

FOR THE FACULTY COORDINATOR

Faculty Coordinator handbook

Everything you need to run your department's Campus Partnership, in about ten minutes a month.

YOUR ROLE IN ONE MINUTE

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| ✓ Share the students' signup link once a term. | ✗ No portal or password to remember. |
| ✓ Confirm student projects when we email you. | ✗ No student lists, ever. Students sign up themselves. |
| ✓ Send us your department's AI events and results. | ✗ No checking of technical claims: we do that. |
| ✓ Nominate up to three Campus Correspondents. | ✗ No fees, and no targets. |

1 Your private link

When your department becomes a partner, the editor emails you a private link to your coordinator page. It opens without a password, so treat it like a key:

- Keep the email. Do not forward the link or post it in a group.
- On the page you see your students' totals, the projects waiting for you, and your Campus Correspondents.
- Lost the link, or think someone else has it? Email editor@thetn.ai and we send a new one. The old one stops working at once.
- If you hand over to a new coordinator, the HoD emails us their name and official email. The new coordinator gets a new link, and yours stops working.

2 Your month

START OF THE MONTH

Your monthly note arrives: totals, what was published from your department, and what is open for your students next month.

ONCE A TERM

Share the signup link or put up the student poster. We send both when your page goes live.

WHEN IT HAPPENS

Send us each AI event or result, with the link to your department's own page about it.

WHEN WE EMAIL YOU

Confirm or decline a student's project: one click on your page.

3 Students signing up

- Students sign up at your department's page, thetn.ai/campus/<your code>/, with their name and email. College, year and phone are optional.
- Only students aged 18 or older can sign up. Please do not share the link with younger students.

- A student who signs up with your college's email address is marked "verified".
- You see totals only: how many signed up, how many are verified, and how many joined this month. Any count under 5 shows as "fewer than 5", and the breakdown by department and year appears only when every group has 5 or more.
- You never see who signed up. Please never collect students' names or emails for us; we will not accept a list.

4 Confirming a student project

When a student from your department sends a project, you get an email titled "Please confirm a student project". It shows the project's title, summary and the team names the student listed.

Confirm when you know the student and the team are from your department, and the project is their own work.

You do not need to check that the code runs or that the claims are right. theTN.ai checks the facts, opens the demo and the code, and edits the write-up before anything is published.

Decline when you are not sure the work is theirs or the team is from your department. Add a short note if you can: the student sees it.

A declined project is not published. The student can talk to you and send it again.

After you confirm: theTN.ai checks the project and publishes it on its own page. Each team member with a theTN.ai student page gets the First Build and Featured badges, and the team gets Featured Project certificates.

5 Campus Correspondents

Up to three students who report on AI in your department for theTN.ai. Choose students who like to write and who are 18 or older.

- **Nominate** on your coordinator page: the student's name, email and mobile number, and tick that they are 18 or older and agreed to be nominated.
- **They confirm** by email. Nothing is published with their name until they do.
- **They send** short stories about events, projects, results and research in your department. theTN.ai checks every fact, writes the story in its own style, and publishes it with their name as "Campus Correspondent".
- After a semester of published stories, they get the Campus Voice badge and a Campus Correspondent certificate.
- You can end a correspondent's role at any time on your page.

Their mobile number is used only by the editor to check a story. It is never published.

6 Events, check-in codes and results

- **Events.** Send the link to your department's own page about the event, with the date printed on it, to editor@thetn.ai or through thetn.ai/events/submit. We check it and list it free, with a social media poster.
- **Check-in codes.** For a listed event in one of the seven hub cities (Chennai, Coimbatore, Madurai, Trichy, Salem, Hosur, Tirunelveli), ask us for a six-letter code. Show it at the event. Students enter it at thetn.ai/students/checkin from the day before to the day after, and collect that city's Hub badge.

- **Results.** When a hackathon publishes its results, send us the organiser's results page. Students named on it can claim Finalist or Winner.

7 What never to send us

- Lists of students, or their emails, phone numbers, marks or attendance.
- Anything about students under 18, including their photos.
- Photos of students who have not agreed to be photographed for publication.
- Internal college documents, unless they are already public.

8 Certificates

Each academic year you get a Faculty Coordinator certificate, and your department gets a Campus Partner certificate with its activity report. Every certificate has a QR code to a public check page at thetn.ai/verify. A withdrawn certificate says so on its check page.

9 Changes and leaving

- **New coordinator:** the HoD emails editor@thetn.ai with the new coordinator's name, designation and official email.
- **Leaving:** one email from the HoD or Principal is enough, with no reason needed. Within 7 days your department page, logo and name come down from the list of partners. Stories and projects already published stay, as news does, unless a person in them asks to be removed.
- **Something wrong on theTN.ai?** Email us. We correct errors in public, usually within 24 hours.

10 Quick reference

Your department page and student signup	<a href="https://thetn.ai/campus/<your code>/">thetn.ai/campus/<your code>/
Your coordinator page	The private link in your email from the editor
Send an event	thetn.ai/events/submit , or editor@thetn.ai
Students check in at events	thetn.ai/students/checkin
Students send their work	thetn.ai/students/submit
Check a certificate	thetn.ai/verify
Terms and privacy	thetn.ai/campus/terms · thetn.ai/privacy
Anything else	editor@thetn.ai

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