
	Phone: 25399566 e.mail- affiliation2unom@gmail.com UNIVERSITY OF MADRAS (Established under the Act of Incorporation XXVII of 1857 – Madras University Act 1923) (State University) Centenary Building, Chepauk, Chennai - 600 005.	
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No. A-II/JPR/University Representative/2025/288/

Dated: 18.12.2025

From

The Registrar,
University of Madras.

To

Dr.I.Annammal Arputhamary, (80562 97388)

Principal,
St.Anne's Arts & Science College,
G.N.T. Road, Ponnammanmedu,
Madavaram, Chennai – 600 110.

Madam,

Sub: Nomination of the University Representative to the Managing Body of a College -
For the period of three years from 01.11.2025 to 31.10.2028 – Regarding.

I am, by direction, to inform you that you have been nominated as University Representative on the Managing Body of **Thiruthangal Nadar College, Chennai**. The nomination is an honorary capacity for a period of **three years** from 01.11.2025 to 31.10.2028 or till the attainment age of superannuation, whichever is earlier.

❖ **Duties and Responsibilities of the University Representative**

- To give advice pertaining all academic matters.
- To verify the admitted Student Strength within the sanction strength in the respective programmes / excess admission made over and above sanction strength of the Programme.
- To verify whether the Management of the College has appointed required qualified Teachers for the Programmes as per the UGC norms.
- To verify the college has sufficient number of Non-Teaching Staff.
- To verify whether the College has constituted i) Students Redressal Committee ii) Anti-Ragging Committee iii) Sexual Harassment Committee iv) Internal Complaint Committee v) Students Counselling Centre vi) Placement Officer
- Whether a separate facilities are made available for Men and Women students such as i) Separate Rest room ii) Common Room iii) Safety and Security Measures available such as CCTV, Sufficient Lights, Emergency exit etc.
- To monitor on the action taken on the complaints received from the University.
- To verify the reservation policy for the admission of the students and the appointment of faculty.
- To verify whether the Government order relating to reservation seats to SC/ST/MBC/BC is followed.

The Meeting of the Managing Body of the College is expected to conduct once in every three months in a year and it is mandatory to attend the meeting. At the end of the meeting you are requested to send the confidential note to the Vice Chancellor, about the progress made and any other points which you may wish to bring to the notice of the University. The Vice Chancellor will place such points as required before the Syndicate for advice and decision.

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The University Representative shall not, without specific approval of the Syndicate, commit himself/herself to any decision on the matters that are to be finally considered by the Syndicate. The Travelling Allowance and Halting allowance of the member for attending the meeting will be met by the Management of the College.

The receipt of this communication may kindly be acknowledged.


REGISTRAR

Copy to: The Principal, Thiruthangal Nadar College, Selavayal, Chennai – 600 051.