



Calendar 2021 -2022



**SRI VIJAY GROUP OF INSTITUTIONS**  
**Dharmapuri.**

Sri Vijay Vidyalaya College of Arts & Science for Women  
Dharmapuri

Sri Vijay Vidyalaya College of Education  
(B.Ed., & M.Ed.,) Dharmapuri

Sri Vijay Vidyalaya Teacher Training Institute  
Dharmapuri

Sri Vijay Vidyalaya College of Nursing  
Dharmapuri  
(B.Sc Nursing, M.Sc-Nursing & Post Basic B.Sc Nursing)

Sri Vijay Vidyalaya Mat. Hr. Sec. School  
Dharmapuri/Hosur/Tirupattur

Sri Vijay Vidyashram (C.B.S.E)  
Dharmapuri/Hosur/Tirupattur

D.N.C. Manivannan College of Education(Integrated B.Sc. B.Ed.)  
Nallampalli, Dharmapuri

Selvi Manivannan College of Education (B.Ed.)  
Nallampalli, Dharmapuri

Sri Vijay Vidyalaya College of Pharmacy(D.Pharm. &B.Pharm.)  
Nallampalli, Dharmapuri

Sri Vijay Vidyalaya College of Physiotherapy (B.P.T)  
Nallampalli, Dharmapuri

Sri Vijay Vidyalaya College of Arts & Science

**College Hours: 9.30 A.M to 4.00 P.M**

09.30	-	10.25 a.m.	-	I Hour
10.25	-	11.20a.m	-	II Hour
11.20	-	11.35a.m	-	Break
11.35	-	12.30p.m	-	III Hour
12.30	-	01.05p.m	-	Lunch Break
01.05	-	02.00p.m	-	IV Hour
02.00	-	02.55p.m	-	V Hour
02.55	-	03.05 p.m	-	Break
03.05	-	04.00p.m	-	VI Hour

**Administrative Structure:**

Chairman:

**Thiru D.N.C. Manivannan**

Correspondent:

**Tmt. Selvi Manivannan**

Director:

**Thiru M.Deepak**

Administrative officer:

**Mr. K. Vikraman**

Office Hours: 9.30 a.m. to 4.00 p.m.

**Visiting Hours:**

To meet the Principal : 10.30 a.m. to 4.00 p.m.

**(With prior appointment)**

**PERSONAL MEMORANDA**

Photo

Name in English :  
Name in Tamil :  
Date of Birth & Age :  
Blood Group :  
10<sup>th</sup> Mark :  
11<sup>th</sup> Mark :  
12<sup>th</sup> Mark :  
Branch : U.G / P.G  
Department :  
Roll No. :  
University Register No. :  
Father's Name :  
Mother's Name :  
Occupation :  
Marital Status : Married / Unmarried  
Parent's/Gaurdan's No :  
Permanent Address :  
  
Address for Communication :  
  
Coming by College bus : Yes/No  
If Yes, (Bus Number) :  
Name of the Bus Stop :  
Special Interest/  
Hobbies :

**PERSONAL MEMORANDA**

Photo

Name in English :  
Name in Tamil :  
Date of Birth & Age :  
Blood Group :  
10<sup>th</sup> Mark :  
11<sup>th</sup> Mark :  
12<sup>th</sup> Mark :  
Branch : U.G / P.G  
Department :  
Roll No. :  
University Register No. :  
Father's Name :  
Mother's Name :  
Occupation :  
Marital Status : Married / Unmarried  
Parent's/ Gaurdian Mobile no:  
Permanent Address :  
  
Address for Communication :  
  
Coming by College bus : Yes/No  
If Yes, Bus Number :  
Name of the Bus Stop :  
Special Interest/  
Hobbies :

## தமிழ்த்தாய் வாழ்த்து

நீரூருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீரூரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்

தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!

தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து  
செயல் மறந்து வாழ்த்துதுமே!  
வாழ்த்துதுமே!!  
வாழ்த்துதுமே!!!

## கொடிப்பாட்டு

தாயின் மணிக்கொடி பாரீர்-அதைத்  
தாழ்ந்து பணிந்து புகழ்ந்திடவாரீர்  
ஓங்கி வளர்ந்ததோர் கம்பம் அதன்  
உச்சியின் மேல் வந்தேமாதரம் என்று  
பாங்கின் எழுதித் திகழும் - செய்ய  
பட்டொளிவீசிப் பறக்குது பாரீர்  
கம்பத்தின் கீழ்நிறறல் காணீர் எங்கும்  
காணரும் வீரர் பெருந்திரள் கூட்டம்  
நம்பற்குரியர் அவ்வீரர் - தங்கள்  
நல்லுயிர் ஈந்தும் கொடியினைக் காப்பார்.

# **NATIONAL ANTHEM**

Jana-gana-mana-adhinayaka jaya he  
Bharata - bhagya – vidhata  
Punjaba – sindhuGujarata – Maratha  
Dravida – Utkala – Vanga  
Vindaya – Himachala – Yamuna – Ganga  
Uchchala – Jalasi – taranga  
Tavasubha name jage  
Tavasubha asisha mahe  
Gahetavajaya – hatha  
Jana – gana – mangala – dayaka – jaya he,  
Bhartha – bagya – Vidhata  
Jaya he, jaye he, jaya he,  
Jaya, jaya, jayajaya he.

## **MY PLEDGE**

- India is my country, all Indians are my brothers and sisters,
- I love my country and I am proud of its rich and varied heritage,
- I shall always strive to be worthy of it.
- I shall give my parents, teachers and all elders respect and treat everyone with courtesy.
- To my country and my people, I pledge my devotion.
- In their well-being and prosperity alone lies my happiness.

## இறைவணக்கப் பாடல்கள்

1. பாலும் தெளிதேனும் பாகும் பருப்புமிவை  
நாலும் கலந்துனக்குநான் தருவேன் கோலஞ்செய்  
துங்கக் கரிமுகத்துத் தூமணியே நீ எனக்குச்  
சங்கத்தமிழ் மூன்றும் தா
2. நாயகி நான்முகி நாராயணிகை நளின்பஞ்ச  
சாயகி சாம்பவி சங்கரி சாமளை சாதிநச்சு  
வாயகி மாலினி வாரகி சூலினி மாதங்கி என்(று)  
ஆயகியாதி உடையாள் சரணம் அரண் நமக்கே.
3. முன்பாகி நின்ற முதலே போற்றி  
முவாத மேனிமுகக் கண்ணா போற்றி  
அன்பாகி நின்றார்க் கணியாய் போற்றி  
ஆறேறு சென்னிச் சடையாய் போற்றி  
என்பாக எங்கும் அணிந்தாய் போற்றி  
யென்சிந்தை நீங்கா இறவை போற்றி  
கண்பாவி நின்றகனலே போற்றி  
கயிலைமலையானே போற்றி போற்றி
4. உடலாய் உயிராய் உலகம்அதுஆகிக்  
கடலாய்க் கார்முகில் நீர்பொழிவானாய்  
இடையாய் உலப்பிலி எங்கும்தான் ஆகி  
அடையார் பெருவழி அண்ணல்நின் றானே.
5. வானாகி மண்ணாகி வளியாகி ஒளியாகி  
ஊனாகி உயிராகி உண்மையுமாய் இன்மையுமாய்க்  
கோனாகியான் எனதென் றவரவரைக் கூத்தாட்டு  
வானாகி நின்றாயை என் சொல்லி வாழ்த்துவனே!

**SRI VIJAY VIDYALAYA COLLEGE OF ARTS AND SCIENCE**  
**(WOMEN),DHARMAPURI**  
**IMPORTANT RULES**

- Students must wear uniform properly on all the days If not, they will not be allowed inside the college campus.
- On the college premises and inside the buses students must wear their identity cards visibly.
- Students will be permitted to board only in the respective college bus of which number is mentioned in the bus pass.
- Mobile phones are not allowed on the college campus and buses. If any student is found in possession of a mobile phone, it will be seized and she will be penalized.
- Students must be present at the college in time.
- Late comers will not be allowed to enter the college campus.
- Students are not permitted to go outside the campus during the college hours.
- Prior intimation should be given before availing themselves of leave.
- Applying for leave of absence will not count for attendance.
- Students will be allowed to write the examinations only if they have 80% attendance.
- Students must write all the examinations without fail.
- Any student found indulging in any malpractice will be debarred from writing their examinations.
- Great care should be taken of college properties.
- Any damage to the college property by any student will be viewed seriously.
- Students must behave themselves in a dignified way.
- Those who disobey the above rules will be liable to dismissal from college.



## கல்லூரியில் கடைப்பிடிக்கப்பட வேண்டிய முக்கிய விதிகள்

1. மாணவியர் தினந்தோறும் கல்லூரிக்குச் சீருடையில் வரவேண்டும். சீருடை இல்லாமல் கல்லூரி வளாகத்தில் அனுமதிக்கப்படமாட்டார்கள்.
2. கல்லூரி வளாகத்திலும் பேருந்துகளிலும் மாணவியர் தங்கள் முகவரி அட்டையினை நன்கு தெரியும்படி அணிந்து வர வேண்டும்.
3. பேருந்து அட்டையில் குறிப்பிடப்பட்டுள்ள எண் உள்ள கல்லூரிப் பேருந்தில் மட்டுமே மாணவியர் அனுமதிக்கப்படுவர்.
4. கல்லூரி வளாகத்திலும், பேருந்துகளிலும் அலைபேசி அனுமதிக்கப்படமாட்டார்கள். யாதொரு மாணவியரும் அலைபேசி வைத்திருப்பது கண்டுபிடிக்கப்பட்டால் பறிமுதல் செய்யப்படும்.
5. மாணவியர் கல்லூரிக்குச் சரியான நேரத்தில் வர வேண்டும். தாமதமாக வருபவர்கள் கல்லூரி வளாகத்திற்குள் அனுமதிக்கப்படமாட்டார்கள்.
6. கல்லூரி வகுப்புகள் நடக்கும் போது மாணவியர் கல்லூரி வளாகத்திற்கு வெளியே செல்ல அனுமதியில்லை.
7. மாணவியர்கள் விடுப்பு எடுப்பதற்கு முன் அனுமதி தேவை. விடுப்பு எடுப்பது வருகைச் சதவீதத்திற்கு கணக்கில் எடுத்துக் கொள்ளப்படமாட்டாது. 80 சதவீதம் வருகை இருந்தால் மட்டுமே தேர்வு எழுத அனுமதிக்கப்படுவர்.
8. அனுமதிக்கப்பட்ட மாணவியர் அனைவரும் எல்லாத் தேர்வுகளையும் கட்டாயம் எழுத வேண்டும்.
9. தேர்வில் ஏதாவது தவறிழைத்து மாணவியர் பிடிபட்டால் தேர்வு எழுதுவதிலிருந்து நிறுத்தப்படுவர்.
10. மாணவியர் பிறர் வகுப்பறைக்குள் நுழையக்கூடாது. ராக்கிங் மற்றும் மாணவியரைத் துன்புறுத்தல் போன்ற செயல்களில் ஈடுபடும் மாணவியர் தீவிர தண்டனைக்குள்ளாவர்.
11. ஏதாவது பிரச்சினை இருந்தாலோ அல்லது வகுப்பாசிரியர் உத்தரவின் பேரிலோ சம்பந்தப்பட்ட மாணவியர் தங்களது பெற்றோர்/காப்பாளரை மட்டுமே அழைத்து வர வேண்டும்.
12. கல்லூரியில் உள்ள பொருட்களுக்கு மாணவியரால் எந்தவித பாதிப்போ அல்லது சேதாரமோ இழப்போ ஏற்பட்டால் அந்த நஷ்டத்தினை மாணவியரிடமிருந்து வசூல் செய்து சரிக்கட்டப்படும்.
13. மாணவியர் நல்ல முறையில் தங்களை நடத்திக் கொள்ளவேண்டும்.
14. மாணவியர் இவ்விதிகளையும் மேலும் இன்னும் ஏற்படுத்தப்படும் விதிகளையும் கட்டாயமாகக் கடைப்பிடிக்கவேண்டும்.
15. இவ்விதிகளை கடைப்பிடிக்காத மாணவியர் கல்லூரியிலிருந்து விலக்கப்படுவர்.



## **SRI VIJAY VIDYALAYA COLLEGE OF ARTS & SCIENCE**

Sri Vijay Educational Trust was founded in the year 1987 by Sri D.N. Chinnasamy. Later it was extended into Sri Vijay Vidyalaya Education trust by his elder son Thiru. D.N.C. Manivannan, who is an Educationist and Philanthropist par excellence and also the founder of Sri Vijay Vidyalaya Educational Institutions in the Town of Dharmapuri, Hosur & Tirupattur.

Sri Vijay Vidyalaya College of Arts Science was started with an affiliation from Periyar University, Salem in July 2009, with 250 students & 11 teachers in the campus of Gandhi Nagar School, Dharmapuri.

