



St. Mary's College (Autonomous)
Reaccredited with 'A+' Grade by NAAC (Cycle IV)
Thoothukudi



Criterion: II – Teaching- Learning and Evaluation
2.1: Teaching Learning Process
Year: 2018-2023



2.3.3 Preparation and adherence of Academic Calendar and Teaching Plans

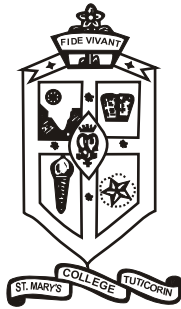


**Academic Calendar
2018-2019**

ST. MARY'S COLLEGE (Autonomous)

(Re-accredited with 'A' Grade by NAAC)

THOOTHUKUDI



2018 - 2019

Postal Address

St. Mary's College (Autonomous)
104, North Beach Road
Thoothukudi - 628 001

2018 - 2019 Administrators

Secretary	- Sr. Flora Mary
Principal	- Dr. Sr. A.S.J. Lucia Rose
Vice Principal	- Dr. Sr. A. Arockia Jenecius Alphonse
Controller of Examinations	- Dr. N. Arokiya Mary
Director of SSC	- Sr. Peregrina

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he

Bharatha bahgya Vidhata

Punjab Sindhya Gujarata Maratha

Dravida Utkala Vanga

Vindhya Himachala Yamuna Ganga

Uchchala jaladhi taranga

Tava Shuba name jage

Tava Shuba ashisha mage

Gahe tava jaya gatha

Jana gana mangala dayaka jaya he

Bharatha bhagya vidhata

Jaya he jaya he jaya he

Jaya jaya jaya jaya he.

- Rabindranath Tagore

PLEDGE

India is my country. All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders, respect and
treat everyone with love and courtesy.

To my country and my people, I pledge my devotion; and in
their well-being and prosperity alone, lies my happiness.

தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்

சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்

தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்

தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே

அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற

எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே! தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து செயல்மறந்து

வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

CONTENTS

	Page No.
Principal's Message	3
Personal Memoranda	4
College Prayer & College Anthem	5
College Emblem, Marian Vision & Mission	6
Foundation and Roots of the College	7
Succession of Principals	8
Milestones - Marked Beginnings	9
Marked Events	11
Goals and Objectives	17
Courses Offered	18
Co-Curricular Activities	23
Extra Curricular Activities	24
Rules and Regulations	27
Fee Regulations	29
Campus Utilities	32
General Administration	35
Committees & Staff-in-charge	36
Departments and Faculty Members	51
Academic Calendar	60
Evaluation Procedures - Rules & Regulations	97
Time Table	119
Particulars of Leave Taken	121

“The highest education is that which does not merely give information but makes our life in harmony with all existence”

-Rabindranath Tagore

Dear Marians,

Greetings from the Principal!

St. Mary's college strives hard to empower women through formal and non-formal education, to bring to light the best in every person for her self- development and consequently for the betterment of the society at large. Education empowers women to overcome the challenges, raises their status in family and society and strengthens them to act as agents of social change. The pursuit of our institution is to channelize fruitfully the potentials of the young generation and help them experience a gratifying growth in their personality and career.

Harmony is the theme for this academic year 2018-2019. Harmony promotes positive interactions and experiences, with diverse peers, breaking all the differences and barriers, and enables one to work in peace, for the growth and development of the student community. Harmony culture, the basic need in any organization, leads to increased self awareness, develops relationships, enhances team work, sustains quality and steers the institution towards excellence.

Let us therefore explore the possibilities of enriching life, embarking on a personal discovery of the soul and uncover the magnificent potential within us. Let's work in harmony to make our college proud. May the blessings of God Almighty and the guidance of Mother Mary, lead us to fullness of life.

In Harmony, we find peace.

In peace, we find bliss.

In bliss, we find fulfillment.

I wish everyone in the college, a peaceful, meaningful, productive year of Harmony!

Lucia Rose

Dr. Sr. A.S.J. Lucia Rose

PERSONAL MEMORANDA

Name :

Date of Birth: Aadhaar No. Blood Group :.....

Degree and Department: Register Number :

Father's Name : Occupation:

Father's Office/Mobile No. :

Mother's Name : Occupation:

Mother's Office/Mobile No. :

Residential Address:

.....

Permanent Address:

..... Contact No.:

Mode of Transport :

Licence No.

Auto(or)Taxi Driver's Name :

MobileNo. :

Vehicle No. :

Names of sisters studying in St.Mary's (if any, mention Dept. & Year)

Date:

Signature of Parent/Guardian

Students must bring this Academic Calendar daily to College. Any change in the above data should be intimated to the teacher / warden.

Signature of the Teacher / Warden

COLLEGE MORNING PRAYER

Almighty God, our loving Father, we love you with our whole hearts and above all things. We offer to you all our thoughts and actions, and ask you to bless us during this day / week. Help us so that we may always know, love and serve you, and be eternally happy with you in Heaven.

O God, who are the truth and the origin of all knowledge, bless our studies which we consecrate to you. Enlighten our minds, strengthen our memories and direct our wills towards what is right. Grant us to seek truth always and make us truly wise

PRAYER BEFORE CLASS

Our father who art in Heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth, as it is in Heaven. Give us this day our daily bread. Forgive us our trespassers, as we forgive those who trespass against us. Lead us not into temptation. But deliver us from evil.

COLLEGE ANTHEM

The bells of St. Mary's
Are sweetly they're calling
Awaking all brightness
And laughter and cheer
While we tune our voices
In praise of St. Mary's
As loyal true to white and blue
We'll e'er remain

The bells of St. Mary's are calling today
They tell of sweet memories and friendship so gay
They tell of the efforts and victories grand
Of our beloved Alma Mater's scholarly stand.

The bells of St. Mary's they chime forth our joy
Our love and our loyalty without alloy
With Mary our Mother still guiding our youth,
In fair paths of Virtue and Honour and Truth.

College Emblem



The emblem of St. Mary's College with the motto "FIDE VIVANT" (Live by Faith) signifies the purpose of Catholic Education. The burning torch and the map of our country on the sinister side imply that the power of knowledge imparted in our institution is a nation building exercise. The open book and the star on the dexter side are symbolic of our aim to elevate the position of women as agents of social justice and gender equality through education. The central logo is the symbol of the Congregation of Mother of Sorrows, Servants of Mary with their vision and mission of compassionate education .

MARIAN VISION AND MISSION

VISION

To make young women agents of an egalitarian society through liberative education.

MISSION

To empower women through regular and non-formal programmes to make them economically independent and socially aware so that they make better homes and contribute to family and social progress.

FOUNDATION AND ROOTS OF THE COLLEGE

The Congregation of Mother of Sorrows, Servants of Mary (Servite Sisters) is an indigenous Women's Congregation founded in 1854 at Tiruchirappalli, TamilNadu, numbering around 1000 sisters working in 150 communities spread in North and South India, Myanmar, Italy, Philippines and Australia. The Servites render their service in schools, colleges, social service centres, hospitals, dispensaries, schools for visually challenged and hearing impaired and Mission Stations.

St.Mary's College, a Catholic Institution of Higher Education for Women, run by the Servite Sisters was founded in 1948, by the joint efforts of Msgr. Francis Tiburtius Roche SJ (Bishop of Thoothukudi), Fr. B.S. Soosainathar (Former Manager of the College) and the Servite Superiors for Higher Education, especially for the marginalized women of the coastal region. It enjoys a rich academic and spiritual heritage as a Christian minority institution for the past seven decades. The institution has made its mark in empowering women in their march towards excellence and liberation, right from its inception.

Affiliated to Manonmaniam Sundaranar University, the college offers Graduate, Post Graduate, M.Phil. and Ph.D. programmes. Besides academics, the college aims at the integral development of students, especially in Spiritual, Social and Civic values.

The college became autonomous in 2009. Satisfied with the successful performance of the college, the Autonomy Renewal Committee renewed and extended the status upto 2021.

Succession - List of Principals

Sr. Janet Mary	1948 - 1950
Sr. Teresita Mary	1950 - 1954
Sr. Arockia Mary	1954 - 1958
Sr. Teresita Mary	1958 - 1976
Dr. Sr. Eucharista Mary	1976 - 1980
Dr. Sr. Vitalina Mary	1980 - 1992
Dr. Sr. Beatina Mary	1992 - 1997
Dr. Sr. Avelin Mary	1997 - 2000
Dr. Sr. Josephine Jeyarani	2000 - 2005
Dr. Sr. Arulananda Mary	2005 - 2010
Dr. Sr. S. Decla	2010 - 2014
Dr. Sr. S. Alphonse Roseline Mary	2014 - 2018

Telephone Numbers

Principal	: 2321606
Secretary	: 2339166
College Office	: 2320946
Controller of Examinations	: 2338777
Deans' Office	: 2300024
Self Supporting Courses	: 2324221
Convent	: 2321460
Hostel	: 2327937
STD Code	: 0461
FAX	: 0461-2320947
E-mail	: smctuty@gmail.com
Website	: www.stmaryscollege.edu.in

MILESTONES

MARKED BEGINNINGS

- 1948 On July 1, St. Mary's College was founded with 21 girls at St. Aloysius Girls' High School
- 1951 The college becomes a first grade college of Madras University with B.A. Mathematics and Economics
- 1956 PUC started with 81 students
- 1957 B.Sc. Mathematics, Chemistry and Botany
- 1963 B.A. English Literature, History and Zoology
- 1967 M.A. English Literature
- 1972 M.Sc. Botany
- 1975 B.Com.
- 1976 M.A. History
- 1979 B.Sc. Physics
- 1980 M.Com.
- 1984 M. Sc. Zoology
- 1985 B.A. Tamil Literature
- 1987 M. Phil. Botany and Certificate Course in Gandhian Thought
- 1989 B. Sc. Computer Science and M. Phil. Zoology
- 1991 M. Phil. English Literature
- 1992 Post Graduate Diploma Course in Computer Application
- 1997 Servite Computer Literacy Programme (SCLP)
- 1999 Computer 'O' Level Course introduced
- 2000 M. Phil. and Ph.D. in Botany
- 2002 Introduction of Self Financing Courses -M.Sc. Mathematics and B.Com.
- 2003 B.Sc. Microbiology and Bio-Chemistry (SSC)
- 2004 Certificate courses : Tally packages,
Computer Literacy Programme (CLP) and Career Guidance
- 2006 M. Phil. History

- 2007 M.Sc. Microbiology (SSC)
- 2008 M.Phil. Zoology
- 2008 Ph.D. in History
- 2008 Stepping into Autonomy - Autonomous Commission's visit
- 2009 Implementation of Autonomy
- 2010 Ph.D. in Zoology
- BBA (SSC)
- B.Sc. Mathematics (SSC)
- 2011 UGC Sponsored Certificate Course in Ornamental Fish Management
- 2012 B.A. English Literature (SSC)
- MHRM (Master of Human Resource Management, UGC Sponsored Innovative Programme)
- 2013 M.A. Economics (SSC)
- Ph. D. in English and Commerce
- 2014 B.Com. with Computer Application (SSC)
- M.Phil. Commerce (SSC)
- 2015 B.Com. General (SSC)
- M.Sc. Physics (SSC)
- M.Phil. English (SSC)
- Ph.D. in Mathematics (SSC)
- Extension of Autonomous Status
- 2016 Implementation of School System
- M.Sc. Chemistry (SSC)
- M.Sc. Computer Science (SSC)
- 2017 B.Sc. Psychology (SSC)
- B.Sc. Visual Communication (SSC)
- M.Phil Mathematics (SSC)

MARKED EVENTS

- 1950 St. Mary's College founded at St. Aloysius Girls Hr. Sec. School (1948) was relocated at the present campus
- 1953 Ethel Harvey Hostel, the first New Building in the campus was opened by Mrs. Ethel Harvey & Mr. Graig Harvey
- 1955 The life size statue of Our Lady of Fatima (15 ft.) on the chimney (90 ft.high) blessed
- 1957 Visit of Dr. C. P. Ramasamy Iyer, Advocate - General of Madras Presidency in connection with the local celebration of the Madras University
- ✽ Inauguration of Alumnae Association
 - ✽ Visit of the Honourable Minister Lourdammal Simon and Governor A.J. John and his wife
- 1958 Physics Laboratory blessed and opened
- ✽ Visit of Sri. B. Medhi, the Governor of Madras and Mrs.Medhi
- 1959 Botany and Zoology buildings blessed
- 1960 The new dining hall of the Hostel and the Chemistry block blessed
Visit of Sri Ramaiah, Minister of Electricity and Transport
- 1960 Permanent affiliation granted
- 1961 Library extended with a reading room
- 1962 Hostel extended
- ✽ Auditorium, non-resident students' centre, office and the Physics Department constructed
 - ✽ Visit of Shri. Kamaraj, the Honorable Chief Minister of Tamilnadu
- 1966 Nine lecture halls opened by the Vice-Chancellor of Madurai University.
- 1968 The beautiful Chapel of the College blessed.
- 1969 The new block of Botany and Zoology departments and the College office inaugurated by Fr. T.N. Sequeria S.J.
- 1970 Sacerdotal Golden Jubilee of Fr. B.S. Soosainather.

1973	Silver Jubilee of the College. Hon. Gov. K. K. Shah, The Governor of Tamilnadu, Dr.M.Varadarasan, Vice Chancellor of MK University participated in the function
	✳ The New Hostel blessed and opened
1974	The open-air auditorium blessed by Most Rev. Ambrose, Bishop of Thoothukudi, as a memorial of the Silver Jubilee of the College
1975	Rev.Fr.B.S.Soosainather's departure to heavenly abode (10.3.1975)
1984	Soosainather Block for PG Departments blessed and opened
1990	Sacred Heart Marine Research Centre blessed and opened
1992	Valan Computer Block, Guest House and Fatima Hall blessed and opened
1993	Fr. B.S.Soosainather Birth Centenary Celebrations - BSS memorial fountain at the entrance - BSS Centenary Endowment Fund instituted
1994	Renovation of the library building BLOSSOM - Ford Foundation's Campus Diversity Initiative - Major Project grant of \$50,000. Our college is one of the 11 colleges in India To have received this exclusive credit
1995	College Day presided over by Hon'ble Minister Shri. A. Arunachalam MP
	✳ BLOSSOM accepted by MS University for Part V
1998	Golden Jubilee Year
1998	'MARYGOLD'-competitions held, Mrs. Jenifer Chandran, Hon'ble Minister of Fisheries, Govt. of Taminadu was the Chief Guest
	✳ Laying of the foundation stone of Golden Jubilee memorial building by Rt. Rev. Thomas Fernando, DDCL
	✳ Golden Jubilee Celebrations Finale - President - Rev. Sr. Corona Mary, O.S.M. Superior General. Chief Guest - Her Excellency Justice M.Fathima Beevi, Governor of Tamilnadu. Distinguished Guests - Dr.K.P.Aravaanan, Vice Chancellor, Manonmaniam Sundaranar University and Thiru Malik Feroze Khan, IAS, Thoothukudi District Collector
1999	Inauguration of the Veeranganai Unit by Thiru. George Fernandez, Honourable Minister for Defence, Govt. of India

