

St. Joseph's College of Arts and Science for Women



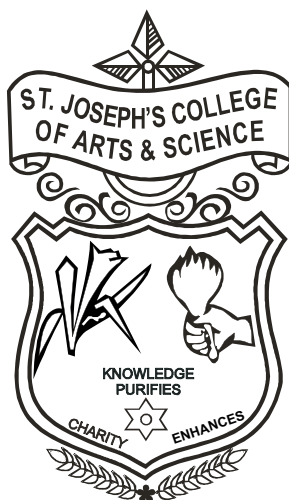
(Affiliated to Periyar University, Salem)
Mookandapalli, Hosur.

ST. FRANCESCO AUDITORIUM

CALENDAR
2016 - 2017

St. Joseph's College of Arts and Science for Women

(Affiliated to Periyar University, Salem)
Mookandapalli, Hosur.



CALENDAR 2016-2017



PERSONAL DETAILS

2018-2019

Name of the Student :

Admission No :

Class :

Date of Birth :

Blood Group :

Parent's Name :

Address :

:

:

Phone Number :



Residence :

Mobile :

Office :

Signature of the Student :

Signature of the Parent :



The Lord is merciful and gracious,
slow to anger and abounding in steadfast love. (Psalm 103:8)

COLLEGE PRAYER

Almighty and ever living God

You are the source of all truth and wisdom.

I worship you and adore you

For, in your love you created me,

In your wisdom, you rule

And in your providence, you protect me.

Penetrate my inmost being with your Holy light,

Enlighten me to discern the right from the wrong,

Good from evil, just from unjust.

Show me your blessings upon me that I may have

Pure thoughts, kind words and a life of love.

Give me the grace to understand what I learn,

And to live what I understand.

Help me fight against evil, injustice and disharmony

And mould me to be your instrument of joy and peace in the society.

We pray for our parents, staff, benefactors and friends.

Bless them all with good health, long life,

Joy, peace and Heaven's choicest blessings.

- Amen.

THE NATIONAL ANTHEM

FULL VERSION

Jana-Gana Mana Adhinayaka Jaya-he,
Bharatha Bhagya-Vidhata
Punjaba-Sindhu Gujarata Maratha
Dravida-Utkala-Banga

Vindhya-Himachala Yamuna Ganga
Uchchala jaladhi-taranga

Tava-Subha naame jage
Tava subha ashisa mage
Gahe tava jaya-gatha

Jana-Gana Mangala-dayaka Jaya he,
Bharatha Bhagya Vidhata

Jaya he, Jaya he, Jaya he,
Jaya Jaya Jaya Jaya he.

ENGLISH TRANSLATION

Thou art the ruler of the minds of all people
Thou dispenser of India's destiny
Thy name rouse the hearts of the Punjab, Sind,
Gujarat and Maratha, Dravida, Orissa and Bengal
It echoes in the hills of the Vindhyas and Himalayas,
Mingles in the music of Jamuna and Ganga and is
Chanted by the waves of the Indian sea.
They pray for thy blessings and sing their praise
Thou dispenser of India's destiny
Victory, Victory, Victory to Thee.

And the Lord will guide you continually,
and satisfy your desire with good things [Isaiah 58:11]

COLLEGE ANTHEM

Joseph our patron, our model
We hail and glorify thee
Just and true were you in life
Simple and humble were you in heart.

(Chorus)
Sing, sing we our motto
Ring, ring in our ears
Knowledge purifies our minds
Love modifies our hearts

Joseph we sing your praises
Daughters we implore thy care
Guide us in trails of sea
Give us thy light in darkness (Chorus)

Make us pure in thoughts
Keep us kind in words
Mould us human in action
Bring us divine in heart (Chorus)

THE PLEDGE

India is my country. All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

I shall give respect to my parents, teachers and all elders and treat everyone with courtesy.

To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

Hitherto you have asked nothing in my name; ask,
and you will receive, that your joy may be full. [John 16:24]

OUR COLLEGE

Name of the College : St. Joseph's College of Arts & Science
for Women

Postal Address : Mookandapalli, SIPCOT
Hosur - 635 126. Krishnagiri Dt.

Telephone No. : 04344-274453, 98949 05338

Tele Fax No. : 04344-274453

E-Mail : stjoseph.college10@gmail.com

Website : www.stjosephcollege.edu.in

Principal & Secretary: Rev. Dr. Sr. I. Arockia Rani, M.Sc., M.Phil., Ph.D., PGDCA.,

YEAR OF ESTABLISHMENT: 2006

St. Joseph's College of Arts and Science for Women is situated in Mookandapalli, SIPCOT, Hosur, Krishnagiri Dist, and is administered by the Franciscan Sisters of the Presentation of Mary. The College is affiliated to Periyar University, Salem and started functioning from 25th October 2006. The College admits students of all caste and creed. Hostel accommodation and bus facilities are provided. Application for admission to the college and the hostel should be made in the prescribed form.

MOTTO

Knowledge Purifies, Charity Enhances.

VISION STATEMENT

Towards building a dynamic learning community strengthened by moral values that promote responsible citizenship and effective intellectual, social and environmental changes.

MISSION STATEMENT

- To render innovative and responsive education.
- To foster intellectual, personal and spiritual development.
- To inculcate social responsibility.
- To nurture environmental awareness.
- To develop communal harmony and national integration.

Therefore the LORD waits to be gracious to you; therefore he exalts himself to show mercy to you. [Isaiah 30:18]

OBJECTIVES

- Σ To create the best possible learning environment maximizing student achievement.
- Σ To transform the learners through passionate professors of long standing commitment.
- Σ To prepare the students to utilize the opportunities and innovative ideas in the challenging atmosphere.
- Σ To empower intellectual, personal, social and cultural development of the learners.
- Σ To impart holistic education through relationships, responsibility and reverence.
- Σ To invest time in knowledge, opportunity and critical thinking of the learners.
- Σ To instil moral and spiritual enlightenment in learners.
- Σ To promote the sense of responsibility towards Nation.
- Σ To provide better placement opportunities for the outgoing students.
- Σ To foster value based education to the students through mentoring, counselling, guiding and developing them to be recognized as good personalities.

