TIME TABLE - EVEN SEMESTER

PERIOD / DAY ORDER	I	II	III	IV	V	VI
I						
II						
III						
BREAK						
IV						
V						

St. Thomas College
of
Arts and Science
Chennai - 600 107

PHOTO

PERSONAL INFORMATION

1. Name : _____
2. Class : _____
3. College Roll No. : _____
4. University Reg. No : _____
5. Date of Birth : _____
6. Blood Group : _____
7. Name of the Parent / Guardian : _____
8. Occupation : _____
9. Residential Address : _____
   : _____
   : _____
10. Office Address : _____
    : _____
    : _____
11. Phone No : Res. : _____
    Office : _____
    Cell : _____
    E - mail : _____

Signature of the Student

Signature of the Parent

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TIME TABLE - ODD SEMESTER

PERIOD / DAY ORDER	I	II	III	IV	V	VI
I						
II						
III						
BREAK						
IV						
V						

NOTE

COLLEGE HYMN

Let there be Light!

Thou whose Almighty Word
Chaos and darkness heard
And took their flight
Hear us we humbly pray
And where the Gospel's day
Sheds not its glorious ray
Let there be Light!

Thou who did'st come to bring
On Thy redeeming wing
Healing and sight
Health to the sick in mind
Sight to the inly blind
Oh, now to all mankind
Let there be Light!

Spirit of truth and love
Life giving Holy Dove
Speed forth Thy flight!
Move on the water's face
Bearing the lamp of grace
And in earth's darkest place
Let there be Light!

Blessed and Holy Three
The glorious Trinity
Wisdom, love, might!
Boundless as ocean's tide
Rolling in fullest pride
Through the earth far and wide
Let there be Light!

COLLEGE SONG

1. God we pray
   As Thomasians today
   We lift our hands
   And swear as we stand
   We will be true
   And always glorify You (4)

2. Make us Lord
   Humble and meek
   It's you oh Lord
   Our hearts will seek
   Thou stay in us
   And always lead us to You (4)

3. Oh St. Thomas
   Our guiding star
   Blessed is Thy light
   We seek in you
   We'll strive for you
   And always give out Thy light (4)

4. We shall stand tall
   Forever so strong
   We shall never fall
   Always sing this song
   St. Thomas we belong
   St. Thomas live long (4)

Note

Note

COLLEGE PRAYER

Almighty God, You have spread true knowledge of yourself in Christ through your Apostles and through St. Thomas in particular, in this part of the world. We thank you for his example of pursuing truth beyond doubt. We thank you for the wisdom with which You have endowed men and women of vision to found this College. May the young men and women educated here go out into the world to proclaim and spread love for humanity. Strengthen them to overcome all temptations. May they, without fear of man, follow steadfastly, where duty, right and honour lead. May we strive to establish Your Kingdom on earth by serving the neighbours. We ask all these in the name of our Lord, Jesus Christ.

- Amen

கல்லூரி மன்றாட்டு

சர்வ வல்ல இறைவா, நீர் உமது உண்மை ஞானத்தைக் கிறிஸ்துவின் வழியாகவும், திருத்தூதர்கள் மூலமாகவும் குறிப்பாகத் தூய தோமா மூலமாகவும் உலகெங்கும் பரவச் செய்தீர். நீர் சந்தேகத்தின் வழியாக உண்மையைப் பின்பற்றும்படி தோமாவை உதாரணமாய் தந்தபடியால் உமக்கு நன்றி செலுத்துகிறோம்.

எங்களது இக்கல்லூரியைக் கண்டு தங்கள் அறிவை வளர்த்துக் கொள்ளும்படி இங்கு சேரும் உணர்வை மாணவ, மாணவியருக்குத் தந்தபடியால் உமக்கு நன்றி செலுத்துகிறோம். இங்குக் கல்விக் கற்கும் மாணவ, மாணவிகள் இவ்வுலகில் அன்பையும், மனிதநேயத்தையும் அறிவித்து அதனைப் பரப்ப வேண்டுகிறோம். சோதனைகளை வெல்ல அவர்களுக்குப் பெலன்தாரும். எங்கள் மாணவ மாணவிகள் மனிதர்களுக்குப் பயப்படாமல் தங்கள் வேலையில் கவனம் செலுத்தி, வழி நடத்துபவர்களை மதிக்க வேண்டும்.

எங்கள் அண்டை மக்களுக்குச் சேவை செய்வதன் மூலம் உமது அரசாட்சியைப் பூமியில் நிறுவமுயல வேண்டும். ஆண்டவராகிய இயேசுவின் திருப்பெயரால் இவையனைத்தையும் வேண்டுகிறோம்.

THE LORD'S PRAYER

Our Father in heaven,
Hallowed be Thy name,
Thy Kingdom come,
Thy will be done on earth, as it is in heaven.
Give us this day our daily bread,
And forgive us our sins,
As we forgive our trespassers.
Do not bring us to test but deliver us from evil.
For Thine is the Kingdom, the Power and the Glory
For ever and ever.

- Amen

கல்லூரி மன்றாட்டு

பரலோகத்திலிருக்கிற எங்கள் பிதாவே,
உம்முடைய நாமம் பரிசுத்தப்படுவதாக,
உம்முடைய ராஜ்யம் வருவதாக,
உம்முடைய சித்தம் பரலோகத்தில்,
செய்யப்படுவது போல,
பூலோகத்திலும் செய்யப்படுவதாக,
எங்களுக்கு வேண்டிய ஆகாரத்தை,
இன்று எங்களுக்குத் தாரும்,
எங்கள் கடனாளிகளுக்கு நாங்கள்,
மன்னிக்கிறது போல - எங்கள்,
கடன்களை எங்களுக்கு மன்னியும்,
எங்களைச் சோதனைக்குட்படப்பண்ணாமல் ,
தீமையினின்று எங்களை இரட்சித்துக் கொள்ளும்,
ராஜ்யமும், வல்லமையும், மகிமையும்,
என்றென்றைக்கும் உம்முடையவைகளே,

ஆமென்

ACADEMIC YEAR 2026 - 2027

Number of Working Days

ODD SEMESTER	
Months	**Total No. of Days**
June 2026	11
July	23
August	20
September	20
October	21
Total	**95**

EVEN SEMESTER	
Months	**Total No. of Days**
November 2026	6
December	17
January 2027	19
February	20
March	21
April	13
Total	**96**

ACADEMIC CALENDAR 2026 - 2027

APRIL - 2027

Date	Day		Day Order
1	Thu		6
2	Fri		1
3	Sat		2
4	Sun		***
5	Mon		3
6	Tue		4
7	Wed		5
8	Thu	TELUGU NEW YEAR	***
9	Fri		6
10	Sat		1
11	Sun		***
12	Mon		2
13	Tue		3
14	Wed	Dr. AMBEDKAR JAYANTI / TAMIL NEW YEAR	***
15	Thu		4
16	Fri		5
17	Sat		6
18	Sun		***
19	Mon	MAHAVEER JAYANTHI	***
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		***
25	Sun		***
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		

Working Days - 13

The steps of a good man are ordered by the Lord, Psalms 37 : 23

ABOUT THE COLLEGE

OUR COLLEGE LOGO

The word of God, as contained in the Holy Bible, is the firm foundation on which our College was founded by our founding fathers, the source of all wisdom. The Cross represents the ever present Saviour, Jesus Christ, who sustains and leads our College and all who work, study and pass through the portals of our College. The lamp on the left indicates that light is essential for life and it removes darkness - “Let There Be Light” - education takes us from darkness into light. The word of God is the light of the world. On the right, is a computer; it indicates scientific advancements through education, based on the light from the Word of God. These four form the armour which we put on as we go out into the world, fully trained and equipped in our College, with God being our helper.

MOTTO

The motto of St. Thomas College is 'Let there be light' (Genesis 1:3). We believe that enlightenment through learning and the growth of knowledge leads us to an awareness of a creative spirit. This, in turn, breaks through the darkness of ignorance, fear and despair to bring the light of truth, love and hope. It turns us away from introspection and self-interest, to an awareness of the “other”, to further dimensions of life, to our responsibility to share the light with others.

VISION

We strive to uphold the following values:

- High academic standards with encouragement of all-round excellence
- Equality of respect for women and men of all backgrounds
- Critical and creative thinking
- Leadership
- Spiritual reflection
- Integrity and ethical conduct
- A balanced approach to life
- International and inter-cultural awareness
- Tolerance of and respect for diversity
- Compassion for the less fortunate
- Working in harmony with others, and resolving conflicts
- A life-long aspiration to grow as a person and to serve the Community

MISSION

The primary goal of the institution is to motivate each of its students to become a competent, responsible, self-reliant and wholesome individual with a deep sense of goodwill and social commitment.

Our mission is to provide a learning environment in which the students of St. Thomas College will have the greatest possible opportunity for academic achievement, intellectual development, and personal growth in a supportive Christian environment which recognises the rights of individuals to their individuality, while encouraging them to develop a sense of community belonging, a sense of worth and a set of high ethical and professional values.

OUR HISTORY

St.Thomas the Apostle, also called 'Didimus', meaning 'twin', was one of the apostles of Jesus Christ. He is best known for questioning Jesus' Resurrection after death when first told of it, which was followed by his confession of faith, “My Lord and My God”. St. Thomas the Apostle arrived in Kerala, India, in AD 52. He arrived by sea at the port of Malankara, the present Kodungallur in Kerala. He preached the word of God and established Churches at seven places. St. Thomas, after his fruitful ministry on the Malabar Coast, crossed over to the eastern parts of South India, where he also had many converts, and then moved as far as Malacca and China. Later, returning to India, he came to Chennaipattinam or Madras. Being infuriated by his growing popularity, he was chased by the higher castes and took shelter in a cave near Little mount which is the present Guindy in Chennai and when he was about to be captured he escaped from that place through a hole on the roof of the said cave and took shelter in the shrine which he had built on the top of the St.Thomas Mount, Parinkimalai in Tamil. His pursuers caught up with him there and speared him to death while he was clinging to a cross inside the said shrine. Later, his followers took his slain body and buried him on the seashore at Santhome in Mylapore, Chennai.

