M.O.P. VAISHNAV COLLEGE FOR WOMEN

(Autonomous)

(College affiliated to University of Madras & Re-accredited at "A++" Grade by NAAC)

Chennai - 600 034

2020 - 2021

STUDENT HANDBOOK

M.O.P. Vaishnav College For Women

(Autonomous)

(College affiliated to University of Madras & Re-accredited at 'A++' Grade 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

STUDENT HANDBOOK
2020 - 2021

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 - 2020 - 2021
M.O.P. Vaishnav College for Women

Inspector
Thousand Lights Police Station, Tel - 044 - 2345 2684

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)

Photo to be pasted here

(To be filled by the student in CAPITAL Letters)
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Tel No. (O) _____

Res. _____

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!

QUALITY POLICY

M.O.P. Vaishnav College for Women is committed to:

Facilitate a unique learning experience, which would equip the students to become competent, self-reliant, quality conscious and socially responsible citizens.

Meet the requirements of society and continually improve the effectiveness of Quality Management Systems.

To achieve the above, the following Quality objectives are set:

- To promote academic excellence by inculcating a proper work culture, adopting customized learner focused methodologies and effective evaluation mechanism.

- To develop self-reliant and competent women by identifying, tapping, developing and nurturing their potential through appropriate co-curricular and extra curricular activities.

- To provide career opportunities to student through specialized professional courses and need based training programmes.

- To inculcate values through service oriented and nation building activities and enable them to become socially responsible citizens.

- To establish, implement and maintain a well planned Quality Management System and seek for continual improvement.

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

- In the top 150 colleges as per National Institutional Ranking Framework (NIRF) Ranking 2019
- Commerce, Science and Arts courses of the college ranked in Top 50 best colleges of India by “The Week”.
- B.B.A Course ranked in Top 60 by Times of India
- The college ranked in the Top 10 in the Best B school by “Career 360”
- M.B.A Programme ranked 56 by Business India in the Best B school Category.
- District Award for Citizen Consumer club by Government of Tamil Nadu.
- Community Radio station- National Award in 2016, 2017.
- Think Edu Award for providing continued quality education from the Chief Minister of Tamil Nadu.

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 17 years since 2003.
- The College has won Madras University Sivanthi Adityan rolling trophy consecutively for 17 years since 2004 for contributing maximum number of players to the Madras University teams.
- The College has won Madras University P. Haridas M.O.P. Trophy consecutively for 14 years since 2005 for winning the maximum number of Inter-collegiate tournaments.
- College has won Reliance overall trophy in National Level Athletic Meet consecutively for the past two years.

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, 8 PG courses and a research programme in the Department of Commerce. The college affiliated to the University of Madras, has strength of 3810 students, thus, recording a qualitative and quantitative growth. The college has been reaccredited by NAAC (National Assessment & Accreditation Council) at "A++" grade 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
- ✧ M.A Public Policy

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

DIPLOMA COURSES

- Office Management
- Computer Applications
- Multimedia
- Fashion Design

ELIGIBILITY - XII Pass (any stream)

DURATION - 6 months

CERTIFICATE PROGRAMMES

- GST and International Taxation
- GERMAN

ELIGIBILITY - XII Pass (any stream)

DURATION - 6 months

PG DIPLOMA COURSES

- Interior Design
- Tourism Management

ELIGIBILITY - Any UG Degree

DURATION - One Year

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 M.O.P.'.

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.**

M.O.P. CRS: The College is the first in the country to have its own community radio channel M.O.P. 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 certifcate 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 M.O.P. CRS@107.8 MHz. B.A. (Journalism) students bring out the college newsletter - M.O.P. 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 counsellors 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 **195 students** received appointment orders from 30 reputed companies at an average **Salary of ₹ 2 Lakhs 58 Thousand per annum**. The highest salary recorded for a student has been **₹ 7.50 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 **28 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. **1553 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 ₹ 3.41 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

DIVYANJGAN 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.A. Economics, 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)			M.A. Public Policy		
	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	NO. OF COURSES	CREDIT PER COURSE	TOTAL CREDITS
CORE	13	4	52	14	4	56	14	4	56	13	4	52	13	4	52
ELECTIVE	6	3	18	7	3	21	7	3	21	5	3	15	7	3	21
MAJOR PROJECT	1	8	8	1	4	4	1	4	4	1	8	8	1	8	8
SOFT SKILLS	4	2	8	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	1	2	2
COMPREHENSIVE PAPERS	May be given as a part of the Internal Assessment Component														
EXTRA DISCIPLINARY PAPERS	2	3	6	-	-	-	-	-	-	2	3	6	-	-	-
TOTAL			94			91			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 Written Test II Other Components* Attendance Surprise Test	15 15 10 5 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. 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.

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

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 2020 - 2021

S.No.	Committees	Members
1	PLANNING & EVALUATION	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. D Uthira, Vice Principal Dr. Sumangala Devi K C, Controller of Examinations Dr. K.B. Priya Iyer, Additional Controller of Examinations Dr. Fernandes Jayashree Felix, Dean Academics Dr. Archna 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. Lalitha Balakrishnan, Principal & Chair Person Dr. K.B.Priya Iyer, Additional Controller of Examinations Ms. V. Sindhu
5	RESEARCH ADVISORY	Dr. D. Uthira, Vice Principal Dr. Susan Sridhar Dr. Sudha Krishnakumar Dr. Sakthi Kumaresh Dr. Muthulakshmi .A
6	ANTI RAGGING	Dr. Lalitha Balakrishnan, Principal & Convenor Dr. D.Uthira, Vice Principal Ms. Ramya Raman Ms. Aditi A Samant Ms. Jananie Mohan - Student Representative

S.No.	Committees	Members
7	GRIEVANCE REDRESSAL	Dr. D. Uthira, Vice Principal Dr. Susan Sridhar Ms. Ramya Raman Ms .R A Ghayathri Swetha Kumari Ms. B. Subashini Ms. R. Samyuktha - Student Representative
8	INTERNAL ASSESSMENT CONDUCT	Dr. Hemalatha M Ms. R. Anupama Ms. Aditi A Samant Ms. C Nandhini Dr. Shakila P
9	ONLINE END SEMESTER EXAMINATION	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. K. Sindhu Ms. C.S Padmasini Ms. V Sudha Ms. S Sasikala Devi Ms. Arpita Maitra Ms. Haripriya A
10	ONLINE EXAMINATION - TECHNICAL TEAM	Dr. K B Priya Iyer, Additional Controller of Examinations Ms. Gavoury R Dr. Brinda Ramanujam Dr. Anusha R Ms. C.S. Padmasini Ms. V. Sindhu Ms. Jayanthi Jayanth
11	ONLINE VALUATION/ SCRUTINY	Dr. T Sunitha Rani Dr. M Vijayalakshmi Ms. Gitanjali S Jindger Dr. R A Rabika Begum Ms. A Angayarkanni Dr. D S Latha Dr. M Hemalatha Dr. C S Srividya Prathiba

S.No.	Committees	Members
12	ACADEMIC AUDIT	Dr. Fernandes Jayashree Felix, Dean Academics Dr. Anurekha S Ms. Gavoury R Dr. M.Vijayalakshmi Dr. C S Srividya Prathiba
13	MANAGEMENT INFORMATION SYSTEM (MIS)	Dr. K B Priya Iyer, Additional Controller of Examinations Dr. Nisha U Ms. Swetha G
14	PLACEMENT	Dr. Sakthi Kumaresh Ms. Meenakshi N Ms. Hemalatha .J Ms. S. Gowri Ms. Aditi A Samant Ms. Rekha Mahizhnan
15	INFORMATION TECHNOLOGY	Dr. K.B.Priya Iyer, Additional Controller of Examinations Ms. Gavoury R Dr. T Sunitha Rani Dr. Sakthi Kumaresh Dr. Anusha R Ms. C. Alamelu
16	LIBRARY	Ms. R Jayalakshmi Ms. Meenaakshi Iyer Dr. J K Latha Ms. Sangeetha Manoj Dr. R Rajeswari Dr. Sahana B
17	STUDENT WELFARE	Dr. Archna Prasad, Dean Students Dr. Sakthi Kumaresh Ms. Meenakshi N Ms. Ramya V Ms. Vaishnavi C S D

S.No.	Committees	Members
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. K. Sindhu Dr. Sandhya Rajasekhar Ms. V. Sudha
21	M.O.P SANSAD	Dr. Archna Prasad, Dean Students Ms. Meenakshi N Ms. S.Gowri Dr. Anusha R Dr. Pavitra M Davey
22	ED/INCUBATION & INNOVATION	Dr. Archna Prasad, Dean Students Dr. M.Vijayalakshmi Ms. Aditi A Samant Ms. Sangeetha Manoj
23	SPORTS	Dr. D.Uthira, Vice Principal Dr. A. Amutha Dr. Brinda Ramanujam Ms. Kiran Varma Ms.V. Sudha Ms. M. Priyavadhani
24	M.O.P KAUSHAL KENDRA	Dr. Archna Prasad, Dean Students Dr. T Sunitha Rani Dr. Anusha R Ms. Swetha G

S.No.	Committees	Members
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. Sindhu V Ms. M R Alamelu Ms. Angayarkanni A Ms.Vijayalakshmi Sailapathy Dr .Anusha R
28	CONSUMER CLUB	Dr. C S Srividya Prathiba Ms. Vijayalakshmi Sailapathy
29	MAGAZINE & M.O.P. NEWS LETTER	Ms. R Jayalakshmi Dr. Sandhya Rajasekhar Ms. Vidya Padmanabhan Ms. R Anupama Dr. Sahana B
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 Dr. Nisha U Ms. C.S. Padmasini
32	CULTURAL EVENTS	Dr. S.Jaishree Dr. Pavitra M Davey Ms. S. Gowri Ms. Meenakshi N

S.No.	Committees	Members
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. Simmi Jain Ms. Haripriya .A

BOARD OF STUDIES - CHAIRPERSONS

Dr. Lalitha Balakrishnan, Principal

Dr. D Uthira, Vice Principal

Dr. Archna Prasad, Dean Students

Dr. Fernandes Jayashree Felix, Dean Academics

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 2020 - 2021

S.No.	Name of the Student	Portfolio	Ministry
1	Jananie Mohan	Prime Minister	
2	Yashvi C Bhansali	Deputy Prime Minister	
3	Janani Sri S	Deputy Prime Minister	
4	Akshaya K	Minister	HEALTH & HYGIENE
5	Kshema Rau U	Minister	
6	Muskaan Shah	Minister	COMMUNICATION
7	Aishwaria C	Minister	
8	Saiyuktha R	Minister	ENVIRONMENT
9	Lakshmi Iyappan	Minister	
10	Anjali Soundarya P	Minister	ENTREPRENEURSHIP
11	Varsha S	Minister	
12	Apoorva Ashok	Minister	HOME AFFAIRS
13	Smrithi S	Minister	
14	Varsha Sriram	Minister	INNOVATION & DESIGN
15	Deekshida G	Minister	
16	Khushi Agarwal	Minister	SPORTS
17	R.Samyuktha	Minister	
18	Subhiksha M	Minister	
19	Varshini. K	Minister	YOUTH AFFAIRS
20	Anjana Vittala Prabhakaran	Minister	
21	Nanthitha S S	Minister	

BOARD OF GOVERNORS

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

MANAGEMENT COMMITTEE CUM EXECUTIVE COUNCIL FOR AUTONOMY

Shri. Manoj Kumar Sonthalia	Secretary
Shri. Srikumar Fomra	Treasurer
Shri. S. Parthasarathy	Member
Shri. B.S. Raghavan, I.A.S. (Retd.)	Member
Shri. Suraj Ratan Damani	Member
Shri. Bipin J Nanavati	Member
Dr. Thangam Meganathan	Educationalist
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

TEACHING STAFF

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

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

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

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

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

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

DEPARTMENT OF MANAGEMENT STUDIES

Ms. Ramya Raman, *M.B.A.* *Head - M.B.A*

Dr. Latha D.S, *M.B.A., M.Phil., Ph.D.* *Head - M.A HRM*

Dr. M. Vijaya lakshmi, *M.B.A., Ph.D.* Head - B.B.A Shift

Ms. Sangeetha Manoj, *M.B.A.*

Ms. Aditi A Samant, *M.B.A., MAHRM*

Dr. Anuradha Prashant, *M.B.A., Ph.D.*

Ms. Krupa N, *M.B.A., M.Com.*

Mr. Arun Kumar Davey, *M.Com., M.B.A.*

Mr. Mohana Sundaram, *ML., ICMA., ACS., CPA*

Dr. Gowri Ramachandran, *M.Com., M.B.A ., M.Phil., Ph.D.*

Mr. Rajesh V, *M.B.A.*

Mr. Pattabiraman, *M.Tech., M.B.A.*

Ms. C. Alamelu, *M.B.A.,M.Phil., M.Sc IT*

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

Ms. Ramya V, *M.M.S.*

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

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

Mr. P.E.Krishnan, *M.B.A.*

Ms. Amirthaa Ganesh, *M.B.A.*

Ms. Aarthy S, *B.E., M.B.A.*

Ms. Shankari R.S, *M.A.*

Ms. Sindu Bharathi S.K, *M.B.A.*

Ms. Vedhavalli S, *M.B.A.*

DEPARTMENT OF COMMERCE

Dr. C.S.Srividhya Prathiba, *M.Com., M.B.A., M.Phil., Ph.D.* *Head - B.Com Shift-I*

Ms. Gitanjali Jindger, *M.Com. M.B.A., M.Phil.* *Head - B.Com Shift-II*

Ms. V. Sudha, *M.Com.* *Head - B.Com CS*

Dr. Nisha U, *M.Com.,PGDMM., M.B.A., Ph.D.* *Head - B.Com MM*

Dr. Sindhu K, *M.Com., M.Phil., Ph.D.* *Head - B.Com Hons*

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Ms. Vijayalakshmi Sailapathy, *M.Com. M.B.A., M.Phil.*

Ms. S. Sasikaladevi, *M.Com., M.Phil., M.B.A.*

Dr. M. Hemalatha, *M.Com.,M.Phil., Ph.D.*

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

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

Ms. Nisha M, *M.Com.,M.Phil.*

Ms. J. Hemalatha, *M.Com.,M.Phil.*

Ms. K. J. Rachel, *M.Com.,M.B.A.*

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

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

Dr. Pavitra M Davey, *M.Com., Ph.D.*

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

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

Ms. Vivitha S, *M.Com.*

Dr. Kamatchi Preethi V, *M.Com.,M.Phil.,M.B.A., Ph.D.*

Ms. Abinaya M, *M.Com.*

Ms. Vaishnavi C.S.D, *M.Com.*

Ms. C. Nandhini, *M.Com.*

Ms. Humsa T.N, *M.Com.*

Ms. Soundarya M.S, *M.Com.*

Ms. Archana Kamesh, *M.Com.*

Ms. Priyanka R, *M.Com.*

Ms. Ashwini V, *M.Com.*

Dr. Radha Badrinath, *M.Com.,M.Phil., Ph.D*

Ms. Sree Akshara Mithran, *M.Com*

SCHOOL OF COMMUNICATION AND MEDIA STUDIES

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Dr. Susan Sridhar, *M.A., Ph.D.*	*Head - Media Management*
Dr. S. Jaishree, *M.A.,M.A., M.Phil., Ph.D.*	*Head - Vis.Com*
Ms. N. Meenakshi, *M.Com., M.Phil., M.A., M.A., M.Phil*	*Head - Electronic Media*
Dr. Sandhya Rajasekhar, *M.A Ph.D.*	*Head - Journalism*

Ms. Satyabama Oppili, *M.A.,M.A.*

Ms. Priyavadhani, M, *M.Sc.*

Ms. Vidya Padmanabhan, *M.A.*

Dr. R. Preetha, *M.Sc., M.Phil., Ph.D.*

Ms. Aarthi Jayaram, *M.A.*

Dr. Rathi Chitra N, *M.A., M.Phil., Ph.D.*

Ms. Gayathri Krishnamoorthy, *M.A.*

Ms. R. Harinee, *M.A.*

Dr. Devika Rani L, *M.A.,M.Phil., Ph.D.*

Ms. Mahalakshmi S, *M.A.*

Ms. S. Malarvizhi, *M.A.,M.Phil.*

Ms. Suguna K, *M.A., M.Phil.*

Mr. Kamaljit Singh, *B.Com., M.A., V.F.X*

Mr. T.R. Chandrasekhar, *B.Sc., PGFA*

Mr. Samuel K, *M.F.A.*

Mr.G.M.K. Rajhamohan, *M.A ., D.F.T.*

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Ms. Tejasvini Ramesh, *M.A.*

Ms. Vinithra R, *M.A.*

SCHOOL OF INFORMATION TECHNOLOGY

Ms. R. Gavoury, *M.C.A., M.Phil. Head - Information Technology*

Dr. T. Sunitha Rani, *M.Sc., M.C.A., M.Phil., Ph.D. Head - Computer Science*

Dr. Sakthi Kumaresh, *M.C.A., M.Phil., Ph.D. Head - Computer Applications*

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

Dr. A. Muthulakshmi, *M.Sc (Phy)., M.Sc (IT)., M.Phil. M.C.A., Ph.D.*

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

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

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

Dr. R. Anusha, *M.C.A., M.Phil., Ph.D.*

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

Ms. Krishnachalitha K.C, *M.Sc.*

Ms. Aparna R, *M.Sc.(IT), M.C.A., M.Phil.*

Ms. Jayasree V, *M.Sc. (IT)*

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

DEPARTMENT OF MATHEMATICS

Dr. S. Krishnaveni, *M.Sc., M.Phil., Ph.D.*

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

Ms. T.K. Loganayaki, *M.Sc., M.Phil.*

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

Dr. Jamuna Chezhian, *M.Sc., M.Phil., Ph.D.*

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

DEPARTMENT OF FOOD SCIENCE

Dr. Simmi Jain, *M.Sc., Ph.D* — *Head-M.Sc.(FTM)*

Ms. Sini Jadeesh, *M.Sc., M.B.A.* — *Head-B.Sc.(FSM)*

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

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

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

Ms. Rekha Mahizhnan, *M.Sc.*

Ms. S.R.Priya, *M.Sc.*

Ms. S.P. Abirami, *M.Sc.*

Ms. Reshma C.N, *M.Sc.*

DEPARTMENT OF SOCIAL SCIENCE

Ms. A. Uma Maheshwari, *M.A., M.Phil.* — *Head - Sociology*

Ms. R.A. Ghayathri Swetha Kumari, *M.Sc.* — *Head - Psychology*

Dr. Sudha Krishnakumar, *M.A., Ph.D.*

Dr. Deepika Krishnan P.K., *M.A., M.Sc., Ph.D.*

Ms. P.S. Rajalakshmy, *M.A.*

Ms. Vatsala Mirnalini R, *M.Sc., M.Phil.*

Ms. Sruthy Anand, *M.Sc.*

Ms. Neenu Jawahar, *M.Sc.*

Ms. V. Kaveri, *M.Sc.*

DEPARTMENT OF ECONOMICS & PUBLIC POLICY

Ms. Kiran Varma, *M.A., B.Ed., DIM* — *Head - Economics*

Ms. Arpita Maitra, *M.A., M.A., M.Phil.* — *Head - Public Policy*

Ms. Seema Thomas, *M.A.*

Ms. Sruthi Kesh, *M.A.*

Ms. Bhavana Sarah John, *M.A., M.Phil.*

Dr. Steffi Rose N.S, *M.A., M.Phil., Ph.D.*

Ms. Meenakshi Abirami R, *M.A.*

Ms. M.S. Subirthana, *M.A., M.Phil.*

Ms. Anju Annie Mammen, *M.A.*

LANGUAGES

ENGLISH

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

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

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

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

Ms. Lakshmi V, *M.A.*

Dr. B. Sahana, *M.A., M.Phil.,Ph.D.*

Ms. Aiswarya K Nair, *M.A.*

Ms. Amritha S, *M.A.*

Ms. Melina J, *M.A.*

Ms. Y. Archana, *M.Sc.*

Dr. Indumathi N, *M.A.,M.Phil,Ph.D.*

HINDI

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

Ms. Lavanya S, *M.A., M.Phil.*

SANSKRIT

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

TAMIL

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

Dr. G. Padmapriya, *M.A., M.Phil., Ph.D.*

Ms. K. Latha, *M.A., M.Phil.*

FRENCH

Ms. Babita Elizabeth Titus, *M.A., M.Phil.*

LIBRARY

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

PHYSICAL EDUCATION

Dr. A. Amutha , *M.B.A., M.P.Ed., Ph.D.* *Physical Directress*

N.S.S. PROGRAMME OFFICERS

Ms. Sathyabama Oppili, *M.A., M.A., M.Phil.*

Ms. R.A. Ghayathri Swetha Kumari, *M.Sc.*

Ms. N. Krupa, *M.B.A., M.Com.*

N.C.C.

Lt. Vivitha S, *M.Com.*

NON - TEACHING STAFF

Ms. Priya V Krishna, *M.B.A.* *Head - Admn.*

Ms. H.K. Vijayalakshmi, *B.A.*

Ms. Devi Viswanathan

Ms. Radha Ravisankar, *B.Com.*

Ms. C.J. Chamundeeswari, *B.A.*

Ms. B. Subashini, *B.A.*

Ms. V. Hemaja, *M.B.A.*

Ms. G. Swetha, *M.Com., M.B.A.*

Ms. Saikala Balaji, *B.Sc.*

Ms. N.S. Sudha, *M.Com., M.B.A.*

Mr. V. Krishnakumar, *D.F.T.*

Mr. S. Prabakaran, *B.Sc., D.F.T.*

Mr.G. Chandramohan, *D.F.T.*

Mr.R. Magesh, *D.M.A*

Mr. D. Durkkaram, *D.M.A.*

Mr. Girish Dev .D, *DECE., D.F.T.*

Mr. T. Vijayakumar, *D.F.T.*

Mr. Dinesh Kumar *D.F.T.*

Mr. K. Samuel, *M.F.A.*

Mr. L. Jeevaraj, *B.E.*

Mr. G.M.K. Rajha Mohan, *M.A., D.F.T*

Mr. M. Balasubramaniam, *B.Com.(C.A.)*

Ms. M. Ranjini

Ms. Radha Rajinikant

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

Ms. G. Padma, *B.Sc.*

Ms. Tamililakiya

Mr. Srinivasan .V

Mr. M. Karunakaran, *D.E.E.*

Mr. M. Kaviyarasu

Ms. J. Jacquelin

Mr. Baskar .G

Mr. K. Yoganantham

Mr. K. Ashok

Mr. J. Venkatesan

Mr. V. Rajapandian

Mr. P. Rupan Kumar

Mr. H. Sathish

Mr. J. Vicky, *B.A.*

Mr. N. Sathish Kumar

Ms. Umavathy

Ms. G. Ramanamma

Ms. C. Uma

Ms. P. Bakkyalakshmi

OFFICE OF CONTROLLER OF EXAMINATIONS

Ms. P. Bhamini, *B.A., P.G.D.E.S.*

Ms. R. Saroja, *B.A.*

Ms. K. Manjula, *M.A.*

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

Ms. K. Kavitha, *M.Sc.*

Ms.Manissha A, *B.E.*

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

CALENDAR 2020

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	

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 2021

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		

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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					

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