



SINDHI COLLEGE

(Permanently Affiliated to the University of Madras)

146, Poonamallee High Road,
Numbal, Chennai - 600 077.

Phone : 9345243838 Landline : 044-71811333
www.sindhicollege.in



COLLEGE HAND BOOK 2024 - 2025



Name _____

Course _____

Address _____

Mobile _____



SINDHI COLLEGE

(Permanently Affiliated to the University of Madras)

**146, Poonamallee High Road,
Numbal, Chennai - 600 077.**

Mobile: 9345243838 Landline : 044 - 71811333

E-Mail: sindhicollegeoffice@gmail.com

principal@sindhicollege.in

Website: www.sindhicollege.in

**COLLEGE HAND BOOK
2024 - 2025**

VISION

Our vision is to emerge as a leading Institution of Higher Education by imparting knowledge and transforming lives through education and innovation for global competence.

MISSION

Our mission is to impart interpersonal and adaptability skills, by nurturing ethical and innovative pedagogies that inspire intellectual growth, encourage exploration across disciplines and empower the students to become lifelong learners and contributors to society.

Immortal lines from "**Gitanjali**" by
Rabindranath Tagore, who was awarded the
NOBEL PRIZE for **LITERATURE**

**"TOWARDS BUILDING A NATION
WITHOUT ANY DIVISION"**

*Where the mind is without fear and the head is held
high*

Where knowledge is free;

*Where the world has not been broken up into
fragments by narrow domestic walls*

Where words come out from the depth of truth;
Where tireless striving stretches its arms towards
perfection.

*Where the clear stream of reason has not lost its
way into the dreary desert sand of dead habit*
Where the mind is led forward by thee into ever
widening thought and action.

- Into that heaven of freedom, my Father, let my
country awake.

**This is the need of the hour across the nation.
Let us be the torch bearers of this message
of human integration.**

PERSONAL MEMORANDA

1. Name
2. Class / Designation
3. Department
4. College Roll No
5. Univ. Exam Regn. No
6. Residential Address
-
-Phone.....
7. Parent's Office Address
-
-Phone
8. Date of BirthBlood Group.....
9. HeightCms WeightKgs
10. Motor Vehicle No.....
- Driving License No Valid up to
11. Bank A/c. No. CA/SB Bank
12. Class Tutor
13. Family DoctorPh
14. FriendPh.....
15. In case of emergency, please report to.....

COLLEGE PLEDGE

WE, THE PUPIL OF SINDHI COLLEGE DO HEREBY PLEDGE :

1. That we will always endeavor to keep aloft the flag of our alma mater by attaining excellence in the curricular and co-curricular activities of the college.
2. That we will, at all times maintain our conduct, character and discipline spotless and exemplary inside and outside the college.
3. That we will treat our college authorities and Associate / Assistant Professors always as our Gurus and obey them unreservedly with the utmost reverence and respect, in the class rooms, in the college and outside.
4. That we will always treat and obey our parents as our Gods on earth.
5. That we will treat our fellow pupil in the class rooms and in the college as our brothers and sisters and will help them in every way at all times.
6. That we will, at all times be true to our religion, as a way of life and will consider it as dearest to our lives.

GAYATRI MANTRA

OM BHUR BHUVAH SVAH
 OM TATSAVITUR VARENYAM
 BHARGO DEVASYA DHIMAHI
 DHIYO YO NAH PRACHODAYAT
 OM

O, Creator of the Universe! We meditate on thy supreme splendour. May thy radiant power illuminate our intellect, destroy our ego, and guide us in the right direction!

தமிழ்த் தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுமும்
 சீராரும் வதனமெனத் திகழ்பரதக் கண்டமீதில்
 தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
 தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
 அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
 எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
 தமிழணங்கே!
 உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து வாழ்த்துதுமே!
 வாழ்த்துதுமே!
 வாழ்த்துதுமே!

—பேராசிரியர் பெ. சுந்தரம் பிள்ளை



NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he
 Bharata bhagya vidhata
 Punjaba Sindhu Gujarata Maratha
 Dravida Utkala Vanga
 Vindhya Himachala Yamuna Ganga
 Uchchala jaladhita ranga
 Tava Suba name jage
 Tava subha ashisha mage
 Gahe tave jaya gatha
 Jana gana mangala dayaka jaya he
 Bharata bhagya vidhata
 Jaya he, Jaya he, Jaya he,
 Jaya Jaya Jaya, Jaya he.

- Rabindranath Tagore

THE ENGLISH TRANSLATION

Thou art the rulers of the minds of all the people
 Dispenser of India's destiny,
 Thy name rouses the hearts of Punjab, Sind, Gujarat and Maratha,
 Of Dravida and Orissa and Bengal,
 It echoes in the Hills of the Vindhyas and the Himalayas,
 Mingles in the music of Yamuna and the Ganga,
 And is chanted by the waves of the Indian Sea,
 They pray for their blessings and sing thy praise,
 The saving of all the people waits in thy hand,
 Thou dispenser of India's destiny,
 Victory, victory, victory to thee.

DID YOU KNOW ?

The song Jana Gana Mana was composed by Rabindranath Tagore. It was adopted as the National Anthem on the 24th of January 1950. The complete song consists of 6 stanzas. The National Anthem just comprises of the first stanza of the song and playing time of the National Anthem is just 52 Seconds.

NATIONAL INTEGRATION PLEDGE

“India is my Country. All Indians are my Brothers and Sisters.

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

I shall always strive to be worthy of it.

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

To my country and my people, I pledge my devotion.

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

SINDHI EDUCATIONAL SOCIETY (Madras)
(Regd.)

BOARD OF MANAGEMENT

- | | | |
|-----|----------------------------|----------------|
| 1. | Shri Rajalal Nichani | President |
| 2. | Shri J. C. Prakash | Vice-President |
| 3. | Shri Danesh Kumar Chhabria | Secretary |
| 4. | Shri Ashok B. Ahuja | Treasurer |
| 5. | Shri Nandlal Pokardas | Member |
| 6. | Shri Rajesh Khanna | Member |
| 7. | Shri Srichand Chhabria | Member |
| 8. | Shri Ghanshyam Hemdev | Member |
| 9. | Shri Rishi M Chugh | Member |
| 10. | Shri Dushyant Mehra | Member |

SINDHI COLLEGE COMMITTEE (GOVERNING COUNCIL)

- | | | |
|----|----------------------|------------------------------|
| 1. | Shri Rajalal Nichani | Chairman |
| 2. | Shri J. C. Prakash | Secretary |
| 3. | Shri Dushyant Mehra | Treasurer |
| 4. | Shri Rajesh Khanna | Member |
| 5. | Dr. T. Prahalathan | Principal i/c |
| 6. | Dr. S. Shobana | Vice-Principal |
| 7. | Dr. R. Azhagarasan | University
Representative |

CALENDAR 2024 - 2025**JUNE 2024**

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

JULY 2024

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

AUGUST 2024

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

SEPTEMBER 2024

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

OCTOBER 2024

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

NOVEMBER 2024

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

DECEMBER 2024

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

JANUARY 2025

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

FEBRUARY 2025

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

MARCH 2025

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

APRIL 2025

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

MAY 2025

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

Members of the Faculty for the Academic Year **2024 - 2025**

Principal i/c: Dr. T. Prahalathan, M.A. (Tamil),
M.A. (English), M.Phil., B.Ed., D.J., Ph.D., NET

Vice Principal: Dr. S. Shobana, M.A., M.Phil., Ph.D.

Department of Mathematics

1. Mrs. K. Mohanadevi, M.Sc., M.Phil. HOD
2. Dr. R. Kokila, M.Sc., M.Phil. PGDAOR, B.Ed., Ph.D., SET,
Assistant Professor
3. Dr. V. N. Jaya Shruthy, M.Sc., M.Phil., Ph.D.,
Assistant Professor
4. Dr. B. Deepa, M.Sc., M.Phil. PGDCA, Ph.D., Assistant Professor
5. Mrs. B. Mohana Priya, M.Sc., M.Phil, B.Ed., SET,
Assistant Professor
6. Dr. A. Balasubramanian, M.Sc., M.Phil., Ph.D.,
Assistant Professor
7. Mrs. G. Menaka, M.Sc., M. Phil., Asst. Professor

Department of Computer Science

8. Dr. P. Saraswathi, M.C.A., M.Phil. (CS), M.E., Ph.D.,
SET & NET (Comp. Sci.), Assistant Professor & HOD
9. Mrs. T. Sujatha, M.Sc. (Physics), PGDCA, M.Ed., M.C.A.,
M.Phil.(CS), M.Phil. (Physics), Asst. Professor
10. Dr. M. Alexander, M.Sc. (IT), M.Phil.(CS), Ph.D.,
Assistant Professor
11. Dr. Senthil .S. Sekhar, M.Sc. (CS), M.Phil. (CS), Ph.D.,
Assistant Professor
12. Dr. K. Geetha, M.C.A., M.Phil. (CS), PGDCA, Ph.D.,
SET & NET (Comp. Sci.), Assistant Professor
13. Mr. Duggi Chandra Mouli, M.C.A., M.Phil. (CS), Asst. Professor
14. Mrs. R. Kavitha, M.Sc, (IT), M.Phil. (CS), B.Ed.,
Asst. Professor

15. Mr. S. Lawrence, M.Sc. (Stat. & IT), MSc. (CS), M.Phil. (CS),
PGDCSA, Asst. Professor
16. Mrs. D. Kavitha, M.C.A, M.Phil. (CS), Asst. Professor
17. Mrs. J. Lavanya, M.Sc. (CS), M.Phil. (CS), M.Tech.. (CSC),
Asst. Professor

Department of Visual Communication

18. Mr. N. Rangarajan, M.Sc. (Viscom), HOD
19. Mr. R. Praveen Kumar, M.Sc. (Viscom), Asst. Professor

Department of Computer Application

20. Dr. P. Patchaiammal, M.Sc. (Maths), M.Sc. (CS), M.Phil. (CS),
PGDCS, Ph.D., SET & NET (Comp. Sci.),
Assistant Professor & HOD
21. Dr. L. Vigneswaran, M.Sc. (CS), M.Phil. (CS), Ph.D.,
Asst. Professor
22. Mr. V. Jayakumar, M.Sc. (CS), M.Phil. (CS), B.Ed., M.A. (Edu),
NET (Comp. Sci.), Asst. Professor
23. Mrs. G. Uma Sirisha, M.Sc. (IT), M.Phil. (CS), Asst. Professor

Department of Business Administration

24. Mr. V. Kannathasan, M.A., MLIS, M.B.A., M.Phil. HOD
25. Dr. S. Manjula, M.Com. M.Phil. M.B.A., Ph.D., SET (Com.),
Assistant Professor
26. Dr. P. Priya, M.B.A., M.Phil., Ph.D., Assistant Professor
27. Dr. S. Pradeepa, M.Com, Ph.D., Asst. Professor

Department of Commerce

28. Dr. G. Santhamoorthy, M.Com., M.Phil., Ph.D.,
Assistant Professor & HOD i/c A Section
29. Mr. K. Nanda Gopal, M.Com., M.Phil., SET, Asst. Professor
30. Mr. G. Dhayanidhi, M.Com., M.Phil., Asst. Professor
31. Ms. S. Sweatha Malathy, M.Com. MBA. M.Phil., Asst. Professor
32. Dr. S. Arumugam, M.Com., M.Phil., M.B.A., NET(Com.),
NET(Mgt.), Ph.D., Assistant Professor & HOD i/c B Section

33. Mr. K. Iyappan, M.Com, M.Phil., Asst. Professor
 34. Dr. P. M. Roseline Bincy, M.Com, M.Phil., Ph.D.,
 Assistant Professor
 35. Dr. L. I. Mary Pauline, M.C.S., M.B.A., M.Com, M.Phil. (Com.),
 M.Phil. (CS), Ph.D., SET (Com.),
 Assistant Professor & HOD i/c C Section
 36. Mr. G. Ananthababu, M.Com., M.Phil., B.Ed., Asst. Professor

Department of Corporate Secretaryship

37. Dr. A. Sairam, M.Com., M.Phil., M.B.A., PGDFM, ICWAI -Inter,
 Ph.D., NET (Com.), Assistant Professor & HOD
 38. Dr. D. Mohanadas, M.Com., M.B.A., M.Phil., DNCC., Ph.D.,
 NET(Com.), NET (Mgt.), Assistant Professor
 39. Mrs. J. Deepa, M.Com., M.Phil., B.Ed., NET, Asst. Professor
 40. Mrs. D. Menagadevi, M.Com., Asst. Professor
 41. Mrs. S. Nagarani, M.Com., M.Phil., Assistant Professor

Department of Information System Management

42. Mr. R. Nedunchezian, M.Com., M.Phil., M.B.A., M.A. (Yoga),
 HOD
 43. Dr. T. Hariharan, M.B.A., M.Phil., Ph.D., Assistant Professor
 44. Mr. N. Subbiah, M.Com., M.Phil., SET, Assistant Professor

Department of Tourism and Travel Management

45. Dr. S. Vasudevan, M.A., M.Phil., B.Ed., Ph.D., HOD
 46. Mrs. P. Sudharani, M.A.(History), M. A.(Tourism), M.Phil.,
 PGDCA, PGDMWSA, Asst. Professor
 47. Mrs. L. Suchithra, M.B.A., M.A., M.Phil., Asst. Professor

Department of English

48. Dr. G. Tamil Selvi, M.A., M.Phil., Ph.D.,
 Assistant Professor & HOD
 49. Mrs. Shiby Wilson, M.A., M.Phil., SLET, Asst. Professor
 50. Mrs. R. Anuradha, M.A., M.Phil., SLET, Asst. Professor
 51. Mr. D. Vinoth Kumar, M.A., M.Phil., NET & SET, Asst. Professor

52. Dr. R. Lakshmi, M.A., M.Phil., B.Ed., Ph.D., Assistant Professor
 53. Mr. M. Vijaykumar, M.A., M.Phil., Asst. Professor
 54. Mrs. P. Vijaya Lakshmi, M.A., M.Phil., B.Ed., Asst. Professor
 55. Mr. N. Mohanraj, M.A., M.Phil., B.D., Asst. Professor

Department of Tamil

56. Dr. D. Mary Arockia Cletus Kala, M.A. (Tamil),
 M.A. (Linguistics), M.Phil., Ph.D.,
 PG Dip.in Educational Admn and Supervision, SET & NET,
 Assistant Professor & HOD
 57. Dr. S. P. Induja, M.A. (Tamil), M.A. (Linguistics), D.J., M.Phil,
 Ph.D., SET, Assistant Professor
 58. Dr. G. Vani Jothi, M.A.(Tamil), M.A.(Linguistics), D.F., M.Phil.,
 Ph.D., NET, Assistant Professor
 59. Dr. N. Subbulakshmi, M.A., M.Phil., Ph.D.,
 Dip.in Saiva Siddhanta.,
 PG Dip. In Manuscriptology and Editing,
 PG Dip. In Incriptions and Culture, NET, Assistant Professor
 60. Dr. P. Suba, M.A., M.Phil., Ph.D.,
 PG Dip. In Manuscriptology and Editing,
 NET & SET, Asst. Professor
 61. Dr. A. Jayabal, M.A. (Tamil), M.Phil., B.Ed., Ph.D.,
 M.A.(Linguistics), M.A. (Human Rights),
 PG Dip. In Manuscriptology and Editing,
 PG Dip. In Folkloristic and Mass Media, NET, Asst. Professor
 62. Dr. V. Dilli Babu, M.A., M.Phil., Ph.D., NET, Asst. Professor
 63. Dr. R. Kandasamy, M.A., M.Phil., Ph.D., Asst. Professor

Department of Economics

64. Dr. P. Balakrishnan, M.A., M.Phil, Ph.D., SET,
 Assistant Professor & HOD
 65. Mrs. B. Vijaya Samundeeswari, M.A., M.Phil, SET,
 Asst. Professor

66. Dr. C. Vijayalakshmi, M.Sc. (Economics), ITES, M.Phil., Ph.D.,
Asst. Professor

67. Dr. S. Maruthambal, M.A., M.Phil., Ph.D., Asst. Professor

68. Dr. P. Muthu Murugan, M.A., M.Phil., Ph.D., Asst. Professor

PG Department of Social Work - MSW

69. Mrs. O. S. Santhana Lakshmi, M.S.W., M.Phil, NET, HOD

70. Mrs. S. Saranya, M.S.W., Asst. Professor & Counsellor

71. Mrs. P. C. Janet, M.S.W., M.Phil, Asst. Professor

PG Department of Human Resource Management – M.A. (HRM)

72. Mr. D. Ilayaraja, M.B.A., M.Phil, NET (Mgt.), HOD

73. Mrs. Pallavi, MPM, PG Dip.in Counselling and Psychotherapy,
SET, NET (HRM), Asst. Professor

PG Department of Commerce - M.Com. (General)

74. Dr. V. Hemalatha, M.Com., M.Phil., SLST, Ph.D.,

Assistant Professor & HOD

75. Dr. V. N. Thiagarajan, M.Com., M.Phil., M.B.A.(Fin.),

M.B.A. (HR), PGDCA, CIP, Ph.D., Assistant Professor

76. Dr. S. Vijayalakshmi, M.Com., M.Phil., MBA., Ph.D., Assistant
Professor

Department of Hindi

77. Mr. D. Hari, M.A., M.Phil, B.Ed.,

PG Dip. In Translation, Praveen, HOD

Library

78. Mrs. T. Rubanya, M.Sc. (Geography), M.L.I.Sc.,

Librarian & HOD

Physical Education

79. Mr. A. Abbas, M.A. (Sociology), M.P.Ed., M.Phil,

PG Dip. In Yoga, Physical Director

80. Mrs. B. Nalini, Physical Directress

Lab Assistants

81. Mr. V. Murugan, DCE, MCITP, CCNA

82. Mrs. A. Delphin, MCA, M.Phil. (CS)

College Office Staff

83. Ms. K. R. Nalini, B.Com.

84. Mrs. B. Rajeswari, B.Sc.

85. Mr. V. Theyagu, B.A.

Administrative Office Staff

86. Ms. A. Vijayalakshmi, M.B.A.

87. Mr. S. Jothishwaran, B.Com.

Supporting Staff

88. Mr. V. Gunapathy

89. Mrs. S. Shanthi

90. Mrs. P. Eliyamma

91. Mrs. S. Suseela

92. Mrs. K. Kala

93. Mrs. R. Radhika

94. Mrs. G. Ambica

95. Mrs. B. Sudha

96. Mrs. G. Tamil Selvi

97. Mrs. G. Pushpalatha

98. Mrs. R. Revathi

99. Mrs. S. Manjula

100. Mrs. D. Gnanamani

101. Mrs. V. Geetha

Marker

102. Mr. A. Nagarajan

Gardeners

103. Mr. N. Panneer

104. Mr. S.Sadaiyandi

THE SINDHI EDUCATIONAL SOCIETY (MADRAS)

Sindhi College was established by the Sindhi Educational Society (Madras) during the academic year 1991-92 as a self-financing college affiliated to the University of Madras, Chennai. The college has been granted permanent affiliation by the University of Madras from the academic year 2002-2003 onwards.

The society which established the college has been running a school affiliated to CBSE (Seth P. D. Hinduja Sindhi Model Senior Secondary School, Kellys, Chennai - 600010) from 1975-76 with a creditable track record of uninterrupted cent percent passes since its inception. A second school, Sindhi Model Matriculation Higher Secondary School, Chetpet, Chennai - 31 has also been started during the academic year 2011-2012 affiliated to the State Board. Another CBSE school, Sindhi Model School of Excellence has been started during the academic year 2019-2020 which is located next to our college.

The college has a sprawling 22 acres site and is housed in an elegant three storied building with necessary facilities in accordance with the regulations of the Government and the University of Madras. The college has set up excellent computer labs for UG and PG classes and also good facilities for Visual Communication course.

The college offers the following co-educational courses of study through **English Medium**:

The Foundation Courses under Part-I of the following Under Graduate Courses are Tamil, Hindi & French and English under Part-II.

Under Graduate Courses:

- (i) B.Sc. (Mathematics)
- (ii) B.Sc. (Computer Science) - 2 Sections
- (iii) B.Sc. (Visual Communication)
- (iv) B.C.A. (Computer Application)
- (v) B.B.A. (Business Administration)
- (vi) B.Com. (General) - 3 Sections
- (vii) B.Com. (Corporate Secretaryship) - 2 Sections
- (viii) B.Com. (Information System Management)
- (ix) B.A. (Tourism and Travel Management)
- (x) B.A. (English)
- (xi) B.A. (Tamil)
- (xii) B.A. (Economics)

Post Graduate Courses:

- (i) M.S.W. (Social Work)
- (ii) MA (HRM)
- (iii) M.Com. (General)

Other Courses:-

In addition, Spoken English and Personality Development programmes are held as per University Syllabus and guidelines.

There are over 1800 students on the rolls studying in both UG and PG courses. There are more than 95

dedicated Associate / Assistant Professors in various Faculties and they are ably guided by an experienced Principal. The pass percentage of students has been consistently high from the beginning. Many students are also from Most Backward, Backward and Scheduled Caste and Scheduled Tribe communities. A good number of them are from rural background. Besides the formal academic instructions, the college also provides ample opportunities for co-curricular and extra-curricular activities.

A Student Counseling - Tutorial System is followed in the Institution and this caters to the problems of students and they are guided properly for excellence in achievements by the tutors with personal care.

The college conducts Spoken English classes along with an efficient Linguaphone System to improve their communication Skills.

ADMISSIONS

1. Candidates for admission to the First year of the 3 year degree course should have passed the Higher Secondary Examination conducted by the Government of Tamil Nadu or an Examination accepted as equivalent by the University of Madras as per eligibility guidelines issued by the competent authority.
2. Candidates who are admitted on the basis of qualification of other universities or bodies should fully

satisfy all the prescribed conditions of admission and such admission is subject to recognition and confirmation by the University of Madras.

3. If, at any time subsequent to admission, the admission of a candidate is not approved by the University, his / her admission will stand cancelled.
4. The students who are found to have obtained admission by false representations will be summarily dismissed with forfeiture of all fees paid.
5. All fees should be paid at the time of admission. Exemption from tuition fees will not be granted on the ground that students will be awarded scholarship by any external organization or agency.

WORKING HOURS

The college works from Monday to Friday between 8.30 a.m. and 1.30 p.m. with a lunch break between 11.15 a.m. and 11.40 a.m. Some Saturdays are also working days.

College Office is open on Saturdays also from 9.00 a.m. to 12.00 p.m. Sunday is a holiday. All other days are working days except where mentioned otherwise.

College Administrative Office works from Monday to Friday between 10.30 a.m. and 5.00 p.m. with a lunch break between 1.30 p.m. and 2.00 p.m.

College Administrative Office is open on Saturdays also from 10.30 a.m. to 1.30 p.m. Sunday is a holiday. All other days are working days except where mentioned otherwise.

COURSE FEES AND REGULATIONS

Tuition Fees are Payable in two terms.

Tuition Fees should be paid twice in an academic year, i.e. in **June** and **November**.

FIRST SEMESTER FEES

I Year Students:

Fees will be collected at the time of admission for the new students.

II and III Year Students:

Fees can be paid between **19th June 2024** and **20th August 2024**. Fees will be collected with an additional **fine of Rs.500/- (Rupees Five hundred only)** till **31st August 2024**.

The names of students who have not paid their term fees till **31st August 2024** are likely to be removed from the college **rolls** and will be re-admitted at the discretion of the Principal and the Management on payment of fees along with fine and **Rs.1000/- (Rupees One thousand only) as re-admission Fees** from the date of payment. They will also lose their attendance during the period.

SECOND SEMESTER FEES

I, II and III Year Students:

Fees can be paid between **1st December 2024 and 31st January 2025**.

Fees will be collected with an additional **fine of Rs.500/- (Rupees Five hundred only)** till **15th February 2025**.

The names of students who have- not paid their term fees till **15th February 2025** are likely to be removed from the college rolls and will be re-admitted at the discretion of the Principal and the Management on payment of fees along with fine and Rs.1000/- **(Rupees One Thousand Only) as re-admission fees** from the date of payment. They will also lose their attendance during the period.

- Students can also remit fees by way of Cash or Cheque or Demand Draft drawn in favor of **“Sindhi College”**. The student can mention his / her Name, Roll Number, Year and Course name on the back of the Cheque or DD.
- If the Cheque or DD is dated beyond the respective last due date then the same must be remitted with applicable fine.
- Fees once paid will not be refunded under any circumstances.
- Fees can also be paid through online mode (www.sindhicollege.in).

ISSUE OF TRANSFER CERTIFICATE

1. An application for Transfer Certificate along with Rs.300/- as Transfer Certificate Fee should be made directly to the Principal by the student and parent in writing, stating the reason for withdrawal.
2. The students should produce a 'No Due Certificate' from all Departments and give it to the college office along with application.
3. In case of a student who wants to discontinue studies due to any reason and applies for T.C., full fees for the academic year will have to be paid along with the application for T.C. even if he / she has not attended the college for a single day.
4. Withdrawal from the college during the course of the year will not be entertained. If due to unavoidable circumstances, the student is forced to withdraw from the college, payment of second term fees is mandatory.

IDENTITY CARD

Each student is expected to possess an Identity Card with his / her photograph affixed on it, duly attested by the Principal. The student should carry this always with him / her for any reference. On loss of the card, a duplicate will be issued on payment of Rs.100. Identity Card must be produced at the gate while entering the college if demanded.

ATTENDANCE & LEAVE RULES

1. No student shall absent himself / herself from any class without applying for leave. Application for leave must be made in the prescribed form to the H.O.D. / Principal beforehand, counter-signed by the Parent / Guardian. In cases, when absence is necessitated by unforeseen causes, an application for leave must be submitted not later than the first day of his / her return to the college. Leave applied for any reasonable cause and in time will ordinarily be granted, but in case of sickness extending over five days, the Principal may demand a medical certificate in support thereof.
2. If a student absence himself / herself for five working days without prior intimation, his / her name will be struck off from the rolls unless he / she shows that his / her failure to obtain prior permission for leave was unavoidable.
3. An application for leave for the afternoon session should always be submitted in person before availing of leave. If a student leaves the college campus during college hours he/she must get permission from the HOD and the class tutor concerned and a gate pass from the college office.
4. The students will not be allowed to absent themselves from the periodical tests and model examinations.

5. The students who represent the college at Debates / Seminars / Cultural Meets / Sports & Games will be given attendance for the period of deputation with the prior approval of the HOD / Principal. Students cannot attend any of these activities unless they obtain the prior permission from the Principal.
6. The annual certificate of attendance required by the University to appear for University Examinations will not be granted unless,
 - a. The Principal is satisfied that the student's progress and conduct has been satisfactory and
 - b. The student has attended not less than three fourths of the total number of engaged hours in each subject for the whole academic year as per University norms.

DISCIPLINARY RULES

1. The students of the college should conduct themselves in a dignified manner that would bring credit to themselves as well as to the Institution.
2. The students should wear clean, decent and respectable dress. The students should avoid Jeans Pants and T-Shirts.
3. The students should be well in time for the college to attend the morning assembly at 8.30 a.m. on Mondays.

4. The students should maintain perfect silence during the assembly and also in other functions of the college or department.
5. Late-comers shall wait at the entrance of the classroom till they are permitted to enter by the HOD / Class Tutor concerned.
6. They should be regular for all the classes including co-curricular activities and physical education.
7. The students should greet and respect their teachers. Their behaviour towards all elders should be marked by respect and obedience.
8. When teachers enter the classrooms, the students should rise and remain standing till they are asked to sit.
9. No student shall enter or leave the classroom without the permission of the HOD / Class incharge.
10. Using cell phones inside the college campus is strictly prohibited. If a student is caught he / she should pay the fine of Rs.500/-
11. The students shall not be permitted to leave the class room or attend the class late under the pretext of paying fees or taking books from the library. The hours fixed for these purposes shall be strictly adhered to.
12. The students must maintain perfect silence whether the teacher is present or absent in the class.

13. The students should always go in an orderly manner observing perfect silence on their way to their classes.
14. The students are forbidden from entering the office room, staff rooms and laboratories during unspecified hours and without getting prior permission.
15. The students are strictly forbidden from undertaking any political activities, under any circumstances.
16. Care must be exercised in handling the property of the college and any damage caused, casually or deliberately, shall entail disciplinary action and recovery of cost and fine. The students should not scribble on the walls.
17. The students must handover any lost property found by them to the college office immediately. The owner can claim it after establishing his / her identity and ownership.
18. No student of the college shall be a member of any outside organization or take part in any activity not connected with the college.
19. Representations and grievances may be made to the Principal through the Tutor/ HOD concerned.
20. The college reserves the right to expel a student on grounds of serious irregularity of attendance, disobedience, malpractice in the examination or any

other act of indiscipline or misconduct in the college in order to maintain the fair name of the Institution.

21. All the students of this College should, therefore, bear in mind that in all their conduct, the good name of the Institution is upheld.
22. **Ragging**, in any form is completely prohibited in the College Campus and surroundings as per Government Order.

To reinforce the Government instructions, an “**Anti-Ragging Committee**” consisting of all the Heads of Departments under the supervision of the Principal has been formed which has been empowered to take stringent action for ragging. Such action may include termination.

LIBRARY RULES

Working Hours: 8.30 am - 2.30 pm

1. The college has a good library of text books and reference books prescribed by the University of Madras. Strict silence shall be maintained in the library. Personal belongings like books, bags, umbrellas etc. are not permitted inside the library.
2. No student will be permitted to enter the library without his / her Identity Card.

3. The books borrowed must be returned within the due date ordinarily a week, failing which the borrower will have to pay a fine of Rs. 1.00 per day.
4. Only two books can be borrowed by UG Students and 3 books by PG Students.
5. The last borrower of the book is responsible for the missing pages, scribbling, and underlining, if any.
6. No student shall be allowed to hold a book for more than two weeks.
7. In the case of damage to any book, the borrower will have to pay its full cost immediately along with fine.
8. If anyone tears off pages of magazines or damages the magazines in any way, he / she has to bear the full cost of the magazine.
9. In the event of the loss of a library book, the matter must be reported to the Librarian immediately, failing which the borrower will have to pay an extra fine of Rs. 1.00 per day in addition to its cost.

STUDENT COUNSELLING - TUTORIAL SYSTEM

Personal Tutor Care: The basic idea of the Personal Tutorial System is that every student is assigned to a Tutor on joining the college and will continue to stay under the care of the Tutor till he / she leaves the college. The tutor will have the most sympathetic and personal approach to

the students in understanding their problems and helping them to find a solution.

The Students are expected to meet their Tutors / HODs frequently and discuss with them freely and frankly all their problems relating to their studies and the College.

The Parents are advised to meet the Tutors / HODs of their wards and the Principal once in a month to know the progress of their wards.

COLLEGE TESTS AND EXAMINATIONS

In addition to the Internal & Model Examinations, periodical tests will be conducted from time to time for all subjects. These tests and examinations serve the purpose of training the students to take the University Examinations. Absence from such tests and model examinations will be viewed very seriously. No student is ordinarily given leave or absence on days when examinations or tests are held, except on medical grounds. The Progress of the student will be sent by the Principal to the Parents or Guardians at frequent intervals, covering the performance in the examinations, attendance and conduct.

Eligibility to appear for the End Semester Examinations

A student will be allowed to appear for the end semester examinations only if:

1. He / She had secured at least 75% of attendance.
2. He / She shows satisfactory progress in studies, in all the tests and examinations conducted by the college / department during the semester and secure at least reasonable minimum marks in them.
3. His / Her conduct in the college during the semester has been satisfactory.

CO-CURRICULAR / EXTRA CURRICULAR ACTIVITIES

Sindhi College endeavours to mould the students into persons of integrity and character who are fully capable of making enlightened choice and intelligent judgment in a dynamic social order. In addition to the curriculum which is expected to sharpen their intellect, a diversified programme of campus activities provides facilities and opportunities for the development of personality and creativity.

The following associations are meant to enhance the above mentioned pronouncements.

1. English Literary Association
2. Tamil Literary Association
3. Hindi Literary Association
4. Mathematics Association
5. Computer Science Association
6. Computer Application Association

7. Commerce Association
8. Business Administration Association
9. Corporate Secretaryship Association
10. Fine Arts Association
11. Tourism and Travel Management Association
12. Visual Communication Association
13. Information System Management Association
14. Economics Association
15. Social Work Association
16. Human Resource Management Association

NSS & YRC

The NSS (National Service Scheme) program and YRC (Youth Red Cross) together aims to foster social responsibility and civic engagement among students. The college has two NSS units for boys and girls separately, under the auspices of the National Service Scheme of the University of Madras. The program encourages students to participate in various activities that contribute to community development and nation-building. Through initiatives like cleaning campaigns, awareness programs, health camps, and educational programs, NSS volunteers not only make a visible impact on society but also develop leadership skills, empathy, and a sense of belonging to the larger community. Every year, a 7-day NSS camp is organized in rural communities to train the volunteers and help them understand and address societal issues.

ROTARACT CLUB

The Rotaract Club of Sindhi College was inaugurated in affiliation with the Rotary Club of Madras Southwest in 2013. The primary objective of this club is to improve and change for the better, the attitude and behaviour of the society we live in. Various awareness programmes are being organized in schools and rural communities such as use of helmets ensuring road safety, prevention of terminal illnesses such as Cancer and AIDS, Give way to Ambulance, Cleanliness, Career Guidance to school children, organizing Blood Donation Camps.etc.

RED RIBBON CLUB

The Red Ribbon Club functions with an objective to promote health education and awareness among the students and the society. With this aim the club conducts various awareness programs for our students.

ECO CLUB

The Eco Club of Sindhi College was started in 2018. Since its inception, the club has taken initiatives to foster the need to be conservative, environmentally friendly, and rely on sustainable resources. The club is involved in various community development programs such as cleaning campaigns, tree planting, gardening, etc. Various seminars are also being organized by the club on topics such as Millets for a Nutritional Diet, Nature Conservation, Global

Warming, etc. to create awareness among the students and faculty members. These seminars serve as platforms for open discussions and knowledge-sharing sessions where experts in their respective fields provide insights into pressing environmental issues and practical solutions for addressing them.

READERS CLUB

The Readers club of Sindhi College was started during the academic year 2020-21. The primary objective of the readers club is to foster a love for reading and to provide a platform for students to explore and engage with various genres, authors, and literary works.

YOGA CLUB

Yoga Club provides yoga and meditation classes to the students and the staff members. The club conducts various yoga activities to develop a healthy mind and body.

HUMOR CLUB

The Humor Club of Sindhi College focuses on reducing stress levels and providing relaxation for students and staff. The objective of the club is to make everyone laugh, relax, and have fun. The club provides relaxation to its members through the jokes, stand-up comedies, mimes, and comic stories they share among themselves. By embracing humor, members find solace in the midst of daily pressures and learn to appreciate the brighter aspects of life in any circumstance.

CAREER GUIDANCE AND PLACEMENT CELL

The Placement cell of Sindhi College provides excellent job opportunities for UG and PG students. Placement training is given to all our students to enable them to get into suitable jobs based on their courses.

EDP CELL

EDP cell fosters aspiring entrepreneurs by organizing seminars, workshops and training programmes. It provides guidance on business planning, market analysis and funding strategies

FINE ARTS CLUB

The fine arts club of our college helps to explore and appreciate the individual skills and talents of our students by organizing various cultural events.

STUDENT WELLNESS CLUB

The student wellness club focuses on emotional regulation, social connectedness, communication skills, character strengths (gratitude, kindness, and hope), mental well-being and psychological first aid. The members of the club are provided with a badge 'Youth Mental Health Advocate' that will be worn throughout the day on campus to facilitate the students reaching out to these members for psychological help.

DISCIPLINE COMMITTEE

The discipline committee has been formed to uphold the fair name of the institution. The committee ensures that the students abide by the rules and regulations and the code of conduct laid down by the management. It consists of faculty members who investigate and address incidents of misconduct, cheating, violence, harassment, theft or any other disruptive behaviors among students. The committee ensures fairness and adherence to established disciplinary procedures while aiming to promote a positive and safe learning environment for students.

ANTI- RAGGING COMMITTEE

Our college has established an Anti-Ragging Committee to combat any form of harassment or intimidation among students. This committee is composed of faculty members, who serve as vigilant guardians of student welfare and safety.

The primary objective of the Anti-Ragging Committee is to prevent, detect, and address instances of ragging – a practice characterized by bullying, harassment, or humiliation of newcomers by senior students. By enforcing strict regulations, this committee strives to cultivate a culture of respect, empathy, and mutual support within the college community.

WOMEN EMPOWERMENT CELL

The primary function of the women empowerment cell is to ensure the safety, well-being, and overall development of female students. It provides counseling and support to female students who face academic, personal, or emotional challenges. It also plays a pivotal role in preventing sexual harassment, abuse, and discrimination on campus. To empower women, various seminars are being conducted by the women's cell on topics such as Women's Rights, Stop Violence against women, Adverse Effects of Social Media, Women and Environment, and Women and Business.

IQAC

An Internal Quality Assurance Cell (IQAC) was established in the year 2016 as per the direction of NAAC to ensure high quality education through various quality measures.

As quality enhancement is a continuous process, the IQAC plays an imperative part of the institution's system and works towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution. **Dr. S. Shobana**, Vice-Principal is the Coordinator of IQAC.

GAMES & SPORTS

The college has an excellent sports ground with adequate space provided for the students to play outdoor games like Volleyball, Throw Ball, Football, Hand Ball, Badminton, Kho-Kho, Kabaddi and Cricket. There is also facility to play indoor games such as Carom, Chess, Table Tennis, etc.

The Department of Physical Education provides excellent Sports activities to the students. The students are encouraged to participate in various sports tournaments organized by different Colleges / Universities. An Inter-Collegiate Cricket Tournament and Throw Ball Tournament for Women are conducted every year in the College. The Students from various colleges in Chennai City are invited to participate.

ENGLISH BRIDGE COURSE

A Bridge Course is being conducted by the Department of English to help the students who come from different backgrounds and not very familiar with English and to cope with and understand the English language syllabus prescribed by the University. A specially designed Linguaphone Audio Active Plus programme has been acquired to train the students in the Language Laboratory that makes them attain fluency and command over English Language in a short period.

SPECIAL COACHING CLASSES

To enhance the percentage of results among the students, Special Coaching Classes, after college hours, are organized for students based on their performance in the Periodical Tests and Examinations.

In addition, students are always welcome to meet their Tutor during college hours to clear their doubts.

MEDICAL CHECKUP

“A Sound Mind in a Sound Body”. A sound mind means a mind capable of good, positive and free thinking mind. A sound body means a healthy body, free from diseases.

Every year, Free Medical Checkup will be organized for all the first year students and the parents are advised to take follow-up care and action on the Medical advice given - if there is any problem.

AN APPEAL TO PARENTS

1. Education is a joint responsibility of parents and teachers and they have to co-ordinate their efforts in order to train the students on proper lines to build up their personality and character. Parents are, therefore, requested to extend their full co-operation to the College authorities in their endeavor to mould their behavior and inculcate self-discipline.

2. Parents are cordially invited to visit the College and contact the teachers personally to ascertain the progress of their wards and to discuss ways and means of improving them. They may also meet the Principal on working days and discuss the problems connected with their wards.
3. If the parents happen to come to the College during the college hours, they are requested to take the permission of the Principal to meet their wards.
4. Change of address and telephone Nos. of the parents should be promptly intimated to the College in writing. Periodical progress sheets will be sent to the parents or guardians to apprise them of the student's performance and conduct in the College.
5. **Parents should meet the Principal / HOD / Class Tutor during the second week of every month.**
6. A Meeting of Parents and Teachers will be held at least twice in a year.



JUNE 2024

Date	Day	Event/Holiday - Scheduled	DO	WD-II & III	WD-I
01-Jun-2024	Saturday		-	-	-
02-Jun-2024	Sunday	Holiday	-	-	-
03-Jun-2024	Monday		-	-	-
04-Jun-2024	Tuesday		-	-	-
05-Jun-2024	Wednesday		-	-	-
06-Jun-2024	Thursday	UoM Exam ends	-	-	-
07-Jun-2024	Friday		-	-	-
08-Jun-2024	Saturday	Second Saturday - Holiday	-	-	-
09-Jun-2024	Sunday	Holiday	-	-	-
10-Jun-2024	Monday		-	-	-
11-Jun-2024	Tuesday		-	-	-
12-Jun-2024	Wednesday	Certificate Courses - 1	-	-	-
13-Jun-2024	Thursday	Certificate Courses - 2	-	-	-
14-Jun-2024	Friday	Certificate Courses - 3	-	-	-
15-Jun-2024	Saturday	Saturday - Holiday	-	-	-
16-Jun-2024	Sunday	Holiday	-	-	-
17-Jun-2024	Monday	Bakrid - Holiday	-	-	-
18-Jun-2024	Tuesday	Certificate Courses - 4	-	-	-
19-Jun-2024	Wednesday	College re opens for II & III	I	1	-
20-Jun-2024	Thursday		II	2	-
21-Jun-2024	Friday	Certificate Courses - 5	-	-	-
22-Jun-2024	Saturday	Certificate Courses - 6	-	-	-
23-Jun-2024	Sunday	Holiday	-	-	-
24-Jun-2024	Monday		III	3	-
25-Jun-2024	Tuesday		IV	4	-
26-Jun-2024	Wednesday		V	5	-
27-Jun-2024	Thursday		VI	6	-
28-Jun-2024	Friday		I	7	-
29-Jun-2024	Saturday		II	8	-
30-Jun-2024	Sunday	Holiday	-	-	-
Total Working Days for the month : Scheduled / Actual				8	0

JULY 2024

Date	Day	Event/Holiday - Scheduled	DO	WD-II & III	WD-I
01-Jul-2024	Monday		III	9	-
02-Jul-2024	Tuesday		IV	10	-
03-Jul-2024	Wednesday		V	11	-
04-Jul-2024	Thursday		VI	12	-
05-Jul-2024	Friday	Fresher's Day - Holiday	-	-	-
06-Jul-2024	Saturday		I	13	1
07-Jul-2024	Sunday	Holiday	-	-	-
08-Jul-2024	Monday		II	14	2
09-Jul-2024	Tuesday		III	15	3
10-Jul-2024	Wednesday		IV	16	4
11-Jul-2024	Thursday		V	17	5
12-Jul-2024	Friday		VI	18	6
13-Jul-2024	Saturday		I	19	7
14-Jul-2024	Sunday	Holiday	-	-	-
15-Jul-2024	Monday		II	20	8
16-Jul-2024	Tuesday		III	21	9
17-Jul-2024	Wednesday	Muharram - Holiday	-	-	-
18-Jul-2024	Thursday		IV	22	10
19-Jul-2024	Friday		V	23	11
20-Jul-2024	Saturday		VI	24	12
21-Jul-2024	Sunday	Holiday	-	-	-
22-Jul-2024	Monday		I	25	13
23-Jul-2024	Tuesday		II	26	14
24-Jul-2024	Wednesday		III	27	15
25-Jul-2024	Thursday		IV	28	16
26-Jul-2024	Friday		V	29	17
27-Jul-2024	Saturday	Fourth Saturday - Holiday	-	-	-
28-Jul-2024	Sunday	Holiday	-	-	-
29-Jul-2024	Monday		VI	30	18
30-Jul-2024	Tuesday		I	31	19
31-Jul-2024	Wednesday		II	32	20
Total Working Days for the month : Scheduled / Actual				24	20

AUGUST 2024

Date	Day	Event/Holiday - Scheduled	DO	WD-II & III	WD-I
01-Aug-2024	Thursday		III	33	21
02-Aug-2024	Friday		IV	34	22
03-Aug-2024	Saturday		V	35	23
04-Aug-2024	Sunday	Holiday	-	-	-
05-Aug-2024	Monday		VI	36	24
06-Aug-2024	Tuesday	Internal Exam - I	I	37	25
07-Aug-2024	Wednesday	Internal Exam - II	II	38	26
08-Aug-2024	Thursday	Internal Exam - III	III	39	27
09-Aug-2024	Friday	Internal Exam - IV	IV	40	28
10-Aug-2024	Saturday	Internal Exam - V	V	41	29
11-Aug-2024	Sunday	Holiday	-	-	-
12-Aug-2024	Monday		VI	42	30
13-Aug-2024	Tuesday		I	43	31
14-Aug-2024	Wednesday		II	44	32
15-Aug-2024	Thursday	Independence Day - Holiday	-	-	-
16-Aug-2024	Friday	Varlakhmi Vratam - Holiday	-	-	-
17-Aug-2024	Saturday	Holiday	-	-	-
18-Aug-2024	Sunday	Holiday	-	-	-
19-Aug-2024	Monday		III	45	33
20-Aug-2024	Tuesday		IV	46	34
21-Aug-2024	Wednesday		V	47	35
22-Aug-2024	Thursday		VI	48	36
23-Aug-2024	Friday		I	49	37
24-Aug-2024	Saturday	Fourth Saturday	-	-	-
25-Aug-2024	Sunday	Holiday	-	-	-
26-Aug-2024	Monday	Krishna Jayanthi - Holiday	-	-	-
27-Aug-2024	Tuesday		II	50	38
28-Aug-2024	Wednesday		III	51	39
29-Aug-2024	Thursday		IV	52	40
30-Aug-2024	Friday		V	53	41
31-Aug-2024	Saturday		VI	54	42
Total Working Days for the month : Scheduled / Actual				22	22

SEPTEMBER 2024

Date	Day	Event/Holiday - Scheduled	DO	WD-II & III	WD-I
01-Sep-2024	Sunday	Holiday	-	-	-
02-Sep-2024	Monday		I	55	43
03-Sep-2024	Tuesday		II	56	44
04-Sep-2024	Wednesday		III	57	45
05-Sep-2024	Thursday		IV	58	46
06-Sep-2024	Friday		V	59	47
07-Sep-2024	Saturday	Vinayakar Chaturthi-Holiday	-	-	-
08-Sep-2024	Sunday	Holiday	-	-	-
09-Sep-2024	Monday		VI	60	48
10-Sep-2024	Tuesday		I	61	49
11-Sep-2024	Wednesday		II	62	50
12-Sep-2024	Thursday		III	63	51
13-Sep-2024	Friday		IV	64	52
14-Sep-2024	Saturday	Second Saturday - Holiday	-	-	-
15-Sep-2024	Sunday	Holiday	-	-	-
16-Sep-2024	Monday	Milad-un-Nabi - Holiday	-	-	-
17-Sep-2024	Tuesday		V	65	53
18-Sep-2024	Wednesday		VI	66	54
19-Sep-2024	Thursday		I	67	55
20-Sep-2024	Friday		II	68	56
21-Sep-2024	Saturday		III	69	57
22-Sep-2024	Sunday	Holiday	-	-	-
23-Sep-2024	Monday		IV	70	58
24-Sep-2024	Tuesday		V	71	59
25-Sep-2024	Wednesday		VI	72	60
26-Sep-2024	Thursday		I	73	61
27-Sep-2024	Friday		II	74	62
28-Sep-2024	Saturday	Fourth Saturday - Holiday	-	-	-
29-Sep-2024	Sunday	Holiday	-	-	-
30-Sep-2024	Monday		III	75	63
Total Working Days for the month : Scheduled / Actual				21	21

OCTOBER 2024

Date	Day	Event/Holiday - Scheduled	DO	WD-II & III	WD-I
01-Oct-2024	Tuesday		IV	76	64
02-Oct-2024	Wednesday	Gandhi Jayanthi - Holiday	-	-	-
03-Oct-2024	Thursday		V	77	65
04-Oct-2024	Friday		VI	78	66
05-Oct-2024	Saturday		I	79	67
06-Oct-2024	Sunday	Holiday	-	-	-
07-Oct-2024	Monday		II	80	68
08-Oct-2024	Tuesday		III	81	69
09-Oct-2024	Wednesday		IV	82	70
10-Oct-2024	Thursday		V	83	71
11-Oct-2024	Friday	Ayutha Pooja - Holiday	-	-	-
12-Oct-2024	Saturday	Vijaya Dasmi - Holiday	-	-	-
13-Oct-2024	Sunday	Holiday	-	-	-
14-Oct-2024	Monday		VI	84	72
15-Oct-2024	Tuesday		I	85	73
16-Oct-2024	Wednesday		II	86	74
17-Oct-2024	Thursday		III	87	75
18-Oct-2024	Friday		IV	88	76
19-Oct-2024	Saturday		V	89	77
20-Oct-2024	Sunday	Holiday	-	-	-
21-Oct-2024	Monday		VI	90	78
22-Oct-2024	Tuesday	Model Exam - 1 - II & III	I	91	79
23-Oct-2024	Wednesday	Model Exam - 2 - II & III	II	92	80
24-Oct-2024	Thursday	Model Exam - 3 - II & III	III	93	81
25-Oct-2024	Friday	Model Exam - 4 - II & III	IV	94	82
26-Oct-2024	Saturday	Model Exam - 5 - II & III	V	95	83
27-Oct-2024	Sunday	Holiday	-	-	-
28-Oct-2024	Monday		VI	-	84
29-Oct-2024	Tuesday		I	-	85
30-Oct-2024	Wednesday		II	-	86
31-Oct-2024	Thursday	Deepavali - Holiday	-	-	-
Total Working Days for the month : Scheduled / Actual				20	23

NOVEMBER 2024

Date	Day	Event/Holiday - Scheduled	DO	WD-II & III	WD-I
01-Nov-2024	Friday	University Exam Begins - Tentative Date - Deepavali - Holiday	-	-	-
02-Nov-2024	Saturday	Holiday	-	-	-
03-Nov-2024	Sunday	Holiday	-	-	-
04-Nov-2024	Monday	Model Exam - 1 - I	III	-	87
05-Nov-2024	Tuesday	Model Exam - 2 - I	IV	-	88
06-Nov-2024	Wednesday	Model Exam - 3 - I	V	-	89
07-Nov-2024	Thursday	Model Exam - 4 - I	VI	-	90
08-Nov-2024	Friday	Model Exam - 5 - I	I	-	91
09-Nov-2024	Saturday	Second Saturday - Holiday	-	-	-
10-Nov-2024	Sunday	Holiday	-	-	-
11-Nov-2024	Monday		-	-	-
12-Nov-2024	Tuesday		-	-	-
13-Nov-2024	Wednesday		-	-	-
14-Nov-2024	Thursday		-	-	-
15-Nov-2024	Friday		-	-	-
16-Nov-2024	Saturday		-	-	-
17-Nov-2024	Sunday	Holiday	-	-	-
18-Nov-2024	Monday		-	-	-
19-Nov-2024	Tuesday		-	-	-
20-Nov-2024	Wednesday		-	-	-
21-Nov-2024	Thursday		-	-	-
22-Nov-2024	Friday		-	-	-
23-Nov-2024	Saturday	Fourth Saturday - Holiday	-	-	-
24-Nov-2024	Sunday	Holiday	-	-	-
25-Nov-2024	Monday		-	-	-
26-Nov-2024	Tuesday		-	-	-
27-Nov-2024	Wednesday		-	-	-
28-Nov-2024	Thursday		-	-	-
29-Nov-2024	Friday		-	-	-
30-Nov-2024	Saturday		-	-	-
Total Working Days for the month : Scheduled / Actual				0	5
Total Working Days for Semester : Scheduled / Actual				95	91

DECEMBER 2024

Date	Day	Event/Holiday-Scheduled	DO	Scheduled WD
01-Dec-2024	Sunday	Holiday	-	-
02-Dec-2024	Monday		-	-
03-Dec-2024	Tuesday		-	-
04-Dec-2024	Wednesday	College Reopen	I	1
05-Dec-2024	Thursday		II	2
06-Dec-2024	Friday		III	3
07-Dec-2024	Saturday		IV	4
08-Dec-2024	Sunday	Holiday	-	-
09-Dec-2024	Monday		V	5
10-Dec-2024	Tuesday		VI	6
11-Dec-2024	Wednesday		I	7
12-Dec-2024	Thursday		II	8
13-Dec-2024	Friday		III	9
14-Dec-2024	Saturday	Holiday	-	-
15-Dec-2024	Sunday	Holiday	-	-
16-Dec-2024	Monday		IV	10
17-Dec-2024	Tuesday		V	11
18-Dec-2024	Wednesday		VI	12
19-Dec-2024	Thursday		I	13
20-Dec-2024	Friday		II	14
21-Dec-2024	Saturday		III	15
22-Dec-2024	Sunday	Holiday	-	-
23-Dec-2024	Monday		IV	16
24-Dec-2024	Tuesday		V	17
25-Dec-2024	Wednesday	Christmas - Holiday	-	-
26-Dec-2024	Thursday		VI	18
27-Dec-2024	Friday		I	19
28-Dec-2024	Saturday	Holiday	-	-
29-Dec-2024	Sunday	Holiday	-	-
30-Dec-2024	Monday		II	20
31-Dec-2024	Tuesday		III	21
Total Working Days for the month : Scheduled / Actual			-	21

JANUARY 2025

Date	Day	Event/Holiday-Scheduled	DO	Scheduled WD
01-Jan-2025	Wednesday	New Year - Holiday	-	-
02-Jan-2025	Thursday		IV	22
03-Jan-2025	Friday		V	23
04-Jan-2025	Saturday		VI	24
05-Jan-2025	Sunday	Holiday	-	-
06-Jan-2025	Monday		I	25
07-Jan-2025	Tuesday		II	26
08-Jan-2025	Wednesday		III	27
09-Jan-2025	Thursday		IV	28
10-Jan-2025	Friday		V	29
11-Jan-2025	Saturday	Holiday	-	-
12-Jan-2025	Sunday	Holiday	-	-
13-Jan-2025	Monday	Bhogi - Holiday	-	-
14-Jan-2025	Tuesday	Pongal - Holiday	-	-
15-Jan-2025	Wednesday	Thiruvalluvar Day-Holiday	-	-
16-Jan-2025	Thursday	Uzhavar Thirunal-Holiday	-	-
17-Jan-2025	Friday		VI	30
18-Jan-2025	Saturday		I	31
19-Jan-2025	Sunday	Holiday	-	-
20-Jan-2025	Monday		II	32
21-Jan-2025	Tuesday		III	33
22-Jan-2025	Wednesday		IV	34
23-Jan-2025	Thursday		V	35
24-Jan-2025	Friday		VI	36
25-Jan-2025	Saturday	Holiday	-	-
26-Jan-2025	Sunday	Republic Day - Holiday	-	-
27-Jan-2025	Monday	Internal Exam 1	I	37
28-Jan-2025	Tuesday	Internal Exam 2	II	38
29-Jan-2025	Wednesday	Internal Exam 3	III	39
30-Jan-2025	Thursday	Internal Exam 4	IV	40
31-Jan-2025	Friday	Internal Exam 5	V	41
Total Working Days for the month : Scheduled / Actual			-	20

FEBRUARY 2025

Date	Day	Event/Holiday-Scheduled	DO	Scheduled WD
01-Feb-2025	Saturday		VI	42
02-Feb-2025	Sunday	Holiday	-	-
03-Feb-2025	Monday		I	43
04-Feb-2025	Tuesday		II	44
05-Feb-2025	Wednesday		III	45
06-Feb-2025	Thursday		IV	46
07-Feb-2025	Friday		V	47
08-Feb-2025	Saturday	Holiday	-	-
09-Feb-2025	Sunday	Holiday	-	-
10-Feb-2025	Monday		VI	48
11-Feb-2025	Tuesday	ThaipooSam - Holiday	-	-
12-Feb-2025	Wednesday		I	49
13-Feb-2025	Thursday		II	50
14-Feb-2025	Friday		III	51
15-Feb-2025	Saturday		IV	52
16-Feb-2025	Sunday	Holiday	-	-
17-Feb-2025	Monday		V	53
18-Feb-2025	Tuesday		VI	54
19-Feb-2025	Wednesday		I	55
20-Feb-2025	Thursday		II	56
21-Feb-2025	Friday		III	57
22-Feb-2025	Saturday	Holiday	-	-
23-Feb-2025	Sunday	Holiday	-	-
24-Feb-2025	Monday		IV	58
25-Feb-2025	Tuesday		V	59
26-Feb-2025	Wednesday		VI	60
27-Feb-2025	Thursday		I	61
28-Feb-2025	Friday		II	62
Total Working Days for the month : Scheduled / Actual			-	21

MARCH 2025

Date	Day	Event/Holiday-Scheduled	DO	Scheduled WD
01-Mar-2025	Saturday		III	63
02-Mar-2025	Sunday	Holiday	-	-
03-Mar-2025	Monday	II - Internal Exam 1	IV	64
04-Mar-2025	Tuesday	II - Internal Exam 2	V	65
05-Mar-2025	Wednesday	II - Internal Exam 3	VI	66
06-Mar-2025	Thursday	II - Internal Exam 4	I	67
07-Mar-2025	Friday	II - Internal Exam 5	II	68
08-Mar-2025	Saturday	Holiday	-	-
09-Mar-2025	Sunday	Holiday	-	-
10-Mar-2025	Monday		III	69
11-Mar-2025	Tuesday		IV	70
12-Mar-2025	Wednesday		V	71
13-Mar-2025	Thursday		VI	72
14-Mar-2025	Friday		I	73
15-Mar-2025	Saturday		II	74
16-Mar-2025	Sunday	Holiday	-	-
17-Mar-2025	Monday		III	75
18-Mar-2025	Tuesday		IV	76
19-Mar-2025	Wednesday		V	77
20-Mar-2025	Thursday		VI	78
21-Mar-2025	Friday		I	79
22-Mar-2025	Saturday	Holiday	-	-
23-Mar-2025	Sunday	Holiday	-	-
24-Mar-2025	Monday		II	80
25-Mar-2025	Tuesday		III	81
26-Mar-2025	Wednesday		IV	82
27-Mar-2025	Thursday		V	83
28-Mar-2025	Friday		VI	84
29-Mar-2025	Saturday		I	85
30-Mar-2025	Sunday	Sindhi New Year - Holiday	-	-
31-Mar-2025	Monday	Ramzan	-	-
Total Working Days for the month : Scheduled / Actual			-	24

APRIL 2025

Date	Day	Event/Holiday-Scheduled	DO	Scheduled WD
01-Apr-2025	Tuesday	Model Exam - 1	II	86
02-Apr-2025	Wednesday	Model Exam - 2	III	87
03-Apr-2025	Thursday	Model Exam - 3	IV	88
04-Apr-2025	Friday	Model Exam - 4	V	89
05-Apr-2025	Saturday	Model Exam - 5	VI	90
06-Apr-2025	Sunday	Holiday	-	-
07-Apr-2025	Monday		I	91
08-Apr-2025	Tuesday		II	92
09-Apr-2025	Wednesday	Last Working Day	III	93
10-Apr-2025	Thursday	Mahavir Jayanthi-Holiday	-	-
11-Apr-2025	Friday		-	-
12-Apr-2025	Saturday		-	-
13-Apr-2025	Sunday	Holiday	-	-
14-Apr-2025	Monday	Tamil New Year - Holiday	-	-
15-Apr-2025	Tuesday	University Exam Begins	-	-
16-Apr-2025	Wednesday		-	-
17-Apr-2025	Thursday		-	-
18-Apr-2025	Friday	Good Friday - Holiday	-	-
19-Apr-2025	Saturday		-	-
20-Apr-2025	Sunday	Holiday	-	-
21-Apr-2025	Monday		-	-
22-Apr-2025	Tuesday		-	-
23-Apr-2025	Wednesday		-	-
24-Apr-2025	Thursday		-	-
25-Apr-2025	Friday		-	-
26-Apr-2025	Saturday		-	-
27-Apr-2025	Sunday	Holiday	-	-
28-Apr-2025	Monday		-	-
29-Apr-2025	Tuesday		-	-
30-Apr-2025	Wednesday		-	-
Total Working Days for the month : Scheduled / Actual				8

MAY 2025

Date	Day	Event/Holiday-Scheduled	DO	Scheduled WD
01-May-2025	Thursday	May Day - Holiday	-	-
02-May-2025	Friday		-	-
03-May-2025	Saturday		-	-
04-May-2025	Sunday	Holiday	-	-
05-May-2025	Monday		-	-
06-May-2025	Tuesday		-	-
07-May-2025	Wednesday		-	-
08-May-2025	Thursday		-	-
09-May-2025	Friday		-	-
10-May-2025	Saturday		-	-
11-May-2025	Sunday	Holiday	-	-
12-May-2025	Monday		-	-
13-May-2025	Tuesday		-	-
14-May-2025	Wednesday		-	-
15-May-2025	Thursday		-	-
16-May-2025	Friday		-	-
17-May-2025	Saturday		-	-
18-May-2025	Sunday	Holiday	-	-
19-May-2025	Monday		-	-
20-May-2025	Tuesday		-	-
21-May-2025	Wednesday		-	-
22-May-2025	Thursday		-	-
23-May-2025	Friday		-	-
24-May-2025	Saturday		-	-
25-May-2025	Sunday	Holiday	-	-
26-May-2025	Monday		-	-
27-May-2025	Tuesday		-	-
28-May-2025	Wednesday		-	-
29-May-2025	Thursday		-	-
30-May-2025	Friday		-	-
31-May-2025	Saturday		-	-
Total Working Days for the month : Scheduled / Actual				0
Total Working Days for Semester : Scheduled / Actual				0

FIRST AID

Every year many accidents occur. With care, they can be prevented. In case an accident does happen, you can be of help if you know first aid. Read each of the following instructions carefully. You will be able to give vital first aid if needed. Remember always to seek help from an adult immediately.

Do not move the casualty unnecessarily. Keep him warm. Make a diagnosis, decide the treatment and treat. Remember the ABC of First Aid. See if his airways are clear, that he is breathing, and his blood circulation is present.

1. **Respiration:**

If it is failing, give artificial respiration - Mouth to Mouth or Mouth to Nose.

2. **Bleeding:**

Arrest the bleeding and protect the wound. Apply direct or indirect pressure. Cover with a dressing; apply a pad and firm bandage. Keep at rest.

3. **Fractures:**

Immobilize it with a well-padded stiff support reaching the joints on either side of the site and at the joints on either side support.

4. Burns and Scalds:

A burn is caused by dry heat and a scald by moist heat like steam, very hot water or oil. Immediately cool the area with cold water-for 15 minutes till pain subsides. Do not break blisters, or apply anything on the burns. Cover with a sterile or clean cloth, pad and bandage. Give fluids.

5. Nose Bleeding:

Sit him up facing the breeze and the head slightly forward. Ask him to breathe through the mouth and not to Blow the nose. Apply a cold compress over the nose. The soft part of the nose may be pinched close with the fingers for 10 minutes. Cold application on the back of the neck and forehead may help.

6. Bee sting :

Do not press the bag (of the sting). Use forceps and remove the sting. Apply cold or weak ammonia.

7. Animal Bites :

Wash with soap and plenty of water. Loose bandage may be applied. Get quick medical aid.

8. Snake Bites :

Keep patient calm. Wash with plenty of water and soap. Do not rub hard. First apply a constructive

bandage on the heart side of the bite. (Not to be applied continuously for more than 20 minutes). Do not incise or attempt to suck the wound. Get and quickly try to identify the snake.

9. Fainting :

Lay him down and loosen the clothing around chest and waist. Turn head to one side. The legs may be raised a little. Do not attempt to give any solids or liquids. On recovery a small quantity of a drink may be given and allowed to sit up and move after rest.

10. General :

If you are in doubt about the treatment do not do anything. You may do more harm.

These are only hints. To be a good First Aider you can do the first aid course conducted regularly by the St. John Ambulance Association in all the States. Contact your State Centre for details. Also join the Ambulance Brigade in your state.

BUILDING BETTER RELATIONSHIPS

To avoid difference of opinion at home and college and to reduce stress.

- Give up your **EGO**.
- Avoid **LOOSE TALK**.
- Be **DIPLOMATIC AND COMPROMISING** in trying to solve any problem.
- Don't force your views upon others.
- Shun **ARGUMENTS**.
- **HUMILITY** is the greatest virtue in man. Get rid of **SUPERIORITY COMPLEX**
- Over expectation leads to **DISAPPOINTMENT**. Don't believe **RUMOURS**.
- Don't make a mountain of a **MOLE HILL**.
- Try to be **FLEXIBLE** in your approach.
- Try to take things in the **RIGHT SPIRIT**. Don't come to wrong conclusion without proper enquiry.
- Be **COURTEOUS**. Use pleasing words.
- **AVOID HARSH** and derogatory remarks. Show restraint and character.
- Be **OPEN MINDED** and **FRANK**. Face people directly and bring about **RECONCILIATION**.
- Don't think of yourself as **INFERIOR**.

NOTES

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**Reflect on the valuable quotes by
Dada Vaswani, an Indian spiritual leader,
a humanitarian and an educationist**

- ◆ Whenever you have taken up work in hand, you must see it to the finish. That is the ultimate secret of success. Never, never, never give up!
- ◆ He who loses himself in his teacher is the true disciple.
- ◆ Every day I must try to do something I think I cannot do. That is the way to develop strength, courage and confidence.
- ◆ Happiness belongs to those who live for others!
- ◆ Problems and challenges are not a dead end; they are only a bend in the road. Problems are not stumbling blocks; they are stepping stones to a better, richer, more radiant life.
- ◆ Being grateful makes us positive, happy and optimistic; it helps us see the bright side of life. It teaches us the art of appreciation.
- ◆ Hard work, determination, perseverance, uncompromising integrity and love of one's work are the qualities required for success in life.
- ◆ Our thoughts shape our reality, so choose them wisely.
- ◆ True joy comes from serving others selflessly.
- ◆ Love and compassion are the antidotes to hatred and fear.

Proforma : APPLICATION FOR LEAVE

1. Name
2. ClassRoll NoDate
3. No. of days of Leave already availed:
4. No. of days of Leave now required:
5. Whether Tests / Practicals are scheduled during your absence?
6. Reason for Leave:
7. Tutor's Name and Designation:
8. Signature of the Student:
9. Signature of the Parent / Guardian:
10. Signature of the Tutor
11. Signature of the H.O.D
10. Principal's Order

Ten Commandments for an Outstanding Student

1. Be punctual and regular. Always be clean and well groomed.
2. Cultivate a positive attitude. Be fair and honest in all your work.
3. Follow good etiquette. Learn to be kind and respectful.
4. Focus on your goals. Enhance your communication, personality, inter-personal, leadership and employability skills.
5. Improve your problem-solving and critical-thinking skills.
6. Understand the importance of time management and adaptability.
7. Work hard with determination, self-confidence and perseverance. Strive for excellence.
8. Remember, character is power. Do not compromise ethics and values for anything in this world.
9. Experience the joy of sharing and compassion.
10. Follow the mantra : **மாதா, பிதா, குரு, தெய்வம்**

Name :

Time Table for **Odd** Semester

Hour/ Day Order	I	II	III	IV	V
I					
II					
III					
IV					
V					
VI					

Name :

Time Table for **Even** Semester

Hour/ Day Order	I	II	III	IV	V
I					
II					
III					
IV					
V					
VI					



COURSES OFFERED

B.Sc.	Mathematics
B.Sc.	Computer Science - 2 Sections
B.Sc.	Visual Communication
B.C.A.	Computer Application
B.B.A.	Business Administration
B.Com.	General - 3 Sections
B.Com.	Corporate Secretaryship - 2 Sections
B.Com.	Information System Management
B.A.	Tourism and Travel Management
B.A.	English
B.A.	Tamil
B.A.	Economics
M.S.W.	Social Work
M.A.	HRM
M.Com.	General



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