

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



**STUDENTS'
HAND BOOK
2022 - 2023**



Affiliated to Annamalai University, Annamalai Nagar - 608 002

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

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

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

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



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Secretary : 04142-286315
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**STUDENTS' HAND BOOK
CALENDAR 2022-2023**

College Working Hours

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

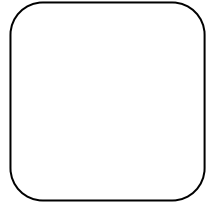
Shift-II 01.15 p.m. to 06.00 p.m.

Office Working Hours

08.25 a.m. to 06.00 p.m.

(Lunch Break: 01.30 p.m. to 02.30 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

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே! தமிழணங்கே!
உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே! வாழ்த்துதுமே!

'மனோன்மணியம்' பெ. சுந்தரனார்

NATIONAL ANTHEM

Jana Gana Mana
Adhinayaka 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 Tava Jaya Gatha
Jana Gana Mangala Dayaka Jaya he
Bharatha Bhagya Vidhata,
Jayahe, Jayahe, Jayahe,
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.

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(AUTONOMOUS)

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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 on 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 Colonel Garden 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, Archbishop 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 Centre for Advanced Research in Environmental and Special Sciences(CARESS)
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
19-06-2016	MoU signed between the Faculty of Science of our College and Faculty of Science, Universiti Teknologi Malaysia.
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	Gender Champion Club was installed in our college by Women Empowerment Cell
28-02-2018	Establishment of Entrepreneurship Development Cell
18-06-2018	MoU signed between the Department of Library of our College and C. Kandaswamy Naidu College for Women, Cuddalore.

04-10-2018	MoU signed between the Department of Social Work of our College and BLESS, Reddichavadi.
08-10-2018	MoU signed between the Department of Social Work of our College and HOPE, Puducherry.
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.
07-09-2019	Dr. Chinnappan, Principal – Retirement.
09-09-2019	New Principal - Dr. M. Arumai Selvam & New Vice Principal - Dr. J. Jon Arockiaraj – Appointed.
13-09-2019	MoU signed between the Department of Business Administration of our College and Sacred Heart College, Autonomous, Tirupattur.
09-11-2019	37th Governing Body Meeting.
01-12-2019 - 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 13 th South Asian Football Games–2019 held between 1 st December 2019 and 10 th December 2019 at Nepal. - Department of Physical Education.
29-01-2020	MoU signed with Loyola College, Vettavalam for Exchange of Staff and Students - PG & Research Department of Commerce.
09-02-2020	26 th Graduation Day.
19-02-2020	MoU signed between the Department of Social Work of our College and Florence Home Foundation, Killai, Centre for Women & Child Development.
21-02-2020	College Day Celebration.
22-02-2020	8 th Zephyr - An Inter-collegiate Cultural Meet - Fine Arts. Mega Awareness Rally to mark the Centenary of Indian Red Cross Society- YRC.

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).
12-03-2020	MoU signed between the Department of Computer Applications of our College and Integrated Intelligent Research(IIR), Chennai.
23-01-2021	14 th Academic Council Meeting
13-02-2021	Alumni Block & Commerce and Language Labs Inauguration by Apostolic Administrator, Archdiocese of Pondicherry – Cuddalore.
23-03-2021	MoU signed between the Department of Physics of our College and CK College of Engineering & Technology, Cuddalore.
31-03-2021	MoU signed between the Department of Computer Applications of our College and SCODE SOFTWARE SOLUTIONS, Cuddalore.
07-04-2021	MoU signed between the Department of Computer Applications of our College and Victory eServices Private Limited, Puducherry
07-04-2021	MoU signed between the Department of Computer Applications of our College and AARAA Private Limited, Cuddalore
01-03-2021	A Webinar on 'Save Water' – Citizen Consumer Club
23-06-2021	38 th Governing Body Meeting Legal Awareness on 'Sexual Harassment at work place' – NSS
25-06-2021	Orientation Programme on 'Tele-Counselling' HOPE, NGO and PG Department of Social Work.
07-07-2021 - 09-07-2021	A Webinar on 'Shapers' – PG and Research Department of Commerce
14-07-2021 - 27-07-2021	Fourteen days short term virtual certificate course on 'Tourism and Management' – PG and Research Department of Commerce.
19-07-2021 - 20-07-2021	A Webinar on 'Career Guidance' for Shift-I Students – NSS and District Employment Office,Cuddalore.
20-07-2021 - 22-07-2021	Three days Virtual International Workshop on 'Research Methodology' - Department of BBA (CA).

22-07-2021	International Webinar on 'Cyber Security-A Never Diminishing Domain-Scope and Pathway' – Department of Computer Applications.
22-07-2021 - 24-07-2021	Skill Enhancement Programme for Students-IQAC
23-07-2021	A Seminar on 'Tips and Tricks for Competitive Examinations' – PG and Research Department of Computer Science.
28-07-2021	Career Guidance Programme on 'Company Secretaryship' – Department of BBA (CA) and (ICSI)
29-07-2021	One day Workshop 'Investment Planning for Executives' for the members of Faculty and Parents-BBA (CA) and (SEBI).
29-07-2021 - 31-07-2021	Three days National level E-Workshop on 'Research Methodology' – PG and Research Department of Commerce.
30-07-2021	A National Webinar on 'Functions of Museum' – PG and Research Department of History.
05-08-2021 - 07-08-2021	Three days National level Webinar on 'Intellectual Property Rights' – PG and Research Department of Commerce.
07-08-2021	International Workshop on 'Kavidhaiyum Naanum' - Department of Tamil.
	Faculty Development Programme on 'Modern Historiography' - Department of History.
11-08-2021	Mega Tree Plantation – Rotaract Club Tree Plantation in St. Joseph's College of Arts and Science, Cuddalore-NSS.
12-08-2021 & 13-08-2021	Two days Professional Development Programme on 'Teaching of Language and Literature' - PG and Research Department of English.
13-08-2021 & 14-08-2021	Guest Lecture on 'Corporate Etiquette' – Career Guidance and Placement Cell.
16-08-2021 - 18-08-2021	Capacity Development Programme on 'Writing Skills and Personality Development Skills' - PG and Research Department of English.
18-08-2021	National Webinar on 'Research in Microbiology' - PG and Research Department of Microbiology.

19-08-2021	Reconciliation Day Pledge - NSS
25-08-2021	One day Capacity Development Programme on 'Financial Literacy' for Students – B.Com (BM).
27-08-2021	Webinar on 'Legal Provisions for Women to Protect themselves from Crime and Violence' – Women Empowerment Cell.
31-08-2021	Online Coaching for CSIR-UGC, NET and SET examinations in Physical Sciences - Department of Physics.
	The Youth Red Cross volunteers of Shift-I celebrated the 75 th Independence day of India at Little Drops Aged Home, Kanganangkuppam, Cuddalore-YRC.
01-09-2021 - 04-09-2021	COVID-19 Vaccination Camp-Rotaract Club. A Vaccination Camp was conducted in the College campus-NSS.
02-09-2021	I-year MSW visited the HOPE (CSO/NPO/NGO) -Holistic approach for People's Empowerment at Puducherry - PG Department of Social Work.
03-09-2021	15 th Academic Council Meeting.
04-09-2021	Skill Development Programme 'Soft Skills: Interview Skills' - Department of Computer Applications.
08-09-2021	Online Quiz Programme to promote Awareness on 'Cyber Security' - Internal Quality Assurance Cell.
09-09-2021 - 12-09-2021	National level Online Quiz competition to commemorate 'World First Aid Day 2021' - PG & Research Department of Biochemistry.
11-09-2021	A Seminar on 'Moral and Ethical Values of Teaching' - Rev. Fr. Claudius and Rev. Dr. Alexander - Parish Priests.
13-09-2021 - 16-09-2021	A Series of Orientation Classes on 'VSL Modules' - VSL.
15-09-2021	World Consumer Rights Day-Citizen Consumer Club.
16-09-2021 - 18-09-2021	Online Quiz Programme on 'World Ozone Day 2021' - Enviro Club.
17-09-2021 - 18-09-2021	A Seminar on 'Career Guidance and Documentation' - PG and Research Department of Computer Science.
23-09-2021	A Tribal Awareness Camp- PG Department of Social Work.

