

**TIME TABLE - EVEN SEMESTER**

	V						
	IV						
BREAK							
	III						
	II						
	I						
PERIOD DAY ORDER	I	II	III	IV	V	VI	



**St. Thomas College  
of  
Arts and Science**  
Chennai - 600 107



**PERSONAL INFORMATION**

1. Name : \_\_\_\_\_
2. Class : \_\_\_\_\_
3. College Roll No. : \_\_\_\_\_
4. University Reg. No : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Blood Group : \_\_\_\_\_
7. Name of the  
Parent / Guardian : \_\_\_\_\_
8. Occupation : \_\_\_\_\_
9. Residential Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
10. Office Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
11. Phone No : Res. : \_\_\_\_\_  
Office : \_\_\_\_\_  
Cell : \_\_\_\_\_  
E - mail : \_\_\_\_\_

Signature of the Student

Signature of the Parent

**CONTENTS**

S. No.		Page No.
1.	COLLEGE HYMN	1
2.	COLLEGE SONG	2
3.	COLLEGE PRAYER	3
4.	LORD'S PRAYER	4
5.	ABOUT THE COLLEGE	5
6.	COURSES OFFERED	10
7.	MEMBERS OF GOVERNING BOARD	11
8.	FACULTY	12
9.	RULES AND REGULATIONS	17
10.	ACADEMIC CALENDAR	35
11.	NUMBER OF WORKING DAYS	47
12.	NOTES	48
13.	TIME TABLE	49

**TIME TABLE - ODD SEMESTER**

V						
IV						
BREAK						
III						
II						
I						
PERIOD DAY ORDER	I	II	III	IV	V	VI

**NOTE**

**COLLEGE HYMN**

**Let there be Light!**

Thou whose Almighty Word  
Chaos and darkness heard  
And took their flight  
Hear us we humbly pray  
And where the Gospel's day  
Sheds not its glorious ray  
Let there be Light!

Thou who did'st come to bring  
On Thy redeeming wing  
Healing and sight  
Health to the sick in mind  
Sight to the inly blind  
Oh, now to all mankind  
Let there be Light!

Spirit of truth and love  
Life giving Holy Dove  
Speed forth Thy flight!  
Move on the water's face  
Bearing the lamp of grace  
And in earth's darkest place  
Let there be Light!

Blessed and Holy Three  
The glorious Trinity  
Wisdom, love, might!  
Boundless as ocean's tide  
Rolling in fullest pride  
Through the earth far and wide  
Let there be Light!

**COLLEGE SONG**

1. God we pray  
 As Thomasians today  
 We lift our hands  
 And swear as we stand  
 We will be true  
 And always glorify You (4)
  
2. Make us Lord  
 Humble and meek  
 It's you oh Lord  
 Our hearts will seek  
 Thou stay in us  
 And always lead us to You (4)
  
3. Oh St. Thomas  
 Our guiding star  
 Blessed is Thy light  
 We seek in you  
 We'll strive for you  
 And always give out Thy light (4)
  
4. We shall stand tall  
 Forever so strong  
 We shall never fall  
 Always sing this song  
 St. Thomas we belong  
 St. Thomas live long (4)

**ACADEMIC YEAR 2019 - 2020**

**Number of Working Days**

<b>ODD SEMESTER</b>	
<b>Months</b>	<b>Total No. of Days</b>
June 2019	10
July	25
August	22
September	22
October	19
<b>Total</b>	<b>98</b>

<b>EVEN SEMESTER</b>	
<b>Months</b>	<b>Total No. of Days</b>
November 2019	6
December	18
January 2020	19
February	25
March	22
April	0
<b>Total</b>	<b>90</b>

ACADEMIC CALENDAR 2019 - 2020

MAY - 2020

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

Working Days - 0

COLLEGE PRAYER

Almighty God, You have spread true knowledge of yourself in Christ through your Apostles and through St. Thomas in particular, in this part of the world. We thank you for his example of pursuing truth beyond doubt. We thank you for the wisdom with which You have endowed men and women of vision to found this College. May the young men and women educated here go out into the world to proclaim and spread love for humanity. Strengthen them to overcome all temptations. May they, without fear of man, follow steadfastly, where duty, right and honour lead. May we strive to establish Your Kingdom on earth by serving the neighbours. We ask all these in the name of our Lord, Jesus Christ.

- Amen

**கல்லூரி மன்றாட்டு**

சர்வ வல்ல இறைவா, நீர் உமது உண்மை ஞானத்தை கிறிஸ்துவின் வழியாகவும், திருத்தாதர்கள் மூலமாகவும் குறிப்பாக தூய. தோமா மூலமாகவும் உலகெங்கும் பரவச் செய்தீர். நீர் சந்தேகத்தின் வழியாக உண்மையை பின்பற்றும்படி தோமாவை உதாரணமாய் தந்தபடியல் உமக்கு நன்றி செலுத்துகிறோம்.

எங்களது இக்காலூரியை கண்டு தங்கள் அறிவை வளர்த்துக் கொள்ளும்படி இங்கு சேரும் உணர்வை மாணவ, மாணவியருக்கு தந்தபடியால் உமக்கு நன்றி செலுத்துகிறோம். இங்கு கல்வி கற்கும் மாணவ, மாணவிகள் இவ்வுலகில் அன்பையும், மனிதநேயத்தையும் அறிவித்து அதனை பரப்ப வேண்டுகிறோம். சோதனைகளை வெல்ல அவர்களுக்கு பெலன்தாரும். எங்கள் மாணவ மாணவிகள் மனிதர்களுக்குப் பயப்படாமல் தங்கள் வேலையில் கவனம் செலுத்தி, வழி நடத்துபவர்களை மதிக்க வேண்டும்.

எங்கள் அண்டை மக்களுக்குச் சேவை செய்வதன் மூலம் உமது அரசாட்சியை பூமியில் நிறுவமுயல வேண்டும். ஆண்டவராகிய இயேசுவின் திருப்பெயரால் இவையனைத்தையும் வேண்டுகிறோம்.

ஆமென்

## THE LORD'S PRAYER

Our Father 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 sins,  
As we forgive our trespassers.  
Do not bring us to test but deliver us from evil.  
For Thine is the Kingdom, the Power and the Glory  
For ever and ever.

- Amen

### கல்லூரி மன்றாட்டு

பரலோகத்திலிருக்கிற எங்கள் பிதாவே,  
உம்முடைய நாமம் பரிசுத்தப்படுவதாக,  
உம்முடைய ராஜ்யம் வருவதாக,  
உம்முடைய சித்தம் பரலோகத்தில்,  
செய்யப்படுவது போல,  
பூலோகத்திலும் செய்யப்படுவதாக,  
எங்களுக்கு வேண்டிய ஆகாரத்தை,  
இன்று எங்களுக்குத் தாரும்,  
எங்கள் கடனாளிகளுக்கு நாங்கள்,  
மன்னிக்கிறது போல - எங்கள்,  
கடன்களை எங்களுக்கு மன்னியும்,  
எங்களைச் சோதனைக்குட்படப்பண்ணாமல்,  
தீமையினின்று எங்களை இரட்சித்துக் கொள்ளும்,  
ராஜ்யமும், வல்லமையும், மகிமையும்,  
என்றென்றைக்கும் உம்முடையவைகளே,

ஆமென்

## ACADEMIC CALENDAR 2019 - 2020

### APRIL - 2020

Date	Day		Day Order
1	Wed		
2	Thu		
3	Fri		
4	Sat		
5	Sun		
6	Mon	Mahavir Jayanti	***
7	Tue		
8	Wed		
9	Thu		
10	Fri	Good Friday	***
11	Sat	Holy Saturday	***
12	Sun	Easter	***
13	Mon		
14	Tue	Tamil New Year	***
15	Wed		
16	Thu		
17	Fri		
18	Sat		
19	Sun		***
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun		***
27	Mon		
28	Tue		
29	Wed		
30	Thu		

Working Days - 0

The steps of a good man are ordered by the Lord, Psalms 37 : 23

## ACADEMIC CALENDAR 2019 - 2020

### MARCH - 2020

Date	Day		Day Order
1	Sun		***
2	Mon		3
3	Tue		4
4	Wed		5
5	Thu		6
6	Fri		1
7	Sat		2
8	Sun		***
9	Mon	University Internal Assessment - III	3
10	Tue	University Internal Assessment - III	4
11	Wed	University Internal Assessment - III	5
12	Thu	University Internal Assessment - III	6
13	Fri	University Internal Assessment - III	1
14	Sat		2
15	Sun		***
16	Mon		3
17	Tue		4
18	Wed		5
19	Thu		6
20	Fri		1
21	Sat		2
22	Sun		***
23	Mon		3
24	Tue		4
25	Wed	UGADHI	***
26	Thu		5
27	Fri		6
28	Sat		
29	Sun		***
30	Mon		
31	Tue		

Working Days - 22

It is good for a man that he bear the yoke in his youth Lamentations 3 : 27

## ABOUT THE COLLEGE



### OUR COLLEGE LOGO

The word of God, as contained in the Holy Bible, is the firm foundation on which our College was founded by our founding fathers, the source of all wisdom. The Cross represents the ever present Saviour, Jesus Christ, who sustains and leads our College and all who work, study and pass through the portals of our College. The lamp on the left indicates that light is essential for life and it removes darkness - "Let There Be Light" - education takes us from darkness into light. The word of God is the light of the world. On the right, is a computer; it indicates scientific advancements through education, based on the light from the Word of God. These four form the armour which we put on as we go out into the world, fully trained and equipped in our College, with God being our helper.

