

Solidarity day 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 my parents, teachers and all elders respect and treat every one with courtesy.

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



Suriya Cards,
Kannan Bazzar, Karaikudi - 04565 234880



**SEETHALAKSHMI ACHI
COLLEGE FOR WOMEN**

(Accredited with 'B' Grade by NAAC)

PALLATHUR - 630 107.(Sivagangai District)

Ph : 04565 - 283273

HAND BOOK 2020 - 2021



Name :

Address :

.....

.....

This hand book must be brought to college daily



கல்லூரி வாழ்த்துப்பா

ராகம் : அரபி

சீர்வளர் பள்ளத்தூர் சிற்றூர் தனிலே
பேர்வளரும் அருணாச்சலம்
கொடையே கல்விக் கொடையே
மங்கையர் கல்விக் கண்திறந்த வள்ளலே
மேகம்நிகர் வண்கை அருணாச்சலமே
தன் சீதனத்தை கல்விச் சீதனமாய்த் தந்து
பெண் கல்வி பெறவைத்த எம்
அன்னையே சீதாலெட்சுமி
மட்டில்லா புகழுடன் மங்கையரும் சிறக்க
உம்புகழ் கல்லூரியும் வாழ்க வாழ்கவே !

தமிழ்த்தாய் வாழ்த்து

நீராடும் கடலுடுத்த நிலமடந்தை கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்
தெக்கணமும் அதிர்சிறந்த திராவிட நல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந்
தமிழணங்கே ! தமிழணங்கே !
உன் சீரிளமைத் திறம் வியந்து
செயல்மறந்து வாழ்த்துதுமே !

வாழ்த்துதுமே ! வாழ்த்துதுமே !
மனோன்மணியம் **ம. சந்திரம்பிள்ளை**

**SEETHALAKSHMI ACHI
COLLEGE FOR WOMEN**

(Accredited with 'B' Grade by NAAC)

PALLATHUR - 630 107.

(Sivagangai District)

Ph : 04565 - 283273

Fax: 04565 - 283271



HAND BOOK

2020 - 2021

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List of National / International Days

Total - 90 Days

SEETHALAKSHMI ACHI COLLEGE FOR WOMEN

PALLATHUR - 630 107.

Ph : 04565 - 283273

Name :

Class :

Date of Birth :.....

Register No :.....

(1) B.A., B.Sc., B.Com., (Branch.....)

I year, II year, III year

(2) M.A., (Eng) I year, II year

(3) M.Sc., (Maths) I year, II year

Nature of Scholarship Availed :

No. and

Date of Sanction :

**SEETHALAKSHMI ACHI COLLEGE FOR WOMEN
PALLATHUR - 630 107.**

A Brief History of the College

The long felt desire of the people of this locality of providing collegiate education to women students was fulfilled by late O.A. PR.M. Arunachalam Chettiar, a philanthropic and benevolent gentleman of O.A family of the locality popular in Chettinad for his devotion, for his munificence and for his keen interest in public matters especially in the matter of education. Late O.A. PR.M. Arunachalam Chettiar, who had founded in 1922 **The Arunachalam Chettiar High School**, Pallathur, a Co-Education High School named after him, started **Seethalakshmi Achi College for Women at Pallathur** in the name of his wife on 8th June 1962. Affiliation to this Women's College for the Pre-University, course being granted by the Madras University, the college started functioning with 24 students on roll with the following combination of subjects to be taught under part III (a) Physical Science, Natural Science and Mathematics, (b) World History, Elements of Economics and Advanced English or Advanced Tamil.

The college when Started in June 1962. was under the jurisdiction of Madras University. Since the Commencement of the Academic year 1966-67 it is under the jurisdiction of the newly started Madurai University later named Madurai Kamaraj University.

Due to the strenuous efforts of the management to introduce Arts course the College became First Grade in July 1963 with the opening of the B.A., class with Branch IV under :

**Total Number of Working Days
For the odd semester (2020- 2021)**

| | |
|---------------|------------------|
| August 2020 | - 22 |
| Semester 2020 | - 26 |
| October 2020 | - 24 |
| November 2020 | - 18 |
| Total | <u>- 90 Days</u> |

**Total Number of Working Days
For the odd semester (2020 - 2021)**

| | |
|---------------|-----------------|
| December 2020 | - 15 |
| January 2021 | - 21 |
| February 2021 | - 24 |
| March 2021 | - 26 |
| April 2021 | - 12 |
| Total | <u>- 98Days</u> |

| Date | Day | April - 2021 | Day Order | Working Days |
|---|-----|--------------|-----------|--------------|
| 1. | Thu | - | Tue | 1 |
| 2. | Fri | - | - | - |
| 3. | Sat | - | Wed | 2 |
| 4. | Sun | - | - | - |
| 5. | Mon | - | Thu | 3 |
| 6. | Tue | - | Fri | 4 |
| 7. | Wed | - | Sat | 5 |
| 8. | Thu | - | Mon | 6 |
| 9. | Fri | - | Tue | 7 |
| 10. | Sat | - | Wed | 8 |
| 11. | Sun | - | - | - |
| 12. | Mon | - | Thu | 10 |
| 13. | Tue | - | Fri | 11 |
| 14. | Wed | - | - | - |
| 15. | Thu | - | Sat | 12 |
| 16. | Fri | - | - | - |
| 17. | Sat | - | - | - |
| 18. | Sun | - | - | - |
| 19. | Mon | - | - | - |
| 20. | Tue | - | - | - |
| 21. | Wed | - | - | - |
| 22. | Thu | - | - | - |
| 23. | Fri | - | - | - |
| 24. | Sat | - | - | - |
| 25. | Sun | - | - | - |
| 26. | Mon | - | - | - |
| 27. | Tue | - | - | - |
| 28. | Wed | - | - | - |
| 29. | Thu | - | - | - |
| 30. | Fri | - | - | - |
| Number of Working Days - 11 | | | | |
| Nothing is IMPOSSIBLE. The world itself says I'M POSSIBLE | | | | |
| Audrey Hepburn | | | | |

