



EXTRA-CURRICULAR ACTIVITIES COMMITTEE

1. Description of the Committee:

Extracurricular activities at MEASI Institute of Management encompass a wide range of pursuits outside of the regular academic curriculum. These activities are typically voluntary and offer students opportunities to explore interests, develop skills, and engage with their peers in a variety of contexts. Extracurricular Activities include Professional Clubs, Sports, Fresher's Day, Farewell and Teachers Day Celebration. These activities provide students with opportunities to learn and grow outside of the classroom, develop leadership and teamwork skills, explore potential career paths, and enhance their college applications. Additionally, they contribute to a well-rounded education and help students discover their passions and interests.

2. Purpose of the Committee:

Extracurricular activities serve a multifaceted purpose in the lives of students. They provide invaluable opportunities for skill development beyond the confines of the academic curriculum. Extracurricular activities facilitate personal growth by challenging students to step outside their comfort zones, take on leadership roles, and navigate new experiences. This fosters resilience, self-confidence, and self-awareness, crucial attributes for navigating the complexities of adulthood. Moreover, these activities promote social interaction and a sense of community among students. Additionally, engaging in extracurricular activities teaches students valuable time management and organizational skills as they balance academic responsibilities with their extracurricular commitments.

3. Objectives of the Committee:

- To foster the development of various skills such as teamwork, leadership, communication, problem-solving, creativity, and critical thinking.
- To encourage personal growth by promoting resilience, self-confidence, self-awareness, and the ability to navigate new challenges.
- To facilitate social interaction and the development of interpersonal skills through connections with peers who share similar interests.
- To instil a sense of civic responsibility, social awareness, and community involvement through volunteering, service, and advocacy.

4. Committee Members/ Composition:

| S. No. | Name of Faculty | Designation | Committee Designation |
|--------|-----------------|---------------------|----------------------------------|
| 1 | Dr.Farhath Khan | Director | Chairperson |
| 2 | Dr.A.Appu | Assistant Professor | Professionals Clubs- Convenor |



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|----|-----------------------|---------------------|--------------------------------------|
| 3 | Dr.G.Manickam | Associate Professor | Student Affair Programs- Convenor |
| 4 | Dr.Vinoth S | Assistant Professor | Member |
| 5 | Dr.T.A.M. Hameed Kan | Associate Professor | Member |
| 6 | Mrs.A.Nishath Sultana | Assistant Professor | Member |
| 7 | Dr Nidhi Srivastava | Assistant Professor | Member |
| 8 | Mr Mohammed Arshadh | Head -Admin & HR | Member |
| 9 | Mr. Afdhath R | Final Year Student | Student Representative |
| 10 | Ms. Joevee Tania.A | Final Year Student | Student Representative |
| 11 | Shazia Parveen N | Final Year Student | Student Representative |
| 12 | Syed Nayeem L | Final Year Student | Student Representative |

5. Roles and Responsibilities

Chairperson

- Lead the team in charge of extracurricular activities, guiding them towards common goals.
- Make sure everything runs smoothly by planning schedules, managing resources, and coordinating events.
- Promote student engagement and participation in extracurricular activities by facilitating and fostering a supportive and inclusive environment for student involvement.
- Promote awareness of extracurricular opportunities within the institute and recognize student achievements through awards, accolades, and public recognition.

Convenor

- Guide students in planning, organizing, and executing extracurricular activities, ensuring they align with the school's values and objectives.
- Oversee students during extracurricular events, practices, or meetings to ensure their safety and adherence to the institute's policies.
- Provide support and guidance to students participating in extracurricular activities, helping them develop skills, confidence, and teamwork.



- Handle administrative tasks related to extracurricular activities, including scheduling, communication with stakeholders, and documentation of participation and achievements.
- Collaborate with other faculty members, staff, and external partners to coordinate and enhance extracurricular programs.
- Promote participation in extracurricular activities among students, encouraging them to explore their interests, develop talents, and contribute to the Institute.
- Assess the effectiveness of extracurricular activities through observation, feedback collection, and evaluation, providing constructive feedback for improvement.

Members

- Work collaboratively with other members to achieve common objectives. This involves effective communication, cooperation, and respect for others' ideas and contributions.
- Ensure that resources are well cared for and available for future use.

Student Representatives

- To assist and organize extra-curricular events and activities.
- To facilitate participation in competitions, showcasing students' talents and achievements on a broader platform

