



# DIARY 2018-2019

**SRI RAMAKRISHNA MISSION VIDYALAYA  
COLLEGE OF ARTS AND SCIENCE**

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## வழிபாடு

### சரஸ்வதி தியான ஸ்லோகம்

சரஸ்வதி நமஸ்துப்யம் வரதே காமரூபினி  
வித்யராம்பம் கரிஷ்யாமி: சித்திர் பவதுமே ஸதா!!

சரஸ்வதி தேவியே! வேண்டிய வரங்களைத் தருபவளே!  
உனக்கு நமஸ்காரம்! இப்போது நான் கல்வி, கலைகளை படிக்கத்  
துவங்குகிறேன். எனக்கு எப்போதும் வெற்றியைத் தந்தருள  
வேண்டும்.

### ஸ்ரீராமகிருஷ்ண ஸ்தோத்திரம்

ஓம் ஸ்தாபகாய ச தர்மஸ்ய ஸர்வதர்மஸ்வரூபினே  
அவதார வரிஷ்டாய ராமக்ருஷ்ணாய தே நம :

ஓம். அறத்தை நிலைநாட்டியவனே, அனைத்து அறங்களின்  
வடிவானவனே, அவதாரங்களுள் தலைசிறந்தவனே! உனக்கு  
வணக்கம்!

### ஸ்ரீ சாரதாதேவி ஸ்தோத்திரம்

ஐனனீம் ஸாரதாம் தேவீம் ராமக்ருஷ்ணம் ஐகத்தூரும்  
பாதபத்மே தயோ : ச்ரித்வா ப்ரணமாமி முஹூர்முஹூ

உலக அன்னையாகிய சாரதாதேவியுடையவும் உலக  
குருவாகிய ஸ்ரீராமகிருஷ்ணருடையவும் தாமரைப் பாதங்களைச்  
சரணடைந்து மீண்டும் மீண்டும் வணங்குகிறேன்!

### விவேகானந்த பஞ்சகம்

ஓம் நம : ஸ்ரீயதிராஜாய விவேகானந்த ஸுரயே  
ஸச்சித்ஸுக ஸ்வரூபாய ஸ்வாமினே தாபஹாரினே

துறவி வேந்தரும், உண்மை அறிவு இன்பம் வடிவினரும், எல்லா  
துயரங்களையும் போக்குபவரும் ஆகிய விவேகானந்த ரிஷியை  
வணங்குகிறேன்.

## **RAMAKRISHNA MISSION VIDYALAYA**

Ramakrishna Mission Vidyalaya, Coimbatore, now a vast complex of 18 service wings, commenced its educational activities in the year 1930 with the blessings of Bhagavan Sri Ramakrishna. The father of the Nation, Mahatma Gandhi laid the foundation stone of the first wing, a school.

Ayya Sri T.S. Avinashilingam, the Founder-Director, nurtured the institution with his visionary and devoted service. As envisaged by the great Swami Vivekananda, the Vidyalaya strives hard to impart man-making and character-building education to the youth, that are necessary to develop leadership, sense of responsibility and love for the country. Almost 88 years since its inception, the strength of the students is around 8500, of which hostellers constitute around 2100.

## **ABOUT OUR COLLEGE**

Our college was started in the year 1964. Affiliated to the Bharathiar University, it was conferred with autonomous status in the year 1981-82. The college offers 16 UG, 6 PG and 3 diploma programmes in both aided and unaided streams, besides offering 10 MPhil and PhD programmes. It was accredited and re-accredited by NAAC in the year 2003, 2009 and 2016 respectively. Student-strength is about 2000. The college has so far produced 447 MPhil and 130 PhD scholars.

## **INDIA RANKINGS 2018**

Our college ranked 39 in college category by NIRF under Ministry of Human Resource Development, Government of India.

## **OTHER INSTITUTIONS OF VIDYALAYA**

**I. T A T Kalanilayam (1940):** This non-residential co-educational Middle School is catering the needs of students from the local community. About 600 students, mostly from families that are financially weak, study here.

**II. Vidyalaya High School (1930):** It is the oldest of the Vidyalaya institutions. About 250 students study in Stds. VI to X. Medium of instruction is Tamil. The concept of integrated education for the blind has been successfully implemented in the school for the last 20 years.

**III. Swami Shivananda Higher Secondary School (Tamil Medium) (1960):** The school has about 700 students in Stds. VI to XII.

**IV. Swami Shivananda Hr. Sec. School (English Medium) (1989):** This partly residential self-financing school has a student-strength of about 800 in Stds. LKG to XII.

**V. Institute of Agriculture and Rural Development (1956):** This offers two-year Diploma in Agriculture and Rural Development for students who have passed Plus Two. It is recognized by the Tamil Nadu Agricultural University.

**VI. Polytechnic College (Autonomous) (1956):** It has a student strength of about 800. Offers three-year Engineering Diploma in Mechanical, Civil, Electrical and Electronics and Information Technology.

**VII. Industrial Training Institute (1951):** It has a student strength of about 400. Offers skill-oriented two-year Certificate courses in different trades under the National Council for Vocational Training to students who have completed SSLC or Plus Two.

**VIII. Gandhi Teachers' Training Institute (1942):** It offers fully residential two-year Diploma in Teacher Education for students who have passed Plus Two.

**IX. College of Education (Autonomous) (1950):** This has 150 students. It offers BEd, MEd, MPhil and PhD programmes. It is the first College of Education in India awarded the status of autonomy.

**X. Maruthi College of Physical Education (1956):** It has a student strength of about 200. It offers CPed, BPEd, MPEd, MPhil and PhD programmes in Physical Education.

**XI. Faculties of the Ramakrishna Mission Vivekananda University:** Ramakrishna Mission Vivekananda University (RKMVU), established in the year 2005, has its headquarter at Ramakrishna Mission, Belur Math, Howrah, West Bengal.

**a) The Faculty of Disability Management and Special Education (FDMSE)** offers Diploma, BEd, MEd, and PhD programmes in Special Education (Visual Impairment, Hearing Impairment, and Mental Retardation), and other diploma programmes in Sign Language Interpretation, Community-based Rehabilitation and Computer Applications for the Disabled. Students from all over India have been pursuing these courses.

**b) The Faculty of General Adapted Physical Education and Yoga (GAPEY)** was established in the year 2007. It offers Diploma in Physical Education, BPEd, MPEd and PhD programmes in Physical Education with special focus on yoga, in addition to General and Adapted Physical Education. Short-term diploma and certificate programmes in Special Olympics, Fitness, and Yoga are also organized.

**c) Faculty Center for Agricultural Education and Research (FAR):** It was established in the year 2014. It offers a 4 year B.Sc. (Agriculture) Degree Programme.

**d) Faculty of Computer Science Applications and Research (FYCSAR):** It was established in the year 2014. It offers Integrated M.Sc. (CSA) a 5 year programme.

**XII. Integrated Rural Development Scheme:** The Vidyalaya has been rendering rural development service since the year 2002 under the title 'Vidyalaya Integrated Rural Development Scheme'. Economically backward residents of areas such as Arivoli Nagar, Jeeva Nagar, Ambedkar Nagar, Pudupudhur, etc. were benefited through various development activities undertaken there.

In commemoration of Swami Vivekananda's 150<sup>th</sup> Birth Anniversary, Rural Development Work was taken up at Sri Bharati Nagar, a rural area located around 8 kms. from the Ramakrishna Mission Vidyalaya, with the combined efforts of the extension service departments of all the institutions of the Vidyalaya.

### **XIII. SUPPORT SERVICES**

**Book stall:** A bookstore / sales section has been in operation since June 2009.

**Printing Press:** A modern computerized press takes care almost all the needs of the Vidyalaya.

**Hardware Department:** With two engineers and one assistant engineer, located in the Polytechnic campus, takes care of the maintenance and repairs of all computers (around 700), printers, scanners etc. in the various institutions of the Vidyalaya.

**Maintenance and Repairs Department:** This takes care of practically all the requirements of the Vidyalaya, including the construction of new buildings etc.

**Dairy and Goatery:** About 30 milch animals are maintained to serve hands-on training to our students of the Institute of Agriculture and Rural Development.

**Disabled Trainees' Vocational Production and Rehabilitation Centre:** A Notebook Section has been in operation in the Vidyalaya campus since 1992. Besides catering to the needs for notebooks of our various institutions within the campus, the section takes orders on a selective basis from other institutions as well with the primary objective of providing employment to the economically backward and the physically challenged.

**Ramakrishna Mission Vidyalaya Charitable Dispensary:** The Charitable Dispensary of the Vidyalaya caters to a population of around 8000 students and 800 staff members and their families besides a large number of underprivileged people residing in the surrounding areas. In addition to regular general consultation, the dispensary also offers consultation by specialists in the areas of orthopedics, neurology, pediatrics, cardiology, gynaecology, diabetes, skin, asthma, dental, ENT, general surgery, etc.