| |
|--|
| <p>Part III (Economics as Major with History and Politics as Ancillaries)</p> <p>In July 1965, the College was further affiliated in B.Sc., Chemistry Major with Physics and Mathematics or Zoology as Ancillaries.</p> <p>In July 1966, Tamil was introduced as the Medium of instruction in the Pre-University Class (Humanities section).</p> <p>In July 1967, the College was further affiliated in B.Sc., Zoology with Chemistry and Botany as Ancillaries. In the same year a Tamil Medium Section in B.A., Economics was started in addition to the already existing English medium section.</p> <p>In July 1968, the College was further affiliated in B.A., English Major with Social History of England and History of English Literature as Ancillaries.</p> <p>In July 1969, affiliation was granted to start one section in English Medium Economics in Pre-University Class.</p> <p>In July 1972, the College was affiliated in B.Sc., Mathematics Major with Physics and statistics as Ancillaries.</p> <p>In July 1973, the College was affiliated in B.Sc., Botany as Major with Chemistry and Zoology as Ancillaries and also B.A., History as Major with Economics and Politics or Geography as Ancillaries.</p> <p>Sanskrit was introduced as one of the languages under part I in P.U.C. from, the Academic year 1973-74.</p> <p>In July 1974, the College was affiliated in B.A., Branch XI Tamil Literature with History of Tamilnadu and Culture and History of Tamil Literature as Ancillaries.</p> |
|--|

Sanskrit was introduced as one of the languages under Part - I in B.A., & B.Sc., from the Academic year 1975 - 76.

Commerce was introduced as one of the subjects in the E Group for P.U.C. from the Academic year 1975-76.

In July 1977, the College was affiliated in B.Com., Major with Economic Analysis and Marketing and Sales Management as Ancillaries.

Post - Graduate Course in M.A, English was started in 1979 - 80.

P.G. Course in M.Sc., Mathematics was started in 1983 - 84.

Accountancy and Managerial Economics were introduced as Ancillaries for B.A., (Eco) in the year 1985 - 86.

Modern Government was introduced as Ancillary for B.A., (History) in the year 1985 - 86.

Hostel accommodation is provided in two buildings with comforts and conveniences for nearly 520 students.

B.Sc., (Computer Science) and BBA as Self - Financing courses were started in the year 1995 - 96 and B.Sc.,IT., was introduced in the year 2001 - 02.

B.Com., (CA) was introduced in the year 2003 and governed by the College Council (Self - Financing)

The College has come under the jurisdiction of Alagappa University, Karaikudi from the Academic year 2003 - 2004.

CBCS (Choice Based Credit System) has been introduced from 2008 - 2009 onwards.

| Date | Day | MARCH - 2021 | Day Order | Working Days |
|---|-----|--------------------|-----------|--------------|
| 1. | Mon | - | Sat | 1 |
| 2. | Tue | - | Mon | 2 |
| 3. | Wed | - | Tue | 3 |
| 4. | Thu | - | Wed | 4 |
| 5. | Fri | - | Thu | 5 |
| 6. | Sat | Working Day | Fri | 6 |
| 7. | Sun | - | - | - |
| 8. | Mon | - | Sat | 7 |
| 9. | Tue | - | Mon | 8 |
| 10. | Wed | - | Tue | 9 |
| 11. | Thu | - | Wed | 10 |
| 12. | Fri | - | Thu | 11 |
| 13. | Sat | Working Day | Fri | 12 |
| 14. | Sun | - | - | - |
| 15. | Mon | - | Sat | 13 |
| 16. | Tue | - | Mon | 14 |
| 17. | Wed | - | Tue | 15 |
| 18. | Thu | - | Wed | 16 |
| 19. | Fri | - | Thu | 17 |
| 20. | Sat | Working Day | Fri | 18 |
| 21. | Sun | - | - | - |
| 22. | Mon | II Internal Begins | Sat | 19 |
| 23. | Tue | - | Mon | 20 |
| 24. | Wed | - | Tue | 21 |
| 25. | Thu | - | - | - |
| 26. | Fri | - | Wed | 22 |
| 27. | Sat | Working Day | Thu | 23 |
| 28. | Sun | - | - | - |
| 29. | Mon | | Fri | 24 |
| 30. | Tue | | Sat | 25 |
| 31. | Wed | | Mon | 26 |
| Number of Working Days - 26 Success is not final and failure is not fatal : it is the courage to continue that counts - winston S.Churchill | | | | |

| Date | Day | FEBRUARY- 2021 | Day Order | Working Days |
|---|-----|--------------------|-----------|--------------|
| 1. | Mon | - | Sat | 1 |
| 2. | Tue | - | Mon | 2 |
| 3. | Wed | - | Tue | 3 |
| 4. | Thu | - | Wed | 4 |
| 5. | Fri | - | Thu | 5 |
| 6. | Sat | Working Day | Fri | 6 |
| 7. | Sun | - | - | - |
| 8. | Mon | - | Sat | 7 |
| 9. | Tue | - | Mon | 8 |
| 10. | Wed | - | Tue | 9 |
| 11. | Thu | - | Wed | 10 |
| 12. | Fri | - | Thu | 11 |
| 13. | Sat | Working Day | Fri | 12 |
| 14. | Sun | - | - | - |
| 15. | Mon | - | Sat | 13 |
| 16. | Tue | - | Mon | 14 |
| 17. | Wed | - | Tue | 15 |
| 18. | Thu | - | Wed | 16 |
| 19. | Fri | - | Thu | 17 |
| 20. | Sat | Working Day | Fri | 18 |
| 21. | Sun | - | - | - |
| 22. | Mon | II Internal Begins | Sat | 19 |
| 23. | Tue | - | Mon | 20 |
| 24. | Wed | - | Tue | 21 |
| 25. | Thu | - | Wed | 22 |
| 26. | Fri | - | Thu | 23 |
| 27. | Sat | Working Day | Fri | 24 |
| 28. | Sun | - | - | - |
| Number of Working Days - 24 | | | | |
| I have not failed. I've found 10,000 ways that won't work - Thomas A. Edison | | | | |

Post Graduate courses M.A., (Economics) and M.Com., (CA) and M.Phil., Programmes in English and Mathematics were introduced from the Academic year 2012 - 13.

Department of English has been recognised as the Approved Research Centre for Ph.D., by Alagappa University from the Academic year 2013 -14.

Certificate Course in Salesmanship and Diploma Course in Office Management were started from 1996 - 97. PGDCA was started from 1998 - 99. The College Library is keeping pace with the progress of the college by increasing the number of volumes every year.