### MOTTO

The motto of St. Thomas College is 'Let there be light' (Genesis 1:3). We believe that enlightenment through learning and the growth of knowledge leads us to an awareness of a creative spirit. This, in turn, breaks through the darkness of ignorance, fear and despair to bring the light of truth, love and hope. It turns us away from introspection and self-interest, to an awareness of the "other", to further dimensions of life, to our responsibility to share the light with others.

### MISSION AND VALUES

Our mission is to provide a learning environment in which the students of St. Thomas College will have the greatest possible opportunity for academic achievement, intellectual development, and personal growth in a supportive Christian environment which recognises the rights of individuals to their individuality, while encouraging them to develop a sense of community belonging, a sense of worth and a set of high ethical and professional values. We strive to uphold the following values:

- High academic standards with encouragement of all-round excellence
- Equality of respect for women and men of all backgrounds
- Critical and creative thinking
- Leadership
- Spiritual reflection
- Integrity and ethical conduct
- A balanced approach to life
- International and inter-cultural awareness
- Tolerance of and respect for diversity
- Compassion for the less fortunate
- Working in harmony with others, and resolving conflicts
- A life-long aspiration to grow as a person and to serve the Community

The primary goal of the institution is to motivate each of its students to become a competent, responsible, self-reliant and wholesome individual with a deep sense of goodwill and social commitment.

#### OUR HISTORY

St. Thomas, the apostle, also called Didymus, meaning twin, was one of the apostles of Jesus Christ. He is best known for questioning Jesus' Resurrection after death when first told of it, which was followed by his confession of faith, "My Lord and My God". St Thomas the apostle arrived in the state of Kerala in India in AD52. He arrived by sea at the port of Maliankara, the present Kodungallur. He preached the Word of God and established Churches at seven places. St. Thomas, after his fruitful ministry in the Malabar Coast, crossed over to the eastern parts of South India where also he had many converts and then on he moved as far as to Malacca and China. Later returning to India he came to Chennaipattinam or Madras. Being infuriated by his growing popularity, he was chased by the higher castes and took shelter in a cave near Little Mount which is the present Guindy, in Chennai and when he was about to be captured, he escaped from that place through a hole on the roof of the said cave and took shelter in the shrine which he had built on top of the St. Thomas Mount, Parinkimalai in Chennai. His pursuers caught up with him there and speared him to death while he was clinging on to a cross inside the said shrine. Later his followers took his slain body and buried him on the seashore at Santhome in Mylapore.

## ACADEMIC CALENDAR 2019 - 2020

### FEBRUARY - 2020

Date	Day		Day Order
1	Sat		2
2	Sun		***
3	Mon		3
4	Tue		4
5	Wed		5
6	Thu		6
7	Fri		1
8	Sat		2
9	Sun		***
10	Mon	University Internal Assessment - II	3
11	Tue	University Internal Assessment - II	4
12	Wed	University Internal Assessment - II	5
13	Thu	University Internal Assessment - II	6
14	Fri	University Internal Assessment - II	1
15	Sat		2
16	Sun		***
17	Mon		3
18	Tue		4
19	Wed		5
20	Thu		6
21	Fri		1
22	Sat		2
23	Sun		***
24	Mon		3
25	Tue		4
26	Wed		5
27	Thu		6
28	Fri		1
29	Sat		2

Working Days - 25

Remember your creator in the days of your youth Ecclesiastes. 12:1



## ACADEMIC CALENDAR 2019 - 2020

### JANUARY - 2020

Date	Day		Day Order
1	Wed	New Year - 2020	***
2	Thu		***
3	Fri	College Reopens	1
4	Sat		2
5	Sun		***
6	Mon	University Internal Assessment - I	3
7	Tue	University Internal Assessment - I	4
8	Wed	University Internal Assessment - I	5
9	Thu	University Internal Assessment - I	6
10	Fri	University Internal Assessment - I	1
11	Sat		2
12	Sun		***
13	Mon		***
14	Tue	Bhogi	***
15	Wed	Pongal	***
16	Thu	Thiruvalluvar Day	***
17	Fri	Uzhavar Thirunal	***
18	Sat		***
19	Sun		***
20	Mon		3
21	Tue		4
22	Wed		5
23	Thu		6
24	Fri		1
25	Sat		2
26	Sun	Republic Day	***
27	Mon		3
28	Tue		4
29	Wed		5
30	Thu		6
31	Fri		1

Working Days - 19

How much better is to get skillful and godly wisdom than gold! And to get understanding is to be chosen rather than silver. Proverbs. 16:16

At the St.Thomas Day celebration in New Delhi organized by the Malankara Orthodox Syrian Church on 18th December 1955, Dr.Rajendra Prasad, the then President of India made the following observation in a speech: "Remember St.Thomas came to India, when many of the countries of Europe had not yet become Christians and so those Indians who traced their Christianity to him have a longer history and a higher ancestry than that of Christians of many of the European countries. Christianity in India is as old as Christianity itself".

Thus, the Malankara Orthodox Syrian Church, founded by the Apostle St.Thomas in A.D 52 is one of the oldest Churches with a rich legacy and tradition. His Holiness Moran Mar Baselios Marthoma Paulose II, Malankara Metropolitan and Catholicos of the East, is the successor to this throne of St.Thomas and the head of the Malankara Orthodox Church.

St. Thomas Orthodox Cathedral, Broadway is the first parish established outside the Kerala diocese and is considered to be the mother of all parishes. To have a parish of their own on this sacred soil is a great achievement for Orthodox Christians. This parish was originally built by the British government as a garrison for British soldiers and with the permission of the Anglican Bishop. The members started to share this Church and the first Holy Eucharist was started in 1960. The first congregation consisted of 16 members. In the year 2016, this Cathedral celebrated its centenary. From a 16 member congregation, this Cathedral has grown tremendously into a big parish with three chapels. Presently there are more than 11 independent parishes in Chennai and almost all parishes can trace their origin to St. Thomas Orthodox Cathedral. It was a deep desire of the members of St. Thomas Orthodox Cathedral to start an educational institution to enlighten the society and thus St. Thomas Matriculation Higher Secondary School in Broadway was established in 1958 under St.Thomas Syrian Cathedral Education and Charitable Trust. After serving the society through this school, it was decided to start a college for Arts & Science.

The St. Thomas College of Arts and Science was established in 1999 as a co-educational institution which is governed by the St. Thomas Orthodox Syrian Cathedral Parish Trust of St.Thomas Orthodox Cathedral, Broadway.

The College is governed by its Board of Trustees and administrated by its executive, headed by His Grace Dr. Yuhanon Mar Diascoros, Chairman, Rev. Fr. Shinu.K.Thomas, Vice-Chairman, Mr.Biju Chacko, Secretary and Mr.Alex Abraham, Treasurer. Dr. Francis Soundararaj (1999 - 2002) was its first Principal who laid the success foundation of this institution under his able leadership. The College was started under his able leadership with 5 courses (B.Com, BCA, B.Sc(CS), B.Sc.(Viscom), BBA) affiliated to the University of Madras. The second Principal Dr.(Mrs) S. Teresa Jane assumed office as Principal in 2002. She was the Principal of our College from 2002 - 2003. Dr. Hemalatha Sundara Kumar was the third Principal of our College from 2003. The College became a Post Graduate institution from 2003 with the introduction of M.Com., M.Sc (CS), M.Sc (EM) & M.Sc (Vis.Com). Many new courses such as B.A. English Literature, B.Sc.Maths, B.Sc.(EM) & B.Sc Psychology were introduced during her tenure. Prof. Avaram Abdul Hakeem, the fourth Principal of our College held office for one year (2005 - 2006); during the period two sections were introduced to B.Com, BCA and BBA courses. The fifth Principal Dr. S. Mathuram Selvaraja assumed charge as Principal in 2006. He introduced many clubs such as Organization for Social Justice, Green Club, Women Upliftment Club, Consumer Club and Staff Club. He guided the institution for 3 years (2006 - 2009). Dr. C. Selvaraj was the sixth Principal of our College from 2010 - 2013. Dr. J. Joel took charge as the Principal of this esteemed institution on 03.06.2013 and his first major step was registering the online Letter of Intent (LOI) to get NAAC Accreditation. The eighth Principal, Dr. Samuel Sukumar, assumed charge on 03.07.2015 after serving Madras Christian College, Tambaram. During his tenure, the College was certified as an ISO 9001:2015 institution in the academic year 2016-2017. In the academic year 2017-2018, B.Com. (Corporate Secretaryship) course was introduced. The present Principal, Dr. N. Thangavel, assumed charge on 01.6.2018 after serving Jeppiaar Engineering College, Chennai. In the academic year 2018 - 2019, Shift - II was introduced with four courses. New courses such as B.Com. (A&F), B.Com.(BM), M.Com. were introduced in Shift-I and B.Com.(A&F), B.Com.(BM), B.Sc.(CS) were introduced in Shift -II in the academic year 2019 - 2020.

