



# ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE

**(AUTONOMOUS)**

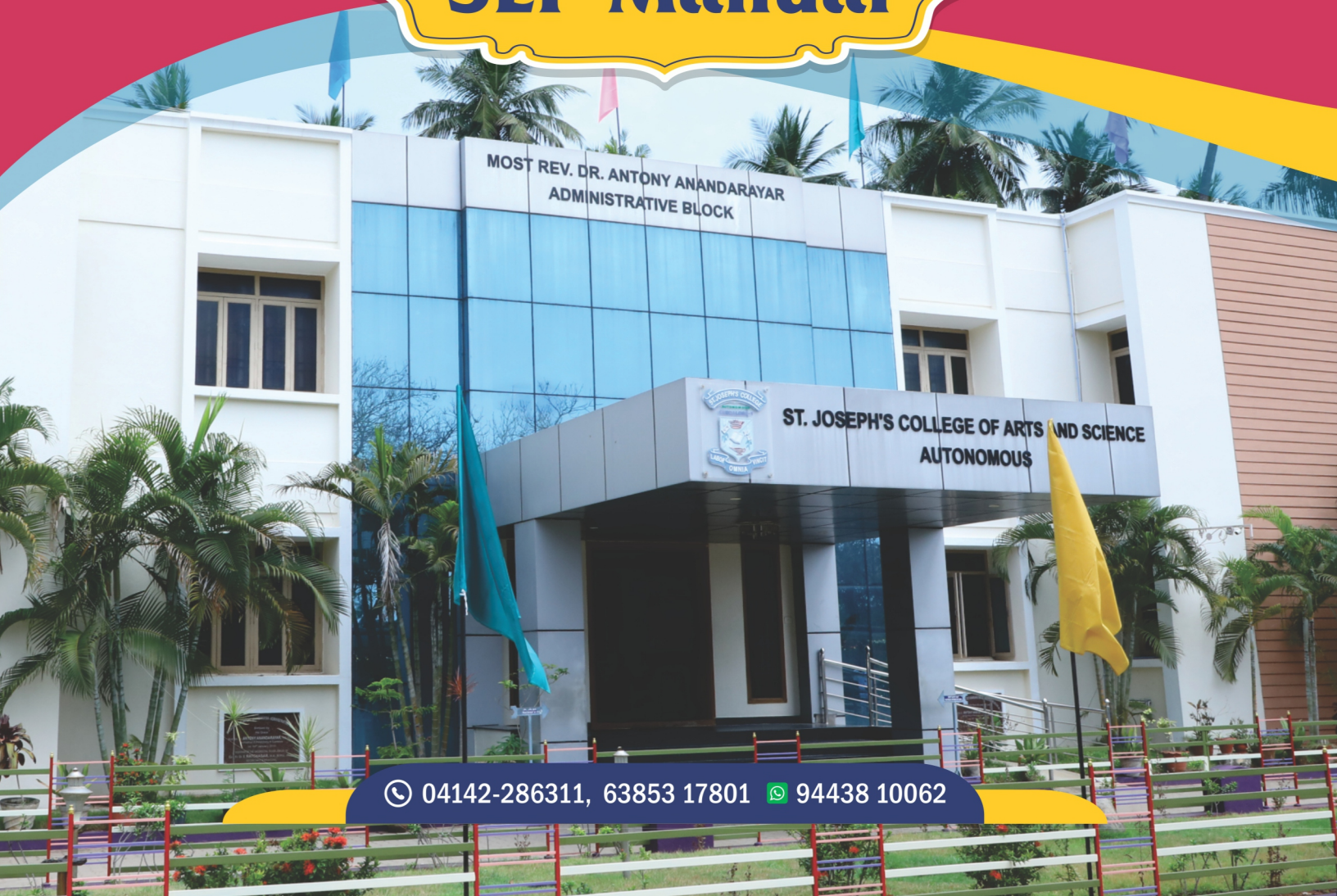
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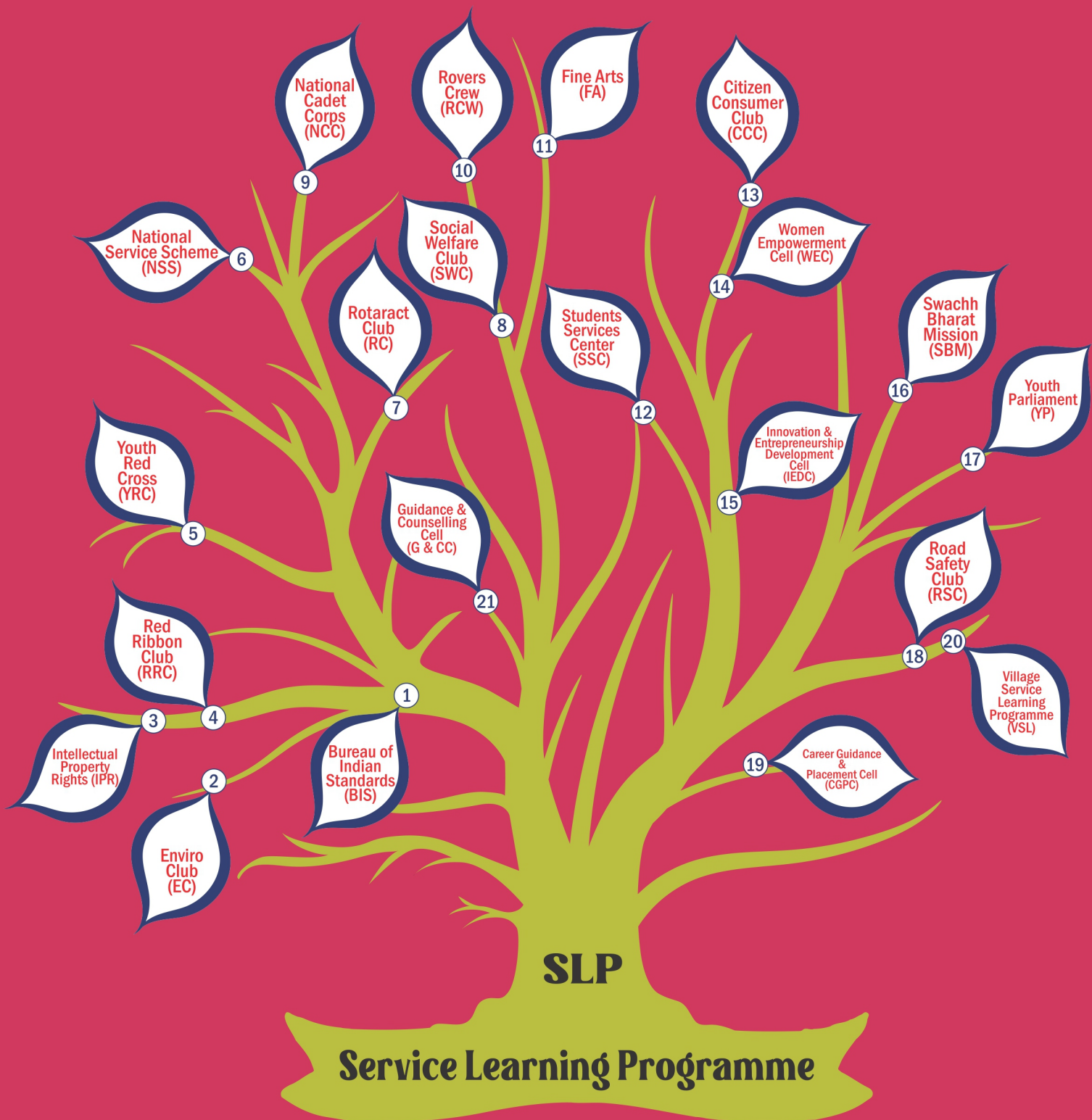
St. Joseph's College Road, Manjakuppam, Cuddalore – 607001