MEMBERS OF THE GOVERNING BODY

- President : Very Rev. Mother Celine Nirmala
Superior General,
Presentation Convent,
Big Bazaar Street, Coimbatore- 641 001
- Vice President : Rev. Sr. Antony Pushpam
Asst. Superior General,
Presentation Convent,
Big Bazaar Street, Coimbatore- 641 001
- Principal & Secretary : Rev. Sr. Arockia Rani
St. Joseph's College of Arts & Science for Women,
Mookandapalli, Hosur- 635 126
- Treasurer : Rev. Sr. Sagaya Mary James
Vice Principal,
St. Joseph's College of Arts & Science for Women,
Mookandapalli, Hosur- 635 126
- Members : Rev. Sr. Camillo
Education Co-ordinator,
Presentation Convent,
Big Bazaar Street, Coimbatore- 641 001
- Rev. Sr. Odilia
Provincial, Fransisco Province,
Madhuranthagam, Chennai-600083
- Rev. Sr. Dona Grace Jayaseeli
Principal, Justin College,
Cholapuram Taluk and Dist - 630 557
- Rev.Sr. Kulandai Therese
Principal, St. Joseph's College for Women,
Kangayam Road, Tirupur – 638 604
- Rev. Sr. Pauline Mary Helen
Principal,
Nirmala College for Women,
Coimbatore – 641 018

TEACHING STAFF 2016-2017

Secretary

Rev. Sr. Pauline Mary, M.Sc., M.Phil., B.Ed.,

Principal

Dr. J.D Mary Scinthia, M.Sc., M.Phil., Ph.D.,

Vice Principal

Rev. Sr. Sagaya Mary James, M.Sc., M.Phil., M.B.A., B.Ed.,

Department of Tamil

Dr. P. Ezhilarasi, M.A., M.Phil., B.Ed., Ph.D.,

Mrs. C. Hemalatha, M.A., M.Phil., M.Ed.,

Mrs. E. Kavitha, M.A., M.Phil.,

Mrs. N. Kanimozhi, M.A.,

Department of English

Dr. K. Lavanya, M.A., M.Phil., Ph.D.,

Mrs. Pansy Evangeline Victor, M.A., M.Phil.,

Mrs. L. Jenniffer, M.A., M.Phil.,

Ms. L. Vidhya Priya, M.A., B.Ed.,

Ms. K. Saranya, M.A.,

Ms. M. Ghayathri, M.A., M.Phil.,

Ms. K. Kavitha, M.A.,

Ms. R. Somiyajayaranjini, M.A., M.Phil.,

Ms. E. Vinodhini, M.A., B.Ed., M.Phil.,

Mrs. N. Poongothai, M.A., M.Phil.,

Mrs. L. Anjalin Mary, M.A.,

Department of Computer Science

Mrs. Dhina Suresh, M.Sc., M.Phil.,

Mrs. S.I. Anto Ramya, MCA., M.Phil.,

Mrs. S. Bobby, M.Sc., M.Phil.,

Mrs. V. Niranjana, MCA., M.Phil.,

Mrs. S. Zindhu, MCA., M.Phil.,

Mrs. G. Anitha, M.Sc., M.Phil., B.Ed.,

Mrs. G. Aswini, M.Sc., M.Phil., B.Ed.,

Mrs. I. Anusha Prem, M.Sc. M.Phil.,

Mrs. D. Shanuka, MCA., M.Phil.,

Mrs. P. Jayanthi, M.Sc., M.Phil.,

Mrs. D.T. Vimala, M.Sc., M.Phil.,

Mrs. S. Irin Gnanasoundari, MCA., M.Phil.,

Mrs. R. Usha Priya, M.Sc., M.Phil.,

Department of Business Administration

Mrs. C. Magila, MBA., M.Com.,

Mrs. M. Sudha, MBA.,

Mrs. C.A. Uma, MBA.,

Mrs. R. Pavithra, MBA., MSW.,

Apply your mind to instruction and your ear to
words of knowledge. [Proverbs 23:12]

Department of Biotechnology

Mrs. A. Margret Kanimozhi, M.Sc., M.Phil., B.Ed.,
Mrs. B. Nithya, M.Sc., M.Phil.,
Ms. P. Jancy Magdalene, M.Sc., M.Phil.,

Department of Commerce

Mrs. Reena Raj, M.Com., M.Phil.,
Mrs. A. Viyani Jenita Mary, M.A., M.Phil.,
Mrs. S. Kavitha, M.Com., M.Phil.,
Mrs. M. Priya, M.Com., M.Phil., B.Ed.,
Mrs. G. Rajeswari, M.Com., M.Phil.,
Ms. B. Ruhitha Parwesh, M.Com., M.Phil.,
Dr. V. Sengamalam, M.Com., M.Phil., MBA., Ph.D.,
Mrs. G. Banupriya, M.Com., M.Phil.,
Mrs. N. Vadivu, M.Com., M.Phil.,
Dr. D. Bhuvana, M.Com., M.Phil., Ph.D.,
Mrs. R.S. Shashikala, M.Com.,
Mrs. B. Uma Mahesware, M.Com.,

Department of Mathematics

Mrs. B.K. Jaleesha, M.Sc., M.Phil., B.Ed., Ph.D.,
Mrs. T. Mahalakshmi, M.Sc., M.Phil., B.Ed.,
Mrs. S. Pavana Swetha, M.Sc., M.Phil., B.Ed.,
Ms. R.S. Karunya, M.Sc., M.Phil., B.Ed.,
Ms. A. Kulandhai Therese, M.Sc., PGDOR, M.Phil.,
Mrs. M. Meenakshi, M.Sc., M.Phil.,
Mrs. M. Shobana Priya, M.Sc., M.Phil.,
Mrs. B. Deepa, M.Sc., B.Ed., M.Phil.,
Mrs. K. Kavitha, M.Sc., M.Ed.,
Mrs. E. Sagana, M.Sc., M.Phil.,
Mrs. G.J. Jebaselvi Kavitha, M.Sc., M.Phil., B.Ed.,

