

# ST. JOSEPH'S COLLEGE

OF ARTS & SCIENCE (AUTONOMOUS)  
CUDDALORE-607001.



## STUDENTS' HAND BOOK 2023 - 2024



Affiliated to Annamalai University, Annamalai Nagar - 608 002

Re-Accredited by NAAC with 'A' Grade (3<sup>rd</sup> Cycle)

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

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

Websites : [www.sjctnc.edu.in](http://www.sjctnc.edu.in)

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



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Secretary : 04142-286315  
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Controller's Office : 04142-286312  
Website : [www.sjctnc.edu.in](http://www.sjctnc.edu.in)  
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Facebook : Sjctnc Cuddalore  
Instagram : [st.josephs\\_college\\_cuddalore](https://www.instagram.com/st.josephs_college_cuddalore)  
Twitter : @sjctnc  
LinkedIn : [https://www.linkedin.com/in/  
st-joseph-s-college-cuddalore-07224724a](https://www.linkedin.com/in/st-joseph-s-college-cuddalore-07224724a)

## STUDENTS' HAND BOOK CALENDAR 2023-2024

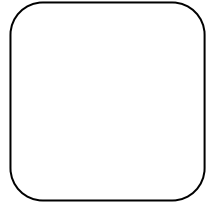
### College Working Hours

Shift-I 08.30 a.m. to 01.00 p.m.  
Shift-II 01.00 p.m. to 05.30 p.m.

### Office Working Hours

08.30 a.m. to 05.30 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.



## **ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE**

(AUTONOMOUS)

Re-Accredited by NAAC with 'A' Grade (3<sup>rd</sup> Cycle)

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

St. Joseph's College is a legacy of the 19<sup>th</sup> 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 **Rev.Fr.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 19<sup>th</sup> 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 **11<sup>th</sup> October 1991**, at a stately function presided over by **His Excellency Bhisma Narain Singh**, the then Governor of Tamil Nadu through the efforts of **Rev.Fr.R.Ratchagar**, the Founder Secretary of the College. The college obtained Recognition u/s **2(f)** of the UGC Act, 1956 on **4<sup>th</sup> November 2004**, **Permanent Affiliation** on **7<sup>th</sup> March 2008**, the **Autonomous Status** on **17<sup>th</sup> June 2008** and **12(B) Status** by the University Grants Commission on **28<sup>th</sup> August 2015**. The **NAAC 3<sup>rd</sup> Cycle of Re-Accreditation** with **CGPA of 3.31** on seven point scale with "**A**" **Grade** was declared on **22<sup>nd</sup> February 2017**. Under the leadership of the present Secretary of the College **Rev.Fr.Dr.M.Swaminathan** 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 SECRETARIES AND PRINCIPALS

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 - 2023	---
Dr. M. Arumai Selvam	----	2019 -
Rev. Fr. Dr. M. Swaminathan	2023 -	

## CHRONOLOGY OF MAIN EVENTS

<b>1852 A.D.</b>	The Site of Colonel Garden acquired by Mgr. Bonand, D. D. Vicar Apostolic of Pondicherry.
<b>22-01-1868</b>	Inauguration of St. Joseph's High School through the efforts of Rev. Fr. L. Renevier, the First Principal.
<b>1884</b>	St. Joseph's raised to the status of a Second Grade College with Humanities and Mathematics through the efforts of Rev.Fr.Tarbes.
<b>1909</b>	Reduced to the status of High school due to need of funds.
<b>25-06-1969</b>	Centenary Celebrations.
<b>11-10-1991</b>	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.
<b>11-10-1991</b>	Establishment of B.Sc. Mathematics, Physics, Chemistry, Computer Science and B.Com. with a strength of 296 students.
<b>23-03-1992</b>	I-College Day-Chief Guest, Dr. Sathik, Vice-Chancellor, University of Madras.
<b>1993</b>	Establishment of B.A History.
<b>21-03-1993</b>	II College Day-Chief Guest, Mr. V. Sankarasubbaiyan, I.A.S., Secretary, Dept. of Education, Govt. of Tamil Nadu and Inauguration of Venmani Block
<b>06-10-1993</b>	Foundation Stone Laid by Arch Bishop Most. Rev. Dr. S. Michael Augustine for Fahrer Block.
<b>1994</b>	Inauguration of New UG Computer Centre by Arch Bishop Most Rev. Dr. S. Michael Augustine.
<b>1994</b>	Establishment of B.B.M., course in Day College. Establishment of Evening College with B.Sc. Computer Science
<b>31-01-1995</b>	IV-College Day - Chief Guest, His Eminence Cardinal Lourdusamy & Inauguration of Fahrer Block.
<b>1995</b>	Establishment of B.Sc. Chemistry and B.Com. in Evening College.
<b>1996</b>	NSS Unit was established. First NSS Programme Officer - Mr. M. Arumai Selvam.
<b>31-01-1997</b>	Inauguration of Muthamiz Manram - Chief Guest Mr. V. Gopalsamy, MP.
<b>1997</b>	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 Lourdusamy
22-01-1999	First Convocation & VIII College Day – Chief Guest, His Eminence Simon Cardinal Lourdusamy.
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 Lourdusamy.
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	<b>NAAC Peer Team visit to the College – Headed by Dr. Saraswathi Rao – Accredited with B<sup>++</sup> Level</b>
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	<b>Visit of UGC Expert Committee for Grant of Autonomy- Headed by Dr. Chauhan.</b>
2004	Visit of Arch Bishop Most Rev Dr. Quintanna
04-11-2004	<b>Recognized u/s 2(f) of the UGC Act, 1956–Inclusion of New Colleges</b>
2005	Inauguration of NCC – Mr. R. Rajamanickam, NCC Officer
01-08-2007	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.

<b>2008</b>	College Management Instituted Rs.1,00,000/- in Thiruvalluvar University, Vellore for an Endowment Lecture on Christian Studies in the name of Our Archbishop Most Rev. Dr. Antony Anandarayar.
<b>07-03-2008</b>	<b>Grant of Permanent Affiliation to the College</b>
<b>15-05-2008</b>	Establishment of B.A. English and M.Sc. Physics in Day College.
<b>17-06-2008</b>	<b>Grant of Autonomous Status to the College</b>
<b>20-03-2009</b>	Inauguration of St. Joseph's State Level Invitation Volley Ball Tournament.
<b>June 2009</b>	Establishment of M.Phil. Research Programmes in Commerce, Chemistry & Computer Science in Shift-I and B. A. English in Shift-II.
<b>Dec- 2009</b>	Release of First issue of News Waves (News Letter of the College)
<b>01-09-2010</b>	Scientist Dr. A. Sivadhanupillai, Chief Controller of DRDO and Ministry of Defense, inaugurated Centre for Advanced Research in Environmental and Special Sciences(CARESS)
<b>23-09-2010</b>	NAAC Peer Team visit for Re-Accreditation (2 <sup>nd</sup> Cycle)
<b>19-01-2011</b>	New Administrative Block was blessed and inaugurated by Our Archbishop Most Rev. Dr. Antony Anandarayar.
<b>01-06-2011</b>	New Courses M. A. English, M. A. History, Ph.D. in Chemistry and Commerce were started.
<b>16-09-2011</b>	<b>College was accredited with "A" Grade by NAAC in the 2<sup>nd</sup> Cycle with a CGPA of 3.26 on Four point scale</b>
<b>20-02-2012</b>	<b>UGC Expert Committee visit for the Extension of Autonomous Status.</b>
<b>01-06-2012</b>	New Courses B.Com. (Bank Management – Eve) and Master of Social Work (MSW) were established.
<b>August 2012</b>	<b>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.</b>
<b>20-09-2012</b>	<b>Conferment of Minority Status by the National Commission for Minority Educational Institutions.</b>
<b>19-03-2013</b>	Blessing of New Tarbes Block by Archbishop Most Rev. Dr. Antony Anandarayar.
<b>23-06-2013</b>	Blessing of New Canteen by Rev. Fr. Secretary
<b>19-12-2013</b>	New Prayer Hall Inaugurated by Rev. Fr. Secretary

22-08-2015	Commencement of Silver Jubilee Celebrations
28-08-2015	<b>College was conferred with 12(B) status - under section 12(B) of the UGC Act, 1956.</b>
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 <sup>rd</sup> Cycle), Convener: <b>Prof. A. K. Singh</b> , Former Vice Chancellor, Member Coordinator: <b>Prof. Dibakar Chandra Deka</b> , Professor, Member: <b>Dr. Ajay M. Bhamare</b> , Principal.
22-02-2017	<b>College was accredited with "A" Grade by NAAC with CGPA of 3.31 on Seven point scale (3<sup>rd</sup> Cycle)</b>
23-06-2017	Establishment of BBA course
22-08-2017	Library Building - Annexe Inaugurated by Archbishop Most Rev. Dr. Antony Anandarayar
27-11-2018 & 28-11-2018	<b>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, &amp; Rev. Fr. Dr. D. Maria Antony Raj. UGC Coordinating Officer, Mrs. Sunita Gulati.</b>
28-12-2018	<b>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.</b>
18-01-2019	<b>Rev. Fr. Dr. S. Xavier</b> appointed as the office of Controller of Examination.
23-01-2019	<b>Rev. Fr. Dr. A. Alex</b> appointed as the office Dean of Studies.
07-09-2019	Dr. Chinnappan, Principal – Retirement.
09-09-2019	New Principal - Dr. M. Arumai Selvam & New Vice Principal - Dr. J. Jon Arockiaraj – Appointed.

<b>09-11-2019</b>	<b>37<sup>th</sup> Governing Body Meeting.</b>
<b>01-12-2019 - 10-12-2019</b>	The College women football players K. Sumithra Ph.D. Scholar and R. Sandiya of II-M.Com won the Gold Medal in 13 <sup>th</sup> South Asian Football Games-2019 held between 1 <sup>st</sup> December 2019 and 10 <sup>th</sup> December 2019 at Nepal. - Department of Physical Education.
<b>09-02-2020</b>	26 <sup>th</sup> Graduation Day.
<b>21-02-2020</b>	College Day Celebration.
<b>06-03-2020</b>	The College has been selected as Mentor Institution (one among 167 colleges) under the PARAMARSH SCHEME of the UGC, New Delhi.
<b>23-01-2021</b>	14 <sup>th</sup> Academic Council Meeting
<b>13-02-2021</b>	Alumni Block & Commerce and Language Labs Inauguration by Apostolic Administrator, Most. Rev. Dr. Peter Abir, Archdiocese of Pondicherry – Cuddalore.
<b>25-02-2022</b>	16 <sup>th</sup> Academic Council Meeting
<b>11-03-2022</b>	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.
<b>02-04-2022</b>	<b>27<sup>th</sup> Graduation Day.</b> Alumni Meet for the Batch 2017-2020
<b>27-05-2022</b>	<b>College Day</b>
<b>17-06-2022</b>	<b>39<sup>th</sup> Governing Body Meeting.</b>
<b>21-08-2022</b>	Tally Lab Inauguration - Commerce
<b>02-09-2022</b>	17 <sup>th</sup> Academic Council Meeting
<b>25-03-2023</b>	College Day
<b>25-04-2023</b>	40 <sup>th</sup> 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

- |  |                                   |
|--|-----------------------------------|
| <b>1. Most. Rev. Dr. Francis Kalist</b><br>Archbishop of Pondicherry-Cuddalore<br>Archbishop's House<br>Cathedral Street, Puducherry.  | <b>CHAIRPERSON<br/>Management</b> |
| <b>2. Very Rev. Fr. S. Kulandaisamy</b><br>Vicar General<br>Archbishop's House<br>Cathedral Street, Puducherry.  | <b>MEMBER<br/>Management</b>      |
| <b>3. Rev. Fr. A. J. Philomindoss</b><br>Financial Administrator<br>Archbishop's House<br>Cathedral Street, Puducherry.  | <b>MEMBER<br/>Management</b>      |
| <b>4. Rev. Fr. G. Peter Rajendiram</b><br>Episcopal Vicar for Education<br>Secretary, Archdiocesan Board of Education<br>Archbishop's House<br>Cathedral Street, Puducherry.     | <b>MEMBER<br/>Management</b>      |
| <b>5. Rev. Fr. Dr. M. Swaminathan</b><br>Episcopal Vicar for the Laity<br>Secretary, St. Joseph's College of Arts & Science<br>(Autonomous), Cuddalore.                          | <b>MEMBER<br/>Management</b>      |
| <b>6. Rev. Fr. Dr. Devasagayaraj</b><br>Episcopal Vicar for Priests<br>Archbishop's House<br>Cathedral Street, Puducherry.   | <b>MEMBER<br/>Management</b>      |
| <b>7. Rev. Fr. Dr. S. Xavier</b><br>Controller of Examinations<br>Head, Department of Physics<br>St. Joseph's College of Arts & Science<br>(Autonomous), Manjakuppam, Cuddalore. | <b>MEMBER<br/>Management</b>      |

- 8. Dr. J. Jon Arockiaraj**  
Vice-Principal  
Head, Department of Mathematics  
St. Joseph's College of Arts & Science  
(Autonomous), Cuddalore. **MEMBER  
Teaching**
- 9. Dr. P. James Mary**  
Shift-II In-charge  
Assistant Professor, Department of Commerce  
St. Joseph's College of Arts & Science  
(Autonomous), Cuddalore. **MEMBER  
Teaching**
- 10. Mr. L. Antoniraj**  
Office Superintendent  
St. Joseph's College of Arts & Science  
(Autonomous), Cuddalore. **MEMBER  
Senior  
Administrative  
Staff**
- 11. Prof. A. Karunanadan**  
"Visakam", No.6, Boopathy Nagar  
Sholinganallur, Chennai – 600 119. **MEMBER  
Educationist**
- 12. Dr. G. Ezhilan**  
Regional Joint Director  
Office of the Regional Joint Director of  
Collegiate Education, Vellore Region,  
No. 43, 1<sup>st</sup> West Cross Street, Gandhi Nagar,  
Vellore 632006. **MEMBER  
State Govt.  
Nominee**
- 13. Dr. K. Padhmanaban**  
Professor, Department of Commerce  
Annamalai University,  
Annamalai Nagar - 608 002. **MEMBER  
University  
Nominee**
- 14. Dr. M. Arumai Selvam**  
Principal  
Head, Department of Computer Science  
St. Joseph's College of Arts & Science  
(Autonomous), Cuddalore. **MEMBER  
Secretary**

## COLLEGE ACADEMIC COUNCIL

**Rev. Fr. Dr. M. Swaminathan - Secretary**

**Dr. M. Arumai Selvam - Chairperson**

Principal

### ALL HEADS OF DEPARTMENTS

<b>Dr. M. Arumai Selvam</b>	- Head, Dept. of Computer Science
<b>Dr. J. Jon Arockiaraj</b>	- Head, Department of Mathematics
<b>Rev. Fr. Dr. S. Xavier</b>	- Head, Department of Physics & CoE
<b>Rev. Fr. Dr. A. Alex</b>	- Head, Dept. of Commerce (Bank Management) & Dept. of B.B.A. (Computer Application)
<b>Mr. V. R. Suresh Kumar</b>	- Head, Department of English
<b>Dr. M. Vanathaian</b>	- Head, Department of Tamil
<b>Dr. T. Antony Sandosh</b>	- Head, Department of Chemistry
<b>Dr. P. Maria Arockianathan</b>	- Head, Department of Biochemistry
<b>Dr. J. Jayaprakash</b>	- Head, Department of Microbiology
<b>Dr. P. Thenmozhi</b>	- Head, Department of Zoology
<b>Dr. Mercy Anthony</b>	- Head, Department of Statistics
<b>Dr. A. John Pradeep Ebenezer</b>	- Head, Dept. of Computer Applications
<b>Dr. I. Savarimuthu</b>	- Head, Department of Commerce
<b>Dr. Alice Mathai</b>	- Head, Department of Economics
<b>Dr. L. Santhana Raj</b>	- Head (i/c), Department of History
<b>Dr. E. Ruby Violet Rani</b>	- Head, Department of Psychology
<b>Mr. J. Durai Raj</b>	- Head, Department of Social Work
<b>Mr. R. Rajamanickam</b>	- Head, Dept. of Physical Education
<b>Mr. S. Sridhar</b>	- Head, Department of Library

### Representatives of Senior Teaching Staff

1. Dr. P. James Mary	- Assistant Professor of Commerce
2. Dr. R. Vidya	- Assistant Professor of Computer Science
3. Dr. I. Benjamin Franklin	- Assistant Professor of Computer Applications
4. Dr. F. Paul Arokiadoss	- Assistant Professor of Chemistry

## **Experts from outside the College**

### **Rev. Fr. G. Peter Rajendiram**

Secretary, Archdiocesan Board of Education  
Archbishop's House, Cathedral Street, Pondicherry.

- Education

### **Prof. A. Karunanandan**

"Visakam", No.6, Boopathy Nagar  
Sholinganallur, Chennai – 600 119.

- Education

### **Mr. L. Jayachandran Ex. MLC**

KTR Nagar, Beach Road,  
Cuddalore – 607001

- Commerce

### **Mr. S. Ram Mohan**

No.3, East Venugopalapuram,  
Manjakuppam, Cuddalore-607001.

- Law

### **Dr. J. Stanley Chandran**

Rtd. District Medical Officer,  
9A, Gnana Olivu Street, Manjakuppam,  
Cuddalore – 607001

- Medicine

### **Dr. K. Vijayarani**

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

- University Nominee

### **Dr. R. Sampathkumar**

Professor, Department of Mathematics  
Annamalai University, Annamalai Nagar - 608002.

- University Nominee

### **Dr. Aranga Pari**

Professor, Department of Tamil  
Annamalai University, Annamalai Nagar - 608002.

- University Nominee

## **Controller of Examinations**

### **Rev. Fr. Dr. S. Xavier**

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

## **Member Secretary**

### **Mr. T. Henson**

Assistant Professor, Department of Mathematics  
St. Joseph's College of Arts & Science (Autonomous)  
Manjakuppam, Cuddalore-607001

## **COLLEGE 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:

1. Head of the Department concerned (Chairperson).
2. All Faculty Members of the Department.
3. Two subject experts from outside the Parent University are to be nominated by the Academic Council.
4. One expert is to be nominated by the Vice- Chancellor from the panel of six experts recommended by the Autonomous College Principal.
5. One Post-Graduate meritorious alumnus to be nominated by the Principal.
6. One representative from Industry of Corporate Sector / Allied area relating to placement.
7. Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the Principal.

## **FINANCE COMMITTEE - PUBLIC FUNDING**

**Dr. M. Arumai Selvam**  
Principal

**- Chairperson**

**Rev. Fr. Dr. S. Xavier**  
Controller of Examinations

**- Nominated by Governing Body**

**Dr. I. Savarimuthu**  
Head, Department of Commerce

**- Senior faculty member**

**Mr. V. Balachandar**

**- Accountant**

## COLLEGE COUNCIL

### I. ADMINISTRATORS

<b>Most. Rev. Dr. Francis Kalist</b>	- Chairman
<b>Rev. Fr. Dr. M. Swaminathan</b>	- Secretary
<b>Dr. M. Arumai Selvam</b>	- Principal
<b>Dr. J. Jon Arockiaraj</b>	- Vice-Principal
<b>Rev. Fr. Dr. S. Xavier</b>	- Controller of Examinations
<b>Rev. Fr. Dr. A. Alex</b>	- Dean of Studies
<b>Mr. L. Antoniraj</b>	- Office Superintendent

### II. ALL HEADS OF DEPARTMENTS

<b>Dr. M. Arumai Selvam</b>	- Head, Department of Computer Science
<b>Dr. J. Jon Arockiaraj</b>	- Head, Department of Mathematics
<b>Rev. Fr. Dr. S. Xavier</b>	- Head, Department of Physics
<b>Rev. Fr. Dr. A. Alex</b>	- Head, Dept. of B.Com. (Bank Management) & Dept. of B.B.A. (Computer Application)
<b>Mr. V. R. Suresh Kumar</b>	- Head, Department of English
<b>Dr. M. Vanathaian</b>	- Head, Department of Tamil
<b>Dr. T. Antony Sandosh</b>	- Head, Department of Chemistry
<b>Dr. P. Maria Arockianathan</b>	- Head, Department of Biochemistry
<b>Dr. J. Jayaprakash</b>	- Head, Department of Microbiology
<b>Dr. P. Thenmozhi</b>	- Head, Department of Zoology
<b>Dr. Mercy Anthony</b>	- Head, Department of Statistics
<b>Dr. A. John Pradeep Ebenezer</b>	- Head, Dept. of Computer Applications
<b>Dr. I. Savarimuthu</b>	- Head, Department of Commerce
<b>Dr. Alice Mathai</b>	- Head, Department of Economics
<b>Dr. L. Santhana Raj</b>	- Head (i/c), Department of History
<b>Dr. E. Ruby Violet Rani</b>	- Head, Department of Psychology
<b>Mr. J. Durai Raj</b>	- Head, Department of Social Work
<b>Mr. R. Rajamanickam</b>	- Head, Dept. of Physical Education
<b>Mr. S. Sridhar</b>	- Head, Department of Library
<b>Dr. P. James Mary</b>	- Shift-II In-Charge

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

## **1. RESEARCH AND DEVELOPMENT CELL (RDC)**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam - Chair Person
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier (Coordinator)
- Rev. Fr. Dr. A. Alex
- Dr. I. Savarimuthu
- Dr. R. Vidya
- Dr. P. Marie Arockianathan
- Dr. Alice Mathai
- Dr. R. Krishnakumar
- Dr. M. Vanathaian
- Dr. P. Kangeane, Publisher, Biomedical Informatics, Chennai.
- Dr. Arivuoli - Former Director, Crystal Growth Centre, Anna University, Chennai.
- Dr. V. Sivakumar – Senior Research Scientist, Pfizer Healthcare India Pvt. Ltd., Chennai.
- Dr. M. Kalaiselvam – Director & Professor CAS in Marine Biology, Parangipettai, Cuddalore.

## **2. RESEARCH EXECUTIVE COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Dr. R. Vidya (Coordinator)
- Dr. A. Soussitra
- Dr. E. Ruby Violet Rani
- Dr. S. Muthukumaran
- Dr. P. Benjamin Rozario
- Dr. P. Indhu Sakthi
- Dr. F. Paul Arokia Doss
- Dr. K. Shagirtha
- Dr. S. Silvan

- Dr. S. Sebastian
- Dr. D. Sumitha
- Dr. R. Krishnan
- Dr. S. Angel Mose
- Dr. D. Bakkiaraj

### **3. CURRICULUM DEVELOPMENT COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Mr. V. R. Suresh Kumar
- Dr. I. Savarimuthu
- Dr. P. Marie Arockianathan
- Dr. T. Miranda Lakshmi
- Dr. Mercy Anthony (Coordinator)
- Dr. R. Krishnaveni

### **4. PLANNING & EVALUATION COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj (Coordinator)
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. Marie Arockianathan
- Dr. R. Vidya
- Dr. R. Roseline
- Dr. V. Sathana
- Mr. L. Antoniraj

### **5. ADMISSION COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Dr. P. Marie Arockianathan



- Dr. A. Annammal
- Mr. L. Antoniraj
- Mr. F. Babu Vimal Marshall (Coordinator)

## **6. INTERNAL QUALITY ASSURANCE CELL**

- Rev. Fr. Dr. M. Swaminathan, Secretary (Management)
- Dr. M. Arumai Selvam, Principal – Chairperson
- Dr. J. Jon Arockiaraj, Vice-Principal (Teachers)
- Rev. Fr. Dr. S. Xavier, Controller of Examinations (Teachers)
- Rev. Fr. Dr. A. Alex, Dean of Studies (Teachers)
- Dr. P. James Mary, Shift II in-charge (Teachers)
- Dr. P. Marie Arockianathan, Department of Biochemistry (Teachers)
- Dr. T. Miranda Lakshmi, Department of Computer Science (Alumni)
- Dr. Mercy Anthony, Department of Statistics (Teachers)
- Mrs. X. Ann Lanka Jeyadharshini, Department of English (Teachers)
- Dr. I. Benjamin Franklin, Department of Comp. Applications (Coordinator)
- Dr. F. Paul Arokiadass, Department of Chemistry (Deputy. Coordinator)
- Dr. S. Sebastian, Department of Physics (Teachers)
- Mr. L. Antoniraj, Office Superintendent (Administrative Officer)
- Prof. A. Karunanandan, Professor (Retd.), Vivekanada College, Chennai (Distinguished Educationist)
- Dr. R. Thilak Kumar, Periyar Arts College, Cuddalore (Local Society)
- Mr. P. Hari Narayanan, Strides Shasun, Cuddalore (Industry)
- Dr.M.Jeganmohan, Associate Professor,IIT Madras (Distinguished Educationist)
- Er. Rtn. S. Ramesh
- Ms. N. Yasmin – III B.Sc. Mathematics (Student)
- Ms. K. Beryl Shekinah - III B.Sc. Physics (Student)
- Mr. K. Arunkumar - III B.Sc. Chemistry (Student)
- Mr. S. Haris – III B.Com. (Student)
- Ms. J. M. Vinothini - III B.Sc. Computer Science (Student)
- Mr. S. Bavitharan - III B.C.A. (Student)

## **7. ACADEMIC AUDIT COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex (Coordinator)
- Dr. P. James Mary

- Dr. Mercy Anthony
- Dr. P. Thenmozhi
- Dr. F. Christy Belina
- Dr. D. Bhakiaraj

## **8. EXAMINATION COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier (Coordinator)
- Rev. Fr. Dr. A. Alex
- All HoDs
- Mr. L. Antoniraj

## **9. LIBRARY COMMITTEE**

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

## **10. GAMES & SPORTS COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier

- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Mr. R. Rajamanickam (Coordinator)
- Mr. S. Sridhar
- Mrs. J. Rita Mary
- Dr. M. A. Mary
- Dr. S. Johnson Savarimuthu
- Dr. K. Elaya Kumar
- Mr. Richard Rajkumar
- Dr. A. R. Johnson Durai
- Dr. A. Victoria Anand Mary
- Mr. Robert Adaikalaraj
- Mr. John Robert
- Dr. T. Sheela
- Mr. A. Albert Ravi
- Dr. R. Sudaroli
- Dr. S. Pravina Mary
- Mrs. M. Perkish Salomina
- Mr. S. Leenus
- Ms. B. Monika
- Mr. L. Antoniraj
- Mr. D. Natarajan

## **11. STAFF GRIEVANCE REDRESSAL COMMITTEE**

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

## **12. STUDENTS' DISCIPLINARY COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj (Coordinator)
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Dr. A. Annammal
- Mr. R. Rajamanickam
- Dr. Mercy Anthony
- Concerned HoD
- Concerned Mentor
- Mr. L. Antoniraj

## **13. ANTI-DRUG COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Mr. R. Rajamanickam
- Dr. L. Santhana Raj - (Coordinator)
- Dr. P. Marie Arockianathan
- Dr. A. Annammal
- Mr. J. Durai Raj
- Mr. A. Pradhap
- Mr. Prabu, DSP, Cuddalore Sub-Division
- Mrs. Sripriya, Inspector of Police
- Mr. Kathiravan, SI, NT Police Station
- Mr. Makesh, Divisional Excise Officer
- Mr. Ragu Raman, III-Microbiology
- Mr. D. Hari Prasath, II-B.A. History
- Ms. M. Bhuvana, III-BBA-CA
- Ms. A. Ruby Jobithan, III-Biochemistry

#### **14. ANTI-RAGGING COMMITTEE / SEXUAL HARASSMENT COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Mr. R. Rajamanickam
- Dr. P. Marie Arockianathan
- Dr. R. Vidya (Coordinator)
- Dr. A. Annammal
- Dr. L. Santhana Raj
- Dr. G. Bhuvaneswari

#### **15. INTERNAL COMPLAINTS COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Dr. Alice Mathai (Presiding Officer)
- Mrs. Emelda Joe, Past District Chairperson, Inner wheel-Rotary Club
- Rev. Sr. Christina Santhiago - External Member
- Dr. R. Vidya
- Dr. A. John Pradeep Ebenezer
- Dr. Mercy Anthony
- Dr. V. Sathana
- Mrs. A. Stella Mary
- Mrs. A. Anthony Mary
- Ms. K. Rojana - II M.Sc. Computer Science (Student)
- Ms. K. Priya Nandhini - II M.S.W. (Student)
- Ms. V. Sangeetha - II M.Sc. Physics (Student)

#### **16. CASTE BASED DISCRIMINATION COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan, Secretary
- 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)**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex (Coordinator)
- Dr. P. James Mary
- 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. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Dr. R. Rajkumar (Coordinator)
- Mrs. K. Padmavathi
- Dr. A. Arul Prakash
- Dr. I. Agnes Mary
- Ms. W. Angel

### **19. COLLEGE MAGAZINE COMMITTEE**

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

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

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arokiaraj (Coordinator)
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Dr. A. Annammal
- Dr. Mercy Anthony
- Dr. D. Sumitha
- Ms. M. Nivetha – III B.B.M. (Student)
- Mr. S. J. Mathesh Kumar – III B.Sc. Computer Science (Student)

## **21. STUDENTS SERVICES CENTRE (SSC)**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex (Coordinator)
- Rev. Fr. Dr. S. Charles Edison
- Dr. P. James Mary
- Mr. R. Rajamanickam
- Mr. A. Albert Ravi
- Dr. J. Stanley Chandran
- Dr. E. Ruby Violet Rani
- Mr. J. Durai Raj
- Mrs. S. Vanathi

## **22. CAREER GUIDANCE & PLACEMENT COMMITTEE**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Mr. I. Anand Raj (Coordinator)
- Ms. R. Anitha
- Dr. R. Rajkumar



### **23. LEGAL CELL**

- Rev. Fr. Dr. M. Swaminathan
- Rev. Fr. G. Peter Rajendiram
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Mr. S. Ram Mohan, Advocate
- Mr. J. I. Pradeep Vedhanayagam, Advocate
- Mr. S. Arunachalam, Advocate
- Mr. L. Antoniraj (Coordinator)

### **24. STUDENTS' FORUM**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Dr. I. Benjamin Franklin (Coordinator)
- Dr. F. Paul Arockia Doss
- Dr. T. Miranda Lakshmi
- All the Class Representatives

### **25. PARENT TEACHERS' FORUM**

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Dr. A. Annammal
- Dr. A. R. Johnson Durai (Coordinator)
- Mr. L. Antoniraj
- Mr. B. Arul Babu – Local Society
- Er. Rtn. S. Ramesh – Parent
- Mr. R. S. Guruprasath - Parent
- Mr. Sivasankaran - Parent

## 26. ALUMNI ASSOCIATION

- Rev. Fr. Dr. M. Swaminathan
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. Dr. A. Alex
- Dr. P. James Mary
- Dr. P. Marie Arockianathan
- Dr. L. Santhana Raj
- Dr. A. John Pradeep Ebenezer
- Dr. T. Miranda Lakshmi (Coordinator)
- Dr. G. Suresh (Coordinator)
- Dr. I. Benjamin Franklin
- Dr. P. Arul Prasad
- Dr. G. Bhuvanewari
- Mr. P. Hari Narayan (Alumnus)
- Dr. R. Veerappan (Alumnus)
- Mr. T. Peter Premkumar (Alumnus)
- Dr. V. Sivakumar (Alumnus)
- Mr. P. Jeevaraj (Alumnus)

## 27. STUDENTS' WELFARE ORGANIZATIONS / SUPPORTING SERVICES

- a. Service Learning Programme (SLP) - Rev. Fr. Dr. A. Alex**  
**(Core Committee)** Mr. J. Durai Raj  
Dr. G. Bhuvanewari  
Mrs. T. Shalini  
Dr. A. Rajesh
- b. NSS (National Service Scheme)**  
**Unit-1** - Programme Officer - Dr. L. Santhana Raj  
Assistant Mr. A. Pradhap Asst. Prof.  
**Unit-2** - Programme Officer - Dr. T. Sheela
- c. NCC (National Cadet Corps)** - Mr. J. John Robert  
Associate NCC Officer
- d. YRC (Youth Red Cross)** - Dr. A. Rajesh  
Programme Officers Dr. S. Sangeetha Margreat

- e. RRC (Red Ribbon Club)** - Mrs. S. Vanathi  
Programme Coordinators Mrs. T. Shalini
- f. Rotaract** - Programme Coordinator - Dr. A. R. Johnson Durai
- g. SWC (Social Welfare Club)** - Mr. C. Justin Marshall  
Programme Coordinators Dr. R. Aruna Kirthika
- h. Rovers Crew** - Rover Scout Leader - Mr. J. Robert Adaikalaraj  
(Bharath Scouts and Guides)
- i. Fine Arts Club** - Coordinators - Mr. A. Albert Ravi  
Mrs. S. Umamageswari
- j. Enviro Club**-Zero Wastage-Coordinator - Dr. P. Thenmozhi
- k. Citizen Consumer Club**-Coordinators - Dr. A. R. Johnson Durai  
Dr. K. Shagirtha
- l. Women Empowerment Cell**-Coordinators - Dr. P. James Mary  
Mrs.X Ann Lanka Jeyadharshini
- m. Infirmary** - Medical Officer - Dr. J. Stanley Chandran  
Nursing Assistant - Mrs. S. Ananthi
- n. Career Guidance & Placement Cell** - Rev. Fr. Dr. A. Alex  
Mr. I. Anand Raj
- o. Guidance and Counseling Cell** - Dr. E. Ruby Violet Rani
- p. Village Service Learning (VSL)** - Rev. Fr. Dr. A. Alex  
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Dr. A. Annammal  
Dr. G. Bhuvaneshwari  
Mrs. T. Shalini  
Dr. A. Rajesh
- q. Innovation & Entrepreneurship  
Development Cell (IEDC)** - Rev. Fr. Dr. A. Alex  
Mr. I. Anand Raj

- r. **Academic Bank of Credits Cell** - Rev. Fr. Dr. S. xavier
- s. **Naan Muthalvan** - Coordinator - Dr. L. Santhana Raj
- t. **Pudhumai Penn Scheme** Coordinator - Dr. M. Vanathaian  
Dr.A.Victoria Anand Mary
- u. **Youth Parliament Programme** Coordinator - Dr. M. A. Mary (Shift-II)  
Mr. P. Malaiarasan (Shift-I)
- v. **Intellectual Property Rights** Coordinator - Dr. S. Sebastian
- w. **Bureau of Indian Standards (BIS)** Coordinator - Dr. A. R. Johnson Durai
- x. **Social Media** - Coordinator - Mr. A. Pradhap

## 28. HOSTEL - MEN

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- Mr. C. Anthony - Warden

## 29. HOSTEL - WOMEN

- Rev. Sr. Christina Santhiago - Director
- Rev. Sr. Jeyaseeli - Warden

## 30. EXTERNAL PROGRAMMES

1. PCP-Bharathidasan University-Coordinator - Dr. M. Arumai Selvam
2. Implementation of MOOCs (Massive Open Online Courses) - SWAYAM Mentor - Dr. T. Miranda Lakshmi
3. PCP-IGNOU - Coordinator - Dr. J. Jaya Prakash
4. Professional Course – Coordinator - Dr. I. Savarimuthu  
CPT Course in C.A., I.C.W.A., A.C.S.

5. NPTEL - Coordinator - Dr. I. Benjamin Franklin  
Mr. J. Robert Adaikalaraj
6. Spoken Tutorial-IIT Bombay–Coordinator (Open Source Software) - Dr. A. John Pradeep Ebenezer  
Mr. Z. John Bernard
7. Coaching Classes - Coordinator - Mr. I. Anand Raj  
UPSC, TNPSC & Bank Exams
8. MBA - Twinning Programme - Coordinator - Rev. Fr. Dr. A. Alex  
Pondicherry University
9. Consultancy - Coordinator - Dr. A. John Pradeep Ebenezer
10. Memorandum of Understanding (MoU) - Coordinator - Dr. Alice Mathai
11. Information Technology - Infra Structure Coordinator - Dr. A. John Pradeep Ebenezer
12. E-Waste - Coordinator - Mr. Z. John Bernard
13. Information and Communication Technology (ICT) & E-content- Coordinator - Dr. A. R. Johnson Durai
14. EDII-AIEDP Hub - Coordinator - Mr. A. Albert Ravi  
(Entrepreneurship Development & Innovation  
Institute-Academic Innovation & Entrepreneurship  
Development Programme)
15. National Innovation & Start-up Policy (NISP) Institute - Coordinator - Mr. M. Om Prakash

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**Vice-Principal & HOD of Mathematics**

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**Controller of Examinations & HOD of Physics**

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**Dean of Studies & Head of BBM & BBA (CA)**

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Dr. S. Anand Christy	M.C.A., M.Phil., M.Com., M.B.A., Ph.D.,
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Dr. A. Radhakrishnan	M.Com., M.Phil., B.Ed., Ph.D., PGDCM, SLET,
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Dr. M. John Bosco	M.Com., M.Phil., Ph.D.,
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### **Department of Commerce (Bank Management)**

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## **Medical Officer**

Dr. Stanley Chandran	M.B.B.S., DHA., DIH., FCCP., PGDC&FS, PGDHSC,
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Mr. D. Anbumani	S.S.L.C.,

<b>DATE</b>	<b>JUNE-2023</b>	<b>DAY</b>
<b>01 THU</b>		
<b>02 FRI</b>		
<b>03 SAT</b>		
<b>04 SUN</b>		
<b>05 MON</b>		
<b>06 TUE</b>		
<b>07 WED</b>		
<b>08 THU</b>		
<b>09 FRI</b>		
<b>10 SAT</b>		
<b>11 SUN</b>		
<b>12 MON</b>	<b>STUDENT INDUCTION PROGRAMME (SIP) I-YEAR UG</b>	
<b>13 TUE</b>	<b>STUDENT INDUCTION PROGRAMME (SIP) I-YEAR UG</b>	
<b>14 WED</b>	<b>STUDENT INDUCTION PROGRAMME (SIP) I-YEAR UG</b>	
<b>15 THU</b>	<b>STUDENT INDUCTION PROGRAMME (SIP) I-YEAR UG</b>	

<b>DATE</b>	<b>JUNE-2023</b>	<b>DAY</b>
<b>16 FRI</b>	<b>STUDENT INDUCTION PROGRAMME (SIP) I-YEAR UG</b>	
<b>17 SAT</b>		
<b>18 SUN</b>		
<b>19 MON</b>	<b>COLLEGE REOPENS - ODD SEMESTER HoDs MEETING</b>	<b>01</b>
<b>20 TUE</b>		<b>02</b>
<b>21 WED</b>		<b>03</b>
<b>22 THU</b>		<b>04</b>
<b>23 FRI</b>		<b>05</b>
<b>24 SAT</b>		
<b>25 SUN</b>		
<b>26 MON</b>		<b>06</b>
<b>27 TUE</b>		<b>07</b>
<b>28 WED</b>		<b>08</b>
<b>29 THU</b>	<b>BAKRID</b>	
<b>30 FRI</b>		

<b>DATE</b>	<b>JULY-2023</b>	<b>DAY</b>
<b>01 SAT</b>		
<b>02 SUN</b>		
<b>03 MON</b>		<b>09</b>
<b>04 TUE</b>		<b>10</b>
<b>05 WED</b>	<b>HoDs MEETING</b>	<b>11</b>
<b>06 THU</b>	Commerce-JOSECOM Association inauguration	<b>12</b>
<b>07 FRI</b>		<b>13</b>
<b>08 SAT</b>		
<b>09 SUN</b>		
<b>10 MON</b>		<b>14</b>
<b>11 TUE</b>	<b>BBA(CA)- Association inauguratIOn</b>	<b>15</b>
<b>12 WED</b>		<b>16</b>
<b>13 THU</b>	Commerce-Guest Lecture for Shift II BBM-International Conference on(ICCRHSS – 2023)'	<b>17</b>
<b>14 FRI</b>		<b>18</b>
<b>15 SAT</b>		

<b>DATE</b>	<b>JULY-2023</b>	<b>DAY</b>
<b>16 SUN</b>		
<b>17 MON</b>	Mathematics -Association Inauguration	<b>19</b>
<b>18 TUE</b>		<b>20</b>
<b>19 WED</b>	Physics –Association Inauguration	<b>21</b>
<b>20 THU</b>		<b>22</b>
<b>21 FRI</b>	Chemistry- Association inauguration Microbiology- Association inauguration Zoology- Association inauguration	<b>23</b>
<b>22 SAT</b>		
<b>23 SUN</b>		
<b>24 MON</b>	Biochemistry -Association Inauguration	<b>24</b>
<b>25 TUE</b>		<b>25</b>
<b>26 WED</b>		<b>26</b>
<b>27 THU</b>	English- Association inaugurated	<b>27</b>
<b>28 FRI</b>	Computer Science -Josebytes Association inaugurated	<b>28</b>
<b>29 SAT</b>	<b>MUHARAM</b>	
<b>30 SUN</b>		
<b>31 MON</b>	Computer Applications -International Seminar on 'Cyber Security BBA(CA)- National Workshop - Shift I BBA (CA) & BBM	<b>29</b>



<b>DATE</b>	<b>AUGUST-2023</b>	<b>DAY</b>
<b>01 TUE</b>	<b>HoDs MEETING</b>	<b>30</b>
<b>02 WED</b>	<b>BBM- International Workshop FOR UG Shift I, Shift II</b>	<b>31</b>
<b>03 THU</b>		<b>32</b>
<b>04 FRI</b>	Commerce-Guest Lecture for UG final year Shift I	<b>33</b>
<b>05 SAT</b>		
<b>06 SUN</b>		
<b>07 MON</b>	Physics- Guest lecture for M.Sc students	<b>34</b>
<b>08 TUE</b>	<b>REV. FR. SECRETARY'S FEAST DAY</b>	<b>35</b>
<b>09 WED</b>		<b>36</b>
<b>10 THU</b>		<b>37</b>
<b>11 FRI</b>	Mathematics- Conducted National Seminar	<b>38</b>
<b>12 SAT</b>		<b>39</b>
<b>13 SUN</b>		
<b>14 MON</b>		
<b>15 TUE</b>	<b>INDEPENDENCE DAY</b>	

<b>DATE</b>	<b>AUGUST-2023</b>	<b>DAY</b>
<b>16 WED</b>		<b>40</b>
<b>17 THU</b>		<b>41</b>
<b>18 FRI</b>		<b>42</b>
<b>19 SAT</b>	<b>I-CIA BEGINS</b>	<b>43</b>
<b>20 SUN</b>		
<b>21 MON</b>		<b>44</b>
<b>22 TUE</b>		<b>45</b>
<b>23 WED</b>		<b>46</b>
<b>24 THU</b>		<b>47</b>
<b>25 FRI</b>	<b>I-CIA ENDS</b>	<b>48</b>
<b>26 SAT</b>	<b>Police Recruitment Exam</b>	
<b>27 SUN</b>		
<b>28 MON</b>		<b>49</b>
<b>29 TUE</b>	<b>Library - Book Fair</b>	<b>50</b>
<b>30 WED</b>	<b>Library - Book Fair</b>	<b>51</b>
<b>31 THU</b>	<b>Library - Book Fair</b>	<b>52</b>

<b>DATE</b>	<b>SEPTEMBER-2023</b>	<b>DAY</b>
<b>01 FRI</b>		<b>53</b>
<b>02 SAT</b>	<b>SPORTS DAY</b>	<b>54</b>
<b>03 SUN</b>		
<b>04 MON</b>	Mathematics-conducted a seminar	<b>55</b>
<b>05 TUE</b>	<b>TEACHER'S DAY</b>	<b>56</b>
<b>06 WED</b>	<b>KRISHNA JAYANTHI</b>	
<b>07 THU</b>		<b>57</b>
<b>08 FRI</b>		<b>58</b>
<b>09 SAT</b>		
<b>10 SUN</b>		
<b>11 MON</b>		<b>59</b>
<b>12 TUE</b>		<b>60</b>
<b>13 WED</b>		<b>61</b>
<b>14 THU</b>		<b>62</b>
<b>15 FRI</b>		<b>63</b>

<b>DATE</b>	<b>SEPTEMBER-2023</b>	<b>DAY</b>
<b>16 SAT</b>		
<b>17 SUN</b>		
<b>18 MON</b>	<b>VINAYAKAR CHATHURTHI</b>	
<b>19 TUE</b>		<b>64</b>
<b>20 WED</b>		<b>65</b>
<b>21 THU</b>		<b>66</b>
<b>22 FRI</b>	Computer Science-seminar on 'Project and Course BBM-International conference on 'Role of HR in Contemporary Society'	<b>67</b>
<b>23 SAT</b>	<b>PARENTS TEACHERS MEET</b>	<b>68</b>
<b>24 SUN</b>		
<b>25 MON</b>		<b>69</b>
<b>26 TUE</b>	Commerce- International Conference on "CURRENCY & BANKING"	<b>70</b>
<b>27 WED</b>		<b>71</b>
<b>28 THU</b>	<b>MILAD-UN-NABI</b>	
<b>29 FRI</b>	Microbiology- a National-Level Conference	<b>72</b>
<b>30 SAT</b>		<b>73</b>

<b>DATE</b>	<b>OCTOBER-2023</b>	<b>DAY</b>
<b>01 SUN</b>		
<b>02 MON</b>	<b>GANDHI JAYANTHI</b>	
<b>03 TUE</b>	<b>HoDs MEETING</b>	<b>74</b>
<b>04 WED</b>		<b>75</b>
<b>05 THU</b>		<b>76</b>
<b>06 FRI</b>		<b>77</b>
<b>07 SAT</b>		
<b>08 SUN</b>		
<b>09 MON</b>	<b>II-CIA BEGINS</b>	<b>78</b>
<b>10 TUE</b>		<b>79</b>
<b>11 WED</b>		<b>80</b>
<b>12 THU</b>		<b>81</b>
<b>13 FRI</b>		<b>82</b>
<b>14 SAT</b>	<b>II-CIA ENDS</b>	<b>83</b>
<b>15 SUN</b>		

<b>DATE</b>	<b>OCTOBER-2023</b>	<b>DAY</b>
<b>16 MON</b>		<b>84</b>
<b>17 TUE</b>		<b>85</b>
<b>18 WED</b>		<b>86</b>
<b>19 THU</b>		<b>87</b>
<b>20 FRI</b>	<b>28<sup>th</sup> GRADUATION DAY</b>	
<b>21 SAT</b>	<b>29<sup>th</sup> GRADUATION DAY</b>	
<b>22 SUN</b>		
<b>23 MON</b>	<b>AYUTHA POOJA</b>	
<b>24 TUE</b>	<b>VIJAYA DASAMI</b>	
<b>25 WED</b>		<b>88</b>
<b>26 THU</b>		<b>89</b>
<b>27 FRI</b>	<b>ODD SEMESTER ENDS - LAST WORKING DAY</b>	<b>90</b>
<b>28 SAT</b>		
<b>29 SUN</b>		
<b>30 MON</b>		
<b>31 TUE</b>		

<b>DATE</b>	<b>NOVEMBER-2023</b>	<b>DAY</b>
<b>01 WED</b>	<b>ALL SAINTS DAY</b>	
<b>02 THU</b>	<b>ALL SOULS DAY</b>	
<b>03 FRI</b>	<b>ODD SEMESTER EXAM BEGINS</b>	
<b>04 SAT</b>		
<b>05 SUN</b>		
<b>06 MON</b>		
<b>07 TUE</b>		
<b>08 WED</b>		
<b>09 THU</b>		
<b>10 FRI</b>		
<b>11 SAT</b>		
<b>12 SUN</b>	<b>DEEPAVALI</b>	
<b>13 MON</b>		
<b>14 TUE</b>		
<b>15 WED</b>		

<b>DATE</b>	<b>NOVEMBER-2023</b>	<b>DAY</b>
<b>16 THU</b>		
<b>17 FRI</b>		
<b>18 SAT</b>		
<b>19 SUN</b>		
<b>20 MON</b>		
<b>21 TUE</b>		
<b>22 WED</b>		
<b>23 THU</b>		
<b>24 FRI</b>		
<b>25 SAT</b>	<b>ODD SEMESTER EXAM ENDS</b>	
<b>26 SUN</b>		
<b>27 MON</b>		
<b>28 TUE</b>	BBA(CA)-Workshop shift I & II BBA(CA)	
<b>29 WED</b>		
<b>30 THU</b>		



<b>DATE</b>	<b>DECEMBER-2023</b>	<b>DAY</b>
<b>01 FRI</b>		
<b>02 SAT</b>		
<b>03 SUN</b>		
<b>04 MON</b>	<b>EVEN SEMESTER BEGINS HoDs MEETING</b>	<b>01</b>
<b>05 TUE</b>		<b>02</b>
<b>06 WED</b>		<b>03</b>
<b>07 THU</b>		<b>04</b>
<b>08 FRI</b>		<b>05</b>
<b>09 SAT</b>		
<b>10 SUN</b>		
<b>11 MON</b>		<b>06</b>
<b>12 TUE</b>		<b>07</b>
<b>13 WED</b>		<b>08</b>
<b>14 THU</b>		<b>09</b>
<b>15 FRI</b>	English - International Conference	<b>10</b>

<b>DATE</b>	<b>DECEMBER-2023</b>	<b>DAY</b>
<b>16 SAT</b>		
<b>17 SUN</b>		
<b>18 MON</b>		<b>11</b>
<b>19 TUE</b>		<b>12</b>
<b>20 WED</b>	<b>INTER-DEPARTMENTAL CULTURAL SHIFT-I</b>	<b>13</b>
<b>21 THU</b>	<b>INTER-DEPARTMENTAL CULTURAL SHIFT-II</b>	<b>14</b>
<b>22 FRI</b>	<b>CHRISTMAS CELEBRATION</b>	<b>15</b>
<b>23 SAT</b>		
<b>24 SUN</b>		
<b>25 MON</b>	<b>CHRISTMAS</b>	
<b>26 TUE</b>		
<b>27 WED</b>		
<b>28 THU</b>		
<b>29 FRI</b>		
<b>30 SAT</b>		
<b>31 SUN</b>		

<b>DATE</b>	<b>JANUARY-2024</b>	<b>DAY</b>
<b>01 MON</b>	<b>NEW YEAR DAY</b>	
<b>02 TUE</b>		
<b>03 WED</b>		<b>16</b>
<b>04 THU</b>		<b>17</b>
<b>05 FRI</b>		<b>18</b>
<b>06 SAT</b>	<b>HoDs MEETING</b>	<b>19</b>
<b>07 SUN</b>		
<b>08 MON</b>	<b>RAIN - HOLIDAY COLLECTOR'S ORDER</b> STATISTICS - 'International Workshop on Data Analysis through SPSS	
<b>09 TUE</b>		<b>20</b>
<b>10 WED</b>		<b>21</b>
<b>11 THU</b>		<b>22</b>
<b>12 FRI</b>		<b>23</b>
<b>13 SAT</b>		<b>24</b>
<b>14 SUN</b>	<b>BHOGI</b>	
<b>15 MON</b>	<b>PONGAL</b>	

<b>DATE</b>	<b>JANUARY-2024</b>	<b>DAY</b>
<b>16 TUE</b>	<b>THIRUVALLUVAR DAY</b>	
<b>17 WED</b>	<b>UZHAVAR THIRUNAL</b>	
<b>18 THU</b>		<b>25</b>
<b>19 FRI</b>		<b>26</b>
<b>20 SAT</b>		<b>27</b>
<b>21 SUN</b>		
<b>22 MON</b>		<b>28</b>
<b>23 TUE</b>		<b>29</b>
<b>24 WED</b>	Physics-Guest lecture "Optimization of YBCO"	<b>30</b>
<b>25 THU</b>	<b>THAI POOSAM</b>	
<b>26 FRI</b>	<b>REPUBLIC DAY ALUMNI DAY</b>	
<b>27 SAT</b>		
<b>28 SUN</b>		
<b>29 MON</b>	BBM, (BBACA)-National Level Workshop	<b>31</b>
<b>30 TUE</b>		<b>32</b>
<b>31 WED</b>		<b>33</b>

<b>DATE</b>	<b>FEBRUARY-2024</b>	<b>DAY</b>
<b>01 THU</b>	<b>HoDs MEETING</b>	<b>34</b>
<b>02 FRI</b>		<b>35</b>
<b>03 SAT</b>		
<b>04 SUN</b>		
<b>05 MON</b>	<b>I-CIA BEGINS</b>	<b>36</b>
<b>06 TUE</b>		<b>37</b>
<b>07 WED</b>		<b>38</b>
<b>08 THU</b>		<b>39</b>
<b>09 FRI</b>		<b>40</b>
<b>10 SAT</b>	<b>I-CIA ENDS</b>	<b>41</b>
<b>11 SUN</b>		
<b>12 MON</b>		<b>42</b>
<b>13 TUE</b>		<b>43</b>
<b>14 WED</b>	<b>ASH WEDNESDAY SHIFT-I START AT 9.30 A.M.</b>	<b>44</b>
<b>15 THU</b>		<b>45</b>

<b>DATE</b>	<b>FEBRUARY-2024</b>	<b>DAY</b>
<b>16 FRI</b>		<b>46</b>
<b>17 SAT</b>		
<b>18 SUN</b>		
<b>19 MON</b>		<b>47</b>
<b>20 TUE</b>		<b>48</b>
<b>21 WED</b>		<b>49</b>
<b>22 THU</b>	Commerce-National Level Seminar on 'SPARK'	<b>50</b>
<b>23 FRI</b>	Biochemistry -International Conference Computer Science-Workshop on 'How to Make a Project' Computer Applications -National Level Workshop- 'Immersive Technologies'.	<b>51</b>
<b>24 SAT</b>		
<b>25 SUN</b>		
<b>26 MON</b>		<b>52</b>
<b>27 TUE</b>		<b>53</b>
<b>28 WED</b>		<b>54</b>
<b>29 THU</b>		<b>55</b>

<b>DATE</b>	<b>MARCH-2024</b>	<b>DAY</b>
<b>01 FRI</b>	<b>HoDs MEETING</b>	<b>56</b>
<b>02 SAT</b>	<b>PARENTS TEACHERS MEET</b>	<b>57</b>
<b>03 SUN</b>		
<b>04 MON</b>		<b>58</b>
<b>05 TUE</b>		<b>59</b>
<b>06 WED</b>		<b>60</b>
<b>07 THU</b>		<b>61</b>
<b>08 FRI</b>		<b>62</b>
<b>09 SAT</b>		
<b>10 SUN</b>		
<b>11 MON</b>		<b>63</b>
<b>12 TUE</b>		<b>64</b>
<b>13 WED</b>		<b>65</b>
<b>14 THU</b>	<b>Biochemistry-National Workshop "Organ Transplantations"</b>	<b>66</b>
<b>15 FRI</b>		<b>67</b>

<b>DATE</b>	<b>MARCH-2024</b>	<b>DAY</b>
<b>16 SAT</b>		<b>68</b>
<b>17 SUN</b>		
<b>18 MON</b>		
<b>19 TUE</b>	<b>ST. JOSEPH'S FEAST DAY</b>	
<b>20 WED</b>		<b>69</b>
<b>21 THU</b>		<b>70</b>
<b>22 FRI</b>		<b>71</b>
<b>23 SAT</b>	<b>COLLEGE DAY</b>	<b>72</b>
<b>24 SUN</b>		
<b>25 MON</b>	Mathematics - conducted 'National Seminar	<b>73</b>
<b>26 TUE</b>		<b>74</b>
<b>27 WED</b>		<b>75</b>
<b>28 THU</b>	<b>MAUNDY THURSDAY</b>	
<b>29 FRI</b>	<b>GOOD FRIDAY</b>	
<b>30 SAT</b>	<b>HOLY SATURDAY</b>	
<b>31 SUN</b>	<b>EASTER SUNDAY</b>	



<b>DATE</b>	<b>APRIL-2024</b>	<b>DAY</b>
<b>01 MON</b>	<b>II-CIA BEGINS</b>	<b>76</b>
<b>02 TUE</b>		<b>77</b>
<b>03 WED</b>		<b>78</b>
<b>04 THU</b>		<b>79</b>
<b>05 FRI</b>		<b>80</b>
<b>06 SAT</b>	<b>II-CIA ENDS</b>	<b>81</b>
<b>07 SUN</b>		
<b>08 MON</b>		
<b>09 TUE</b>	<b>TELUGU NEW YEAR'S DAY</b>	
<b>10 WED</b>	<b>RAMZAN</b>	
<b>11 THU</b>		<b>82</b>
<b>12 FRI</b>		<b>83</b>
<b>13 SAT</b>		<b>84</b>
<b>14 SUN</b>	<b>TAMIL NEW YEAR'S DAY / DR. B. R. AMBEDKAR'S BIRTHDAY</b>	
<b>15 MON</b>		<b>85</b>

<b>DATE</b>	<b>APRIL-2024</b>	<b>DAY</b>
<b>16 TUE</b>		<b>86</b>
<b>17 WED</b>		<b>87</b>
<b>18 THU</b>		<b>88</b>
<b>19 FRI</b>	<b>EVEN SEMESTER ENDS - LAST WORKING DAY</b>	<b>89</b>
<b>20 SAT</b>		
<b>21 SUN</b>	<b>MAHAVEER JAYANTHI</b>	
<b>22 MON</b>		
<b>23 TUE</b>		
<b>24 WED</b>		
<b>25 THU</b>		
<b>26 FRI</b>	<b>EVEN SEMESTER EXAM BEGINS</b>	
<b>27 SAT</b>		
<b>28 SUN</b>		
<b>29 MON</b>		
<b>30 TUE</b>		

<b>DATE</b>	<b>MAY-2024</b>	<b>DAY</b>
<b>01 WED</b>	<b>MAY DAY</b>	
<b>02 THU</b>		
<b>03 FRI</b>		
<b>04 SAT</b>		
<b>05 SUN</b>		
<b>06 MON</b>		
<b>07 TUE</b>		
<b>08 WED</b>		
<b>09 THU</b>		
<b>10 FRI</b>		
<b>11 SAT</b>		
<b>12 SUN</b>		
<b>13 MON</b>		
<b>14 TUE</b>		
<b>15 WED</b>		

DATE	MAY-2024	DAY
16 THU		
17 FRI	EVEN SEMESER EXAM ENDS	
18 SAT		
19 SUN		
20 MON		
21 TUE		
22 WED		
23 THU		
24 FRI		
25 SAT		
26 SUN		
27 MON		
28 TUE		
29 WED		
30 THU		
31 FRI		

## **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 Pupulari should be associated.

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

### **LOYALTY PLEDGE**

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



“India is my country. All Indians are my brothers and sisters, I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and elders respect and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well being and prosperity alone lies my happiness.”

### **DRESS CODE FOR BOYS**

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

### **DRESS CODE FOR GIRLS**

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

### **PAYMENT OF FEES**

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

### **LIBRARY**

The library is computerized and has barcode facility.

### **LIBRARY TIMINGS**

College Working Days	:	8.00 a.m. - 5.30 p.m.
Circulation Timings	:	8.30 a.m. – 5.00 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 **34200** Books, **75** Journals and Magazines made available to the students and also the institute has subscribed to Infflibnet. 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)
- ❖ 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 program in Arts & Science. The duration of each semester is 90 working days.

For academic year 2023 – 2024 the prescribed syllabi of **TANSICHE** are followed for both UG & PG programs

### **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 for 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 undergraduate degree program**

<b>Part - I</b>	Language
<b>Part - II</b>	English
<b>Part-III</b>	a. Core Subjects b. Allied Subjects c. Project / Elective Subjects d. Professional English
<b>Part - IV</b>	<b>a. Skill enhancement courses</b> 1. Non-major electives 2. Basic Tamil / Advanced Tamil / Personality Development 3. Value Education

	<b>b. Ability enhancement Course and Nan Muthalvan course</b> 1) Effective English 2) Office fundamentals 3) Upskilling courses 4) Environmental studies
<b>Part - V</b>	Extra Curricular and Extension Activities
<b>PART -VI</b>	Extra credits- Self-study course

### **PART - I : Language**

Each B.A. / B.Sc. B.C.A., B.Com., B.Com. Bank Management and B.B.A(CA) degree program has language for 4 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. B.C.A., B.Com., B.Com. Bank Management and B.B.A(CA) Degree program has English for 4 semesters and 3 credits are allotted for each semester.

### **PART - III**

#### **a. Core Subjects**

Each program 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 6<sup>th</sup> 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. Nan Muthalvan Skill Development courses**

As per the direction of the Government of Tamilnadu Nan Muthalvan skill development courses are offered under Part IV of the programme.

#### **2. Environmental Studies**

Environmental Studies is 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 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 Second-year students. An internship of a minimum of 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 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. The 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. and other MOOC platforms.

### **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 A CHOICE-BASED CREDIT SYSTEM**  
**B.A. / B.Sc./ B.Com./B.Com. Bank Management/B.C.A. /B.B.A (CA)**  
**(15 weeks / Semester)**

Study Components	Credit per Semester	Total Credits
<b>PART - I</b> Tamil / Other Languages	3	12
<b>PART - II</b> English	3	12
<b>PART - III</b> Core Subjects	4-5	64
Allied Subjects	4-6	20
Electives	3-4	16
<b>PART - IV</b> <b>I. SKILL ENHANCEMENT COURSES(SEC)</b> 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	2
2. Non-major Electives	2	2
3. Value Education	2	2
<b>II. ABILITY ENHANCEMENT COURSES AND NAN MUTHALVAN COURSES</b>		
4. Effective English	2	2
5. Office fundamentals	2	2
6. Upskilling course	2	2
7. Environmental Studies	2	2
<b>PART - V</b> Extension Activities	1	2
<b>TOTAL</b>		<b>140</b>
<b>PART VI-EXTRA CREDITS</b>		

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

## **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 passes that subject.

## **Structure of Post-Graduate degree program**

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

### **Core Subjects**

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

### **Human Rights Education**

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

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

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

### **List of Skill-Based Electives**

- First Aid
- Bio Instrumentation
- Food Processing Technology
- E-Commerce
- Soft Skills
- Electrical wiring
- Office automation
- Office automation and designing
- Business organization & Management
- Tamil translation skills

- Arithmetic & quantitative aptitude for competitive examinations
- Employability skills
- Basics of computers and their applications
- Multimedia & Designing

### **Requirements for attendance:**

Attendance is obligatory in 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 that requires a long period of rest
  - d) Maternity

The reason for the long period of absence should be informed to the Principal and 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 semesters.
5. If the attendance of the candidate is below 55 %, he/she is not eligible to continue the studies but can complete the program by re-joining the course in the following academic year, if the vacancy is available. He/she should obtain 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 a hundred unless specified otherwise. Each undergraduate program consists of 6 semesters. Each post-graduate program consists of 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 the I CIA test minimum of 3 units and for the II CIA test minimum of 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.

At the end of every semester, students with one subject arrear shall be given the privilege of appearing for the instant CIA exam. 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 parent University).

**Note:**

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

**CIA and SE for Practical Undergraduate courses**

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

**Post-graduate courses**

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

**Project**

<b>Components</b>	<b>Marks</b>
Dissertation	80
Viva voce	20
<b>Total</b>	<b>100</b>

Evaluation has to be done by the external examiner for 80 marks and 20 marks by the 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 a 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-Appeal
Absent	0.0	AAA	Absent

#### 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-Appeal
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

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

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

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

\* The candidates who have passed in the first appearance and within the prescribed semester of the program (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 program 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 the Dissertation specified in the corresponding program 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 program 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 consisting 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. program, 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 the 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 the 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 of 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 the 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 31<sup>st</sup> 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 31<sup>st</sup> 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 the M.Phil Programme**

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

For other aspects the regulations of the Parent University updated from time to time is followed.

## **7. Evaluation**

The process of evaluation, examination, grading, etc for the M.Phil program shall be the same as for the Master's program except for the dissertation; Re-valuation of theory papers is allowed as per the Master's program regulation. However, final semester students of the M.Phil should be allowed to appear for the examination in any arrear papers in the 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 the 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 TANSICHE 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 center to the person involved in the 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 calculators, pen drives or smart watches, and 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) or 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 the Room Invigilator and/or any other official for favors in the Examination Hall or in the answer script.

- IX. Approaching the teaching staff, officials, or examiners directly or indirectly or bringing about undue pressure or influence or influence upon them for favor 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 the 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, and the statement of the student concerned. Only then he/she will forward the 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 students noted under unfair means shall be sent directly to the valuation center along with other answer scripts and shall not be marked as unfair means cases anywhere.

3. The student, the room invigilator, and 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 hand over 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 the 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 superscribed on the left-hand corner of the facing sheet as an Unfair or malpractice Case. There shall not be any indication of an 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 AS  
PRESCRIBED BY THE TANSCHÉ  
(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 a detailed inquiry, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed on the students.
- 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 evidence placed before it and inquire the student about 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 Assessment 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.	ஊடகக்கலைப் பயிற்சி (Media Training)	VATM02	Tamil	2023
3.	Basic English For Competitive Exams	VAEN01	English	2019
4.	Communicative English	VAEN02	English	2019
5.	History of India	VAHI01	History	2018
6.	History of India for Competitive Exam	VAHI02	History	2019
7.	LaTeX	VAMT01	Maths	2019
8.	Quantitative Aptitude for Competitive Examinations	VAMT02	Maths	2019
9.	MATLAB	VAMT03	Maths	2019
10.	Wiring and Repairing Domestic Appliances	VAPH01	Physics	2019

11.	Skills and Techniques of Photography	VAPH02	Physics	2019
12.	Basic Chemistry for Competitive Exams	VACH01	Chemistry	2019
13.	Basic Analytical Techniques	VACH02	Chemistry	2019
14.	Hardware Troubleshooting	VACS01	Computer Science	2019
15.	MS-Office (MS-Word, MS-Excel, MS-Power Point)	VACS02	Computer Science	2021
16.	Advanced Web Development Technology	VACA01	Computer Application	2018
17.	Mobile Service	VACA02	Computer Application	2022
18.	Water Quality Analysis	VABC01	Bio chemistry	2019
19.	Food Testing and Analysis	VABC02	Bio chemistry	2022
20.	Food Safety and Regulations	VAMB01	Microbiology	2019
21.	Immunological Tests for Clinical Labs	VAMB02	Microbiology	2019
22.	Infectious Diseases and their Prevention	VAMB03	Microbiology	2021
23.	Mushroom Cultivation Techniques	VAZL01	Zoology	2019
24.	Vermicomposting	VAZL02	Zoology	2019
25.	Financial Planning	VACM01	Commerce	2019
26.	Taxation Management	VACM02	Commerce	2019
27.	E-Filing in Business	VACM03	Commerce	2020
28.	Micro and Small Business Management	VACM04	Commerce	2021
29.	Digital Marketing	VACM05	Commerce	2022
30.	Inventory Management	VACM05	Commerce	2021
31.	GST: Law and Practice	VABM01	Bank Management	2019
32.	Event Management	VABM02	Bank Management	2019
33.	Professional Development	VABM02	Bank Management	2022
34.	Tourism Management	VABM02	Bank Management	2023
35.	Supply Chain Management	VABA(CA)01	Business Administration(CA)	2019
36.	Business Analyst Model	VABA(CA)02	Business Administration(CA)	2020
37.	Fundamentals Of Securities Market	VABA(CA)03	Business Administration(CA)	2021
38.	Sharpening the Employability Skills	VABA(CA)04	Business Administration(CA)	2021



39.	Small Business Management	VABA(CA)05	Business Administration(CA)	2022
40.	Business Opportunities in Organic Products	VABA(CA)06	Business Administration(CA)	2023
41.	Management Techniques for NGO	VASW01	MSW	2019
42.	NGO Management	VASW02	MSW	2020
43.	Livelihood Welfare Schemes for Agriculturist	VAEC01	Economics	2019
44.	Child Care	VAPY01	Psychology	2019
45.	Statistical Analysis Using Excel Data Sheet	VAST01	Statistics	2019
46.	Biostatistics	VAST02	Statistics	2019

**Total Number of Departments = 18**

**Total Number of Courses = 46**

### **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	AMOUNT
<b>DEPARTMENT OF TAMIL</b>				
1.	Prof. Dr. A. F. Anthoniraj Scholarship	Best Outgoing Student in Tamil	Friends, Relatives & Beneficiaries of Prof. Dr.A. F. Anthoniraj	Rs. 5000/-
2.	Mr. Devaraj & Mrs. Margaret Devaraj Memorial Scholarship	Best Outgoing Student in Tamil	Mr. D.M.J. Gandhi	Rs. 5000/-
<b>DEPARTMENT OF ENGLISH</b>				
3.	Thiru. Vanathaiyan and Thirumathi.Vanathaiyan Scholarship	Best Outgoing Student in English	Rev. Fr. V. Aruldass	Rs. 5000/-
4.	Pappu Periyanyagam & R. Hubert Raj Award	Best Outgoing Student in B.A. English-(Shift-II)	Pappu Periyanyagam & R. Hubert Raj	Rs. 4614/-
5.	Dr. Chandran - Mrs. Prema Chandran Memorial Scholarship	Best outgoing Student in B.A. English-(Shift-II)	Mrs. Jeyanthi Ravichandran	Rs. 5000/-
6.	Mrs. (late) Jeyanthii Ravichandran Scholarship	Best outgoing Student in II-M.A. English	The Faculty Dept. of English (2019-2020)	Rs. 12000/-
<b>DEPARTMENT OF MATHEMATICS</b>				
7.	Mrs. Emilia Mary Memorial Scholarship	Best Student in Abstract Algebra – UG Shift II	Mr. Pathinathan	Rs. 5000/-
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/-
9.	Srinivasa Ramanujam Memorial Shield	Best Outgoing Student in PG-Mathematics-Shift-I	Students of Mathematics 1994-1997 Batch	Rs. 2000/-
10.	Mr. Antonysamy and Mrs. Mary Victoria Scholarship	Best Outgoing Student in M.Sc. Mathematics	Mr. Antonysamy and Mrs. Mary Victoria.	Rs. 5000/-
11.	Aryabhata Scholarship	Best Outgoing Student in PG-Mathematics	2016-2018 & 2017-2019 Batch PG Mathematics Students	Rs.10000/-
12.	Mr. A. Virgin Raj Memorial Scholarship	Best Outgoing Student in UG-Mathematics Shift-I	PG & Research Department of Mathematics - Staff Members	Rs. 10000/-

<b>DEPARTMENT OF PHYSICS</b>				
13.	Subramania Pillai Pattammal Scholarship	Best Outgoing Student in Physics	Dr. S. Krishnan	Rs. 5000/-
14.	Durairaj Memorial Scholarship	Best Outgoing Student in Physics	Students of Physics 1997-2000 Batch	Rs. 5000/-
15.	C. T. Manavala Aiyah & M. Suseela Scholarship	2 <sup>nd</sup> Best Outgoing Student in Physics	Dr. R. Thilak Kumar	Rs. 5000/-
16.	Madana Gurusamy Memorial Scholarship	3 <sup>rd</sup> Best Student in Physics	Dr.M.G. Sridharan, Visiting Scientist, Denmark.	Rs. 5000/-
17.	S. Vimala and R.Ganapathy Subramanian Scholarship	3 <sup>rd</sup> Best Outgoing Student in Physics	Dr. G. Vaitheeswaran, Visiting Scientist, Max Planck Institute, Germany.	Rs. 5000/-
18.	B.Chitra &M.Balathaundayutham Scholarship	Best Outgoing Student in Physics	Mr. B. Sivakumar, Short Film Director, Chennai	Rs. 5000/-
<b>DEPARTMENT OF CHEMISTRY</b>				
19.	Mobtron Enterprises Scholarship	Best Student of I M.Sc. Chemistry	M/s Mobtron Enterprises, Chennai	Rs. 5000/-
20.	Mr.G Gunasekaran Scholarship	Best student from I.B.Sc Chemistry	Mr.G.Devakannan	Rs. 10000/-
21.	Rev. Fr. G. Peter Rajendiram Scholarship	Best Outgoing Student from Shift-II	2014-2017 Batch, Shift-II Students	Rs. 30000/-
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	
<b>DEPARTMENT OF COMPUTER SCIENCE</b>				
24.	Thiru. Simon Padayachi Madharasi Ammal Scholarship	Best Outgoing Student in Computer Science	Mr. M. Arumai Selvam	Rs. 5000/-
25.	Charles Babbage Memorial Scholarship	Best Outgoing Student in Computer Science	Students of Comp. Sci. 1994-1997 Batch	Rs. 5000/-

26.	Thiru. Iyyappan Memorial Scholarship	Best Outgoing Student in Computer Science	Mr. V. Anandakumar & Mr. C.M. Parameswaran, Directors of Bharath Computers	Rs. 5000/-
27.	Professor Chitti Babu Scholarship	Best Outgoing Student in Computer Science	Dr. Chitti Babu, Asst. Professor Drexel Univ., Philadelphia	Rs. 5000/-
28.	A. V. Rangasamy Naidu Scholarship	Best Outgoing Student in Computer Science	Mr. AVR Muthukumarasamy Prop. AVR Transports, Cuddalore	Rs. 5000/-
29.	Mr. S. Kannan Scholarship	Best Outgoing Student in Computer Science	Mr. S. Kannan Executive Engineer, NLC	Rs. 5000/-
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/-
31.	Velusamy Memorial Scholarship	2 <sup>nd</sup> Best Outgoing Student in M.Sc. Comp. Science	M/s. Anandakumar, T.V. Centre, Cuddalore	Rs. 5000/-
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/-
33.	Mr. R. Anand Memorial Scholarship (Director, Krishnasamy Engineering College)	Best Outgoing Student – UG Comp. Sci. Shift-I	Mr. M. Arumai Selvam	Rs. 5000/-
34.	Rev. Fr. V. Aruldass Scholarship	Second Best Outgoing in Computer Science Day	M/s. Devishree Elec. Cuddalore	Rs. 5000/-
35.	Mr. Travis (Annai Studio) Memorial Scholarship	Best Outgoing Student in M.Phil. Computer Science	Family members of Late Mr. Travis	Rs. 10000/-
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/-
<b>DEPARTMENT OF COMPUTER APPLICATIONS</b>				
37.	Mr. & Mrs. Amalraj Scholarship	Best Outgoing Student in Computer Applications	Mr. Vincent A. Marin Director, IT Mc-Kinsey & Co., USA	Rs. 5000/-
38.	K. Thirugnana Sambandam Memorial Scholarship	Best Outgoing Student in Computer Applications	Mr. T. Arumugam	Rs. 5000/-

39.	S.K.M. Ramaiah Scholarship	Best Outgoing Student in Computer Applications	Mr. Elangovan, Ramaiah Hardwares, Cuddalore	Rs. 5000/-
40.	Hotel Ananda Bhavan Scholarship	Best Outgoing Student in Computer Applications	Mr. R. Narayanan, Prop., Ananda Bhavan Hotels, Cuddalore	Rs. 5000/-
41.	Mr. A. Francis Roche Scholarship	Best Outgoing Student in Computer Applications	Mr. A. Francis Roche	Rs. 5000/-
42.	Apparsamy Scholarship	Best Outgoing Student in Computer Applications	M/s. Santhosh Textiles, Pondicherry	Rs. 5000/-
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/-
44.	L. Anthony Samy And Jeya Pragasamary memorial scholarship	Best Outgoing Programmer of Computer Applications-Day college	Ms. A. Nirmala	Rs. 40000/-
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 Adaikalaraj	
<b>DEPARTMENT OF BIOCHEMISTRY</b>				
48.	Pope John Paul II Scholarship	Best Outgoing Student in II PG Biochemistry	Staff and Students of Bio-Chemistry, St. Joseph's College, Cuddalore	Rs. 5000/-
49.	St. Joseph's Scholarship	Best Outgoing in Biochemistry – Evening	Staff and Students of Bio-Chemistry, St. Joseph's College, Cuddalore	Rs. 5000/-
50.	Principal Scholarship	Best Outgoing in Biochemistry – Day	Bio-Chemistry, St. Joseph's College, Cuddalore	Rs. 5000/-

**DEPARTMENT OF MICROBIOLOGY**

51.	Bright Sun Publications Scholarship	Best Outgoing Student in Microbiology – Day College	M/s. Bright Sun Publications, Chennai	Rs. 5000/-
52.	Rev. Fr. R. Ratchagar Scholarship	Best Outgoing in Microbiology – Day	The Students of the Department	Rs. 5000/-
53.	Rev. Fr. Aruldass Scholarship	Best Outgoing in Microbiology - Evening	The Students of the Department	Rs. 5000/-
54.	Rev. Fr. V. Aruldass cash Award	2 <sup>nd</sup> Best Outgoing Student in Microbiology -Evening College	The Staff and Students of Dept.of Microbiology	Rs. 5000/-
55.	Dr. S. Joseph Christian Daniel Memorial Scholarship	Best Outgoing Student in Microbiology - PG	The Staff of the Department of Microbiology	Rs. 10000/-

**DEPARTMENT OF COMMERCE**

56.	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/-
57.	Duraisamy Padayatchi and Dhanalakshmi Ammal Scholarship	Best Outgoing Student in Income Tax Law & Practice – Shift-I	Mr. D. Kannusamy Auditor, Cuddalore	Rs. 5000/-
58.	Duraisamy Padayatchi and Dhanalakshmi Ammal Scholarship	Best Outgoing Student in Income Tax Law & Practice – Shift-II	Mr. D. Kannusamy Auditor, Cuddalore	Rs. 5000/-
59.	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/-
60.	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/-
61.	Mr. Devasagayam and Mrs. Elizabeth scholarship	Deserving Student of 2 <sup>nd</sup> M.Com.	Dr. S. Soosai John Rosario	Rs. 5000/-
62.	Mr. Perumal and Mrs. Saroja Scholarship	Best Outgoing Student in P.G. Accountancy	Mr. Vaithyanadane	Rs. 5000/-
63.	Rev. Fr. V. Agnel Award	2 <sup>nd</sup> Best Outgoing Student in B.Com.Shift-I	Rev. Fr. V. Agnel	Rs. 5000/-

64.	Shankar Chettiar Scholarship	Best Outgoing Student in Commerce - PG	M/s. Shankar Jewellery, Cuddalore	Rs. 5000/-
65.	Mrs. Jayashree Ranganathan	2 <sup>nd</sup> Best Outgoing Student in Commerce – Shift-II	Mr. Ranganathan NSR Family	Rs. 5000/-
66.	Smt. G. Kokila Scholarship	Proficiency (Overall Subjects in all the 5 Semesters)	Ms. Hema Sivakumar	Rs. 50000/-
<b>DEPARTMENT OF COMMERCE (BANK MANAGEMENT)</b>				
67.	Thiru. R. Dheenadhayalan	Best Student from Shift-I	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-
68.	Smt. K. Pushpakanthi	Best Student from Shift-II	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-
<b>DEPARTMENT OF BUSINESS ADMINISTRATION (COMPUTER APPLICATION)</b>				
69.	Dr. D. Ilangovan	Best Student from Shift-I	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-
70.	Dr. V. Sivagangailakshmi	Best Student from Shift-II	Dr. D. Ilangovan, Prof. & Head, Dept. of Commerce, Annamalai University	Rs. 25000/-
<b>DEPARTMENT OF HISTORY</b>				
71.	Thiru Dhandapani Memorial Scholarship	Best Outgoing Student in History	Mr. D. Desing Rajan & Brothers	Rs. 5000/-
72.	Rev. Fr. K. A. Daniel	Best Scorer in History for III-Year Student	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-16	Rs. 5000/-
73.	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 2015-16	Rs. 5000/-

<b>DEPARTMENT OF SOCIAL WORK</b>				
74.	Mrs. Rajammal Lourduraj	Best Fieldworker in Social Work	C.L. Anandakumar Selvaraj	Rs. 15000/-
75.	Rev. Sr. Xavier Mary	Emerging Social Worker in Social Work	Rev. Sr. Xavier Mary	
76.	Rev. Fr. Dr. I. Ratchagar	All-Rounder in Social Work Proficiency in Social Work	Rev. Fr. Dr. I. Ratchagar	Rs. 5000/-
77.	Mr. K. S. Periyannayagam Memorial Scholarship	Best Researcher in Social Work	Ms. K. P. Christina	Rs. 10000/-
<b>DEPARTMENT OF ECONOMICS</b>				
78.	Francois de Condappa Memorial Award	Best Outgoing Student in Economics Shift-I	Mrs. Liliane de Condappa	Rs. 5000/-
<b>DEPARTMENT OF STATISTICS</b>				
79.	Mr. John Britto Scholarship	Best Scorer in Allied Statistics	Mr. John Britto	Rs. 5270/-
<b>DEPARTMENT OF PHYSICAL EDUCATION</b>				
80.	Sajiv Sebastian Award	Best Cricketer	Parents of Sajiv Sebastian	Rs. 5100/-
<b>DEPARTMENT OF LIBRARY</b>				
81.	Rev. Fr. M. A. Ratchagar Scholarship - Shift-II	Best User of the Library Shift-I (UG Student)	Rev. Fr. G. Peter Rajendiram	Rs. 10000/-
82.	Mr. A. R. George Scholarship Shift-I	Best User of the Library Shift-II (UG Student)	Rev. Fr. G. Peter Rajendiram	Rs. 10000/-
83.	Mrs. Therasammal George Scholarship - PG Student	Best User of the Library (PG Student)	Rev. Fr. G. Peter Rajendiram	Rs. 10000/-
84.	Mr. K. R. S. Rajaraman Scholarship - Teacher	Best User of the Library Staff	Rev. Fr. G. Peter Rajendiram	Rs. 10000/-
<b>NATIONAL SERVICE SCHEME (NSS)</b>				
85.	His Eminence Simon Cardinal Lourdasamy Scholarship	Best NSS Volunteer	Mr. M. Arumai Selvam	Rs. 5000/-
86.	Rev. Fr. Dr. I. Ratchagar's, Silver Jubilee Remembrance Scholarship	Best Social Worker Volunteer-NSS-Shift- I	Rev. Fr. Dr. I. Ratchagar	Rs. 5000/-



87.	Rev. Fr. Dr. I. Ratchagar's, Silver Jubilee Remembrance Scholarship	Best Social Worker Volunteer-NSS-Shift – II	Rev. Fr. Dr. I. Ratchagar	Rs. 5000/-
88.	Shervin Mervin Award	Best NSS Volunteer	Dr. R. Robert	Rs. 5000/-
89.	Most Rev. Archbishop Dr. Antony Anndarayar Award	Best NSS Leadership Award Shift-I	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-2016	Rs. 5000/-
90.	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/-
91.	Rev. Fr. G. Peter Rajendiram Award, Secretary, St. Joseph's College, Cuddalore	Best NSS Leadership Award Shift-II	Dr. L. Santhana Raj, National Young Leadership Program Award 2015-2016	Rs. 5000/-
92.	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/-
93.	Thiru. C. Arockiasamy	Best Blood Donor - Female	Dr. L. Santhana Raj Best Organizer Award 2020-21	Rs. 5000/-
<b>NATIONAL CADET CORPS (NCC)</b>				
94.	Rev. Fr. G. Peter Rajendiram Silver Jubilee Remembrance Scholarship	2 Nos. of NCC Best Volunteer of Senior Division/Senior Wing-Boys	Rev. Fr. G. Peter Rajendiram & NCC Volunteers	Rs. 10000/-
95.	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/-
<b>YOUTH RED CROSS (YRC)</b>				
96.	Padmasree Dr. Sarojini Varadappan Award	Best Youth Red cross Volunteer-Day College	Mr. R. M. Balasubramaniam	Rs. 5000/-
97.	Rev. Fr. P. Paul Rajkumar Award	Best Youth Red cross Volunteer – Evening College	Youth Red cross Volunteers	Rs. 5000/-

<b>ROTARACT CLUB</b>				
98.	The Holy Mother Theresa Memorial Scholarship	Best Rotaractor	Mr. M. ArumaiSelvam	Rs. 5000/-
99.	Rev. Fr. Secretary Scholarship	Best Rotaractor in Evening College	Rev. Fr. Secretary	Rs. 5000/-
<b>FINE ARTS CLUB</b>				
100.	Rev. Fr. Dr. I. Ratchagar, Secretary Scholarship	Best Student in Fine Arts for Boys	Rev. Fr. Dr. I. Ratchagar	Rs. 8598/-
101.	Dr. Tmt. M. Valarmathi Regional Joint Director Schoalship	Best Student in Fine Arts for Girls	St. Joseph's College of Arts & Science	Rs. 10000/-
102.	Dr. Tmt. M. Valarmathi Regional Joint Director Schoalship	Best Student organized in Fine Arts	St. Joseph's College of Arts & Science	Rs. 10000/-
<b>THE BEST TEACHER NATIONAL AWARDEE Rev. Fr. R. RATCHAGAR SCHOLARSHIP</b>				
103.	The Best Teacher National Awardee Rev. Fr. R. Ratchagar Scholarship	<b>Best Outgoing Student in</b> 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/-

**SPECIAL AWARDS AND PRIZES**

104.	The Most Rev. Archbishop Dr. S. Michael Augustine Scholarship	The Best Student of the College	St. Joseph's College	Rs. 5000/-
105.	Dr. Kannan Service Memorial Scholarship	Best Outgoing UG - Physically Challenged Boy & Girl	Dr. R. Kannan	Rs. 5000/- & Rs. 5000/-
106.	Rev. Fr. Principal's Prize	UG-Best Outgoing Student – Evening College	Rev. Fr. A. J. Lawrence	Rs. 6000/-
107.	Rev. Fr. R. Ratchagar Award	Eminent Personalities for their untiring work and valuable contribution to the society	Dept. of Computer Science & Applications	Rs. 15000/-
108.	Rev. Fr. R. Ratchagar Special Award	Young prodigy in the District	Dept. of Computer Science & Applications	Rs. 10000/-
109.	Rev. Fr. Secretary Scholarship	Best Outgoing Student in Academic and Extracurricular Activities	Rev. Fr. Secretary	Rs. 5000/-
110.	The Most Rev. Archbishop Dr. Antony Anandarayar award for Best Entrepreneur	Best Entrepreneur	Dept. of Commerce, St. Joseph's College, Cuddalore.	Rs. 5000/-

**TEACHER'S DAY**

111.	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/-
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**GOLD MEDAL - CONVOCATION**

112.	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/-
	Rev. Fr. G. Peter Rajendiram - Gold Medal Award		Rev. Fr. G. Peter Rajendiram	Rs. 39788/-

## 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					