## SLP Manual



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**St. Joseph's College of Arts & Science**  
**(Autonomous)**  
**Cuddalore - 1**

**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE  
(AUTONOMOUS)  
CUDDALORE - 607001**



**SERVICE LEARNING PROGRAMME (SLP)**

**EXTENSION ACTIVITY MANUAL**





# **SERVICE LEARNING PROGRAMME (SLP)**

**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE  
(AUTONOMOUS) CUDDALORE - 607001**

## **Board of Editors**

### **Patron**

**Rev. Fr. Dr. M. Swaminathan,  
Secretary**

### **Chief editor**

**Rev. Fr. Dr. A. Alex, Director, SLP**

### **Editors**

**Mr. J. Durai Raj, Coordinator, SLP  
Dr. G. Bhuvaneswari, Assistant Coordinator, SLP  
Dr. A. Annammal, Advisor, SLP  
Mrs. R. Vishali, Staff Coordinator**

## **Foreword**

It gives great joy to present this record of our Institution's Service Learning Programme (SLP) which stands as a true testimony to our commitment to mould the student as a responsible citizen.

At our institution we believe that education is moving beyond the boundaries of the classroom. Through Service Learning Programme, our students not only gain valuable life skills but also develop empathy, leadership, and a spirit of service that will guide them throughout their lives.

The Service Learning Programme provides our young learners with an opportunity to touch lives, bring about positive change, and understand the diverse realities of our society. Every activity, whether it be environmental conservation, health awareness, rural development, or social welfare, is a step towards building a more compassionate and inclusive community.

I congratulate the SLP Director and Chief Editor, the board of editors, for bringing out such a valuable record in an excellent form.

I do appreciate all the club coordinators, faculty members, and students whose dedication and teamwork have made SLP initiatives successful. Let this student record be an inspiration for future batches to continue this noble mission with even greater enthusiasm.

May God bless all your endeavours and guide you to be instruments of love, peace, and service in the world.

**Rev. Fr. Dr. M. Swaminathan**

Secretary

St. Joseph's College of Arts & Science (Autonomous)

Cuddalore – 607001

## **Editor's Message**

The Service Learning Programme (SLP) acts like a footpath to know the way of living through learning. When a student moves out of the campus engaging in extension activities, he/ she not only experiences societal exposure but also develops a keen interest in stepping forward to give a helping hand to a person in need.

Every extension activity documented here depicts not only service but students' reflection on the society he / she lives in, social responsibility the student possesses, rules to be abided as a citizen, moral values to be held.

This document is a reminder of a welcoming change we strive together to inspire young minds to serve more for the community we live in.

I hereby thank Rev. Fr. Secretary, and the Management team for supporting us to bring out this student activity record note book.

I do acknowledge the hard work carried out by the board of editors and the club coordinators for being a pillar in taking this SLP initiative as a grand movement in the society.

I thank all the club members for their service in the society.

God bless you all.

**Rev. Fr. Dr. A. Alex**

SLP Director

St. Joseph's College of Arts & Science

(Autonomous)

Cuddalore – 607001



**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE  
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CUDDALORE - 607001  
SERVICE LEARNING PROGRAMME (SLP)**

**STUDENTS' ACTIVITY MANUAL FOR EXTENSION WORK**

**NAME :**

**ROLL NO. :**

**SHIFT :**

**DEPARTMENT :**

**MEMBERSHIP IN SLP :**

**DURATION :**

**MOBILE NO. :**

**E-MAIL ID :**

**DEPARTMENT SLP  
COORDINATOR'S NAME :**

**SLP UNIT / CLUB  
COORDINATOR'S NAME :**

# **Service Learning Programme – An Overview (Policy Document)**

## **Introduction**

SLP is a teaching approach that integrates students with the community, creating opportunities for the educational institution to teach students their social responsibility and empower communities through the outreach programme. St. Joseph's College of Arts & Science (Autonomous), Cuddalore, motivates the students' community to participate in community service and its development. All the extension activities are coordinated through the Service Learning Programme (SLP), which consists of a core committee, coordinators of supporting services or clubs, department level coordinators and a team of students. Shift I students take part in extension activities in the evening and Shift II students in the morning.

## **Aim**

To foster a sense of social responsibility among the students and to inspire them to dedicate their service to people in need.

## **Objectives**

- To nurture a sense of commitment and civic responsibility.
- To provide an opportunity for learning beyond the classroom.
- To promote learning through active participation in extension activities.
- To develop the leadership and teambuilding skills of the students.

## **Duties and Functions of SLP**

1. Planning, implementing, coordinating, monitoring, and documenting the extension activities annually.
2. Conducting a periodical meeting on a need basis to monitor, supervise, and evaluate the ongoing extension activities.
3. Linking and collaborating with the Government and Non-Government Organisations to ensure the smooth execution of the extension activities.
4. Signing Memorandum of Understanding (MoUs) with the Non-Government Organisations and social service clubs for professional support towards the implementation of extension activities.
5. Regulating and supporting the 'Village Adoption Programme'.
6. Designing the guidelines and requirements of the extension activities.
7. Facilitating the awarding of two credits to the students for their extension activities.

## **Duties of Supporting Service or Club Coordinators**

1. Selection of students every year for their respective supporting service or club.
2. Organising classroom orientation on their supporting service & coordinating all the activities stipulated by SLP.
3. Reporting the extension activities to the SLP office and documenting the same in their respective service club.

4. Maintenance of students' attendance records and facilitating the award of credits for students for their extension activities.
5. Motivating and enabling students to regularly engage in extension activities, thereby forming them to be responsible citizens.
6. Conducting Periodic Review Meeting among students, where their feedback and suggestions are forwarded to the SLP office.

### **General Guidelines**

1. Each student is required to spend 60 hours working to earn two credits for the extension activities.
2. The Student must maintain discipline and demonstrate moral credibility during visits to villages, organisations, and while undertaking programmes. If a student misbehaves, exhibits an improper attitude, or disrupts the functioning of any activity, they will face disciplinary action enforced by the College Disciplinary Committee.
3. Students are required to complete their extension activity and submit a consolidated report in the prescribed format, after obtaining the signature of the coordinator of the concerned supporting service, countersigned by their HOD, by the end of the fourth Semester. Two credits are awarded to the students for the extension activities.
4. If the Student fails to complete their extension activities, they will not receive the credits. However, such a candidate is advised to complete the work by approaching the coordinator of the concerned supporting service and finish within the stipulated time. They can then receive credits after submitting the report to the class teacher at the end of the 6<sup>th</sup> Semester.
5. The coordinator of supporting service is asked to document the report of extension activities systematically done by each Student in the fourth semester and keep them in their own Department or office for future reference.
6. The Student is expected to maintain the Activity manual for recording all the extension activities carried out by them during studies. If the Student misses the manual, they are to obtain a duplicate manual from the SLP office.

