

DIARY 2016-2017

SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE

SRKV Post, COIMBATORE - 641 020 © 0422 - 2692461, Web: www.srmvcas.org e-mail: srmvcascbe@gmail.com

வழிபாடு

ஸ்ரீராமகிருஷ்ண ஸ்தோத்ரம்

ஓம் ஸ்தாபகாய ச **த**ா்மஸ்ய ஸா்வ**தா்**மஸ்வரூபிணே | அவதார வாிஷ்டாய ராமக்**ரு**ஷ்ணாய தே நம : ||

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

ஸ்ரீ சாரதாதேவி ஸ்தோத்திரம்

ஜனனீம் ஸார**தா**ம் **தே**வீம் ராமக்**ரு**ஷ்ணம் ஜகத்**கு**ரும் | பா**த**ப**த்**மே தயோ : ச்ரித்வா ப்ரணமாமி முஹூர்முஹு : ||

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.

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RAMAKRISHNA MISSION VIDYALAYA

Ramakrishna Mission Vidyalaya, Coimbatore, now a vast complex of 18 service wings, commence 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 83 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 15 UG and 6 PG programmes in both aided and unaided streams, besides offering 10 MPhil and PhD programmes. It was accredited and reaccredited by NAAC in the year 2003, 2009 and 2016 respectively. Student-strength is about 2000. The college has so far produced 405 MPhil and 92 PhD scholars.

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.

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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 to be 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 headquarters 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 Course.

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

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 150th 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 eyecatching attempt so where the children can exercise and recreation, and at the same time cultivate a mind to appreciate the Ramayana's subtle power of developing character, art, and culture.

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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

- 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.
- 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.

Students who do not have the required percentage of attendance will not be allowed to go to the next semester.

2. Dress

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

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 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:

 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.

- Indiscipline 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.
- 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.
- 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 of 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
- 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 include 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 8.30a.m. to 5.00p.m.

b) Admission to Library:

- 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.
- No person shall write upon, damage or mark upon any book, manuscript or map belonging to the Library.
- 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.

 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:

- All the students of the SRMV college of Arts and Science are eligible to borrow books from the library.
- 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

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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 p.m of the issue day to 9 am 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.
- The Librarian may lend books which are on special demand for short periods as may be necessary or temporarily declare as reference books.
- Book Lending may at any time be terminated by an order of Librarian.

- If a book is not returned to Library within the due date, an over due charge of 50 Paise per book per day will be levied.
- 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

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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 the 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 and Allied courses).

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Eva par	luatio t inclu	ation of student's performance for the theory and practical includes two components: Internal Assessment (25% of marks for theory and 40% of marks for Practical). External Examination (75% of marks for theory and 60% of marks for Practical). Part Internal Marks External Marks Total Marks / III (Theory) 25 75 100 (Practical) 40 60 100 Again the internal assessment has two components: A. Continuous Internal Assessment (CIA) Tests. B. Other internal components. G 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 CIA Examination All 5 Units 75 marks Total 140 marks 40 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 d total is 70+30 (A+B) = 100 Marks. The mark obtained of 100 mark is converted into a maximum of 25 marks 100/4)			
1.	Inte mar	rnal Asses ks for Pract	sment (25% of tical).	marks for theo	ory and 40%
2.	Exte mai	ernal Exam ks for Pract	ination (75% o tical).	of marks for the	ory and 60%
	P	art	Internal Marks	External Marks	Total Marks
17	/ II / III	(Theory)	25	75	100
	III (Pr	actical)	40	60	100
+	Aga	in the inte	rnal assessmen	t has two compo	nents:
	A.	Continuo	us Internal Ass	essment (CIA) Te	sts.
	В.	Other int	ernal compone	nts.	
For	UG P	rogramme	2:		
	A.	CIA Tests			
		1. One Ho	our CIA test	First Unit	20 marks
		2. Two ho	our CIA test	First 3 Units	45 marks
		3. Model	CIA Examination	on All 5 Units	75 marks
		Tota	al		140 mark
This	140	marks are	converted into	o a maximum o	f 70 marks (A
	В.	Other int	ernal compone	nts	
		1. Assig	ınment	20 Marks	
		2. Atter	ndance	10 Marks	
		Tota	al	30 Marks	
Gra out (i.e.	nd to of 1	otal is 70+ 00 mark i (4)	-30 (A+B) = 10 is converted i	00 Marks. The i	mark obtair n of 25 ma

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 subject maximum of 75 marks and NME subjects – 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

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

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

B. Other internal components

	Total	40 Marks
3.	Attendance	10 Marks
2.	Seminars	15 Marks
1.	Assignment	15 Marks

Grand total is 60+40 (A+B) = 100 Marks. The mark obtained out of 100 mark is 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.

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 these 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
<=64.99	0

CRITERIA FOR PASSING:

UG Programmes:

Passing Minimum for a course is 40% of the Maximum (internal, external and total)

PG Programmes:

Passing Minimum for a course is 50% of the Maximum (internal, external and total)

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 fifth semester examinations.

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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

Company	UG Programmes offering Languages for	
Components	Two Semesters	Four Semesters
PARTI:	6	12
PART II : English	6	12
PART III: Core Subjects, Allied Subjects, Project / Major Based Electives with three Courses	119	97
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
Total Credits	140	140

Note:

Distribution of marks between theory and internal assessment 1. 75:25

- There is a passing minimum for internal, external and overall.

