



## **Academic Calendar 2024-25**

### **(ODD SEMESTER)**

Total Number of Working Days	: 90 Days
ODD Semester Commence for II/III UG & II PG	: 05/06/2024
ODD Semester Commence for I-Year UG & PG	: 05/07/2024
Date of Unit-I Begins	: 22/07/2024
Date of Unit-I Ends	: 26/07/2024
Date of CIA-I Begins	: 05/08/2024
Date of CIA-I Ends	: 09/08/2024
Date of Unit-III Begins	: 19/08/2024
Date of Unit-III Ends	: 23/08/2024
Date of CIA-II Begins	: 02/09/2024
Date of CIA-II Ends	: 06/09/2024
Date of Model Exam-I Begins	:23/09/2024
Date of Model Exam-I Ends	:30/09/2024
Date of Model Exam-II Begins	:06/11/2024
Date of Model Exam-II Ends	:12/11/2024
Last Working Day & No Due Clearance	: 12/11/2024

## **Academic Calendar 2024-25**

### **(EVEN SEMESTER)**

Total Number of Working Days	: 90 Days
EVEN Semester Commence for UG & PG	: 16/12/2024
Date of UNIT-I Begins	: 20/01/2024
Date of UNIT-I Ends	: 24/01/2024
Date of CIA-I Begins	: 10/02/2024
Date of CIA-I Ends	: 14/02/2024
Date of UNIT-III Begins	: 03/03/2024
Date of UNIT-III Ends	: 07/03/2024
Date of CIA-II Begins	: 17/03/2024
Date of CIA-II Ends	: 21/03/2024
Date of Model Exam-I Begins	: 01/04/2024
Date of Model Exam-I Ends	: 09/04/2024
Date of Model Exam-II Begins	: 16/04/2024
Date of Model Exam-II Begins	: 22/04/2024
Last Working Day & No Due Clearance	: 26/04/2024

## Calendar 2024-2024

Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

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

DOB: \_\_\_\_\_ University Reg.No: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Blood Group: \_\_\_\_\_

Bank A/c No: \_\_\_\_\_ Aadhar No: \_\_\_\_\_

Parent's Name & Address: \_\_\_\_\_

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Pin code : \_\_\_\_\_ Mobile No: \_\_\_\_\_

E mail id: \_\_\_\_\_

Membership in Club: \_\_\_\_\_

## NATIONAL ANTHEM



Jana Gana Mana  
Adhinayaka jaya hey,  
Bharata bhagyavidhata.  
Punjaba, Sindhu, Gujarata, Maratha,  
Dravida, Utkala, Banga,  
Vindhya, Himachala, Yamuna, Ganga,  
Uchchala jaladhi taranga  
Tava shubha naamey jaagey,  
Tava shubha aashis maagey,  
Gahe tava jayagatha.  
Jana gana mangaladhayak jaya he  
Bharat bhagyavidhata.  
Jaya he Jaya he Jaya he  
Jaya jaya jaya jaya he !

*From (with modifications): <http://National-Anthems.net>*

### Important Contact Number

S.No	Content	Contact Number
1.	College Office	0435-2453005
		0435-2453007
2.	Dr.A.Venkatesan Administrative Officer (AO)	8508687260
3.	Mr.S.Elanchezhiyan Management Representative(MR)	9488488203
4.	Mr.K.Sathish Kumar Anti-Ragging Cell	9677841499
5.	Dr.J.Loyola Peeris Grievance Redressal Cell	9442446476
6.	Dr.K.Raja Cyber Security Cell	9842613188

7.	Ms.S.Anbarasi Internal Complaints Committee	8220965205
8.	Dr.V.Mala Women's Welfare Cell	9787399665
9.	Ms.V.Meerabai Student Support Cell	7768612570
11.	Mr.Mani Transport Office	8667653575

## **MOTTO, VISION & MISSION**

### **College Motto:**

The Motto of our college is "Quality Education for Today and Tomorrow"

### **Vision:**

To educate and empower the students by inspiring positive attitude with quality education, team spirit, humanism, cultural heritage, integrity with Unity & Diversity to be a responsible community to preserve our environment and our great Nation.

### **Mission:**

Our Mission is to achieve excellence in education, to be honest, develop intellectual, preserve forestation and socially responsible with a positive attitude to the development of society.

### **Core Value of the College:**

### **Integrity:**

Honesty is expected from everyone in every situation. Even the appearance of conflict of interest will be avoided. Successful long term relationships depend on trust and open communication.

**Respect for others:**

Each person is treated with respect and dignity in all situations and shares the responsibility in all aspects.

**Quality and Continuous Improvement:**

College Strives for continuous quality improvement in all areas and will measure its progress with appropriate standards.

**Student learning and student development:**

College as a student centric Institution will try hard to provide educational experiences of exceptional quality for students' professional and personal development.

**Institutional Integrity and Community:**

Colleges continuously try for long-term relationship based on Honesty, fairness and respect by providing a safe environment that supports freedom of inquiry, protects diversity and foster a sense of well being.

**Ethics:**

College cultivates a learning environment that promotes responsible, principled behavior which respects the dignity of all members of the Community.

**Abide by Rules:**

College try to ensure that grievance redressal committee members shall respond to inquiries, requests and concerns in an appropriate and timely manner.

**Quality:**

Provide educational programs that lead to the acquisition of Knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership and service to the community.

To ensure program quality, the College assesses practices, policies and procedures by ongoing basis to strengthen the overall effectiveness of curriculum, instructional delivery and operations.

**Service to Society:**

College distinctly focus the service to the society through our service club like NSS, NCC , YRC, Leo club, Rotaract Club, Red Ribbon club, Nature Club and so on..

In Annai New Revolution (ANR) scheme, each student voluntarily contribute one rupee per day to educate the students who are economically in downtrodden and unable to remit tuition fees.

### **Profile of Annai College :**

The College was established in 2001 by the noble vision of our Chairman Mr.M.Anwar Kabir and the trust members . The College is being run as Minority Community under K.K.O Mohamed Ibrahim Educational & Charitable Trust. Our College has been affiliated by Bharathidasan University and recognized by UGC under section 2(f) and 12(B) accredited with “B” Grade by NAAC in 2015 and Re-accredited NAAC by “B+” in the year Feb’2023 is a leading Co-educational Institution with Under Graduate, Post Graduate and Research Institution. It is located in a sprawling area of 10.33 acres of land at Kovilacheri in Kumbakonam, Tamilnadu. It offers 23 UG Programmes, 12 PG Programmes and 5 Ph.D. Programmes and 1 Diploma Course. The student strength is 2023 of which girls constitute above 40 percent. Our Staff strength is 146 and imparts value based quality education. Our Rank holders for this academic holds 17 students in Undergraduate programme and 5 in Post graduate Programme

Annai College of Arts and Science always stands for values and empowerment for the poor students. The College supports free education for Sports & Annai Kalai Siragual. The Annai New Revolution (ANR), Kiswa, Halima, Matharsha gives free education to the economically downtrodden students.

Our College follows Mentor-Mentee system for the individual development of students. We also follow Class Committee Meeting for effective administration. The Student Support Cell conducts Quality Circle Meeting every month to sort the grievances of the students. The College functions with various forums for striking towards the students society. We have NCC, NSS three Units, Rotaract Club, Leo Club, Youth Red Cross, Red-Ribbon Club, Nature Club, Citizen Consumer Club, ExNoRa Club, Womens Welfare Club, Gender Championship Club, Nature Club, Annai Kalai Siragul –Fine Arts Association, Entrepreneurship Development Cell

and Department-wise Club to bring out the student's skill. Our college functions with Academic Council, Training & Placement Cell, Grievance Redressal Cell, Anti-Ragging Cell, Women's Welfare Cell, ICC, Blossom Budding Care Cell, SC/ST Cell, OBC Cell, III Cell, Thinkers Forum, Alumni Association to support our students

The College has been functioning with a noble vision and mission with core value clearly reflecting its social responsibility and commitment to Nation building. The Institution provides effective and efficient support and facilities to academic mission, and maintains a supportive environment for all students and faculties. The college community has committed faculty who strives to address relevant local and regional challenges, and contribute actively to the needs and aspiration of the society. We accord prime importance to the behavioral discipline, moral integrity and cognitive developments of our students.

Our teachers strive to teach not only academic programmes but also life skills needed for students' self development with highly resourceful faculties. We believe that education is an effective medium of social transformation. Hard work, dedication and perseverance are the most important traits in a person that leads to success.