21-09-2021 - 24-09-2021	National level online Quiz competition conducted on 'World Alzheimer's Day 2021' - PG and Research Department of Biochemistry.
24-09-2021	MoU based Skill Development Programme on 'Digital Marketing Service' - Department of Computer Science.
	Fit India Rally-NSS.
	Tree Plantation and Blood Donation Camp-NSS.
27-09-2021 - 30-09-2021	Life Skills Programme on 'Yoga and Physical Fitness' - Department of Physical Education.
29-09-2021	Mega COVID-19 Vaccination Camp in College Campus - The Health Department and Cuddalore District Administration.
01-10-2021	Dr. L. Santhanaraj, NSS Programme Officer received the Best Organizer Award for Blood Donation Camp for the year 2020-2021.
10-10-2021	The Mental Health Day celebration-Department of Psychology.
11-10-2021 - 13-10-2021	A workshop on 'Learning Tally ERP9' for three days-Career Guidance and Placement Cell and Next Gen Solution,Cuddalore.
13-10-2021	'Gender Equity and Women Empowerment Programme' - PG and Research Department of English.
13-10-2021	A Webinar on 'Wild Life Conservation' - Enviro Club.
18-10-2021	World Breast Cancer Awareness Programme- Rotaract Club.
	Law Awareness Programme-NSS.
20-10-2021	Community Organization Programme about Child Labour- PG Department of Social Work.
23-10-2021	A National Webinar on 'Intellectual Property Rights and its Nuances' - PG and Research Department of Biochemistry.
25-10-2021	Gender Sensitization Programme on 'Transgender and Gender Equity' - Women Empowerment Cell and Gender Champion Club.
25-10-2021 - 28-10-2021	A Technical Training session to prepare for Interview-Career Guidance and Placement Cell.
28-10-2021	A Seminar on 'How to Stay Safe and Positive during COVID-19' - Rovers Crew.

29-10-2021	A Motivational Programme on 'Entrepreneurship is a Mindset' - Entrepreneurship Development Cell.
12-11-2021	A Skill Enhancement Programme-Cyber Crime and Information Technology Act-Department of Commerce (Bank Management).
15-11-2021	A Webinar on 'Gender Discrimination Psychological Views in Tamil Literature' - Women Empowerment Cell.
16-11-2021	A Webinar on the topic 'SHE+HE=Equality' - Women Empowerment Cell and Gender Champion Club.
20-11-2021	A Virtual Awareness Programme on 'Crime against Women-Women's Rights and Protection' - PG & Research Department of Chemistry.
22-11-2021 & 26-11-2021	International Faculty Development Programme on 'Writing and Publishing Research Papers in Scopus/Web of Science Journals' - PG and Research Department of Mathematics, Department of Commerce (Bank Management) and Department of Business Administration (Computer Application)
	A Workshop on 'Basic Beautician Course and Make up' - Entrepreneurship Development Cell.
24-11-2021	Inauguration of Humour Club- PG and Research Department of English.
26-11-2021	'Constitution Day'-PG & Research Department of History
01-12-2021	One day Virtual National Level Women Empowerment Webinar on 'Women Economic Empowerment through Entrepreneurship' - Department of Business Administration (Computer Application)
	An Awareness programme on 'Need for Counselling' and Guest Lecture on 'Stress Management' - Guidance and Counselling
06-01-2022	A Webinar on Water Management through Google Meet - NSS and Nehru Yuva Kendra, Cuddalore.
25-01-2022	Celebration of the 73 rd Republic Day - NSS
31-01-2022 - 02-02-2022	Tamil Nadu State Junior and Senior Athletics Championship held in Delhi - Department of Physical Education
25-02-2022	16 th Academic Council Meeting
26-02-2022	Parents Meeting - IQAC and Parents Teachers Meet

28-02-2022	A seminar on 'Cyber Security' - PG and Research Department of Computer Science
	'Blood Donation Camp' in the College Campus - NSS in collaboration with Government Hospital, Cuddalore.
08-03-2022	Women's Day Celebration - PG & Research Department of Computer Science
	International Women's Day - PG & Research Department of Commerce [Bank Management]
09-03-2022	COVID - 19 Vaccination Camp - Youth Red Cross and Health Administration
10-03-2022	Empowerment Programme on 'POCSO Act' for UG and PG girls - PG & Research Department of Physics
11-03-2022	Mr.P.Inbasekaran of II MSW received Rs.7500 as a grant under student project scheme from 'Tamil Nadu State Council for Science and Technology', for his project. A Study on Economic Status of Irula, Tribes, during COVID - 19, Pandemic at Sangkollikuppam, Cuddalore.
11-03-2022 & 14-03-2022	A one - day Industrial visit for Shift I and Shift II students - Department of Commerce (BBM)
14-03-2022	'PI' - day celebration for Higher Secondary students of Cuddalore and Villupuram Districts - PG & Research Department of Mathematics
15-03-2022	Skill Enhancement Programme on the occasion of 'World Social Work' - Department of Physical Education
15-03-2022 & 16-03-2022	An Inter-departmental Competitions 'Techextra-22 and Dhamaka-22' - PG & Research Department of Computer Applications.
16-03-2022	Career Guidance Programme - PG & Research Department of Physics
	Inauguration of Value Added Course, 'Basic Analytical Techniques' - PG & Research Department of Chemistry
18-03-2022	'TNPSC Examinations' Awareness Programme - PG & Research Department of Computer Science
23-03-2022	National Level Capacity Development Programme - PG & Research Department of Biochemistry.
	Inauguration of Tally Certificate Course-PG & Research Department of Commerce.
	'World Water Day 2022' -Enviro Club

26-03-2022	The Annual Sports Day
29-03-2022	National Seminar on 'Emerging Trends in Bio-Sciences' - PG & Research Department of BioChemistry
20-03-2022 - 03-04-2022	Senior Women team of our College attended the National Coaching Camp - Department of Physical Education
30-03-2022	'Crystal-22' - An Inter-departmental Students Seminar - PG & Research Department of English
02-04-2022	27th Graduation Day. Alumni Meet for the Batch 2017-2020
22-04-2022	Bio-Entrepreneurship Programme - PG & Research Department of Microbiology
26-04-2022	World Intellectual Property Day - Poster Presentation - RDC
27-04-2022	Skill Development Programme - 'National Income: An overview' - Department of Economics
28-04-2022	A Guest lecture on 'Emotional Intelligence' for Under Graduate Students - Department of Psychology
29-04-2022	An International Seminar on 'Novel Material Synthesis and it's Applications' - PG & Research Department of Physics.
	An Industrial visit to Matsyafed Aquaculture Centre, Cochin -Department of Zoology
	Poster Presentation on 'Evolution of Man' - Department of Zoology
	Industrial Visit to Integrated Health Ventures LLP, Chennai - PG & Research Department of Computer Applications
30-04-2022	'STUDENT'S EYE-2022', 14 th National Level Seminar - PG & Research Department of Commerce
02-05-2022	Food Festival "அமுது 2.0" - PG & Research Department of Mathematics
	Skill Enhancement Programme on 'Right use of Social Media' - Village Service Learning Programme
03-05-2022 & 04-05-2022	Empowerment Programme among Irular Community - PG Department of Social Work
07-05-2022	'Banco Beat-22' an Inter Collegiate Competition - Department of Commerce (Bank Management)

