

**Asan Memorial College of Arts & Science  
&  
Institute of Management**



**(Co-Education)  
Self Finance Linguistic Minority Institutions  
( Affiliated to University of Madras and Approved by AICTE )**

**VELACHERY-TAMBARAM ROAD, JALLADIANPET, CHENNAI-600 100.**

**Phone:044-22460216, 22461418, 22460032, Fax:22461335 / 22460138**

**E-mail : info.amcas@asaneducation.com**

**Website: www.asaneducation.com**



**Calendar 2020-2021  
(SHIFT-I & II)**

**Personal Memoranda**

Name : .....

Course : ..... Year:..... Roll No. ....

Parent's Name:.....

Address : .....

.....

.....

Telephone : ..... Mobile.....

## Our Vision

- To educate individuals.
- To become intellectually enlightened, professionally capable, morally upright and socially committed.

## Our Mission

- ❖ To equip young men and women with knowledge and skill.
- ❖ To impart value based education and foster right attitude, good character and human values.
- ❖ To develop the learner's personality and prepare him/her for the larger world outside.
- ❖ To conserve rich traditions and cultivate respect for our heritage.

## Ragging

- Ragging is an unlawful and Punishable act! Strictly Prohibited!
- Students indulging in any kind of ragging would be expelled from the college immediately.
- Students can make a written complaint on any sort of ragging and lodge within the "BLACK BOX" kept in the Principal's Office.
- Despise Ragging! Be pleasant and friendly!

## Student's Identity Card

- The identity card shall be worn by the student, while in the college campus and to be shown on demand.
- The responsibility of safe preservation of the identity card is on the student.
- Under any circumstances duplicate ID card will not be issued more than once, by paying Rs.100, during the course of study.
- Along with hall ticket, in all semester-end examinations showing of student identity card is mandatory to hall superintendent / invigilators.
- Loss of identity card shall be immediately informed to the Principal / Vice-Principal / HOD.
- The identity card shall be surrendered to the college office at the time of applying for transfer certificate.

## தமிழ்த்தாய் வாழ்த்து

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

உன் சீரிளமைத் திரம்வியந்து  
செயல்மறந்து வாழ்த்துதுமே!  
வாழ்த்துதுமே!  
வாழ்த்துதுமே!

**"மனோன்மனீயம்" பெ. சுந்தரம்பிள்ளை**

## National Anthem

Jana-Gana-Mana-Adhinayaka, Jaya He  
Bharata-Bhagya-Vidhata  
Punjab-Sindhu-Gujarata-Maratha-  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Ucchhala-Jaladhi Taranga  
Tava Subha Name Jage  
Tava Subha Ashisha Mage  
Gahe Tava Jaya Gatha  
Jana-Gana-Mangala Dayaka, Jaya He  
Bharata-Bhagya-Vidhata,  
Jaya He, Jaya He, Jaya He,  
Jaya Jaya Jaya, Jaya He.

- Rabindranath Tagore

## The Pledge

India is my country and all Indians are my brothers and sisters  
I love my country and I am proud of its rich and varied heritage  
I shall always try to be worthy of it  
I shall give respect to my parents, teachers and elders  
And treat everyone with courtesy  
To my people and my country I pledge my devotion  
And in their well being and prosperity  
Lies my happiness  
Jai hind

## KUMARAN ASAN

Mahakavi Kumaran Asan, the great poet laureate of Kerala was born in 1873 at Kayikkara, a coastal village near Trivandrum. He had his early education in Sanskrit under reputed scholars of the place. He continued his study of Sanskrit, Tamil and Vedic Philosophy and mastered Yoga and Advaita at Aruvippuram in the hermitage of Sree Narayan Guru. He studied English from the Sanskrit college at Bangalore (1895) and acquired a degree in Tharkasastra from Central Hindu College, Calcutta (1897).

The year 1900 marks the beginning of Asan's Literary Career. His earliest poems were purely devotional. Veena Poovu (1908), Nalini (1911), Leela (1914) and Chinthavishtayaya Sita (1919) are the outstanding examples of his introspective, self-oriented studies. His famed later works "Duravastha "and "Chandalabhiksuki"and "Karuna" showed the poet more as a rebel and fighter against injustice and exploitation.

Kumaran Asan served as the General Secretary of S.N.D.P.(Sree Narayana Dharma ParipalanaYogam) for 15 years since its inception and later as the president. He received the title 'Mahakavi' from the Prince of Wales. The Poet, like Shelley, was destined for a watery grave. In his fifty first year, when he was at the height of his poetic genius, he was drowned in a boat accident at Pallana, 24 kms south of Allepey, Kerala. The river side grave where his mortal remains lie, is a place of pilgrimage, celebrated as "Kumara Kodi".

## **ASAN MEMORIAL EDUCATIONAL INSTITUTIONS**

The Asan Memorial College of Arts & Science and Asan Institute of Management are governed by Asan Memorial Association. This Association was established in 1965 as a tribute to the memory of Mahakavi Kumaran Asan, the late Poet Laureate of Kerala.

The founders of the Association consisted of eminent Malayalees settled in Chennai, from different walks of life such as educationalists, industrialists, film personalities and social workers, who were highly dedicated and devoted to the noble cause of education. The Founder Secretary of the Association, Shri.A.K.Gopalan continues to be the guiding supreme and moving spirit behind the Asan Memorial Educational Institutions.

Having successfully embarked upon and achieving considerable progress in promoting educational activities, the ASAN Memorial Association has now to its credit the following institutions, established in: -

- 1966 Asan Memorial Senior Secondary School (CBSE), Chennai-6
- 1993 Asan Memorial Matriculation Higher Secondary School, Chennai-6
- 1994 Asan Memorial College of Arts & Science (AMCAS), Chennai-100
- 1997 Asan Institute of Management (AIM), Chennai-100
- 2001 Kumaran Asan Memorial Higher Secondary School (State Board), Chennai-6
- 2002 Asan Memorial College of Engineering & Technology, Chengalpet, TN
- 2011 Asan Memorial Dental College & Hospital, Chengalpet, TN
- 2012 The Carousel – Asan Play School, Chennai-6
- 2014 AKG Public School, Chennai-100

**Asan Memorial College of Arts & Science  
&  
Institute of Management  
Governed by**

**Asan Memorial Association (Regd.), Madras**

‘Cochin House’, No.1, Anderson Road, Chennai – 600 006

**Chairman & Founder General Secretary** : Late Sri A. K. Gopalan

***GOVERNING BODY MEMBERS***

**President** : Dr. C.K. Revi

**Vice-Presidents** : Dr.A.V.Anoop  
Sri. A.G.Kishore

**General Secretary** : Mrs. Shyamala Jayaprakash

**Joint Secretary** : Dr.Gautham Babu

**Treasurer** : Sri.S.Balachandran

**Committee Members**

Dr.E.K.Purushothaman	Mrs.Kumari Govindan
Sri. K.S. Sethumadhavan	Sri.Kalyan Jayaprakash
Sri.P.K.Manoj	Mrs. Nina Gopalkrishnan
Sri.Vivek Revi	Sri.A.P.Kunhikannan
Sri.G.Vijayakumar	Dr.C.G.Rajendra Babu
Mrs.Nisha Dilip	Capt.Vinod Narayanan
Sri.Manish Kishore	Sri.Suresh Vipin Chandran
Sri.Thomas Mathew	
Permanent Invitee	: T.K.Jayaprakash

**Asan Memorial College of Arts & Science**  
**Management Committee Members – 2020-21**  
**(Jalladianpet Campus)**

01.	Mrs. Shyamala Jayaprakash General Secretary, AMA	CHAIR PERSON
02.	Dr.E.K. Purushothaman Committee Member, AMA	VICE CHAIRMAN
03.	Dr.Gautham Babu Joint Secretary, AMA	EX-OFFICIO MEMBER
04.	Dr.S.Ramanathan Principal, AMCAS Member – Syndicate, UNOM	MEMBER SECRETARY
05.	Sri. K.S. Sethumadhavan Committee Member, AMA	MEMBER
06.	Dr.C.G.Rajendra Babu Committee Member, AMA	MEMBER
07.	Shri.Kalyan Jayaprakash Committee Member, AMA	MEMBER
08.	Sri.Suresh Vipin Chandran Committee Member, AMA	MEMBER
09.	Sri.T.Thomas Mathew Committee Member, AMA	MEMBER
10.	Dr.T.S.Santhi Director, AIM	MEMBER
11.	Dr.(Mrs.) Lalitha Ramamoorthy (Former Principal, AMCAS)	EXPERT MEMBER
12.	Dr.S.Varadarajan Advisor, AMEI	PERMANENT INVITEE
13.	Mr.George V Joseph	MEMBER
14.	Mrs.P.M.Sheeba Administrator	PERMANENT INVITEE
15	Dr.K.R.Venkatesan Principal, Sri Sankara College, Member – Syndicate, UNOM	UNIVERSITY REPRESENTATIVE
16	TEACHER REPRESENTATIVE (Rotation basis)	MEMBER

# **Asan Memorial College of Arts & Science & Institute of Management**

The Asan Memorial College of Arts & Science was established as a self-financing co-educational institution. In 1994, the college made its humble beginning with just 60 students and six staff members, offering four under graduate courses. The college was formally inaugurated by the then honorable Vice-President of India, Shri.K.R.Narayanan, in the presence of then Lt. Governor of Andaman & Nicobar Shri.Vakkom Purushothaman, on 10<sup>th</sup> December, 1994.

Presently, Shift-I offers 10 Under Graduate courses such as Biochemistry, Business Administration, B.Com(General), B.Com(Computer Applications), B.Com(Corporate Secretaryship), BA English, Hotel & Catering Management, Microbiology, Visual Communication and four Post Graduate courses such as MSc. Applied Microbiology, MSc. Biochemistry, MBA, MCA & two research programmes M.Phil Microbiology & M.Phil Biochemistry. Shift-II offers four Under Graduate courses such as Business Administration, B.Com (General), B.Com ( Accounting & Finance) and BCA (Computer Applications).

The Asan Memorial Institute of Management was established in 1997 in recognition of the vital need to create competent business professionals and managers who can meet the requirements of the job market. The institute has now emerged as one of the premier institutions in the south offering high quality education in the areas of Management and Information Technology. The fulltime MBA & MCA programmes offered by the institute, are approved by AICTE, Ministry of HRD, Government of India & affiliated to the University of Madras.

The cherished goal of these institutions is to equip young students with knowledge & skills in their respective fields. In addition to imparting value-based education with the ability to face the challenges of life, the institutions also instill right attitude, ethics and human values. These institutions endeavor to conserve the rich traditions and culture of this great country by inculcating a sound sense of respect for our heritage.

## **Asan Memorial College Principals**

- |   |              |
|---|--------------|
| 1. Dr.(Mrs.)K.Rukmani, MA., BL., B.Ed., Ph.D      | 1994 - 1997  |
| 2. Mrs.Rajalakshmi Theodore, B.Sc(Hons)., M.Phil. | 1997 - 2001  |
| 3. Dr.(Mrs.)K.V.Indulekha, M.Sc., Ph.D.           | 2001 - 2007  |
| 4. Dr.P.V.Mathew, B.Tech Ed, MBA., Ph.D.          | 2007 - 2010  |
| 5. Dr.(Mrs.)LalithaRamamurthi, MA, PGDTE., Ph.D.  | 2010 - 2012  |
| 6. Dr.S.Ramanathan, M.Com., M.Phil., SLST., Ph.D. | 2012 onwards |

## **Campus & Infrastructure**

The College & Institute of Management are located in a spacious green campus at Jalladianpet on Velachery – Tambaram Road. The campus is provided with excellent infrastructure facilities such as spacious and impressive buildings, well laid-out class rooms, well equipped laboratory facilities, library, etc.

Both the institutions have highly qualified and experienced faculty. Modern Computer Aided Teaching / Presentation Halls & Seminar Halls are available to meet the recent trends of higher education and students' expectations. The laboratory sections of Biochemistry & Microbiology are equipped with sophisticated instruments. AMCAS has dedicated Computer & Internet facility for each department. Separate UG & PG Computer labs are available on one to one basis with well-trained lab Instructors & Administrators. The department of Visual Communication is facilitated with all the infrastructures as per the norms of the University with the essential technical amenities. The Department of Hotel and Catering Management is equipped with latest facilities and appliances including State-of-the-art kitchen to meet today's food production innovation on par with global standards.

The College boasts of a full-fledged Central Library holding volumes of Books, Journals, Magazines, News Papers & other e-resources to cater to all Departments & Course needs. In addition, a separate Library is available for AIM and Post Graduate/Research courses. A Main Auditorium with a seating capacity of 600 with modern multimedia facility is available to conduct various academic and cultural programmes & Inter-Collegiate events.

An In-house counselor is available in the campus for the benefit of the students of both the shifts. Students can avail the counseling facility for their academic and personal problems.

The college has excellent sport facilities (outdoor & indoor) with spacious ground and court for games like Cricket, Hockey, Basketball, Volley ball, Badminton & Foot Ball, Table Tennis, Chess, Carrom, etc.

Hostel facility<sup>#</sup> is available for Men within the college campus offering decent accommodation and hygienic food, equipped with recreation, health care, study hall and sports facilities.

The campus is well connected to Chennai city by Public Transport Service.

A Canteen is available for the students providing good food & beverages at a reasonable price.

## LIST OF FACULTY – Shift-I

S.No.	NAME OF THE FACULTY
	<b>PRINCIPAL</b> Dr.S.Ramanathan, M.Com., M.Phil., SLST, Ph.D., Member-Syndicate, University of Madras
	<b>VICE-PRINCIPAL</b> Mr.G.Ravichandran, M.Sc., PGDCA, SLST
	<b>DEPARTMENT OF BIO CHEMISTRY</b>
01.	Dr.S.T.Asheeba, M.Sc., M.Phil., PGDCA, SLET, Ph.D., Associate Professor & Head
02.	Mr.S.Shanmugam, M.Sc., M.Phil., B.Ed., NET, Associate Professor
03.	Mrs.J.Juliet Poornamathy, M.Sc., M.Phil., B.Ed.
04.	Dr.S.Nazareth Arockiamary, M.Sc., M.Phil., Ph.D., PGDMLT
05.	Dr.R.Bhuvaneswari, M.Sc., M.Phil., Ph.D.
06.	Dr.M.Mayavathi, M.Sc., B.Ed., M.Phil., Ph.D.
	<b>DEPARTMENT OF BUSINESS ADMINISTRATION</b>
07.	Mrs.N.Vanaja, M.Com., M.Phil., MBA, NET, Associate Professor & Head
08.	Mr.T.Yethiraj, M.Com., M.Phil., Associate Professor
09.	Mrs. A.D.Kavitha, M.Com., M.Phil.
10.	Mrs.Roseline, MBA, M.Phil., NET
	<b>DEPARTMENT OF COMMERCE – General</b>
11.	Dr.M.Jaya, M.Com., M.Phil., MBA, Ph.D, SLET, PGDFM, PGDCA, Associate Professor & Head
12.	Mrs.K.A.Sheebha, M.Com., M.Phil., NET, MBA
13.	Dr.A.M.Sumathy, M.Com., M.Phil., Ph.D.
	<b>DEPARTMENT OF COMMERCE - Computer Applications</b>
14.	Dr.D.Baskar, M.Com., M.Phil., MBA, Ph.D, PGDCA, SET, Associate Professor & Head
15.	Dr.K.Nirmaladevi, M.Com., M.Phil., Ph.D, NET, MBA
16.	Mr.I.Simon, M.Com., SET
17.	Dr.S.Porkodi, M.Com., M.Phil., NET, Ph.D., MBA
	<b>DEPARTMENT OF COMMERCE – Corporate Secretaryship</b>
17.	Dr.V.Charulatha, M.Com., M.Phil., MBA, Ph.D., NET, Associate Professor & Head
18.	Mrs.Jancy Joseph, M.Com., M.Phil.
19.	Mrs.A.Meharaj, M.Com., M.Phil., DCA
	<b>DEPARTMENT OF COMPUTER SCIENCE</b>
21.	Mr.G.Ravichandran, M.Sc., PGDCA, SLST, Associate Professor & Head
22.	Dr.B.Shaji, M.Sc., M.Phil., Ph.D., SET, Associate Professor
23.	Dr.E.Selvi, MCA, SET, Ph.D.
24.	Mrs.S.Vijayalakshmi, MCA, M.Phil., SET

	<b>DEPARTMENT OF ENGLISH</b>
25.	Dr.S.Annapoorni, MA, Ph.D. NET, Asst. Prof. & Head
26.	Dr. G.M.Gayathri, MA, M.Phil.Ph.D., SET
27.	Mrs. Aishwarya Mani, MA., B.Ed, NET, SET
28.	Dr.C.Radhakrishnan, MA,M.Phil., Ph.D, B.Ed.
29.	Mr.G.Karthi, MA, M.Phil., NET
30.	Ms.Shreeja Sankaran, MA, M.Phil.
31.	Dr.R.Malikennisa, MA, M.Phil., D.S.S., Ph.D., SET
32.	Mrs.R.Jeyasree, MA, M.Phil., SET
33.	Mrs.D.Ushadevi, MA, M.Phil., SET
34.	Mrs.M.Rajalakshmi, MA, M.Phil., SET, NET
	<b>DEPARTMENT OF HOTEL &amp; CATERING MANAGEMENT</b>
35.	Mr.V.S.Padmanaban, B.Sc.DHM & CT, MTM, M.Phil., Associate Professor & Head (I/c)
36.	Mr.Abraham Alex, DHM &CT, MTM, M.Phil., MHRM, M.Sc.(H. Mgmt), Associate Professor
37.	Mr.P.Padmanaaban, B.Sc, HCM, MBA
38.	Mrs.D.Sheela Mary, DHM&CT, PGDHM & CT, M.Sc.(H&CM), BBA, MA(Tourism), M.Phil.
39.	Dr.A.Balamurugan, B.Sc., M.Sc, M.Phil., MTM, MBA(HT), MBA(FM), Ph.D.
40.	Mr.S.Radhakrishnan, B.Sc, HCM, PG Dip in PRO, MBA(HR)
	<b>DEPARTMENT OF MICROBIOLOGY</b>
41.	Dr.S.Kanimozhi, M.Sc., M.Phil., SLET, Ph.D., Associate Professor & Head
42.	Dr.M.Alagusundaram, M.Sc., Ph.D, SLET, Associate Professor
43.	Dr.V.Jeyanthi, M.Sc., M.Phil., SLET, Ph.D., Associate Professor
44.	Dr.I.Arulpandi, M.Sc.,Ph.D., Associate Professor
45.	Dr.R.Sankar, M.Sc, Ph.D.
46.	Dr.K.Gautam, M.Sc., M.Phil., Ph.D.
47.	Mrs.N.Shyamala, M.Sc., M.Phil., SET
48.	Dr.V.Dhanalakshmi, M.Sc., M.Phil., Ph.D.
	<b>DEPARTMENT OF VISUAL COMMUNICATION</b>
49.	Mr.S.Makesh, M.Sc., NET Asst. Prof. & Head(I/C)
50.	Mrs.V.Jayalakshmi, MA., M.Phil.
51.	Mr.K.Anwar Basha, M.Sc.
52.	Mr.G.Sathish, M.Sc.
	<b>DEPARTMENT OF ECONOMICS</b>
53.	Mr.A.Sermakani, MA, M.Phil., SET, MBA
	<b>DEPARTMENT OF STATISTICS &amp; MATHEMATICS</b>
54.	Dr.M.Selvamani, M.Sc., M.Phil., Ph.D., Associate Professor
55.	Mr.C.Nagarajan, M.Sc., M.Phil., B.Ed., DCA, Associate Professor
56.	Dr.V.Radha, M.Sc., M.Phil., B.Ed., SET, Ph.D.

<b>DEPARTMENT OF LANGUAGES</b>	
57.	<b>French</b> Mr.R.Fernando, MA
58.	<b>Hindi</b> Dr.P.Padmavathi, M.A., M.Phil., Ph.D., SLET
59.	<b>Malayalam</b> Mrs.Mary Kutty Francis, MA, B.Ed.
60.	<b>Tamil</b> Dr.P.Ramesh Kumar, MA, MA(Lingu), M.Phil., Ph.D, PG Dip in Folkl & MM, NET
61.	Dr.A.Theresa Annie, MA, Ph.D
62.	Dr.M.Poongumari, MA, M.Phil., Ph.D, NET, Dip. In Manuscriptology
63.	Dr.J.Girija, MA, MA(Ling), M.Phil., Ph.D, PG Dip. In Manuscriptology, NET
64.	Dr.K.Vinoth Kumar, MA, Ph.D., NET
65.	<b>LIBRARIAN</b> Mrs.N.Manjula, M.Sc., M.Phil., MBA, PGDCA
66.	<b>PHYSICAL DIRECTOR</b> Mr.K. Giridharan, M.P.E.S, M.Phil.

### **LIST OF FACULTY – Shift-II**

S.No.	NAME OF THE FACULTY
	<b>PRINCIPAL</b>
	Dr.S.Ramanathan, M.Com., M.Phil., SLST, Ph.D Member – Syndicate, University of Madras
	<b>VICE-PRINCIPAL</b>
	Mr.G.Ravichandran, M.Sc., PGDCA, SLST
	<b>COORDINATOR</b>
	Dr.T.Aryamala, M.A., M.Phil., Ph.D, PGDMM, MBA.
	<b>DEPARTMENT OF BUSINESS ADMINISTRATION</b>
01.	Mrs.Ch.Radha Madhavi, MBA, M.Phil., NET <b>Asst. Prof. &amp; Head</b>
02.	Dr.S.Senthil Kumar, MBA, M.Phil., Ph.D., NET, PGDCA
03.	Dr.B.Asha, MBA, M.Phil., Ph.D.
04.	Mrs.B.Mithra, MBA, M.Phil., SET
	<b>DEPARTMENT OF COMMERCE (ACCOUNTING &amp; FINANCE)</b>
05.	Dr.G.Sankara Vadivoo, M.Com., M.Phil., Ph.D., SET <b>Asst. Prof. &amp; Head</b>
06.	Mr.G.Ramesh, M.Com., M.Phil., MBA, NET
07.	Dr.A.S.Manikandeswaran, M.Com., M.Phil., Ph.D., CCAS., ADAS. <b>Associate Professor</b>
08.	Ms.K.Amudha, M.Com., M.Phil.

	<b>DEPARTMENT OF COMMERCE (GENERAL)</b>
09.	Dr.S.Balakrishnan, M.Com., M.Phil., Ph.D., NET, B.Ed., MBA <b>Asst. Prof. &amp; Head</b>
10.	Mrs.S.Srividhia Balaji, M.Com., M.Phil.,MBA
11.	Mrs.C.T.Santhi, M.Com., M.Phil., NET
12.	Dr.A.Suguna, M.Com., M.Phil., PGDCA, MBA, SET, Ph.D. <b>Associate Professor</b>
	<b>DEPARTMENT OF COMPUTER APPLICATIONS</b>
13.	Dr.R.M.Chamundeeswari, M.Sc., M.Phil. Ph.D. <b>Asst. Prof. &amp; Head</b>
14.	Mrs.K.Abirami, MCA, M.Phil., SET
15.	Mrs.K.Mohana Prabha, MCA, M.Phil., SET
16.	Mrs.K.Papitha, MCA, M.Phil., SET
	<b>DEPARTMENT OF ECONOMICS</b>
17.	Dr.T.Aryamala, M.A., M.Phil., Ph.D., PGDMM., MBA. <b>Associate Professor</b>
	<b>DEPARTMENT OF STATISTICS / MATHEMATICS</b>
18.	Mr.R.Jeyasingh Thompson, M.Sc., M.Phil.
19.	Mr.T.Seenu, M.Sc., M.Phil.
	<b>DEPARTMENT OF LANGUAGES</b>
	<b>English</b>
20.	Dr.P.Seethalaxmi, M.A., M.Phil., Ph.D
21.	Mr.M.Augustin, M.A., M.Phil.
	<b>Tamil</b>
22.	Dr.K.Panneerselvam, M.A., M.Phil., Ph.D., NET, SLET, Dip. In JMC, Dip. In Astrology
23.	Dr.E.Kalivarathan, M.A., Dip. In M&E, NET, M.Ed., Ph.D.
	<b>French</b>
24.	Ms.M.Maragathagowri, M.Sc., Dip.CIDTT (Cambridge), B2(Alliance Francaise), PGDCA
	<b>LIBRARIAN</b>
25.	Dr.M.Manikandan, M.Sc., MLIS, M.Phil., Ph.D
	<b>PHYSICAL DIRECTOR</b>
26.	Mr.C.Anandan, M.P.Ed., M.Phil.

## List of Faculty - AIM

S.No.	NAME OF THE FACULTY
	<b>PRINCIPAL</b> Dr.S.Ramanathan, M.Com., M.Phil., SLST, Ph.D Member- Syndicate, University of Madras
	<b>DIRECTOR</b> Dr.T.S.Santhi, M.Com., M.Phil., MBA, B.Ed., Ph.D.
	<b>DEPARTMENT OF MANAGEMENT STUDIES</b>
01.	Mr.K.Iyyanar, M.Sc., M.Phil. (Stats), SET
02.	Ms.M.Ambika, MBA
03.	Dr.P.Parameswari, MBA, M.Com., MCS, MFC, M.Phil., B.Ed., SET, Ph.D. <b>Associate Professor</b>
04.	Mrs.P.Lavanya Jothilakshmi, MBA, NET
05.	Dr.D.Jaichitra, BE, MBA, M.Phil., Ph.D. PGDMM, NET, SET
	<b>DEPARTMENT OF COMPUTER APPLICATIONS</b>
06.	Dr.S.Jawahar, MCA, M.Phil., Ph.D. <b>Associate Professor &amp; Head</b>
07.	Mrs.S.Jothi Lakshmi, BE(CS), ME(SE&OR), <b>Associate Professor</b>
08.	Mrs.T.Geetha Ramani, MCA, M.Phil.
09.	Dr.Y.Beulah Jeba Jaya, MCA, M.Phil., SET, Ph.D. <b>Associate Professor</b>
	<b>LIBRARIAN</b>
10.	Mr.V.G.Kalesh Kumar, MA, MLIS, DCA, M.Phil.

## General Administration

(Common to AMCAS & AIM)

Mrs.P.M.Sheeba	Administrator
Mr.C.P.Jayakumar	Estate Manager
Mr.H.Gnanaselvam	Electrician
Mr.K.Ramesh	Plumber Cum Electrician
Mr.Muthuraj	Plumber Cum Electrician
Mr.C.V.Sunil	Assistant Supervisor

## Supporting Staff (Administration)

01.	Mrs.Ganga Jayakumar, B.A, DCA.	Accounts Officer - Finance Manager
02.	Mr.T.Krishnan Unni, B.A.	Store Keeper
03.	Mrs.Syamala Sivadasan, B.Com.	Cashier
04.	Mrs.R.Valsala Kumari, B.Com., DCA	Senior Assistant
05.	Mrs.K.S.Kasthuri, DMLT, B.A.	Lab Technician – Bio Chemistry
06.	Mr.V.M.Sivakumar	Hostel Warden (Men)
07.	Mrs.Sherly Cherian, DMLT	Lab Technician – Micro Biology
08.	Mr.T.Thandayuthapani, B.Sc.(IT)	Lab Assistant – Computer Science
09.	Ms.P.Kokila, B.E(CSE)	Lab Technician – MCA & B.Com- CA
10.	Mr.S.Gopalakrishnan, M.Com., MBA	PA to Principal
11.	Ms.P.Divya	Lab Technician – MBA
12.	Mr.Hari	Lab Attender (Cook-HCM)
13.	Mr.G.Shankar	Attender (General Office) & S-II
14.	Mr.R.Raja Selvam	Attender (Library)
15.	Mr.D.Johnson	Attender (MCA & Gen. Office )
16.	Mr.Sundaresan	Attender (Marker)
17.	Mr.Raja Mohammed	Attender (Admn.) & Official Messenger
18.	Mr.M.Manikandan	Lab Attender (HCM)
19.	Mr.R.Vijayan	Attender (MBA )
20.	Mrs.A.Chitra	Attender (B.Com & BBA)
21.	Mr.A.Dillan Kumaran	Lab Attender (Comp. Sci) & S-II
22.	Mr.M.Kannan	Lab Attender (Viscom)
23.	Mr.S.Sudhier	Attender (Shift - II)
24.	Mrs.Latha Chidambaram	Attender (Eng & Lang)
25.	Mrs.Poongavanam	Attender (General Office)
26.	Mrs.M.Latha	Attender (Micro Biology)

# COURSES OF STUDY

(SHIFT I & SHIFT II)

## UG Courses

B.Sc.	Biochemistry
B.Sc.	Computer Science
B.Sc.	Hotel & Catering Management
B.Sc.	Microbiology
B.Sc.	Visual Communication
B.Com	General (S-I & S-II)
B.Com	Accounting & Finance (S-II)
B.Com	Computer Applications
B.Com	Corporate Secretaryship
B.B.A	Business Administration (S-I & S-II)
B.A	English
B.C.A.	Computer Applications (S-II)

## PG Courses

M.Sc.	Bio Chemistry
M.Sc.	Applied Microbiology
M.B.A	Business Administration
M.C.A	Computer Applications

## Research Programme

M.Phil.	Biochemistry
M.Phil.	Microbiology

**Duration for completing the course : Course period + two years for all UG/PG Courses  
(for the students admitted from 2018-19 onwards)**

# ELIGIBILITY FOR ADMISSION

## Under Graduation

<b>B.Sc.</b> Biochemistry	Chemistry & Biology (or) Chemistry, Botany & Zoology (or) Bio-Chemistry & Chemistry
<b>B.Sc.</b> Computer Science	Computer Science (or) Mathematics (or) Statistics (or) Business Mathematics.
<b>B.Sc.</b> Hotel & Catering Mgmt.	Any Subject (Academic or Vocational)
<b>B.Sc.</b> Microbiology	Biology (or) Botany (or) Zoology
<b>B.Sc.</b> Visual Communication	Any subject (Academic or Vocational)
<b>B.Com</b> Accounting & Finance	Commerce & Accountancy
<b>B.Com</b> Computer Applications	Commerce, Accountancy & Computer Science / Business Maths /Mathematics / Statistics
<b>B.Com</b> General	Commerce & Accountancy
<b>B.Com</b> Corporate Secretaryship	Commerce & Accountancy
<b>B.B.A</b>	Any Subject (Academic or Vocational)
<b>B.A</b> English	Any Subject (Academic or Vocational)
<b>B.C.A.</b> Computer Applications	Computer Science (or) Mathematics (or) Statistics (or) Business Mathematics.

**Duration for completing the course : Course period + two years for all UG/PG Courses  
(for the students admitted from 2018-19 onwards)**

# ELIGIBILITY FOR ADMISSION

## Post Graduation & Research

<b>M.Sc.</b> Biochemistry	A Bachelor's degree in Biochemistry / Chemistry / Microbiology / Life Science / Home Science / Nutrition & Dietics as main subject
<b>M.Sc.</b> Applied Microbiology	A Bachelor's degree in any branch of Science (or) Medicine (or) any other Degree recognized as equivalent by the Syndicate of the UNOM
<b>M.B.A</b>	Any UG Degree offered by any University recognized by the UGC
<b>M.C.A</b>	Any Degree with Mathematics, Statistics at Degree level.
<b>M.Phil.</b> Biochemistry	A Master's degree in Biochemistry / Life Science with minimum of 55% of marks.
<b>M.Phil.</b> Microbiology	A Master's degree in Microbiology/ Applied Microbiology / Industrial Microbiology with minimum of 55% of marks.

**Duration for completing the course : Course period + two years for all UG/PG Courses  
(for the students admitted from 2018-19 onwards)**

# Endowment Awards

## 1. THIRU. A.K. GOPALAN ENDOWMENT

An Endowment of Rs.25,000 was instituted during the Academic year 1999-2000 by Mrs. Shyamala Jayaprakash, General Secretary of Asan Memorial Association and member of Asan Memorial College Committee in the name of her father Shri. A.K. Gopalan, Founder Secretary of the Asan Memorial Association. The endowment prize, as a cash award, is awarded to the best outgoing student both in academics and extracurricular activities.

## 2. JUSTICE K. SANKARAN MEMORIAL ENDOWMENT :-

An Endowment of Rs.50,000 was instituted during the academic year 1999-2000 by Mrs. Sarojini Jayakar, then Vice President of Asan Memorial Association in memory of her father Late Justice K. Sankaran.

The Endowment Prizes are distributed as follows:-

- A. Cash award to the best sportsman of the year.
- B. Cash award to the student of Biochemistry for academic excellence at University level.
- C. Cash award to the student of Microbiology for academic excellence at University level.

## 3. VARTHAGA ENDOWMENT AWARD

An Endowment of Rs.10,000/- was instituted by the Departments of (i) Commerce and (ii) Business Administration during the academic year 2000-2001. Cash prizes are awarded to the best students of academic excellence in the above said Departments.

## 4. SEETHARAMAKRISHNAN ENDOWMENT

An Endowment of Rs.50,000/- was instituted during the academic year 2003-2004 by Mrs. Annapurani Ramaswamy in memory of her son Late. R.Seetharamakrishnan (Lecturer, Dept. of Hotel Management). This Endowment is awarded to the "Bakery chef of the year".

## 5. ASAN BBA ENDOWMENT AWARD

An Endowment of Rs.10,000/- was instituted by the Department of Business Administration during the academic year 2004-2005. Cash prize is awarded to the best outgoing student in the Department of Business Administration.

#### 6. PARAKKAT BALAKRISHNAN ENDOWMENT

Mrs. Nina Balakrishnan, a Committee Member of Asan Memorial Association, Contributed Rs.25,000/- towards the corpus for 'Parakkat Balakrishnan Award', in the name of her father Sri.P.Balakrishnan, Former Chairman, AIM Management Committee. The annual interest from this Endowment will be awarded every year to the best out-going MBA final year student with the highest total marks.

#### 7. DR. P.V. MATHEW ENDOWMENT AWARD

An Endowment of Rs. 25,000 was instituted during the academic year 2012-2013 by Dr. P.V. Mathew (Former Director/Principal of AIM & AMCAS). The Endowment prize, as a cash award, is given to the Best Passed out M.B.A. student in the field of Marketing.

#### 8. V.J. NAMBIAR ENDOWMENT FUND

An Endowment of Rs. 10,000/- was instituted by Mr. Aditya Pradap, B.Com. student of 2012-2013 batch. It consists of cash prize for the best outgoing student of Commerce Department in the subject of Financial Accounting.

#### 9. M.J. ANAND ENDOWMENT FUND

An Endowment of Rs. 10,000/- was instituted by Mr. Aditya Pradap, B.Com. student of 2012-2013 batch. It consists of cash prize for the best outgoing student of Commerce Department in the subject of Corporate Accounting.

#### 10. DR. LALITHA RAMAMURTHI ENDOWMENT AWARD

An Endowment of Rs. 25,000/- was instituted during the academic year 2014 - 2016 by Dr. (Mrs.)Lalitha Ramamurthi (Former Director/Principal of AMIMA&AMCAS). The Endowment prize, in the form of cup is given to the highest scorer in BA English literature fourth semester University Examinations in the "History of English" subject.

#### 11. SHRI SULTAN CHAND MEMORIAL PRIZE ENDOWMENT FUND

An Endowment of Rs. 80,000/- was instituted by Shri Sultan Chand Trust during the academic year 2014 – 2016. It consist a cash prize of Rs.3600/- each for topper in second semester BBA & fourth semester BBA

#### 12. T.S.JAYAKAR MEMORIAL ENDOWMENT AWARD

This Endowment of Rs.50,000 was instituted during the academic year 2016- by Mrs.Sarojini Jayakar, then Vice President of Asan Memorial Association. It consist of cash prize for the candidate securing highest mark in B.Com(General) & B.Com(CA) in the university exam.

### 13. SHRI. A.K. GOPALAN ENDOWMENT (SHIFT-II)

An Endowment of Rs.25,000 was instituted during the Academic year 2013-2014 by Mrs. Shyamala Jayaprakash, General Secretary of Asan Memorial Association and Member of Asan Memorial College Committee in the name of her father Shri. A.K. Gopalan, Founder Secretary of the Asan Memorial Association. Cash prize is awarded to the best outgoing student both in academic and extracurricular activities.

## Private Educational Trust Scholarships

The students can avail educational assistance / scholarships from various trusts. The details about private educational trust scholarships are given below;

S.No.	SCHOLARSHIPS	ELIGIBILITY
01.	Maharani Vidyavathi Devi of Vizianagaram Trust 31,South Bank Road, Mandavalli, Chennai-28	a. Income limit Rs.1,00,000/-p.a. b. 75% attendance c. 60% and above in +2 d. No arrears for renewal
02.	The Tamil Nadu Educational Trust Rani Seethai Hall, 3 <sup>rd</sup> Floor, No.603,Anna Salai, Chennai-6	a. 60%Marks in +2 for UG b. First class for PG c. Ph.D scholars first class d. Income limit Rs.2,00,000/-p.a.
03.	Shirdi Sai Trust No.1, Sai Nagar, 108, Krishnankaranai village, Pattipulam Post , ECR, TN-603104	Merit Based scholarship
04.	Women's Voluntary Service of Tamil Nadu 6(Old-19), Mayor V.R.Ramanathan Road, Chetpet, Chennai-600031	a. Income of parent/guardian should not exceed Rs.72000/-p.a. b. Candidates who avails any other scholarships are not eligible c. Cost of application form Rs.20/- d. Minimum 60% (aggregate) in +2

# VARIOUS CLUBS/COMMITTEES FOR 2020-21

SL. NO.	CLUBS	STAFF-IN-CHARGE
1.	N.S.S	Dr.P.Ramesh Kumar Dr.S.Senthil Kumar Dr.V.Radha Ms.K.Amutha
2.	ROTARACT	Dr.P.Padmavathi Mrs.Jancy Joseph Dr.P.Seethalaxmi
3.	YOUTH RED CROSS	Dr.Y.Beula Jeba Jeya Dr.K.Vinoth Kumar Mr.R.Jeyasingh Thompson
4.	RED RIBBON CLUB	Dr.M.Alagusundaram Mrs.J.Juliet Poornamathi Dr.M.Mayavathi
5.	CONSUMER CLUB	Mrs.K.A.Sheeba Dr.S.Porkodi Mrs.Ch.Radha Madhavi
6.	ENACTUS	Dr.B.Shaji Mr.K.Iyyanar Mrs.A.D.Kavitha Dr.B.Asha
7.	NATURE-ENVIRONMENT CLUB	Dr.I.Arulpandi Dr.R.Bhuvaneshwari Mrs.K.Abirami
8.	PLANNING FORUM	Dr.T.Aryamala Mr.A.Sermakani

9.	WOMEN'S STUDIES CELL	Dr.A.Theresa Annie Mrs.Aishwarya Mani Mrs.Srividhiya Balaji Mrs.B.Mithra
10.	FINE ARTS CLUB	Dr.J.Girija Mrs.V.Jayalakshmi Dr.A.Suguna Mrs.K.Mohana Prabha Ms.M.Ambika Ms.M.Maragatha Gowri
11.	LITERARY CLUB	Dr.M.Poongumari Mr.G.Karthi Mrs.Mary Kutty Francis Dr.P.Padmavathi Ms.M.Maragathagowri Dr.E.Kalivarathan Dr.P.Seethalaxmi
12.	DRAMATICS CLUB	Dr.P.Seethalaxmi Mrs.G.M.Gayathri Mr.M.Augustin
13.	INTERNAL QUALITY ASSURANCE CELL	<b>Coordinators:</b> Dr.M.Jaya Dr.S.Kanimozhi <b>Members:</b> Dr.Y.Beulah Dr.S.Annapooranai Ms.K.A.Sheeba Ms.Roseline Ms.Ch.Radha Madhavi Dr.Rm.Chamundeeswari

14.	CAREER GUIDANCE & PLACEMENT CELL	Dr.D.Baskar Dr.B.Shaji Mr.Abraham Alex Dr.S.Senthil Kumar
15.	COMPETITIVE COACHING CLUB	Dr.V.Radha Dr.C.Radhakrishnan Mrs.C.T.Shanthi, Mr.T.Seenu
16.	LIBRARY ADVISORY COMMITTEE	Principal & Vice Principal
17.	INTERNAL RESEARCH COMMITTEE	Principal Director (AIM) Dr.T.Aryamala Dr.S.Kanimozhi Dr.T.Asheeba
18.	OVERSEAS & NORTH EAST STUDENTS CELL	Dr.S.Jawahar Dr.V.Jeyanthi Mrs.K.Papitha
19.	BOOK BANK	Dr.K.Nirmala Devi Ms.K.Amudha
20.	ALUMINI ASSOCIATION	Mr.V.S.Padmanaban Mrs.Jancy Joseph Ms.K.Amudha
21.	PARENTS TEACHERS ASSOCIATION	Mr.T.Yethiraj Mr.C.Nagarajan Dr.P.Parameswari Dr.K.Balakrishnan

22.	STUDENTS ADVISORY COMMITTEE	Dr.M.Selvamani Dr.V.Charulatha Dr.K.Panneerselvam
23.	SCHOLARSHIP ASSISTANCE COMMITTEE	Dr.D.Baskar Dr.A.S.Manikandeswaran
24.	BUS PASS RAILWAY CONCESSION IN-CHARGE	Mr.K.Giridharan Mr.C.Anandan
25.	Documentation & Public Relations	Dr.C.Radhakrishnan Ms.Shreeja Sankaran Dr.M.Poonkumari Mrs.Mary Kutty Francis Dr.E.Kalivarathan Dr.R.M.Chamundeeswari Mr.S.Makesh
26.	DISCIPLINE COMMITTEE	All Department Heads / PD
27.	WOMEN GRIEVANCES & REDRESSAL CELL	Director (AIM) Coordinator (S-II)
28.	ANTI RAGGING CELL	Principal - Convener Secretary AMCAS Vice Principal Director (AIM) Coordinator (S-II) Mrs.S.Jothi Lakshmi All HODs Physical Director Students – Two day scholars & Two Hostellers Inspector of Police, Chennai-100

29.	STAFF GRIEVANCES & REDRESSAL CELL	Principal Vice Principal Director (AIM) Coordinator (S-II)
30.	STUDENT'S GRIEVANCES & REDRESSAL CELL	Principal Vice Principal Director (AIM) Coordinator (S-II)

# General Rules and Regulations

## Code of Conduct

1. The students of the College and the Institute are to conduct themselves on and off the campus in a disciplined and exemplary manner so as to maintain the reputation of the institution as well as their own.
2. Students should greet and respect the teachers and other officials of the institutions. They must obey the instructions of teachers and behave in a polite manner.
3. Students are restrained from organizing any type of Union or Association activities other than those relating to curricular or co-curricular activities and with the prior approval of the Principal / Director.
4. Students must not cause any disturbance in the College premises like loitering or talking loudly in the corridors, staircases etc. during the class hours. Free time should be best spent in the College library.
5. Students should cultivate the habit of reading notices put up on the various college notice-boards. Ignorance of any instructions as contained in the notice will not be accepted as an excuse for failing to comply with it.
6. Smoking in the premises of the college, destruction of furniture and fittings, spitting, pasting posters, scribbling on the tables & walls, throwing of waste paper and rubbish are prohibited.
7. Bicycles, two-wheelers, cars etc. must be parked only in the stands /area meant for this purpose.
8. Any lost property found must be handed over to the Principal or Office Manager from whom the owner can reclaim it after establishing his/her ownership.
9. The students participating in inter-collegiate events should behave decently to keep up the dignity and reputation of the College / Institute.
10. Under the Tamil Nadu Government Educational Rules, the Principal / Director is empowered to impose fine, withhold attendance certificate and suspend or expel any student, if considered necessary to do so.

## College / Institute Timings

11. The academic work starts at 8.30 a.m. on every working day. The classes will be between 8.30 a.m. and 1.10 p.m. for UG Courses and P.G. courses of shift-I and till 3.00 p.m. to BHM students. For Shift-II students, the classes will be between 1.30 p.m. and 6.00 p.m. Latecomers to the classes will not be given attendance.
12. Attendance is recorded for each period separately. One period of absence is considered as being absent for half a day.

### **Admission and Withdrawal**

13. Candidates for admission should present the Transfer Certificate from the school or college, which last attended. Applications for admission from private candidates will be entertained only if they are accompanied by Eligibility Certificate from the University of Madras.
14. Candidates who are admitted on the basis of qualifications of other Universities or bodies should fully satisfy all the prescribed conditions and such admissions are subject to recognition and confirmation by the University of Madras. The provisional admission is at the risk of the candidates.
15. Students who are found to have obtained admission by false representations or fake certificates will be summarily dismissed with forfeiture of all fees paid.
16. Entitlement to any scholarship from an outside agency shall not be a reason for late payment of fee and any late payment will be liable to fine.
17. All enquiries of the students should be made to the office before the class hours.
18. Students are advised not to come to office for enquiries during class hours.

### **Identity Card**

19. Every student of these institutions is required to possess and wear an Identity Card with his / her passport size photo affixed and signature attested by the Principal / Director inside the college premises without fail.
20. Since duplicate copy of I.D. Card is not normally issued, the students are advised to keep their I.D. Cards safely.

### **Attendance**

21. The College assigns top priority to regular attendance in all classes. Students are expected to secure 100% attendance for all theory and practical classes. However, the eligibility for appearing in University examinations with minimum of 75% attendance will be accepted, subject to valid explanation for absence.
22. For absence due to illness, the request has to be supported by a detailed medical report from a Registered Medical Practitioner.
23. For absence, due to participation in College or University programmes – request for such leave should be duly authorized and submitted in advance.
24. The College encourages active participation in sports, games and college approved extracurricular activities. Provision to meet attendance and other academic requirements

will be made only when the student represents the College, the University, the State or the Country. An official letter duly signed by the organizing agency and Head of the Department has to be filed in the Principal's Office along with a letter from parents.

25. All leave applications must be countersigned by Parent / Guardian / Warden and must be recommended by the Head of the Department.
26. If candidate remain absent continuously for 5 days without prior permission, the candidate should come along with his/her parents to meet the concerned HOD/Principal.
27. Submission of leave application with/without medical certificates does not entitle a student to earn attendance for the days of his/her absence.
28. Attendance is compulsory on the re-opening and closing day of the Vacation & festival holidays if any, failing which severe action will be taken against the absentees.
29. Absence from Class tests and Model examinations will be severely dealt with.
30. After the final attendance list is displayed on the notice board at the end of semester, no request for the correction of attendance will be entertained.

### **Dress Code**

31. Students are expected to come in simple and formal dress. Girls are expected to wear either saree with sleeved blouse or Churidar or salwar kameez with sleeved long kurthaandduppatta. Boys are expected to come in full pants with bush shirt. Avoid T-Shirt when coming to classes.

### **Disciplinary Rules**

**The followings are strictly forbidden:**

32. Ragging of any kind and any magnitude inside / outside the college campus.
33. Possession / use of camera cellular phones within the college campus.
34. Use of cellular phones inside the buildings / corridors.
35. Any kind of boisterous and disturbing behavior in the campus.
36. Smoking inside the campus.
37. Possession / use of drugs, alcohol or peddling drugs in the campus or anywhere else.
38. Raising the vehicles or use of vehicle with defective silencers or parking the vehicles of any description outside the parking area in the campus.
39. Any kind of misconduct or misbehavior inside / outside the campus (in public places, buses, trains etc.) or detection of foot board travel, blocking the traffic, unruly behavior in buses / trains or any kind of annoyance to the public will also result in the immediate withdrawal / permanent cancellation of student travel concessions and the scholarships.
40. Misusing of instruments / computers and electric & electronic devices in the campus.

41. Causing damage to college / public property.
42. Inviting / meeting strangers or unauthorized person(s) inside the campus without prior permission from the Principal.

### **Examination Guidelines**

43. All particulars in the examination application form are to be filled in carefully.
44. Students who have arrear papers shall compulsorily register and pay the prescribed examination fee (Both for Regular & Arrear) in the subsequent semester irrespective of their willingness to appear or otherwise.
45. Candidates who have earned 75% of attendance are eligible to appear for the semester examinations (Theory & Practical papers separately) and below 65% will be withheld from university examinations.
46. Candidates will not be allowed inside the examination hall without proper Hall ticket & Identity Card.
47. Examinations will be held from 10.00 AM to 1.00 PM in the Forenoon session and from 2.00 Pm to 5.00 PM in the afternoon session.
48. Candidates should be present in the examination hall at least ten minutes before the commencement of the examination.
49. Candidates will not be permitted to enter the examination hall 30 minutes after the commencement of the examination.
50. Candidates should verify the subject code and check whether he/she has been provided with relevant question paper and thereafter begin writing the examination.
51. Attendance sheet has to be signed by the candidate at every session of the examination.
52. Mobile phones & Programmable calculators will not be allowed.
53. Lending / Exchanging of calculators or any other items inside the examination hall is strictly prohibited.
54. Candidates must observe silence and maintain discipline in the examination hall.
55. Hall ticket is an important document and to be produced on demand.
56. Malpractice or misconduct of any kind is punishable. The examination written by such candidates will be treated as absent.
57. Candidate should not leave the hall before 60 minutes after the commencement of the examination.
58. Handing over of answer script in person to the Hall Superintendent is compulsory.

### **Evaluation System**

59. Evaluation is based on Continuous Assessment and University Assessment with weightage of 25% as internals & 75% as externals.
60. Continuous internal assessment includes Unit tests, model examination and other categories like assignment, seminars, attendance, etc. in course of the semester.

61. Students should take these examinations seriously and the performance in these will be taken into consideration for awarding internal assessment marks.
62. The Passing minimum for UG is 40% and PG is 50%.

### **Condonation**

63. Detailed written requests supported by all relevant data will be considered by the Principal. The Principal's decision will be final and binding. Students applying to the University for Condonation of attendance should have secured a minimum of 65% attendance. Condonation fee is to be remitted to the University through the College office.

### **Medical Inspection**

64. The college facilitates "Student Safety Package Insurance Policy" covering (a.) Medical Expenses (b.) Personal accident (c.) Death coverage.
65. Every student in first year will be medically examined by a qualified doctor appointed by the college and report about his/her health status.

### **Fee Regulations**

66. Fees should be paid at the specified bank within the stipulated time.
67. Fees once paid will not be refunded at any circumstances.
68. The fees should be paid on the date indicated in the college calendar.
69. In case a student discontinues his/her studies in the middle of the course, for any reason, he/she will have to pay the course fees due for that academic year.
70. If a student discontinues the college during the semester, he/she shall have no right to claim remission of any portion of the semester fees.
71. Every student shall be liable to pay the whole fees for semester as long as his/her name is on the rolls of the college.
72. Students who do not pay the prescribed fees on or before the last date indicated, shall pay a fine as may be imposed by the Principal.
73. The student must keep the fee receipts carefully and must produce them whenever required.

### **Issue of Certificates**

74. For the issue of any certificate, an appropriate application has to be submitted by the student through the Head of the Department.
75. A notice of three working days is necessary for the issue of a certificate.

76. A student will be given with a Transfer Certificate on application, if he/she applies within seven working days of the term succeeding his/her departure from the college and has paid the entire course fee.
77. Applications made after one year will attract search fee as per prevailing rules.
78. Fee for duplicate copy of Transfer Certificate is Rs.500/-
79. The original certificates submitted to the college will not be given back for any purpose till the student leaves the college. Therefore, students are advised to keep sufficient number of Xerox copies of the certificates with them.

### **Laboratory**

80. The laboratory is equipped with expensive apparatus and appliances. Hence, great care must be taken in handling the equipment.
81. The candidates must follow all safety measures prescribed by the Department.
82. Wearing Lab coat is mandatory inside the laboratory during practical classes.
83. All breakages, damages, losses, etc. must be reported to the HOD/Faculty/Lab Technician as soon as they occur.
84. Failing to report the breakages/ damages, a fine will be collected along with the breakage/damage charges.
85. Eatables are strictly prohibited inside the laboratory.
86. Students should be punctual and adhere to the Lab timings.

### **Library Rules & Regulations**

87. All the students and staff of the college are members of the college library.
88. The Library will remain open from 8.30A.M to 6.30 P.M on all working days and during lunch break also.
89. Students using the library shall leave their personal belongings at the entrance.
90. Silence must be maintained in and around the library.
91. No person shall write or damage or mark on any book belonging to the library.
92. Readers shall be responsible for any damage caused to the books or other property belonging to the library and shall be required to replace such books or property damaged or to pay thrice the value thereof. If one book of a set is damaged, the whole set shall be replaced.
93. Before leaving, the readers shall return all the books they had taken for reference to the assistant at the counter.
94. Members in the reading room shall vacate their seats 10 mins. before the closing time.
95. All the new students can get their Library Borrower's Cards on application at the circulation counter during the month of August by producing the 1<sup>st</sup> term fee receipt and filled in form.

96. Every student shall be given borrower's cards each bearing the Name, Class and group.
97. Each card will entitle the student to borrow one book from the library at a time.
98. This issue of borrower's cards will be as follows:
  - a. Two cards each for students of UG courses
  - b. Three cards each for students of PG courses.
99. A member who has lost the borrower's card shall inform the librarian immediately. A duplicate will be issued on payment of Rs.25/- per card.
100. Students can keep borrowed books for fourteen days from the date of issue. The date slip will indicate the last date before which the book has to be returned.
101. The borrowers should examine the books at the time of receiving and if found any damages, it should be brought to the notice of the librarian.
102. If the book is found damaged at the time of return, the borrower shall be held responsible for it.
103. Reference books and periodicals shall not be lent out and are meant for use within the library.
104. Students are not supposed to sub-lend either the card or books taken from the library.
105. Absence from the college will not be admitted as an excuse for delay in returning the books.
106. Readers should ensure that they take their cards when they return the books.
107. Students must return the cards when leaving the college and obtain "NO DUES CERTIFICATE".
108. If a book is not returned on time a fine of Rs.1/- per book per day will be levied.
109. Any change in the rules or regulations or any information will be notified on the library notice board.
110. Use of cell phone inside the library is prohibited.

### Hostel Rules

111. The student shall submit filled in personal application form for admission.
112. In the absence of Parents or responsible guardian, no student shall be admitted to the Hostel.
113. Admission to the hostel is only for one year. Renewal will depend on the conduct of the student.
114. Admission to the hostel can be refused without assigning any reason.
115. Any student wishing to leave the hostel during the year, must produce written permission from the parent at least a month before leaving.

116. The management reserves the right to terminate the period of residence for grave misconduct on the part of the student.
117. Rooms allotted are liable to be changed at the direction of the Warden at any time.
118. Student must bring mattresses and bed linen, bedspreads, plastic buckets, plates and glass.
119. Leave of absence when the college is working will be allowed with the written permission of the Warden for extra-ordinary circumstances like illness, festivals, celebrations or any other emergency reasons. However, it will be restricted to one week. No deduction of mess charges will be allowed for absence of any kind.
120. Hostellers are not permitted to stay in the hostel during class hours without permission from the warden.
121. Absolute silence must be maintained during study hours and other times.
122. Visitors are not allowed to enter the hostel without prior permission from the warden.
123. No hosteller should bring day scholars to the hostel at any circumstances. If found, the disciplinary action will be taken against the student concerned.
124. Hostel Students are advised to follow the rules & regulations laid by the Institution.
125. There will be a prescribed menu for the week which will not be changed.
126. Outside food is strictly prohibited inside the hostel.

### **Ragging**

127. Ragging is strictly prohibited within and outside the campus. Prompt and severe action will be taken against those indulging in Ragging activities as per the Tamil Nadu Prohibition of Ragging Act 1997.
128. As per the Act, ragging means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any educational institution and includes teasing, abusing, playing practical jokes or causing hurt to the student. Asking the student to do any act or perform something which the student will notwillingly do in the ordinary course.
129. Ragging inside or outside of any educational institution is prohibited.
130. As per the law, ragging or abetting in ragging are acts of indiscipline and crime, which the Supreme Court of India in SLP No.24295 of 2006, held as a perverse act having the effect of dehumanization of the individual affecting his or her self-esteem and give directions to treat ragging more or less at par with rape and atrocities against women, ill-treating

persons belonging to reserved categories etc., fresh students, like other weaker sections of the society, need and deserve protection.

131. It has recommended the following punishments which are strictly enforced in the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009:

- **Penalty for Ragging:** Whoever directly or indirectly commits, participates, abets or propagates “ragging” inside or outside any educational institution shall be punished with **imprisonment** for a term which may extend to **two years** and shall also be liable to a **fine** which may extend to **twenty-five thousand rupees**.
- **Dismissal of Student:** Any student convicted of an offence under the Act shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.
- **Suspension of Student:** Whenever any student complains of ragging to the Head of an educational institution or to any other person responsible for management of the institution, he/she shall enquire into the same immediately and if found true, shall suspend the student who has committed the offence, from the educational institution.
- **Cancellation of admission**
- Withholding / withdrawing scholarships / fellowship and other benefits.
- Debarring from appearing in any test / examinations or other evaluation process.
- Withholding results.
- Debarring from representing the Institution in any National or International meet, tournament, youth festival, etc.
- Suspension / Expulsion from the Hostel.

132. The decision of the Head of the educational institution or the person responsible for the management of the educational institution that any student has indulged in ragging under sub-section (1) shall be final.

133. The college is bound to adhere to the Act of the Government of Tamil Nadu and the Regulations of the UGC. Therefore, the senior students are advised to set example to the juniors by refraining from this immoral act.

## **Request to Parents**

- ❖ Parents and Guardians are requested to co-operate with the college authorities in shaping the character of the students, in maintaining regularity in attendance and in their academic progress of their wards.
- ❖ Letters will be sent to the parents of the students who are irregular in attendance.
- ❖ At the same time, they are advised to check in person with HODs/class teachers regarding the attendance of their children/ward.
- ❖ All the parents/guardians are requested to attend parents-teachers meeting with their wards.
- ❖ Parents are requested to insist your ward to wear helmet while driving bike, avoid using mobile phones while driving. Also ensure he/she fulfills statutory requirements like driving license, insurance, etc.

## **Duration for Completing the Course**

**Course period + two years for all UG/PG Courses  
(for the students admitted from 2018-19 onwards)**

## June - 2020

1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	Holiday
7	Sunday	Holiday
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Holiday
14	Sunday	Holiday
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	Holiday
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	College Re-Opens for the Academic year 2020-21
26	Friday	
27	Saturday	
28	Sunday	Holiday
29	Monday	
30	Tuesday	
No. Of Working Days – 05		Total Days – 05

The difficult is done at once, the impossible takes little longer.

## July - 2020

1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	Holiday
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	<i>World Population Day</i>
12	Sunday	Holiday
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	Holiday
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	Holiday
27	Monday	<i>Dr.A.P.J.Abdul Kalam Death Anniversary</i>
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	
No. Of Working Days – 27		Total Days -32

## August - 2020

1	Saturday	Bakrid – Holiday
2	Sunday	Holiday
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	
9	Sunday	Holiday
10	Monday	
11	Tuesday	Krishna Jayanthi – Holiday
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	Independence Day - Holiday
16	Sunday	Holiday
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	Vinayakar Chathurthi – Holiday
23	Sunday	Holiday
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	Muharram – Holiday
31	Monday	Onam – Holiday
No. Of Working Days – 21		Total Days – 53

The man who works and is not bored is never old – Pablo Casals

## September - 2020

1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	<i>Teacher's Day</i>
6	Sunday	Holiday
7	Monday	
8	Tuesday	<i>International Literacy Day</i>
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	
13	Sunday	Holiday
14	Monday	
15	Tuesday	
16	Wednesday	<i>World Ozone Day</i>
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	Holiday
21	Monday	<i>(Sree Narayana Guru Samathi)</i>
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	
27	Sunday	Holiday
28	Monday	
29	Tuesday	
30	Wednesday	
No. Of Working Day – 26		Total Days -79

## October - 2020

1	Thursday	<i>National Blood Donation Day</i>
2	Friday	Gandhi Jayanthi – Holiday
3	Saturday	
4	Sunday	Holiday
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	
11	Sunday	Holiday
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	<i>Dr. A.P.J. Abdul Kalam Birth Day - World Students Day</i>
16	Friday	
17	Saturday	
18	Sunday	Holiday
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	Holiday
25	Sunday	Ayutha Pooja – Holiday
26	Monday	Vijayadasami – Holiday
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	Milad-un-Nabi – Holiday
31	Saturday	Holiday
No. Of Working Days – 22		Total Days – 101

The darkest hour is just before dawn

## November - 2020

1	Sunday	Holiday
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	Holiday
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	Holiday
14	Saturday	Diwali - Holiday
15	Sunday	Holiday
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	<i>National Integration Day (Indra Gandhi Birth Day)</i>
20	Friday	
21	Saturday	
22	Sunday	Holiday
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	Holiday
30	Monday	
No. Of Working Days – 23		Total Days - 124

Anger is never without an argument but seldom with a good one - Lord Halifax

## December - 2020

1	Tuesday	<i>World Aids Day</i>
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	Holiday
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	<i>Founders Day / Human Rights Day</i>
11	Friday	
12	Saturday	
13	Sunday	Holiday
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	Holiday
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	Holiday
25	Friday	Christmas – Holiday
26	Saturday	Holiday
27	Sunday	Holiday
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	
No. Of Working Days- 24		Total Days -148

## January - 2021

1	Friday	New Year - Holiday
2	Saturday	Holiday
3	Sunday	Holiday
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	
10	Sunday	Holiday
11	Monday	
12	Tuesday	<i>Vivekananda Birthday - National Youth Day</i>
13	Wednesday	
14	Thursday	Pongal – Holiday
15	Friday	Thiruvalluvar – Holiday
16	Saturday	Uzhavar Thirunaal – Holiday
17	Sunday	Holiday
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	<i>Netaji Birth Day</i>
24	Sunday	Holiday
25	Monday	
26	Tuesday	Republic Day – Holiday
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	Holiday
No. Of Working Days –20		Total Days -168

All things come to those who wait

## February - 2021

1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	Holiday
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Holiday
14	Sunday	Holiday
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	Holiday
No. Of Working Days – 23		Total Days -191

Better to reign in hell, than serve in heaven - John Milton

## March - 2021

1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	Holiday
8	Monday	<i>International Women's Day</i>
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Holiday
14	Sunday	Holiday
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	Holiday
29	Monday	
30	Tuesday	
31	Wednesday	
No. Of Working Days – 26		Total Days - 217

## April - 2021

1	Thursday	
2	Friday	Good Friday – Holiday
3	Saturday	Holiday
4	Sunday	Holiday
5	Monday	
6	Tuesday	
7	Wednesday	<i>World Health Day</i>
8	Thursday	
9	Friday	
10	Saturday	Holiday
11	Sunday	Holiday
12	Monday	
13	Tuesday	Telugu New year – Holiday
14	Wednesday	Tamil New Year / Vishu / Dr. B.R. Ambedkar Birthday – Holiday
15	Thursday	
16	Friday	Academic Year 2020-21 Ends
17	Saturday	Holiday
18	Sunday	Holiday
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	Holiday
25	Sunday	Mahavir Jayanthi – Holiday
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	
No. Of Working Days – 08		Total Days -225

The busiest men have the most leisure