2.	Pra	ctical Internal: External = 40):60	
3.	The	ere is a passing minimum fo	r internal, exterr	nal and overall.
4.	Pro	ject Report Presentation: vi	va voce = 40:60	
		CBCS for	r PG	
		Components	Four Semesters	Six Semesters
l		ubjects, Elective Subjects, Il's and Project	90 Credits	140 Credits
Not	e:			
	1.	Each course carries an int	ernal compone	nt
	2.	There is a passing minir components	mum for interna	al and externa
	3.	Theory - Internal : Externa	al : 25:7	75
	4.	Practical – Internal : Exter	nal : 40:6	50
	5.	Project Report - Viva Voce	: 40:6	50
Syst yea pro	tem a r 2008 gram	ents of Curriculum and par applicable to the students 3 – 2009 and onwards in Und mes, as prescribed by Tami n (TANSCHE) and Bharathia	admitted during der Graduate and I Nadu State Co	g the academic dPostGraduate
EX/	MIN	ATION RULES & REGULAT	ION	
Pat	tern (of Examinations		
aca witl A st	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. A student should have a minimum of 75% attendance to be eligible to write the examinations. A student with 65% attendance will be			
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- There is a passing minimum for internal and external

permitted to appear for semester examinations, for genuine reasons and on condition of compensating the required attendance in the subsequent semester and on payment of the condonation fee, as prescribed by Bharathiar University.

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 retest 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 and practical subjects of all semesters, except for the final semester subjects. 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. Reappearance

A student can appear for arrears in any semester in the case of external arrears.

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.

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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

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 $(2 \times 5 = 10 \text{ Marks})$

(Medium Answer / Paragraph type questions) (Two questions from first unit)

Part – B No Choice $(1 \times 10 = 10 \text{ Marks})$

(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 $(5 \times 2 = 10 \text{ Marks})$

(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) $(3 \times 5 = 15 \text{ Marks})$ (Medium Answer / Paragraph type questions) (2 questions from each unit)

Part - C Answer any Two out of three (2 x 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 $(10 \times 2 = 20 \text{ Marks})$

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

Part – B (Inbuilt Choice, i.e, either or type) $(5 \times 5 = 25 \text{ Marks})$

(Medium Answer / Paragraph type questions)

(2 questions from each unit)

Part – C Answer any Three out of five $(3 \times 10 = 30 \text{ Marks})$

(Long Answer / Essay type questions)

(1 question from each unit)

For Part - IV Subjects

Semester Examinations - 75 Marks

(1–Environmental Studies, 2–Value Education and 3–Non Maior Electives)

Environmental Studies : All Units

Question Paper Pattern

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

Value Education : All Units

Time : Three hours Max. Marks : 75

Question Paper Pattern

Part – A $(10 \times 2 = 20 \text{ Marks})$ No Choice

Part – B ($5 \times 5 = 25$ Marks) Five out of Eight Questions Part – C ($3 \times 10 = 30$ Marks) Three out of Five Questions

Semester Examinations – 50 Marks

Non Major Electives : All Units

Time : Two hours Max. Marks : 50

Part – A No Choice $(5 \times 2 = 10 \text{ Marks})$

(Answer all five questions)

Part – B $(5 \times 8 = 40 \text{ Marks})$

(Answer any five out of eight questions)

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

Internal Quality Assurance Cell
This cell ensures the quality of performance of different act headed by the Principal and Coordinated by a Coordinator. To will be guided and monitored by a quality assurance come constituted as per the norms suggested by the NAAC.

Grievance Cell and Examination Committee
There is a Grievance Cell as well as an Examination Comin the college. The students may represent their grievan writing to the Coordinator of Grievance Cell. The cell will for the grievances other than examination related, to the griecommittee and examination related grievances to the examin committee. Both these committees will be chaired by princip.

Research and Faculty Enrichment Council
This council was constituted for the purpose of guiding greaching staff in formulation of proposals and identifying sources of funding and publishing research outcomes.

Career Guidance and Placement Cell
This cell will extend the guidance and placement service to students.

Curriculum Development Cell (CDC)
CDC coordinates various activities with regard to designing restructuring the curriculum of various programmes offer different departments of the college.

Guidance and Counselling Cell
Class teacher serves as a mentor to monitor the academic, per and psycho-social activities of the students. Any unsolved at the mentor level is brought to the attention of the responded of the department, who refers the student concerned Guidance and Counselling Cell for necessary action. 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.

This council was constituted for the purpose of guiding young teaching staff in formulation of proposals and identifying the This cell will extend the guidance and placement service to all the

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

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

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

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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.



Education

The term 'education' comes from the Latin *educere* which means propulsion from the internal to the external, i.e., a process of developing the inner possibilities and powers of an individual. As a process, it comprises all those activities which help the individual to develop his abilities and accommodate himself usefully in the society. Swami Vivekananda says: 'The training by which the current and expression of will are brought under control and become fruitful is called education. Thus education is a process which should incite the individual to think, to evaluate and finally to act.'

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 (in cms)	:
	c) Weight (in kgs)	:
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	:

TENTATIVE ACADEMIC CALENDAR 2016-2017

ODD semester begins on 16th June 2016 and ends on 2nd November 2016

WORKING DAYS	HOLIDAYS		
Jun 11	July 06	Ramzan	
July 20	Aug 15	Independence day	
Aug 21	Aug 25	Sri Krishna Jayanthi	
Sep 20	Sep 05	Vinayagar Chadhurthi	
Oct 16	Sep 13	Bakridh	
Nov 02	Oct 02	Gandhi Jayanthi	
	Oct 08-11	Pooja Holidays	
	Oct 12	Moharam	
	Oct 29	Deepavali	
Total 90			

CIA Test I - 18.07.2016

CIA Test II - 29.08.2016

Model Exam - 24.10.2016

Last date for paying semester fees

& Exam fees without fine : 29.06.2016

Last date for paying odd semester fees

& Exam fees with fine : 14.07.2016

Odd semester Exams begin on : 09.11.2016

TENTATIVE ACADEMIC CALENDAR 2016-2017

EVEN semester begins on 05th December 2016 and ends on 12th April 2017

WORKING DAYS	HOLIDAYS		
Dec 20	Dec 13	Mil-adi-nabi	
Jan 18	Dec 25	X-mas	
Feb 20	Jan 12-17	Pongal Holiday	
Mar 23	Jan 26	Republic Day	
Apr 09	Apr 09	Telugu New Year	
	Apr 14	Good Friday, Tamil New year	
	Apr 14	Ambedkar Birthday	
Total 90			