I wish the best of fortune, peace and prosperity to all those who contribute to the noble task of spreading education and to manifest its qualities, aims and objectives.

### **HIGHLIGHTS**

- On an average, more than 30 students secure University Ranks every year.
- Over 400 students are well placed in corporates through campus placements
- By Add-on-Programme certified Programmes are conducted to all departments
- The Competitive coaching Classes (AAA) are conducted for the interested candidates
- The Training & Placement Cell, conduct Communication Skill classes for First and Second year students and Interview techniques and Personality development classes are organized
- A Language Lab with 300 hour modules in 30 computers in computer lab to train the students.
- Bridge Course/Induction Programme/Value-Added Courses are organized for the students
- Every year Cultural Day Programme was organized for about five days
- Annual Magazine "Vanavil" released in the Cultural day that reflects the academic activity of the year and "Annaiyin Piyangal" half-yearly magazine to bring out the students skills



- Hindi/Spoken English /French Classes are organized for the students of Defence and BHM
- For NCC students Fire Wall, Obstacles and special training are given.
- Blossom Budding Care Cell organize separate counselling for Boys and Girls.
- ED Cell incubation to promote the Entrepreneurs
- Industry Institute Cell (IIC) tie supports the students for Internship, Industrial Visit and Project Report.
- More than 21 MOUs and collaboration with Institution in this academic year
- For Faculty NET/SET Coaching Classes and Faculty Development Programme(FDP) are organized every year.
- Soft Skill training for the Final year students to face the Interview.
- Every Tuesday “Students Corner” to bring out the students talent through their Club activity
- The day starts with Moral Values, Proverb and News highlights by the students
- On Every Thursday, Thinkers Forum for the students to handle Seminar about the Current affairs.
- Monthly “Annai Newsletter” was released to bring out the activity of the College.
- Internship training for the students to enhance the reality of work culture.

### **MILE STONES**

- In 2001, the K.K.O Mohammed Ibrahim & Educational Trust laying the foundationstone for the College affiliated by Bharathidasan University.
- In 2001, B.Sc (IT),B.Sc (BHM),M.Sc(C.Sc).M.Sc(IT) was introduced.
- In 2004, B.Sc(Maths),B.Com(Applied Additional Section I) was introduced
- In 2005, B.Sc(Bio.Chem),B.Sc(V.C) was commenced
- In 2006, B.C.A(Additional Section I),B.Sc(Computer Science Additional Section I)M.Sc(Bio technology) was commenced
- In 2007, B.Com(Applied) Additional Section II, B.C.A. (Additional SectionII),B.B.A(Additional Section I),B.A.(Additional Section I), B.Com (Applied),M.B.A.,was introduced
- In 2009, M.C.A,B.B.A(Additional Section II) was commenced
- In 2010, M.B.A(Additional Section I) & M.C.A(Additional Section II) was commenced.
- In 2014,B.Litt(Tamil),B.Sc(MB),B.Sc(C.Sc),B.Sc(BT),M.A (English)&M.Sc(Mathematics) was introduced.
- In 2015 Research departments in Ph.D Microbiology, Tamil,B.Sc(Chemistry),B.B.A,B.Sc(Physics),B.A.(English),M.Sc(Chemistry),M.A(English) Additional Section I, B.Sc(BHM) Additional Section I was commenced

- In 2015, the college was re-accredited at “B Grade” by NAAC
- In 2016, B.Com(Regular),M.Com,M.Sc(Physics),B.Sc(Chemistry) Additional SectionI, was introduced.
- In 2017,Research Departments, Ph.D in Biotechnology, B.Com (Regular)AdditionalSection I, &M.Sc(Microbiology),B.Com (BM),B.Com(C.A),B.Com(C.S) was introduced.
- In 2018, a new building for Library was renovated
- In 2019, applied for B.A(Defence and Strategic Studies)
- In 2020 got approval and classes are commenced for M.A (Tamil)
- In 2020 got approval for NCC in FSFS mode
- In 2020 got approval for HSRD Course from Ministry of Tourism and Managementwith 120 intake
- In 2021 got approval for B.Sc (Forensic Science) and Diploma in Fire and SafetyManagement.
- In 2022 got approval for Research Department in Computer Science and ManagementStudies.
- In 2023 got approval for B.A (Arabic)
- In2024 got approval for M.A (Defence and Strategic Studies)

### **College Timing (9.30 am to 1.30 pm)**

#### **UG Programme:**

- 1.B.A(Literature)
- 2.B.A(English)
- 3.B.A(Arabic)
- 4.B.A(Defence and Strategic Studies)
- 5.B.A(Criminology and Police Administration)
- 6.B.B.A(Business Administration)
- 7.B.Com(Commerce)
- 8.B.Com(Applied)
- 9.B.Com (Computer Application)
- 10.B.Com(Bank Management)
- 11.B.C.A(Computer Application)
- 12.B.Sc(Computer Science)
- 13.B.Sc(Hotel Management and Catering Science)
- 14.B.Sc(Visual Communication)
- 15.B.Sc(Microbiology)
- 16.B.Sc(Biochemistry)
- 17.B.Sc(Biotechnology)

- 18.B.Sc(Physics)
- 19.B.Sc(Chemistry)
- 20.B.Sc(Forensic Science)
- 21.B.Sc(Data Science)
- 22.B.Sc(Cyber Security)
- 23.B.Sc(Artificial Intelligence)

**PG Programme:**

- 1.M.A –Tamil
- 2.M.A –English
- 3.M.A-Defence and Strategic Studies\*
- 4.M.Sc-Computer Science
- 5.M.Sc-Biotechnology
- 6.M.Sc-Microbiology
- 7.M.Sc-Maths
- 8.M.Sc-Physics
- 9.M.Com-Master of Commerce
- 10.M.Sc-Chemistry
- 11.M.B.A-Master of Business Administration(AICTE Approved)
12. M.C.A-Master of Computer Application(AICTE Approved)

**Ph.D Programme :**

- 1.Tamil
- 2.Microbiology
- 3.Biotechnology
- 4.Management Studies
- 5.Computer Science

**\* New Courses to be introduced**

**COLLEGE ADMINISTRATION**

**THE GOVERNING COUNCIL**

- |                                |                              |
|--------------------------------|------------------------------|
| 1. Mr. M.Anwar Kabir           | Managing Trustee             |
| 2. Mr.M.I. Abdul Gafoor        | Trustee                      |
| 3. Mr.A. Yahya Naeem           | Trustee                      |
| 4. Dr.R.Rajkumar               | CEO                          |
| 5. Mr.S.Elanchezhiyan          | Senior Faculty               |
| 6. Dr.J.Loyola Peeris          | Senior Faculty               |
| 7. Dr.Anand Karunakaran D.J.S. | External Educational Expert- |

- |                             |   |
|-----------------------------|---|
| 8. Dr.T.Devasenathipathi    | Bishop Heber College (Autonomous), Trichy.<br>External Industrial Expert-O D Consultant, Visiting<br>Professor, Corporate Trainer and NBC Trainer-ICT<br>Academy. |
| 9. Hajee Dr.Ismail Mohideen | University Nominee  |
| 10. Dr.S.P.Manicka Vasugi   | Principal   |

### FINANCE COMMITTEE

- |                           |                   |
|---------------------------|-------------------|
| 1. Dr.S.P. Manicka Vasugi | Principal         |
| 2. Prof.S.Elanchezhiyan   | F.O               |
| 3. Dr.A.Venkatesan        | A.O               |
| 4. Mr. G.Ramachandran     | Senior Accountant |

