

# 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**

2021-2022



# SHRIMATHIDEVKUNVARNANALALBHATT VAISHNAV COLLEGE FOR WOMEN

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## COLLEGE CALENDAR 2022-2023

NAME.....Roll No.....

Dept.....Class.....

Father's Name.....Occupation.....

Address.....

.....

Telephone No.....Blood Group.....

Owned and Managed by

**CORK INDUSTRIES CHARITIES TRUST  
SHANTHINAGAR, CHROMEPET, CHENNAI-600 044**



## **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.

### **“SATYAMPARAMDHEEMAHI”**

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

## 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

# COLLEGEPRAYER

Satya-vratam satya-param tri-satyam

Satyasya yonim nihitam cha satye

Satyasya satyam rita-satya-netram

Satyatmakam tvam saranam prapannah

**SriBhagavatam (10-2-26)**

Vani gunanukathane shravanau kathaayaam

Hastau cha karmasu manastava paadayornaha

Smrutyaam shirastava nivasa jagatpranaame

Drishti sataam darshanestu bhuvattanunaam

**SriBhagavatam (10-10-38)**

Namo bhagavate tassmai krishnaa

Yaadbhutakarmane !

Rupanaama vibhedena jagatkrida tiyo yataha

TatwarthadeepanibandhaShastrarthaPrakarana.

**- 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 सहने वंदे, निंदा न करे केनी रे,  
वाच-काष्ठ-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, दूढ वैराग्य जेना मनमां रे,  
रामनाम शुं ताळी रे लागी, सकळ तीरथ तेना तनमां रे।

दणलोभी 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 songs 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 weal and woe.
Par Dukkhe upkaar kare toye	To his suffering brother, he gives his aid, Sans pride,
Man abhiman na anne re	and thought of being repaid.
Sakal lok maan Sahune Vandhe,	He loves and respects one and all
Ninda Na Kare kenire,	From his lips harsh words on one do fall
Vaachkaachh, Man nischal Raakhe	For women and wealth, he cares never.
Dhan-Dhan jananee theni re	To his kin he remains a jewel forever. The
Sam-Drishtine trishna tyaagi	same to all, with no craving of the mind. In every
Par-sthree jene matha re	woman, another he does find. Master of his
Jihwa Thaki Asathya Na Bole	language he never tells alie On another's wealth
Par-Dhan nav jhale haath re	he casts not his eye
Moha-Maaya vyaapenahi jene	By passion and attachment, he is never bound.
Drida vairagya 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 Van-	His body a pilgrim's garb has truly become
Lobhine kapat rahit chhe Kaam-	He is neither avaricious nor vile.
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 arihantāṇaṃ</b>
णमो सिद्धाणं	<b>Ṇamō siddhāṇaṃ</b>
णमो आयरियाणं	<b>Ṇamō āyariyāṇaṃ</b>
णमो उवज्झायाणं	<b>Ṇamō uvajjhāyāṇaṃ</b>
णमो लोए सव्वसाहूणं	<b>Ṇamō lōē savva sāhūṇaṃ</b>
एसो पंचणमोक्कारो	<b>Ēsōpañchaṇamōkkārō,</b>
सव्वपावप्पणासणो	<b>Savvapāvappaṇāsaṇō</b>
मंगलाणं च सव्वेसिं	<b>Maṅgalā ṇaṃ ca savvēsiṃ,</b>
पढमं हवइ मंगलं ।	<b>Paḍamama havaī maṅgalaṃ</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!

சரணங்கள்

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

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தறித்தநறுந் திலகமுமே!  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மனக்க இருந்தபெருந் தமிழணங்கே!  
தமிழணங்கே!  
உன் சீரளமைத் திறம்வியந்து செயல்மறந்து வாழ்த்துதுமே!  
வாழ்த்துதுமே!  
வாழ்த்துதுமே!

- மனோன்மனீயம் பெ. சுந்தரம்பிள்ளை

## வாழிய செந்தமிழ்

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

CHROME PET, 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 Tamil Nadu 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 Swamikal 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 were marked with the inauguration 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 Tamil Nadu, 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 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 18.12.2019.

The college offers 15 Undergraduate courses and 15 Postgraduate programmes. 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. The status of Autonomy of the college has been extended to ten years now.

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

### **FOUNDATION COURSE FOR B.Sc., B.Com., BBA., BCA.,**

Part I Tamil/Hindi/Sanskrit/ French

PART II English

#### **UG CORE COURSES :**

B.Sc. - Mathematics

B.Sc. - Home Science Clinical Nutrition and Dietetics B.Sc.

- Home Science Food Service Management & Dietetics B.Sc.

- Visual Communication

B.Sc. - Computer Science

B.Sc. - Psychology

B.Com. (General)

B.Com. (Corporate Secretaryship)

B.Com. (Accounting & Finance)

B.Com (Honours)

B.Com. - Information System and Management

B.Com- (Banking Insurance and Management)

B.Com - Professional Accounting

B.Com - Computer Application

B.B.A.

B.C.A.

B. Vocational

B.Com – Computer Application

B. Sc – Cognitive System

B. Sc – Computer Science with Artificial Intelligence

B. Sc - Computer Science with Data Science

#### **PG CORE COURSES:**

M.A.English

M.A. Journalism and Communication

M.A.Human Resources Management

M.Sc. (Applicable Mathematics)

M.Sc. (Bio Statistics)

M.Sc. (Physics) M.Sc.

