



# Holy Cross College (Autonomous)

Accredited with A<sup>++</sup> Grade (CGPA 3.53 - V Cycle) by NAAC  
Affiliated to Manonmaniam Sundaranar University, Tirunelveli  
ISO 9001 : 2015 Certified Institution  
**Nagercoil - 629 004**

## HANDBOOK

2025-2026



**NAAC A<sup>++</sup>  
ACCREDITED**



**THEME FOR THE ACADEMIC YEAR 2025 - 2026**

International Collaborations

Competitive Examinations

Intercollegiate Competitions



# **HOLY CROSS COLLEGE**

(Autonomous)

Accredited with A++ Grade (CGPA 3.53 - V Cycle) by NAAC

**Nagercoil - 629 004**

## **HANDBOOK 2025-2026**

### **CONTACT**

Secretary : 04652-261473 (O)  
Principal : 04652-261473 (O)  
Controller of  
Examinations : 04652-264340 (O)  
College Hostel : 04652-260897  
Fax : 04652-260704  
E-mail : [holycrossngc@yahoo.com](mailto:holycrossngc@yahoo.com)  
College Website : <https://holycrossngl.edu.in>

## PERSONAL MEMORANDA

Name .....

Name of the Programme .....

Year of study .....

Register Number .....

ABC Number .....

UMIS Number .....

Date of Birth .....

Blood Group .....

Father's Name .....

Mother's Name .....

Phone Number .....

Address of Residence / Hostel / Guardian

.....  
.....  
.....  
.....

E-mail id .....

Aadhar Number .....

Bank Account Number .....

Vehicle Number .....

*Signature*

## MOTTO

IN CRUCE ET MARIA SPES NOSTRA  
*"In the Cross and Mary is our hope".*



## VISION

Imbibing the Spirit of the Holy Cross, the institution envisions a harmonious society by empowering young women for global competency and ecological sustainability through a holistic approach with innovative skills.

## MISSION

1. To provide quality education and to promote scholarly activities catering to global competency.
2. To nurture participatory leadership to enhance social consciousness and social responsibility.
3. To uphold ethical values of love, truth and justice, personal accountability and transparency through professional commitment.
4. To create global professionals and entrepreneurs with innovative spirit and zeal.
5. To create empowered women of competence, commitment and compassion.
6. To instill in staff and students the awareness of interconnectedness between human and nature.
7. To offer accessible and affordable education to the students.



## **NATIONAL PLEDGE**

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

## **NATIONAL ANTHEM**

Janagana-mana-adhi-nayaka-Jayahe  
Bharata-bhagya-vidhatha  
Punjaba-Sindu-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala -Yamuna-Ganga  
Uchchala-Jaladhi-taranga  
Tava suba name Jage  
Tava subha asisa mage  
Gahe tava jaya gatha  
Jana-gana mangala dayaka Jayahe  
Bharata - bhagya - vidhata  
Jayahe, Jayahe, Jayahe  
Jaya, Jaya, Jaya, Jayahe

**- Rabindranath Tagore**

## தமிழ்த்தாய் வாழ்த்து

நீராரூங் கடலுடுத்த நிலமடந்தைக் கெழீலொழுக்கும்  
சீராரூம் வதனமெனத் திகழ்பரதக் கண்டமீதில்  
தெக்கணமும் அதிர்ச்சிறந்த திராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!  
தமிழணங்கே!  
உன் சீரீளமைத் திறம்வியந்து  
செயல்மறந்து வாழ்த்துதுமே!  
வாழ்த்துதுமே!  
வாழ்த்துதுமே!

- 'மனோன்மனையம்' பெ. சுந்தரம்பிள்ளை

## கல்லூரி வாழ்த்து

எம் திருச்சிலுவைக் கல்லூரி  
வாழ்க என்று வாழ்த்துவோம்  
வளர்க என்று போற்றுவோம்  
எம் திருச்சிலுவைக் கல்லூரி

(1)

கல்வியாளும் கலைகளாலும் ஆளுமையை உருவாக்குவோம்  
கடமையும் கண்ணியமும் இருவழியாய்க் காத்திடுவோம்  
புதிய வாழ்வு புதிய பூமி காண்போமென்றும் உறுதியாய்  
உரிமை கொண்ட மாதராக வீறுநடை போடுவோம்

(எம் திருச்)

(2)

இந்தியாவின் ஒருமைப்பாட்டை இதயங்களில் விதைத்திடுவோம்  
சொந்த மண்ணில் சேவைப்பயிரை விண்ணுயர வளர்த்திடுவோம்  
சிந்தை மீட்டும் கருணையே செயல்கள் நாட்டும் அமைதியே  
சிலுவை காட்டும் பாதையிலே வாழ வழி காட்டுவோம்

(எம் திருச்)

## COLLEGE ANTHEM

### In the Cross and Mary is Our Hope

Life flows in the Crossian campus  
Fluting a song in questing souls  
Our waking dreams bring the promise  
of petals in the spring.

Our spirits get ignited  
We stay connected and united  
We are flames of Crossian lamps  
Lighting knolls, valleys and swamps.

Reaching out to the unreached lot  
We sing our way to infinite heart  
With knowledge, truth, love and care  
We serve and salve humans far and near.

Love, light, bliss and peace  
Drizzle upon us their eternal grace  
Intuitive wisdom lights our way  
Our souls go aflame everyday...

As we the Crossians know  
The daughter of Chavanod is the seed  
Of this great green institution  
And in her footprints let us lead.

In the Cross and Mary is our hope!  
In our path to self-discovery  
Research, Arts, Science and Poetry,  
Holy Cross holds the key to Victory!

## PRAYER BEFORE CLASS

O God, source of all wisdom, I thank you. I offer you my studies  
and all that I do. Enlighten my mind and strengthen my will. Help me  
to live in your presence. - Amen

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## THE CONGREGATION OF THE SISTERS OF THE CROSS OF CHAVANOD



**Mother Claudine Echernier**

*Foundress of the Congregation*

The Congregation of the Sisters of the Cross of Chavanod, founded in 1838, owes its origin to a humble young lady from Savoy, France, Claudine Echernier by name. She was helped and supported in this work by Father Mermier, the Founder of the Missionaries of St. Francis de Sales. Born on the 29<sup>th</sup> of May 1801, at Feternes a rural parish at Savoy, in a family richer in faith than in possessions, Claudine evinced from her young age an astonishing thirst for knowledge and spiritual sensibility. Grippled by deep personal love for crucified Jesus Christ, she responded to God's call and decided to belong entirely to God and serve the neighbourhood.

With unshakeable faith in the providence of God and being inspired by the courage of Mary at the foot of the Cross and with the guidance of Fr. Mermier, the founder of the Missionaries of St. Francis de Sales, Mother Claudine Echernier dedicated her life to eradicate the ignorance and misery of women.

## HISTORY OF THE COLLEGE



### **Rev. Mother Marie Cecile Vionnet**

*Foundress of the College*

Holy Cross College (Autonomous), Nagercoil, is a Catholic College established and administered by the Congregation of the Sisters of the Cross of Chavanod. The college is under the religious jurisdiction of the Catholic Bishop of Kottar.

Holy Cross College, the first Women's College in Kanyakumari District was inaugurated on 2<sup>nd</sup> August, 1965. The college campus has an area of about 20 acres with large playgrounds and buildings.

Most Rev. Dr. Roch Agniswamy identified the urgent need to have an exclusive women's college in Kanyakumari District and in response to the proposal by the then Superior General Rev. Mother Yvonne Lavorel (France), responded positively. Rev. Mother Marie Cecile Vionnet, the then Provincial of Trichy, along with her dedicated band of sisters, established this great institution despite severe financial constraints and other difficulties.

The College which was first affiliated to Madras University, started with the Pre University Course (PUC) and offered the following subjects.

Part I - English

Part II - Tamil, Malayalam and French

Part III - Mathematics, Physics, Chemistry.

Physics, Chemistry, Biology.

History, Economics, Advanced Languages.

The College was raised to a first grade college in 1966 and got affiliated to the Madurai Kamaraj University. It began to offer undergraduate programmes in Mathematics, Physics, Chemistry, Botany, Zoology, History, Economics, Commerce and English and Post graduate (PG) programmes in Mathematics, Physics, Zoology and English. Since 1990, the college has been affiliated to Manonmaniam Sundaranar University, Tirunelveli.

The College was conferred Autonomous status in 2007 and Extension of Autonomy was granted in November 2016. The college has undergone four cycles of accreditation by the National Assessment and Accreditation Council. In the fourth cycle the college is awarded 'A+' grade with CGPA 3.35.

### **Name of the Educational Agency**

Congregation of the Sisters of the Cross of Chavanod (France) - Province of Madurai.

**Name of the Trustees** : Nil.

**Name of the Secretary** : Dr. Sr. M. Mary Gilda

**Address** : Holy Cross Convent, Nagercoil - 4.  
Telephone No.: 04652-260709

**Name of the Principal** : Dr. Sr. S. Sahayaselvi  
Telephone No.:04652-260709

**Year of Establishment** : 1965

**G.O. No. permitting the opening of the College:** A-3179, Registrar of University of Madras.

**Copy of G.O. / Govt. letter permitting change in name and / or change of site / G.O. permitting to continue at temporary site:** Not applicable.

### **NAAC Accreditation**

- ❖ **I Cycle of Accreditation:** Accredited at the 4 Star level on 01.02.1999.
- ❖ **II Cycle of Accreditation:** Accredited at the B<sup>++</sup> level on 20.05.2005.
- ❖ **III Cycle of Accreditation:** Accredited with A Grade (CGPA 3.34) on 05.01.2013.
- ❖ **IV Cycle of Accreditation:** Accredited with A<sup>+</sup> Grade (CGPA 3.35) on 09.08.2019.
- ❖ **V Cycle of Accreditation:** Accredited with A<sup>++</sup> Grade (CGPA 3.53) on 30.01.2025.



## *College Crest*

The Radiant Cross symbolizes merciful, self-emptying Love of Our Lord Jesus Christ. The letter M refers to Mother Mary, our Protectress. The star on the top represents her guidance in our day-to-day activities. The Anchor symbolises our hope in the Radiant Cross and in Virgin Mary.

In Cruce Et Maria Spes Nostra, the college motto, means “In the Cross and Mary is our hope”.



## **SUCCESSION LIST OF SECRETARIES**

|                              |              |
|------------------------------|--------------|
| 1. Sr. Emilie                | 1965 - 1969  |
| 2. Sr. Casilda               | 1969 - 1971  |
| 3. Sr. Eusebuis              | 1971 - 1977  |
| 4. Sr. Collete               | 1977 - 1980  |
| 5. Sr. Casilda               | 1980 - 1982  |
| 6. Sr. Edith                 | 1982 - 1984  |
| 7. Sr. Mesmin                | 1984 - 1989  |
| 8. Sr. Casilda               | 1989 - 1990  |
| 9. Sr. Mercy                 | 1990 - 1991  |
| 10. Sr. Rosalie              | 1991 - 1997  |
| 11. Sr. Anne Francis         | 1997 - 2000  |
| 12. Sr. Mesmin               | 2000 - 2004  |
| 13. Sr. Gerardin Jayam       | 2004 - 2007  |
| 14. Sr. Phylis               | 2007 - 2008  |
| 15. Sr. M.R. Basil Rose      | 2008 - 2015  |
| 16. Sr. S. Anne Perpet Sophy | 2015 - 2016  |
| 17. Sr. Gerardin Jayam       | 2016 - 2022  |
| 18. Sr. M. Mary Gilda        | 2022 onwards |

## **SUCCESSION LIST OF PRINCIPALS**

|                              |              |
|------------------------------|--------------|
| 1. Sr. Emilie                | 1965 - 1969  |
| 2. Sr. Casilda               | 1969 - 1972  |
| 3. Sr. Regina                | 1972 - 1976  |
| 4. Sr. Scholastica           | 1976 - 1986  |
| 5. Sr. Felicia               | 1986 - 1990  |
| 6. Sr. Rosamma               | 1990 - 1997  |
| 7. Sr. Mercy                 | 1997 - 2000  |
| 8. Sr. Rosalie               | 2000 - 2004  |
| 9. Sr. Elsy George           | 2004 - 2007  |
| 10. Sr. Rosalie              | 2007 - 2010  |
| 11. Sr. Gerardin Jayam       | 2010 - 2015  |
| 12. Sr. M. R. Basil Rose     | 2015 - 2019  |
| 13. Sr. S. Anne Perpet Sophy | 2019 - 2022  |
| 14. Sr. S. Sahayaselvi       | 2022 onwards |

## CHRONOLOGY OF EVENTS

| Year | Events                                                                                                                                                                                                                       |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2025 | Accredited with A++ Grade (CGPA 3.53 - V Cycle) by NAAC, Guest House                                                                                                                                                         |
| 2024 | B.Sc. Artificial Intelligence & Data Science, B.A. English Literature with Media Communication, B.Com. Corporate Secretaryship, Conference Hall, Green Guest House, Green Paradise, Fountain, Rear Entrance Arch, Pedestrain |
| 2023 | B.Sc. Costume Design and Fashion, New Examination Wing, College Entrance Arch                                                                                                                                                |
| 2022 | Patio Cafeteria                                                                                                                                                                                                              |
| 2021 | PG Chemistry Lab, Mushroom Culture Training Centre                                                                                                                                                                           |
| 2020 | Installation of ERP Software                                                                                                                                                                                                 |
| 2019 | Accredited with A+ Grade (CGPA 3.35-IV Cycle) by NAAC                                                                                                                                                                        |
| 2019 | Golden Jubilee Hall                                                                                                                                                                                                          |
| 2018 | <i>Thinnai</i> Library, Ph.D. Mathematics                                                                                                                                                                                    |
| 2017 | Ph.D. Commerce, Ph.D. Chemistry, Ph.D. Economics, Ph.D. History, Biodiversity Garden.                                                                                                                                        |
| 2016 | M.Sc. Mathematics (S.F.), Autonomy Extension                                                                                                                                                                                 |
| 2014 | M.A. English (S.F.)                                                                                                                                                                                                          |
| 2013 | Accredited with 'A' Grade (CGPA 3.34-III Cycle) by NAAC, DST-FIST Laboratory                                                                                                                                                 |
| 2012 | M.Sc. Chemistry (S.F.), M.A. History (S.F.), M.Phil. Commerce (S.F.), Computer Centre, St. Joseph's Block                                                                                                                    |
| 2011 | B.A. Tamil (S.F.), Oxidation Pond                                                                                                                                                                                            |
| 2010 | Ph.D. Physics, B.Sc. Mathematics (S.F.), B.A. English (S.F.), B.Com. (S.F.)                                                                                                                                                  |
| 2009 | M.Phil. Physics (S.F.), M.Phil. Zoology (S.F.), Ph.D. English, Ph.D. Botany, Central Bank of India (Rochnager Branch)                                                                                                        |
| 2008 | B.Sc. Computer Science (S.F.), M.Phil. English (S.F.), Language Laboratory                                                                                                                                                   |
| 2007 | Confirmation of Autonomous Status, M.Com. (S.F.), M.S.W. (S.F.), II Floor of Claudine Block                                                                                                                                  |

|      |                                                                                                                                                                   |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2006 | M.Sc. Bio Medical Science (UGC Funded), B.Com. with C.A. (S.F.), Mini Gymnasium, Extension of Claudine Block                                                      |
| 2005 | Accredited at the 'B++' level by NAAC, Construction of Cecile Hall                                                                                                |
| 2004 | Functioning of the Copy & Hello Point                                                                                                                             |
| 2003 | M.Sc. (Industrial) Biotechnology (S.F.) and M.A. Business Economics (S.F.) were changed to M.Sc. Botany and M.A. Economics respectively from 2016 - 2017 onwards. |
| 2002 | Installation of Computer Laboratory, Off - Campus Study Programme under Bharathiar University, Coimbatore                                                         |
| 2000 | Ph.D. Zoology                                                                                                                                                     |
| 1999 | Accredited at the Four Star level by NAAC, Multipurpose Hall, Introduction of Vocational Sericulture Course in B.Sc. Zoology                                      |
| 1998 | Introduction of Teacher based Education System (Semi-Autonomous status for M.Sc. Zoology)                                                                         |
| 1995 | Construction of Claudine Block and Vehicle shed                                                                                                                   |
| 1990 | Affiliated to Manonmaniam Sundaranar University, Tirunelveli, Member of Association of Indian Universities                                                        |
| 1984 | M.Sc. Physics                                                                                                                                                     |
| 1980 | B.Com.                                                                                                                                                            |
| 1979 | M.Sc. Zoology                                                                                                                                                     |
| 1978 | M.Sc. Mathematics                                                                                                                                                 |
| 1977 | Inauguration of extension of State Bank of India, Workshop and Non Residential Student Centre                                                                     |
| 1973 | College Chapel                                                                                                                                                    |
| 1972 | M.A. English, College Library                                                                                                                                     |
| 1970 | Opening of the Madonna Block                                                                                                                                      |
| 1966 | Degree status for Arts and Sciences (Affiliated to Madurai Kamaraj University), Botanical Garden, Raised to First Grade College                                   |
| 1965 | Founded by Rev. Mother Maire Cecile. Started with PUC (Affiliated to Madras University)                                                                           |

## INFRASTRUCTURAL FACILITIES

|                                                     |
|-----------------------------------------------------|
| Media Centre                                        |
| 3 Storeyed Sr. Scholastica Block                    |
| 3 Storeyed Main Block                               |
| 3 Storeyed Claudine Block                           |
| 3 Storeyed St. Joseph's Block                       |
| 3 Storeyed Mermier Block                            |
| 2 Storeyed Golden Jubilee Block                     |
| Library 2 Storeyed                                  |
| Multipurpose Hall                                   |
| St. Joseph's Hall (Air conditioned)                 |
| Examinations Wing                                   |
| Administrative Block                                |
| Office - Stock Room                                 |
| Computer Laboratories with Internet facility        |
| Wi-Fi Facility                                      |
| DST-FIST Laboratory                                 |
| Tissue Culture Laboratory                           |
| 9 Research Centres                                  |
| Madonna Block                                       |
| Stationery                                          |
| Copier Room                                         |
| NSS Room                                            |
| Indoor Stadium                                      |
| Play Grounds                                        |
| Chapel                                              |
| Rock Garden                                         |
| Computers with Internet Facility in all Departments |
| Laboratory Facilities in all Science Departments    |

|                                                 |
|-------------------------------------------------|
| Research Labs in all Science Departments        |
| Smart Classroom facility                        |
| Bank - Central Bank of India, Roch Nagar Branch |
| Vehicle Parking - Staff and Students            |
| Canteen                                         |
| Pump Room                                       |
| Copy & Hello point                              |
| Workshop                                        |
| Generator Room (Uninterrupted Power Supply)     |
| Wash Rooms                                      |
| Oxidation Pond                                  |
| Sericulture Room                                |
| Rainwater Harvesting                            |
| Vermicomposting unit                            |
| Purified Drinking Water                         |
| Waiting Shed                                    |
| Integrated Farm House                           |
| Herbal Garden                                   |
| Day Care Centre                                 |
| College Buses (10 Nos.)                         |
| Hostel with 2 Blocks                            |
| CCTV Cameras                                    |
| Golden Jubilee Hall                             |
| Biodiversity Garden                             |
| Thinnai Library                                 |
| Star Garden                                     |
| Center for Environmental Studies                |
| Center for Women's Studies                      |
| Counselling Room                                |
| UBA Cell                                        |

|                                              |
|----------------------------------------------|
| Placement and Career Guidance Cell           |
| Crossian Center for Research and Development |
| ERP Office                                   |
| Generator Room                               |
| Cross Com A to Z Tailoring Unit              |
| Candere Collections                          |
| Language Lab                                 |
| Instrumentation Centre                       |
| Hospital / Sick Room                         |
| Common Room                                  |
| Guest House                                  |

## CORE VALUES

### Spiritual values

The college strives for an all round formation in the light of Christian principles inculcating love, truth, justice and broad-mindedness to face the challenges of life with courage and confidence.

### Integrity and Honesty

The college upholds ethical values and professional commitment to academic freedom, honesty, personal accountability and transparency.

### Academic excellence

The college strives for academic excellence in teaching, learning and research in various disciplines.

### Research and Knowledge enrichment

The college encourages scholarly activities in the pursuit of critical thinking and analysis. The college also designs courses which cater towards global competency.

### Innovation and Critical thinking

The college creates opportunities for everyone to develop their

potential in creative thinking and innovation across various curricular and extra-curricular activities.

### **Social responsibility**

The college initiates social consciousness to promote environmental sustainability and contribution to the society, especially those in periphery.

### **Aesthetic skills**

The college has an ambience to engage mind, body and emotions for transformation through diverse involvement in mental, physical and emotional programmes.

### **Equity and Equality**

The college promotes a safe environment of trust and mutual respect ensuring the strategic plans, fair and inclusive.

### **Participatory leadership**

The college nurtures participatory leadership in students through self-management, team work and shared decision-making to serve society with freedom and responsibility.

### **Ecological citizenship and Sustainability**

Conservation and preservation of ethics promote ecological citizenship. Eco-spiritual awareness helps to see the interconnectedness and understand the intrinsic worth of the human and the non-human world.

## **GRADUATE ATTRIBUTES**

Graduates of our College develop the following attributes during the course of their studies.

**Creative thinking:** Equipping students with hands-on-training through skill based courses and promote startup.

**Personality development:** Coping with increasing pace and change of modern life through value education, awareness on human rights, gender issues and providing counselling for the needful.



**Environmental consciousness and social understanding:** Reflecting upon green initiatives and understanding individual responsibility contributing to the society; promoting social and cultural diversity through student training and service learning programmes.

**Communicative competence:** Offering effective communication skills in both professional and social contexts through bridge course and activities of clubs and committees.

**Aesthetic skills:** Engaging mind, body and emotions for transformation through fine arts, meditation and exercise; enriching skills through certificate courses offered by Holy Cross Academy.

**Research and knowledge enrichment:** Getting in-depth knowledge in the specific area of study through relevant core papers; ability to create new understanding through the process of critical analysis and problem solving.

**Professional ethics:** Valuing honesty, fairness, respect, compassion and professional ethics among students. The students of social work adhere to the *National Association of Social Workers Code of Ethics*.

**Student engagement in the learning process:** Obtaining extensive and varied opportunities to utilize and build upon the theoretical and empirical knowledge gained through workshops, seminars, conferences, industrial visits and summer internship programmes.

**Employability:** Enhancing students in their professional life through Crossian Centre for Entrepreneurship and Career guidance.

**Women empowerment and leadership:** Developing the capacity of self-management, teamwork, leadership and decision making through gender sensitization programmes.

## GENERAL RULES AND REGULATIONS

- The reputation of the college is in the hands of the staff and students, whether they are on or off the premises. The institution has utmost faith in its staff and students and in their desire to uphold its standard.
- The academic year is divided into two semesters. If a student leaves the college during the first semester before 31st August, she shall have no right to claim a remission of any portion of the fee except the tuition fee.
- The semester fee should be paid by the students within ten working days from the date of re-opening.
- Wearing ID is mandatory for all students.
- Loss of Identity card should be reported immediately and duplicate will be issued on requisition letter to the principal and on payment prescribed by the college.
- Students are expected to assemble in the classroom immediately after the first bell.
- Students are not permitted to leave the college during the working hours, in case of emergency they have to get permission and a gate pass from the Head of the Department.
- The day is given a start with a devotional song played through the public address system, followed by a short prayer. All the staff and students are expected to keep standing during this time, whether they are inside or outside the classroom.
- Students are not permitted to give interviews in radio/TV/ social media platforms without the prior permission from the principal.
- A gate pass from the Principal / Head of the Department is required to leave the premises during college hours.
- Students are expected to move quickly and quietly while moving from one class to another. They are not permitted to visit the canteen during class hours. Footpath should be used while walking.

- Students are expected to read the notice on the college notice board and the department notice board regularly. Ignorance of any such information will not be accepted as an excuse for failing to comply with it.
- Students have to enter and leave the Multipurpose Hall through the side doors only. During college meetings, students have to show respect to the chief guest and other guest speakers. No one should leave the hall during the meetings or show noisy approval or disapproval. They should avoid carrying books or eatables to the hall.
- Students should accord respect and greet the staff whenever they meet them.
- They must be always courteous in their words and deeds. If any article is lost or found in the college campus, the students shall report the matter to the college office.
- Students should consider college property as their own and cause no willful damage. Students should not pluck fruits from trees, as they are given for lease. They should not write or make any mark on the wall, desk or in any part of the college premises or throw anything including paper, plastic bags or spill ink on the floor of the classroom and other places. Students must take pride in keeping the campus clean.
- Disobedience, irregular attendance, malpractices in examinations, habitual carelessness, bad conduct and manners and non-observance of the rules of the college shall lead to strong disciplinary action which may entail dismissal from the college.
- Regularity and punctuality for classes and tests are very essential. Absentees for Continuous Internal Assessment (CIA) tests will be penalized.
- Students should dress neatly and decently. Modesty in dressing is highly emphasized in the college. Students should be only in uniform on all working days. On special occasion, students are permitted to wear only sarees / chudithar.