11-05-2022	Community Organization Programme in collaboration with Madhar Nala Thondu Niruvanam - PG Department of Social Work.
17-05-2022	Inter-departmental Poster Competition to commemorate 'World Hypertension Day' - PG & Research Department of Biochemistry.
	An Inter-collegiate Competition 'COMPEIN-2k22' - PG & Research Department of Computer Science.
18-05-2022	Inter-departmental Poster Presentation 'Beat the Summer Heat' - PG & Research Department of English.
21-05-2022	Parents - Teachers Meet
25-05-2022	National Seminar on 'Recent Trends in Mathematics' - PG & Research Department of Mathematics.
27-05-2022	College Day
28-05-2022	9 th Zephyr - An Inter-collegiate Cultural Meet-Fine Arts.
17-06-2022	39th Governing Body Meeting.

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

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Archbishop's House, Post Box No – 193,
Cathedral Street, Pondicherry - 605001.
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Archbishop's House, Post Box No – 193,
Cathedral Street, Pondicherry – 605001.
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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**
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St. Xavier's Pastoral & Communication Center
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R.C.Mission, Anna Nagar,
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- 10.Rev. Fr. G. Peter Rajendiram** **MEMBER**
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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. Dr. 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. K. Padhmanaban**
Professor, Department of Commerce
Annamalai University,
Annamalai Nagar - 608 002. **UNIVERSITY
NOMINEE**
- 16. Prof. A. Karunanandan**
"Visakam", No.6, Boopathy Nagar
Sholinganallur, Chennai - 600 119. **SPECIAL
ADVISOR**
- 17. Rev. Fr. P. Arul Nathan**
Principal & Correspondent,
St. Joseph's Hr. Sec. School,
Cuddalore - 607001 **SPECIAL
INVITEE**
- 18. Dr. M. Arumai Selvam**
Principal & Head, Department of Comp.Sci.
St. Joseph's College of Arts & Science
(Autonomous),
Manjakuppam, Cuddalore - 607 001 **MEMBER**
- 19. Dr. J. Jon Arockiaraj**
Vice-Principal
Head, Department of Mathematics
St. Joseph's College of Arts & Science
(Autonomous)
Manjakuppam, Cuddalore - 607 001 **MEMBER**
- 20. Dr. I. Benjamin Franklin**
IQAC Coordinator
Assistant Professor,
Department of Computer Applications
St. Joseph's College of Arts & Science
(Autonomous)
Manjakuppam, Cuddalore - 607 001 **SPECIAL
INVITEE**

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. S. Ram Mohan
No.3, East Venugopalapuram
Manjakuppam, 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

Alumni Representative

Mr. P. Hari Narayanan
Senior Group Leader, Quality Assurance,
Solara Active Pharma Sciences Ltd., Cuddalore.

Annamalai University Nominees

Dr. K. Vijayarani
Professor of Commerce, Dean Faculty of Arts
Annamalai University, Annamalai Nagar - 608002.

Dr. R. Sampathkumar
Professor, Department of Mathematics
Annamalai University, Annamalai Nagar - 608002.

Dr. Aranga Pari
Professor, Department of Tamil
Annamalai University, Annamalai Nagar - 608002.

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. Dr. 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. J. Jayaprakash	Head (i/c), Department of Microbiology
Dr. M. Vanathaian	Head, Department of Tamil
Dr. Alice Mathai	Head, Department of Economics
Dr. A. John Pradeep Ebenezer	Head, Dept. of Computer Applications
Dr. T. Antony Sandosh	Head, Department of Chemistry
Dr. 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
Dr. 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
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2022-2023**

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- Rev. Fr. Dr. S. Xavier
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- Accountant (Coordinator)
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- Dr. I. Savarimuthu
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- Dr. R. Vidya
- Dr. P. Marie Arockianathan
- Dr. M. Vanathaian
- Dr. Alice Mathai
- Dr. P. Kangeane, Publisher, Biomedical Informatics, Chennai.
- Dr. S. Margaret Annuncia - Professor, Department of Software Systems, Vellore Institute of Technology, Vellore.
- Dr. V. Sivakumar – Senior Research Scientist, Pfizer Healthcare India Pvt. Ltd., Chennai.
- Dr. M. Kalaiselvam – Director & Professor CAS in Marine Biology, Parangipettai, Cuddalore.

3. RESEARCH EXECUTIVE COMMITTEE

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- Dr. P. Marie Arockianathan

- Dr. R. Roseline
- Dr. V. Sathana
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- Dr. P. James Mary, Shift II in-charge (Teachers)
- Dr. P. Marie Arockianathan, Department of Biochemistry (Teachers)
- Dr. Mercy Anthony, Department of Statistics (Teachers)
- Mrs. X. Ann Lanka Jeyadharshini, Department of English (Teachers)
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- 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. K. Anbukarasi – Ph.D. Scholar (Physics)
- Mr. V. Surendar – II M.Sc. Microbiology (Student)
- Ms. S. Ruicksana Begam – II M.Sc.IT. (Student)
- Mr. A. Nikhil – III B.B.A. (CA) (Student)
- Ms. G. Divya – III B.Sc. Chemistry (Student)
- Ms. S. Lavanya – II B.Sc. Mathematics (Student)
- Ms. P. Swetha – II B.Com. (Student)

8. ACADEMIC AUDIT COMMITTEE

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- Dr. D. Bhakiaraj

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- Mr. S. Sridhar (Coordinator)
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- Dr. R. Vidya

- Dr. R. Roseline
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12. STAFF GRIEVANCE REDRESSAL COMMITTEE

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- Rev. Fr. G. Peter Rajendiram
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- Dr. A. Annammal

- Dr. Alice Mathai
- Dr. P. James Mary
- Dr. E. Ruby Violet Rani
- Prof. A. Karunanathan
- Mr. L. Antoniraj

13. STUDENTS' DISCIPLINARY COMMITTEE

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- Dr. P. James Mary
- Mr. R. Rajamanickam
- Dr. Mercy Anthony
- Concerned HoD
- Concerned Mentor
- Mr. L. Antoniraj

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- Mr. R. Rajamanickam
- Dr. P. James Mary
- Dr. R. Vidya (Coordinator)
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- Dr. A. Annammal
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- Dr. Mercy Anthony
- Dr. V. Sathana
- Mrs. A. Stella Mary
- Mrs. A. Anthony Mary
- Ms. K. Anbukarasi – Research Scholar
- Ms. B. Shalini – II-M.Sc. Biochemistry
- Ms. J. Kiruthika – III-B.A. Tamil
- Rev. Sr. Christina Santhiago - External Member

16. CASTE BASED DISCRIMINATION COMMITTEE

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- Dr. M. Arumai Selvam, Principal
- Dr. J. Jon Arockiaraj, Vice-Principal
- Rev. Fr. Dr. S. Xavier, Controller of Examinations
- Rev. Fr. Dr. A. Alex, Dean of Studies
- Dr. R. Roseline, Assistant Professor of Computer Applications
- Dr. F. Andrews, Assistant Professor of Commerce
- Dr. A. Venkatesan, Asst. Professor of Mathematics (Coordinator-1)
- Dr. V. Sudha, Asst. Professor of Computer Science (Coordinator-2)