1999	Accredited by the National Assessment and Accreditation Council (NAAC)
2000	Dolorosa Block -blessed and opened
2004	Internet Browsing Centre - blessed and opened
2005	Inauguration of Community Development Programme
	✳ Re-Accredited with B ++ Grade by NAAC
2006	Convocation-Addressed by Dr. P. Chellathurai, Registrar of Manonmaniam Sundaranar University, Tirunelveli
	✳ UGC Minor Research Project - Economics
2007	College Day - Chief Guest Dr. Mrs. Cynthia Pandian, Vice-Chancellor of Manonmaniam Sundaranar University, Tirunelveli
2007	Diamond Jubilee Year - Inauguration by Mr.Appadurai, MP
	✳ 'Dia-Dazzle'-Inter-Collegiate Cultural Competitions -Inauguration by Tmt. P. Geetha Jeevan, Hon'ble Minister for Animal Husbandry and Social Welfare
	✳ UGC Minor Research Project - Economics
2008	Convocation-Addressed by Tamilnadu Assembly Speaker Thiru. Avudaiappan.
	✳ July 1 st - Celebration of Founders' Day
	✳ 'Marian Dia-Expo' - Grand Scale Arts and Science Exhibition inaugurated by Thiru Palaniyandi, Collector, Thoothukudi District
	✳ 'Madonna Block' -blessed and opened by Rev. Fr. Oswald, Vicar General of Thoothukudi Diocese
	✳ Inauguration of Pearl Research Centre for History, Culture and Tourism
2008	DIAMOND JUBILEE - Grand Celebration
	✳ Inauguration of Diamond Jubilee Memorial Hall by Rt. Rev. Bishop Dr.Yvon Ambrose.
	Chief Guests Dr. K. Ponmudi, Hon'ble Minister for Higher Education, Tmt. P. Geetha Jeevan, Hon'ble Minister for Animal Husbandry and Social Welfare, Tamilnadu Government. Dr. R. Palaniyandi, District Collector, Thoothukudi, Dr. Sabapathy Mohan, Vice-Chancellor, M.S.University Tirunelveli, and Mrs. R.Kasthuri Thangam, Mayor, Thoothukudi Corporation

	* Alumnae Day President - Rev. Mother Ladisca Mary OSM. * Grand Finale- Presided by Dr. Sr. Corona Mary OSM, Superior General, Chief Guest Dr. N. Markandan, former Vice-Chancellor of Gandhigram University
2009	Feb-11 - Language Lab inaugurated in Madonna Block
	* July 1st - Inauguration of Autonomy
2010	New Arch at the entrance blessed and opened
	* Renovation of Principal Office, Secretary Office, Staff Office and Departments of History, Botany, Zoology and Commerce * Renovated Auditorium blessed and opened * CDP TOUCH - Inaugurated by Hon. Minister for Social Welfare Tmt. P. Geetha Jeevan * UGC - Major Research Project -Botany
2011	Graduation Day addressed by Dr.Tmt. Aruna Sivakami Ananthakrishnan, Vice Chancellor, Mother Teresa Women's University, Kodaikanal
	* Language lab shifted to New Hostel * New Canteen and Equal Opportunity Centre blessed * Marian Aquarium and Snows Gymnasium blessed * Pavement road laid in the campus * New Teresa Hostel opened by Dr. G. Srinivas, Joint Secretary, UGC- SERO, Hyderabad * Renovation of Department of Mathematics * Renovation of College Portico * Renovation of II M.Com. class room * Foundation laid for Indoor Stadium with UGC grant * UGC - Major Research Project - History
2012	New Class rooms for MHRM
	* Conference Hall opened by Sr.Eustacia Mary, General Councillor, Servite Generalate (20.1.2012) * Release of Research Journal "Marian Quest" * Graduation Day addressed by Dr. K. Muthuchelian, Vice Chancellor, Periyar University, Salem * Release of IQAC Newsletter

- ✳ Recognised as DST-FIST funded College by DST, New Delhi with a grant of Rs. 46 lakhs
- ✳ Release of French Magazine 'DES PERLES FRANCOPHONES'
- ✳ UGC sponsored Foundation Course 'Human Rights Education' inaugurated by the Department of History and Tourism.
- ✳ Renovation of Library, Student Centre, Departments of English, Botany, Zoology, Controller's Office and Arockiya Mary Block (SSC)
- ✳ Foundation laid for Women's Study Centre
- ✳ Xavier Indoor Stadium - Blessed
- ✳ NAAC- Peer Team Visit - Third cycle (6 to 8 December 2012)
- ✳ Release of Pearl Review - A Bi-annual Research Journal by Pearl Research Centre

2013 College Re-accredited with 'A' Grade (05.01.2013)

- ✳ 'A' Grade Award Ceremony at Bangalore (24.03.2013)
- ✳ New Computer lab for MHRM
- ✳ UGC - Major Research Project - Zoology, Botany

2014 DST-FIST funded New Centralised Computer Lab

- ✳ Established College Band & Orchestra.
- ✳ UGC - Minor Research Project - Economics, Botany

2015 College Day Celebration : Chief Guests - Hon. Tmt. L. Sasikala Pushpa Member of Parliament, Dr. John De Britto, Registrar, M.S. University Dr. Emmanuel S.J. AICUF National Advisor

- ✳ Community Development Programme - 12 Villages were adopted
- ✳ Visit of Autonomy Extension Committee. Autonomous status extended upto 2021
- ✳ Curriculum revision - Innovations introduced in the 3rd Cycle of Course Pattern

2016 Graduation Day Address by Dr. H. Devaraj, Vice Chairman, UGC, New Delhi

- 2017 Foundation laid for UGC sponsored 100 Bedded Women's Hostel
- * Minor Research Projects - Chemistry & Tamil
 - * In-Service Training to the Secondary Grade Science Teachers in Government Schools of Thoothukudi District- Sponsored by Tamil Nadu State Council for Science and Technology (TNSCST), Chennai from 28th August to 1st September 2017
 - * Valan Computer Block was blessed and opened by Most. Rev. Yvon Ambroise, Bishop of Thoothukudi Diocese.
- 2018 Overall Trophy in Intercollegiate Sports conducted by Manonmaniam Sundaranar University
- * TNSCST - Research project - Department of Zoology
 - * Intercollegiate Cultural Competition 'Jubilo' 2018
 - * Women's Day Celebration - Special Invitee, Mrs. Irom Sharmila , the Iron Lady of India
 - * 70th College Day Celebration - Dr. D. Saralathembavani, Joint Director of Collegiate Education
 - * Graduation Day Addressed by Dr. G. Srinivas, Joint Secretary, Sero, Hyderabad.
 - * Chennai Chapter of Alumnae Association commenced.
 - * UGC Sponsored hundred bedded Sports Hostel - blessed by Rev. Fr. Julians and opened by Dr. G. Srinivas, Joint Secretary, Sero, Hyderabad.
 - * Star Hall blessed and opened
 - * Language Lab renovated and updated

GOALS

- To bring more students of the lowest strata to the mainstream of education.
- To make young women competent and skilled to compete in the global sphere of education and employment.
- To bring out the inner power and potential in young women and channelize them towards social transformation.
- To involve the students in community oriented activities thereby enabling them to contribute to national development.
- To make them emotionally balanced, morally upright and spiritually integratd.

OBJECTIVES

- To conduct relevant courses catering to the needs of the changing scenario.
- To develop an in-depth knowledge in the specific area of study.
- To ignite the quest for research.
- To help the learners make career choices.
- To impart an education that promises growth of knowledge, integrated with skills and values.
- To enhance the quality of learning by conducting appropriate courses for slow learners.
- To provide financial assistance to the economically disadvantaged students.
- To empower young women who will in turn carry the message of empowerment and dignity to the society at large.
- To sensitize the students to their rights and motivate them to work for their socio-economic and political emancipation.
- To promote a composite culture and religious harmony in the campus.

AUTONOMY

Autonomous status was conferred on the college in 2009. Under this system, the institution has gained the credit of making independent decisions regarding academic and administrative affairs except the award of degrees. In 2015, the autonomous status was extended upto 2021.

The institution enjoys freedom in framing the syllabi catering to the local needs to create economically productive citizens.

COURSES OFFERED

COURSES	SUBJECTS	UG		PG		M.Phil	Ph.D
		Regular	SSC	Regular	SSC		
B.A.	ENGLISH	√	√	√		√	√
	HISTORY	√		√		√	√
	ECONOMICS	√			√		
B.Sc.	MATHEMATICS	√	* √√		√	√	√
	PHYSICS	√			√		
	COMPUTER SCIENCE	√			√		
	CHEMISTRY	√			√		
	BOTANY	√		√		√	√
	ZOOLOGY	√		√		√	√
	MICROBIOLOGY		√		√		
	PSYCHOLOGY		√				
	VISUAL COMMUNICATION		√				
B.Com	COMMERCE	√	* √ √	√		√	√
	COMMERCE (CORPORATE)		√				
	COMMERCE (COMPUTER APPLICATION)		√				
BBA	BUSINESS ADMINISTRATION		√				
UGC Innovative Course	MHRM (Master of Human Resource Management)				√		

* Two sections

Undergraduate Course Structure [Under CBCS]

Part I	:	Language – Tamil / French
Part II	:	English
Part III	:	Core, Allied, Core Elective, Skill based Elective, Non Major Elective and Self-study Courses
Part IV	:	Foundation Course – Personality Development, Value Education, Environmental Studies and Yoga and Meditation
Part V	:	Co-Curricular and Extension Activities – NCC, NSS, Sports and Games and CDP

Choice Based Credit System

The college has implemented Choice Based Credit System for the students admitted in UG and PG courses from 2009 onwards. It is applicable to all the courses under the Regular and Self Supporting sections. The word ‘credit’ suggests that learning can be measured and given a credit value i.e., one credit means specified hours of learning with the instructor. The CBCS provides ample scope for academic innovation. The learners are offered a number of career-oriented (skill-based) courses and certificate courses. It also enables the students to choose courses and skills that match their interests and learning capacities.

Certificate Courses offered to the I Year Students :

Communicative English

Spoken Hindi

Computer Applications

Tailoring

Certificate Courses offered to II and III UG

ENGLISH	Certificate Course in English Language Teaching (CELT) Certificate Course in English for Professional Competence
TAMIL	பட்டயப்படிப்பு - இதழியல் பட்டயப்படிப்பு நாட்டுப்புறக்கலை
HISTORY	Certificate Course in Soft Skills Certificate Course in Tally
ECONOMICS	Certificate Course in Office Management Certificate Course in Tally
MATHEMATICS	Certificate Course in Tally Certificate Course in Desk Top Publishing
PHYSICS	Certificate Course in Basic Computer Hardware & Networking Certificate Course in Web Designing & Multimedia
COMPUTER SCIENCE	Certificate Course in Tally Certificate Course in Android Application
CHEMISTRY	Certificate Course in Soil and Water Analysis Certificate Course in Nutritional Food Science
BOTANY	Certificate Course in Tally Certificate Course in Mushroom Cultivation Technology
ZOOLOGY	Certificate Course in Hospital Instrumentation and Management. Certificate Course in Tally & Web Designing

COMMERCE	Certificate Course in Entrepreneurship Certificate Course in Tally
ENGLISH (SSC)	Certificate Course in Functional English Certificate Course in IELTS & TOEFL
MICROBIOLOGY(SSC)	Certificate Course in Milk & Milk Product Analysis Certificate Course in Mushroom Technology
COMMERCE (GENERAL)(SSC)	Certificate Course in Front office Management Certificate Course in Investment Management
COMMERCE (CORPORATE)(SSC)	Certificate Course in Soft Skills Certificate Course in Insurance Operations
COMMERCE (CA)(SSC)	Certificate Course in Desk Top Publishing Certificate Course in ASP.NET
MATHEMATICS (SSC)	Certificate Course in MATLAB Certificate Course in Quantitative Aptitude for Competitive Examination
BBA (SSC)	Certificate Course in Tally Certificate Course in Managerial Skill Development
21	

Assessment Criteria for Examination

Assessment is based on Continuous Internal Assessment (CIA) and End Semester Examination (ESE) with equal weightage of 50% each for II and III year UG students. For I year UG and all PG students the ratio of CIA and ESE is 40:60. CIA and ESE assessments are mandatory for a student to complete a course.

1. CIA includes three compulsory tests for each semester including online quiz with other components such as, assignment and seminar. The average of the best two tests will be taken as test mark.
2. Passing minimum for U.G. is 40% . For P.G. and M.Phil, it is 50% for both in CIA and ESE.
3. ESE shall be conducted twice a year in the month of November and April.

A statement of marks for every semester examination will be provided to the students. At the end of the programme, a consolidated statement of marks of the entire programme based on the credit point system will be provided to the student.

The examination results will be published within 21 days of the last examination. Retotalling, revaluation and supplementary exams are permissible as per rules framed for U.G., P.G. and M.Phil. Courses.

Continuous Internal Assessment

1. Attendance is mandatory.
2. Minimum pass is mandatory.
 - U.G. - 40%
 - P.G. - 50%
 - M.Phil - 50%
3. A student can become eligible to appear for ESE only on completion of CIA.
4. Adequate preparation is necessary for CIA as well as ESE.

CO- CURRICULAR ACTIVITIES

The various co-curricular and extra-curricular activities of the college support and complement the academic programme. They provide opportunities to create a rapport with the society and also serve as appropriate platforms for the students to exhibit their talents and potential. All the UG students are expected to involve in any one of the co-curricular activities during the first two years of their study. The student earns one credit for the activity.

NSS

There are four N.S.S. units with 100 students in each unit. Through this scheme, the students get an exposure to the stark realities of societal life and are made to realise their responsibilities towards the society. They have annual camps during which their service among the people in the rural area educates them and benefits the society.

NCC

The NCC wing functions to instil in the young minds discipline and a happy sense of belonging to our country. They train themselves to take up the 'B' and 'C' Certificate examinations and get sometimes the honour to be in the Republic Day parade. By attending various camps held at Inter-State level, the students get a wide exposure and gain a healthy expansion of their horizon and contacts.

SPORTS & GAMES

Our college gives importance to sports and games. Our teams have always excelled in athletics and various games. We have secured and retained MS University Women's Zone overall shield several times and consequently the Championship title. Our students participate in inter-collegiate tournaments in the University, District and State levels. The candidates with distinctions in various games and athletics are given special consideration during admissions. A Gymnasium has been set up for the benefit of students and staff.

EXTRA - CURRICULAR ACTIVITIES

The College offers various art forms to its young women enabling them to compete in the global sphere of education and employment. The varied skills foster an all round personality development. The awareness programmes regulate the students with the moral code of conduct, in accordance with their belief system and vision of life.

Specific objectives

- To train students in rational thinking and decision making and to develop their potential.
- To encourage student involvement in institutional affairs.
- To create a platform for the new entrants to exhibit their talents, thereby establishing camaraderie with their seniors
- To promote art and art consciousness through activities that will also serve as channels for expressing themselves, their ideas, spirit and faith.

Centre for Human Excellence

Campus Ministry

Catechism / Ethics

AICUF

FSS

Yoga and Meditation

Centre for Job Excellence

Career guidance & Placement

Guidance & Counselling

Centre for Entrepreneurship & Skill Excellence

Certificate Course

Consumer Club

Quiz Club

Centre for Women's Excellence

Human Rights Forum

Women's Cell

Anti-Sexual Harassment Cell

Anti-Ragging Cell

Centre for Digital Excellence

E-content Development & Website Committee

Computer Lab, Internet & Digital Notice Board / Database

Centre for Cultural Excellence

Band

Orchestra

Dance

Drama

Choir

Centre for Service Excellence

CDP

Road Safety

Red Ribbon Club

Youth Red Cross

Rotaract Club

Scribes Forum

Centre for ECO-Feminine Excellence

ECO friendly campus

Clean Campus

Green Campus

Health and Hygiene

Extension Programme : CDP - *TOUCH*

In order to promote an integrated education among the students, Community Development Programme (CDP) has been included as part of curriculum and is named as TOUCH (Towards Upliftment and Community Healing). It is mandatory for all the II UG students to participate in this extension programme. They visit the adopted neighbouring villages to get in touch with the women and children in the area and to resolve their socio-economic issues. They organise awareness programmes, medical camps and celebrations thus promoting an egalitarian society in the neighbourhood.

Alumnae Association

Every student of the college, on completion of the course, becomes a member of the Alumnae Association. She can enroll herself either as an annual member or obtain life membership. A continual association is very much encouraged to build up a longstanding rapport with the Alma Mater.

