

**ST.JOSEPH'S COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS),
CUDDALORE-607001**



**STUDENTS'
HAND BOOK
2020 - 2021**



Affiliated to Thiruvalluvar University, Vellore | Re-Accredited by NAAC with 'A' Grade (3rd Cycle)

Recognised u/s 2 (f) & 12 (B) of the UGC Act, 1956 | A Christain Minority Institution

Ph: (Office) 04142-286311 | Fax : 04142-286315 | Email : josecol27998@gmail.com

Websites : www.sjctnc.edu.in , www.karnalthottamjournals.org

St. Joseph's College Road, Manjakupppam, Cuddalore- 607001



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Secretary : 04142-286315
Principal / Office : 04142-286311
Controller's Office : 04142-286312
Website : www.sjctnc.edu.in
www.karnalthottamjournals.org
E-mail : josecol27998@gmail.com

**STUDENTS' HAND BOOK
CALENDAR 2020-2021**

College Working Hours

Shift-I 08.25 a.m. to 01.15 p.m.

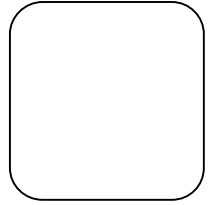
Shift-II 01.15 p.m. to 06.00 p.m.

Office Working Hours

08.25 a.m. to 06.00 p.m.

(Lunch Break: 02.00 p.m. to 03.00 p.m.)

PERSONAL INFORMATION



Name : _____

Roll No. : _____

Department : _____

Date of Birth : _____

Father's Name : _____

Occupation : _____

Mother's Name : _____

Occupation : _____

Address : _____

Blood Group : _____

Phone/ Mobile no. : _____

"Every day, think as you wake up, today I am fortunate to be alive, I have a precious human life, I am not going to waste it. I am going to use all my energies to develop myself, to expand my heart out to others; to achieve enlightenment for the benefit of all beings. I am going to have kind thoughts towards others, I am not going to get angry or think badly about others. I am going to be of benefit to others as much as I can".

THE LORD'S PRAYER

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,
and forgive us our trespasses,
as we forgive those
who trespass against us;
and lead us not into temptation,
but deliver us from evil.

PRAYER BEFORE CLASS

O God, the source of all truth and wisdom,
Bless our work and study, which we offer you
Enlighten our minds,
Strengthen our memories and
Direct our wills, towards what is right.
Enable us, always to seek the truth and
Make us truly wise.

PRAYER FOR PEACE

Lord, make me an instrument of your peace;

Where there is hatred, let me sow love,

Where there is injury, pardon;

Where there is doubt, faith;

Where there is despair, hope

Where there is darkness, light;

Where there is sadness, joy.

O Divine Master,

Grant that I may not so much seek

To be consoled as to console

To be understood as to understand,

To be loved as to love; for

It is in giving that we receive,

It is in pardoning that we are pardoned, and

It is in dying that we are born to eternal life.

- St. Francis of Assisi

PRAYER TO ST. JOSEPH

Oh, St. Joseph, whose protection is
so great, so strong, so prompt
before the throne of God. I place in
you all my interests and desires
Oh, St. Joseph, do assist me by
your powerful intercession, and
obtain for me from your divine
Son all spiritual blessings, through
Jesus Christ, our Lord. So that,
having engaged here below your
heavenly power, I may offer my
thanksgiving and homage to the
most loving of Fathers.

Oh, St. Joseph, I never weary of
contemplating you, and Jesus
asleep in your arms; I dare not
approach while He reposes near
your heart. Press Him in my name
and kiss His fine head for me and
ask him to return the Kiss when I
draw my dying breath. St. Joseph,
Patron of departing souls - Pray for me.

PRAYER FOR OUR COUNTRY

Into that Heaven of freedom, my Father
Let my country awake!
Where the mind is without fear
And the head is held high,
Where knowledge is free,
where the world has not been broken up
Into fragments by narrow domestic walls,
Where words come out from the depth of truth,
Where tireless striving stretches its arms
Towards perfection,
Where the clear stream of reason has not
Lost its way into the
Dreary desert sands of dead habit,
Into that Heaven of freedom, my father
Let my country awake!

- Rabindranath Tagore

j kꞑj j ha; thoꞑ ꞑ

eꞑhUq; fl YLj j eꞑykl ei j f; nfoꞑnyhOFK;
rꞑhUK; tj dnkdj; j ꞑfoguꞑ f; fz ꞑ kj ꞑy;
nj f;fz Kk; mj ꞑwꞑꞑweꞑ j ꞑhtꞑl ey; j ꞑUehLK;
j f;frꞑW ꞑꞑi wEj Yk; j hꞑj j eWe; j ꞑyFKNk
mj j ꞑyꞑ thri dNꞑhy; mi dj ꞑyFk; , dgKw
vj j ꞑi rAk; Gfokz f;f , Uej ngUe; j kꞑz qNf! j kꞑz qNf!
c d; rꞑꞑsi kj; j ꞑwktꞑæ;ꞑ nraykwe;ꞑ thoꞑ ꞑꞑNk!
thoꞑ ꞑꞑNk! thoꞑ ꞑꞑNk!

NATIONAL ANTHEM

Jana Gana Mana
Adhinyaka jaya he
Bharatha Bhagya Vidhata,
Punjaba, Sindhu, Gujarata, Maratha,
Dravida, Utkala, Banga,
Vindhya, Himachala, Yamuna, Ganga
Uchchala, Jaladhi, Taranga
Tava Subha name jage
Tava Subha Asisa Mage
Gahe Taba Jaya Gatha
Jana Gana Mangala Dayaka Jaya he
Bharatha Bhagya Vidhata,
Jaya he, Jaya he, Jaya he,
Jaya Jaya Jaya Jaya he.

- Rabindranath Tagore

ENGLISH RENDERING OF THE NATIONAL ANTHEM

Thou art the ruler of the minds of all people,
Dispenser of India's destiny.
Thy name rouses the hearts of Punjab, Sindhu, Gujarat and Maratha,
Of the Dravida, Utkala and Bengal;
It echoes in the hills of the Vindhyas and Himalayas,
mingles in the music of Yamuna and Ganga and is
chanted by the waves of the Indian Ocean.
They pray for thy blessings and sing thy praise.
The saving of all people waits in thy hand,
Thou dispenser of India's destiny.
Victory, victory, victory to thee.

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)

Re-Accredited by NAAC with 'A' Grade (3rd Cycle)

St. Joseph's College Road, Manjakuppam, Cuddalore-607 001

St. Joseph's College is a legacy of the 19th century, handed down to us by the venerable fathers of the society of the **Foreign Mission of Paris**. Its nucleus was the St. Joseph's High School which was started in 1868 A.D. This School was elevated into a college in 1884 A.D. through the efforts of Father Tarbes and was affiliated to the University of Madras. The District-Gazetteer, South Arcot District, has recorded that the prime educational institution and the only college in the District in the 19th century was St. Joseph's College. It once again became a high school in 1909 due to financial and other constraints. Since then, there had been several attempts to revitalize the college. The dream became a reality when the college was reborn as St. Joseph's College of Arts and Science in 1991. The college was inaugurated on **11th October 1991**, at a stately function presided over by **His Excellency Bishma Narain Singh**, the then Governor of Tamil Nadu through the efforts of **Rev. Fr. R. Ratchagar**, the then Secretary of the College. The college obtained Recognition u/s **2(f)** of the UGC Act, 1956 on **4th November 2004**, **Permanent Affiliation** on **7th March 2008**, the **Autonomous Status** on **17th June 2008** and **12(B) Status** by the University Grants Commission on **28th August 2015**. The **NAAC 3rd Cycle of Re-Accreditation** with **CGPA of 3.31** on seven point scale with **"A" Grade** was declared on **22nd February 2017**. Under the leadership of the present Secretary of the College **Rev. Fr. G. Peter Rajendiram** our institution is marching towards excellence.

The College bears the Motto "**Labor Omnia Vincit**", meaning "Hard Work conquers All". With an abiding faith in the efficacy of her labours, the college strives hard to impart value based education aimed at the formation of the integral personality of the student. With the willing co-operation of parents and the whole hearted support of the public, the college hopes to march triumphantly in its noble endeavour.

OUR VISION

To Work hard to prepare

- ❖ Men and Women academically and technically equipped to steer the Nation along the path of progress and peace.
- ❖ Men and Women who will free the Nation from the clutches of Sectarianism and Parochialism.

OUR MISSION

To Work hard to provide

- ❖ Wholesome and Integral Education that will help the students to find their footings in life.
- ❖ Ethical and Social values that will help the students to confidently face the challenges of life.
- ❖ Human and Community values that will help the students in building up the solidarity of all Indians.

QUALITY POLICY

To provide quality education through curriculum at par with that of reputed institutions of higher education, innovative teaching, competent and qualified teachers, supportive systems and by processes of on-going evaluation and continuous refinement leading to holistic development of the student community.

THE COLLEGE COAT OF ARMS



The emblem incorporates an open book, signifying the value of knowledge flanked by a bunch of lilies, which stands for purity of thought, word and deed. At the bottom is a lighted lamp, shedding its luster, inspiring us to be the torch bearers of knowledge, the crown at the top symbolises the glory of right knowledge acquired by Patience and Perseverance, in keeping with the motto, **“LABOR OMNIA VINCIT”** inscribed below the coat of arms.

SUCCESSION - LIST OF SECRETARY AND PRINCIPAL

Name	Secretary	Principal
Rev. Fr. Tarbes	1884 - 1888	1884 - 1888
Rev. Fr. Bertho	1888 - 1895	1888 - 1895
Rev. Fr. Durier	1895 - 1898	1895 - 1898
Rev. Fr. Bertho	1898 - 1906	1898 - 1906
Rev. Fr. Verdure	1906 - 1909	1906 - 1909
Rev. Fr. R. Ratchagar	1991 - 2002	---
Dr. S. Rajaraman	---	1991 - 1993
Rev. Fr. M. A. Ratchakar	---	1993 - 1996
Rev. Fr. V. Aruldass	---	1996 - 2002
Rev. Fr. A. J. Lawrence	2002 - 2006	2002 - 2006
Rev. Fr. P. Paul Raj Kumar	2006 - 2007	2006 - 2007
Rev. Fr. Dr. I. Ratchagar	2007 - 2014	2007 - 2012
Dr. S. Chinnappan	---	2012 - 2019
Rev. Fr. G. Peter Rajendiram	2014 -	---
Dr. M. Arumai Selvam	----	2019 -

CHRONOLOGY OF MAIN EVENTS

1852 A.D.	The Site of <i>Colonel Garden</i> acquired by Mgr. Bonand, D.D. Vicar Apostolic of Pondicherry.
22.01.1868	Inauguration of St. Joseph's High School through the efforts of Rev. Fr. L. Renevier, the First Principal.
1884	St. Joseph's raised to the status of a Second Grade College with Humanities and Mathematics through the efforts of Rev.Fr.Tarbes.
1909	Reduced to the status of High school due to need of funds.
25.06.1969	Centenary Celebrations.
11.10.1991	Revival of St. Joseph's College of Arts and Science, Inaugurated by His Excellency Bhisma Narain Singh, Governor of Tamil Nadu through the able guidance of Archbishop Most.Rev.V.S.Selvanathar and through the efforts of the great educationist Rev.Fr.R.Ratchagar.
11.10.1991	Establishment of B.Sc. Mathematics, Physics, Chemistry, Computer Science and B.Com. with a strength of 296 students.
23.03.1992	I-College Day-Chief Guest Dr Sathik, Vice-Chancellor, University of Madras.
1993	Establishment of B.A History.
21.03.1993	II College Day-Chief Guest Mr. V. Sankarasubbaiyan, I.A.S., Secretary, Dept. of Education, Govt. of Tamil Nadu and Inauguration of Venmani Block
06.10.1993	Foundation Stone Laid by Arch Bishop Most Rev. Dr. S. Michael Augustine for Fahrer Block.
1994	Inauguration of New UG Computer Centre by Arch Bishop Most Rev. Dr. S. Michael Augustine.
1994	Establishment of B.B.M., course in Day College. Establishment of Evening College with B.Sc. Computer Science
31.01.1995	IV- College day - Chief Guest His Eminence Cardinal Lourdasamy & Inauguration of Fahrer Block.
1995	Establishment of B.Sc. Chemistry and B.Com. in Evening College.
1996	NSS Unit was established. First NSS Programme Officer - Mr. M. Arumai Selvam.
31.01.1997	Inauguration of Muthamiz Manram-Chief Guest Mr.V.Gopalsamy MP.
1997	Establishment of B.Sc. Bio-Chemistry and Microbiology in Day College.
1998	Establishment of M.Sc., Computer Science in Day College. B.Sc., Bio-Chemistry and Micro-Biology in Evening College.

13.09.1998	Inauguration of Durier Block – Chief Guest His Eminence Simon Cardinal Lourdasamy
22.01.1999	First Convocation & VIII College Day – Chief Guest His Eminence Simon Cardinal Lourdasamy.
2000	Establishment of B.C.A. in Day College.
2001	Establishment of M.Sc.IT. in Day College and B.C.A. in Evening College.
23.01.2002	Boys Hostel Block Inauguration & Ladies Hostel Foundation Stone laid.
2002	Establishment of M.Sc. Chemistry in Day College and B.Sc. Physics in Evening College.
31.08.2002	Inauguration of Ruby Jubilee Block – Chief Guest His Eminence Simon Cardinal Lourdasamy.
10.08.2003	Inauguration of Entrance Arch.
2003	Blessing of Seminar Hall, Conference Hall, Chapel, Placement Cell, Fine Arts Centre and Lounge by Most Rev.Dr.S.Michael Augustine.
16.09.2003	NAAC Peer Team visit to the College – Headed by Dr. Saraswathi Rao – Accredited with B++ Level
22.02.2004	Inauguration of Petrine Jubilee Hall and Rev.Fr.M.A.Ratchagar Hall–by Mrs.Suseela Thirumaran, Vice–Chancellor, Thiruvalluvar University, Vellore.
2004	Establishment of M.Sc. Mathematics and M.Com. in Shift - I and B.Sc. Mathematics in Shift - II.
2004	Visit of UGC Expert Committee for Grant of Autonomy-Headed by Dr. Chauhan.
2004	Visit of Arch Bishop Most Rev Dr. Quintanna
04.11.2004	Recognized u/s 2(f) of the UGC Act, 1956–Inclusion of New colleges
2005	Inauguration of NCC – Mr. R. Rajamanickam, NCC Officer
2007	Inauguration of M.Sc.IT. Lab – Chief Guest Mr. G. Iyyappan, MLA.
19.03.2007	Inauguration of Library Building – Chief Guest Arch Bishop Most Rev. Dr. Antony Anandarayar.
2007	Visit of the Expert Committee for Permanent Affiliation-Headed by Prof. A. Karunanandan.
2008	College Management Instituted Rs.1,00,000/- in Thiruvalluvar University, Vellore for an Endowment Lecture on Christian Studies in the name of Our Arch Bishop Most Rev. Dr. Antony Anandarayar.
07.03.2008	Grant of Permanent Affiliation to the College
15.05.2008	Establishment of B.A. English and M.Sc. Physics in Day College.
17.06.2008	Grant of Autonomous Status to the College

20.03.2009	Inauguration of St. Joseph's State Level Invitation Volley Ball Tournament.
June 2009	Establishment of M.Phil. Research Programmes in Commerce, Chemistry & Computer Science in Shift-I and B.A.English in Shift-II.
Dec. 2009	Release of First issue of News Waves (News Letter of the College)
01.09.2010	Scientist Dr. A. Sivadhanupillai, Chief Controller of DRDO and Ministry of Defense inaugurated <i>Centre for Advanced Research in Environmental and Special Sciences(CARESS)</i>
23.09.2010	NAAC Peer Team visit for Re-Accreditation (2 nd Cycle)
19.01.2011	New Administrative Block was blessed and inaugurated by Our Arch Bishop Most Rev. Dr. Antony Anandarayar.
01.06.2011	New Courses M.A. English, M.A. History, Ph.D. in Chemistry and Commerce were started.
16.09.2011	College was accredited with "A" Grade by NAAC in the 2nd Cycle with a CGPA of 3.26 on Four point scale
20.02.2012	UGC Expert Committee visit for the Extension of Autonomous Status.
01.06.2012	New Courses B.Com. (Bank Management – Eve) and Master of Social Work (MSW) were established.
August 2012	Grant of extension of Autonomous Status by UGC for a period of six years w.e.f. the academic year i.e. 2011-2012 to 2016-2017.
20.09.2012	Conferment of Minority Status by the National Commission for Minority Educational Institutions.
19.03.2013	Blessing of New Tarbes Block by Archbishop Most Rev. Dr. Antony Anandarayar.
23.06.2013	Blessing of New Canteen by Rev. Fr. Secretary
19.12.2013	New Prayer Hall Inaugurated by Rev. Fr. Secretary
22.08.2015	Commencement of Silver Jubilee Celebrations
28.08.2015	College was conferred with 12(B) status – under section 12(B) of the UGC Act, 1956.
19.03.2016	Silver Jubilee Block, Rev.Fr.P.Paul Rajkumar Seminar Hall and Rev.Fr.Dr.I.Ratchagar Instrumentation Centre were blessed by Archbishop Most Rev. Dr. Antony Anandarayar
29. 06.2016	Establishment of B.A. Tamil for Shift-II
22.08.2016	Silver Jubilee Celebrations - Finale
09.09.2016	Establishment of Ph.D. Courses in Biochemistry & Microbiology
13, 14 & 15. 02.2017	NAAC Peer Team Visit (3 rd Cycle), Convener: Prof. A. K. Singh , Former Vice Chancellor, Member Coordinator: Prof. Dibakar Chandra Deka , Professor, Member: Dr. Ajay M. Bhamare , Principal.