- T-shirts/ jeans pant and sleeveless attire are not permitted.
- Staff and students should not collect money without prior permission from the Principal and the Head of the Department concerned.
- Students should remember that wherever they may be, they represent the college and honour it by their behaviour.
- Students are not permitted to post negative statements about the college / staff / students on social media sites.
- Ragging is totally banned in the institution. Any act of ragging is liable for appropriate punishment.
- Mobile phones are strictly prohibited inside the campus. It is allowed only with the prior permission of the teacher for online quizzes/tests and other academic purposes
- Only button phones are allowed for those coming from long distances and a permission letter from the parent for bringing the phone should be submitted to the class teacher at the beginning of the academic year.

### **Rules regarding Laptop usage**

- Laptops can be used during class hours only for academic purpose (seminar, assignment, blended classroom learning and for project work).
- Students misusing the laptops on the campus shall lead to strong disciplinary action by the college.

### **Attendance**

- Students should attend the classes regularly. Attendance will be marked at the beginning of each period. If a student is absent for any one period, half day will be marked as absent.
- A student will be permitted to write the semester examinations, only if she has an attendance of at least 75%. If the attendance is 62% to 74% she has to pay a condonation fee of Rs. 400/- and only then she will be permitted to write the semester examinations.

## Leave of Absence

- A student should not absent herself from the class except for valid reasons. She shall apply for leave in advance to the Principal in the prescribed leave form, which can be obtained from the college office. If this is not possible as in the case of illness, leave letter shall be produced on the day the student returns to the college. The leave form should be counter signed by the parent/ guardian and the respective class teachers.
- If a student absents herself without prior information, her absence will be immediately reported to her parents or to the hostel warden and disciplinary action such as levying fine, suspension etc. will be taken.
- Students who come late will be permitted to the class only with the permission of the HOD.
- All the scholarship / fee concession holders should earn an attendance of 90% failing which the entire scholarship / fee concession amount has to be refunded to the Government as per G.O.M.S. No. 1537 Social Welfare Dept., Dt. 20.04.1983.
- Students who represent the college in sports and games, or in competitions, such as fine arts, quiz, elocution, etc. or NCC/ NSS camps are given credit of attendance for the period. It is called leave on Other Duty (OD). They shall fill proper forms meant for OD countersigned by the respective HoD and submit it to the Principal and Controller of Examinations before they leave the college for participation. Those who fail to do so will be considered absent.

## Petitions and Complaints

- Requests, petitions, appeals and complaints of any kind must be made either to the Principal directly or through the suggestion box, which is kept outside the Principal's office. Students are not allowed to make a complaint as a group or to address any authority in a collective petition. Such combined action is subversive of good order.

- Under the Government's Educational rules, the Principal has complete authority to inflict punishments such as fine for inadequate attendance and irregularity in the Continuous Internal Assessments (CIA), suspension and expulsion in matters of grave concern.

## Library

- It is obligatory for all students of the college to be members of the Library and Readers' Forum.
- The library will remain open from 8.45 a.m. to 4.15 p.m. except on Sundays.
- Students must bring their ID card and Library card while entering the Library. They should not enter with bags, but deposit the same at the counter at the entrance.
- The library card is not transferable.
- Students should maintain strict silence in the Reading Room and other areas of the library.
- After taking a book from the Reading Room shelf, get it issued at the Reading Room Counter and submit the Reading Pass. Do not forget to return the book at Janitor's counter on leaving the library.
- Students will be allowed to take a maximum of 5 books at a time to study in the Reading Room.
- Do not scatter or mix up the pages of newspapers while reading.
- Do not misplace the books while looking for the books on the shelves. After selecting the needed books do not shuffle, but keep in proper places.
- Students have the privilege of direct access to the shelves in the stack room and the reading room. They are requested to respect the freedom and not misuse it.
- Students should not crowd in front of any counter, but should be in a queue.

- Students will be given two/five borrower's tickets. When a book is borrowed, a borrower's ticket is to be given at the counter. The ticket will be returned to the borrower when the book is returned. Not more than two books will be issued for the UG students and 5 books for the PG students at a time.
- Check the condition of the book at the time of borrowing. In case of any mutilation or loss of pages, report instantly to the concerned library staff. Otherwise the borrower will be responsible for the damage.
- A student can keep a book for not more than a week. The book borrowed should be returned on or before the stipulated date mentioned on the date-slip. When the prescribed time has elapsed, the book must be returned to the librarian by the student herself.
- A student failing to return a book within the prescribed time shall pay an overdue charge of one rupee per book per day and she will not be allowed to use the library till the due is paid.
- Absence from the college shall not be an excuse for any delay in returning the books. Books due on a holiday shall be returned on the next working day and no fine will be levied.
- The books may be returned on all working days.
- All books must be returned before the closure of each semester.
- No one is allowed to pass on any book to another or lend them to any one inside or outside the college.
- The librarian will examine all the books returned and if any book has been damaged, she will report it to the Principal at once along with the name of the person responsible. If a book is damaged, lost or spoiled, the person responsible shall supply the library with a new copy of the book.
- Books should be handled with care. Marking on books is most objectionable. Students are strictly forbidden to tear, cut out or scribble on pages of magazines, periodicals and books. Any student found doing so will be punished severely.
- Library is a mobile free zone.

## CERTIFICATES

Any student, past or present, wishing to obtain a Transfer Certificate (TC) or Conduct Certificate (CC), must apply to the college office in the prescribed form. Certificates will be issued with 48 hours notice. No certificate will be posted unless a stamped self-addressed envelope is submitted together with the application. Those who want the TC should bring one of their parents.

### Application Format for Receiving Certificates

1. Name of the student (in full) : .....
2. Residential Address : .....  
.....  
.....
3. School : .....
4. Name of the Specific Programme : .....
5. Register Number : .....
6. Year of Joining : .....
7. Year of Leaving : .....
8. Year of last summative  
exam taken in this college : .....
9. Certificate required : .....
10. Reason : .....
- Date : ..... Signature of the student



## **DOCUMENTS REQUIRED FOR RECEIVING CERTIFICATE**

### **a) Duplicate mark statement**

1. Covering letter addressed to the CoE
2. Affidavit from the Village Administrative Officer
3. Receipt of fee paid

### **b) Consolidated mark sheet**

1. Covering letter addressed to the Principal and CoE
2. Photocopy of all mark statements
3. Copy of the advertisement in newspaper
4. Original acknowledgement from the police station for the complaint registered regarding missing document
5. Affidavit from the Village Administrative Officer
6. Receipt of fee paid

### **c) Migration Certificate**

1. Covering letter addressed to the Principal
2. Photocopy of last mark statement
3. Receipt of fee paid

### **d) Transfer Certificate/Conduct Certificate**

1. Filled in Application Form
2. Fees

### **e) Provisional / Degree Certificate**

1. Covering letter addressed to the Principal and CoE
2. Collect essential documents from CoE section and office submit to the university.
3. Photocopy of all mark statements
4. Approval Letter from the CoE office

### **f) Duplicate ID**

1. Request letter addressed to the Principal
2. Passport Size Photo
3. Receipt of fee paid

### **g) Any other certificate:**

Request letter addressed to the Principal

## CONTACT PERSONNEL & AUTHORITY

| Student Affairs                                                                                                       | Contact Personnel                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Staff and student matters, reporting special achievements and award, representing special requests, needs or problems | Principal                                                                                              |
| Discipline related issues                                                                                             | Vice Principals                                                                                        |
| Self-learning, Non-Major Elective and Skill Enhancement Courses. Registration / Change                                | Deans / Members of Curriculum Steering Committee                                                       |
| Registration for retest of Continuous Internal Assessment (CIA)                                                       | Head of the Department                                                                                 |
| Semester Examination: Registration for regular / arrear exams, distribution of cumulative mark sheets                 | Controller of Examinations                                                                             |
| Applying for provisional certificate and degree certificate                                                           | College Office                                                                                         |
| Attestation of Certificate                                                                                            | Principal / HOD of Aided Department                                                                    |
| Student Bonafide Certificate / Transfer Certificate / Conduct Certificate                                             | Principal (After verifying with the office assistant at the certificate counter in the college office) |
| General Scholarships                                                                                                  | Principal (After contacting the office assistant at the scholarship counter in the college office)     |
| Endowment Scholarships                                                                                                | HOD                                                                                                    |
| Leave Application<br>(a) Day Scholars<br>(b) Hostellers                                                               | HOD and Class in-charge<br>Warden and Class in-charge                                                  |
| Fee Payment<br>College Fee / Exam Fee /<br>All other cash payments                                                    | ERP                                                                                                    |

## SCHOLARSHIPS & PRIZES

Various State and Central Government Scholarships are available. Contact the class teacher/ HOD / Office for detailed information.

1. Government of India Merit Scholarship
2. Backward Class Scholarship
3. Most Backward Class Scholarship
4. SC/ ST, SCC Scholarship
5. University Merit Scholarship
6. Uzhavar Scholarship
7. Differently abled Scholarship
8. EVR Nagammaiyar Scholarship
9. Single Girl Child Scholarship
10. BC Merit Scholarship
11. Moovalur Ramamirtham Ammaiyaar Higher Education Assurance Scheme (Pudhumai Penn Scholarship)

### For Self-Financed Students

1. Minority Scholarship
2. Uzhavar Scholarship
3. SC/ ST Scholarship
4. Differently abled Scholarship
5. Sitharam Jindal Foundation Scholarship
6. Ph.D. Scholarship

### From the Management

1. Crossian Merit Scholarship (CMS)
2. Institutional Scholarship for Poor Meritorious student
3. Scholarships for Meritorious S.F. Students
4. Freeships for Sports Students



## ENDOWMENT SCHOLARSHIPS AND PRIZES

| S. No. | Name of the Endowment             | Instituted by                       | Amount |
|--------|-----------------------------------|-------------------------------------|--------|
| 1      | Sr. Scholastica                   | Management                          | 5000   |
| 2      | Sr. Scholastica                   | Rotaract Club of Holy Cross College | 1000   |
| 3      | Sr. Eusebius                      | Management                          | 1000   |
| 4      | Sr. Zita                          | Management                          | 1500   |
| 5      | Sr. Yuvonne Lavorel               | Management                          | 3000   |
| 6      | Sr. Lucy                          | Management                          | 500    |
| 7      | Sr. Regina                        | Management                          | 3000   |
| 8      | Sr. Helen                         | Management                          | 1400   |
| 9      | Sr. Bennedicta                    | Management                          | 500    |
| 10     | Sr. Cecile                        | Management                          | 3000   |
| 11     | Sr. Martina                       | Management                          | 500    |
| 12     | Sr. Casilda                       | Management                          | 1500   |
| 13     | Sr. Geraldine                     | Management                          | 1000   |
| 14     | Sr. Caritas                       | Management                          | 1000   |
| 15     | Sr. Yuvonne Lavorel               | Management                          | 400    |
| 16     | Mother Cecile Vionnet [Foundress] | Management                          | 2500   |
| 17     | Mother Cecile Vionnet [Foundress] | Management                          | 500    |
| 18     | Sr. Emilie                        | Management                          | 1000   |
| 19     | Ms. Francis Vidayathil            | Sr. Edith                           | 1000   |
| 20     | Mrs. Hepzibai Fenn George         | Mr. Fenn George                     | 1500   |
| 21     | Mr. Ramalingam Pillai             | Mr. Chockalingam Pillai             | 250    |
| 22     | Bishop Agniswamy [Founder]        | Management                          | 9000   |

|    |                                                                            |                                     |      |
|----|----------------------------------------------------------------------------|-------------------------------------|------|
| 23 | Bishop Agniswamy<br>[Founder]                                              | Management                          | 1000 |
| 24 | Mrs. Banumathy                                                             | Mrs. Banumathy                      | 2000 |
| 25 | Mrs. Jeyam                                                                 | Mrs. Jeyam                          | 500  |
| 26 | Value Education                                                            | Management                          | 350  |
| 27 | Mr. Daniel                                                                 | Mrs. Teresa M.<br>Rajasingh         | 1000 |
| 28 | Dr. M. Vasantha Rajam                                                      | Dr. M. Vasantha<br>Rajam            | 400  |
| 29 | Selvi. Sathi                                                               | Selvi. Sathi                        | 1000 |
| 30 | Mrs. Nirmala Thambi                                                        | Chemistry                           | 1000 |
| 31 | Mrs. Alexandria John<br>Sahayam                                            | Mrs. Alexandria John<br>Sahayam     | 500  |
| 32 | Mrs. Alexandria John<br>Sahayam                                            | Mrs. Alexandria John<br>Sahayam     | 2500 |
| 33 | Mrs. Maria Victoria                                                        | Staff members, Dept.<br>of Commerce | 1000 |
| 34 | Mrs. Maria Victoria                                                        | Mrs. Maria Victoria's<br>Husband    | 2000 |
| 35 | Staff members,<br>Dept. of Chemistry                                       | Scientific Company                  | 500  |
| 36 | Mrs. Constance<br>Devadoss                                                 | Staff members, Dept.<br>of English  | 1000 |
| 37 | Sr. Fabiana                                                                | Management                          | 1000 |
| 38 | Mrs. Ashitha Prem<br>Kumar                                                 | Mrs. Ashitha Prem<br>Kumar          | 2000 |
| 39 | Tmt. P. Sundarabai                                                         | Tmt. P. Sundarabai                  | 3000 |
| 40 | Tmt. C. Jagathammal                                                        | Tmt. C.<br>Jagathammal              | 2000 |
| 41 | Tmt. Rita S. Muthu                                                         | Mr. S. Muthu                        | 3000 |
| 42 | Mr. Sundara Krishnan &<br>Mrs. Ponnu Rukmani for<br>the best M.Sc. student | Mrs. S. Meenakshi                   | 3000 |

|    |                                                                    |                                    |       |
|----|--------------------------------------------------------------------|------------------------------------|-------|
| 43 | Mrs. Leela Judnis                                                  | Mrs. Leela Judnis                  | 3000  |
| 44 | Mrs. Suseela Mary<br>for the best outgone<br>student               | Mrs. Suseela Mary                  | 3000  |
| 45 | Mrs. Suseela Mary                                                  | Staff members,<br>Dept of Botany   | 1000  |
| 46 | Highest mark in I Year<br>Physics                                  | Mrs. Banumathy                     | 2000  |
| 47 | Mr. Devasahayam                                                    | Mrs. Doosliyn Mary                 | 5000  |
| 48 | Mr. Varuvel                                                        | Mrs. Jeyaseeli                     | 3000  |
| 49 | Mrs. Annamma Joseph                                                | Sr. Rosamma                        | 2000  |
| 50 | Mrs. Teresa M. Rajasingh                                           | Mrs. Arul Ponniah                  | 5000  |
| 51 | Sr. Lucy Charlotte                                                 | Mrs. Pearl                         | 5000  |
| 52 | Kalluveethil Helenammal<br>Francis                                 | Mr. Kingsly<br>Kalluveethil        | 25000 |
| 53 | Sr. Felicia                                                        | Staff Members,<br>Dept. of English | 4000  |
| 54 | R. Reechan                                                         | P. Maria Latitil                   | 5000  |
| 55 | Mr. & Mrs. Vincent<br>Fernando                                     | Mrs. Lucy Zephrine                 | 3000  |
| 56 | Sr. Doris for the<br>voracious reader                              | Management                         | 2000  |
| 57 | Mr. M. Devasahayam                                                 | Mrs. D.G.M. Victoria               | 5000  |
| 58 | Mrs. Annamma Joseph                                                | Sr. Rosamma                        | 1000  |
| 59 | Sr. Elsy George                                                    | Sr. Elsy George                    | 3000  |
| 60 | Miss. A. Amalorpavam<br>prize for the differently<br>abled student | Miss. A.<br>Amalorpavam            | 5000  |
| 61 | Tmt. Y. Premalatha prize<br>for the best outgone<br>student        | Department of<br>Zoology           | 5000  |

|    |                                                                                |                              |       |
|----|--------------------------------------------------------------------------------|------------------------------|-------|
| 62 | Tmt. Y. Premalatha                                                             | Mr. Asir Celine Kumar        | 10000 |
| 63 | Mr. Joseph George                                                              | Mrs. Beenamma Joseph George  | 50000 |
| 64 | Mr. & Mrs. Selva Muthu Proficiency prize for M.Phil English Literature Student | Mrs. Margaret Mary           | 10000 |
| 65 | Tmt. Rajam Godwin                                                              | Tmt. Rajam Godwin            | 10000 |
| 66 | Mr. Irudaya Raj                                                                | Mr. Irudaya Raj              | 3000  |
| 67 | Best outgone student of M.Com.                                                 | M. Com. students 2007-2009   | 4050  |
| 68 | Best Performance in Extracurricular Activites M.Com Students                   | M.Com Students 2007-2009     | 4000  |
| 69 | Fr. Pascal's silver jubilee endowment                                          | Fr. Pascal                   | 6000  |
| 70 | Sri. E. Chelliah Nadar-Seetha Lakshmi Ammal                                    | Mrs. C. Saroja               | 20000 |
| 71 | Mr. M. C. Arockia Swamy                                                        | Mrs. A. AlankaraVasanthi     | 10000 |
| 72 | Mrs. Suseela Mary for best UG student                                          | Mr. Francis                  | 50000 |
| 73 | Mrs. Dharmamony Victor & Sr. Scholastica                                       | Mr. V. Samuel Antony         | 5000  |
| 74 | Mrs. Tamilarasi for the best player                                            | Mrs. Tamilarasi              | 10000 |
| 75 | Mrs. Genoby M. George                                                          | Mrs. Mary Josheela           | 10000 |
| 76 | Best U.G. outgone student                                                      | Commerce students, 2011-2014 | 7500  |
| 77 | Mother Emily's for B.Sc. Botany and M.Sc. Botany student                       | Alumnae of Botany            | 20000 |

|    |                                                                                  |                                   |       |
|----|----------------------------------------------------------------------------------|-----------------------------------|-------|
| 78 | Dr.Thadues Maria Ignatiammal                                                     | Crispin Kavitha and Christo Kavin | 50000 |
| 79 | Dr. A. Benedictal Prize for scoring the highest mark in I M.Sc.                  | Dr. A. Benedictal                 | 10000 |
| 80 | Mother Emily                                                                     | Dr. Mercy Leelavathy              | 5000  |
| 81 | P. Mary Helen                                                                    | P. Mary Helen                     | 20000 |
| 82 | T.R. Nirmala Vasantha                                                            | T.R. Nirmala Vasantha             | 10000 |
| 83 | Highest Mark in Law Paper (Self finance B.Com.)                                  | Safi traders                      | 10000 |
| 84 | Nirmala Thangavelu                                                               | Nirmala Thangavelu                | 10000 |
| 85 | Mrs. Jayasurya for securing highest mark in Evolution                            | Mrs. Jayasurya                    | 10000 |
| 86 | Highest mark in financial Management M.Com.                                      | Mrs. Saroja Melota                | 10000 |
| 87 | Mr. S. Devasahayam & Mrs. Martin Mary Prize for Highest Mark in Income Tax Paper | Mr. Amal Raj                      | 10000 |
| 88 | Ms. Sathi                                                                        | Mrs. K. Sruthi                    | 10000 |
| 89 | Mr. Mathew Koola                                                                 | Koola foundation                  | 3000  |
| 90 | Sports                                                                           | Dr. Sr. Gerardin Jeyam            | 40000 |
| 91 | Best outgoing B.Com. Student                                                     | Mrs. Beaula Dason                 | 5000  |
| 92 | Tamil Grammar                                                                    | Mrs. V. Hermana Gilt Arachi       | 5000  |
| 93 | Dr. K. Navaneetha Krishnan                                                       | Dr. Sr. Gerardin Jeyam            | 10000 |



|     |                                                                          |                                                                             |        |
|-----|--------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------|
| 94  | Mrs. Beaula Dason Prize for best outgoing B.Com. Student                 | Mrs. Beaula Dason                                                           | 5000   |
| 95  | Mrs. A. Jothy Arokiaswamy                                                | Mrs. A. Alankara Vasanthi                                                   | 20000  |
| 96  | Lion Dr. S. A. P. Varghese                                               | Lion Dr. S. A. P. Varghese                                                  | 70000  |
| 97  | Maximum credit in M. Phil. programme                                     | M.Phil. Commerce 2014-2015                                                  | 10000  |
| 98  | Mr. A. Arul Dhas                                                         | Mrs. A. T. Little Flower                                                    | 130000 |
| 99  | Mr. E. G. Nallaraj                                                       | Mrs. Padma Gladstone                                                        | 15000  |
| 100 | Mrs. Kamala Bai                                                          | Mrs. Kamala Bai                                                             | 10000  |
| 101 | Mrs. S. Josphine                                                         | Mrs. S. Josphine                                                            | 10000  |
| 102 | Dr. S. Cletus Babu                                                       | Dr. S. Cletus Babu                                                          | 200000 |
| 103 | Maximum attendance in M.Phil. Commerce                                   | M.Phil. Commerce 2015-2016                                                  | 13000  |
| 104 | Vinanchi Arachi - Viogulamariar Inter Collegiate Thirukkural Competition | Dr. V. Jebamalai Arachi, V. Hermana Gilt Arachi & Mr. S. Vijayakumar Arachi | 75000  |
| 105 | Dr. S. Stella Bai                                                        | Dr. S. Stella bai                                                           | 10000  |
| 106 | Mrs. Thanalakshmi                                                        | Mrs. Thanalakshmi                                                           | 10000  |
| 107 | S. Mahadeva                                                              | Mrs. Meenakshi                                                              | 10000  |
| 108 | Mr. Vinanchi Arachi                                                      | Dr. V. Jebamalai Arachi                                                     | 45000  |
| 109 | Mr. D. Thurai                                                            | Sr. GerardinJeyam                                                           | 10000  |
| 110 | Dr. M. Leema Rose                                                        | Dr. M. Leema Rose                                                           | 10000  |
| 111 | Mrs. Antony Ammal                                                        | Mrs. Josephine Rani                                                         | 25000  |
| 112 | Mr. Thanka Nadar                                                         | Mrs. Josephine Rani                                                         | 25000  |
| 113 | Ms. Nazerath Xavier Corera                                               | Sr. Mesmin                                                                  | 5000   |

|     |                                 |                                  |       |
|-----|---------------------------------|----------------------------------|-------|
| 114 | Bishop Arockia Swamy            | Bishop Arockia Swamy             | 10000 |
| 115 | Sr. Verginio                    | Sr. Verginio                     | 2000  |
| 116 | Ms. Jeba Malar                  | Mr. Davis Raj                    | 2000  |
| 117 | Sr. Regina                      | Staff & Management               | 2500  |
| 118 | Sr. Regina                      | Staff & Management               | 2500  |
| 119 | Mr. Maria Antony                | Ms. Stella Rose                  | 5000  |
| 120 | Mr. Wilfred Doss                | Ms. Premalatha                   | 2000  |
| 121 | Sr. Electa                      | Sr. Electa                       | 1000  |
| 122 | Mr. C. S. Gonsalvez             | Sr. Sophy and Ms. Rose Catherine | 5000  |
| 123 | Ms. Padma                       | Ms. Padma                        | 2000  |
| 124 | Sr. Colett                      | Sr. Colett                       | 1000  |
| 125 | Ms. Tresa M. Rajasingh          | Staff                            | 4000  |
| 126 | Ms. Tresa M. Rajasingh          | Staff                            | 1000  |
| 127 | Ms. Constanse Deva Doss         | Ms. Constanse Deva Doss          | 2000  |
| 128 | Mr. Peter                       | Ms. Stella Bai                   | 2000  |
| 129 | Sr. Helen                       | Sr. Helen                        | 1000  |
| 130 | Ms. Nagarathnam Sivasubramaniam | Ms. Uma                          | 1000  |
| 131 | Sr. Crystiline                  | Sr. Crystiline                   | 2500  |
| 132 | Principal                       | Principal                        | 500   |
| 133 | Ms. Indra Madhavan              | Ms. Indra Madhavan               | 2500  |
| 134 | Ms. Krishnammal                 | Ms. Krishnammal                  | 2500  |
| 135 | Sr. Esthaline                   | Sr. Esthaline                    | 1400  |
| 136 | Sr. Daisy                       | Sr. Daisy                        | 1500  |
| 137 | Mr. Wilfred Doss                | Ms. Premalatha                   | 5000  |
| 138 | Mr. Jesu Retham                 | Mr. Jesu Retham                  | 3000  |
| 139 | Ms. Lizzy Nallathamby           | Ms. Ruth Joy                     | 3000  |
| 140 | Ms. Rubavahy Moses              | Ms. Rubavahy Moses               | 2000  |
| 141 | Fr. James                       | Ms. Rita S. Muthu                | 5000  |