Christian Doctrine and Ethics

One of the age old traditions of the college is to promote spiritual formation and to inculcate values among students. The Catholic students attend an hour of Christian Doctrine classes once a week, whereas the non-Catholics attend Ethics classes during the same hour.

Parent-Staff-Student Meeting

In the interest of the student welfare, the Parent-Staff-Student meeting is held every year. It is an occasion where the academic performance of students are notified, their needs and problems are discussed and necessary remedial actions are taken.

Request to Parents / Guardians

Parents / Guardians are requested to extend full co-operation to the authorities with regard to the character, discipline and academic progress of their daughter/ward. They must respond to all communications sent to them from the college pertaining to their daughter/ ward.

STUDENTS' CHARTER OF RESPONSIBILITIES

- Appreciate the institutional goals and objectives and contribute to their realizations by participating in relevant institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- Understand the teaching-learning strategies and evaluation systems of the institution.
- Follow the time schedules, rules and regulations of the institution.
- Undertake regular and intense study of learning materials.
- Make optimum use of the learning resources and other services available in the institution.
- Prepare for Continuous Internal Assessments and End Semester Examinations.
- Give feedback for system improvement.

RULES AND REGULATIONS

TERM DAYS

The academic year consists of two semesters. The number of days per semester as prescribed is 90 class days spread over 15 weeks per semester.

CLASS HOURS

- Classes are from 8.30 a.m. to 1.30 p.m. with a break for twenty minutes from 11.20 a.m. to 11.40 a.m.
- The classes function on a six day-order scheme with five periods and the sixth day alone with six periods.
- Students have to be in the campus before 8.20 a.m.
- The first bell goes at 8.25 a.m. for daily prayer and announcements.
- Students are expected to be attentive in class and maintain silence during devotion.

ATTENDANCE

- Promptness and regularity are the sure steps to success. The college insists upon a regular attendance.
- Students should fulfil the minimum requirement of attendance as fixed by the university to be eligible for their semester examinations and scholarship.
- Attendance at general assemblies, college programmes or functions, is compulsory.
- The lecturer-in-charge takes attendance at the beginning of each class.
- No student will be permitted to attend class, if late by ten minutes.
- If late, permission is to be obtained from the Vice-Principal or the person authorized for the purpose.
- A student absenting from class without permission will suffer loss of attendance for the full day.

LEAVE OF ABSENCE

- Leave application must be sent in the prescribed form available in the college depot.
- It must be duly signed by the parent/guardian or hostel warden for the hostel students.
- In case of illness, the absentee is required to submit the medical certificate.
- Continued absence without due reason and leave will render the student liable for suspension or deletion of the name from the roll.

CONDUCT

Every student of the college becomes part of the ‘Marian’ family. As a ‘Marian’ she is entrusted with the responsibility of upholding the values of womanhood by her good nature, behaviour and decorum. A Marian must:

- endeavour to create an atmosphere of friendly and cordial relationships.
- respect superiors and seniors and be polite and courteous to all.
- be neatly and modestly dressed in saree, half saree or churidhar.
- keep the classrooms and college premises clean and belongings neat and tidy.
- regard the college property as one’s own and handle them properly.
- read notices placed on the notice boards. Ignorance of information will not be accepted as an excuse for failing to comply with it.

Restrictions and Limitations

- Day students are not allowed to enter college hostel quarters.
- Participation in fashion shows / modelling outside the college is not permitted.
- Prior permission from the Principal is required for orations or public talks outside the college.
- Usage of unrelated books, magazines, reading materials and mobile phones is prohibited and punishable.
- Students should not encourage unwanted communications or intimations. Letters addressed to students in the college are subject to scrutiny.
- Collections or subscriptions of any kind without knowledge or consent of the Principal are strictly banned.
- Students should not indulge in activities leading to the disruption of peace and discipline in the college.

FEE REGULATIONS

The academic year functions in 2 semesters, the first from June to mid-November and the second from December to mid-April. Fees must be remitted within 10 working days from the date of reopening. If the fees still remain unpaid, the names of such students will be removed from the roll.

Fee Concessions and Scholarships for students

The Management and the Government, both the State and the Central, render financial assistance to students to pursue their study based on prescribed eligibility norms. The scholarships can be availed through prescribed application forms duly filled in and submitted to the office (where these forms are issued on request). These application forms should be submitted only after enrollment in the college. Scholarship and Fee concession holders must secure 90% attendance, failing which they run the risk of losing these scholarships and concessions. Students may enquire in the office about fee concession, free education and other scholarships.

The Management gives fee concession to deserving and poor students who do not receive scholarships or concessions of any kind.

Scholarships

Name of Scholarship	Sanctioning Authority	Approximate Amount of the Scholarship for the year	Eligibility Particulars
National Merit Scholarship	Commissioner of Collegiate Education, Chennai	Varying Rates	On merit basis
Govt. of India Scholarship to Scheduled Caste and Scheduled Tribes Students	District Harijan Welfare Officer	Varying Rates	To students of Scheduled Caste and Tribes
State Scholarship for Backward Classes	Dist. Backward Class Welfare Officer	Varying Rates	To all BC students provided the annual income of the parents does not exceed Rs. 50,000/-
State Scholarship for Most Backward Classes	Dist. Backward Class Welfare Officer	Varying Rates	To all MBC students irrespective of parent's income
Adidraavidar Welfare Loan	Directorate of Adidraavidar & Tribal Welfare, Chennai	Rs. 6500/- to UG & Rs. 7000/- to PG students	For the students of Scheduled Caste & Tribes staying in the College Hostel
Scholarship to Children of Defence Services	Commissioner of Collegiate Education, Chennai	Varying Rates	Students who are children of Defence Service Personnel are eligible for fees concession only

Scholarship to Children of Freedom Fighters	Commissioner of Collegiate Education, Chennai	Varying Rates	To students who are children of Freedom Fighters
Indira Gandhi Single Girl Child Scholarship	UGC	Rs. 40,000/- to PG Students	On Merit basis
Scholarship to disabled students	Dist. Differently Abled Welfare Dept. Thoothukudi	Rs. 3000/-	Differently Abled Persons
PTP Scholarship	'Petraal Than Pillaiya' Trust, Chennai	Rs. 4450/-	Adopted Children
Prize money Award Scholarship	Directorate of Adidravadar & Tribal Welfare, Chennai	Varying Rates	On Merit Basis
M.S. University Merit Scholarship	M.S. University	Varying Rates	On Merit Basis
C.M.Award Scholarship	Directorate of Adidravadar & Tribal Welfare, Chennai	Varying Rates	On Merit Basis

CAMPUS UTILITIES

Our college creates a healthy environment and conducive atmosphere to its students. Facilities catering to their needs are provided.

Hostel

- Hostels are attached to the college campus to create second homes to students residing outside Thoothukudi.
- A separate application is to be submitted for admission in the college hostel.
- Details regarding hostel fees, mess and other regulations are mentioned in the Hostel prospectus.

INFORMATION and LEARNING SERVICES

Library Resources

Library helps to create an academic-oriented atmosphere and provides latest facilities for the best utilisation of resources.

Books

The college library has a comprehensive collection of approximately 48,676 books on all subjects.

Periodicals

84 current periodicals and journals and four years of back issues are available for back reference.

College Archive

A collection of documentary information about the college including annual reports, prospectus, catalogues, student magazines are available.

CD/DVD collection

A collection of CD/DVD of college wide lectures and activities and a collection of feature films are available for viewing.

Inflibnet

Our library is equipped with internet, barcode and OPAC (Online Public Access) Our library has been registered to access e-resources under UGC INFLIBNET. N-LIST facilities enable the students to have quick access.

Exhibition area

Themed exhibition and displays of rare, special and interesting items taken from the library are for display in this area. In addition, exhibitions of student works are arranged in individual departments.

Library Rules:

1. Strict Silence should be observed in the library.
2. Students are expected to be conscientious, orderly and disciplined in the usage of library books.
3. Books have to be returned safe and neat.
4. Books are usually lent for a period of one week and may be renewed for a further period if those books are not in demand by other students.
5. Books should be returned on or before the due date indicated in the issue slip of the book.
6. Overdue fine of Re.1 per day will be charged if the book is not returned on time.
7. Students are forbidden to make any marking or underlining in books and periodicals.
8. If a book is damaged or lost, the cost of replacing it with a new copy along with fine will be recovered from the student.
9. All the students should produce their identity card at the time of borrowing library books.
10. All the students should return all the library books a week before the last working day of the academic year.
11. No outside / personal books are allowed in the library for reading purpose.
12. The students are expected to bring their own writing materials, when they visit the library.

Working Hours On Working Days : 8.00 a.m to 4.00 p.m.

Study Holidays : 9.00 a.m to 4.00 p.m.

Students are expected to spend their free hours in the library for reference and study and benefit from it.

- Books will be issued only on presenting the Id. Card, to the librarian.
- Books will be issued to both regular and SSC on :
 - Monday - III B.A., B.B.A., B.Com. and PG students
 - Tuesday - I, II B.A. B.B.A., & B.Com students
 - Wednesday - III B.Sc. students
 - Thursday - II B.Sc. students
 - Friday - I B.Sc. students

Computer- Internet- cum- Photo Copying Centre

Computer facilities including internet access, printing facility and e-mail are available for staff, alumnae, researchers and students.

Intranet

Intranet facility is available for inter-departmental access.

Student Technology Clinic offers direct help to students. These are 15 minutes drop in /bookable sessions only for students with an IT problem or query.

Career Guidance and Counselling Centre Trained personnel offer guidance and counselling services to help students in their individual study problems and serve their psychological and emotional needs. The centre also offers a testing programme for students to determine their IQ, Aptitude, Personality, Interest and Special talents/skills, career and vocational inclinations and such others that will help the students plan wisely their future vocation, career and profession.

Student Support Desk

This is located in the students' office in the main building. Students may seek information and guidance regarding fee concession and admission to the short term courses offered by various academic departments and get information regarding any other matter from this office.

Chapel

The college chapel is an aesthetic edifice of spiritualism. Students participate in the Holy Eucharistic Celebrations conducted here. Catholic students are expected to attend mass on the first Friday of every month. The chapel promotes a composite culture and religious harmony in the campus.

Canteen

Students can avail the canteen facilities, but they are not permitted to use or come to the canteen during class hours. Food and beverages are not allowed inside the classrooms and corridors. Cleanliness is mandatory before and after consumption of food in the canteen.

The information and guidelines provided will help you to access the amenities, follow precepts laid down by the institution and live up to the ideals of the visionaries. Besides what is mentioned, the college offers a number of opportunities and platforms to build your confidence, talents and individuality. Make the best use of the wholesome, holistic education available to you in this renowned campus. You can be torchbearers of the Marian legacy and serve humanity as a good individual.

GENERAL ADMINISTRATION
STATUTORY BODIES 2018 - 2019
GOVERNING BODY

Rev. Sr. Josephine Prema Mary Superior General	Chairperson
Sr. A. Jeyarani Provincial	Vice Chairperson
Dr. Sr. A. S. J. Lucia Rose Principal	Secretary
Sr. Flora Mary Secretary	Member
Dr. Sr. A. Arockia Jenecius Alphonse Vice Principal	Member
Dr. N. Arokiya Mary Controller of Examinations	Member
Dr. S. Thenmozhi Dean, School of Language & Culture	Member
Dr. P. J. Joslin Dean, School of Biological Sciences	Member
Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences	Member
Dr. Mary Judith Reese Fdo. Dean, School of Management & Economics	Member
Dr. S. Sudha Rani IQAC Coordinator	Member
Dr. R.D. Thilaga	Member
Rev. Dr. Sr. Mary Gilda Educationist	Member
Dr. Rajvir Sharma	UGC Nominee
The Joint Director of Collegiate Edn.	State Govt. Nominee
Dr. M. Krishnaveni	University Nominee

ACADEMIC COUNCIL

Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
---------------------------	-----------

Members:

Dr. N. Arokiya Mary	Controller of Examinations
Dr. S. Thenmozhi	Dean, School of Language & Culture
Dr. P. J. Joslin	Dean, School of Biological Sciences
Dr. T. Linda Fernando	Dean, School of Physical & Computing Sciences
Dr. Mary Judith Reene Fdo.	Dean, School of Management & Economics
Dr. S. Sudha Rani	IQAC Coordinator
Sr. C. Shibana	Research Coordinator
Dr. K. Vinitha	Librarian
Dr. A. Amala Arul Arasi	Tamil
Dr. A. Judy Pinheiro	English
Dr. M. Mary Hepsibai	History
Ms. X. Esther Vimala	Economics
Dr. A. Punitha Tharani	Mathematics
Dr. S. Euchrista Immaculate Sylvia	Physics
Ms. S. Gnanathangam	Computer Science
Dr. J. Martin Rathi	Chemistry
Dr. M. Glory	Botany
Dr. R. D. Thilaga	Zoology
Ms. P. Jeya Selvi	Commerce
Dr. V. Joys Selva Mary	Microbiology
Ms. S. Gayathri	BBA
Dr. S. Jeya Bharathi	Psychology
Ms. J. Jasmine Sheeba Rajathi	Visual Communication
Dr. M. Mary Josephine	Senior Staff
Dr. Elezabeth Mary	Senior Staff
Dr. M. Kamalutheen	External Expert
Dr. B. Geetha	External Expert
Dr. A.I. Auxilia Felicitas	External Expert
Mr. Meenakshi Sundaram	External Expert
Dr. K. Jeganathan	University Nominee
Dr. Shubra Singh	University Nominee
Dr. S. Shailajha	University Nominee
Ms. A. Amora	Member Secretary

BOARDS OF STUDIES

Heads (of all Departments)

All Staff Members

University Nominees

Student Representatives

Alumnae

External Experts

FINANCE COMMITTEE

Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
---------------------------	-----------

Members

Sr. Flora Mary	Member
----------------	--------

Secretary

Dr. Sr. A. Arockia Jenecius Alphonse	Member
--------------------------------------	--------

Vice Principal

Dr. S. Thenmozhi	Member
------------------	--------

Dean, School of Language & Culture

Dr. P. J. Joslin	Member
------------------	--------

Dean, School of Biological Sciences

Dr. T. Linda Fernando	Member
-----------------------	--------

Dean, School of Physical & Computing Sciences

Dr. Mary Judith Reese Fdo.	Member
----------------------------	--------

Dean, School of Management & Economics

Ms. S. Jesily	Member
---------------	--------

Sr. Jessily Rita	Procurator
------------------	------------

NON - STATUTORY BODIES

College Council

Administrators

Dr. Sr. A.S.J. Lucia Rose	Principal
Sr. Flora Mary	Secretary
Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal (Administration)
Sr. Peregrina	Director - SSC

Officials

Dr. N. Arokiya Mary	Controller of Examinations
Dr. S. Thenmozhi	Dean, School of Language & Culture
Dr. P. J. Joslin	Dean, School of Biological Sciences
Dr. T. Linda Fernando	Dean, School of Physical & Computing Sciences
Dr. Mary Judith Reene Fdo.	Dean, School of Management & Economics
Sr. C. Shibana	Research Coordinator
Dr. S. Sudha Rani	IQAC Coordinator
Sr. S. Kulandai Therese	CDP Coordinator
Directors of All Centres	
Heads of all the Departments	
Ms. P. Rose wens	Superintendent
Ms. T. Mary Manonmani	Students' Council Advisor
Dr. B. Serena Margaret	Secretary
Dr. K. Vinitha	Librarian

Planning and Evaluation Committee

Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
---------------------------	-----------

Members

Sr. Flora Mary	Secretary
Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal (Administration)
Dr. G. Sugumar	External Expert Dean, Fisheries College & Research Institute, Thoothukudi.
Dr. N. Arokiya Mary	Controller of Examinations
Dr. S. Thenmozhi	Dean, School of Language & Culture
Dr. P. J. Joslin	Dean, School of Biological Sciences
Dr. T. Linda Fernando	Dean, School of Physical & Computing Sciences
Dr. Mary Judith Reene Fdo.	Dean, School of Management & Economics
Sr. C. Shibana	Research Coordinator

