



**DJ ACADEMY  
FOR MANAGERIAL  
EXCELLENCE**

**(An Exclusive Business School)  
Affiliated to Bharathiar University Coimbatore**

**7.1.1) a)**

# **SAFETY & SECURITY**

# Agreement with Revantha Services for Safety (CCTV) & Security:

## 66. EMPLOYMENT IN SECURITY GUARDS

(G.O. (2D) No. 39 Labour and Employment (J 1) dated 19/06/2019  
Notification No. II(2)/LE/561/2019, Published in Tamil Nadu Government  
Gazette, dated 10/07/2019 Part II, Sec. 2, at page 663 and 664

### EXPLANATIONS:

- The classification of Zones shall be as follows :

ZONE A : Shall include all Corporations

ZONE B : Shall include all Municipalities

ZONE C : Shall include all places other than those in Zones A & B

- Dearness Allowance:

In addition to the minimum rates of wages fixed herein, the employees shall be paid dearness allowance as indicated below :

- The dearness allowance is linked to the average Chennai City Consumer Price Index number for the year 2010, that is 161 points (with base year 2001=100) and for every rise of one point over and above 161 points, an increase of ₹45.20 (Rupees forty five and paise twenty only), per month, shall be paid as dearness allowance.
  - The dearness allowance shall be calculated on the 1st April of every year, on the basis of the average of the indices for the preceding 12 months, namely, from January to December.
  - The first calculation shall thus be effective from the date of publication of the notification in the Tamil Nadu Government Gazette based on the average Chennai City Consumer Price Index Number for the previous year.
- Where the nature of work is the same, no distinction in the payment of wages shall be made between men and women workers.
  - To arrive at the daily wages, the monthly rate shall be divided by 26.
  - Wherever the existing wages are higher than the minimum wages fixed herein, the same shall continue to be paid.

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### RATES OF MINIMUM WAGES

In addition to the minimum rates of basic wages detailed hereunder, the dearness allowance payable from 01/04/2020 to 31/03/2021 shall be ₹ 5,560.00 per month or as per revision in the notification, if any.

Sl. No.	Classes of employees	Minimum rates of wages per month (₹)		
		Zone A	Zone B	Zone C
1	Manager	14,055.00	12,987.00	11,203.00
2	Assistant Manager	12,987.00	12,274.00	10,490.00
3	Supervisor	10,490.00	9,777.00	8,709.00
4	Helper	8,709.00	8,351.00	7,638.00
5	Senior Security Inspector / Security Officer	12,987.00	12,274.00	10,490.00
6	Corporal / Sergeant / Asst. Security Officer	11,561.00	10,848.00	10,135.00
7	Chief Watchman / Senior Watchman	10,135.00	9,422.00	8,709.00
8	Security Guard (Male & Female)	7,996.00	7,638.00	7,283.00

*Noted  
2021  
01/12/21*



**REVANTHA SERVICES PRIVATE LIMITED**

Ref: RVL/BD/REV/024/2021-22  
26.11.2021

To  
M/s. GKD Charity Trust  
Coimbatore.

**Sub: Rate Revision**

Dear Sir,

We sincerely thank you for patronizing us as your security service provider. With reference to the notification published by Tamilnadu Government Gazette Notification No.39 dated 19.06.2019 and the details of MW DA revision extracted below for your perusal and favorable consideration.

Designation	(Existing wages) (26 Days / 8 Hrs)				(Proposed wages) (26 Days / 8 Hrs)			
	Basic	DA	HRA	Gross wages	Basic	DA	HRA	Gross wages
Security Guard/ Lady Guard	6,485	3,937	-	10,422	7,283	5,560	-	12,843
Head Guard	8,173	3,937	-	12,110	7,283	5,560	1,000	13,843
Security Inspector	9,955	3,937	280	14,172	8,709	5,560	1,031	15,300

We request that the billing rate may please be revised in compliance to the Minimum wages as Prescribed by the Government of Tamil Nadu Including other benefits namely ESI, EPF, NFH, Bonus, Earned Leave, Gratuity, Uniform and Management charges.

Rank	Duty	Existing Billing Rate (Rs.)	Proposed Billing Rate (Rs.)
Security Guard/ Lady Guard	26 days, 08 Hrs Shift	16,000	19,925
Head Guard	26 days, 08 Hrs Shift	18,300	21,100
Security Inspector	26 days, 08 Hrs Shift	21,000	23,310

GST will be charged extra.

This enhanced DA is being paid by us with effect from 01<sup>st</sup> Apr'20 to our guards and requests your support and confirmation to proceed further in this regard.

Above mentioned Tamilnadu Government Minimum Wages Basic & DA notification enclosed.

