

1. Name of the College with full : The Standard Fireworks  
Postal address (Door No., Village, Taluk, District) : Rajaratnam College for Women, Sivakasi.  
Thiruthangal Road,  
Sivakasi Taluk,  
Virudhunagar District.
2. Name of the Educational Trust : The Standard Fireworks Charities
3. College Telephone No. with S.T.D. Code : 04562 - 220389  
Fax No. : 04562 - 226695  
e-Mail ID. : [sfrc@sfrcollege.edu.in](mailto:sfrc@sfrcollege.edu.in)  
Website : [www.sfrcollege.edu.in](http://www.sfrcollege.edu.in)  
Online Certificate Verification System : [www.sfrcollege.directverify.in](http://www.sfrcollege.directverify.in)
4. Name of the Secretary : Tmt. A. Aruna,  
86, Shield Road,  
Opp. to Periyakulam Colony,  
Sivakasi.  
Telephone No. : 04562-227565
5. Name of the Principal : Dr. T. Palaneeswari,  
M.Com.,M.Phil.,Ph.D.,  
S.F.R. College Campus,  
Sivakasi.  
Residence Telephone No. : 04562-223089

6. Year of Establishment : June 1968  
Autonomous conferment : Since 2005-06  
Extension of Autonomy : 2011-2012 & 2017-2018  
NAAC Accreditation : 2002  
Re-accreditation : Third Cycle 'A' Grade  
(CGPA 3.36 out of 4)  
by NAAC in 2014
- College with Potential for Excellence : I Phase - 2011  
II Phase - 2016
7. AICTE Letter or viability for M.C.A. : S.No. 216,  
: F.No. TN/48/ET-MCA/99,  
dated 4.8.99
8. Full details of courses offered: Refer - Page No.9  
and year of affiliation for each  
course/sanctioned strength
9. G.O.No. permitting the opening of the college : D.Dis.No. 141/68 dt. 27.11.69  
Director of Collegiate  
Education, Chennai.
10. Copy of G.O./Govt. letter Permitting change in name or change of site/G.O. permitting to continue at temporary site. : Not applicable

## COLLEGE PRAYER

தீயினுள் தெறல் நீ! பூவினுள் நாற்றம் நீ!  
கல்-னுள் மணியும் நீ! சொல்-னுள் வாய்மை நீ!  
அறத்தினுள் அன்பு நீ! மறத்தினுள் மைந்து நீ!  
வேதத்து மறை நீ! பூதத்து முதலும் நீ!  
வெஞ்சுடர் ஓளியும் நீ! திங்களுள் அளியும் நீ!  
அனைத்தும் நீ! அனைத்தின் உட்பொருளும் நீ!  
ஆத-ன் உறைவும் உறைதலும் இலையே!

பரிபாடல்

## தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நில மடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
தெக்கணமும் அதிர்சிறந்த திராவிட நல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்த நறுந் திலகமுமே  
அத்திலக வாசனை போல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்த பெருந்தமிழணங்கே!  
தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து  
செயல்மறந்து வாழ்த்துதுமே!  
வாழ்த்துதுமே! வாழ்த்துதுமே!

## PLEDGE

India is my country. All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall respect my parents, teachers and all elders and treat everyone with courtesy. To my country and my people I pledge my devotion. In their well-being and prosperity alone lies my happiness.

## உறுதிமொழி

இந்தியா எனது தாய்நாடு. இந்தியர் அனைவரும் என் உடன் பிறந்தவர்கள். நான் என் நாட்டை உளமார விரும்புகிறேன். வகை பலவாகிய, அதன் வளமார்ந்த கொள்கையை எண்ணிப் பெருமை கொள்கிறேன். அதற்குப் பொருந்திய வகையில் எப்பொழுதும் என் முயற்சிகள் இருக்கும். என்னுடைய பெற்றோர்களுக்கும், ஆசிரியர்களுக்கும், பெரியோர்களுக்கும் தக்க மதிப்புத் தந்து எல்லோரையும் பண்போடு நடத்துவேன். இந்நாட்டுக்கும் இந்நாட்டு மக்களுக்கும் என்னுடைய தொண்டினை அளிப்பேன் என்று உறுதி கூறுகிறேன். அவர்களுடைய நலத்திலும், செழிப்பிலுமே என் மகிழ்ச்சி அமைந்திருக்கிறது என்பதை உணர்கிறேன்.



## **NATIONAL ANTHEM**

Janaganamana adhinayaka jaya he  
Bharatha bhagya vidhata;  
Punjaba Sindu Gujarata Marata  
Dravida Uthkala Vanga;  
Vindhaya Himachala Yamuna Ganga  
Uchchhala Jaladhi taranga  
Tava shuba name jage  
Tava shuba asisha mage  
Gahe tava jaya gatha  
Janagana Mangala dayaka jaya he  
Bharatha bhagya vidhatha  
Jayahel Jayahel Jayahel  
Jaya Jaya Jaya Jayahel

## **ENGLISH TRANSLATION**

Thou art the ruler of the minds of all people  
Thou Dispenser of India's destiny;  
Thy name rouses the hearts of the people of  
Punjab, Sindu, Gujarat and Marata,  
of Dravid, Orissa and Bengal;  
It echoes in the hills of the Vindhyas and Himalayas;  
And is chanted by the waves of the Indian Sea;  
They pray for Thy blessings, and sing Thy praise  
Thou Dispenser of India's destiny.  
Victory, Victory, Victory to Thee!

## THE COLLEGE CREST



The College seeks to nourish the spiritual, intellectual, physical, and aesthetic values of the students. The **six stars** within the crest stand for the qualities of a rounded personality: **Love** (அன்பு), **Knowledge** (அறிவு), **Duty** (கடமை), **Efficiency** (ஆற்றல்), **Honesty** (கண்ணியம்), and **Amiability** (இனிமை). Women's education, like the **Ceremonial Lamp**, is meant to spread the light of Knowledge. The **Veena**, the instrument of our Goddess of Music signifies the apex of our culture. The **Open Palm Leaf Manuscripts** denote our traditional repositories of knowledge and wisdom. The **Peacock** in the center stands for the pride and glory of our nation and we are to direct our benefit of learning and powers of mind to the steady progress of our country. The **Motto** inscribed on the scroll “சேரவாரும் செகத்தீரே” sends a clarion call to all to join us in our march towards perfection.

## **GENESIS AND GROWTH**

The seeds of "The Standard Fireworks Rajaratnam College for Women" were sown five decades ago in the formidable memory of the eponymous philanthropist Thiru N.R.K. Rajaratnam, a renowned fireworks industrialist and business magnate. "The Standard Group of Industries" was established and expanded through the prudent and persistent efforts of Thiru Rajaratnam. The academic endeavour of the "Standard group" was conceived and crystallized in "The Standard Fireworks Rajaratnam College for Women" through the altruistic ideation and efforts of the late Thiru K.A.A. Sankaralingam Nadar, Thiru K.A.A. Arunachalam Nadar and Thiru A. Chelladurai Nadar. They acknowledged their moral responsibility of educating, uplifting and empowering young rural women and thereby, initiate bright spots of awareness and enlightenment in and around Sivakasi. "The Standard Fireworks Educational Charities Trust" was thus born. The light which was lit with a noble intent is being nurtured by the College Management Committee. The First Trustee and educationist Thiru Yennarkay R. Ravindran ensured the growth of the college through both infrastructural expansion and innovative programmes of study. The evolutionary tradition is pursued by the present Management Committee under the headship of the esteemed President Tmt. Thilagavathy Ravindran, and our beloved Secretary Tmt. Aruna Ashok.

"The Standard Fireworks Rajaratnam College for Women" was inaugurated by the then Vice Chancellor, Sri Meenakshi Sundaram on 27<sup>th</sup> January 1968. Being affiliated to Madurai Kamaraj University, the journey of the institution is one of upward nobility from a humble building to a vast campus of 25 acres. The committed service of the college earned the Five Star Status awarded by the National Accreditation and Assessment Council. In the third cycle of accreditation in 2014, 'A' grade has been awarded again. The grant

of autonomy proved to be a boosting factor in the process of innovation and updation. The college was recognised with the coveted honour of "College with Potential for Excellence" by UGC in the year 2011. The year 2016-17 witnessed the successful passage of the institution through the second phase of CPE and the status is extended for a span of five years from 2017-2022.

From modest beginnings, the development of the institution is well pronounced and its commitment towards upliftment of rural women gets only strengthened through time. Dovetailing the Golden Jubilee year, the new academic year 2018-19, premises another year of accomplishments and activities.

#### **INSTITUTIONAL OBJECTIVES**

ENRICHMENT WITH KNOWLEDGE

EMPOWERMENT OF WOMEN

**VISION:** To be a premier institution offering quality higher education for aspiring rural women.

#### **MISSION:**

- ✧ To help students grow strong with high ethical and moral caliber.
- ✧ To empower rural women with
  - ◆ Academic excellence
  - ◆ Communicative competence
  - ◆ Entrepreneurial skill
  - ◆ Eco-consciousness
  - ◆ Evolving technologies
- ✧ To promote research culture.
- ✧ To produce wholesome citizens to contribute towards nation building.



## ACADEMIC LANDMARKS

| Year of<br>Affiliation          | Name of Course/<br>Subject  | Sanctioned<br>Strength         |
|---------------------------------|---|--------------------------------|
| <b>Regular Programme</b>        |   |                                |
| 1968 - 1969                     | Pre-University Classes  | -                              |
| 1969 - 1970                     | B.A. Br. XII Tamil  | 60                             |
|                                 | B.A. Br. XII English  | 60                             |
|                                 | B.Sc. Br. I Mathematics   | 48                             |
| 1975 - 1976                     | B.Sc. Br. IV Chemistry  | 40                             |
| 1978 - 1979                     | B.A. Br. I History  | 60                             |
| 1979 - 1980                     | B.Sc. Br. V (b) Botany (with<br>Specialisation in Plant Bio-Technology) | 40                             |
|                                 | M.A. Br. VII (b) English  | 36                             |
| 1980 - 1981                     | M.A. Br. VII (b) English  | 36                             |
| 1981 - 1982                     | B.Com.  | 69                             |
| 1982 - 1983                     | M.Sc. Br. I (c) Mathematics   | 36                             |
| 1984 - 1985                     | B.Sc. Br. III Physics   | 40                             |
| 1985 - 1986                     | M.Sc. Br. IV (a) Chemistry  | 25                             |
| 1987 - 1988                     | B.Sc. Computer Science  | 40                             |
| 1996 - 1997                     | B.Com (Computer Applications)<br>(Vocational Course)                    | 40                             |
|                                 |   | 40                             |
| <b>Self-Financing Programme</b> |   | <b>Sanctioned<br/>Strength</b> |
| 1993-1994                       | B.B.A.  | 60                             |
|                                 | M.C.A.  | 60                             |
| 1994-1995                       | P.G.D.C.A.  | 32                             |
| 1999-2000                       | B.Com. Computer Applications  | 40                             |
|                                 | Diploma in Computer Applications (D.C.A)                                | unlimited                      |
| 2000-2001                       | B.C.A.  | 40                             |
|                                 | B.Sc. Information Technology  | 40                             |
|                                 | M.Sc. Comp. Sci. & IT   | 36                             |
| Certificate Courses             |   |                                |
| 2001-2002                       | Desk Top Publishing (D.T.P.)  | 30 + 30                        |
|                                 | Data Entry Operator   | 30                             |
|                                 | M.Phil. English   | 10                             |
| 2001-2002                       | B.Com.  | 60                             |
|                                 | P.G. Diploma in E-Commerce  | 30                             |
|                                 | Diploma in Information Technology (D.I.T.)                              | 90                             |

|           |   |    |
|-----------|---|----|
| 2003-2004 | M.Com (Computer Applications)   | 36 |
|           | Diploma in Multimedia Technology (D.M.T.)                             | 30 |
| 2004-2005 | M.A. Tamil  | 36 |
|           | M.Sc. Physics   | 25 |
| 2005-2006 | M.Phil. Commerce  | 7  |
| 2006-2007 | M.Phil. Tamil   | 14 |
|           | UGC Sponsored Certificate Course in Human Rights and Duties Education |    |
| 2007-2008 | B.Sc. Microbiology  | 40 |
|           | B.Sc. Nutrition & Dietetics   | 40 |
|           | B.C.A. Additional section   | 40 |
|           | M.A. Human Rights & Duties in Education                               | 36 |
|           | M.Phil. Chemistry   | 8  |
| 2008-2009 | B.Sc.I.T. Additional Section  | 40 |
| 2009-2010 | Master of Human Resource Management                                   | 36 |
| M.K.U     | - Certificate in Gandhian Thought                                     |    |
|           | Diploma in Gandhian Thought   |    |
| 2010-2011 | B.A. English  | 60 |
|           | B.Com. (C.A) (Additional Section)                                     | 40 |
|           | M.Sc. Botany with Specialization in Plant Bio-technology              | 25 |
|           | M.Sc. Biotechnology   | 25 |
|           | <b>Research Programme:</b> Tamil & Commerce                           |    |
| 2011-2012 | B.Sc. Costume Design & Fashion  | 40 |
| 2012-2013 | M.Com.(Banking Technology)-Innovative Programme                       | 40 |
| 2014-2015 | M.Phil. Physics   |    |
|           | M.Sc. Microbiology  |    |
| 2015-2016 | B.Sc. Mathematics (with Computer Applications)                        |    |
|           | M.A. Human Rights & Duties Education restructured as M.A. History     |    |
|           | MHRM restructured as M.Com (Human Resource Development)               |    |
| 2016-2017 | M.Sc. Comp.Sci. & I.T. restructured as M.Sc. Comp.Sci.                |    |
| 2017-2018 | B.Sc. Mathematics with Comp.Appl.Additional Section                   |    |
|           | <b>UGC sponsored Career Oriented Programmes</b>                       |    |
|           | Certificate, Diploma and Advanced Diploma in                          |    |
|           | 1. Office Automation and Management                                   |    |
|           | 2. Animation Technology   |    |
|           | 3. Temple Arts  |    |
|           | 4. Banking in Practice  |    |

## **INFRASTRUCTURE**

**"The Standard Fireworks Rajaratnam College for Women** was established in 1968 and housed in a modest building belonging to **"The Standard Group of Industries"**. The college is nestled in the main block since 1977. **The College Main Block** consists of the Under-graduate and Post-graduate classrooms and well-equipped laboratories.

|   |        |
|---|--------|
| 1. Main Block   | - 1977 |
| 2. Priyadharsini Hostel                                       | - 1985 |
| 3. Sri Vidya Ganapathy Temple                                 | - 1987 |
| 4. Computer Block   | - 1988 |
| 5. Library Block  | - 1989 |
| 6. Students' Rest Room built with Govt. aid                   | - 1991 |
| 7. Principal's Quarters                                       | - 1991 |
| 8. Hostel Dining Hall   | - 1993 |
| 9. Administrative Block                                       | - 1998 |
| 10. Canteen   | - 1998 |
| 11. Memorial of the late founder <b>Sri N.R.K. Rajaratnam</b> | - 1998 |
| 12. MCA Block   | - 2000 |
| 13. Conference Hall (A/C)                                     | - 2000 |
| 14. PG Hostel   | - 2001 |
| 15. Library Extension   | - 2003 |
| 16. Indoor Stadium  | - 2003 |
| 17. Priyadharsini Hostel - II Floor                           | - 2004 |
| 18. Administrative Block Extension                            | - 2005 |
| 19. Office Renovation and Automation                          | - 2007 |
| 20. Bus Shed  | - 2007 |
| 21. Open Air Auditorim  | - 2007 |
| 22. Food Court  | - 2007 |
| 23. Mineral Water Plant                                       | - 2008 |
| 24. Main Block Extension (Ground Floor)                       | - 2008 |
| 25. Main Block Extension (I & II Floor)                       | - 2009 |
| 26. Language Lab  | - 2009 |
| 27. Generator Room  | - 2009 |
| 28. Computer Block - New Lab                                  | - 2010 |

|  |        |
|--|--------|
| 29. Microbiology Lab                             | - 2010 |
| 30. Nutrition & Dietetics Lab                    | - 2010 |
| 31. Science Instrumentation Centre               | - 2010 |
| 32. New Hostel                                   | - 2011 |
| 33. Basket Ball Court                            | - 2012 |
| 34. Computer Block - Extension                   | - 2012 |
| 35. Cooperative Store                            | - 2013 |
| 36. Indoor Sports Training Facility Centre (A/C) | - 2014 |
| 37. Multi-Purpose Hall                           | - 2015 |
| 38. Skill Enhancement Hall                       | - 2015 |
| 39. Paver Block Road                             | - 2016 |
| 40. PG Hostel - II Floor                         | - 2016 |
| 41. Modularization Kitchenette                   | - 2017 |
| 42. Library Extension                            | - 2017 |
| 43. Health Fitness Centre (Extension)            | - 2017 |
| 44. MCA Block Extension                          | - 2018 |
| 45. Canteen Extension                            | - 2018 |
| 46. Memorandum of Golden Jubilee - Arch          | - 2018 |
| 47. TMB Extension Counter                        | - 2018 |

#### CYBER CENTRE

SFRC's Cyber world has the following Centres with well equipped and furnished Computer Laboratories with 578 computers.

|   |          |
|---|----------|
| 1. Web Centre                           | - 77 Nos |
| 2. Info Centre                          | - 76 Nos |
| 3. New Lab                              | - 76 Nos |
| 4. Internet Lab & Computer Science Lab  | - 69 Nos |
| 5. VTC Lab                              | - 45 Nos |
| 6. Physics Computer Lab                 | - 11 Nos |
| 7. Hostel Computer Centre               | - 9 Nos  |
| 8. Network Resource Centre              | - 16 Nos |
| 9. Bio-informatics/Chem-Informatics Lab | - 6 Nos  |
| 10. iSmart Lab                          | - 62 Nos |

Computer facilities are extended to:

1. Principal Office & Administrative Office
2. All the Departments & Labs
3. Library
4. Hostel

All the Computer Labs have

- ⊕ LAN Connection (100 Mbps)
- ⊕ Leased Line Connection (10 Mbps 1:1)

The computer facility includes IBM, Wipro, Compaq, HCL and Dell. Desktop Machines, Laser Printers, Ink Jet Printers and Dot Matrix Printers. Adequate UPS, generator facilities are also available.

### **COLLEGE COMMITTEE**

1. Tmt. Thilagavathy Ravindran - President
2. Thiru A. Tenzing - Vice-President
3. Tmt. Aruna Ashok - Secretary
4. Thiru S. Maheswaran - Member
5. Thiru C. Gunasingh - Member
6. Thiru C. Vijayasingh - Member
7. Tmt. Bina Rajasingh - Member
8. Thiru N.R.K.R.R. Rajaratnam - Member
9. Tmt. Vijayalakshmi Chiranjeevi  
ratnam - Member
10. Tmt. Pallavi Selvaratnam - Member
11. Tmt. Sheela Gowri Arun - Member
12. Tmt. Preethi Vasikaran - Member
13. Dr. Murali Pakshirajan, - Member  
Member Syndicate,  
Madurai Kamaraj University,  
Madurai.
14. Dr. T. Palaneeswari, M.Com., - Principal  
M.Phil., Ph.D.
15. Mrs. S. Latha, M.Com., - Member  
M.Phil., DGT.
16. Dr. S. Sivadevi, M.Sc., M.Phil., - Member  
M.Ed., Ph.D.
17. Tmt. K. Amutha, Superintendent - Member

## **COLLEGE COUNCIL**

|   |                            |
|---|----------------------------|
| Dr. T. Palaneeswari, M.Com., M.Phil., Ph.D.                 | President                  |
| Dr. S. Sivadevi, M.Sc., M.Phil., M.Ed., Ph.D.               | Secretary                  |
| Mrs. R. Sudha Periathai, M.Sc., M.Phil.                     | Dean of Aca.Affairs        |
| Dr. C. Devi Arockia Vanitha, M.C.A., M.Phil., Ph.D.         | Deputy Dean of Aca.Affairs |
| Dr. K.P. Radha, M.Sc., M.Phil., Ph.D.                       | Dean of Curriculum         |
| Mrs. A. Leena Benita, M.C.A., M.Phil.                       | Deputy Dean of Curriculum  |
| Mrs. E. Ponmalar, B.E.(Hons.) M.C.A., M.Phil.               | COE                        |
| Dr. S. Pethanachi Selvam, M.Sc., M.Phil.,<br>PGDCA., Ph.D   | Deputy COE                 |
| Dr. B. Ponni, M.A., M.Phil., P.h.D.                         | Member                     |
| Mrs. K. Muthamil Selvi, M.A., M.Phil., B.Ed.                | Member                     |
| Mrs. S. Latha, M.Com., M.Phil., DGT.                        | Member                     |
| Mrs. V. Ramya, M.A., M.Phil.,                               | Member                     |
| Mrs. D. Roselind Gnanakumari, M.Sc.,<br>M.Phil., M.Ed., DCA | Member                     |
| Mrs. M. Sowthamani, M.Sc., M.Phil.                          | Member                     |
| Dr. M. Santhi, M.Sc., M.Phil., B.Ed., Ph.D.                 | Member                     |
| Dr. S. Vijayakumari, M.Sc., M.A., M.PEd., M.Phil., Ph.D.    | Member                     |
| Dr. M. Yasmin, M.A., M.Phil., M.Li.Sc., Ph.D.               | Member                     |
| Mrs. A. Bamini, M.C.A., M.Phil.                             | Member                     |
| Ms. S. Subha Ranjani, M.Sc., M.Phil.                        | Secretary                  |
| Ms. M. Kavitha, M.Sc.                                       | Member                     |
| Ms. M. Mohamed Rihana Nasrin, M.Sc.                         | Member                     |
| Dr. M.S. Yasmeen Beevi, M.Com., M.Phil., MBA., Ph.D.        | Member                     |

## **TEACHING FACULTY - REGULAR**

### **PRINCIPAL**

Dr. T. Palaneeswari, M.Com., M.Phil., Ph.D.

Department of Commerce

### **DEPARTMENT OF ENGLISH**

|   |                     |
|---|---------------------|
| Mrs. K. Muthamil Selvi, M.A., M.Phil., B.Ed.      | Associate Professor |
| Dr. J. Sobhana Devi, M.A., M.Phil., D.D.P., Ph.D. | Assistant Professor |
| Dr. B. Siva Priya, M.A., M.Phil., Ph.D.           | Assistant Professor |
| Mrs. M. Sathya, M.A., M.Phil.                     | Assistant Professor |
| Mrs. M. Shanthi, M.A., M.Phil.                    | Assistant Professor |
| Dr. P. Prasanna Devi, M.A., M.Phil., Ph.D.        | Assistant Professor |
| Mrs. P. Karthiga Devi, M.A., Ph.D.                | Assistant Professor |
| Mrs. V. Lalithambigai, M.A., M.Phil.              | Assistant Professor |
| Dr. A. Padma Priya, M.A., M.Phil., Ph.D.          | Assistant Professor |
| Dr. V.S. Shakila, M.A., Ph.D.                     | Assistant Professor |
| Dr. S. Sobana, M.A., M.Phil., Ph.D.,              | Assistant Professor |
| Dr. V.C. Priyadharshini, M.A., M.Phil., Ph.D.     | Assistant Professor |

### **Vacant Post - 2**

### **DEPARTMENT OF TAMIL**

|   |                     |
|---|---------------------|
| Dr. B. Ponni, M.A., M.Phil., Ph.D.                | Assistant Professor |
| Dr. M. Padma Priya, M.A., M.Phil., Ph.D.          | Assistant Professor |
| Mrs. R. Vijaya Priya, M.A., M.Phil.               | Assistant Professor |
| Mrs. S. Dhanalakshmi, M.A., M.Phil.               | Assistant Professor |
| Mrs. K. Valarmathi, M.A., M.Phil., D.G.T., D.F.T. | Assistant Professor |
| Dr. V. Annapackiam, M.A., M.Phil., Ph.D.          | Assistant Professor |
| Dr. B. Meenakshi, M.A., M.Phil., Ph.D.            | Assistant Professor |
| Dr. R. Senbagavalli, M.A., M.Phil., Ph.D.         | Assistant Professor |

### **Vacant Post - Nil**

### **DEPARTMENT OF MATHEMATICS**

|   |                     |
|---|---------------------|
| Mrs. D. Roselind Gnanakumari, M.Sc.,<br>M.Phil., M.Ed., DCA | Associate Professor |
| Dr. S. Pethanachi Selvam, M.Sc., M.Phil.,<br>PGDCA., Ph.D.  | Associate Professor |
| Mrs. R. Malini Devi, M.Sc., M.Phil.                         | Assistant Professor |
| Mrs. S.P. Nandhini, M.Sc., M.Phil.                          | Assistant Professor |
| Dr. A. Mydeen Bibi, M.Sc., M.Phil., Ph.D.                   | Assistant Professor |

|   |                    |
|---|--------------------|
| Dr. S. Kalaiselvi, M.Sc.,M.Phil., Ph.D. | AssistantProfessor |
| Mrs. N. Akila, M.Sc.,M.Phil.            | AssistantProfessor |
| Dr. S. Pavithra, M.Sc.,M.Phil., Ph.D.   | AssistantProfessor |

**Vacant Post - 2**

**DEPARTMENT OF PHYSICS**

|   |                    |
|---|--------------------|
| Dr. S. Sivadevi, M.Sc.,M.Phil.,M.Ed., Ph.D.           | AssociateProfessor |
| Dr. K.P. Radha, M.Sc., M.Phil., Ph.D.                 | AssociateProfessor |
| Dr. F. Kingslin Mary Genova,<br>M.Sc., M.Phil., Ph.D. | AssociateProfessor |
| Mrs. R. Sudha Periathai, M.Sc., M.Phil.               | AssistantProfessor |
| Dr. S. Jayanthi, M.Sc., Ph.D.                         | AssistantProfessor |

**Vacant Post - 1**

**DEPARTMENT OF CHEMISTRY**

Dr. G. Valli, M.A.,M.Sc.,Ph.D.,PGDCA.,DMT.,DIT.,  
PGDPM&IR.,PGDHRM.,PGDPharm.Chem. AssociateProfessor  
(Deputation as Vice-Chancellor to Mother Teresa University,  
Kodaikanal from 16.02.2016.)

|  |                    |
|--|--------------------|
| Mrs. M. Sowthamani, M.Sc., M.Phil.           | AssociateProfessor |
| Dr. S. Shanthi, M.Sc., M.Phil., Ph.D.        | AssociateProfessor |
| Mrs. C. Gokilamani, M.Sc., M.Phil.           | AssociateProfessor |
| Dr. M. Murugalakshmi, M.Sc., M.Phil., Ph.D.  | AssistantProfessor |
| Mrs. C. Thamarai Chelvi, M.Sc., M.Phil.      | AssistantProfessor |
| Dr. N. Uma Sangari, M.Sc., M.Phil., Ph.D.    | AssistantProfessor |
| Dr. S. Shailaja, M.Sc., Ph.D.                | AssistantProfessor |
| Dr. P.R. Kavitha Rani, M.Sc., M.Phil., Ph.D. | AssistantProfessor |
| Mrs. D. Rajamani, M.Sc., M.Phil.             | AssistantProfessor |
| Dr. J. Vinnarasi, M.Sc., M.Phil., Ph.D.      | AssistantProfessor |

**Vacant Post - Nil**

**DEPARTMENT OF BOTANY**

|   |                    |
|---|--------------------|
| Dr. M. Santhi, M.Sc., M.Phil., B.Ed., Ph.D. | AssociateProfessor |
| Dr. B. Deepa, M.Sc., M.Phil., Ph.D.         | AssistantProfessor |
| Dr. U. Umadevi, M.Sc., M.Phil., Ph.D.       | AssistantProfessor |
| Dr. K. Geetha, M.Sc., M.Phil., Ph.D.        | AssistantProfessor |

**Vacant Post - Nil**

**ZOOLOGY**

|                               |                    |
|-------------------------------|--------------------|
| Dr. J. Kasthuri, M.Sc., Ph.D. | AssistantProfessor |
|-------------------------------|--------------------|



## **DEPARTMENT OF COMPUTER SCIENCE**

Mrs. A. Leena Benita, M.C.A., M.Phil. Associate Professor  
Mrs. B. Theresita Mary Shanthy, M.Sc.,M.Phil.,DCA. Associate Professor  
Mrs. E. Ponmalar, B.E.(Hons.) M.C.A., M.Phil. Associate Professor  
Mrs. S. Sathya, M.Sc., M.Phil., PBDCS. Associate Professor  
Dr. C. Devi Arockia Vanitha, M.C.A., M.Phil., Ph.D. Assistant Professor

**Vacant Post - Nil**

## **DEPARTMENT OF HISTORY**

Mrs. V. Ramya, M.A., M.Phil. Assistant Professor  
Dr. M. Kavitha, M.A., M.Phil., B.Ed., Ph.D. Assistant Professor  
Dr. J. Mekala Devi, M.A., M.Phil., Ph.D. Assistant Professor  
Dr. G. Vennila, M.A., M.Phil., Ph.D. Assistant Professor

**Vacant Post - Nil**

## **GEOGRAPHY**

**Vacant Post - 1**

## **ECONOMICS**

Dr. P. Stella Muthu Rajam, M.A.,B.Ed., Associate Professor  
M.Phil.,Ph.D.

## **DEPARTMENT OF COMMERCE**

Mrs. S. Latha, M.Com., M.Phil., DGT. Associate Professor

**Vacant Post - 3**

**Vacant Post - 1 (Part-time Lawyer)**

## **PHYSICAL EDUCATION**

Dr. S. Vijayakumari, M.Sc., M.A., M.P.Ed., M.Phil., Ph.D. Physical Director(SG)

## **LIBRARY**

Dr. M. Yasmin, M.A.,M.Phil.,M.Li.Sc.,Ph.D. Librarian

## **TEACHING FACULTY - SF**

### **DEPARTMENT OF ENGLISH**

|  |                     |
|--|---------------------|
| Mrs. K. Rama Jeyalakshmi, M.A.,M.Phil. | Assistant Professor |
| Mrs. N. Banumathi, M.A., M.Phil.       | Assistant Professor |
| Dr. A. Umadevi, M.A., M.Phil., Ph.D.   | Assistant Professor |
| Mrs. J. Nandhini, M.A., M.Phil.        | Assistant Professor |
| Mrs. V. Kaniselvi, M.A., M.Phil.       | Assistant Professor |
| Ms. D. Ponezhil, M.A., M.Phil.         | Assistant Professor |
| Ms. S. Vandhana, M.A., M.Phil.         | Assistant Professor |

### **DEPARTMENT OF TAMIL**

|   |                     |
|---|---------------------|
| Dr. N. Kavitha, M.A.,M.Phil., Ph.D.     | Assistant Professor |
| Dr. V. Muthulakshmi, M.A.,M.Phil.,Ph.D. | Assistant Professor |
| Mrs. S. Vinotha, M.A., M.Phil.          | Assistant Professor |
| Mrs. M. Muthuselvi, M.A., M.Phil.       | Assistant Professor |
| Mrs. P. Ananthi, M.A., M.Phil.          | Assistant Professor |
| Ms. M. Poongothai, M.A., M.Phil.        | Assistant Professor |

### **DEPARTMENT OF MATHEMATICS**

|   |                     |
|---|---------------------|
| Mrs.S. Vetriselvi, M.Sc.,M.Phil.,P.G.D.C.A. | Assistant Professor |
| Mrs. U. Muthumari, M.Sc.,M.Phil.            | Assistant Professor |
| Ms. V. Rajasulochana, M.Sc., M.Phil.        | Assistant Professor |
| Mrs. P. Vimala Devi, M.Sc., M.Phil.         | Assistant Professor |
| Ms. S. Vigneswari, M.Sc., M.Phil.           | Assistant Professor |

### **DEPARTMENT OF PHYSICS**

|  |                     |
|--|---------------------|
| Mrs. M. Nithya, M.Sc., M.Phil.                   | Assistant Professor |
| Mrs. S. Selvalakshmi, M.Sc., M.Phil., B.Ed.      | Assistant Professor |
| Dr. A. Amutha, M.Sc., M.Phil., Ph.D.             | Assistant Professor |
| Dr. B. Sivasankari, M.Sc., B.Ed., M.Phil., Ph.D. | Assistant Professor |

### **DEPARTMENT OF CHEMISTRY**

|                                 |                     |
|---------------------------------|---------------------|
| Mrs. J. Porkodi, M.Sc., M.Phil. | Assistant Professor |
|---------------------------------|---------------------|

### **DEPARTMENT OF BOTANY**

|   |                     |
|---|---------------------|
| Mrs. J. Vallimayil, M.Sc., M.Phil.      | Assistant Professor |
| Mrs. A.P. Gowsalya Devi, M.Sc., M.Phil. | Assistant Professor |
| Ms. S. Muthulakshmi, M.Sc., M.Phil.     | Assistant Professor |
| Ms. P. Sujitha, M.Sc., M.Phil.          | Assistant Professor |

## **DEPARTMENT OF COMPUTER SCIENCE**

Mrs. R. Vasanthi, M.C.A., M.Phil. Assistant Professor  
Mrs. D. Sudhamaheswari, M.C.A. Assistant Professor

## **DEPARTMENT OF HISTORY**

Dr. K. Neela Pushpam, M.A., M.Phil., Ph.D. Assistant Professor  
Mrs. R. Kalaivani, M.A., M.A., M.Phil., PGDCA Assistant Professor

## **DEPARTMENT OF COMPUTER APPLICATIONS**

Mrs. A. Bamini, M.C.A., M.Phil. Assistant Professor  
Mrs. S. Darling Selvi, M.Sc., M.Phil., B.Ed., PGDCA. Assistant Professor  
Mrs. M. Sudhakani, M.C.A., M.Phil. Assistant Professor  
Mrs. D. Ganga Devi, M.C.A., M.Phil. Assistant Professor  
Mrs. P. Muthulakshmi, M.C.A. Assistant Professor  
Mrs. M. Govindammal, M.C.A. Assistant Professor  
Mrs. V. Vanthana, M.C.A. Assistant Professor

## **DEPARTMENT OF INFORMATION TECHNOLOGY**

Mrs. P. Prescilla, M.C.A., M.Phil. Assistant Professor  
Mrs. V. Saradha, M.B.A., M.C.A., M.Phil. Assistant Professor  
Mrs. G. Krishnaveni, M.C.A., M.Phil. Assistant Professor

## **DEPARTMENT OF COMMERCE**

Dr. M. Jegadeeswari, M.Com., B.Ed., M.Phil., M.B.A., Ph.D. Assistant Professor  
Dr. N. Rajathilagam, M.Com., M.Phil., Ph.D. Assistant Professor  
Dr. K.J. Sunmista, M.Com., M.Phil., Ph.D. Assistant Professor  
Dr. F. Sweetlyn Joy Christy, M.Com., M.Phil., PGDCA., Ph.D. Assistant Professor  
Dr. S. Grahalakshmi, M.Com., M.Phil., Ph.D. Assistant Professor  
Mrs. V. Meenakshi, M.Com., M.Phil. Assistant Professor  
Dr. V. Vishnu Priya, M.Com., M.Phil., PGDCA., Ph.D. Assistant Professor  
Mrs. S. Thazhai Pushpam, M.Com., M.Phil., PGDPM. Assistant Professor  
Dr. K. Sounthara Priya, M.Com., M.Phil., Ph.D. Assistant Professor  
Dr. S. Gayathri, M.Com., M.Phil., PGDCA, Ph.D. Assistant Professor  
Dr. A. Josphine Stella, M.Com., M.Phil., PGDCA, Ph.D. Assistant Professor  
Dr. R. Jeyalakshmi, M.Com., M.Phil., DTP., DGT., Ph.D. Assistant Professor  
Dr. J. Jeeva Priya, M.Com., M.Phil., PGDCA., Ph.D. Assistant Professor  
Mrs. R. Maheswari, M.Com., M.Phil., D.I.T. Assistant Professor  
Mrs. S. Deepa, M.Com., M.Phil. Assistant Professor

Ms. R. Suriyadevi, M.Com.,M.Phil.,PGDCA,PGDPM Assistant Professor  
 Dr. S. Kartheeswari, M.Com., M.Phil., Ph.D. Assistant Professor  
 Mrs. A. Vijaya Shree, M.Com., M.Phil. Assistant Professor  
 Dr. J. Arun Nandini, M.B.A., Ph.D. Assistant Professor  
 Mrs. S. Rengeswari, M.Com., M.Phil. Assistant Professor  
 Mrs. M. Rajeswari, M.Com., M.Phil., PGDPM, PGDCA Assistant Professor  
 Mrs. R. Gogapriya, B.Sc., M.L. Part-time Lawyer

### **DEPARTMENT OF BUSINESS ADMINISTRATION**

Dr. M.S. Yasmeen Beevi, M.Com.,M.Phil., M.B.A., Ph.D. Assistant Professor  
 Mrs. S. Grahalakshmi, M.Com.,B.Ed.,M.Phil.,M.B.A. Assistant Professor  
 Ms. J. Prateeba Devi, M.B.A., PGDPM & IR Assistant Professor  
 Mrs. A. Muthumari, M.B.A., M.Phil. Assistant Professor  
 Mrs. P. Karthika @ Nanthini, MHRM. Assistant Professor

### **DEPARTMENT OF MICROBIOLOGY**

Ms. S. Subha Ranjani, M.Sc., M.Phil. Assistant Professor  
 Mrs. M. Manonmani, M.Sc., DBT. Assistant Professor  
 Mrs. M. Kaleeswari, M.Sc., M.Phil. Assistant Professor  
 Mrs. G. Sona, M.Tech Assistant Professor  
 Dr. S. Radha, M.Sc., M.Phil., Ph.D. Assistant Professor  
 Ms. K. Jeyadevi, M.Sc., M.Phil. Assistant Professor  
 Mrs. S. Gothaiammal, M.Sc., M.Phil. Assistant Professor

### **DEPARTMENT OF NUTRITION AND DIETETICS**

Ms. M. Kavitha, M.Sc. Assistant Professor  
 Mrs. K. Jansi Rani, M.Sc. Assistant Professor  
 Mrs. M. Gnanasuronmani, M.Sc., M.Phil. Assistant Professor  
 Ms. J. Merlin Rani, M.Sc. Assistant Professor

### **DEPARTMENT OF COSTUME DESIGN & FASHION**

Ms. M. Mohamed Rihana Nasrin, M.Sc. Assistant Professor  
 Mrs. R. Maheswari, B.Sc., CDDM., MBA. Assistant Professor  
 Mrs. T. Agasthiya Ambika, M.Sc. Assistant Professor  
 Mrs. R. Narmatha, M.Sc., M.Phil. Assistant Professor  
 Ms. M. Keerthana, M.Sc. Assistant Professor  
 Ms. J. Priyanka, M.Sc. Assistant Professor

### **PHYSICAL EDUCATION**

Ms. V. Sasipriya, B.A., M.P.Ed., M.Phil. Physical Director

### **CAREER ORIENTED PROGRAMME**

|                                     |            |
|-------------------------------------|------------|
| Mrs. A. Sathya, M.Com., M.Phil..    | Instructor |
| Ms. M. Sasikala, B.Sc.              | Instructor |
| Mrs. R. Valliyammal, B.Sc.          | Instructor |
| Ms. S. Nimala, B.Sc.                | Instructor |
| Ms. D. Mahalakshmi, M.Com., M.Phil. | Instructor |
| Ms. B. Gokila Devi, M.C.A.          | Instructor |
| Mrs. A. Saiyed Ali Fathima, B.Com.  | Instructor |

### **OFFICE STAFF - REGULAR**

|                                       |                  |
|---------------------------------------|------------------|
| Mrs. K. Amutha                        | Superintendent   |
| Mrs. R. Jeyalakshmi                   | Assistant        |
| Mr. K.R. Seenivasan, B.A.             | Assistant        |
| Mrs. V. Rani Vimala Chandra, B.Com.   | Junior Assistant |
| Mrs. S. Bhavani                       | Junior Assistant |
| Mrs. M. Murugeswari, B.Com., M.Li.Sc. | Junior Assistant |
| Mrs. G. Muthumari, B.A., M.A., B.Ed.  | Typist           |

#### **Vacant Post - Typist - 1**

|  |               |
|--|---------------|
| Mrs. T. Janet B.A.                                 | Store Keeper  |
| Mrs. S. Chandra                                    | Lab Assistant |
| Mr. M. Kalirajan                                   | Lab Assistant |
| Mr. R. Kumaresan, M.A.                             | Lab Assistant |
| Mr. P. Karuppasamy, M.A., M.Li.Sc., M.Phil., PGDCA | Lab Assistant |
| Mrs. K. Muneeswari, B.Com., D.G.T.                 | Lab Assistant |
| Mr. D. Suresh Raja Kumar, B.Com                    | Lab Assistant |
| Mr. M. Selvaraj                                    | Lab Assistant |
| Mrs. K. Jeyachitra                                 | Lab Assistant |
| Mrs. M. Guruvu Easwari, D.E.C.E, M.C.A.            | Lab Assistant |
| Mr. M. Senthil Andavan                             | Record Clerk  |
| Mr. P. Karuthamuthu, B.C.A.                        | Record Clerk  |

#### **Vacant Post - Record Clerk - 1**

|                                      |                   |
|--------------------------------------|-------------------|
| Mrs. S. Ramupitchai, M.Com., M.Li.Sc | Library Assistant |
| Ms. A. Santhi, B.A., DCA., C.Li.Sc   | Office Assistant  |
| Mrs. M. Helan Saradha, B.Com         | Office Assistant  |

#### **Vacant Post - Office Assistant - 2**

#### **Vacant Post - Herberium Keeper - 1**

#### **Vacant Post - Water Man - 1**

|                  |          |
|------------------|----------|
| Mr. K. Marimuthu | Gardener |
|------------------|----------|

#### **Vacant Post - Watchman - 2**

|                                  |           |
|----------------------------------|-----------|
| Mrs. T. Muthurakku               | Sweeper   |
| Mr. P. Senthilkumar              | Sweeper   |
| <b>Vacant Post - Sweeper - 2</b> |           |
| Mrs. S. Sevanammal               | Scavenger |

**OFFICE STAFF - SF**

|                                      |                     |
|--------------------------------------|---------------------|
| Mrs. M. Jeyanthi, M.Com., C.G.T.     | Hostel Accountant   |
| Mrs. M. Banu Priya, M.Com., C.Li.Sc. | Accountant          |
| Mrs. K. Porkodi, M.Com., CGT         | Accountant          |
| Mr. C. Rajapandian                   | Office Assistant    |
| Mr. C. Jayaraj, B.Sc.                | Work Supervisor     |
| Mr. S. Raja Kennedy, D.C.E.          | Site Manager        |
| Mr. R. Rama Subramanian, D.C.E.      | Civil Engineer      |
| Mrs. M. Kamatchi, B.C.A.             | Data Entry Operator |
| Mrs. N. Thamarai Selvi               | Campus Supervisor   |
| Mrs. S. Lingammal, B.Com.            | Data Entry Operator |
| Ms. M. Lakshmipriya, B.Com.          | Data Entry Operator |

**CONTROLLER OFFICE**

|   |                     |
|---|---------------------|
| Mrs. C. Rama Lakshmi, M.Com., PGDE-Com. | Junior Assistant    |
| Mrs. A. Hawa Bismi, DAT.                | Typist              |
| Mrs. P. Petchiammal, B.C.A.             | Data Entry Operator |
| Mrs. K. Saranya Devi, B.A.              | Data Entry Operator |
| Mrs. S. Mahalakshmi, B.A.               | Data Entry Operator |
| Mrs. G. Rajeswari                       | Data Entry Operator |
| Mrs. V. Padma Jothi, D.C.E., B.C.A.     | Data Entry Operator |
| Ms. M. Chitra Devi, B.E.                | Data Entry Operator |
| Mr. A.R. Sarath Kumar, B.Com.           | Data Entry Operator |

**LAB TECH. / ASST.**

|                                     |                |
|-------------------------------------|----------------|
| Mr. T. Vignesh Babu, B.B.A., D.C.T. | System Admin.  |
| Mr. A. Mariappan, B.A.              | Lab Technician |
| Mr. S. Sree Ram Prabhu, D.C.E.      | Lab Technician |
| Mr. J. Senthil Kumar, D.C.E.        | Lab Technician |
| Mr. R.G. Raja, B.A.                 | Lab Assistant  |
| Mr. G. Saravanan, M.A.              | Lab Assistant  |
| Mrs. R. Muthu Pandeewari, D.C.E.    | Lab Assistant  |
| Mrs. J. Rama Priya, B.Com.          | Lab Assistant  |
| Mrs. S. Selvakumari, M.Com.         | Lab Assistant  |
| Mrs. P. Saranya, B.Sc.              | Lab Assistant  |
| Ms. M. Lakshmi, D.C.E.              | Lab Assistant  |
| Mrs. M. Jansi Rani, B.Sc.           | Lab Assistant  |
| Mrs. K. Shanthi, B.Com.             | Lab Assistant  |
| Ms. A. Mahes Anuja, B.Com           | Lab Assistant  |
| Mrs. N. Maragatham, M.Sc            | Lab Assistant  |
| Ms. M. Rajamalar, B.Sc              | Lab Assistant  |
| Ms. R. Pavithra, B.Sc.              | Lab Assistant  |
| Mr. A. Manikandan, DECE., B.Sc      | Lab Assistant  |
| Ms. M. Muthulakshmi, DECE           | Lab Assistant  |

|   |                     |
|---|---------------------|
| Ms. S. Selvameena, DECE                         | Lab Assistant       |
| Ms. J. Bala Aruna, B.Sc.                        | Lab Assistant       |
| <b>LIBRARY</b>                                  |                     |
| Mrs. K. Annapoorani, B.Com., M.Li.Sc.           | Lib. Assistant      |
| Mrs. T. Kavitha, B.A.                           | Lib. Assistant      |
| <b>ELECTRICIAN / MECHANIC</b>                   |                     |
| Mr. A. Sivakumar, ITI.                          | Electrician         |
| Mr. M. Babu                                     | Vehicle Mechanic    |
| Mr. V. Kartheeswaran, ITI.                      | Electrician         |
| <b>REMEDIAL COACHING &amp; ENTRY IN SERVICE</b> |                     |
| Mrs. S. Bharathi, B.Com.                        | Accountant          |
| Ms. N. Maheswari, B.A.                          | Data Entry Operator |
| <b>DRIVERS/CLEANER</b>                          |                     |
| Mr. E. Maruthan                                 | Driver              |
| Mr. K. Murugasamy                               | Driver              |
| Mr. L. Titus Srinivasagam                       | Driver              |
| Mr. K. Velmurugan                               | Driver              |
| Mr. S. Chellamari                               | Driver              |
| Mr. R. Suthagar                                 | Driver              |
| Mr. K. Duraipandi                               | Conductor           |
| Mr. R. Muthuraj                                 | Conductor           |
| Mr. A. Karuppasamy                              | Conductor           |
| Mr. V. Muthupandian                             | Conductor           |
| Mr. K. Balamurugan                              | Conductor           |
| <b>GARDENERS/COLLEGE WORKERS</b>                |                     |
| Mr. A. Gnanaprakasam                            | Marker              |
| Mr. K. Vignesh Kumar                            | Gardener            |
| Mr. S. Anthonygurush                            | Gardener            |
| Mr. A. Sakthi Ayyanar                           | Gardener            |
| Ms. K. Guruvammal                               | Worker              |
| Mrs. K. Mariammal                               | Worker              |
| Mrs. V. Muthulakshmi                            | Worker              |
| Mrs. P. Rajalakshmi                             | Worker              |
| Mrs. K. Kannammal                               | Worker              |
| Mrs. S. Muthammal                               | Worker              |
| Mrs. M. Pechiammal                              | Worker              |
| Mrs. K. Mini Priya                              | Worker              |
| Mrs. M. Soorammal                               | Worker              |
| Mrs. A. Muthumari                               | Worker              |
| Mrs. G. Ananthanayaki                           | Worker              |
| Mrs. K. Subbulakshmi                            | Worker              |
| Mrs. A. Ramalakshmi                             | Worker              |
| Mrs. A. Muthumari                               | Worker              |
| Mrs. S. Palaniammal                             | Worker              |
| Mrs. P. Malarkodi                               | Worker              |

|                                 |            |
|---------------------------------|------------|
| Mrs. K. Muthulakshmi            | Worker     |
| Mrs. P. Velammal                | Worker     |
| Mrs. K. Lakshmi                 | Worker     |
| Mrs. J. Veeralakshmi            | Worker     |
| Mrs. P. Shanmugathai            | Worker     |
| Mrs. M. Angala Eswari           | Worker     |
| Mrs. M. Muthulakshmi            | Worker     |
| <b>STORES</b>                   |            |
| Mrs. M. Shanthi, B.Sc.          | In-Charge  |
| Mrs. T. Palaniammal             | In-Charge  |
| Mrs. B. Shunmugavalli           | Worker     |
| Mrs. P. Bhavani                 | Worker     |
| Mrs. N. Marieeswari             | Worker     |
| <b>XEROX CENTRE</b>             |            |
| Mrs. M. Gnanalakshmi            |            |
| Mrs. C. Gowri                   |            |
| <b>CANTEEN</b>                  |            |
| Mrs. K. Kannaki                 |            |
| Mrs. S. Kalaiselvi              |            |
| Mrs. K. Murugeswari             |            |
| Mr. L. Kalimuthu                |            |
| Mrs. S. Muthulakshmi            |            |
| Mrs. S. Subbulakshmi            |            |
| Mr. K. Kandasamy                |            |
| <b>HOSTEL</b>                   |            |
| Mrs. M. Tamilsevi               | Sub-Warden |
| Ms. S. Dhivya                   | Sub-Warden |
| Ms. M. Annalakshmi              | Sub-Warden |
| Ms. M. Karmukila                | Sub-Warden |
| Ms. R. Nirmala                  | Sub-Warden |
| Ms. K. Nandhini Devi            | Sub-Warden |
| <b>DAY CARE CENTRE (CRECHE)</b> |            |
| Mrs. A. Vasanthi, DMC.          | Care Taker |
| Mrs. R. Vijayalakshmi           | Helper     |
| <b>WATCHMAN</b>                 |            |
| Mr. M.A. Krishnan               |            |
| Mr. R. Rajendran                |            |
| Mr. V. Ramar                    |            |
| Mr. M. Raju                     |            |
| Mr. B. Vadivel                  |            |
| Mr. K. Sethur                   |            |
| Mr. A.L. Ravichandran           |            |
| Mr. N. Karnan                   |            |
| Mr. M. Ganesan                  |            |



## **CURRICULUM**

Under Autonomy the Curriculum follows the Choice Based Credit System (CBCS). The Under-graduate programme carries 140 credits. The credits allotted for Post-graduate programme vary from 90 to 140. For the three year MCA programme the credits are 120.

### ***Under-Graduate Programme:***

**Part I - Tamil/Hindi/French/Alternate Course** (Credits-12)

**Part II - English** (Credits-12)

**Part III** (Credits-95)

1. Major Courses
2. Allied Courses
3. Elective Courses

### **Part IV**

**Value Added/Non-Major/Skill Based Courses** (Credits-20)

#### **Value Added Courses**

1. Peace Education
2. Environmental Studies

#### **Non-Major Courses**

1. NME - I
2. NME - II

#### **Skill Based Courses**

1. Computer Literacy
2. Discipline Specific Course
3. Career Guidance and Subject Viva
4. Women studies
5. Job Oriented / Self Employment - Theory
6. Job Oriented / Self Employment - Practical

**Part V** (Credit - 1)

1. Physical Education
2. National Cadet Corps
3. National Service Scheme
4. Youth Red Cross & Blood Donation Club
5. Social Service League
6. Extension Activities
7. Red Ribbon Club
8. Citizen Consumer Club
9. Environmental Club

**Total Credits** - 140

**Post-Graduate Programmes:**

1. Core Courses
2. Elective Courses
3. Project Work and Viva Voce
  - ✘ All PG Courses - IV Sem
  - ✘ M.C.A. - VI Sem.

**Total Credits** - 90/140

**Extra Credit Courses (2 Credits per Course)**

**YWED Courses (2 Credits per Course)**

Young Women Entrepreneurship Development Courses

## **PROGRAMME OF STUDY**

### ***Under-graduate Programmes***

**B.A/B.Sc.,**

**Part I - Tamil**

**Part II - English**

#### **Part III :**

|                               |   |   |
|-------------------------------|---|---|
| B.A. Branch I                 | History<br>Allied                                       | : 1. Geography<br>2. Economics                |
| B.A. Branch XII               | Tamil   |   |
| B.A. Branch XII               | English   |   |
| B.Sc. Branch I                | Mathematics<br>Allied                                   | : 1. Physics<br>2. Application of Mathematics |
| B.Sc. Branch III              | Physics<br>Allied                                       | : 1. Chemistry<br>2. Mathematics              |
| B.Sc. Branch IV               | Chemistry<br>Allied                                     | : 1. Physics<br>2. Botany or Mathematics      |
| B.Sc. Branch V (b)            | Botany (with Specialisation in Plant<br>Bio-Technology) |   |
|                               | Allied  | : 1. Chemistry<br>: 2. Zoology                |
| B.Sc.                         | Computer Science  |   |
| B.Com                         |   |   |
| B.Com (Computer Applications) |   |   |
|                               | Vocational Course (UGC)                                 |   |

### ***Post-graduate Programmes***

M.A. English

M.Sc. Mathematics

M.Sc. Chemistry

### ***Self-Financing Programmes***

#### ***Under-graduate Programmes***

B.A. English

B.Com.

B.Com (Computer Application)

B.B.A.

B.C.A.

B.Sc. Information Technology

B.Sc. Microbiology

B.Sc. Nutrition & Dietetics

B.Sc. Costume Design & Fashion

B.Sc. Mathematics (with Computer Applications) - 2 Sections

***Post-graduate Programmes***

M.A. Tamil  
M.A. History  
M.Sc. Physics  
M.Sc. Botany with Spl. in Plant Biotechnology  
M.Sc. Microbiology  
M.C.A  
M.Sc. Computer Science  
M.Com. Computer Application  
M.Com. Banking Technology  
M.Com. Human Resource Development  
M.Phil. Tamil  
M.Phil. English  
M.Phil. Commerce  
M.Phil. Physics  
M.Phil. Chemistry

***Research Programmes***

Ph.D : Tamil  
Ph.D : Commerce

***PG Diploma Programmes (1 Year)***

P.G.D.C.A. - Diploma in Computer Application  
P.G.D.E-Com. - Diploma in E-Commerce

***Diploma Programmes (1 Year)***

D.G.T. - Diploma in Gandhian Thought  
D.C.A. - Diploma in Computer Application  
D.I.T. - Diploma in Information Technology  
D.M.T. - Diploma in Multimedia Technology  
D.C.D.F - Diploma in Costume Design & Fashion  
D.M.L.T - Diploma in Medical Lab Technology

***Certificate Programmes (1 Semester)***

Certificate in Gandhian Thought  
Certificate in Desk Top Publishing  
Certificate in Data Entry Operations  
Certificate in Museology  
Certificate in PHP & MySQL  
Certificate in Digital Photography & Photoshop

Certificate in Food Preparation  
Certificate in Bakery Products  
Certificate in VB.Net  
Certificate in Concepts in Human Rights  
Certificate in Java  
Certificate in Women's Outfit  
Certificate in Women Clothing  
Certificate in Mushroom Cultivation  
Certificate in Instrumentation Techniques  
Certificate in Forensic Science  
Certificate in Data Communication  
Certificate in Library & Information Science  
Certificate in Cloud Computing  
Certificate in Vocational English  
Certificate in Cambridge English: BEC Preliminary  
Certificate in Cambridge English: BEC Vantage  
Certificate in Vermi Composting

***UGC Sponsored PG Programme***

M.Com Banking Technology

***UGC Sponsored Career Oriented Programmes***

Certificate, Diploma & Advanced Diploma in

1. Office Automation and Management
2. Animation Technology
3. Temple Arts
4. Banking in Practice

## **CO-CURRICULAR ACTIVITIES**

### **General Objective:**

For an overall development of physical, social, emotional and intellectual abilities, students are motivated and encouraged to participate in Co-curricular activities.

### **1. PHYSICAL EDUCATION**

Exercise for the body is as essential as education to the mind. The aim of Physical Education is to achieve:

"A Sound Mind in a Sound Body"

We provide ample opportunities for players to participate in the Collegiate, Inter-Collegiate, State and National tournaments. We have adequate facilities for both indoor and outdoor activities.

| <b>Outdoor Games</b> | <b>Indoor Games</b> |
|----------------------|---------------------|
| 1. Basketball        | 1. Ball-Badminton   |
| 2. Volleyball        | 2. Chess            |
| 3. Ball-Badminton    | 3. Table - Tennis   |
| 4. Kho - Kho         | 4. Carrom           |
| 5. Kabbadi           |                     |
| 6. Handball          |                     |

Physical education is optional for first year UG classes. Special coaching will be given for all team-games.

### **HEALTH CLUB**

#### **Objectives:**

1. Physical Fitness
2. Corrective measures for obesity, lordosis, scoliosis & khyposis

It is equipped with the following gadgets:

- |                             |                                 |
|-----------------------------|---------------------------------|
| 1. Rowing Machine           | 8. Twister - standing / sitting |
| 2. Aerobic Stepper          | 9. Recumbent Bike               |
| 3. Abdominal conditioner    | 10. Home Gym                    |
| 4. Tummy vibrator           | 11. Hyper Extension             |
| 5. Ergo - cycle             | 12. AB Board                    |
| 6. Sports Treadmill         | 13. Stretch Trainer             |
| 7. Elliptical Cross Trainer | 14. Elliptical Orbitrech        |

## **2. NATIONAL CADET CORPS**

The motto of **NCC** is **UNITY AND DISCIPLINE**. It brings together the youth hailing from different parts of our country. The enrolment of cadets (Senior Wing) is 160.

### **Objectives:**

- ⊕ To develop character and discipline among the cadets.
- ⊕ To mould them into good leaders and patriotic citizens.
- ⊕ To contribute selfless service to society and the nation.

## **3. NATIONAL SERVICE SCHEME**

The objective of NSS is development of the **personality of students through community service**.

The motto of NSS is **"NOT ME BUT YOU"**. This expresses the essence of democratic living and upholds the need for selfless service and appreciation of the other man's point of view.

There are **FIVE NSS** Units in our college: **Unit 179 & Unit 180, Unit 181, Unit 182 & Unit 210** having 100 volunteers each. Students of I year degree courses opting for NSS are enrolled as NSS Volunteers. Volunteers put in atleast 120 hours of social work in a year, for a continuous period of two years. The volunteers work under the guidance of a group leader nominated by the Programme Officers. They also participate in the 7 days special camping programme.

## **4. YOUTH RED CROSS & BLOOD DONATION CLUB**

This club is an important constituent of the Indian Red Cross. It inculcates an awareness and an understanding and acceptance of civic and humane responsibilities. It also encourages the youth to voluntarily donate blood to the needy.

## **5. SOCIAL SERVICE LEAGUE**

Social Service League indulges in service to the local community. In adhering to the motto "In Giving We Receive" student members experience the joy of serving their fellowmen.

### **6. EXTENSION ACTIVITY**

Adoption of a nearby village to

- ♦ Develop the ability of rural school children.
- ♦ Empower rural women by inculcating self employability skill.
- ♦ Create awareness on Government schemes.
- ♦ Impart knowledge of Human Rights through awareness programmes.

### **7. RED RIBBON CLUB**

In order to create awareness among the youth on AIDS and to produce healthy and creative youth, the Red Ribbon Club was introduced under the NSS.

### **8. CITIZEN CONSUMER CLUB**

#### **Objectives:**

1. To educate students about the rights of the consumer.
2. To mobilize youngsters by instilling in them the spirit of protection of consumer rights.
3. To impart knowledge about the role of the consumers in protection of their rights.

### **9. ENVIRONMENTAL CLUB**

#### **Objectives:**

1. Motivating the students to keep their surroundings green and clean by undertaking plantation of trees.
2. Promoting ethos of conservation of water by minimizing the use of water.

### **DEPARTMENTAL ASSOCIATIONS**

Lectures, debates, discussions, quiz and several competitions are held under the auspices of the Departmental associations, so as to nurture the students in their respective fields of study. Students are encouraged to participate in competitions held in the neighbouring colleges and by other local organizations. Inter-collegiate seminars are periodically organised by each department.

1. Tamil Ilakkia Mandram
2. English Literary Association
3. History Association / Human Rights Club
4. Mathematics Association
5. Physics Association



6. Chemistry Association
7. Biology Association
8. Computer Science Association
9. Commerce Association
10. Busibee Association
11. SONET Association
12. NICNET Association
13. GENOME Association
14. DIETETIC Association
15. Costume Design and Fashion Association

### **EXTRA - CURRICULAR ACTIVITIES**

#### ***General Objectives:***

1. To offer opportunities to students for training in the art of public speaking and leadership.
2. To stimulate the interest of the students in current affairs.
3. To cultivate and foster their aesthetic and innate talents.
4. To inculcate in the students the spirit of co-operation and comradeship.
5. To train the students to become model citizens and ideal women.

#### ***YOUTH WELFARE FORA***

Keeping in view the challenging needs of the students, we have Youth Welfare Fora. They cater to the diverting of youthful vigour into fruitful endeavours.

#### ***A) CAREER GUIDANCE & PLACEMENT CELL***

Students are given information and guidance regarding the choice of their careers through external experts on the subject. Coaching for IAS is a regular feature.

#### ***B) YOUNG WOMEN ENTREPRENEURSHIP DEVELOPMENT CENTRE (YWED)***

This cell promotes entrepreneurial flair among the students and equips them for self-employment. It also exposes them to the privileges available to women entrepreneurs.

### **C) FINE ARTS CLUB**

The Fine Arts Fiesta promotes among the students a healthy competitive spirit. Their inexhaustible energy and enthusiasm is constructively channelised for active participation in various activities.

### **GANDHIAN THOUGHT ASSOCIATION**

Gandhian Thought classes are conducted to expose the modern youth to Gandhiji's life and principles and motivate them to imbibe his ideals and philosophy. Certificate and Diploma courses are conducted yearly.

### **EQUAL OPPORTUNITY CENTER (Gender Cell, HEPSN & SC/ST Cell)**

#### **Objectives:**

- ♦ Empowering rural women to create an impartial social order.
- ♦ To build up a positive image of women with self-esteem, self-confidence and self awareness.
- ♦ To create an awareness among the functionaries of higher education about the specific educational needs of differently-abled persons.
- ♦ To make the students aware of financial assistance from Government schemes.
- ♦ To enlighten students on the avenues open for employment.

### **SKILL ENHANCEMENT COURSES**

Short term special courses enable the students to realise their latent talents and enrich their skills. Students are invited to enroll themselves in the enrichment courses conducted after regular classes. These courses pave the way for self-employment and make them self-reliant.

#### **Courses offered:**

|                         |                       |
|-------------------------|-----------------------|
| 1. Hindi                | 10. Soft Doll Making  |
| 2. Pranic Healing       | 11. Paper Quilling    |
| 3. Typewriting          | 12. Short Hand        |
| 4. Glass Painting       | 13. Jardosse Painting |
| 5. Hand Embroidery      | 14. Mayuri Painting   |
| 6. Mehandi              | 15. Minakari Painting |
| 7. Day & Night Painting | 16. Coffee Painting   |
| 8. Jewel Making         | 17. Emboss Painting   |
| 9. Bouquet Making       | 18. Smocking Cushion  |

## **EXAMINATION & EVALUATION**

The progress of each student will be monitored by Continuous Internal Assessment. The End Semester examination conducted at the end of each semester is considered for External Assessment.

### **Examination:**

- ❖ For UG Students, Continuous Internal Assessment (CIA) is conducted for the following courses:
  - Language / Alternate Course
  - English Language Course
  - Core Courses
  - Non-Major Elective Courses
  - Job Oriented / Self Employment Courses
  - Skill Based Courses
  - Extra Credit Courses
  - Value Added Courses
- ❖ There will be **NO** continuous Internal Assessment for the following courses:
  - Part-V Social Awareness Courses
  - Physical Education
- ❖ Continuous Internal Assessment (CIA) is conducted for PG, M.Phil., Certificate, Diploma and Advanced Diploma Programmes.
- ❖ External examination will be conducted for 2/3 hours.
- ❖ To sit for an End Semester Examination, the college requisites are as follows:
  - a) The candidates must have put in atleast 75% attendance or 68 days out of 90 total working days.
  - b) The students who have attended the classes for 59 to 67 days can appear for the examinations, by applying for exemption with penalty.
  - c) The students who have attended the classes for 45 to 58 days can appear for the next semester examinations only and with penalty.

- d) The students who have put in attendance for less than 45 days have to repeat the whole semester.
- e) Satisfactory conduct and progress.
- f) Completion and proper record of all the experiments.
- ❖ November End Semester Examinations will be conducted only for Odd Semester Courses (Both Regular & Arrear).
- ❖ April End Semester Examinations will be conducted for both Odd and Even Semester Courses.
- ❖ Repeat Examinations will be conducted only for Final semester courses of UG, PG and M.Phil., Programmes.

**Evaluation:**

- ❖ During end semester evaluation, Single Valuation is followed:
  - The candidates should secure a minimum of
    - ◆ 40% marks to get a pass in UG courses;
    - ◆ 50% marks to get a pass in PG & M.Phil., courses;
    - ◆ 35% marks to get a pass in Certificate, Diploma, Advanced Diploma and PG Diploma courses.
- ❖ Results of the End Semester Examinations will be published in the college website: [www.sfrcollege.edu.in](http://www.sfrcollege.edu.in)
- ❖ Students can apply for photocopy of the answer script and also for revaluation.
- ❖ **Uniform Span Period:** As per the guidelines of University Grants Commission the time span for the completion of the programme is N+2, where 'N' stands for normal or minimum duration prescribed for the programme.

(For UG: N = 3; PG: N = 2; M.Phil: N = 1)

**CONVOCATION**

On completion of degree courses, students should fill in the Convocation form and send it to the Madurai Kamaraj University through the College. Students can receive the diplomas during the Annual Convocation conducted in the college campus.

## **COLLEGE FEES**

### **Details of Special Fees (For Aided Courses)**

|                                       |       |              |
|---------------------------------------|-------|--------------|
| 1. Library and reading room           | - Rs. | 30/-         |
| 2. Games and Sports                   | - Rs. | 100/-        |
| 3. College Union/Association          | - Rs. | 6/-          |
| 4. College Day                        | - Rs. | 5/-          |
| 5. Stationery for Tests               | - Rs. | 50/-         |
| 6. Calendar                           | - Rs. | 10/-         |
| 7. Magazine                           | - Rs. | 12/-         |
| 8. Audio-Visual Education             | - Rs. | 3/-          |
| 9. Medical Inspection (1 -Year UG)    | - Rs. | 5/-          |
| 10. Students Aid Fund                 | - Rs. | 3/-          |
| 11. World University Service          | - Rs. | 5/-          |
| 12. Students Youth Welfare activities | - Rs. | 5/-          |
| 13. Campus Amenity fees               | - Rs. | 12/-         |
| 14. Red Cross                         | - Rs. | 20/-         |
| 15. Sports Affiliation                | - Rs. | 50/-         |
| <b>Total</b>                          | - Rs. | <b>316/-</b> |

### **b) University Entrance Fees**

|                                 |       |       |
|---------------------------------|-------|-------|
| Recognition Fees                | - Rs. | 250/- |
| University Entrance Fees        | - Rs. | 50/-  |
| +2 mark sheet verification fees | - Rs. | 50/-  |
| N.S.S.                          | - Rs. | 10/-  |
| Flag Day                        | - Rs. | 5/-   |

#### 1. Other payments (to be made at the time of admission)

- a) Admission fee - Rs. 5.00
- b) Other University migration fees (if necessary) - Rs.315.00
- c) Convocation fees - Rs. 25.00

#### 2. Fees once paid will not be refunded

3. The first Semester fees are payable in full when joining the college and payment by instalments will not be permitted.

4. If a student fails to pay her fees on the day fixed for payment, a fine will be levied. If the fees is not paid within the end of the month, the student's name shall be struck off from the rolls. If readmitted, in addition to the fees and fine due from her, she shall pay a re-admission fee of Rs.5/-

5. A full year's fee will be collected from the students who discontinue their course of study.

**FEES DETAILS FOR THE FIRST YEAR - I SEMESTER (AIDED)**

| Class        | Tuition Fees | Special Fees | Lab Fees | General Fund | Uni. Reg. Fees | Parent Teachers Association | Total |
|--------------|--------------|--------------|----------|--------------|----------------|-----------------------------|-------|
| Tamil        | -            | 316          | -        | 70           | 300            | 50                          | 736   |
| English      | -            | 316          | -        | 70           | 300            | 50                          | 736   |
| History      | -            | 316          | -        | 70           | 300            | 50                          | 736   |
| Mathematics  | -            | 316          | 75       | 70           | 300            | 50                          | 811   |
| Physics      | -            | 316          | 225      | 70           | 300            | 50                          | 961   |
| Chemistry    | -            | 316          | 275      | 70           | 300            | 50                          | 1011  |
| Botany       | -            | 316          | 225      | 70           | 300            | 50                          | 961   |
| Comp. Sci.   | -            | 316          | 1000     | 70           | 300            | 50                          | 1736  |
| B.Com. Gen.  | -            | 316          | -        | 70           | 300            | 50                          | 736   |
| B.Com. CA    | -            | 316          | -        | 70           | 300            | 50                          | 736   |
| M.A. English | 250          | 311          | -        | 10           | -              | 50                          | 621   |
| M.Sc. Maths  | 375          | 311          | -        | 10           | -              | 50                          | 746   |
| M.Sc. Chem.  | 375          | 311          | 500      | 10           | -              | 50                          | 1246  |

**FEES DETAILS FOR THE SECOND YEAR - III SEMESTER  
(AIDED)**

| <b>Class</b> | <b>Tuition Fees</b> | <b>Special Fees</b> | <b>Lab Fees</b> | <b>Total</b> |
|--------------|---------------------|---------------------|-----------------|--------------|
| Tamil        | -                   | 261                 | -               | 261          |
| English      | -                   | 261                 | -               | 261          |
| History      | -                   | 261                 | -               | 261          |
| Mathematics  | -                   | 261                 | -               | 261          |
| Physics      | -                   | 261                 | 225             | 486          |
| Chemistry    | -                   | 261                 | 275             | 536          |
| Botany       | -                   | 261                 | 300             | 561          |
| Comp. Sci.   | -                   | 261                 | 750             | 1011         |
| B.Com. Gen.  | -                   | 261                 | -               | 261          |
| B.Com. CA    | -                   | 261                 | -               | 261          |
| M.A. English | 250                 | 261                 | -               | 511          |
| M.Sc. Maths  | 375                 | 261                 | -               | 636          |
| M.Sc. Chem.  | 375                 | 261                 | 500             | 1136         |

**FEES DETAILS FOR THE THIRD YEAR - V SEMESTER  
(AIDED)**

| <b>Class</b> | <b>Special Fees</b> | <b>Lab Fees</b> | <b>Total</b> |
|--------------|---------------------|-----------------|--------------|
| Tamil        | 261                 | -               | 261          |
| English      | 261                 | -               | 261          |
| History      | 261                 | -               | 261          |
| Mathematics  | 261                 | -               | 261          |
| Physics      | 261                 | 150             | 411          |
| Chemistry    | 261                 | 275             | 536          |
| Botany       | 261                 | 225             | 486          |
| Comp. Sci.   | 261                 | 750             | 1011         |
| B.Com. Gen.  | 261                 | -               | 261          |
| B.Com. CA    | 261                 | -               | 261          |

**SCHOLARSHIPS**

Scholarships are awarded by the State and Central Government on the basis of the income of the parents as well as the merit of the applicants. A student is eligible for only one scholarship. Grant to these scholarships are available to the student only when the sanction orders are issued by the appropriate authorities. All dues will be recovered from the scholarship amount at the time of disbursement.



The various Scholarships (applicable to Aided Students)

| <b>SCHOLARSHIP</b>  |                  |                                     |                          |
|---|------------------|-------------------------------------|--------------------------|
| NAME OF SCHOLARSHIP   | COMMUNITY        | ELIGIBILITY<br>(Marks Scored in +2) | ANNUAL INCOME<br>CEILING |
| SC Scholarship  | SC               | 50%                                 | Below Rs.2,50,000/-      |
| Xian SC State Post Metric   | Xian SC Students | 50%                                 | Below Rs. 2,00,000/-     |
| BC Scholarship (Free Education)   | BC               | 50%                                 | Rs.2,00,000/-            |
| MBC/DNC Scholarship (Free Education)  | MBC/DNC          | 50%                                 | Rs.2,00,000/-            |
| Post Metric Scholarship (GOI PG)  | BC/MBC/DNC       | 50%                                 | Rs.2,00,000/-            |
| Post Metric Scholarship   | SC/ST            | 50%                                 | Rs.2,50,000/-            |
| Adhoc Merit Scholarship   | SC               | above 60% Marks                     | -                        |
| National Merit Scholarship  | BC/MBC/OC        | 50%                                 | -                        |
| Chief Minister Scholarship  | SC               | +2 Cutoff Marks                     | -                        |
| Minority Scholarship  | Christian/Muslim | 50%                                 | -                        |
| Bright Student Award Scholarship  | BC/MBC/DNC/SC    | 80%                                 | -                        |
| <b>UGC Scholarship, Indira Gandhi Single Girl Child Scholarship, Rajiv Gandhi Scholarship, Maulana Azad Scholarship</b> |                  |                                     |                          |

Attested Xerox copies of the following certificates are required: 1) +2 Mark Sheet 2) Transfer Certificate 3) Community Certificate 4) TM Bank A/c No. of the student 5) Income Certificate with Tashildar sign & seal.

The scholarship forms should be duly signed by the District Tashildar along with the Tamilnadu Government Seal.

### **ISSUE OF CERTIFICATES**

1. Certificates (Transfer and age, etc.) will be issued within a week from the date of application.
2. Transfer Certificates will be issued to students who leave the institution, only after all the dues are paid.
3. The Principal will not issue a certificate of pass for any University examination.
4. Fees for the issue of certificates:
  - a) Duplicate attendance/transfer certificate ..... Rs. 100 per yr.
  - b) An original Transfer certificate after a lapse of a year after the student has left the college ..... Rs. 100 per yr.
  - c) Any information/certificate from the college records ..... Rs. 50 per yr.
5. Enclose a stamped, self-addressed envelope for a reply by post.

### **ATTENDANCE, ABSENCE & LEAVE**

1. University and College rules require regular attendance in all classes - theory, practical and Part V courses.
2. Daily college prayer commences at 9.40 A.M.
3. Attendance will be taken at the beginning of every hour.
4. No student is allowed to absent herself from college without a leave letter.
5. The leave application forms can be had from the stores on payment. It should be submitted to the Principal with all the details filled in properly and signed by the Parent/Guardian or Deputy Warden and countersigned by Tutor.
6. The leave form must be submitted to the Lecturer concerned, before the class begins. A student absenting herself without permission, for any hour of the day, will be regarded as absent for the whole day.
7. Application for sick leave for more than three days should be accompanied by a Medical Certificate and submitted at the earliest. If a student is ill during class hours, she should get the teacher's permission to leave the class and apply for leave countersigned by the Tutor, and the respective Head of the Department.

8. In case of absence due to unforeseen and unavoidable circumstances, the leave form should be submitted immediately on the day of return to the College.
9. Absence from test / composition class / practical sessions / will be seriously dealt with.
10. All applications for leave to the Principal should be submitted only through the Tutors. The Tutor has everyright to refuse leave if she is not satisfied with the reason for which leave is sought.

#### **GENERAL DISCIPLINE**

1. Students are expected to be courteous, honest and well behaved within the campus and outside.
2. Students should dress in conformity with the standards of modesty and dignity. They are permitted to wear Sarees, Churidhar with Duppatah or Jeans with Long tops.
3. During morning assembly, meetings and class sessions students are expected to be silent and attentive.
4. Students should be regular and punctual to class.
5. The cleanliness and the maintenance of the college building and its property is the responsibility of every student. She shall not disfigure any part of the building or any piece of furniture by writing or etching on it. Students should keep their respective class rooms neat and clean.
6. No meeting of any kind shall be convened and held in the College premises without the previous written permission of the Principal.
7. No notice of any kind shall be circulated among students or put on the notice board without the prior permission of the Principal.
8. No money collection should be made from the students, the teachers, the parents, etc., for any purpose without the permission of the Principal.
9. Visitors will not be permitted during college working hours.
10. Use of cellphones inside the campus is strictly prohibited.
11. Students are strictly instructed not to participate in any Political related activities.
12. Ragging is strictly prohibited inside the campus.

### **ADVISORY SYSTEM**

Every student on the College roll is assigned to the care of one of the members of the staff who will assist and advise her on any matter academic or personal. There will be a ward meeting once a month. The wards can consult their advisers on any matter for which they need advice. The Tutor/Adviser will bring to the notice of the Principal unusual and abnormal cases of behaviour.

### **VALUE EDUCATION**

Value Education aims at developing good character, inner strength and integrated personality in the growing youth. Value Education classes are conducted periodically during the academic year.

#### ***STUDY CIRCLE:***

Religious discourse, Bhagavad Gita classes, Meditation Class and Yoga take place periodically.

### **LIBRARY**

The Library is a secluded haven providing intellectual nourishment to all who enter its portals.

1. The library is kept open from 8.30 a.m. to 5.20 p.m. on all working days and during vacation from 9.15 a.m to 5.20 p.m.
2. Staff and students utilize the open access system.
3. Strict silence should be maintained in and around the library.
4. Users should leave their belongings on the wooden rack reserved for the purpose.
5. Users must scan their ID card in system kept at the entrance while entry / exit to record.
6. Books are issued for all on all days.
7. No. of Books lend to
  - a) UG student - three books
  - b) PG student - five books
  - c) M.Phil scholar - eight books
8. Loss of I.D. card should be reported to the Librarian, who will issue duplicates on payment of Rs.100/-

9. A student may keep a borrowed book for 15 days. She may renew the book if no other member needs it.
10. Books due on holidays may be returned on the following working day. A fine of 1Rupee for each book will be levied for every day of delay.
11. A student must on receiving a book, examine it and report to the Librarian about any damage found therein. If she fails to do so, she will be held responsible for any damage that may afterwards be detected.
12. Students should not damage, write or make any mark on any book or periodical belonging to the library.
13. In the event of loss or damage of a book, the person responsible shall either pay triple its cost and a fine of Rs.5/- or supply the library with a new copy, within a fortnight.
14. Books must be returned to the library on the notified date before the end of the academic year.
15. Outgoing students should return the I.D. cards to the librarian before the last working day.
16. Books and periodicals can be borrowed on overnight basis.

**Note**

- a) Compact Disc Cassettes related to computer technology are available in the library.
- b) Three prizes are awarded to the best utilizers of the library.

**LABORATORIES**

Laboratories are ingredient for the education of students and great care should be taken in handling the costly apparatus of the laboratory. All breakages, damages, losses, etc., must be reported to the Lecturer concerned as soon as they occur and the cost will be recovered from the student.

### **NETWORK RESOURCE CENTRE (NRC)**

The Network Resource Centre has been successfully launched from the UGC grant of Rs.1.45 lakhs. The main objectives of NRC are

1. Free access to Internet
2. Print outs of study material

NRC helps the staff and learner community to intellectually enhance themselves.

### **SCIENCE INSTRUMENTATION CENTRE**

Science Instrumentation Centre has been successfully launched in the year 2010 from the UGC Grant.

### **LANGUAGE LABORATORY**

The English Department has instituted a language lab to provide opportunities for practice in extensive and intensive listening and speaking. The lab is a repository of videos and audios. CDs, TV and VCR are other teaching aids.

### **PRIZES**

The Annual College & Founder's Day is celebrated to honour students who have excelled in their respective courses. The college management committee awards proficiency prizes to students who rank first and second in their respective classes. Marks scored in Part-I, II, III & IV will be taken as the grand total. The eligibility for the awards is as follows:

♦ **Gold Medal:**

To the student who ranks first in her class which has a strength of above 75% of the sanctioned strength.

♦ **Silver Medal:**

- i) To the student who ranks first in her class which has a strength between 50% and 75% of the sanctioned strength.
- ii) To the student who has secured the I rank in M.Phil
- iii) To the best outgoing student
- iv) To the Sports Champion

♦ **Book Prize:**

- i) To the student who ranks first in her class which has a strength of below 50% of the sanctioned strength.
- ii) To the student who ranks second in her class.
- iii) To the best utilizers of the library.

**Only those students without any arrears in Part-I, II, III & IV will be considered for the proficiency prizes.**

Proficiency prizes are also awarded to the students from the endowments created by:

1. Late Thiru. P. Ayya Nadar
2. Tmt. Sarojini Natarajan (Ex-Principal)
3. Tmt. A. Jothi (Ex-Lecturer of Economics)
4. Selvi A. Jegatheeswari (Ex-HOD of Tamil)
5. Tmt. A. Sivaramachandravalli (Ex-HOD of Botany)
6. Tmt. D. Vijayalakshmi (Ex-HOD of I.T.)

Prizes are also distributed to the winners of various competitions organised by the associations under Co-curricular and Extra-curricular Activities.

**STUDENTS' AID FUND**

This fund is built up by the contribution of rupees three from every student. It is available to the needy students of merit, who have not availed scholarship.

***Students Welfare Scheme:***

Our Management has launched the Student Welfare Scheme which renders monetary benefit to the economically backward students.

***Free Noon Meal Scheme:***

Our Management generously and thoughtfully caters free lunch to some of our needy students.

**ALUMNAE ASSOCIATION**

All students are members of the Association by paying an annual subscription of Rs.200/-. We invite our old students, once in a year, for a time of togetherness and fellowship.

## **AMENITIES**

### ***STUDENTS' CO-OPERATIVE STORE***

Our College Co-operative store is kept open on all working days from 9.00 a.m. to 5.00 p.m. It provides stationery requirements for the college community.

### ***CANTEEN***

Our College Canteen provides refreshing nourishment for Staff and students on all days at nominal rate.

### ***MANAGEMENT AIDED STORES***

The Management Aided Store was begun in 1998 with an initial investment of Rs.15,000/-. This store caters to the needs of the staff and students by providing the following facilities:

1. Xerox Centre
2. Phone
3. Cutting & Binding
4. Spiral Binding
5. Lamination
6. Tailoring
7. Cool Drinks & Snacks

The profit of the store is channelised to provide,

- ⊕ Free noon-meal, Examination fees and Medical expenses to the economically backward students.
- ⊕ Hostel mess fees to the talented sports persons.

### ***DAY CARE CENTRE (CRECHE)***

To provide a secure place and environment during working hours for children of female college employees / scholars / students.



## **HOSTEL**

SFRC hostel promotes a healthy and congenial environment for students to focus on their studies and chisels them into responsible, efficient and serviceable young women.

1. Application for admission must be made in the prescribed form available at the College office.
2. A hosteller who leaves the hostel in the middle of the academic year should pay all the dues.
3. Hostel Fees
  1. Admission Fee - Rs.150/-
  2. Application Fee - Rs.150/-
  3. Caution Deposit - Rs.5000/-
  4. Health Fund - Rs.150/-
  5. Miscellaneous - Rs.300/-

### **Priyadharsini Hostel**

Convenience Charges - Rs.15,600/- per year

### **PG Hostel**

Convenience Charges - Rs.19,200/- per year

### **New Hostel**

Convenience Charges - Rs.19,200/- per year

**Mess** (Veg.+Non-Veg.) charges based on dividing system.

The boarding charges for a month will be announced during the first week of the succeeding month. Mess fees should be paid before the 15<sup>th</sup> of each month. Thereafter, a fine of Rs.10/- per day will be collected.

## **SFRC BUS SERVICE**

18 buses ply from the College to Srivilliputtur, Rajapalayam, Aruppukottai, Sankarankovil, Sattur & Kovilpatti commutes in the morning and the evening.

## **PHONE NUMBERS INSIDE THE CAMPUS**

|                |   |                        |
|----------------|---|------------------------|
| College Office | - | 220389                 |
| Hostel         | - | 229300                 |
| Fax            | - | 226695                 |
| e-Mail ID      | - | sfrc@sfrcollege.edu.in |
| Website        | - | www.sfrcollege.edu.in  |

**COLLEGE CALENDAR  
2018 - 2019**

**JUNE 2018**

| <b>Date</b> | <b>Day</b> | <b>Particulars</b>              | <b>No. of Term Days</b> |
|-------------|------------|---------------------------------|-------------------------|
| 1.          | Fri        |                                 |                         |
| 2.          | Sat        |                                 |                         |
| 3.          | Sun        | Holiday                         |                         |
| 4.          | Mon        |                                 |                         |
| 5.          | Tue        |                                 |                         |
| 6.          | Wed        |                                 |                         |
| 7.          | Thu        |                                 |                         |
| 8.          | Fri        |                                 |                         |
| 9.          | Sat        | Second Saturday                 |                         |
| 10.         | Sun        | Holiday                         |                         |
| 11.         | Mon        |                                 |                         |
| 12.         | Tue        |                                 |                         |
| 13.         | Wed        |                                 |                         |
| 14.         | Thu        |                                 |                         |
| 15.         | Fri        | Ramzan                          |                         |
| 16.         | Sat        | Holiday                         |                         |
| 17.         | Sun        | Holiday                         |                         |
| 18.         | Mon        | College Re-opening              |                         |
| 19.         | Tue        |                                 |                         |
| 20.         | Wed        |                                 |                         |
| 21.         | Thu        |                                 |                         |
| 22.         | Fri        |                                 |                         |
| 23.         | Sat        |                                 |                         |
| 24.         | Sun        | Holiday                         |                         |
| 25.         | Mon        |                                 |                         |
| 26.         | Tue        |                                 |                         |
| 27.         | Wed        |                                 |                         |
| 28.         | Thu        | Ward Meeting                    |                         |
| 29.         | Fri        | Expressive Articulation Session |                         |
| 30.         | Sat        | Holiday                         |                         |
|             |            |                                 |                         |

**JULY 2018**

| <b>Date</b> | <b>Day</b> | <b>Particulars</b>                     | <b>No. of Term Days</b> |
|-------------|------------|--|-------------------------|
| 1.          | Sun        | Holiday                                |                         |
| 2.          | Mon        |  |                         |
| 3.          | Tue        |  |                         |
| 4.          | Wed        |  |                         |
| 5.          | Thu        |  |                         |
| 6.          | Fri        |  |                         |
| 7.          | Sat        | Talent Show                            |                         |
| 8.          | Sun        | Holiday                                |                         |
| 9.          | Mon        |  |                         |
| 10.         | Tue        | <b>Expressive Articulation Session</b> |                         |
| 11.         | Wed        |  |                         |
| 12.         | Thu        | Fine Arts                              |                         |
| 13.         | Fri        | Fine Arts                              |                         |
| 14.         | Sat        | Second Saturday                        |                         |
| 15.         | Sun        | Holiday                                |                         |
| 16.         | Mon        |  |                         |
| 17.         | Tue        | Ward Meeting                           |                         |
| 18.         | Wed        |  |                         |
| 19.         | Thu        |  |                         |
| 20.         | Fri        |  |                         |
| 21.         | Sat        | I Internal Test                        |                         |
| 22.         | Sun        | Holiday                                |                         |
| 23.         | Mon        | I Internal Test                        |                         |
| 24.         | Tue        | "                                      |                         |
| 25.         | Wed        | "                                      |                         |
| 26.         | Thu        | "                                      |                         |
| 27.         | Fri        | "                                      |                         |
| 28.         | Sat        | Holiday                                |                         |
| 29.         | Sun        | Holiday                                |                         |
| 30.         | Mon        |  |                         |
| 31.         | Tue        | <b>Expressive Articulation Session</b> |                         |

**AUGUST 2018**

| <b>Date</b> | <b>Day</b> | <b>Particulars</b>              | <b>No. of Term Days</b> |
|-------------|------------|---------------------------------|-------------------------|
| 1.          | Wed        |                                 |                         |
| 2.          | Thu        |                                 |                         |
| 3.          | Fri        |                                 |                         |
| 4.          | Sat        |                                 |                         |
| 5.          | Sun        | Holiday                         |                         |
| 6.          | Mon        |                                 |                         |
| 7.          | Tue        |                                 |                         |
| 8.          | Wed        |                                 |                         |
| 9.          | Thu        |                                 |                         |
| 10.         | Fri        | Expressive Articulation Session |                         |
| 11.         | Sat        | Second Saturday                 |                         |
| 12.         | Sun        | Holiday                         |                         |
| 13.         | Mon        | Mid Semester Holiday            |                         |
| 14.         | Tue        | Mid Semester Holiday            |                         |
| 15.         | Wed        | Independence Day                |                         |
| 16.         | Thu        |                                 |                         |
| 17.         | Fri        | Ward Meeting                    |                         |
| 18.         | Sat        |                                 |                         |
| 19.         | Sun        | Holiday                         |                         |
| 20.         | Mon        |                                 |                         |
| 21.         | Tue        |                                 |                         |
| 22.         | Wed        | Bakrid                          |                         |
| 23.         | Thu        | Expressive Articulation Session |                         |
| 24.         | Fri        |                                 |                         |
| 25.         | Sat        | Holiday                         |                         |
| 26.         | Sun        | Holiday                         |                         |
| 27.         | Mon        | II Internal Test                |                         |
| 28.         | Tue        | "                               |                         |
| 29.         | Wed        | "                               |                         |
| 30.         | Thu        | "                               |                         |
| 31.         | Fri        | "                               |                         |

**SEPTEMBER 2018**

| <b>Date</b> | <b>Day</b> | <b>Particulars</b>                     | <b>No. of Term Days</b> |
|-------------|------------|--|-------------------------|
| 1.          | Sat        | II Internal Test                       |                         |
| 2.          | Sun        | Holiday/Krishna Jayanthi               |                         |
| 3.          | Mon        |  |                         |
| 4.          | Tue        | <b>Expressive Articulation Session</b> |                         |
| 5.          | Wed        |  |                         |
| 6.          | Thu        |  |                         |
| 7.          | Fri        |  |                         |
| 8.          | Sat        | Second Saturday                        |                         |
| 9.          | Sun        | Holiday                                |                         |
| 10.         | Mon        |  |                         |
| 11.         | Tue        |  |                         |
| 12.         | Wed        |  |                         |
| 13.         | Thu        | Vinayakar Chathurthi                   |                         |
| 14.         | Fri        |  |                         |
| 15.         | Sat        |  |                         |
| 16.         | Sun        | Holiday                                |                         |
| 17.         | Mon        |  |                         |
| 18.         | Tue        | <b>Expressive Articulation Session</b> |                         |
| 19.         | Wed        |  |                         |
| 20.         | Thu        |  |                         |
| 21.         | Fri        | Muharram                               |                         |
| 22.         | Sat        | Holiday                                |                         |
| 23.         | Sun        | Holiday                                |                         |
| 24.         | Mon        |  |                         |
| 25.         | Tue        |  |                         |
| 26.         | Wed        |  |                         |
| 27.         | Thu        |  |                         |
| 28.         | Fri        |  |                         |
| 29.         | Sat        | Ward Meeting                           |                         |
| 30.         | Sun        | Holiday                                |                         |
|             |            |  |                         |

**OCTOBER 2018**

| <b>Date</b> | <b>Day</b> | <b>Particulars</b>                     | <b>No. of Term Days</b> |
|-------------|------------|--|-------------------------|
| 1.          | Mon        | III Internal Test                      |                         |
| 2.          | Tue        | Gandhi Jayanthi                        |                         |
| 3.          | Wed        | III Internal Test                      |                         |
| 4.          | Thu        | "                                      |                         |
| 5.          | Fri        | "                                      |                         |
| 6.          | Sat        | "                                      |                         |
| 7.          | Sun        | Holiday                                |                         |
| 8.          | Mon        | III Internal Test                      |                         |
| 9.          | Tue        |  |                         |
| 10.         | Wed        | <b>Expressive Articulation Session</b> |                         |
| 11.         | Thu        |  |                         |
| 12.         | Fri        |  |                         |
| 13.         | Sat        | Second Saturday                        |                         |
| 14.         | Sun        | Holiday                                |                         |
| 15.         | Mon        | Ward Meeting                           |                         |
| 16.         | Tue        |  |                         |
| 17.         | Wed        | CIA Verification                       |                         |
| 18.         | Thu        | Ayutha Pooja                           |                         |
| 19.         | Fri        | Vijaya Dasami                          |                         |
| 20.         | Sat        | Holiday                                |                         |
| 21.         | Sun        | Holiday                                |                         |
| 22.         | Mon        | Practical Exam                         |                         |
| 23.         | Tue        | Practical Exam/Last working Day        |                         |
| 24.         | Wed        | Practical Exam                         |                         |
| 25.         | Thu        | "                                      |                         |
| 26.         | Fri        | "                                      |                         |
| 27.         | Sat        | "                                      |                         |
| 28.         | Sun        | Holiday                                |                         |
| 29.         | Mon        |  |                         |
| 30.         | Tue        |  |                         |
| 31.         | Wed        |  |                         |

**NOVEMBER 2018**

| Date | Day | Particulars        | No. of Term Days |
|------|-----|--------------------|------------------|
| 1.   | Thu |                    |                  |
| 2.   | Fri |                    |                  |
| 3.   | Sat |                    |                  |
| 4.   | Sun | Holiday            |                  |
| 5.   | Mon | Holiday            |                  |
| 6.   | Tue | Deepavali          |                  |
| 7.   | Wed |                    |                  |
| 8.   | Thu |                    |                  |
| 9.   | Fri |                    |                  |
| 10.  | Sat | Second Saturday    |                  |
| 11.  | Sun | Holiday            |                  |
| 12.  | Mon |                    |                  |
| 13.  | Tue |                    |                  |
| 14.  | Wed |                    |                  |
| 15.  | Thu |                    |                  |
| 16.  | Fri |                    |                  |
| 17.  | Sat |                    |                  |
| 18.  | Sun | Holiday            |                  |
| 19.  | Mon |                    |                  |
| 20.  | Tue |                    |                  |
| 21.  | Wed | Milad-un-Nabi      |                  |
| 22.  | Thu |                    |                  |
| 23.  | Fri |                    |                  |
| 24.  | Sat |                    |                  |
| 25.  | Sun | Holiday            |                  |
| 26.  | Mon |                    |                  |
| 27.  | Tue |                    |                  |
| 28.  | Wed |                    |                  |
| 29.  | Thu |                    |                  |
| 30.  | Fri | College Re-opening |                  |



**DECEMBER 2018**

| <b>Date</b> | <b>Day</b> | <b>Particulars</b>              | <b>No. of Term Days</b> |
|-------------|------------|---------------------------------|-------------------------|
| 1.          | Sat        |                                 |                         |
| 2.          | Sun        | Holiday                         |                         |
| 3.          | Mon        |                                 | MDO1                    |
| 4.          | Tue        |                                 |                         |
| 5.          | Wed        |                                 |                         |
| 6.          | Thu        |                                 |                         |
| 7.          | Fri        |                                 |                         |
| 8.          | Sat        | Second Saturday                 |                         |
| 9.          | Sun        | Holiday                         |                         |
| 10.         | Mon        |                                 | MDO2                    |
| 11.         | Tue        |                                 |                         |
| 12.         | Wed        | Ward Meeting                    |                         |
| 13.         | Thu        |                                 |                         |
| 14.         | Fri        | Expressive Articulation Session |                         |
| 15.         | Sat        |                                 |                         |
| 16.         | Sun        | Holiday                         |                         |
| 17.         | Mon        |                                 | MDO3                    |
| 18.         | Tue        |                                 |                         |
| 19.         | Wed        |                                 |                         |
| 20.         | Thu        |                                 |                         |
| 21.         | Fri        |                                 |                         |
| 22.         | Sat        |                                 |                         |
| 23.         | Sun        | Holiday                         |                         |
| 24.         | Mon        | Holiday                         |                         |
| 25.         | Tue        | Christmas                       |                         |
| 26.         | Wed        |                                 |                         |
| 27.         | Thu        |                                 |                         |
| 28.         | Fri        | Expressive Articulation Session |                         |
| 29.         | Sat        |                                 |                         |
| 30.         | Sun        | Holiday                         |                         |
| 31.         | Mon        |                                 | MDO4                    |

**JANUARY 2019**

| <b>Date</b> | <b>Day</b> | <b>Particulars</b>                     | <b>No. of Term Days</b> |
|-------------|------------|--|-------------------------|
| 1.          | Tue        | New Year                               |                         |
| 2.          | Wed        |  |                         |
| 3.          | Thu        |  |                         |
| 4.          | Fri        | I Internal Test                        |                         |
| 5.          | Sat        | "                                      |                         |
| 6.          | Sun        | Holiday                                |                         |
| 7.          | Mon        | I Internal Test                        | MDO5                    |
| 8.          | Tue        | "                                      |                         |
| 9.          | Wed        | "                                      |                         |
| 10.         | Thu        | "                                      |                         |
| 11.         | Fri        |  |                         |
| 12.         | Sat        | Students Pongal/Second Saturday        |                         |
| 13.         | Sun        | Holiday                                |                         |
| 14.         | Mon        | Pongal Holiday                         |                         |
| 15.         | Tue        | Pongal Holiday                         |                         |
| 16.         | Wed        | Thiruvalluvar Day                      |                         |
| 17.         | Thu        | Uzhavar Thirunal                       |                         |
| 18.         | Fri        |  |                         |
| 19.         | Sat        | <b>Expressive Articulation Session</b> |                         |
| 20.         | Sun        | Holiday                                |                         |
| 21.         | Mon        |  | MDO6                    |
| 22.         | Tue        |  |                         |
| 23.         | Wed        |  |                         |
| 24.         | Thu        | Ward Meeting                           |                         |
| 25.         | Fri        |  |                         |
| 26.         | Sat        | Republic Day                           |                         |
| 27.         | Sun        | Holiday                                |                         |
| 28.         | Mon        |  | MDO7                    |
| 29.         | Tue        |  |                         |
| 30.         | Wed        | <b>Expressive Articulation Session</b> |                         |
| 31.         | Thu        |  |                         |

**FEBRUARY 2019**

| <b>Date</b> | <b>Day</b> | <b>Particulars</b>                     | <b>No. of Term Days</b> |
|-------------|------------|--|-------------------------|
| 1.          | Fri        |  |                         |
| 2.          | Sat        | Sports Day                             |                         |
| 3.          | Sun        | Holiday                                |                         |
| 4.          | Mon        |  | MDO8                    |
| 5.          | Tue        | <b>Expressive Articulation Session</b> |                         |
| 6.          | Wed        |  |                         |
| 7.          | Thu        | Ward Meeting                           |                         |
| 8.          | Fri        |  |                         |
| 9.          | Sat        | Second Saturday                        |                         |
| 10.         | Sun        | Holiday                                |                         |
| 11.         | Mon        | II Internal Test                       | MDO9                    |
| 12.         | Tue        | "                                      |                         |
| 13.         | Wed        | "                                      |                         |
| 14.         | Thu        | "                                      |                         |
| 15.         | Fri        | "                                      |                         |
| 16.         | Sat        | "                                      |                         |
| 17.         | Sun        | Holiday                                |                         |
| 18.         | Mon        |  | MDO10                   |
| 19.         | Tue        |  |                         |
| 20.         | Wed        |  |                         |
| 21.         | Thu        |  |                         |
| 22.         | Fri        |  |                         |
| 23.         | Sat        | Holiday                                |                         |
| 24.         | Sun        | Holiday                                |                         |
| 25.         | Mon        |  | MDO11                   |
| 26.         | Tue        | <b>Expressive Articulation Session</b> |                         |
| 27.         | Wed        |  |                         |
| 28.         | Thu        |  |                         |
|             |            |  |                         |

**MARCH 2019**

| <b>Date</b> | <b>Day</b> | <b>Particulars</b>              | <b>No. of Term Days</b> |
|-------------|------------|---------------------------------|-------------------------|
| 1.          | Fri        |                                 |                         |
| 2.          | Sat        | College Day                     |                         |
| 3.          | Sun        | Holiday                         |                         |
| 4.          | Mon        |                                 | MDO12                   |
| 5.          | Tue        |                                 |                         |
| 6.          | Wed        | Expressive Articulation Session |                         |
| 7.          | Thu        |                                 |                         |
| 8.          | Fri        |                                 |                         |
| 9.          | Sat        | Second Saturday                 |                         |
| 10.         | Sun        | Holiday                         |                         |
| 11.         | Mon        | JOC Exam                        | MDO13                   |
| 12.         | Tue        | Ward Meeting                    |                         |
| 13.         | Wed        |                                 |                         |
| 14.         | Thu        | III Internal Test               |                         |
| 15.         | Fri        | "                               |                         |
| 16.         | Sat        | "                               |                         |
| 17.         | Sun        | Holiday                         |                         |
| 18.         | Mon        | III Internal Test               | MDO14                   |
| 19.         | Tue        | "                               |                         |
| 20.         | Wed        | "                               |                         |
| 21.         | Thu        |                                 |                         |
| 22.         | Fri        |                                 |                         |
| 23.         | Sat        |                                 |                         |
| 24.         | Sun        | Holiday                         |                         |
| 25.         | Mon        |                                 | MDO15                   |
| 26.         | Tue        |                                 |                         |
| 27.         | Wed        |                                 |                         |
| 28.         | Thu        | Farewell                        |                         |
| 29.         | Fri        | CIA Verification                |                         |
| 30.         | Sat        | Practical Exam                  |                         |
| 31.         | Sun        | Holiday                         |                         |

**APRIL 2019**

| <b>Date</b> | <b>Day</b> | <b>Particulars</b>                      | <b>No. of Term Days</b> |
|-------------|------------|---|-------------------------|
| 1.          | Mon        | Practical/Last Working Day for Students |                         |
| 2.          | Tue        | Practical Exam                          |                         |
| 3.          | Wed        | "                                       |                         |
| 4.          | Thu        | "                                       |                         |
| 5.          | Fri        | "                                       |                         |
| 6.          | Sat        |   |                         |
| 7.          | Sun        | Holiday                                 |                         |
| 8.          | Mon        |   |                         |
| 9.          | Tue        |   |                         |
| 10.         | Wed        |   |                         |
| 11.         | Thu        |   |                         |
| 12.         | Fri        |   |                         |
| 13.         | Sat        | Second Saturday                         |                         |
| 14.         | Sun        | Dr Ambedkar Jayanti/Tamil New Year      |                         |
| 15.         | Mon        |   |                         |
| 16.         | Tue        |   |                         |
| 17.         | Wed        | Mahavir Jayanti                         |                         |
| 18.         | Thu        | Holiday                                 |                         |
| 19.         | Fri        | Good Friday                             |                         |
| 20.         | Sat        | Last Working Day for Staff              |                         |
| 21.         | Sun        | Holiday                                 |                         |
| 22.         | Mon        |   |                         |
| 23.         | Tue        |   |                         |
| 24.         | Wed        |   |                         |
| 25.         | Thu        |   |                         |
| 26.         | Fri        |   |                         |
| 27.         | Sat        |   |                         |
| 28.         | Sun        | Holiday                                 |                         |
| 29.         | Mon        |   |                         |
| 30.         | Tue        |   |                         |

| <b>MAY 2019</b> |            |                    |                         |
|-----------------|------------|--------------------|-------------------------|
| <b>Date</b>     | <b>Day</b> | <b>Particulars</b> | <b>No. of Term Days</b> |
| 1.              | Wed        | May Day            |                         |
| 2.              | Thu        |                    |                         |
| 3.              | Fri        |                    |                         |
| 4.              | Sat        |                    |                         |
| 5.              | Sun        | Holiday            |                         |
| 6.              | Mon        |                    |                         |
| 7.              | Tue        |                    |                         |
| 8.              | Wed        |                    |                         |
| 9.              | Thu        |                    |                         |
| 10.             | Fri        |                    |                         |
| 11.             | Sat        | Second Saturday    |                         |
| 12.             | Sun        | Holiday            |                         |
| 13.             | Mon        |                    |                         |
| 14.             | Tue        |                    |                         |
| 15.             | Wed        |                    |                         |
| 16.             | Thu        |                    |                         |
| 17.             | Fri        |                    |                         |
| 18.             | Sat        |                    |                         |
| 19.             | Sun        | Holiday            |                         |
| 20.             | Mon        |                    |                         |
| 21.             | Tue        |                    |                         |
| 22.             | Wed        |                    |                         |
| 23.             | Thu        |                    |                         |
| 24.             | Fri        |                    |                         |
| 25.             | Sat        |                    |                         |
| 26.             | Sun        | Holiday            |                         |
| 27.             | Mon        |                    |                         |
| 28.             | Tue        |                    |                         |
| 29.             | Wed        |                    |                         |
| 30.             | Thu        |                    |                         |
| 31.             | Fri        |                    |                         |

| 9.35 a.m. - 1 <sup>st</sup> Bell<br>9.40 a.m. - Prayer |      | TIME - TABLE           |                         |                         |                              | ODD SEMESTER |                       |                      |
|--|------|------------------------|-------------------------|-------------------------|------------------------------|--------------|-----------------------|----------------------|
| Day<br>order   | Hour | 9.45 a.m.<br>10.45 a.m | 10.45 a.m.<br>11.45 a.m | 11.45 a.m.<br>12.45 p.m | LUNCH REAK 12.45 - 1.30 P.M. |              | 1.30 p.m.<br>2.30 p.m | 2.30 p.m<br>3.30 p.m |
| Day 1  |      |                        |                         |                         |                              |              |                       |                      |
| Day 2  |      |                        |                         |                         |                              |              |                       |                      |
| Day 3  |      |                        |                         |                         |                              |              |                       |                      |
| Day 4  |      |                        |                         |                         |                              |              |                       |                      |
| Day 5  |      |                        |                         |                         |                              |              |                       |                      |
| Day 6  |      |                        |                         |                         |                              |              |                       |                      |

| 9.35 a.m. - 1 <sup>st</sup> Bell<br>9.40 a.m. - Prayer |      | TIME - TABLE          |                        |                        |                              | EVEN SEMESTER |                      |                      |
|--|------|-----------------------|------------------------|------------------------|------------------------------|---------------|----------------------|----------------------|
| Day<br>order   | Hour | 9.45 a.m<br>10.45 a.m | 10.45 a.m<br>11.45 a.m | 11.45 a.m<br>12.45 p.m | LUNCH REAK 12.45 - 1.30 P.M. |               | 1.30 p.m<br>2.30 p.m | 2.30 p.m<br>3.30 p.m |
| Day 1  |      |                       |                        |                        |                              |               |                      |                      |
| Day 2  |      |                       |                        |                        |                              |               |                      |                      |
| Day 3  |      |                       |                        |                        |                              |               |                      |                      |
| Day 4  |      |                       |                        |                        |                              |               |                      |                      |
| Day 5  |      |                       |                        |                        |                              |               |                      |                      |
| Day 6  |      |                       |                        |                        |                              |               |                      |                      |



**INTERNAL ASSESSMENT MARKS**

Exam. Reg. No.

ODD SEMESTER

Please keep a record of your marks in the column below

| S.No. | Course | Marks                                 | I | II | III | Final Marks Awarded |
|-------|--------|---------------------------------------|---|----|-----|---------------------|
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |

**INTERNAL ASSESSMENT MARKS**

Exam. Reg. No.

EVEN SEMESTER

Please keep a record of your marks in the column below

| S.No. | Course | Marks                                 | I | II | III | Final Marks Awarded |
|-------|--------|---------------------------------------|---|----|-----|---------------------|
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |
|       |        | Test<br>Seminar<br>Assignment<br>Quiz |   |    |     |                     |

**THE STANDARD  
FIREWORKS RAJARATNAM  
COLLEGE FOR WOMEN  
(AUTONOMOUS)**

Affiliated to Madurai Kamaraj University,  
Re-accredited with 'A' Grade by NAAC &  
College with Potential for Excellence by UGC

**SIVAKASI - 626 123**



**HANDBOOK  
2018 - 2019**

Name: .....

Class/Major: .....

Roll.No.: .....

## CONTENTS

|                                 | <b>Page No.</b> |
|---------------------------------|-----------------|
| 1. College Prayer               | 3               |
| 2. Pledge                       | 4               |
| 3. National Anthem              | 5               |
| 4. The College Crest            | 6               |
| 5. Genesis and Growth           | 7               |
| 6. Academic Landmarks           | 9               |
| 7. Infrastructure               | 11              |
| 8. College Committee            | 13              |
| 9. College Council              | 14              |
| 10. Teaching Faculty            | 15              |
| 11. Office Staff                | 21              |
| 12. Curriculum                  | 25              |
| 13. Programme of Study          | 27              |
| 14. Co-curricular Activities    | 30              |
| 15. Extra-curricular Activities | 33              |
| 16. Examination & Evaluation    | 35              |
| 17. Convocation                 | 36              |
| 18. College Fees                | 37              |
| 19. Scholarships                | 41              |
| 20. Issue of Certificates       | 42              |
| 21. Attendance, Absence & Leave | 42              |
| 22. General Discipline          | 43              |
| 23. Advisory System             | 44              |
| 24. Library                     | 44              |
| 25. Prizes                      | 46              |
| 26. Students' Aid Fund          | 47              |
| 27. Alumnae Association         | 47              |
| 28. Amenities                   | 48              |
| 29. Hostel                      | 49              |
| 30. College Calendar            | 50              |