



VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)
AFFILIATED TO BHARATHIAR UNIVERSITY
KOVAIPUDUR, COIMBATORE - 42

AQAR – 2021-2022

CRITERIA – VI

**Metric-6.2.2 Administrative setup and
Procedures**

The following details are provided as sample document 1. About us

1. Hand Book
2. Code of Conduct



VLB
JANAKIAMMAL
COLLEGE OF ARTS & SCIENCE



STUDENT

H A N D B O O K

2021 - 2022



AN AUTONOMOUS INSTITUTION | AFFILIATED TO BHARATHIAR UNIVERSITY

Re- Accredited by NAAC with "A" Grade | Approved by UGC and AICTE,
ISO 9001 : 2015 Certified Institution | Accredited by TCS.



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

Re-Accredited by NAAC with 'A' Grade, ISO 9001: 2015
Certified

Affiliated to Bharathiar University and Approved by UGC
and AICTE

Accredited by TCS

Kovaipudur, Coimbatore - 641 042

Landline: 0422 2605162, 2605163

Working Hours College

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

Office

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

HANDBOOK (2021 – 2022)

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 30th 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 17 UG and 5 PG Courses, Diploma, Certificate Programmes, M.Phil. and Ph.D. (Full Time, Part Time). Research Programmes are offered in Tamil, Mathematics, Commerce, Computer Science, Library and Information Science and Management disciplines.

MOTTO OF THE COLLEGE: KNOWLEDGE IS POWER

Courses Offered Under - Graduate Courses

- | | |
|--------------------|---|
| B.A.(Englis) | - Bachelor of Arts (English Literature) |
| B.Sc.(Mathematics) | - Bachelor of Science(Mathematics) |
| B.Sc. (ECS) | - Bachelor of Science (Electronics and Communications System) |
| B.Sc.(CS&H) | - 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. (Viscom) | - 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.(CS) | - 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.(ECS)	-	Master of Science (Electronics and Communication Systems)
M.Sc.(Maths)	-	Master of Science (Mathematics)

Research Programmes – Full Time and Part Time

M.Phil and Ph.D[Part Time] - Tamil, English, Management and Library and Information Science.

M.Phil [Full Time] – Commerce and Computer Science

M.Phil [Part Time] – Mathematics.

MEMBERS OF FACULTY

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

DEPARTMENT OF TAMIL			
5	Dr. G. Suresh	Head & Associate Professor	M.A., M.Phil., M.Ed., DGT., Ph.D.
6	Mr. S. Saravanakumar	Associate Professor	M.A., M.Phil., CLISC, NET.
7	Dr. C. Dheebea	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.
DEPARTMENT OF ENGLISH			
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.,(Ph.D).
13	Ms. K. Hemalatha	Assistant Professor	M.A., M.Phil.
14	Mrs. R. Ramaprabha	Assistant Professor	M.A., B.Ed.,M.Phil.
15	Mr.P.Mohanraj	Assistant Professor	B.A.,M.A.,M.Phil., (Ph.D).
16	Mrs.M.Prabha	Assistant Professor	MA.,M.Phil.,(B.Ed)
17	Mr.K.Duraipandi	Assistant Professor	B.Ed.,MA.,M.Phil.
18	Ms.Nivethitha.N	Assistant Professor	M.A.,UGC NET., PGDELT.
19	Ms.Kiruthikanithi	Assistant Professor	MA.,(B.Ed).
DEPARTMENT OF HINDI			
20	Dr. K. S. Jalajamany	Head & Associate Professor	M.A., M.Phil., Ph.D.

DEPARTMENT OF COMMERCE			
21	Dr. A. Sulekha	Head(UG) & Assistant Professor	M.Com., M.Phil., PGDCA., Ph.D.,NET.
22	Mrs. T. Merlin Usha	Head(PG) & Assistant Professor	M.Com (CA)., M.Phil., PGDCA.,NET.
23	Ms. M. Sangeetha	Assistant Professor	M.Com., M.Phil.,
24	Mrs. S. V. Anitha	Assistant Professor	M.Com., M.B.A., M.A., M.Phil.
25	Dr. K. Amutha	Associate Professor	M.Com, M.Phil., PGDCA., Ph.D.
26	Mrs. R. Murugalakshmi	Assistant Professor	M.Com., M.Phil.,(Ph.D).
27	Mrs.G. Viji	Assistant Professor	M.Com., B.Ed., M.Phil.,SET,NET.
28	Ms.S. Shobana Sindhu	Assistant Professor	M.Com., M.Phil.
29	Mr.V.Nithyanantham	Guest Lecturer	M.Com., M.Phil.
DEPARTMENT OF COMMERCE WITH CORPORATE SECRETARYSHIP& INFORMATION TECHNOLOGY			
30	Dr. N. Latha	Head & Associate Professor	M.Com., B.Ed., M.Phil., M.B.A.,Ph.D.
31	Mr. S. Manivarma	Assistant Professor	M.Com., M.B.A., MA .,(Ph.D).
32	Dr. R. Francina Pracila Mary	Assistant Professor	M.Com (CA), M.Phil, Ph.D.
33	Mrs. S. Rukshana Begum	Assistant Professor	M.Com., M.Phil., SET.
34	Ms. A.S. Nithya	Assistant Professor	M.C.A., M.Phil., SET.
35	Ms. T. S. Veena	Assistant Professor	M.Com., B.Ed., M.Phil.
36	Mrs.K.Baby Saranya	Assistant Professor	M.com.,M.Phil., P.hd.

DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS			
37	Mrs.S.Bhuvanewari	Head & Associate Professor	MCS.,M.Phil., M.B.A,PGDCA ,(Ph.D).
38	Mr. M. Mahendiran	Assistant Professor	M.C.A, M.Phil.
39	Dr..R.Sindhuja	Assistant Professor	M.Com.(CA), M.Phil., Ph.D.
40	Mr.I.Sudhakar	Assistant Professor	M.C.A, M.Phil., M.B.A.
41	Mrs.K.Umamaheswari	Assistant Professor	M.Com.(CA), M.Phil.
42	Mr.J.Balakrishnan	Assistant Professor	M.com.,Mcom FCA.,ADSPM., (Ph.D)..
DEPARTMENT OF COMMERCE WITH PROFESSIONAL ACCOUNTING			
43	Dr.P.Shanthini	Head & Assistant Professor	M.Com., M.B.A., M.Phil., Ph.D.
44	Dr.A.S.Naveenkumar	Associate Professor	M.C.A, M.Phil.(CS)., M.Com, M.Phil(Com)., M.Com.(CA)., Ph.D(CS).
45	Dr. S. Radhika	Assistant Professor	M.Com., M.Phil., NET Ph.D.
46	Mrs.Deepa.V	Assistant Professor	M.Com.,M.Phil., PGDIB.
DEPARTMENT OF BUSINESS ADMINISTRATION(UG)			
47	Dr. R.Preetha	Head &Assistant Professor	M.B.A, M.Phil., PGDCA, PGDIB,Ph.D.
48	Mr.A.Kanimozhi	Assistant Professor	M.Sc.(CS).,M.Phil.
49	Mrs.C.Malathi	Assistant Professor	M.C.A., M.Phil.
50	Mrs.S.Deepalakshmi	Assistant Professor	M.Sc., M.Phil.,SET., (Ph.D).
51	Mr.D.Janarthan	Assistant Professor	MBA, M.Phil .,(Ph.D).
52	Mr.T.Selvakumar	Assistant Professor	M.B.A., M.Phil., SET.,NET .,(Ph.D).

53	Dr.G.Gowsalya	Assistant Professor	M.B.A., Ph.D.
54	Mrs.R.Kirthika	Assistant Professor	MBA
55	Mrs.A.Gowri	Assistant Professor	MBA.,M.Phil., PGDCA.,(Ph.D).
DEPARTMENT OF BUSINESS ADMINISTRATION (PG)			
56	Dr.T.Beena	Head & Associate Professor	MBA.,M.Phil., Ph.D.,NET.,SET.
57	Mr.A.Prakash	Assistant Professor	M.Sc, M.Phil.,(Ph.D).
58	Mr. P.Vijeyakumar	Assistant Professor	M.B.A, M.COM., M.Phil., PGDFT.
59	Ms.M.Kiruthika	Assistant Professor	M.B.A,M.Sc(Psy), M.Phil.
60	Mr.S.Siva	Assistant Professor	M.B.A., M.Phil.
61	Dr.R.V.Suresh	Assistant Professor	MBA.,M.Phil.,Ph.D
DEPARTMENT OF MATHEMATICS			
62	Ms. M. Shyamala	Head(UG) & Assistant Professor	M.Sc., M.Phil.
63	Dr.J.Shiana	Head (PG) & Associate Professor	M.Sc., M.Phil., Ph.D.,PGDCA
64	Mr. T. Karuppusamy	Assistant Professor	M.Sc., M.Phil., M.B.A.,(Ph.D).
65	Mr. C.Ranjithkumar	Assistant Professor	M.Sc., M.Phil.
66	Ms. R. Karthika	Assistant Professor	M.Sc., M.Phil.
67	Mr.N.Gokulakannan	Assistant Professor	M.Sc., M.Phil.

68	Mr.P.Rajasekar	Assistant Professor	M.Sc., M.Phil.
69	Mrs.S.Shakilabanu	Assistant Professor	M.Sc., M.Phil., PGDCA.
70	Mrs.L. Lincy	Assistant Professor	M.SC.,M.Phil
71	Mrs.M.Pavithra	Assistant Professor	M.sc.,M.Phil
DEPARTMENT OF ELECTRONICS			
72	Dr.K.Vasudevan	Head & Associate Professor	M.Sc., M.Phil., Ph.D.
73	Mr.S.Prince Immanuel Alexander	Associate Professor	M.Sc., M.Phil., PGDCA.
74	Mr.J.Dinesh Kumar	Assistant Professor	M.Sc., M.Phil ,(Ph.D).
75	Dr.B.Suresh	Assistant Professor	M.Sc., M.Phil.,Ph.D.
76	Dr.R.RajKumar	Assistant Professor	M.Sc., M.Phil., Ph.D.,PGD-TMA
DEPARTMENT OF CATERING SCIENCE AND HOTEL MANAGEMENT			
77	Mr.S.Fabian Charles Nathan	Head & Assistant Professor	B.Sc., MHRM.
78	Mr.K.HariPrasad	Assistant Professor	B.sc Catering. MBA.,,
79	A.Karthick Prakash	Assistant Professor	B.sc (CS&HM)., MBA.

DEPARTMENT OF COMPUTER SCIENCE			
80	Mr.V.Murugesan	Head & Associate Professor	M.C.A., M.Phil.
81	Dr.T.Premalatha	Associate Professor	M.C.A., M.Phil.Ph.D.
82	Ms.J.Ramkumar	Assistant Professor	M.C.A., M.Phil.
83	Mrs.A.Deepa	Assistant Professor	M.C.A., M.Phil.
84	Mrs.M.Kayalvizhi	Assistant Professor	M.C.A., M.Phil.
85	Mr.S.Samson Dinakaran	Assosiate Professor	M.Sc., M.Phil.
86	Mrs.S.Ranjani	Assistant Professor	M.C.A., M.Phil.
DEPARTMENT OF INFORMATION TECHNOLOGY & COMPUTER TECHNOLOGY			
87	Mr.R.Kanagaraj	Head & Associate Professor	M.Sc., M.Phil.
88	Ms.G.Deepalakshmi	Assistant Professor	M.Sc., M.Phil., PGDAIT.
89	Mr.R.Maheshkumar	Assistant Professor	M.C.A., M.Phil.
90	MS.S. Geetha Priya	Assistant Professor	M.C.A., MBA., M.Phil.
91	Mr.P.Deepan Babu	Assistant Professor	M.Sc., M.Phil.
92	Mrs.P.Preetha	Assistant Professor	M.C.A., M.Phil.
93	Mrs.C.Veni	Assistant Professor	M.Sc.,M.Phil.

DEPARTMENT OF COMPUTER APPLICATION (UG)			
94	Mr.S.Shanth Gohul	Head & Assistant Professor	M.C.A., M.Phil.
95	Mr.S.K.Ravichandran	Assistant Professor	M.Sc., M.Phil.
96	Mr. K.Sasi Kumar	Assistant Professor	M.C.A., M.Phil.
97	Ms.C.Nandhini	Assistant Professor	MCA.,M.Phil
98	Ms.S.Priyadarshini	Assistant Professor	M.Sc., M.Phil.
DEPARTMENT OF MCA & M.Sc.(SS)			
99	Mr.C.N.Manokaran	Head(I/C)& Associate Professor	M.Sc., M.Phil.
100	Mr. B. Ramesh	Assistant Professor	M.Sc., M.Phil.
101	Mr.N.Karthick	Assistant Professor	M.Sc, M.C.A., M.Phil.
102	Mr.G.Rajesh	Assistant Professor	M.C.A., M.Phil.,(Ph.D).
DEPARTMENT OF VISUAL COMMUNICATION			
103	Mrs.J.Sudha Priya	Head(I/C) & Assistant Professor	M.Sc.
104	Mr.P.Adithyan	Assistant Professor	MA., M.Phil.
105	Mr.E.Alex Raja	Assistant Professor	M.A(ENGLISH)., M.A(VISCOM) .
106	Mr.Karthik Gonsalvez.A	Assistant Professor	M.sc.,M.Phil.,
DEPARTMENT OF COSTUME DESIGN AND FASHION			
107	Mrs.V.Meenakshi	Head(I/C) & Assistant Professor	DBC.,MSc.,
108	Mr.K.Kavithasan	Assistant Professor	M.Sc.,M.Phil.

109	Mrs.J.Nithya	Assistant Professor	M.Sc.
110	Ms.S.Devaki	Assistant Professor	M.Sc.
PHYSICAL EDUCATION			
111	Dr.J.Golda	Director, Phy.Education	M.Com., M.P.Ed., M.Phil., Ph.D.
112	Mr.J.Godwin Ezekiel	Assistant Phy.Director	B.B.M., M.P.Ed.,(Ph.D).
FRENCH			
113	Mrs.J.Kirubhashini	Guest Lecturer	B.S.W.,B.E.,DELE
LIBRARIAN			
114	Dr.R.Mahesh Kumar	Librarian	MLISc., M.Phil., Ph.D.
<u>NON-TEACHING STAFF</u>			
OFFICE			
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	Mr.S.Sivakumar	B.Com.	Transport Officer
6	Mrs.Anjel Jose	M.Com	Accountant
7	Mrs.N.Anitha	B.Com.	Purchase Incharge
8	Mrs.V.Saratha	B.Com.	Admission Counselor
9	Mrs.B.Shanmugapriya	MSC CS	Office Staff
10	Mrs.J.Jasmine	B.Com.	Accountant
11	Mrs.N.Chandrika	PDC.,DOA	Office Assistant

CONTROLLER OF EXAMINATIONS SECTION			
12	Ms.V.Sangeetha	B.Com., M.B.A.	COE Staff
13	Mrs.P.Ramya	B.A.	COE Staff
WEB DESIGNER			
14	Mr.R.Vivekanandan	M.C.A.	Graphic Designer
SYSTEM ADMINISTRATOR			
15	Mr.M.S.Gomuraj	B.E., MBA.	System Administrator
PROGRAMMERS			
16	Mrs.D.Subashri	B.E.	Programmer (Viscom)
17	Ms.N.Ranjitha	B.A (Economics), MBA.,(Montessori)	Programmer
18	Ms.K.Kowsalya	B.Com (CA),	Programmer
19	Ms.S.Keerthi Priya	MCA.,(B.Ed)	Programmer
20	Ms. V.Menaka	B.Com (AF)	Programmer
CDF Programmer			
21	Ms.J.Grace Esther	B.Sc.(Biotec).	CDF Lab Assiant
ASST. LIBRARIAN			
22	Mrs.Sumitha	B.COM.,BLIS., MLIS.	Assistant Librarian
23	Mrs.G.Jeeva Violet	M.A (Tamil),M.L.I.S.	Assistant Librarian
24	Mrs.G.Anisha	MCA.,M.L.I.S.	Assistant Librarian

ATTENDER			
25	Mrs.A.Ananthi		Attender
26	Mr.K.Rangaraj		Attender
PLUMBER & ELECTRICIAN			
27	Mr.Mathavan	Diploma D.E.E.E.	Plumber and Electrician
GARDENER			
28	Mr.Ammasai		Gardener
MARKER			
29	Mr.Rangappan		Marker
HOUSE KEEPING STAFF			
30	Mrs.S.Padma		Sub Staff (Inside)
31	Mrs. M. Shanthi		Sub Staff (Inside)
32	Mrs. S.Saraswathi		Sub Staff (Inside)
33	Mrs.G.Padma		Sub Staff (Inside)
34	Mrs.V.Omana		Sub Staff (Inside)
35	Mrs.V.Jamunarani		Sub Staff (Inside)
36	Mrs.S.Kowsalya		Sub Staff (Inside)
37	Mrs.D.Jothi		Sub Staff (Inside)
38	Mrs.M.Patteeswari		Sub Staff (Inside)
39	Mrs.J.Nalina Devi		Boys Hostel
40	Mrs.R.Sarojini Devi		Boys Hostel
41	Mrs.P.Yasodha		Sub Staff (Inside)

42	Mrs.V.Kavitha		Sub Staff (Inside)
43	Mrs.N.Thayammal		Sub Staff (Out Side)
44	Mr.P.Marathal		Sub Staff (Out Side)
48	Mrs.M.Gowri		Sub Staff (Out Side)
49	Mr.N.Murugan		Sub Staff (Out Side)
50	Mr.Arumugam		Boys Hostel
51	Mrs.Mayila		Sub Staff (Out Side)
52	Mrs.V.Jothi		Girls Hostel
DRIVERS			
53	Mr.Kumar		Driver
54	Mr.C.Elango Vadivel		Driver
55	Mr.S.Robert Gladias		Driver
56	Mr.K.Surya Prakash		Driver
57	Mr.S.SujithKumar		Driver
58	Mr.K.Muruganandha N		Driver
59	Mr.A.Mohanan		Driver
60	Mr.K.K.Sajeevan		Driver
61	Mr.K.Marutha Muthu		Driver
SECURITY			
62	Mr.K.Ramasamy		Security
63	Mr.Subramani		Security
64	Mr.A.Duraisamy		Security

65	Mr.N.R.Palanisamy		Security
66	Mr.Ramachandran		Security
67	Mr.Singaravelu		Security
68	Mr.Krishnasamy		Security
69	Mr.Sivaraj		Security
70	Mr.Sreepathy		Security
71	Mr.N.Chinnasamy		Security
72	Mr.Velmurugan		Security
73	Mr.Vaithiyathan		Security
74	Mr.Thavamani		Security
75	Mr.Ayyasamy		Security
76	Mr.Muruganandan		Security

COMMITTEES

The following Committees have been constituted in the college for the Academic Year 2021-2022 to carry out various activities with effect from 14/06/2021. The Principal will be the Chairman of all the Committees.

<p><u>NAAC & IQAC</u> Dr. K.Vasudevan - Co-ordinator(Dept. of Electronics) Mr. R.Kanagaraj -Dept. of IT & CT Dr.B.Suresh –Dept. of Electronics Mr.B.Ramesh-Dept. of IT & CT</p>	<p><u>AICTE</u> Dr.T.Beena.-Dept. of M.B.A Mr.A.Prakash –Dept. of M.B.A</p>
<p><u>Original Certificates Verification</u> Dr.Naveen Kumar Dept. of B.Com.(PA) Dr.J.Shiana-Dept. Mathematics Mr.S.Saravanakumar - Dept. of Tamil Dr.B.Suresh - Dept. of Electronics Ms.R.Karthika- Dept. Mathematics</p>	<p><u>Curriculum Development</u> All Board Chairpersons</p>

<p><u>Identity Card</u> Mr.M.S.Gomuraj- System Administrator</p>	<p><u>Youth Red Cross</u> Mr.S.Saravanakumar-Dept. of Tamil</p>
<p><u>Women Empowerment Cell</u> Dr. C.Dheebea-Dept. of Tamil Dr..R.Preetha - Dept. of Management(UG) Dr.J.Golda-Dept. of Physical Education</p>	<p><u>Placement</u> Mr.Deepan Babu-Dept. of IT and CT Ms.S.Deepalakshmi-Dept. of BBA</p>
<p><u>NCC</u> Mr.S.Shanth Gohul - Dept. of B.C.A</p>	<p><u>NSS</u> Mr. C.Ranjith Kumar –Dept. of Mathematics Ms.M.Sangeetha-Dept. of Commerce Mr.D.Janarthanam</p>
<p><u>External/Internal Competitions .</u> Dr. C.Dheebea –Dept. of Tamil Mr.T.Johnson-Dept. of English</p>	<p><u>HandBook</u> Ms. M. Shyamala –Dept. of Mathematics</p>
<p><u>Analysis of Results</u> Ms.T.Merlin Usha - Dept. of Commerce Dept. of Mathematics Mr.N.Gokulakannan- Dept. of Mathematics</p>	<p><u>News Letter and Magazine Committee</u> Dr.Beena.T-Dept. of MBA Mrs. R. P .Revathi-Dept . of English Mr.S.Saravanakumar - Dept. of Tamil Mr.E.Alex Raja-Dept . of Visual communication.</p>
<p><u>Sports Committee</u> Chair Person:Dr.K.Ramamurthi -Principal Secretary:Dr.J.Golda-Dept. of Physical Education Joint Secretary:Mr.J.Godwin Ezekiel- Dept. of Physical Education <u>Members:</u> Dr.K.Vasudevan-Vice Principal Dr.A.Sulekha-Dept. of Commerce Mr.R.Kanagaraj-Dept. of IT & CT Dr.N.Latha-Dept. of CS & IT Mr.V.Murugesan-Dept. of Computer Science Dr.C.Deepa-Dept. of Tamil Mrs..P.Revathi-Dept. of English.</p>	

Non Statutory Committees

The following Non Statutory Committees have been constituted in the college for the Academic Year 2021-2022 to carry out various activities with effect from 14/06/2021..

S.No.	Name of Committee	Chairman and List of Members
	Chairman	Principal
1	Planning and Evaluation Committee	Members:
		1.Dr.K.Vasudevan (Co-ordinator)
		2.Mr.R.Kanagaraj
		3.Dr.A.Suleka
		4.Mr.V.Murugesan
2	Grievance and Appeal Committee	Members:
		1.Dr.N.Latha(Co-ordinator)
		2. Mr.A.Prakash
		3.Dr.J.Shiama
		4.Ms.G.Deepalakshmi
3	Examination Committee	Members:
		1.Mr.T.Karuppusamy(COE)
		2.Mr.S.Manivarma
		3.Mr.R.Maheshkumar
4	Admission Committee	Members:
		1. Dr.N.Latha (Co-ordinator)
		2. Dr.G.Suresh
		3.Mr.S.Saravanakumar (Co-opted Member)
5	Library Committee	Members:
		1.Dr.R.Maheshkumar(Co-ordinator)
		2.Dr.S.Radhika
		3.Mr.P.Deepan Babu
6	Student Welfare Committee	4.Mr.K.Sasikumar
		Members:
		1.Dr.G.Hemalatha(Co-ordinator)
		2 Dr.R.Preetha
7	Anti Sexual Harassment Committee	3.Mr.S. Fabian Charles Nathan
		4.Dr.T.Premaltha
		Members:
		1. Dr.G.Suresh(Co-ordinator)
		2. Ms.T.Merlinusha
		3. Dr.S.Radhika
		4. Dr.G.Hemalatha

8	Extra Curricular Activities Committee	Members:
		1.Ms.P.Preetha(Co-ordinator)
		2.Mr.C.Ranjithkumar
		3.Mr.T.Johnson
9	Academic Audit Committee	4.MS.C.Nandhini
		Members:
		1.Dr.K.Vasudevan(Co-ordinator)
		2.Mr.R.Kanagaraj
		3.Mr.V.Murugesan
10	Anti Ragging Committee	4.Ms.M.Shyamala
		5. Dr.A.Suleka
		Members:
		1.Mr.S.Prince Immanuel(Co-ordinator)
		2.Ms.J.Sudha Priya
11	Faculty Welfare Committee	3Mr..S.Samson Dinakaran
		4.Dr.A.S.Naveenkumar
		5.R.Karthika
		1.Mr.S.Shanthgohul(Co-ordinator)
12	SCAST Committee	2.Dr.J.Golda
		3.Ms.S.Rukshana Begum
		4.Mr.S.Manivarma
		1.Dr.N.Latha-(Co-ordinator)
		2.Dr.G.Gowsalya
		3.Ms.C.Veni
		4.Mr.Karthick

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 9.45am 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, Leggings 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

Part	Internal Assessment	External Assessment	Total Marks
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

Particulars	IA	CE	Total
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
Total		180/6=30

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
Total		30

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)

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

Internal Marks for Practical (Maximum 25)

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

External Marks for Practical (Maximum 60)

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

3	Program – II	5
	Algorithm	10
	Coding	10
	Execution	10
Total		Total (25)
Total		60

External Marks for Practical (Maximum 50)

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

Internal and External Marks for Project Work

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

Internal and External Marks for Project Work (Maximum 150)

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

2	External Presentation Viva	50 50 Total (100)
Total		150

Internal and External Marks for Project Work (Maximum 200)

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

Internal and External Marks for Project Work (Maximum 250)

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

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.

Maximum Marks : 70 / Time 3 Hrs			
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
Maximum Marks : 75 / Time 3 Hrs			
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
Maximum Marks : 50 / Time 2 Hrs			
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
Maximum Marks : 70 / Time 3 Hrs (MBA)			

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

The library is a storehouse of knowledge. The total Library build up area is 5340 sq.feet with the seating capacity for about 150 readers. It is well stocked and presently has a total collection of over 38406 volumes on different subjects with Indian and Foreign Books. It subscribes totally 200 Periodicals including 83 peer review journals.

MBA Library

The MBA Library has including a stock of 5,724 volumes, and it subscribes to 33 periodicals out of which are 25 National Journals and 8 International Periodicals.

MCA Library

The MCA Library has a including collection 6246 volumes and it subscribes to 13 periodicals put of which are 10 National Journals and 3 International Periodicals.

LIBRARY WORKING HOURS

Name of the Library	College Working Days	Saturdays & Vacations	Sundays
Central Library	9.00 am to 6.00 pm	10.00 am to 4.00 pm	10.00 am to 1.00 pm
MBA & MCA Library	9.00 am to 6.00 pm	10.00 am to 4.00 pm	-

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 21 systems including of IBM Strong Server.
- ❖ There is a collection of 3772 selected CDs and DVDs.
- ❖ Bar coded identify for all books.
- ❖ An OPAC search for easy location of books.
- ❖ 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
- ❖ It's also providing 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 –Rom/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 excluding 208 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:

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 2021-2022

JUNE - 2021				
Date	Day Order	Day	Working Days	Remarks
1		TUE		
2		WED		
3		THU		
4		FRI		
5		SAT		
6		SUN		
7		MON		
8		TUE		
9		WED		
10		THU		
11		FRI		
12		SAT		
13		SUN		
14		MON		
15		TUE		
16		WED	-	
17		THU		
18		FRI		
19		SAT		
20		SUN		
21		MON		
22		TUE		
23		WED		
24		THU		
25		FRI		
26		SAT		
27		SUN		
28		MON		
29		TUE		
30		WED		

JULY - 2021

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

AUGUST - 2021

Date	Day Order	Day	Working Days	Remarks
1	-	SUN	-	
2	III	MON	15	
3	IV	TUE	16	
4	V	WED	17	
5	VI	THU	18	
6	I	FRI	19	
7	II	SAT	20	Working Day
8	-	SUN	-	-
9	III	MON	21	
10	IV	TUE	22	
11	V	WED	23	
12	VI	THU	24	
13	I	FRI	25	
14	-	SAT	-	Holiday
15	-	SUN	-	Independence Day
16	II	MON	26	
17	III	TUE	27	
18	IV	WED	28	
19	V	THU	29	
20	-	FRI	-	Muhuram
21	-	SAT	-	Onam
22	-	SUN	-	
23	VI	MON	30	
24	I	TUE	31	
25	II	WED	32	
26	III	THU	33	
27	IV	FRI	34	
28	-	SAT	-	Holiday
29	-	SUN	-	
30	-	MON	-	Krishna Jayanthi
31	V	TUE	35	

SEPTEMBER - 2021

Date	Day Order	Day	Working Days	Remarks
1	VI	WED	36	Reopening for I UG & IPG
2	I	THU	37	
3	II	FRI	38	
4	III	SAT	39	Working Day
5	-	SUN	-	
6	IV	MON	40	Pre-Model Exam(UG II &III years and PG Final
7	V	TUE	41	
8	VI	WED	42	
9	I	THU	43	
10	-	FRI	-	Vinayakar Chathurthi
11	-	SAT	-	Holiday
12	-	SUN	-	
13	II	MON	44	
14	III	TUE	45	
15	IV	WED	46	
16	V	THU	47	
17	VI	FRI	48	
18	I	SAT	49	Working Day
19	-	SUN	-	
20	II	MON	50	
21	III	TUE	51	
22	IV	WED	52	
23	V	THU	53	
24	VI	FRI	54	
25	-	SAT	-	Holiday
26	-	SUN	-	
27	I	MON	55	
28	II	TUE	56	
29	III	WED	57	
30	IV	THU	58	

OCTOBER - 2021

Date	Day Order	Day	Working Days	Remarks
1	V	FRI	59	
2	-	SAT	-	Gandhi Jayanthi
3	-	SUN	-	
4	VI	MON	60	
5	I	TUE	61	
6	II	WED	62	
7	III	THU	63	
8	IV	FRI	64	
9	-	SAT	-	Holiday
10	-	SUN	-	
11	V	MON	65	
12	VI	TUE	66	
13	I	WED	67	
14	-	THU	-	Ayutha Pooja
15	-	FRI	-	Vijayadasami
16	II	SAT	68	Working Day
17	-	SUN	-	
18	III	MON	69	
19	-	TUE	-	Milad-un-Nabi
20	IV	WED	70	
21	V	THU	71	
22	VI	FRI	72	
23	-	SAT	-	Holiday
24	-	SUN	-	
25	I	MON	73	
26	II	TUE	74	
27	III	WED	75	1)Model Exam for II ,III UG & II PG. 2)Pre-Model Exam for I UG & I PG
28	IV	THU	76	
29	V	FRI	77	
30	VI	SAT	78	Working Day
31	-	SUN	-	

NOVEMBER - 2021

Date	Day Order	Day	Working Days	Remarks
1	I	MON	79	
2	II	TUE	80	
3	-	WED	-	Holiday
4	-	THU	-	Deepavali
5	-	FRI	-	Holiday
6	III	SAT	81	Working Day
7	-	SUN	-	
8	IV	MON	82	
9	V	TUE	83	
10	VI	WED	84	
11	I	THU	85	
12	II	FRI	86	
13	-	SAT	-	Holiday
14	-	SUN	-	
15	III	MON	87	SEMESTER PRACTICAL EXAMINATION COMMENCES for II ,III UG & II PG
16	IV	TUE	88	
17	V	WED	89	
18	VI	THU	90	
19	I	FRI	91	
20	II	SAT	92	Working Day
21	-	SUN	-	
22	III	MON	93	Comprehensive Exam Commence for II III UG & II PG.
23	IV	TUE	94	
24	V	WED	95	
25	VI	THU	96	
26	I	FRI	97	
27	-	SAT	-	Holiday
28	-	SUN	-	
29	II	MON	98	
30	III	TUE	99	

DECEMBER - 2021

Date	Day Order		Working Days	Remarks
1	IV	WED	100	
2	V	THU	101	
3	VI	FRI	102	
4	I	SAT	103	Working Day
5	-	SUN	-	
6	II	MON	104	Model Exam for IUG & I PG
7	III	TUE	105	
8	IV	WED	106	
9	V	THU	107	
10	VI	FRI	108	
11	-	SAT	-	Holiday
12	-	SUN	-	
13	I	MON	109	Semester Practical Exam for IUG& I PG
14	II	TUE	110	
15	III	WED	111	
16	IV	THU	112	
17	V	FRI	113	
18	VI	SAT	114	Working Day
19	-	SUN	-	
20		MON		Semester Exam for IUG & I PG
21		TUE		
22		WED		
23		THU		
24		FRI		
25		SAT	-	Christmas
26		SUN	-	-
27		MON		
28		TUE		
29	I	WED	1	Even Semester
30	II	THU	2	
31	III	FRI	3	

JANUARY - 2022

Date	Day Order	Day	Working Days	Remarks
1	-	SAT	-	New Year's Day
2	-	SUN	-	
3	IV	MON	4	
4	V	TUE	5	
5	VI	WED	6	
6	I	THU	7	
7	II	FRI	8	
8	-	SAT	-	Holiday
9	-	SUN	-	
10	III	MON	9	-
11	IV	TUE	10	
12	V	WED	11	
13	VI	THU	12	
14	-	FRI	-	Bogi
15	-	SAT	-	Pongal & Thiruvalluvar
16	-	SUN	-	Uzhavar Thirunal
17	I	MON	13	-
18	II	TUE	14	
19	III	WED	15	
20	IV	THU	16	
21	V	FRI	17	
22	-	SAT	-	Holiday
23	-	SUN	-	
24	I	MON	18	
25	II	TUE	19	
26	-	WED	-	Republic Day
27	III	THU	20	
28	IV	FRI	21	
29	V	SAT	22	Working day
30	-	SUN	-	
31	VI	MON	23	
54				

FEBRUARY - 2022

Date	Day Order	Day	Working Days	Remarks
1	I	TUE	24	
2	II	WED	25	
3	III	THU	26	
4	IV	FRI	27	
5	V	SAT	28	Working day
6	-	SUN	-	
7	VI	MON	29	
8	I	TUE	30	
9	II	WED	31	
10	III	THU	32	
11	IV	FRI	33	
12	-	SAT	-	Holiday
13	-	SUN	-	
14	V	MON	34	
15	VI	TUE	35	
16	I	WED	36	
17	II	THU	37	
18	III	FRI	38	
19	IV	SAT	39	Working day
20	-	SUN	-	
21	V	MON	40	Pre-Model Exam
22	VI	TUE	41	
23	I	WED	42	
24	II	THU	43	
25	III	FRI	44	
26	-	SAT	-	Holiday
27	-	SUN	-	
28	IV	MON	45	

MARCH - 2022

Date	Day Order	Day	Working Days	Remarks
1	V	TUE	46	
2	I	WED	47	
3	II	THU	48	
4	III	FRI	49	
5	IV	SAT	50	Working Day
6	-	SUN	-	
7	V	MON	51	
8	VI	TUE	52	
9	I	WED	53	
10	II	THU	54	-
11	III	FRI	55	
12	-	SAT	-	Holiday
13	-	SUN	-	
14	IV	MON	56	
15	V	TUE	57	
16	VI	WED	58	
17	I	THU	59	-
18	II	FRI	60	
19	III	SAT	61	Working day
20	-	SUN	-	
21	IV	MON	62	
22	V	TUE	63	
23	VI	WED	64	
24	I	THU	65	
25	II	FRI	66	
26	-	SAT	-	Holiday
27	-	SUN	-	
28	III	MON	67	
29	IV	TUE	68	
30	V	WED	69	
31	VI	THU	70	
56				

APRIL - 2022

Date	Day Order		Working Days	Remarks
1	I	FRI	71	
2	II	SAT	72	Working Day
3	-	SUN	-	
4	III	MON	73	
5	IV	TUE	74	
6	V	WED	75	Model Exam Commences
7	VI	THU	76	
8	I	FRI	77	
9	-	SAT	-	Holiday
10	-	SUN	-	
11	II	MON	78	
12	III	TUE	79	
13	IV	WED	80	
14	-	THU	-	Tamil New Year
15	-	FRI	-	Good Friday
16	V	SAT	81	Working Day
17	-	SUN	-	
18	VI	MON	86	Semester Practical Exam Commences
19	I	TUE	87	
20	II	WED	88	
21	III	THU	89	
22	IV	FRI	90	
23	-	SAT	-	Holiday
24	-	SUN	-	
25	V	MON	91	Semester Exam Commences
26	VI	TUE	92	
27	I	WED	93	
28	II	THU	94	
29	III	FRI	95	
30	IV	SAT	96	

MAY – 2022

Date	Day Order		Working Days	Remarks
1		SUN	-	May Day
2		MON	97	
3		TUE	-	Idul Fitr
4		WED	98	
5		THU	99	
6		FRI	100	
7		SAT	101	Working day
8		SUN	-	
9		MON	102	
10		TUE	103	
11		WED	104	
12		THU	105	
13		FRI	106	
14		SAT	-	Holiday
15		SUN		
16		MON		
17		TUE		
18		WED		
19		THU		
20		FRI		
21		SAT		
22		SUN		
23		MON		
24		TUE		
25		WED		
26		THU		
27		FRI		
28		SAT		
29		SUN		
30		MON		
31				

“Educate to Empower”



VLB
JANAKIAMMAL
COLLEGE OF ARTS & SCIENCE
(Autonomous)

Kovaiipudur, Coimbatore-641 042.

Mobile no: +91 7373005162 | email : vlbjadmission@vlbjcas.ac.in

Website: www.vlbjcas.ac.in

V.L.B. Janakiammal College of Arts and Science
(Affiliated to Bharathiar University)
Kovaipudur, Coimbatore - 641 042.