We bring to your kind inform that the above said Minimum wage Revision is applicable to the below Units:

- M/s DJ Academy of Design
- M/s DJ Academy for Managerial Excellence
- M/s GKD Tooling center
- M/s GKD Institute for Technological Resources
- M/s GKD Charity Trust (Electric crematorium)

Regards

Regards  
For Revantha Services Private Limited

Authorized Signatory

No.305 to 308,A-Block,3<sup>rd</sup> Floor, Raheja Centre, 1073, Avinashi Road, Coimbatore – 641018.  
Telephone: 0422 4394834,4274152,2248443  
GSTIN : 33AADCR5926N1Z1

CIN: U45201TZ2007PTC013634

Sl#	Location	Particulars	Existing Commercial (08 Hrs / 26 Days)			Proposed Commercial (08 Hrs / 26 Days)		
			Cost per person / Month (in Rs.)	Manpower	Total Cost / Month (in Rs.)	Cost per person / Month (in Rs.)	Manpower	Total Cost / Month (in Rs.)
1	GKD Charity Trust (Electric crematorium)	Security Guard	16,375	4	65,500	19,925	4	79,700
<b>Total</b>				<b>4</b>	<b>65,500</b>		<b>4</b>	<b>79,700</b>

Units	Total Existing Budget(Rs.)	Total Proposed Budget (Rs.)	Overall % increased
GKDITR	2,99,900	3,65,560	21.89 %
DJ Academy	2,67,900	3,25,710	21.58%
Electric Crematorium	65,500	79,700	21.68%
<b>Total</b>	<b>6,33,300</b>	<b>7,70,970</b>	<b>21.74%</b>

Prepared by Admin	Approved by Head HR & Admin	Approved by Managing Trustee
S. R. ROJENDRON (S. ROJENDRON)	J. JAYANATH PARSATHASARATHY 30.11.2021	J. JAYANATH PARSATHASARATHY 01/12/21



Approval Note to Managing Trustee

Date: 29.11.2021

Respected Trustee Madam,

Request your approval please for renewal of security services agreement of all units of GKD CHARITY TRUST for the period 26.11.2021 to 25.11.2022.

Previous year we continued with same budget due to COVID Pandemic.

This year RVL has requested rate revision based on minimum wages act as per Tamilnadu Government GAZETTE. Overall there is an increased out flow to the tune of 21.74 %

Rates for the new proposal from RVL details given below for your perusal please.

SI#	Location	Particulars	Existing Commercial (08 Hrs / 26 Days)			Proposed Commercial (08 Hrs / 26 Days)		
			Cost per person / Month (in Rs.)	Manpower	Total Cost / Month (in Rs.)	Cost per person / Month (in Rs.)	Manpower	Total Cost / Month (in Rs.)
1	M/s. GKDITR - Training Centre	Security Guard	16,000	9	1,44,000	19,925	9	1,79,325
		Security Inspector	21,000	1	21,000	23,310	1	23,310
2	M/s. GKD ITR Tooling	Security Guard	16,000	5	80,000	19,925	5	99,625
		Head Guard	18,300	3	54,900	21,100	3	63,300
<b>Total</b>				<b>18</b>	<b>2,99,900</b>		<b>18</b>	<b>3,65,560</b>

SI#	Location	Particulars	Existing Commercial (08 Hrs / 26 Days)			Proposed Commercial (08 Hrs / 26 Days)		
			Cost per person / Month (in Rs.)	Manpower	Total Cost / Month (in Rs.)	Cost per person / Month (in Rs.)	Manpower	Total Cost / Month (in Rs.)
1	M/s DJAME	Security Guard	16,000	6	96,000	19,925	6	1,19,550
		Head Guard	18,300	1	18,300	21,100	1	21,100
2	M/s. DJAD	Security Guard	16,000	6	96,000	19,925	6	1,19,550
		Head Guard	18,300	2	36,600	21,100	2	42,200
		Security Inspector	21,000	1	21,000	23,310	1	23,310
<b>Total</b>				<b>16</b>	<b>2,67,900</b>		<b>16</b>	<b>3,25,710</b>



11/9/21, 4:04 PM

Fwd: AMC renewal of CCTV Cameras - manageradmin@djacademy.ac.in - D.J. Academy for Managerial Excellence Mail

GKD Trust  
8754999020



**B Rajendran** <manageradmin@djacademy.ac.in>  
to RVL-Prasad.K, operations, RRR, Captain

Sat, May 22, 3:41 PM

Dear sir,

FYI - Approved by Managing Trustee for AMC renewal of CCTV Cameras with existing rates for next one year.

Thank you  
Rajendran  
Admin

11/9/21, 4:04 PM

Fwd: AMC renewal of CCTV Cameras - manageradmin@djacademy.ac.in - D.J. Academy for Managerial Excellence Mail

**Capt K Senthil Kumar (Retd)** <ce@djacademy.ac.in>  
to me

Tue, May 18, 6:09 PM

Pls go ahead

----- Forwarded message -----

From: **GKD Trust Trustee** <trusteegkdtrust@gmail.com>  
Date: Tue, 18 May 2021 at 6:03 PM  
Subject: Re: AMC renewal of CCTV Cameras  
To: Capt K Senthil Kumar (Retd) <ce@djacademy.ac.in>

Okay.  
LDSJ

Sent from my iPhone

On 18-May-2021, at 4:24 PM, Capt K Senthil Kumar (Retd) <ce@djacademy.ac.in> wrote:

Respected Trustee Madam,

AMC of CCTV cameras installed at DJ Academy and GKDITR campuses are due for renewal with effect from 26.05.2021.

RVL has agreed to continue with the existing rates due to COVID pandemic.

