



# *Saradha Gangadharan College*

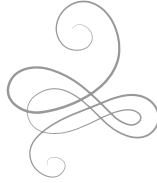
*A Unit of Sri Saradha Gangadharan Educational Trust  
Recognized by UGC u/s 2(f) of the UGC Act, 1956 as a PG Institution  
NAAC accredited Institution  
Affiliated to Pondicherry University*

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

[www.sgc.edu.in](http://www.sgc.edu.in)

## ACADEMIC CALENDAR

(JUNE 2020 - MAY 2021)



Chairman

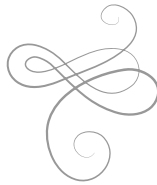
**Sri. G. Swaminathan**

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 so as to improve their quality of life.
- ▶ To pay individual attention, monitor the progress and appraise the parents in moulding 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, Puducherry.

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 Nineteenth 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. Grievances Redressal Cell, 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 மாணவர்களுக்குள்ளும் 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.

பக்கலைக்கழக 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.

பத்தொன்பது ஆண்டுகள் நிறைவடைந்துள்ள நிலையில் சாரதா கங்காதரன் 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 திட்டம் (NSS) ரோட்டராக்ட் சங்கம் (Rotaract Club) செந்நாடா சங்கம் (Red Ribbon Club) செஞ்சிலுவை சங்கம் (Red Cross) மற்றும் மகளிர் குழுவும் (Women's Cell) மற்றும் குறைதீர்ப்புக் குழுவும் 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 கழுவலைக் கட்டமைப்பதிலும், சிறந்த நட்புறவை வளர்த்தல் மற்றும் வளமான எதிர்காலத்தை வழங்குவதற்கான உறுதியையும் வழங்குகின்றது.

# **COURSES OFFERED**



## **Undergraduate**

- 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.
- B.A. English (Language and Literature)

## **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 inside the campus. Students should wear only formal dresses within the campus. The following dresses should be strictly avoided  
**Boys:** Patched 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), Tight wears, Netted sleeves, Netted shawls, etc.
5. Every student should inculcate self discipline in and out of the class room.
6. Late coming should be avoided.
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 and appropriate action will be initiated against the student.
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
  - g. Under the influence of alcohol in the campus
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 inside the campus. Such students 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.
3.	Dr. M. Malathi	M.Sc., M.Phil.	Asst. Prof.
4.	Dr. A. Annasheela	M.Sc., M.Phil., Ph.D.	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. D. Saraswathi	M.Sc., M.Phil., NET	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.	Dr. S. Jayakumar	M.Com., M.Phil., Ph.D., SET	Asst. Prof.

## UG DEPARTMENTS

### DEPARTMENT OF TAMIL

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

### DEPARTMENT OF HINDI

1.	Mrs. K. Kavitha	M.A., M.Phil., NET, M.A (Edu), B.Ed., NET, SET	Asst. Prof.
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### DEPARTMENT OF FRENCH

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

1.	Mrs. C. Oumayal	M.A., M.Phil., Ph.D., SET	HOD i/c / Asst. Prof.
2.	Dr. D. Jeba	M.A., M.Phil., Ph.D.,	Asst. Prof.
3.	Mr. N. Ganesh	M.A., M.Phil., B.Ed., SET	Asst. Prof.
4.	Mrs. S. Prathiba	M.A., M.Phil.	Asst. Prof.

Sl.No.	Name of the Staff	Qualification	Designation
5.	Mrs. M. Kanika Priya	M.A., M.A (Ling), M.Phil.	Asst. Prof.
6.	Mr. A. Plimco Dass	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.	Ms. S. Sankeetha	M.Sc., M.Phil., B.Ed., SET	Asst. Prof.
4.	Mrs. P. M. Vijayalakshmi	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.	Mrs. 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.
5.	Mrs. C. Anitha Devi	M.Sc., M.Phil.,	Asst. Prof.

#### DEPARTMENT OF CHEMISTRY

1.	Mrs. S. Vijayalakshmi	M.Sc., M.Phil.,	Asst. Prof.
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#### DEPARTMENT OF COMPUTER SCIENCE

1.	Mrs. S. Kavitha	M.C.A., M.Phil.	HOD / Asst. Prof.
2.	Mrs. D. Sarvani	M.C.A., SET, NET	Asst. Prof.
3.	Mrs. S. Savitha	M.C.A., M.Phil.	Asst. Prof.
4.	Mr. S. Balamurugan	M.C.A., M.Tech.	Asst. Prof.
5.	Mrs. M. Valli	M.Sc., M.Phil.	Asst. Prof.
7.	Mr. T. Bharathi	M.C.A., NET	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.	Dr. Prasad Koti	M.Tech., Ph.D.	Asst. Prof.
4.	Dr. S. Sathya	M.Sc., M.Phil., Ph.D.	Asst. Prof.
5.	Mrs. R. Durga Devi	M.Sc., M.Phil.	Asst. Prof.
6.	Dr. M. Sangeetha	M.Sc., M.Tech., Ph.D.	Asst. Prof.

Sl.No.	Name of the Staff	Qualification	Designation
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**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.	Dr. L. Suriya Kala	M.C.A., M.Phil., Ph.D., SET	Asst. Prof.

**DEPARTMENT OF COMMERCE**

1.	Dr. S. Natarajan	M.Com., M.Phil., M.B.A., Ph.D., SET	HOD / Asst. Prof.
2.	Mr. G. Arun	M.Com., M.Phil., SET	Asst. Prof.
3.	Dr. S. Sankar	M.Com., M.Phil., M.B.A.,MSW, Ph.D.	Asst. Prof.
4.	Dr. M. Vijayalakshmi	M.Com., M.Phil., Ph.D., NET	Asst. Prof.
5.	Dr. K. Anuradha	M.Com., M.Phil., M.B.A., Ph.D., NET	Asst. Prof.
6.	Dr. K. Banumathy	M.Com., M.Phil., Ph.D., SET, NET	Asst. Prof.
7.	Mr. M. Gowthaman	M.Com (B.F.), M.B.A (Fin), NET	Asst. Prof.

**DEPARTMENT OF CORPORATE SECRETARYSHIP**

1.	Dr. K. Madane	M.Com., M.Phil., M.B.A., Ph.D., NET	HOD / Asst. Prof.
2.	Ms. S. Rajaselvi	M.Com., M.Phil., M.B.A., NET	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.	Mrs. I. Hemalatha	M.Com., M.Phil., NET	Asst. Prof.

**DEPARTMENT OF MANAGEMENT STUDIES**

1.	Dr. T. Muthukumar	M.Com., M.Phil., M.B.A., Ph.D., NET	HOD / Asst. Prof.
2.	Mrs. S. Sharmila Devi	M.Com., M.Phil., NET	Asst. Prof.
3.	Dr. N. Yogalakshmi	M.F.M., M.B.A., M.Phil., M.Com., Ph.D., NET	Asst. Prof.
4.	Mrs. R. Mageshwari	M.B.A., PGDHRM., NET	Asst. Prof.

**DEPARTMENT OF ECONOMICS**

1.	Mr. N.M. Sivarajan	M.S., M.Phil., NET	Asst. Prof.
2.	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
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**LIBRARY**

1.	Mrs. K. Radjesvry	M.L.I.S., M.Phil.	Librarian
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Sl.No.	Name of the Staff	Qualification	Designation
<b>LAB INSTRUCTOR</b>			
1.	Mr. A. Manikandan	M.Sc. (C.S)	Lab Instructor
2.	Mrs. M. Meera	M.Sc. (C.S)	Lab Instructor
3.	Mrs. S. Parameswari	M.Sc. (C.S)	Lab Instructor
<b>ADMINISTRATIVE WING</b>			
1.	Mr. P. Prasath	B.B.M.	Admin / Asst.
<b>SECRETARIAL WING</b>			
1.	Mrs. P. Prabha	M.S., B.Ed.	PA to Principal
<b>SYSTEM WING</b>			
1.	Mr. P. Sankar	B.Com., Tally ERP 9.3.2	System Analyst
<b>ACCOUNTS WING</b>			
1.	Mr. V. Veerabathiran	M.Com., B.Ed., PGDCA	Accountant
2.	Ms. S. Nirmala	B.C.A.	Cashier
<b>DESPATCH WING</b>			
1.	Mr. V. Sakthivel	M.A.	Office Asst.
<b>LAB ASSISTANT</b>			
1.	Mr. V. Viswanathan	B.Sc.	Lab Asst. Physics
2.	Mr. K. Magesh	B.A., PGDCA	Lab Asst. C.S
<b>OFFICE ASSISTANT</b>			
1.	Mrs. J. Kalaiselvi	B.Com.	Office Asst.
<b>SECURITY OFFICER</b>			
1.	Mr. G. Ramasamy	B.A.	Security Officer
<b>SUB-STAFF</b>			
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. M. Rajasekar		Sub-Staff
9.	Mr. T. 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 Commerce
NSS	Programme Officer	Dr. S. Maria Selvam Lequatorze, Asst. Prof. of Tamil
Rotaract	Designated Officer	Dr. S. Dhandapani, Asst. Prof. of Tamil
Red Cross, Red Ribbon Club	Designated Officer	Mrs. R. Mageshwari Asst. Prof. of Management Studies
EDP Cell	Chairman	Dr. S. Sankar, Asst. Prof. of Commerce



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**

## NO. OF WORKING DAYS



ODD Semester	- 90
EVEN Semester	- <u>117</u>
Total No.of Working Days	- 207

### No.of Working Days (Monthly)

<b>ODD Semester</b>	<b>EVEN Semester</b>
June 2020 - 00	Dec 2020 - 24
July 2020 - 22	Jan 2021 - 19
Aug 2020 05	Feb 2021 - 24
Sep 2020 - 23	Mar 2021 - 26
Oct 2020 - 20	Apr 2021 - 24
Nov 2020 - <u>20</u>	May 2021 - <u>00</u>
<b>90</b>	<b>117</b>

## JUNE 2020

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

Date	Day	Particulars	Working Day
1	Wednesday	College Reopens for staff on rotation basis	.
2	Thursday	Online classes commence for II, III year UG and II year PG	1
3	Friday		2
4	Saturday	Holiday	-
5	Sunday	Holiday	-
6	Monday		3
7	Tuesday		4
8	Wednesday		5
9	Thursday		6
10	Friday		7
11	Saturday	Holiday	-
12	Sunday	Holiday	-
13	Monday		8
14	Tuesday		9
15	Wednesday		10
16	Thursday		11
17	Friday		12
18	Saturday	Holiday	-
19	Sunday	Holiday	-
20	Monday		13
21	Tuesday		14
22	Wednesday		15
23	Thursday		16
24	Friday		17
25	Saturday	Holiday	-
26	Sunday	Holiday	-
27	Monday		18
28	Tuesday		19
29	Wednesday		20
30	Thursday		21
31	Friday		22

## AUGUST 2020

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

SEPTEMBER 2020

Date	Day	Particulars	Working Day
1	Tuesday		28
2	Wednesday		29
3	Thursday		30
4	Friday		31
5	Saturday	Holiday	-
6	Sunday	Holiday	-
7	Monday		32
8	Tuesday		33
9	Wednesday		34
10	Thursday		35
11	Friday		36
12	Saturday		37
13	Sunday	Holiday	-
14	Monday		38
15	Tuesday		39
16	Wednesday		40
17	Thursday		41
18	Friday		42
19	Saturday	Holiday	-
20	Sunday	Holiday	-
21	Monday		43
22	Tuesday		44
23	Wednesday		45
24	Thursday		-
25	Friday		46
26	Saturday		47
27	Sunday	Holiday	-
28	Monday		48
29	Tuesday		49
30	Wednesday		50

**OCTOBER 2020**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
1	Thursday		51
2	Friday	Gandhi Jayanthi - Holiday	-
3	Saturday	Holiday	-
4	Sunday	Holiday	-
5	Monday		52
6	Tuesday		53
7	Wednesday		54
8	Thursday		55
9	Friday		56
10	Saturday		57
11	Sunday	Holiday	-
12	Monday		58
13	Tuesday		59
14	Wednesday		60
15	Thursday		61
16	Friday		62
17	Saturday	Holiday	-
18	Sunday	Holiday	-
19	Monday		63
20	Tuesday		64
21	Wednesday		65
22	Thursday		66
23	Friday		67
24	Saturday	Holiday	-
25	Sunday	Saraswathi Pooja - Holiday	-
26	Monday	Vijayadasami - Holiday	-
27	Tuesday		68
28	Wednesday		69
29	Thursday		70
30	Friday	Miladi Nabi - Holiday	-
31	Saturday		-



**NOVEMBER 2020**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
1	Sunday	Puducherry Liberation Day - Holiday	-
2	Monday		71
3	Tuesday		72
4	Wednesday		73
5	Thursday		74
6	Friday		75
7	Saturday	Holiday	-
8	Sunday	Holiday	-
9	Monday		76
10	Tuesday		77
11	Wednesday		78
12	Thursday		79
13	Friday	Diwali Eve - Holiday	-
14	Saturday	Diwali - Holiday	-
15	Sunday	Holiday	-
16	Monday		80
17	Tuesday		81
18	Wednesday		82
19	Thursday		83
20	Friday		84
21	Saturday	Holiday	-
22	Sunday	Holiday	-
23	Monday		85
24	Tuesday		86
25	Wednesday		87
26	Thursday		88
27	Friday		89
28	Saturday	Holiday	-
29	Sunday	Holiday	-
30	Monday		90

**No. of Working Days - 20**

**DECEMBER 2020**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
1	Tuesday		91
2	Wednesday		92
3	Thursday		93
4	Friday		94
5	Saturday	Holiday	-
6	Sunday	Holiday	-
7	Monday		95
8	Tuesday		96
9	Wednesday		97
10	Thursday		98
11	Friday		99
12	Saturday		100
13	Sunday	Holiday	-
14	Monday		101
15	Tuesday		102
16	Wednesday		103
17	Thursday		104
18	Friday		105
19	Saturday		106
20	Sunday	Holiday	-
21	Monday		107
22	Tuesday		108
23	Wednesday		109
24	Thursday		110
25	Friday	Christmas - Holiday	-
26	Saturday	Holiday	-
27	Sunday	Holiday	-
28	Monday		111
29	Tuesday		112
30	Wednesday		113
31	Thursday		114

**JANUARY 2021**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
1	Friday	New Year - Holiday	-
2	Saturday	Holiday	-
3	Sunday	Holiday	-
4	Monday		115
5	Tuesday		116
6	Wednesday		117
7	Thursday		118
8	Friday		119
9	Saturday		120
10	Sunday	Holiday	-
11	Monday		121
12	Tuesday		122
13	Wednesday	Bhogi - Holiday	-
14	Thursday	Pongal - Holiday	-
15	Friday	Thiruvalluvar Day - Holiday	-
16	Saturday	Uzhavar Thirunal - Holiday	-
17	Sunday	Holiday	-
18	Monday		123
19	Tuesday		124
20	Wednesday		125
21	Thursday		126
22	Friday		127
23	Saturday		128
24	Sunday	Holiday	-
25	Monday		129
26	Tuesday	Republic Day - Holiday	-
27	Wednesday		130
28	Thursday		131
29	Friday		132
30	Saturday		133
31	Sunday	Holiday	-

**FEBRUARY 2021**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
1	Monday		134
2	Tuesday		135
3	Wednesday		136
4	Thursday		137
5	Friday		138
6	Saturday		139
7	Sunday	Holiday	-
8	Monday		140
9	Tuesday		141
10	Wednesday		142
11	Thursday		143
12	Friday		144
13	Saturday		145
14	Sunday	Holiday	-
15	Monday		146
16	Tuesday		147
17	Wednesday		148
18	Thursday		149
19	Friday		150
20	Saturday		151
21	Sunday	Holiday	-
22	Monday		152
23	Tuesday		153
24	Wednesday		154
25	Thursday		155
26	Friday		156
27	Saturday		157
28	Sunday	Holiday	-

**MARCH 2021**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
1	Monday		158
2	Tuesday		159
3	Wednesday		160
4	Thursday		161
5	Friday		162
6	Saturday		163
7	Sunday	Holiday	-
8	Monday		164
9	Tuesday		165
10	Wednesday		166
11	Thursday		167
12	Friday		168
13	Saturday		169
14	Sunday	Holiday	-
15	Monday		170
16	Tuesday		171
17	Wednesday		172
18	Thursday		173
19	Friday		174
20	Saturday		175
21	Sunday	Holiday	-
22	Monday		176
23	Tuesday		177
24	Wednesday		178
25	Thursday		179
26	Friday		180
27	Saturday		181
28	Sunday	Holiday	-
29	Monday	Holi - Holiday	-
30	Tuesday		182
31	Wednesday		183

**No. of Working Days - 26**

**APRIL 2021**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>Working Day</b>
1	Thursday		184
2	Friday	Good Friday - Holiday	-
3	Saturday		185
4	Sunday	Holiday	-
5	Monday		186
6	Tuesday		187
7	Wednesday		188
8	Thursday		189
9	Friday		190
10	Saturday		191
11	Sunday	Holiday	-
12	Monday		192
13	Tuesday		193
14	Wednesday	Tamil New Year - Holiday	-
15	Thursday		194
16	Friday		195
17	Saturday		196
18	Sunday	Holiday	-
19	Monday		197
20	Tuesday		198
21	Wednesday		199
22	Thursday		200
23	Friday		201
24	Saturday		202
25	Sunday	Holiday	-
26	Monday		203
27	Tuesday		204
28	Wednesday		205
29	Thursday		206
30	Friday		207

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

**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



**PERSONAL DETAILS OF THE STUDENT  
B : LEAVE REGISTER**

Name of the Student :

Class :

Sl.No.	Leave required date(s)	No. of days	Reasons	Student's Signature	Parent's Signature	Class Teacher Signature	HOD Signature

### C : REMARKS ON PARENTS VISIT / MEET

Date		Parent's Signature