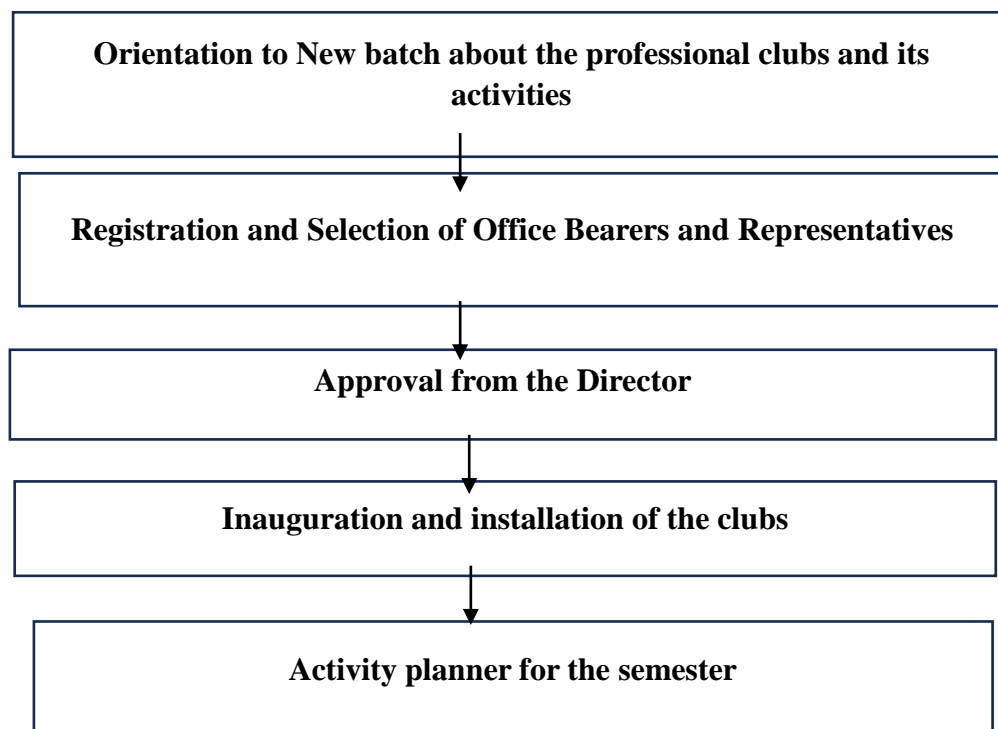
6. Frequency of Meetings:

The Extra Curricular Committee meets once in per semester to review progress, discuss new ideas, and plan future initiatives.

7. Procedure:

I. Procedure for Professional Clubs

A. Formation and activation of club



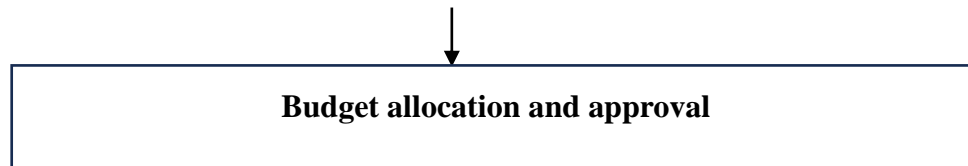


Fig. 1: Flowchart for the formation of Professional Clubs(Rotaract Club, Red Ribbon Club, Citizen Consumer Club, and Youth Red Cross Unit of MIM)

B. Professional Clubs Conduct of Activities/ Events

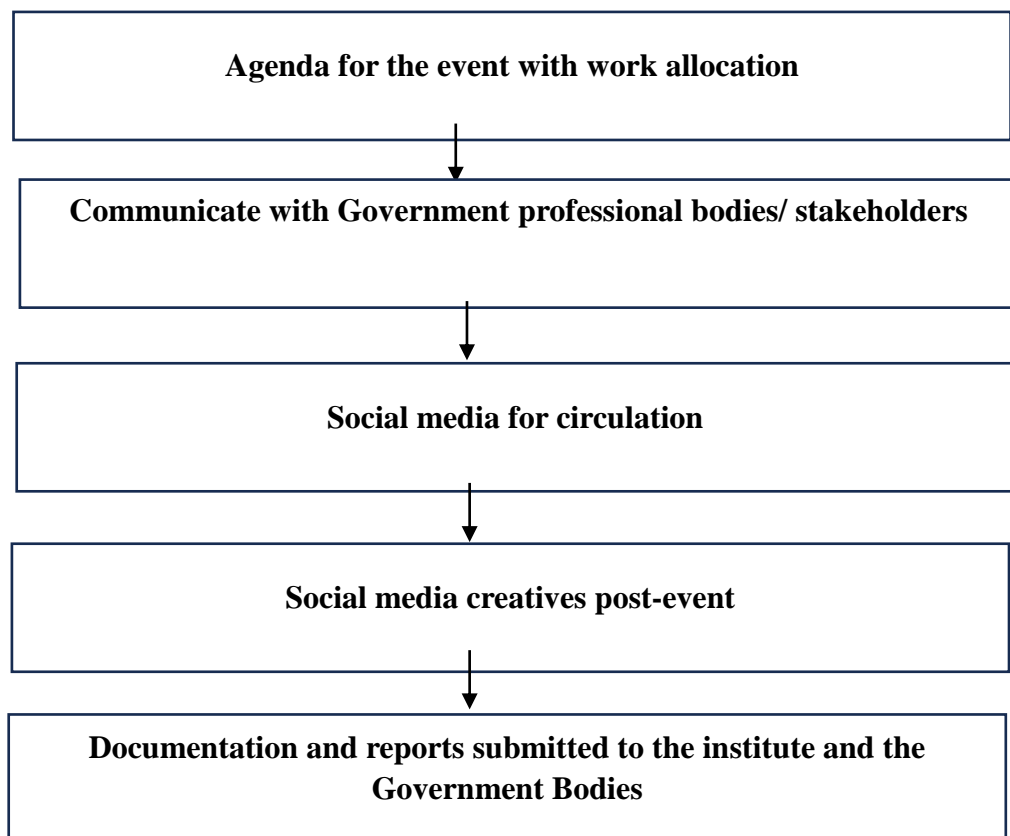


Fig. 2: Flowchart for Professional Club Activities (Rotaract Club, Red Ribbon Club, Citizen Consumer Club, and Youth Red Cross Unit of MIM)