Thus within a period of 58 years the college has made astonishing progress and grown in popularity, attracting students even from neighbouring districts to seek admission here.

The College strength has increased from 24 students to more than 1200 students which at present will bear testimony to the good work it does. After the shedding of P.U.C. the college and hostel are able to keep up their strength. This infant institution which under the fostering care of the founder had been steadily evolving on right progressive lines, making her mark in all her activities, curricular and extracurricular. As years roll on she will gain such strength and prestige which will enable her to achieve which her founder aimed at which we hope will immortalize the name of her founder and his wife.

FOUNDER DONOR

Late O.A. PR.M. Arunachalam Chettiar
Late AR. Seethalakshmi Achi
(Wife of O.A. PR.M. Arunachalam Chettiar)

SECRETARY

Thiru O.A.A. Ananthapadmanabhan Chettiar
B.Sc.,(Tech) F.B.I.M.(London)

| Date | Day | DECEMBER - 2020 | Day Order | Working Days |
|--|-----|-------------------|-----------|--------------|
| 1. | Tue | - | - | - |
| 2. | Wed | - | - | - |
| 3. | Thu | - | - | - |
| 4. | Fri | - | - | - |
| 5. | Sat | - | - | - |
| 6. | Sun | - | - | - |
| 7. | Mon | - | - | - |
| 8. | Tue | - | - | - |
| 9. | Wed | - | - | - |
| 10. | Thu | - | - | - |
| 11. | Fri | - | - | - |
| 12. | Sat | - | - | - |
| 13. | Sun | - | - | - |
| 14. | Mon | Semester Begins | Mon | 1 |
| 15. | Tue | - | The | 2 |
| 16. | Wed | - | Wed | 3 |
| 17. | Thu | - | Thu | 4 |
| 18. | Fri | - | Fri | 5 |
| 19. | Sat | Working Day | Sat | 6 |
| 20. | Sun | - | - | - |
| 21. | Mon | - | Mon | 7 |
| 22. | Tue | - | The | 8 |
| 23. | Wed | - | Wed | 9 |
| 24. | Thu | - | Thu | 10 |
| 25. | Fri | Christmas Holiday | - | - |
| 26. | Sat | Working Day | Fri | 11 |
| 27. | Sun | - | - | - |
| 28. | Mon | - | Sat | 12 |
| 29. | Tue | - | Mon | 13 |
| 30. | Wed | - | The | 14 |
| 31. | Thu | - | Wed | 15 |
| Number of Working Days - 15 Arise! Awake! and stop not until the goal is reached Swami Vivekananda | | | | |

TECHING STAFF 2020 - 2021

Principal

Dr.Mrs. **S. Ramuthai**, M.Sc.,Ph.D.,(In - Charge)

Department of English

Associate Professor :

1. Dr.Mrs. **M. Vennila**, M.A.,M.Phil.,B.Ed.,Ph.D.,
(Head of the Department)
2. Dr.Mrs. **R.C. Sheila Royappa**, M.A.,M.Phil.,M.Ed.,Ph.D.,

Assistant Professor :

3. Dr.Mrs. **S.R. Vanitha**, M.A.,M.Phil.,B.Ed.,Ph.D.,
4. Mrs. **S.P. Sharanya**, M.A.,M.Phil.,D.T.Ed.,
5. Dr.Mrs. **A. Ananthavalli**, M.A.,M.Phil.,PGDCA.,Ph.D.,
6. Dr.Mrs. **R. Thangam**, M.A.,M.Phil.,Ph.D.,
7. Dr.Mrs. **B. Kavitha**, M.A.,B.Ed.,M.Phil.,Ph.D.,
8. Dr.Mrs. **S. Gowrie**, M.A.,M.Ed.,Ph.D.,
9. **Vacant**

Department of Tamil

Assistant Professor :

1. Dr.Mrs. **S.R. Geetha**, M.A.,M.Phil.,Ph.D.,(Head of the Department)
2. Dr.Mrs. **M. Panchavarnam**, M.A.,M.Phil.,Ph.D.,
3. Dr.Mrs. **KR. Keba jain**, M.A.,M.Phil.,B.Ed.,Ph.D.,

Department of Sanskrit

1. Dr.**M. Archana**, M.A.,M.Phil.,Ph.D.,

Department of Economics

Associate Professor :

1. Dr.Mrs. **R. Nageswari**, M.A.,M.Com.,(F&C)
M.A.,(Sociology)
M.Phil.,PGDCA.,PGDGC.,
PGDCE.,M.B.A.,(HRM),Ph.D.,
(Head of the Department)

2. Dr.Mrs. **T. Chirta**, M.A.,M.Phil.,D.L.L.,Ph.D.,

Assistant Professor :

3. Dr.Mrs.**R. Elizabeth Rani**, M.A.,M.A.,(His),M.Phil.,B.Ed.,Ph.D.,

4. Mrs.**C. Vijayachandrika**, M.A.,M.Phil.,B.Ed.,

5. Dr.Mrs.**D. Suja**, M.A.,M.Phil.,Ph.D.,

Department of History

Assistant Professor :

1. Dr.Mrs.**V. Roja**, M.A.,(History)M.A.,(Sociology)B.Ed.,D.TRSM.,Ph.D.,
(Head of the Department)

2. Dr.Mrs.**S. Renukadevi**, M.A.,B.Ed.,M.Phil.,Ph.D.,

3. Dr.Mrs.**R.S. Santhi**, M.A.,M.A.,(ECO),M.Phil.,B.Ed.,Ph.D.,

4. Mrs.**M. Vimala**, M.A.,M.Phil.,B.Ed.,

5. **Part time Lecturer**

Department of Mathematics

Associate Professor :

1. Dr.Mrs.**S. Vijayarani**, M.Sc.,B.Ed.,M.Phil.,PGDCA.,Ph.D.,
(Head of the Department)

2. Dr.Mrs.**A. Jayalakshmi**, M.Sc.,M.Phil.,PGDCA.,Ph.D.,

3. Dr.Mrs.**R. Saral Manjula**, M.Sc.,B.Ed.,M.Phil.,PGDCA.,Ph.D.,

4. Dr.Mrs.**R. Subbulakshmi**, M.Sc.,B.Ed.,M.Phil.,Ph.D.,

5. Dr.Mrs.**M. Vasuky**, M.Sc.,M.Phil.,B.Ed.,PGDCA.,Ph.D.,

Assistant Professor :

