

CAMPUS SECURITY AUDIT CHECK LIST

Name of the Institution: 175, Dr.Dharmambal Government Polytechnic College for Women,
Tharamani, Chennai 600 113.

S.No.	CAMPUS SECURITY DETAILS	YES/NO	REMARKS
1.	Is the entire campus enclosed with a compound wall?	Yes	
2.	Is the perimeter of the college secured with Fencing?	Yes	
3.	Are the gates monitored throughout the day? Number of gates: 01	Yes	
4.	Whether the securities are trained personnel? Number of Securities: 2 (Regular) 2 (Consolidated)	Yes	
5.	Have there been any security problems in the past? (Issues of weapons possession, vandalism, theft?)	No	
6.	Whether local patrolling by security personnel is done daily?	Yes	
7.	Do you have sufficient number of CCTV cameras installed and functional at all strategic locations with proper control room for analysis and monitoring?	Yes	Enclosed as Annexure-1
8.	Number of CCTV Cameras:	14 +54+4	
9.	Does AMC is being taken for CCTV?	No	In warranty
10.	Any Person is deputed for the CCTV Monitoring?	Yes	

11.	Whether secluded and unsupervised spots within the campuses are covered with adequate lighting ?	Yes	
12.	Do you have a key system in place? How many keys to the building? How many keys to class rooms?	Yes	Building :18 Class rooms :18
13.	What hour does the Help desk staff work? ➤ In-person ➤ Online ➤ Through Phone	In-person	Annexure – 2A, 2B
14.	How many complaint boxes are installed?	02	
15.	Whether all the complaints are documented and resolved?	Yes (Annexure 3)	Grievance Committee Documented and resolved the problems
16.	Is there a visitor procedure ? Is it enforced and do you maintain documentation?	Yes	Register maintained
17.	Is there any proper monitoring system for workers involved in various services such as Plumbers, Electricians, Construction workers?	Yes	
18.	Do students have ID cards or other identification, which is always in plain view? Is this enforced?	Yes	
19.	Do all employees have I.D.cards ?	Yes	
20.	Do you have the local police monitor the campus after hours?	Yes	
21.	Have the local police visited the campus and become familiar with the campus layout?	Yes	

22.	Are the students aware of college discipline codes ? Are parents aware? How are they made aware?	Yes	
23.	What is the college's knowledge about the surrounding neighborhoods or areas around the college?	Imparts knowledge and Skills	
24.	Is the main entrance to the college easily recognized?	Yes	
25.	Is adequate exterior lighting provided as to eliminate all dark areas?	Yes	
26.	Are shrubs and trees trimmed as to Minimize hidden areas on campus?	Yes	
27.	Are all items removed from outside the buildings and near exterior fences that could be used for breaking in or standing and climbing on? (i.e. Ladders, lumber, trash containers, etc.)	Yes	
28.	Are hidden areas of the college fenced in? (i.e. courtyards, areas not visible from the front)	Fenced Yes	
29.	Is the campus located in a residential area ? Commercial area ?	Commercial area	
30.	Are all classroom/portable doors capable of being locked from the inside?	Yes	
31.	Do emergency lights work in the halls?	Yes	
32.	Are parking passes/tags issued with the procedures in place to revoke parking passes?	No	

33.	Whether the hostel is monitored by authorised wardens?	Yes	
34.	Whether the proper monitoring system is maintained in hostels?	Yes	
35.	Whether all the faculty and students are down loaded the "KAAVALUTHAVI" App and ' DRUG FREE TN' App	Yes	Annexure - 4A Annexure - 4B

Date:

Place:



Signature and Seal of the Head of
the Institution



11.02.2026

Signature and Seal of the Police
Officer from nearby police station
Inspector of Police
Law and Order
4-13 Taramani Police Station
Chennai-113.