17. EXTRA-CURRICULAR ACTIVITIES COMMITTEE / SERVICE LEARNING PROGRAMME (SLP)

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- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex (Coordinator)
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- Dr. J. Jon Arockiaraj
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- Dr. L. Santhana Raj
- Dr. A. Annammal
- Dr. P. Thenmozhi
- Mrs. X. Ann Lanka Jeyadharshini

- Dr. I. Benjamin Franklin
- Mr. J. John Robert
- Dr. A. Rajesh
- Dr. S. Sangeetha Margreat
- Dr. A. R. Johnson Durai
- Mr. C. Justin Marshall
- Dr. R. Aruna Kirthika
- Mr. J. Robert Adaikalaraj
- Mr. A. Albert Ravi
- Mrs. S. Umamageswari
- Dr. K. Shagirtha
- Mr. J. Durai Raj (Assistant Coordinator-1)
- Dr. G. Bhuvanewari (Assistant Coordinator-2)
- Mrs. T. Shalini
- Dr. V. Sudha
- Dr. R. Rajkumar
- Mr. A. Lenin
- Dr. S. Anjal Mose
- Mrs. A. Savitha Mary
- Dr. J. Jayaprakash
- Dr. M. Parimala Celia
- Dr. C. Adaikalaraj
- Mr. S. Richard Rajkumar
- Mr. M. Om Prakash
- Dr. J. Jayapal
- Mr. M. Jeyaraj
- Dr. S. Silvan
- Mr. E. Arokiadoss
- Dr. S. Pravina Mary
- Dr. I. Agnes Mary
- Dr. S. Sebastian

18. SWACHH BHARAT MISSION

- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Dr. R. Rajkumar (Coordinator)
- Dr. A. Arul Prakash
- Dr. I. Agnes Mary
- Ms. W. Angel

19. COLLEGE MAGAZINE COMMITTEE

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- Rev. Fr. Dr. A. Alex (Coordinator)
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Dr. M. Vanathaian
- Dr. A. Soussitra
- Mr. A. Selvanathan
- Dr. P. Indhu Sakthi
- Mr. L. Antoniraj
- Mr. C. Naveen Patrick

20. STUDENTS' GRIEVANCE REDRESSAL COMMITTEE / STUDENTS' WELFARE COMMITTEE

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- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. M. Arumai Selvam
- Dr. J. Jon Arokiaraj (Coordinator)
- Dr. A. Annammal
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- Dr. Mercy Anthony
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DATE	JULY-2022	DAY
01 FRI		
02 SAT		
03 SUN		---
04 MON		
05 TUE		
06 WED		
07 THU		
08 FRI		
09 SAT		
10 SUN	BAKRID	---
11 MON		
12 TUE		
13 WED	Student Induction Programme - UG I-Year	
14 THU	Student Induction Programme - UG I-Year	
15 FRI	Student Induction Programme - UG I-Year	

DATE	JULY-2022	DAY
16 SAT		---
17 SUN		---
18 MON	Student Induction Programme - UG I-Year	
19 TUE	Student Induction Programme - UG I-Year	
20 WED	College Re-opens (For UG & PG II-Year) Odd Semester Begins	1
21 THU		2
22 FRI		3
23 SAT		---
24 SUN		---
25 MON		4
26 TUE		5
27 WED	BBM- Association Inauguration	6
28 THU	BBA (CA)-'Joe Bizcom' Association Inauguration	7
29 FRI		8
30 SAT		---
31 SUN		---

DATE	AUGUST-2022	DAY
01 MON		9
02 TUE		10
03 WED		11
04 THU		12
05 FRI		13
06 SAT		14
07 SUN		---
08 MON	Commerce – Association Inauguration	15
09 TUE	MUHARAM	---
10 WED		16
11 THU		17
12 FRI		18
13 SAT		19
14 SUN		---
15 MON	INDEPENDENCE DAY	---

DATE	AUGUST-2022	DAY
16 TUE		20
17 WED	Physics- Association Inauguration	21
18 THU		22
19 FRI	KRISHNA JAYANTHI	---
20 SAT		---
21 SUN		---
22 MON		23
23 TUE		24
24 WED	English- Association inauguration	25
25 THU		26
26 FRI	Mathematics - Association Inauguration	27
27 SAT	Chemistry - Association Inauguration BBA (CA) - Online Workshop	28
28 SUN		---
29 MON	Physics- Seminar 'Space Science'	29
30 TUE		30
31 WED	VINAYAKAR CHATHURTHI	---

DATE	SEPTEMBER-2022	DAY
01 THU	BBM-E- Conference	31
02 FRI		32
03 SAT	Computer Science-Association inauguration Computer Application-National Level Seminar	33
04 SUN		---
05 MON	TEACHER'S DAY	---
06 TUE	BBA (CA)-Workshop FOR Shift I	34
07 WED		35
08 THU		36
09 FRI		37
10 SAT		---
11 SUN		---
12 MON		38
13 TUE	Zoology - Association inaugurated Zoology – organized workshop	39
14 WED		40
15 THU	Microbiology - Association Inauguration	41

DATE	SEPTEMBER-2022	DAY
16 FRI		42
17 SAT		43
18 SUN		---
19 MON	I - CIA Exam Begin	44
20 TUE		45
21 WED		46
22 THU		47
23 FRI		48
24 SAT	I - CIA Exam End	49
25 SUN		---
26 MON	English-Guest Lecture Anglo- Saxon Literature'	50
27 TUE		51
28 WED		52
29 THU	Commerce - Guest Lecture III B.Com A & B (Shift-I & II)	53
30 FRI	Physics-Seminar 'Career Guidance'	54

DATE	OCTOBER-2022	DAY
01 SAT	SPORTS DAY BBA(CA),BBM - E-Conference for Shift I, students	55
02 SUN	GANDHI JAYANTHI	---
03 MON		---
04 TUE	AYUTHA POOJA	---
05 WED	VIJAYA DASAMI	---
06 THU	Computer Science-Seminar 'Big Data And Its Storage Types'	56
07 FRI	Commerce-Guest Lecture	57
08 SAT		58
09 SUN	MILAD-UN-NABI	---
10 MON		59
11 TUE	History – Association inauguration	60
12 WED		61
13 THU	Mathematics-National Seminar 'Algorithmic Graph Theory and its Applications' Statistics - Association inauguration	62
14 FRI		63
15 SAT	PARENTS - TEACHERS MEETING	64

DATE	OCTOBER-2022	DAY
16 SUN		---
17 MON		65
18 TUE		66
19 WED		67
20 THU		68
21 FRI		69
22 SAT		---
23 SUN		---
24 MON	DEEPAVALI	---
25 TUE		---
26 WED		70
27 THU		71
28 FRI		72
29 SAT	History- National Level Seminar III UG & PG	73
30 SUN		---
31 MON		74

DATE	NOVEMBER-2022	DAY
01 TUE	ALL SAINTS DAY	75
02 WED	ALL SOULS DAY	---
03 THU		76
04 FRI		77
05 SAT	Commerce-National Level Seminar	78
06 SUN		---
07 MON	II - CIA Exam Begin	79
08 TUE		80
09 WED		81
10 THU		82
11 FRI		83
12 SAT	II - CIA Exam End	84
13 SUN		---
14 MON		85
15 TUE		86

