

M.O.P. Vaishnav College For Women

(Autonomous)

(College affiliated to University of Madras & Re-accredited at 'A' Grade with CGPA 3.56/4 by NAAC)

#20, IV Lane, Nungambakkam High Road,
Chennai - 600 034, Tamil Nadu, India.

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E-mail: mopvaishnav@mopvc.edu.in

Website: www.mopvc.edu.in



STUDENT HANDBOOK & CALENDAR
2018 - 2019

ANTI RAGGING COMMITTEE

Dr. Lalitha Balakrishnan - *Principal*
M.O.P. Vaishnav College for Women

Dr. Uthira .D - *Vice Principal*
M.O.P. Vaishnav College for Women

Prime Minister - Student Cabinet - 2018 - 2019
M.O.P. Vaishnav College for Women

Inspector
Thousand Lights Police Station, Tel - 044 - 23452684

Ragging in any form is strictly forbidden under law.

Students found guilty of the same shall face legal action and will be liable to be expelled from the college immediately.

STUDENT DATA SHEET
(College Copy)

Photo to be
pasted here

(To be filled by the student in CAPITAL Letters)
NAME (as per +2 Marksheet)

D.O.B (DD/MM/YYYY) _____

Blood Group : _____

Year of Study : I / II / III _____

Name of the Degree : _____

College Register No. : _____

Student Mobile No. _____

Student E-mail ID : _____

(Use of Mobile phones is strictly prohibited on campus. This information is sought to be used as a means of communication with the student beyond working hours)

RESIDENTIAL ADDRESS :

(for communication)

Tel No. _____

PERSON TO BE CONTACTED

IN CASE OF EMERGENCY

Name _____

Tel No. (O) _____

Res. _____

Mobile : _____

Relationship with the Student :

STUDENT DATA SHEET
(Student Copy)



(To be filled by the student in CAPITAL Letters)
NAME (as per +2 Marksheet)

D.O.B (DD/MM/YYYY) _____

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Name _____

Tel No. (O) _____

Res. _____

Tel No. _____

Mobile : _____

Relationship with the Student :

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COLLEGE PRAYER

***Gananaatham lambodaram ekadantam upaasmahe//
Deenanaatha dayaanidhe vakratundam upaasmahe /
Sundara vinaayaka ekadantam upaasmahe//1//
Paarvatisuta paahi maam dayaakara karunaakara/
Sarva vighna vinaashaka ekadantam upaasmahe//2//***

TRANSLATION

Oh! The Lord of the ganas! the one with a huge belly !
One who has a single tusk! I contemplate on Thee!
Saviour of the distressed ! An ocean of compassion, with
a curved trunk !
I contemplate on Thee!
Charming one! The spiritual preceptor!
One who has a single tusk! contemplate on thee!
Protect me! O son of Parvati!
The ever compassionate and sympathetic one!
The destroyer of all obstacles!
One who has a single tusk! I contemplate on Thee!

M.O.P. ANTHEM

Swabhiman Samman M.O.P. Mahaan Nav Vihaan (2)
M.O.P. Ho Sadha Safal Rache Naye Ithihaz
Nav Vihaan pade likhe Har Beti Bharath maa Ki Shaan Bade

Swabhiman Samman M.O.P. Mahaan nav Vihaan

Safal Saahasi ban Khar M.O.P. Naam Kare (2)
Yahi Udeshya Yahi Kaamna Yahi Sankalp Yahi Sapna
Raha Sadha M.O.P. ka
Utham Siksha Swavilambhan Udhmitha Aur Samaj Seva (2)
Raha Vishwas M.O.P. ka Kala me
Kushal naach Ghaan me nipun
Khel Kudh me Sarwa Pratham
Lakshya M.O.P. ka

Unche Aadharsh Unche Vichar Dhrud Nishchay
Parishramapaar (2)
Lekhar Gaye M.O.P. ko (2)
Desh Videsh ke Uspaar
Desh Videsh ke Uspaar
Desh Videsh ke Uspaar!

VISION

To evolve into a University of International repute.

MISSION

“To provide a unique learning experience which will enable the students to realize their innate potential and mould their overall personality”

Mission Goals

- ◆ Promoting Academic Excellence
- ◆ Developing Self - Reliant Individuals
- ◆ Providing Career Opportunities and
- ◆ Creating Socially Responsible Citizens.

INSTITUTIONAL ACCOLADES

- ❖ “Managerial Excellence Award for Educational Institutions” by Madras Management Association
- ❖ MBA programme has been ranked in top 50 B-Schools in the country consistently for last 3 years
- ❖ Community Radio Station - National Award in 2016, 2017.
- ❖ Only Self-financing College to be ranked in top 50 by India Today
- ❖ In the top 150 colleges as per National Institutional Ranking Framework (NIRF)

ACCOLADES IN SPORTS

- ❖ The College has Medalists in Asian games, SAF, Common wealth games.
- ❖ The College has been winning the most prestigious Madras University A.L. Mudaliar Athletic Trophy for 15 years since 2003.
- ❖ Won Madras University Sivanthi Adityan rolling trophy consecutively for 15 years since 2004 for contributing maximum number of players to the Madras University teams.
- ❖ Won Madras University P. Haridas M.O.P. Trophy consecutively for 12 years since 2005 for winning the maximum number of Inter-collegiate tournaments