22.02.2017	College was accredited with "A" Grade by NAAC with CGPA of 3.31 on Seven point scale (3rd Cycle)
23.06.2017	Establishment of BBA course
22.08.2017	Library Building - Annexe Inaugurated by Archbishop Most Rev.Fr. Antony Anandarayar
13.10.2017	<i>Gender Champion Club</i> was installed in our college by Women Empowerment Cell
28.02.2018	Establishment of Entrepreneurship Development Cell
27.11.2018 & 28.11.2018	UGC Expert Committee visit for the Extension of Autonomous - Chairman, Prof. Appa Rao Podile, Members, Dr. S. K. Garg, Dr. K. R. Shashirekha, Dr. M. Valarmathi, & Rev. Fr. Dr. D. Maria Antony Raj. UGC Coordinating Officer, Mrs. Sunita Gulati.
28-12-2018	Grant of extension of Autonomous Status for a period of five years w.e.f. the academic year i.e. 2018-2019 to 2022-2023, including ex-post-facto approval from 2017-2018.
03.06.2019	Student Induction Programme – All I Years - UG
07.06.2019 to 16.06.2019	NCC Annual Training Camp Annamalainagar, Chidambaram – NCC.
12.06.2019	Odd Semester Regular Classes Commenced - Academic Year Begins. Child Awareness Rally – NSS.
18.06.2019	Inauguration of JOSECOM – Department of Commerce.
20.06.2019	Inauguration of Village Service Learning (VSL) Scheme.
21.06.2019	International Yoga Day- Department of Physical Education.
26.06.2019	Inauguration of History Association. Drug Awareness Rally- NSS.
28.06.2019	Rev. Fr. Secretary's Feast Day Celebration.
03.07.2019	Guest Lecture on <i>Recent Cases in Gender and Environmental Issues.</i> – Women Empowerment Cell.
05.07.2019	International Workshop on <i>Artificial Intelligence, Big Data, Cloud Accounting and Data Analytics</i> - Department of Commerce.
06.07.2019 & 07.07.2019	Swatch Bharat Camp – NSS.
09.07.2019 to 19.07.2019	Ocean Sailing Cadre Camp, Puducherry to Karaikal. – NCC.
10.07.2019	Inauguration of Microbiology Association.
11.07.2019	1. An Inter-Collegiate Workshop on <i>Essential Components of Electronics</i> - Department of Physics. 2. Inauguration of JOSEBYTES Association – Department of Computer Science.

12.07.2019	<ol style="list-style-type: none"> 1. Inauguration of Mathematics Association and Guest Lecture on <i>Bio Mechanics and Fluid Transport Process</i>. 2. Inauguration of Association of English & Guest Lecture.
15.07.2019 to 31.07.2019	Orientation Classes on VSL Modules. –VSL.
16.07.2019	Inauguration of Chemistry Association
17.07.2019	<ol style="list-style-type: none"> 1. Guest Lecture on <i>Discover Yourself</i>. -Department of Psychology. 2. Inauguration of Placement Cell & Entrepreneurship Development Cell (EDC).
18.07.2019	<ol style="list-style-type: none"> 1. Staff Development Programme on Student Exchange Programme-IQAC. 2. Inauguration of Social Work Association.
19.07.2019	<ol style="list-style-type: none"> 1. Field visit to Manuneethi Agricultural Research Centre-Department of Biochemistry. 2. Induction Programme for Rotaract Members - Rotaract Club. 3. Seminar on <i>Promotion of Human Values and Ethics</i> -VSL.
20.07.2019	Inauguration of Value Added Courses.
22.07.2019	<ol style="list-style-type: none"> 1. Invited Special Talk on <i>Union Budget 2019-2020</i>-Department of Economics. 2. Invited Special Lecture on <i>Union Budget 2019-2020</i> - Department of Commerce. 3. Meeting on Internal Complaints Committee – Women Empowerment Cell.
23.07.2019	Cleanliness Drive at Anna Stadium, Cuddalore –VSL.
25.07.2019	Seminar on <i>Python Programming</i> - Department of Computer Science.
26.07.2019	<ol style="list-style-type: none"> 1. Seminar on <i>Business Analytics - Intelligence</i> - Department of Computer Science. 2. Industrial Visit -Department of Commerce.
27.07.2019	Annual Sports Day.
28.07.2019	Extension Programme – Department of Mathematics.
29.07.2019	<ol style="list-style-type: none"> 1. Extension Activity for Mentally Retarded and Physically Challenged Children. - Department of English. 2. Student Empowerment Programme on <i>Motivation for the Fresher's</i> -Department of Psychology.
30.07.2019	Poster Presentation Competition on <i>Measures to Improve Environment and its Problems</i> - Department of Biochemistry.
01.08.2019	<ol style="list-style-type: none"> 1. Youth Red Cross Wing and Nehru Yuva Kendra (Government of India) Cuddalore , jointly organized an Elocution Contest on <i>Jai Shakti Abhiyan</i>. -Youth Red Cross.

	2. The students of the Department of BBA (CA) & B.Com (BM) participated in 2nd Edition of Startup Conclave 2019 under the theme of <i>Startuppreneurs - The Next Wave of Indian Economy</i> conducted at hotel Hilton, Chennai. The conclave was organized by the Confederations of Indian industries (CII) Southern region.
01.08.2019 & 02.08.2019	1. TechXtra'19 and Dhamaka'19 -Department of Computer Application. 2. Students of Fine Arts participated and won prizes in <i>Aura'19</i> by PIMS, Puducherry. -Fine Arts Club.
01.08.2019 to 29.08.2019	TCS Affirmative Program for Underprivileged Students - Placement Cell.
02.08.2019	1. Seminar on <i>Recruitment Strategies and Placement Opportunities</i> - Department of Computer Science. 2. An Invited Talk on <i>The Chemistry that Transformed our Lives</i> – Department of Chemistry. 3. Poster Presentation on <i>POCSO Act</i> – WEC.
03.08.2019 to 12.08.2019	14 NCC Cadets participated in the Inter Unit Selection Camp – NCC.
07.08.2019	Inauguration of free NET/JRF & SET coaching class. - Department of English.
15.08.2019	Independence Day Parade at Anna Stadium, Cuddalore–NCC.
19.08.2019	Inauguration of Value-Added course in Communicative English-Department of English.
20.08.2019 & 21.08.2019	Book Fair -Department of Library.
21.08.2019	1. Inter-Departmental Elocution Competition - Department of English. 2. Value Added Course on <i>Skills and Techniques of Photography</i> - Department of Physics. 3. Seminar on <i>Problem Solving and Decision-Making Skills in the Work place</i> -Department of Commerce. 4. Awareness programme on <i>Breast Feeding – Foundation of Life</i> . -Department of Social Work. 5. Communal Harmony Day-NSS.
22.08.2019	1. Industrial Visit to Kashiv Infotech, Chennai. -Department of Computer Applications. 2. Student's Eye – 13 th National Seminar on <i>Employability Trends for Millennial College Students</i> – Department of Commerce. 3. Industrial visit to KashivInfotech, Annanagar, Chennai. - Department of Computer Science.

26.08.2019 to 30.08.2019	Street Theatre Training Programme-Department of Social Work.
27.08.2019	Guest Lecture on <i>Application of Statistics in Research.</i> - Department of Statistics.
28.08.2019	1. Poster Presentation Competition. -Department of Psychology. 2. Poster Presentation on the theme <i>Stress Management and Suicide Prevention</i> - Guidance and Counseling Centre.
28.08.2019 to 30.8.2019	Three Days Training Programme on <i>Employability Skills</i> – Department of Commerce
29.08.2019	1. Book Review Club – monthly meeting - Department of English. 2. Preparatory class CSIR NET/ SET Examinations- Department of Physics. 3. Poster Presentation - Department of Psychology.
30.08.2019	1. Staff Development Programme on Academic Audit - IQAC. 2. Rally and Beach Cleaning- organized by NLC India Private LTD, Neyveli. -Social Service Club.
03.09.2019	Seminar on the <i>Importance of Educational Development and Environmental Safety</i> - Department of History –VSL.
03.09.2019 to 09.09.2019	Tribal Awareness Camp -Department of Social Work.
04.09.2019 to 09.09.2019	Students of Fine Arts participated and won prizes in <i>Spandan</i> - JIPMER, Puducherry. -Fine Arts Club.
05.09.2019.	Teachers' Day Celebration.
06.09.2019	1. JOSLIT-Intercollegiate Literary Meet- Department of English. 2. Affirmative Action cum Placement in collaboration with TCS. -Department of Computer Applications. 3. TCS recruitment for 2019 passed out students -Training and Placement Cell.
07.09.2019	Dr. Chinnappan, Principal – Retirement.
09.09.2019	1. New Principal - Dr. M. Arumai Selvam & New Vice Principal - Dr. J. Jon Arockiaraj – Appointed. 2. Blood Grouping Camp - Department of Biochemistry.
10.09.2019	1. Industrial Visit – Department of Computer Science. VSL Programme to Mulligrampet, Cuddalore – Department of Computer Science. 2. Department of Commerce conducted a programme on <i>Human Values</i> at Municipal Middle School, Mulligrampattu - VSL.

	3. II B.Sc Computer Science conducted a <i>Computer Literacy Programme</i> (CLP) and <i>Plastic Awareness Programme</i> for Municipal Middle school Students at Mulligrampattu. -VSL.
12.09.2019	Value Added Course – Department of Computer Science. Exchange Programme-Department of Commerce.
13.09.2019	1. Beach Cleaning – VSL -Department of Computer Science. 2. MOU signed between the Department of Business Administration of our College and Sacred Heart College, Autonomous, Tirupattur. 3. <i>A Student Exchange Programme</i> -Department of Commerce. Cleanliness Drive at Silver Beach, Cuddalore-VSL.
14.09.2019	Anna Stadium Cleaning Programme– Department of Computer Science- VSL Cleanliness Drive at Anna Stadium-VSL.
14.09.2019 to 15.09.2019	Bashyam of I-B.Com participated in South Zone Junior National Championship and won the Silver Medal in 20 kms walking held at Udupi, Karnataka - Department of Physical Education
16.09.2019	International Day for <i>The Preservation of Ozone Layer</i> Poster Presentation- Department of Zoology.
18.09.2019	1. Awareness Camp on <i>Prevention and Treatment for Life Style Diseases</i> - Department of Biochemistry. 2. Blood Donation Camp – NSS.
20.09.2019	Mathematician Ramanujam Birthday Celebration – Department of Mathematics. Seminar on <i>Making a Project</i> - Department of Computer Science.
21.09.2019	Awareness programme on <i>Environment Safety, Tree Plantation, Eradication of Plastic and Child Labour</i> – VSL - Department of Tamil.
22.09.2019	Workshop on <i>GIS and Urban Planning</i> . -Department of Social Work.
23.09.2019	1. Guest Lecture on <i>Fluid Dynamics and its Applications</i> – Department of Mathematics. 2. Workshop on <i>Android Development</i> - Department of Computer Science. Awareness Programme on <i>Mobile Addiction</i> -Department of Social Work. 3. Career Guidance and Placement Cell jointly organized Mega Job Fair in Association with District Employment Office-Training and Placement Cell. 4. Awareness Program on NET/ SET Exams for PG, M.Phil and Ph.D candidates.-Training and Placement Cell. 5. Orientation Programme on UGC/CSIR NET and SET Examinations -Research Development Cell and Placement Cell.

25.09.2019	Mime performance at Oasis. -Fine Arts Club.
26.09.2019	1. Awareness Program on <i>Impact of Plastics & Know Your Rights</i> (Women Laws) – Citizen Consumer Club. 2. S. Tamizharasan - II- BSc. Bio-Chemistry received the Rajayapuraskar Award from the Honourable Governor of Tamilnadu. -Rovers Crew.
27.09.2019	Guest Lecture on <i>Applied Physics</i> - Department of Physics.
29.09.2019	Honourable Prime Minister Narendra Modi's Speech on <i>Fit India</i> Broadcasted in campus through online – NSS.
30.09.2019	Staff Development Programme – IQAC.
01.10.2019	Cleaning Event on International Elders Day -Rovers Crew.
02.10.2019 to 15.10.2019	Four NCC Cadets participated in All India level <i>NauSainik Camp</i> held at Visakhapattinam– NCC.
10.10.2019	1. Awareness Programme on <i>Learning Disabilities</i> at Mulligrampet. -Department of Psychology. 2. Rally on <i>World Mental Health Day</i> -National Service Scheme.
11.10.2019	Extension Activity on <i>Clean India</i> . -Department of Commerce.
14.10.2019	Extension Activity - PG students - Department of Computer Science.
16.10.2019	<i>Ozone Day</i> - Enviro club.
21.10.2019	1. Staff Development Programme on <i>SIP – Self-Management, Inter-Personal and Presentation Skills</i> -IQAC. 2. Placement Cell co-organized Staff Development Programme with IQAC on the topic <i>Self-development, Inter-Personal Programme</i> -Training and Placement Cell.
31.10.2019	National Unity Day (also known as Rashtriya Ekta Diwas) - NCC.
09.11.2019	37th Governing Body Meeting.
15.11.2019	Extension Activity for Mentally Retarded and Physically Challenged Children. - Department of English.
16.11.2019	13th Academic Council Meeting.
28.11.2019 to 01.12.2019	Centenary Camp at Hogenakkal, Dharmapuri. -Rovers Crew.
29.11.2019	1. Student Seminar – Department of Social Work. 2. Poster Presentation Contest - Department of Chemistry. 3. Seminar on Mobile Communication – Department of Computer Science.
01.12.2019 to 10.12.2019	The College women football players K. Sumithra Ph.D. Scholar and R. Sandiya of II-M.Com won the Gold Medal in 13th South Asian Football Games–2019 held between 1st December 2019 and 10th December 2019 at Nepal. - Department of Physical Education.
09.12.2019	IQAC Meeting

10.12.2019	<ol style="list-style-type: none"> 1. <i>Kavalan</i> App - Women Safety Awareness Programme – Police Department. 2. Student Orientation Programme - Department of Commerce. 3. BBM & BBA-Shift I Students won Overall Championship in Inter Departmental Competition - Department of Commerce.
11.12.2019	Inauguration of BBA (CA) Department's Value Added Course - Business Analytics Model - Department of Commerce.
12.12.2019	<ol style="list-style-type: none"> 1. 13th South Asian Games 2019 – Football. 2. International Conference on <i>MSME & Unorganised Sectors – Prospects and Challenges in the Globalized Era</i> (ICMUS - 2K19).
13.12.2019	National Workshop on <i>Electrophoretic Techniques</i> in collaboration with Bioscience Pvt. Ltd., - Department of Biochemistry.
16.12.2019 to 19.12.2019	Workshop on <i>Employability Skills and Interview</i> - Training and Placement Cell.
18.12.2019	<p>Guest Lecture on <i>Artificial Groundwater Techniques</i> – Department of Bio-Chemistry.</p> <p>Field visit to Rajiv Gandhi Centre for Aquaculture, Sirkazhi-Department of Microbiology.</p>
19.12.2019	<p>Quiz Contest - Department of Chemistry.</p> <p>AIDS Awareness Programme – NSS.</p>
20.12.2019	<ol style="list-style-type: none"> 1. To commemorate the year of Thiruvalluvar, Thiruvalluvar University of Vellore joining hands with our college, conducted various competitions based on Thirukkural. Students from various colleges participated. 2. Guest Lecture on <i>Applications on Modern Graph Theory</i> – Department of Mathematics. 3. Industrial visit to CAS in Marine Biology, Annamalai University - Department of Zoology
23.12.2019	<p><i>Christmas Celebration</i> at NULM Old Age Home, YRC Volunteers Shift-I -Youth Red Cross.</p> <p><i>Christmas Celebration</i> at Help Age India YRC volunteers Shift –II -Youth Red Cross.</p>
04.01.2020	<ol style="list-style-type: none"> 1. National Seminar on <i>Promotion on Universal Values</i> - Organized by our College - In-charge Department of B.Com (BM) 2. Seminar on <i>Awareness on TNPSC and UPSC Group Examination</i> – Department of Mathematics.
06.01.2020	Guest Lecture on <i>New Historicist Shakespeare</i> – Department of English.

