



CARDAMOM PLANTERS' ASSOCIATION COLLEGE

Pankajam Nagar, Bodinayakanur - 625 582

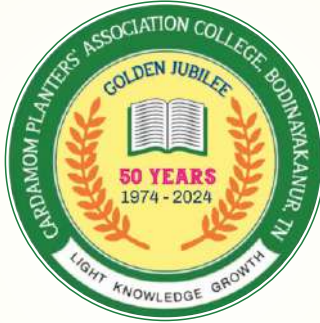
(Re-accredited by NAAC at 'B' Grade with a CGPA of 2.85)

Estd. : 1974

Phone : (04546) 291606 Mobile : 90033 80288

E-Mail : cpacollege2010@gmail.com
principal@cpacollege.org

Website : www.cpacollege.org



**HANDBOOK & CALENDAR
2024 - 2025**

Name

Roll No.

Class



HANDBOOK & CALENDAR 2024 - 2025



தொட்டணைத் தூறும் மணற்கேணி மாந்தர்க்குக்
கற்றனைத் தூறும் அறிவு.

- குறள் எண் : 396



PERSONAL MEMORANDA

Photo

Name :

Department & Class :

Admn No. : Roll No.:

University Reg. No. :

Father's Name :

Mother's Name :

Date of Birth & Age :

Height cm Weight kg Blood Group

Mobile No. :

Aadhaar Number :

NAD Id / EMIS Id :

UMIS ID :

Bank Account Number :

Bank Name :

E-Mail Id :

Residential Address :

.....

Pincode :

.....

Any other personal particulars :

.....

.....

S.No.	CONTENTS	Page No.
1.	இறை வணக்கம், தமிழ்த்தாய் வாழ்த்து	1
2.	தேசியகீதம் / NATIONAL ANTHEM	2
3.	உறுதிமொழி / NATIONAL PLEDGE	3
4.	VISION, MISSION, CORE VALUES	4
5.	QUALITY POLICY	5
6.	COLLEGE MANAGING COMMITTEE 2023 - 24	6
7.	COLLEGE COMMITTEE MEMBERS	7
8.	TOWERING TRAIL BLAZERS / VICE-PRESIDENTS	8
9.	SECRETARY AND CORRESPONDENTS	9
10.	PRINCIPALS / VICE PRINCIPAL	10
11.	OUR ESCUTCHEON	11
12.	HISTORY OF THE COLLEGE	12
13.	HISTORY OF THE TOWN	13
14.	TEACHING STAFF	14 - 16
15.	NON - TEACHING STAFF/ MEDICAL OFFICERS	17
16.	TEACHING STAFF (SF)	18 - 19
17.	NON - TEACHING STAFF(SF)	20
18.	MEMORABLE MILESTONES IN THE COLLEGE HISTORY	21 - 23
19.	COURSE PATTERN / COURSES OF STUDY	24 - 25
20.	EXAMINATIONS / TEST / ASSIGNMENTS	26
21.	IMPORTANT DETAILS REGARDING THE COLLEGE	27 - 28
22.	APPLICATION FOR ADMISSION	29
23.	FEE COLLECTION / CLASS HOURS	30
24.	APPLICABLE FEES FOR UG / PG SEMESTER SYSTEM	31
25.	MISCELLANEOUS FEES	32
26.	ISSUANCE OF CERTIFICATE	33
27.	SCHOLARSHIPS AND FEE CONCESSIONS	34 - 37
28.	ATTENDANCE AND LEAVE OF ABSENCE / NAAN MUDHALVAN	38 - 39
29.	COLLEGE ETIQUETTES	40 - 43
30.	HOSTEL - GENERAL	44

S.No.	CONTENTS	Page No.
31.	HOSTELS - DISCIPLINE	45 - 46
32.	COLLEGE COMMITTEE / THE STAFF COUNCIL / DISCIPLINE COMMITTEE / LIBRARY	47 - 48
33.	LIBRARY - RULES	49 - 50
34.	READING ROOM / OTHER RESOURCES	51
35.	NPTEL / NATIONAL DIGITAL LIBRARY OF INDIA	52
36.	LABORATORY RULES / ASSOCIATIONS	53 - 55
37.	LIST OF CO-ORDINATORS OF VARIOUS FORUM / CLUB / ACTIVITIES	56 - 58
38.	EXTRA - CURRICULAR ACTIVITIES / EXTENSION ACTIVITIES	58 - 59
39.	CARDO - COMP/CAREER GUIDANCE CELL / THE COLLEGE MAGAZINE / ALUMNI ASSOCIATION	59 - 60
40.	INTERNAL QUALITY ASSURANCE CELL (IQAC) / QUALITY POLICY	60
41.	CODE OF CONDUCT FOR STUDENTS, TEACHING STAFF, NON-TEACHING STAFF & PRINCIPAL	61 - 71
42.	STUDENTS AWARENESS PORTAL	72 - 79
43.	ACADEMIC CALENDAR 2023 - 24	80 - 90
44.	CALENDAR CONSOLIDATE	91
45.	ENDOWMENTS	92 - 100
46.	IMPORTANT HELPLINE NUMBERS	101
47.	IMPORTANT LOCAL TELEPHONE NUMBERS	102
48.	NOTABLE EVENTS & DATES	103 - 104
49.	PERSONAL ADDRESS BOOK	105 - 106
50.	TIME TABLE	107 - 108
51.	CALENDAR 2023	109
52.	CALENDAR 2024	110
53.	NOTES	111
54.	NO DUES CERTIFICATE	112, 114

இறை வணக்கம்

உலகம் யாவையும் தாம் உளவாக்கலும்
நிலைபெறுத்தலும் நீக்கலும் நீங்கலா
அலகு இலா விளையாட்டு உடையார் அவர்
தலைவர் அன்னவர்க்கே சரண் நாங்களே

- கம்பர்

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ் பரதக் கண்டமிதில்
தெக்கணமும் அதிர்சிறந்த தீராவிட நல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து
வாழ்த்துதுமே! வாழ்த்துதுமே!! வாழ்த்துதுமே!!!

- மனோன்மணியம் ௭௮. சுந்தரம் பிள்ளை (1970)

தேசிய கீதம்

ஜன கண மன அதிநாயக ஜயஹே
பாரத பாக்ய விதாதா
பஞ்சாப சிந்து குஜராத மராட்டா
திராவிட உத்கல வங்கா
விந்திய ஹிமாசல யமுனா கங்கா
உச்சல ஜலதீ தரங்கா
தவ சுப நாமே ஜாகே
தவ சுப ஆசிஸ மாகே
காஹே தவ ஜய காதா
ஜன கண மங்கள தாயக ஜய ஹே
பாரா பாக்ய விதாதா
ஜய ஹே ஜய ஹே ஜய ஹே
ஜய ஜய ஜய ஜய ஹே

- மகாகவி இரவீந்திரநாத தாகூர் (1911)

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he
Bharata-bhagya-vidhata
Panjaba-Sindhu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchchala-jaladhi-taranga
Tava Subha Name jage
Tava Subha asisa mage,
Gahe tava jaya-gatha
Jana-gana-mangala-dayaka jaya he
Bharata-bhagya-vidhata
Jaya he, jaya he, jaya he,
Jaya jaya jaya jaya he

- Rabindranath Tagore (1911)

உறுதிமொழி

இந்தியா எனது தாய் நாடு. இந்தியர்கள் அனைவரும் எனது உடன்பிறந்தவர்கள். நான் நாட்டுப்பற்று கொண்டவன். என் நாட்டின் வளத்தையும், பலவகைப் பண்பாடுகளையும் அறிந்து நான் பெருமையறுகிறேன். அப்பெருமைக்கு அணி செய்யும் வகையில் நான் செயல்படுவேன். என்னுடைய பெற்றோர்களுக்கும், ஆசிரியர்களுக்கும் தக்க மதிப்புத் தந்து எல்லோரையும் பண்போடு நடத்துவேன். இந்நாட்டிற்கும், நாட்டு மக்களுக்கும் நான் தொண்டாற்றுவேன் என்று உறுதிமொழி கூறுகிறேன். அவர்களுடைய நலத்தையும், வளத்தையும் பொறுத்து என்னுடைய மகிழ்ச்சி அமைந்துள்ளது.

NATIONAL 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 give my parents, teachers and all elders, respect 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.

- Pydimarri Venkata Subba Rao (1962)

VISION

To provide a high-quality of education enhancing the abilities of rural students to empower and to exert their strength in nation building.

MISSION

- ❖ To grease the academic mobility to the rural backward section.
- ❖ To help the students to develop their innate talents.
- ❖ To offer scopes to become exemplary citizens of India.

CORE VALUES

- ❖ To stimulate the quest of excellence in the minds of both teachers (makers) and students (made).
- ❖ Creating ambience for the students to have multi-developed skills.
- ❖ To inculcate a sense of social responsibility.
- ❖ To possess the quality of transforming himself and his society.

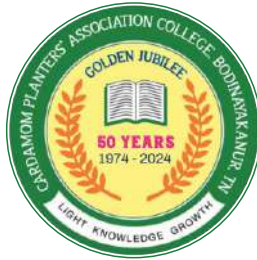




CARDAMOM PLANTERS' ASSOCIATION COLLEGE

Pankajam Nagar, Bodinayakanur - 625 582

(Re-accredited by NAAC at 'B' Grade with a CGPA of 2.85)



QUALITY POLICY

To develop and nurture continual growth in the quality of all activities with a discern of dedication to meet the expectations of students, staffs, parents, management and society.

CARDAMOM PLANTERS' ASSOCIATION COLLEGE

Pankajam Nagar, Bodinayakanur - 625 582

MANAGEMENT COMMITTEE - 2024 - 2025



Sri.S.V.Subramanian
President



Sri.S.Ramanathan M.A.
Vice-President



Sri.R.Purushothaman, M.A., B.Ed.,
Secretary & Correspondent



Sri. P.Rajendran, B.A.,
Director



Dr. Sri.P. Sivaprakasam, Ph.D.,
Director



Sri.P.Nandhakumaran, M.B.A., LL.B.,
Director



Sri.V.Sorooban, B.Sc.
Director



Sri.R.Kamalanathan, D.C.E.
Director



Sri. P. Radhakrishnan
Director



Dr. S.Sivakumar, B.E., M.S., Ph.D.
Principal

CARDAMOM PLANTERS' ASSOCIATION COLLEGE

Pankajam Nagar, Bodinayakanur - 625 582

COLLEGE COMMITTEE MEMBERS - 2024 - 2025

Sri. S.V. Subramanian	President
Sri. S. Ramanathan, M.A.,	Vice President
Sri. R. Purushothaman, M.A., B.Ed.,	Secretary & Correspondent
Sri. P. Rajendran, B.A.,	Committee Member
Dr. Sri. P. Sivaprakasam, Ph.D.,	Committee Member
Sri. P. Nandhakumaran, M.B.A, L.LB.,	Committee Member
Sri. V. Sorooban, B.Sc.,	Committee Member
Sri. R. Kamalanathan, D.C.E.,	Committee Member
Sri. P. Radhakrishnan	Committee Member
Dr. S. Sivakumar, Ph.D.,	Principal
Dr. B. Ashok Kumar, Ph.D.,	University Nominee (01.04.2023 onwards)
Dr. R. Murugesan, Ph.D.,	College Committee Member
Dr. A. Gnanasekaran, Ph.D.,	College Committee Member



TOWERING TRAIL BLAZERS

PRESIDENTS

Sri. R. Balu Alaganan, B.A., (Hons.)	28-04-1972 to 08-11-1980
Sri. N. Alaganan	09-11-1980 to 15-11-1980
Sri. A.S.S. Durairaj, B.A, B.L.,	16-11-1980 to 28-09-1982
Sri. R. Balu Alaganan, B.A., (Hons.)	29-09-1982 to 29-09-2001
Sri. C. Rajagopal, B.A., D.S.S.A.,B.G.L.,	30-09-2001 to 30-09-2008
Sri. A.S.S. Subbiah, B.A.,	01-10-2008 to 28-09-2012
Sri. S.V. Subramanian	29-10-2012 onwards

VICE - PRESIDENTS

Sri. K.P. Thilakar	28-04-1972 to 08-11-1980
Sri. N.A. Ramasankarmoorthy	09-11-1980 to 03-10-1990
Sri. T.R. Ramanathan	04-10-1990 to 30-09-1995
Sri. C. Rajagopal, B.A., D.S.S.A., B.G.L.,	01-10-1995 to 29-09-2001
Sri. R.B. Nandha Alaganan, B.Tech.,M.S.,	30-09-2001 to 29-09-2004
Sri. A.S.S. Subbiah, B.A.,	30-09-2004 to 30-09-2008
Sri. S.V. Subramanian	01-10-2008 to 28-09-2012
Sri. A.S.S. Subbiah, B.A.,	29-09-2012 to 25-09-2013
Sri. S. Ramanathan, M.A.,	26-09-2013 to 03-02-2015
Sri.P.V.Karuppiyah, B.Sc., (Agri)	04-02-2015 to 07.09.2021
Sri.S.Ramanathan, M.A.,	08.09.2021 onwards



SECRETARY AND CORRESPONDENTS

Sri. N.B. Rabindranathan, B.A.,B.L.,	28-04-1972 to 20-08-1974
Sri. N.A. Ramasankarmoorthy, (Acting)	23-09-1974 to 17-02-1978
Sri. N.A. Ramasankarmoorthy	18-02-1978 to 08-11-1980
Sri. K.P. Thilakar	09-11-1980 to 09-01-1986
Sri. K. Subbiah	10-01-1986 to 12-09-1986
Sri. K.P. Thilakar	13-09-1986 to 15-08-1989
Sri. N.A. Ramasankarmoorthy	16-08-1989 to 03-10-1990
Dr. S. Mohanraj, B.Sc., M.B.B.S., D.C.H., M.R.S.H., (Lond)	04-10-1990 to 30-09-1993
Sri.N.B.Rabindranathan, B.A.,B.L.,	01-10-1993 to 30-09-1995
Dr. S. Mohanraj, B.Sc., M.B.B.S., D.C.H., M.R.S.H., (Lond)	01-10-1995 to 14-04-2004
Lion.P.M.Paramaraj, (Acting)	15-04-2004 to 19-09-2004
Dr. S. Mohanraj, B.Sc., M.B.B.S., D.C.H., M.R.S.H., (Lond)	20-09-2004 to 27-09-2006
Sri. S. Gunasekaran, B.Sc., BT.,	28-09-2006 to 27-04-2007 FN
Sri. S.M. Ramasubramanian, B.A.,	27-04-2007 AN to 25-09-2007
Dr. S. Mohanraj, B.Sc., M.B.B.S., D.C.H., M.R.S.H., (Lond)	26-09-2007 to 30-09-2009
Sri. B.K. Shridhar, M.Sc., L.L.B., P.G.D.P.M.,	01-10-2009 to 25-09-2013
Sri. A.S.S. Subbiah, B.A.,	26-09-2013 to 03-02-2015
Sri.S.Ramanathan, M.A.,	04-02-2015 to 07.09.2021
Sri.R.Purushothaman, M.A., B.Ed.,	08.09.2021 onwards



PRINCIPALS

Capt. J.D. Paul Jeyaraj, M.A., D.T.E.,	15-07-1974 to 31-05-1989
Mr. M. Ramatheerthan, M.A., M.Sc., B.T., (Principal in-charge)	01-06-1989 to 21-12-1989
Dr. G. Kaliamoorthy, M.A., M.Phil., Ph.D., (Principal in-charge)	22-12-1989 to 01-03-1990 FN
Dr. V.H. Baskaran, M.A., M.Phil. Ph.D., P.G.D.T.E.,	01-03-1990 AN to 05-03-1993
Dr. G. Kaliamoorthy, M.A., M.Phil., Ph.D., (Principal in-charge)	06-03-1993 to 17-08-1993 FN
Mr. R. Veluswamy, M.A.,	17-08-1993 AN to 31-05-1996
Dr. G. Kaliamoorthy, M.A., M.Phil., Ph.D.,	01-06-1996 to 31-05-1998
Dr. P. Ramamoorthy, M.Sc., M.Phil., Ph.D., P.G.D.C.A., (Principal in-charge)	01-06-1998 to 01-12-1998
Dr. P. Ramamoorthy, M.Sc., M.Phil., Ph.D., P.G.D.C.A.,	02-12-1998 to 31.05.2009
Dr. M. Rajarajan, M.Sc., M.Phil., Ph.D., P.G.D.C.A., (Principal in-charge)	01-06-2009 to 09-01-2012 FN
Dr. M. Rajarajan, M.Sc., M.Phil., Ph.D., P.G.D.C.A.,	09-01-2012 AN to 15-04-2016 FN
Dr. S. Eswaramoorthi, M.Com., M.Phil., B.Ed., P.G.D.C.M., Ph.D., (Principal in-charge)	15-04-2016 AN to 31-05-2017 AN
Dr. M. Manoharan, M.Com., M.Phil., P.G.D.C.A., ICWAI(int), Ph.D., (Principal in-charge)	01-06-2017 to 31-05-2018
Dr. T. Rajakumaran, M.Com., M.Phil., Ph.D., (Principal in-charge)	01-06-2018 to 31.05.2020
Dr. S. Sivakumar, B.E., M.S., Ph.D., (Principal in-charge)	01-06-2020 to 30.10.2023
Dr. S. Sivakumar, B.E., M.S., Ph.D.,	01-11-2023 onwards

VICE - PRINCIPAL

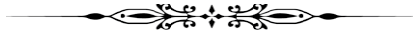
Dr. S. BALAMURUGAN, M.Com., M.Phil., B.Ed., PGDCA, Ph.D.,	01-06-2020 - 16.07.2024
--	-------------------------

OUR ESCUTCHEON



*As plants form the basis of life on land, we are proud of displaying on our coat - of arms the **CARDAMOM PLANT** that sustains us.*

*Our motto is **LIGHT, KNOWLEDGE and GROWTH**. The book in our crest stands for the dissemination of knowledge in the firm faith that goddess Saraswathi will shower petals on the students who seek knowledge for the growth and enrichment of mankind. We proceed to dispel the darkness of ignorance by the light of learning fed by divine grace. We want our students to be a light unto the world.*



HISTORY OF THE COLLEGE

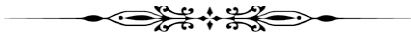
It was resolved in the General Body meeting of the Bodinayakanur Pranthiya Thenninthia Ela Vivasayigal Sangam the then Cardamom Planters' Association, held on August 29, 1970 to start a College at Bodinayakanur.