### **Responsibilities of Students**

1. Each Student is obliged by the general guidelines given by their supporting service or club.
2. The Student needs to be in regular contact with the coordinator for the successful completion of extension activities.
3. Students must focus on improving their leadership, communication, time-management skills, and familiarize themselves with social problems and methods of engaging in social service.
4. The Student needs to meet with the coordinator of the supporting service to obtain attendance for their work in the Student's Attendance Record.
5. The Student must fulfil all the requirements of extension activities for the award of 2 credits.



## **College Council Administrators**

### **Chief Patron**

Rev. Fr. Dr. M. Swaminathan, Secretary

### **Patrons**

Dr. M. Arumai Selvam, Principal

Dr. J. Jon Arockiaraj, Senior Vice-Principal

Rev. Fr. Dr. S. Xavier, Controller of Examinations

Rev. Fr. Dr. A. Alex, Dean of Studies

Rev. Fr. Dr. S. Charles Edison, Director of Sports & Media

Dr. I. Savarimuthu,

Vice Principal, Students' Welfare (Shift – I)

Dr. R. Vidhya,

Vice Principal, Students' Welfare (Shift – II)

Dr. P. James Mary,

Vice Principal, Students' Discipline (Shift – II)

### **SLP Team**

#### **Director**

Rev. Fr. Dr. A. Alex, Head, Dept. of BBM and BBA (CA)

#### **Chief Coordinator**

Mr. J. Durai Raj, Head, PG Dept. of Social Work

#### **Assistant Coordinator**

Dr. G. Bhuvaneshwari, Assistant Professor, Dept. of BBM

#### **SLP Advisor**

Dr. A. Annammal, Assistant Professor, Dept. of Tamil

#### **Staff Coordinator**

Mrs. R. Vishali, Assistant Professor, PG Dept. of Social Work

### List of Clubs under Service Learning Programme (SLP)

S. No.	Name of the Supporting Service Club	Coordinators
1.	National Service Scheme (NSS)	Dr. L. Santhana Raj Mr. A. Pradhap Dr. T. Sheela
2.	National Cadet Corps (NCC)	Mr. J. John Robert
3.	Youth Red Cross (YRC)	Dr. A. Rajesh Dr. S. Sangeetha Margreat
4.	Red Ribbon Club (RRC)	Mrs. T. Shalini Dr. G. Bhuvaneswari
5.	Rotaract Club (RC)	Dr. A. R. Johnson Durai Dr. C. Devi Syamala Mary
6.	Social Welfare Club (SWC)	Mr. C. Justin Marshall Dr. R. Aruna Kirithika
7.	Rovers Crew (RCW)	Dr. J. Robert Adaikalaraj
8.	Fine Arts (FA)	Mr. A. Albert Ravi Dr. S. Umamageswari
9.	Enviro Club (EC)	Dr. P. Thenmozhi Dr. T. Ganesh Kumar
10.	Citizen Consumer Club (CCC)	Dr. K. Shagirtha Dr. M. Monika
11.	Women Empowerment Cell (WEC)	Dr. P. James Mary Dr. X. Ann Lanka Jeyadharshini
12.	Swachh Bharat Mission (SBM)	Dr. R. Rajkumar Ms. W. Angel
13.	Youth Parliament (YP)	Dr. M. A. Mary Mr. P. Malaizarasan
14.	Road Safety Club (RSC)	Dr. A. Johnbosco Dr. R. Padma Priya
15.	Village Service Learning Programme (VSL)	Rev. Fr. Dr. A. Alex Mr. J. Durai Raj Dr. A. Annammal Dr. G. Bhuvaneswari Mrs. R. Vishali
16.	Guidance & Counselling Cell (G & CC)	Dr. E. Ruby Violet Rani
17.	Bureau of Indian Standards (BIS)	Dr. D. John Milton Dr. S. Megala
18.	Intellectual Property Rights (IPR)	Dr. S. Sebastian
19.	Career Guidance & Placement Cell (CGPC)	Rev. Fr. Dr. A. Alex Mr. A. Jafarson
20.	Innovation & Entrepreneurship Development Cell (IEDC)	Rev. Fr. Dr. A. Alex Mr. A. Jafarson
21.	Students Services Center (SSC)	Rev. Fr. Dr. A. Alex Mr. J. Durai Raj

## Department Level SLP Coordinators

S. No.	Name of the Department	Coordinators
1.	Tamil	Mrs. K. Latha (Shift II)
2.	English	Mrs. T. Shalini (Shift – I & Shift – II)
3.	Maths	Ms. M. Kalaimathi (Shift – I & Shift – II)
4.	Physics	Dr. E. Elayakumar (Shift – I & Shift – II)
5.	Chemistry	Mr. S. Richard Rajkumar (Shift – I) Dr. C. Adaikalraj (Shift – II)
6.	Biochemistry	Mr. J. John Robert, Asst. Professor (Shift I) Mrs. S. Seethalakshmi (Shift – II)
7.	Microbiology	Dr. R. Krishnan (Shift – I) Dr. S. Megala (Shift – II)
8.	Zoology	Dr. S. Pravina Mary (Shift – I & Shift –II)
9.	Computer Science	Dr. J. Jeyapal (Shift – I) Dr. V. Sudha (Shift - II)
10.	Computer Application	Mr. C. Justin Marshal (Shift – I) Mrs. K. Padmavathi (Shift – II)
11.	Commerce	Dr. M. John Bosco (Shift – I & Shift – II)
12.	Bank Management	Dr. G. Bhuvaneswari (Shift - I & Shift – II)
13.	Business Administration	Dr. A. Anthoniammal (Shift – I & Shift - II)
14.	History	Mr. Jeyaraj (Shift I)



## **Service Learning Programme (SLP)**

Service Learning Programme (SLP) facilitates and coordinates the overall functioning of the extension programme of our institution. SLP extends ideas, values, and principles by being a catalyst between faculty and student communities of various departments and supporting services. SLP aspires to impart moral and human values along with training in social service, while carrying out the extension activities.

### **Vision :**

To make the students globally and socially responsible citizens.

### **Mission :**

To foster a helping mindset in young people towards the underprivileged Society.

### **Values :**

Inculcation of moral values such as truth, righteousness, peace, love, non-violence, scientific temper, citizenship values, and life skills is imparted during the extension program to students to serve the Society.

### **Goal :**

To bring about social, cultural, and economic empowerment in communities for sustainable development.

### **Objectives :**

- i. To make students more responsible towards serving the deprived.
- ii. To create awareness among rural people and facilitate empowerment.
- iii. To instill team building skills in the students' service clubs.