Existing AMC charges are given below for Madam's reference:-

S.No	Unit Name	AMC Cost (Per year) Rs.
1.	DJ Academy of Design	24,000
2.	DJ Academy for Managerial Excellence	24,000
3.	GKDITR Tooling center	21,000
4.	GKDITR Institute for Technological Resources	21,000

- GST will be charged extra.

Request your approval please to go ahead with above renewal.

Thanks and regards

**Capt K Senthil Kumar (Retd)**  
Chief Executive  
GKD Charity Trust  
95356 55532

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Thanks and Regards

Capt K Senthil Kumar (Retd)  
Chief Executive  
GKD Trust  
8754999020

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Thanks and Regards

Capt K Senthil Kumar (Retd)  
Chief Executive

<https://mail.qqoale.com/mail/u/0/?tab=rm&oaqbi#search/cctv+amc/FMfczGkXSRLwzhVFDyCFfdQBwRRLrP>

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6/27/22, 10:41 AM

FW: Renewal of CCTV - AMC - DJ Academy and GKDITR reg - manageradmin@djacademy.ac.in - D.J. Academy for Manageria...

FW: Renewal of CCTV - AMC - DJ Academy and GKDITR reg Inbox



**gkdctr@djacademy.ac.in**

to me

Mon, May 23, 9:26 AM

Approval from Madam for Renewal of CCTV AMC

Regards

T.Jayanth Parthasarathy

Head Human Resource & Administration

GKD Charity Trust

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From: GKD Trust Trustee <justeegkdtr@gmail.com>

Sent: 23 May 2022 08:53

To: gkdctr@djacademy.ac.in

Subject: Re: Renewal of CCTV - AMC - DJ Academy and GKDITR reg

Approved.Negotiate and go ahead.

LDSJ

Sent from my iPhone

On 22-May-2022, at 11:08 AM, gkdctr@djacademy.ac.in wrote:

Respected Madam,

AMC of CCTV cameras installed at DJ Academy & GKDITR campus are due for renewal with effect from 26.05.2022.

RVL Has proposed an 8 % hike to continue with the existing agreement.

We entered with RVL for CCTV AMC proposal on 26.05.2020. So far, we are not given a hike due to COVID Pandemic.

Current year proposal given below for Madam's references. (8 % hike)

Sl#	Unit Name	Existing Commercial (AMC Cost Per Year in Rs.)	Proposed Commercial (AMC Cost Per Year in Rs.)
1	DJ Academy of Design	24,000	25,920
2	DJ Academy for Managerial Excellence	24,000	25,920
3	GKDITR Tooling Center	21,000	22,680
4	GKDITR Institute for Technological Resources	21,000	22,680

- GST (18%) will be charged extra.
- The existing terms and conditions unaltered as per the agreement.

Request your approval to proceed further .

Regards

T.Jayanth Parthasarathy

Head Human Resource & administration

GKD Charity Trust

<https://mail.google.com/mail/u/0/?tab=rm&ogbl#search/CCTV+AMC/FMfcgzGpFzdxDNhfThJsMcbQzJwJJ>

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## Safety & Security of Women in Code of Conduct and committee to regulate:

### THE SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013 POLICY ON SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

#### 1.0 POLICY

1.1 DJAME and DJAD, a unit of GKD CHARITY TRUST established under Indian Trust Act, 1882 is an Institution that is committed to creating a healthy working and studying environment that enables employees and students to work or study without fear of prejudice, gender bias and sexual harassment. The Institution also believes that all employees and students of the Institution have the right to be treated with dignity. Sexual harassment at the work place or anywhere else involving employees and students is a grave offence and are, therefore, punishable.

#### 2.0 SCOPE AND EFFECTIVE DATE

2.1 This Policy extends to all employees and students of D.J. Academy and is deemed to be incorporated in the service conditions of all employees and Admission conditions of students and comes into effect immediately.

#### 2.2 Sexual harassment would mean and include any of the following:


- i) Unwelcome sexual advances, requests or demand for sexual favors, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity or Academic activity or any other thing;
- ii) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually colored remarks, jokes, letters, phone calls, e-mail, SMS, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities and affect her/his performance;
- iii) eve-teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- iv) Act or conduct by a person in authority which creates the environment at workplace or premises hostile or intimidating to a person belonging to the other sex;
- v) Conduct of such an act at work place or within premises or outside in relation to an Employee or student of D.J. Academy, or vice versa during the course of employment or study;
- vi) Any unwelcome gesture by an employee or student having sexual overtones

2.3 "Women" means, a woman, of any age whether employed or admitted to study in D.J. Academy on any capacity (or) any woman who visits the D.J. Academy connected to any official (or) non-official purposes.

2.4 "Employee" means any person on the rolls of the D.J. Academy including those on deputation, contract, trainees, probationers or working as consultants.

2.5 "Student" means any person admitted on the rolls of the D.J. Academy including Research Scholars and those on visit or deputation from any other places.



  
Dr. A. G. V. Narayanan  
Director.

