

**AVICHI COLLEGE OF ARTS AND SCIENCE
CHENNAI – 600 092.**

Affiliated to the University of Madras

CALENDAR 2021–2022

130A, Arcot Road, Virugambakkam
Chennai-600092

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Website : www.avichicollege.in

**BEST WISHES FOR A
SUCCESSFUL
ACADEMIC YEAR
2021 - 2022**

A man is but a product of his thoughts, what he thinks he becomes.
- Mahatma Gandhi

To succeed in your mission, you must have single minded devotion in
your goal.
- A.P.J. Abdul Kalam

OUR MISSION

To formulate and execute curricula to meet the national and global changing needs through student-centric learning methodologies. To provide suitable Academic environment and soft skills to enrich the students through Industry - Institution – Interaction mechanism for greater values.

OUR VISION

To inculcate and enhance knowledge, skills and values towards students holistic development, also to empower them with a strategic vision plan to create a better world.

PERSONAL MEMORANDUM

Name :
Date of Birth & Age :
Year & Branch :
College Roll No. :
Father's/Guardian Name :
Mother's Name :
Permanent Address :
.....
Address for Communication :
.....
.....
Father/Guardian: Mobile No: Alternate no.....
Mother Mobile No: Alternate no
Student: Mobile No:
E-Mail ID :
Height :
Weight :
Blood Group :
Identification Marks :
Bus Pass Number :
Driving License No. :
LIC Policy No. :
Bank Account No. :
Vehicle No. :

Student's Signature

Father/Mother/Guardian Signature

NATIONAL ANTHEM

Jana gana mana adinayaka jaya he
Bharat bhaya vidhata
Panjaba Sindhu Gujaratha Maratha
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga
Uchchaala Jaladhi taranga
Tava Subha name jage
Tava subha asisa 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.

SOLIDARITY 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 everyone
with courtesy.
To my country and to my people, I pledge my devotion.
In their well-being and prosperity alone lies, my happiness.

THE GOVERNING COUNCIL

- | | |
|---------------------------|----------------------------|
| 1. Sri.AVM .K.SHANMUGAM | Secretary & Correspondent |
| 2. Smt.PADMAVATHI KUMARAN | Member – Governing Council |
| 3. Selvi.ANISHA SHANMUGAM | Member – Governing Council |

ABOUT THE TRUST

Avichi Higher Secondary School-Boys was established in the year 1963 in memory of **AVM Avichi Chettiyar**. The objective was to provide quality education to the less privileged section of society. Since its establishment the school has produced several thousands of brilliant students who are the pioneers in myriad community. Avichi Higher Secondary School-Girls, a Self-financing Division was established in the year 1994 and AVM Rajeswari Matriculation Higher Secondary School was established in the year 1995, all the three belong to this renowned Trust. In 1974, **Thiru. AVM. Kumaran**, took over the reins of Avichi high school. The school won several accolades during his tenure as the Secretary. In 1984-85, the school produced several state ranks in SSLC Examination viz-I, II & IV Ranks respectively.

The Trust has added one more feather to its illustrious legacy in the field of Higher Education by establishing an Arts and Science College in the name and style of “**AVICHI COLLEGE OF ARTS AND SCIENCE**” to cater to the growing demand of Arts and Science stream among students. It is a Co-Educational College affiliated to the University of Madras.

ABOUT THE COLLEGE

AVICHI COLLEGE OF ARTS AND SCIENCE is the brain child of Thiru. **AVM. K. Shanmugam** ,the Secretary of the College .The college prepares graduates for gaining great perspectives in local, national, and global places. The college emphasis on the learning needs of undergraduates through innovative teaching .The personalized attention given to them build confidence in them .The college believes in enabling graduates to be effective personalities in a rapidly changing, interconnected world .The College is located at 130A, Arcot Road, Virugambakkam, Chennai 600 092 with easy accessibility by road and train from all directions of the city of Chennai and has a bus stop "AVICHI" at its doorstep. This co-educational College is affiliated to the University of Madras having fantastic infrastructure facilities, modern class rooms, Hi-Tech Laboratories, well equipped Library, highly experienced and knowledgeable faculty members, a spacious sports complex etc.

FACILITIES

Avichi College is a triple winged, two storied elegant building with adequate classrooms which are galleried equipped with ergonomically designed furniture. A well projected Seminar hall with visual aid as LCD, PA system and LED focused lights. The college is set up in the heart of the city which enables the student community to equip themselves with the latest trends. A spacious playground specially designed with a bowling net for cricket coaching. A green sprawling campus with rain water harvesting drains which constitutes ecofriendly environment.