The Cardamom Planters' Association College Society was formed and registered in 1972. Sixty members were elected to the Society from among the General Body. Nine members were selected from among the said society members to form the Board of Directors.

The Cardamom Planters' Association College affiliated to Madurai Kamaraj University started functioning on 19th July, 1974 with two Pre - University sections.

The society has acquired more than forty three acres of land about three kilometers from Bodinayakanur on the Bodi - Munnar National Highway, out of which twelve acres and a fine bungalow had been graciously given by the then President of the Society to the College. The site is set against sylvan surroundings with the sacred Paramasivan Temple over-looking the imposing building of the College view with the towering mountains nearby where nodding daffodils, daphnes, daisies, dahlias bloom in merry millions.

The college is non - communal and non - sectarian. Its paramount object is to train the students to be good citizens and to give higher educational facilities to the students of this locality seeking collegiate education. The college building was formally inaugurated by Mrs. Jothi Venkatachalam, Governor of Kerala on 23rd January, 1978.



HISTORY OF THE TOWN

India is hugged by the sea. Bodinayakanur is embraced by the mountains. *"It reminds me of Kashmir"* so said Pandit Jawaharlal Nehru. Bodinayakanur enjoys a salubrious climate.

Bodinayakanur is on the Kerala border and beautiful Bodi mettu is the landmark that connects Kerala and Tamilnadu.

The town is named after Thirumalai Bodaya Nayakar who ruled it in the dim dawn of Indian History. It is also called Thenkasiyampathi, Famous in legend and history. Bodinayakanur is an important town in Tamilnadu, raised to the status of a municipality even during the British regime. It has population of more than a lakh and a floating population of equal number.

The people are mainly agriculturists; Leading plantation owners of Cardamom, Coffee, Mango and Tea belong to this place. Silk cotton is another important foreign exchange earner.

This is an important educational centre. There are five Co-educational Higher Secondary Schools and one Higher Secondary School for Girls. Every year more than two thousand students pass out of the Higher Secondary classes.

There are many tourist paradises like Kodaikanal, Thekkadi, Vaigai Dam and Meghamalai nearby. Despite many tourist attractions, there are many famous temples around Bodinayakanur.



TEACHING STAFF

PRINCIPAL

Dr. S. Sivakumar, B.E., M.S., Ph.D.,

DEPARTMENT OF TAMIL

1. Dr. L. Alamelu, M.A., M.Phil, Ph.D., Assistant Professor & Head
2. Mrs. V. Meena, M.A., M.Phil., NET., Assistant Professor
3. Mrs. M.S.Radha, M.A., M.Phil., SET., Assistant Professor

DEPARTMENT OF ENGLISH

4. Dr. C. Palanivelrajan, M.A.,M.Phil.,Ph.D., Assistant Professor & Head
5. Dr. B. Anand Prasad, M.A.,M.Phil.,Ph.D., Assistant Professor
6. Dr. V. Vimala, M.A., M.Phil., Ph.D., Assistant Professor
7. Dr. M. Sumayabanu, M.A., M.Phil., Ph.D., Assistant Professor
8. Dr. M. Kishorekumar, M.A., M.Phil., Ph.D., Assistant Professor
9. Mr. P. Ilavarasan, M.A., M.Phil., SET., Assistant Professor
10. Mrs. P. Priyanka, M.A., M.Phil., SET., Assistant Professor
11. Vacant

DEPARTMENT OF MATHEMATICS

12. Dr. K. Krishnan, M.Sc., M.Phil., Ph.D., P.G.D.C.A., Associate Professor & Head
13. Dr. V. Hemalatha, M.Sc., M.Phil. Ph.D., Associate Professor
14. Dr. R. Rohini, M.Sc., M.Phil. Ph.D., P.G.D.C.A., Assistant Professor
15. Mrs. B. SugunaSelvarani, M.Sc., M.Phil., SET., Assistant Professor
16. Dr. A.R. Manikandan, M.Sc., Ph.D., Assistant Professor
17. Dr. C.Vasanthi, M.Sc., M.Phil.,Ph.D., Assistant Professor
18. Dr. V.Senthilkumar, M.Sc., M.Phil.,Ph.D., B.Ed., Assistant Professor
19. Dr. A.Amala Priya, M.Sc., M.Phil.,Ph.D., Assistant Professor
20. Mr. S.Daniel, M.Sc., M.Phil., SET., Assistant Professor
21. Vacant

DEPARTMENT OF PHYSICS

22. Dr. G. Rajmohan, M.Sc., M.Phil., Ph.D., Associate Professor & Head
23. Dr. A. Subalakshmi, M.Sc., M.Phil., Ph.D., Associate Professor

DEPARTMENT OF CHEMISTRY

24. Dr.G. Indra Mahalakshmi, M.Sc.,M.Phil.,M.Ed., Ph.D., Associate Professor & Head
25. Dr.G. Ravindran, M.Sc., Ph.D., Associate Professor
26. Dr. R.Karthika, M.Sc., M.Phil.,Ph.D., Assistant Professor
27. Vacant

DEPARTMENT OF COMPUTER SCIENCE

28. Dr. S. Sivakumar, B.E., M.S., Ph.D., Principal
29. Dr. R. Murugesan, M.Sc., M.Phil. P.G.D.C.A., Ph.D., Associate Professor & Head
30. Dr. K. Nithyanandakumari, M.Sc., M.Phil., Ph.D., Associate Professor
31. Vacant

DEPARTMENT OF BOTANY

32. Dr. C. Gopi, M.Sc., Ph.D., Associate Professor & Head

DEPARTMENT OF HISTORY

33. Dr. A. Gnanasekaran, M.A., M.Phil., Ph.D., B.Ed., Associate Professor & Head
34. Dr. C. Manickaraj, M.A., M.Phil. Ph.D., Associate Professor
35. Dr. R. Kabesh, M.A., NET., Ph.D., Assistant Professor
36. Dr. G. Karuppuchamy, M.A., M.Phil., Ph.D., Assistant Professor

DEPARTMENT OF ECONOMICS

37. Dr. S. Senthilkumar, M.A., M.Phil., B.Ed., Ph.D., Assistant Professor & Head
38. Dr. D. Hema, M.A., M.Phil., NET., Ph.D., Assistant Professor
39. Mrs. M. Hemalatha, M.A., M.Phil., SET., Assistant Professor
40. Dr. B.Ragul Gandhi, M.A., M.Phil., Ph.D., Assistant Professor

DEPARTMENT OF COMMERCE

41. Dr. S. Balamurugan, Associate Professor & Head
M.Com., M.Phil, B.Ed., P.G.D.C.A., Ph.D.,
42. Dr. A. Sujatha, M.Com.,M.Phil, Ph.D., Assistant Professor
43. Dr. V. Krishnakumar, M.Com., M.Phil., Ph.D., Assistant Professor
44. Dr. T. Ramalakshmi, M.Com., M.Phil., Ph.D., Assistant Professor
45. Dr. G. Thangadurai, M.Com., M.Phil., PGDCA, SLET., Ph.D., Assistant Professor

46. Dr. K. Vanitheeswari, M.Com., M.Phil., Ph.D., Assistant Professor
47. Dr. S. Vijayalakshmi, M.Com., M.Phil., Ph.D., Assistant Professor
48. Dr. S. Yogapriyadharsini, M.Com., M.Phil., Ph.D., Assistant Professor
49. Mrs. E. Pappulakshmi, M.Com., M.Phil., SET., Assistant Professor
50. Dr. S. Nagalingam, M.Com., M.Phil., Ph.D., Assistant Professor
51. Vacant (Lawyer)

DEPARTMENT OF LIBRARY

52. Dr. G. Mangai, B.Sc., M.Lib.Sc., Ph.D., Librarian

DEPARTMENT OF PHYSICAL EDUCATION

53. Dr. K. Siva, B.Sc., M.P.Ed., M.Phil., NET., Ph.D., Director of Physical Education



NON - TEACHING STAFF

1. Mr. A. Srinivasan, M.A., B.Lib.Sc., C.G.T., Superintendent
2. Mr. S.G. Yuvarajasekaran M.Sc., B.G.L., Assistant
3. Mr. R. Veeraragavan, B.Com., M.B.A Assistant
4. Mrs. J. Subacini, B.A Typist
5. Mr. M. Manikanda Eswaran, B.Com., M.Sc., Junior Assistant
6. Mrs. R. Kartheeswari, M.Sc., B.Ed., Store Keeper
7. Mr. P. Sathishkumar, B.Com., Lab. Assistant
8. Mrs. P. Kaliarasi, B.Sc Lab.Assistant
9. Mr. C. Pandiyaraj Library Assistant
10. Mr. K. Sivadhanusan, D.C.E., Record Clerk
11. Mrs. C. Unnamalai, B.Sc., Record Clerk
12. Mrs. M. Shanmuga Priya, B.A., Record Clerk
13. Dr. G. Jeyanthi, B.Com., M.L.I.Sc., Ph.D., Office Assistant
14. Mr. R. Thangapandi, B.A., D.C.A., Watchman
15. Mr. M. Thangadurai Watchman
16. Mr. R. Alagumalai Gardner
17. Mrs. S. Murugeswari Sweeper
18. Mr. M. Vaniswaran Sweeper
19. Mr. P. Prabakaran Sweeper
20. Mr. J. Pandi, B.A., Waterman
21. Mr. K. Muniyandi Spl. Gr. Scavenger

MEDICAL OFFICERS

Dr. P. Uthamipreethi, M.B.B.S., D.G.O.,

Dr. V. Palanisamy, B.Sc., M.B.B.S., D.T.C.D.

SELF-FINANCE TEACHING STAFF

1. Mr.S.Sureshkumar, M.Phil., NET., SLET., Assistant Professor & Co-Ordinator (SF)

DEPARTMENT OF TAMIL

2. Dr.N.Palpandi, M.A., M.Phil., NET., Ph.D., Assistant Professor
3. Mrs.S.Masilamani, M.A., M.Phil., NET., Assistant Professor
4. Dr.B.Ankaiyarkanni, M.A., M.Phil., NET., Ph.D., Assistant Professor
5. Mrs.K.Dhanalakshmi, M.A., D.T.Ed., M.Ed., NET., Assistant Professor
6. Mrs.P.Renugadevi, M.A., B.Ed., Guest Lecturer
7. Mr. N.Selvaraj, M.A., M.Phil., B.Ed., Guest Lecturer

DEPARTMENT OF ENGLISH

8. Mrs.R.Indira, M.A., M.Phil., Guest Lecturer
9. Mrs.G.Sowdambika, M.A., M.Phil., B.Ed., Guest Lecturer
10. Mr.M.Thirukumaran, M.A., M.Phil., Guest Lecturer
11. Mr.R.Abishek, M.A., Guest Lecturer
12. Mr.B.Kannan, M.A., B.Ed., Guest Lecturer
13. Dr.T.A.Anish Poorani, M.A., M.Phil., Ph.D., Assistant Professor
14. Mr.N.Madhurathan, M.A., Guest Lecturer
15. Dr.P.Kottaisamy, M.A., M.Phil., Ph.D., Assistant Professor

DEPARTMENT OF BUSINESS ADMINISTRATION

16. Mr.K.Bharathraja, M.B.A., Guest Lecturer
17. Mr.P.Jegadeesh, M.A., M.Com., M.Phil., M.B.A., Assistant Professor
18. Mr.K.Prasath, M.B.A., SET., NET., Assistant Professor
19. Dr.M.Anbuchelvi, M.Sc., M.Phil., Ph.D., D.C.A., Assistant Professor

DEPARTMENT OF HISTORY

20. Mrs.J.Jinsi, M.A., D.C.A., Guest Lecturer
21. Mr.K.Thiyagaraj, M.A., M.Phil., M.Ed., SET., Assistant Professor

DEPARTMENT OF CHEMISTRY

22. Dr.B.Kavitha, M.Sc., M.Phil., Ph.D., Assistant Professor
23. Mr.S. Karthikeyan, M.Sc., M.Phil., B.Ed., Guest Lecturer

DEPARTMENT OF BOTANY

24. Dr.G.Srikanth, M.Sc., M.Phil., Ph.D., Assistant Professor
25. Dr. K. Krishna Kumar, Ph.D., Assistant Professor
26. Dr. M. Boopathi Ayyanar, Ph.D., Assistant Professor

DEPARTMENT OF MATHEMATICS

27. Mrs.M.Poochelvi, M.Sc., M.Phil., D.O.A., Guest Lecturer
28. Mr.M.Muraliraj, M.Sc., M.Phil., Guest Lecturer
29. Dr.R.Ramya, M.Sc., M.Phil., Ph.D., Assistant Professor
30. Mrs.S.Kalaiselvi, M.Sc., M.Phil., B.Ed., Guest Lecturer

DEPARTMENT OF PHYSICS

31. Dr.S.Karthigarani, M.Sc., M.Phil., Ph.D., Assistant Professor
32. Mrs.T.Pandimeena, M.Sc., M.Phil., Guest Lecturer

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY & DATA SCIENCE (CS)

33. Mr.K.Mohankumaramangalam, Guest Lecturer
M.C.A., M.Sc., B.Ed., P.G.D.C.A., DCH., D.G.T.,
34. Mr.R.Anandaraman, M.C.A., M.Phil., Guest Lecturer
35. Mr.C.Kondalraj, M.C.A., B.Ed., M.Phil., SET., Assistant Professor
36. Mrs.S.Madhumalar, M.C.A., M.Phil., Guest Lecturer
37. Mrs.R.Revathi, M.Sc., M.Phil., SET., Assistant Professor
38. Dr.C.Pandiselvi, M.C.A., M.Phil., Ph.D., Assistant Professor
39. Mr.P.Vigneswaran, M.C.A., Guest Lecturer
40. Er.S.Balasubramanian, M.Tech., Guest Lecturer
41. Mrs.S.Bhuvanewari, M.Sc., M.Phil., Guest Lecturer
42. Mrs.R.Sujitha, M.Sc., M.Phil., NET., Assistant Professor
43. Mrs.M.Abinaya, M.Sc., M.Phil., B.Ed., Guest Lecturer
44. Mrs.L.Sathiya, M.Sc., M.Phil., Guest Lecturer
45. Ms.Yuvapriya, M.C.A., Guest Lecturer

DEPARTMENT OF COMMERCE

46. Mr.K.Mathankumar, M.Com., M.Phil., Guest Lecturer
47. Mrs.G.Santhadevi, M.Com., M.Phil., Assistant Professor
48. Mrs.N.Nalini, M.Com., M.Phil., SET., Assistant Professor
49. Dr.M.Saranyadevi, M.Com., M.Phil., Ph.D., Assistant Professor
50. Mrs.M.S.Subha, M.Com., M.Phil., Guest Lecturer
51. Mrs.M.Kalavathi, M.Com., M.Phil., Guest Lecturer
52. Mrs.J.Baby Niranjana, M.Com., Guest Lecturer

DEPARTMENT OF ECONOMICS

53. Mrs.M.Selvi, M.A., M.Phil., M.Ed., Guest Lecturer

NON-TEACHING STAFF (SELF-FINANCE)