II. Procedure for Student Affairs Program

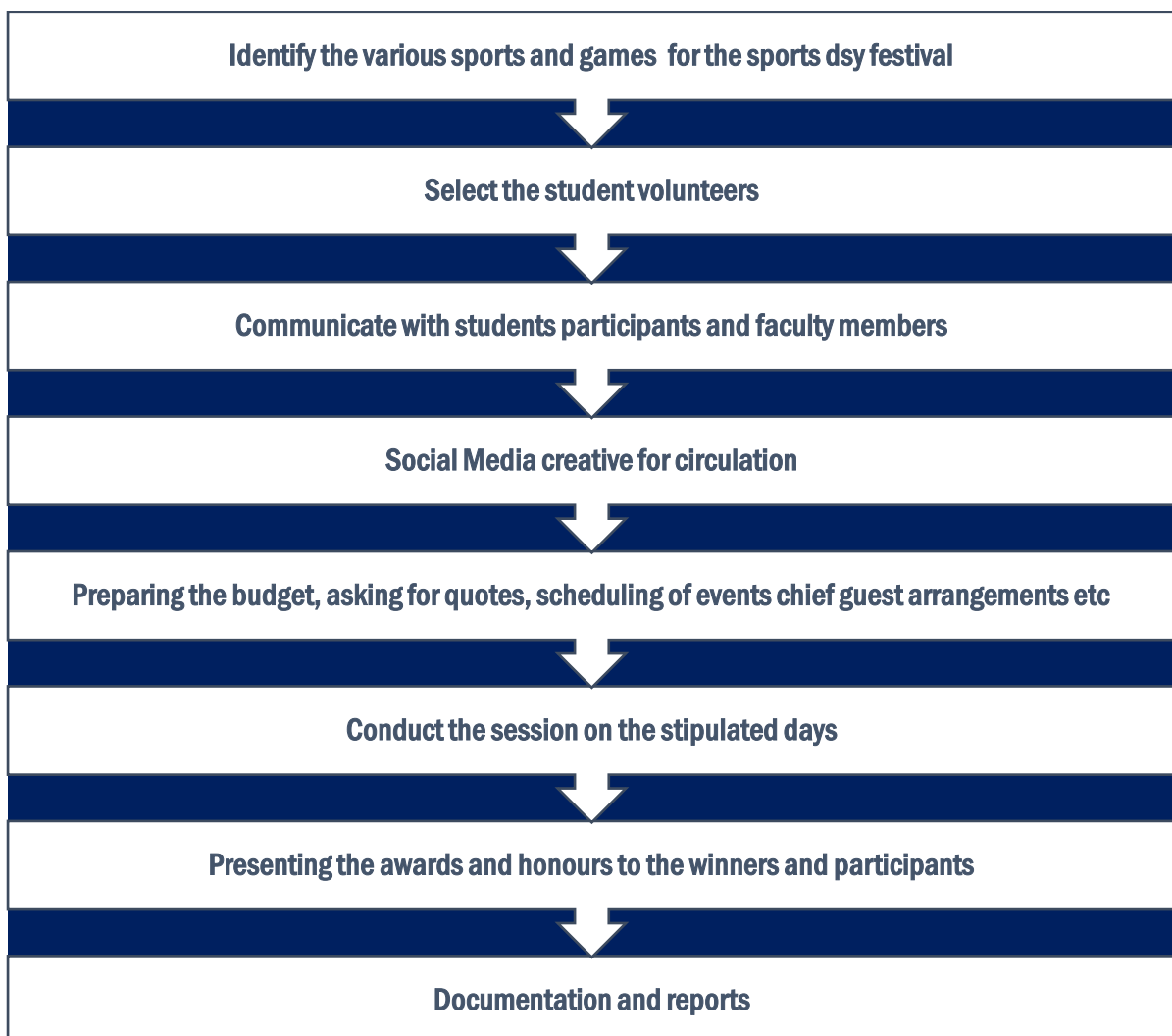


Fig. 3: Flowchart for Sports Event

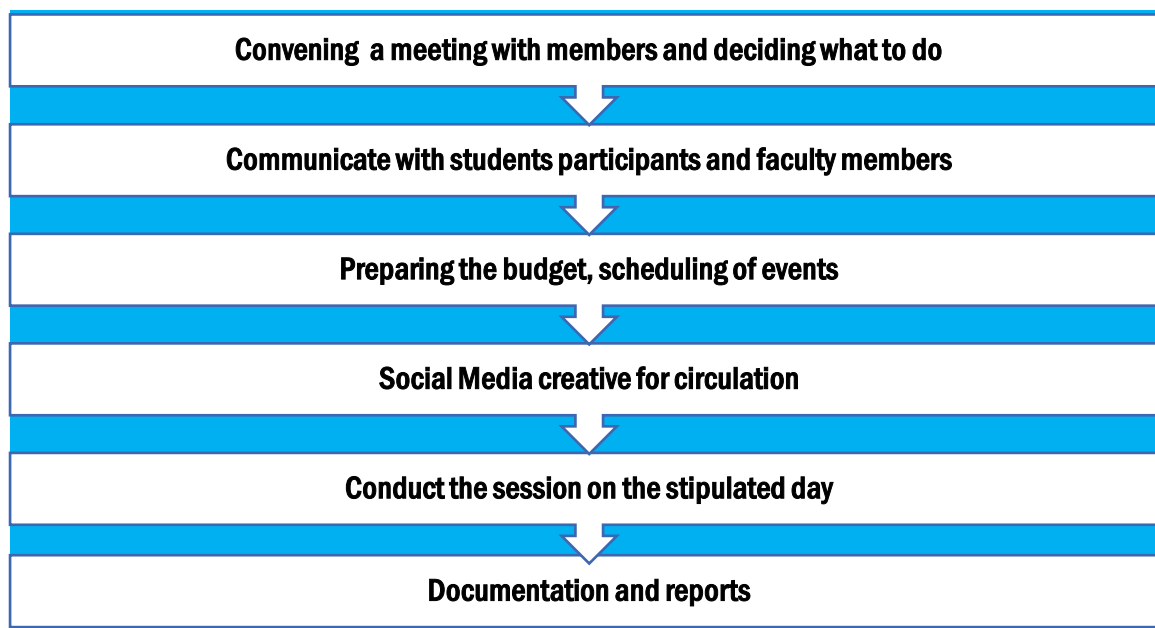


Fig. 4: Flowchart for Fresher's Day, Farewell Day and Teachers Day

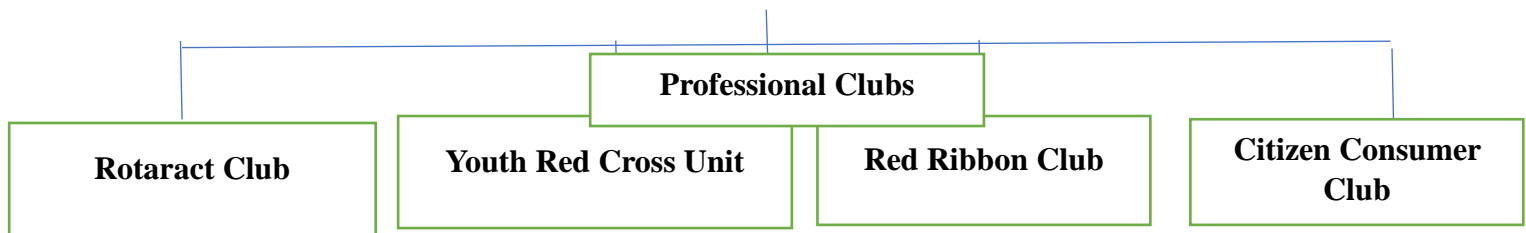
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| Prepared By: Dr.A.Appu & Dr.G.Manickam | | Approved By: Dr.Farhath Khan | |

Annexure A: SOP for Professionals Clubs



1. Description of the Professional Clubs

The MEASI Institute of Management Professional Clubs marks a significant enhancement in students' academic and career development landscape. These clubs foster a collaborative environment and help students develop essential leadership, teamwork, and networking skills. The MIM prepares students for the competitive job market through these clubs, ensuring they are academically proficient and professionally ready.



1. a. Description of Rotaract Club of MIM

"Rotaract" stands for "Rotary in Action", although the name originally comes from a combination of "Rotary" and "Interact" (International + Action), the high school level program created by Rotary International in 1962. Rotaract originally began as a Rotary International youth program in 1968 at Charlotte in Charlotte, North Carolina, United States, and has grown into a major Rotary-sponsored organization of over 9,522 clubs spread around the world and 291,006 members. Rotaract is a service club for young men and women ages 18 to 30 who are dedicated to community and international service. Individual Rotary clubs sponsor Rotaract clubs and offer guidance and support, making the Rotaract clubs true "partners in service" and key members of the family of Rotary.

MOTTO: INSPIRE TO SERVE HUMANITY

FOUR WINGS OF ROTARACT CLUB

- Club service
- Community service
- Professional service
- International Service

Club Service: Deals with the Intra-Club bonding and plans activities for socializing. The committee also develops strategies for recruiting new members and publicizes the club's activities to members and general public.

Community Service: It's the heart of the club. It helps the society in every aspect possible, be it a drawing competition for the underprivileged, blood donation camp, Fitness for All Drive, or fun trips to old age homes.



International Service: Develops plan for the club's annual international service project. The committee reviews members' suggestion for international service projects to ensure they address real needs and can be successfully carried out by the club.

