

# **Cardamom Planters' Association College**

Re-accredited with B Grade by NAAC

Pankajam Nagar,  
**BODINAYAKANUR - 625 513**

Theni District. Tamil Nadu  
**Estd : 1974**

**Phone : (04546) 280209      Fax : (04546) 280793**

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**Website : www.cpacollege.org**



**HAND BOOK**

**2018 - 2019**

Name : .....

Roll No. : .....

Class : .....

### இதைவனக்கம்

உலகம் யாவையுந் தாமுள வாக்கலும்  
நிலைபை றுத்தலும் நீக்கலும் நீங்கலா  
அலகி லாவிளை யாட்டுடை யாரவர்  
தலைவ ரண்னவர்க் கேசரண் நாங்களே

### National Solidarity Pledge

“India is my country, and all Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders, respect and treat everyone with courtesy.

To my country and people, I pledge my devotion.

In their well-being and prosperity alone lies my happiness”.

### உறுதி மொழி

இந்தியா எனது நாடு. இந்தியர் அனைவரும் உடன் பிறந்தவர்கள். நான் நாட்டுப்பற்று கொண்டவன். என் நாட்டின் வளத்தையும், பலவகைப் பண்பாடுகளையும் அறிந்து நான் பெருமையறுகிறேன். அப்பெருமைக்கு அணிசெய்யும் வகையில் நான் செயல்படுவேன். என்னுடைய பெற்றோர்களுக்கும், ஆசிரியர்களுக்கும், பொரியோர்களுக்கும் தக்க மதிப்புத் தந்து எல்லோரையும் பண்போடு நடத்துவேன். இந்நாட்டிற்கும், இந்நாட்டு மக்களுக்கும் நான் தொண்டாற்றுவேன் என்று உறுதி மொழி கவறுகிறேன். அவர்களுடைய நலத்தையும் வளத்தையும் பொறுத்தே என்னுடைய மகிழ்ச்சி அமைந்துள்ளது.

## The College Magazine

The Magazine is edited by a committee consisting of the Principal and six 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.



## Managing Committee

**Sri.S.V. Subramanian**

President

**Sri.P.V. Karuppiah, B.Sc., (Agri.)**

Vice - President

**Sri.S.Ramanathan, M.A.,**

Secretary & Correspondent

**Dr.N.Velraj, M.B.B.S.,**

Director

**Sri.V.Sorooban, B.Sc.,**

Director

**Sri.V.Parthibaraj, M.Tech.,**

Director

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

Director

**Sri.S.Nandakumaran, M.B.A.,LL.B.,**

Director

**Sri.N.P.K.S.Syed Ibrahim**

Director

**Dr.T.Rajakumaran, M.Com., M.Phil., Ph.D.,**

Principal -in-Charge



## College Committee

<b>Sri.S.V.Subramanian</b>	President
<b>Sri.P.V.Karuppiah, B.Sc., (Agri.)</b>	Vice - President
<b>Sri.S.Ramanathan, M.A.,</b>	Secretary & Correspondent
<b>Dr.N.Velraj, M.B.B.S.,</b>	Director
<b>Sri.V.Sorooban, B.Sc.,</b>	Director
<b>Sri.V.Parthibaraj, M.Tech.,</b>	Director
<b>Sri.R.Kamalanathan, D.C.E.,</b>	Director
<b>Sri.S.Nandhakumaran, M.B.A.,LL.B.,</b>	Director
<b>Sri.N.P.K.S.Syed Ibrahim</b>	Director
<b>Dr.T.Rajakumaran, M.Com., M.Phil.,Ph.D.,</b>	Principal -in-Charge
<b>Mr.S.Poonkundran, M.Sc.,M.Phil.,</b>	Member
<b>Mr.R.Pandy, M.Sc.,M.Phil.,</b>	Member
<b>Dr.K.Ravichandran, M.B.A.,Ph.D.,</b>	University Nominee



## 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 behaviour in and outside the college. He will act as a guide and counsellor. 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.

## Employment Guidance Bureau

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 come forward.

## World University Service

This is an international service organisation of students, teachers and administrators sponsored by various Universities. Intensive medical check up programme for college students is being conducted every year. Blood donation campaign is organised every year.

## **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 - COMP" is to bring to light and let flower such hidden capabilities. Being the brainchild of our college President Shri. R. Balu Alaganan, patronised 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.

## **Computer Education**

A college student in a rural college should not feel let down or left behind his city counterpart because of inaccessibility of computer learning. It does not behove a student to be a computer - illiterate. With a view to equipping him well for his future, our college offers every student computer education, notwithstanding his chosen major.

## **Vision**

Established with a view to propagating the fragrance of higher education, our institution strives for academic learning on a sound footing intellectual substance on a wider platform, strong and profound humancne vision as the cornerstone of culture.

## **Mission**

- To lend a hand of academic support to the economically under privileged.
- To help the students shake off the burdensome tag of social backwardness.
- To impart learning of a kind that adds strength and competitiveness to the students to view with their peers else where.
- To provide value-based and quality - centered education and research programmes at affordable cost.
- To motivate the students to shape their own future on the wings of their dreams.
- To enable the students to evolve into worthy Indian citizens.

## Towering Trail Blazers

### PRESIDENTS

Sri. <b>R. Balu Alaganan</b> , B.A., (Hons.)	28-04-72 to 08-11-80
Sri. <b>N. Alaganan</b>	09-11-80 to 15-11-80
Sri. <b>A.S.S. Durairaj</b> , B.A., B.L.	16-11-80 to 28-09-82
Sri. <b>R. Balu Alaganan</b> , B.A., (Hons.)	29-09-82 to 29-09-01
Sri. <b>C. Rajagopal</b> , B.A., D.S.S.A., B.G.L.,	30-09-01 to 30-09-08
Sri. <b>A.S.S. Subbiah</b> , B.A.,	01-10-2008
Sri. <b>S.V. Subramanian</b>	01-10-2012 onwards

### VICE PRESIDENTS

Sri. <b>K.P. Thilakar</b>	28-04-72 to 08-11-80
Sri. <b>N.A. Ramasankarmoorthy</b>	09-11-80 to 03-10-90
Sri. <b>T.R. Ramanathan</b>	04-10-90 to 30-09-95
Sri. <b>C. Rajagopal</b> , B.A., D.S.S.A., B.G.L.,	01-10-95 to 29-09-01
Sri. <b>R.B. Nanda Alaganan</b> , B.Tech., M.S., (USA)	30-09-01 to 29-09-04
Sri. <b>A.S.S. Subbiah</b> , B.A.,	30-09-04 to 30-09-08
Sri. <b>S.V. Subramanian</b>	01-10-2008
Sri. <b>A.S.S. Subbiah</b> , B.A.,	01-10-12 to 25-09-2013
Sri. <b>S.Ramanathan</b> , M.A.,	25-09-13 to 03-02-2015
Sri. <b>P.V.Karuppiyah</b> , B.Sc., (Agri)	04-02-2015 onwards

### SECRETARY AND CORRESPONDENTS

Sri. <b>N.B. Rabindranathan</b> , B.A., B.L.,	28-04-72 to 20-08-74
Sri. <b>N.A. Ramasankarmoorthy</b> , (Acting)	23-09-74 to 17-02-78
Sri. <b>N.A. Ramasankarmoorthy</b>	18-02-78 to 08-11-80
Sri. <b>K.P. Thilakar</b>	09-11-80 to 09-01-86
Sri. <b>K. Subbiah</b>	10-01-86 to 12-09-86
Sri. <b>K.P. Thilakar</b>	13-09-86 to 15-08-89
Sri. <b>N.A. Ramasankarmoorthy</b>	16-08-89 to 03-10-90
Dr. <b>S. Mohanraj</b> , B.Sc., M.B.B.S., D.C.H., M.R.S.H.,(Lond)	04-10-90 to 30-09-93
Sri. <b>N.B. Rabindranathan</b> , B.A., B.L.,	01-10-93 to 30-09-95
Dr. <b>S. Mohanraj</b> , B.Sc., M.B.B.S., D.C.H., M.R.S.H.,(Lond)	01-10-95 to 14-04-04
Lion. <b>P.M. Paramaraj</b> (Acting - In the absence of Dr. S. Mohanraj)	15-04-04 to 19-09-04
Dr. <b>S. Mohanraj</b> , B.Sc., M.B.B.S., D.C.H., M.R.S.H.,(Lond)	20-09-04 to 27-09-06
Sri. <b>S. Gunasekaran</b> , B.Sc., B.T.,	28-09-06 to 27-04-07FN
Sri. <b>S.M. Ramasubramanian</b> , B.A.,	27-04-07AN to 25-09-07
Dr. <b>S. Mohanraj</b> , B.Sc., M.B.B.S., D.C.H., M.R.S.H.,(Lond)	26-09-07 to 30-9-09
Sri. <b>B.K. Shridhar</b> , M.Sc.,LL.B.,P.G.D.P.M.,	1-10-09 to 25-09-13
Sri. <b>A.S.S. Subbiah</b> , B.A.,	25-09-13 to 03-02-15
Sri. <b>S.Ramanathan</b> , M.A.,	04-02-2015 onwards

A-Exemplary - 80 and above

B-Very Good - 70-79

C-Good - 60-69

D-Fair - 50-59

E-Satisfactory - 40-49. This grading shall be incorporated in the mark sheet to be issued at the end of the semester. (Handicapped students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above fields and be graded and certified accordingly).

### Other Extra-Curricular Activities

National Cadet Corps (Army)

Red Ribbon Club

Eco Club

Fine Arts Club

Health & Fitness Club

Library & Information Service Club

National Service Scheme

Physical Education

Human Rights Club

Science Communication Club

National Cadet Corps (Navy)

Youth Red Cross

## Extention Activities

Every student shall participate compulsorily for period of not less than two years (4 semester) in any one of the following programmes.

- NSS
- NCC
- Physical Education
- YRC
- Other Extra-curricular activities

The student's performance will be examined by the staff in-charge of extention activities along with the Head of the respective Department and a senior member of the Department on the following parameters.

The marks will be sent to the Controller of Examinations before the commencement of the final semester examinations.

20% of marks for Regularity of attendance

60% of marks for Active Participation in classes /camps/ games/special camps/programmes in college District/ State/University activities

10% of marks for Exemplary awards/certificates/Prizes

10% of marks for other Social components such as Blood Donations, Fine Arts etc.,

The above activities shall be coducted outside the regular working hours of the college.The mark sheet will carry the following remarks as per the following mark range.

## Principals

**Capt. J.D. Paul Jeyaraj, M.A., D.T.E.,**

15-07-74 to 31-05-89

**Mr. M. Ramatheerthan, M.A., M.Sc., B.T., (Principal - in - Charge)**

01-06-89 to 21-12-89

**Dr. G. Kaliamoorthy, M.A., M.Phil., Ph.D., (Principal - in - Charge)**

22-12-89 to 01-03-90 FN

**Dr. V.H. Baskaran, M.A., M.Phil., Ph.D., P.G.D.T.E.,**

01-03-90 AN to 05-03-93

**Dr. G. Kaliamoorthy, M.A., M.Phil., Ph.D., (Principal - in - Charge)**

06-03-93 to 17-08-93 FN

**Mr. R. Veluswamy, M.A.,**

17-08-93 AN to 31-05-96

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

01-06-96 to 31-05-98

**Dr. P. Ramamoorthy, M.Sc., M.Phil., Ph.D., P.G.D.C.A., (Principal -in- Charge)**

01-06-98 to 01-12-98

**Dr. P. Ramamoorthy, M.Sc., M.Phil., Ph.D., P.G.D.C.A.,**

02-12-1998 to 31-05-2009

**Dr. M.Rajarajan, M.Sc., M.Phil., Ph.D., P.G.D.C.A., (Principal - in - Charge)**

01-06-2009 to 09-01-2012 FN

**Dr. M.Rajarajan, M.Sc., M.Phil., Ph.D., P.G.D.C.A., Principal**

09-01-2012 to 15-04-2016 FN

**Dr. S.Eswaramoorthi, M.Com., M.Phil., B.Ed., P.G.D.C.M., Ph.D., (Principal - in-charge)**

15-04-2016AN to 31-05-2017AN

**Dr. M.Manoharan, M.Com., M.Phil., PGDCA, ICWAI (int), Ph.D., (Principal - in-charge)**

01-06-2017 to 31-05-2018

**Dr. T.Rajakumaran, M.Com., M.Phil., Ph.D.,**

(Principal - in-charge)

01-06-2018 FN onwards

**Staff****Principal - in - Charge**1. Dr. **T.Rajakumaran**, M.Com., M.Phil., Ph.D.,**TEACHING****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 in Tamil*4. Miss. **V.Meena**, M.A., M.Phil.,*Assistant Professor in Tamil***DEPARTMENT OF ENGLISH**5. Mr. **C.Muniyandi**, M.A., M.Phil.,*Associate Professor & Head*6. Dr. **C.Palanivelrajan**, M.A., M.Phil., Ph.D.,*Assistant Professor*7. Dr. **B.AnandPrasad**, M.A., M.Phil., Ph.D.,*Assistant Professor*8. Dr. **V.Vimala**, M.A., M.Phil., Ph.D.,*Assistant Professor*

9. Vacant

10. Vacant

11. Vacant

12. Vacant

**DEPARTMENT OF MATHEMATICS**13. Mr. **R.Pandy**, M.Sc., M.Phil.,*Associate Professor & Head*14. Mr. **S.Poonkundran**, M.Sc., M.Phil.,*Associate Professor*15. Dr. **C.Elango**, M.Sc., M.Phil., P.G.D.C.A., Ph.D.,*Associate Professor*16. Mr. **A.Ajmeerkhaja Mohaideen**, M.Sc., M.Phil.,*Associate Professor*17. Dr. **A.Maheswaran**, M.Sc., M.Phil., P.G.D.C.A., Ph.D.,*Associate Professor*18. Dr. **K.Krishnan**, M.Sc., M.Phil., Ph.D., P.G.D.C.A.,*Assistant Professor*19. Dr. **V.Hemalatha**, M.Sc., M.Phil., Ph.D.,*Assistant Professor*

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.Indira Mahalakshmi**, M.Sc., M.Phil., M.Ed., C.G.T., Ph.D.,*Associate Professor*27. Dr. **G.Ravindran**, M.Sc., M.Phil., Ph.D.,*Assistant Professor*28. Dr. **M.Rajarajan**, M.Sc., M.Phil., Ph.D., P.G.D.C.A.,*Associate Professor*

( Under Suspension )

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. Lectures 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.

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.

## 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. Science Forum
10. N.S.S. (Men Unit)
11. N.S.S. (Women Unit)
12. N.C.C.
13. Career and guidance cell
14. Legal Club
15. Quiz Club
16. UGC sponsored Remedial Coaching
17. Internal Quality assurance cell
18. Center for Entry in Services
19. Centre for Women Welfare and Entrepreneurship Development
20. Consumer Club
22. Anti Ragging
23. Equal opportunity centre

## DEPARTMENT OF COMPUTER SCIENCE

29. Dr. S. Sivakumar, B.E., M.S., Ph.D., Associate Professor & Head
30. Mr. K. Madasamy, M.Sc., M.S., B.Ed., P.G.D.C.A., D.S.A.D.P., M.Phil., Associate Professor
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., Assistant Professor
37. Dr. G. Karuppuchamy, M.A., M.Phil., Ph.D., Assistant Professor

## DEPARTMENT OF ECONOMICS

38. Dr. T. Anbalagan, M.A., M.Phil., M.B.A., P.G.D.C.A., Ph.D., Associate Professor
39. Dr. S. Senthilkumar, M.A., M.Phil., B.Ed., Ph.D., Assistant Professor
40. Vacant
41. Vacant

## DEPARTMENT OF COMMERCE

42. Dr. S. Balamurugan, M.Com., M.Phil., B.Ed., P.G.D.C.A., Ph.D., Assistant Professor
43. Dr. A. Sujatha, M.Com., M.Phil., Ph.D., Assistant Professor
44. Mr. V. Krishnakumar, M.Com., M.Phil., Assistant Professor
45. Dr. T. Ramalakshmi, M.Com., M.Phil., Ph.D., Assistant Professor
46. Vacant
47. Vacant
48. Vacant
49. Vacant
50. Vacant
51. Vacant

Part Time Lawyer

## DEPARTMENT OF LIBRARY

52. Mrs. G. Mangai, B.Sc., M.Lib.Sc., Librarian

## DEPARTMENT OF PHYSICAL EDUCATION

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

## NON - TEACHING STAFF

Mr. M.Sundararaj	Assistant
Mr. A.Srinivasan, M.A., B.Lib.Sc., C.G.T.,	Store Keeper
Mr. B. Murugan	Lab. Assistant
Mr. P.Satheeshkumar, B.Com.,	Lab. Assistant
Mr. R.Veeraragavan, B.Com., M.B.A.,	Lib. Assistant
Mr. P.Kaliappan	S.G Record Clerk
Mr. S.G.Yuvarajasekaran, M.Sc.,	Record Clerk
Mrs. R.Kartheeswari, M.Sc., B.Ed.,	Record Clerk
Mr. M.Manikanda Eswaran, B.Com., M.Sc.,	Office Assistant
Mr. K.Sivadhanusan, D.C.E.,	Office Assistant
Mrs. C.Unnamalai	Office Assistant
Mrs. M.Shanmuga Priya	Office Assistant
Mrs. G.Jeyanthi, B.Com., M.L.I.Sc.,	Office Assistant
Mr. G.Kuppusamy	Spl. Gr. Sweeper
Mr. A.Pandi	Spl. Gr. Sweeper
Mr. N. Murugan	Spl. Gr. Sweeper
Mr. S.Selvam	Spl. Gr. Waterman
Mr. K.Muniyandi	Spl. Gr. Scavengar
Mr. C.Pandiyaraj	Games Marker

## Medical Officers

Dr. (Mrs.) P.Uthamipreethi, M.B.B.S., D.G.O.,

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

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 the 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.

Smoking and playing cards in the hostel premises are strictly prohibited.

Inmates are advised not to leave money or valuable in their rooms.

Misconduct or breach of any hostel rules renders the offender liable to a fine or suspension or dismissal from both the hostel and the college.

Students of the college who are not residents of the hostel should not visit the hostel or be found in the hostel premises except to attend hostel day function.

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

Rs

1. Application form fee	50
2. Admission fee	50
3. Establishment Charges	3500 (per year)
4. Repairs and maintenance	1200 (per year)
5. Electricity charges	3500 (per year)
6. Establishment charges for mess	300 (per year)
7. Caution deposit ( Refund)	3000 (per year)

**Total      Rs. 11600**

### **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 hours is strictly maintained between 6.00 a.m. and 7.00 a.m. and between 8.00p.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.

### **Our Escutcheon**

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 elected 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 19<sup>th</sup> July, 1974 with two Pre - University sections.

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

The college is non - communal and non - sectarian. Its paramount object is to train the students to be good citizens and to give higher educational facilities to the students of this locality seeking collegiate education. The college building was formally inaugurated by Mrs. Jothi Venkatachalam, Governor of Kerala on 23<sup>rd</sup> 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 land-mark that connects Kerala and Tamilnadu.

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

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

This is an important educational centre. There are four co-educational Higher Secondary Schools and one Higher Secondary School for Girls. Every year more than eight hundred students pass out of the Higher Secondary classes.

There are many tourist paradises like Kodaikanal, Thekkadi and Vaigai Dam nearby.

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 regulations of award of scholarship can be changed at any time at the discretion of the Government.

### Hostels - General

Hostel 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 clamour 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 afresh 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 behaviour 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.

#### 14. E.V.R. Nagammai Free Education.

Eligible for Backward Classes I 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.

#### 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)

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) - Self finance course (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. Self finance courses

2001 - M.Sc., (Comp.Sc.) - Self finance course (SF)

2003 - D.G.T., (Diploma in Gandhian Thought)

2005 -M.Phil., & Ph.D. (Commerce) Self finance courses  
2008 -Certificate in Accounting for Small Enterprises  
2009 - Diploma in Accounting for Small Enterprises  
2010 - M.Sc., (Chemistry) Self finance course  
2010 - B.B.A., Self finance course ( SF )  
2010 - B.A., ( English ) Self finance course ( SF )  
2010 - Certificate course in Industrial Chemistry  
2010 - P.G. Diploma in Accounting for Small Enterprises  
2011 - B.Sc.,I.T. - Information Technology ( Self finance course ) ( SF )  
2011 - M.A., English ( Self finance course )  
2011 - Certificate course in Human Rights Education  
2012 - Certificate course in Chemo Informatics  
2012 - Certificate course in Medical Lab Technology  
2012 - Certificate course in Environmental Chemical Analysis  
2012 - M.Sc., Industrial Chemistry ( SF )  
2012 - M.Phil., Mathematics ( SF )  
2012 - M.Phil., Chemistry ( SF )  
2013 - Ph.D., Maths ( SF )  
2013 - Ph.D., Chemistry ( SF )  
2014 - M.Phil., Computer Science ( SF )  
2014 - M.Phil., English ( SF )  
2015 - 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 )

Students who belong to the above classes must submit a certificate from a Revenue Officer not below the rank of a Deputy Tahsildar.

7. **Kallar Reclamation Scholarship** (for Piramalai Kallar students only) Apply to the Special Deputy Collector, Kallar Reclamation, Theni. (Free Education - No income limit)
8. 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.
9. **Government of India Scholarship.**  
Eligible for the orthopaedically handicapped. Apply to the Director of social welfare, 485, Anna Salai, Nandanam, Chennai - 35.
10. **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.
11. Spices Board Scholarship.
12. Coffee Board Scholarship.
13. 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.

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/-.

### **3. Merit Scholarship (National Scholarships) :**

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

### **4. 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/-

### **5. 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/-.

6. 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.

## **Course of Study**

**The following Courses of study are offered in the College**

### **Aided Courses (Affiliated to M.K.University )**

#### **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
3. B.Sc., Branch I (b) Mathematics  
(Physics and Computer - Application - Ancillaries)
4. B.Com., (Regular / Vocational)
5. B.A., Branch XII (b) English Literature
6. B.A., Business Economics  
(Accountancy & Mathematical Methods - Ancillaries)
7. B.A., Branch I (b) History  
(General Economics & Modern Government - Ancillaries)

#### **Post Graduate**

1. M.Com.,
2. M.Sc., Branch I (c) Mathematics

### **Self Financed Courses (Affiliated to M.K.University )**

#### **Under Graduate**

1. B.Sc.,(I.T.)	2.B.C.A.,	3.B.Sc., ( Physics)
4. B.Sc.,(Botany)	5.B.Sc.,(Maths)	6.B.Com.,(CA)
7. B.B.A.,	8.B.A.,(Eng)	

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

## Diploma

1. D.C.A., (Diploma in Computer Application)
2. D.G.T., (Diploma in Gandhian Thought)

## P.G.Diploma

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

## Certificate

1. C.G.T.(Certificate course in Gandhian Thought.)(M.K.University affiliated )
2. C.C.I. ( Certificate course in Chemo Informatics ) - UCG-COP
3. C.M.L.T. ( Certificate course in Medical Lab Technology ) - UCG-COP
4. C.E.C.A. ( Certificate course in Environmental Chemical Analysis ) - UCG-COP
5. Certificate Course in Latex - UCG-COP

## 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 Tamilnadu 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 to 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. Those who apply for Merit Scholarship (National scholarship) to children of primary and secondary school teachers must have atleast secured 50 % marks. (apply to the Director of Collegiate Education, Chennai - 6).

### **2. Adi Dravidar Welfare Department Scholarship :**

Students belonging to Scheduled Castes, Scheduled Tribes and other eligible Communities and Backward Class of Tamilnadu 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.

## 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.

## 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. In fixing the responsibility, the decision of the Head of the Department shall be final.

## Important details regarding the College

1. Name of the College with Postal address :  
**Cardamom Planters' Association College**  
Pankajam Nagar,  
Bodinayakanur - 625 513,  
Theni District, Tamilnadu.
2. Name of the Educational Agency :  
**Cardamom Planters' Association College Society**
3. Name of the Trustees : Given in page No.3
4. College Telephone No. : 04546 - 280209  
Fax No. : 04546 - 280793  
E-mail : cpacollege2010 @ gmail.com  
Web site : www.cpacollege.org
5. Name of the Secretary : **Mr.S.Ramanathan,M.A.**  
Address : 8/48, Sowdamman Kovil Street,  
Bodinayakanur- 625 513.  
Telephone No. : 04546 - 285398  
04546 - 280855
6. Name of the Principal : **Dr. T.Rajakumaran,**  
M.Com., M.Phil.,Ph.D.,  
Principal - in - Charge  
Telephone No. : 04546 - 284209  
Personal No. : 04546 - 280793
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 )

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.,-Comp.Science	1988	40

10. G.O. No. permitting the opening of the College:

G.O. Ms. No. 1935 Edun. Dept. dt. 22-11-1974  
D.C.E. Proc. No. 237265 / S5 / 73 dt. 17-12-1974

11. Copy of G.O./ Govt letter permitting change in name and/or change of site/G.O. permitting to continue at temporary site :

Not applicable

12. Details of teaching staff : Given in page No. 8 & 9

13. Details of non - teaching staff : Given in page No. 10

14. Fees collected under various heads for various courses:

Given in page No.33

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 earlier 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.

## Library Rules

### A) GENERAL

1. The Library works on all college working days from 9.30 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 Closed 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.

### B) 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 one book from the Library. Malpractice of using the "Borrower's Ticket" is not allowed.
2. Students will be entitled to keep a book for two weeks from the date of issue. At the end of the period it shall be returned to the Library i.e. on the date marked on the date slip. But it may be re-issued to the same person if it is not in the meantime applied for. When re-issued the book may be retained for a further period of two weeks and not more than three such renewal will be allowed. The book should be produced before the Librarian for every renewal.

Date	Day	June 2018	Working Day	
			Day	Order
1	Fri			
2	Sat			
3	Sun			
4	Mon			
5	Tues			
6	Wed			
7	Thur			
8	Fri			
9	Sat			
10	Sun			
11	Mon			
12	Tues			
13	Wed			
14	Thur			
15	Fri			
16	Sat			
17	Sun			
18	Mon	College re-opens for the odd semester	1	I
19	Tues		2	II
20	Wed		3	III
21	Thur		4	IV
22	Fri		5	V
23	Sat		6	VI
24	Sun		7	VI
25	Mon		8	II
26	Tues	Orientation to first year students	9	III
27	Wed	Bridge Intensive Course to first year	10	IV
28	Thur	Bridge Intensive Course to first year	11	V
29	Fri	Bridge Intensive Course to finish	12	VI
30	Sat		13	VI

Date	Day	July 2018	Working Day	
			Day	Order
1	Sun		-	-
2	Mon		11	V
3	Tues		12	VI
4	Wed		13	I
5	Thur		14	II
6	Fri		15	III
7	Sat		16	IV
8	Sun		17	V
9	Mon		18	VI
10	Tues		19	I
11	Wed		20	II
12	Thur		21	III
13	Fri		22	IV
14	Sat		23	V
15	Sun		24	VI
16	Mon		25	I
17	Tues		26	II
18	Wed		27	III
19	Thu		28	IV
20	Fri		29	V
21	Sat		30	VI
22	Sun		31	I
23	Mon		32	II
24	Tues			
25	Wed			
26	Thur			
27	Fri			
28	Sat			
29	Sun			
30	Mon			
31	Tue			

**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.

*Signature of the Applicant.*

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

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 cellphone inside the college premises is strictly prohibited.

### Class Hours

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

### 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.

Date	Day	August 2018	Working Day	
			Day	Order
1	Wed		33	III
2	Thur		34	IV
3	Fri		35	V
4	Sat		-	-
5	Sun		-	-
6	Mon		36	VI
7	Tues	I - Internal Test	37	I
8	Wed		38	II
9	Thur		39	III
10	Fri		40	IV
11	Sat		-	-
12	Sun		-	-
13	Mon		41	V
14	Tues		42	VI
15	Wed	Independence Day - Holiday	-	-
16	Thur		43	I
17	Fri		44	II
18	Sat		-	-
19	Sun		-	-
20	Mon		45	III
21	Tues		46	IV
22	Wed	Bakrid - Holiday	-	-
23	Thur		47	V
24	Fri		48	VI
25	Sat		-	-
26	Sun		-	-
27	Mon		49	I
28	Tues		50	II
29	Wed		51	III
30	Thur		52	IV
31	Fri		53	V

Date	Day	September 2018	Working Day	
			Day	Order
1	Sat		-	-
2	Sun	Krishna Jeyanthi - Holiday	-	-
3	Mon		54	VI
4	Tues		55	I
5	Wed		56	II
6	Thur		57	III
7	Fri		58	IV
8	Sat		-	-
9	Sun		-	-
10	Mon		59	V
11	Tues		60	VI
12	Wed		61	I
13	Thur	Sri Vinayagar Chathurthi - Holiday	-	-
14	Fri		62	II
15	Sat		-	-
16	Sun		-	-
17	Mon		63	III
18	Tue		64	IV
19	Wed		65	V
20	Thurs		66	VI
21	Fri	Moharam - Holiday	-	-
22	Sat		-	-
23	Sun		-	-
24	Mon		-	-
25	Tue		67	I
26	Wed		68	II
27	Thue		69	III
28	Fri		70	IV
29	Sat		71	V
30	Sun		-	-

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 Tamilnadu 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 organisation. While it is not intended to prevent students from carrying on purely academic discussion of general political subjects they are forbidden to take any part whatsoever in political agitation directed against the authority of Government or in any other movement or agitation of any kind which may be accompanied by and may result in ill-feeling between different sections of the community.
23. Irregular attendance, insubordination to lecturer, habitual inattention to 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 organised 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.

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 themselves occupied in study. Like - wise 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 the 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 class - rooms are meant for teachers; the students should not use them.

Date	Day	October 2018	Working Day	
			Day	Order
1	Mon		72	VI
2	Tues	Gandhi Jeyanthi - Holiday	-	-
3	Wed		73	I
4	Thur		74	II
5	Fri		75	III
6	Sat		-	-
7	Sun		-	-
8	Mon	II Internal Test	76	IV
9	Tues		77	V
10	Wed		78	VI
11	Thur		79	I
12	Fri		80	II
13	Sat		-	-
14	Sun		-	-
15	Mon		81	III
16	Tues		82	IV
17	Wed		83	V
18	Thu	Saraswathi Pooja - Holiday	-	-
19	Fri	Vijayadhasami - Holiday	-	-
20	Sat		-	-
21	Sun		-	-
22	Mon		84	VI
23	Tues		85	I
24	Wed		86	II
25	Thu		87	III
26	Fri		88	IV
27	Sat		-	-
28	Sun		-	-
29	Mon		89	V
30	Tue	Last working day for - Odd Semester	90	VI
31	Wed			

Date	Day	November 2018	Working Day	
			Day	Order
1	Thur		nom	1
2	Fri		eeUT	2
3	Sat		beW	3
4	Sun		urT	4
5	Mon		im	5
6	Tues	Deepavali - Holiday	ts2	6
7	Wed		nua	7
8	Thur		noM	8
9	Fri		eeUT	9
10	Sat		beW	10
11	Sun		urT	11
12	Mon		im	12
13	Tues		ts2	13
14	Wed		nua	14
15	Thur		noM	15
16	Fri		eeUT	16
17	Sat		beW	17
18	Sun		urT	18
19	Mon		im	19
20	Tues		ts2	20
21	Wed	Milad-Un-Nabi - Holiday	nua	21
22	Thur		noM	22
23	Fri		eeUT	23
24	Sat		beW	24
25	Sun		urT	25
26	Mon		im	26
27	Tue		ts2	27
28	Wed		nua	28
29	Thur		noM	29
30	Fri		eeUT	30
			beW	31

b) A student absenting himself

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

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

### College Etiquettes

- Every student shall wear formal dress.
- 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.
- 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.
- Every student is expected to provide himself / herself with the required books in every subject.
- Every student shall aim at such behaviour in the class room as shall not in the least disturb the work of the class or of an other class.
- Every student shall endeavour to attend classes regularly and shall refrain from anything calculated to impede the attendance of other classes.
- Students should be in their class rooms before the entry of the teacher.
- No student shall leave the class - room without permission or until the teacher in charge of the class has left the room.

## 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-of and Rs.5/- for each day of test.

Date	Day	December 2018	Working Day	
			Day	Order
1	Sat		-	I
2	Sun		-	II
3	Mon		-	III
4	Tues	College re-opens for the Even semester	1	I
5	Wed		2	II
6	Thur		3	III
7	Fri		4	IV
8	Sat		-	-
9	Sun		-	-
10	Mon		5	V
11	Tues		6	VI
12	Wed		7	I
13	Thur		8	II
14	Fri		9	III
15	Sat		-	-
16	Sun		-	-
17	Mon		10	VI
18	Tue		11	V
19	Wed		12	VI
20	Thu		13	I
21	Fri		14	II
22	Sat		-	-
23	Sun		-	-
24	Mon		15	III
25	Tue	Christmas - Holiday	-	-
26	Wed		16	IV
27	Thur		17	V
28	Fri		18	VI
29	Sat		-	-
30	Sun		-	-
31	Mon		19	I

Date	Day	January 2019	Working Day	
			Day	Order
1	Tues	Newyear - Holiday	-	-
2	Wed		20	II
3	Thur		21	III
4	Fri		22	IV
5	Sat		-	-
6	Sun		-	-
7	Mon		23	V
8	Tues		24	VI
9	Wed		25	I
10	Thur		26	II
11	Fri		27	III
12	Sat		-	-
13	Sun		-	-
14	Mon		28	IV
15	Tues	Pongal - Holiday	-	-
16	Wed	Thiruvalluvar Day - Holiday	-	-
17	Thur	Uzhavar Thirunal - Holiday	-	-
18	Fri		29	V
19	Sat		-	-
20	Sun		-	-
21	Mon		30	VI
22	Tues		31	I
23	Wed		32	II
24	Thur		33	III
25	Fri		34	IV
26	Sat	Republic Day - Holiday	-	-
27	Sun		-	-
28	Mon		35	V
29	Tues		36	VI
30	Wed	I - Internal Test	37	I
31	Thur		38	II

## Miscellaneous Fees

### a) University Examination Fee for U.G. Courses

Rs.

#### Part I, II and III ( Main & Ancillary )

78

#### Practical 3 Hours Lab

90

#### Practical 6 Hours Lab

120

#### Computerisation Charges ( Degree )

120

#### Cost of Application Form

60

#### Provisional Certificate Fee (III year Student only)

360

#### Consolidated mark sheet

120

### University Examination Fee for P.G. Courses

#### P.G.Practical - 3 Hours

180

#### For each Theory paper

144

#### Computerisation charges ( Degree )

120

#### Provisional Certificate Fee (II year Student only)

360

#### Cost of application form

60

#### Consolidated mark sheet

120

## Internal Quality Assurance Cell

- Established in the year 2007
- IQAC acts according to the guidelines of 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.

## Objectives

To evolve a system for aware, faithful and catalytic action to improve the quality and performance of the institution.

Date	Day	February 2019	Working Day	
			Day	Order
1	Fri		39	III
2	Sat		-	-
3	Sun		-	-
4	Mon		40	IV
5	Tues		41	V
6	Wed		42	VI
7	Thur		43	I
8	Fri		44	II
9	Sat		-	-
10	Sun		-	-
11	Mon		45	III
12	Tues		46	IV
13	Wed		47	V
14	Thur		48	VI
15	Fri		49	I
16	Sat		-	-
17	Sun		-	-
18	Mon		50	II
19	Tues		51	III
20	Wed		52	IV
21	Thur		53	V
22	Fri		54	VI
23	Sat		-	-
24	Sun		-	-
25	Mon		55	I
26	Tues		56	II
27	Wed		57	III
28	Thur		58	IV

Date	Day	March 2019	Working Day	
			Day	Order
1	Fri		59	V
2	Sat		-	-
3	Sun		-	-
4	Mon		60	VI
5	Tues		61	I
6	Wed		62	II
7	Thur		63	III
8	Fri		64	IV
9	Sat		-	-
10	Sun		-	-
11	Mon		65	V
12	Tues		66	VI
13	Wed		67	I
14	Thur		68	II
15	Fri		69	III
16	Sat		-	-
17	Sun		-	-
18	Mon	Telugu New year	70	IV
19	Tue	II Internal Test	71	V
20	Wed		72	VI
21	Thurs		73	I
22	Fri		74	II
23	Sat		-	-
24	Sun		-	-
25	Mon		75	III
26	Tue		76	IV
27	Wed		77	V
28	Thur		78	VI
29	Fri		79	I
30	Sat		-	-
31	Sun		-	-

FEES

**U.G. / P.G. SEMESTER SYSTEM**

	<b>PARTICULARS</b>	<b>Rs.</b>
1.	Tuition Fee for Post Graduate (Per Semester)	375
2.	Laboratory Fee Chemistry Major	200
	Botany Ancillary	75
	Physics Ancillary	75
	Computer Major	1000
3.	Library and Reading Room	30
4.	Stationary	50
5.	Games & Sports Day	150
6.	Medical Inspection ( I year UG only )	5
7.	Red Cross Association	20
8.	Magazine	12
9.	Calendar	6
10.	College Association / Union	6
11.	College Day	5
12.	Audio - Visual Education	3
13.	Student Aid Fund	3
14.	World University Service	3
15.	Students youth welfare activities	5
16.	Campus Amenities	12
17.	N.S.S. ( I year only )	10
18.	Flag Day	5
19.	Admission Fee	5
20.	Certificate Verification Fee	50
21.	Insurance Premium ( I year only )	UG36,PG24
22.	University Entrance Fee	50
23.	University Recognition Fee	250
24.	Convocation Fee ( I year only )	25
25.	Convocation Fee ( III year (UG) only / II year (P.G) only )	720

## 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 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.

## 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 Re.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 readmitted, he / she shall, in addition to fees and fines due from him / her, pay a readmission 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.

Date	Day	April 2019	Working Day	
			Day	Order
1	Mon		80	II
2	Tues		81	III
3	Wed		82	IV
4	Thur		83	V
5	Fri		84	VI
6	Sat	Telugu New Year - Holiday	-	-
7	Sun		-	-
8	Mon		85	i
9	Tues		86	II
10	Wed		87	III
11	Thur		88	IV
12	Fri		89	V
13	Sat		-	-
14	Sun	Tamil New Year & Dr.Ambedkar Jayanthi - Holiday	-	-
15	Mon	Last working day for the Even semester	90	VI
16	Tues			
17	Wed	Mahaveer Jayanthi		
18	Thur			
19	Fri	Good Friday		
20	Sat			
21	Sun			
22	Mon			
23	Tues			
24	Wed			
25	Thur			
26	Fri			
27	Sat			
28	Sun			
29	Mon			
30	Tue			

## Calendar Consolidate

### Total Number of Working Days for 2018 - 2019

#### ODD SEMESTER

Year	Month	Working Days
2018	June	10
2018	July	22
2018	August	21
2018	September	18
2018	October	19
Total		<b>90</b>

#### EVEN SEMESTER

Year	Month	Working Days
2018	December	19
2019	January	19
2019	February	20
2019	March	21
2019	April	11
Total		<b>90</b>

## 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.

## 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. Cheques and Postal Orders are not accepted.

SC / ST Students can have one application form free of cost on showing their original Community Certificate.