(Chemistry)

M.Sc.Plant Biology and Plant BioTechnology

M.Sc. (Computer Science)

M.Sc.Home Science – Food science, Nutrition and Dietetics

M.Com.

M.Com.Accounting and Finance

M.Com- Corporate Secretaryship

Master of Social Work (MSW)

M.Sc.- Home Science- Food Science, Nutrition and Dietics

M.A., Tamil

M.A., Economics

M.Sc., Counseling Psychology

**M.Phil.,COURSES :**

Statistics

Physics

Plant Biology &Plant Bio -Technology

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.Se.		
		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 advanced Tamil	2	2	4	2	2	4
	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 Extracredits for students enrolled in Fine Arts, EDP, Environ Club, Consumer Club, Quiz, Debate.

2 Part V is not included in the 140 credits required to obtain a degree.

3 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<sup>th</sup> std and opted for Non-Tamil language under part-I 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.

### POSTGRADUATE 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

#### 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 October/ November and even semester examination 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.

## **Internship(for B.Com. Honours)**

From 2012 Batch

- Two weeksof Internshipattheendofthefirst,thirdandfifthSemesters.
- Fourweeksof Internshipattheendofthesecondandfourth semesters respectively.
- 14 credits are given forinternship.

From 2015 Batch

- 35daysof Internshipattheendofthesecond,fourthandfifth semester respectively

### **Effective from 2012**

- ExternalExaminationPassingMinimumis40%forallUG 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-IIand(45/75)forPart-IIIofB.Com.(Honours) ofthemaximummarks prescribedforthepaperforeachPaper/ Practical
- External Examination Passing Minimum is 50% for all PG courses of the maximum marks prescribed for the paper for each Paper /Practical.
- There is no passing minimum for CIA.

### **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-IIandPart-IIIofB.Com.(Honours)ofthemaximum 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
- Intheaggregate(CIA+ESE)apassingminimumof40%,50% forB.Com.(Hons),50%forPG'sisneededtobedeclaredpass 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 arrears in VI semester alone can write

PG-Those who have only one paper as arrears 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.

## **CONDITIONS OF ELIGIBILITY FOR ADMISSION:**

1. **Age Limit:** Applicant for the B.A., B.Sc./B.Com. degree courses applicant should have completed 16 years and 6 months on 1st July of the admission year.
2. No student will be enrolled or permitted to attend classes until the fees due by her have been paid. This will be strictly adhered to.
3. The College authorities reserve to themselves the right to increase the tuition and other fees at the commencement of each academic year if necessary.
4. Candidates are informed that the original certificates produced at the time of admission will not be returned under any circumstances in their idle of the studies in this College. They are asked to take extracts of all certificates including examination marks duly attested by a responsible person of the Gazetted rank before they submit their certificates in the College.
5. Admission secured on false statements by suppression of facts will be canceled on detection at any time.

Admission is subject to verification of mark certificates by the Director of Government Examinations and if the mark certificate is found to be Bogus, admission is liable for cancellation besides criminal action being taken.

6. Students belonging to the Scheduled Caste and Scheduled Tribe and other Backward communities should produce community certificates from an officer of the Revenue Department not lower in rank than a Deputy Tahsildar along with the application form. Community certificates should have been obtained not earlier than one year. The original should be produced at the time of admission. This will not be returned on any account.
7. Applicants who receive the provisional admission card must appear before the Principal with her parent or guardian and must be ready to pay the fees on the date indicated therein and should produce the following certificates when the admission is confirmed by Principal. Failure to pay fees on the date or to produce the necessary certificates mentioned below will entail in the forfeiture of the seat.
  - A) The list of marks obtained at the public Examination and university pass certificate (original or provisional) necessary to secure recognition from the Madras University for candidates.

B) Medical and vaccination certificates. C)

Income Certificate.

D) Community Certificate (in case of Scheduled Caste or Scheduled Tribe or Backward class applicant only) in original.

8. Application for extension of time for payment of fee will neither be acknowledged nor entertained. Entitlement card from the Harijan Welfare Department or permanent Community Certificate in original (in case of Scheduled Tribe only) for non-payment of fees is required.
9. Candidate and her parent/ guardians 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.



## **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 sports 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.

## **RULES OF ATTENDANCE**

1. Regular attendance is required of the students to appear for the University 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 P.T. Classes 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 classrooms before the commencement of the classes. The students on no account should leave the college premises till the classes are over.
2. All students must attend the prayer every day.
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 or 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. 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.
17. Each student is being provided with one identity card every year. The student is expected to have this card with her always. Only on production of this card, students will be issued the hall ticket for the University examinations. This is all the more important that the students should produce the card if the student needs any certificate from the Head of the Institution of the Department/ Office.
18. In the interest of helping maximum number of students regarding issue of railway concession, the students are advised to come in 4 travelling from the same area (as there is provision for it). They should approach the office 10 days before the expiry date of the concession.

### **MOBILE PHONES:**

1. Students are not permitted to carry and use Mobile 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 sheets.
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 9.30 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. Readers 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, however, 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 thereof.  
  
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 reader 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 remembers 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 student 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.