### 3.0 INTERNAL COMPLAINTS COMMITTEE

3.1 A Committee has been constituted by the Management to consider and redress complaints of Sexual Harassment in the Institution. The Chairman and Members of the Committee are as follows:

1. Dr J J Savithri, Professor - Presiding Officer
2. Dr P Sangeetha, Associate Professor- Member
3. Dr S Johnsi, Associate Professor - Member
4. Ms T Shanthi, Student Welfare Officer (Warden -Girls Hostel) - Member
5. Student Representatives - Member

3.2 A quorum of 3 members is required to be present for the proceedings to take place. The quorum shall include the Chairperson and at least two members.

### 4.0 REDRESSAL PROCESS

- 4.1 Any woman who feels she is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of incident.
- 4.2 The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- 4.3 The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but not later than a week in any case.
- 4.4 At the first meeting, the Committee members shall hear the Complainant and record her allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady Officer shall meet and record the statement.
- 4.5 Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an "Inquiry" shall be conducted and concluded.
- 4.6 In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be directed to Head-HRD for suitable disciplinary proceedings in case of Employees and to the INSTITUTIONAL HEAD in case of students.
- 4.7 In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by Head-HRD in case of employees or the INSTITUTIONAL HEAD in case of students.



Dr. A. G. V. Narayanan  
Director,  
DJ Academy for Managerial Excellence,  
Othakkalmandapam - Post,  
COIMBATORE - 641 032.




## 5.0 INQUIRY PROCESS

- 5.1 The Committee shall immediately proceed with the Inquiry and communicate the same to the Complainant and person against whom complaint is made.
- 5.2 The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her an opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.
- 5.3 The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.
- 5.4 If the Complainant or the person against whom complaint is made desires any witness/is to be called, they shall communicate in writing to the Committee the names of witness/is that they propose to call.
- 5.5 If the Complainant desires to tender any documents by way of evidence before the Committee, she shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he / she shall supply original copies of such documents. Both shall affix his / her signature on the respective documents to certify these to be original copies.
- 5.6 The Committee shall call upon all witnesses mentioned by both the parties.
- 5.7 The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.
- 5.8 The Committee shall complete the "Inquiry" within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the INSTITUTIONAL HEAD as the case may be. The report of the committee shall be treated as an inquiry report on the basis of which an erring employee or Student can be awarded appropriate punishment straightaway.
- 5.9 The INSTITUTIONAL HEAD with the consent of TRUSTEE will direct appropriate action in accordance with the recommendation proposed by the Committee.
- 5.10 The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

## 6.0 OTHER POINTS TO BE CONSIDERED

- 6.1 The Committee may recommend to the Head-HRD or the INSTITUTIONAL HEAD action which may include transfer, salary deduction / fine or any of the other appropriate disciplinary action in case of an Employee and Transfer, suspension, Fine/penalty, Expulsion from the hostel or Institute or any other suitable punishment in case of a student.
- 6.2 The Management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- 6.3 Where sexual harassment occurs as a result of an act or omission by any third party or outsider, D.J.Academy shall take all steps necessary and assist the affected person in terms of support and preventive action.
- 6.4 The Committee shall analyze and put up report on all complaints of this nature at the end of the year for submission to the INSTITUTIONAL HEAD and TRUSTEE.
- 6.5 In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the INSTITUTIONAL HEAD with the consent of TRUSTEE, for making a Police Complaint.



  
Dr. A. G. V. Narayanan  
Director

## 7. GRIEVANCE REDRESSAL MECHANISM

- **Objectives:-**The Academy has put in place a Grievance Redressal mechanism with the objective of ensuring transparency and fairness in all its activities and providing students an opportunity to get their grievances examined and redressed.
- **Grievance Registration:-** An aggrieved student or his/her parent or guardian can register their grievances in the Registry which functions from the office of the Dean/Director. The grievance shall then be forwarded to the grievance committee constituted by Director/Dean which shall examine and take a suitable decision in concurrence with the Academy norms which shall be communicated within TEN working days to the aggrieved student.
- **False/ frivolous Grievances:-** In case of false/ frivolous grievances, the student shall be dealt suitably according to the Academy norms.

## PREVENTION/PROHIBITION OF RAGGING

The Academy follows a policy of zero tolerance towards ragging. Ragging is prohibited at D.J. Academy and those found guilty of indulging in it, if the situation so warrants, may be referred to the Police for the initiation of criminal proceedings as per the rule of the land. Any student indulging in this will be liable to be expelled not only from the hostel but also from the Academy

- **What Constitutes Ragging:** - Ragging constitutes one or more of any of the following acts:
  - Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
  - indulging in rowdy or in disciplinary activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
  - asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student
  - any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher
  - Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
  - any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
  - any act of physical abuse including all variants of it: sexual abuse,



*Dr. A. G. V. Narayanan*  
Director.



- homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- o any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
  - o any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
  - o Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background.
- **Punishment for ragging:-** Depending upon the nature and gravity of the offence as established, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:-
    - o Cancellation of admission
    - o Suspension from attending classes
    - o Withholding/withdrawing scholarship/fellowship and other benefits
    - o Debarring from appearing in any test/examination or other evaluation process
    - o Withholding results
    - o Debarring from representing the Academy in any regional, national or international meet, tournament, youth festival, etc.
    - o Suspension/expulsion from the hostel
    - o Rustication from the Academy for period ranging from 1 to 4 semesters
    - o Expulsion from the Academy and consequent debarring from admission to any other institution.
    - o Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the Academy shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.



