

JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)



PERIYAKULAM - 625 601, THENI DT.

Accredited with 'A' Grade (Cycle 3) by NAAC

DST - FIST Supported College

(Affiliated to Mother Teresa Women's University, Kodalkanal)

☎ Res : 04546 - 231382
Off : 04546 - 231482
Fax : 04546 - 231482

Website : www.annejac.com
E-mail : principal@annejac.com

JACSAFA – Frame Work

Jayaraj Annapackiam College, St. Anne's Federal Assembly is established to give exposure to the students in democratic governing skills. Student representatives are elected and appointed as the Prime Minister, Deputy Prime Minister, Home, Finance, Education, Health, Sports, Environment, Women Welfare, Arts & Culture and Transport Ministers of the youth parliament. They are entrusted with the responsibilities, related to their office.

JACSAFA aims at introducing the procedures and proceedings of the parliament at the national level to the students and thereby training them to learn and adopt the pattern and fashion in which the parliament functions.

The objectives are as follows:

1. Giving citizenship & leadership training.
2. Creating awareness about the council of ministers.
3. Teaching them about the electoral system.
4. Giving them training in the parliamentary procedures.
5. Motivating them to become parliamentarians

Students parliament is modeled on the Indian parliament. JACSAFA consist of 483 members elected from all the departments and Association of the college. Among the 483 members, 55 from Department of Home, 44 from Department of finance, 48 from Department of Education, 48 from Department of Sports and Games, 48 from Department of Health, 49 from Department of Environment, 45 from Department of Women Welfare, 55 from Department of Communication and Information, 48 from Department of Fine Arts and 45 from Department of Transport. They elect their leader of the JACSAFA. The leaders are appointed as Prime Minister by the principal. On the advice of the P.M, the principal appointed the Deputy Prime Minister. From the above department and association 10 members are selected by the Prime Minister as the Cabinet Ministers, 8 Ministers as State Ministers and 7 Ministers as Deputy Ministers.

The election of the JACSAFA is conducted in the first week of July and its session will be formed every year. It meets thrice in a year. The quorum of the JACSAFA is 1/10 of the total number of members $482/10=48$. Orientation and leadership training programmes are organized at the beginning of the year. The tenure of the office for the members is three years. The P.M and council of ministers are responsible for the JACSAFA and to the activities of the

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Department of Home-55 Members

One student is selected as the Home Minister by the Prime Minister. The Department of Home consists of one member from I, II, & III year classes. All the associations function under the college union. It plans ahead all kinds of meetings. The vice presidents of college union and staff in charge of various associations are the ex-officio members.

Duties and Responsibilities of the Home Minister

- The Home Minister is the secretary and hence she assumes all the responsibilities and duties of the secretary.
- She convenes the meetings.
- She prepares the minutes and presents it in the successive meetings.
- She handles the correspondence on behalf of the JACSAFA.
- She maintains the files, reports, copies of the resolutions, etc.
- She is responsible for promoting peace and protecting human rights.

Department of Finance- 44 Members

One student is selected as the Finance Minister by the prime minister. One student from all the classes is a member of the department of finance. The purpose of this department is to maintain the accounts. The staff members of the finance committee are the ex-officio members.

Duties and Responsibilities of the Finance Minister:

- The Finance Minister takes the responsibility for the financial dealings of the JACSAFA.
- She initiates discussions on the rate of subscription to be collected from members, gets the members' decision (two/five Rupees per person as the body decides and encourages the members pay accordingly).
- When there is a special programme, she initiates discussion on the budget required, gets the relevant resolutions passed and leads the fund - raising process.
- She presents the accounts during the meetings and gets them passed.
- She should keep the JACSAFA informed of the budgetary provisions.
- She conducts review meeting every semester.

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college. At the end of every year, third year members were free from service and in the beginning of the next academic year first year members will be elected.

The Prime Ministers and Leader of the JACSAFA and the Head of the Council of Minister are elected. It consists of 25 members among them 10 members are cabinet ministers. The following are:

- a. Home Minister
- b. Finance Minister
- c. Education Minister
- d. Sports and Games Minister
- e. Health Minister
- f. Environment Minister
- g. Communication & Information Minister
- h. Women Welfare Minister
- i. Fine Arts Minister
- j. Transport Minister

Duties and Responsibilities of the Ministers/

Prime Minister:

- Prime Minister is the president of the college union and she is responsible for leading the JACSAFA and ensuring its proper functioning.
- All the activities are under the leadership of the Prime Minister.
- She consolidates and presents all the resolution, petitions, grievances letters and documents to the principal.
- She ensures maximum attendance at the JACSAFA and she motivates the frequent absentees to attend the meeting without fail.
- She listens to the voice of everyone and animates JACSAFA and treats everyone equally irrespective of any discriminations like caste, creed, religion and status etc...

