



# Periyar Government Arts College Cuddalore - 607 001

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Telephone : 04142-293153

**Year Of Inception 1964**

Accredited B by the National Assessment and  
Accreditation Council (NAAC)  
(Affiliated to the Thiruvalluvar University)

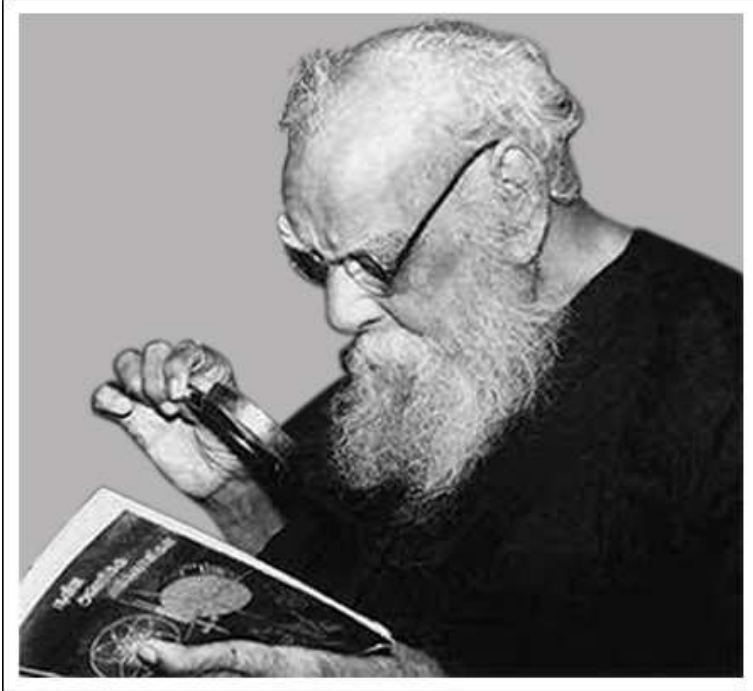
**College Principal**

**Dr. V.N. Viswanathan,**

M.A.(Poli.Sci),M.A. (Pub.Admin.),B.L.,M.Phil.,Ph.D

**Calendar  
2015 - 2016**

# Thanthai Periyar



Good Heart and Knowledge enhances  
Humanity.



## Student's Bio - Data

Student's Name : .....

Class : .....Medium.....

Roll No. : .....Shift:.....

University

Register No. : .....

D.O.B : .....

Father/Guardian's

Name : .....

Father/Guardian's

Job : .....

Annual Income : .....

Residential : .....

Address .....

Permanent Address : .....

.....

Blood Group : .....Height.....Weight.....

Vehicle No. : .....

Telephone No. : .....

E - Mail ID : .....

Student's Signature: .....

## **National Anthem**

Jana-Gana-Mana-Adhinayaka, Jaya He  
Bharata-Bhagya-Vidhata  
Punjab-Sindhu-Gujarata-Maratha Dravida-  
Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchchhala-Jaladhi Taranga

Tava Shubha Name Jage  
Tava Shubha Ashisa Mage  
Gahe Tava Jaya Gatha.  
Jana-Gana-Mangala Dayaka, Jaya He  
Bharata-Bhagya-Vidhata,  
Jaya He, Jaya He, Jaya He,  
Jaya Jaya Jaya, Jaya He

## **Meaning**

Thou art the ruler of the minds of all people,  
Dispenser of India's destiny.  
Thy name rouses the hearts of Punjab, Sind,  
Gujarat and Maratha,  
Of the Dravida and Orissa and Bengal;  
It echoes in the hills of the Vindhyas and Himalayas,  
mingles in the music of Jamuna and Ganges and is  
chanted by the waves of the Indian Sea.  
They pray for thy blessings and sing thy praise.  
The saving of all people waits in thy hand,  
Thou dispenser of India's destiny.  
Victory, victory, victory to thee.

## **Tamil Thai Vazhthu**

Neeraarum kadaluduththa nilamadandhai kezhilolugum...  
Seeraarum vadhanamena thihazh baradha kandamidhil...  
Thekkanamum adhil chirandha Dravida nal thiru naadum...  
Thakkasiru pirai nudhalum thari thanarum thilagamume...  
Aththilaga vaasanai pol anaithulagum inbamura...  
Yeththisayum puhazh manakka irundha perum  
Thamizhanange!!!  
Thamizhanange!!!  
Vun seerilamai thiram viyandhu seyal marandhu  
Vazhthudhume!!!  
Vazhthudhume!!!  
Vazhthudhume!!!

## **National Pledge**

India is my country and all Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give respect to my parents, teachers and all elders and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

## Invocation

A is the first of the alphabet;  
God is the primary force of the world. 1  
What is the use of all your learning,  
if you can't surrender yourself at the feet of God. 2  
Those who surrender themselves at feet of the one,  
who resides in the flower-like hearts of all, will live long and well. 3  
Those who surrender at the feet of the one,  
who doesn't have wants or hates, will never have any hassles anywhere. 4  
Fate, which impacts those in the darkness of ignorance,  
will not impede those who hail the true glory of God. 5  
Those who follow the true moral path of the one,  
who has doused the desires of the five senses, will last long. 6  
Except for those who surrender at the feet of the one, for whom,  
there is no simile, it is tough to cure the mental rues. 7  
Except those who surrender at the feet of God, the ocean of morality,  
others will struggle to cross the ocean of desire. 8  
The head that doesn't bow to God, is similar  
to the organs that don't have the right senses. 9  
Those who surrender at the feet of God,  
will cross the great ocean of life; others won't.

### Untouchability Pledge

Untouchability is a Sin  
Untouchability is a Crime  
Untouchability is Inhuman

Having deep attachment with the political organization of our country, I citizen of India swear the abolition of untouchability. in this regard, I pledge that I shall not show social indifference in thought, word or deed. It is my duty to be sincere and truthful in helping the society as per the norms of Indian political organization. in addition, I consider it is my duty to strive hard to eradicate the feeling of untouchability that prevail the minds of those who are ill-treated as untouchables. this is an instance of the deep attachments I have with the political organization of India and shall pledge the same.

## **College History**

Periyar Arts College was started by the south arcot district development corporation in the year 1964. It functioned in the district board building and 360 students were admitted for the new classes. The foundation stone for the construction of the college building was laid in Devanampatinam, in the coast of Bay of Bengal by the Government of Tamilnadu on 04.04.1964. 52 acres of land were allotted by the Government of Tamilnadu for the establishment of the college. It was inaugurated by the former Chief Minister of Tamilnadu Mr.M.Bhakthavachalam. The college has been operating in its own building since 1970.

In 1965, the college was upgraded as first grade college and the under graduate courses for English Literature, Economics and Mathematics were introduced. Under Graduate course in Commerce was started in 1973. Under Graduate courses in Chemistry and Physics were introduced in 1979. Under Graduate courses in Botany and History were started in 1980. Post Graduate course in Commerce was started in 1986. During the academic year 1996-97, Under Graduate course in Computer Science was initiated. In the academic year 2005-06, Under Graduate course in Tamil Literature was started. From the academic year 2013-14, Under Graduate courses in Political Science, Microbiology and Statistics and Post Graduate courses in Chemistry and Mathematics were started.

