

PERSONAL MEMORANDA

Name:
Admission Number:
Date of Admission:
Class:Subject:
Exam. Reg. No.
Degree : B.A. / B.Sc./ B.Com./B.Com. (C.A.) /
B.B.A.:
M.A. / M.Sc. / M.Com./ M.Phil./ Ph.D. :
Date of Birth:
Present Address:
.....
.....Pin Code:
Permanent Address :
.....
.....Pin Code:
Height :Weight:
Blood Group:
Bank A/C No.:
Aadhaar No.:

Details	Father	Mother	Guardian
Name			
Signature			
Occupation			
Phone/ Mobile No.			

THE LORD'S PRAYER

*Our Father, who art in heaven,
hallowed be thy name;
thy kingdom come,
thy will be done
on earth as it is in heaven.
Give us this day our daily bread,
and forgive us our trespasses,
as we forgive those who trespass against us;
and lead us not into temptation
but deliver us from evil.*

- Amen

THE PLEDGE

India is my country. All Indians are my sisters and brothers. I appreciate and celebrate our cultural, linguistic, ethnic and religious diversity. Living together in love and peace is our strength. Justice for everyone and opportunity for all is my vision. Inclusive education and global learning is my aspiration. Any form of hatred and violence is against my ethical principle. I want to grow in a democratic space guaranteed by my constitution. I respect the dignity of all as children of God. I appreciate the rights and duties of all citizens of this great country. I welcome the global opportunities to learn, labour and live the joy of life. As fellow citizens of the 21st Century we are committed to the common destiny of a beautiful world of love, justice and fraternity.

தமிழ்த்தாய் வாழ்த்து

நீராரூங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந்
தமிழணங்கே! தமிழணங்கே!
உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து
வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

தீண்டாமையை ஒழிக்க மேற்கொள்ளும் உறுதிமொழி

இந்திய அரசியலமைப்பின்பால் இடைவிடாத, உளமார்ந்த பற்றுள்ள இந்தியக்குடிமகனாகிய நான், நமது அரசியலமைப்பின்படி தீண்டாமை ஒழிக்கப்பட்டுவிட்டது என்பதை அறிவேன். தீண்டாமையை அடிப்படையாகக் கொண்டு, எவர்மீதும் தெரிந்தோ, தெரியாமலோ சமூக வேற்றுமையை மனம், வாக்கு, செயல் என்ற எந்த வகையிலும் கடைப்பிடிக்க மாட்டேன் என்று இதனால் உளமாற உறுதியளிக்கிறேன். அரசியலமைப்பின் அடிப்படைக் கருத்திற்கிணங்க, சமய வேறுபாடற்ற சுதந்திர சமுதாயத்தை உருவாக்குவதில் நேர்மையுடனும், உண்மையுடனும் பணியாற்றுவது எனது கடமையாகும் என்பதையும் உணர்வேன். இந்திய அரசியலமைப்பின்பால் எனக்குள்ள முழுப்பற்றிற்கு இது என்றென்றும் எடுத்துக்காட்டாக விளங்குமென்றும் இதனால் உளமாற உறுதியளிக்கிறேன்.

(Taking of Pledge against Untouchability especially on 30th January - Matryr's Day - after the observance of silence from 11.00 a.m. to 11.02 a.m.)

கொடுஞ்செயல் எதிர்ப்பு நாள் உறுதிமொழி (On Anti-Terrorism Day - 21st May)

அஹிம்சை, சகிப்புத்தன்மை ஆகிய நம் நாட்டின் மரபுகளில் தளராத நம்பிக்கையுடைய இந்திய மக்களாகிய நாம், எவ்வகையான கொடுஞ்செயல்களையும், வன்முறைகளையும் முழு ஆற்றலோடு எதிர்ப்போம் என உறுதி கூறுகிறோம். எல்லா மக்களிடத்தும், அமைதி, சமுதாய ஒற்றுமை, நல்லுணர்வு ஆகியவற்றைப் போற்றி வளர்க்கவும், மக்களுடைய உயிர்களுக்கும் மற்றும் நற்பண்புகளுக்கும் ஊறு விளைவிக்கும் பிரிவினை சக்திகளை எதிர்த்துப் போராடவும் நாம் உறுதி கூறுகிறோம்.

குழந்தைத் தொழிலாளர் முறையினை **அகற்றுவதற்கான உறுதிமொழி** (On Anti-Child Labour Day - 12th June)

இந்திய அரசியலமைப்பு விதிகளின்படி கல்வி பெறுவது குழந்தைகளின் அடிப்படை உரிமை என்பதால், 14 வயதிற்குட்பட்ட குழந்தைகளை ஒருபோதும் எந்தவிதப் பணிகளிலும் ஈடுபடுத்தமாட்டேன் எனவும், அவர்கள் பள்ளிக்குச் செல்வதை ஊக்குவிப்பேன் எனவும் குழந்தைத் தொழிலாளர் முறையினை முற்றிலுமாக அகற்றிட சமுதாயத்தில் விழிப்புணர்வு ஏற்படுத்துவேன் என்றும், தமிழகத்தைக் குழந்தைத் தொழிலாளற்ற மாநிலமாக மாற்றுவதற்கு என்னால் இயன்றவரை பாடுபடுவேன் எனவும் உளமார உறுதி கூறுகிறேன்.

நல்லிணக்க நாள் உறுதிமொழி (On Communal Harmony Day - 20th August)

நான் சாதி, இன, வட்டார, மத அல்லது மொழி பாகுபாடு எதுவுமின்றி, இந்தியாவின் அனைத்து மக்களின் உணர்வுப்புர்வ ஒற்றுமைக்கும் நல்லிணக்கத்திற்கும் பாடுபடுவேன் என்று உளமார உறுதிமொழி எடுத்துக்கொள்கிறேன். மேலும், எங்களுக்கிடையேயான அனைத்து வேறுபாடுகளையும் வன்முறையில் ஈடுபடாமல், பேச்சுவார்த்தைகள் மூலமாகவும், அரசியலமைப்புச் சட்ட வழிமுறைகளைப் பின்பற்றியும் தீர்த்துக் கொள்வோம் என்றும் இதனால் உறுதியளிக்கிறேன்.