06.01.2020 & 07.01.2020	National Level Symposium <i>Intellectual Property Rights (IPR) - Bridging Academia & Industry</i> . - Research Development Cell.
07.01.2020	Guest Lecture on <i>Snapshots of Bondage and Bonding in Contemporary Women Writing</i> - Department of English.
10.01.2020	<ol style="list-style-type: none"> 1. Shell Collection at Coast, Cuddalore. - Department of Zoology. 2. Participated and won Overall Championship in <i>Intercollegiate Cultural Retreat 2019</i> by Thiruvalluvar University, Vellore. -Fine Arts Club. 3. Palm Tree Plantation Campaign -Enviro Club.
11.01.2020	<ol style="list-style-type: none"> 1. Field visit - Department of History. 2. Participated and won various prizes in Short Film and Photo shoot Competitions conducted by C.K. School of Practical Knowledge. -Fine Arts Club.
14.01.2020	Pongal Celebration.
20.01.2020	Executive Development Programme on Emotional, Intelligence, Parenting Style and Child Development – VSL.
21.01.2020	Hands on Training on Python Programming – Department of Computer Science.
22.01.2020	Awareness Programme on <i>Menstrual Issues and Napkin Waste Management</i> - WEC.
23.01.2020	TCS Training Programme – Placement Cell.
24.01.2020	National Conference on <i>Photovoltaic Technology</i> - Department of Physics.
25.01.2020	Voters Day Programme – NSS.
29.01.2020	MOU signed with Loyola College, Vettavalam for Exchange of Staff and Students - Department of Commerce.
01.02.2020	Guest Lecture on <i>Preparation of Thesis</i> - Department of Computer Science.
03.02.2020	Staff Development Programme – IQAC.
05.02.2020	<i>COMMET 2020</i> – National Level Intercollegiate Competition and Intra Departmental Exhibition – Department of Commerce.
06.02.2020	Lammas'2k20 - Cultural Celebration- Shift II.
07.02.2020	Lammas'2k20 - Cultural Celebration- Shift I.
09.02.2020	26th Graduation Day.
10.02.2020	Debate Programme for Shift I and II students on Union Budget - Department of Commerce.
11.02.2020	Blood Donation Camp in our Campus – NSS.
12.02.2020	Corona Virus Awareness Programme.
14.02.2020	The Centenary Celebration of Indian Red Cross Society -Youth Red Cross.

17.02.2020	Debate <i>Pros and Cons of Union Budget 2020-21</i> - Department of Business Administration (CA) & Commerce (Bank Management).
19.02.2020	International Mother Language Day – Department of Tamil. Students Exhibition – Department of Computer Science.
20.02.2020	<ol style="list-style-type: none"> 1. Guest Lecture on <i>Awareness about Laws</i> - Department of History. 2. Shift I - participated in Inter-Collegiate event <i>2020 COMEX</i> organised by PG & Research Department of Commerce, Jamal Mohamed College, Tiruchirappalli. - Department of Business Administration (CA) & Commerce (Bank Management). 3. Shift II - participated in State Level Inter-Collegiate meet <i>DECOM 2020</i> organised by Department of Commerce, Kanchi Mamunivar Government Institute for Postgraduate Studies and Research (Autonomous) Puducherry. - Department of Business Administration (CA) & Commerce (Bank Management).
21.02.2020	College Day Celebration. Youth Development Programme -Department of History.
22.02.2020	8th Zephyr an Intercollegiate Cultural- Fine Arts. Mega Awareness Rally to mark the Centenary of Indian Red Cross Society- YRC.
24.02.2020	Business Executive programme on Stock association with Metropolitan Stock Exchange and Goodwill Commodity Traders Pvt. Ltd- Department of Business Administration (CA) & Commerce (Bank Management).
25.02.2020	Executive Development Programme on <i>Emotional, Intelligence, Parenting Style and Child Development</i> - VSL.
26.02.2020	<ol style="list-style-type: none"> 1. World Science Day Students Exhibition – Department of Physics. 2. E- Waste Programme - Department of Computer Applications. 3. Awareness Programme - LIC Recruitment - Placement Cell.
27.02.2020 to 29.02.2020	Students Exchange Programme along with Sacred Heart College, Tirupattur and Loyola College, Vettavalam. - Department of Business Administration (CA) & Commerce (Bank Management).
28.02.2020	Awareness Program on <i>Women Safety, Women Education</i> - Women Empowerment Cell.
28.02.2020 & 29.02.2020	<i>INID 2020</i> – A Mega event for displaying Innovative Ideas - Research Development Cell.

29.02.2020	Integrated Communication & Outreach Programme on <i>Fit India</i> , Poshan Abhiyaan, Beti Bachao/Beti Padhao - Swachh Bharat Mission. Student's Seminar – Department of Biochemistry.
04.03.2020	1. Pattimandram – Department of Tamil. 2. National Seminar MIRROR'20 – <i>Emerging Perspective in Literary Theory and Criticism</i> – Department of English.
05.03.2020	1. National Workshop <i>VISION 2020</i> – NSS. 2. Women's Day Celebration Competition – Department of Social Work. 3. Hair Donation for Cancer Survivor – WEC.
06.03.2020	Women's Day Celebration – Department of Social Work. Poster Presentation – Citizen Consumer Club.
08.03.2020	MOU was signed with Auxilium College, Vellore for Exchange of Staff and Students between the Colleges. - Department of Business Administration (CA) & Commerce (Bank Management).
09.03.2020	1. Board of Studies meeting for the Academic Year 2020 -21 (Odd semester). 2. Beautician Course Khadhi Training Centre - Entrepreneurship Development Cell.
10.03.2020	<i>COMPEIN' 2K20</i> - A National Level Technical Symposium - Department of Computer Science.
11.03.2020	1. Poster Presentation about Corona Virus - Department of Biochemistry. 2. One Day Orientation Programme on <i>Entrepreneurial Opportunities</i> - Entrepreneurship Development Cell.
11.03.2020 & 12.03.2020	Department of Computer Applications collaborated with Integrated Intelligent Research (IIR), Chennai in organizing <i>Executive Development Programme on Python for Data Science</i> -Department of Computer Applications.
13.03.2020	1. Π - Day Celebration - Department Of Mathematics. 2. Food Festival – Department of Microbiology. 3. Valedictory Function For Beautician Course Khadhi Training Centre - Entrepreneurship Development Cell.
14.03.2020	Invited Talk on <i>Number Theory</i> – Department of Mathematics.

Note: Organizing a plethora of Sports and Cultural Events, Seminars, Symposia, Conferences, Extension Activities and Social Service Activities by the various Departments and Clubs has always been the hallmark of St. Joseph's College.

COLLEGE GOVERNING BODY

- 1. Most Rev. Dr. Antony Anandarayar** **CHAIRMAN**
Archbishop of Pondicherry & Cuddalore
Archbishop's House, Post Box No – 193,
Cathedral Street, Pondicherry - 605001.
- 2. Very Rev. Fr. A. Arulanandam** **MEMBER**
Vicar General
Archbishop's House, Post Box No – 193,
Cathedral Street, Pondicherry - 605001.
- 3. Rev. Fr. A. Louis** **MEMBER**
Episcopal Vicar,
Archbishop's House, Post Box No – 193,
Cathedral Street, Pondicherry – 605001.
- 4. Rev. Fr. J. M. Gregory Louis Joseph** **MEMBER**
Financial Administrator
Archbishop's House, Post Box No – 193,
Cathedral Street, Pondicherry – 605001.
- 5. Rev. Fr. Dr. R. Joseph Raj** **MEMBER**
Secretary, Archdiocesan Board of Education,
Archbishop's House, Post Box No – 193,
Cathedral Street, Pondicherry – 605001.
- 6. Rev. Fr. R. Ratchagar** **MEMBER**
Archbishop's House, Post Box No – 193,
Cathedral Street, Pondicherry – 605001.
- 7. Rev. Fr. S. Richard** **MEMBER**
DOS Manager & Secretary SADC
St. Mary's Church Campus
Beach Road, Cuddalore – 607001.

- 8. Rev. Fr. A. Arputharaj** **MEMBER**
Secretary, SC/ST Commission
St. Xavier's Pastoral & Communication Center
Netaji Nagar, Uppalam, Puducherry-605001.
- 9. Rev. Fr. C. Don Bosco** **MEMBER**
Secretary, BC Commission
R.C.Mission, Anna Nagar,
Bagandai Cross Road, Ariyalur (Via),
Sankarapuram(TK), Villupuram Dt.-605801.
- 10.Rev. Fr. G. Peter Rajendiram** **MEMBER**
SECRETARY
Secretary
St. Joseph's College of Arts & Science
(Autonomous),
Manjakuppam, Cuddalore – 607001.
- 11.Rev. Fr. Dr. S. Xavier** **MEMBER**
Controller of Examinations
Head, Department of Physics
St. Joseph's College of Arts & Science
(Autonomous)
Manjakuppam, Cuddalore – 607001.
- 12.Rev. Fr. A. Alex** **MEMBER**
Dean of Studies
Head, Department of B.Com.(BM) & BBA (CA)
St. Joseph's College of Arts & Science
(Autonomous),
Manjakuppam, Cuddalore – 607001.
- 13.Prof. (Ms.) Ragini Gothwal** **UGC NOMINEE**
Head, Department of Biotechnology
Barkatullah University
Bhopal – 462012, Madhya Pradesh.

- 14. Regional Joint Director** STATE GOVT.
 Office of the Regional Joint Director of NOMINEE
 Collegiate Education, Vellore Region,
 No. 43, 1st West Cross Street, Gandhi Nagar,
 Vellore 632006.
- 15. Dr. R. Jeyaraman** UNIVERSITY
 Member-Syndicate NOMINEE
 Professor, Department of Tamil,
 Thiruvalluvar University,
 Serkkadu, Vellore-632115.
- 16. Prof. A. Karunanandan** SPECIAL
 "Visakam", No.6, Boopathy Nagar ADVISOR
 Sholinganallur, Chennai – 600 119.
- 17. Rev. Fr. P. Arul Nathan** SPECIAL
 Principal & Correspondent, INVITEE
 St. Joseph's Hr. Sec. School,
 Cuddalore – 607001
- 18. Dr. M. Arumai Selvam** MEMBER
 Principal & Head, Department of Comp.Sci.
 St. Joseph's College of Arts & Science
 (Autonomous),
 Manjakuppam, Cuddalore – 607 001
- 19. Dr. J. Jon Arockiaraj** MEMBER
 Vice-Principal
 Head, Department of Mathematics
 St. Joseph's College of Arts & Science
 (Autonomous)
 Manjakuppam, Cuddalore – 607 001
- 20. Dr. S. Joseph Christian Daniel** SPECIAL
 IQAC Coordinator INVITEE
 Head, Department of Microbiology
 St. Joseph's College of Arts & Science
 (Autonomous)
 Manjakuppam, Cuddalore – 607 001

COLLEGE COUNCIL

I. ADMINISTRATORS	Chairman Secretary Principal Vice-Principal Controller of Examinations Dean of Studies
II. OFFICE	Office Superintendent
III. DEPARTMENTS	Heads of All Departments

ACADEMIC COUNCIL MEMBERS

Secretary

Rev. Fr. G. Peter Rajendiram

St. Joseph's College of Arts & Science (Autonomous)
Manjakuppam, Cuddalore – 607001

Principal

Dr. M. Arumai Selvam

St. Joseph's College of Arts & Science (Autonomous)
Manjakuppam, Cuddalore – 607001

Experts from outside the College

Education Secretary

Rev. Fr. Dr. R. Joseph Raj

Secretary, Archdiocesan Board of Education
Archbishop's House, Post Box No – 193,
Cathedral Street, Pondicherry - 605 001

Commerce

Mr. L. Jayachandran Ex. MLC,
KTR Nagar, Beach Road
Cuddalore – 607001

Law

Mr. P. J. X. Vedanayagam,
Public Prosecutor,
Pudupalayam, Cuddalore – 607001

Advisor

Prof. A. Karunanandan
“Visakam”, No.6, Boopathy Nagar
Sholinganallur, Chennai – 600 119.

Medicine

Dr. J. Stanley Chandran
Rtd. District Medical Officer,
9A, Gnana Olivu Street,
Manjakuppam, Cuddalore – 607001

Thiruvalluvar University Nominees

Dr. S. Syed Shafi,
Professor, Department of Chemistry,
Thiruvalluvar University, Serkkadu, Vellore – 632115.

Dr. C. Dhandapani,
Professor, Department of Economics,
Thiruvalluvar University, Serkkadu, Vellore – 632115.

Dr. K. Ravichandran,
Associate Professor, Department of English,
Thiruvalluvar University, Serkkadu, Vellore – 632115.

Heads of various Departments

Dr. M. Arumai Selvam	Head, Department of Computer Science
Dr. J. Jon Arockiaraj	Head, Department of Mathematics
Rev. Fr. Dr. S. Xavier	Head, Department of Physics
Rev. Fr. A. Alex	Head, Dept. of B.Com. (Bank Management) & Dept. of B.B.A. (Computer Application)
Dr. I. Savarimuthu	Head, Department of Commerce
Mr. V. R. Suresh Kumar	Head, Department of English
Dr. L. Santhana Raj	Head (i/c), Department of History
Dr. P. Maria Arockianathan	Head, Department of Biochemistry
Dr. S. Joseph Christian Daniel	Head, Department of Microbiology
Dr. M. Vanathaian	Head, Department of Tamil
Dr. Alice Mathai	Head, Department of Economics
Mr. A. John Pradeep Ebenezer	Head, Dept. of Computer Applications
Mr. T. Antony Sandosh	Head, Department of Chemistry
Mrs. Mercy Anthony	Head, Department of Statistics
Dr. P. Thenmozhi	Head, Department of Zoology
Dr. E. Ruby Violet Rani	Head, Department of Psychology
Mr. J. Durai Raj	Head, Department of Social Work
Mr. S. Sridhar	Head, Department of Library
Mr. R. Rajamanickam	Head, Dept. of Physical Education
<u>Teaching Staff:</u>	
Dr. I. Benjamin Franklin	Asst. Prof. of Computer Applications
Mr. F. Paul Arokiadoss	Assistant Professor of Chemistry

BOARD OF STUDIES

The Boards of Studies to be set up by the College shall have external experts including an expert from the University. It consists of:

- i. Head of the Department concerned.... Chairman.
- ii. All the Faculty Members of the Department.
- iii. Two experts in the subject from outside the college to be nominated by the Academic Council.
- iv. One expert to be nominated by the Vice- Chancellor from the panel of six experts recommended by the Principal of the College.
- v. One Post-graduate meritorious alumnus to be nominated by the Principal.
- vi. One representative from Industry of Corporate Sector / Allied area relating to placement.

