

# SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV COLLEGE FOR WOMEN

Autonomous College Affiliated to University of Madras and  
Re-Accredited with "A+" Grade by NAAC  
Chromepet, Chennai - 600 044.

Phone : 22655450, Fax 22654976, Email : [sdnb@sdnbvc.edu.in](mailto:sdnb@sdnbvc.edu.in)

Website : [www.sdnbvc.edu.in](http://www.sdnbvc.edu.in)



**CALENDAR**  
2019 - 2020



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## **ACADEMIC CALENDAR 2019-2020**

Owned and Managed by

**CORK INDUSTRIES CHARITIES TRUST  
SHANTHI NAGAR, CHROMEPET, CHENNAI - 600 044.**

**PERSONAL MEMORANDUM**

Name.....

Designation/Reg. No. .... Dept./Class.....

Date of Birth.....Blood Group.....

Height.....Cm. Weight. .... Kg.

Address.....

.....

.....PIN.....

e-mail.....

Phone.....

Residence.....Mobile.....

PAN No. .... Aadhaar No. ....

Insurance Policy No. .... Premium Due Date.....

Bank Name & A/C No. .... IFSC.....

Vehicle No. .... R.C. No. ....

Driving Licence No. .... Expiry Date .....

Passport No..... Expiry Date.....

Other details.....

In case of emergency, please report to (Mobile/Phone).....



## **THE COLLEGE CREST**

The College Crest is enshrined within a lotus in full bloom to represent the cult of the devotion preached by Mahaprabhu Shri Vallabhacharya. At the centre of the Crest is a sacrificial fire, which symbolizes the Lord himself "Yagna Vai Vishnu". The Lord is reached by the three steps of the altar signifying KSHARA, AKSHARA AND POORNA PURUSHOTHAMA. The Volume at the foot of the altar stands for the Book of knowledge (the vedas) and the three flowers show the factors that conduce to the accumulation and propagation of knowledge, intelligence, action and material resources. The aim of Knowledge is the realization of the Supreme Truth and this is embodied in the College motto taken from Srimad Bhagavatam.

### **“SATYAM PARAM DHEEMAHİ”**

Let the truth uphold supreme in my consciousness (or) truth and the transcendental divinity uphold my awareness.

## **VISION**

**To acquire reputation for excellence, inclusiveness and committed service to the community.**

**To educate young women to be intellectually competent, morally upright, socially committed and spiritually inspired.**

## **MISSION**

**To provide need based skill integrated holistic education and harness available resources to the achievement of this goal.**

**To instil leadership and employability skills.**

**To promote self- confidence among students through various extension activities.**

**To provide multi-pronged approach to educational process by encouraging out-of-classroom experiences.**

## कलाशाला प्रार्थना

सत्यव्रतं सत्यपरं त्रिसत्यं सत्यस्य योनिं निहितं च सत्ये ।

सत्यस्यसत्यमृतसत्यनेत्रं सत्यात्मकं त्वां शरणं प्रपन्नाः ॥

(10-2-26)

वाणी गुणानुकथने श्रवनौ कथायां हस्तौ च कर्मसु मनस्तव पादयोर्नः ।

स्मृत्यां शिरस्तव निवासजगत्प्रणामे दृष्टिः सतां दर्शनेऽस्तु भवत्तनूनाम् ॥

( 10-10-38)

नमो भगवते तस्मै कृष्णायद्भुतकर्मणे ।

रूपनामविभेदेन जगत्क्रीडति यो यतः ॥

मङ्गलाचरणम्

# COLLEGE PRAYER

Satya-vratam satya-param tri-satyam

Satyasya yonim nihitam cha satye

Satyasya satyam rita-satya-netram

Satyatmakam tvam saranam prapannah

**Sri Bhagavatam (10-2-26)**

Vani gunanukathane shravanau kathaayaam

Hastau cha karmasu manastava paadayornaha

Smrutyam shirastava nivasa jagatpranaame

Drishti sataam darshanestu bhuvattanunaam

**Sri Bhagavatam (10-10-38)**

Namo bhagavate tassmai krishnaa

Yaadbhutakarmane !

Rupanaama vibhedena jagatkrida tiyo yataha

Tatwarthadeepanibandha Shastrartha Prakarana.

**- Mangalacaranam**

# PRAYER

## (A Translation)

We have sought you as our Protector, who is The observer of truth; who is the abode of Truth, Who is the absolute Truth who is the origin of Truth Who is the truth of Truths; whose eyes are truth and who is the incarnation of Truth.

Let our tongue be engaged in chanting your virtues,  
Let our ears listen to your stories, let our  
Hands be active with the work assigned by You, let  
Our mind remember your feet, let our heads  
Bow before all Your abodes, and let our vision be fixed  
on Supreme who is nothing but Your body.

Our Salutations to Lord Krishna, who performs miracles  
for without differentiating form or name  
He plays with every being in this world.



## वैष्णवजन

वैष्णवजन तो तेने कहीए जे पीड पराई जाणे रे,  
परदुःखे उपकार करे तोये मन अभिमान न आणे रे।

सकळ लोकमां सहुने वंदे, निंदा न करे केनी रे,  
वाच-काछ-मन निश्चल राखे, धन धन जननी तेनी रे।

समदृष्टिने तृष्णात्यागी, परस्त्री जेने मात रे,  
जिह्वा थकी असत्य न बोले, परधन नव झाले हाथ रे।

मोह-माया व्यापे नहीं जेने, दृढ वैराग्य जेना मनमां रे,  
रामनाम शुं ताळी रे लागी, सकळ तीरथ तेना तनमां रे।

वणलोभी ने कपटरहित छे, काम-क्रोध जेणे मार्या रे, / काम-क्रोध निवार्या रे,  
भणे नरसैयो तेनुं दर्शन करता कुळ एकोतेर तार्या रे।

# THE TRUE VAISHNAV

Narasimha Metha belonging to the 16th Century was a great 'Vaishnav' saint of Gujarat. He not only wrote songs in praise of Sri Lord Krishna, but defined a true Vaishnav in his song "Vaishnav janato". The main theme of the song is the suffering at the sight of another's sad plight. Mahatma Gandhi who himself was a true Vaishnav had his song regularly at his prayer meeting.

It is the endeavor of the Management of our institution to encourage and propagate the percepts of our deep devotion and duty.

Vaishnav Jan To, Tene Kahiye Je	The true Vaishnav is he who knows.
Peed Paraaye Jaane Re	Another brother's weals and woes.
Par Dukhe upkaar kare toye	To his suffering brother, he gives his aid,
Man abhiman na anne re	Sans pride, sans thought of being repaid.
Sakala lok maan Sahune Vandhe,	He loves and respects one and all
Ninda Na Kare kenire,	From his lips harsh words on one do fall
Vaach kaachh, Man nischal Raakhe	For women and wealth, he cares never.
Dhan-Dhan jananee theni re	To his kin he remains a jewel forever.
Sam-Drishtine trishna tyaagi	The same to all, with no cravings of the mind.
Par-sthree jene matha re	In every woman, a mother he does find.
Jihwa Thaki Asathya Na Bole	Master of his language he never tells a lie
Par-Dhan nav jhale haath re	On another's wealth he casts not his eye
Moha-Maaya vyaape nahi jene	By passion and attachment, he is never bound.
Drida vairaagya jena man maan re	The spirit of renunciation in his heart be bound.

Ram-naam-shoon taali laagi	For the Lord he pines, whose glory his heart strings strum;
Sakal tirath tena tan ma re	His body a pilgrim's garb has truly become
Van-Lobhi ne kapat rahitchhe	He is neither avaricious nor vile.
Kaam-Krodh nivaarya re	Wrath and desire, him do not defile.
Bhane Narsaiyyo tenu darshan karta	Says Narsi, such a man as this.
Kul ekoter taarya re...	Will attain the heaven to purest bliss.

- Translation by Mahatma Gandhi

## PLEDGE

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

## JAIN PRAYER

णमो अरिहंताणं	<b>Ṇamō arihantāṇaṁ</b>
णमो सिद्धाणं	<b>Ṇamō siddhāṇaṁ</b>
णमो आयरियाणं	<b>Ṇamō āyariyāṇaṁ</b>
णमो उवज्झायाणं	<b>Ṇamō uvajjhāyāṇaṁ</b>
णमो लोए सव्वसाहूणं	<b>Ṇamō lōē savva sāhūṇaṁ</b>
एसो पंचणमोक्कारो	<b>Ēsōpañchaṇamōkkārō,</b>
सव्वपावप्पणासणो	<b>Savvapāvappaṇāsaṇō</b>
मंगलाणं च सव्वेसिं	<b>Maṅgalā ṇaṁ ca savvēsiṁ,</b>
पढमं हवइ मंगलं ।	<b>Paḍamama havaī maṅgalaṁ</b>

## JAIN MAHAMANTRA

TO

Arhats, the perfect souls embodied

Possessed of infinite cognitions

Knowledge, happiness and power

To Siddhas the Perfect

Souls in Nirvana

Formless and Bodiless free from

all Karmic attachment

To Acharyas, the Masters

of Adepts

in Spirituality

To Upadhayayas the Adepts

Guiding the Scholar ascetics

And

To all Sadhus, the Ascetics

Devoted to the Contemplation of Self

I Make Obeisance humble

# தாயின் மணிக்கொடி

பல்லவி

தாயின் மணிக்கொடி பாரீர் - அதைத்

தாழ்ந்து பணிந்து புகழ்ந்திட வாரீர்!