### ACADEMIC COUNCIL

- |    |                            |  |
|----|----------------------------|--|
| 1  | Dr.S.P. Manicka Vasugi     | Principal/Chairman   |
| 2  | Dr.J.Loyola Peeris         | Vice-Principal/Dean of Humanities  |
| 3  | Dr .P.Samiyammal           | IQAC/Dean of Science   |
| 4  | Dr.C.Suresh                | Director,MBA   |
| 5  | Dr. N.Vanjulavalli         | Director,MCA   |
| 6  | Dr.A.Venkatesan            | A.O  |
| 7  | Dr.S.Ismail Mohideen       | University Nominee   |
| 8  | Dr. K. sujith              | Dean,School of Information Science   |
| 9  | Dr.D.Elamparithi           | Dean, School of Bioscience   |
| 10 | Mr.C. Goplaraju            | Dean of Commerce   |
| 11 | Dr.Anand Karunakaran D.J.S | External Academic Expert   |
| 12 | Dr.T.Devasenathipathi      | External Industrial Expert   |
| 13 | Mr.S.Elanchezhiyan         | Head,Hotel Management-Member   |
| 14 | Mr.K.Raja                  | Head,School of Information Science-Member  |
| 15 | Dr.M.Pugazhenth            | Head, Tamil- Member  |
| 16 | Ms.Rojabanu                | Head, English-Member   |
| 17 | Mrs.S.Anbarasi             | Head, Mathematics-Member   |
| 18 | Dr.K.Sathishkumar          | Head, Physics & Forensic Science-Member  |
| 19 | Dr.R.Selvam                | Head,BBA-Member  |
| 20 | Dr.S.Jeganandothilak       | Head, Defence and Strategic Studies/Criminology &<br>Police Administration -Member |
| 21 | Mr.M.Veeramani             | Head, Visual Communication-Member  |
| 22 | Mr.V.B.Prabakaran          | Head,Commerce and Applied-Member   |
| 23 | Ms.Deepika                 | Head,Bank Management & Computer Application-<br>Member                             |
| 24 | Mr.N.Thangapandiyan        | Librarian-Member   |
| 25 | Dr.D.Balasundaram          | Senior Faculty Member  |
| 26 | Mr.S.Somasundaram          | Senior Faculty Member  |

**INTERNAL QUALITY ASSURANCE CELL( IQAC)**

1	Dr.S.P. Manicka Vasugi	Chairperson
2	Dr .P.Samiyammal	IQAC
3	Prof. S. Elanchezhiyan	Management Representative
4	Dr.Anand Karunakaran D.J.S	External Academic Expert
5	Dr.T.Devasenathipathi	External Industrial Expert
6	Dr.J.LoyolaPeeris	Member
7	Dr.C.Suresh	Member
8	Dr.S.Dr. K. sujith	Member
9	Prof.K. Raja	Member
10	Dr.D.Elamparithi	Member
11	Dr.D.Thirumoolan	Member
12	Dr.N.R.Saravananan	Member
13	Dr.S.Jeganandothilak	Member
14	Dr.M.Senthilkumar	Member
15	Dr.A.Venkatesan	Member
16	Mr.C. Goplaraju	Member
17	Mr.M.Veeramani	Member
18	Prof.S.Anbarasi	Member
19	Prof.B.Srisundar	Member
20	Mr.S.Muthu	Member
21	Mr.N.Thangapandiyam	Member
22	Mr.N.Azaruddin	Alumni

**RESEARCH CELL & GUIDES**

1	Dr.K.Dr. K. sujith	Computer Science,Convenor
2	Dr.P.Mani	Biotechnology
3	Dr.D.Elamparithi	Biotechnology
4	Dr.M.Senthilkumar	Tamil
5	Dr.C.Suresh	Management Studies
6	Dr.N.R.Saravanan	Management Studies
7	Dr.K.Balasaravanan	Management Studies
8	Dr.N.Vanjulavalli	Computer Science
9	Dr.R.Surendiran	Computer Science
10	Dr.V.Mala	Chemistry

## **ADD-ON-PROGRAMME & SKILL BASED PROGRAMME**

1	Dr.A.Venkatesan	Co-ordinator
2	Dr.K.Sathishkumar	Member
3	Ms.Dhinar Begum	Member

## **ADMINISTRATIVE OFFICE**

1	Dr.A.Venkatesan	A.O
2	Mr.G.Dinesh Kumar	Admin. Assist
3	Ms.S. Gayathri	Admin. Assist
4	Ms.D.Kokiladevi	Admin. Assist
5	Ms.R.Chandrakala	Office Staff
6	Ms.K.Priyadharshini	Office Staff
7	Mr.N.T.Manoharan	Office Staff

## **HUMAN RESOURCE**

1	Mr.B.Babu	HR
2	Ms.B.Sathya	Assist.HR
3	Mrs.Maliga	Assist

## **CANTEEN MAINTENANCE**

1	Mr.R.Kulothagan	Canteen In-charge
2	Ms.S.Uma Devi	Cashier

## **NON-TEACHING STAFF**

1	Mr.J.Saravanan	Building Supervisor
		Transport
2	Mr.M.Manikandan	Supervisor
3	Mr.K.Sivakumar	Electrician
4	Mr.U.Veeramani	Plumber
5	Mrs.K.Padmavathi	Maintenance Staff
6	Mrs. R.Sangeetha	Maintenance Staff

7	Mrs.R.Mangayarkarasi	Maintenance Staff
8	Mrs.K.Lakshmi	Maintenance Staff
9	Mrs.S.Sudha	Maintenance Staff
10	Mrs.S.Suseela	Maintenance Staff
11	Mrs.R.Thamizharasi	Maintenance Staff
12	Mrs.S.Kannaki	Maintenance Staff
13	Mrs.K.Kala	Maintenance Staff
14	Mrs.P.Raabekkamary	Maintenance Staff
15	Mrs.Maliga	Maintenance Staff

### **BUS DRIVERS**

1	Mr.G.Senthil Kumaran	Transport Manager
2	Mr.D.Magesh	Bus Driver
3	Mr.S.Sekar	Bus Driver
4	Mr.S.Anbuvelan	Bus Driver
5	Mr.S.Jeyabharthi	Bus Driver
6	Mr.S.Thiruganam	Bus Driver
7	Mr.T.Kumar	Bus Driver
8	Mr.R.Karthick	Bus Driver
9	Mr.K.Elancheliyan	Bus Driver
10	Mr. C.Mariyappan	Bus Driver
11	G.Thamilarasan	Bus Driver
12	S.Saravanan	Bus Driver

### **TRANSPORT MAINTENANCE**

1	Mr.M.Arumugam	Electrician
2	Mr.S.Silpertsans	Assistant JCP
3	Mr.S.Sureshkumar	Operator
4	Mr.K.Radhakrishnan	Mechanic
5	Mr.R.Prabakaran	Mechanic
6	Mr.S.Selvakumar	O.A

### **SECURITY**

1	Mr.L.Selvaraj	Security
2	Mr.T.Seladurai	Security

### **EXAM CELL MEMBERS**

1	Dr.J.Loyola Peeris	Chief Superintendent
2	Dr. M.Senthilkumar	Asst.Chief
3	Mrs.B. Jayam	Member

4	Dr.A. Venkatesan	Member
5	Mr.V.B.Prabakaran	Member
6	Mr.S.Prem Chinappan	Member
7	Mr.P.Sivaguru	Member
8	Mr.R.Mathivannan	Member
9	Ms.A.Indirapriya	Member
10	Ms.D.Kokila	Typist

### **INFORMATION TECHNOLOGY CELL**

1	Mr. M.Arulmuthu	System Administrator
2	Mr.K.Dhayalan	System Administrator

### **TRAINING & PLACEMENT CELL**

1	Dr.D.Thirumoolan	Placement Officer
2	Mr.K.Vijayakumar	Asst.Placement Officer
3	Mr.K.Rajeshkumar	Asst.Placement Officer

### **COMMUNICATION & SKILL CENTRE**

1	Dr.K.Ruby Vaneesa	Soft Skill Trainer
2	Dr.K.Sivaranjani	Trainer
3	Ms.L.Mercy Rani	Trainer

### **STUDENTS WELFARE CELL & CLUB COMMITTEES**

#### **Annai Aatchiyar Academy**

1	Mr.S.Elancheiyzan	Co-ordinator
2	Dr.S.Somasundaram	Member
3	Mr.M.Aswanth	Member
4	Ms.R.Vinitha	Member

### **STUDENT'S WELFARE AND EXTRA CURRICULAR ACTIVITY COMMITTEE**

#### **Admission Committee**

1	Dr. S.P. Manicka Vasugi	Chairperson
2	Ms.S.Anbarasi	Co-ordinator
3	Ms.R. Vinitha	Co-ordinator
4	Dr.J.LoyolaPeeris	Member
5	Dr .P.Samiyammal	Member
6	Mr. S. Elanchezhiyan	Member
7	Dr.A.Venkatesan	Member
8	Ms.S.Josphin Reena	Member