Professional Service: This Avenue aims to get the members to think differently, and sharpen their brains to the fullest. Some events organized by the committee are Guest Lectures, Group Discussion, and Debates etc.

b. Purpose of Rotaract Club of MIM

The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

c. Objectives of Rotaract Club of MIM

- To provide opportunities for personal and group activities to serve the club members and community.
- To emphasize report for the rights of others based on recognition of the worth of each individual.
- To recognize the dignity and value of all useful occupations as opportunities to serve.
- To recognize, practice and promote standards as leadership qualities and vocational responsibilities.
- To develop knowledge and understanding of the needs, problems and opportunities in the community and worldwide.
- To help students in personality development and guide them for a better career every year.

d. Composition for Rotaract Club of MIM:

| S. No. | Name of Faculty | Designation | Committee Designation |
|---------------|------------------------|-------------------------|------------------------------|
| 1 | Dr.Farhath Khan | Director | Chairperson |
| 2 | Dr.A. Appu | Assistant Professor cum | Programmer Officer /Convenor |
| 3 | Dr D Charumathi | Assistant Professor | Member |



| | | | |
|---|--------------------|-----------------------------------|-----------|
| 4 | Dr S Vinoth | Assistant Professor | Member |
| 5 | Dr T Hameed Kan | Associate Professor | Member |
| 6 | Mr Mohammed Arif S | Student Representative-Final Year | Chairman |
| 7 | Ms Swetha | Student Representative-Final Year | President |
| 8 | Mr Arvind | Student Representative-Final Year | Secretary |
| 9 | Mr Navsha Basha I | Student Representative-Final Year | Treasurer |

e. Roles and Responsibilities of Members:

Chairperson

- Approve and oversee a comprehensive plan for Rotaract club activities throughout the academic year.
- Ensure appropriate allocation of resources, including funding, venues, and materials.
- Ensure that all activities comply with the institute's policies and regulations.
- Monitor the development of various programme and review the activities of Rotaract Club.
- Promote awareness of community services opportunities with various stakeholders and recognize student achievements through awards, accolades, and public recognition.