|     |                                               |                                             |       |
|-----|-----------------------------------------------|---------------------------------------------|-------|
| 142 | Mr. Fernandez and Ms. Heleenammal kalluveetil | Mr. Kingsly                                 | 4000  |
| 143 | Sr. Mesmin                                    | Teaching Staff                              | 5000  |
| 144 | Ms. Clara                                     | Ms. Ayniece and Ms. Rangitha, Botany Staffs | 2000  |
| 145 | Ms. Saroja John                               | Ms. Elizabeth Luzy                          | 5000  |
| 146 | Ms. V. Rebeccal                               | Sr. GerardinJeyam                           | 5000  |
| 147 | Ms. Haily George                              | Ms. LuzyZephryne                            | 2000  |
| 148 | Sr. Maria Pushpam                             | Ms. Mary Josephine Indra                    | 3000  |
| 149 | Sr. Cecile                                    | Ms. Kamakshi                                | 5000  |
| 150 | Sr. Dolorese                                  | Ms. Kamakshi                                | 5000  |
| 151 | Sr. Mesmin                                    | Ms. Kamakshi                                | 4000  |
| 152 | Ms. Sita                                      | Ms. Sita                                    | 4000  |
| 153 | Sr. Mercy & Sr. Basil                         | Ms. Achamma Devassy                         | 10000 |
| 154 | Sr. Basil & Sr. Mercy                         | Ms. Phlomina                                | 10000 |
| 155 | Sr. Judith                                    | Alumni                                      | 3000  |
| 156 | Sr. Prisca                                    | Sr. Prisca                                  | 3000  |
| 157 | Ms. Vimala Lesly Josephine                    | Zoology Staff                               | 5000  |
| 158 | Sr. Mercy                                     | Zoology Staff                               | 5000  |
| 159 | Mrs. Dulsy Fathima                            | Mrs. Dulsy Fathima                          | 5000  |
| 160 | Mrs. Pushpam                                  | Mrs. Pushpam                                | 5000  |
| 161 | Sr. Elsy George                               | Prof. Mathew Koola                          | 3000  |
| 162 | Mrs. Bremavathy                               | Mrs. Bremavathy                             | 10000 |
| 163 | S. Rengitha Bai                               | S. Rengitha Bai                             | 3000  |
| 164 | Sr. Rosalie                                   | Sr. Rosalie                                 | 3000  |
| 165 | Mrs. Yasodha                                  | Mrs. Yasodha                                | 5000  |
| 166 | Mrs. Dulsy Fatima                             | Mrs. Dulsy Fatima                           | 5000  |
| 167 | Mrs. Pushpam                                  | Mrs. Pushpam                                | 5000  |

|     |                                             |                                 |       |
|-----|---------------------------------------------|---------------------------------|-------|
| 168 | Sr. Elsy George                             | Prof. Mathew Koola              | 3000  |
| 169 | Best Sports student in II year Tamil        | Dr. Bremavathy                  | 10000 |
| 170 | S. Rengitha Bai                             | S. Rengitha Bai                 | 3000  |
| 171 | Best outgone student in M.Sc. Biotechnology | Sr.Rosalie                      | 3000  |
| 172 | Best sports student in UG Economics         | Mrs. Yasodha                    | 5000  |
| 173 | Meritorious Student in I B.A English        | Mrs. Stella Rose, P. Premavathy | 5000  |
| 174 | Sr. Carmel                                  | Mr. Stanislaus                  | 3000  |
| 175 | Mrs. Kasthuri                               | Mrs. Kasthuri                   | 10000 |
| 176 | Mrs. Kochutheresia                          | Mrs. Kochutheresia              | 10000 |
| 177 | Mrs. Rose Catherine Gonsalvez               | Mrs. Rose Catherine Gonsalvez   | 10000 |
| 178 | Mrs. Stella Rose                            | Mrs. Stella Rose                | 10000 |
| 179 | Mrs. Ophilia Miranda                        | Mrs. Ophilia Miranda            | 10000 |
| 180 | Mr. Thanka Raj                              | Mr. Thanka Raj                  | 3000  |
| 181 | Student scoring highest mark in E-Commerce  | M.Com. Students, 2009-2010      | 2000  |
| 182 | Mrs. Ruby Corera                            | Sr. Mesmin                      | 25000 |
| 183 | Sport Students                              | Mrs. Tamilarasi                 | 10000 |
| 184 | Mrs. S. Maria Pushpam Alphonse              | Dr. A. Stella Roselin           | 5000  |
| 185 | Faculty-Scholars awarded Ph.D               | Fr. Martin                      | 5000  |
| 186 | Mrs. Hermana Gilt Arachi                    | Mrs. Hermana Gilt Arachi        | 5000  |
| 187 | Mrs. Mary Premalatha                        | Mrs. Mary Premalatha            | 10000 |
| 188 | Mrs. Annamma Mathew                         | Mrs. Annamma Mathew             | 10000 |
| 189 | Mrs. Parvathy                               | Mrs. Parvathy                   | 10000 |

|     |                                             |                                          |       |
|-----|---------------------------------------------|------------------------------------------|-------|
| 190 | Mrs. Usha Oomen                             | Mrs. Usha Oomen                          | 5000  |
| 191 | Mrs. Anandavally                            | Mrs. Anandavally                         | 10000 |
| 192 | Mrs. A. Stella Roselin                      | Mrs. A. Stella Roselin                   | 5000  |
| 193 | Mrs. A. Stella Roselin                      | Mrs. A. Stella Roselin                   | 4000  |
| 194 | Mrs. A. Stella Roselin                      | Mrs. A. Stella Roselin                   | 2000  |
| 195 | Mrs. Parvathy                               | Mrs. Parvathy                            | 10000 |
| 196 | The Royers (Overall academic proficiency)   | Ms. M. Rosary Royar                      | 25000 |
| 197 | Poor Student of UG Self Finance             | Fr. Joseph Angelo                        | 25000 |
| 198 | Dr. Ashok                                   | Ms. Jenepha                              | 10000 |
| 199 | Mr. Ponnumuthu                              | Mrs. Sundari Bai                         | 10000 |
| 200 | Mrs. Ellen Nordmark & Mrs. Ulla Sandagreen  | Mrs. I. Tamilarasi                       | 50000 |
| 201 | Mrs. Immaculate Philip                      | Mrs. Immaculate Philip                   | 10000 |
| 202 | Mr. Mark Devasahayam                        | Mrs. Immaculate Philip                   | 10000 |
| 203 | Mrs. Elizabeth Mabel                        | Mrs. Elizabeth Mabel                     | 10000 |
| 204 | Mrs. Vaz Mary Ramanie                       | Mrs. Vazmary Ramanie                     | 10000 |
| 205 | Mrs. Kalinga Rani                           | Mrs. Kalinga Rani                        | 10000 |
| 206 | Mrs. I. Tamilarasi                          | Mrs. I. Tamilarasi                       | 10000 |
| 207 | Mrs. I. Tamilarasi                          | Mrs. I. Tamilarasi                       | 10000 |
| 208 | Mr. Swami Dhas & Mrs. Duriet Julianammal    | Mr. Swami Dhas & Mrs. Duriet Julianammal | 15000 |
| 209 | Best Sports Student                         | Sr. Elsy Thattla                         | 5000  |
| 210 | Education of a child of Non-teaching staff  | Sr. Elsy Thattla                         | 5000  |
| 211 | Student good in Spoken English in M.Com. SF | Mrs. Mary                                | 5000  |

|     |                                                                      |                                  |       |
|-----|----------------------------------------------------------------------|----------------------------------|-------|
| 212 | Best outgone student in B.Com. S.F.                                  | B.Com. (S.F) Students 2010-2013  | 5000  |
| 213 | Best Outgone Student in M. Phil. Commerce                            | M.Phil. Commerce 2012-2013       | 10000 |
| 214 | Mrs. Annammal Angelo                                                 | Fr. Joseph Angelo                | 25000 |
| 215 | Mr. Angelo Fernandez                                                 | Fr. Joseph Angelo                | 25000 |
| 216 | Students of department of Commerce S.F.                              | B.Com. (S.F.) Students 2015-2018 | 10000 |
| 217 | Highest Mark in Bio Chemistry (I M.Sc. Zoology)                      | Mrs. Y. Mary Saroja              | 25000 |
| 218 | Highest mark in Physical Chemistry (I B.Sc. Chemistry)               | Ms. Alankara Vasanthi            | 10000 |
| 219 | Best Student in B.Sc. Zoology                                        | Ms. Alice Prema                  | 25000 |
| 220 | Highest total in I M.Sc. Mathematics                                 | Ms. Inigo Mary Janet             | 10000 |
| 221 | Top Scorer in English Literature                                     | Ms. Elizabeth Lucy               | 10000 |
| 222 | Outstanding performance in Extracurricular activities                | Ms. Jesi Isabella                | 10000 |
| 223 | Mr. Sabarior Adimai & Maria Palammal                                 | Ms. P. Mary Saroja               | 10000 |
| 224 | Ms. V. Rebecal                                                       | Mr. D. Thurai                    | 5000  |
| 225 | Ms. S. Mary Josheela                                                 | Ms. S. Mary Josheela             | 25000 |
| 226 | Ms. Rakshly and Dr. Sr. Rosalie                                      | Ms. Rakshly                      | 5000  |
| 227 | Mr. N. Bhaskaran Pillai and Muthammal (Top Scorer in B.Sc Chemistry) | Dr. Kala                         | 30000 |
| 228 | Mr. G. Siluvai Dhasan & Ms. S. Mary Arockiam                         | Dr. S. Mary Delphine             | 25000 |

|     |                                                                                |                                                |          |
|-----|--------------------------------------------------------------------------------|------------------------------------------------|----------|
| 229 | Mr. K. Singarayan and Mrs. A. Theresammal                                      | Dr. S. Mary Delphine                           | 25000    |
| 230 | Mrs. Mercy Henry                                                               | Dr. M. Mary Freeda                             | 25000    |
| 231 | Dr. M. Mary Freeda                                                             | Dr. M. Mary Freeda                             | 25000    |
| 232 | Dr. Fernando Loretta                                                           | Dr. Fernando Loretta                           | 25000    |
| 233 | Ms. Theresital Machado                                                         | Dr. Fernando Loretta                           | 25000    |
| 234 | Dr. Theresiammal Chacko                                                        | Dr. Theresiammal Chacko                        | 25000    |
| 235 | Mrs. A. Esther Leema Rose                                                      | Mrs. A. Esther Leema Rose                      | 10000    |
| 236 | Best student in I, II & III UG Physics                                         | Mrs. Radha                                     | 30000    |
| 237 | Mr. K. Ramalingam & Mrs. Sundari Bai                                           | Ms. R. Anitha                                  | 2,00,000 |
| 238 | Sr. Sophy                                                                      | Mrs. Florida Charles (1990-1993 Batch Alumnae) | 15,000   |
| 239 | Prof. Cruz Muthu                                                               | Dr. C. Jespin Ida                              | 25,000   |
| 240 | Sr. Mesmin                                                                     | Dr. C. Jespin Ida                              | 25,000   |
| 241 | Best Achievers Award for Faculty                                               | Sr. Sophy                                      | 45000    |
| 242 | Mr. A. Gnanaprahasam & Mrs. G. Clarammal                                       | Dr. G. Leema Rose                              | 25000    |
| 243 | Dr. V.R. Arul Flower Mary's Endowment Scholarship for a UG Mathematics Student | Dr. V.R. Arul Flower Mary                      | 50000    |
| 244 | Dr. V.R. Arul Flower Mary's Endowment Prize for a PG Mathematics Student       | Dr. V.R. Arul Flower Mary                      | 50000    |
| 245 | Dr. M. Mary Helen Stella                                                       | Dr. M. Mary Helen Stella                       | 30000    |

|     |                                                |                      |        |
|-----|------------------------------------------------|----------------------|--------|
| 246 | Dr. N. Mabel Starlin                           | Dr. N. Mabel Starlin | 20000  |
| 247 | Mrs. Rosaryammal and<br>Mr. Ferdinand Fernando | Dr. F. Brisca Renuga | 35,000 |
| 248 | Mrs. Tharseelammal and<br>Mr. Cashmir Michael  | Dr. F. Brisca Renuga | 35,000 |
| 249 | Mr. Hilary Michael and<br>Mr. C.L. Theolre     | Dr. F. Brisca Renuga | 30,000 |



## ENDOWMENT LECTURES

| S. No. | Name of the Endowment                                                         | Instituted by                                                      | Amount (in Rs.) |
|--------|-------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------|
| 1      | Tmt. Andrews Mary                                                             | Tmt. Andrews Mary                                                  | 15,000          |
| 2      | Tmt. Rajam Godwin                                                             | Tmt. Rajam Godwin                                                  | 5,000           |
| 3      | Dr. Stella Bai's Parents                                                      | Dr. Stella Bai                                                     | 40,000          |
| 4      | Mr. V.G. Paneer Dhas, Mr. Vincent, Dr. Vimala Lesly Josephine & Dr. Sr. Mercy | Dr. V. G. Santhosam, VGP Group, Chennai                            | 25,000          |
| 5      | Mr. V.G. Paneer Dhas, Mr. Vincent, Dr. Vimala Lesly Josephine & Dr. Sr. Mercy | Dr. V. G. Santhosam, VGP Group, Chennai                            | 25,000          |
| 6      | Ms. Krishnammal                                                               | Ms. Krishnammal                                                    | 10,000          |
| 7      | Dr. Sr. Mercy                                                                 | Staff & Management                                                 | 7,000           |
| 8      | Dr. Vimala Lesly Josephine                                                    | Staff & Management                                                 | 7,000           |
| 9      | The Most Rev. Bishop Leon Dharmaraj                                           | Staff & Management                                                 | 10,000          |
| 10     | Sr. Rosamma                                                                   | Management, Staff & Alumnae                                        | 25,000          |
| 11     | Ms. Philominammal                                                             | Ms. Philominammal                                                  | 5,000           |
| 12     | Mr. Jacob                                                                     | Ms. Grace Kurian                                                   | 10,000          |
| 13     | Dr. Sr. Elsy George                                                           | Staff (Teaching & Non teaching) & Students of Economics Department | 20,000          |
| 14     | Dr. Sr. Rosalie Joseph                                                        | Staff                                                              | 20,000          |
| 15     | Renewal session for Non-teaching staff                                        | Dr. Sr. Rosalie Joseph                                             | 5,000           |

|    |                                        |                         |        |
|----|----------------------------------------|-------------------------|--------|
| 16 | Ronimus Arachi                         | Dr. Hermana Gilt Arachi | 10,000 |
| 17 | Vivek (Tamil Aided)                    | Mrs. Andrews Mary Sekar | 25,000 |
| 18 | Sr. Mesmin                             | Dr. Hermana Gilt Arachi | 10,000 |
| 19 | Dr. Usha Omen                          | Dr. Usha Omen           | 5,000  |
| 20 | Renewal session for Non-teaching staff | Dr. Hermana Gilt Arachi | 10,000 |
| 21 | Sr. Scholastica (Mathematics)          | Dr. Hermana Gilt Arachi | 10,000 |
| 22 | M. Vinachi Arachi (Tamil S.F)          | Dr. Hermana Gilt Arachi | 10,000 |
| 23 | Flodulee's (Zoology)                   | Dr. Hermana Gilt Arachi | 10,000 |
| 24 | Dr. Hermana Gilt Arachi                | Dr. Hermana Gilt Arachi | 10,000 |
| 25 | Endowment Lecture for Commerce (S.F)   | Mr. Nazareth Charles    | 50,000 |
| 26 | Ms. Jesi Isabella (Commerce)           | Ms. Jesi Isabella       | 25,000 |
| 27 | Ms. Alankara Vasanthi (Chemistry)      | Ms. Alankara Vasanthi   | 10,000 |
| 28 | Ms. Elizabeth Lucy (English)           | Ms. Elizabeth Lucy      | 50,000 |
| 29 | Dr. P. Mary Saroja                     | Dr. P. Mary Saroja      | 10,000 |
| 30 | Ms. S. Mary Josheela                   | Ms. S. Mary Josheela    | 25,000 |
| 31 | Sr. Sophy                              | Sr. Sophy               | 20,000 |
| 32 | Dr. C. Jespin Ida                      | Dr. C. Jespin Ida       | 50,000 |
| 33 | Mrs. Kalai Selvi Prathees              | M. Anriya Bertilla      | 30000  |

## ACADEMIC PROGRAMMES

### Programmes - A Profile

| Degree | Programmes                                        | Year of Affiliation | Sanctioned Strength |
|--------|---------------------------------------------------|---------------------|---------------------|
| B.A.   | History                                           | 1966-1967           | 64                  |
|        | Economics                                         | 1966-1967           | 64                  |
|        | English                                           | 1966-1967           | 64                  |
|        | English Literature with Media Communication (S.F) | 2024-2025           | 64                  |
| B.Sc.  | Mathematics                                       | 1966-1967           | 48                  |
|        | Physics                                           | 1966-1967           | 48                  |
|        | Chemistry                                         | 1966-1967           | 48                  |
|        | Botany                                            | 1966-1967           | 48                  |
|        | Zoology                                           | 1966-1967           | 48                  |
|        | Computer Science (S.F)                            | 2008-2009           | 48                  |
|        | Costume Design and Fashion(S.F)                   | 2023-2024           | 48                  |
|        | Artificial Intelligence & Data Science (S.F)      | 2024-2025           | 48                  |
| B.Com. | Commerce                                          | 1980- 1981          | 64                  |
|        | Commerce (S.F-I)                                  | 2010-2011           | 64                  |
|        | Corporate Secretaryship (S.F)                     | 2024-2025           | 64                  |
| M.A.   | English                                           | 1971-1972           | 30                  |
|        | Economics (S.F)                                   | 2003-2004           | 30                  |
|        | History (S.F)                                     | 2012-2013           | 30                  |
|        | English (S.F)                                     | 2014-2015           | 30                  |

|       |                        |           |    |
|-------|------------------------|-----------|----|
| M.Sc. | Mathematics            | 1978-1979 | 25 |
|       | Zoology                | 1979-1980 | 25 |
|       | Physics                | 1984-1985 | 25 |
|       | Botany (S.F)           | 2003-2004 | 25 |
|       | Chemistry (S.F)        | 2012-2013 | 25 |
|       | Computer Science (S.F) | 2023-2024 | 25 |
| M.Com | M.Com Commerce (S.F)   | 2007-2008 | 30 |
| M.S.W | M.S.W. (S.F)           | 2007-2008 | 25 |
| Ph.D. | Zoology                | 2000-2001 |    |
|       | Botany                 | 2009-2010 |    |
|       | English                | 2009-2010 |    |
|       | Physics                | 2010-2011 |    |
|       | Chemistry              | 2017-2018 |    |
|       | Commerce               | 2017-2018 |    |
|       | Economics              | 2017-2018 |    |
|       | History                | 2017-2018 |    |
|       | Mathematics            | 2018-2019 |    |

## Programmes Offered

| Aided Programmes                                                                                                                                                                            |                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>UG</b><br>Mathematics<br>Physics<br>Chemistry<br>Botany<br>Zoology<br>Economics<br>English<br>History<br>Commerce                                                                        | <b>PG</b><br>Mathematics<br>Physics<br>Zoology<br>English                                                          |
| Self-Financed Programmes                                                                                                                                                                    |                                                                                                                    |
| <b>UG</b><br>Computer Science<br>Costume Design and Fashion<br>Artificial Intelligence & Data Science<br>English Literature with Media Communication<br>Commerce<br>Corporate Secretaryship | <b>PG</b><br>Chemistry<br>Botany<br>Computer Science<br>English<br>Economics<br>History<br>Social Work<br>Commerce |
| Ph.D. Programmes                                                                                                                                                                            |                                                                                                                    |
| Zoology<br>English<br>Botany<br>Physics<br>Chemistry<br>Commerce<br>Economics<br>History<br>Mathematics                                                                                     |                                                                                                                    |

## ELECTIVE / ALLIED COURSES OFFERED BY UG DEPARTMENTS

### Departments of Sciences

| Department  | Sem ester | Title of the Course                  | Course Code | Students who can opt            |
|-------------|-----------|--------------------------------------|-------------|---------------------------------|
| Mathematics | I         | Algebra and Differential Equations   | MU231EC1    | Physics, Chemistry (A Stream)   |
|             | II        | Vector Calculus and Fourier Series   | MU232EC1    |                                 |
|             | III       | Mathematical Statistics              | MU233EC1    | Mathematics                     |
|             | IV        | Transform Techniques                 | MU234EC1    |                                 |
| Physics     | I         | Allied Physics for Mathematics I     | PU231EC1    | Mathematics                     |
|             | II        | Allied Physics for Mathematics II    | PU232EC1    |                                 |
|             | III       | Allied Physics for Chemistry I       | PU233EC1    | Chemistry (Both A and B Stream) |
|             | IV        | Allied Physics for Chemistry II      | PU234EC1    |                                 |
| Chemistry   | I         | Chemistry for Biological Sciences I  | CU231EC1    | Botany, Zoology                 |
|             | II        | Chemistry for Biological Sciences II | CU232EC1    |                                 |
|             | III       | Chemistry for Physical Sciences I    | CU233EC1    | Physics                         |
|             | IV        | Chemistry for Physical Sciences II   | CU234EC1    |                                 |

|                                        |     |                                                      |          |                                        |
|----------------------------------------|-----|------------------------------------------------------|----------|----------------------------------------|
| Botany                                 | I   | Allied Botany– I                                     | BU231EC1 | Chemistry<br>(B Stream)                |
|                                        | II  | Allied Botany– II                                    | BU232EC1 |                                        |
|                                        | III | Allied Botany– III                                   | BU233EC1 | Zoology                                |
|                                        | IV  | Allied Botany– IV                                    | BU234EC1 |                                        |
| Zoology                                | I   | Animal Diversity                                     | ZU241EC1 | Botany                                 |
|                                        | II  | Economic Zoology                                     | ZU242EC1 |                                        |
|                                        | III | Animal Diversity                                     | ZU233EC1 |                                        |
|                                        | IV  | Economic Zoology                                     | ZU234EC1 |                                        |
| Computer Science                       | I   | Numerical Methods                                    | SU231EC1 | Computer Science                       |
|                                        | II  | Discrete Mathematics                                 | SU232EC1 |                                        |
|                                        | III | Web Technology                                       | SU233EC1 |                                        |
|                                        | IV  | Software Engineering                                 | SU234EC1 |                                        |
| Costume Design & Fashion               | I   | Sewing Technology                                    | DU241EC1 | Costume Design and Fashion             |
|                                        | II  | Technology of Wet Processing                         | DU242EC2 |                                        |
|                                        | III | Fabric Structure and Design                          | DU233EC1 |                                        |
|                                        | IV  | Textile Testing and Quality Control                  | DU234EC1 |                                        |
| Artificial Intelligence & Data Science | I   | Mathematical Foundations for Artificial Intelligence | IU241EC1 | Artificial Intelligence & Data Science |
|                                        | II  | Discrete Mathematics                                 | IU242EC1 |                                        |

## Departments of Arts and Commerce

| Department | Sem ester | Title of the Course                    | Course Code | Students who can opt |
|------------|-----------|----------------------------------------|-------------|----------------------|
| English    | I         | Social History of England              | EU241EC1    | English              |
|            | II        | History of English Literature          | EU242EC1    |                      |
|            | III       | Literary Practices in Academic Writing | EU233EC1    |                      |
|            | IV        | Journalism in the Digital Age          | EU234EC1    |                      |
| History    | I         | Introduction to Archaeology            | HU231EC1    | History              |
|            | II        | Western Political Thought              | HU232EC1    |                      |
|            | III       | Indian Political Thought               | HU233EC1    |                      |
|            | IV        | Modern Government                      | HU234EC1    |                      |
| Economics  | I         | Introduction to Sociology              | FU231EC1    | Economics            |
|            | II        | Introduction to E- Commerce            | FU232EC1    |                      |
|            | III       | Rural Economics                        | FU233EC1    |                      |
|            | IV        | Research Methods in Economics          | FU234EC1    |                      |
| Commerce   | I         | Business Communication                 | AU231EC1    | Commerce             |
|            | II        | Business Environment                   | AU232EC1    |                      |



|                                             |     |                                                    |          |                                             |
|---------------------------------------------|-----|----------------------------------------------------|----------|---------------------------------------------|
|                                             | III | International Trade                                | AU233EC1 |                                             |
|                                             | IV  | E-Commerce                                         | AU234EC1 |                                             |
| English Literature with Media Communication | I   | Fundamentals of Media Communication                | GU241EC1 | English Literature with Media Communication |
|                                             | II  | Computers in Media Communication                   | GU242EC1 |                                             |
| Corporate Secretaryship                     | I   | Corporate E-management                             | JU241EC1 | Corporate Secretaryship                     |
|                                             | II  | Securities Law and Regulation of Financial Markets | JU242EC1 |                                             |

## ACADEMIC GUIDELINES 2023-2026

### Undergraduate Programme

(For the candidates admitted from the  
academic year 2023-2024 onwards)  
**Learning Outcomes-based Curriculum Framework (LOCF)  
with Choice Based Credit System (CBCS)**

#### 1. Eligibility: 10 + 2 pattern

- (i) **For Admission:** A pass in the Higher Secondary Examination (10+2) (Academic / Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereto by the syndicate of Manonmaniam Sundaranar University, Tirunelveli, is eligible for admission.