## **MANAGEMENT COMMITTEEMEMBERS**

- |                                    |   |
|------------------------------------|---|
| 1. <b>Smt.Mamta D.Bhatt</b>        | <b>Chairman</b>                                     |
| 2. <b>Shri.Chandrakant M.Tolia</b> | <b>Secretary</b>                                    |
| 3. <b>Shri.S.N.Bhatt</b>           | <b>Chairman Cork Industries<br/>Charities Trust</b> |
| 4. <b>Shri.Kiran S.Bhatt</b>       | <b>Member</b>                                       |
| 5. <b>Shri.NimishC.Tolia</b>       | <b>JointSecretary</b>                               |
| 6. <b>Smt.Bhavana Shah</b>         | <b>Member</b>                                       |
| 7. <b>Dr.(Smt.)D.ThangamSeshan</b> | <b>AcademicAdvisor &amp;Member</b>                  |
| 8. <b>Dr.(Smt.)G.Ranip</b>         | <b>AcademicAdvisor &amp;Member</b>                  |
| 9. <b>Shri.P.B.Ramanujam</b>       | <b>Member</b>                                       |
| 10. <b>Dr.(Tmt.)R. Geetha</b>      | <b>Principal</b>                                    |

## GOVERNING BODY MEMBERS

1. **Tmt.Mamta D. Bhatt** Chairman
2. **Shri.Chandrakant M.Tolia** Secretary
3. **ShriNimishC.Tolia** Joint Secretary
4. **Dr. V.P.Madheswaram** University Representative
5. **Dr.(Tmt.)Jayashree  
Menonkurup** UGC Nominee
6. **RegionalJointDirector of  
CollegiateEducation,  
ChennaiRegion** Government Nominee
7. **Dr. D.K. Hari** Academic Consultant
8. **Dr.(Tmt.)K. Nirmala Prasad** Educationist
9. **Dr.(Tmt.)G.Rani** AcademicAdvisor
- 10.**Mr.P.B. Ramanujam** Member
- 11.**Mr.SudhirPatel** Member
12. **Dr.(Tmt.)R. Geetha** Principal
- 13.**Dr.(Tmt.)R. Savithri** Sr.Faculty Member  
H.O.D. Dept. of Commerce
- 14.**Dr.(Tmt.)R. Valarmathi** Sr.Faculty Member  
AssociationProfessor,  
Dept.ofCommerce

## ACADEMIC ADVISORY BOARD

1. **Dr.R.Swaminathan,Professor,**  
Department of Biosciences and Bioengineering, I.I.T. Guwahati
2. **Dr.GirishS.Setlur,Professor,**  
Department of Physics, I.I.T. Guwahati
3. **Dr.LathaRangan,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. C. Victoria Priscilla  |
| 3. Dean of Research                   | Dr M. Mahadevi   |
| 4. Dean of Arts & Languages           | Dr. Dr. S. Lakshmi   |
| 5. Dean of Sciences                   | Dr. Victoria Priscilla   |
| 6. Dean of New Age Sciences<br>& Tech | Dr.Renu Agarwal  |
| 7. Dean of Commerce                   | Dr.C.S.Vijaya&   |
| 8. Dean of Finance                    | Dr.S. Kamakshi   |
| 9. Dean of Management Studies         | Mrs.K. Lakshmi   |
| 10. Dean of Student Affairs           | Dr.Y.Kalaivani (U.G)<br>Mrs.R.Sridevi (P.G)<br>Dr.S.Kowsalyadevi (Shift – I)<br>Mrs.S.M.Akila (Shift – II) |
| Students Union VP                     |  |
| 11. Dean Resident students            | Mrs Sudhasenthil   |
| 12. Dean of Extension Activities      | Ms.P.Divya Saraswathi  |
| 13. Dean Training & Placement         | Tmt.R. Vasumathi   |

14.I.Q.A. C. Co-ordinator

Dr.D.Lalitha

15. Controller of Examinations

Dr. D. Carol

## STAFF

### PRINCIPAL

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

### VICE-PRINCIPAL

Dr. C.Victoria Priscilla, MCA, M.Phil., Ph.D.,

Dr. Mahishasuramardhini, M.B.A., M.Phil., Ph.D.,

### DEPARTMENT OF LANGUAGES – TAMIL

1. Dr. S. Kowsalya Devi, M.A., M.Phil., Ph.D.,
2. Dr. C. Durga, M.A., M.Phil., Ph.D.,
3. Dr. D. Kanaja Devi, M.A., B Ed., M.Phil., Ph.D
4. Dr. P. Radha, M.A., M.A (Linguistics), M.Phil., Ph.D., PDF
5. Dr. A. Suganthi Annathai, M.A., Ph.D
6. Dr. S. Chenjulakshmi, M.A., M.Phil., Ph.D, NET
7. Dr. P. Sudha, M.A., M.Phil., Ph.D, SLET
8. Mrs. P. Vijayarani, M.A., B.Ed., M.Phil., SET
9. Dr. S. Maheswari, M.A., Ph.D., NET
10. Mrs.R.Vasanthakumari, M.A., B.Ed., M.Phil., NET
11. Dr. S. Menaka, M.A., M.Phil., Ph.D., SLET, NET
12. Dr.T.Saraswathy, M.A., M.Phil., Ph.D
13. Dr. V. Leelavathi, M.A., M.A (Ling), B.Ed., Ph.D., PGDFT
14. Dr. K. Gayathri, M.A., M.Phil., Ph.D.,
15. Dr. N. Dhanalakshmi, M.A., M.A (Ling), (JMC), B.Ed., M.Phil., Ph.D., NET
16. Dr. A. Indira., M.A., M.Phil., Ph.D., SET, NET