Programme Officer/ Convenor

- The Programme Officer are responsible for planning and implementing the Rotaract Club activities under the supervision and direction of the Principal/Director of the college.
- The Programme Officer Identify potential club leaders and hold elections for chairman, president, vice president, secretary, treasurer and members of the board of directors under the supervision and direction of the Principal/Director of the college.
- The Programme Officer will ensure that volunteers complete the prescribed hours of training.
- The Programme Office will maintain the Records and Registers:



- ❖ Cash Book & Pass book – Separate Rotaract Club Cashbook & Pass book for each unit should be maintained. Saving Bank account should be opened in any Bank in favour of Director & Programme Officer jointly to run Rotaract Club fund.
- ❖ A list of projects undertaken during the year with complete information
- ❖ Press clipping guard file and Photo / CD Album.
- ❖ Each Rotaract Club should submit activities report to Rotary International South Asia Office New Delhi and to Parent Cub-Rotary Club of Madras South District 3232

Members

- The Senior Faculty Members are expected to motivate student youth to understand Rotaract Club's values and participate actively in the club meetings.
- To provide platforms for students in a variety of activities aimed at building up the confidence and grooming the talents of students in facing various interpersonal activities and competitions every year

Student Representative

- The Chairman is responsible for planning meetings and representing the club in district conferences and other events.
- The President promotes and completes professional and leadership development programs, community and international service projects, and enhances member leadership skills.
- The secretary handles the club's communication with the public, maintains all club records, and takes the minutes for all board and club meetings.
- The treasurer bears the responsibility of ensuring the club's financial stability and solvency by collecting and allocating club funds.

f. Frequency of Meetings:

- The Rotaract Club committee should meet at least twice in a year to plan and schedule the activities and to review the Rotaract club activities carried out.

g. Procedure:



- Any Student who is enthusiastic and committed to the service of the needy should be appointed as Members. Active Rotaract Club members can be selected as leaders and representatives for planning and implementing out-reach activities in their surroundings.
- All Volunteers should fill out the Membership form, and Each Rotaract Club should have minimum 30 - 80 volunteers. A Rotaract Club member can become a volunteer.
- A volunteer should have appropriate training to undertake the agreed tasks or role; and accept or refuse any task or role in accordance with code of ethics or fundamentals of voluntary service.
- On becoming member in any grade of membership, the individual helps render a noble cause to serve the most vulnerable and reach the needy through Rotaract Club.

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| Prepared By: Dr A.Appu | | Approved By: Dr.Farhath Khan | |

II.a. Description of Youth Red Cross Unit of MIM

Indian Red Cross Society (IRCS) was established in 1920 under the Indian Red Cross Society Act and incorporated under Parliament Act XV of 1920. The act was last amended in 1992 and of rules was formed in 1994. The IRCS has 35 State / Union Territories Branches with their more than 700 districts and sub district branches. Honorable President of India is the President and Hon'ble Union Health Minister is the Chairman of the Society. The Indian Red Cross's programmes are grouped into four main core areas: Promoting humanitarian



principles and values; Disaster response; Disaster preparedness; and Health and Care in the Community. Red Cross promotes the Humanitarian values, which encourage respect for other human beings and a willingness to work together to find solutions to problems. From the seven fundamental principles, the movement aims to influence the behaviour of all the people. Disaster response continues to represent the largest portion of IRCS work, with assistance to millions of people annually ranging from refugees to victims of natural disasters. The sharp increase in the number of natural disasters countrywide in recent years has prompted the Red Cross to devote more attention to Disaster preparedness activities. These aim to make Red Cross Societies and communities more aware of the risks they face, how to reduce their vulnerability, and how to cope when disaster strikes. Too many people die as a result of no access to even the most basic health services and elementary health education. Health and community care has become a cornerstone of humanitarian assistance, and accounts for a large part of Red Cross spending. Through these programmes, the Red Cross aims to enable communities to reduce their vulnerability to disease, and prepare for and respond to public health crises

ABOUT YOUTH RED CROSS

"The Youth Red Cross" is the most important constituent of its mother organization, Indian Red Cross. It is a group movement organized at the initial stages for students between 18 and 25 years of age within the colleges. Young volunteers can make a significant contribution to meet the needs of the most vulnerable people within their local communities through Red Cross youth programme. This has been designed to involve young people as much as possible in the movement and its activities not only as workers and also as beneficiaries, but as partners in management.

b. Purpose of Youth Red Cross Unit of MIM

The YRC unit focuses on disseminating the seven fundamental principles of Red Cross Movement - Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality; through various activities conducted at School, College and Society levels. Promoting health and hygiene, educating and training children and women and promoting comradeship across platforms is an imbibed service of the unit.

c. Objectives of Youth Red Cross Unit of MIM



- To enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth.
- To create an awareness on the care of their own health and of others.
- To understand and to accept of civic responsibilities and acting accordingly with humanitarian concern to fulfil the same.
- To foster better friendly relationship with all without any discrimination.
- Encourage community service through training and education
- Disseminate the seven fundamental principles of Red Cross and Red Crescent movement through activities that encourage the Red Cross ideal.