**ACADEMIC CALENDAR 2019 - 2020**

**DECEMBER - 2019**

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

Working Days - 18

He will be called wonderful, Counselor, mighty God, Everlasting Father, Prince of Peace. Isaiah 9 : 6

**ACADEMIC CALENDAR 2019 - 2020**

**NOVEMBER - 2019**

Date	Day		Day Order
1	Fri		
2	Sat		***
3	Sun		***
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat		***
10	Sun	Milad-un-Nabi	***
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		***
17	Sun		***
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat		***
24	Sun		***
25	Mon	College Reopen	1
26	Tue		2
27	Wed		3
28	Thu		4
29	Fri		5
30	Sat	Last Date for Payment of 2 term fees	6

Working Days - 06

The reverent and worshipful fear of the Lord is beginning of wisdom, and the knowledge of the Holy one is insight and understanding. Proverbs 9 :10

**THE CAMPUS**

Easily accessible from all parts of Chennai, the College is situated in Koyambedu by the intersection of the two major arterial roads of the city, the Inner Ring Road (100 ft Road) and Poonamalle High Road, and very near the CMBT bus station and Chennai Metro Rail station. Despite being in the heart of the city, the serene campus is far separated from its hustle and bustle, and offers an ideal surrounding for intellectual pursuits.

**INFRASTRUCTURE**

St Thomas College has excellent facilities like Library, Computer Labs, Video Production Lab, Photography Studio, Multimedia Lab, Film Editing Lab and Audio Lab which is constantly maintained and updated to ensure that the study in the college is supported using state of the art technology and equipment.

**ACADEMIC ENVIRONMENT**

The faculty of the college consists of qualified and committed teachers headed by the Principal, Dr. N. Thangavel. All staff members are encouraged to continually improve the teaching methods through audio-visual aids, self-study and group discussions and group assignments. Every teacher (referred as tutor) is assigned about 25 students to mentor and monitor their academic performance. A notable aspect of the academic life at the college is the opportunities that are created for students to learn from domain experts who are invited as guest lecturers, either during regular class hours or during departmental association meetings, and through fellow students who visit the campus from different parts of the world.

**EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to participate in departmental, intra-mural and inter-collegiate sports meets, academic competitions, talent festivals and cultural meets. Every year, the College hosts the much-popular "Thomfest" inter-collegiate cultural competitions and Thom Talenzia, inter departmental competition. The college supports the activities of the National Service Scheme (NSS), Youth Red Cross Society, Red Ribbon Club, Green Club, St. Thomas Consumers Club, Students Peace Brigade, Organization for Social Justice, Organization for Womens Upliftment, Friends of Police (FOP) and EMRI 108 Club.

**COURSES OFFERED****SHIFT - I****UNDER GRADUATE COURSES**

1. B.B.A            2. B.C.A
3. B.Sc. (Computer Science)
4. B.Sc. (Electronic Media)
5. B.Sc. (Visual Communication)
6. B.Sc. (Mathematics)
7. B.Sc. (Psychology)
8. B.A. (English)
9. B. Com. (General)
10. B.Com. (Corporate Secretaryship)
11. B.Com. (Bank Management)
12. B.Com. (Accounting and Finance)

**POST GRADUATE COURSES**

1. M.Sc. (Visual Communication)
2. M.Sc. (Electronic Media)
3. M.Com. (General)

**SHIFT-II****UNDER GRADUATE COURSES**

1. B.B.A.    2. B.C.A.    3. B. Com. (General)
4. B.Com. (Corporate Secretaryship)
5. B.Com. (Bank Management)
6. B.Com. (Accounting and Finance)
7. B.Sc. (Computer Science)

**LANGUAGES OFFERED**

- Tamil, Hindi, Malayalam and French

**CURRICULUM**

- Semester pattern with Choice Based Credit System prescribed by the University of Madras is adopted for all the UG and PG courses.
- The medium of Instruction is English
- Odd Semester : From 3<sup>rd</sup> week of June to the 3<sup>rd</sup> week of November.
- Even Semester : From the 4<sup>th</sup> week of November to the end of March.

**ACADEMIC CALENDAR 2019 - 2020****OCTOBER - 2019**

Date	Day		Day Order
1	Tue		2
2	Wed	Gandhi Jayanthi	***
3	Thu	University Internal Assessment - III	3
4	Fri	University Internal Assessment - III	4
5	Sat	University Internal Assessment - III	5
6	Sun		***
7	Mon	Ayudha Pooja	***
8	Tue	Vijaya Dasami	***
9	Wed	University Internal Assessment - III	6
10	Thu	University Internal Assessment - III	1
11	Fri		2
12	Sat		3
13	Sun		***
14	Mon		4
15	Tue		5
16	Wed		6
17	Thu		1
18	Fri		2
19	Sat		3
20	Sun		***
21	Mon		4
22	Tue		5
23	Wed		6
24	Thu		1
25	Fri		2
26	Sat		***
27	Sun	Deepavali	***
28	Mon		***
29	Tue		
30	Wed		
31	Thu		

Working Days - 19

Give instruction to a Wise man he will be yet wiser; teach a righteous man, and he will increase in learning.  
Proverbs 9 :9

**ACADEMIC CALENDAR 2019 - 2020**

**SEPTEMBER - 2019**

Date	Day		Day Order
1	Sun		***
2	Mon	Vinayagar Chathurthi	***
3	Tue	University Internal Assessment - II	4
4	Wed	University Internal Assessment - II	5
5	Thu	University Internal Assessment - II	6
6	Fri	University Internal Assessment - II	1
7	Sat	University Internal Assessment - II	2
8	Sun		***
9	Mon		3
10	Tue	Muharram	***
11	Wed	Onam	***
12	Thu		4
13	Fri		5
14	Sat		6
15	Sun		***
16	Mon		1
17	Tue		2
18	Wed		3
19	Thu		4
20	Fri		5
21	Sat		6
22	Sun		***
23	Mon		1
24	Tue		2
25	Wed		3
26	Thu		4
27	Fri		5
28	Sat		6
29	Sun		***
30	Mon		1

Working Days - 22

Fear not; I will do to thee all that thou request Ruth 3 : 11

**Chairman**

His Grace Dr. Yuhanon Mar Diascoros

**Vice - Chairman**

Rev. Fr. Shinu. K. Thomas

**Hon. Secretary**

Mr. Biju Chacko, B.Tech.

**Hon. Treasurer**

Mr. Alex Abraham, B.Com., CA

**Principal**

Dr. N. Thangavel, M.Com., MBA., PGDMM., PGDHRD., Ph.D., D.Lit.

**Members of Governing Board**

- |                                 |                 |
|---------------------------------|-----------------|
| H. G. Dr. Yuhanon Mar Diascoros | - Chairman      |
| Rev. Fr. Shinu. K. Thomas       | - Vice Chairman |
| Mr. Biju Chacko                 | - Secretary     |
| Mr. Alex Abraham                | - Treasurer     |
| Mr. P. K. Eapen                 |                 |
| Mr. C. Aniyam                   |                 |
| Mr. G. John Kutty               |                 |
| Mr. A. B. Cherian               |                 |
| Mr. K. M. Philp                 |                 |
| Mr. A. V. Varghese              |                 |
| Mr. A. M. George                |                 |
| Mr. P. C. Oommen                |                 |
| Mr. K. C. Samuel                |                 |
| Ms. Leah Thomas                 |                 |
| Mr. Shiju P Varghese            |                 |
| Mr. K. I. John                  |                 |
| Mrs. Leah Thomas                |                 |
| Mrs. Beena Joyson               |                 |
| Mr. K. A. Santhosh              |                 |

## Faculty

### Principal

Dr. N. Thangavel, M.Com., MBA., PGDMM., PGDHRD., Ph.D., D.Lit.

### Shift - I

### Vice-Principal

Dr. P. Jayakumar, M.Com., M.Phil., MBA., Ph.D., NET.

### Department of English

Mrs. B. M. Anija Rani, M.A., M.Phil. : Head of the Dept.

