



Estd : 1974

# CARDAMOM PLANTERS' ASSOCIATION COLLEGE

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

BODINAYAKANUR - 625 513.



**DIARY**  
**2021 - 2022**

# **CARDAMOM PLANTERS' ASSOCIATION COLLEGE**

PankajamNagar :Bodinayakanur – 625 513

*(Re-accredited by NAAC at 'B' Grade with a CGPA of 2.85)*  
*Estd : 1974*

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## **Hand Book & Calendar**

**2021 - 2022**





# **Hand Book & Calendar**

## **2021 - 2022**

தொட்டணைத் தூறும் மணற்கேணிமாந்தர்க்குக்  
கற்றணைத் தூறும் அறிவு.

- திருவள்ளுவர்

# **CARDAMOM PLANTERS' ASSOCIATION COLLEGE**



## **QUALITY POLICY**

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

## PERSONAL MEMORANDA



Name : .....

Department & Class : .....

Admn No. : ..... Roll No. : .....

University Reg. No. : .....

Father's Name : .....

Mother's Name : .....

Date of Birth : .....

Height.....cm      Weight.....Kg      Blood Group.....

Mobile No. : .....

Aadhaar Number : .....

NAD id : .....

E-Mail id : .....

Residential Address: .....

Pincode .....

Any other Personal  
Particulars : .....

.....

S.No.	Contents
1.	இறைவணக்கம், தமிழ்த்தாய் வாழ்த்து
2.	நாட்டுப்பண் / NATIONAL ANTHEM
3.	உறுதிமொழி NATIONAL PLEDGE
	VISION, MISSION, CORE VALUES
	COLLEGE MANAGING COMMITTEE
	MEMBER OF COLLEGE COMMITTEE
4.	TOWERING TRAIL BLAZERS
	SECRETARY AND CORRESPONDENTS
5.	PRINCIPALS
6.	OUR ESCUTCHEON
7.	HISTORY OF THE COLLEGE
8.	HISTORY OF THE TOWN
9.	TEACHING STAFF
10.	NON - TEACHING STAFF
11.	INTRODUCTION OF VARIOUS COURSES WITH YEARS
12.	COURSE PATTERN
13.	COURSES OF STUDY
14.	IMPORTANT DETAILS REGARDING THE COLLEGE
15.	APPLICATION FOR ADMISSION
16.	COUNSELLING SYSTEM
17.	FEES, FEES STRUCTURE
18.	MISCELLANEOUS FEES
19.	SCHOLARSHIPS AND FEE CONCESSIONS
20.	ATTENDANCE AND LEAVE OF ABSENCE
21.	COLLEGE ETIQUETTES
22.	HOSTELS
23.	LIBRARY RULES
24.	ASSOCIATIONS
25.	FORUM/CLUB/ACTIVITIES
26.	EXTRA - CURRICULAR ACTIVITIES
27.	CARDO - COMP
28.	CAREER GUIDANCE CELL
29.	ALUMNI ASSOCIATION
30.	INTERNAL QUALITY ASSURANCE CELL (IQAC)
31.	CODE OF CONDUCT FOR STUDENTS, TEACHING STAFF, NON-TEACHING STAFF & PRINCIPAL
32.	STUDENT PORTAL
33.	ACADEMIC CALENDAR
34.	ENDOWMENTS
35.	HELP LINE NUMBERS
36.	NOTABLE EVENTS
37.	IMPORTANT TELEPHONE NUMBERS
38.	NO DUES CERTIFICATE
39.	TIME TABLE
40.	2021 – 2022 CALENDAR

## இறைவணக்கம்

உலகம்யாவையும் தாம் உளவாக்கலும்  
நிலைபெறுத்தலும் நீக்கலும் நீங்கலா  
அலகு இலா விளையாட்டு உடையார் அவர்  
தலைவர் அன்னவர்க்கே சரண்நாங்களே

- கம்பர்

## தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழனங்கே!

தமிழனங்கே!

உன் சீரிளாமைத் திறம்வியந்து செயல்மறந்து வாழ்த்துதுமே!  
வாழ்த்துதுமே! வாழ்த்துதுமே!

- மனோன்மணியம் பெ.சுந்தரனார்

## நாட்டுப் பண்

ஜனகணமன அதிநாயகஜயஹே  
பாரதபாக்யவிதாதா  
பஞ்சாபலிந்துகுஜராதமராட்டா  
திராவிடடாத்தகலபங்கா  
விந்தியஹிமாசலயமுனாகங்கா  
உச்சலஜலதித்-ரங்கா  
தவசுபநாமேஜாகே  
தவசுபாஜுசிலமாகே  
காஹேதவஜயகாதா  
ஜனகணமங்களதாயகஜயஹே  
பாரதபாக்யவிதாதா  
ஜயஹேஜயஹேஜயஹே  
ஜயஜயஜயஜயஹே!

- இரவீந்திரநாத்தாசவர்

## NATIONAL ANTHEM

Jana-gana-mana-adhinayakajaya he  
Bharata-bhagya-vidhata  
Panjaba-Sindhu-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchchala-jaladhi-taranga  
TavaSubha Name jage  
TavaSubhaasisa mage,  
Gahetavajaya-gatha  
Jana-gana-mangala-dayakajaya he  
Bharata-bhagya-vidhata  
Jaya he, jaya he, jaya he,  
Jaya jayajayajaya he

- Rabindranath Tagore

## உறுதிமொழி

இந்தியா எனது நாடு

இந்தியர் அனைவரும் எனது உடன்

பிறந்தவர்கள்.நான் நாட்டுப்பற்று கொண்டவன்

.என் நாட்டின்

வளத்தையும்,பலவகைப் பண்பாடுகளையும் அறிந்து நான் பெருமையுறுகிறேன்

அப்பெருமைக்கு அணி செய்யும் வகையில் நான் செயல்படுவேன் .என்னுடைய

பெற்றோர்களுக்கும்,ஆசிரியர்களுக்கும்,பெரியோர்களுக்கும் தக்க மதிப்பு தந்து

எல்லோரையும் பண்போடுநடத்துவேன் .இந்நாட்டிற்கும்.நாட்டுமக்களுக்கும் நான்

தொண்டாற்றுவேன் என்று உறுதிமொழி கூறுகிறேன் .அவர்களுடைய

நலத்தையும்,வளத்தையும் பொறுத்தே 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 trust everyone with courtesy.