IP CAMERA - INSTALLATION CERTIFICATE

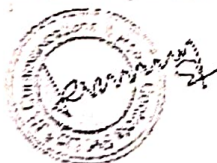
Vendor: JR COMMUNICATIONS AND POWER CONTROLS PVT LTD G4, ROYAL TOWERS A20, 1ST CROSS WEST, THILLAI NAGAR, TRICHY - 620013.	Consignee: The Principal Dr. Dharmambal Government Polytechnic College for Women 4th Cross Street, Rajiv Gandhi Salai, Tharamani Chennai - 600113
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WORK COMPLETION NO: WOWMUR/PLAN/PLAN/1907-25/0007	PO NO / DATE: ELCOOT/EPROC/33710-54-IP- OT/SC14/ODG-4/002/C-3/2025-25/00219 / 12/04/2025	CONSIGNEE NO: 1
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S.No	Item Name	Qty	Unit
1	6U Wall Mount Rack (33710-54-IP-5-002 Make: Flexonics Model: PL-1206U-1RK - Height & Dimension - Height 6U, 550(W) x 500mm(D), Material Thickness - 0.8mm, Loading capacity - 30KG, Front Door - 4mm Lockable Toughened Glass Door with lock and key, Cabinet Material - Powder coated, Cold rolled close annealed Sheet, Mounting - "Wall Mount equipped, with 1.2 mm mounting angle", Form Factor - DIN Std. 10mm Sq. Slots, General - Rubber Closure for cable entry holes & Top and Bottom cable entry, Adjustable mounting depth & 19" adjustable Rail in the front and rear, Hardware Screw Packet.)	2	Nos.
2	9U Outdoor Pole / Ground mounted Rack (33710-54-IP-5-007 Make: Flexonics Model: PL-1209U-SRK, Height & Dimension - Height 9U, 600(W) x 600mm(D), Material Thickness - 1.2mm, Loading capacity - 50KG, Front Door - Lockable Door with Full Metal with Gril with Lock & Key, Cabinet Material - Powder coated, Cold rolled close annealed Sheet, Mounting - "Pole or Ground mounted on concrete, base", Protection - IP55, Form Factor - DIN Std. 10mm Sq. Slots, General - Rain Canopy, Adjustable mounting depth & 19" adjustable Rail in the front and rear, Cable entry with glands, Hardware Screw Packet.)	2	Nos.
3	Power Strip 3 Pin 5A & 4 Socket with surge Protector (33710-54-IP-C-001 Make: OEM/Any reputed Make)	4	Nos.
4	90Cm Fans, 115-240V AC Fan for Above racks (33710-54-IP-C-004 Make: OEM/Any reputed Make)	4	Nos.
5	CAT 6 cable 4 pair UTP Cable (33710-54-IP-5-008 Make: Flexonics Model: PL-064P3-UTP, Standard Length - 305meter, Cable Type - 4 twisted pairs separated by internal X shaped, 4 channel, fluted polymer spline, Fast and Gigabit Ethernet, Sequential Marking At Every Meter, Conductor - Solid Bare Electrolytic Grade Copper, - 0.57 mm - 23 AWG, Sheath - Flame Retardant PVC, Bandwidth - 250MHz, Performance characteristics - ANSI/TIA 568 C.2 certified.)	500	Meters
6	Cable laying charges per mtr (33710-54-IP-C-027 Make: Labour Work)	920	Meters
7	1 PVC JConduit charges per mtr (33710-54-IP-C-014 Make: OEM/Any reputed Make)	500	Meters

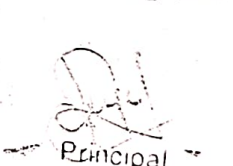
WARRANTY: 3 Years from the Date of installation	INSTALLATION DATE:	WARRANTY EXPIRY DATE:
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Supplier Signature



JR COMMUNICATIONS AND POWER CONTROLS PVT LTD

Customer Signature



 Principal
 Dr. Dharmambal Government
 Polytechnic for Women
 Tharamani, Chennai - 113,

Prepared By:

IP CAMERA - INSTALLATION CERTIFICATE

2/5

Order:
R COMMUNICATIONS AND POWER CONTROLS PVT LTD
4, ROYAL TOWERS, A20, 1ST CROSS WEST,
HILLAI NAGAR, TRICHY - 620013.

Consignee:
The Principal
Dr. Dharmambal Government Polytechnic College for Women
4th Cross Street, Rajiv Gandhi Salai, Tharamani
Chennai - 600113

WORK COMPLETION NO:
CW/CUR/CLAY/CLAY/1907-25/00071

PO NO / DATE: ELCOT/EPROC/33710-S4-IP-
OT/SC014, CDC 14/002/C*3/2025-26/00219 / 16/04/2025

CONSIGNEE NO:
7

Sl	Item Name	Qty	Unit
	OFC Outdoor Armored 6 core unitube SM 9/125micron, jelly filled loose tube, Corrugated ECCS Tape armour, Steel Wire Strength Member armor, anti rodent, HDPE outer Stealth with UV compliant. (33710-S4-IP-C-050 Make: Plexonics Model: PL-FSA1006)	910	Meters
	Fiber Laying(Indoor/Outdoor) Charges per mtr (33710-S4-IP-C-021 Make: Labour Work)	910	Meters
	HDPE pipe 32mm for encapsulating the fiber cable per mtr (33710-S4-IP-C-013 Make: OEM/Any reputed Make)	910	Meters
	HDPE pipe 32mm laying charges per mtr (33710-S4-IP-C-020 Make: Labour Work)	910	Meters
	Digging and refilling hardsoil/concrete cutting (3feet depth) per meter including restoration (33710-S4-IP-C-019 Make: Labour Work)	200	Meters
	6 Port Fully Loaded LIU / Fiber Patch Panel (33710-S4-IP-S-011 Make: Plexonics Model: PL-LUN06 + PL-SPLT-06 + PL-CPD1-SC-03 + PL-BPC0 + 3# PL-CSD-SC + 6# PL-PTSS-SCP-01 - Mount - 1U Rack Mount, Modular Type, Cable Entry/Exit - Multiple set of cable entry & exit with glands, Splice tray - 6 Core Splice tray, Adapter plate - Plexonics 3 Port Duplex SC removable Adapter/coupler Plate-empty for Modular LIU for 6 core tray, SM Adapter - 3# LC/SC Adapter with Zirconia Housing, Pigtail - 6# 0.9mm thickness LC/SC Pigtail for SM/MM Fiber.)	3	Ncs.
	Fiber Patch Cord LC-LC SM 3Mtr, LC to LC, Duplex, 9/125 micron and 2mm or better thickness (33710-S4-IP-C-011 Make: Plexonics Model: PL-PCSD-LCP-LCP-03)	12	Ncs.
	1G SM Duplex SFP Module support 10KM Distance (33710-S4-IP-C-030 Make: Plexonics Model: PL-1010SM-GSFP Serial No:1) 2403231220, 2) 2403231211, 3) 2403231327, 4) 2403231326)	4	Ncs.
	Fiber Termination/Splicing Charges rate for each core (33710-S4-IP-C-022 Make: Labour Work)	24	Ncs.