#### ARTS

| S. No. | Name of the Programme                                             | Eligibility                                                | Medium of Instruction |
|--------|-------------------------------------------------------------------|------------------------------------------------------------|-----------------------|
| 1      | B.A. English                                                      | A pass in 10 + 2                                           | English               |
| 2      | B.A. History                                                      | A pass in 10 + 2                                           | Tamil                 |
| 3      | B.A. Economics                                                    | A pass in 10 + 2                                           | English               |
| 4.     | B.Com. (Aided & Self-financed)                                    | A pass in 10 + 2 with Commerce as one of the core subjects | English               |
| 5.     | B.A. English Literature with Media Communication (Self-financed)* | A pass in 10 + 2                                           | English               |
| 6.     | B.Com Corporate Secretaryship (Self-financed)*                    | A pass in 10 + 2 with Commerce as one of the core subjects | English               |

## SCIENCE

| S. No. | Name of the Programme                                             | Eligibility                                                                                        | Medium of Instruction |
|--------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------|
| 1.     | B. Sc. Mathematics                                                | A pass in 10 + 2 with Mathematics as one of the core subjects                                      | English               |
| 2.     | B. Sc. Physics                                                    | A pass in 10 + 2 with Physics and Mathematics as Core Subjects                                     | English               |
| 3.     | B. Sc. Chemistry                                                  | A pass in 10 + 2 with Chemistry as one of the core subjects                                        | English               |
| 4.     | B. Sc. Botany                                                     | A pass in 10 + 2 with Botany or Biology as one of the core subjects                                | English               |
| 5.     | B. Sc. Zoology                                                    | A pass in 10 + 2 with Zoology or Biology as one of the core subjects                               | English               |
| 6.     | B. Sc. Computer Science<br>(Self Financed)                        | A pass in 10 + 2 with Computer Science or Mathematics as one of the core subjects                  | English               |
| 7.     | B.Sc. Costume Design and Fashion<br>(Self-financed)               | A pass in 10 + 2                                                                                   | English               |
| 8.     | B.Sc. Artificial Intelligence & Data Science<br>(Self- financed)* | A pass in 10 + 2 with Mathematics or Computer Science with Mathematics as one of the core subjects | English               |

\* From 2024-2025 onwards

## **(ii) Degree:**

The candidates shall have subsequently undergone the prescribed course of study in Holy Cross College (Autonomous) affiliated to the Manonmaniam Sundaranar University for a period of not less than three academic years (six semesters), passed the prescribed examinations and fulfilled such conditions as have been prescribed thereof.

## **2. Duration**

The Programme is for a period of three years. Each academic year shall comprise of two Semesters viz. Odd and Even semesters. Odd Semester shall be from June to October / November and Even Semester shall be from November / December to April. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each Semester (excluding the days for the conduct of end-semester examinations).

## **3. LOCF with CBCS**

Learning Outcome-Based Curriculum Framework is a student-centric teaching and learning methodology where the course delivery and assessment are planned to achieve, stated objectives and outcomes. It focuses on measuring performance of the student i.e. outcomes at different levels. The main feature of the CBCS is to make undergraduate education student-centric allowing students to choose inter- disciplinary, intra-disciplinary, multidisciplinary, value added and skill-oriented courses (even from other disciplines according to their learning needs, interests and attitude) with optimal flexibility for students on par with global standards.

## **4. Courses**

### **Part I- Language Courses**

Students can opt either Tamil or French

### **Part II - General English**

Students will be categorized based on their mark for English in +2 and a proficiency test given by the institution and streamlined into Stream A, Stream B or Stream C.

### **Part III - Core Courses (CC), Core Lab Courses (CP), Core Research Project (RP)**

Core Courses should compulsorily be studied by a candidate as a core requirement. They provide basic understanding of the main discipline.

### **Elective Courses (EC), Elective Lab Courses (EP) and Discipline Specific Elective Courses (DE)**

These courses provide diverse knowledge of disciplinary, interdisciplinary and multidisciplinary nature.

The Department Committee shall follow a selection procedure on a first-come-first-served basis, fixing the maximum number of students, giving counselling to the students etc. The institution shall provide all information relating to the Elective Courses in each Programme to all the students so as to enable them to choose a course of their choice.

### **Grouping**

| <b>S.No.</b> | <b>Discipline</b> |
|--------------|-------------------|
| 1            | Mathematics       |
| 2            | Physics           |
| 3            | Chemistry         |
| 4            | Botany            |
| 5            | Zoology           |

| <b>S.No.</b> | <b>Discipline</b> |
|--------------|-------------------|
| 1            | English           |
| 2            | Economics         |
| 3            | History           |
| 4            | Commerce          |

| <b>S.No.</b> | <b>Discipline</b>       |
|--------------|-------------------------|
| 1            | Commerce                |
| 2            | Corporate Secretaryship |

| S.No. | Discipline                                  |
|-------|---------------------------------------------|
| 1     | Computer Science                            |
| 2     | Costume Design and Fashion                  |
| 3     | Artificial Intelligence & Data Science      |
| 4     | English Literature with Media Communication |

## Part IV

### Non-Major Elective (NME)

Non-Major Elective (NME) courses are generic, designed for the students of other disciplines.

#### i) Basic Tamil:

Those who have not studied Tamil upto Standard XII, but have taken other languages under Part I shall take Basic Tamil comprising of two courses.

#### ii) Advanced Tamil:

Those who have studied Tamil upto Standard XII, but have taken other languages under Part I shall take Advanced Tamil comprising of two courses.

#### iii) Others:

Those who do not come under categories i) & ii) can choose any non – major elective in Semester I & II comprising of two courses.

### Skill Enhancement Courses (SEC):

These courses help students to become industry ready graduates, skilled human resource, employable and entrepreneurial with essential skills.

In the second year, students will be divided into two categories wherein Category A have ***Fitness for Wellbeing*** and Category B have ***Digital Fluency*** in semester III and vice-versa in semester IV (2+2 hours - 2+2 credits).

**Category A:** English, History, Chemistry, Zoology, Computer Science, Costume Design and Fashion, Artificial Intelligence & Data Science and, English with Media Communications.

**Category B:** Economics, Mathematics, Physics, Botany and Commerce (Aided, S.F I and Corporate Secretaryship).

### **Foundation Course:**

Foundation Course eases the transition of learning from higher secondary to higher education and provides an overview of the pedagogy of learning the subject.

### **Environmental Studies:**

Environmental Studies instills knowledge and responsibility on the interconnectedness of man and nature.

### **Internship:**

Internship during the summer vacation between semester IV and V, will help the students to gain valuable work experience, that connects classroom knowledge to real world experience.

### **Professional Competency Skill:**

Knowledge, Problem Solving, Analytical Ability, Professional Competency, Professional Communication and Transferrable Skill will optimize the performance of the students.

## **Part V: Co-curricular Courses**

### **Life Skill Training:**

**Catechism for Catholics and Moral for non-Catholics.** They are offered for all I & II UG students.

### **Skill Development Training:**

It is mandatory and offered as **Certificate Course** (minimum 30 hours) for all the students.

### **Field Project:**

Minimum five days with one credit is mandatory for all I UG students to undertake at the end of semester II which has to be discipline specific and relevant to society.

### **Specific Value-added Courses:**

Students have to undergo the courses offered by the department (minimum 30 hours).

## **Generic Value-added Courses:**

Students can choose the courses offered by the institution (minimum 30 hours).

## **MOOCs:**

The students have to undergo two 4 weeks courses of their choice to earn the mandatory 1 credit each.

## **Student Training Activity: Clubs / Committees**

NSS, Red Ribbon Club, AICUF, Rotaract Club, Youth Red Cross, Eco Club, Consumer Club, Legal Literacy Committee, Women's Cell, YUVA Tourism Club, Electoral Literacy Club and Games/Sports Committee are the Student Extension Activities. One can be chosen by the I and II UG students.

## **Community Engagement Activity: Reaching the Unreached Neighbourhood (RUN):**

This extension activity is offered for 30 hours.

**Human Rights, Justice and Ethics** is offered in Semester V for all III UG students.

**Gender Equity and Inclusivity** is offered in Semester VI for all III UG students.

\*Part V courses are conducted outside the working hours.

## **Library Hour:**

One hour per week is allotted as library hour which can be allocated by the departments.

## **5. Course Coding and Classification:**

The following code system (8 alphanumeric characters) is adopted for Under Graduate courses:



| Department Code | UG | Year of Revision | Semester | Course Specification | Course number |
|-----------------|----|------------------|----------|----------------------|---------------|
| X               | U  | 24               | 1-6      | CC/CP/ EC            | 1,2,3 etc     |

| Department                             | Code | Department              | Code |
|----------------------------------------|------|-------------------------|------|
| Mathematics                            | M    | English                 | E    |
| Physics                                | P    | History                 | H    |
| Chemistry                              | C    | Economics               | F    |
| Botany                                 | B    | Commerce                | A    |
| Zoology                                | Z    | Social Work             | W    |
| Computer Science                       | S    | English Literature with | G    |
| Media Communication                    | G    | Corporate Secretaryship | J    |
| Costume and Fashion Design             | D    | Corporate Secretaryship | J    |
| Artificial Intelligence & Data Science | I    |                         |      |

## 6. Course Specifications

TL/FL - Languages (Tamil / French) EL - English

CC - Core Course

CP - Core Lab Course

RP - Core Research Project

FC - Foundation Course

EV - Environmental Studies

IS - Internship

PS - Professional Competency Skill

EC - Elective Course

EP - Elective Lab Course

LC/LM - Catechism/ Moral

DE - Discipline Specific Elective

FP - Field Project

NM - Non-major Elective

HR - Human Rights, Justice and Ethics

- SE - Skill Enhancement Course
- CSE - Common Skill Enhancement Course
- GE - Gender Equity and Inclusivity
- ST - Student Training Activity
- CE - Community Engagement Activity

## 7. Course Classification

The courses offered are classified as New Courses, Multidisciplinary, Interdisciplinary and Industry 4.0, as courses catering to Employability, Entrepreneurship and Skill Development, as courses of local, national, regional and global relevance and, as courses based on Cross Cutting Issues such as Gender Equity, Environment and Sustainability, Human Values, Professional Ethics and Indian Knowledge System.

## 8. Course Structure

### Distribution of Hours and Credits

#### Curricular Courses

| Course                   | S I           | S II          | S III         | S IV          | S V                     | S VI                   | Total |    |
|--------------------------|---------------|---------------|---------------|---------------|-------------------------|------------------------|-------|----|
|                          |               |               |               |               |                         |                        | H     | C  |
| <b>Part I - Language</b> | 6(3)          | 6(3)          | 6(3)          | 6(3)          |                         |                        | 24    | 12 |
| <b>Part II - English</b> | 6(3)          | 6(3)          | 6(3)          | 6(3)          |                         |                        | 24    | 12 |
| <b>Part III</b>          |               |               |               |               |                         |                        |       |    |
| Core Course              | 5(5)+<br>5(5) | 5(5)+<br>5(5) | 5(5)+<br>5(5) | 5(5)+<br>5(5) | 5(4)+<br>5(4)+<br>5(4)+ | 6(5)+<br>6(5)+<br>6(4) | 78    | 70 |
| Core Research Project    |               |               |               |               | 5(4)                    |                        |       |    |
| Elective Course          | 4(3)          | 4(3)          | 4(3)          | 4(3)          | 4(3)+<br>4(3)           | 5(3)+<br>5(3)          | 34    | 24 |

| <b>Part IV</b>                |               |               |               |               |               |               |            |            |
|-------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|------------|------------|
| Non-major Elective            | 2(2)          | 2(2)          |               |               |               |               | 4          | 4          |
| Skill Enhancement Course      |               | 2(2)          | 2(2)+2(2)     | 2(2)          |               |               | 8          | 8          |
| Foundation Course             | 2 (2)         |               |               |               |               |               | 2          | 2          |
| Environmental Studies         |               |               |               | 2 (2)         |               |               | 2          | 2          |
| Internship                    |               |               |               |               | (2)           |               | -          | 2          |
| Professional Competency Skill |               |               |               |               | 2 (2)         | 2 (2)         | 4          | 4          |
| <b>Total</b>                  | <b>30(23)</b> | <b>30(23)</b> | <b>30(23)</b> | <b>30(23)</b> | <b>30(26)</b> | <b>30(22)</b> | <b>180</b> | <b>140</b> |

### Co-curricular Courses

| <b>Part V</b>                                   | <b>S I</b> | <b>S II</b> | <b>S III</b> | <b>S IV</b> | <b>S V</b> | <b>S VI</b> | <b>Total</b> |
|-------------------------------------------------|------------|-------------|--------------|-------------|------------|-------------|--------------|
| Life Skill Training (LST)                       | -          | (1)         | -            | (1)         |            |             | 2            |
| Skill Development Training (Certificate Course) | (1)        |             |              |             |            |             | 1            |
| Field Project                                   |            | (1)         |              |             |            |             | 1            |
| Specific Value-added Course                     | (1)        |             | (1)          |             |            |             | 2            |
| Generic Value-added Course                      |            |             |              | (1)         |            | (1)         | 2            |

|                                                                           |           |  |  |     |     |     |           |
|---------------------------------------------------------------------------|-----------|--|--|-----|-----|-----|-----------|
| Massive Open Online Courses (MOOCs)                                       | (1) + (1) |  |  |     |     |     | 2         |
| Student Training Activity: Clubs & Committees / NSS                       |           |  |  | (1) |     |     | 1         |
| Community Engagement Activity: Reaching the Unreached Neighbourhood (RUN) |           |  |  | (1) |     |     | 1         |
| Human Rights, Justice and Ethics                                          |           |  |  |     | (1) |     | 1         |
| Gender Equity and Inclusivity                                             |           |  |  |     |     | (1) | 1         |
| <b>Total</b>                                                              |           |  |  |     |     |     | <b>14</b> |

Total number of Compulsory Credits =

Curricular credits + Co-curricular credits: **140 + 14**

## 9. Credits

Credit refers to the weightage given to a course, usually in relation to the instructional hours assigned to it and the quantum of work a student is required to put in for a particular course. The credits of a Course should be less than the hours allotted to it. The total minimum credits required for the award of UG Degree is 154 credits

## 10. Extra credits (Maximum 5 credits)

Extra credits can be acquired by taking up the following:

### i. MOOCs / Self -Learning Courses

1 credit for a course (Maximum 2 credits).

### ii. Sports Representation – (Maximum 5 credits)

International level - 5 Credits

National level - 4 Credits

State level - 3 Credits

- University level - 2 Credits  
District level - 1 Credit

### **iii. Research Articles:**

#### **Publication in Journals (International/National) (max.2 papers with 2 credits each)**

Peer-reviewed journals or any journal with ISSN/ ISBN - 1 credit.  
SCOPUS / Web of Science (Science Disciplines) and UGC Care List  
– Category II (Arts and Humanities Disciplines) - 2 credits

**or**

#### **Presentation in Seminars/ Conferences/ Workshops/ Webinars**

1 credit for each research paper (Maximum 2 credits)

### **iv. Entrepreneurship Initiatives:**

Founders of Start Steps: 2 extra credits

Co-Founders of Start Steps: 1 extra credit

Udhayam /MSME Registered Start Steps and Small Scale Industries: 3 extra credits

Innovative Start Steps with Successful Business Scaling (turnover of ₹1 lakh or more per year): 5 extra credits

## **11. Pedagogy**

Each Course is designed with Lectures / Tutorials / Laboratory or Field Work / Seminar / Practical Training / Assignments or Report Writing / Book review / Group Discussion / Flipped / Blended / Open Book Test / Problem Solving / Inquiry based Learning / Debate / Experiential Learning etc. to meet effective teaching, learning and evaluation requirements.

## **12. Examination Pattern**

Each paper carries an internal component. There is a passing minimum for external component. A minimum of 40% in the external examination and an aggregate of 40% is required.

### **i. Part I – Tamil, Part II – English, Part III - (Core Course / Elective Course)**

Ratio of Internal and External= 25:75

**Continuous Internal Assessment (CIA)**  
**Internal Components and Distribution of Marks**

| <b>Components</b>                                                                                                                                                                                                            | <b>Marks</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Internal test (2) - 40 marks                                                                                                                                                                                                 | 10           |
| Quiz (2) - 20 marks                                                                                                                                                                                                          | 5            |
| Assignment: (Model Making, Exhibition, Role Play, Seminar, Group Discussion, Problem Solving, Class Test, Open Book Test etc. (Minimum three items per course should be included in the syllabus & teaching plan) (30 marks) | 10           |
| <b>Total</b>                                                                                                                                                                                                                 | <b>25</b>    |

**Question Pattern**

| <b>Internal Test</b>               | <b>Marks</b> | <b>External Exam</b>               | <b>Marks</b> |
|------------------------------------|--------------|------------------------------------|--------------|
| Part A 4 x 1<br>(No choice)        | 4            | Part A 10 x 1<br>(No choice)       | 10           |
| Part B 2 x 6<br>(Internal choice)  | 12           | Part B 5 x 6<br>(Internal choice)  | 30           |
| Part C 2 x 12<br>(Internal choice) | 24           | Part C 5 x 12<br>(Internal choice) | 60           |
| <b>Total</b>                       | <b>40</b>    | <b>Total</b>                       | <b>100</b>   |

**ii. Lab Course:**

Ratio of Internal and External= 25:75

Total: 100 marks

**Internal Components and Distribution of Marks**

| <b>Internal Components</b>                                  | <b>Marks</b> |
|-------------------------------------------------------------|--------------|
| Performance of the Experiments                              | 10           |
| Regularity in attending practical and submission of records | 5            |
| Record                                                      | 5            |
| Model exam                                                  | 5            |
| <b>Total</b>                                                | <b>25</b>    |

## Question pattern

| External Exam                      | Marks     |
|------------------------------------|-----------|
| Major Practical                    | 75        |
| Minor Practical / Spotters /Record |           |
| <b>Total</b>                       | <b>75</b> |

## Core Research Project

Ratio of Internal and External = 25:75

| Components                   | Marks      |
|------------------------------|------------|
| <b>Internal</b>              | 25         |
| <b>External</b>              |            |
| Core Research Project Report | 40         |
| Viva voce                    | 35         |
| <b>Total</b>                 | <b>100</b> |

## Part - IV

### i. Non-major Elective, Skill Enhancement Course I & II, Foundation Course, Professional Competency Skill

Ratio of Internal and External = 25: 75

#### Internal Components and Distribution of Marks

| Components                                                                                                     | Marks     |
|----------------------------------------------------------------------------------------------------------------|-----------|
| Internal test (2) – 25 marks                                                                                   | 10        |
| Quiz (2) – 20 marks                                                                                            | 5         |
| Assignment: (Model Making, Exhibition, Role Play, Album, Group Activity, etc. (Minimum three items per course) | 10        |
| <b>Total</b>                                                                                                   | <b>25</b> |

## Question Pattern

| Internal Test            | Marks | External Exam            | Marks |
|--------------------------|-------|--------------------------|-------|
| Part A 2 x 2 (No Choice) | 4     | Part A 5 x 2 (No Choice) | 10    |

|                                                  |           |                                                        |           |
|--------------------------------------------------|-----------|--------------------------------------------------------|-----------|
| Part B 3 x 4 (Open choice<br>Three out of Five ) | 12        | Part B 5 x 4 (Open<br>choice any Five out of<br>Eight) | 20        |
| Part C 1 x 9 (Open choice<br>One out of Three)   | 9         | Part C 5 x 9 (Open<br>choice any Five out of<br>Eight) | 45        |
| <b>Total</b>                                     | <b>25</b> | <b>Total</b>                                           | <b>75</b> |

## ii. Skill Enhancement Course III & IV

### Digital Fluency

| Components             | Marks     |
|------------------------|-----------|
| <b>Internal</b>        |           |
| Quiz (15 x 1)          | 15        |
| Lab Assessment (5 x 2) | 10        |
| <b>Total</b>           | <b>25</b> |
| <b>External</b>        |           |
| Practical (2 x 25)     | 50        |
| Procedure              | 25        |
| <b>Total</b>           | <b>75</b> |

### Fitness and Wellbeing

| Components                                                          | Marks     |
|---------------------------------------------------------------------|-----------|
| <b>Internal</b>                                                     |           |
| Quiz (15 x 1)                                                       | 15        |
| Exercise (2 x 5)                                                    | 10        |
| <b>Total</b>                                                        | <b>25</b> |
| <b>External</b>                                                     |           |
| Written Test: Part A: Open choice - 5 out of 8 questions<br>(5 x 5) | 25        |
| Part B: Open choice - 5 out of 8 questions<br>(5 x 10)              | 50        |
| <b>Total</b>                                                        | <b>75</b> |



### iii. Environmental Studies

#### Internal Components

| Components     | Marks     |
|----------------|-----------|
| Project Report | 15        |
| Viva voce      | 10        |
| <b>Total</b>   | <b>25</b> |

| External Exam                                       | Marks     |
|-----------------------------------------------------|-----------|
| Part A 5 x 2<br>(No Choice)                         | 10        |
| Part B 5 x 4<br>(Open choice any Five out of Eight) | 20        |
| Part C 5 x 9<br>(Open choice any Five out of Eight) | 45        |
| <b>Total</b>                                        | <b>75</b> |

### iv. Internship

| Components            | Marks      |
|-----------------------|------------|
| Industry Contribution | 50         |
| Report & Viva-voce    | 50         |
| <b>Total</b>          | <b>100</b> |

### v. Professional Competency Skill

#### Co-Curricular Courses:

#### i. Life Skill Training: Catechism & Moral

Human Rights, Justice and Ethics

Gender Equity and Inclusivity

#### ii. Internal Components

| Components                        | Marks     |
|-----------------------------------|-----------|
| Project - Album on current issues | 25        |
| Group Activity                    | 25        |
| <b>Total</b>                      | <b>50</b> |

## External Components

| Components                                                | Marks     |
|-----------------------------------------------------------|-----------|
| Written Test: Open choice – 5 out of 8 questions (5 x 10) | 50        |
| <b>Total</b>                                              | <b>50</b> |

### iii. Skill Development Training - Certificate Course:

| Components                 | Marks      |
|----------------------------|------------|
| Attendance & Participation | 50         |
| Skill Test                 | 50         |
| <b>Total</b>               | <b>100</b> |

### iv. Field Project:

| Components                       | Marks      |
|----------------------------------|------------|
| Field Work                       | 50         |
| Field Project Report & Viva-voce | 50         |
| <b>Total</b>                     | <b>100</b> |

### v. Specific Value-Added Courses & Generic Value-Added Courses:

| Components   | Marks      |
|--------------|------------|
| Internal     | 25         |
| External     | 75         |
| <b>Total</b> | <b>100</b> |

### vi. Student Training Activity: Clubs and Committees Compulsory for all I & II year students (1 credit).

| Components    | Marks      |
|---------------|------------|
| Attendance    | 25         |
| Participation | 75         |
| <b>Total</b>  | <b>100</b> |

**vii. Community Engagement Activity: Reaching the Unreached Neighbourhood (RUN)**

| Components                 | Marks      |
|----------------------------|------------|
| Attendance & Participation | 50         |
| Field Project              | 50         |
| <b>Total</b>               | <b>100</b> |

**13. Outcome Based Education (OBE)**

(i) Knowledge levels for assessment of Outcomes based on Blooms Taxonomy

| S. No. | Level | Parameter                       | Description                                          |
|--------|-------|---------------------------------|------------------------------------------------------|
| 1      | K1    | Knowledge/<br>Remembering       | It is the ability to remember the previously learned |
| 2      | K2    | Comprehension/<br>Understanding | The learner explains ideas or concepts               |
| 3      | K3    | Application/Applying            | The learner uses information in a new way            |
| 4      | K4    | Analysis/Analysing              | The learner distinguishes among different parts      |
| 5      | K5    | Evaluation/Evaluating           | The learner justifies a stand or decision            |
| 6      | K6    | Synthesis /Creating             | The learner creates a new product or point of view   |

**(ii) Weightage of K - Levels in Question Paper**

**Number of questions for each cognitive level:**

| Programme | Assessment | Lower Order Thinking |   |   |    |   |   |    |   |   | Higher order thinking |   |   | Total number of questions |
|-----------|------------|----------------------|---|---|----|---|---|----|---|---|-----------------------|---|---|---------------------------|
|           |            | K1                   |   |   | K2 |   |   | K3 |   |   | K4,K5,K6              |   |   |                           |
|           | Part       | A                    | B | C | A  | B | C | A  | B | C | A                     | B | C |                           |
| I UG      | Internal   | 2                    | 1 | - | 1  | 1 | 1 | 1  | - | 1 | -                     | - | - | 8                         |
|           | External   | 5                    | 2 | 1 | 3  | 2 | 2 | 2  | 1 | 2 | -                     | - | - | 20                        |

|        |          |   |   |   |   |   |   |   |   |   |   |   |   |    |
|--------|----------|---|---|---|---|---|---|---|---|---|---|---|---|----|
| II UG  | Internal | 1 | 1 | - | 1 | 1 | 1 | 1 | - | 1 | 1 | - | - | 8  |
|        | External | 5 | 1 | 1 | 4 | 1 | 1 | - | 3 | 1 | 1 | - | 2 | 20 |
| III UG | Internal | 1 | - | - | 1 | - | 1 | 1 | 1 | 1 | 1 | 1 | - | 8  |
|        | External | 5 | 1 | 1 | 4 | 1 | 1 | - | 3 | 1 | 1 | - | 2 | 20 |

## Postgraduate Programme

**(For the candidates admitted from the  
academic year 2023-2024 onwards)**

Learning Outcomes-based Curriculum Framework (LOCF)  
with Choice Based Credit System (CBCS)

### 1. Eligibility

(i) For Admission: A candidate who is a graduate of this college or any other recognized University in the main subject/subjects as given below against each or who has passed an examination accepted as equivalent thereto by the Syndicate of Manonmaniam Sundaranar University, Tirunelveli, is eligible for admission.