1. Mr. A.Surliandavar, D.C.A.,	Lab Assistant
2. Mr. M.Karthick, M.Sc., B.Ed.,	Typist
3. Mr. V.Pitchai, M.Com., M.Phil.,	Junior Assistant
4. Mr. S.Satheeshkumar, M.Sc., M.Phil	IQAC Assistant
5. Mrs.M.Murugeswari, B.A.,	Library Assistant
6. Mr. C.Kannan, D.C.A.,	System Technician
7. Mr. S.Rajarathinam, B.A.,	Book Depot In-charge
8. Mr. S.Karthikeyan, B.Sc., M.C.A.,	Lab Assistant
9. Mrs.R.Poornima, B.C.A., M.B.A.,	Office Assistant
10. Mrs.S.Karthiga, B.Com., (CA.,)	Library Assistant
11. Mrs.P.Vennila	Lady Attender
12. Mr. K.Ponram	Watchman
13. Mr. K.Chinnasamy	Sweeper
14. Mrs.S.Pushpam	Sweeper
15. Mrs.M.Jeyalakshmi	Sweeper
16. Mrs.N.Rani	Sweeper
17. Mr.P.Selvam	Gardner
18. Mr.S.Jegadeesh	Sweeper
19. Mrs.Rosemary	Sweeper
20. Mrs.K.Vasuki	Sweeper
21. Mrs.Mani	Sweeper
22. Mrs.Velmani	Sweeper
23. Mr.S.Venkatesan	Transport In-charge
24. Mr.M.S.Kanagaraj	Driver
25. Mr.K.Ayyappan	Driver
26. Mr.G.Ayyanar	Driver
27. Mr.M.Karthikraja	Driver
28. Mr.A.Naveen Kumar	Driver
29. Mrs.K.Hemalatha	Conductor
30. Mrs.G.Sangeetha	Conductor
31. Mrs.R.Rajalakshmi	Conductor

MEMORABLE MILESTONES IN THE COLLEGE HISTORY

INTRODUCTION OF VARIOUS COURSES WITH YEARS

- 1974 - The academic march began in C.P.A. buildings on 19-7-74 with two P.U.C. classes (Maths, Economics, Commerce, History, Economics & Commerce) and 135 boy students.
- 1975 - College hostel started functioning in "Aouri Bungalow"
- 1976 - College established in newly constructed college buildings : Two more P.U.C. classes (Maths, Physics & Chemistry and Biology, Physics & Chemistry) were introduced. College became co-educational.
- 1977 - College upgraded to degree level - B.Sc., (Maths) and B.A. (History)
- 1978 - B.Com., and B.A., (English)
- 1979 - B.Sc., (Chemistry)
- 1983 - M.Com.,
- 1984 - C.G.T
- 1985 - M.Sc., (Maths) and College hostel shifted to newly constructed hostel buildings.
- 1986 - B.A., (Economics)
- 1988 - B.Sc., (Computer Science)
- 1995 - Botany Ancillary to B.Sc. Chemistry Major
- 1997 - B.Sc., (Electronics) - (SF) (Closed)
- 1998 - B.Com., Vocational stream with Computer Application
- 2000 - B.C.A., B.Com with computer application, D.C.A. and P.G.D.C.A. (SF)

- 2001 - M.Sc.,(Comp. Sci.)
- 2003 - D.G.T., (Diploma in Gandhian Thought)
- 2005 - M.Phil., & Ph.D. (Commerce) (SF)
- 2007 - Administrative building opening ceremony
- 2008 - New Seminar Hall opening ceremony
- 2008 - Certificate in Accounting for Small Enterprises
- 2009 - Sri Vidhya Vinayakar Temple opening ceremony
- 2009 - Diploma in Accounting for Small Enterprises
- 2010 - Chemistry Block First Floor opening ceremony
- 2010 - M.Sc., (Chemistry) (SF)
- 2010 - B.B.A., (SF)
- 2010 - B.A., (English) (SF)
- 2010 - Certificate course in Industrial Chemistry
- 2010 - P.G. Diploma in Accounting for Small Enterprises
- 2011 - B.Sc., IT. - Information Technology (SF)
- 2011 - M.A., English (SF)
- 2011 - Certificate course in Human Rights Education
- 2012 - PG& Research Department of Commerce building opening ceremony
- 2012 - Certificate course in Chemo Informatics
- 2012 - Certificate course in Medical Lab Technology
- 2012 - Certificate course in Environmental Chemical Analysis
- 2012 - M.Sc., Industrial Chemistry (SF)
- 2012 - M.Phil., Mathematics (SF)
- 2012 - M.Phil., Chemistry (SF)
- 2013 - Ph.D., Maths (SF)
- 2013 - Ph.D., Chemistry (SF)

- 2014 - M.Phil., Computer Science (SF)
- 2014 - M.Phil., English (SF)
- 2015 - UGC sponsored Indoor Stadium
- 2015 - New Library Building Opening Ceremony
- 2015 - B.Sc., Physics (SF)
- 2015 - M.Com., Computer Applications (SF)
- 2018 - M.A., History (SF)
- 2018 - B.Sc., Maths (SF)
- 2018 - B.Sc., Botany (SF)
- 2018 - UGC sponsored Community College
 - 1. **Diploma in Industrial Chemistry**
 - 2. **Diploma in Food Processing**
- 2019 - B.A., Tamil (SF)
- 2020 - Sports Hostel Building
- 2021 - Certificate in Library Science
- 2022 - Renovated Laboratory Building
- 2022 - Girls Rest Room
- 2023 - Ph.D., Computer Science (SF)
- 2023 - B.Sc., (CS) Data Science & Analytics
- 2023 - B.Com., (Block Chain Technology)



COURSE PATTERN

The General Course Pattern for all UG Programmes or as follows :

- ❖ Part I ---- Tamil / Hindi / Malayalam
- ❖ Part II ---- English
- ❖ Part III ---- Consists of Major, Allied, Subject Electives & Project
- ❖ Part IV ---- Skill - Based Elective , Environmental Science, Non-major Elective, Value Education
- ❖ Part V ---- Extension Activities

The general course pattern for all PG programmes or as follows :

- ❖ Major / Core Papers
- ❖ Major Elective Papers
- ❖ Non-Major Elective Papers and Projects

COURSES OF STUDY

The following courses of study are offered in the College.

AIDED COURSES

UNDER-GRADUATE

PART I : Tamil

PART II : English

PART III :

1. B.Sc., Branch IV (b) Chemistry
(Mathematics / Botany & Physics - Ancillaries)
2. B.Sc., Computer Science
(Mathematics Ancillary)

3. B.Sc., Branch I (b) Mathematics (Physics and Computer - Application - Ancillaries)
4. B.Com
5. B.A, Branch XII (b) English Literature
6. B.A, Economics (Mathematical Methods –Ancillaries)
7. B.A, Branch I (b) History (Modern Government - Ancillaries)

AIDED COURSES POST-GRADUATE

1. M.Com., 2. M.Sc., (Mathematics)

SELF-FINANCE COURSES (UNDER-GRADUATE)

1. B.Sc., (IT) 2. B.C.A., 3. B.Sc., (Physics)
4. B.Sc., (Botany) 5. B.Com., (CA) 6. BBA
7. B.A., (Eng) 8. B.A., (Tamil)
9. B.Com., (Block Chain Technology)
10. B.Sc., C.S. (Data Science & Analytics)

SELF-FINANCE COURSES (POST-GRADUATE)

1. M.Sc., (Comp. Sci) 2. M.Sc., (Chem.) 3. M.A., (Eng.)
4. M.A., (History) 5. M.Com., (CA)

RESEARCH

1. M.Phil., (English) 2. M.Phil., (Commerce)
3. M.Phil., (Mathematics) 4. M.Phil., (Chemistry)
5. M.Phil., (Comp. Sci.)
6. Ph.D., Full Time / Part Time (Commerce)
7. Ph.D., Full Time / Part Time (Mathematics)
8. Ph.D., Full Time / Part Time (Chemistry)
9. Ph.D., Full Time / Part Time (Computer Science)

CERTIFICATE

1. Certificate course in Gandhian Thought
(C.G.T.-M.K. University affiliated).
2. Certificate in Library Science
(C.Lib.Sci.-M.K. University affiliated).

DIPLOMA

1. D.C.A.,(Diploma in Computer Application)
2. D.G.T., (Diploma in Gandhian Thought)
3. Diploma in Industrial Chemistry (UGC Sponsored)
4. Diploma in Food Processing (UGC Sponsored)

P.G. DIPLOMA

1. P.G.D.C.A., (Post-Graduate Diploma in Computer Applications)

EXAMINATION / TEST / ASSIGNMENTS

Internal Assessment :

Students are subjected to centralised two internal tests for theory examination during every semester. Internal marks are awarded based on the performance of the students in these test, Assignments, Group discussion / Seminar & Peer team teaching. Students are advised to attend these examinations compulsory.

Theory

Internal Assessment	: 25 Marks
External Examination	: <u>75</u> Marks
Total	: <u>100</u> Marks

Practical

Internal Assessment	: 40 Marks
External Examination	: <u>60</u> Marks
Total	: <u>100</u> Marks



IMPORTANT DETAILS REGARDING THE COLLEGE



1. Name of the College with Postal address : **Cardamom Planters' Association College**
Pankajam Nagar
Bodinayakanur - 625 582
Theni District, Tamil Nadu.
2. Name of the Educational Agency : **Cardamom Planters' Association College Society**
3. Name of the Trustees : Given in page No.6
4. College Telephone No. : 04546-291606, 9003380288
E-mail : cpacollege2010@gmail.com
Website : www.cpacollege.org
5. Name of the Secretary Address : **Sri.R.Purushothaman, M.A.,B.Ed.,**
4/6, Amman Sanathi street
Silamarathupatti
Bodinayakanur (TK)
Theni District.
6. Name of the Principal : **Dr. S. Sivakumar, B.E., M.S., Ph.D.,**
Principal
Telephone No : 04546 - 291608
7. Year of establishment : 1974, Non- Autonomous
8. AICTE letter of viability : Not applicable
for M.B.A. / M.C.A.

9. Full details of courses offered and year of affiliation for each course & sanctioned strength. (AIDED)

S.No.	Course	Year of affiliation	Sanctioned Strength
1.	B.A. - History	1977	64
2.	B.Sc. - Mathematics	1977	60
3.	B.Com - Regular	1978	64
4.	B.A.- English	1978	60
5.	B.Sc. - Chemistry	1979	40
6.	M.Com.	1983	36
7.	M.Sc.- Mathematics	1985	36
8.	B.A. - Economics	1986	60
9.	B.Sc. -Computer Science	1988	40

10. G.O.No. permitting the opening of the College : G.O. Ms. No. 1935 Edun. Dept. dt. 22-11-1974
D.C.E. Proc.No.237265 / S5 /73 dt. 17-12-1974

11. Copy of G.O. / Govt. letter permitting change in name and/or change of site/ G.O. permitting to continue at temporary site : Not applicable

12. Details of teaching staff : Given in Page No.14,15,16

13. Details of non-teaching staff : Given in Page No.17

13. Fees collected under various heads for various courses : Given in Page No. 32

APPLICATION FOR ADMISSION

Application for admission to Cardamom Planters' Association College should be submitted in the prescribed form furnishing all details as required in the prospectus within ten days after the publication of the results of respective Public Examinations.

Each application for admission to the college should be made through online only separate application form should be used for each major.

SC / ST students can have one application form free of cost.

1. At the time of admission, the candidate should submit the following certificates in original and three sets of attested photocopies.
 - ★ Transfer Certificate
 - ★ HSC., First and Second Year / U.G course mark sheets.
 - ★ Community Certificate
 - ★ Attendance Certificate obtained from the institution last studied.
 - ★ For students belongs to other than Madurai Kamaraj University should produce the eligibility certificate obtained from the Madurai Kamaraj University.
 - ★ The applicant should give 3 passport size photographs and duly stamped self-addressed envelopes at the time of admission.
 - ★ First Graduate Certificate.
 - ★ Govt. School studied certificate (from 6th to 12th std)
 - ★ EMIS ID
 - ★ Bank Account Front Page
2. No notice will be taken on applications which are not accompanied by these documents.
3. The students should keep the receipts carefully.

FEE COLLECTION

1. Fees will be collected on all working days between 10 a.m. and 3 p.m. Absence with or without leave from college shall not be an excuse for non-payment of fees at the proper time.
2. Students failing to pay the fees on dates fixed as per schedule shall have to pay a fine at the rate of Rs.1 /- per day of default. If the fee is not paid before the end of the month the student's name may be struck off the rolls. If re admitted, he / she shall, in addition to fees and fines due from him / her, pay a re-admission fee of Rs.5/-
3. All receipts must be preserved and produced when students are called upon to do so.
4. Fees once collected shall under no circumstance be refunded.
5. All certificates pertaining to a student will be issued only after his arrears are cleared.

CLASS HOURS

1. The working day for aided & self finance courses begins with a prayer at 10.00 a.m. and ends at 3.55 p.m.
2. Late comers (Students) to the class shall enter only with the permission of the teacher / HOD and they will not be granted attendance.
3. No student will be permitted to leave the class before the end of the period. The rule shall apply to practical classes as well.

APPLICABLE FEES FOR U.G. / P.G. SEMESTER SYSTEM

S.No.	Particulars	Rs.
1.	Tuition fee for Post - Graduate (Per Semester)	375.00
2.	Laboratory fee - Chemistry Major	200.00
	Laboratory fee - Botany Ancillary	75.00
	Laboratory fee - Physics Ancillary	75.00
	Laboratory fee - Computer Science	1000.00
3.	Library and Reading Room	30.00
4.	Stationary	50.00
5.	Games & Sports Day	175.00
6.	Medical Inspection (I year UG only)	5.00
7.	Red Cross Association	20.00
8.	Magazine	12.00
9.	Calendar	6.00
10.	College Association / Union	6.00
11.	College Day	5.00
12.	Audio - Visual Education	3.00
13.	Student Aid Fund	3.00
14.	World University Service	3.00
15.	Students Youth Welfare Activities	5.00
16.	Campus Amenities	12.00
17.	N.S.S. (I year only)	10.00
18.	Flag Day	5.00
19.	Admission fee	5.00
20.	Certificate Verification fee	50.00
21.	Insurance Premium (I year only) - UG	36.00
	Insurance Premium (I year only) - PG	24.00
22.	University Entrance fee	100.00
23.	University Recognition fee	500.00
24.	Convocation fee (I year only)	25.00
25.	Convocation fee (III year UG only / II year PG only)	1000.00
26.	CMR Fees UG (III Year) & PG (II YEAr)	1000.00

MISCELLANEOUS FEES**University Examination fee for U.G. Courses**

Part I, II, and III (Main & Ancillary)	Rs.
For each theory paper	114.00
Practical - 3 Hours Lab	196.00
Practical - 6 Hours Lab	253.00
Project / Viva-voce	253.00
Computerised Mark Statement	140.00
Nominal Roll Preparation fee	88.00
Provisional Certificate fee (III year Student only)	600.00
Degree Certificate fee (III year Student only)	1000.00

University Examination fee for P.G. Courses

P.G. Practical - 3 Hours	284.00
P.G. Practical - 6 Hours	366.00
Project / Viva-voce	479.00
For each Theory paper	196.00
Computerised mark statement	140.00
Nominal Roll Preparation fee	88.00
Provisional Certificate fee (II year Student only)	600.00
Degree Certificate fee (II year Student only)	1000.00

ISSUANCE OF CERTIFICATE

Transfer certificate (T.C) will be issued only on request with the production of no dues slip. Ordinarily a notice of about 48 hours is necessary for the issue of a certificate. Conduct certificate will be issued to students on request at the end of the course of study and NOT IN THE MIDDLE OF THE COURSE. Requisition for certificates should be made immediately after the student ceases connection with the college, giving the following particulars.

1. For Transfer Certificate

- ❖ University Register No.
- ❖ Year of passing.
- ❖ Degree and subject studied

2. For Conduct Certificate

- ❖ Special distinction in college, academic, athletic
- ❖ Any other information that the student desires to furnish

No certificate will be sent by post unless a stamped self-addressed cover is sent together with the application.



SCHOLARSHIPS AND FEE CONCESSIONS

Grant of scholarship from Government of India or State Government will be admissible to the students only when sanction orders are issued by appropriate authorities. The college is not responsible for the grant or non-grant of Government scholarships. All students are expected to pay their dues to college and hostel until sanction orders are issued by the authorities.

Scholarships and fee concession are awarded by the Government of India, Government of Tamil Nadu and other bodies to students of decided ability and to those who are unable to continue their studies without financial help, on the basis of the results of Higher Secondary Examination.

Scholarships are awarded in all eligible post-matric students belonging to scheduled castes, scheduled tribes and to deserving and meritorious candidates from other backward classes. Scholars who were awarded this scholarship the previous year and who are now pursuing a continuous course of study or passing the last annual examination are also eligible.

1. Adi Dravidar Welfare Department Scholarship

Students belonging to scheduled castes, scheduled tribes and other eligible communities and backward class of Tamil Nadu whose pecuniary circumstances are certified to be such as to prevent them from prosecuting their studies without the assistance of scholarship are granted scholarship by the Adi Dravidar Welfare Officer, Theni and District backward class welfare officer, Theni.

There is no income limit in the case of scheduled castes and scheduled tribes and in the case of other backward classes annual income should not exceed Rs.2,00,000/-.

Most backward classes and denotified tribes scholarships are sanctioned by the District, Backward Class welfare Officer, Theni. Free education - No income limit upto Rs.1,00,000/-.

2. Merit Scholarship (National Scholarships)

Scholarships are awarded to deserving students by the Director of Collegiate Education, Tamil Nadu on the basis of the marks / grade (60%) obtained by them at the previous examination. Parents' income imposes no limit.

3. Government of India Scholarships to children of political sufferers

Residential and non-residential scholarship are awarded by the Director of collegiate Education to the children, step children and grand children of political sufferers and children of persons who participated in the Indian national Army(INA). Movement studying in Arts and Training colleges. The entire annual income of the family of the political sufferer or the guardian including the applicant's from all sources should not exceed Rs.2,00,000 /-.

4. Fee Concession

As per rule 92 Tamil Nadu Educational Rules (TNER) students of B.A., B.Sc., & B.Com., classes belonging to eligible communities - Most backward classes and backward classes are eligible for half - fee concession, provided that annual income of the parent or guardian of the student does not exceed Rs. 50,000 /-. Students of B.A., B.Sc., & B.Com., classes belonging to scheduled castes and scheduled tribes including converts to christianity are also eligible for full fee concession. There is no income limit for the above communities. Students who belong to the above classes must submit a certificate from a Revenue Officer not below the rank of a Deputy Thasildar.

5. Kallar Reclamation Scholarship (for Piramalai Kallar students only)

Apply to the Special Deputy Collector, Kallar Reclamation, Theni. (Free Education - No income limit)

6. Fee concession for the dependents of serving Defence personnel

Scholarship and concession for children of Defence Service personnel who serve in operational areas and in active service in Defence Department are allowed.

7. Government of India Scholarship

Eligible for the orthopedically handicapped. Apply to the Director of social welfare, 485, Anna Salai, Nandanam, Chennai - 600 035.

8. National Loan Scholarship

The government of India has instituted the national loan scholarship scheme with the main aim of providing financial assistance to the needy and meritorious students to complete their studies. They must have secured not less than 50% of marks in the qualifying examination. The annual income of the parent or guardian should not exceed Rs.2,00,000/- Apply to the Director of Collegiate Education, Chennai.

9. Students Aid Fund

The object of this fund will be to render financial aid to poor students to meet their tuition or examination fees or to purchase books and similar other expenses. No scholarship or stipend will be given from this fund.

10. E.V.R. Nagammai Free Education

Eligible for backward classes first year lady students. Income of parents should not exceed Rs.50,000/- per year.

11. Pudhumai Penn Scheme

Tamil Nadu Chief Minister M.K. Stalin has launched the Moovalur Ramamirtham Ammaiyar Higher Education Assurance scheme titled "Pudhumai Penn"

Girl students, who studied from Class VI to XII in state government schools would be paid monthly assistance of Rs. 1000/- till they complete the year graduation or diploma under this scheme.

Note :

1. The aids are tenable for three years in the case of Under Graduate course and two years in the case of the Post Graduate Course students subject to the following.
 - (a) Scholarship holders shall show uniformly good progress throughout the course. If they score less than the required minimum in any group in any of the college examination, the aid shall be cancelled.
 - (b) They shall continue to read in this institution till the end of the course. In the event of their not completing the course they shall refund such portion of the aid as they shall have received.
 - (c) Scholarship holders will forfeit their scholarship if their conduct and character are not satisfactory.
2. The State Government usually announces, in May, June the details of the various schemes and invites application by issuing an advertisement in the leading newspapers of the state.
3. A scholarship holder cannot receive any other scholarship and financial assistance from Government or any other source but he is entitled to the concession under 92, Tamil Nadu Educational Rules.
4. When both parents are not alive, guardian's income can be given, otherwise the sum of total of the income of both parents should be given.
5. If a candidate is found to have obtained scholarship by making false statement, his scholarship will be cancelled forthwith and the amount of the scholarship paid will be recovered at the discretion of the Government. The student concerned will be blacklisted and debarred for scholarship in any scheme for ever.
6. The regulation of award of scholarship can be changed at any time at the discretion of the Government.

ATTENDANCE AND LEAVE OF ABSENCE

1. It shall be the duty of every student to attend the college regularly and punctually on all working days.
2. Attendance will be marked at the beginning of each class hour.
3. Students will be granted half-a-day's attendance for the fore-noon if they are present for three hours and they will be granted another half-day's attendance for the afternoon only if they attend the remaining two hours.
4. No student may absent himself from the college without leave application. In case of sickness over more than four days, it must be accompanied by a medical certificate.
5. Leave of absence from the tests will be granted only on medical grounds on production of certificate from a Registered Medical Practitioner.
6. Application for leave countersigned by the parent or guardian must be submitted well in advance of the date on which leave is desired. No application will be accepted unless it is countersigned by the parent or guardian. When absence is due to unforeseen causes, an application for leave must be submitted as soon as possible in no case later than the first day of return to college. Leave applied for in time will ordinarily be granted when proper reasons are given.
7. Application for leave from students residing in the hostel must be countersigned by the Resident Superintendent.
8. (a) If a student absents himself / herself from college without leave, he / she shall pay a fine of Rs.1 /- for each day of absence or part there - off and Rs.5 /- for each day of test.

(b) A student absenting himself

- ❖ On the re-opening day of a semester and subsequent days
- ❖ Before or after special holidays, and
- ❖ Before examinations shall pay a fine fixed at the discretion of the Principal

9. A student absenting himself from the college for more than ten consecutive working days without satisfactory explanation is liable to have his name struck off the rolls.

- ❖ 68 days and above > (75%) - Permitted to appear the university examinations.
- ❖ 67 days and less but 59 days and above (65% to 74%) - granted condonation on payment of fee Rs.360/-
- ❖ 58 days and less but 45 day and above (50% to 64%) - to appear for the next examination with special permission on payment of Rs. 600/-
- ❖ 44 days of attendance and less - repeat the whole semester.

12. Naan Mudhalvan Upskilling Platform

A massive industry relevant skill enhancement initiative for the Youth of Tamil Nadu.

Naan Mudhalvan platform aims to provide dynamic information for college students of Tamilnadu to get training in their chosen field of interest that will help them in achieving their career goals.

The objective of this scheme is to identify potential training providers, to impart various skill trainings based on current industry gaps. Through this flagship program the students will be able to get trained and ensure they get jobs according to their skill sets. We will also offer career and academic guidance to students in state educational institutions.

COLLEGE ETIQUETTES

1. Every student shall wear formal dress.
2. Good manners require that every student shall wish the member of the staff of the college when he meets them for the first time during the day.
3. When a member of the staff enters the class room the students shall rase and remain standing till they are asked to sit down or the member of the staff takes his / her seat.
4. Every student is expected to provide himself / herself with the required books in every subject.
5. Every student shall aim at such behavior in the class room which should not disturb the work of the class or of another class.
6. Every student shall endeavor to attend classes regularly and shall refrain from anything calculated to impede the attendance of other classes.
7. Students should be in their class rooms before the entry of the teacher.
8. No student shall leave the classroom without permission or until the teacher in charge of the class has left the room.
9. Students are required to spend their leisure hours in the library or indoor games room. They shall not loiter in the verandahs or in the college campus and disturb other classes at work.

10. If students come to the college before time for the forenoon session or the after-noon session, they should go to their respective classrooms or to the library and keep themselves occupied in study. Likewise during the lunch interval students after taking lunch should spend the time usefully in reading books in their classroom or go to the library. There should always be a calm atmosphere of study and orderliness. Students should not be found loitering or standing in groups in the approaches to the college chatting or making noise of any kind.
11. If students attending lectures in classroom, working in laboratories or attending debates etc. on the college premises shall maintain perfect silence.
12. Students getting out of a classroom or moving from one class room to another shall do in an orderly manner without making a least noise.
13. Students shall not enter the college office without permission.
14. Students are expected to read the notice put up on the college notice board. Ignorance of any notice thus published will not be accepted as an excuse for failing to comply with it.
15. Students shall handle all college property with care. They shall not write or scribble or make any mark on the wall or blackboards or furniture or in any way make the premises dirty.
16. Chairs in the classrooms are meant for teachers; the students should not use them.
17. Students must make every endeavour to keep the college campus clean. Waste paper, waste materials etc., should be deposited in the dustbin instead of being thrown inside the campus.

18. Students who are found using drugs or in drunken stage or under the influence of drugs will be summarily dismissed from the college.
19. Eve teasing and ragging are strictly prohibited. Students if found guilty, will summarily be dismissed from the college.
20. As per Rule No.27 of the Tamil Nadu Educational Rules, (TNER) the Principal shall have full power to inflict the following punishments in the interest of the students or the institution such as fine, loss of attendance, loss of term certificate, suspension and expulsion.
21. No notice or petition of any kind shall be circulated among students.
22. Students cannot be members of any political organization. While it is not intended to prevent students from carrying on purely academic discussion of general political subjects they are forbidden to take any part whatsoever in political agitation directed against the authority of government or in any other movement or agitation of any kind which may be accompanied by and may result in ill-feeling between different sections of the community.
23. Irregular attendance, insubordination to lecturer, habitual inattention to classwork, obscenity in word or action and such other conduct considered detrimental to the best interest of the college shall be dealt with severely.
24. When the college participates in any organized tournament or match no student shall represent any other club or association.
25. No social break up function shall be held within the college campus without the permission of the Principal.

26. With regard to all matters of conduct in and out of the college not specially mentioned herein, students are expected to conduct themselves in such a way as to maintain the credit and reputation of the college as well as their own.
27. Any damage done to the college property shall be paid for by the student at fault and if he / she is not traceable, by all the students collectively.
28. Change of residence of student / parent / guardian, if any, shall be reported forthwith to the office.
29. Use of cell phone inside the college premises is strictly prohibited.



HOSTELS - GENERAL

Hostels for men and women are available. The Principal shall be the warden of the hostel. He will be assisted by Deputy Warden and Resident Superintendents.

Students seeking admission to the hostel shall apply in the prescribed form.

Before seeking admission to the hostel, students are advised to satisfy themselves about the facilities available in the hostel. They cannot claim for additional facilities after obtaining admission.

Admission will be made by the Warden on the merit of each application. Admission to the college hostel will be made a fresh every year. Continuation in the hostel for the subsequent years shall be considered by the Warden on fresh application and on satisfactory academic performance and behavior in the previous year.

The mess will be run on dividing system.

Students who are not eligible for scholarship must clear their mess dues before the second week of every month and those who avail themselves of scholarship, at the end of each semester.

The following charges shall be paid by every student at the time of admission in the hostel.

S.No.	Fee Details	Rs.
1.	Application form fee	100
2.	Admission fee	100
3.	Establishment Charges	4800 (per year)
4.	Repairs and maintenance	1800 (per year)
5.	Electricity Charges	4800 (per year)
6.	Establishment charges for mess	500 (per year)
7.	Caution deposit (Refundable)	4000 (per year)
	Total	16,100

HOSTEL - DISCIPLINE

- ❖ Residents shall not exchange rooms assigned to them without the Deputy Warden's permission.
- ❖ No resident shall leave the hostel between 7.00 p.m. to 6.00 a.m.
- ❖ Study hour is strictly maintained between 6.00 a.m. to 7.00 a.m. and between 8.00 p.m. to 9.30 p.m.
- ❖ Food will be supplied only at fixed timing as notified by the Deputy Warden.
- ❖ For obtaining leave, residents must meet Resident Superintendent in person and send their leave application only through him / her.
- ❖ Residents who absent themselves from attending classes without proper grounds and stay in the hostel will severely be dealt with.
- ❖ No guests are allowed.
- ❖ Residents shall not enter the kitchen.
- ❖ Any damage done to the hostel property shall be paid for by the inmate at fault and if he is not traceable by all the students collectively.
- ❖ Residents shall be held responsible for the articles, furniture and fittings in their rooms and will make good any damage done to them during their occupation. The use of bulbs of higher power than those supplied and of heaters, transistor and other electrical appliances is strictly forbidden.
- ❖ If any inmate desires to leave the hostel permanently, he / she must give three days notice to the warden through the

Deputy Warden before leaving and he / she should produce his / her parent's or guardian's consent to leave the hostel.

- ❖ Any inmate who wishes to leave the hostel temporarily for health or other reasons should obtain the written permission of the Warden. On receipt of this permission, the inmate should intimate the date of his leaving to mess clerk. On the date of her / his return from leave he / she should report himself / herself to the Deputy Warden and intimate the fact to the mess clerk.
- ❖ Any inmate falling ill shall report the fact immediately to the Resident Superintendent.
- ❖ Drinking, Smoking and playing cards in the hostel premises are strictly prohibited.
- ❖ Inmates are advised not to leave money or valuable in their rooms.
- ❖ Misconduct or breach of any hostel rules renders the offender liable to a fine or suspension or dismissal from both the hostel and the college.
- ❖ Students of the college who are not residents of the hostel should not visit the hostel or be found in the hostel premises except to attend hostel day function.
- ❖ The Warden may add to these rules or amend or cancel any of these rules when he considers it necessary.
- ❖ The rules and regulations, which the hostel authorities may issue from time to time shall apply to all the hostel inmates. The Warden's interpretation of the rules will be final.

COLLEGE COMMITTEE

The college committee consists of the managing committee members, Principal, University nominee, one senior most teacher and another teacher in the Associate Professor cadre of the college and the office superintendent.

THE STAFF COUNCIL

The staff council consists of the Principal, Head of the departments, the office superintendent, internal examination Co-ordinator (Co-opted), IQAC and NAAC Co-ordinators. The staff council chooses its Secretary from time to time. The function of the council is advisory. Principal is the chairman of the staff council.

DISCIPLINE COMMITTEE

The discipline committee will be constituted as and when the necessity arises. It looks into the breach of discipline on the part of the students.

LIBRARY

Our college library is housed in a new separate spacious building occupying 6000 Square feet's. The seating capacity of the new library building is around 150 users. Nearly 26,000 books have been stacked in our library. This library caters to the knowledge thirst of the students coming from the rural background of this region. The library catalogue is up to date and all the books have been listed author-wise and subject-wise. All the books in our library has a unique barcode for easy access through ROVAN Learning Management System (LMS).

A separate Internet Cabin with a 10 latest Computer systems has been added in the library for the use of Students, Staffs and Research Scholars. BSNL Fiber (FTTH) 100 Mbps Wi-Fi connectivity is available during the library hours.

Our library has text books and reference books for all the courses in the curriculum as recommended by the Madurai Kamaraj University. Apart from that, a vast collection of competitive exam books, UGC–NET Exam books, General knowledge books, Periodicals and rare age-old Tamil literature books have been stacked.

Library Services / Best Practices adopted for Students

- ❖ Newspaper clipping services.
- ❖ Conducting library orientation for first year students.
- ❖ Internet search service on request.
- ❖ Providing general counselling for academic and placement related matters.
- ❖ Maintaining year-wise university question papers for each courses for student's reference.
- ❖ Organizing various competitions to celebrate Librarian's Day.
- ❖ Distribution of “**Best Library User**” award for every year.

National Library and Information Services Infrastructure for Scholarly Content (N-LIST) E- resources.

Our library has subscribed N - LIST E-resources. It is useful for the researchers and staff members of the college. A vast collection of E-Journals and E-books are available under N-LIST repository. Contact the Librarian of our college for further details.

LIBRARY RULES

GENERAL

1. The library works on all college working days from 9.30 a.m. to 5.30 p.m. The library will remain closed on Sundays and other Holidays.
2. The students entering the library must register their names in the Register.
3. All readers must keep their bags and books at the library property counter.
4. Strict silence and decorum must be observed in the library. Misbehaving, talking or making any other noise and improper dress in the Library will be informed to the Principal by the Librarian.
5. The library follows open access system for students.
6. The students are required to use with care all the magazines and journals in the library.
7. Dictionaries, reference books and works of art will not be lent out.

LENDING

1. Every student using the library shall be given one "Borrower's Ticket" bearing his roll number, name and class. The ticket shall entitle the student to borrow two book from the library. Malpractice of using the "Borrower's Ticket" is not allowed.
2. Students will be entitled to keep a book for two weeks from the date of issue. At the end of the period, it shall be returned to the library. i.e. on the date marked on the date slip. But it may be re-issued to the same person if it is not in the meantime applied for. When re-issued the book may be retained for a further period of two weeks and not more than three such renewal will be allowed. The book should be produced before the Librarian for every renewal.