DATE	NOVEMBER-2022	DAY
16 WED		87
17 THU		88
18 FRI		89
19 SAT	Last Working Day - Odd Semester Ends	90
20 SUN		---
21 MON		
22 TUE		
23 WED		
24 THU		
25 FRI		
26 SAT		
27 SUN		---
28 MON		
29 TUE		
30 WED		

DATE	DECEMBER-2022	DAY
01 THU		
02 FRI		
03 SAT		
04 SUN		---
05 MON		
06 TUE		
07 WED		
08 THU		
09 FRI		
10 SAT		
11 SUN		---
12 MON		
13 TUE		
14 WED	Even Semester Begins	1
15 THU	English - International Conference Shift I and Shift II	2

DATE	DECEMBER-2022	DAY
16 FRI		3
17 SAT		4
18 SUN		---
19 MON		5
20 TUE		6
21 WED	Inter-Departmental Cultural - Shift-I	7
22 THU	Inter-Departmental Cultural - Shift-II	8
23 FRI	Christmas Celebration	9
24 SAT	Christmas Vocation Holidays	---
25 SUN	CHRISTMAS	---
26 MON		---
27 TUE		---
28 WED		---
29 THU		---
30 FRI		---
31 SAT		---

DATE	JANUARY-2023	DAY
01 SUN	NEW YEAR'S DAY	---
02 MON		10
03 TUE		11
04 WED		12
05 THU		13
06 FRI	ARUTHRA DHARSHAN	---
07 SAT		---
08 SUN		---
09 MON		14
10 TUE		15
11 WED	English-Guest Lecture on 'Research Writing'	16
12 THU		17
13 FRI		18
14 SAT	BHOGI	---
15 SUN	PONGAL	---

DATE	JANUARY-2023	DAY
16 MON	THIRUVALLUVAR DAY	---
17 TUE	UZHAVAR THIRUNAL	---
18 WED		19
19 THU		20
20 FRI		21
21 SAT		22
22 SUN		---
23 MON		23
24 TUE		24
25 WED		25
26 THU	REPUBLIC DAY ALUMNI DAY	---
27 FRI		26
28 SAT	English-Guest Lecture on 'Plagiarism and Writing Chapters'	27
29 SUN		---
30 MON		28
31 TUE		29

DATE	FEBRUARY-2023	DAY
01 WED		30
02 THU		31
03 FRI		32
04 SAT	Chemistry-International Seminar -Shift I and Shift II	---
05 SUN	THAI POOSAM	---
06 MON	Commerce-Guest Lecture for PG students	33
07 TUE		34
08 WED		35
09 THU		36
10 FRI		37
11 SAT		---
12 SUN		---
13 MON		38
14 TUE		39
15 WED		40

DATE	FEBRUARY-2023	DAY
16 THU		41
17 FRI		42
18 SAT		---
19 SUN		---
20 MON	I - CIA Exam Begin	43
21 TUE		44
22 WED	ASH WEDNESDAY	45
23 THU		46
24 FRI		47
25 SAT	I - CIA Exam End	48
26 SUN		---
27 MON		49
28 TUE		50

DATE	MARCH-2023	DAY
01 WED		51
02 THU		52
03 FRI	Physics- International Conference Computer Science-National Level Seminar	53
04 SAT		---
05 SUN		---
06 MON		54
07 TUE		55
08 WED		56
09 THU		57
10 FRI		58
11 SAT	PARENTS -TEACHERS MEETING	59
12 SUN		---
13 MON		60
14 TUE		61
15 WED		62

DATE	MARCH-2023	DAY
16 THU		63
17 FRI		64
18 SAT		---
19 SUN	ST. JOSEPH'S FEAST DAY	---
20 MON		65
21 TUE		66
22 WED	TELUGU NEW YEAR'S DAY	---
23 THU		67
24 FRI		68
25 SAT		69
26 SUN		---
27 MON		70
28 TUE		71
29 WED		72
30 THU		73
31 FRI		74

DATE	APRIL-2023	DAY
01 SAT		75
02 SUN		---
03 MON		76
04 TUE	MAHAVEER JAYANTHI	---
05 WED		77
06 THU	MAUNDY THURSDAY	---
07 FRI	GOOD FRIDAY	---
08 SAT	HOLY SATURDAY	---
09 SUN	EASTER SUNDAY	---
10 MON		78
11 TUE	II - CIA Exam Begin	79
12 WED		80
13 THU		81
14 FRI	TAMIL NEW YEAR'S DAY / DR. B. R. AMBEDKAR'S BIRTHDAY	---
15 SAT		82

DATE	APRIL-2023	DAY
16 SUN		---
17 MON		83
18 TUE	II - CIA Exam End	84
19 WED		85
20 THU		86
21 FRI		87
22 SAT	RAMZAN	---
23 SUN		---
24 MON		88
25 TUE		89
26 WED	Last Working Day	90
27 THU		
28 FRI		
29 SAT		
30 SUN		

DATE	MAY-203	DAY
01 MON	MAY DAY	---
02 TUE		
03 WED		
04 THU		
05 FRI		
06 SAT		
07 SUN		---
08 MON		
09 TUE		
10 WED		
11 THU		
12 FRI		
13 SAT		
14 SUN		---
15 MON		

DATE	MAY-2023	DAY
16 TUE		
17 WED		
18 THU		
19 FRI		
20 SAT		
21 SUN		---
22 MON		
23 TUE		
24 WED		
25 THU		
26 FRI		
27 SAT		
28 SUN		---
29 MON		
30 TUE		
31 WED		

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 of 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 Pupilari 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	:	8.00 a.m. - 6.30 p.m.
Circulation Timings	:	8.30 a.m. – 5.30 p.m.
Reference Timings	:	9.00 a.m. – 5.00 p.m.
Internet Access	:	9.00 a.m. – 5.00 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 **33400** 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
- Part - IV**
 - a. Skill enhancement courses**
 - 1. non-major electives
 - 2. Basic Tamil / Advanced Tamil / Personality Development
 - 3. Value Education
 - b. Ability enhancement Course**
 - 1) Professional English
 - 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 program 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 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 any of V & VI semesters in UG and IV semester in PG programme.

PART – IV

A. Skill enhancement courses

1. Non-major Electives

A student will earn 2 credits in non-major subjects in the II year to complete the degree program. Students are given the option to select any one of the courses of their choice from the pool of non-major courses offered by the Departments by using their ERP login at the beginning of the III and IV semesters.

2. Basic Tamil / Advanced Tamil

A total of 2 credits will be given for Basic Tamil / Advanced Tamil / Personality development

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 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 Personality Development.

3. Value education

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

B. Ability Enhancement Course

1. Professional English: Professional English is offered to enhance the communicative skills of the students and one credit is allotted to this paper.

2. 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 through the **service learning program** (SLP) 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

A 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.

Field visit and Internship:

The following regulations (I and II) are applicable for the UG students admitted from the academic year 2021 – 2022 onwards.

I. Field visit / Industrial visit is mandatory for the First-year students. A visit of one-day duration has to be completed in their Second Semester and 1 credit will be given in the Third semester as extra credit.

II. Internship is mandatory for the Second-year students. Internship of minimum three days duration has to be completed in their Fourth Semester vacation and 1 credit will be given in the Fifth semester as extra credit.

The following regulation (III) is applicable for the UG students admitted from the academic year 2019 – 2020 onwards.

III. Project is mandatory for the third-year students. Project work can be carried out in the Fifth or Sixth Semester and the credits will be given in the Fifth or Sixth semester respectively. Number of Credits / Number of Extra-Credits for the Project will be decided by the respective Departments.