### ARTS

| S. No. | Name of the Programme                | Eligibility                                                                                                                                                                               | Medium of Instruction |
|--------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1.     | M.A. English (Aided & Self-Financed) | A pass in B.A. English                                                                                                                                                                    | English               |
| 2.     | M. A. History (Self-Financed)        | A pass in B. A. History                                                                                                                                                                   | English               |
| 3.     | M.A. Economics (Self-Financed)       | A pass in B.A. Economics                                                                                                                                                                  | English               |
| 4.     | M.Com. (Self-Financed)               | A pass in B. Com. / Bank Management / Computer Applications / Financial Management/B.Com.(Applied) / C A - O p e r a t i o n / B. B. A. and other related Programmes equivalent to B.Com. | English               |
| 5.     | MSW (Social Work) (Self-Financed)    | A pass in any degree                                                                                                                                                                      | English               |

## SCIENCE

| S. No. | Name of the Programme                      | Eligibility                                                                                | Medium of Instruction |
|--------|--------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------|
| 1.     | M. Sc. Mathematics (Aided & Self-Financed) | A pass in B.Sc. Mathematics                                                                | English               |
| 2.     | M.Sc. Physics                              | A pass in B.Sc. Physics / B.Sc. Electronics/ Applied Physics / Four year Physics (Honours) | English               |
| 3.     | M.Sc. Zoology                              | A pass in B.Sc. Zoology                                                                    | English<br>English    |
| 4.     | M.Sc. Chemistry (Self-Financed)            | A pass in B.Sc. Chemistry                                                                  | English               |
| 5.     | M.Sc. Botany (Self-Financed)               | A pass in B.Sc. Botany                                                                     | English               |
| 6.     | M.Sc. Computer Science (Self-Financed)     | A pass in B.Sc. Computer Science                                                           | English               |

### ii) Degree

The candidates shall have subsequently undergone the prescribed Programme of study in Holy Cross College (Autonomous) affiliated to the Manonmaniam Sundaranar University for a period of not less than two academic years comprising four semesters, passed the examinations prescribed and fulfilled such conditions as have been prescribed there of.

### 2. Duration

The duration of PG Programme is for a period of two years. Each academic year shall comprise of two semesters, viz. Odd and Even semesters. Odd semester shall be from June to October / November and Even Semester shall be from November / December to April. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each Semester (excluding the days for the conduct of end-semester examinations).

### 3. LOCF with CBCS

Learning Outcomes-based Curriculum Framework is a student-centric teaching and learning methodology where the course delivery and assessment are planned to achieve, stated objectives and outcomes. It focuses on measuring performance of the student i.e. outcomes at different levels. The main feature of the CBCS is to make postgraduate education student centric, allowing students to choose inter-disciplinary, intra-disciplinary courses, skill-oriented courses (even from other disciplines according to their learning needs, interests and attitude) with optimal flexibility for students on par with global standards.

In keeping with the spirit of CBCS based on the norms of UGC, the curriculum has been restructured once in every three years since the college was conferred with the autonomous status in 2007- 2008.

A PG student may take up an Internship/ Summer Training Programme relevant to the subject in any reputed institution for a period of twenty-five days, in order to develop knowledge and skills, and equip for career. This programme was included within the curriculum with one credit under curriculum restructuring from 2011-12.

### 4. Courses

#### I. Curricular Courses:

The following are the various categories of courses offered in the PG programme:

##### (i) Core Courses & Core Lab Course:

These courses should compulsorily be studied by a candidate as a core requirement. Lab Courses are integral for science disciplines. They provide basic understanding of the main discipline.

##### (ii) Elective Courses:

The college provides all information to students regarding Elective Courses as to enable them to choose the relevant ones..

##### (iii) Core Research Project:

Each candidate shall be required to take up an individual project

of regional relevance and submit it at the end of the third semester. The Head of the Department shall assign the Guide who, in turn, will suggest the Project Work to the student in the beginning of the final year. The Project will be evaluated by an internal and an external examiner nominated by the Controller of Examinations. The candidate concerned will have to defend her Project through a Viva-voce.

#### **(iv) Skill Enhancement Course (SEC):**

These courses focus on developing skills or proficiencies in the student, and aim at providing hands-on training.

#### **(v) Internship:**

Internship during the first year vacation, i.e. during summer vacation between semester II and III for at least twenty five days, will help the students gain valuable work experience, that connects classroom knowledge to real world experience and to narrow down and focus on the career path. Internship Report should be submitted to the Controller of Examination through respective departments.

### **II. Co-curricular Courses:**

#### **(i) Life Skill Training I &II: (1 credit each)**

Life Skill Training is offered to the PG students in order to mould them into responsible individuals. External Examination is conducted at the end of the II & IV Semesters.

#### **(ii) Field Project:**

Minimum seven days with one credit is mandatory for all I PG students to undertake at the end of semester I which has to be discipline specific and relevant to society.

#### **(iii) Specific Value-added Courses:**

Students have to undergo the courses in the discipline.

#### **(iv) Generic Value-added Courses:**

Students can choose the courses offered by the institution.



### **(v) Massive Open Online Courses (MOOCs):**

The students have to undergo two 4 weeks courses of their choice to earn the mandatory 1 credit each.

### **(vi) Community Engagement Activity (UBA)**

This extension activity is offered for 30 hours.

### **(vii) Library Hour:**

One hour per week is allotted as library hour which can be allocated by the departments.

## **5. Course Coding and Classification:**

The following code system (11 alphanumeric characters) is adopted for Post Graduate courses:

| <b>Department Code</b> | <b>PG</b> | <b>Year of Revision</b> | <b>Semester</b> | <b>Course Specification</b> | <b>Course number</b> |
|------------------------|-----------|-------------------------|-----------------|-----------------------------|----------------------|
| X                      | P         | 23                      | 1-4             | CC/CP                       | 1,2,3 etc            |

## **6. Course Specifications:**

CC - Core Course

IS- Internship

CP- Core Practical

SE – Skill Enhancement

RP- Research Project

FP- Field Project

## **7. Course Classification**

The courses offered are classified as New Courses, Multidisciplinary, Interdisciplinary and Industry 4.0, as courses catering to Employability, Entrepreneurship and Skill Development, as courses of local, national, regional and global relevance and, as courses based on Cross Cutting Issues such as Gender Equity, Environment and Sustainability, Human Values, Professional Ethics and Indian Knowledge System.

## **8.Course Structure**

### **(i) Curricular Courses:**

### Distribution of Hours and Credits

| Course                        | SEMESTER                 |                         |                          |                          | Total      |           |
|-------------------------------|--------------------------|-------------------------|--------------------------|--------------------------|------------|-----------|
|                               | I                        | II                      | III                      | IV                       | Hours      | Credits   |
| Core Course & Core Lab Course | 7(5) +<br>7(5) +<br>6(4) | 6(5)+<br>6(5) +<br>6(4) | 6(5) +<br>6(5) +<br>6(5) | 6(5) +<br>6 (5)+<br>6(5) | 74         | 58        |
| Elective Course               | 5(3) +<br>5 (3)          | 4(3) +<br>4 (3)         | 4(3)<br>-                | 4 (3)<br>+ 4(3)          | 30         | 21        |
| Core Research Project         |                          | -                       | 5(4)                     |                          | 5          | 4         |
| Skill Enhancement Course      |                          | 4 (2)                   | 3 (2)                    | 4 (2)                    | 11         | 6         |
| Internship                    |                          |                         | (2)                      |                          | -          | 2         |
| <b>Total</b>                  | <b>30 (20)</b>           | <b>30 (22)</b>          | <b>30 (26)</b>           | <b>30 (23)</b>           | <b>120</b> | <b>91</b> |

**Total Number of Hours = 120**

#### (ii) Co-curricular Courses

| Course                              | SEMESTER |     |     |     | Total   |
|-------------------------------------|----------|-----|-----|-----|---------|
|                                     | I        | II  | III | IV  | Credits |
| Life Skill Training –I              | -        | (1) | -   | -   | 1       |
| Life Skill Training –II             | -        | -   | -   | (1) | 1       |
| Field Project                       | (1)      |     | -   |     | 1       |
| Specific Value-Added Courses        | (1)      |     | (1) |     | 2       |
| Generic Value-Added Courses         |          | (1) |     | (1) | 2       |
| Massive Open Online Courses (MOOCs) |          | (1) |     | (1) | 2       |
| Community Engagement Activity (UBA) |          | (1) |     |     | 1       |

**Total Number of Credits = 91 + (10)**

Co-curricular courses are mandatory and conducted outside the regular working hours.

## 9. Credits

Credit refers to the weightage given to a course, usually in relation to the instructional hours assigned to it and a quantum of work a student is required to put in for a particular course. The credits of a Course should be less than the hours allotted to it. The total minimum credits, required for awarding PG Degree is 91 + (10).

## 10. Extra Credits (Maximum 10 credits)

Extra credits can be acquired by taking up the following:

### i. MOOCs/ Self -Learning Courses

1 credit for a course (Maximum 2 credits).

### ii. Sports Representation – (Maximum 5 credits)

International level - 5 Credits

National level - 4 Credits

State level - 3 Credits

University level - 2 Credits

District level - 1 Credit

### iii. Research Articles:

#### **Publication in Journals (International/National)**

(max.3 papers with 1 or 2 credits each)

Peer-reviewed journals or any journal with ISSN/ ISBN - 1 credit

SCOPUS / Web of Science (Science Disciplines) and UGC Care List  
– Category II (Arts and Humanities Disciplines) - 2 credits

Patent Published - 1 Credit

Patent Granted - 2 Credits

#### **Presentation in Seminars/ Conferences/ Workshops/ Webinars**

1 credit for each research paper (Maximum 2 credits)

### iv. Entrepreneurship Initiatives

Founders of Start Steps : 2 extra credits

Co-Founders of Start Steps : 1 extra credit

Udhayam/MSME Registered Start Steps and Small Scale Industries: 3 extra credits

Innovative Start Steps with Successful Business Scaling (turnover of ₹1 lakh or more per year): 5 extra credits

## 11. Pedagogy

Each Course is designed with Lectures / Tutorials / Laboratory or Field Work / Seminar / Practical Training / Assignments or Report Writing / Book review / Group Discussion / Flipped / Blended / Open Book test / Problem Solving / Inquiry based Learning / Debate / Experiential Learning etc. to meet effective teaching, learning and evaluation requirements.

## 12. Examination Pattern

### Curricular Courses:

#### i) Core Course / Elective Course

Internal: External–25:75

Continuous Internal Assessment (CIA)

Internal Components and Distribution of Marks

| Components                                                                                                                                                  | Marks     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Internal test (2) (40 marks)                                                                                                                                | 10        |
| Quiz (2) (20 marks)                                                                                                                                         | 5         |
| Seminar (10 marks)                                                                                                                                          | 5         |
| Assignment: (Model Making, Exhibition, Role Play, Group Discussion, Problem Solving, Class Test, Open Book Test (Minimum three items per course) (30 marks) | 5         |
| <b>Total</b>                                                                                                                                                | <b>25</b> |

### Question Pattern

| Internal Test                      | Marks     | External Exam                      | Marks      |
|------------------------------------|-----------|------------------------------------|------------|
| Part A 4 x 1<br>(No choice)        | 4         | Part A 10 x 1<br>(No choice)       | 10         |
| Part B 2 x 6<br>(Internal choice)  | 12        | Part B 5 x 6<br>(Internal choice)  | 30         |
| Part C 2 x 12<br>(Internal choice) | 24        | Part C 5 x 12<br>(Internal choice) | 60         |
| <b>Total</b>                       | <b>40</b> | <b>Total</b>                       | <b>100</b> |

## ii) Core Lab Course:

Ratio of Internal and External= 25:75

Total: 100 marks

### Internal Components and Distribution of Marks

| Internal Components                                         | Marks     |
|-------------------------------------------------------------|-----------|
| Performance of the Experiments                              | 10        |
| Regularity in attending practical and submission of records | 5         |
| Record                                                      | 5         |
| Model exam                                                  | 5         |
| <b>Total</b>                                                | <b>25</b> |

### Question pattern

| External Exam                      | Marks     |
|------------------------------------|-----------|
| Major Practical                    | 75        |
| Minor Practical / Spotters /Record |           |
| <b>Total</b>                       | <b>75</b> |

## iii) Core Research Project:

Ratio of Internal and External 25 : 75

| Internal (Supervisor)                  | Marks |
|----------------------------------------|-------|
| I Review                               | 5     |
| II Review                              | 5     |
| Report                                 | 15    |
| External (External Examiner)           |       |
| Report                                 | 40    |
| Viva-voce (individual, open viva-voce) | 35    |
| Total                                  | 100   |

## iv) Skill Enhancement Course

Ratio of Internal and External = 25 : 75

### Internal Components and Distribution of Marks

| Components                                                                                                                  | Marks     |
|-----------------------------------------------------------------------------------------------------------------------------|-----------|
| Internal test (2) – (40 marks)                                                                                              | 10        |
| Quiz (2) – (20 marks)                                                                                                       | 5         |
| Assignment: (Model Making, Exhibition, Role Play, Album, Group Activity (Mime, Skit, Song) (Minimum three items per course) | 10        |
| <b>Total</b>                                                                                                                | <b>25</b> |

### Question Pattern

| Internal Test                                 | Marks     | External Exam                                    | Marks     |
|-----------------------------------------------|-----------|--------------------------------------------------|-----------|
| Part A 2 x 2 (No Choice)                      | 4         | Part A 5 x 2 (No Choice)                         | 10        |
| Part B 3 x 4 (Open choice Three out of Five ) | 12        | Part B 5 x 4 (Open choice any Five out of Eight) | 20        |
| Part C 1 x 9 (Open choice One out of Three)   | 9         | Part C 5 x 9 (Open choice any Five out of Eight) | 45        |
| <b>Total</b>                                  | <b>25</b> | <b>Total</b>                                     | <b>75</b> |

### v) Internship

| Components            | Marks      |
|-----------------------|------------|
| Industry Contribution | 50         |
| Report & Viva-voce    | 50         |
| <b>Total</b>          | <b>100</b> |

### Co-Curricular Courses:

#### (i) Life Skill Training

##### Internal Component

| Components              |                                         | Marks |
|-------------------------|-----------------------------------------|-------|
| Life Skill Training -I  | Album (20 pages)                        | 30    |
|                         | Group Activity<br>(Group of 5 students) | 20    |
|                         | Total                                   | 50    |
| Life Skill Training -II | Case Study (30 pages)                   | 50    |
|                         | Total                                   | 50    |

**External Component**

|              |                            |           |
|--------------|----------------------------|-----------|
| Written Test | Five out of Seven (5 x 10) | 50        |
| <b>Total</b> |                            | <b>50</b> |

**(ii) Field Project:**

| Components                       | Marks      |
|----------------------------------|------------|
| Field Work                       | 50         |
| Field Project Report & Viva-voce | 50         |
| <b>Total</b>                     | <b>100</b> |

**(iii) Specific Value-Added Courses & Generic Value-Added Courses:**

| Components   | Marks      |
|--------------|------------|
| Internal     | 25         |
| External     | 75         |
| <b>Total</b> | <b>100</b> |

**(iv) Community Engagement Activity-UBA****Internal Component**

| Component               | Marks     |
|-------------------------|-----------|
| Attendance (Field Work) | 30        |
| Participation           | 20        |
| <b>Total</b>            | <b>50</b> |

**External Component**

| Component                                                  | Marks     |
|------------------------------------------------------------|-----------|
| Group Project Report/ Case Study<br>(10-15 pages in print) | 50        |
| <b>Total</b>                                               | <b>50</b> |

**13. OBE**

(i) Knowledge levels for assessment of Outcomes based on Blooms Taxonomy

| S. No. | Level | Parameter                       | Description                                          |
|--------|-------|---------------------------------|------------------------------------------------------|
| 1      | K1    | Knowledge/<br>Remembering       | It is the ability to remember the previously learned |
| 2      | K2    | Comprehension/<br>Understanding | The learner explains ideas or concepts               |
| 3      | K3    | Application/Applying            | The learner uses information in a new way            |
| 4      | K4    | Analysis/Analysing              | The learner distinguishes among different parts      |
| 5      | K5    | Evaluation/<br>Evaluating       | The learner justifies a stand or decision            |
| 6      | K6    | Synthesis /Creating             | The learner creates a new product or point of view   |

## (ii) Weightage of K – levels in Question Paper

Number of questions for each cognitive level:

| Assessment           | Cognitive Level  | K1 |   |   | K2 |   |   | K3 |   |   | K4, K5, K6 |   |   | Total |
|----------------------|------------------|----|---|---|----|---|---|----|---|---|------------|---|---|-------|
| Internal Test        | Part             | A  | B | C | A  | B | C | A  | B | C | A          | B | C |       |
|                      | No. of Questions | 1  | 1 | - | -  | - | - | 1  | - | 1 | 2          | 1 | 1 | 8     |
| External Examination | Part             | A  | B | C | A  | B | C | A  | B | C | A          | B | C |       |
|                      | No. of Questions | 3  | - | 1 | 3  | 1 | 1 | 1  | 2 | 1 | 3          | 2 | 2 | 20    |



## **EXAMINATION GUIDELINES**

- Students those who have completed at least one internal test and other internal components are permitted to write the external examination.
- Students can apply through online for semester examination.
- Hall tickets can be downloaded from College website prior to the examination.
- Semester examination will be for 3 hours, conducted at the end of the semester, by the Controller of Examination. Double valuation system is followed for PG.
- If the difference between the two valuations exceeds 15 marks, the Controller of Examinations may recommend for a third valuation by another external examiner.

The Controller of Examination will issue the notification announcing the commencement of examination, submission of filled in application form and the examination fee to be paid.

- The timetable for semester examination will be published by the Controller of Examination two weeks prior to the date of commencement of examinations.

### **Evaluation**

- i. The performance of a student in each Course is evaluated in terms of percentage of marks with a provision for conversion to grade points.
- ii. Evaluation for each course shall be done by Continuous Internal Assessment (CIA) by the Course teacher as well as by an end semester examination and will be consolidated at the end of the semester.
- iii. There shall be examinations at the end of each semester, for odd semesters in October/November and for even semesters in April / May.

- iv. A candidate who does not pass the examination in any course(s) shall be permitted to re-appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May. However, candidates who have arrears in Practical Examination(s) shall be permitted

To re - appear for their arrears only along with Regular Practical examinations in the respective semester.

- v. Viva-voce: Each candidate shall be required to appear for Viva-voce Examination in defence of the Project.
- vi. The results of all the examinations will be published in the College website.
- vii. For UG students, a minimum of 40% in the external examination and an aggregate of 40% is required. For PG students a minimum of 50% in the external examination and aggregate of 50% is required. There is no minimum pass percentage for the CIA.

## **Results**

After the valuation of papers, the results will be scrutinized by the Award Committee and then published.

Students will receive the results on their mobile through SMS. They can also view them online - [erp.holycrossnsl.edu.in](http://erp.holycrossnsl.edu.in). Students will be given a mark statement for every semester examination. At the end of the course, a consolidated mark statement of the final results based on Grade Point Average is awarded to each student.

## **Revaluation**

Revaluation is permitted only for regular examinations of the UG courses and not for arrears and Part IV Courses and this is done only after payment of the prescribed fee at the stipulated time. Fee prescribed according to the rules currently in force in the college will have to be paid. Concerning the results of the revaluation, if the revalued mark is higher than the original mark, then it will be recorded as the final mark. If not the original mark will be retained. Photocopies of the exam papers can be obtained from COE office and verified. Revaluation is not applicable for PG.

## **Reappearance for Arrear Course**

Students can take up arrear examinations along with the subsequent regular end semester examinations. The candidates with arrears will be permitted to appear for the arrear examinations in the same syllabus for a period of 3 years from the year of normal completion of the same course (for UG 3+2 years and for PG 2+2 years).

## **Reappearance for Theory Papers**

Students are permitted to write their arrear papers in all the subsequent semesters.

## **Supplementary Examination for Final Semester**

For the outgoing students a supplementary examination will be conducted within ten days after the semester examination results, to help them to get their degrees without delay. UG and PG students can appear for only two arrears in the supplementary examination. The question paper pattern for supplementary examination will be the same as the regular examination for each subject. Candidates, who are writing the supplementary examination are required to submit the filled in application form and pay the examination fee as specified.

## **Addressing Grievances**

In case of grievance of any nature, including those concerning the CIA, students can appeal to the Grievance Appeal Committee. Principal is the Chairperson of the committee.

A student, if dissatisfied with her marks, has the right to appeal for a review of her marks in the CIA test (formative assessment) as per the procedure detailed below:

- a. Such appeals should be made to the course teacher(s) immediately after receiving the valued scripts.
- b. If additional clarification is necessary, the student should approach the Head of the Department concerned. The HOD will try to sort out the problem and initiate all efforts to settle the matter amicably.

- c. If not satisfied with (a) and (b) the student shall, within 3 days, make a written appeal to the Principal through the HOD/ Controller of Examination who will forward the same to the Grievance Appeal Committee for further review. The decision of the Grievance Appeal Committee shall be the final.

### **Semester Examination Question Papers**

Any complaint with respect to the semester examination question paper must be brought to the notice of the Controller of Examinations on the day of examination within an hour after the commencement of the examination by the course-in-charge or by the HOD concerned. In the absence of HOD, the next senior teacher would take up this responsibility.

### **Condonation**

A candidate must earn 75% of attendance per semester to take the semester examination. Candidates who have less than 75% of attendance but above 62% shall make a written request for condonation of attendance to the Principal one week prior to the last working day of the semester. Request for condonation of attendance will be considered by the Principal in consultation with the Head of the Department. In case of prolonged illness, request for condonation of attendance should be supported by a valid medical report from a Registered Medical Practitioner. If granted condonation, the students have to remit a condonation fee to take the semester examinations. Students having attendance of less than 62% should repeat the missed semester and then continue the remaining semesters.

### **No Dues**

Clearance of fee dues is a pre-requisite for

1. Issue of Hall ticket for the semester examination.
2. Getting Transfer Certificate from the college.

### **Conferment of the Degree**

A candidate shall be eligible for the conferment of the Degree only if the minimum required credits for the programme thereof (95 credits) is earned.