**COMMITTEES CONSTITUTED BY THE GOVERNING BODY OF
ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
2020-2021**

1. FINANCE COMMITTEE

- Most Rev. Dr. Antony Anandarayar
- Very Rev. Fr. A. Arulanandam
- Rev. Fr. J. M. Gregory Louis Joseph
- Rev. Fr. Dr. R. Joseph Raj
- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Dr. M. Arumai Selvam
- Prof. A. Karunanathan
- Mr. S. Simon (Coordinator)
- Mr. L. Antoniraj

2. RESEARCH ADVISORY COMMITTEE

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- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Dr. I. Savarimuthu
- Dr. R. Krishnakumar
- Dr. R. Vidya
- Dr. P. Marie Arockianathan
- Dr. S. Joseph Christian Daniel
- Dr. M. Vanathaian
- Dr. Alice Mathai
- Dr. L. Arokiam – St. Joseph's College, Trichy.
- Dr. H. Alexis Selvaraj – Periyar E.V.R. College, Trichy
- Dr. I. Geetha – Vector Control Research Centre, Puducherry
- Dr. M. Mathiselvam – Cavinkare Research Centre, Chennai

3. RESEARCH COMMITTEE

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- Dr. J. Jon Arockiaraj

- Dr. I. Savarimuthu
- Dr. R. Krishnakumar
- Dr. R. Vidya (Coordinator)
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- Dr. P. James Mary
- Dr. A. Soussitra
- Dr. E. Ruby Violet Rani
- Dr. K. Shagirtha
- Dr. S. Sebastian
- Dr. D. Sumitha

4. CURRICULUM DEVELOPMENT COMMITTEE

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- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Mr. V. R. Suresh Kumar
- Dr. I. Savarimuthu
- Dr. S. Joseph Christian Daniel
- Dr. P. Marie Arockianathan
- Dr. T. Miranda Lakshmi
- Mrs. Mercy Anthony (Coordinator)
- Dr. R. Krishnaveni

5. PLANNING & EVALUATION COMMITTEE

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- Rev. Fr. Dr. A. Alex
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- Dr. J. Jon Arockiaraj (Coordinator)
- Dr. R. Vidya
- Dr. P. Marie Arockianathan
- Mrs. R. Roseline
- Dr. S. Joseph Christian Daniel
- Dr. V. Sathana
- Mr. L. Antoniraj
- Mr. S. Simon

6. ADMISSION COMMITTEE

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- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Dr. P. Marie Arockianathan
- Dr. P. James Mary
- Dr. A. Annammal
- Mr. L. Antoniraj
- Mr. F. Babu Vimal Marshall (Coordinator)

7. INTERNAL QUALITY ASSURANCE CELL

- Rev. Fr. G. Peter Rajendiram, Secretary (Management)
- Rev. Fr. Dr. S. Xavier, Controller of Examinations (Teachers)
- Rev. Fr. Dr. A. Alex, Dean of Studies (Teachers)
- Dr. M. Arumai Selvam, Principal – Chairperson
- Dr. J. Jon Arockiaraj, Vice-Principal (Teachers)
- Dr. P. James Mary, Shift II in-charge (Teachers)
- Dr. P. Marie Arockianathan, Department of Biochemistry (Teachers)
- Dr. S. Joseph Christian Daniel (Coordinator)
- Mrs. Mercy Anthony, Department of Statistics (Teachers)
- Mrs. X. Ann Lanka Jeyadharshini, Department of English (Teachers)
- Dr. T. Miranda Lakshmi, Department of Computer Science (Alumni)
- Dr. I. Benjamin Franklin, Department of Comp. Applications (Alumni)
- Mr. F. Paul Arokiadass, Department of Chemistry (Teachers)
- Dr. S. Sebastian, Department of Physics (Teachers)
- Prof. A. Karunanandan, Professor (Retd.), Vivekanada College, Chennai (Distinguished Educationist)
- Dr. R. Thilak Kumar, Periyar Arts College, Cuddalore (Local Society)
- Mr. P. Hari Narayanan, Strides Shasun, Cuddalore (Industry)
- Dr. M. Jeganmohan, Associate Professor, IIT Madras (Distinguished Educationist)
- Dr. A. Arul Dass (Stakeholder / Parent)
- Mr. L. Antoniraj, Office Superintendent (Administrative Officer)
- Ms. A. Edwina Sherley Felicita – Ph.D. Scholar (Biochemistry)
- Mr. A. Kavinkumar – III B.Sc. Chemistry (Student)
- Ms. A.S. Samreen Fathima – III B.Com. A (Student)
- Ms. R. Geethanjali – III B.Sc. Mathematics A (Student)
- Mr. P. Sahaya Aldon – III B.A. English (Student)
- Mr. M. Sulthan Aarif – II M.Sc. Microbiology (Student)
- Ms. K. Pragathi – II M.Sc. Computer Science (Student)

8. ACADEMIC AUDIT COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex (Coordinator)
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- Dr. J. Jon Arockiaraj
- Dr. P. James Mary
- Dr. S. Joseph Christian Daniel
- Mrs. Mercy Anthony
- Dr. F. Christy Belina
- Dr. P. Thenmozhi
- Dr. D. Bhakiaraj

9. EXAMINATION COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier (Coordinator)
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- All HODs
- Mr. L. Antoniraj

10. LIBRARY COMMITTEE

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- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Mr. S. Sridhar (Coordinator)
- Dr. I. Savarimuthu
- Dr. R. Vidya
- Mrs. A. Arockiamary
- Dr. S. Celine Hilda Mary
- Dr. P. John Thomas
- Mrs. Ida Joicey
- Mrs. J. Kavitha
- Mr. T. Antony Sandosh
- Dr. S. Megala
- Mr. L. Antoniraj

11. GAMES & SPORTS COMMITTEE

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- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Mr. R. Rajamanickam (Coordinator)
- Dr. P. James Mary
- Mrs. A. Arokiamary
- Mr. S. Johnson Savarimuthu
- Mr. A. R. Johnson Durai
- Mr. A. Albert Ravi
- Dr. F. Christy Belina
- Mrs. M. A. Mary
- Dr. C. Yogambal
- Mr. L. Antoniraj
- Mr. D. Natarajan

12. STAFF GRIEVANCE REDRESSAL COMMITTEE

- Very Rev. Fr. A. Arulanandam
- Rev. Fr. J. M. Gregory Louis Joseph
- Rev. Fr. Dr. R. Joseph Raj
- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj (Coordinator)
- Dr. P. Marie Arockianathan
- Dr. A. Annammal
- Dr. Alice Mathai
- Dr. P. James Mary
- Dr. E. Ruby Violet Rani
- Prof. A. Karunanathan
- Mr. L. Antoniraj

13. STUDENT'S DISCIPLINARY COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex

- Dr. M. Arumai Selvam
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M.Sc., Ph.D.,

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M.Sc., M.Phil., SET,

M.Sc., M.Phil.,

M.Sc., M.Phil.,

M.Sc., M.Ed., M.Phil., SET,

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M.Sc., M.Phil.,

M.Sc., M.Phil., Ph.D.,

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M.Sc., M.Phil., Ph.D.,

M.C.A., M.Phil., SET,

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Mr. F. Babu Vimal Marshall	M.B.A.,

Examination Section

Mr. B. Deva Anandan	C.O.M.,
Mr. C. Stanley	M.A., M.Phil., D.A.P.,
Mr. M. John James	M.Com., B.Ed., M.Phil., D.Co-Op., PGDCA,
Mrs. M. Leema Gracy Jaqueline Mary	D.T.Ed., PGDCA.,
Ms. H. Premila	C.F.T.
Mr. A. Christuraj	H.S.C.,
Mr. S. Arulanandam	IX Std.
Mrs. A. Anthony Mary	IX Std.

Attendant(s)

Mr. K. Ravi	S.S.L.C.,
Mr. V. Murugavelan	S.S.L.C.,
Mr. Y. Thanislass	S.S.L.C.,
Mr. M. Arockiadoss	I.T.I. (Dsl. Mech.), NTC.,NAC.,

Mr. V. Louis Selestein	D.C.A.,D.H.E., B.B.A.,
Mr. X. Emmanuel Raja	I.T.I. (MMV), NTC., NAC.,
Mr. V. Anbu	S.S.L.C.,
Mr. R. Thomas Benedict	I.T.I. (Electrician)., B.A.,
Mr. K. Rajesh	V Std.
Mr. P. Canisius	H.S.C.,
Mrs. M. Vijaya	V Std.
Mrs.T. Janaki	VIII Std.
Mrs. Anbazhagi	
Mrs. T. Rani	VI Std.
Mrs. R. Adhiammal	S.S.L.C.,
Mrs. S. Vanitha	VI Std.
Mr. A. Balakrishnan	VIII Std.
Mr. C. Arockiyaraj	S.S.L.C.,
Mr. M. Arockiasamy	S.S.L.C.,
Mr. C. Jayaraj	VI Std.
Mr. B. John Leonard Louis	B.A., I.T.I.,
Mr. S. Peter Amul Raj	V Std.
Mrs. S. Parimala	S.S.L.C.,
Mr. A. Antony Raj	S.S.L.C.,
Mr. A. Sathiya Raj	S.S.L.C.,
Mr. V. Sathiya Seelan	M.Sc.,
Mrs. Lakshmi	III Std.
Mr. R. Raja@Susairaja	IX Std.
Mr. R. Albert	B.Com.,
Mr. H. Albert	IX Std.
Mr. L. Yesudoss	V Std.
Mr. T. Sakthivel	IX Std.
Mr. C. Rathnam	S.S.L.C.,
Mr. G. Saravanan	S.S.L.C.,
Mr. T. Kumar	VI Std.

Hostel

Mr. A. Domic Xavier	M.C.A., M.Com., M.Phil.,
Mr. S. Vijayakumar	VII Std.
Mr. C. Manikannan	VII Std.
Mr. P. Arulandhu	V Std.
Mr. Inbaraj	
Mr. J. Arokia Jeyaseelan	S.S.L.C.,

DATE	AUGUST-2020	DAY
1 SAT	Bakrid	-
2 SUN	Holiday	-
3 MON	Reopening of Odd Semester For UG II & III Year and PG II-Year	1
4 TUE	Computer Science -Webinar for Shift-I & II	2
5 WED		3
6 THU		4
7 FRI	Computer Application -International Webinar	5
8 SAT		6
9 SUN	Holiday	-
10 MON		7
11 TUE	Gokulashtami	-
12 WED	Online Classes begins for UG I-Year Students Induction Programme (SIP)	8
13 THU	Online Classes begins for UG I-Year Students Induction Programme (SIP)	9
14 FRI	Online Classes begins for UG I-Year Students Induction Programme (SIP)	10
15 SAT	Independence Day	-

DATE	AUGUST-2020	DAY
16 SUN	Holiday	-
17 MON		11
18 TUE		12
19 WED	Online Classes begins for PG I-Year	13/1
20 THU		14/2
21 FRI		15/3
22 SAT	Vinayakar Chathurthi	-
23 SUN	Holiday	-
24 MON		16/4
25 TUE		17/5
26 WED		18/6
27 THU		19/7
28 FRI		20/8
29 SAT		21/9
30 SUN	Muhurram	-
31 MON		22/10

DATE	SEPTEMBER-2020	DAY
1 TUE		23/11
2 WED		24/12
3 THU		25/13
4 FRI		26/14
5 SAT		27/15
6 SUN	Holiday	-
7 MON		28/16
8 TUE		29/17
9 WED		30/18
10 THU		31/19
11 FRI		32/20
12 SAT		33/21
13 SUN	Holiday	-
14 MON		34/22
15 TUE		35/23

DATE	SEPTEMBER-2020	DAY
16 WED		36/24
17 THU		37/25
18 FRI		38/26
19 SAT		39/27
20 SUN	Holiday	-
21 MON		40/28
22 TUE		41/29
23 WED		42/30
24 THU		43/31
25 FRI		44/32
26 SAT		45/33
27 SUN	Holiday	-
28 MON		46/34
29 TUE	Tamil – Online Guest Lecture	47/35
30 WED		48/36

DATE	OCTOBER-2020	DAY
1 THU		49/37
2 FRI	Gandhi Jayanthi	-
3 SAT		50/38
4 SUN	Holiday	-
5 MON		51/39
6 TUE		52/40
7 WED		53/41
8 THU		54/42
9 FRI		55/43
10 SAT		56/44
11 SUN	Holiday	-
12 MON		57/45
13 TUE		58/46
14 WED		59/47
15 THU		60/48

DATE	OCTOBER-2020	DAY
16 FRI		61/49
17 SAT		62/50
18 SUN	Holiday	-
19 MON		63/51
20 TUE		64/52
21 WED		65/53
22 THU		66/54
23 FRI		67/55
24 SAT		68/56
25 SUN	Ayutha Pooja	-
26 MON	Vijaya Dasami	-
27 TUE		69/57
28 WED		70/58
29 THU		71/59
30 FRI	Milad-ud-Nabi	-
31 SAT		72/60

DATE	NOVEMBER-2020	DAY
1 SUN	Holiday	-
2 MON		73/61
3 TUE		74/62
4 WED		75/63
5 THU		76/64
6 FRI		77/65
7 SAT		78/66
8 SUN	Holiday	-
9 MON		79/67
10 TUE	Computer Application -Workshop	80/68
11 WED		81/69
12 THU		82/70
13 FRI		83/71
14 SAT	Deepavali	-
15 SUN	Holiday	-

DATE	NOVEMBER-2020	DAY
16 MON		84/72
17 TUE		85/73
18 WED		86/74
19 THU		87/75
20 FRI		88/76
21 SAT		89/77
22 SUN	Holiday	-
23 MON		90/78
24 TUE	UG II & III Year & PG II-Year - Study Holidays UG & PG I-Year Online Classes continue	79
25 WED		80
26 THU		81
27 FRI		82
28 SAT		83
29 SUN		-
30 MON		84

DATE	DECEMBER-2020	DAY
1 TUE		85
2 WED		86
3 THU		87
4 FRI		88
5 SAT		89
6 SUN	Holiday	-
7 MON	Last Working Day for UG & PG I-Year	90
8 TUE	Study Holidays begins for UG & PG I-Year	
9 WED		
10 THU		
11 FRI	Commencement of Odd Semester Examinations for UG II & III-Year & PG II-Year	
12 SAT		
13 SUN	Holiday	-
14 MON		
15 TUE		

DATE	DECEMBER-2020	DAY
16 WED		
17 THU		
18 FRI		
19 SAT		
20 SUN	Holiday	-
21 MON		
22 TUE		
23 WED	Odd Semester Exams Ends for UG II & III-Year & PG II-Year	
24 THU		
25 FRI	Christmas	-
26 SAT		-
27 SUN	Holiday	-
28 MON	Even Semester Begins for All UG & PG	1
29 TUE		2
30 WED		3
31 THU		

DATE	JANUARY-2021	DAY
1 FRI	New Year	-
2 SAT	Holiday	-
3 SUN	Holiday	-
4 MON		4
5 TUE		5
6 WED		6
7 THU		7
8 FRI	Odd Semester Exam Begins For UG & PG I-Year	8
9 SAT		9
10 SUN	Holiday	-
11 MON		10
12 TUE		11
13 WED	Vommerce - Josecom Association Inauguration	12
14 THU	Pongal	-
15 FRI	Thiruvalluvar Day	-

DATE	JANUARY-2021	DAY
16 SAT	Holiday	-
17 SUN	Holiday	-
18 MON		13
19 TUE	Odd Semester Exam Ends For UG & PG I-Year	14
20 WED	(UG & PG I-Year)	15/8
21 THU		16/9
22 FRI		17/10
23 SAT		18/11
24 SUN	Holiday	-
25 MON		19/12
26 TUE	Republic Day	-
27 WED		20/13
28 THU	Holiday - Thai Poosam	-
29 FRI	BBA (CA)-National Workshop	21/14
30 SAT		22/15
31 SUN	Holiday	-

DATE	FEBRUARY-2021	DAY
1 MON		23/16
2 TUE		24/17
3 WED		25/18
4 THU		26/19
5 FRI		27/20
6 SAT		28/21
7 SUN	Holiday	-
8 MON		29/22
9 TUE		30/23
10 WED	Physics - Association inauguration	31/24
11 THU		32/25
12 FRI		33/26
13 SAT		34/27
14 SUN	Holiday	-
15 MON		35/28

DATE	FEBRUARY-2021	DAY
16 TUE		36/29
17 WED		37/30
18 THU		38/31
19 FRI		39/32
20 SAT		40/33
21 SUN	Holiday	-
22 MON		41/34
23 TUE		42/35
24 WED		43/36
25 THU		44/37
26 FRI		45/38
27 SAT	English -National Seminar	46/39
28 SUN	Holiday	-