Dr. S. Sudha Rani	IQAC Coordinator
Dr. K. Vinitha	Librarian
Dr. Siluvai Kirubagari Aneeshia	Vice Principal - SSC
Research Scholar	
UG Student Representative	
PG Student Representative	
Sports Representative	

Admission Committee

Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
---------------------------	-----------

Members

Sr. Flora Mary	Secretary
Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal
Ms. D. Jose Mary	
Dr. A. Punitha Tharani	
Sr. C. Shibana	
Dr. S. Theresammal	
Sr. Peregrina	Director - SSC
Dr. Siluvai Kirubagari Aneeshia	Vice Principal - SSC
Ms. Maria Sahaya Sharmila	

NAAC Committee

Chair Person

Dr. Sr. A.S.J. Lucia Rose	Principal
---------------------------	-----------

Members

Sr. Flora Mary	Secretary
Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal
Vice Principals	
Deans	
IQAC Members	
Directors	
Coordinators	
HoDs	

Internal Quality Assurance Cell (IQAC)

Chairperson

Dr. Sr. A.S.J. Lucia Rose	Principal
---------------------------	-----------

Members

Dr. S. Sudha Rani	IQAC Coordinator
Ms. J. Anila Maily	Asst. Coordinator
Deans	
Dr. Jemma Hermaline Jesy Diaz	

Dr. A. Lakshmi
 Dr. J. Arul Jesthi
 Sr. F. Mary Joyce Baby
 Ms. L. Smila

External Expert

Dr. C. James
 Er. J. Sahaya Reegan

Curriculum Development Committee

Chairperson

Dr. Sr. A.S.J. Lucia Rose Principal

Members

Deans
 Heads of all the Departments

Examination Committee

Chairperson

Dr. Sr. A.S.J. Lucia Rose Principal

Members

Dr. N. Arokiya Mary	Controller of Examinations
Ms. A. Lucas Rexceline	Asst. Controller of Examinations
Dr. J. Martin Rathi	Coordinator
Dr. A.M. Sonal	Tamil
Dr. S. Thenmozhi	French
Dr. Josephine Alangara Betsy	English
Ms. S.M. Rojapoo	History
Dr. Muthu Mahalaxmi	Economics
Ms. A. Robina Tony	Mathematics
Sr. A. Sahaya Mercy	Computer Science
Ms. M. Sheeba	Physics
Dr. A. Parveen Sulthana	Chemistry
Dr. F. Dayana Lobo	Botany
Dr. S.R.T. Sherly Cross	Zoology
Ms. A. Indra Refline Missier	Commerce
Ms. S. Jeya Selvi	Tamil (SSC)
Ms. Hermina	English (SSC)
Ms. A. Maria Heartina Adlin Vaz	Microbiology (SSC)
Ms. Y. Sasikala	Physics (SSC)
Dr. Zozimus Divya Lobo	Chemistry (SSC)

Dr. Anbarasi Rodrigo	Mathematics (SSC)
Ms. Nayanthra Mascarenhas	Computer Science (SSC)
Ms. B. Geetha Maheswari	Commerce General B & CA (SSC)
Ms. Anuradha	Economics (SSC)
Ms. D. Vijayalakshmi	BBA (SSC)
Dr. T. Priyanka	Commerce General A (SSC)
Ms. M. Deena	Commerce Corporate (SSC)
Ms. A. Rashitha Banu	MHRM
Ms. Jasmine Sheeba Rajathi	Visual Communication (SSC)
Awards Committee	
Chairperson	
Dr. Sr. A.S. J. Lucia Rose	Principal
Members	
Dr. N. Arokiya Mary	Controller of Examinations
Ms. A. Lucas Rexceline	Asst. Controller of Examinations
Sr. Peregrina	Director - SSC
Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal
Dr. S. Thenmozhi	Dean, School of Language & Culture
Dr. P. J. Joslin	Dean, School of Biological Sciences
Dr. T. Linda Fernando	Dean, School of Physical & Computing Sciences
Dr. Mary Judith Reene Fernando	Dean, School of Management & Economics
Sr. C. Shibana	Research Coordinator
Dr. Siluvai Kirubagari Aneeshia	Vice Principal - SSC
All the Heads of the Departments	
University Nominee	
Grievance & Redressal Committee	
Chairperson	
Dr. Sr. A.S. J. Lucia Rose	Principal
Members	
Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal (Administration)
Ms. D. Jose Mary	Vice Principal
Dr. G. Stella Beatrice Nirmala	Vice Principal
Dr. Fernando Alexandria	Vice Principal
Dr. Siluvai Kirubagari Aneeshia	Vice Principal - SSC
Dr. S. Gousalya	Counsellor
Ms. R. Rohini	Counsellor
Research Advisory Committee	
Chairperson	
Dr. Sr. A.S.J. Lucia Rose	Principal

Members

Sr. C. Shibana	Research Coordinator
Dr. Irudaya Antonat Sophia	Asst. Research Coordinator
Dr. D. Amutha	
Dr. K. Vinitha	
Dr. S. Beulah Jerlin	
Dr. G. Amala Jothi Grace	
Dr. Anbarasi Rodrigo	
Dr. T. Priyanka	
Dr. Shunmuga Jothi	

Library Committee**Chairperson**

Dr. Sr. A.S.J. Lucia Rose	Principal
---------------------------	-----------

Members

Dr. K. Vinitha	Librarian
Ms. A. Judit Sheela Damayanthi	
Dr. A. Jacintha Tamil Malar	
Ms. B. Divya	
Ms. V. Uma Maheswari	

Academic Audit Committee**Chairperson**

Dr. Sr. A.S.J. Lucia Rose	Principal
---------------------------	-----------

Members

Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal
Sr. Peregrina	Director - SSC
Deans	
Members of IQAC	

Attendance and Monitoring Committee

Dr. Sr. A. Arockia Jenecius Alphonse	Vice Principal (PG)
Ms. D. Jose Mary	Vice Principal (III UG)
Dr. G. Stella Beatrice Nirmala	Vice Principal (II UG)
Dr. Fernando Alexandria	Vice Principal (I UG)
Dr. Siluvai Kirubagari Aneeshia	Vice Principal - SSC

Academic Calendar Committee

Dr. Sr. A.S.J. Lucia Rose	Principal
Deans	

Student Welfare Committee

Dr. A. Punitha Tharani
Dr. L. Jacqueline Leo
Dr. D. Rathi
Ms. Andrews Felcita

General Discipline Committee

Dr. Sr. A. Arockia Jenecius Alphonse

Vice Principal (Administration)

All Vice Principals

Ms. A. Christy Ananthi Hemalatha

Director of Physical Education

Dr. S. M. Vimala

Dr. Amala Jothi Grace

Dr. Muthu Mahalaxmi

Ms. Amala Steffi

Ms. Muthu Kalaivani

Dr. P. Subavathy

Ms. I. Snow Reena

Ms. R. Rohini

Ms. S. Rashitha Banu

Dr. P. Latha

Ms. Reena

Ms. Saravana Devi

Ms. Dhanalakshmi

Ms. Pauline Jenifer

Ms. Anitta

Ms. Jeyalakshmi

Ms. D. Saranya

Sports and Games

Ms. A. Christy Ananthi Hemalatha

Director of Physical Education

Dr. Fernando Alexandria

Vice Principal

Ms. D. Jose Mary

Vice Principal

Dr. Siluvai Kirubagari Aneeshia

Vice Principal - SSC

Dr. F. Dayana Lobo

Ms. Keerthana Santhosh

Ms. S. Sheela

Ms. D. Carolin Jenisha Rachel

Ms. Jeba Margaret Sabthika

NCC

Dr. F. Mary Priya

Dr. Muthu Mahalaxmi

Dr. G. Priscilla Pacifica

National Service Scheme (NSS)

Dr. V.L. Stella Arputha Mary

Unit No. 67

Dr. Maria Jenifer Thaya

Unit No. 130

Ms. N. Sumathi

Unit No. 66

Ms. M. Mangalaeswari

Unit No. 129

Ms. O. Sony Fernando (SSC)

Students' Council Advisors

Ms. T. Mary Manonmani
Dr. S. Mary Baptista Janet
Ms. A. Amora
Ms. K. Karthika Rohini
Dr. Annie Devotta
Ms. A. Nirmala Shirley
Dr. S. Bulomine Regi

College Magazine

Ms. Elizabeth James
Dr. L. Jacqueline leo
Dr. A. Magneitta
Dr. Sr. Shanthi
Dr. K. Vinitha
Dr. A. Parveen Sulthana
Ms. Maria Sahaya Sharmila
Dr. P. Latha
Ms. Keerthana Santhosh

Coordinator
Asst. Coordinator

College Newsletter

Dr. A.S.J. Lucia Rose
IQAC Members

Principal

Faculty Enrichment Forum

Ms. S. Rani Jeya Mary
Dr. A. Jacintha Tamil Malar
Ms. S.M. Rojapoo
Ms. A. Robina Tony
Ms. S. Suriya
Ms. Maria Heartina Adlin Vaz

Alumnae Association

Dr. Sr. A.S.J. Lucia Rose
Dr. Hermin Pasangha
Dr. S Theresammal
Dr. D. Rathi
Dr. J. Arul Jesthi
Dr. F. Maria Jenifer Thaya
Ms. K. Karthika Rohini
Dr. G. Priscilla Pacifica
Ms. O. Sony Fernando
Ms. Thenmathy

President
Vice President
Secretary
Joint Secretary
Treasurer
Internal Co-ordinator
Internal Co-ordinator
Internal Co-ordinator
Internal Co-ordinator
External Co-ordinator

Ms. Deepa	External Co-ordinator
Ms. Rosalind Daisy	External Co-ordinator
PTA	
Dr. M. Mary Josephine	
Dr. L. Jacqueline Leo	
Dr. J. Jane D' Almeida	
Dr. D. Rath	
Ms. P. Maria Sahaya Rossiyana	
Ms. Jeba Margaret Sabthika	
Language Lab	
Dr. B. Serena Margaret	Director
Dr. Shunmuga Jothi	
Ms. G. Sharon Roque Corera	
Ms. M. Mangalaeswari	
Ms. S. Mary Selvi	
Public Relation Officers (PRO)	
Ms. A. Judit Sheela Damayanthi	
Dr. G. Flora	
Dr. A.M. Sonal	
Ms. P. Selva Mary	
Ms. Annette Roy	
Hostel Directors	
Dr. Sr. A.S.J. Lucia Rose	Chief Warden
Sr. F. Mary Joyce Baby	Warden
Centre for Human Excellence	
Ms. X. Esther Vimala	Director
Ms. D. Daisy Bai	Asst. Director
Campus Ministry	
Sr. A. Sahaya Mercy	
Sr. S. Kulandai Therese	
Dr. Sr. M.S. Ezhilarasi	
Sr. Maria Clara	
Catechism / Ethics	
Dr. Sr. A. Maria Shanthi	
Dr. Fernando Alexandria	
Dr. A. Punitha Tharani	
Dr. S. Arul Josephine	
Ms. R. Maria Irudaya Aspin Chithra	
AICUF	
Dr. Sr. M.S. Ezhilarasi	
Dr. A.M. Sonal	

Ms. Initha Reena
Ms. P. Padmavathi
Ms. Reeda Albin Mary

FSS

Sr. S. Kulandai Therese
Servite Sisters

Co-ordinator

Yoga and Meditation

Dr. G. Stella Beatrice Nirmala
Dr. Theresammal
Ms. Annette Roy

Centre for Job Excellence

Dr. A. Elezabeth Mary
Dr. K. Vinitha

Director

Asst. Director

Career guidance & Placement

Dr. D. Amutha
Ms. H. Sujitha
Ms. M. Subbulakshmi
Ms. K. Rajendra Suba
Ms. C. Nayanthra Mascarenhas
Dr. S.M. Vimala
Dr. B. Maria Sumathi
Ms. G. Kanaga Durga

Guidance & Counselling

Dr. G. Stella Beatrice Nirmala
Dr. S. Gousalya
Ms. R. Rohini
Dr. Jeya Bharathi

Centre for Entrepreneurship & Skill Excellence

Sr. C. Shibana
Dr. Hermin Pasangha

Director

Asst. Director

Certificate Courses

All the HoDs
Ms. D. Daisy Bai
Dr. J. Jane D'Almida
Ms. X. Amala Steffi
Ms. Anuradha
Ms. Deena
Ms. Jasmine Sheeba Rajathi
Ms. M. Monisha
Ms. S. Andrews Felicita

Ms. Reeda Albin Mary

Consumer Club

Ms. P. Jeya Selvi

Dr. D. Amutha

Ms. Maria Sahaya Stephy

Quiz Club

Ms. Elizabeth James

Dr. K. Vinitha

Dr. E. Daffodil D'Almeida

Ms. A. Indra Refline Missier

Dr. T. Priyanka

Ms. A. Maria Heartina Adlin vaz

Ms. Essaki Karthika

Ms. Dhanalakshmi

Centre for Women's Excellence

Ms. S. Jesily

Director

Dr. A. Amala Arul Arasi

Asst. Director

Human Rights Forum

Dr. M. Mary Hepsibai

Ms. C. Reena

Dr. Nagalakshmi

Women's Cell

Dr. Sherley Cross

Ms. Rajendra Suba

Dr. G. Abinaya

Anti Sexual Harassment Cell

Ms. N. Shanmuga vadivoo @ Shanthi

Dr. Zozimus Divya Lobo

Ms. Keerthana Santhosh

Ms. Jeya Golda Benzigar

Anti Ragging Cell

Ms. S.M. Rojapoo

Dr. Sudha

Ms. Irudaya Sahaya lancy

Centre for Digital Excellence

Ms. M. Jothimani

Director

Sr. A. Sahaya Mercy

Asst. Director

E-content Development & Website Committee

Ms. M. Jothimani

Coordinator

Ms. G. Sharon Roque Corera

Ms. B. Divya

Dr. E. Daffodil 'D'Almeida
Ms. F. Ludyma Fernando
Ms. S. Mary Selvi
Ms. A. Rosaal Marcina Fernando
Dr. J. Ronald Martin

Computer Lab, Internet & Digital Notice Board / Database

Ms. S. Gnanathangam
Dr. G. Flora
Dr. A. Parveen Sulthana
Ms. M. Sheeba
Dr. Padmavathi
Ms. Andrews Felicita
Ms. S. Sheela
Ms. Y. Sasikala
Ms. Pauline Jenifer
Ms. Jasmine Sheeba Rajathi

MOOC

Dr. B. Serena Margaret
Ms. A. Malini Apsala

Co-ordinator
Asst. Co-ordinator

Centre for Cultural Excellence

Dr. A. Judy Pinheiro
Dr. S. Arul Josephine

Director
Asst. Director

Band

Ms. G. Kanaga Durga
Ms. R. Jenifer Trina
Ms. M. Deena
Dr. P. Subavathy

Orchestra

Dr. Josephine Alangara Betsy
Ms. J. Antony Rajam
Ms. J. Jebara Margaret Sabthika
Ms. A. Ancy

Choir

Dr. Mary Josephine
Dr. Irudaya Antonat Sophia
Sr. A. Sahaya Mercy
Ms. Mary Selvi
Sr. Maria Clara
Ms. J. Antony Rajam
Ms. P. Maria Sahaya Rossiyana

Dance

Classical : Ms. D. Vijayalakshmi
Ms. Monisha
Ms. C. Gayathri

Folk : Ms. S. Rani Jeya Mary
Dr. F. Dayana Lobo
Ms. S. Gayathri

Western : Ms. Geetha Maheswari
Ms. Jenifer Trina
Ms. A. Anita
Ms. C. Nayanthra Mascarenhas

