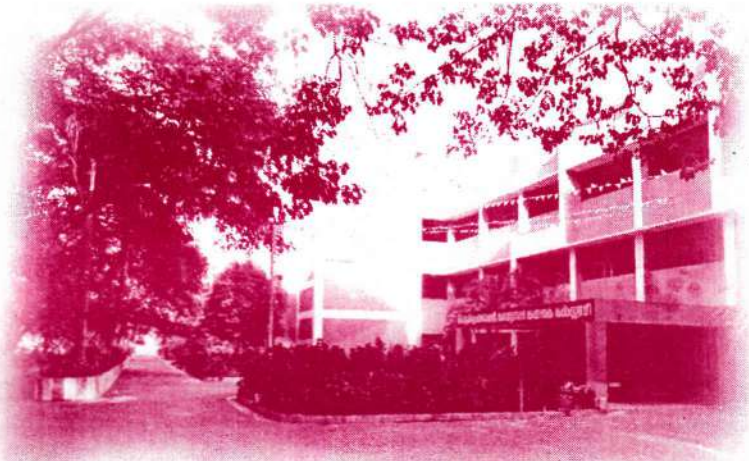# PERUNTHALAIVAR KAMARAJAR ARTS COLLEGE

(An Institution functioning under the aegis of Pondicherry Society for Higher Education, **Government of Puducherry**)

(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

2017- 2018

Ph : 0413-2641381; Fax : 0413-2641381
Website : www.pkartscollege.org
Email : pkartscollege@gmail.com

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
தமிழென்எந் நாளும் தலைகுனி வேனோ
சூழ்ந்தின்பம் 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
மொய்த்தஅந் மனிதராம் புதுப்புனல் மீது
செந்தாமரைக் காடு பூத்தது போல
செழித்தஎன் தமிழே ஒளியே வாழி!

<div align="right">– புரட்சிக்கவிஞர்</div>

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 and accredited with 'B' grade by NAAC during the year 2015.

COURSES OFFERED

Sl. No.	Name of the Undergraduate Degree Course	Students intake
1.	B.A. Tamil	50
2.	B.Sc. (Mathematics)	50
3.	B.B.A. (Tourism)	50
4.	BCA. (Computer Applications)	40
5.	B.Com. (Commerce)	60

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. C. Vettrichelvi	M.A., B.Ed., M.Phil., Ph.D., NET	Assistant Professor & Head	9444348401	vcrajah@gmail.com
2.	Dr. S. Sridhar	M.A., M.Phil., Ph.D., NET (JRF)	Assistant Professor	9092020134	sridhar.vinayaha@gmail.com
3.	Dr. G. Savundravalli @ Sudha	M.A., M.A (Linguistics)., M.Phil., Ph.D., NET	Assistant Professor	9944756729	gsudha2010@gmail.com
4.	Dr. R. Vishalakshi	M.A., M.Phil., Ph.D., NET	Assistant Professor	9894581310	visalatchipkac@gmail.com
5.	Dr. P. Thilagavady	M.A., M.Phil., M.Ed., Ph.D., NET	Assistant Professor	9442277615	thilagavady@gmail.com
6.	Dr. N. Pougajendy	M.A., M.Phil., Ph.D., B.Ed.,	Assistant Professor	9486417267	narayanan.pougalendy@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 Professor & 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., 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	9150680880	kalimuthu_vc@yahoo.co.in

DEPARTMENT OF TOURSIM

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Dr. Sabu K. Thankappan	M.T.A., M.Phil.,Ph.D.,	Assistant Professor & 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.	Dr. P. Karmenivannan	M.T.A., Ph.D., NET	Assistant Professor	9629891589	Karmenivannan@gmail.com