## **Clubs under Service Learning Programme (SLP)**

### **1. NATIONAL SERVICE SCHEME (NSS)**

National Service Scheme (NSS) is a noble experiment in the academic work of colleges. It instills the spirit of voluntary work among students and teachers through sustained community interactions. They perform something positive during their work in NSS units, bringing our academic institution closer to Society. National Service Scheme (NSS) was introduced in 1969 with the primary objective of developing the personality and character of student youth through voluntary community service. 'Education through service' is the purpose of NSS, reflecting its ideological orientation.

#### **Vision**

To build the youth with the mind and spirit to serve Society and work for the social uplift of the downtrodden masses of our nation as a movement.

#### **Mission**

The National Service Scheme has been functioning with the motto 'NOT ME BUT YOU' aiming to inspire the youth in serving the people, thus promoting Education through Community Service and Community Service through Education.

#### **Activities of the Club**

- Disaster Relief Activities
- Blood Donation Camps
- Cyber Crime Awareness Programme
- Tree Plantation
- Parade for Independence and Republic Day
- AIDS Awareness Programme
- Polio Awareness Programme
- Medical Camps
- Rally

### **2. NATIONAL CADET CORPS (NCC)**

St. Joseph's College of Arts & Science, Cuddalore, gleams with Division II 5(TN) Naval Unit NCC (Division II) Cuddalore. The unit was inaugurated by the commanding officer, Commander S. Murali, and by then Rev. Father Principal and Secretary A. J. Lawrence on 28th November 2005 with 33 senior division (SD boys) and 17 senior wing (SW girls) cadets. In 2011 Lt. J. John Robert took charge of Division II as an Associate NCC Official. It has been very vibrant with activities such as Boat pulling, Firing, Ship modelling, Semaphore, Drill, Rigging, First Aid, Adventure activities like sailing, Kayaking, and Wind Surfing, as well as cultural events. With the blessings of the present Secretary, Rev. Fr. Dr. M. Swaminathan, the unit continues to be a paradigm.

## **Vision**

To develop Character, Comradeship, Discipline, Leadership, a Secular Outlook, Spirit of Adventure, and ideals of Selfless Service among the youth of the country, and to motivate cadets centred in the Armed Forces

## **Mission**

To develop resourceful, responsible, resilient, loyal leaders and team players through fun and challenging military-related activities

## **Activities of the Club**

- Boat Pulling - Sailing
- Ship Modelling
- Swimming
- Communication- Semaphore, Morse code
- Map reading
- Drill
- Kayak
- Wheeler Rigging
- Cultural
- Trend Pitching
- Social Service Activities
- Disaster Management Activities

## **3. YOUTH RED CROSS (YRC)**

The Youth Red Cross Organisation was started at the college in 2003. The YRC functions with the motto “to serve.” The volunteers help the differently abled, orphans, elderly people, those affected by HIV, literacy, pollution control, global warming, and traffic regulations. They are trained for first aid and voluntary blood donation throughout the district.

## **Vision**

To ensure the understanding and acceptance of civic and human responsibilities. To offer first aid training to all the YRC volunteers. To promote voluntary blood donation among the youth.

## **Mission**

To promote Health & Hygiene and Service to the deserving in society.

## **Activities of the Club**

- Awareness Programme
- Disaster Management Programme
- Flood Relief Work
- First Aid Training Camp



- Rally
- Road Safety Programme
- Traffic Regulation Programme
- Visit Orphanage & Old Age Home
- YRC Day Celebration

#### **4. RED RIBBON CLUB (RRC)**

The Red Ribbon Club is a Voluntary intervention Programme for Students implemented through multi–sectoral collaboration in educational institutions. It aims to utilize the potential of the youth by equipping them to create basic awareness regarding HIV/AIDS.

##### **Vision**

To spread the message on positive health behaviour

##### **Mission**

To motivate the spirit of the Student to help and support people living with HIV/AIDS.

##### **Activities of the Club**

- To promote Voluntary Blood Donation
- HIV/AIDS Awareness Programme in villages, coastal areas, and urban areas.
- Drug Awareness Programmes
- Tuberculosis related Programmes
- Conducting lectures and seminars on Health

#### **5. ROTARACT CLUB**

The Rotaract club brings together people 18 years and above to exchange ideas with leaders in the community, develop leadership and professional skills, and have fun through service. In Communities Worldwide, Rotary and Rotaract members work side by side to take action through service.

##### **Vision**

To exchange ideas with leaders in the community, develop leadership and professional skills, and have fun through service. In communities worldwide, Rotaract members work side by side to take action through service.

##### **Mission**

To improve the Leadership Quality of the Students through Social Service sponsored by the Rotary Club of Cuddalore. An International College based organisation empowering youth through action.

##### **Activities of the Club**

- Eye Donation Programme
- Mother's Feeding Awareness Seminar

- Personality Development Programme
- Blood Donation Programme
- Eye Check-up Camp
- Leadership Training Programme
- Education Awareness Rally
- Government Hospital Project
- Scribing
- Children's Day Celebration

## **6. SOCIAL WELFARE CLUB (SWC)**

The Social Welfare Club started functioning in 2017. The members of this club are enrolled purely voluntarily from both Shift I and Shift II based on their interests in serving society. SWC helps members learn to respect people and to understand their responsibilities to serve the community.

### **Vision**

To instill values such as helping those in need, humility, empathy, and generosity in the minds of the members.

### **Mission**

To improve the literacy rate among the rural children of Cuddalore District, creating awareness on cleanliness, harmful effects of using plastics, and prevention techniques for seasonal diseases.

### **Activities of the Club**

- Empowering the rural youth by making them socially sensitive
- Organising Health Awareness Programme
- Village Cleaning Programme
- Imparting Education to Underprivileged Students
- Beach Cleaning
- Engaging and entertaining children with intellectual disabilities, adults, and older people.

## **7. ROVERS CREW**

Roving in St. Joseph's College of Arts & Science (Autonomous), Manjakuppam, Cuddalore, emerged in 2017, under the auspices of The Bharat Scouts & Guides, a non-political, educational movement for youth. Its main aim is to encourage the physical, intellectual, spiritual, social and emotional development of the members in the Rovers Crew.

## **Vision**

To ensure the holistic development of students by providing mental, moral, and physical training to build discipline and character while instilling in them the ideal of service to community and country.

## **Mission**

The Mission of Scouting is to contribute to the Education of Young People, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled individuals to play a constructive role in society.

## **Activities of the Club**

- Provide Service to the Community.
- Provide Service to the Scout Movement.
- Develop as individuals by expanding one's range of skills.
- Enjoy Fellowship, Social, and Cultural activities.

## **8. FINE ARTS**

Students can showcase their skills and talents by participating in the cultural programmes of the college. They are encouraged to participate in inter-collegiate competitions to develop their abilities, such as dance, singing, mime, skit, etc.

## **Vision**

To develop the students into artistic and creative individuals.

## **Mission**

To develop the latent skills and talents of young minds.

## **Activities of the club**

- To participate in all the internal cultural activities.
- To participate in inter-College cultural competitions Organised by other colleges.
- To perform cultural programmes in Government-based programmes (Book Fair, Kodaivizha, Independence Day, Republic Day)

## **9. ENVIRO CLUB**

The Enviro Club of St. Joseph's College of Arts and Science (Autonomous), Cuddalore, focuses on maintaining a clean and green environment. Equally, we impart environmental cleanliness and awareness to students at large with a broader objective of sustaining a healthier environment at the household and village level. To achieve this goal, we undertake a variety of activities within the campus with the active participation of students.