WARRANTY: 3 Years from the Date of
Installation

INSTALLATION DATE:

WARRANTY EXPIRY DATE:

Supplier Signature



R COMMUNICATIONS AND POWER CONTROLS PVT LTD

Prepared By:

Customer Signature



Principal

Dr. Dharmambal Government
Polytechnic for Women
Tharamani, Chennai - 113

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IP CAMERA - INSTALLATION CERTIFICATE

315

Vendor:
JR COMMUNICATIONS AND POWER CONTROLS PVT LTD
G4, ROYAL TOWERS, A20, 1ST CROSS WEST,
THILLAI NAGAR, TRICHY - 620018.

Consignee:
The Principal
Dr. Dharmambal Government Polytechnic College for Women
4th Cross Street, Rajiv Gandhi Salai, Tharamani
Chennai - 600113

WORK COMPLETION NO:
WCAWNR.PLAY/PLAY/1907-25/00071

PO NO / DATE: ELCOT.EPRODC/33710-B4-IP.
OT/SC14/CDC/14/02/C/3/2025-26/00219 / 13/04/2025

CONSIGNEE NO:
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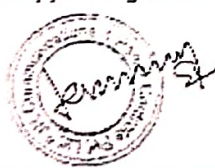
No	Item Name	Cty	Unit
19	NVR Model 2 - Network Video Recorder 16 Channels 2 HDD (33710-B4-IP-A-015 Make: Flexonics Model: PL-7416ENVR - Channels - 16 Channel; Storage - 2 HDD Slot. Supports 10 TB Each Slot Throughput - 120 Mbps; Resolution - 4K Real Time Streaming. Pixels/Resolution Support - 8 MP; Video compression - H.264, H.265; Interface - 1x RJ45, 1x HDMI Port, 1x VGA, HDMI Resolution: 1920x1080, 1280x1024, 1280x720, VGA Monitoring Resolution: 1920x1080. 1280x720, Audio: In/Out: 1-ch /1, Alarm: In/Out: 4/1, 2x USB 2.0; - Audio: In/Out: 1-ch /1, Alarm: In/Out: 4/1. 2x USB 2.0; ONVIF compliance - ONVIF Version 3.0, Profile S/G/T Compliant; Backup file format - Viewable in VLC and Windows Media Player; Backup Mode - External USB Storage/ Hard Disk, NAS. Capable to edit and trim the video file; Operating Temperature - -10°C to 60°C; Power Supply - 100-240 V AC, 50-60Hz ; Playback Function - Play, Pause, Stop, Rewind, Fast play, Slow play, full screen; Record Interval - Default Pre-Buffer recording 10s 1-60s, Default Post-Buffer Recording 10s 10-120s, User Customizable; Record Mode - manual, Intrusion/perimeter, detection, Cross Line Detection, motion; detection, schedule; OSD - Camera title, Time, Motion detection, Recording; Monitoring and Playback - Support upto 16 channels in single screen, 16-ch 1080P Sync Playback; Search Mode - Time /Date, Motion detection, record type, record time; Encryption - Support High level; Encryption over recording; Serial No:1) 7216ENVR0206231050)	1	Nos.
20	L2 Managed 8 ports POE switch (33710-B4-IP-B-015 Make: Flexonics Model: PL-2410MG-8PL Ports - 8 x 10/100/1000Mbps POE RJ45 Ports, 2x GE SFP Slots, Performance - Switching Capacity: 20Gbps, Forwarding Rate: 14.88 Mpps, ACL & Vlan Table - Support ACL Function, 2K entry ACL table, 4K Vlan, 8K MAC Address, Vlan - Port Based Vlan, Private Vlan, IEEE802.1Q, Protocol Based Vlan, Voice Vlan, Multicast Functions - IGMP v1/v2/v3 snooping, IGMP Fast Leave, Security Features - Mac Based ACL, IP based ACL, MAC-IP ACL, User Defined ACL, Time range ACL, VLAN ACL, Port Security, ARP Binding, AAA, IEEE 802.1x, TACACS+, Radius, DHCP Management - IPv4/IPv6 DHCP Client, IPv4/IPv6 DHCP Snooping, Option 82, Spanning Tree - 802.1D STP, 802.1W RSTP, 802.1S MSTP Root Guard, EPDU Forwarding, ITU-T G.8032, Loop back Detection, Loop Protection, Management Port - RJ45 Console Port (Out of Band), Operation Management - TFTP/FTP CLI, Telnet, Console, Web/SSL (IPv4/IPv6), IPv4/IPv6 SSH v1/v2, SNMPv1/v2/v3, Public & Private MiB, POE Protocols - IEEE 802.3af PoE (15.4W), and IEEE 802.3at PoE+ (30W), support on all ports, POE Budget - 124W, IPv6 Features - IPv4/IPv6 Dual Protocol stack, Operating Temperature - Operating Temperature: 0°C - 50 °C, Certificate - CE, IS 13252 Serial No:1) 2410MG8PI0101250039, 2) 2410MG8PI0101250042, 3) 2410MG8PI0101250044)	3	Nos.
21	HDMI Cable per Meter (33710-B4-IP-C-046 Make: OEM/Any reputed Make)	10	Meters