3. A student failing to return a book on the due date will be fine Rs.1 per day, up to a maximum of 5 days beyond which a heavy penalty will be imposed (Sundays and other holidays being excluded). Absence from college will not be admitted as an excuse for delay in the return of books. A student with fine pending will not be allowed to borrow books till the fine is paid.
4. All students are expected to use the books with care, all marking, underlining or annotation on book whether already soiled or not is forbidden. Every book will be examined as soon as it is returned and if any book is found to have been marked, soiled or damaged will entail payment of the cost of books as fine besides the replacement of the damaged books in the Library. All the payment including fine shall be paid into the college office and receipt should be shown to the Librarian.
5. The students on loss of ticket must at once bring the matter to the Librarian. Duplicate ticket will be issued after the payment of fine. Students must return their ticket at the end of the course or at the time of leaving the college whichever is easier or pay the fine for the lost ticket and be responsible for the books that may be borrowed on them.
6. The loss of books must be informed to the Librarian immediately. The student responsible for it shall replace the book or pay a sum of money sufficient to purchase a new copy.
7. A student who takes out a book for consultation shall return it himself and under no circumstances transfer it to another person.
8. The Librarian may recall any book at any time even if the normal period of loan has not expired.

READING ROOM

- ❖ Periodicals lying on the table should in no case be removed from the reading room.
- ❖ Students are required to use all magazines and journals with care. They will make good the loss or damage done to any periodicals which they have been using.

OTHER RESOURCES

SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy. The courses hosted on SWAYAM are in 4 quadrants - (1) video lecture, (2) specially prepared reading material that can be downloaded/printed (3) self-assessment tests through tests and quizzes and (4) an online discussion forum for clearing the doubts. Steps have been taken to enrich the learning experience by using audio-video and multi-media and state of the art pedagogy / technology.

Courses delivered through SWAYAM are available free of cost to the learners, however learners wanting a SWAYAM certificate should register for the final proctored exams that come at a fee and attend in-person at designated centres on specified dates. Eligibility for the certificate will be announced on the course page and learners will get certificates only if this criteria is matched. Universities/colleges approving credit transfer for these courses can use the marks/certificate obtained in these courses for the same.

Source : <https://www.swayam.gov.in/about>

NPTEL

National Programme on Technology Enhanced Learning (NPTEL) is a project of Ministry of Human Resource Development (MHRD) initiated by seven Indian Institutes of Technology (Bombay, Delhi, Kanpur, Kharagpur, Madras, Guwahati and Roorkee) along with the Indian Institute of Science, Bangalore in 2003, to provide quality education to anyone interested in learning from the IITs. The main goal was to create web and video courses in all major branches of engineering and physical sciences at the undergraduate and postgraduate levels and management courses at the postgraduate level. It contains the largest online repository in the world of courses in engineering, basic sciences, and selected humanities and social sciences subjects.

Source : <http://nptel.ac.in>

NATIONAL DIGITAL LIBRARY OF INDIA

National Digital Library of India (NDLI) is a virtual repository of learning resources which is not just a repository with search / browse facilities but provides a host of services for the learner community. It is sponsored and mentored by Ministry of Education, Government of India, through its **National Mission on Education through Information and Communication Technology (NMEICT)**. NDLI is designed to hold content of any language and provides interface support for 10 most widely used Indian languages. It is built to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently abled learners. It is designed to enable people to learn and prepare from best practices from all over the world and to facilitate researchers to perform inter linked exploration from multiple sources. It is developed, operated and maintained from Indian Institute of Technology, Kharagpur.

Source : <https://ndl.iitkgp.ac.in/>

LABORATORY RULES

1. As little progress can be made in the study of science without experimental work, every student is required to do it as best as he / she can. The laboratory work is arranged to accompany as closely as possible the principles discussed and developed in the lecture course.
2. Each student should provide himself with two notebooks. Loose sheet or paper should not be used for recording observation. For the sake of uniformity and neatness students should obtain the notebooks supplied in the laboratory.
3. The certificate for the practical course required by the University regulation will not be granted, unless the student's progress has been satisfactory. This will be judged not only by the practical work done in the laboratory but also from the manner in which record notebook is maintained.
4. Students breaking any article or apparatus through carelessness or negligence will be required to replace it. In fixing the responsibility, the decision of the Head of the Department shall be final.

ASSOCIATIONS

1. The College has the following associations :
 - ❖ தமிழ் மன்றம்
 - ❖ English Literary Association
 - ❖ Mathematics Association
 - ❖ History Association
 - ❖ Commerce Association
 - ❖ Chemistry Association
 - ❖ Economics Association
 - ❖ Computer Club
 - ❖ Botany Association.
 - ❖ Physics Association

- ❖ Science Forum
- ❖ National Service Scheme (N.S.S) (Men Unit)
- ❖ National Service Scheme (N.S.S) (Women Unit)
- ❖ Career and guidance cell
- ❖ Legal Club
- ❖ Quiz Club
- ❖ UGC sponsored remedial coaching
- ❖ Internal Quality Assurance Cell (IQAC)
- ❖ Center for Entry-in-Services
- ❖ Internal Compliments Committee
- ❖ Women's Cell
- ❖ Entrepreneurship Development Cell (EDC)
- ❖ Disaster Management cell
- ❖ Consumer Club
- ❖ Anti-Ragging Cell
- ❖ Equal opportunity Cell

2. Every student of the college shall be a member of one or more Associations.
3. The Principal shall be the Ex - officio President of all the associations and the Vice President will be the Head of the Department of the subject concerned. A staff of the respective department will be the secretary.
4. Members of the staff shall be honorary members of the respective association.
5. Lecturers and meetings shall be arranged only with the consent of the president.

6. No intimation or report shall be sent to the press by the secretaries or other office-bearers without the written permission of the President who is the ultimate authority on all matters connected with associations.
7. As far as possible, students are advised to be unanimous in choosing their student representatives.
8. Office-bearers who misuse their posts for anti-academic activities, will be removed from the office and expelled from the college if necessary. If any post falls vacant in the course of the year, the same will be filled in by the Principal by nomination.

The objectives of the associations are

1. To arrange as many lectures and debates as possible on subjects of general literary, scientific and cultural interest.
2. To afford opportunities for students to train themselves in the art of public speaking and histrionics.
3. To stimulate interest in the discussion of problems of academic importance.



LIST OF CO-ORDINATORS OF VARIOUS FORUM / CLUB / ACTIVITIES

Sl. No.	Name of the Activity	Co - ordinator / Nodal Officer
1	IQAC	Dr.R.Murugesan
2	AISHE (All India Survey on Higher Education)	Dr.R.Murugesan
3	National Academic Depository Cell (NAD)	Dr.R.Murugesan
4	NIRF	Dr.K.Krishnan
5	NAAC	Dr.K.Krishnan
6	Research	Dr.K.Krishnan
7	Naan Muthlavan Scheme	Dr.G.Rajmohan / Dr.C.Gopi
8	Non - Major Elective	Dr.A.Gnanasekaran
9	Academic and Administrative Audit	Dr.R. Murugesan, Dr.K.Krishnan
10	Time Table	Dr.K.Krishnan
11	Hand Book	Dr.S.Balamurugan, Dr.K.Siva
12	Student Induction Programme	Dr.S.Senthilkumar, Dr.K.Siva
13	Internal examinations	Dr.G.Mangai, Dr.K.Nithiyandakumari
14	Gandhian Thought	Dr.A.Sujatha
15	Anti-Ragging	Dr.G.Rajmohan
16	Cyber Crime	Dr.G.Rajmohan
17	Career guidance, Placement cell & CPAC IAS Academy	Dr.R.Kabesh
18	Industry-Institute Collaboration - MOU	Dr.S.Vijayalakshmi
19	Funded Projects (Faculty / Student)	Dr.R.Rohini
20	Extension Activities (Part - V)	Dr.C.Manickaraj
a	Red Ribbon Club	Dr.V.Hemalatha
b	Fine Arts	Mrs.V.Meena
c	Health & Fitness Club	Dr.K.Siva
d	Library and Information Services Club	Dr.G.Mangai
e	Consumer Club	Dr.D.Hema
f	Human Rights Club	Dr.K.Vanitheeswari
g	Paatti Thatha Manavar Kuzhu	Mrs.E.Pappulakshmi
h	Science Communication Club	Dr.A.Subalakshmi
I	Disaster Management	Dr.G. Ravindran
j	ECO Club	Dr.C.Gopi

Sl. No.	Name of the Activity	Co - ordinator / Nodal Officer
21	NCC	Dr.S.Nagalingam
22	NSS (M) unit	Dr.C.Palanivelrajan
	NSS (M) unit	Dr.G.Karuppuchamy
	NSS (M) unit	Dr.A.R.Manikandan
23	NSS (W) unit	Dr.V.Vimala
	NSS (W) unit	Dr.T.Ramalakshmi
	NSS (W) unit	Mrs.B.Sugunaselvarani
24	Green Campus,	Dr.C.Gopi
25	UBA	Dr.C.Gopi
26	Maaperum Tamil Kanavu	Dr.L.Alamelu
27	Pudhumai Penn	Mrs.V.Meena
28	Divyangjan Welfare Committee	Mrs.E.Pappulakshmi
29	My Bharath, Road safety club	Dr.C.Palanivelrajan
30	Magazine Committee	Dr.L.Alamelu, Dr.G.Mangai
31	Counselling Men	Dr.S.Balamurugan
32	Counselling - Women	Dr.K.Nithiyandakumari, Dr.G.Mangai,
33	Staff grievances	Dr.S.Balamurugan
34	Students Grievance Cell	Dr.S.Senthilkumar
35	Equal Opportunity Cell	Dr.G.Thangadurai
36	Women Harassment	Dr.K.Nithyanandakumari
37	Internal Complaints Committee	Dr.K.Nithyanandakumari
38	Women's Cell	Dr.A.Subalakshmi, Dr.V.Hemalatha, Dr.S.Vijayalakshmi
39	Alumni Association	Dr.S.Balamurugan
40	Youth Red Cross	Dr.V.Hemalatha
41	Language - Communication Club	Dr.M.Summayabanu
42	Entrepreneurship Development Cell (EDC)	Dr.V.Krishnakumar
43	Anti - Drug Abuse Club	Dr.K.Siva

Sl. No.	Name of the Activity	Co - ordinator / Nodal Officer
44	Sports Club,	Dr.K.Siva
45	Ilaiyor Ilakiya Payirchi Paasarai	Mrs.V.Meena
46	Remedial coaching	Dr.K.Nithiyandakumari, Dr.G.Mangai,
47	Cardo Comp	Dr.L.Alamelu
48	College Social Responsibility(CSR)	Dr.C.Manickaraj
49	E-content development	Dr.K.Nithyanandakumari
50	Waste management	Dr.G. Ravindran
51	Green Audit	Dr.C.Gopi
52	Environment Audit	Dr.C.Gopi
53	Renewable Energy Sources : Solar	Dr.A.Subalakshmi
54	Energy Audit	Dr.A.Subalakshmi
55	SWAYAM, NPTEL	Dr.A.Sujatha
EXTRA - CURRICULAR ACTIVITIES		
	❖ National Cadet Corps (Army)	(NCC)
	❖ Red Ribbon Club	(RRC)
	❖ Eco Club	(EC)
	❖ Fine Arts Club	(FAC)
	❖ Health & Fitness Club	(HFC)
	❖ Library & Information Service Club	(LISC)
	❖ National Service Scheme	(NSS)
	❖ Physical Education	(PE)
	❖ Human Rights Club	(HRC)
	❖ Science Communication Club	(SCC)
	❖ Youth Red Cross	(YRC)
	❖ Unnat Bharat Abhiyan	(UBA)

EXTENSION ACTIVITIES

- ❖ College Social Responsibility (CSR)
- ❖ Industry- Institute Collaboration (MOU)
- ❖ Renewable Energy Sources - Solar Energy Audit
- ❖ Cardo-Comp
- ❖ Students Grievance Cell
- ❖ Staffs Grievance Cell
- ❖ Divyangjan Welfare Committee
- ❖ Social Media Champion

CARDO - COMP

In these days of fierce competition, mere degree in a college is not a passport to employment. On the other hand, a student with some special talent besides his / her degree is what employers are looking for. Each student has a special skill within him, raw and latent. It is upto the institution to locate it, cultivate it and hone it. These exceptional abilities must bud and flower untrammled. The ostensible object of “**CARDO COMP**” is to bring to light and let flower such hidden capabilities. Being the brainchild of our college President **Shri. R. Balu Alaganan**, patronized and funded by our munificent management, it is permanent fixture in our college academic calendar. After participating in it, the student leaves the college, a fully rounded personality - all the rough edges of his character smoothed and refined.

CAREER GUIDANCE CELL

The centre functions as Employment Guidance Bureau. Students can get authentic information about employment opportunities in their respective disciplines. Training, in facing up to the demands of the competitive examinations can also be given, if sufficient number comes forward.

THE COLLEGE MAGAZINE

The College magazine is edited by a committee consisting of the Principal and five teaching staffs. It is intended to encourage students and members of the staff to contribute to its columns articles on Literature, Culture, Art, History, Economics, Commerce, Religion, Philosophy, Science, etc., It is also the chronicle of the life of college, its hostel and associations. Contributions are welcome from students. Each student shall receive a copy of the magazine. The board of editors will be glad to receive amateur photographs, snap shots and original cartoons for publication.

ALUMNI ASSOCIATION

All out-going students automatically become members of the Alumni Association, for which they pay a nominal subscription when they leave the institution.

INTERNAL QUALITY ASSURANCE CELL

- ❖ Established in the year 2007.
- ❖ IQAC acts according to the guidelines of **NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)**.
- ❖ Ensures quality in Infrastructure, Governance, Academic, Research and Extension through regular meetings and discussions.
- ❖ The cell takes a campus appraisal from student representations with a view to improving student services.

NAAC Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
				From	To
1	B++	81.25 / 100	2006	17-Oct-2006	16-Oct-2011
2	B	2.85 / 4.0	2015	15-Nov-2015	14-Nov-2020

**CODE OF CONDUCT FOR STUDENTS, TEACHING STAFF,
NON-TEACHING STAFF AND PRINCIPAL**

CODE OF CONDUCT FOR STUDENTS

1. It is obligatory on the part of the student to abide by the rules and regulations of the college for maintaining good standard, discipline and individual progress.
2. The students must behave very decently in the college campus. Their manners should not cause any disturbance to other students, to the public and to the smooth functioning of the college.
3. The students should always wear the identity cards inside the college campus and the college bus.
4. The students must follow the dress code to maintain the dignity and decorum of the college.
5. Smoking is strictly prohibited inside the college campus. Students found intoxicated will be dismissed immediately from the college .
6. Two wheeler riders should wear helmets and must possess valid driving licenses. Students should park their vehicles in an orderly manner only in the sheds meant for the purpose.
7. Students are directed to co-operate with the authorities in keeping the college campus clean and tidy. They must avoid writing on walls and desks and throwing scraps of papers and polythene covers on the premises. They must use dustbin provided for the purpose.
8. Every student should handle the college property with care. Damage caused to college property will be charged to the accounts of the students concerned.

9. Use of Polythene covers are prohibited inside the college premises.
10. Students who indulge in any kind of malpractice or plagiarism will be investigated as per the university norms by a committee comprising of the Principal, Controller of Examinations, Chairman of the Board of Studies
11. The student should not take part in any violent or unwanted activities regarding politics, community and religion.
12. No meeting, function or gathering of any kind shall be held within the college campus without the permission of the Principal.
13. Loitering and making noise in the college campus are strictly forbidden.
14. Students must be punctual for all classes. At the stroke of the first bell in the forenoon and in the afternoon, the students must be inside their classrooms. Students should leave the classroom only after the staff member has left the class. Students are forbidden from entering any laboratory without the permission of the teacher in-charge.
15. Change of residence of student / parent / guardian if any shall be reported forthwith to the office through the Principal.
16. In regard to all matters not specified in the above rules, students are expected to behave with dignity and decorum.

CODE OF CONDUCT FOR TEACHING STAFF

1. The faculty should be present in the department at least 10 minutes before the commencement of the first hour and should leave only 15 minutes after the closure of the last hour. This applies to all the faculty members including Heads of the Departments.
2. It is important that faculty should be punctual to the class i.e. as soon as the bell rings.
3. Every faculty in the service of the college shall at all times strive for academic excellence in the discharge of his / her duties and conduct themselves in a manner becoming a perfect role model for others to emulate.
4. Faculty members should handle the subjects assigned by the Head of the Departments.
5. They should complete the syllabus on time. They shall produce good results in the subjects handled by them and are accountable for the same.
6. Tutor – Ward system must be effectively implemented. They shall monitor both the academic / the personal activities of the students assigned to them.
7. They should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value -based education must be their motto.
8. They should maintain the respect the right and dignity of the student in expressing his / her opinion.
9. They should maintain decorum both inside and outside the classroom and set a good example to the students.

10. They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
11. They should perfect in carry out the extra curricular, co-curricular and organizational activities to be assigned to them.
12. It is strictly advisable that every male faculty member should wear formal dress and Female with Sarees only.
13. No faculty shall act in any manner that violates the norms of decency or morality in his / her conduct or behavior inside and outside the college campus.
14. Faculty should be present positively without fail on the day of reopening and last working day of the semester.
15. The faculty should report for duty even if they are on vacation if called for to attend to any important duty that may arise.
16. Resignation in the middle of the Academic year will not be permitted.
17. Three months" notice should be given in advance for resignation from service.
18. The faculty should get prior permission to apply for the vacancies in other institutions
19. All faculties must attend all the college functions and their respective departmental functions without fail.
20. Usage of Cell Phone inside the classroom is strictly prohibited.
21. Faculty should utilize the facilities available in the college efficiently for the improvement of the students as well as for their academic development only.

22. The entire faculty are responsible for maintaining discipline among the students and nobody is allowed to interrupt the same in anyway.
23. In the class room as well as in the campus faculty should use only English language to help the students to improve their communication skill.
24. The faculty are eligible to get financial assistance for presenting papers. The assistance will be: (1) Registration fee and (2) Actual bus fare or Second Class / II sleeper fare by train. Sanctioning Registration fee is fully the prerogative of the management and can't be claimed as a matter of right.
25. Faculty in the service of the college can do higher studies only after the consent and knowledge of the college management.
26. When a faculty seeks to accept any honorary work without detriment to his / her duties, prior permission of the management must be obtained.



CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff working in the college office or departments should remain on duty during college hours (9.45 a.m. to 5.45 p.m.). They should report for duty at least 30 minutes in advance (i.e., 9.15 a.m.)
2. Non-Teaching staff should wear the uniform provided by the Management.
3. Non-Teaching staff must always wear their identity card during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the college accounts staff, for deposit in the college account.
8. Non-Teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the college premises without permission before 5.30 p.m.

APPLICABLE LEAVE AND OTHER PARTICULARS FOR TEACHING AND NON-TEACHING STAFF

- ❖ Casual leave for 12 days + 3 Restricted Holiday (R.H) for the Calendar year (i.e. January to December) will be allowed.
- ❖ Maternity leave for women faculty is one year as applicable in the relevant G.O.
- ❖ Permission for 2 hours (1+1) per month is allowed. If a staff avails a 3rd permission within one month it will be considered as half-a-day leave.
- ❖ Leave on duty for 15 days is allowed for one Academic year (i.e. June to May).

CODE OF CONDUCT FOR PRINCIPAL

The Principal is the academic and administrative head of the institution of higher education and he implements the policies approved by the highest decision making body of the institution. He maintains coordination among the various statutory committees and non-statutory bodies including the academic council. He follows the following code of conduct for the smooth and the effective functioning of the institution.

1. The Principal is expected to make all the decisions keeping the best interests of the students in mind.
2. He has to carry out the responsibility with the highest integrity and avoid careless decisions that result in violations of the law.
3. He has to empower all staff members and students to reach their maximum potential.

4. He has to apply active and passive honesty and ethical conduct, including correct handling of actual or potential conflicts of interest between professional and personal relationships.
5. Full, fair, accurate, timely, and understandable disclosure in all reports and documents for the benefit of the institution.
6. Prompt internal reporting to the appropriate authorities concerned.
7. Compliance with applicable governmental laws, rules and regulations in addition to complying with disclosure controls and procedures and the institutions internal control over financial reporting.
8. To co-ordinate and motivate the faculty, administrative authorities and the supporting staff and enable them to play their respective roles more effectively.
9. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcomes.
10. In matters related to Internal and Semester end examinations (both theory and practical), result analysis, detained candidates, Principal will be assisted by the Controller of examinations and the respective Heads of the department.
11. He has to plan for Training Need Analysis (TNA) of the staff and devise training programmes such as Refresher courses, Orientation, Faculty Improvement Programmes, Quality Enhancement Programmes etc.,
12. He shall take efforts to look after the overall welfare of the staff and the students.

GENERAL PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS, COMPUTERS AND CLASSROOMS.

SYSTEMATIC PROCEDURES

The Principal of the College is the authorized person for the augmentation of the infrastructure, its maintenance and also for the disposal of defective unwanted infrastructure that cannot be used.

LABORATORY

Stock checking of all the equipments, instruments, glassware, specimens, computing devices etc., is done in all the departments regularly. Regular maintenance of **Fault registers** and **Log books** in all the laboratories and repair works are carried out immediately.

LIBRARY

Damaged books are bound, scanned and digitalized in the library. The departmental library is taken care of by the staff in-charge in each department faculty and supportive staff.

SPORTS

Every year in the first week of July, the ground is cleaned and all the courts are marked before the inter-departmental tournament. In the department stock registers A & B, accession register, stock issue register and condemned register are maintained. Every year in the month of March, the stock register is closed and the condemned equipments marked in the condemned register are disposed by 31st March. Internal stock audit is done by other department head or Vice Principal. At the start of the next year, the condemned equipments are replaced by the new ones.

COMPUTERS

A programmer and a faculty member are in-charge in every Computer lab. Hardware technician will take care of the maintenance and service of the computers. Common computer problems are handled by the concerned lab programmers and system administrator.

CLASS ROOMS

Maintenance work related to electrical, carpentry, painting etc., of the classrooms are carried out under the supervision of maintenance staff throughout the year and major repair works are done during summer vacation. Electrical and technical requirements and other infrastructure facilities are maintained regularly by separate electrical and technical maintenance team.

PROCEDURE FOR THE MAINTENANCE & REPAIR SERVICE IN LABORATORY

For any kind of maintenance or repair works, the laboratory staff in-charge reports to the Head of the department and make necessary entries on the complaint register fault register. This will be forwarded to the Principal and the maintenance work will be carried out on time.

The failure of any Computer system and accessories are recorded by the programmer on the fault register kept in the lab. Computer systems are installed with power backup. Students are instructed to follow standard operating procedures strictly during the use of systems to avoid system failure due to improper usage.

MAINTENANCE OF COMPUTING, LABORATORY INSTRUMENTS & EQUIPMENTS

- ❖ The air-conditioners, generators and other equipments are cleaned, calibrated and maintained on a regular basis.
- ❖ The instruments and equipment are serviced by the suppliers from whom it is purchased, in case of any service required.
- ❖ The maintenance register of the same is kept in the lab.
- ❖ Separate maintenance register is kept with details of maintenance entries i.e. name of instrument, date and description of maintenance.
- ❖ Working of LCD is checked on a regular basis.
- ❖ Use of information and communication technology facilities for teaching and learning is recorded in the log book.
- ❖ User manuals and log books of all instruments are maintained.
- ❖ Main server and accessories are installed with power backup.
- ❖ The sensitive systems are housed in air-conditioned room.
- ❖ Secured BSNL Fiber (FTTH - Fiber to the Home) Wi-Fi routers are installed in all the departments, labs, library and college office.
- ❖ Facilities like fire extinguishers and First-aid kits are maintained regularly and their refilling is done before their expiry date.

CLASS ROOMS

Cleaning and maintenance of class rooms, seminar halls, laboratories, faculty rooms, library and corridors is done regularly on a daily basis.

STUDENTS AWARENESS PORTAL

WOMEN HELPLINE - 181

Government of India has allocated short code **181** to Tamil Nadu as Women Helpline. Women Helpline is intended to provide 24 hours immediate and emergency response to women affected by violence through referral (linking with appropriate authority) and information about women related government schemes, programs across the country through a single uniform number. Public would be integrated with this women helpline. Women Helpline (WHL) established in Tamil Nadu to provide integrated support and assistance to women affected by violence, both in private and public spaces under one roof.

Source : Social Welfare Department- Govt.of Tamil Nadu

Website : <https://www.tnsocialwelfare.org/specilisations>.

POCSO ACT - 2012

To deal with child sexual abuse cases, the Government has brought in a special law, namely, **The Protection of Children from Sexual Offences (POCSO) Act**, 2012. The Act has come into force with effect from 14th November, 2012 along with the rules framed there under.

The POCSO Act, 2012 is a comprehensive law to provide for the protection of children from the offences of sexual assault, sexual harassment and pornography while safeguarding the interests of the child at every stage of the judicial process by incorporating child-friendly mechanisms for reporting, recording of evidence, investigation and speedy trial of offences through designated special courts.

Source : <https://wcd.nic.in/sites/default/files/POCSO-ModelGuidelines.pdf>

CYBER CRIME

Cyber crime is any criminal activity that involves a computer, networked device or a network. The computer may have been used in the commission of a crime, or it may be the target. Cyber crime may harm someone's security and financial health. In a nutshell, cyber crime refers to any crime carried out using a computer or an electronic device, primarily via the Internet. Cyber crime is a broad term that covers a range of illegal activities conducted via the computer or the Internet. (Source : Wikipedia)

The cyber crime reporting portal is an initiative of the Ministry of Home Affairs, Government of India under National Mission for the safety of women to facilitate victims/complainants to report cyber crime complaints online.

Website : <https://cybercrime.gov.in/Webform/Helpline.aspx>

24 x 7 Helpline Number – 155260

(Delhi, Rajasthan, Uttarakhand, Chhattisgarh, Uttar Pradesh, Assam, Tamil Nadu and Andhra Pradesh)

A good Handbook for Students on Cyber Safety in (English) is available on the following link.

https://cybercrime.gov.in/Webform/Crime_OnlineSafetyTips.aspx

For anything to lodge a complaint related with cyber crime, please do approach your nearest local police station.

TAMIL NADU STATE LEGAL SERVICES AUTHORITY

Article 39-A of our Constitution enjoins the State to provide free legal aid to ensure that opportunities for securing justice are not denied to any citizen on account of poverty or other disabilities. Article 39-A of the Constitution of India which came into force on 3.1.1977, directs the State Government, for providing equal justice and free legal aid to any citizen who are suffering by reason of economic or other disabilities.

Article 39-A of constitution empowers every State Government to constitute a body to be called the Legal Services Authority for the State to exercise the powers and perform the functions conferred on, or assigned to, a State Authority under the Legal Services Act.

By G.O.Ms.No. 1577 Home (Cts.IV) dated 29.10.1997, the newly constituted Tamil Nadu State Legal Services Authority came to be functioning with effect from 1.11.1997. The Tamil Nadu State Legal Services Authority is situated in the Madras High Court Campus at North Fort Road in a building '**SATTA UDAVI MAIYAM**' (சட்ட உதவி மையம்).

The Hon'ble Executive Chairperson is the Administrative Head of the State Authority. District Legal Services Authorities are situated in District Court buildings in each of the District Headquarters. The District Judge is the Chairman of District Legal Services Authority.

In the Districts, there are Taluk Legal Services Committees are situated in each of the Taluk Headquarters headed by the concerned Sub-Judge or Senior Presiding Officer of the Court. Legal Services Authority is aimed to provide legal services to Women and Children and downtrodden and also marginalised section of the community.

The Hon'ble Executive Chairperson has geared the activities of the State Authority across the State by directing all the Legal Services institutions at the District Level to bestow their special attention to implement all the programmes and activities by reaching the deserving poor and downtrodden to enable them to have access to justice.

FUNCTIONS

- ❖ National plan of action to be executed by the state legal services authorities and calendar for activities.
- ❖ Render legal services to poor and downtrodden people.
- ❖ Conduct Lok Adalats identifying the pending cases in subordinate courts, including High Court cases;
- ❖ Conduct lok Adalat for pre-litigation cases of banks and other institutions.
- ❖ Conducting macro and micro legal aid camps in villages to assist the people to get essential services from state.
- ❖ Legal literacy programmes in schools and colleges in order to create legal awareness, obedience to law and spread the philosophy of Rule of Law amongst the younger generation
- ❖ Legal aid clinics in villages to be manned by Para Legal Volunteers and panel lawyers
- ❖ Retainer lawyers are engaged at Taluk, District and High Court level for handling legal aid cases.

Help Line : 044-25342441 (From 10 am to 6 pm-on all working days)

Toll Free No. : 1800 4252 441 (From 10 am to 6 pm - on all working days)

email : tnslsa@gmail.com

Website : <http://www.tnlegalservices.tn.gov.in/aboutus.htm>

For any of your free legal needs, please contact the following address

CHAIRMAN

District Munsif-cum-Judicial Magistrate Taluk
Legal Services Committee District
Munsif-cum-Judicial Magistrate Court Buildings
Bodinayakanur - 625 513.

NATIONAL LEGAL SERVICES AUTHORITY

The National Legal Services Authority (NALSA) has been constituted under the Legal Services Authorities Act, 1987 to provide free Legal Services to the weaker sections of the society and to organize Lok Adalats for amicable settlement of disputes.

Website: <https://nalsa.gov.in/dashboard/TN>

UNIVERSITY GRANTS COMMISSION (UGC)

The University Grants Commission (UGC) came into existence on 28th December, 1953 and became a statutory Organization of the Government of India by an Act of Parliament in 1956, for the coordination, determination and maintenance of standards of teaching, examination and research in university education. It is under the aegis of Department of Higher Education, Ministry of Education, Government of India.

In order to ensure effective region-wise coverage throughout the country, the UGC has decentralised its operations by setting up six regional centres at Pune, Hyderabad, Kolkata, Bhopal, Guwahati and Bangalore. The head office of the UGC is located at Bahadur Shah Zafar Marg in New Delhi, with two additional bureaus operating from 35, Feroze Shah Road and the South Campus of University of Delhi as well.

Source & Website : <https://www.ugc.ac.in/>

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL - (NAAC)

The NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) conducts assessment and accreditation of Higher Educational Institutions (HEI) such as colleges, universities or other recognised institutions to derive an understanding of the '**Quality Status**' of the institution. NAAC evaluates the institutions for its conformance to the standards

of quality in terms of its performance related to the educational processes and outcomes, curriculum coverage, teaching, learning processes, faculty, research, infrastructure, learning resources, organisation, governance, financial well being and student services. The NAAC has been set up to facilitate the volunteering institutions to assess their performance vis-a-vis set parameters through introspection and a process that provides space for participation of the institution.

Contact Address :

*P.O. Box No. 1075, Nagarbhavi, Bangalore - 560072,
Karnataka, India*

Source & Website : <http://naac.gov.in/index.php/en/>

INTERNAL COMPLAINTS COMMITTEE (ICC)

In compliance with the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places the University Grants Commission (UGC) has issued circulars insisting the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act-Sexual Harassment Act in April 2013) to all the universities and colleges, advising them to establish a permanent cell / committee and to frame guidelines to combat sexual harassment, violence against women at the universities and colleges.

As per the guidelines of UGC and the Supreme Court, a Committee against Sexual Harassment / (ICC) Internal Complaints Committee at Cardamom Planters' Association College has been established to provide a healthy and congenial atmosphere to the staff and students of the College. The cell has been established to spread awareness on women centric issues. The Committee shall meet as often as may be needed and appropriate.

Objectives of internal complaint committee

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of women at the workplace are as follows :

- ❖ To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- ❖ To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- ❖ To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- ❖ To disseminate knowledge about rights and laws related to women.

Here it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as “unwelcome” sexually determined behavior (whether directly or by implication) as

- ❖ Physical contact and advances
- ❖ Demand or request for sexual favors
- ❖ Sexually colored remarks
- ❖ Showing pornography
- ❖ Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. (Vishaka judgment by Supreme Court)

The following is also sexual harassment and is covered by the committee :

- ❖ Eve-teasing
- ❖ Unsavory remarks
- ❖ Jokes causing or likely to cause awkwardness or embarrassment
- ❖ Innuendos and taunts
- ❖ Gender based insults or sexist remarks
- ❖ Unwelcome sexual overtone in any manner such as over telephone and the like
- ❖ Physical confinement against one's will and any other act likely to violate one's privacy.

Important Phone Numbers :

24 X 7 helpline for sexual violence and harassment - 7827170170

Tamil Nadu women helpline : (044) 28592750

State Commission for Women : (044) 28551155



ACADEMIC CALENDAR 2024 - 2025
JUNE - 2024

Date	Day	Particulars	Day Count	Day Order
1	Sat	Saturday	-	-
2	Sun	Sunday	-	-
3	Mon			
4	Tue			
5	Wed			
6	Thu			
7	Fri			
8	Sat	Saturday	-	-
9	Sun	Sunday	-	-
10	Mon			
11	Tue			
12	Wed			
13	Thu			
14	Fri			
15	Sat	Saturday	-	-
16	Sun	Sunday	-	-
17	Mon	Bakrid - Holiday	-	-
18	Tue			
19	Wed	College Reopen for UG II, III Year & PG II Year	D - 1	I
20	Thu		D - 2	II
21	Fri		D - 3	III
22	Sat	Saturday	-	-
23	Sun	Sunday	-	-
24	Mon		D - 4	IV
25	Tue		D - 5	V
26	Wed		D - 6	VI
27	Thu		D - 7	I
28	Fri		D - 8	II
29	Sat	Saturday	-	-
30	Sun	Sunday	-	-

JULY - 2024

Date	Day	Particulars	Day Count	Day Order
1	Mon		D - 9	III
2	Tue		D - 10	IV
3	Wed	College open for UG I Year	D - 11	V
4	Thur		D - 12	VI
5	Fri		D - 13	I
6	Sat	Saturday	-	-
7	Sun	Sunday	-	-
8	Mon		D - 14	II
9	Tue		D - 15	III
10	Wed	College open for PG I Year	D - 16	IV
11	Thu		D - 17	V
12	Fri		D - 18	VI
13	Sat	Saturday	-	-
14	Sun	Sunday	-	-
15	Mon		D - 19	I
16	Tue		D - 20	II
17	Wed	Mohram - Holiday	-	-
18	Thu		D - 21	III
19	Fri		D - 22	IV
20	Sat	Saturday	-	-
21	Sun	Sunday	-	-
22	Mon		D - 23	V
23	Tue		D - 24	VI
24	Wed		D - 25	I
25	Thu		D - 26	II
26	Fri		D - 27	III
27	Sat	Saturday	-	-
28	Sun	Sunday	-	-
29	Mon		D - 28	IV
30	Tue		D - 29	V
31	Wed		D - 30	VI

AUGUST - 2024

Date	Day	Particulars	Day Count	Day Order
1	Thu		D - 31	I
2	Fri		D - 32	II
3	Sat	Saturday		-
4	Sun	Sunday		-
5	Mon		D - 33	III
6	Tue		D - 34	IV
7	Wed		D - 35	V
8	Thu		D - 36	VI
9	Fri		D - 37	I
10	Sat	Saturday	-	-
11	Sun	Sunday	-	-
12	Mon		D - 38	II
13	Tue		D - 39	III
14	Wed		D - 40	IV
15	Thu	Independence Day - Holiday	-	-
16	Fri		D - 41	V
17	Sat	Saturday	-	-
18	Sun	Sunday	-	-
19	Mon		D - 42	VI
20	Tue		D - 43	I
21	Wed		D - 44	II
22	Thu		D - 45	III
23	Fri		D - 46	IV
24	Sat	Saturday	-	-
25	Sun	Sunday	-	-
26	Mon	Krishna Jeyanthi - Holiday	-	-
27	Tue		D - 47	V
28	Wed		D - 48	VI
29	Thu		D - 49	I
30	Fri		D - 50	II
31	Sat		D - 51	III

SEPTEMBER - 2024

Date	Day	Particulars	Day Count	Day Order
1	Sun	Sunday	-	-
2	Mon	I st Internal Exam Begins	D - 52	IV
3	Tue		D - 53	V
4	Wed		D - 54	VI
5	Thu		D - 55	I
6	Fri		D - 56	II
7	Sat	Vinayakar Sadhurthi - Holiday	-	-
8	Sun	Sunday	-	-
9	Mon		D - 57	III
10	Tue		D - 58	IV
11	Wed		D - 59	V
12	Thu		D - 60	VI
13	Fri		D - 61	I
14	Sat	Saturday	-	-
15	Sun	Sunday	-	-
16	Mon	Milad - Un - Nabi	-	-
17	Tue		D - 62	II
18	Wed		D - 63	III
19	Thu		D - 64	IV
20	Fri		D - 65	V
21	Sat	Saturday	-	-
22	Sun	Sunday	-	-
23	Mon		D - 66	VI
24	Tue		D - 67	I
25	Wed		D - 68	II
26	Thur		D - 69	III
27	Fri		D - 70	IV
28	Sat	Saturday	-	-
29	Sun	Sunday	-	-
30	Mon	II nd Internal Exam Begins	D - 71	V

OCTOBER - 2024

Date	Day	Particulars	Day Count	Day Order
1	Tue		D - 72	VI
2	Wed	Gandhi Jeyanthi - Holiday	-	-
3	Thu		D - 73	I
4	Fri		D - 74	II
5	Sat	Saturday	-	-
6	Sun	Sunday	-	-
7	Mon		D - 75	III
8	Tue		D - 76	IV
9	Wed		D - 77	V
10	Thu		D - 78	VI
11	Fri	Saraswathi Pooja - Holiday	-	-
12	Sat	Vijayadhasami - Holiday	-	-
13	Sun	Sunday	-	-
14	Mon		D - 79	I
15	Tue		D - 80	II
16	Wed		D - 81	III
17	Thu		D - 82	IV
18	Fri		D - 83	V
19	Sat	Saturday	-	-
20	Sun	Sunday	-	-
21	Mon		D - 84	VI
22	Tue		D - 85	I
23	Wed		D - 86	II
24	Thur		D - 87	III
25	Fri		D - 88	IV
26	Sat	Saturday	-	-
27	Sun	Sunday	-	-
28	Mon		D - 89	V
29	Tue		D - 90	VI
30	Wed		-	-
31	Thu	Deepavali - Holiday	-	-

NOVEMBER - 2024

Date	Day	Particulars	Day Count	Day Order
1	Fri			
2	Sat	Saturday	-	-
3	Sun	Sunday	-	-
4	Mon	Odd Semester Examination Commences		
5	Tue			
6	Wed			
7	Thu			
8	Fri			
9	Sat	Saturday	-	-
10	Sun	Sunday	-	-
11	Mon			
12	Tue			
13	Wed			
14	Thu			
15	Fri			
16	Sat	Saturday	-	-
17	Sun	Sunday	-	-
18	Mon			
19	Tue			
20	Wed			
21	Thur			
22	Fri			
23	Sat	Saturday	-	-
24	Sun	Sunday	-	-
25	Mon			
26	Tue			
27	Wed			
28	Thu			
29	Fri			
30	Sat	Saturday	-	-

DECEMBER - 2024

Date	Day	Particulars	Day Count	Day Order
1	Sun	Sunday	-	-
2	Mon			
3	Tue			
4	Wed	College Re-open for Even Semester	D - 1	I
5	Thu		D - 2	II
6	Fri		D - 3	III
7	Sat	Saturday	-	-
8	Sun	Sunday	-	-
9	Mon		D - 4	IV
10	Tue		D - 5	V
11	Wed		D - 6	VI
12	Thu		D - 7	I
13	Fri		D - 8	II
14	Sat	Saturday	-	-
15	Sun	Sunday	-	-
16	Mon		D - 9	III
17	Tue		D - 10	IV
18	Wed		D - 11	V
19	Thur		D - 12	VI
20	Fri		D - 13	I
21	Sat	Saturday	-	-
22	Sun	Sunday	-	-
23	Mon		D - 14	II
24	Tue		D - 15	III
25	Wed	Christmas - Holiday	-	-
26	Thu		D - 16	IV
27	Fri		D - 17	V
28	Sat	Saturday	-	-
29	Sun	Sunday	-	-
30	Mon		D - 18	VI
31	Tue		D - 19	I

JANUARY - 2025

Date	Day	Particulars	Day Count	Day Order
1	Wed	New Year - Holiday	-	-
2	Thu		D - 20	II
3	Fri		D - 21	III
4	Sat	Saturday	-	-
5	Sun	Sunday	-	-
6	Mon		D - 22	IV
7	Tue		D - 23	V
8	Wed		D - 24	VI
9	Thu		D - 25	I
10	Fri		D - 26	II
11	Sat	Saturday	-	-
12	Sun	Sunday	-	-
13	Mon		D - 27	III
14	Tue	Pongal - Holiday	-	-
15	Wed	Thiruvalluvar Day - Holiday	-	-
16	Thur	Uzhavar Thirunal - Holiday	-	-
17	Fri		D - 28	IV
18	Sat	Saturday	-	-
19	Sun	Sunday	-	-
20	Mon		D - 29	V
21	Tue		D - 30	VI
22	Wed		D - 31	I
23	Thu		D - 32	II
24	Fri		D - 33	III
25	Sat	Saturday	-	-
26	Sun	Republic day - Holi day	-	-
27	Mon		D - 34	IV
28	Tue		D - 35	V
29	Wed		D - 36	VI
30	Thu		D - 37	I
31	Fri		D - 38	II

FEBRUARY - 2025

Date	Day	Particulars	Day Count	Day Order
1	Sat	Saturday		
2	Sun	Sunday	-	-
3	Mon		D - 39	III
4	Tue		D - 40	IV
5	Wed		D - 41	V
6	Thu		D - 42	VI
7	Fri		D - 43	I
8	Sat	Saturday	-	-
9	Sun	Sunday	-	-
10	Mon		D - 44	II
11	Tue	Thaipooosam - Holiday	-	-
12	Wed		D - 45	III
13	Thur		D - 46	IV
14	Fri		D - 47	V
15	Sat	Saturday	-	-
16	Sun	Sunday	-	-
17	Mon		D - 48	VI
18	Tue		D - 49	I
19	Wed	1 st Internal Exam Begins	D - 50	II
20	Thu		D - 51	III
21	Fri		D - 52	IV
22	Sat		D - 53	V
23	Sun	Sunday	-	-
24	Mon		D - 54	VI
25	Tue		D - 55	I
26	Wed		D - 56	II
27	Thu		D - 57	III
28	Fri		D - 58	IV

MARCH - 2025

Date	Day	Particulars	Day Count	Day Order
1	Sat	Saturday	-	-
2	Sun	Sunday	-	-
3	Mon		D - 59	V
4	Tue		D - 60	VI
5	Wed		D - 61	I
6	Thu		D - 62	II
7	Fri		D - 63	III
8	Sat	Saturday	-	-
9	Sun	Sunday	-	-
10	Mon		D - 64	IV
11	Tue		D - 65	V
12	Wed		D - 66	VI
13	Thur		D - 67	I
14	Fri		D - 68	II
15	Sat	Saturday	D - 69	III
16	Sun	Sunday	-	-
17	Mon	II nd Internal Exam Begins	D - 70	IV
18	Tue		D - 71	V
19	Wed		D - 72	VI
20	Thu		D - 73	I
21	Fri		D - 74	II
22	Sat	Saturday	D - 75	III
23	Sun	Sunday	-	-
24	Mon		D - 76	IV
25	Tue		D - 77	V
26	Wed		D - 78	VI
27	Thu		D - 79	I
28	Fri		D - 80	II
29	Sat	Saturday	-	-
30	Sun	Telugu New Year & Sunday	-	-
31	Mon		D - 81	III

APRIL - 2025

Date	Day	Particulars	Day Count	Day Order
1	Tue		D - 82	IV
2	Wed		D - 83	V
3	Thu		D - 84	VI
4	Fri		D - 85	I
5	Sat	Saturday	-	-
6	Sun	Sunday	-	-
7	Mon		D - 86	II
8	Tue		D - 87	III
9	Wed		D - 88	IV
10	Thur		D - 89	V
11	Fri		D -90	VI
12	Sat	Saturday	-	-
13	Sun	Sunday	-	-
14	Mon	Dr.Ambedkar Jayanathi & Tamil New Year	-	
15	Tue	Even semster External Examination commence		
16	Wed			
17	Thu			
18	Fri	Good Friday - Holiday	-	-
19	Sat	Saturday	-	-
20	Sun	Sunday	-	-
21	Mon			
22	Tue			
23	Wed			
24	Thu			
25	Fri			
26	Sat	Saturday	-	-
27	Sun	Sunday	-	-
28	Mon			
29	Tue			
30	Wed			

**CALENDAR CONSOLIDATE
TOTAL NUMBER OF WORKING DAYS FOR 2024 – 2025**

ODD SEMESTER		
Year	Month	Working Days
2024	June	8
	July	22
	August	21
	September	20
	October	19
	Total	90

EVEN SEMESTER		
	Month	Working Days
2024	December	19
2025	January	19
	February	20
	March	23
	April	9
	Total	90

அறக்கட்டளைகள்

எண்	அறக்கட்டளைகள்	கொடையாளர்கள்	நிலையான இருப்புத் தொகை	அறக்கட்டளை விபரம்
1.	அமரர் S.பெருமாள் கவுடர் நினைவு அறக்கட்டளை	பெ. சக்தி வடிவேல் நூலகர் (ஓய்வு) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	ரூ.5001	பல்கலைக்கழக தரவரிசை (Rank Holder) பெறும் மாணவ மாணவியருக்கான பரிசு
2.	திருப்புகழ் சபை தலைவர் K.சுப்பையா நினைவு அறக்கட்டளை	திருமதி. S. ருக்மணி க/பெ. லேட். K.சுப்பையா 32, சாமியார் தெரு திருமலாபுரம் போடிநாயக்கனூர்.	ரூ. 10000	தமிழ்த் துறையில் சிறந்த மாணவ மாணவியருக்கான பரிசு
3.	முத்து. தங்க. ஐயப்பன், திருமதி. சுபத்ரா ஐயப்பன்	முத்து. தங்க. ஐயப்பன், தமிழ்த்துறைத் தலைவர் (ஓய்வு) ஏல விவசாயிகள் சங்கக் கல்லூரி அன்பாலயம், 12B, 2வது மேற்குத்தெரு, தென்றல்நகர், போடிநாயக்கனூர்.	ரூ.5000	1. கல்லூரியில் தமிழ் வளர்ச்சிக்காக 2. இளநிலை பட்டவகுப்பு பகுதி. 1 - தமிழ் - பல்கலைக்கழகத் தேர்வில் கல்லூரி அளவில் முதல்நிலை பெறும் மாணவர்களுக்காக. 3. நூலகத்தில் ஆண்டுதோறும் பயனுள்ள நல்ல தமிழ் நூல்கள் வாங்குவதற்காக.

எண்	அறக்கட்டளைகள்	கொடையாளர்கள்	நிலையான இருப்புத் தொகை	அறக்கட்டளை விபரம்
4.	R. வேலுச்சாமி, M.A., முதல்வர் (ஓய்வு) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	R. வேலுச்சாமி, M.A., முதல்வர் (ஓய்வு) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	ரூ.5000	ஆங்கிலத் துறையில் சிறந்த மாணவ மாணவியருக்கான பரிசு
5.	திரு. நானலால் N சுப்பராஜ் நகர் போடிநாயக்கனூர்.	திரு. நானலால் N சுப்பராஜ் நகர் போடிநாயக்கனூர்.	ரூ.5000	ஆங்கில பாடத்தில் பலகலைக்கழகத் தேர்வுகளில் முதல் இரண்டு இடங்கள் பெறும் மாணவ மாணவியருக்கான பரிசு.
6.	Dr. A. ராமச்சந்திரன்	A. ராமச்சந்திரன் பொருளியல் துறை தலைவர் (ஓய்வு) ஏல விவசாயிகள் சங்கக் கல்லூரி W-3-3, 17A, வாசவி காலனி அன்னைதேரசா மகளிர் விடுதி அருகில் புழனிசெட்டிபட்டி தேனி.	ரூ. 10000	பொருளியல் துறையில் மூன்றாமாண்டு 6-வது பருவம் வரை பொருளியல் major பாடத்தில் முதல் மதிப்பெண்கள் பெறும் மாணவ மாணவியருக்கான பரிசு.
7.	S. வீரபத்திரன் செட்டியார் அறக்கட்டளை	S.V. சுப்ரமணியன் வேதியியல் துறை தலைவர் (ஓய்வு) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	ரூ. 10000	வேதியியல் துறையில் மூன்றாமாண்டு 6-வது பருவம் வரை வேதியியல் major பாடத்தில் முதல் மதிப்பெண்கள் பெறும் மாணவ மாணவியருக்கான பரிசு.

எண்	அறக்கட்டளைகள்	கொடையாளர்கள்	நிலையான இருப்புத் தொகை	அறக்கட்டளை விபரம்
8.	திருமதி. M. விஜயலட்சுமி, (க/பெ.திரு. R.S. அசோகன்)	திரு. R.S. அசோகன் இளநிலை உதவியாளர் (ஓய்வ) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	ரூ. 5000	கல்லூரி அளவில் வேதியியல் பாடத்தில் முதல் மதிப்பெண் பெறுபவர்க்கு.
9.	திரு. M. காந்தி, (திரு. R.S. அசோகனின் மனைவியாரின் சகோதரர் பெயரில்)	திரு. R.S. அசோகன் இளநிலை உதவியாளர் (ஓய்வ) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	ரூ. 5000	கல்லூரி அளவில் இயற்பியல் Ancillary-ல் முதல் மதிப்பெண் பெறுபவர்க்கு.
10.	P.M.S. சண்முகசுந்தர் நாடார் நினைவு அறக்கட்டளை	திரு. P.M.S.S. விஜயராகவன் த/பெ. P.M.S. சண்முகசுந்தர் நாடார் குருக்கள் லயன் போடிநாயக்கனூர்.	ரூ. 5000	B.Sc Computer Science பாடத்தில் பல்கலைக்கழகத் தேர்வுகளில் முதல் இரண்டு இடங்கள் பெறும் மாணவ மாணவியருக்கான பரிசு.
11.	அழகர்சாமி அய்யா-சீதா அம்மா அறக்கட்டளை	A. ராமானுஜம், B.Sc., உதவியாளர் (ஓய்வ) ஏல விவசாயிகள் சங்கக் கல்லூரி 16, புதுக்காலனி சுப்பராஜ் நகர் 3-வது தெரு போடிநாயக்கனூர்.	ரூ. 5000	இளநிலை/முதுநிலை கணிதப்பிரிவில் பல்கலைக்கழகத்தில் முதல்நிலை (University Rankholders) அல்லது நிர்வாகம்/ முதல்வர் முடிவுக்கேற்ப வழங்கப்படும்.

எண்	அறக்கட்டளைகள்	கொடையாளர்கள்	நிலையான இரும்புத் தொகை	அறக்கட்டளை விபரம்
12.	K.L. ஈஸ்வரன் - ஆனந்தவல்லி அறக்கட்டளை	K.L. ஈஸ்வரன் கணிதத்துறை தலைவர்(ஆய்வு) ஏல விவசாயிகள் சங்கக் கல்லூரி அம்மா குளம் போடிநாயக்கனூர்.	ரூ.5000	இளநிலை / முதுநிலை கணித பாடப்பிரிவில் அனைத்துப் பாடங்களும் சேர்த்து அதிக மதிப்பெண் பெறும் மாணவ, மாணவியர்களுக்கான பரிசு.
13.	திரு. V.M. அகமது, நினைவு அறக்கட்டளை	திருமதி. V.M.A. தரிஜா கணிதத்துறை இணைப்பேராசிரியர் (ஆய்வு) ஏல விவசாயிகள் சங்கக் கல்லூரி பேராசிரியர் காலனி அம்மா குளம் போடிநாயக்கனூர்.	ரூ.10000	கணிதத்துறையில் மூன்றாமாண்டு 6-வது பருவம் வரை கணிதம் major பாடத்தில் முதல் மதிப்பெண்கள் பெறும் மாணவ மாணவியருக்கான பரிசு.
14.	Dr. C. இளங்கோ & Research Team,	Dr. C. இளங்கோ & Research Team கணிதத்துறை ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	ரூ.20000	B.Sc. Maths - Operation Research பாடத்தில் முதல் மதிப்பெண்கள் பெறும் மாணவ மாணவியருக்கான பரிசு.
15.	N. பாலசுப்ரமணியன் நினைவு அறக்கட்டளை	B. ஜோதிமணி க/பெ. லேட். N.பாலசுப்ரமணி ராஜ பால பவளம் 6/3/2, சுப்பிரமணிய பாரதி தெரு பழனிசெட்டிபட்டி.	ரூ.10000	வணிகவியல் துறையில் முதல் மதிப்பெண் பெறும் மாணவ மாணவியருக்கான பரிசு.

எண்	அறக்கட்டளைகள்	கொடையாளர்கள்	நிலையான இருப்புத் தொகை	அறக்கட்டளை விபரம்
16.	திருமதி. சகுந்தலா சொக்கலிங்கம் நினைவு அறக்கட்டளை	S. சொக்கலிங்கம், B.A., B.L., பகுதி நேர வழக்கறிஞர் (ஓய்வ) வணிகவியல்துறை ஏல விவசாயிகள் சங்கக் கல்லூரி 2/1, வடக்கு ராஜ வீதி போடிநாயக்கனூர்.	ரூ.5000	வணிகவியல் மூன்றாமாண்டு இறுதியில் அதிக மதிப்பெண்கள் பெறும் மாணவ மாணவியருக்கான பரிசு.
17.	திரு. S. மீனாட்சிசுந்தரம் நினைவு அறக்கட்டளை	Dr. M. மீனாகரன் முதல்வர் பொறுப்பு(ஓய்வ) வணிகவியல் துறை ஏல விவசாயிகள் சங்கக் கல்லூரி பேராசிரியர் காலனி அம்மாசுளம் போடிநாயக்கனூர்.	ரூ.10000	வணிகவியல் துறையில் மூன்றாமாண்டு 6-வது பருவம் வரை B.Com (Reg.) & B.Com., (C.A.) major பாடத்தில் முதல் மதிப்பெண்கள் பெறும் மாணவ மாணவியருக்கான பரிசு.
18.	திரு. K. செல்வப்பன் நாடார் அறக்கட்டளை	Dr. C. இளங்கோ கணிதத்துறை இணைப்பேராசிரியர்(ஓய்வ) ஏல விவசாயிகள் சங்கக் கல்லூரி பேராசிரியர் காலனி அம்மாசுளம் போடிநாயக்கனூர்.	ரூ.5000	1. M.Sc. Maths - Probability, 2. M.Sc. Maths - Operation Research, 3. B.Sc. Maths - Linear Algebra, 4. B.Sc. Maths - Programming in 'C' இந்த நான்கு பாடத்தில் முதல் மதிப்பெண்கள் பெறும் மாணவ மாணவியருக்கான பரிசு.

எண்	அறக்கட்டளைகள்	கொடையாளர்கள்	நீலயான இருப்புத் தொகை	அறக்கட்டளை விபரம்
19.	திரு. A. ராம் நாடார் அறக்கட்டளை	Mr. R. பாண்டி கணிதத்துறை தலைவர்(ஓய்வு) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	ரூ.20000	1. M.Sc. Maths - Graph Theory 2. B.Sc. Maths - Graph Theory பாடத்தில் முதல் மதிப்பெண்கள் பெறும் மாணவ மாணவியருக்கான பரிசு.
20.	திரு. A.V.M. அப்துல் மஜலித் அறக்கட்டளை	Mr. A. அஜ்மீர் காலா மொகைதீன் இணைப்பேராசிரியர்(ஓய்வு) கணிதத்துறை ஏல விவசாயிகள் சங்கக் கல்லூரி பேராசிரியர் காலனி அம்மாகுளம் போடிநாயக்கனூர்.	ரூ.20000	1. M.Sc. Maths - Algebra-1 2. B.Sc. Maths - Statistics I & II put together பாடத்தில் முதல் மதிப்பெண்கள் பெறும் மாணவ மாணவியருக்கான பரிசு.
21.	திருமதி. M. லட்சுமி பிரியா M.Com., P.G.D.C.A., (த/பெ.திரு.R.S. அசோகன்)	திரு.R.S.அசோகன் இளநிலை உதவியாளர் (ஓய்வு) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	ரூ.5000	கல்லூரி அளவில் M.Com.-ல் முதல் மதிப்பெண் பெறுபவர்க்கு (அல்லது தேவைப்படடால் முதல் வரின் விருப்பத்திற்கிணங்க) வழங்கப்படும்.
22.	திரு. S. ஜெகநாதன் திருமதி.J.சேதுலட்சுமி அறக்கட்டளை	திரு.J. சேகரன் கண்காணிப்பாளர் (ஓய்வு) ஏல விவசாயிகள் சங்கக் கல்லூரி தென்றல் நகர் போடிநாயக்கனூர்.	ரூ.5000	கல்லூரி அளவில் M.Sc. CS & IT பாடப்பிரிவில் முதல் மதிப்பெண், இரண்டாம் மதிப்பெண் பெறுபவர்க்கு வழங்கப்படும்.

எண்	அறக்கட்டளைகள்	கொடையாளர்கள்	நீலயான இருப்புத் தொகை	அறக்கட்டளை விபரம்
23.	A.S.S. காசிராஜ் நினைவு அறக்கட்டளை	K. வேணுகோபால், B.A., (நிர்வாகக்குழு உறுப்பினர்) ஏல விவசாயிகள் சங்கக் கல்லூரி & சொசைட்டி 32, சாப்பியார் தெரு திருமலாபுரம் போடிநாயக்கனூர்.	ரூ. 10000	கல்லூரி விளையாட்டு போட்டிகளில் சிறந்த மாணவ மாணவியருக்கான பரிசு.
24.	திரு. R. சோனைமுத்து (முன்னாள் நகர்மன்ற தலைவர்) நினைவு அறக்கட்டளை	திரு. R. S. அசோகன் இளநிலை உதவியாளர் (ஓய்வ) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	ரூ. 5000	கல்லூரி விளையாட்டு விழாவில் ஆடவர் சாம்பியன் மாணவருக்கான பரிசு.
25.	திரு. R. S. பராசக்தியம்மாள், (முன்னாள் நகர்மன்ற உறுப்பினர்) நினைவு அறக்கட்டளை	திரு. R. S. அசோகன் இளநிலை உதவியாளர் (ஓய்வ) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	ரூ. 5000	கல்லூரி விளையாட்டு விழாவில் மகளிர் சாம்பியன் மாணவிக்கான பரிசு.

எண்	அறக்கட்டளைகள்	கொடையாளர்கள்	நிலையான இருப்புத் தொகை	அறக்கட்டளை விபரம்
26.	Dr. R. ராஜேந்திரன்	Dr. R. ராஜேந்திரன் வணிகவியல்துறை இணைப்பேராசிரியர் (ஓய்வ) ஏல விவசாயிகள் சங்கக் கல்லூரி பேராசிரியர் காலணி, அம்மாகுளம் போடிநாயக்கனூர்.	ரூ. 10000	வினாடி-வினா போட்டியில் முதலிடம் பெறும் மாணவ மாணவியருக்கான பரிசு.
27.	திரு. B. முருகன் தேர்வு நிலை ஆய்வுக்கூட உதவியாளர்	திரு. B. முருகன், தேர்வு நிலை ஆய்வுக்கூட உதவியாளர் ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர்.	ரூ. 5000	கல்லூரி கட்டிட நிதி.
28.	முனைவர். K. மாதசாமி	முனைவர். K. மாதசாமி கணிப்பொறி அறிவியல்துறை இணைப்பேராசிரியர் (ஓய்வ) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர். 34/1நு, சுப்பராஜ் நகர், 11 வது தெரு தூர்பா நகர், போடிநாயக்கனூர்.	ரூ. 25000	கணிப்பொறி அறிவியல் துறையில் பகுதி - III யில் வெது பருவம் வரை முதல் மதிப்பெண் பெறும் மாணவ மாணவியருக்கான பரிசு.
29.	திரு. M. சுந்தராஜ் அலுவலக கண்காணிப்பாளர்	திரு. M. சுந்தராஜ் அலுவலக கண்காணிப்பாளர் (ஓய்வ) ஏல விவசாயிகள் சங்கக் கல்லூரி போடிநாயக்கனூர். 15/31, கம்பர் தெரு, ஐக்கம் நாயக்கன் பட்டி, போடிநாயக்கனூர்.	ரூ. 20000	கணிதவியல் துறையில் பகுதி - III யில் வெது பருவம் வரை முதல் மதிப்பெண் பெறும் மாணவ மாணவியருக்கான பரிசு.

எண்	அறக்கட்டளைகள்	கொடையாளர்கள்	நிலையான இருப்புத் தொகை	அறக்கட்டளை விபரம்
30.	முனைவர். A.மகேஸ்வரன்	முனைவர். A.மகேஸ்வரன் கணிதத்துறை இணைப்பேராசிரியர் (ஓய்வ) எல் விவசாயிகள் சங்கக் கல்லூரி, 16W, 54A, பெருமாள் கோவில் தெரு, போடிநாயக்கனூர்.	ரூ.25000	கணிதப்பாடத்தில் I, II, III மதிப்பெண் பெறும் மாணவ, மாணவியர்களுக்கான பரிசு.
31.	தெய்வதிரு. C. கரியப்பசுவண்டர் / மு.காமலம்மாள் அவர்கள் நினைவாக பேரன் திரு. R. குமாரராஜன்	திரு. R. குமாரராஜன் வேதியியல்துறை இணைப்பேராசிரியர் (ஓய்வ) எல் விவசாயிகள் சங்கக் கல்லூரி 130 ஸ்ரீ ரெங்கா தெரு, கரியப்பண்டி, இராசிங்காபுரம், போடிநாயக்கனூர்	ரூ.25000	வேதியியல் பாடத்தில் I, II, III மதிப்பெண் பெறும் மாணவ, மாணவியர்களுக்கான பரிசு.
32.	முனைவர். C. முனியாண்டி	முனைவர். C. முனியாண்டி ஆங்கிலத்துறை இணைப்பேராசிரியர் (ஓய்வ) எல் விவசாயிகள் சங்கக் கல்லூரி 6 / w 79, அம்மாஞ்சாமி, போடிநாயக்கனூர்	ரூ.25000	Part - II & Part - III -யில் ஆங்கிலத்தில் முதல் மதிப்பெண் பெறும் மாணவ, மாணவியர்களுக்கான பரிசு
33.	திரு. B. முருகன்	திரு. B. முருகன், ஆய்வுக்கூட உதவியாளர் எல் விவசாயிகள் சங்கக் கல்லூரி 14W-44/1.4A பெரியாண்டவர் புரம், 2வது தெரு, சந்தைப்பேட்டை, போடிநாயக்கனூர்	ரூ. 10000	நூலகத்தை சிறப்பாக பயன்படுத்திய மாணவருக்கான விருது

IMPORTANT HELPLINE NUMBERS

Numbers	Description of Service
100	Police
101	Fire & Rescue Services
102	Ambulance
103	Traffic Police
104	Medical Helpline
108	Accidents / Ambulance
133	Railway Helpline for Arrival
139	Railway Enquiry
181	Domestic abuse & sexual violence
1031	Anti-Corruption Helpline
1072	Train accident
1073	Road Accident Emergency Service
1077	Control room of District Collector
1091	Women in Distress / Helpline
1092	Earth-quake Helpline Service
1096	Natural disaster control room
1097	AIDS Helpline service
1098	Child abuse hotline
1322	Indian Railway security Helpline
1407	Indian Airlines
1717	Weather Enquiry
1906	LPG emergency Helpline
1910	Blood bank information
1919	Eye bank information service
1930	Cyber crime (Tamil Nadu)
155333	Electricity complaints
1800-11-0031	Drug de-addiction
1800-11-4000	National consumer Helpline
1800-180-5522	Anti-Ragging

**IMPORTANT LOCAL TELEPHONE NUMBERS
BODINAYAKANUR (STD CODE : 04546)**

Police Station (Town)	280291/9498101581
Police Station (Women)	280294/998101588
Taluk Police Station	280292/9498101583
Deputy Superintendent of Police (D.S.P.) Office	283899
Post Office (H.O)	280294
Fire Station	280299
EB Office	282181
TNEB Customer care	9498794987
Municipal Office	280228
Municipal Commissioner	280243
Panchayat Union	280218
BSNL Office	280400
Nadar Hr. Sec. School	280314
Pankajam Hr. Sec. School	280361
SCISM Matric Hr. Sec. School	285259
GD Matric Hr. Sec. School	280150
Spice valley Public School	9787796311
Kamarajar Vidyasalai Matric School	284224
Canara Bank	280258
Indian Bank	280211
South Indian Bank	280344
Indian Overseas Bank	28584896 / 285455
Pandiyam Grama Bank	281818
TamilNadu Mercantile Bank (TMB)	283788 / 287917
Union Bank of India (UBI)	280214
IDBI Bank	280630 / 280230
Karur Vysya Bank (KVB)	280225
Syndicate Bank	281200

NOTABLE EVENTS & DATES

June - 2024

July - 2024

August - 2024

September - 2024

October - 2024

November - 2024

NOTABLE EVENTS & DATES

December - 2024

.....

.....

January - 2025

.....

.....

February - 2025

.....

.....

March - 2025

.....

.....

April - 2025

.....

.....

May - 2025

.....

.....

PERSONAL ADDRESS BOOK

Name & Address	Phone

PERSONAL ADDRESS BOOK

Name & Address	Phone

TIME TABLE

ODD SEMESTER (2024 - 2025)					
Day Order / Hour	I 10.00 - 10.55	II 11.00 - 11.55	III 12.05 - 01.00	IV 02.00 - 02.55	V 03.00 - 03.55
I					
II					
III					
IV					
V					
VI					
Break 11.55 am - 12.05 pm			Lunch Break 01.00 pm - 02.00 pm		

A little progress each day adds up to big results - Satya Nani

TIME TABLE

EVEN SEMESTER (2024 - 2025)					
Day Order / Hour	I 10.00 - 10.55	II 11.00 - 11.55	III 12.05 - 01.00	IV 02.00 - 02.55	V 03.00 - 03.55
I					
II					
III					
IV					
V					
VI					
Break 11.55 am - 12.05 pm			Lunch Break 01.00 pm - 02.00 pm		

What we learn with pleasure we never forget. - Alfred Mercier

2024

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2025

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOTES

CARDAMOM PLANTERS' ASSOCIATION COLLEGE

Pankajam Nagar, Bodinayakanur - 625 582.

NO DUES FORM

Name :

Date :

Roll No :

Class :

Semester :

Department :

Sl.No.	Departments	Dues / No Dues	Signature
1.	Head of the Department		
2.	Lab :-		
	Physics		
	Chemistry		
	Botany		
	Zoology		
	Computer Science /		
	Commerce (CA)		
3.	Attendance		
4.	Library		
5.	Physical Education		
6.	Transport		
7.	Book		
8.	Hostel		
9.	Finance Section		
10.	NCC		
11.	Others		

Tear-off Here

CARDAMOM PLANTERS' ASSOCIATION COLLEGE

Pankajam Nagar, Bodinayakanur - 625 582.

NO DUES FORM

Name :

Date :

Roll No :

Class :

Semester :

Department :

Sl.No.	Departments	Dues / No Dues	Signature
1.	Head of the Department		
2.	Lab :-		
	Physics		
	Chemistry		
	Botany		
	Zoology		
	Computer Science /		
	Commerce (CA)		
3.	Attendance		
4.	Library		
5.	Physical Education		
6.	Transport		
7.	Book		
8.	Hostel		
9.	Finance Section		
10.	NCC		
11.	Others		

Tear-off Here