ACADEMIC CALENDAR 2026 - 2027

MARCH - 2027

Date	Day		Day Order
1	Mon		3
2	Tue		4
3	Wed		5
4	Thu		6
5	Fri		1
6	Sat		***
7	Sun		***
8	Mon		2
9	Tue		3
10	Wed	IDUL FITR (Ramzan)	***
11	Thu		4
12	Fri		5
13	Sat		6
14	Sun		***
15	Mon	Model Examination	1
16	Tue	Model Examination	2
17	Wed	Model Examination	3
18	Thu	Model Examination	4
19	Fri	Model Examination	5
20	Sat		***
21	Sun		***
22	Mon		6
23	Tue		1
24	Wed		2
25	Thu	Maundy Thursday	***
26	Fri	Good Friday	***
27	Sat		***
28	Sun		***
29	Mon		3
30	Tue		4
31	Wed		5

Working Days - 21

It is good for a man that he bear the yoke in his youth Lamentations 3 : 27

ACADEMIC CALENDAR 2026 - 2027

FEBRUARY - 2027

Date	Day		Day Order
1	Mon	Assessment - I	1
2	Tue	Inter-collegiate State Level Basketball Tournament	2
3	Wed		3
4	Thu		4
5	Fri	End of Inter-collegiate State Level Basketball Tournament	5
6	Sat		***
7	Sun		***
8	Mon		6
9	Tue		1
10	Wed		2
11	Thu		3
12	Fri	Sports Day	4
13	Sat		***
14	Sun		***
15	Mon		5
16	Tue		6
17	Wed		1
18	Thu		2
19	Fri		3
20	Sat		***
21	Sun		***
22	Mon	Assessment Test - II	4
23	Tue	Assessment Test - II	5
24	Wed	Assessment Test - II	6
25	Thu	Assessment Test - II	1
26	Fri	Assessment Test - II	2
27	Sat		***
28	Sun		***

Working Days - 20

Remember your creator in the days of your youth Ecclesiastes. 12:1

At the St.Thomas day celebration at New Delhi organized by the Malankara Orthodox Syrian church on 18th December 1955, Dr. Rajendra Prasad, the President of India made the following observation in a speech "Remember St.Thomas came to India when many of the countries of Europe had not yet become Christians and so those Indians who traced their Christianity to him have a longer history and a higher ancestry than that of Christians of many of the European countries". Christianity in India is as old as Christianity itself. Thus, the Malankara Orthodox Syrian Church, founded by Apostle St.Thomas in AD 52, is one of the oldest Churches with a rich legacy and tradition. His Holiness Baselios Marthoma Mathews III, Malankara Metropolitan and Catholicose of the East, is the successor to the throne of St. Thomas and the head of the Malankara Orthodox Church.

St. Thomas Orthodox Cathedral, Broadway, is the first parish of the outside Kerala diocese and is considered the mother of all parishes. To have a parish of their own on this sacred soil is a great achievement for Orthodox Christians. This parish was originally built by the British government as a garrison for British soldiers, and with the permission of the Anglican Bishop, the members began sharing this church, and the first Holy Eucharist was celebrated in 1960. The first congregation consisted of 16 members. In the year 2016, this Cathedral celebrated its centenary. From a 16-member congregation, this cathedral has grown tremendously into a big parish, including the Chapel at Mylapore and the Pilgrimage centre on St. Thomas Mount. Currently, there are more than 11 independent parishes in Chennai, and almost all can trace their origins to St. Thomas Orthodox Cathedral. It was a deep desire among the members of St. Thomas Orthodox Cathedral to establish an educational institution to enlighten society, and St. Thomas Matriculation Higher Secondary School in Broadway was established in 1958 under the St. Thomas Syrian Cathedral Education and Charitable Trust. After serving society through this school, it was decided to start a college for Arts & Science.

The St. Thomas College of Arts and Science was established in 1999 as a co-educational institution governed by the St. Thomas Orthodox Syrian Cathedral Parish Trust of St. Thomas Orthodox Cathedral, Broadway. The Patron of our college is His Holiness Baselios Marthoma Mathews III, Catholicose of the East and Malankara Metropolitan. The founder Chairman was His Grace Dr.Yakoob Mar Irenios and the present Chairman is His Grace Gee Varghese Mar Philoxenos, Metropolitan of the Diocese of Madras of the Malankara Orthodox Syrian Church.

The college is governed by its board of trustees and administered by its executive, headed by His Grace Gee Varghese Mar Philoxenos, Chairman; Rev. Fr. Stalin T.F., Vice Chairman; Mr. Biju Chacko, Secretary; and Mr. Alex Abraham, Treasurer.

Dr. Rev. Francis Soundararaj (1999–2002), the first Principal of the institution, laid a strong and successful foundation through his visionary and able leadership. Under his guidance, the college began its academic journey with five undergraduate programmes—B.Com., BCA, B.Sc. Computer Science, B.Sc. Visual Communication, and BBA—affiliated with the University of Madras.

Dr. (Mrs.) S. Teresa Jane assumed office as the second Principal in 2002 and served the institution from 2002 to 2003. She was succeeded by Dr.(Mrs.)Hemalatha Sundara Kumar, the third Principal, took charge in 2003. During her tenure, the college attained the status of a Postgraduate institution with the introduction of M.Com., M.Sc. (Computer Science) and M.Sc. (Visual Communication). Several new undergraduate programmes, including B.Sc. Mathematics, B.Sc. Electronic Media, and B.Sc. Psychology was also introduced during her leadership.

Prof. Mr. Avaram Abdul Hakeem served as the fourth Principal from 2005 to 2006. During this period, additional sections were introduced for the B.Com. BCA and BBA programmes to meet the increasing demand for these courses.

The fifth Principal, Dr. S. Mathuram Selvaraja, assumed charge in 2006 and guided the institution until 2009. His tenure saw the establishment of several student and staff initiatives, including the Organisation for Social Justice, the Green Club, the Women Upliftment Club, the Consumer Club, and the Staff Club.

Dr. C. Selvaraj served as the sixth Principal from 2010 to 2013. He was followed by Dr. J. Joel, who served as the seventh Principal from 2013 to 2015. Dr. Samuel Sukumar, held office as the eighth Principal from 2015 to 2018.

Dr. N. Thangavel served as the ninth Principal from 2018 to 2023. He was instrumental in implementing Shift-II courses.

Dr. T. S. Prema assumed charge as the tenth Principal on 21 July 2023 and served the institution until 04 March 2026. During her tenure, the institution achieved the prestigious NAAC A+ accreditation in its first cycle, and several academic developments and institutional advancements were realised.

Dr. K. Florence assumed office as the eleventh Principal on 5 March 2026, continuing the institution's legacy of growth and academic excellence.

ACADEMIC CALENDAR 2026 - 2027

JANUARY - 2027

Date	Day		Day Order
1	Fri	NEW YEAR - 2027	***
2	Sat		***
3	Sun		***
4	Mon		6
5	Tue		1
6	Wed		2
7	Thu		3
8	Fri		4
9	Sat		***
10	Sun		***
11	Mon		5
12	Tue		6
13	Wed		1
14	Thu	BHOGI	2
15	Fri	PONGAL	***
16	Sat	THIRUVALLUVAR DAY	***
17	Sun	UZHAVAR THIRUNAL	***
18	Mon		3
19	Tue		4
20	Wed		5
21	Thu		6
22	Fri		1
23	Sat	THAIPOOSAM	***
24	Sun		***
25	Mon	ASSESSMENT - I	2
26	Tue	REPUBLIC DAY	***
27	Wed	ASSESSMENT - I	3
28	Thu	ASSESSMENT - I	4
29	Fri	ASSESSMENT - I	5
30	Sat	ASSESSMENT - I	6
31	Sun		***

Working Days - 19

How much better is to get skillful and godly wisdom than gold! And to get understanding is to be chosen rather than silver. Proverbs. 16:16

ACADEMIC CALENDAR 2026 - 2027

DECEMBER - 2026

Date	Day		Day Order
1	Tue		1
2	Wed		2
3	Thu		3
4	Fri		4
5	Sat		5
6	Sun		***
7	Mon		6
8	Tue		1
9	Wed		2
10	Thu		3
11	Fri		4
12	Sat		5
13	Sun		***
14	Mon		6
15	Tue		1
16	Wed		2
17	Thu		3
18	Fri		4
19	Sat	CHRISTMAS CAROL SERVICE	5
20	Sun		***
21	Mon	ST. THOMAS MARTYRDOM	***
22	Tue		***
23	Wed		***
24	Thu		***
25	Fri	CHRISTMAS	***
26	Sat		***
27	Sun		***
28	Mon	End of University of Madras Tournament	***
29	Tue		***
30	Wed		***
31	Thu		***

Working Days - 17

He will be called wonderful, Counselor, mighty God, Everlasting Father, Prince of Peace. Isaiah 9 : 6

THE CAMPUS

Easily accessible from all parts of Chennai, the College is situated in Koyambedu by the intersection of the two major arterial roads of the city, the Inner Ring Road (100 ft Road) and Poonamalle High Road, and very near the CMBT bus station and Chennai Metro Rail station. Despite being in the heart of the city, the serene campus is far separated from its hustle and bustle, and offers an ideal surrounding for intellectual pursuits.

INFRASTRUCTURE

St Thomas College has excellent facilities like Library, Computer Labs, Video Production Lab, Photography Studio, Multimedia Lab, Film Editing Lab and Audio Lab which is constantly maintained and updated to ensure that the study in the college is supported using state of the art technology and equipment.

ACADEMIC ENVIRONMENT

The faculty of the college consists of qualified and committed teachers headed by the Principal, Dr. K. Florence. All staff members are encouraged to continually improve the teaching methods through audio-visual aids, self-study and group discussions and group assignments. Every teacher (referred as tutor) is assigned about 25 students to mentor and monitor their academic performance. A notable aspect of the academic life at the college is the opportunities that are created for students to learn from domain experts who are invited as guest lecturers, either during regular class hours or during departmental association meetings, and through fellow students who visit the campus from different parts of the world.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in departmental, intra-mural and inter-collegiate sports meets, academic competitions, talent festivals and cultural meets. Every year, the College hosts the much-popular “Thomfest” inter-collegiate cultural competitions and Thom Talenzia, inter departmental competition. The college supports the activities of the National Service Scheme (NSS), National Cadet Corps (NCC), Youth Red Cross Society, Red Ribbon Club, Green Club, Citizen Consumer Club, Cyber Security Club, ED Cell, IKS, IIC and Mental Well-Being Club.

COURSES OFFERED

SHIFT - I

UNDER GRADUATE COURSES

1. B.B.A
2. B.C.A
3. B.Sc (Computer Science)
4. B.A (English)
5. B.Sc (Visual Communication)
6. B.Sc (Mathematics)
7. B.Sc (Psychology)
8. B. Com (General)
9. B.Com (Corporate Secretaryship)
10. B.Com (Bank Management)
11. B.Com (Accounting and Finance)
12. B.Sc (Computer Science with Data Science)
13. B.Sc. (Computer Science with Artificial Intelligence)

POST GRADUATE COURSES

1. M.Sc (Visual Communication)
2. M.Com (General)
3. M.Sc (Computer Science)

RESEARCH PROGRAMME

1. Ph.D. in Commerce

SHIFT-II

UNDER GRADUATE COURSES

1. B.B.A
2. B.C.A
3. B. Com (General)
4. B.Com (Corporate Secretaryship)
5. B.Com (Accounting and Finance)
6. B.Sc (Computer Science)
7. B.Com (Computer Applications)

LANGUAGES OFFERED

- Tamil, Hindi, Malayalam and French

CURRICULUM

- Semester pattern with Choice Based Credit System prescribed by the University of Madras is adopted for all the UG and PG courses.
- The medium of Instruction is English
- Odd Semester : From 3rd week of June to the 3rd week of November.
- Even Semester : From the 4th week of November to the end of March.

