



Saradha Gangadharan College

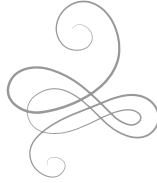
*A Unit of Sri Saradha Gangadharan Educational Trust
Recognized by UGC u/s 2(f) of the UGC Act, 1956 as a PG Institution
NAAC accredited Institution
Affiliated to Pondicherry University*

Lake Road, Velrampet, Puducherry - 605 004. Ph: 0413 - 2280156

www.sgc.edu.in

ACADEMIC CALENDAR

(JUNE 2018 - MAY 2019)



Chairman

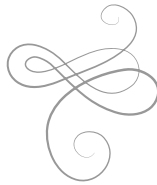
Sri. G. Swaminathan

Vice-Chairman

Sri. S. Pazhani Raja

Principal

Dr. J. Sukumar, M.Sc.Ed., M.Phil., Ph.D.





Description of the Emblem



The Emblem of Saradha Gangadharan College depicts the Lamp of knowledge flanked by the Bhagavad-Gita and a Swan. Knowledge, to which an educational institution has to be devoted, kindles the desire for "Truth" and "Goodness". "Truth" is symbolized by the Bhagavad-Gita-the Universal Celestial Song and "Goodness" by the Swan.

The Motto meaning "For Truth and Goodness", is inscribed below the emblem in Tamil, Sanskrit and French versions.

VISION



- ▶ To provide quality higher education to the students in Science, Humanities and Commerce.
- ▶ To make the students to realize their role in serving the society and contribute to the development of our nation,
- ▶ To offer value based education to develop self-confidence and commitment to society.

MISSION



- ▶ To instil very high standard of integrity, discipline and knowledge.
- ▶ To make the students technologically superior and ethically strong to improve their quality of life.
- ▶ To pay individual attention, monitor the progress and appraise the parents to mould the students as good citizens.
- ▶ To inculcate social, cultural, economic and environmental values among the students.

A PROFILE OF THE COLLEGE



The Union Territory of Puducherry, finds its identity in history as Vedapuri (Place for higher learning), has been renowned as a centre of spiritual emancipation and educational excellence since the days of sage Agasthia, who chose this consecrated place for his Ashram of Higher learning and pursuit. Presently, its pristine glory is acclaimed globally through the philosophy of Sri Aurobindo and the Mother. Puducherry has the unique honour of having nurtured the 19th century Tamil poets Sri Subramania Bharathi and Sri Bharathidasan.

In order to cater to the needs of hundreds of students showing interest in Basic sciences, Humanities, Commerce and Management Studies, especially to those hailing from economically less privileged society, our Chairman cherished a desire to carve this Institution as a centre of learning in the name of his mother Smt. Saradha Gangadharan in the year 2001 by getting affiliation from the Central University, Pondicherry.

The year 2001 has seen the inception of the college with 4 Under-Graduate Courses (Bachelor of Commerce, Bachelor of Business Administration, Bachelor of Computer Applications and Bachelor of Computer Science). It added up two more courses in 2002 (Bachelor of Corporate Secretaryship and Bachelor of Mathematics). It started growing with the addition of Bachelor of Physics in 2006 and Bachelor of Information Technology in 2007. The Institution has become a Post Graduate Institution from 2007 by introducing Master of Science in Mathematics in 2007, Master of Science in Computer Science and Master of Commerce in 2008. B.A English was introduced in 2011. In its eighteenth year of existence the Institution offers 9 Undergraduate and 3 Post Graduate Academic programmes and has seen a three fold increase in the number of courses offered and manifold increase in the strength of students and staff.

The Institution has taken efforts for obtaining the UGC (DELHI) recognition for the college under Section 2(f) of the UGC Act 1956. The recognition has been granted from 8th November 2012. Thus, our college has become a UGC recognised PG Institution and also accredited by NAAC from the academic year 2016-17.

The College encourages the students to participate in co-curricular activities like the NSS, Rotract, Red Cross, Red Ribbon Club, Women's Cell and Sports. The Institution has also got an active Placement Cell. The College ensures high quality environment for teaching and learning. It provides good ambience and opportunity to grow.

முகவுரை



வரலாற்றில் வேதபுரி, (வேதங்களின் உறைவிடம்) என்று அடையாளம் காணப்பட்ட புதுவை அகத்தியர் காலம் முதலே ஆன்மீகப் பேரெழுச்சிக்கும் கல்விக்கான ஊற்றுக்கண்ணாகவும் விளங்கிய வரலாற்றுச் சிறப்பினையுடையது. அரவிந்தர் மற்றும் அன்னையின் தூய தத்துவார்த்த ஆன்மீக வழிகாட்டுதலினால் புதுவை சிறப்புற்று விளங்குகிறது. 19ம் நூற்றாண்டின் மிகச் சிறந்த கவிஞர்களாகிய பாரதியார் மற்றும் பாரதிதாசனை ஈன்றெடுத்த சிறப்பினையுடையதாகவும் புதுவை விளங்குகின்றது.

