Asan Memorial College of Arts & Science
&
Institute of Management

(Co-Education)
(Self Financing Linguistic Minority Institution)
(Affiliated to University of Madras and Approved by AICTE)
VELACHERY-TAMBARAM ROAD, JALLADIANPET, CHENNAI - 600 100.
Phone:044-22460216, 22461418, 22460032
E-mail : info.amcas@asaneducation.com
Website: www.amcas.in

Calendar 2026-27

(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 our 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 through the suggestions / complaint box kept in the Principal's office.
- Forbid ragging and create a pleasant and friendly environment.

Student's Identity Card

- The identity card shall be worn by the student, while in the college campus and is to be shown on demand.
- The responsibility of safe preservation of the identity card is on the student.
- Under any circumstances duplicate ID cards will not be issued more than once during the course of study.
- Along with hall ticket, in all University examinations showing of student identity card is mandatory to the hall superintendent.
- 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 அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து
செயல்மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே!
வாழ்த்துதுமே!

"மனோன்மணீயம்" 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-JaladhiTaranga
TavaSubha Name Jage
TavaSubhaAshisha Mage
GaheTava 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 strive to be worthy of it
I shall give respect to my parents, teachers and all elders
And treat everyone with courtesy
To my country and my people I pledge my devotion
In their wellbeing and prosperity alone
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 in his village. 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 at 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 brilliant 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 Paripalana Yogam) 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 boating 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

Asan Memorial College of Arts & Science and Asan Institute of Management are governed by the 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 consist of eminent Malayalees settled in Chennai, from different walks of life such as educationalists, industrialists, film personalities and social workers, who were devoted to the noble cause of education. The Founder Secretary of the Association, Shri. A.K. Gopalan continues to be the supreme guiding 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.
- 1994 Asan Memorial College of Arts & Science (AMCAS) Chennai.
- 1997 Asan Institute of Management (AIM), Chennai.
- 2002 Asan Memorial College of Engineering & Technology, Chengalpet, TN.
- 2011 Asan Memorial Dental College & Hospital, Chengalpet, TN.
- 2012 The Carousel – Asan Play School, Chennai.
- 2014 AKG Public School, Chennai.

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	**:**	Mr. Suresh Vipinchandran

COMMITTEE MEMBERS

Dr. E.K. Purushothaman	Mrs. Nina Gopalkrishnan
Mr. S. Balachanardan	Dr. C. G. Rajendra Babu
Capt. Vinod Narayanan	Mrs. Kumari Govindan
Mr. Kalyan J.P.	Mr. P. K. Manoj
Mr. Vivek Revi	Mr. G. Vijayakumar
Mrs. Nisha Dilip	Mr. Manish Kishore
Sri. T. Thomas Mathew	Mrs. K.R. Rathymol

Mrs. Prem Raji

Asan Memorial College of Arts & Science

Internal Audit Committee

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.A.V. Anoop Vice President, AMA	MEMBER
05	Mr. A.G. Kishore Vice President, AMA	MEMBER
06.	Sri. Suresh Vipinchandran Treasurer, AMA	MEMBER
07.	Mrs. Nina Gopalakrishnan Committee Member, AMA	MEMBER
08.	Dr.C.G. Rajendra Babu Committee Member, AMA	MEMBER
09.	Mrs. Kumari Govindan Committee Member, AMA	MEMBER
10.	Mrs.Nisha Dilip Committee Member, AMA	MEMBER
11.	Sri.T. Thomas Mathew Committee Member, AMA	MEMBER
12.	Mrs. Prem Raji Committee Member, AMA	MEMBER
13.	Dr. Lakshmi Ravi (Director)	SPECIAL INVITEE
14.	Dr. T.S. Santhi Principal, AMCAS	MEMBER SECRETARY
15.	Mr. V.G. Sivdasan Pillai Finance Manager	PERMANENT INVITEE
16.	Dr. M. Jaya Dean – Academics & Research	MEMBER
17.	Dr. S. Kanimozhi Dean – Administration	MEMBER
18.	Mr. S.T. Vinod Kumar Director – ASH	SPECIAL INVITEE
19.	Mrs.P.M.Sheeba Administrator	PERMANENT INVITEE
20.	TEACHER REPRESENTATIVE (Rotation)	MEMBER

Asan Memorial College of Arts & Science

College Management Committee

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.T.S. Santhi Principal, AMCAS	MEMBER SECRETARY
05.	Dr.A.V. Anoop Vice President, AMA	MEMBER
06.	Mr. A.G. Kishore Vice President, AMA	MEMBER
07.	Sri. Suresh Vipinchandran Treasurer, AMA	MEMBER
08.	Mrs. Nina Gopalakrishnan Committee Member, AMA	MEMBER
09.	Dr.C.G. Rajendra Babu Committee Member, AMA	MEMBER
10.	Mrs. Kumari Govindan Committee Member, AMA	MEMBER
11.	Mrs.Nisha Dilip Committee Member, AMA	MEMBER
12.	Sri.T. Thomas Mathew Committee Member, AMA	MEMBER
13.	Mrs.Prem Raji Committee Member, AMA	MEMBER
14.	Dr. S. Ramdos, Professor & Head, Dept. of Criminology, UNOM	UNIVERSITY REPRESENTATIVE
15.	TEACHER REPRESENTATIVE (Rotation basis)	MEMBER

Asan Memorial College of Arts & Science & Institute of Management

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 10th December, 1994.

Presently, AMCAS offers thirteen Under Graduate courses such as B.Sc. Microbiology, B.Sc. Biochemistry, B.Sc Computer Science, Bachelor of Computer Applications, B.Com.(General), B.Com.(Computer Applications), B.Com.(Corporate Secretaryship), B.Com. (Accounting & Finance), Business Administration, B.Sc. Hotel & Catering Management, B.Sc Psychology, B.Sc. Visual Communication, B.A. English and four Post Graduate courses such as M.Sc. Microbiology, M.Sc. Biochemistry, M.B.A., M.C.A. and a Ph.D programme in Microbiology.

The Asan Memorial Institute of Management was established in 1997 in recognition of the vital need to createompetent 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, M.A., B.L., 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.) Lalitha Ramamurthi, M.A., PGDTE., Ph.D. 2010 - 2012
6. Dr.S. Ramanathan, M.Com., M.Phil., SLST., Ph.D. 2012 - 2022
   Syndicate Member – UNOM (2016-19, 2019-22)
7. Dr.T.S.Santhi., M.Com., M.Phil., B.Ed., MBA., Ph.D. 2022 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 / Smart Classrooms / 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 programme & 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, Volley Ball, Badminton & Foot Ball, Table Tennis, Chess, Carrom, etc.

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.

TEACHING STAFF

Sl. No	Name of the Faculty	Qualification	Designation
1.	Dr. SANTHI T.S.	M.Com., M.Phil., B.Ed., M.B.A., Ph.D.	PRINCIPAL
2.	Mr. RAVICHANDRAN G.	M.Sc., PGDCA., SLET.	VICE PRINCIPAL
3.	Dr. ARYAMALA T.	M.A., M.Phil., Ph.D., M.B.A., MA(Psy), CIG,	COORDINATOR (SHIFT-II)
4.	Dr. KANIMOZHI S.	M.Sc., M.Phil., Ph.D., SLET.	DEAN-ADMINISTRATION
5.	Dr. JAYA M.	M.Com., M.Phil., M.B.A., Ph.D., PGDFM., PGDCA., SLET.	DEAN-ACADEMICS & RESEARCH
ASAN SCHOOL OF BIOSCIENCES (ASB)			
P.G. & RESEARCH DEPARTMENT OF MICROBIOLOGY			
	Dr. KANIMOZHI S.	M.Sc., M.Phil., Ph.D., SLET.	DEAN-ADMINISTRATION, Associate Professor & HOD
6.	Dr. ALAGUSUNDARAM M.	M.Sc., Ph.D., SLET	Associate Professor
7.	Dr. ARULPANDI I.	M.Sc., Ph.D.	Associate Professor
8.	Dr. SANKAR R.	M.Sc., Ph.D.	Assistant Professor
9.	Dr. GAUTAM K.	M.Sc., M.Phil., Ph.D.	Assistant Professor
10.	Mrs. SHYAMALA N.	M.Sc., M.Phil., SET	Assistant Professor
11.	Mrs. UMAMAHESWARI B.	M.Sc., M.Phil.,	Assistant Professor
P.G. & RESEARCH DEPARTMENT OF BIOCHEMISTRY			
12.	Dr. ASHEEBA S.T.	M.Sc., M.Phil., Ph.D., SLET.	Associate Professor & HOD
13.	Dr. NAZARETH AROCKIAMARY. S	M.Sc., M.Phil., Ph.D.,CRA.,PGDMLT	Associate Professor
14.	Dr. SANGEETHA P.	M.Sc., Ph.D., DMLT.. HDCA.,	Assistant Professor
15.	Mr. DHIPAK PRINCE. A	M.Sc., M.Phil., M.B.A.,	Assistant Professor
16.	Mrs. MARUNTHAYI. P	M.Sc., M.Phil., B.Ed.,	Assistant Professor
17.	Dr. SOPHIA. D	M.Sc., M.Phil., B.Ed., Ph.D.,	Assistant Professor

ASAN SCHOOL OF COMPUTATIONAL SCIENCES (ASCS)			
DEPARTMENT OF COMPUTER SCIENCE			
	Mr. RAVICHANDRAN G.	M.Sc., PGDCA., SLET.	VICE PRINCIPAL, Associate Professor & HOD,
18.	Dr. SHAJI B.	M.Sc., M.Phil., Ph.D., SET.	Associate Professor
19.	Dr. SELVI E.	M.C.A., Ph.D., SET.	Associate Professor
20.	Mrs. VIJAYALAKSHMI S.	M.C.A., M.Phil., SET.	Assistant Professor
DEPARTMENT OF COMPUTER APPLICATIONS			
21.	Dr. CHAMUNDEESWARI R.M.	M.Sc., M.Phil., Ph.D.	Associate Professor & HOD
22.	Dr. ABIRAMI K.	M.C.A., M.Phil., SET., Ph.D.	Assistant Professor
23.	Dr. MOHANA PRABHA K.	M.C.A., M.Phil., SET., Ph.D.	Assistant Professor
24.	Dr. DEEPALAKSHMI P	M.C.A., M.B.A., M.Phil., Ph.D.	Assistant Professor
DEPARTMENT OF STATISTICS			
25.	Mr. JAFAR DULKIFLI A B	M.Sc., NET.	Assistant Professor
ASAN SCHOOL OF COMMERCE & MANAGEMENT (ASCM)			
DEPARTMENT OF COMMERCE (GENERAL)			
26.	Dr. SHEEBHA K.A.	M.Com., MBA., M.Phil., Ph.D., NET,	Associate Professor & HOD
27.	Mrs. KOKILA DEVI S.	M.Com., M.Phil., NET.	Assistant Professor
28.	Mrs. SRIVIDHIA BALAJI S.	M.Com., M.B.A., M.Phil.	Assistant Professor & Head i/c
29.	Dr. SANTHI C.T.	M.Com., M.Phil., Ph.D., NET.	Assistant Professor
30.	Ms. GAYATHRI S	M.Com.,	Assistant Professor
DEPARTMENT OF COMMERCE (COMPUTER APPLICATIONS)			
31.	Dr. BASKAR D.	M.Com., M.B.A., M.Phil., Ph.D., SET,	Associate Professor & HOD
32.	Mr. SIMON I.	M.Com., SET.	Associate Professor
33.	Dr. PORKODI S.	M.Com., M.B.A., M.Phil., Ph.D., NET	Associate Professor
34.	Mrs. PUSHPA A.	M.Com., M.Phil.,	Assistant Professor

DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)			
35.	Dr. CHARULATHA V.	M.Com., M.B.A., M.Phil., Ph.D., NET,	Associate Professor & HOD
36.	Dr. JANCY JOSEPH	M.Com., M.Phil.	Assistant Professor
37.	Mrs. MEHARAJ A.	M.Com., M.Phil., NET	Assistant Professor
38.	Mrs. SUGANYA S.	M.Com., M.Phil., SET.	Assistant Professor
DEPARTMENT OF COMMERCE (ACCOUNTING & FINANCE)			
39.	Dr. NIRMALADEVI K.	M.Com., M.B.A., M.Phil., Ph.D., NET., PGDCA	Associate Professor & HOD
40.	Dr. MANIKANDESWARAN A. S	M.Com., M.Phil., Ph.D., CCAS, ADAS,	Associate Professor
41.	Dr. RAMESH G.	M.B.A., M.Com., M.Phil., NET	Associate Professor
42.	Ms. K. A. AKILA	M.Com., M.Phil., NET.,	Assistant Professor
DEPARTMENT OF BUSINESS ADMINISTRATION			
43.	Mrs. RADHA MADHAVI CH.	M.B.A., M.Phil., NET. M.A.(PM&IR),	Associate Professor & HOD
44.	Dr. ASHA B.	M.B.A., Ph.D.	Assistant Professor
45.	Mrs. RAJARAJESWARI V.	M.Com., M.B.A., SET	Assistant Professor
46.	Dr. ARCHANA R.V.	M.B.A., Ph.D.	Assistant Professor
DEPARTMENT OF ECONOMICS			
	Dr. ARYAMALA T.	M.A., M.Phil., Ph.D., M.B.A., MA(Psy), CIG,	Associate Professor & Coordinator (Shift-II)
47.	Mr. SERMAKANI A.	M.A., M.Phil., M.B.A., SET.	Associate Professor
ASAN SCHOOL OF HOSPITALITY (ASH)			
DEPARTMENT OF HOTEL & CATERING MANAGEMENT			
48.	Mr. VINOD KUMAR S.T.	BHM, M.Sc. (HM), PGDPM & LL	Director, ASH
49.	Mr. BALRAJ. V. N	M.B.A.,	Assistant Professor & HOD
50.	Mrs. DEVIKA N.	B.Sc., M.B.A., M.Phil.	Assistant Professor
51.	Mr. SURESH D.	DHMCT, B.B.A., M.B.A.	Assistant Professor
52.	Ms. ESTHER JOTHI SHELCIA S	B.Sc., M.Sc.,	Assistant Professor
53.	Mr. CHIDAMBARAM CHINNANCHETTY	M.Sc.,	Assistant Professor

ASAN SCHOOL OF HUMANETIES & MEDIA			
DEPARTMENT OF PSYCHOLOGY			
54.	Mr. RAJKUMAR. A	M.A.(HIS), M.A(P.A), M.Sc.,M.Phil.,SET,NET,	Assistant Professor & HOD i/c
55.	Ms. DVIYA. M	M.Sc.,	Assistant Professor
56.	Ms. SRUTHI. S	M.Sc., NET,	Assistant Professor
DEPARTMENT OF VISUAL COMMUNICATION			
57.	Mr. ANWAR BASHA K.	M.Sc.,	Assistant Professor & HOD i/c
58.	Mr. SATHISH G.	M.Sc., NET.	Assistant Professor
59.	Mr. K. PARTHASARATHY	M.J., M.Phil.,	Assistant Professor
60.	Ms. VIDHYA BHARATHI T	M.Sc.,	Assistant Professor
DEPARTMENT OF ENGLISH			
61.	Dr. ANNAPOORNI S.	M.A., Ph.D., NET.	Assistant Professor & HOD
62.	Mrs. AISHWARYA MANI	M.A., NET, SET, SET (Kerala),	Assistant Professor
63.	Dr. RADHAKRISHNAN C.	M.A., B.Ed., M.Phil., Ph.D.	Assistant Professor
64.	Dr. MALIKENNISA R.	M.A., M.Phil., D.S.S, Ph.D., SET.	Assistant Professor
65.	Mrs. JEYASREE R.	M.A., M.Phil., B.Ed. SET.	Assistant Professor
66.	Mrs. USHADEVI D.	M.A., M.Phil., SET.	Assistant Professor
67.	Mr. ANANDKUMAR R.	M.A., B.Ed., NET.	Assistant Professor
68.	Dr. AJAY RAMAKRISHNAN V.	M.A., M.Phil., Ph.D. NET	Assistant Professor
69.	Ms. PUSHKARANI DHURGA	M.A., M.Phil., NET	Assistant Professor
70.	Mr. ABHISHEK SUGIRTHARAJ	M.A., NET.	Assistant Professor
DEPARTMENT OF TAMIL			
71.	Dr. RAMESH KUMAR P.	M.A., M.A.(Lingu), M.Phil., Ph.D., NET, PGDFLMM	Assistant Professor & HOD
72.	Dr. PANNEERSELVAM K.	M.A., M.Phil., Ph.D., NET, SLET	Associate Professor
73.	Dr. THERESA ANNIE A.	M.A., Ph.D.	Associate Professor
74.	Dr. POONGUMARI M.	MA., M.Phil., Ph.D., NET	Assistant Professor
75.	Dr. GIRIJA J.	M.A., M.A.(Lingu), M.Phil., Ph.D., PGDMM	Assistant Professor

76.	Dr. NARAYANAN G.	M.A., D.TED., B.Ed., M.Phil., Ph.D., SET, NET.	Assistant Professor
77.	Dr. RAVI. C	MA., M.Phil., Ph.D.,	Assistant Professor
DEPARTMENT OF MALAYALAM / FRENCH			
78.	Ms. REESHMA SUHESH	M.A., B.Ed., SET	Assistant Professor (M)
79.	Ms. MARAGATHA GOWRI M	MSc., M.A (FRENCH) B2 (AF) CIDTT.	Assistant Professor (F)
80.	Ms. RESHMA R.	M.A.,	Assistant Professor (F)
GENERAL			
DEPARTMENT OF LIBRARY			
81.	Dr. MANJULA N.	M.Sc., M.B.A, M.Phil., Ph.D., PGDCA, PGDLAN,	Librarian, AMCAS
82.	Dr. MANIKANDAN M.	M.Sc., MLIS, M.Phil., Ph.D., PGDLAN,	Librarian, AMCAS
DEPARTMENT OF PHYSICAL EDUCATION			
83.	Mr. GIRIDHARAN K	M.P.E.S., M Phil.,	Physical Director
84.	Mr. ANANDAN C	M.P.Ed., M Phil.,	Physical Director

ASAN INSTITUTE OF MANAGEMENT			
DEPARTMENT OF MANAGEMENT STUDIES			
	Dr. SANTHI T. S.	M.Com., M.Phil., B.Ed., M.B.A., Ph.D.	PRINCIPAL
	Dr. JAYA M.	M.Com., M.Phil., M.B.A., Ph.D., PGDFM., PGDCA., SLET.	DEAN-ACADEMICS & RESEARCH Associate Professor & Academic Head
85.	Dr. PARAMESWARI P.	M.Com., M.B.A., MCS, MFC, B.Ed.., M.Phil., Ph.D., SET.	Associate Professor
86.	Mr. IYYANAR K.	M.Sc., M.Phil., SET.	Associate Professor
87.	Dr. SENTHIL KUMAR S.	M.B.A., Ph.D., PGDCA, NET.	Assistant Professor
88.	Dr. SUGANYA DEVI P.	M.B.A., MHRM., PGDED, Ph.D.	Assistant Professor
89.	Mrs. REEGIN BABILA. S	M.B.A., SET., NET.	Assistant Professor
DEPARTMENT OF COMPUTER APPLICATIONS			
90	Dr. JAWAHAR S.	M.C.A., M.Phil., Ph.D.	Associate Professor & HOD
91.	Mrs. JOTHILAKSHMI S.	B.E., M.E.,	Associate Professor
92.	Dr. BEULAH JEBA JAYA Y.	M.C.A., M.Phil., Ph.D., SET.	Associate Professor
93.	Mrs. AKILA A.	M.Sc., M.C.A., M.Phil.,	Assistant Professor
DEPARTMENT OF LIBRARY			
94.	Mr. KALESH KUMAR V.G.	M.A., MLIS, M.Phil.	Librarian, AIM

NON-TEACHING STAFF		
GENERAL ADMINISTRATION		
S.No.	**Name of the Staff**	**Designation**
1	Mrs. SHEEBA P. M.	Campus Administrator
2	Mr. SIVALINGANATHAN M.	Estate In-charge
3	Mr. GNANASELVAM H.	Electrician
4	Mr. RAMESH K.	Plumber cum Electrician
5	Mr. SUNIL C.V.	Assistant Supervisor
6	Mr. CHIDAMBARAM D.	Driver
SUPPORTING STAFF – ADMINISTRATION		
7	Mr. KRISHNANUNNI T.	Store Keeper
8	Mrs. RAJALAKSHMI ARUNAGIRI B.	Accountant
9	Mrs. DHANALAKSHMI K.	Office Assistant cum Cashier
10	Mrs. MAHALAKSHMI P.	Admission Office Manager
11	Mrs. ROSY CHRISTIYAL A.	Office Assistant - AIM
12	Ms. VALARMATHI R.	Office Assistant
SUPPORTING STAFF – LAB TECHNICIAN		
13	Mrs. KASTHURI K.	Lab Technician-Biochemistry
14	Mrs. KOKILA P.	Lab Technician-MCA
15	Mr. JERAMIYAH V.	Lab Technician-Computer Science
16	Mr. MUTHARASAN B.	Lab Technician-Vis.Com.
17	Mrs. PUNITHALAKSHMI J.	Lab Technician-Microbiology
18	Ms. SINDHUJA M.	Lab Technician - AIM
SUPPORTING STAFF – GENERAL		
19	Mr. SHANKAR G.	Office
20	Mr. JOHNSON D.	Office & MCA, B.Com. - CA
21	Mr. MANIKANDAN M.	HCM

22	Mr. VIJAYAN R.	MBA
23	Mrs. CHITRA A.	B.Com.(G&AF) & B.B.A.
24	Mr. DILLAN KUMARAN A.	Computer Science
25	Mrs. LATHA CHIDAMBARAM	English & Language
26	Mrs. POONGAVANAM S.	General Office
27	Mrs. LATHA M.	Microbiology
28	Mrs. LATHA K.	Psychology, B.Com. - CS & Shift II
29	Mrs. JANCY V.	Library
30	Mrs. YUVARANJANI R.	Office

COURSES OF STUDY

ASAN School of Bio Sciences (ASB)	
B.Sc.	Microbiology
M.Sc.	Microbiology
Ph.D.	Microbiology
B.Sc.	Biochemistry
M.Sc.	Biochemistry
ASAN School of Computational Sciences (ASCS)	
B.Sc.	Computer Science
B.C.A.	Computer Applications
ASAN School of Commerce & Management (ASCM)	
B.Com.	General
B.Com.	Computer Applications
B.Com.	Corporate Secretaryship
B.Com.	Accounting & Finance
B.B.A.	Business Administration
ASAN School of Hospitality (ASH)	
B.Sc.	Hotel & Catering Management
ASAN School of Humanities & Media (ASHM)	
B.Sc.	Psychology
B.Sc.	Visual Communication
ASAN Institute of Management (AIM)	
M.B.A.	Business Administration
M.C.A.	Computer Applications

ELIGIBILITY FOR ADMISSION

Under Graduate

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

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

ELIGIBILITY FOR ADMISSION

Post Graduate & Research Programme

M.Sc. Biochemistry	A Bachelor's degree in Biochemistry / Chemistry / Microbiology / Life Science / Home Science / Nutrition & Diabetics as main subject
M.Sc. 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
M.B.A	Any UG Degree offered by any University recognized by the UGC
M.C.A	Degree in BCA / B.Sc. Computer science / any other equivalent degree and should have studied Mathematics / Business Mathematics / Statistics / Business Statistics at Degree / HSc. level.
Ph. D.	PG Degree in Microbiology / Equivalent

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

SCHEDULE FOR FEE PAYMENT

TERM	LAST DATE FOR PAYMENT OF FEE
TERM I	10TH JULY 2026
TERM II	10TH JANUARY 2027

Endowment Awards

1. THIRU. A.K. GOPALAN ENDOWMENT AWARD

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 AWARD

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 Commerce and 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 AWARD

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 "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 AWARD**

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 AIM & AMCAS Director / Principal). 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 AWARD**

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 AWARD

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 given to the highest scorer in BA English literature, IV semester University Examinations in the “History of English” subject.

11. SHRI SULTAN CHAND MEMORIAL PRIZE ENDOWMENT AWARD

An Endowment of Rs. 80,000/- was instituted by Shri Sultan Chand Trust during the academic year 2014 – 2016. It consists of 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 2016-17 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 Examinations.

13. SHRI. A.K. GOPALAN ENDOWMENT AWARD (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	• Income limit Rs.1,00,000/-p.a. • 75% attendance • 60% and above in +2 • No arrears for renewal
02.	The Tamil Nadu Educational Trust Rani Seethai Hall, 3rd Floor, No.603,Anna Salai, Chennai-6	• 60%Marks in +2 for UG • First class for PG • Ph.D scholars first class • 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	• Income of parent / guardian should not exceed Rs.72000/-p.a. • Candidates who avail any other scholarships are not eligible • Cost of application form Rs.20/- • Minimum 60% (aggregate) in +2
05.	Nibuni Scholarship	• EWS - Merit Based scholarship

VARIOUS CLUBS/COMMITTEES FOR 2026-27

SL.NO	STRATEGIC COMMITTEES	FACULTY IN-CHARGE
1.	INTERNAL QUALITY ASSURANCE CELL	Coordinators: Dr. M. Jaya, Dean – Academics & Research Dr. S. Kanimozhi - Dean- Administration Dr. V. Charulatha Members: Dr. S.T. Asheeba Dr. D. Baskar Dr. K.A. Sheeba Mrs. C.H. Radha Madhavi Dr. R. M. Chamundeeswari Dr. Y. Beulah Jeba Jaya Dr. S. Annapoorni
2.	INTERNAL COMPLIANCE COMMITTEE	Principal Vice Principal Dean – Administration Dean – Academics & Research
3.	ANTI - DRUG / NARCOTIC CELL	Principal Coordinator – Shift II Dr. P. Ramesh Kumar Mr. K. Giridharan Mr. C. Anandhan Dr. S. Porkodi Dr. G. Narayanan
4.	ANTI RAGGING CELL	Principal Vice Principal Dean – Administration Dean – Academics & Research Coordinator – Shift II All HODs Dr. P. Ramesh Kumar Dr. S. Jawahar Dr. D. Baskar Mrs. C.H. Radha Madhavi Mr. K. Giridharan Mr. C. Anandhan
5.	STAFF & STUDENT'S GRIEVANCES & REDRESSAL CELL	Principal Vice Principal Dean – Administration Dean – Academics & Research Coordinator – Shift II
6.	WOMEN GRIEVANCES & REDRESSAL CELL	Principal Dean – Administration Dean – Academics & Research Coordinator – Shift II

7.	INTERNAL RESEARCH COMMITTEE	Principal Dean - Administration Dean - Academics & Research	
8.	AISHE & NIRF COMMITTEE	Dr. S. Kanimozhi Dr. R.M. Chamundeeswari Mrs. N. Shyamala Mr. A.B. Jafar Dulkifli Mrs. B. Umamaheshwari	
9.	GOVERNMENT SCHEME IN-CHARGES	Naan Mudhalvan Pudhumai Penn Tamil Pudhalvan UMIS ABC	Dr. K.A. Sheeba Mrs. S. Jothi Lakshmi Mr. R. Anand Kumar Dr. R.M. Chamundeeswari Mrs. CH. Radha Madhavi
10.	WOMEN'S STUDIES CELL	Dr. S.T. Asheeba Dr. A. Thersa Annie Mrs. T. Reeshma Suhesh Mrs. S. Srividhia Balaji Ms. R. Reshma Mrs. P. Marunthayi	
11.	LIBRARY ADVISORY COMMITTEE	Principal Vice Principal Librarian - AMCAS Librarian – AIM	
12.	ALUMNI ASSOCIATION	Coordinator – Shift II Dr. S. Senthil Kumar Mr. K. Iyyanar Mrs. S. Kokila Devi Dr. P. Sangeetha	
13.	PARENTS TEACHERS' ASSOCIATION	Dr. P. Parameshwari Mr. G. Ramesh	
EXTENSION AND OUTREACH COMMITTEES		**FACULTY IN-CHARGE**	
14.	NATIONAL SERVICE SCHEME	Dr. P. Ramesh Kumar Mr. A. Dhipak Prince Dr. G. Narayanan Ms. R. Reshma	
15.	ROTARACT CLUB	Mr. Abhishek Sugirtharaj Mrs. D. Ushadevi Dr. P.Deepalakshmi Dr. K.A. Akila	
16.	YOUTH RED CROSS	Dr. S. Porkodi Dr. S. Nazareth Arockiamary Dr. C.T. Santhi Dr. R. Malikennisa	
17.	RED RIBBON CLUB	Dr. I. Arulpandi Dr. C. Ravi Dr. D. Sophia	
18.	NATURE CLUB	Dr. M. Alagusundaram Dr. K. Pannerselvam Mr. G. Ramesh	

ACADEMIC COMMITTEES		FACULTY IN-CHARGE
VALUE ADDED PROGRAMMES		**Coordinator - Dean – Academics & Research**
19.	VALUE ADDED PROGRAMME 1: DIPLOMA PROGRAMME	Dr. Y. Beulah Jeba Jeya Ms. R.V Archana Ms. S. Shruthi
20.	VALUE ADDED PROGRAMME 2: EMPLOYABILITY ENHANCEMENT SKILL TRAINING PROGRAMME	Mr. I. Simon Dr. V. Ajay Ramakrishnan Mr. A.B. Jafar Dulkifli
21.	VALUE ADDED PROGRAMME 3: FOUNDATION COURSE FOR COMPETITIVE EXAMINATIONS	Mrs. S. Kokiladevi Mrs. Gayathri Dr. K. Mohana Prabha
22.	VALUE ADDED PROGRAMME 4: ACCA PROFESSIONAL PROGRAMME	Mrs. S. Suganya
ADMINISTRATIVE COMMITTEES		**FACULTY IN-CHARGE**
23.	STUDENTS COUNCIL	Dr. V. Charulatha Dr. P. Ramesh Kumar Dr. S. Annapoorni
24.	EXAMINATION CELL	Mr. G. Ravichandran Dr. S. Kanimozhi Dr. B. Shaji Dr. R. Sankar Mr. A.B. Jafar Dulkifli
25.	RESOURCE MANAGEMENT COMMITTEE	Dr. R. Sankar Mr. A. Sermakani Dr. K. Gautam Dr. P. Sangeetha Dr. P Suganya Devi Mr. A. Dhipak Prince
FINE ARTS COMMITTEES		**FACULTY IN-CHARGE**
FINE ARTS PROGRAMMES		**Coordinator - Dean – Administration**
26.	FINE ARTS CLUB	Mr. K. Anwar Basha & Viscom. Dept. Dr. J. Girija Mrs. Jancy Joseph Dr. K. Mohana Prabha Ms. M. Divya Ms. S. Shruthi
27.	CULTURAL COMMITTEE	Dr. T. Aryamala Dr. V. Charulatha Dr. S. Annapoorni Mr. K. Anwar Basha
28.	DRAMATICS CLUB	Dr. V. Ajay Ramakrishnan Ms. Pushkarni Dhurga
29.	LITERARY CLUB	Dr. K. Panneerselvam Dr. M. Poongumari Mrs. D. Ushadevi Ms. Maragatha Gowri Mrs. T. Reeshma Suhesh Dr. C. Ravi

DOCUMENTATION & MEDIA COMMITTEE		FACULTY IN-CHARGE
30.	DOCUMENTATION COMMITTEE	Dr. S. Kanimozhi - Dean- Administration Dr. N. Manjula Dr. M. Manikanadan Dr. J. Girija Mrs. S. Vijayalakshmi Mr. Abhishek Sugirtharaj Ms. T. Vidhya Bharathi
31.	NEWSLETTER COMMITTEE	Mrs. Aishwarya Mani Dr. R. Malikennisa Dr. G. Narayanan Dr. T. Reeshma Suhesh Mr. G. Sathish
32.	PRESS & PUBLIC RELATIONS	Dr. P. Ramesh Kumar Dr. S. Annapoorni Mrs. T. Reeshma Suhesh Mr. K. Parthasarathy Mrs. R. Jayashree
33.	WEBSITE UPDATION	Dr. M. Jaya Mrs. S. Jothilakshmi Mrs. E. Selvi Mrs. R. Jayasree Dr. K. Mohana Prabha Mr. G. Sathish
34.	SOCIAL MEDIA	Dr. M. Jaya Dr. S. Annapoorni Mr. K. Anwar Basha Mr. Abhishek Sugirtharaj Ms.Pushkarani Dhurga
STUDENTS ENRICHMENT & CAREER DEVELOPMENT COMMITTEES		**FACULTY IN-CHARGE**
35.	PLACEMENT CELL	Dr. D.Baskar Dr. S. Senthil Kumar (AIM) Dr. B. Shaji Mr. I. Simon Dr. C. Radhakrishnan Dr. K. Mohanaprabha
36.	CAREER COUNSELLING & GUIDANCE CELL	Dr. Y. Beulah Jeba Jeya Mr. I. Simon Mrs. K. Abirami Mrs. A. Meharaj Mrs. A. Akila
37.	COMPETITIVE EXAMINATION COACHING CLUB	Dr. A.S. Manikandeswaran Dr. C. Radhakrishnan Dr. D. Sophia Mrs. A. Pushpa
38.	ENACTUS CLUB	Dr. B. Shaji Mr. K. Iyyanar Dr. V. Ajay Ramakrishnan Dr. B. Asha Mr. A. Rajkumar

STUDENTS WELFARE COMMITTEES		FACULTY INCHARGE
39.	STUDENTS ADVISORY COMMITTEE	Principal Vice Principal
40.	SCHOLARSHIP ASSISTANCE COMMITTEE	Dr. M. Alagusundaram Dr. C. Radhakrishnan Dr. D. Baskar
41.	BUS PASS RAILWAY CONCESSION IN-CHARGE	Mr. K. Giridharan Mr. C. Anandhan
42.	EMERGENCY CARE AND SAFETY AWARENESS CELL	Mrs. N. Shyamala Dr. S. Nazreth Arockiamary Mrs. A. Meharaj Dr. R.V. Archana Dr. V. Ajay Ramakrishnan Mrs. K.A. Akila
43.	PLANNING FORUM	Dr. T. Aryamala Mr. A. Sermakani
44.	CONSUMER CLUB	Dr. K. Nirmala Devi Mrs. V. Raja Rajeswari Mrs. A. Pushpa
45.	BOOK BANK	Mrs. Srividhia Balaji Dr. C.T. Santhi
46.	ELECTORAL COMMITTEE	Dr. P. Ramesh Kumar Mr. G. Ramesh
47.	ROAD SAFETY CLUB	Mr. Abhishek Sugirtharaj Mr. R. Anand Kumar Dr. R.V. Archana Dr. C. Ravi

General Rules & Regulations

Code of Conduct

- 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.
- Students should greet and respect the teachers and other officials of the institution. They must obey the instructions of teachers and behave in a polite manner.
- 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.
- 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.
- Students should cultivate the habit of reading information put up on the 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.
- Smoking in the college premises, destruction of furniture and fittings, spitting, pasting posters, scribbling on the tables & walls, throwing of waste paper and rubbish are prohibited.
- Bicycles, two-wheelers, cars etc., must be parked only in the stands /area meant for this purpose.
- 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.
- The students participating in inter-collegiate events should behave decently to keep up the dignity and reputation of the College / Institute.
- 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

- The academic work starts at 8.30 a.m. on every working day. The classes will be between 8.45 a.m. and 1.15 p.m. for UG Courses and P.G. courses of shift-I and till 3.00 p.m. for BHM students. Latecomers to the classes will not be given attendance.
- Attendance is recorded for each period separately. Absence for one period is considered as being absent for half a day.

Admission and Withdrawal

- Candidates for admission should submit 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.
- 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.
- Students who are found to have obtained admission by false representations or fake certificates will be summarily dismissed with forfeiture of all fees paid.
- 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.
- All enquiries of the students should be made to the office before the class hours.
- Students are advised not to come to office for enquiries during class hours.

Identity Card

- 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.
- Since duplicate copy of I.D. Card is not normally issued, the students are advised to keep their I.D. Cards safely.

Attendance

- 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.
- For absence due to illness, the request has to be supported by a detailed medical report from a Registered Medical Practitioner.
- For absence, due to participation in College or University programmes – request for such leave should be duly authorized and submitted in advance.
- 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.

- ❖ All leave applications must be countersigned by Parent / Guardian / Warden and must be recommended by the Head of the Department.
- ❖ If candidate remains absent continuously for 5 days without prior permission, the candidate should come along with his/her parents to meet the concerned HOD/Principal.
- ❖ Submission of leave application with/without medical certificates does not entitle a student to earn attendance for the days of his/her absence.
- ❖ Attendance is compulsory on the reopening and closing day of the vacation & festival holidays if any, failing which severe action will be taken against the absentees.
- ❖ Absence from class tests and Model examinations will be severely dealt with.
- ❖ 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

- ❖ Students are expected to come in simple and formal dress with neat / decent hairstyle. Girls are expected to wear either saree with sleeved blouse or Churidar or salwar kameez with sleeved long kurtha and dupatta. Boys are expected to come in full pants with formal shirt. Avoid T-Shirt when coming to classes.

Disciplinary Rules

- **The following act are strictly forbidden:**

- ❖ Ragging of any kind and any magnitude inside / outside the college campus.
- ❖ Use of cellular phones during the class hours.
- ❖ Any kind of boisterous and disturbing behavior in the campus.
- ❖ Smoking inside the campus.
- ❖ Possession / use of drugs, alcohol or peddling drugs in the campus or anywhere else.
- ❖ Raising the vehicles or use of vehicle with defective silencers or parking the vehicles of any description outside the parking area in the campus.
- ❖ 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.
- ❖ Misusing of instruments / computers and electric & electronic devices in the campus.
- ❖ Causing damage to college / public property.
- ❖ Inviting / meeting strangers or unauthorized person(s) inside the campus without prior permission from the Principal.

Examination Guidelines

- All particulars in the examination application form are to be filled in carefully.
- 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.
- 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.
- Candidates will not be allowed inside the examination hall without proper Hall ticket & Identity Card.
- 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.
- Candidates should be present in the examination hall at least ten minutes before the commencement of the examination.
- Candidates will not be permitted to enter the examination hall, 30 minutes after the commencement of the examination.
- Candidates should verify the subject code and check whether he/she has been provided with relevant question paper and thereafter begin writing the examination.
- Attendance sheet has to be signed by the candidate at every session of the examination.
- Mobile phones & programmable calculators will not be allowed.
- Lending / Exchanging of calculators or any other items inside the examination hall is strictly prohibited.
- Candidates must observe silence and maintain discipline in the examination hall.
- Hall ticket and Identity card is an important document and to be produced on demand.
- Malpractice or misconduct of any kind is punishable. The examination written by such candidates will be treated as absent.
- Candidate should not leave the hall before 60 minutes after the commencement of the examination.
- Handing over of answer script in person to the Hall Superintendent is compulsory.

Evaluation System

- Evaluation is based on Continuous Assessment and University Assessment with weightage of 25% as internals & 75% as externals.
- Continuous internal assessment includes Unit tests, Model examination and other categories like assignment, seminars, attendance, etc. in course of the semester.
- Students should take these examinations seriously and the performance in these will be taken into consideration for awarding internal assessment marks.
- The Passing minimum for UG is 40% and PG is 50%.

Condonation

- 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

- The college facilitates "Student Safety Package Insurance Policy" covering (a.)Medical Expenses (b.) Personal accident (c.) Death coverage.
- 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

- Fees should be paid at the specified bank within the stipulated time.
- Fees once paid will not be refunded at any circumstances.
- The fees should be paid on the date indicated in the college calendar payment schedule.
- 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.
- 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.
- Every student shall be liable to pay the whole fees for semester as long as his/her name ison the rolls of the college.
- 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.
- The student must keep the fee receipts carefully and must produce them whenever required.

Issue of Certificates

- For the issue of any certificate, an appropriate application has to be submitted by the student through the Head of the Department.
- A notice of three working days is necessary for the issue of a certificate.
- 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.
- Applications made after one year will attract search fee as per prevailing rules.
- Fee for duplicate copy of Transfer Certificate is Rs.500/-

- 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

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

Library Rules & Regulations

- All the students and staff of the college are members of the college library.
- The Library will remain open from 8.30 A.M to 2.00 P.M on all working days
- Students using the library should leave their personal belongings at the entrance.
- Silence must be maintained in and around the library.
- No person shall write or damage or mark on any book belonging to the library.
- 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.
- Before leaving, the readers shall return all the books they had taken for reference to the assistant at the counter.
- Members in the reading room shall vacate their seats 10 minutes before the closing time.
- 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 1st term fee receipt and filled in form.
- Every student shall be given borrower's cards each bearing the Name, Class and group.
- Each card will entitle the student to borrow one book from the library at a time.
- This issue of borrower's cards will be as follows:
    - Two cards each for students of UG courses
    - Three cards each for students of PG courses.
- 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.

- 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.
- 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.
- If the book is found damaged at the time of return, the borrower shall be held responsible for it.
- Reference books and periodicals shall not be lent out and are meant for use within the library.
- Students are not supposed to sub-lend either the card or books taken from the library.
- Absence from the college will not be admitted as an excuse for delay in returning the books.
- Readers should ensure that they take their cards when they return the books.
- Students must return the cards when leaving the college and obtain "NO DUES CERTIFICATE".
- If a book is not returned on time a fine of Rs.1/- per book per day will be levied.
- Any change in the rules or regulations or any information will be notified on the library notice board.
- Use of cell phone inside the library is prohibited.