In the year 2010, this institution entered into their own campus. Currently it has many facilities such as well modern equipped laboratories and well maintained campus, quality programmes and library services. Our institutional reputation reflects the quality & dedication of its administration and faculties in their commitments to meet the needs of the communities and students it serves. At present the college offers 26 (UG) Courses, 12 (PG) Courses, 9 (M.Phil.) Programmes and 7 (Ph.D) Programmes.

### **Result:-**

So far the College has achieved excellent Academic progress in Periyar University Examinations. Our College overall pass percentage was 100 % for U.G Courses and 100% for P.G Courses and M.Phil. Our college achievements have touched crescendo by the attainment of Gold Medals, Rank Holders in various UG, PG Courses and M.Phil. Programmes. In addition our college Students of various departments Over All Achievements are **53 Gold Medals, 523 University Ranks Holders and 7832 Placed Students** have secured centum so far.

### **Academic Achievements:-**

In the recent year 2017 National Assessment and Accreditation Council (NAAC) was fully satisfied with the facilities and services provided to the student's community and has authorized our college with the **credit points of 3.10**. Prior to the

above status, our college was recognized as 2(f) and 12(b) status under UGC, Act 1956. This enables the staff and research scholars to Pamper themselves to take initiative in research work with the obtainment of stipend sponsored by the UGC, CSIR and other research promotion institutions. The College encourages our students to participate in various Inter collegiate meet and association programmes. In such events students get lots of prizes and cash awards and bring laurels to our institution.

### **Alumni Association:-**

Alumni were properly registered on the 7<sup>th</sup> June 2017, under the Tamil Nadu Societies Registration Act 1975 by the college for the benefit of former students. Alumni create better relationship among the students and to remain as part of it.

### **Internal Quality Assurance Cell (IQAC):-**

IQAC has also been established for realizing the goals of quality enhancement and sustenance. The main aim of the cell is to develop a system for conscious, consistent and catalytic improvement in the academic excellence of institution. The President of the cell is **Dr.K.BALASUNDARAM**, Coordinator of the cell is Dr.S.Sivakumar, Management Representative is Mr.M.Deepak,(Director). Other university Representative are Dr.C.Selvaraj, Professor and Head, Department of Mathematics, Periyar University, Dr.A.Muthusamy, Professor, Department of Mathematics, Periyar University, Dr.R.Raja, Assistant Professor and Head i/c, Ramanujan Centre for Higher Mathematics, Alagappa University and Dr.S.Rameshkumar, Assistant Professor, Department of Chemistry, Sri Vasavi College, Erode. IQAC conducts its periodical meeting once in every three month of a year.

### **Sports Achievements:-**

Our institution focuses not only on Academic development activities but also on development of sports activities too. In 2018-19 Our students participated in Table Tennis held at Periyar University and won medals.

Our students participate district level CM Trophy won 3<sup>rd</sup> place in Volleyball and 2<sup>nd</sup> place in Table Tennis. 1<sup>st</sup> place in 75kg Weightlifting competition, **3<sup>rd</sup> place in Discuss Throw and 2<sup>nd</sup> place in Shot put.** got medals and certificate from Tamilnadu Higher Education Minister Mr. K.P.Anbalagan. **And then Our students participated in National Level Throw ball competition.**

## **Student Development Programme:-**

### **1. Academic facility offering:-**

Our College provides Tutorial assistance in academic skills development on a walk-in, scheduled or referral basis as well as workshops on a variety of topics. Study skills, note taking, practice and awareness of time management are offered in each semester.

### **2. Placement Cell:-**

Our College organizes separate Placement Training Classes for all students regularly. In the academic year 2020-2021, Mega Job Mela and other campus interviews were held among them previously 1403 students were placed in various companies like TCS, WIPRO, IDBI, Aegis, Kotak Ltd. etc.

### **3. EDP Cell:-**

Our College has an “Entrepreneurial Development Programme” cell to create awareness among our students and motivates them to become successful Future Entrepreneurs by offering various Training Programmes.

### **4. ICWA & CA Awareness Program:-**

This programme offers various opportunities and awareness camps especially for Commerce and Management students to pursue high level professional courses like C.A/ICWA.

### **5. Orientation Programmes:-**

Our College is committed to equal educational opportunities and fortify commitment through a programme of active affirmation of Diversity. Various activities like Guest Lectures, Seminars, Communicative and Spoken classes, Workshops and so on are conducted department wise regularly.

### **6. Extra Curricular Activities:-**

The following are:

- Cultural Programmes
- Communication Class
- Quantitative Aptitude Class
- NSS, YRC, RRC & Consumer Clubs
- Tailoring and Beauty Care

## 7. Certificate courses

Our College offers various certificate courses such as:

- Tally with GST Course,
- Typewriting Course,
- Basic Computer Courses,
- Beautician Courses,
- Handicraft Courses.

## 8. Students Welfare Committee:-

The welfare of the students is given paramount importance in our college. As such, a student welfare committee exists in each department to have the crucial responsibility of ensuring the physical and mental well-being of its students.

## 9. Faculty Development Program:-

Our institution provides orientation programmes for the members of various faculties in each semester.

## 10. Anti-Ragging Curb Committee :

From the beginning of this college till date no ragging among the students has been observed. Also no complaints regarding ragging has been received from any students. But still ragging committee has been constructed and is functioning according to the directions given by District Collector.

**Dr. K.Balasundaram** - Principal and is the Chairman of the Anti Ragging Committee.

**Mr.R.Veeramani** – HOD (PHYSICS) - Member

**The College at present offers the following courses of study:**

### U.G. Courses

B.A Economics	B.Sc. Mathematics
B.A Tamil	B.Sc. Physics
B.Com[CA]	B.Sc. Chemistry
B.A English	B.Sc. Computer Science
B.Com	B.C.A
B.A History	B.Sc. Botany
B.B.A	B.Sc. Zoology
B.Sc. Nutrition and Dietetics	B.Sc. Statistics
B.Sc. Textile and Fashion Designing	B.Sc. Geology
B.Sc. Hotel Management and Catering Science	B.Sc. Geography
B.Com. Accounting and Finance	B.Sc. Microbiology

B.A Sociology

B.Sc.Information Science

B.Sc.Psychology

B.Sc.Bio Technology

### **P.G. Courses**

M.Sc. Mathematics

M.Sc. Physics

M.Sc. Chemistry

M.Sc. Computer Science

M.Sc. Botany

M.Sc.Zoology

M.Com

M.A. English

M.A Tamil

M.A History

M.S.W

### **M.Phil –Courses**

M.Phil- Commerce

M.Phil- English

M.Phil- Tamil

M.Phil- Botany

M.Phil- Maths

M.Phil- Physics

M.Phil- Chemistry

M.Phil- Computer Science

M.Phil- Zoology

### **Ph.D – Programmes**

Ph.D – Physics

Ph.D – Chemistry

Ph.D – Computer Science

Ph.D – Maths

Ph.D. – English

Ph.D – Commerce

Ph.D – Tamil

### **Vision:**

To empower women through education providing the knowledge, skills and self-confidence necessary to fully participate in the development process.

### **Mission:**

- To provide quality education at the highest standards promoting multidisciplinary research in applied areas of Arts & Science.
- To provide the necessary infrastructure and facilities for the students and to create conducive environment for their progress.
- To conduct training programs, seminars, conferences, extracurricular activities and placement training to help students progress beyond their potential and guide them to achieve their dreams.

**Motto:**

DISCIPLINE, COURAGE AND EXCELLENCE.

**Mantra:**

Think Big

**Core values:**

- ❖ We behave in a manner consistent with our core values.
- ❖ We are honest, open and truthful in our statements and actions.
- ❖ We strive to provide the most accurate information available in all communications.
- ❖ We work in harmony with one another.
- ❖ We respect the shared governance decision-making process.
- ❖ We welcome and embrace individuals and groups of varied backgrounds, we strive to achieve excellence in all spheres of education.
- ❖ We set high goals and achieve them.
- ❖ We consistently perform above our own and other's expectations.
- ❖ We provide exceptionally good service to all.

**Infrastructure:**

- ❖ Spacious Class Rooms well furnished with Modern Facilities.
- ❖ Hi-Tech Digital Equipments for Science Laboratories.
- ❖ Full-Fledged Computer Laboratory with 200 Systems with Hi-Tech configuration of 42 Mbps speed internet Connectivity.
- ❖ Separate UG & PG Laboratories.
- ❖ Office, laboratories & libraries are all computerized for faster & better services.
- ❖ E-Library housing over 50,000 books & 100 National & International Journals, CD'S, Videos.
- ❖ Separate Research wing for Ph.D & M.Phil. Dissertation for ready reference.
- ❖ Three Seminar Halls [A/C] with well equipped gadgets like LCD, OHP, and Multimedia Systems.
- ❖ Purified Drinking Water facility in College and Hostels.
- ❖ On Campus Hostel Facilities with well-furnished accommodation.
- ❖ Excellent facilities for all Sports & Games.
- ❖ Well planned canteen services.
- ❖ Adequate vehicle parking space available with security.
- ❖ Availability of stationery at the college.