Drama

Tamil : Dr. J. Magneitta
Ms. N. Shunmugavadivoo @ Shanthi
Dr. S. Arul Josephine
Dr. P. Latha
Ms. P. Selva Mary
Ms. S. Jeya Selvi

English : Dr. S. Sudha Rani
Ms. T. Mary Manonmani
Dr. B. Serena Margaret
Ms. K. Karthika Rohini
Ms. G. Sharon Roque Corera
Ms. Maria Sahaya Sharmila
Ms. M.G. Thiburtius
Ms. Shahaya Sheeba
Ms. Hermina
Ms. V. Muthukalaivani
Ms. X. Amala Steffi

Centre for Service Excellence

Dr. R.D. Thilaga

Director

Sr. S. Kulandai Therese

Asst. Director

CDP

Sr. S. Kulandai Therese

Dr. J. Jane D'Almeida

One staff from each department

Road Safety

Dr. V. L. Stella Arputha Mary

Ms. A. Nilofer

Ms. S. Suriya

Red Ribbon Club

Ms. P. Bhanumathi

Ms. H. Sujitha

Ms. C. Gayathri

Youth Red Cross

Dr. A. Jeyanthi

Ms. Kanaga

Ms. J. Jeya Golda Benzigar

Rotaract Club

Dr. S. Beulah Jerlin

Ms. Ancy

Ms. Saravana Devi

Scribes Forum

Ms. S. Irudaya Sahaya Lancy

Ms. Carolin Jenisha Rachel

Ms. B. Shahaya Sheeba

Centre for ECO Feminine Excellence

Dr. S. Euchrista Immaculate Sylvia

Director

Dr. A. Amala Arul Arasi

Asst. Director

ECO Friendly Campus

Ms. S. Selvi

Ms. M. Maheswari

Ms. M.G. Thiburtius

Ms. Nilofer

Clean Campus

Dr. S. Beulah Jerlin

Dr. Irudaya Antonat Sophia

Dr. G. Abinaya

Ms. Maria Sahaya Steffi

Green Campus

Dr. M. Glory

Ms. A. Malini Apsala

Dr. B. Maria Sumathi

Ms. A. Rosaal Marcina Fernando

Ms. R. Maria Irudaya Aspin Chithra

Health & Hygiene

Ms. S. Selvi

Dr. V. Joys Selva Mary

Dr. G. Abinaya

Ms. Indra Refline Missier

STAFF LIST 2018-2019

TEACHING STAFF

School of Language & Culture

DEPARTMENT OF TAMIL

Dr. A. Amala Arul Arasi M.A.,M.Phil.,Ph.D. (HoD)
Dr. J. Magneitta M.A.,DGT.,M.Ed.,M.Phil.,Ph.D.
Dr. A. Maria Shanthi M.A.,M.Phil.,B.Ed.,Ph.D.
Ms. N. Shunmuga Vadivoo @ Shanthi M.A.,M.Phil.,M.Ed.
Dr. S. Arul Josephine M.A.,M.Phil.,Ph.D.,NET
Dr. A.M. Sonal M.A.,M.Phil.,Ph.D.

DEPARTMENT OF TAMIL (SSC)

Dr. P. Latha M.A.,M.Phil.,Ph.D.,SET (Coordinator)
Ms. P. Selva Mary M.A.,B.Ed.,M.Phil.,NET
Ms. S. Jeya Selvi M.A.,M.Phil.,SET
Dr. Sr. Ezhilarasi M.A.,M.Phil.,Ph.D.

DEPARTMENT OF ENGLISH

Dr. A. Judy Pinheiro M.A.,M.Phil.,Ph.D.(HoD)
Ms. D. Jose Mary M.A.,M.Phil.
Ms. A. Judit Sheela Damayanthi M.A.,M.Ed.,M.Phil.
Dr. L. Jacqueline Leo M.A.,M.Phil.,Ph.D.
Ms. T. Mary Manonmani M.A.,B.Ed.,M.Phil.
Dr. B. Serena Margaret M.A.,M.Phil.,NET.,SET.,Ph.D.
Dr. Josephine Alangara Betsy M.A.,M.Phil.,Ph.D.
Dr. S. Sudha Rani. M.A.,M.Phil.,Ph.D.
Ms. G. Sharon Roque Corera M.A.,SET
Ms. M. Mangalaeswari M.A.,M.Phil.,SET
Ms. N. Sumathi M.A.,M.Phil.,NET.,SET
Ms. K. Karthika Rohini M.A.,B.Ed.,M.Phil.,SET
Dr. F. Mary Priya M.A.,M.Phil.,Ph.D.
Ms. X. Amala Steffi M.A.,M.Phil.,SET
Ms. V. Muthukalaivani M.A.,NET
Ms. G. Kanaga Durga (Mgmt) M.A.,M.Phil.

DEPARTMENT OF ENGLISH (SSC)

Ms. Maria Sahaya Sharmila M.A., M.Phil., (Coordinator)
Ms. M. Reeda Albin Mary M.A., M.Phil., NET
Dr. D. Shunmuga jothi M.A., M.Phil., M.Ed., Ph.D.
Ms. M. G. Thiburtius M.A., M.Phil.
Sr. F. Mary Joyce Baby M.A., M.Phil.
Ms. Hermina M.A., M.Phil.
Ms. S. Suriya M.A., M.Phil.
Ms. I. Snow Reena M.A., M.Phil.
Ms. B. Shahaya Sheeba M.A., M.Phil.

DEPARTMENT OF FRENCH

Dr. S. Thenmozhi M.A., M.Phil., Ph.D. (HoD)

DEPARTMENT OF HISTORY

Dr. M. Mary Hepsibai M.A., M.Ed., M.Phil., Ph.D. (HoD)
Ms. A. Malini Apsala M.A., B.Ed., M.Phil.
Dr. S. Theresammal M.A., M.Phil., B.Ed., Ph.D.
Dr. F. Maria Jenifer Thaya M.A., SET., Ph.D.
Ms. S. M. Rojapoo M.A., M.Phil., SET
Dr. J. Jane D'Almeida M.A., Ph.D., SET
Dr. S. M. Vimala M.A., M.Phil., Ph.D.
Ms. Keerthana Santhosh M.A., NET.
Ms. S. Sheela (Mgmt) M.A., M.Phil., CGT., DCTTC
M.Phil
Dr. T. Jayanthi M.A., M.Phil., Ph.D.

School of Biological Sciences**DEPARTMENT OF BOTANY**

Dr. M. Glory M.Sc., M.Phil., Ph.D. (HoD)
Dr. M. Mary Josephine M.Sc., M.Phil., Ph.D.
Dr. Sr. A. Arockia Jenecius Alphonse M.Sc., M.Phil., Ph.D.
Dr. A. Jacintha Tamil Malar M.Sc., M.Phil., Ph.D.
Dr. G. Flora M.Sc., M.Phil., Ph.D.
Dr. S. Beulah Jerlin M.Sc., M.Phil., Ph.D.
Dr. E. Daffodil D'Almeida M.Sc., SET., Ph.D.
Dr. F. Dayana Lobo M.Sc., M.Phil., Ph.D.
Dr. B. Maria Sumathi M.Sc., M.Phil., Ph.D.
Ms. S. Pauline Jenifer M.Sc., SET.

M.Phil

Dr. G. Abinaya M.Sc.,M.Phil.,Ph.D.

DEPARTMENT OF ZOOLOGY

Dr. R.D. Thilaga M.Sc.,M.Phil.,M.Ed.,Ph.D.(HoD)

Dr. A. Elezabeth Mary M.Sc.,B.Ed.,M.Phil.,Ph.D

Ms. S. Jesily M.Sc.,B.Ed.,M.Phil.

Dr. N. Arokiya Mary M.Sc.,M.Phil.,Ph.D.

Dr. Hermin Pasangha M.Sc.,B.Ed.,Ph.D.

Dr. P.J. Joslin M.Sc.,M.Phil.,Ph.D.

Dr. S. Mary Baptista Janet M.Sc.,M.Phil.,B.Ed.,Ph.D.

Sr. C. Shibana M.Sc.,B.Ed.,M.Phil.

Dr. Jemma Hermeline Jesy Diaz M.Sc.,M.Phil.,Ph.D.

Dr. S.R.T. Sherley Cross M.Sc.,M.Phil.,Ph.D.

Ms. S. Selvi M.Sc.,M.Phil.,SET

M.Phil

Dr. P. Subhavathy M.Sc.,M.Phil.,Ph.D.,SET

DEPARTMENT OF MICROBIOLOGY (SSC)

Dr. Joys Selva Mary Albert M.Sc., M.Phil.,Ph.D. (Coordinator)

Dr. C.Siluvai Kirubagari Aneeshia M.Sc.,Ph.D.

Ms. A. Maria Heartina Adlin Vaz M.Sc.,SET

Ms. C. Gayathri M.Sc.,M.Phil.

Ms. S. Jamesammal M.Sc.,M.Phil.

Ms. M.C. Anitta M.Sc.,M.Phil.

DEPARTMENT OF PSYCHOLOGY (SSC)

Dr. S. Jeya Bharathi M.Sc.,B.Ed.,Ph.D.

Ms. R. Rohini B.Sc.,M.A.,M.Phil.,C.Com.

School of Physical Sciences**DEPARTMENT OF PHYSICS**

Dr. S. Euchrista Immaculate Sylvia M.Sc.,M.Phil.,Ph.D. (HoD)

Dr. Sr. A.S.J. Lucia Rose M.Sc.,PGDCA.,M.Phil.,Ph.D.

Dr. Sr. Jessie Fernando M.Sc.,M.Phil.,Ph.D.

Ms. A. Lucas Rexceline M.Sc.,M.Ed.,M.Phil.

Ms. M. Sheeba M.Sc.,B.Ed.,M.Phil.,SET

Ms. S. Irudaya Sahaya Lancy (Mgmt) M.Sc.,M.Phil.

Ms. M. Jeyalakshmi (Mgmt) M.Sc.,B.Ed.,M.Phil.

Ms. R.N. Subha (Mgmt) M.Sc.,M.Phil.,SET

DEPARTMENT OF PHYSICS (SSC)

Ms. P. Padmavathi M.Sc.,M.Phil.,SET (Coordinator)

Ms. Y. Sasikala M.Sc.,SET

Ms. P. Dhanalakshmi M.Sc.,SET

Ms. A. Nirmala Shirley M.Sc.,M.Phil.

Ms. Smila M.Sc.,M.Phil.

DEPARTMENT OF CHEMISTRY

Dr. J. Martin Rathi M.Sc.,Ph.D. (HoD)

Dr. T. Linda Fernando M.Sc.,M.Phil.,Ph.D.

Ms. S. Rani Jeyamary M.Sc.,B.Ed.,M.Phil.

Dr. Irudaya Antonat Sophia M.Sc.,M.Phil.,Ph.D.

Dr. A. Lakshmi M.Sc.,Ph.D.

Ms. B. Divya M.Sc.,M.Phil.,SET.,NET

Dr. A. Parveen Sulthana M.Sc.,M.Phil.,B.Ed.,PGDCA.,Ph.D.

Dr. G. Amala Jothi Grace M.Sc.,M.Phil.,Ph.D.

DEPARTMENT OF CHEMISTRY (SSC)

Ms. J. Antony Rajam M.Sc.,M.Phil.,SET (Coordinator)

Dr. C. Zozimus Divya Lobo M.Sc.,M.Phil.,Ph.D.

Ms. K. Saravana Devi M.Sc.,M.Phil.,SET

Ms. D. Carolin Jeniha Rachel M.Sc.,SET

School of Computing Sciences

DEPARTMENT OF MATHEMATICS

Dr. A. Punitha Tharani M.Sc.,M.Phil.,Ph.D.(HoD)

Dr. V.L. Stella Arputha Mary M.Sc.,M.Phil.,Ph.D.

Sr. S. Kulandai Therese M.Sc.,B.Ed.,M.Phil

Dr. J. Arul Jesthi M.Sc.,M.Phil.,Ph.D.

DEPARTMENT OF MATHEMATICS (SSC)

Dr. G. Priscilla Pacifica M.Sc.,M.Phil.,Ph.D.,SET(Coordinator)

Dr. Anbarasi Rodrigo M.Sc.,Ph.D.

Ms. C. Reena M.Sc.,M.Phil.SET

Ms. Kanaga M.Sc.,SET

Ms. A. Robina Tony M.Sc.,M.Phil.,SET

Ms. A. Nilofer M.Sc.,M.Phil.,SET

Ms. R. Maria Irudaya Aspin Chithra M.Sc.,M.Phil.

Ms. H. Sujitha M.Sc.,M.Phil.

Ms. K. Rajendra Suba M.Sc.,M. Phil.

Ms.V .Uma Maheswari M.Sc.,M.Phil.

Ms. A. Ancy M.Sc.,M.Phil.

Ms.Ferdina M.Sc.,M.Phil.,SET

DEPARTMENT OF COMPUTER SCIENCE

Ms. S. Gnanathangam M.C.A.,M.Phil. (HoD)

Ms. J. Anila Maily M.Sc.,M.Phil.

Ms. M. Jothimani B.E.,M.Sc.,M.Phil.

Sr. K. Reetha M.Sc.,M.Phil.

Ms. S. Andrews Felicita (Mgmt) M.Sc.,M.B.A.(HRM)

Sr. A. Sahaya Mercy M.Sc.,B.Ed.,M.Phil.

DEPARTMENT OF COMPUTER SCIENCE (SSC)

Ms. F. Ludyma Fernando M.Sc.,SET (Coordinator)

Ms. C. Nayanthra Mascarenhas M.Sc.,M.Phil.,SET

Ms. S. Mary Selvi M.Sc.,M.Phil.

Ms. A. Rosaal Marcina Fernando MCA.,M.Phil.

DEPARTMENT OF VISUAL COMMUNICATION

Ms. Jasmine Sheeba Rajathi M.Sc.,M.Phil.

School of Managment & Economics

DEPARTMENT OF COMMERCE

Ms. P. Jeyaselvi M.Com.(HoD)

Ms. Elizabeth James M.Com.,M.Phil.

Dr. G. Stella Beatrice Nirmala M.Com.,M.Phil.,Ph.D.,MBA.,DFA.,PGDIT

Dr. Mary Judith Reene Fernando M.Com.,M.Phil.,Ph.D.

Ms. D. Daisy Bai, M.Com.,M.Phil.

Dr. Fernando Alexandria M.Com.,Ph.D.

Ms. P. Bhanumathi M.Com.,M.Phil.

Ms. A. Amora M.Com.,M.Phil.,SET.

Ms. R. Jenifer Trinna (Mgmt) M.Com.,M.Phil.,MBA.

Ms. A. Indra Refline Missier (Mgmt) M.Com.,M.Phil.

DEPARTMENT OF COMMERCE (SSC)

Ms. P. Maria Sahaya Rossiyana M.Com.,M.Phil.,NET (Coordinator)

Ms. O. Sony Fernando M.Com.,M.Phil.,SET

Dr. T. Priyanka M.Com.,MBA.,Ph.D.

Dr. B. Geetha Maheswari M.Com.,M.Phil.,MBA.,NET.,Ph.D.

Dr. Anne Devotta M.Com.,M.Phil.,Ph.D.

Dr. S. Bulomine Regi M.Com.,M.Phil.,SET.,Ph.D.,MBA.

Ms. D. Saranya M.Com.,SET

Ms. M. Deena M.Com.,M.Phil.

Ms. Annette Roy B.Com.,M.H.R.M.

Ms. M. Maheswari M.Com.,M.Phil.

Ms. Essakki Karthiga B.Sc.,MBA

DEPARTMENT OF MHRM (SSC)

Ms. R. Initha Reena B.Com.,MBA
Ms. M. Monisha M.Sc., MBA
Ms. A. Rashitha Banu B.Com., MHRM

DEPARTMENT OF ECONOMICS

Ms. X. Esther Vimala M.A.,M.Phil.(HoD)
Dr. D. Amutha M.A.,M.Phil.,Ph.D.
Dr. D. Rathi M.A.,M.Phil.,Ph.D.
Dr. Muthu Mahalaxmi M.A.,M.Phil.,Ph.D.