ACADEMIC CALENDAR 2026 - 2027

NOVEMBER - 2026

Date	Day		Day Order
1	Sun		***
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		***
8	Sun	Deepavali	***
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat		***
15	Sun		***
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		***
22	Sun		***
23	Mon	COLLEGE RE-OPENS	1
24	Tue		2
25	Wed		3
26	Thu		4
27	Fri		5
28	Sat		***
29	Sun		***
30	Mon	Last date for payment of 2nd term fees	6

Working Days - 6

The reverent and worshipful fear of the Lord is beginning of wisdom, and the knowledge of the Holy one is insight and understanding. Proverbs 9 :10

ACADEMIC CALENDAR 2026 - 2027

OCTOBER - 2026

Date	Day		Day Order
1	Thu	Thomfest	3
2	Fri	Gandhi Jayanthi	***
3	Sat		***
4	Sun		***
5	Mon		4
6	Tue		5
7	Wed		6
8	Thu		1
9	Fri		2
10	Sat		***
11	Sun		***
12	Mon	Model Examination	3
13	Tue	Model Examination	4
14	Wed	Model Examination	5
15	Thu	Model Examination	6
16	Fri	Model Examination	1
17	Sat	Model Examination (only for III years)	2
18	Sun		***
19	Mon	AYUTHA POOJA	***
20	Tue	VIJAYA DASAMI	***
21	Wed		3
22	Thu		4
23	Fri		5
24	Sat		***
25	Sun		***
26	Mon		6
27	Tue		1
28	Wed		2
29	Thu		3
30	Fri		4
31	Sat		5

Working Days - 21

Give instruction to a Wise man he will be yet wiser; teach a righteous man, and he will increase in learning.
Proverbs 9 :9

Chairman

His Grace Geevarghese Mar Philoxenos

Vice - Chairman

Rev. Fr. T. F. Stalin

Secretary

Mr. Biju Chacko

Treasurer

Mr. Alex Abraham

Principal

Dr. K. Florence, M.A(Tamil).,MBA(HR).,M.A(Sociology).,M.A(Pub. Admn.).,M.Phil.,Ph.D.,NET.

Members of Governing Board

H. G. Geevarghese Mar Philoxenos	-	Chairman
Rev. Fr. T. F. Stalin	-	Vice Chairman
Mr. Biju Chacko	-	Secretary
Mr. Alex Abraham	-	Treasurer
Mr. P. K. Eappen		
Mr. P. V. Thomas		
Mr. G. John Kutty		
Mr. K. I. John		
Mr. Ajith John Punnoose		
Mr. Mathew Shiju		
Mr. Biju Thomas		
Mr. A. M. George		
Mr. Vinod Aniyan		
Mrs. Beena Joyson		
Mr. Cherian A. B		
Mr. Aji T. Joy		
Mr. Nikith Ninan		
Mr. Varghese Oommen		

Faculty

Principal

Dr. K. Florence, M.A(Tamil).,MBA(HR).,M.A(Sociology).,M.A(Pub. Admn.).,M.Phil.,Ph.D.,NET.

Vice Principal & Chief - IQAC

Dr. Shibi Mathai, MCA.,M.Phil.,Ph.D.

Coordinator - Shift - II

Mr. E. Muruganandam, M.A.(MCJ).,M.A.(PA),M.Phil.,SET

Dean- Women Students Affairs and Placement Cell

Dr. Susan Abraham, B.E.,M.Sc.(IT).,M.Phil.,Ph.D.

Controller of Examinations & Disciplinary Head

Dr. M. Rassul Jayapathy, M.A.,M.Phil.,Ph.D.,NET.

Dean- Research

Dr. S. Naresh, M.Com.,MBA.,M.Phil.,SET.,NET.,Ph.D.

ACADEMIC CALENDAR 2026 - 2027

SEPTEMBER - 2026

Date	Day		Day Order
1	Tue		1
2	Wed		2
3	Thu		3
4	Fri	Krishna Jayanti	***
5	Sat		***
6	Sun		***
7	Mon		4
8	Tue		5
9	Wed		6
10	Thu		1
11	Fri		2
12	Sat		***
13	Sun		***
14	Mon	Vinayakar Chathurthi	***
15	Tue	ASSESSMENT - II	3
16	Wed	ASSESSMENT - II	4
17	Thu	ASSESSMENT - II	5
18	Fri	ASSESSMENT - II	6
19	Sat		***
20	Sun		***
21	Mon	ASSESSMENT - II	1
22	Tue	ASSESSMENT - II (only for III years)	2
23	Wed		3
24	Thu		4
25	Fri		5
26	Sat		***
27	Sun		***
28	Mon		6
29	Tue		1
30	Wed	Thomfest End of Inter Departmental Sports Competition	2

Working Days - 20

Fear not; I will do to thee all that thou request Ruth 3 : 11

ACADEMIC CALENDAR 2026 - 2027

AUGUST - 2026

Date	Day		Day Order
1	Sat		***
2	Sun		***
3	Mon		5
4	Tue		6
5	Wed		1
6	Thu		2
7	Fri		3
8	Sat		***
9	Sun		***
10	Mon	ASSESSMENT - I	4
11	Tue	ASSESSMENT - I	5
12	Wed	ASSESSMENT - I, Commencement of University of Madras Tournament	6
13	Thu	ASSESSMENT - I	1
14	Fri	ASSESSMENT - I	2
15	Sat	Independence Day	***
16	Sun		***
17	Mon	ASSESSMENT - I (Only for III Years)	3
18	Tue	Commencement of Inter Departmental Sports Competition	4
19	Wed		5
20	Thu		6
21	Fri		1
22	Sat		***
23	Sun		***
24	Mon		2
25	Tue		3
26	Wed	Milad-un-Nabi	
27	Thu		4
28	Fri		5
29	Sat	National Sports Day	***
30	Sun		***
31	Mon		6

Working Days - 20

The Lord will make you successful in your daily work. Deuteronomy 28 : 6

SHIFT - I

Department of English

Dr. B. M. Anija Rani, M.A.,M.Phil.,Ph.D. : Head of the Dept.
Mrs. S. Poornima, M.A.,M.Phil.
Dr. A. Ruby Elizabeth, M.A.,M.Phil.,Ph.D.
Mrs. K. Kumari, M.A.,M.Phil. YRC Coordinator
Mr. P. Ashok Kannan, M.A.,B.Ed.,M.Phil. Anti Drug Coordinator
Mrs. V. Veena, M.A.,B.Ed.,M.Phil.
Mrs. J. Nisha Daphne, M.A.,M.Phil. IKS Coordinator
Mrs. T. Jael Monicka, M.A.,B.Ed.,M.Phil.,M.A.(Gender Studies)
Mrs. A. V. Cilvy, M.A.,M.Phil. Assistant Cultural Coordinator
Dr. A. Govindaraj, M.A.,M.Phil.,Ph.D.
Dr. S. Hemalatha, M.A.,M.Phil.,Ph.D.
Mr. A.M. Arun Kumar, M.A.,M.Sc(Psycholoy) Value Added Course Coordinator
Ms. A. Bala Premika, M.A.,M.Phil.,PGDELT.
Dr. A. Aruntamilyazhini, M.A.,M.Phil.,Ph.D.,PGCTE. Thomcast Coordinator & Deputy IQAC Coordinator
Dr. Priyadarshini Raja, M.A.,M.Phil.,Ph.D.
Mrs. Sruthy S Kumar, M.A., NET.
Ms. Joshna Angeleena Joseph, M.A.,NET.
Ms. Grace Shalom Moses, M.A.,NET.
Dr. Rebecca Charlotte, M.A., B.Ed., Ph.D.

Department of Computer Applications

Mrs. Shaila M Cherry, MCA.,M.Phil. : Head of the Dept.
Dr. Susan Abraham, B.E.,M.Sc.(IT).,M.Phil.,Ph.D.
-Dean of Women Student Affairs and Placement Cell
Dr. Shibi Mathai, MCA.,M.Phil.,Ph.D. -Vice Principal & Chief - IQAC
Sub.Lt. K. Govindarajan, MCA.,M.Phil. Associate NCC Officer
Dr. J. Dilli Babu, MCA.,M.Phil.,Ph.D. Green Club & Cyber Security Coordinator
Mrs. Shiju K. Binu, M.Sc.,B.Ed.,M.Sc(IT).,M.Phil. President, Alumni Association
Dr. R. Kayalvizhi, MCA.,Ph.D.
Mrs. P. Lakshmi, M.C.A.,M.Phil.
Dr. D. Jayaprabha, MCA.,M.Phil.,Ph.D.
Dr. G. Sridevi, M.Sc.,M.Phil.,Ph.D.

Department of Computer Science with Data Science

Dr. C. Umamaheswari, MCA.,M.Phil.,Ph.D. : Head of the Dept.
Dr. Prabha Elizabeth Varghese, M.Tech.,Ph.D.
Mrs. G. Kalaiyarasi, M.Sc.IT.,M.Phil.,NET.
Mrs. A. Charumathi, M.Sc.,M.Phil.,NET.,SET.

Department of Psychology

Dr. S. Prema, M.Sc.,M.Phil.,M.Ed.,M.Phil.,Ph.D.,SET. :Head of the Dept.
Ms. Preethi Kethsial, M.Sc. Mental Well-Being Coordinator
Mrs. C. M. Sridevi, M.Sc.,MBA. Counsellor
Mrs A. Nivedha, M.Sc.(Clinical Psychology)

Department of Computer Science

Mrs. V. Subashini, MCA.,M.Phil.,SET. : Head of the Dept.
Dr. R. Manjula, M.Sc.,M.Phil.,Ph.D. IIC President
Dr. S. Senthilarasi, M.Sc.,M.Phil.,SET.,Ph.D.
Mr. G. Saravanan, M.Sc.,M.Phil.,SET.
Dr. U. Murugavel, M.Sc.,M.Phil.,SET.,Ph.D.
Dr. S. Malathi, MCA.,M.Phil.,MBA.,Ph.D.
Dr. M. Suba, M.Sc.,M.Phil.,NET.,Ph.D.
Dr. S. Uma Devi, MCA.,Ph.D.
Mrs. P. Kasthuri, M.Sc.,M.Phil.,B.Ed.,NET.

Department of Mathematics

Dr. K. Kripa, M.Sc.,M.Phil.,Ph.D.:Head of the Dept.
Mrs. D. Devakirubanithi, M.Sc.,M.Phil. ISO Coordinator
Dr. P. Mala, M.Sc.,M.Phil.,Ph.D.
Dr. V. R. Bindu Kumari, M.Sc.,M.Phil.,Ph.D. Cultural Convener
Dr. P. Punitha Elizabeth, M.Sc.,M.Phil.,Ph.D.
Dr. S. Kavitha, M.Sc.,M.Phil.,B.Ed.,P.G.D.C.A.,Ph.D.
Dr. J. Suresh Kumar, M.Sc.,M.Phil.,B.Ed.,SET., Ph.D. Deputy COE
Mr.S. Ramachandran, M.Sc.,M.Phil.SET.
Dr. P. Elavarasan, M.Sc.,B.Ed.,M.Phil.,Ph.D.
Mrs. S. Monica, M.Sc., M.Phil.