### DEPARTMENT OF LANGUAGES - HINDI

17. Dr. A. Parvin, M.A, M.Phil., Ph.D
18. Dr. K. Priya, M.A, M.Phil., Ph.D

### DEPARTMENT OF LANGUAGES -SANSKRIT

19. Mrs. Ramya Bhatt, M.Phil.,

## **DEPARTMENT OF LANGUAGES – FRENCH**

- 20. Mrs. Rajeswaree V, MBA., ACS.,B1 French**
- 21. Ms. Devi Parvathi, M.A., (French)**

## **DEPARTMENT OF GENERAL ENGLISH**

- 22. Mrs. A. Arundhathi, M.A., M.Phil, SET, Associate Professor (Dean Of Language)**
- 23. Ms. S. Hemamalini, M.A., M.Phil., NET (Head-in-charge)**
- 24. Ms. P. Divya Saraswathi, M.A., M.Phil.,SET**
- 25. Mrs. R. Evangaline Dasmel, M.A., B.Ed.,M.Phil, APSET**
- 26. Mrs. D.L.Giftlin Paul, M.A., D.T.Ed., M.Phil.,**
- 27. Ms. S. Sivaranjani, M.A., M.Phil,**
- 28. Mrs. M. Sujatha, M.Phil., SET**
- 29. Dr. B. Nagalakshmi, M. A., M. Phil., PGDTE, Ph.D.,**
- 30. Ms. M.Sangeetha, M.A., NET**
- 31. Mrs. Ramya Sri M.A., M.Phil.,NET**
- 32. Dr. Kalaivani Karunakaran, M.A., M.Phil., Ph.D.,**
- 33. Mrs. K. Lakshmi Priya M.A., B.Ed., SET & NET**
- 34. Ms. P. Angela M.A., M.Phil.,NET**
- 35. Ms. R. Priyanka, M.A., B.Ed., NET**
- 36. Dr. Nasreen Sulthana., M.A., M.Phil., Ph.D.,**

## **DEPARTMENT OF BA ENGLISH**

- 37. Dr. K. Sivashankari, M.A., B.Ed., M.Phil., Ph.D. (Head-in-charge)**
- 38. Mrs. G. Vaishnavi, M.A., NET**
- 39. Mrs. S. Priyadarshini,**

## **DEPARTMENT OF MATHEMATICS**

- 40. Mrs. N. Anbarasi, M.Sc., M.Phil.,SET**
- 41. Mrs. R. Remila Judit, M.Sc., M.Phil.,**
- 42. Mrs. K. Priya Bhanthavi, M.Sc., B.Ed., M.Phil., Ph.D., (Head-in-charge)**
- 43. Mrs. K. Rekha Lakshmi, M.Sc., B.Ed., M.Phil.,**
- 44. Dr. S. Kavitha, M.Sc., M.Phil., Ph.D.,**
- 45. Mrs. D. A. Angel Sherin, M.Sc., M.Phil., Ph.D., PGDCA**
- 46. Dr. S.R. Prathiba, M.Sc., M.Phil., PGDOR, Ph.D., SET**

## **DEPARTMENT OF COMPUTER SCIENCE**

- 47. Dr. K. Chithra, M.CA., M.Phil.,SET., Ph.D.,**
- 48. Dr. S. Gomathi, MCA, M.Phil.,Ph.D., (Head-in-charge)**
- 49. Mrs. C. Radhika, M.Sc.,(IT), M.Phil., (Ph.D)**

- 50. Ms. R. Divya, M.Sc., (Bio-Statistics), M.Phil.,
- 51. Mrs. D. Rajeshwari, MCA, M.Phil., (Ph.D)
- 52. Mrs. N. Gomathi, M.Sc., NET(Com.Sci)
- 53. Ms. A. Anusuya, M.Sc., M.Phil., NET (Com.Sci)
- 54. Dr. V. Nisha, M.Sc., M.Phil., Ph.D., SET

#### **DEPARTMENT OF BACHULAR OF COMPUTER APPLICATIONS**

- 55. Mrs. G.B. Hema Malini, MCA, M.Phil.,NET
- 56. Mrs. J. Saivijayalakshmi,MCA,M.Phil.,SET
- 57. Mrs. K. Subalakshmi, MCA, M.Phil.,NET (Head-in-charge)
- 58. Mrs. S. Jeevitha, MCA, M.Phil.,
- 59. Mrs. S. P. Agnes Sheila, MCA, M.Phil.,NET
- 60. Mrs. S. Anitha, M.Sc.,(IT), M.Phil.,
- 61. Mrs. R. Nithya, M.Com., M.Phil.,
- 62. Dr. S. Vidhya Sathish, MCA., M.Phil.,Ph.D.,
- 63. Dr. S. Meenakshi, MCA., Ph.D.,
- 64. Dr. M. Nazreen Bee M.Sc., M.Phil., Ph.D.,

#### **DEPARTMENT OF PSYCHOLOGY**

- 65. Mrs. Kathryn Victoria., B.SC., M.Sc., NET
- 66. Mrs. S. Durgadevi
- 67. Ms. K.G. Parkavi
- 68. Ms. V. Sujatha