GENESIS

M.O.P. Vaishnav College for Women (Autonomous) is committed to the goals of attracting and supporting top caliber women students in the areas of higher education. Dewan Bahadur M.O.Parthasarathy Aiyengar a leading barrister, visionary philanthropist of yester years was an advocate of women's education. Sri Vallabhacharya Vidya Sabha, the prominent managing body of D.G.Vaishnav College, in its Silver Jubilee Year in association with Dewan Bahadur M.O.Parthasarathy Aiyengar Charities established this women's college in 1992. This college is a dream realization, the result of the determination and sustained efforts of the two trusts. Both of these organizations have eminent industrialists, administrators and people committed to the cause of women's education. While M.O.P. Charities set apart the prime land in the heart of Chennai, the infrastructure and administrative expertise are being provided by Sri Vallabhacharya Vidya Sabha. Since its inception the college has recorded a phenomenal continual growth.

Initiated with just three courses - B.Com, BBA, B.Sc. (Maths) the college offers today 15 UG, 7 PG courses and a research programme in the Department of Commerce. The college affiliated to the University of Madras, has strength of 3569 students, thus, recording a qualitative and quantitative growth. The college has been reaccredited by NAAC (National Assessment & Accreditation Council) at "A" grade with CGPA of 3.56 on a 4 point scale.

M.O.P. Vaishnav College for Women also has the distinction of being one of the youngest colleges in the country to have been granted Autonomy by the University Grants Commission and University of Madras.

COURSES OFFERED

SCHOOL OF BUSINESS

Research

- ✧ Ph.D. (Commerce) Full Time & Part Time

Postgraduate

- ✧ M.B.A
- ✧ M.Com
- ✧ M.A. HRM

Undergraduate

- ✧ B.B.A. (Shift I & II)
- ✧ B.Com Accounting and Finance (Shift I & II)
- ✧ B.Com Marketing Management (Shift II)
- ✧ B.Com Corporate Secretaryship (Shift II)
- ✧ B.Com Honours
- ✧ B.A. Economics

SCHOOL OF COMMUNICATION AND MEDIA STUDIES

Postgraduate

- ✧ M.A. Communication
- ✧ M.A. Media Management

Undergraduate

- ✧ B.Sc. Visual Communication
- ✧ B.Sc. Electronic Media
- ✧ B.A. Journalism

SCHOOL OF INFORMATION TECHNOLOGY

Postgraduate

- ✧ M.Sc. Information Technology

Undergraduate

- ✧ B.Sc. Computer Science
- ✧ B.C.A. (Shift II)
- ✧ B.Sc. Mathematics

SCHOOL OF FOOD SCIENCE

Postgraduate

- ✧ M.Sc. Food Technology & Management

Undergraduate

- ✧ B.Sc. Food Science & Management

SCHOOL OF SOCIAL SCIENCE

- ✧ B.A. Sociology
- ✧ B.Sc. Psychology

M.O.P's Approach in Empowering Women through Quality Education

M.O.P. Vaishnav College for Women (Autonomous) is committed to the cause of empowering women through holistic education that would enrich their personality and groom them into academically proficient, self-reliant, culturally-rich, responsible and confident individuals.

A student who enters the portals of M.O.P. acquires more than a degree. She is

- ◆ Trained to identify her hidden talents.
- ◆ Skillfully equipped to be economically independent.
- ◆ Aided in developing a holistic personality.
- ◆ Trained to become an effective communicator.
- ◆ Nurtured as a leader with social consciousness.

OUR APPROACH

Student Segmentation: Students are segmented based on learning ability, personality, communication skills, talents, career focus and social consciousness. The programmes of the college are then customised to cater to the needs of each student segment.

Beginning School: All the first year students undergo an intensive training enabling them to have a smooth transition from school to college, help them imbibe the learning philosophy of the institution and kindle in her the curiosity for life-long learning.

Creating an exciting Learning Environment

Innovative Teaching Methodologies: Such as Check in-Check out, Quiz, Case study, Guest lectures, Role play, Group discussion, Brainstorming, Audio Visual Presentations, Simulations and projects are followed.

Integrating Technology into the classrooms:

- a Every classroom is a smart classroom with LCD projector, audio-visual equipment, modular furniture, radio and television connectivity.
- b Campus television - A campus television station of the college connects all classrooms to a base station that relays programmes on 'Channel MOP'.
- c The College has a conducive atmosphere that comprises the best and latest in technology with a **Wi-Fi enabled campus, 5 fully equipped computer labs, a fully automated library, a digital resource centre, Language Lab and state of-art media labs.**

MOP CRS: The College is the first in the country to have its own community radio channel MOP CRS @ 107.8 MHz. Students in the college are trained in Radio Programming and RJing. The College is the most sought after Talent Hunt destination by leading commercial radio stations.

Industry Institution Interface: The College in its constant endeavour to keep abreast with the latest trends has an active interface with industry through guest lectures, colloquia, seminars and workshops. The College has also signed MOUs with organizations and several other institutions for exchange of expertise and human resources.

Soft Skills Training: Communication skills, Personality Development skills, Leadership and Management skills are being imparted to all the students to make them employable.

Certificate programmes in job oriented skills: Job oriented skills are being imparted in the form of certificate programmes. Students can choose from an array of certificate courses being offered.

