LADY DOAK COLLEGE
(Autonomous, College with Potential for Excellence and
ISO 9001:2008 Certified)
Madurai - 625 002, Tamil Nadu, India.

We cannot do anything against the truth,
but only for the truth.

St.Paul (II Cor. 13:8)

HAND BOOK
2013 - 2014

NAME:

CLASS & MAJOR:

PRESENT ADDRESS:

TELEPHONE NO:
COLLEGE TIMINGS

Shift I: 8:20 a.m. to 1:00 p.m.

UG & PG - Aided
B.Com., Professional Accounting
PG, PG Dip. & M.Phil. - Self-Financed

Shift II: 1:05 p.m. to 5:45 p.m.

UG Maths, Physics, English, Commerce, UG, PG
Biotech. & Comp. Sci. - Self-Financed

COLLEGE OFFICES - WORKING HOURS

9:30 a.m to 1:00 p.m
&
2:00 p.m to 5:00 p.m

Students may transact business in the college offices from
12 noon to 12:30 p.m.
&
2:00 p.m. to 2:30 p.m.

Telephone : 2530527, 2524575
Fax : 091- 452-2523585
Website : www.ladydoakcollege.edu.in
MISS KATIE WILCOX
FOUNDER OF THE COLLEGE
1889 - 1974

Served in India: 1915 - 1958
In Lady Doak College: 1948 - 1958

ASSOCIATE FOUNDERS

LADY HELEN DOAK
A Teacher dedicated to the education of young Indian girls. The “First Lady of Madura”, respected and loved by the citizens of Madurai.

SIR JAMES DOAK
A Scottish businessman, wise, efficient, generous, courteous and deeply interested in people, as people.

DR. JOHN X. MILLER
Missionary Statesman, Wise Counsellor, Administrator who made a lasting contribution to Christian Educational work in Madurai District.

The college is indeed a token of their goodwill and generosity.
A Prayer for the College

O God our Lord, we give you thanks for our Founder, Miss Katie Wilcox, and the great company of your servants, who in the past have served and built this institution for imparting knowledge and sound moral values. Let our college be a light of truth in a world of darkness, a witness to freedom in a world where many are enslaved by idols and ideologies, a place where people will come to know the good and to know you, the source of all good. - Amen.

A Student’s Prayer

Creator of the universe,
We lift our minds to Thee;
Enlighten them and lead our thought
In fearless liberty.

Let not our search for truth in things
From Thee our souls divide;
Thou art the living Lord of truth;
Thy Spirit be our guide.

When minds are dulled with studying,
When words no life afford,
When fields of knowledge seem too vast,
Sustain us then, O Lord.

Let not the love of easy ways
Leave deeper truth unknown;
Teach us that power to learn and grow
Is found in Thee alone

Make every desk an altar, Lord;
Our studying a prayer;
The class-room doors cathedral gates
To those who enter there.

Let Science find in thee its Truth;
Technology, its goal;
Philosophy its, noblest thought;
Thy Light makes knowledge whole.

-J. Donald Hughes
CONTENTS

The College .............................................................................................................1
Landmarks in the History of the College .................................................2
Katie Wilcox Education Association Members ...........................................6
College Administration ..................................................................................7
Other Administrative Bodies ......................................................................9
The College Union Constitution ................................................................10
Officers of the Student Council ....................................................................14
Guidance to Students — Where to go? ......................................................15
Academic Programmes of the College ......................................................16
  Courses of Study
  Choice - Based Credit System (UG )
  Choice - Based Credit System (PG)
Evaluation
  Academic Advising
Rules and Regulations Regarding Attendance ........................................34
Co-curricular Programmes ........................................................................37
Christian Studies Programme .....................................................................39
Fees ...............................................................................................................39
Scholarship ..................................................................................................41
Library ..........................................................................................................42
Centres
  Centre for Women’s Studies ......................................................................44
  Human Rights Education Unit .....................................................................44
  Centre for Religion & Interfaith Relations ...............................................45
  Science Instrumentation Centre ...............................................................45
  Centre for Music .......................................................................................45
  The Centre for Information Technology ..................................................45
  International Study Centre ........................................................................45
  Career Guidance and Placement Centre ................................................46
  Centre for Environmental Studies ...........................................................46
  Research & Development Cell ..................................................................46
  Centre for Outreach & Service Learning Programmes 47
    iv
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equal Opportunity Centre</td>
<td>47</td>
</tr>
<tr>
<td>Mini Wastepaper Recycling Unit</td>
<td>47</td>
</tr>
<tr>
<td>Student Amenities</td>
<td>47</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>50</td>
</tr>
<tr>
<td>Residential Halls</td>
<td>53</td>
</tr>
<tr>
<td>Wilcox Chapel</td>
<td>55</td>
</tr>
<tr>
<td>The Alumnae Association</td>
<td>55</td>
</tr>
<tr>
<td>College Day Celebrations</td>
<td>56</td>
</tr>
<tr>
<td>College Day Prizes</td>
<td>56</td>
</tr>
<tr>
<td>Scripture Prizes</td>
<td>61</td>
</tr>
<tr>
<td>College Resident Honours</td>
<td>61</td>
</tr>
<tr>
<td>Other Certificates</td>
<td>62</td>
</tr>
<tr>
<td>Convocation Day Prizes</td>
<td>62</td>
</tr>
<tr>
<td>Endowed Scholarships</td>
<td>66</td>
</tr>
<tr>
<td>Endowed Lectures</td>
<td>68</td>
</tr>
<tr>
<td>Faculty List</td>
<td>68</td>
</tr>
<tr>
<td>Calendar</td>
<td>76</td>
</tr>
<tr>
<td>Timetable</td>
<td>100</td>
</tr>
<tr>
<td>National / International Days</td>
<td>102</td>
</tr>
<tr>
<td>Hymns</td>
<td>103</td>
</tr>
</tbody>
</table>
THE COLLEGE

Lady Doak College, a premier Christian Institution and the first Women’s College in Madurai, was founded by Miss Katie Wilcox, an American missionary with dedicatory zeal and vision. Commencing its pioneering service in the cause of women’s education in and around the city of Madurai, the college has completed 65 years of committed labour of love and learning, a service which began on the 14th of July 1948, in the Noyes Memorial Gardens, Tallakulam, Madurai. As an Ecumenical Christian College whose purpose is to impart liberal education of Christian character to students of all creeds, this College strives to develop their intellectual powers, locate, identify and cultivate their interests and talents and train them to be responsible and useful citizens. Lady Doak College is functioning as a unit of the Katie Wilcox Education Association - A Christian Educational Trust.

In its first year Lady Doak College had 81 students, a few books in a small library room, one hostel, a portion of the classroom building under construction and a few thatched sheds. Since that time, the college has grown in every way. In the place of temporary sheds, today, we have well built beautiful chapel, classrooms, lecture halls, indoor stadium cum auditorium, well-stocked library, well-equipped laboratories, auditorium, open air theatre, hostels, clinic, non-resident students’ centre and canteen. Now the college has an enrollment of about 3892 women students and has a team of high-spirited and committed staff with 205 teaching faculty and 170 non-teaching staff.

The college currently offers 23 undergraduate, 15 postgraduate, 9 M.Phil, 6 research programmes, 5 diploma, 4 PG diploma, and 3 certificate courses.

Empowerment and encyclopaedic development of women has been the unique culture of LDC, with integrity, ingenuity, fellowship and harmony as its hallmarks.

It manifests a rich tradition of quality and value loaded system of learning, aiming to bring about the wholesome transformation of women with a well-balanced moral, social and spiritual outlook.
LANDMARKS IN THE HISTORY OF THE COLLEGE

14th July : The college started functioning as a Second Grade Institution with only the Intermediate course.
1948

1951-52 : Raised to the status of a First Grade College, offering the Two Year B.A. Degree Course in Mathematics, Economics and Zoology.

1956-57 : Starting of the Pre-University Course.
1957-58 : Starting of the Three Year Degree Courses B.A./B.Sc. in English, Tamil, Economics, Chemistry, Mathematics, Zoology.

1961-62 : Affiliation in M.A. Degree Course in English
1962 : Permanent affiliation granted by the University of Madras.
1970 : Inauguration of the College Science Improvement Programme (COSIP) & College Humanities Improvement Programme (COHIP) sponsored by the University Grants Commission.

1970-71 : B.Sc. Special Courses in Mathematics and Zoology, B.A. Special Course in Economics.

1975-76 : Starting of French in the Pre-University and UG Courses. Starting of Elements of Commerce in the Pre-University Course.

1976-77 : Change-over to the semester system in the I year degree courses. Affiliation in B.Com Degree Course.
1978-79 : The college was conferred Autonomous
status.
1979 : Affiliation in B.Sc. (Spl.) Physics.
1983 : Introduction of the College Humanities and Social Sciences Improvement Programme (COHSIP) sponsored by the University Grants Commission.
1985 : Affiliation in M.A. Degree Course in Economics.
1993 : Affiliation in M.Com. Degree (SF)
1997 : Affiliation in B.Sc. (Spl.) Information Technology and Management (SF).
1999-2000 : Accredited with FIVE STARS by NAAC.
2001-2002 : Introduction of Choice - Based Credit System (CBCS) for all aided courses at the undergraduate level.
Awarded the status of “College with Potential for Excellence” by UGC.
UGC recognized Centre for Women’s Studies.
B.Com. - Commerce with Corporate Secretaryship.
Starting PG Diploma in Biomolecular Modelling & Dynamics (PGDBMD)
Affiliation in M.Phil. (Spl.) Zoology Biotechnology & M.Phil. Microbiology (SF) Upgradation of the Department of Economics as Research Centre. PG Diploma in Event Management (SF)
Reaccredited with “A” grade by NAAC.
2008 - 2009 Change of Title
B.Sc (Spl). Chemistry with Cheminformatics,
B.A History Spl. in Tourism,
B.A Psychology and Sociology.

**Lady Doak College & IGNOU**  
Partnership Programme Under Convergence Scheme.
Initiation of Diamond Jubilee Year Project - Katie Wilcox Community College.

2009 - 2010  
Upgradation of the Departments of Botany & Microbiology as Research Centre. Affiliation in M.Phil. History (SF)  

**Change of Title**  
Masters in Social Work (MSW)  
M.Sc. Information Technology

2010-2011  
Affiliation in M.Phil Physics (SF), PG Diploma in Bioinformatics

**Change of Title**  
PG Diploma in Human Resource Development  
B.Com Banking & Insurance  
M.Phil. Biotechnology (SF)

2011-2012  
M.Sc. Nanoscience (UGC Innovative programme) B.Com Professional Accounting  
PG Diploma in Counselling & Psychotherapy  
Diploma in Creative Fashion Designing  
Certificate Course in Fashion Designing

2012-2013  
B.A. English (SF)  
Certificate course in Financial Instruments and Services  
Certificate course in Remote Sensing & GIS  
Diploma in Yoga  
Diploma in Informatics for Drug Design  
Diploma in Clinical Laboratory Techniques

2013-2014  
**Change of Title**  
B.A. Economics,  
Introduction of Integrated Curricular Model for all Undergraduate programme
KATIE WILCOX EDUCATION ASSOCIATION
MEMBERS

1. Dr. Paul P.Appasamy  Chairperson
   Coimbatore.
2. Dr. Sam C. Bose  Member
   Madurai.
3. Prof. D. Yesudhas  ”
   Vellore
4. Dr. Paul L. Love  ”
   Madurai.
5. Rev. Dr. Samuel W. Meshack  ”
   Chennai.
6. Ms. Joan Elango  ”
   Chennai.
7. Dr. Manu Thomas Mathai  ”
   Chennai.
8. Mr S. K. Solomon  ”
   Mumbai.
9. Dr. Moses P. Manohar  ”
   Chennai.
10. Rev. Raj Bharath Patta  ”
    Bangalore.
11. Ms. Meena Prashantham  ”
    Vellore.
12. Dr. Valsa Tharien  ”
    Oddanchatram.
13. Mr. R. Jeyakumar  ”
    Chennai.
14. Dr. Sembon David  ”
    Madurai.
15. Prof. B. Gunaraj  ”
    Madurai.
16. Mr. Ravi Kumar Paul  ”
    Chennai.
17. Mr. Adrian Moody  ”
    Kodaikanal.

EX-OFFICIO MEMBERS
18. Dr. A. Mercy Pushpalatha  Principal & Secretary
19. Dr. Beulah J.M. Rajkumar  Bursar & Treasurer
COLLEGE ADMINISTRATION

The Principal
The Principal is the Executive Head, Official Secretary and correspondent of the college and ex-officio Secretary of the Katie Wilcox Education Association. She appoints members of the faculty, admits students to the various courses, residential halls and is responsible for the maintenance of the discipline and progress of the college.

The Vice-Principal
The Vice-Principal performs the duties of the Principal in her absence and other duties as delegated to her by the Principal.

The Bursar
As the financial officer, the Bursar maintains correct accounts of all financial transactions, supervises the non-teaching staff and prepares the budget. The Bursar discharges her duties in consultation with the Principal.

The Deans of Academic Affairs
The Deans of Academic Affairs co-ordinate the academic work of the Humanities and Science Departments. They are responsible for organising seminars, consultations and workshops related to higher education and all matters relating to the college curriculum and IQAC.

The Controller of Examinations
The Controller of Examinations is responsible for the formative and summative assessment of students - organising and co-ordinating the conduct of tests/examinations, evaluation, announcement of results and award of certificates, diplomas and degrees.

The Dean of Student Services (DSS)
The DSS is in charge of resident student services, health services, food services and co-curricular activities. She carries out her work through the Resident Hall Superintendents, Convenors of Assembly Programmes and the Student Council Members. She looks after the interests of all students and acts in consultation with the Principal.
The Chaplain

The Chaplain is in charge of all matters connected with the College Chapel, organises worship programmes, study programmes / retreats / conferences for faculty and students and co-ordinates the Christian Studies Programmes and Student Christian Movement activities. She works in consultation with the Principal.

ADMINISTRATIVE OFFICERS

Principal and Secretary
Dr. A. Mercy Pushpalatha  M.Sc., M.Phil., Ph.D.

Vice-Principal
Dr. W. Isabel  M.Sc., M.Phil., Ph.D.

Bursar
Dr. Beulah J.M. Rajkumar  M.Sc., M.Phil., Ph.D.

Deans of Academic Affairs
Ms. Esther Daniel  M.Sc., M.Phil., P.G.D.C.A.
Dr. Geetha Kanagaraj  M.A., M.Phil., P.h.D.

Controller of Examinations
Dr. P. Vanitha Malarvizhi  M.Com., M.Phil., Ph.D.

Additional Controller of Examinations
Ms. T.R. Sivapiya  M.C.A., M.Phil.

Dean of Student Services
Dr. Nirmala Rebecca Paul  M.Sc., M.Phil., P.G.D.C.A.

Asst. Dean of Student Services
Ms. A. Japhne  M.Sc., M.Phil.

Chaplain
Dr. Suka Joshua  M.A., M.Phil., B.Ed.,
PG Dip. in Jour. Ph.D.
OTHER ADMINISTRATIVE BODIES

The Senatus

The Senatus is an advisory body, consisting of the Principal, the Vice-Principal, the Bursar, the Deans of Academic Affairs, the Controller of Examinations, the Dean of Student Services, the Heads of the Departments, the UG Professors, Joint Convenors of the Curriculum Planning and Evaluation Cell, Joint Convenors of the Research and Development Cell, the COSLP Co-ordinators, the Chaplain, two RHS by rotation and two members elected by the permanent members of the faculty from among themselves for a period of two years. Others may be invited by the Principal as and when necessary. The Senatus assists the Principal in all matters relating to the smooth functioning and development of the college.

Senatus Secretary
Dr. W. Isabel
M.Sc., M.Phil., Ph.D.

The Faculty Association

The Faculty Association consists of the Principal, the Vice-Principal, the Bursar, the Deans of Academic Affairs, the Controller of Examinations, the Dean of Student Services, the Chaplain, the RHS, the Librarian, the Director of Physical Education and all the teaching staff of the college.

The Principal functions as the Chairperson of the Faculty Association calling all meetings of the Association. The Secretary, the Assistant Secretary and the Treasurer of the Faculty Association are elected by the permanent members of the faculty from among themselves for a term of two years. The Secretary assists the Principal in preparing the agenda and recording the proceedings of the meetings. The Treasurer is in-charge of the accounts of the Faculty Association.

The Faculty Association discusses the academic and co-curricular programmes and offers suggestions for maintaining high standards in keeping with the purpose and philosophy of the college.
Officers of the Faculty Association

Staff Secretary : Ms. Preetha Joseph
M.A., M.Phil., B.Ed., D.T.E.,
PG Dip. in Jour. & Mass Com.

Asst. Staff Secretary : Dr. K. Deivanai, M.Sc., Ph.D.

Staff Treasurer : Ms. Priscilla Paul, M.Sc., M.Phil.

Resident Staff Secretary : Ms. Joice Rathinam M.C.A.

The Curriculum Planning and Evaluation Cell (CPEC)

The CPEC consists of one faculty member representing each department, with 2 Joint Convenors, one from Humanities and another from Sciences. The Principal, the Vice-Principal, the Bursar, the Deans of Academic Affairs and Controller of Examinations are its ex-officio members.

Its main function is to design the total curriculum keeping in mind the vision of the college, changes in society and the current trends in education. It also provides guidelines for formative and summative evaluations. Recommendations of the CPEC will be submitted to the Senatus for approval.

The Internal Quality Assurance Cell (IQAC)

IQAC aims at realising the goals of quality enhancement and sustenance. The main functions of IQAC are:

i. Development and applications of quality benchmarks in various activities of the college.
ii. Recording and monitoring quality measures of the college.
iii. Organisation of discussions, workshops & seminars and promotion of quality circles.

THE COLLEGE UNION CONSTITUTION

“There shall be an association of all the members of the college students, officers of the college and the faculty members. All other Student Associations, Societies, Clubs and Forums shall be branches of the Association”.

Name

The Association shall be called

“THE LADY DOAK COLLEGE UNION”
Purpose
The purpose of the Union shall be

a. to further and regulate the common life of students in the College.

b. to promote cultural interest by planning and executing such programmes as would afford adequate opportunities for the development of the special talents and interests of its members.

c. to prepare them through such means for the service of their country.

Membership

a. All the students of the college shall be members of the Union.

b. The officers of the college (viz., the Principal, the Vice-Principal, the Bursar) and the faculty members shall be associate members without the right of voting.

Meetings

Meetings of the branches of the Union shall take place as decided by the College Union Executive Committee.

The Executive Committee of the College Union

There shall be an Executive Committee of the College Union consisting of the Officers of the College, the Officers of the Union, the Games Captain, SCM President, P.G. Representative, Student Editors of the College Magazine and Representative of Self-Financed Courses.

Officers of the Student Council

The President

• Presides over all meetings of the College Union and the Executive Committee.

• Conducts the affairs of the Union in accordance with the purpose defined in the Constitution.

The Vice-President

• Carries out all the duties of the President in her absence.

• Assists the President in conducting the affairs of the Union.
The Secretary

- Posts notices about meetings of the Union and the Committees as directed by the President.
- Prepares and presents the agenda for all meetings to the President.
- Arranges meetings of the Union and of the Committees.
- Records and presents the minutes of the meetings of the Union and the Executive Committee.
- Presents the annual report of the activities of the Union for the College Magazine.

The Treasurer

To further and regulate the common life of students

- The Treasurer shall draw from the College Union funds entrusted to the Bursar such amounts as are sanctioned by the Union Executive Committee for the various programmes and activities of the College Union.
- The College Union account shall be a joint account operated by the Student Council Treasurer and the Dean of Student Services.
- She shall be responsible for maintaining a detailed account of such amounts, in accordance with the rules of auditing.
- She shall be responsible for presenting the accounts of all branches of the Union to the Bursar of the College.

The PG Representative

She shall assist the President in conducting the affairs of the Union.

No office bearer of the College Union shall be eligible for any other office either in the union or its various branches, departments & hostels.

Election of the Officers of the Student council

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>from III UG (Aided)</td>
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<tr>
<td>Vice-President</td>
<td>” II UG (Aided)</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>” II UG (Aided)</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>from III UG (Aided)</td>
<td></td>
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</tbody>
</table>
JCAR Chairperson: " III UG (Resident)
JCAR Vice Chairperson: " II UG (Resident)
Games Captain: " III UG (Aided)
Games Vice-Captain: " II UG (Aided)
SCM President: " III UG (Aided)
SF (UG) Representative: " III UG (SF)
PG Representative: " II PG (Aided)
PG Representative: " II PG (Resident)
SF Vice-President: " II UG (SF)
SF Secretary: " II UG (SF)
SF Games Vice-Captain: " II UG (SF)
SF PG Representative: " II PG (SF)

• Only students who have been in the college for at least two semesters shall be eligible to stand for or vote at these elections.

• The President, the Vice-President and the Secretary shall be elected in February for the succeeding academic year.

• The Games Captain, the Games Vice-Captain, the PG Representative and the SCM President shall also be elected in February for the succeeding academic year. (with effect from the academic year 2006-2007).

• The SF Vice-President, the SF Secretary, the SF Games Vice-Captain and the SF PG Representative shall also be elected in February for the succeeding academic year. (with effect from the academic year 2006-2007).

**Method of Election**

The nomination of the President, the Vice-President, the SF Vice-President, the Secretary, the SF Secretary of the Union, the Games Captain, the Games Vice-Captain, the SF Games Vice-Captain, the PG Representative and the SF PG Representative shall be by secret ballot and the elections by
online voting. There shall be at least one week’s interval between the posting of the nominations and the elections. The nominees should have no arrears in any subject in the previous semesters, and they must have secured a minimum mark of 50% for Humanities and 60% for Sciences under Part III. They should have completed all courses in the first attempt itself and should not have applied for condonation in any semester.

**OFFICERS OF THE STUDENT COUNCIL**

**2012-2013**

President : Sharon C.R., III B.A. English  
Vice-President : Ezhil Meena P.M.,  
II B.A. Psychology & Sociology  
SF Vice-President : Pramila Jain L., II B.Com. (CA)  
Secretary : Abinaya R., II B.A. English  
SF Secretary : Rahimunisha Begam M.,  
II B.Com. (CA)  
Treasurer : Boomica M, III B.A. Social Sciences  
Games Captain : Lavanya M., III B.A. Tamil  
Games Vice-Captain : Deepa P., II B.A. History  
SF Games Vice-Captain : Karthika Shree N., II B.Com (B & I)  
SCM President : Daffny Orange Mary S.,  
III B.A. English  
PG Representative : Esarella Praneetha M.,  
II M.A. English  
SF PG Representative : Nidya Bharathi D.,  
II M.Sc. Microbiology  
SF UG Representative: Sai Preeathi T.K., II B.Sc. ITM  
JCAR Chairperson : Deepthi M., III B.B.A.  
JCAR Vice Chairperson : Margaret John., II B.Com.  
Hostel PG Representative : Baby Benazir Umanath M.,  
II M.Sc. Microbiology
**GUIDANCE TO STUDENTS**

<table>
<thead>
<tr>
<th>What for</th>
<th>Where to Go</th>
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<tbody>
<tr>
<td>1. All matters related to staff and students, reports of special achievements and awards, special requests, needs or problems if any.</td>
<td>Principal's Office</td>
</tr>
<tr>
<td>2. Attendance, Leave, Transfer Certificate (TC), Conduct Certificate (CC), Bonafide Certificate (BC), special permission for long absence, condonation, certificates, awards, prizes, alumnae matters and guidance for students from other states and countries.</td>
<td>Vice-Principal’s Office</td>
</tr>
<tr>
<td>3. Payment of fees, bills, refund, financial matters, buildings, repairs, campus maintenance and telephone.</td>
<td>Bursar’s Office</td>
</tr>
<tr>
<td>4. All matters relating to course details, registration for different courses, readmission and academic transcripts.</td>
<td>Dean of Academic Affairs Office</td>
</tr>
<tr>
<td>5. Examinations, formative and summative marks, mark statements, registration forms, hall tickets, revaluation, retotalling, June supplementary examinations, course completion, eligibility certificates and examination time table.</td>
<td>Examinations Office</td>
</tr>
<tr>
<td>6. Extra-curricular programmes, College Union, all matters related to scholarships, residential services, student amenities, residential life, health, food, college bus details, ID cards, lost articles, vehicle pass.</td>
<td>Office of the Dean of Student Services</td>
</tr>
<tr>
<td>What for</td>
<td>Where to Go</td>
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</tr>
<tr>
<td>7. All matters related to Part V service-learning programmes and value based courses</td>
<td>Centre for Outreach &amp; Service Learning Programme</td>
</tr>
<tr>
<td>8. Sudden illness, and health problems.</td>
<td>College Clinic</td>
</tr>
<tr>
<td>9. For counselling, help, sharing of problems and guidance.</td>
<td>Counselling Unit, Chaplain &amp; Resident Hall Superintendents</td>
</tr>
<tr>
<td>10. Day care for babies and children.</td>
<td>CRIB &amp; CHILD</td>
</tr>
<tr>
<td>12. Internet Browsing and Diploma courses in computer programming and applications</td>
<td>Centre for Information Technology</td>
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ACADEMIC PROGRAMMES OF THE COLLEGE
Courses of Study

AIDED COURSES

B.A. • History Spl. in Tourism
      • Psychology & Sociology
      • Economics (Spl. in Corporate Economics - English & Tamil Medium)
      • English
      • Tamil

B.Sc. (Spl) • Mathematics
            • Physics
            • Chemistry with Cheminformatics
            • Botany (Spl. in Industrial Microbiology)
            • Zoology (Spl. in Biotechnology)

B.Com. • Commerce

M.A. • English
      • Tamil
      • Economics with Computer Applications
      • History

M.Sc. • Mathematics
      • Zoology (Spl. in Biotechnology)
M.Sc.  • Nanoscience (UGC Innovative Programme)

Ph.D.  • Zoology
• Economics
• Tamil
• Physics
• Botany & Microbiology

SELF-FINANCED COURSES

B.A.  • English

B.B.A.  • Business Administration

B.Com.  • Banking & Insurance
• Commerce with Computer Applications
• Commerce with Corporate Secretaryship
• Professional Accounting

B.Sc. (Spl.)  • Computer Applications (CA)
• Information Technology and Management (ITM)
• Mathematics with Computer Applications
• Physics with Computer Applications
• Biotechnology

B.Sc. Certificate Course  • Physical Education and Sports Science
• Fashion Designing

Diploma  • Financial Instruments and Services
• Remote Sensing & GIS
• Advertising & Multimedia
• Creative Fashion Designing
• Functional English
• Yoga
• Informatics for Drug Design
• Clinical Laboratory Techniques

P.G Diploma  • Human Resource Development
• Remote Sensing & GIS
• Bioinformatics
• Counselling and Psychotherapy

MSW  • Masters in Social Work

M.Com.  • Commerce with Computer Applications

M.Sc.  • Information Technology
• Physics
• Chemistry
• Microbiology
• Biotechnology
Having gained valuable experience for the past 35 years as an autonomous institution, keeping the learner at focus, the College has introduced **CHOICE-BASED CREDIT SYSTEM** from the academic year 2001 - 2002 for aided courses at the undergraduate level, from 2007-2008 for the self-financed courses at the undergraduate level, from 2005-2006 for aided and self-financed courses at postgraduate level.

### STRUCTURE OF UNDERGRADUATE PROGRAMME (CBCS)

<table>
<thead>
<tr>
<th>Part</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I</td>
<td>Tamil / Hindi / French</td>
</tr>
<tr>
<td>Part II</td>
<td>English</td>
</tr>
<tr>
<td>Part III</td>
<td>Major (Theory, Lab &amp; Lab Cum Theory), Project, Major (Optional), Allied</td>
</tr>
<tr>
<td>Part IV</td>
<td>Non Major Courses - Environmental Studies, Electives, Basic Tamil for Non-Tamils (mandatory), Value Education, Women's Studies, Human Rights &amp; Duties.</td>
</tr>
<tr>
<td>Part V</td>
<td>Extension Programmes - NCC, NSS, RAN, LSP, EAP, YRC and PEA.</td>
</tr>
</tbody>
</table>
Integrated Curricular model

The college has introduced for UG (Aided and Self-Financed) programmes Integrated Curricular Model from the Academic year 2013-2014 duly accommodating TANSCHÉ norms.

- Part I: Tamil/Hindi/French
- Part II: English
- Part III: Core :- Core communicative skills, Foundation courses in Major, Core Specialisation, Support courses, Interdisciplinary Courses, Life Frontier Engagement courses & Community based Project
- Part IV: Environmental Elective, Non-Major Electives including Basic Tamil for students who are not taking Tamil as Part I in their UG programme (Mandatory), Vocational/Skill based Electives Courses, Value Based Courses

NATIONAL CADET CORPS
(Three Year Programme)

• a) Motto: Unity and Discipline
• b) A National premier youth organization of our country.
• c) The theory part of NCC will be completed as Non Major Elective and the practical Part (Parade) will be done during Part V days.
• d) At the end of the Second year the cadet will have to complete B Certificate Exam and at the end of the Third Year she has to complete C Certificate Exam.
• e) Thalsainik Camp and Republic Day Camp organized by the Directorate.
• f) Combined Annual Training Camp, Trekking Camp,
Mountaineering Camp, Para-Jumping Course, Medical Attachment Camp, Army Attachment Camp and National Integration Camps are also organized by the Directorate.

• Two best second year cadets are selected to go for Leadership Exchange Programme at Mary Baldwin College, Virginia, USA.

• Part V: Extension Programmes - NCC, NSS, RAN, YRC, LSP, EAP and PEA.

**PASSING IN PART I, II, III, IV & V IS A REQUIREMENT FOR QUALIFYING FOR A DEGREE.**

### Allotment of Credits

Credit is a measure of the quantum of work a student is required to put in a particular course. It is based on the level of the course, course content, and duration of the course.

#### Languages (Credits: 2, 3 or 4 per course)

**Tamil**

- **B.A.** : Offered at two levels in semesters I & II and offered at one level in semesters III & IV.
- **B.Sc. & B.Com.** : Offered at two levels in semesters I & II.

**Hindi / French**

- Offered at only one level for 3 credits each in I to IV semesters for B.A. and I & II semesters for B.Sc. and B.Com.

**English**

- **B.A.** : Offered at 3 levels for four semesters.
- **B.Sc., B.Com** : Offered at 3 levels for two semesters.

**Major - Theory (Credits: 1 per contact hour, Maximum:5)**

**Major Optional (Credits: 4/5 per course)**

- Major optionals are offered by Science Depts. in the II and III semesters and by the Humanities Depts. in IV and V
semesters.

**Introduction to Research Methodology (Credits: 2) and Project/Internship (Credits: 5/4/3)**

The preparatory course for project is offered in the V semester. In the VI semester the student has the choice to do either a project or an internship training.

**Laboratory Courses (Credits: 2 or 3 per course)**

For laboratory courses of three hours duration, two credits are allotted.

**Allied (Credits: 4 or 5 per course)**

Students are required to do either two or three allied courses depending upon the requirements of the departments. Allied courses will be offered in any semester as decided by the departments.

**Electives (Credits: 3 or 4 per course)**

Students are required to earn a minimum of 15 credits (applicable up to 2012 Batch of UG students) in elective courses, chosen from the courses offered by any department including the major department. Electives are offered from II semester to VI semester.

*To encourage gifted students, the following two options are available*

1. **Section H**

Introducing challenging questions and permitting the gifted students to answer more than the required number of questions, enabling them to get higher marks.

2. **Self-Learning Courses (Credits: 4 per course)**

A student can earn extra credits by registering for a specially designed self-learning course in any department. She is expected to study on her own and fulfill all the evaluation requirements. One course per semester - maximum 4 courses.

**Service-Learning (S-L) Programme (2 credits for 30 hrs., & 1 credit for 15 hrs.)**

---

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service-Learning (S-L) Programme</td>
<td>2</td>
</tr>
<tr>
<td>Civic Education/</td>
<td>½</td>
</tr>
<tr>
<td>Family Life/ Women's studies</td>
<td>½</td>
</tr>
</tbody>
</table>
Interested students can register for the S-L programme offered by the respective departments to earn extra credits. This programme will be conducted on non-working Saturdays or after regular class hours during working days. Scoring 50% marks in S-L programme is the requirement for course completion.

Value-Based Courses (Credit: 1 or 2 per course)  
(2012 Batch)

In the I semester, the students undergo a non-evaluatory programme on “Being a Responsible Adult”.

In the II and III semesters, a student can choose any one of the following courses and earn one credit per semester.

- Gandhian Thought
- Family Life
- Understanding Self
- Environment & Society
- Individual in Society
- Art of Living
- In Tune with Nature

In the IV and V semesters, all students are required to take courses on Women's Studies and Human Rights and Duties and earn 2 credits each.

(2013 Batch)

Extension / Self-Development Programmes

TWO-YEAR PROGRAMMES:

National Cadet Corps (NCC) 2 credits, 80 hrs/year

a. Motto: Duty and Discipline

b. A national premier youth organization of the country.

c. Nationally recognized 'B' and 'C' certificates will be issued.

d. It is a two-year compulsory programme. For third year they will get two extra credits.
e. Thalsainik Camp (TSC) & Republic Day Camp (RDC) organized by the NCC Directorate.

f. Combined Annual Training Camp (CATC), Trekking, Mountaineering, Para Jumping Course, Medical Attachment Camp, Army Attachment Camp and National Integration Camps are also organized by the NCC Directorate.

g. Two best second year cadets are selected to go for Leadership Exchange Programme at Mary Baldwin College, Virginia, USA, for one semester study abroad programme.

National Service Scheme (NSS) 2 credits, 120 hrs/year

a. Motto: Not Me; But You

b. An All–India organization for students

c. 7 days NSS special camp is mandatory for all II year students.

d. Nationally recognized certificate will be issued at the end of the second year.

Physical Education

Athletic Group 3 credit - 240 hrs / yr.

a. Players enrolled in the athletic group are required to put in 240 hrs of attendance per year to get 3 credits.

b. Players are encouraged to participate in extra mural to develop leadership, co-operation, courage, endurance and loyalty. A sports team member is expected to participate in morning and evening practices for Intercollegiate, Interuniversity, District, and Open Sports Tournaments. Any one of the games such as Basketball, Football, Volleyball, Kho - kho, Ball Badminton, Hockey, Handball, Kabaddi, Badminton, Chess, Table Tennis, Swimming, Weightlifting and Track and Field can be chosen.

c. I/II/III Year – Assignment/Theory/Participation.

Band Group 2 credit - 120 hrs/ year

a. Students enrolled in Band group are required to put in 120 hrs of attendance per year to get two credits.

b. It is a two-year compulsory programme. For the third year they will get two extra credits.
c. I/II/III Year—Assignment/Theory/Participation.

ONE-YEAR PROGRAMMES:

Rangering (RAN) 1 credit, 80 hrs/year
a. Motto: Service with a Smile
b. An International organization—an advanced form of Guiding Movement
c. All students enrolled in Rangering are expected to attend a two-day camp.
d. Certificates will be issued at the end of the course completion.
e. All should get the uniform on payment.
f. All should pay an initial amount for the year long programme.

Library Service Programme (LSP) 1 credit, 80 hrs/yr.

a. Offers basic knowledge and skills to serve library users more meaningfully.
b. Theory: Basics of Library Management and Activities related to reference services and documentation services.
c. Extension activity at the public library and a village school library.

Environmental Awareness Programme (EAP) 1 credit, 80 hrs/yr.

a. Offers basic knowledge of the inter-relationship between human beings and environment and the conflicts arising out of them.
b. Curricula offered under the module, Eco Task Force
c. Theory on Environmental Issues, Conservation strategies, Renewable and Non-renewable Resources, Pollution, Environmental Laws etc.
d. Programme includes Field visits, Road Shows and Exhibitions on Awareness Creation, Case Study Analysis, Campaigning within/outside college, Documentation etc.

Youth Red Cross (YRC) 1 credit, 80 hrs/yr.
a. Promotes national friendship and service to less fortunate.


c. Seminar, Workshop, Medical Camps, Nutritional Programme, Training, Visit to Hospitals, Orphanages etc.

**General Rules:**

- **It is a requirement for a student to qualify for the award of degree.**
- Students who enroll in NCC, NSS & Physical Education (Athletic group) cannot opt for any other Part V programme in the II Year.
- Attendance requirements for completion of Part V Programmes: NSS 120 hrs /year, Physical Education (Athletic group) 240 hrs / year and for other Part V Programmes 80 hrs / year.
- Students, who have not completed the Part V programme in the respective year, have to re-register for completion. Students who have at least 50% attendance alone will be allowed to compensate. If not, the student has to repeat the whole year.
- If a student does not attend the NSS/RAN Camp due to valid reasons, she will be permitted to re-register to attend the camp during the next academic year, on payment.
- If a student is unable to attend the special camp (NSS / RAN) due to genuine reason, she is permitted to re-register her name in any other programme ONLY after the period of the programme (i.e. after two years in case of NSS & one year in case of Rangering), ONLY after getting permission from the Part V Coordinators.
- All Part V Programmes will be held on specified Saturdays and on Independence Day & Republic Day.
- Enrollment in the II year is for both the semesters.
whereas in the III year it is for one semester / one year.

- Students can earn an extra credit by putting in 80 hrs. per year in any one of the one-year programmes.

**STRUCTURE OF POSTGRADUATE PROGRAMME (CBCS)**

<table>
<thead>
<tr>
<th>Major</th>
<th>: Major (Theory, Lab &amp; Lab Cum Theory) Project.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>: Major, Non-Major, General, Applied, Inter-disciplinary</td>
</tr>
<tr>
<td>Self-Learning</td>
<td>: Specially designed courses (Extra Credits)</td>
</tr>
</tbody>
</table>

**Value-Based Courses**: Value Education Courses

**ALLOTMENT OF CREDITS**

Credit is a measure of the quantum of work a student is required to put in a particular course. It is based on the level of the course, course content, and duration of the course.

**Major - Theory (Credits: 4, 5 or 6 per course)**

**Laboratory Courses (Credits: 3 or 4 per course)**

For Laboratory courses of three hours duration, three credits are allotted. For courses of duration of more than three hours, four credits are allotted.

**Project (Credits: 6)**

Preliminary Investigation for the project is started in the III semester. The project is completed at the end of the IV semester.

**Major Electives: (Credit: 5 per course)**

Students are required to take two major electives offered by the respective departments.

**Non-Major Electives (Credits: 4 per course)**
Students are required to take two electives one in the II semester and other in the III semester.

**Elective I :** Students are required to take a course offered by any department other than their major discipline in II semester.

**Elective II :** Science students are required to take a course offered by any Science department and Humanities students are required to take a course offered by any Humanities department in III semester.

*To encourage gifted students the following options are available.*

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment &amp; Society</td>
<td>Environment &amp; Society</td>
</tr>
<tr>
<td>Foundation Course in</td>
<td>Perspectives on Gender</td>
</tr>
<tr>
<td>Women’s Studies</td>
<td>Practising Human Rights</td>
</tr>
<tr>
<td>Human Rights and Duties</td>
<td>Cultural Heritage and Values in India</td>
</tr>
<tr>
<td>Cultural Heritage and Values in India</td>
<td>Basic Tenets of Major</td>
</tr>
<tr>
<td>Basic Tenets of Major</td>
<td>Religions</td>
</tr>
<tr>
<td>Religions</td>
<td>Universal Values</td>
</tr>
<tr>
<td>Universal Values</td>
<td>Professional Ethics</td>
</tr>
<tr>
<td>Professional Ethics</td>
<td>Peace Studies</td>
</tr>
<tr>
<td>Peace Studies</td>
<td></td>
</tr>
</tbody>
</table>

E-Comprehensive examination with multiple choice questions is given in the beginning of Semester IV. The student can earn 2 extra credits if she scores 50% and above in this exam.

**EVALUATION**

Both Formative and Summative assessments are required for a student to complete a course. The ratio for formative and summative evaluation for all UG and PG is given below.

<table>
<thead>
<tr>
<th></th>
<th>Formative</th>
<th>Summative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>Lab</td>
<td>75</td>
<td>25</td>
</tr>
</tbody>
</table>

**A. Formative Evaluation**

Formative Evaluation may be on the basis of tests, assignments, quiz, on-the-spot-study reports, field trip
reports, seminars, term papers and practicals. Tests are conducted during a centralised period.

<table>
<thead>
<tr>
<th>Formative Evaluation for UG</th>
<th>No. of Tests</th>
<th>No. of Quiz</th>
<th>No. of Assign</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG Theory I &amp; II Major &amp; I, II, III year Allied, Elective &amp; Major optional Courses</td>
<td>2</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>III UG Major Theory</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

b) Formative Evaluation for PG

<table>
<thead>
<tr>
<th>No. of Tests</th>
<th>No. of Assign</th>
<th>No. of Quiz</th>
<th>No. of Seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>I PG - Major Course</td>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>II PG - Major and Major Elective Courses</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

i. The number of tests for sports students is one and all other components of continuous assessment will be the same as for the other students.

ii. Each student is required to take every test, assignment/viva-voce, seminar in every course pertaining to each semester within that semester itself.

iii. Absence from a test due to illness or due to authorised participation in college or university programmes will be considered for retests. The student is required to give a written request for retest to the Head of the Department in the proforma available in each department. Absence due to illness must be supported by a valid Medical Certificate.

   a. Retests cannot be claimed by students as a matter of right. A student is eligible for only one retest in a course for valid reasons. The request for retests should be submitted within a week. Based on the merits of the case retest may or may not be granted. A different set of questions will be given for the retest. A surprise test may also be given. If absent for the retest, marks will be considered as zero for that test.

   b. Retests will be given only if permission of absence is sought earlier. If a student is absent for first and second tests, retest will be given only for one of the tests and the marks for the other test will be considered as zero.
c. To continue the next semester the long absentee should have completed 50% of the formative requirements in all courses and 60% of attendance. **To appear for summative exams, a student must have completed all the formative requirements.**

iv. Answer scripts (formative evaluation) shall be returned to the students within 10 days after the date of the test. The student shall scrutinise the scripts, sign and return them to the teacher concerned to be kept in the department for future reference.

B. Summative Evaluation

Eligibility

To appear for summative exams, a student must have completed all the formative requirements.

Payment of Summative Examination Fee

Students are required to pay the prescribed summative examination fee. For late payment, a nominal amount will be charged as late fee. **Examination fee should be paid in September for odd semester and in February for even semester.** Exam fees will not be collected after the stipulated date.

SUMMATIVE EXAMINATION

- An online examination is conducted for 20-25% of the question paper in the form of Multiple Choice Questions for all I & II year under graduate students.

Question Paper Setting

- Will be done by external examiners for all traditional courses (UG & PG) with the provision for modification by internal examiner with the approval of the Head of the Department up to a limit of 20%.
- Will be jointly done by External and Internal Examiners on campus for specialized non-traditional courses (UG & PG) and for all courses of M.Phil. & PG Diploma.

Valuation

Will be done by internal examiners and monitored by the UG Professor & the Head of the Department.
Transparency in Summative Examination

The valued answer scripts shall be returned to the students for scrutiny. The student shall scrutinise the scripts, sign and return them to the teacher concerned. This provision is not available for extra credit course, lab course, self-learning course and supplementary examinations.

A student, if dissatisfied with her marks, has the right to appeal for a review of her marks in the formative and summative assessment as per the procedure detailed below:

a. Such appeals should be made to the course teacher(s) immediately after receiving valued scripts.

b. If additional clarification is necessary, the student shall approach the Head of the Department concerned. If the Head of the Department is the course teacher, the student shall approach the next senior member in the department.

c. If not satisfied with (a) and (b), the student shall within 3 days make a written appeal to the Controller of Examinations. Further investigation will be done by the Controller of Examinations, Dean of Academic Affairs and the Principal and a collective decision will be taken by them.

Minimum percentage for pass

For UG students, a minimum of 30% in summative examinations and a minimum of 40% in the aggregate of formative and summative marks are required for a pass in each subject.

For PG students, a minimum of 45% in summative examinations and a minimum of 50% in the aggregate of formative and summative marks are required for a pass in each subject.

For M.Phil. students, a minimum of 50% in summative examinations and a minimum of 50% in the aggregate of formative and summative marks are required for a pass in each subject.

Improvement of marks

During the Regular Period of Study

a) Formative Test Improvement

There is a provision for formative improvement in the
first semester for UG and PG courses. A student who gets less than 40% (UG) / 50% (PG) in the formative test is eligible for improvement. She can take either test I or test II of her choice for improvement in only one course. Odd semester courses can be improved in V (UG)/ III (PG) semesters and even semester courses can be improved VI (UG) IV (PG) semesters.

**Eligibility**: Only those students who do not have more than

- 4 Arrears upto semester V/VI (UG)
- 2 Arrears upto semester III/IV (PG)

**b) Summative**

A student wishing to improve her marks in a course in the summative examinations must attempt this when the supplementary examinations are conducted in June. The maximum number of courses she can improve is 3 for UG and 2 for PG. Improvement is permissible only once for a particular course.

If a student does not improve her marks in her attempt to do so, her original marks will stand valid.

The improved marks will be considered only for the award

<table>
<thead>
<tr>
<th>Range of Marks*</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above 90</td>
<td>O</td>
</tr>
<tr>
<td>80 to 90</td>
<td>A</td>
</tr>
<tr>
<td>70 to 80</td>
<td>B</td>
</tr>
<tr>
<td>60 to 70</td>
<td>C</td>
</tr>
<tr>
<td>50 to 60</td>
<td>D</td>
</tr>
<tr>
<td>40 to 50</td>
<td>E</td>
</tr>
<tr>
<td>Below 40</td>
<td>F</td>
</tr>
</tbody>
</table>

*Inclusive of lower limit but exclusive of upper limit*

After the results are declared, cumulative mark statement will be issued to each student based on the Cumulative Weighted Arithmetic Mean (CWAM) and Overall Grade Point (OGP).

\[
\text{CWAM} = \frac{\text{Sum of the products of marks obtained} \times \text{credits earned}}{\text{Sum of credits earned}}
\]

\[
\text{OGP} = \frac{\text{CWAM}}{10}
\]
CWAM and OGP will be calculated separately for the following categories

- Languages - Tamil / Hindi / French
- Language - English
- Major-Related

After successful completion of the programme the degree will be awarded with the following classification based on Overall Grade Point.

<table>
<thead>
<tr>
<th>OGP*</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above 8.5</td>
<td>First Class with Special Distinction</td>
</tr>
<tr>
<td>7.5 to 8.5</td>
<td>First Class with Distinction</td>
</tr>
<tr>
<td>6.0 to 7.5</td>
<td>First Class</td>
</tr>
<tr>
<td>5.0 to 6.0</td>
<td>Second Class</td>
</tr>
<tr>
<td>4.0 to 5.0</td>
<td>Third Class (Not applicable for PG)</td>
</tr>
</tbody>
</table>

*Inclusive of lower limit but exclusive of upper limit

The class obtained by a student will be indicated in the final cumulative mark statement issued to her on successful completion of the degree programme.

**THE DECISION OF THE PRINCIPAL SHALL BE FINAL IN ALL MATTERS PERTAINING TO THE ACADEMIC PROGRAMME**

Publication of Results

The results of the summative examinations will ordinarily be published within 21 days from the date of last examination.

Supplementary Examinations

**During the period of study**

Students whose marks fall below the prescribed minimum will have to appear again for the examinations in the subjects concerned.

i. Provision for Supplementary Examinations is made only in June. A candidate can appear for a maximum of 8 courses for UG and 6 courses for PG. However, semester V (UG) & III (PG) papers can be attempted in semesters VI (UG) & IV (PG) respectively.

ii. A student has to formally apply and pay the prescribed fees for the examination(s) she appears for.
iii. The mark scored by a student in supplementary examinations i.e., in the second or later appearances, will not be considered for rank. However, such marks will be taken into account for the award of classes.

**Completion of Courses**

*After the regular period of study*

a. UG and PG students who have completed all formative requirements with adequate attendance, can write the supplementary examinations in the semesters in which the courses are offered and in June.

UnderGraduate students who have not completed in June after the final semester of the course of study, can appear for supplementary exam, **only** if their formative marks are 30% and above. If their formative marks are less than 30%, they are allowed to take the supplementary exams only on improving their formative marks upto 30% with or without attending the classes.

Students who attend classes for formative improvement must register for currently offered equivalent course suggested by the department. If the stipulated number of chances (UG/PG-5/3 consecutive chances after the first appearance) is not over and if the student does not attend classes for formative improvement she must register for the course she has studied in her earlier attempt.

b. For UG students who have not been able to complete Parts I, II, III, IV and V during six semesters and PG students who have not been able to complete the course during the four semesters, the following provisions have been made:

(i) Students who lack attendance and have not completed formative requirements by the end of the semester VI / IV, can reregister for necessary course(s) after the VI / IV semester, and improve the formative marks by attending regular classes and complete the requirements of both formative and summative evaluation.

(ii) Students who have adequate attendance but not completed formative requirements can register for necessary course(s) after the VI/IV semester and improve the formative marks with or without attending classes and appear for the summative examinations.
Both the categories of students should apply for registration in necessary courses **within 15 days** of commencement of the course along with the payment of prescribed fees. Delayed registration will not be accepted.

**Elective and Major Optional courses**

Students who have not completed an elective / major optional course which they have chosen, can register for another elective / major optional course currently offered and complete the formative and summative requirements.

**Completion of Lab cum Theory courses with summative lab component**

Students will be permitted to appear for the theory examination only after attempting the laboratory component. For supplementary examinations students are required to attempt only the theory component. They need not re-do the laboratory component.

**Completion of laboratory courses**

For failures in laboratory courses (semester I – IV in UG and semester I – II in PG) the supplementary laboratory examinations will be held only in the respective semesters (Odd in Odd and Even in Even) and not in June. For semester V (UG) and III (PG) lab courses alone, supplementary examinations will be held in semester VI (UG) and IV (PG). For semester VI (UG) and IV (PG) lab courses alone, supplementary examination will be held in June.

**Period for Completion of Courses**

UG/PG students are required to complete the course **within five/three consecutive chances after the first appearance**. Beyond this she has to register for the course currently offered and complete the formative and summative requirements as per the college policy.

**Re-valuation**

Re-valuation procedure is availed only by supplementary candidates. A student has the right to appeal for re-valuation (in writing to the Controller of Examinations) within one week after the publication of provisional results in the college website. Fees prescribed according to the rules currently in force in the University will have to be paid.
Results of re-valuation

After re-valuation the re-valued / original marks whichever is higher will be entered as the final mark to give advantage to the student. The Controller of Examinations will give the results of re-valuation in writing to the student and the concerned department.

Improvement of marks in summative exam

• **After Postgraduation**

For postgraduates who have secured less than 55% in the final overall aggregate, provision is given to improve their summative marks in a maximum of 2 courses.

• **After Undergraduation**

For undergraduates who have secured less than 60% in the final overall aggregate, provision is given to improve their summative marks in a maximum of 4 courses.

Both UG and PG students can opt for courses that are currently offered and take exams in the semester in which the courses are offered. Improvement is permissible only once for a particular course.

**ACADEMIC ADVISING SYSTEM**

Academic Advising is a special opportunity offered to students in the autonomous system. The role of the adviser is to guide each of her advisees with regard to the choice of courses under CBCS and other curricular and co-curricular requirements.

The academic advisers will inform the officers concerned in case their advisees need financial aid or medical care whenever this interferes with their academic progress.

**RULES & REGULATIONS RELATING TO ATTENDANCE AND LEAVE OF ABSENCE**

**ATTENDANCE**

• Students should be **regular and punctual** to all classes (Part I, Part II, Part III, Part IV and Part V).

• Students should be in their respective classrooms **before the second bell** of each hour.
• A common prayer is said through the Public Addressing System everyday at the beginning of the first hour. Students are expected to observe silence during prayer time.

• Attendance will be marked for each course at the beginning of the class (Part I, Part II, Part III, Part IV and Part V)

• Students should be present in the college on the first and last working days of each semester.

• No student should absent herself from the college without prior notice except in case of sudden illness or any other emergency. The Vice-Principal is the authority for granting leave.

• Only those students who have obtained a minimum of 75% attendance of the total number of working days and completed all the requirements of formative assessment, including practicals will be permitted to appear for summative examination.

ABSENCE

a. Leave of Absence

Leave letter should be submitted to the Vice-Principal with parent’s or guardian’s signature countersigned by the concerned Head of the Department.

• If absent for three or more consecutive days on account of illness, a medical certificate should be produced along with the leave letter.

• If absent for 10 or more days due to illness, a medical certificate and a fitness certificate should be submitted along with the leave letter for approval before resuming classes.

• Residents must report to the College Health Officer in all cases of illness and secure the signature of the College Health Officer and the Hostel Warden in the leave letter.

• Special Leave of Absence

For reasons other than illness, students are required to avail special leave of absence.
Rules for Special Leave

- The special leave form will be issued only after a leave letter is submitted to the Vice-Principal with parent’s or guardian’s signature countersigned by the concerned Head of the Department.

- Duly filled in form should be submitted, 48 hours before the actual date from which the student will be absent.

- In case of emergency alternative arrangements will be made.

- This form should not be used for minor ailments or for absence less than 3 days.

CONDONATION

Condonation form should be submitted to the Vice-Principal’s office countersigned by the concerned Head of the Department.

In case of prolonged illness, request for condonation should be supported by a valid medical report from a Registered Medical Practitioner.

In case of any other reasons that prevent a student from attending classes for a prolonged period, re-admission will be granted based on the merit of each case after investigation by the Vice-Principal, the Deans of Academic Affairs, the concerned Head of the Department and the Academic Adviser. The student should have a minimum of 60% attendance of the total number of working days to apply for condonation. The students having less than 60% of attendance should re-do the semester.

If granted condonation, she has to remit a condonation fee of:

- 74% - 70% Rs. 200/-
- 60% - 69% Rs. 400/-

Condonation of attendance can be availed twice by a UG student and once by a PG student during the course of her study.

If a student applies for condonation more than specified, the fee would be calculated at the following rates:
Transfer and Conduct Certificates will be issued to the outgoing students on application at the end of the B.A./B.Sc./B.Com./M.A./M.Sc./M.Phil. after being checked by the student.

The certificates should be received in person as far as possible. At the time of receiving, the student is requested to bring her parent or local guardian along with her ID-card and to remit a sum of Rs.20/- as charge.

For Former Students of the College

Transfer and Conduct certificates will be issued to former students as per the norms prescribed by the college. Details of these norms are available in the Vice-Principal’s Office.

For Present Students

For students who discontinue their course, Transfer and Conduct certificates will be issued as per norms prescribed by the college. Details of these norms are available in the Vice-Principal’s office.

Bonafide certificate on request will be issued to students during their course of study.

Provisional certificate can be obtained only from the Madurai Kamaraj University.

EXTRA-CURRICULAR PROGRAMMES

The college offers short-term and long-term programmes to facilitate wholesome development of a student.

A student has to undergo any one short-term programme during her II / III / IV / V semester. 75% attendance is mandatory to get the certificate. In addition to the short-term programme, interested students can sign up for year-long programme.
SHORT-TERM PROGRAMMES
The registration for Short-term Programmes will be done in the previous semester itself. The course will be conducted for 15 hours and will be completed within the first two weeks of the semester. Short-term course certificates will be issued to the participants with the course content spelt out.

List of Short-term Courses
- Painting
- Jute Work
- Tailoring
- Photography
- Paper Bags
- Soft Skill Development
- Crochet Work
- Jewel Designing
- Zardosi & Embroidery
- Mehandi
- Pencil Art
- Flower Making & Flower Arrangement

List of Year-long Programmes
1. Choir (English & Tamil)
The students are trained to sing hymns. The choir is involved in the daily morning worship, sing-song service and Christmas Carol Service.

2. Quiz & Current Events
Updates the students on current affairs and trains them for quiz programmes.

3. Instrumental Music
Different musical instruments like Keyboard, Guitar, Veena and Drums are taught.

4. Fine Arts Club
The Fine Arts Club, true to its name, fine tunes & hones skills as varied as Indian Folk Dances, Western Classical Dances, Creative Painting & Drama.

THE LDC WALLPAPER
LDC Wallpaper encourages students to creatively respond to their surroundings and to any current issue. It also provides a forum to the students to voice their opinion regarding any aspect of college life.

MAGAZINE
The college magazine published annually provides an opportunity for the students to bring out their talents. It
encourages them to develop originality and creative expression. It is also a means whereby the activities of the college are made known to alumnae, friends of the college and the public in India and abroad.

**CHRISTIAN STUDIES PROGRAMME**

Undergraduate and Postgraduate Christian students of all denominations will be enrolled in the diploma courses offered by the [Christian Education Council of Tamilnadu](#) (C.E.C.)

<table>
<thead>
<tr>
<th>UG</th>
<th>PG</th>
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<tr>
<td>I &amp; II Sem.</td>
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<td>III &amp; IV Sem.</td>
<td>The Old Testament</td>
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<tr>
<td>V &amp; VI Sem.</td>
<td>The Essence of Christian Faith</td>
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Every student successfully completing the three UG C.E.C. courses will be awarded [UG Diploma in Christian Studies](#) and two PG C.E.C. courses will be awarded [PG Diploma in Christian Studies](#).

**STUDENT CHRISTIAN MOVEMENT**

Christian (all denominations) students become members of the Lady Doak College SCM unit. This is the official Christian organisation of students linked in union with other colleges throughout the world. Its programmes include Bible Study, Worship and Outreach projects. Its leaders are elected Student Office-bearers who plan programmes at the college with the help of the Chapel committee representatives.

**FEES**

Each student who pays full fees pays approximately one tenth of the cost of her education. The remainder is provided in part, by government grants and in part by the college.

**TUITION FEES**

The fees for I semester : Due as stated in the Interview Letter.

The fees for other semesters : Due on or before the 10th day of the semester.

(See Tuition Fees Details on the next page)
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If tuition fee is paid in two instalments, the second instalment will be due in the even semester. Late payments are charged ONE RUPEE per working day after the tenth day from the re-opening of the college semester wise. If the student fails to pay the fees within the stipulated time, she will not be permitted to attend classes or take her exams.

SCHOLARSHIP

FINANCIAL AID SCHOLARSHIP (GOVERNMENT)
Various types of financial aid are available for needy students. Students are advised to read the information given below and to apply on time for the aid for which they are eligible. Last dates will be strictly adhered to. Late or incomplete applications are likely to be rejected. Students must re-apply each year to continue to receive the aid. In this regard, early advice if necessary could be sought from the faculty adviser or from the Dean of Student Services.

STATE AND CENTRAL GOVERNMENT SCHOLARSHIPS
Members of Scheduled Caste and Scheduled Tribes are eligible for Government of India Scholarships. Members of Backward Community / Most Backward Community, Denotified Community and Piramalaikallar Community are eligible for State Government Scholarships. They must obtain application forms from the DSS office. The completely filled-in application forms with necessary information and endorsements must be submitted to the same office.

FEE CONCESSION
Members of Scheduled Caste, Scheduled Tribes, Most Backward Community, Denotified Community & Piramalaikallar Community are eligible for fee concession both at UG & PG levels. There is no income limit for fee concession.

NOTE:
With respect to Government Scholarships, only after the scholarship money from the Government has been received in the Bursar’s Office, the money will be disbursed. Students must inform their parents about due dates for payment of fees. The college cannot assume responsibility for informing parents.

FEES FOR SC/ST STUDENTS
SC/ST students are exempted from payment of tuition fees only. 18% of the seats is reserved for SC students and 1% of the seats is reserved for ST students.
STUDENT’S AID
The purpose of the Student’s Aid Fund is to help needy students to pay tuition and examination fees, to purchase books connected with their study.

MANAGEMENT SCHOLARSHIPS INCLUDING WORK SCHOLARSHIPS
All needy students are eligible for management scholarship including work scholarship. Students should consult their Academic Advisers / Heads of Departments for information about such scholarships. Further information and application forms for this provision are available in the office of the Dean of Student Services. On the basis of the defined norms, the committee consisting of College Officers will select the students.

NOTE: All Scholarships are given to the students in Crossed Cheques only.

LIBRARY
J.X. Miller Memorial Library holds to its credit 125053 books, 148 periodicals and 2541 e-journals.

The library consists of a general library, six departmental libraries and resource centres on Women Studies and Christian Studies. Open Access System and special collections on Human Rights, Environmental Studies, International Studies and Interfaith Relations are the hallmarks of J.X Miller Library.

LIBRARY WORKING HOURS
Working Days - 8.00 a.m. - 6.00 p.m.
Non-Working Saturday - 9.00 a.m. - 1.00 p.m.
Night Library (Monday, Wednesday, Friday) - 8.00 p.m. - 10.00 p.m.
Summer Vacation - 10.00 a.m. - 5.00 p.m.

CIRCULATION SECTION
Books are issued to the staff and students of Lady Doak College only. The ID CARD with its bar code is used as the Library Card. Undergraduate, postgraduate and M.Phil students may borrow 3, 4 and 10 books respectively except for reference books and periodicals. The period of lending is 10 days. Reserve books are issued to all students for overnight study only. Economically needy students will be
given books from the Book Bank with the Head of the Departments’s recommendation.

If a book is not returned on time, a fine of 50 paise per day is levied. If a book is lost, the borrower should replace or pay for it. The college will not be responsible for the loss of personal belongings of the user.

**SPECIAL SERVICE**
Alumnae and outside research scholars are permitted to use the library resources by paying a nominal amount of Rs.10 per day.

**REPROGRAPHIC SECTION**
Reprographic section serves the users with photocopying facility.

**E-RESOURCES**
E-resources as e-journals, Databases and CDROMS are added for reference and research purpose. Reference desk supports the academic process of teaching, learning and research. It serves as a link between the user in search of information and electronic resources in identifying the availability and enabling the accessibility.

**AIRC - AMERICAN INFORMATION RESOURCE CENTRE**
AIRC Institutional Membership is renewed. Books, Journals & VCDs could be borrowed from the AIRC through the Librarian. For more information log on to http://chennai.us consulate.gov

**BRITISH COUNCIL LIBRARY ORGANIZATIONAL MEMBERSHIP**
J.X. Miller Library is an organization member of the British Council Library. The catalogue & e-news letter can be accessed. Books and Journals can be borrowed through the online portal (www.britishcouncilonline.org). Contact the Librarian for the ID & the Password.

**ONLINE RESOURCE SERVICE**
Inter Library loan facility with DeLCON online journals (DBT Electronic Library Consortia)
Member with Information and Library Network Centre - National Library and Information Services-Infrastructure for scholarly content (INFLIBNET-N-LIST). It provides access to scholarly e-resources.

**ARCHIVES**
The archives section focuses on the history of the college and biography of Ms. Katie Wilcox.

CENTRES
CENTRE FOR WOMEN’S STUDIES
The Centre for Women’s Studies was established in the year 1989, as a resource centre with a capacity of 2124 books. Its role is to initiate, co-ordinate, promote and support teaching, research and extension activities in collaboration with other departments in the college and outside institutions/organizations. The Centre is functioning effectively with the financial assistance from the University Grants Commission from January 2005. The Centre has been promoted to phase II in 2010. The Centre offers the following courses:
- Foundation for Women’s Studies (UG & PG).
- Perspectives on Gender (V. Ed.-An advanced PG course).
- Gender and Development (PG Elective)
- Women and Work, Women, Nutrition and Hygiene (UG Service Learning courses).

HUMAN RIGHTS EDUCATION UNIT
Realizing the need and respecting the UN Decade for Human Rights Education, a one semester value based course “Human Rights and Duties” is introduced to all undergraduate students from the academic year 2000-2001. PG value based course is offered from 2003-2004. The courses aim to create awareness on human rights issues and embed the qualities of humility, empathy and mutual respect for others. HRE creates a clear perception on the rights and responsibilities in the minds of young people to enhance peace and harmony. Human Rights Day celebrations and Martin Macwan Endowment Lecture are the annual programmes of the unit. Student visits to District Court, Police Stations and to NGO’s offer unique learning experience.

CENTRE FOR RELIGION AND INTERFAITH RELATIONS
The Centre was established in 2004 to promote interfaith relations and communal harmony. Peaceful co-existence is created by enabling the students to understand and appreciate other faiths and religious practises. It offers PG
value-based courses on *Basic Tenets of Major Religions* in I Semester & *Intrafaith and Interfaith Relations* and *Peace Studies* in II Semester.

**SCIENCE INSTRUMENTATION CENTRE**

A common science instrumentation centre has been established in April 2005 with UGC support under CPE scheme. A few major and sophisticated equipment are housed in the centre for the use of staff, students and research scholars.

**CENTRE FOR MUSIC (CFM)**

The CFM trains the interested students in Western and Indian musical instruments and singing. They perform during important occasions of the college. A good collection of audio, video and music cassettes is available at the centre for the use of students and staff.

**THE CENTRE FOR INFORMATION TECHNOLOGY**

The Computing Centre of Lady Doak College which was started in 1986 is the hub of computing activity on campus. It provides training, support, advice, network and maintenance services. It offers courses on programming languages and application software to students from various disciplines as part of the curriculum and also evening courses for students and outsiders. The college has a virus-free networked environment (Firewall) connected to a central computer server, with an uninterrupted power supply.

Internet facility is available to students and staff through 10 Mbps leased line. In addition, the different offices and departments of the college have independent computer facilities and networks that serve academic and administrative purposes. The centre specializes in Desktop Publishing using PageMaker and CorelDRAW.

**INTERNATIONAL STUDY CENTRE (ISC)**

ISC has a good collection of books, DVDs, resources on study abroad programmes, Mary Thomas Van Nortwick Reading room and an air conditioned activity room equipped with multimedia gadgets. It promotes an internationally informed and cross culturally sensitive academic community at Lady Doak College. It is supported by Oberlin Shansi Association and directed by the Shansi
fellow on campus.

**CAREER GUIDANCE AND PLACEMENT CENTRE (CGPC)**

The CGPC was established in 1994 with the mission of providing comprehensive quality programmes and resources for preparing a diverse student/alumnae population to meet the challenges in the job market in post-globalization era. The working committee comprises of the Placement Officer and faculty representatives from select departments.

**The CGPC provides:**

a. Career Guidance - how one should equip oneself to meet the industry/institution requirements.

b. Library service - a good collection of books on self development and various competitive exams.

c. Assistance during the campus interviews conducted by various organisations.

d. Training on placement support, leadership skills, personality development etc.

e. Peer-Learning Activity - academically sound student volunteers are motivated/trained to help their peers in day-to-day learning.

**CENTRE FOR ENVIRONMENTAL STUDIES**

The Centre was established in 2003 with an aim to promote an innovative and transdisciplinary approach to the study of environment through various academic and extension programmes. It creates community awareness and initiates participation by students in environmental management and protection. It also coordinates various environmental related activities on campus. It offers an Elective Course on ‘Human Environment and Society’ to all Arts and Science students at UG level in the II semester. ‘Environmental Awareness Programme (EAP), an extension programme is offered to I UG students from all disciplines under Part V.

**RESEARCH & DEVELOPMENT CELL**

The R & D Cell serves as a platform to support, motivate and strengthen research activities of faculty members. In this regard, information on frontier areas of research and on research funding is disseminated periodically to the
academic body. Faculty are given exposure to workshops on Writing Research Proposals with academic experts of respective disciplines to enable them to apply for financial support for Major Research Grants. The research forum provides a platform for academic experts to share their research findings. Research articles published by faculty members in refereed journals and details regarding funded projects received by the faculty members are periodically displayed in R&D display board at the college reception hall. The research articles of students of undergraduate, postgraduate programs and faculty are published in In-house journal called ASPIRE (Arts and Science Publications in Research). R&D Cell promotes research culture among the young faculty to enhance their professional teaching and research outlook by having informal discussions in their respective department. Faculty members are encouraged to pursue research with the seed money given by the college management. UGC/CSIR-NET Coaching are organized under UGC Merged Scheme for PG, M.Phil. Humanities and Science Students to instill confidence and prior awareness for appearing in the above exams.

CENTRE FOR OUTREACH & SERVICE-LEARNING PROGRAMMES (COSLP)

The COSLP offers avenues for social involvement through outreach and service-learning programmes with the following objectives

• To make the students understand the realities of the society and become aware of the social issues.

• To enable the students to act as catalysts of social change in transforming the society to become just and humane.

• To provide opportunity to students to learn beyond their classrooms through community service.

• Service-Learning Programmes include the departmental programmes, Lab Serve, LAMP & International Service-Learning Programmes.

EQUAL OPPORTUNITY CENTRE (EOC)

In alignment with the National Goal of Inclusiveness, the Equal Opportunity Centre (EOC) was established in 2011 under the Merged Scheme of UGC XI Plan. EOC aims at uplifting the marginalized through education. It provides
free access to browse, to photocopy and to borrow books from the book bank. It also supplies stationery to the students.

The Centre organises free coaching in collaboration with Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd. and Centre for Entrepreneurship Development, Madurai.

**MINI WASTEPAPER RECYCLING UNIT**

Waste paper from the offices and the departments are collected and recycled to produce value added products.

**STUDENT AMENITIES**

Besides the hostel facilities provided to resident students, the following are additional amenities enjoyed by students in general.

**GOLDEN JUBILEE INDOOR STADIUM CUM AUDITORIUM**

Golden Jubilee Auditorium is a unique structure to hold the entire college community for assembly and special functions. It provides facilities for indoor games and gymnastic activities. The Centre for Music is also housed here.

**CLINIC**

The college has a clinic on the campus to provide medical care to the college community. In case of serious illness, the parents must take the student home for further medical attention.

The college doctor is available in the clinic for consultation everyday between 6.00 p.m. and 7.30 p.m.

**CANTEEN**

The college canteen provides meals, snacks, coffee, etc. at reasonable rates for students. They are expected to return the plates, tumblers and bottles to the canteen and to keep the campus clean.

**LUNCH ON REQUEST**

Non-resident students, if desired, on request to the Dean of Student Services can arrange for lunch in one of the hostels on payment at guest rates.

**NON-RESIDENT STUDENTS' CENTRE (NRSC)**

The NRSC offers non-resident students a proper place to have their lunch and to relax for a while during their stay on
LUNCH PAVILION

It is a square, tile-roofed, airy structure for the students to have their lunch. Drinking water is provided. The students are expected to keep the place clean.

BANK

The State Bank of India, Lady Doak College branch provides banking facilities for the members of the college on weekdays.

CHILDREN'S HAVEN IN LADY DOAK (CHILD)

CHILD is an activity centre run exclusively for children of 5-12 years of age. It is equipped with books, computers, audio & video systems, craft materials, indoor games and a park. This centre provides children a more meaningful way to life by cultivating reading habit, reasoning power, creativity and physical fitness. The children of nearby schools can avail the facilities by becoming members.

COLLEGE STORE

The Alumnae Association runs a stationery on campus.

PARKING LOT

Students can park their vehicles on campus after obtaining vehicle pass from the DSS Office. Cars and vans bringing students will be checked by the watchman/campus manager if necessary. These vehicles should not be parked on campus for more than 15 - 20 minutes.

BUS CARD

Students who wish to avail the college bus service can do so after obtaining the bus cards from the DSS office.

PHOTOCOPY FACILITY

This facility is offered on campus by the college library and the Alumnae Association.

LAB-SERVE

Lab serve is a ‘Lab to Land’ Project. Chemistry students test the various consumables used in day-to-day life in the Analytical corner. Botany students prepare nutritive food and test the food spoilage of various food products in the Nutritive corner. Students of Zoology apply their diagnostic skills for testing body fluids in the Diagnostic corner. Physics students apply their knowledge in...
electronics to rectify simple faults in electronic appliances in the **Electrical corner**.

**COUNSELLING UNIT**

The Counselling Unit helps the students with personal/familial problems, behavioural/habit disorders and learning problems. It also helps in dealing with interpersonal relationships. Apart from external consultants, the Unit also trains a team of students as peer counsellors every year and involves them in counselling services.

**LAMP - LEARNING AND APPLICATION MADE POSSIBLE**

LAMP has been established to enhance the learning skills of less-privileged school children. Science, Arts, Language and Herbal Garden sections enable the children to “do and learn”. The school children who visit the centre on non-working Saturdays will be helped by the student volunteers from the different extension programmes.

**ORIENTATION**

First year undergraduate and postgraduate students are oriented to the various aspects of college life at the beginning of the academic year to have a meaningful involvement during their years of study. The II and III year undergraduate and II year postgraduate students are given a re-orientation. Resident students are also given a separate orientation and re-orientation.

**CODE OF CONDUCT**

1. As members of the college community, students are expected to conduct themselves with integrity, courtesy and responsibility on and off the campus. No student shall participate in acts tending to discredit the institution or impede its working either from within or from outside.

2. The college expects its students to be honest and requires the members of the faculty and students to report any evidence or suspicion of dishonesty. Any such case will be investigated carefully, the student being allowed to speak on her own behalf. If a student is dishonest and seems unlikely to mend her ways, appropriate action will be taken.

3. Students are requested to wear their **ID cards** while they are at college every day.

4. **REGULAR ATTENDANCE** is expected in classes
from all students.

5. Each student is expected to be responsible for maintaining discipline in the classroom, in the college campus and during college programmes.

6. The college expects all students to attend the regular assembly programmes as well as special functions organised by college officers or officers of the college council.

7. The college expects each student to respect the needs of others by maintaining silence during study and worship hours both in college and hostels.

8. The college expects each student to be responsible for maintaining silence in the library and for careful use of books and periodicals without tearing or marking them.

9. The college expects each student to be responsible for maintaining the beauty and cleanliness of the campus.

10. Any damage to the property of the college is a serious offence. Writing on walls, doors and furniture is a punishable offence. Offenders will have to pay for any damage done.

11. The college expects each student to be responsible for reading the notices posted by officers of the college on notice boards on the college campus. Students shall not tamper with the notices displayed.

12. Students shall not put up ANY NOTICE in the college campus without prior permission from, and counter signature of the college officers / Dean of Student Services / Heads of Departments.

13. Celebration of Holi on the campus is strictly prohibited.

14. All students, resident and non-resident must obey the medical orders of the college doctor or college health officer and must pass the medical examination conducted by the college doctor in order to remain in the college.

15. The college expects each student to be responsible for the safety of all her personal property including money and jewellery.

16. Students should not loiter on the campus during class hours.

17. During college holidays, non-resident students are permitted to come to college, only with prior written
18. Students should not entertain their friends from other colleges inside the campus.

19. The day begins with a common prayer through the Public Address System in which all participate maintaining silence. All Christian students are expected to attend Christian Studies classes and other Christian programmes regularly.

20. **Ragging** in any form is prohibited. Stringent action will be taken against defaulters as per UGC guidelines, copy of which is given to students and parents.

21. Students are not permitted to have their lunch in their classroom and laboratories. They are encouraged to use the lunch pavilion.

22. Students are expected to wear simple clean clothes and dress modestly, suited to the occasion. Sleeveless blouses, mini skirts, tights, shorts & flimsy attire are to be avoided.

23. Students are not permitted to participate in live / photographic modelling, fashion shows, stage shows or any TV programmes without prior written permission from the Principal.

24. Any student whose conduct is considered to be detrimental to the best interests of the college is liable for disciplinary action.

25. As a member of the community, every student is required to obey the rules and regulations of the college and to respect and support the college ethos. If unable to abide by any of the rules of the college, the student should immediately inform the Principal and leave the institution following due procedures.

26. In case of doubt regarding the interpretation of the rules and regulations of the college and in all matters not covered by the above, the college authorities should be consulted for clarification and guidance.

**RULES REGARDING MOBILE PHONE USAGE**

**General Rules for all students:**

- Students are permitted to bring mobile phones and Laptops to College.
• College will not be responsible for loss or damage as well as for any misuse or abuse of mobile phones.
• Mobile phones can be used only OUTSIDE CLASS HOURS.
• Labtops to be used only for academic purpose.
• Defaulters will have to face the punishment given by the college.

Non Residents:
• Mobile Phones should be put in silent mode, while they are inside the college campus.

Residents:
• Mobile phones should not be used from 8.00 pm to 6.00 am.
• Labtops should not be used from 11.00 pm to 6.00 am

Disciplinary Action Against Defaulters :
• Any student found breaking the above norms will be suspended from class for 20 working days (excluding test period).
• Any resident student found breaking norms will be dismissed from the hostel and also be suspended from classes for 20 working days (excluding test period). They can apply for re-admission into the hostel only after 30 working days from the day of suspension. The decision for Hostel re-admission will be taken based on the discretion of the Management and also on the availability of seats in the hostel. The following rules apply, if a student re-joins:
  • The student will not be given accommodation in the same hostel where she stayed earlier.
  • She will not be permitted to use mobile phone on campus
  • Re-admission processing fee Rs. 2000/- to be paid at the Bursar's office before the student re-joins the hostel

RESIDENTIAL HALLS
Accommodation in residential halls will be given only to bonafide students of the college of the current academic year.

Nine residential halls, each under the care of faculty
resident hall supervisors, provide residential accommodation for approximately 700 students. At least one meeting a month is held by the JCAR (Joint Council for Action in Residence) to consider matters of interest or concern to resident students.

Application for residential accommodation must be made to the Dean of Student Services at the time of admission. In accepting resident students, preference is given to the students who reside outside Madurai.

Additional facilities provided in all the hostels
- Recreational centre and Gym
- Computer
- Water Doctor
- Television

Resident students should not entertain non-resident students in their rooms. Students must adhere to all rules and regulations of the hostel. Students violating any rule will be discontinued from the hostel.

For withdrawal from the residential hall a student must submit a letter of request from parent to the Dean of Students Services (at least 2 days before the date of withdrawal.) All dues to the college must be paid. A “No dues” certificate must be obtained from the Bursar. Personal belongings must be removed from the residential hall with the knowledge and permission of the Dean of Student Services and the Resident Hall Superintendent concerned. The student is not permitted to keep her personal belongings in the residential hall after withdrawal from residence.

HOSTEL

Hostel admission is valid only for ONE academic year at a time and its renewal is subject to student’s abiding by rules, regulations and understandings of the college and hostel and her academic progress.

HOSTEL FEES

Fees will be levied towards establishment and medical service for the year at the commencement of the academic year. Payment should be made at the Bursar’s Office by crossed Demand Draft in favour of the Treasurer, K.W.E.A, Lady Doak College Hostel.

Hostel fees should be paid at the beginning of the
academic year. Boarding fees will be collected in two installments (one at the commencement of the academic year/Odd Semester along with the hostel fees and another at the beginning of the Even semester). The rates of the hostel payment are available at the Bursar’s Office. Boarding fees for the months of June / April will be charged at guest rates.

All deposits will be adjusted at the end of the academic year for mess bills and dues if any, and the balance will be refunded.

**WILCOX CHAPEL**

All students and faculty are invited to the Wilcox Chapel for worship and meditation. Worship services are conducted at 7.55 a.m., 12.40 p.m. and 7.00 p.m. during weekdays.

Students are permitted to worship in local churches on the 1st Sunday of every month. Special services are arranged in the chapel on other Sundays. Special services are also arranged on Thursdays and Sunday evenings at 6.45 p.m & 6 p.m. respectively, for which all students and faculty with family are invited.

The Christian Studies Centre has a good collection of English and Tamil books. Both faculty and students are encouraged to use them after making the necessary entries in the register provided.

**THE ALUMNAE ASSOCIATION**

The purpose of this Association is-

a. To establish a link between the alumnae and the college and thereby build and maintain a rapport between the successive generations of the alumnae.

b. To keep alive the ideals and serve the growing interest of the college.

**MEMBERSHIP**

All those who have been students of the college for at least one year and members of the faculty who have served the college for at least one semester are eligible for membership.

**MEMBERSHIP FEE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Membership Fee</td>
<td>Rs. 500/-</td>
</tr>
<tr>
<td>Life Membership Fee</td>
<td>Rs. 1000/-</td>
</tr>
<tr>
<td>Platinum Membership Fee</td>
<td>Rs. 5000/-</td>
</tr>
</tbody>
</table>

**MEETING**
The Association meets at least once a year.

**PROJECTS OF THE ALUMNAE ASSOCIATION**

- Tailoring and Typewriting courses for the students
- College store caters to the various stationery and personal requirement of the students
- CRIB (Creche) provides day care for babies & toddlers (3 months to 8 years) of the college staff & outside public.
- Photocopying and DTP on payment inside the college premises to facilitate the students in completing seminars and projects.
- Photo printing facility for making copies of photos in required sizes for the usage of college faculty & students.

**OFFICERS**

President : Ms. Kalaiarasi, B.Sc., M.A., B.Ed.
Vice-President : Ms. Rajeswari, M.Sc., M.A.
Secretary : Ms. B. Shanthy, M.Sc., M.Phil.
Treasurer : Ms. Angel Christy Praveena M.Com., M.Phil.,

**ALUMNAE CHAPTERS**-Chennai, Bangalore, Nagercoil & Singapore

**COLLEGE DAY CELEBRATIONS**

A day is set aside when the outgoing students are honoured with certificates for progress in academic courses and participation in co-curricular activities of the college. Students are continuously evaluated each year by the faculty members of the concerned departments on the basis of their knowledge, understanding, skills, creativity, ability to communicate, co-operation and perseverance. Convenors of the different clubs, committees and associations keep regular records of the participation of the students in the co-curricular activities of the college. Finally, a consolidated record of the academic and co-curricular activities is prepared in the form of a certificate and awarded to the outgoing students on a solemn occasion.

**PROFICIENCY PRIZES**

Both formative and summative marks are considered for the award of Proficiency prizes. Passing in the summative examination in the **first attempt** is a requirement for the
award of Proficiency prizes.

**COLLEGE DAY PRIZES**

1. Lady Doak Prize and Certificate of recognition awarded to the best outgoing student for her consistent, creditable and excellent participation in the various aspects of college life while maintaining a uniformly high academic record.

2. Dr. Albrecht Frenz Prize and Certificate of recognition for enthusiastic participation in a number of events and excellent service to the college.

3. Katie Wilcox Memorial Prize for distinguished leadership and certificate of recognition for excellent and intangible qualities of personality and leadership, for being a guiding influence in the life of the college and an invaluable link between student body, faculty and administration.

4. Rangaleela Award and certificate of recognition awarded to the best outgoing student for excellence in oral, written, artistic presentation and communication skills and leadership that was utilized for the betterment of the community around her.

5. Dr. Betty Chinniah Memorial Prize for the best outgoing student considering all aspects of college life.

6. Chancellor Viswanathan Gold Medal for the best outgoing student in UG

7. G.M. Thalaivar Memorial Prize for the PG student having an outstanding academic and co-curricular record.

8. Chancellor Viswanathan Gold Medal for the best outgoing student in PG

9. Davamani Gnanamuthu Prize for a needy, helpful, cheerful, consistently hardworking I year Postgraduate student.

**Physical Education**

10. Austin-Vedamuthu Prize and Certificate in recognition of exemplary sportsmanship and outstanding performance in sports and athletics while maintaining a good academic record.

11. Athletic Champion Blazer with College Crest.
12. Special Sports Star Prize and Certificate in recognition of victorious participation in games and athletics, distinctive team spirit, good academic record, amiable disposition, modest conduct and readiness for voluntary activities.

Part V


14. Capt. Dr. Lionel Rajesekharan endowed prize for the best NCC Cadet.

15. Sergeant R.E Subramaniam Memorial Gold Medal for the senior cadet who is committed in rendering service at 2/2 NCC Coy in support of its effective functioning.

College Honours

16. Certificate of Special Honour (UG) For consistent, creditable and excellent performance in academic and co-curricular activities of the college.

17. Certificate of Honour (PG) For consistent, creditable and excellent performance in academic and co-curricular activities of the college.

18. Certificate of General Honour (UG) For consistent and creditable performance in academic and co-curricular activities of the college.

Women’s Studies

19. Mrs. Lily Amirtham Prize for the best candidate in the course on Women’s Studies.

Human Rights


Dept. of Tamil

21. Telugutalli Memorial Award for the best student in UG Telugu.

22. Solomon Pappiah Pattimanram Group Endowment for the best orator or the best achiever in the Department of Tamil.

23. Jebavathy Thangaraj Prize for the best candidate in
Tamilnadu & Culture in B.A. Allied Course.

**Dept. of English**

24. Tagore Centenary Prize.

25. A.V. Thilak-Ashok Prize for the best outgoing student of B.A./M.A. in English, for distinguished participation in co-curricular and academic spheres.


27. Jemima Rajendran Prize for the best outgoing PG English student with active participation in department programmes and club activities.


**Dept. of History**

29. Mrs. Abraham Endowed Prize for the best student in PG History.

30. Dr. V. Jeyalakshmi Prize for the best outgoing UG History student with active participation in department programmes and club activities.

**Dept. of Economics**

30. Visalakshi Kannan Leadership award for an enthusiastic, positive and motivated student from the outgoing undergraduate and postgraduate classes in the department of Economics with distinguished leadership abilities as evidenced by excellence in extracurricular participation in sports, co-curricular competitions, social service or student council.


**Dept. of Social Sciences**

32. Roopa Ravikumar Prize for successful completion of under graduate degree as a married student and a certificate given to her spouse for his continuous support and encouragement enabling her to graduate meritoriously.

33. Sophian Zara 2012 Prize for a persevering student of UG degree in Psychology & Sociology who is socially and
34. Golden Jubilee Prize for the best candidate in PG Diploma in Counselling and Psychotherapy.

**Dept. of Commerce**

34. Thabitha Zeline Memorial Prize for the best outgoing student in B.Com. for her consistent, creditable and excellent participation in the various aspects of departmental programmes while maintaining a uniformly high academic record.

35. Mrs. Velambal Pasupathy and Dr. T. Subramanian Memorial Prize and Certificate of recognition awarded to the best outgoing UG Commerce student (Aided and SF) for her excellent qualities of leadership and character worthy of emulation while maintaining consistency in curricular and co-curricular activities.

36. Department of Commerce Silver Jubilee Mary Parker Prize for the best candidate in I & II semester B.Com degree examination (Aided).

37. Department of Commerce Silver Jubilee Frederick W. Taylor Prize for the best candidate in III & IV semester B.Com degree examination (Aided).

**Dept. of Mathematics**

38. Devadas Astronomy Endowed Prize in recognition of devoted study of Astronomy.

39. V. Srinivasan Memorial Prize for a meritorious and needy III B.Sc. Mathematics student.

40. Beulah Jebarajan Memorial Prize for a needy and talented II M.Sc. Mathematics student.

**Dept. of Physics**


40. M.S. Rajaram Memorial Prize for an academically good B.Sc. (Physics) student from the graduating class who nurtures her classmates to improve their academic grades in Physics.

**Dept. of Chemistry**

41. Geetha Sivasubramanian Endowed Prize for the academically best outgoing student (Theory & Lab) in

60
B.Sc(Spl.) Chemistry.

Dept. of Botany

42. Rajam Ramanathan Memorial Prize for the best outgoing student of B.Sc. Botany having an outstanding academic and co-curricular record.

43. Sujatha Ram Rajesekaran Rubisco Award for excellence in undergraduate Botany course.

Dept. of Zoology

44. J.P. Samuel Memorial Prize for consistent, creditable and excellent participation in the various activities of the Zoology department while maintaining a high academic record.

45. Prof. Navamani Whitin Prize for a student in Zoology for her outstanding participation in paper presentation, model making, quiz, etc. inside and outside the college.

46. Mrs. Padma Hansraj Prize for the best Zoology student in Biology of Invertebrates.

47. Dr. Hannah Sulochana Prize for the best Zoology student in Biochemistry.

48. Karpooram Nagarajan Endowed Prize for a needy student in Zoology with consistent and creditable academic record.

49. Dr. Dinakaran Michael Prize for Immunology is awarded to the student of M.Sc.Zoology (Spl. Biotechnology) who has obtained the highest marks in the Immunology and Immuno technology (Theory only)

50. Mrs. Mercy Williams Memorial Endowment Prize for the best candidate in M.Sc. Lab Zoology.

SCRIPTURE PRIZES

1. Dawson Prize for the best candidate in the Scripture examination in III B.A. / B.Sc. / B.Com. class.

2. Wilcox Chapel Prize for the best candidate in the Scripture examination in II B.A. / B.Sc. / B.Com. class.

3. Whitin Memorial Prize for the best candidate in the Scripture examination in I B.A. / B.Sc. / B.Com. class.

5. SCM Prize for the best candidate in the Scripture examination for the non-teaching staff.
6. Frederick Veluchamy Memorial Prize for the second best candidate in the Scripture examination for the non-teaching staff.
7. Sangeetha Norman Memorial Prize for the candidate who gets the highest mark in the college scripture exam.
8. Mrs. Gnanatheepam Manuel Memorial Prize for the best candidate in the CEC course in II year UG class.
9. Rev. Cyril Swamikan Manuel Memorial Prize for the best candidate in the CEC course in I year UG class.
10. Mariamma Tharien Gold Medal for the best candidate in the college scripture exam.
11. Capt. M.S. Selvarajan and I. Paulraj Memorial Prize for the best candidate in CEC course in I PG.

**COLLEGE RESIDENT HONOURS**

1. Vinayagam Prize for outstanding comradeship, voluntary leadership, cheerful participation and excellent co-operation in the residential life of the college community.
2. Certificate of Special Honour (UG & PG) for consistent, creative and creditable participation in various aspects of the residential life of the college community.
3. Certificate of General Honour (UG & PG) for participation in various aspects of the residential life of the college community.

**OTHER CERTIFICATES**

1. Certificate of Academic Merit with Distinction for excellent, consistent and distinctive academic performance for PG
2. Certificate of Academic Merit for excellent and consistent academic performance for PG
3. Certificate of Academic Merit with Distinction for excellent, consistent and distinctive academic performance for UG
4. Certificate of Academic Merit for excellent and consistent academic performance for UG
5. Certificate of merit for recognizing the outstanding
contribution in Physical Education / National Service Scheme / Rangering / National Cadet Corps / Environmental Awareness Programme / Library Service Programme / Youth Red Cross while maintaining high standards of academic achievement.

6. Certificate of merit for recognizing the outstanding contribution in Physical Education / National Service Scheme / Rangering / National Cadet Corps / Environmental Awareness Programme / Library Service Programme / Youth Red Cross.

7. Certificate of Merit for whole-hearted, responsible and willing participation in the co-curricular programmes of the college.


9. Personal Meritorious Achievement Certificate for the students who worked against social, physical, economic and psychological handicap still maintaining a good academic record.

CONVOCATION DAY PRIZES

A student will be eligible for Endowed Prizes if she has passed the subject for which the prizes are awarded in her first attempt. Improved marks and subsequent supplementary examination marks will not be considered for such prizes.

1. Lady Doak Prize for the best candidate in B.Sc. Degree Examination.

2. Lady Doak Prize for the best candidate in B.A. Degree Examination.

3. Lady Doak Prize for the best candidate in B.Com Degree Examination (Aided, Computer Applications & Corporate Secretaryship).

Dept. of Tamil


5. Ramasamy Memorial Prize for the best candidate in the M.A. Degree Examination in Tamil.

6. Dr. (Mrs.) Kamala Padmanaban Prize for the best Project in B.A. Tamil.

7. Dr. (Mrs.) Kamala Padmanaban Prize for the best
Project in M.A. Tamil.

Dept. of English

9. Wilcox - Davamani Prize for the best candidate in the B.A. Degree Examination in English.
10. T.V.S. Mani Prize for the best candidate in the M.A. Degree Examination in English Language and Literature.
11. A.V. Thilak-Savithri Ashok Prize for the best candidate in English allied courses.
15. Tmt. Jane Mangalam Stephen Endowment Award in Linguistics for one top ranker in 'Linguistics' paper from UG & PG classes in English Language and Literature.

Dept. of History

15. Margaret Clapp Memorial Prize for conscientious participation in the study of History in the III B.A. Degree Examination.

Dept. of Social Sciences

17. Dr. Wilhelmson Prize for the best candidate in the B.A. Degree Examination in Psychology and Sociology.

Dept. of Economics

18. Lesslie New Bigin Prize for the best candidate in B.A. Degree Examination in Economics.
19. Shanthi Hariharan Memorial Prize for the best candidate in M.A. Degree Examination Economics.
20. Principal Shanti Manuel Prize for Mathematical Economics in B.A. Economics.
21. R.S. Thiagarajan Endowed Prize for a candidate in UG
Economics who is just falling short of the Lesslie New Bigin Prize for the best candidate in B.A. Economics.

22. Shri K. Prakasam and Shrimathi P. Panchavarnam Endowed Prize for a III B.A. Economic student who come from a remote area and has a good academic record.

Dept. of Commerce


Dept. of Mathematics


25. Mr. D. James Selvam Memorial Prize for the best candidate in B.Sc. (Spl.) Aided Maths.


Dept. of Physics

29. S.S.P. Gunalan and G. Mohana Memorial Prize for enthusiastic participation and creditable performance in the study of Physics.

30. Chinniahs Prize awarded to the best outgoing student in Astrophysics.

Dept. of Chemistry

31. Dr. Mariam Oommen Science Prize for the best candidate in the III B.Sc. Chemistry.

32. Sundarambal Muthuswamy Memorial Prize for the best student in Organic Chemistry.

33. Chemistry Department Golden Jubilee Prize for the best candidate in Experimental Chemistry.

34. Dhanalakshmi R. Victoria Prize for the best candidate in Physical Chemistry.

Dept. of Botany

35. Miss T.M. Lakshmi Prize for the best candidate in the III B.Sc. Degree Examination in Botany.
37. A.J. Ratnasamy Memorial Prize for the Best outgoing UG Student in Genetics & Molecular Biology.
38. Benny Memorial Prize for the best outgoing PG student for her consistent & creditable participation in various aspects of departmental programme while maintaining a uniformly high academic record.

**Dept. of Zoology**
39. Rawlin-Olive Cash Prize for the student securing more than 80% in PG Environmental Biology course.

**Service-Learning Programme**

**Scripture Prize**
41. Canon Ratnam Asirvatham Manuel Memorial Prize for the best candidate in the CEC course in III year UG class.
42. State Level Rank in CEC Examination
43. Annathai Nesam and Esther Annathai Memorial Prize for the best candidate in CEC course in II PG.

**ENDOWED AWARD**
Katie Wilcox Teacher of the Year Award for the faculty members.

**ENDOWED SCHOLARSHIPS**
1. Dr. Mrs. Edriana Jeyasingh & Anusha scholarship for a needy III B.Sc. Mathematics student.
2. Laxmi Sundararajan scholarship for a needy III B.Sc. Chemistry student.
3. Dr. Priscilla Devadoss scholarship for a needy III B.Sc. Botany student.
4. Tamil Department Endowment Scholarship for needy Tamil major students to pay the examination fees.

6. Mr. Hulbe Endowed Scholarship for needy Tamil medium Economics students.

7. Lt. Com. KP. Ramdas, VSM Scholarship for a deserving student in Economics who has obtained more than 60% in Economics.

8. Palanisamy-Ranjithamal Scholarship for a good but needy Economics student.

9. Solomon’s Scholarship for an academically good and needy Economics student.

10. Prof. Miss Evelyn Rhine Scholarship for a needy Chemistry student.


12. Mona Hensman Scholarship for a II UG student with academic potential and who is sincere, hardworking, needy and involved in service programmes on campus.

13. Department of Commerce Silver Jubilee Endowed Scholarship for economically needy students of Commerce (Aided) and M.Com.


15. Diamond Jubilee Botany Endowment Scholarship for sincere, needy, hardworking students with academic potential.

16. Department of Physics Silver Jubilee Endowed Scholarship for needy Physics students who are good in studies.

17. Mr. Peter William Scholarship for a needy Physics student with good academic record.

18. Gayathri Ghandi Endowed Scholarship for needy Tamil major students.


20. Ms. S. Suppulachemy Endowed Scholarship for a needy Tamil major student.

21. Dr. Mrs. Vijayalakshmi Rajah Narayanan Endowment
Scholarship for a deserving, needy III UG student of History.

22. Ms. S.O.Rawlin Endowed Scholarship for a needy Zoology student to pay her fees.

23. Dr. Bangaru Rajkumar Memorial Fund for a Christian student who is caring, sharing and reaches out to people in need.

24. Mrs. Anna Abraham Endowed Scholarship for a deserving needy student of III B.A. History.

25. Grace Jegajothy Endowment Scholarship for a needy student of III B.A. History

26. Hockey Bens Scholarship for a needy student in the Department of History.

27. Divine Master Endowed Scholarship for a economically backward, persevering III B.Sc. student in Botany.

28. Marie Helm Scholarship is a full tuition scholarship for a deserving needy student.

29. James and Dorothy Hollliday Cummings Scholarship is a full tuition scholarship for a deserving needy student.

30. Dr. W. Robert and Frances C. Holmes Scholarship is a full tuition scholarship for a needy student.

31. Melba Jesudason Scholarship is a full tuition scholarship for a needy student.

32. Barbara Leonard Scholarship is a full tuition scholarship for a deserving needy.

33. Ida Menzel Scholarship is a full scholarship, including tuition, room and board, for a deserving needy student.

34. Scranton Scholarship is funded by the Scranton Women's Leadership Center in Seoul, Korea. This is a Christian scholarship given a II UG student who is needy, with considerably good academic record, showing active involvement in Christian activities on campus.

35. Mrs. Esther Kasturibai Memorial Scholarship for a missionary's daughter / needy student from I B.A., English Literature.

36. Rani Indira Devi Memorial Alumnae Scholarship is given to a deserving and hardworking candidate from either UG or PG.
37. Mrs. Balam Srinivasan Memorial Scholarship for needy & academically good student in B.Sc.(spl.) Chemistry
38. Botany department scholarship to help a needy student for OSS/Field trip on Job training in summer
39. 'Social Sciences Golden Jubilee Alumnae Endowment Scholarship 2013' is to be given to a deserving and a persevering candidate with academic potential - preferably PG Students. If there is no eligible candidate the scholarship can be used UG students.
40. 'Dr. S. Geetha's Scholarship' for a deserving and needy student in the Department of History.

**ENDOWED LECTURES**

2. Prof. Miss Evelyn Rhine Endowed Lecture on Current Topics in Chemistry.
4. Dr. G. U. Pope & Dr. Ms. Rani Jansi Bai Endowment Lecture on Christianity.
8. Mrs. Rajammal Selvanayagam Endowment Lecture on Penpadiippaalikal

**FACULTY**

**DEPARTMENT OF TAMIL**

**PG Professor and Head of the Department**
Dr. T. Sivakami M.A., M.Phil., Ph.D.
Associate Professor P.G.Dip. in Journalism and Mass Communication, Certificate in Naturopathy

**UG Professor & Associate Professor**
Dr. A. Kavitha Rani M.A., M.Phil. Ph.D.

**Associate Professors**
Dr. M. Tamilarasi M.A., M.Phil., Ph.D.
**Assistant Professors**

Dr. J. Nirmala Devi  
M.A., M.Phil., Ph.D.  
D.E.C.E. Certificate in Telugu

Ms. J.S. Jemima Jeyapriya  
M.A., B.Ed., M.Phil.  
Certificate in Telugu

Ms. A. Kamalam  
M.A., M.Phil.,  
Certificate in Epigraphy

Ms. C. Dhamayanthi  
M.A., M.Phil., Dip. in Gandhian Thought

Ms. J. Jullie Prathiba  
M.A., B.Ed., M.Phil.,  
Certificate in Epigraphy

**FRENCH**

**Associate Professor**

Ms. Daphne Joseph  
M.A. French, M.A. English.

**Assistant Professors**

Dr. Rachel Barnabas  
M.A., Ph.D.

Dr. Beulah Jeyashree  
M.A., M.Phil., Ph.D.

**Associate Professors**

Ms. Lily Hepzibah Ernst  
M.A., M.Phil.

Dr. Beatrice D’Couto  
M.A., M.Phil. Ph.D.

Dr. Geetha Kanagaraj  
M.A., M.Phil. Ph.D.

**Dean of Academic Affairs (Humanities)**

Dr. R. Beulah Jeyashree  
M.A., M.Phil., Ph.D.

**Assistant Professors**

Ms. Preetha Joseph  
M.A., M.Phil., B.Ed., D.T.E.,  

Ms. J. Felcia Vasanthakumari  
M.A., M.Phil.

Dr. C. Jessie Ranjitha Jebaselvi  
M.A., M.Phil., Ph.D.

Dr. Suka Joshua  
M.A., M.Phil., B.Ed., P.G.  
Dip. in Journalism, Ph.D.

Ms. S. Vijayarani  
M.A., M.Phil., Cert. in French
Dr. Suganthi Vanitha M.A., Ph.D.
Esther Fenn
Ms. J. Deborah Christina M.A., M.Phil.

**DEPARTMENT OF HISTORY**

**PG Professor and Head of the Department**
Dr. Jayamathy Grace Frank M.A., A.M.A., M.Phil., Associate Professor Ph.D.

**UG Professor & Associate Professor**
Dr. Lily Jayaseeli Balasingh M.A., M.Phil., B.Ed., Ph.D.

**Associate Professors**
Ms. Hepzibah Joseph M.A., M.Phil., B.Ed.
Dr. M. Valliammal M.A., M.Phil., M.Ed., Ph.D.
Dr. S. Mercy Packiam M.A., M.Phil., Ph.D.

**Assistant Professor**
Ms. S. Christina Joy Cynthia M.A., M.Phil., B.Ed.

**DEPARTMENT OF ECONOMICS**

**PG Professor and Head of the Department**
Dr. P. Gnanasoundari M.A., M.Phil., Ph.D.
Associate Professor

**UG Professor & Associate Professor**
Dr. Christianna Singh M.A., M.Phil., P.G.D.C.A. Ph.D.

**Associate Professors**
Dr. Mumtaj Begum M.A., M.Phil., Ph.D. (leave on lien)
Dr. S. Natchathira Jothi M.Sc., M.Phil., M.Ed., PGDCA., Ph.D.
Dr. Sugantha Ramamoorthy M.A., M.Phil., Ph.D.
Ms. Kamala Robson M.A., M.Phil.

**Assistant Professors**
Dr. M. Helen Mary Jacqueline M.A., M.Phil. MHRM., MBA., M.A (Population Studies) PGDCA, Ph.D.
Ms. Janaki Ganapathy M.A., M.Phil.
Ms. P. Devi Priya M.A., M.Phil.
Ms. R. Ruth Rebecca M.A., M.Phil.

DEPARTMENT OF SOCIAL SCIENCES

PG Professor and Head of the Department
Dr. Caroline Nesabai
M.A. History, M.A.
Associate Professor
Sociology, M.Phil., Ph.D.

UG Professor & Associate Professor
Dr. M. K. Jayalakshmi M.A., M.Phil., Ph.D.

Associate Professor
Dr. Synthia Mary Mathew M.A., M.Phil., Ph.D.

Assistant Professors
Dr. Roopa Ravikumar M.A., M.Phil., Ph.D.

DEPARTMENT OF COMMERCE

PG Professor and Head of the Department
Dr. RM. Nagammai M.Com., M.Phil., Ph.D.,
Associate Professor
Dip. in Company Law and Banking Law and Practice.

UG Professor and Associate Professor
Dr. R. Latha M.Com., M.Phil., Ph.D.

Associate Professors
Dr. Thangamuthu Margaret M.Com., M.Phil., B.Ed.,
Ph.D.
Dr. Rosy Godwin M.Com., M.Phil., B.Ed.,
P.G.D.C.A., Ph.D.
Dr. P. Vanitha Malarvizhi M.Com., M.Phil. Ph.D.
Controller of Examinations

Part-time Lecturer
Mr. S. Thirunavukarasu B.Sc., F.C.A., D.I.S.A.

DEPARTMENT OF MATHEMATICS

PG Professor and Head of the Department
Ms. Sylvia Isaac M.Sc., B.Ed., M.Phil.
Associate Professor

UG Professor & Associate Professor
Associate Professors
Dr. Nirmala Rebecca Paul M.Sc., M.Phil., P.G.D.C.A., Ph.D.
Dean of Student Services
Dr. Mary Sunithi Vijayan M.Sc., M.Phil., P.G.D.C.A., Ph.D.
Ms. Carmel Richard M.Sc., M.Phil.
Ms. Esther Daniel M.Sc., M.Phil., P.G.D.C.A.
Dean of Academic Affairs (Sciences)
Ms. J. Chithra M.Sc., M.Phil., P.G.D.C.A.
Ms. Felicia Shirly M.Sc., M.Phil.
Assistant Professors
Ms. Priscilla Paul M.Sc., M.Phil.
Ms. S. Kavitha M.Sc., M.Phil.
Ms. S.P. Jeyakokila M.Sc., M.Phil.

DEPARTMENT OF PHYSICS
PG Professor and Head of the Department
Dr. Beulah J.M. Rajkumar M.Sc., M.Phil., Ph.D.
Bursar & Associate Professor
UG Professor & Associate Professor
Dr. G. Vasanthi M.Sc., M.Phil., P.G.D.C.A., Ph.D.
Assistant Professors
Dr. M. Briget Mary M.Sc., B.Ed., M.Phil., Ph.D.
Dr. R. Nimma Elizabeth M.Sc., M.Phil., Ph.D.
Dr. P. S. Bindhu M.Sc., Ph.D.
Ms. S. Arockia Shyamala Paniyarasi M.Sc., M.Phil.

DEPARTMENT OF CHEMISTRY
(with Cheminformatics)
Principal & Secretary
Dr. A. Mercy Pushpalatha M.Sc., M.Phil., Ph.D.
Associate Professor
PG Professor and Head of the Department
Dr. S. Vasantha M.Sc., M.Phil., Ph.D.
Associate Professor
UG Professor & Assistant Professor
Dr. V. Sri Devi M.Sc., Ph.D.

Assistant Professors
Dr. S. K. Suja M.Sc., M.Phil., Ph.D
Ms. S. Julie Ranee M.Sc., M.Phil., P.G.D.C.A.

PG Professor & Head of the Department
Dr. Mary Esther Rani M.Sc., M.Phil., Ph.D
Associate Professor

UG Professor & Associate Professor
Dr. Manorama Dhanaseeli M.Sc., B.Ed., M.Phil. Ph.D.

Associate Professors
Dr. Rachel Regi Daniel M.Sc., M.Phil., Ph.D.
Dr. S. Srisudha M.Sc., Ph.D.

Assistant Professor
Dr. K. Deivanai M.Sc., Ph.D.

DEPARTMENT OF BOTANY

PG Professor & Head of the Department
Dr. W. Isabel M.Sc., M.Phil., Ph.D.
Vice Principal & Associate Professor

UG Professor & Associate Professor
Dr. B. Sandhya Kiran M.Sc., M.Phil., Ph.D.

Assistant Professor
Dr. Sarah Sathyavathy M.Sc., M.Phil., Ph.D.

Associate Professor
Dr. R. Shenbagarathai M.Sc., Ph.D.

Assistant Professors
Ms. Priyadharshini Rajendren M.Sc., M.Phil.
Ms. A. P. A. Rani M.Sc., M.Phil.
Ms. B. Shanthy M.Sc., M.Phil.
Dr. A.S. Priscilla M.Sc., Ph.D.

DEPARTMENT OF ZOOLOGY

PG Professor & Head of the Department
Dr. S. Sangaranachiar M.A., M.L.I.Sc., M.Phil., Ph.D.

LIBRARY

Librarian (S.S.)
Dr. S. Sangaranachiar M.A., M.L.I.Sc., M.Phil., Ph.D.
<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Ms. S. Mary Ponmany</td>
<td>S.G. Superintendent</td>
</tr>
<tr>
<td>Ms. G. Vasanthra</td>
<td>S.G. Assistant</td>
</tr>
<tr>
<td>Ms. G. Rajalakshmi</td>
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<tr>
<td>Ms. P. Kasthuri</td>
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<tr>
<td>Ms. Dulsie Nirmala</td>
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<tr>
<td>Mr. P. Mayilvahanan</td>
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<tr>
<td>Ms. S. Vinayaka Sundari</td>
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<tr>
<td>Ms. P. Latha Pushpam</td>
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<td>Mr. W. Samson</td>
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<td>Ms. A. Delphin Annamal</td>
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<tr>
<td>Mr. A. Saravanan</td>
<td>S.G. Junior Mechanic</td>
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<tr>
<td>Ms. R. Vijayalakshmi</td>
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<tr>
<td>Mr. P. Ganesan</td>
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<td>Mr. A. Jayakumar</td>
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<td>Mr. K. Kamaraj</td>
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<td>Mr. S. Samuel Barnabas</td>
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<tr>
<td>Mr. K. Sathiya Nesan</td>
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<td>Ms. M.V. Ranjula Rathi</td>
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<td>Ms. J. S.J. Sheela</td>
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<td>Ms. J. Sarah Jemimah</td>
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<tr>
<td>Mr. C. Karuppaiah</td>
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<td>22 Sat</td>
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<td>23 Sun</td>
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<td>24 Mon</td>
<td>Classes begin for I PG (Aided &amp; SF) &amp; M.Phil.</td>
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<td>26 Wed</td>
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<td>27 Thu</td>
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<td>06 Sat</td>
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80
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                   | I Year Improvement Test |
| 8 Tue             | 4         |
| 9 Wed             | 5         |
| 10 Thu            | 6         |
| 11 Fri            | 1         |
| 12 Sat            | Registration for Electives/VBC/  
<pre><code>               | Major Optional/Short-term courses -- |
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| 14 Mon            | Vijayadasami -- |
| 15 Tue            | 2         |</p>
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<tr>
<td>16 Sat</td>
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<td>19 Tue</td>
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<tr>
<td>20 Wed</td>
<td>College reopens for even semester Transparency</td>
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Short-term Courses begin

Exam Ends

College reopens for even semester Transparency

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<td>Anti-Leprosy Day</td>
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<tr>
<td>Mar 8</td>
<td>International Day of Women</td>
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<tr>
<td>Mar 15</td>
<td>World Consumers' Day</td>
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<tr>
<td>Mar 17</td>
<td>World Disabled Day</td>
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<tr>
<td>Mar 21</td>
<td>World Forest Day</td>
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<tr>
<td>Apr 14</td>
<td>Dr. Ambedkar Day</td>
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<tr>
<td>Apr 22</td>
<td>Earth Day</td>
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<tr>
<td>Apr 30</td>
<td>Child Labour Day</td>
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<tr>
<td>May 1</td>
<td>International Workers' Day</td>
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COLLEGE HYMNS

HYMN - 1

1. Praise, my soul, the king of heaven;
   To His feet thy tribute bring;
   Ransomed, healed, restored, forgiven,
   Who like me His praise should sing?
   Praise Him! Praise Him!(2)
   Praise the everlasting king.

2. Praise Him for His grace and favour
   To our fathers in distress;
   Praise Him, still the same forever,
   Slow to chide and swift to bless;
   Praise Him! Praise Him!(2)
   Glorious in His faithfulness.

3. Father-like He tends and spares us.
   Well our feeble frame He knows;
   In His hands He gently bears us,
   Rescues us from all our foes.
   Praise Him! Praise Him!(2)
   Widely as His mercy flows.

4. Frail as summer’s flower we flourish;
   Blows the wind and it is gone
   But, while mortals rise and perish,
   God endures unchanging on;
   Praise Him! Praise Him!(2)
   Praise the high Eternal One.

5. Angels, help us to adore him;
   Ye behold Him face to face;
   Sun and moon, bow down before Him:
   Dwellers all in time and space
   Praise Him! Praise Him!(2)
   Praise with us the God of grace.

HYMN - 2

1. O, MASTER, let me walk with Thee
   In lowly paths of service free;
   Thy secret tell; help me to bear
   The strain of toil, the fret of care

2. Help me the slow of heart to move
   By some clear, winning word of love;
   Teach me the wayward feet to stay,
   And guide them in the homeward way.
3. Teach me Thy patience; still with Thee
   In closer, dearer company,
   In work that keeps faith sweet and strong,
   In trust that triumphs over wrong.

4. In hope that sends a shining ray
   Far down the future’s broadening way,
   In space that only Thou canst give,
   With Thee, O Master, let me live.

HYMN - 3

1. Make me a captive, Lord,
   And then I shall be free;
   Force me to render up my sword,
   And I shall conqueror be
   I sink in life’s alarms
   When by myself I stand
   Imprison me within Thine arms
   And strong shall be my hand.

2. My heart is weak and poor
   Until its master find;
   It has no spring of action sure
   It varies with the wind
   It cannot freely move,
   Till Thou hast wrought its chain;
   Enslave it with Thy matchless love,
   And deathless it shall reign.

3. My power is faint and low
   Till I have learned to serve
   It wants the needed fire to glow;
   It wants the breeze to nerve;
   It cannot drive the world
   Until itself be driven
   Its flag can only be unfurled
   When Thou shall breathe from heaven

4 My will is not my own
   Till Thou hast made it Thine;
   If it would reach a monarch’s throne
   It must its crown resign
   It only stands unbent
   Amid the clashing strife,
   When on Thy bosom it has learnt
   And found in Thee its life.

104
1. வகுத்தே அலுவலனத் தொன்மரப்பு வருகை(2)
வல்லலூர் மாநில வருவயதிலுள்ள வருடம்
பொருளில் பொருளில் பொருளில் பொருளே
சான்றன் தம்பி புத்த குருவையிலிருந்து
பொருளே வேளை - மறு சமஸ்தவைகள்
பொருளே வேளை கூற்று மாட்டும் - வகுத்தே
2. வேளை பொருளே கூற்று மாட்டு
வை பொருளில் வை பொருளில் வை பொருளிலுள்ள வருடம்(2)
அலுவலனத் தொன்மரப்பு வருவயதிலுள்ள வருடம்
வை பொருளில் வை பொருளிலுள்ள வருடம்
சான்றன் தம்பி வை - மறு சமஸ்தவை வை
சான்றன் பொருளை பொருளிலுள்ள வருடம் - மறு சமஸ்தவை பொருளை
பொருளே வேளை கூற்று மாட்டு
சான்றன் பொருளை வேளை கூற்று மாட்டு வை
3. வை பொருளிலுள்ள வை பொருளிலுள்ள வை
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5.  கருப்பூண்டாள் அன்னையெடுச்சை மேலும் மிகுந்த இலகு குணகாரி பாறைகள் மூலம் (2)

6. பூஜை நடைபெறுவது விளக்கங்களிலையே வட்டங்கள் (2)

Composed by: Ms Jemima Jesudosan
Former Faculty of English Department
Lady Doak College