## **Vision**

To raise social awareness about environmental issues and change students' attitudes towards the environment by encouraging their active participation in the club's activities.

## **Mission**

To educate about issues relating to the environment. The club focuses on Education, community service, and raising environmental awareness.

## **Activities of the Club**

- Giving lectures, poster presentations, and seminars to help students understand and adopt a green mind set.
- Promoting a Zero waste Management system.
- Following the Reduce – Reuse – Recycle methods.
- Use of disposable Plastics is banned in line with the Government Guidelines.
- Maintaining greenery on the campus for a sustainable ambience.
- Following Waste segregation & Disposal Method.
- A Green audit is conducted at regular intervals, and suggestions made towards creating a green campus are implemented.
- Restricted entry of automobiles, promoting the use of bicycles, and reducing carbon footprint inside and outside the campus.
- Activities regarding the conservation of natural water bodies in Cuddalore District.
- Water Quality Management activities.

## **10. CITIZEN CONSUMER CLUB (CCC)**

Citizen Consumer Club was started during the academic year 2009. The main aim of the club is to raise awareness about consumer rights and consumer responsibilities among the club members and the society.

## **Vision**

To equip students with knowledge of consumer rights and facilitate their exercise of responsibilities as consumers in society.

## **Mission**

To educate the students about the Consumer Responsibilities, Consumer Rights, Legal Issues, and Legal Aid

## **Activities of the Club**

- Orientation Programme
- Seminars
- Debates
- Rally

- Poster Presentation
- Visit the Village to get & give awareness to the society
- Spreading awareness about consumer rights among all consumer segments and to help consumers get justice when affected

## **11. WOMEN EMPOWERMENT CELL (WEC)**

The Women Empowerment Cell was formed to empower the women students of our college, to inculcate leadership qualities and instill self confidence in them. The students (women) can approach the cell to voice any grievances or address issues they might face as women. As part of the Women Empowerment Cell, the Women Grievance Redressal Cell addresses issues related to women's grievances.

### **Vision**

To inspire and enrich women's lives and experience, and to empower them to reach their full potential in health, wellbeing, education, learning, and social inclusion.

### **Mission**

To help girls gain knowledge of their rights and privileges, thereby boosting their courage and confidence to overcome all obstacles in life.

### **Activities of the Club**

- Organising guest lectures on women related issues.
- Conducting competitions to awaken the hidden talents of the girls.
- International Women's Day celebration.
- Organising an entrepreneurship development programme

## **12. SWACHH BHARAT MISSION (SBM)**

The Swachh Bharat Mission was launched by the Prime Minister of India, Narendra Modi, on 2 October 2014 at Rashtrapati Bhavan to make India clean. The Swachh Bharat Mission of St. Joseph's College of Arts and Science (Autonomous) was initiated in the academic year 2018 – 2019 with Internships and Extension Activities. The Mission was brought under the Service Learning Programme and was recognized as a separate Club from the academic year 2022-2023.

### **Vision**

It seeks to improve the level of cleanliness in rural areas through Solid, Liquid Waste Management activities and making Gram Panchayats Open Defecation Free (ODF), clean and sanitised.

### **Mission**

The Mission aims to achieve sanitation coverage and provide all rural families with a toilet.



### **Activities of the club**

The Programme includes the elimination of open defecation, conversion of unsanitary toilets into flush toilets, eradication of manual scavenging, municipal solid waste management, and bringing about a behavioural change in people regarding healthy sanitation practices.

### **13. YOUTH PARLIAMENT**

To give shape to the Prime Minister's Vision of Organising Youth Parliaments in all parts of the country, the Ministry of Parliamentary Affairs has developed a web portal on Youth Parliament to spread the spirit of democracy to every nook and corner of the country. To create a democratic ethos among the younger generation, the Ministry of Parliamentary Affairs has been implementing the Youth Parliament programme since 1966 in schools and colleges. A web portal on the National Youth Parliament Scheme aims to bring all the educational institutions of the country under the ambit of the National Youth Parliament Scheme.

#### **Vision**

To strengthen the roots of democracy and inculcate healthy habits of discipline and tolerance among the student community

#### **Mission**

To create awareness among students regarding the current social issues and to make them familiar with the practices and procedures of the parliament.

### **Activities of the Club**

Activities of this club include facilitating students' active participation in strengthening the roots of democracy and inculcating in them the healthy habits of discipline and tolerance. Students participate in Neighbourhood Youth Parliament Programmes. They are encouraged to participate in debates related to topics of social concern. Discussions are conducted to create awareness among students on prevailing social issues. Students participate in various service programmes to commemorate National and International days of Importance.

### **14. ROAD SAFETY CLUB**

The Road Safety Club aims to promote road safety awareness among students and reduce accidents. It focuses on educating the students about road safety rules and responsible driving behaviour through awareness campaigns and workshops. Ensuring students are aware of pedestrian path usage, Traffic rules obedience, and how to handle a First aid kit in any emergency

#### **Vision**

To create a responsible community that values life by fostering a culture of road safety, awareness, and responsible citizenship.

## **Mission**

To build a safer society by inspiring individuals to adopt responsible road behavior through education, engagement, and collaborative action.

### **Activities of the club**

- Road Safety Awareness Programme
- Helmet Awareness Rally
- Pedestrian Usage Educational Programmes
- Traffic Signs Awareness Programme
- How to Prevent Accidents Awareness Programmes
- First Aid Awareness Programmes

## **15. VILLAGE SERVICE LEARNING (VSL)**

The Village Service Learning Programme was established to organise the college's extension activities. It prepares an annual plan comprising various activities and programmes that each Department will carry out to benefit society and support student development. It also initiates academically oriented activities, such as guest lectures, seminars, and conferences, to equip students with knowledge of various techniques, strategies, and models for serving humanity.

## **Vision**

Enabling students to be socially responsible and sensitive to the needs of those in society who are less fortunate.

## **Mission**

To sensitise students to the living conditions of vulnerable groups and enable them to engage in social development activities through teamwork, coordination, and networking.

### **Activities**

- Adoption of Villages
- Orientation Class about the Village Service-Learning Programme
- Observation Visit to GH, NGO, Elder People Home & Social Service Organisations.
- Social Awareness Creation Programme
- Conducting a Medical camp
- Motivating Programme for the People
- Environment Cleaning/ Village Cleaning/ Public Places Cleaning Drive
- Medicinal Garden plantation
- Celebration of important days
- Conducting Sports & Competitions
- Motivational Skit, Drama, Mime, Song, Human Chain, Rally, Chart Presentation

- National or International Conference

## **16. GUIDANCE AND COUNSELING CELL**

The Department of Psychology runs a Guidance and Counseling Cell. The students' details regarding personal and family history are collected from each Student, and a record is maintained under a separate file for each Department. The fundamental ethics of counseling is based on confidence, which is established by promising complete secrecy about the discussion between the counsellor and the counselee. The service aims to foster a relationship between the counsellor and students, facilitating optimal educational, personal, and social adjustment development when they struggle to cope with the complexities of social life.