DEPARTMENT OF ECONOMICS (SSC)

Dr. Sudha M.A.,M.Phil.,Ph.D. (Coordinator)
Dr. N. Nagalakshmi M.A.,M.Phil.,Ph.D.
Ms. J. Jeya Golda Bensihar M.A.,M.Phil.,SET
Ms. P. Anuradha M.A.,M.Phil.,SET

DEPARTMENT OF BUSINESS ADMINISTRATION(SSC)

Ms. S. Gayathri M.B.A.,MHRM.,M.Phil.,SET (Coordinator)
Ms. D. Vijayalakshmi M.B.A.
Ms. Jeba Margaret Sabthika B.B.A.,M.H.R.M.
Ms. Maria Sahaya Steffi B.B.A.,M.H.R.M.

DEPARTMENT OF PHYSICAL EDUCATION

Ms. A. Christy Ananthi Hemalatha M.P.Ed.,M.Phil.,SLET

LIBRARY

Dr. K. Vinitha M.B.A.,M.Lib.Sc.,M.Phil.,Ph.D.

LAWYER

Ms. Mary Robert Theophine Fathima B.Sc., B.L.

COUNSELLORS

Dr. S. Gousalya M.A.,M.Phil.,Ph.D.
Ms. R. Rohini M.A.,M.Phil.,C.Com.

ADMINISTRATIVE & SUPPORTIVE STAFF

Ms. P. Rose Wens
Ms. S. Amala
Ms. A. Mary Caroline
Mr. S. Santhiya
Ms. S. Santha
Mr. J. Cross
Ms. G. Muthumala
Mr. D. Antony Charles
Mr. S. Selvaraj
Ms. F. Jessie Conselia Navamani
Ms. M. Consilia Fernando
Ms. I. Julius Rubi Ramona
Ms. J. Cladina
Ms. A. Louise Ammal
Ms. K. Smily Muraiz
Ms. B. Lorete Josephine Mary
Mr. A. Antony Loyola
Ms. M. Heartline Jeyapathi
Ms. A. Rajareegam
Ms. Thomasammal Morais
Mr. P. Antony Uthayakumar Nixon
Mr. V. Maria Thanabalan
Mr. P. Pitchiah
Mr. P. Muniyandi

MANAGEMENT STAFF

Ms. J. Maria Vimali Sipprina
Ms. A. Jeyanthi
Ms. R.M.S. Avuralian Prathammal
Ms. J. Antoniammal
Ms. G. Sujithra
Ms. J. Carolin
Ms. U. Amala
Ms. S. Malora
Ms. T. Nirmala
Ms. A. Anitha
Ms. R. Lucitta
Ms. J. Jeyarani
Ms. J. Mettilda
Ms. D. Nirmala
Ms. X. Vithubala

Ms. J. Susila
Ms. R. Monisha
Ms. V. Silviya
Ms. R. Saroja
Ms. A. Arockia Rani
Ms. P. Maria Asha
Ms. R. Mariaprema
Sr. Clara
Ms. M. Punitha
Ms. M. Muthu Selvi
Mr. C. Ans Kumar
Ms. A. Mary Mickuwin
Ms. Pattu Rani
Ms. B. Myclin Mary
Ms. A. Pricilla Delphi
Ms. S. Mary Subha
Ms. Angelin Menora
Ms. Sasikala
Ms. Valli
Ms. Radha Rani
Ms. A. Jeya
Ms. Luvisa
Ms. A. Antony Jeya Devi
Ms. Annalakshmi
Mr. Vincent Patrick
Mr. Samathanaraj
Mr. Murugan
Ms. Abubucker

ADMINISTRATIVE & SUPPORTIVE STAFF (SSC)

Ms. R. Nirmala
Ms. S. Jency
Ms. J. Navamani
Ms. J. Monica
Ms. Sherlin
Ms. Iyammal
Ms. Muthulakshmi
Ms. Thayammal
Mr. Thomas

Academic Calendar
2018 - 2019

JUNE 2018

1	FRI		
2	SAT		
3	SUN		
4	MON		
5	TUE		World Environment Day
6	WED		
7	THU		
8	FRI		
9	SAT		
10	SUN		

He who lives in harmony with himself lives in harmony with the Universe
- Marcus Aurelius

JUNE 2018

11	MON		
12	TUE		
13	WED		
14	THU		World Blood Donor Day
15	FRI		
16	SAT		
17	SUN		
18	MON	I	College reopens
19	TUE	II	Orientation for teaching, Non-teaching staff and Students
20	WED	III	

Observe good Faith and justice toward all nations.
Cultivate peace and harmony with all.

- George Washington

JUNE 2018

21	THU	IV	M.Phil ESE International Day of Yoga
22	FRI	V	
23	SAT		
24	SUN		
25	MON	VI	
26	TUE	I	
27	WED	II	FRESHERS' ENTRY PTA for I UG
28	THU	III	Bridge Course
29	FRI	IV	
30	SAT		

Happiness is when what you think, what you say and what you do are in harmony

No. of working days : 10

JULY 2018

1	SUN		70 th Birthday of the College
2	MON	V	I PG classes commence
3	TUE	VI	Feast of St. Thomas
4	WED	I	
5	THU	II	Students' Council Election
6	FRI	III	Holy Spirit Mass 70 th birthday celebration
7	SAT		
8	SUN		
9	MON	IV	
10	TUE	V	

Love, peace, joy and harmony are the best vitamins in the universe.

- Philip Arnold

JULY 2018

11	WED	VI	World Population Day
12	THU	I	IQAC Meeting
13	FRI	II	Inauguration of Students' Council
14	SAT		
15	SUN		International Youth Skills Day
16	MON	III	
17	TUE	IV	Submission of M.Phil Dissertation
18	WED	V	Question Paper Submission for CIA I
19	THU	VI	
20	FRI	I	

Out of clutter, find simplicity. From discard find harmony.
In the middle of difficulty lies opportunity.

JULY 2018

21	SAT		CDP
22	SUN		
23	MON	II	Association Meeting English & History
24	TUE	III	
25	WED	IV	CIA I
26	THU	V	
27	FRI	VI	CIA I
28	SAT		Pilgrimage to OLS Basilica
29	SUN		
30	MON	I	CIA I
31	TUE	II	CIA I Viva Voce for M.Phil

Love generates peace and harmony unlike attachment which causes distress and disharmony

No.of working days: 22

AUGUST 2018

1	WED	III	CIA I
2	THU	IV	CIA I
3	FRI	V	CIA I Holy Mass
4	SAT		
5	SUN		Feast of Our Lady of Snows
6	MON	VI	
7	TUE	I	Online quiz I for II U.G & II P.G.
8	WED	II	Online quiz I for I U.G & I P.G.
9	THU	III	Association Meeting Physics & Chemistry
10	FRI	IV	PTA for III U.G.

When we create peace, harmony and balance in our minds, we will find
it in our lives - Unknown

AUGUST 2018

11	SAT		CDP
12	SUN		International Youth Day
13	MON	V	
14	TUE	VI	
15	WED		The Assumption of the Blessed Virgin Mary Independence Day - Holiday
16	THU	I	IQAC Meeting
17	FRI	II	CIA I Mark Submission Association Meeting Tamil & French
18	SAT		
19	SUN		
20	MON	III	

Focus your mind on love, peace and harmony.
It will vanish fear, doubt and disharmony

- Debasish Maidha

AUGUST 2018

21	TUE	IV	
22	WED		Bakrid
23	THU	V	
24	FRI	VI	Question Paper Submission for CIA II
25	SAT		CDP
26	SUN		
27	MON	I	
28	TUE	II	Association Meeting Commerce & Economics
29	WED	III	
30	THU	IV	Association Meeting Botany & Zoology
31	FRI	V	

Living in harmony with Nature is essential to nourishing our soul and
feeling more balanced and joyful in our lives - Felisia D 'Haiti

No.of working days: 21

SEPTEMBER 2018

1	SAT	I	CIA II
2	SUN		
3	MON	VI	CIA II
4	TUE	I	CIA II
5	WED	II	Teachers' Day
6	THU	III	CIA II
7	FRI	IV	CIA II Holy Mass Finance Committee Meeting
8	SAT		CDP World Literacy Day
9	SUN		
10	MON	V	CIA II

Harmony makes small things grow, lack of it makes great things decay
- Sallust

SEPTEMBER 2018

11	TUE	VI	CIA II On-line quiz II U.G & II P.G.
12	WED	I	On-line quiz I U.G & I P.G.
13	THU		Vinayagar Chathurthi
14	FRI	II	Feast of Holy Cross
15	SAT		Feast of Mother of Sorrow Holiday
16	SUN		World Ozone Day
17	MON	III	Association Meeting Computer Science & Mathematics
18	TUE	IV	IQAC Meeting
19	WED	V	Fine Arts Celebrations
20	THU	VI	

When the pursuit of natural harmony is a shared journey great heights
can be attained.
- Lynn Hill

SEPTEMBER 2018

21	FRI		Muharram International Day of Peace
22	SAT		CDP
23	SUN		
24	MON	I	CIA II Mark Submission
25	TUE	II	
26	WED	III	
27	THU	IV	World Tourism Day
28	FRI	V	PTA for II U.G.
29	SAT		Sports Day
30	SUN		

To touch the earth is to have harmony with nature.

No. of working days:18

OCTOBER 2018

1	MON	VI	International Day of Elderly Question Paper Submission for CIA III
2	TUE		Gandhi Jeyanthi - Holiday
3	WED	I	
4	THU	II	
5	FRI	III	Holy Mass
6	SAT	IV	
7	SUN		Feast of Our Lady of Rosary
8	MON	V	
9	TUE	VI	CIA III
10	WED	I	CIA III

Calm is the magic elixir that brings to a place of balance, harmony
and peace. - Donald Allman

OCTOBER 2018

11	THU	II	World Girl Child Day CIA III
12	FRI	III	CIA III
13	SAT		
14	SUN		
15	MON	IV	CIA III
16	TUE	V	CIA III
17	WED	VI	CIA III PG Project Submission
18	THU		Retreat for Catholic students & staff Ayutha Pooja
19	FRI		Vijaya Dasami
20	SAT		

Harmony is a beautiful balance between mind, body and soul measured in tender peaceful moments.

- Malanie koulouries

OCTOBER 2018

21	SUN		
22	MON	I	IQAC Meeting Online quiz for II U.G. & II P.G
23	TUE	II	Online quiz for I U.G. & I P.G
24	WED	III	Practical Exam
25	THU	IV	Practical Exam
26	FRI	V	Practical Exam
27	SAT		Academic Council Meeting
28	SUN		
29	MON	VI	Online mark entry commences
30	TUE	I	Online mark entry
31	WED	II	Online mark entry

The happiness of mankind lieth in the unity and the harmony of the human race.

- Abdul Baha

No.of working days: 21

NOVEMBER 2018

1	THU		All Saints Day
2	FRI		All Souls Day
3	SAT		Governing Body Meet
4	SUN		
5	MON		
6	TUE		Deepavali
7	WED		
8	THU		ESE begins
9	FRI		
10	SAT		

The Holy Spirit transforms and renews us, creates harmony and, unity, and gives us courage and joy for mission

- Pope Francis

NOVEMBER 2018

11	SUN		
12	MON		
13	TUE		
14	WED		Children's Day
15	THU		
16	FRI		
17	SAT		
18	SUN		
19	MON		
20	TUE		

Justice, love, truth, peace and harmony a serene unity with science and the laws of the universe.
- Luther Burlank

NOVEMBER 2018

21	WED		Milad - Un - Nabi
22	THU		
23	FRI		
24	SAT		
25	SUN		
26	MON		Feast of Christ the King
27	TUE		
28	WED	I	College reopens for Even Semester
29	THU	II	
30	FRI	III	

Harmony is pure love, for love is complete agreement

- Lope de Vega.

No.of working days : 3

DECEMBER 2018

1	SAT	IV	
2	SUN		Advent - First Sunday
3	MON	V	
4	TUE	VI	
5	WED	I	
6	THU	II	
7	FRI	III	Holy Mass
8	SAT		Feast of the Immaculate Conception of the Blessed Virgin Mary CDP
9	SUN		
10	MON	IV	Human Rights Day

The more in harmony with yourself you are, the more joyful you are and the more faithful you are. Faith is not to disconnect you from reality - it connects you to reality.

- Paulo Coelho

DECEMBER 2018

11	TUE	V	
12	WED	VI	Association Meeting English & History
13	THU	I	
14	FRI	II	IQAC Meeting
15	SAT		
16	SUN		
17	MON	III	
18	TUE	IV	
19	WED	V	Association Meeting Physics & Chemistry
20	THU	VI	Question Paper submission for CIA I

No person, no place, and no thing has any power over us, for 'we' are the only thinkers in our mind. When we create peace and harmony and balance in our minds, we will find it in our lives

- Louise L. Hay

DECEMBER 2018

21	FRI	I	
22	SAT	II	Christmas Day Celebration
23	SUN		
24	MON		
25	TUE		Christmas
26	WED		
27	THU		
28	FRI		
29	SAT		
30	SUN		
31	MON		

The highest education is that which does not merely give us information but makes our life in harmony with all existence

- Rabindranath Tagore

No.of working days: 18

JANUARY 2019

1	TUE		New Year
2	WED		
3	THU	I	College reopens
4	FRI	II	Holy Mass CIA I
5	SAT	III	CIA I
6	SUN		
7	MON	IV	CIA I
8	TUE	V	CIA I
9	WED	VI	CIA I
10	THU	I	CIA I

In family relationships, 'love' is really spelled 't-i-m-e,' time. Taking time for each other is the key for harmony at home.

Dieter F. Uchtdorf

JANUARY 2019

11	FRI	II	CIA I
12	SAT	III	Pongal Celebration
13	SUN		
14	MON		Pongal
15	TUE		
16	WED		Thiruvalluvar Day
17	THU		Uzhavar Thirunal
18	FRI	IV	Online quiz for II UG & II PG
19	SAT	V	Online quiz for I UG & I PG
20	SUN		

The simplification of life is one of the steps to inner peace. A persistent simplification will create an inner and outer well-being that places harmony in one's life.

- Peace Pilgrim

JANUARY 2019

21	MON	VI	
22	TUE	I	IQAC Meeting
23	WED	II	
24	THU	III	Association Meeting Tamil & French
25	FRI	IV	
26	SAT		Republic Day CDP
27	SUN		
28	MON	V	Mark Submission for CIA I
29	TUE	VI	
30	WED	I	
31	THU	II	

Art is a harmony parallel with nature.

- Paul Cezanne

No.of working days: 20

FEBRUARY 2019

1	FRI	III	Holy Mass
2	SAT	I	Boards of Studies
3	SUN		
4	MON	IV	
5	TUE	V	
6	WED	VI	Question Paper Submission for CIA II
7	THU	I	Association Meeting Commerce & Economics
8	FRI	II	PTA for I U.G.
9	SAT		CDP
10	SUN		

Harmony is pure love, for love is complete agreement. - Lope de Vega

FEBRUARY 2019

11	MON	III	
12	TUE	IV	IQAC Meeting
13	WED	V	
14	THU	VI	CIA II
15	FRI	I	CIA II
16	SAT		Alumnae Day Convocation Day
17	SUN		
18	MON	II	CIA II
19	TUE	III	CIA II
20	WED	IV	CIA II

Without peace, there is nothing truly human. Peace is harmony. And harmony is the highest ideal of life.
- Klas Pontus Arnoldson

FEBRUARY 2019

21	THU	VI	CIA II
22	FRI	I	Online quiz for II U.G & II P.G. CIA II
23	SAT	II	Online quiz for I U.G & I P.G.
24	SUN		
25	MON	III	
26	TUE	IV	
27	WED	V	Association Meeting Botany & Zoology
28	THU	VI	

Harmony makes small things grow, lack of it makes great things decay.