### **Academic Calendar Committee**

1	Dr. S.P. Manicka Vasugi	Chairperson
2	Dr .P.Samiyammal	Co-ordinator
3	Dr.A.Venkatesan	Editorial Board

### **Sports Committee**

1	Prof. S.Muthu	Physical Director
2	Mr.M.Selvaraj	Asst.Physical Director

### **Library Committee**

1	Mr. N.Thangapandiyan	Chairperson
2	Mr.P.Senthilkumar	Convenor
3	Mrs.S.Chithra	Member

### **Magazine Committee**

1	Dr.S.P.Manicka Vasugi	Chairperson
2	Dr.S.Somasundaram	Convenor
3	Dr.A.Venkatesan	Co.ordinator
4	Dr.D.Thirumoolan	Editorial Board
5	Ms.M.Saranya	Editorial Board

### **Fine Arts Committee (Annai Kalai Siragul):**

1	Mr.A. Sathyaraj	Dance Master
2	Mr.K. Manikandan	Dance Master
3	Ms.R.Abarna	Faculty Incharge

### **Campus Maintenance Committee**

1	Dr.A. Venkatesan	A.O
2	Mr. J. Saravanan	Maintenance Incharge

### **Hostel Committee**

1	Dr.S.P.Manicka Vasugi	Warden
2	Dr.K. Sathishkumar	Dy.Warden (Boys Hostel)
3	Ms. K.Dhamayanthi	Dy.Warden (Girls Hostel)

## GOVERNMENT SCHEME

S.NO	SCHEME	CO-ORDINATOR
1.	UMIS	Dr.A.Venkatesan, A.O
2.	TAMIL PUTHALAVN THITTAM	Dr.A.Jegan Ando Thilak
3.	PUTHUMAI PENN THITTAM	Dr. V.Mala
4.	NAAN MUTHALVAN	Dr.P.Samiyammal
5.	UBA 2.O	Mr.K.Rajesh kumar
6.	GOVERNMENT SCHOLARSHIP	Mr.Thambidurai.

## STUDENTS WELFARE CELL & CLUB COMMITTEES

1	Students' Council, Faculty Advisors	Dr. J .Loyola Peeris
		Dr.S. Somasundaram
2	Women Welfare Cell	Dr. V. Mala
3	Grievance Redressal Cell	Dr. J .Loyola Peeris
4	Students Support Cell (QC)	Ms.B.Meerabai
5	Discipline Committee	Dr.M.Pugazhenthii
6	Blossom Budding Care Cell	Ms.R.Abarna
7	ED Cell	Mr.S.Srisundar
8	Internal Complaint Cell(ICC)	Ms.S.Anbarasi
9	Anti-Ragging Cell	Dr.K.Sathish Kumar
10	Annai New Revolution	Mr.M.Dinesh Kumar
11	Fine Arts Association	Mr.K. Manikandan
12	Thinkers Forum	Dr.S.Somasundaram
13	NSS - Programme	Dr. S. Jegan Ando thilak -Unit-I
		Dr.R.Jothy Priya- Unit- II
		Dr.A. Venkatesan-Unit-III
14	NCC	Mr.U.Ramesh Babu
15	Leo Club	Mr.R. Mathivanan
16	Red Ribbon Club	Mr.S.Premchinnappan
17	Gender Championship Club	Ms.A. Roja Banu
18	Placement Co-ordinator	Dr.D.Thirumoolan
19	Rotaract Club	Dr.J.Revathy
20	Nature Club	Mr.K.Vijayakumar
21	ExNoRa Club	Mr.P.Sivaguru

22	Youth Red Cross	Mr.E.Akash Jowin
23	Citizens' Consumer Club	Mr.C. Gopalraju
24	Medical Counselling Officer	Ms.Selvi
26	Alumni Association	Mr.V.B.Prabhakaran
27	History Club	Mr.K.Rajesh Kumar
28	SC/ST Cell	Dr.K.Sathish Kumar
29	OBC Cell	Ms.S.Deepika
30	Minority Cell	Mr.H.Samsul Kudha
31	Industry Institute Cell(IIC)	Mr.S.Srisundar
32	Electoral Literacy Club	Dr.S.Somasundaram
33	Anti Drug Club	Mr.M.Aswanth
34	Tamil Elaikka Mandram	Dr.R.Senthil

### **MEMBER NOTE**

**1. INSURANCE:** The College provides “Student & Faculty Safety Insurance Scheme”.

**2. HEALTH CARE SERVICE:** The college has a Clinic with a qualified nurse and a visiting doctor to attend to First Aid and emergency cases.

**3. ANTI-RAGGING :** Ragging means Display of noisy, Disorderly Conduct, Doing any act which causes or likely to cause physical or physiological harm or raise apprehension on fear or shame or embarrassment to a student in any educational institution. Thus ragging includes,

- Teasing, Abusing or Playing practical jokes on or causing hurt to a student (or)
- Asking the student to do any act or perform something which a student will not carry out in the ordinary courses, willingly.

Ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished. The institution may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:

- Two years imprisonment.
- Fine to the tune of Rs.2.5 Lakhs
- Dismissal from the educational Institution.
- Shall not be admitted in any other educational Institution.

# STUDENTS EXTENSION ACTIVITIES

## 1. Departmental Associations:

With a view to fostering development of talents of students in co-curricular activities such as debates, seminars, oratorical, essay-writing and quiz competitions as well as to encourage their histrionic talents, the following associations function in the college. The student secretaries are either elected by the students of the department or nominated by the Head of the department.

1. Department of Business Administration	- FEBA Club
2. Department of English	- Koinonia Club
3. Department of Tamil Mottraum”	- Velvi Club/“Valarpirya
4. Department of Defence & Strategic Studies	- Squadron Club
5. Department of Criminology & Police Admin.	- Intelligence Club
6. Department of Arabic	- Annusrah Club
7. Department of Chemistry	- Marie Curie Club
8. Department of Mathematics	- Diamond Club
9. Department of Physics	- Quantum Club
10. Department of HM	- Energy Club
11. Department of Vis.Com	- V Club
12. Department of Forensic Science	-Third Eye Club
13.School of Bioscience	- Bio Pearl Club
14.School of Commerce Association(YAA)	- Youth Accounting
15.School of Information Science	- Spark Point Association
16.MBA	- Matrix
17.MCA	- Digits.

## 2. National Service Scheme (NSS):

**Co-ordinator:Unit-I : Dr.S.Jegan Ando Thilak,**

**Unit-II:Mrs.R.Jothipriya,Unit-III: Dr.A.Venkatesan.**

To understand the community in which they work themselves in relation to their community, identify the needs and problems of the community and involve them in problem-solving. The College adopt the Villages and do betterment services to the society.

## 3.Leo Club: Co-ordinator- Mr.R. Mathivanan

To promote service activities among the youth of the communities which will develop the individual qualities of LEADERSHIP, EXPERIENCE

and OPPORTUNITY (LEO).

#### **4.Youth Red Cross(YRC): Co-ordinator- Mr.E.Akash Jowin**

The YRC movement is based on the principles of protection of health and life, service to the sick and suffering, promotion of national and international friendship to develop the mental and moral capacities of youth.

#### **5.Rotaract Club: Co-ordinator- Dr.J.Revathy**

Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship.

#### **6.Red Ribbon Club (RRC): Co-ordinator- Mr.S.Premchinnappan**

The club conducts the regular activities to encourage Voluntary Blood Donation and increase Awareness on AIDS and its related issues. It brings out the behaviour change in young mind.

#### **7.Citizen Consumer Club (CCC): Co-ordinator- Mr.C. Gopalraju**

To spread awareness on **consumer** rights amongst all **consumer** segments. To sensitize manufacturers, service providers on **consumer** rights and quality. To help **consumers** get justice when affected.

#### **8.Women Welfare Cell (WWC): Co-ordinator- Dr.V.Mala**

To create social awareness about the problems of **women** and in particular regarding gender discrimination. To develop the self confidence of **Women**. To guide about **Women Welfare** Laws. To assert the importance of spiritual, economic, social, racial and gender equality.

#### **9.Internal Complaints Committee (ICC): Co-ordinator- Ms.S.Anbarasi**

This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

#### **10. Grievance Redressal Cell: Incharge- Dr. J .Loyola Peeris**

Grievance Redressal System is a vital part of any administration. It is the

responsibility of the College Administration to provide a secure and contented environment to all its Staff and Students. The Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of both the staff and the students.

**11. Fine Arts Association (Annai Kalai Siragul): Co-ordinator-Mr.A.Sathya Raj, Mr.K.Manikandan and Ms.R.Abarna**

Students with cultural talents can enroll as members of this association and organize cultural events.

**12. Nature Club: Co-ordinator- Mr.K. Vijayakumar**

Students interested in environment and ecology can become members of this club and serve to protect the environment.