Department of Electronic Media

Mr. E. Muruganandam, M.A(JMC).,M.A.(PA).,M.Phil.,SET. :Head of the Dept. & Coordinator (Shift-II)
Mr. N. Sasidharan, M.Sc. (EM). Media Cell

Department of Visual Communication

Dr. G. Kavitha, M.Sc.(EM).,M.Phil.,SET.,Ph.D. :Head of the Dept.
Dr. A. Nepul Raj, M.A.(JMC).,M.Phil.,Ph.D. Media Cell
Mrs. S. Judy Anitha, M.Sc.(EM) Secretary, Alumni Association
Mrs. D. Valarmathi, M.Sc.(EM).,M.Phil. Design Coordinator
Mr. C. Prabu, M.Sc.(EM)
Ms. K. Parvatha Varthini, M.A. (Comm).
Ms. R. Boomitha, M.A. (J&C)

Technical Staff

Mr. R. Siva, MCA.,Dip.3D Animation

Department of Commerce (Bank Management)

Dr. R. Venkatesan, M.Com.,M.Phil.,MBA.,Ph.D. : Head of the Dept.
Dr. S. Kumaresan, M.Com.,M.Phil.,Ph.D.,SET.
Dr. C. Malaikani, M.Com.,M.Phil.,Ph.D.
Dr. R. Thangavel, M.Com.,M.Phil.,M.S.W.,Ph.D.

Department of Computer Science with Artificial Intelligence

Dr. B. Bavani, MCA.,M.Phil.,Ph.D. : Head of the Dept.
Dr. S. Veerapandi, MCA.,Ph.D.

ACADEMIC CALENDAR 2026 - 2027

JULY - 2026

Date	Day		Day Order
1	Wed	FRESHERS DAY	6
2	Thu		1
3	Fri	ST. THOMAS DAY	2
4	Sat		***
5	Sun		***
6	Mon		3
7	Tue		4
8	Wed		5
9	Thu		6
10	Fri		1
11	Sat		***
12	Sun		***
13	Mon		2
14	Tue	Commencement of Sports Team Selection	3
15	Wed		4
16	Thu		5
17	Fri		6
18	Sat		***
19	Sun		***
20	Mon		1
21	Tue		2
22	Wed		3
23	Thu		4
24	Fri	End of Sports Team Selection	5
25	Sat		***
26	Sun		***
27	Mon		6
28	Tue		1
29	Wed		2
30	Thu		3
31	Fri		4

Working Days - 23

The Lord will give strength into His people. Psalms. 29 : 11

ACADEMIC CALENDAR 2026 - 2027

JUNE - 2026

Date	Day		
1	Mon		
2	Tue		
3	Wed		
4	Thu		
5	Fri		
6	Sat		***
7	Sun		***
8	Mon		
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		***
14	Sun		***
15	Mon	College Re-opens	1
16	Tue		2
17	Wed		3
18	Thu		4
19	Fri		5
20	Sat		***
21	Sun	International Yoga Day	***
22	Mon		6
23	Tue		1
24	Wed		2
25	Thu		3
26	Fri	Muharram	***
27	Sat		***
28	Sun		***
29	Mon		4
30	Tue	Last Date for Payment of 1 term fees	5

Working Days - 11

If Any of you wisdom,let him ask of God, that giveth to all men liberally and up braideth not;and it shall be given him james 1:5.

Department of Commerce

Dr. K. Sridevi, M.Com.,M.Phil.,SET.,Ph.D. : Head of the Dept.
Dr. M. V. Nagarajan, M.Com.,M.Phil.,MBA.,M.A(P.A.).,M.Com.(A & F).,Ph.D.,NET.
-Head of the Dept. (PG)
Dr. M. Sumathi, M.Com.,M.Phil.,MBA.,Ph.D.
Ms. M. Shanthi, M.A.,M.Phil.
Dr. V. Anandhakumar, M.Com.,M.Phil.,MBA.,Ph.D.
Dr. K. Karthikeyan, M.Com.,M.Ed.,M.Phil, Ph.D. Nan Mudhalvan Coordinator
Dr. A. Prakash, M.Com.,M.Phil.,Ph.D.
Dr. M. Shanmugam, M.Com.,M.Phil.,MBA.,M.Com(CA).,Ph.D.
Dr. R. Varalakshmi, M.Com.,M.Phil.,Ph.D.,SET.
Dr. S. Suresh, M.Com.,B.Ed.,MBA.,M.Sc(Psychology).,M.Phil.,Ph.D.
Dr. R. Vijay Anand, M.Com.,M.Phil.,Ph.D.,SET.
Dr. S. Amsaveni, M.Com.,MBA.M.Phil.,Ph.D.
Dr. T. Mariselvam, M.Com.,M.Phil.,MBA.,Ph.D.
Dr. R. Srinuvasan, M.Com.,M.Phil.,MBA.,Ph.D.,NET.,SET.
Dr. A. Mahendrakumar, M.Com, M.Phil.,Ph.D.
Dr. C. Dinesh Babu, M.Com.,PGDSBSA.,Ph.D.
Dr. S. Naresh, M.Com.,MBA.,M.Phil.,SET.,NET.,Ph.D. Dean of Research

Department of Corporate Secretaryship

Dr. G. Raju, M.Com.,M.Phil.,MBA.,M.A.(Eco).,M.A.(Eng).,Ph.D.,NET. : Head of the Dept.
Mr. S. Thoshi, M.Com.,M.Phil.,NET.,SET.
Dr. V. Pushpanathan, M.Com.,M.Phil.,SET.,Ph.D.
Dr. M. Amritha, M.Com.,M.Phil.,Ph.D.
Mr. D. Natarajan, M.Com.,M.Phil.,NET.,SET.
Dr. S. Balaji, M.Com.,PGDSBSA, Ph.D.,SET.
Dr. R. Ranjani, M.Com.,M.Phil.,Ph.D.
Dr. R. Rajamoorthi, M.A.,Ph.D.

Department of Commerce (Accounting and Finance)

Dr. K. S. Dineshkumar, M.Com.,M.Phil.,MBA.,Ph.D.,NET. : Head of the Dept.
Dr. S. Samuel Thangaraj, M.Com.,M.Phil.,MBA.,MA(PA).,MA(Eco).,M.Sc.(Psy).,B.Ed.,SET.,Ph.D.
Citizen Consumer Club Coordinator
Dr. M. D. Palanivel, M.Com, M.Phil, MBA.,BLIS.,Ph.D.
Dr. M. Subramanian, M.Com, M.Phil.,Ph.D.
Mrs. J. Aruna, M.Com.,M.Phil.,MBA.,NET.
Mr. R. Balakrishnan, M.Com.,M.Phil., SET.
Dr. A. Rahima Banu, M.Com.,MBA.,M.Phil.,PGDSBSA.,Ph.D.

Department of Business Administration

Dr. S. Gomathi, MBA.,M.Phil.,Ph.D.,NET. : Head of the Dept.
Dr. M. Lakshmi Devi, MBA.,M.Phil.,M.H.R.M.,M.Com.,Ph.D.,NET. ED Cell Coordinator
Dr. M. Jackulin, MBA.,M.Com.Ph.D.
Dr. K. Dharmaraja, MBA.,M.Com.,NET.,Ph.D.
Dr. W. Hannah Rubavathi, MBA.,M.Phil.,Ph.D.
Dr. Abraham Rajan, MBA.,M.Phil.,Ph.D.,SET.
Dr. R. Subashree, MBA.,M.Phil.,Ph.D.,NET,SET.
Mr. G. S. Anandhan, MBA.,M.Phil.SET.,NET.
Dr. M. Kameswari, MBA.,M.Phil.,Ph.D.
Dr. S. Janani, MBA.,M.Com.,Ph.D.
Mr. M. Rajasekar, M.B.A.

Department of Languages Tamil

Dr. P. K. Manimegalai, M.A.,M.Phil.,Ph.D. : Head of the Dept.
Dr. M. Rassul Jayapathy, M.A.,M.Phil.,Ph.D.,NET. - Controller of Examinations & Disciplinary Head
Dr. S. Premkumar, M.A.,M.Phil.,Ph.D.,NET RRC Coordinator
Dr. A. Dharmarajan, M.A.,M.A.(Linguistics).,B.Ed.,M.Phil.,Ph.D.,NET(JRF)
NSS Program Officer
Mr. S. Rajendiran, M.A.,M.Phil.,NET.
Dr. E. Prema, M.A.,M.Phil.,M.Ed.,Ph.D.,SLET.
Dr. A. Thiyagarajan, M.A.,M.Phil.,Ph.D.
Dr. R. Santhanakrishanan, M.A.,M.Phil.,Ph.D.,NET.
Mr. R. Anandababu, M.A.,M.Phil.,SET.
Mrs. Bavani. R, M.A.,M.Phil.,NET.
Dr. M. Krishnamoorthy, M.A.,M.Phil.,B.Ed.,PGDCA.,Ph.D.
Ms. M. Muthamizh, M.A.,NET.
Mr. S. Surya, M.A., NET.
Dr. S. Nalini, M.A.,B.Ed.,Ph.D.
Dr. M. Anbazhagan, M.A.,M.Phil.,NET.

French

Mrs. M. Balkish Beevi, MCA.,DELF.

Hindi

Dr. R. N. Sheela, M.A.,M.Phil.,Ph.D.

Librarian

Mr. C. Radhakrishnan, M.Sc(LIS).,M.Phil.

Department of Physical Education

Dr. T. Selvaganapathi,B.Sc.,M.PED.,M.Phil.,Ph.D. -Director of Physical Education
Mrs. B. Vanisree,B.Com.,M.PED. -Assistant Physical Director

IQAC Assistant Analyst

Mrs. R. Janani, B.Sc.

Assistant Research Analyst

Mr. Joel Anujan,M.Com

Class Timings

Shift - I

Period I 08.40 am to 09.30 am
Period II 09.30 am to 10.20 am
Period III 10.20 am to 11.10 am
Break 11.10 am to 11.25 am
Period IV 11.25 am to 12.15 pm
Period V 12.15 pm to 01.05 pm

Shift - II

Period I 01.35 pm to 02.25 pm
Period II 02.25 pm to 03.15 pm
Period III 03.15 pm to 04.05 pm
Break 04.05 pm to 04.20 pm
Period IV 04.20 pm to 05.10 pm
Period V 05.10 pm to 06.00 pm

Payment of Fee (last date)

First Term Fee 30th June 2026
Second Term Fee 1st December 2026

24. Communication to the Parents

24.1. Parents/Guardians are requested to co-operate with the College authorities in the formation of good character/discipline of their wards in maintaining regularity in attendance, progress in studies, etc.