To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

## **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 – 625513, THENI DISTRICT

## MANAGEMENT COMMITTEE (2021 - 2022)

<b>Sri. S.V. Subramanian</b>	President
<b>Sri. S. Ramanathan, M.A.,</b>	Vice President
<b>Sri. R. Purusothaman, M.A., B.Ed.,</b>	Secretary & Correspondent
<b>Sri. P. Rajendran, B.A.,</b>	Managing Committee Member
<b>Dr. P. Sivaprakasam, Ph.D.,</b>	Managing Committee Member
<b>Sri. S. Nandhakumaran, M.B.A, L.L.B.,</b>	Managing Committee Member
<b>Sri. V. Sorooban, B.Sc.,</b>	Managing Committee Member
<b>Sri. R. Kamalanathan, D.C.E.,</b>	Managing Committee Member
<b>Sri. P. Radhakrishnan</b>	Managing Committee Member
<b>Dr. S. Sivakumar, Ph.D.,</b>	Principal i/c



## COLLEGE COMMITTEE MEMBERS (2021 - 2022)

<b>Sri. S.V. Subramanian</b>	President
<b>Sri. S. Ramanathan, M.A.,</b>	Vice President
<b>Sri. R. Purusothaman, M.A., B.Ed.,</b>	Secretary & Correspondent
<b>Sri. P. Rajendran, B.A.,</b>	Committee Member
<b>Dr. P. Sivaprakasam, Ph.D.,</b>	Committee Member
<b>Sri. S. Nandhakumaran, M.B.A, L.LB.,</b>	Committee Member
<b>Sri. V. Sorooban, B.Sc.,</b>	Committee Member
<b>Sri. R. Kamalanathan, D.C.E.,</b>	Committee Member
<b>Sri. P. Radhakrishnan</b>	Committee Member
<b>Dr. S. Sivakumar, Ph.D.,</b>	Principal i/c
<b>Dr. K. Ravichandran, Ph.D.,</b>	University Nominee - 01.04.2021 onwards
<b>Dr. K. Madasamy, Ph.D.,</b>	College Committee Member
<b>Dr. R. Murugesan, Ph.D.,</b>	College Committee Member



## TOWERING TRAIL BLAZERS

### PRESIDENTS

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

### VICE - PRESIDENTS

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

## SECRETARY AND CORRESPONDENTS

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

PRINCIPALS



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

## VICE PRINCIPAL



**S. BALAMURUGAN**, M.Com., M.Phil., B.Ed., PGDCA, Ph.D.,

01.06.2020 onwards

## 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, 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 Pranthyia 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 overlooking 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.JothiVenkatachalam, 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 Tamil Nadu.

The town is named after Thirumalai Bodaya Nayakar who ruled it in the dimdawn of Indian History. It is also called Thenkasiyampathi, Famous in legend and history. Bodinayakanur is an important town in Tamil Nadu, 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 and Vaigai Dam nearby.

## TEACHING STAFF



### PRINCIPAL - IN - CHARGE

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

### DEPARTMENT OF TAMIL

2. Dr. K. Malaichamy, M.A., M.Phil. Ph.D., Associate Professor & Head  
3. Dr. L. Alamelu, M.A., M.Phil, Ph.D., Assistant Professor  
4. Mrs. V. Meena, M.A., M.Phil., NET., Assistant Professor

### DEPARTMENT OF ENGLISH

5. Dr. C. Muniyandi, M.A., M.Phil.,Ph.D., Associate Professor & Head  
6. Dr. C. Palanivelrajan, M.A.,M.Phil.,Ph.D., Assistant Professor  
7. Dr. B. Anand Prasad, M.A.,M.Phil.,Ph.D., Assistant Professor  
8. Dr. V. Vimala, M.A., M.Phil., Ph.D., Assistant Professor  
9. Dr. M. Sumayabalu, M.A., M.Phil., Ph.D., Assistant Professor  
10. Dr. M. Kishorekumar, M.A., M.Phil., Ph.D., Assistant Professor  
11. Mr. P. Ilavarasan,M.A., M.Phil., SET., Assistant Professor  
12. Miss. P. Priyanka,M.A., M.Phil., Assistant Professor

$$\begin{matrix} \infty & \pi & f_x \\ \Sigma & x & = \\ \neq & \equiv & - \end{matrix}$$

### DEPARTMENT OF MATHEMATICS

13. Dr. A. Maheswaran,M.Sc.,M.Phil., P.G.D.C.A., Ph.D., Associate Professor & Head  
14. Dr. K. Krishnan, M.Sc., M.Phil., Ph.D., P.G.D.C.A., Assistant Professor  
15. Dr. V. Hemalatha, M.Sc., M.Phil. Ph.D., Assistant Professor  
16. Dr. R. Rohini, M.Sc., M.Phil. Ph.D., Assistant Professor  
17. Mrs. B. SugunaSelvarani, M.Sc., M.Phil., SET., Assistant Professor  
18. Dr. A.R. Manikandan, M.Sc., Ph.D., Assistant Professor  
19. Vacant  
20. Vacant  
21. Vacant  
22. Vacant



### DEPARTMENT OF PHYSICS

23. Mr.G. Rajmohan, M.Sc., M.Phil. Assistant Professor & Head  
24. Mrs. A. Subalakshmi, M.Sc., M.Phil., Assistant Professor



### DEPARTMENT OF CHEMISTRY

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



### DEPARTMENT OF COMPUTER

29. Dr. S. Sivakumar, B.E., M.S., Ph.D., Principal i/c.  
30. Dr. K. Madasamy, M.Sc., M.S., B.Ed.,  
P.G.D.C.A, D.S.A.D.P, M.Phil, Ph.D., Associate Professor & Head (i/c.)  
31. Dr. R. Murugesan, M.Sc., M.Phil. P.G.D.C.A., Ph.D., Associate Professor  
32. Mrs. K. Nithyanandakumari, M.Sc., M.Phil., Assistant Professor



### DEPARTMENT OF BOTANY

33. Dr. C. Gopi, M.Sc., Ph.D., Assistant Professor & Head



### DEPARTMENT OF HISTORY

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



### DEPARTMENT OF ECONOMICS

38. Dr. S. Senthilkumar, M.A., M.Phil., B.Ed., Ph.D., Assistant Professor & Head  
39. Dr. D. Hema, M.A., M.Phil., Ph.D., Assistant Professor  
40. Mrs. M. Hemalatha, M.A., M.Phil., SET., Assistant Professor  
41. Vacant

### DEPARTMENT OF COMMERCE

42. Dr. S. Balamurugan, M.Com., M.Phil, B.Ed., P.G.D.C.A., Ph.D.,	Assistant Professor & Head
43. Dr. A. Sujatha, M.Com., M.Phil, Ph.D.,	Assistant Professor
44. Dr. V. Krishnakumar, M.Com., M.Phil., Ph.D.,	Assistant Professor
45. Dr. V. Ramalakshmi, M.Com., M.Phil., Ph.D.,	Assistant Professor
46. Mr. G. Thangadurai, M.Com., M.Phil., PGDCA, SLET., Assistant Professor	
47. Dr. K. Vanitheeswari, M.Com., M.Phil., Ph.D.,	Assistant Professor
48. Dr. S. Vijayalakshmi, M.Com., M.Phil., Ph.D.,	Assistant Professor
49. Dr. S. Yogapriyadharsini, M.Com., M.Phil., Ph.D.,	Assistant Professor
50. Mrs. E. Pappulakshmi, M.Com., M.Phil., SET.,	Assistant Professor
51. Vacant	
52. Vacant	

### DEPARTMENT OF LIBRARY

53. Dr. G. Mangai, B.Sc., M.Lib.Sc., Ph.D.,	Librarian
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### DEPARTMENT OF PHYSICAL

54. Dr. K. Siva, B.Sc., M.P.Ed., M.Phil., Ph.D.,	Director of Physical Education
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## NON - TEACHING STAFF

Mr. M. Sundararaj	Superintendent
Mr. A. Srinivasan, M.A., B.Lib.Sc., C.G.T.,	Assistant
Mr. B. Murugan	Sel. Gr. Lab Assistant
Mr. P. Sathishkumar, B.Com.,	Lab. Assistant
Mr. R. Veeraragavan, B.Com., M.B.A	Junior Assistant
Mr. S.G. Yuvarajasekaran, M.Sc.,	Junior Assistant
Mrs. R. Kartheeswari, M.Sc., B.Ed.,	Store Keeper
Mr. M. ManikandaEswaran, B.Com., M.Sc.,	Junior Assistant
Mr. K. Sivadhanusan, D.C.E.,	Office Assistant
Mrs. C. Unnamalai	Office Assistant
Mrs. M. Shanmuga Priya	Office Assistant
Dr. G. Jeyanthi, B.Com., M.L.I.Sc., Ph.D.,	Office Assistant
Mr. A. Pandi	Spl. Gr. Sweeper
Mr. K. Muniyandi	Spl. Gr. Scavenger
Mr. C. Pandiyaraj	Games Marker