Ragging

- 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.
- 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.
- Ragging inside or outside of any educational institution is prohibited.
- 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.
- 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.

- ✓ 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.
- ✓ 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.
- ❖ To give their latest mobile numbers (both parents), Change of address (if any).
- ❖ To insist on proper dress code & haircut

June – 2026

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	Academic year 2026-27 begins (for II & III years)
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	Holiday
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	Muharram – Holiday
27	Saturday	Holiday
28	Sunday	Holiday
29	Monday	
30	Tuesday	
No. of Working Days – 11		Total Days -11

"Progress is impossible without change,

and those who cannot change their minds cannot change anything."

July – 2026

1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	Holiday
5	Sunday	Holiday
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	I Year Classes Begins
10	Friday	
11	Saturday	Holiday *World Population Day*
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	Holiday
26	Sunday	Holiday
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	
No. of Working Days – 24		Total Days -35

Time spent among trees is never time wasted

August – 2026

1	Saturday	
2	Sunday	Holiday
3	Monday	CAT I Begins
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	CAT I Ends
8	Saturday	
9	Sunday	Holiday
10	Monday	
11	Tuesday	
12	Wednesday	Talent Hunt
13	Thursday	
14	Friday	
15	Saturday	Independence Day - Holiday
16	Sunday	Holiday
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	***Madras Day Celebrations***
21	Friday	
22	Saturday	Holiday
23	Sunday	Holiday
24	Monday	***Onam Celebration / Ona-Chandha 2026***
25	Tuesday	Uthiradam – Holiday
26	Wednesday	Thiru onam / Milad-un-Nabi – Holiday
27	Thursday	
28	Friday	
29	Saturday	CONVOCATION
30	Sunday	Holiday
31	Monday	
No. of Working Days – 22		Total Days –57

Education is the movement from Darkness to Light

September – 2026

1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	Sri Krishna Jayanthi – Holiday
5	Saturday	Holiday
6	Sunday	Holiday
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	Holiday
13	Sunday	Holiday
14	Monday	Vinayagar Chathurthi – Holiday
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	Holiday
20	Sunday	Holiday
21	Monday	CAT II Begins
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	CAT II Ends
26	Saturday	Holiday
27	Sunday	Holiday
28	Monday	
29	Tuesday	***AIM - HR Conclave***
30	Wednesday	
No. of Working Days – 20		Total Days -77

A journey of thousand miles begins with a single step

October – 2026

1	Thursday	
2	Friday	Gandhi Jayanthi – Holiday
3	Saturday	Holiday
4	Sunday	Holiday
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Holiday
11	Sunday	Holiday
12	Monday	Model Exam Begins
13	Tuesday	
14	Wednesday	
15	Thursday	***MAGMA – 2K26***
16	Friday	
17	Saturday	
18	Sunday	Holiday
19	Monday	Ayutha Pooja – Holiday
20	Tuesday	Vijayadhasami – Holiday
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	Holiday
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	
31	Saturday	
No. of Working Days – 22		Total Days –99

Environment is no one's property to destroy; it's everyone's responsibility to protect.

November – 2026

1	Sunday	Holiday
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	Holiday
8	Sunday	Deepavali – Holiday
9	Monday	Lakshmi Pooja – Holiday
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	Holiday
15	Sunday	Holiday
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	Holiday
22	Sunday	Holiday
23	Monday	Even Semester Begins
24	Tuesday	
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	Holiday
30	Monday	
No. of Working Days – 07		Total Days –07

Let us nurture nature to have a nurturing future.

December – 2026

1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	Holiday
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	*Founders Day / Human Rights Day*
11	Friday	
12	Saturday	Holiday
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	
25	Friday	Holiday - Christmas
26	Saturday	Holiday
27	Sunday	Holiday
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	
No. of Working Days- 24		Total Days -31

Action speaks louder than words

January - 2027

1	Friday	New Year - Holiday
2	Saturday	Holiday
3	Sunday	Holiday
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	Holiday
10	Sunday	Holiday
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	***Pongal Celebration***
15	Friday	Pongal – Holiday
16	Saturday	Thiruvalluvar Day – Holiday
17	Sunday	Holiday
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	Holiday
25	Monday	CAT I Begins
26	Tuesday	Republic Day – Holiday
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	CAT I Ends
31	Sunday	Holiday
No. of Working Days – 20		Total Days -51

All things come to those who wait

February – 2027

1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	***AIM 2 IGNITE 2K27***
5	Friday	
6	Saturday	
7	Sunday	Holiday
8	Monday	Ramzan – Holiday
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	***ASAN Food Festival***
14	Sunday	Holiday
15	Monday	***ASAN DHRISHYA 2K27***
16	Tuesday	***ASAN YUVAA 2K27***
17	Wednesday	***ASAN THIRAN 2K27***
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	Holiday
22	Monday	CAT I Begins
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	CAT I Ends
28	Sunday	Holiday
No. of Working Days – 23		Total Days -74

You seek too much information and not enough transformation

March - 2027

1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	***SPORTS DAY 2027***
6	Saturday	***ASAN MAHILA 2K27***
7	Sunday	Holiday
8	Monday	
9	Tuesday	
10	Wednesday	RAMZAN – Holiday
11	Thursday	
12	Friday	
13	Saturday	***COLLEGE DAY 2027***
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	Good Friday – Holiday
27	Saturday	Holiday
28	Sunday	Holiday
29	Monday	
30	Tuesday	
31	Wednesday	
No. of Working Days – 24		Total Days -98

Awareness is the greatest agent for CHANGE

April – 2027

1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	Holiday
5	Monday	UNOM Examinations starts
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Holiday
11	Sunday	Holiday
12	Monday	
13	Tuesday	
14	Wednesday	Tamil New Year / Dr. B.R. Ambedkar Birthday – Holiday
15	Thursday	Vishu – Holiday
16	Friday	
17	Saturday	
18	Sunday	Mahaveer Jayanthi - Holiday
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	Holiday
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	
No. of Working Days – 03		Total Days -101

"Every day may not be good but there is something good in every day"