- Sallust

No. of working days: 21

MARCH 2019

1	FRI	I	
2	SAT		CDP
3	SUN		
4	MON	II	
5	TUE	III	
6	WED	IV	Ash Wednesday
7	THU	V	
8	FRI	VI	Women's Day Mark Submission for CIA II
9	SAT		
10	SUN		Fr. B.S. Soosainather's Death Anniversary Holy Mass

With an eye made quiet by the power of harmony, and the deep power of joy, we see into the life of things.

- William Wordsworth

MARCH 2019

11	MON	I	Question Paper Submission for CIA III
12	TUE	II	
13	WED	III	
14	THU	IV	Association Meeting Mathematics & Computer Science
15	FRI	V	Thanksgiving Mass Annual Day
16	SAT		
17	SUN		
18	MON	VI	CIA III
19	TUE	I	CIA III
20	WED	II	CIA III

Harmony is something we must have with others, but it must start inside us first.

- David DeNotaris

MARCH 2019

21	THU	III	CIA III
22	FRI	IV	CIA III
23	SAT		CDP
24	SUN		
25	MON	V	Feast of the Annunciation CIA III
26	TUE	VI	CIA III
27	WED	I	Online quiz for II U.G & II P.G
28	THU	II	Online quiz for I U.G & I P.G
29	FRI	III	Project Submission for III U.G.
30	SAT		
31	SUN		

Always aim at complete harmony of thought and word and deed. Always aim at purifying your thoughts and everything will be well. -Mahatma Gandhi

No. of working days : 21

APRIL 2019

1	MON	IV	Practical Exam commences
2	TUE	V	IQAC Meeting
3	WED	VI	
4	THU	I	
5	FRI	II	Holy Mass
6	SAT		
7	SUN		
8	MON	III	Online mark entry
9	TUE	IV	
10	WED	V	

When we feel, a kind of lyric is sung in our heart. When we think, a kind of music is played in our mind. In harmony, both create a beautiful symphony of life.

- Toba Beta

APRIL 2019

11	THU	VI	
12	FRI	I	
13	SAT	II	
14	SUN		Palm Sunday Dr. Ambedkar Jeyanthi Tamil New Year Day
15	MON	III	
16	TUE	IV	Last Working Day
17	WED		Mahavir Jeyanthi
18	THU		Maundy Thursday
19	FRI		Good Friday
20	SAT		

The root of happiness is the harmony of soul with the spirit of a glad heart.

- Lailah Gifty Akita

No. of working days:13

APRIL 2019

21	SUN		Easter
22	MON		
23	TUE		
24	WED		
25	THU		Governing Body Meet
26	FRI		ESE begins
27	SAT		
28	SUN		
29	MON		
30	TUE		

Outer peace is the reflection of inner beauty, harmony, love, and tranquility.

— Debasish Mridha

MAY 2019

1	WED		
2	THU		
3	FRI		
4	SAT		
5	SUN		
6	MON		
7	TUE		
8	WED		
9	THU		
10	FRI		

The more in harmony you are with the flow of your own existence, the more magical life becomes.

- Adyashanti

MAY 2019

11	SAT		
12	SUN		
13	MON		
14	TUE		
15	WED		
16	THU		
17	FRI		
18	SAT		
19	SUN		
20	MON		

Mindfulness helps us to live in harmony with our thoughts, words and actions.

- Amit Ray

MAY 2019

21	TUE		
22	WED		
23	THU		
24	FRI		
25	SAT		
26	SUN		
27	MON		
28	TUE		
29	WED		
30	THU		
31	FRI		

Only love holds people together in writing and harmony.

EVALUATION PROCEDURES - RULES AND REGULATIONS

Assessment Rules

1.0. Assessment Ratio

Theory Ratio

Assessment for each course has two components:

Continuous Internal Assessment (CIA) and End Semester Examinations (ESE). These two put together ensure an objective assessment throughout the course of study and cumulatively as well.

The ratio of CIA and ESE is

40 : 60 for I UG and all PG courses.

50:50 for II and III UG courses.

Practical Ratio

For practical the ratio is

40:60 for I UG and all PG courses

50:50 for II UG and III UG courses. The components for internal evaluation are as follows.

Components	I UG & all PG	II & III UG
1. Involvement in doing the experiments	20	25
2. Record	5	5
3. Attendance	5	5
4. Model exam	10	15
Total	40	50

*A candidate can take her ESE practicals only if she has submitted her practical record.

Both CIA and ESE are mandatory to complete a course successfully.

All CIA tests will be held in the afternoon.

2.0.Assessment Rules for UG

2.1.Evaluation Pattern I UG (w.e.f. 2018-2019)

Tamil /French / General English /All Core/Core Integral / Core Skill Based / Allied (Science)

CIA : ESE ratio = 40 : 60

Components of CIA:

(i) Internal Test (Average of best two tests)	= 30 Marks
(ii) On-line quiz / quiz (Average of best two quizzes)	= 5 Marks
(iii) Assignment	= 5 Marks
Total	<u>40 Marks</u>

Three centralized internal tests will be held for a duration of one and a half hours for 50 marks each. Average of the best two test marks will be converted to 30. On-line quiz will be conducted for 10 marks in each CIA. For Tamil and General English quiz will be conducted in the class. The average of best two quizzes will be converted to 5. Assignment carries 5 marks.

Question Paper Pattern for CIA

Time : 1 ½ hours. Total Marks = 50

Section A : 10x1 = 10 (Match the following, fill up the blanks, true/false)

Section B : 4x2 = 8 (Knowledge based - 4 out of 5) (50 words each)

Section C: 2x6 = 12 (Internal choice- one question from each unit) (200 words each)

Section D: 2x10 = 20 (Application/Creativity based- open choice 2 out of 3)
(400 words each)

Total 50 (converted to 30)+Assignment 5 + Online quiz 5

Final CIA marks = 40

Question Paper Pattern for ESE

Time : 3 hours Total Marks =100 (converted to 60)

Section A : $20 \times 1 = 20$ (multiple choice questions)

Section B : $10 \times 2 = 20$ (Knowledge based - 10 out of 12) (50 words each)

Section C : $5 \times 6 = 30$ (Internal choice- one question from each unit) (200 words each)

Section D : $3 \times 10 = 30$ (Application/Creativity based-open choice - 3 out of 5)
(400 words each)

Total $\frac{\quad}{\quad} = 100$ (converted to 60)

Final ESE marks = 60

Allied (Arts & Commerce) CIA : ESE = 20 : 30

Question Paper Pattern for CIA

Time : 1 Hour Total Marks = 30

Section A : $5 \times 1 = 5$ (Match the following, fill up the blanks, true/false)

Section B : $3 \times 5 = 15$ (Knowledge based 3 out of 4) (150 words each)

Section C : $1 \times 10 = 10$ (Application/Creativity based-open choice 1 out of 3)
(400 words each)

Total $\frac{\quad}{\quad} = 30$ (converted to 15) + Assignment 5

Final CIA marks = 20

Question Paper Pattern for ESE

Time: 2 hours. Total Marks-60 (converted to 30)

Section A : $10 \times 1 = 10$ (multiple choice questions)

Section B : $5 \times 2 = 10$ (Knowledge based-5 out of 7) (50 words each)

Section C : $5 \times 4 = 20$ (internal choice- one question from each unit)
(100 words each)

Section D : $2 \times 10 = 20$ (Application/Creativity based-open choice - 2 out of 4)
(400 words each)

Total $\frac{\quad}{\quad} = 60$ (converted to 30)

Final ESE marks = 30

Ability Enhancement Course

CIA : ESE = 20 : 30

Question Paper Pattern for CIA

Time : 1hour. Total Marks- 30

Section A: $5 \times 1 = 5$ (Match the following, fill up the blanks, true/false)

Section B: $3 \times 5 = 15$ (Knowledge based-3 out of 4) (50 words each)

Section C: $1 \times 10 = 10$ (Application/Creativity based-open choice

1 out of 3) (400 words each)

.....
Total = 30 (converted to 20)
.....

Final CIA marks = 20

Question Paper Pattern for ESE

Time : 2 hours. Total Marks-60 (converted to 30)

Section A : $10 \times 1 = 10$ (multiple choice questions)

Section B: $5 \times 2 = 10$ (Knowledge based-1 question from each unit -
no choice) (50 words each)

Section C: $5 \times 4 = 20$ (internal choice- one question from each unit)
(100 words each)

Section D: $2 \times 10 = 20$ (Application/Creativity based - open choice
2 out of 4) (400 words each)

.....
Total = 60 (converted to 30)
.....

Final ESE marks = 30

2.2 Evaluation Pattern (II and III UG)

Continuous Internal Assessment (CIA)

Evaluation Pattern for Tamil / French, General English Core, Allied & Core Elective (CIA)

i. Internal Test (Average of best two tests)	= 40 marks
ii. Quiz / Snap test / etc.	= 5 marks
iii. Assignment	= 5 marks
Total	= <u>50 marks</u>

Three centralized internal tests will be held for a duration of one and a half hours for 50 marks each. Average of the best two test marks will be converted to 40.

The other components are quiz, snap test, assignment, seminar, viva-voce or any other form the teacher may deem appropriate.

Question Paper Pattern for CIA (Tamil / French, General English, Core, Allied & Core Elective) - 1½ hours duration

Section A : 8 x 1	= 8 (multiple choice)
Section B : 3 x 2	= 6 (open choice) (50 words each) (3 out of 5)
Section C : 2 x 6	= 12 (internal choice) (200 words each)
Section D : 2 x 12	= 24 (open choice) (500 words each) (2 out of 3)
Total	= <u>50 marks</u>

Evaluation Pattern for CIA (NME & SBE) 1 hour duration

Total Marks - 50

Internal - 25 marks

External - 50 marks (to be converted to 25 marks)

CIA to be conducted for 30 marks and converted to 15 marks

CIA (Average of best two tests)	= 15 Marks
Quiz	= 5 Marks
Assignment	= 5 Marks
Total	= <u>25 Marks</u>

Question Paper Pattern for CIA (NME & SBE) - 1 hour duration

Section A : 10 x 1 = 10 marks (multiple choice)

Section B : 2 x 5 = 10 marks (internal choice)

Section C : 1 x 10 = 10 (open choice) (1 out of 3)

Total = 30 marks

Evaluation Pattern for CIA (Foundation Courses) 1 hour duration

Total Marks - 100

Internal - 25 marks (to be converted to 50 marks)

External - 50 marks

CIA to be conducted for 30 marks and converted to 15 marks

CIA (Average of best two tests) - 15 Marks

Quiz / Assignment / Practical - 10 Marks

Total - 25 Marks

Question Paper Pattern for CIA (Foundation Courses) 1 hour

Section A : 8 x 1 = 8 (multiple choice)

Section B : 2 x 6 = 12 (internal choice)

Section C : 1 x 10 = 10 (open choice) (400 words each) (1 out of 3)

Total = 30 marks

Online Objective Type Test :

Every CIA consists of an on-line objective type test to promote computer literacy uniformly among the students. Online quizzes will be conducted for I and II UG and all PG courses. Students will have to appear for objective type test in the prescribed papers conducted together after CIA.

Eligibility for CIA Retest

- No retest will be conducted for CIA.
- Only those candidates who represent the institution or the university or the state or the nation at the time of CIA are eligible for retests and they should apply for the same through a requisition letter duly signed by head of the department and course teacher.
- All requests for retest must be accompanied by valid supporting documents.

Answer Scripts

- The CIA answer scripts shall be returned to the students within 10 days of the test date. The students must scrutinize the scripts, sign and return them to the teacher concerned.
- Any discrepancy in the marks should be brought to the notice of the respective teacher immediately.
- It is mandatory that the students sign in the consolidated internal mark record sheet before the submission of the same. Requests for correction in CIA marks after the date of signing will not be entertained.

End Semester Examination (ESE)

- End Semester Examination will be conducted for three hours for 100 marks each and converted to 50.

Question Paper Pattern for ESE (Tamil / French, General English, Core, Allied & Core Elective)

Section A : $20 \times 1 = 20$ (multiple choice)

Section B : $7 \times 2 = 14$ (open choice) (50 words each) (7 out of 10)

Section C : $5 \times 6 = 30$ (internal choice) (200 words each)

Section D : $3 \times 12 = 36$ (open choice) (500 words each) (3 out of 5)

Total $\quad \quad \quad = 100$ marks

Question Pattern for NME, SBE & Foundation Courses

(ESE) 2 hours duration

Section A : $10 \times 1 = 10$ (multiple choice)

Section B : $5 \times 4 = 20$ (internal choice) (200 words each)

Section C : $2 \times 10 = 20$ (open choice) (400 words each) (2 out of 4)

Total = 50 marks

Self Study Course (ESE) 2 hours duration - 50 marks

- There is no Internal Examination, only End Semester Examination.
- Question paper pattern depends on the content of the paper.
- All the I and II year students and I and II Year French students will undergo a spoken English viva and spoken French viva respectively for 10 marks in the even semester.

The Project report submitted at the end of VI Semester will be evaluated as follows:	
Under Graduate (UG)	Marks
Internal Evaluation	
Data Collection & Experiment work	10
Relevance, Objective & Focus of Project	15
Team Work	5
Originality, Innovation & Creativity	10
Oral Presentation	10
Total	50
External Evaluation	
Relevance to the theme	15
Design of the Project	10
Mode of presentation (Models/Charts/Graph/ Power Point Presentation)	15
Response to questions & Criticisms	10
Total	50
• An undergraduate student will be declared to have passed the course only if she secures 40% marks in the CIA and 40% in ESE. • Minimum pass mark in CIA is mandatory (40% for UG). • No improvement is allowed for CIA and ESE.	

3.0. Assessment Rules for PG

Evaluation Pattern

Continuous Internal Assessment (CIA)

Components of CIA

i. Internal Test (Average of best two tests)	= 30 marks
ii. Seminar	= 5 marks
iii. Assignment	= 5 marks

Total	= 40 marks

Three centralized internal tests will be held for a duration of one and a half hours for 50 marks each. Average of the best two test marks will be converted to 30. The other components will be seminar and assignment.

Question Paper Pattern for CIA - 1½ hours duration

Section A : 8 x 1 = 8 (multiple choice)

Section B : 3 x 2 = 6 (open choice) (50 words each) (3 out of 5)

Section C : 2 x 6 = 12 (internal choice) (200 words each)

Section D : 2 x 12 = 24 (open choice) (500 words each)(2 out of 3)

Total	= 50 marks

End Semester Examinations (ESE)

The duration of the ESE will be three hours and for 100 marks each. This will be converted to 60 marks.

Question Paper Pattern for ESE.

Section A : 20x1 = 20 (multiple choice)

Section B : 7x2 = 14 (open choice) (50 words each) (7 out of 10)

Section C : 5x6 = 30 (internal choice) (200 words each)

Section D : 3x12 = 36 (open choice) (500 words each) (3 out of 5)

Total	= 100 marks

The Project report submitted at the end of III semester will be evaluated as follows:

Project evaluation	-	70 (40 Internal + 30 External)
Viva-voce	-	30 (External)
Total	-	100 marks

Post Graduate (PG)	Marks
Internal Evaluation	
Originality	10
Experimental design / Data collection /Experimental work	15
Literature Review / Mechanics of writing	15
Total	40
External Evaluation	
Viva-voce - Presentation of premises	15
Response	15
Total	30
Dissertation - Relevance to Topic	5
Dissertation format	10
Results & Discussion / Methodology	15
Total	30

- A post graduate student will be declared to have passed a course only if she secures 50% in CIA and 50% in ESE.
- Minimum pass mark in CIA is mandatory (50% for PG).
- No improvement is allowed for CIA and ESE.