  
Dr. A. G. V. Narayanan  
Director,  
DJ Academy for Managerial Excellence,  
Othakalmandapam - Post,  
COIMBATORE - 641 032.



### Anti-Ragging Committee:

This Committee ensures compliance with the provisions of Regulations of Anti-Ragging. A committee of the following members has been constituted as 'Anti-Ragging Committee'.

Sl. No	Name	Designation	Contact No
1	Dr AGV Narayanan	Director	8754999348
2	Dr J J Savithri	Professor	9894630270
3	Dr P Sangeetha	Associate Professor	9751586940
4	Dr S Johnsi	Associate Professor	6369036335

### Anti-Ragging Squad


The squad makes surprise visits at hostels and spots vulnerable to incidences of ragging on the campus.

Sl No	Name	Designation	Contact No
1	Dr S Thirupparkadal Nambi	Professor	9952355622
2	Dr J J Savithri	Professor	9894630270
3	Dr P Sangeetha	Associate Professor	9751586940
4	Dr S Johnsi	Associate Professor	6369036335

### Grievance Redressal Committee

Sl. No	Name	Designation	Contact No
1	Dr Deepa Venugopal	Associate Professor	9487218114
2	Prof S Johnsi	Assistant Professor	6369036335
3	Prof Sreeraman Nandhi	Assistant Professor	9843248880
4	Prof M N Viveka	Assistant Professor	9047781930



  
Dr. A. G. V. Narayanan  
Director,  
DJ Academy for Managerial Excellence,  
Othakkalmandapam, Post.



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# **7.1.1) b) COUNSELLING**

## **Counselling:**

The present social environment is too chaotic and stressful for everyone. Coupled with the peer pressure and information overflow, the students are exposed too many things that are not necessary for them in their development. The result is more confusion and mental stress to the present generation youngsters. This leads to the wasteful actions making them unproductive in the activities the students perform. In order to keep them realized on the factors that are necessary and the factors that are unnecessary, a professional assistance is needed. On this context the students are given the guidance from a professional institution Nithya Gurukula to render all the above-mentioned activities. A trainer from Nithya Gurukula will visit the institution once in a week to render the counselling sessions to our students. Exclusive and regular interaction between the counsellor Ms.Anisha and students are happening for the better understanding of the students' problem and since the same trainer is available for the institute, it becomes easier for the trainer to pay individual attention to students and follow it up.

## **NITYA GURUKULA AGREEMENT:**



## **NG – Holistic Counselling Proposal for DJ Academy For the academic year 2021-22**

Nitya Gurukula – a People Work Institute, with 4 decades of experience in Counselling, is privileged to offer NG Holistic Counselling Program for the students of DJAD & DJAME

NG Holistic Counselling Program is intended to guide and support students in their:

- Emotional regulation,
- Relationships,
- Academic stuck points,
- Problems and
- Development requirements

### **Administrative Information**

1. Counsellors : 2 NG Counsellors, Mrs. Shylaja Rajeevan and Ms. Anisha Rafi, supervised by Mrs. Sashi Chandran
2. Days : Every Friday
3. Timings : 10.30 am to 04.30 pm
4. No: of Sessions : 4 Sessions / month
5. Venue : DJAD & DJAME
6. Requirement : 2 Rooms and chairs – to ensure privacy, in DJAD and in DJAME

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'Devi Durai', 53 -54, Sri Lakshmi Nagar, Sowripalayam, Coimbatore 641 028  
[www.nityagurukula.org](http://www.nityagurukula.org) [info@nityagurukula.org](mailto:info@nityagurukula.org) 99449 12307





## NG Counselling Norms & Guidelines

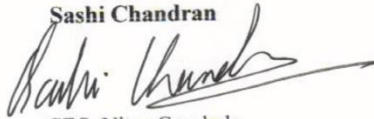
- Individual Counselling for students of DJAD & DJAME.
- Confidentiality is maintained by NG Counsellors – issue of concerns that are a threat to the student, others or institution will be informed to the DJ Management by NG CEO.
- NG Counsellors give feedback to the Coordinators of DJAD & DJAME every quarterly.
- NG & DJ Academy Management meetings to be held annually to discuss the Counselling Progress.
- When a student requires more than 4 sessions, the NG Counsellor discusses with the respective student, and further course of action is suggested with the consent of the concerned authorities.
- Mr. Sathish Chandran from DJAD and Prof.M.N.Viveka from DJAME will coordinate with and inform NG regarding the students participating in Counselling.
- NG sends the invoice by 5<sup>th</sup> of every month through Email to HR and to Accounts and hard copy by Courier and DJ will make the payment within 7 working days from the date of invoice.

## Fees for NG Holistic Counselling

- Please note that NG has revamped its Finance. Hence NG Counselling Fees is fixed at Rs.32,000/- per month. The Fees includes 18 % GST. The invoice will be given separately to DJAD for Rs.16,000/- and DJAME for Rs.16,000/- as per your request.
- As per our contract, every year there will be a 10 % hike in the NG Counselling Fee.