Department of Physics

Mrs. M. Rashmi, M.Sc., B.Ed., M.Phil., Ph.D.,
Mrs. P. Indumathi, M.Sc., B.Ed., M.Phil.,
Mrs. P. Sangeetha, M.Sc., M.Phil.,
Mrs. A. Gnana Soundari, M.Sc., B.Ed.,

Department of Chemistry

Mrs. A. Kalarani, M.Sc., M.Phil.,
Ms. C. Suganya, M.Sc., B.Ed.,
Mrs. V. Vidya, M.Sc., B.Ed.,

Department of Nutrition and Dietetics

Ms. A. Kamatchi, M.Sc.,
Ms. A. Suganya, M.Sc.,

Librarian

Mrs. V. Eswari Bai, M.L.I.S.,

Physical Directress

Mrs. M. Adlin Mary, M.P.Ed., M.Phil.,

To do righteousness and justice is more acceptable to
the LORD than sacrifice. [Proverbs 21:3]

NON - TEACHING STAFF

Rev. Sr. Sippriyan Mary	-	Clerk
Mrs. F. Amala Pushpam	-	Office Asst.
Mr. N. Bala Krishnan	-	Office Asst.
Mrs. S. Kalaiyarasi	-	Office Asst.
Mrs. C. Mary Jansi Rani	-	Lab Asst.
Ms. B. Nandadeepa	-	Lab Asst.
Mrs. Dhanalakshmi		Lab Asst.
Ms. Leelasri		Lab Asst.
Mrs. N.Chithra	-	Sweeper
Mrs. Obamma	-	Sweeper
Mrs. Puttamma	-	Sweeper
Mrs. Lakshmi	-	Sweeper
Mrs. Unnamalai	-	Sweeper
Mrs. Agila	-	Sweeper
Mrs.Irudaya Mary	-	Sweeper
Mrs.Anna Mary	-	Sweeper
Mrs. Sivagami	-	Sweeper
Mrs. Madhammal	-	Sweeper
Mrs. Pavithra	-	Sweeper
Mr. Krishnachary	-	Driver
Mr. A. Ramesh	-	Driver
Mr. Raju	-	Driver
Mr. Srinivasan	-	Driver
Mr. Lokesh	-	Driver
Mr. Venkatesh	-	Van Driver
Mr. Venkatesh	-	Conductor
Mr. Venkatesh	-	Conductor
Mr. Muniyappa	-	Conductor
Mr. Rakesh	-	Conductor
Mr. Sasikumar	-	Conductor
Mr. Madhiazhagan	-	Watchman
Mr. Palaniswamy	-	Watchman

ACADEMIC PROGRAMME

General Course Pattern

Part I	:	Foundation Course I : Tamil, Telugu Hindi, Kannada, Urdu, French
Part II	:	Foundation Course II : English
Part III / IV / V	:	Core Subjects, Allied Subjects, Elective, SBEC, Non Major
Common Subjects	:	Environmental Studies, Yoga, Human Rights

COURSES OFFERED BY THE COLLEGE

CBCS (Choice Based Credit System)

UG Courses

#	Main	Allied	Elective	SBEC	NMEC	Eligibility for Admission
1	B.Sc (CS)	<ul style="list-style-type: none"> •Allied Statistics-I •Allied Statistics-II •Principles of Accounting •Cost and Management Accounting 	<ul style="list-style-type: none"> • Elective-I Computer Networks • Elective-II Software Project Management • Elective-III Mobile Computing 	<ul style="list-style-type: none"> • System Administration • Internet and its Application • MS Access • Soft Skill • MS- Excel and Power point • Flash 	<ul style="list-style-type: none"> •Principles of Management • Human Resource Management 	+2 with Mathematics (or) Business Mathematics (or) Computer Science (or) Statistics
2	BCA	<ul style="list-style-type: none"> •Allied Statistics-I •Allied Statistics-II •Principles of Accounting •Cost and Management Accounting 	<ul style="list-style-type: none"> • Elective-I Multimedia Systems • Elective-II Mobile Computing • Elective-III Software Project Management 	<ul style="list-style-type: none"> • Internet and its Application • HTML and JAVA Script • Excel and Power Point • Java Script • Soft Skills • VB Script 	<ul style="list-style-type: none"> •Principles of Management • Human Resource Management 	+2 with Mathematics (or) Business Mathematics (or) Computer Science (or) Statistics

#	Main	Allied	Elective	SBEC	NMEC	Eligibility for Admission
3	B.Com.	<ul style="list-style-type: none"> •Business Economics •Indian Economy •Business Statistical Methods •Business Statistical Decision 	<ul style="list-style-type: none"> •Elective-I Office Organisation •Elective - II Secretarial Practice 	<ul style="list-style-type: none"> •Marketing •Salesmanship •Advertisement •Business Environment •Indian Financial Services •Human Resource Development 	Tourism & Economic Development	+2 with academic (or) Vocational Stream
4	B.Com. (CA)	<ul style="list-style-type: none"> •Business Application S/w •Fundamentals of Computer & Tally •Business Statistical Methods •Business Statistical Decision 	<ul style="list-style-type: none"> •Elective-I Office Organisation •Elective - II Secretarial Practice 	<ul style="list-style-type: none"> •Marketing •Salesmanship •Advertisement •Business Environment •Indian Financial Services •Human Resource Development 	Tourism and Economic Development	+2 with academic (or) Vocational Stream
5	BBA (CA)	<ul style="list-style-type: none"> •Quantitative Techniques-I •Quantitative Techniques-II •Enterprise Resource Planning •Element of Business Law •Management Information System •Visual Basic 	<ul style="list-style-type: none"> •Elective-I Services Marketing •Elective-II Retail Marketing •Management 	<ul style="list-style-type: none"> •Elements of Insurance •Business Process Outsourcing •Public Relations •Practice Of Public Relation •Inplant Training 	<ul style="list-style-type: none"> •Tourism and Economic Development-I •Tourism and Economic Development-II 	+2 with academic (or) Vocational Stream
6	B.Sc., (Math)	<ul style="list-style-type: none"> •Mathematical Statistics •Inferential Statistics •Allied Physics-I •Allied Physics-II 	<ul style="list-style-type: none"> •Vector Analysis •Linear Programming •Operations Research 	<ul style="list-style-type: none"> •Aptitude Examination-III •Aptitude Examination-IV •Prog. In C •C Programming Practical 	<ul style="list-style-type: none"> •Basics Of Computers and Office Automation •HTML and Web Design 	+2 with academic