MOOC and Swayam Courses:

Extra credits will be awarded to the students of UG and PG programs who complete online courses offered by SWAYAM, NPTEL, MOOC, etc.,

Other certificate courses and diploma courses:

These courses are not a part of the curriculum and are not conducted 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 Allied Subjects Electives	4-5 4-6 4	64 22 18
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. Non-major Electives 3. Value Education II.ABILITY ENHANCEMENT COURSES 1. Professional English 2. Environmental Studies	2 2 2 1 2	2 2 2 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 Allied Subjects Electives	4-5 4-5 5	80 18 20
PART - IV I .SKILL ENHANCEMENT COURSES(SEC) 1. Personality Development / Basic Tamil (Those who have not studied Tamil up to XII std and taken a non-Tamil language under Part-I shall take Basic Tamil (level will be at 6th std.) 2. Non-major Electives 3. Value Education II.ABILITY ENHANCEMENT COURSES 1. Professional English 2. Environmental Studies	2 2 2 1 2	2 2 2 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 for 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 for the shortage of attendance in a subsequent semester.
4. For final year students if the attendance is below 65% he/she can rejoin the course after getting permission from the university to compensate for 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 2 hours 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 a 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 a 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 program, students with one subject arrear shall be given the privilege of appearing for the instant exam.

Preservation of answer scripts: The examination answer papers (Theory & Practical) will be preserved for three semesters only from the date of commencement of the examinations. (as per the norms of the 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
Dissertation	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 weightage.

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++	
8.0-8.49	D+	First Class with Distinction*
7.5-7.99	D	
7.0-7.49	A++	
6.5-6.99	A+	First Class
6.0-6.49	A	
5.5-5.99	B+	
5.0-5.49	B	Second Class
4.5-4.99	C+	
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 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
- (iii) Research and Publication Ethics (RPE) - 2 Credits
- (iv) Dissertation 19 credits

The total number of credits for core and electives shall be 17 consists of

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

As per the parent university M.Phil regulations, the candidate has to choose one MOOC course in consultation with the supervisor. The course certificate has to be enclosed along with the other enclosures at the time of submission of dissertation.

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 parent 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 the 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.

For other aspects the regulations of the Thiruvalluvar Univerisity updated from time to time is followed.

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 as prescribed by the TANCHE

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			Post Graduate Programme		
Degree	Branch	Code	Degree	Branch	Code
B.A.	Tamil	TA	M.A.	English	MAE
	English	EN		History	MHI
	History	HI		Tamil	MTA
B.Sc.	Mathematics	MT	M.Sc.	Mathematics	MMT
	Physics	PH		Physics	MPH
	Chemistry	CH		Chemistry	MCH
	Computer Science	CS		Computer Science	MCS
	Biochemistry	BC		Information Technology	MIT
	Microbiology	MB		Biochemistry	MBC
	Zoology	ZO		Applied Microbiology	MMB
B.C.A.	Computer Applications	CA	M.Com.	Commerce	MCM
B.Com.	Commerce	CM	M.S.W.	Social Work	MSW
	Bank Management	BM			
B.B.A.	Computer Application	AC			

Research Programme					
Degree	Branch	Code	Degree	Branch	Code
M.Phil.	Mathematics	MPMT	Ph.D.	Chemistry	DCH
	Physics	MPPH		Commerce	DCM
	Chemistry	MPCH		History	DHI
	Computer Science	MPCS		Biochemistry	DBC
	Commerce	MPCM		Microbiology	DMB
	Biochemistry	MPBC		Physics	DPH
	Microbiology	MPMB		Mathematics	DMT
	History	MPHI		Computer Science	DCS
	English	MPEN			

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	Name of the Value Added Courses (with 30 or more contact hours) offered	Course Code	Department	Year of introduction
1	பேச்சுக்கலை (The Art of Speaking)	VATM01	Tamil	2019
2.	Basic English For Competitive Exams	VAEN01	English	2019
3	Communicative English	VAEN02	English	2019
4	History Of India	VAHI01	History	2018
5.	History Of India for Competitive Exam	VAHI02	History	2019
6.	LaTeX	VAMT01	Maths	2019
7.	Quantitative Aptitude for Competitive Examinations	VAMT02	Maths	2019

8.	MATLAB	VAMT03	Maths	2019
9.	Wiring and Repairing Domestic Appliances	VAPH01	Physics	2019
10.	Skills and Techniques of Photography	VAPH02	Physics	2019
11.	Basic Chemistry for Competitive Exams	VACH01	Chemistry	2019
12.	Basic Analytical Techniques	VACH02	Chemistry	2019
13.	Hardware Troubleshooting	VACS01	Computer science	2019
14.	MS-Office (MS-Word, MS-Excel, MS-Power Point)	VACS02	Computer science	2021
15.	Advanced Web Development Technology	VACA01	Computer application	2018
16.	Water Quality Analysis	VABC01	Bio chemistry	2019
17.	Food Safety and Regulations	VAMB01	Microbiology	2019
18.	Immunological Tests for Clinical Labs	VAMB02	Microbiology	2019
19.	Infectious Diseases and their Prevention	VAMB03	Microbiology	2021
20.	Mushroom Cultivation Techniques	VAZL01	Zoology	2019
21.	Vermicomposting	VAZL02	Zoology	2019
22.	Financial Planning	VACM01	Commerce	2019
23.	Taxation Management	VACM02	Commerce	2019
24.	E-Filing in Business	VACM03	Commerce	2020
25.	Micro and Small Business Management	VACM04	Commerce	2021
26.	Inventory Management	VACM05	Commerce	2021
27.	GST: Law and Practice	VABM01	Bank management	2019
28.	Event Management	VABM02	Bank management	2019
29.	Supply Chain Management	VABA(CA)01	Bank management(CA)	2019
30.	Business Analyst Model	VABA(CA)02	Bank management(CA)	2020

31.	Fundamentals Of Securities Market	VABA(CA)03	Bank management(CA)	2021
32.	Sharpening the Employability Skills	VABA(CA)04	Bank management(CA)	2021
33.	Management Techniques for NGO	VASW01	MSW	2019
34.	NGO Management	VASW02	MSW	2020
35.	Livelihood Welfare Schemes for Agriculturist	VAEC01	MSW	2019
36.	Child Care	VAPY01	Psychology	2019
37.	Statistical Analysis Using Excel Data Sheet	VAST01	Statistics	2019
38.	Biostatistics	VAST02	Statistics	2019

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

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 Periyamayagam & R. Hubert Raj Award	Best Outgoing Student in B.A. English-(Shift-II)	Pappu Periyamayagam & 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) Jeyanthii Ravichandran Scholarship	Best outgoing Student in II-M.A. English	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. Antonymsamy and Mrs. Mary Victoria Scholarship	Best Outgoing Student in M.Sc. Mathematics	Mr. Antonymsamy 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.	Mr. A. Virgin Raj Memorial Scholarship	Best Outgoing Student in UG Mathematics Shift-I	PG & Research Department of Mathematics - Staff Members	Rs. 10000/-	MATHEMATICS
13.	Subramania Pillai Pattammal Scholarship	Best Outgoing Student in Physics	Dr. S. Krishnan	Rs. 5000/-	PHYSICS
14.	Durairaj Memorial Scholarship	Best Outgoing Student in Physics	Students of Physics 1997-2000 Batch	Rs. 5000/-	PHYSICS
15.	C. T. Manavala Aiyah & M. Suseela Scholarship	2 nd Best Outgoing Student in Physics	Dr. R. Thilak Kumar	Rs. 5000/-	PHYSICS
16.	Madana Gurusamy Memorial Scholarship	3 rd Best Student in Physics	Dr.M.G. Sridharan, Visiting Scientist, Denmark.	Rs. 5000/-	PHYSICS