## 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.,

## 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- MSc., (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- MSc., 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)  
2021 - Certificate in Library Science

## COURSE PATTERN

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

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

The General Course Pattern for all PG Programmes is 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. BA, Branch XII (b) English Literature
6. B.A, Economics (Accountancy and Mathematical Methods -Ancillaries)
7. BA, Branch I (b) History  
(General Economics and Modern Government -Ancillaries)

### **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)	

### **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., (Commerce)	5. Ph.D., (Commerce)
2. M.Phil., (Mathematics)	6. Ph.D., (Mathematics)
3. M.Phil., (Chemistry)	7. Ph.D., (Chemistry)
4. M.Phil., (Computer Science)	8. M.Phil., (English)

### **CERTIFICATE**

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

### **DIPLOMA**

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

### **P.G. DIPLOMA**

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

## IMPORTANT DETAILS REGARDING THE COLLEGE

1. Name of the College with Postal address:

**Cardamom Planters' Association College**

Pankajam Nagar, Bodinayakanur - 625 513,

Theni District, Tamil Nadu.

2. Name of the Educational Agency :

Cardamom Planters' Association College Society

3. Name of the Trustees : Given in page No.1

4. College Telephone No. : 04546-291606, 9003380288

E-mail : cpacollege2010@gmail.com

Website : www.cpacollege.org

5. Name of the Secretary : Mr.R.Purushothaman, M.A.,B.Ed.,

Address : 4/6, Amman Sannathi Street,

Sillamarathupatti.

6. Name of the Principal : Dr. S. Sivakumar, B.E., M.S., Ph.D.,

Principal - in - Charge

Telephone No : 04546 - 291608

7. Year of establishment : 1974-Non- Autonomous

8. AICTE letter of viability for M.B.A.,/M.C.A., : Not applicable

9. Full details of courses offered and year of affiliation for

each course, sanctioned Strength. (AIDED)

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.8, 9, 10

13. Details of non-teaching staff : Given in Page No.11

14. Fees collected under various heads for various courses

: Given in Page No. 21

S.No.	Course	Year of affiliation	Sanctioned Strength
1.	B.A. - History	1977	64
2.	B.Sc. - Mathematics	1977	60
3.	B.Com	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

## 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 applicant should obtain the UG / PG application and the prospectus by paying Rs.50.00 / Rs.60.00 and get application registered. The fee may be paid in cash in the college office. If sent by M.O., a sum of Rs.60.00 / Rs.70.00 should be paid. Cheque and Postal Orders are not accepted.

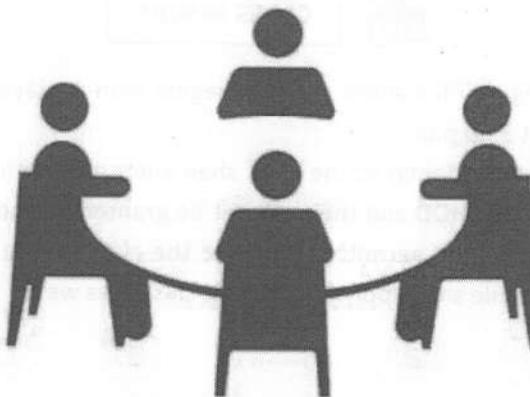
SC / ST students can have one application form free of cost on showing their original community certificate.

## ADMISSION

1. Attested copies of the following certificates should accompany the application for admission.
  - a. S.S.L.C. Certificate
  - b. Transfer Certificate from institution of previous study.
  - c. Conduct Certificate from the Head of the institution of previous study.
  - d. Self-addressed post card duly stamped.
  - e. H.S.C./B.A., / B.Sc., / B.Com., Mark Sheet
  - f. Community Certificate
  - g. Two stamp sized photos for Identity Card.
2. No notice will be taken on applications which are not accompanied by these documents.
3. The students should keep the receipts carefully.

## COUNSELLING SYSTEM

1. A batch of students will be assigned to each member of staff who functions as their tutor. The tutor will be responsible for the progress and conduct of his wards throughout the year.
2. The tutor will keep a careful watch on his student's health, attendance, progress in class work, general behavior in and outside the college. He will bring to the notice of the Principal at once an defect or irregularity in the progress and conduct of wards.
3. All leave application from students will be scrutinized by the tutor concerned and forwarded to the Principal with suitable recommendations. Students who attend the college for half-a-day must apply in person to their tutors and get their application duly recommended before actually leaving the college.
4. Tutors will keep a record of the home address of their wards and also every other useful information relating to them.



## 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 courses begins with a prayer at 10.00 a.m. and ends at 3.50 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	50.00
23.	University Recognition Fee	250.00
24.	Convocation Fee ( I year only)	25.00
25.	Convocation Fee ( III year UG only/II year PG only)	720.00

### MISCELLANEOUS FEES

<b>University Examination Fee for U.G. Courses</b>	
Part I, II, and III (Main & Ancillary)	
For each theory paper	<b>100.00</b>
Practical 3 Hours Lab	<b>175.00</b>
Practical 6 Hours Lab	<b>225.00</b>
Project/Viva-voce	<b>225.00</b>
Computerised Mark Statement	<b>120.00</b>
Nominal Roll Preparation fee	<b>75.00</b>
Provisional Certificate Fee (III year Student only)	<b>360.00</b>
Degree Certificate Fee (III year Student only)	<b>720.00</b>
<b>University Examination Fee for P.G. Courses</b>	
P.G. Practical - 3 Hours	<b>250.00</b>
P.G. Practical - 6 Hours	<b>325.00</b>
Project/Viva-voce	<b>425.00</b>
For each Theory paper	<b>160.00</b>
Computerised Mark Statement	<b>120.00</b>
Nominal Roll Preparation fee	<b>75.00</b>
Provisional Certificate Fee (II year Student only)	<b>360.00</b>
Degree Certificate Fee (II year Student only)	<b>720.00</b>

## ISSUANCE OF CERTIFICATE

Certificate will be issued only on 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 application at the end of the course of study and NOT IN THE MIDDLE OF THE COURSE. Application for certificates should be made immediately after the student ceases connection with the college, giving the following particulars.

**1. For Transfer Certificate**

- (a) University Register No.
- (b) Year of passing.
- (c) Degree and Subject studied

**2. For Conduct Certificate**

- (a) Special distinction in college, Academic, Athletic
- (b) Any other information that the student desires to furnish

Date : \_\_\_\_\_ Signature of the Applicant.

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 Dist. 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 or 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 I.N.A. 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 T.N.E.R. 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/-.

**5. 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.**

**6. Kallar Reclamation Scholarship : (for Piramalai Kallar students only)**

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

**7. 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.

**8. Government of India Scholarship:**

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

**9. National Loan Scholarship:**

The government of India has instituted the national loan scholarship scheme with the main object 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.

**10. Species Board Scholarship.**

The children of workers and staff employed in cardamom Estates Registered applied for registration are eligible for stipend.