DEPARTMENT OF COMPUTER APPLICATIONS

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Mr. R. Vaittilingame	MCA., M.Phil., B.L.I.S., NET	Assistant Professor & Head	9629878374	suthavaitti@gmail.com
2.	Ms. R. Krithiga	M.Sc., M.Phil(Dance)., SET, Ph.D (Pursuing)	Assistant Professor	8220202062	kriithiga@gmail.com
3.	Dr. B. Balamurugan	B.Sc.Ed., MCA, M.Phil., Ph.D (Pursuing)	Assistant Professor	9345420661	balaanandmca@gmail.com
4.	Mr. F. Antony Joseph	B.Sc.Ed., MCA., M.Phil., PGHRM.,	Assistant Professor	9843377422	anto2422@gmail.com
5.	Mrs. J. Vijaya Barathy	M.Sc., MCA., M.Phil.,	Assistant Professor	8678915454	barathyviji01@gmail.com
6.	Mr. Venkateswaran	M.C.A.,M.Tech.,M.B.A.,	Lab Assistant	9789338410	venkatesh_12mca@yahoo.com

DEPARTMENT OF COMMERCE

S. No.	Name	Qualification	Designation	Contact Number	E-Mail Address
1.	Dr. A. Senthamil Raja	M.Com., M.Com (CA)., MBA., M.Phil., Ph.D., NET	Assistant Professor & Head	9994499579	akthamizh@gmail.com
2.	Dr. V. Veeraperianayagi	M.Com., M.Phil., PGDCA., Ph.D.,	Assistant Professor	9442034519	yeshejou@gmail.com
3.	Mrs. R. Malarvijy	M.Com., M.Phil., PGDCA., Ph.D (Pursuing)	Assistant Professor	9486365838	rmalarvij28@gmail.com
4.	Mrs. G. Arunmozhi	M.Com., M.Phil., M.B.A., SLET	Assistant Professor	9894380620	garunmozhiraja@gmail.com
5.	Mr. A. Albert Joseph Raj	M.Com., B.Ed., M.Phil., NET	Assistant Professor	9442034388/ 8754658784	albert3julie@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 & Head	—	—

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	pamelajeyaraju@gmail.com
2.	Ms. Shanthi. P	M.A., M.Phil.,Ph.D., (Pursuing)	Assistant Professor	—	shanthi.igcas@gmail.com
3.	Mrs. N. Rajeswari	M.A., M.Ed., M.Phil.,	Assistant Professor	9944390332	rajeswarimaria48@gmail.com

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.L.I.S.C, M.C.A, B.Ed., P.G.D.T.A, Ph.D (Pursuing)	Assistant Professor & Head	9443723327/ 9443458833	ccraj18@gmail.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	9442541214	anbarasan2005 @gmail.com

OFFICE/ TECHANICAL 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.Punitha	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

B.A. (TAMIL)