Code of Conduct

(Academic year 1993 onwards)

V.L.B. Janakiammal College of Arts and Science
Kovaipudur , Coimbatore - 641 042.

Code of Conduct for Teaching Staff

Terms and Conditions of Service Code of Conduct and Leave
Rules:

1. The teacher appointed in the college will be on probation for one year from the date of joining subject to the approval of her/his qualifications by the Bharathiar University.
2. On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the vision, mission and goals of the institution.
3. During the probationary period if the teacher wants to leave the service at the end of an academic year he/she should give one month notice or one month pay in lieu of the notice.
4. If a teacher wants to leave the service after the completion of probationary period at the end of an academic year he/she shall give three months' notice or three months' pay in lieu of notice.
5. Any teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.
6. The Teacher agrees to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.
7. The Teacher undertakes to fully abide by the leave rules and the code of conduct of his/her employment in the College.
8. The college Management has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice or one month's salary in lieu.
9. The teacher undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He/she shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like

associate and participate in the various programmes and activities of the college.

11. The Teacher shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
12. The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
13. The Teacher shall not directly apply for or seek another job except through the Secretary of the college.
14. The Teacher shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
15. The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising programme.
16. The Teacher shall not hold any money collected on behalf of the Institution.
17. The Teacher shall abide by the code of conduct and leave rules enclosed with terms and conditions of service hereto.
18. The College may at any time, terminate the services of any probationary or confirmed teacher, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.

Code of Conduct in terms of Profession / Duty:

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to

4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
6. No teacher shall associate with any political party or take part in any other organizational actively, which is not inline with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

General Conditions Regarding Leave:

1. No leave under any category can be claimed as a matter of right and must always be invariably applied for in advance and sanction obtained.
2. The staff shall make themselves available for duty/other work if required by the management on notified/ Government/Weekly holidays.
3. Leave on Loss of pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same.
4. Loss of pay will be accounted then and there and it will not be allowed to be adjusted or carried forward against future pay and allowances.
5. The teaching staff shall always furnish his/her leave address and contact phone number at the time of availing leave (if necessary).

Code of Conduct for Students

Behaviour:

- 1) Any requisition or letter by the student to the Principal should come through the HOD or Class Advisor.
- 2) Eve-teasers will be dismissed from the College.
- 3) Students should refrain from participating in political or communal act.
- 4) Students are solely responsible for their own personal belongings.
- 5) No meeting should be held in the campus without prior permission from the Principal.
- 6) No donation should be collected from the students by any student without prior permission from the Management.

Dress Code:

- 1) Every student is expected to dress simply and modestly and observe the College dress code.
- 2) Girls are permitted to wear either Sari or Salwar Kameez.
- 3) Boys are permitted to wear properly ironed tucked-in shirt (half/full sleeve) or descent attire.

Identity Card:

A Photographic ID Card with Principal's Signature will be issued to the students. Students have to wear the ID Card all the time when they are in the Campus. Students should carry the ID Card at all times and they may be required to produce the ID Card for:

- 1) library access, laboratory, bank and other office operations
- 2) admission to examination
- 3) receiving scholarship, certificates from the office.
- 4) Students who have lost their ID card may obtain the

- 2) Students are strictly prohibited to enter into other class rooms.
- 3) Smoking, use of drugs or liquor is strictly prohibited inside the campus and violators will be dismissed with immediate effect.
- 4) Students are advised not to bring valuable things like ornaments, heavy cash, electronic gadgets etc. Management is not responsible for any theft or valuables or cash inside outside the campus.
- 5) Absolute silence should be maintained while moving from class room to laboratory/library/auditorium and also coming back to classrooms.
- 6) Students are forbidden from writing, scribbling, painting on the walls, desks, etc.,
- 7) Littering is prohibited. Students are expected to keep the campus neat and clean.
- 8) Students found guilty of using foul language or behaving ugly towards the staff members will be expelled from the college.
- 9) Any student found violating any of the rules and regulations of the college or found disturbing the peace in the campus as well as off the campus, will be liable for suspension by the Head of the Institution, who has the right to dismiss the student without any explanation or refund of fee and other charges remitted.
- 10) The students should adhere to the rules and regulations that may be issued from time to time.
- 11) Ragging is an offence. Ragging is strictly prohibited inside the college campus as well as outside the campus. Student involved in ragging will be dismissed from the college.

Examinations:

Students having a minimum attendance (under Proforma) are eligible to appear for the Examinations.

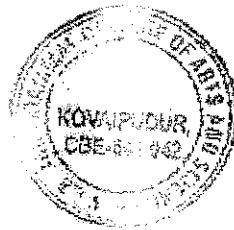
Students shall be permitted to appear for the Practical

During Examinations Candidates should bring the following without fail: Hall Ticket and ID Card. Those who fail to bring the above will not be allowed to enter the examination hall.

Candidates may be permitted to enter the Hall till 30 minutes from the commencement of the Examination. After 30 minutes no student will be permitted to enter the Hall.

Notice Board:

Each Department has an official Notice Board where important information relevant to the students is displayed. In addition to this there is a notice board in front of the Principal's office. Students are expected to familiarize with the location of all the official notice boards.



Nagarajadhik

PRINCIPAL
V.L.S. JAGANNATHAN COLLEGE OF ARTS AND SCIENCE
KOYAI PUDUR, COIMBATORE-641 048