**11. Coffee Board Scholarship.**

**12. 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.

**13. 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.

**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.
  - (i) 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.
  - (ii) 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.
  - (iii) 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 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 black listed 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  
i) on the re-opening day of a semester and subsequent days,  
ii) before or after special holidays, and  
iii) 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.

## 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 rise 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 as shall not in the least 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 class - room 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 fore - noon session or the after - noon session, they should go to their respective class rooms or to the library and keep them selves occupied in study. Likewise during the lunch interval students after taking lunch should spend the time usefully in reading books in their class - room 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 class - room, working in laboratories or attending debates etc. on the college premises shall maintain perfect silence.
12. Students getting out of a class - room 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 class - rooms are meant for teachers; the students should not use them.
17. Students must make every endeavour to keep the college campus clean. Waste paper etc. should be deposited in the receptacle instead of being thrown about 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, 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 politic a 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 class - work, 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	50
2.	Admission fee	50
3.	Establishment Charges	4000 (per year)
4.	Repairs and maintenance	1500 (per year)
5.	Electricity Charges	4000 (per year)
6.	Establishment charges for mess	300 (per year)
7.	Caution deposit (Refundable)	3000 (per year)
	<b>Total</b>	<b>Rs.12900</b>

## 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. and 6-00 a.m.
- ❖ Study hour is strictly maintained between 6.00 a.m. and 7.00a.m.and between 8.00 p.m. and 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 the irrooms.
- ❖ 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 and internal examination Co-ordinator (Co-opted). 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**

1. News Paper Clipping Services.
2. Conducting Library orientation for First Year Students.
3. Internet Search Service on request.
4. Providing general counselling for academic and placement related matters.
5. Maintaining Old University question bank for each courses for student's reference.
6. Organizing various competitions to celebrate Librarian's Day.
7. 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 books 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 fined 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**

1. Periodicals lying on the table should in no case be removed from the reading room.
2. Students are required to use all magazines and journals with care. They will make good the loss or damage done to any periodical 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 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 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 note books. Loose sheet or paper should not be used for recording observation. For the sake of uniformity and neatness students should obtain the note books 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 Note Book is maintained.
4. Students breaking any article or apparatus through carelessness or negligence will be required to replace it. Infixing the responsibility, the decision of the Head of the Department shall be final.

## ASSOCIATIONS

1. The College has the following associations:
  1. தமிழ் மன்றம்
  2. English Literary Association
  3. Mathematics Association
  4. History Association
  5. Commerce Association
  6. Chemistry Association
  7. Economics Association
  8. Computer Club
  9. Botany Association.
  10. Physics Association
  11. Science Forum
  12. N.S.S. (Men Unit)
  13. N.S.S. (Women Unit)
  14. N.C.C.
  15. Career and guidance cell
  16. Legal Club
  17. Quiz Club
  18. UGC sponsored Remedial Coaching
  19. Internal Quality Assurance Cell (IQAC)
  20. Center for Entry in Services
  21. Internal Compliments Committee
  22. Women's Cell
  23. Centre for women welfare and Entrepreneurship Development
  24. Disaster Cell Management Club
  25. Consumer Club
  26. Anti-Ragging
  27. Equal opportunity centre

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
1.	IQAC , AISHE (All India Survey on Higher Education), National Academic Depository Cell (NAD)	Dr.R.Murugesan
2.	NIRF, NAAC, Research, Time Table	Dr.K.Krishnan
3.	Discipline Committee	Dr.K.Madasamy, Dr.R.Murugesan, Mr.R.Kumararajan, Dr.S.Balamurugan, Mrs.A.Subalakshmi
4.	Anti-Ragging	Mr.G.Rajmohan
5.	Internal Complaints Committee (For prevention of Sexual harassment), Women Harassment, E-content development centre	Mrs.K.Nithiyananda kumari
6.	Alumni Association	Dr.S.Balamurugan
7.	NCC, Sports Club	Dr.K.Siva
8.	NSS (M) unit	Dr..S..Senthilkumar, Dr..C..Palanivelrajan, Dr.G.Ravindran
9.	NSS (W) unit	Dr.A.Sujatha, Dr. L.Alamelu, Dr.V.Vimala,
10.	Red Ribbon club, YRC	Dr.V.Hemalatha
11.	Consumer Club , EDC	Dr.V.Krishnakumar
12.	Human Rights Club	Dr.K.Vanitheeswari
13.	Equal Opportunity Centre	Dr.C.Manickaraj
14.	Language and communication skills club	Dr.C.Palanivelrajan, Dr..M..Summavabu
15.	Green Campus, UBA, Green Audit, Environment Audit, Eco Club	Dr.C.Gopi
16.	Fine Arts club	Mrs.V.Meena
17.	Paatti Thatha Manavar Kuzhu, Consultancy	Mr.R.Kumararajan

18.	Waste management, Disaster Management	Dr.G. Ravindran
19.	Library and Information Services club,	Dr.G.Mangai
20.	Science Communication club	Mrs.B.Sugunaselvarani
21.	Remedial coaching, Health & Fitness club, Internal Exam	Dr.A.Maheswaran
22.	Women's cell	Dr.T.Ramalakshmi
23.	Cardo Comp	Mr.G.Rajmohan, Dr.L.Alamelu
24.	Career Guidance& Placement cell, CPA IAS Academy	Mrs.R.Kabesh
25.	Gandhian Thought	Dr.L.Alamelu
26.	Renewable Energy Sources Solar / CFL, Energy Audit	Mrs.A.Subalakshmi
27.	Industry –Institute Collaboration - MOU	Dr.S.Vijayalakshmi
28.	Extension / College Social Responsibility(CSR)	Dr.C.Manickaraj
29.	Counseling - Men	Dr.C.Muniyandi
30.	Counseling - Women	Dr.G.Indira mahalakshmi
31.	Students Grievance cell	Dr.S.Senthilkumar
32.	Staff Grievance cell,	Dr.S.Balamurugan
33.	MOOC / NPTEL Cell	Dr.A.Sujatha
34.	Divyangjan Welfare Committee	Mrs.E.Pappulakshmi
35.	Social Media Champion	Dr.K.Krishnan
36.	Academic and Administrative Audit	Dr.R. Murugesan Dr.K.Krishnan
37.	Handbook Committee	Dr.K.Madasamy
38.	Magazine Committee	Dr.L.Alamelu Dr..G..Mangai Dr..C..Palanivelrajan Dr.N..Subhathra Dr..A..Mohanraj

## 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 CFL, Energy Audit
- ❖ Cardo Camp
- ❖ 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 untrammelled. The ostensible object of "CARDO CAMP" 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 Magazine is edited by a committee consisting of the Principal and five teaching staff. 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)**.
- ❖ The aim of IQAC is the channelization of the post-accreditation efforts and measures the performance of this institution toward academic excellence.
- ❖ 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.

## 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, staff, parents and society.

### NAAC Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period 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 dust bin 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 (9.30 a.m. to 5.30 p.m.). They should report for duty at least 30 minutes in advance (i.e., 9.00 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 3<sup>rd</sup> 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 makes 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 coordinate 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 HOD 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 and library.
- ❖ 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.

### 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**

Cybercrime 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. Cybercrime may harm someone's security and financial health. In a nutshell, Cybercrime refers to any crime carried out using a computer or an electronic device, primarily via the Internet. Cybercrime is a broad term that covers a range of illegal activities conducted via the computer or the Internet. (*Source : Wikipedia*)

The Cybercrime 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 cybercrime complaints online.

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

**Helpline Number – 155260**

(Delhi, Rajasthan, Uttarakhand, Chhattisgarh, Uttar Pradesh, Assam, Tamil Nadu and Andhra Pradesh) - 24\*7

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

[https://cybercrime.gov.in/Webform/Crime\\_OnlineSafetyTips.aspx](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'.

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 programmers 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 down trodden 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 : [tnlsa@gmail.com](mailto:tnlsa@gmail.com)

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

For any of your free legal needs, please contact

CHAIRMAN

District Munsif-cum-Judicial Magistrate,  
Taluk Legal Services Committee,  
District Munsif-cum-Judicial Magistrate Court Buildings,  
Bodinaikkanur- 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 28<sup>th</sup> December, 1953 and became a statutory Organization of the Government of India by an Act of Parliament in 1956, for the co-ordination, 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 Punc, 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:

1. Physical contact and advances;
2. Demand or request for sexual favors;
3. Sexually colored remarks;
4. Showing pornography; and

5. 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:**

**Women Help Line-1091**

**Domestic Abuse - 181**

**Police -100**

**24X7 helpline for sexual violence and harassment -7827170170**

**Student/Child helpline - 1098**

**Tamil Nadu women helpline -044-28592750**

**State Commission for Women -044-28551155**

## Academic Calendar for the year of 2021- 2022

Date	Day	August - 2021	Working Day	
			Day	Order
1	Sun			
2	Mon			
3	Tue			
4	Wed			
5	Thu			
6	Fri			
7	Sat			
8	Sun	2 <sup>nd</sup> Saturday		
9	Mon	II & III year Class Commences	D1	I
10	Tue		D2	II
11	Wed		D3	III
12	Thu		D4	IV
13	Fri		D5	V
14	Sat	2 <sup>nd</sup> Saturday		
15	Sun	<b><i>Independence Day</i></b>		
16	Mon		D6	VI
17	Tue		D7	I
18	Wed		D8	II
19	Thu		D9	III
20	Fri	<b><i>Moharram holiday</i></b>		
21	Sat			
22	Sun	<b><i>Vinayagar Sathurthi</i></b>		
23	Mon		D10	IV
24	Tue	UG & PG I Year class commences	D11	V
25	Wed		D12	VI
26	Thu		D13	I
27	Fri		D14	II
28	Sat	4 <sup>th</sup> Saturday		
29	Sun			
30	Mon	<b><i>Krishna Jeyanthi</i></b>		
31	Tue		D15	III

Date	Day	September - 2021	Working Day	
			Day	Order
1	Wed		D16	IV
2	Thu		D17	V
3	Fri		D18	VI
4	Sat		D19	I
5	Sun			
6	Mon		D20	II
7	Tue		D21	III
8	Wed		D22	IV
9	Thu		D23	V
10	Fri	<b>Vinayakar Chathurthi</b>		
11	Sat	2 <sup>nd</sup> Saturday		
12	Sun			
13	Mon		D24	VI
14	Tue		D25	I
15	Wed		D26	II
16	Thu		D27	III
17	Fri		D28	IV
18	Sat		D29	V
19	Sun			
20	Mon		D30	VI
21	Tue		D31	I
22	Wed		D32	II
23	Thu		D33	III
24	Fri		D34	IV
25	Sat	4 <sup>th</sup> Saturday	D35	V
26	Sun			
27	Mon		D36	VI
28	Tue		D37	I
29	Wed		D38	II
30	Thu		D39	III

Date	Day	October - 2021	Working Day	
			Day	Order
1	Fri		D40	IV
2	Sat	<b><i>Gandhi Jeyanthi - Holiday</i></b>		
3	Sun			
4	Mon		D41	V
5	Tue		D42	VI
6	Wed		D43	I
7	Thu		D44	II
8	Fri		D45	III
9	Sat	2 <sup>nd</sup> Saturday	D46	IV
10	Sun			
11	Mon		D47	V
12	Tue		D48	VI
13	Wed		D49	I
14	Thu	<b><i>Saraswathi Pooja - Holiday</i></b>		
15	Fri	<b><i>Vijayathasami - Holiday</i></b>		
16	Sat			
17	Sun			
18	Mon		D50	II
19	Tue	<b><i>Miladi Nabi - Holiday</i></b>		
20	Wed		D51	III
21	Thu		D52	IV
22	Fri		D53	V
23	Sat	4 <sup>th</sup> Saturday	D54	VI
24	Sun			
25	Mon		D55	I
26	Tue		D56	II
27	Wed		D57	III
28	Thu		D58	IV
29	Fri		D59	V
30	Sat		D60	VI
31	Sun			

Date	Day	November - 2021	Working Day	
			Day	Order
1	Mon		D61	I
2	Tue		D62	II
3	Wed		D63	III
4	Thu	<b><i>Diwali - Holiday</i></b>		
5	Fri		D64	IV
6	Sat		D65	V
7	Sun			
8	Mon		D66	VI
9	Tue		D67	I
10	Wed		D68	II
11	Thu		D69	III
12	Fri		D70	IV
13	Sat	2 <sup>nd</sup> Saturday	D71	V
14	Sun			
15	Mon		D72	VI
16	Tue		D73	I
17	Wed		D74	II
18	Thu		D75	III
19	Fri		D76	IV
20	Sat		D77	V
21	Sun			
22	Mon		D78	VI
23	Tue		D79	I
24	Wed		D80	II
25	Thu		D81	III
26	Fri		D82	IV
27	Sat	4 <sup>th</sup> Saturday	D83	V
28	Sun			
29	Mon		D84	VI
30	Tue		D85	I

Date	Day	December - 2021	Working Day	
			Day	Order
1	Wed		D86	II
2	Thu		D87	III
3	Fri		D88	IV
4	Sat		D89	V
5	Sun			
6	Mon		D90	VI
7	Tue			
8	Wed			
9	Thu			
10	Fri			
11	Sat	2 <sup>nd</sup> Saturday		
12	Sun			
13	Mon			
14	Tue			
15	Wed			
16	Thu			
17	Fri			
18	Sat			
19	Sun			
20	Mon			
21	Tue			
22	Wed			
23	Thu			
24	Fri			
25	Sat	<i>Christmas - Holiday</i>		
26	Sun			
27	Mon			
28	Tue			
29	Wed			
30	Thu			
31	Fri			

Date	Day	January - 2022	Working Day	
			Day	Order
1	Sat			
2	Sun			
3	Mon			
4	Tue			
5	Wed			
6	Thu			
7	Fri			
8	Sat			
9	Sun			
10	Mon			
11	Tue			
12	Wed			
13	Thu			
14	Fri			
15	Sat			
16	Sun			
17	Mon			
18	Tue			
19	Wed			
20	Thu			
21	Fri			
22	Sat			
23	Sun			
24				
25	Tue			
26	Wed			
27	Thu			
28	Fri			
29	Sat			
30	Sun			
31	Mon			

Date	Day	February - 2022	Working Day	
			Day	Order
1	Tue			
2	Wed			
3	Thu			
4	Fri			
5	Sat			
6	Sun			
7	Mon			
8	Tue			
9	Wed			
10	Thu			
11	Fri			
12	Sat			
13	Sun			
14	Mon			
15	Tue			
16	Wed			
17	Thu			
18	Fri			
19	Sat			
20	Sun			
21	Mon			
22	Tue			
23	Wed			
24	Thu			
25	Fri			
26	Sat			
27	Sun			
28	Mon			