COURSES OFFERED

The College is affiliated to the University of Madras, Chennai.

The Following **UNDER GRADUATE COURSES** are offered:

3-YEAR COURSES

- 1. B.Com. (General)**
- 2. B.Com. (Accounting and Finance)**
- 3. B.Com. (Bank Management)**
- 4. B.Com. (Corporate Secretaryship)**
- 5. B.Sc. Visual Communication**
- 6. Bachelor of Business Administration**
- 7. B.Sc. Computer Science**
- 8. Bachelor of Computer Applications**

LIST OF FACULTY MEMBERS

Dr. N.Bhuma., M.Com., M.Phil., Ph.D., Principal

Department of Tamil

1. Ms.S.Ponmani, MA.,M.Phil.,NET., Asst.Prof
- 2.Dr.D.Indumathi, MA.,M.Phil.,NET(JRF)M.Ed.,Ph.D., Asst.Prof
3. Dr.M Prabhavathi, MA., M.Phil., NET.,Ph.D., Asst.Prof

Department of English

1. Dr.R.N.Kalpna Devi, MA., M.Phil., B.Ed., Ph.D., Asst.Prof
2. Ms.B.Gajalakshmi, MA., M.Phil., SET., B.Ed., Asst.Prof
3. Ms.C.Christy Josephine, MA., M.Phil., NET., Asst.Prof

Department of Hindi

Dr.Sumitradevi, M.A., M.Phil., Ph.D., Asst.Prof

Department of Commerce

1. Dr.M.Abdulla, M.Com.,M.Phil.,Ph.D.,DCA., Asst.Prof
2. Dr.B.Rajalakshmy, M.Com.,M.Phil.,MBA.,SET.,Ph.D., Asst.Prof
3. Ms.M Mahalakshmi, M.Com., MBA., MPhil.,NET., Asst.Prof
4. Dr.B.Ponnarasi, M.Com.,MBA.,MA.,MPhil.,Ph.D., Asst.Prof
5. Ms.S.Metilda Salomi, M.Com., B.Ed., M.Phil., NET., Asst.Prof
- 6.Ms.B.Geetha,M.Com., M.Phil., SET., Asst.Prof
7. Ms.K.Nimitha, M.Com., M.Phil.,NET, SET. PGDCA. , Asst.Prof
8. Dr.T.Sakthivel, M.A., M.Phil., M.B.A., Ph.D., Asst.Prof
9. Dr.Z.Mohammed Yahiya, M.Com.,M.Phil.,SET.,Ph.D., Asst.Prof

Department of Corporate Secretaryship

1. Ms.P.Selvi, MCS.,M.Phil.,SET,NET., Asst.Prof
2. Ms.R.Saranya, M.Com., M.Phil., NET., SET., CMA Inter. Asst.Prof
3. Ms.B.Mythrayee, M.Com (CS)., UGC NET., Asst.Prof

Department of Visual Communication

- | | |
|---|-----------|
| 1. Ms.G.Abhinaya, M.Sc.,MA(MCJ),SET., | Asst.Prof |
| 2. Mr.S.Prakash, M.Sc (Elec.Media),M.A(MCJ),NET., | Asst.Prof |
| 3. Dr.C.G.Prem Nivas ,MSc.,NET,Ph.D., | Asst.Prof |

Department of Computer Science

- | | |
|---|-----------|
| 1. Ms.KA Anjana, MCA.,NET.,SET | Asst.Prof |
| 2. Dr.B.Lakshmi Priya,MSc.,BEd.,SET.,Ph.D., | Asst.Prof |

Department of Business Administration

- | | |
|---|-----------|
| 1. Mr.S.Jawahar, M.Com., MPhil.,SET.,NET.,MBA.,M.Ed., | Asst.Prof |
| 2. Dr.A.Sivakozhundu, M.A., M.B.A., Ph.D., | Asst.Prof |
| 3. Ms. Afhaub Begum., B.E.,MBA.,NET., | Asst.Prof |

Department of Computer Applications

- | | |
|---|-----------|
| 1. Dr.S.Nagasundaram,MCA.,M.Phil.,Ph.D., | Asst.Prof |
| 2. Ms. KA Anjana,MCA.,NET.,SET | Asst.Prof |
| 3. Ms. Princy Christy,MCA.,M,Phil.,MBA.,NET | Asst.Prof |

Department of Mathematics

- | | |
|--|-----------|
| 1. Ms.S.Renukaa Devi,M.Sc., M.Phil., SET., | Asst.Prof |
| 2. Mr.A.Yesuraja,M.Sc.,B.Ed.,M.Phil.,SET., | Asst.Prof |