CIA Test I - 04.01.2017

CIA Test II - 16.02.2017

Model Exam - 05.04.2017

Last date for paying semester fees

& Exam fees without fine : 16.12.2016

Last date for paying even semester fees

& Exam fees with fine : 30.12.2016

Even semester Exams begin on : 17.04.2017

TEACHING STAFF (AIDED)

	·				
S. No.	NAME OF THE STAFF	DESIGNATION			
1	Dr. C. Jayabalakrishnan, M.Sc., M.Phil., Ph.D	Principal			
	DEPARTMENT OF TAMIL				
2	Dr. C. Viswanathan, M.A., M.Phil., Ph.D., M.A.(Yoga)	Associate Professor & HOD			
3	Dr. N. Shunmugom, M.A., M.Phil., Ph.D., Dip in Linguistics	Associate Professor			
	DEPARTMENT OF ENGLISH				
4	Dr. R. Chandrasekar, M.A., M.Phil., B.Ed., PGCTE., Ph.D	Associate Professor & HOD			
5	Dr. V. Neelakandan, M.A., M.Phil., B.Ed., Ph.D	Associate Professor			
6	Sri. U. Arun Bharath, M.A., M.Phil.,	Assistant Professor			
7	Sri. K. Mahalingam, M.A., M.Phil.,	Assistant Professor			
	DEPARTMENT OF COOPERATION	l			
8	Dr. C. Vellaichamy, M.Com., MBA., Ph.D	Associate Professor & HOD			
9	Dr. X. Lourdes Xavier Wilson, M.A., MBA., M.Phil., Ph.D	Associate Professor			
10	Dr. D. Ubendhiran, M.A., MBA., M.Phil., Ph.D., PGDPM	Assistant Professor			
11	Dr. G. Thanikacchalam, M.A., M.Phil., Ph.D., PGDCA., PGDFM., DCHI	Assistant Professor			
	DEPARTMENT OF SOCIAL WORK				
12	Dr. K. Nagaraju, m.a., m.phil., ph.D	Associate Professor & HOD			
13	Sri. K. Thirumalaisamy, M.A., M.Phil.,	Assistant Professor			
	DEPARTMENT OF MATHEMATICS				
14	Dr. R. Murugesu, M.Sc., M.Phil., PGDCA., Ph.D	Associate Professor & HOD			
15	Dr. K. Sathiyanathan, M.Sc., M.Phil., PGDCA., Ph.D	Associate Professor			
16	Dr. K. Kanagarajan, M.Sc., M.Phil., PGDCA, PGDOR., Ph.D	Assistant Professor			
17	Dr. T. Nandha Gopal, M.Sc., M.Phil., Ph.D.,	Assistant Professor			
18	Dr. T. Jayakumar, M.Sc., M.Phil, Ph.D	Assistant Professor			
19	Dr. A. K. Abdul Hakeem, M.Sc., B.Ed., M.Phil., Ph.D.,	Assistant Professor			

S. No.	NAME OF THE STAFF	DESIGNATION			
110.	DEPARTMENT OF PHYSICS				
20	Dr.V.Ponnuswamy, M.Sc., M.Phil., M.A., MCA., MBA, M.A., Ph.D.,	Associate Professor & HOD			
21	Dr. J. Chandrasekaran, M.Sc., PGDCA., Ph.D.,	Associate Professor			
22	Dr. M. Sethu Raman, M.Sc., M.Phil, Ph.D.,	Associate Professor			
23	Dr. M. Ramamurthy, M.Sc., B.Ed., M.Phil., Ph.D.,	Associate Professor			
24	Dr. R. Jayaprakash, M.Sc., Ph.D.,	Associate Professor			
25	Dr. R. Bharathi Kannan, M.Sc., M.Phil., PGDCA, Ph.D.	Associate Professor			
26	Sri. K. Sathish Kumar, M.Sc., M.Phil.,	Assistant Professor			
27	Dr. S. Ramanathan, M.Sc., M.Phil., Ph.D.,	Assistant Professor			
28	Dr. C. Mahendran, M.Sc., M.Phil., Ph.D.,	Assistant Professor			
29	Sri. D. Sridher, M.Sc., M.Phil. ,B.Ed., PGDCA	Assistant Professor			
	DEPARTMENT OF ELECTRONICS				
30	Dr. R. Thangavel, M.Sc., M.Tech., M.Phil., Ph.D	Associate Professor & HOD			
31	Sri. P. Dhakshinamoorthy, M.Sc., M.Phil.,	Associate Professor			
32	Dr. P. Thirunavukkarasu, M.Sc., M.Phil., Ph.D., PGDCA,	Associate Professor			
33	Sri. K. Shanmugasundaram, M.Sc., M.Phil., PGDCA,	Assistant Professor			
	DEPARTMENT OF COMPUTER SCIE	NCE			
34	Dr. A. V. Ramani, M.Sc., M.Phil., B.Ed., Ph.D.,	Associate Professor & HOD			
35	Sri. S. Kumaravel, M. Sc., M.Phil., PGDCA, CSM, PGDFM,	Associate Professor			
36	Dr. M. Ravichandran, M.Sc., M.Phil., PGDCA, M.Phil. (CS), Ph.D	Associate Professor			
37	Sri. R. Kannan, M.C.A., M.Phil	Associate Professor			
	DEPARTMENT OF CHEMISTRY				
38	Dr. A. Chandramohan, M.Sc., M.Phil., Ph.D., DCHI	Associate Professor & HOD			
39	Dr. G. Amirthaganesan, M.Sc., M.Phil., Ph.D	Associate Professor			
40	Dr. J. Ravichandran, M.Sc., M.Tech., M.Phil., Ph.D.	Associate Professor			
41	Dr. M. Dhandapani, M.Sc., M.Phil., Ph.D	Associate Professor			
42	Dr. M. Sekar, M.Sc., M.Phil., PGDCA., Ph.D	Associate Professor			