Mrs. S. Poornima, M.A., M.Phil.

Ms. A. Ruby Elizabeth, M.A., M.Phil.

Mrs. J. Kamalabhai Victoria, M.A.

Mr. M. Moses Samuel Finny, M.A., M.Phil.

Mrs. K. Kumari, M.A., M.Phil.

Mr. P. Ashok Kannan, M.A., M.Phil.

Mrs. V. Veena, M.A., M.Phil.

Mrs. J. Nisha Daphne, M.A., M.Phil.

Ms. T. Jael Monicka, M.A., M.Phil.

Ms. E. G. Sreeshma, M.A., M.Phil.

Ms. B. Ramya, M.A., M.Phil.

Mrs. A. V. Cilvy, M.A., M.Phil.

Dr. C. Tamilselvan, M.A., M.Phil., Ph.D.

Mr. B. Lakshmanan, M.A., SLET.

### Department of Psychology

Dr. (Mrs.) Reya Ajit Balan, M.A., Ph.D. : Head of the Dept.

Dr. (Mrs.) S. Prema, M.Sc., M.Phil., M.Ed., M.Phil., Ph.D., SET.

Ms. Preethi Kethsial, M.Sc.

Mr. A. Raj Kumar, M.Sc., M.Phil., SET., NET.

### Department of Business Administration

Dr. (Mrs) G. Subbulakshmi, M.Com., M.Phil., MBA., Ph.D. : Head of the Dept.

Dr. (Mrs) C. Kala, MBA., M.Phil., M.A.H.R.M., Ph.D., SET.

Dr. (Mrs) S. Gomathi, MBA., M.Phil., Ph.D., NET.

Dr. (Mrs) M. Lakshmi Devi, MBA., M.Phil., M.H.R.M., M.Com., Ph.D., NET.

Mrs. M. Jackulin, MBA., M.Com.

Mr. K. Dharmaraja, MBA., NET

Mr. P. Raja Balachandran, MBA., NET.

Mrs. W. Hannah Rubavathi, MBA., M.Phil.

Mrs. U. Ulageshwari, MBA., M.Phil.

Dr. Abraham Rajan, MBA., M.Phil., Ph.D., SET.

Dr. (Mrs) R. Subashree, MBA., M.Phil., Ph.D., NET, SET.

Mr. G. S. Anandhan, MBA., M.Phil., SET., NET.

## ACADEMIC CALENDAR 2019 - 2020

### AUGUST - 2019

Date	Day		Day Order
1	Thu	University Internal Assessment - I	6
2	Fri	University Internal Assessment - I	1
3	Sat		2
4	Sun		***
5	Mon		3
6	Tue		4
7	Wed		5
8	Thu		6
9	Fri		1
10	Sat		***
11	Sun		***
12	Mon	Bakrid	***
13	Tue		2
14	Wed		3
15	Thu	Independence Day	***
16	Fri		4
17	Sat		5
18	Sun		***
19	Mon		6
20	Tue		1
21	Wed		2
22	Thu		3
23	Fri	Krishna Jayanthi	***
24	Sat		***
25	Sun		***
26	Mon		4
27	Tue		5
28	Wed		6
29	Thu		1
30	Fri		2
31	Sat		3

Working Days - 22

The Lord will give strength into His people. Psalms. 29 : 11

**ACADEMIC CALENDAR 2019 - 2020**

**JULY - 2019**

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

Working Days - 25

The Lord will make you successful in your daily work. Deuteronomy 28 : 6

**Department of Computer Applications**

Mrs. Shaila. M. Cherry, MCA.,M.Phil. : Head of the Dept.  
 Mrs. B. Bavani, MCA.,M.Phil.  
 Mrs. Susan Abraham, B.E., M.Sc.(IT),M.Phil.  
 Mr. Shibi Mathai, MCA.,M.Phil.  
 Dr. C. Umamaheswari, MCA.,M.Phil.,Ph.D.  
 Mr. K. Govindarajan, MCA.,M.Phil.  
 Mr. J. Dilli Babu, MCA.,M.Phil.  
 Mrs. Shiju K. Binu, M.Sc.,B.Ed.,M.Sc(IT),M.Phil.

**Department of Computer Science**

Mrs. V. Subashini, MCA.,M.Phil.,SET. : Head of the Dept.  
 Mrs. R. Manjula, M.Sc.,M.Phil.  
 Mrs. S. Senthilarasi, M.Sc.,M.Phil.,SET.  
 Mr. G. Saravanan, M.Sc.,M.Phil.,SET

**Department of Mathematics**

Mrs. K. Kripa, M.Sc.,M.Phil. : Head of the Dept.  
 Mrs. D. Devakirubanithi, M.Sc.,M.Phil.  
 Mrs. P. Mala, M.Sc.,M.Phil.  
 Mrs. V. R. Bindu Kumari, M.Sc.,M.Phil.  
 Mrs. P. Punitha Elizabeth, M.Sc.,M.Phil.  
 Mrs. S. Kavitha, M.Sc.,M.Phil.,B.Ed.,P.G.D.C.A.  
 Mr. A. M. Saravanaprabhu, M.Sc.,M.Phil.,MBA.,B.Ed.,M.Tech.  
 Mrs. S. Monica, M.Sc.,M.Phil.  
 Mr. J. Suresh Kumar, M.Sc., M.Phil., SET.

**Department of Commerce**

Mrs. K. Sridevi, M.Com.,M.Phil.,SET. : Head of the Dept.  
 Dr. P. Jayakumar, M.Com.,M.Phil.,MBA.,Ph.D.,NET.  
 Mr. R. Thirumavalavan, M.Com.,M.Phil.,B.Ed.  
 Mr. R. Venkatesan, M.Com.,M.Phil.,MBA.  
 Dr. K. S. Dineshkumar, M.Com.,M.Phil.,MBA.,Ph.D.,NET.  
 Dr. M. V. Nagarajan, M.Com.,M.Phil.,MBA.,M.A(P.A.),M.Com.(A & F),Ph.D.,NET.  
 Ms. M. Sumathi, M.Com.,M.Phil.,MBA.  
 Mr. S. Jeba Jaskar, M.Com.,M.Phil.  
 Ms. M. Shanthi, M.A.,M.Phil.  
 Mr. V. Anandhakumar, M.Com.,M.Phil.,MBA.  
 Mr. S. Samuel Thangaraj, M.Com.,M.Phil.,B.Ed.,SET.  
 Mr. S. Thoshi, M.Com.,M.Phil.,NET,SET.  
 Rev. Fr. Dr. I. Adaikalasamy, M.A., M.Com., M.Phil., Ph.D.  
 Mrs. T. Rajalakshmi, M.Com.,M.Phil.  
 Mr. A. Prakash, M.Com., M.Phil.  
 Dr. M. Shanmugam, M.Com., M.Phil.,MBA.,M.Com(CA),Ph.D.  
 Mr. P. M. Rameshkumar, M.Com., M.Phil.

**Department of Commerce (Accounting and Finance)**

Dr. J. Jesu Arul Selva Vimali, M.Com.,M.Phil.,MBA.,Ph.D.,NET

**Department of Commerce (Bank Management)**

Dr. K. Nithyanandam, M.Com.,M.Phil., Ph.D., SET

**Department of Corporate Secretaryship**

Dr. G. Raju, M.Com.,M.Phil.,MBA.,M.A.(Eco),M.A.(Eng),Ph.D.,NET : Head of the Dept.

Dr. K. Karthikeyan, M.Com., M.Ed., M.Phil, Ph.D.

Mrs.P. Padmapriya, M.A.(CS), M.Phil.,SET.

Mr. V. Pushpanathan, M.Com., M.Phil., SET.

**School of Media Studies****Department of Electronic Media**

Dr. S. Elango, M.Sc.(EM),M.A.(JMC),M.Phil.,Ph.D.,NET-Head of the School &amp; Head of the Dept.

Mr. S. H. Sheik Mohamed, M.A.(JMC),M.Phil.,M.A.(Public Admn),M.A(SW),PGDBA,PGDPR,PGDCL,D.M.Art.

Mrs. S. Judy Anitha, M.Sc.(EM)

Mrs. D. Valarmathi, M.Sc.(EM),M.Phil.

Mrs. R. Rijitha, M.A.(JMC),M.Phil.,SET

Mr. N. Sasidharan, M.Sc. (EM)

Mrs. R. Yamuna, M.Sc., M.A.(JMC).

**Department of Visual Communication**

Mrs. G. Kavitha, M.Sc.(EM),M.Phil.,SET

: Head of the Dept.

Mr. E. Muruganandam, M.A.(MCJ),M.A.(PA),M.Phil.,SET

Mr. P. Raghavkumar, M.A.(MCJ),M.Phil.

Mr. A. Nepul Raj, M.A.(JMC),M.Phil.