### **Vision**

The Guidance and Counseling cell facilitates the development of skills for learning, working, living, and contributing to the community.

### **Mission**

The Mission is to guide students in such a way as to bring about voluntary behaviour change and to lead a dignified life in Society.

### **Activities of the Club**

- Group counselling
  - Motivation for freshers
  - Awareness of problems faced by youth and ways to overcome them
  - Learning and memory techniques for slow learners
  - Harmful effects of gadgets
  - Preventing substance abuse and improving mental health among adolescents
- Therapies and exercise for the students
  - Catharsis therapy
  - Behaviour modification techniques
  - Diversion techniques
  - Aversion therapy
  - Positive self-talk technique
  - Enhancement of concentration through exercise
  - Self-Analysis

## **17. BUREAU OF INDIAN STANDARDS (BIS)**

BIS is the National Standard Body of India established under the BIS Act 2016 for the Harmonious development of the activities of standardisation, marking, and quality certification of goods and matters connected therewith or incidental thereto. The Club will conduct a range of programmes that engage students, offering them opportunities to explore

creativity on the themes of quality and standardization. The activities may be undertaken within the institution and outside as standalone programmes or part of other programmes of the institution, such as Annual Day, Exhibition, and Teacher's Day.

### **Vision**

To establish and enforce standards for products and services to ensure quality and safety.

### **Mission**

To create awareness and promote compliance with Indian standards at the grassroots level

### **Activities of the Club**

- Essay writing competitions
- Quiz competitions
- Debates, poster making
- Exposure visits to laboratories & Industrial units, and more.

## **18. INTELLECTUAL PROPERTY RIGHTS (IPR-CELL)**

The purpose of the Intellectual Property Rights Cell is to smooth the progress, encourage, and safeguard scientific investigation, research pursuits, and the academic freedom of the faculty, researchers, and students. The cell supports students, research scholars, and faculty members in our college who wish to apply for patents and copyrights.

### **Vision**

Intellectual Property Rights Cell stimulates creativity and innovation for the benefit of all.

### **Mission**

To create an impact on the benefits of Intellectual Property Rights to society.

### **Activities of the Club**

- Raise awareness about the benefits of IPR among college students, encourage them to convert their creations into products, and register these products in their name at the IPR office.
- Create an awareness programme on IPR in the nearby schools and colleges.
- Prepare Lab manuals for each Department, with permission from the Secretary and various department heads.

## **19. CAREER GUIDANCE AND PLACEMENT CELL**

Placement Cell is an integral part of our institution. Training activities are Organised throughout the year to prepare prospective students for the campus selection programmes.

Established in 1998, it was restructured in 2003-04 to empower the students' community by providing training and securing part-time or full-time jobs. The objective of the placement cell is to encourage students to participate in internships and become aware of the professional requirements of employers. It is through internships and corporate training programmes that students learn about the working culture of companies and gain a more mature understanding of employer needs. A blend of workshops, awareness programmes, and technical training during their course of study makes the students an ideal candidate suitable for employment and service to the nation.

### **Vision**

To provide placement opportunities for the students in reputed Organisations.

### **Mission**

To bring out the hidden talent of the students and train the students to find their footing in the economic world.

### **Activities of Placement Cell**

Ever since its inception, the cell has been conducting various programmes aimed at developing and exhibiting the oratory skills, leadership qualities, creativity, and cognitive abilities of the students. It proves to be extremely useful to the students and enables them to shed their inhibitions and boost their self-confidence. It plays a vital role in honing the soft skills of the students and thus facilitating them towards securing placement offers through campus recruitment programmes.

## **20. INNOVATION ENTREPRENEURSHIP AND DEVELOPMENT CELL (IEDC)**

The Innovation and Entrepreneurship Development Cell aims to foster an entrepreneurial culture within our institute by promoting innovation-driven entrepreneurship through student projects. The IEDC creates awareness about entrepreneurship as a viable alternative career and conducts activities such as project idea competitions, awareness programs, and expert talks to achieve this goal.

### **Vision**

To produce successful entrepreneurs imbued with innovative skills and ethical business practices, contributing to the development of society and the growth of the nation.

### **Mission**

To catalyse and promote the development of science and technology and knowledge-based enterprises, and promote employment opportunities in the innovative areas.

### **Activities of the Club**

- Seminars
- Workshop
- Industrial Visits
- Food Fest
- Interaction with young entrepreneurs
- Extracurricular Competitions
- Practical Socialization.

## **21. STUDENTS SERVICES CENTER (SSC)**

It is a vital initiative aimed at promoting the holistic development and wellbeing of students. It provides a nurturing environment for students to voice concerns, seek guidance, and gain life skills essential for future success. Psycho-social support is offered to the students. The club emphasises the development of leadership qualities, confidence-building, and emotional resilience among students. Through its activities, the club empowers students to become responsible citizens and lifelong learners.

### **Vision**

To create an inclusive, supportive, and empowering environment where every student thrives academically, emotionally, and socially, fostering holistic growth and lifelong learning.

### **Mission**

To deliver comprehensive support services that address academic, personal, and career enhancement. To enhance access to mentoring, skill-building, and counselling opportunities.

To ensure a student-first approach by actively listening, engaging, and uplifting every learner.

### **Activities**

- Workshops
- Seminars
- Yoga & Meditation sessions
- Knowledge Enrichment Programmes
- Psycho Social Support



# **SLP ORIENTATION COURSE**

## **SLP Syllabus**

**Course Credits: 2**

**Hours: 60**

### **Course Objectives**

1. To provide experiential learning opportunities through exposure to rural and marginalised communities.
2. To instil service-mindedness, social ethics, and the spirit of universal brotherhood among students.
3. To develop students' interpersonal and communication skills for community engagement.
4. To promote awareness of the needs and challenges faced by vulnerable populations.
5. To train students in planning and implementing socially impactful extension and outreach activities.

### **Unit I: Introduction**

(Theory)

Service Learning Programme – Its Definition, Fundamental Principles, and History of Service Learning. History of SLP at St. Joseph's College. Roles and Responsibilities in Service Learning. Overview of the SLP Club: Vision, Mission, History, and Regular Activities.

### **Unit II: Understanding Social Service and Community**

(Theory)

Social Service: Concept, Meaning, Importance, Need & its Significance. Community: Meaning, Characteristics, Types of Community – Rural, Tribal, Vulnerable people in the Society – Women, Children, Aged, Transgender, Widows. Service to the people in need: Old Age Home, Home for the differently abled, Special School, Orphanages, Tribal people.

### **Unit III: Orientation to Social Responsibility**

(Practice)

Role of Eminent Social Workers and Change Agents. Social Responsibility: Concepts, Values, Importance during Disasters and Calamities. Fundraising for Social Causes. Awareness Creation: Health, Education, Disaster Preparedness, Environmental Protection.