தாள்	பாடத்திட்ட எண்	பாடம்
முதல் பருவம்		
MIL - 1	LTAM 111	Tamil I
ENGLISH - 1	ENGL 112	English - I
DSC-1 A	TAML 111	Literature I - Modern Literature (Puducherry)
DSC-2 A	TAML 112	Grammar - I Nanool - Ezhuthathikaaram
AECC - 1	PADM 113	Public Administration
இரண்டாம் பருவம்		
MIL - 2	LTAM 121	Tamil II
ENGLISH - 2	ENGL 122	English - II
DSC-1 B	TAML 121	Literature II - Modern Literature (Tamil Nadu)
DSC-2B	TAML 122	Grammar - II Nanool - Sollathikaaram
AECC - 2	ENVS 123	Environmental Studies
மூன்றாம் பருவம்		
பகுதி -I	LT2 (5)	Tamil – III
பகுதி -II	EN3 (5)	English –III
முதன்மைத்தாள் -5	MT5(4)	நன்னூல் சொல்லதிகாரம்
முதன்மைத்தாள் -6	MT6(1)	இடைக்கால இலக்கியம்
சார்புப்பாடம் -3	AT3(4)	ஊடகவியல்,வானொலி, தொலைக்காட்சி, திரைப்படம்
நான்காம் பருவம்		
பகுதி -I	LT4 (5)	Tamil – IV
பகுதி -II	EN4 (5)	English –IV
முதன்மைத்தாள் -7	MT7(5)	தண்டியலங்காரம்–பொதுவணியில் பொருளணியியல்
முதன்மைத்தாள் -8	MT8(1)	காப்பியங்கள்
சார்புப்பாடம் -4	AT4(4)	கணினியும் இணையப் பயன்பாடும்
ஐந்தாம் பருவம்		
முதன்மைத்தாள் -9	MT9(4)	புறப்பொருள் வெண்பாமாலை
முதன்மைத்தாள் -10	MT10(1)	அற இலக்கியங்கள்
முதன்மைத்தாள்-11	MT11(4)	தமிழக வரலாறும் பண்பாடும்
முதன்மைத்தாள் -12	MT12(4)	மொழியியல் ஓர் அறிமுகம்
முதன்மைத்தாள் -13	MT13(4)	படைப்புக்கலையும் திறனாய்வு நெறிமுறைகளும்
ஆறாம் பருவம்		
முதன்மைத்தாள் -14	MT14(1)	சங்க இலக்கியங்கள்
முதன்மைத்தாள்-15	MT15(5)	புதுச்சேரி மாநில வரலாறும் பண்பாடும்
முதன்மைத்தாள் -16	MT16(5)	நம்பியகப்பொருள்
முதன்மைத்தாள் -17	MT17(4)	மொழி பெயர்ப்பியல்
முதன்மைத்தாள்-18	AT18(4)	யாப்பருங்கலக்காரிகை

B.Sc. (MATHEMATICS)

PAPER	SUB. CODE	TITLE OF THE PAPER
I - SEMESTER		
MIL – 1	LBEN/LHIN/LMAL/LSAN/	Bengali/Hindi/Malayalam/Sanskrit/
ENGLISH –1	ENGL 112	English-I
DSC – 1A	MATH 111	Theory of Equations and Trigonometry
DSC – 2A	MATH 112	Differential Calculus
AECC – 1	PADM 113	Public Administration
II - SEMESTER		
MIL – 2L	BEN/LHIN/LMAL/LSAN/	Bengali/Hindi/Malayalam/Sanskrit/
ENGLISH –2	ENGL 122	English - II
DSC – 1B	MATH 121	Analytical Geometry – 3D
DSC – 2B	MATH 122	Integral Calculus
AECC – 2	ENVS 123	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-IL	T4 (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-XV	MT20(4)	Mechanics –II: Dynamics
Main Paper-XX	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		
	LBEN/LHIN/LMAL/LSAN/L TAM/LTEL 111	Bengali/Hindi/Malayalam/Sanskrit/Tam il/Telugu -I
	ENGL 112	English – 1
	BBAT 111	Tourism Concepts and Practices
	BBAT 112	Tourism Resources of India
	PADM 113	Public Administration
II - SEMESTER		
	LBEN/LHIN/LMAL/LSAN/L TAM/LTEL 121	Bengali/Hindi/Malayalam/Sanskrit/Tam il/Telugu -2
	ENGL 122	English – 2
	BBAT 121	Tourism Geography
	BBAT 122	Travel Agency and Tour Operations
	ENVS 123	Environmental Studies
III - SEMESTER		
Main Paper	MT9 (2)	Fornt 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 Entre preneurship
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)	SustainableTourism
	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 Polices
Main Paper	MT29 (1)	International Tourism Organisations
Main Paper	MT30(1)	Airfares and Ticketing

BACHELOR OF COMPUTER APPLICATION (BCA)