தேசிய ஒருமைப்பாடு உறுதிமொழி
(On National Integration Day - 19th November)

நாட்டின் சுதந்திரம், ஒருமைப்பாடு ஆகியவற்றைக் காக்கவும், வலுப்படுத்தவும் என்னை அர்ப்பணித்துச் செயல்படுவேன் என்று மனமார உறுதிகூறுகிறேன். மேலும் நான் ஒருபோதும் வன்முறையில் ஈடுபடமாட்டேன் என்றும், மதம், மொழி, வட்டாரம் மற்றும் அரசியல் அல்லது பொருளாதார பேதங்களுக்கு அமைதியான முறையிலும் அரசியல் சட்டத்திற்கு உட்பட்டும் தீர்வு காணத் தொடர்ந்து பாடுபடுவேன் என்றும் உறுதி கூறுகிறேன்.

THE TAMILNADU PROHIBITION
OF RAGGING ACT, 1997

1) Ragging means :

Display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes, --

- a) teasing, abusing of, playing practical jokes on or causing hurt to such student; or
- b) asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

2) Ragging within or without any educational Institution is prohibited.

3) Whoever directly or indirectly commits, participates in, abets or propagates “ragging” within or without any educational institution shall

be punished with imprisonment for a term which may extend to two years and shall also be liable to fine which may extend to ten thousand rupees.

- 4) Any student convicted of an offence under Section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational Institution.
- 5) i) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head of an educational institution or to any other person responsible for the management of the educational institution, such head of the educational institution or person responsible for the management of the educational institution shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence from the educational institution.

ii) The decision of the Head of the educational institution or the person responsible for the management of the educational institution that any student has indulged in ragging under sub-section (1) shall be final.
- 6) If the Head of the educational institution or the person responsible for management of the educational institution fails or neglects to take action in the manner specified in sub-section (1) of Section 6 when a complaint of ragging is made. Such person shall be deemed to have abetted the offence of ragging and shall be punished as provided for in Section 4.

HIGHER EDUCATION POLICY OF THE SISTERS OF ST. ANNE OF TIRUCHIRAPPALLI

In the last few decades, the Congregation's commitment to the educational apostolate has grown and its commitment to the higher education of young women is also increasing. In the context of existing inequalities, injustice, unjust social order, dehumanizing and massive poverty and erosion of values faced by young women, our commitment to higher education of young women is all the more relevant to bring about changes in the oppressive structures against women. So through our institutions of higher learning, we are called to give an integral formation to these young women, the poor, the marginalized and the destitute in particular, by promoting humanistic values and a humane society in which they will become agents of social change and work for the establishment of a just society. They will become principled leaders which the world does need today. The main aim of higher education is to focus on the total formation of women and help them grow as responsible citizens for an active life commitment.

The motto that moves us forward in our educational apostolate and other service is: **Serve with Love.**

We, the Sisters of the Congregation of St. Anne of Tiruchirappalli, commit ourselves to create a new society that is based on values and justice through our institutions. Our institutions of higher learning must offer education that is creative and other-centered.

**MOTHER TERESA WOMEN'S
UNIVERSITY
KODAIKANAL**



OBJECTIVES:

The main objectives are

- to empower women through education
- to monitor women's education at all levels in the State
- to offer consultancy services for the development of women's education in the State

Mother Teresa Women's University symbolizes the realization of a lofty vision of Mahakavi Bharathi's சரிநிகர் சமாணம்.

PROFILE OF THE COLLEGE

Besides the unique distinction as the *First Autonomous College in Theni District, Jayaraj Annapackiam College for Women*, enjoys the prestigious status of the **FIRST GRADE COLLEGE** among the colleges affiliated to Mother Teresa Women's University, Kodaikanal. In recognition of the peerless four decades-long pioneering service in imparting Quality Higher Education to the underprivileged rural young women, the college was crowned with **A GRADE** by scoring 3.36 CGPA in the National-Accreditation Cycle - 3 by NAAC on 5th May, 2014.

Named after the parents of the donors, the philanthropic members of the illustrious family of Mr. Jayaraj & Mrs. Annapackiam, the College is run by the Sisters of St. Anne of Tiruchirapalli and it is a minority institution.

JAC is located on a sylvan hillock, Mount St. Anne, nestling in lush green, facing the imposing Kodaikanal Hills, which is 2 k.m. away to the West of Periyakulam, towards Theni. The College Campus is endowed with an atmosphere of serenity and quietude, conducive to research and academic pursuits. The College is offering 16 U.G, 9 P.G, 6 M.Phil. and 6 Ph.D. Programmes under Choice Based Credit System. Apart from these courses, the College also offers 1 PG Diploma, 2 Advanced Diploma,

6 Diploma and 17 Certificate courses with need-based, relevant, learner-centered, skills, job and value-oriented curriculum.

VISION STATEMENT

Empowerment of rural women to be the agent of social changes and liberation of women, with special reference to the poor, the marginalized and the destitute from all forms of shackles of life, through quality and value based education.

MISSION STATEMENT

Holistic formation of students by developing intellectual, emotional, physical, social, cultural and spiritual dimensions of their personalities, to make them competent, self reliant, employable and service-oriented with love and faith and with the futuristic perspective of social transformation, ecological, national and global consciousness.

GOALS OF JAC

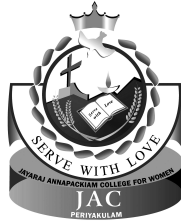
Besides academic excellence, the College aims at personalized education and strives to form **spiritually inspired, morally upright, socially committed, academically excellent and intellectually honest** women with an awareness of the dignity of womanhood, to face the challenges of the globalized world, taking their rightful place in developing a new world and to be instruments of **Love, Peace and Justice.**

OBJECTIVES TO ACHIEVE

THE GOALS

- To impart holistic education which develops values, based on justice and equality.
- To work towards academic excellence and promote need- based research.
- To develop women who are creative and courageous and who will withstand the challenges of the times.
- To promote values, attitudes and ethics for the construction of healthy civil societies and cohesive culture.
- To mould the students into people-centered agents of social change.
- To equip women with self-respect, dignity and leadership, who will participate in the political processes and create value-based politics.
- To arrange personality development programmes, through counselling centres, mentor-system, coaching and other training programmes.
- To create awareness in women, to be able to understand the divisive forces of casteism and communalism.
- To expose young women to the realities of life, through extension service.