WARRANTY: 3 Years from the Date of
Installation

INSTALLATION DATE:

WARRANTY EXPIRY DATE:

Supplier Signature



JR COMMUNICATIONS AND POWER CONTROLS PVT LTD

Customer Signature


Principal
Dr. Dharmambal Government
Polytechnic for Women
Tharamani, Chennai - 113

Prepared By:

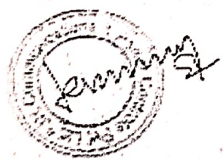
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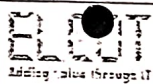
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Vendor: JR COMMUNICATIONS AND POWER CONTROLS PVT LTD G4, ROYAL TOWERS, A20, 1ST CROSS WEST, THILLAI NAGAR, TRICHY - 620013.	Consignee: The Principal Dr. Dharmambal Government Polytechnic College for Women 4th Cross Street, Rajiv Gandhi Salai, Tharamani Chennai - 600113
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No	Item Name	Qty	Unit
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20	L2 Managed 8 ports POE switch (33710-B4-IP-B-015 Make: Flexonics Model: PL-2410MG-8PL Ports - 8 x 10/100/1000Mbps POE RJ45 Ports, 2x GE SFP Slots, Performance - Switching Capacity: 20Gbps, Forwarding Rate: 14.88 Mpps*, ACL & Vlan Table - Support ACL Function, 2K7entry ACL table, 4K Vlan, 8K MAC Address, Vlan - Port Based Vlan, Private Vlan, IEEE802.1Q, Protocol Based Vlan, Voice Vlan, Multicast Functions - IGMP v1/v2/v3 snooping, IGMP Fast Leave, Security Features - Mac Based ACL, IP based ACL, MAC-IP ACL, User?Defined ACL Time range ACL, VLAN ACL, Port Security, ARP Binding, AAA, IEEE 802.1x, TACACS+, Radius, DHCP Management - IPv4/IPv6 DHCP Client, IPv4/IPv6 DHCP Snooping, Option 82, Spanning Tree - 802.1D STP, 802.1W RSTP, 802.1S MSTP Root Guard, BPDU Forwarding, ITU-T G.8032, Loop back Detection, Loop Protection, Management Port - RJ45 Console Port (Out of Band), Operation Management - TFTP/FTP CLI, Telnet, Console, Web/SSL (IPv4/IPv6), IPv4/IPv6 SSH v1/v2, SNMPv1/v2c/v3, Public & Private MIB, POE Protocols - IEEE 802.3af PoE (15.4W), and IEEE 802.3at PoE+ (30W), support on all ports, *, POE Budget - 124W, IPv6 Features - Pv4/IPv6 Dual Protocol stack, Operating Temperature - Operating Temperature: 0°C - 50 °C, Certificate - CE, IS 13252 Serial No:1) 2410MG8P10101250039, 2) 2410MG8P10101250042, 3) 2410MG8P10101250044)	3	Nos.
21	HDMI Cable per Meter (33710-B4-IP-C-046 Make: OEM/Any reputed Make)	10	Meters

WARRANTY: 3 Years from the Date of Installation	INSTALLATION DATE:	WARRANTY EXPIRY DATE:
Supplier Signature  JR COMMUNICATIONS AND POWER CONTROLS PVT LTD	Customer Signature  Principal Dr. Dharmambal Government Polytechnic for Women Tharamani, Chennai - 113	
Prepared By:	E	