17.	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
18.	B. Chitra & M. Balathaundayutham Scholarship	Best Outgoing Student in Physics	Mr. B. Sivakumar, Short Film Director, Chennai	Rs. 5000/-	PHYSICS
19.	Mobtron Enterprises Scholarship	Best Student of I M.Sc. Chemistry	M/s Mobtron Enterprises, Chennai	Rs. 5000/-	CHEMISTRY
20.	Mr.G Gunasekaran Scholarship	Best student from I.B.Sc Chemistry	Mr.G.Devakannan	Rs. 10000/-	CHEMISTRY
21.	Rev. Fr. G. Peter Rajendhiram Scholarship	Best Outgoing Student from Shift II	2014-2017 Batch, Shift-II Students	Rs. 30000/-	CHEMISTRY
22.	Mr. G. Muthukumarasamy Scholarship	Best Outgoing B.Sc. Student from Shift I	Mr. M. Ramesh, Alumni, 1999-2002 Batch		
23.	Dr. H. Surya Prakash Rao & Dr. M. Jegan Mohan Scholarship	Best Outgoing M.Sc. Student	Dr. H. Surya Prakash Rao & Dr. M. Jegan Mohan	Rs. 5000/-	COMPUTER SCIENCE
24.	Thiru. Simon Padayachi Madharasi Ammal Scholarship	Best Outgoing Student in Computer Science	Mr. M. Arumai Selvam		
25.	Charles Babbage Memorial Scholarship	Best Outgoing Student in Computer Science	Students of Comp. Sci. 1994-1997 Batch	Rs. 5000/-	COMPUTER SCIENCE

26.	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
27.	Professor Chitti Babu Scholarship	Best Outgoing Student in Computer Science	Dr. Chitti Babu, Asst. Professor Drexel Univ., Philadelphia	Rs. 5000/-	COMPUTER SCIENCE
28.	A. V. Rangasamy Naidu Scholarship	Best Outgoing Student in Computer Science	Mr.AVR Muthukumarasamy Prop. AVR Transports, Cuddalore	Rs. 5000/-	COMPUTER SCIENCE
29.	Mr. S. Kannan Scholarship	Best Outgoing Student in Computer Science	Mr. S. Kannan Executive Engineer, NLC	Rs. 5000/-	COMPUTER SCIENCE
30.	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
31.	Velusamy Memorial Scholarship	2 nd Best Outgoing Student in M.Sc. Comp. Science	M/s. Anandakumar, T.V. Centre, Cuddalore	Rs. 5000/-	COMPUTER SCIENCE
32.	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
33.	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

34.	Rev. Fr. V. Aruldass Scholarship	Second Best Outgoing in Computer Science Day	M/s. Devishree Elec. Cuddalore	Rs. 5000/-	COMPUTER SCIENCE
35.	Mr. Travis (Annai Studio) Memorial Scholarship	Best Outgoing Student in M.Phil. Computer Science	Family members of Late Mr. Travis	Rs. 10000/-	COMPUTER SCIENCE
36.	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
37.	Mr. & Mrs. Amalraj Scholarship	Best Outgoing Student in Computer Applications	Mr. Vincent A. Marin Director, IT Mc-Kinsey & Co, USA	Rs. 5000/-	COMPUTER APPLICATIONS
38.	K. Thirugnana Sambandam Memorial Scholarship	Best Outgoing Student in Computer Applications	Mr. T. Arumugam	Rs. 5000/-	COMPUTER APPLICATIONS
39.	S.K.M. Ramaiah Scholarship	Best Outgoing Student in Computer Applications	Mr. Elangovan, Ramaiah Hardwares, Cuddalore	Rs. 5000/-	COMPUTER APPLICATIONS
40.	Hotel Ananda Bhavan Scholarship	Best Outgoing Student in Computer Applications	Mr. R. Narayanan, Prop., Ananda Bhavan Hotels, Cuddalore	Rs. 5000/-	COMPUTER APPLICATIONS
41.	Mr. A. Francis Roche Scholarship	Best Outgoing Student in Computer Applications	Mr. A. Francis Roche	Rs. 5000/-	COMPUTER APPLICATIONS
42.	Apparsamy Scholarship	Best Outgoing Student in Computer Applications	M/s. Santhosh Textiles, Pondicherry	Rs. 5000/-	COMPUTER APPLICATIONS

43.	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
44.	L. Anthony Samy And Jeya Pragasamy memorial scholarship	Best Outgoing Programmer of Computer Applications – Day college	Ms. A. Nirmala	Rs. 40000/-	COMPUTER APPLICATIONS
45.	Mrs. & Mr. Sarvapalli Appaiya Ramanan Memorial Scholarship	Most Vibrant Student of Computer Applications- Shift I	Ms. R. Aruna Kirthiga		
46.	Mr. E. Albert Memorial Scholarship	Enterprising Student of Computer Applications	Mr. John Pradeep Ebenezer		
47.	Rev. Fr. P. Antony Samy and Rev. Fr. V. Antony Samy Memorial Scholarship	Best Outgoing Programmer of Computer Applications- Eve College	Mr. J. Robert Adaikalraj	Rs. 5000/-	BIOCHEMISTRY
48.	Pope John Paul II Scholarship	Best Outgoing Student in II PG Biochemistry	Staff and Students of Bio-Chemistry, St. Joseph's College, Cuddalore		
49.	St. Joseph's Scholarship	Best Outgoing in Biochemistry – Evening	Staff and Students of Bio-Chemistry, St. Joseph's College, Cuddalore	Rs. 5000/-	BIOCHEMISTRY
50.	Principal Scholarship	Best Outgoing in Biochemistry – Day	Bio-Chemistry, St. Joseph's College, Cuddalore	Rs. 5000/-	BIOCHEMISTRY
51.	Bright Sun Publications Scholarship	Best Outgoing Student in Microbiology – Day College	M/s. Bright Sun Publications, Chennai	Rs. 5000/-	MICROBIOLOGY

52.	Rev. Fr. R. Ratchagar Scholarship	Best Outgoing in Microbiology – Day	The Students of the Department	Rs. 5000/-	MICROBIOLOGY
53.	Rev. Fr. Aruldass Scholarship	Best Outgoing in Microbiology - Evening	The Students of the Department	Rs. 5000/-	MICROBIOLOGY
54.	Rev. Fr. V. Aruldass cash Award	2 nd Best Outgoing Student in Microbiology-Evening College	The Staff and Students of Dept. of Microbiology	Rs. 5000/-	MICROBIOLOGY
55.	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
56.	Duraisamy Padayatchi and Dhanalakshmi Ammal Scholarship	Best Outgoing Student in Income Tax Law & Practice – Shift-I	Mr. D. Kannusamy Auditor, Cuddalore	Rs. 5000/-	COMMERCE
57.	Duraisamy Padayatchi and Dhanalakshmi Ammal Scholarship	Best Outgoing Student in Income Tax Law & Practice – Shift-II	Mr. D. Kannusamy Auditor, Cuddalore	Rs. 5000/-	COMMERCE
58.	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/-	COMMERCE
59.	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/-	COMMERCE
60.	Mr. Devasagayam and Mrs. Elizabeth scholarship	Deserving Student of 2 nd M.Com.	Dr. S. Soosai John Rosario	Rs. 5000/-	COMMERCE