PAPER	SUB. CODE	TITLE OF THE PAPER
I - SEMESTER		
MIL	LTAM/LHIN/ LARA/ LMAL/ LFRE 111	Language-I
ENG	ENGL112	English-I
DSC – 1	CSCA113	Introduction to Problem Solving using C
DSC – 2	CSCA114	Digital Electronics
AECC-1	PADM115	Public Administration
AECC-1	PADM115	Public Administration
	CSCA116	C Programming Lab
	CSCA117	Digital Lab
II - SEMESTER		
MIL	LTAM/LHIN/ LARA/ LMAL/ LFRE 121	Language-I
ENG	ENGL122	English-II
DSC – 3	CSCA123	Python Programming
DSC – 4	CSCA124	Data Structures and Algorithms
GE-1 (1	CSCA125	Mathematics for Business
out of 2)	CSCA126	Probability and Statistics
AECC-2	ENVS127	EVS
	CSCA128	Python Programming Lab
	CSCA129	Data Structures and Algorithms Lab
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		
MIL – 1	LHIN/LTAM/LFRE/LMAL /LTEL/LBEN/LSAN	Hindi-i/ Tamil –i / /Malayalam - I/telugu-i / Bengali – I/sanskrit-i
ENGL – 1	ENGL 112	English – I
DSC – 1A	BCGN 111	Financial Accounting
DSC – 2A	BCGN 112	Business Law
AECC - 1	PADM 113	Public Administration
II - SEMESTER		
MIL - 2	LHIN/LTAM/LFRE/ LMAL/LTEL/LBEN/LSAN	Hindi-ii/tamil –ii /malayalam Ii/telugu-II/ Bengali – II/ Sanskrit-II
ENGL - 2	ENGL 122	English – II
DSC – 1B	BCGN 121	Business Management
DSC – 2B	BCGN 122	Company Law
AECC - 2	ENVS 123	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	100.00
College Magazine	50.00
College Day	100.00
College Union	40.00
College Calendar	40.00
Medical Inspection	10.00
Students Medical Assistance Fund	10.00
Reading Room Fee	25.00
Admission Fee	10.00
Fine Arts Association	25.00
Stationery Fee	20.00
Caution Money deposit	100.00
Laboratory (Science subjects only)	250.00
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 other accredited Bodies / universities in 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 getup 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 carryout 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.

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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.Phil., M.Ed., Ph.D., NET Assistant Professor of Tamil
National Service Scheme (NSS) Unit –II (Girls only) & Red Ribbon Club	**Ms. R. Vishalakshi** M.A., M.Phil., Ph.D., NET Assistant Professor of Tamil
NCC & Red Cross Society	**Dr. I. Kathirvel** M.T.A., M.Phil., Ph.D., Assistant Professor of Tourism
Fine Arts Association	**Dr. Jayamarie Sujatha Tamby** M.A., B.Ed., M.Phil., Ph.D., NET Assistant Professor & Head Department of French
Parent-Teacher Association	Individual Departments
Tutorial System	Individual Departments
Internal Quality Assurance Cell	**Dr. V. Indira,** M.Sc., M.Phil., Ph.D., **Assistant Professor of Mathematics**
College Calendar & Website	**Ms. R. Krithiga** M.Sc., M.Phil. (Dance)., SET, Ph.D. (Pursuing) Assistant Professor of Computer Science
Examination Nodal Officer & College Magazine	**Dr. A. Senthamil Raja** M.Com., M.Com (CA)., MBA., M.Phil., Ph.D., NET Assistant Professor & Head Department of Commerce
Placement Cell	**Dr. Sabu.K.Thankappan** M.T.A., M.Phil.,Ph.D., Assistant Professor & Head Department of Tourism
Anti-Ragging Committe	**Dr. G. Savundravalli @ Sudha** M.A.,M.A., M.Phil., Ph.D., Dip in Anthro., D.M.A., Assistant Professor of Tamil