Department of Physical Education

Mr. K Mukesh,B.PhEd., Physical Director

Department of Library

Mr.K.Dilli Babu,M.A.,M.Phil.,M.L.I.S.,P.G.D LAN.,M.Phil., Librarian

Laboratory Assistant

J. Jebasteen,DCS.,

Administrative Staff

1. Ms. V .SriDevi
2. Ms. S. Sumithra
3. Ms. J Sundari
4. Mr. R. Thirumurugan

Supporting Staff

1. Ms M. Manikka Valli
2. Ms. T. Kavitha
3. Ms. S. Sudha
4. Ms. Lalitha
5. Ms. B. Kavitha

STUDENT SUPPORT ACTIVITIES

DEPARTMENTAL ASSOCIATIONS:

Associations are significant to inculcate the greater values in thoughts and deeds of the students for their overall development. Programs like debates, seminars, oratorical competitions, essay-writing and quiz competitions are conducted to encourage the holistic talents in them which foster betterment in their career and other skills. The Principal is the convener for all the associations. The student secretaries are either elected by the students of the department or nominated by the Department concerned.

DEPARTMENTS

ASSOCIATIONS

Tamil

NATRAMIL MANDRAM

English

KARANIRK

Hindi

EK SANGH

French

NOUVELLE HORIZON

Commerce

FIESCAA

Visual Communication

ARTITECTS

Computer Science

INSPIRA

All the students' centric activities are carried out under the Association banner. These activities pave the way for the development of hidden talents of the students to exhibit them.

All staff members of the particular department would be in charge of all events conducted under the banner of the Department Associations.

EXTRA CURRICULAR ACTIVITIES

The college nourishes and cultivates all round development of the student's personality through various co-curricular and extracurricular activities. These activities provide platform for the students to exhibit their skills. The college provides ample opportunities for nurturing and promoting creativity of the students at the national and International level through various fruitful ventures.

NATIONAL SERVICE SCHEME (NSS)

The college is highly privileged for getting its first NSS wing to be approved by the University of Madras during the first year of Incubation itself. The motto is "Not me but You". Our NSS unit contributes enormously by making the students actively participate in special literacy campus, adult education programs and health campus held in nearby places. The students are provided with full-fledged training by our staff for student's development & appreciation to other person's point of view and also show consideration towards other living beings. Involvement in various social service activities enable students to be aware of their social rights and responsibilities and be motivated and get themselves involved in the Social upliftment activities.

Program Officer: Dr.R.N.Kalpana Devi

Members

1. Dr.D.Indumathi
2. Dr.T.Sakthivel

RED RIBBON CLUB (RRC)

Red Ribbon Club at college will serve in educating the youth and other members in the wider community on health related issues. It develops the life skills of students involved, and instilling a spirit of compassion towards people living with HIV/AIDS in our country. The goal is to reduce the occurrence of new sexually transmitted infections (incidence), particularly HIV, among youth.

Program Officer: Ms. P.Selvi

Members:

1. Dr.S.Nagasundaram
2. Dr.B Lakshmi Priya

YOUTH RED CROSS (YRC)

The fundamental principal of The Youth Red Cross society is to serve the humanity impartially and make them feel the plinth of independent living. The club is formed to impart active, selfless service to the needy. They pledge out to serve, to work loyally for the promotion of health and the relief of suffering and distress.

Program Officer: Mr.S Jawahar

Members

1. Dr.M.Prabhavathi
2. Ms.B.Geetha

SPORTS

“A champion needs a motivation above and beyond winning” the emphatic quote summarizes the importance of physical fitness and sporting spirit. The college believes that students should never slog with their curriculum. The fitness activity at the college ensures that each student is prepared with a sound body for a sound mind.

The college sports facilities include

Outdoor

- ↪ Cricket Ground - Coach -Mr.J. Ramesh
- ↪ Kho-Kho Court - Coach - Mr. Senthil
- ↪ Kabadi Court - Coach -Mr. Maran
- ↪ Volleyball Court and Basket Ball Court

Students are well trained by the Physical Education Staff on all days rigorously towards achieving their winning moments in their career. Students are imparted training in various sports and games by the state level coaches and motivated to participate in all sports events conducted at by University of Madras, State and National level as well as private association.