DATE	MARCH-2021	DAY
1 MON		47/40
2 TUE		48/41
3 WED		49/42
4 THU		50/43
5 FRI	Microbiology-Orientation Programme	51/44
6 SAT		52/45
7 SUN	Holiday	-
8 MON	I - CIA Begins	53/46
9 TUE		54/47
10 WED		55/48
11 THU		56/49
12 FRI		57/50
13 SAT	I - CIA Ends	58/51
14 SUN	Holiday	-
15 MON		59/52

DATE	MARCH-2021	DAY
16 TUE	BBA(CA)-National Seminar	60/53
17 WED		61/54
18 THU		62/55
19 FRI	St. Joseph's Feast Day	63/56
20 SAT		64/57
21 SUN	Holiday	-
22 MON	Physics - Special lecture	65/58
23 TUE	Online Classes	66/59
24 WED		67/60
25 THU		68/61
26 FRI		68/62
27 SAT		70/63
28 SUN	Holiday	-
29 MON		71/64
30 TUE		72/65
31 WED	Computer Application -workshops and seminars	73/66

DATE	APRIL-2021	DAY
1 THU		74/67
2 FRI	Good Friday	-
3 SAT		75/68
4 SUN	Holiday	-
5 MON		76/69
6 TUE	Holiday	-
7 WED	Mathematics – Guest lecture	77/70
8 THU		78/71
9 FRI		79/72
10 SAT		80/73
11 SUN	Holiday	-
12 MON		81/74
13 TUE	Telugu New Year	-
14 WED	Tamil New Year Dr. Ambedkar Jayanthi	-
15 THU	Mathematics – lecture	82/75

DATE	APRIL-2021	DAY
16 FRI		83/76
17 SAT		84/77
18 SUN	Holiday	-
19 MON	II-CIA Exam	85/78
20 TUE	II-CIA Exam	86/79
21 WED	II-CIA Exam	87/80
22 THU		88/81
23 FRI		89/82
24 SAT		90/83
25 SUN	Holiday	-
26 MON	Even Semester Exam For UG (II & III - Year) and PG (II - Year)	84
27 TUE	Tamil- Workshop	85
28 WED		86
29 THU		87
30 FRI		88

DATE	MAY-2021	DAY
1 SAT	May Day - Holiday	-
2 SUN	Holiday	-
3 MON		89
4 TUE	Last Working Day (UG & PG I-Year)	90
5 WED	Even Semester Exam For UG (I - Year) and PG (I - Year)	
6 THU		
7 FRI		
8 SAT		
9 SUN		
10 MON		
11 TUE		
12 WED		
13 THU		
14 FRI		
15 SAT	Computer Application -National Level Workshop	

DATE	MAY-2021	DAY
16 SUN		
17 MON		
18 TUE		
19 WED		
20 THU		
21 FRI		
22 SAT		
23 SUN		
24 MON		
25 TUE		
26 WED		
27 THU		
28 FRI	Tamil – Online Conference	
29 SAT		
30 SUN	Computer Science -Webinar	
31 MON	Tamil – Seminar	

COLLEGE RULES

The official medium of communication in the campus will be ENGLISH.

Identity Cards for all students will be issued soon after their admission into the college. Every student has to wear his/her Identity Card every day. This card will be valid for 3 years for U.G. students, 2 years for P.G. students and 1 year for M.Phil. Research Scholars. Identity Card is absolutely essential during the examination days and for obtaining Scholarship, Certificates, and Library Entry etc.

DISCIPLINE

Discipline is the hall mark of character and hence our top most priority is on discipline which, if strictly adhered to, will automatically enable any student to be good in studies as well as good in character. Discipline essentially depends upon two factors:

- (i) Implicit obedience to the prescribed rules and
- (ii) Faithfulness to the institution.

- Indiscipline of any sort during the assembly will be viewed seriously.
- At the stroke of the first bell all the students are expected to be seated inside their respective classrooms and stand up to greet the staff as soon as the staff enters the class room.
- The students should respond to the call of attendance which will be taken every hour.
- Late coming is to be avoided. Penalty will be levied for late coming.
- No student is permitted to take leave without prior permission of the Principal and the respective HOD.
- Absentees will have to get the signature of the concerned HOD and the Principal before the classes begin.

- No student will be allowed into the classroom after the concerned staff member has begun engaging the class, unless permitted by the authorities of the college.
- No student should leave the classroom without the permission of the particular staff member. Discipline during class hours and a common function has to be in high order.
- Class tests, CIA tests and Semester examinations are held from time to time. Whenever Class Assignments is given, it should be submitted by the students to the Department in time.
- Students are forbidden from participating in political activity of any kind, or against any authority, or against the government, and such participation will be viewed seriously and severely punished.
- No Student shall be permitted with cell phone inside the college campus. The cell phone would be seized if any student is found with possession of the same. In case of emergency, the students may seek the help from the office.
- The decision of the authorities of the College will be final in all disciplinary matters.
- Students must be present on the first working day after any short or long vacation and on the last working day of every term. Absence during the assembly on these days without adequate reason will be viewed seriously. Those who are absent on these days will have to pay a fine.
- The annual certificate of attendance and progress required by the University/College to permit the students to appear for the University/College examinations will be granted only if the Principal is satisfied with the progress and conduct of the student.

TAMIL NADU PROHIBITION OF RAGGING ACT, 1997

Excerpts from Act No.7 of 1997

Definition

“RAGGING” means display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes;

- a) teasing, abusing or playing practical jokes on, or causing hurt to such student (or)
- b) asking the students to do any act or perform something which such student will not in the ordinary course willingly do.

Prohibition of ragging

Ragging within or without any educational institution is prohibited.

Penalty of ragging

Whoever directly or indirectly commits, participates in, abets or propagates “ragging” within or without any educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to 10,000/-.

Dismissal of Student

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

Suspension of student

- (1) Whenever any student complains of ragging to the Head of an Educational Institution, or to any other person responsible for the management of the educational institution he / she shall inquire into

the same immediately and if found true, shall suspend the student, who has committed the offence, from the educational institution.

- (2) The decision of the Head of the Educational institution or the person responsible for the management of the Educational Institution that any student has indulged in ragging shall be final.

Deemed abetment

If the head of the educational institution or the person responsible for the management of the educational institution fails or neglects to take action when a complaint or ragging is made, such person shall be deemed to have abetted the offence of ragging and shall be punished as provided for in Section 4 of Tamil Nadu Prohibition of Ragging Act, 1997.

TAMILNADU EDUCATIONAL RULE (CHAPTER VII)

Graduate and Undergraduate students on the roll of colleges are forbidden to take an active part in political agitation directed against the authority of the Government. Principals may further, at their discretion, forbid students to engage prominently in any public movement with which it seems undesirable that persons in statu Pupulari should be associated.

Principal of other constituted College or Hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character, regulating the conduct of graduate and undergraduate students outside the College or Hostel premises. Principals of the constituted college or hostel authorities shall have full power to inflict the following punishments: Fine, Loss of attendance, and Loss of term certificates, Suspension or Expulsion.

LOYALTY PLEDGE

The Central Advisory Board of Education at its 31st session held at Bangalore has recommended that the following pledge should be taken by all students and teachers at the beginning of each working day. (Is in effect from 1965-66)

“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 elders respect and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well being and prosperity alone lies my happiness.”

DRESS CODE FOR BOYS

Students should come to the college with well dressed and neatly shaved face. Those who do not dress up properly (Jeans Pant, T-Shirt, Black Shirt, and not tucking in) will be stopped at the entrance itself.

DRESS CODE FOR GIRLS

Students are expected to be neatly dressed in accordance with the rules of approved etiquette, decency and modesty. Avoid dresses with low neck, short or sleeveless blouse, hipster sarees, miniskirts, Jeans, tight and short tops or transparent clothing.

PAYMENT OF FEES

All payments should be made through the Bank (Online Mode) within the prescribed time.

LIBRARY

The library is computerized and has barcode facility.

LIBRARY TIMINGS

Monday – Saturday	:	7.30 a.m. - 7.30 p.m.
Circulation Timings	:	8.30 a.m. – 5.30 p.m.
Reference Timings	:	9.00 a.m. – 6.00 p.m.
Internet Access	:	9.00 a.m. – 6.00 p.m.
Sunday	:	Holiday

LIBRARY CARDS

- ❖ Every student enrolled in the College will be issued the Library Cards. Books will be issued or renewed only if the student produces the ID card and Library Card.
- ❖ Issue of Library Cards:
 - ❖ UG Student - **2** cards.
 - ❖ PG Student and Research Scholars - **4** Cards.
 - ❖ Teaching Staff - **15** Cards.
 - ❖ Non-Teaching Staff - **5** Cards
- ❖ Library cards are **NON TRANSFERABLE**.

LIBRARY RULES

1. When you are entering the library please wear your I.D. card. Do not lend your I.D. card to others, and do not use the I.D. cards of others.
2. When you are entering the library please leave your bags, books, notebooks, notes, etc. in the place allotted.
3. Collect the receipt for all transactions.
4. Avoid using cell phones.
5. When you are inside the library keep yourself engaged with reading or writing.
6. Kindly remember that others also have come for reading.
7. Except white paper (for taking down notes) no other material is allowed.
8. If you are not able to replace the books in the proper place, just leave them on the table; do not insert them in the wrong place. Please avoid hiding books in different places.
9. Reference Books and Periodicals will not be issued but are available for reference within the library.

10. If a student fails to return the Library Book on the due date a fine of 0.50 paise per book per day will be collected. If the due date happens to be holiday, the book shall be returned on the next working day.
11. Library is a service organization, not only for today but, for generations. So kindly avoid tampering with books or any other document.
12. All books and Library Cards shall be returned at the end of the academic year, on the date specified by the Librarian.
13. Photocopying will be permitted only for materials related to academic activities.
14. Library documents will not be allowed outside for photocopying.

All the students of our college become automatically members of the college library and as such they are entitled to make use of the library and the reference section.

There are more than **32768** Books, **75** Journals and Magazines made available and also available INFLIBNET to the students for reference and lending. In addition, students and staff can have access to Internet Facility Digital Library and Photocopying.

PHYSICAL EDUCATION

'A sound mind in a sound body', every student is required to undergo the course of Physical Training prescribed by the college. The course of Physical Training to be prescribed by the college and certified by the Principal may include field sports, games and physical exercises. Facilities are available for playing the following games and practicing athletic events in the vast, wide and extensive play field situated within St. Joseph's Campus.

Games

Basketball	Netball	Cricket	Table-Tennis	Best Physique
Volley Ball	Kabaddi	Ball Badminton	Weight-Lifting	Carom & Chess
Foot ball	Kho-Kho	Badminton	Power-Lifting	Yoga & Karate
Hand Ball	Hockey	Tennis		

Intramural games and sports are conducted and talented players will be encouraged to participate in the Inter Collegiate and Inter University sports. Fee concession is also given to the deserving sportsmen and sports women. The Department is also equipped with a Gymnasium.

ASSOCIATIONS

- The Tamil Association
- The English Association
- The Mathematics Association
- The Physics Association
- The Chemistry Association
- The Computer Science Association
- The Computer Application Association
- The Biochemistry Association
- The Microbiology Association
- The Commerce Association
- The Bank Management Association
- The History Association
- The Social Work Association
- The Business Administration Association
- The Economics Association
- The Statistics Association
- The Zoology Association
- The Psychology Association

The Office Bearers of Association are the President, Vice-President and Secretary nominated from the students. The members of the Associations are also nominated. One Staff member will be appointed as Advisor to every Association. The Association will carry out curricular and co-curricular activities related to the subject.

CLUBS AND MOVEMENTS

- ❖ National Service Scheme (NSS)
- ❖ National Cadet Corps (NCC)
- ❖ Youth Red Cross (YRC)
- ❖ The Rotaract
- ❖ Fine Arts Club
- ❖ Red Ribbon Club (RRC)
- ❖ Social Service Club (SSC)
- ❖ Women Empowerment Cell

- ❖ Enviro Club
- ❖ Citizen Consumer Club
- ❖ Career Guidance and Placement Cell
- ❖ Counseling Cell
- ❖ Blood Donors' Association (NSS)
- ❖ Rovers Crew
- ❖ Village Service Learning (VSL)
- ❖ Entrepreneur Development Cell (EDC)

STUDENTS' FORUM

Students' Forum consists of all the Class Representatives of Shift-I and Shift-II nominated by their respective Class Teachers and the Head of the Departments at the beginning of each year. A meeting of Students' Forum will be conducted every semester in the presence of Secretary, Principal, Vice-Principal, Controller of Examinations, Dean of Studies, Shift-II In-Charge and IQAC Coordinator.

THE ALUMNI ASSOCIATION

The St. Joseph's College of Arts & Science Alumni Association is the rallying centre of the alumni of our College and a connecting link between the past and the present students. It is one of the units of the worldwide, organization of the Past Students of the St. Joseph's College, Cuddalore.

Its main objective is to develop the College, and provide assistance to students (Both Present and Former Students) both in pecuniary form or in kind, out of voluntary donations given by the alumni of the College and the Public.

HOSTEL

The St. Joseph's Hostel is under the direct control of the College Authorities which will act as "loco parentis" (local parents) to all in residence. Hostellers will not ordinarily leave the Hostel for weekends. They are admitted into the Hostel on the understanding that they will study hard and utilize the weekends for this purpose. They are permitted to go home for the terminal holidays. Students may seek assistance of the Warden and may freely approach him for any help.

AWARDS AND REWARDS FOR EXCELLENCE

All the staff in the College are honored by the Management and greeted by the Students' Community during the Teachers' Day Celebrations. The Teaching Staff who have contributed meritoriously in the field of Academics are specially honoured.

The Students are also honoured for their excellent performance in the Semester Exams. The Certificates and Cash Awards are presented to the students who secure highest percentage in the Exams during the College day Celebrations.

PARENT-TEACHERS ASSOCIATION

The Parent-Teachers Association is meant for the development of the college. This fastens the co-operation and understanding between the parents and teachers for the promotion of the welfare of the students. They meet thrice in a year to discuss for deliberations. Periodically the teachers shall meet the parents of the students.

TO THE PARENTS

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

Warning letters will be sent to parents of the students who are irregular in attendance. At the same time, parents and guardians are advised to check in person with HODs / Vice-Principal regarding the attendance of their children/wards.

All the Parents/Guardians have to come with their wards for Parents-Teachers meeting and receive the mark sheets from the Departments concerned.

ACADEMIC PROGRAMME REGULATIONS

As an Autonomous College, St. Joseph's College of Arts & Science follows the Semester pattern with Choice Based Credit System requiring 3 years of study for an under-graduate degree programme and 2 years of study for a post-graduate programme in Arts & Science. The duration of each semester is 90 working days.

Medium of instruction and examination

The medium of instruction and examination will be in English.

Credit system

The autonomous status of the College offers a student the benefits of Choice Based Credit System. Every paper is allotted a certain number of credits based on the subject content to be assimilated. A student is awarded the specified credits on obtaining a pass in the respective paper. The student has abundant opportunities during the course of study to take up Diploma and Certificate courses offered by the College.

Under Graduate degree programme

An undergraduate student should earn a minimum of 140 credits

Structure of under-graduate degree programme

- Part – I** Language
- Part – II** English
- Part–III**
 - a. Core Subjects
 - b. Allied Subjects
 - c. Project / Elective Subjects
 - d. Professional English
- Part – IV**
 - a. Skill enhancement courses**
 - 1. Skill based subjects (Electives)
 - 2. Basic Tamil / Advanced Tamil / Non-Major Elective (Personality Development)
 - 3. Value Education
 - b. Ability enhancement Course**
 - 1) English Communication
 - 2) Environmental studies
- Part – V** Extra Curricular and Extension Activities
- PART –VI** Extra credits- Self study course

PART – I : Language

Each B.A. / B.Sc. Degree programme has language for 4 semesters and B.C.A., B.Com., B.Com. Bank Management and B.B.A has language for 2 semesters. Three credits are allotted for each semester. The College offers Tamil, Hindi and French under Part – I.

PART – II : English

Each B.A. / B.Sc. Degree programme has English for 4 semesters and B.C.A., B.Com., B.Com. Bank Management and B.B.A has English for 2 semesters and 3 credits are allotted for each semester.