Mrs. J. Keerthi Priyadarshini, M.Sc(EM),M.Phil.,NET

Mrs. M. Archana, M.Sc., M.Phil.

**Technical Staff**

Mr. R. Siva, MCA., Dip.3D Animation

**Department of Languages****Tamil**

Dr. P. Shanmugam, M.A.,M.Phil.,Ph.D.

Mr. M. Rassul Jayapathy, M.A.,M.Phil.,NET

Dr. (Mrs.) P. K. Manimegalai, M.A.,M.Phil.,Ph.D.

Dr. S. Premkumar, M.A.,M.Phil.,Ph.D.,NET

Dr. (Ms.) P. Devaki, M.A.,M.Phil.,M.A. (Political Science),Ph.D.,NET.

Dr. A. Dharmarajan, M.A.,M.A.(Linguistics),B.Ed.,M.Phil.,Ph.D.,NET

Mr. D. Yoshua, M.A.,M.Phil.,B.Ed.

**Malayalam**

Mrs. Flagi Pulikkottil George, M.A.,B.Ed.,M.Phil.

**French**

Mrs. M. Balkish Beevi, MCA., DELF.

**ACADEMIC CALENDAR 2019 - 2020****JUNE - 2019**

Date	Day		Day Order
1	Sat		
2	Sun		***
3	Mon		
4	Tue		
5	Wed	Ramzan	
6	Thu		
7	Fri		
8	Sat		
9	Sun		***
10	Mon		
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat		
16	Sun		***
17	Mon	College Reopens	1
18	Tue		2
19	Wed		3
20	Thu		4
21	Fri		5
22	Sat		***
23	Sun		***
24	Mon		6
25	Tue		1
26	Wed		2
27	Thu		3
28	Fri		4
29	Sat		***
30	Sun	Last Date for Payment of 1 <sup>st</sup> term fees	***

Working Days - 10

If any of you lack wisdom, let him ask of God, that giveth to all men liberally and up braideth not; and it shall be given him James 1 : 5



## Class Timings

### Shift - I

Period I 08.40 am to 09.30 am

Period II 09.30 am to 10.20 am

Period III 10.20 am to 11.10 am

**Break 11.10 am to 11.25 am**

Period IV 11.25 am to 12.15 pm

Period V 12.15 pm to 01.05 pm

### Shift - II

Period I 01.35 pm to 02.25 pm

Period II 02.25 pm to 03.15 pm

Period III 03.15 pm to 04.05 pm

**04.05 pm to 04.20 pm Break**

Period IV 04.20 pm to 05.10 pm

Period V 05.10 pm to 06.00 pm

## Payment of Fee

First Term Fee 30<sup>th</sup> June 2019

Second Term Fee 30<sup>th</sup> November 2019

## Faculty

### Principal

Dr. N. Thangavel, M.Com., MBA., PGDMM., PGDHRD., Ph.D., D.Lit..

### Shift - II

### Vice-Principal

Dr. M. V. Nagarajan, M.Com., M.Phil., MBA., M.A(P.A.), M.Com.(A & F), Ph.D., NET

### Department of English

Mrs. G. Anitha, M.A., M.Phil., SET, NET.

Ms. P. Surya, M.A., M.Phil.

Ms. K. Minnie Jennifer, M.A., M.Phil.

### Department of Tamil

Dr. R. Suganthi, M.A., M.Phil., Ph.D.

Mr. R. Rama Krishnan, M.A., M.Phil., NET, B.Ed.

### Department of Computer Application

Mr. G. Manoharan, M.Sc., M.Phil., SET

### Department of Computer Science

Mrs. D. Rubia Smilie, MCA., SET

### Department of Business Administration

Dr. Jerlin Violet J, MBA., M.Phil., M.Com., M.A. (PM&IR), MSW., Ph.D., SET, B.Ed.

Dr. B. Krishnakumar, MBA., M.Phil., Ph.D.

### Department of Commerce

Mr. S.M.A. Ahamed Ibrahim Haji, M.Com., M.Phil., MBA., PGDBM., NET.

Mr. N. Venkatesan, M.Com., M.Phil., MBA., CWT., DAA

Mrs. M. Divya, M.Com., M.Phil.

### Department of Corporate Secretaryship

Dr. P. Sangeetha, M.Com., M.Phil., Ph.D.

Dr. S. Tamilselvan, M.Com., MBA., M.Phil., Ph.D.

### Department of Mathematics

Mrs. P. Indira, M.Sc., M.Phil.

Dr. S. Santhakumar, M.Sc., M.Phil., Ph.D., SET.

### Department of Commerce (Bank management)

Dr. V. Saravanan, M.Com., M.Phil., PGDMM., Ph.D., PGDIBO., MBA.

### Department of Commerce (Accounting and Finance)

Dr. K. Karuppasamy, M.Com., M.Phil., Ph.D., NET.

### Co-ordinator (Administration) Shift – II & Assistant Counselor

Mrs. C. M. Sridevi, M.Sc., ADIM.

**Librarian**

Mr. C. Radhakrishnan, M.Sc.(LIS),M.Phil.

**Physical Director**

Dr. T. Selvaganapathi, M.PED.,M.Phil.,Ph.D.

**College Automation Wing**

Mr.Shibi Mathai – Head of the Automation Wing

Mrs.Susan Alex – Coordinator

**System Analysts**

Mr. A. Vijayan, M.Sc.(CS),B.Ed.

Mr. T. A. John Anthony, BCA.

**Lab Assistant**

Mrs. Mariamma Mathew

**Principal's Office**

Mrs. V. Selvamani, M.A.,DTP.,DCA.

Mrs. Mony Varghese

- PA to Principal

- Principal's Office Assistant

**Administration**

Mr. George Thomas, B.Com.

Mrs. Sobha John, M.Com.,PGDCA.,DOA.

Mrs. Vincy Mathew, B.Com.

Mr. M. S. Thiyagarajan, B.Com.

Mrs. Somini Raju

Mr. M. Shahul Hameed

Mr. B. Naveen

Mrs. Susan Alex

Mrs. S. Yasotha

- Accounts Officer

- Asst. Administrative Officer

- Jr. Accounts Officer

- Jr. Accountant

- Clerk

- Liaison cum Office Staff

- Staff - Administrative Office

- Record Clerk

- Assistant - (Administration Office)

**Supervisors**

Mr. R. Thanigaivel

- Supervisor

**Maintenance**

Mr. A. Karthik

Mr. V. Gopu

- Electrical &amp; Plumbing

- Assistant (Electrical &amp; Plumbing)

**Supporting Staff**

Mrs. N. Shanthi

Mrs. R. Rani

Mrs. R. Shanthi

Mrs. N. Sharmila

Mrs. R. Jothi

Mrs. K. Sarala

Mrs. C. Kala

Mrs. M. Radha

**TO PARENTS**

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

2. Warning letters will be sent to the parents of the students who are irregular to college. Parents and guardians are advised to check in person with the HOD / Principal, regarding the attendance of their wards.

3. Report on the students monthly performance in Academics of the students will be sent to the parents, who in turn should return it after signing.

4. Change of address should be communicated to the Principal in writing.

5. Information about the ward will be communicated through registered mobile number and/or email with the College by way of SMS/E-mail.

**MARKS FOR INTERNAL AND END SEMESTER EXAMINATIONS.**

Category	Theory	Practical
Internal Assessment	25	40
End semester (University) Examination	75	60

**Procedure for Awarding Internal Marks**

Course	Particulars	Marks
Theory Papers	Tests (best 2 out of 3)	10
	Attendance	05
	Seminars	05
	Assignments	05
<b>Total</b>		<b>25</b>
Practical Papers	Attendance	05
	Test (best 2 out of 3)	30
	Record	05
<b>Total</b>		<b>40</b>
Project	Internal Marks (best 2 out of 3 presentations)	20
	Viva-Voce	20
	Project Report	60
<b>Total</b>		<b>100</b>

**Procedure : Awarding Marks for Attendance (out of 5)**

Attendance below 60% = 0Marks, 61% to 75% = 3 Marks, 76% to 90% = 4 marks and above 91% = 5 Marks

19.2. For the promotion of sports, the College provides various facilities and encourages students to take part in various sports activities.

19.3. Students who are interested in sports and games may contact Physical Director of the college for further process.

19.4. Students' selection for sports & games and sending them for such activities shall be done only with the approval of Principal.

#### **20. Internal Assessment and Semester Examination**

20.1. There shall be two internal assessments and one model examination for each semester. The duration and maximum marks shall be finalised by the Principal.

20.2. End semester examination shall be conducted as prescribed by the University of Madras.

20.3. All students should get registered for the end semester examination.

20.4. A student who does not pass the examination in any course(s) may be permitted to appear in such failed course(s) in the subsequent examinations to be held in October/November or April/May. However, students who have arrears in Practical examinations shall be permitted to take their arrear Practical examinations only in the respective semester.