IP CAMERA - INSTALLATION CERTIFICATE

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Vendor: JR COMMUNICATIONS AND POWER CONTROLS PVT LTD G4, ROYAL TOWERS, A20, 1ST CROSS WEST, THILLAI NAGAR, TRICHY - 620013.	Consignee: The Principal Dr. Dharmambal Government Polytechnic College for Women 4th Cross Street, Rajiv Gandhi Salai, Tharamani Chennai - 600113
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WORK COMPLETION NO: WOWWUR7LAY7LAY1907-25/00071	PO NO / DATE: ELOCOT.EPROC/33710-S4-IP. OT/SC14/CDC14/C02/C13/2025-25/00219 / 18/04/2025	CONSIGNEE NO: 1
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S.No	Item Name	Qty	Unit
22	4 TB AV Hard Disk (33710-S4-IP-C-039 Make: Western Digital/Seagate/Toshiba Serial No:1) WW66GM7B)	1	Nos.
23	8 TB AV Hard Disk (33710-S4-IP-C-041 Make: Western Digital/Seagate/Toshiba Serial No:1) WWZ6BDV5)	1	Nos.
24	15 Feet GI Pole (33710-S4-IP-C-037 Make: OEM/Any reputed Make)	1	Nos.
25	2 MP Fixed lens Bullet Camera (33710-S4-IP-A-004 Make: Plexonics Model: PL-7273RPL - Lens - Fixed Lens: 3.6mm; IR Range - 50 Mtr; Min. Illumination - Color mode: 0.02 lux and B&W mode: 0.01 lux; Video analytics - Motion Detection; Resolutions and frame rates - Main Stream: 25 fps at 1920x1080, Stream 2: 25 fps at 704x480; Protocol Support - IPv4, IPv6, HTTP, HTTPS, FTP, SMTP, UPnP, DNS, DDNS, NTP, RTSP, RTP, TCP, UDP, IGMP, ICMP, DHCP; Environment Protection - IP 67; Image sensor - 1/2.8" CMOS Progressive Scan; Day and Night - Auto Color / B&W auto switch based on light level, manual, schedule; Electronic Shutter - 1s to 1/100, 000sec; On Screen Display - Camera Name, Time, Date, Location Name; Video Compression - H.264, H. 265; Viewing/configuration - IE, Windows, Mobile Phone (iOS, Android), PL-VMS, PL-NVR; Interface - Ethernet 10/100 RJ45 Port, Auto negotiation; POE - IEEE 802.3af Power over Ethernet; ONVIF compliance - 2.4 version, ONVIF profile S, G and Profile T compliant; Operating Temperature - (-35 to 65°C); Surge Protection - 2000V Surge-proof; Mounting - mounting box: WDR - DWDR; IRIS - Fixed IRIS; Streaming Support - Dual Streaming. Serial No:1) 7273RPL0125020)	1	Nos.
26	Input Wiring: Cable: 2.5 Sq.mm- 2 Run & 1.5 Sq.mm 1Run (33710-S4-IP-C-040 Make: OEM/Any reputed Make)	350	Meters
27	5A-3 pin Switches & Sockets 1 set (1 set = 3Nos.) with Gang box (33710-S4-IP-C-049 Make: OEM/Any reputed Make)	4	Nos.

WARRANTY: 3 Years from the Date of Installation	INSTALLATION DATE:	WARRANTY EXPIRY DATE:
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Supplier Signature

JR COMMUNICATIONS AND POWER CONTROLS PVT LTD

Customer Signature

Principal
Dr. Dharmambal Government
Polytechnic for Women
Tharamani, Chennai - 113

Prepared By:

DR.DHARMAMBAL GOVERNMENT POLYTECHNIC COLLEGE FOR
WOMEN,(AUTONOMOUS) THARAMANI, CHENNAI -600 113.

ANNEXURE 2A

Grievances/Admission Informative Help desk for parents, students, and visitors.

CONSTITUTION OF ADMISSION HELP DESK COMMITTEE:

S.NO	Name (Thiruvallargal)	Acted As	Designation	Contact No
1	Hepzhiba Angela Durairaj	Chairperson	Principal	9444426086
2	Dr.K.Jayabalan	Nodal Officer	Lecturer/CHEMISTRY	8838908032
3	Jeneta Magadalene.A	Member	Lecturer/ECE	9884516822
4	Dharani.M	Member	Lecturer/CIVIL	8428587942
5	Seethapathi.C	Member	Lecturer/CP	9629040043
6	Indra.K	Member	Lecturer/CT	9003842824
7	Dr.A.Shanmuga Vadivu.	Member	Lecturer/MATHS	9629336471

Responsibilities of the Committee Members:

1. Respond to queries and concerns in a timely manner.
2. Provide accurate information about admission procedures.
3. Provide accurate information about various courses.
4. Provide accurate information about Naan Mudhalvan, scholarship and Placement, etc.,
5. Resolve grievances and escalate unresolved issues to higher authorities.
6. To guide students, parents and visitors, ensuring clear communication.

Sd/-Hepzhiba Angela Durairaj
Principal

//Forwarded by Order//

[Signature]
24/12/24
Superintendent

7957
24/12/24

டாக்டர் தர்மம்மாள் அரசினர் மகளிர் பாலிடெக்னிக் கல்லூரி, தரமணி, சென்னை-113
முன்னிலை:- திருமதி. எப்சிபா ஏஞ்சலா துரைராஜ்,

முதல்வர்

செயல்முறை ஆணை எண். 4346/அ3/2024 நாள். 23.12.2024.

ANNEXURE 2B

பொருள்: நிர்வாகம்- டாக்டர் தர்மம்மாள் அரசினர் மகளிர் பாலிடெக்னிக் கல்லூரி, தரமணி, சென்னை-113. Grievance/Admission Help Desk Committee-மாணவியாகள், பெற்றோர் மற்றும் மாணவியார்களின் சேர்க்கை தொடர்பான பணிகளை சுழற்சி முறையில் பணியினை மேற்கொள்ள ஆணை வழங்குதல்- தொடர்பாக.

பார்வை: 1. இப்பயிலக முதல்வரது செயல்முறை ஆணை எண். 4346/அ3/2024 நாள். 18.11.2024.

2. இப்பயிலக முதல்வரது செயல்முறை ஆணை எண். 4346/அ3/2024 நாள். 19.11.2024.

