

# **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 )

**Chennai - 600 034**



**2018 - 2019**

**STUDENT HANDBOOK & CALENDAR**

# **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.

**Tel:** 91-44-2833 0262 / 0677 / 0507

**E-mail:** mopvaishnav@mopvc.edu.in

**Website:** [www.mopvc.edu.in](http://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)

### PERSON TO BE CONTACTED

#### IN CASE OF EMERGENCY

\_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_ Tel No. (O) \_\_\_\_\_

\_\_\_\_\_ Res. \_\_\_\_\_

Tel No. \_\_\_\_\_ Mobile : \_\_\_\_\_

Relationship with the Student :

\_\_\_\_\_



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\_\_\_\_\_ 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 Udheshya 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 Vichaar 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 3666 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.**

\*\*\*\*\*

## **M.O.P KAUSHAL KENDRA**

M.O.P Kaushal Kendra is a part of Centre of Excellence was established in the silver jubilee year 2016-17. With the objective of enhancing the quality of life and competitiveness to match global standards M.O.P Kaushal Kendra offers various non-credited skill programmes.

### **Soft Skills**

- Presentation Etiquette
- Body Language
- Telephone Etiquette
- Personal SWOT
- Table Etiquette
- People Skills
- Basic Management Skills

### **Life Skills**

- Fitness
- Self Defence
- Yoga
- First Aid
- Work like Balance
- Values and Beliefs
- Self Esteem
- Emotional Quotient

### **Career Management Skills**

- Resume Writing
- Communication and Corporate Culture
- Group Discussion and Interview Skills
- Aptitude

Reasoning  
Etiquette and Grooming Skills  
Campus to Corporate

### **Fine Arts Skills**

#### ***Language Lab***

Pencil Sketching  
Caricature  
Paper Art

### **Performing Art Skills**

Dance-Folks  
Contemporary  
Dance Light Music  
Western Music  
Theatre – English, Hindi and Tamil

### **Vocational Skills**

Jewellery Making  
Embroidery  
Fabric Painting  
Tailoring  
Blouse Designing  
Interior Designing  
Bouquet Making  
Cosmetology  
Hair-Styling and Make-up  
Mehndi Art  
Photography  
Hand-made Paper Products  
Stand-up Comedy

Vegetable Carving  
Chat and Chinese Cuisine  
No-Fire Cooking  
Soups and Salads  
Baking  
DJ-ing  
RJ-ing

### **Technology Related Skills**

Forensic Audit

### **Academic Writing Skills**

## **DIVYANGJAN POLICY FOR INCLUSION OF STUDENTS WITH DISABILITIES**

### **OBJECTIVE**

- ✓ To emphasize and ensure M.O.P. Vaishnav College for Women (Autonomous) as a disabled-friendly institution
- ✓ The college is chosen by students with disabilities for its appropriate amenities, infrastructure, supportive facilities and sensitized ambience to help them feel included and utilize their fullest potential

### **POLICY**

#### **Infrastructure support**

- ✓ Altering and upgrading the college infrastructure to make it assessable and disabled-friendly
- ✓ Multiple Elevators
- ✓ Ramps for easy use of Wheelchairs and other Mobility Aids
- ✓ Railings

- ✓ Accessible washrooms
- ✓ Wheelchairs
- ✓ Provision of health & wellness facilities (Apollo Shine Clinic, Mentoring and Counselling Wing) catering to the needs of students with disabilities.

## **Practicing Inclusion and Anti-Discrimination**

- ✓ Ensuring admission of students from all socio-economic environment, and their success through exclusive mentoring and counselling.
- ✓ Implementation of admission policies for students with disabilities in accordance with the UGC updated guidelines for admission.
- ✓ Active and seamless function of The Mentoring and Counselling Wing to create an inclusive, non-discriminative atmosphere for the disabled students.

## **Mentoring and Counselling**

- ✓ Remedial Coaching and additional guidance for students with disabilities.
- ✓ Mentoring and Counselling facilities to improve the wellbeing and mental health of students with disabilities.

## **Awareness**

Hosting campaigns and awareness programs for students and faculty members to make the community more welcoming and inclusive for students with disabilities.

Training faculty members in disabled-friendly teaching practices within and outside the classroom.

Collaborations with external members, experts and agencies to explore learning opportunities and remedial programs for students with disabilities.

## 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.

### **Outcome Based Education:**

The college introduced Outcome Based Education in the academic year 2018 -19, with a view to streamline all its efforts towards achieving the desired graduate attributes. The college has well defined Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs). These are communicated to all stakeholders through the college website. The teaching learning and evaluation processes are designed towards attainment of these outcomes. The college has also evolved a system to measure the attainment of PSOs, POs and COs. Through this measurement, steps for qualitative improvements in the curricula, syllabi and pedagogy as well as evaluation mechanism are made.

### **\*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	
PART I FOUNDATION COURSE	Language (Tamil /Hindi /Sanskrit /French)	2	3	6	12
PART II FOUNDATION COURSE	English	2	3	6	12
PART III	Core Papers	18	4	72	60
	Allied Papers	4	5	20	20
	Elective Papers	3	5	15	15
PART IV	Non Major Electives / Basic Tamil / Advanced Tamil*	2	2	4	4
	Skill Based Elective	4	3	12	12
	Environmental Studies	1	2	2	2
	Value Education	1	2	2	2
	Extension Service	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
	<b>Total</b>	<b>50</b>
EXTERNAL	Comprehensive Examination (at the end of the semester)	50
	<b>Grand Total</b>	<b>100</b>

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

- |              |                             |
|--------------|-----------------------------|
| ◆ Project    | ◆ Debate                    |
| ◆ Seminar    | ◆ Article review            |
| ◆ Assignment | ◆ Book review               |
| ◆ Quiz       | ◆ 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. Photo-copy 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 =**                      **Sum of multiplication of grade points by the credits 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.**

## LIST OF COMMITTEES 2018 - 2019

S.No.	Committees	Members
1	PLANNING & EVALUATION	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. D Uthira, Vice Principal Dr. D.Radha, Controller of Examinations Dr. K.B.Priya Iyer, Additional Controller of Examinations Dr. Fernandes Jayashree Felix, Dean Academics Dr. Archana Prasad, Dean Students
2	INTERNAL QUALITY ASSURANCE CELL	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. D.Uthira, Vice Principal Ms.Gavoury R Dr. Nisha U
3	ADMISSION	Dr. Lalitha Balakrishnan, Principal & Convenor Dr. D.Uthira, Vice Principal Dr. Sandhya Rajasekhar Ms. V Sudha Dr. Sakthi Kumaresh Ms. Meenakshi N
4	ADMISSION SMS/ DATA ENTRY	Dr. K.B.Priya Iyer, Additional Controller of Examinations Ms. C S Padmasini Ms. V. Sindhu Ms. A Angayarkanni Ms. Jayanthi Jayanth Ms. Sathyabama Oppili Ms. Aditi A Samant
5	RESEARCH ADVISORY	Dr. D.Uthira, Vice Principal Dr. Susan Sridhar Dr. Sudha Krishnakumar Dr. Sakthi Kumaresh Dr. Nirupama E

<b>S.No.</b>	<b>Committees</b>	<b>Members</b>
6	ANTI RAGGING	Dr. Lalitha Balakrishnan, Principal & Convenor Dr. D.Uthira, Vice Principal Ms. Ramya Raman Ms. Aditi A Samant Ms. Nachammai Savithri - Student Representative
7	GRIEVANCE REDRESSAL	Dr. D.Uthira, Vice Principal Dr. Susan Sridhar Ms. Ramya Raman Ms. R A Ghayathri Swetha Kumari Ms. B.Subashini Ms. Amritha Arun - Student Representative
8	INTERNAL ASSESSMENT CONDUCT	Dr. Sakthi Kumaresh Dr. C S Srividya Prathiba Ms. S. Sasikala Devi Ms. R. Anupama Dr. Hemalatha M Ms. Aditi A Samant
9	INTERNAL ASSESSMENT CENTRAL EVALUATION CAMP	Dr. R A Rabika Begum Dr. Sumangala Devi K C Ms. M Vijayalakshmi Dr. Sudha Krishnakumar
10	END SEMESTER EXAMINATION	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. Fernandes Jayashree Felix, Dean Academics Dr. K.Sindhu Ms. C.S Padmasini Ms. K.J.Rachel Ms. Lakshmi Ganesh
11	VALUE CAMP / SCRUTINY	Ms. T Sunitha Rani Ms. Gavoury R Dr. Brinda Ramanujam

S.No.	Committees	Members
		Ms. M Vijayalakshmi Dr. Sakthi Kumaresh Ms. Gitanjali S Jindger Dr R A Rabika Begum Ms A Angayarkanni Dr Sumangala Devi K C Ms V Sudha
12	ACADEMIC AUDIT	Dr. Fernandes Jayashree Felix, Dean Academics Dr. Anurekha S Ms. Gavoury R Ms. M. Vijayalakshmi Dr. C S Srividya Prathiba
13	MANAGEMENT INFORMATION SYSTEM (MIS)	Dr. Radha D, Controller of Examinations Dr. K B Priya Iyer, Additional Controller of Examinations Dr. Nisha U Ms. Swetha G
14	PLACEMENT	Dr.. Sakthi Kumaresh Ms. Meenakshi N Ms. Sangeetha Manoj
15	INFORMATION TECHNOLOGY	Dr. K.B. Priya Iyer, Additional Controller of Examinations Ms. Gavoury R Ms.T. Sunitha Rani Dr. Sakthi Kumaresh Ms. Anusha R
16	LIBRARY	Ms. R Jayalakshmi Ms. Meenaakshi Iyer Dr. J K Latha Ms. Sangeetha Manoj Dr. R Rajeswari Dr. Kavin Mary

<b>S.No.</b>	<b>Committees</b>	<b>Members</b>
17	STUDENT WELFARE	Dr. Archana Prasad, Dean Students Dr. Sakthi Kumaresh Ms. Meenakshi N
18	SEXUAL HARASSMENT	Dr. D Uthira, Vice Principal Dr. Susan Sridhar Ms. Ramya Raman Ms. R A Ghayathri Swetha Kumari Ms. B. Subashini
19	CALENDAR	Dr. Lalitha Balakrishnan, Principal & Chair Person Ms.V Sudha Ms.C S Padmasini
20	SC/ST	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. Sandhya Rajasekhar Dr. K. Sindhu Ms. V. Sudha
21	M.O.P SANSAD	Dr. Archana Prasad, Dean Students Ms. Meenakshi N Ms. S.Gowri Ms Anusha R Ms.Pavitra M Davey
22	ED/INCUBATION & INNOVATION	Dr.Archana Prasad, Dean Students Ms.Gitanjali S Jindger Ms. K.V. Niveditha Ms Pavitra M Davey
23	SPORTS	Dr. D.Uthira, Vice Principal Ms. A Amutha Dr. Brinda Ramanujam Ms. Kiran Varma Ms.Sudha.V Ms. M. Priyavadhani

<b>S.No.</b>	<b>Committees</b>	<b>Members</b>
24	M.O.P KAUSHAL KENDRA	Dr. Archna Prasad, Dean Students Ms.T Sunitha Rani Ms. Anusha R Ms. Swetha G
25	OUTREACH ACTIVITIES/ NSS	Ms. Sathyabama Oppili Ms. R A Ghayathri Swetha Kumari Ms. N Krupa
26	NCC	Ms. V. Sindhu Ms. Vivitha S
27	EVS/ VALUE EDUCATION	Dr. D. Uthira, Vice Principal Ms. Vijayalakshmi .M Ms. Sindhu V Ms. M R Alamelu Ms. Angayarkanni A Ms.Vijayalakshmi Sailapathy Ms. Anusha R
28	CONSUMER CLUB	Ms. Vijayalakshmi Sailapathy Ms. Lakshmi Ganesh
29	MAGAZINE & M.O.P. NEWS LETTER	Ms. R Jayalakshmi Dr. Sandhya Rajasekhar Ms.Vidya Padmanabhan Ms. R Anupama Ms. Akila Bharat
30	INFRA STRUCTURE MAINTENANCE	Dr. D.Uthira, Vice Principal Ms. Priya V Krishna
31	ALUMNI ASSOCIATION	Dr. Lalitha Balakrishnan, Principal President Dr. C S Srividya Prathiba Dr. Archna Prasad, Dean Students Dr. Nisha U Ms. C.S. Padmasini

S.No.	Committees	Members
32	CULTURAL EVENTS	Dr. S.Jaishree Ms. Pavitra M Davey Ms. S.Gowri Ms. Meenakshi N
33	BULLETIN BOARD	Dr. Sandhya Rajasekhar Ms. M.R. Alamelu Dr. E Nirupama
34	HEALTH AND HYGIENE	Ms. Sini Jadeesh Ms. Lakshmipriya K Ms. Haripriya A
35	VIP REFRESHMENT	Dr. P Savitha Ms. Haripriya A Dr. Nirupa S Mogili

### **BOARD OF STUDIES - CHAIRPERSONS**

Dr. Lalitha Balakrishnan, Principal

Dr. D Uthira, Vice Principal

Dr. Fernandes Jayashree Felix, Dean Academics

Dr. Archana Prasad, Dean Students

Dr. Anurekha S

Ms. Gavoury R

Ms. A Uma Maheshwari

Ms. R A Ghayathri Swetha Kumari

Ms. Kiran Varma

Dr. Simmi Jain

Ms. R Jayalakshmi

Dr. Sudha Trivedi

## M.O.P. SANSAD 2018 - 2019

S.No.	Name of the Student	Portfolio	Ministry
1	Nachammai Savithri	Prime Minister	
2	Mumuksha Kakar	Deputy Prime Minister	
3	Shobana Sundararajan	Deputy Prime Minister	
4	Varsha R	Minister	HEALTH & HYGIENE
5	Shree Janani	Minister	
6	Heeral Bhandari	Minister	COMMUNICATION
7	Supreetha V	Minister	
8	Krithiga V	Minister	ENVIRONMENT
9	Amritha Devi S.X.S	Minister	
10	Mehak Mahipal	Minister	ENTREPRENEURSHIP
11	Gunjan K Chhabria	Minister	
12	A.Shalini Daga	Minister	HOME AFFAIRS
13	Sakshi Jain	Minister	
14	Meghna A Parikh	Minister	INNOVATION & DESIGN
15	Kavya Bellani	Minister	
16	Harshaa Modi	Minister	SPORTS
17	Amritha Arun	Minister	
18	Sowmiya B	Minister	YOUTH AFFAIRS
19	Shreya Rugmani Narayan	Minister	
20	Sudhikksha A	Minister	



## **BOARD OF GOVERNORS**

<b>Shri. Dr. M.D. Srinivas</b>	Chairman
<b>Shri. Harikrishna Jhaver</b>	Vice Chairman
<b>Shri. Manoj Kumar Sonthalia</b>	Secretary
<b>Shri. Srikumar Fomra</b>	Treasurer
<b>Shri. Bipin J Nanavati</b>	Jt. Secretary
<b>Shri. Govind Das Purushotham Das</b>	Member
<b>Shri. S. Parthasarathy</b>	Member
<b>Shri. B.S. Raghavan, I.A.S. (Retd.)</b>	Member
<b>Shri. M.V. Cuniah Chetty</b>	Member
<b>Shri. V. Swaroop</b>	Member
<b>Shri. Harishankar Agarwal</b>	Member
<b>Shri. S.B. Goenka</b>	Member
<b>Shri. Suraj Ratan Damani</b>	Member
<b>Shri. Ramesh R Bhatt</b>	Nominee, Shri Gujarati Mandal
<b>Shri. Krishna Kumar Maheshwari</b>	Member
<b>Shri. Hitesh Kanodia</b>	Member
<b>Smt. Nina B Kothari</b>	Member

## **MANAGEMENT COMMITTEE CUM EXECUTIVE COUNCIL FOR AUTONOMY**

<b>Shri. Harikrishna Jhaver</b>	Chairman
<b>Shri. Manoj Kumar Sonthalia</b>	Secretary
<b>Shri. Srikumar Fomra</b>	Treasurer
<b>Shri. Bipin J Nanavati</b>	Jt. Secretary
<b>Shri. S. Parthasarathy</b>	Member
<b>Shri. B.S. Raghavan, I.A.S. (Retd.)</b>	Member
<b>Shri. Suraj Ratan Damani</b>	Member
<b>Dr. M. Aruchami</b>	Educationalist
<b>Dr. Lalitha Balakrishnan</b>	Principal & Member (Ex-Officio)
<b>Dr. Uthira D</b>	Staff Representative
<b>Dr. Fernandes Jayashree Felix</b>	Staff Representative

UGC Nominee, State Govt. Nominee, University Nominee

## TEACHING STAFF

**Dr. Lalitha Balakrishnan**, *M.Com., M.Phil., M.B.A., Ph.D.* *Principal*

**Dr. Uthira .D**, *M.Com., M.B.A., M.Phil., Ph.D.* *Vice Principal & Director MBA*

**Dr. D. Radha**, *M.Sc., M.Phil(Maths), M.C.A., M.Phil., Ph.D.*  
*Controller of Examinations*

**Dr. K.B. Priya Iyer**, *M.C.A., Ph.D.* *Addl. Controller of Examinations*

**Dr. Fernandes Jayashree Felix**, *M.Sc., M.Phil., Ph.D., PGDCA* *Dean (Academics)*  
*Head - Mathematics*

**Dr. Archana Prasad**, *M.Com., M.B.A., Ph.D.* *Dean (Students)*  
*Head - BBA Shift - I*

## SCHOOL OF LANGUAGES

### HINDI

**Dr. Sudha Trivedi**, *M.A., M.Phil, Ph.D* *Co-ordinator - Languages*

**Dr. K. Anupama**, *M.A., M.Phil., Ph.D.*

### SANSKRIT

**Ms. R. Sowmiya**, *M.A., M.Phil.*

### TAMIL

**Dr. R. Rajeswari**, *M.A., Ph.D.*

**Ms. T. Vasuki**, *M.A., M.Phil.*

### FRENCH

**Ms. Vaishnavi S**, *M.A.*

### ENGLISH

**Ms. R. Jayalakshmi**, *M.A., M.Phil., PGDCE*, *Head*

**Ms. Akila Bharat**, *M.A., M.Phil., Ph.D.*

**Ms. R. Anupama**, *M.A., M.Phil.*

**Ms. Smrithi Murali**, *M.A.*

**Dr. Latha J.K**, *M.LIS., M.Phil., Ph.D.*

**Ms. Lakshmi V**, *M.A.*

**Ms. R. Kavitha**, *M.A., M.Phil.*

**Ms. Ishwariya A.N**, *M.A., M.Phil.*

## SCHOOL OF BUSINESS

<b>Ms. Gitanjali S. Jindger</b> , <i>M.Com., M.B.A., M.Phil.</i>	<i>Head - B.Com (A&amp;F)S-I</i>
<b>Ms. V. Sudha</b> , <i>M.Com., M.Phil.</i>	<i>Head - B.Com ( CS)</i>
<b>Ms. M.Vijayalakshmi</b> , <i>M.B.A.,</i>	<i>Head - BBA (Shift II)</i>
<b>Dr. K.Sindhu</b> , <i>M.Com., M.Phil., Ph.D.</i>	<i>Head - B.Com (Hons)</i>
<b>Dr. C.S.Srividya Prathiba</b> , <i>M.Com., MBA., M.Phil., Ph.D.</i>	<i>Head-B.Com (A&amp;F) S-II</i>
<b>Ms. Ramya Raman</b> , <i>M.B.A.,</i>	<i>Head - MBA</i>
<b>Dr. D.S. Latha</b> , <i>M.B.A., M.Phil., Ph.D.</i>	<i>Head- M.A. (HRM)</i>
<b>Dr. Anuradha Prasant</b> , <i>M.B.A., Ph.D.</i>	
<b>Dr. R. Sundari</b> , <i>M.Com., M.Phil., MBA., Ph.D.</i>	
<b>Dr. R.A. Rabika Begum</b> , <i>M.Com., M.Phil, M.B.A., Ph.D.</i>	
<b>Ms. Vijayalakshmi Sailapathi</b> , <i>M.Com., M.B.A., M.Phil.</i>	
<b>Ms. Sangeetha Manoj</b> , <i>M.B.A.,</i>	
<b>Dr. M. Hemalatha</b> , <i>M.Com., M.Phil., Ph.D.</i>	
<b>Ms. S. Sasikala Devi</b> , <i>M.Com., M.Phil. MBA.,</i>	
<b>Dr. U. Nisha</b> , <i>M.Com., PGDMM., Ph.D.</i>	
<b>Ms. Gowri S.</b> <i>M.Com., M.Phil.</i>	
<b>Ms. Nisha M</b> , <i>M.Com., M.Phil.</i>	
<b>Ms. Hemalatha J</b> , <i>M.Com., M.Phil., ACMA.</i>	
<b>Ms. Aditi A. Samant</b> , <i>M.B.A., MHRM</i>	
<b>Ms. N. Krupa</b> , <i>M.B.A., M.Com.</i>	
<b>Mr. Arunkumar Davey</b> , <i>M.Com., M.B.A.</i>	
<b>Mr. Mohan Sundaram</b> , <i>ML., ICMA., ACS., CPA.</i>	
<b>Dr. Gowri Ramachandran</b> , <i>M.Com., M.B.A., M. Phil., Ph.D.</i>	
<b>Mr. Rajesh V</b> , <i>M.B.A.</i>	
<b>Mr. Pattabiraman</b> , <i>M.Tech., M.B.A.</i>	
<b>Ms. K.J. Rachel</b> , <i>M.Com., M.B.A.</i>	
<b>Dr. U. Kavitha</b> , <i>M.Com., M.Phil., Ph.D.</i>	

**Dr. E. Nirupama**, *M.Com., M.Phil., Ph.D.*

**Dr. Sumangala Devi .K.C**, *M.Com., M.B.A., M.Phil., Ph.D.*

**Dr. Chitra Dey**, *M.B.A., Ph.D.*

**Dr. Priyanka Sharma**, *M.B.A., M.Com., Ph.D.*

**Dr. Eugin Pathinanthan Fernando**, *M.Com., M.B.A., Ph.D.*

**Ms. K.V. Niveditha**, *M.Com*

**Ms. Lakshmi Ganesh**, *M.Com.*

**Dr. S. Kavin Mary**, *M.B.A., M.Phil., Ph.D.*

**Dr. P. Shakila**, *M.Com., M.B.A., M.Phil., Ph.D.*

**Ms. S. Nishkala**, *M.Com., M.Phil.*

**Ms. Pavitra M. Davey**, *M.Com.*

**Ms. Elisha Abraham**, *M.Com.*

**Dr. M.Madhumathy**, *M.F.C., M.Phil., Ph.D.*

**Ms. Shamili .S**, *M.Com., M.Phil.*

**Ms. V. Kamatchi Preethi**, *M.Com., M.Phil., ACMA.*

**Ms. Vivitha S**, *M.Com.*

**Ms. Shymala Krishnamurthy**, *M.B.A.*

**Ms. Kamalika Krishmy**, *M.A., M.Phil.*

**Ms. Vinodhini .G**, *M.B.A.*

**Ms. Ramya .V**, *M.M.S. (Hons.)*

**Ms. Deepika B.**, *M.Com., M.B.A.*

**Ms. V.S. Neela**, *M.Com.*

**Ms. M. Abinaya**, *M.Com.*

**Ms. S. Deeptha**, *M.Com.*

## **SCHOOL OF COMMUNICATION AND MEDIA STUDIES**

<b>Dr.S. Anurekha, M.A., Ph.D.,</b>	<i>Head - Communication &amp; Technical Head , MOPCRS</i>
<b>Dr. S. Jaishree, M.A, M.A., M.Phil., Ph.D.</b>	<i>Head - Visual Communication</i>
<b>Ms. Meenakshi N., M.Com., M.Phil., M.A., M.A., M.Phil.</b>	<i>Head - Electronic Media</i>
<b>Dr. Sandhya Rajasekhar, M.A., Ph.D.</b>	<i>Head - Journalism</i>
<b>Dr. Susan Sridhar, M.A., Ph.D.</b>	<i>Head - Media Management</i>
<b>Dr.R. Preetha, M.Sc., M.Phil., Ph.D.,</b>	
<b>Ms. Vidya Padmanabhan, M.A.,</b>	
<b>Ms. M. Priyavadhani, M.Sc.,</b>	
<b>Ms. Arpita Maitra, M.A., M.A., M.Phil.</b>	
<b>Ms. Sathyabama Oppili, M.A., M.A., M.Phil.</b>	
<b>Ms. Aarthi Jayaram, M.A.</b>	
<b>Dr. N. Rathichithra, M.A., M.Phil., Ph.D.</b>	
<b>Ms. Devika Rani, M.A., M.Phil.</b>	
<b>Ms. Harinee R, M.A. Comm.</b>	
<b>Ms. S. Malarvizhi, M.A., M.Phil.</b>	
<b>Ms. P. Poornima, M.Sc., M.Phil.</b>	
<b>Ms. Ghayathri Krishnamoorthy, M.A.</b>	
<b>Ms. Mahalakshmi S., M.A.Comm.</b>	
<b>Mr. Kamaljit Singh, B.Com., M.A., VFX</b>	
<b>Mr. T.R. Chandrasekhar, B.Sc., PGFA</b>	

## **SCHOOL OF INFORMATION TECHNOLOGY**

<b>Ms.R. Gavoury, M.C.A., M.Phil.</b>	<i>Head - Information Technology</i>
<b>Ms. T. Sunitha Rani, M.Sc., M.C.A., M.Phil.</b>	<i>Head - Computer Science</i>
<b>Dr. Sakthi Kumaresh, M.C.A., M.Phil., Ph.D.</b>	<i>Head - Computer Applications</i>

**Ms.A. Angayarkanni, M.Sc., M.Phil., M.C.A.**

**Dr. Brinda Ramanujam, M.C.A. M.Phil., Ph.D.**

**Ms. A. Muthulakshmi, M.Sc (Phy)., M.Sc (IT)., M.Phil. M.C.A.**

**Ms.V. Sindhu, M.Sc., M.Phil.,**

**Ms.C.S. Padmasini, M.C.A., M.Phil.,**

**Ms. Jayanthi Jayanth, M.C.A., M.Phil.**

**Ms. R. Anusha, M.C.A., M.Phil.**

**Ms. Annu, M.C.A.**

**Mr. C. Senthil Kumar, M.Sc.(IT), MCP., CCNA.**

### **DEPARTMENT OF MATHEMATICS**

**Ms. S. Krishnaveni, M.Sc., M.Phil.**

**Ms. Alamelu .M.R, M.Sc., M.Phil.**

**Ms. Jamuna Chezian, M.Sc., M.Phil.**

**Ms. B. Ramani, M.Sc., M.Phil.**

**Ms. E. Renuga, M.Sc., M.Phil.**

### **DEPARTMENT OF FOOD SCIENCE**

**Ms. Sini Jadeesh, M.Sc., M.B.A.**

*Head*

**Dr. Simmi Jain, M.Sc., Ph.D**

**Ms. Swetha Sundararajan, M.Sc.**

**Dr. P. Savitha, M.Sc., M.Phil., Ph.D.**

**Ms. Lakshmi Priya .K, M.Sc.,**

**Ms. Haripriya .A, M.Sc., M.Phil.**

**Dr. Nirupa S. Mogili, M.Sc. Ph.D.**

**Ms. Pooja Mohan, M.Sc.**

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**Ms. Kavitha, *M.Sc.***  
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# 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				

## 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	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	30

## 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	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	30		

## DECEMBER

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						

# 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
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	30

## 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
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	30	

## DECEMBER

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					

## ACADEMIC CALENDAR 2018-2019

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

## ACADEMIC 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

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	JUNE 2018	No. of Term Days
21	Thu	International Yoga Day	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

## ACADEMIC 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

## ACADEMIC 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 The year of Pagir	23
14	Sat		-
15	Sun		-
16	Mon		24
17	Tue		25
18	Wed		26
19	Thu		27
20	Fri		28



## ACADEMIC CALENDAR 2018-2019

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

## ACADEMIC 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

## ACADEMIC 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

## ACADEMIC 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

## ACADEMIC CALENDAR 2018-2019

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

## ACADEMIC 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

## ACADEMIC 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		-

## ACADEMIC 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



## ACADEMIC CALENDAR 2018-2019

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

## ACADEMIC 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	NAAC Mentoring Workshop	101
27	Sat		102
28	Sun		-
29	Mon		103
30	Tue		104
31	Wed		105

## ACADEMIC 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

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	NOVEMBER 2018	No. of Term Days
11	Sun		-
12	Mon		-
13	Tue		-
14	Wed		-
15	Thu		-
16	Fri		-
17	Sat		-
18	Sun		-
19	Mon		-
20	Tue		-

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	NOVEMBER 2018	No. of Term Days
21	Wed	Milad-un-Nabi	-
22	Thu		-
23	Fri	Karthigai Deepam	-
24	Sat		-
25	Sun		-
26	Mon	Even Semester Begins	1
27	Tue		2
28	Wed	Shringar	3
29	Thu	Shringar	4
30	Fri	Shringar	5

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	DECEMBER 2018	No. of Term Days
1	Sat		6
2	Sun		-
3	Mon		7
4	Tue		8
5	Wed		9
6	Thu		10
7	Fri		11
8	Sat	M.O.P. Bazaar	-
9	Sun	M.O.P. Bazaar	-
10	Mon		12

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	DECEMBER 2018	No. of Term Days
11	Tue		13
12	Wed		14
13	Thu		15
14	Fri	Jhankar	16
15	Sat	Jhankar	17
16	Sun	Jhankar	18
17	Mon		-
18	Tue		19
19	Wed		20
20	Thu		21

## ACADEMIC CALENDAR 2018-2019

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



## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	JANUARY 2019	No. of Term Days
1	Tue	New Year	-
2	Wed		24
3	Thu		25
4	Fri		26
5	Sat		27
6	Sun		28
7	Mon	State Level Atheletic Meet	-
8	Tue		29
9	Wed		30
10	Thu		31

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	JANUARY 2019	No. of Term Days
11	Fri		32
12	Sat		33
13	Sun		-
14	Mon	Bhogi	34
15	Tue	Pongal	-
16	Wed	Thiruvalluvar Day	-
17	Thu	Uzhavar Thirunal	35
18	Fri	Internal Assessment - I	36
19	Sat	Internal Assessment - I	37
20	Sun		-

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	JANUARY 2019	No. of Term Days
21	Mon	Internal Assessment - I	38
22	Tue		39
23	Wed		40
24	Thu		41
25	Fri		42
26	Sat	Republic Day	-
27	Sun		-
28	Mon		43
29	Tue	Sports Day	44
30	Wed	Sports Day	45
31	Thu		46

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	FEBRUARY 2019	No. of Term Days
1	Fri		47
2	Sat		48
3	Sun		-
4	Mon		49
5	Tue	VASPO	50
6	Wed	VASPO	51
7	Thu		52
8	Fri		53
9	Sat		-
10	Sun		-

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	FEBRUARY 2019	No. of Term Days
11	Mon		54
12	Tue		55
13	Wed		56
14	Thu		57
15	Fri		58
16	Sat		59
17	Sun		-
18	Mon		60
19	Tue		61
20	Wed		62

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	FEBRUARY 2019	No. of Term Days
21	Thu		63
22	Fri		64
23	Sat		65
24	Sun		-
25	Mon		66
26	Tue		67
27	Wed		68
28	Thu		69

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	MARCH 2019	No. of Term Days
1	Fri	M.O.P. MUN	70
2	Sat	M.O.P. MUN	71
3	Sun		-
4	Mon		72
5	Tue	Internal Assessment - II	73
6	Wed	Internal Assessment - II	74
7	Thu	Internal Assessment - II	75
8	Fri		76
9	Sat		-
10	Sun		-

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	MARCH 2019	No. of Term Days
11	Mon		77
12	Tue	College Day	78
13	Wed		79
14	Thu		80
15	Fri		81
16	Sat		82
17	Sun		-
18	Mon		83
19	Tue		84
20	Wed		85



## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	MARCH 2019	No. of Term Days
21	Thu	Holi	-
22	Fri		86
23	Sat		87
24	Sun		-
25	Mon	End Semester Examination begins	88
26	Tue		89
27	Wed		90
28	Thu		91
29	Fri		92
30	Sat		93
31	Sun		-

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	APRIL 2019	No. of Term Days
1	Mon		94
2	Tue		95
3	Wed		96
4	Thu		97
5	Fri		98
6	Sat	Ugadi	-
7	Sun		-
8	Mon		99
9	Tue		100
10	Wed		101

## ACADEMIC CALENDAR 2018-2019

Date	Days of the Week	APRIL 2019	No. of Term Days
11	Thu		102
12	Fri		103
13	Sat		-
14	Sun	Tamil New Year	
15	Mon		
16	Tue		
17	Wed	Mahaveer Jayanthi	
18	Thu		
19	Fri	Good Friday	
20	Sat		

## ACADEMIC 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		

## NOTES

## NOTES

## NOTES

## NOTES



## NOTES

## NOTES

## NOTES

## NOTES

**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					



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