Deputy Prime Minister:

- ❖ Deputy Prime Minister assists the Prime Minister in fulfilling her duties as Prime Minister.
- ❖ In the Absence of Prime Minister, Deputy Prime Minister assumes all the duties of the Prime Minister.



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Department of Education - 48 Members

One student is selected as the Minister of Education by the Prime Minister. One student is selected from each class as members of the department of education.

Their main services are related to the activities of

1. Remedial coaching
2. Library
3. Placement cell
4. Minority cell

The staff in-charge of the above mentioned bodies are the ex-officio members.

Duties and Responsibilities of the Education Minister

- The education minister has the responsibility to make sure that all the youth within the department under her care attend the college (classes) regularly and study well.
- She should keep a data of drop outs from the college. It is her duty to persuade such students to readmit themselves in the college.
- She offers suggestion for quality education and adequate facilities.
- She has to initiate organizing programmes for various developments. She will also organize educational seminars to improve the skills of the students and widen their knowledge.
- She has to encourage the students to visit the general library and read books in order to enhance their knowledge.
- In case some students do not follow classes and are hesitant to seek help from the teachers, the education minister may encourage them to do so.
- She has to pay special attention to students who are weak in studies and arrange for special classes and group studies, with the help of the teachers.
- She has to monitor and follow if any student is struggling to pay the college fee and satisfy other basic needs due to family poverty she should bring it to the notice to the Heads of the Departments and try to help them out.
- She looks after students who face difficulties in studying and who are unable to concentrate on studies due to unhealthy elements like infatuation, loneliness, psychological problems, external disturbances etc. She tries to help them to come out of it with the help of the counselors.

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The Department of Health- 48 Members

One student is selected as the health minister by the prime minister. One student from all the classes are put in -charge of the department of health. The members are taken from each department. Staff in-charge of N.S.S., YRC and JACEP are the ex-officio members. They obtain allowances and funds for students with the consent of the principal.

Duties and Responsibilities of the Health Minister

- The health minister has to prepare the statistics regarding the basic health-needs of the college and its surroundings and of their own village .
- She has to bring issues like health hazards, rotting garbage, blocked drainage stagnant water etc. in and around the college, village and towns to the notice of the JACSAFA.
- She has to initiate discussion in JACSAFA and take efforts to set things right .
- She has to conscientize both children and youth and adults on personal cleanliness and the protection of the environment and encourage them to maintain cleanliness.
- She has to conscientize people on matters regarding epidemics through cultural programmes, handbills and help people to protect themselves from contagious diseases.
- She has to make families we aware of the government schemes for toilet for every home and help to them to avail the loans. Besides she will also take steps to encourage using toilet.
- She should help in keeping thus surroundings of the department clean and pollution-free.
- She has to takes all steps to keep the college, class rooms and playground clean.
- She has to encourage the students to attend the college, clean and modest dresses.

The Department of Environment - 49 Members

One student is selected as environment minister by the prime minister. One student from all the classes is appointed as the members of the department all environments. It consists of 49 members. Staff in -charge of JAC Eco Club, Avian Club, NSS, Harmony Club and JACEP are the ex -officio members. They plan the purpose, meetings and submit reports.



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Department of Sports and Games - 47 Members

One student is selected as the minister from 47 members by the prime minister. One student is selected from each class. Staff-in-charge are members of sports committee N.C.C & karate are the ex-officio members.

The services of the members of this department are as follow:

1. Preparing the list of players
2. Planning and guiding the students for the tournaments.
3. Checking the eligibility beforehand.
4. Obtaining the allowances /funds etc received from the government.

Duties and Responsibilities of the Minister for Sports and Games

- The minister for sports and games will identify and encourage the talented student in various games to participate in the events conducted in the college and out- side the college.
- She has to gather from sources like journals and books, various educative and skill-developing games and introduce them to the youth.
- She has to try to maintain the college playground and try to get a playground allotted to the youth in their own areas by the panchayat administration.
- She has to intervene in obtaining games articles and maintain the same.
- She has to take step to train the youth in concentration, self-defense. Swimming, cycling, physical exercises and various games.
- She has to ensure that all the youth should take part in one or another game or sport.
- She has to see to it that the youth undergo a physical checkup to make sure that they remain fit to engage in sports and games and have better health.
- She has to encourage the youth to engage themselves in games and sports in the spirit of true sportsmanship.
- She has to help in discovering the youth of extraordinary capability and encourage participation in district and state level competitions.
- She has to be concerned about the participation of the differently-abled youth in sports and games.

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- She has to ensure that the members of the JACSAFA always use inclusive and respectful language.
- She has to make aware of the students not to get marriage before 21 to have good physical health.

The Department of Communication and Information - 55 Members

One student is selected as the communication & information minister by the prime minister. One student from all the classes is appointed as the members of the department of communication and information. One student from each department is in-charge of notice board and the press. They have to display the particulars of all their activities. The staff in-charge of all the association are the ex-officio members.

Duties and Responsibilities of the Minister for Communication and Information

- The minister for communication & information will be in charge of the bulletin board of the college & department for displaying news clippings from journals for the benefits of the students.
- She has to keep the JACSAFA informed of world news national news and state news beside news regarding other institutions, colleges, villages and also intimate discussion on day happenings.
- She has to maintain a file containing useful news items.
- She has to prepare for a permanent exhibition of photos, news clipping, rare articles. She will also take care of updating the items periodically.
- She has to encourage the members to read newspapers, journals and books in order to update their knowledge.
- She has to initiate in the JACSAFA the contents of the article, news items and television programmes which could harm the developments of the youth and children and endanger their rights.
- She has to see to it that the JACSAFA publish a handwritten journal in order to develop the writing talents of its members.
- She has to encourage the members to write articles, poems, stories, paint pictures and arrange to publish them in newspapers.
- She has to bring to the notice of the members about the violations of human rights etc....



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UGC - UOI Supported College

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Duties and Responsibilities of the Minister for Environment

- The environment minister has to take steps to plant and protect trees and plants in the college and in their village surroundings, and take care of them.
- She has to encourage the students and people to create the herbal gardens and use herbs.
- She has to conscientize the students and the people on the harmfulness of the use of plastic and polythene things and takes steps to prevent the use of these hazardous materials.
- She has to conscientize the people not to pollute the life sources like soil, air and water; she will also conscientious the people about the depletion of ozone layer and its dangerous consequences.
- She has to make the people be aware of the two types of wastes i.e. biodegradable and non - biodegradable waste. She will see that the people are educated about the necessity for separating these before disposal.
- She has to conscientious the people regarding birds and animals on which human life depends and take steps to protect them.
- She has to make the JACSAFA be aware of the factors that pollute the environment and our role in doing so and also will suggest ways and means to keep the environment clean.

The Department of Women Welfare - 45 Members

One student is selected as the women welfare minister, by the prime minister. One student from all the classes is appointed as the member of the department of women welfare. The staff members in charge of women cell are the ex-officio members. The department plans the meeting and its purpose, the themes, the resource person for the membership and submits reports after the meetings.

Duties and Responsibilities of the Ministers for Women Welfare:

- The women's welfare minister has to conscientious the people regarding the rights of women.
- She has to bring to the notice of the students and the public, the present situation in society where women are denied of their right to be equal.
- She has to insist on inclusive and respectful languages in communications.

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The Department of Fine Arts - 47 Members

One student is selected as the Fine arts Minister by the Prime Minister. One student from all the classes are appointed as the members of the Fine arts department. Staff of the Fine arts club, Tamil dramatics and English dramatics is the ex-officio members of this department. They take care of the following activities.

- To give dance and drama practice
- To train and guide the students for intercollegiate competitions.
- To collect dresses appropriately for the dance and drama.

Duties and Responsibilities of the Minister for Fine Arts

- The fine arts minister will take initiative to organize the cultural events that takes places in the college and also encourages the members to participate actively to grow in their talents according to each one's skills and ability.
- She has to arrange to celebrate the ethnic day so as to bring out the richness of the various cultures in our country.
- She has to initiate the cultural week in the college every year and plan with the authorities to celebrate it with full enthusiasm.
- She has to try to maintain the decorum of dressing pattern in the college as well as in personal life in the public.
- She has to initiate the cultural contest and competition and also encourage the members to participate in the cultural competition in other college and do the same in their neighborhood level too.

The Department of Transport 45 - Members

One student is selected as the transport minister by the prime minister. One student from all the classes are appointed as the members of the department of transport. The vice principals staff in charge of transport one administrative staff of JAC and the HOD of each department are the ex-official members.

Duties and Responsibilities of the Minister for Transport:

- The transport minister has to look into the needs of the students in transport for reaching the college on time.
- She has to take the initiate to make necessary arrangement with local transport corporation office to avail enough transport facilities to the needs to the students.



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- She has to also look into the road facilities of the villages and areas from where the students are travelling and do the needful with the corporation by giving petition to them.
- She can take the initiative to organize in a wider circle is as to demand the government to provide special buses to the girl students and free bus pass.
- She has to arrange bus fee concession to the students who travel in the college bus.

Total number of members - 483

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