பார்வையில் காணும் இப்பயிலக முதல்வரது செயல்முறை ஆணையின்படி Grievance/Admission Help Desk Committee அமைக்கப்பட்டதனை தொடர்ந்து மாணவியாகள், பெற்றோர் மற்றும் மாணவியார்களின் சேர்க்கை தொடர்பான விவரங்கள் மற்றும் பிற குறைகள் குறித்து தெளிவுப்படுத்தும் வகையில் வழிகாட்டுதல் தொடர்பாக நுழைவாயில் உள்ள Help Desk-ல் கீழ்க்காணும் பணியாளர்கள் சுழற்சி முறையில் இரண்டு வாரங்களுக்கு ஒருவர் என்ற முறையில் பணியினை மேற்கொள்ள இதன் மூலம் திருத்திய ஆணை பிறப்பிக்கப்படுகிறது. மேலும், Help Desk Committee செயல்பாடு குறித்த விவரத்தினை நாள்தோறும் அங்கு வைக்கப்பட்டுள்ள பதிவேட்டில் (Help Desk-Enquiry Details) பதிவு செய்ய வேண்டும் என தெரிவிக்கப்படுகிறது

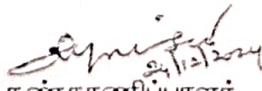
வ.எண்	பெயர் மற்றும் பதவி திருவாளர்கள்	துறை	பணி நாட்கள்
1	A.Ramasamy JDO	JDO	23.12.2024 முதல் 05.01.2025 வரை
2	S.Karunakaran Workshop Instructor	Workshop Instructor	06.01.2025 முதல் 19.01.2025 வரை
3	G.Gopi Skilled Assistant	GT	20.01.2025 முதல் 02.02.2025 வரை
4	V.Sivamayam Skilled /Lab Assistant	CT	03.02.2025 முதல் 16.02.2025 வரை
5	B.Krishnamoorthy Skilled Assistant(Annamalai University)	ICE	17.02.2025 முதல் 02.03.2025 வரை
6	T.Rajasekaran Skilled Assistant(Annamalai University)	ECE	03.03.2025 முதல் 16.03.2025 வரை
7	J.ChandraMohan Skilled Assistant(Annamalai University)	BEC	17.03.2025 முதல் 30.03.2025 வரை
8	G.Rajeshkannan Skilled Assistant(Annamalai University)	CP	31.03.2025 முதல் 13.04.2025 வரை
9	K.VijayaRajan Skilled Assistant(Annamalai University)	CIVIL	14.04.2025 முதல் 27.04.2025 வரை

ஓம்/-எப்சிபா ஏஞ்சலா துரைராஜ்,
முதல்வர்

பெறுநர்.

மேற்காணும் பணியாளர்கள்

//ஆணைப்படி அனுப்பப்படுகிறது//


கண்காணிப்பாளர்

DR.DHARMAMBAL GOVERNMENT POLYTECHNIC COLLEGE FOR
WOMEN,(AUTONOMOUS) THARAMANI, CHENNAI -600 113.

Present: Tmt. Hepzhiba Angela Durairaj, M.Tech.,
PRINCIPAL

ANNEXURE 3

Proceedings No.4346/A3/2024, Dated:23.12.2024

Sub: Technical Education - Dr.Dharmambal Government Polytechnic College for Women, Chennai -113 – Grievances Redressal and providing Guidance Admission Help Desk / Students Constituted from the year 2024 – 2025 Onwards – Reg

Ref: 1. Commissioner of Technical Education's Letter No. 3000/ TNEA/ HELPDESK/POLY/ 2024-1. Dated: 13.11.2024.
2. DDGPCW Principal Proc no.4346/A3/2024.Dated:18.11.2024

With reference to the letter first cited above, a Help desk to address the grievances of parents, students, and provide is hereby constituted with the following members. The members are entrusted with the responsibility of resolving grievances and providing necessary support to Parents and students.

Responsibilities of the Committee Members:

1. Respond to queries and concerns in a timely manner.
2. Provide accurate information about admission procedures.
3. Provide accurate information about various courses.
4. Provide accurate information about Naan Mudhalvan, Scholarship and Placement, etc.,
5. Resolve grievances and escalate unresolved issues to higher authorities.
6. To guide students, parents and visitors, ensuring clear communication.

CONSTITUTION OF ADMISSION HELP DESK COMMITTEE:

S.NO	Name (Thiruvallur)	Acted As	Designation	Contact No
1	Hepzhiba Angela Durairaj	Chairperson	Principal	9444426086
2	Dr.K.Jayabalan	Nodal Officer	Lecturer/CHEMISTRY	8838908032
3	Jeneta Magadalene.A	Member	Lecturer/ECE	9884516822
4	Dharani.M	Member	Lecturer/CIVIL	8428587942
5	Seethapathi.C	Member	Lecturer/CP	9629040043
6	Indra.K	Member	Lecturer/CT	9003842824
7	Dr.A.Shanmuga Vadivu.	Member	Lecturer/CHEMISTRY	9629336471