24.2. Warning letters will be sent to the parents of the students who are irregular to college. Parents/Guardians are advised to check in person with the HOD/Principal periodically regarding the progress/attendance / behaviour of their wards.

24.3. Report on the performance in academics of the students will be communicated to the parents through post.

24.4. Change of address and/or change of contact number should be communicated immediately to the Principal/HOD in writing.

24.5. The parents/Guardians are requested to respond to all college communication immediately without any failure/delay for the refining of your wards. Otherwise your ward will be under pressure.

Procedure for Awarding Internal Marks

Course	Particulars	Marks
Theory Papers	Tests (best 2 out of 3)	10
	Attendance	5
	Seminars	5
	Assignments	5
	Total	**25**
Practical Papers	Attendance	5
	Test (best 2 out of 3)	30
	Record	5
	Total	**40**
Project	Internal Marks (best 2 out of 3 presentations)	20
	Viva-Voce	20
	Project Report	60
	Total	**100**

Procedure : Awarding Marks for Attendance (out of 5)
Attendance below 60% = 0 Mark, 61% to 75% = 3 Marks, 76% to 90% = 4 marks and above 91% = 5 Marks

SHIFT - II

Department of English

Dr. M. Ponmuthuramalingam, M.A.,M.Phil.,Ph.D.,PGCTE. : Head of the Dept.
CareTaking Officer, Army Wing
Ms. K. Minnie Jennifer, M.A.,M.Phil. Assistant Cultural Coordinator
Dr. S. Thanigaivelan, M.A.,M.Phil.,M.Sc.(Psy).,Dip. in Journalism, Ph.D.
Mr. S. M. Aditya, M.A.,NET.
Mrs. A. Anupriya, M.A.,M.Phil.

Department of Tamil

Dr. R. Suganthi, M.A.,M.Phil.,Ph.D.,NET. : Head of the Dept.
Mr. M. Karthick, M.A.,M.Phil.,NET. NSS Programme Officer
Dr. V. Subash, M.A., NET (JRF), Ph.D.
Dr. E. Rajesh, M.A.,M.Ed.,M.Phil.,Ph.D.,SLET.,DMC.
Dr. K. Sankardevi, M.A.,M.Phil.,Ph.D.

Department of Computer Applications

Dr. G. Manoharan, M.Sc.,M.Phil.,Ph.D.,SET. : Head of the Dept.
Dr. B. Kayathri, MCA,M.Phil.,NET.,Ph.D.
Mrs. M. Daisy Rani, M.Sc.,M.Phil.,NET.

Department of Computer Science

Mrs.D. Rubia Smilie, MCA.,SET. : Head of the Dept.
Dr. M. J. Bharathi, M.Sc.,M.Phil.,M.Tech(CSE).,Ph.D.
Dr. E. Kanimozhi, M.Sc.,M.Phil.,NET.,Ph.D.
Dr. A. Suganya, MCA.,M.Phil.,Ph.D.

Department of Business Administration

Dr. Jerlin Violet J, MBA.,M.Com.,M.Phil.,M.A(PMIR).,MSW.,B.Ed.,M.Th.,SET.,Ph.D. : Head of the Dept.
Dr. K. Ramprabha, B.E.,M.B.A.,Ph.D., PGD(Hosp. Mgt)., M.Com.
Dr. S. Abraham, BCS.,MBA.,M.Phil.,SET.,Ph.D.

Department of Commerce

Dr. Tamilselvan. S, M.Com.,MBA.,M.Phil.,Ph.D. : Head of the Dept.
Dr. S. Nagaraj, MBA.,M.Com(TM).,M.Phil.,Ph.D.
Dr. M. Kavitha, M.Com(CA).,M.Phil.,Ph.D.
Dr. P. Raja, M.Com.,M.Phil.,M.Ed.,MBA(G)., MBA(Fin).,Ph.D.

Department of Corporate Secretaryship

Dr. Sangeetha P, M.Com.,M.Phil.,PGDPM&IR.,Ph.D. : Head of the Dept.
Dr. Mythili.R, M.Com.,M.Phil.,Ph.D.
Dr. A. Boobalan, M.Com,M.Phil.,B.Ed.,Ph.D.
Mr. S. Ranjith, M.Com.,NET.,SET.

Department of Commerce (Bank Management)
Dr. V. Saravanan, M.Com.,MBA.,M.Phil.,M.Sc.(Psy).,PGDMM.,PGDIBO.,Ph.D.
Head of the Dept.
Mr. R. Deepak, M.Com.,M.Phil.

Department of Commerce (Accounting and Finance)
Dr. D. Shanmugam, M.Com.,M.Phil.,MBA., B.Ed., Ph.D. : Head of the Dept.
Mr. N. Venkatesan, M.Com.,M.Phil.,MBA.,B.Ed.
Mr. M. Kannan, M.Com.,M.Phil.,SET.,B.Ed.
Dr. Nishanth Munusamy, M.Com.,M.Phil., Ph.D.

Department of Commerce (Computer Applications)
Mr.Ahamed Ibrahim Haji S. M. A, M.Com.,M.Phil.,MBA.,PGDBM.,DCA.,NET. : Head of the Dept.
Mr. Thiruvarasamurthy. R, M.Com.,M.Phil.,NET.
Dr. Jayalakshmi. S, M.Com(A&F).,MBA.,M.Com.,M.Phil.,Ph.D.
Dr. E. Baskaran, M.Com.,MBA.,PGDSBSA.,Ph.D.

Department of Mathematics :HoD in-charge
Dr. K. Sivaselvan, M.Sc.,M.Phil.,Ph.D.
Dr. N. Sathiyamoorthi, M.Sc.,B.Ed.,M.Phil.,Ph.D.
Dr. Sangeetha R. V, M.Sc.,B.Ed.,M.Phil.,Ph.D

French
Mr. S. Deva Prashant, M.A.(French), DELF B1

System Analysts
Mr. C. Saravanan, Dip. in Electronics and Communication Engineering, MCITP.
Mr. P. Naveen Kumar, B.E.(ECE)

Office Assistant
Mrs. Laly Mathew

21. College Library - Rules & Regulations
21.1. Maintain silence and discipline inside the library.
21.2. Students must carry and produce their valid College ID card.
21.3. Mobile phones must be kept on silent mode; phone calls are not permitted inside the library.
21.4. Handle all books, journals, furniture and equipment with care.
21.5. Books must be returned on or before the due date. Late returns may attract a fine.
21.6. Do not write, underline, tear, fold or damage library books.
21.7. Lost or damaged books must be reported immediately and the prescribed cost may be recovered.
21.8. Food and beverages are strictly prohibited inside the library.
21.9. Library resources and computers must be used only for academic purposes.
21.10. Students must follow the instructions of the Librarian and library staff. Any misconduct may result in disciplinary action.

22. Cultural Fest/Celebrations
22.1. There shall be one cultural co-ordinator appointed by the Principal who will organise cultural fest within the college premises as well as send students to take part in the cultural fest organised by the other institutions.
22.2. There shall be two cultural fest organised by the College in an academic year. One, THOMFEST, an inter-collegiate cultural fest and THOMTALENZIA, an inter-departmental cultural fest.
22.3. The rules and regulations of each fest prepared by cultural co-ordinator and approved by the Principal.
22.4. All students are expected to take part in cultural fest and other celebrations organised by the College.
22.5. Students should not celebrate any function by themselves like Friendship day, Birthday, Valentine's Day, Annual day, Teachers day, New Year's Day, Holi, etc. within the College campus.
22.6. The fest/celebrations may be permitted only with the prior permission from the Principal and report to them after the event is over.

23. Sports and Games
23.1. For the promotion of sports, the College provides various facilities and encourages students to take part in various sports activities.
23.2. Students who are interested in sports and games may contact Director of Physical Education of the college for further process.
23.3. Students' College selection for sports & games and sending them for such activities shall be done with the recommendation of Director of physical education through Principal.

19.3. NSS Unit deputes volunteers to various Inter State Camps, National Integration Camps and also Inter State and National Cultural Festivals by the NSS officers with the approval from Principal.

19.4. The NSS may be permitted to conduct Programmes only with the prior permission from the Principal and report to him / her after the event is over.

20. National Cadet Corps (NCC - Navy & Army)

The NCC Naval Wing functions under the 4 (TN) Naval Tech. Unit NCC, Madras 'B' Group and was established in October 2021 (Coy No. FSFS/07/2021). The NCC Army Wing functions under the 1 (TN) ARTY BTY NCC Unit, Madras 'A' Group and was established in 2025 (Coy No. 02/SD/2025). Students undergo three years of NCC training. The College enrols both boys and girls, with a sanctioned strength of 50 cadets in the Naval Wing and 160 cadets in the Army Wing, including female cadets.

NCC parades are regularly conducted on the College campus from 6.00 a.m. to 8.00 a.m., with pre-parade meetings at the NCC Office. Cadets actively participate in Independence Day, Republic Day celebrations, competitions and camps such as Annual Training Camps (ATC), Republic Day Camp (RDC), New Delhi, Inter Group Competitions (IGC), National Integration Camps (NIC), Trekking Camps, Army Attachment Camps and Firing Camps, besides other training and leadership programmes.

Through the Youth Exchange Programme (YEP), outstanding cadets gain international exposure and opportunities to represent India. Cadets have visited Singapore, Sri Lanka, Bangladesh, Maldives, Russia, Taiwan and other countries.

Cadets also undertake social service and community outreach, including Anti-Drug and Anti-Plastic Rallies, Blood Donation Camps, orphanage and old-age home visits, Consumer Awareness programmes, Cancer and AIDS awareness campaigns, Tree Plantation Drives and other public awareness initiatives, fostering compassion, civic consciousness, leadership and social responsibility. Cadets are encouraged to complete the 'B' and 'C' Certificate Examinations, beneficial for careers in the Indian Army, Navy, Air Force and other uniformed services.

The Naval Wing is led by Associate NCC Officer Sub-Lieutenant K.Govindarajan, who completed the Pre-Commission Course for NCC Officers at OTA, Kamptee, Nagpur, from 13 August to 26 October 2022. The Army Wing is led by Dr. M. Ponmuthuramalingam, an NCC 'C' Certificate holder who completed the Selection Board process with eligibility for Direct Commission as ANO and is scheduled to attend the PRCN Course in 2027.

PRO

Mr. P.C. Oommen - Public Relations Officer

Principal's Office

Mrs. Kolady Smitha Simon, B.Sc.,(Zoo).,MA(PA)., B.Ed. - PA to Principal

Mrs. Mony Varghese - Principal's Office Assistant

Administration

Mrs. Sobha John, M.Com.,PGDCA.,DOA. - Administrative Officer

Mrs. S. Yasotha - Assistant - (Administration Office)

Mrs. S. Nithiya - Assistant - (Administration Office)

Mr. Santhakumar. V - Office Assistant

Mr. D. Deenadayalan. - Office Staff

Ms. Meha J, M.Sc. - Record Clerk

Mr. S. Venkatesh, B.Com. - Office Clerk (Scholarship)

Finance

Mrs. Vincy Mathew, B.Com. - Accounts Officer

Mr. M. S. Thiyagarajan, B.Com. - Senior Accountant

Mr. Biji K George - Senior Cashier

Mr. Siby Ponnanchan, B.Com. - Accountant

Mrs. V. Sugirtha, M.Com. - Assistant Accounts Officer

Campus Supervisor

Mr. B. Naveen

Supervisor

Mr. Biju P. S - Supervisor

Mrs. N.I. Silji - House Keeping Supervisor

Liaison Officer

Mr. M. Shahul Hameed - Liaison cum Office Staff

Maintenance

Mr. A. Karthick - Electrician & Plumber

Mr. C. Rama Subramanian - Electrician & Plumber

Mr. A. Amarnath - Plumber and Electrician

Store In-charge

Mr. Mario Joseph Alexander - Store Incharge (Viscom &EM)

Mr. Sujith Issaac Mathew, B.COM. - Store Incharge (Viscom & EM)

IQAC Supporting Staff

Mrs. Rani R

Lab Supporting Staff

Mrs. Shanthi N

Mrs. Shanthi R

Auditorium Supporting Staff

Mrs. Sharmila N

Attenders

Mr. Mohammed Siddiq+

Mr. Lingeshwaran. S

Supporting Staff

Mrs. Sarala K
Mrs. Kala. M
Mr. Samivel K
Mrs. Radha M
Mrs. Kuppammal D
Mrs. Malliga M
Mrs. Kavitha S
Mrs. Neela R
Mrs. Lakshmi M
Mrs. Krishinaveni. K
Mrs. Selvi. P
Mrs. Shanthi. A
Mrs. Kala. M
Mrs. Deepanjali. A
Mrs. Baby. N
Mrs. Alagurani. A
Mrs. Kannagi
Mrs. Akula Venkatalakshmamma. A
Mrs. V. Rani
Mrs. M. Selvi

16. Placement and Training Cell

16.1. The Dean - Placement Cell should arrange for training, summer internships and students placement through campus recruitment by inviting leading national and multi-national companies and provide job opportunities for our students.

16.2. The Cell may be permitted to conduct programmes only with the prior permission from the Principal and report to him / her after the event is over.

17. IIC and ED Cell

17.1. The IIC, The ED Cell Co-ordinator of the College shall conduct E programmes periodically in order to foster innovation and promote skills among the college students.

17.2. Then Cell strives to inspire and integrate a culture of innovation to help budding entrepreneurs realize their dreams to start up their own enterprises.

17.3. It refines the innovative and entrepreneurial skills like idea generation, opportunity evaluation, business modeling, cash flow, forecasting, negotiation & sales skills through hands on training, programs, mentoring and campus start-ups.

17.4. Further, it is also working towards building the leadership skills among the students to enhance their professional competencies.

17.5. The Cell may be permitted to conduct programmes only with the prior permission from the Principal and report to him / her after the programme is over.

18. Alumni Association

18.1. The office bearers of the Alumni association shall be nominated by the Principal in consultation with the president and Secretary of Alumni Association.

18.2. There shall be minimum of one alumni meet during each academic year.

18.3. Rules and regulations of Alumni association shall be recommended by the Principal and approved by the College Trust Board.

18.4. The association may be permitted to conduct Alumni meet only with the prior permission from Principal.

19. National Service Scheme (NSS)

19.1. The NSS Unit of the College organizes regular and special camps related to health and hygiene, literacy, environment, personality development, etc. for the development and welfare of Nation.

19.2. These camps are usually held outside the college in the adopted villages. These involve student volunteers in various youth- related seminars, workshops and training programmes.

13.5. Conduct of University Theory Examinations

Candidates are permitted to appear for the semester examination after the registration through online for examination in all courses according to the University regulations. The exam answer scripts will be handed over to the University of Madras by the examination cell.

13.6. Internal Assessment and Semester Examination

* There shall be two internal assessments and one model examination for each semester. The duration and maximum marks shall be finalised by the Principal.

*End semester examination shall be conducted as prescribed by the University of Madras.

* All students should get registered for the end semester examination.

* A student who does not pass the examination in any course(s) may be permitted to appear in such failed course(s) in the subsequent examinations to be held in October/November or April/May. However, students who have arrears in Practical examinations shall be permitted to take their arrear Practical examinations only in the respective semester.

* The marks secured in the internal, soft skills, non-major electives, laboratories, etc. should be discussed by the concerned HOD with the Principal periodically and final entry to be done only after his / her finalization.

* If any student is detained from the end semester examinations due to lack of attendance, non-payment of tuition and exam fees or any other reason must be reported to the Principal immediately.

* No student should be punished for the personal reason of faculties.

14. Organisation of Trips and Tours

Organisation of any study tour/ trip has to be routed through the PRO in consultation with the Principal and Vice Principal.

15. Counselling Cell

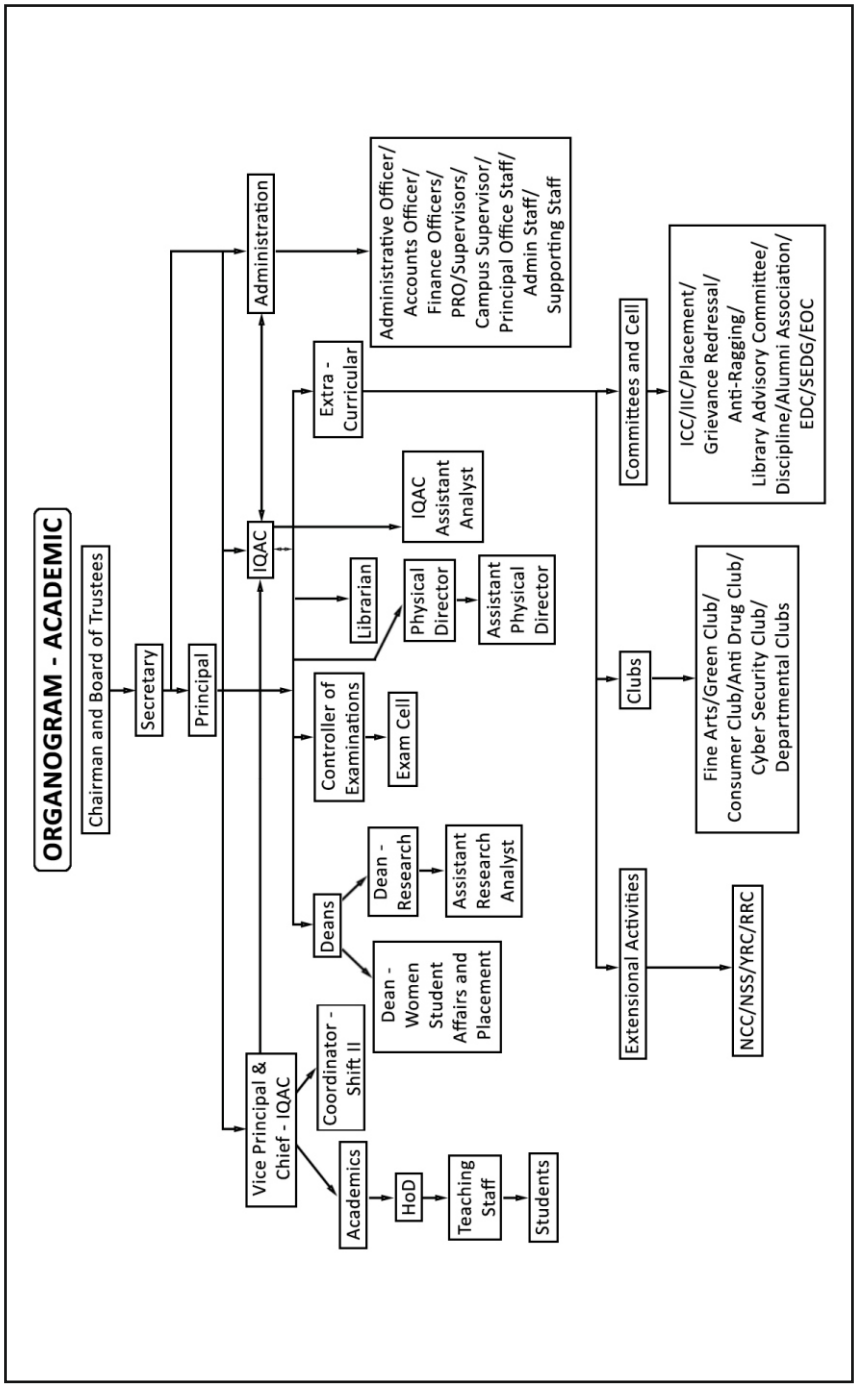
15.1. One full-time faculty will be nominated by the Principal as an Assistant Counsellor. He/she invites a qualified professional counsellor to meet the students periodically, at least once in a semester.

15.2. Students who require counselling may be recommended by the Department HODs and submit a list to the Assistant Counsellor of College to proceed further.

15.3. Counselling gives the students a chance to talk their minds. It enables them to understand the cause of anxiety more rationally and helps them to cope and deal with difficult situations.

15.4. All the matters discussed during the counselling are kept confidential.

15.5. The Cell may be permitted to conduct counselling only with the prior permission from the Principal and report of such meetings should be submitted to him confidentially soon after the counselling.



RULES AND REGULATIONS

1. Admission and Withdrawals

1.1 The Admission Committee shall scrutinise the applications and send provisional admission letter.

1.2. The Principal will approve the admission of a candidate.

1.3. An applicant who is selected for admission should submit the following documents:

(a) Original Transfer, Conduct certificates from the school or college they attended last

(b) Original mark statement and other certificates as indicated in the interview card (c) Photocopy of Community Certificate.

1.4. Candidates with qualifications from other Universities or Board should produce an eligibility certificate issued by the University of Madras at the time of admission.

1.5. The College does not take donations / capitation fees for admissions. All instances of demand for donations must be reported to the Principal in writing.

1.6. Students who are found to have obtained admission by false representation or wrong information will be summarily dismissed with forfeiture of all fees paid by them.

1.7. No student will be enrolled or permitted to attend classes until all the prescribed fees have been paid.

1.8. A student once enrolled for a course is expected to complete the same. He/she cannot withdraw from the college without informing the Principal in writing. Any student who wishes to leave the college during the middle of the academic year due to any reason will have to pay the whole course fees and any fees paid by him/her will not be refunded.

1.9. Fees due to the college will not be adjusted against the award of any scholarship that is expected from any of the agencies. Late payment of fees will incur a fine as determined by the college.

1.10. The college authorities reserve the right to cancel the admission of a student at any point of time without returning the fees, if there is any discrepancy between the certificates produced and the entries in the application or any suppression of facts is discovered.

2. Fee Regulations

2.1. The academic year for the purpose of fees has been divided into two terms/semesters.

2.2. Every student shall be liable to pay the whole fee for each term as long as his/ her name is on the rolls of the College.

2.3. The first term fee of each academic year has to be paid before 30th June and the second term before 30thNovember, every year.

13. Exam Cell

13.1 Mechanism of internal/external assessment is transparent and the grievance redressal system is time-bound and efficient.

St. Thomas College of Arts and Science has a transparent mechanism in conducting the internal / external assessments and in dealing with the issues that arise while addressing the grievances of the students. The internal assessment procedure is informed to the students in advance and their performance are brought to their notice on time and the areas where they lapse are pointed out by the concerned teachers. Thereby, they are asked to submit assignments or write class tests to enhance their performance. Finding out the root causes and the process of rectification are done in a stipulated duration. The data of this whole process is recorded regularly in the ERP.

13.2 The Examination Cell is an important part of the academic work

The work starts from the commencement of every academic year with a mention of the exact dates of the three internal assessments. Besides, the complete regulations regarding CIA including examination pattern and evaluation criteria published in academic calendar and college website help the students to have a clear picture of the internal assessments.

13.3 Conduct of Internal Assessment Tests / Model Examination

Students are given the opportunity to improve upon their performance through exam. Continuous Internal assessment (CIA): 40% for it motivates the students to study continuously. The break-up of Internal Assessment as prescribed by the University of Madras is as follows: 10 % through Class Tests; 10% through Assignments, Projects and Presentations; 5% through Attendance.

The subjects handling faculties are directed to prepare question papers as per University pattern. Preparation of Invigilation duty, Hall & Seating arrangements are made by the Controller of Examinations. There will be a process of overall result analysis. After the assessment being conducted by the COE, it is evaluated within a week and submitted to the principal. The marks are uploaded timely in the college portal thomas.ibossems.com. The faculties prepare the internal grade sheets and finally uploads the internal marks into the University portal.

13.4 Procedure for conducting University Practical / Viva Voce Examinations

University issues a circular to schedule the Practical examination. HODs prepare the examination time table and provide the details of Internal examiner and the External examiner. The external / internal examiner set the question papers, value the answer scripts and award marks. The mark statements are prepared and signed by both the examiners and it is sealed in separate covers along with question paper and handed over to the Exam Cell. The External and internal examiners conduct the viva voce for the project as per university protocol.

9. Any act that affects the mental health and self-confidence of a fresher or any other student.

c) As per the UGC recommendations:

"If any incident of ragging comes to the notice of authority, the concerned student shall be given liberty to explain and if the explanation is not found satisfactory, the authority would expel the student from the institution".

11. Women's Sexual Harassment Redressal Cell – Internal Complaints Committee

11.1. The Dean of Women Students Affairs and Placement Cell is designated to oversee complaints regarding any kind of harassment of women and report to the Principal for decision making.

11.2. College discourages any form of harassment based on gender and encourages students to give respect to fellow students without any discrimination.

11.3. While there may be free consultation between men and women students during class hours, emotional involvement between two persons, which is detrimental to studies, may be punished with dismissal.

11.4. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

11.5. If there is any kind of harassment, the College authorities would deal with the matter severely and accord due punishment.

11.6. The Cell will also look into the complaints received from staff members, if any.

12. Grievance Redressal Cell

12.1. Dean of Women Students Affairs and Placement Cell has to oversee complaints / grievance and report to the Principal for decision making.

12.2. The functions of Grievance Redressal cell are:

(i) To deal with matters relating to the redressal of genuine and valid grievances of the students concerning all academic and examination related matters and suggest corrective measures.

(ii) To make a systematic enquiry into any written complaint lodged by any student regarding his/her continuous internal assessment or Final examination mark and to suggest appropriate corrective actions.

12.3. The letter of Grievance will contain the name, roll number and class of the student and be duly signed with date. The letter of grievance may be handed over to the Dean.

12.4. The Dean shall collect and number the letter serially, go through the letter and arrange for the redressal of grievance of the students and report the same in the monthly meeting of Grievance Redressal Cell.

2.4. If a student leaves the college during the semester, he / she shall have no right to claim remission of any portion of the term fees.

2.5. The defaulters can pay fee with fine (late fee) as decided by the Principal.

2.6. Principal shall remove the names of the defaulters after serving due notice thereof.

2.7. Readmission shall be made on payment of prescribed fee.

2.8. Those who do not pay the fees will not be allowed to appear for the University examination.

3. Scholarship and Endowments

In order to help the under privileged and marginalised section of our student community, the following scheme of scholarship may be introduced.

3.1. His Grace Zachariah Mar Dionysius Scholarship: The College gives financial assistance through His Grace Zachariah Mar Dionysius Scholarship, named after the First Bishop of the Madras Diocese. Students belonging to the following category are awarded this scholarship:

(a) Students with good academic record as is recommended by HODs and approved by the Principal.

(b) Economically poor and the Management received recommendation to assist them.

(c) Orthodox Syrian Christian Community.

3.2. SC/ST Scholarship, Puthumai Penn, Thamizh Pudhualvan schemes of the Government of Tamil Nadu shall also be extended to the students as per the norms of Government of Tamil Nadu.

3.3. Sports Scholarship: Sports Scholarship through His Grace Zachariah Mar Dionysius Scholarship is also given to those categories of students who excel in sports.

3.4. Employee Ward Scholarship: This scholarship provides fee waiver for the wards of the employees of St. Thomas College of Arts and Science. The amount of scholarship shall be finalised by the Secretary as per the approval by the Trust Board.

3.5. Endowments: Endowments shall be instituted for the benefit of staff and students. Guidelines on instituting such endowments will be recommended by the Trust Board.

3.6. Madras University Free Education Scheme (MUFES)

Tuition and other Fees except Examination Fees are waived for FIVE students, based on merit and economic status Names of such students will be forwarded by the University of Madras.

3.7. St. Thomas Scholarship

St Thomas Orthodox Syrian Cathedral Parish Trust is proud to offer Educational scholarships for Students. Our Educational scholarships for aspiring students are a testament to our commitment to providing

individuals with the opportunity to pursue a world-class Education. The St. Thomas Scholarship is open to all students. St. Thomas scholarship is subject to approval by the TRUST. St. Thomas Scholarships are awarded to all the needy students. The St. Thomas Scholarship is only applicable to tuition fees. The Scholarship is only valid for the students in which the applicant has enrolled or applicant's duration of study at the St. Thomas College of Arts and Science, Chennai-107. The scholarship recipient must be enrolled as a full time student in St. Thomas College of Arts and Science.

4. Leave and Attendance

4.1. All the students are expected to attend all classes and secure 100% attendance. However, for unavoidable reasons such as medical, participation in sports, personal reason, etc., students can avail leave after obtaining due permission from the Head of the Department and Principal.

4.2. A student shall attend all the five periods of each working day. Attendance shall be taken every period as soon as the teacher enters the class. Students should be punctual to the classes (expected to be inside the classroom at least five minutes before the commencement of the class).

4.3. The students absenting themselves without informing the HOD for one or more periods will be considered as absent for the whole day.

4.4. The attendance position of the each student will be displayed on the College notice board every month.

4.5. Students have to produce medical certificates, if the leave on medical grounds exceeds three days.

4.6. Continued absence and irregularity of attendance will entail removal of name from the rolls of the college. A re-admission fee will be levied for the reinstatement of the names in the rolls.

4.7. Leave on Duty (OD): Leave on duty will be given only in the following cases:

a) Students who are permitted to take part in paper presentations/any academic activity.

b) A limited number of students will be permitted to take part in cultural, sports and other competitions in other colleges/institution on a 'first come, first serve' basis and the criteria of 'no arrears' may also be applicable as appropriate.

4.8. Leave on Duty (OD): Leave on duty will be given only in the following cases:

a) Students who are permitted to take part in paper presentations/any academic activity.

b) The Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions.

c) Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging and also make surprise raids in class-rooms, canteen and other hotspots in the College.

d) The Squad can investigate incidents of ragging and make recommendations to the Anti-Ragging Committee.

e) If there is any complaint on ragging, it will be referred to college Anti-ragging committee who will inquire into the alleged violation and accordingly suggest the action to be taken against the said student in consultation with the Principal. The Anti-ragging Squad by itself should not take any decision in this matter.

10.5. Legal Framework on Ragging

a) Ragging in any form is strictly prohibited and will be dealt seriously by the College authorities. The College has a proper redressal mechanism in place to deal with ragging. In case of ragging, student will be issued a Transfer Certificate immediately and a police compliant will be lodged to take suitable action as per the Tamil Nadu Prohibition of Ragging Act 1997.

b) Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

2. Indulging in rowdyism or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

3. Asking any student to do any act which such student will not, in the ordinary course, do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or mind of such fresher or any other student.

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

8. Any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

10. Anti-Ragging Policy

10.1. St. Thomas College of Arts and Science has zero tolerance towards ragging. Ragging in any form is strictly forbidden, and severe action will be taken against those who indulge in such activity as per the Tamil Nadu Prohibition of Ragging Act No.7 of 1997.

10.2. Anti-Ragging Committee

The College has an Anti-Ragging Committee with the following as its members:

Principal - Convener

Vice-Principal & Chief - IQAC

Coordinator (Shift - II)

Disciplinary Committee Head

Director of Physical Education

Senior Faculty (Women)

Senior Faculty (Men)

Senior Student (Boy)

Senior Student (Girl)

Inspector of Police

10.3. Roles and Responsibilities of Anti-Ragging Committee

a) Ragging complaint box is kept at the College Reception to enable the students to air their complaints in case of ragging.

b) At the beginning of the classes for the first year, special poster campaigns will be displayed at vantage points about the directions of the UGC and the Courts regarding the disciplinary action taken for ragging. Campaigns are conducted to sensitize the students to keep them away from the said social evils.

c) Specific instructions are given by the Principal to the Counsellors to counsel the students to desist from ragging. A list of students who need counselling to be submitted to the Assistant Counsellor of the College now and then.

d) Warnings of stringent disciplinary action against ragging are notified to students in the class rooms and the rules of the government regarding this are displayed in the notice board to discourage them from indulging in this anti-social activity.

e) The Anti-Ragging Committee of the College shall recommend to the Principal appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature & gravity of the incident of ragging. (f) Principal's decision is final in this aspect.

10.4. Anti-Ragging Squad

a) Anti-Ragging Squad is constituted consisting of faculties from various departments to render assistance to Anti-Ragging Committee and students. The members are nominated by the Principal for a maximum period of one year subject to the condition that they should not misuse the system and should not take undue advantage of it. They should cooperate with Anti-Ragging Committee and Principal. If found any violation, either the squad members will be revised or squad itself shall be dissolved.

b) The Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions.

b) A limited number of students will be permitted to take part in cultural, sports and other competitions in other colleges/institution on a 'first come, first serve' basis and the criteria of 'no arrears' may also be applicable as appropriate.

c) OD application should be forwarded by the respective staff co-ordinator to the Principal through the HOD of Department concerned at least one day in advance.

4.9. Attendance Regulations of University of Madras

Category A: Attendance Requirement

All candidates must put in 75% and above of attendance for both UG / PG to appear for end semester examinations (Theory / Practical).

Category B: Condonation of Shortage of Attendance

If a candidate fails to put in the minimum attendance (Percentage stipulated), the Principal shall Condone the Shortage of attendance up to maximum limit of 10% (i.e. between 65% and above and less than 75%) for all UG / PG courses after collecting the prescribed fee of Rs. 250/- each for Theory / Practical examination separately towards the condonation of shortage of attendance.

Category C: Not Eligible for Condonation of Shortage of Attendance

Candidates who have secured less than 65%, but more than 50% of attendance are Not Eligible for condonation of shortage of attendance and such candidates will not be permitted to appear for the regular examination, but will be allowed to proceed to the next year / next semester of the course and they may be permitted to take next University examination by paying the prescribed condonation fee of Rs. 250/- each for Theory /Practical separately.

Category D: Detained Students for want of Attendance

Candidates who have put in less than 50% of attendance have to repeat the course (byre-joining) for which they lack attendance without proceeding for II/III year as the case may be. Until they re-join the course and earn the required attendance for the particular semester / year, no candidates shall be permitted to proceed to the next year / next semester of the course under any circumstances. They have to obtain prior permission from the University to re-join the course.

In case of candidates who are admitted from the academic year 2013 –2014 earning less than 50% of attendance in any one of the semesters due to any extraordinary circumstances such as medical grounds, such candidates shall produce a Medical Certificate issued by an Authorized Medical Attendant (AMA), duly certified by the Principal of the college, and shall be permitted to proceed to the next semester and to complete the course of study.

Such candidates shall have to repeat the semester, which they have missed by re-joining after completion of final semester of the course & by paying the fee for the break of study as prescribed by the University from time to time.

5. Dress Code

Students are strictly instructed to adhere to the following dress code while attending the college.

5.1. All students must be neatly and modestly dressed.

5.2. Boys should wear formal outfits, like shirts and pants. Girls should wear salwarkameez/chudidhar with dhupata or saree. No other dress is permitted.

5.3. Students are instructed not to wear jeans, torn jeans, T-shirts, tight-fitting dress, low waist pants, pants with too many pockets, leggings, western outfits, transparent net dhupata, short tops, sleeveless dress, tops with net sleeves and similar dress.

5.4. Boys should trim their hair neatly. Long hair, growing beard, colouring/bleaching the hair, wearing stud earrings, fancy belts and beard are not allowed. Girls should tie their hair beyond shoulder length. Loose hair, colouring/bleaching the hair are not allowed.

5.5. In case of violation of above rules, the student concerned will not be allowed to attend the classes; they will be marked absent and action will be taken.

6. Identity Card

6.1. All students will be issued the College Identity Card after the admission into college.

6.2. Every student should wear his/her identity card (in an easily noticeable way) compulsorily when they are in the class and college campus.

6.3. ID card should be shown on demand to any teaching staff or security personnel.

6.4. In case of loss/damage, student should obtain duplicate ID card after paying prescribed fee immediately.

6.5. Student with proper ID will only be allowed to enter the College Campus and attend the class.

7. Disciplinary Rules

7.1. Student Decorum

An admission to the College carries with it the presumptions that students will conduct themselves as responsible members of the academic community. Every student should:

a) behave with proper discipline and must reflect a sense of responsibility within and outside the College campus. Academic misconduct as well as behavioural misconduct is strictly prohibited and any student indulging in the same shall face strict disciplinary action.

8.3. The College Disciplinary Committee may enquire the students to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct to the Principal. Principal's decision is final in this aspect.

a) WARNING- Indicating that the action of the said delinquent student was in violation of the rules and regulations and any further acts of misconduct shall result in severe disciplinary action.

b) RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

c) MONETARY PENALTY- It may also include suspension or forfeiture of scholarship / fee concessions for a specific time period.

d) SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various facilities unless permission is obtained from the HOD/Principal. Suspension may also be followed by possible dismissal of student.

e) EXPULSION - Expulsion of a student from the College permanently indicating prohibition from entering the College premises or participating in any student related activities, etc.

9. IQAC

To create quality, to maintain quality, to enhance quality in all spheres, the IQAC in the institution was constituted on 14th November, 2019. It functions under the Chairmanship of the Principal and comprises senior faculty members, Administrative representatives.

Vision:

To build and ensure a quality culture aimed at all round excellence at the institutional level.

Mission:

To channelize and systematize the efforts and measures of an institution towards academic excellence. To be the driving force for ushering in quality to remove deficiencies and enhance quality.

Goals:

To develop quality systems for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices

I) Any violations of the Sexual Harassment Policy of the College against other students of the College.

ii) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College.

iii) Possession or use of weapons, explosives, or destructive devices off-campus.

iv) Manufacture, sale, or distribution of prohibited drugs, alcohol, etc.

v) Misbehaviour in the public transport system, causing damages to public properties, disrupting traffic or causing annoyance to the public in any form.

vi) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

7.14. Rules Governing Laboratory and Studio

a) Footwear is not allowed inside the laboratories like Computer laboratories, Visual communication studio, Electronic media labs, etc.

b) Equipment used should be kept in their proper places and protected against dust and damage.

c) No DVD/Pen drive shall be brought from outside into the computer labs.

d) DVD/Pen drive, which belongs to the college, shall not be taken out under any circumstances. Hacking of any computer programme is illegal.

e) Printouts for study purposes shall not be taken without the permission of the staff in-charge of the laboratories, and without meting the cost of material, notes shall not be printed.

f) Equipment in the Visual Communication Studio shall not be taken out without the permission of the HOD/Principal, nor can it be used for personal and private purposes.

g) Each student will be permitted to use only the computer system which is allotted to him or her. He or she shall use it throughout the academic year.

h) Private belongings, books and other materials, including food packets shall be left outside before entering the lab or studio.

I) No private work shall be done with the use of the college equipment either in the studio or in the computer labs.

8. Punishment and Discipline Committee

8.1. If there is any complaint against student for a possible breach of code of conduct/violation of college rules and regulations, it will be referred to college discipline committee who will inquire into the alleged violation and accordingly suggest the action to be taken against the said student in consultation with the Principal.

8.2. The composition of the College Disciplinary Committee is as follows:
Principal -Convener, Vice Principal & Chief-IQAC, Coordinator - Shift II,
Disciplinary Committee Head, Head of the respective Department,
One lady faculty representative nominated by the Principal,
One SC/ST faculty representative nominated by the Principal and Director of Physical Education.

b) Every student is encouraged and expected to evolve, as a responsible citizen with commitment to uphold the dignity and image of the institution in which he/she is undergoing the course.

7.2. General Conduct

a) Students should use decent language and abstain themselves from using profane language, offensive body language and any form of discriminatory expressions.

b) All students must deter from indulging in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

c) Engaging in disorderly, lewd or indecent conduct, including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption at the College are strictly forbidden.

d) Students are expected to be courteous and polite in dealing with fellow students, faculty members and administrative staff.

e) Disrespect for teachers and other college staff both Teaching and Non-Teaching will entail serious disciplinary action.

f) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

g) Students should not engage in any trade or business activities within the college premises.

h) All students must deter from activities mentioned in clauses below that are considered as acts unbecoming of a student which are punishable.

(I) Any kind of inducement to any employee of the institution expecting undue favour.

(ii) Displaying any poster or distributing any pamphlet inside the campus of the institution without the approval of the authorities.

(iii) Sending petitions of complaints to outside individuals/ establishments without the approval of the authorities and without exhausting all the available redressal mechanism.

(iv) Theft or unauthorized access to others resources.

(v) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption at the College.

(vi) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

(vii) Any other conduct opposed to decency and public morals.

a) Character and conduct certificates cannot be claimed as a matter of right. The principal may refuse to issue these certificates without assigning any reason.

b) Entry into and exit from the College and hostel should only be through designated points/gates.

7.3. Circulars/Notice

Students must read the circulars displayed on the Notice Boards regularly. Ignorance of circulars/notices duly displayed on the Notice Boards shall not be accepted as an excuse for non-compliance.

7.4. Mobile Phones/Other electronic devices

Carrying and use of mobile phones and other electronic devices within the college premises are strictly forbidden.

7.5. Protecting College Property

a) Students are collectively responsible for protecting the property of the College. Any damages, wilfully or otherwise caused, should be made good by the students' community in a class or the college as a whole by way of common fine.

b) All students must deter from indulging in intentionally damaging or destroying College property or property of other students and/or faculty members.

7.6. Demonstrations and Strikes

a) Students shall not indulge in demonstrations and strikes inside and outside the college.

b) Students shall not participate in any form of intimidation, coercion or wrongful confinement or any violent activity which will prevent any student, employee or officer/authority of the institution from discharging their duties.

7.7. Political Activity

Political activity of any form inside the campus is punishable.

7.8. Joining/Forming Associations

a) Students shall not join or continue to be a member of any non- academic association or organization, the object or activities of which are prejudicial to the sovereignty and integrity of India, security of the State, or to public order, decency or morality or the interest of the Institution.

b) Students should not form any unions / associations based on politics, religion, caste, region, etc. Any clubs formed with the express permission of the Principal shall contribute to the constructive development of students.

7.9. Alcohol, Drugs and Weapons

a) Smoking in the campus is strictly forbidden. The college campus has been declared as a “No Smoking Zone.” Strict disciplinary action will be taken against students found indulging in smoking.

b) Possession and consumption of alcohol and illicit drugs inside the premises of Institution is strictly prohibited.

c) Students found inside the premises of Institution in a state of intoxication are liable for punishment.

d) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy inside the premises of Institution is prohibited.

7.10. (a) Collection of Funds

Staff / Students shall not raise any fund or make any collection in cash or kind without the prior and written consent of the Principal, Vice Principal & Chief-IQAC and the PRO.

7.10. (b) Sale of Books

As a policy matter, collection of funds for books or study materials or sale of books of the teachers inside is strictly prohibited.

7.11. Connection with Press / Radio / Television any Other Media

a) Students are not permitted to give press/media release without the prior permission of the College authorities.

b) Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.

c) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission from the college authorities.

d) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.

7.12. Parking a vehicle

a) Student cannot claim parking space as a matter of right. Student shall park their vehicle in the space provided.

b) The following are strictly forbidden

I) Parking a vehicle in a no parking zone or in an area earmarked for parking other type of vehicles.

ii) Rash driving on the campus that may cause any inconvenience to others. Standing in parking places and chatting during class hours.

7.13. Off-campus Behaviour

a) Student behaviour both inside and outside the college should be marked by self-dignity, courtesy and respect for elders.

b) College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this regulations, as if the conduct has occurred on campus which shall include