PART – III

a. Core Subjects

Each programme has a set of core subjects spread over six semesters. The prescribed syllabi of the core subjects will help the student to acquire mastery over the fundamental concepts of the respective disciplines and to get updated with the recent developments in the subject. This will help the student to have a vertical mobility to pursue higher studies.

b. Allied Subjects

The allied subjects will be of two categories—mandatory and optional. A student may have a choice in the allied optional subjects.

c. Project / Elective Subjects

Each department will offer a set of elective subjects in the V and VI semesters. Departments may also include projects in the VI semester in UG and IV semester in PG programme.

d. Professional English

As per the direction of the Government of Tamilnadu Professional English courses offered under Part III of the programme.

PART – IV

a. Skill enhancement courses

1. Skill based subjects (Electives)

A total of 6 credits will be given for skill based subjects.

2. Basic Tamil / Advanced Tamil / Non-Major Elective

A total of 2 credits will be given for Basic Tamil / Advanced Tamil / Non-Major Elective.

- i) Those who have not studied Tamil up to XII Std., and taken a non-Tamil language under Part-I shall take Basic Tamil Course (level will be at 6th Std.) instead of Non-Major Elective (Personality Development).
- ii) Those who have studied Tamil up to XII Std., and taken a non-Tamil language under Part-I shall take Advanced Tamil Course instead of Non-Major Elective (Personality Development).
- iii) Others who do not come under (i) or (ii) shall take Non-Major Elective (Personality Development).

3. Value education

A student should earn 2 credits in value education in 1 year in order to complete the degree programme.

b. Ability Enhancement Course

1. Environmental Studies

The Environmental Studies are offered as a compulsory paper in the II Year in which a student has to obtain a pass to complete the programme. Two credits are allotted to this paper.

PART – V Extra Curricular and Extension Activities

Participation in Extra Curricular and Extension Activities of the College is compulsory and a student must earn 2 credits through such participation in the course of their study. The number of hours of work to be completed shall be decided by the respective organization/Department.

PART – VI Extra credits

Self study Course

Self study course is offered as an optional course to enhance the learning skills of the students. Students can earn two extra credits for this course.

Other certificate courses and diploma courses:

These courses are not a part of the curriculum and not conducted during the regular working hours. They are job-oriented courses designed to develop skills in students.

COURSE STRUCTURE UNDER CHOICE BASED CREDIT SYSTEM
B.A. / B.Sc. (15 weeks / Semester)

Study Components	Credit per Semester	Total Credits
PART – I Tamil / Other Languages	3	12
PART - II English	3	12
PART - III Core Subjects	4-5	60
Allied Subjects	4-6	20
Electives	4	16
Professional English	3	6
PART – IV I.SKILL ENHANCEMENT COURSES(SEC) 1. Personality Development / Basic Tamil (Those who have not studied Tamil upto XII std and taken a non Tamil language under Part-I shall take Basic Tamil (level will be at 6th std.)	2	2
2. Skill based subjects (Elective)	2	6
3.Value Education	2	2
II.ABILITY ENHANCEMENT COURSES Environmental Studies	2	2
PART - V Extension Activities	1	2
PART VI-EXTRA CREDITS SSC(Self study course) - Optional		2
TOTAL		140 +2 (extra credits)

* One credit is approximated to one teaching hour and two hours of self study / home work / tutorial.

COURSE STRUCTURE UNDER CHOICE BASED CREDIT SYSTEM
B.Com./B.Com. Bank Management/B.C.A. B.B.A (CA)
(15 weeks / Semester)

Study Components	Credit per Semester	Total Credits
PART - I Tamil / Other Languages	3	6
PART - II English	3	6
PART - III Core Subjects	4-5	70
Allied Subjects	4-5	18
Electives	5	20
Professional English	3	6
PART - IV I. SKILL ENHANCEMENT COURSES(SEC) 1. Personality Development / Basic Tamil (Those who have not studied Tamil upto XII std and taken a non Tamil language under Part-I shall take Basic Tamil (level will be at 6th std.)	2	2
2. Skill based subjects (Elective)	2	6
3. Value Education	2	2
II. ABILITY ENHANCEMENT COURSES Environmental Studies	2	2
PART - V Extension Activities	1	2
PART VI-EXTRA CREDITS SSC(Self study course) - Optional		2
TOTAL		140 +2 (extra credits)

Post-Graduate Degree Programme:

A postgraduate student should earn a minimum of 90 credits for 2 years course and 140 credits for 3 years course. A student will earn the credits assigned to a subject only when he / she pass in that subject.

Structure of Post-Graduate degree programme

- a. Core Subjects
- b. Elective Subjects / Projects
- c. Human Rights Education

Core Subjects

Each programme has a set of core subjects spread over four semesters. The prescribed syllabi of the core subjects will help the student to acquire in depth knowledge and to stay abreast with the recent developments in the respective discipline.

Elective Subjects / Projects

Each programme has a set of elective subjects spread over four semesters (or) elective subjects spread over three semesters and project in the final semester.

Human Rights Education

A course in Human Rights Education is offered in the III-Semester.

COURSE STRUCTURE UNDER CHOICE BASED CREDIT SYSTEM (PG - 2 YEARS)

Subject	Credit per Course	Total Credits
Subject (including practicals)	4 - 5	70
Electives (Major / Non-Major)	4 - 5	20
TOTAL		90

List of Skill Based Electives

- First Aid
- Bio Instrumentation
- Food processing Technology
- E-Commerce
- Commerce in Practice

- Soft Skills
- Electrical wiring
- Computer Skills
- Office automation
- Office automation and designing
- Business organization & Management
- Tamil translation skills
- Arithmetic & quantitative aptitude for competitive examinations
- Employability skills
- Basics of computers and its applications
- Multimedia & Designing

Requirements of attendance:

Attendance is obligatory in the College.

1. The minimum requirement of attendance for a candidate is 75 percent per semester, to enable him / her to appear for the semester examinations.
2. If the candidate has secured less than 75% but 65% and above, due to any of the following reasons, the candidate is eligible for the current Semester Examinations only after obtaining condonation from the Principal, by payment of the prescribed Condonation Fee:
 - a) Prolonged illness
 - b) Major surgery
 - c) Accident which requires a long period of rest
 - d) Maternity

The reason for the long period of absence should be informed to the Principal and the sanction obtained, within a week from the commencement of absence.
3. If the candidate has secured less than 65% but 55% and above in a semester, he/she is not eligible to appear for the current semester examinations. But he/she is permitted to appear for the arrear subjects if any. He/she is also permitted to move to the next semester but should compensate the shortage of attendance in subsequent semester.

4. For final year students if the attendance is below 65% he/she can rejoin the course after getting permission from university to compensate the shortage of attendance in subsequent semester.
5. If the attendance of the candidate is below 55%, he/she is not eligible to continue the studies but can complete the programme by re-joining the course in the following academic year, if vacancy is available. He/she should obtain the approval from the University through the concerned Head of the Department and the Principal.

EXAMINATION AND VALUATION

There are two components in the valuation and assessment of a student - internal and external. These are implemented through

1. Continuous Internal Assessment (CIA) during the semester for 25 marks.
2. Semester Examination (SE) at the end of the semester for 75 marks.

The maximum marks for each subject shall be hundred unless specified otherwise. Each under-graduate programme consists of 6 semesters. Each post-graduate programme consists 4 semesters for arts and science subjects.

Continuous Internal Assessment (CIA)

The CIA consists of two components – (i) two organized written tests, (ii) the second component.

i) Organized written tests

There will be two written tests (Mid-semester and End-semester) of 2hours duration each and carries 50 marks. Organized written tests component carry 60% for UG & PG of the marks of the CIA. The syllabus for I CIA test minimum 3 units and for II CIA test minimum 2 units should be included. Any re-test is permitted by the Principal only for special reasons.

ii)The second component

20% and 40% of marks will be distributed among the various types of work provided to students by the teacher-in-charge of the course for UG and PG respectively. The type of work is left to the initiative of the teacher-in-charge of the course and approved by the Head of the

Department concerned. It is expected that the staff member in-charge of the course explains the modalities of the evaluation adopted for each subject (assignment, seminar, viva voce, mini project, group discussion, field visit etc.). If only one type of work is done, there would be a minimum of two such exercises per semester for each paper.

iii) Attendance

For UG Students, 20 % of the CIA marks are given for attendance graded up from the minimum requirement. There is no attendance mark for the PG courses.

There is no provision for improvement in CIA.

Semester Examinations (SE)

1. A student should register himself / herself to appear for the semester examinations by payment of the prescribed fee.
2. The semester examination will be in the form of comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration for part I, II , III & IV subjects.

Valuation

1. There shall be single valuation for the under-graduate and double valuation for post-graduate examinations. The panel of examiners consists of internal and external examiners.
2. The valuation will be centralized.
3. A student has a maximum period of 5 years from the date of admission to clear all the subjects prescribed for the programme at the time of his/her admission. After the fifth year, to complete the programme, the student has to appear for an examination in the same / equivalent paper under the revised syllabus structure.
4. Fraction of final marks in CIA and SE shall be rounded off to the nearest integer.

Revaluation

1. A student can apply for the photocopy of answer script, if needed, on payment of the prescribed fee.
2. A student can apply for revaluation of any paper, on payment of the prescribed fee, if it is the first appearance in the paper. Receipt of photocopy of the answer script is a pre-requisite for revaluation.

Instant Examination: At the end of every programme, students with one subject arrear shall be given the privilege of appearing for instant exam.

Preservation of answer scripts: The examination answer papers (Theory & Practical) will be preserved for six months only from the date of commencement of the examinations. (as per the norms of University of Madras).

Note:

Any grievance regarding CIA and SE can be reported to the Controller of Examinations in writing.

CIA and SE for Practical Under-graduate courses

CIA		SE	
Components	Marks	Components	Marks
Based on regular laboratory work and submission of record	40	Practical Examination	50
		Record	10
Total	40	Total	60

Post-graduate courses

CIA		SE	
Components	Marks	Components	Marks
Based on regular laboratory work and submission of record	40	Practical Examination	50
		Record	5
		Viva voce	5
Total	40	Total	60

Project

Components	Marks
Disertation	80
Viva voce	20
Total	100

Evaluation has to be done by the external examiner for 80 marks and 20 marks by internal examiner.

Passing Minimum

To get a pass in a course, a UG student must secure a minimum of 40 percent each in CIA and SE; a PG student must secure a minimum of 50 percent each in CIA and SE. A student cannot sit for the SE unless he/she obtains the minimum of 40 percent (for UG)/ 50 percent (for PG) in the CIA.

Classification of successful candidates

I. Classification based on Grades

Letter grade classification

A letter grade will be allotted for each paper based on the marks obtained. Each letter has a corresponding weight age.

Under-graduates

Range of Marks	Grade Point	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	D	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	0.0-3.9	U	Re-Appear

Post-graduates

Range of Marks	Grade Point	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	D	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
00-49	0.0-4.9	U	Re-Appear
Absent	0.0	AAA	Absent

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is calculated as

C_i Credit earned for subject i in any semester

G_i Grade Point obtained for subject i in any semester

n refers to the semester in which such subjects were credited

For the entire programme

$$CGPA = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$CGPA = \frac{\text{Sum of the multiplication of grade points by the credit of the entire programme}}{\text{Sum of the credits of the subjects (passed) of the entire programme}}$$

Where, C_i and G_i are respectively the credit value and the grade weight.

The precision of two decimals will be considered in the CGPA.

The final classification is based on the CGPA as follows:

Grade Point	Letter Grade	Classification of Final Result
9.5-10.0	O+	First Class - Exemplary*
9.0-9.49	O	
8.5-8.99	D++	First Class with Distinction*
8.0-8.49	D+	
7.5-7.99	D	
7.0-7.49	A++	First Class
6.5-6.99	A+	
6.0-6.49	A	
5.5-5.99	B+	Second Class
5.0-5.49	B	
4.5-4.99	C+	Third Class
4.0-4.49	C	

* The candidates who have passed in the first appearance and within the prescribed semester of the programme (Major, Allied and Elective Subjects) are eligible.

Ranking of successful candidates

Ranking will be based on CGPA. Candidates who passed in all the examinations prescribed for the programme in the very first appearance only are eligible for ranking.

Examination Regulations for M.Phil Course

Effective from the academic year 2018-2019

1. The minimum duration for the completion of M.Phil in a discipline is two semesters and the maximum duration is four semesters.
2. The M.Phil Degree is awarded if a student has
 - Registered, undergone and secured the required minimum number of credits for the core and elective courses including Dissertation specified in the corresponding programme within the stipulated time.
 - Secured the required attendance.
 - No dues to the College.
 - No disciplinary action pending against him/her.

3. Structure Of The Programme

The M.Phil. programme consists of:

Core courses which are mandatory for all students

Elective courses which students can choose from amongst the courses offered within the department or in other departments of the College.

Dissertation (Mandatory)

4. The Distribution of Credits will be as below:

- (i) Core courses – minimum two courses carrying 5 Credits each (10 or more credits)
- (ii) Elective carrying 5 credits each – no minimum
- (iii) Dissertation 21 credits

The total number of credits for core and electives shall be 15 consists of

- 2 core courses (10 credits) plus one elective (5 credits)

The research topic for the dissertation may be finalized even at the beginning of the M.Phil. programme, so the collection of the relevant literature and research design could be completed in the first semester leaving the entire second semester for the research work. The course registration for dissertation shall be in the first semester and a separate registration form shall be used for registration.

5. Evaluation of The Dissertation

5.1 The dissertation shall be jointly valued by the supervisor and one external examiner.

The external examiner is to be drawn from:

- (i)** university department or affiliated College within the Thiruvalluvar University; or
- (ii)** any accredited institution of higher education and or research within Tamilnadu and Puducherry.

The viva-voce examination on the dissertation shall be jointly conducted by the supervisor and external examiner. The distribution of marks is as follows:

- To be evaluated and awarded by both internal examiner and external examiner separately.
- 80% for the dissertation
- 20% for the viva voce

5.2 The last date for the submission of dissertation shall be 31st August every year without penalty. Those who do not submit the dissertation in time may be given an extension of a maximum of two months with a penal fee prescribed by the university (i.e up to 31st October). There shall be no further extension of time beyond this period. Any student failing to submit the dissertation within this period will be permitted to submit the dissertation only in the next academic year along with the subsequent batch of the students.

6. Regulations of M.Phil Programme

The rules and regulations governing course registration, attendance and discipline of students for M.Phil programme shall be the same for the Master's programme.

7. Evaluation

The process of evaluation, examination, grading etc for the M.Phil programme shall be the same for as for Master's programme except for the dissertation; Re-valuation of theory papers is allowed as per the Master's programme regulation. However, final semester students of the M.Phil should be allowed to appear for the examination in any arrear papers in second semester.

Structure of Examination Fees (Effect from November 2019)

Particulars	Certificate Courses	Under Graduates	Post Graduates		M.Phil. Research Course
			M.Sc. M.A. M.Com. M.S.W.	M.Sc.IT M.Sc.CS	
Cost of Application Form	100/-	100/-	100/-		150/-
Penalty for late submission of application form to 7 working days after the last date	300/-	300/-	300/-		300/-
Each Theory Paper	150/-	150/-	300/-		750/-
Each Practical of 3 Hours duration	200/-	200/-	350/-	400/-	-
Each Practical of 4 Hours duration	-	-	400/-		-
Each Practical of 6 Hours duration	-	400/-	600/-	700/-	-
Applied Microbiology (PG) 2 to 3 days	-	-	1800/-	-	-
Project/ Dissertation/ Viva – Voce	-	300/-	500/-	650/-	1700/-
Semester Project Viva – Voce	-	300/-	450/-		-
Comprehensive Viva – Voce/ Field Work	-	-	500/-		-
Statement of Marks	150/-	150/-	150/-		150/-
Photocopy of Answer Scripts	300/-	300/-	300/-		300/-
Revaluation of Answer Script	-	400/-	800/-		800/-
Cumulative Statement of Marks Sheets	-	500/-	550/-		550/-
Pass Certificate	-	300/-	300/-		300/-
Provisional Pass Certificate	-	600/-	600/-		600/-
Condonation of Attendance	-	1100/-	1100/-		1100/-
Convocation	-	700/-	700/-		700/-

Note: Remuneration for the examination related work shall be not less than that of Parent University

IMPORTANT NOTE:

The decision of the Principal shall be final in all matters pertaining to the Academic Programme.