Academic Calendar for UG/PG Courses of the Affiliated Colleges 2017-2018

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	27.07.2017 (Thursday)	27.06.2017 (Thursday)
2.	Closure of admission * (Friday)	15.09.2017	
3.	Last Date for submission of Recognition / Matriculation & Registration forms	28.09.2017 (Thursday)	....
4.	End of Classes (Thursday)	07.12.2017 (Wednesday)	08.11.2017
5.	Beginning of Examination (Odd semester)	08.12.2017 (Friday)	24.11.2017 (Friday)
6.	Winter holidays (Friday) to 01.01.2018 (Monday)	08.12.2017 (Friday) to 01.01.2018 (Monday)	08.12.2017
7.	Declaration of results (after) (Friday)	16.02.2018 (Friday)	16.02.2018
8.	Start of even semester (Tuesday)	02.01.2018 (Tuesday)	02.01.2018
9.	End of even semester (Thursday)	03.05.2018 (Thursday)	03.05.2018
10.	Examination (even semester) Including practical	09.04.2018 (Monday)	09.04.2018 (Monday)
11.	Summer vacation (Friday) to 24.06.2018 (Sunday)	04.05.2018 (Friday) to 24.06.2018 (Sunday)	04.05.2018
12.	Declaration of results (Wednesday)	25.07.2018 (Wednesday)	25.07.2018

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 2017-18

JUNE 2017			
Date	Day	Day Observed as	No.of WORKING DAYS
01.06.2017	Thursday		
02.06.2017	Friday		
03.06.2017	Saturday		
04.06.2017	Sunday		
05.06.2017	Monday	World Environment Day	
06.06.2017	Tuesday		
07.06.2017	Wednesday		
08.06.2017	Thursday		
09.06.2017	Friday		
10.06.2017	Saturday		
11.06.2017	Sunday		
12.06.2017	Monday		
13.06.2017	Tuesday		
14.06.2017	Wednesday		
15.06.2017	Thursday	World Wind Day	
16.06.2017	Friday		
17.06.2017	Saturday		
18.06.2017	Sunday		
19.06.2017	Monday		
20.06.2017	Tuesday		
21.06.2017	Wednesday	International Yoga Day	
22.06.2017	Thursday		
23.06.2017	Friday		
24.06.2017	Saturday		
25.06.2017	Sunday		
26.06.2017	Monday	Ramzan*	
27.06.2017	Tuesday		
28.06.2017	Wednesday		
29.06.2017	Thursday	Re-opening	
30.06.2017	Friday		

JULY 2017

Date	Day	Day Observed as	No.of WORKING DAYS
01.07.2017	Saturday		
02.07.2017	Sunday		
03.07.2017	Monday		
04.07.2017	Tuesday		
05.07.2017	Wednesday		
06.07.2017	Thursday		
07.07.2017	Friday		
08.07.2017	Saturday		
09.07.2017	Sunday		
10.07.2017	Monday		
11.07.2017	Tuesday	World Population Day	
12.07.2017	Wednesday		
13.07.2017	Thursday		
14.07.2017	Friday		
15.07.2017	Saturday	Kamarajar's Birthday	
16.07.2017	Sunday		
17.07.2017	Monday		
18.07.2017	Tuesday		
19.07.2017	Wednesday		
20.07.2017	Thursday		
21.07.2017	Friday		
22.07.2017	Saturday		
23.07.2017	Sunday		
24.07.2017	Monday		
25.07.2017	Tuesday		
26.07.2017	Wednesday		
27.07.2017	Thursday		
28.07.2017	Friday		
29.07.2017	Saturday	International Tiger Day	
30.07.2017	Sunday		
31.07.2017	Monday		