புதுவையில் பொருளாதார ரீதியாகப் பின்தங்கிய மாணவர்களும் உயர்ந்த தரமான கல்வியைப் பெறவேண்டுமென்ற சீரிய சிந்தனையுடன் நமது தாளாளர் அவரது அன்னை திருமதி. சாரதா கங்காதரன் அவர்களின் பெயரில் 2001 ஆம் ஆண்டு புதுவைப் பல்கலைக்கழகத்தின் அங்கீகாரத்துடன் இக்கல்வி நிறுவனத்தைக் கட்டமைத்துள்ளார். ஒவ்வொரு மாணவர்களுக்கும் நெறிப்பட்ட உயர்ந்த ஒழுக்கத்தினையும் உயர்ந்த சிந்தனைகளையும் விதைப்பதன் வாயிலாக அவர்களது வாழ்க்கைத் தரத்தினை மேம்படுத்துவது இக்கல்வி நிறுவனத்தின் நோக்கமாக அமைகிறது. இக்கல்லூரியில் பயிலும் ஒவ்வொரு மாணவரின் மீதும் சிறப்பு கவனம் செலுத்தி அவர்களது பெற்றோரின் உதவியுடன் அவர்களது நற்பண்பினை மேன்மைப்படுத்துவதே இந்நிறுவனத்தின் குறிக்கோளாக அமைகிறது.

2001 ஆம் ஆண்டில் நான்கு இளநிலை பாடப் பிரிவுகளோடு (இளநிலை வணிகவியல், வணிக மேலாண்மையியல், கணினியியல், கணினி பயன்பாட்டியல்) துவங்கிய இக்கல்லூரியில் 2002 ஆம் ஆண்டில் B.Com., CS-ம் மற்றும் இளநிலை கணிதவியலும் சேர்க்கப்பட்டது. பின்னர் 2006 ஆம் ஆண்டில் "இயற்பியலும் 2007-ல் இளநிலை தகவல் தொழில்நுட்பவியலும் (B.Sc.,IT)" தொடங்கப்பெற்றன.

2007 ஆம் ஆண்டில் முதுகலை பட்ட படிப்புகள் உள்ள நிறுவனமாக வளர்ச்சி பெற்ற இந்நிறுவனத்தில் 2007-இல் முதுநிலை கணிதவியலும் 2008-ல் முதுநிலை கணினியியல் மற்றும் வணிகவியல் பாடப்பிரிவுகளும் துவங்கப்பெற்றன. 2011-இல் இளங்கலை ஆங்கில பிரிவும் அறிமுகப்படுத்தப்பட்டது.

பல்கலைக்கழக மான்ய குழுவின் (UGC, Delhi) அங்கீகாரத்திற்காக Under Section 2(f) of the UGC Act இக்கல்லூரி பெரும் முயற்சி எடுத்தது. இவ்வங்கீகாரம் 2012 நவம்பர் 8-ந் தேதி பெறப்பட்டது. இக்கல்லூரி இப்போது UGC அங்கீகாரம் பெற்ற பட்ட மற்றும் பட்ட மேற்படிப்பு மையாகத் திகழ்கிறது. மேலும், தேசிய தரநீர்ணயச் சான்றிதழ் (NAAC) பெற்ற நிறுவனமாகத் திகழ்கிறது.

பதினாறு ஆண்டுகள் நிறைவடைந்துள்ள நிலையில் சாரதா காங்காதரன் கல்லூரியில் 9 இளங்கலைப் பாடப் பிரிவுகளும் 3 முதுநிலைப் பாடப் பிரிவுகளும் துவங்கப் பெற்று தற்போது மும்மடங்கு வளர்ச்சியினைப் பெற்றுள்ளது. மேலும் மாணவர்கள் மற்றும் ஆசிரியர்களின் எண்ணிக்கையும் பன்மடங்காக விரிவடைந்துள்ளது.

மாணவர்களின் தனித்தன்மைகளை மேம்படுத்தும் விதமாக விளையாட்டு, (Sports) நாட்டு நலப்பணித் திட்டக் குழு (NSS) ரோட்டராக்ட் கிளப் (Rotaract Club) செந்நாடா மன்றம் (Red Ribbon Club) செஞ்சிலுவை சங்கம் (Red Cross) மற்றும் மகளிர் குழுமம் (Women's Cell) ஆகியன ஏற்படுத்தப்பட்டு சிறப்பாகச் செயல்பட்டு வருகின்றன. மேலும் மாணவர்களின் வேலை வாய்ப்பினை உறுதி செய்யும் பொருட்டு வேலை வாய்ப்புப் பிரிவும் (Placement Cell) இயங்கி வருகின்றது. இக்கல்வி நிறுவனம் உயர்தரமான கல்வியை போதிப்பதிலும், மாணவர்களின் கற்றல் திறனை மேம்படுத்த ஏதுவான சூழலைக் கட்டமைப்பதிலும், சிறந்த நட்புறவை வளர்த்தல் மற்றும் வளமான எதிர்காலத்தை வழங்குவதற்கான உறுதியையும் வழங்குகின்றது.

COURSES OFFERED



Undergraduate

B.A. English (Language and Literature)
B.Sc. Mathematics
B.Sc. Physics
B.Sc. Computer Science
B.C.A.
B.Sc. Information Technology
B.Com.
B.Com. CS
B.B.A.

Postgraduate

M.Sc. Mathematics
M.Sc. Computer Science
M.Com.

SNAPSHOT OF CBCS



The Choice Based Credit System (CBCS) is being introduced in affiliated colleges of Pondicherry University for select UG courses from the academic year 2017-2018 onwards in accordance with the directives of University Grants Commission (UGC).

Teaching, learning and evaluation shall follow Semester pattern. The academic year consists of two consecutive (one odd and one even) semesters.