6. Dr.Mrs.**S. Mohanavalli**, M.Sc.,M.Phil.,PGDCA.,Ph.D.,

7. Dr.Mrs.**R. Meenakshi**, M.Sc.,B.Ed.,M.Phil.,PGDCA.,Ph.D.,

8. **Vacant**

9. **Vacant**

| Date | Day | NOVEMBER - 2020 | Day Order | Working Days |
|---|-----|--------------------------|-----------|--------------|
| 1. | Sun | - | - | - |
| 2. | Mon | - | Mon | 1 |
| 3. | Tue | - | Tue | 2 |
| 4. | Wed | - | Wed | 3 |
| 5. | Thu | - | Thu | 4 |
| 6. | Fri | - | Fri | 5 |
| 7. | Sat | Working Day | Sat | 6 |
| 8. | Sun | - | - | - |
| 9. | Mon | Model Examination Begins | Mon | 7 |
| 10. | Tue | - | Tue | 8 |
| 11. | Wed | - | Wed | 9 |
| 12. | Thu | - | Thu | 10 |
| 13. | Fri | - | Fri | 11 |
| 14. | Sat | Deepavali | - | - |
| 15. | Sun | - | - | - |
| 16. | Mon | - | Sat | 12 |
| 17. | Tue | - | Mon | 13 |
| 18. | Wed | - | Tue | 14 |
| 19. | Thu | - | Wed | 15 |
| 20. | Fri | - | Thu | 16 |
| 21. | Sat | Working Day | Fri | 17 |
| 22. | Sun | - | - | - |
| 23. | Mon | - | Sat | 18 |
| 24. | Tue | - | - | - |
| 25. | Wed | - | - | - |
| 26. | Thu | - | - | - |
| 27. | Fri | - | - | - |
| 28. | Sat | - | - | - |
| 29. | Sun | - | - | - |
| 30. | Mon | - | - | - |
| Number of Working Days - 18 A man is but the products of his thoughts; What he thinks, he becomes Mahatma Gandhi | | | | |

| Date | Day | OCTOBER - 2020 | Day Order | Working Days |
|---|-----|--------------------|-----------|--------------|
| 1. | Thu | - | Mon | 1 |
| 2. | Fri | Gandhi Jayanthi | - | - |
| 3. | Sat | Working Day | The | 2 |
| 4. | Sun | - | - | - |
| 5. | Mon | II Internal Begins | Wed | 3 |
| 6. | Tue | - | Thu | 4 |
| 7. | Wed | - | Fri | 5 |
| 8. | Thu | - | Sat | 6 |
| 9. | Fri | - | Mon | 7 |
| 10. | Sat | Working Day | Tue | 8 |
| 11. | Sun | - | - | - |
| 12. | Mon | - | Wed | 9 |
| 13. | Tue | - | Thu | 10 |
| 14. | Wed | - | Fri | 11 |
| 15. | Thu | - | Sat | 12 |
| 16. | Fri | - | Mon | 13 |
| 17. | Sat | Working Day | Tue | 14 |
| 18. | Sun | - | - | - |
| 19. | Mon | - | Wed | 15 |
| 20. | Tue | - | Thu | 16 |
| 21. | Wed | - | Fri | 17 |
| 22. | Thu | - | Sat | 18 |
| 23. | Fri | - | Mon | 19 |
| 24. | Sat | Working Day | Tue | 20 |
| 25. | Sun | Ayutha Pooja | - | - |
| 26. | Mon | Vijaya Dasami | - | - |
| 27. | Tue | - | Wed | 21 |
| 28. | Wed | - | Thu | 22 |
| 29. | Thu | - | Fri | 23 |
| 30. | Fri | Milad - Un- Nabi | - | - |
| 31. | Sat | Working Day | Sat | 24 |
| Number of Working Days - 24 Education is the learning of facts, but the training of the mind to think - Albert Einstein | | | | |

| <u>Department of Physics</u> | |
|--|--|
| <u>Assistant Professor :</u> | |
| 1. Dr.Mrs. A.V. Kiruthika , M.Sc.,B.Ed.,Ph.D., | |
| 2. Dr.Mrs. M. Malathi , M.Sc.,M.A.,(HRM)M.Ed.,M.Phil.,Ph.D., | |
| <u>Department of Chemistry</u> | |
| <u>Associate Professor :</u> | |
| 1. Dr.Mrs. S. Ramuthai , M.Sc.,Ph.D.,(Head of the Department) | |
| 2. Dr.Mrs. S. Padmini , M.Sc.,M.Phil.,M.Ed.,PGDCA.,Ph.D.,(Head I/C) | |
| 3. Dr.Mrs. A. Rukmani , M.Sc.,M.Phil.,M.Ed.,PGDCA.,Ph.D., | |
| <u>Assistant Professor :</u> | |
| 4. Dr. S. Vigneshwari , M.Sc.,M.Phil.,B.Ed.,PGDCA.,Ph.D., | |
| 5. Ms. M. Gayathri , M.Sc., | |
| <u>Department of Botany</u> | |
| <u>Associate Professor :</u> | |
| 1. Dr.Mrs. T. Eluvakkal , M.Sc.,M.Phil.,B.Ed.,Ph.D., (Head of the Department) | |
| <u>Assistant Professor :</u> | |
| 2. Dr.Mrs. P. Abirami , M.Sc.,M.Phil.,Ph.D., | |
| 3. Dr.Ms. S.N.Rajeswari , M.Sc.,M.Phil.,Ph.D., | |
| 4. Dr.Mrs. K. Paulpriya , M.Sc.,B.Ed.,Ph.D., | |
| <u>Department of Zoology</u> | |
| <u>Associate Professor :</u> | |
| 1. Dr.Mrs. R. Ananthaselvi , M.Sc.,M.Phil.,B.Ed.,Ph.D., (Head of the Department) | |
| <u>Assistant Professor :</u> | |
| 2. Mrs. R.Bhuvaneswari , M.Sc.,(Zoology)M.Sc.,Microbiology,M.Phil., | |
| 3. Dr.Mrs. H. FarithaBegam , .M.Sc.,M.Phil.,Ph.D.,CAP., | |
| 4. Dr.Mrs. V. Pradeepa , M.Sc.,B.Ed.,Ph.D., | |
| 5. Dr.Mrs. K. Vanitha , M.Sc.,M.Phil.,Ph.D., | |