#### **DEPARTMENT OF COMMERCE**

##### **DEPARTMENT OF COMMERCE - GENERAL**

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- 72. Mrs. V. Gayathri, M.Com., M.Phil.,NET
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- 74. Mrs. Fathima Farhana .S .I, M.Com., SET
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- 76. Ms. Asma Zainab, M.Com., SET,NET
- 77. Ms.A. Jayadharani, M.Com., M.Phil., SET, NET
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M.H.R.M.,M.Phil.,M.Sc.(psy.),

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176.Ms. Hyrun Fathima Nousheen, M.A, M.Phil., SET.,

177.Ms. V.Gayathri.,M.A.,M.Phil., SET.,

178.Ms. S. Susan, M.A., M.Phil.,NET.,

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180. Dr. N. Priya, MCA, M.Phil., Ph.D., NET,

(Dean of Sciences)

181. Dr. M. Maha Devi, MCA, M.Phil., Ph.D., SET

(Dean of Research)

182.Dr. S. Rajeswari, MCA, M.Phil., Ph.D., NET

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185.Dr. T. Preethi, M.Sc., Ph.D

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Mrs.L.Kavitha DataEntryOperator  
Mrs. K.Preeja DataEntry Operator  
Ms.R.Revathy Office Assistants  
Ms. Dhanalakshmi J Data Entry Operator  
Ms Archana K Data Entry Operator  
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Mrs. K.Menaka, PlacementCo-ordinator

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Ms.G.Keerthana, Asst. Warden

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Mrs. Suganthiya

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**SHRIMATHI DEVKUNVAR NANALAL BHATT  
VAISHNAV COLLEGE FOR WOMEN**

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**2021-2022**

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<b>Dean of Commerce</b>	Dr.C.S.Vijaya	M.com
	Dr.S. Kamakshi	M.Com (A&F)
<b>Dean of New Age Sciences &amp; Tech</b>	Dr.Renu Agarwal	M.Sc (HSFS,N&D)
<b>Dean of Research</b>	Dr M. Mahadevi	M.Sc (Comp.Sci.)
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<b>Students Union Vice president</b>	Dr.S. Kowsalyadevi	Tamil
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<b>Career Guidance Cell</b>	Dr.S.Subbulakshmi	M.Com
<b>UGC/RESEARCH</b>	Dr.L.Sheeja	M.Sc PB&PBT
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	Dr.K.Shyamala	B.Com (CS)
<b>IQAC</b>	Ms.S.Bharani Lakshmi	B.Com (Shif I)
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**WORKINGDAYSIN 2021 – 2022**  
**EVENINGCOLLEGE**

<b>ODD SEMESTER</b>		
<b>Month</b>	<b>UG-II &amp; III &amp; PG-II Yrs</b>	<b>UG-I &amp; PG-I Yrs</b>
<b>Aug</b>	<b>16</b>	<b>-</b>
<b>Sep</b>	<b>25</b>	<b>-</b>
<b>Oct</b>	<b>21</b>	<b>21</b>
<b>Nov</b>	<b>16</b>	<b>16</b>
<b>Dec</b>	<b>24</b>	<b>24</b>
<b>Jan</b>	<b>5</b>	<b>17</b>
<b>Feb</b>		<b>14</b>
<b>Total Days</b>	<b>107</b>	<b>92</b>

<b>EVEN SEMESTER</b>		
<b>Month</b>	<b>UG-II &amp; III &amp; PG-II Yrs</b>	<b>UG-I &amp; PG-I Yrs</b>
<b>Feb</b>	<b>7</b>	<b>-</b>
<b>Mar</b>	<b>27</b>	<b>22</b>
<b>Apr</b>	<b>22</b>	<b>22</b>
<b>May</b>	<b>23</b>	<b>23</b>
<b>June</b>	<b>3</b>	<b>3</b>
	<b>82*</b>	<b>70*</b>

**\*Total working hrs = 450 hrs, irrespective of no. of working days.**

## AUGUST 2021

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
01/08/2021	Sunday			
02/08/2021	Monday			
03/08/2021	Tuesday			
04/08/2021	Wednesday			
05/08/2021	Thursday			
06/08/2021	Friday			
07/08/2021	Saturday			
08/08/2021	Sunday			
09/08/2021	Monday	College reopens for Senior students- Hijira New Year	1	
10/08/2021	Tuesday		2	
11/08/2021	Wednesday		3	
12/08/2021	Thursday		4	
13/08/2021	Friday		5	
14/08/2021	Saturday		6	
15/08/2021	Sunday	Independence Day- Holiday		
16/08/2021	Monday		7	

## AUGUST 2021

Date	Day	Particulars	Working Days	
			II, III UG & II PG	IUG & I PG
17/08/2021	Tuesday		8	
18/08/2021	Wednesday		9	
19/08/2021	Thursday		10	
20/08/2021	Friday	Muharram & Varalakshmi Virtham- Holiday		
21/08/2021	Saturday	Rig upakarma, Onam- Holiday		
22/08/2021	Sunday	Yaju upakarma		
23/08/2021	Monday	Gayathri Japam- RH		
24/08/2021	Tuesday		11	
25/08/2021	Wednesday		12	
26/08/2021	Thursday		13	
27/08/2021	Friday		14	
28/08/2021	Saturday	Holiday		
29/08/2021	Sunday		15	
30/08/2021	Monday	Sri Krishna Jayanthi- Holiday	16	
31/08/2021	Tuesday			
<b>Total Working Days for this month</b>			<b>16</b>	