S. No.	NAME OF THE STAFF	DESIGNATION			
43	Dr. A. Muthusamy, M.Sc., M.Phil., M.Ed., Ph.D	Assistant Professor			
	LIBRARY				
44	Dr. R. Jayabal, M.Com., MLIS., Ph.D(LIS)	College Librarian (S.G.)			
PHYSICAL EDUCATION					
45	Dr. S. Rameshkumar, M.P.Ed., M.Phil., Ph.D	Director of Physical Education			

TEACHING STAFF (UN-AIDED)

S. No.	Name	Department	Designation	
1.	Dr. R. Sridhar, M.Sc., M.C.A, M.Phil., Ph.D	Computer Application	Director(SF) & Head	
2.	Sri. C. R. Sakthivel, M.C.A., M.Phil.,	Computer Science	Assistant Professor & Head	
3.	Sri. V. Vijayaganesh, M.Com, M.Phil, PGDCA., NET	Commerce-CA	Assistant Professor & Head	
4.	Sri. A. Balagurusamy, M.Com., M.Phil., PGDCA.,	Commerce	Assistant Professor & Head	
5.	Sri. M. Jaikumar, m.c.a., M.Phil.,	Computer Application	Assistant Professor & Head	
6.	Sri. N. Kamaraj, M.C.A., M.Phil	Information Technology	Assistant Professor & Head	
7.	Sri. N. Baskar, M.C.A., M.Phil.,	Computer Science	Assistant Professor	
8.	Sri. J. Yesudoss, M.C.A., M.Phil	Computer Science	Assistant Professor	
9.	Sri. K. Soundarraj, M.Sc(CS)., MCA., M.Phil	Computer Science	Assistant Professor	
10.	Sri. G. Ragupathy, M.Sc(IT), M.Phil.,	Computer Science	Assistant Professor	
11.	Sri. J. M. Dayashankar, M.C.A., M.Phil.,	Computer Application	Assistant Professor	
12.	Sri. V. Dinesh Kumar, M.sc., M.Phil.,	Computer Application	Assistant Professor	
13.	Sri. M.K. Prakash, MCA., M.Phil.,	Computer Application	Assistant Professor	
14.	Sri. M. Chandran, M.C.A., M.Phil.,	Computer Application	Assistant Professor	

S. No.	Name	Department	Designation	
15.	Sri. G.K. Prabhu., MCA, M.Phil.,	Computer Application	Assistant Professor	
16.	Sri. S. Somasundaram, M.Sc.	Computer Application	Assistant Professor	
17.	Sri. T. Saravanan, M.Com, M.Phil., B.Ed.,	Commerce-CA	Assistant Professor	
18.	Sri. P. Kuppuraj, m.com., M.Phil., PGDCA., PGDIT	Commerce-CA	Assistant Professor	
19.	Sri. N. Elangovan, M.Com(CA), M.Ed., M.Phil.,	Commerce-CA	Assistant Professor	
20.	Sri. S. Suresh kumar, M.Sc(CS)., MCA., ADCHN.,	Commerce-CA	Assistant Professor	
21.	Sri. P. Viswanathan, M.Com., B.Ed., M.Phil., PGDIT,	Commerce-CA	Assistant Professor	
22.	Dr. R. Mayilsamy , M.A., Ph.D., SLET	Commerce-CA	Assistant Professor	
23.	Sri. D. Ramesh Kumar, M.Com., M.Phil., PGDCA.,	Commerce-CA	Assistant Professor	
24.	Sri. V. Nandhakumar, M.Com., M.Phil., B.Ed., PGDCA.,	Commerce-CA	Assistant Professor	
25.	Sri. N. Gopalsamy, M.Com., M.Phil., PGDCA,	Commerce	Assistant Professor	
26.	Sri. K. Suresh, M.Com., B.Ed., M.Phil.,	Commerce	Assistant Professor	
27.	Sri. K.L. Chandramohan, M.Com. (CA), M.Phil., B.Ed.,	Commerce	Assistant Professor	
28.	Sri. K. Ratheesh Kumar, M.Com., M.Phil., PGDCA, PGDIT	Commerce	Assistant Professor	
29	Sri. M. Vadivel, M.Com., B.Ed., M.Phil.,	Commerce	Assistant Professor	
30.	Sri. R. Balamurugan, M.C.A., M.Phil.,	Computer Science	Assistant Professor	
31.	Sri. G. Balasundar, M.P.Ed., M.Phil.,	Physical Education	Director of Physical Education	
32.	Sri. R. Ravikumar, m.c.a., m.Phil.,	Information Technology	Assistant Professor	
33.	Sri. G. Dinesh, M.C.A., M.Phil.,	Information Technology	Assistant Professor	