COLLEGE EMBLEM



- ◆ The luminant lamp on the Hillock signifies the College on Mount St. Anne, the beacon of knowledge dispelling fumes of darkness.
- ◆ The open book with the inscribed motto ‘**Serve with Love**’ highlights inculcation of service through Love.
- ◆ The sheaf of grains symbolize, the mighty Humanities while atom represents Titanic Science.
- ◆ The Cross and the Dove, symbols of Sacrifice and the Prince of Peace for Human Redemption.
- ◆ The Crown denotes Celestial Benediction from the King of Kings.

Details of Attendance Marks for UG & PG Theory Papers											
8 Hours / Week		7 Hours/Week		6 Hours / Week		5 Hours / Week		4 Hours / Week		3 Hours / We	
No.of Leave hours	Marks awarded	No.of Leave hours	Marks awarded	No.of Leave hours	Marks awarded	No.of Leave hours	Marks awarded	No.of Leave hours	Marks awarded	No.of Leave hours	Mar awari
6	5	5	5	4	5	4	5	3	5	2	5
7	4	6	4	5	4	5	4	4	4	3	4
8	3	7	3	6	3	6	3	5	3	4	3
9	2	8	2	7	2	7	2	6	2	5	2
10	1	9	1	8	1	8	1	7	1	6	1
11 and above	0	10 and above	0	9 and above	0	9 and above	0	8 and above	0	7 and above	0
There are no Attendance mark for NME, SBE & Foundation Courses.											

Details of Attendance Marks for UG Project				Details of Attendance Marks for PG Project		Details of Attendance Marks for PG Theory Pa				
(Tamil, Chemistry, Comp. Science, B.B.A., & B.Com C.A)		(Physics)		(Except Comp. Science)						
5 Hours/Week & 10 Hours / Week		3 Hours / Week		12 Hours / Week		10 Hours / Week				
No. of Leave hours	Marks awarded	No. of Leave hours	Marks awarded	No. of Leave hours	Marks awarded	No. of Leave hours	Marks awarded	Le		
5	5	2	5	10	5	7	5			
6 -10	4	3	4	11-15	4	8	4.5			
11-15	3	4	3	16-20	3	9	4			
16-20	2	5	2	21-25	2	10	3.5			
21-25	1	6	1	26-30	1	11	3			
26 & above	0	7& above	0	31 & above	0	12	2.5			
						13	2			
								15	1	
								16 & above	0	20
						There is no attendance mark				

COURSES OFFERED			
AIDED	U.G.	B.A.	Tamil English History English Medium History Tamil Medium
		B.Sc.	Mathematics Physics Chemistry Zoology
		B.Com.	Commerce
	P.G.	M.A.	History
		M.Sc.	Mathematics Zoology
	UN AIDED	U.G.	B.A.
B.Sc.			Mathematics Physics Zoology Computer Science
B.B.A.			Business Administration
B.Com. (CA)			Commerce with Computer Applications
P.G.		M.A.	Tamil English
		M.Sc.	Physics, Chemistry CS & IT
		M.Com.	Commerce
M. Phil.		M.Phil.	History Mathematics Physics Chemistry Zoology Commerce
Research		Ph.D.	History Mathematics Physics Chemistry Zoology Commerce
UGC Sponsored Community College		DHC DTP DBS	Health Care Desk Top Publishing Beauty Culture & Skin Care

RULES AND REGULATIONS

Attendance and Leave of Absence

1. Although the University prescribes a minimum of attendance to permit a student to sit for the University Examination, the college insists on regular attendance.
2. Only those who have a minimum of 75% attendance of the number of working days are eligible to appear for the Semester Examination. Candidates who have less than 75% of attendance but above 65% shall pay Rs. 125/- towards Condonation Fee. Those students who have less than 65% of attendance will have to repeat the semester.
3. Attendance shall be marked at the beginning of every period.
4. A student who is not in the class when the attendance is taken shall be marked absent.
5. No student will be allowed to absent herself from the College without leave letter. She must apply for leave in advance stating explicitly the reason for absence.
6. Students should submit their leave applications to the Principal in the prescribed leave form duly countersigned by the parent or guardian in the case of day scholars and by the warden in the case of hostel students.
7. In case of absence due to unforeseen circumstances and illness, leave letters can be submitted through messengers on the day of absence or on the day of the student's return to the college with parents. Otherwise leave will not be sanctioned.

8. Students should return on the re-opening day after the holidays. Serious action will be taken for absence on such days.
9. Students absenting themselves without prior permission from classes/practical sessions / NCC /NSS / Physical Education/ JACEP will be fined.
10. If a student absents herself continuously for three days without information, her name will be removed from the roll. If she is to be re- admitted she has to pay the re-admission fee of Rs. 5/-. In case of absence for a period of more than five days on health grounds, the student must produce a Medical Certificate from a qualified Medical Practitioner on the day she attends the College.
11. All scholarship / fee concession holders should have 90% of attendance, failing in which, the entire scholarship / fee concession amount has to be refunded to the government as per government rule.

Code of Conduct

1. Students are expected to conduct themselves within and outside the college in accordance with the best standard, manners and behaviour.
2. Students are expected to dress modestly and neatly. Students are not allowed to wear Leggings. They have to pin their shawl properly. All should wear uniform saree on every Wednesday & uniform chudithar on every Saturday. If the rule is violated, the student will be fined.

3. Students should be refined in their behaviour. They must show due respect to the authorities, the Principal and the Staff. They should wish them on the occasion of their first meeting for the day. Disobedience and rude behaviour of any kind will be severely dealt with.
4. Students should avoid doing anything by word or deed that may disturb the unity and harmony of the College.
5. Students are expected to maintain the premises of the College tidy, clean and healthy and abstain from disfiguring the walls, desks or benches by sticking notices or scribbling and other similar uncivic acts.
6. Students are expected to read all the notices put up on the College and Department notice boards for important information.
7. Students are prohibited from organizing or attending any meeting in the college or collecting money for any purpose without the written sanction of the Principal. Strike and similar demonstrations are not allowed. But a respectful representation of grievances will be looked into, with concern.
8. No student shall be allowed to leave the classroom, without the permission of the teacher. Students should avoid going to the canteen, walking on the corridors and college campus during working hours. Students are given ten minutes break between first and second period.