**13. Entrepreneurship Development Cell: Co-ordinator – Mr.S.Srisundar**

The **objective** of this **cell** is to **develop** the spirit of **Entrepreneurship** among the students. Activities of this **cell** includes Creating Awareness Programmes, Mentoring Students, Assisting in getting financial support for Startups. The ED Cell is training the students to promote the budding entrepreneurs and to enhance the entrepreneurial skills of the students.

**14. Annai New Revolution(ANR): Co-ordinator- Mr .M.DineshKumar**

The students donate the money to educate the students who are economically down-trodden.

**15. ExNoRa Club: Co-ordinator- Mr.P.Sivaguru**

The main **objective** of this **club** is to instill in the younger minds the civic sense. The **activities** of this **club** are various. They are to keep the college and the surroundings clean, providing village education and environmental protection.

**16. Alumni Association: Co-ordinator-Mr.V.B.Prabhakaran**

Alumni Association consists of all the former students of the College. The objective of the association is to foster among the members abiding interest in the growth and welfare of the Alumnus. Every student of the college shall enroll as a member of the association.

### **17. Gender Championship Club: Co-ordinator-Ms.A. Roja Banu**

Gender Champions are envisaged as responsible leaders who will facilitate an enabling environment within their schools/colleges/academic institutions where girls are treated with dignity and respect. They will strengthen the potential of young girls and boys to advocate for gender equality and monitor progress towards gender justice.

### **18. Annai Atachiyar Academy:Co-ordinator-Mr.S.Elancheiyzan**

Students desirous of writing competitive examinations conducted by various organizations like UPSC, TNPSC, CSIR, IBPS, UGC etc. will be given coaching by subject experts in various fields on free of cost.

### **19. Value Added and Skill based Programme: Co-ordinator-Mr.K.Raja**

The College offers value added programmes like Yoga, Soft skills, Communication skills, personality development, Medical Coding, Tally, DMLT,etc., These programmes are meant to help the students to develop their self confidence.

### **20. Sports and Games:Physical Director-Mr.S.Muthu**

The College encourages the students to participate in Sports and games. Students under Sports Quota are given free education. Qualified Physical Directors and coaches are appointed to train the students in various fields. Regular practice, training,matches and tournaments are held every year.

### **21. Thinkers Forum: Co-ordinator- Dr.S.Somasundaram**

Every Thursday Thinkers Forum is organized to review the books and to have brainstormingto share their vision to create meaningful conservation....

### **22. Piyntamil Mantram: Co-ordinator- Dr.R.Senthil**

This Forum is organized to inculcate the poetic skill of Students and Faculty

### **23. Blossom Budding Care Cell: Co-ordinator- Ms.R.Abarna**

This cell counsel the students regularly for both the gender about psychological issues,sexualharassment, to avoid drugs and self-defence specially for female students.

### **24. History Club: Co-ordinator- Mr.K.Rajesh Kumar**

The History Club gives a creative space for students to debate, deliberate and expresses their perspectives of historical events. It plays vital role in molding

students' personality and sense of historical enquiry.

**25. Student Support Cell (QUALITY CIRCLE): Co-ordinator- Ms.V.Meerabai**

Quality Circle Meeting was organized once in every month to know the problems and difficulties of the students. The students express their views and ideas freely with the Head and the Co-ordinators of the Quality Circle Meeting.

**26. NCC: Co-ordinator- Lt. ANO. Rameshabu**

The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens. Further, it aims at creating a pool of organized, trained and motivated youth with leadership qualities in all walks of life, who will serve the Nation

**27. SC/ST Cell: Co-ordinator- Dr.K.Sathish Kumar**

The Cell may conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations. The Cell is expected to organize interactive sessions and informal meetings with students to attend their personal, social and academic problems.

**28. OBC Cell: Co-ordinator- Ms.S.Deepika**

The OBC Cell was established with the purpose to empower the OBC students. It has been set up in the college to ensure proper implementation on various schemes of UGC, Government of India and State Govt. concerning scholarships, stipends etc. for the welfare of reserved categories. The cell is always engaged to solve the various problems of OBC students.

**29. Minority Cell: Co-ordinator- Mr.H.Samsul Kudha**

The aim of the Minority Cell is to empower the minority communities in the College and assist them in their curricular, co-curricular and extra-curricular activities.

The Cell has been set up to help minority students from the Christian, Muslim, Jain and other communities to achieve holistic development.

**30. Industry Institute Cell (IIC): Co-ordinator- Mr.S.Srisundar**

The institute has constituted IIC (Industry Institute Cell) which continuously monitors the institute-industry interface exists in the areas of collaboration, MoU's, Industrial projects, Industrial In-plant training for the undergraduate students.



# Rules & Regulations

## **1. Class Hours**

- The first bell for the class is rung at 9.25 a.m / 1.25 p.m. and the second bell at 9.30 a.m. /1.30 p.m. for the commencement of the class for Forenoon and Afternoon session. A bell is given at the end of each period. A long bell goes at the end of the day at 1.30pm
- At the first bell, students shall go to their respective classes and take their seats so as to be present when the teacher enters.
- Students shall occupy the seats assigned to them and shall not change them without the permission of the teacher.
- No student shall leave the classroom during a lecture without the permission of the teacher.

## **2. Attendance**

- Attendance will be taken at the beginning of each hour.
- A student who is not in the class when attendance is taken will be marked absent.
- Late-comers will not be admitted to the class without an admission slip from the respective Head/Dean or a person authorized by him/her for the purpose.

## **3. Leave of Absence**

- A student requiring leave for a portion of a class must apply to the Class In- charge in person before the class begins or at the Break.
- A student requiring leave should submit the leave form to the Head of the Department
- **All leave applications must be in the prescribed form available in the College Office.**
- A student who applies for long leave on grounds of illness must attach a medical certificate from a Registered Medical Practitioner with his/her leave application form. In any case, the medical certificate must reach the College Office within 5 days of the student's return to the classes. Medical Certificates submitted later will not be accepted.
- Continued absence without leave for more than 10 working days will render a student liable to have his / her name struck off the rolls of the College.
- All leave applications must be countersigned by the parent or guardian. In the case of hostel students, the applications must be countersigned by the Deputy Warden. Attendance position of the students will be displayed on the notice board at the end

of each month. Students are advised to check their attendance particulars. Ignorance of any such notice thus displayed will not be accepted as an excuse. Any discrepancy should be brought to the notice of the Principal in writing within a week for scrutiny.

- As per University Norms, the candidate should hold 75% of attendance to attend the University Examination. Candidates who have earned only 50% to 65% of attendance will be withheld from taking the semester examination, but may be permitted to attend the next semester after paying the prescribed fees. Students with attendance below 50% will be detained as per University norms.
- Attendance will be granted to the students who participate in any co-curricular, extra-curricular, sports, NCC, NSS, Competition etc., on submission of necessary certificate within a week of participation. Such certificates should be routed to the office through the Head of the department.

#### **4. Good Manners & Behavior**

- Students attending classes, meetings or other gatherings within the College are expected to be presentably dressed in accordance with approved etiquette.
- When a student meets a member of the staff for the first time in the day, he / she must greet him / her appropriately.
- Students are forbidden to smoke in the College premises, to write or make any mark on the walls or desks or throw paper or ink on the walls or floors of the classrooms or corridors. Severe action will be taken against the offenders.
- Students are not allowed to loiter about or stand in the verandahs or corridors of the College during class hours.

#### **5. Disciplinary Regulations**

- Students should abstain from active participation in party or communal politics.
- Students should wear the ID Card inside the campus
- Students should be in proper dress code as per imposed by the Institution.
- Coming late to the college is a serious breach of discipline
- Students should cultivate the habit of reading notice, displayed on the college notice-boards.