**Ramayana Park based on Indian epics - a project to promote Indian values:** The Ramayana Park has been set up with the aim of taking our ancestors' individual, family, social, ethical, and moral values to the general public. The Park is an innovative and eye-catching attempt so where the children can exercise and recreation, and at the same time cultivate the mind to appreciate the Ramayana's subtle power of developing character, art, and culture.

**Sarada Noon Meal Scheme:** Sri Ramakrishna Mission Vidyalaya Provides free noon meal scheme to the deserving students on all working days of the college. The alumni and philanthropist of the institutions also support the successfully implementation of the scheme.

**Sister Nivedita Anna Yojana:** Under this scheme 50 old age people those who were isolated or abandoned by their family members in near by villages of Vidyalaya are identified and food packets are being distributed at their doorsteps on all days except sunday. This programme initiated by Vidyalaya is governed by the Department of Social Work

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## **COLLEGE RULES AND REGULATIONS**

Every student who undergoes any course of study in UG or PG or research programme should abide by the following rules and regulations laid down by the College.

### **1. Attendance**

- a) The student should be punctual to the classes and regular in attendance.
- b) For genuine reasons students can avail leave, by applying in advance in the prescribed form and must be recommended by the staff Advisor / Class Teacher. Day scholars should get their leave applications duly attested by their parents or guardians. All leave applications should be addressed to the Principal routed through the HOD and get sanctioned before availing the leave.
- c) Any student found absent without applying for leave is liable to be punished. If such absence is for a week, his name will be removed from the Attendance Register.
- d) On Duty applications should be submitted in advance.
- e) Each student has to put in a minimum attendance of 75% of the total number of working days of the college to be eligible for appearing to the Semester Examinations.
- f) Students who do not have the required percentage of attendance will not be allowed to go to the next semester.

### **2. Dress**

- a) Students should attend the college with the prescribed dress code of white shirt and white dhoti or white pant.
- b) Chemistry major students should wear lab coats or aprons while they are inside the laboratory.
- c) Using Identity card with tag is compulsory.



**3. Daily Prayers and Weekly Bhajans**

All students should attend daily prayer, weekly Bhajans, functions, association meetings and all other activities of the college and observe order at all times.

**4. Community work**

Community work is an essential part of our college life. Every students should participate in community work inside and outside the campus.

**5. NCC / NSS / Sports**

Each UG student has to be a member of NSS or NCC or Sports and should participate in all its activities. Since it is a component of curriculum under part V, participating in the above activities, is an essential requirement for completing the under graduate degree programme.

**6. Students' progress in studies**

Students' progress will be assessed periodically by assignments, tests and seminars. The mark sheets along with student profile of each semester will be given to the students in the presence of the parents only.

**7. Organizing activities**

Students can organize association activities in their respective Departments with the approval of the Head of the Department and Principal. However, students should not organize meetings or entertainments and collect money for any purpose in the college or hostel without the prior permission of the Principal.

**8. Submission of undertaking**

At the time of admission the parent or guardian of the student should give an undertaking that he/she has clearly understood the rules and regulations of the college and if his/her son/ward misbehaves, he/she shall abide by the disciplinary action taken by the Principal.

## **9. Disciplinary action against the students**

The Principal has the right to suspend or dismiss any student at any time from the college for any one of the following reasons:

- a. Indulging in ragging, eve-teasing and any such misbehavioural activities amount to Ragging and Punishment.
- b. Indifference towards studies.
- c. Non-observance of college rules and regulations.
- d. Indiscipline in any activity amounting to anywhere in the college campus or hostel.
- e. Disrespect towards the staff and the college authorities.
- f. Non-payment of college fees and other dues.
- g. Non-submission of assignment, record note books, project reports etc., in time.
- h. Negligence of community social service activity, daily prayer, common bhajans etc.
- i. Unsatisfactory progress of scholarship holders.
- j. Irregularity in attendance.
- k. Use of mobile phones and tablet in the campus.
- L. Ours is a tobacco free campus. Hence tobacco use in any form is also prohibited.

### **RAGGING**

(Activities related to Ragging and punishment details are given below)

- ▶ Teasing, Embarrassing and humiliating;
- ▶ Assaulting or Approaching with Criminal Attitude;
- ▶ Wrongfully Restraining or Confining or Causing Hurt;
- ▶ Causing Grievous Hurt, Kidnapping or Rape or Committing Unnatural Offence; and
- ▶ Causing Death or Abetting Suicide.

Now Govt. of Tamil Nadu has banned ragging in educational institution by passing Government Order.

Hence, any one indulging in ragging will be punished as follows :

1. Imprisonment upto a term of 3 years and
2. A fine upto Rs.25,000/- and
3. Student convicted for Ragging will be dismissed from the Institution and shall not be admitted to any other educational institution.

Hence, students are advised not to indulge in ragging, but to rise up totally against this evil.

## **10. Library Rules**

### **a) The Library working hours**

The Library functions on all working days from 8.30 a.m. to 5.00 p.m.

### **b) Admission to Library**

1. Books, note-books, sticks, umbrellas, boxes, bags and such other articles should be left at the entrance of the Library.
2. Silence should be strictly observed in the Library.
3. Mechanical or electronic reproduction can be made with prior permission.
4. No person shall write upon, damage or mark upon any book, manuscript or map belonging to the Library.
5. Readers are responsible for any damage done to the books belonging to the library. They should replace them or pay the current value for such damages. If one book of a set is damaged then the whole set shall be replaced.

6. The readers shall return all books, manuscripts and maps to the staff at issue counter, before leaving the library. The students should not take any library materials outside the library.

**c) Issue of Books**

1. All the students of the SRMV college of Arts and Science are eligible to borrow books from the library.
2. Each U.G student is eligible to borrow four books from the library. Each PG student and each research scholar is eligible to borrow six books from the library and keep with them for a maximum period of 14 working days from the date of issue and on the fifteenth day the books shall be returned.
3. The book noted as reference book will not be issued as ordinary book. However, these books will be issued for over night only i.e from 5.00 p.m. of the issue day to 9.00 a.m. of the next day.
4. If a student does not return the borrowed books from the library till the end of the course, the transfer certificate will not be issued to him.

**d) Return of Books**

1. All books shall be returned on due dates.
2. The Librarian may lend books which are on special demand for short periods as may be necessary or temporarily declare as reference books.

3. Book Lending may at any time be terminated by an order of Librarian.
4. If a book is not returned to the Library within the due date, an over due charge of 50 Paise per book per day will be levied.
5. Book Lending may be renewed for a fortnight in a month subject to the following conditions.
  - ▶ The application for renewal shall reach the Librarian not less than one and not more than 6 days of the due date.
  - ▶ No other reader should have applied for the books in the mean time. If any one applied for these books, a letter will be sent to borrower concerned.
  - ▶ On every fourth renewal, the books shall be produced for inspection compulsorily.
6. A borrower, against whom any overdue or other charge is outstanding, will not be allowed to borrow books from the Library.

#### **11. Laboratory Rules**

Students will be responsible for tools or apparatus placed in their charge. Any damage or loss has to be made good by the students concerned.

#### **12. Payment of College fees**

All fees should be paid within the first eight working days of each semester. After which a fine of Re.1/- per working day will be levied for another 8 working days. If the fee is not paid with fine even within that eight days, the name of the defaulter will be struck off the rolls. Fees once paid will not be refunded, if the student withdraws from the course after the last date of admission.

### **13. Scholarships and fee concessions**

The following scholarships and fee concession are available for the students. Students can avail any one of the scholarships, in an academic year.

- a) Both UG & PG students are eligible for fee concessions under rule 92 of Tamil Nadu Educational rules. They should produce necessary income certificates. Fee concession application can be had after the candidate has been enrolled in the college.
- b) Residential and non-residential scholarships awarded by the Government of Tamil Nadu and Government of India to backward classes and scheduled caste are also available to deserving students.

### **CHOICE BASED CREDIT SYSTEM REGULATIONS**

The CBCS is followed in this College from the academic year 2005-2006. The objective of the choice based credit system is to promote student centered curriculum and need based, flexible scheme of learning and provide opportunity to students to earn more credits according to their capability and aspiration level. The following rules have been formulated to make the system function smoothly, with transparency and objectivity.

1. Each semester will consist of fifteen, six day weeks of actual teaching of five hours a day with ninety working days, excluding semester examination days. The day order will be followed with six day cycle.
2. Credit is the unit of weightage given to each course and the whole programme. Normally one credit is

equivalent to one lecture or two hours of practical / field training per week. However, credits assigned to a course and number of teaching hours per week need not be the same.

3. Each course is designed with 2-6 credits.
4. Each course will have a course teacher. Where ever necessary, a maximum of two teachers may collaborate in teaching a course in which, a teacher who teaches the major portion of the syllabus will be the course teacher.
5. Each department will have a staff advisor to guide students in the CBCS regulations and help the students to choose courses appropriate to his aptitude or inkling.
6. The medium of instruction for all courses, except Part I – Tamil, will be English.
7. Curriculum Design for UG Programmes will have the following components.