சரணாங்கள்

ஓங்கி வளர்ந்ததோர் கம்பம் அதன்

உச்சியின் மேல் வந்தே மாதரம் என்றே

பாங்கின் எழுதித் திகழும் செய்ய

பட்டொளி வீசிப் பறக்குது பாரீர்!

(தாயின்)

கம்பத்தின் கீழ் நின்றல் காணீர் - எங்கும்

காணரும் வீரர் பெருந் திருக்கூட்டம்

நம்பற்குரியர் அவ்வீரர் - தங்கள்

நல்லுயிர் ஈந்தும் கொடியினைக் காப்பார்!

(தாயின்)

சேர்ந்ததைக் காப்பது காணீர் - அவர்

சிந்தையின் வீரர் நிரந்தரம் வாழ்க!

தேர்ந்தவர் போற்றும் பரத - நிலத்

தேவி துவஜம் சிறப்புற வாழ்க!

(தாயின்)

## தமிழ்த்தாய் வாழ்த்து

நீராரூங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்  
தெக்கணமும் அதிர்சிறந்த தீராவிடநல் தீருநாடும்  
தக்கசிறு பிறைநாதலும் தரித்தநறுந் தீலகமுமே  
அத்தீலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்தீசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!  
தமிழணங்கே!

உன் சீரிளமைத்திரம்வியந்து செயல்மறந்து  
வாழ்த்துமே!  
வாழ்த்துமே!  
வாழ்த்துமே!

## வாழிய செந்தமிழ்

வாழிய செந்தமிழ் வாழ்க நற்றமிழர்!  
வாழிய பாரத மணித் தீருநாடு!  
இன்றெமை வருத்தும் இன்னல்கள் மாய்க!  
நன்மைவந் தெய்துக தீதெல்லாம் நலிக!  
அறம் வளர்ந்தீடுக மறம்மடி வறுக!  
ஆரிய நாட்டினர் ஆண்மையோ டியற்றும்!  
சீரிய முயற்சிகள் சிறந்துமிக் கோங்குக!  
நந்தே யத்தினர் நாடோறும் உயர்க!  
வந்தே மாதம் வந்தே மாதரம்!

**SHRIMATHI DEVKUNVAR NANALAL BHATT  
VAISHNAV COLLEGE FOR WOMEN  
(Autonomous)**

CHROMEPET, CHENNAI - 600044.

Owned and managed by  
Cork Industries Charities Trust

**BEGINNING OF A NOBLE SAGA**

Shrimathi Devkunvar Nanalal Bhatt Vaishnav College for Women is the brainchild of the great visionary and philanthropist Shri Nanalal Bhatt, who named the institution after his revered wife Shrimathi Devkunvar. The foundation for the futuristic education was laid in June 1968 by His Excellency the then Governor of TamilNadu, Shri Sardar Ujjal Singh and the official inauguration was presided by the then Vice-Chancellor of University of Madras, Dr. A. Lakshmanaswamy Mudaliar on 19.09.1968. Owned and managed by the Cork Industries Charities Trust, the College has created a niche in educating young women across all sections of the society. The college is located in Chromepet, one of the busiest commercial hubs in Chennai, and the cynosure for students from various parts of north, central and South Chennai as well as Kanchipuram and Chengalpet.

With an altruistic vision and mission, in 1968, the college began functioning in an area of 10 acres with a building area of 10,000 sq. Ft accommodating 300 students in P.U.C. On 15.02.1972 an annexure was inaugurated and on 15.02.1983 another building (now IT Block) was inaugurated by His Holiness Jagathguru Sri Jayendra Saraswathi Swamigal that marked the growth of the college in good stead.

An Administrative Block with provisions for Botany and Zoology laboratories and the Post Graduate Block were inaugurated in 1984 and 1990 respectively.

The Silver Jubilee celebrations during 1992-93 was marked with the inaugural of the college Auditorium on 20.03.1993. The College was accredited with an "A" Grade by NAAC in 2003 and the institution was accorded with the status of autonomy from 2006-07. The

institution's elevation to autonomy was marked by the unveiling of the prestigious Autonomous block on 23.01.2007. The College was re-accredited with "A" Grade in 2011 and with "A+" in 2017 by NAAC.

In order to be adept with the current trends and courses in the field of education, a well-furnished Media block was dedicated to be used by the students in 2011. The same year witnessed the opening of the Hostel to accommodate students from various districts and states.

To meet with the demands of the modern day requirements of sportsmanship, a spacious and sophisticated indoor stadium with an area of 15000 Sq. ft was unveiled by His Excellency Dr. Rosaiah, the then Governor of TamilNadu, on 6th March, 2014.

The Institution was upgraded to a Research centre by offering M. Phil and Ph.D programmes in various disciplines. Today, the college plays a pivotal role in shaping the life of more than six thousand students socially, morally and academically. The status of Autonomy of the college has been extended to ten years further.

The year 2018-19 marked the Golden Jubilee celebrations of the College and to mark the beginning of a new era and to reinstate the glory of the College, the Auditorium was upgraded into an air conditioned state-of-art structure and was unveiled by His Excellency Shri. Banwarilal Purohit, the Governor of Tamil Nadu on 18.12.2018

An institution of growing popularity housing the student beneficiaries has become an abode with 10 Undergraduate courses in the Aided stream, 15 Undergraduate programmes, 14 Postgraduate programmes and 5 M.Phil disciplines in Self support stream. The College will continue its legacy and tradition in offering quality education to the young women students, thereby fostering the spirit of inquiry, sense of duty and commitment to the society and nation.



## **COURSES OF STUDY (ENGLISH MEDIUM)**

### **FOUNDATION COURSE FOR B.A., B.Sc., B.Com.,**

PART I TAMIL/HINDI/SANSKRIT

PART II ENGLISH

#### **CORE COURSES :**

- B.A - History and Tourism**
- B.A - Economics**
- B.A - English**
- B.Sc - Mathematics**
- B.Sc - Statistics**
- B.Sc - Physics**
- B.Sc - Chemistry**
- B.Sc - Plant Biology and Plant Bio Technology**
- B.Sc - Computer Science**
- B.Com - (General)**

#### **Ph.D Programmes**

**History, Statistics, Physics, Plant Biology and Plant Bio  
Technology, Computer Science & Commerce**

## CHOICE BASED CREDIT SYSTEM

All courses are offered under the Choice Based Credit System  
with the following structure

### UNDER GRADUATE COURSE STRUCTURE

PART	COMPONENTS	BCA, B.Com. (Genl) B.Com.(CS) B.Com(ISM), BBA, B.Com(A&F)			B.Sc.		
		No.of Papers	Credit Per Paper	Total Credits	No.of Papers	Credit Per Paper	Total Credits
PART I FOUNDATION COURSE	Language Tamil /hindi/sanskrit	2	3	6	4	3	12
PART II FOUNDATION COURSE	English	2	3	6	4	3	12
PART III	Core major(including practicals)	15+4	4/3	72	15-20	4/3	60
	Core Elective	3	5	15	3	5	15
	Core Allied	4	5	20	4	5	20
PART IV	Non major electives/ basic Tamil	2	2	4	2	2	4
	Advanced Tamil						
	Soft skills	4	3	12	4	3	12
	Environmental studies	1	2	2	1	2	2
	Value Education	2	1	2	2	1	2
PART V	Extension Activities						
	1. Sports	-	1-5	1-5	-	1-5	1-5
	2. N.C.C.	-	1-5	1-5	-	1-5	1-5
	3. N.S.S.	-	1-5	1-5	-	1-5	1-5
	4. Rotract	-	1-5	1-5	-	1-5	1-5
	5. E.D.P.	-	1-2	1-2	-	1-2	1-2
	6. Extra-Curricular (Speech/Music/ Dance etc.)	-	1-2	1-2	-	1-2	1-2
Total				140-144			140-144

Extra credits for students enrolled in Environ club and Vaishnav Consumer Club

PART	COMPONENTS	B.Com. (Honours)		
		No. of Papers	Credit Per Paper	Total Credits
PART I FOUNDATION COURSE	Language Tamil/Hindi/Sanskrit/French	2	3	6
PART II FOUNDATION COURSE	English	2	3	6
PART III	Core major	31	4	124
	Project	1	8	8
Total (Part I,II,III)				144
PART IV	Non major electives/Basic Tamil/Advanced Tamil*	2	2	4
	EVS	1	2	2
	Value Education	1	2	2
				8
Total (Part IV)				20
PART V	Internship	3+2	2/4	14
	Extension Activities			
	Sports	-	1-5	1-5
	NCC	-	1-5	1-5
	NSS	-	1-5	1-5
PART VI	Rotaract	-	1-5	1-5
	EDP	-	1-2	1-2
	Extra-Curricular Activities (Fine Arts/Environ Club/ Consumer Club/Quiz/Debate)	-	1-2	1-2
Total				167-171

1 Extra credits for students enrolled in Fine Arts, EDP, Environ Club, Consumer Club, Quiz, Debate.

1 Part VI is not included in the 140 credits required to obtain a degree.

1 Students are encouraged to take NPTEL/SWAYAM-MOOC Courses and 1/2/3 credits will be given after successful completion of the examination and certification.

Students are trained in Advanced Communication and Presentation Skills for which 2 credits are awarded on successful completion of the course.

\*Basic Tamil 1&2/advance Tamil 1&2/non major electives

(a) Students who have not studied Tamil upto 12 std and taken a Non-Tamil language under part-1 shall take comprising of two courses (level will be at 6th standard).

- (b) Students who have studied Tamil upto 7 std and opted for Non-Tamil language under part-1 shall take advanced Tamil comprising of two courses.
- (c) Students who do not come under(a)&(b) can choose Non-major electives comprising of two courses.

### POST GRADUATE COURSE STRUCTURE

Components	No. of Papers	Credit Per Paper	Total Credits
Core (including practical, project)	15	4	60
Elective core	5	3	15
Internship	1	2	2
Extra disciplinary(MOOC)	2	4	8
Skill based elective	2	3	6
Total			91

### ASSESSMENT MECHANISM UNDER AUTONOMY

Evaluation has two components :

- Continuous Internal Assessment (CIA)
- End Semester Examination (ESE)

#### Continuous Internal Assessment

Continuous assessment is carried out by the concerned faculty of the Department through continuous assessment tests, model examination, objective tests, quiz, seminars etc. All tests and examination are compulsory for a student.

Weightage (%) for CIA

Best 2 out of 3 Exams (Continuous Assessment Test)= 84%

Seminar/ Quiz/Group discussion/ Objective test =16%

#### END SEMESTER EXAMINATION

The end semester examination will be a comprehensive examination of 3 hours duration. Two End Semester examinations are conducted in a year - Odd semester examination in October / November and even semester examination in April / May. Practical examination / Project viva is held 3 weeks prior to the End semester examinations.

- An aggregate minimum of 40% in CIA and ESE is needed to be declared pass in a subject.
- There is no passing minimum for CIA.

A student will be permitted to take the End Semester Examination provided she has a minimum of 75% attendance.

## **Effective from 2015**

- External Examination Passing Minimum is 40% for all UG Courses except B.Com. (Honours) of the maximum marks prescribed for the paper for each Paper /Practical )
- External Examination, Passing Minimum is 50% (38/75) for Part - I, Part - II and Part - III of B.Com. (Honours) of the maximum marks prescribed for the paper for each Paper / Practical
- External Examination Passing Minimum is 50% for all PG courses of the maximum marks prescribed for the paper for each Paper /Practical
- In the aggregate (CIA + ESE) a passing minimum of 40%, 50% for B.Com. (Hons), 50% for PG's is needed to be declared pass in a subject
- There is no passing minimum for CIA

## GRADING SYSTEM

### MINIMUM CREDITS TO BE EARNED:

For THREE year Programme : Best 140 Credits  
(Part I and II : Languages, Part III Major, Elective, Allied  
Part - IV Soft skills EVS & Value Education and  
Part V : Extension activities)

### MARKS AND GRADES:

Conversion of Marks to Grade Points and Letter Grade (Performance in a Course / Paper)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	C	Satisfactory
00-39	0	U	Re-appear
ABSENT	0	AAA	ABSENT

#### For a Semester :

GRADE POINT AVERAGE (GPA)

Sum of the multiplication of grade points by the credits of the courses

Sum of the credits of the courses in a semester

#### For entire programme :

CUMULATIVE GRADE POINT AVERAGE (CGPA)

Sum of the multiplication of grade points by the credits of the courses for the entire programme

CGPA = 
$$\frac{\text{Sum of the multiplication of grade points by the credits of the courses for the entire programme}}{\text{Sum of the credits of the courses for the entire programme}}$$

**Instant Examination :**

UG - Those who are having only one paper as arrear in VI semester alone can write

PG - Those who have only one paper as arrear in IV semester alone can write

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5-10.0	O+	First Class - Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re-appear

\* The candidates who have passed in the first appearance and within the prescribed semester of the UG Programme (Major, Allied and Elective courses alone) are eligible.

**Examination Fee :**

Students are informed that they have to fill in the application forms and remit the autonomous examination fee online through college website.

**Note :**

Payment of Fee and date of collection are subject to alteration.

## **ADMISSIONS AND WITHDRAWALS :**

1. All admissions into the college are made as per the guidelines of University of Madras and Government of TamilNadu.
2. Application for admission into the college should be submitted only in the prescribed form available online in the college website.
3. Normally, admissions are done only once in a year in the beginning of the academic year.
4. Details regarding eligibility for admission, documents to be submitted, fees to be paid, etc., are given in the prospectus issued along with the Application Form.
5. Any candidate who is found to have obtained admission by false representation will be summarily dismissed with forfeiture of all fees paid.
6. If a student is absent without a valid reason and the leave letter for more than continuous five days from the date of admission or reopening of the College whichever is later, the student's name will be removed from the Register.
7. If a student leaves the College in the middle of any semester, he/she cannot claim remission of any portion of the fees.
8. Students who have completed their course of studies, can get their Transfer and Conduct Certificates after clearing the dues to the Laboratories & Library by submitting a written application to the Principal.
9. If a student leaves the College at the end of an academic year, he / she can receive the Attendance Certificate required by the University if he/ she applies for it.
9. Candidate and her parent / guardian should submit a declaration in the prescribed form at the time of admission.
10. The admitted students should obey the rules and regulations in force and the college reserves the right to dismiss a student in case of disobedience.



## **RULES OF ATTENDANCE**

1. Regular attendance is required of the students to appear for the End Semester Autonomous Examination.
2. On no account should a student abstain from attending classes, unless prior permission is granted. The student may be granted permission by the Principal or Staff in-charge only if convinced of the bonafide reason stated. The parents are requested not to encourage their daughters in abstaining from classes. The students should submit their leave letters countersigned by the parent or guardian in the prescribed form available in the College Office before availing leave. When the absence is due to unforeseen causes an application for leave must be submitted as soon as possible and in no case later than the first-day of return to the College Application for sick-leave for more than two-days should be accompanied by a medical certificate.
3. The leave applications should be submitted through the staff in-charge of attendance. When the concerned staff is on leave, the students should - submit the leave applications to the department concerned.
4. Abstaining from classes without leave letters will be severely dealt with.
5. Attendance for sports activities and meetings are compulsory for all students including those coming from remote places. Students who are physically unfit should produce a medical certificate to that effect.

## **RULES OF GENERAL DISCIPLINE**

1. Students should be in their class rooms before the commencement of the classes. The students on no account should leave the college premises till the classes are over.
2. Every day the college prayer is played through the Public Address System at 8.10 a.m. before the commencement of classes. Students must stand and remain silent wherever they are and show reverence while the prayer is on.
3. All students must attend all meetings and extra-curricular activities conducted in the college.
4. It is expected of every student to wish the Principal and members of the staff. Any breach of etiquette of propriety of good conduct offending the good name of the institution will be taken serious notice of the Principal.
5. Even outside the College the students are expected to behave and conduct themselves in a manner that will raise the esteem of the College in the public mind.

6. Students should not stand in groups on the corridors during class hours.
7. Students should not loiter about on the corridors during class hours.
8. Students should not talk in loud tones on the corridors intentionally or unintentionally when the Principal or a member of the staff passes by or even otherwise.
9. Students should cultivate the habit of looking at the notice boards daily. Ignorance of any such notice thus posted will not be accepted as an excuse for failing to comply with it, since all circulars relating to competitions, payment of fees, scholarships, concessions, etc. will be put up on the notice boards only.
10. The students are to dress neatly and modestly. They can wear Sarees, Half-sarees, or Chudidhar with Dupatta.
11. Personal hygiene and keeping the environment clean, neat and tidy will be insisted upon. Sufficient care should be exercised while using the toilet.
12. Collection of money or selling of tickets of any nature should not be done without the permission of the Principal.
13. No student should break the rules and regulations laid by the college. Indiscipline, arrogance and injurious habit in a student will call for severe punishment.
14. Organised absence from classes and soliciting absence from other students are serious breaches of discipline, This will be severely dealt with.
15. Under the Tamil Nadu Government Education Rules the Principal is empowered to inflict fine, withhold attendance certificate and suspend or expel any students if considered necessary by her to do so.
16. The parents are requested to co-operate with the Principal and the members of the staff, if the student is to be corrected.
17. Every student is expected to co-operate with the Principal and staff and do her best to contribute to build a good reputation for the college.
18. All students must wear their ID card compulsorily at all times inside the college campus. students who lost their ID cards shall make a written request to the Pncipal for a duplicate ID card.

19. Students should approach the College office for Railway concession forms.
20. Students commuting by two-wheeler should wear helmets compulsorily. Those students wearing helmets alone will be permitted to park their vehicles inside the college premises. Vehicles are to be parked in the parking slots only.
21. Ragging in any form is an offence and is strictly prohibited in the college campus. Students found guilty of such activities are liable to be summarily dismissed from the college.

### **MOBILE PHONES:**

1. Students are not permitted to carry and use Mobiles Phones or iPods inside the college campus.
2. Violation of this rule will lead to serious disciplinary action

### **ACADEMIC**

1. A series of tests will be conducted regularly by each department followed by Model examinations.
2. All students should regularly take all the tests and examinations conducted in all subjects. If not, the course of action will be determined by the authorities concerned.
3. Academic performance and attendance will be intimated to the parent/guardian through the progress reports online.
4. A student has to acquire a minimum of Seventy Five percent attendance of the total working days prescribed by the college, for University examinations.
5. Every student on the college rolls is assigned to the care of the department members who assist and advise her on any matter, personal or academic.
6. All talented students will be given sufficient encouragement for progress in their respective activities. Such students, should come forward willingly to participate in extracurricular activities. The parents are requested to encourage such healthy activities.

## THE COLLEGE LIBRARY

1. Library is primarily intended for the use of the students, the members of the Teaching Staff and the Administrative Staff of the College. The library is following open access system.
2. PG Library will remain open on all working days from 8.30 a.m. to 5.30 p.m.
3. During the terminal holidays, the library will remain open on the week days from 10 a.m. To 1 p.m.
4. On receiving a book, the student must examine it at once and call the librarian's attention to any damage found in it. If she fails to do so, she will be held responsible for any damage that may be afterwards detected.
5. Reader shall not write or damage or make any mark on any book, manuscript or map belonging to the library.
6. No tracing or mechanical reproduction shall be made without the expressed permission of the Principal.
7. Books borrowed shall be returned at the end of 7 days the due date of which will be stamped on the-book issued. The book may, how ever, be renewed for a further period provided:
  - i) No other member has applied for it in the meantime.
  - ii) Not more than three consecutive renewals are allowed for the same book.
8. A student who fails to return the Library material on the prescribed day will be fined Re.1/- for every day of fault.
9. Reference books must not be removed from the Library without special permission of the Principal.
10. All books must be returned to Library on the notified date before the close of each term. Failure to do so may entail withholding the award of certificates in respect of student.
11. Before leaving the Library, readers shall return to the Librarian at the counter, any book, manuscripts or map which they had taken for consultation from her. All other publications taken out from shelves for consultation should be left on the reading table.
12. Readers shall be responsible for any damage done to the books belonging to the Library and be required to replace such. books damaged or pay the value there of.

If one book of a set is damaged, the borrower or reader may be

called upon to replace the whole set. In case of loss of any book which the borrower is unable to replace by another good copy she will be required to pay an additional charge of 100% of the published price of the books as procurement charges.

13. Silence should be strictly observed in the Library.
14. Students using the Library are prohibited from engaging in conversation or conducting themselves in any manner that may distract the attention of others in the Library. Failure to observe this rule will result in severe disciplinary action.
15. Bags, Umbrellas, boxes and such other materials shall be left outside the library.
16. Students are not allowed to Lend the books of the Library to others.
17. Books will be issued on producing ID Card.
18. The library may accept donation of manuscripts, books, periodicals, pamphlets etc., from individuals, Governments, Institutions, Societies, etc. with the approval of the Principal. Such donation will become the absolute property of the college.
19. A register is available at the counter for recording suggestions regarding the new books that could be added to the Library.
20. The Librarian will be glad to receive any suggestions from the readers towards the improvement of Library Service. Always remember if you do not find what you want, ask the Librarian to help you, The Librarian is for your service. Follow the correct procedure and help' us to serve you better.

## **BOOK BANK**

The object of the scheme is to provide text-books to poor and deserving students. The Book-Bank is a special section attached to the main Library. Books will be issued on loan to deserving students. Current text books on all subjects are available on loan.

A student borrowing books from the Book-Bank shall be fully responsible for their safe custody. The books should not be marked, written upon or damaged. In the event of any damage or loss, she shall replace it with a new copy of the book or pay such compensation as may be decided by the Principal. The borrowers are not allowed to sub-lend the books.

All books on loan must be returned before the end of March each year. If the books are not returned in time she will not be eligible to borrow books in future. Her original certificates will be issued only on the production of a clearance certificate from the Librarian.

The Librarian may recall any book at any time even if the normal period of loan has not expired.

The Principal may exclude, at her discretion from the Privileges of the Book-Bank any borrower for the infringement of the rules.

### **LABORATORIES**

Students while joining their Practicals should handle the apparatus carefully. All breakages, losses, etc., must be reported to the Lecturers concerned as soon as they occur. The cost of the things, so broken or lost will be recovered from the students concerned. The College is not responsible for any accident to the student due to careless handling of equipments / Chemicals.

### **THE COLLEGE UNION**

All the students of the college shall be members of the Union. The associations for different subjects will function under the auspices of this union and the members of the associations will be those who study the subject concerned.

The President and Secretary of the Union and Secretaries of the different Associations will be elected by the members of the Union. The nominations for these posts will be called for within fifteen days after the regular work of the college has started.

The office of the Union and Associations will take the advice from Union Staff Vice President and the concerned association Vice President in the performance of the duties.

Every member of the union is expected to take an active part in the activities of the different associations.

All activities of the Union and other associations will be conducted under the general supervision of the Principal.

### **COLLEGE MAGAZINE**

The Principal will be the Editor of the magazine assisted by the Editorial Board, consisting of the members of staff and students.

### **PRIZES**

There are proficiency prizes for every subject in all classes. Prizes are being awarded for all types of extra curricular activities.

Proficiency Prizes shall be awarded to student getting the highest total in the University Examination in their degree course.

## **CAREER GUIDANCE AND PLACEMENT CELL**

The placement cell driven by enthusiasm and hard work functions for the welfare of the students and their interaction with industry. Placement Cell advises students on career options and provides latest information on training opportunities and employment vacancies. We have campus interviews and a large number of students are placed in reputed companies every year.

## **NATIONAL SERVICE SCHEME (NSS)**

The NSS unit of the college consists of student-volunteers from various departments and is ably led by a Faculty NSS Programme Officer. The Programme Officer and a team of faculty members coordinate students to perform varied activities related to personal capacity building as well as society building. The motto of NSS is to serve the society thereby enhancing the social and interpersonal relationships of students. Numerous socially oriented NSS camps are conducted annually in order to develop socio-skills of student-volunteers.

## **NATIONAL CADET CORPS (NCC)**

NCC, with its prime motto of unity, discipline and nation building, inculcates greater personality traits in the students. The cadets develop leadership skills with an ulterior motive of holistic development of personality and human traits.

## **COUNSELLING CELL**

The college nurtures the emotional and psychological needs of the students apart from fulfilling the academic needs. A full time, qualified students' counsellor is available from 9 am to 4 pm at the counselling cell to render counselling to the needy students.

## **ROTARACT**

The College Rotaract Club is an active wing with student and faculty members from various departments. The Rotaract aims to build leadership qualities and enrich the personality traits of the students by engaging them in an active participation in community activities, service oriented programmes, social events etc.

## **HOSTEL**

The college hostel serves as an extended home to many students who are away from their family and residence. With its dynamic structure, adequate basic amenities calm and serene ambience, the hostel provides an excellent learning environment beyond their college hours.

## **INSURANCE SCHEME**

The college has a claim for an Accidental Policy (Group Insurance) with the United India Insurance Company Limited to secure the future of students.

## **SCHOLARSHIPS OF PRIVATE ENDOWMENTS**

Scholarships are instituted with noble and philanthropic intention making quality education accessible to students with various constraints like financial and physical challenges, thereby elevating them as employable graduates. In this regard, the college management has been meticulously working all through these years to offer scholarships to needy and meritorious students. The college management offers free education to students with good academic record who hail from economically poor families and is benevolent to support the education of sports students providing free hostel facility and free meals for them. An allowance of complete/ partial exemption of the college fee is availed by the sport's students depending upon the sports record.

There are scholarships offered by both the central and the state governments to facilitate the education of deserving students.

### **1) SCHEME OF 'POST-MATRIC SCHOLARSHIP' FOR STUDENTS BELONGING TO THE MINORITY COMMUNITIES:**

The Scholarship is awarded to the Muslims, Sikhs, Christians, Buddhists, Jain and Zoroastrians (Parsis) who have been notified as minority communities and who have secured not less than 50% marks or equivalent grade in the previous final examination and the annual income of whose parents/guardians from all sources does not exceed Rs.2.00 lakh

### **2) The Post Matric Scholarship for students with Disabilities is offered by the Central government of India to students with 40% disability and having a valid certificate of disability issued by the competent authority.**



3) CENTRAL SECTOR SCHEME OF SCHOLARSHIP FOR COLLEGE AND UNIVERSITY STUDENTS

This scholarship offers financial assistance to the students from low income families helping them to complete their education. The students are selected on the basis of their XII standard percentile score.

4) INDIRA GANDHI SINGLE GIRL CHILD SCHOLARSHIP offered by the UGC aims to provide higher education particularly at Post graduate level to the single girl child of the family. The scholarship is offered to the eligible single girl child of the family and is available to women up to the age of 30 years at the time of admission into the post graduation.

5) Maharani Vidyavati Devi of Vizianagar Trust is a private body instituted by Late Lt. Col. Gurdial Singh Gill which offers scholarships to College students every year. The generosity of such magnanimous organisations has taken quality education close to students coming from insurmountable financial burden.

6) Charitable trusts and private organisations have been instrumental in awarding scholarships to many such deserving students making education pivotal in their life. S. R. Jindal Trust(Bengaluru), India Bulls Foundation , AMM Foundation, Laxmi Charities, Friends Educational and Charities Trust, Magma Fincorp Limited (Kolkata), Team Everest( NGO), Jains India Trust, CTS Outreach Program, Lions Club scholarship, Rajasthani scholarship, Child care foundation scholarship, Shri Shiradi Sai Sevasamaj scholarship, Janakisundaram Trust are some of the private body scholarships that render financial assistance to the needy and meritorious students. These scholarships once registered get renewed every year till the completion of the course of the students.

7) University Endowment prizes are awarded to encourage students with distinguished talents and those with the potential to excel and students belonging to BC, MBC & SC/ST communities have been the beneficiaries of the TamilNadu State Government Scholarships. Apart from this, the University of Madras scholarship is offered to students with deserving record.

8) Apart from this, full time Research scholars (PhD) are awarded the Collegiate Education Scholarship by the University of Madras.

## MANAGEMENT COMMITTEE MEMBERS

1. **Smt. Mamta D.Bhatt** **Chairman**
2. **Shri. Chandrakant M.Tolia** **Secretary**
3. **Shri. S.N.Bhatt** **Chairman Cork Industries Charities Trust**
4. **Shri. Kiran S.Bhatt** **Member**
5. **Shri. Nimish C.Tolia** **Joint Secretary**
6. **Smt. Bhavana Shah** **Member**
7. **Dr.(Smt.) D.Thangam Seshan** **Academic Advisor & Member**
8. **Dr.(Smt.) G.Rani** **Academic Advisor & Member**
9. **Shri. P.B.Ramanujam** **Member**
10. **Dr.(Tmt.) R. Geetha** **Principal**

## GOVERNING BODY MEMBERS

1. **Tmt. Mamta D. Bhatt** Chairman
2. **Shri. Chandrakant M.Tolia** Secretary
3. **Shri Nimish C. Tolia** Joint Secretary
4. **Dr. V.P. Madheswaran** University Representative
5. **Dr. Smita Raosaheb Deshmukh** UGC Nominee
6. **Regional Joint Director of Collegiate Education, Chennai Region** Government Nominee
7. **Dr. D.K. Hari** Academic Consultant
8. **Dr. (Tmt.) G. Rani** Academic Advisor
9. **Mr. P. B. Ramanujam** Member
10. **Mr. Sudhir Patel** Member
11. **Dr. (Tmt.) R. Geetha** Principal
12. **Dr. (Tmt.) R. Valarmathi** Sr. Faculty Member  
Associate Professor,  
Dept. of Commerce
13. **Dr. (Tmt.) C.P.Sumathi** Sr. Faculty Member  
Head, Associate Professor  
Department of Computer Science

## ACADEMIC ADVISORY BOARD

1. **Dr. R.Swaminathan, Professor,**  
Department of Biosciences and Bioengineering, I.I.T. Guwahati
2. **Dr. Girish S.Setlur, Professor,**  
Department of Physics, I.I.T. Guwahati
3. **Dr. Latha Rangan, Professor,**  
Department of Biosciences and Bioengineering, I.I.T. Guwahati
4. **CA Rajendrakumar .P, Member,**  
Technical Advisory Group on VAT/GST, OECD
5. **CA Gopala Krishna Raju,**  
Regional Council Member, SIRC – ICAI & Partner  
M/s. K. Gopal Rao, Chartered Accountants
6. **CS Dr. B.Ravi, Managing Partner,**  
B. Ravi & Associates, Company Secretaries
7. **M. K. Giriprasadh, Manager,**  
Cognizant Technology Solutions
8. **Mr. Thirunavukkarasu, Senior Manager,**  
Talent Transformation Wipro Limited, Chennai

## DEAN COUNCIL

1. Principal	Dr.R. Geetha
2. Vice Principal	Dr.P.Beena
3. Dean Research	Dr.R. Geetha
4. Dean of Arts & Humanities	Dr.N.Gajalakshmi
5. Dean of Mathematical Sciences	Dr.T.Vijayalakshmi
6. Dean - Student Affairs	Dr.G.Gayathri Devi
8. Dean - Resident students	Dr.S.Saraswathi
9. Dean Training& Placement	Tmt.R. Vasumathi
10. IQAC Co-ordinator	Dr.K.Kanthimathi
11. Controller of Examinations	Dr.D.Carol

## STAFF

### PRINCIPAL

Dr.R. Geetha,M.Sc.,M.Phil.,Ph.D

### DEPARTMENT OF TAMIL

Dr.T.Senthamilselvi. M.A., M.Phil., Ph.D	Associate Professor & HOD
Tmt.K.Santhi, M.A.,M.Phil.,B.Ed.,	Assistant Professor
Dr.G.Jagadeeshwari M.A.,M.Phil.,B.Ed.,Ph.D	Assistant Prof.
Dr.R.Saraswathy M.A., M.Phil., Ph.D.,	Assistant Professor
Mrs.C.BalaSaraswathiM.A.,M.Phil.,M.A(Yoga)	Assistant Prof

### DEPARTMENT OF ENGLISH

Ms.S.Ezhilarasi M.A.,	Assistant Professor & HOD
Ms.G.Thilakavathy M.A., M.Phil.,	Assistant Professor
Dr.P.Beena M.A., M.A (Hindi) B.Ed.,	
M.Phil., PGDJMC Ph.D	Assistant Professor
Dr.K.KanthimathiM.A.,M.Phil.,PGDJMC, Ph.D	Assistant Professor
Mrs.P.Hema, M.A.,M.Phil.,PGDJ	Assistant Professor
Dr.S.Sharmila M.A.,M.Phil.,Ph.D.,	Assistant Professor
Mrs.P.DivyaPrabhaM.A.,M.Phil.,	Assistant Professor
M.A(Trans.Studies)PGDELT, PGDPR,	
PGD (Advertising) DTTM	
Mrs.L.DivyaBharathi M.A.,PDG Advertising	Assistant Professor
Mrs.ThangamM.A.,M.Phil.,PGDCA	Associate Professor

### DEPARTMENT OF HINDI

Dr.P.EzhiNachiar M.A.,M.Phil., Ph.D PGDT	Assistant Professor
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### DEPARTMENT OF SANSKRIT

Dr.C.Yogambal M.A.,M.Phil.,Ph.D.,	Assistant Professor
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### DEPARTMENT OF HISTORY

Dr.J.Banumathi, M.A.,M.Phil.,B.Ed.,Ph.D	Associate Professor & HOD
Dr.S.Saraswathi M.A.,M.Phil.,B.Ed.,Ph.D	Associate Professor

## **DEPARTMENT OF ECONOMICS**

<b>Dr.S.Suganthi M.A.,M.Phil.,Ph.D</b>	<b>Associate Professor &amp; HOD</b>
<b>Dr.N.Gajalakshmi M.A., Ph.D.,</b>	<b>Associate Professor</b>
<b>Dr.G.Shanthi M.A.,B.Ed., Ph.D.,</b>	<b>Associate Professor</b>
<b>Dr.M.S.Lekha M.A.,M.Phil.,PGDipED.,Ph.D.,</b>	<b>Assistant Professor</b>
<b>Dr.C.KhamarSultanaM.A.,M.Phil.,Ph.D.,MBA</b>	<b>Assistant Professor</b>

## **DEPARTMENT OF MATHEMATICS**

<b>Tmt. R. Vijaya, M.Sc., M.Phil.</b>	<b>Associate Professor &amp; HOD</b>
<b>Dr. T. Vijayalakshmi, M.Sc., M.Phil, B.Ed., PGDOR, Ph.D.,</b>	<b>Assistant Professor</b>
<b>Dr. S. Hemalatha, M.Sc., M.Phil, Ph.D.,</b>	<b>Assistant Professor</b>
<b>Dr. V.G. Shanthi, M.Sc., M.Phil, Ph.D.,</b>	<b>Assistant Professor</b>

## **DEPARTMENT OF STATISTICS**

<b>Dr.D.Annapoorni, M.Sc.,M.Phil, PGDCA, Ph.D.</b>	<b>Associate Professor</b>
<b>Dr. G. Vijayasree, M.Sc. (Hons School), M.Phil, Ph.D.,</b>	<b>Assistant Professor</b>
<b>Tmt. V. Ramya, M.Sc., M.Phil,</b>	<b>Assistant Professor</b>

## **DEPARTMENT OF PHYSICS**

<b>Tmt. A. Rajeswari, M.Sc., M.Phil,</b>	<b>Assistant Professor &amp; HOD</b>
<b>Dr. T. Kavitha, M.Sc., M.Phil, Ph.D.,</b>	<b>Assistant Professor</b>
<b>Dr. P. Koteeswari, M.Sc., M.Phil, Ph.D.,</b>	<b>Assistant Professor</b>
<b>Dr. S. Amudha, M.Sc., M.Phil, Ph.D., PGDCA</b>	<b>Assistant Prof.</b>

## **DEPARTMENT OF CHEMISTRY**

<b>Dr. C. Mansiya, M.Sc., M.Phil, Ph.D.,</b>	<b>Assistant Professor &amp; HOD</b>
<b>Tmt. S. Padmapriya, M.Sc., M.Phil.</b>	<b>Assistant Professor</b>
<b>Tmt. S. Niranjani, M.Sc., NET</b>	<b>Assistant Professor</b>

**DEPARTMENT OF PLANT BIOLOGY AND PLANT BIO  
TECHNOLOGY**

**Dr. R. Siva, M.Sc., M.Phil, Ph.D.,** Assistant Professor  
& HOD  
**Dr. C.B. Nirmala, M.Sc., PGDNT. Ph.D.,** Assistant Professor

**Department of Zoology  
POST VACCANT**

**DEPARTMENT OF COMPUTER SCIENCE**

**Dr. C.P. Sumathi, M.Sc. (Comp. Appl.)Ph.D.,** Associate Professor  
& HOD  
**Dr. R. Radha, M.C.A., M.Phil, Ph.D.,** Associate Professor  
**D. G. Gayathri Devi, M.Sc. (CS), M.Phil, Ph.D.,** Assistant Professor  
**Dr. M. Santhanalakshmi, M.C.A., M.Phil,  
B.Ed. Ph.D.,** Assistant Professor

**DEPARTMENT OF COMMERCE**

**Dr. R. Savithri, M.Com., M.Phil, Ph.D.,** Associate Professor  
& HOD  
**Dr. R. Valarmathi, M.Com., M.Phil, Ph.D.,** Associate Professor  
**Dr. A. Rohini Priya, M.Com.,M.Phil, Ph.D.,** Associate Professor  
**Dr. A.C. Ranganayaki, M.Com., B.Ed.  
M.Phil, Ph.D.,** Assistant Professor  
**Tmt. G. Tamilselvi, M.Com., M.Phil, M.B.A.,** Assistant Professor

**DEPARTMENT OF PHYSICAL EDUCATION**

**Dr. J. Sasikala, M.P.Ed., M.Phil., Ph.D.** Physical Director

**DEPARTMENT OF LIBRARY**

**Dr. R. Kavitha, M.LIS., M.Phil., Ph.D.** Librarian



## Recognised Supervisors to conduct research leading to Ph.D programme

Tamil	Dr. T. Senthamil Selvi
English	Dr. K. Kanthimathi
Economics	Dr. N. Gajalakshmi Dr. M.S. Lekha
Mathematics	Dr. S. Hemalatha
Statistics	Dr. R. Geetha Dr. G. Vijayasree
Physics	Dr. Kavitha
Plant Biology and Plant Biotech	Dr. R. Siva Dr.C.B Nirmala
Computer Science	Dr. C.P. Sumathi Dr. R. Radha Dr.C.Victoria Priscilla(SFS) Dr. N.Priya (SFS)
Commerce	Dr. R. Savithri Dr. A. Dhanalakshmi Dr. A. C. Ranganayaki

## **Office Non-Teaching Staff**

<b>Mr. S. Sridhar</b>	<b>Superintendent</b>
<b>Selvi P. Kalarani</b>	<b>Assistant</b>
<b>Mr. B. Sathyanarayanan</b>	<b>Assistant</b>
<b>Mr. T. Ravisankar</b>	<b>Junior Assistant</b>
<b>Mr.P. Valasai</b>	<b>Record Clerk</b>
<b>Mrs. V. Prema</b>	<b>Lab Asst. (Spl. Gr.)</b>
<b>Mr. T. Vasudevan</b>	<b>Lab Asst.</b>
<b>Mr. G. Dhandapani</b>	<b>Lab Asst.</b>
<b>Mr. G. Venkatesan</b>	<b>Office Asst.</b>
<b>Mrs. P. Vijayalakshmi</b>	<b>Office Asst.</b>
<b>Mrs. P. Padma</b>	<b>Sweeper (Spl. Gr.)</b>
<b>Mrs. K. Balikadevi</b>	<b>Sweeper</b>
<b>Mrs. R. Tamilarasi</b>	<b>Sweeper</b>
<b>Ms. V. Packyavathi</b>	<b>Scavenger (Spl. Gr.)</b>
<b>Mr. M. Vijayan</b>	<b>Marker (SG)</b>

## Non-Teaching Staff (Management)

S.NO.	NAME	DESIGNATION
1.	Mrs. V. KASTHURI	CLERK
2.	Mrs. S. PADMAVATHI	CLERK
3.	Miss. V. JAYALAKSHMI	CLERK (COE)
4.	Mrs. L. KAVITHA	CLERK (COE)
5	Mrs. K. PREEJA	CLERK (COE)
6.	Ms. K. PRIYADARSHINI	CLERK (COE)
7	Tmt. R. REVATHY	CLERK (COE)
8	Tmt. M.R. SHASHIKALA	CLERK
9.	Tmt. V. KAVITHA	CLERK
10.	Ms. A. ARCHANA	CLERK
11	Mrs. M. SARALA	LAB ASST.
12.	Mrs. B. RAJESWARI	LAB ASST.
13.	Mrs. D. VIDYA	INSTRUMENTATION ROOM INCHARGE
14.	Mrs. A. SAVITHA	LAB ASST
15.	Mrs. N. SUMATHY	LAB ASST
16.	Dr. As. FATHIMAABEE	WARDEN
17.	Ms. K. VIJAYALAKSHMI	DEPTY. WARDEN
18	Ms. G. SELVARANI	DEPTY WARDEN
19.	Ms. JEEVA	GARDNER
20.	Tmt. SAROJA	SWEEPER
21.	Tmt. LUCIESA	SWEEPER
22.	Tmt. KALA	SWEEPER
23.	Tmt. MALAR	SWEEPER
24.	Tmt. K. JEEVARATHANA	SECURITY
25.	Mr. RAMACHANDRAN	GARDENER

## ACADEMIC ORGANISATIONS

Principal	<b>Dr.R.Geetha</b>
Vice Principal	<b>Dr.P.Beena</b>
Controller of Examinations	<b>Dr.D.Carol</b>
Deputy Controller of Examinations	<b>Dr.C.Mansiya</b>
University Academic Council Member	<b>Dr.R.Savithri</b>
College Academic Council Secretary	<b>Tmt.R.Vijaya</b>
UGC Nodal officer	<b>Dr.R.Radha</b>
Deputy Nodal officer	<b>Dr.S.Saraswathi</b>
Dean Research	<b>Dr.R. Geetha</b>
Dean of Arts & Humanities	<b>Dr.N.Gajalakshmi</b>
Dean of Mathematical Sciences	<b>Dr.T.Vijayalakshmi</b>
Dean of Basic Sciences	<b>Dr.C.B.Nirmala</b>
Dean - Resident students	<b>Dr.S.Saraswathi</b>
Dean Training& Placement	<b>Tmt.R. Vasumathi</b>
Dean - Student Affairs	<b>Dr.G.Gayathri Devi</b>
Student Union Vice president	<b>Dr.S.Sharmila</b> <b>Tmt.C.Balasaraswathi</b>
<b>IQAC</b> <b>ordinator</b>	<b>Dr.K.Kanthimathi - Co-</b>  <b>Dr.S.Hemalatha</b> <b>Dr.P.Koteeswari</b> <b>Dr.G.Shanthi</b>
<b>Ethics Committee</b>	<b>Principal</b> <b>Vice Principal</b> <b>Dr.R.Savithri</b> <b>Tmt.R.Vijaya</b> <b>Mr.S.Sridhar-</b> <b>Superintendent</b> <b>Vaishali III B.Com</b>
<b>Grievance Redressal Committee</b>	<b>Principal</b> <b>Vice Principal</b> <b>Dr.D.Annapoorni</b> <b>Tmt.A.Rohinipriya</b>

Anti-Ragging Redressal Committee	<b>Principal</b> <b>Secretary</b> <b>Dr.J.R.Bhanumathi</b> <b>Ms.R.Vijaya</b> <b>Dr.C.Mansiya</b> <b>Dr.C.Gayathri Devi</b> <b>Student Union President</b> <b>Local Police Inspector</b>
Sexual Harassment Committee	<b>Chairman</b> <b>Principal</b> <b>Vice Principal</b> <b>Dr.Rajeswari</b> <b>Dr.R.Siva</b>
Library Committee	<b>Dr.R.Kavitha-Librarian</b> <b>Dr.K.Kanthimathi</b> <b>Dr.T.Vijayalakshmi</b> <b>Tmt.K.Santhi</b> <b>Dr.A.C.Ranganayaki</b>
Scholarship Committee	<b>Dr.C.Yogambal - Convenor</b> <b>Tmt.Ramya</b> <b>Tmt.Niranjani</b>
Sports Committee	<b>Dr.J.Sasikala-Physical</b> <b>Director</b> <b>Dr.S.Saraswathy</b>
Hostel Committee	<b>Dr.N.Gajalakshmi</b> <b>Dr.S.Saraswathy</b>
Fine Arts	<b>Dr.Jagadeeswari- Convenor</b>
Admission Coordinators	<b>Dr.C.Mansiya</b> <b>Dr.R.Vijaya</b> <b>Dr.J.R.Bhanumathi</b>

National Service Scheme	<b>Dr.S.Amudha Dr.V.G.Shanthi Dr.C.Khamer Sultana</b>
National Cadet Corps	<b>Dr.K.Kanthimathi Tmt.P.Divya Prabha</b>
Rotaract	<b>Dr.S.Shanthi –Convenor</b>
Health coordinator	<b>Dr.T.Senthamilselvi Dr.N.Gajalakshmi</b>
Certificate courses	<b>Dr.T.Vijayalakshmi</b>
Yoga Coordinators	<b>Dr.D.Annapoorni Dr.C.B.Nirmala</b>
Environ Club	<b>Dr.P.Hema</b>
EDP & Women Entrepreneurship	<b>Ms.P.Divya prabha</b>
Staff club Secretary	<b>Dr.A.Rohini Priya</b>
Student Counsellor	<b>Tmt.Nandini Narayanan</b>

**WORKING DAYS IN 2019 - 2020  
FOR EVENING COLLEGE**

<b>ODD SEMESTER</b>	
<b>Month</b>	<b>No. of Working Days</b>
June	10
July	23
August	19
September	21
October	17
<b>Total</b>	<b>90</b>
<b>EVEN SEMESTER</b>	
<b>Month</b>	<b>No. of Working Days</b>
November	6
December	16
January	20
February	21
March	22
April	7
<b>Total</b>	<b>92</b>

**NOTE : HOLIDAYS SUBJECT TO ALTERATION**

<b>JUNE 2019</b>		<b>Odd Semester I</b>	
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
01/06/19	Saturday	Shabe Khader RH	
02/06/19	Sunday		
03/06/19	Monday		
04/06/19	Tuesday		
05/06/19	Wednesday	RAMZAN	
06/06/19	Thursday		
07/06/19	Friday		
08/06/19	Saturday		
09/06/19	Sunday		
10/06/19	Monday		
11/06/19	Tuesday		
12/06/19	Wednesday		
13/06/19	Thursday		
14/06/19	Friday		
15/06/19	Saturday		
16/06/19	Sunday		



**JUNE 2019**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
17/06/19	Monday	College Reopens for II and III yrs	1
18/06/19	Tuesday		2
19/06/19	Wednesday	Motivation Speech	3
20/06/19	Thursday	International Yoga Day	4
21/06/19	Friday	Fathers day	5
22/06/19	Saturday		
23/06/19	Sunday		
24/06/19	Monday		6
25/06/19	Tuesday		7
26/06/19	Wednesday		8
27/06/19	Thursday		9
28/06/19	Friday		10
29/06/19	Saturday		
30/06/19	Sunday		

<b>JULY 2019</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
01/07/19	Monday		1
02/07/19	Tuesday		2
03/07/19	Wednesday		3
04/07/19	Thursday		4
05/07/19	Friday		5
06/07/19	Saturday		
07/07/19	Sunday		
08/07/19	Monday		6
09/07/19	Tuesday		7
<sup>9</sup> 10/07/19	Wednesday		8
11/07/19	Thursday		9
12/07/19	Friday		10
13/07/19	Saturday		
14/07/19	Sunday		
15/07/19	Monday	CAT I	11
16/07/19	Tuesday	CAT I	12

<b>JULY 2019</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
17/07/19	Wednesday	CAT I	13
18/07/19	Thursday	CAT I	14
19/07/19	Friday	CAT I	15
20/07/19	Saturday		
21/07/19	Sunday		
22/07/19	Monday		16
23/07/19	Tuesday		17
24/07/19	Wednesday	Union Inauguration	18
25/07/19	Thursday		19
26/07/19	Friday		20
27/07/19	Saturday		
28/07/19	Sunday		
29/07/19	Monday		21
30/07/19	Tuesday		22
31/07/19	Wednesday		23

<b>AUGUST 2019</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
01/08/19	Thursday		1
02/08/19	Friday		2
03/08/19	Saturday	ADIPERUKKU – RH	
04/08/19	Sunday		
05/08/19	Monday		3
06/08/19	Tuesday		4
07/08/19	Wednesday		5
08/08/19	Thursday		6
09/08/19	Friday	VARALAKSHMI VRATHAM	
10/08/19	Saturday		
11/08/19	Sunday	ARFA -RH	
12/08/19	Monday	BAKRID	
13/08/19	Tuesday	Rotaract Club Orientation	7
14/08/19	Wednesday	RIG UPAKARMA – RH	8
15/08/19	Thursday	INDEPENDENCE DAY/ YAJUR UPAKARMA AVANI AVITTAM	
16/08/19	Friday	GAYATHRI JAPAM- RH	9

<b>AUGUST 2019</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
17/08/19	Saturday	CAT II Graduation Day Aided, PG	10
18/08/19	Sunday		
19/08/19	Monday	CAT II, Graduation Day SFS	11
20/08/19	Tuesday	CAT II	12
21/08/19	Wednesday	CAT II	13
22/08/19	Thursday	CAT II	14
23/08/19	Friday	KRISHNA JAYANTHI	
24/08/19	Saturday		
25/08/19	Sunday		
26/08/19	Monday		15
27/08/19	Tuesday		16
28/08/19	Wednesday		17
29/08/19	Thursday		18
30/08/19	Friday	Workshop by English Dept. (SFS)	19
31/08/19	Saturday		

<b>SEPTEMBER 2019</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
01/09/19	Sunday	HIJIRA NEW YEAR - RH	
02/09/19	Monday	SAMAUPAKARMA VINAYAKACHATURT	
03/09/19	Tuesday		1
04/09/19	Wednesday		2
05/09/19	Thursday	TEACHER'S DAY	3
06/09/19	Friday		4
07/09/19	Saturday		
08/09/19	Sunday		
09/09/19	Monday		5
10/09/19	Tuesday		6
11/09/19	Wednesday	ONAM & MUHARRAM	
12/09/19	Thursday		7
13/09/19	Friday		8
14/09/19	Saturday		9
15/09/19	Sunday		
16/09/19	Monday		10

<b>SEPTEMBER 2019</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
17/09/19	Tuesday		11
18/09/19	Wednesday		12
19/09/19	Thursday		13
20/09/19	Friday		14
21/09/19	Saturday		
22/09/19	Sunday		
23/09/19	Monday	CAT III	15
24/09/19	Tuesday	CAT III	16
25/09/19	Wednesday	CAT III	17
26/09/19	Thursday	CAT III	18
27/09/19	Friday	CAT III	19
28/09/19	Saturday	MAHALAYA AMAVASAI – RH	20
29/09/19	Sunday		
30/09/19	Monday		21

<b>OCTOBER 2019</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
01/10/19	Tuesday		1
02/10/19	Wednesday	GANDHI JAYANTHI	
03/10/19	Thursday		2
04/10/19	Friday	END SEMESTER PRACTICAL EXAM BEGINS	3
05/10/19	Saturday		
06/10/19	Sunday		
07/10/19	Monday	AYUDHA POOJAI	
08/10/19	Tuesday	VIJAYA DASAMI	
09/10/19	Wednesday		4
10/10/19	Thursday		5
11/10/19	Friday		6
12/10/19	Saturday		7
13/10/19	Sunday		
14/10/19	Monday		8
15/10/19	Tuesday		9
16/10/19	Wednesday		10



<b>OCTOBER 2019</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
17/10/19	Thursday		11
18/10/19	Friday	END SEMESTER PRACTICAL EXAM ENDS	12
19/10/19	Saturday		
20/10/19	Sunday		
21/10/19	Monday	END SEMESTER ARREAR EXAM BEGIN	13
22/10/19	Tuesday		14
23/10/19	Wednesday		15
24/10/19	Thursday		16
25/10/19	Friday		17
26/10/19	Saturday		
27/10/19	Sunday	DEEPAVALI	
28/10/19	Monday	DEEPAVALI NONBU	
29/10/19	Tuesday	GUJARATHI NEW YEAR	
30/10/19	Wednesday	END SEMESTER EXAM BEGIN	
31/10/19	Thursday		

<b>NOVEMBER 2019 Even Semester II</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
01/11/19	Friday		
02/11/19	Saturday	All Souls Day - RH	
03/11/19	Sunday		
04/11/19	Monday		
05/11/19	Tuesday		
06/11/19	Wednesday		
07/11/19	Thursday		
08/11/19	Friday		
09/11/19	Saturday		
10/11/19	Sunday	MILAD- UN- NABI	
11/11/19	Monday	END SEMESTER EXAM ENDS	
12/11/19	Tuesday	Gurunanak Jayanthi - RH	
13/11/19	Wednesday		
14/11/19	Thursday		
15/11/19	Friday		
16/11/19	Saturday		

<b>NOVEMBER 2019</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
17/11/19	Sunday		
18/11/19	Monday		
19/11/19	Tuesday		
20/11/19	Wednesday		
21/11/19	Thursday		
22/11/19	Friday		
23/11/19	Saturday		
24/11/19	Sunday		
25/11/19	Monday	COLLEGE REOPENS	1
26/11/19	Tuesday		2
27/11/19	Wednesday		3
28/11/19	Thursday		4
29/11/19	Friday		5
30/11/19	Saturday		6

<b>DECEMBER 2019</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
01/12/19	Sunday		
02/12/19	Monday		1
03/12/19	Tuesday		2
04/12/19	Wednesday		3
05/12/19	Thursday		4
06/12/19	Friday		5
07/12/19	Saturday		6
08/12/19	Sunday		
09/12/19	Monday		7
10/12/19	Tuesday	Karthigai Deepam - RH	8
11/12/19	Wednesday		9
12/12/19	Thursday		10
13/12/19	Friday		11
14/12/19	Saturday		
15/12/19	Sunday		
16/12/19	Monday		12

<b>DECEMBER 2019</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
17/12/19	Tuesday		13
18/12/19	Wednesday		14
19/12/19	Thursday		15
20/12/19	Friday		16
21/12/19	Saturday		
22/12/19	Sunday		
23/12/19	Monday	MADRAS UNIVERSITY VALUATION BEGINS	
24/12/19	Tuesday	Christmas Eve – RH	
25/12/19	Wednesday	CHRISTMAS	
26/12/19	Thursday		
27/12/19	Friday		
28/12/19	Saturday		
29/12/19	Sunday		
30/12/19	Monday		
31/12/19	Tuesday	New Year Eve – RH	

<b>JANUARY 2020</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
01/01/20	Wednesday	NEW YEAR	
02/01/20	Thursday	COLLEGE REOPENS AFTER VALUATION	1
03/01/20	Friday	CAT I begins	2
04/01/ 20	Saturday	CAT I	3
05/01/20	Sunday		
06/01/20	Monday	CAT I Vaikunda Ekadesi – RH	4
07/01/20	Tuesday	CAT I	5
08/01/20	Wednesday	CAT I – Ends	6
09/01/20	Thursday		7
10/01/20	Friday	Arudhra Dharshnam – RH	8
11/01/20	Saturday		9
12/01/20	Sunday		
13/01/20	Monday		10
14/01/20	Tuesday	BHOGI	
15/01/20	Wednesday	PONGAL	
16/01/20	Thursday	THIRUVALLUVAR DAY	

<b>JANUARY 2020</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
17/01/20	Friday	UZHAVAR THIRUNAAL	
18/01/20	Saturday		
19/01/20	Sunday		
20/01/20	Monday		11
21/01/20	Tuesday		12
22/01/20	Wednesday		13
23/01/20	Thursday		14
24/01/20	Friday		15
25/01/20	Saturday		
26/01/20	Sunday	REPUBLIC DAY	
27/01/20	Monday		16
28/01/20	Tuesday		17
29/01/20	Wednesday		18
30/01/20	Thursday		19
31/01/20	Friday		20

<b>FEBRUARY 2020</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
01/02/20	Saturday		
02/02/20	Sunday		
03/02/20	Monday	CAT II Begins	1
04/02/20	Tuesday	CAT II	2
05/02/20	Wednesday	CAT II	3
06/02/20	Thursday	CAT II	4
07/02/20	Friday	CAT II Ends	5
08/02/20	Saturday	Thai Pooam – RH	
09/02/20	Sunday		
10/02/20	Monday		6
11/02/20	Tuesday		7
12/02/20	Wednesday		8
13/02/20	Thursday		9
14/02/20	Friday		10
15/02/20	Saturday		
16/02/20	Sunday		



<b>FEBRUARY 2020</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
17/02/20	Monday		11
18/02/20	Tuesday		12
19/02/20	Wednesday		13
20/02/20	Thursday		14
21/02/20	Friday	Maha Sivarathri – RH	15
22/02/20	Saturday		
23/02/20	Sunday		
24/02/20	Monday		16
25/02/20	Tuesday		17
26/02/20	Wednesday	Ash Wednesday – RH	18
27/02/20	Thursday		19
28/02/20	Friday		20
29/02/20	Saturday		21

<b>MARCH 2020</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
01/03/20	Sunday		
02/03/20	Monday		1
03/03/20	Tuesday	Ayya Vaikundar Aradanai – RH	2
04/03/20	Wednesday		3
05/03/20	Thursday		4
06/03/20	Friday		5
07/03/20	Saturday		
08/03/20	Sunday	Masi Magam – RH	
09/03/20	Monday	CAT III – Begins	6
10/03/20	Tuesday	CAT III	7
11/03/20	Wednesday	CAT III	8
12/03/20	Thursday	CAT III	9
13/03/20	Friday	CAT III – Ends	10
14/03/20	Saturday		
15/03/20	Sunday		
16/03/20	Monday	END SEMESTER PRACTICAL EXAM BEGINS	11

<b>MARCH 2020</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
17/03/20	Tuesday		12
18/03/20	Wednesday		13
19/03/20	Thursday		14
20/03/20	Friday		15
21/03/20	Saturday		
22/03/20	Sunday		
23/03/20	Monday		16
24/03/20	Tuesday		17
25/03/20	Wednesday	TELUGU NEW YEAR	
26/03/20	Thursday		18
27/03/20	Friday	END SEMESTER PRACTICALS ENDS	19
28/03/20	Saturday		20
29/03/20	Sunday		
30/03/20	Monday		21
31/03/20	Tuesday	END SEMESTER ARREAR EXAM BEGINS	22

<b>APRIL 2020</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
01/04/20	Wednesday		1
02/04/20	Thursday		2
03/04/20	Friday		3
04/04/20	Saturday		4
05/04/20	Sunday		
06/04/20	Monday	Mahavir Jayanthi	
07/04/20	Tuesday	END SEMESTER EXAM BEGINS	5
08/04/20	Wednesday		6
09/04/20	Thursday	Maundy Thursday – Last Working day	7
10/04/20	Friday	GOOD FRIDAY	
11/04/20	Saturday		
12/04/20	Sunday		
13/04/20	Monday		
14/04/20	Tuesday	TAMIL NEW YEAR & Dr. Ambedkar Birthday	
15/04/20	Wednesday		
16/04/20	Thursday		

**APRIL 2020**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
17/04/20	Friday		
18/04/20	Saturday		
19/04/20	Sunday		
20/04/20	Monday		
21/04/20	Tuesday	END SEMESTER EXAM ENDS	
22/04/20	Wednesday		
23/04/20	Thursday		
24/04/20	Friday		
25/04/20	Saturday		
26/04/20	Sunday		
27/04/20	Monday		
28/04/20	Tuesday		
29/04/20	Wednesday		
30/04/20	Thursday		

## OUR NATIONAL ANTHEM

Jana gana mana adinayaka jaya he

Bharatha bhagya vidhata

Punjab sindhu gujarata maratha

Dravida uthkala vanga

Vindhya himachala yamuna ganga

Uchala jaladhi taranga

Tava subha name jage

Tava subha asisha mage

Gahe tava jaya gatha

Jana-gana mangaia dayaka jaya he

Bharata bhagya vidhata Jaya

he ! Jaya he ! Jaya he ! Jaya,

Jaya, Jaya, Jaya he

Thou art the ruler of minds of people.

Thou Dispenser of India's destiny.

The name rouses the hearts of the Punjab Sindhu

Gujarat and Maratha of Dravid Orissa and Bengal.

It echoes in the hills of the Vindhya and Himalayas

Mingles in the music of Jamuna and Ganga

And is chanted by the wave of the Sea.

They pray for Thy blessing and sing Thy praise

Thou Dispenser of India's destiny

Victory, Victory, Victory to Thee.

**SHRIMATHI DEVKUNVAR NANALAL BHATT  
VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS),  
CHROMEPET, CHENNAI - 600 044.**

**GENERAL INSTRUCTION**

(For parent's reference)

**PUNCTUALITY:** Student should be punctual in attending the college. Severe action will be taken against the late comers. Student should also attend the Practical Classes regularly on time.

**ATTENDANCE:** As per standing Instructions of the University of Madras, a student will be permitted to appear for the University Examination only if the student secures 75% of attendance in the year and the conduct of the student has been satisfactory. Students who fall to fulfill the above conditions will be detained without information.

**RAGGING:** In any form has been banned by the Government of Tamil Nadu. Any student Indulges in ragging inside or outside the Campus will be dismissed and such student will not be admitted in any Educational Institution. Apart from that she will be liable for Criminal action and punishment will be, imprisonment for TWO years and a fine of Rs.10,000/-, hence students are strictly instructed to desist from such activities.

**DISCIPLINE:** Students should maintain discipline inside the Class Rooms, Campus and outside the College (at Railway Station, Trains, Bus Stops and in other places). Any information received about their indiscipline and misbehaviour will be investigated and severe disciplinary action will be taken against the students found guilty.

**DRESS CODE:** Every student is expected to be decently dressed.

**LEAVE:** If the student wants to avail of any leave, she should obtain prior sanction from the Class-in-charge/HODs concerned in advance. In unforeseen circumstances, necessary intimation should be sent to the Principal through Post/Telegram indicating the number of days for which leave is required. When the student attends class after leave a conformation letter signed by the parent should be submitted to the Class-in-charge/HOD to get the leave sanctioned, Leave letters submitted after availing leave will not be accepted. The printed leave application forms should be obtained from the college office.

**TESTS & ASSIGNMENTS:** Students are instructed to take seriously, the Periodical Tests and Assignments. Absence from tests and delay in



submitted assignments will not be tolerated and a leave fine will be collected.

**PARENT'S SUPPORT:** Parents are requested to watch closely the performance, regularity, conduct and character of their wards, and also make periodical visits to the College and meet the Principal and Staff-in-charge at least once in a month to know about the regularity and progress of their wards.

**PROGRESS REPORTS:** showing the marks secured by the students in the periodical Tests and Attendance particulars will be sent for the information of parents. If the performance of the student is not up to the expectations, parents should take appropriate remedial action.

**COMMUNICATION FROM THE COLLEGE:** Whenever, communication is sent from the College asking the parents to meet the Principal, they should meet the Principal. If the parents do not respond to the communication, such students will not be permitted to attend classes.

**ADDRESS CHANGE:** Any change in address should be reported to the office immediately.

Parents are requested to extend their full Co-operation to the Principal and Staff in their efforts to maintain discipline, decorum and proper behaviour of the students and to keep up the good name of the Institution.

**CELL PHONES:** In the interest of the students and the Institution, the college has banned the use of cell phone by the students inside the Campus. Violation of the above order dealt with stern action by the College authorities.

### **UNDERTAKING**

Sir/Madam,

I assure that I will follow the above Instructions scrupulously and will be regular in attending classes,

Address for Communication

SIGNATURE OF THE STUDENT  
(Name in BLOCK LETTERS)

Sir/Madam,

I have noted the above instructions, I stand guarantee for the good conduct of my ward.

SIGNATURE OF THE PARENT/GUARDIAN