d. Composition for Youth Red Cross Unit of MIM

| S. No. | Name of Faculty | Designation | Committee Designation |
|---------------|------------------------|-----------------------------------|------------------------------|
| 1 | Dr.Farhath Khan | Director | Chairperson |
| 2 | Dr.A. Appu | Assistant Professor cum | Programmer Officer /Convenor |
| 3 | Dr D Charumathi | Assistant Professor | Member |
| 4 | Dr S Vinoth | Assistant Professor | Member |
| 5 | Dr T Hameed Kan | Associate Professor | Member |
| 6 | Mr. Mohamed Sulaiman B | Student Representative-Final Year | Chairman |
| 7 | Ms. Aafiya A | Student Representative-Final Year | President |
| 8 | Mr. Subramanian | Student Representative-Final Year | Secretary |
| 9 | Mr.Amjeth Hussain S | Student Representative-Final Year | Treasurer |

f. Roles and Responsibilities of Members:

Chairperson

- Approve and oversee a comprehensive plan for Youth Red Cross Unit activities throughout the academic year.
- Ensure appropriate allocation of resources, including funding, venues, and materials.
- Ensure that all activities comply with the institute's policies and regulations.



- Monitor the development of various programme and review the activities of Youth Red Cross Unit .
- Promote awareness of community services opportunities with various stakeholders and recognize student achievements through awards, accolades, and public recognition.

Programme Officer/ Convenor

- The Programme Officer are responsible for planning and implementing the Youth Red Cross Unit under the supervision and direction of the Principal/Director of the college.
- The Programme Officer Identify potential club leaders and hold elections for chairman, president, vice president, secretary, treasurer and members of the board of directors under the supervision and direction of the Principal/Director of the college.
- The Programme Officer will ensure that volunteers complete the prescribed hours of training.
- The Programme Office will maintain the Records and Registers:
 - ❖ Cash Book & Pass book – Separate Cashbook & Pass book for each YRC unit should be maintained. Saving Bank account should be opened in any Bank in favour of Director & Programme Officer jointly to run Youth Red Cross Unit fund.
 - ❖ A list of projects undertaken during the year with complete information
 - ❖ Press clipping guard file and Photo / CD Album.
 - ❖ Each Youth Red Cross Unit should submit activities report to Indian Red Cross Society, Tamilnadu Branch.

Members

- The Senior Faculty Members are expected to motivate student youth to understand YRC Unit values and participate actively in the club meetings.
- To provide platforms for students in a variety of activities aimed at building up the confidence and grooming the talents of students in facing various interpersonal activities and competitions every year

Student Representative



- The Chairman is responsible for planning meetings and representing the club in district conferences and other events.
- The President promotes and completes professional and leadership development programs, community and international service projects, and enhances member leadership skills.
- The secretary handles the club's communication with the public, maintains all club records, and takes the minutes for all board and club meetings.
- The treasurer bears the responsibility of ensuring the club's financial stability and solvency by collecting and allocating club funds.

f. Frequency of Meetings:

- The Youth Red Cross Unit committee should meet at least twice a year to plan and schedule the activities and review the YRC unit activities carried out.

g. Procedure:

- Any students especially those who are interested in making their college and community a safer place to live and who are keen to make a difference in the lives of people who are vulnerable and underprivileged can enroll for YRC Unit as member.
- Any student in a college has paid the annual membership fees or been excused by legislation towards Youth Red Cross Unit. A YRC member can be become a volunteer. Membership form should be filled in by all the Volunteers and Each YRC should have minimum 50 - 100 volunteers.
- A volunteer should have appropriate training to be able to undertake the agreed tasks or role; and accept or refuse any task or role in accordance with code of ethics or fundamentals of voluntary service.
- On becoming member in any grade of membership, the individual helps render Red Cross a noble cause to serve the most vulnerable and reach the needy through Red Cross.



III.a. Description of Red Ribbon Club of MIM

Red Ribbon Club is a movement started by the Government of India in schools and colleges through which, students will spread awareness over HIV / AIDS. It envisages to instil charity mind among all the students to extend their able help towards developing healthy life styles, donating blood to all the needy by promotion of Regular voluntary blood donation. Red Ribbon Club (RRC) is a comprehensive promotional and preventive intervention to enhance voluntary blood donation as well as mainstream HIV & AIDS prevention, care & support and treatment impact, mitigation, stigma reduction, among the youth in educational institutions. It will also prepare and promote youth peer educators within and outside the campuses. Reaching youngsters at an impressionable age before they become sexually active can lay the foundation for a responsible lifestyle, including healthy relationships and safe sex habits. NACP reaches out to youth through specially developed Youth Education Programme focused primarily on prevention through awareness building.

b. Purpose of Red Ribbon Club of MIM

The Red Ribbon Club is a voluntary on campus intervention is being implemented in the higher educational institutions, aiming at heightening their risk perception and preventing



HIV as well as promoting voluntary blood donation among youth between the age of 17-25 yrs.

c. Objectives of Red Ribbon Club of MIM

- To reduce new HIV infection among youth by raising their risk perception through awareness on Sex, Sexuality and HIV & AIDS.
- To induce among youth the spirit to help and support People Living with HIV/AIDS (PLHIV) there by reducing stigma and discrimination against PLHIVs.
- To motivate youth and build their capacity as peer educators and change agents by developing their skills on leadership, negotiation, and team building.
- To promote Voluntary non-remunerated Blood Donation among youth.