MALPRACTICE RULES & GUIDELINES

ACTS OF MALPRACTICES

Any student appearing for the CIA & Semester Examination is liable to be charged with committing malpractice(s) , if he / she is observed as committing any of the following acts:

- I. Misbehavior with officials / using unfair means / creating nuisance / using obscene language / violence at the centre to the person involved in conduct of examination etc or any other kind of rude behavior in or near the Examination Hall.
- II. Writing on the Question Paper/ Admission Card & or passing on any type of written paper to the other student(s) in the examination Hall.
- III. Disclosing his/her identity by writing any words or by making any peculiar marks on the pages other than the facing sheet in the answer scripts.
- IV. Possession of electronic gadgets like mobile phones, Programmable calculator, pen drive or such other storage devices in the Examination Hall.
- V. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript or such other material or matter in the Examination Hall.
- VI. Communicating with any other student(s) any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- VII. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.

- VIII. Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and / or any other official for favours in the Examination Hall or in the answer script.
- IX. Approaching the teaching staff, officials or examiners directly or indirectly or bring about undue pressure or influence or influence upon them for favour in the examination.
- X. Taking away or bringing in the answer script pages or supplementary sheets or tearing them off and / or inserting pages written outside the examination hall in to the answer scripts.
- XI. Receiving material from outside or inside the Examination Hall for the purpose of copying.
- XII. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- XIII. Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- XIV. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity Card, Hall Ticket, Scales etc.
- XV. Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination Hall. Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the Examination authorities constitutes malpractice will be construed as malpractice.

PROCEDURE FOR REPORTING MALPRACTICES

1. If the malpractice case is detected, the room invigilator / examination officials will seize the incriminating materials and the answer script(s), and report the same to Chief Superintendent immediately in the prescribed form.
2. When malpractice is brought to the notice of the Chief Superintendent either by Examination officials or by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned. Only then he/she will forward malpractice report along with answer script(s) and other incriminating material and other enclosures in a sealed cover to the Controller of Examinations. However, answer scripts of subsequent papers of such student noted under unfair means shall be sent directly to the valuation centre along with other answer script and shall not be marked as unfair means case anywhere.
3. The student, the room invigilator, the examination officials shall be required to give their statement in the prescribed form supplied by the controller of examinations. These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences including seating arrangement.
4. The statement of all concerned shall be in their own handwriting
5. If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the Chief Superintendent and / or the examination officials.
6. The student(s) noted under malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after noted the case under malpractice, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under malpractice shall be evaluated and the results shall be kept in abeyance. The results will be declared based on the recommendations of the malpractice committee appointed for the same.

7. When a student noted under malpractice, the following steps shall be strictly adhered to:
 - a) Debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means. Instruct the student to attend the meeting of malpractice committee, if required.
 - b) Send the answer script of that particular paper directly to the Controller of examinations, along with relevant documents. It shall be super scribed on the left hand corner of the facing sheet as Unfair or malpractice Case. There shall not be any indication of Unfair case on the pages other than the facing sheet of the answer script.
 - c) Permit the student to write the subsequent papers of the examination, if any, and such answer scripts shall be sent to valuation centre along with other answer scripts, without being marked as Unfair case or malpractice anywhere.
 - d) Do not confiscate the identity card (ID).

**PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS
(For Semester Examinations)**

- I. The Malpractice committee (Unfair means committee) consisting of the Controller of Examinations (COE) as the Chairman, and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the actions to be taken on the cases.
- II. The above committee shall meet after the conclusion of each Semester examination on the dates fixed by the COE and inquire on all matters connected with the students caught by malpractice. After detailed inquiry, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed on the student.
- III. In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.

- IV. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- V. The malpractice committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the malpractice committee shall recommend suitable penalties or punishments on the student.

The severity of the case shall be categorized as follows:

1. The severity of the case in possession of electronic gadgets with or without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, shall be categorized as follows:
 - a) Which is/are not relevant to the paper the student is writing.
 - b) which is/are relevant to the paper the student is writing.
 - c) which is/are relevant to the paper the student is writing and are particularly for the purpose of copying.
 - d) which is/are relevant to the paper the student is writing and are particularly for the purpose of copying and copied the material to the answer book.
2. Repeatedly indulge in the act of malpractices during the Examinations.
3. Threatening with weapons and impersonation.
4. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using malpractice shall be taken in to consideration to decide the severity of the case.

For Continuous Internal Evaluation Examinations

- a) The committee will consist of the controller of Examinations (COE), the members and/ or the room invigilator concerned.
- b) The committee will meet on the same day or within a week on which the use of malpractice is reported, with intimation to the student and decide the penalty and punishment.
- c) The severity of the cases will be the same as mentioned for Semester Examination.

GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS

S.No.	Malpractices	Punishments to be imposed
1.	Appeal for favourable consideration or mercy	Warn the candidate
2.	Writing candidate's name , Register Number /marking in any part of the answer book other than the front page	Warning/Cancel the examination taken in the particular subject only
3.	Letter of appeal for favourable consideration, promising any form of remuneration	Cancel that examination paper only/whole examination in that semester.
4.	Possession of notes or books/gadgets or any other source Copying from the above	Cancel that examination paper only/all the papers in that semester.
5.	For inserting previously written answer sheets brought from outside	Cancel that examination paper /whole examination and debar for the next semester for that paper
6.	For threatening or assaulting the Hall Superintendent, or other examination officials/ personnel or for insubordinate violent behaviour	Cancel all theory examination taken and debar for the next six semester examinations and not to pursue any course of studies during the corresponding period
7.	Taking away answer scripts or destroying any evidence of malpractice	Cancel the whole examination taken for that semester
8.	Case of impersonation a)present b)past students	a)Cancel the examination taken and debar for the next six semester examinations and not to pursue any course of studies during the corresponding period b)reported to police and employer if any and debar for the next six semester examinations

9.	Helping others for copying or getting help from others in any form but do not accept malpractice	Cancel that examination paper /all papers in that semester and debar from two semesters.
10.	Tampering with Hall tickets/certificates etc	Not permitted to appear for any examination for a period of two years.
11.	Committing malpractice for second time	Cancel the whole examination taken for that semester and debar for next two years
12.	Malpractices in CIA	Cancel the paper in that semester.
13.	Creating nuisance/misbehavior/using obscene language in or near the examination hall	Warn/cancel that examination paper /papers in that semester.

AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS

- The Controller of Examination will be the authority for approving the recommendations of the Malpractice enquiry committee.
- The Controller of Examination along with examination board members can modify the recommendations of the Malpractice enquiry committee.

OTHER MATTERS

- I. If the examiners he/ she suspects use of unfair means or other material such as insertion of answer sheet, revealing of identity or enclosure, such as currency, etc., the examiner shall return the answer script without valuing that paper with reasons in writing to the controller of examinations for further disciplinary actions.
- II. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the controller of Examinations.

PROGRAMME OFFERED

Under Graduate Programme

Degree	Branch
B.A.	Tamil English History
B.Sc.	Mathematics Physics Chemistry Computer Science Biochemistry Microbiology Zoology
B.C.A.	Computer Applications
B.Com.	Commerce Bank Management
B.B.A.	Computer Application

Post Graduate Programme

Degree	Branch
M.A.	English History Tamil
M.Sc.	Mathematics Physics Chemistry Computer Science Information Technology Biochemistry Microbiology
M.Com.	Commerce
M.S.W.	Social Work

Research Programme

Degree	Branch	Degree	Branch
M.Phil.	Mathematics Physics Chemistry Computer Science Commerce Biochemistry Microbiology History English	Ph.D.	Chemistry Commerce History Biochemistry Microbiology Physics Mathematics Computer Science

ADD ON COURSES

Diploma Courses

S.No.	Diploma Courses (Title)	Duration	Department Offered
1.	Diploma in Electrical and Electronic Instrumentation (DEEI)	1 Year	Physics
2.	Advanced Diploma in Graphic Design	1 Year	Computer Science
3.	Diploma in Soft Skills	1 Year	Computer Applications
4.	Diploma in Medical Laboratory Technology (DMLT)	1 Year	Biochemistry
5.	Diploma in Food Safety and Quality Assurance	1 Year	Microbiology

Certificate Course

S.No.	Certificate Course (Title)	Duration	Department Offered
1.	MATLAB	6 Months	Mathematics

Value Added Courses (Offered)

S.No.	Department	Name of the Course
1.	Tamil	Pechukalai (NgrRf;fi y)
2.	English	English for Competitive Exam
3.	Mathematics	Quantitative Aptitude
4.	Physics	Wiring and Repairing of Domestic Appliances
5.	Chemistry	Basic Chemistry for Competitive Exam
6.	Biochemistry	Water Quality Analysis
7.	Microbiology	Food Safety and Regulations
8.	Zoology	<ul style="list-style-type: none"> • Mushroom Cultivation Technique • Vermicomposting
9.	Statistics	Statistical Analysis using Excel Data Sheet
10.	Computer Science	Hardware Troubleshooting
11.	Computer Application	Advanced Web Development Technology

12.	Economics	Livelihood Welfare Schemes on Agriculturist
13.	Commerce	Financial Planning
14.	B.Com. Bank Management	Mall Management and Event Management
15.	History	Indian History for Competitive Examinations
16.	Psychology	Child Care
17.	Social work	Management Technique for NGO

Value Added Courses (New Courses)

S.No.	Department	Name of the Course
1.	English	Communicative English
2.	Physics	Skills in Techniques of Photography
3.	Social Work	<ul style="list-style-type: none"> • Street Play • Folk Arts
4.	Microbiology	Immunological Tests for Clinical Labs
5.	Commerce	Inventory Management
6.	B.B.A. Computer Application	Supply Chain Management
7.	Statistics	Biostatistics

CERTIFICATES

A written application with required details must be submitted to the Principal for the issue of any certificate. A notice of two days is necessary for the issue of any certificate.

Details of fees for issue of Certificates:

Course Certificate and Bonafide Certificate	: Rs. 20/-
Late application for TC and CC	: Rs. 50/-
Certificates involving, Reference to College Records	: Rs. 50/-
Any Certificate after a lapse of three years	: Rs. 250/-

No Duplicate copy of Transfer Certificate will be issued.

ENDOWMENT SCHOLARSHIPS 2020-2021

S.NO.	NAME OF THE SCHOLARSHIP	BENEFICIARY	INSTITUTED BY	ENDOWMENT AMOUNT	DEPARTMENT
1.	Prof. Dr. A. F. Anthoniraj Scholarship	Best Outgoing Student in Tamil	Friends, Relatives & Beneficiaries of Prof. Dr. A. F. Anthoniraj	Rs. 5000/-	TAMIL
2.	Mr. Devaraj & Mrs. Margaret Devaraj Memorial Scholarship	Best Outgoing Student in Tamil	Mr. D.M.J. Gandhi	Rs. 3000/- & Rs. 2000/-	TAMIL
3.	Thiru. Vanathaiyan and Thirumathi. Vanathaiyan Scholarship	Best Outgoing Student in English	Rev. Fr. V. Aruldass	Rs. 5000/-	ENGLISH
4.	Pappu Periyannayagam & R. Hubert Raj Award	Best outgoing Student in B.A. English-(Shift-II)	Pappu Periyannayagam & R. Hubert Raj	Rs. 4613.97	ENGLISH
5.	Dr. Chandran - Mrs. Prema Chandran Memorial Scholarship	Best outgoing Student in B.A. English-(Shift -II)	Mrs. Jeyanthi Ravichandran	Rs. 5000/-	ENGLISH
6.	Mrs. (late) Jeyanthi Ravichandran Scholarship	II-M.A. English Literature Shift-I	The Faculty Dept. of English (2019-2020)	Rs. 12000/-	ENGLISH
7.	Mrs. Emilia Mary Memorial Scholarship	Best Student in Abstract Algebra – UG Shift II	Mr. Pathinathan	Rs. 5000/-	MATHEMATICS
8.	Ganithajalam and D. S. Theresammal Memorial Scholarship	Best Outgoing Student in Mathematics	Friends & Relatives and Beneficiaries in the name of S. A. Swamy	Rs. 5000/-	MATHEMATICS
9.	Srinivasa Ramanujam Memorial Shield	Best Outgoing Student in PG-Mathematics-Shift I	Students of Mathematics 1994-1997 Batch	Rs. 2000/-	MATHEMATICS
10.	Mr. Antonysamy and Mrs. Mary Victoria Scholarship	Best outgoing student in M.Sc. Mathematics	Mr. Antonysamy and Mrs. Mary Victoria.	Rs. 5000/-	MATHEMATICS

11.	Aryabhata Scholarship	Best outgoing student in PG Mathematics	2016-2018 & 2017-2019 Batch PG Mathematics Students	Rs.10000/-	MATHEMATICS
12.	Subramania Pillai Pattammal Scholarship	Best Outgoing Student in Physics	Dr. S. Krishnan	Rs. 5000/-	PHYSICS
13.	Durairaj Memorial Scholarship	Best Outgoing Student in Physics	Students of Physics 1997-2000 Batch	Rs. 5000/-	PHYSICS
14.	C. T. Manavala Aiyah & M. Suseela Scholarship	2 nd Best Outgoing Student in Physics	Dr. R. Thilak Kumar	Rs. 5000/-	PHYSICS
15.	Madana Gurusamy Memorial Scholarship	3 rd Best Student in Physics	Dr.M.G. Sridharan, Visiting Scientist, Denmark.	Rs. 5000/-	PHYSICS
16.	S. Vimala and R.Ganapathy Subramanian Scholarship	3 rd Best Outgoing Student in Physics	Dr. G. Vaitheeswaran, Visiting Scientist, Max Planck Institute, Germany.	Rs. 5000/-	PHYSICS
17.	B. Chitra & M. Balathaundayutham Scholarship	Best Outgoing Student in Physics	Mr. B. Sivakumar, Short Film Director, Chennai	Rs. 5000/-	PHYSICS
18.	Mobtron Enterprises Scholarship	Best Student of I M.Sc. Chemistry	M/s Mobtron Enterprises, Chennai	Rs. 5000/-	CHEMISTRY
19.	Rev. Fr. G. Peter Rajendiram Scholarship	Best outgoing student from Shift II	2014-2017 Batch, Shift-II Students	Rs. 30000/-	CHEMISTRY
20.	Mr. G. Muthukumarasamy Scholarship	Best outgoing B.Sc. student from Shift I	Mr. M. Ramesh, Alumni, 1999-2002 Batch		
21.	Dr. H. Surya Prakash Rao & Dr. M. Jegan Mohan Scholarship	Best outgoing M.Sc. Student	Dr. H. Surya Prakash Rao & Dr. M. Jegan Mohan		
22.	Thiru. Simon Padayachi Madharasi Ammal Scholarship	Best Outgoing Student in Computer Science	Mr. M. Arumai Selvam	Rs. 5000/-	COMPUTER SCIENCE
23.	Charles Babbage Memorial Scholarship	Best Outgoing Student in Computer Science	Students of Comp. Sci. 1994-1997 Batch	Rs. 5000/-	COMPUTER SCIENCE

24.	Thiru. Iyyappan Memorial Scholarship	Best Outgoing Student in Computer Science	Mr. V. Anandakumar & Mr. C.M. Parameswaran, Directors of Bharath Computers	Rs. 5000/-	COMPUTER SCIENCE
25.	Professor Chitti Babu Scholarship	Best Outgoing Student in Computer Science	Dr. Chitti Babu, Asst. Professor Drexel Univ., Philadelphia	Rs. 5000/-	COMPUTER SCIENCE
26.	A. V. Rangasamy Naidu Scholarship	Best Outgoing Student in Computer Science	Mr. AVR Muthukumarasamy Prop. AVR Transports, Cuddalore	Rs. 5000/-	COMPUTER SCIENCE
27.	Mr. S. Kannan Scholarship	Best Outgoing Student in Computer Science	Mr. S. Kannan Executive Engineer, NLC	Rs. 5000/-	COMPUTER SCIENCE
28.	Rev. Fr. Dr. Amalarpovadoss Memorial Scholarship	Best Outgoing Student in Computer Science	Mr. Vincent A. Marin, Director, IT Mc-Kinsey & Co., USA	Rs. 5000/-	COMPUTER SCIENCE
29.	Velusamy Memorial Scholarship	2nd Best Outgoing Student in M.Sc. Comp. Science	M/s. Anandakumar, T.V. Centre, Cuddalore	Rs. 5000/-	COMPUTER SCIENCE
30.	Rev. Fr. P. Paul Raj Kumar Appreciation Scholarship	Best Outgoing Student in M.Sc. (IT)	Department of Comp Science, St. Joseph's College, Cuddalore.	Rs. 5000/-	COMPUTER SCIENCE
31.	Mr. R. Anand Memorial Scholarship (Director, Krishnasamy Engineering College)	Best outgoing student – UG Comp. Sci. Shift-I	Mr. M. Arumai Selvam	Rs. 5000/-	COMPUTER SCIENCE
32.	Rev. Fr. V. Aruldass Scholarship	Second Best Outgoing in Computer Science Day	M/s. Devishree Elec. Cuddalore	Rs. 5000/-	COMPUTER SCIENCE
33.	Mr. Travis (Annai Studio) Memorial Scholarship	Best Outgoing Student in M.Phil. Computer Science	Family members of Late Mr. Travis	Rs. 10000/-	COMPUTER SCIENCE
34.	Dr. A. P. J. Abdul Kalam Memorial Scholarship	Best Outgoing Student in Academics & other Activities UG/PG	PG & Research Department of Computer Science	Rs. 10000/-	COMPUTER SCIENCE

