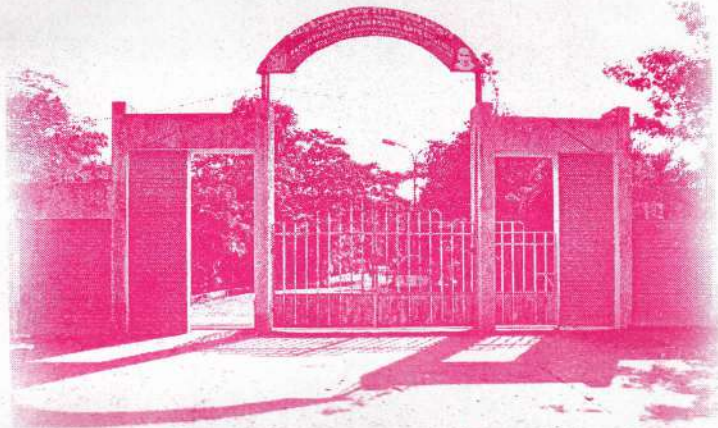




PERUNTHALAVAR KAMARAJAR ARTS COLLEGE



(NAAC Accredited with 'B' Grade)
(Included under 2(f) and 12(B) of UGC Act)
(Affiliated to Pondicherry University)
KALITHEERTHALKUPPAM, PUDUCHERRY -605 107



ACADEMIC CALENDAR 2016- 2017

Run under the aegis of
Pondicherry Society for Higher Education
(Fully funded and managed by Government of Puducherry)
Puducherry.

Ph.-0413-2641381; Fax- 0413-2641381
www.pkartscollege.org



PERSONAL DATA OF THE STUDENT



Name :

Designation/ Course :

Section/ Department :

Employee No. /Roll No. :

Class :

Date of Birth :

Blood Group :

Bank A/C No :

Vehicle No. :

PAN No. :

GPF No. :

Residential Address

Phone No :

Mobile No. :

E-mail ID :

Other Details :



VISION

To impart quality education and to produce employable rural students.



MISSION

To provide in-depth knowledge in fundamentals to rural students, to improve the learning and analytical skills.

To develop the overall personality of the students and to mould them into good citizens with integrity and morality.



தமிழ்த்தாய் வாழ்த்து

வாழ்வினில் செம்மையைச் செய்பவள் நீயே
மாண்புகள் நீயே என்தமிழ்த் தாயே
வீழ்வாரை வீழாது காப்பவள் நீயே
வீரனின் வீரமும் வெற்றியும் நீயே!

தாழ்ந்திடு நிலையினில் உனைவிடுப் பேனோ
தமிழன்எந் நாளும் தலைகுனி வேனோ
கூழ்ந்தின்பம் நல்கிடும் பைந்தமிழ் அன்னாய்
தோன்றுடல் நீஉயிர் நான்மறப் பேனோ?

செந்தமிழே! உயிரே! நறுந் தேனே
செயலினை மூச்சினை உனக்களித் தேனே
நைந்தா யெனில்நைந்து போகுமென் வாழ்வு
நன்னிலை உனக்கெனில் எனக்குந் தானே!

முந்திய நாளினில் அறிவும்இ லாது
மொய்த்தநன் மனிதராம் புதுப்புனல் மீது
செந்தாமரைக் காடு பூத்தது போல
செழித்தஎன் தமிழே ஒளியே வாழி!

- புரட்சிக்கவிஞர்

THE INSTITUTION

Perunthalaivar Kamarajar Arts College is an institution for rural students with a glorious history dating back to June 1998. It took off with two courses viz., B.A., (Functional Tamil) & B.Sc., (Mathematics), and was then housed in Kalaignar Karunanithi Govt. Higher Secondary School.

Foundation Stone for the new building was laid in October 2002, with the Honourable Lieutenant Governor, K.R.Malkani and the then Chief Minister of Puducherry, Thiru N.Rangasamy. The College was shifted to this campus in the year 2004 on completion of the state-of-art-infrastructure. BBA was introduced in the year 2005-06. B.Com., & BCA was started in the year 2010-2011.

Seventy five percent of admissions are reserved for students hailing from rural areas. The College well ahead of development has 2f status and 12B status from UGC. It has also been given accreditation as B grade in NAAC.



COURSES OFFERED

Sl. No.	Name of the Undergraduate Degree course	Students intake
1.	B.A. Functional Tamil/Tamil	44
2.	B.Sc. (Mathematics)	44
3.	B.B.A. (Tourism)	33
4.	BCA (Computer Applications)	40
5.	B.Com (Commerce)	40



CMA Dr. W.V. BALAJI, Ph.D.,

PRINCIPAL

Mobile No.:94431 88042,

E-mail: drwvbalaji@gmail.com

0413-2641882-Principal (Direct line)

DEPARTMENT FACULTIES

DEPARTMENT OF TAMIL

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Dr. S. Sridhar	M.A., M.Phil., Ph.D. NET	Assistant Prof. & Head		
2.	Dr. C. Vettrichelvi	M.A., M.Phil., Ph.D., NET. B.Ed., Dip. In Saiva Siddhanta, Dip in Manuscriptology, Dip in Hindi.	Assistant Professor	9444348401	vcrajah@gmail.com
3.	Dr.G.Savundravalli @Sudha	M.A., M.A., M.Phil., Ph.D., Dip. in Anthro., D.M.A., NET	Assistant Professor	9944756729	gsudha2010@gmail.com
4.	Ms.R.Vishalakshi	M.A., M.Phil., NET, Ph.D (Pursuing)	Assistant Professor	9894581310	visalatchipkac@gmail.com
5.	Dr.P.Thilagavady	MA, M.Ed, M.Phil., Ph.D., NET (UGC)	Assistant Professor	9442277615	thilagavady@gmail.com
6.	Dr. N. Pougajendy	M.A., M.Phil., Ph.D., B.Ed.,	Assistant Professor (Agency Lecturer)	9486417267	narayanan.pougaleddy@gmail.com

DEPARTMENT OF MATHEMATICS

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Dr.S.Kanagavel	M.Sc., M.Phil., Ph.D., P.B.D.C.S.A	Assistant Prof. & Head	9442006284	skanagu@yahoo.com// skanaguvel@gmail.com
2.	Dr.V.Indira	M.Sc., M.Phil., Ph.D	Assistant Professor	8807039087	indira_manik@yahoo.co.in
3	Dr.G.Rajmohan	M.Sc., M.Phil., B.Ed., Ph.D	Assistant Professor	9443459895	rajmohanji@gmail.com
4	Ms.J.Udayageetha	M.Sc., M.Phil., SET. Ph.D(Pursuing)	Assistant Professor	9791884809	udaya.shivani@gmail.com
5	Mr.V.C.Kalimuthu	M.Sc., SET.	Assistant Professor (Agency Lecturer)	9150680880	Kalimuthu_vc@yahoo.co.in

DEPARTMENT OF ENGLISH

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Dr. J. Pamela	M.A., M.Phil., Ph.D	Assistant Professor & Head	9952353603	pamelajayaraju@gmail.com
2.	Ms. Shanthi. P	M.A., M.Phil	Assistant Professor		shanthi.igcas@gmail.com
3.	Ms. N. Rajeswari	M.A., M.Ed., M.Phil	Assistant Professor (Agency)	9944390332	rajeswarimaria48@gmail.com

DEPARTMENT OF TOURISM

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Dr.Sabu.K.Thankappan	M.T.A.,M.Phil.,Ph.D	Assistant Professor and Head	9488827840	sabuthankappan@gmail.com
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3.	Dr.I.Kathirvel	M.T.A.,M.Phil.,Ph.D.,	Assistant Professor	9488825971	kathiranth@gmail.com
4.	Mrs.Ramyasri.E	B.Tech.,M.B.A.,NET.	Assistant Professor (Agency Lecturer)	9566547872	ramyasri101289@gmail.com
5.	Mr.P.Karmenivannan	M.T.A.,Ph.D(Pursuing)	Assistant Professor (Agency Lecturer)	9629891589	Karmenivannan@gmail.com

DEPARTMENT OF FRENCH

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Dr.Jayamarie Sujatha Tamby	M.A., B.Ed., M.Phil., Ph.D.,NET.	Assistant Professor and Head

DEPARTMENT OF HISTORY

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Mr. P. Charles Christopher Raj	M.A.,M.Phil.,M.I.M., M.LISC.,M.C.A., B.Ed., P.G.D.T.A,Ph.D	Assistant Professor & Head	9443723327/ 9443458833	ccraj18@gmail.com

DEPARTMENT OF COMMERCE

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Dr.A.Senthamil Raja	M.Com.,M.Phil., Ph.D.,	Head of the Department	9994499579	akthamizh@gmail.com
2.	Dr.E.Veeraperianayagi	M.Com.,M.Phil., P.G.D.C.A.,Ph.D	Assistant Professor	9442034519	yeshejou@gmail.com
3.	Mrs.R.Malarvijy	M.Com.,M.Phil., P.G.D.C.A.,Ph.D.,	Assistant Professor	9486365838	rmalarvij28@gmail.com
4.	Mrs.G.Arunmozhi	M.Com.,M.Phil., M.B.A.,SLET	Assistant Professor (Agency Lecturer)	9894380620	garunmozhiraja@gmail.com
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DEPARTMENT OF COMPUTER APPLICATIONS

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Ms.R.Krithiga	M.Sc.,M.F.A.,M.Phil. Ph.D(Pursuing),SET.	Assistant Prof. & Head		krithiga@gmail.com, krithiga@gmail.com,
2.	Mr.B.Balamurugan	B.Sc.Ed.,M.C.A.,M.Phil., Ph.D(pursuing)	Assistant Professor (Agency Lecturer)	9345420661	balanandmca@gmail.com
3.	Mr.D.Kamalraj	M.C.A.,M.Phil.,Ph.D., (Pursuing)	Assistant Professor (Agency Lecturer)		d.kamalrajmca@gmail.com
4.	Mr.F.Antony Joseph	B.Sc.Ed.,M.C.A.,M.Phil., P.G.D.H.R.M	Assistant Professor (Agency Lecturer)		anto2422@gmail.com
5.	Mrs.J.Vijaya Barathy	M.Sc.,M.C.A.,M.Phil.,	Assistant Professor (Agency Lecturer)		barathyvij01@gmail.com
6.	Mr.V.Venkateswaran	M.C.A.,M.Tech.,M.B.A.,	Lab Assistant (Agency Staff)		venkatesh_12mca@yahoo.com

DEPARTMENT OF PHYSICAL EDUCATION

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Dr. A. Mathivanan	B.P.Ed.,M.P.Ed., M.Phil.,Ph.D	Director of Physical Education	9095147935	iamtheluckiestperson @gmail.com

LIBRARY

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Mr.V.Anbarasan	B.Sc.,M.LISC.,M.Phil., P.G.D.C.A.,NET (UGC)	Assistant Librarian		anbarasan2005 @gmail.com

OFFICE/ TECHNICAL STAFF

S. No.	Name	Designation
1.	Mr. R.Anbarasu	Superintendent
2.	Mr.K.Vengadessane	Office Assistant
3.	Mr. R.Iyyanar	MTS(G)
4.	Mr. P. Vengadesan	Driver
5.	Mrs.D.Kannagi	MTS(G)
6.	Mrs.A.Valli	Sanitary Assistant
7.	Mrs.S.Puniitha	Sanitary Assistant
8.	Mrs.P.Gomathi	Sanitary Assistant
9.	Mrs.V.Sundari	Sanitary Assistant
10.	Mrs.B.Thilagavathi	Gardener
11.	Mr.S.Narayanasamy	Security
12.	Mr.S.Arumugam	Security
13.	Mr.D.Ramanathan	Security
14.	Mr.K.Ramamoorthy	Security

COURSE STRUCTURE

பாட அமைப்பு

1. இளங்கலைத் தமிழ் மற்றும் இளங்கலைசெயல்முறைத் தமிழ்

வ. எண்.	முதலாமாண்டு	பாடத்திட்ட எண்	முதல் பருவம்
		B.A. TAMIL	SYLLABUS
1.	பகுதி-I	LT1 (5)	Tamil -I
2.	பகுதி-II	EN1(5)	English-I
3.	முதன்மைத்தாள்-1	MT1(5)	இக்காலஇலக்கியம்
4.	முதன்மைத்தாள்-2	MT2(5)	தமிழ் இலக்கிய வரலாறு
5.	சார்பு பாடம் -1 முதலாமாண்டு	AT1(5)	ஊடகவியல், இதழியல், விளம்பரக்கலை கிரண்டாம் பருவம்
6.	பகுதி-I	LT2 (5)	Tamil -II
7.	பகுதி-II	EN2(5)	English-II
8.	முதன்மைத்தாள்-3	MT3(4)	நன்னூல் எழுத்தகாரம்
9.	முதன்மைத்தாள்-4	MT4(6)	படைப்பாளர் பாரதியார்
10.	சார்பு பாடம் -2	AT2(5)	பேச்சுக்கலை
11.	கிரண்டாமாண்டு	ES2(1)	சுற்றுச்சூழலியல் மூன்றாம் பருவம்
12.	பகுதி-I	LT2 (5)	Tamil -III
13.	பகுதி-II	EN3 (5)	English-III
14.	முதன்மைத்தாள்-5	MT5(4)	நன்னூல் சொல்லதீகாரம்
15.	முதன்மைத்தாள்-6	MT6(1)	இடைக்கால இலக்கியம்
16.	சார்பு பாடம் -3 கிரண்டாமாண்டு	AT3(4)	ஊடகவியல், வானொலி, தொலைக்காட்சி, திரைப்படம் நான்காம் பருவம்
17.	பகுதி-I	LT4 (5)	Tamil -IV
18.	பகுதி-II	EN4 (5)	English-IV
19.	முதன்மைத்தாள்-7	MT7(5)	தண்டியலங்காரம்-பொதுவணியில் பொருளணியியல்
20.	முதன்மைத்தாள்-8	MT8(1)	காப்பியங்கள்
21.	சார்புப்பாடம்-4	AT4(4)	கணிவீடும் இணையப் பயன்பாடும்
B.A. FUNCTIONAL TAMIL SYLLABUS			
22.	மூன்றாமாண்டு		ஐந்தாம் பருவம்
22.	முதன்மைத்தாள்-9	MT9(3)	சமய இலக்கியமும், சிற்றிலக்கியமும்
23.	முதன்மைத்தாள்-10	MT10(3)	காப்பியங்கள்
24.	முதன்மைத்தாள்-11	MT11(3)	பொது மொழியியல்
25.	முதன்மைத்தாள்-12	MT12(3)	தமிழக வரலாறும் பண்பாடும்
26.	முதன்மைத்தாள்-13 மூன்றாமாண்டு	MT13(3)	கணிப்பொறி ஓர் அறிமுகம் ஆறாம் பருவம்
27.	முதன்மைத்தாள்-14	MT14(3)	பண்டை இலக்கியம்
28.	முதன்மைத்தாள்-15	MT15(3)	மொழிபெயர்ப்பியல்
29.	முதன்மைத்தாள்-16	MT16(3)	புலம்பெயர் தமிழர்களின் வாழ்வும் இலக்கியமும்
30.	முதன்மைத்தாள்-17	MT17(3)	புதுவை வரலாறும் பண்பாடும்
31.	முதன்மைத்தாள்-18	AT18(3)	கணிப்பொறியும் இணையப் பயன்பாடுகளும்

B.Sc. (MATHEMATICS)

PAPER		SUB. CODE	TITLE OF THE PAPER
I- SEMESTER			
Language Paper	I	LT1 (5)	Tamil – I
Language Paper	II	EN1(5)	English –I
Main Paper	I	MT1(4)	Theory of Equations and Trigonometry
Main Paper	II	MT2(4)	Differential Calculus
Main Paper	III	MT3(4)	Analytical Geometry
II- SEMESTER			
Language Paper	I	LT2 (5)	Tamil - II
Language Paper	II	EN2 (5)	English -II
Main Paper	IV	MT4(4)	Discrete Mathematics
Main Paper	V	MT5(4)	Integral Calculus
Main Paper	VI	MT6(4)	Ordinary Differential Equations and Laplace Transform
Paper	-	ES2(1)	Environmental Studies.
III- SEMESTER			
Language Paper	I	LT3 (5)	Tamil - III
Language Paper	II	EN3 (3)	English -III
Main Paper	VII	MT7(3)	Fourier Series and Partial Differential Equations
Main Paper	VIII	MT8(3)	Real Analysis -I
Main Paper	IX	MT9(3)	Statistics -I
IV- SEMESTER			
Language Paper	I	LT4 (5)	Tamil - IV
Language Paper	II	EN4 (3)	English -IV
Main Paper	X	MT10(3)	Theory of Numbers and Fourier Transforms
Main Paper	XI	MT11(3)	Real Analysis -II
Main Paper	XII	MT12(3)	Statistics -II
V- SEMESTER			
Main Paper	XIII	MT13(4)	Abstract Algebra
Main Paper	XIV	MT14(4)	Complex Analysis -I
Main Paper	XV	MT15(4)	Mechanics –I: Statics
Main Paper	XVI	MT16(4)	Operation Research - I
Main Paper	XVII	MT17(4)	Programming in 'C'
VI- SEMESTER			
Main Paper	XVIII	MT18(4)	Linear Algebra
Main Paper	XIX	MT19(4)	Complex Analysis -II
Main Paper	XX	MT20(4)	Mechanics –II: Dynamics
Main Paper	XXI	MT21(4)	Operation Research - II
Main Paper	XXII	MT22(4)	Numerical Analysis using 'C'

BACHELOR OF BUSINESS ADMINISTRATION B.B.A (TOURISM)

PAPER	SUB. CODE	TITLE OF THE PAPER
I - SEMESTER		
Paper -I	EN1(5)	English-I
Main Paper	MT1 (2)	Tourism Concepts and Practices
Main Paper	MT2 (2)	Tourism Products of India
Main Paper	MT3 (2)	Indian Monuments
Allied - (History)	MT4 (2)	Principles of Management
II - SEMESTER		
Paper -II	EN2(5)	English-II
Main Paper	MT5 (2)	Travel Agency and Tour operations
Main Paper	MT6 (1)	Indian Culture and Heritage
Main Paper	MT7 (1)	Basics of Hotel Management
Allied - (History)	AT8 (2)	Airport Functions and formalities
	ES2 (1)	Environmental Studies.
III - SEMESTER		
Main Paper	MT9 (2)	Front Office Operation
Main Paper	MT10 (2)	Tourism Marketing -I
Main Paper	MT11 (2)	Tour Itinerary Planning and Design
Main Paper	MT12 (2)	Communicative Language-French-I
Main Paper	MT13 (2)	Destination Management
Main Paper	MT14 (3)	Principles of Accountancy
	PW1(1)	Internship Training Report and Viva-Voce
IV - SEMESTER		
Main Paper	MT15 (2)	Ecology For Tourism
Main Paper	MT16 (2)	Tourism Business and Entrepreneurship
Main Paper	MT17 (2)	Organisational Behaviour
Main Paper	MT18 (2)	Communi Cative Languages French-II
Main Paper	MT19 (2)	Travel Geography
Main Paper	MT20 (2)	Principles of Cost Accounting
V - SEMESTER		
Main Paper	MT21 (2)	Tourism Economics
Main Paper	MT22 (2)	Event Management
Main Paper	MT23 (2)	Transport Management
Main Paper	MT24 (2)	Computer Application in Tourism
Main Paper	MT25 (1)	Human Resource Management in Tourism
Main Paper	MT26 (1)	Sustainable Tourism
	PW1(2)	Internship Training Report and Viva Voce
	PW1 (1)	Tour (North India/South India) Report and Viva Voce
VI - SEMESTER		
Main Paper	MT27 (1)	Tourism Finance
Main Paper	MT28 (1)	Tourism Planning and Policies
Main Paper	MT29 (1)	International Tourism Organisations
Main Paper	MT30(1)	Airfares and Ticketing
Project	MT31(1)	Soft Skills and Personality Development for Tourism

BACHELOR OF COMPUTER APPLICATION (BCA)

PAPER	SUB. CODE	TITLE OF THE PAPER
I- SEMESTER		
Language Paper I	EN1(5)	English –I
Major Paper I	MT1(3)	Fundamentals of Computer Science
Major Paper II	MT2(3)	Information Technology
Major Paper III	MT3(3)	Programming Concepts and C
Allied Paper I	AT1(3)	Mathematics for Computer Science
Practical I	MP1(2)	Office Automation Lab
Practical II	MP2(2)	' C ' Lab
II- SEMESTER		
Language Paper II	EN2(5)	English -II
Main Paper IV	MT4(3)	Object oriented Programming
Main Paper V	MT5(3)	Fundamentals of Data Structures
Allied II	AT2(3)	Probability and Statistics
Allied III	AT3(3)	Fundamentals of Accountancy
Practical III	MP3(2)	OOP (C++) Lab
Practical IV	MP4(2)	Data Structures Lab
Environmental Studies	ES2(1)	Environmental Studies
III- SEMESTER		
Major Paper VI	MT6(3)	Computer Organization
Major Paper VII	MT7(3)	Java Programming
Major Paper VIII	MT8(3)	Computer Algorithms
Allied Paper IV	AT4(3)	Financial Management
Allied Paper V	AT5(3)	Operation Research
Practical V	MP5(2)	Java Programming Lab
Practical VI	MP6(2)	Financial & Statistical Packages Lab
IV- SEMESTER		
Major Paper IX	MT9(3)	Operating Systems
Major Paper X	MT10(3)	Data Communication and Networks
Major Paper XI	MT11(3)	Visual Programming
Major Paper XII	MT12(3)	Database Management Systems
Allied Paper VI	AT6(3)	Principles of Management
Practical VII	MP7(2)	Visual Programming and RDBMS Lab
Practical VIII	MP8(2)	Networks Lab
V- SEMESTER		
Major Paper XIII	MT13(3)	Software Engineering
Major Paper XIV	MT15(3)	• Net Frame Work
Major Paper XV	MT16(3)	E- Commerce
Major Paper XVI	MT14(2)	Web Technology
Elective-I	ET1(A4)	Network Security
Practical IX	MP9(3)	• Net Framework Lab
Practical X	MP10(3)	Web Technology Lab
VI- SEMESTER		
Major Paper XVII	MT18(2)	Multimedia Applications
Elective II	ET2(A13)	Introduction to Web-User Interface Design
Elective III	ET3(A5)	Data Warehousing and Mining
Practical XI	MP11(3)	Multimedia Application Lab
Project Work	PW 1 (11)	Project Work

BACHELOR OF COMMERCE(B.Com)

PAPER	SUB. CODE	TITLE OF THE PAPER
I- SEMESTER		
Foundation	EN1(5)	English -I
Foundation	LT1(5)/LF1(C)	Language-I
Major Paper I	MT1(3)	Financial Accounting-I
Major paper II	MT2(3)	Business Management
Allied I	AT1(3)	Business Economics
II- SEMESTER		
Foundation	EN2(5)	English -II
Foundation	LT2(5)/LF2(C)	Language-II
Major Paper III	MT3(3)	Financial Accounting-II
Major paper IV	MT4(3)	Business Law
Allied II	AT2(3)	Business Environment
Compulsory	ES2(1)	Environmental Studies
III- SEMESTER		
Major Paper V	MT5(3)	Corporate Accounting-I
Major Paper VI	MT6(3)	Company Law
Major Paper VII	MT7(3)	Business Statistics-I
Major Paper VIII	MT8(3)	Cost Accounting
Major Paper IX	MT9(3)	Entrepreneurial Development
IV- SEMESTER		
Major Paper X	MT10(3)	Corporate Accounting-II
Major Paper XI	MT11(3)	Business Communication
Major Paper XII	MT12(3)	Money and Financial System
Major Paper XIII	MT13(3)	Auditing
Major Paper XIV	MT14(3)	Business Mathematics
V- SEMESTER		
Major Paper XV	MT15(3)	Income Tax-I
Major Paper XVI	MT16(3)	Computer Application in Business
Major Paper XVII	MT17(3)	Management Accounting-I
Major Paper XVIII	MT18(3B)	Principles of Marketing
Major Paper XIX	MT19(3B)	Consumer Behaviour
VI- SEMESTER		
Major Paper XX	MT20(3)	Income Tax-II
Major Paper XXI	MT21(3)	Management Accounting-II
Major Paper XXII	MT22(3)	Indirect Taxes
Major Paper XXIII	MT23(3B)	International Marketing
Major Paper XXIV	MT24(3B)	Advertising and Sales Promotion

FEES PAYABLE TO THE COLLEGE

The fee particulars for an academic year:-

PARTICULARS	Rs. P.
Athletic Association	50.00
College Magazine	40.00
College Day	25.00
College Union	20.00
College Calendar	10.00
Medical Inspection	10.00
Students Medical Assistance Fund	10.00
Reading Room Fee	10.00
Admission Fee	10.00
Fine Arts Association	25.00
Stationery Fee	20.00
Caution Money deposit	50.00
Laboratory (Science subjects only)	50.00
Tuition Fee (for Resident) (per Semester)	100.00
Tuition Fee (for non -Resident) (per Semester)	250.00
FEES PAYABLE TO UNIVERSITY	
Matriculation fee	18.00
RECOGNITION FEE	
The Higher Secondary Examination conducted by the Government of Tamilnadu / Intermediate exam conducted by the Govt. of Andhra Pradesh/ Pre-degree Examination conducted by the Calicut University.	75.00
Any other examination conducted by universities or other accredited Bodies outside India.	450.00
Any other examination conducted by universities or other accredited Bodies inside India.	180.00
Registration Fee	40.00
University Development Fee	50.00
Athletic Association (To be paid every year)	25.00

Note: If a student after joining leaves the college during the term he /she has no right to claim refund of any portion of the fee remitted except Caution Deposit. Students are required to pay the fees up to the semester during which He/She leaves the college.

COLLEGE RULES AND REGULATIONS

GENERAL RULES

1. Students are expected to use only courteous and polite language and behave with decorum while talking to the faculty and other members of the staff of the college.
2. Students should avoid using any insulting, inciting, threatening language while talking with fellow students and should totally avoid violence. Students should not talk or act in any manner inside/outside the Institution in a way that would bring disrepute to the institution.
3. Students should be regular and punctual in attending classes and all activities connected with the college.
4. Gathering in groups at Roads, Entrance, Exit, Pathways, Gardens, etc., is strictly prohibited.
5. On entering the class, they should observe strict silence, irrespective of the presence or absence of the teacher.
6. They should get up quietly as the teacher enters the class and keep standing till the latter sits or asks them to be seated. Every student must obey the teacher and carry out the instructions.
7. No student is permitted to leave the classroom during class hours.
8. Students are expected to read notices/circulars displayed on the college Notice Board. Ignorance or not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained therein.
9. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
10. While attending college functions, the students should conduct themselves in such a way to bring credit to themselves and the institution.
11. Smoking and abuse of drugs inside the campus are strictly prohibited.
12. Students are forbidden from entering the college office and the staff rooms during unspecified hours.
13. Pasting of wall posters, writing on walls and roads are prohibited.
14. Cell phone is banned inside the college campus.
15. The Principal's decision shall be final in all matters of punishment of the students for violation of any of the rules and regulations of the college.
16. **Breaking/damaging the college properties is strictly prohibited. The cost of damages/broken items will be recovered from those who indulge in such activities.**
17. **Students who have been convicted of any offence in a criminal court will not be allowed to continue their studies in the college.**
18. Ragging of any kind is strictly prohibited. Anyone who is found guilty of ragging will summarily and severely be punished.
19. All the students must attend the college in a decent dress.

COMPUTER LAB RULES & REGULATIONS

1. The students should come with observations, calculators and other accessories.
2. The students should be in the lab on time.
3. Breakage will be charged from the individual concerned.
4. Discipline in the lab is a must.
5. Taking leave on practical hours should be avoided.

LANGUAGE LAB

The college houses a Language Lab to help the rural students master the art of speaking in English.

LIBRARY FACILITY

This institution is facilitated with a library which contains books on the subjects of study along with Periodicals, Magazines and Daily Newspapers both in Tamil and English. It is maintained properly by a qualified Assistant Librarian. The total number of books available at present are 7494 in Tamil, Mathematics, Tourism, History, Computer Science, French, English, Commerce, Encyclopedia, General knowledge, Competitive Examination etc., Reading Room is also provided with two computers with Net Connectivity for the use of students at free time.

LIBRARY RULES

1. Absolute silence should be maintained in and around the library. Loud consultations, noisy conversations etc., are strictly prohibited.
2. The Library will remain open between 10.00 am. and 5.00 pm.
3. Students can borrow maximum of two books by using their tickets.
4. Books should be returned on or before the last date marked on the date label. Otherwise fine will be collected from the students. Loss or damage of the book will be four times.
5. Reference books and bound copies of University Examination question papers shall not be lent to the students to be taken home.

Book Bank Scheme:

Our college library is facilitated with the "Book Bank Scheme" for the welfare of Schedule Castes Students. Each Student has the facility of taking two more books apart from the usual two books taken on tickets. He / She can retain the books till the end of each semester. He / She can take another two books only after returning the books which were already taken.

NATIONAL SERVICE SCHEME (NSS)

Two units of National Service Scheme are functioning very effectively in this college. Unit I (for boys and girls) and Unit II (for girls only) are functioning under the aegis of NSS.

FINE ARTS ASSOCIATION

The Fine Arts Association of our college brings out the hidden talents of the rural students by various extra-curricular and intra - mural competitions.

PLACEMENT CELL

The placement cell is effectively functioning in this college. This year many more campus interviews will be arranged.

RED RIBBON CLUB

Red Ribbon Club (RRC) was launched in this college under the guidance of Pondicherry Aids Control Society. The club is functioning effectively by organizing many useful awareness programmes.

SPORTS

A Sprawling ground is available inside the College Campus. The students are asked to make use of the ground for their sports activities.

RED CROSS SOCIETY

Red Cross Society is started in this college to inculcate among the students the habit of rendering service to public.

N.C.C.

To develop the students character, comradeship, discipline, leadership quality, secular outlook, to provide leadership in all walks of life and to be always available for the service of nation, N.C.C (National Cadets Corps) At the time of admission, the students who are willing can enroll themselves as cadets in the N.C.C. The successful enrolled N.C.C. cadets will be awarded with certificate B and certificate C under the Ministry of Defense, New Delhi. Excelling cadets are awarded with Best Cadet Awards and are encouraged to enroll themselves in the disciplined service of the Nation.

STAFF IN CHARGE OF ACTIVITIES

ACTIVITY	IN CHARGE
National Service Scheme (NSS) Unit -I (Boys)	Dr.P.Thilagavady M.A.,M.Ed,M.Phil.,Ph.D., NET (UGC) Assistant Professor
National Service Scheme (NSS) Unit -II (Girls only) & Red Ribbon Club	Miss. R. Vishalakshi, M.A., M.Phil., Ph.D.,(pursuing),NET., Assistant Professor
NCC & Red Cross Society	Dr. I. Kathirvel, MTA.,M.Phil.,Ph.D., Assistant Professor
Fine Arts Association	Dr.Jayamarie Sujatha Tamby M.A., B.Ed., M.Phil., Ph.D.,NET. Assistant Professor & Head
Parent-Teacher Association	Individual Departments
Tutorial System	Individual Departments
Internal Quality Assurance Cell	Dr. V. Indira, M.Sc.,M.Phil., Ph.D, Assistant Professor
College Calendar & College Magazine	Mr. P. Charles Christopher Raj, M.A.,M.Phil.,M.I.M., M.Lisc.M.C.A., B.Ed.,P.G.D.TA.,Ph.D Assistant Professor & Head
Examination Nodal Officer	Dr.A.Senthamil Raja, M.Com,M.Phil.,Ph.D., Assistant Professor & Head
Placement Cell	Dr.Sabu.K.Thankappan M.T.A.,M.Phil.,Ph.D Assistant Professor and Head
Anti-Ragging Committe	Dr. G. Savundravalli @ Sudha M.A.,M.A., M.Phil., Ph.D., Dip in Anthro., D.M.A., Assistant Professor

Academic Calendar for UG/PG Courses of the Affiliated Colleges 2016-2017

as prescribed by Pondicherry University
(Arts, Science, Commerce and Management)

Sl.No	Particulars	I Year	II and III Year
1.	Commencement of the Academic session	27.07.2016 (Wednesday)	27.06.2016 (Monday)
2.	Closure of admission *	16.09.2016 (Friday)	
3.	Last Date for submission of Recognition / Matriculation & Registration forms	30.09.2016 (Friday)
4.	End of Classes	07.12.2016 (Wednesday)	08.11.2016 (Tuesday)
5.	Beginning of Examination (Odd semester)	08.12.2016 (Thursday)	25.11.2016 (Friday)
6.	Winter holidays	08.12.2016 (Thursday) to 01.01.2017 (Sunday)	08.12.2016 (Thursday) to 01.01.2017 (Sunday)
7.	Declaration of results (after)	16.02.2017 (Thursday)	16.02.2017 (Thursday)
8.	Start of even semester	02.01.2017 (Monday)	01.01.2017 (Monday)
9.	End of even semester	03.05.2017 (Wednesday)	03.05.2017 (Wednesday)
10.	Examination (even semester) Including practical	10.04.2017 (Monday)	10.04.2017 (Monday)
11.	Summer vacation	04.05.2017 (Thursday) To 25.06.2017 (Sunday)	04.05.2017 (Thursday) To 25.06.2017 (Sunday)
12.	Declaration of results	25.07.2017 (Tuesday)	25.07.2017 (Tuesday)

Important Note : Recognition form with relevant documents and fees should be submitted within one month from the date of closure of admission without fail.

*Including lateral entry/re-admission/repeaters/sponsor candidates.

CALENDAR 2016-17

JUNE 2016			
Date	Day	Day Observed as	No. of WORKING DAYS
01.06.2016	Wednesday		
02.06.2016	Thursday		
03.06.2016	Friday		
04.06.2016	Saturday		
05.06.2016	Sunday		
06.06.2016	Monday		
07.06.2016	Tuesday		
08.06.2016	Wednesday	World Oceans Day	
09.06.2016	Thursday		
10.06.2016	Friday		
11.06.2016	Saturday		
12.06.2016	Sunday	World Day Against Child Labour	
13.06.2016	Monday		
14.06.2016	Tuesday	World Blood Donor Day	
15.06.2016	Wednesday		
16.06.2016	Thursday		
17.06.2016	Friday		
18.06.2016	Saturday		
19.06.2016	Sunday		
20.06.2016	Monday	World Refugee Day	
21.06.2016	Tuesday	International Yoga Day	
22.06.2016	Wednesday		
23.06.2016	Thursday		
24.06.2016	Friday		
25.06.2016	Saturday		
26.06.2016	Sunday		
27.06.2016	Monday	World Diabetes Day	
28.06.2016	Tuesday		
29.06.2016	Wednesdays		
30.06.2016	Thursday		

JULY 2016			
Date	Day	Day Observed as	No. of WORKING DAYS
01.07.2016	Friday		
02.07.2016	Saturday		
03.07.2016	Sunday		
04.07.2016	Monday		
05.07.2016	Tuesday		
06.07.2016	Wednesdays		
07.07.2016	Thursday		
08.07.2016	Friday		
09.07.2016	Saturday		
10.07.2016	Sunday		
11.07.2016	Monday	World Population Day	
12.07.2016	Tuesday		
13.07.2016	Wednesdays		
14.07.2016	Thursday		
15.07.2016	Friday	Kamarajar's Birthday	
16.07.2016	Saturday		
17.07.2016	Sunday		
18.07.2016	Monday		
19.07.2016	Tuesday		
20.07.2016	Wednesday		
21.07.2016	Thursday		
22.07.2016	Friday		
23.07.2016	Saturday		
24.07.2016	Sunday		
25.07.2016	Mondya		
26.07.2016	Tuesday		
27.07.2016	Wednesday		
28.07.2016	Thursday		
29.07.2016	Friday		
30.07.2016	Saturday	International Friendship Day	
31.07.2016	Sunday		

AUGUST 2016

Date	Day	Day Observed as	No. of Working Days
01.08.2016	Monday	World Breast Feeding Day	
02.08.2016	Tuesday		
03.08.2016	Wednesday		
04.08.2016	Thursday		
05.08.2016	Friday		
06.08.2016	Saturday	World Peace Day, Hiroshima Day	
07.08.2016	Sunday		
08.08.2016	Monday		
09.08.2016	Tuesday	Quit India Movement Day Nagasaki Day	
10.08.2016	Wednesday		
11.08.2016	Thursday		
12.08.2016	Friday	International Youth Day	
13.08.2016	Saturday	International Left Handers' Day	
14.08.2016	Sunday		
15.08.2016	Monday	Independence Day	
16.08.2016	Tuesday		
17.08.2016	Wednesday		
18.08.2016	Thursday		
19.08.2016	Friday	World Humanitarian Day	
20.08.2016	Saturday		
21.08.2016	Sunday		
22.08.2016	Monday		
23.08.2016	Tuesday		
24.08.2016	Wednesday		
25.08.2016	Thursday		
26.08.2016	Friday		
27.08.2016	Saturday		
28.08.2016	Sunday		
29.08.2016	Monday	International Day Against Nuclear Tests	
30.08.2016	Tuesday		
31.08.2016	Wednesday		

SEPTEMBER 2016

Date	Day	Day Observed as	No. of Working Days
01.09.2016	Thursday		
02.09.2016	Friday		
03.09.2016	Saturday		
04.09.2016	Sunday		
05.09.2016	Monday	Teachers' Day	
06.09.2016	Tuesday		
07.09.2016	Wednesday		
08.09.2016	Thursday	International Literacy Day	
09.09.2016	Friday		
10.09.2016	Saturday		
11.09.2016	Sunday		
12.09.2016	Monday		
13.09.2016	Tuesday	Positive Thinking Day	
14.09.2016	Wednesday		
15.09.2016	Thursday		
16.09.2016	Friday	Ozone Day	
17.09.2016	Saturday		
18.09.2016	Sunday		
19.09.2016	Monday		
20.09.2016	Tuesday		
21.09.2016	Wednesday		
22.09.2016	Thursday		
23.09.2016	Friday		
24.09.2016	Saturday		
25.09.2016	Sunday		
26.09.2016	Monday		
27.09.2016	Tuesday	World Tourism Day	
28.09.2016	Wednesday		
29.09.2016	Thursday		
30.09.2016	Friday		

OCTOBER 2016

Date	Day	Day Observed as	No. of WORKING DAYS
01.10.2016	Saturday	International Old Aged People Day	
02.10.2016	Sunday	World Teachers' Day World Habitat Day	
03.10.2016	Monday		
04.10.2016	Tuesday		
05.10.2016	Wednesday		
06.10.2016	Thursday		
07.10.2016	Friday		
08.10.2016	Saturday		
09.10.2016	Sunday		
10.10.2016	Monday		
11.10.2016	Tuesday		
12.10.2016	Wednesday		
13.10.2016	Thursday	International Day for Natural Disaster Reduction	
14.10.2016	Friday		
15.10.2016	Saturday		
16.10.2016	Sunday	World Food Day	
17.10.2016	Monday	Poverty Eradication Day	
18.10.2016	Tuesday		
19.10.2016	Wednesday		
20.10.2016	Thursday		
21.10.2016	Friday		
22.10.2016	Saturday		
23.10.2016	Sunday		
24.10.2016	Monday	United Nations Day	
25.10.2016	Tuesday		
26.10.2016	Wednesday		
27.10.2016	Thursday		
28.10.2016	Friday		
29.10.2016	Saturday		
30.10.2016	Sunday	World Thrift Day (India)	
31.10.2016	Monday		

NOVEMBER 2016

Date	Day	Day Observed as	No. of WORKING DAYS
01.11.2016	Tuesday	Puducherry Liberation Day	
02.11.2016	Wednesday		
03.11.2016	Thursday		
04.11.2016	Friday		
05.11.2016	Saturday		
06.11.2016	Sunday		
07.11.2016	Monday		
08.11.2016	Tuesday		
09.11.2016	Wednesday		
10.11.2016	Thursday		
11.11.2016	Friday		
12.11.2016	Saturday		
13.11.2016	Sunday		
14.11.2016	Monday	Children's Day	
15.11.2016	Tuesday		
16.11.2016	Wednesday		
17.11.2016	Thursday		
18.11.2016	Friday		
19.11.2016	Saturday		
20.11.2016	Sunday	Universal Children's Day	
21.11.2016	Monday	World Television Day	
22.11.2016	Tuesday		
23.11.2016	Wednesday		
24.11.2016	Thursday		
25.11.2016	Friday	International Day for the	
26.11.2016	Saturday		
27.11.2016	Sunday	Thanks Giving Day	
28.11.2016	Monday		
29.11.2016	Tuesday		
30.11.2016	Wednesday		

DECEMBER 2016

Date	Day	Day Observed as	No. of WORKING DAYS
01.12.2016	Thursday	World Aids Day	
02.12.2016	Friday	National Pollution Control Day	
03.12.2016	Saturday	World Disabled Day	
04.12.2016	Sunday		
05.12.2016	Monday	International Volunteer's Day	
06.12.2016	Tuesday		
07.12.2016	Wednesday		
08.12.2016	Thursday		
09.12.2016	Friday	International Anti-Corruption Day	
10.12.2016	Saturday	World Human Rights Day	
11.12.2016	Sunday	World Children's Fund Day	
12.12.2016	Monday		
13.12.2016	Tuesday		
14.12.2016	Wednesday		
15.12.2016	Thursday		
16.12.2016	Friday		
17.12.2016	Saturday		
18.12.2016	Sunday		
19.12.2016	Monday		
20.12.2016	Tuesday		
21.12.2016	Wednesday		
22.12.2016	Thursday		
23.12.2016	Friday		
24.12.2016	Saturday		
25.12.2016	Sunday		
26.12.2016	Monday		
27.12.2016	Tuesday		
28.12.2016	Wednesday		
29.12.2016	Thursday		
30.12.2016	Friday		
31.12.2016	Saturday		

JANUARY 2017

Date	Day	Day Observed as	No. of WORKING DAYS
01.01.2017	Sunday		
02.01.2017	Monday		
03.01.2017	Tuesday		
04.01.2017	Wednesday		
05.01.2017	Thursday	Louis Braille Day	
06.01.2017	Friday		
07.01.2017	Saturday		
08.01.2017	Sunday		
09.01.2017	Monday		
10.01.2017	Tuesday		
11.01.2017	Wednesday		
12.01.2017	Thursday	National Youth Day	
13.01.2017	Friday		
14.01.2017	Saturday		
15.01.2017	Sunday		
16.01.2017	Monday		
17.01.2017	Tuesday		
18.01.2017	Wednesday		
19.01.2017	Thursday		
20.01.2017	Friday		
21.01.2017	Saturday		
22.01.2017	Sunday		
23.01.2017	Monday		
24.01.2017	Tuesday		
25.01.2017	Wednesday		
26.01.2017	Thursday	Republic Day	
27.01.2017	Friday		
28.01.2017	Saturday		
29.01.2017	Sunday		
30.01.2017	Monday	Leprosy Prevention Day	
31.01.2017	Tuesday		

FEBRUARY 2017

Date	Day	Day Observed as	No. of WORKING DAYS
01.02.2017	Wednesday	National Freedom Day	
02.02.2017	Thursday		
03.02.2017	Friday		
04.02.2017	Saturday		
05.02.2017	Sunday		
06.02.2017	Monday		
07.02.2017	Tuesday		
08.02.2017	Wednesday	Rose Day	
09.02.2017	Thursday		
10.02.2017	Friday		
11.02.2017	Saturday		
12.02.2017	Sunday		
13.02.2017	Monday		
14.02.2017	Tuesday		
15.02.2017	Wednesday		
16.02.2017	Thursday		
17.02.2017	Friday		
18.02.2017	Saturday		
19.02.2017	Sunday		
20.02.2017	Monday		
21.02.2017	Tuesday	International Mother Language Day	
22.02.2017	Wednesday		
23.02.2017	Thursday		
24.02.2017	Friday		
25.02.2017	Saturday		
26.02.2017	Sunday		
27.02.2017	Monday		
28.02.2017	Tuesday	National Science Day	

MARCH 2017

Date	Day	Day Observed as	No. of WORKING DAYS
01.03.2017	Wednesday		
02.03.2017	Thursday		
03.03.2017	Friday	National Anthem Day	
04.03.2017	Saturday		
05.03.2017	Sunday		
06.03.2017	Monday		
07.03.2017	Tuesday		
08.03.2017	Wednesday	International Women's Day	
09.03.2017	Thursday	World Kidney Day	
10.03.2017	Friday		
11.03.2017	Saturday		
12.03.2017	Sunday		
13.03.2017	Monday		
14.03.2017	Tuesday		
15.03.2017	Wednesday		
16.03.2017	Thursday		
17.03.2017	Friday		
18.03.2017	Saturday		
19.03.2017	Sunday		
20.03.2017	Monday		
21.03.2017	Tuesday	International Day for the Elimination of Racial Discrimination	
22.03.2017	Wednesday	World Water Day	
23.03.2017	Thursday		
24.03.2017	Friday	World Tuberculosis Day	
25.03.2017	Saturday		
26.03.2017	Sunday		
27.03.2017	Monday		
28.03.2017	Tuesday		
29.03.2017	Wednesday		
30.03.2017	Thursday		
31.03.2017	Friday		

APRIL 2017

Date	Day	Day Observed as	No. of WORKING DAYS
01.04.2017	Friday		
02.04.2017	Saturday		
03.04.2017	Sunday		
04.04.2017	Monday		
05.04.2017	Tuesday		
06.04.2017	Wednesday		
07.04.2017	Thursday		
08.04.2017	Friday	Ugadi	
09.04.2017	Saturday		
10.04.2017	Sunday		
11.04.2017	Monday		
12.04.2017	Tuesday		
13.04.2017	Wednesday		
14.04.2017	Thursday	Tamil New Year / Dr. Ambedkar's Birthday	
15.04.2017	Friday		
16.04.2017	Saturday		
17.04.2017	Sunday		
18.04.2017	Monday		
19.04.2017	Tuesday		
20.04.2017	Wednesday		
21.04.2017	Thursday		
22.04.2017	Friday		
23.04.2017	Saturday	Exams for Even Semester	
24.04.2017	Sunday		
25.04.2017	Monday		
26.04.2017	Tuesday		
27.04.2017	Wednesday		
28.04.2017	Thursday		
29.04.2017	Friday		
30.04.2017	Saturday		

MAY 2017

Date	Day	Day Observed as	No. of WORKING DAYS
01.05.2017	Sunday	May day	
02.05.2017	Monday		
03.05.2017	Tuesday		
04.05.2017	Wednesday		
05.05.2017	Thursday		
06.05.2017	Friday		
07.05.2017	Saturday		
08.05.2017	Sunday		
09.05.2017	Monday		
10.05.2017	Tuesday		
11.05.2017	Wednesday		
12.05.2017	Thursday		
13.05.2017	Friday		
14.05.2017	Saturday		
15.05.2017	Sunday		
16.05.2017	Monday		
17.05.2017	Tuesday		
18.05.2017	Wednesday		
19.05.2017	Thursday		
20.05.2017	Friday		
21.05.2017	Saturday		
22.05.2017	Sunday		
23.05.2017	Monday		
24.05.2017	Tuesday		
25.05.2017	Wednesday		
26.05.2017	Thursday		
27.05.2017	Friday		
28.05.2017	Saturday		
29.05.2017	Sunday		
30.05.2017	Monday		
31.05.2017	Tuesday		

JUNE 2017

Date	Day	Day Observed as	No. of Working Days
01.06.2017	Wednesday		
02.06.2017	Thursday		
03.06.2017	Friday		
04.06.2017	Saturday		
05.06.2017	Sunday		
06.06.2017	Monday		
07.06.2017	Tuesday		
08.06.2017	Wednesday		
09.06.2017	Thursday		
10.06.2017	Friday		
11.06.2017	Saturday		
12.06.2017	Sunday		
13.06.2017	Monday		
14.06.2017	Tuesday		
15.06.2017	Wednesday		
16.06.2017	Thursday		
17.06.2017	Friday		
18.06.2017	Saturday	Ramzan (id-ul-Fitr)	
19.06.2017	Sunday		
20.06.2017	Monday		
21.06.2017	Tuesday		
22.06.2017	Wednesday		
23.06.2017	Thursday		
24.06.2017	Friday		
25.06.2017	Saturday		
26.06.2017	Sunday		
27.06.2017	Monday		
28.06.2017	Tuesday		
29.06.2017	Wednesday		
30.06.2017	Thursday		

TIME TABLE - ODD SEMESTER

DAYS	First Period	Second Period	Break	Third Period	Lunch	Fourth Period	Fifth Period	Break	Sixth Period
	Timing								
	10.00-10.50	10.50-11.40	11.40-11.50	11.50-12.40	12.40-1.20	1.20-2.10	2.10-3.00	3.00-3.10	3.10-4.00
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									

TIME TABLE
Pondicherry University Examination
April / May - 2017

Date	Session	Name of the Paper

Note

Name and Address	Telephone

Important helpline
Anti Ragging : 1800-180-5522
Childline : 1098
Women : 1091
Old Age : 1253

Attendance and Leave of Absence

The students are expected to be in their place during the stated periods for lectures, seminars, theoretical classes and practical classes. Attendance will be taken during each period and absence for that period will be considered as absence for that whole session. A minimum of 75% attendance is compulsory to apply for the semester exam conducted by the University.

Student who enters the class after commencement will be taken as late-comer and three late marks will be counted as a day's absence. Student should submit application for leave in advance addressed to the head of the department in the following form:

Name of the student :
Class with main subject:
Roll number:
Period of leave
Reason for leave
Signature of the student
Date of application
Signature of the student Signature of the H.O.D

PUNISHMENTS

At the Institution level:

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishment for those found guilty of ragging at the institution level shall be any one or any combination of the following;

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional/ national or international meet, tournament, youth festival etc.
6. Suspension/ expulsion from the hostel.
7. Cancellation of admission
8. Restriction from the institution for period ragging from 1 to 4 semesters.
9. Expulsion from the institution for a specified period.
10. Fine ragging between Rs. 25,000/ to Rs. 1 lakh.
11. **Collective Punishment:**

When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

Note: Those students who wish to get Transfer Certificate and Conduct Certificate from the College office should apply for the same at least two days before the required date.

LIBRARY RULES

1. The Library is open to the students and the staff of the college.
2. The library will remain open on all working days from 10.00 am to 5.00 p.m.
3. Strict silence is to be observed in and around the Library. Failure to observe this rule will attract severe disciplinary action.
4. Students should not bring their personal belongings such as bags, boxes, note books, etc., inside the Library. However they may be permitted to bring sheets of paper for taking notes.
5. Readers shall be responsible for any damage, or injury done to the books or other reading materials and shall be required to replace such books / materials at their own cost.
6. While borrowing a book the borrower should examine the condition of the book. Damage, if any, should be brought to the notice of the library staff.
7. Writing, marking, underlining or disfiguring the reading materials will attract severe disciplinary action.
8. In case replacement is not possible for a book / periodicals lost or damaged, the cost will be recovered. Four times the book value of the book / periodical if it is out of print.
9. Library borrowers' tickets will be issued to the members and books can be borrowed against the library tickets only.
10. Members are responsible for the library tickets issued to them. Sub-lending of books / transfer of tickets is not permitted.
11. Loss of library tickets should be reported immediately to the Librarian. Duplicate tickets / clearance will be issued only after a month from the date of report. During this period the member should try to trace out the lost ticket.
12. The borrower to whom a ticket is issued shall be responsible for any loss or non-return of book(s) issued against that library ticket. A fine of rupees thirty per ticket will be collected for the loss.
13. The validity of the library tickets in the case of outgoing students expires on the last working day of the college. Therefore they should surrender the tickets on or before the last working day.
14. Books are generally issued for a fortnight. Extension of time will be granted in case there is no demand for the same book. More than three consecutive renewals will not however be allowed.
15. Facility for making reservation of books is available in the library.
16. Borrowers should return the books on or before the stipulated dates. Overdue charges @ 10 paise per book per day will be collected from the defaulters for the first 14 days of default. For the subsequent days a fine @ 25 paise per day will be collected.
17. Absence from the college will not be taken as a valid reason for the late return of books.
18. Certificates / Hall tickets will be issued only after clearing all the outstanding dues in the library.
19. The Librarian may recall any books issued even if the loan period is not over.
21. Books categorized as reference will not be lent out.
22. The library staff will be glad to assist the readers in selecting the required reading materials.
23. The above rules are applicable to the Book Bank books also with modifications regarding loan period, issue methods and eligibility criteria.

STUDENT SPACE