### **CIA (Continuous Internal Assessment) Tests**

Every semester, three CIA tests for each paper are conducted.

The ratio of internal and external break-up and the minimum marks to pass is given below in detail.

Evaluation of Part-I, Part-II and Part-III (Core, Elective and Allied courses).

Evaluation of student's performance for the theory and practical part includes two components:

1. Internal Assessment (25% of marks for Theory and 40% of marks for Practical).
2. External Examination (75% of marks for Theory and 60% of marks for Practical).

Part	Internal Marks	External Marks	Total Marks
I / II / III (Theory)	25	75	100
III (Practical)	40	60	100

◆ Again the internal assessment has two components:

- A. Continuous Internal Assessment (CIA) Tests.
- B. Other internal components.

**For UG Programme:**

**A. CIA Tests**

1.	One Hour CIA test	First Unit	20 marks
2.	Two hour CIA test	First 3 Units	45 marks
3.	Model Examination	All 5 Units	75 marks
<b>Total</b>			<b>140 marks</b>

**This 140 marks are converted into a maximum of 70 marks (A).**

**B. Other internal components**

1. Assignment                      20 Marks
2. Attendance                      10 Marks

**Total                      30 Marks**

**Grand total is 70+30 (A+B) = 100 Marks. The marks obtained out of 100 marks are converted into a maximum of 25 marks (i.e. 100/4)**

Part	Internal Marks	External Marks	Total Marks
IV	-	75 / 50	75 / 50
V	25	25	50



- ◆ Part IV - Environmental Studies (Online Examination), Value Education – each course maximum of 75 marks and NME courses – maximum of 50 marks (external component only).
- ◆ Part V - Online Examinations: Extension Activities (NCC/NSS/SPORTS): maximum 50 marks – internal (25 Marks) and external (25 Marks)

**For PG Programme:**

**A. CIA Tests for Core and Elective Courses**

1.	One Hour CIA test	First Unit	20 marks
2.	Two hour CIA test	First 3 Units	45 marks
3.	Model Examination	All 5 Units	75 marks
<b>Total</b>			<b>140 marks</b>

**This 140 marks are converted into a maximum of 60 marks.**

**B. Other internal components**

1.	Assignment	15 Marks
2.	Seminar	15 Marks
3.	Attendance	10 Marks
<b>Total</b>		<b>40 Marks</b>

**Grand total is 60+40 (A+B) = 100 Marks. The marks obtained out of 100 marks are converted into a maximum of 25 marks (i.e 100/4).**

**Assignment / Seminar:**

One Assignment / Seminar for each paper must be submitted / presented by a student in each semester. The marks allotted to this component will be awarded based on the performance of the candidate. CIA marks for practical are awarded based on the performance of students in CIA practical test, neat maintenance of observation notebook & regularity and attendance.

**i) CIA practical test:**

For each practical, students will have one model practical examination. The marks obtained in the examination will be appropriately converted into marks for the CIA component of the practical.

**ii) Observation notebook maintenance & regularity:**

The marks allotted for observation notebook maintenance & regularity is based on the performance of students in writing procedure, accuracy of the results, regularity in attending practical class, which will be accounted based on the attendance maintained separately for practical class, and punctuality in the submission of observation notebook.

**iii) Marks for Attendance (common for both Theory & Practical):**

Every student should earn a minimum attendance of 75% to become eligible to appear for End-of-Semester examinations. The 10 marks allotted to this components under CIA of theory and practical will be awarded as given hereunder.

Percentage of General Attendance	Marks awarded
95 - 100	10
90 - 94.99	8
85 - 89.99	6
80 - 84.99	4
75 - 79.99	3
70 - 74.99	2
65 - 69.99	1
$\leq 64.99$	0

## **CRITERIA FOR PASSING**

### **UG Programmes:**

Passing Minimum for a course is 40% of the Maximum (Internal and External)

### **PG Programmes:**

Passing Minimum for a course is 50% of the Maximum (Internal and External)

### **Evaluation of Co-curricular Activities:**

#### **NCC/NSS/Sports**

Extension activities form an important component under part-V of the curriculum. Each student has to enroll himself either in NCC or in NSS or in Sports and successful completion of any one of the above activities is an essential requirement for the completion of the degree programme. The above activities will be conducted during first and second years of the UG programme.

The above activities are conducted after the regular class hours. This component carries one credit and maximum of 50 marks will be awarded in the evaluation on the basis of:

- (a) Written Examination.
- (b) Participation in NCC / NSS/ Sports activities.
- (c) Performance (rated on the basis of medals / prizes / certificates).
- (d) Leadership qualities.

### **Evaluation of Extension Activities:**

The student's performance will be examined by the Staff-in charge of the extension activities viz. National Cadet Corps

(NCC), National Service Scheme (NSS) and Sports along with the head of the respective Department on the following parameters. The marks statements shall be sent to the Controller of Examinations before the commencement of the fourth semester examinations.

Total Marks – 50 (CIA only) which will be assessed as follows:

20% = 10 Marks for regularity of attendance.

60% = 30 marks for active participation in classes / camps / games / special camps / representation in College / District / State / University activities.

10% = 5 marks for awards / certificates / prizes.

10% = 5 marks for other social components such as Blood Donation, Fine Arts etc.

#### **Provision for improvement**

There is a provision for improvement.

#### **Allotment of credit points to each part as follows:**

##### **CBCS for UG**

<b>Components</b>	<b>UG Programmes offering Languages for</b>	
	<b>Two Semesters</b>	<b>Four Semesters</b>
PART I :	6	12
PART II : English	6	12
PART III : Core Courses, Allied Courses, Elective Courses, Practicals and Project	119	107

Components	UG Programmes offering Languages for	
	Two Semesters	Four Semesters
PART IV : Basic Tamil / Advanced Tamil / Non-major Electives, Environmental Studies and Value Education	8	8
PART V : Co-curricular activities (NSS / NCC /SPORTS)	1	1
<b>Total Credits</b>	<b>140</b>	<b>140</b>

**Note:**

1. Distribution of marks between theory and internal assessment 75:25
2. Practical Internal: External = 40:60
3. There is a passing minimum for internal and external.
4. Project Report Presentation: viva-voce = 40:60

**CBCS for PG**

Components	Four Semesters	Six Semesters
Core Courses, Elective Courses, Practicals and Project	90 Credits	140 Credits

**Note:**

1. Each course carries an internal component
2. There is a passing minimum for internal and external components
3. Theory - Internal : External : 25:75
4. Practical – Internal : External : 40:60
5. Project Report - Viva-Voce : 40:60

Components of Curriculum and particulars of Choice Based Credit System applicable to the students admitted during the academic year 2008 – 2009 and onwards in Under Graduate and Post Graduate programmes, as prescribed by Tamil Nadu State Council for Higher Education (TANSCH) and Bharathiar University.

### **EXTRA CREDIT COURSES**

The Internal Quality Assurance Cell of the college recommends the undergraduate students to earn extra credits through their academic and non-academic activities.

#### **I ACADEMIC COURSES**

- a) **Open Book Examination Courses:** The second and third year undergraduate students have the options to choose one course per semester from the other Departments and do self study and write examinations. The students are permitted to write examination with open book system. The students who pass in the courses concerned will be added in the mark statement as well as in the consolidated mark statement and calculated as extra credits.
- b) **Self study extra credit elective courses:** Apart from the regular courses included in the syllabi there are other courses entitled as “Self study extra credit elective courses” on various identified, need based and skill oriented areas offered from the academic year 2018-19 onwards.

## II NON-ACADEMIC COURSES

- a. **Clean Indian and Health India:** Under this programme, undergraduate students will take-up the cleaning and maintaining work in the nearby Temples, Hospitals, Schools and Public premises and the same will be duly evaluated for 2 credits.
- b. **Literacy Movement programme:** Classes for the illiterate public and coaching classes for the school students coming under slow learners category will be conducted. Undergraduate students can opt this programme and earn 2 credits through due evaluation after the successful completion of 60 hours in this task.

## III BEST PRACTICES

- a. **Visiting faculty programme:** The recently initiated visiting faculty programme provides a different learning environment to the students. Experienced faculty members from various higher educational institutions appointed under this scheme share their knowledge and experience to enrich the students knowledge and confidence.
- b. **Intra departmental Elective:** The college offers intra departmental elective courses during the forth semester at Under Graduate level. This allows the students for their horizontal mobility to various departments and in enrolling the course of his interest based on certain pre defined conditions.
- c. **Teaching Learning Evaluation:** As a part of Best Practices in Teaching-Learning and Evaluation, all the Departments of our College conduct various programmes through Team Teaching, Peer Tutoring and Activity Based Learning to encourage participatory learning.

- d. **On-line Certificate Courses:** Our college encourages the students to register MOOC and Swayam online courses. So far, more than 1370 students have completed certificate courses through Massive Open Online Courses (MOOC) system.
- e. **Scholarship and Financial Supports:** Various scholarships have been awarded to our students with the support of foundations such as: Kalki Krishna moorthi foundation, Sitaram Jindal Foundation and Shanthy Social services etc.