## **LIBRARY:**

- The library is kept open from 9.30 AM to 4.00 PM on all working days without any break.
- Strict silence should be observed in the library.
- Personal belongings such as bags, Tiffin boxes, notes etc should be left at the entrance of the library.
- Digital Electronic Library adjoined in the library hall with the facilities of 30 systems providing simple and smooth access to the resources. It provides free access to the various journals and websites.
- Members of teaching faculty can borrow up to 5 books at a time.
- Bar code is embedded in the students' identity card. Students can obtain books by showing their id card. 2 Books, 3 Books and 5 Books will be issued to the UG, PG and M.Phil. Students respectively. The same will be the procedure for the staff members to obtain books.
- Lending Period  
For Staff - 15 days  
For Students:UG-15 days, PG- 15 days& M. Phil – 15 days
- Books may be renewed for a further period if there is no demand for them from other students.
- Reference Books such as dictionary, encyclopedia and books labelled as books for reference, will not be lent.
- Students should not damage, write or make any mark on any books or periodicals belonging to the library.
- If a book is lost or missed, the borrower shall either pay 2 times of its cost or replace it with a new copy immediately.
- Students must examine the books on receiving it and report to the librarian about any damage found therein. Otherwise, the borrower will be responsible for the damage.
- Sub-lending of books is also forbidden.
- Students should return all books borrowed from the library one week before the last working day of the academic year.
- Theft, vandalism and destruction of library books, journals and related materials are also considered as serious offences and those who cause such offences will be dealt with seriously.



- Students should take care of their purses, key bunches, diaries, notebooks etc. while they are in the library. The library is not responsible for any claim of loss or damage to such articles.

### **Medium of Instruction:**

The medium of instruction is English.

### **Admission Procedure:**

The prospectus and application form will be issued during the 1<sup>st</sup> week of May of every Academic Year.

### **Registration:**

Filled in application forms for admission should reach the Principal with in three days from the date of issue.

Students seeking admission should enclose the following Original certificates and five Photostat copies of each certificate.

1. 10<sup>th</sup> Mark sheet.
2. 11<sup>th</sup> Mark sheet.
3. +2 Mark sheet.
4. Transfer Certificate.
5. Community Certificate.
6. Four passport size photos & two stamp size photos.

### **College fee:**

The academic year is divided into two semesters as Odd semester (June, July, August, September, October and November) & Even semester (December, January, February, March, April and May)

Fees will be collected in the month of June & December of every year. Fees once paid will not be refunded. Any student who leaves in the middle of the course should pay the fees for the whole course.

Fees once paid are neither refundable nor transferable under any circumstances. Withdrawal of the certificate is permitted on receipt of a request in writing from the parent clearing all fee arrears. It will be issued within 7 days after all dues are cleared.

**Working days:**

The college will work from Monday to Saturday.

Class hours: 9.30a.m to 4.00.p.m

**Uniform code:**

Students should wear uniform saree for all working days.

**Punctuality:**

Students should be punctual. Late comers will be dealt with severe action.

**Attendance:**

80% attendance during each semester is a prerequisite for attending the semester examinations. The college has the right to withhold the students in case the minimum requirement is not fulfilled.

**Absenteeism:**

Students may be absent from college only for essential and important reasons, such as illness or an emergency in the family. Parents must co-operate with the management in following this.

Leave letters should be duly signed by the parents. Absence for more than 3 days require a medical certificate.

In the event of planned absence, parents are requested to seek prior permission of the Principal.

**Tutorial system:**

All staff members will take care of the academic progress of each student.

**Parents:**

Changes in the address of parents must be intimated in writing. Parents are welcome to visit the college during working hours and give suggestions for the all-round development of the students and college as well.

Parents involvement and commitment is an important factor in enhancing the learning process. They are encouraged to meet the HODs after the completion of each Internal Examination.

The college is not responsible if they fail to see the progress card of the respective student.