S. No.	Name	Department	Designation	
34.	Dr. T. Balamurugan, M.A., M.Phil., Ph.D., Tamil Assist		Assistant Professor	
35.	Dr. R. Anand, M.A., Ph.D., NET, SET	Tamil	Assistant Professor	
36.	Dr. R. Gokul, M.A., M.Phil., Ph.D., NET	Tamil	Assistant Professor	
37.	Dr. R. Abimanyu, M.A., M.A., B.Ed., Ph.D.,	Tamil	Assistant Professor	
38.	Sri. B. Muthukumar, M.A, M.Phil.,	English	Assistant Professor	
39.	Sri. L. Suresh, M.A., M.Phil.,	English	Assistant Professor	
40.	Sri. A. Thiyagu, M.A., M.Phil.,	English	Assistant Professor	
41.	Sri. K. Nandhakumar, M.A., B.Ed.,	English	Assistant Professor	
42.	Sri. A. Pradeepkumar, M.A., B.Ed.,	English	Assistant Professor	
43.	Sri. K. Marriappan, M.A.,	English	Assistant Professor	
44.	Sri. S. Muthukumar, M.C.A, M.Phil., M.Sc.(Maths), B.Ed.,	Mathematics	Assistant Professor	
45.	Sri. P. Yuvaraj, M.Sc., M.Phil.,	Mathematics	Assistant Professor	
46.	Sri. C. Palanisamy, M.Sc., B.Ed., D.T.Ed.,	nisamy, M.Sc., Mathematics		
47.	Dr. S. Velanganni, m.a., m.B.a., m.Phil., PGDCA., Ph.D.,	Co-operation Assistant Pro		
48.	Dr. R. Vasakarajan, m.a., M.Phil., M.B.A., Ph.D.,	Co-operation Assistant Profes		
49.	Sri. P. Karthikeyan, M.A., M.B.A., M.Phil., PGDCA., D.B.FM.,	Co-operation	Assistant Professor	
50.	Dr. M. Viswanathan, M.A., M.B.A., M.Phil., Ph.D.,	Co-operation	Assistant Professor	
51.	Dr. A.P. Velusamy, M.A., M.Com., M.Phil., Ph.D.,	Co-operation	Assistant Professor	
52.	Dr. S.P. Velusamy, M.A.(Coop), M.Com., M.A.[PASPS], MBA, M.Phil., LLB, Ph.D.,	M.A.(Coop), 3A, M.Phil., Co-operation Assistant I		
53.	Sri. N. Sakthivel, m.s.w., M.Phil.,	Social Work Assistant Profe		
54.	Sri. A. Jayaraman, m.s.w., M.Phil.,	Social Work	Assistant Professor	

S. No.	Name	Department	Designation	
55.	Sri. J.B. Chandrasekar, M.A., GDSW(Sin)., M.Phil., M.B.A.,	Social Work	Assistant Professor	
56.	Sri. C. Elancheliyan, m.s.w., M.Phil.,	Social Work	Assistant Professor	
57.	Sri. V. Mohanraj, M.Sc., M.Phil., DCHNA,	Chemistry	Assistant Professor	
58.	Dr. G. Raja, M.Sc., Ph.D.,	Chemistry	Assistant Professor	
59.	Dr. E. Selvakumar, M.Sc., M.Phil., B.Ed., Ph.D.,	Chemistry	Assistant Professor	
60.	Dr. A. Murugesh, M.Sc., B.Ed., M.Phil., Ph.D.,	Chemistry	Assistant Professor	
61.	Dr. M. Akilesh, M.Sc., M.Phil., PGDCA., Ph.D.,	Mathematics Assistant Profes		
62.	Sri. M. Govindaraju, m.sc., m.Phil.,	Mathematics	Assistant Professor	
63.	Sri. M. Sivabalan, m.sc., m.Phil.,	Mathematics	Assistant Professor	
64.	Sri. C.R. Sreekanth, M.Sc., M.Phil.,	Physics Assistant Pro		
65.	Dr. R. Suresh, M.Sc., M.Phil., Ph.D.,	Physics	Assistant Professor	

NON-TEACHING STAFF (AIDED)

S. No.	NAME OF THE STAFF	DESIGNATION
1.	Sri. K. Kannan, M.Sc	Superintendent
2.	Sri. K. Murugaiya	Assistant (S.G.)
3.	Sri. R. Sivakumaran	Assistant
4.	Sri. K. Bathiran	Junior Assistant
5.	Sri. S. Easwaramurthy, D.E., M.Com., M.Phil.,	Training Instructor
6.	Sri. C. Palaniswamy, M.Sc	Lab Assistant (Spl. Gr.)
7.	Sri. S. Rajan, B.Com	Lab Assistant (Spl. Gr.)
8.	Sri. K. Vellingiri	Lab Assistant (S.G.)
9.	Sri. R. Krishnaswamy, M.A., B.Ed.,	Lab Assistant (S.G.)
10.	Sri. K. Kalimuthu, M.L.I.S., M.Phil.,	Lab Assistant (S.G.)
11.	Sri. R. Jaganathan	Lab Assistant

S. No.	NAME OF THE STAFF	DESIGNATION
12.	Sri. N. Marimuthu, πι	Lab Assistant
13.	Sri. S. Saravanan	Lab Assistant
14.	Sri. N. Kanagaraj	Record Clerk (S.G.)
15.	Sri. D. Ayyaswamy	Sweeper(S.G)

NON-TEACHING MANAGEMENT STAFF (UNAIDED)

S. No.	Name of the Staff	Designation
1.	Sri. N. Rangaswamy, M.Sc., M.Phil., D.H.Ed.,	Controller of Examinations
2.	Sri. N. Thangavel	Lab Assistant
3.	Sri. M. Vinoth	Lab Assistant
4.	Sri. R. Madhan Kumar, D.T.Ed., B.A.,	Lab Assistant
5.	Sri. S. Sivakumar	Lab Assistant
6.	Sri. R. Muralidharan	Lab Assistant
7.	Sri. M. Kumar	Lab Assistant
8.	Sri. N. Ganeshan	Lab Assistant
9.	Sri. S. Arul Subakar, DECE.,	Lab Assistant
10.	Sri. R. Murugesan	Lab Assistant
11.	Sri. N. Karthikeyan, B.Com.,	Junior Assistant
12.	Sri. M. Duke Balu, B.Sc., M.L.I.S.,	Asst.Librarian
13.	Sri. A. Prakash	Library Assistant
14.	Sri. K. Sasikumar, M.Com.,	Library Assistant
15.	Sri. D. Anandhakumar	Library Assistant
16.	Sri. D. Karthikeyan, DECE.,	Library Assistant
17.	Sri. K. Purusothaman, м.sc.,	Typist
18.	Sri. G. Santhanam	Typist
19.	Sri. K. Ganesan	Office Assistant
20.	Sri. N. Suresh	Office Assistant
21.	Sri. C. Dineshkumar	Office Assistant
22.	Sri. D. Sivakumar	Office Assistant
23.	Sri. D. Vasantha Prasath, M.Com. (IB), B.Ed.,	Record Clerk
24.	Sri. R. Murugadass	Record Clerk

S. No.	Name of the Staff	Designation
25.	Sri. R. Mahesh Kumar, B.Com.,	Clerk
26.	Sri. S. Sankar Ganesh, рмме	Clerk
27.	Sri. S.P. Muthuraja, B.Com., DCHN, DCNE, MCSA	System Administrator
28.	Sri. R. Rajagopal, d.e.c.e.,	Programmer
29.	Sri. M. Mohanraj, DIT	Programmer
30.	Sri. P. Ashok Kumar, BCA	Programmer
31.	Sri. P. Prabhu	Marker

DDU KAUSHAL KENDRA STAFF

S. No.	Name of the Staff	Designation
1.	Sri. P. Surendar, M.E.,	Assistant Professor
2.	Dr. S. Muthukumar, M.Sc., M.Phil., Ph.D.,	Assistant Professor
3.	Sri. K. K. Hariharasudhan, M.E.,	Assistant Professor
4.	Sri. M. Hariharan, м.е.,	Assistant Professor
5.	Sri. G. Muralikannan, DME.,	Technical Assistant
6.	Sri. P. Rajavel	Multi Tasking Staff



CALENDER 2016-2017

Date	Day	JUNE 2016	Day Order	No.of Working Days
1	Wednesday	-	-	-
2	Thursday	-	-	-
3	Friday	-	-	-
4	Saturday	-	-	-
5	Sunday	-	-	-
6	Monday	-	-	-
7	Tuesday	-	-	
8	Wednesday	-	-	-
9	Thursday	-	-	
10	Friday	-	-	-
11	Saturday	-	-	-
12	Sunday	-	-	
13	Monday	-	-	-
14	Tuesday	-	-	
15	Wednesday	-	-	-
16	Thursday	COLLEGE REOPENS AFTER SUMMER VACATION	ı	1
17	Friday		Ш	2
18	Saturday	HOLIDAY	-	
19	Sunday	HOLIDAY	-	-
20	Monday	College opens for I UG Students-Orientation Programme	III	3
21	Tuesday		IV	4
22	Wednesday		V	5
23	Thursday		VI	6
24	Friday	IQAC Meeting	- 1	7
25	Saturday	HOLIDAY	-	-
26	Sunday	HOLIDAY	-	-
27	Monday		II	8
28	Tuesday		III	9
29	Wednesday	LAST DATE FOR PAYING ODD SEMESTER COLLEGE & EXAM FEES WITHOUT FINE	IV	10
30	Thursday	Administrative Committee Meeting	V	11
		TOTAL NO. OF WORKING DAYS = 11		

Date	Day	JULY 2016		No.of Working Days
1	Friday		VI	12
2	Saturday	HOLIDAY	-	-
3	Sunday	HOLIDAY	-	-
4	Monday	RFE Committee Meeting	- 1	13
5	Tuesday		П	14
6	Wednesday	RAMZAN HOLIDAY		
7	Thursday		III	15
8	Friday	Administrative Committee Meeting	IV	16
9	Saturday	HOLIDAY	-	-
10	Sunday	HOLIDAY	-	-
11	Monday		٧	17
12	Tuesday		VI	18
13	Wednesday		- 1	19
14	Thursday	LAST DATE FOR PAYING ODD SEMESTER COLLEGE & EXAM FEES WITH FINE	II	20
15	Friday		III	21
16	Saturday	HOLIDAY	-	-
17	Sunday	HOLIDAY	-	-
18	Monday	CIA TEST I BEGINS	IV	22
19	Tuesday	Guru Purnima jayanthi	٧	23
20	Wednesday		VI	24
21	Thursday	YRC-Blood Identification Camp	- 1	25
22	Friday		П	26
23	Saturday	HOLIDAY	-	-
24	Sunday	HOLIDAY	-	-
25	Monday		III	27
26	Tuesday		IV	28
27	Wednesday		V	29
28	Thursday		VI	30
29	Friday	IQAC Meeting		31
30	Saturday	HOLIDAY	-	-
31	Sunday	HOLIDAY Swami Ramakrishnananda Jayanthi	-	-
		TOTAL NO. OF WORKING DAYS :11+20=31		

1 2 3 N 4 5 6 7 8	Monday Tuesday Wednesday Thursday Friday Saturday Sunday Monday Tuesday Wednesday	Administrative Committee Meeting HOLIDAY HOLIDAY		32 33 34 35 36 - - 37
3 \\ 4 \\ 5 \\ 6 \\ 7	Wednesday Thursday Friday Saturday Sunday Monday Tuesday		IV V VI - -	34 35 36 -
4 5 6 7	Thursday Friday Saturday Sunday Monday Tuesday		V VI - - I	35 36 -
5 6 7	Friday Saturday Sunday Monday Tuesday		VI I	36 - -
6 7	Saturday Sunday Monday Tuesday		- - I	-
7	Sunday Monday Tuesday		-	- - 37
H -	Monday Tuesday	HOLIDAY	-	- 37
8	Tuesday		-	37
			ш	
9	Wednesday		11	38
10 \	Weariesady		III	39
11	Thursday		IV	40
12	Friday		٧	41
13	Saturday	HOLIDAY	-	-
14	Sunday	HOLIDAY	-	-
15	Monday	INDEPENDENCE HOLIDAY	-	-
16	Tuesday		VI	42
17 \	Wednesday		ı	43
18	Thursday	RFE Committee Meeting Swami Niranjanananda Jayanthi	II	44
19	Friday	,	III	45
20	Saturday	HOLIDAY	-	-
21	Sunday	HOLIDAY	-	-
22	Monday		IV	46
23	Tuesday		٧	47
24 \	Wednesday	Administrative Committee Meeting	VI	48
25	Thursday	SRI KRISHNA JAYANTHI; HOILDAY	-	-
26	Friday	IQAC Meeting	ı	49
27	Saturday	HOLIDAY	-	-
28	Sunday	HOLIDAY	-	-
29	Monday	CIA TEST II BEGINS	II	50
30	Tuesday		III	51
	Wednesday	Swami Advaitananda jayanthi	IV	52
		TOTAL NO. OF WORKING DAYS:31+21=52		

Date	Day	SEPTEMBER 2016		No.of Working Days
1	Thursday		٧	53
2	Friday		VI	54
3	Saturday	HOLIDAY	-	-
4	Sunday	HOLIDAY	-	-
5	Monday	VINAYAGAR CHARURTHI HOLIDAY	-	-
6	Tuesday		I	55
7	Wednesday		II	56
8	Thursday	Administrative Committee Meeting	III	57
9	Friday	RFE Committee Meeting	IV	58
10	Saturday	HOLIDAY	-	-
11	Sunday	HOLIDAY	-	-
12	Monday		٧	59
13	Tuesday	BAKRID HOLIDAY	-	-
14	Wednesday		VI	60
15	Thursday		I	61
16	Friday		II	62
17	Saturday	HOLIDAY	-	-
18	Sunday	HOLIDAY	-	-
19	Monday		III	63
20	Tuesday		IV	64
21	Wednesday		٧	65
22	Thursday	Administrative Committee Meeting	VI	66
23	Friday		1	67
24	Saturday	HOLIDAY Swami Abhedananda jayanthi	-	-
25	Sunday	HOLIDAY	-	-
26	Monday		II	68
27	Tuesday		III	69
28	Wednesday		IV	70
29	Thursday	IQAC Meeting	٧	71
30	Friday	Swami Akhandananda jayanthi		72
		TOTAL NO. OF WORKING DAYS:52+20=72		

Date	Day	OCTOBER 2016		No.of Working Days
1	Saturday	HOLIDAY	-	-
2	Sunday	GANDHI JAYANTHI HOLIDAY	-	-
3	Monday	RFE Committee Meeting	- [73
4	Tuesday		II	74
5	Wednesday		III	75
6	Thursday		IV	76
7	Friday	Administrative Committee Meeting	V	77
8	Saturday	HOLIDAY	-	-
9	Sunday	HOLIDAY	-	-
10	Monday	SARASWATHI POOJAI HOLIDAY	-	-
11	Tuesday	VIJAYADASAMI HOLIDAY	-	-
12	Wednesday	MOHARAM HOLIDAY	-	-
13	Thursday		VI	78
14	Friday		- 1	79
15	Saturday	HOLIDAY	-	-
16	Sunday	HOLIDAY	-	-
17	Monday		II	80
18	Tuesday		III	81
19	Wednesday		IV	82
20	Thursday		٧	83
21	Friday		VI	84
22	Saturday	HOLIDAY	-	-
23	Sunday	HOLIDAY	-	-
24	Monday	MODEL EXAM BEGINS	I	85
25	Tuesday		Ш	86
26	Wednesday	IQAC Meeting	III	87
27	Thursday		IV	88
28	Friday	HOLIDAY	-	-
29	Saturday	DEEPAVALI HOLIDAY	-	-
30	Sunday	HOLIDAY	-	-
31	Monday	HOLIDAY	-	-
		TOTAL NO. OF WORKING DAYS:72+16=88		

Date	Day	NOVEMBER 2016	Day Order	No.of Working Days
1	Tuesday			89
2	Wednesday	LAST WORKING DAY	VI	90
3	Thursday		-	-
4	Friday		-	-
5	Saturday	HOLIDAY	-	-
6	Sunday	HOLIDAY	-	-
7	Monday	-	-	-
8	Tuesday	-	-	-
9	Wednesday	ODD SEMESTER EXAM BEGINS	-	-
10	Thursday	Administrative Committee Meeting	-	-
11	Friday	Swami Subodhananda jayanthi	-	-
12	Saturday	-	-	-
13	Sunday	Swami Vijnanananda jayanthi	-	-
14	Monday	-	-	-
15	Tuesday	-	-	-
16	Wednesday	-	-	-
17	Thursday	-	-	-
18	Friday	-	-	-
19	Saturday	-	-	-
20	Sunday	-	-	-
21	Monday	-	-	-
22	Tuesday	-	-	-
23	Wednesday	-	-	-
24	Thursday	-	-	-
25	Friday	-	-	-
26	Saturday	-	-	-
27	Sunday	-	-	-
28	Monday	-	-	-
29	Tuesday	-	-	-
30	Wednesday	-	-	-
		TOTAL NO. OF WORKING DAYS 88+2=90		

Date	Day	DECEMBER 2016	Day Order	No.of Working Days
1	Thursday		-	-
2	Friday		-	-
3	Saturday	HOLIDAY	-	-
4	Sunday	HOLIDAY	-	-
5	Monday	COLLEGE REOPENS FOR EVEN SEMESTER	ı	1
6	Tuesday		Ш	2
7	Wednesday		III	3
8	Thursday	Swami Premananda Jayanthi	IV	4
9	Friday		٧	5
10	Saturday	HOLIDAY	-	-
11	Sunday	HOLIDAY	-	-
12	Monday		VI	6
13	Tuesday	MEELAD-UN—NABI HOLIDAY	-	-
14	Wednesday	Administrative Committee Meeting	ı	7
15	Thursday		Ш	8
16	Friday	RFE Committee Meeting, LAST DATE FOR PAYING EVEN SEMESTER COLLEGE FEES &EXAM FEES WITHOUT FINE		9
17	Saturday	HOLIDAY	-	-
18	Sunday	HOLIDAY	-	-
19	Monday		IV	10
20	Tuesday	Sri Sri Ma Sarada devi Jayanthi	V	11
21	Wednesday		VI	12
22	Thursday		I	13
23	Friday	IQAC Meeting	Ш	14
24	Saturday	HOLIDAY, Swami Shivananda Jayanthi	-	-
25	Sunday	CHRISTMAS HOLIDAY	-	-
26	Monday		III	15
27	Tuesday		IV	16
28	Wednesday		٧	17
29	Thursday		VI	18
30	Friday	LAST DATE FOR PAYING EVEN SEMESTER COLLEGE FEES &EXAM FEES WITH FINE		19
31	Saturday		II	20
		TOTAL NO. OF WORKING DAYS=20		

Date	Day	JANUARY 2017	Day Order	No.of Working Days
1	Sunday	NEW YEAR , GURU POOJA	III	21
2	Monday		IV	22
3	Tuesday		٧	23
4	Wednesday	Swami Saradananda Jayanthi, CIA TEST-I BEGINS	VI	24
5	Thursday		I	25
6	Friday	Administrative Committee Meeting	II	26
7	Saturday	HOLIDAY	-	-
8	Sunday	HOLIDAY	-	-
9	Monday		III	27
10	Tuesday		IV	28
11	Wednesday	Swami Turiyananda Jayanthi	٧	29
12	Thursday	HOLIDAY	-	-
13	Friday	BHOGI HOLIDAY	-	-
14	Saturday	PONGAL HOLIDAY	-	-
15	Sunday	HOLIDAY	-	-
16	Monday	UZHAVAR THIRUNAL	-	-
17	Tuesday	HOLIDAY	-	-
18	Wednesday		VI	30
19	Thursday	Sri Sri Swamiji Jayanthi	I	31
20	Friday		II	32
21	Saturday	HOLIDAY	-	-
22	Sunday	HOLIDAY	-	-
23	Monday		III	33
24	Tuesday		IV	34
25	Wednesday	RFE Committee Meeting	٧	35
26	Thursday	REPUBLIC DAY HOLIDAY	-	-
27	Friday	IQAC Meeting	VI	36
28	Saturday	HOLIDAY	-	-
29	Sunday	HOLIDAY, Swami Brahmananda Jayanthi	-	-
30	Monday	Administrative Committee Meeting	I	37
31	Tuesday	Swami Trigunatitananda Jayanthi	II	38
		TOTAL NO. OF WORKING DAYS:20+18=38		

Date	Day	FEBRUARY 2017	Day Order	No.of Working Days
1	Wednesday		III	39
2	Thursday	YRC-Blood Identification Camp	IV	40
3	Friday		V	41
4	Saturday	HOLIDAY	-	-
5	Sunday	HOLIDAY	-	-
6	Monday		VI	42
7	Tuesday	Administrative Committee Meeting	I	43
8	Wednesday		II	44
9	Thursday		III	45
10	Friday	Swami Adbhutananda Jayanthi	IV	46
11	Saturday	HOLIDAY	-	-
12	Sunday	HOLIDAY	-	-
13	Monday		٧	47
14	Tuesday		VI	48
15	Wednesday		I	49
16	Thursday	CIA Test-II BEGINS	II	50
17	Friday	RFE Committee Meeting	III	51
18	Saturday	HOLIDAY	-	-
19	Sunday	HOLIDAY	-	-
20	Monday		IV	52
21	Tuesday		٧	53
22	Wednesday	Swami Adbhutanandaji Jayanthi	VI	54
23	Thursday		I	55
24	Friday	IQAC Meeting	II	56
25	Saturday	HOLIDAY	-	-
26	Sunday	HOLIDAY	-	-
27	Monday	Administrative Committee Meeting	III	57
28	Tuesday	Sri Sri Ramakrishna Deva Jayanthi	IV	58
		TOTAL NO. OF WORKING DAYS: 38+20=58		

Date	Day	MARCH 2017		No.of Working Days
1	Wednesday		٧	59
2	Thursday		VI	60
3	Friday		1	61
4	Saturday	HOLIDAY	-	-
5	Sunday	HOLIDAY	-	-
6	Monday		П	62
7	Tuesday		III	63
8	Wednesday		IV	64
9	Thursday		V	65
10	Friday		VI	66
11	Saturday	HOLIDAY	-	-
12	Sunday	HOLIDAY, Sri Gouranga Mahaprabhu Jayanthi	-	-
13	Monday		1	67
14	Tuesday		П	68
15	Wednesday		III	69
16	Thursday	Swami Yogananda Jayanthi	IV	70
17	Friday		٧	71
18	Saturday	HOLIDAY	-	-
19	Sunday	HOLIDAY	-	-
20	Monday		VI	72
21	Tuesday	Administrative Committee Meeting	I	73
22	Wednesday		II	74
23	Thursday		III	75
24	Friday		IV	76
25	Saturday	HOLIDAY	-	-
26	Sunday	HOLIDAY	-	-
27	Monday		٧	77
28	Tuesday		VI	78
29	Wednesday	RFE Committee Meeting	I	79
30	Thursday		II	80
31	Friday	IQAC Meeting	III	81
		TOTAL NO. OF WORKING DAYS:58+23=81		

Date	Day	APRIL 2017	Day Order	No.of Working Days
1	Saturday	HOLIDAY	-	-
2	Sunday	HOLIDAY	-	-
3	Monday		IV	82
4	Tuesday	Administrative Committee Meeting	V	83
5	Wednesday	MODEL EXAM BEGINS, Rama Navami	VI	84
6	Thursday		I	85
7	Friday		II	86
8	Saturday	HOLIDAY	-	-
9	Sunday	Telugu New Year Holiday	-	-
10	Monday		III	87
11	Tuesday		IV	88
12	Wednesday		V	89
13	Thursday	LAST WORKING DAY	VI	90
14	Friday	AMBEDKAR BIRTHDAY HOLIDAY,TAMIL NEW YEAR, GOOD FRIDAY		-
15	Saturday	HOLIDAY		-
16	Sunday	HOLIDAY	-	-
17	Monday	EVEN SEMESTER EXAM BEGINS	-	-
18	Tuesday	-	-	-
19	Wednesday	-	-	-
20	Thursday	-	-	-
21	Friday	-	-	-
22	Saturday	-	-	-
23	Sunday	-	-	-
24	Monday	-	-	-
25	Tuesday	-	-	-
26	Wednesday	-	-	-
27	Thursday	-	-	-
28	Friday	-	-	-
29	Saturday	-	-	-
30	Sunday		-	-
		TOTAL NO. OF WORKING DAYS:81+9=90		

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