- Smoking in the premises of the college, spitting, pasting posters, scribbling on the tables and walls, are strictly prohibited and throwing of waste paper only in the dustbin
- The Principal or other College authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character which regulate the conduct of the students on the rolls. So far such rules seem necessary to maintain the creditability, usefulness and reputation of the College or hostel.
- The Principal shall have full power to inflict the following punishments in the interest of the students or the Institution: Fine, lack of attendance, loss of term certificate, suspension or expulsion.
- Students should not indulge in any activity leading to the disruption of peace and discipline, or dislocation of the normal functions or meetings. Those who are found guilty of violation of this rule will attract any of the punishments mentioned in Disciplinary Regulations.
- Students who are guilty of (a) rude language towards the staff of the College (b) assaulting or attempting to assault fellow-students or the College employees or other staff of the College will attract any of the punishments mentioned in Disciplinary Regulations(The Principal shall have full power to inflict the following punishments in the interest of the students or the Institution: Fine, lack of attendance, loss of term certificate, suspension or expulsion)
- No private collection of funds shall be made from the students or the staff without the prior permission of the Principal.
- Bicycles, two wheelers, cars etc., must be parked only in the parking lots meant for the purpose. Use of helmet is compulsory. Only riders wearing helmets will be permitted enter the campus.
- Any lost property found must be handed over to the Principal chamber from whom the owner can reclaim it after establishing his ownership.
- Possession and Consumption of alcohol, chewing gums, paan, smoking and illicit drugs inside the premises of University/Institutions are prohibited and liable for punishment.

Students shall not:

- a. Indulge in demonstrations and strikes.
- b. Participate in any form of intimidation, coercion or wrongful confinement or any violent activity which will prevent any student, employee or officer/authority of the institution from discharging their duties.

## **6. Fee Regulations**

- The academic year for fee transaction purposes shall be divided into three terms
- The month of **JUNE/SEPTEMBER AND DECEMBER.**
- (i)The First term commences from the re-opening of the College after the summer vacation and continues till the end of the month June
- (ii)The Second term commences to the mid of the semester upto the month end of September.
- (iii) The Third term commences to the End of the semester upto the month end of December.
- The Term fees shall be paid in three payment except where otherwise specified.
- Every student has to pay the whole fees for the year during any part of which his / her name is on the rolls and his / her attendance registered, whether such fee be paid in one sum or in three payments, except where otherwise specified.
- The whole amount of the first term payment must be paid by a new student before his / her name is on the rolls and his / her attendance registered except where otherwise specified.
- All fees payable by students shall be paid only through Bank account. Students must preserve these fee receipts carefully till the end of the course.
- Students who do not pay the fees by the due dates shall pay a fined after the due dates. Absence with or without leave is no grounds for exemption from this rule.
- Holders of scholarships and fee Concessions from Government or University or College or other sources are also bound by all the foregoing regulations.
- The College reserves the right to increase the rates of fees to all classes at the beginning of any academic year if additional costs have to be met.

## **7. Admission and Withdrawal**

1.Candidates who are admitted on the basis of qualification obtained from the other schools/universities or bodies should fully satisfy all the prescribed conditions for admission and such admissions are subject to confirmation by the College. The provisional admission is entirely at the risk of the candidate. Candidates with qualifications from other schools/universities or bodies should produce an eligibility certificate issued by the concerned authority for consideration during admission.

2.Students who are found to have obtained admission by false representations will be summarily dismissed with the forfeiture of all the fees.

3.A student admitted at any time in the college should pay the whole fee for the academic year. A student who wishes to leave the college will be issued a transfer certificate, after clearing all the dues. If a student leaves the college at the end of the academic year, he/she

will receive an attendance certificate.

## **CLASS ROOM & LABORATORY MANNERS**

### **Students are strictly expected**

1. To be polite, dignified, neat and obedient everywhere in the campus.
2. To be seated in the lecture hall five minutes before the commencement of the class.
3. To stand up as a mark of respect when the faculty enters or leaves the class room.
4. To maintain discipline and silence inside the lecture halls and labs
5. Not to loiter outside the classroom during the lecture hours.
6. To take care of their belongings and not to bring any valuable items to the college.
7. Don't bring **MOBILE PHONES** other portable electronic gadgets to the college campus.
8. To use the laptops only for academic purposes.
9. To avoid chewing bubble gum, chocolate and any edible item inside the class room.
10. To submit the Record of experiments (observation note) done in a practical class in the next lab class itself.
11. To avoid being irregular in lab work, thus be disallowed for the next experiment and be marked absent for the lab class.
12. Not to leave the lab, until the given experiment is done and the lab class is over.
13. To be very attentive while doing their lab experiments in the lab classes.
14. All possible caution should be exercised while handling the laboratory equipment's.
15. Any breakage, damage or loss to equipment should be reported to the staff concerned immediately. If the student fails to report, he will be held responsible and fined.

## **COLLEGE LIBRARY**

The College library is housed in a magnificent building that is constructed almost in the center of the campus, occupying a carpet area of 1300 sq.ft. The Library is the nerve center of knowledge and serves the students and staff members with needed information resources. The Library acts as a vital partner in the collaborative learning activities with a wide range of academic resources such as books, journals, current periodicals, back-up volumes, e-resources, CDs/DVDs, Question bank and institutional library membership. The library is

fully automated, barcode based system and provides a user – friendly atmosphere. The library is installed with CCTV camera.

### **Library Timings**

During Working Days	09:00 a.m. to 5.00 p.m.
During Vacation	10:00 a.m. to 3:00 p.m.

### **The issue of books is regulated as follows:**

- Teaching Staff: 4 Books
- Non-Teaching Staff: 2 Books
- UG Students: 2 Books
- PG Students : 3 Books

### **Issue and Return of Books:**

1. A student is entitled to keep a book for 14 days from the date of issue. For staffmembers the period of issue is one semester.
2. One renewal for a book is permitted and there is no reservation. For renewal, members must bring the book in person.
3. Reference books, Periodicals and copies of University examination question papers will not be lent.
4. Members on receiving the books shall examine them before leaving the library and report to the In- Charge, if any damage is noticed.
5. Absence from the college will not be permitted as an excuse for delay in returning the books.
6. If a book is not returned within 28 days from the date of issue, students will not be allowed to attend the class.

### **Loss of Books:**

Loss of books should be reported to the Librarian immediately and the person should either replace it with another good copy or pay twice the cost of the book in addition to overdue charges.

### **Books Reservations:**

Members can reserve books and check periodically for their availability.

# **EXAMINATION CELL**

## **Rules and Regulation of Internal Exam Cell**

Examination Cell in the college takes responsibility to monitor all the examinations related such as Continuous Internal Assessment and University Examination. Well qualified and experienced teaching faculty have been given responsibility to take care of this work.

1. Every semester, Two Continuous Internal Assessment Tests and Model Examinations are conducted to evaluate the students performance. The CIA and Model exam are conducted centrally with defined time table.
2. The printed answer books for CIA and Model examinations are provided to the students. Internal Assessment marks are sent to the parents through progress cards./Whatsapp Group.
3. The academic performance is monitored by students' performance in the classrooms through Assignments, Class tests, Group discussions, Case study analysis and Seminars. The students' performances in University examinations (theory and Practical) are examined.
4. Result analysis is monitored by the Chairman, CEO, Principal, IQAC Coordinator and HODs. Based on subject wise result analysis, suggestions to the teachers are given by the Principal.
5. Tracking student's academic progression using Progress Card / Whatsapp Group to parents are sent regularly. and getting regular feedback from the parents.
6. The results are reviewed in relation to University and neighborhood College with regard to Pass percentage, Number of Distinctions, Rank Holders and other related aspects.
7. Internal Marks are allotted based on the University Rule.

The mark split up are given below

<b>S.No</b>	<b>Detailed for Allocation</b>	<b>Mark Split up</b>
1.	Continuous Internal Assessment I &II	05 (Each Carry 2.5 marks)
2.	Model Examination	05

3.	Assignment	05
4.	Attendance	05
5.	Seminar/Class Activity	05

**Mark split- up for Attendance Weightage**

<b>S.No</b>	<b>Detailed for Allocation</b>	<b>Mark Split up</b>
1.	95% & above	5
2.	90% to 95%	4
3.	85% to 90%	3
4.	80% to 85%	2
5.	75% to 80%	1
6.	Below 75%	0



Date	Day	June'24	Day Order	No. of Working Days
1	Sat	World Milk Day		
2	Sun			
3	Mon	World Bicycle Day- Holiday		
4	Tues	Holiday		
5	Wed	World Environment Day-NSS Unit	I	1
		III YEAR-COLLEGE REOPENS		
6	Thur		II	2
7	Fri	World Food Safety Day	III	3
8	Sat	World Ocean Day-Nature Club Holiday		
9	Sun	Holiday		
10	Mon		IV	4
11	Tues		V	5
12	Wed	Anti-Child Labour Day-NSS Unit	VI	6
13	Thur		I	7
14	Fri	World Blood Donor Day-RRC	II	8
		II YEAR -COLLEGE REOPENS		
15	Sat	World Elder Abuse Awareness Day - Holiday		
16	Sun	Holiday		
17	Mon	Bakrid -Holiday		
18	Tues		III	9
19	Wed	I-YEAR COLLEGE REOPENS/ BRIDGE COURSE COMMENCE	IV	10
20	Thur	World Refugee Day	V	11
21	Fri	International Day for YOGA-NSS/YRC	VI	12
22	Sat	Holiday		
23	Sun	United Nation Public Service Day- Minority Cell Holiday		
24	Mon		I	13
25	Tues		II	14
26	Wed		III	15
27	Thur	World Diabetes Day	IV	16
28	Fri	World Asteroid Day	V	17
29	Sat	Holiday		
30	Sun	Holiday		

Date	Day	JULY'24	Day Order	No. of Working Days
1	Mon	National Doctor's Day/Chartered Accountants Day/	VI	18
2	Tues	BRIDGE COURSE ENDS-I YEAR	I	19
3	Wed	Unit-I Commence for all UG	II	20
4	Thur		III	21
5	Fri		IV	22
6	Sat	World Zoonoses Day/Holiday		
7	Sun	Holiday		
8	Mon		V	23
9	Tues	MBA IPR Seminar	VI	24
10	Wed		I	25
11	Thur	World Population Day	II	26
12	Fri	World Malala day	III	27
13	Sat	Holiday		
14	Sun	Holiday		
15	Mon		IV	28
16	Tues	Unit-I Ends for all UG	V	29
17	Wed	World Day for International Justice - Moharam Holiday	VI	30
				31
18	Thur	Unit-II Commence for all UG	I	32
19	Fri		II	33
20	Sat	Holiday		
21	Sun	Holiday		
22	Mon	Unit I Exam Comments for all UG	III	34
23	Tues		IV	35
24	Wed		V	36
25	Thur		VI	37
26	Fri	Unit I Exam Ends for all UG	I	38
27	Sat	Holiday		
28	Sun	World Nature conservation day Holiday		
29	Mon	International Tiger Day/	II	39
				40
30	Tues		III	41
31	Wed	Unit-II Ends for all UG	IV	42

Date	Day	AUGUST'24	Day Order	No. of Working Days
1	Thur	Unit-III Commence for All UG	V	43
2	Fri		VI	44
3	Sat	MCA IPR Seminar		
4	Sun	Holiday		
5	Mon	CIA – I Commence for All UG	I	45
6	Tues	Hiroshima Day	II	46
7	Wed	Unit-III for II/III-UG & II-PG/ Answer script submission and Report Card to Parents	III	47
8	Thur		IV	48
9	Fri	International day of World's indigenous people/ Quit India Day and Nagasaki Day CIA – I Ends for All UG	V	49
10	Sat	Holiday		
11	Sun	Holiday		
12	Mon	International Youth day	VI	50
13	Tues		I	51
14	Wed	Unit-III Ends for All UG	II	52
15	Thur	Independence Day-Holiday		
16	Fri	Unit-IV Commence for All UG	III	53
17	Sat	Holiday		
18	Sun	Holiday		
19	Mon	Unit III Exam Commence for all UG/World Photography day / BioScience School Expo	IV	54
20	Tues	Sadbhavna Diwas	V	55
21	Wed		VI	56
22	Thur		I	57
23	Fri	Unit III Exam Ends for all UG	II	58
24	Sat	Holiday		
25	Sun	Holiday		
26	Mon	Krishna Jayanthi - Holiday		
27	Tues		III	59
28	Wed	Defence & Police Administration Forensic Science - Workshop	IV	60
29	Thur	Unit-IV Ends for All UG National Sports Day \ Language & Viscom School Expo	V	61
30	Fri	Unit-V Commence for All UG Small Industry Day	VI	62
31	Sat	Holiday	I	63

Date	Day	SEPTEMBER'24	Day Order	No. of Working Days
1	Sun	BHM -Food Expo one week hygienic - September 1 to 7 -Holiday		
2	Mon	CIA II Exam Commence for All UG	II	64
3	Tues		III	65
4	Wed		IV	66
5	Thur	Teachers' Day	V	67
6	Fri	CIA II Exam Ends for All UG	VI	68
7	Sat	Vinayagar Chathurthi-Holiday		
8	Sun	World Literacy Day		
		Holiday		
9	Mon		I	69
10	Tues		II	70
11	Wed	Answer script submission and Report Card to Parents/ Commerce & BBA Conference	III	71
12	Thur		IV	72
13	Fri		V	73
14	Sat	World First Aid Day Holiday		
15	Sun	Engineer's day in India Holiday		
16	Mon	World Ozone Day / Meelad-un-Nabi-Holiday	VI	74
17	Tues		I	75
18	Wed		II	76
19	Thur	Information Science (One week - Virtual seminar) & BHM Seminar	III	77
20	Fri	Unit-V Ends for All UG	IV	78
21	Sat	International day of peace Holiday		
22	Sun	Holiday		
23	Mon	Model Exam-I Commence for All UG& PG		79
24	Tues			80
25	Wed	NME/SOFT SKILL PAPERS/		81
		Social justice day		
26	Thur	Day of the Deaf		82
27	Fri	World Tourism Day		83
28	Sat	Holiday		
29	Sun	Holiday		
30	Mon	Model Exam-I Ends for All UG& PG		84

Date	Day	OCTOBER'24	Day Order	No. of Working Days
1	Tues	<b>Revision - Lab / Theory</b>	V	85
2	Wed	<b>Gandhi Jayanathi -Holiday</b>	VI	86
3	Thur	<b>World Habitat Day, World nature day</b>	I	87
4	Fri	<b>World Animal Welfare Day</b>	II	88
5	Sat	<b>Holiday</b>		
6	Sun	<b>World Wildlife day, World Food Security day Holiday</b>		
7	Mon	<b>Holiday</b>	III	89
8	Tues	<b>Indian Air Force Day</b>	IV	90
9	Wed	<b>World Post Office day</b>		
10	Thur			
11	Fri	<b>International girl child day / Ayudha Pooja-Holiday</b>		
12	Sat	<b>Vijayadasami-Holiday</b>		
13	Sun	<b>Holiday</b>		
14	Mon			
15	Tues			
16	Wed	<b>World Food Day</b>		
17	Thur	<b>International day for the eradication of poverty</b>		
18	Fri			
19	Sat	<b>Holiday</b>		
20	Sun	<b>World statistics day Holiday</b>		
21	Mon			
22	Tues			
23	Wed			
24	Thur			
25	Fri			
26	Sat			
		<b>Holiday</b>		
27	Sun			
		<b>Holiday</b>		
28	Mon			
29	Tues			
30	Wed	<b>World Thrift Day</b>		
31	Thur	<b>Rastriya Ekta Diwas (in memory of Sardar Patel), National Integration Day (In memory of Indira Gandhi) Deepavali -Holiday</b>		

Date	Day	NOVEMBER'24	Day Order	No. of Working Days
1	Fri			
2	Sat	<b>Holiday</b>		
3	Sun	<b>Holiday</b>		
4	Mon			
5	Tues			
6	Wed	<b>Model Exam-II Commence for All UG &amp; PG</b>		
7	Thur	Infant Protection day World Cancer Awareness Day		
8	Fri			
9	Sat	World services day		
		<b>Holiday</b>		
10	Sun	Transport Day		
		<b>Holiday</b>		
11	Mon			
12	Tues	<b>Model Exam-II Ends for All UG &amp; PG /NO DUE CLEARANCE/ LAST WORKING DAY</b>		
13	Wed			
14	Thur	Children's Day in India		
		Jawaharlal Nehru birthday		
15	Fri			
16	Sat	<b>Holiday</b>		
17	Sun	World Student day		
		National Journalism day <b>Holiday</b>		
18	Mon	UNIVERSITY EXAM COMMENCES World Adult day		
19	Tues	World Citizen day		
20	Wed			
21	Thur	World Television day		
		World Fisheries day		
22	Fri			
23	Sat	<b>Holiday</b>		
24	Sun	<b>Holiday</b>		
25	Mon			
26	Tues	Law day - <b>Holiday</b>		
27	Wed			
28	Thur			
29	Fri			
30	Sat	Flag day <b>Holiday</b>		

Date	Day	December'24	Day Order	No. of Working Days
1	Sun	World Aids Day		
		Holiday		
2	Mon	World Computer literacy day		
		International day of abolition of slavery		
3	Tues	International Day of People with disabilities		
		World conservation day		
4	Wed	College Reopen for UG/PG Navy Day		
5	Thur	International volunteer day for economic and social development		
6	Fri			
7	Sat	Armed Forces Flag Day International civil aviation day Holiday		
8	Sun	Holiday		
9	Mon	The International day against corruption		
10	Tues	Human Right Day		
11	Wed	International Mountain day		
12	Thur			
13	Fri			
14	Sat	International Energy day		
		Holiday		
15	Sun	Holiday		
16	Mon		I	1
17	Tues		II	2
18	Wed	International Migrants day	III	3
19	Thur		IV	4
20	Fri	International Human solidarity	V	5
21	Sat	Holiday		
22	Sun	Holiday		
23	Mon	Kisan Divas (Farmer's Day) College Re-opens for Even Semester-UG/PG	VI	6
24	Tues		I	7
25	Wed	Christmas- Holiday		
26	Thur	UNIT- I Commence for All UG/PG -/ BIOSCIENCE IPR Seminar	II	8
27	Fri		III	9
28	Sat	Holiday		
29	Sun	International Bio-diversity day Holiday		
30	Mon		IV	10
31	Tues		V	11

Date	Day	January'2024	Day Order	No. of Working Days
1	Wed	New Year- Holiday		
2	Thur		VI	12
3	Fri		I	13
4	Sat	World Braille Day-Holiday		
5	Sun	Holiday		
6	Mon	World War Orphans Day	II	14
7	Tues		III	15
8	Wed		IV	16
9	Thur	Pravasi Bhartiya Diwas (NRI Day)	V	17
10	Fri		VI	18
11	Sat	National Human Trafficking Awareness Day Holiday		
12	Sun	National Youth Day Holiday		
13	Mon		I	19
14	Tues	Pongal Holidays		
15	Wed	Indian Army Day		
		Pongal Holiday		
16	Thur	Pongal Holiday		
17	Fri	Pongal Holiday		
18	Sat	Pongal Holiday		
19	Sun	Holiday		
20	Mon	UNIT- II Commence for UG/PG – Unit I Exam Commence for UG/PG	II	20
21	Tues		III	21
22	Wed		IV	22
23	Thur	Commerce IPR Seminar	V	23
24	Fri	Unit I Exam End	VI	24
25	Sat	National Voters Days / National Tourism Day Holiday		
26	Sun	Republic Day of India/ International Customs Day Holiday		
27	Mon	International Day of Commemoration	I	25
28	Tues		II	26
29	Wed	World Leprosy Eradication Day	III	27
30	Thur	Martyr's Day	IV	28
31	Fri	Unit-II Ends for UG/PG No Due Clearance Q.P.Submission to Exam Unit	V	29



Date	Day	February'2024	Day Order	No. of Working Days
1	Sat	Holiday		
2	Sun	World Wetlands Day Holiday		
3	Mon	Unit III Commence	VI	30
4	Tues	World Cancer Day	I	31
5	Wed		II	32
6	Thur	International Day of Zero Tolerance for Female Genital Mutilation	III	33
7	Fri		IV	34
8	Sat	Holiday		
9	Sun	Holiday		
10	Mon	CIA I Exam Commence for UG/PG / National Deworming Day	V	35
11	Tues	International Day of Women and Girls in Science	VI	36
12	Wed	National Productivity Day	I	37
13	Thur	World Radio Day/ National Women's Day	II	38
14	Fri	CIA I Exam Ends	III	39
15	Sat	International Childhood Cancer Day Holiday		
16	Sun	Holiday		
17	Mon		IV	40
18	Tues		V	41
19	Wed	BHM - Workshop/ Information Science Virtual Seminar	VI	42
20	Thur	World Day of Social Justice	I	43
21	Fri	International Mother Language Day	II	44
22	Sat	Holiday		
23	Sun	Holiday		
24	Mon	Central Exceise Day	III	45
25	Tues	Unit III Ends	IV	46
26	Wed	Unit IV Commence / Language IPR Seminar	V	47
27	Thur	World NGO Day	VI	48
28	Fri	National Science Day and Rare Disease Day (RDD)	I	49

Date	Day	March' 2024	Day Order	No. of Working Days
1	Sat	Holiday / World Civil Defence Day and Zero Discrimination Day		
2	Sun	Holiday		
3	Mon	Unit III Exam Commence for UG/PG- World Hearing Day and World Wildlife Day	II	50
4	Tues	National Security Day	III	51
5	Wed		IV	52
6	Thur		V	53
7	Fri	Unit III Exam End	VI	54
8	Sat	International Women's Day Holiday		
9	Sun	Holiday		
10	Mon		I	55
11	Tues		II	56
12	Wed		III	57
13	Thur	UNIT- IV ENDS for UG/PG No Smoking Day	IV	58
14	Fri	Unit V Commence - World Kidney Day / Pi Day and International Day of Action for Rivers	V	59
15	Sat	Holiday / World Consumer Rights Day		
16	Sun	Holiday		
17	Mon	CIA II Exam Commence for UG / PG	VI	60
18	Tues	Ordnance Factories Day	I	61
19	Wed		II	62
20	Thur	World Sparrow Day and International Day of Happiness	III	63
21	Fri	CIA II Exam Ends / World Poetry Day, Forestry Day, World Down Syndrome Day	IV	64
22	Sat	Holiday / World Water Day		
23	Sun	World Meteorological Day Holiday		
24	Mon	World TB Day	V	65
25	Tues		VI	66
26	Wed		I	67
27	Thur	World Theater Day	II	68
28	Fri		III	69
29	Sat	Holiday		
30	Sun	Holiday		
31	Mon	Unit V Ends	IV	70

Date	Day	April'2024	Day Order	No. of Working Days
1	Tues	<b>Odisha Day or Utkal Divas or Utakala Dibasha</b> <b>MODEL TEST-I COMMENCE</b>		71
2	Wed	<b>World Autism Awareness Day</b>		72
3	Thur			73
4	Fri	<b>International Day of Mine Awareness</b>		74
5	Sat	<b>Holiday / National Maritime Day</b>		
6	Sun	<b>Holiday</b>		
7	Mon	<b>World Health Day</b>		75
8	Tues			76
9	Wed	<b>MODEL TEST-I ENDS</b>		77
10	Thur			78
11	Fri	<b>National Safe Motherhood Day</b>		79
12	Sat	<b>Holiday</b>		
13	Sun	<b>Holiday</b>		
14	Mon	<b>Dr. B. R. Ambedkar Jayanti</b>		
15	Tues			80
16	Wed	<b>MODEL TEST-II COMMENCE</b>		81
17	Thur			82
18	Fri	<b>World Heritage Day</b>		83
19	Sat	<b>World Liver Day/</b>		84
20	Sun	<b>Holiday</b>		
21	Mon	<b>National Civil Services Day</b>		85
22	Tues	<b>MODEL TEST-II ENDS / Earth Day</b>		86
23	Wed	<b>World Book &amp; Copyright Day/</b>		87
24	Thur	<b>National Panchayati Raj Day</b>		88
25	Fri	<b>World Malaria Day</b>		89
26	Sat	<b>NO DUE CLEARANCE/ Last Working Day</b> <b>World Intellectual Property Day</b> <b>Holiday</b>		90
27	Sun	<b>World Veterinary Day Holiday</b>		
28	Mon	<b>World Day for Safety &amp; Health at Work</b>		
29	Tues			
30	Wed			

Date	Day	May' 2024	Day Order	No. of Working Days
1	Thur	Workers' Day, International Labour Day - Holiday		
2	Fri	World Asthma Day		
3	Sat	Press Freedom Day Holiday		
4	Sun	Coal Miners' Day and International Firefighters Day Holiday		
5	Mon			
6	Tues			
7	Wed	World Athletics Day/ World Laughter Day		
8	Thur	World Thalassaemia Day and World Red Cross Day		
9	Fri			
10	Sat	Holiday		
11	Sun	National Technology Day Holiday		
12	Mon	International Nurses Day		
13	Tues			
14	Wed	Mother's Day		
15	Thur	International Day of the Family		
16	Fri			
17	Sat	World Hypertension Day and World Telecommunication Day Holiday		
18	Sun	Holiday		
19	Mon			
20	Tues			
21	Wed			
22	Thur	International Day for Biological Diversity		
23	Fri			
24	Sat	Commonwealth Day Holiday		
25	Sun	Holiday		
26	Mon			
27	Tues			
28	Wed			
29	Thur			
30	Fri			
31	Sat	Anti-tobacco Day Holiday		