Department of Commerce

Associate Professor :

- Ms. **P. Rajeswari**, M.Com.,B.Ed.,M.Phil.,
(Head of the Department)
- Dr.Mrs.**K. Thirumamagal**, M.Com.,M.Phil.,B.Ed.,PGDCA.,Ph.D.,

Part - Time Lecturer :

- Auditor : Dr. **P. Annamalai**,M.Com.,A.C.A.,Disa.,Ph.D.,
- Part Time Lawyer - **Vacant**

Department of Physical Education

- Dr.Mrs.**S. Padmadevi**, B.Sc.,M.P.Ed.,M.Phil.,Ph.D.,

Librarian

- Dr.Mrs. **K. Senkodi**, B.Com.,M.LI.SC.,M.A.,(His)
PGDCA.,M.Phil.,Ph.D.,

National service Scheme : Convenor

- Dr.Mrs.**S. Vijayarani**, M.Sc.,B.Ed.,M.Phil.,PGDCA.,Ph.D.,

Programme Officers :

- Dr.Mrs. **M. Panchavarnam**, M.A.,M.Phil.,Ph.D.,
- Mrs.**R.Bhuvaneshwari**, M.Sc.,(Zoology)M.Sc.,(Microbiology)M.Phil.,
- Dr.Mrs. **A.V. kiruthika**, M.Sc.,B.Ed.,Ph.D.,
- Dr.Mrs. **R. Thangam**, M.A.,M.Phil.,Ph.D.,

Red Ribbon Club :

- Dr.Mrs. **S. Padmadevi**, B.Sc.,M.P.Ed.,M.Phil.,Ph.D.,

National Cadet Corps :

- Lt.Dr.Mrs. **R. Ananthaselvi**, M.Sc.,M.Phil.,B.Ed.,Ph.D.,

Youth Red Cross - District Co-Ordinator :

- Dr.Mrs. **T. Chitra**, M.A.,M.Phil.,D.L.L.,Ph.D.,

| Date | Day | SEPTEMBER - 2020 | Day Order | Working Days |
|---|-----|-------------------|-----------|--------------|
| 1. | Tue | - | Fri | 1 |
| 2. | Wed | - | Sat | 2 |
| 3. | Thu | - | Mon | 3 |
| 4. | Fri | - | The | 4 |
| 5. | Sat | Teachers Day | Wed | 5 |
| 6. | Sun | - | - | - |
| 7. | Mon | I Internal Begins | Thu | 6 |
| 8. | Tue | - | Fri | 7 |
| 9. | Wed | - | Sat | 8 |
| 10. | Thu | - | Mon | 9 |
| 11. | Fri | - | Tue | 10 |
| 12. | Sat | Working Day | Wed | 11 |
| 13. | Sun | - | - | - |
| 14. | Mon | - | Thu | 12 |
| 15. | Tue | - | Fri | 13 |
| 16. | Wed | - | Sat | 14 |
| 17. | Thu | - | Mon | 15 |
| 18. | Fri | - | Tue | 16 |
| 19. | Sat | Working Day | Wed | 17 |
| 20. | Sun | - | - | - |
| 21. | Mon | - | Thu | 18 |
| 22. | Tue | - | Fri | 19 |
| 23. | Wed | - | Sat | 20 |
| 24. | Thu | - | Mon | 21 |
| 25. | Fri | - | Tue | 22 |
| 26. | Sat | Working Day | Wed | 23 |
| 27. | Sun | - | - | - |
| 28. | Mon | - | Thu | 24 |
| 29. | Tue | - | Fri | 25 |
| 30. | Wed | - | Sat | 26 |
| Number of working Days - 26 | | | | |
| Education is the most powerful weapon which you can use to Change the world - Nelson Mandela | | | | |

| Date | Day | AUGUST - 2020 | Day Order | Working Days |
|--|-----|---------------------|-----------|--------------|
| 1. | Sat | Bakrid Holiday | - | - |
| 2. | Sun | - | - | - |
| 3. | Mon | - | Mon | 1 |
| 4. | Tue | - | Tue | 2 |
| 5. | Wed | - | Wed | 3 |
| 6. | Thu | - | Thu | 4 |
| 7. | Fri | - | Fri | 5 |
| 8. | Sat | Working Day | Sat | 6 |
| 9. | Sun | - | - | - |
| 10. | Mon | - | Mon | 7 |
| 11. | Tue | Krishna Jayanthi | - | - |
| 12. | Wed | - | The | 8 |
| 13. | Thu | - | Wed | 9 |
| 14. | Fri | - | Thu | 10 |
| 15. | Sat | Independence Day | - | - |
| 16. | Sun | - | - | - |
| 17. | Mon | - | Fri | 11 |
| 18. | Tue | - | Sat | 12 |
| 19. | Wed | - | Mon | 13 |
| 20. | Thu | - | Tue | 14 |
| 21. | Fri | - | Wed | 15 |
| 22. | Sat | Vinayakar Chaturthi | - | - |
| 23. | Sun | - | - | - |
| 24. | Mon | - | Thu | 16 |
| 25. | Tue | - | Fri | 17 |
| 26. | Wed | - | Sat | 18 |
| 27. | Thu | - | Mon | 19 |
| 28. | Fri | - | Tue | 20 |
| 29. | Sat | Working Day | Wed | 21 |
| 30. | Sun | Moharram | - | - |
| 31. | Mon | Mon | Thu | 22 |
| Number of working Days - 22 | | | | |
| Inspiration follows aspiration - Rabindranath Tagore | | | | |