## **Unit IV: Extension Activities**

### **(Practice)**

Conduct of Awareness Campaigns on: Health and Hygiene, Mental & Physical Health, HIV/AIDS, Drug Abuse, Polio. Gender Equality, Women Empowerment, Sensitisation. Care for the Elderly and Differently Abled. Human Trafficking, Global Warming. Voluntary Participation in Charity-Based Work. Digital Inclusion: Basic Computer Literacy Programs

## **Unit V: Tools & Techniques for Community Engagement**

### **(Practice)**

Group Project, Street Play, Mime, Poster Presentation, Folk Arts, Door-to-Door sensitisation,

Demonstration, Lecturing, Camp, Human Chain, Rally, Survey.

## **Course Outcomes**

1. Demonstrate empathy, social responsibility, and ethical values in community-based activities.
2. Identify and analyse community issues and contribute meaningfully through social interventions.
3. Apply knowledge and skills to Organise and participate in awareness programmes and outreach initiatives.
4. Engage effectively with various social groups and develop teamwork, leadership, and communication abilities.
5. Design and execute service-oriented projects using participatory methods and creative tools.

## **References**

1. Bringle, R. G., & Hatcher, J. A. (1996). *Implementing service learning in higher Education*. *Journal of Higher Education*, 67(2), 221–239. <https://doi.org/10.2307/2943981>
2. Eyler, J., Giles, D. E., & Schmiede, A. (1996). *A practitioner's guide to reflection in service-learning: Student voices & reflections*. Vanderbilt University.
3. National Service Scheme (NSS). (2016). *Manual for Programme Officers*. Ministry of Youth Affairs and Sports, Government of India. <https://nss.gov.in/>
4. Jacoby, B. (2015). *Service-learning essentials: Questions, answers, and lessons learned*. Jossey-Bass.
5. Kolb, D. A. (1984). *Experiential learning: Experience as the source of learning and development*. Prentice Hall.

### Distribution of Hours for Extension Activities

Semester	Hours	No. of Activities	Activities to be initiated
I	15	3	Orientation Session
II	15	3	Invited Lecture / Seminar
III	15	3	Extension Activities in the Adopted Villages, Public Places & so on
IV	15	3	
<b>Total</b>	<b>60</b>	<b>12</b>	

## ORIENTATION SESSION – 1

Academic Year : Date :

Time : Venue :

Title of the Session :

Name of the Resource Person :

1. Description of the Session :

2. Knowledge and values gained :

3. Learning from the session :

4. Suggestions and Feedback :

Signature of the student

Faculty In charge

## ORIENTATION SESSION – 2

Academic Year : Date :

Time : Venue :

Title of the Session :

Name of the Resource Person :

1. Description about of the Session:

2. Knowledge and values gained :

3. Learning from the session :

4. Suggestions and Feedback :

Signature of the student

Faculty In charge

## ORIENTATION SESSION – 3

Academic Year : Date :

Time : Venue :

Title of the Session :

Name of the Resource Person :

1. Description about of the Session:

2. Knowledge and values gained :

3. Learning from the session :

4. Suggestions and Feedback :

Signature of the student

Faculty In charge



## INVITED LECTURE 1 / SEMINAR 1

Academic Year : Date :

Time : Venue :

Title of the Session :

Name of the Resource Person :

1. Description about of the Session:

2. Knowledge and values gained :

3. Learning from the session :

4. Suggestions and Feedback :

Signature of the student

Faculty In charge

## INVITED LECTURE 2 / SEMINAR 2

Academic Year : Date :

Time : Venue :

Title of the Session :

Name of the Resource Person :

1. Description about of the Session:

2. Knowledge and values gained :

3. Learning from the session :

4. Suggestions and Feedback :

Signature of the student

Faculty In charge

## INVITED LECTURE 3 / SEMINAR 3

Academic Year : Date :

Time : Venue :

Title of the Session :

Name of the Resource Person :

1. Description about of the Session:

2. Knowledge and values gained :

3. Learning from the session :

4. Suggestions and Feedback :

Signature of the student

Faculty In charge

## EXTENSION ACTIVITY – 1

Academic Year :

Date :

Time :

Venue :

1. Title of the Programme :
2. No. of Students involved :
3. Name of Faculty Coordinated :
4. Activities Carried Out :

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5. Skills acquired:

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6. Share about your Experience:

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Affix Geo-tagged photo

Signature of the student

Signature of the Faculty

## EXTENSION ACTIVITY – 2

Academic Year :

Date :

Time :

Venue :

1. Title of the Programme :
2. No. of Students involved :
3. Name of Faculty Coordinated :
4. Activities Carried Out :

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5. Skills acquired:

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6. Share about your Experience:

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Affix Geo-tagged photo

Signature of the student

Signature of the Faculty

## EXTENSION ACTIVITY – 3

Academic Year :

Date :

Time :

Venue :

1. Title of the Programme :
2. No. of Students involved :
3. Name of Faculty Coordinated :
4. Activities Carried Out :

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5. Skills acquired:

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6. Share about your Experience:

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Affix Geo-tagged photo

Signature of the student

Signature of the Faculty



## EXTENSION ACTIVITY – 4

Academic Year :

Date :

Time :

Venue :

1. Title of the Programme :
2. No. of Students involved :
3. Name of Faculty Coordinated :
4. Activities Carried Out :

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5. Skills acquired:

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6. Share about your Experience:

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Affix Geo-tagged photo

Signature of the student

Signature of the Faculty

## EXTENSION ACTIVITY – 5

Academic Year :

Date :

Time :

Venue :

1. Title of the Programme :
2. No. of Students involved :
3. Name of Faculty Coordinated :
4. Activities Carried Out :

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5. Skills acquired:

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6. Share about your Experience:

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Affix Geo-tagged photo

Signature of the student

Signature of the Faculty

## EXTENSION ACTIVITY – 6

Academic Year :

Date :

Time :

Venue :

1. Title of the Programme :
2. No. of Students involved :
3. Name of Faculty Coordinated :
4. Activities Carried Out :

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5. Skills acquired:

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6. Share about your Experience:

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Affix Geo-tagged photo

Signature of the student

Signature of the Faculty

## SELF ASSESSMENT

### How do you rate your Participation in the SLP Programme?

	Very Good	Good	Moderate	Poor	Very Poor
Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication with faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality and Regularity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking Initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### How do you rate the impact of SLP on your life?

	Very High	High	Moderate	Low	Very Low
Increased leadership Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developed Organising skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand interpersonal relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Created interest in Social Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personality grooming & development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learned teamwork & mutual support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[illegible]

[illegible]

## Consolidated Table of SLP Activities

Activity No.	Completed Activities	Date	Name of the Activity	Venue	Faculty/ Coordinator Signature
1.	Orientation Session – 1				
2.	Orientation Session – 2				
3.	Orientation Session – 3				
4.	Invited Lecture 1 / Seminar 1				
5.	Invited Lecture 2 / Seminar 2				
6.	Invited Lecture 3 / Seminar 3				
7.	Extension Activity – 1				
8.	Extension Activity – 2				
9.	Extension Activity – 3				
10.	Extension Activity – 4				
11.	Extension Activity – 5				
12.	Extension Activity – 6				

**Affix**  
**Geo-Tagged Photos of the Extension Activities**



## DECLARATION

We hereby declare that \_\_\_\_\_ of  
\_\_\_\_\_ has completed 60 hours of extension  
activities through his or her membership in \_\_\_\_\_  
under my guidance and supervision during the academic year \_\_\_\_\_.  
He / She can be awarded two credits.

