



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

AQAR – 2020-2021

CRITERIA – VI

**Metric-6.2.2 Administrative setup and
Procedures**

The following details are provided as sample document:

1. Code of Conduct
2. Hand Book

Code of Conduct

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.

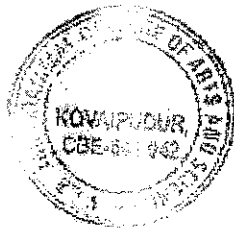
Students shall be permitted to appear for the Practical

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.

Hand Book



VLB
JANAKIAMMAL
COLLEGE OF ARTS & SCIENCE



STUDENT

H A N D B O O K

2020 - 2021



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 (2020 – 2021)

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 29th 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 achieve 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. (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. (ECS)	-	Master of Science (Electronics and Communication Systems)
M.Sc. (Math.)	-	Master of Science (Mathematics)

Research Programmes – Full Time and Part Time

M.Phil and Ph.D[Part Time] - Tamil, English, Hindi, 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.Shunmugasundaram	Principal	M.Com., M.Phil., 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 EXAMINATION			
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. Saravana Kumar	Associate Professor	M.A., M.Phil., CLISC, 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.
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.
13	Ms. K. Hemalatha	Assistant Professor	M.A., M.Phil.
14	Mrs. R. Ramaprabha	Assistant Professor	M.A., B.Ed.
15	Ms. R. Annalakshmi	Assistant Professor	M.A., B.Ed., M.Phil.
16	Ms. J. Nivethitha	Assistant Professor	M.A., PGDCE.
17	Mrs.M.Prabha	Assistant Professor	MA.,M.Phil.
18	Mr.K.Duraipandi	Assistant Professor	B.Ed.,MA.,M.Phil.
19	Ms.R.Pavithra	Assistant Professor	B.A.,M.A.
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.
27	Mrs.Viji	Assistant Professor	M.Com., B.Ed., M.Phil.,SET,NET.
28	Ms. R. Saraswathi	Assistant Professor	M.Com.
29	Ms.Sobana Sindhu	Assistant Professor	M.Com
30	Mr.V.Nithyanantham	Guest Lecture	M.Com., M.Phil.,
31	Ms.P.Suganya	Assistant Professor	M.Com.,MBA.
DEPARTMENT OF COMMERCE WITH CORPORATE SECRETARYSHIP& INFORMATION TECHNOLOGY			
32	Dr. N. Latha	Head & Associate Professor	M.Com., B.Ed., M.Phil., M.B.A.,Ph.D.
33	Mr. S. Manivarma	Assistant Professor	M.Com., M.B.A.,MA.
34	Dr. R. Francina Pracila Mary	Assistant Professor	M.Com (CA), M.Phil, Ph.D.
35	Mrs. S. Rukshana Begum	Assistant Professor	M.Com., M.Phil., SET.

36	Ms. A.S. Nithya	Assistant Professor	M.C.A., M.Phil., SET.
37	Ms. T. S. Veena	Assistant Professor	M.Com., B.Ed., M.Phil.
38	Mrs. G. Geetha	Assistant Professor	M.Com.
39	Mrs.A.Gayathri	Assistant Professor	M.Com.,MBA., M.Phil.
DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS			
40	Mrs.S.Bhuvaneswari	Head & Associate Professor	MCS.,M.Phil., M.B.A,PGDCA.
41	Mrs. S. Poornima	Assistant Professor	M.Com, M.Phil., PGDCA, PGDIB.
42	Mr. M. Mahendiran	Assistant Professor	M.C.A, M.Phil.
43	Dr. A. Anandalakshmy	Assistant Professor	M.Com., M.Phil., NET., DCA.,Ph.D
44	Mrs.S.Poornima	Assistant Professor	M.Sc.(CS), M.Phil.
45	Dr..R.Sindhuja	Assistant Professor	M.Com.(CA), M.Phil., Ph.D.
46	Mr.I.Sudhakar	Assistant Professor	M.C.A, M.Phil., M.B.A.
47	Mrs.K.Umamaheswari	Assistant Professor	M.Com.(CA), M.Phil.
48	Mr.M.Rupak	Assistant Professor	M.Com.,MBA., M.Phil.

DEPARTMENT OF COMMERCE WITH PROFESSIONAL ACCOUNTING			
49	Dr.P.Shanthini	Head & Assistant Professor	M.Com., M.B.A., M.Phil., Ph.D.
50	Dr.A.S.Naveenkumar	Associate Professor	M.C.A, M.Phil.(CS), M.Com, M.Phil(Com). M.Com.(CA), Ph.D(CS).
51	Dr. S. Radhika	Assistant Professor	M.Com., M.Phil., NET Ph.D.
52	Mrs.A.Banupriya	Assistant Professor	M.Com., M.Phil.,
DEPARTMENT OF BUSINESS ADMINISTRATION (UG)			
53	Dr. R.Preetha	Head &Assistant Professor	M.B.A, M.Phil., PGDCA, PGDIB,Ph.D.
54	Mr.A.Kanimozhi	Assistant Professor	M.Sc.(CS), M.Phil.
55	Mrs.C.Malathi	Assistant Professor	M.C.A., M.Phil.
56	Mrs.S.Deepalakshmi	Assistant Professor	M.Com., M.Phil.,
57	Mr.Janarthan	Assistant Professor	MBA, M.Phil.
58	Mr.T.Selvakumar	Assistant Professor	M.B.A., M.Phil., SET.,NET.
59	Dr.G.Gowsalya	Assistant Professor	B.Com(CA)., M.B.A., Ph.D.

60	Mrs.K.Manimegalai	Assistant Professor	MBA.
61	Mrs.R.Kirithika	Assistant Professor	MBA.
DEPARTMENT OF BUSINESS ADMINISTRATION (PG)			
62	Ms. T. Subha	Head(I/C) & Assistant Professor	M.B.A., ASPM., M.Phil., PGDIB.
63	Mr.A.Prakash	Assistant Professor	M.Sc, M.Phil.
64	Dr. P.Menaka Devi	Assistant Professor	M.B.A., M.Phil., NET., Ph.D.
65	Mr. P.Vijeyakumar	Assistant Professor	M.B.A, M.Phil., PGDFT.
66	Ms.M.Kiruthika	Assistant Professor	M.B.A,M.Sc(Psy), M.Phil.
67	Mr.S.Siva	Assistant Professor	M.B.A., M.Phil.
DEPARTMENT OF MATHEMATICS			
68	Ms. M. Shyamala	Head(UG) & Assistant Professor	M.Sc., M.Phil.
69	Dr.J.Shiana	Head (PG) & Associate Professor	M.Sc., M.Phil., PGDCA., Ph.D.
	Mr. T. Karuppusamy	Assistant Professor	M.Sc., M.Phil., M.B.A.
70	Mr. C. Ranjith Kumar	Assistant Professor	M.Sc., M.Phil.
71	Ms. R. Karthika	Assistant Professor	M.Sc., M.Phil.
72	Mr.R.SureshKumar	Assistant Professor	M.Sc., M.Phil.

73	Mr.N.Gokulakannan	Assistant Professor	M.Sc., M.Phil.
74	Mr.P.Rajasekar	Assistant Professor	M.Sc., M.Phil.
75	Mrs.S.Shakilabanu	Assistant Professor	M.Sc., M.Phil.
76	Ms.P.Ponmani	Assistant Professor	M.Sc., M.Phil.,B.Ed.
DEPARTMENT OF ELECTRONICS			
	Dr.K.Vasudevan	Head & Associate Professor	M.Sc., M.Phil., Ph.D.
77	Mr.S.Prince Immanuel Alexander	Associate Professor	M.Sc., M.Phil., PGDCA.
78	Mr.J.Dinesh Kumar	Assistant Professor	M.Sc., M.Phil.
79	Mr.B.Suresh	Assistant Professor	M.Sc., M.Phil.
80	Dr.R.RajKumar	Assistant Professor	M.Sc., M.Phil., Ph.D., PGD-TMA
DEPARTMENT OF CATERING SCIENCE AND HOTEL MANAGEMENT			
81	Mr.S.Fabian Charles Nathan	Head & Assistant Professor	B.Sc., MHRM.
82	Mr.M.Mujeeb	Assistant Professor	M.Sc.
83	Mr.K.Hari Prasad	Assistant Professor	MBA

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

DEPARTMENT OF COMPUTER APPLICATION (UG)			
98	Mr.S.Shanth Gohul	Head & Assistant Professor	M.C.A., M.Phil.
99	Mr.S.K.Ravichandran	Assistant Professor	M.Sc., M.Phil.
100	Mr. K.Sasi Kumar	Assistant Professor	M.C.A., M.Phil.
101	Mr.M.Nandha Kumar	Assistant Professor	M.C.A., M.Phil.
102	Ms.C.Nandhini	Assistant Professor	MCA.,M.Phil
DEPARTMENT OF MCA & M.Sc.(SS)			
103	Mr.C.N.Manokaran	Head(I/C)& Associate Professor	M.Sc., M.Phil.
104	Mr. B. Ramesh	Assistant Professor	M.Sc., M.Phil.
105	Mr.N.Karthick	Assistant Professor	M.Sc, M.C.A., M.Phil.
106	Mr.G.Rajesh	Assistant Professor	M.C.A., M.Phil.
DEPARTMENT OF VISUAL COMMUNICATION			
107	Mrs.J.Sudha Priya	Head(I/C) & Assistant Professor	M.Sc.
108	Mr.P.Adithyan	Assistant Professor	MA., M.Phil.
109	Mr.E.Alex Raja	Assistant Professor	M.A.,M.A (ENGLISH)
110	Mr.A.Rajesh Kannan	Assistant Professor	MA.
DEPARTMENT OF COSTUME DESIGN AND FASHION			
111	Dr.Manimegalai	Head & Assistant Professor	M.Phil., Ph.D.,
112	Mr.N.T.Hari Krishnan	Assistant Professor	M.Sc.,2D Animation
113	Mr.K.Kavithasan	Assistant Professor	M.Sc.,M.Phil.

114	Ms.M.Divya	Assistant Professor	M.Sc.
115	Ms.S.Sharmila	Assistant Professor	M.Sc.,PGDM[Tex.]
DEPARTMENT OF PHYSICAL EDUCATION			
116	Dr.J.Golda	Director, Phy.Education	M.Com., M.P.Ed., M.Phil., Ph.D.
117	Mr.J.Godwin Ezekiel	Assistant Phy.Director	B.B.M., M.P.Ed.
FRENCH			
118	Mrs.J.Kirubhashini	Guest Lecturer	B.S.W.,B.E.,DELE
DEPARTMENT OF LIBRARY SCIENCE			
119	Dr.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.C.Bhama	B.Com.	Accountant
7	Mrs.Anjel Jose	M.Com	Accountant
8	Mrs.S.Anitha	B.Com.	Purchase Officer
9	Mrs. V.Saratha	B.Com.	Admission Counselor
10	Ms.Suganya	B.SC IT	Office Staff

CONTROLLER OF EXAMINATIONS SECTION			
11	Ms.V.Sangeetha	B.Com., M.B.A.	COE Staff
12	Mrs.P.Ramya	B.A.	COE Staff
WEB DESIGNER			
13	Mr.R.Vivekanandan	BCA.,M.C.A.	Graphic Designer

SYSTEM ADMINISTRATOR			
14	Mr.M.S.Gomuraj	B.E., MBA.	System Administrator
PROGRAMMER			
15	Ms.A.Manjula Devi	M.Sc.	Programmer
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
21	Mrs.G.Sudha	B.COM CA	Programmer
22	Mrs.D.Baby	B.Com	Programmer
CDF Programmer			
23	Ms.J.Grace Esther	B.Sc.(Biotec).	CDF Lab Assistant

ASST. LIBRARIAN			
24	Mrs.Sumitha	B.COM.,BLIS., MLIS.	Assistant Librarian
25	Mrs.G.Jeeva Violet	M.A (Tamil),,M.L.I.S.	Assistant Librarian

26	Mrs.G.Anisha	MCA.,M.L.I.S.	Assistant Librarian
ATTENDER			
27	Mrs.A.Ananthi		Attender
28	Mr.K.Rangaraj		Attender
ELECTRICIAN			
29	Mr.Immanuel		Electrician
PLUMBER			
30	Mr.Mathan	Diploma D.E.E.E.	Diploma D.E.E.E
GARDENER			
31	Mr.Ammasai		Gardener
32	Mr.Rangappan		Gardener
HOUSE KEEPING STAFF			
33	Mrs.S.Padma		Sub Staff (Inside)
34	Mrs. M. Shanthi		Sub Staff (Inside)
35	Mrs. M.Saraswathi		Sub Staff (Inside)
36	Mrs.R.Vennila		Sub Staff (Inside)
37	Mrs.G.Padma		Sub Staff (Inside)
38	Mrs.V.Omana		Sub Staff (Inside)
39	Mrs.V.Jamunarani		Sub Staff (Inside)

40	Mrs.S.Kowsalya		Sub Staff (Inside)
41	Mrs.D.Jothi		Sub Staff (Inside)
42	Mrs.A.Selvi		Sub Staff (Inside)
43	Mrs.M.Patteeswari		Sub Staff (Inside)
44	Mrs.J.Nalina Devi		Boys Hostel
45	Mrs.R.Sarojini		Boys Hostel
46	Mrs.P.Yasodha		
47	Mrs.N.Thayammal		Sub Staff (Out Side)
48	Mr.P.Marathal		Sub Staff (Out Side)
49	Mrs.M.Gowri		Sub Staff (Out Side)
50	Mr.C.Nachi		Sub Staff (Out Side)
51	Mr.N.Murugan		Sub Staff (Out Side)
52	Mr.Arumugam		Boys Hostel
53	Mrs.Mayila		
54	Mrs.V.Jothi		Girls Hostel
DRIVERS			
55	Mr.Kumar		Driver
56	Mr.C.Elango Vadivel		Driver
57	Mr.S.Robert Gladias		Driver
58	Mr.K.Surya Prakash		Driver
59	Mr.S.SujithKumar		Driver
60	Mr.K.Muruganandhan		Driver

61	Mr.A.Mohanam		Driver
62	Mr.K.K.Sajeevan		Driver
63	Mr.K.Marutha Muthu		Driver
SECURITY			
64	Mr.K.Ramasamy		Security
65	Mr.Subramani		Security
66	Mr.A.Duraisamy		Security
67	Mr.N.R.Palanisamy		Security
68	Mr.Ramachandran		Security
69	Mr.Singaravelu		Security
70	Mr.Krishnasamy		Security
71	Mr.Sivaraj		Security
72	Mr.Sreepathy		Security
73	Mr.N.Chinnasamy		Security
74	Mr.Velmurugan		Security
75	Mr.Vaithiyathan		Security
76	Mr.Thavamani		Security
77	Mr.Ayyasamy		Security
78	Mr.Muruganandan		Security

81	Mr.Ponnusami		Security
82	Mr.Vaithiyathan		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 2020-2021 to carry out various activities with effect from 1/06/2020. The Principal will be the Chairman of all the Committees.

<u>Analysis of Results</u> Dr.J.Shiana - Dept. of Mathematics Mr.R.Sureshkumar - Dept. of Mathematics	<u>Curriculum Development</u> All Board Chairpersons
<u>Original Certificates Verification</u> Dr.Naveen Kumar Dept. of B.Com.(PA) Mr.S.Saravanakumar - Dept. of Tamil Mr.B.Suresh - Dept. of Electronics	<u>NCC</u> Mr.S.Shanth Gohul - Dept. of B.C.A
<u>NAAC & IQAC</u> Dr. K.Vasudevan - Co- ordinator(Dept. of Electronics) Mr. R.Kanagaraj -Dept. of IT and CT Mr.B.Suresh –Dept. of Electronics	<u>ISO</u> Mr.V.Murugesan-Dept. of Computer Science Dr.G.Hemalatha –Dept. of English

<u>Placement</u> Ms.T.Subha-Dept. of M.B.A Mr.Deepan Babu-Dept. of IT and CT	<u>Identity Card</u> Mr.M.S.Gomuraj-System Administrator
<u>NSS</u> Mr. C.Ranjith Kumar –Dept. of Mathematics Mrs.S.Poornima-Dept. of B.Com.(CA)	<u>Women's Cell</u> Dr. K.S.Jalajamany –Dept. of Hindi Dr. C.Dheeba-Dept. of Tamil Ms.R.Preetha - Dept. of Management(UG)
<u>External/Internal Competitions</u> Dr. K.S.Jalajamany –Dept. of Hindi Dr. C.Dheeba –Dept. of Tamil Mr.T.Johnson-Dept. of English	<u>AICTE</u> Mrs.T.Subha -Dept. of M.B.A Mr.A.Prakash –Dept. of M.B.A
<u>Youth Red Cross</u> Mr.S.Saravanakumar-Dept. of Tamil	<u>HandBook</u> 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 2020-2021 to carry out various activities with effect from 01/06/2020.

S.No.	Name of Committee	Chairman and List of Members
	Chairman	Principal
1	Planning and Evaluation Committee	Members:
		1.Dr.K.Vasudevan
		2.Mr.R.Kanagaraj
		3.Dr.A.Suleka
2	Grievance and Appeal Committee	Members:
		1.Dr.N.Latha
		2. Mr.A.Prakash
		3.Dr.J.Shiana
		4.Ms.G.Deepalakshmi

3	Examination Committee	Members:
		1.Mr.T.Karuppusamy
		2.Mr.S.Manivarma
		3.Mr.R.Maheshkumar
4	Admission Committee	Members:
		1.Dr.G.Suresh
		2. Mr.S.Shanth Gohul
		3.Mr.S.Saravanakumar (Co-opted Member)
5	Library Committee	Members:
		1.Dr.R.Maheshkumar
		2.Dr.S.Radhika
		3.Mr.P.Deepan Babu
6	Student Welfare Committee	Members:
		1.Dr.K.S.Jalajamany
		2 Dr.R.Preetha
		3.Mr.S. Fabian Charles Nathan
7	Anti Sexual Harassment Committee	Members:
		1. Dr.G.Suresh
		2. Ms.T.Merlinusha
		3. Dr.S.Radhika
8	Extra Curricular Activities Committee	Members:
		1.Ms.S.Preetha
		2.Mr.C.Ranjithkumar
		3.Mr.T.Johnson
9	Academic Audit Committee	Members:
		1.Dr.K.Vasudevan
		2.Mr.R.Kanagaraj
		3.Mr.V.Murugesan
10	Anti Ragging Committee	Members:
		1.Mr.S.Prince Immanuel
		2.Mrs.J.Sudha Priya
		3.S.Samson Dinakaran
		4.Dr.A.S.Naveenkumar
		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 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	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	10
	Review –I	10
	Review –II	30
	Documentation & Final Review	Total (50)
2	External	30
	Presentation	20
	Viva	Total (50)
Total		100

Internal and External Marks for Project Work (Maximum 150)

S.No.	Internal Marks	Distribution of Marks
1	Internal	25
	Three Project Reviews	25
	Report	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
5. Syllabus and the pattern of question paper duly certified by the Chairpersons of the respective Board of Studies

1. (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

2. 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.

3. 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 38171 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

1. The Digital Library is furnished with 22 systems including of IBM Strong Server.
2. There is a collection of 3718 selected CDs and DVDs.
3. Bar coded identify for all books.
4. An OPAC search for easy location of books.
5. The digital section is powered with N-list online database which has 6,000+ e-journals and 31,35,000+ e-books.
6. The College has online membership with the NDL(National Digital Library) and NPTEL(National Programme on Technology Enhanced Learning), etc by UGC-MHRD
7. 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 Hostlers

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. Hostlers are expected to take their food in the mess on time, announced from time to time.
5. Compulsory study hours will be followed between 8.45pm and 10.00pm 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. Hostlers 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 2020-2021

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

JULY - 2020

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

AUGUST - 2020

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

SEPTEMBER – 2020

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

OCTOBER – 2020

Date	Day Order	Day	Working Days	Remarks
1	I	THU	55	
2	-	FRI	-	Gandhi Jayanthi
3	-	SAT	-	Holiday
4	-	SUN	-	
5	II	MON	56	
6	III	TUE	57	
7	IV	WED	58	
8	V	THU	59	
9	VI	FRI	60	
10	-	SAT	-	Holiday
11	-	SUN	-	
12	I	MON	61	
13	II	TUE	62	
14	III	WED	63	
15	IV	THU	64	
16	V	FRI	65	
17	VI	SAT	66	Working Day
18	-	SUN	-	
19	I	MON	67	
20	II	TUE	68	
21	III	WED	69	
22	IV	THU	70	
23	V	FRI	71	
24	-	SAT	-	Holiday
25	-	SUN	-	Ayutha Pooja
26	-	MON	-	Vijayadasami
27	VI	TUE	72	
28	I	WED	73	
29	II	THU	74	
30	-	FRI	-	Milad-un-Nabi
31	III	SAT	75	Working Day

NOVEMBER – 2020

Date	Day Order	Day	Working Days	Remarks
1	-	SUN	-	
2	IV	MON	76	
3	V	TUE	77	
4	VI	WED	78	
5	I	THU	79	
6	II	FRI	80	
7	III	SAT	81	Working Day
8	-	SUN	-	
9	IV	MON	82	
10	V	TUE	83	
11	VI	WED	84	
12	I	THU	85	
13	-	FRI	-	Holiday
14	-	SAT	-	Diwali
15	-	SUN	-	
16	II	MON	86	
17	III	TUE	87	
18	IV	WED	88	
19	V	THU	89	I Year PG Class Commences
20	VI	FRI	90	
21	I	SAT	91	Working Day
22	-	SUN	-	
23	II	MON	92	
24	III	TUE	93	
25	IV	WED	94	
26	V	THU	95	
27	VI	FRI	96	
28	I	SAT	97	Working Day
29	-	SUN	-	
30	II	MON	98	

DECEMBER – 2020				
Date	Day Order	Day	Working Days	Remarks
1	III	TUE	99	
2	IV	WED	100	
3	V	THU	101	
4	VI	FRI	102	
5	I	SAT	103	Working Day
6	-	SUN	104	
7	II	MON	105	Model Exam [II & Final year UG and PG],Pre-Model Exam[I year UG]
8	III	TUE	106	
9	IV	WED	107	
10	V	THU	108	
11	VI	FRI	109	
12	I	SAT	110	Working Day
13	-	SUN	-	
14	II	MON	111	Semester Practical Examination Commences
15	III	TUE	112	
16	IV	WED	113	
17	V	THU	114	
18	VI	FRI	115	
19	I	SAT	116	
20	-	SUN	-	
21		MON	117	Comprehensive Exam Commences
22		TUE	118	
23		WED	119	
24		THU	120	
25		FRI	-	Christmas
26		SAT	-	Holiday
27		SUN		
28		MON		
29		TUE		
30		WED		
31		THU		

JANUARY – 2021

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

FEBRUARY – 2021

Date	Day Order	Day	Working Days	Remarks
1	II	MON	20	Model Exam for I Year – ODD Semester
2	III	TUE	21	
3	IV	WED	22	
4	V	THU	23	
5	VI	FRI	24	
6	I	SAT	25	
7	-	SUN	-	
8	II	MON	26	
9	III	TUE	27	
10	IV	WED	28	
11	V	THU	29	
12	VI	FRI	30	
13	-	SAT	-	
14	-	SUN	-	
15	I	MON	31	
16	II	TUE	32	
17	III	WED	33	
18	IV	THU	34	
19	V	FRI	35	
20	VI	SAT	36	
21	-	SUN	-	
22	I	MON	37	Pre-Model Exam – II & III Year PG – I Year– Model Exam Tentatively
23	II	TUE	38	
24	III	WED	39	ODD Sem. Comprehensive Exam – I year UG - Tentatively
25	IV	THU	40	
26	V	FRI	41	
27	VI	SAT	42	Working day
28	-	SUN	-	

MARCH – 2021

Date	Day Order	Day	Working Days	Remarks
1	I	MON	43	
2	II	TUE	44	
3	III	WED	45	
4	IV	THU	46	
5	V	FRI	47	
6	VI	SAT	48	
7	-	SUN	-	
8	I	MON	49	PG – I Year Practical Exam Tentatively
9	II	TUE	50	
10	III	WED	51	-
11	IV	THU	52	
12	V	FRI	53	
13	-	SAT	-	
14	-	SUN	-	
15	VI	MON	54	
16	I	TUE	55	
17	II	WED	56	-
18	III	THU	57	
19	IV	FRI	58	
20	V	SAT	59	
21	-	SUN	-	
22	VI	MON	60	PG – I Year Comprehensive Exam Tentatively
23	I	TUE	61	
24	II	WED	62	
25	III	THU	63	
26	IV	FRI	64	
27	V	SAT	65	
28	-	SUN	-	
29	VI	MON	66	
30	I	TUE	67	
31	II	WED	68	

APRIL - 2021				
Date	Day Order	Day	Working Days	Remarks
1	III	THU	69	
2	-	FRI	-	Good Friday
3	IV	SAT	70	
4	-	SUN	-	
5	V	MON	71	
6	VI	TUE	72	
7	I	WED	73	
8	II	THU	74	
9	III	FRI	75	
10	IV	SAT	76	
11	-	SUN	-	
12	V	MON	77	Model Exam
13	-	TUE	-	Telugu New Year
14	-	WED	-	Tamil New Year
15	VI	THU	78	
16	I	FRI	79	
17	II	SAT	80	
18	-	SUN	-	
19	III	MON	81	
20	IV	TUE	82	
21	V	WED	83	
22	VI	THU	84	
23	I	FRI	85	
24	II	SAT	86	
25	-	SUN	-	Mahavir Jayanti
26	III	MON	87	
27	IV	TUE	88	
28	V	WED	89	Semester Practical Examination Commences
29	VI	THU	90	
30	I	FRI	91	

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



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