## Continuous Internal Assessment Calculation

### Internal External Ratio 25:75

#### (i) Internal Test Calculation

$$\frac{\text{Internal 1} + \text{Internal 2}}{80} \times 10 = 10 \text{ Marks}$$

#### (ii) Quiz Calculation

$$\frac{\text{Best Quiz}}{20} \times 5 = 5 \text{ Marks}$$

#### (iii) Assignment Calculation

$$\frac{\text{Item 1} + \text{Item 2} + \text{Item 3}}{30} \times 10 = 10 \text{ Marks}$$

**Total Marks = 25 Marks**

## Grading System for semester examination

### Calculation of Grade Point Average for End Semester

#### Examination:

$$= \frac{\text{Sum of the multiplication of grade points by the credits of the course GPA}}{\text{Sum of the credits of the courses (passed) in a semester}}$$

#### For the entire programme:

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_{ni} \sum_i C_{ni}}$$

Sum of the multiplication of grade points by the credits  
of the entire programme CGPA

Sum of the credits of the courses of the entire  
programme Where

$C_i$  - Credits earned for course i in any semester

$G_i$  - Grade point obtained for course i in any semester

n - semester in which such courses were credited

## Final Result

### Conversion of Marks to Grade Points and Letter Grade

| Range of Marks         | Grade Points | Letter Grade | Description  |
|------------------------|--------------|--------------|--------------|
| 90-100                 | 9.0-10.0     | O            | Outstanding  |
| 80-89                  | 8.0-8.9      | D+           | Excellent    |
| 75-79                  | 7.5-7.9      | D            | Distinction  |
| 70-74                  | 7.0-7.4      | A+           | Very Good    |
| 60-69                  | 6.0-6.9      | A            | Good         |
| 50-59                  | 5.0-5.9      | B            | Average      |
| 40-49 (UG)             | 4.0-4.9      | C            | Satisfactory |
| 00-39 (UG)/ 00-49 (PG) | 0.0          | U            | Re-Appear    |
| ABSENT                 | 0.0          | AA           | ABSENT       |

### Overall Performance

| CGPA                                                                 | Grade | Classification of Final Results |
|----------------------------------------------------------------------|-------|---------------------------------|
| 9.5-10.0                                                             | O+    | First Class – Exemplary*        |
| 9.0 and above but below 9.5                                          | O     |                                 |
| 8.5 and above but below 9.0                                          | D++   | First Class with Distinction*   |
| 8.0 and above but below 8.5                                          | D+    |                                 |
| 7.5 and above but below 8.0                                          | D     | First Class                     |
| 7.0 and above but below 7.5                                          | A++   |                                 |
| 6.5 and above but below 7.0                                          | A+    |                                 |
| 6.0 and above but below 6.5                                          | A     | Second Class                    |
| 5.5 and above but below 6.0                                          | B+    |                                 |
| 5.0 and above but below 5.5                                          | B     |                                 |
| 4.0 and above but below 5.0 (UG)                                     | C     | Third Class                     |
| 0.0 and above but below 4.0 (UG)<br>0.0 and above but below 5.0 (PG) | U     | Re-appear                       |

\*The candidates who have passed in the first appearance and within the prescribed semester are eligible.

## CLUBS, CELLS, COMMITTEES AND FORUMS

The college has the following committees to ensure effective management of academic, financial and general administrative affairs.

### 1. Administrative Affairs

#### Board of Management

|                                |                                  |
|--------------------------------|----------------------------------|
| Dr. Sr. Jacqueline Pragasam    | : President                      |
| Dr. Sr. P. Leema Rose          | : Local Animator                 |
| Dr. Sr. M. Mary Gilda          | : Secretary                      |
| Dr. Sr. S. Sahayaselvi         | : Principal                      |
| Dr. Sr. K. Francy              | : Vice Principal                 |
| A. Selva Asha (alias) Sr. Asha | : Office Superintendent / Bursar |
| Sr. A. Shanthi Alphonse        | : Member                         |
| Sr. S. Antin Mary              | : Member                         |
| Dr. Sr. S. Sebastiammal        | : Member                         |
| Sr. Prema Xavier               | : Member                         |

#### College Management Committee

|                                |                                  |
|--------------------------------|----------------------------------|
| Dr. Sr. Jacqueline Pragasam    | : President                      |
| Dr. Sr. P. Leema Rose          | : Local Animator                 |
| Dr. Sr. M. Mary Gilda          | : Secretary                      |
| Dr. Sr. S. Sahayaselvi         | : Principal                      |
| Dr. Sr. K. Francy              | : Vice Principal                 |
| A. Selva Asha (alias) Sr. Asha | : Office Superintendent / Bursar |
| Dr. S. Mary Mettilda Bai       | : Staff Representative           |

#### Governing Body

|                              |                      |
|------------------------------|----------------------|
| Dr. Sr. Jacqueline Pragasam  | : Chairperson        |
| Provincial, Madurai Province |                      |
| Dr. Sr. M. Mary Gilda        | : Vice Chairperson   |
| Secretary                    |                      |
| Dr. Sr. K. Francy            | : Member, Management |
| Vice Principal               |                      |

|                                                                                                               |                          |
|---------------------------------------------------------------------------------------------------------------|--------------------------|
| Dr. Sr. P. Leema Rose                                                                                         | : Member, Management     |
| Asst. Professor, Dept. of Botany                                                                              |                          |
| Dr. Sr. S. Sebastiammal                                                                                       | : Member, Management     |
| Asst. Professor, Dept. of Physics                                                                             |                          |
| Dr. P. Sathya                                                                                                 | : Staff Representative   |
| Asst. Professor, Dept. of English                                                                             |                          |
| Dr. X. Venci Candida                                                                                          | : Staff Representative   |
| Asst. Professor, Dept. of Zoology                                                                             |                          |
| A. Selva Asha (alias) Sr. Asha                                                                                | : Administrative Officer |
| Dr. M. Daniel,                                                                                                | : Educationist           |
| Professor, Centre for Nonlinear<br>Dynamics School of Physics,<br>Bharathidasan University,<br>Tirchirappalli |                          |
| Dr. A. Ravindran                                                                                              | : State Govt. Nominee    |
| R.J.D. of Collegiate Education,<br>Thirunelveli                                                               |                          |
| Dr. Y. Srinivas                                                                                               | : University Nominee     |
| Professor, Centre for Geotechnology,<br>Manonmaniam Sundaranar University,<br>Thirunelveli                    |                          |
| Dr. A. Anami Augustus Arul                                                                                    | : Special Invitee        |
| Assistant Professor,<br>Department of Botany                                                                  |                          |
| Dr. Sheeba Daniel                                                                                             | : Special Invitee        |
| Assistant Professor,<br>Dept of Chemistry                                                                     |                          |
| Dr. Sr. S. Sahayaselvi                                                                                        | : Ex-Officio             |
| Principal                                                                                                     |                          |

### **Administrative Team**

|                        |                    |
|------------------------|--------------------|
| Dr. Sr. S. Sahayaselvi | : Principal        |
| Dr. Sr. M. Mary Gilda  | : Secretary        |
| Dr. Sr. K. Francy      | : Vice Principal-1 |



|                                 |                                                 |
|---------------------------------|-------------------------------------------------|
| Dr. S. Mary Mettilda Bai        | : Vice Principal-2                              |
| Dr. M. Priya Dharshini          | : Dean of Academic Affairs                      |
| Dr. P. Sathya                   | : Dean of Academic Affairs                      |
| Dr. A. Franklin Ragila          | : Dean of Academic Affairs                      |
| Dr. A. Anami Augustus Arul      | : Controller of Examinations                    |
| Dr. A. Lesly Fathima            | : Assistant Controller of Examinations          |
| Dr. C. Nirmala Louis            | : Dean of Research                              |
| Dr. V. Virgin Nithya Veena      | : Dean of Online Education                      |
| Dr. X. Venci Candida            | : Director of IQAC                              |
| Ms. A. Anishya Dani             | : Joint Director of IQAC                        |
| Dr. T. Sheeba Helen             | : Dean of Student Affairs                       |
| Dr. Selva Mary Gokila S. George | : Dean of Student Affairs                       |
| Ms. M. Maria Helen Janoba       | : Dean of Student Affairs                       |
| Dr. M. Anitha Malbi             | : Dean of International Affairs                 |
| Dr. V. Pradeepa                 | : Dean of Extension Services                    |
| Dr. Jeni Chandar Padua          | : Dean of Entrepreneurship & Career Development |
| Dr. K. Jeya Daisy               | : Dean of External Affairs                      |
| Dr. S. Ajith Sinthuja           | : Coordinator of CCFD                           |
| Dr. Dr. Sheeba Daniel           | : Coordinator of IIC                            |

### **Planning, Review and Evaluation Committee**

|                            |                              |
|----------------------------|------------------------------|
| Dr. Sr. M. Mary Gilda      | : Secretary                  |
| Dr. Sr. S. Sahayaselvi     | : Principal                  |
| Dr. Sr. K. Francy          | : Vice Principal-1           |
| Dr. S. Mary Mettilda Bai   | : Vice Principal-2           |
| Dr. M. Priya Dharshini     | : Dean of Academic Affairs   |
| Dr. A. Anami Augustus Arul | : Controller of Examinations |
| Dr. C. Nirmala Louis       | : Dean of Research           |
| Dr. V. Virgin Nithya Veena | : Dean of Online Education   |
| Dr. X. Venci Candida       | : Director of IQAC           |
| Dr. T. Sheeba Helen        | : Dean of Student Affairs    |

|                           |                                                     |
|---------------------------|-----------------------------------------------------|
| Dr. M. Anitha Malbi       | : Dean of International Affairs                     |
| Dr. V. Pradeepa           | : Dean of Extension Services                        |
| Dr. Jeni Chandar Padua    | : Dean of Entrepreneurship & Career Development     |
| Dr. K. Jeya Daisy         | : Dean of External Affairs                          |
| Dr. J. Christy Celin Mary | : Director of Physical Education                    |
| Dr. S. Thenmozhi          | : Coordinator of PTA                                |
| Dr. S. Panimaya Mercy     | : Coordinator of UBA                                |
| Dr. S. Sujitha            | : Coordinator of Placement and Career Guidance Cell |
| Ms. A. R. Jemi            | : Coordinator of RUN                                |
| Dr. S. Ajith Sinthuja     | : Coordinator of CCFD                               |
| Dr. Sheeba Daniel         | : Coordinator of IIC                                |
| Dr. S. J. Jeneppa Mary    | : Coordinator of Alumnae                            |
| Dr. V. Jeya Kala          | : Librarian                                         |
| Mr. M. Wilson             | : Non Teaching Staff                                |
| Ms. A. Joe Nituna         | : President, Student Council                        |

### **Finance Committee**

|                                |                           |
|--------------------------------|---------------------------|
| Dr. Sr. S. Sahayaselvi         | : Principal & Chairperson |
| A. Selva Asha (alias) Sr. Asha | : Office Superintendent   |
| Dr. C. Braba                   | : Staff Representative    |
| Ms. A. Mary Onita              | : Office Staff            |
| Mr. Bhaskaran                  | : Auditor                 |

### **Finance Sub-Committee**

|                                  |                           |
|----------------------------------|---------------------------|
| Dr. Sr. S. Sahayaselvi           | : Principal & Chairperson |
| Dr. Sr. M. Mary Gilda            | : Secretary               |
| A. Selva Asha (alias) Sr. Asha   | : Office Superintendent   |
| Dr. C.K. Sunitha                 | : Member                  |
| Ms. S. Josephine Panimaya Rushia | : Member                  |
| Mr. Bhaskaran                    | : Auditor                 |

## Purchase Committee

|                                |                                                |
|--------------------------------|------------------------------------------------|
| Dr. Sr. M. Mary Gilda          | : Secretary                                    |
| Dr. Sr. S. Sahayaselvi         | : Principal                                    |
| Dr. Sr. K. Francy              | : Vice Principal                               |
| A. Selva Asha (alias) Sr. Asha | : Office Superintendent /<br>Financial Officer |
| Dr. S. Thenmozhi               | : Senior Faculty                               |
| Dr. M. Anitha Malbi            | : Senior Faculty                               |
| Dr. Alby Grace                 | : Senior Faculty                               |
| Mr. X. Anto Valan              | : Member                                       |

## 2. Crossian Centre for Academic Affairs

### Deans of Academic Affairs

|                        |                            |
|------------------------|----------------------------|
| Dr. M. Priya Dharshini | : Dean of Academic Affairs |
| Dr. P. Sathya          | : Dean of Academic Affairs |
| Dr. A. Franklin Ragila | : Dean of Academic Affairs |

### Admission Committee

|                                                        |                           |
|--------------------------------------------------------|---------------------------|
| Dr. Sr. S. Sahayaselvi                                 | : Principal & Chairperson |
| Ms. P.T. Anbu Hannah Dora                              | : Senior Faculty (UG)     |
| Dr. S. Mary Mettilda Bai                               | : Senior Faculty (PG)     |
| Dr. Sr. P. Leema Rose                                  | : Co-opt                  |
| Heads of all the Departments and I Year class teachers |                           |

### Curriculum Steering Committee

|                              |                              |
|------------------------------|------------------------------|
| Dr. Sr. S. Sahayaselvi       | : Principal                  |
| Dr. M. Priya Dharshini       | : Dean of Academic Affairs   |
| Dr. P. Sathya                | : Dean of Academic Affairs   |
| Dr. A. Franklin Ragila       | : Dean of Academic Affairs   |
| Dr. A. Anami Augustus Arul   | : Controller of Examinations |
| Heads of all the Departments |                              |

### Board of Studies

The entire faculty of the department, external subject experts,

University nominee, an alumna, a representative from the industrial/ Corporate / the allied sector.

### **Academic Council**

|                                                                                                |                                           |
|------------------------------------------------------------------------------------------------|-------------------------------------------|
| Dr. Sr. S. Sahayaselvi                                                                         | : Principal                               |
| Dr. R. Balasubramanian                                                                         | : Member                                  |
| Professor, Department of<br>Computer Science and Engineering,<br>M.S. University, Tirunelveli  |                                           |
| Dr. R. Kala                                                                                    | : Member                                  |
| Professor, Department of Mathematics,<br>M.S. University, Tirunelveli                          |                                           |
| Dr. V. Samuel Gnanaprakash                                                                     | : Member                                  |
| Professor, Department of<br>Marine Science and Technology,<br>M.S. University, Rajakamangalam. |                                           |
| Mr. S.P. Ashokan                                                                               | : Advocate,<br>Nagercoil Bar Council      |
| Mr. Savari Praveen Kumar                                                                       | : Industrialist,                          |
| Infinisol Technology Pvt. Ltd.                                                                 |                                           |
| Mr. A. Amirtha Rajan                                                                           | : Entrepreneur,                           |
| A. John Morris & Company                                                                       |                                           |
| Dr. P. Lourdes Poobala Rayan                                                                   | : Educationalist                          |
| Dr. M. Priya Dharshini                                                                         | : Dean of Academic Affairs                |
| Dr. P. Sathya                                                                                  | : Dean of Academic Affairs                |
| Dr. A. Franklin Ragila                                                                         | : Dean of Academic Affairs                |
| Dr. A. Anami Augustus                                                                          | : Controller of Examinations              |
| Dr. X. Venci Candida                                                                           | : Member Secretary                        |
| Dr. S. Mary Mettilda Bai                                                                       | : Senior Faculty                          |
| Dr. C. Nirmala Louis                                                                           | : Senior Faculty                          |
| Dr. S. Thenmozhi                                                                               | : Senior Faculty                          |
| Dr. T. Sheeba Helen                                                                            | : Senior Faculty                          |
| Heads of all the Departments                                                                   | : Chairpersons of the<br>Board of Studies |

## **Examination Committee**

|                                |                                                               |
|--------------------------------|---------------------------------------------------------------|
| Dr. Sr. S. Sahayaselvi         | : Principal & Chairperson                                     |
| Dr. A. Anami Augustus Arul     | : Controller of Examinations                                  |
| Dr. A. Lesly Fathima           | : Assistant Controller of Examinations                        |
| Dr. M. Priya Dharshini         | : Dean of Academic Affairs                                    |
| Dr. P. Sathya                  | : Representative of Skill Enhancement and Certificate Courses |
| Dr. X. Venci Candida           | : Director of IQAC                                            |
| Dr. S. Regi                    | : Representative of Social Sciences                           |
| Dr. J. Vinoliya Josephine Mary | : Representative of Life Sciences                             |
| Dr. M. Justin Buela            | : Representative of Languages                                 |
| Dr. R. Krishna Priya           | : Representative of Physical Sciences                         |
| Ms. A. Mary Usha               | : Representative, COE Section                                 |

## **Award Committee**

|                            |                                        |
|----------------------------|----------------------------------------|
| Dr. Sr. S. Sahayaselvi     | : Principal & Chairperson              |
| Dr. Sr. M. Mary Gilda      | : Secretary                            |
| Dr. A. Anami Augustus Arul | : Controller of Examinations           |
| Dr. A. Lesly Fathima       | : Assistant Controller of Examinations |
| Dr. M. Michael Babu        | : University Nominee                   |
| Dr. Gnana D. Hans          | : University Nominee                   |
| Dr. S. Thenmozhi           | : Representative of Languages          |
| Dr. M. Anitha Malbi        | : Representative of Physical Sciences  |
| Dr. P. T. Arokya Glory     | : Representative of Life Sciences      |
| Dr. S. Panimaya Mercy      | : Representative of Social Sciences    |

## **Grievance Appeal Committee**

|                            |                                        |
|----------------------------|----------------------------------------|
| Dr. Sr. S. Sahayaselvi     | : Principal & Chairperson              |
| Dr. A. Anami Augustus Arul | : Controller of Examinations           |
| Dr. A. Lesly Fathima       | : Assistant Controller of Examinations |

Heads of all the Departments

## **College Staff Council**

|                              |                                                 |
|------------------------------|-------------------------------------------------|
| Dr. Sr. S. Sahayaselvi       | : Chairperson & Principal                       |
| Dr. Sr. M. Mary Gilda        | : Secretary                                     |
| Dr. Sr. K. Francy            | : Vice Principal-1                              |
| Dr. S. Mary Mettilda Bai     | : Vice Principal-2                              |
| Dr. M. Priya Dharshini       | : Dean of Academic Affairs                      |
| Dr. P. Sathya                | : Dean of Academic Affairs                      |
| Dr. A. Franklin Ragila       | : Dean of Academic Affairs                      |
| Dr. A. Anami Augustus Arul   | : Controller of Examinations                    |
| Dr. A. Lesly Fathima         | : Assistant Controller of Examinations          |
| Dr. C. Nirmala Louis         | : Dean of Research                              |
| Dr. V. Virgin Nithya Veena   | : Dean of Online Education                      |
| Dr. X. Venci Candida         | : Director of IQAC                              |
| Ms. A. Anishya Dani          | : Joint Director of IQAC                        |
| Dr. T. Sheeba Helen          | : Dean of Student Affairs                       |
| Dr. M. Anitha Malbi          | : Dean of International Affairs                 |
| Dr. V. Pradeepa              | : Dean of Extension Services                    |
| Dr. Jeni Chandar Padua       | : Dean of Entrepreneurship & Career Development |
| Dr. K. Jeya Daisy            | : Dean of External Affairs                      |
| Dr. S. Ajith Sinthuja        | : Coordinator of CCFD                           |
| Dr. Dr. Sheeba Daniel        | : Coordinator of IIC                            |
| Heads of all the Departments |                                                 |
| Dr. J. Christy Celin Mary    | : Director of Physical Education                |
| Dr. V. Jeya Kala             | : Librarian                                     |

|                       |                                     |
|-----------------------|-------------------------------------|
| Dr. P.T. Arokya Glory | : Teaching Staff Club Secretary     |
| Mr. M. Wilson         | : Non-teaching Staff Representative |

### **Remedial Programme Committee**

|                               |                                       |
|-------------------------------|---------------------------------------|
| Dr. J. Vinoliya Josephin Mary | : Coordinator                         |
| Dr. S. Sujitha                | : Representative from each Department |

### **OBE Committee**

|                            |                                        |
|----------------------------|----------------------------------------|
| Dr. Sr. S. Sahayaselvi     | : Principal                            |
| Dr. A. Anami Augustus Arul | : Controller of Examinations           |
| Dr. A. Lesly Fathima       | : Assistant Controller of Examinations |
| Dr. M. Priya Dharshini     | : Dean of Academic Affairs             |
| Dr. V. Sujin Flower        | : Coordinator                          |
| Ms. J.C. Mahizha           | : Member                               |

### **NEP Committee**

|                            |                                                |
|----------------------------|------------------------------------------------|
| Dr. Sr. S. Sahayaselvi     | : Principal                                    |
| Dr. Sr. M. Mary Gilda      | : Secretary                                    |
| Dr. V. Virgin Nithya Veena | : Coordinator,<br>Dean of Online Education     |
| Dr. A. Anami Augustus Arul | : Controller of Examinations                   |
| Dr. P. Sathya              | : Dean of Academic Affairs                     |
| Dr. X. Venci Candida       | : Director of IQAC                             |
| Dr. S. Sujitha             | : Senior Faculty,<br>Department of Mathematics |
| Dr. S. Regi                | : Senior Faculty,<br>Department of History     |
| Dr. S. Mary Pearly Sumathi | : Senior Faculty,<br>Department of Commerce    |
| Dr. V. Sujin Flower        | : OBE Coordinator                              |
| Dr. C. Nirmala Louis       | : Dean of Research                             |

|                                                                                         |                                          |
|-----------------------------------------------------------------------------------------|------------------------------------------|
| Mr. G. Arul Jerald Prakash<br>Director of Kerala State<br>Science and Technology Museum | : Educationist                           |
| Mr. Savari Praveen Kumar<br>Director of Infinisol<br>Technology Pvt. Ltd.               | : Industrialist                          |
| Mr. A. Aniesh Darrel                                                                    | : Entrepreneur                           |
| Mr. X. Anto Valan                                                                       | : Administrative Staff<br>Representative |
| Archana C. Nair, II M.Sc. Zoology                                                       | : Student Representative                 |

### IKS Cell

|                            |                                                           |
|----------------------------|-----------------------------------------------------------|
| Dr. R. Abilasha            | : Coordinator                                             |
| Sr. S. Antin Mary          | : Dept. of Mathematics                                    |
| Dr. S. Virgin Jeba         | : Dept. of Physics                                        |
| Dr. L. Deva Vijila         | : Dept. of Chemistry                                      |
| Dr. J. Celin Pappa Rani    | : Dept. of Botany                                         |
| Dr. S. Bhuvaneshwari       | : Dept. of Zoology                                        |
| Dr. K. S. Soumya           | : Dept. of History                                        |
| Dr. S. Panimaya Mercy      | : Dept. of Economics                                      |
| Dr. C. Brabha              | : Dept. of Commerce                                       |
| Dr. M. Justin Buela        | : Dept. of Tamil                                          |
| Dr. J. Bhavani             | : Dept. of English                                        |
| Ms. P. T. Anbu Hannah Dora | : Dept. of French                                         |
| Dr. J. Anne Mary Leema     | : Dept. of Mathematics (S.F)                              |
| Ms. J. Anto Hepzie Bai     | : Dept. of Computer Science (S.F)                         |
| Dr. S. Immaculate Shyla    | : Dept. of Artificial Intelligence<br>& Data Science(S.F) |
| Ms. V. Maniselvi           | : Dept. of Costume Design &<br>Fashion (S.F)              |
| Dr. R. Evalin Latha        | : Dept. of Commerce (S.F)                                 |
| Dr. M. Gnana Muhila        | : Dept. of Corporate<br>Secretaryship (S.F)               |



Dr. M. Mabel Edel Queen : Dept. of Tamil (S.F)  
Ms. J.S. Monika : Dept. of English Literature  
with Media Communication (S.F)  
Mr. Ashok B. Robinson : Dept. of Social Work (S.F)

### **Crossian Centre for Environmental Studies**

(Part IV - EVS, Eco-club & Green Audit)

Dr. M.F. Anne Feril : Coordinator of Eco-Club  
Dr. A. Anat Jaslin Jini  
Dr. A. Babila Kingsly  
Dr. Sr. Leema Rose : Coordinator of Green Audit  
Dr. S. Prakash Shoba  
Dr. J. Celin Pappa Rani  
Dr. W. Wincy  
Mr. M.J. Jeevakarunyam  
Mr. G. Maria Antony Michael  
Mr. X. Anto Valan

### **Crossian Centre for Women Empowerment**

(Part V - Gender Equity and Inclusivity & Women's Cell)

Dr. C. Josephine Priyatharshini : Coordinator of Women's Cell  
Dr. J. Bhavani  
Dr. M. Antilin Princela

### **Crossian Centre for Human Rights, Justice and Ethics**

(Part V - HRE & Legal Literacy Committee)

Dr. J. Befija Minnie : Coordinator of Legal literacy  
Committee  
Ms. C. Nesavathy  
Dr. N. Saromi

## **Crossian Center for Skill Development (Certificate Course)**

Ms. J.C. Mahizha : Coordinator

Dr. M.F. Anne Feril

Dr. Y. Christabel Shaji

Ms. J. Anto Hepzie Bai

Dr. R. Sreedevi

Dr. A. Babila Kingsly

### **3. Online Education**

Dr. Sr. S. Sahayaselvi : Principal

Dr. V. Virgin Nithya Veena : Dean of Online Education,  
(SPOC - SWAYAM, NPTEL)

Dr. I. Jalaja Kumari

Dr. S.J. Jenepha Mary

Dr. A. Annie Divya Mahisha

Dr. R. Sreedevi

Dr. F. Fanax Femy

Dr. M. Antilin Princela

Dr. W. Wincy

### **4. Crossian Centre for Research & Development**

#### **Research Advisory Committee**

Dr. Sr. S. Sahayaselvi : Principal

Dr. Sr. K. Francy : Vice Principal

Dr. C. Nirmala Louis : Dean of Research

Dr. Snow J. Sharmilla : Coordinator

Dr. S. Regi

Dr. S. Mary Mettilda Bai

Dr. M. Anitha Malbi

Dr. V. Shally

Dr. M. Justin Buela

Dr. M. F. Anne Feril

Dr. M.K. Angel Jebitha  
Dr. S. Vimal Dolli  
Dr. S. Mary Pearly Sumathi  
Dr. A.R. Florence