#	Main	Allied	Elective	SBEC	NMEC	Eligibility for Admission
7	BA English	<ul style="list-style-type: none"> • Social History of England • History of English Literature • Literary Forms & Criticism • Phonetics & Transcription 	<ul style="list-style-type: none"> • English for Competitive Exams • English Literature for Competitive Exams • Communication Skills Practicals 	<ul style="list-style-type: none"> • Creative Writing • Soft skills for Career Communication • Presentation Skills • Personality Development 	<ul style="list-style-type: none"> • Basics of Computer • Office Automation (Word) 	+2 with academic (or) Vocational Stream
8	B.Sc., (Bio-Tech)	<ul style="list-style-type: none"> • Bio Chemistry-I • Bio Chemistry-II • Bio-Statistics • Computer Application in Biology 	<ul style="list-style-type: none"> • Immunology and Immuno Technology • Environmental Biotechnology • Plant Molecular Biology 	<ul style="list-style-type: none"> • Bio Physics & Bioinstrumentation • Bio-Developmental Biology • Bioinformatics, Intellectual property rights and Bio Safety • Food Biotechnology • Pharmaceutical Biotechnology • Nano Biotechnology 	<ul style="list-style-type: none"> • Soft Skills for Career Communication • Communication for Placement 	+2 with Chemistry Botany Zoology or Biology
9	B.Sc Physics	<ul style="list-style-type: none"> • Maths-I • Maths-II • Chemistry-I • Chemistry-II • Allied Practical-I 	<ul style="list-style-type: none"> • Solid State Physics • Energy Physics • Electronics and Communi-cation 	<ul style="list-style-type: none"> • Space Science • Prg. In C • Bio Medical Instrumentation • Digital Electronics • Electrical Appliances • Microprocessor and its Application 	<ul style="list-style-type: none"> • Dairy Chemistry • Textile Chemistry 	+2 with Maths, Physics, Chemistry
10	B.Sc (Chemistry)	<ul style="list-style-type: none"> • Maths-I • Maths-II • Physics-I • Physics-II 	<ul style="list-style-type: none"> • Physical Chemistry • Spectroscopy • Analytical Chemistry 	<ul style="list-style-type: none"> • Food and Nutrition • Polymer Chemistry • Agricultural Chemistry • Dye Stuffs • Pharmaceutical Chemistry • Industrial Chemistry 	<ul style="list-style-type: none"> • Essentials of Electricity • Physics in Everyday life 	+2 with Maths, Physics, Chemistry
11	B.Sc (Nutrition & Dietetics)	<ul style="list-style-type: none"> • Allied Chemistry I & II 	<ul style="list-style-type: none"> • Quantity Food Service • Food Product Development • Institutional Project 	<ul style="list-style-type: none"> • Food Processing • Food Packaging • Bakery Science • Sanitation and Hygiene in Food Industries • Food Preservation and Bakery (P) • Entrepreneurship Development 	<ul style="list-style-type: none"> • Dairy Chemistry • Textile Chemistry 	+2 with Home Science (or) Chemistry (or) Biology

PG COURSES

#	Main	Elective	Extra Discipline Course	Common Subject	Eligibility for Admission
1	M.Com	Organisational Behaviour International Business Resource Management Techniques Principles and Practice of Insurance	Fundamentals of Computers and Communications	Human Rights	B.Com/B.Com (CA) or any other degree with one paper in Accountancy
2.	M.Sc., (Maths)	Numerical Analysis Discrete Mathematics Programming with C++ C++ Programming lab	Statistics	Human Rights	B.Sc Mathematics
3	M.A (English)	Elective I - Feminist Writing Elective II- Transnational Criticism Elective III-Media Writing Elective IV - Teaching of English Language	Fundamentals of Computers and Communications	Human Rights	BA (English) or any other degree
4	M.Sc (Computer Science)	Elective I - Software Engineering Elective II - Wireless Application Protocol Elective III - Mobile Computing Elective IV - Principles of Programming Languages	Business communications	Human Rights	BCA., B.Sc., IT B.Sc., CT

M. PHIL COURSES

#	Course	Subjects	Eligibility
1.	English	Research Methodology Literary Theory and Criticism Guide Paper, Dissertation and Viva Voce	M.A. English
2.	Computer Science	Research Methodology Advanced Computing Techniques Specialization Course, Dissertation and viva Voce	M.Sc CS / MCA Or any PG with Computer Major
3.	Commerce	Research Methodology Research on Functional Areas of Business Third Paper, Dissertation and Vive Voce	M.Com.,
4.	Maths	Research Methodology, Algebra and Topology Analysis and Differential Equations Guide paper, Dissertation and Viva Voce	M.Sc., Maths

Hear, my son, your father's instruction,
and reject not your mother's teaching. [Proverbs 1:8]

SBEC : SKILL BASED ELECTIVE COURSE

NMEC : NON – MAJOR ELECTIVE COURSE

Distribution of marks between Theory and Internal
Assessment : 75% & 25%

Practical : 60% & 40%

Spoken English classes have been arranged for all the
classes throughout the year

SEMESTER SYSTEM:

All degree courses are offered under the semester system. Each academic year is divided into two semesters. The first academic year comprises the first and the second semester, the second academic year, the third and fourth semester and so on...

The first, third and fifth semesters commence in June and extend up to November of each year and the second, fourth and sixth semesters commence in December and extend up to April each year.