Coordinator- Mr. K Mukesh

Members

1. Mr. Jawahar.S
2. Dr.S. Nagasundaram
3. Ms.B.Mythrayee
4. Dr.CG Prem Nivas

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sri.AVM.K.SHANMUGAM

Dr.N.Bhuma

Dr.M.Abdulla

Secretary

Principal

Coordinator

Members

1. Dr.B.Rajalakshmy
2. Ms.B.Gajalakshmi
3. Mr.S.Prakash
4. Ms.KA.Anjana
5. Ms.Princy Christy
6. Ms.S.Metilda Salomi

University Nominee

- 1.Dr. J Gandhiraj

Industrial Expert

Administrative Staff

Ms. V. Sridevi

Alumina Representative

RESEARCH & DEVELOPMENT CELL

Coordinator- Dr.M.Abdulla

Members

- 1.Dr.R.N.Kalpana Devi
- 2.Dr.B.Ponnarasi
- 3.Dr.GC Prem Nivas

PLACEMENT CELL

Coordinator- Mr.S.Prakash

Members

- 1.Ms.G.Abinaya
- 2.Ms.P.Selvi
- 3.Ms.C.Christy Josephine
- 4.Ms.M.Mahalakshmi
- 5.Ms.S.Renukaa Devi

EXAMINATION CELL

Additional Chief Superintendent: Dr.M.Abdulla

Members

1. Dr.B.Rajalakshmy
2. Ms.P.Selvi
3. Dr.A.Sivakozhundu

AGROPRENEUR CLUB

The club is initiates the innovative and enterprising ideas through its regular plans. The club provides a platform for students to get the professional training from our experienced mentors to showcase their skill to cultivate greenly vegetables. The students are exposed to eco centric work at the campus and at various schools to have a hands on practical knowledge of the same. The club involves itself in helping the students to market the organic food and make business. They try to create environmental awareness, to keep the environment clean and green.

Coordinators: Ms. S.Ponmani &Dr.B.Rajalakshmy

Members

- 1.Ms.M.Mahalakshmi
- 2.Ms.C.Christy Josephine
- 3.Dr.M Prabhavathi
- 4.Mr.K Mukesh
- 5.Ms.Afthaub Begum

FINE ARTS CLUB

Fine arts club provides an opportunity to the students to let their imagination take a higher step and provides them with the arena to see things in a different way. Students learn from one another and share their prowess in different aspects of art.

Coordinator: Ms. G Abinaya

Members

1. Mr.S.Prakash
- 2.Dr.G C Prem Nivas

CITIZEN CONSUMER CLUB

Coordinator: Ms. B.Geetha

Members:

- 1.Ms. S.Metilda Salomi
- 2.Ms. B.Mythrayee

URMILA-WOMEN'S FORUM

Women Students Forum focuses on educating, influencing and empowering women to break the barriers. Efforts are made to share the common problems and help them narrow down their difficulties. The forum tries to integrate diversity and inclusiveness as indispensable ways for sustainable and progressive development.

Coordinators: All Women Staff

DISCIPLINE & GROOMING

A Disciplined life alone will make the man complete. Besides giving the academic facilities to students, certain rules and regulations are implemented to make them emerge as disciplinarians in life. The college has an active discipline committee which imposes the disciplinary actions if the students indulge in disciplinary activities.

Coordinators: Mr.S. Prakash & Mr.K Mukesh

Members

1. Ms. G. Abinaya
 2. Dr.D.Indumathi
 3. Mr.S.Jawahar
 4. Dr.B.Ponnarasi
 5. Mr.K.Mukesh
 6. Dr.S.Nagasundaram
- & All staff members

MAGAZINE COMMITTEE

Coordinators- Ms.B.Gajalakshmi &Ms.S.Ponmani

Members

- 1.Mr.S.Prakash
- 2.Ms.C.Christy Josephine
- 3.Ms.Princy Christy
- 4.Ms.R.Saranya
- 5.Dr.Sumithra Devi
- 5.Mr.J.Jebasteen

LIBRARY COMMITTEE

Coordinator- Mr.K.Dilli Babu

Members

1. Ms.S.Metilda Salomi
2. Mr.A.Yesuraja
3. Dr.S.Nagasundaram

CULTURAL COMMITTEE

Coordinators: Ms.G Abinaya &.Ms.B.Gajalakshmi

Members

- 1.Ms.S.Ponmani
- 2.Dr.M.Prabhavathi
- 3.Ms.K.Nimitha
- 4.Mr.AYesuraja
- 5.Ms.R.Saranya

ANTI -RAGGING COMMITTEE

To regulate and monitor the student's movement in a more disciplined way an Anti-Ragging Committee is formed. The committee tries to eliminate ragging in all its forms from the college. This is achieved by preventing its occurrence and punishing those who indulge in ragging in any form in the campus. Committee members address the students regularly on the Anti -ragging and the related social issues.

