M.O.P. Vaishnav College For Women
(Autonomous)

STUDENT HANDBOOK & CALENDAR
2021 - 2022

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 - 2021 - 2022
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 :   **PERSON TO BE CONTACTED**

(for communication)   **IN CASE OF EMERGENCY**

_____   Name _____

_____   Tel No. (O) _____

_____   Res. _____

Tel No. _____   Mobile : _____

    Relationship with the Student :

    _____

STUDENT DATA SHEET
(Student Copy)

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                                                    Relationship with the Student :

                                                    _____

CONTENTS

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

- ❖ Think Edu Award for providing continued quality education from the Chief Minister of Tamil Nadu.
- ❖ In the top 150 colleges as per National Institutional Ranking Framework (NIRF) 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.
- ❖ College was recognized as Mentor insitition under the UGC PARAMARSH Scheme.
- ❖ Recognized by UNICEF for the 'END VIOLENCE CAMPAIGN' to Protect Child Rights.

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 18 years since 2003 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 15 years since 2005 for winning the maximum number of Inter-collegiate tournaments.
- ❖ The 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., B.B.A., B.Sc. (Maths) the college offers today 16 UG, 8 PG courses, research programmes in the Departments of Commerce, Communication and Media Studies. The college affiliated to the University of Madras, has strength of 3791 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.

PROGRAMMES OFFERED

Research
- Ph.D. (Commerce) Full Time & Part Time
- Ph.D. (Communication & Media Studies) Full Time & Part Time

DEPARTMENT OF MANAGEMENT STUDIES

Postgraduate
- M.B.A
- M.A(HRM)

Undergraduate
- B.B.A. **(Shift I & II)**

DEPARTMENT OF COMMERCE

Postgraduate
- M.Com

Undergraduate
- B.Com Accounting and Finance **(Shift I & II)**
- B.Com Marketing Management
- B.Com Corporate Secretaryship
- B.Com Honours

DEPARTMENT 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

DEPARTMENT OF INFORMATION TECHNOLOGY

Postgraduate
- M.Sc. Information Technology

Undergraduate
- B.Sc.Computer Science
- B.C.A.

DEPARTMENT OF MATHEMATICS
- B.Sc. Mathematics

DEPARTMENT OF FOOD SCIENCE

Postgraduate
- M.Sc. Food Technology & Management

Undergraduate
- B.Sc. Food Science & Management

DEPARTMENT OF SOCIAL SCIENCE
- B.A. Sociology
- B.Sc.Psychology

DEPARTMENT OF ECONOMICS & PUBLIC POLICY

Postgraguate
- M.A.Public Policy

Undergraduate
- B.A.Economics(Shift II)

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, Vancouver and Sydney 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 intercollegiate 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 **212 students** received appointment orders from 38 reputed companies at an average **Salary of 3 Lakhs 5 Thousand per annum**. The highest salary recorded for a student has been **6 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.

Extracurricular Activities: The College provides adequate opportunities to display the innate talents of the students in dance, music, debate, dramatics etc. through inter and intracollegiate 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. **1575 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 3.69 crores.**

Thozhil Seiyalam Thozhi

Goal

As part of its outreach and extension activities, the College declared the year 2019-20 as the year for the Village Adoption project 'THOZHIL SEIYALLAM THOZHI' - an initiative aimed to impart entrepreneurship skills to rural women.

The goals of this initiative include:
- To reach out to rural women in Tamil Nadu and make them self - reliant.
- To inspire, ignite, educate and enable rural women to utilise multiple opportunities that entrepreneurship provides.

- To propagate and impart life skills to women and children as proposed by the World Health Organisation (WHO).
- To inculcate values to students through service oriented and nation building activities and enable them to become socially responsible citizens.

The Context

The 'Thozil Seiyallam Thozhi' initiative was inaugurated on 13th July 2019 at S.K.D.J. Higher Secondary School, Thiruverkadu. Under this banner 15 villages were identified in the state of Tamil Nadu and various livelihood skills were imparted and awareness campaigns were conducted for women and Government school students.

Livelihood skills offered:
- Pot & Diya painting
- Candle making
- Greeting card & Envelope making
- Jute bag making
- Book binding
- Chaat, sandwich & Beverage making
- Making eco – friendly sanitary napkins

Life Skills proposed by WHO include:
- Self - Awareness
- Coping with stress and emotions
- Interpersonal skills

Awareness campaign organised:
- Swachh Bharat – Clean India campaign
- Waste segregation
- Women health and hygiene
- Clean habits

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 life 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
- Chaat and Chinese Cuisine
- No-Fire Cooking

- Soups and Salads
- Baking
- DJ-ing
- RJ-ing

Technology Related Skills
- Forensic Audit

Academic Writing Skills

Value Added Courses

Value Added courses are given to students over and above the curriculum to enhance their placement opportunities. These courses instill a spirit of Entrepreneurship and also serve as a motivation to progress towards higher education.

List of Value-Added Courses Offered
- Innovation and Entrepreneurship Management
- Quantitative Aptitude
- Visualizing and Copywriting for Advertising
- Social Media and Web Analytics
- Geographical Information System
- Business Journalism
- Interior Design
- Health and Nutrition
- Ecology and Waste Management
- Cyber Security
- Mobile App Development
- Social Etiquette
- Basic Accounting with Accounting Software
- General Awareness
- Customer Relationship Management
- Business Data analysis

- Script Writing
- Women and Society in India
- Spoken Hindi
- Online Trading

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
(From 2004 -2005)

M.O.P Vaishnav College for Women was granted autonomy in the year 2004 by the University Grants Commission and University of Madras. All programmes 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.

Objectives

- International academic compatibility to courses and credits offered.
- Greater flexibility for the students in their choice and areas of study, through different electives.
- Opportunities for advanced learners to earn extra credits.
- Facilitation of institution-industry interaction.
- Introduces students to inter disciplinary & skill based courses.

Course usually referred as papers comprising of lectures/tutorials/ laboratory work/ field work/ Outreach activities /project work/ vocational training etc. The term Choice refers to the students' choice of a course of study and/or an Elective paper. CBCS provides an opportunity for students to choose from the prescribed courses

2. Elective course: A course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study.

   a. Inter Disciplinary Elective (IDE): The College also offers discipline related Elective courses of Inter-disciplinary nature (offered by main discipline/subject of study), referred to as Inter-disciplinary Elective (IDE).

   b. Choice Based Elective : An elective course chosen from amongst different subject with an intention to seek exposure beyond discipline of choice is called Choice Based Elective.

*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)

<div align="center">OR</div>

◆ 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.

<div align="center">OR</div>

◆ 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, B.Sc. Data Science		
		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)

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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

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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.

No retest is conducted except for those candidates deputed by the college to participate in State/ National sports events and NCC/NSS activities.

External Assessment

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

◆　　　Will account for 50% of total assessment

◆　　　Question paper setting and evaluation by External Experts.

◆　　　Minimum Pass requirement is 40%

PASSING REQUIREMENT
UNDERGRADUATE STUDENTS:

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

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

POSTGRADUATE STUDENTS :

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

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

SUMMARY OF ASSESSMENT

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

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

◆ Project   ◆ 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. Photocopy of transcript will be provided upon payment of required fee.

Maximum time for Completion of a Degree Programme

◆ UG degree programme has to be completed within 3 years from the date of admission. If syllabus is revised, 2 more years are allowed for writing backlogs, with the old syllabus. Totally a student has 3+2 years to complete her UG degree failing which fresh admission has to be made for the UG degree programme.

◆ PG degree programme has to be completed in 2 years from the date of admission. If syllabus is revised, 2 more years are allowed for writing backlogs, with the old syllabus. Totally a student has 2+2 years to complete her PG degree failing which fresh admission has to be made for the PG degree programme

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.

STUDENT CODE OF CONDUCT

Being on time to college, maintaining required attendance and active participation in all college activities is mandatory.

- Students are required to get themselves updated regularly by reading notice boards, reading the hand-book and visiting the college website.

- Use of mobile phones inside the classrooms during class hours is strictly prohibited. Violation will lead to disciplinary action against the concerned student. Charging of mobile phones in college premises is not allowed.

- Charging of laptops in college premises is forbidden.

- Any form of ragging is a punishable offence

- All students are answerable to the Principal, faculty and other college authorities for their conduct and behaviour.

RULES FOR ISSUE OF CERTIFICATES / DOCUMENTS FROM THE ADMINISTRATIVE OFFICE

- Students must apply for issue of certificates /documents (TC,Conduct, Bonafide etc.).

  Application letters must be addressed to the Principal.

- The office will require a minimum of 5 working days to process the application.

- No issues can be initiated in less than 48 hours

Note: Rules are subject to change at the discretion of the Management with the approval of Academic Council.

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.

COVID PROTOCOL - INSTRUCTIONS

The students should follow the Standard Operating Procedures to avoid the spread of Covid-19.

• Students are allowed inside the campus after confirming their normal body temperature.

• Wearing Mask is mandatory inside the campus.

• Students are instructed to use the sanitizers placed at intervals in the respective floors.

• Social distancing to be followed inside the campus strictly.

• Vaccinated students are only allowed for physical classes.

• Students are advised to stay at home if they exhibit symptoms like Cough, Cold or Fever.

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 2021 - 2022

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. K. Sindhu, 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 Dr. 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 Ms. A Angayarkanni Ms. Aditi A Samant Ms. Jayanthi Jayanth Ms. Amirthaa Ganesh Ms. Priyanka R
5	RESEARCH ADVISORY	Dr. D. Uthira, Vice Principal Dr. Susan Sridhar Dr. Sudha Krishnakumar Dr. Sakthi Kumaresh Dr. Muthulakshmi .A

S.No.	Committees	Members
6	ANTI RAGGING	Dr. Lalitha Balakrishnan, Principal & Convenor Dr. D.Uthira, Vice Principal Dr. Ramya Raman Ms. Aditi A Samant Ms. Aakriti Damani - Student Representative
7	GRIEVANCE REDRESSAL	Dr. D. Uthira, Vice Principal Dr. Susan Sridhar Dr. Ramya Raman Ms .R A Ghayathri Swetha Kumari Ms. B. Subashini Ms. Uthara Menon - Student Representative
8	INTERNAL ASSESSMENT CONDUCT	Dr. Hemalatha M Ms. R. Anupama Ms. Aditi A Samant Ms. C Nandhini Dr. Shakila P
9	END SEMESTER EXAMINATION	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. K. Sindhu, Dean Academics Ms. C.S Padmasini Dr. V Sudha Ms. S Sasikala Devi Ms. Arpita Maitra Ms. Haripriya A
10	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
11	ACADEMIC AUDIT	Dr. K. Sindhu, Dean Academics Dr. Anurekha S Ms. Gavoury R Dr. M.Vijayalakshmi Dr. C S Srividya Prathiba

S.No.	Committees	Members
12	MANAGEMENT INFORMATION SYSTEM (MIS)	Dr. K B Priya Iyer, Additional Controller of Examinations Dr. Nisha U Ms. Swetha G
13	PLACEMENT	Dr. Sakthi Kumaresh Ms. Meenakshi N Dr. Hemalatha .J Ms. S. Gowri Ms. Aditi A Samant Ms. Rekha Mahizhnan
14	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
15	LIBRARY	Ms. R Jayalakshmi Ms. Meenaakshi Iyer Dr. J K Latha Ms. Sangeetha Manoj Dr. R Rajeswari Dr. Sahana B
16	STUDENT WELFARE	Dr. Archna Prasad, Dean Students Dr. Sakthi Kumaresh Ms. Meenakshi N Ms. Ramya V Ms. Vaishnavi C S D
17	SEXUAL HARASSMENT	Dr. D Uthira, Vice Principal Dr.Susan Sridhar Dr. Ramya Raman Ms. R A Ghayathri Swetha Kumari Ms. B. Subashini

S.No.	Committees	Members
18	CALENDAR	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. V Sudha Ms. C S Padmasini
19	SC/ST	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. K. Sindhu, Dean Academics Dr. Sandhya Rajasekhar Dr. V. Sudha
20	M.O.P SANSAD	Dr. Archna Prasad, Dean Students Ms. Meenakshi N Ms. S.Gowri Dr. Anusha R Dr. Pavitra M Davey
21	ED/INCUBATION & INNOVATION	Dr. Archna Prasad, Dean Students Dr. M.Vijayalakshmi Ms. Aditi A Samant Ms. Sangeetha Manoj
22	SPORTS	Dr. D.Uthira, Vice Principal Dr. A. Amutha Dr. Brinda Ramanujam Ms. Kiran Varma Dr.V. Sudha Ms. M. Priyavadhani
23	M.O.P KAUSHAL KENDRA	Dr. Archna Prasad, Dean Students Dr. T Sunitha Rani Dr. Anusha R Ms. Swetha G
24	OUTREACH ACTIVITIES/ NSS	Ms. R A Ghayathri Swetha Kumari Ms. M.R. Alamelu Ms. Sowmiya R

S.No.	Committees	Members
25	NCC	Dr. Archna Prasad, Dean Students Ms. V. Sindhu Ms. Vivitha S
26	EVS/ VALUE EDUCATION	Dr. D.Uthira, Vice Principal Ms. V Sindhu Ms. M R Alamelu Ms. Angayarkanni A Ms.Vijayalakshmi Sailapathy Dr .Anusha R
27	CONSUMER CLUB	Dr. C S Srividya Prathiba Ms. Vijayalakshmi Sailapathy
28	MAGAZINE & M.O.P. NEWS LETTER	Ms. R Jayalakshmi Dr. Sandhya Rajasekhar Ms. Vidya Padmanabhan Ms. R Anupama Dr. Sahana B
29	INFRA STRUCTURE MAINTENANCE	Dr. D. Uthira, Vice Principal Ms. Priya V Krishna
30	ALUMNI ASSOCIATION	Dr. Lalitha Balakrishnan, Principal President Dr. C S Srividya Prathiba Dr. Archna Prasad Dr. M Vijayalakshmi Dr. Nisha U Ms. C.S. Padmasini
31	CULTURAL EVENTS	Dr. S.Jaishree Dr. Pavitra M Davey Ms. S. Gowri Ms. Meenakshi N

S.No.	Committees	Members
32	BULLETIN BOARD	Dr. Sandhya Rajasekhar Ms. M.R. Alamelu Dr. E Nirupama
33	HEALTH AND HYGIENE	Ms.Sini Jadeesh Ms. Lakshmipriya K Ms. Haripriya .A
34	VIP REFRESHMENT	Dr. Simmi Jain Ms. Haripriya .A

BOARD OF STUDIES - CHAIRPERSONS

Dr. Lalitha Balakrishnan, Principal

Dr. D Uthira, Vice Principal

Dr. K. Sindhu, Dean Academics

Dr. Archna Prasad, Dean Students

Dr. Fernandes Jayashree Felix

Dr. Anurekha .S

Ms. Gavoury R

Dr. 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 2021 - 2022

S.No.	Name of the Student	Portfolio	Ministry
1	Aakriti Damani	Prime Minister	CORE CABINET
2	Shriyaa K P S	Deputy Prime Minister	
3	Samyuktha K S	Deputy Prime Minister	
4	Amitha T K	Minister	HEALTH & HYGIENE
5	Sadhvika M K	Minister	
6	Valentina Gladia M	Minister	ENVIRONMENT
7	Kiruttika Sree.S	Minister	
8	Roshni K S	Minister	YOUTH AFFAIRS
9	Gundlapalli Neha	Minister	
10	Tanya Agarwal	Minister	
11	Preethikaa Ramesh	Minister	HOME AFFAIRS
12	Aishwarya R	Minister	
13	Gorantla Deshna Krupa	Minister	SPORTS
14	Uthara Menon	Minister	
15	Swarna S	Minister	
16	Keerthi Laxmi M	Minister	INNOVATION & DESIGN
17	Sai Rushmitha B S	Minister	
18	Shubanghi N	Minister	COMMUNICATIONS
19	Yashee R Jain	Minister	
20	Saakshi Jain A	Minister	ENTREPRENEURSHIP
21	Hritika Sayli A	Minister	

BOARD OF GOVERNORS

Dr. M.D. Srinivas	Chairman
Shri. Manoj Kumar Sonthalia	Secretary
Shri. Srikumar Fomra	Treasurer
Shri. Govind Das Purushotham Das	Member
Shri. B.S. Raghavan, I.A.S. (Retd.)	Member
Shri. M.V. Cunniah Chetty	Member
Shri. V. Swaroop	Member
Dr. M.A. Venkatakrishnan	Member
Shri. S.B. Goenka	Member
Shri. Suraj Ratan Damani	Member
Shri. J.K. Jhaver	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. B.S. Raghavan, I.A.S. (Retd.)	Member
Dr. M.A. Venkatakrishnan	Member
Shri. Suraj Ratan Damani	Member
Shri. Bipin J Nanavati	Member
Dr. Thangam Meganathan	Educationalist
Dr. Lalitha Balakrishnan	Principal & Member (Ex-Officio)
Dr. Sumangala Devi .K.C	Staff Representative
Dr. Archna Prasad	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. K. Sindhu, *M.Com., M.Phil., Ph.D.*   *Dean (Academics)*

Head - B.Com (Hons.)

Dr. Archna Prasad, *M.Com., M.B.A., Ph.D.*   *Dean (Students)*

Head - BBA Shift - I

DEPARTMENT OF MANAGEMENT STUDIES

Dr. Ramya Raman, *M.B.A., Ph.D.*   *Head - M.B.A*

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

Dr. M. Vijayalakshmi, *M.B.A., Ph.D.*   *Head* - B.B.A Shift - II

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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*

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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.*

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

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

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

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

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

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

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

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

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.*

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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*

Dr. M. Asha Banu, *MPS., M.Phil., M.B.A., Ph.D.*

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Dr. Anurekha S, *M.A ., Ph.D.*   *Head - Communication &*
                                                  Technical Head MOPCRS

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.*

Mr. Rajendran A, *M.F.A.,M.Phil.*

Ms. Tejasvini Ramesh, *M.A.*

Ms. Vinithra R, *M.A.*

DEPARTMENT 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.*

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

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.*

Ms. Srisowmiya S, *M.Sc. (IT)*

Ms. Taslim K, *M.Sc. (IT)*

DEPARTMENT OF MATHEMATICS

Dr. Fernandes Jeyashree Felix, *M.Sc., M.Phil., Ph.D., PGDCA*

Head - Mathematics

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

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

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Ms. Rekha Mahizhnan, *M.Sc.*

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

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

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

Ms. Sivasakthi Kumar, *M.A.*

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

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

Ms. Lakshmi V, *M.A.*

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HINDI

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

TAMIL

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

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

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

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Mr. K. Yoganantham

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Mr. V. Rajapandian

Mr. P. Rupan Kumar

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Ms. G. Ramanamma

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

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		

CALENDAR 2022

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	

2021-22 has been designated as the year of Khoj – Search and Research of Knowledge.

CALENDAR 2021-2022

Date	Days of the Week	JUNE 2021	No. of Term Days
1	Tue		
2	Wed		
3	Thu		
4	Fri		
5	Sat		
6	Sun		-
7	Mon		
8	Tue		
9	Wed		
10	Thu		

CALENDAR 2021-2022

Date	Days of the Week	JUNE 2021	No. of Term Days
11	Fri		
12	Sat		
13	Sun		-
14	Mon		
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun		-

CALENDAR 2021-202

Date	Days of the Week	JUNE 2021	No. of Term Days
21	Mon	International Yoga Day	
22	Tue		
23	Wed		
24	Thu		
25	Fri		
26	Sat		
27	Sun		-
28	Mon		
29	Tue		
30	Wed		

CALENDAR 2021-2022

Date	Days of the Week	JULY 2021	No. of Term Days
1	Thu		
2	Fri		
3	Sat		
4	Sun		-
5	Mon	College Reopens for II & III Years	1
6	Tue		2
7	Wed		3
8	Thu		4
9	Fri		5
10	Sat		6

CALENDAR 2021-2022

Date	Days of the Week	JULY 2021	No. of Term Days
11	Sun		-
12	Mon		7
13	Tue	Founding Day / Investiture Ceremony	8
14	Wed		9
15	Thu		10
16	Fri		11
17	Sat		12
18	Sun		-
19	Mon		13
20	Tue		14

CALENDAR 2021-2022

Date	Days of the Week	JULY 2021	No. of Term Days
21	Wed	Bakrid	15
22	Thu		16
23	Fri		17
24	Sat		18
25	Sun		-
26	Mon		19
27	Tue		20
28	Wed		21
29	Thu		22
30	Fri		23
31	Sat		24

CALENDAR 2021-2022

Date	Days of the Week	AUGUST 2021	No. of Term Days
1	Sun		-
2	Mon		25
3	Tue		26
4	Wed		27
5	Thu	IQAC Workshop	28
6	Fri		29
7	Sat		30
8	Sun		-
9	Mon		31
10	Tue		32

CALENDAR 2020-2021

Date	Days of the Week	AUGUST 2021	No. of Term Days
11	Wed		33
12	Thu		34
13	Fri		35
14	Sat		36
15	Sun	Independence Day	-
16	Mon		37
17	Tue		38
18	Wed		39
19	Thu		40
20	Fri	Varalakshmi Vratham / Muharram	-

CALENDAR 2020-2021

Date	Days of the Week	AUGUST 2021	No. of Term Days
21	Sat	Onam	41
22	Sun	Raksha Bhandan	-
23	Mon		42
24	Tue		43
25	Wed		44
26	Thu		45
27	Fri		46
28	Sat		47
29	Sun		-
30	Mon	Krishna Jayanthi	-
31	Tue		48

CALENDAR 2021-2022

Date	Days of the Week	SEPTEMBER 2021	No. of Term Days
1	Wed		49
2	Thu		50
3	Fri		51
4	Sat		52
5	Sun	Teachers' Day	-
6	Mon		53
7	Tue		54
8	Wed		55
9	Thu		56
10	Fri	Vinayaka Chathurthi	-

CALENDAR 2021-2022

Date	Days of the Week	SEPTEMBER 2021	No. of Term Days
11	Sat		57
12	Sun		-
13	Mon	Internal Assessment - I for II and III years	58
14	Tue	Internal Assessment - I for II and III years	59
15	Wed	Internal Assessment - I for II and III years	60
16	Thu	College Reopens for I Years	61
17	Fri		62
18	Sat		63
19	Sun		-
20	Mon		64

CALENDAR 2020-2021

Date	Days of the Week	SEPTEMBER 2021	No. of Term Days
21	Tue		65
22	Wed		66
23	Thu		67
24	Fri		68
25	Sat	Fresher's Meet	69
26	Sun		-
27	Mon		70
28	Tue		71
29	Wed	Ganesh Vandan	72
30	Thu	Nandh Mahotsav	73

CALENDAR 2021-2022

Date	Days of the Week	OCTOBER 2021	No. of Term Days
1	Fri		74
2	Sat	Gandhi Jayanthi / Alumni Meet	-
3	Sun		-
4	Mon		75
5	Tue		76
6	Wed		77
7	Thu		78
8	Fri		79
9	Sat		80
10	Sun		-

CALENDAR 2021-2022

Date	Days of the Week	OCTOBER 2021	No. of Term Days
11	Mon		81
12	Tue		82
13	Wed		83
14	Thu	Saraswathi Pooja	-
15	Fri	Vijayadasami	-
16	Sat		84
17	Sun		-
18	Mon		85
19	Tue		86
20	Wed		87

CALENDAR 2021-2022

Date	Days of the Week	OCTOBER 2021	No. of Term Days
21	Thu		88
22	Fri		89
23	Sat		90
24	Sun		-
25	Mon	UN Day	91
26	Tue		92
27	Wed		93
28	Thu		94
29	Fri		95
30	Sat	Internal Assessment - I for I years	96
31	Sun		-

CALENDAR 2021–2022

Date	Days of the Week	NOVEMBER 2021	No. of Term Days
1	Mon	Internal Assessment - I for I years	97
2	Tue	Internal Assessment - I for I years	98
3	Wed		-
4	Thu	Diwali	-
5	Fri		-
6	Sat		-
7	Sun		-
8	Mon		99
9	Tue		100
10	Wed		101

CALENDAR 2021-2022

Date	Days of the Week	NOVEMBER 2021	No. of Term Days
11	Thu	Internal Assessment - II for II and III years	102
12	Fri	Internal Assessment - II for II and III years	103
13	Sat	Internal Assessment - II for II and III years	104
14	Sun		-
15	Mon		105
16	Tue		106
17	Wed		107
18	Thu		108
19	Fri	Karthigai Deepam	109
20	Sat		110

CALENDAR 2021-2022

Date	Days of the Week	NOVEMBER 2021	No. of Term Days
21	Sun		-
22	Mon		111
23	Tue		112
24	Wed		113
25	Thu		114
26	Fri		115
27	Sat		116
28	Sun		-
29	Mon		117
30	Tue		118

CALENDAR 2021–2022

Date	Days of the Week	DECEMBER 2021	No. of Term Days
1	Wed	Shringar	119
2	Thu	Shringar	120
3	Fri	Shringar	121
4	Sat	Shringar	122
5	Sun	Shringar	-
6	Mon	Shringar	123
7	Tue	Shringar	124
8	Wed		125
9	Thu		126
10	Fri		127

CALENDAR 2021-2022

Date	Days of the Week	DECEMBER 2021	No. of Term Days
11	Sat		128
12	Sun		-
13	Mon		129
14	Tue		130
15	Wed		131
16	Thu		132
17	Fri		133
18	Sat		134
19	Sun		-
20	Mon		135

CALENDAR 2021-2022

Date	Days of the Week	DECEMBER 2021	No. of Term Days
21	Tue		136
22	Wed		137
23	Thu		138
24	Fri		139
25	Sat	Christmas	-
26	Sun		-
27	Mon	Internal Assessment - II for I years	140
28	Tue	Internal Assessment - II for I years	141
29	Wed	Internal Assessment - II for I years	142
30	Thu	Internal Assessment - II for I years	143
31	Fri		144

CALENDAR 2021-2022

Date	Days of the Week	JANUARY 2022	No. of Term Days
1	Sat	New Year	-
2	Sun		-
3	Mon		145
4	Tue		146
5	Wed		147
6	Thu		148
7	Fri		149
8	Sat		150
9	Sun		-
10	Mon		151

CALENDAR 2021-2022

Date	Days of the Week	JANUARY 2022	No. of Term Days
11	Tue		152
12	Wed		153
13	Thu	Bhogi	154
14	Fri	Pongal	-
15	Sat	Thiruvalluvar Day	-
16	Sun	Uzhavar Thirunal	-
17	Mon		155
18	Tue		156
19	Wed		157
20	Thu		158

CALENDAR 2021-2022

Date	Days of the Week	JANUARY 2022	No. of Term Days
21	Fri		159
22	Sat		160
23	Sun		-
24	Mon		161
25	Tue		162
26	Wed	Republic Day	-
27	Thu		163
28	Fri		164
29	Sat		165
30	Sun		-
31	Mon		166

CALENDAR 2021-2022

Date	Days of the Week	FEBRUARY 2022	No. of Term Days
1	Tue		-
2	Wed	Even Semester Reopens for II & III years	1
3	Thu		2
4	Fri		3
5	Sat		4
6	Sun		-
7	Mon		5
8	Tue		6
9	Wed		7
10	Thu		8

CALENDAR 2021-2022

Date	Days of the Week	FEBRUARY 2022	No. of Term Days
11	Fri		9
12	Sat		10
13	Sun		-
14	Mon	Even Semester Reopens for I years	11
15	Tue		12
16	Wed		13
17	Thu		14
18	Fri		15
19	Sat		16
20	Sun		-

CALENDAR 2021-2022

Date	Days of the Week	FEBRUARY 2022	No. of Term Days
21	Mon		17
22	Tue		18
23	Wed		19
24	Thu		20
25	Fri		21
26	Sat		22
27	Sun		-
28	Mon		23

CALENDAR 2021-2022

Date	Days of the Week	MARCH 2022	No. of Term Days
1	Tue		24
2	Wed		25
3	Thu		26
4	Fri		27
5	Sat		28
6	Sun		-
7	Mon		29
8	Tue		30
9	Wed		31
10	Thu		32

CALENDAR 2021-2022

Date	Days of the Week	MARCH 2022	No. of Term Days
11	Fri		33
12	Sat		34
13	Sun		-
14	Mon	Internal Assessment - I	35
15	Tue	Internal Assessment - I	36
16	Wed	Internal Assessment - I	37
17	Thu		38
18	Fri	Holi	-
19	Sat		39
20	Sun		-

CALENDAR 2021-2022

Date	Days of the Week	MARCH 2022	No. of Term Days
21	Mon		40
22	Tue		41
23	Wed		42
24	Thu		43
25	Fri		44
26	Sat		45
27	Sun		-
28	Mon		46
29	Tue		47
30	Wed		48
31	Thu		49

CALENDAR 2021-2022

Date	Days of the Week	APRIL 2022	No. of Term Days
1	Fri		50
2	Sat	Ugadi	-
3	Sun		-
4	Mon		51
5	Tue		52
6	Wed		53
7	Thu		54
8	Fri		55
9	Sat		56
10	Sun		-

CALENDAR 2021-2022

Date	Days of the Week	APRIL 2022	No. of Term Days
11	Mon		57
12	Tue		58
13	Wed		59
14	Thu	Tamil New Year / Mahaveer Jayanthi	-
15	Fri	Good Friday	60
16	Sat		61
17	Sun		-
18	Mon	Internal Assessment - II	62
19	Tue	Internal Assessment - II	63
20	Wed	Internal Assessment - II	64

CALENDAR 2021-2022

Date	Days of the Week	APRIL 2022	No. of Term Days
21	Thu		65
22	Fri		66
23	Sat		67
24	Sun		-
25	Mon		68
26	Tue		69
27	Wed		70
28	Thu		71
29	Fri		72
30	Sat		73

CALENDAR 2021-2022

Date	Days of the Week	MAY 2022	No. of Term Days
1	Sun	May Day	-
2	Mon		74
3	Tue		75
4	Wed		76
5	Thu		77
6	Fri		78
7	Sat		79
8	Sun		-
9	Mon	End Semester Examination Begins	80
10	Tue		81

CALENDAR 2021-2022

Date	Days of the Week	MAY 2022	No. of Term Days
11	Wed		82
12	Thu		83
13	Fri		84
14	Sat		85
15	Sun		-
16	Mon		86
17	Tue		87
18	Wed		88
19	Thu		89
20	Fri		90

CALENDAR 2021-2022

Date	Days of the Week	MAY 2022	No. of Term Days
21	Sat		91
22	Sun		-
23	Mon		92
24	Tue		93
25	Wed		94
26	Thu		95
27	Fri		96
28	Sat		97
29	Sun		-
30	Mon		98
31	Tue		99

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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					