Inter-Disciplinary Electives: A cafeteria approach enables students to choose courses from other disciplines in order to benefit from the synergy of an inter-disciplinary curriculum.

Students Training and Development programmes: Students are given an opportunity to explore and develop their hobbies and interests through varied training programmes such as Speciality culinary training, Cosmetology, Fine Arts etc.

Entrepreneurship: The College aims at creating “Job providers” rather than job seekers through a structured Entrepreneurship development programme. The Entrepreneur start up pitch fest and business on campus apart from skill based workshops help in moulding the student Entrepreneurs.

Centre of Excellence: During the Inauguration of the Silver Jubilee celebrations, Centre of Excellence was launched. Under the Centre of Excellence the College has entered into an MOU with Universities in Chicago, Boston and Vancouver to enable its students to undergo International Internships certificate programmes in summer.

UG Students will take up two mandatory certificate courses in their second year of study.

Department Clubs: Every Department has a student club which serves as a healthy platform for intellectual interaction through various inter collegiate and intramural co-curricular competitions.

Journal: The College publishes student journals annually providing opportunities to develop their journalistic skills.

Projects: Real time survey based research projects are an integral part of the course curriculum.

Internship: An intensive 4-6 weeks industrial training enables every student to gain hands on experience.

Practice School: Every student undergoes practical training to relate theory to practice. Students of B.Sc. (Electronic Media) operate and manage MOP CRS@107.8 MHz. B.A. (Journalism) students bring out the college newsletter - MOP NEWS.

NCC: The College has a vibrant NCC unit which has won several accolades. Every year, NCC cadets of the College represent Tamil Nadu at the Republic Day Camp Parade and Thal Sainik Camp. NCC cadets also participate in several International Youth Exchange Programmes.

Community Service: 90 hours of extension and service work during the course of study is a compulsory component to acquire a degree. The College has adopted several schools and communities to be beneficiaries of the extension work. All extension work relates to education and empowerment of the less privileged community. e.g. nutrition awareness, remedial education, financial literacy, entrepreneurship awareness and training.

Counseling : The College has empanelled professional counselors to support the psychological and emotional wellbeing of the young girl students of the college.

Placement: The College has an active Placement Cell that assists students seeking jobs. During the previous year, around **250 students** received appointment orders from 35 reputed companies at an average **Salary of Rs.3.5 lakhs per annum**. The highest salary recorded for a student has been **Rs.6.25 lakhs per annum**.

Finishing School: Finishing school is a pioneering effort in grooming all final year students for effective career and home management. It includes modules on work-life balance, professional ethics and etiquette, work and personal relationship management etc.

Extra Curricular Activities: The College provides adequate opportunities to display the innate talents of the students in dance, music, debate, dramatics etc. through inter and intra collegiate cultural festivals.

Apollo Shine: The college has entered into an MOU with Apollo Shine to take care of the in campus medical requirements of the staff and students.

Sports: The College has **27 teams** in various games and sports. Despite the severe space constraints, the College has a comprehensive sports training programme that has resulted in several accolades. **1370 tournaments** have been won at various levels.

Scholarship: The College gives preferential admission to students who have excelled in sports at the National level, deserving students are given scholarship and free boarding and lodging. The college also offers merit cum means scholarships. The total scholarship outlay over the last **5 years has been Rs.2.47 crores.**

CHOICE BASED CREDIT SYSTEM

M.O.P Vaishnav College for Women was granted autonomy in the year 2004 by the University Grants Commission and University of Madras. All courses are affiliated to the University of Madras. The College has used its academic autonomy in offering several innovations in curriculum, pedagogy and evaluation.

***Basic Tamil I & II / Advanced Tamil I & II / Non Major Elective A & B**

- ◆ Basic Tamil I & II - Students who have not studied Tamil upto Std XII and taken a non-Tamil Language under Part I shall take Basic Tamil comprising two courses (6th Std. level)

OR

- ◆ Advanced Tamil I & II - Students who have studied Tamil upto Std XII and taken a non-Tamil Language under Part I shall take Advanced Tamil comprising two courses.

OR

- ◆ Non Major Elective A & B - Students who do not come under both the above mentioned categories can choose Non Major Elective comprising two courses. This will be offered through a cafeteria approach.

All courses are offered under the Choice Based Credit System with the following structure:

UNDERGRADUATE COURSE STRUCTURE
(Applicable to the candidates admitted during the year 2010 - 11 and thereafter) :

PART	COMPONENTS	B.Com, B.B.A., B.Sc.(Vis.Com) BCA, B.Sc. (EM), B.Sc.(FSM)		B.A.Journalism, B.A.Sociology, B.Sc. Mathematics, B.Sc. Computer Science, B.Sc. Psychology			
		NO.OF COURSES	CREDIT PER COURSE	TOTAL CREDITS	NO.OF COURSES	CREDIT PER COURSE	TOTAL CREDITS
PART I FOUNDATION COURSE	Language (Tamil/Hindi /Sanskrit /French)	2	3	6	4	3	12
PART II FOUNDATION COURSE	English	2	3	6	4	3	12
PART III	Core Papers	18	4	72	15	4	60
	Allied Papers	4	5	20	4	5	20
	Elective Papers	3	5	15	3	5	15
PART IV	Non Major Electives / Basic Tamil / Advanced Tamil*	2	2	4	2	2	4
	Skill Based Elective	4	3	12	4	3	12
	Environmental Studies	1	2	2	1	2	2
	Value Education	1	2	2	1	2	2
PART V	Extension Service	1	1	1	1	1	1
TOTAL				140			140