AUGUST 2017

Date	Day	Day Observed as	No.of WORKING DAYS
01.08.2017	Tuesday	World Breast Feeding Day	
02.08.2017	Wednesday		
03.08.2017	Thursday		
04.08.2017	Friday		
05.08.2017	Saturday		
06.08.2017	Sunday		
07.08.2017	Monday		
08.08.2017	Tuesday		
09.08.2017	Wednesday		
10.08.2017	Thursday		
11.08.2017	Friday		
12.08.2017	Saturday	International Youth Day	
13.08.2017	Sunday		
14.08.2017	Monday	Sri Krishna Janmashtami	
15.08.2017	Tuesday	Independence Day	
16.08.2017	Wednesday	De jure Transfer Day	
17.08.2017	Thursday		
18.08.2017	Friday		
19.08.2017	Saturday		
20.08.2017	Sunday		
21.08.2017	Monday	National Senior Citizen Day	
22.08.2017	Tuesday		
23.08.2017	Wednesday		
24.08.2017	Thursday	IQAC Sponsored Placement guest Lecture by Computer Application Dept.	
25.08.2017	Friday	Vinayaka Chathurthi	
26.08.2017	Saturday		
27.08.2017	Sunday		
28.08.2017	Monday		
29.08.2017	Tuesday	National Sports Day	
30.08.2017	Wednesday		
31.08.2017	Thursday		

SEPTEMBER 2017

Date	Day	Day Observed as	No.of WORKING DAYS
01.09.2017	Friday		
02.09.2017	Saturday		
03.09.2017	Sunday		
04.09.2017	Monday		
05.09.2017	Tuesday	Teacher's Day	
06.09.2017	Wednesday		
07.09.2017	Thursday		
08.09.2017	Friday		
09.09.2017	Saturday		
10.09.2017	Sunday	World Suicide Prevention Day	
11.09.2017	Monday		
12.09.2017	Tuesday		
13.09.2017	Wednesday	Positive Thinking Day	
14.09.2017	Thursday		
15.09.2017	Friday		
16.09.2017	Saturday	Ozone Day	
17.09.2017	Sunday		
18.09.2017	Monday		
19.09.2017	Tuesday		
20.09.2017	Wednesday		
21.09.2017	Thursday	Moharam	
22.09.2017	Friday		
23.09.2017	Saturday		
24.09.2017	Sunday		
25.09.2017	Monday		
26.09.2017	Tuesday		
27.09.2017	Wednesday	IQAC Sponsored Placement guest Lecture by Tourism Dept.	
28.09.2017	Thursday		
29.09.2017	Friday	Saraswathi Pooja	
30.09.2017	Saturday	Vijayadasemi	

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OCTOBER 2017

Date	Day	Day Observed as	No.of WORKING DAYS
01.10.2017	Sunday	Moharam	
02.10.2017	Monday	Gandhi Jayanthi	
03.10.2017	Tuesday		
04.10.2017	Wednesday		
05.10.2017	Thursday		
06.10.2017	Friday		
07.10.2017	Saturday		
08.10.2017	Sunday		
09.10.2017	Monday		
10.10.2017	Tuesday	World Mental Heath Day	
11.10.2017	Wednesday	International Day of the Girl Child	
12.10.2017	Thursday		
13.10.2017	Friday	International Day for Natural Disaster Reduction	
14.10.2017	Saturday		
15.10.2017	Sunday		
16.10.2017	Monday	World Food Day	
17.10.2017	Tuesday		
18.10.2017	Wednesday	Deepavali	
19.10.2017	Thursday		
20.10.2017	Friday		
21.10.2017	Saturday		
22.10.2017	Sunday		
23.10.2017	Monday		
24.10.2017	Tuesday		
25.10.2017	Wednesday		
26.10.2017	Thursday	IQAC Sponsored Placement guest Lecture by Commerce Dept.	
27.10.2017	Friday		
28.10.2017	Saturday		
29.10.2017	Sunday		
30.10.2017	Monday		
31.10.2017	Tuesday		

NOVEMBER 2017

Date	Day	Day Observed as	No.of WORKING DAYS
01.11.2017	Wednesday	Puducherry Liberation Day	
02.11.2017	Thursday		
03.11.2017	Friday	IQAC Sponsored Placement guest Lecture by Mathematics Dept.	
04.11.2017	Saturday		
05.11.2017	Sunday		
06.11.2017	Monday	IQAC Sponsored Placement guest Lecture by Tamil Dept.	
07.11.2017	Tuesday		
08.11.2017	Wednesday		
09.11.2017	Thursday		
10.11.2017	Friday		
11.11.2017	Saturday		
12.11.2017	Sunday		
13.11.2017	Monday		
14.11.2017	Tuesday	Children's Day	
15.11.2017	Wednesday		
16.11.2017	Thursday		
17.11.2017	Friday		
18.11.2017	Saturday		
19.11.2017	Sunday	World Toilet Day	
20.11.2017	Monday		
21.11.2017	Tuesday		
22.11.2017	Wednesday		
23.11.2017	Thursday	Thanks Giving Day	
24.11.2017	Friday		
25.11.2017	Saturday		
26.11.2017	Sunday		
27.11.2017	Monday		
28.11.2017	Tuesday		
29.11.2017	Wednesday		
30.11.2017	Thursday		

DECEMBER 2017

Date	Day	Day Observed as	No.of WORKING DAYS
01.12.2017	Friday	World Aids Day	
02.12.2017	Saturday		
03.12.2017	Sunday	World Disabled Day	
04.12.2017	Monday		
05.12.2017	Tuesday		
06.12.2017	Wednesday		
07.12.2017	Thursday		
08.12.2017	Friday		
09.12.2017	Saturday		
10.12.2017	Sunday		
11.12.2017	Monday	Model Exam	
12.12.2017	Tuesday	"	
13.12.2017	Wednesday	"	
14.12.2017	Thursday	"	
15.12.2017	Friday	"	
16.12.2017	Saturday		
17.12.2017	Sunday		
18.12.2017	Monday		
19.12.2017	Tuesday		
20.12.2017	Wednesday		
21.12.2017	Thursday		
22.12.2017	Friday		
23.12.2017	Saturday		
24.12.2017	Sunday		
25.12.2017	Monday	Christmas	
26.12.2017	Tuesday		
27.12.2017	Wednesday		
28.12.2017	Thursday		
29.12.2017	Friday		
30.12.2017	Saturday		
31.12.2017	Sunday		

JANUARY 2018

Date	Day	Day Observed as	No.of WORKING DAYS
01.01.2018	Monday	New Year	
02.01.2018	Tuesday		
03.01.2018	Wednesday		
04.01.2018	Thursday		
05.01.2018	Friday		
06.01.2018	Saturday		
07.01.2018	Sunday		
08.01.2018	Monday		
09.01.2018	Tuesday		
10.01.2018	Wednesday	IQAC Sponsored Placement guest Lecture by Tourism Dept.	
11.01.2018	Thursday		
12.01.2018	Friday		
13.01.2018	Saturday	Bogi	
14.01.2018	Sunday	Pongal	
15.01.2018	Monday	Hoilday	
16.01.2018	Tuesday	Hoilday	
17.01.2018	Wednesday		
18.01.2018	Thursday		
19.01.2018	Friday		
20.01.2018	Saturday		
21.01.2018	Sunday		
22.01.2018	Monday	IQAC Sponsored Placement guest Lecture by English Dept.	
23.01.2018	Tuesday	IQAC Sponsored Placement guest Lecture by French Dept.	
24.01.2018	Wednesday		
25.01.2018	Thursday	IQAC Sponsored Placement guest Lecture by Mathematics Dept.	
26.01.2018	Friday	Republic Day	
27.01.2018	Saturday		
28.01.2018	Sunday		
29.01.2018	Monday		
30.01.2018	Tuesday		
31.01.2018	Wednesday		