### **Research Ethics Committee (All Research Guides) Commerce**

Dr. M. Mary Helen Stella\*  
Dr. Sr. Sahayaselvi  
Dr. S. Mary Pearly Sumathi  
Dr. C. Braba  
Dr. C. K. Sunitha  
Dr. J. Divya Merry Malar  
Dr. M. Gnana Muhila

### **Tamil**

Dr. V. Antony Prakash Babila  
Dr. S. Sunitha  
Dr. M. D. Arun Mozhi Nangai  
Dr. M. Mabel Edel Queen  
Dr. S. Ancy Mol

### **English**

Dr. Alby Grace  
Dr. H. Jimsy Asha  
Dr. V. Virgin Nithya Veena  
Dr. M. F. Anne Feril  
Dr. Selva Mary Gokila S. George  
Dr. P. Sathya  
Dr. R. Abilasha

### **History**

Dr. S. Regi  
Dr. I. Jalaja Kumari  
Dr. K. S. Soumya  
Dr. B. Palammal#

## **Economics**

Dr. Sr. Anne Perpet Sophy\*

Dr. S. Jeni Sanjana

Dr. S. Vimal Dollu

## **Mathematics**

Dr. V. M. Arul Flower Mary\*

Dr. M. K. Angel Jebitha

Dr. S. Sujitha

Dr. V. Sujin Flower

Dr. J. Befija Minnie

Dr. K. Jeya Daisy

## **Physics**

Dr. C. Nirmala Louis

Dr. V. Shally

Dr. M. Priya Dharshini

Dr. A. Lesly Fathima

Dr. R. Krishna Priya

Dr. S. Sonia

Dr. M. Abila Jeba Queen

Dr. Sr. S. Sebastiammal

## **Chemistry**

Dr. G. Leema Rose\*

Dr. M. Anitha Malbi

Dr. R. Gladis Latha

Dr. S. Ajith Sinthuja

Dr. Sheeba Daniel

Dr. Y. Christabel Shaji

## **Botany**

Dr. A. Anami Augustus Arul

Dr. Bojaxa A. Rosy

## **Zoology**

Dr. S. Mary Mettilda Bai  
Dr. F. Brisca Renuga  
Dr. J. Vinoliya Josephine Mary  
Dr. A. Shyla Suganthi  
Dr. Jeni Chandar Padua  
Dr. C. Anitha

\*Retired Faculty

# Former S.F Assistant Professor, Continuing as Research Guide

## **Crossian Research Forum**

|                         |                                                                 |
|-------------------------|-----------------------------------------------------------------|
| Dr. Sr. S. Sahayaselvi  | : Principal & Chairperson                                       |
| Dr. C. Nirmala Louis    | : Dean of Research                                              |
| Dr. Snow J. Sharmilla   | : Coordinator                                                   |
| Dr. V. Sujin Flower     | : Dept. of Mathematics                                          |
| Dr. S. Sonia            | : Dept. of Physics                                              |
| Dr. Y. Christabel Shaji | : Dept. of Chemistry                                            |
| Dr. Bojaxa A. Rosy      | : Dept. of Botany                                               |
| Dr. C. Anitha           | : Dept. of Zoology                                              |
| Dr. I. Jalaja Kumari    | : Dept. of History                                              |
| Dr. S. Panimaya Mercy   | : Dept. of Economics                                            |
| Dr. C. Braba            | : Dept. of Commerce                                             |
| Dr. S. Thenmozhi        | : Dept. of Tamil                                                |
| Dr. C. Jenila           | : Dept. of Mathematics (S.F)                                    |
| Dr. F. Fanax Femy       | : Dept. of Computer Science (S.F)                               |
| Dr. B. S. Sruthy        | : Dept. of Artificial Intelligence<br>& Data Science (S.F)      |
| Dr. R. Evalin Latha     | : Dept. of Commerce (S.F)                                       |
| Dr. M. Gnana Muhila     | : Dept. of Corporate<br>Secretaryship (S.F)                     |
| Dr. M. Mabel Edel Queen | : Dept. of Tamil (S.F)                                          |
| Dr. E. Jebamalar        | : Dept. of English Literature with<br>Media Communication (S.F) |
| Dr. E. Sathia Raj       | : Dept. of Social Works (S.F)                                   |

|                       |                              |
|-----------------------|------------------------------|
| Dr. V. Jeyakala       | : Librarian                  |
| Ms. R. Susmitha Sharu | : Research Scholar (Arts)    |
| Ms. M. Merisha        | : Research Scholar (Science) |
| Ms. S. Jones Kala     | : Non Teaching Staff         |

## 5. Internal Quality Assurance Cell (IQAC)

### Administrative Officers

|                                               |                                                    |
|-----------------------------------------------|----------------------------------------------------|
| Dr. Sr. M. Mary Gilda                         | : Secretary                                        |
| Dr. Sr. S. Sahayaselvi                        | : Principal & Chairperson                          |
| Dr. Sr. K. Francy                             | : Vice Principal- 1                                |
| Dr. S. Mary Mettilda Bai                      | : Vice Principal- 2                                |
| Dr. X. Venci Candida                          | : Director of IQAC                                 |
| Mrs. A. Anisha Dani                           | : Joint Director of IQAC                           |
| Dr. M. Priya Dharshini                        | : Dean of Academic Affairs                         |
| Dr. A. Anami Augustus Arul                    | : Controller of Examinations                       |
| Dr. C. Nirmala Louis                          | : Dean of Research                                 |
| Dr. V. Virgin Nithya Veena                    | : Dean of Online Education                         |
| Dr. T. Sheeba Helen                           | : Dean of Student Affairs                          |
| Dr. M. Anitha Malbi                           | : Dean of International Affairs                    |
| Dr. V. Pradeepa                               | : Dean of Extension Services                       |
| Dr. Jeni Chandar Padua                        | : Dean of Entrepreneurship<br>& Career Development |
| Dr. K. Jeya Daisy                             | : Dean of External Affairs                         |
| Dr. S. Ajith Sinthuja                         | : Coordinator of CCFD                              |
| Dr. S. Sujitha                                | : Placement Officer                                |
| Dr. Sheeba Daniel                             | : Coordinator of IIC                               |
| Sr. A. Shanthi                                | : Junior Assistant                                 |
| Dr. V. Jeya Kala                              | : Librarian                                        |
| Ms. A. Joe Nituna (III B.Sc Physics)          | : IQAC Student Representative                      |
| Ms. S. Abara (III B.A History)                | : IIC Student Representative                       |
| Ms. A. Angelin Heba Grace<br>(II B.A English) | : Clubs and Committees<br>Student Representative   |

## External Members

Dr. R. Azhagu Raj : External Expert  
Assistant Professor & Director of IQAC  
St. Xavier's College(Autonomous)  
Palayamkottai

Dr. T.V. Binu : External Expert  
Assistant Professor  
Department of Botany  
St. Joseph's College(Autonomous)  
Irinjalakuda, Thrissur, Kerala

Mr. W. Arul Jerald Prakash : Industrialist

Dr. M. Jayalakshmi : Alumni  
Associate Professor & Head  
Department of Immunology  
School of Biological Sciences,  
Madurai Kamaraj University,  
Madurai

## Members

Dr. A. Anat Jaslin Jini : Dept. of Mathematics

Dr. S. Virgin Jeba : Dept. of Physics

Dr. S. Ajith Sinthuja : Dept. of Chemistry

Dr. J. Albino Wins : Dept. of Botany

Dr. S. Prakash Shoba : Dept. of Zoology

Dr. S. Mary Judit : Dept. of History

Ms. J. Josephine Shiny : Dept. of Economics

Dr. G. Hesil Jerda : Dept. of Commerce

Dr. M. Justin Buela : Dept. of Tamil

Dr. A. Annie Divya Mahisa : Dept. of English

Dr. J. Christy Celine Mary : Dept. of Physical Education

Dr. J. Anne Mary Leema : Dept. of Mathematics (S.F)

Dr. J. Jackulin Reeja : Dept. of Computer Science (S.F)

|                         |                                                              |
|-------------------------|--------------------------------------------------------------|
| Dr. S. Immaculate Shyla | : Dept. of Artificial Intelligence & Data Science (S.F)      |
| Dr. R. Sreedevi         | : Dept. of Commerce (S.F)                                    |
| Dr. J. Jani Mercybai    | : Dept. of Corporate Secretaryship (S.F)                     |
| Dr. T. Menaka           | : Dept. of Costume Design and Fashion (S.F)                  |
| Dr. S. Ancy Mole        | : Dept. of Tamil (S.F)                                       |
| Mrs. S. Jersitha Queen  | : Dept. of English Literature with Media Communication (S.F) |
| Mrs. J. Mary Deebea     | : Dept. of Social Work (S.F)                                 |
| Ms. V. Abisha           | : ERP Admin                                                  |

## 6. Institution Innovation Council (IIC)

### Core Committee

|                        |                                        |
|------------------------|----------------------------------------|
| Dr. Sr. S. Sahayaselvi | : Principal & President                |
| Dr. S. Vimal Dolli     | : Vice President & Coordinator of NISP |
| Dr. Sheeba Daniel      | : Convener                             |
| Dr. A. Jancy Vini      | : Coordinator of Internship            |
| Dr. R. Krishna Priya   | : Coordinator of Innovation            |
| Dr. C. Anitha          | : Coordinator of IPR                   |
| Dr. P. Aji Udhaya      | : Coordinator of Social Media          |
| Ms. C. Nesavathy       | : Coordinator of Startup               |

### Expert Committee

|                            |                    |
|----------------------------|--------------------|
| Dr. Lourdes Poobala Rayan  | : Incubator        |
| Mr. G. Arul Jerald Prakash | : Incubator        |
| Dr. M.S. Starvin           | : Incubator        |
| Mr. Gigin Durai            | : Patent Expert    |
| Mr. N. Rahul               | : Start-up Founder |
| Mr. S. Ajith Kumar         | : Start-up Founder |
| Mr. G. Christ Jose         | : Start-up Founder |
| Ms. Bhagyalekshmi (Alumni) | : Entrepreneur     |



## **Sub Committees**

### **i Internship Cell**

Dr. A. Jancy Vini : Coordinator  
Dr. Sr. S. Sebastiamml  
Ms. J.S. Monika

### **ii Innovation Cell**

Dr. R. Krishna Priya : Coordinator  
Dr. S. Lizy Roselet  
Ms. M. Aashina Janvi

### **iii Intellectual Property Rights Cell (IPR)**

Dr. C. Anitha : Coordinator  
Dr. A. Anat Jaslin Jini  
Dr. B. T. Delma

### **iv Social media Cell**

Dr. P. Aji Udhaya : Coordinator  
Sr. S. Antin Mary  
Ms. M. Maria Helen Jenoba

### **v Startup Cell**

Ms. C. Nesavathy : Coordinator  
Dr. J. Sharmila  
Ms. B.K. Binisha Joji

## **7. Holy Cross Innovation and Incubation Centre (HCIIC)**

Dr. Sr. Jacqueline Pragasam : President  
Dr. Sr. S. Sahayaselvi : Vice President  
Dr. Sr. S. Sebastiammal : Treasurer  
Dr. Sr. K. Francy : Secretary  
Dr. Sheeba Daniel : Joint Secretary  
Dr. Sr. M. Mary Gilda : Executive committee member  
Dr. Sr. P. Leema Rose : Executive committee member

|                                |                              |
|--------------------------------|------------------------------|
| Dr. Sr. M.S. Ruba              | : Executive committee member |
| Sr. S. Antin Mary              | : Executive committee member |
| Dr. A. Anami Augustus Arul     | : Executive committee member |
| Dr. Jeni Chandar Padua         | : Executive committee member |
| A. Selva Asha (alias) Sr. Asha | : Executive committee member |
| Sr. A. Shanthi                 | : Executive committee member |

## 8. Crossian Centre for Entrepreneurship & Career Development

### Core Committee

|                        |                                                 |
|------------------------|-------------------------------------------------|
| Dr. Sr. S. Sahayaselvi | : Principal                                     |
| Dr. Jeni Chandar Padua | : Dean of Entrepreneurship & Career Development |
| Ms. A. Judes Jalaja    | : Project Coordinator                           |
| Dr. J. Jani Mercybai   | : Treasurer                                     |

### Sub committees

#### i. Startup TN

|                      |               |
|----------------------|---------------|
| Dr. S. Bhuvaneshwari | : Coordinator |
| Dr. A. Sameema       |               |
| Ms. Nitha Justin     |               |

#### ii. Entrepreneurship Development Institute of India (EDII-TN)

|                        |               |
|------------------------|---------------|
| Dr. J. Bhavani         | : Coordinator |
| Dr. S. Jameela         |               |
| Ms. B.S. Saravana Bala |               |

#### iii. Startup Cell of IIC

|                       |               |
|-----------------------|---------------|
| Ms. C. Nesavathy      | : Coordinator |
| Dr. J. Sharmila       |               |
| Ms. B.K. Binisha Joji |               |

#### iv. Competitive Examination Committee

|                       |               |
|-----------------------|---------------|
| Dr. Bojasa A. Rosy    | : Coordinator |
| Dr. K. Baby           |               |
| Ms. S. Jersitha Queen |               |

## 9. Crossian Centre for Faculty Development

|                          |                                        |
|--------------------------|----------------------------------------|
| Dr. Sr. M. Mary Gilda    | : Secretary                            |
| Dr. Sr. S. Sahayaselvi   | : Principal                            |
| Dr. Sr. K. Francy        | : Vice Principal- 1                    |
| Dr. S. Mary Mettilda Bai | : Vice Principal- 2                    |
| Dr. S. Ajith Sinthuja    | : Coordinator                          |
| Dr. P. Sathya            | : Dean of Academic Affairs             |
| Dr. A. Lesly Fathima     | : Assistant Controller of Examinations |
| Dr. A. Jancy Vini        | : Member                               |
| Ms. A. R. Jemi           | : Member                               |
| Dr. M. Abila Jeba Queen  | : Member                               |
| Dr. B. T. Delma          | : Member                               |
| Ms. V. Abisha            | : ERP Admin                            |

### Information and Technology Club

|                        |               |
|------------------------|---------------|
| Ms. J. Anto Hepzie Bai | : Coordinator |
| Ms. M. Monisha         |               |
| Ms. Nitha Justin       |               |
| Mr. X. Anto Valan      |               |

## 10. Crossian Centre for Student Affairs

### Quality Circle

|                                         |                              |
|-----------------------------------------|------------------------------|
| Dr. Sr. S. Sahayaselvi                  | : Principal                  |
| Dr. Sr. K. Francy                       | : Vice Principal-1           |
| Dr. S. Mary Mettilda Bai                | : Vice Principal-2           |
| Dr. T. Sheeba Helen                     | : Dean of Student Affairs    |
| Dr. Selva Mary Gokila S. George:        | Dean of Student Affairs      |
| Mrs. M. Maria Helen Janoba              | : Dean of Student Affairs    |
| Ms. A. Joe Nituna<br>(III B.Sc Physics) | : President, Student Council |

Ms. S. Abara (III B.A History) : Vice President, Student Council  
 Ms. A. Angelin Heba Grace : Secretary, Student Council  
 (II B.A English)  
 Ms. J. Infant Jeesa (II B.Sc. Maths): Joint Secretary, Student Council  
 Mr. V. Ravi : Non-teaching Staff

### **Student Grievance Cell**

Dr. Sr. S. Sahayaselvi : Principal  
 Dr. Sr. K. Francy : Vice Principal-1  
 Dr. S. Mary Mettilda Bai : Vice Principal-2  
 Dr. T. Sheeba Helen : Dean of Student Affairs  
 Dr. Selva Mary Gokila S. George : Dean of Student Affairs  
 Mrs. M. Maria Helen Janoba : Dean of Student Affairs  
 Dr. A. Anami Augustus Arul : Controller of Examinations

### **Internal Complaints Committee**

Dr. Sr. S. Sahayaselvi : Principal  
 Dr. Sr. K. Francy : Vice Principal-1  
 Dr. S. Mary Mettilda Bai : Vice Principal-2  
 Dr. T. Sheeba Helen : Dean of Student Affairs  
 Dr. Selva Mary Gokila S. George: Dean of Student Affairs  
 Mrs. M. Maria Helen Janoba : Dean of Student Affairs  
 Dr. A. Anami Augustus Arul : Controller of Examinations  
 Adv. Jeya Rani : Advocate  
 Ms. A. Joe Nituna (III B.Sc Physics): President, Student Council  
 Ms. S. Abara (III B.A History) : Vice President, Student Council  
 Ms. A. Angelin Heba Grace : Secretary, Student Council  
 (II B.A English)  
 Ms. J. Infant Jeesa (II B.Sc. Maths): Joint Secretary, Student Council

### **Anti-Eve Teasing Committee /Anti-Sexual Harassment Committee**

Dr. Sr. K. Francy : Vice Principal-1  
 Dr. S. Mary Mettilda Bai : Vice Principal-2

Deans of Student Affairs  
Heads of the Departments  
Student Council Members

### **Anti-Drug Awareness Committee**

Dr. Sr. K. Francy : Vice Principal-1  
Dr. S. Mary Mettilda Bai : Vice Principal-2  
Deans of Student Affairs  
Heads of the Departments  
Student Council Members

### **Mental Well Being Club**

Dr. A. Arul Mary Lubeeth, M.D : Psychotherapist  
Dr. G. Monic Leka : Counsellor  
Sr. Rosari Sahaya Rani : Mental Health Trainer cum  
Counsellor  
Dr. Fr. Francis Xavier Nelson : Counselling Ministry of  
Kottar Diocese  
Dr. S. Lizy Roselet : Staff Representative  
Ms. J. Josephine Shiny : Staff Representative  
Heads of the Departments

### **Discipline Committee / Anti-Ragging Committee**

Dr. Sr. K. Francy : Vice Principal-1  
Dr. S. Mary Mettilda Bai : Vice Principal-2 & Coordinator  
Dr. T. Sheeba Helen : Dean of Student Affairs  
Dr. Selva Mary Gokila S. George: Dean of Student Affairs  
Mrs. M. Maria Helen Janoba : Dean of Student Affairs  
Dr. M. Abila Jeba Queen : NSS  
Dr. M. D. Arunmozhi Nangai : NSS  
Dr. M. Jasmine Vinoja : NSS  
Dr. S. Kala Vetha Kumari : NSS  
Dr. J. Christy Celine Mary : Physical Education  
Dr. J. Befija Minnie : Dept. of Mathematics

|                                               |                                                              |
|-----------------------------------------------|--------------------------------------------------------------|
| Dr. S.J.Jenepha Mary                          | : Dept. of Physics                                           |
| Dr. C. Anitha                                 | : Dept. of Zoology                                           |
| Dr. I. Jalaja Kumari                          | : Dept. of History                                           |
| Dr. A. Sameema                                | : Dept. of Economics                                         |
| Dr. G. Hesil Jerda                            | : Dept. of Commerce                                          |
| Ms. K.B. Steffi                               | : Dept. of English                                           |
| Dr. B.T. Delma                                | : Dept. of Chemistry (S.F)                                   |
| Ms. M. Monisha                                | : Dept. of Computer Science (S.F)                            |
| Dr. B.S. Sruthy                               | : Dept. of Artificial Intelligence & Data Science (S.F)      |
| Ms. V. Maniselvi                              | : Dept. of Costume Design & Fashion (S.F)                    |
| Dr. C.K. Sunitha                              | : Dept. of Commerce (S.F)                                    |
| Dr. X. Maria Muthu Shanthini                  | : Dept. of Corporate Secretaryship (S.F)                     |
| Dr. E. Jebamalar                              | : Dept. of English Literature with Media Communication (S.F) |
| Dr. E. Sathia Raj                             | : Dept. of Social Work (S.F)                                 |
| Ms. A. Joe Nituna<br>(III B.Sc Physics)       | : President, Student Council                                 |
| Ms. S. Abara (III B.A History)                | : Vice President, Student Council                            |
| Ms. A. Angelin Heba Grace<br>(II B.A English) | : Secretary, Student Council                                 |
| Ms. J. Infant Jeesa (II B.Sc. Maths)          | : Joint Secretary, Student Council                           |
| Mr. F. Melgias                                | : Non-teaching Staff                                         |
| Mr. P. Valan Peter                            | : Non-teaching Staff                                         |

### **Culturals Club**

|                                  |                           |
|----------------------------------|---------------------------|
| Dr. Sr. K. Francy                | : VicePrincipal-1         |
| Dr. S. Mary Mettilda Bai         | : Vice Principal-2        |
| Dr. T. Sheeba Helen              | : Dean of Student Affairs |
| Dr. Selva Mary Gokila S. George: | Dean of Student Affairs   |

|                            |                                                                 |
|----------------------------|-----------------------------------------------------------------|
| Mrs. M. Maria Helen Janoba | : Dean of Student Affairs                                       |
| Dr. K. Jeya Daisy          | : Dept. of Mathematics                                          |
| Dr. S. Sonia               | : Dept. of Physics                                              |
| Dr. Y. Christabel Shaji    | : Dept. of Chemistry                                            |
| Dr. Bojasa A. Rosy         | : Dept. of Botany                                               |
| Dr. S. Bhuvaneshwari       | : Dept. of Zoology                                              |
| Dr. V. Pradeepa            | : Dept. of History                                              |
| Dr. A. Babila Kingsly      | : Dept. of Economics                                            |
| Dr. G. Sahaya Shiny        | : Dept. of Commerce                                             |
| Dr. Snow J. Sharmilla      | : Dept. of English                                              |
| Dr. J. Anne Mary Leema     | : Dept. of Mathematics (S.F)                                    |
| Dr. F. Fanax Femy          | : Dept. of Computer Science (S.F)                               |
| Dr.B. S. Sruthy            | : Dept. of Artificial Intelligence<br>& Data Science (S.F)      |
| Ms. B.K. Binisha Joji      | : Dept. of Costume Design and<br>Fashion (S.F)                  |
| Dr. R. Evalin Latha        | : Dept. of Commerce (S.F)                                       |
| Dr. M. Gnana Muhila        | : Dept. of Corporate<br>Secretaryship (S.F)                     |
| Dr. J. Sharmila            | : Dept. of English Literature with<br>Media Communication (S.F) |
| Ms. J. Mary Deepa          | : Dept. of Social Work (S.F)                                    |
| Mr. K. Rajan               | : Non- Teaching Staff                                           |
| Mr. A. Robin               | : Non-Teaching Staff                                            |

### **Culturals Screening Committee**

Dr. M. Anitha Malbi  
Dr. M. Mabel Edel Queen

### **Sports Committee**

Dr. Sr. S. Sahayaselvi : Principal  
Dr. Sr. K. Francy : Vice Principal-1

Dr. J. Christy Celin Mary : Directors of Physical Education  
 Dr. J. Vinoliya Josephine Mary : Member

### **Quiz Club**

Dr. S. Sonia : Coordinator  
 Dr. S. Lizy Roselet  
 Ms. S. Jershitha Queen

### **Inter Collegiate Competitions**

Dr. J.M. Vinitha Charles : Coordinator  
 Ms. C. Nesavathy  
 Dr. S. Ancy Mole  
 Student Council Members

### **Placement and Career Guidance Cell**

Dr. S. Sujitha : Placement Officer - 1  
 Mr. G. Christ Jose : Placement Officer - 2  
 Dr. L. Jesmalar : Dept. of Mathematics  
 Dr. R. Krishna Priya : Dept. of Physics  
 Dr. L. Deva Vijila : Dept. of Chemistry  
 Dr. A.R. Florence : Dept. of Botany  
 Dr. A. Punitha : Dept. of Zoology  
 Dr. R. Suji : Dept. of History  
 Dr. Vimal Dolli : Dept. of Economics  
 Dr. G. Hesil Jerda : Dept. of Commerce  
 Ms. S. Fransta Darshana : Dept. of English  
 Dr. C. Jenila : Dept. of Mathematics (S.F)  
 Ms. Nitha Justin : Dept. of Computer Science (S.F)  
 Ms. V. Maniselvi : Dept. of Costume Design & Fashion (S.F)  
 Dr. M. Charles Dayana : Dept. of Commerce (S.F)  
 Dr. X. Maria Muthu Shanthini : Dept. of Corporate Secretaryship (S.F)  
 Dr. R. Eveline Shindya : Dept. of English Literature with Media Communication (S.F)



Mr. Ashok B.Robinson : Dept. of Social Work (S.F)  
Ms. V. Sakila : Non teaching Staff  
Mr. M. Agnes Amuthan : Non teaching Staff

### **Health and Hygiene Committee**

Dr. L. Deva Vijila : Coordinator  
Dr. N. Saromi : Member  
Dr. Sr. Jenifer  
Sr. Sahayarani  
Sr. Fathima Louis

### **Library Committee & Readers Forum**

Dr. Sr. S. Sahayaselvi : Principal  
Dr. Sr. K. Francy : Vice Principal-1  
Dr. V. Jeya Kala : Librarian  
Heads of all the Departments

