

TITUS II TEACHERS COLLEGE, TIRUVALLA



NOTICE (1/DNW, 2021-2022) LEADER INDUCTION PHASE 25 MAY 2021

Dear students,

For the smooth conduct of the academic, administrative and co-curricular activities of the college a few leaders from among your batch need to be selected. Each leader who takes up the role is to remain focused, collaborate with teachers and students alike and document each activity simultaneously without fail. Since the online mode continues to be the norm you are to take the initiative yourself by understanding your responsibilities and respond constructively to the posts mentioned below. All students will be inducted to some committee or the other but certain leaders are inevitable.

This arrangement is only till the university issues orders for constituting a new students' Union.

The leaders required are:

1. TWO PREFECTS (a male and a female)

Job Description:

- ∞ To oversee all activities.
- ∞ Assist in Academic and Administrative jobs(Student's voice in preparation of Academic calendar, timetable, evaluation modes, etc.)
- ∞ With adequate IT knowledge and communicative skill.

2. SECRETARY FOR MEDIA & DOCUMENTATION CLUB

Job Description:

- ∞ Good knowledge in computer applications
- ∞ Capture events whether online or onsite
- ∞ Update documents on the website, facebook, college youtube link, etc. on a regular basis
- ∞ Documenting skill in English on a regular basis
- ∞ Collaboration with Media world and Tech based Institutes for sharing of expertise

3. ASSOCIATION SECRETARIES OF EACH OPTIONAL SUBJECT (6 IN NUMBER)

Job Description:

- ∞ Plan and implement activities beyond the curriculum either for the optional classes alone, or for others and for the community
- ∞ Document the events on a regular basis
- ∞ Conduct activities @ one or two per month

4. SECRETARY FOR ARTS CLUB

Job Description:

- ∞ Arrange short art-integrated courses in this area @ 2 per year
- ∞ Conduct competitions at the inter & intra levels for any group of students or stakeholders
- ∞ Arrange innovative programmes for development of artistic talents, understanding of artistic difference, incorporate artistic culture through programmes
- ∞ Organize sessions/workshops for evaluating artistic talents
- ∞ Incorporate alumni and PTA in activities
- ∞ Plan for certain extension activities that benefit the society
- ∞ Build collaboration with Art institutes
- ∞ Activities not less than two per month. Etc.

5. SECRETARY FOR LITERARY & DEBATING SOCIETYJob Description:

- ∞ Arrange skill-based programmes, interview sessions, communicative competence enhancement drives, talks, etc.
- ∞ Activities & competitions for enhancing literary and oratorical skills
- ∞ Leadership in conducting college assembly online and onsite where news reading, thought for the day, etc. are done.
- ∞ Enhancing the Library reading ability of students, competitions too
- ∞ Extension activities: Book sharing drive for a specific period, Book contribution drive for all readers, etc
- ∞ Preparation of tutorials for evaluation of literary and oratorical skills
- ∞ Documenting everything systematically without being told
- ∞ Scope for involvement in TED talks etc
- ∞ Thinking of establishing link with the Alumni in this area

6. SECRETARY FOR SOCIAL SERVICE LEAGUEJob Description:

- ∞ Introducing all activities that develop social commitment, sense of responsibility in learners
- ∞ Conducting all extension activities in connection with social responsibility, care, compassion
- ∞ Initiation of Blood donors group, Covid counselling groups, etc
- ∞ Doing volunteering services with local bodies, visits to destitute homes, neighborhood visits, etc.
- ∞ Arranging talks, workshops, related to the present scenario, relevant talks, extending help to the needy on a regular basis,
- ∞ Preparing tutorials for school students about social responsibility, care for the elderly, etc.
- ∞ Arranging local or school tuition sessions for the downtrodden
- ∞ Distribution of usable clothes, books, etc for the needy
- ∞ Food distribution drive, collection of materials during disasters and sharing the same with the needy
- ∞ Adoption of poor schools, some local areas for sharing resources, etc
- ∞ Online activities when on site activities not possible.

- ∞ Activities @ 2 per month without fail

7. SECRETARY FOR SPORTS & RECREATION

Job Description:

- ∞ Activities & competitions to promote sports & games habit in all
- ∞ Sessions on how to use leisure time fruitfully
- ∞ Conduct of short term courses on yoga& meditation
- ∞ Arranging online events creatively for building physical, emotional and mental strength
- ∞ Sessions to introduce any stakeholder to the rules of the game
- ∞ Conducting quizzes related to latest events in sports and games
- ∞ Documenting the sessions with appropriate evidences
- ∞ Arranging talks on health development/diet/ Doctor's talk/ first aid/ etc
- ∞ Celebration of important sport's days/sports personalities, etc
- ∞ Chalking out activities for recreation...
- ∞ Covid management cell
- ∞ Activities @2 per month without fail

9. SECRETARY FOR MORAL AND RELIGIOUS ASSOCIATION

Job Description:

- ∞ Organizing Ethics class/ value based classes with speakers of all religious faith
- ∞ Celebration of festivals,
- ∞ Conducting classes on constitutional rights,
- ∞ Students taking initiative to introduce value based thoughts for five minutes on a daily basis either onsite or through some online platform
- ∞ Conducting prayer sessions for world peace, solutions to personal problems, etc either online or onsite
- ∞ Arranging symposiums, panel discussions, or seminars/webinars on faith matters
- ∞ Developing IT materials for school students to enhance value inculcation
- ∞ Arranging counselling sessions, talks, one-to one interactions
- ∞ Celebration of Onam, Christmas, and other festivals with all respect and gaiety
- ∞ Activities @ 2 per month

10. SECRETARY FOR NATURE CLUB

Job Description:

- ∞ Conduct all environmental based activities
- ∞ Build love for nature, farming, gardening, etc
- ∞ Conduct skill-based courses in such areas @ 1 per year
- ∞ Celebration of biodiversity, environment day, etc by arranging talks, discussions, etc
- ∞ Quizzes based on Environment, Disaster management, etc
- ∞ Networking with different organizations
- ∞ Making the campus plastic free, litter free,
- ∞ Inculcating such activities through video presentations, etc
- ∞ Activities @ 2 per month

11. SECRETARY FOR WOMEN'S CELL

Job Description:

- ∞ Chalking out women empowerment programmes/ talks/ interactions/ case discussions, etc
- ∞ Self-protection skills for ladies
- ∞ Self-help drives for single mothers or ladies in general
- ∞ Discussion of Gender issues
- ∞ Pre-marital counselling sessions
- ∞ Development of culinary skills
- ∞ Short term courses for women empowerment
- ∞ Extending services to the anganvadi groups
- ∞ Activities @2 per month

13. SECRETARY FOR DISCIPLINE COMMITTEE /ANTI-RAGGING CELL/ ANTI-NARCOTIC CELL

Job Description:

- ∞ Ensure appropriate professional behavior in classrooms/ campus/ outside
- ∞ Talks by advocates or social workers on the harms of ragging through both physical or e-world
- ∞ Awareness of health hazards and prevention of narcotics
- ∞ Periodical check in campus to ensure narcotic free campus
- ∞ Preventive action plan displayed as posters in the campus on a timely basis
- ∞ Documentation of events timely
- ∞ Extension activity to create awareness in students in campus or off campus either as videos, dramas, tableau, etc.
- ∞ Talks on Professional ethics/ behavior etiquettes/ etc
- ∞ Activities @ 2 per month

14. SECRETARY FOR GRIEVANCE REDRESSAL

Job Description:

- ∞ Identify issues related to academic or any difficulty
- ∞ Share issues with confidentiality
- ∞ Plan amicable solutions with the staff in-charge
- ∞ Have an enquiring and compassionate mind

15. SECRETARY FOR MAGAZINE CLUB

Job Description:

- ∞ Conduct courses and classes/sessions on article preparation, proof reading skills, plagiarism, error analysis, editing skills, e-magazine development, etc.
- ∞ Produce e-magazines or newsletters bi-monthly on the events or articles gathered by students
- ∞ Conduct competitions on Editorial writing, caption writing, as are related to magazine development
- ∞ (Identify issues, share with teachers, maintain confidentiality, chalk out amicable solutions related to everything)
- ∞ Arranging talks or interview sessions with writers online or onsite for students to benefit

- ∞ Extension activity: developing a short magazine for schools with their materials, volunteering for editing articles, encouraging such drives by students and awarding prizes, etc.
- ∞ Developing a college magazine incorporating all activities
- ∞ Activities @ 1 per month without fail

16. SECRETARY FOR EBSB CLUB

Job Description:

- ∞ Cultural exchanges between the specified State or any other State
- ∞ Activities/write-ups/ competitions with groups of different States on a one-o-one basis on any area of interest
- ∞ Documentation of the programmes either as e-magazine, e-file, etc.
- ∞ Resource sharing with teachers of different states
- ∞ Activity @ 1 per month without fail

Kindly Note:

The charge of the entire selection process is vested on the Coordinators of the Internal Quality Assurance Cell (IQAC) of the College; Dr. Sunila Thomas (Mob.9446267547) & Dr. Suramya Mathai (Mob. 9562413413). They shall give you the updates soon.

*The last date for receiving the final list is **29 May 2021**.*

*The Induction Ceremony is proposed to be scheduled for **31 May 2021**, with Prof. Titus Thomas as the Chief Guest as it marks the end of his official duty at College after 30 plus years of dedicated service to the Institution.*

**Anticipating a very cooperative group of Trail blazers for the upcoming years. God bless you. Identify your God-given abilities and take up the roles where you will do justice to all students and the community.*

Wishing you good luck

s/d

Principal

Dr. Anita Mathai