Additional credits that can be acquired during the course of study through self-learning mode - 5 courses @ 2 credits = 10 credits (maximum)

POSTGRADUATE COURSE STRUCTURE
(Applicable to batch of candidates admitted from 2011-12 and thereafter)

COMPONENTS	MBA			M.Sc. IT & M.Sc. FTM			PG MEDIA			M.Com & M.A. (HRM)		
	NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS	NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS	NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS	NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS
CORE	14	4	56	14	4	56	14	4	56	13	4	52
ELECTIVE	6	3	18	7	3	21	7	3	21	5	3	15
MAJOR PROJECT	1	4	4	1	4	4	1	4	4	1	8	8
SOFT SKILLS	4	2	8	4	2	8	4	2	8	4	2	8
INTERSHIP	1	2	2	1	2	2	1	2	2	1	2	2
COMPREHENSIVE PAPERS	May be given as a part of the Internal Assessment Component											
EXTRA DISCIPLINARY PAPERS	1	4	4	-	-	-	-	-	-	2	3	6
TOTAL			92			91			91			91

ASSESSMENT MECHANISM UNDER AUTONOMY

Examination are held twice a year in October / November and March / April

Assessment of English / Language / Core / Allied and Elective Papers.

There is a continuous assessment mechanism comprising 50% Internal Assessment (IA) and 50% External (End Semester) Assessment (ES)

Continuous Internal Assessment

Internal Assessment will be administered and monitored by the course faculty and shall comprise of written tests, test of applied and practical knowledge, projects, seminars, assignments, quiz, article / book reviews, practice schools etc. A student must attend all internal assessment examinations and must secure a minimum of 40% marks to pass. A student will be permitted to take the end semester examination only if she has completed the continuous assessment requirements of test / assignment / seminar / project work, etc.

There will be no provision for additional tests.

External Assessment

The end semester examination will be a comprehensive written examination including practical testing wherever necessary and will have the following features.

- ◆ Will account for 50% of total assessment
- ◆ Question paper setting and evaluation by External Experts.
- ◆ Minimum Pass requirement is 40%

PASSING REQUIREMENT UNDERGRADUATE STUDENTS:

A student must secure separate pass in Internal (40%) and External (40%) evaluations.

A student must also secure a minimum of 40% in the aggregate (sum total of Internal & External assessment) to be declared pass in a paper.

POSTGRADUATE STUDENTS :

A student must secure separate pass in Internal (50%) and External (50%) evaluations.

A student must also secure a minimum of 50% in the aggregate (sum total of Internal & External assessment) to be declared pass in a paper.

SUMMARY OF ASSESSMENT

Assessment Type	Nature of Test	Weightage (%)
INTERNAL	Written Test I	15
	Written Test II	15
	Other Components*	10
	Attendance	5
	Surprise Test	5
	Total	50
EXTERNAL	Comprehensive Examination (at the end of the semester)	50
	Grand Total	100

*The other component (accounting for 10 marks) would be evaluation of one or more of the following.

- ◆ Project
- ◆ Seminar
- ◆ Assignment
- ◆ Quiz
- ◆ Debate
- ◆ Article review
- ◆ Book review
- ◆ Paper relating to subject

Assessment of Internship / Project

This shall be based on the Log Book, Project Report, Employer appraisal and Viva Voce Examination

REVALUATION

Provision for revaluation of end semester answer script is available upon application within the specified time from date of publication of results along with payment of specified fees. Photocopy of transcript will be provided upon payment of required fee.

GRADING SYSTEM

Conversion of marks to Grade points and Letter Grade (Performance in a Course / Paper):

CUMULATIVE GRADE POINT AVERAGE (CGPA)

Classification of a candidate for the entire programme is based on CGPA.

CGPA =
$$\frac{\text{Sum of multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of courses of the entire programme}}$$

Sum of the credits of courses of the entire programme

Classification - PG

CGPA	Letter Grade	Description
9.5 - 10.0	O+	First Class Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	U	Re-appear

* Only candidates who have passed in the First Appearance and in the prescribed Semester are eligible for D and above grade.

Classification - UG

CGPA	Letter Grade	Description
9.5 - 10.0	O+	First Class Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re-appear

* Only candidates who have passed in the First Appearance and in the prescribed Semester are eligible for D and above grade.

Endowment awards and prizes are given to meritorious and outstanding students.

RULES AND REGULATIONS FOR THE STUDENTS

ATTENDANCE REQUIREMENT

- ◆ Students must have 80% attendance to be permitted to take up end semester examination.
- ◆ Condonation may be permitted if a student has 70% to 80% attendance. In case of **Medical Emergencies** (supported by sufficient evidence), condonation may be permitted for a student who has 65% attendance.
- ◆ Students whose attendance falls between 70% to 80% due to participation in co-curricular, extracurricular, NCC may be permitted to take the examination on the recommendation of the Head of the Department / Faculty-in-Charge.
- ◆ Students with less than 50% attendance will have to repeat the semester.