| |
|--|
| <u>Youth Welfare Programme Convenor :</u> |
| Ms. P. Rajeswari , M.Com.,B.Ed.,M.Phil., |
| <u>Programme Officers :</u> |
| 1. Dr.Mrs. B. Kavitha , M.A.,B.Ed.,M.Phil.,Ph.D., |
| 2. Dr.Mrs. R. Meenakshi , M.Sc.,B.Ed.,M.Phil.,PGDCA.,Ph.D., |
| 3. Dr.Mrs. V. Pradeepa , M.Sc.,B.Ed.,Ph.D., |
| <u>NGC/ECO CLUB Co-Ordinator :</u> |
| Dr.Mrs. T. Eluvakkal , M.Sc.,M.Phil.,B.Ed.,Ph.D., |
| <u>Citizen Consumer Club Co-Ordinator :</u> |
| Dr.Mrs. T. Chitra , M.A.,M.Phil.,D.L.L.,Ph.D., |
| <u>Career Guidance & Placement Cell : Convenor</u> |
| 1. Dr.Mrs. R. Saral Manjula , M.Sc.,B.Ed.,M.Phil.,PGDCA.,Ph.D., |
| <u>Programme Officers :</u> |
| 1. Dr.Mrs. M. Vennila , M.A.,M.Phil.,B.Ed.,Ph.D., |
| 2. Dr.Mrs. V. Roja , M.A.,(History)M.A.,(Sociology) B.Ed.,D.TRSM.,Ph.D., |
| <u>Entrepreneur Development Cell :</u> |
| 1. Dr.Mrs. T. Chitra , M.A.,M.Phil.,D.L.L.,Ph.D., |
| <u>Anti Ragging Committee &</u> |
| <u>Sexual (Women)Harasement Prevention Cell Convenor:</u> |
| Dr.Mrs. R. Nageswari , M.A.,M.Phil.,PGDCA.,Ph.D., |
| <u>Vivekananda Cadet Corps : Convenor</u> |
| Dr.Mrs. K.Senkodi , B.Com.,M.LISc.,M.A.,(His)PGDCA.,M.Phil.,Ph.D., |
| <u>Administrative Staff :</u> |
| Superintendent : Mrs. S.Deivanai , M.Com.,M.Phil.,B.Ed., |
| Assistant : 1. Mr. P.Ramasubramanian , B.A., |
| 2. Mrs. K. Viji , B.Com., |
| Junior - Assistant : 1. Mrs. C. Kaveri , B.Com., |
| 2. Mrs. RM. Devi , M.B.M.,PGD.,E.COM., |
| 3. Mr. AL. Rajaguru ,B.E., |

| | | |
|---------------------|---|--|
| Typist | : | 1. Vacant |
| | : | 2. Vacant |
| Store Keeper | : | 1. Mrs. P.Manjuladevi , B.Sc., |
| Lab Assistant | : | 1. Mrs. A. Mohana |
| | | 2. Mr. M. Alagu |
| | | 3. Mr. RM. Kathiresan |
| | | 4. Mr. R. Kannan |
| | | 5. Mrs. S. Mariammal |
| | | 6. Mr. S. Ravichandran |
| | | 7. Mrs. A. Priya , M.Com.,B.Ed.,PGDCA., |
| Herbarium Keeper: | | 1. Vacant |
| Museum Keeper : | | 1. Vacant |
| Record Clerk : | | 1. Mrs. S. Kavitha , B.Sc., |
| | | 2. Mr. A. Ramachandran , B.Com., |
| | | 3. Vacant |
| Library Assistant : | | 1. Mr. S. Balakrishnan , D.M.E., |
| Office Assistant : | | 1. Mrs. R. Kavitha , M.A.,HDCA.,DAS |
| | | 2. Mrs. K. Marikkannu |
| | | 3. Vacant |
| | | 4. Vacant |
| Gardener : | | 1. Vacant |
| Watchman : | | 1. Vacant |
| | | 2. Vacant |
| Waterman : | | 1. Vacant |
| Sweeper : | | 1. Mrs. M.Vasantharani |
| | | 2. Vacant |
| | | 3. Vacant |
| | | 4. Vacant |
| Marker : | | 1. Vacant |
| Scavenger : | | 1. Vacant |

| | | | | | | | | |
|-------------------|------|----------------|----------|----------|----------|----------|----------|-----|
| TIME TABLE | P.M. | 1.30 to 2.30 | | | | | | |
| | | 12.30 to 1.30 | | | | | | |
| | | 12 to 12.30 | L | U | N | C | H | |
| | | NOON | | | | | | |
| | A.M. | 11.00 to 12.00 | | | | | | |
| | | 10.00 to 11.00 | | | | | | |
| | | 9.00 to 10.00 | | | | | | |
| | | Days | Mon | Tue | Wed | Thu | Fri | Sat |

Attendance :

1. Every student attending the National Service Scheme shall be required to put in 120 hours of work for each academic year. No student will be permitted to be in N.S.S. for more than two years.
2. N.C.C. Parades will be held for four hours per week to make up 80 hours -120 hours parades in a year. Parades will be held on Fridays from 2 p.m to 6 p.m and on Saturdays from 6 a.m to 2 p.m.
3. 75% of the attendance in Physical Training classes is necessary to enable the students to secure the Term Certificates at the end of the course.

HOSTEL :

The Warden of the Hostel will be assisted by the Deputy Warden and Tutors who are incharge of the hostel in all domestic and disciplinary matters concerning the hostel.

Residents shall not go to any place without permission. Such cases will be severely dealt with. Residents shall not visit one place after getting permission to visit another place.

Visitors are allowed between 10 a.m and 6 p.m on Sundays. visitors should bring the identity cards issued to them.

Students shall not keep with them costly jewels or huge amount of cash.

Furniture in the hostel shall not be damaged. The hostel surrounding as well as the inside of the hostel shall be kept neat and tidy.

Residents shall report at once to the Deputy Warden when they fall ill.

Residents are not allowed to leave the hostel frequently. if a Resident breaks any of the rules of the hostel mentioned in application form will be sent out of the hostel.