Club Incharge

Department SLP Coordinator

Head of the Department

\_\_\_\_\_  
Verified by

SLP Staff

SLP Chief Coordinator

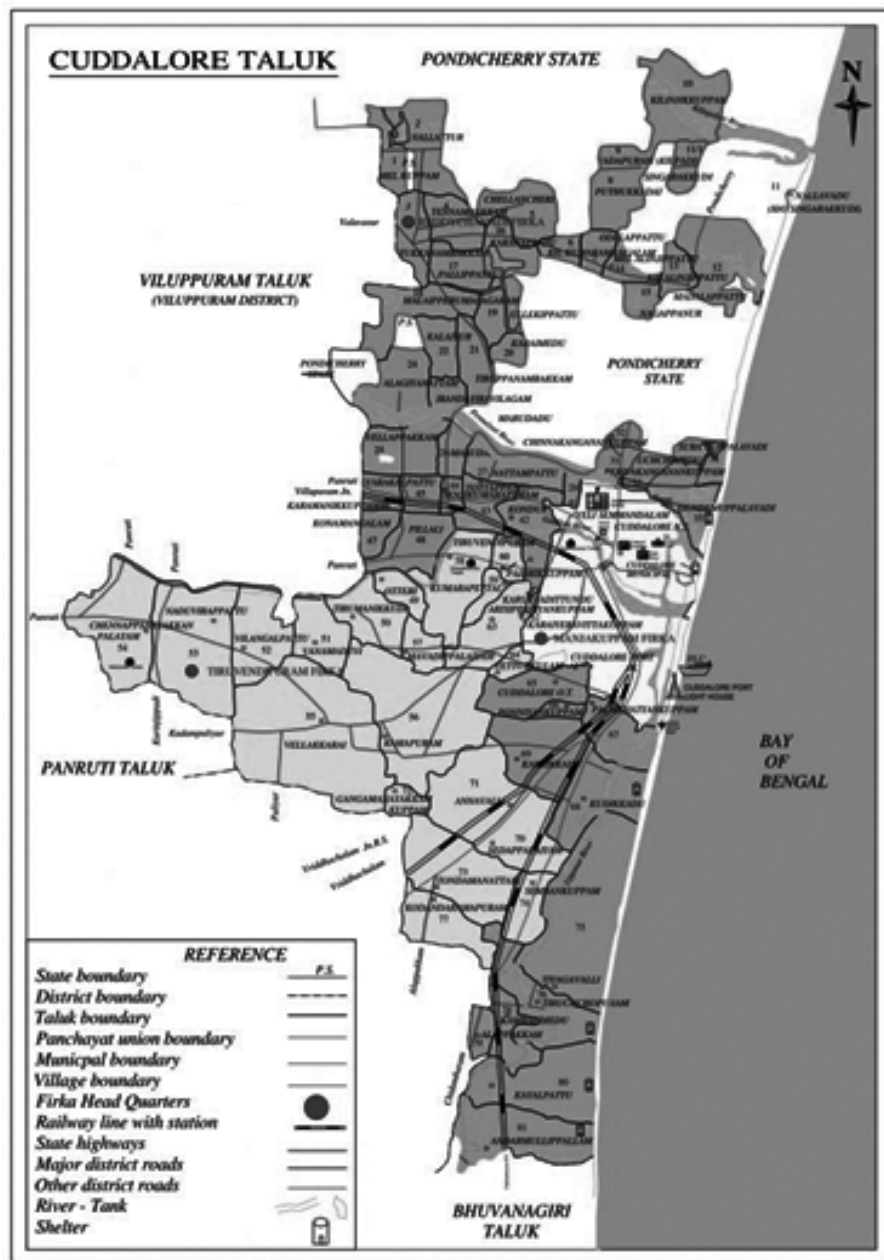
SLP Director

**ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS), CUDDALORE-607001  
SERVICE LEARNING PROGRAMME (SLP)**

**List of Villages for Extension Activities**

<b>S. No.</b>	<b>Department Name</b>	<b>Village Adopted</b>
1.	Tamil	Kaaramanikuppam
2.	English	K.N. Pettai
3.	Mathematics	Nathaveli
4.	Physics	Thotti
5.	Chemistry	Vandikuppam
6.	Computer Science	S. Pudhur
7.	Computer Application	Melkumaramangalm
8.	Biochemistry	Periyakomatti
9.	Microbiology	Paathirikuppam
10.	Commerce	Otteri
11.	Bank Management	Thiruvandhipuram
12.	BBA CA	Kumarapettai
13.	History	Shanmuga Nagar
14.	Zoology	Arisiperiyankuppam
15.	Social Work	Keezhazhinjipattu

# CUDDALORE TALUK MAP







Blood Donation Camp by NSS



Ocean Sailing Expedition Camp by NCC



Women's Day Celebration by VSL



Helmet Awareness by Road Safety Club



## Programmes Offered

### Under Graduate Shift-I (Boys)

B.A. History  
B.A. English  
B.Com. Commerce  
B.Com. (Bank Management)  
B.B.A.  
B.C.A. (Computer Applications)  
B.Sc. Physics  
B.Sc. Mathematics  
B.Sc. Chemistry  
B.Sc. Computer Science  
B.Sc. Biochemistry  
B.Sc. Microbiology  
B.Sc. Zoology  
B.Sc. Artificial Intelligence

### Under Graduate Shift-II (Girls)

B.A. Tamil  
B.A. English  
B.Com. Commerce  
B.Com. (Bank Management)  
B.B.A.  
B.C.A. Computer Applications  
B.Sc. Chemistry  
B.Sc. Computer Science  
B.Sc. Biochemistry  
B.Sc. Microbiology  
B.Sc. Zoology  
B.Sc., Artificial Intelligence

### Post Graduate (Co-Education)

M.A., History  
M.A., English  
M.Com., Commerce  
M.S.W., Social Work  
M.Sc., Mathematics  
M.Sc., Physics  
M.Sc., Chemistry  
M.Sc., Computer Science  
M.Sc., Information Technology  
M.Sc., Biochemistry  
M.Sc., Applied Microbiology  
M.A., Tamil  
M.Sc., Zoology

**MBA** ( Twinning Programme - Pondicherry Central University )  
( Sunday Classes Only )

### Ph.D. (Co-Education)

Ph.D. Chemistry  
Ph.D. Commerce  
Ph.D. History  
Ph.D. Biochemistry  
Ph.D. Microbiology  
Ph.D. Physics  
Ph.D. Mathematics  
Ph.D. Computer Science

### Diploma Course

Diploma in Medical Laboratory  
Technology (DMLT)

### Distance Education Courses

Bharathidasan University, Trichy  
Indira Gandhi National Open University (IGNOU)  
SWAYAM - MHRD, India  
NPTEL - IIT, Madras  
Spoken Tutorial - IIT Bombay



Independence Day Parade - 2025

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🧵 Threads : @sjctnc

🌐 www.sjctnc.edu.in 🌐 www.karnalthottamjournals.org

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