4.0. Assessment Rules for M.Phil.

Evaluation Pattern

CIA : ESE ratio is 50 : 50

All core and project related elective papers will be completed in Semester I. Semester II will be devoted to project and dissertation submission.

Continuous Internal Assessment (CIA)

Components for CIA

i. Internal Test (Average of best two tests)	= 30 marks
ii. Assignment	= 5 marks
iii. Seminar	= 5 marks
iv. Library Work	= 10 marks
Total	= 50 marks

Three centralized internal tests will be held for a duration of one and a half hours for 50 marks each. Average of the best two test marks will be converted to 30. The other components will be assignment, seminar, and library work.

Question Paper Pattern for CIA

Section A : $2 \times 5 = 10$ (short notes internal choice) (200 words each)

Section B : $4 \times 10 = 40$ (answer in detail internal choice)
(500 words each)

Total = 50 marks

End Semester Examinations (ESE)

The duration of ESE will be three hours and for 100 marks each. This will be converted to 50.

Question Paper Pattern for ESE

Section A : $5 \times 5 = 25$ (short notes-internal choice) (200 words each)

Section B : $5 \times 15 = 75$ (answer in detail-internal choice)
(500 words each)

Total = 100 marks

- A dissertation should be submitted at the end of the second semester and will be evaluated as follows:

Dissertation = 75 marks (50 Internal + 25 External)

Viva Voce = 25 marks (External)

Total = 100 marks

- An M.Phil. student will be declared to have passed the course only if she secures 50% in CIA and 50% in ESE.
- Minimum pass mark in CIA is mandatory (50% for M.Phil.).
- No improvement is allowed for CIA and ESE.

5.0. Eligibility for ESE

Common Rules

- A student must have completed all the requirements of the CIA to appear for the End Semester Examinations.
- A student is eligible to appear for the ESE in a subject only if she has secured 75% attendance. However condonation of absence till 60% may be granted by the Principal on medical grounds.
- If the attendance is below 60%, the student has to repeat the semester.
- A student should have paid all the fees payable to the college and to the hostel if she is a hosteller.

6.0. Examination Fee

- Students must apply in the prescribed form for appearing for the ESE. Examination fee will be collected for all the courses for every semester. Students are expected to pay the prescribed End Semester Examination fee and fill the examination forms within the stipulated date.
- Applications will be received with a late fee upto 5 days after the specified date.

7.0. Valuation

- There is single valuation for UG and double valuation for PG and M.Phil. The ESE papers are valued by external examiners only.
- In double valuation the average of the two valuations will be the final result.
- In case of a difference of 10% of marks or above between the first valuation and the second valuation, there will be a third valuation. The marks secured in the third valuation will be final.

8.0 Result Publication

- The results will be scrutinized by the Awards Committee and published within 21 days of the last exam.

9.0 Statement of Marks

- Students will be given a statement of marks for each semester.
- A consolidated statement of marks will be given at the end of the programme of study.
- On receiving the mark statement, the student should ensure that entries (spellings of name, initials, register number, CIA marks, course title and code) are entered correctly. Any discrepancy should be reported to the Controller of Examinations within 4 days from the date of receiving the statement.
- Statement of marks for the semesters I,II,III,IV and V will be distributed to the parents on a notified date within three weeks from the publication of results.
- If a student loses her original statement of marks, she can apply for a duplicate mark statement by paying a prescribed fee.
- A duplicate mark statement will be issued after the usual process of police verification and submission of FIR copy.

10.0. Arrears

- A student of any course who has arrears can appear for her arrear papers in any semester. However she can appear for a maximum of 6 arrear papers only in one semester.
- The time limit for successfully completing a course is as follows:

UG	-	6 years
PG	-	4 years
M.Phil	-	2 years

11.0. Revaluation

- Revaluation of answer scripts is possible only for UG on payment of a prescribed fee. Application for revaluation must be made within 10 days from the date of publication of results.

12.0. Retotalling

- Retotalling of the marks is possible on payment of a prescribed fee for all the courses. Application for retotalling must be made within 7 days from the date of publication of results.
- There is no provision for retotalling or revaluation of practical papers for any of the courses.

13.0. Supplementary Examination

- Supplementary exams will be held for all courses after VI Semester ESE for UG, after IV Semester ESE for PG and II Semester ESE for M.Phil.
- The students who have **only one arrear paper** are eligible for the supplementary exams.
- Supplementary exams will be conducted within 21 days from the date of publication of results.
- Applications for supplementary exams should be submitted within 10 days from the date of publication of results.

14.0. Special Examination

Special exams will be held for every semester after the completion of the regular ESE. Only those students who represent the institution or the university or the state or the nation in a competition or a meet at the time of the ESE are eligible to appear for special exams

15.0. Grievance Redressal

To ensure transparency and objectivity in the evaluation process, a grievance redressal cell has been constituted.

If a student has grievances related to the CIA (theory and practical), she may approach the respective teacher and the head of the department within 3 days from the announcement of the marks. The head of the department, in turn, will refer the matter to the grievance redressal cell. The decision of the redressal cell shall be final.

16.0. Malpractice

- Malpractice in any form is strictly forbidden and will be severely dealt with.
- Possession of study materials or mobile phones in the exam halls and attempts to indulge in malpractice will also be viewed as malpractice.
- All cases of malpractice will be referred to a discipline committee constituted for this purpose. The decision of the committee shall be final.
- The above rules are applicable for both CIA and ESE. All the students who indulge in malpractice are barred from appearing for all the papers for one year.

17.0. Conversion of marks to Grade Points and Letter Grade (Performance in a Paper / Course) U.G. (Under Graduate)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 - 8.9	D +	Excellent
75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A +	Very Good
60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average
40 - 49	4.0 - 4.9	C	Satisfactory
00 - 39	0.0	RA	Re-appear
ABSENT	0.0	AA	ABSENT

Conversion of marks to Grade Points and Letter Grade			
(Performance in a Course / Paper) Post Graduate / M.Phil.			
RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 - 8.9	D +	Excellent
75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A +	Very Good
60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average
00 - 49	0.0	RA	Re-appear
ABSENT	0.0	AA	ABSENT
OVERALL PERFORMANCE			
CGPA	GRADE	CLASSIFICATION OF FINAL RESULT	
9.5 - 10.0	O+	First Class Exemplary*	
9.0 and above but below 9.4	O		
8.5 and above but below 8.9	D++	First Class with Distinction*	
8.0 and above but below 8.4	D+		
7.5 and above but below 7.9	D		
7.0 and above but below 7.4	A++	First Class	
6.5 and above but below 6.9	A+		
6.0 and above but below 6.4	A		
5.5 and above but below 5.9	B+	Second Class	
5.0 and above but below 5.4	B		
4.0 and above but below 4.9	C	Third Class	
For a Semester :			
SEMESTER GRADE POINT AVERAGE (SGPA) = $\sum_i C_i G_i / \sum_i C_i$			
Sum of the multiplication of grade points by the credits of the courses			
SGPA = -----			
Sum of the credits of the courses of the entire programme			
113			

For the entire programme :

$$\text{CUMULATIVE GRADE POINT AVERAGE (CGPA)} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

C - Credits earned for the course / in any semester.

G - Grade point obtained for the course / in any semester.

N - refers to the semester in which such course were credited

- * Applicable to candidates who have passed the courses prescribed for the programme in the first appearance as per the scheme of examination; otherwise they are eligible for classification only.

18.0. Awarding of Ranks

- Students who have arrears and clear them subsequently will not be considered for ranks.
- Ranks will be decided based on the marks secured in core and core elective papers.

19.0. Special Rules for M.Phil

- A consolidated statement of marks will be issued after successful completion of viva voce.
- If submission of dissertation is delayed, an extension fee for submission of dissertation should be paid for every additional 3 months taken by the student after the stipulated time for submission.
- A student will be allowed only 2 such extensions.
- The dissertation can be submitted for evaluation only after passing all the theory papers.
- The theory papers and the dissertation must be completed within 2 years.

20.0. Discipline to be maintained inside the Examination Hall

1. Duplicate hall ticket will not be issued in the students' office without the permission of the Principal. In addition, hostel students should get the approval from the Warden. The penalty should be paid to receive the duplicate hall ticket if the student has lost the hall ticket.
2. Students are advised not to wear/bring gold ornaments.
3. Management is not responsible for the money/valuable things kept in the bags outside the examination hall.
4. Students are not allowed to enter/exit through all the doorways unless otherwise it is indicated as Entrance/Exit.
5. A student entering the examination hall must possess hall-ticket and identity card issued by the Principal; else she will be denied permission to write the examination. Students are permitted to carry only the writing materials.
6. Students have to occupy their allotted seats 15 minutes before the commencement of examination and maintain discipline and silence inside the examination hall. They should stand for the prayer song as well as for prayer. All should recite the Lord's Prayer aloud after the prayer song.
7. Students have to pay due attention to the instructions given by the staff before the commencement and also during the examination. Students have to fill the front page with legible handwriting before getting signature from the invigilator. Forenoon and Afternoon have to be specified as FN/AN accordingly.

8. Students must verify and satisfy themselves that they have received correct question papers with proper subject code before they start answering questions. Irrelevant question paper should be returned to the staff at once.
9. Students should not write their Register number anywhere else (except in the specified space) on the first page of the Answer Book (Main/Additional). Writing the name or making any appeal to the examiner or writing the internal assessment marks or writing the register number in the additional sheets or any other identifiable marking will be treated as an attempt to influence the examiner. Hence, any such act will attract disciplinary proceedings.
10. Students should write a minimum of 20 lines per page in the answer script issued during examinations. If found careless in usage of paper, considering space required for diagrams/charts/illustrations etc., the amount equivalent to the examination fee of that paper will be collected as fine before the issue of mark sheets.
11. Objective type questions in Section A should be answered in the first page/OMR Sheet.
12. The counting of page excludes the front main sheet containing details and instructions. Page numbers should be written at the centre of the top of the paper. Writing page numbers in the left corner should be eradicated to differentiate it from the question number.
13. Students will not be allowed to borrow writing materials, geometrical instruments, calculators etc. from others.
14. Students are prohibited from carrying cell phone inside the examination hall and also not allowed to carry purse, any textual material, printed or written or bits of papers.

15. Students should use only blue or black ink pen while answering their papers. Only for drawing diagrams or chart, colour pens/sketch pens are allowed.
16. Clark's mathematical table, Statistical table and Graph sheet will be supplied to students on request and the same should be returned immediately after use, without any scribbling. Students are permitted to use only non-programmable calculators.
17. Rough work, if any, must be done by the students on the bottom of page itself. Students can reserve, if necessary, one fourth of the page at the bottom exclusively for the purpose. No separate answer book for rough work will be supplied to students. Rough work carried out by a student will become part and parcel of the answer script. Rough work/marking questions should not be done in the question paper.
18. Students are forbidden from asking questions or clarifications of any kind from the staff during the examination.
19. Students should not detach any sheet from the main answer book or smuggle out additional sheet or main book.
20. The students who indulge in any malpractice while writing examination will be immediately referred to the Chief Superintendent for the initiation of appropriate disciplinary proceedings. If they are proved guilty of malpractice, the Examination Disciplinary Action Committee is empowered to impose punishment including fine, cancellation of papers, debarring from writing examinations for the next 2 - 5 years according to the cognizance (seriousness) of the malpractice.
21. Students are expected to stand for additional sheets earlier and to behave politely with the staff.

22. Students are not allowed to write beyond the time prescribed for the examinations.
23. Students should hand over the answer books personally to the staff, before leaving the examination hall.
24. Students must leave the exam hall column wise, silently, as guided by the invigilators.
25. In the event of public holiday being declared after the publication of timetable, the examinations will not be postponed or cancelled. The examinations will be conducted as scheduled, unless otherwise notified by the Principal.
26. Re-examinations will not be conducted if a student fails to notify the correct date/session/subject title/subject code.
27. Private students should receive the hall ticket in the office of the controller of examination. Getting hall ticket on the exam date is strictly forbidden.
28. Hall tickets will be issued to the regular candidates by the heads of departments/online. Any discrepancies should be clarified immediately with the controller of examinations.

TIME TABLE - ODD SEMESTER (June - October)						
TIME DAY ORDER	I 8.30 - 9.30	II 9.30 - 10.30	III 10.30 - 11.20	IV 11.40 - 12.30	V 12.30 - 1.30	VI
I	Ethics & Catechism					
II						
III						
IV						
V						
VI	8.30 - 9.20	9.20 - 10.10	10.10 - 10.55	11.10 - 11.55	11.55 - 12.40	12.40 - 1.30

TIME TABLE - EVEN SEMESTER (December - April)						
TIME DAY ORDER	I 8.30 - 9.30	II 9.30 - 10.30	III 10.30 - 11.20	IV 11.40 - 12.30	V 12.30 - 1.30	VI
I	Ethics & Catechism					
II						
III						
IV						
V						
VI	8.30 - 9.20	9.20 - 10.10	10.10 - 10.55	11.10 - 11.55	11.55 - 12.40	12.40 - 1.30

PARTICULARS OF LEAVE TAKEN

[illegible]

[illegible]

CALENDAR 2018 - 2019

JUNE 2018		JULY 2018		AUGUST 2018		SEPTEMBER 2018	
SUN	3 10 17 24	SUN	1 8 15 22 29	SUN	5 12 19 26	SUN	30 2 9 16 23
MON	4 11 18 25	MON	2 9 16 23 30	MON	6 13 20 27	MON	3 10 17 24
TUE	5 12 19 26	TUE	3 10 17 24 31	TUE	7 14 21 28	TUE	4 11 18 25
WED	6 13 20 27	WED	4 11 18 25	WED	1 8 15 22 29	WED	5 12 19 26
THU	7 14 21 28	THU	5 12 19 26	THU	2 9 16 23 30	THU	6 13 20 27
FRI	1 8 15 22 29	FRI	6 13 20 27	FRI	3 10 17 24 31	FRI	7 14 21 28
SAT	2 9 16 23 30	SAT	7 14 21 28	SAT	4 11 18 25	SAT	1 8 15 22 29
OCTOBER 2018		NOVEMBER 2018		DECEMBER 2018		JANUARY 2019	
SUN	7 14 21 28	SUN	4 11 18 25	SUN	30 2 9 16 23	SUN	6 13 20 27
MON	1 8 15 22 29	MON	5 12 19 26	MON	31 3 10 17 24	MON	7 14 21 28
TUE	2 9 16 23 30	TUE	6 13 20 27	TUE	4 11 18 25	TUE	1 8 15 22 29
WED	3 10 17 24 31	WED	7 14 21 28	WED	5 12 19 26	WED	2 9 16 23 30
THU	4 11 18 25	THU	1 8 15 22 29	THU	6 13 20 27	THU	3 10 17 24 31
FRI	5 12 19 26	FRI	2 9 16 23 30	FRI	7 14 21 28	FRI	4 11 18 25
SAT	6 13 20 27	SAT	3 10 17 24	SAT	1 8 15 22 29	SAT	5 12 19 26
FEBRUARY 2019		MARCH 2019		APRIL 2019		MAY 2019	
SUN	3 10 17 24	SUN	31 3 10 17 24	SUN	7 14 21 28	SUN	5 12 19 26
MON	4 11 18 25	MON	4 11 18 25	MON	1 8 15 22 29	MON	6 13 20 27
TUE	5 12 19 26	TUE	5 12 19 26	TUE	2 9 16 23 30	TUE	7 14 21 28
WED	6 13 20 27	WED	6 13 20 27	WED	3 10 17 24	WED	1 8 15 22 29
THU	7 14 21 28	THU	7 14 21 28	THU	4 11 18 25	THU	2 9 16 23 30
FRI	1 8 15 22	FRI	1 8 15 22 29	FRI	5 12 19 26	FRI	3 10 17 24 31
SAT	2 9 16 23	SAT	2 9 16 23 30	SAT	6 13 20 27	SAT	4 11 18 25