Coordinator- Dr.M.Abdulla

Members

- 1.Dr.RNKalpana Devi
 - 2.Mr.M.Mukesh
- & All Staff Incharges

CORPORATE READINESS PROGRAM

Coordinator- Dr.R.N.Kalpana Devi

Members

- 1.Ms. B. Gajalakshmi
- 2.Ms.C.Christy Josephine
- 3.Ms. B.Geetha
- 4.Ms.Afhaub Begum

ACADEMIC CALENDAR

Cordinator: Ms. B.Gajalakshmi

MENTORSHIP PROGRAM

Members

- 1.Ms..P. Selvi
- 2.Ms. K A Anjana

TECHNICAL TEAM

Coordinator: Mr.S.Prakash

Members

- 1.Ms.Princy Christy
- 2.Dr.B. Lakshmi Priya

BRIDGE COURSE

Coordinator- B,Gajalakshmi

Members

- 1.Dr.R.N.Kalpana Devi
- 2.Ms.C.Christy Josephine

AISHE CELL & SCHOLARSHIPS

Cordinator-Mr.S,Prakash

Member

Dr.T.Sakthivel

LIBRARY

The library provides various services for various sections of students. It functions from 8.30 a.m. to 3.00 p.m. The library contributes sophisticated services to our students and staff. It has a collection of books and journals. It comprises of 1200 books, and 7 journals. Online journals are also available in the library.

1. Membership cards are provided to all students, faculty members and administrative staff members.
2. 3 Library cards are issued to Students and staff members respectively.
3. An amount of Rs. 100 will be levied in case of loss of cards.
4. Only one book is issued for a card.
5. A book can be borrowed for 15 days duration only.
6. Reservation of books is made in advance if copies available are insufficient.
7. Students can reserve for a specific book if copies are taken by other students.
8. Library books returned cannot be renewed immediately. If the borrowers wish to extend the date of return of a book it may be extended for another 15 days provided that no one else has reserved the book.
9. If damages caused or the book is lost the member should either replace the book with fine or pay double the cost of the book, at the discretion of authorities.
10. If pages are found missing or torn the borrower would be responsible for such defects.
11. Journals and hand books can be photo copied in the library.
12. Internet facility could be availed in the library on selection basis.

CANTEEN FACILITY

The canteen is open from 8-30 a.m. to 3-00 p.m. with good ventilation and enough accommodation to dine at a time. Hygienic Refreshment items and lunch are available at reasonable rates. Students are permitted to visit the canteen only during the break time. (11.15-11.30 am)

MEDICAL FACILITIES

The College provides a spacious wellness room and a first aid system monitored by the staff for providing emergency medical needs for the students.

COLLEGE RULES AND REGULATIONS

- The College follows Day wise order time table i.e .,I to VI Day order.
- Parent Teacher meet is scheduled periodically to keep abreast of the parents on their ward's regularity and Academic performances.
- Personal counseling committee counsels every 10 students in the class about academic and non-academic activities for improving their skills.
- Personality Development Programs, Communication Skills and other skill Development Programs etc. are arranged to equip the employability of students.
- Staff identifies the weak students in all classes and arranges special remedial classes for them.
- Mobile phones are strictly prohibited in the campus.
- Students are advised not to carry any valuables to the college. If found lost college will not be made liable for any such loss.
- The college works on all days except II Saturdays, Sundays and Government holidays.
- The Classes are schedule from 8.30 am to 1.20 pm with a break of 15 minutes from 11.15 am to 11.30 am.
- All the students are expected to be present in their respective class rooms by 8.25 am.

ATTENDANCE RULES

1. Each working day is divided into 5 periods - First period commences by 8.30 am and the fifth period concludes at 1.20 pm.
2. Attendance will be marked for every period.
3. Student will not be considered as present on any day unless he/she attends all the specified hours of the day.
4. No student should be absent without submitting prior application and endorsement for leave, counter signed by the parents or guardians before availing leave.
5. Application for leave during afternoon session must always be submitted before availing leave in person duly countersigned by the class advisor & Principal.

6. Students who avail leave for three days consequently should produce a letter of explanation. If leave is sought on grounds of sickness, medical certificate is a must.
7. Absence for five consecutive days without prior sanction of leave will result in the student's name being struck off the rolls.
8. Re-admission is possible only after the parent/guardian appraises the principal in person. Application for leave must always be made in advance.
9. Application for leave must always be made in advance.
10. A minimum of 75% of attendance is a must to attend the University examination.
11. Student reporting to college after 8.30 am – that is -Late comers cannot gain entry into the class room. They are required to write 10 times imposition on important Quotations', Proverbs, Thirukkural, Moral Rules, Important Texts etc., upto 9.25 am. After handing over the imposition to the monitoring staff member the students will be permitted to move to their respective class room to attend the regular periods that follows.
12. If a Student report to college after 9.00 am, his/her parents will be informed about his/her late arrival to the college and instructed to advice the ward to report to college before 8.30 am.

PROCEDURE FOR AWARDING INTERNAL MARKS

(As Per Madras University)

For all theory and practical courses the continuous assessment will be conducted for a maximum of 25 marks.

*For class test (Two best out of three) - 10 (Marks)

*For Assignment (Minimum Two) - 5 (Marks)

*For Seminar (Subject) - 5 (Marks)

*For Attendance (91% and above) - 5 (Marks)

(Total = 25 MARKS)

THEORY COURSES

Two Assessments will be conducted (Continuous Assessment I, and Continuous Assessment II) followed by Model Examination. The average performance of all the three exams would be considered as internal marks for the Test.

PRACTICAL COURSES

Every practical exercise/experiment shall be evaluated based on conduct of exercise/experiments and records maintained. The criteria for arriving at the internal assessment marks shall be decided based on the recommendation of the class committee and shall be based on performance in the model practical examinations.

ATTENDANCE MARK

Following is the basis for award of Marks:

Attendance Above 91%	- 5 Marks
Attendance 76-90%	- 4 Marks
Attendance 61-75%	- 3 Marks
Attendance Below 60%	- 0 Marks

ATTENDANCE REQUIREMENT FOR UNIVERSITY EXAMINATIONS

1. All students are expected to attend all classes and secure 100% attendance. However for certain unavoidable reasons such as Medical/Participation in sports/personal, the student is expected to secure at least 75% of attendance per semester to qualify for writing the Examination.
2. Candidates who fail to obtain the above attendance percentage are not permitted to write the University examinations, and are required to follow the Attendance Rules as laid down by the University of Madras as well as the regulations of the College. Students whose attendance is between 65% -75% will be placed under "CONDONATION", and between 50% - 65% will be placed under "WITH HELD" list. Students with less than 50% of attendance will be "DETAINED" from writing the Examination of the corresponding semester. Students need to redo the semester to complete the Degree.
- 3.

REGISTRATION FOR END SEMESTER EXAMINATIONS

Registration is mandatory for each semester examinations as well as arrears examinations failing which the candidates will not be permitted to move to the subsequent semester.

DRESS CODE

1. Boys should wear formals with shirts neatly tucked in and wear black shoe.
2. Girls should wear Chudidhar with dupatta of a convenient length pinned on both sides.

IDENTITY CARDS

The students are allowed inside the campus with their ID cards. The identity card should be brought to the college daily. ID cards are specially designed with high tech censored inbuilt chip that monitors the student's arrivals in the morning and exit in the afternoon. Simultaneously the SMS messages are flashed to the parent's registered mobile number about the time of entry and the time of exit by their ward.

TRAVEL CONCESSION (BUS/TRAIN)

1. Students should apply for their respective season ticket MTC Bus Pass / concession ticket in the prescribed format available in the college office, at the commencement of the Academic year.
2. Subsequently they need to renew their Bus Pass / Railway concession Ticket periodically.
3. Students not adhering to the stipulated rules and regulations of bus/railway authorities of those traveling without tickets or misusing their season ticket or cause annoyance to the bus or Railway authorities will be severely dealt with in receipt of information either in person or by post. The punishment may even be expulsion from the College.

STUDENT COUNSELLING SYSTEM

The welfare of the students is looked after by principal with the willing co-operation of the staff. Besides there is a student's counseling system in the college which aims at:

- (a) Bringing about intimate contact between the teacher and the taught;
- (b) Detecting and developing the latent talents in the students; and
- (c) Making the student an accomplished, enlightened and useful citizen.
- (d) The students are assessed monthly through the Internal Assessment conducted every month which helps

teachers identify the slow learners and provide them remedial classes on a regular basis for their

improvement in the concerned subject. The principal desires the co-operation of all parents and

guardians in the progress their education and conduct of the sons/daughters /wards.

PERSONALITY DEVELOPMENT TRAINING

The College has made a special arrangement to impart Personality Development Skills like Leadership training, Training for Time Management, Stress Management, Mind Concentration, Memory Power, Team Spirit and so on through the **YES PLUS** (Youth Empowerment and Skill Development Program) designed by Art Of Living (AOL) Team.

SOFT SKILL TRAINING

In addition to the above, a unique feature of the college is to focus on imparting Soft Skill Training as an ongoing program to all the students. Under this program every student of the College is imparted with acquiring a Good Communication Skill in English language through the Professional Trainers. Regular Theoretical and Practical training on Spoken English, Business English, Interview Techniques, Group Discussion, Body Language etc., to empower the students to face the Campus Interview

Board with Confidence so as to get selected by the leading Corporate sectors during their final Year of Study.

A WORD TO PARENTS

Parents are reminded that they are not absolved of their responsibilities once their son / daughter joins the college. The college expects parents /guardians to cooperate with the college authorities in bringing up their wards with the proper pursuit of academic excellence.

They should take interest in their ward's progress and monitor both in and outside the campus. We request the parents to ensure their wards attendance to the classes regularly for the betterment of their progress in their curricular, Co-Curricular and Extra Curricular activities.

Academic Schedule

July-2021				
Date	Day	Day Order	Events	Cumulative days
1	Thu			
2	Fri			
3	Sat			
4	Sun			
5	Mon			
6	Tue			
7	Wed			
8	Thu			
9	Fri			
10	Sat			
11	Sun			
12	Mon			
13	Tue			
14	Wed			
15	Thu			
16	Fri			
17	Sat			
18	Sun			
19	Mon			1
20	Tue			2
21	Wed			3
22	Thu			4
23	Fri			5
24	Sat			6
25	Sun			
26	Mon			7
27	Tue			8
28	Wed			9
29	Thu			10
30	Fri			11
31	Sat		Bakrid	

Aug-2021

Date	Day	Day Order	Events	Cumulative days
1	Sun			
2	Mon			12
3	Tue			13
4	Wed			14
5	Thu			15
6	Fri			16
7	Sat			17
8	Sun			
9	Mon			18
10	Tue			19
11	Wed			20
12	Thu			21
13	Fri			22
14	Sat			23
15	Sun		Independence Day	
16	Mon			24
17	Tue			25
18	Wed			26
19	Thu			27
20	Fri		Muharram	
21	Sat		Onam	
22	Sun			
23	Mon			28
24	Tue			29
25	Wed			30
26	Thu			31
27	Fri			32
28	Sat			33
29	Sun			
30	Mon		Krishna Jayanthi	
31	Tue			34

Sep-2021

Date	Day	Day Order	Events	Cumulative days
1	Wed			35
2	Thu			36
3	Fri			37
4	Sat			38
5	Sun			
6	Mon		CIA-1-begins	39
7	Tue			40
8	Wed			41
9	Thu			42
10	Fri		Ganesh Chaturthi	
11	Sat		Online Class	43
12	Sun			
13	Mon			44
14	Tue			45
15	Wed			46
16	Thu			47
17	Fri			48
18	Sat			49
19	Sun			
20	Mon			50
21	Tue			51
22	Wed			52
23	Thu			53
24	Fri			54
25	Sat			55
26	Sun			
27	Mon			56
28	Tue			57
29	Wed			58
30	Thu			59

Oct-2021

Date	Day	Day Order	Events	Cumulative days
1	Fri			60
2	Sat		Gandhi Jayanthi	
3	Sun			
4	Mon			61
5	Tue			62
6	Wed			63
7	Thu			64
8	Fri			65
9	Sat			66
10	Sun			
11	Mon			67
12	Tue			68
13	Wed			69
14	Thu		Saraswathi Pooja	
15	Fri		Vijaya Dasami	
16	Sat			
17	Sun			
18	Mon			70
19	Tue		Milad-un-Nabi	
20	Wed			71
21	Thu			72
22	Fri			73
23	Sat			74
24	Sun			
25	Mon			75
26	Tue			76
27	Wed			77
28	Thu			78
29	Fri			79
30	Sat		Online Class	80
31	Sun			

Nov-2021

Date	Day	Day Order	Events	Cumulative days
1	Mon			81
2	Tue			82
3	Wed			
4	Thu		Deepavali	
5	Fri			
6	Sat			
7	Sun			
8	Mon			83
9	Tue			84
10	Wed			85
11	Thu			86
12	Fri			87
13	Sat			88
14	Sun			
15	Mon			89
16	Tue			90
17	Wed			91
18	Thu			92
19	Fri			93
20	Sat			94
21	Sun			
22	Mon			95
23	Tue			96
24	Wed			97
25	Thu			98
26	Fri			99
27	Sat			100
28	Sun			
29	Mon			101
30	Tue			102

Dec-2021

Date	Day	Day Order	Events	Cumulative days
1	Wed			
2	Thu			
3	Fri			
4	Sat			
5	Sun			
6	Mon			
7	Tue			
8	Wed			
9	Thu			
10	Fri			
11	Sat			
12	Sun			
13	Mon			
14	Tue			
15	Wed			
16	Thu			
17	Fri			
18	Sat			
19	Sun			
20	Mon			
21	Tue			
22	Wed			
23	Thu			
24	Fri			
25	Sat		Christmas	
26	Sun			
27	Mon			
28	Tue			
29	Wed			
30	Thu			
31	Fri			

Jan-2022

Date	Day	Day Order	Events	Cumulative days
1	Sat		New Year	
2	Sun			
3	Mon	I		1
4	Tue	II		2
5	Wed	III		3
6	Thu	IV		4
7	Fri	V		5
8	Sat	VI		6
9	Sun			
10	Mon	I		7
11	Tue	II		8
12	Wed	III		9
13	Thu	IV		10
14	Fri		Pongal	
15	Sat		Thiruvalluvar Day	
16	Sun		Uzhavar Thirunal	
17	Mon			
18	Tue		Thai Poesam	
19	Wed	V		11
20	Thu	VI		12
21	Fri	I		13
22	Sat	II		14
23	Sun			15
24	Mon	III		16
25	Tue	IV		17
26	Wed		Republic Day	
27	Thu	V		18
28	Fri	VI		19
29	Sat			
30	Sun			
31	Mon	I		20

Feb-2022

Date	Day	Day Order	Events	Cumulative days
1	Tue	II		21
2	Wed	III		22
3	Thu	IV		23
4	Fri	V		24
5	Sat	VI		25
6	Sun			
7	Mon	I		26
8	Tue	II		27
9	Wed	III		28
10	Thu	IV		29
11	Fri	V		30
12	Sat			
13	Sun			
14	Mon	VI		31
15	Tue	I		32
16	Wed	II		33
17	Thu	III		34
18	Fri	IV		35
19	Sat	V		36
20	Sun			
21	Mon	VI		37
22	Tue	I		38
23	Wed	II		39
24	Thu	III		40
25	Fri	IV		41
26	Sat	V		42
27	Sun			
28	Mon	VI		43

Mar-2022

Date	Day	Day Order	Events	Cumulative days
1	Tue	I		44
2	Wed	II		45
3	Thu	III		46
4	Fri	IV		47
5	Sat	V		48
6	Sun			
7	Mon	VI		49
8	Tue	I		50
9	Wed	II		51
10	Thu	III		52
11	Fri	IV		53
12	Sat			
13	Sun			
14	Mon	V		54
15	Tue	VI		55
16	Wed	I		56
17	Thu	II		57
18	Fri	III		58
19	Sat	IV		59
20	Sun			
21	Mon	V		60
22	Tue	VI		61
23	Wed	I		62
24	Thu	II		63
25	Fri	III		64
26	Sat	IV		65
27	Sun			
28	Mon	V		66
29	Tue	VI		67
30	Wed	I		68
31	Thu	II		69

April-2022

Date	Day	Day Order	Events	Cumulative days
1	Fri	III		70
2	Sat	IV	Telugu New Year	71
3	Sun			
4	Mon	V		72
5	Tue	VI		73
6	Wed	I		74
7	Thu	II		75
8	Fri	III		76
9	Sat			
10	Sun			
11	Mon	IV		77
12	Tue	V		78
13	Wed	VI		79
14	Thu		Tamil New Year/Dr.Ambedkar Birthday/Mahavir Jayanthi	
15	Fri	I	Good Friday	80
16	Sat	II		81
17	Sun			
18	Mon	III		82
19	Tue	IV		83
20	Wed	V		84
21	Thu	VI		85
22	Fri	I		86
23	Sat	II		87
24	Sun			
25	Mon	III		88
26	Tue	IV		89
27	Wed	V		90
28	Thu	VI		91
29	Fri	I		92
30	Sat	II		93

May-2022

Date	Day	Day Order	Events	Cumulative days
1	Sun		May Day	
2	Mon			
3	Tue			
4	Wed			
5	Thu			
6	Fri			
7	Sat			
8	Sun			
9	Mon			
10	Tue			
11	Wed			
12	Thu			
13	Fri			
14	Sat			
15	Sun			
16	Mon			
17	Tue			
18	Wed			
19	Thu			
20	Fri			
21	Sat			
22	Sun			
23	Mon			
24	Tue			
25	Wed			
26	Thu			
27	Fri			
28	Sat			
29	Sun			
30	Mon			
31	Tue			