FEBRUARY 2018

Date	Day	Day Observed as	No.of WORKING DAYS
01.02.2018	Thursday		
02.02.2018	Friday		
03.02.2018	Saturday	World Cancer Day	
04.02.2018	Sunday		
05.02.2018	Monday		
06.02.2018	Tuesday		
07.02.2018	Wednesday	IQAC Sponsored Placement Cell Programme	
08.02.2018	Thursday		
09.02.2018	Friday		
10.02.2018	Saturday		
11.02.2018	Sunday		
12.02.2018	Monday		
13.02.2018	Tuesday		
14.02.2018	Wednesday		
15.02.2018	Thursday	IQAC Sponsored Placement guest Lecture by Computer Application Dept.	
16.02.2018	Friday		
17.02.2018	Saturday		
18.02.2018	Sunday		
19.02.2018	Monday		
20.02.2018	Tuesday		
21.02.2018	Wednesday		
22.02.2018	Thursday		
23.02.2018	Friday		
24.02.2018	Saturday		
25.02.2018	Sunday		
26.02.2018	Monday		
27.02.2018	Tuesday		
28.02.2018	Wednesday		

MARCH 2018

Date	Day	Day Observed as	No.of WORKING DAYS
01.03.2018	Thursday		
02.03.2018	Friday		
03.03.2018	Saturday	National Anthem Day	
04.03.2018	Sunday		
05.03.2018	Monday		
06.03.2018	Tuesday		
07.03.2018	Wednesday		
08.03.2018	Thursday	International Women's Day	
09.03.2018	Friday	World Kidney Day	
10.03.2018	Saturday		
11.03.2018	Sunday		
12.03.2018	Monday		
13.03.2018	Tuesday		
14.03.2018	Wednesday	IQAC Sponsored Placement guest Lecture by History Dept.	
15.03.2018	Thursday		
16.03.2018	Friday		
17.03.2018	Saturday		
18.03.2018	Sunday		
19.03.2018	Monday		
20.03.2018	Tuesday		
21.03.2018	Wednesday	IQAC Sponsored Placement guest Lecture by Tamil Dept.	
22.03.2018	Thursday	World Water Day	
23.03.2018	Friday		
24.03.2018	Saturday	World Tuberculosis Day	
25.03.2018	Sunday		
26.03.2018	Monday		
27.03.2018	Tuesday		
28.03.2018	Wednesday		
29.03.2018	Thursday		
30.03.2018	Friday	Good Friday	
31.03.2018	Saturday		

APRIL 2018

Date	Day	Day Observed as	No.of WORKING DAYS
01.04.2018	Sunday	Easter Sunday	
02.04.2018	Monday	World Autism Day	
03.04.2018	Tuesday		
04.04.2018	Wednesday		
05.04.2018	Thursday		
06.04.2018	Friday		
07.04.2018	Saturday		
08.04.2018	Sunday	Ugadi	
09.04.2018	Monday	Modee Exam	
10.04.2018	Tuesday	"	
11.04.2018	Wednesday	"	
12.04.2018	Thursday	"	
13.04.2018	Friday	"	
14.04.2018	Saturday	Dr. Ambedkar Jayanthi	
15.04.2018	Sunday		
16.04.2018	Monday		
17.04.2018	Tuesday		
18.04.2018	Wednesday		
19.04.2018	Thursday		
20.04.2018	Friday		
21.04.2018	Saturday		
22.04.2018	Sunday		
23.04.2018	Monday		
24.04.2018	Tuesday		
25.04.2018	Wednesday		
26.04.2018	Thursday		
27.04.2018	Friday		
28.04.2018	Saturday		
29.04.2018	Sunday		
30.04.2018	Monday		

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 - EVEN 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
Nov / Dec - 2017

Date	Session	Name of the Paper

TIME TABLE
Pondicherry University Examination
April / May - 2018

Date	Session	Name of the Paper

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 fort-night. 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.

Note

Name and Address	Telephone

Important helpline

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

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