In 2005, the college was awarded C++ by the National Assessment and Accreditation Council (NAAC). For the welfare of the students, five National Service Scheme (NSS), Youth Red Cross (YRC) Association, Social Welfare Committee are working. In the academic year 2005-06, Thiruvalluvar University had presented the best college award for the National Service Scheme.

From the academic year 2007-08, the college is functioning as Shift I (Timing: 9.00am to 1.30pm) and Shift II (Timing: 1.30pm to 5.45pm). Like Shift I, in Shift II six Under Graduate courses in Tamil Literature, English Literature, Commerce, Economics, Chemistry and Computer Science are conducted.

## Our College Emblem



Our college Emblem is in the shape of a Shield. This is an indication of our noble goal to have complete knowledge in every sphere of life. It also realizes the high ideals of our college.

The tower is the peak of the icon. The high attainment and self confidence of the students are required to achieve in this college. It also indicates that the college is run by the Government of Tamilnadu. The elephants guarding the two wings of the tower symbolize the high virtues of heroism and hypocrisy.

## For the Attention of Students

### College Working Time

First Shift (Time)	}	9.00 a.m. to 1.30 p.m.
Second Shift (Time)	}	1.30 p.m. to 5.45 p.m.

The college administration is not responsible for the transport facility and accommodation of the students. For the improvement of student's education class examinations are conducted regularly (Semester / year). Unless you get good marks in this, you will not get success in University Examination. Therefore, students are advised to focus on academic progress. While coming to college all the students must wear identity card. After completion of the course all should get Transfer Certificate and Mark Sheets. The college administration is not responsible for the delay.



## College Principals List

### Professors

1. Mr. N. Subbayan, M.A., (1964 - 65)
2. Mr. R. Maashaiyadass, M.A., B.T., (1965 - 66)
3. Mr. M. Raasakannu, M.A., B.O.L., (1966 - 67)
4. Mr. P.T. Muniyapan, M.A., M.S., (Illinois) (1967 - 70)
5. Mr. K.V. Krishnamurthy, (3.1970 - 11.1970)
6. Mr. A. Krishnamurthy, M.A., B.O.L., (Hons.), B.L., (11.1970 - 9.1971)
7. Mr. V.S. Angappan, M.A., M.Sc., (9.1971 - 11.1971)
8. Mr. D. Kamalakannan, M.A., (11.1971 - 7.1972)
9. Mr. P.V. Seenuvasan, M.A., (7.1972 - 7.1974)
10. Mr. A. Usman Sherriff, M.A., (1974 - 75)
11. Mr. R. Ponnuswamy, M.A., B.T., (1975 - 76)
12. Mr. N. Anandapadmanaban, B.Sc., (Hons.) (1976 - 78)
13. Mr. R. Narashingam, M.A., B.T., (8.1978 - 5.1980)
14. Mr. M.S. Seenuvasan, M.A., M.S., (USA) (8.1980 - 3.1982)
15. Mr. S. Pattabiraman, M.Sc., B.T., (3.1982 - 6.1986)
16. Mr. N. Varadhappan, M.A., B.T., (6.1986 - 10.1987)
17. Mr. A. Govindarajalou, M.Sc., B.Ed. (i/c) ( 10.1987 - 03.1988)
18. Mr. G. Radhakrishnan, M.A., (03.1988 - 05.1989)
19. Mr. D. Raayar, B.Com., (Hons.) M.A., (06.1989 - 06.1991)
20. Mr. K. Karuppan, M.Com., (06.1991 - 02.1992)
21. Mr. D. Sittaraman, M.Com., (i/c) (02.1992 - 11.1992)
22. Mr. S. Raghavan, M.Sc., (11.1992 - 05.1993)
23. Mr. D. Muthukumar, M.Sc., (07.1993 - 05.1997)
24. Mr. T.R. Balakrishnan, M.Sc., Ph.D., (06.1997 - 06.1998)
25. Mr. M. Balakrishnan, M.Com., M.Phil., ACS., BGL., (09.1998 - 06.2001)
26. Mr. N. Subramanian, M.Sc., (i/c) (06.2001 - 8.2001)

27. Mr. C. Radhakrishnan, M.Sc.,M.Phil., (09.2001 - 05.2002)
28. Mr. R. Santhanakrishnan, M.Sc., (i/c) (06.2002 - 09.2002)
29. Mr. S. Amaldas, M.Sc.,M.Phil., (09.2002 - 05.2003)
30. Mr. R. Jayachandran, M.Sc.,M.Phil.,(i/c.) (06.2003 -10.2003)
31. Dr. E. Gomathi, M.A.,M.Phil.,Ph.D., (10.2003 - 06.2004)
32. Mr. C. Murugesan, M.Sc.,M.Phil.,D.I.M., (07.2004 - 06.2005)
33. Dr. R. Shanmugam, M.Sc.,Ph.D., (i/c) (07.2004 - 07.2004)  
& (07.2005 - 05.2006)
34. Mr. S. Balakrishnan, M.Sc.,M.Phil., (07.2006 - 06.2007)
35. Mr. A. Sankaralingam, M.Com.,M.Phil., (06.2007 - 06.2007)
36. Mr. T. Sagayadas, M.A.,M.Phil., (08.2007 - 06.2008)
37. Dr. S. Chandrika, M.A.,M.Phil.,Ph.D., (07.2008 - 05.2009)
38. Dr. T. Rajamanikam, M.Sc.,M.Phil.,Ph.D., (06.2009-08.2009)
39. Mr. K. Ranganathan, M.Sc.,M.Phil., (i/c) (08.2009 - 05.2011)
40. Dr. P. Sathiyamurthy, M.Sc.,M.Phil.,Ph.D., (06.2011 - 10.2012)

Principal

**Dr.V.N.Viswanathan,**

M.A.(Poli.Sci),M.A. (Pub.Admin.),B.L.,M.Phil.,Ph.D

## FACULTY

### Tamil

1. **Dr.S. Tamizhyazhikoorkaivendhan**  
M.A., M.Phil., P.G.Dip. in J & MC., Ph.d.,  
H.O.D.&Asso. Prof.
2. **Mr. A.Arthanari**, M.A., M.Phil., B.Ed, Asso. Prof.
3. **Dr.P.Kumaran**, M.A., M.Phil., Ph.D., Asso. Prof.
4. **Dr. K. Palanivelu**, M.A.,M.A., (Ling) B.Ed.,Ph.D.,  
Dip. in Anthropology and Folklore., Asso. Prof.
5. **Dr.P.Geetha**, M.A.,M.Phil.,Ph.D., Asst. Prof.
6. **Dr. V.Paneerselvam**, M.A.,M.Phil.,B.Ed.,Ph.D., Asst.Prof.
7. **Dr.N.Baskaran**, M.A.,M.Phil.,B.Ed.,Ph.D., Asst.Prof.
8. **Mr. S.Ilango** M.A.,M.Phil., Dip. in Anthropology and  
Folklore., Asst.Prof.
9. **Mr. S. Vishnudasam**, M.A.,M.Phil.,Cert.in Hindi,  
Cert. in Malayalam, Cert. in Anthropology., Asst. Prof.
10. **Dr, S. Premakumari**, M.A.,M.Phil.,B.Ed.,Ph.D., Asst. Prof.
11. **Dr. D. Veni**, M.A.,M.Phil.,Ph.D., Asst. Prof.
12. **Dr. J. Poorani**, M.A.,M.A.,(Ling)Ph.D., Asst. Prof.
13. **Dr. S. Elumalai**, M.A.,M.A.,(Ling)M.Phil.,Ph.D.,  
Asst. Prof.
14. **Dr. K.Kavitha**, M.A.,M.Phil.,Ph.D., Asst. Prof.
15. **Dr. T.Kalaiyarasi**, M.A.,M.A.,(Eng) Ph.D., Asst.Prof.
16. **Dr.J. Shyamala**, M.A.,M.A.,(Ling),M.Phil.,PGDJMC.,  
Ph.D., Asst. Prof.

Vacancy - Assistant Professor - 1.

## English

1. Mr. **R.Ravi**, M.A., M.Phil., PGDJMC.,  
H.O.D.& Asso. Prof.
2. Mr. **S. David Doundar**, M.A.,M.Phil.,B.Ed.,Ph.D.,  
Asst.Prof
3. Dr. **R. Baskaran**, M.A.,M.Phil.,B.Ed.,Ph.D., Asst. Prof.
4. Mrs. **C. Kavitha**, M.A.,M.Phil., Asst. Prof.
5. Mrs.**R. Nisha**, M.A.,M.Phil.,PGDELT., Asst. Prof.
6. Mr. **R.Mugundhan**, M.A.,M.Phil., Asst. Prof.
7. Dr. **S. Balusubesh**, M.A.,M.Phil.,B.Ed.,M.B.A.,  
PGDCA.,Ph.D., Asst. Prof
8. Mr. **S. Pari**, M.A.,M.Phil.,B.Ed., Asst. Prof
9. Mrs. **P. Anitha**, M.A.,M.Phil., Asst. Prof.
10. Mrs. **D. Priyadharsini**, M.A.,M.Phil.,B.Ed., Asst. Prof.
11. Mrs.**P. Janaki**, M.A.,B.Ed., Asst. Prof

Vacancy- Assistant Professor - 1

## History

1. Mr. **V.Rayappan**, M.A.,M.Phil., H.O.D., Asso. Prof.
2. Mrs.**T. Sivagamasundari**, M.A.,M.Phil.,M.L.I.S.,  
Asst. Prof.
3. Mrs. **N. Deivamsam**, M.A.,M.Phil., Asst. Prof
4. Dr.**E. Vijiyalakshmi**, M.A.,M.Phil.,Ph.D., Asst. Prof.
5. Dr. **N. Sethuraman**, M.A., Ph.D., Asst. Prof.
6. Dr. **R. Kanchanadevi**, M.A.,Ph.D.,P.G.D.E.A.,Asst. Prof

## Political Science

1. Mr. **K. Senthilkumar**, M.A., M.A., M.A., M.A.,  
M.Phil., Asst. Prof.

## Economics

1. Mr. **R. Baskaran**, M.A., M.Phil., H.O.D. and Asso. Prof.
2. Mrs. **Shanti Ramakrishnan**, M.A.,M.Phil.,M.Ed., Asso.  
Prof.
3. Mrs.**V. Abiramasundari**, M.A.,M.Phil.,PGDE.,  
Asso.Prof.
4. Mrs. **R. Sarubala**, M.A.,M.Phil.,PGDE.,B.Ed., Asst. Prof.
5. Dr.**V.Leela**, M.A.,M.Phil.,PGDE.,Ph.D., Asst. Prof
6. Mrs. **R. Indhumathi**, M.A.,M.Phil.,Ph.D., Asst. Prof

Vacancy - Assistant Professor - 6

## Maths

1. Dr. **S. Sivashanmugaraja** M.Sc.,M.Phil.,Ph.D., H.O.D & Asst. Prof
2. Mrs. **R.Anandhi**, M.Sc.,M.Phil.,M.Ed.,PGDCA., Asst. Prof.
3. Dr. **N. Caroline Esther Shanti**, M.Sc.,M.Phil.,Ph.D., Asst. Prof
4. Mr. **L. Henry**, M.Sc.,M.Phil., ASST. Prof.
5. Dr. **S. Ramathilagam**, M.Sc.,Ph.D., Asst. Prof.
6. Dr. **R. Thenmozhi**, M.Sc.,M.Phil.,B.Ed.,Ph.D., Asst. Prof.
7. Dr. **S. Lavanya**, M.Sc, M.Phil., Ph.D., Asst. Prof.
8. Mr. **T.K. Baskar**, M.Sc., M.Phil., Asst.Prof.
9. Dr. **S. Shymala**, M.Sc., M.Phil., Ph.D., M.Ed., PGDCA., Asst. Prof.

Vacancy - Assistant Professor - 4.

## Statistics

1. Dr. **S. Sachidanandham**, M.Sc.,B.Ed.,M.Phil.,Ph.D., H.O.D. & Asst. Prof.
2. Dr. **M. Sakthi**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.

## Computer Science

1. Mrs. **K. Geetha**, M.Sc.,M.Phil.,Ph.D., H.O.D. & Asso.Prof.
2. Mr. **M. Leenus**, M.Sc.,M.Phil.,PGDCA., Asst. Prof
3. Mr. **M. Bouvle Aarokidas Gerald**, M.C.A.,M.Phil., Asst. Prof.
4. Mr. **P. Murugarajan**, M.C.A.,M.Phil.,M.Tech., Asst. Prof.
5. Miss. **R. Bhuvanewari**, M.C.A.,M.Phil., Asst. Prof.

Vacancy - Assistant Professor - 3

## Physics

1. Dr. **K. Manoharan**, M.Sc.,M.Phil.,B.Ed., Ph.D.,  
H.O.D.& Asso.Prof.
2. Mrs. **A. Anbarasi**, M.Sc.,M.Phil.,M.Ed., Asso. Prof.
3. Dr. **R. Thilakumar**,M.Sc.,M.Phil.,M.Ed.,Ph.D.,PGDCA.,  
Asst. Prof.
4. Mr. **A. Chandrasekaran**, M.Sc.,M.Phil., Asst. Prof.
5. Dr. **K. Thillaivelavan**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.
6. Dr. **P. Selvakumari**, M.Sc.,Ph.D., Asst. Prof.
7. Dr. **T Kasturi**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.
8. Dr. **C. Karthikeyan**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.
9. Mrs. **A. Shyamala Begam**, M.Sc.,M.Phil., Asst. Prof.

Vacancy - Assistant Professor - 5

## Chemistry

1. Dr. **P. Sharmila Indrani**, M.Sc.,M.Phil.,B.Ed.,Ph.D.,  
H.O.D. & Asso. Prof.
2. Mr. **I. Vannamuthu**, M.Sc.,M.Phil., Asso. Prof.
3. Mrs. **S. Kalaimani**, M.Sc.,M.Phil.,M.Ed.,, Asso. Prof.
4. Mr. **S. Thambidurai**, M.Sc.,Ph.D., Asso. Prof.
5. Dr. **J. Chakravarthy**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.
6. Dr. **S. Nalini**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.
7. Mrs. **K. Anandhi**, M.Sc.,M.Phil.,B.Ed.,M.A., Asst. Prof.
8. Mrs. **C. Rajalakshmi**, M.Sc.,M.Phil., Asst. Prof.
9. Dr. **C. Mithra**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.
10. Mrs. **R. Munavar Sulthana**, M.Sc.,M.Phil., Asst. Prof.

## BOTANY

1. Dr. **C.Geethadevi**, M.Sc., M.Phil.,M.Ed., Ph.D., Dip. in Ind. Pollution & Control, H.O.D., & Asso. Prof.
2. Dr. **M. Bakkialakshmi**, M.Sc.,M.Phil.,B.Ed.,Ph.D., Asso. Prof.
3. Dr.**K.Nirmalkumar**, M.Sc.,M.Phil.,Ph.D.,A.P.G.D.C.A., Asst. Prof.
4. Dr. **M. Anandhraj**, M.Sc.,M.Phil.,Ph.D.,PGDCM., Asst. Prof.
5. Dr. **M. Sivagamasundari**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.
6. Dr. **P.Pavadai**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.
7. Mr. **J.Mathivanan**, M.Sc.,M.Phil.,B.Ed., Asst. Prof.

Vacancy - Assistant Professor - 5

## Microbiology I/C

1. Dr.**K.Nirmalkumar**, M.Sc.,M.Phil.,Ph.D.,A.P.G.D.C.A., H.O.D. & Asst. Prof.

Vacancy - Assistant Professor - 4

## Zoology

1. Dr. **R.Kannan**, M.Sc.,M.Phil.,M.Ed.,Ph.D.,DLL & AL,DIPC., H.O.D. & Asso.Prof.
2. Dr. **K. Chinnadurai**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.
3. Dr. **S.P. Vinotha**, M.Sc.,M.Phil.,Ph.D., Asst. prof.
4. Dr. **K. Aruldas**, M.Sc.,M.Phil.,M.L.I.S.,Ph.D., Asst. Prof.



5. Dr.**R.Rajakumar**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.
6. Miss. **M. Gnanambigai**, M.Sc.,M.Phil., Asst. Prof.
7. Dr, **S. Aruljothiselvi**, M.Sc.,M.Phil.,Ph.D., Asst. Prof.
8. Dr. **R. Periyamayaki**, M.Sc.,Ph.D., Asst. Prof
9. Dr. **C. Jeeva Selvasundari**, M.Sc.,M. Phil.,Ph.D., Asst. Prof.

Vacancy - Assistant Professor - 4

### **Commerce**

1. Dr. **K. Murugadas**, M.Com.,M.B.A.,M.S.(Ed)., M.Phil.,Ph.D., H.O.D. & Asst. Prof.
2. Dr. **S. Susai John Rozario**, M.Com.,M.Phil.,M.B.A., B.Ed.,Ph.D., Asst. Prof.
3. Mr. **P. Paramasivam**, M.Com.,M.Phil.,Asst. Prof.
4. Mrs. **M. Rajmohana**, M.Com.,M.Phil., M.B.A., Asst. Prof.

Vacancy - Assistant Professor - 6

### **Library**

Mr. **D. Elavazhagan**, M.A.,M.L.I.S.,M.Phil., Librarian

### **Physical Education I/C**

Dr.**K.Nirmalkumar**, M.Sc.,M.Phil.,Ph.D., A.P.G.D.C.A.,  
Asst. Prof.

## OFFICE STAFF

1. Mr. **A. Elumalai**, Bursur
2. Mrs. **V. Sivagangai**, B.A., Superintendent
3. Mr. **K. Ganesan**, Assistant
4. Mrs. **K. Kanchana**, B.Com., Assistant
5. Mrs. **K. Malathi**, M.A., Junior Assistant
6. Mr. **S. Udayakumar**, Junior Assistant
7. Mr. **S. Jayachandran**, Typist
8. Mrs. **M.Gandhimathi**, Registry Writer
9. Mr. **N. Anbalagan**, Registry Writer
10. Mr. **V. Natarajan**, M.Sc.,D.E.E.E., Training Instructor
11. Mr. **K. Natesan**, Senior Lab Assistant
12. Mr. **K. Radhakrishnan**, Lab Assistant
13. Mrs. **T. Jothiammal**, M.C.A., DCSE., Event Organizer
14. Mr. **A. Palanisamy**, Lab Assistant
15. Mr. **A. Jayaprakasham**, Lab, Assistant
16. Mrs.**R. Vanitha**, LAB Assistant
17. Mr. **A.V. Vivekanandan**, Office Assistant
18. Mr. **V.Govindaraj**, Attender
19. Mr. **M. Deivasigamani**, Attender
20. Mr. **V.Veerappan**, Office Assistant
21. Mrs. **K.Vasanthakumari**, Cleaner
22. Mr. **K.Karunanidhi**, Marker
23. Mr. **D. Kuppusamy**, Cleaner
24. Assistant Vacancy - 2
25. Junior Asssiatnt Vacancy - 1
26. Lab Assistant Vacancy - 3
27. Watchman Vacancy - 2

June 2015				
Date	Day	Details	Day Order	Working Day
1	Monday			
2	Tuesday			
3	Wednesday			
4	Thursday			
5	Friday			
6	Saturday	Holiday		
7	Sunday	Holiday		
8	Monday			
9	Tuesday			
10	Wednesday			
11	Thursday			
12	Friday			
13	Saturday	Holiday		
14	Sunday	Holiday		
15	Monday			
16	Tuesday			
17	Wednesday			
18	Thursday		I	1
19	Friday		II	2
20	Saturday	Holiday		
21	Sunday	Holiday		
22	Monday		III	3
23	Tuesday		IV	4
24	Wednesday		V	5
25	Thursday		VI	6
26	Friday		I	7
27	Saturday	Holiday		
28	Sunday	Holiday		
29	Monday		II	8
30	Tuesday		III	9
31	Wednesday			

## JULY 2015

Date	Day	Details	Day Order	Working Day
1	Wednesday		IV	10
2	Thursday		V	11
3	Friday		VI	12
4	Saturday	Holiday		
5	Sunday	Holiday		
6	Monday		I	13
7	Tuesday		II	14
8	Wednesday		III	15
9	Thursday		IV	16
10	Friday		V	17
11	Saturday	Holiday		
12	Sunday	Holiday		
13	Monday		VI	18
14	Tuesday		I	19
15	Wednesday		II	20
16	Thursday		III	21
17	Friday		IV	22
18	Saturday	Ramzan - Holiday		
19	Sunday	Holiday		
20	Monday		V	23
21	Tuesday		VI	24
22	Wednesday		I	25
23	Thursday		II	26
24	Friday		III	27
25	Saturday	Holiday		
26	Sunday	Holiday		
27	Monday		IV	28
28	Tuesday		V	29
29	Wednesday		VI	30
30	Thursday		I	31
31	friday		II	32
31	Monday		V	53

<b>August 2015</b>				
Date	Day	Details	Day Order	Working Day
1	Saturday	Holiday		
2	Sunday	Holiday		
3	Monday		III	33
4	Tuesday		IV	34
5	Wednesday		V	35
6	Thursday		VI	36
7	Friday		I	37
8	Saturday	Holiday		
9	Sunday	Holiday		
10	Monday		II	38
11	Tuesday		III	39
12	Wednesday	World Youth Day	IV	40
13	Thursday		V	41
14	Friday		VI	42
15	Saturday	Independence Day - Holiday		
16	Sunday	Holiday		
17	Monday		I	43
18	Tuesday		II	44
19	Wednesday		III	45
20	Thursday		IV	46
21	Friday		V	47
22	Saturday	Holiday		
23	Sunday	Holiday		
24	Monday		VI	48
25	Tuesday		I	49
26	Wednesday		II	50
27	Thursday		III	51
28	Friday		IV	52
29	Saturday	Holiday		
30	Sunday	Holiday		
31	Monday		V	53

## September 2015

Date	Day	Details	Day Order	Working Day
1	Tuesday		VI	54
2	Wednesday		I	55
3	Thursday		II	56
4	Friday		III	57
5	Saturday	Teachers Day/ Krishna Jayanthi	-	
6	Sunday	Holiday	-	
7	Monday		IV	58
8	Tuesday		V	59
9	Wednesday		VI	60
10	Thursday		I	61
11	Friday		II	62
12	Saturday	Holiday	-	
13	Sunday	Holiday	-	
14	Monday		III	63
15	Tuesday		IV	64
16	Wednesday	World Ozone Day	V	65
17	Thursday	Vinayagar Chaturthi /Periyar Jayanthi	-	
18	Friday	Holiday	-	
19	Saturday	Holiday	-	
20	Sunday	Holiday	-	
21	Monday		VI	66
22	Tuesday		I	67
23	Wednesday		II	68
24	Thursday	Bakrid/ World Heart Day	-	
25	Friday	Holiday	-	
26	Saturday	Holiday	-	
27	Sunday	Holiday	-	
28	Monday		III	69
29	Tuesday		IV	70
30	Wednesday		V	71

## October 2015

Date	Day	Details	Day Order	Working Day
1	Thursday	National Blood Donation Day	VI	72
2	Friday	Gandhi Jayanthi	-	
3	Saturday	Holiday	-	
4	Sunday	Holiday	-	
5	Monday		I	73
6	Tuesday		II	74
7	Wednesday		III	75
8	Thursday		IV	76
9	Friday		V	77
10	Saturday	Holiday	-	
11	Sunday	Holiday	-	
12	Monday		VI	78
13	Tuesday		I	79
14	Wednesday		II	80
15	Thursday		III	81
16	Friday		IV	82
17	Saturday	Holiday	-	
18	Sunday	Holiday	-	
19	Monday		V	83
20	Tuesday		VI	84
21	Wednesday	Ayutha Pooja	-	
22	Thursday	Vijayadashami	-	
23	Friday	Muharram	-	
24	Saturday	Holiday	-	
25	Sunday	Holiday	-	
26	Monday		I	85
27	Tuesday		II	86
28	Wednesday		III	87
29	Thursday		IV	88
30	Friday		V	89
31	Saturday			

November 2015				
Date	Day	Details	Day Order	Working Day
1	Sunday	Holiday	-	
2	Monday		VI	90
3	Tuesday		I	91
4	Wednesday		II	92
5	Thursday	Ist Semester Holidays Begins	-	
6	Friday	Gurunanak jayanthi	-	
7	Saturday		-	
8	Sunday	Holiday	-	
9	Monday		-	
10	Tuesday	Diwali/ World Science Day	-	
11	Wednesday		-	
12	Thursday		-	
13	Friday		-	
14	Saturday	Children's Day	-	
15	Sunday	Holiday	-	
16	Monday		-	
17	Tuesday		-	
18	Wednesday		-	
19	Thursday		-	
20	Friday		-	
21	Saturday		-	
22	Sunday	Holiday	-	
23	Monday		-	
24	Tuesday		-	
25	Wednesday		-	
26	Thursday		-	
27	Friday		-	
28	Saturday		-	
29	Sunday	Holiday	-	
30	Monday	II Semester Begins	I	I



## December 2015

Date	Day	Details	Day Order	Working Day
1	Tuesday	World AIDS day	II	2
2	Wednesday		III	3
3	Thursday		IV	4
4	Friday		V	5
5	Saturday	Holiday	-	
6	Sunday	Holiday	-	
7	Monday		VI	6
8	Tuesday		I	7
9	Wednesday		II	8
10	Thursday		III	9
11	Friday		IV	10
12	Saturday	Holiday	-	
13	Sunday	Holiday	-	
14	Monday		V	11
15	Tuesday		VI	12
16	Wednesday		I	13
17	Thursday		II	14
18	Friday		III	15
19	Saturday	Holiday	-	
20	Sunday	Holiday	-	
21	Monday		IV	16
22	Tuesday		V	17
23	Wednesday		VI	18
24	Thursday	Miladi Nabi	-	
25	Friday	Christmas	-	
26	Saturday	Holiday	-	
27	Sunday	Holiday	-	
28	Monday		I	19
29	Tuesday		II	20
30	Wednesday		III	21
31	Thursday	New Year Eve	IV	22

January 2016				
Date	Day	Details	Day Order	Working Day
1	Friday	New Year	-	
2	Saturday	Holiday	-	
3	Sunday	Holiday	-	
4	Monday		V	23
5	Tuesday		VI	24
6	Wednesday		I	25
7	Thursday		II	26
8	Friday		III	27
9	Saturday	Hanuman Jayanthi - Holiday	-	
10	Sunday	Holiday	-	
11	Monday		IV	28
12	Tuesday		V	29
13	Wednesday		VI	30
14	Thursday	Boogie	-	
15	Friday	Pongal	-	
16	Saturday	Thiruvalluvar Day	-	
17	Sunday	Farmer's Festival - Holiday	-	
18	Monday		I	31
19	Tuesday		II	32
20	Wednesday		III	33
21	Thursday		IV	34
22	Friday		V	35
23	Saturday		VI	36
24	Sunday	Thai Poosam - Holiday	-	
25	Monday	Holiday	-	
26	Tuesday	Republic Day	-	
27	Wednesday		I	37
28	Thursday		II	38
29	Friday		III	39
30	Saturday	Holiday	-	
31	Sunday	Holiday	-	

## FEBRUARY 2016

Date	Day	Details	Day Order	Working Day
1	Monday		IV	40
2	Tuesday		V	41
3	Wednesday		VI	42
4	Thursday		I	43
5	Friday		II	44
6	Saturday		III	45
7	Sunday	Holiday	-	
8	Monday	Thai Amnavasai	IV	46
9	Tuesday		V	47
10	Wednesday		VI	48
11	Thursday		I	49
12	Friday		II	50
13	Saturday	Holiday	-	
14	Sunday	Holiday	-	
15	Monday		III	51
16	Tuesday		IV	52
17	Wednesday		V	53
18	Thursday		VI	54
19	Friday		I	55
20	Saturday		II	56
21	Sunday	Holiday	-	
22	Monday	Maasi Magam - Regional Holiday	-	
23	Tuesday		III	57
24	Wednesday		IV	58
25	Thursday		V	59
26	Friday		VI	60
27	Saturday	Holiday	-	
28	Sunday	Holiday - National Science Day	-	
29	Monday		I	61

## MARCH 2016

Date	Day	Details	Day Order	Working Day
1	Tuesday		II	62
2	Wednesday		III	63
3	Thursday		IV	64
4	Friday		V	65
5	Saturday		VI	66
6	Sunday	Holiday	-	
7	Monday	Shivarathiri	I	67
8	Tuesday	World Women's Day	II	68
9	Wednesday		III	69
10	Thursday		IV	70
11	Friday		V	71
12	Saturday	Holiday	-	
13	Sunday	Holiday	-	
14	Monday	Karadaiyar Feast	VI	72
15	Tuesday		I	73
16	Wednesday		II	74
17	Thursday		III	75
18	Friday		IV	76
19	Saturday		V	77
20	Sunday	Holiday	-	
21	Monday		VI	78
22	Tuesday		I	79
23	Wednesday	Panguni Uthiram	II	80
24	Thursday	World Tuberculosis Day	III	81
25	Friday	Good Friday - Holiday	-	
26	Saturday	Holiday	-	
27	Sunday	Holiday	-	
28	Monday		IV	82
29	Tuesday		V	83
30	Wednesday		VI	84
31	Thursday		I	85

## APRIL 2016

Date	Day	Details	Day Order	Working Day
1	Friday		II	86
2	Saturday		III	87
3	Sunday	Holiday		
4	Monday		IV	88
5	Tuesday		V	89
6	Wednesday		VI	90
7	Thursday		I	91
8	Friday	Summer Vacation Begins	-	
9	Saturday	Holiday	-	
10	Sunday	Holiday	-	
11	Monday		-	
12	Tuesday		-	
13	Wednesday		-	
14	Thursday	Tamil New Year	-	
15	Friday		-	
16	Saturday	Holiday	-	
17	Sunday	Holiday	-	
18	Monday		-	
19	Tuesday		-	
20	Wednesday		-	
21	Thursday		-	
22	Friday		-	
23	Saturday	Holiday	-	
24	Sunday	Holiday	-	
25	Monday		-	
26	Tuesday		-	
27	Wednesday		-	
28	Thursday		-	
29	Friday		-	
30	Saturday		-	

Degree Courses [Three Years]

Shift-I

A. Undergraduate Arts **(B.A.,)**

Major Subjects

- Group IV. 1. Economics (Tamil And English Medium)  
Group I. 2. History (Tamil And English Medium)  
Group XII. 3. English Literature  
4. Tamil Literature  
5. Political Science

B. Undergraduate Science **[B.Sc]**

- Group I 6. Maths (Tamil and English Medium)  
Group III. 7. Physics (Tamil/English Medium)  
Group IV. 8. i. Chemistry (Tamil And English Medium)  
ii. Industrial Chemistry (English Medium only)  
Group V. 9. Botany (Tamil And English Medium)  
Group VI. 10. Zoology (Tamil And English)  
Group XII. 11. Computer Science (English Medium only)  
12. Statistics (English Medium only)  
Group XIII. 13. Microbiology (Tamil And English Medium)

5 Undergraduate **(B.Com.,)** English Medium only

6 Post Graduate **(M.A., M.Sc., M.Com.,)** [English Medium only] Two Years

# Tamil Literature

S English Literature

% History

& Economics

' Maths

( Physics

) Computer Science

\* Botany

+ Zoology

# Commerce

## Chemistry

## SHIFT - II

Working Time : 1.25 p.m. to 5.45 p.m

(From the Academic Year 2007 - 2008 )

### A. UG (B.A.,)

- |            |    |                            |
|------------|----|----------------------------|
| Group XII. | 1. | Tamil Literature           |
| Group IV.  | 2. | Economics (English Medium) |
| Group XII. | 3. | English Literature         |

### B. UG (B.Sc.,)

- |            |    |                            |
|------------|----|----------------------------|
| Group IV.  | 1. | Chemistry (English Medium) |
| Group XII. | 2. | Computer Science           |

### C. UG (B.Com.,) (English Medium)

### Qualification required for Three years Graduate Courses

Should have passed Tamilnadu government recognized higher secondary examination or any other equivalent examination recognized by the Thiruvalluvar university.

### Qualification Required for Post Graduate Courses

Should have passed Thiruvalluvar University B.A./B.Sc./B.Com., (Or) any equivalent degree recognized by Thiruvalluvar University.

### Information of New Courses 2015-2016

1. B.Sc Visual Communication.
2. Master of Social Work M.S.W.
3. Master of Public Administration.

#### 4. Research ((M.Phil.,) Full Time / Part Time

- 1.Economics - Full Time/ Part
- 2.Commerce -Full Time/ Part
- 3.Computer Science -Full Time/Part Time
- 4.Zoology -Full Time/ Part Time
- 5.Physics - Full Time/ Part Time
- 6.Microbiology - Full Time/Part Time

#### 5. Doctorate Ph.D Full Time/ Part Time

- 1.Microbiology-Full Time/ Part
- 2.History - Full time/Part time
- 3.Zoology -Full Time/ Part Time
- 4.Physics - Full Time/ Part Time

### University Examination Fee Structure

For <u>B.A., B.Sc., B.Com., Students'</u>	Rs.	P.
Per Paper	45	00
Per Practical	60	00

<u>M.A., M.Sc., M.Com., Students</u>	Rs.	P.
Per Paper	100	00

Apart from the above mentioned fees, for computerized mark sheets Rs.. 25-00 and for Provisional Certificate Rs. 125 and for convocation Certificate Rs. 150 should be additionally paid by the students.



## Special Fees

### Fees to be Remitted at the time of Admission

No.	Fees Details	Rupee.	Paise
1.	Admission fee	5	00
2.	Medical Fee	5	00
3.	Lab Fee (B.Sc., Only)	20	00
4.	Special Fee	230	00
5.	University Fee (Undergraduate)	415	00
6.	University Fee (Post Graduate)	465	00
7.	Mark Sheets Lab Charges (For One Marksheet)	50	00
8.	Computer Science - Special Fees	100	00
9.	Industrial Chemistry - Special Fees	500	00
10.	National Service Scheme	10	00
11.	Redcross (For Three Years)	30	00
12.	National Flag Day Fund	5	00
13.	Parents Teachers' Association [Three Years Subscription and Registration] 150+10)	160	00
14.	Sports Fee	100	00
15.	College Association	20	00
16.	College Magazine	10	00
17.	College Day	10	00
18.	College Calendar	10	00
19.	Library Fees	10	00
20.	Social Welfare Service	10	00
21.	University Graduation day	25	00
22.	Army Veteran Fund	5	00
23.	University Sports Fee	20	00
24.	University Library Fee	20	00
25.	Marksheet Verification Charge	20	00
26.	Youth and cultural function (First Year Students Only)	60	00
27.	Computer Training Classes	700	00
28.	Post Graduate fees	375	00

**The Fee structure may change according to the orders of the Director of Collegiate Education.**

## Important Instructions

1. Students who have got admission using forged certificate will be removed from the college and no fees amount will be refunded.
2. Students who join in the middle of the semester, have to pay the full fees. Otherwise their admission will not be accepted.
3. Students who have paid the fees, but left the college in the middle of the academic year . If they seek Transfer certificate, they have to apply within a year, otherwise they have to pay Rupees six (Rs. 6) additionally.
4. Students who seek duplicate Transfer certificate, after leaving the college, have to pay Rupees eight along with the application dully signed by the government Police officer.
5. Students who have completed their course and if they are eligible with attendance percentage, can get attendance certificate.

Students join from other colleges affiliated to Thiruvalluvar University have to attach the following certificates with their application.