9. Cell phones and Cameras are strictly prohibited for students' usage in hostel and in campus.
10. Students should wear the Identity Cards issued by the College everyday. They are expected to retain their I.D. Cards till the Transfer Certificate is issued.
11. At the stroke of the first bell, students should occupy their seats in the class and get ready for their class.
12. Students entering the college after the assembly/prayer will present themselves to the Vice-Principals and then sign in the late register. Late comers will be fined.
13. When a teacher enters the Classroom, students must stand and wish her. Likewise students should stand and thank the teacher when she leaves the class.
14. Students are expected to converse in English during college hours.
15. Students are expected to approach the Staff Advisors for guidance, clarification and advice in matters pertaining to their studies.
16. Books or Magazines uncondusive to good and healthy education should never be brought to the college.
17. Students are expected to walk silently in order, while moving from one room to another.
18. Students should maintain decorum and dignity while attending meetings and functions.
19. Disciplinary action will be taken against students involving in any kind of malpractices (cheating, copying in tests and examinations, giving false

declaration etc.) in the campus or anywhere else.

20. Ragging of any sort, inside the College / Hostel campus is strictly forbidden. Since 1971, the inception of the Institution, JAC is a ragging free campus.
21. With regard to all matters of conduct, in and out of the College, students are expected to conduct themselves in such a way, as to maintain the prestige and reputation of the College.
22. Under the Education Rules of the Government, the Principal has full power to take stringent measures; fine, action against loss of term days, certificate suspension and expulsion from the College.

Library Rules

1. The Library is open to all the members of the College.
2. It remains open from 8:30 a.m. to 6:00 p.m. on all working days.
3. The Library remains closed on Sundays and other government holidays.
4. The Library issues 2 Library cards to each UG student, 3 to each PG student, 4 to each M.Phil. student and 5 to each Ph.D research scholar. Only one book can be borrowed for each card. While borrowing a book, the student should submit the card to the Librarian and get it back while returning the book.

5. Books are usually lent for a period of two weeks. Books may be renewed twice, for a further period of one week, if there is no due.
6. The Librarian may ask for the return of any book even before the expiry of the normal loan period.
7. An over-due fine of 1 Rupee per day is collected for books returned after the due date.
8. Sub-lending of library books are strictly forbidden.
9. Library cards are not transferable.
10. Students are allowed to keep the library books during Christmas holidays.
11. Personal belongings such as bags, tiffin boxes and other books should not be taken into the Library.
12. Books are to be returned between 12:15 p.m. to 1:00 p.m. and borrowed between 3:00 p.m. to 5:00 p.m. on all working days.
13. Reference books will not be lent. Students can use the reprographic facility for the reference books.
14. Delicate handling of books is indispensable, students should not spoil the books by scribbling or folding the corners of the pages.
15. If a book is damaged or lost, the person responsible for it shall supply a new copy of the book or pay the cost of the book if it is approved by the Librarian.
16. Students are advised to examine the condition of the book at the time of borrowing. If there is any damage, it should be immediately brought to the notice of the Librarian. Otherwise the borrower will be held responsible for the damage.

17. A student who discontinues her study in the course of the year, should surrender her cards and get a “no due chit” from the Librarian.
18. All students must return their cards at the end of their course.
19. Strict silence should be observed in the Library.
20. Students who are economically weak can borrow books from the Book Bank for the whole semester, recommended by the HoD and permitted by the Principal. They should return all the books immediately after their semester examinations.
21. Students should wear their I.D. cards when they are in the library.
22. Students should drop their valuable suggestion and appreciation in the suggestion box.

Course Pattern

- ◆ Diploma Course consists of 2 Semesters
- ◆ Each UG Course consists of 6 Semesters
- ◆ Each PG Course consists of 4 Semesters
- ◆ Each M.Phil. Course consists of 2 Semesters
- ◆ Each Ph.D. Course consists of 3 - 5 years

Core Courses

A core course is either major core or allied core, totally related to major subject. The core elective course is offered by the Parent Department. The objective is to provide choice and flexibility within the department. A student can choose her elective paper subject to the choice of majority. Elective is related to the major subject. The difference between

Core Course and Elective Course is that there is choice for the student in the Elective Course. Each department offers three core electives in three different semesters (IV, V & VI).

Part IV & Part V

2017 - 2020 Batches

Part IV	I Semester	Value Education SBE I - Communication Skill
	II Semester	SBE - II
	III Semester	Environmental Studies SBE III - Office Automation
	IV Semester	SBE IV
	V Semester	NME I - Aptitude Building I
	VI Semester	NME II - Aptitude Building II
Part V	I- IV Semester	NSS / Physical Education / NCC
	IV & V Semester	Extension Activities

2014 - 2017 Batches

Part IV	I Semester	Value Education
	II Semester	Environmental Studies
	III & IV Semester	Computer Applications (SBC)
	III & IV Semester	Non Major Elective
	V & VI Semester	Skill Based Courses / Electives
Part V	IV & V Semester	Extension
	I to IV Semester	NSS / Physical Education / NCC

Self Study Papers

The self-study courses are offered by the parent department in addition to the regular papers to enable the advanced learners to earn extra credits. The students appear for the semester examinations on Self Study Papers on their own efforts without undergoing any regular classes, but the Syllabus and

Course Materials are supplied by the department concerned. It has only external examination for 100 marks.

Non Major Elective (Ability Enhancement Courses)

There are two non major electives - Paper I & II in V and VI semesters respectively. They are offered with a aim to impart skills in Reasoning, Numerical Aptitude, English Vocabulary and General Knowledge in order to prepare them to appear for competitive examinations.

Skill Based Courses / Elective

The objective of introducing skill based courses / elective is to enable the students to pursue specific skills by selecting the skill oriented papers offered by parent departments or non-parent departments. This is introduced to make every course multi-disciplinary and the course pattern has inbuilt mechanism to provide mobility and flexibility to choose skill oriented papers outside the parent department. Out of the four skill based courses, a course on Computer Applications is offered in the third semester to all UG students and it is mandatory. The UG Students are classified into four streams namely A, B, C, and D to impart computer education according to their diverse needs.