61.	Mr. Perumal and Mrs. Saroja Scholarship	Best Outgoing Student in P.G. Accountancy	Mr. Vaithyanadane	Rs. 5000/-	COMMERCE
62.	Rev. Fr. V. Agnel Award	2 nd Best Outgoing Student in B.Com. (Shift- I)	Rev. Fr. V. Agnel	Rs. 5000/-	COMMERCE
63.	Shankar Chettiar Scholarship	Best Outgoing Student in Commerce - PG	M/s. Shankar Jewellery, Cuddalore	Rs. 5000/-	COMMERCE
64.	Mrs. Jayashree Ranganathan	2 nd Best Outgoing Student in Commerce - Shift-II	Mr. Ranganathan NSR Family	Rs. 5000/-	COMMERCE
65.	Thiru. R. Dheenadhayalan	Best Student from Shift-I	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-	BANK MANAGEMENT
66.	Smt. K. Pushpakanthi	Best Student from Shift-II	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-	BANK MANAGEMENT
67.	Dr. D. Ilangovan	Best Student from Shift-I	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-	BBA-CA
68.	Dr. V. Sivagangalakshmi	Best Student from Shift-II	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-	BBA-CA
69.	Thiru Dhandapani Memorial Scholarship	Best Outgoing Student in History	Mr. D. Desing Rajan & Brothers	Rs. 5000/-	HISTORY

70.	Rev. Fr. K. A. Daniel	Best Scorer in History for III-Year Student	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-2016	Rs. 5000/-	HISTORY
71.	Mr. K. A. Soosai Amul & Mrs. Maria Cannu	Best Outgoing Student in Academics & Other Activities for III-Year Student	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-2016	Rs. 5000/-	HISTORY
72.	Mrs. Rajammal Lourduraj	Best Fieldworker in Social Work	C.L. Anandakumar Selvaraj	Rs. 15000/-	SOCIAL WORK
73.	Rev. Sr. Xavier Mary	Emerging Social Worker in Social Work	Rev. Sr. Xavier Mary		
74.	Rev. Fr. Dr. I. Ratchagar	All-Rounder in Social Work Proficiency in Social Work	Rev. Fr. Dr. I. Ratchagar	Rs. 5000/-	SOCIAL WORK
75.	Mr. K. S. Periyayagam Memorial Scholarship	Best Researcher in Social Work	Ms. K. P. Christina	Rs. 10000/-	SOCIAL WORK
76.	Francois de Condappa Memorial Award	Best Outgoing Student in Economics Shift-I	Mrs. Liliane de Condappa	Rs. 5000/-	ECONOMICS
77.	Mr. John Britto Scholarship	Best Scorer in Allied Statistics	Mr. John Britto	Rs. 5270/-	STATISTICS

78.	Sajiv Sebastian Award	Best Cricketer	Parents of Sajiv Sebastian	Rs. 5100/-	PHYSICAL EDUCATION
79.	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
80.	Mr. A. R. George Scholarship - Shift-I	Best User of the Library Shift-II (UG Student)	Rev. Fr. G. Peter Rajendiram	Rs. 10000/-	LIBRARY
81.	Mrs. Theresammal George Scholarship - PG Student	Best User of the Library (PG Student)	Rev. Fr. G. Peter Rajendiram	Rs. 10000/-	LIBRARY
82.	Mr. K. R. S. Rajaraman Scholarship - Teacher	Best User of the Library Staff	Rev. Fr. G. Peter Rajendiram	Rs. 10000/-	LIBRARY
83.	His Eminence Simon Cardinal Lourdasamy Scholarship	Best NSS Volunteer	Mr. M. Arumai Selvam	Rs. 5000/-	NSS
84.	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
85.	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
86.	Shervin Mervin Award	Best NSS Volunteer	Dr. R. Robert	Rs. 5000/-	NSS

87.	Most Rev. Archbishop Dr. Antony Anndarayyar Award	Best NSS Leadership Award Shift-I	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-2016	Rs. 5000/-	NSS
88.	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
89.	Rev. Fr. G. Peter Rajendhiram 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
90.	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
91.	Thiru. C. Arockiasamy Best Organizer Award 2020-21	Best Blood Donor - Female	Dr. I. Santhana Raj	Rs. 5000/-	NSS
92.	Rev. Fr. G. Peter Rajendhiram Silver Jubilee Remembrance Scholarship	2 Nos. of NCC Best Volunteer of Senior Division/Senior Wing-Boys	Rev. Fr. G. Peter Rajendhiram & NCC Volunteers	Rs. 10000/-	NCC
93.	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
94.	Padmasree Dr. Sarojini Varadappan Award	Best Youth Red cross Volunteer- Day College	Mr. R. M. Balasubramaniam	Rs. 5000/-	YRC
95.	Rev. Fr. P. Paul Rajkumar Award	Best Youth Red cross Volunteer - Evening College	Youth Red cross Volunteers	Rs. 5000/-	YRC

96.	The Holy Mother Theresa Memorial Scholarship	Best Rotaractor	Mr. M. ArumaiSelvam	Rs. 5000/-	ROTARACT
97.	Rev. Fr. Secretary Scholarship	Best Rotaractor in Evening College	Rev. Fr. Secretary	Rs. 5000/-	ROTARACT
98.	Rev. Fr. Dr. I. Ratchagar, Secretary Scholarship	Best Student in Fine Arts for Boys	Rev. Fr. Dr. I. Ratchagar	Rs. 8598/-	FINE ARTS CLUB
99.	Dr. Tmt. M. Valarmathi Regional Joint Director Schoolship	Best Student in Fine Arts for Girls	St. Joseph's College of Arts & Science	Rs. 10000/-	FINE ARTS CLUB
100.	Dr. Tmt. M. Valarmathi Regional Joint Director Schoolship	Best Student organized in Fine Arts	St. Joseph's College of Arts & Science	Rs. 10000/-	FINE ARTS CLUB
101.	The Best Teacher National Awardees Rev. Fr. R. Ratchagar Scholarship	Best Outgoing Student in B.Sc. Mathematics (D & E) B.Sc. Physics (D & E) B.Sc. Chemistry (D & E) B.Sc. Comp. Sci. (D & E) B.Sc. Microbiology (D & E) B.Sc. Biochemistry (D & E) B.Com. (D & E) B.B.M. (D & E) B.A. History B.C.A. Comp. Appl. (D & E) M.Sc. Computer Science M.Sc. IT.	The Staff (1996) St. Joseph's College	Rs. 40000/-	Best Teacher National Awardees

102.	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
103.	Dr. Kannan Service Memorial Scholarship	Best Outgoing UG - Physically Challenged Boy/Girl	Dr. R. Kannan	Rs. 5000/- & Rs. 5000/-	SPECIAL AWARDS AND PRIZES
104.	Rev. Fr. Principal's Prize	UG-Best Outgoing Student - Evening College	Rev. Fr. A. J. Lawrence	Rs. 6000/-	SPECIAL AWARDS AND PRIZES
105.	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
106.	Rev. Fr. R. Ratchagar Special Award	Young prodigy in the District	Dept. of Computer Science & Applications	Rs. 10000/-	SPECIAL AWARDS AND PRIZES
107.	Rev. Fr. Secretary Scholarship	Best Outgoing Student in Academic and Extracurricular Activities	Rev. Fr. Secretary	Rs. 5000/-	SPECIAL AWARDS AND PRIZES
108.	The Most Rev. Archbishop Dr. Antony Anandarayar award for Best Entrepreneur	Best Entrepreneur	Dept. of Commerce, St. Joseph's College, Cuddalore.	Rs. 3000/-	SPECIAL AWARDS AND PRIZES
109.	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/-	Teacher's Day
110.	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

Sl 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

Sl 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					

Notes: