



## **ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)**

A Christian Minority Institution | Affiliated to Thiruvalluvar University, Vellore

Re-Accredited by NAAC with 'A' Grade (3<sup>rd</sup> Cycle)

Recognised under section 2(f) & 12(B) of the UGC Act, 1956

St. Joseph's College Road, Manjakuppam, Cuddalore – 607 001.



Secretary	:	04142-286315
Office	:	04142-286311
Controller's Office	:	04142-286312
Library	:	04142-286313
Fax	:	04142-286315
Computer Lab	:	04142-286317
Website	:	<a href="http://www.sjctnc.edu.in">www.sjctnc.edu.in</a>
E-mail	:	<a href="mailto:josecol27998@gmail.com">josecol27998@gmail.com</a>

### **Student's Hand Book CALENDAR 2017-2018**

#### **College Working Hours**

Shift I 8.45 a.m. - 1.30 p.m.

Shift II 1.30 p.m. - 6.15 p.m.

#### **Office Working Hours**

8.30 a.m. - 6.30 p.m.

(Lunch Break: 2.00 p.m. - 3.00 p.m.)

## PERSONAL INFORMATION

Photo

Name : \_\_\_\_\_

Roll No. : \_\_\_\_\_

Department : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Occupation : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Occupation : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Blood Group : \_\_\_\_\_

Phone/ Mobile no. : \_\_\_\_\_

“Every day, think as you wake up, today I am fortunate to be alive, I have a precious human life, I am not going to waste it. I am going to use all my energies to develop myself, to expand my heart out to others; to achieve enlightenment for the benefit of all beings. I am going to have kind thoughts towards others, I am not going to get angry or think badly about others. I am going to be of benefit to others as much as I can”.

## **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.

## **PRAYER FOR PEACE**

Lord, make me an instrument of your peace;  
Where there is hatred, let me sow love,  
Where there is injury, pardon;  
Where there is doubt, faith;  
Where there is despair, hope  
Where there is darkness, light;  
Where there is sadness, joy.

O Divine Master,  
Grant that I may not so much seek  
To be consoled as to console  
To be understood as to understand,  
To be loved as to love; for  
It is in giving that we receive,  
It is in pardoning that we are pardoned, and  
It is in dying that we are born to eternal life.

**- St. Francis of Assisi**

## **PRAYER TO ST. JOSEPH**

Oh, St. Joseph, whose protection is  
so great, so strong, so prompt  
before the throne of God. I place in  
you all my interests and desires  
Oh, St. Joseph, do assist me by  
your powerful intercession, and  
obtain for me from your divine  
Son all spiritual blessings, through  
Jesus Christ, our Lord. So that,  
having engaged here below your  
heavenly power, I may offer my  
thanks giving and homage to the  
most loving of Fathers.

Oh, St. Joseph, I never weary of  
contemplating you, and Jesus  
asleep in your arms; I dare not  
approach while He reposes near  
your heart. Press Him in my name  
and kiss His fine head for me and  
ask him to return the Kiss when I  
draw my dying breath. St. Joseph,  
Patron of departing souls - Pray for me.

## **PRAYER BEFORE CLASS**

O God, the source of all truth and wisdom,  
Bless our work and study, which we offer you  
Enlighten our minds,  
Strengthen our memories and  
Direct our wills, towards what is right.  
Enable us, always to seek the truth and  
Make us truly wise.

## **PRAYER FOR OUR COUNTRY**

Into that Heaven of freedom, my Father  
Let my country awake!  
Where the mind is without fear  
And the head is held high,  
Where knowledge is free,  
where the world has not been broken up  
Into fragments by narrow domestic walls,  
Where words come out from the depth of truth,  
Where tireless striving stretches its arms  
Towards perfection,  
Where the clear stream of reason has not  
Lost its way into the  
Dreary, desert sands of dead habit,  
Into that Heaven of freedom, my father  
Let my country awake!

## **தமிழ்த்தாய் வாழ்த்து**

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

## **NATIONAL ANTHEM**

Jana Gana Mana  
Adhinyaka jaya he  
Bharatha Bhagya Vidhata,  
Punjab, Sindhu, Gujarata, Maratha,  
Dravida, Utkala, Banga,  
Vindhya, Himachala, Yamuna, Ganga  
Uchchala, Jaladhi, Taranga  
Tava Subha name jage  
Tava Subha Asisa Mage  
Gahe Taba Jaya Gatha  
Jana Gana Mangala Dayaka Jaya he  
Bharatha Bhagya Vidhata,  
Jaya he, Jaya he, Jaya he,  
Jaya Jaya Jaya Jaya he.

**- Rabindranath Tagore**

## **ENGLISH RENDERING OF THE NATIONAL ANTHEM**

Thou art the ruler of the minds of all people,  
Dispenser of India's destiny.  
Thy name rouses the hearts of Punjab, Sindhu, Gujarat and Maratha,  
Of the Dravida, Utkala and Bengal;  
It echoes in the hills of the Vindhyas and Himalayas,  
mingles in the music of Yamuna and Ganga and is  
chanted by the waves of the Indian Ocean.  
They pray for thy blessings and sing thy praise.  
The saving of all people waits in thy hand,  
Thou dispenser of India's destiny.  
Victory, victory, victory to thee.

**ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE**  
(AUTONOMOUS)

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St. Joseph's College Road, Cuddalore-607 001

St. Joseph's College is a legacy of the 19<sup>th</sup> century, handed down to us by the venerable fathers of the society of the **Foreign Mission of Paris**. Its nucleus was the St. Joseph's High School which was started in 1868 A.D. This School was elevated into a college in 1884 A.D. through the efforts of Father Tarbes and was affiliated to the University of Madras. The District-Gazetteer, South Arcot District, has recorded that the prime educational institution and the only college in the District in the 19<sup>th</sup> century was St. Joseph's College. It once again became a high school in 1909 due to financial and other constraints. Since then, there had been several attempts to revitalize the college. The dream became a reality when the college was reborn as St. Joseph's College of Arts and Science in 1991. The college was inaugurated on **11<sup>th</sup> October 1991**, at a stately function presided over by **His Excellency Bhishma Narain Singh**, the then Governor of Tamil Nadu through the efforts of **Rev. Fr. R. Ratchagar**, the then Secretary of the College. The college obtained **Permanent Affiliation on 08.02.2008**, the **Autonomous status on 09.06.2008** and **12(B) Status** by the University Grants Commission on **28<sup>th</sup> August, 2015**. The **NAAC 3<sup>rd</sup> Cycle of Re-Accreditation** with CGPA of 3.31 on seven point scale at **"A" Grade** was declared on **22<sup>nd</sup> February, 2017**. Under the leadership of the present Secretary of the College **Rev. Fr. G. Peter Rajendiram** our institution is marching towards excellence.

The College bears the Motto **"Labor Omnia Vincit"**, meaning "Hard Work conquers All". With an abiding faith in the efficacy of her labours, the college strives hard to impart value based education aimed at the formation of the integral personality of the student. With the willing co-operation of parents and the whole hearted support of the public, the college hopes to march triumphantly in its noble endeavour.

## **OUR VISION**

### **To Work hard to prepare**

- ❖ Men and Women academically and technically equipped to steer the Nation along the path of progress and peace.
- ❖ Men and Women who will free the Nation from the clutches of Sectarianism and Parochialism.

## **OUR MISSION**

### **To Work hard to provide**

- ❖ Wholesome and Integral Education that will help the students to find their footings in life.
- ❖ Ethical and Social values that will help the students to confidently face the challenges of life.
- ❖ Human and Community values that will help the students in building up the solidarity of all Indians.

## **QUALITY POLICY**

To provide quality education through curriculum at par with that of reputed institutions of higher education, innovative teaching, competent and qualified teachers, supportive systems and by processes of on-going evaluation and continuous refinement leading to holistic development of the student community.

## **THE COLLEGE COAT OF ARMS**



The emblem incorporates an open book, signifying the value of knowledge flanked by a bunch of lilies, which stands for purity of thought, word and deed. At the bottom is a lighted lamp, shedding its luster, inspiring us to be the torch bearers of knowledge, the crown at the top symbolises the glory of right knowledge acquired by Patience and Perseverance, in keeping with the motto, **“LABOR OMNIA VINCIT”** inscribed below the coat of arms.



## SUCCESSION - LIST OF SECRETARY AND PRINCIPAL

<b>Name</b>	<b>Secretary</b>	<b>Principal</b>
<b>Rev. Fr. Tarbes</b>	1884 - 1888	1884 - 1888
<b>Rev. Fr. Bertho</b>	1888 - 1895	1888 - 1895
<b>Rev. Fr. Durier</b>	1895 - 1898	1895 - 1898
<b>Rev. Fr. Bertho</b>	1898 - 1906	1898 - 1906
<b>Rev. Fr. Verdure</b>	1906 - 1909	1906 - 1909
<b>Rev. Fr. R. Ratchagar</b>	1991 - 2002	-
<b>Dr. S. Rajaraman</b>	-	1991 - 1993
<b>Rev. Fr. M. A. Ratchakar</b>	-	1993 - 1996
<b>Rev. Fr. V. Aruldass</b>	-	1996 - 2002
<b>Rev. Fr. A. J. Lawrence</b>	2002 - 2006	2002 - 2006
<b>Rev. Fr. P. Paul Raj Kumar</b>	2006 - 2007	2006 - 2007
<b>Rev. Fr. Dr. I. Ratchagar</b>	2007 - 2014	2007 - 2012
<b>Dr. S. Chinnappan</b>	-	2012 -
<b>Rev. Fr. G. Peter Rajendiram</b>	2014 -	

## CHRONOLOGY OF MAIN EVENTS

<b>1852 A.D.</b>	The Site of “Colonel Garden” acquired by Mgr. Bonand, D.D. Vicar Apostolic of Pondicherry.
<b>22.01.1868</b>	Inauguration of St. Joseph’s High School through the efforts of Rev. Fr. L. Renevier, the First Principal.
<b>1884</b>	St. Joseph’s raised to the status of a Second Grade College with Humanities and Mathematics through the efforts of Rev. Fr. Tarbes.
<b>1909</b>	Reduced to the status of High school due to need of funds.
<b>25.06.1969</b>	Centenary Celebrations.
<b>11.10.1991</b>	Revival of St. Joseph’s College of Arts and Science, Inaugurated by His Excellency Bhisma Narain Singh, Governor of Tamil Nadu through the able guidance of Archbishop Most Rev. V. S. Selvanathan and through the efforts of the great educationist Rev. Fr. R. Ratchagar.
<b>11.10.1991</b>	Establishment of B.Sc. Mathematics, Physics, Chemistry, Computer Science and B.Com. with a strength of 296 students.
<b>23.03.1992</b>	I-College Day–Chief guest Dr Sathik, Vice-Chancellor, University of Madras.
<b>1993</b>	Establishment of B.A History.
<b>21.03.1993</b>	II College Day–Chief Guest Mr. V. Sankarasubbaiyan, I.A.S., Secretary, Dept. of Education, Govt. of Tamil Nadu and Inauguration of Venmani Block
<b>06.10.1993</b>	Foundation Stone Laid by Arch Bishop Most Rev. Dr. S. Michael Augustine for FAHRER Block.
<b>1994</b>	Inauguration of NEW UG Computer Centre by Arch Bishop Most Rev. Dr. S. Michael Augustine.
<b>1994</b>	Establishment of B.B.M., in Day College. Establishment of Evening College with B.Sc. Computer Science
<b>31.01.1995</b>	IV - College day - Chief Guest His Eminence Cardinal Lourdasamy & Inauguration of FAHRER Block.
<b>1995</b>	Establishment of B.Sc. Chemistry and B.Com. in Evening College.
<b>1996</b>	NSS Unit was established. First NSS Programme Officer – Mr. M. Arumai Selvam.
<b>31.01.1997</b>	Inauguration of Muthamiz Manram – Chief Guest Mr. V. Gopalsamy MP.
<b>1997</b>	Establishment of B.Sc. Bio-Chemistry and Microbiology Day College.
<b>1998</b>	Establishment of M.Sc., Computer Science in Day College. B.Sc. Bio-Chemistry and Micro-Biology in Evening College.
<b>13.09.1998</b>	Inauguration of DURIER Block – Chief Guest His Eminence Simon Cardinal Lourdasamy
<b>22.01.1999</b>	First Convocation & VIII College Day – Chief Guest His Eminence Simon Cardinal Lourdasamy.
<b>2000</b>	Establishment of B.C.A. in Day College.
<b>2001</b>	Establishment of M.Sc. I.T. in Day College and B.C.A. in Evening College.
<b>23.01.2002</b>	Boys Hostel Block Inauguration & Ladies Hostel Foundation Stone laid.

<b>2002</b>	Establishment of M.Sc. Chemistry in Day College and B.Sc. Physics in Evening College.
<b>31.08.2002</b>	Inauguration of RUBY JUBILEE Block – Chief Guest His Eminence Simon Cardinal Lourdusamy.
<b>10.08.2003</b>	Inauguration of Entrance Arch.
<b>2003</b>	Blessing of Seminar Hall, Conference Hall, Chapel, Placement Cell, Fine Arts Centre and Lounge by Most Rev. Dr. S. Michael Augustine.
<b>2003</b>	NAAC visit to Our College–Headed by Dr. Saraswathi Rao.
<b>22.02.2004</b>	Inauguration of Petrine Jubilee Hall and Rev. Fr. M. A. Ratchakar Hall – Mrs. Suseela Thirumaran, Vice–Chancellor, Thiruvalluvar University, Vellore.
<b>2004</b>	Establishment of M.Sc. Mathematics and M.Com. in Shift - I and B.Sc. Mathematics in Shift - II.
<b>2004</b>	Visit of UGC for Grant of Autonomy–Headed by Dr. Chauhan.
<b>2004</b>	Visit of Arch Bishop Most Rev Dr. Quintanna
<b>2005</b>	Inauguration of NCC – Mr. R. Rajamanickam, NCC Officer
<b>2007</b>	Inauguration of M.Sc.IT. Lab – Chief Guest Mr. G. Iyyappan, MLA.
<b>19.03.2007</b>	Inauguration of Library Building – Chief Guest Arch Bishop Most Rev. Dr. Antony Anandarayar.
<b>2007</b>	Visit of Committee for Permanent Affiliation headed by Dr.Karunanandan.
<b>2008</b>	Instituted Rs.1,00,000/- in Thiruvalluvar University, Vellore for an Endowment Lecture on Christian studies in the name of Our Arch Bishop Most Rev. Dr. Antony Anandarayar.
<b>07.03.2008</b>	Received Permanent Affiliation.
<b>15.05.2008</b>	Establishment of B.A. English and M.Sc. Physics in Day College.
<b>17.06.2008</b>	Received Autonomous Status.
<b>20.03.2009</b>	Inauguration of St. Joseph's State Level Invitation Volley Ball Tournament.
<b>June 2009</b>	Establishment of M.Phil. Research Programmes in Commerce, Chemistry & Computer Science in Shift-I and B.A. English in Shift-II.
<b>Dec. 2009</b>	Release of First News Magazine (News Letter)
<b>01.09.2010</b>	Scientist Dr. A. Sivadhanupillai, Chief Controller of DRDO and Ministry of Defense inaugurated “Centre for Advanced Research in Environmental and Special Sciences”(CARESS)
<b>23.09.2010</b>	NAAC visit to our college for Re-accreditation
<b>19.01.2011</b>	New Administrative Block was blessed and inaugurated by Our Arch Bishop Most Rev. Dr. Antony Anandarayar.
<b>01.06.2011</b>	New Courses M.A. English, M.A. History, Ph.D. in Chemistry and Commerce were started.
<b>20.02.2012</b>	UGC visit held for the extension of autonomous for next five years
<b>01.06.2012</b>	New Courses B.Com. (Bank Management – Eve) and Master of Social Work were established

<b>August 2012</b>	The University Grants Commission, agreed to grant extension of autonomous status to our college on August 2012 under the UGC autonomous colleges scheme for a period of six years w.e.f. the academic year i.e. 2011-2012 to 2016-2017
<b>20.09.2012</b>	The National Commission for Minority Educational Institutions has decided to issue the Minority Status Certificate to our college on 20 <sup>th</sup> September, 2012
<b>01.12.2012</b>	Our College Women Football Team won the Chief Minister's Trophy conducted by the Tamil Nadu Government held at Nehru Stadium, Chennai conducted from 26 <sup>th</sup> November 2012 to 01 <sup>st</sup> December 2012.
<b>13.01.2013</b>	Won Bronze Medal in the International Rowing Regatta held at Paoay Lake, Ilocosnorte, Philippines.
<b>16.02.2013</b>	Winners of the All India Inter-University Football Tournament (Women) held at Shivaji University, Kolhapur, Maharastra conducted from 11 <sup>th</sup> February 2013 to 16 <sup>th</sup> February 2013.
<b>19.03.2013</b>	New Tarbes block was blessed and inaugurated by our Archbishop, Most Rev. Dr. Antony Anandarayar.
<b>23.06.2013</b>	Blessing of New Canteen by Rev. Fr. Secretary
<b>19.12.2013</b>	New Prayer Hall Inaugurated by our Secretary
<b>04.02.2014</b>	All India Inter University Football Championship silver medal winners
<b>23.12.2014</b>	Our Sports students received sports scholarship of Rs. 1,97,500 for the year 2014 from Sports Development Authority of Tamil Nadu.
<b>22.08.2015</b>	Commencement of Silver Jubilee Celebrations
<b>14.12.2015</b>	Our Women's Football Team won the Chief Minister's Trophy and got 18 Lakhs cash award.
<b>19.03.2016</b>	Silver Jubilee Block, Rev. Fr. P. Paul Rajkumar Seminar Hall and Rev. Fr. Dr. I. Ratchagar Instrumentation Centre were blessed by Archbishop Most Rev. Dr. Antony Anandarayar
<b>19. 06.2016</b>	JOSE BYTE'S Association organized 1 <sup>st</sup> Extension Program for Cleaning Silver Beach by joining hands with <i>Namma Cuddalore Organization</i> .
<b>21. 06.2016</b>	International Yoga Day
<b>22 &amp; 24. 06.2016</b>	NSS - World Blood Donors Day
<b>22. 06.2016</b>	Football (Women) State Level match was conducted by Sports Development Authority of TamilNadu, the college team won the 1 <sup>st</sup> place
<b>24. 06.2016</b>	NET /JRF/SLET Exam orientation Program
<b>29. 06.2016</b>	Establishment of B.A. Tamil for Shift-II
<b>02.07.2016</b>	23rd Graduation Day
<b>09. 07.2016</b>	NSS- Tree Plantation
<b>13. 07.2016</b>	NSS - Helmet Awareness Rally
<b>14. 07.2016</b>	Placement - Entrepreneurship Awareness Programme
<b>20. 07.2016</b>	TECHXTRA'16 Intra Departmental Technical event - Computer Application

<b>22.07.2016</b>	PG & Research Department of Mathematics National Conference on Recent trends in Applied Mathematics NCRTAM'16
<b>22.07.2016</b>	Placement - Competitive Exam Coaching
<b>26.07.2016</b>	Computer Applications - Diploma Course in Soft Skill Training (DSST) was inaugurated for shift II students.
<b>27.07.2016</b>	Herbal Garden being planted in remembrance of Dr. APJ Abdul Kalam
<b>27.07.2016</b>	Poster presentation on NANO MEDICINE -Dept. of .Biochemistry
<b>27.07.2016</b>	Poster presentation on Green Chemistry -Dept. of .Chemistry
<b>27.07.2016</b>	'A workshop on self-awakening' by Psychology Department – Chief Guest Dr. S. Gabriel, Hypnotherapist (USA) from Malaysia.
<b>29.07.2016</b>	Football (Women) C.M Trophy match was conducted by Sports Development Authority of Tamil Nadu. Our team won the 1 <sup>st</sup> place.
<b>02.08.2016</b>	Kabaddi (Men & women) match 12 of our students emerged as Winners and they have been selected for Inter-divisional team.
<b>03.08.2016</b>	Guest lecture & Poster Presentation - Dept. of Microbiology
<b>03.08.2016</b>	Workshop on “Soilless Agriculture and Its Techniques” - Zoology
<b>03.08.2016</b>	Kho-Kho (Women) match 6 students emerged as Winners and they have been selected for inter divisional team.
<b>05.08.2016</b>	English Literary Association was inaugurated. The chief guest was Dr. D. Gnanasekaran (Retd) Head, Dept. of English, Kanchi Mamunivar Centre for post graduate studies, Puducherry, who spoke on communication skills.
<b>15.08.2016</b>	NSS - Best Program officer award for election service by District Collector
<b>18.08.2016</b>	BBM - The guest lecture was organized on the topic “Opportunities and Challenges in Banking Sector”. M.C. Preedhivirajan, Senior Manager, Axis bank, Cuddalore was the resource person.
<b>18.08.2016</b>	MSW- Street Theatre Training Programme.
<b>19.08.2016</b>	To Commemorate Azadhi-70, JCI (Junior Chamber International) has organized events such as Skit, Drama ,Essay Writing, Painting & Drawing and Quiz competition for the students
<b>22.08.2016</b>	Silver Jubilee Celebrations - finale.
<b>22.08.2016</b>	Kabaddi (Women) match was conducted at Adi Parasakthi College in which 12 of our students participated 4 of them emerged as Winners and they have been selected for Thiruvalluvar University team.
<b>22.08.2016</b>	Placement & BBM organized Bakery Product Training session
<b>23.08.2016</b>	NSS – National Anthem Day.
<b>24.08.2016</b>	Psychology – Poster presentation on Stress Management
<b>26.08.2016</b>	A Human Chain Rally on the Youth Day by NSS.
<b>27.08.2016</b>	Department of Physics rganized the CSIR-UGC-JRF/NET/SET exam coaching classes
<b>27.08.2016</b>	Sports day
<b>29.08.2016</b>	Football (Men) match was conducted at Sacred Heart College, Tirupattur 2 Students emerged as Runners and they have been selected for Thiruvalluvar University team.

<b>01.09.2016</b>	CCC – JOY OF GIVING Program
<b>02. 09.2016</b>	Placement – Paper Product Training
<b>03. 09.2016</b>	Teacher's Day Function
<b>09.09.2016</b>	Establishment of Ph.D. Courses in Biochemistry & Microbiology
<b>10. 09.2016</b>	BBM - A one day international seminar on "Emerging Issues in Indian and International Banking System." The valedictory of the seminar was held in presence of Honorable Minister Mr. M.C.Sampath, Minister of Industries, Govt. of Tamil Nadu.
<b>15. 09.2016</b>	NSS - Programme was conducted by National Defense Rescue Force (NDRF), Arakkonam.
<b>16 &amp; 17. 09.2016</b>	The PG and Research Department of Computer Science conducted a National level Workshop on MATLAB and Research Methodology
<b>17. 09.2016</b>	Research Development Cell - Meeting of the Research Advisory Board
<b>20. 09.2016</b>	Women Empowerment Cell organised the poster presentation on "Safety Measures for Women "
<b>21. 09.2016</b>	Tamil Department organised Kaviyarangam
<b>22. 09.2016</b>	Citizen Consumer Club - Workshop on "Safe and Sustainable food for all" was conducted to the College and the School students from our Cuddalore District.
<b>28. 09.2016</b>	NCC cadet B.Mohan selected for NCC Camp at various levels
<b>29. 09.2016</b>	Computer Applications -An International level seminar on Waterfall and Agile Models was conducted on 29.09.2016. Mr. Peter James Ford, Technical analyst, Capgemini, United Kingdom was the resource person.
<b>03.10.2016</b>	Commerce - A National Level Workshop on "Personality Development" Very Rev. Fr. A. Arulanandam, Vicar General, Secretary of Pope John Paul-II College of Education, Pondicherry, Archdiocese of Pondicherry & Cuddalore, was the Chief Guest for the inaugural function. Rev.Fr.Swaminathan, Secretary, Archdiocesan Board of Education, Archdiocese of Pondicherry & Cuddalore was the chief guest for the valedictory.
<b>24.11.2016</b>	Placement - Competitive Exam Coaching
<b>25. 11.2016</b>	Department of Computer Science and JOSEBYTES Association conducted Seminar on Software Engineering and Project Development
<b>26.11.2016</b>	PG and Research Department of Commerce Inauguration of ICSI Coaching class
<b>27.11.2016</b>	Staff Development Programme
<b>05.12.2016</b>	MSW - Awareness program on HIV/AIDS
<b>09 &amp; 10.12.2016</b>	Physics - International Conference on Nanomaterials and Molecular Research (ICNMR-2016)
<b>17.12.2016</b>	Commerce - A National level conference "10 <sup>th</sup> Student's eye "
<b>19.12.2016</b>	Annual retreat for the students
<b>20.12.2016</b>	Chemistry - Guest Lecture
<b>21 &amp; 22.12.2016</b>	Yule Jamboree'16 Inter departmental cultural program
<b>23.12.2016</b>	Christmas Function

<b>05.01.2017</b>	Citizen Consumer Club - A seminar on "Tobacco free society is possible".
<b>06.01.2017</b>	History - National seminar on "Evolution of Human rights and challenges to contemporary society"
<b>07.01.2017</b>	Alumni Meet
<b>11.01.2017</b>	DHAMAKACA'17 STYBITZ organised by Comp. Applications
<b>12.01.2017</b>	Pongal celebration - Tamil department
<b>24.01.2017</b>	NSS - Voters Awareness Rally
<b>30.01.2017</b>	State Level Beach games Kabbadi winners
<b>04. 02.2017</b>	Department of English - Mirror'17 National seminar on Rereading History through Subaltern Historiography
<b>08. 02.2017</b>	MSW - National seminar on Implication of Social Work Practices in Disaster preparedness and risk management
<b>10. 02.2017</b>	NSS - Campus cleaning
<b>13, 14 &amp; 15. 02.2017</b>	NAAC Visit (3 <sup>rd</sup> Cycle), Convener: <b>Prof. A. K. Singh</b> , Former Vice Chancellor, Member Co-ordinator: <b>Prof. Dibakar Chandra Deka</b> , Professor, Member: <b>Dr. Ajay M. Bhamare</b> , Principal.
<b>20. 02.2017</b>	Placement - Vellamal Group Recruitment
<b>22.02.2017</b>	<b>NAAC Report – Our College was awarded “A” Grade score points 3.31 out of 4 (3<sup>rd</sup> Cycle)</b>
<b>22 &amp; 23. 02.2017</b>	Commerce - A National Level Inter Collegiate Competition & Inter Departmental Exhibition "Commet'17 "
<b>24. 02.2017</b>	The PG and Research Department of Mathematics organised a workshop on Mathematical Applications
<b>26. 02.2017</b>	Physics - Nation Science Day "Science Expo 2017"
<b>02 &amp; 03.03.2017</b>	Chemistry - National conference on Emerging trends in chemistry NCETC'17
<b>06. 03.2017</b>	All India Inter - University Women's Football Tournament 2017 winners
<b>07. 03.2017</b>	BBM - National workshop on Import & Export for small scale industries
<b>08. 03.2017</b>	Women Empowerment Cell celebrate Women's Day & Guest lecture
<b>09. 03.2017</b>	College Day
<b>10. 03.2017</b>	6 <sup>th</sup> Zephyr
<b>15. 03.2017</b>	CCC - Poster Presentation on World Consumer's Rights Day
<b>16. 03.2017</b>	Bank Management - Inter collegiate competition & Intra Department Poster Presentation "Banco Beat' 17"
<b>27. 03.2017</b>	Dr.L.Santhanaraj received National Award and a Cash Prize of Rs. 40,000/- for Best NSS Co-ordinator by Thiruvalluvar University.
<b>27. 03.2017</b>	10th Academic Council Meeting
<b>05.04.2017</b>	34th Governing Body Meeting

**Note:** Organizing a plethora of Sports and Cultural Events, Seminars, Symposia, Conferences, Extension Activities and Social Service Activities by the various Departments and Clubs has always been the hallmark of St. Joseph's College.

## **COLLEGE GOVERNING BODY**

- |   |                 |
|---|-----------------|
| <b>1. Most Rev. Dr. Antony Anandarayar</b><br>Archbishop of Pondicherry & Cuddalore<br>Archbishop's House, Post Box No - 193<br>Cathedral Street, Pondicherry - 605 001 | <b>CHAIRMAN</b> |
| <b>2. Very Rev. Fr. A. Arulanandam</b><br>Vicar General<br>Archbishop's House, Post Box No - 193<br>Cathedral Street, Pondicherry - 605 001                             | <b>MEMBER</b>   |
| <b>3. Rev. Fr. A. Louis</b><br>Episcopal Vicar,<br>Archbishop's House, Post Box No - 193,<br>Cathedral Street, Pondicherry - 605 001                                    | <b>MEMBER</b>   |
| <b>4. Rev. Fr. J. M. Gregory Louis Joseph</b><br>Financial Administrator<br>Archbishop's House, Post Box No - 193<br>Cathedral Street, Pondicherry - 605 001            | <b>MEMBER</b>   |
| <b>5. Rev. Fr. R. Joseph Raj</b><br>Secretary,<br>Archdiocesan Board of Education,<br>Archbishop's House, Post Box No - 193,<br>Cathedral Street, Pondicherry - 605 001 | <b>MEMBER</b>   |
| <b>6. Rev. Fr. R. Ratchagar</b><br>Parish Priest & VF<br>Presentation Church, Block-24,<br>Neyveli Township-1,<br>Cuddalore Dt.-607801                                  | <b>MEMBER</b>   |



- |  |                             |
|--|-----------------------------|
| <b>7. Rev. Fr. R. Joseph Paul</b><br>DOS Manager & Secretary SADC<br>St. Mary's Church Campus<br>Beach Road, Cuddalore - 607 001   | <b>MEMBER</b>               |
| <b>8. Rev. Fr. A. Arputharaj</b><br>Secretary, SC/ST Commission<br>St. Xavier's Pastoral & Communication Center<br>Netaji Nagar, Uppalam, Puducherry-605001                    | <b>MEMBER</b>               |
| <b>9. Rev. Fr. C. Don Bosco</b><br>Secretary, BC Commission<br>R.C.Mission, Anna Nagar,<br>Bagandai Cross Road, Ariyalur (Via),<br>Sankarapuram TK,<br>Villupuram Dt.- 605 801 | <b>MEMBER</b>               |
| <b>10.Rev. Fr. G. Peter Rajendiram</b><br>Secretary<br>St. Joseph's College of Arts & Science<br>(Autonomous)<br>Manjakuppam, Cuddalore – 607 001                              | <b>MEMBER<br/>SECRETARY</b> |
| <b>11.Rev. Fr. S. Xavier</b><br>Dean of Studies<br>St. Joseph's College of Arts & Science<br>(Autonomous)<br>Manjakuppam, Cuddalore – 607 001                                  | <b>MEMBER</b>               |
| <b>12.Dr. Dev Swarup</b><br>Joint Secretary,<br>University Grant Commission,<br>Bahadur Shah Zafar Marg<br>New Delhi – 110 002, India.   | <b>UGC NOMINEE</b>          |

- |  |                                      |
|--|--------------------------------------|
| <p><b>13.Dr. V. Peruvalluthi</b><br/>           Professor &amp; Head, Department of English<br/>           Thiruvalluvar University,<br/>           Serkkadu, Vellore - 632 115.</p>   | <p><b>UNIVERSITY<br/>NOMINEE</b></p> |
| <p><b>14.Prof. A. Karunanandan</b><br/>           “Visakam”, No.6, Boopathy Nagar<br/>           Sholinganallur, Chennai – 600 119.</p>  | <p><b>SPECIAL<br/>ADVISOR</b></p>    |
| <p><b>15.Rev. Fr. P. Arul Nathan</b><br/>           Principal &amp; Correspondent,<br/>           St. Joseph’s Hr. Sec. School,<br/>           Cuddalore - 607001</p>  | <p><b>SPECIAL<br/>INVITEE</b></p>    |
| <p><b>16.Dr. S. Chinnappan</b><br/>           Principal<br/>           Head, Department of History<br/>           St. Joseph’s College of Arts &amp; Science<br/>           (Autonomous)<br/>           Manjakuppam, Cuddalore – 607 001</p>                               | <p><b>MEMBER</b></p>                 |
| <p><b>17.Mr. M. Arumai Selvam</b><br/>           Vice-Principal<br/>           Head, Department of Computer Science<br/>           St. Joseph’s College of Arts &amp; Science<br/>           (Autonomous)<br/>           Manjakuppam, Cuddalore – 607 001</p>              | <p><b>MEMBER</b></p>                 |
| <p><b>18.Dr. P. Marie Arockianathan</b><br/>           Controller of Examination<br/>           Head, Department of Biochemistry<br/>           St. Joseph’s College of Arts &amp; Science<br/>           (Autonomous)<br/>           Manjakuppam, Cuddalore – 607 001</p> | <p><b>MEMBER</b></p>                 |

## **COLLEGE COUNCIL**

<b>I. ADMINISTRATORS</b>	Chairman Secretary Principal Vice-Principal Controller of Examinations Deans of Students
<b>II. OFFICE</b>	Office Superintendent
<b>III. DEPARTMENTS</b>	Heads of All Departments

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## **ACADEMIC COUNCIL**

<b>I. CHAIRMAN</b>	<b>Most. Rev. Dr. Antony Anandarayar</b> Archbishop of Pondicherry & Cuddalore
<b>II. MEMBER SECRETARY</b>	<b>Rev. Fr. G. Peter Rajendiram</b> Secretary

## **III. UNIVERSITY REPRESENTATIVES**

- 1. Dr. Ernest David,**  
Professor & Head, Department of Biotechnology,  
Thiruvalluvar University,  
Serkkadu, Vellore – 632115.
- 2. Dr. P. N. Sudha,**  
Principal, D.K.M.College for Women (Autonomous)  
Sainathapuram,  
Vellore – 632001.

3. **Dr. K. Malathi,**  
Principal,  
Dhivya Arts & Science College  
Chetpet, Polur Tk,  
Tiruvannamalai Dt. – 606801.

## **V. EXTERNAL EXPERTS**

**Education**      **Rev. Fr. R. Joseph Raj**  
Education Secretary  
Archdiocesan Board of Education  
Archbishop's House,  
Puducherry.

**Advisor**        **Prof. A. Karunanandan**  
Former Member-Syndicate,  
Thiruvalluvar University.

**Commerce**    **Mr. L. Jeychandran** Ex M L C.

**Law**             **Mr. P. J. X. Vedanayagam** B.Sc., M.L.,

**Medicine**      **Dr. J. Stanley Chandran,** M.B.B.S., D.H.A., FCCP.,

## **VI. DEPARTMENT REPRESENTATIVES**

<b>Dr. S. Chinnappan</b>	Head, Department of History
<b>Mr. M. Arumai Selvam</b>	Head, Department of Computer Science
<b>Dr. P. Maria Arockianathan</b>	Head, Department of Bio-chemistry
<b>Rev. Fr. S. Xavier</b>	Head, Department of Physics
<b>Mr. J. Jon Arockiaraj</b>	Head, Department of Mathematics
<b>Dr. I. Savarimuthu</b>	Head, Department of Commerce
<b>Rev. Fr. A. Alex</b>	Head, Department of B.Com. (Bank Management)
<b>Mr. A. Amalorpavadoss</b>	Head, Department of Chemistry

<b>Mrs. Jeyanthii Ravichandran</b>	Head, Department of English
<b>Dr. S. Joseph Christian Daniel</b>	Head, Department of Microbiology
<b>Dr. M. Vanathaian</b>	Head, Department of Tamil
<b>Mrs. Alice Mathai</b>	Head, Department of Economics
<b>Mr. A. John Pradeep Ebenezer</b>	Head, Department of Computer Applications
<b>Mrs. Mercy Antony</b>	Head, Department of Statistics
<b>Mrs. P. Thenmozhi</b>	Head, Department of Zoology
<b>Mrs. E. Ruby Violet Rani</b>	Head, Department of Psychology
<b>Mr. J. Durai Raj</b>	Head, Department of Social Work
<b>Mr. S. Sridhar</b>	Head, Department of Library/Information Science
<b>Mr. R. Rajamanickam</b>	Head, Department of Physical Education

### **Teaching Staff:**

<b>Mr. I. Benjamin Franklin</b>	Asst. Prof. in Computer Applications
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## **BOARD OF STUDIES**

**The Boards of Studies** to be set up by the College shall have external experts including an expert from the University. It consists of:

- i. Head of the Department concerned.... Chairman.
- ii. The teachers of each specification up to maximum members of five teachers from a Department.
- iii. Two experts in the subject from outside the college to be nominated by the Academic Council.
- iv. One expert to be nominated by the Vice- Chancellor from the panel of six experts recommended by the Principal of the College.
- v. One Post-graduate meritorious alumnus to be nominated by the Principal.
- vi. One representative from Industry of Corporate Sector / Allied area relating to placement.

**COMMITTEES CONSTITUTED BY THE GOVERNING BODY OF  
ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)  
ACADEMIC COMMITTEES**

**1. FINANCE COMMITTEE**

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- Very Rev. Fr. A. Arulanandam
- Rev. Fr. J. M. Gregory Louis Joseph
- Rev. Fr. R. Joseph Raj
- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. S. Xavier
- Dr. S. Chinnappan
- Prof. A. Karunananthan
- Mr. S. Simon (Coordinator)
- Mr. L. Antoniraj

**2. APEX RESEARCH COMMITTEE**

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. S. Xavier (Coordinator)
- Dr. S. Chinnappan
- Dr. P. Marie Arockianathan
- Mr. M. Arumai Selvam
- Mrs. Jeyanthii Ravichandran
- Dr. S. Joseph Christian Daniel
- Rev. Fr. A. Alex
- Dr. R. Vidya

**3. RESEARCH COMMITTEE**

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- Dr. R. Vidya (Coordinator)
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- Dr. R. Krishnakumar
- Dr. A. Soussitra
- Mrs. Ruby Violet Rani

- Mr. S. Johnson Savarimuthu
- Dr. K. Shagirtha
- Dr. S. Sebastian
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- Dr. I. Savarimuthu
- Mr. V. R. Suresh Kumar
- Mrs. Mercy Anthony (Coordinator)

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- Rev. Fr. A. Alex
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- Mrs. Jeyanthii Ravichandran
- Mr. L. Antoniraj
- Mr. F. Babu Vimal Marshall (Coordinator)

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- Dr. P. Marie Arockianathan
- Mr. M. Arumai Selvam
- Mr. J. Jon Arockiaraj
- Dr. S. Joseph Christian Daniel (Coordinator)
- Rev. Fr. A. Alex
- Prof. A. Karunanandan
- Dr. Christopher (Principal, St. Ann's College, Tindivanam)
- Mr. I. Benjamin Franklin
- Mr. F. Paul Arokiadass
- Mrs. X. Ann Lanka Jeyadharshini
- Mr. L. Antoniraj
- Miss. Hyrlyn Jose (III B.Sc. Physics-Shift-II)

## **8. EXAMINATION COMMITTEE**

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- Dr. P. Marie Arockianathan(Coordinator)
- Mr. M. Arumai Selvam
- Mrs. Jeyanthii Ravichandran
- All HODs
- Mr. L. Antoniraj

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- Mrs. Jeyanthii Ravichandran
- Rev. Fr. A. Alex
- Dr. R. Vidya
- Mrs. A. Arockiamary



- Mrs. S. Celine Hilda Mary
- Dr. P. John Thomas
- Mrs. Ida Joicey
- Mr. A. Amalorpavadoss
- Mr. S. Sridhar (Coordinator)
- Mrs. J. Kavitha
- Mr. L. Antoniraj

#### **10. GAMES & SPORTS COMMITTEE**

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- Rev. Fr. A. Alex
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- Dr. P. Marie Arockianathan
- Mr. M. Arumai Selvam
- Mr. R. Rajamanickam (Coordinator)
- Mrs. Jeyanthii Ravichandran
- Mr. S. Johnson Savarimuthu
- Mr. A. Albert Ravi
- Mr. A. R. Johnson Durai
- Mr. S. Robin Jayaraj
- Mr. L. Antoniraj
- Mr. D. Natarajan

#### **11. STAFF GRIEVANCE REDRESSAL COMMITTEE**

- Very Rev. Fr. A. Arulanandam
- Rev. Fr. J. M. Gregory Louis Joseph
- Rev. Fr. R. Joseph Raj
- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. S. Xavier
- Dr. S. Chinnappan (Coordinator)
- Prof. A. Karunanathan
- Mr. M. Arumai Selvam
- Dr. P. Marie Arockianathan
- Mr. J. Jon Arockiaraj
- Mrs. Jeyanthii Ravichandran
- Dr. A. Annammal
- Mr. L. Antoniraj

## **12. WOMEN GRIEVANCE REDRESSAL COMMITTEE**

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- Rev. Fr. S. Xavier
- Dr. S. Chinnappan
- Dr. P. Marie Arockianathan
- Mr. M. Arumai Selvam
- Mrs. Jeyanthii Ravichandran
- Mrs. P. James Mary (Coordinator)
- Dr. A. Annammal
- Mrs. R. Roseline
- Mrs. X. Ann Lanka Jeyadharshini
- Dr. V. Sathana

## **13. STUDENT'S DISCIPLINARY COMMITTEE**

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. S. Xavier
- Dr. S. Chinnappan (Coordinator)
- Dr. P. Marie Arockianathan
- Mr. M. Arumai Selvam
- Mrs. Jeyanthii Ravichandran
- Concerned HoD
- Concerned Mentor
- Mr. L. Antoniraj

## **14. ANTI RAGGING COMMITTEE**

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- Rev. Fr. S. Xavier
- Dr. S. Chinnappan
- Dr. P. Marie Arockianathan
- Mr. M. Arumai Selvam
- Mrs. Jeyanthii Ravichandran (Coordinator)
- Rev. Fr. A. Alex
- Dr. R. Vidya
- Dr. A. Annammal
- Mr. R. Rajamanickam
- Dr. L. Santhanaraj

## **15. PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

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- Rev. Fr. S. Xavier
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Mrs. Jeyanthii Ravichandran
- Mrs. P. Thenmozhi
- Mrs. Alice Mathai (Coordinator)
- Mrs. Mercy Antony
- Mrs. P. James Mary
- Mr. P. J. X. Vedhanayagam

## **16. COLLEGE MAGAZINE**

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. S. Xavier (Coordinator)
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Ms. M. Janet Jonitha
- Dr. A. Soussitra
- Mr. L. Antoniraj
- Mr. C. Naveen Patrick

## **17. LEGAL CELL**

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- Rev. Fr. R. Joseph Raj
- Rev. Fr. S. Xavier
- Mr. P. J. X. Vedanayagam, Advocate
- Mr. P. J. Charles Raj, Advocate
- Mr. S. Arunachalam, Advocate
- Mr. L. Antoniraj (Coordinator)

## 18. STUDENT'S WELFARE ORGANIZATIONS

- |  |   |
|--|---|
| a. NSS - Programme Officers  | - Dr. L. Santhanaraj<br>Dr. A. Annammal   |
| b. NCC – Associate NCC Officer                                     | - Mr. J. John Robert  |
| c. YRC - Programme Officer   | - Mr. A. Rajesh   |
| d. RRC-Programme Co-ordinator                                      | - Mr. P. John Thomas  |
| e. Rotaract-Programme Co-ordinator                                 | - Mrs. Jeyanthii Ravichandran   |
| f. SSC-Programme Co-ordinator                                      | - Mr. C. Justin Marshall  |
| g. Rovers Crew - Rover Scout Leader<br>(Bharath Scouts and Guides) | - Mr. J. Robert Adaikalaraj   |
| h. AICUF-Programme Co-ordinators                                   | - Mr. P. Arul Prasad<br>Mrs. A. Arokiamary  |
| i. Fine Arts Club-Co-ordinators                                    | - Mr. A. Albert Ravi<br>Mrs. Jeyanthii Ravichandran<br>Mr. S. Robin Jayaraj<br>Mr. J. Antony Daniel Rex<br>Mrs. S. Umamageswari |
| j. Zero Wastage-Enviro Club-Co-ordinator                           | - Mrs. P. Thenmozhi   |
| k. Citizen Consumer Club-Co-ordinator                              | - Mr. A. R. Johnson Durai   |
| l. Women Empowerment Cell<br>-Co-ordinators                        | - Mrs. P. James Mary<br>Mrs. X. Ann Lanka Jeyadharshini   |
| m. Research Development Cell-Co-ordinator                          | - Dr. S. Joseph Christian Daniel  |
| n. Infirmary - Medical Officer<br>Nursing Assistant                | - Dr. J. Stanley Chandran<br>- Mrs. S. Anandhi  |
| o. Career Guidance & Placement Cell<br>- Placement Officer         | - Rev. Fr. S. Xavier<br>Mr. J. Robert Adaikalaraj   |
| p. Guidance and Counseling Cell                                    | - Mrs. E. Ruby Violet Rani  |

## 19. STUDENTS' FORUM

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. S. Xavier
- Dr. S. Chinnappan
- Dr. P. Marie Arockianathan
- Mr. M. Arumai Selvam
- Mrs. Jeyanthii Ravichandran
- Dr. S. Joseph Christian Daniel (Coordinator)
- All the Class Representatives

## **20. STUDENTS' GRIEVANCE REDRESSAL COMMITTEE**

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. S. Xavier
- Dr. S. Chinnappan
- Dr. P. Marie Arockianathan
- Mr. M. Arumai Selvam (Coordinator)
- Mrs. Jeyanthii Ravichandran
- Rev. Fr. A. Alex
- Mr. J. Jon Arockiaraj
- Dr. A. Annammal
- Mrs. Mercy Anthony

## **21. PARENT TEACHERS' FORUM**

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. S. Xavier
- Dr. S. Chinnappan
- Dr. P. Marie Arockianathan
- Mr. M. Arumai Selvam
- Mr. J. Jon Arockiaraj
- Mrs. Jeyanthii Ravichandran
- Mr. A. R. Johnson Durai (Coordinator)
- Mr. L. Antoniraj
- Mr. R. Devaraj & Mrs. D. Vijayalakshmi - Parents
- Mr. S. Murugan & Mrs. M. Pakkiyalakshmi - Parents

## **22. ALUMNI ASSOCIATION**

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. S. Xavier
- Dr. S. Chinnappan
- Dr. P. Marie Arockianathan
- Mr. M. Arumai Selvam
- Mrs. Jeyanthii Ravichandran
- Rev. Fr. A. Alex
- Mr. A. John Pradeep Ebenezer
- Dr. L. Santhanaraj
- Mrs. T. Miranda Lakshmi (Coordinator)
- Mr. G. Suresh (Coordinator)

- Mr. I. Benjamin Franklin
- Mr. P. Hari Narayan (Alumnus)
- Dr. R. Arularasi Aperia (Alumnus)
- Mr. Godsheril (Alumnus)
- Dr. Deva Priya Kumar (Alumnus)
- Mrs. G. Kalaiselvi (Alumnus)

### **23. Career Guidance & Placement Committee**

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. S. Xavier
- Dr. S. Chinnappan
- Mr. J. Robert Adaikalaraj (Coordinator)
- Mr. S. Robin Jayaraj
- Dr. R. Rajkumar
- Ms. R. Anitha

### **HOSTEL**

- Rev. Fr. S. Xavier - Director
- Mr. A. Domnic Xavier - Warden

### **DIPLOMA AND EXTERNAL PROGRAMME**

- |   |   |
|---|---|
| 1. PCP-Bharathidasan University<br>-Co-ordinator                              | - Mr. M. Arumai Selvam                                    |
| 2. PCP-IGNOU-Co-ordinator   | - Dr. J. Jaya Prakash                                     |
| 3. Diploma in Electrical & Electronics<br>Instrumentation - Co-ordinator      | - Dr. V. Sathana  |
| 4. Certificate Course - Mushroom<br>Cultivation - Co-ordinator                | - Mrs. P. Thenmozhi                                       |
| 5. Certificate Course in Dot Net<br>Programming                               | - Mr. M. Arumai Selvam                                    |
| 6. Professional Courses – Co-ordinator  | - Dr. I. Savarimuthu                                      |
| a. Tally  |   |
| b. CPT Course in C.A., I.C.W.A., A.C.S.                                       |   |
| 7. NPTEL  | - Mr. I. Benjamin Franklin<br>- Mr. J. Robert Adaikalaraj |
| 8. Certificate Course – Co-ordinator<br>Diploma in Soft Skill Training (DSST) | - Mr. A. John Pradeep Ebenezer                            |
| 9. Spoken Tutorial–IIT Bombay–Co-ordinator<br>(Open Source Software)          | - Mr. A. John Pradeep Ebenezer<br>- Mr. Z. John Bernard   |

**St. Joseph's College of Arts & Science (Autonomous)**  
**Cuddalore - 607 001**  
**List of Members of the Staff**

**Secretary**

Rev. Fr. G. Peter Rajendiram M.A., M.Sc., M.Ed., M.Phil.,

**Principal & HOD of History**

Dr. S. Chinnappan M.A., M.Phil., Ph.D.,

**Vice-Principal & HOD of Computer Science**

Mr. M. Arumai Selvam M.Sc.(Maths), M.Sc.(CS), M.Phil.(CS), PGDCA.,

**Controller of Examination & HOD of Biochemistry**

Dr. P. Marie Arockianathan M.Sc., M.Phil., Ph.D., PGDHRM., NET,

**Dean of Studies & HOD of Physics**

Rev. Fr. S. Xavier M.Sc., B.Ed., M.Phil.,

**Dean-Eve College & HOD in English**

Mrs. Jeyanthii Ravichandran M.A., B.Ed., M.Phil.,

**Department of English**

Mrs. Jeyanthii Ravichandran, HOD	M.A., B.Ed., M.Phil.,
Mr. V. R. Suresh Kumar	M.A., M.Phil., B.Ed.,
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 M.A., M.Phil., B.Ed.,  
 M.A., M.Phil.,  
 M.A., M.Phil.,  
 M.A., B.Ed., M.Phil.,  
 M.A., M.Phil., Ph.D.,

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 M.A., M.Ed., M.Phil., Ph.D.,  
 M.A., M.Phil., Ph.D.,  
 M.A., M.Ed., M.Phil., M.L.I.S., M.A.(His).,  
 M.A., M.Phil., NET.,  
 M.A., M.Phil., B.Ed.,  
 M.A., M.Phil.,  
 M.A., B.Ed., M.Phil.,  
 M.A., M.Phil., B.Ed., NET, SLET,  
 M.A., M.A.(HR), M.Ed., M.Phil.,  
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M.Sc., M.Phil., B.Ed., PGDCA.,  
 M.Sc., M.Phil., B.Ed., M.Sc.(IT), PGDCA,  
 M.Sc., M.Phil., SET,  
 M.Sc., M.Phil., B.Ed.,  
 M.Sc., M.Phil.,  
 M.Sc., M.Phil., B.Ed.,  
 M.Sc., B.Ed., M.Phil.,  
 M.Sc., M.Phil., B.Ed.,  
 M.Sc., M.Phil., B.Ed., PGDCA.,  
 M.Sc., M.Phil., B.Ed.,  
 M.Sc., M.Phil.,  
 M.Sc., B.Ed., M.Phil.,  
 M.Sc., B.Ed., M.Phil.,  
 M.Sc., M.Phil., M.Ed., M.Phil., Ph.D.,

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M.Sc., B.Ed., M.Phil.,  
 M.Sc., M.Phil., PGDCA., Ph.D.,  
 M.Sc., B.Ed., M.Phil.,



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M.Sc., M.Phil., B.Ed.,  
 M.Sc., M.Ed.,  
 M.Sc., M.Phil., M.Ed.,  
 M.Sc., B.Ed., M.Phil.,  
 M.Sc., M.Phil.,  
 M.Sc., Ph.D.,  
 M.Sc., Ph.D.,  
 M.Sc., Ph.D.,

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M.Sc., B.Ed., M.Phil.,  
 M.Sc., M.Phil., Ph.D.,  
 M.Sc., B.Ed., M.Phil.,  
 M.Sc., M.Phil.,  
 M.Sc., M.Phil., SET,  
 M.Sc., M.Phil.,  
 M.Sc., M.Phil.,  
 M.Sc., M.Phil.,  
 M.Sc., B.Ed., M.Phil.,  
 M.Sc., M.Phil., Ph.D.,  
 M.Sc., M.Phil.,  
 M.Sc., M.Phil.,  
 M.Sc., M.Phil., Ph.D.,

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 Dr. N. Priya

M.Sc., M.Phil., Ph.D., PGDHRM., NET,  
 M.Sc., M.Phil., DMLT., NET,  
 M.Sc., M.Phil., PGDMLT.,  
 M.Sc., M.Phil.,  
 M.Sc., M.Phil., DMLT.,  
 M.Sc., M.Phil., B.Ed.,  
 M.Sc., M.Phil.,  
 M.Sc., M.Phil., Ph.D.,  
 M.Sc., M.Phil., Ph.D., D.M.L.T.,  
 M.Sc., B.Ed., M.Phil., NET, Ph.D.,  
 M.Sc., M.Phil., Ph.D.,

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Dr. S. Joseph Christian Daniel, HOD  
 Dr. P. John Thomas  
 Dr. J. Jaya Prakash

M.Sc., M.Phil., SLET., Ph.D.,  
 M.Sc., M.Phil., Ph.D.,  
 M.Sc., DMLT., Ph.D.,

Dr. M. Parimala Celia  
Dr. D. John Milton  
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Mr. R. Krishnan  
Dr. S. Megala

M.Sc., M.Phil., Ph.D., SET,  
M.Sc., Ph.D.,  
M.Sc., M.Phil., Ph.D., NET,  
M.Sc., M.Phil., M.Tech., PGDBI,  
M.Sc., Ph.D.,

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M.Sc., M.Phil., M.Ed.,  
M.Sc., M.Phil., Ph.D.,  
M.Sc., M.Phil.,

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M.Sc. M.Phil.,  
M.Sc. B.Ed., M.Phil.,

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M.Sc.(Maths), M.Sc.(CS), M.Phil.(CS), PGDCA.,  
M.Sc., B.Ed., M.Phil., PGDCA., Ph.D.,  
M.Sc., M.Phil.,  
M.C.A., M.Phil., SET,  
M.C.A., M.Phil.,  
M.C.A., M.Phil.,  
M.Sc., M.Phil.,  
M.C.A., D.M.E., M.Phil.,  
M.C.A., M.Phil., B.Ed.,  
M.C.A., M.Phil., SET,  
M.Sc. (IT)., M.Phil.,  
M.Sc.(IT), M.Phil.,  
M.Sc.(IT), M.Phil.,  
M.Sc., B.Ed.(CS), M.Phil.,  
M.C.A., M.Phil.,  
M.Sc., M.Phil.,  
M.Sc.(IT)., M.Phil.,

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M.C.A., M.Phil.,  
M.C.A., M.Phil.,  
M.C.A., M.Phil.,  
M.C.A., M.Phil.,

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M.C.A., M.Phil.,  
 M.C.A., M.Phil.,  
 M.S.(IT), M.Phil.,  
 M.C.A., M.Phil.,  
 M.C.A., M.Phil., SET,  
 M.C.A., M.Phil.,  
 M.Sc.(IT), M.Phil.,  
 M.C.A., M.Phil.,  
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M.Com., M.Phil., M.B.A., M.Ed., Ph.D.,  
 M.Com., M.A., M.B.M., M.Phil., Ph.D.,  
 M.Com., M.Phil., M.B.A., Ph.D., PGDFM., SET,  
 M.A., M.Com., SLET., Ph.D.,  
 M.Com., M.Phil., B.Ed., M.B.A.,  
 M.Com., M.Com.(BIM), M.Phil., Ph.D.,  
 M.Com., M.Phil., B.Ed., PGDCM., SLET,  
 M.Com., M.Phil., M.B.A.,  
 M.Com., M.Phil., M.B.A., B.L.I.S., Ph.D.,  
 M.Com., M.Phil.,  
 M.Com., M.Phil., M.H.R.M., M.B.A.,  
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 M.Com., M.Phil.,  
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 M.Com., M.Phil., Ph.D.,  
 M.Com., M.Phil., SLET.,  
 M.Com., M.Phil., M.B.A.,  
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 M.Com. B.Ed., NET,

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<b>Date</b>	<b>June-2017</b>	<b>Day</b>
<b>1 THU</b>		
<b>2 FRI</b>		
<b>3 SAT</b>		
<b>4 SUN</b>		
<b>5 MON</b>	Bridge Course commences for I-Year UG Students HODs Meeting - 1	
<b>6 TUE</b>		
<b>7 WED</b>		
<b>8 THU</b>		
<b>9 FRI</b>		
<b>10 SAT</b>		
<b>11 SUN</b>		
<b>12 MON</b>		
<b>13 TUE</b>		
<b>14 WED</b>	College Reopen – Odd Semester Begins	<b>1</b>
<b>15 THU</b>		<b>2</b>

<b>Date</b>	<b>June-2017</b>	<b>Day</b>
<b>16 FRI</b>		<b>3</b>
<b>17 SAT</b>		<b>4</b>
<b>18 SUN</b>		
<b>19 MON</b>		<b>5</b>
<b>20 TUE</b>		<b>6</b>
<b>21 WED</b>	History - Association Inauguration Physical Education - International Yoga Day	<b>7</b>
<b>22 THU</b>		<b>8</b>
<b>23 FRI</b>		<b>9</b>
<b>24 SAT</b>		<b>10</b>
<b>25 SUN</b>		
<b>26 MON</b>	Ramzan	
<b>27 TUE</b>		<b>11</b>
<b>28 WED</b>	Placement Cell - Pre-Meeting regarding the Placement Cell activity of the year	<b>12</b>
<b>29 THU</b>	Mathematics - Association Inauguration	<b>13</b>
<b>30 FRI</b>	Computer Science - Association Inauguration (Poster Presentation)	<b>14</b>



<b>Date</b>	<b>July-2017</b>	<b>Day</b>
<b>1 SAT</b>	24 <sup>th</sup> Graduation Day	
<b>2 SUN</b>		
<b>3 MON</b>	HODs Meeting – 2	<b>15</b>
<b>4 TUE</b>		<b>16</b>
<b>5 WED</b>	Computer Applications - Stybitz Association Inauguration / Commerce-Association Inauguration/BBM-Joe Banco Association Inauguration - Guest Lecture-I / Placement Cell - Inauguration / Physics - Association Inauguration & Guest Lecture-I	<b>17</b>
<b>6 THU</b>		<b>18</b>
<b>7 FRI</b>	Computer Science - Paper Presentation	<b>19</b>
<b>8 SAT</b>		
<b>9 SUN</b>		
<b>10 MON</b>	History - Workshop on Historical Movements in Cuddalore	<b>20</b>
<b>11 TUE</b>	Microbiology - Association Inauguration	<b>21</b>
<b>12 WED</b>	Chemistry - Association Inauguration Zoology - Association Inauguration	<b>22</b>
<b>13 THU</b>	English - Association Inauguration	<b>23</b>
<b>14 FRI</b>	Commerce - Guest Lecture for III-Year Students Placement Cell-Class-I: Self Development and Leadership Quality	<b>24</b>
<b>15 SAT</b>	Physics - Refresher Course on Mathematical Physics for Staff	

<b>Date</b>	<b>July-2017</b>	<b>Day</b>
<b>16 SUN</b>		
<b>17 MON</b>	Computer Science - Extension Programme-II PG	<b>25</b>
<b>18 TUE</b>	Statistics - Association Inauguration	<b>26</b>
<b>19 WED</b>	தமிழ் - முத்தமிழ் மன்றம் தொடக்கவிழா	<b>27</b>
<b>20 THU</b>	Biochemistry - Association Inauguration	<b>28</b>
<b>21 FRI</b>	Computer Applications - Extension Activity-I (III Year BCA) Economics - Guest Lecture	<b>29</b>
<b>22 SAT</b>		
<b>23 SUN</b>		
<b>24 MON</b>		<b>30</b>
<b>25 TUE</b>	Physics - Guest Lecture - II on Mathematical Physics for PG	<b>31</b>
<b>26 WED</b>	Computer Applications-Techxtra-Technical Symposium-BCA / Mathematics-Invited lecture-I / Commerce-Extension Programme for III-Year Students / Psychology - Association Inauguration	<b>32</b>
<b>27 THU</b>	Chemistry - Poster presentation - Making chemistry Eco - friendly	<b>33</b>
<b>28 FRI</b>	Placement Cell - Class-II: Career building & Job opportunities	<b>34</b>
<b>29 SAT</b>	Physical Education - Sports Day	<b>35</b>
<b>30 SUN</b>		
<b>31 MON</b>		<b>36</b>

<b>Date</b>	<b>August-2017</b>	<b>Day</b>
<b>1 TUE</b>	HODs Meeting - 3	<b>37</b>
<b>2 WED</b>	MSW - Social Work Association Inauguration / Commerce - Guest Lecture for II-Year Students / Biochemistry - Poster Competition/History-Field Visit to Government Museum (I-B.A.)	<b>38</b>
<b>3 THU</b>	Computer Science - Guest Lecture-III UG	<b>39</b>
<b>4 FRI</b>	MSW- Guest Lecture-I/ Placement Cell - Class-III: Resume preparation & Ideas of communication skill	<b>40</b>
<b>5 SAT</b>		<b>41</b>
<b>6 SUN</b>		
<b>7 MON</b>	I-CIA Examination Begins	<b>42</b>
<b>8 TUE</b>		<b>43</b>
<b>9 WED</b>		<b>44</b>
<b>10 THU</b>		<b>45</b>
<b>11 FRI</b>		<b>46</b>
<b>12 SAT</b>	I-CIA Examination Ends	<b>47</b>
<b>13 SUN</b>	Commerce - Educational Tour- Shift-I	
<b>14 MON</b>	Krishna Jayanthi	
<b>15 TUE</b>	Independence Day	

<b>Date</b>	<b>August-2017</b>	<b>Day</b>
<b>16 WED</b>	MSW - Observation Visit begins	<b>48</b>
<b>17 THU</b>	Commerce - Guest Lecture for I-Year Students / English - Elocution Contest / Physics-Guest Lecture-III on Basic Mathematics for Physics	<b>49</b>
<b>18 FRI</b>	Computer Science - Extension Programme-I PG Placement Cell - Class-IV: Verbal Ability	<b>50</b>
<b>19 SAT</b>	Parents – Teachers Meeting	<b>51</b>
<b>20 SUN</b>		
<b>21 MON</b>	MSW- Guest Lecture-II	<b>52</b>
<b>22 TUE</b>	Chemistry – Intra Departmental Quiz competition	<b>53</b>
<b>23 WED</b>	தமிழ் - பேச்சுப் பயிற்சிப் பட்டறை IQAC - Students Seminar	<b>54</b>
<b>24 THU</b>	Computer Applications - Extension Activity-II (II Year BCA) English–Extension Programme/Psychology-Poster Presentation	<b>55</b>
<b>25 FRI</b>	Vinayakar Chathurthi Commerce - Educational Tour – Shift-II	
<b>26 SAT</b>		
<b>27 SUN</b>		
<b>28 MON</b>	Biochemistry - Industrial Visit	<b>56</b>
<b>29 TUE</b>	Commerce - Extension Programme for II-Year Students	<b>57</b>
<b>30 WED</b>	MSW-National Level Seminar on Teachers and Students Attitudes towards teaching of Sex Education in Educational Institutions/Computer Applications-National Workshop on Big Data and Hadoop/Computer Science-National Level Workshop on R Programming/BBM-Industrial Visit	<b>58</b>
<b>31 THU</b>		<b>59</b>

<b>Date</b>	<b>September-2017</b>	<b>Day</b>
<b>1 FRI</b>	HODs Meeting – 4 Placement Cell - Class-V: Aptitude-I	<b>60</b>
<b>2 SAT</b>	Bakrid	
<b>3 SUN</b>		
<b>4 MON</b>	MSW-Street Theatre Training Inauguration Physics - PowerPoint Presentation on Materials Science by PG & UG Final year students	<b>61</b>
<b>5 TUE</b>		<b>62</b>
<b>6 WED</b>	Commerce - Guest Lecture for PG Students / Zoology - Guest lecture on “Organ Donation” / Microbiology - Students Seminar	<b>63</b>
<b>7 THU</b>	Computer Science - Talent Show-UG	<b>64</b>
<b>8 FRI</b>		<b>65</b>
<b>9 SAT</b>	MSW-Street Theatre Training Valediction / BBM - Guest Lecture II / History - Inauguration of Project at Lakshmi Narasima Temple, Parical	<b>66</b>
<b>10 SUN</b>		
<b>11 MON</b>	Biochemistry - Extension Activity	<b>67</b>
<b>12 TUE</b>	Computer Science - Guest Lecture (II UG)/II PG Chemistry - Guest Lecture-I	<b>68</b>
<b>13 WED</b>	MSW- Guest Lecture-III	<b>69</b>
<b>14 THU</b>		<b>70</b>
<b>15 FRI</b>	Mathematics - Invited Lecture-II / Placement Cell - Class-VI: Aptitude-II / Commerce - COMMET '2017- A National level Inter Collegiate Competition and Intra Departmental Exhibition	<b>71</b>

<b>Date</b>	<b>September-2017</b>	<b>Day</b>
<b>16 SAT</b>	தமிழ் - கல்விச் சுற்றுலா (தகவல் தொடர்பு சார்ந்த இடங்கள்) Physics - Refresher Course on Electrodynamics / Commerce - COMMET '2017 - A National level Inter Collegiate Competition and Intra Departmental Exhibition	
<b>17 SUN</b>		
<b>18 MON</b>	MSW - Rural Awareness Camp Inauguration	<b>72</b>
<b>19 TUE</b>	Statistics - Guest Lecture English - Guest Lecture	<b>73</b>
<b>20 WED</b>	Computer Science-Compein'17/ Zoology-Students pilot project starts-fish bioaccumulation-examination study/ Psychology-Guest Lecture	<b>74</b>
<b>21 THU</b>		<b>75</b>
<b>22 FRI</b>	Placement Cell - Class-VII: Aptitude-III	<b>76</b>
<b>23 SAT</b>	தமிழ் - மாணவர் கவியரங்கம்	<b>77</b>
<b>24 SUN</b>	MSW - Rural Awareness Camp Valediction	
<b>25 MON</b>	HODs Meeting - 5	<b>78</b>
<b>26 TUE</b>		<b>79</b>
<b>27 WED</b>	BBM - International Seminar	<b>80</b>
<b>28 THU</b>	II-CIA Examination Begins	<b>81</b>
<b>29 FRI</b>	Ayutha Pooja	
<b>30 SAT</b>	Vijaya Dasami	

<b>Date</b>	<b>October-2017</b>	<b>Day</b>
<b>1 SUN</b>	Muharram	
<b>2 MON</b>	Gandhi Jayanthi	
<b>3 TUE</b>		<b>82</b>
<b>4 WED</b>		<b>83</b>
<b>5 THU</b>	Mathematics - Remedial class begins	<b>84</b>
<b>6 FRI</b>		<b>85</b>
<b>7 SAT</b>	II-CIA Examination Ends MSW- Guest Lecture-IV	<b>86</b>
<b>8 SUN</b>		
<b>9 MON</b>	Zoology - Students pilot project ends-fish bioaccumulation-examination study.	<b>87</b>
<b>10 TUE</b>		<b>88</b>
<b>11 WED</b>		<b>89</b>
<b>12 THU</b>	Last Working Day - Odd Semester Ends	<b>90</b>
<b>13 FRI</b>		
<b>14 SAT</b>		
<b>15 SUN</b>		

<b>Date</b>	<b>October-2017</b>	<b>Day</b>
<b>16 MON</b>	Issue of Hall Tickets	
<b>17 TUE</b>		
<b>18 WED</b>	Deepavali	----
<b>19 THU</b>		----
<b>20 FRI</b>	Odd Semester Exam Begins	
<b>21 SAT</b>		
<b>22 SUN</b>		
<b>23 MON</b>		
<b>24 TUE</b>		
<b>25 WED</b>		
<b>26 THU</b>		
<b>27 FRI</b>		
<b>28 SAT</b>		
<b>29 SUN</b>		
<b>30 MON</b>		
<b>31 TUE</b>		



<b>Date</b>	<b>November-2017</b>	<b>Day</b>
<b>1 WED</b>		
<b>2 THU</b>		
<b>3 FRI</b>		
<b>4 SAT</b>		
<b>5 SUN</b>		
<b>6 MON</b>		
<b>7 TUE</b>		
<b>8 WED</b>		
<b>9 THU</b>		
<b>10 FRI</b>		
<b>11 SAT</b>		
<b>12 SUN</b>		
<b>13 MON</b>	Physics - Refresher Course on Classical Mechanics	
<b>14 TUE</b>		
<b>15 WED</b>	College Reopen - Even Semester Begins HODs Meeting - 6	<b>1</b>

<b>Date</b>	<b>November-2017</b>	<b>Day</b>
<b>16 THU</b>		<b>2</b>
<b>17 FRI</b>		<b>3</b>
<b>18 SAT</b>	History - Field Visit to Fort St. David (II-B.A.)	<b>4</b>
<b>19 SUN</b>		
<b>20 MON</b>		<b>5</b>
<b>21 TUE</b>		<b>6</b>
<b>22 WED</b>	Commerce - Extension Programme for I-Year Students	<b>7</b>
<b>23 THU</b>	MSW - Work Shop on Qualitative Research in Social Work/ Computer Science - Guest Lecture I-PG/ English - Essay writing contest (Inter-Departmental)	<b>8</b>
<b>24 FRI</b>	Placement Cell - Class-VIII: Logical Reasoning-I	<b>9</b>
<b>25 SAT</b>		
<b>26 SUN</b>		
<b>27 MON</b>	Biochemistry - Paper Presentation	<b>10</b>
<b>28 TUE</b>	Chemistry - Guest Lecture - II	<b>11</b>
<b>29 WED</b>	Computer Applications - Extension Activity-III (I Year BCA)	<b>12</b>
<b>30 THU</b>	Computer Science - Industrial Visit(III-UG)	<b>13</b>

<b>Date</b>	<b>December-2017</b>	<b>Day</b>
<b>1 FRI</b>	Milad-un-Nabi	
<b>2 SAT</b>		
<b>3 SUN</b>		
<b>4 MON</b>	HODs Meeting – 7 MSW - Guest Lecture-V	<b>14</b>
<b>5 TUE</b>	English - Extempore contest (Inter-Departmental)	<b>15</b>
<b>6 WED</b>	Mathematics - Invited Lecture-III / Commerce - Guest Lecture for III-Year Students / Computer Science - National Level Workshop on Android-UG&PG / Physics - Skill Development Programme for the final year students	<b>16</b>
<b>7 THU</b>	Microbiology - Bio Exhibition	<b>17</b>
<b>8 FRI</b>	BBM - Guest Lecture-III / Placement Cell - Class-IX: Logical Reasoning-II / History - Guest Lecture on Usefulness of History	<b>18</b>
<b>9 SAT</b>		
<b>10 SUN</b>		
<b>11 MON</b>		<b>19</b>
<b>12 TUE</b>	Commerce - Intra Departmental Competition - Shift-I	<b>20</b>
<b>13 WED</b>	Commerce - Intra Departmental Competition - Shift-II தமிழ் - சிறப்புச் சொற்பொழிவு	<b>21</b>
<b>14 THU</b>		<b>22</b>
<b>15 FRI</b>	Economics - Extension Activity BBM - Extension Activity	<b>23</b>

<b>Date</b>	<b>December-2017</b>	<b>Day</b>
<b>16 SAT</b>		
<b>17 SUN</b>		
<b>18 MON</b>		<b>24</b>
<b>19 TUE</b>	Chemistry - Guest Lecture-III	<b>25</b>
<b>20 WED</b>		<b>26</b>
<b>21 THU</b>	Cultural Bonanza - Shift-I (Boys)	<b>27</b>
<b>22 FRI</b>	Cultural Bonanza - Shift-II (Girls)	<b>28</b>
<b>23 SAT</b>	Christmas Celebrations	<b>29</b>
<b>24 SUN</b>	Christmas Holidays	
<b>25 MON</b>	Christmas	
<b>26 TUE</b>		
<b>27 WED</b>		
<b>28 THU</b>		
<b>29 FRI</b>		
<b>30 SAT</b>		
<b>31 SUN</b>		

<b>Date</b>	<b>January-2018</b>	<b>Day</b>
<b>1 MON</b>	New Year's Day	
<b>2 TUE</b>		
<b>3 WED</b>	HODs Meeting - 8	<b>30</b>
<b>4 THU</b>		<b>31</b>
<b>5 FRI</b>	Zoology - Guest lecture Placement Cell - Class-X: Group Discussion	<b>32</b>
<b>6 SAT</b>	Commerce - Industrial Visit for Final year students / Psychology - Motivation class for Slow-Learners / Biochemistry - Extension Activity	<b>33</b>
<b>7 SUN</b>		
<b>8 MON</b>		<b>34</b>
<b>9 TUE</b>	Chemistry - Seminar by M.Phil. Scholars and M.Sc. Students	<b>35</b>
<b>10 WED</b>	Commerce - Guest Lecture for II-Year Students / Computer Science - Extension Programme-For Research Scholars / Physics - Career Guidance for PG & UG Final year students	<b>36</b>
<b>11 THU</b>		<b>37</b>
<b>12 FRI</b>	Placement Cell - Class-XI: Career Development Issues and Challenges / தமிழ் - பொங்கல் விழா	<b>38</b>
<b>13 SAT</b>	Pongal Holidays	
<b>14 SUN</b>	Pongal	
<b>15 MON</b>	Thiruvalluvar Day	

<b>Date</b>	<b>January-2018</b>	<b>Day</b>
<b>16 TUE</b>	Uzhavar Thirunal	
<b>17 WED</b>		<b>39</b>
<b>18 THU</b>		<b>40</b>
<b>19 FRI</b>	I-CIA Examination Begins	<b>41</b>
<b>20 SAT</b>		<b>42</b>
<b>21 SUN</b>		
<b>22 MON</b>		<b>43</b>
<b>23 TUE</b>		<b>44</b>
<b>24 WED</b>		<b>45</b>
<b>25 THU</b>	I-CIA Examination Ends	<b>46</b>
<b>26 FRI</b>	Republic Day	
<b>27 SAT</b>	தமிழ் - கல்விச் சுற்றலா (அரிக்கண்மேடு கல்வெட்டு)	
<b>28 SUN</b>		
<b>29 MON</b>	English - Mirror'18 (National Seminar) Placement Cell - Class-XII: Interview tips and how to face interview	<b>47</b>
<b>30 TUE</b>	BBM - National Level Workshop History - Field Trip to Arikamedu (III-B.A.)	<b>48</b>
<b>31 WED</b>	Thai Poosam	

<b>Date</b>	<b>February-2018</b>	<b>Day</b>
<b>1 THU</b>	HODs Meeting – 9	<b>49</b>
<b>2 FRI</b>	Economics - Guest Lecture / Commerce - 11 <sup>th</sup> Students Eye - A National Level Students Seminar / Computer Science - Industrial Visit (II-UG) / Biochemistry - Guest Lecture	<b>50</b>
<b>3 SAT</b>	Parents - Teachers Meeting	<b>51</b>
<b>4 SUN</b>		
<b>5 MON</b>	MSW - Guest Lecture-VII English - Guest Lecture for PG & M.Phil. Students	<b>52</b>
<b>6 TUE</b>	Statistics - National Workshop	<b>53</b>
<b>7 WED</b>	Computer Applications - Expo Galore-BCA / Commerce - Guest Lecture for I-Year Students / BBM - Banco Beat'18 / Chemistry - Guest Lecture-IV / Microbiology - Students Quiz	<b>54</b>
<b>8 THU</b>	Physics - National Workshop	<b>55</b>
<b>9 FRI</b>	Computer Science - National Conference / Physics - National Workshop / Psychology - Guest Lecture / தமிழ் - மாணவர்களின் படைப்புத்திறன் (பேச்சு, கவிதை, கட்டுரை)	<b>56</b>
<b>10 SAT</b>		
<b>11 SUN</b>		
<b>12 MON</b>		<b>57</b>
<b>13 TUE</b>		<b>58</b>
<b>14 WED</b>	Ash Wednesday College Starts for Shift-I - 9.30 a.m.	<b>59</b>
<b>15 THU</b>		<b>60</b>

<b>Date</b>	<b>February-2018</b>	<b>Day</b>
<b>16 FRI</b>	Mathematics - Invited Lecture-IV / Computer Science - Food Festival (Shift-II) / Chemistry - Valediction	<b>61</b>
<b>17 SAT</b>	Physics - Refresher Course on Quantum Mechanics	
<b>18 SUN</b>		
<b>19 MON</b>		<b>62</b>
<b>20 TUE</b>		<b>63</b>
<b>21 WED</b>	தமிழ் - மாணவர் பட்டிமன்றம்	<b>64</b>
<b>22 THU</b>		<b>65</b>
<b>23 FRI</b>	College Day	<b>66</b>
<b>24 SAT</b>	Zephyr-18	
<b>25 SUN</b>		
<b>26 MON</b>	MSW - Block Placement for II MSW Students begins	<b>67</b>
<b>27 TUE</b>		<b>68</b>
<b>28 WED</b>	Commerce - Guest Lecture for PG Students/BBM - Guest Lecture-IV/ Biochemistry - Magazine Release & Valedictory Function / History - Association Valedictory Function	<b>69</b>



<b>Date</b>	<b>March-2018</b>	<b>Day</b>
<b>1 THU</b>	HODs Meeting - 10 English - Quiz Contest	<b>70</b>
<b>2 FRI</b>		<b>71</b>
<b>3 SAT</b>		
<b>4 SUN</b>		
<b>5 MON</b>	Computer Science - Seminar on TANCET for III UG	<b>72</b>
<b>6 TUE</b>	Commerce - A National Level Workshop on Research Methodology	<b>73</b>
<b>7 WED</b>	BBM - Joe Banco Valedictory Function / Physics - Women's Day Competition for Shift-II / Microbiology - Poster Presentation	<b>74</b>
<b>8 THU</b>	Computer Applications - Stybitz Association - Valedictory	<b>75</b>
<b>9 FRI</b>	Psychology - A Workshop on enhancement of mental health	<b>76</b>
<b>10 SAT</b>		<b>77</b>
<b>11 SUN</b>		
<b>12 MON</b>	II-CIA Examination Begins	<b>78</b>
<b>13 TUE</b>		<b>79</b>
<b>14 WED</b>		<b>80</b>
<b>15 THU</b>		<b>81</b>

<b>Date</b>	<b>March-2018</b>	<b>Day</b>
<b>16 FRI</b>	Library - Last date for returning the Library Cards and Books	<b>82</b>
<b>17 SAT</b>	II-CIA Examination Ends	<b>83</b>
<b>18 SUN</b>	Ugadi	
<b>19 MON</b>		
<b>20 TUE</b>	Mathematics - Remedial class begins Zoology - Association valediction	<b>84</b>
<b>21 WED</b>	Commerce - Association Valediction English - Valedictory Function	<b>85</b>
<b>22 THU</b>	Microbiology - Valedictory Function	<b>86</b>
<b>23 FRI</b>	Computer Science - Valedictory Function	<b>87</b>
<b>24 SAT</b>	MSW - Block Placement for II MSW Students ends Mathematics - Association Valedictory function	<b>88</b>
<b>25 SUN</b>		
<b>26 MON</b>		<b>89</b>
<b>27 TUE</b>	Last Working Day - Even Semester Ends	<b>90</b>
<b>28 WED</b>		
<b>29 THU</b>	Mahavir Jeyanthi	
<b>30 FRI</b>	Good Friday	
<b>31 SAT</b>		

<b>Date</b>	<b>April-2018</b>	<b>Day</b>
<b>1 SUN</b>		
<b>2 MON</b>		
<b>3 TUE</b>		
<b>4 WED</b>	Issue of Hall Tickets	
<b>5 THU</b>	Even Semester Exam Begins	
<b>6 FRI</b>		
<b>7 SAT</b>		
<b>8 SUN</b>		
<b>9 MON</b>		
<b>10 TUE</b>		
<b>11 WED</b>		
<b>12 THU</b>		
<b>13 FRI</b>		
<b>14 SAT</b>	Dr. Ambedkar Jeyanthi - Tamil New Year	
<b>15 SUN</b>		

<b>Date</b>	<b>April-2018</b>	<b>Day</b>
<b>16 MON</b>		
<b>17 TUE</b>		
<b>18 WED</b>		
<b>19 THU</b>		
<b>20 FRI</b>		
<b>21 SAT</b>		
<b>22 SUN</b>		
<b>23 MON</b>		
<b>24 TUE</b>		
<b>25 WED</b>		
<b>26 THU</b>		
<b>27 FRI</b>		
<b>28 SAT</b>		
<b>29 SUN</b>		
<b>30 MON</b>		

<b>Date</b>	<b>May-2018</b>	<b>Day</b>
<b>1 TUE</b>	May Day	
<b>2 WED</b>		
<b>3 THU</b>		
<b>4 FRI</b>		
<b>5 SAT</b>		
<b>6 SUN</b>		
<b>7 MON</b>		
<b>8 TUE</b>		
<b>9 WED</b>		
<b>10 THU</b>		
<b>11 FRI</b>		
<b>12 SAT</b>		
<b>13 SUN</b>		
<b>14 MON</b>		
<b>15 TUE</b>		

<b>Date</b>	<b>May-2018</b>	<b>Day</b>
<b>16 WED</b>		
<b>17 THU</b>		
<b>18 FRI</b>		
<b>19 SAT</b>		
<b>20 SUN</b>		
<b>21 MON</b>		
<b>22 TUE</b>		
<b>23 WED</b>		
<b>24 THU</b>		
<b>25 FRI</b>		
<b>26 SAT</b>		
<b>27 SUN</b>		
<b>28 MON</b>		
<b>29 TUE</b>		
<b>30 WED</b>		
<b>31 THU</b>		

## NATIONAL SERVICE SCHEME (NSS) – ACTIVITIES

03-07-2017	Monday	Van Mahostshava week begins
07-07-2017	Friday	Tree Plantation & Van Mahostshava week ends
11-07-2017	Tuesday	World Population Day
21-07-2017	Friday	Young Leadership Programme
05-08-2017	Saturday	Campus Cleaning
15-08-2017	Tuesday	Students participation in Independence Day Parade
21-08-2017	Monday	Communal Harmony & Sadhbarama Day
08-09-2017	Friday	International Literacy Day
15-09-2017	Friday	International Peace Day
22-09-2017	Friday	NSS Day
03-10-2017	Tuesday	Communal Harmony Month
07-10-2017	Saturday	National Blood Donor's Day (October 1) & Camp
18-11-2017	Saturday	National Integration Day & Quami Ekta week begins
25-11-2017	Saturday	National Integration Day & Quami Ekta week ends
27-11-2017	Monday	NSS Camp begins
03-12-2017	Sunday	NSS Camp ends
04-12-2017	Monday	World AIDS Day (1 <sup>st</sup> December)
08-12-2017	Friday	Eye Donation Awareness Camp
15-12-2017	Friday	NSS – Awareness procession on Human Rights – World Human Rights Day
12-01-2018	Friday	National Youth week Day begins
17-01-2018	Wednesday	Social Awareness Day
25-01-2018	Thursday	National Voters Day
26-01-2018	Friday	Parade in the Stadium
30-01-2018	Tuesday	Skill Development Day
01-02-2018	Thursday	National Youth Week Ends
02-02-2018	Friday	Blood Donation Camp
08-03-2018	Thursday	International Women's Day
21-03-2018	Wednesday	World Forest Day

## **NATIONAL CADET CORPS (NCC) – ACTIVITIES**

01-06-2017	Thursday	Annual Training Camp (ATC) begins
10-06-2017	Saturday	Annual Training Camp (ATC) ends
16-08-2017	Wednesday	IUC Selection Camp begins
25-08-2017	Friday	NSC/IUC Selection Camp End
26-08-2017	Saturday	IUC/NSC Training Camp
01-09-2017	Friday	Selection Camp begins (Republic Day Camp)
04-09-2017	Monday	End of IUC/NSC Selection Camp
06-09-2017	Wednesday	IUC/NSC – Launch-I Camp begins
10-09-2017	Sunday	End of RDC Camp
11-09-2017	Monday	RDC Cum IGC Camp begins
15-09-2017	Friday	IUC/NSC – Launch-I Camp ends
16-09-2017	Saturday	IUC/NSC combined to CATC Camp begins
20-09-2017	Wednesday	RDC cum IGC Training Camp
25-09-2017	Monday	IUC/NSC combined to CATC Camp ends
26-11-2017	Sunday	Navy Day
05-12-2017	Tuesday	NCC Day
21-03-2018	Wednesday	Tree Plantation

## **SOCIAL SERVICE CLUB (SSC) – ACTIVITIES**

19-07-2017	Wednesday	Inauguration
04-08-2017	Friday	Activity-I
18-08-2017	Friday	Activity-II
01-09-2017	Friday	Activity-III
19-09-2017	Tuesday	Activity-IV
29-11-2017	Wednesday	Activity-V
15-12-2017	Friday	Activity- VI
10-01-2018	Wednesday	Activity-VII
08-02-2018	Thursday	Activity-VIII
02-03-2018	Friday	Valedictory



## **YOUTH RED CROSS (YRC) – ACTIVITIES**

05-06-2017	Monday	World Environmental Day
26-06-2017	Monday	International Day against Drug Abuse
11-07-2017	Tuesday	World Population Day
31-08-2017	Thursday	World Missing Person's Day
08-09-2017	Friday	World Literacy Day
25-09-2017	Monday	World Heart Day
01-10-2017	Sunday	National Blood Donor's Day
02-10-2017	Monday	National Day for Disaster Reduction
07-11-2017	Tuesday	National Cancer Awareness Day
11-11-2017	Saturday	National Filaria Day
14-11-2017	Tuesday	World Diabetes Day
01-12-2017	Friday	World AIDS Day
03-12-2017	Sunday	World Disabled Day
10-12-2017	Sunday	National Pulse Polio Day
12-01-2018	Friday	Youth Day
15-02-2018	Thursday	YRC Day
21-03-2018	Wednesday	World Water Day
24-03-2018	Saturday	World TB Day
07-04-2018	Saturday	World Health Day
22-04-2018	Sunday	World Earth Day
03-05-2018	Thursday	World Asthma Day
08-05-2018	Tuesday	World Red Cross Day

## **ROTARACT – ACTIVITIES**

12-07-2017	Wednesday	Blood Donation Camp
09-08-2017	Wednesday	Mother's Feeding Programme
11-10-2017	Wednesday	Postal Cleaning Programme
07-02-2018	Wednesday	Eye Donation Awareness Programme

## **WOMEN EMPOWERMENT CELL (WEC) – ACTIVITIES**

13-07-2017	Thursday	Initiation of the New Office Bearers of WEC
25-08-2017	Friday	Guest Lecture on Clean India Mission
15-09-2017	Friday	Oral Presentation competition on “Importance of Gender Sensitation – Need of the hour”
31-10-2017	Tuesday	Poster competition on “National Unity” conducted in commemoration of National Unity Day (Rashitrya Ekta Diwas)
23-11-2017	Thursday	Guest Lecture on “Famous Indian Women in Global arena”
06-12-2017	Wednesday	Talent Spot
09-01-2018	Tuesday	Cooking Competitions – An initiative to welcome Pongal.
16-02-2018	Friday	Awareness programme on Fire Safety
08-03-2018	Thursday	Women’s Day celebration 2018.

## **ROVERS CREW – ACTIVITIES**

07-07-2017	Friday	Inauguration
18-07-2017	Tuesday	Basic knowledge of Rovers and Leadership quality
05-08-2017	Saturday	Songs and Skits classes
28-08-2017	Monday	Knot’s Class
09-09-2017	Saturday	Map’s and Compass
23-09-2017	Saturday	Signalling
27-11-2017	Monday	Fire and Its Types
06-01-2018	Saturday	First Aid Class
09-02-2018	Friday	Outdoor Camp
10-02-2018	Saturday	Outdoor Camp
22-02-2018	Thursday	World Brotherhood Day

### **RED RIBBON CLUB (RRC) – ACTIVITIES**

14-06-2017	Wednesday	Anti Dengue Day
05-07-2017	Wednesday	See Life Programme
06-10-2017	Wednesday	AIDS Awareness Programme
06-11-2017	Monday	Drug Addiction Awareness Programme
01-12-2017	Friday	World AIDS Day
13-02-2018	Tuesday	World Leprosy Day
21-03-2018	Wednesday	World Tuberculosis Day
20-04-2018	Friday	Extension Activities

### **ENVIRO CLUB – ACTIVITIES**

12-07-2017	Wednesday	Association Inauguration
20-11-2017	Monday	Guest lecture on “organic urban garden”
13-12-2017	Wednesday	Poster presentation on “biodiversity conservation”
20-02-2018	Tuesday	Environmental studies-field trip
20-03-2018	Tuesday	Association valediction

### **CITIZEN CONSUMER CLUB (CCC) – ACTIVITIES**

05-07-2017	Wednesday	Inauguration of Citizen Consumer Club
18-08-2017	Friday	Orientation for the I year CCC members
06-09-2017	Wednesday	Seminar
06-10-2017	Friday	Workshop on World Standard's day
08-12-2017	Friday	Interdepartmental Paper presentation competition Topic " human rights "
06-01-2018	Saturday	Seminar on National Consumer Day
01-03-2018	Monday	Interdepartmental Poster presentation competition Topic Consumer Rights"

## **COLLEGE RULES**

The official medium of communication in the campus will be ENGLISH. Any violation will call for penalty.

Identity Cards for all students will be issued soon after their admission into the college. Every student has to wear his/her Identity Card every day. This card will be valid for 3 years for U.G. students, 2 years for P.G. students and 1 year for M.Phil. Research Scholars. Identity Card is absolutely essential during the examination days and for obtaining Scholarship, Certificates, and Library Entry etc.

## **DISCIPLINE**

Discipline is the hall mark of character and hence our top most priority is on discipline which, if strictly adhered to, will automatically enable any student to be good in studies as well as good in character. Discipline essentially depends upon two factors:

- (i) Implicit obedience to the prescribed rules and
- (ii) Faithfulness to the institution.

- Indiscipline of any sort during the assembly will be viewed seriously.
- At the stroke of the first bell all the students are expected to be seated inside their respective classrooms and stand up to greet the staff as soon as the staff enters the class room.
- The students should respond to the call of attendance which will be taken every hour.
- Late coming is to be avoided. Penalty will be levied for late coming.
- No student is permitted to take leave without prior permission of the Principal and the respective HOD.
- Absentees will have to get the signature of the concerned HOD and the Principal before the classes begin.

- No student will be allowed into the classroom after the concerned staff member has begun engaging the class, unless permitted by the authorities of the college.
- No student should leave the classroom without the permission of the particular staff member. Discipline during class hours and a common function has to be in high order.
- Class tests, CIA tests and Semester examinations are held from time to time. Whenever class Assignments is given, they should be submitted by the students to the Department in time.
- Students are forbidden from participating in political activity of any kind, or against any authority, or against the government, and such participation will be viewed seriously and severely punished.
- No Student shall be permitted with cell phone inside the college campus. The cell phone would be seized if any student is found with possession of the same. In case of emergency, the students may seek the help from the office.
- The decision of the authorities of the College will be final in all disciplinary matters.
- Staff and students must be present on the first working day after any short or long vacation and on the last working day of every term. Absence during the assembly on these days without adequate reason will be viewed seriously. Those who are absent on these days will have to pay a fine.
- The annual certificate of attendance and progress required by the University/College to permit the students to appear for the University/College examinations will be granted only if the Principal is satisfied with the progress and conduct of the student.

# **TAMIL NADU PROHIBITION OF RAGGING ACT, 1997**

*Excerpts from Act No.7 of 1997*

## **Definition**

“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 students to do any act or perform something which such student will not in the ordinary course willingly do.

## **Prohibition of ragging**

Ragging within or without any educational institution is prohibited.

## **Penalty of ragging**

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 a fine which may extend to 10,000/-.

## **Dismissal of Student**

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

## **Suspension of student**

- (1) 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 he / she shall inquire into the same immediately and if found true, shall suspend the student, who has committed the offence, from the educational institution.

- (2) 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 shall be final.

### **Deemed abetment**

If the head of the educational institution or the person responsible for the management of the educational institution fails or neglects to take action when a complaint or 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 of Tamil Nadu Prohibition of Ragging Act, 1997.

### **TAMILNADU EDUCATIONAL RULE (CHAPTER VII)**

Graduate and Undergraduate students on the roll of colleges are forbidden to take an active part in political agitation directed against the authority of the Government. Principals may further, at their discretion, forbid students to engage prominently in any public movement with which it seems undesirable that persons in statu Pupilarum should be associated.

Principal of other constituted College or Hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character, regulating the conduct of graduate and undergraduate students outside the College or Hostel premises. Principals of the constituted college or hostel authorities shall have full power to inflict the following punishments: Fine, Loss of attendance, and Loss of term certificates, Suspension or Expulsion.

### **LOYALTY PLEDGE**

The Central Advisory Board of Education at its 31st session held at Bangalore has recommended that the following pledge should be taken by all students and teachers at the beginning of each working day. (Is in effect from 1965-66)

“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 elders respect and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well being and prosperity alone lies my happiness.”

### **DRESS CODE FOR BOYS**

Students should come to the college with well dressed and neatly shaved face. Those who do not dress up properly (Jeans Pant, T-Shirt, Black Shirt, and not tucking in) will be stopped at the entrance itself.

### **DRESS CODE FOR GIRLS**

Students are expected to be neatly dressed in accordance with the rules of approved etiquette, decency and modesty. Avoid dresses with low neck, short or sleeveless blouse, hipster saris, miniskirts, Jeans, tight and short tops or transparent clothing.

### **PAYMENT OF FEES**

All payments should be made through the Bank within the prescribed time.

### **LIBRARY**

The library is computerized and has barcode facility.

### **LIBRARY TIMINGS**

Monday – Saturday	:	7.30 a.m. - 7.30 p.m.
Circulation Timings	:	8.30 a.m. – 5.30 p.m.
Reference Timings	:	9.00 a.m. – 6.00 p.m.
Internet Access	:	9.00 a.m. – 6.00 p.m.
Sunday	:	Holiday



## **LIBRARY CARDS**

- ❖ Every student enrolled in the College should have the Library Cards. Books will be issued or renewed only if the student produces the ID card.
- ❖ Every UG student will get **2** cards, PG Student will get **4** cards, and Research Scholars will get **6** General Library Cards.
- ❖ Library cards are NON TRANSFERABLE.

## **LIBRARY RULES**

1. When you are entering the library please wear your I.D. card. Do not lend your I.D. card to others, and do not use the I.D. cards of others.
2. When you are entering the library please leave your bags, books, notebooks, notes, etc. in the place allotted.
3. Collect the receipt for all transactions.
4. Avoid using cell phones.
5. When you are inside the library keep yourself engaged with reading or writing.
6. Kindly remember that others also have come for reading.
7. Except white paper (for taking down notes) no other material is allowed.
8. If you are not able to replace the books in the proper place, just leave them on the table; do not insert them in the wrong place. Please avoid hiding books in different places.
9. Reference Books and Periodicals will not be issued but are available for reference within the library.

10. If a student fails to return the Library Book on the due date a fine of 0.50 paise per book per day will be collected. If the due date happens to be holiday, the book shall be returned on the next working day.
11. Library is a service organization, not only for today but, for generations. So kindly avoid tampering with books or any other document.
12. All books and Library Cards shall be returned at the end of the academic year, on the date specified by the Librarian.
13. Photocopying will be permitted only for materials related to academic activities.
14. Library documents will not be allowed outside for photocopying.

All the students of our college become automatically members of the college library and as such they are entitled to make use of the library and the reference section.

There are more than 30,700 Books, 70 Journals, and Magazines made available and also available INFLIBNET-DELNET to the students for reference and lending. In addition, students and staff can have access to Internet Facility Digital Library and Photocopying.

## **PHYSICAL EDUCATION**

‘A sound mind in a sound body’, every student is required to undergo the course of Physical Training prescribed by the college. The course of Physical Training to be prescribed by the college and certified by the Principal may include field sports, games and physical exercises. Facilities are available for playing the following games and practicing athletic events in the vast, wide and extensive play field situated within St. Joseph’s Campus.

### **Games**

Basketball	Netball	Cricket	Table-Tennis	Best Physique
Volley Ball	Kabaddi	Ball Badminton	Weight-Lifting	Carrom & Chess
Foot ball	Kho-Kho	Badminton	Power-Lifting	Yoga & Karate
Hand Ball	Hockey	Tennis		

Intramural games and sports are conducted and talented players will be encouraged to participate in the Inter Collegiate and Inter University sports. Fee concession is also given to the deserving sportsmen and sports women. The Department is also equipped with a Gymnasium.

### **ASSOCIATIONS**

- The Tamil Association
- The English Association
- The Mathematics Association
- The Physics Association
- The Chemistry Association
- The Computer Science Association
- The Computer Application Association
- The Biochemistry Association
- The Microbiology Association
- The Commerce Association
- The Bank Management Association
- The History Association
- The Social Work Association
- The Business Administration Association
- The Economics Association
- The Statistics Association
- The Zoology Association
- The Psychology Association

### **CLUBS AND MOVEMENTS**

- ❖ National Service Scheme (NSS)
- ❖ National Cadet Corps (NCC)
- ❖ Youth Red Cross (YRC)
- ❖ The Rotaract
- ❖ Fine Arts Club
- ❖ Red Ribbon Club (RRC)
- ❖ Social Service Club (SSC)
- ❖ Women Empowerment Cell
- ❖ Enviro Club

- ❖ Citizen Consumer Club
- ❖ Placement Cell
- ❖ The Career and Counseling Cell
- ❖ Blood Donors' Association
- ❖ Journalism Club
- ❖ The Health Club
- ❖ Rovers Crew

The Career Guidance and Placement Cell offers programmes on Personality Development, Leadership Training, Mock interviews and Campus interviews.

### **STUDENTS' FORUM**

The Office Bearers of Students' Forum is the President, Vice-President and Secretary. The Class Representatives are nominated by their respective class teachers at the beginning of each year. The members of the Associations are also nominated. All these together form the Students' Forum. One Staff member will be appointed as Advisor to the Students' Forum and every Association will function under the guidance of a teaching staff.

### **THE ALUMNI ASSOCIATION**

The Alumni Association is the rallying centre of the alumni of our College and a connecting link between the past and the present students. It is one of the units of the worldwide, organization of the Past Students of the St. Joseph's Students Society.

**Note:** Membership in the Association is open to all those who have attended the College at least for one term. The enrolment fee is Rs.100/- The minimum annual subscription fee is Rs.50/-.

### **HOSTEL**

The St. Joseph's Hostel is under the direct control of the College Authorities which will act as "loco parentis" (local parents) to all in residence. Hostellers will not ordinarily leave the Hostel for weekends. They are admitted into the Hostel on the understanding that they will

study hard and utilize the weekends for this purpose. They are permitted to go home for the terminal holidays. Students may seek assistance of the Warden and may freely approach him for any help.

### **AWARDS AND REWARDS FOR EXCELLENCE**

All the staff in the College are honored by the Management and Greeted by the Students' Community during the Teachers' Day Celebrations. The Teaching Staff who have contributed meritoriously in the field of Academics are specially honored.

The Students are also honored for their excellent performance in the Semester Exams. The Certificates and Cash Awards are presented to the students who secure highest percentage in the Exams during the College day Celebrations.

### **PARENT-TEACHERS ASSOCIATION**

The Parent-Teachers Association is meant for the development of the college. This fastens the co-operation and understanding between the parents and teachers for the promotion of the welfare of the students. They meet thrice in a year to discuss for deliberations. Periodically the teachers shall meet the parents of the students.

### **TO THE PARENTS**

Parents / Guardians are requested to co-operate with College authorities in the formation of good character, in maintaining regularity in attendance and progress in studies of their children/ wards.

Warning letters will be sent to parents of the students who are irregular in attendance. At the same time, parents and guardians are advised to check in person with HODs / Vice-Principal regarding the attendance of their children/wards.

All the Parents/Guardians have to come with their wards for Parents-Teachers meeting and receive the mark sheets from the Departments concerned.

## ACADEMIC PROGRAMME REGULATIONS

As an Autonomous college, St. Joseph's College of Arts & Science follows the Semester pattern with Choice Based Credit System requiring 3 years of study for an under-graduate degree programme and 2 years of study for a post-graduate programme in Arts & Science. The duration of each semester is 90 working days.

### Medium of instruction and examination

The medium of instruction and examination will be English.

### Credit system

The autonomous status of the college offers a student the benefits of Choice Based Credit System. Every paper is allotted certain number of credits based on the subject content to be assimilated. A student is awarded the specified credits on obtaining a pass in the respective paper. The student has abundant opportunities during the course of study to take up Diploma and Certificate courses offered by the college.

### Under-Graduate degree programme

An undergraduate student should earn a minimum of 140 credits

### Structure of under-graduate degree programme

<b>Part – I</b>	Language
<b>Part – II</b>	English
<b>Part-III</b>	a. Core Subjects b. Allied Subjects c. Project / Elective Subjects
<b>Part – IV</b>	a. Basic Tamil / Advanced Tamil / Non-Major Elective (Personality Development) b. Skill based subjects (Elective) c. Environmental studies d. Value Education
<b>Part – V</b>	Extra-Curricular and Extension Activities

## **PART – I :Language**

Each B.A. / B.Sc. Degree programme has language for 4 semesters and B.C.A., B.Com., B.Com. Bank Management and B.B.A has language for 2 semesters. Three credits are allotted for each semester. The college offers Tamil, Hindi and French under Part – I.

## **PART – II :English**

Each B.A. / B.Sc. Degree programme has language for 4 semesters and B.C.A., B.Com., B.Com. Bank Management and B.B.A has English for 2 semesters and 3 credits are allotted for each semester.

## **PART – III**

### **a. Core Subjects**

Each programme has a set of core subjects spread over six semesters. The prescribed syllabi of the core subjects will help the student to acquire mastery over the fundamental concepts of the respective disciplines and to get updated with the recent developments in the subject. This will help the student to have a vertical mobility to pursue higher studies.

### **b. Allied Subjects**

The allied subjects will be of two categories–mandatory and optional. A student may have a choice in the allied optional subjects.

### **c. Project / Elective Subjects**

Each department will offer a set of elective subjects in the V and VI semesters. Departments may also include projects in the VI semester.

## **PART – IV**

### **a. Basic Tamil / Advanced Tamil / Non-Major Elective**

A total of 2 credits will be given for Basic Tamil / Advanced Tamil / Non-Major Elective.

i) Those who have not studied Tamil up to XII Std., and taken a non-Tamil language under Part-I shall take Basic Tamil Course (level will be at 6<sup>th</sup> Std.) instead of Non-Major Elective (Personality Development).

ii) Those who have studied Tamil up to XII Std., and taken a non-Tamil language under Part-I shall take Advanced Tamil Course instead of Non-Major Elective (Personality Development).

iii) Others who do not come under (i) or (ii) shall take Non-Major Elective (Personality Development).

### **b. Skill based subjects (Electives)**

A total of 4 credits will be given for skill based subjects.

### **c. Environmental Studies**

The Environmental Studies are offered as a compulsory paper in the II Year in which a student has to obtain a pass to complete the programme. Two credits are allotted to this paper.

### **d. Value education**

A student should earn 2 credits in value education in I year in order to complete the degree programme.

### **PART – V Extra-Curricular and Extension Activities**

Participation in Extra-Curricular and Extension Activities of the college is compulsory and a student must earn 2 credits and putting 60 hours of participation in the course of their study decided by the respective organization/Department.

### **Other certificate courses and diploma courses:**

These courses are not a part of the curriculum and not conducted during the regular working hours. They are job-oriented courses designed to develop skills in students.



**COURSE STRUCTURE UNDER CHOICE BASED CREDIT SYSTEM**  
**B.A. / B.Sc. (15 weeks / Semester)**

<b>Study Components</b>	<b>Credit per Semester</b>	<b>Total Credits</b>
<b>PART - I</b> Tamil / Other Languages	3	12
<b>PART - II</b> English	3	12
<b>PART - III</b> Core Subjects Allied Subjects Electives	4-5 5 5	64 20 20
<b>PART - IV</b> 1. Personality Development /Basic Tamil Those who have not studied Tamil upto XII std and taken a non Tamil language under Part-I shall take Basic Tamil (level will be at 6th std.) 2. Skill based subjects (Elective) 3. Environmental Studies 4. Value Education	2 4 2 2	2 4 2 2
<b>PART - V</b> Extension Activities	1	2
<b>TOTAL</b>		<b>140</b>

\* One credit is approximated to one teaching hour and two hours of self study / home work / tutorial.

**COURSE STRUCTURE UNDER CHOICE BASED CREDIT SYSTEM**  
**B.Com./B.Com. Bank Management/B.C.A. B.B.A (CA)**  
**(15 weeks / Semester)**

<b>Study Components</b>	<b>Credit per Semester</b>	<b>Total Credits</b>
<b>PART - I</b> Tamil / Other Languages	3	6
<b>PART - II</b> English	3	6
<b>PART - III</b> Core Subjects	4-5	70
Allied Subjects	4-5	26
Electives	5	20
<b>PART - IV</b> 1.Personality Development /Basic Tamil Those who have not studied Tamil upto XII std and taken a non Tamil language under Part-I shall take Basic Tamil (level will be at 6th std.)	2	2
2. Skill based subjects (Elective)	4	4
3. Environmental Studies	2	2
4. Value Education	2	2
<b>PART - V</b> Extension Activities	1	2
<b>TOTAL</b>		<b>140</b>

**Post-Graduate Degree Programme:**

A postgraduate student should earn a minimum of 90 credits for 2 years course. A student will earn the credits assigned to a subject only when he / she passes in that subject.

**Structure of Post-Graduate degree programme**

- a. Core Subjects
- b. Elective Subjects / Projects
- c. Human Rights Education

## **Core Subjects**

Each programme has a set of core subjects spread over four semesters. The prescribed syllabi of the core subjects will help the student to acquire in depth knowledge and to stay abreast with the recent developments in the respective discipline.

## **Elective Subjects / Projects**

Each programme has a set of elective subjects spread over four semesters (or) elective subjects spread over three semesters and project in the final semester.

## **Human Rights Education**

A course in Human Rights Education is offered in the III Semester.

### **COURSE STRUCTURE UNDER CHOICE BASED CREDIT SYSTEM (PG - 2 YEARS)**

<b>Subject</b>	<b>Credit per Course</b>	<b>Total Credits</b>
Subject (including practicals)	4 - 5	70
Electives (Major / Non-Major)	4 - 5	20
<b>TOTAL</b>		<b>90</b>

## **List of Skill Based Electives**

- First Aid
- Bio Instrumentation
- Food processing Technology
- E-Commerce
- Commerce in Practice
- Soft Skills

## **Requirements of attendance:**

Attendance is obligatory in the college.

1. The minimum requirement of attendance for a candidate is 80 percent per semester, to enable him / her to appear for the semester examinations.

2. If the attendance of a candidate is between 65 – 80 percent, due to any of the following reasons, the candidate is eligible for the current Semester Examinations only after obtaining condonation from the Principal, by payment of the prescribed Condonation Fee:
  - a) Prolonged illness
  - b) Major surgery
  - c) Accident which requires a long period of rest
  - d) Maternity

The reason for the long period of absence should be informed to the Principal and the sanction obtained, within a week from the commencement of absence.

3. If the attendance of the candidate is between 55 percent - 64 percent in a semester, he/she is not eligible to appear for the current semester examinations. But he/she is permitted to appear for the arrear subjects if any. He/she is also permitted to move to the next semester but should compensate the shortage of attendance in subsequent semester. (For 5<sup>th</sup> and 6<sup>th</sup> semester in 4<sup>th</sup> year after approval from university and rejoin the course).
4. If the attendance of the candidate is below 55 percent, he/she is not eligible to continue her studies but can complete the programme by re-joining the course in the following academic year, if vacancy is available. He/she should obtain the approval from the university through the concerned Head of the Department and the Principal.

## **EXAMINATION AND VALUATION**

There are two components in the valuation and assessment of a student - internal and external. These are implemented through

1. Continuous Internal Assessment (CIA) during the semester for 25 marks.
2. Semester Examination (SE) at the end of the semester for 75 marks.

The maximum marks for each subject shall be hundred unless specified otherwise. Each under-graduate programme consists of 6 semesters. Each post-graduate programme consists 4 semesters for arts and science subjects.

## **Continuous Internal Assessment (CIA)**

The CIA consists of two components – (i) two organized written tests, (ii) the second component.

### **i) Organized written tests**

There will be two written tests (Mid-semester and End-semester) of 2 hours duration each and carries 50 marks. Organized written tests component carry 60% for UG & PG of the marks of the CIA. The syllabus for I CIA test minimum 3 units and for II CIA test minimum 2 units should be included. Any re-test is permitted by the Principal only for special reasons.

### **ii) The second component**

20% and 40% of marks will be distributed among the various types of work provided to students by the teacher-in-charge of the course for UG and PG respectively. The type of work is left to the initiative of the teacher-in-charge of the course and approved by the Head of the Department concerned. It is expected that the staff member in-charge of the course explains the modalities of the evaluation adopted for each subject (assignment, seminar, viva voce, mini project, group discussion, field visit etc.). If only one type of work is done, there would be a minimum of two such exercises per semester for each paper.

### **iii) Attendance**

For UG Students, 20 % of the CIA marks are given for attendance graded up from the minimum requirement. There is no attendance mark for the PG courses.

There is no provision for improvement in CIA.

## **Semester Examinations (SE)**

1. A student should register himself / herself to appear for the semester examinations by payment of the prescribed fee.
2. The semester examination will be in the form of comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration for part I, II , III & IV subjects.

## **Valuation**

1. There shall be single valuation for the under-graduate and double valuation for post-graduate examinations. The panel of examiners consists of internal and external examiners.
2. The valuation will be centralized.
3. A student has a maximum period of 5 years from the date of admission to clear all the subjects prescribed for the programme at the time of his/her admission. After the fifth year, to complete the programme, the student has to appear for an examination in the same / equivalent paper under the revised syllabus structure.
4. Fraction of final marks in CIA and SE shall be rounded off to the nearest integer.

## **Revaluation**

1. A student can apply for the photocopy of answer script, if needed, on payment of the prescribed fee.
2. A student can apply for revaluation of any paper, on payment of the prescribed fee, if it is the first appearance in the paper. Receipt of photocopy of the answer script is a pre-requisite for revaluation.

**Instant Examination:** At the end of every programme, students with one subject arrear shall be given the privilege of appearing for instant exam.

**Preservation of answer scripts:** The examination answer papers (Theory & Practical) will be preserved for six months only from the date of commencement of the examinations. (as per the norms of University of Madras).

## **Note:**

Any grievance regarding CIA and SE can be reported to the Controller of Examinations in writing.

## CIA and SE for Practical

### Under-graduate courses

CIA		SE	
Components	Marks	Components	Marks
Based on regular laboratory work and submission of record	40	Practical Examination	50
		Record	10
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>60</b>

### Post-graduate courses

CIA		SE	
Components	Marks	Components	Marks
Based on regular laboratory work and submission of record	40	Practical Examination	50
		Record	5
		Viva voce	5
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>60</b>

### Project

Components	Marks
Dissertation	80
Viva voce	20
<b>Total</b>	<b>100</b>

Evaluation has to be done by the external examiner for 80 marks and 20 marks by internal examiner.

### Passing Minimum

To get a pass in a course, a UG student must secure a minimum of 40 percent each in CIA and SE; a PG student must secure a minimum of 50 percent each in CIA and SE. A student cannot sit for the SE unless he/she obtains the minimum of 40 percent (for UG)/ 50 percent (for PG) in the CIA.

## Classification of successful candidates

### I. Classification based on Grades

#### Letter grade classification

A letter grade will be allotted for each paper based on the marks obtained. Each letter has a corresponding weightage.

#### Under-graduates

Range of Marks	Grade Point	Letter Grade	Description
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D++	Excellent
75-79	7.5-7.9	D+	Distinction
70-74	7.0-7.4	D	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	C	Satisfactory
00-39	0.0-3.9	U	Re-Appear

#### Post-graduates

Range of Marks	Grade Point	Letter Grade	Description
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	D	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
00-49	0.0-4.9	U	Re-Appear
Absent	0.0	AAA	Absent

#### Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is calculated as

$C_i$  Credit earned for subject  $i$  in any semester

$G_i$  Grade Point obtained for subject  $i$  in any semester

$n$  refers to the semester in which such subjects were credited



For the entire programme

$$CGPA = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$CGPA = \frac{\text{Sum of the multiplication of grade points by the credit of the entire programme}}{\text{Sum of the credits of the subjects(passed) of the entire programme}}$$

Where, Ci and Gi are respectively the credit value and the grade weight.

The precision of two decimals will be considered in the CGPA.

The final classification is based on the CGPA as follows:

Grade Point	Letter Grade	Classification of Final Result
9.5-10.0	O+	First Class - Exemplary*
9.0-9.49	O	
8.5-8.99	D++	First Class with Distinction*
8.0-8.49	D+	
7.5-7.99	D	
7.0-7.49	A++	First Class
6.5-6.99	A+	
6.0-6.49	A	
5.5-5.99	B+	Second Class
5.0-5.49	B	
4.5-4.99	C+	Third Class
4.0-4.49	C	
* The candidates who have passed in the first appearance and within the prescribed semester of the programme (Major, Allied and Elective Subjects) are eligible.		

### Ranking of successful candidates

Ranking will be based on CGPA. Candidates who passed in all the examinations prescribed for the programme in the very first appearance only are eligible for ranking.

## **Examination Regulations for M.Phil Course**

Effective from the academic year 2009-2010

1. The minimum duration for the completion of M.Phil in a discipline is two semesters and the maximum duration is four semesters.
2. The M.Phil Degree is awarded if a student has
  - Registered, undergone and secured the required minimum number of credits for the core and elective courses including Dissertation specified in the corresponding programme within the stipulated time.
  - Secured the required attendance.
  - No dues to the College.
  - No disciplinary action pending against him/her.

### **3. Structure of the Programme**

The M.Phil. programme consists of:

Core courses which are mandatory for all students

Elective courses which students can choose from amongst the courses offered within the department or in other departments of the college.

Dissertation (Mandatory)

### **4. The Distribution of Credits will be as below:**

- (i) Core courses – minimum two courses carrying 5 Credits each (10 or more credits)
- (ii) Elective carrying 5 credits each – no minimum
- (iii) Dissertation 21 credits

The total number of credits for core and electives shall be 15 consists of

- 2 core courses (10 credits ) plus one elective (5 credits)

The research topic for the dissertation may be finalized even at the beginning of the M.Phil. programme, so the collection of the relevant literature and research design could be completed in the first semester leaving the entire second semester for the research work. The course registration for dissertation shall be in the first semester and a separate registration form shall be used for registration.

## **5. Evaluation of The Dissertation**

**5.1** The dissertation shall be jointly valued by the supervisor and one external examiner.

The external examiner is to be drawn from:

- (i)** university department or affiliated college within the Thiruvalluvar University; or
- (ii)** any accredited institution of higher education and or research within Tamilnadu and Puducherry.

The viva-voce examination on the dissertation shall be jointly conducted by the supervisor and external examiner. The distribution of marks is as follows:

- To be evaluated and awarded by both internal examiner and external examiner separately.
- 60% for the dissertation
- 40% for the viva voce

**5.2** The last date for the submission of dissertation shall be 31<sup>st</sup> August every year without penalty. Those who do not submit the dissertation in time may be given an extension of a maximum of two months with a penal fee prescribed by the university (i.e up to 31<sup>st</sup> October). There shall be no further extension of time beyond this period. Any student failing to submit the dissertation within this period will be permitted to submit the dissertation only in the next academic year along with the subsequent batch of the students.

## **6. Regulations of M.Phil. Programme**

The rules and regulations governing course registration, attendance and discipline of students for M.Phil. programme will be as per University norms.

## **7. Evaluation**

The process of evaluation, examination, grading etc for the M.Phil. programme shall be the same as for Master's programme except for the dissertation; however, final semester students of the M.Phil. should be allowed to appear for the examination in any arrear papers in the month of September / October each year.

**Structure of Examination Fees**  
**(Effect from October / November 2015)**

Particulars	Certificate Courses	Under Graduates	Post Graduates		M.Phil. Research Course
			M.Sc. M.A. M.Com. M.S.W.	M.Sc.IT M.Sc.CS	
Cost of Application Form	70/-	70/-	70/-		70/-
Penalty for late submission of application form to 7 working days after the last date	150/-	150/-	150/-		150/-
Each Theory Paper	125/-	140/-	260/-		750/-
Each Practical of 3 Hours duration	180/-	180/-	300/-	350/-	-
Each Practical of 4 Hours duration	-	-	330/-		-
Each Practical of 6 Hours duration	-	250/-	350/-	400/-	-
Project/ Dissertation/ Viva – Voce	-	250/-	450/-	600/-	1600/-
Semester Project Viva – Voce	-	200/-	350/-		-
Comprehensive Viva – Voce/ Field Work	-	-	350/-		-
Statement of Marks	125/-	125/-	125/-		125/-
Photocopy of Answer Scripts	230/-	230/-	230/-		230/-
Revaluation of Answer Script	-	300/-	500/-		500/-
Cumulative Statement of Marks Sheets	-	400/-	450/-		450/-
Pass Certificate	-	150/-	150/-		150/-
Provisional Pass Certificate	-	150/-	150/-		150/-
Condonation of Attendance	-	400/-	400/-		400/-
Convocation	-	300/-	300/-		300/-

**Note:** Remuneration for the examination related work shall be not less than that of Parent University

**IMPORTANT NOTE:**

The decision of the Principal shall be final in all matters pertaining to the Academic Programme.

**MALPRACTICE RULES & GUIDELINES**

**ACTS OF MALPRACTICES**

Any student appearing for the CIA & Semester Examination is liable to be charged with committing malpractice(s) , if he / she is observed as committing any of the following acts:

- I. Misbehavior with officials / using unfair means / creating nuisance / using obscene language / violence at the centre to the person involved in conduct of examination etc or any other kind of rude behavior in or near the Examination Hall.
- II. Writing on the Question Paper/ Admission Card & or passing on any type of written paper to the other student(s) in the examination Hall.
- III. Disclosing his/her identity by writing any words or by making any peculiar marks on the pages other than the facing sheet in the answer scripts.
- IV. Possession of electronic gadgets like mobile phones, Programmable calculator, pen drive or such other storage devices in the Examination Hall.
- V. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript or such other material or matter in the Examination Hall.
- VI. Communicating with any other student(s) any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- VII. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.

- VIII. Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and / or any other official for favours in the Examination Hall or in the answer script.
- IX. Approaching the teaching staff, officials or examiners directly or indirectly or bring about undue pressure or influence or influence upon them for favour in the examination.
- X. Taking away or bringing in the answer script pages or supplementary sheets or tearing them off and / or inserting pages written outside the examination hall in to the answer scripts.
- XI. Receiving material from outside or inside the Examination Hall for the purpose of copying.
- XII. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- XIII. Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- XIV. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity Card, Hall Ticket, Scales etc.
- XV. Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination Hall. Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the Examination authorities constitutes malpractice will be construed as malpractice.

### **PROCEDURE FOR REPORTING MALPRACTICES**

1. If the malpractice case is detected, the room invigilator / examination officials will seize the incriminating materials and the answer script(s), and report the same to Chief Superintendent immediately in the prescribed form.
2. When malpractice is brought to the notice of the Chief Superintendent either by Examination officials or by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned. Only

then he/she will forward malpractice report along with answer script(s) and other incriminating material and other enclosures in a sealed cover to the Controller of Examinations. However, answer scripts of subsequent papers of such student noted under unfair means shall be sent directly to the valuation centre along with other answer script and shall not be marked as unfair means case anywhere.

3. The student, the room invigilator, the examination officials shall be required to give their statement in the prescribed form supplied by the controller of examinations. These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences including seating arrangement.
4. The statement of all concerned shall be in their own handwriting.
5. If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the Chief Superintendent and / or the examination officials.
6. The student(s) noted under malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after noted the case under malpractice, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under malpractice shall be evaluated and the results shall be kept in abeyance. The results will be declared based on the recommendations of the malpractice committee appointed for the same.
7. When a student noted under malpractice, the following steps shall be strictly adhered to:
  - a) Debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means. Instruct the student to attend the meeting of malpractice committee, if required.
  - b) Send the answer script of that particular paper directly to the Controller of examinations, along with relevant documents. It shall be super scribed on the left hand corner of the facing sheet as Unfair or malpractice Case. There shall not be any indication

- of Unfair case on the pages other than the facing sheet of the answer script.
- c) Permit the student to write the subsequent papers of the examination, if any, and such answer scripts shall be sent to valuation centre along with other answer scripts, without being marked as Unfair case or malpractice anywhere.
  - d) Do not confiscate the identity card (ID).

### **PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS (For Semester Examinations)**

- I. The Unfair means enquiry committee consisting of the Controller of Examinations (COE) as the Chairman, and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the actions to be taken on the cases.
- II. The above committee shall meet after the conclusion of each Semester examination on the dates fixed by the COE and inquire on all matters connected with the students caught on malpractice. After detailed inquiry, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed on the student.
- III. In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- IV. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- V. The Unfair means enquiry committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, The Unfair means enquiry committee shall recommend suitable penalties or punishments on the student.



### **The severity of the case shall be categorized as follows:**

1. The severity of the case in possession of electronic gadgets with or without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, shall be categorized as follows:
  - a) Which is/are not relevant to the paper the student is writing.
  - b) which is/are relevant to the paper the student is writing.
  - c) which is/are relevant to the paper the student is writing and are particularly for the purpose of copying.
  - d) which is/are relevant to the paper the student is writing and are particularly for the purpose of copying and copied the material to the answer book.
2. Repeatedly indulge in the act of malpractices during the Examinations.
3. Threatening with weapons and impersonation.
4. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using malpractice shall be taken in to consideration to decide the severity of the case.

### **For Continuous Internal Evaluation Examinations**

- a) The committee will consist of the controller of Examinations (COE), the members and/ or the room invigilator concerned.
- b) The committee will meet on the same day or within a week on which the use of malpractice is reported, with intimation to the student and decide the penalty and punishment.
- c) The severity of the cases will be the same as mentioned for Semester Examination.

## **GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS**

<b>S.No.</b>	<b>Malpractices</b>	<b>Punishments to be imposed</b>
1.	Appeal for favourable consideration or mercy	Warn the candidate
2.	Writing candidate's name, Register Number / marking in any part of the answer book other than the front page	Warning / Cancel the examination taken in the particular subject only
3.	Letter of appeal for favourable consideration, promising any form of remuneration	Cancel that examination paper only/whole examination in that semester.
4.	Possession of notes or books / gadgets or any other source Copying from the above	Cancel that examination paper only / all the papers in that semester.
5.	For inserting previously written answer sheets brought from outside	Cancel that examination paper / whole examination and debar for the next semester for that paper
6.	For threatening or assaulting the Hall Superintendent, or other examination officials/ personnel or for insubordinate violent behaviour	Cancel all theory examination taken and debar for the next six semester examinations and not to pursue any course of studies during the corresponding period
7.	Taking away answer scripts or destroying any evidence of malpractice	Cancel the whole examination taken for that semester
8.	Case of impersonation a)present  b)past students	a)Cancel the examination taken and debar for the next six semester examinations and not to pursue any course of studies during the corresponding period b)reported to police and employer if any and debar for the next six semester examinations
9.	Helping others for copying or getting help from others in any form but do not accept malpractice	Cancel that examination paper /all papers in that semester and debar from two semesters.

10.	Tampering with Hall tickets/ certificates etc	Not permitted to appear for any examination for a period of two years.
11.	Committing malpractice for second time	Cancel the whole examination taken for that semester and debar for next two years
12.	Malpractices in CIA	Cancel CIA component marks for that paper only.
13.	Creating nuisance/misbehavior /using obscene language in or near the examination hall	Warn/cancel that examination paper /papers in that semester.

### **AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS**

- The Controller of Examination will be the authority for approving the recommendations of The Unfair means enquiry committee.
- The Controller of Examination along with examination board members can modify the recommendations of The Unfair means enquiry committee.

### **OTHER MATTERS**

- I. If the examiner suspects use of unfair means by the candidate like inserting already written answer sheets, revealing of identity, inserting currency etc, the examiner shall return the answer scripts without valuing that paper with reasons in writing to the Controller of Examinations for further disciplinary actions.
- II. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but entered in a separate list which shall be enclosed in a sealed cover and forwarded to the Controller of Examinations.

## BRANCHES OF STUDY OFFERED

<b>Degree</b>	<b>Branch</b>	<b>Code</b>
B.A.	History	HI
	English	EN
	Tamil	TA
B.Sc.	Mathematics	MT
	Physics	PH
	Chemistry	CH
	Computer Science	CS
	Biochemistry	BC
	Microbiology	MB
B.Com.	Commerce	CM
	Bank Management	BM
B.B.A.	Computer Applications*	AC
B.C.A.	Computer Applications	CA
M.A.	English	PEN
	History	PHI
M.Sc.	Mathematics	PMT
	Physics	PPH
	Chemistry	PCH
	Computer Science	PCS
	Information Technology	PIT
	Biochemistry	PBC
	Microbiology	PMB
	Commerce	PCM
	Social Work	PSW
M.Com.	Commerce	PCM
M.S.W.	Social Work	PSW
M.Phil.	Mathematics	MMT
	Physics	MPH
	Chemistry	MCH
	Computer Science	MCS
	Commerce	MCM
	Biochemistry	MBC
	Microbiology	MMB
	History	MHI
	English	MEN
	Chemistry	DCH
	Commerce	DCM
	History	DHI
	Biochemistry	DBC
	Microbiology	DMB

*\*Subject to Affiliation*

## **DIPLOMA AND CERTIFICATE COURSES**

The following Certificate and Diploma Courses are offered by the college. A student can take any one of the following courses and separate Diploma / Certificate will be issued after the completion of the course.

<b>Sl. No.</b>	<b>Name of the course</b>	<b>Diploma/Certificate</b>
1.	Electrical & Electronics Instrumentations	Diploma (One year)
2.	Dot Net Programming	Certificate (6 months)
3.	Mushroom Cultivation Techniques	Certificate (6 months)

## **CERTIFICATES**

A written application with required details must be submitted to the Principal for the issue of any certificate. A notice of two days is necessary for the issue of any certificate.

### **Details of fees for issue of Certificates:**

Course Certificate and Bonafide Certificate	: Rs. 20/-
Late application for TC and CC	: Rs. 50/-
Certificates involving, Reference to College Records	: Rs. 50/-
Any Certificate after a lapse of three years	: Rs. 250/-

**No Duplicate copy of Transfer Certificate will be issued.**

## ENDOWMENT SCHOLARSHIPS 2017-2018

### DEPARTMENT OF TAMIL

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	Prof. Dr. A. F. Anthoniraj Scholarship	Best Outgoing Student in Tamil	Friends, Relatives & Beneficiaries of Prof. Dr. A. F. Anthoniraj	Rs.5000/-
2	Mr. Devaraj & Mrs. Margaret Devaraj Memorial Scholarship	Best Outgoing Student in Tamil	Mr. D.M.J. Gandhi	Rs.3000/- & Rs.2000/-

### DEPARTMENT OF ENGLISH

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	Thiru. Vanathaiyan and Thirumathi. Vanathaiyan Scholarship	Best Outgoing Student in English	Rev. Fr. V. Aruldass	Rs.5000/-
2	Pappu Periyannayagam & R. Hubert Raj Award	Best outgoing Student in B.A. English-(Shift-II)	Pappu Periyannayagam & R. Hubert Raj	Rs.5000/-
3	Dr. Chandran - Mrs. Prema Chandran Memorial Scholarship	Best outgoing Student in B.A. English-(Shift -II)	Mrs. Jeyanthi Ravichandran	Rs.5000/-

### DEPARTMENT OF MATHEMATICS

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	Mrs. Emilia Mary Memorial Scholarship	Best Student in Abstract Algebra – UG Shift II	Mr. Pathinathan	Rs.5000/-
2	Ganithajalam and D. S. Theresammal Memorial Scholarship	Best Outgoing Student in Mathematics	Friends & Relatives and Beneficiaries in the name of S. A. Swamy	Rs.5000/-
3	Srinivasa Ramanujam Memorial Shield	Best Outgoing Student in PG-Mathematics-Shift I	Students of Mathematics 1994-1997 Batch	Rs.2000/-
4	Mr. Antonysamy and Mrs. Mary Victoria Scholarship	Best outgoing student in M.Sc. Mathematics	Mr. Antonysamy and Mrs. Mary Victoria.	Rs.5000/-

### DEPARTMENT OF PHYSICS

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	Subramania Pillai Pattammal Scholarship	Best Outgoing Student in Physics	Dr. S. Krishnan	Rs.5000/-
2	Durairaj Memorial Scholarship	Best Outgoing Student in Physics	Students of Physics 1997-2000 Batch	Rs.5000/-
3	C. T. Manavala Aiyah & M. Suseela Scholarship	2 <sup>nd</sup> Best Outgoing Student in Physics	Dr. R. Thilak Kumar	Rs.5000/-
4	Madana Gurusamy Memorial Scholarship	3 <sup>rd</sup> Best Student in Physics	Dr.M.G. Sridharan, Visiting Scientist, Denmark.	Rs.5000/-
5	S. Vimala and R.Ganapathy Subramanian Scholarship	3 <sup>rd</sup> Best Outgoing Student in Physics	Dr. G. Vaitheeswaran, Visiting Scientist, Max Planck Institute, Germany.	Rs.5000/-
6	B. Chitra & M. Balathaundayutham Scholarship	Best Outgoing Student in Physics	Mr. B. Sivakumar, Short Film Director, Chennai	Rs.5000/-

### DEPARTMENT OF CHEMISTRY

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	Mobtron Enterprises Scholarship	Best Student of I M.Sc. Chemistry	M/s Mobtron Enterprises, Chennai	Rs.5000/-
2	Rev. Fr. G. Peter Rajendiram Scholarship	Best outgoing student from Shift II	2014-2017 Batch, Shift-II Students	Rs.30000/-
3	Mr. G. Muthukumarasamy Scholarship	Best outgoing B.Sc. student from Shift I	Mr. M. Ramesh, Alumni, 1999-2002 Batch	
4	Dr. H. Surya Prakash Rao & Dr. M. Jegan Mohan Scholarship	Best outgoing M.Sc. Student	Dr. H. Surya Prakash Rao & Dr. M. Jegan Mohan	

### DEPARTMENT OF COMPUTER SCIENCE

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	Thiru. Simon Padayachi Madharasi Ammal Scholarship	Best Outgoing Student in Computer Science	Mr. M. Arumai Selvam	Rs.5000/-
2	Charles Babbage Memorial Scholarship	Best Outgoing Student in Computer Science	Students of Comp. Sci. 1994-1997 Batch	Rs.5000/-
3	Thiru. Iyyappan Memorial Scholarship	Best Outgoing Student in Computer Science	Mr. V. Anandakumar & Mr.C.M. Parameswaran, Directors of Bharath Computers	Rs.5000/-
4	Professor Chitti Babu Scholarship	Best Outgoing Student in Computer Science	Dr. Chitti Babu, Asst. Professor Drexel Univ., Philadelphia	Rs.5000/-
5	A. V. Rangasamy Naidu Scholarship	Best Outgoing Student in Computer Science	Mr.AVR Muthukumarasamy Prop. AVR Transports, Cuddalore	Rs.5000/-



6	Mr. S. Kannan Scholarship	Best Outgoing Student in Computer Science	Mr. S. Kannan Executive Engineer, NLC	Rs.5000/-
7	Rev. Fr. Dr. Amalarpovadoss Memorial Scholarship	Best Outgoing Student in Computer Science	Mr. Vincent A. Marin, Director, IT Mc-Kinsey & Co., USA	Rs.5000/-
8	Velusamy Memorial Scholarship	2nd Best Outgoing Student in M.Sc. Comp. Science	M/s. Anandakumar, T.V. Centre, Cuddalore	Rs.5000/-
9	Rev. Fr. P. Paul Raj Kumar Appreciation Scholarship	Best Outgoing Student in M.Sc. (IT)	Department of Comp Science, St. Joseph's College, Cuddalore.	Rs.5000/-
10	Mr. R. Anand Memorial Scholarship (Director, Krishnasamy Engineering College)	Best outgoing student – UG Comp. Sci. Shift-I	Mr. M. Arumai Selvam	Rs.5000/-
11	Rev. Fr. V. Aruldass Scholarship	Second Best Outgoing in Computer Science Day	M/s. Devishree Elec. Cuddalore	Rs.5000/-
12	Mr. Travis (Annai Studio) Memorial Scholarship	Best Outgoing Student in M.Phil. Computer Science	Family members of Late Mr. Travis	Rs.10000/-

#### DEPARTMENT OF COMPUTER APPLICATIONS

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	Mr. & Mrs. Amalraj Scholarship	Best Outgoing Student in Computer Applications	Mr. Vincent A. Marin Director, IT Mc-Kinsey & Co., USA	Rs.5000/-
2	K. Thirugnana Sambandam Memorial Scholarship	Best Outgoing Student in Computer Applications	Mr. T. Arumugam	Rs.5000/-
3	S.K.M. Ramaiah Scholarship	Best Outgoing Student in Computer Applications	Mr. Elangovan, Ramaiah Hardwares, Cuddalore	Rs.5000/-

4	Hotel Ananda Bhavan Scholarship	Best Outgoing Student in Computer Applications	Mr. R. Narayanan, Prop., AnandaBhavan Hotels, Cuddalore	Rs.5000/-
5	Mr. A. Francis Roche Scholarship	Best Outgoing Student in Computer Applications	Mr. A. Francis Roche	Rs.5000/-
6	Apparsamy Scholarship	Best Outgoing Student in Computer Applications	M/s. Santhosh Textiles, Pondicherry	Rs.5000/-
7	Thiru. A. Mariappan and Thirumathi. D. S. Arulmary Scholarship	Best Outgoing Student in Computer Applications	Mr. Vincent A. Marin, Director, IT, Mc-Kinsey & Co., USA	Rs.5000/-
8	L. Anthony Samy And Jeya Pragasamary memorial scholarship	Best outgoing programmer of Computer Applications – Day college	Ms. A. Nirmala	Rs.40000/-
9	Mrs. & Mr. Sarvapalli Appaiya Ramanan Memorial Scholarship	Most vibrant student of Computer Applications- Shift I	Ms. R. Aruna Kirthiga	
10	Mr. E. Albert Memorial Scholarship	Enterprising student of Computer Applications	Mr. John Pradeep Ebenezer	
11	Rev. Fr. P. Antony Samy and Rev. Fr. V. Antony Samy Memorial Scholarship	Best outgoing programmer of Computer Applications- Eve College	Mr. J. Robert Adaikalaraj	

### DEPARTMENT OF BIOCHEMISTRY

<b>S.No.</b>	<b>Name of the Scholarship</b>	<b>Beneficiary</b>	<b>Instituted By</b>	<b>Amount</b>
1	Pope John Paul II Scholarship	Best outgoing Student in In II PG Biochemistry	Staff and Students of Bio-Chemistry, St. Joseph's College, Cuddalore	Rs.5000/-
2	St. Joseph's Scholarship	Best Outgoing in Biochemistry – Evening	Staff and Students of Bio-Chemistry, St. Joseph's College, Cuddalore	Rs.5000/-
3	Principal Scholarship	Best Outgoing in Biochemistry – Day	Bio-Chemistry, St. Joseph's College, Cuddalore	Rs.5000/-

### DEPARTMENT OF MICROBIOLOGY

<b>S.No.</b>	<b>Name of the Scholarship</b>	<b>Beneficiary</b>	<b>Instituted By</b>	<b>Amount</b>
1	Bright Sun Publications Scholarship	Best Outgoing Student in Microbiology – Day College	M/s. Bright Sun Publications, Chennai	Rs.5000/-
2	Rev. Fr. R. Ratchagar Scholarship	Best Outgoing in Microbiology – Day	The Students of the Department	Rs.5000/-
3	Rev. Fr. Aruldass Scholarship	Best Outgoing in Microbiology - Evening	The Students of the Department	Rs.5000/-
4	Rev. Fr. V. Aruldass cash Award	2rd best outgoing student in Microbiology-Evening College	The Staff and Students of Dept. of Microbiology	Rs.5000/-

### DEPARTMENT OF COMMERCE

<b>S.No.</b>	<b>Name of the Scholarship</b>	<b>Beneficiary</b>	<b>Instituted By</b>	<b>Amount</b>
1	Mr. A. Francis Joseph Mani Memorial Scholarship	Best Outgoing Student in Commerce – Shift-I	Friends, Relatives & Beneficiaries of Mr. A. Francis Joseph Mani	Rs.5000/-
2	Duraisamy Padayatchi and Dhanalakshmi Ammal Scholarship	Best Outgoing Student in Income Tax Law & Practice – Shift-I	Mr. D. Kannusamy Auditor, Cuddalore	Rs.5000/-
3	Duraisamy Padayatchi and Dhanalakshmi Ammal Scholarship	Best Outgoing Student in Income Tax Law & Practice – Shift-II	Mr. D. Kannusamy Auditor, Cuddalore	Rs.5000/-
4	The Most Rev. Archbishop Dr. Antony Anandarayar award for Best Entrepreneur	Best Entrepreneur	Dept. of Commerce, St. Joseph's College, Cuddalore.	Rs.3000/-
5	Mr. Devasagayam and Mrs. Elizabeth scholarship	Deserving student of 2nd M.Com	Dr. S. Soosai John Rosario	Rs.5000/-
6	Mr. Perumal and Mrs. Saroja Scholarship	Best outgoing student in P.G Accountancy	Mr. Vaithiyanadane	Rs.5000/-
7	Rev. Fr. V. Agnel Award	2 <sup>nd</sup> Best Outgoing Student in B.Com (Shift- I)	Rev. Fr. V. Agnel	Rs.5000/-
8	Shankar Chettiar Scholarship	Best Outgoing Student in Commerce - PG	M/s. Shankar Jewellery, Cuddalore	Rs.5000/-
9	Mrs. Jayashree Ranganathan	2 <sup>nd</sup> Best Outgoing Student in Commerce – Shift-II	Mr. Ranganathan NSR Family	Rs.5000/-

### DEPARTMENT OF HISTORY

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	Thiru Dhandapani Memorial Scholarship	Best Outgoing Student in History	Mr. D. Desing Rajan& Brothers	Rs.5000/-

### DEPARTMENT OF SOCIAL WORK

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	Mrs. Rajammal Lourduraj	Best Fieldworker in Social Work	C.L. Anandakumar Selvaraj	Rs.15000/-
2	Rev. Sr. Xavier Mary	Emerging Social Worker in Social Work	Rev. Sr. Xavier Mary	
3	Rev. Fr. Dr. I. Ratchagar	All-rounder in Social Work Proficiency in Social Work	Rev. Fr. Dr. I. Ratchagar	
4	Mr. K. S. Periyamayagam Memorial Scholarship	Best Researcher in Social Work	Ms. K. P. Christina	Rs.10000/-

### DEPARTMENT OF ECONOMICS

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	Francois de Condappa Memorial Award	Best outgoing student in Economics Shift-I	Mrs. Liliane de Condappa	Rs.5000/-

### DEPARTMENT OF STATISTICS

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	Mr. John Britto Scholarship	Best Scorer in Allied Statistics	Mr. John Britto	Rs.5000/-

### DEPARTMENT OF PHYSICAL EDUCATION

<b>S.No.</b>	<b>Name of the Scholarship</b>	<b>Beneficiary</b>	<b>Instituted By</b>	<b>Amount</b>
1	Sajiv Sebastian Award	Best Cricketer	Parents of Sajiv Sebastian	Rs.5000/-

### NATIONAL SERVICE SCHEME (NSS)

<b>S.No.</b>	<b>Name of the Scholarship</b>	<b>Beneficiary</b>	<b>Instituted By</b>	<b>Amount</b>
1	His Eminence Simon Cardinal Lourdasamy Scholarship	Best NSS Volunteer	Mr. M. Arumai Selvam	Rs.5000/-
2	Rev. Fr. Dr. I. Ratchagar's, Silver Jubilee Remembrance Scholarship	Best Social Worker Volunteer – NSS – Shift – I	Rev. Fr. Dr. I. Ratchagar	Rs.5000/-
3	Rev. Fr. Dr. I. Ratchagar's, Silver Jubilee Remembrance Scholarship	Best Social Worker Volunteer – NSS – Shift – II	Rev. Fr. Dr. I. Ratchagar	Rs.5000/-
4	Shervin Mervin Award	Best NSS Volunteer	Dr. R. Robert	Rs.5000/-

### YOUTH RED CROSS (YRC)

<b>S.No.</b>	<b>Name of the Scholarship</b>	<b>Beneficiary</b>	<b>Instituted By</b>	<b>Amount</b>
1	Padmasree Dr. Sarojini Varadappan Award	Best Youth Red cross Volunteer- Day College	Mr. R. M. Balasubramaniam	Rs.5000/-
2	Rev. Fr. P. Paul Rajkumar Award	Best Youth Red cross Volunteer – Evening College	Youth Red cross Volunteers	Rs.5000/-

### ROTARACT

<b>S.No.</b>	<b>Name of the Scholarship</b>	<b>Beneficiary</b>	<b>Instituted By</b>	<b>Amount</b>
1	The Holy Mother Theresa Memorial Scholarship	Best Rotaractor	Mr. M. ArumaiSelvam	Rs.5000/-
2	Rev. Fr. Secretary Scholarship	Best Rotaractor in Evening College	Rev. Fr. Secretary	Rs.5000/-

### FINE ARTS CLUB

<b>S.No.</b>	<b>Name of the Scholarship</b>	<b>Beneficiary</b>	<b>Instituted By</b>	<b>Amount</b>
1	Rev. Fr. Dr. I. Ratchagar, Secretary Scholarship	Best Student in Fine Arts for Boys	Rev. Fr. Dr. I. Ratchagar	Rs.5000/-
2	Rev. Fr. Secretary Scholarship	Best Student in Fine Arts for Girls	St. Joseph's College of Arts & Science	Rs.5000/-

### NATIONAL CADET CORPS (NCC)

<b>S.No.</b>	<b>Name of the Scholarship</b>	<b>Beneficiary</b>	<b>Instituted By</b>	<b>Amount</b>
1	Rev. Fr. G. Peter Rajendiram Silver Jubilee Remembrance Scholarship	2 Nos. of NCC Best Volunteer of Senior Division/Senior Wing - Boys	Rev. Fr. G. Peter Rajendiram & NCC Volunteers	Rs.10000/-
2	Rev. Fr. A. J. Lawrence Scholarship	2 Nos. of NCC Best Volunteer of Senior Division/Senior Wing - Girls	St. Joseph's College of Arts & Science	Rs.10000/-

**THE BEST TEACHER NATIONAL AWARDEE REV. FR. R. RATCHAGAR SCHOLARSHIP**

<b>S.No.</b>	<b>Name of the Scholarship</b>	<b>Beneficiary</b>	<b>Instituted By</b>	<b>Amount</b>
1	The Best Teacher National Awardees Rev. Fr. R. Ratchagar Scholarship	Best Outgoing Student in B.Sc. Mathematics Best Outgoing Student in B.Sc. Physics Best Outgoing Student in B.Sc. Chemistry Best Outgoing Student in B.Sc. Computer Science Best Outgoing Student in B.Sc. Microbiology Best Outgoing Student in B.Sc. Biochemistry. Best Outgoing Student in B.Com. Best Outgoing Student in B.B.M. Best Outgoing Student in B.A. History Best Outgoing Student in B.C.A. Computer Applications Best Outgoing Student in M.Sc. Computer Science	The Staff (1996) St. Joseph's College	Rs.40000/-
2	Mr. A. R. George Scholarship - Shift-I Rev. Fr. M. A. Ratchagar Scholarship - Shift-II Mr. K. R. S. Rajaraman Scholarship - Teacher Mrs. Theresammal George Scholarship - PG Student	Best User of the Library	St. Joseph's College	Rs.40000/-



### SPECIAL AWARDS AND PRIZES

S.No.	Name of the Scholarship	Beneficiary	Instituted By	Amount
1	The Most Rev. Archbishop Dr. S. Michael Augustine Scholarship	The Best Student of the College	St. Joseph's College	Rs.5000/-
2	Dr. Kannan Service Memorial Scholarship	Best Outgoing UG - Physically Challenged Boy/Girl	Dr. R. Kannan	Rs.5000/- & Rs.5000/-
3	Rev. Fr. Principal's Prize	UG-Best Outgoing Student – Evening College	Rev. Fr. A. J. Lawrence	Rs.5000/-
4	Rev. Fr. G. Peter Rajendiram Scholarship for Staff	Best Paper Presentation – Teachers - Teacher's Day	Rev. Fr. G. Peter Rajendiram	Rs.47735/-& Rs.51228/-
5	Rev. Fr. P. Paul Rajkumar – Gold Medal Award	Gold Medal – Toppers of the all the departments during the Convocation	Rev. Fr. P. Paul Rajkumar	Rs. 36953/-
	Rev. Fr. G. Peter Rajendiram - Gold Medal Award		Rev. Fr. G. Peter Rajendiram	Rs.39788/-
6	Rev. Fr. R. Ratchagar Award	Eminent Personalities for their untiring work and valuable contribution to the society	Dept. of Computer Science & Applications	Rs.15000/-
7	Rev. Fr. R. Ratchagar Special Award	Young prodigy in the District	Dept. of Computer Science & Applications	Rs.10000/-
8	Rev. Fr. Secretary Scholarship	Best Outgoing Student in Academic and Extracurricular Activities	Rev. Fr. Secretary	Rs.5000/-

### LEAVE OF ABSENCE

Sl No	Date		No. of Days	Reason	Sign of Principal
	From	To			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### LATE COMING

Sl No	Date	Session	Reason	Sign of Principal
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## TIME TABLE

ODD SEMESTER		HOUR				
		1	2	3	4	5
DAY ORDER	I					
	II					
	III					
	IV					
	V					
	VI					

EVEN SEMESTER		HOUR				
		1	2	3	4	5
DAY ORDER	I					
	II					
	III					
	IV					
	V					
	VI					

# Notes