Stream A - Students of Commerce, Business Administration, and Commerce with CA.

Stream A1 - Students of Computer Science.

Stream B - Students of Physics, Chemistry and Mathematics.

Stream C - Students of Tamil, English, History and Zoology.

Value Education

This course is offered in the first semester of UG Degree Program.

Environmental Studies

A paper on Environmental Studies is offered to all the second year UG Students in the third semester.

Only Continuous Internal Assessment (CIA) for NME, SBE, VE & EVS. No external examination.

Extension Activities (JACEP)

It is an outreach program which aims at the creation of social awareness among students, promotion of Women Empowerment and contribution to community development. UG students have to put in 70 hours of field work compulsorily, outside the regular college working hours.

NSS / NCC / Phy.Edu.

It has 120 hours of Field Work / Parade / Games every year and totally the student should complete 240 hours in two years.

Evaluation Procedures

There are two components in the evaluation and assessment of a student, namely, Continuous Internal Assessment (CIA) and Semester Examinations. The Continuous Internal Assessment

(CIA) carries 40 Marks and External Examination carries 60 marks.

Regulations for CIA

1. CIA tests are conducted twice a semester with two hours duration.
2. Two tests (Mid semester and End Semester) are conducted centrally and the average is taken as the test mark.
3. In case, a student is absent for genuine reasons another test may be conducted at the discretion of the Principal.
4. A student who could not get the minimum pass marks in the aggregate of CIA and Semester Examinations due to very low marks in CIA, shall be given just one chance to take up CIA improvement Exam, provided the student must have appeared twice for the Semester Examinations in the particular paper and failed during the course of her study.

Regulations for Semester Examinations

- ✓ The Semester Examinations are held at the end of each semester with 3 hours duration.
- ✓ 75% attendance is necessary to appear for the examinations.
- ✓ Revaluation of U.G. answer scripts are permissible.
- ✓ UG students are expected to clear all their arrears within 6 years from the year of their admission to the course.

- ✓ PG students are expected to clear all their arrears within 5 years from the year of their admission to the course.
- ✓ **Passing Minimum:** A student shall be declared to have passed if she secures in

UG

40% and above in the Semester Examination and 40% and above in the aggregate of CIA & Semester Examination in each paper and earns a minimum of 140 Credits

PG

50% and above in the Semester Examination and 50% and above in the aggregate of CIA & Semester Examination in each paper and earns a minimum of 90 Credits.

Practical Examinations

- ✓ All the Science students in the UG and PG courses take practical examinations (Including B.Com (CA)) at the end of each semester.
- ✓ Examinations for arrears in practicals are conducted during the practical examinations of respective semesters only.

Project Work

- ✓ The external examiners appointed by the Controller of Examinations and the guide jointly evaluate the projects, conduct the **Viva voce** and award marks.

Supplementary Examinations

- ✓ It is conducted two weeks after the date of

publication of even semester examination results. The students who have passed all examinations from semester I to V (I to III in PG) but have arrears only in the VI semester (IV in PG) are eligible to appear for the supplementary examination (Maximum 2 papers). If any student is absent for the examination she can not appear or write the supplementary examination.

Certificates

- ✓ Students should apply well in advance for any type of Certificate. They should apply at least two days before they wish to receive the same.
- ✓ Age Certificates and Identification Certificates are issued at a charge of Rs. 2/- each.
- ✓ A Search Fee of Rs. 5/- shall be charged extra from those who have been out of the College for more than two years.

Extra curricular activities

All the students shall be the members of the College Union and other affiliated Associations. Opportunities shall be provided by the associations to all the students to develop their talents.

Medical Inspection

Every student will have Medical Inspection conducted by the College Medical Officer.

Fees Particulars

- ✓ The fee shall be paid in one installment in each semester within due date.

- ✓ Students who withdraw from the College in the course of the year, are required to pay all the dues regarding the tuition fee and other fees, up to the date of withdrawal.
- ✓ The fee once remitted will not be refunded, if the student fails to join the college or discontinues.
- ✓ A fine of Rs.10/- per working day will be charged for late payment.
- ✓ Tuition Fee Concession is allowed for Scheduled Caste and Scheduled Tribe students, who have joined in the Aided Stream.

கல்வி உதவித்தொகை

1. பெறுவதற்கான விபரங்கள்

- a. இந்து, கிறிஸ்தவ ஆதி திராவிடர் வகுப்பைச் சேர்ந்தவர்கள் புகைப்பட நகல் சாதிச் சான்றிதழ் வழங்கினால் கல்விக் கட்டணச் சலுகை பெறலாம் (முதுகலை பட்டப்படிப்பு பயிலும் மாணவிகள்).
- b. இந்து ஆதிதிராவிட வகுப்பைச் சார்ந்த மாணவிகளின் பெற்றோரின் ஆண்டு வருமானம் ரூ. 2,50,000/-க்கு உட்பட்டு இருந்தால் மத்திய அரசு வழங்கும் முழு உதவித்தொகை பெறலாம்.
- c. இந்து, கிறிஸ்தவ ஆதி திராவிட வகுப்பைச் சார்ந்தவர்கள் கல்லூரி விடுதியில் தங்கிப்பயிலும் மாணவிகளின் பெற்றோரின் ஆண்டு வருமானம் ரூ.1,00,000/-க்கு உட்பட்டும், மாணவிகள் கடந்த ஆண்டுகளில் பல்கலைக்கழகத் தேர்வில் அனைத்துப் பாடப்பிரிவிலும் தேர்ச்சி பெற்றிருந்தால் மட்டும், மாநில அரசு வழங்கும் உயர்கல்வி சிறப்புக் கல்வி உதவித்தொகை பெற விண்ணப்பிக்கலாம்.
- d. ஆதி திராவிட வகுப்பைச் சேர்ந்த கிறிஸ்தவ மதத்திற்கு மாறிய மாணவிகளின் பெற்றோரின் ஆண்டு வருமானம் ரூ.1,00,000/-க்கு உட்பட்டு இருந்தால், மாநில அரசு வழங்கும் உதவித்தொகை பெற விண்ணப்பிக்கலாம்.
- e. ஆதி திராவிடர் மற்றும் பழங்குடியினர், கிறிஸ்தவ மதத்திற்கு மாறியவர்கள் உட்பட முதுநிலை பயிலும் மாணவிகள் இளங்கலை பட்டப்படிப்பில் ஒரே முயற்சியில் 60 விழுக்காடு மதிப்பெண் பெற்றவர்கள், முதலமைச்சரின் பரிசுத் தொகைத் திட்டத்தின்கீழ் தகுதிவழிப்பரிசுத் தொகை பெற விண்ணப்பிக்கலாம்.
- f. ஆதிதிராவிடர் மற்றும் பழங்குடியினர், கிறிஸ்தவ மதத்திற்கு மாறியவர்கள் உட்பட இளநிலை பயிலும் மாணவியர் 12-ஆம் வகுப்பில் 1085-க்கு மேல் மதிப்பெண்கள் பெற்றவர்கள், முதலமைச்சரின் பரிசு உதவித்தொகைத் திட்டத்தின் கீழ் உதவித்தொகை பெறலாம்.