## **EXAMINATION RULES & REGULATION**

### **Pattern of Examinations**

The college follows semester pattern of examinations. Each academic year consists of two semesters and each semester ends, with the semester examination, on completion of 90 working days.

- i). A student should have a minimum of 75% attendance to be eligible to write the examinations.
- ii). A student with 65% attendance will be permitted to appear for semester examinations, for genuine reasons and on payment of the condonation fee.
- iii). A candidate who has secured less than 65% but 55% and above attendance in any semester has to compensate the shortage in attendance in the subsequent semester besides, earning the required percentage of attendance in that semester and appear for both semester papers together at the end of the latter semester.



- iv). A candidate who has secured less than 55% of attendance in any semester will not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He has to rejoin the semester in which the attendance is less than 55%.
- v). A candidate who has secured less than 65% of attendance in the final semester has to compensate his attendance shortage in a manner as decided by the concerned head of the department after rejoining the same course.

All Undergraduate programmes and MCA programme consist of 6 semesters and all Post-Graduate programmes consist of 4 semesters.

### **Supplementary Tests**

If a student represented the college by participating in NCC, NSS and SPORTS activities during CIA tests or if any one failed to appear for CIA tests due to genuine reasons, retest may be conducted on due representation to the Principal. On no other ground re-test will be conducted.

### **Improvement**

A student who passes a paper in the first attempt can reappear for the same paper in the succeeding End-of-Semester Examination only, for improving this. Re-appearance for improvement is allowed for theory courses of all semesters, except for the final semester courses. Revised mark statement will be issued after withdrawing the previous one, if the marks obtained in improvement are higher than the marks awarded earlier. When there is no improvement, there shall not be any change in the original marks already awarded. The improved marks shall be considered for classification but not for ranking.

## 1. Re-appearance

A student can appear for external arrears in all semesters but he can write the odd semester internal arrears only in the odd semesters and the even semester internal arrears only in the even semesters except for the final semester.

## 2. Retotalling and Revaluation

Retotalling and Revaluation are permitted for UG and retotalling is permitted for PG students with certain well defined scopes and rules.

For every semester, a notification will be issued regarding the payment of semester examination fees. The students will be permitted to pay external examination fees with fine, if they pay after prescribed date, the examination fees will not be refunded under any circumstance. No fee is collected for internal examination.

### **Question Paper Pattern: Part-I, Part-II and Part-III Core Courses / Allied Courses and Elective Courses**

The question paper pattern and coverage of syllabus for each of the internal (CIA) and external (semester) examinations are as detailed below:

#### **CIA TEST – I**

*(FIRST UNIT ONLY)*

Time : One hour

Max. Marks : 20

**Part – A**

**No Choice**

(2 × 5 = 10 Marks)

(Medium Answer / Paragraph type questions)

(Two questions from first unit)

**Part – B**

**No Choice**

(1 × 10 = 10 Marks)

(Long Answer / Essay type questions)

(One question from first unit)

**CIA TEST – II**

**(FIRST THREE UNITS)**

Time : Two hours

Max. Marks : 45

**Part – A      No Choice      (5 × 2 = 10 Marks)**

(Short answer type) (One question from the first unit,  
2 questions from the second unit and  
2 questions from the third unit)

**Part – B (Inbuilt Choice, i.e, either or type)      (3 × 5 = 15 Marks)**

(Medium Answer / Paragraph type questions)  
(2 questions from each unit)

**Part – C Answer any Two out of three      (2 × 10 = 20 Marks)**

(Long Answer / Essay type questions)  
(1 question from each unit)

**MODEL EXAMINATIONS & SEMESTER EXAMINATIONS**

**(FIVE UNITS)**

Time : Three hours

Max. Marks : 75

**Part – A      No Choice      (10 × 2 = 20 Marks)**

(Short Answer type)  
(2 questions from each unit)

**Part – B (Inbuilt Choice, i.e, either or type)      (5 × 5 = 25 Marks)**

(Medium Answer / Paragraph type questions)  
(2 questions from each unit)

**Part – C Answer any Three out of five      (3 × 10 = 30 Marks)**

(Long Answer / Essay type questions)  
(1 question from each unit)

**For Part – IV Courses**  
**(1–Environmental Studies, 2–Value Education and**  
**3–Non–Major Electives)**

**Semester Examinations – 75 Marks**

**1) Environmental Studies** : All Units

**Question Paper Pattern**

Online Examination (75 x 1 = 75 Marks) 15 questions from each unit.

**2) Value Education** : All Units

Time : Three hours Max. Marks : 75

**Question Paper Pattern**

Part – A (10 × 2 = 20 Marks) No Choice

Part – B ( 5 × 5 = 25 Marks) Five out of Eight Questions

Part – C ( 3 × 10 = 30 Marks) Three out of Five Questions

**Semester Examinations – 50 Marks**

**3) Non-Major Electives** : All Units

Time : Two hours Max. Marks : 50

**Question Paper Pattern**

Part – A ( 5 × 2 = 10 Marks) No Choice

Part – B ( 5 × 8 = 40 Marks) Five out of Eight Questions

### **Internal Quality Assurance Cell (IQAC)**

This cell ensures the quality of performance of different activities, headed by the Principal and Coordinated by a Coordinator. The cell will be guided and monitored by a quality assurance committee constituted as per the norms suggested by the NAAC.

### **Grievance Cell and Examination Committee**

There is a Grievance Cell as well as an Examination Committee in the college. The students may represent their grievances in writing to the Coordinator of Grievance Cell. The cell will forward the grievances other than examination related, to the grievance committee and examination related grievances to the examination committee. Both these committees will be chaired by Principal.

### **Research and Faculty Enrichment Council (RFEC)**

This council was constituted for the purpose of guiding young teaching staff in formulation of proposals and identifying the sources of funding and publishing research outcomes.

### **Career Guidance and Placement Cell (CGP Cell)**

This cell will extend the guidance and placement service to all the students.

### **Curriculum Development Cell (CDC)**

CDC coordinates various activities with regard to designing and restructuring the curriculum of various programmes offered by different Departments of the college.

### **Guidance and Counselling Cell**

Class teacher serves as a mentor to monitor the academic, personal and psycho-social activities of the students. Any unsolved issue at the mentor level is brought to the attention of the respective head of the Department, who refers the student concerned to the Guidance and Counselling Cell for necessary assistance.

### **Literary Committee**

It organises various literary programmes and competitions at regional and state level, in order to encourage the students to participate at various inter and intra college level contests being conducted by regional / state / national institutions.

### **Social and Environment Sensitization Club**

The club plays a vital role in sensitizing the students and the community towards environmental protection. It organizes various programmes like street plays, meetings, photo exhibitions, documentary film shows, discussions and competitions to create awareness on eco-consciousness among the public.

### **Fine Arts club**

The club encourages the students to perform on the themes of patriotic, religious and historical events, so as to instill the values, and our culture in our students. Their performance would be staged at various functions of our college.

### **Science Forum**

The Physics and Chemistry Departments have a Science Forum to provide opportunities with better exposure to the students making them to understand science concepts and conduct events on selective occasions (Science Day).

### **Students' Council**

The Council organizes various student activities and also extends support to organize extension activities conducted by the college. The common functions like student association meetings, students' expo, blood donation camps and annual day are organized by the students' council. The student representative elected from each class becomes the member of the students' council.

## INNOVATIVE PROCESSES

- a. **CA Foundation Course:** To facilitate Advance Learners in commerce, CA foundation classes are conducted by experts of commerce, economics and mathematics in order to prepare them to appear for CA Foundation Entrance Examination.
- b. **Soft skill Development:** Students organize “Soft skill Development Programme” for the students of their own department in order to develop interpersonal skills, social skills, communication skills, attitudes and career attributes by conducting events such as News Bulletin, Who Am I, News and Views and Technical Quiz.
- c. **Accounting Technician Course:** The course is conducted by Chartered Accountants of Institute of Chartered Accountants of India, Coimbatore chapter to guide, equip and prepare students to undergo internship training in the auditor’s office.
- d. **Residential Camp:** Five day residential program is being conducted for II year B.Sc(CS),BCA, B.Sc(IT) student on “Internet of Things” by company Professional in order to complement regular curriculum with additional contents and activities which will promote students’ learning strategies, working responsibilities, social skills and self confidence.
- e. **Internship Training:** The College facilities the final year students of its Un-Aided wing to undertake various internship programmes to enrich their knowledge and increase employment opportunities.
- f. **Certificate Courses:** The college provides avenues to undertake various certificate courses such as Mobile Services, Plumping and Wiring through Ramakrishna Mission Vidyalaya industrial Training Institute to enhance technical skills among students.

- g. **Communication class:** The college initiated a “Basic English Course” to facilitate the students to develop their proficiency in the English Communication.
- h. **Reddington Smart learning Center:** The Reddington Placement Training programme commenced in the year 2016, provides training to the final year UG students to improve their communication skills, Group discussion ability and interview techniques to increase their employment opportunities.
- i. **Digital Library:** Through Digital Library facility, faculty members and students can access all the digital journal and books related to their subjects. Each and every user is provided with a password to utilize these facilities. All the deliberations and subject contents discussed in the Edu-Hub Digital Learning Centre of our library are uploaded in the institutional deposit for future use.
- j. **KIOSK:** KIOSK Facility provides access to the students to view their Profile, Attendance and the availability of books required in the library stock. The student can update their profile with their academic and other achievements.
- k. **PGDCA:** The College offers PGDCA as a dual programme from the academic year 2017-18 onwards to the PG Students.
- l. **ARIC LAB:** Sri Ramakrishna Mission Vidyalaya College of Arts and Science has established a “SRMV Advanced Research Instrumentation Centre” with the financial assistance of DST under DST-FIST scheme and the management in the month of August, 2016. It provides advanced research facilities to fulfill the demands of scientific researches and industries. This modernized testing and calibration facilities along with consultancy services help the faculty, research scholars, students and research and development organisations to go for the research publications with valid and reliable results.





## TEACHING STAFF (AIDED)

S. No.	Name of the Staff	Designation
1	Dr.V.Ponnuswamy, M.Sc., M.Phil., M.A., MCA., MBA, M.A., Ph.D.	Principal
<b>DEPARTMENT OF TAMIL</b>		
2	Dr. N. Shunmugom, M.A., M.Phil., Ph.D., Dip in Linguistics	Associate Professor & HOD
<b>DEPARTMENT OF ENGLISH</b>		
3	Dr. R. Chandrasekar, M.A., M.Phil., B.Ed., PGCTE., Ph.D.	Associate Professor & HOD
4	Dr. V. Neelakandan, M.A., M.Phil., B.Ed., Ph.D.	Associate Professor
5	Sri. U. Arun Bharath, M.A., M.Phil.	Assistant Professor
6	Sri. K. Mahalingam, M.A., M.Phil.	Assistant Professor
<b>DEPARTMENT OF COOPERATION</b>		
7	Dr. C. Vellaichamy, M.Com., MBA., Ph.D.	Associate Professor & HOD
8	Dr. X. Lourdes Xavier Wilson, M.A., MBA, M.Phil., Ph.D.	Associate Professor
9	Dr. D. Ubendhiran, M.A., MBA., M.Phil., Ph.D., PGDPM	Assistant Professor
10	Dr. G. Thanikacchalam, M.A., M.Phil., Ph.D., PGDCA, PGDFM, DCHI	Assistant Professor
<b>DEPARTMENT OF SOCIAL WORK</b>		
11	Dr. K. Thirumalaisamy, M.A., M.Phil., Ph.D.	Assistant Professor & HOD
<b>DEPARTMENT OF MATHEMATICS</b>		
12	Dr. R. Murugesu, M.Sc., M.Phil., PGDCA., Ph.D.	Associate Professor & HOD
13	Dr. K. Sathiyathan, M.Sc., M.Phil., PGDCA., Ph.D.	Associate Professor & Controller of Examinations
14	Dr. K. Kanagarajan, M.Sc., M.Phil., PGDCA, PGDOR., Ph.D.	Assistant Professor
15	Dr. T. Nandha Gopal, M.Sc., M.Phil., Ph.D.	Assistant Professor
16	Dr. T. Jayakumar, M.Sc., M.Phil., Ph.D.	Assistant Professor
17	Dr. A. K. Abdul Hakeem, M.Sc., B.Ed., M.Phil., Ph.D.	Assistant Professor
<b>DEPARTMENT OF PHYSICS</b>		
18	Dr. J. Chandrasekaran, M.Sc., PGDCA., Ph.D.	Associate Professor & HOD
19	Dr. M. Sethu Raman, M.Sc., M.Phil., Ph.D.	Associate Professor

S. No.	Name of the Staff	Designation
20	Dr. M. Ramamurthy, M.Sc., B.Ed., M.Phil., Ph.D.	Associate Professor
21	Dr. R. Jayaprakash, M.Sc., Ph.D.	Associate Professor
22	Dr. R. Bharathi Kannan, M.Sc., M.Phil., PGDCA, Ph.D.	Associate Professor
23	Dr. K. Sathish Kumar, M.Sc., M.Phil., Ph.D.	Assistant Professor
24	Dr. S. Ramanathan, M.Sc., M.Phil., Ph.D.	Assistant Professor
25	Dr. C. Mahendran, M.Sc., M.Phil., Ph.D.	Assistant Professor
26	Sri. D. Sridher, M.Sc., M.Phil., B.Ed., PGDCA	Assistant Professor
<b>DEPARTMENT OF ELECTRONICS</b>		
27	Dr. R. Thangavel, M.Sc., M.Tech., M.Phil., Ph.D.	Associate Professor & HOD
28	Sri. P. Dhakshinamoorthy, M.Sc., M.Phil.	Associate Professor
29	Dr. P. Thirunavukkarasu, M.Sc., M.Phil., Ph.D., PGDCA	Associate Professor
30	Sri. K. Shanmugasundaram, M.Sc., M.Phil., PGDCA	Assistant Professor
<b>DEPARTMENT OF COMPUTER SCIENCE</b>		
31	Dr. A. V. Ramani, M.Sc., M.Phil., B.Ed., Ph.D.	Associate Professor & HOD
32	Sri. S. Kumaravel, M. Sc., M.Phil., PGDCA, CSM, PGDFM, MBA, M.A. (Yoga)	Associate Professor
33	Dr. M. Ravichandran, M.Sc., M.Phil., PGDCA, M.Phil., Ph.D.	Associate Professor
34	Dr. R. Kannan, M.C.A., M.Phil, Ph.D.	Associate Professor
<b>DEPARTMENT OF CHEMISTRY</b>		
35	Dr. A. Chandramohan, M.Sc., M.Phil., Ph.D., DCHI	Associate Professor & HOD
36	Dr. M. Dhandapani, M.Sc., M.Phil., Ph.D.	Associate Professor
37	Dr. M. Sekar, M.Sc., M.Phil., PGDCA., Ph.D.	Associate Professor
38	Dr. A. Muthusamy, M.Sc., M.Phil., M.Ed., Ph.D.	Assistant Professor
<b>LIBRARY</b>		
39	Dr. R. Jayabal, M.Com., MLIS., Ph.D(LIS)	College Librarian (S.G.)
<b>PHYSICAL EDUCATION</b>		
40	Dr. S. Rameshkumar, M.P.Ed., M.Phil., Ph.D.	Director of Physical Education

## TEACHING STAFF (UN-AIDED)

S. No.	Name of the Staff	Designation
1	Dr. R. Sridhar, M.Sc., M.C.A, M.Phil., Ph.D	Director(SF) & Head
2	Dr. K. Kandappan, M.A., M.Phil., D.L.L., DCHI., Ph.D.	Dean, Student Support Service
<b>DEPARTMENT OF COMPUTER SCIENCE</b>		
3	Dr. C. R. Sakthivel, M.C.A., M.Phil., Ph.D.	Assistant Professor & Head
4	Sri. N. Baskar, M.C.A., M.Phil.	Assistant Professor
5	Sri. J. Yesudoss, M.C.A., M.Phil.	Assistant Professor
6	Sri. R. Balamurugan, M.C.A., M.Phil.	Assistant Professor
7	Sri. K. Soundarraj, M.Sc(CS)-, MCA., M.Phil.	Assistant Professor
<b>DEPARTMENT OF COMPUTER APPLICATIONS</b>		
8	Sri. M. Jaikumar, M.C.A., M.Phil.	Assistant Professor & Head
9	Sri. J. M. Dayashankar, M.C.A., M.Phil.	Assistant Professor
10	Dr. M. Chandran, M.C.A., M.Phil., Ph.D.	Assistant Professor
11	Sri. M.K. Prakash, MCA, M.Phil.	Assistant Professor
12	Sri. G.K. Prabhu., MCA, M.Phil.	Assistant Professor
13	Sri. G. Ragupathy, M.Sc(IT), M.Phil.	Assistant Professor
14	Sri. S. Somasundaram, M.Sc., M.Phil.	Assistant Professor
<b>DEPARTMENT OF INFORMATION TECHNOLOGY</b>		
15	Sri. N. Kamaraj, M.C.A., M.Phil	Assistant Professor & Head
16	Sri. R. Ravikumar, M.C.A., M.Phil.	Assistant Professor
17	Sri. G. Dinesh, M.C.A., M.Phil.	Assistant Professor
18	Sri. V. Dineshkumar, M.Sc., M.Phil.	Assistant Professor

S. No.	Name of the Staff	Designation
<b>DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATION</b>		
19	Dr. V. Vijayaganesh, M.Com, M.Phil, PGDCA, NET, Ph.D.	Assistant Professor & Head
20	Sri. T. Saravanan, M.Com, M.Phil., B.Ed.	Assistant Professor
21	Dr. R. Mayilsamy, M.A., Ph.D., SLET	Assistant Professor
22	Dr. P. Kuppuraj, M.Com., M.Phil., PGDCA, PGDIT, Ph.D.	Assistant Professor
23	Dr. N. Elangovan, M.Com(CA), M.Ed., M.Phil., Ph.D.	Assistant Professor
24	Sri. S. Suresh kumar, M.Sc.(CS), MCA, ADCHN	Assistant Professor
25	Sri. P. Viswanathan, M.Com., B.Ed., M.Phil., PGDIT	Assistant Professor
26	Sri. V. Nandhakumar, M.Com., M.Phil., B.Ed., PGDCA	Assistant Professor
<b>DEPARTMENT OF COMMERCE</b>		
27	Dr. A. Balagurusamy, M.Com., M.Phil., PGDCA., Ph.D.	Assistant Professor & Head
28	Sri. N. Gopalsamy, M.Com., M.Phil., PGDCA	Assistant Professor
29	Sri. K. Suresh, M.Com., B.Ed., M.Phil.	Assistant Professor
30	Sri. K.L. Chandramohan, M.Com. (CA), M.Phil., B.Ed.	Assistant Professor
31	Sri. K. Ratheesh Kumar, M.Com., M.Phil., PGDCA, PGDIT	Assistant Professor
32	Sri. M. Vadivel, M.Com., B.Ed., M.Phil.	Assistant Professor
33	Sri. S. Balamurugan, M.Com.	Assistant Professor
<b>DEPARTMENT OF TAMIL</b>		
34	Dr. C. Viswanathan, M.A., M.Phil., Ph.D.	Associate Professor
35	Dr. R. Anand, M.A., M.A. (Yoga) Ph.D., NET, SET	Assistant Professor
36	Dr. T. Balamurugan, M.A., M.Phil., Ph.D., NET	Assistant Professor
37	Dr. R. Gokul, M.A., M.Phil., Ph.D., NET	Assistant Professor
38	Dr. R. Abimanyu, M.A., M.A., B.Ed., Ph.D., SET, NET	Assistant Professor
39	Sri. R. Moorthy, M.A., M.Phil., NET	Assistant Professor

S. No.	Name of the Staff	Designation
<b>DEPARTMENT OF ENGLISH</b>		
40	Sri. B. Muthukumar, M.A, M.Phil.	Assistant Professor
41	Dr. L. Suresh, M.A., M.Phil., Ph.D.	Assistant Professor
42	Sri. A. Thiyagu, M.A., M.Phil.	Assistant Professor
43	Sri. K. Nandhakumar, M.A., B.Ed., SET, M.Phil.	Assistant Professor
44	Sri. K. Mariappan, M.A., M.Phil.	Assistant Professor
45	Sri. N. Shanmugan, M.A., M.Phil.	Assistant Professor
<b>DEPARTMENT OF MATHEMATICS</b>		
46	Sri. S. Muthukumar, M.C.A, M.Phil., M.Sc.(Maths), B.Ed.	Assistant Professor
47	Dr. M. Akilesh, M.Sc., M.Phil., PGDCA., Ph.D.	Assistant Professor
48	Sri. M. Govindaraju, M.Sc., M.Phil.	Assistant Professor
49	Sri. M. Sivabalan, M.Sc, M.Phil.	Assistant Professor
50	Sri. P. Yuvaraj, M.Sc., M.Phil.	Assistant Professor
51	Sri. C. Palanisamy, M.Sc., B.Ed., D.T.Ed., M.Phil.	Assistant Professor
<b>DEPARTMENT OF COOPERATION</b>		
52	Dr. S. Velanganni, M.A., M.B.A., M.Phil., PGDCA., Ph.D.	Assistant Professor
53	Dr. R. Vasakarajan, M.A., M.Phil., M.B.A., DBFM, CCCA, SET, Ph.D.	Assistant Professor
54	Sri. P. Karthikeyan, M.A., M.B.A., M.Phil., PGDCA., D.B.FM.	Assistant Professor
55	Dr. M. Viswanathan, M.A., M.B.A., M.Phil., Ph.D.	Assistant Professor
56	Dr. P. Velusamy, M.A., M.Com., M.Phil., Ph.D.	Assistant Professor
<b>DEPARTMENT OF SOCIAL WORK</b>		
57	Sri. N. Sakthivel, M.S.W., M.Phil.	Assistant Professor
58	Dr. A. Jayaraman, M.S.W., M.Phil., Ph.D.	Assistant Professor
59	Sri. J.B. Chandrasekar, M.A., GDSW(Sin.), M.Phil., M.B.A.	Assistant Professor

S. No.	Name of the Staff	Designation
60	Dr. C. Elancheliam, M.S.W., M.Phil., Ph.D.	Assistant Professor
<b>DEPARTMENT OF CHEMISTRY</b>		
61	Sri. V. Mohanraj, M.Sc., M.Phil., DCHNA	Assistant Professor
62	Dr. G. Raja, M.Sc., Ph.D.	Assistant Professor
63	Dr. E. Selvakumar, M.Sc., M.Phil., B.Ed., Ph.D.	Assistant Professor
64	Dr. A. Murugesu, M.Sc., B.Ed., M.Phil., Ph.D.	Assistant Professor
<b>DEPARTMENT OF PHYSICS</b>		
65	Dr. R. Suresh, M.Sc., M.Phil., Ph.D.	Assistant Professor
66	Sri. R. Gopalakrishnan, M.Sc.	Assistant Professor
<b>DEPARTMENT OF PHYSICAL EDUCATION</b>		
67	Dr. G. Balasundar, M.P.Ed., M.Phil., Ph.D.	Director of Physical Education

### **NON-TEACHING STAFF (AIDED)**

S. No.	Name of the Staff	Designation
1	Sri. K. Murugaiya	Superintendent
2	Sri. R. Sivakumaran	Assistant
3	Sri. K. Bathiran	Assistant
4	Sri. S. Easwaramurthy, D.E., M.Com., M.Phil.	Training Instructor (Spl. Gr.)
5	Sri. S. Rajan, B.Com.	Lab Assistant (Spl. Gr.)
6	Sri. K. Vellingiri	Lab Assistant (S.G.)
7	Sri. R. Krishnaswamy, M.A., B.Ed.	Lab Assistant (S.G.)
8	Sri. K. Kalimuthu, M.L.I.S., M.Phil.	Lab Assistant (S.G.)
9	Sri. R. Jaganathan	Lab Assistant

S. No.	Name of the Staff	Designation
10	Sri. N. Marimuthu, ITI	Lab Assistant
11	Sri. S. Saravanan	Lab Assistant
12	Sri. N. Kanagaraj	Record Clerk (S.G.)
13	Sri. D. Ayyaswamy	Sweeper (Spl. Gr.)

### **NON-TEACHING MANAGEMENT STAFF (UN-AIDED)**

S. No.	Name of the Staff	Designation
1	Sri. N. Thangavel	Lab Assistant
2	Sri. R. Madhan Kumar, D.T.Ed., B.A.	Lab Assistant
3	Sri. S. Sivakumar	Lab Assistant
4	Sri. R. Muralidharan	Lab Assistant
5	Sri. M. Kumar	Lab Assistant
6	Sri. N. Ganeshan	Lab Assistant
7	Sri. S. Arul Subakar, DECE	Lab Assistant
8	Sri. R. Murugesan	Lab Assistant
9	Sri. N. Karthikeyan, B.Com.	Junior Assistant
10	Sri. A. Prakash	Library Assistant
11	Sri. K. Sasikumar, M.Com.	Library Assistant
12	Sri. D. Anandhakumar	Library Assistant
13	Sri. D. Karthikeyan, DECE.	Library Assistant
14	Sri. K. Purusothaman, M.Sc.	Typist
15	Sri. G. Santhanam	Typist
16	Sri. K. Ganesan	Office Assistant
17	Sri. N. Suresh	Office Assistant

S. No.	Name of the Staff	Designation
18	Sri. C. Dineshkumar	Office Assistant
19	Sri. D. Sivakumar	Office Assistant
20	Sri. D. Vasanthaprasanth, M.Com. (IB), B.Ed.	Record Clerk
21	Sri. R. Murugadass	Record Clerk
22	Sri. R. Mahesh Kumar, B.Com.	Clerk
23	Sri. S. Sankar Ganesh, DMME	Clerk
24	Sri. M. Duke Balu, B.Sc., M.L.I.S.	Asst. Librarian
25	Sri. R. Rajagopal, D.E.C.E.	Programmer
26	Sri. M. Mohanraj, DIT	Programmer
27	Sri. S. Arumugam, DCE	Programmer
28	Sri. P. Prabhu	Marker

### DDU KAUSHAL KENDRA STAFF

S. No.	Name of the Staff	Designation
1.	Sri. P. Surendar, M.E.	Assistant Professor of Production Technology
2.	Dr. S. Muthukumar, M.Sc., M.Phil., Ph.D.	Assistant Professor of Mathematics
3.	Sri. K. K. Hariharasudhan, M.E.	Assistant Professor of Electrical & Electronic Devices
4.	Sri. M. Hariharan, M.E.	Assistant Professor of Automobiles
5.	Sri. G. Muralikannan, DME.	Technical Assistant
6.	Sri. P. Rajavel	Multi Tasking Staff

### JANITORS

- |                  |                 |
|------------------|-----------------|
| 1. C. Thangamani | 5. R. Malliga   |
| 2. R. Susila     | 6. P. Parvathi  |
| 3. V. Maragatham | 7. M. Koushalya |
| 4. V. Kavitha    |                 |



## TENTATIVE ACADEMIC CALENDAR 2018-2019

ODD semester begins on 18<sup>th</sup> June 2018 and ends on  
30<sup>th</sup> October 2018

WORKING DAYS	HOLIDAYS	
Jun 10	Jun 16	Ramzan
July 22	Aug 15	Independence Day
Aug 21	Aug 22	Bakridh
Sep 18	Sep 02	Sri Krishna Jayanthi
Oct 19	Sep 13	Vinayagar Chadhurthi
	Sep 21	Moharam
	Oct 02	Gandhi Jayanthi
	Oct 18-19	Pooja Holidays
	Nov 06	Deepavali
	Nov 21	Mil-adi-nabi
<b>Total 90</b>		

CIA Test I - 16.07.2018

CIA Test II - 28.08.2018

Model Exam - 22.10.2018

Last date for paying semester fees & Exam fees without fine : **29.06.2018**

Last date for paying odd semester fees & Exam fees with fine : **13.07.2018**

Odd semester Exams begin on : **08.11.2018**



## CALENDER 2018-2019

Date	Day	JUNE 2018	Day Order	No.of Working Days
1	Friday			
2	Saturday	HOLIDAY		
3	Sunday	HOLIDAY		
4	Monday			
5	Tuesday			
6	Wednesday			
7	Thursday			
8	Friday			
9	Saturday	HOLIDAY		
10	Sunday	HOLIDAY		
11	Monday			
12	Tuesday			
13	Wednesday			
14	Thursday			
15	Friday			
16	Saturday	RAMZAN HOLIDAY		
17	Sunday	HOLIDAY		
18	Monday	COLLEGE REOPENS AFTER SUMMER VACATION	I	1
19	Tuesday		II	2
20	Wednesday	College opens for I UG Students-Orientation Programme	III	3
21	Thursday		IV	4
22	Friday	HOD Meeting	V	5
23	Saturday	HOLIDAY		
24	Sunday	HOLIDAY		
25	Monday		VI	6
26	Tuesday		I	7
27	Wednesday		II	8
28	Thursday	IQAC Working Committee Meeting	III	9
29	Friday	LAST DATE FOR PAYING ODD SEMESTER COLLEGE & EXAM FEES WITHOUT FINE	IV	10
30	Saturday	HOLIDAY		
		<b>TOTAL NO. OF WORKING DAYS=10</b>		

Date	Day	JULY 2018	Day Order	No. of Working Days
1	Sunday	HOLIDAY		
2	Monday	Administrative Committee Meeting	V	11
3	Tuesday		VI	12
4	Wednesday	RFE Committee Meeting	I	13
5	Thursday		II	14
6	Friday		III	15
7	Saturday	HOLIDAY		
8	Sunday	HOLIDAY		
9	Monday		IV	16
10	Tuesday		V	17
11	Wednesday	Administrative Committee Meeting	VI	18
12	Thursday		I	19
13	Friday	LAST DATE FOR PAYING ODD SEMESTER COLLEGE & EXAM FEES WITH FINE	II	20
14	Saturday	HOLIDAY		
15	Sunday	HOLIDAY		
16	Monday	CIA TEST I BEGINS	III	21
17	Tuesday		IV	22
18	Wednesday		V	23
19	Thursday		VI	24
20	Friday	YRC-Blood Identification Camp	I	25
21	Saturday	HOLIDAY		
22	Sunday	HOLIDAY		
23	Monday		II	26
24	Tuesday		III	27
25	Wednesday		IV	28
26	Thursday	IQAC Working Committee Meeting	V	29
27	Friday	Guru Purnima Jayanthi	VI	30
28	Saturday	HOLIDAY		
29	Sunday	HOLIDAY		
30	Monday		I	31
31	Tuesday		II	32
		<b>TOTAL NO. OF WORKING DAYS :10+22=32</b>		

Date	Day	AUGUST 2018	Day Order	No.of Working Days
1	Wednesday	Administrative Committee Meeting	III	33
2	Thursday		IV	34
3	Friday		V	35
4	Saturday	HOLIDAY		
5	Sunday	HOLIDAY		
6	Monday		VI	36
7	Tuesday		I	37
8	Wednesday		II	38
9	Thursday	Swami Ramakrishnananda Jayanthi	III	39
10	Friday		IV	40
11	Saturday	HOLIDAY		
12	Sunday	HOLIDAY		
13	Monday		V	41
14	Tuesday		VI	42
15	Wednesday	INDEPENDENCE HOLIDAY		
16	Thursday		I	43
17	Friday	Administrative Committee Meeting	II	44
18	Saturday	HOLIDAY		
19	Sunday	HOLIDAY		
20	Monday		III	45
21	Tuesday		IV	46
22	Wednesday	BAKRID HOLIDAY		
23	Thursday	IQAC Working Committee Meeting	V	47
24	Friday		VI	48
25	Saturday	HOLIDAY		
26	Sunday	Swami Niranjanananda Jayanthi, HOLIDAY		
27	Monday		I	49
28	Tuesday	CIA TEST II BEGINS	II	50
29	Wednesday		III	51
30	Thursday		IV	52
31	Friday		V	53
		<b>TOTAL NO. OF WORKING DAYS:32+21=53</b>		

Date	Day	SEPTEMBER 2018	Day Order	No.of Working Days
1	Saturday	HOLIDAY		
2	Sunday	SRI KRISHNA JAYANTHI - HOILDAY		
3	Monday		VI	54
4	Tuesday		I	55
5	Wednesday		II	56
6	Thursday		III	57
7	Friday	Administrative Committee Meeting	IV	58
8	Saturday	Swami Advaitananda Jayanthi, HOLIDAY		
9	Sunday	HOLIDAY		
10	Monday		V	59
11	Tuesday		VI	60
12	Wednesday	RFE Committee Meeting	I	61
13	Thursday	VINAYAGAR CHARURTHI - HOLIDAY		
14	Friday		II	62
15	Saturday	HOLIDAY		
16	Sunday	HOLIDAY		
17	Monday		III	63
18	Tuesday	Administrative Committee Meeting	IV	64
19	Wednesday		V	65
20	Thursday	IQAC Working Committee Meeting	VI	66
21	Friday	MOHARAM HOLIDAY		
22	Saturday	HOLIDAY		
23	Sunday	HOLIDAY		
24	Monday		I	67
25	Tuesday		II	68
26	Wednesday		III	69
27	Thursday		IV	70
28	Friday		V	71
29	Saturday	HOLIDAY		
30	Sunday	HOLIDAY		
		<b>TOTAL NO. OF WORKING DAYS:53+18=71</b>		

Date	Day	OCTOBER 2018	Day Order	No. of Working Days
1	Monday		VI	72
2	Tuesday	GANDHI JAYANTHI HOLIDAY		
3	Wednesday	Swami Abhedananda Jayanthi, RFE Committee Meeting	I	73
4	Thursday		II	74
5	Friday	Administrative Committee Meeting	III	75
6	Saturday	HOLIDAY		
7	Sunday	HOLIDAY		
8	Monday		IV	76
9	Tuesday	Swami Akhandananda Jayanthi	V	77
10	Wednesday		VI	78
11	Thursday		I	79
12	Friday		II	80
13	Saturday	HOLIDAY		
14	Sunday	HOLIDAY		
15	Monday		III	81
16	Tuesday		IV	82
17	Wednesday		V	83
18	Thursday	SARASWATHI POOJAI HOLIDAY		
19	Friday	VIJAYADASAMI HOLIDAY		
20	Saturday	HOLIDAY		
21	Sunday	HOLIDAY		
22	Monday	MODEL EXAM BEGINS	VI	84
23	Tuesday		I	85
24	Wednesday		II	86
25	Thursday		III	87
26	Friday		IV	88
27	Saturday	HOLIDAY		
28	Sunday	HOLIDAY		
29	Monday	IQAC Working Committee Meeting	V	89
30	Tuesday	LAST WORKING DAY	VI	90
31	Wednesday			
		<b>TOTAL NO. OF WORKING DAYS:71+19=90</b>		

Date	Day	NOVEMBER 2018	Day Order	No.of Working Days
1	Thursday			
2	Friday			
3	Saturday	HOLIDAY		
4	Sunday	HOLIDAY		
5	Monday			
6	Tuesday	DEEPAVALI HOLIDAY		
7	Wednesday			
8	Thursday	ODD SEMESTER EXAM BEGINS		
9	Friday			
10	Saturday	HOLIDAY		
11	Sunday	HOLIDAY		
12	Monday			
13	Tuesday			
14	Wednesday			
15	Thursday			
16	Friday			
17	Saturday	HOLIDAY		
18	Sunday	HOLIDAY		
19	Monday			
20	Tuesday	Swami Subodhananda Jayanthi		
21	Wednesday	MEELAD-UN—NABI HOLIDAY		
22	Thursday	Swami Vijnananda Jayanthi		
23	Friday			
24	Saturday	HOLIDAY		
25	Sunday	HOLIDAY		
26	Monday			
27	Tuesday			
28	Wednesday			
29	Thursday			
30	Friday			
		<b>TOTAL NO. OF WORKING DAYS</b>		



Date	Day	DECEMBER 2018	Day Order	No.of Working Days
1	Saturday	HOLIDAY		
2	Sunday	HOLIDAY		
3	Monday	COLLEGE REOPENS FOR EVEN SEMESTER	I	1
4	Tuesday		II	2
5	Wednesday		III	3
6	Thursday		IV	4
7	Friday		V	5
8	Saturday	HOLIDAY		
9	Sunday	HOLIDAY		
10	Monday		VI	6
11	Tuesday		I	7
12	Wednesday	Administrative Committee Meeting	II	8
13	Thursday		III	9
14	Friday	LAST DATE FOR PAYING EVEN SEMESTER COLLEGE FEES & EXAM FEES WITHOUT FINE	IV	10
15	Saturday	HOLIDAY		
16	Sunday	Swami Premananda Jayanthi, HOLIDAY		
17	Monday		V	11
18	Tuesday		VI	12
19	Wednesday		I	13
20	Thursday		II	14
21	Friday		III	15
22	Saturday	HOLIDAY		
23	Sunday	HOLIDAY		
24	Monday		IV	16
25	Tuesday	CHRISTMASHOLIDAY		
26	Wednesday		V	17
27	Thursday	IQAC Working Committee Meeting	VI	18
28	Friday	Holymother Sri Saradadevi Jayanthi	I	19
29	Saturday	HOLIDAY		
30	Sunday	HOLIDAY		
31	Monday	LAST DATE FOR PAYING EVEN SEMESTER COLLEGE FEES & EXAM FEES WITH FINE	II	20
		<b>TOTAL NO. OF WORKING DAYS=20</b>		

Date	Day	JANUARY 2019	Day Order	No.of Working Days
1	Tuesday	Swami Shivananda Jayanthi, NEW YEAR		
2	Wednesday		III	21
3	Thursday	Administrative Committee Meeting	IV	22
4	Friday		V	23
5	Saturday		VI	24
6	Sunday	GURU POOJA	I	25
7	Monday		II	26
8	Tuesday		III	27
9	Wednesday		IV	28
10	Thursday	RFE Committee Meeting	V	29
11	Friday		VI	30
12	Saturday	Swami Saradananda Jayanthi, HOLIDAY		
13	Sunday	BHOGI HOLIDAY		
14	Monday	PONGAL HOLIDAY		
15	Tuesday	PONGAL HOLIDAY		
16	Wednesday	THIRUVALLUVAR HOLIDAY		
17	Thursday	UZHAVAR THIRUNAL		
18	Friday	PONGAL HOLIDAY		
19	Saturday	HOLIDAY		
20	Sunday	Swami Turiyananda Jayanthi, HOLIDAY		
21	Monday	CIA TEST1 BEGINS	I	31
22	Tuesday		II	32
23	Wednesday		III	33
24	Thursday	IQAC Working Committee Meeting	IV	34
25	Friday		V	35
26	Saturday	REPUBLIC DAY HOLIDAY		
27	Sunday	Swami Vivekananda Jayanthi, HOLIDAY		
28	Monday		VI	36
29	Tuesday		I	37
30	Wednesday	Administrative Committee Meeting	II	38
31	Thursday		III	39
		<b>TOTAL NO. OF WORKING DAYS:20+19=39</b>		

Date	Day	FEBRUARY 2019	Day Order	No. of Working Days
1	Friday	YRC-Blood Identification Camp	IV	40
2	Saturday	HOLIDAY		
3	Sunday	HOLIDAY		
4	Monday		V	41
5	Tuesday		VI	42
6	Wednesday	Swami Brahmananda Jayanthi	I	43
7	Thursday	Administrative Committee Meeting	II	44
8	Friday		III	45
9	Saturday	Swami Trigunatitananda Jayanthi, HOLIDAY		
10	Sunday	HOLIDAY		
11	Monday		IV	46
12	Tuesday		V	47
13	Wednesday		VI	48
14	Thursday	RFE Committee Meeting	I	49
15	Friday		II	50
16	Saturday	HOLIDAY		
17	Sunday	HOLIDAY		
18	Monday	CIA Test II BEGINS	III	51
19	Tuesday	Swami Adbhutananda Jayanthi	IV	52
20	Wednesday		V	53
21	Thursday	IQAC Working Committee Meeting	VI	54
22	Friday		I	55
23	Saturday	HOLIDAY		
24	Sunday	HOLIDAY		
25	Monday		II	56
26	Tuesday		III	57
27	Wednesday	Administrative Committee Meeting	IV	58
28	Thursday		V	59
		<b>TOTAL NO. OF WORKING DAYS:39+20=59</b>		

Date	Day	MARCH 2019	Day Order	No.of Working Days
1	Friday	RFE Committee Meeting	VI	60
2	Saturday	HOLIDAY		
3	Sunday	HOLIDAY		
4	Monday		I	61
5	Tuesday		II	62
6	Wednesday		III	63
7	Thursday		IV	64
8	Friday	Sri Ramakrishna Jayanthi, IQAC Meeting	V	65
9	Saturday	HOLIDAY		
10	Sunday	HOLIDAY		
11	Monday		VI	66
12	Tuesday		I	67
13	Wednesday		II	68
14	Thursday		III	69
15	Friday		IV	70
16	Saturday	HOLIDAY		
17	Sunday	HOLIDAY		
18	Monday		V	71
19	Tuesday		VI	72
20	Wednesday		I	73
21	Thursday	Sri Gauranga Mahaprabhu Jayanthi	II	74
22	Friday		III	75
23	Saturday	HOLIDAY		
24	Sunday	Swami Yogananda Jayanthi, HOLIDAY		
25	Monday		IV	76
26	Tuesday		V	77
27	Wednesday	Administrative Committee Meeting	VI	78
28	Thursday	IQAC Working Committee Meeting	I	79
29	Friday		II	80
30	Saturday	HOLIDAY		
31	Sunday	HOLIDAY		
		<b>TOTAL NO. OF WORKING DAYS:59+21= 80</b>		

Date	Day	APRIL 2019	Day Order	No. of Working Days
1	Monday		III	81
2	Tuesday		IV	82
3	Wednesday	Administrative Committee Meeting	V	83
4	Thursday	MODEL EXAM BEGINS	VI	84
5	Friday		I	85
6	Saturday	Telugu New Year Holiday		
7	Sunday	HOLIDAY		
8	Monday		II	86
9	Tuesday		III	87
10	Wednesday		IV	88
11	Thursday	IQAC Working Committee Meeting	V	89
12	Friday	LAST WORKING DAY	VI	90
13	Saturday	HOLIDAY		
14	Sunday	Sri Rama Navami, Ambedkar Birthday, Tamil New Year, Holiday		
15	Monday			
16	Tuesday			
17	Wednesday	MAHAVIR JAYANTHI		
18	Thursday			
19	Friday	GOOD FRIDAY		
20	Saturday	HOLIDAY		
21	Sunday	HOLIDAY		
22	Monday	EVEN SEMESTER EXAM BEGINS		
23	Tuesday			
24	Wednesday			
25	Thursday			
26	Friday			
27	Saturday	HOLIDAY		
28	Sunday	HOLIDAY		
29	Monday			
30	Tuesday			
		<b>TOTAL NO. OF WORKING DAYS:80+10=90</b>		

## BIODATA

1. a) Name :
- b) Class :
- c) Name of the Institution :
2. a) Father's Name :
- b) Father's Occupation :
3. Date of Birth :
4. a) Age :
- b) Height (cms) & Weight (kg) :
5. Nationality :
6. Religion :
7. Educational Qualification :
8. Extra - curricular Activities  
(like NSS and NCC) :
9. Skills (like Vocal Music &  
Instrumental Music) :
10. Interests :
11. Any Course Attended :
12. Scholarship and Prizes Obtained :
13. Present Address :
14. Permanent Address :

# TIME TABLE

DAY ORDER	1	2	3	LUNCH BREAK			4	5
Periods								
I								
II								
III								
IV								
V								
VI								

# TIME TABLE

DAY ORDER	1	2	3	LUNCH BREAK			4	5
I								
II								
III								
IV								
V								
VI								