**This contract comes into effect from 26<sup>th</sup> February 2021 and valid till 30<sup>th</sup> April 2022.**

**Sashi Chandran**



CEO, Nitya Gurukula

**Dr. Lalitha Devi Sanjay Jayavarthanavelu**



Managing Trustee, GKD Charity Trust

Dated 25<sup>th</sup> February 2021

'Devi Durai', 53 -54, Sri Lakshmi Nagar, Sowripalayam, Coimbatore 641 028  
[www.nityagurukula.org](http://www.nityagurukula.org) [info@nityagurukula.org](mailto:info@nityagurukula.org) 99449 12307





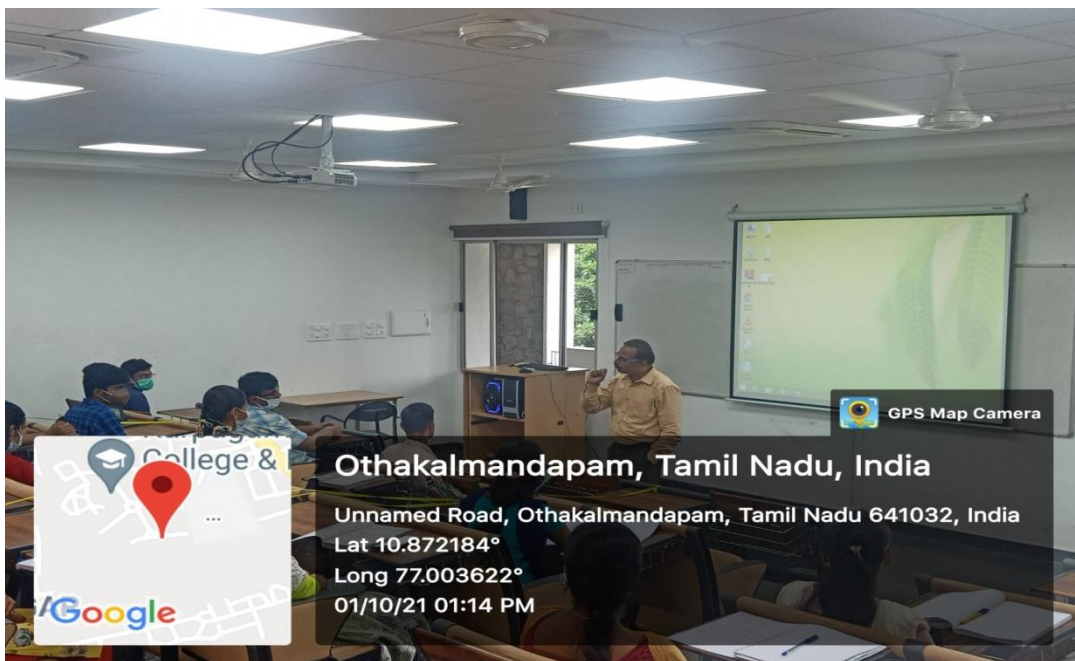


(An Exclusive Business School)  
Affiliated to Bharathiar University Coimbatore

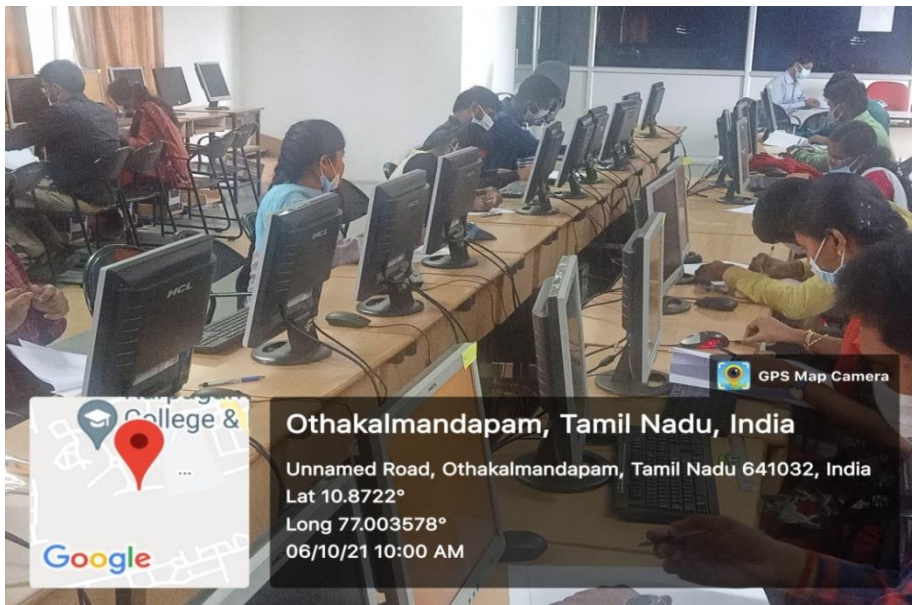
# 7.1.1) c)