2. இந்து, கிறிஸ்தவ, பிற்பட்டோர், மிகப்பிற்பட்டோர், சீர்மரபினர் வகுப்பைச் சார்ந்தவர்கள்

- a. பெற்றோரின் ஆண்டு வருமானம் ரூ. 2,00,000/-க்கு உட்பட்ட பிற்பட்டோர், மிகப் பிற்பட்டோர் மற்றும் சீர்மரபினர் வகுப்பைச் சார்ந்த மாணவிகள் கல்வி உதவித் தொகை பெற விண்ணப்பிக்கலாம்.
- b. பிற்படுத்தப்பட்ட மாணவியரின், பெற்றோரின் ஆண்டு வருமானம் ரூ. 2,00,000/-க்கு உட்பட்டு இருந்தால், இளங்கலைக்கு மேற்பட்ட படிப்பிற்கான கல்வி உதவித்தொகை (Post Metric) பெற விண்ணப்பிக்கலாம்.

3. மற்ற உதவித் தொகை

- a. உடல் ஊனமுற்ற மாணவிகள் மத்திய, மாநில அரசு உதவித் தொகை பெற அலுவலகத்தை அணுகவும்.
- b. தமிழ்நாடு ஊடகத்தில் பயிலும் மாணவிகளுக்கு ஆண்டுக்கு ரூ. 400/- வீதம் வழங்கப்படுகிறது.
- c. எவ்விதத்தொகையும் பெறாமல் 60 விழுக்காட்டிற்கு மேற்பட்ட மதிப்பெண்களுடன் பெற்றோரின் ஆண்டு வருமானமும் ரூ. 50,000/-க்கு உட்பட்ட இளங்கலை மற்றும் முதுகலை முதலாமாண்டு மாணவிகள் கல்லூரி அலுவலகத்தில் விபரங்கள் கேட்டுக் கொள்ளலாம்.
- d. மேற்கண்ட அனைத்து விபரங்கள், விண்ணப்பங்கள் கல்லூரி அலுவலகத்தில் கேட்டுக் கொள்ளலாம்.
- e. முதுகலை பயிலும் எந்த இனத்தினைச் சார்ந்தவராயிருந்தாலும் University Rank I or II எடுத்து இருந்தால் PG Merit Scholarship, UGC- யிலிருந்து பெற விண்ணப்பிக்கலாம்.
- f. முதுகலை பயிலும் எந்த இனத்தினைச் சார்ந்தவராயினும் குடும்பத்தில் ஒரே பெண்ணாக இருந்தால் PG Indira Gandhi Scholarship for Single Girl Child என்ற உதவித்தொகை UGC- யிலிருந்து பெற விண்ணப்பிக்கலாம்.
- g. கிறிஸ்தவ, முஸ்லிம் வகுப்பைச் சார்ந்த - தமிழ்நாடு சிறுபான்மையினருக்கான கல்வி உதவித் தொகை பெறலாம்.
- h. M.Phil – கிறிஸ்தவ, முஸ்லிம் வகுப்பைச் சேர்ந்தவர்கள் மௌலான ஆசாத் National Fellowship திட்டத்தின் மூலம் இணையதளம் மூலமாக தாங்களே விண்ணப்பிக்கலாம். விவரங்கள் அலுவலகத்தில் கேட்டுக் கொள்ளலாம்.

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ACADEMIC CALENDER 2018 - 2019			
JUNE 2018			
Date	Day	Events	Working Days
15	FRI	FDP	-
16	SAT	FDP	-
17	SUN		-
18	MON	College Re-opens for II, III U.G & II P.G., Department Prayer	1
19	TUE		2
20	WED		3
21	THU	Orientation for II, III & II PG	4
22	FRI	Orientation for II, III UG & II PG	5
23	SAT	Orientation for II, III UG & II PG	6
24	SUN		-
25	MON		7
26	TUE		8
27	WED	Classes commence for I U.G & I P.G & M.Phil. PTA Meet for I years	9
28	THU	Bridge Course for I UG & I PG	10
29	FRI	„	11
30	SAT		-
<p><i>Pride makes us artificial and humility makes us real.</i> <i>-Thomas Merton</i></p>			

JULY 2018

Date	Day	EVENTS	Working DAYS
1	SUN		-
2	MON	Bridge Course for I UG & IPG	12
3	TUE	”	13
4	WED	”	14
5	THU	Submission of monthly report to IQAC	15
6	FRI	”	16
7	SAT		-
8	SUN		-
9	MON		17
10	TUE		18
11	WED	Union Election	19
12	THU		20
13	FRI	I Holy Spirit Mass & Union Inauguration	21
14	SAT		-
15	SUN		-

Smile, it is the key that fits the lock of everybody's heart .

JULY 2018

Date	Day	EVENTS	Working DAYS
16	MON		22
17	TUE		23
18	WED	Local Holiday	-
19	THU		24
20	FRI		25
21	SAT		26
22	SUN		-
23	MON	Competitions for St. Anne's Feast	27
24	TUE		28
25	WED	St. Anne's Feast Celebration	29
26	THU	II St. Anne's Feast	30
27	FRI		31
28	SAT		-
29	SUN		-
30	MON		32
31	TUE	Juniors' Welcome	33

The best revenge is massive success.