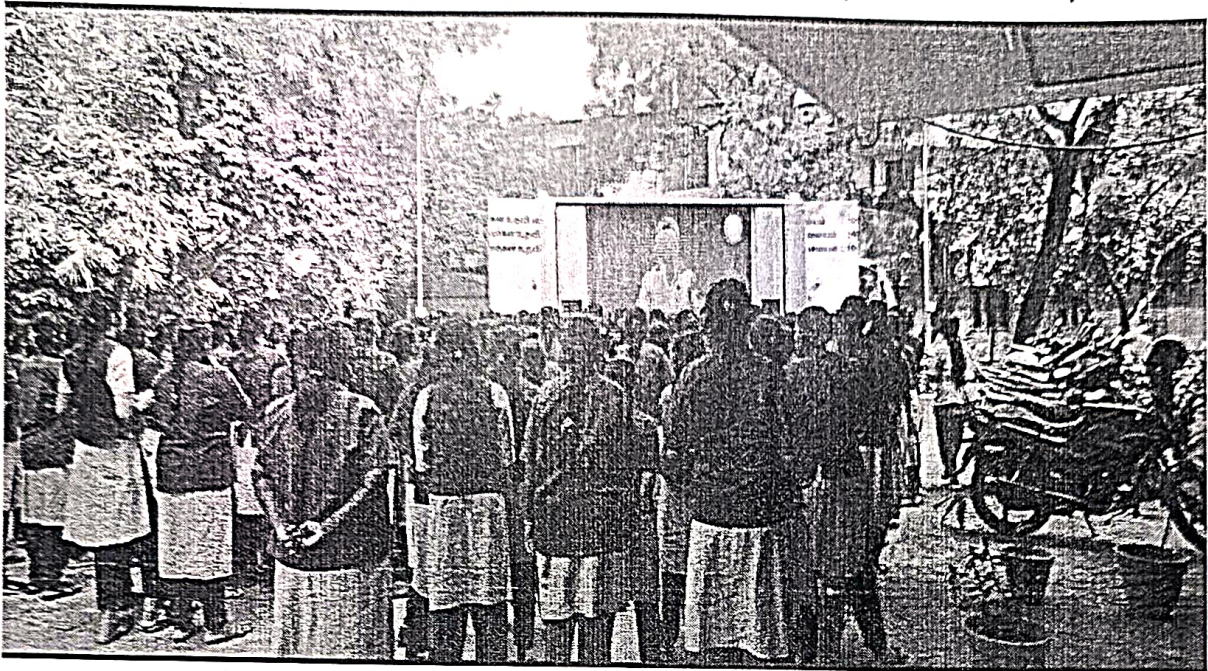
The members are requested to adhere to the above instructions and record their queries/ grievances in a register named HELP DESK-ENQUIRY DETAILS. The committee is also informed to submit the report on the functioning & effectiveness of the HELP DESK to the Principal periodically.

Sd/-Hepzhiba Angela Durairaj
Principal

//Forwarded by Order//

[Signature]
23/12/2024
Superintendent
7384
24/12/24

ANNEXURE 4A





DR. DHARMAMBAL GOVERNMENT POLYTECHNIC COLLEGE,
FOR WOMEN, CHENNAI-113
NATIONAL SERVICE SCHEME (NSS)



ANNEXURE 4B

CIRCULAR - 7 /NSS/DATED- 8.8.2025

Subject: Conduct of Mass Anti-Drug Pledge on "Drug Free Tamil Nadu" – Reg.

Reference: Order number. 44457 /P5/2025, Dated 31.7.2025

As per the communication received from the Tamil Nadu State NSS Cell, Directorate of Collegiate Education, the Mass Anti-Drug Pledge on "Drug Free Tamil Nadu" will be launched by the Hon'ble Chief Minister of Tamil Nadu on 11.08.2025.

In this regard, our NSS Unit will be organizing a Simultaneous Pledge-taking Event in the college premises to mark this occasion and create awareness among students about the ill effects of drug abuse.

All students, teaching and non-teaching staff, and Heads of Departments (HODs) are kindly requested to participate in the mass pledge. After the event, please submit geo-tagged photographs to ddgpcw@yahoo.co.in.

Event Details:

- Date: 11.8.2025
- Time: 9.30 AM
- Event: Mass Anti-Drug Pledge – "Drug Free Tamil Nadu"

Attachment: Pledge against Drug Abuse

NSS PROGRAMME OFFICER

M. O. L. [M. SASTIKALA]
28/8/25

[Signature]
PRINCIPAL

COPY TO

PRINCIPAL TABLE

PA TO PRINCIPAL

OFFICE A SECTION AND B SECTION

HOD/ HOD (Uc)

AA

CT

ICE

A. Bh

Leet/wmp

Comp Engg Dept

COS

CIVIL /ID/EE

BEC

Carroll

28/8/25

GT

CP

ECE

28/8/25

டாக்டர் தர்மம்மாபாள் அரசினர் மகளிர் பாலிடெக்னிக் கல்லூரி
தரமணி, சென்னை - 600 113

செயல்முறை ஆணை எண்.336 /அ4 /2026-2, நாள்.06.02.2026

பொருள்: திருவாகம் - சென்னை, டாக்டர் தர்மம்மாபாள் அரசினர் மகளிர் பாலிடெக்னிக் கல்லூரி - Campus Security Audit Report செய்திடும் பணிகளை மேற்கொள்ள ஆணை வழங்குதல் - தொடர்பாக.