DAY ORDER SYSTEM:

Under semester pattern the college shall work for 180 days in a year. Each semester will consist of 90 working days of 6 clock hours from 9.00 am to 3.30 pm. At 8.50 am students should be in the respective class rooms for the Morning Prayer. There will be general assembly every Monday at 9.00 am.

The college follows the day order system. Days are denoted by number I, II, III, IV, V, VI and the timetable is followed accordingly in a continuous manner.

FEES:

Fees are payable in advance at the commencement of each semester. If a student fails to pay her fees on the day fixed for payment, a fine at the rate of Re.1 for each working day will be levied. If a student leaves the college during the semester she will have no right to claim remission of any portion of the semester fees.

The following dates specify the details of semester fees:

I Semester:

12.06.2018 – 12.07.2018 - Fee collection without fine

16.07.2018 – 18.08.2018 - With fine of Rs. 1 per day

20.08.2018 onwards - Name will be struck from the roll

II Semester:

02.12.2016 – 12.01.2017	Fee collection without fine
16.01.2017 – 17.02.2017	With fine of Re.1 per day
20.02.2017 onwards	Name will be struck from the roll

LEAVE OF ABSENCE

A student requiring leave must apply for it in advance in the prescribed form. In case of absence due to unforeseen cause, application for leave must be submitted as soon as possible and never later than the first day of return to the college. Leave letters must be attested by the warden in the case of inmates of the hostel and by the Parent/Guardian in the case of day students and sent on time.

In case of prolonged leave Parent/Guardian should contact the college Principal not later than the 4th day of the leave taken. Continued absence without leave letter will render a student liable to have her name struck off from the roll. Late comers will not be admitted into the class room.

LEAVE LETTER

From,

Name, Year

Dept

To,

The Class in-charge,

Year, Department.

Sub: Leave Application

Respected Madam,

I was unable to attend college for..... days, from.... to due to I request you to accept my leave of absence.

Thanking you,

Yours Obediently,

.....

TEST, INTERNAL ASSESSMENTS AND MODEL EXAMINATIONS:

Tests, Internal assessments and Model examinations are conducted regularly. Attendance is compulsory. If absent fine will be collected. The components of IA are periodical Tests/Assignments/Seminars/Quiz/Group Discussion and Attendance.

UNIVERSITY EXAMINATION:

Each student should possess an identification card supplied by the college duly attested by the principal of the college and the same should be brought to the college each day of the examination along with hall ticket. Students should secure at least 75% of the total attendance to be eligible to take the university examination at the end of each semester.

GENERAL RULES:

Students are expected to come to their daily classes in neat & clean uniform. Day students are not permitted to entertain visitors in the college. They will have their letters and other communications addressed to their homes. No student is allowed to use mobile phone inside the campus.

Books, magazines and other materials not approved by the Principal will not be permitted in the college campus. During free hours students should make use of the college library.

On no account shall lunch be taken in any hall, room or veranda. Food and food wrappings should be deposited only in dustbins around the campus.

All lost property should be brought to the college office. Students are expected to take proper care of the college property and help in keeping the premises neat and clean. Disfiguring the wall, door or breaking the furniture is a breach of discipline and will be duly punished. Ragging at any level is considered a serious offence.

Students should avoid expressing anything by word or deed that may disturb the unity and harmony both in college and in the hostel. They are above politics and stand for all communities. Therefore clique and groupies will be severely dealt with, even to the point of expulsion.

Anyone who violates any of the rules of the college either in word or deed shall be deemed to have committed a breach of discipline and the Principal shall have full power to inflict any of the following punishments: Fine, loss of attendance, refusal to issue conduct certificate, suspension and expulsion. Students are forbidden from organizing any meeting in the college or collecting money for any purpose without the permission of the Principal.

Bless those who persecute you;
bless and do not curse them. [Romans 12:14]

APPEAL TO PARENTS / GUARDIANS:

Parents / Guardians are requested to extend full co-operation to the authorities with regard to the character, discipline, attendance and academic progress of their daughters. Parents Teachers meetings are conducted periodically in order to receive feedback & valuable suggestions from the parents.

CERTIFICATES:

Any student past or present, desirous of getting transfer or conduct certificate must apply to the Principal in the form prescribed below. Original certificates will be given only in person.

APPLICATION FOR CERTIFICATE

To,

The Principal,
College.

Sub: Application for Scholarship/TC etc.

Respected Madam,

I am a student of in need for a scholarship/TC. Kindly do the needful to help me get the same.

Thanking you,

Yours Obediently,

.....

PETITION AND COMPLAINTS:

Requests, petitions, appeal and complaints of any kind must be made to the Principal. Students are not allowed to make a complaint in a body or to address any authority in a collective petition. Such combined action is subversive of good order.

LIBRARY:

1. "Good results depend on extra work done in the library."
2. Library has a good collection of Books & Periodicals in many disciplines.
3. In addition, "Library subscribes E-Resources under the N-List Programme."

4. Students & staff can also access E-Books, E-magazines, & E-journals.
5. Perfect order and strict silence should be maintained in the library. Any discussion should be kept outside the library.

ADMISSION TO THE LIBRARY:

All the staff and students of the college are privileged to have direct access to the stack. No one is allowed to bring any other book / article inside the Library.

PRIVILEGES OF THE MEMBERS:

Each member will be given two library tickets and two books will be issued at a time. Library cards will be supplied to the students by the College in the beginning of the academic year. In case the card is lost, the librarian should be informed of the fact at once. The owner of the card will be responsible for the books and periodicals issued on that card. The card lost may be replaced with the duplicate on payment of Rs. 50/-. Library Cards are not transferable. Sub-lending of books is also forbidden.

Books and periodicals will be issued only on producing the library card. Books must not be marked or defaced in any manner. The pages should not be folded by the way of bookmarks. Students should examine each book, before borrowing it and report to the librarian any damage found therein. If they fail to do so, they will be responsible for any damage detected after their use of the book. Student should replace any library property damaged by them.

At the end of each semester both the staff and the students are expected to return all the books to the library. The librarian will examine the books returned and if any book has been damaged, the borrower should replace it with a new copy. Books should be handled with love and care. Marking on books is strictly objected. Students are forbidden to tear or scribble on pages of magazines and books. Any student found doing so would be punished severely.