## Common Areas

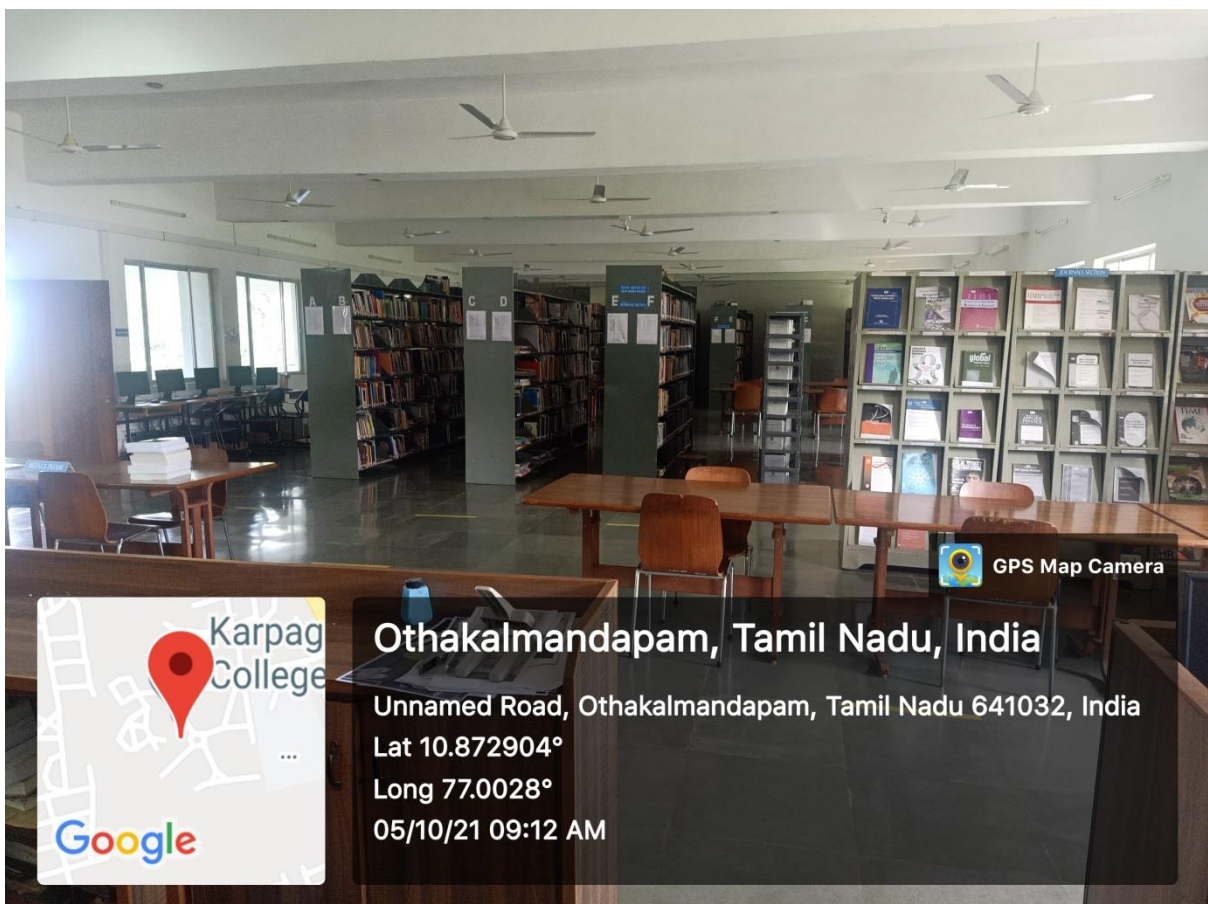
**CLASSROOMS:**



## Computer Lab:



## LIBRARY





## Hostel:



## Gym room:

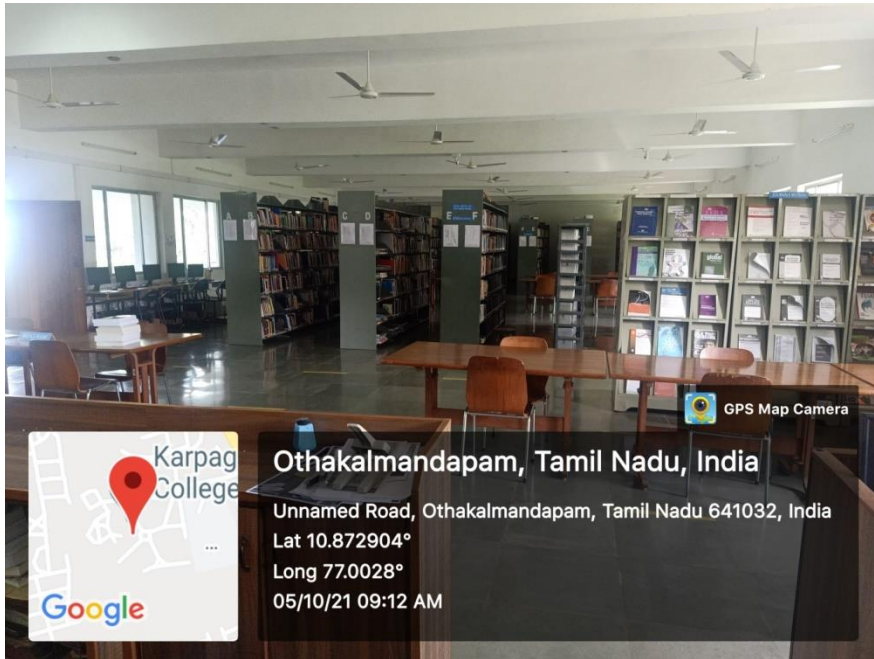