LEAVE RULES

All leave must be supported by leave letter.

- ◆ In cases of planned leave, leave letter must be submitted prior to availing leave.
- ◆ In case of all other leave (medical and other emergencies), leave letter must be submitted on the date the student reports to the college.
- ◆ All medical leave beyond 3 working days must be supported by a certificate from a registered medical practitioner.
- ◆ Submission of medical certificate or other documentary evidence does not make the student automatically eligible for condonation of attendance.

The Decision of the Principal will be final in all matters relating to attendance and leave.

INTRANET LOGIN AND PASSWORD

Every student is provided with a unique Intranet LOGIN ID and PASSWORD. **The same shall be communicated to the parent also.**

This login ID and password can be used.

1. To access the student's performance in the continuous assessment.
2. To access the student's attendance
3. For Online registration of
 - a. Inter disciplinary elective and Non major elective
 - b. End - semester examination.

COMMUNICATION

All communication intimation to the student will be

- ◆ Posted on the college website
- ◆ Made available through intranet

It is the responsibility of the student to see the notice board/ website / intranet for necessary information. Ignorance of particular information cannot be an excuse for non-compliance or non-performance.

ONLINE REGISTRATION

Registration for

- ◆ Inter - disciplinary electives
- ◆ End semester examination

is through a process of Online Enrollment. Responsibility for the same lies with the student.

DISCONTINUATION OF COURSE

In cases where a student discontinues her course of study, she shall pay the fees due, for the balance period of the course, to be eligible to receive the Transfer Certificate and the Conduct Certificate.

UNAUTHORISED COLLECTION OF MONEY

The College does not collect any money other than the Tuition and Examination fees.

CHANGE OF PARTICULARS IN STUDENT DATA SHEET

Any change in student data (Name, Address, Telephone number etc.) shall be communicated in writing to the college through the Head of Department within three working days of the change.

REQUEST FOR TESTIMONIALS

Requests for certificates, testimonials or any other attestation should be made in writing addressed to the Principal through the Head of Department. The request shall be effected within 7 working days of submission of the request.

LIBRARY RULES

- ◆ The Library will be open from 8.00 a.m. to 6.00 p.m. during all working days.
- ◆ Students are permitted to borrow two books at a time by producing the student ID card.
- ◆ Books marked 'Reference only' will not be issued.
- ◆ All books should be handled with care and must not be tampered with in any manner.
- ◆ A book may be renewed if available.
- ◆ A fine of Rs.10/- per day per book shall be charged for those who do not return the book on the due date.
- ◆ Students may approach the Librarian / H.O.D / Principal in case of any difficulty using the facilities of the Library.
- ◆ Photocopying facility is available inside the library during specified hours.

DRESS CODE

Obscenity and vulgarity in dressing is strictly prohibited. Simple, modest and comfortable dress in keeping with the dignity and decorum of the college should be worn. T shirts, three fourth pants, sleeveless tops, shorts and miniskirts are not permitted.

IDENTITY CARD

An identity card is issued to every student. The student has to wear the ID card at all times inside the campus. In case of loss of ID card, duplicate ID card may be issued on payment of the prescribed fee.

TRAFFIC AND PARKING RULES

For Two - wheeler users

- ◆ Two wheeler parking is available inside the campus.
- ◆ Both the rider and the pillion rider must wear a helmet.
- ◆ Severe disciplinary action will be taken against a student who does not wear helmet or possess a valid licence.

Four - wheelers are strictly not permitted. Four wheelers cannot be parked even outside the college campus.

ELEVATOR FACILITY

Students are not allowed to use the Elevator. However the facility is available for students who have a genuine disability or ailment. Request to use the elevator must be forwarded to the Vice Principal through the Head of Department accompanied by documentary proof of disability or ailment.

FOOD

- ◆ The college has a cafeteria that supplies healthy and wholesome food at reasonable prices.
- ◆ Students may also bring their own food that can be eaten at the cafeteria.

Only vegetarian food can be brought or consumed within the campus.

LOSS OF PROPERTY

- ◆ Students are requested not to wear heavy or expensive jewellery and accessories.
- ◆ Students are requested not to carry valuables and heavy cash.
- ◆ The Management, Principal and staff shall not be responsible for the loss of any belongings of the student.

MOBILE PHONES

- ◆ Students are not permitted to use mobile phones/iPods inside the college campus. Violation of this rule will lead to serious disciplinary action, including issue of Transfer Certificate.

PARTICIPATION IN MEDIA AND OTHER EVENTS

Prior permission in writing should be obtained from the Principal through the Head of Department.

- ◆ to participate in Radio / TV programmes
- ◆ to participate in Events / Competitions organized by colleges / University / TV Channel and any other organization
- ◆ to give interviews to media
- ◆ to appear in public shows
- ◆ to respond to any query from any press regarding any aspect of the college, academic or non-academic.

Policy framed by the institution should not be violated on any account.

DISCIPLINARY ACTION

Malpractices such as copying or attempt to copy in Tests or Exams can lead to the student being debarred from examinations for 3 years.

Principal has the right to suspend or issue a TC to any student who indulges in any such malpractice, who does not abide by the Code of Conduct of the college or fails to maintain dignity and decorum in her interactions with her fellow students, faculty, Administrative staff, Principal and Management of the College.

BOARD OF GOVERNORS

Shri. Dr. M.D. Srinivas	Chairman
Shri. Harikrishna Jhaver	Vice Chairman
Shri. Manoj Kumar Sonthalia	Secretary
Shri. Srikumar Fomra	Treasurer
Shri. Bipin J Nanavati	Jt. Secretary
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Shri. S. Parthasarathy	Member
Shri. B.S. Raghavan, I.A.S. (Retd.)	Member
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Shri. V. Swaroop	Member
Shri. Harishankar Agarwal	Member
Shri. S.B. Goenka	Member
Shri. Suraj Ratan Damani	Member
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Shri. Krishna Kumar Maheshwari	Member
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Shri. Harikrishna Jhaver	Chairman
Shri. Manoj Kumar Sonthalia	Secretary
Shri. Srikumar Fomra	Treasurer
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Shri. Suraj Ratan Damani	Member
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Dr. Lalitha Balakrishnan	Principal & Member (Ex-Officio)
Dr. Uthira D	Staff Representative
Dr. Fernandes Jayashree Felix	Staff Representative

UGC Nominee, State Govt. Nominee, University Nominee

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Ms. Lakshmi Ganesh, M.Com.
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Ms. Vinodhini .G, M.B.A.
Ms. Ramya .V, M.M.S. (Hons.)
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Ms. V.S. Neela, M.Com.
Ms. M. Abinaya, M.Com.
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Ms. Ramya M., *B.Com.*

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Physical Directress

Mr. P.V. Ramesh

Sports Co-ordinator

LIBRARY

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Ms. Meenaakshi Iyer, *M.L.I.S.*

Ms. M. Ranjini

Ms. Radha Rajinikant

Ms. P. Thamizharasi, *M.Com., M.L.I.S.*

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N.C.C.

Lt. Vivitha S, *M.Com.*

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Head - Admn.

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Mr. S. Hariprasad

Mr. H. Sathish

Ms. Uma Kasi

Ms. Ramanamma

Ms. C. Uma

Ms. Bhagyalakshmi .P

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Ms. G. Santhanalakshmi, M.C.A.

Ms. Kavitha, M.Sc.

Mr. G. Anbu, B.B.A.

CALENDAR 2018

JANUARY

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
						30

MARCH

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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MAY

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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JULY

Mo	Tu	We	Th	Fr	Sa	Su
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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DECEMBER

Mo	Tu	We	Th	Fr	Sa	Su
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

CALENDAR 2019

JANUARY

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
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JULY

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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OCTOBER

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

EVENT CALENDAR 2018-19
DATES TO REMEMBER

ODD SEMESTER

EVENT	DATE	DAY
College Reopens for II & III year	18.06.2018	Monday
College Reopens for I year	02.07.2018	Monday
Homam	11.07.2018	Wednesday
Investiture Ceremony	13.07.2018	Friday
Parliamentary Session	24.07.2018	Tuesday
Abhilasha	28.07.2018	Saturday
IA Test I	02.08.2018	Thursday
	03.08.2018	Friday
	04.08.2018	Saturday
Independence day	15.08.2018	Wednesday
Ganesh Vandan Nand Mahotsav	30.08.2018	Thursday
IA Test II	14.09.2018	Friday
	15.09.2018	Saturday
	17.09.2018	Monday
VISH	27.09.2018	Thursday
	28.09.2018	Friday
	29.09.2018	Saturday
End Semester Examination begins	15.10.2018	Monday

EVEN SEMESTER

EVENT	DATE	DAY
Even Semester Reopening Day	14.11.2018	Wednesday
Shringar	28.11.2018	Wednesday
	29.11.2018	Thursday
	30.11.2018	Friday
M.O.P. Bazaar	15.12.2018	Saturday
	16.12.2018	Sunday
Jhankar	04.01.2019	Friday
	05.01.2019	Saturday
	06.01.2019	Sunday
Yuva Samman	12.01.2019	Saturday
IA Test I	18.01.2019	Friday
	19.01.2019	Saturday
	21.01.2019	Monday
IQAC Seminar	24.01.2019	Thursday
	25.01.2019	Friday
VASPO	30.01.2019	Wednesday
	31.01.2019	Thursday
	01.02.2019	Friday
	02.02.2019	Saturday
Sports Day	07.02.2019	Thursday
	08.02.2019	Friday
IA Test II	04.03.2019	Monday
	05.03.2019	Tuesday
	06.03.2019	Wednesday
End Semester Examination begins	26.03.2019	Tuesday

CALENDAR 2018-2019

Date	Days of the Week	JUNE 2018	No. of Term Days
1	Fri		
2	Sat		
3	Sun		
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat		
10	Sun		

CALENDAR 2018-2019

Date	Days of the Week	JUNE 2018	No. of Term Days
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		
17	Sun		
18	Mon	College Reopens for II & III year	1
19	Tue		2
20	Wed		3

CALENDAR 2018-2019

Date	Days of the Week	JUNE 2018	No. of Term Days
21	Thu		4
22	Fri		5
23	Sat		6
24	Sun		-
25	Mon		7
26	Tue		8
27	Wed		9
28	Thu		10
29	Fri		11
30	Sat		12

CALENDAR 2018-2019

Date	Days of the Week	JULY 2018	No. of Term Days
1	Sun		-
2	Mon	College Reopens for I Year	13
3	Tue		14
4	Wed		15
5	Thu		16
6	Fri		17
7	Sat		18
8	Sun		-
9	Mon		19
10	Tue		20

CALENDAR 2018-2019

Date	Days of the Week	JULY 2018	No. of Term Days
11	Wed		21
12	Thu		22
13	Fri	Founding Day Investiture Ceremony	23
14	Sat		-
15	Sun		-
16	Mon		24
17	Tue		25
18	Wed		26
19	Thu		27
20	Fri		28

CALENDAR 2018-2019

Date	Days of the Week	JULY 2018	No. of Term Days
21	Sat		29
22	Sun		-
23	Mon		30
24	Tue	Parliamentary Session	31
25	Wed		32
26	Thu		33
27	Fri		34
28	Sat	Abhilasha	35
29	Sun		-
30	Mon		36
31	Tue		37

CALENDAR 2018-2019

Date	Days of the Week	AUGUST 2018	No. of Term Days
1	Wed		38
2	Thu	Internal Assessment - I	39
3	Fri	Internal Assessment - I	40
4	Sat	Internal Assessment - I	41
5	Sun		-
6	Mon		42
7	Tue		43
8	Wed		44
9	Thu		45
10	Fri		46

CALENDAR 2018-2019

Date	Days of the Week	AUGUST 2018	No. of Term Days
11	Sat		-
12	Sun		-
13	Mon		47
14	Tue		48
15	Wed	Independence Day	-
16	Thu		49
17	Fri		50
18	Sat		51
19	Sun		-
20	Mon		52

CALENDAR 2018-2019

Date	Days of the Week	AUGUST 2018	No. of Term Days
21	Tue		53
22	Wed	Bakrid	54
23	Thu		55
24	Fri	Onam, Varalakshmi Vratham	-
25	Sat		-
26	Sun	Raksha Bhandan	-
27	Mon		56
28	Tue		57
29	Wed		58
30	Thu	Ganesh Vandan Nand Mahotsav	59
31	Fri		60

CALENDAR 2018-2019

Date	Days of the Week	SEPTEMBER 2018	No. of Term Days
1	Sat		61
2	Sun	Krishna Jayanthi	-
3	Mon		62
4	Tue		63
5	Wed	Teachers' Day	64
6	Thu		65
7	Fri		66
8	Sat		-
9	Sun		-
10	Mon		67

CALENDAR 2018-2019

Date	Days of the Week	SEPTEMBER 2018	No. of Term Days
11	Tue		68
12	Wed		69
13	Thu	Vinayaka Chathurthi	-
14	Fri	Internal Assessment - II	70
15	Sat	Internal Assessment - II	71
16	Sun		-
17	Mon	Internal Assessment - II	72
18	Tue		73
19	Wed		74
20	Thu		75

CALENDAR 2018-2019

Date	Days of the Week	SEPTEMBER 2018	No. of Term Days
21	Fri	Muharram	76
22	Sat		77
23	Sun		-
24	Mon		78
25	Tue		79
26	Wed		80
27	Thu	VISH	81
28	Fri	VISH	82
29	Sat	VISH	83
30	Sun		-

CALENDAR 2018-2019

Date	Days of the Week	OCTOBER 2018	No. of Term Days
1	Mon		84
2	Tue	Gandhi Jayanthi	-
3	Wed		85
4	Thu		86
5	Fri		87
6	Sat		88
7	Sun		-
8	Mon		89
9	Tue		90
10	Wed		91

CALENDAR 2018-2019

Date	Days of the Week	OCTOBER 2018	No. of Term Days
11	Thu		92
12	Fri		93
13	Sat		-
14	Sun		-
15	Mon	End Semester Examination Begins	94
16	Tue		95
17	Wed		96
18	Thu	Saraswathi Pooja	-
19	Fri	Vijayadasami	-
20	Sat		-

CALENDAR 2018-2019

Date	Days of the Week	OCTOBER 2018	No. of Term Days
21	Sun		-
22	Mon		97
23	Tue		98
24	Wed		99
25	Thu		100
26	Fri		101
27	Sat		102
28	Sun		-
29	Mon		103
30	Tue		104
31	Wed		105

CALENDAR 2018-2019

Date	Days of the Week	NOVEMBER 2018	No. of Term Days
1	Thu		106
2	Fri		107
3	Sat		108
4	Sun		-
5	Mon		-
6	Tue	Diwali	-
7	Wed		-
8	Thu		-
9	Fri		109
10	Sat		110

CALENDAR 2018-2019

Date	Days of the Week	NOVEMBER 2018	No. of Term Days
11	Sun		-
12	Mon		-
13	Tue		-
14	Wed	Even Semester Begins	1
15	Thu		2
16	Fri		3
17	Sat		4
18	Sun		-
19	Mon		5
20	Tue		6

CALENDAR 2018-2019

Date	Days of the Week	NOVEMBER 2018	No. of Term Days
21	Wed	Milad-un-Nabi	7
22	Thu		8
23	Fri	Karthigai Deepam	9
24	Sat		10
25	Sun		-
26	Mon		11
27	Tue		12
28	Wed	Shringar	13
29	Thu	Shringar	14
30	Fri	Shringar	15