OVERDUE CHARGES:

Failure to return the books on due dates will be entailed a fine of Rs.1/- per book per day.

CLEARANCE CERTIFICATE:

It is only after obtaining a clearance from the library and class in charge, the hall ticket and Transfer certificate will be issued to a student.

If possible, so far as it depends upon you,
live peaceably with all. [Romans 12: 18]

COLLEGE UNION AND ITS AFFILIATED ASSOCIATIONS:

The College Union has the following Associations:

- i. Tamil Literary Association (அகத்தியர் இலக்கிய மன்றம்)
- ii. English Literary Association (RENASCENTIA)
- iii. Commerce Association (COMMERCIO)
- iv. Business Administration Association (KAIZEN)
- v. Computer Science Association (COMSTA)
- vi. Biotech Association (BIGYAN)
- vii. Mathematics Association (MATH MEET)
- viii. Physics Association (SCIENCE CARNIVAL)

CATECHISM AND MORAL PHILOSOPHY:

All catholic students must attend catechism and all non-catholic students must attend moral instruction class on every Wednesday.

PHYSICAL EDUCATION:

Every student of I and II year degree classes should undergo the courses of Physical education prescribed by the college. Special coaching classes will be offered for sports & games from 6.00 a.m. to 8.00 a.m. & 4.00 p.m. to 6.00 p.m. by specialized coaches.

NATIONAL SERVICE SCHEME:

The N.S.S. Volunteers are to fulfil the following requirements:

All volunteers should enrol themselves as members for a period of two years. They are expected to participate regularly in the activities organized by unit. Every volunteer will be issued a certificate after completion of two years.

All volunteers must attend the 7 days Annual Special Camp. The spectrum of activities during camp includes organizing medical camps, health & hygiene programmes for the poor and the needy and for the betterment of rural areas.

The National Service Scheme affords opportunities for service, to develop character, team spirit and leadership qualities. It creates a way to social awareness. Assessment of NSS Volunteers will be done by the NSS Program Officer concerned.

PLACEMENT CELL :

Placement Cell & Career Guidance cell Caters to the needs of employment opportunities for all outgoing students. They receive training through general awareness programs, soft skill training, and personality development and communication skills.

FACILITIES :

Well furnished hostel & Transport facilities are available. The college canteen caters to the taste of the students & staff with fresh & hygienic food items. The canteen provides eatables, fruit juices, soft drinks, food varieties & stationary items.

SUGGESTION BOX :

The management has installed suggestion box in the college. The students & staff members use the box for the representation of their genuine problems / grievances to the management. Also general suggestions for the improvement of the institution may be put in the box.

OTHER AMENITIES :

The college has high power generator for uninterrupted power supply. Laboratories have UPS for continuous functioning. Mineral water units have been installed for drinking water. Audio Visual rooms are equipped for the teaching purpose, Power point presentations and watching subject movies.

ACADEMIC CALENDER 2016 – 2017

JUNE 2016

Date	Day	Events
01.06.2016	Wed	
02.06.2016	Thu	
03.06.2016	Fri	
04.06.2016	Sat	
05.06.2016	Sun	
06.06.2016	Mon	STAFF ORIENTATION STAFF ORIENTATION
07.06.2016	Tue	
08.06.2016	Wed	
09.06.2016	Thu	
10.06.2016	Fri	
11.06.2016	Sat	
12.06.2016	Sun	COLLEGE REOPENS PAYMENT OF FEES – SEMESTER I
13.06.2016	Mon	
14.06.2016	Tue	
15.06.2016	Wed	
16.06.2016	Thu	
17.06.2016	Fri	
18.06.2016	Sat	
19.06.2016	Sun	
20.06.2016	Mon	
21.06.2016	Tue	
22.06.2016	Wed	
23.06.2016	Thu	
24.06.2016	Fri	
25.06.2016	Sat	
26.06.2016	Sun	
27.06.2016	Mon	
28.06.2016	Tue	
29.06.2016	Wed	
30.06.2016	Thu	

Trust in the Lord with all your heart, and do not rely
on your own insight. [Proverbs 3:5]

JULY 2018

Date	Day	Events
01.07.2018	Sun	
02.07.2018	Mon	COLLEGE UNION ELECTION
03.07.2018	Tue	
04.07.2018	Wed	
05.07.2018	Thu	
06.07.2018	Fri	
07.07.2018	Sat	
08.07.2018	Sun	
09.07.2018	Mon	LAST DATE FOR PAYMENT OF FEES FOR SEM III, SEM V, WITHOUT FINE UNION INAUGURAL & FRESHER'S DAY
10.07.2018	Tue	
11.07.2018	Wed	
12.07.2018	Thu	
13.07.2018	Fri	
14.07.2018	Sat	
15.07.2018	Sun	
16.07.2018	Mon	PAYMENT OF FEES FOR SEM III, SEM V WITH FINE
17.07.2018	Tue	
18.07.2018	Wed	
19.07.2018	Thu	
20.07.2018	Fri	
21.07.2018	Sat	
22.07.2018	Sun	
23.07.2018	Mon	
24.07.2018	Tue	
25.07.2018	Wed	
26.07.2018	Thu	
27.07.2018	Fri	
28.07.2018	Sat	
29.07.2018	Sun	
30.07.2018	Mon	I INTERNAL ASSESSMENT
31.07.2018	Tue	

Cast your burden on the LORD
and he will sustain you. [Psalm 55:22]