LIST OF NATIONAL / INTERNATIONAL DAYS

| DATE | MONTH | DAY |
|------------------|-----------|---|
| 5 th | June | World Environment Day |
| 8 th | June | World Ocean Day |
| 26 th | June | Int.Day Against Drug Abuse and Illicit Trafficking |
| 11 th | July | World Population Day |
| 15 th | July | Education Development Day |
| 26 th | July | Kargil Day |
| 12 th | August | Geneva Convention Day |
| 15 th | August | Independence Day |
| 20 th | August | Sadbhavana Diwas |
| 5 th | September | Teacher's Day |
| 8 th | September | International Literacy Day |
| 24 th | September | NSS Day |
| 27 th | September | World Tourism Day |
| 2 nd | October | International Non-Violence Day |
| 14 th | October | World Standards Day |
| 16 th | October | World Food Day |
| 11 th | November | National Education Day |
| 14 th | November | Children's Day |
| 16 th | November | National Press Day |
| 25 th | November | Int.Day of Elimination of Violence Against Women |
| 1 st | December | World AIDS Day |

| DATE | MONTH | DAY |
|------------------|----------|--|
| 3 rd | December | International Day of Disabled Persons |
| 10 th | December | Human Rights Day |
| 12 th | January | National Youth Day |
| 25 th | January | Voter's Day |
| 26 th | January | Republic Day |
| 21 st | February | International Mother Language Day |
| 28 th | February | National Science Day |
| 8 th | March | International Women's Day |
| 15 th | March | World Consumer Right Day |
| 22 nd | March | World Day of Water |
| 24 th | March | International Day for Achievers |
| 7 th | April | World Health Day |
| 16 th | April | World Entrepreneurship Day |
| 22 nd | April | Earth Day |
| 23 rd | April | World Book and Copy Rights Day |
| 24 th | April | World Day for Laboratory Animals |
| 26 th | April | World Intellectual Property Rights Day |
| 21 st | May | Anti - Terrorism Day |
| 22 nd | May | Biological Diversity Day |

National Cadet Corps (NCC)

NCC Training is optional to the Degree students. But once a student joins, she cannot leave in the middle except on medical grounds.

NCC cadets who fail to obtain 75% attendance will not be permitted to take examinations. Without obtaining clearance certificate, they will not be given Hall - Tickets for the University Examination.

The AIMS of the NCC are given below

1. To develop character commandership, the spirit to serve and capacity for leadership in young women.
2. To provide service training to younger women, so as to stimulate interest in the defence of the country.
3. To build service of potential officers to enable the armed forces to expand in national emergency.

Physical Education :

1. Students of the college are required to play games regularly and to receive a regular course of physical training.
2. Facilities have been provided for athletic events and games to suit the varying taste of students.
3. No student shall be exempted from the course of physical training.
4. Internal Tournaments and sports will be conducted annually. The college shall participate in the Inter-collegiate Tournaments and sports meet.

Enrolment of students :

Only those students who are interested in social work and with good physique are to be enrolled in National Service Scheme, being an alternative Co-Curricular activity to physical education and N.C.C. The enrolment of N.C.C.students should be made before 1st August every year.

NATIONAL SERVICE SCHEME (NSS)

The Objectives of N.S.S.

The overall objectives of the N.S.S. is to render service to the community while undergoing a course in an educational institution. It is sought to arouse the social consciousness of students and to provide them with the opportunity to work with the people around the educational campus creatively and constructively, to put the education they receive, to concrete social use.

The Motto of N.S.S. :

The motto of N.S.S. is NOT BE BUT YOU. This expresses the essence of democratic living and uphold the need to appreciate other man's point of view first and to show consideration for fellow human beings. It also underlines the welfare of the society as a whole.

Specific Objectives :

1. To work with and among the people.
2. To engage in creative and constructive social action.
3. To change her knowledge of herself and the community through a confirmation with reality.
4. To put her scholarship to practical use in mitigating atleast some of the social problems.
5. To gain skills in the exercise of democratic leadership.
6. To gain skills in programme development to enable her to get self - employed.

Regular Activities of N.S.S.:

1. Village Adoption
2. Maintaining College Garden
3. Tree Planting
4. Adult Education
5. Laying Road
6. Deepening of Tanks
7. Blood Donation
8. Maintaining kitchen garden

In the middle of the academic year, a seven day camp is arranged.

List of Public Holidays - 2020

| S.No. | Holidays | Date | Day |
|-------|-------------------------------------|------------|-----|
| 1. | English New Year | 01.01.2020 | Wed |
| 2. | Thai Pongal | 15.01.2020 | Wed |
| 3. | Mattu Pongal (Thiruvalluvar Day) | 16.01.2020 | Thu |
| 4. | Uzhavar Thirunal | 17.01.2020 | Fri |
| 5. | Republic Day | 26.01.2020 | Sun |
| 6. | Ugadi | 25.03.2020 | Sat |
| 7. | Good Friday | 10.04.2020 | Fri |
| 8. | Mahaveer Jayanthi | 06.04.2020 | Mon |
| 9. | Tamil New Year | 14.04.2020 | Tue |
| 10. | Public Day | 18.04.2020 | Thu |
| 11. | May Day | 01.05.2020 | Fri |
| 12. | Ramzan | 25.05.2020 | Mon |
| 13. | Bakrid Holiday | 01.08.2020 | Sat |
| 14. | Krishna Jayanthi | 11.08.2020 | Tue |
| 15. | Muharram | 30.08.2020 | Sun |
| 16. | Vinayakar Chathurthi | 22.08.2020 | Sat |
| 17. | Gandhi Jayanthi | 02.10.2020 | Fri |
| 18. | Deepavali | 14.10.2020 | Sat |
| 19. | Saraswathi Pooja | 25.10.2020 | Sun |
| 20. | Vijaya Dasami | 26.10.2020 | Mon |
| 21. | Miladi - Un - Nabi | 30.10.2020 | Fri |
| 22. | Christmas | 25.12.2020 | Fri |
| | | | |

Get complete holidays details of 2020 <http://holidayslist.in/>

COURSE OF STUDY

The College offers the following Courses of study:

1. B.A.,(3 year Degree Course) History, English and Economics.
2. B.Sc.,(3 year Degree Course) Mathematics, Chemistry, Botany & Zoology.
3. B.Com.,(3 year Degree Course)
4. M.A., (English)
5. M.Sc.,(Mathematics)

B.A., Degree / B.Sc., Degree

| | | |
|----------|---|---|
| Part I | - | Tamil or Sanskrit |
| Part II | - | English |
| Part III | - | Major & Allied. I & II |
| Part IV | - | Non - Major Elective and Skill Based Subjects |

| <u>CODE</u> | <u>MAJOR</u> | <u>ANCILLARY</u> |
|-------------|--------------|--|
| 111 | History | (i) Political Science (ii) Economics |
| 158 | Economics | (i) Modern Govt. I & II (ii) Financial Accounting I& II |
| 103 | English | (i) History (ii) Economics |

| <u>CODE</u> | <u>MAJOR</u> | <u>ANCILLARY SUBJECTS</u> |
|-------------|--------------|---|
| 121 | Mathematics | (i) Physics (ii) Computer Application (Theory and Practicals) |

This system enables the students to be properly and promptly guided academically and personally.