35.	Mr. & Mrs. Amalraj Scholarship	Best Outgoing Student in Computer Applications	Mr. Vincent A. Marin Director, IT Mc-Kinsey & Co., USA	Rs. 5000/-	COMPUTER APPLICATIONS
36.	K. Thirugnana Sambandam Memorial Scholarship	Best Outgoing Student in Computer Applications	Mr. T. Arumugam	Rs. 5000/-	COMPUTER APPLICATIONS
37.	S.K.M. Ramaiah Scholarship	Best Outgoing Student in Computer Applications	Mr. Elangovan, Ramaiah Hardwares, Cuddalore	Rs. 5000/-	COMPUTER APPLICATIONS
38.	Hotel Ananda Bhavan Scholarship	Best Outgoing Student in Computer Applications	Mr. R. Narayanan, Prop., AnandaBhavan Hotels, Cuddalore	Rs. 5000/-	COMPUTER APPLICATIONS
39.	Mr. A. Francis Roche Scholarship	Best Outgoing Student in Computer Applications	Mr. A. Francis Roche	Rs. 5000/-	COMPUTER APPLICATIONS
40.	Apparsamy Scholarship	Best Outgoing Student in Computer Applications	M/s. Santhosh Textiles, Pondicherry	Rs. 5000/-	COMPUTER APPLICATIONS
41.	Thiru. A. Mariappan and Thirumathi. D. S. Arulmary Scholarship	Best Outgoing Student in Computer Applications	Mr. Vincent A. Marin, Director, IT, Mc-Kinsey & Co., USA	Rs. 5000/-	COMPUTER APPLICATIONS
42.	L. Anthony Samy And Jeya Pragasamary memorial scholarship	Best outgoing programmer of Computer Applications – Day college	Ms. A. Nirmala	Rs. 40000/-	COMPUTER APPLICATIONS
43.	Mrs. & Mr. Sarvapalli Appaiya Ramanan Memorial Scholarship	Most vibrant student of Computer Applications-Shift I	Ms. R. Aruna Kirthiga		
44.	Mr. E. Albert Memorial Scholarship	Enterprising student of Computer Applications	Mr. John Pradeep Ebenezer		
45.	Rev. Fr. P. Antony Samy and Rev. Fr. V. Antony Samy Memorial Scholarship	Best outgoing programmer of Computer Applications- Eve College	Mr. J. Robert Adaikalaraj		
46.	Pope John Paul II Scholarship	Best outgoing Student in II PG Biochemistry	Staff and Students of Bio-Chemistry, St. Joseph's College, Cuddalore	Rs. 5000/-	BIOCHEMISTRY

47.	St. Joseph's Scholarship	Best Outgoing in Biochemistry – Evening	Staff and Students of Bio-Chemistry, St. Joseph's College, Cuddalore	Rs. 5000/-	BIOCHEMISTRY
48.	Principal Scholarship	Best Outgoing in Biochemistry – Day	Bio-Chemistry, St. Joseph's College, Cuddalore	Rs. 5000/-	BIOCHEMISTRY
49.	Bright Sun Publications Scholarship	Best Outgoing Student in Microbiology – Day College	M/s. Bright Sun Publications, Chennai	Rs. 5000/-	MICROBIOLOGY
50.	Rev. Fr. R. Ratchagar Scholarship	Best Outgoing in Microbiology – Day	The Students of the Department	Rs. 5000/-	MICROBIOLOGY
51.	Rev. Fr. Aruldass Scholarship	Best Outgoing in Microbiology - Evening	The Students of the Department	Rs. 5000/-	MICROBIOLOGY
52.	Rev. Fr. V. Aruldass cash Award	2rd best outgoing student in Microbiology-Evening College	The Staff and Students of Dept. of Microbiology	Rs. 5000/-	MICROBIOLOGY
53.	Mr. A. Francis Joseph Mani Memorial Scholarship	Best Outgoing Student in Commerce – Shift-I	Friends, Relatives & Beneficiaries of Mr. A. Francis Joseph Mani	Rs. 5000/-	COMMERCE
54.	Duraisamy Padayatchi and Dhanalakshmi Ammal Scholarship	Best Outgoing Student in Income Tax Law & Practice – Shift-I	Mr. D. Kannusamy Auditor, Cuddalore	Rs. 5000/-	COMMERCE
55.	Duraisamy Padayatchi and Dhanalakshmi Ammal Scholarship	Best Outgoing Student in Income Tax Law & Practice – Shift-II	Mr. D. Kannusamy Auditor, Cuddalore	Rs. 5000/-	COMMERCE
56.	The Most Rev. Archbishop Dr. Antony Anandarayar award for Best Entrepreneur	Best Entrepreneur	Dept. of Commerce, St. Joseph's College, Cuddalore.	Rs. 3000/-	COMMERCE
57.	Mr. Devasagayam and Mrs. Elizabeth scholarship	Deserving student of 2nd M.Com	Dr. S. Soosai John Rosario	Rs. 5000/-	COMMERCE
58.	Mr. Perumal and Mrs. Saroja Scholarship	Best outgoing student in P.G Accountancy	Mr. Vaithiyanadane	Rs. 5000/-	COMMERCE

59.	Rev. Fr. V. Agnel Award	2 nd Best Outgoing Student in B.Com (Shift- I)	Rev. Fr. V. Agnel	Rs. 5000/-	COMMERCE
60.	Shankar Chettiar Scholarship	Best Outgoing Student in Commerce - PG	M/s. Shankar Jewellery, Cuddalore	Rs. 5000/-	COMMERCE
61.	Mrs. Jayashree Ranganathan	2 nd Best Outgoing Student in Commerce – Shift-II	Mr. Ranganathan NSR Family	Rs. 5000/-	COMMERCE
62.	Thiru. R. Dheenadhayalan	Best Student from Shift-I	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-	BANK MANAGEMENT
63.	Smt. K. Pushpakanthi	Best Student from Shift-II	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-	BANK MANAGEMENT
64.	Dr. D. Ilangovan	Best Student from Shift-I	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-	BBA-CA
65.	Dr. V. Sivagangailakshmi	Best Student from Shift-II	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-	BBA-CA
66.	Thiru Dhandapani Memorial Scholarship	Best Outgoing Student in History	Mr. D. Desing Rajan & Brothers	Rs. 5000/-	HISTORY
67.	Mrs. Rajammal Lourduraj	Best Fieldworker in Social Work	C.L. Anandakumar Selvaraj	Rs. 15000/-	SOCIAL WORK
68.	Rev. Sr. Xavier Mary	Emerging Social Worker in Social Work	Rev. Sr. Xavier Mary		
69.	Rev. Fr. Dr. I. Ratchagar	All-rounder in Social Work Proficiency in Social Work	Rev. Fr. Dr. I. Ratchagar	Rs. 5000/-	SOCIAL WORK
70.	Mr. K. S. Periyannayagam Memorial Scholarship	Best Researcher in Social Work	Ms. K. P. Christina	Rs. 10000/-	SOCIAL WORK
71.	Francois de Condappa Memorial Award	Best outgoing student in Economics Shift-I	Mrs. Liliane de Condappa	Rs. 5000/-	ECONOMICS

72.	Mr. John Britto Scholarship	Best Scorer in Allied Statistics	Mr. John Britto	Rs. 5270/-	STATISTICS
73.	Sajiv Sebastian Award	Best Cricketer	Parents of Sajiv Sebastian	Rs. 5100/-	PHYSICAL EDUCATION
74.	Rev. Fr. M. A. Ratchagar Scholarship - Shift-II	Best User of the Library Shift-I (UG Student)	Rev. Fr. G. Peter Rajendiram	Rs. 10000/-	LIBRARY
75.	Mr. A. R. George Scholarship - Shift-I	Best User of the Library Shift-II (UG Student)	Rev. Fr. G. Peter Rajendiram	Rs. 10000/-	LIBRARY
76.	Mrs. Theresamma George Scholarship - PG Student	Best User of the Library (PG Student)	Rev. Fr. G. Peter Rajendiram	Rs. 10000/-	LIBRARY
77.	Mr. K. R. S. Rajaraman Scholarship - Teacher	Best User of the Library Staff	Rev. Fr. G. Peter Rajendiram	Rs. 10000/-	LIBRARY
78.	His Eminence Simon Cardinal Lourdasamy Scholarship	Best NSS Volunteer	Mr. M. Arumai Selvam	Rs. 5000/-	NSS
79.	Rev. Fr. Dr. I. Ratchagar's, Silver Jubilee Remembrance Scholarship	Best Social Worker Volunteer – NSS – Shift – I	Rev. Fr. Dr. I. Ratchagar	Rs. 5000/-	NSS
80.	Rev. Fr. Dr. I. Ratchagar's, Silver Jubilee Remembrance Scholarship	Best Social Worker Volunteer – NSS – Shift – II	Rev. Fr. Dr. I. Ratchagar	Rs. 5000/-	NSS
81.	Shervin Mervin Award	Best NSS Volunteer	Dr. R. Robert	Rs. 5000/-	NSS
82.	Most Rev. Archbishop Dr. Antony Anandarayar Award	Best NSS Leadership Award Shift-I	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-2016	Rs. 5000/-	NSS
83.	Most Rev. Bishop Dr. Antonysamy Peter Abir, Sulthanpet, Palakkad, Kerala	Best Blood Donor's Award	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-2016	Rs. 5000/-	NSS
84.	Rev. Fr. G. Peter Rajendiram Award, Secretary, St. Joseph's College, Cuddalore	Best NSS Leadership Award Shift-II	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-2016	Rs. 5000/-	NSS

85.	Thiru. V. T. Santhana Padayatchi & Veronika Ammal Award	Best Outgoing Student in UG Accountancy Shift-I	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-2016	Rs. 5000/-	NSS
86.	Thiru. S. Lourdu Samy & Nirmala Rani Award	Best Outgoing Student in UG Accountancy Shift-II	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-2016	Rs. 5000/-	NSS
87.	Dr. L. Santhana Raj & Mrs. S. Jacqueline Mary Award	Best Student Participation in Extra-Curricular Activity (NSS Competition)	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-2016	Rs. 5000/-	NSS
88.	Rev. Fr. G. Peter Rajendiram Silver Jubilee Remembrance Scholarship	2 Nos. of NCC Best Volunteer of Senior Division/Senior Wing - Boys	Rev. Fr. G. Peter Rajendiram & NCC Volunteers	Rs. 10000/-	NCC
89.	Rev. Fr. A. J. Lawrence Scholarship	2 Nos. of NCC Best Volunteer of Senior Division/Senior Wing – Girls	St. Joseph's College of Arts & Science	Rs. 10000/-	NCC
90.	Padmasree Dr. Sarojini Varadappan Award	Best Youth Red cross Volunteer- Day College	Mr. R. M. Balasubramaniam	Rs. 5000/-	YRC
91.	Rev. Fr. P. Paul Rajkumar Award	Best Youth Red cross Volunteer – Evening College	Youth Red cross Volunteers	Rs. 5000/-	YRC
92.	The Holy Mother Theresa Memorial Scholarship	Best Rotaractor	Mr. M. ArumaiSelvam	Rs. 5000/-	ROTARACT
93.	Rev. Fr. Secretary Scholarship	Best Rotaractor in Evening College	Rev. Fr. Secretary	Rs. 5000/-	ROTARACT
94.	Rev. Fr. Dr. I. Ratchagar, Secretary Scholarship	Best Student in Fine Arts for Boys	Rev. Fr. Dr. I. Ratchagar	Rs. 8598/-	FINE ARTS CLUB
95.	Dr. Tmt. M. Valarmathi Regional Joint Director Schoalship	Best Student in Fine Arts for Girls	St. Joseph's College of Arts & Science	Rs. 10000/-	FINE ARTS CLUB

96.	Dr. Tmt. M. Valarmathi Regional Joint Director Schoalship	Best Student organized in Fine Arts	St. Joseph's College of Arts & Science	Rs. 10000/-	FINE ARTS CLUB
97.	The Best Teacher National Awardees Rev. Fr. R. Ratchagar Scholarship	Best Outgoing Student in B.Sc. Mathematics Best Outgoing Student in B.Sc. Physics Best Outgoing Student in B.Sc. Chemistry Best Outgoing Student in B.Sc. Computer Science Best Outgoing Student in B.Sc. Microbiology Best Outgoing Student in B.Sc. Biochemistry. Best Outgoing Student in B.Com. Best Outgoing Student in B.B.M. Best Outgoing Student in B.A. History Best Outgoing Student in B.C.A. Comp. Applications Best Outgoing Student in M.Sc. Computer Science	The Staff (1996) St. Joseph's College	Rs. 40000/-	Best Teacher National Awardees
98.	The Most Rev. Archbishop Dr. S. Michael Augustine Scholarship	The Best Student of the College	St. Joseph's College	Rs. 5000/-	SPECIAL AWARDS AND PRIZES
99.	Dr. Kannan Service Memorial Scholarship	Best Outgoing UG - Physically Challenged Boy/Girl	Dr. R. Kannan	Rs. 5000/- & Rs. 5000/-	SPECIAL AWARDS AND PRIZES

100.	Rev. Fr. Principal's Prize	UG-Best Outgoing Student – Evening College	Rev. Fr. A. J. Lawrence	Rs. 6000/-	SPECIAL AWARDS AND PRIZES
101.	Rev. Fr. R. Ratchagar Award	Eminent Personalities for their untiring work and valuable contribution to the society	Dept. of Computer Science & Applications	Rs. 15000/-	SPECIAL AWARDS AND PRIZES
102.	Rev. Fr. R. Ratchagar Special Award	Young prodigy in the District	Dept. of Computer Science & Applications	Rs. 10000/-	
103.	Rev. Fr. Secretary Scholarship	Best Outgoing Student in Academic and Extracurricular Activities	Rev. Fr. Secretary	Rs. 5000/-	SPECIAL AWARDS AND PRIZES
104.	Rev. Fr. G. Peter Rajendiram Scholarship for Staff	Best Paper Presentation – Teachers - Teacher's Day	Rev. Fr. G. Peter Rajendiram	Rs. 47735/- & Rs. 51228/- & Rs. 56519/- & Rs. 70138/- & Rs. 71020/-	SPECIAL AWARDS AND PRIZES
105.	Rev. Fr. P. Paul Rajkumar – Gold Medal Award	Gold Medal – Topers of the all the departments during the Convocation	Rev. Fr. P. Paul Rajkumar	Rs. 36953/-	Gold Medal - Convocation
	Rev. Fr. G. Peter Rajendiram - Gold Medal Award		Rev. Fr. G. Peter Rajendiram	Rs. 39788/-	Gold Medal - Convocation

LEAVE OF ABSENCE

SI No	Date		No. of Days	Reason	Sign of HoD/Class Teacher
	From	To			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

LATE COMING

SI No	Date	Session	Reason	Sign of Principal
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

TIME TABLE

ODD SEMESTER		HOUR				
		1	2	3	4	5
DAY ORDER	I					
	II					
	III					
	IV					
	V					
	VI					

EVEN SEMESTER		HOUR				
		1	2	3	4	5
DAY ORDER	I					
	II					
	III					
	IV					
	V					
	VI					