d. Composition for Red Ribbon Club of MIM

| S. No. | Name of Faculty | Designation | Committee Designation |
|---------------|---------------------------|-----------------------------------|------------------------------|
| 1 | Dr.Farhath Khan | Director | Chairperson |
| 2 | Dr.A. Appu | Assistant Professor cum | Programmer Officer /Convenor |
| 3 | Dr D Charumathi | Assistant Professor | Member |
| 4 | Dr S Vinoth | Assistant Professor | Member |
| 5 | Dr T Hameed Kan | Associate Professor | Member |
| 6 | Mr Mohamed Yusuf M | Student Representative-Final Year | Chairman |
| 7 | Mr Deepak Raja S | Student Representative-Final Year | President |
| 8 | Ms Shabana R | Student Representative-Final Year | Secretary |
| 9 | Mr Mohammed Haseebuddin J | Student Representative-Final Year | Treasurer |

g. Roles and Responsibilities of Members:

Chairperson

- Approve and oversee a comprehensive plan for Red Ribbon Club activities throughout the academic year.



- Ensure appropriate allocation of resources, including funding, venues, and materials.
- Ensure that all activities comply with the institute's policies and regulations.
- Monitor the development of various programme and review the activities of Red Ribbon Club.
- Promote awareness of community services opportunities with various stakeholders and recognize student achievements through awards, accolades, and public recognition.

Programme Officer/ Convenor

- The Programme Officer are responsible for planning and implementing the Red Ribbon Club under the supervision and direction of the Principal/Director of the college.
- The Programme Officer Identify potential club leaders and hold elections for chairman, president, vice president, secretary, treasurer and members of the board of directors under the supervision and direction of the Principal/Director of the college.
- The Programme Officer will ensure that volunteers complete the prescribed hours of training.
- The Programme Office will maintain the Records and Registers:
 - ❖ Cash Book & Pass book – Separate Cashbook & Pass book for Red Ribbon Club should be maintained. Saving Bank account should be opened in any Bank in favour of Director & Programme Officer jointly to run Red Ribbon Club fund.
 - ❖ A list of projects undertaken during the year with complete information
 - ❖ Press clipping guard file and Photo / CD Album.
 - ❖ Each Red Ribbon Club should submit activities report to The Project Director, TANSACS and RRC coordinator, University & Directorate about the activities and achievements of the programme.

Members

- The Senior Faculty Members are expected to motivate student youth to understand YRC Unit values and participate actively in the club meetings.



- To provide platforms for students in a variety of activities aimed at building up the confidence and grooming the talents of students in facing various interpersonal activities and competitions every year

Student Representative

- The Chairman is responsible for planning meetings and representing the club in district conferences and other events.
- The President promotes and completes professional and leadership development programs, community and international service projects, and enhances member leadership skills.
- The secretary handles the club's communication with the public, maintains all club records, and takes the minutes for all board and club meetings.
- The treasurer bears the responsibility of ensuring the club's financial stability and solvency by collecting and allocating club funds.

f. Frequency of Meetings:

- The Red Ribbon Club committee should meet at least twice a year to plan and schedule the activities and review the Red Ribbob Club activities carried out.

g. Procedure:

- Any Student who has high level of motivation, inclination and aptitude for community work and above all very good rapport with public should be preferred as Members. Active RRC members can be selected as leaders and representatives for planning and implementing out-reach activities in their surroundings.
- Any student in a college has paid the annual membership fees or been excused by legislation towards Red Ribbon Club. A RRC member can be become a volunteer. Membership form should be filled in by all the Volunteers and Each RRC should have minimum 50 - 100 volunteers.
- A volunteer should have appropriate training to be able to undertake the agreed tasks or role; and accept or refuse any task or role in accordance with code of ethics or fundamentals of voluntary service.



- On becoming member in any grade of membership, the individual helps in rendering a noble cause to serve the most vulnerable and thereby reaching to the needy, through Red Ribbon Club.

IV.a. Description of Citizen Consumer Club of MIM

The Department of Consumer Affairs of Ministry of Consumer Affairs, Food and Public Distribution in Government of India lays down policies at National level. Department of Civil Supplies and Consumer protection in Government of Tamil Nadu is the nodal Department for dealing with protection and welfare of consumers in Tamil Nadu. To promote a strong and broad based Consumer Protection movement in the country besides programmes and schemes already under implementation, Government of Tamil Nadu has instituted a non-formal system of imparting Consumer Education to School and College students by involving them in various consumer welfare and consumer protection activities by setting up consumer clubs in schools and colleges and also motivating Self Help Group Federations to act as Consumer Group. The Citizen Consumer Club of MEASI Institute of Management is an affiliated club to the Department of Civil Supplies and Consumer Protection, Government of Tamil Nadu, which was established at the beginning of the academic year 2015 – 2016. The club has evolved its own objectives in aligning to achieve the common goal of the Department of Civil Supplies and Consumer Protection, Government of Tamil Nadu.



Motto: "AWARE! ALERT!! And ACT!!!"

RIGHTS OF CONSUMER

Rights of Consumers as enumerated under the Consumer Protection Act, 1986

- Right to safety
- Right to information
- Right to choose
- Right to assured
- Right to heard
- Right to redressal
- Right to consumer education
- Right to Healthy Environment
- Right to basic need

CONSUMER RESPONSIBILITIES

- Critical Awareness
- Action
- Social concern
- Environmental concern
- Sustainable Consumption
- Social Networking

REMEDIES AVAILABLE TO CONSUMER

- To remove the defect pointed out by the appropriate laboratory from the goods
- To replace the goods with the new goods of similar description, which are free from similar defects
- To return the price of the charges paid by the complainant
- To pay such amount as compensation to the consumer for any loss or injury suffered by the consumer due to the negligence of the opposite party
- To remove the defects of deficiencies in the services in question
- To discontinue the unfair trade practice or the restrictive trade practice or not to repeat
- To withdraw the hazardous goods from being offered for sale

b. Purpose of Citizen Consumer Club of MIM

The club's main purpose is to raise awareness about consumer rights and consumer responsibilities among club members and society at large.



c. Objectives of Citizen Consumer Club of MIM

- To enable students, understand fundamental rights of a citizen.
- To enable students, realize and learn the fundamental duties of a good citizen.
- To inject Knowledge on product standards, product quality and about markets.
- To learn about laws enacted for protection/Welfare of consumers and enforcement authorities concerned.
- To develop a sense of awareness among youth and methods of exploitation of consumers by business concerns and measures to protect them.
- To impart knowledge on product standards, product quality and about markets.
- To learn about sustainable consumption norms and implement them in real life.
- To assist the youth in making informed purchase decision as individual.
- To build a base of enlightened citizen customers as the foundation of future India.

d. Composition for Citizen Consumer Club of MIM

| S. No. | Name of Faculty | Designation | Committee Designation |
|---------------|------------------------|-----------------------------------|------------------------------|
| 1 | Dr.Farhath Khan | Director | Chairperson |
| 2 | Dr.A. Appu | Assistant Professor cum | Programmer Officer /Convenor |
| 3 | Dr D Charumathi | Assistant Professor | Member |
| 4 | Dr S Vinoth | Assistant Professor | Member |
| 5 | Dr T Hameed Kan | Associate Professor | Member |
| 6 | Mr. Puviraj. C | Student Representative-Final Year | Chairman |
| 7 | Anees Rahman M H | Student Representative-Final Year | President |
| 8 | Asim Abubacker S | Student Representative-Final Year | Secretary |
| 9 | Maryam Hannah F | Student Representative-Final Year | Treasurer |

h. Roles and Responsibilities of Members:

Chairperson



- Approve and oversee a comprehensive plan for Citizen Consumer Club activities throughout the academic year.
- Ensure appropriate allocation of resources, including funding, venues, and materials.
- Ensure that all activities comply with the institute's policies and regulations.
 - Monitor the development of various programme and review the activities of Citizen Consumer Club
 - Promote student engagement and participation in Citizen Consumer Club by facilitating and fostering a supportive and inclusive environment for student involvement.
 - Promote awareness of community services opportunities with various stakeholders and recognize student achievements through awards, accolades, and public recognition.

Programme Officer/ Convenor

- The Programme Officer are responsible for planning and implementing the Citizen Consumer Club under the supervision and direction of the Principal/Director of the college.
- The Programme Officer Identify potential club leaders and hold elections for chairman, president, vice president, secretary, treasurer and members of the board of directors under the supervision and direction of the Principal/Director of the college.
- The Programme Officer will ensure that volunteers complete the prescribed hours of training.
- The Programme Office will maintain the Records and Registers:
 - ❖ Cash Book & Pass book – Separate Rotaract Club Cashbook & Pass book for each unit should be maintained. Saving Bank account should be opened in any Bank in favour of Director & Programme Officer jointly to run Citizen Consumer Club fund.
 - ❖ A list of projects undertaken during the year with complete information
 - ❖ Press clipping guard file and Photo / CD Album.
 - ❖ Each Red Ribbon Club should submit activities report to Deputy Commissioner (City) South, Deputy Commissioner (City) South,



Ezhilagam 4th Floor Chepauk, Ch-5. & Directorate about the activities and achievements of the program.

Members

- The Senior Faculty Members are expected to motivate student youth to understand Citizen Consumer Club's values and participate actively in the club meetings.
- To provide platforms for students in a variety of activities aimed at building up the confidence and grooming the talents of students in facing various interpersonal activities and competitions every year

Student Representative

- The Chairman is responsible for planning meetings and representing the club in district conferences and other events.
- The President promotes and completes professional and leadership development programs, community and international service projects, and enhances member leadership skills.
- The secretary handles the club's communication with the public, maintains all club records, and takes the minutes for all board and club meetings.
- The treasurer bears the responsibility of ensuring the club's financial stability and solvency by collecting and allocating club funds.

f. Frequency of Meetings:

- The Citizen Consumer Club committee should meet at least twice a year to plan and schedule the activities and review the YRC unit activities carried out.

g. Procedure:

- Any Student who has to learn and follow the traits of a responsible citizen and aware about consumer rights protected in the constitution should be preferred as Members. To spread information gained through the club among fellow students, parents, and other people in the community. Active CCC members can be selected as leaders and representatives for planning and implementing out-reach activities in their surroundings.



- Membership form should be filled in by all the Volunteers and Each CCC should have minimum 20 - 30 volunteers. A CCC member can become a volunteer.
- A volunteer should have appropriate training to be able to undertake the agreed tasks or role; and accept or refuse any task or role in accordance with code of ethics or fundamentals of voluntary service.
- On becoming member in any grade of membership, the individual helps render a noble cause to serve the most vulnerable and reach the needy through Citizen Consumer Club.