AUGUST 2016

Date	Day	Events
01.08.2016	Mon	INTERNAL ASSESSMENT - I WORKING DAY
02.08.2016	Tue	
03.08.2016	Wed	
04.08.2016	Thu	
05.08.2016	Fri	
06.08.2016	Sat	
07.08.2016	Sun	
08.08.2016	Mon	
09.08.2016	Tue	
10.08.2016	Wed	
11.08.2016	Thu	
12.08.2016	Fri	
13.08.2016	Sat	
14.08.2016	Sun	
15.08.2016	Mon	INDEPENDENCE DAY LAST DATE FOR PAYMENT OF FEES WITH FINE WORKING DAY
16.08.2016	Tue	
17.08.2016	Wed	
18.08.2016	Thu	
19.08.2016	Fri	
20.08.2016	Sat	
21.08.2016	Sun	
22.08.2016	Mon	KRISHNA JAYANTHI
23.08.2016	Tue	
24.08.2016	Wed	
25.08.2016	Thu	
26.08.2016	Fri	
27.08.2016	Sat	
28.08.2016	Sun	
29.08.2016	Mon	
30.08.2016	Tue	
31.08.2016	Wed	

God is our refuge and strength,
a very present help in trouble. [Psalm 46:1]

SEPTEMBER 2018

Date	Day	Events
01.09.2018	Sat	KRISHNA JAYANTHI
02.09.2018	Sun	
03.09.2018	Mon	TEACHERS' DAY
04.09.2018	Tue	
05.09.2018	Wed	
06.09.2018	Thu	
07.09.2018	Fri	
08.09.2018	Sat	
09.09.2018	Sun	
10.09.2018	Mon	VINAYAKAR CHATURTHI
11.09.2018	Tue	
12.09.2018	Wed	
13.09.2018	Thu	
14.09.2018	Fri	
15.09.2018	Sat	
16.09.2018	Sun	
17.09.2018	Mon	MUHARRAM
18.09.2018	Tue	
19.09.2018	Wed	
20.09.2018	Thu	
21.09.2018	Fri	
22.09.2018	Sat	
23.09.2018	Sun	
24.09.2018	Mon	II INTERNAL ASSESSMENT
25.09.2018	Tue	
26.09.2018	Wed	
27.09.2018	Thu	
28.09.2018	Fri	
29.09.2018	Sat	
30.09.2018	Sun	

Let no evil talk come out of your mouths, but only such as is good for edifying,
as fits the occasion, that it may impart grace to those who hear. [Ephesians 4:29]

OCTOBER 2016

Date	Day	Events
01.10.2016	Sat	
02.10.2016	Sun	GANDHI JAYANTHI
03.10.2016	Mon	
04.10.2016	Tue	
05.10.2016	Wed	
06.10.2016	Thu	
07.10.2016	Fri	
08.10.2016	Sat	
09.10.2016	Sun	
10.10.2016	Mon	AYUTHA POOJA
11.10.2016	Tue	VIJAYA DASAMI
12.10.2016	Wed	MUHURRAM
13.10.2016	Thu	MODEL EXAMINATION
14.10.2016	Fri	
15.10.2016	Sat	WORKING DAY
16.10.2016	Sun	
17.10.2016	Mon	
18.10.2016	Tue	
19.10.2016	Wed	
20.10.2016	Thu	
21.10.2016	Fri	
22.10.2016	Sat	
23.10.2016	Sun	
24.10.2016	Mon	
25.10.2016	Tue	
26.10.2016	Wed	
27.10.2016	Thu	
28.10.2016	Fri	
29.10.2016	Sat	DEEPAVALI
30.10.2016	Sun	
31.10.2016	Mon	

Let all bitterness and wrath and anger and clamour and slander be put away from you, with all malice. [Ephesians 4:31]

NOVEMBER 2018

Date	Day	EVENTS
01.11.2018	Thu	ALL SOULS DAY
02.11.2018	Fri	
03.11.2018	Sat	
04.11.2018	Sun	
05.11.2018	Mon	DEEPAVALI
06.11.2018	Tue	
07.11.2018	Wed	
08.11.2018	Thu	
09.11.2018	Fri	
10.11.2018	Sat	
11.11.2018	Sun	
12.11.2018	Mon	CHILDREN'S DAY
13.11.2018	Tue	
14.11.2018	Wed	
15.11.2018	Thu	
16.11.2018	Fri	
17.11.2018	Sat	
18.11.2018	Sun	
19.11.2018	Mon	MILAD-UN-NABI / PRESENTATION FEAST
20.11.2018	Tue	
21.11.2018	Wed	
22.11.2018	Thu	
23.11.2018	Fri	
24.11.2018	Sat	
25.11.2018	Sun	
26.11.2018	Mon	
27.11.2018	Tue	
28.11.2018	Wed	
29.11.2018	Thu	
30.11.2018	Fri	

He who is kind to the poor lends to the LORD,
and he will repay him for his deed. [Proverbs 19:17]

DECEMBER 2016

Date	Day	Events
01.12.2016 02.12.2016 03.12.2016 04.12.2016	Thu Fri Sat Sun	PAYMENT OF FEES - SEMESTER II WORKING DAY
05.12.2016 06.12.2016 07.12.2016 08.12.2016 09.12.2016 10.12.2016 11.12.2016	Mon Tue Wed Thu Fri Sat Sun	
12.12.2016 13.12.2016 14.12.2016 15.12.2016 16.12.2016 17.12.2016 18.12.2016	Mon Tue Wed Thu Fri Sat Sun	MILAD - UN - NABI SPORTS DAY
19.12.2016 20.12.2016 21.12.2016 22.12.2016 23.12.2016 24.12.2016 25.12.2016	Mon Tue Wed Thu Fri Sat Sun	 CHRISTMAS
26.12.2016 27.12.2016 28.12.2016 29.12.2016 30.12.2016 31.12.2016	Mon Tue Wed Thu Fri Sat	