LIBRARY :

The library is kept opened on all working days. Dictionaries and Reference Books should not be removed from the Library.

Every student is supplied with two readers tickets which will enable her to borrow two books at a time. They are not transferable (i.e) students can keep a book for a fortnight from the date of issue. A book may be renewed, provided no other student has applied for it in the meantime. Renewal is made only once on the production of the book and more than two renewals are not allowed.

A fine of Rs.10/- per day will be levied on each if not returned on due date.

Students should not sublend the book or write or make any mark on them or tear the pages of the book. The students should examine the book before they borrow and if they find any page missing they should at once bring it to the notice of the Librarian.

LABORATORIES :

Apparatus should be handled with care. Breakage and losses should be immediataly reported to the teacher in charge. The cost of the articles broken or lost will be recovered from the student concerned.

THE COLLEGE UNION

All students of the college are members of the College Union. The students chairman of the college union and the members of the committee formed for the various activities of the college, who assist the students union are responsible for all curricular and extra curricular activities of the college.

- 1) The Principal is satisfied with the student's progress in studies and
- 2) The student has attended not less than 75% of the working days per semester.

IDENTITY CARDS:

Identify Card : (IC) will be issued to all the students. Guardians and Visitors at the cost of Rs.15/- each. In case of loss, duplicate shall be obtained from the office immediately at a fine of Rs.50/-. Students must bring the card every day to the college.

COLLEGE EXAMINATIONS

Internal Assessment Tests will be held twice in a term for both U.G. and P.G. students. No student is permitted to absent herself for the test. No supplementay test will be held.

CERTIFICATES

A student desiring any one of the certificates from the college (such as Transfer Certificate or Conduct Certificate) should apply for it in the proper form available at the college office by paying the prescribed fees. A notice of at least 48 hours is necessary for the issue of certificate.

No Duplicate Certificate will be issued unless the competent authority has certified that the original certificates were lost. Such Duplicates of any certificate will be issued at a fee of Rs.30/- each.

TUTORIAL SYSTEM

The College has a tutorial system which has been designed to establish healthy atmosphere and close relationship among teachers and students. Each teaching staff has a group of students of all classes under the direct control, care and continuation guidance,

| | | |
|-----|-----------|--|
| 124 | Chemistry | (i) Physics (ii) Mathematics or Zoology |
| 125 | Botany | (i) Chemistry (ii) Zoology |
| 126 | Zoology | (i) Chemistry (ii) Botany |

151 B.Com.,

PART I - வணிகக் கடிதங்கள்

PART II - English

PART III - Major - Commerce (i) Economics
(ii) History

Income Tax Law and Practice
Costing (or Secretarial Practice)

PART IV - Non - Major Elective and Skill Based Subjects

FEES

When payment is made in installment, the first installment should be paid not later than fifth working day of each term. The second installment is due on the first of the following month and should be paid before 15th of the month. If fees are not paid in time a fine of Rs.1 for each day shall be levied up to the end of month after which the student's name shall be struck off from the rolls. If re - admitted she should pay a re-admission fee of Rs.5/- with all the fees and fines due.

Tuition Fees: If paid in two installments is Rs.250/- for M.A., and Rs.375/- for M.Sc., Course per semester.

Exemption of Fees : All the students of undergraduation are exempted from tuition fees as per the Government rules, irrespective of the community to which they belong to.

Cost of the College Application form per set - Rs.48/-(UG)
- Rs.58/-(PG)
- Rs.2/-

Registration fees

Examination fees

1. Under Graduate

B.A.,B.Sc.,B.Com.,

- Rs.75/-per Theory Paper
- Rs.90/-per Practical (3 hrs)
- Rs.150/-per Practical (6 hrs)

Cost of Application - Rs.50/-

Computerised Marksheet - Rs.100/-

(I-V Semesters)- Rs.250/
-(Final Semester)

2. Post Graduate - Rs.150/- per Theory Paper

M.A.,M.Sc., - Rs.190/- per practical

Cost of Application - Rs.50/-

Computerised Mark Statement - Rs.100/- (I Year)
- Rs.250/- (II Year)

Project and Viva voice - Rs.350/-

Scholarships :

Students can also apply for the following Scholarships provided they secure 90% of attendance in the previous year

1. Scholarships are awarded by Government of India under various schemes.
2. State Post : Matric Scholarships to Backward Class, Most Backward Class and DNC students.
3. Award of Free Education to Backward Class Students.
4. Award of Free Education to SC/ST/Christian Students up to degree level scheme (Not covered scholarship)

5. Post Matric Scholarship for minority students.
 6. SC/ST/SC (Christianity) Students Special Scholarship (Hostellers)
 7. National Loan Scholarship Scheme.
 8. National Merit Scholarship Scheme.
 9. Handicapped Scholarship Scheme.
 10. Children of Ex-Service men Scholarship.
 11. Award of Prize Money to SC/ST/SC (Christian) who secured 60% and above marks.
 12. Tamilnadu Agricultural Labourers - Farmers scholarship Scheme.
 13. EVR Nagammai Scholarship for PG Students.
- Students Aid Fund has been started from 1966-67 under this scheme. Voluntary contributions are made by students and others for the purpose of helping the deserving and needy in matters like purchase of Books, Clothes, Payments of Tuition Fees or Mess fees (for one or two months)

ATTENDANCE AND LEAVE OF ABSENCE :

No student may get absent herself for college without leave letter. Leave should be applied before hand to the Principal. Every application should be countersigned by the concerned staff. If absence is due to unforeseen cause the application for leave shall be submitted as early as possible and in no case later than the day of return to the college.

If a student is absent for a week without leave her name shall be struck off from the roll. Physical Training is compulsory for all the First year degree students. Those who do not report on the first day after each holiday will be fined Rs.20/-

The Annual Certificate of Attendance and progress required for the University Examination will in no case be granted unless