1. Qualifying Certificate (Mark Statement)
2. Migration Certificate.
3. Prescribed fees amount's receipt. (Bank receipt or cash receipt)

## **Thiruvalluvar University Attendance regulations:**

- 1.** An academic year consists of 180 working days. There are two semesters per year, hence 90 working days per semester. Students are admitted for examination based on their eligible attendance percentage.
- 2.** Students who have attended 67.5 (75%) days and above out of 90 working days are eligible for taking up their university examination.
- 3.** Students who have attendance below 67.5 to 56.5 i.e below 75% and above 65% have to pay a condonation fee of Rs./-( only) to apply for university examination.
- 4.** Students who have attendance below 56.5 and above 49.5 ( i.e. Above 55% and below 65%) will not be permitted to take up their university examination. They will be allowed to continue their studies in the next semester. They will be permitted to take up those examination in the next semester by paying Rs. 250/- as fees.
- 5.** Students who have below 49.5 attendance (i.e.below 55%) will not be permitted to continue second and third year studies. They have to redo the course in the next academic year by applying to the University through the Principal.
- 6.** Students studying science courses should possess 75% attendance to take up their practical examination. Failing they have to follow the above mentioned rules to take up their practical examination.

## **Guidelines for Tuition fee payment**

1. Tuition fee should be paid promptly before the due date as mentioned in the circular. Failing which, one rupee per day will be collected as fine till the month end. If students fail to pay within the grace period, their name will be removed from the enrollment list. They have to join again by paying their fee amount, along with fine Rs. 5 as joining fee.
2. From the date in which name of the student removed from the enrollment and till the date of rejoining, the attendance will not be given for those days.
3. Fees paying time in office: From Morning 10.30 A.M to afternoon 1.30 P.M only.

### **Details of various scholarships for students:**

#### **1. National eligibility Scholarship- Indian Government scheme:**

National eligibility scholarship will be awarded to limited students studying in 11th & 12th classes and Diploma course. Students will be selected for this scholarship based on their marks in SSLC, HSC and Degree course. The committee will select the qualifying students. Students whose parents fall under the criteria set by the Directorate of Collegiate Education will receive a monthly scholarship. For the parents who do not fall under this criteria, their children will receive a consolation prize of Rs. 100 along with a certificate. To avail this scholarship, they should not receive any other scholarships. The annual income of the parent should not exceed Rs.12000 .

## **2. Endowment Scholarship for School Teacher's Children :**

After deduction of Rs. 10,000 from annual income, school teachers, if they have less than Rs.12,000 as remaining, then their children are eligible for this scholarship. Applications are invited through reputed newspaper advertisement. Based on merit the selection list will be made.

## **3. State Merit scholarship:**

Those students who come first in the 10th std, Matriculation, AISLE, B.Sc, B.A etc can avail this scholarship. They will receive this scholarship until they complete their diploma course.

## **4. Scholarship for Freedom fighters children:**

Children of Freedom fighters (who fought for India's freedom and imprisoned for 3 months) can get concession in their tuition fees along with they can get scholarship. It is applicable for those who study in Arts and Diploma courses.

## **5. Scholarship for Army soldier's children:**

Terms and conditions are applicable to avail this scholarship. It includes concession in Tuition fees.

## **6. Scholarship for Sri lankan refugee's children:**

With some Terms and conditions Sri lankan refugee's children's can avail this scholarship, which includes concession in tuition fees.

## **7. National Educational Loan:**

Students' parents annual income should not exceed Rs. 12000 to avail this scholarship. Bas on educational qualification and criteria can avail this. Every year applications are invited through advertisement in reputed Newspapers.

## **8. Adhoc scholarship:**

Based on Adhoc plan, SC/ST and converted Christian students who score above 60% marks in their first attempt in 12th standard can get this scholarship. No need to renew this form often, Rs. 300 will be issued.

## **9. Government Scholarship for college students:**

Below scholarships have been offered by State Government

- 1) General
- 2) Higher education
- 3) Scholarship for languages (Tamil & Telugu)
- 4) Special scholarship for Muslims
- 5) Special scholarship for widows
- 6) Special scholarship for southward education
- 7) Chennai Lady Willington special scholarship
- 8) Queen Mary College special scholarship
- 9) Scholarship for Anglo-Indians

Parents whose annual income is less than Rs.6000 per year, who do not receive any of the above said scholarships, can apply for any one of these scholarships, which they are eligible for. They get Rs. 270 per year. For No. 6 Rs.135 will be given. Most backward students no need to pay their fees.

## **10. Tamil medium Scholarship:**

Students studying through Tamil medium can avail this Scholarship as cash. (Directorate of Collegiate education c. o 9937/D/477 dated: 3.10.1977)

## **Ko. Iyyappan Endowment Prize**

Every year students accomplishing top three ranks in U.G Tamil degree will be awarded prizes through a endowment framed by Former MLA Mr. Ko. Iyyappan for a sum of rupees one lakh. The interest of this amount has been utilized to issue prizes for the toppers under the guidelines of Government of Tamilnadu.

### **General Guidance for students applying for scholarship**

- 1.Students have to obtain the scholarship application from the office. The application has to be filled properly and submitted to the office.
- 2.Students have to apply the scholarship within 15 days from the date of joining.
- 3.Before submitting the Scholarship application, it has to be verified in office at or around 4 p.m.
- 4.Filled in applications will be received at 4 p.m only. At any cost, applications will not be received during other timings.
- 5.Students studying in first year have to obtain fresh application form to apply for their scholarship.
- 6.Scholarship approval will be intimated to the students in their classes. To receive it, Students should have a Bank account with MICR, IFSC number. Aadhaar Number is mandatory.

7.Scholarship amount will be credited only through Bank

8.Students those who are obtained scholarship, have to sign the credit receipt in the office. Then only the amount will be credited to the students' bank account.

9.Students who discontinue their course have to surrender their scholarship amount to the office.

10.Students belonging to BC/SC/ST who offer for government scholarship and fees waiver should have above 75% attendance for every semester with reference to the Government G.O.660 dated on 24.03.1979.If they have less than 75%,they cannot get scholarship for that year as well as they are not eligible for the next academic year too. This rule is applicable to BC/SC/ST students according to Tamilnadu Government Educational rule 92. Student under the Ex-serviceman category and those receiving Ex-serviceman scholarship can also apply for this scholarship..

11.For backward community, the scholarship is eligible if the student is the first graduate. For that, the Student has to bring the first graduate certificate from the Village Administrative Officer.



**12.** Backward community Students should have acquired a minimum of 60% or above to receive the scholarship

**13.** Physically Challenged Students can avail Government scholarship by submitting an application along with a medical certificate that certify their disability. Photos should be attached along with the application.

**14.** Students are entitled to receive only one scholarship at a time. Therefore they can choose the scholarship with maximum benefits.

### **Placement Cell**

The Primary function of this cell is to seek the placement opportunities for the final year UG Students of this college. In addition, it also conducts various other activities like conducting interviews, Counsels Students to face such interviews boldly, by providing necessary guidance and information regarding placement.

### **Computer Literacy Programme**

Computer Literacy programme was initiated in this institution from the academic year 2000-2001. The beneficiaries of this programme are the first year students of all the UG Courses other than B.Sc Computer Science. Six Computer instructors are working under this programme.

## **National Service Scheme**

Five units of National Service Scheme comprising student volunteers has been organized with an objective to render education through social work.