பார்வை: தொழில்நுட்பக் கல்வி இயக்குநரது கடித எண்.44582/H3/2025, Dated:22.01.2026.

பார்வையில் காணும் கடிதத்தின்படி, இப்பயிலகத்தில் பணிபுரியும் கீழ்க்காணும் ஆசிரியப் பணியாளர் மற்றும் ஆசிரியரல்லாத தொழில்நுட்பப் பணியாளர் அவர்கள் பெயருக்கெதிரே குறிப்பிட்டுள்ள Campus Security Audit Report Quarterly அனுப்பிடும் பணியினை மேற்கொள்ள நியமிக்கப்பட்டு, இதன் மூலம் ஆணை பிறப்பிக்கப்படுகிறது.

வ.எண்	பெயர் மற்றும் பதவி திருவாளர்கள்	பணிக்குட்பட்ட பொறுப்புகள்
1.	மு.முரளி, விரிவுரையாளர் / வேதியியல் துறை	Campus Security Audit Report (Quarterly)
2.	A.இராமசாமி, இளநிலை வரைவு அலுவலர்	

இவ்வாணை உடன் நடைமுறைக்கு வருகிறது.

ஓம்/-எப்சிபா ஏஞ்சலா துரைராஜ்
முதல்வர்

பெறுநர்

1. திரு.மு.முரளி,
விரிவுரையாளர் / வேதியியல் துறை,
டாக்டர் தர்மம்மாபாள் அரசினர் மகளிர்
பாலிடெக்னிக் கல்லூரி,
தரமணி, சென்னை -113.
2. A.இராமசாமி,
இளநிலை வரைவு அலுவலர்
டாக்டர் தர்மம்மாபாள் அரசினர் மகளிர்
பாலிடெக்னிக் கல்லூரி,
தரமணி, சென்னை -113.

(துறைத்தலைவர் வழியாக)

நகல்:

முதல்வரின் மேஜைக்கு
முதல்வரின் நேர்முக உதவியாளர்
கண்காணிப்பாளர் 'அ' மற்றும் 'பி' பிரிவு
//ஆணைப்படி அனுப்பப்படுகிறது//

ச.ந.பொ
6/2/26
கண்காணிப்பாளர்

சுதி

டாக்டர் தர்மம்மாபாள் அரசினர் மகளிர் பாலிடெக்னிக் கல்லூரி
தரமணி, சென்னை - 600 113

செயல்முறை ஆணை எண்.336 /அ4 /2026-1, நாள்.06.02.2026

பொருள்: நிருவாகம் - சென்னை, டாக்டர் தர்மம்மாபாள் அரசினர் மகளிர் பாலிடெக்னிக் கல்லூரி - CCTV Monitoring பணிகளை மேற்கொள்ள ஆணை வழங்குதல் - தொடர்பாக.

பார்வை: தொழில்நுட்பக் கல்வி இயக்குநரது கடித எண்.44582/H3/2025, Dated:22.01.2026.

பார்வையில் காணும் கடிதத்தின்படி, இப்பயிலகத்தில் பணிபுரியும் கீழ்க்காணும் ஆசிரியப் பணியாளர் மற்றும் ஆசிரியரல்லாத தொழில்நுட்பப் பணியாளர் அவர்கள் பெயருக்கெதிரே குறிப்பிட்டுள்ள பணியினை மேற்கொள்ள நியமிக்கப்பட்டு, இதன் மூலம் ஆணை பிறப்பிக்கப்படுகிறது.

வ.எண்	பெயர் மற்றும் பதவி திருவாளர்கள்	பணிக்கப்பட்ட பொறுப்புகள்
1.	மு.முரளி, விரிவுரையாளர் / வேதியியல் துறை	CCTV Monitoring
2.	G.ராஜேஷ் கண்ணன், திறன்மிகு உதவியாளர்,	

இவ்வாணை உடன் நடைமுறைக்கு வருகிறது.

ஓம்/-எப்சிபா ஏஞ்சலா துரைராஜ்
முதல்வர்

பெறுநர்

- திரு.மு.முரளி,
விரிவுரையாளர் / வேதியியல் துறை,
டாக்டர் தர்மம்மாபாள் அரசினர் மகளிர்
பாலிடெக்னிக் கல்லூரி,
தரமணி, சென்னை -113.
- G.ராஜேஷ் கண்ணன்,
திறன்மிகு உதவியாளர்,
டாக்டர் தர்மம்மாபாள் அரசினர் மகளிர்
பாலிடெக்னிக் கல்லூரி,
தரமணி, சென்னை -113.

(துறைத்தலைவர் வழியாக)

நகல்:

முதல்வரின் மேஜைக்கு
முதல்வரின் நேர்முக உதவியாளர்
கண்காணிப்பாளர் 'அ' மற்றும் 'பி' பிரிவு

//ஆணைப்படி அனுப்பப்படுகிறது//

ச.அ.அ. 10
6/2/26
கண்காணிப்பாளர்

06/02/26