JANUARY 2019

Date	Day	EVENTS
01.01.2019	Tue	NEW YEAR COLLEGE REOPENS
02.01.2019	Wed	
03.01.2019	Thu	
04.01.2019	Fri	
05.01.2019	Sat	
06.01.2019	Sun	
07.01.2019	Mon	PONGAL CELEBRATION
08.01.2019	Tue	
09.01.2019	Wed	
10.01.2019	Thu	
11.01.2019	Fri	
12.01.2019	Sat	
13.01.2019	Sun	
14.01.2019	Mon	PONGAL
15.01.2019	Tue	THIRUVALLUVAR DAY UZHAVAR TIRUNAL LAST DATE FOR PAYMENT OF FEE FOR SEM II, IV, VI WITHOUT FINE
16.01.2019	Wed	
17.01.2019	Thu	
18.01.2019	Fri	
19.01.2019	Sat	
20.01.2019	Sun	
21.01.2019	Mon	PAYMENT OF FEE FOR SEM II, IV, VI WITH FINE VOTERS' DAY / COLLEGE DAY REPUBLIC DAY
22.01.2019	Tue	
23.01.2019	Wed	
24.01.2019	Thu	
25.01.2019	Fri	
26.01.2019	Sat	
27.01.2019	Sun	
28.01.2019	Mon	I INTERNAL ASSESSMENT PRESENTATION CONGREGATION FOUNDER'S DAY
29.01.2019	Tue	
30.01.2019	Wed	
31.01.2019	Thu	

If your enemy is hungry, give him bread to eat; and if he is thirsty,
give him water to drink. [Proverbs 25:21]

FEBRUARY 2017

Date	Day	Events
01.02.2017	Wed	COLLEGE DAY
02.02.2017	Thu	
03.02.2017	Fri	
04.02.2017	Sat	
05.02.2017	Sun	
06.02.2017	Mon	
07.02.2017	Tue	
08.02.2017	Wed	
09.02.2017	Thu	
10.02.2017	Fri	
11.02.2017	Sat	
12.02.2017	Sun	
13.02.2017	Mon	LAST DATE FOR PAYMENT OF FEES WITH FINE WORKING DAY
14.02.2017	Tue	
15.02.2017	Wed	
16.02.2017	Thu	
17.02.2017	Fri	
18.02.2017	Sat	
19.02.2017	Sun	
20.02.2017	Mon	
21.02.2017	Tue	
22.02.2017	Wed	
23.02.2017	Thu	
24.02.2017	Fri	
25.02.2017	Sat	
26.02.2017	Sun	
27.02.2017	Mon	INTERNAL ASSESSMENT - II
28.02.2017	Tue	

Therefore I tell you, whatever you ask in prayer,
believe that you receive it, and you will. [Mark 11:28]

MARCH 2019

Date	Day	Events
01.03.2019	Fri	
02.03.2019	Sat	
03.03.2019	Sun	
04.03.2019	Mon	ASH WEDNESDAY
05.03.2019	Tue	
06.03.2019	Wed	
07.03.2019	Thu	
08.03.2019	Fri	
09.03.2019	Sat	
10.03.2019	Sun	
11.03.2019	Mon	
12.03.2019	Tue	
13.03.2019	Wed	
14.03.2019	Thu	
15.03.2019	Fri	
16.03.2019	Sat	
17.03.2019	Sun	
18.03.2019	Mon	
19.03.2019	Tue	
20.03.2019	Wed	
21.03.2019	Thu	
22.03.2019	Fri	
23.03.2019	Sat	
24.03.2019	Sun	
25.03.2019	Mon	MODEL EXAMINATION
26.03.2019	Tue	
27.03.2019	Wed	
28.03.2019	Thu	
29.03.2019	Fri	
30.03.2019	Sat	
31.03.2019	Sun	

Therefore I tell you, whatever you ask in prayer,
believe that you receive it, and you will. [Mark 11:28]

APRIL 2017

Date	Day	Events
01.04.2017 02.04.2017	Sat Sun	WORKING DAY
03.04.2017 04.04.2017 05.04.2017 06.04.2017 07.04.2017 08.04.2017 09.04.2017	Mon Tue Wed Thu Fri Sat Sun	
10.04.2017 11.04.2017 12.04.2017 13.04.2017 14.04.2017 15.04.2017 16.04.2017	Mon Tue Wed Thu Fri Sat Sun	UNIVERSITY EXAMINATION MAUNDY THURSDAY GOOD FRIDAY & TAMIL NEW YEAR EASTER
17.04.2017 18.04.2017 19.04.2017 20.04.2017 21.04.2017 22.04.2017 23.04.2017	Mon Tue Wed Thu Fri Sat Sun	
24.04.2017 25.04.2017 26.04.2017 27.04.2017 28.04.2017 29.04.2017 30.04.2017	Mon Tue Wed Thu Fri Sat Sun	

Peace I leave with you; my peace I give to you; not as the world gives do I give to you.
Let not your hearts be troubled, neither let them be afraid. [John 14: 27]

MAY 2019

Date	Day	Events
01.05.2019	Wed	MAY DAY
02.05.2019	Thu	
03.05.2019	Fri	
04.05.2019	Sat	
05.05.2019	Sun	
06.05.2019	Mon	
07.05.2019	Tue	
08.05.2019	Wed	
09.05.2019	Thu	
10.05.2019	Fri	
11.05.2019	Sat	
12.05.2019	Sun	
13.05.2019	Mon	
14.05.2019	Tue	
15.05.2019	Wed	
16.05.2019	Thu	
17.05.2019	Fri	
18.05.2019	Sat	
19.05.2019	Sun	
20.05.2019	Mon	
21.05.2019	Tue	
22.05.2019	Wed	
23.05.2019	Thu	
24.05.2019	Fri	
25.05.2019	Sat	
26.05.2019	Sun	
27.05.2019	Mon	
28.05.2019	Tue	
29.05.2019	Wed	
30.05.2019	Thu	
31.05.2019	Fri	

Behold, I have graven you on the palms of my hands;
your walls are continually before me. [Isaiah 49:16]

NOTES

The name of the Lord is a strong tower :
The righteous run into it and are safe. (Proverbs 18 : 10)

TIME TABLE

SEMESTER (JUN - NOV)

HR. DO	1	2	B R E A K	3	4	L U N C H	5	6
I								
II								
III								
IV								
V								
VI								

SEMESTER (DEC - APR)

HR. DO	1	2	B R E A K	3	4	L U N C H	5	6
I								
II								
III								
IV								
V								
VI								

I keep the Lord always before me ; because He is at right hand,
I shall not be moved. (Psalm 16:8)



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