Date	Day	March - 2022	Working Day	
			Day	Order
1	Tue			
2	Wed			
3	Thu			
4	Fri			
5	Sat			
6	Sun			
7	Mon	I, II, III year Class	D1	I
8	Tue		D2	II
9	Wed		D3	III
10	Thu		D4	IV
11	Fri		D5	V
12	Sat	2 <sup>nd</sup> Saturday	D6	VI
13	Sun			
14	Mon		D7	I
15	Tue		D8	II
16	Wed		D9	III
17	Thu		D10	IV
18	Fri		D11	V
19	Sat		D12	VI
20	Sun			
21	Mon		D13	I
22	Tue		D14	II
23	Wed		D15	III
24	Thu		D16	IV
25	Fri		D17	V
26	Sat	4 <sup>th</sup> Saturday	D18	VI
27	Sun			
28	Mon		D19	I
29	Tue		D20	II
30	Wed		D21	III
31	Thu		D22	IV

Date	Day	April - 2022	Working Day	
			Day	Order
1	Fri		D23	V
2	Sat	<b><i>Telugu New Year</i></b>		
3	Sun			
4	Mon		D24	VI
5	Tue		D25	I
6	Wed		D26	II
7	Thu		D27	III
8	Fri		D28	IV
9	Sat		D29	V
10	Sun			
11	Mon		D30	VI
12	Tue		D31	I
13	Wed		D32	II
14	Thu	<b><i>Tamil New Year</i></b>		
15	Fri	<b><i>Good Friday</i></b>		
16	Sat	2 <sup>nd</sup> Saturday	D33	III
17	Sun			
18	Mon	1 <sup>st</sup> Internal	D34	IV
19	Tue		D35	V
20	Wed		D36	VI
21	Thu		D37	I
22	Fri		D38	II
23	Sat		D39	III
24	Sun			
25	Mon		D40	IV
26	Tue		D41	V
27	Wed		D42	VI
28	Thu		D43	I
29	Fri		D44	II
30	Sat	4 <sup>th</sup> Saturday	D45	III

Date	Day	May - 2022	Working Day	
			Day	Order
1	Sun			
2	Mon		D46	IV
3	Tue	<b><i>Ramzan - Holiday</i></b>		
4	Wed		D47	V
5	Thu		D48	VI
6	Fri		D49	I
7	Sat			
8	Sun			
9	Mon		D50	II
10	Tue		D51	III
11	Wed		D52	IV
12	Thu		D53	V
13	Fri		D54	VI
14	Sat	2 <sup>nd</sup> Saturday	D55	I
15	Sun			
16	Mon		D56	II
17	Tue		D57	III
18	Wed		D58	IV
19	Thu	Cardo Camp	D59	V
20	Fri	Cardo Camp	D60	VI
21	Sat			
22	Sun			
23	Mon		D61	I
24	Tue		D62	II
25	Wed		D63	III
26	Thu		D64	IV
27	Fri		D65	V
28	Sat	4 <sup>th</sup> Saturday	D66	VI
29	Sun			
30	Mon	2 <sup>nd</sup> Internal	D67	I
31	Tue		D68	II

Date	Day	June - 2022	Working Day	
			Day	Order
1	Wed		D69	IV
2	Thu		D70	V
3	Fri		D71	VI
4	Sat			
5	Sun			
6	Mon		D72	I
7	Tue		D73	II
8	Wed		D74	III
9	Thu		D75	IV
10	Fri		D76	V
11	Sat	2 <sup>nd</sup> Saturday	D77	VI
12	Sun			
13	Mon		D78	I
14	Tue		D79	II
15	Wed		D80	III
16	Thu		D81	IV
17	Fri		D82	V
18	Sat			
19	Sun			
20	Mon		D83	I
21	Tue		D84	II
22	Wed		D85	III
23	Thu		D86	IV
24	Fri		D87	V
25	Sat	4 <sup>th</sup> Saturday	D88	VI
26	Sun			
27	Mon		D89	I
28	Tue		D90	II
29	Wed			
30	Thu			

**CALANDER CONSOLIDATE**  
**TOTAL NUMBER OF WORKING DAYS FOR 2021– 2022**

<b>ODD SEMESTER</b>		
<b>Year</b>	<b>Month</b>	<b>Working Days</b>
2021	August	15
2021	September	24
2021	October	21
2021	November	25
2021	December	5
	<b>Total</b>	<b>90</b>

<b>EVEN SEMESTER</b>		
<b>Year</b>	<b>Month</b>	<b>Working Days</b>
2022	March	22
2022	April	23
2022	May	23
2022	June	22
	<b>Total</b>	<b>90</b>

அறக்கட்டளைகள்					
எண்	அறக்கட்டளைகள்	நிறுவனங்	அறக்கட்டளைத் தொகை	கட்டளைத் தொகை	பரிசு/விழுப்பு
1	R. வேலுச்சாமி, M.A., புதல்வர் (மூட்டு)	R. வேலுச்சாமி, M.A., புதல்வர் சங்கக் கல்லூரி, போதனாயக்கலூர்	ரூ.5000	ஆங்கிலத் துறையில் சிறந்த மாணவ மாணவியருக்கான பரிசு	
2	N. பாலசுப்ரமணியன் நினைவு அறக்கட்டளை	B. ஜோதிமணி, க/பெ. வே. N. பாலசுப்ரமணிய, ராஜ பால பவான், 6/3/2, சுப்பிரமணிய பாரதி தெரு, புதுச்செட்டியாட்டி	ரூ.10000	வணக்கவியல் துறையில் முதல் மதிப்பெண் பெறும் மாணவ மாணவியருக்கான பரிசு	
3	A.S.S. காசிராஜ், நினைவு அறக்கட்டளை	K. வெநுகோபால், B.A., (பிராவாக்குமு உறுப்பினர், ஏ.வி.ச.கல்லூரி & செகாக்கட்டி) 32, சாமியார் தெரு, திருமூட்டுரம், போதனாயக்கலூர்	ரூ.10000	கல்வுறி விழையாட்டு போட்டுகளில் சிறந்த மாணவ மாணவியருக்கான பரிசு	
4	திருப்புக் கலை துறைவர் K. சுப்பிரப்யா நினைவு அறக்கட்டளை	திருமதி. S. ருக்மணி, க/பெ. வே. க.சுப்பையா, 32, சாமியார் தெரு, திருமூட்டுரம், போதனாயக்கலூர்	ரூ.10000	தமிழ் துறையில் சிறந்த மாணவ மாணவியருக்கான பரிசு	

அறங்கட்ட ஸெனக்கன்					
5	ஆயர். D.பெருமாள் கவுடர் நினைவு அறங்கட்ட ஸெனக்கன்	பெ. சுக்தி வழிவேல், நூராகர் (கீய்வி) ஏல் விவசாயிகள் சங்கக் கல்லூரி, போட்டாயக்கத்தூர்	ஆ.5001	ஸ்கலைலக்கழக தரவாரிசை பெறும் மாணவ மாணவியருக்கான பரிசு	
6	திருமதி. சுகுந்தலா சொக்கலின்கம் நினைவு அறங்கட்ட ஸெனக்கன்	5. சொக்கலின்கம், B.A, B.L., பகுதி நேர வழக்கறி ஞர் (கீய்வி) வணிகவியல்துறை, டி.வி.ச.கல்லூரி, 2/1, வடக்கு ராஜ வீதி, போட்டாயக்கத்தூர்	ஆ.5000	வணிகவியல் மூன்றாமாண்ண (6) இறுதியில் அதிக மதிப்பெண்கள் பெறும் மாணவ மாணவியருக்கான பரிசு	
7	P.M.S. சன்னிபுரக்கந்து நூடார் நினைவு அறங்கட்ட ஸெனக்கன்	திரு. P.M.S. வித்யாகவனி, தி/பெ. P.M.S. சன்னிபுரக்கந்து நூடார், குருக்கன் வென், போட்டாயக்கத்தூர்	ஆ.5000	B.Sc Computer Science படாத்தில் மல்களைக்குத் தேர்வுகளில் முதல் இரண்டு (2) இடங்கள் பெறும் மாணவ மாணவியருக்கான பரிசு	
8	திரு. நானவால் N சா, நகர், போட்டாயக்கத்தூர்	திரு. நானவால் N சா, சுப்ராணி நகர், போட்டாயக்கத்தூர்	ஆ.5000	ஆங்கில பாடத்தில் மாதநிலக்கத்துக்குத் தேர்வுகளில் முதல் இரண்டு (2) இடங்கள் பெறும் மாணவ மாணவியருக்கான பரிசு	
9	அழகர்ச்சாமி அப்பா - சீதா அம்மா அறங்கட்ட ஸெனக்கன்	A. ராமானுஜம். B.Sc. உதவியாளர், ஏ.வி.ச.கல்லூரி, (கீய்வி) 16, புதுக்காலை, சுபுராஜ் நகர் 3-வது தெரு, போட்டாயக்கத்தூர்	ஆ.5000	இளநிலை/முதனிலை கணிதப்பிலில் பல்கலைக்கழகத்தில் முதல்நிலை (University Rankholders) அல்லது நிர்வாகம்/முதல்நிலை முழுஷ்டீத்திப் பரிசு	

அறக்கட்டளைகள்				
10	K. L. சுல்வரன் - ஆண்தலவல்லி அறக்கட்டளை கணிதத்துறை தலைவர் (இயல்வு) அம்மாலூர், போட்டாயக்கனூர்	K. L. சுல்வரன், எ.நி.ச. கல்வுரி கணிதத்துறை தலைவர் (இயல்வு)	ரூ.5000	இளநிலை/முதனிலை கணித பாடப்பிரிவில் அதைத்துப் பாடங்களும் சேர்த்து அதிக மதிப்பீண் பெறும் மாணவர், மாணவியர்களுக்கான பரிசு
11	முத்துதந்தங்கு, ஜெயப்பன், திருமதி.சுபத்ரா ஜெயப்பன்	முத்துதந்தங்கு, ஜெயப்பன், ஏ.வி.ச. கல்வுரி துபித்துறை தலைவர் (இயல்வு) தென்றல் நகர், பொட்டாயக்கனூர்	ரூ.5000	1. கல்லூரியில் துபித்துறை கல்வுச்சிக்காக 2. இளநிலை பாடவகுப்பு பகுதி.1 துமிழ் பல்கலைக்கழகத் தேர்வில் கல்வுரி அளவில் முதனிலை பெறும் மாணவர்களுக்காக. 3. நிராசர்த்தில் ஆண்டுதோறும் பயனுள்ள நல்ல துமிழ் நால்கள் மாந்துவதற்காக.
12	S. வீட்டுத்தீரன் செட்டியார் அறக்கட்டளை	S.V. சுப்ரமணியன், ஏ.வி.ச. கல்வுரி வேதியில் துறை தலைவர் (இயல்வு) அல்லிந்தாரம், தேங்கி.	ரூ.10000	வேதியில் துறையில் பூந்தாயாண்டு செல்து பருவம் வரை வேதியில் மாங்காட்க்கில் முதல் மதிப்பீணகள் பெறும் மாணவர்களுக்கான பரிசு
13	திரு. R. சோலை முத்து (முன்னாள் நகர்மன்ற தலைவர்) நினைவு அறக்கட்டளை	திரு. R.S. அசோகன், ஏ.வி.ச. கல்வுரி இளநிலை உதவியாளர் (இயல்வு) போட்டாயக்கனூர்	ரூ.5000	கல்வுரி விளையாட்டு விழாவில் ஆடவர் சாம்பியன் மாணவர்க்கான பரிசு
14	திரு. R. S. பாராக்கியம்மன், (முன்னாள் நகர்மன்ற உயிப்பினர்) நினைவு அறக்கட்டளை	திரு. R. S. அசோகன், ஏ.வி.ச. கல்வுரி இளநிலை உதவியாளர் (இயல்வு) போட்டாயக்கனூர்	ரூ.5000	கல்வுரி விளையாட்டு விழாவில் மகளிர் சாம்பியன் மாணவிக்கான பரிசு

அறக்கட்டளைகள்					
15	திரு. M. காந்தி, (திரு. R.S. அசோகனின் நெணாவியாரின் சகோதாதூர் பெயரில்)	திரு. R.S. அசோகன், ஏ.வி.சு. கல்லூரி இளைஞனை உதவியாளர் (இப்பு) போதுநாயக்கன்னூர்	ரூ.5000	கல்லூரி அளவில் இயற்பியல் Auxiliary-ல் முதல் யதிப்பெண் பெறுவார்க்கு	
16	திருமதி. M. விஜயலட்சுமி, (க/பெ.திரு. R.S. அசோகன்)	திரு. R.S. அசோகன், ஏ.வி.சு. கல்லூரி இளைஞனை உதவியாளர் (இப்பு) போதுநாயக்கன்னூர்	ரூ.5000	கல்லூரி அளவில் இயற்பியல் Chemistry-ல் முதல் யதிப்பெண் பெறுவார்க்கு	
17	திருமதி. M. லட்சுமியியா. M.Com., P.G.D.C.A., (க/பெ.திரு. R.S. அசோகன்)	திரு. R.S. அசோகன், ஏ.வி.சு. கல்லூரி இளைஞனை உதவியாளர் (இப்பு) போதுநாயக்கன்னூர்	ரூ.5000	கல்லூரி அளவில் M.Com.-ல் முதல் யதிப்பெண் பெறுவார்க்கு (அல்லது தேவைப்பட்டால் முதல்வரின் விவரப்பக்கிட்டியானங்க)	
18	திரு. S. ஜெகநாதன், திருமதி. ஜெகந்தல் சுபி, அறக்கட்டளை	திரு. J. சேகரன், ஏ.வி.சு. கல்லூரி கண்காணிப்பாளர் (இப்பு) தென்றால் நகர், போதுநாயக்கன்னூர்	ரூ.5000	கல்லூரி அளவில் M.Sc. CS & IT பிரிவில் முதல் யதிப்பெண், இரண்டாம் யதிப்பெண் பெறுவார்க்கு	
19	திரு. V.M. அகமது, நினைவு அறக்கட்டளை	திருமதி. V.M.A. தீர்ஜா, ஏ.வி.சு. கல்லூரி கணிதத்துறை இணைப்போகிரியர் (இப்பு) போகிரியர் காலை, அம்யா குளம், போதுநாயக்கன்னூர்	ரூ.10000	கணிதத்துறையில் பூந்தூராமாணி டி-வது புநவம் வளைர கணிதம் லால் பாடத்தில் முதல் யதிப்பெண்கள் பெறும் யாணைவ யாணையியருக்கான பிரசு	

அறக்கட்டளைகள்					
20	Dr. A. ராமச்சந்திரன்	A. ராமச்சந்திரன், ஏ.வி.ச. கல்லூரி பொருளியல் துறை தலைவர் (ஒப்வி), W-3-3, 17A, வாசலி காலனி, அன்னைதூரசா மகாநிர் விடுதி அருகில், பழனிசெட்டப்படி, தேனி	ரூ.10000	பொருளியல் துறையில் முன்றாண்டு (டி-வது பருவம் வன்ற பொருளியல் அயதிச் பாடத்தில் முதல் மதிப்பெண்கள் பெறும் யானவை மாணவியருக்கான பரிசு	
21	Dr. R. ராஜேஷ்வரன்	Dr. R. ராஜேஷ்வரன், ஏ.வி.ச. கல்லூரி வணிகமியல் துறை இணைப்பொருளியர் (இப்வி) பொருளியர் காலனி, அம்மாகுளம், போட்டாயக்கஞ்சூர்	ரூ.10000	வினாத்-வினா போட்டியில் முதலிடம் பெறும் மாணவை மாணவியருக்கான பரிசு	
22	திரு. ச. மீனாட்சிசுந்தரம், நினைவு அறக்கட்டளை	Dr. M. மீனாட்சிசுந்தரன், ஏ.வி.ச. கல்லூரி முதல்வர் பொறுப்பு(இப்வி), வணிகமியல் துறை, பொருளியர் காலனி, அம்மாகுளம், போட்டாயக்கஞ்சூர்	ரூ.10000	வணிகமியல் துறையில் முன்றாண்டு (டி-வது பருவம் வன்ற B.Com (Reg.) & B.Com, (C.A.) மாரு பாடத்தில் முதல் மதிப்பெண்கள் பெறும் யானவை மாணவியருக்கான பரிசு	
23	திரு. K. செல்வப்பன் நாடார் அறக்கட்டளை	Dr. C. இளங்கோ, ஏ.வி.ச. கல்லூரி கணிதத்துறை இணைப்பொருளியர் (இப்வி), பொருளியர் காலனி, அம்மாகுளம், போட்டாயக்கஞ்சூர்	ரூ.50000	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 நாள்து பாடத்தில் முதல் மதிப்பெண்கள் பெறும் யானவை மாணவியருக்கான பரிசு	

அறக்கட்டளைகள்					
24	Dr. C. இளங்கோ, Research Team,	Dr. C. இளங்கோ, Research Team, ஏ.வி.ச. கல்லூரி, கணிநித்துறை, போதாயக்களூர்	ஏ.20000	1. B.Sc. Maths - Operation Research பாடத்தில் முதல் மதிப்பீடுகள் பெறும் யானை மாணவியருக்கான பரிசு	
25	திரு. A. ராம் நாடார் அறக்கட்டளை	Mr. R. பாண்டி, கணிநித்துறை தலைவர் (இப்பொது), ஏ.வி.ச. கல்லூரி, போதாயக்களூர்	ஏ.20000	1. M.Sc. Maths - Graph Theory 2. B.Sc. Maths - Graph Theory பாடத்தில் முதல் மதிப்பீடுகள் பெறும் யானை மாணவியருக்கான பரிசு	
26	திரு. A.V.M. அப்துல் மஜூத், அறக்கட்டளை	Mr. A. அப்துல் காஜா பொயாகதீன், ஏ.வி.ச. கல்லூரி கணிநித்துறை இணைப்பொருசியர் (இப்பொது), போதாயக்களூர், காலனி, அம்மா குளம், போதாயக்களூர்	ஏ.20000	1. M.Sc. Maths - Algebra-1, 2. B.Sc. Maths - Statistics I & II put together பாடத்தில் முதல் மதிப்பீடுகள் பெறும் யானை மாணவியருக்கான பரிசு	
27	திரு. B. முருகன், ஆய்வுக்கூட உதவியாளர்	கல்லூரி கட்டட நிதி	ஏ.50000	கல்லூரி கட்டட நிதி	

IMPORTANT HELPLINE NUMBERS	
Numbers	Description of Service
100	Police
101	Fire
102	Ambulance
103	Traffic Police
104	Hospital On Wheels
108	Accidents / Ambulance
133	Railway helpline for Arrival
139	Railway Enquiry
181	Domestic abuse & sexual violence
1031	Anti-Corruption Helpline
1072	Train accident
1073	Traffic Help Line
1077	Control room of District Collector
1091	Women in Distress
1092	Earth-quake Help line Service
1096	Natural disaster control room
1097	AIDS help line service
1098	Child abuse hotline
1322	Indian Railway Security Helpline
1407	Indian Airlines
1717	Weather Enquiry
1906	LPG emergency helpline number
1910	Blood bank information
1919	Eye bank information service
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	
Ambulance	108
Government Hospital	280332
Police Station (Town & Women)	280291
Taluk Police Station	280292
D.S.P. Office	283891
Taluk Office	280124
Post Office (H.O)	280294
ZKM Hr. Sec. School	280215
Nadar Hr. Sec. School	280314
Pankajam Hr. Sec. School	280361
SCISM Mat Hr. Sec. School	285 259
ZKM Mat Hr. Sec. School	285 557
GD Mat Hr. Sec. School	280150
Spice valley Public School	283 310
Kamarajar Vidyalai Matriculation School	284224
Fire Station	280299
EB Office	282181
BSNL Office	280400

NOTABLE EVENTS & DATES

January

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

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

March

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

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

May

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

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

### NOTABLE EVENTS & DATES

July

ESTADOS UNIDOS DE AMÉRICA

August

AMÉRICA

September

AMÉRICA

October

AMÉRICA

November

AMÉRICA

December

AMÉRICA

### PERSONAL ADDRESS BOOK

Name & Address	Phone

Name & Address	Phone

**CARDAMOM PLANTERS' ASSOCIATION COLLEGE**  
Pankajam Nagar, Bodinayakanur.

**No Dues Form**

**Date :**

**Name :**

**Roll No :**

**Class :**

**Semester :**

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

# CARDAMOM PLANTERS' ASSOCIATION COLLEGE

Pankajam Nagar, Bodinayakanur.

## NO DUES FORM

Date :

Name :

Roll No :

Class :

Semester :

Sl. No.	Departments	Dues / No Dues	Signature
1.	Head of the Department		
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	Physics		
	Chemistry		
	Botany		
	Zoology		
	Computer Science		
3.	Attendance		
4.	Library		
5.	Physical Education		
6.	Transport		
7.	Book		
8.	Hostel		
9.	Finance Section		
10.	Others		

### TIME TABLE – ODD SEMESTER/ EVEN SEMESTER

Day Order/Hour	I 10.00 – 10.55	II 11.00 – 11.55	III 12.00 – 12.55	IV 2.00 – 02.55	V 03.00 – 03.50
I					
II					
III					
IV					
V					
VI					

2021

JANUARY							FEBRUARY							MARCH							APRIL												
FEBRUARY			MARCH				APRIL			MAY				JANUARY			FEBRUARY				MARCH			APRIL									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	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				
28	29	30	31																														
28	25	26	27	28	29	30	31	25	26	27	28	29	30	31	25	24	25	26	27	28	29	30	31	27	28	29	30	31	26	27	28	29	30

MAY	JUNE					JULY					AUGUST					SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER					
	S	M	T	W	F	S	M	T	W	F	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S		
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	15	16	17	18	19	20	14	15	16	17	18	19	20		
2																						10	11	12	13	14	15	16	17	18	19	20	21			
3	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	26	27	28	29	30	31	
4																																				
5	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	29	30	31	26	27	28	29	30	31	26	27	28	29	30	31	32	33	34	35	36	37

All power is within you; You can do anything and everything. - Swami Vivekananda

### ... Notes ...