20.5. The marks secured in the internal, soft skills, non-major electives, laboratories, etc. should be discussed by the concerned HOD with the Principal periodically and final entry to be done only after his finalization.

20.6. If any student is detained from the end semester examinations due to lack of attendance, non-payment of tuition and exam fees or any other reason must be reported to the Principal immediately.

20.7. No student should be punished for the personal reason of faculties.

20.8. Principal's decision is final in this aspect.

#### **21. Communication to the Parents**

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

21.2. Warning letters will be sent to the parents of the students who are irregular to college. Parents/Guardians are advised to check in person with the HOD/Principal periodically regarding the progress/attendance/behaviour of their wards.

21.3. Report on the performance in academics of the students will be communicated to the parents through post.

21.4. Change of address and/or change of contact number should be communicated immediately to the Principal/HOD in writing.

21.5. The parents/Guardians are requested to respond to all college communication immediately without any failure/delay for the refining of your wards. Otherwise your ward will be under pressure.

### **RULES AND REGULATIONS**

#### **1. Admission and Withdrawals**

1.1 The Admission Committee shall scrutinise the applications and send provisional admission letter.

1.2. The Principal will approve the admission of a candidate.

1.3. An applicant who is selected for admission should submit the following documents:

(a) Original Transfer, Conduct certificates from the school or college they attended last

(b) Original mark statement and other certificates as indicated in the interview card (c) Photocopy of Community Certificate.

1.4. Candidates with qualifications from other Universities or Board should produce an eligibility certificate issued by the University of Madras at the time of admission.

1.5. The College does not take donations / capitation fees for admissions. All instances of demand for donations must be reported to the Principal in writing.

1.6. Students who are found to have obtained admission by false representation or wrong information will be summarily dismissed with forfeiture of all fees paid by them.

1.7. No student will be enrolled or permitted to attend classes until all the prescribed fees have been paid.

1.8. A student once enrolled for a course is expected to complete the same. He/she cannot withdraw from the college without informing the Principal in writing. Any student who wishes to leave the college during the middle of the academic year due to any reason will have to pay the whole course fees and any fees paid by him/her will not be refunded.

1.9. Fees due to the college will not be adjusted against the award of any scholarship that is expected from any of the agencies. Late payment of fees will incur a fine as determined by the college.

1.10. The college authorities reserve the right to cancel the admission of a student at any point of time without returning the fees, if there is any discrepancy between the certificates produced and the entries in the application or any suppression of facts is discovered.

#### **2. Fee Regulations**

2.1. The academic year for the purpose of fees has been divided into two terms/semesters.

2.2. Every student shall be liable to pay the whole fee for each term as long as his/ her name is on the rolls of the College.

- 2.3. The first term fee of each academic year has to be paid before 30th June and the second term before 30th November, every year.
- 2.4. If a student leaves the college during the semester, he / she shall have no right to claim remission of any portion of the term fees.
- 2.5. The defaulters can pay fee with fine (late fee) as decided by the Principal.
- 2.6. Principal shall remove the names of the defaulters after serving due notice thereof.
- 2.7. Readmission shall be made on payment of prescribed fee.
- 2.8. Those who do not pay the fees will not be allowed to appear for the University examination.
- 2.9. Discount on fee for those who pay on yearly basis, shall be decided by the admission committee.
- 2.10. From 2019-2020 onwards, an additional fee of Rs.500 per student will be collected from all students seeking admission towards College Management Software. This shall be collected only once from each student for their entire period of study. 70% of this fund will be contributed for development and maintenance/up gradation of College Management Software and the balance (30%) can be utilised for other purposes like purchase of library books and computers. This should be maintained in a separate account and this fund cannot be utilised for any other purposes. The fee shall be revised whenever required with the approval of the Trust Board.

### **3.Scholarship and Endowments**

In order to help the under privileged and marginalised section of our student community, the following scheme of scholarship may be introduced.

3.1. His Grace Zachariah Mar Dionysius Scholarship: The college gives financial assistance through His Grace Zachariah Mar Dionysius Scholarship, named after the First Bishop of the Madras Diocese. Students belonging to the following category are awarded this scholarship:

- (a) Students with good academic record as is recommended by HODs and approved by the Principal.
- (b) Economically poor and the Management received recommendation to assist them.
- (c) Orthodox Syrian Christian Community.

3.2. SC/ST Scholarship scheme of Government of Tamil Nadu shall also be extended to the students as per the norms of Government of Tamil Nadu.

3.3. Sports Scholarship: Sports Scholarship through His Grace Zachariah Mar Dionysius Scholarship is also given to those categories of students who excel in sports.

### **16. Alumni Association**

- 16.1. Members of Alumni association shall be nominated by the Principal.
- 16.2. There shall be minimum of one alumni meet during each academic year.
- 16.3. Rules and regulations of Alumni association shall be recommended by the Principal and approved by the College Trust Board.
- 16.4. The association may be permitted to conduct Alumni meet only with the prior permission from Principal and report to him after the meet is over.

### **17.National Service Scheme (NSS)**

- 17.1. One senior teaching faculty shall be nominated as NSS programme Officer/Coordinator for each unit separately by the Principal.
- 17.2. The NSS Unit of the College organizes regular and special camps related to health and hygiene, literacy, environment, personality development, etc. for the development and welfare of Nation.
- 17.3. These camps are usually held in college/outside the college/in the adopted villages. These involve student volunteers in various youth- related seminars, workshops and training programmes.
- 17.4. NSS Unit deputed volunteers to various Inter State Camps, National Integration Camps and also Inter State and National Cultural Festivals by the NSS officers with the approval from Principal.
- 17.5. The NSS may be permitted to conduct Programmes only with the prior permission from the Principal and report to him after the event is over.

### **18.Cultural Fest/Celebrations**

- 18.1. There shall be one cultural co-ordinator appointed by the Principal who will organise cultural fest within the college premises as well as send students to other institutions to take part in the cultural fest organised by other institutions.
- 18.2. There shall be two cultural fest organised by the College in an academic year. One, THOMFEST, an inter-collegiate cultural fest and THOMTALENTIA, an inter-departmental cultural fest.
- 18.3. The rules and regulations of each fest may be prepared by cultural co-ordinator and approved by the Principal.
- 18.4. All students are expected to take part in cultural fest and other celebrations organised by the College.
- 18.5. Students should not celebrate any function by themselves like Friendship day, Birthday, Valentine's Day, Annual day, Teachers day, New Year's Day, Holi, etc. within the College campus.
- 18.6. The fest/celebrations may be permitted only with the prior permission from the Principal and report to them after the event is over.

### **19. Sports and Games**

- 19.1. One full time faculty shall be appointed as the Physical Director to co-ordinate for sports and games activities of the college.

12.7. The visit/tour may be permitted only with the prior permission from the concerned HOD & Principal and to submit a report after the event is over.

### **13. Counselling Cell**

13.1. One full-time faculty will be nominated by the Principal as an Assistant Counsellor. He/she invites a qualified professional counsellor to meet the students periodically, at least once in a semester.

13.2. Students who require counselling may be recommended by the Department HODs and submit a list to the Assistant Counsellor of College to proceed further.

13.3. Counselling gives the students a chance to talk their minds. It enables them to understand the cause of anxiety more rationally and helps them to cope and deal with difficult situations.

13.4. All the matters discussed during the counselling are kept confidential.

13.5. The Cell may be permitted to conduct counselling only with the prior permission from the Principal and report of such meetings should be submitted to him confidentially soon after the counselling.

### **14.Placement and Training Cell**

14.1. One faculty shall be appointed by the Principal as the co-ordinator for placement and training cell.

14.2. The Cell should arrange for training, summer internships and students placement through campus recruitment by inviting leading national and multi-national companies and provide job opportunities for our students.

14.3. The Cell may be permitted to conduct programmes only with the prior permission from the Principal and report to him after the event is over.

### **15.Entrepreneurship Development Cell [EDC]**

15.1. One Senior faculty member shall be nominated as a Co-ordinator of the Cell. He/she shall conduct Entrepreneurship Development programmes periodically in order to foster innovation and promote entrepreneurial skills among the college students.

15.2. Entrepreneurship Development Cell strives to inspire and integrate a culture of innovation to help budding entrepreneurs realize their dreams to start up their own enterprises.

15.3. It refines the entrepreneurial skills like idea generation, opportunity evaluation, business modeling, cash flow, forecasting, negotiation & sales skills through hands on training, programs, mentoring and campus start-ups.

15.4. Further, it is also working towards building the leadership skills among the students to enhance their entrepreneurial competencies.

15.5. The Cell may be permitted to conduct ED programmes only with the prior permission from the Principal and report to him after the programme is over.

3.4. Employee Ward Scholarship: This scholarship provides fee waiver for the wards of the employees of St. Thomas College of Arts and Science. The amount of scholarship shall be finalised by the Secretary as per the approval by the Trust Board.

3.5. Endowments: Endowments shall be instituted for the benefit of staff and students. Guidelines on instituting such endowments will be recommended by the Trust Board.

3.6. Madras University Free Education Scheme (MUFES)

Tuition and other Fees except Examination Fees are waived for FIVE students, based on merit and economic status. Names of such students will be forwarded by the University of Madras.

### **4. Leave and Attendance**

4.1. All the students are expected to attend all classes and secure 100% attendance. However, for unavoidable reasons such as medical, participation in sports, personal reason, etc., students can avail leave after obtaining due permission from the Head of the Department and Principal.

4.2. A student shall attend all the five periods of each working day. Attendance shall be taken every period as soon as the teacher enters the class. Students should be punctual to the classes (expected to be inside the classroom at least five minutes before the commencement of the class).

4.3. The students absenting themselves without informing the HOD for one or more periods will be considered as absent for the whole day.

4.4. The attendance position of the each student will be displayed on the College notice board every month.

4.5. Students have to produce medical certificates, if the leave on medical grounds exceeds three days.

4.6. Continued absence and irregularity of attendance will entail removal of name from the rolls of the college. A re-admission fee will be levied for the reinstatement of the names in the rolls.

4.7. Students should not wander in corridors during working hours.

4.8. Students are not allowed to leave the class during working hours and should not leave campus during the breaks. They are advised to make use of the canteen facilities available within the campus.

4.9. Leave On Duty (OD): Leave on duty will be given only in the following cases:

a) Students who are permitted to take part in paper presentations/any academic activity.

b) A limited number of students will be permitted to take part in cultural, sports and other competitions in other colleges/institution on a 'first come, first serve' basis and the criteria of 'no arrears' may also be applicable as appropriate.



c) OD application should be forwarded by the respective staff co-ordinator to the Principal through the HOD of Department concerned at least one day in advance.

#### **4.10. Attendance Regulations of University of Madras**

##### **Category A: Attendance Requirement**

All candidates must put in 75% and above of attendance for both UG / PG to appear for end semester examinations (Theory / Practical).

##### **Category B: Condonation of Shortage of Attendance**

If a candidate fails to put in the minimum attendance (Percentage stipulated), the Principal shall Condone the Shortage of attendance up to maximum limit of 10% (i.e. between 65% and above and less than 75%) for all UG / PG courses after collecting the prescribed fee of Rs. 250/- each for Theory / Practical examination separately towards the condonation of shortage of attendance.

##### **Category C: Not Eligible for Condonation of Shortage of Attendance**

Candidates who have secured less than 65%, but more than 50% of attendance are Not Eligible for condonation of shortage of attendance and such candidates will not be permitted to appear for the regular examination, but will be allowed to proceed to the next year / next semester of the course and they may be permitted to take next University examination by paying the prescribed condonation fee of Rs. 250/- each for Theory / Practical separately.

##### **Category D: Detained Students for want of Attendance**

Candidates who have put in less than 50% of attendance have to repeat the course (byre-joining) for which they lack attendance without proceeding for II/III year as the case may be. Until they re-join the course and earn the required attendance for the particular semester / year, no candidates shall be permitted to proceed to the next year / next semester of the course under any circumstances. They have to obtain prior permission from the University to re-join the course.

In case of candidates who are admitted from the academic year 2013 –2014 earning less than 50% of attendance in any one of the semesters due to any extraordinary circumstances such as medical grounds, such candidates shall produce a Medical Certificate issued by an Authorized Medical Attendant (AMA), duly certified by the Principal of the college, and shall be permitted to proceed to the next semester and to complete the course of study. Such candidates shall have to repeat the semester, which they have missed by re-joining after completion of final semester of the course & by paying the fee for the break of study as prescribed by the University from time to time.

#### **5. Dress Code**

Students are strictly instructed to adhere to the following dress code while attending the college.

10.5. If there is any kind of harassment, the College authorities would deal with the matter severely and accord due punishment.

10.6. The Cell will also look into the complaints received from staff members, if any.

#### **11. Grievance Redressal Cell**

11.1. One senior faculty shall be nominated by the Principal as the Convenor of this Cell. He/she has to oversee complaints and report to the Principal for decision making.

11.2. The functions of Grievance Redressal cell are:

(i) To deal with matters relating to the redressal of genuine and valid grievances of the students concerning all academic and examination related matters and suggest corrective measures.

(ii) To make a systematic enquiry into any written complaint lodged by any student regarding his/her continuous internal assessment or Final examination mark and to suggest appropriate corrective actions.

11.3. The letter of Grievance will contain the name, roll number and class of the student and be duly signed with date. The letter of grievance may be handed over to the Convenor.

11.4. The Convenor of the Grievances cell shall collect and number the letter serially, go through the letter and arrange for the redressal of grievance of the students and report the same in the monthly meeting of Grievance Redressal Cell.

#### **12. Industrial visit and Educational Tour**

12.1. Industrial visits: The HOD shall forward the request to the Principal for arranging industrial visits of students. Maximum two industrial visits may be arranged for a class in every semester.

12.2. Education Tour: Educational tour shall be arranged only to the final year students. Guidelines for organising such tours may be recommended by the Principal. It is not compulsory.

12.3. Management is not responsible for collection of money towards tour expenses. Head of the concerned department is responsible for arranging tour for their students.

12.4. Management is not liable in any way for any mis-happening - accidents / loss of life/injury or abduction / fire while on tour/excursion/holiday tour for both students and staff.

12.5. The Staffs who are escorting the students for either Industrial visit or Educational tour will be decided only by the concerned HOD on rotation basis in consultation with the Principal. They are responsible to take care of the safety and security of students throughout the visit/tour.

12.6. The department should not arrange any visit/tour for their students even during holidays without the staff.

which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

3. Asking any student to do any act which such student will not, in the ordinary course, do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or mind of such fresher or any other student.

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

8. Any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

9. Any act that affects the mental health and self-confidence of a fresher or any other student.

c) As per the UGC recommendations:

“If any incident of ragging comes to the notice of authority, the concerned student shall be given liberty to explain and if the explanation is not found satisfactory, the authority would expel the student from the institution”.

#### **10. Women's Sexual Harassment Redressal Cell**

10.1. One senior woman faculty shall be nominated by the Principal as a Co-ordinator of this Cell. She has to oversee complaints regarding any kind of harassment of women and report to the Principal for decision making.

10.2. College discourages any form of harassment based on gender and encourages students to give respect to fellow students without any discrimination.

10.3. While there may be free consultation between men and women students during class hours, emotional involvement between two persons, which is detrimental to studies, may be punished with dismissal.

10.4. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

5.1. All students must be neatly and modestly dressed.

5.2. Boys should wear formal outfits, like shirts and pants. Girls should wear salwarkameez/chudidhar with dhupata or saree. No other dress is permitted.

5.3. Students are instructed not to wear jeans, torn jeans, T-shirts, tight-fitting dress, low waist pants, pants with too many pockets, leggings, western outfits, transparent net dhupata, short tops, sleeveless dress, tops with net sleeves and similar dress.

5.4. Boys should trim their hair neatly. Long hair, growing beard, colouring/bleaching the hair, wearing stud earrings, fancy belts and beard are not allowed. Girls should tie their hair beyond shoulder length. Loose hair, colouring/bleaching the hair are not allowed.

5.5. In case of violation of above rules, the student concerned will not be allowed to attend the classes; they will be marked absent and action will be taken.

#### **6. Identity Card**

6.1. All students will be issued a College Identity Card after the admission into college.

6.2. Every student should wear his/her identity card (in an easily noticeable way) compulsorily when they are in the class and college campus.

6.3. ID card should be shown on demand to any teaching staff or security personnel.

6.4. In case of loss/damage, student should obtain duplicate ID card after paying prescribed fee immediately.

6.5. Student with proper ID will only be allowed to enter the College Campus and attend the class.

#### **7. Disciplinary Rules**

##### **7.1. Student Decorum**

An admission to the College carries with it the presumptions that students will conduct themselves as responsible members of the academic community. Every student should a) behave with proper discipline and must reflect a sense of responsibility within and outside the College campus. Academic misconduct as well as behavioural misconduct is strictly prohibited and any student indulging in the same shall face strict disciplinary action.

b) Every student is encouraged and expected to evolve, as a responsible citizen with commitment to uphold the dignity and image of the institution in which he/she is undergoing the course.

##### **7.2. General Conduct**

a) Students should use decent language and abstain themselves from using profane language, offensive body language and any form of discriminatory expressions.