1. The students should volunteer for the programme for a minimum period of 2 years.

2. Each volunteer has to render their service for a minimum of 120 hours per year according to the special service scheme approved by the university.

3. Educational activities, social works, health services, social welfare services, national welfare Services are some of the activities that are organized by the National Service Scheme.

The student Co-Ordinator of the units shall be nominated by the Thiruvalluvar University NSS Co-Ordinator.

## **Physical Education**

Physical training is compulsory for both I and II year students. Attendance and certificates will not be awarded to students who violate the code of conduct during the training period. The Students must possess

1. a minimum of 75% of attendance to receive a certificate at the time of completion of the training. Certificates will be awarded based on the merits of the student's participation.

Given below is some of the physical training for which certificates will be awarded:

- 2.
1. Indoor games/Out door games.
  2. Rigorous physical training that fosters discipline.
  3. 45 minutes of physical training twice a week has to be done.

4. No Student is exempted from physical training unless they produce a medical certificate issued by a physician exclusively appointed by the Head of the Institution.
5. The Students can take part in Sports and games from 4.p.m to 6 p.m. In addition to the compulsory physical regime, coaching to participate in other games is planned to be given.

### **Parents Teachers Association**

Parents Teachers Association has been functioning effectively in the college.

### **Alumni Association**

Alumni Association was initiated in this institution from the academic year 2008-2009. The out gone students of this college can become members of this association and work toward the upliftment of this institution.

### **Citizens consumer Club**

Citizens consumer club was initiated in this college during the academic year 2008- 2009. The primary function of this club is to initiate awareness among students regarding consumer's rights by educating them about the laws and acts related to consumer welfare and security. This club has been functioning successfully with the aid of 50 student volunteers.

### **Students Cooperative Society**

Having been registered properly, the students co-operative society has been functioning in a systematic manner. The students, teachers and other employees act as the prime members of this student's cooperative society. The special feature of this society is to sell the purchased books, notebooks, observation notes and other stationeries in subsidized price.

## **Library**

### **Library Card:**

(a) Each Student will be provided with an identity card with which the books can be borrowed from the library. The books will not be loaned unless the borrower produces his/her library Card.

(b) The borrower must ensure the safety of the library card. In case of missing the cards, it should be immediately informed to the Librarian. The borrower must pay a fine of Rs.2 if the missing card is not traced within 15 days.

(c) One should not lend one's library card to someone else for which the borrower will be held solely responsible for the book that has been borrowed.

(d) The borrower should hand over the library card either before leaving the college or the day before 31st of March. No dues will not be issued to the students unless he/she returns his /her library card to the librarian. It is to be noted that students without no dues will be restricted from appearing for the university exams. Moreover, TC will not be issued to such borrowers.

### **RULES FOR LENDING AND BORROWING BOOKS**

1. The students are allowed to borrow only one book at a time with a single library card.
2. The library books must be returned within 15 days.

(a)The students must return the loaned book within the due date mentioned inside the book. The student has to pay Rs.1 per day as penalty in case of unreturned books. Eventually, his / her membership is liable to be canceled. If the due date falls on holidays, the books can be returned in the subsequent working days.

(b)The books must be returned two days earlier before the due date if the librarian has demanded for it. If the student fails to return the book within the days mentioned by the librarian, the book must be returned along with the fine amount fixed by the Principal

3.Markings, scribbling, underlining, tearing papers, removing pages must not be done in the books that are loaned from the library. If any such damage is found, the borrower is held highly responsible for the damages. Hence, it is suggested that the borrower must check for any damages in the circulation desk itself to avoid the future inconveniences. Under such circumstances, the borrower is demanded to replace the damaged books with new books along with a fine amount fixed by the Principal.

4.Irregular attendance or any physical ailments will not be considered as reason for the late return of the books.

5.In the event of missing the books, it should be informed to the librarian immediately so that from that reported date onwards the fine amount for the late return of the books will be withheld. However, the borrower must replace a new book along with a fine amount fixed by the Principal within the due date fixed by the librarian.

6.The books must be borrowed and returned within the due date. The date of applying for books will be informed. The students can apply for books through the applications issued by the librarian. Applications must be handed over to the librarian within the last date of submission.

Submission Time: 10.30 a.m. to 3.00 p.m.

7.Renewal: One can renew his / her loaned book unless other borrower has applied for it.

8.New Method: The books that are highly in demand will be issued through registration method. The order of registration will be considered while lending the book for the students. The books that were borrowed under this method must be returned within the due date mentioned inside the book or the borrower will be penalized.

9.Silence should be maintained within the library zone. Students are not allowed to carry their personal things inside the library.

### **Student's Code of Conduct**

1.Students must be well informed about their attendance, scholarship, examinations and other particulars by their concerned tutor. However, either the Principal or the H.O.Ds' must not be approached for the above mentioned reasons.

2.The students must maintain their dress code. They must come in a neat and clean dress. Casual wears like T- shirts and jeans are strictly prohibited.

3.Whenever a student meets his/her teacher for the first time in the college campus, they should wish them as a mark of respect for the teachers.

4. Whenever the teacher is inside the class room, the students must maintain discipline
5. Students are not allowed to leave the class room during the class hours without the permission of the teachers. When the teacher leaves the classroom, the students are allowed to disperse.
6. No one is allowed to invite students from other classes during the class hours unless he/she is called by the Principal.
7. When the students are transposing from one class to another, silence and decorum should be maintained.
8. The Students should not roam within the college campus during the class hours.
9. The Students must not arrange for any meeting or collect money from their peer group without the permission of the Head of the Institution.
10. Smoking, burning waste papers and smearing the college compound walls are considered as serious offenses.
11. Absenteeism and influencing other fellow students for absenteeism is considered as an in-disciplinary act.
12. Students are not allowed to sit on the railings of the college veranda.
13. The student must bring the exact fee amount for payment.
14. The Student must follow the queue system and should maintain silence.

15. If a student is absent for more than 15 days his/her name will be cancelled from the attendance register.
16. Mobile phones are strictly prohibited within the college campus.

### **Youth Red Cross**

In this college, Youth Red Cross actively provides timely services like first aid and extends support at the time of natural disaster. It also involves in activities which develop and strengthen the national unity. Moreover, it also actively participates in donating blood.

### **Ban on Ragging in College**

As per the Tamilnadu Government anti-ragging act, ragging is strictly prohibited in educational institutions. Hence, ragging is considered as a punishable offence. If the alleged student is proved to be involved either in ragging and even motivating such act will be sentenced for 2 years of imprisonment along with the penalty of Rs.10,000.



<b>Address</b>	<b>Telephone No.</b>

# Important Instructions

## First Semester Time - Table

Student's Name		Class				
Day Order/Hour	1 9.00 to 9.55	2 9.55 to 10.50	3 11.00 to 11.50	4 11.50 to 12.40	5 12.40 to 01.30	
<b>I</b>						
<b>II</b>						
<b>III</b>						
<b>IV</b>						
<b>V</b>						
<b>VI</b>						

Tea Break  
10.50 to 11.00

## Second Semester Time Table

Student's Name: \_\_\_\_\_

Class

Day Order/Time	1	2	3	4	5
<b>I</b>					
<b>II</b>					
<b>III</b>					
<b>IV</b>					
<b>V</b>					
<b>VI</b>					

Tea Break