The medium of instruction for all the courses, excepting Arabic, Bengali, French, Hindi, Malayalam, Sanskrit, Tamil, and Telugu, shall be English.

PATTERN OF EXAMINATION

The End-Semester examination for each subject shall be conducted by the Pondicherry University for a maximum of 75 marks and Internal Continuous Assessment for 25 marks.

Internal assessment for all theory papers shall be done on the basis of at least two Internal Assessment tests (15 marks), term papers/assignments/seminars/case demonstrations/ presentations/ write-ups/viva etc. (5 marks) and attendance (5 marks).

The following weightage shall be given to attendance:

95% - 100% (5 marks)

90% - 94% (4 marks)

85% - 89% (3 marks)

80% - 84% (2 marks)

75% - 79% (1 mark)

Internal Assessment for practical subjects involving Laboratory / Field work / Project work, appropriate distribution of marks for Practical Record/Project Report, Practical end-semester exam, Viva shall be decided by the Institution.

A schedule of Internal Assessment tests shall be prepared by the College commonly to all departments in the beginning of each semester. Internal Assessment marks shall be displayed a week before the commencement of end-semester examinations.

End-semester examination shall be conducted for all subjects offered. The duration of the end-semester examination shall be 3 hours.

Every student has to pay examination fee as fixed by the University.

No student with less than 75% in any particular subject shall be permitted to attend the end-semester examination and shall be given grade FA-failure due to lack of attendance. However, an overall condonation of 10% is permitted for valid reasons (NCC, NSS, Swachh Bharat) or medical reasons. **A student who has been awarded FA shall repeat the course when offered.**

The Principal/Head of the Department shall ensure that the candidate is informed about the lack of attendance before the commencement of end-semester examination and confirm that such candidates are not permitted to write the examination.

Malpractice, if any, committed by the students in the University exam will be dealt with as per XV (A) of the Academic Ordinances of Pondicherry University. Pondicherry University website may be referred for further information in this regard.

SUPPLEMENTARY EXAMINATION

A failed student who meets the attendance requirement may be permitted to register for the next end-semester examination in the following semester itself.

Students who have failed due to insufficient attendance and /or less than 40% Internal Assessment marks should repeat the course as and when offered..

CODE OF CONDUCT and DISCIPLINE RULES FOR STUDENTS



1. Each and every student admitted, enrolled in a programme of the college has to strictly follow the rules and regulations of the college.
2. Students are expected to uphold the prestige of the college and strictly prohibited from participating in any activity that would be detrimental to the interest of the college.
3. All students are expected to attend the classes regularly without fail.
4. Students should dress neatly and properly in the campus. Students should wear only formal dresses within the campus. The following dresses should be strictly avoided

Boys: Jeans, T-Shirt, Black Shirt, Designed Shirt, Printouts in shirt (ad like), etc. The boys are expected to have a neat hair cut, no chains other than gold and no Bracelets are allowed.

Girls: Black Saree, Black Salwar Kameesh (wearing of a thupatta is a must) leggings, Tight wears, Netted sleeves, Netted shawls, etc.

5. Every student should inculcate self discipline in and out of the class room.
6. Late coming is strictly prohibited.
7. Cell phone is strictly prohibited in the college.
8. Wandering in the veranda or standing in the canteen during the class hours is totally not encouraged.
9. Any student disturbing the class-room atmosphere or causing inconvenience in any form to the teacher or to other students will be suspended from attending classes and he/she will be marked absent.
10. Any student found causing damage to the property of the college will be liable for disciplinary action and he/she should bear the repair / replacement charges of the damaged property. In case of

failure to identify the student who is responsible for the damage, the college will collect the repair/replacement charges from the group of students occupying the area where the damage is identified.

11. Students are strictly forbidden from taking part in any activity exploring prejudice to the objectives of the college.
12. Students indulging in violence by self or by coercion, directly / indirectly, such as hunger strike for enforcing their will on the college, will be liable for punishment.
13. Every student should wear the identity card issued during enrollment while attending classes and should also produce the same to the authorities on demand.
14. A student will be expelled from the college under the following circumstances;
 - a. Unsatisfactory performance and progress in academics.
 - b. Participation in anti-national, political and illegal activities.
 - c. Instigating and participating in strike / misbehaviour / misconduct of any type.
 - d. Disobedience and deviation from the rules of the college
 - e. Indulging in any form of ragging and
 - f. Disturbing the regular classes
15. Any type of dues to the college will disqualify a student to attend classes/ to appear for examinations.
16. Withdrawal from a programme is allowed only under special circumstances and with proper authoritative request from the parents.
17. Students are strictly prohibited from smoking, chewing gums and paan and consuming any type of alcoholic beverages or intoxicating drugs. The defaulters will be summarily expelled from the college.
18. If a student continues to misbehave even after warning, suspension, mentoring etc., this will reflect in the Conduct Certificate.

ATTENDANCE RULES



- ❖ Students should not absent themselves without proper leave letter.
- ❖ The leave letter must be approved by the parent with Signature.
- ❖ Absence without proper leave letter will be considered as unauthorized absence and for each one such occasion they will lose two times attendance, (One session absence will be treated as one day and one day absence will be treated as 2 days etc.), in addition to payment of fine. Fine either for a session or for a day will be Rs.20/-
- ❖ Absentee students with proper leave letter submitted "in time" will be marked "A", without leave letter as "UA". For each such "UA" the student will be penalized as stated above. Leave letters should be submitted to the Head of the Department through the class teachers.
- ❖ Students must earn minimum of 80% of attendance to appear in the end semester examinations.
- ❖ Long Absence: A student after a long spell of absence, or after a gap of a semester or so wants to join back should submit an affidavit stating the reason for the long absence and what he/she was doing during that period. They will be allowed to continue the course after completing all the formalities stipulated by the University provided if there is a vacancy in that semester.