- b) All students must deter from indulging in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- c) Engaging in disorderly, lewd or indecent conduct, including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption at the College are strictly forbidden.
- d) Students are expected to be courteous and polite in dealing with fellow students, faculty members and administrative staff.
- e) Disrespect for teachers and other college staff both Teaching and Non-Teaching will entail serious disciplinary action.
- f) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- g) Students should not engage in any trade or business activities within the college premises.
- h) All students must deter from activities mentioned in clauses below that are considered as acts unbecoming of a student which are punishable.
  - (i) Any kind of inducement to any employee of the institution expecting undue favour.
  - (ii) Displaying any poster or distributing any pamphlet inside the campus of the institution without the approval of the authorities.
  - (iii) Sending petitions of complaints to outside individuals/ establishments without the approval of the authorities and without exhausting all the available redressal mechanism.
  - (iv) Theft or unauthorized access to others resources.
  - (v) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption at the College.
  - (vi) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
  - (vii) Any other conduct opposed to decency and public morals.
- a) Character and conduct certificates cannot be claimed as a matter of right. The principal may refuse to issue these certificates without assigning any reason.
- b) Entry into and exit from the College and hostel should only be through designated points/gates.

- d) Warnings of stringent disciplinary action against ragging are notified to students in the class rooms and the rules of the government regarding this are displayed in the notice board to discourage them from indulging in this anti-social activity.
- e) The Anti-Ragging Committee of the College shall recommend to the Principal appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature & gravity of the incident of ragging. (f) Principal's decision is final in this aspect.

#### **9.4. Anti-Ragging Squad**

- a) Anti-Ragging Squad is constituted consisting of faculties from various departments to render assistance to Anti-Ragging Committee and students. The members are nominated by the Principal for a maximum period of one year subject to the condition that they should not misuse the system and should not take undue advantage of it. They should cooperate with Anti-Ragging Committee and Principal. If found any violation, either the squad members will be revised or squad itself shall be dissolved.
- b) The Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions.
- c) Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging and also make surprise raids in class-rooms, canteen and other hotspots in the College.
- d) The Squad can investigate incidents of ragging and make recommendations to the Anti-Ragging Committee.
- e) If there is any complaint on ragging, it will be referred to college Anti-ragging committee who will inquire into the alleged violation and accordingly suggest the action to be taken against the said student in consultation with the Principal. The Anti-ragging Squad by itself should not take any decision in this matter.

#### **9.5. Legal Framework on Ragging**

- a) Ragging in any form is strictly prohibited and will be dealt seriously by the College authorities. The College has a proper redressal mechanism in place to deal with ragging. In case of ragging, student will be issued a Transfer Certificate immediately and a police complaint will be lodged to take suitable action as per the Tamil Nadu Prohibition of Ragging Act 1997.
- b) Ragging constitutes one or more of any of the following acts:
  1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
  2. Indulging in rowdyism or indiscipline activities by any student or students



a) **WARNING-** Indicating that the action of the said delinquent student was in violation of the rules and regulations and any further acts of misconduct shall result in severe disciplinary action.

b) **RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

c) **MONETARY PENALTY-** It may also include suspension or forfeiture of scholarship / fee concessions for a specific time period.

d) **SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various facilities unless permission is obtained from the HOD/Principal. Suspension may also be followed by possible dismissal of student.

e) **EXPULSION** - Expulsion of a student from the College permanently indicating prohibition from entering the College premises or participating in any student related activities, etc.

### **9. Anti-Ragging Policy**

9.1. St. Thomas College of Arts and Science have zero tolerance towards ragging. Ragging in any form is strictly forbidden, and severe action will be taken against those who indulge in such activity as per the Tamil Nadu Prohibition of Ragging Act No.7 of 1997.

### **9.2. Anti-Ragging Committee**

The College should have an Anti-Ragging Committee with the following as its members:

Principal - Convener

Vice-Principal (Shift I and Shift II)

Senior Faculty (Women)

Senior Faculty (Men)

Senior Student (Boy)

Senior Student (Girl)

Inspector of Police

### **9.3. Roles and Responsibility of Anti-Ragging Committee**

a) An exclusive ragging complaint box is kept at the College Reception to enable the students to air their complaints in case of ragging.

b) At the beginning of the classes for the first year, special poster campaigns will be displayed at vantage points about the directions of the UGC and the Courts regarding the disciplinary action taken for ragging. Campaigns are conducted to sensitize the students to keep them away from the said social evils.

c) Specific instructions are given by the Principal to the Counsellors to counsel the students to desist from ragging. A list of students who need counselling to be submitted to the Assistant Counsellor of the College now and then.

### **7.3. Circulars/Notice**

Students must read the circulars displayed on the Notice Boards regularly. Ignorance of circulars/notices duly displayed on the Notice Boards shall not be accepted as an excuse for non-compliance.

### **7.4. Mobile Phones/Other electronic devices**

Carrying and use of mobile phones and other electronic devices within the college premises are strictly forbidden.

### **7.5. Protecting College Property**

a) Students are collectively responsible for protecting the property of the College. Any damages, wilfully or otherwise caused, should be made good by the students' community in a class or the college as a whole by way of common fine.

b) All students must deter from indulging in intentionally damaging or destroying College property or property of other students and/or faculty members.

### **7.6. Demonstrations and Strikes**

a) Students shall not indulge in demonstrations and strikes inside and outside the college.

b) Students shall not 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.

### **7.7. Political Activity**

Political activity of any form inside the campus is punishable.

### **7.8. Joining/Forming Associations**

a) Students shall not join or continue to be a member of any non- academic association or organization, the object or activities of which are prejudicial to the sovereignty and integrity of India, security of the State, or to public order, decency or morality or the interest of the Institution.

b) Students should not form any unions / associations based on politics, religion, caste, region, etc. Any clubs formed with the express permission of the Principal shall contribute to the constructive development of students.

### **7.9. Alcohol, Drugs and Weapons**

a) Smoking in the campus is strictly forbidden. The college campus has been declared as a "No Smoking Zone." Strict disciplinary action will be taken against students found indulging in smoking.

b) Possession and consumption of alcohol and illicit drugs inside the premises of Institution is strictly prohibited.

c) Students found inside the premises of Institution in a state of intoxication are liable for punishment.

d) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy inside the premises of Institution is prohibited.

#### **7.10. Collection of Funds**

Students shall not raise any fund or make any collection in cash or kind without the prior and written consent of the HOD, Principal and Management.

#### **7.11. Connection with Press / Radio / Television any Other Media**

a) Students are not permitted to give press/media release without the prior permission of the College authorities.

b) Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.

c) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission from the college authorities.

d) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.

#### **7.12. Parking a vehicle**

a) Student cannot claim parking space as a matter of right. Student shall park their vehicle in the space provided.

b) The following are strictly forbidden

i) Parking a vehicle in a no parking zone or in an area earmarked for parking other type of vehicles.

ii) Rash driving on the campus that may cause any inconvenience to others. Standing in parking places and chatting during class hours.

#### **7.13. Off-campus Behaviour**

a) Student behaviour both inside and outside the college should be marked by self-dignity, courtesy and respect for elders.

b) College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this regulations, as if the conduct has occurred on campus which shall include

i) Any violations of the Sexual Harassment Policy of the College against other students of the College.

ii) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College.

iii) Possession or use of weapons, explosives, or destructive devices off-campus.

iv) Manufacture, sale, or distribution of prohibited drugs, alcohol, etc.

v) Misbehaviour in the public transport system, causing damages to public properties, disrupting traffic or causing annoyance to the public in any form.

vi) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

#### **7.14. Rules Governing Laboratory and Studio**

a) Footwear is not allowed inside the laboratories like Computer laboratories, Visual communication studio, Electronic media labs, etc.

b) Equipment used should be kept in their proper places and protected against dust and damage.

c) No floppy/CD/DVD/Pen drive shall be brought from outside into the computer labs.

d) Floppies/CD/DVD/Pen drive, which belongs to the college, shall not be taken out under any circumstances. Hacking of any computer programme is illegal.

e) Printouts for study purposes shall not be taken without the permission of the staff in-charge of the laboratories, and without meting the cost of material, notes shall not be printed.

f) Equipment in the Visual Communication Studio shall not be taken out without the permission of the HOD/Principal, nor can it be used for personal and private purposes.

g) Each student will be permitted to use only the computer system which is allotted to him or her. He or she shall use it throughout the academic year.

h) Private belongings, books and other materials, including food packets shall be left outside before entering the lab or studio.

i). No private work shall be done with the use of the college equipment either in the studio or in the computer labs.

#### **8. Punishment and Discipline Committee**

8.1. If there is any complaint against student for a possible breach of code of conduct/violation of college rules and regulations, it will be referred to college discipline committee who will inquire into the alleged violation and accordingly suggest the action to be taken against the said student in consultation with the Principal.

8.2. The composition of the College Disciplinary Committee is as follows:

Principal -Convener

Head of the respective Department

One lady faculty representative nominated by the Principal

One SC/ST faculty representative nominated by the Principal

8.3. The College Disciplinary Committee may enquire the students to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct to the Principal. Principal's decision is final in this aspect.