## Football ground:

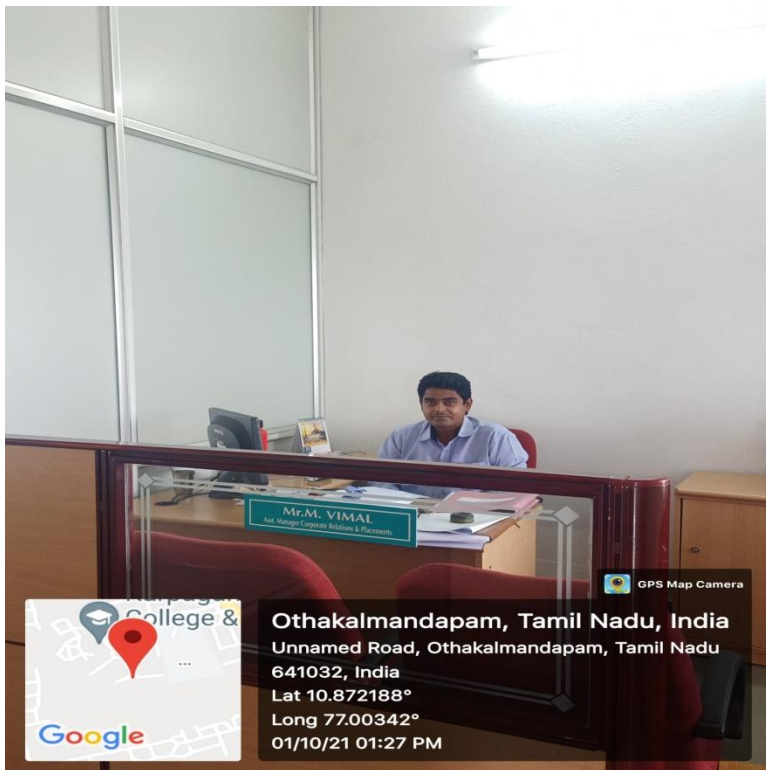




## LIBRARY:



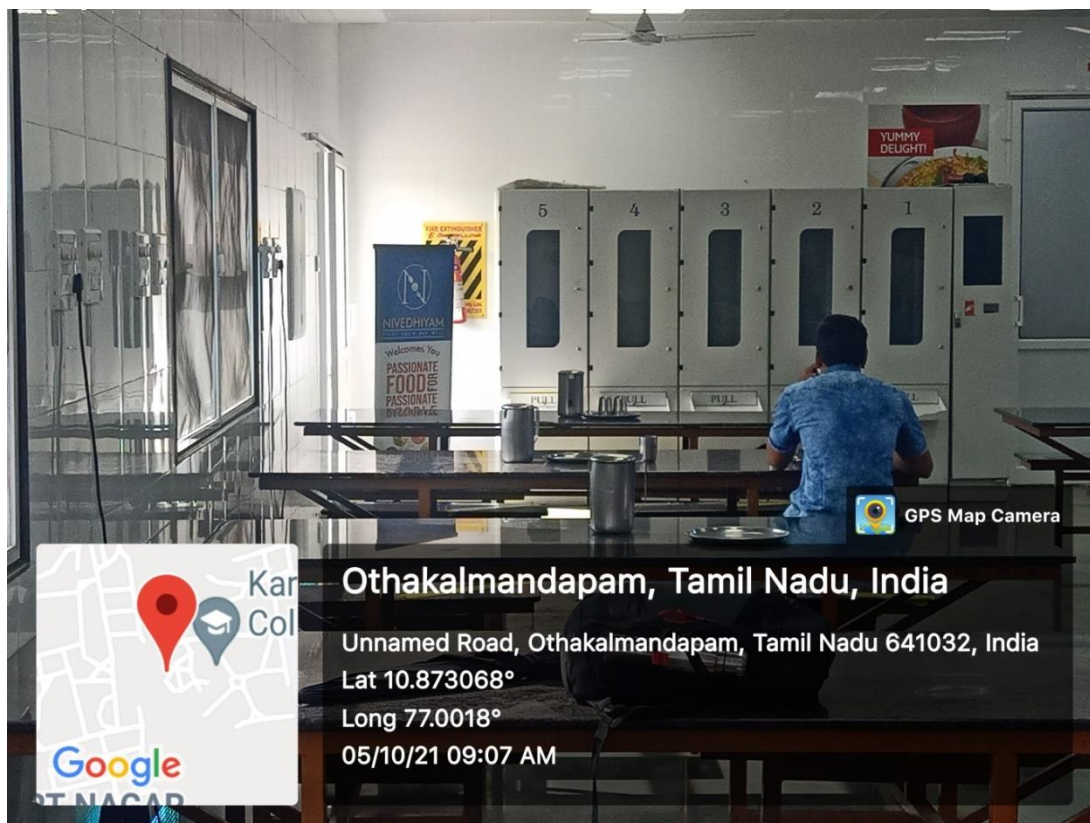
## PLACEMENT OFFICE:



## BASKET BALL GROUND:



## CANTEEN :





## CAFETERIA:

