



**VLB**  
**JANAKIAMMAL**  
COLLEGE OF ARTS & SCIENCE

# Student Hand Book



AN AUTONOMOUS INSTITUTION  
AFFILIATED TO BHARATHIAR UNIVERSITY

Re- Accredited by NAAC with "A" Grade | Approved by UGC and AICTE,

ISO 9001: 2008 Certified Institution | Accredited by TCS.



**V.L.B. Janakiammal College of  
Arts and Science  
(Autonomous)**

Re-Accredited by NAAC with 'A' Grade, ISO 9001: 2008  
Certified

Affiliated to Bharathiar University and Approved by UGC  
and AICTE

Accredited by TCS

Kovaipudur, Coimbatore - 641 042

Landline: 0422 2605162, 2605163

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**Working Hours**

**College**

**9:30 a.m. to 4:15 p.m.**

**Office**

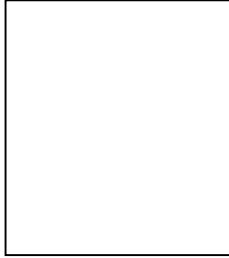
**9:00 a.m. to 5.30 p.m.**

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**HANDBOOK (2019 – 2020)**

**PERSONAL MEMORANDUM**



Name: .....  
Date of Birth: .....  
Name of the Parent/Guardian: .....  
Present Address: .....  
.....  
.....  
Landline: ..... Mobile: .....  
Present Address: .....  
.....  
.....  
Landline: ..... Mobile: .....  
Branch: ..... Register No.: .....  
Height: ..... Weight: ..... Blood Group: .....  
.....

**IN CASE OF EMERGENCY, PLEASE CONTACT**

Name: .....  
Present Address: .....  
.....  
.....  
.....  
Landline: ..... Mobile: .....

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# **V.L.B. JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE**

**(AUTONOMOUS)**

This college is one of the fast developing colleges in Coimbatore city which was started in 1991. The College is committed to Academic Excellence since its inception from the year 1991. The college marches into its 28<sup>th</sup> year of excellence producing under-graduates and post-graduates of merit in the field of Arts, Science and Management. The students of the college have secured prestigious ranks in the Bharathiar University Examinations till the year 2013 and achieves the same in the Autonomous system.

Apart from academic excellence, the College indulges the students in other activities to enhance their personality through Career Guidance, Placement Training, Communicative Skills and Numerical Ability, etc.

It provides Co-curricular and Extra-curricular activities like Sports, NSS, NCC, YRC, Cultural Festivals and Carnivals, Clubs, Literary Meets, Seminars, Workshop and Conferences through various Associations. These activities mirror out the creative talents and imagination of the students to develop their proficiency in physical and mental attributes.

The College offers 19 UG and 8 PG Courses, Diploma, Certificate Programmes, M.Phil. and Ph.D. (Full Time, Part Time). Research Programmes are offered in Tamil, English, Mathematics, Commerce, Electronics, Computer Science and Management disciplines

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## **MOTTO OF THE COLLEGE: KNOWLEDGE IS POWER**

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### **Courses Offered**

#### **Under - Graduate Courses**

B.A. (English)	- Bachelor of Arts (English Literature)
B.Sc. (Maths)	- Bachelor of Science (Mathematics)
B.Sc. (ECS)	- Bachelor of Science (Electronics and Communication Systems)
B.Sc. (CS &HM)	- Bachelor of Science (Catering Science and Hotel Management)
B.Sc. (CS)	- Bachelor of Science (Computer Science)
B.Sc. (CT)	- Bachelor of Science (Computer Technology)
B.Sc.(IT)	- Bachelor of Science (Information Technology)
B.Sc. (Vis.Com)	- Bachelor of Science (Visual Communication)
B.Sc. (CDF)	- Bachelor of Science (Costume Design and Fashion)
B.C.A.	- Bachelor of Computer Applications
B.Com.	- Bachelor of Commerce
B.Com.(CA)	- Bachelor of Commerce (Computer Applications)
B.Com. (Corp. Sec)	- Bachelor of Commerce (Corporate Secretaryship)
B.Com. (PA)	- Bachelor of Commerce (Professional Accounting)
B.Com. (IT)	- Bachelor of Commerce (Information Technology)
B.B.A	- Bachelor of Business Administration
B.B.A. (CA)	- Bachelor of Business Administration (Computer Applications)

### **Post – Graduate Courses**

M.B.A.	- Master of Business Administration
M.Com.	- Master of Commerce
M.Sc.(CS)	- Master of Science (Computer Science)
M.Sc.(SS)	- Master of Science (Software Systems)
M.Sc.(ECS)	- Master of Science (Electronics and Communication Systems)
M.Sc.(Maths)	- Master of Science (Mathematics)

### **Research Programmes – Full Time and Part Time**

M.Phil.	- Tamil, English, Hindi, Commerce, Computer Science, Electronics and Mathematics
Ph.D.	- Tamil, Hindi, Commerce and Management

### **MEMBERS OF FACULTY**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
<b>PRINCIPAL</b>			
1	Dr.K.Shunmugasundaram	Principal	M.Com., M.Phil., Ph.D.
<b>VICE PRINCIPAL</b>			
2	Dr.K.Vasudevan	Vice Principal	M.Sc., M.Phil., Ph.D.
<b>ACADEMIC CO-ORDINATOR</b>			
3	Ms.N.Gowri Priya	Academic Co-ordinator	M.Sc., M.C.A., M.Phil.
<b>CONTROLLER OF EXAMINATIONS</b>			
4	Mr. T. Karuppusamy	COE	M.Sc., M.Phil., M.B.A .

<b>DEPARTMENT OF TAMIL</b>			
5	Dr. G. Suresh	Head & Associate Professor	M.A., M.Phil., M.Ed., DGT., Ph.D.
6	Mr. S. Saravana Kumar	Associate Professor	M.A., M.Phil., CLIS, NET.
7	Dr. C. Dheeba	Associate Professor	M.A., M.Phil., Ph.D., NET.
8	Ms. R. Rathinam	Assistant Professor	M.A., M.Ed.
9	Mr. S. Sivasubramani	Assistant Professor	M.A., M.Phil.
<b>DEPARTMENT OF ENGLISH</b>			
10	Dr. G. Hemalatha	Head & Assistant Professor	M.A., B.Ed., Ph.D.
11	Mrs. R. P .Revathi	Assistant Professor	M.A., M.Phil.
12	Mr. T. Johnson	Assistant Professor	M.A., B.Ed., M.Phil., PGDELT.
13	Ms. K. Hemalatha	Assistant Professor	M.A., M.Phil.
14	Mrs. M.Chitra Devi	Assistant Professor	M.A., M.Phil.
15	Mrs. T.Shreemathi	Assistant Professor	M.A., M.Phil. B.Ed., PGDIT.
16	Mrs. Betsy Bower	Assistant Professor	M.A., M.Phil.
17	Mrs. R. Ramaprabha	Assistant Professor	M.A., B.Ed.
18	Ms. R. Annalakshmi	Assistant Professor	M.A., B.Ed., M.Phil.
19	Mr. P. Mohanraj	Assistant Professor	M.A., B.Ed., M.Phil.
20	Ms. J. Nivethitha	Assistant Professor	M.A., PGDCE.
<b>DEPARTMENT OF HINDI</b>			
21	Dr. K. S. Jalajamany	Head & Associate Professor	M.A., M.Phil., Ph.D.



<b>DEPARTMENT OF COMMERCE</b>			
22	Dr. A. Sulekha	Head(UG) & Assistant Professor	M.Com., M.Phil., PGDCA., Ph.D.,NET.
23	Mrs. T. Merlin Usha	Head(PG) & Assistant Professor	M.Com (CA), M.Phil., PGDCA.,NET.
24	Dr. N. Ramesh Kumar	Assistant Professor	M.Com., M.B.A., M.Sc., PGDCA., PGDIB., Ph.D., SET.
25	Mrs. A. Anandalakshmy	Assistant Professor	M.Com., M.Phil., NET., DCA.
26	Mrs. S. Deepalakshmi	Assistant Professor	M.Sc., M.Phil., SET.
27	Ms. M. Sangeetha	Assistant Professor	M.Com., M.Phil.
28	Mrs. S. V. Anitha	Assistant Professor	M.Com., M.B.A., M.A., M.Phil.
29	Dr. K. Amutha	Associate Professor	M.Com, M.Phil., PGDCA., Ph.D.
30	Mrs. R. Murugalakshmi	Assistant Professor	M.Com., M.Phil.
31	Ms. R. Saraswathi	Assistant Professor	M.Com.
32	Ms.Sobana Sindhu	Assistant Professor	M.Com
33	Mr.V.Nithyanantham	Guest Lecture	M.Com., M.Phil.,
<b>DEPARTMENT OF COMMERCE WITH CORPORATE SECRETARYSHIP&amp; INFORMATION TECHNOLOGY</b>			
34	Dr. N. Latha	Head & Associate Professor	M.Com., B.Ed., M.Phil., M.B.A.,Ph.D.
35	Mr. S. Manivarma	Assistant Professor	M.Com., M.B.A.

36	Dr. R. Francina Pracila Mary	Assistant Professor	M.Com (CA), M.Phil, Ph.D.
37	Mrs. S. Rukshana Begum	Assistant Professor	M.Com., M.Phil., SET.
38	Ms. A.S. Nithya	Assistant Professor	M.C.A., M.Phil., SET.
39	Ms. T. S. Veena	Assistant Professor	M.Com., B.Ed., M.Phil.
40	Mrs. G. Viji	Assistant Professor	M.Com., B.Ed., M.Phil., SET.
41	Mrs. G. Geetha	Assistant Professor	M.Com.
42	Mrs. Lavanya Deepika Row	Assistant Professor	M.Com., PGDBS.
<b>DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS</b>			
43	Mrs.S.Bhuvaneshwari	Head & Assistant Professor	BA., MCS., M.B.A. M.Phil.
44	Mrs. S. Poornima	Assistant Professor	M.Com, M.Phil., PGDCA, PGDIB.
45	Mr. M. Mahendiran	Assistant Professor	M.C.A, M.Phil.
46	Ms.S.Renuka	Assistant Professor	M.B.A,PGDCA.
47	Mrs.S.Poornima	Assistant Professor	M.Sc.(CS), M.Phil.
48	Dr..R.Sindhuj	Assistant Professor	M.Com.(CA), M.Phil., Ph.D.
49	Mr.I.Sudhakar	Assistant Professor	M.C.A, M.Phil., M.B.A.
50	Mrs.K.Umamaheshwari	Assistant Professor	M.Com (CA),M.Phil.

51	Mrs.A.Gayathri	Assistant Professor	M.Com., M.B.A., M.Phil., Ph.D.
<b>DEPARTMENT OF COMMERCE WITH PROFESSIONAL ACCOUNTING</b>			
52	Dr.P.Shanthini	Head & Assistant Professor	M.Com., M.B.A., M.Phil., Ph.D.
53	Dr.A.S.Naveenkumar	Associate Professor	M.C.A, M.Phil.(CS), M.Com, M.Phil(Com). M.Com.(CA), Ph.D.
54	Dr. S. Radhika	Assistant Professor	M.Com., M.Phil., NET Ph.D.
55	Mr.P.Ramachandran	Assistant Professor	M.Com., MBA, M.Phil.
<b>DEPARTMENT OF COMMERCE WITH BUSINESS PROCESS SERVICES</b>			
56	Mrs.A.Banupriya	Assistant Professor	M.Com., M.Phil.
57	Mrs.S.Kirubhasangari	Guest Lecturer	M.Com, M.Phil., PGDCA.
<b>DEPARTMENT OF BUSINESS ADMINISTRATION (UG)</b>			
58	Mrs.P.Pretha	Head &Assistant Professor	M.B.A, M.Phil., PGDCA, PGDIB.
59	Mr.A.Kanimozhi	Assistant Professor	M.Sc.(CS), M.Phil.
60	Mrs.C.Malathi	Assistant Professor	M.C.A., M.Phil.
61	Mr.Janarthanan	Assistant Professor	MBA, M.Phil.
62	Mrs.P.Mary Anitha Catherine	Assistant Professor	MBA, M.Phil.

63	Mr.T.Selvakumar	Assistant Professor	M.B.A., M.Phil., SET.,NET.
64	Mrs.K.Manimegalai	Assistant Professor	M.B.A.
65	Dr.G.Gowsalya	Assistant Professor	B.Com(CA)., M.B.A., Ph.D
<b>DEPARTMENT OF BUSINESS ADMINISTRATION (PG)</b>			
66	Ms. T. Subha	Head(I/C) & Assistant Professor	M.B.A., ASPM., M.Phil., PGDIB.
67	Mr.A.Prakash	Assistant Professor	M.Sc, M.Phil.
68	Dr. P.Menaka Devi	Assistant Professor	M.B.A., M.Phil., NET., Ph.D.
69	Mr. P.Vijeyakumar	Assistant Professor	M.B.A, M.Phil., PGDFT.
70	Ms.M.Kiruthika	Assistant Professor	M.B.A,M.Sc(Psy), M.Phil.
71	Mr.S.Siva	Assistant Professor	M.B.A., M.Phil.
<b>DEPARTMENT OF MATHEMATICS</b>			
72	Ms. M. Shyamala	Head(UG) & Assistant Professor	M.Sc., M.Phil.
73	Dr.J.Shiama	Head (PG) & Associate Professor	M.Sc., M.Phil., Ph.D.
74	Mr. T. Karuppusamy	Assistant Professor	M.Sc., M.Phil., M.B.A.
75	Mr. C. Ranjith Kumar	Assistant Professor	M.Sc., M.Phil.
76	Ms. R. Karthika	Assistant Professor	M.Sc., M.Phil.
77	Ms.S.Sandhiya	Assistant Professor	M.Sc., M.Phil.

78	Mr.R.SureshKumar	Assistant Professor	M.Sc., M.Phil.
79	Mr.N.Gokulakannan	Assistant Professor	M.Sc., M.Phil.
80	Mr.P.Rajasekar	Assistant Professor	M.Sc., M.Phil.
81	Mrs.S.Shakilabanu	Assistant Professor	M.Sc., M.Phil.
82	Ms.S.Vidhya	Assistant Professor	M.Sc., M.Phil.
83	Ms.P.Ponmani	Assistant Professor	M.Sc., M.Phil.,B.Ed.
<b>DEPARTMENT OF ELECTRONICS</b>			
84	Dr.K.Vasudevan	Head & Associate Professor	M.Sc., M.Phil., Ph.D.
85	Mr.S.Prince Immanuel Alexander	Associate Professor	M.Sc., M.Phil., PGDCA.
86	Ms.G.Lavanya	Assistant Professor	M.Sc., M.Phil.
87	Mr.J.Dinesh Kumar	Assistant Professor	M.Sc., M.Phil.
88	Mr.B.Suresh	Assistant Professor	M.Sc., M.Phil.
89	Dr.R.Raj Kumar	Assistant Professor	M.Sc., M.Phil., Ph.D.
90	Mr.S.Venkatesan	Assistant Professor	M.Sc., M.Phil.
<b>DEPARTMENT OF CATERING SCIENCE AND HOTEL MANAGEMENT</b>			
91	Mr.S.Fabian Charles Nathan	Head & Assistant Professor	B.Sc., MHRM.
92	Ms.S.Jayapriya	Assistant Professor	B.Sc.

93	Mr.R.Vigesh Kumar	Assistant Professor	B.Sc.
94	Mrs.Frutilda	Guest Lecturer	B.Sc.
<b>DEPARTMENT OF COMPUTER SCIENCE</b>			
95	Mr.V.Murugesan	Head & Associate Professor	M.C.A., M.Phil.
96	Mrs.T.Premalatha	Assistant Professor	M.C.A., M.Phil.
97	Ms.J.Ramkumar	Assistant Professor	M.C.A., M.Phil.
98	Mrs.A.Deepa	Assistant Professor	M.C.A., M.Phil.
99	Mrs.M.Kayalvizhi	Assistant Professor	M.C.A., M.Phil.
99	Mr.S.Samson Dinakaran	Assistant Professor	M.Sc., M.Phil.
100	Mrs.S.Ranjani	Assistant Professor	M.C.A., M.Phil.
<b>DEPARTMENT OF INFORMATION TECHNOLOGY &amp; COMPUTER TECHNOLOGY</b>			
101	Mr.R.Kanagaraj	Head & Associate Professor	M.Sc., M.Phil.
102	Ms.G.Deepalakshmi	Assistant Professor	M.Sc., M.Phil., PGDAIT.
103	Mr.R.Maheshkumar	Assistant Professor	M.C.A., M.Phil.
104	MS.S. Geetha Priya	Assistant Professor	M.C.A., MBA., M.Phil.
105	Mr.P.Deepan Babu	Assistant Professor	M.Sc., M.Phil.
106	Mrs.P.Preetha	Assistant Professor	M.C.A., M.Phil.
107	Mrs.C.Veni	Assistant Professor	M.Sc.,M.Phil.
108	Mrs.R.Aarathi	Guest Lecturer	M.C.A., M.Phil.

<b>DEPARTMENT OF COMPUTER APPLICATION (UG)</b>			
109	Mr.S.Santh Gohul	Head & Assistant Professor	M.C.A., M.Phil.
110	Mr.S.K.Ravichandran	Assistant Professor	M.Sc., M.Phil.
111	Mr. K.Sasi Kumar	Assistant Professor	M.C.A., M.Phil.
112	Mr.M.Nandha Kumar	Assistant Professor	M.C.A., M.Phil.
113	Mrs.M.Revathi	Assistant Professor	M.C.A. M.Phil.
<b>DEPARTMENT OF MCA &amp; M.Sc.(SS)</b>			
114	Mr.C.N.Manokaran	Head(I/C)& Associate Professor	M.Sc., M.Phil.
115	Mr. B. Ramesh	Assistant Professor	M.Sc., M.Phil.
116	Mr.N.Karthick	Assistant Professor	M.Sc, M.C.A.
117	Mr.G.Rajesh	Assistant Professor	M.C.A. M.Phil.
<b>DEPARTMENT OF VISUAL COMMUNICATION</b>			
118	Mrs.J.Sudha Priya	Head(I/C) & Assistant Professor	B.Sc., M.Sc.
119	Mr.D.Soundra Rajan	Assistant Professor	M.Sc., M.Phil.
120	Mr.A.Mushab	Assistant Professor	M.A., M.Phil.
121	Mr.P.Adithyan	Assistant Professor	MA., M.Phil.
<b>DEPARTMENT OF COSTUME DESIGN AND FASHION</b>			
122	Mrs.M.K.Karthika	Head & Associate Professor	M.Sc., M.Phil., Ph.D.
123	Ms.C.Anisha	Assistant Professor	M.Sc.
124	Ms.V.Emima Priscilla	Assistant Professor	MBA., M.Sc.

125	Mr.N.T.Hari Krishnan	Assistant Professor	B.Sc.,M.Sc.,2D Animation.
126	Mrs.A.Priyanka	Assistant Professor	B.Sc., M.Sc., M.Phil.
<b>DEPARTMENT OF PHYSICAL EDUCATION</b>			
127	Dr.J.Golda	Director, Phy.Education	M.Com., M.P.Ed., M.Phil., Ph.D.
128	Mr.J.Godwin Ezekiel	Assistant Phy.Director	B.B.M., M.P.Ed.
<b>FRENCH</b>			
129	Ms.K.Lavanya	Guest Lecturer	B.Sc., DELF .
<b>DEPARTMENT OF LIBRARY SCIENCE</b>			
130	Dr.Mahesh Kumar	Librarian	MLISc., M.Phil., Ph.D.
<b><u>NON-TEACHING STAFF</u></b>			
<b>OFFICE</b>			
S.No.	Name	Qualification	Designation
1	Mr.K.Sivakumar	B.Sc., M.B.A.	Head - Maintenance Office
2	Ms.B.Nagalakshmi	BA.,M.B.A.	Head - Admin Office
3	Mr.A.Naveen Kumar	Diploma., BE Civil Engineer	Project Manager
4	Mrs. S. Priyanka	B.Com.(CA).	HR
5	Mrs.P.Sandhya	B.Com., M.B.A.	Internal Process Auditor
6	Mr.S.Sivakumar	B.Com.	Transport Officer
7	Mrs.C.Bhama	B.Com.	Account Section
8	Mrs.S.Anitha	B.Com.	Office Staff
9	Mrs.V.Saratha	B.Com.	Admission Counselor



10	Mrs.A.Kalaiyarasi	B.Com., M.Com.	Office Staff
11	Ms.P.Devayani	B.Com.	Office Staff
<b>CONTROLLER OF EXAMINATIONS SECTION</b>			
12	Ms.V.Sangeetha	B.Com., M.B.A.	COE Staff
13	Mrs.P.Ramya	B.A.	COE Staff
14	Mrs.M.Ramani Priya	B.Com.	COE Staff
<b>WEB DESIGNER</b>			
15	Mr.R.Vivekanandan	BCA.,M.C.A.	Graphic Designer

<b>SYSTEM ADMINISTRATOR</b>			
16	Mr.M.S.Gomuraj	B.E., MBA.	System Administrator
<b>PROGRAMMER</b>			
17	Mrs.A.Kalaiselvi	PCP,DCA.	Programmer
18	Ms.K.Jeevitha	B.SC IT.	Programmer
19	Ms.K.Subha Ranjana	DCE.	Programmer
20	Ms.A.Manjula Devi	M.Sc.	Programmer
21	Mrs.D.Subashri	B.E.	Programmer (Viscom)
22	Mrs.T.Livitha	B.B.M.,M.B.A.	Programmer
23	Ms.N.Ranjitha	B.A (Economics).	Programmer
24	Ms.K.Kowsalya	B.Com (CA).	Programmer
<b>CDF Programmer</b>			
25	Ms.J.Grace Esther	B.Sc.(Biotec).	CDF Lab Assistant

<b>ASST. LIBRARIAN</b>			
26	Ms.P.Shanmuga Priya	B.Com(CA),BLIS	Assistant Librarian
27	Mrs.Sindhuja	B.Com.	Assistant Librarian
28	Mrs.C.S.Sumitha	B.Com., BLIS., MLIS.	Assistant Librarian
<b>ATTENDER</b>			
29	Mrs.A.Ananthi		Attender
30	Mr.K.Rangaraj		Attender
<b>ELECTRICIAN</b>			
31	Mr.Immanuel		Electrician
<b>PLUMBER</b>			
32	Mr.Mathan	Diploma D.E.E.E.	Diploma D.E.E.E
<b>GARDENER</b>			
33	Mr.Ammasai		Gardener
<b>HOUSE KEEPING STAFF</b>			
34	Mrs.S.Padma		Sub Staff (Inside)
35	Mrs. M. Shanthi		Sub Staff (Inside)
36	Mrs. M.Saraswathi		Sub Staff (Inside)
37	Mrs.R.Vennila		Sub Staff (Inside)
38	Mrs.G.Padma		Sub Staff (Inside)
39	Mrs.V.Omana		Sub Staff (Inside)
40	Mrs.V.Jamunarani		Sub Staff (Inside)

41	Mrs.S.Kowsalya		Sub Staff (Inside)
42	Mrs.D.Jothi		Sub Staff (Inside)
43	Mrs.A.Selvi		Sub Staff (Inside)
44	Mrs.M.Patteeswari		Sub Staff (Inside)
45	Mrs.G.Mariammal		Sub Staff (Inside)
46	Mrs.J.Nalina Devi		Boys Hostel
47	Mrs.R.Sarojini		Boys Hostel
48	Mrs.V.Jothi		Girls Hostel
49	Mrs.N.Thayammal		Sub Staff (Out Side)
50	Mr.P.Marathal		Sub Staff (Out Side)
51	Mrs.M.Gowri		Sub Staff (Out Side)
52	Mrs.K.Murugammal		Sub Staff (Out Side)
53	Mr.C.Nachi		Sub Staff (Out Side)
54	Mr.N.Murugan		Sub Staff (Out Side)
55	Mr.Vellaiyan		Sub Staff (Out Side)
<b>DRIVERS</b>			
56	Mr.Soundar Raj		Driver
57	Mr.Prakasan		Driver
58	Mr.Krishnan		Driver
59	Mr.Jeyam		Driver
60	Mr.Kumar		Driver

61	Mr.M.Suresh Babu		Driver
62	Mr.C.Elango Vadivel		Driver
63	Mr.Ranjth Kumar		Driver
64	Mr.S.Robert Vadivel		Driver
65	Mr.K.Surya Prakash		Driver
66	Mr.S.SujithKumar		Driver
67	Mr.K.Muruganandhan		Driver
68	Mr.Iyappan		Driver
69	Mr.Selvan		Driver
<b>SECURITY</b>			
70	Mr.K.Ramasamy		Security
71	Mr.Subramani		Security
72	Mr.A.Duraisamy		Security
73	Mr.N.R.Palanisamy		Security
74	Mr.Ramachandran		Security
75	Mr.Singaravelu		Security
76	Mr.Krishnasamy		Security
77	Mr.Sivaraj		Security
78	Mr.Sreepathy		Security
79	Mr.N.Chinnasamy		Security
80	Mr.Velmurugan		Security

81	Mr.Ponnusami		Security
82	Mr.Vaithyanathan		Security
83	Mr.Thavamani		Security
84	Mr.Ayyasamy		Security
85	Mr.Arunachalam		Security

### **COMMITTEES**

The following Committees have been constituted in the college for the Academic Year 2019-2020 to carry out various activities with effect from 1/06/2019. The Principal will be the Chairman of all the Committees.

<p><b><u>Anti-Ragging</u></b>  Mr.S.Prince Immanuel -Dept. of Electronics  Dr.S.Sasi Rekha - Dept. of Management(UG)  Mr.S.Samson Dinakaran - Dept. of Computer Science  Mr.K.Ramachandran - Dept. of B.Com.(PA)  Ms.R.Rathinam - Dept. of Tamil</p>	<p><b><u>Analysis of Results</u></b>  Dr.J.Shiana - Dept. of Mathematics  Mr.R.Sureshkumar - Dept. of Mathematics</p>
<p><b><u>Original Certificates Verification</u></b>  Dr.Naveen Kumar Dept. of B.Com.(PA)  Mr.S.Saravanakumar - Dept. of Tamil  Mr.B.Suresh - Dept. of Electronics</p>	<p><b><u>NCC</u></b>  Mr.S.Shanth Gohul - Dept. of B.C.A</p>
<p><b><u>Examinations (All Exams)</u></b>  Mr.T.Karuppusamy -COE  Mr.S.Manivarma –Dept. of B.Com.(CS&amp; IT)  Mr.I.Sudhakar –Dept. of B.Com.(CA)  Mr.K.Sasi Kumar –Dept. of B.C.A  Ms.S.Poornima –Dept. of B.Com.(CA)  Mr.A.Prakash –Dept. of M.B.A</p>	<p><b><u>Curriculum Development</u></b>  Mrs. N.Gowri Priya - Academic Co-ordinator  Dr. K.Vasudevan -Dept. of Electronics  And All Board Chairpersons</p>

<b><u>NAAC &amp; IQAC</u></b> Dr. K.Vasudevan - Co-ordinator(Dept. of Electronics) Mr. R.Kanagaraj -Dept. of IT and CT Mr.B.Suresh –Dept. of Electronics	<b><u>ISO</u></b> Mr. V.Murugesan-Dept. of Computer Science Dr.G.Hemalatha –Dept. of English
<b><u>Placement</u></b> Ms.T.Subha-Dept. of M.B.A Mr.Deepan Babu-Dept. of IT and CT	<b><u>Identity Card</u></b> Mr.M.S.Gomuraj-System Administrator
<b><u>NSS</u></b> Dr. G.Suresh –Dept. of Tamil Mr. C.Ranjith Kumar –Dept. of Mathematics Mrs.S.Poornima-Dept. of B.Com.(CA)	<b><u>Women's Cell</u></b> Dr. K.S.Jalajamany –Dept. of Hindi Dr. C.Dheeba-Dept. of Tamil Ms.R.Preetha - Dept. of Management(UG)
<b><u>External/Internal Competitions</u></b> Dr. K.S.Jalajamany –Dept. of Hindi Dr. C.Dheeba –Dept. of Tamil Mr.T.Johnson-Dept. of English	<b><u>AICTE</u></b> Mrs.T.Subha -Dept. of M.B.A Mr.A.Pakash –Dept. of M.B.A
<b><u>Youth Red Cross</u></b> Mr.S.Saravanakumar-Dept. of Tamil	<b><u>HandBook</u></b> Ms. M. Shyamala –Dept. of Mathematics Mr.C.Ranjithkumar-Dept. of Mathematics

### **Non Statutory Committees**

The following Non Statutory Committees have been constituted in the college for the Academic Year 2019-2020 to carry out various activities with effect from 01/06/2019.

S.No.	Name of Committee	Chairman and List of Members
	<b>Chairman</b>	<b>Principal</b>
1	Planning and Evaluation Committee	<b>Members:</b>
		1.Dr.K.Vasudevan
		2.Mr.R.Kanagaraj
		3.Dr.A.Suleka
2	Grievance and Appeal Committee	<b>Members:</b>
		1.Dr.N.Latha
		2.Dr.P.Shanthini
		3.Dr.J.Shiama
		4.Ms.G.Deepalakshmi

3	Examination Committee	<b>Members:</b>
		1.Mr.T.Karuppusamy
		2.Mr.S.Manivarma
		3.Mr.R.Maheshkumar
4	Admission Committee	<b>Members:</b>
		1.Dr.G.Suresh
		2.Dr.K.Vasudevan
		3.Mr.S.Saravanakumar (Co-opted Member)
5	Library Committee	<b>Members:</b>
		1.Dr.R.Maheshkumar
		2.Dr.S.Radhika
		3.Mr.P.Deepan Babu
6	Student Welfare Committee	<b>Members:</b>
		1.Dr.K.S.Jalajamany
		2.Ms.T.Subha
		3.Mr.S.Charles Fabian Nathan
7	Anti Sexual Harassment Committee	<b>Members:</b>
		1.Ms.T.Merlinusha
		2.Dr.S.Radhika
		3.Dr.G.Hemalatha
8	Extra Curricular Activities Committee	<b>Members:</b>
		1.Ms.S.Preetha
		2.Mr.C.Ranjithkumar
		3.Mr.T.Johnson
9	Academic Audit Committee	<b>Members:</b>
		1.Dr.K.Vasudevan
		2.Mr.R.Kanagaraj
		3.Mr.V.Murugesan
10	Anti Ragging Committee	<b>Members:</b>
		1.Mr.S.Prince Immanuel
		2.S.Sasi Rekha
		3.S.Samson Dinakaran
		4.P.Ramachandran
5.R.Karthika		

11	Faculty Welfare Committee	1.Mr.S.Shanthgohul
		2.Dr.J.Golda
		3.Ms.S.Rukshana Begum
		4.Mr.S.Manivarma

### **FACILITIES OFFERED**

The multifarious facilities that are provided by the college includes

#### **Computer Centre**

- ✓ 7 Computer Labs, Electronics Lab-2, Costume and fashion designing (CDF)-5, Visual Communication (VISCOM)-3, Catering & Hotel Management-5.
- ✓ Campus - wide Network, with IBM & Dell servers latest configuration under multi-operating system.
- ✓ Access to the latest RDBMS, GUI's DTP and MULTIMEDIA software.
- ✓ The labs are equipped with HP & Canon A4 Scanner, Laser and Inkjet Printers, Overhead Projectors.

#### **Physical Education**

- |                                  |                             |
|----------------------------------|-----------------------------|
| ✓ 12 Station Multi-Gym Equipment | ✓ Athletics                 |
| ✓ Tread Mill                     | ✓ Bench Press Equipment     |
| ✓ Rowing Machine                 | ✓ Stationary Bicycle        |
| ✓ Tummy Vibrator                 | ✓ Weight Training Equipment |
| ✓ Volley Ball                    | ✓ Basket Ball               |
| ✓ Ball Badminton                 | ✓ Shuttle Badminton         |
| ✓ Cricket                        | ✓ Football                  |

The students are trained for Inter-Collegiate, University Sports Meet, District, State and National Level Events. Every year VLBJCAS conducts State Level Football for School Students and offers VLBJ Trophy for the winners.

#### **Internet**

- ✓ Free Internet [Wi-Fi Campus] to all students and staff members.



### **Cafeteria**

- ✓ Hygienic food is provided by the college for students and staff members at nominal rate.

### **Scholarships and Loans**

- ✓ Tamil Nadu Government Scholarships are given to all the qualifying and eligible students of the college.

### **Placement and Training**

- ✓ Well equipped and strong placement training centre.
- ✓ Career guidance and counseling to all the students.
- ✓ Pre-Placement and Placement Training is offered to all the students.
  - Personality development
  - Communicative English
  - Numerical ability
  - Verbal ability
  - Analytical Skills
  - Logical Reasoning
- ✓ Bridge course

## **CO-CURRICULAR ACTIVITIES**

### **NSS**

Three NSS units are functioning for the past twenty years with an average intake of 300 students per year. These units have adopted 3 remote villages to promote welfare schemes such as

- ✓ Road Safety
- ✓ Tree Planting
- ✓ General Medical Camp
- ✓ Blood Donation Camp
- ✓ Social Awareness Programme
- ✓ AIDS Awareness Programme
- ✓ Seven Day Special Camp

### **NCC**

The Under-Graduate students are facilitated with NCC (Army Wing) for both boys and girls.

## **EXTRA - CURRICULAR ACTIVITIES**

Various programmes are organized to encourage diverse interests and creative talents of the students through

- ✓ Manavar Mandram
- ✓ Inter-Collegiate Cultural Meet - VIBRATO
- ✓ Youth Red Cross
- ✓ Red Ribbon Club
- ✓ Eve's Club Tamil Mandram
- ✓ Yuva Utsav
- ✓ Interschool Event-Viva Yuva
- ✓ The Creative Club (Literary and Drama Entrepreneurship Development)
- ✓ Vocal and Instrumental Photography and Cinematography Community Service
- ✓ Nammalvar Organic Farming Club

## **SEMINARS, WORKSHOPS & OTHER ACTIVITIES**

Seminars, Workshops, Conferences, Educational Tours and Industrial Training are arranged with great care.

## **VALUE EDUCATION**

Value Education Programmes (VEP) is conducted for students at regular intervals to inculcate ethical, moral and social values.

## **GENERAL RULES AND REGULATIONS**

### **Punctuality**

The students should be in their respective classes before 9.45 a.m. as the classes commences at the stroke of the bell. Five minutes of grace period is permitted for the students who cite valid reasons.

### **Attendance**

If a student is absent for one hour in the morning or in the afternoon, his/her attendance will be marked absent for entire session. The students are permitted to avail On Duty for five days per semester.

**Leave**

The student is eligible to take leave only with the prior permission from the respective departments and the Principal.

**Tuition Fee – Mode of Payment**

Tuition Fee should be paid within ten days from the date of commencement of classes for the respective semester and the amount has to be remitted at the college office.

**Dress Code**

Whenever a student enters the college premises, he/ she should strictly follow the following dress code.

**For Boys**

Full pants with neat shirt. Casual wear of any type is not permitted.

**For Girls**

Salwar Kameez with Dupata pinned at the shoulders or Full Saree. Half Sarees, Jeans, Leggins and miniskirts are not permitted.

**Identity Card**

All students are issued Identification Card which is compulsory within the campus. In case of misplacement, duplicate ID card would be issued with a fine Rs. 100/-

**Classroom Behaviour**

1. Students should take their seats in their respective classroom at the stroke of the bell.
2. When the teacher enters the classroom, as a mark of respect, the students should stand and greet the teacher.
3. Classroom should be kept neat and tidy by the students.
4. Chewing or munching anything inside the classroom during the class hours is not entertained.
5. Students shall leave the classroom only with the permission of the concerned staff.
6. Students should follow utmost decency and decorum in the class.

## General Campus Behaviour

1. Discipline of the highest order should be maintained inside the College campus.
2. Ragging is an offence, and the offender is liable to be arrested and imprisoned in addition to being dismissed from the college.
3. Cell/ Mobile Phone
  - ✓ Cell / Mobile Phones are banned inside the college campus.
  - ✓ If any student is found using Cell / Mobile Phone in the campus, the same would be confiscated.
4. Smoking, use of Pan Parag or Gutkha items and other intoxicants are strictly prohibited within the College Campus.
5. Courteous behaviour is expected from the students when they address both the staff and friends. They should not use foul language. They should avoid standing in the corridors.
6. Students should be punctual, regular and serious in attending classes.
7. They should not throw papers or ink on the floor / corridors / staircases. All waste materials should be deposited in the dustbins provided.
8. Nothing should be written on the walls or desks or on any college property.
9. Walls and campus should not be used as a spittoon.
10. Student's will be penalized, if found to cause damage to the college property.
11. They should see the Notice Boards every day for communications, notice and circulars.
12. Association of any kind should not be formed without the prior permission of the Principal
13. The Identity Card with cord should be worn while being in the College campus.
14. In academic and disciplinary matters, the decision of the Principal will be final.

## **AUTONOMOUS COLLEGE RULES AND REGULATIONS**

### **1. Examination System**

Examinations will be conducted on Semester Pattern under the Choice Based Credit System. There will be One Pre- Model Examination and Model Examination before the student appears for the Comprehensive Examination. The Pre- Model Examination and Model Examination will be conducted by the Internal Examination Committee under the Supervision of COE.

The Comprehensive Examinations will be conducted by the Controller of the Examinations, twice in an Academic Year, in November/ December and in April/ May.

### **2. Conduction of Examinations**

- ✓ Pre- Model Examinations
- ✓ Model Examinations and
- ✓ Comprehensive Examinations

### **3. Ratio of Comprehensive Examination, Pre- Model and Model Examinations Marks for UG and PG Courses**

<b>Part</b>	<b>Internal Assessment</b>	<b>External Assessment</b>	<b>Total Marks</b>
I (Languages)	30	70	100
II (English)	30	70	100
III(Core, IDC)	30	70	100
IV (AOC/SBC)	-	75	75
IV (EDC/Foundation Course)	-	50	50
V (NCC/NSS/Sports/Ext. Activity)	50	-	50

### **Project Work Mark Distribution**

<b>Particulars</b>	<b>IA</b>	<b>CE</b>	<b>Total</b>
Project Work (UG)	50	50	100
Project Work (PG)	100	100	200

Project Work(M.Sc (CS) / M.Sc (ECS))	150	100	250
Project Work (M.Com / MIB)	50	100	150

### Practical Mark Distribution for all UG and PG Courses

Internal -40      External-60      Total Marks -100

### Break up for Internal Marks

S.No.	Internal Marks	Distribution of Marks
1	Pre Model Examination	70
2	Model Examination	70
3	Seminar	30
4	Attendance	10
<b>Total</b>		<b>180/6=30</b>

### Seminar Split up

S.No.	Seminar split up	Marks
1	Content	10
2	Flow of the presentation	10
3	Stage management and Body language	10
<b>Total</b>		<b>30</b>

### Attendance Break up

S.No.	Attendance split up	Marks
1	65% - 74%	4
2	75% - 80%	6
3	81% - 90%	8
4	91% - 100%	10

**Internal Marks for Practical (Maximum 40)**

<b>Maximum Marks : 40</b>		
<b>S.No.</b>	<b>Internal Marks</b>	<b>Distribution of Marks</b>
1	For Completion of the Practical List	20
2	Test –I	10
3	Test –II	10
<b>Total</b>		<b>40</b>

**Internal Marks for Practical (Maximum 25)**

<b>Maximum Marks : 25</b>		
<b>S.No.</b>	<b>Internal Marks</b>	<b>Distribution of Marks</b>
1	For Completion of the Practical List	15
2	Test –I	5
3	Test –II	5
<b>Total</b>		<b>25</b>

**External Marks for Practical (Maximum 60)**

<b>Maximum Marks : 60</b>		
<b>S.No.</b>	<b>Comprehensive Examination</b>	<b>Distribution of Marks</b>
1	Record	10
2	Program – I Algorithm Coding Execution	5 10 10 Total (25)

3	Program – II	5
	Algorithm	10
	Coding	10
	Execution	Total (25)
<b>Total</b>		<b>60</b>

#### External Marks for Practical (Maximum 50)

<b>Maximum Marks : 50</b>		
<b>S.No.</b>	<b>Comprehensive Examination</b>	<b>Distribution of Marks</b>
1	Construction	10
2	Designing	20
3	Record	20
<b>Total</b>		<b>50</b>

#### Internal and External Marks for Project Work

<b>S.No.</b>	<b>Internal Marks</b>	<b>Distribution of Marks</b>
1	<b>Internal</b>	
	Review –I	10
	Review –II	10
	Documentation & Final Review	30
		<b>Total (50)</b>
2	<b>External</b>	30
	Presentation	20
	Viva	<b>Total (50)</b>
<b>Total</b>		<b>100</b>

#### Internal and External Marks for Project Work (Maximum 150)

<b>S.No.</b>	<b>Internal Marks</b>	<b>Distribution of Marks</b>
1	<b>Internal</b>	
	Three Project Reviews	25
	Report	25
		<b>Total (50)</b>



2	<b>External</b> Presentation Viva	50 50 <b>Total (100)</b>
<b>Total</b>		<b>150</b>

**Internal and External Marks for Project Work (Maximum 200)**

S.No.	Internal Marks	Distribution of Marks
1	<b>Internal</b> Two Project Reviews Report	50 50 <b>Total (100)</b>
2	<b>External</b> Presentation Viva	50 50 <b>Total (100)</b>
<b>Total</b>		<b>200</b>

**Internal and External Marks for Project Work (Maximum 250)**

S.No.	Internal Marks	Distribution of Marks
1	<b>Internal</b> Three Project Reviews Report	75 75 <b>Total (150)</b>
2	<b>External</b> Presentation Viva	50 50 <b>Total (100)</b>
<b>Total</b>		<b>250</b>

The distribution of Marks among the various components for IA and CE for Theory, Practical and Project Work is given in detail in the respective Schemes of Examination and Regulation of the different UG and PG Courses, duly passed in their respective Board of Study.

#### 4. Pattern of Question Papers

For Pre model Test, Model and Comprehensive Examination under  
– Graduate and Post- Graduate Courses.

<b>Maximum Marks : 70 / Time 3 Hrs</b>			
Section – A	(10×1=10)	Each question carries one mark	Ten Multiple Choice Questions
Section – B	(5×4=20)	Each question carries four marks	Internal Choice
Section – C	(5×8=40)	Each question carries eight marks	Internal Choice
<b>Maximum Marks : 75 / Time 3 Hrs</b>			
Section – A	(10×1=10)	Each question carries one mark	Ten Multiple Choice Questions
Section – B	(5×5=25)	Each question carries four marks	Internal Choice
Section – C	(5×8=40)	Each question carries eight marks	Internal Choice
<b>Maximum Marks : 50 / Time 2 Hrs</b>			
Section – A	(10×1=10)	Each question carries one mark	Ten Multiple Choice Questions
Section – B	(5×3=15)	Each question carries four marks	Internal Choice
Section – C	(5×5=25)	Each question carries eight marks	Internal Choice
<b>Maximum Marks : 70 / Time 3 Hrs (MBA)</b>			

Section – A	(10×2=20)	Each question carries two mark	Short Answers
Section – B	(5×7=35)	Each question carries seven mark	Internal Choice
Section – C	(1×15=15)	Each question carries fifteen mark	Compulsory Question

**Note:**

1. The questions should be numbered continuously running through the Sections A, B and C.

2. Questions should be evenly distributed among the unit in the syllabus in all the sections of the Question paper .

3. While framing questions with internal choice the questions must be identified as (a) or (b).

(e.g 11. a or b). Further, the internal choice must be from the same unit.

4. The Controller of the Examinations shall arrange for the setting of question papers on the basis the

Syllabus and the pattern of question paper duly certified by the Chairpersons of the respective Board of Studies

**5. (I) Minimum Pass Marks for Theory**

The Minimum Pass Marks in the Semester Examinations is 40% for each subject in UG Courses and 50% for PG Courses. A minimum of 28 out of 70 in the Semester Examinations must be secured to get pass in UG Courses and 35 out of 70 in the case of PG Courses.

UG: A minimum of 40% as the aggregate of Internal Assessment and Semester Examination will be required to get PASS. Candidates obtaining less than 28 out of 70 in the Semester Examination, but securing 40 and above as aggregated of Internal Assessment and Semester Examination will be declared as FAIL.

**PG:** A minimum of 35 out of 70 in the Semester Examinations and 50 as the aggregate of Internal Assessment and CE is required to get PASS. The candidate obtaining less than 35 out of 70 in the Semester Examination, but securing 50 and above as aggregated of Internal Assessment and SE will be declared as FAIL. However, the minimum mark criterion will not apply to the performance in Pre-Model, Model for both theory and practical.

### **(II) Minimum Pass Marks for Practical**

The Minimum Pass Marks in the Semester practical Examination is 40% for UG Courses and 50% for PG Courses in each practical. A minimum of 24 marks is required out of 60 (where the Maximum SE is 60) in the Semester Examinations should be secured for a pass in UG Courses and 30 out of 60 in the case of PG Courses.

**UG:** A minimum of 40% as the aggregate of Internal Assessment and SE will be required for a PASS. Candidates obtaining less than 24 out of 60 (where the maximum SE mark is 60), in the Comprehensive Examinations, but securing 40 and above as aggregate of CIA and SE in case where maximum of Internal Assessment and SE is 100 will be declared as FAIL.

**PG:** A minimum of 30 out of 60 (where the maximum is 60), in the Comprehensive Examinations and 50 as the aggregate of Internal Assessment and SE will be required for a PASS. The candidate obtaining less than 30 out of 60, 28 out of 55 in the Semester Examinations, but securing 50 and above as aggregate of Internal Assessment and SE where the maximum of Internal Assessment and SE is 100 and will be declared as FAIL.

### **(III) Minimum Pass Marks for Project**

The aggregate minimum pass marks for project in the case of UG Courses is 40% and 50% in PG Courses. The students are expected to complete all the components of the internal as prescribed by the respective Boards of Study to qualify in their viva-voce. However, the minimum marks criterion will not apply to the performance in Internal Assessment Tests for both theory and practical.

S.No.	Percentage	Class
1.	75% and above in first attempt	First Class with Distinction
2.	60% and above, but less than 75%	First Class
3.	50% to 59%	Second Class

### **6. Attendance Requirements for appearing for Comprehensive Examinations**

Students must regularly attend their classes. They will be permitted to appear for the Comprehensive Examinations (CE) only if they secure minimum of 75% of Attendance during the Semester.

If the student has Attendance of 65% to 74%, the Principal has the discretion to condone and permit the student to appear for the Comprehensive Examinations on reasonable grounds.

A student's attendance which ranges between 50% and 64% will not be permitted to write the Comprehensive Examinations of the Current Semester. However he/she will be permitted to write exams in the next semester only if the lack of attendance is compensated in that Semester. In case, he/she is unable to compensate the lack of attendance, he/she has to **re-do the course** by joining the previous semester. The Internal Assessment marks earned by the student will have no value and he/she has to earn his/her Internal Assessment marks afresh.

The opportunity of carrying forward the lack of attendance is possible only once during the entire period of course of study. This combination of lack of attendance can be done only between subsequent semesters, i.e., 1 and 2, or 2 and 3, or 3 and 4, or 4 and 5, or 5 and 6.

If a student has availed the opportunity to compensate once and lacks attendance in any of the subsequent semesters, he/she has to re-do that semester in the next year by joining as a fresh candidate. For example, if the student has to re-do the third semester (July-November), he/she has to be at home during December-May Semester and has to rejoin during July-November, session next year.

In the case of a student's attendance falling below 50% in any semester, he/she will not be permitted to appear for the Comprehensive Examination. Further he/she will not be permitted to go to the next Semester, since he/she cannot compensate the deficiency of Attendance in the next Semester, even if he/she attends 100% of the classes. In such case, the student has to redo the course, by joining the semester, during which the attendance was lost.

### **7. Instructions to Candidates**

1. Every student will register for the college examination of the relevant semester in which she/he to obtain promotion to the next semester.
2. Every student who is eligible to write the examination should submit his/ her application through the Principal / HOD before the last date mentioned.
3. Candidate should ensure that they receive their hall tickets at least two days prior to the examinations, provided they have adequate attendance and paid required examination fee.
4. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. Students will not be permitted to enter the examination hall without their ID card.
6. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the COE through the Principal/HOD, as the case may be.
7. The candidates should enter the examination room at least 15 minutes before the commencement of examination and should not leave the room. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before three hour after the commencement of examination.
8. Students should be seated in the examination hall by 9.45 AM in the morning session and 1.45 PM in the afternoon session. Students will not be permitted after 10.30 AM in the morning session and 2.30 PM in the afternoon session to write the examination.
9. Students are not allowed to stand or cluster around the examination hall.
10. Wearing of T-shirt is not permitted during the examination.

11. Any student found guilty of using unfair means of any nature will be liable for disciplinary action.
12. Candidates are permitted to use only blue or black pen for writing examinations
13. No materials except writing materials and hall ticket will be allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.
14. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished as per college rules.
15. The candidate should write their Register numbers, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also they are not permitted to write Register number anywhere over main book.
16. They should not write anything on the question paper other than his/her name and register number.
17. Strict silence should be maintained in the examination hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.
18. Candidates should return all answer books before leaving the room. Candidates are not permitted to leave the examination hall without the permission of the invigilator during the course of the examination.
19. Candidates are forbidden to ask questions of any kind during the examination. Superintendents are instructed to refuse to answer any inquiries whatsoever related to the question papers, whether as explanation of meaning or correction of typographical errors.
20. Leaving examination hall early/Surrendering of Question Paper will not be entertained.
21. Candidates will be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator. They should not be permitted to leave the hall after keeping their answer books in their seats.

## **8. Punishment for Malpractice**

### **The following will be the penalties for malpractices in the Comprehensive Examinations.**

All cases of malpractice in the Comprehensive Examinations will be placed before the Examination Committee, for conducting enquiry and giving of suitable punishment.

#### **Rule: 1**

#### **Candidates writing his/her Sessional Marks in the Answer**

#### **Script and requesting for a pass**

A written warning will be given, stating that the recurrence of this malpractice will attract penalties including cancellation of the written examination. However, the result of the examination taken by the candidate prior to the date of malpractice will be published.

#### **Rule: 2**

#### **Candidates writing an appeal to the Examiner coupled with a promise of any form of consideration**

A written warning will be given, stating that the recurrence of this malpractice will attract penalties including cancellation of the written examination.

#### **Rule: 3**

#### **Candidates found in possession of Material Written in the form of Printed, Xeroxed/Cyclostyled/Hand Written or in any other means, i.e. Written on Paper, Hand, Cloth, Cell Phone, Scale, Furniture, etc. but not found to have copied from the above**

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in **that semester (Including the ensuing supplementary examinations) and all the examinations of the next semester.** However, the results of the examination taken by the candidate prior to the date of malpractice will be published. The final decision will be taken by the Examination Committee which will be final and binding in all cases.



**Rule: 4 (a)**

**Candidates found copying from any Incriminating Materials Owned or Written or in any other means, i.e. written on Paper, Hand, Cloth, Scale, Cell Phone, and Furniture or Answer Book of another candidate**

The particular examination written by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester (including the ensuing supplementary examinations) and all the examinations of the next semester. However, the results of the examination taken by the candidate prior to the date of malpractice will be published.

**Rule: 4 (b)**

**Candidates being abetted by another candidate but not in possession of any incriminating materials/and not made use of in the examinations.**

The candidates will be permitted to continue to write that examination and the rest of the examinations of that semester. However, the results will be withheld till such time a decision is taken by the Examination Committee. However, the results of the examinations taken by the candidate prior to the date of malpractice will be published.

**Rule: 5**

**Inserting previously Written Answer Sheets brought from Outside, Aiding or Assisting for copying from Main Book Pilfered already or Passing on Written Bits for copying**

The particular examination written by the candidate will be cancelled and the candidate will not be permitted to write the rest of the examinations, if any, in that semester. The candidate will also be debarred from writing the subsequent semester examinations that follow, including supplementary/additional examination. However, the results of the examination written prior to the date of malpractice will be published.

**Rule: 6**

**Candidates refusing to accompany the Hall Superintendent to the Chief Superintendent or the Principal on account of his/her Malpractice or Exhibiting Verbal Resistance inside or outside the Examination Hall or Running out of the Examination Hall with or without the Answer Script**

The particular examination written by the candidate will be cancelled and the candidate will be debarred also from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the results of the examinations written prior to the date of malpractice will be published.

**Rule: 7**

**Candidates leaving the Examination Hall within 45 minutes from the Time of Commencement of Examination, with or without Question paper/Answer paper**

The particular examination written by the candidate will be cancelled and he/she will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the results of the examinations written earlier will be published.

**Rule: 8**

**Candidates knocking away his/her own or any other candidates answer scripts from the Table**

The particular examination written by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examination, if any, in that semester, including Supplementary/Additional Examination. However, the result of the examination written earlier will be published.

**Rule: 9**

**Candidates knocking away the Question Papers or Answer Papers from the Chief Superintendent/Hall Superintendent or any other Officials who carries them**

The particular Examination written by the candidate will be cancelled and the candidate will be debarred from writing the rest of

the Examinations, if any, in that Semester, including Supplementary/Additional Examination. Also the candidate will be debarred from writing the subsequent Semester Examinations that follow. Further, the results of the Examinations written earlier to the Date of Malpractice in that Semester will not be published.

**Rule: 10**

**Candidates employing somebody to write examinations (a case of impersonation) if such person happens to be our college student**

The particular Examination written by the candidate will be cancelled and the candidate and the person who impersonated him will be debarred from writing the rest of the examinations, if any, in that Semester, including Supplementary/Additional Examinations. In addition, they will be debarred from writing all examinations in the five subsequent semesters. The results of the examination already written prior to the date of malpractice will not be published.

**Rule: 11**

**Candidates employing some Outside Person or Old Student to Write Examination in his / her place (a case of impersonation)**

The particular Examination written by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations and also, the candidate will be debarred from writing all papers in six subsequent semester examinations. Further, the results of the examinations written prior to the date of malpractice will not be published. A police complaint may also be preferred, if it is deemed fit by the higher authorities of the College.

**Rule: 12**

**Candidates threatening or abusing or showing physical resistance to the Invigilators or any other college personnel or exhibiting insubordinate behavior inside or outside the Examination Hall**

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including

supplementary/additional examinations. Also, the candidate will be debarred from writing all the papers in the six subsequent semester examinations. Further, the results of the examinations written prior to the date of the malpractice will not be published.

**Rule: 13**

**Candidates Manhandling/Causing Physical Injury to the Chief Superintendent/Hall Superintendent/any other officials connected with the examinations**

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examination, if any, in that semester, including supplementary/additional examinations. Further, the candidate will be debarred from writing all the papers in the six subsequent semester examinations. In addition, the results of the examinations written prior to the date will not be published. A police complaint may also be preferred if it is deemed fit by the higher authorities of the College.

**Rule: 14**

**Candidates Committing Forgery either prior or during the Examination**

The particular Examination written by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examination. Further, the candidate will be debarred from writing all papers in the six subsequent semester examination. In addition, the results of the examinations written prior to the date of malpractice will not be published. A police complaint may also be preferred if it is deemed fit by the higher authorities of the College.

**Rule: 15**

**In case of any kind of Malpractice as detailed above during the Pre Model and Model Examination**

The particular Examination will be cancelled and the paper will not be valued. No re -examination for the particular paper will be conducted. Permission for writing the subsequent Tests/Examinations of the concerned Pre Model /Model

Examination will be considered by the Examination Committee which shall be final and binding in all cases.

**Note:**

The above said rules and penalties are only guidelines and any other malpractice not covered under any clauses above shall be suitably dealt by the Examination Committee. The punishment will be suitably enhanced, if repeated.

**Library**

**Central Library**

The library is a storehouse of knowledge. The library has a collection of 37920 volumes of Indian and Foreign Books. It subscribes 200 Periodicals including 83 peer review journals.

**MBA Library**

The MBA Library has a stock of 5,698 volumes, and it subscribes to 33 periodicals out of which 25 are National Journals and 8 are International Periodicals.

**MCA Library**

The MCA Library has a collection 6246 volumes and it subscribes to 10 National Journals

**LIBRARY WORKING HOURS**

<b>Name of the Library</b>	<b>College Working Days</b>	<b>Saturdays &amp; Vacations</b>	<b>Sundays</b>
Central Library	9.00 a.m. to 6.00 p.m.	10.00 a.m. to 4.00 p.m.	10.00 a.m. to 1.00 p.m.
MBA & MCA Library	9.00 a.m. to 6.00 p.m.	10.00 a.m. to 4.00 p.m.	-

**Rules and Regulations**

1. Access to the library is through a non – transferable ID Card, issued by the college.

2. Books can be borrowed for a period of 15 days. If a book is not returned on the due date, a fine of Re. 1/- per day will be levied.
3. However, PG students are allowed to renew the books for a further period of 15 days, provided no other student has applied for the same book.

### **Digital Library**

The Digital Library is furnished with 22 systems including of IBM Strong Server. There is a collection of 3718 selected CDs and DVDs. The digital section is powered with N-list online database which has 6,000+ e-journals and 31,35,000+ e-books. The College has online membership with the NDL(National Digital Library) and NPTEL(National Programme on Technology Enhanced Learning), etc by UGC-MHRD

Its also provides E-learning through NPTEL online Web and video courses in various disciplines stream at digital Library.

### **Internet Access**

Free Internet facility is offered to students. Services such as printouts, CD Access, CD and DVD Writing Services, Scanner Services, Reprographic Services and Green Digital Library Strong Services are also available.

### **CD/Back Issue Periodicals**

The students can borrow one CD/Back issue of periodicals for a period of 2 days. Penalty of Rs. 1/- per day will be levied, if they fail to return the CD/Back issue periodicals on or before the due date

### **Book Bank**

Library has 103 Books at Book Bank for underprivileged students to learn them.

### **HOSTEL**

Hostel facilities are provided separately for ladies with facilities for entertaining and recreation at moderate fee.

## **Rules for Hostellers**

1. Discipline of the highest order is to be maintained in the hostel.
2. Skipping Classes and unauthorized staying in the hostel without proper permission from the Warden / Principal will be viewed seriously.
3. Guests or day scholars are not permitted in the hostel room.
4. Hostellers are expected to take their food in the mess on time, announced from time to time.
5. Compulsory study hours will be followed between 8.45 p.m. and 10.00 p.m. every day.
6. Hostellers are not permitted to go out in the morning or evening without the written permission from the Warden / Principal.
7. No student will be permitted to enter or leave the hostel after 7 p.m.
8. Students must submit leave applications, duly signed by respective HOD s and Principal to avail leave.
9. Guests shall be met in the Guest Room.
10. Hostellers are not permitted to have vehicles, radios, two-in ones or television sets.
11. Cell phones, pagers and accessories of such kind are not entertained.
12. Consumption of alcohol, smoking or playing cards inside the hostel is an offence.
13. Valuables like jewels, cash, etc. should be taken care of the individual. The authorities are in no way responsible for the loss or theft of the same in the regard.
14. No private tour organized by the students is encouraged.
15. Mess bills should be promptly paid before 20th of every month.
16. Hostellers can take their examinations only after producing 'No Dues' certificate from the hostel warden. Genuine grievances, if any should be represented to the Warden in written form.
17. Hostellers are accountable for the damage of furniture, fittings, etc.

18. No reduction in mess bill will be allowed for those going on leave for a period of less than three days.

### **PROVISIONS OF ACT ON RAGGING**

The Tamil Nadu Government has issued strict orders against ragging under the Ragging Prohibition Act, 1996. Ragging is banned both within and outside the institution. Those who violate or ignore these rules will be liable for the following punishments:

1. Imprisonment up to a term of two year
2. A fine up to Rs.10,000
3. Dismissal from the institution and denial of admission elsewhere in any other institution.
4. The Principal has the right to initiate action of any kind, without any enquiry immediately.

### **Ragging is**

Indulging in any act that causes or is likely to cause any physical or psychological harm or raise apprehension of fear or shame or embarrassment to other students. Teasing, abusing, playing practical jokes, causing hurt or asking a new student to do any act or to perform something which such student will not in any ordinary course willingly do.

### **AFFIDAVIT**

I.....son of / daughter of Sri/Srimathi.....studying in.....course at VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore 641 042 hereby solemnly declare that I am fully aware of the legal consequences of ragging of the students of this college and other college , namely : The Tamil Nadu Government has issued strict orders against ragging under the Ragging Prohibition Act, 1996; Ragging is banned both within and outside the institution. Those who violate or ignore these rules will be liable for the following punishments;

1. Imprisonment up to a term of two year.
2. A fine up to Rs.2,50,000/- as per UGC
3. Dismissal from the institution and denial of admission



elsewhere in any other institution.

4. The Principal has the right to initiate action of any kind, without any enquiry immediately.

If assure that, I shall not indulge in any form of ragging of any student in this college or other colleges individually or as a member of a group either within or outside the campus, as well as in the hostel, bus, train or elsewhere at any time.

If I am found guilty of ragging, I know that I may be sent immediately out of the college even without enquiry and in addition, even a complaint may be lodged with the police.

**Date:**

**Signature of the Student**

I solemnly affirm the above declaration of my son / daughter and take the responsibility for his/her expected good behavior.

**Signature of the Father/Guardian**

### **Ban on Drugs**

The college strictly bans the use of Pan Parag, liquor and drugs of all sorts and smoking within the college premises. Any student found to indulge in any of these activities will be seriously dealt with. Therefore, all students, in the interest of their future, are advised to behave properly and conduct themselves in a disciplined way.

### **Best Student Awards**

Based on their academic performance, participation in co-curricular and extra - curricular activities and exemplary behavior and character, the **BEST STUDENT AWARD** will be given every year separately to the Under - Graduate and Post - Graduate students. Award is also given to 100 % attendance throughout the course of study. Students excelling in sports, NSS and NCC activities are also encouraged by awarding Best Sports Person, Best NSS Volunteer and Best NCC Cadet.

## ACADEMIC SCHEDULE 2019-2020

JUNE - 2019				
Date	Day Order	Day	Working Days	Remarks
1		SAT		
2		SUN	-	
3		MON		
4		TUE		
5		WED	-	Ramzan (Idul Fitr)
6		THU		
7		FRI		
8		SAT		
9		SUN		
10		MON		
11		TUE		
12		WED		
13		THU		
14		FRI		
15		SAT		
16		SUN	-	
17		MON		
18		TUE		
19		WED		
20		THU		
21		FRI		
22		SAT		
23	-	SUN	-	
24	I	MON	1	Re-Opening (II & III YEAR)
25	II	TUE	2	
26	III	WED	3	
27	IV	THU	4	
28	V	FRI	5	
29	VI	SAT	6	Working Day
30	-	SUN	-	

**JULY - 2019**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	I	MON	7	
2	II	TUE	8	
3	III	WED	9	
4	IV	THU	10	
5	V	FRI	11	
6	-	SAT	-	Holiday
7	-	SUN	-	
8	VI	MON	12	
9	I	TUE	13	
10	II	WED	14	
11	III	THU	15	
12	IV	FRI	16	
13	V	SAT	17	Working day
14	-	SUN	-	
15	VI	MON	18	
16	I	TUE	19	
17	II	WED	20	
18	III	THU	21	
19	IV	FRI	22	
20	-	SAT	-	Holiday
21	-	SUN	-	
22	V	MON	23	
23	VI	TUE	24	
24	I	WED	25	
25	II	THU	26	
26	III	FRI	27	
27	IV	SAT	28	Working Day
28	-	SUN	-	
29	V	MON	29	
30	VI	TUE	30	
31	I	WED	31	

**AUGUST - 2019**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	II	THU	32	
2	III	FRI	33	
3	-	SAT	-	Holiday
4	-	SUN	-	
5	IV	MON	34	
6	V	TUE	35	
7	VI	WED	36	
8	I	THU	37	
9	II	FRI	38	
10	III	SAT	39	Working Day
11	-	SUN	-	
12	-	MON	-	Bakrid
13	IV	TUE	40	
14	V	WED	41	
15	-	THU	-	Independence Day
16	VI	FRI	42	
17	I	SAT	43	Working Day
18	-	SUN	-	
19	II	MON	44	
20	III	TUE	45	Pre-Model Exam(UG & PG Final Years)
21	IV	WED	46	
22	V	THU	47	
23	-	FRI	-	KRISHNA JAYANTHI
24	VI	SAT	48	Working Day
25	-	SUN	-	
26	I	MON	49	
27	II	TUE	50	
28	III	WED	51	
29	IV	THU	52	
30	V	FRI	53	
31	VI	SAT	54	Working Day

**SEPTEMBER - 2019**

Date	Day Order	Day	Working Days	Remarks
1	-	SUN	-	
2	-	MON	-	Vinayakar Chathurthi
3	I	TUE	55	
4	II	WED	56	
5	III	THU	57	
6	IV	FRI	58	
7	V	SAT	59	Working Day
8	-	SUN	-	
9	-	MON	-	
10	-	TUE	-	Muharram
11	-	WED	-	Onam
12	VI	THU	60	
13	I	FRI	61	Pre-Model Exam (PG I Years )
14	II	SAT	62	Working Day
15	-	SUN	-	
16	III	MON	63	
17	IV	TUE	64	
18	V	WED	65	
19	VI	THU	66	
20	I	FRI	67	
21	-	SAT	-	Holiday
22	-	SUN	-	
23	II	MON	68	
24	III	TUE	69	
25	IV	WED	70	
26	V	THU	71	
27	VI	FRI	72	
28	I	SAT	73	Working Day
29	-	SUN	-	
30	II	MON	74	

**OCTOBER - 2019**

Date	Day Order	Day	Working Days	Remarks
1	III	TUE	75	
2	-	WED	-	Gandhi Jayanthi
3	IV	THU	76	
4	V	FRI	77	
5	-	SAT	-	Holiday
6	-	SUN	-	
7	-	MON	-	Ayutha Pooja
8	-	TUE	-	Vijayadasami
9	VI	WED	78	
10	I	THU	79	
11	II	FRI	80	
12	III	SAT	81	Working Day
13	-	SUN	-	
14	IV	MON	82	
15	V	TUE	83	
16	VI	WED	84	
17	I	THU	85	Model Exam
18	II	FRI	86	
19	III	SAT	87	Working Day
20	-	SUN	-	
21	IV	MON	88	
22	V	TUE	89	
23	VI	WED	90	
24	I	THU	91	
25	II	FRI	92	SEMESTER PRACTICAL EXAMINATION COMMENCES
26	-	SAT	-	Holiday
27	-	SUN	-	Deepavali
28	III	MON	93	
29	IV	TUE	94	
30	V	WED	95	
31	VI	THU	96	

**NOVEMBER - 2019**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1		FRI	97	Comprehensive Exam Commences
2		SAT	98	Working Day
3		SUN	-	
4		MON	99	
5		TUE	100	
6		WED	101	
7		THU	102	
8		FRI	103	
9		SAT	-	Holiday
10		SUN	-	Mi-Lad-Nabi
11		MON	104	
12		TUE	105	
13		WED	106	
14		THU	107	
15		FRI	108	
16		SAT	109	Working Day
17		SUN	-	
18		MON	110	
19		TUE	111	
20		WED	112	
21		THU	113	
22		FRI	114	
23		SAT	-	Holiday
24		SUN	-	
25		MON	115	
26		TUE	116	
27		WED	117	
28		THU	118	End of Comprehensive Examination
29		FRI		
30		SAT		

**DECEMBER - 2019**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	-	SUN	-	
2	I	MON	1	
3	II	TUE	2	
4	III	WED	3	
5	IV	THU	4	
6	V	FRI	5	
7	-	SAT	-	Holiday
8	-	SUN	-	
9	VI	MON	6	
10	I	TUE	7	
11	II	WED	8	
12	III	THU	9	
13	IV	FRI	10	
14	V	SAT	11	Working Day
15	-	SUN	-	
16	VI	MON	12	
17	I	TUE	13	
18	II	WED	14	
19	III	THU	15	
20	IV	FRI	16	
21	-	SAT	-	Holiday Day
22	-	SUN	-	
23	V	MON	17	
24	VI	TUE	18	
25	-	WED	-	Christmas
26	I	THU	19	
27	II	FRI	20	
28	III	SAT	21	Working Day
29	-	SUN	-	
30	IV	MON	22	
31	V	TUE	23	



**JANUARY - 2020**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	-	WED	-	New Year's Day
2	VI	THU	24	
3	I	FRI	25	
4	-	SAT	-	Holiday
5	-	SUN	-	
6	II	MON	26	
7	III	TUE	27	
8	IV	WED	28	
9	V	THU	29	
10	VI	FRI	30	
11	I	SAT	31	Working Day
12	-	SUN	-	
13	II	MON	32	
14	-	TUE	-	Bogi
15	-	WED	-	Pongal
16	-	THU	-	Thiruvalluvar
17	-	FRI	-	Uzhavar Thirunal
18	-	SAT	-	Holiday
19	-	SUN	-	
20	III	MON	33	
21	IV	TUE	34	
22	V	WED	35	
23	VI	THU	36	
24	I	FRI	37	
25	II	SAT	38	Working Day
26	-	SUN	-	Republic Day
27	III	MON	39	Pre-Model Exam
28	IV	TUE	40	
29	V	WED	41	
30	VI	THU	42	
31	I	FRI	43	

**FEBRUARY - 2020**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	II	SAT	44	Working Day
2	-	SUN		
3	III	MON	45	
4	IV	TUE	46	
5	V	WED	47	
6	VI	THU	48	
7	I	FRI	49	
8	-	SAT	-	Holiday
9	-	SUN	-	
10	II	MON	50	
11	III	TUE	51	
12	IV	WED	52	
13	V	THU	53	
14	VI	FRI	54	
15	-	SAT	-	Holiday
16	-	SUN	-	
17	I	MON	55	
18	II	TUE	56	
19	III	WED	57	
20	IV	THU	58	
21	V	FRI	59	
22	VI	SAT	60	Working Day
23	-	SUN	-	
24	I	MON	61	
25	II	TUE	62	
26	III	WED	63	
27	IV	THU	64	
28	V	FRI	65	
29	VI	SAT	66	Working Day

**MARCH - 2020**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	-	SUN	-	
2	I	MON	67	
3	II	TUE	68	
4	III	WED	69	
5	IV	THU	70	
6	V	FRI	71	
7	-	SAT	-	Holiday
8	-	SUN	-	
9	VI	MON	72	
10	I	TUE	73	
11	II	WED	74	
12	III	THU	75	
13	IV	FRI	76	
14	V	SAT	77	Working Day
15	-	SUN	-	
16	VI	MON	78	Model Exam
17	I	TUE	79	
18	II	WED	80	
19	III	THU	81	
20	IV	FRI	82	
21	V	SAT	83	Working Day
22	-	SUN	-	
23	VI	MON	84	
24	I	TUE	85	
25	-	WED	-	
26	II	THU	86	
27	III	FRI	87	
28	-	SAT	-	Holiday
29	-	SUN	-	
30	IV	MON	88	Semester Practical Examination Commences
31	V	TUE	89	-

**APRIL - 2020**

Date	Day Order	Day	Working Days	Remarks
1	VI	WED	90	
2	I	THU	91	
3	II	FRI	92	
4	III	SAT	93	Working Day
5	-	SUN	-	
6	-	MON	-	Mahavir Jayanthi
7	IV	TUE	94	
8	V	WED	95	Semester Exam Commences
9	VI	THU	96	
10	-	FRI	-	Good Friday
11	I	SAT	97	Working Day
12	-	SUN	-	
13	II	MON	98	
14	-	TUE	-	Tamil New Year & Mahavir Jayanthi
15	III	WED	99	
16	IV	THU	100	
17	V	FRI	101	
18	-	SAT	-	Holiday
19	-	SUN	-	
20	VI	MON	102	
21		TUE		
22		WED		
23		THU		
24		FRI		
25		SAT		
26		SUN		
27		MON		
28		TUE		
29		WED		
30		THU		

MAY - 2020				
Date	Day Order	Day	Working Days	Remarks
1		FRI	-	May Day
2		SAT		
3		SUN		
4		MON		
5		TUE		
6		WED		
7		THU		
8		FRI		
9		SAT		
10		SUN		
11		MON		
12		TUE		
13		WED		
14		THU		
15		FRI		
16		SAT		
17		SUN		
18		MON		
19		TUE		
20		WED		
21		THU		
22		FRI		
23		SAT		
24		SUN		
25		MON		
26		TUE		
27		WED		
28		THU		
29		FRI		
30		SAT		
31		SUN		



**JULY - 2019**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	I	MON	7	
2	II	TUE	8	
3	III	WED	9	
4	IV	THU	10	
5	V	FRI	11	
6	-	SAT	-	Holiday
7	-	SUN	-	
8	VI	MON	12	
9	I	TUE	13	
10	II	WED	14	
11	III	THU	15	
12	IV	FRI	16	
13	V	SAT	17	Working day
14	-	SUN	-	
15	VI	MON	18	
16	I	TUE	19	
17	II	WED	20	
18	III	THU	21	
19	IV	FRI	22	
20	-	SAT	-	Holiday
21	-	SUN	-	
22	V	MON	23	
23	VI	TUE	24	
24	I	WED	25	
25	II	THU	26	
26	III	FRI	27	
27	IV	SAT	28	Working Day
28	-	SUN	-	
29	V	MON	29	
30	VI	TUE	30	
31	I	WED	31	

**AUGUST - 2019**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	II	THU	32	
2	III	FRI	33	
3	-	SAT	-	Holiday
4	-	SUN	-	
5	IV	MON	34	
6	V	TUE	35	
7	VI	WED	36	
8	I	THU	37	
9	II	FRI	38	
10	III	SAT	39	Working Day
11	-	SUN	-	
12	-	MON	-	Bakrid
13	IV	TUE	40	
14	V	WED	41	
15	-	THU	-	Independence Day
16	VI	FRI	42	
17	I	SAT	43	Working Day
18	-	SUN	-	
19	II	MON	44	
20	III	TUE	45	Pre-Model Exam(UG & PG Final Years)
21	IV	WED	46	
22	V	THU	47	
23	-	FRI	-	KRISHNA JAYANTHI
24	VI	SAT	48	Working Day
25	-	SUN	-	
26	I	MON	49	
27	II	TUE	50	
28	III	WED	51	
29	IV	THU	52	
30	V	FRI	53	
31	VI	SAT	54	Working Day



**SEPTEMBER - 2019**

Date	Day Order	Day	Working Days	Remarks
1	-	SUN	-	
2	-	MON	-	Vinayakar Chathurthi
3	I	TUE	55	
4	II	WED	56	
5	III	THU	57	
6	IV	FRI	58	
7	V	SAT	59	Working Day
8	-	SUN	-	
9	-	MON	-	
10	-	TUE	-	Muharram
11	-	WED	-	Onam
12	VI	THU	60	
13	I	FRI	61	Pre-Model Exam (PG I Years )
14	II	SAT	62	Working Day
15	-	SUN	-	
16	III	MON	63	
17	IV	TUE	64	
18	V	WED	65	
19	VI	THU	66	
20	I	FRI	67	
21	-	SAT	-	Holiday
22	-	SUN	-	
23	II	MON	68	
24	III	TUE	69	
25	IV	WED	70	
26	V	THU	71	
27	VI	FRI	72	
28	I	SAT	73	Working Day
29	-	SUN	-	
30	II	MON	74	

**OCTOBER - 2019**

Date	Day Order	Day	Working Days	Remarks
1	III	TUE	75	
2	-	WED	-	Gandhi Jayanthi
3	IV	THU	76	
4	V	FRI	77	
5	-	SAT	-	Holiday
6	-	SUN	-	
7	-	MON	-	Ayutha Pooja
8	-	TUE	-	Vijayadasami
9	VI	WED	78	
10	I	THU	79	
11	II	FRI	80	
12	III	SAT	81	Working Day
13	-	SUN	-	
14	IV	MON	82	
15	V	TUE	83	
16	VI	WED	84	
17	I	THU	85	Model Exam
18	II	FRI	86	
19	III	SAT	87	Working Day
20	-	SUN	-	
21	IV	MON	88	
22	V	TUE	89	
23	VI	WED	90	
24	I	THU	91	
25	II	FRI	92	SEMESTER PRACTICAL EXAMINATION COMMENCES
26	-	SAT	-	Holiday
27	-	SUN	-	Deepavali
28	III	MON	93	
29	IV	TUE	94	
30	V	WED	95	
31	VI	THU	96	

**NOVEMBER - 2019**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1		FRI	97	Comprehensive Exam Commences
2		SAT	98	Working Day
3		SUN	-	
4		MON	99	
5		TUE	100	
6		WED	101	
7		THU	102	
8		FRI	103	
9		SAT	-	Holiday
10		SUN	-	Mi-Lad-Nabi
11		MON	104	
12		TUE	105	
13		WED	106	
14		THU	107	
15		FRI	108	
16		SAT	109	Working Day
17		SUN	-	
18		MON	110	
19		TUE	111	
20		WED	112	
21		THU	113	
22		FRI	114	
23		SAT	-	Holiday
24		SUN	-	
25		MON	115	
26		TUE	116	
27		WED	117	
28		THU	118	End of Comprehensive Examination
29		FRI		
30		SAT		

**DECEMBER - 2019**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	-	SUN	-	
2	I	MON	1	
3	II	TUE	2	
4	III	WED	3	
5	IV	THU	4	
6	V	FRI	5	
7	-	SAT	-	Holiday
8	-	SUN	-	
9	VI	MON	6	
10	I	TUE	7	
11	II	WED	8	
12	III	THU	9	
13	IV	FRI	10	
14	V	SAT	11	Working Day
15	-	SUN	-	
16	VI	MON	12	
17	I	TUE	13	
18	II	WED	14	
19	III	THU	15	
20	IV	FRI	16	
21	-	SAT	-	Holiday Day
22	-	SUN	-	
23	V	MON	17	
24	VI	TUE	18	
25	-	WED	-	Christmas
26	I	THU	19	
27	II	FRI	20	
28	III	SAT	21	Working Day
29	-	SUN	-	
30	IV	MON	22	
31	V	TUE	23	

**JANUARY - 2020**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	-	WED	-	New Year's Day
2	VI	THU	24	
3	I	FRI	25	
4	-	SAT	-	Holiday
5	-	SUN	-	
6	II	MON	26	
7	III	TUE	27	
8	IV	WED	28	
9	V	THU	29	
10	VI	FRI	30	
11	I	SAT	31	Working Day
12	-	SUN	-	
13	II	MON	32	
14	-	TUE	-	Bogi
15	-	WED	-	Pongal
16	-	THU	-	Thiruvalluvar
17	-	FRI	-	Uzhavar Thirunal
18	-	SAT	-	Holiday
19	-	SUN	-	
20	III	MON	33	
21	IV	TUE	34	
22	V	WED	35	
23	VI	THU	36	
24	I	FRI	37	
25	II	SAT	38	Working Day
26	-	SUN	-	Republic Day
27	III	MON	39	Pre-Model Exam
28	IV	TUE	40	
29	V	WED	41	
30	VI	THU	42	
31	I	FRI	43	

**FEBRUARY - 2020**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	II	SAT	44	Working Day
2	-	SUN		
3	III	MON	45	
4	IV	TUE	46	
5	V	WED	47	
6	VI	THU	48	
7	I	FRI	49	
8	-	SAT	-	Holiday
9	-	SUN	-	
10	II	MON	50	
11	III	TUE	51	
12	IV	WED	52	
13	V	THU	53	
14	VI	FRI	54	
15	-	SAT	-	Holiday
16	-	SUN	-	
17	I	MON	55	
18	II	TUE	56	
19	III	WED	57	
20	IV	THU	58	
21	V	FRI	59	
22	VI	SAT	60	Working Day
23	-	SUN	-	
24	I	MON	61	
25	II	TUE	62	
26	III	WED	63	
27	IV	THU	64	
28	V	FRI	65	
29	VI	SAT	66	Working Day

**MARCH - 2020**

<b>Date</b>	<b>Day Order</b>	<b>Day</b>	<b>Working Days</b>	<b>Remarks</b>
1	-	SUN	-	
2	I	MON	67	
3	II	TUE	68	
4	III	WED	69	
5	IV	THU	70	
6	V	FRI	71	
7	-	SAT	-	Holiday
8	-	SUN	-	
9	VI	MON	72	
10	I	TUE	73	
11	II	WED	74	
12	III	THU	75	
13	IV	FRI	76	
14	V	SAT	77	Working Day
15	-	SUN	-	
16	VI	MON	78	Model Exam
17	I	TUE	79	
18	II	WED	80	
19	III	THU	81	
20	IV	FRI	82	
21	V	SAT	83	Working Day
22	-	SUN	-	
23	VI	MON	84	
24	I	TUE	85	
25	-	WED	-	
26	II	THU	86	
27	III	FRI	87	
28	-	SAT	-	Holiday
29	-	SUN	-	
30	IV	MON	88	Semester Practical Examination Commences
31	V	TUE	89	-

**APRIL - 2020**

Date	Day Order	Day	Working Days	Remarks
1	VI	WED	90	
2	I	THU	91	
3	II	FRI	92	
4	III	SAT	93	Working Day
5	-	SUN	-	
6	-	MON	-	Mahavir Jayanthi
7	IV	TUE	94	
8	V	WED	95	Semester Exam Commences
9	VI	THU	96	
10	-	FRI	-	Good Friday
11	I	SAT	97	Working Day
12	-	SUN	-	
13	II	MON	98	
14	-	TUE	-	Tamil New Year & Mahavir Jayanthi
15	III	WED	99	
16	IV	THU	100	
17	V	FRI	101	
18	-	SAT	-	Holiday
19	-	SUN	-	
20	VI	MON	102	
21		TUE		
22		WED		
23		THU		
24		FRI		
25		SAT		
26		SUN		
27		MON		
28		TUE		
29		WED		
30		THU		



MAY - 2020				
Date	Day Order	Day	Working Days	Remarks
1		FRI	-	May Day
2		SAT		
3		SUN		
4		MON		
5		TUE		
6		WED		
7		THU		
8		FRI		
9		SAT		
10		SUN		
11		MON		
12		TUE		
13		WED		
14		THU		
15		FRI		
16		SAT		
17		SUN		
18		MON		
19		TUE		
20		WED		
21		THU		
22		FRI		
23		SAT		
24		SUN		
25		MON		
26		TUE		
27		WED		
28		THU		
29		FRI		
30		SAT		
31		SUN		



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