## SEPTEMBER 2021

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
01/09/2021	Wednesday		1	
02/09/2021	Thursday		2	
03/09/2021	Friday		3	
04/09/2021	Saturday		4	
05/09/2021	Sunday	Sunday - Teachers Day		
06/09/2021	Monday		5	
07/09/2021	Tuesday		6	
08/09/2021	Wednesday		7	
09/09/2021	Thursday	Sama Upakarma-RH	8	
10/09/2021	Friday	Vinayagar Chathurthi-Holiday		
11/09/2021	Saturday		9	
12/09/2021	Sunday			
13/09/2021	Monday		10	
14/09/2021	Tuesday		11	
15/09/2021	Wednesday		12	
16/09/2021	Thursday		13	

## SEPTEMBER 2021

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
17/09/2021	Friday		14	
18/09/2021	Saturday		15	
19/09/2021	Sunday			
20/09/2021	Monday	CAT I for Seniors begins	16	
21/09/2021	Tuesday	CAT I	17	
22/09/2021	Wednesday	CAT I	18	
23/09/2021	Thursday	CAT I	19	
24/09/2021	Friday	CAT I	20	
25/09/2021	Saturday		21	
26/09/2021	Sunday			
27/09/2021	Monday		22	
28/09/2021	Tuesday		23	
29/09/2021	Wednesday		24	
30/09/2021	Thursday		25	
<b>Total Working Days for this month</b>			<b>25</b>	



## OCTOBER 2021

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
01/10/2021	Friday	Odd Semester begins for I UG & II PG	1	1
02/10/2021	Saturday	Gandhi Jayanthi- Holiday		
03/10/2021	Sunday			
04/10/2021	Monday		2	2
05/10/2021	Tuesday		3	3
06/10/2021	Wednesday	Mahalaya Amavasai- R.H	4	4
07/10/2021	Thursday		5	5
08/10/2021	Friday		6	6
09/10/2021	Saturday		7	7
10/10/2021	Sunday			
11/10/2021	Monday		8	8
12/10/2021	Tuesday		9	9
13/10/2021	Wednesday		10	10
14/10/2021	Thursday	Ayudha Pooja-Holiday		
15/10/2021	Friday	Vijaya Dasami- Holiday		
16/10/2021	Saturday		11	11

## OCTOBER 2021

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
17/10/2021	Sunday			
18/10/2021	Monday		12	12
19/10/2021	Tuesday	Milad-un-nabi- Holiday		
20/10/2021	Wednesday		13	13
21/10/2021	Thursday		14	14
22/10/2021	Friday		15	15
23/10/2021	Saturday		16	16
24/10/2021	Sunday			
25/10/2021	Monday	CAT II for Seniors	17	17
26/10/2021	Tuesday	CAT II	18	18
27/10/2021	Wednesday	CAT II	19	19
28/10/2021	Thursday	CAT II	20	20
29/10/2021	Friday	CAT II	21	21
30/10/2021	Saturday			
31/10/2021	Sunday			
<b>Total Working Days for this month</b>			<b>21</b>	<b>21</b>

## NOVEMBER 2021

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
01/11/2021	Monday		1	1
02/11/2021	Tuesday		2	2
03/11/2021	Wednesday		3	3
04/11/2021	Thursday	Deepavali & Deepavali Nonbu-Holiday		
05/11/2021	Friday	Gujarathi New Year- Holiday		
06/11/2021	Saturday	Holiday		
07/11/2021	Sunday	Sunday		
08/11/2021	Monday	Rain holiday		
09/11/2021	Tuesday	Rain holiday		
10/11/2021	Wednesday	Rain holiday		
11/11/2021	Thursday	Rain holiday		
12/11/2021	Friday	Rain holiday		
13/11/2021	Saturday		4	4
14/11/2021	Sunday			
15/11/2021	Monday		5	5
16/11/2021	Tuesday		6	6

## NOVEMBER 2021

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
17/11/2021	Wednesday		7	7
18/11/2021	Thursday		8	8
19/11/2021	Friday	Karthigai Deepam & Gurunanak Jayanthi-RH	9	9
20/11/2021	Saturday		10	10
21/11/2021	Sunday			
22/11/2021	Monday		11	11
23/11/2021	Tuesday		12	12
24/11/2021	Wednesday		13	13
25/11/2021	Thursday		14	14
26/11/2021	Friday		15	15
27/11/2021	Saturday	rain holiday		
28/11/2021	Sunday			
29/11/2021	Monday	rain holiday		
30/11/2021	Tuesday		16	16
<b>Total Working Days for this month</b>			<b>16</b>	<b>16</b>

## DECEMBER 2021

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
01/12/2021	Wednesday		1	1
02/12/2021	Thursday		2	2
03/12/2021	Friday		3	3
04/12/2021	Saturday		4	4
05/12/2021	Sunday			
06/12/2021	Monday		5	5
07/12/2021	Tuesday		6	6
08/12/2021	Wednesday		7	7
09/12/2021	Thursday		8	8
10/12/2021	Friday		9	9
11/12/2021	Saturday		10	10
12/12/2021	Sunday			
13/12/2021	Monday	CAT III Exam for Seniors	11	11
14/12/2021	Tuesday	CAT III Exam for Seniors	12	12
15/12/2021	Wednesday	CAT III Exam for Seniors	13	13
16/12/2021	Thursday	CAT III Exam for Seniors	14	14

## DECEMBER 2021

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
17/12/2021	Friday	CAT III Exam for Seniors	15	15
18/12/2021	Saturday		16	16
19/12/2021	Sunday			
20/12/2021	Monday	CAT I Exam begin for I Yrs & End semester Practicals begins	17	17
21/12/2021	Tuesday	CAT I Exam for I Yrs	18	18
22/12/2021	Wednesday	CAT I Exam for I Yrs	19	19
23/12/2021	Thursday	CAT I Exam for I Yrs	20	20
24/12/2021	Friday	CAT I Exam for I Yrs	21	21
25/12/2021	Saturday	Christmas -Holiday		
26/12/2021	Sunday			
27/12/2021	Monday		22	22
28/12/2021	Tuesday		23	23
29/12/2021	Wednesday		24	24
30/12/2021	Thursday	Holiday		
31/12/2021	Friday	New Year Eve- RH		
<b>Total Working Days for this month</b>			<b>24</b>	<b>24</b>

## JANUARY 2022

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
01/01/2022	Saturday	New Year- Holiday		
02/01/2022	Sunday			
03/01/2022	Monday		1	1
04/01/2022	Tuesday		2	2
05/01/2022	Wednesday		3	3
06/01/2022	Thursday		4	4
07/01/2022	Friday		5	5
08/01/2022	Saturday	Holiday		
09/01/2022	Sunday			
10/01/2022	Monday			6
11/01/2022	Tuesday			7
12/01/2022	Wednesday			8
13/01/2022	Thursday	Bhogi & Vaikunda Ekadesi-RH		
14/01/2022	Friday	Pongal- Holiday		
15/01/2022	Saturday	Thiruvalluvar Day- Holiday		
16/01/2022	Sunday			

## JANUARY 2022

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
17/01/2022	Monday	Holiday		
18/01/2022	Tuesday	Thai Poosam- Holiday		
19/01/2022	Wednesday			9
20/01/2022	Thursday			10
21/01/2022	Friday			11
22/01/2022	Saturday	Holiday		
23/01/2022	Sunday			
24/01/2022	Monday			12
25/01/2022	Tuesday			13
26/01/2022	Wednesday	Republic Day- Holiday		
27/01/2022	Thursday			14
28/01/2022	Friday			15
29/01/2022	Saturday			16
30/01/2022	Sunday			
31/01/2022	Monday			17
<b>Total Working Days for this month</b>			<b>5</b>	<b>17</b>



## FEBRUARY 2022

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
01/02/2022	Tuesday			1
02/02/2022	Wednesday			2
03/02/2022	Thursday			3
04/02/2022	Friday			4
05/02/2022	Saturday			5
06/02/2022	Sunday			
07/02/2022	Monday			6
08/02/2022	Tuesday			7
09/02/2022	Wednesday			8
10/02/2022	Thursday			9
11/02/2022	Friday			10
12/02/2022	Saturday	Holiday		
13/02/2022	Sunday			
14/02/2022	Monday			11
15/02/2022	Tuesday			12
16/02/2022	Wednesday			13

## FEBRUARY 2022

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
17/02/2022	Thursday	Masi magam - RH End semester exam end for seniors		14
18/02/2022	Friday			
19/02/2022	Saturday			
20/02/2022	Sunday			
21/02/2022	Monday	Even semester begin for II yrs	1	
22/02/2022	Tuesday		2	
23/02/2022	Wednesday		3	
24/02/2022	Thursday		4	
25/02/2022	Friday		5	
26/02/2022	Saturday		6	
27/02/2022	Sunday			
28/02/2022	Monday		7	
<b>Total Working Days for this month</b>			<b>7</b>	<b>14</b>

## MARCH 2022

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
01/03/2022	Tuesday		1	
02/03/2022	Wednesday		2	
03/03/2022	Thursday		3	
04/03/2022	Friday		4	
05/03/2022	Saturday		5	
06/03/2022	Sunday			
07/03/2022	Monday	Even Sem begins for I Yrs	6	1
08/03/2022	Tuesday		7	2
09/03/2022	Wednesday		8	3
10/03/2022	Thursday		9	4
11/03/2022	Friday		10	5
12/03/2022	Saturday		11	6
13/03/2022	Sunday			
14/03/2022	Monday		12	7
15/03/2022	Tuesday		13	8
16/03/2022	Wednesday		14	9

## MARCH 2022

Date	Day	Particulars	Working Days
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			<b>II, III UG &amp; II PG</b>	<b>IUG &amp; I PG</b>
17/03/2022	Thursday		15	10
18/03/2022	Friday		16	11
19/03/2022	Saturday		17	12
20/03/2022	Sunday			
21/03/2022	Monday	CAT I Exam for seniors	18	13
22/03/2022	Tuesday	CAT I Exam for seniors	19	14
23/03/2022	Wednesday	CAT I Exam for seniors	20	15
24/03/2022	Thursday	CAT I Exam for seniors	21	16
25/03/2022	Friday	CAT I Exam for seniors	22	17
26/03/2022	Saturday		23	18
27/03/2022	Sunday			
28/03/2022	Monday		24	19
29/03/2022	Tuesday		25	20
30/03/2022	Wednesday		26	21
31/03/2022	Thursday		27	22
<b>Total Working Days for this month</b>			<b>27</b>	<b>22</b>

## APRIL 2022

Date	Day	Particulars	Working Days	
			II, III UG & II PG	IUG & I PG
01/04/2022	Friday		1	1
02/04/2022	Saturday	Telugu New Year- Holiday		
03/04/2022	Sunday			
04/04/2022	Monday	CAT I Exam for I Yrs	2	2
05/04/2022	Tuesday	CAT I Exam for I Yrs	3	3
06/04/2022	Wednesday	CAT I Exam for I Yrs	4	4
07/04/2022	Thursday	CAT I Exam for I Yrs	5	5
08/04/2022	Friday	CAT I Exam for I Yrs	6	6
09/04/2022	Saturday		7	7
10/04/2022	Sunday			
11/04/2022	Monday		8	8
12/04/2022	Tuesday		9	9
13/04/2022	Wednesday		10	10
14/04/2022	Thursday	Tamil New Year & Mahavir Jayanthi & Dr. Ambedkar's - Holiday		
15/04/2022	Friday	Good Friday- Holiday		
16/04/2022	Saturday	Chithra Pournami - Holiday		

## APRIL 2022

Date	Day	Particulars	Working Days	
			II, III UG & II PG	I UG & I PG
17/04/2022	Sunday			11
18/04/2022	Monday		11	12
19/04/2022	Tuesday		12	13
20/04/2022	Wednesday		13	14
21/04/2022	Thursday		14	15
22/04/2022	Friday		15	16
23/04/2022	Saturday		16	17
24/04/2022	Sunday			
25/04/2022	Monday		17	17
26/04/2022	Tuesday		18	18
27/04/2022	Wednesday		19	19
28/04/2022	Thursday	Shabe kadar -RH	20	20
29/04/2022	Friday		21	21
30/04/2022	Saturday		22	22
<b>Total Working Days for this month</b>			<b>22</b>	<b>22</b>

## MAY 2022

Date	Day	Particulars	Working Days	
			II, III UG & II PG	IUG & I PG
01/05/2022	Sunday	May Day- Holiday		
02/05/2022	Monday		1	1
03/05/2022	Tuesday	Ramzan-Holiday		
04/05/2022	Wednesday		2	2
05/05/2022	Thursday		3	3
06/05/2022	Friday		4	4
07/05/2022	Saturday		5	5
08/05/2022	Sunday			
09/05/2022	Monday	CAT II Exam for all years	6	6
10/05/2022	Tuesday	CAT II Exam for all years	7	7
11/05/2022	Wednesday	CAT II Exam for all years	8	8
12/05/2022	Thursday	CAT II Exam for all years	9	9
13/05/2022	Friday	CAT II Exam for all years	10	10
14/05/2022	Saturday	Holiday		
15/05/2022	Sunday			

16/05/2022	Monday	Buddha Poornima- RH	11	11
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<b>MAY 2022</b>				
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Days</b>	
			<b>II, III UG &amp; II PG</b>	<b>I UG &amp; I PG</b>
17/05/2022	Tuesday		12	12
18/05/2022	Wednesday		13	13
19/05/2022	Thursday		14	14
20/05/2022	Friday			
21/05/2022	Saturday	Holiday	15	15
22/05/2022	Sunday			
23/05/2022	Monday		16	16
24/05/2022	Tuesday		17	17
25/05/2022	Wednesday		18	18
26/05/2022	Thursday		19	19
27/05/2022	Friday		20	20
28/05/2022	Saturday		21	21
29/05/2022	Sunday		22	22
30/05/2022	Monday	End semester Practical exam begin for all	23	23
31/05/2022	Tuesday			



<b>Total Working Days for this month</b>	<b>23</b>	<b>23</b>
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<b>JUNE 2022</b>				
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Days</b>	
			<b>II, III UG &amp; II PG</b>	<b>I UG &amp; I PG</b>
01/06/2022	Wednesday		1	1
02/06/2022	Thursday		2	2
03/06/2022	Friday		3	3
04/06/2022	Saturday			
05/06/2022	Sunday			
06/06/2022	Monday			
07/06/2022	Tuesday			
08/06/2022	Wednesday			
09/06/2022	Thursday			
10/06/2022	Friday			
11/06/2022	Saturday			
12/06/2022	Sunday			
13/06/2022	Monday			
14/06/2022	Tuesday	End semester exam begins for all		
15/06/2022	Wednesday			
<b>Total Working Days for this month</b>			<b>3</b>	<b>3</b>

## OUR NATIONAL ANTHEM

Jana gana mana adinayaka jaya he

Bharatha bhagya vidhata Punjab

sindhu gujarata maratha Dravida

uthkala vanga

Vindhyahimachala yamuna ganga

Uchala jaladhi taranga Tava

subha name jage Tavasubha

asisha mage Gahe tava jaya

gatha

Jana-gana mangalaya 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.

**SHRIMATHIDEVKUNVAR NANALALBHATT  
VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS),  
CHROME PET, CHENNAI - 600 044.**

**GENERAL INSTRUCTION**

(For parent's reference)

**PUNCTUALITY:** Students 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 fail 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 confirmation letter signed by the parents 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 parent 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.

**CELLPHONES:** 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