AUGUST 2018

Date	Day	EVENTS	Working DAYS
1	WED		34
2	THU	Submission of question paper for mid semester test	35
3	FRI		36
4	SAT		-
5	SUN		-
6	MON	Submission of monthly report to IQAC Commencement of Paying Semester Examination fees	37
7	TUE		38
8	WED		39
9	THU		40
10	FRI		41
11	SAT		-
12	SUN		-
13	MON		42
14	TUE		43
15	WED	INDEPENDENCE DAY	-

Nothing you wear is more important than your smile.

AUGUST 2018

Date	Day	EVENTS	Working DAYS
16	THU		44
17	FRI		45
18	SAT	Alumni Meet	46
19	SUN		-
20	MON	Mid Semester Test	47
21	TUE	Mid Semester Test	48
22	WED	BAKRID	-
23	THU	Mid Semester Test	49
24	FRI	Mid Semester Test	50
25	SAT		51
26	SUN		-
27	MON	Last date for paying Semester Examination fees	52
28	TUE		53
29	WED		54
30	THU		55
31	FRI		56

Those who see the invisible can do the impossible.

-P.S. Vaijnath Athavale

SEPTEMBER 2018

Date	Day	EVENTS	Working DAYS
1	SAT		-
2	SUN	KRISHNA JEYANTHI	-
3	MON	Intranet opens - Mid semester marks	57
4	TUE		58
5	WED	Teacher's Day Celebration & Submission of monthly report to IQAC	59
6	THU		60
7	FRI		61
8	SAT		-
9	SUN		-
10	MON		62
11	TUE	Last date for paying Semester Examination fees with penalty	63
12	WED	Intranet closes - Mid semester marks	64
13	THU	VINAYAKAR CHATHURTHI	-
14	FRI		65
15	SAT		-

Let us always meet each other with smile, for the smile is the beginning of love.

SEPTEMBER 2018

Date	Day	EVENTS		Working DAYS
16	SUN			-
17	MON	Submission of question paper for end semester test		66
18	TUE			67
19	WED			68
20	THU	III	Bible Day	69
21	FRI	MUHARRAM		-
22	SAT			-
23	SUN			-
24	MON	IV	Holistic Development Programme	70
25	TUE	V	Holistic Development Programme	71
26	WED	VI	Holistic Development Programme	72
27	THU			73
28	FRI			74
29	SAT			-
30	SUN			-

The most wasted of all day is that in which we have not laughed.

- SRN. Chamfort

OCTOBER 2018

Date	Day	EVENTS	Working DAYS
1	MON		75
2	TUE	GANDHI JAYANTHI	-
3	WED		76
4	THU		77
5	FRI	Submission of monthly report to IQAC	78
6	SAT		-
7	SUN		-
8	MON	End Semester Test	79
9	TUE	End Semester Test	80
10	WED	End Semester Test	81
11	THU	End Semester Test	82
12	FRI		83
13	SAT		-
14	SUN		-
15	MON		84

Excellence is a continuous process and not an action.

-Dr. A.P.J. Abdul Kalam

OCTOBER 2018

Date	Day	EVENTS	Working DAYS
16	TUE		85
17	WED		86
18	THU	SARASWATHI POOJA	-
19	FRI	VIJAYADASAMI	-
20	SAT		-
21	SUN		-
22	MON		87
23	TUE	Practical Examination begins	88
24	WED	Intranet Opens - End semester marks	89
25	THU		90
26	FRI		91
27	SAT		92
28	SUN		-
29	MON		93
30	TUE		94
31	WED	Intranet Closes - End semester marks	95

Seek first to understand then to be understood.

NOVEMBER 2018

Date	Day	EVENTS	Working DAYS
1	THU	Issue of hall tickets	96
2	FRI		-
3	SAT		-
4	SUN		-
5	MON	Submission of Monthly Report to IQAC	-
6	TUE	DEEPAVALI	-
7	WED		-
8	THU	Semester Examination begins	-
9	FRI		-
10	SAT		-
11	SUN		-
12	MON		-
13	TUE		-
14	WED		-
15	THU		-

Now I know the Lord gives victory to his anointed. He will answer him from the holy heavens with a strong arm that brings victory.
Psalm 20 :7

NOVEMBER 2018

Date	Day	EVENTS	Working DAYS
16	FRI		-
17	SAT		-
18	SUN		-
19	MON		-
20	TUE		-
21	WED	MILAD -UN- NABI	-
22	THU		-
23	FRI		-
24	SAT		-
25	SUN		-
26	MON	Workshop on Examination reforms	-
27	TUE	FDP	-
28	WED	College reopens for Even Semester	1
29	THU		2
30	FRI		3

A warm smile is the Universal language of Kindness.

DECEMBER 2018

Date	Day	EVENTS	Working DAYS
1	SAT		4
2	SUN		-
3	MON		5
4	TUE		6
5	WED		7
6	THU		8
7	FRI	BoS Meeting	9
8	SAT	Hostel Day	-
9	SUN		-
10	MON		10
11	TUE		11
12	WED		12
13	THU	Fine Arts	13
14	FRI	Fine Arts	14
15	SAT	PTA Meet (II, III UG, II PG and M. Phil)	15

Happiness is the best face lift.

DECEMBER 2018

Date	Day	EVENTS	Working DAYS
16	SUN		-
17	MON		16
18	TUE		17
19	WED	FDP	18
20	THU		19
21	FRI		20
22	SAT	Christmas Celebrations	21
23	SUN		-
24	MON		-
25	TUE	CHRISTMAS	-
26	WED		-
27	THU		-
28	FRI		-
29	SAT		-
30	SUN		-
31	MON		-

Problems are not stop signs, they are guidelines.

-Robert H. Schuller

JANUARY 2019

Date	Day	EVENTS	Working DAYS
1	TUE	NEW YEAR DAY	-
2	WED		-
3	THU	College re-opens	22
4	FRI		23
5	SAT	Submission of monthly report to IQAC	24
6	SUN		-
7	MON		25
8	TUE	Submission of question paper for mid semester test	26
9	WED		27
10	THU		28
11	FRI	Commencement of Paying Semester Examination fees	29
12	SAT	Pongal Celebration	30
13	SUN		-
14	MON	BHOGI	-
15	TUE	PONGAL	-

Plan your work, work your plan.

JANUARY 2019

Date	Day	EVENTS	Working DAYS
16	WED	THIRUVALLUVAR DAY	-
17	THU	UZHAVAR THIRUNAL	-
18	FRI		31
19	SAT		32
20	SUN		-
21	MON		33
22	TUE		34
23	WED		35
24	THU		36
25	FRI	VII Sports Day	37
26	SAT	REPUBLIC DAY	-
27	SUN		-
28	MON	Mid Semester Test	38
29	TUE	Mid Semester Test	39
30	WED	Mid Semester Test	40
31	THU	Mid Semester Test	41

Nothing lasts forever, not even your troubles.

FEBRUARY 2019

Date	Day	EVENTS	Working DAYS
1	FRI	Last date for paying Semester Exam Fees	42
2	SAT		43
3	SUN		-
4	MON		44
5	TUE	Submission of monthly report to IQAC	45
6	WED	Intranet opens - Mid semester marks	46
7	THU		47
8	FRI		48
9	SAT		-
10	SUN		-
11	MON	Last date for paying Semester Examination fees	49
12	TUE		50
13	WED		51
14	THU		52
15	FRI	Intranet closes - Mid semester marks	53

The shortest answer is doing the thing.

- Ernest Hemingway

FEBRUARY 2019

Date	Day	EVENTS	Working DAYS
16	SAT	Academic Council Meeting	54
17	SUN		-
18	MON		55
19	TUE		56
20	WED		57
21	THU		58
22	FRI		59
23	SAT	Graduation Day	60
24	SUN		-
25	MON	Submission of question paper for End Semester Test	61
26	TUE	Last date for paying Semester Examination fees with penalty	65
27	WED		63
28	THU		64

***Let your smile change the world. But don't let the world
change your smile.***

MARCH 2019

Date	Day	EVENTS	Working DAYS
1	FRI		65
2	SAT	VIII College Day	66
3	SUN		-
4	MON		67
5	TUE	Submission of Monthly Report to IQAC	68
6	WED		69
7	THU		70
8	FRI	International Women's Day	71
9	SAT		-
10	SUN		-
11	MON		72
12	TUE	End Semester Test	73
13	WED	End Semester Test	74
14	THU	End Semester Test	75
15	FRI	End Semester Test	76

One best book is equal to hundred good friends but one good friend is equal to a library. -Dr. APJ. Abdul Kalam

MARCH 2019

Date	Day	EVENTS	Working DAYS
16	SAT		77
17	SUN		-
18	MON		78
19	TUE		79
20	WED	Practical Examination begins	80
21	THU		81
22	FRI		82
23	SAT		83
24	SUN		-
25	MON	Intranet opens - End Semester Marks	84
26	TUE	Feedback from outgoing students	85
27	WED		86
28	THU		87
29	FRI		88
30	SAT		89
31	SUN		-

Smile costs nothing but can do everything.

APRIL 2019

Date	Day	EVENTS	Working DAYS
1	MON		90
2	TUE		91
3	WED	Valediction	92
4	THU	Farewell & Candle lighting ceremony	93
5	FRI	Issue of Hall Tickets. Intranet closes - End Semester Marks	94
6	SAT	TELUGU NEW YEAR	-
7	SUN		-
8	MON		-
9	TUE	Semester Examination begins	-
10	WED		-
11	THU		-
12	FRI		-
13	SAT		-
14	SUN	TAMIL NEW YEAR DAY	-
15	MON		-
16	TUE		

*Lord, grant victory to the king;
answer when we call upon you. Psalm 20:10*

TIME TABLE 2018 -2019

COLLEGE SCHEDULE - 9:15 a.m. to 3:00 p.m.

	JUNE - OCTOBER					NOVEMBER - APRIL				
Day	9:15 - 10:15	10:25-11:20	11:20 - 12:15	1:00-2:00	2:00-3:00	9:15 - 10:15	10:25-11:20	11:20 - 12:15	1:00-2:00	2:00-3:00
I										
II										
III										
IV										
V										
VI										

Regular activities between 3.00 - 4.00 p.m.			
Day order	Activities	I Semester	II Semester
I Day	Major		
II Day	Certificate Course / English Coaching		
III Day	Certificate Course / English Coaching		
IV Day	Remedial Coaching / English Coaching		
V Day	Mentoring Session / Association Activities		
VI Day	Remedial Coaching / English Coaching NSS / NCC / Phy. Edu. / JACEP		

Part V Activities		
Saturday	9.15 - 4.00 p.m. (on Holidays)	NSS / NCC / Phy. Edu / JACEP
	3.00 - 4.00 p.m. (on working days)	

Song - 1

We shall overcome, we shall overcome,
We shall overcome someday;
Oh, deep in my heart, I do believe,
We shall overcome someday.

The Lord will see us through,
The Lord will see us through,
The Lord will see us through someday;
Oh, deep in my heart, I do believe,
We shall overcome someday.

The truth shall make us free,
the truth shall make us free,
The truth shall make us free someday;
Oh, deep in my heart, I do believe,
The truth shall make us free someday.

We'll walk hand in hand,
we'll walk hand in hand,
We'll walk hand in hand someday;
Oh, deep in my heart, I do believe,
We'll walk hand in hand someday.

We shall live in peace, we shall live in peace,
We shall live in peace someday;
Oh, deep in my heart, I do believe,
We shall live in peace someday.

Song - 2

What a Friend we have in Jesus

All our sins and griefs to bear

What a privilege to carry

Everything to God in prayer!

Oh, what peace we often forfeit;

Oh, what needless pain we bear,

All because we do not carry

Everything to God in Prayer.

Have we trials and temptations?

Is there trouble anywhere?

We should never be discouraged;

Take it to the Lord in prayer

Can we find a friend so faithful

Who will all our sorrows share?

Jesus knows our every weakness;

Take it to the Lord in Prayer.

Song - 3

Rejoice in the Lord Always }
And I again I say Rejoice }-2

Rejoice, Rejoice and again I say Rejoice-2

Rejoice in the Lord Always }
And I again I say Rejoice }-2

Notes