitment of the teaching and non-teaching staff.

The Management takes great care to ensure the quality and academic standards of teachers. Recruitment of teachers is carried out meticulously by screening of applications. Interviews are conducted by a panel of experts who test the candidate for their subject knowledge, communication skills and other pre-requisites of a good teacher. Academic skills of in-service teachers are upgraded periodically by encouraging them to engage in research activities, participation in faculty development programs, orientation programmes, refresher courses and short-term courses.

Promotional policies:

The promotion of teachers is based on the Career Advancement Scheme (CAS) of the UGC and Government of Tamil Nadu. The promotion of non-teaching staff is carried out as per the norms of the Government of Tamil Nadu.

Coordinator – IQAC

Dr. D. JAIKUMAR,
M.Sc., M.Phil., M.Ed., Ph.D.,
IQAC Co-ordinator & HOD of Physics,
Voorhees College,
Vellore - 632 001. Tamilnadu.

Principal i/c
Principal Incharge
VOORHEES COLLEGE
VELLORE-632001