CALENDAR 2018-2019

Date	Days of the Week	DECEMBER 2018	No. of Term Days
1	Sat		16
2	Sun		-
3	Mon		17
4	Tue		18
5	Wed		19
6	Thu		20
7	Fri		21
8	Sat		-
9	Sun		-
10	Mon		22

CALENDAR 2018-2019

Date	Days of the Week	DECEMBER 2018	No. of Term Days
11	Tue		23
12	Wed		24
13	Thu		25
14	Fri		26
15	Sat	M.O.P. Bazaar	27
16	Sun	M.O.P. Bazaar	28
17	Mon		-
18	Tue		29
19	Wed		30
20	Thu		31

CALENDAR 2018-2019

Date	Days of the Week	DECEMBER 2018	No. of Term Days
21	Fri		32
22	Sat		33
23	Sun		-
24	Mon		-
25	Tue	Christmas	-
26	Wed		-
27	Thu		-
28	Fri		-
29	Sat		-
30	Sun		-
31	Mon		-

CALENDAR 2018-2019

Date	Days of the Week	JANUARY 2019	No. of Term Days
1	Tue	New Year	-
2	Wed		34
3	Thu		35
4	Fri	Jhankar	36
5	Sat	Jhankar	37
6	Sun	Jhankar	38
7	Mon		-
8	Tue		39
9	Wed		40
10	Thu		41

CALENDAR 2018-2019

Date	Days of the Week	JANUARY 2019	No. of Term Days
11	Fri		42
12	Sat	Yuva Sammaan	43
13	Sun		-
14	Mon	Bhogi	44
15	Tue	Pongal	-
16	Wed	Thiruvalluvar Day	-
17	Thu	Uzhavar Thirunal	45
18	Fri	Internal Assessment - I	46
19	Sat	Internal Assessment - I	47
20	Sun		-

CALENDAR 2018-2019

Date	Days of the Week	JANUARY 2019	No. of Term Days
21	Mon	Internal Assessment - I	48
22	Tue		49
23	Wed		50
24	Thu		51
25	Fri		52
26	Sat	Republic Day	-
27	Sun		-
28	Mon		53
29	Tue		54
30	Wed	VASPO	55
31	Thu	VASPO	56

CALENDAR 2018-2019

Date	Days of the Week	FEBRUARY 2019	No. of Term Days
1	Fri	VASPO	57
2	Sat	VASPO	58
3	Sun		-
4	Mon		59
5	Tue		60
6	Wed		61
7	Thu	Sports Day	62
8	Fri	Sports Day	63
9	Sat		-
10	Sun		-

CALENDAR 2018-2019

Date	Days of the Week	FEBRUARY 2019	No. of Term Days
11	Mon		64
12	Tue		65
13	Wed		66
14	Thu		67
15	Fri		68
16	Sat		69
17	Sun		-
18	Mon		70
19	Tue		71
20	Wed		72

CALENDAR 2018-2019

Date	Days of the Week	FEBRUARY 2019	No. of Term Days
21	Thu		73
22	Fri		74
23	Sat		75
24	Sun		-
25	Mon		76
26	Tue		77
27	Wed		78
28	Thu		79

CALENDAR 2018-2019

Date	Days of the Week	MARCH 2019	No. of Term Days
1	Fri		80
2	Sat		81
3	Sun		-
4	Mon	Internal Assessment - II	82
5	Tue	Internal Assessment - II	83
6	Wed	Internal Assessment - II	84
7	Thu		85
8	Fri		86
9	Sat		-
10	Sun		-

CALENDAR 2018-2019

Date	Days of the Week	MARCH 2019	No. of Term Days
11	Mon		87
12	Tue		88
13	Wed		89
14	Thu		90
15	Fri		91
16	Sat		92
17	Sun		-
18	Mon		93
19	Tue		94
20	Wed		95

CALENDAR 2018-2019

Date	Days of the Week	MARCH 2019	No. of Term Days
21	Thu	Holi	-
22	Fri		96
23	Sat		97
24	Sun		-
25	Mon		98
26	Tue	End Semester Examination Begins	99
27	Wed		100
28	Thu		101
29	Fri		102
30	Sat		103
31	Sun		-

CALENDAR 2018-2019

Date	Days of the Week	APRIL 2019	No. of Term Days
1	Mon		104
2	Tue		105
3	Wed		106
4	Thu		107
5	Fri		108
6	Sat	Ugadi	-
7	Sun		-
8	Mon		109
9	Tue		110
10	Wed		111

CALENDAR 2018-2019

Date	Days of the Week	APRIL 2019	No. of Term Days
11	Thu		112
12	Fri		113
13	Sat		-
14	Sun	Tamil New Year	
15	Mon		
16	Tue		
17	Wed	Mahaveer Jayanthi	
18	Thu		
19	Fri	Good Friday	
20	Sat		

CALENDAR 2018-2019

Date	Days of the Week	APRIL 2019	No. of Term Days
21	Sun		
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat		
28	Sun		
29	Mon		
30	Tue		

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TIME TABLE**ODD SEMESTER**

DAY	I	II	III	IV	V
MON					
TUE					
WED					
THU					
FRI					
SAT					

TIME TABLE**EVEN SEMESTER**

DAY	I	II	III	IV	V
MON					
TUE					
WED					
THU					
FRI					
SAT					