Each student should write a minimum of two (monthly) tests in all the papers and one model examination prior to University Examinations. Poor performance will be viewed seriously and the poor progress will be reported to the parents.

Detention :

A student who does not fulfil the eligibility criteria to appear for examination, non completion of satisfactory term work, deficiency in attendance, failure to pay the examination fees or clear dues to the college, shall be treated as defaulter and he/she will not be permitted for the examination and will be detained in the same class. To continue in the same class special permission has to be obtained from the University after paying the Readmission fee to the University. Such student will not be allowed to appear for examination even after submission of examination form and fees.

ACADEMIC FACULTY AND ADMINISTRATIVE STAFF



Dr. J. Sukumar, M.Sc.Ed., M.Phil., Ph.D. - Principal

Sl.No.	Name of the Staff	Qualification	Designation
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PG DEPARTMENTS

DEPARTMENT OF MATHEMATICS

1.	Dr. M. Geetha	M.Sc., M.Phil., Ph.D.	HOD / Asst. Prof.
2.	Ms. S. Sankeetha	M.Sc., M.Phil., B.Ed., SET	Asst. Prof.
3.	Mrs. M. Malathi	M.Sc., M.Phil.	Asst. Prof.
4.	Mrs. A. Annasheela	M.Sc., M.Phil.	Asst. Prof.

DEPARTMENT OF COMPUTER SCIENCE

1.	Mrs. J. Madupriya	M.Sc., M.Phil., M.Tech.,	HOD i/c / Asst. Prof
2.	Mrs. B. Venba	M.Sc., M.Phil., M.Tech.,	Asst. Prof.
3.	Mrs. S. Kavitha	M.C.A., M.Phil.,	Asst. Prof.

DEPARTMENT OF COMMERCE

1.	Mr. S. Kumar	M.Com., M.Ed., NET	HOD / Asst. Prof.
2.	Dr. S. Pandurangan	M.Com., M.Phil., M.F.M., B.Ed., Ph.D., SET	Asst. Prof.
3.	Mrs. S. Sharmila Devi	M.Com., M.Phil., NET	Asst. Prof.
4.	Mr. N. M. Sivarajan	M.A., M.Phil., NET	Asst. Prof. of Economics

UG DEPARTMENTS

DEPARTMENT OF LANGUAGES - TAMIL

1.	Dr. B. Kupuswamy	M.A., M.Phil., Ph.D. NET	HOD / Asst. Prof.
2.	Dr. N. Hemamalathi	M.A., M.Phil., Ph.D.	Asst. Prof.
3.	Dr. V. V. Covindammalle	M.A., M.A(Ling), M.Phil., Ph.D. NET	Asst. Prof.
4.	Dr. S. Dhandapani	M.A., M.Phil., M.A (Edu), Ph.D. SET	Asst. Prof.
5.	Dr. S. Prabha	M.A., B.Ed., M.Phil., Ph.D., NET	Asst. Prof.

DEPARTMENT OF LANGUAGES - HINDI

1.	Mrs. K. Kavitha	M.A., M.Phil. NET	Asst. Prof.
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DEPARTMENT OF LANGUAGES - FRENCH

1.	Mrs. R. Gousika	M.A., M.Phil.	Asst. Prof.
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DEPARTMENT OF LANGUAGES - ENGLISH

1.	Ms. S. Parameshwari	M.A., M.Phil., SET	HOD i/c / Asst. Prof.
2.	Ms. V. Koguila Vardhini	M.A., M.Phil., M.A(Ling), SET	Asst. Prof.
3.	Mrs. C. Oumayal	M.A., M.Phil., SET	Asst. Prof.

Sl.No.	Name of the Staff	Qualification	Designation
4.	Dr. G. Marie Antonette Nancy	M.A., M.Phil., Ph.D. NET	Asst. Prof.
5.	Mrs. Anusha Rajagopalan	M.A.,	Asst. Prof.
6.	Mrs. Prathiba	M.A., M.Phil.,	Asst. Prof.
7.	Mrs. B. Kalaivani	M.A., M.Phil., B.Ed.,	Asst. Prof.
8.	Mrs. M. Rajeswari	M.A., M.Phil., B.Ed.,	Asst. Prof.

DEPARTMENT OF MATHEMATICS

1.	Mr. R. Saravanan	M.Sc., M.Phil., SET	HOD / Asst. Prof.
2.	Mrs. R. Muthamizhselvi	M.Sc., M.Phil.	Asst. Prof.
3.	Mrs. R. Kalpana	M.Sc., M.Phil. SET	Asst. Prof.
4.	Mrs. P. M. Vijayalakshmi	M.Sc., M.Phil.	Asst. Prof.
5.	Mrs. R. Anitha	M.Sc., M.Phil.	Asst. Prof.

DEPARTMENT OF STATISTICS

1.	Dr. S. Neeraja	M.Sc., M.Phil., Ph.D.	Asst. Prof.
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DEPARTMENT OF PHYSICS

1.	Mr. K. Manivannane	M.Sc., M.Phil., SET	HOD / Asst. Prof.
2.	Ms. K. Kalaiyarasi	M.Sc., M.Phil.	Asst. Prof.
3.	Mrs. K. Sivakama Sundari	M.Sc., M.Phil., SET	Asst. Prof.
4.	Mr. D. Nethaji	M.Sc., M.Phil., SET	Asst. Prof.

DEPARTMENT OF CHEMISTRY

1.	Mr. S. Thiagarajan	M.Sc., M.Phil.,	Asst. Prof.
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DEPARTMENT OF COMPUTER SCIENCE

1.	Mrs. D. Saraswathy	M.Sc., M.Phil., NET	HOD / Asst. Prof.
2.	Mrs. R. Saradha	M.C.A., M.Phil.	Asst. Prof.
3.	Mrs. D. Sarvani	M.C.A. SET	Asst. Prof.
4.	Mrs. S. Savitha	M.C.A., M.Phil.	Asst. Prof.
5.	Mrs. R. Durga Devi	M.Sc., M.Phil.	Asst. Prof.
6.	Dr. Anandhi	M.C.A., PGDHRM., PGDHRM., Ph.D.,	Asst. Prof.
7.	Mrs. S. Sathurthi	M.Sc., M.Phil., SET	Asst. Prof.

DEPARTMENT OF COMPUTER APPLICATIONS

1.	Ms. F. Jenö Sandana Brina Rouvier	M.C.A., M.Phil., SET	HOD / Asst. Prof.
2.	Mrs. S. Roshnara Banu	M.Sc., M.Phil., SET	Asst. Prof.
3.	Mr. Prasad Koti	M.Tech.	Asst. Prof.
4.	Mrs. S. Sathya	M.Sc., M.Phil.	Asst. Prof.
5.	Mrs. R. P. Jaia Priyanka	M.Sc., M.Phil.	Asst. Prof.
6.	Mr. S. Balamurugan	M.C.A., M.Phil.	Asst. Prof.

Sl.No.	Name of the Staff	Qualification	Designation
DEPARTMENT OF INFORMATION TECHNOLOGY			
1.	Mr. M. John Jacob	B.Tech., M.C.A., NET	HOD / Asst. Prof.
2.	Mrs. S. Nithiya	M.Tech., NET	Asst. Prof.
3.	Mrs. P. Amudha	M.C.A., M.Phil., SET	Asst. Prof.
4.	Ms. K. Karthika	M.Sc., M.Phil.	Asst. Prof.
5.	Mrs. R. Bhavani	M.C.A., M.Phil.	Asst. Prof.
6.	Mrs. L. Suriya Kala	M.C.A., M.Phil., SET	Asst. Prof.
DEPARTMENT OF COMMERCE			
1.	Mr. S. Natarajan	M.Com., M.Phil., M.B.A., SET	Asst. Prof.
2.	Mr. G. Arun	M.Com., M.Phil., SET	Asst. Prof.
3.	Mr. S. Sankar	M.Com., M.Phil., M.B.A.	Asst. Prof.
4.	Dr. M. Vijayalakshmi	M.Com., M.Phil., Ph.D., NET	Asst. Prof.
5.	Dr. K. Anuradha	M.Com., M.Phil., Ph.D., M.B.A., NET	Asst. Prof.
DEPARTMENT OF CORPORATE SECRETARYSHIP			
1.	Mr. K. Madane	M.Com., M.Phil., M.B.A., NET	Asst. Prof.
2.	Ms. S. Rajaselvi	M.Com., M.Phil., M.B.A., NET, SET	Asst. Prof.
3.	Mr. J. Muralidharan	M.Com., M.Phil., M.B.A., B.Ed.,	Asst. Prof.
4.	Mrs. S. Sangeetha	M.Com., M.Phil., NET	Asst. Prof.
5.	Mr. M. Gowthaman	M.Com (B.F.), M.B.A (Fin), NET	Asst. Prof.
DEPARTMENT OF MANAGEMENT STUDIES			
1.	Dr. T. Muthukumar	M.Com., M.Phil., M.B.A., Ph.D., NET	Asst. Prof.
2.	Dr. S. Jayakumar	M.Com., M.Phil., Ph.D., SET	Asst. Prof.
3.	Mrs. N. Yogalakshmi	M.E.M., M.B.A., M.Phil., NET, M.Com.,	Asst. Prof.
4.	Mrs. S. Sangeetha	M.Com., M.Phil., NET	Asst. Prof.
5.	Mr. S. Prakash	M.A., M.Phil., M.B.A., NET	Asst. Prof.
DEPARTMENT OF PHYSICAL EDUCATION			
1.	Mr. S. Chandrasekar	M.P.Ed., M.Phil.	D.P.E
LIBRARY			
1.	Mrs. K. Radjesvry	M.L.I.S., M.Phil.	Librarian
GUEST FACULTIES			
1.	Mr. P. Balakrishnan	M.Sc.,	Dept. of Maths
2.	Mr. K. Srinivasa Raghavan	M.Sc.,	Dept. of Physics
3.	Dr. M. Doss	M.A., M.Ed., Ph.D., PGDTE (EFL Univ. Hyd)	Dept. of English

Sl.No.	Name of the Staff	Qualification	Designation
LAB INSTRUCTOR			
1.	Mr. A. Manikandan	M.Sc.	Lab Instructor
2.	Ms. M. Meera	M.Sc.	Lab Instructor
3.	Ms. M. Dhiliba	M.C.A.	Lab Instructor
ADMINISTRATIVE STAFF			
1.	Dr. M. Vallathan	M.A., Ph.D.	Administrative Officer
ADMINISTRATIVE WING			
1.	Mr. P. Prasath	B.B.M., Tally ERP 9.3.2	Administrative Asst.
SECRETARIAL WING			
1.	Mrs. P. Prabha	M.Sc., B.Ed.	PA to Principal
SYSTEM WING			
1.	Mr. P. Sankar	B.Com., Tally ERP 9.3.2	System Analyst
ACCOUNTS WING			
1.	Mr. V. Veerabathiran	M.Com.	Accountant
2.	Ms. S. Nirmla	B.C.A.	Cashier
DESPATCH WING			
1.	Mr. V. Sakthivel	M.A.	Office Asst.
LAB ASSISTANT			
1.	Mr. V. Viswanathan	B.Sc.	Lab Asst. Physics
2.	Mr. K. Magesh	B.A., PGDCA	Lab Asst. C.S
OFFICE ASSISTANT			
1.	Mrs. J. Kalaiselvi	B.Com.	Office Asst.
2.	Mrs. M. Rekka	B.Tech	Office Asst.
SECURITY OFFICER			
1.	Mr. G. Ramasamy	B.A.	S.O.
SUB STAFF			
1.	Mr. R. Sankar		Sergeant
2.	Mr. K. Gurunathan		Driver
3.	Mrs. T. Saroja		Sub-Staff
4.	Mrs. K. Gangalakshmi		Sub-Staff
5.	Mrs. A. Arokiamarie		Sub-Staff
6.	Mrs. K. Rukkumani		Sub-Staff
7.	Mrs. R. Malathi		Sub-Staff
8.	Mr. Rajasekar		Sub-Staff
9.	Mr. Marimuthu		Sub-Staff

EXTENSION ACTIVITES

Wing	Position	Officer Incharge
Women's Cell	Chairman Convenor	Dr. J. Sukumar, Principal Dr. N. Hemamalathi, Asst. Prof. of Tamil
Placement Cell	Placement Officer	Mr. G. Arun, Asst. Prof. of Management Studies
NSS	Programme Officer	Mr. B. Kupuswamy, Asst. Prof. of Tamil
Rotaract	Designated Officer	Dr. S. Dhandapani, Asst. Prof. of Tamil
Red Cross, Red Ribbon Club	Designated Officer	Ms. R. Mageshwari Asst. Prof. of Management Studies



As per the orders passed by the
Hon'ble Supreme Court of India
in W.P.No.656/1998 and UGC Regulations - 2009
(Letter No: F-1-16/20079CPP-II, Dt: 17.06.2009)

**RAGGING IS A CRIMINAL OFFENCE
AND IT IS STRICTLY PROHIBITED
IN OUR INSTITUTION**

If any student indulges in any form of ragging he / she is
liable to be punished in accordance with these regulations.

Ragging related offences may be reported to the Principal
Dr. J. Sukumar, Principal - Mobile No. : 93616 78999



IMPORTANT DAYS AND EVENTS



ODD SEMESTER

College Reopening	: 25 th June 2018
Last Day for Payment of Fees without Fine	: 20 th July 2018
Last Day for Payment of Fees with Fine	: 1 st August 2018
First Class test starts from	: 10 th August 2018
Second Class test starts from	: 15 th October 2018
Last Working Day for Senior Students	: 20 th November 2018
Last Working Day for 1 year UG & PG	: 30 th November 2018

EVEN SEMESTER

College Reopening	: 14 th December 2018
Last Day for Payment of Fees without Fine	: 11 th January 2019
Last Day for Payment of Fees with Fine	: 4 th February 2019
First Class test starts from	: 11 th February 2019
Second Class test starts from	: 18 th March 2019
Last Working Day	: 10 th May 2019

NO. OF WORKING DAYS



ODD Semester	- 104
EVEN Semester	<u>- 091</u>
Total No.of Working Days	- 195

No.of Working Days (Monthly)

ODD Semester	EVEN Semester
June 2018 - 05	Dec 2018 - 07
July 2018 - 22	Jan 2019 - 14
Aug 2018 - 20	Feb 2019 - 20
Sep 2018 - 19	Mar 2019 - 21
Oct 2018 - 20	Apr 2019 - 21
Nov 2018 - 18	May 2019 - 08
<u>104</u>	<u>91</u>

JUNE 2018

Date	Day	Particulars	Working Day
1	Friday		-
2	Saturday	Holiday	-
3	Sunday	Holiday	-
4	Monday		-
5	Tuesday		-
6	Wednesday		-
7	Thursday		-
8	Friday		-
9	Saturday	Holiday	-
10	Sunday	Holiday	-
11	Monday		-
12	Tuesday		-
13	Wednesday		-
14	Thursday		-
15	Friday		-
16	Saturday	Holiday	-
17	Sunday	Holiday	-
18	Monday		-
19	Tuesday		-
20	Wednesday	College reopens after summer vacation for staff	-
21	Thursday		-
22	Friday		-
23	Saturday	Holiday	-
24	Sunday	Holiday	-
25	Monday	College reopens after summer vacation for II, III year UG & II PG	- 1
26	Tuesday		2
27	Wednesday		3
28	Thursday		4
29	Friday		5
30	Saturday	Holiday	-

No. of Working Days - 05

JULY 2018

Date	Day	Particulars	Working Day
1	Sunday	Holiday	-
2	Monday		6
3	Tuesday		7
4	Wednesday		8
5	Thursday		9
6	Friday		10
7	Saturday	Holiday	-
8	Sunday	Holiday	-
9	Monday		11
10	Tuesday		12
11	Wednesday		13
12	Thursday		14
13	Friday		15
14	Saturday	Holiday	-
15	Sunday	Holiday	-
16	Monday		16
17	Tuesday		17
18	Wednesday		18
19	Thursday		19
20	Friday	Last day for payment tuition fee without fine	20
21	Saturday	Holiday	-
22	Sunday	Holiday	-
23	Monday	Commencement of 1 year Classes	21
24	Tuesday		22
25	Wednesday		23
26	Thursday		24
27	Friday		25
28	Saturday	Holiday	-
29	Sunday	Holiday	-
30	Monday		26
31	Tuesday		27

No. of Working Days - 21

AUGUST 2018

Date	Day	Particulars	Working Day
1	Wednesday	Last day for payment of tuition fee with fine	28
2	Thursday		29
3	Friday		30
4	Saturday	Holiday	-
5	Sunday	Holiday	-
6	Monday		31
7	Tuesday		32
8	Wednesday		33
9	Thursday		34
10	Friday		35
11	Saturday	Holiday	-
12	Sunday	Holiday	-
13	Monday		36
14	Tuesday		37
15	Wednesday	Independence Day - Holiday	-
16	Thursday	De Jure Transfer Day - Holiday	-
17	Friday		38
18	Saturday	Holiday	-
19	Sunday	Holiday	-
20	Monday		39
21	Tuesday		40
22	Wednesday	Bakrid Holiday	-
23	Thursday		41
24	Friday		42
25	Saturday	Holiday	-
26	Sunday	Holiday	-
27	Monday		43
28	Tuesday		44
29	Wednesday		45
30	Thursday		46
31	Friday		47

SEPTEMBER 2018

Date	Day	Particulars	Working Day
1	Saturday	Holiday	
2	Sunday	Holiday	
3	Monday		48
4	Tuesday		49
5	Wednesday		50
6	Thursday		51
7	Friday		52
8	Saturday	Holiday	-
9	Sunday	Holiday	-
10	Monday		53
11	Tuesday		54
12	Wednesday		55
13	Thursday	Vinayagar Chadhurthi - Holiday	-
14	Friday		56
15	Saturday	Holiday	-
16	Sunday	Holiday	-
17	Monday		57
18	Tuesday		58
19	Wednesday		59
20	Thursday		60
21	Friday		61
22	Saturday	Holiday	-
23	Sunday	Holiday	-
24	Monday		62
25	Tuesday		63
26	Wednesday		64
27	Thursday		65
28	Friday		66
29	Saturday	Holiday	-
30	Sunday	Holiday	-

No. of Working Days - 19

OCTOBER 2018

Date	Day	Particulars	Working Day
1	Monday		67
2	Tuesday	Gandhi Jayanthi - Holiday	-
3	Wednesday		68
4	Thursday		69
5	Friday		70
6	Saturday	Holiday	-
7	Sunday	Holiday	-
8	Monday		71
9	Tuesday		72
10	Wednesday		73
11	Thursday		74
12	Friday		75
13	Saturday	Holiday	-
14	Sunday	Holiday	-
15	Monday		76
16	Tuesday		77
17	Wednesday		78
18	Thursday	Saraswathi Pooja / Ayudha Pooja - Holiday	-
19	Friday	Vijayadasami - Holiday	-
20	Saturday	Holiday	-
21	Sunday	Holiday	-
22	Monday		79
23	Tuesday		80
24	Wednesday		81
25	Thursday		82
26	Friday		83
27	Saturday	Holiday	-
28	Sunday	Holiday	-
29	Monday		84
30	Tuesday		85
31	Wednesday		86

No. of Working Days - 20

NOVEMBER 2018

Date	Day	Particulars	Working Day
1	Thursday	Puducherry Liberation Day - Holiday	-
2	Friday		87
3	Saturday	Holiday	-
4	Sunday	Holiday	-
5	Monday	Deepavali Eve - Holiday	-
6	Tuesday	Deepavali - Holiday	-
7	Wednesday		88
8	Thursday		89
9	Friday		90
10	Saturday	Holiday	-
11	Sunday	Holiday	-
12	Monday		91
13	Tuesday		92
14	Wednesday		93
15	Thursday		94
16	Friday	Holiday	-
17	Saturday	Holiday	-
18	Sunday		95
19	Monday		96
20	Tuesday		97
21	Wednesday	Milad-Un-Nabi - Holiday	-
22	Thursday		98
23	Friday		99
24	Saturday	Holiday	-
25	Sunday	Holiday	-
26	Monday	Last working day for II, III year & II PG Classes	100
27	Tuesday		101
28	Wednesday		102
29	Thursday		103
30	Friday	Last working day for I year UG & I year PG Classes	104

No. of Working Days - 18

DECEMBER 2018

Date	Day	Particulars	Working Day
1	Saturday	Holiday	-
2	Sunday	Holiday	-
3	Monday		-
4	Tuesday		-
5	Wednesday		-
6	Thursday		-
7	Friday		-
8	Saturday	Holiday	-
9	Sunday	Holiday	-
10	Monday		-
11	Tuesday		-
12	Wednesday		-
13	Thursday		-
14	Friday	Classes Commence after Winter Holidays	1
15	Saturday	Holiday	-
16	Sunday	Holiday	-
17	Monday		2
18	Tuesday		3
19	Wednesday		4
20	Thursday		5
21	Friday		6
22	Saturday	Holiday	-
23	Sunday	Holiday	-
24	Monday		7
25	Tuesday		-
26	Wednesday		-
27	Thursday		-
28	Friday		-
29	Saturday	Holiday	-
30	Sunday	Holiday	-
31	Monday		

JANUARY 2019

Date	Day	Particulars	Working Day
1	Tuesday		-
2	Wednesday		-
3	Thursday		-
4	Friday		-
5	Saturday	Holiday	-
6	Sunday	Holiday	-
7	Monday	Classes Commence after Winter Holidays	8
8	Tuesday		9
9	Wednesday		10
10	Thursday		11
11	Friday	Last date for payment of fees without fine	12
12	Saturday	Holiday	-
13	Sunday	Holiday	-
14	Monday	Bhogi - Holiday	-
15	Tuesday	Pongal - Holiday	-
16	Wednesday	Thiruvalluvar Day - Holiday	-
17	Thursday	Uzhavar Thirunal - Holiday	-
18	Friday		13
19	Saturday	Holiday	-
20	Sunday	Holiday	-
21	Monday		14
22	Tuesday		15
23	Wednesday		16
24	Thursday		17
25	Friday		18
26	Saturday	Republic Day - Holiday	-
27	Sunday	Holiday	-
28	Monday	Holiday	-
29	Tuesday		19
30	Wednesday		20
31	Thursday		21

No. of Working Days - 14

FEBRUARY 2019

Date	Day	Particulars	Working Day
1	Friday		22
2	Saturday	Holiday	-
3	Sunday	Holiday	-
4	Monday	Last date for payment of fees with fine	23
5	Tuesday		24
6	Wednesday		25
7	Thursday		26
8	Friday		27
9	Saturday	Holiday	-
10	Sunday	Holiday	-
11	Monday		28
12	Tuesday		29
13	Wednesday		30
14	Thursday		31
15	Friday		32
16	Saturday	Holiday	-
17	Sunday	Holiday	-
18	Monday		33
19	Tuesday		34
20	Wednesday		35
21	Thursday		36
22	Friday		37
23	Saturday	Holiday	-
24	Sunday	Holiday	-
25	Monday		38
26	Tuesday		39
27	Wednesday		40
28	Thursday		41

No. of Working Days - 20

MARCH 2019

Date	Day	Particulars	Working Day
1	Friday		42
2	Saturday	Holiday	-
3	Sunday	Holiday	-
4	Monday		43
5	Tuesday		44
6	Wednesday		45
7	Thursday		46
8	Friday		47
9	Saturday	Holiday	-
10	Sunday	Holiday	-
11	Monday		48
12	Tuesday		49
13	Wednesday		50
14	Thursday		51
15	Friday		52
16	Saturday	Holiday	-
17	Sunday	Holiday	-
18	Monday		53
19	Tuesday		54
20	Wednesday		55
21	Thursday		56
22	Friday		57
23	Saturday	Holiday	-
24	Sunday	Holiday	-
25	Monday		58
26	Tuesday		59
27	Wednesday		60
28	Thursday		61
29	Friday		62
30	Saturday	Holiday	-
31	Sunday	Holiday	-

No. of Working Days - 21

APRIL 2019

Date	Day	Particulars	Working Day
1	Monday		63
2	Tuesday		64
3	Wednesday		65
4	Thursday		66
5	Friday		67
6	Saturday	Holiday	-
7	Sunday	Holiday	-
8	Monday		68
9	Tuesday		69
10	Wednesday		70
11	Thursday		71
12	Friday		72
13	Saturday	Holiday	-
14	Sunday	Tamil New Year Day - Holiday	-
15	Monday		73
16	Tuesday		74
17	Wednesday		75
18	Thursday		76
19	Friday	Good Friday - Holiday	-
20	Saturday	Holiday	-
21	Sunday	Holiday	-
22	Monday		77
23	Tuesday		78
24	Wednesday		79
25	Thursday		80
26	Friday		81
27	Saturday	Holiday	-
28	Sunday	Holiday	-
29	Monday		82
30	Tuesday		83

MAY 2019

Date	Day	Particulars	Working Day
1	Wednesday		84
2	Thursday		85
3	Friday		86
4	Saturday	Holiday	-
5	Sunday	Holiday	-
6	Monday		87
7	Tuesday		88
8	Wednesday		89
9	Thursday		90
10	Friday		91
11	Saturday	Summer Vacation Commences	-
12	Sunday	Holiday	-
13	Monday		-
14	Tuesday		-
15	Wednesday		-
16	Thursday		-
17	Friday		-
18	Saturday		-
19	Sunday		-
20	Monday		-
21	Tuesday		-
22	Wednesday		-
23	Thursday		-
24	Friday		-
25	Saturday		-
26	Sunday		-
27	Monday		-
28	Tuesday		-
29	Wednesday		-
30	Thursday		-
31	Friday		-

No. of Working Days - 08

**PERSONAL DETAILS OF THE STUDENT
A : LATE COMING REGISTER**

Name of the Student :

Class :

Date	Late Time	Student's Signature	Fine Amount Collected	Signature of Staff Incharge	HOD Signature