### **Campus Animation Team**

Dr. Sr. S. Sebastiammal : Coordinator  
Dr. M. D. Arunmozhi Nangai  
Ms. S. Fransta Darshana  
Dr. J.M. Vinitha Charles  
Dr. C.K. Sunitha  
Ms. M. Ashina Janvi  
Dr. V. Jeya Kala : Librarian  
Ms. A. Antony Usha Kumari : Non-teaching staff  
Ms. R. Virgin Suvees : Non-teaching staff  
Mr. M. Julibar Euprin Xavier : Non-teaching staff  
College Choir  
Student Sisters

### **Equal Opportunity Cell**

Dr. A.R. Florence : Coordinator  
Dr. K. S. Soumya  
Dr. R. Eveline Shindya

## **Student Welfare Fund Committee**

|                 |               |
|-----------------|---------------|
| Dr. Alby Grace  | : Coordinator |
| Dr. L. Jesmalar | : Member      |

## **Hostel**

|                        |                            |
|------------------------|----------------------------|
| Dr. Sr. S. Sahayaselvi | : Principal & Chief Warden |
| Sr. S. Antin Mary      | : Warden                   |
| Sr. Prema Xavier       | : Warden                   |
| Sr. Elsy Thatla        | : Mess in Charge           |
| Ms. G. Infant Jeya     | : Assistant Warden         |

## **11. Crossion Centre for Higher Education**

|                        |                                 |
|------------------------|---------------------------------|
| Dr. Sr. S. Sahayaselvi | : Principal                     |
| Dr. M. Anitha Malbi    | : Dean of International Affairs |
| Dr. R. Abilasha        |                                 |
| Dr. S. Ancy Mole       |                                 |
| Ms. M. Monisha         |                                 |

## **12. Crossian Centre for Outreach Programmes / Extension Services**

|                        |                              |
|------------------------|------------------------------|
| Dr. Sr. S. Sahayaselvi | : Principal                  |
| Dr. V. Pradeepa        | : Dean of Extension Services |

### **i. AICUF, Xavier Board and AIACHE**

|                           |               |
|---------------------------|---------------|
| Sr. Antin Mary            | : Coordinator |
| Dr. A. Annie Divya Mahisa |               |
| Dr. R. Suji               |               |

### **ii. Consumer Club**

|                     |               |
|---------------------|---------------|
| Dr. C. Braba        | : Coordinator |
| Dr. V. Sujin Flower |               |
| Dr. J. Sharmila     |               |

### **iii. Eco-Club**

Dr. M.F. Anne Feril : Coordinator

Dr. A. Anat Jaslin Jini

Dr. A. Babila Kingsly

### **iv. Electoral Literacy Club**

Dr. I. Jalaja Kumari : Coordinator

Dr. K. Baby

### **v. Green, Environment and Energy Audit**

Dr. Sr. P. Leema Rose : Coordinator

Dr. S. Prakash Shoba

Dr. J. Celin Pappa Rani

Dr. W. Wincy

Mr. M.J. Jeevakarunyam

Mr. G. Maria Antony Michael

Mr. X. Anto Valan

### **vi. ISO Audit**

Dr. A. Punitha : Coordinator

Dr. J. Albino Wins

Dr. J. Jackulin Reeja

### **vii. Legal Literacy Committee**

Dr. J. Befija Minnie : Coordinator

Ms. C. Nesavathy

Dr. N. Saromi

### **viii NCC**

Dr. S. Sunitha : Care Taker Officer,  
3 (TN) Naval Unit

### **ix. NSS & Red Ribbon Club**

Dr. M. Abila Jeba Queen : Programme Officer -Unit 76

Dr. V. Arunmozhi Nangai : Programme Officer- Unit 77

|                          |                               |
|--------------------------|-------------------------------|
| Dr. S. Kala Vetha Kumari | : Programme Officer- Unit 239 |
| Dr. M. Jasmine Vinoja    | : Programme Officer -Unit 240 |

#### **x. Rotaract Club**

|                       |               |
|-----------------------|---------------|
| Ms. K. B. Steffi      | : Coordinator |
| Dr. A. Jancy Vini     |               |
| Dr.J.Celin Pappa Rani |               |

#### **xi RUN Programme**

|                                 |                                                                |
|---------------------------------|----------------------------------------------------------------|
| Ms. A.R. Jemi                   | : Coordinator                                                  |
| Dr. S. Sujitha                  | : Dept. of Mathematics                                         |
| Dr. S. Virgin Jeba              | : Dept. of Physics                                             |
| Dr. Sheeba Daniel               | : Dept. of Chemistry                                           |
| Dr. J. Albino Wins              | : Dept. of Botany                                              |
| Dr. C. Josephine Priyatharshini | : Dept. of Zoology                                             |
| Dr. K. Baby                     | : Dept. of History                                             |
| Ms. Josephine Shiny             | : Dept. of Economics                                           |
| Dr. G. Sahaya Shiny             | : Dept. of Commerce                                            |
| Dr. R. Abilasha                 | : Dept. of English                                             |
| Ms. B.S. Saravana Bala          | : Dept. of Computer Science (S.F)                              |
| Dr. S. Immaculate Shyla         | : Dept. of Artificial Intelligence<br>& Data Science (S.F)     |
| Ms. B.K. Binisha Joji           | : Dept. of Costume Design &<br>Fashion (S.F)                   |
| Dr. A. Franklin Ragila          | : Dept. of Commerce (S.F)                                      |
| Dr. J. Jani Mercybai            | : Dept. of Corporate<br>Secretaryship (S.F)                    |
| Ms. M. Aashina Janvi            | : Dept. of English Literature with<br>Media Commnication (S.F) |

#### **xii UBA Cell**

|                       |                        |
|-----------------------|------------------------|
| Dr. S. Panimaya Mercy | : Coordinator          |
| Dr. J. Befija Minnie  | : Dept. of Mathematics |

|                               |                                                                |
|-------------------------------|----------------------------------------------------------------|
| Dr. P. Aji Udhaya             | : Dept. of Physics                                             |
| Dr. M. Antilin Princela       | : Dept. of Chemistry                                           |
| Dr. W. Wincy                  | : Dept. of Botany                                              |
| Dr. S. Prakash Shoba          | : Dept. of Zoology                                             |
| Dr. S. Mary Judit             | : Dept. of History                                             |
| Dr. A. Sameema                | : Dept. of Economics                                           |
| Dr. M.F. Anne Feril           | : Dept. of English                                             |
| Dr. C. Jenila                 | : Dept. of Mathematics (S.F)                                   |
| Dr. J. Jackulin Reeja         | : Dept. of Computer Science (S.F)                              |
| Dr. N. Saromi                 | : Dept. of Commerce (S.F)                                      |
| Ms. J. Maria Prabina Sackaria | : Dept. of English Literature with<br>Media Communicaion (S.F) |
| Mr. Ashok B. Robinson         | : Dept. of Social Work (S.F)                                   |

### **xiii. Women's Cell**

|                                 |               |
|---------------------------------|---------------|
| Dr. C. Josephine Priyatharshini | : Coordinator |
| Dr. J. Bhavani                  |               |
| Dr. M. Antilin Princela         |               |

### **xiv. Youth Red Cross**

|                              |               |
|------------------------------|---------------|
| Ms. S. Fransta Darshana      | : Coordinator |
| Dr. A. Punitha               |               |
| Dr. X. Maria Muthu Shanthini |               |

### **xv. YUVA Tourism Club**

|                   |               |
|-------------------|---------------|
| Dr. K. S. Soumya  | : Coordinator |
| Dr. S. Mary Judit |               |

## **13. Crossian Centre for External Affairs**

|                        |                            |
|------------------------|----------------------------|
| Dr. Sr. S. Sahayaselvi | : Principal                |
| Dr. Sr. M. Mary Gilda  | : Secretary                |
| Dr. S. J. Jeya Daisy   | : Dean of External Affairs |

### **i. Parent Teacher Association (PTA)**

|                                 |                         |
|---------------------------------|-------------------------|
| Dr. Sr. S. Sahayaselvi          | : Principal             |
| Dr. Sr. M. Mary Gilda           | : Secretary             |
| A. Selva Asha (alias) Sr. Asha  | : Office Superintendent |
| Dr. S. Thenmozhi                | : Coordinator           |
| Dr. C. Josephine Priyatharshini |                         |
| Dr. S. Daisy Bai                |                         |
| Dr. R. Eveline Shindya          |                         |
| Mr. K. Rajan                    | : Non-teaching Staff    |
| Ms. V. Jemila                   |                         |

### **ii. Alumnae Association**

|                             |                       |
|-----------------------------|-----------------------|
| Dr. Sr. S. Sahayaselvi      | : Principal           |
| Dr. S. J. Jenepha Mary      | : Secretary           |
| Dr. S. Mary Mettilda Bai    |                       |
| Dr. M. Anitha Malbi         |                       |
| Dr. Alby Grace              |                       |
| Dr. I. Jalaja Kumari        |                       |
| Dr. A. Anami Augustus Arul  |                       |
| Dr. K. Jeya Daisy           |                       |
| Dr. J.M. Vinitha Charles    |                       |
| Dr. M. Charles Dayana       |                       |
| Ms. J. Anto Hepzie Bai      |                       |
| Ms. J. Mary Deeba           |                       |
| Ms. M. Maria Helen Janoba   |                       |
| Dr. S. Immaculate Shyla     |                       |
| Ms. S. Arockia Theras Bhabi | : Non- Teaching Staff |
| Alumnae of the Staff        |                       |

### **iii. Honouring the Retirees**

#### **Teaching Staff**

|                       |
|-----------------------|
| Dr. P.T. Arokya Glory |
| Dr. S. Vimal Dolli    |

### **Non-Teaching Staff**

Mr. M. Wilson

Ms. K. Mary Rita Lumina

Ms. S. Arockia Theras Bhabi

## **14. Crossian Centre for Documentation**

### **i. Handbook Committee**

|                        |                    |
|------------------------|--------------------|
| Dr. Sr. S. Sahayaselvi | : Principal        |
| Dr. S. Thenmozhi       | : Coordinator      |
| Ms. A. Judes Jalaja    | : Member           |
| Mr. J. Antony Merlin   | : Graphic Designer |

### **ii. College Website & Documentation Committee**

|                         |                    |
|-------------------------|--------------------|
| Dr. S. Ajith Sinthuja   | : Coordinator      |
| Dr. P. Aji Udhaya       | : Documentation    |
| Dr. Snow J. Sharmilla   | : Documentation    |
| Dr. J. Jani Mercybai    | : Member           |
| Ms. B. S. Saravana Bala | : Member           |
| Ms. V. Abisha           | : ERP Admin        |
| Mr. J. Antony Merlin    | : Graphic Designer |

### **iii. Magazine Committee**

|                       |                    |
|-----------------------|--------------------|
| Dr. L. Jesmalar       | : Coordinator      |
| Dr. A.R. Florence     | : Member           |
| Ms. K. B. Steffi      | : Member           |
| Dr. M. Charles Dayana | : Member           |
| Ms. J. Monika         | : Member           |
| Mr. J. Antony Merlin  | : Graphic Designer |

### **iv. Calendar Committee**

|                        |               |
|------------------------|---------------|
| Dr. Sr. S. Sahayaselvi | : Principal   |
| Dr. S. Thenmozhi       | : Coordinator |

|                      |                    |
|----------------------|--------------------|
| Ms. A. Judes Jalaja  | : Member           |
| Mr. J. Antony Merlin | : Graphic Designer |

#### **v. Master Timetable**

|                  |           |
|------------------|-----------|
| Ms. J.C. Mahizha | : Science |
| Dr. C.K. Sunitha | : Arts    |

#### **vi. Campus News**

|                         |           |
|-------------------------|-----------|
| Dr. M. Mabel Edel Queen | : Tamil   |
| Dr. E. Jebamalar        | : English |

#### **vii. ERP/ ICT Committee**

|                                     |             |
|-------------------------------------|-------------|
| Ms. V. Abisha                       | : ERP Admin |
| Representative from each Department |             |

#### **viii. Staff Club Secretaries**

##### **Teaching Staff**

|                        |                 |
|------------------------|-----------------|
| Dr. P.T. Arokya Glory  | : Science       |
| Dr. S. Vimal Dolli     | : Arts          |
| Ms. J. Anto Hepzie Bai | : Science (S.F) |
| Dr. G. Sahaya Shiny    | : Arts (S.F)    |

##### **Non-Teaching Staff**

|                             |  |
|-----------------------------|--|
| Mr. M. Wilson               |  |
| Ms. K. Mary Rita Lumina     |  |
| Ms. S. Arockia Theras Bhabi |  |



## DEPARTMENTS AND FACULTY MEMBERS

| DEPARTMENT OF COMMERCE                                                                               |              |
|------------------------------------------------------------------------------------------------------|--------------|
| <b>Aided</b>                                                                                         |              |
| Dr. Sr. S. Sahayaselvi, M. Com., M.Phil., Ph.D.,<br>NET, PGDCAB. <b>Principal</b>                    | 04652-260709 |
| Dr. S. Mary Pearly Sumathi, M.Com., B.Ed.,<br>M.Phil., Ph.D. <b>Head of the Department</b>           | 9597415581   |
| Dr. C. Braba, M.Com., M.Phil., Ph.D., NET.                                                           | 9047712877   |
| Dr. G. Hesil Jerda, M.Com., M.Phil., Ph.D.                                                           | 9940302842   |
| <b>Self Financed - I</b>                                                                             |              |
| Dr. M. Charles Dayana, M.Com., M.Phil., Ph.D.<br><b>Associate Professor</b>                          | 9486549870   |
| Dr. C.K. Sunitha, M.Com., M.Phil., HDCM,<br>HDCA., Ph.D. <b>Associate Professor</b>                  | 9487537337   |
| Dr. S. Jameela, M.Com., M.Phil., Ph.D.<br><b>Head of the Department (S.F.)</b>                       | 9842752001   |
| Dr. A. Franklin Ragila, M.Com., DCAFA, MCS.,<br>M.Phil., NET., Ph.D. <b>Dean of Academic Affairs</b> | 7598486120   |
| Dr. R. Sreedevi, M.Com., M.Phil., Ph.D.                                                              | 9487415640   |
| Dr. R. Evalin Latha, M.Com., M.Phil., Ph.D.                                                          | 9489838947   |
| Dr. G. Sahaya Shiny, M.Com., M.Phil., Ph.D.                                                          | 8754102001   |
| Dr. N. Saromi, M.Com., M.Phil., Ph.D.                                                                | 6383263854   |
| DEPARTMENT OF TAMIL                                                                                  |              |
| <b>Aided</b>                                                                                         |              |
| Dr. S. Thenmozhi, M.A., NET, Ph.D.<br><b>Associate Professor</b>                                     | 9442568092   |
| Dr. M. Justin Buela, M.A., M.Phil., B.Ed., Dip.<br>VANI., Ph.D. <b>Associate Professor</b>           | 9994358351   |
| Dr. V. Antony Prakash Babila, M.A., M.Phil.,<br>Ph.D., NET <b>Head of the Department</b>             | 9487565737   |
| Dr. S. Sunitha, M.A., M.Phil., B.Ed., Ph.D., NET                                                     | 9442035201   |

|                                                                                                                       |            |
|-----------------------------------------------------------------------------------------------------------------------|------------|
| Dr. M. D. Arun Mozhi Nangai, M.A., B.Ed., M.Phil., Ph.D.                                                              | 9047161703 |
| <b>Self Financed</b>                                                                                                  |            |
| Dr. M. Mabel Edel Queen, M.A., M.Phil., Ph.D., NET, SET.<br><b>Associate Professor</b>                                | 6382100701 |
| Dr. S. Ancy Mole, M.A., M.Phil., B.Ed., SET, Ph.D.<br><b>Associate Professor</b>                                      | 9994831384 |
| Dr. S. Daisy Bai, M.A., M.Phil., Ph.D., NET<br><b>Associate Professor</b><br><b>Head of the Department</b>            | 9486472465 |
| Dr. M. Jasmine Vinoja, M.A., M.Phil., B.Ed., NET, Ph.D.                                                               | 9487055047 |
| <b>DEPARTMENT OF FRENCH</b>                                                                                           |            |
| <b>Aided</b>                                                                                                          |            |
| Ms. P.T. Anbu Hannah Dora, M.A., M.Phil.<br><b>Associate Professor</b><br><b>Head of the Department</b>               | 9442165021 |
| <b>DEPARTMENT OF ENGLISH</b>                                                                                          |            |
| <b>Aided</b>                                                                                                          |            |
| Dr. Alby Grace, M.A., M.Phil., Ph.D.<br><b>Associate Professor</b>                                                    | 9443835176 |
| Dr. H. Jimsy Asha, M.A., M.Phil., Ph.D.<br><b>Head of the Department</b>                                              | 9489739703 |
| Ms. A. Anishya Dani, M.A., SET<br><b>Join Director of IQAC</b>                                                        | 8973335065 |
| Dr. V. Virgin Nithya Veena, M.A., M.Phil., SET, Ph.D.<br><b>Dean of Online Education</b>                              | 9442461266 |
| Ms. A. Judes Jalaja, M.A., M.Phil., SET                                                                               | 9486202923 |
| Dr. M.F. Anne Feril, M.A., B.Ed., M.Phil., NET, Ph.D.                                                                 | 9791586876 |
| Ms. A.R. Jemi, M.A., M.Phil., NET                                                                                     | 7708402408 |
| Ms. S. Fransta Darshana, M.A., M.Phil., SET                                                                           | 9791864889 |
| Dr. Selva Mary Gokila S. George, M.A., M.Phil., Ph.D., CTE., M.A(JMC)., M.Sc.(Psy.)<br><b>Dean of Student Affairs</b> | 8270306339 |
| Dr. R. Abilasha, M.A., M.Phil., Ph.D.                                                                                 | 9789102904 |

|                                                                                                 |            |
|-------------------------------------------------------------------------------------------------|------------|
| Dr. P. Sathya, M.A., B.Ed., M.Phil., Ph.D., SET,<br>NET,CTET<br><b>Dean of Academic Affairs</b> | 9944363137 |
| Ms. K.B. Steffi, M.A., M.Phil., NET                                                             | 8838055226 |
| Dr. J. Bhavani, M.A., B.Ed., M.Phil., Ph.D.                                                     | 9786325724 |
| Ms. C. Nesavathy, M.A., M.A.(Ling.), M.Phil., NET, SET                                          | 8344354439 |
| Dr. Snow J. Sharmilla, M.A., M.Phil., NET, Ph.D.                                                | 9488572309 |
| Dr. A. Annie Divya Mahisha, M.A., M.Phil., NET, Ph.D.                                           | 8807266141 |
| <b>DEPARTMENT OF HISTORY</b>                                                                    |            |
| <b>Aided</b>                                                                                    |            |
| Dr. S. Regi, M.A., M.Phil., Ph.D. <b>Associate Professor</b><br><b>Head of the Department</b>   | 9442481991 |
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# ACADEMIC CALENDAR

## JUNE 2025

| Date | Day | Tentative Working Day | Tentative Day order | Events                    | Important Days         |
|------|-----|-----------------------|---------------------|---------------------------|------------------------|
| 1    | Sun |                       |                     |                           |                        |
| 2    | Mon |                       |                     |                           |                        |
| 3    | Tue |                       |                     |                           |                        |
| 4    | Wed |                       |                     |                           |                        |
| 5    | Thu |                       |                     |                           | Environment Day        |
| 6    | Fri |                       |                     |                           |                        |
| 7    | Sat |                       |                     |                           | Bakrid                 |
| 8    | Sun |                       |                     |                           |                        |
| 9    | Mon |                       |                     |                           |                        |
| 10   | Tue |                       |                     |                           |                        |
| 11   | Wed |                       |                     |                           |                        |
| 12   | Thu |                       |                     |                           | Anti-Child Labour Day  |
| 13   | Fri |                       |                     |                           |                        |
| 14   | Sat |                       |                     |                           | World Blood Donor Day  |
| 15   | Sun |                       |                     |                           |                        |
| 16   | Mon | 1                     | G                   | Odd Semester Begins       |                        |
| 17   | Tue | 2                     | I                   |                           |                        |
| 18   | Wed | 3                     | II                  |                           |                        |
| 19   | Thu | 4                     | III                 |                           |                        |
| 20   | Fri | 5                     | IV                  |                           |                        |
| 21   | Sat |                       |                     |                           | International Yoga Day |
| 22   | Sun |                       |                     |                           |                        |
| 23   | Mon | 6                     | V                   | Classes Begin For I Years |                        |
| 24   | Tue | 7                     | VI                  |                           |                        |
| 25   | Wed | 8                     | I                   |                           |                        |
| 26   | Thu | 9                     | II                  |                           | End Drug Abuse Day     |
| 27   | Fri | 10                    | III                 |                           |                        |
| 28   | Sat | RUN                   |                     |                           |                        |
| 29   | Sun |                       |                     |                           |                        |
| 30   | Mon | 11                    | IV                  |                           |                        |

## JULY 2025

| Date | Day  | Tentative Working Day | Tentative Day order | Events                                   | Important Days              |
|------|------|-----------------------|---------------------|------------------------------------------|-----------------------------|
| 1    | Tue  | 12                    | V                   | Holy Spirit Mass                         |                             |
| 2    | Wed  | 13                    | VI                  | Investiture Ceremony of Students Council |                             |
| 3    | Thu  | 14                    | I                   |                                          |                             |
| 4    | Fri  | 15                    | II                  |                                          |                             |
| 5    | Sat  |                       |                     |                                          |                             |
| 6    | Sun  | Govt.Holiday          |                     |                                          | Muharram                    |
| 7    | Mon  | 16                    | III                 |                                          |                             |
| 8    | Tue  | 17                    | IV                  |                                          |                             |
| 9    | Wed  | 18                    | V                   |                                          |                             |
| 10   | Thu  | 19                    | VI                  |                                          |                             |
| 11   | Fri  | 20                    | I                   |                                          |                             |
| 12   | Sat  |                       |                     |                                          |                             |
| 13   | Sun  |                       |                     |                                          |                             |
| 14   | Mon  | 21                    | II                  |                                          |                             |
| 15   | Tue  | 22                    | III                 |                                          | Word Youth Skills Day       |
| 16   | Wed  | 23                    | IV                  |                                          | Artificial Intelligence Day |
| 17   | Thu  | 24                    | V                   |                                          |                             |
| 18   | Fri  | 25                    | VI                  |                                          |                             |
| 19   | Sat  | RUN / CEC             |                     |                                          |                             |
| 20   | Sun  |                       |                     |                                          |                             |
| 21   | Mon  | 26                    | I                   |                                          |                             |
| 22   | Tue  | 27                    | II                  |                                          |                             |
| 23   | Wed  | 28                    | G                   | Sports Day                               |                             |
| 24   | Thur | Local Holiday         |                     |                                          | Aadi Amavasai Festival      |
| 25   | Fri  |                       |                     |                                          |                             |
| 26   | Sat  |                       |                     |                                          | Word Nature Day             |
| 27   | Sun  |                       |                     |                                          |                             |
| 28   | Mon  | 29                    | III                 |                                          |                             |
| 29   | Tue  | 30                    | IV                  |                                          |                             |
| 30   | Wed  | 31                    | V                   |                                          |                             |
| 31   | Thu  | 32                    | VI                  |                                          |                             |

## AUGUST 2025

| Date | Day | Tentative Working Day | Tentative Day order | Events                             | Important Days          |
|------|-----|-----------------------|---------------------|------------------------------------|-------------------------|
| 1    | Fri | 33                    | I                   |                                    |                         |
| 2    | Sat | 34                    | G & CD              | College Founding Day               |                         |
| 3    | Sun |                       |                     |                                    |                         |
| 4    | Mon | 35                    | I CIA               |                                    |                         |
| 5    | Tue | 36                    | I CIA               |                                    |                         |
| 6    | Wed | 37                    | I CIA               |                                    |                         |
| 7    | Thu | 38                    | I CIA               |                                    |                         |
| 8    | Fri | 39                    | I CIA               |                                    |                         |
| 9    | Sat | 40                    | I CIA               |                                    |                         |
| 10   | Sun |                       |                     |                                    |                         |
| 11   | Mon | 41                    | II                  | Mother Founders Day Celebration    |                         |
| 12   | Tue | 42                    | III                 |                                    | International Youth Day |
| 13   | Wed | 43                    | IV                  |                                    |                         |
| 14   | Thu | 44                    | V                   |                                    |                         |
| 15   | Fri | CEC Govt.Holiday      |                     |                                    | Independence Day        |
| 16   | Sat | Govt.Holiday          |                     |                                    | Krishna Jayanthi        |
| 17   | Sun |                       |                     |                                    |                         |
| 18   | Mon | 45                    | VI                  |                                    |                         |
| 19   | Tue | 46                    | I                   |                                    | World Humanitarian Day  |
| 20   | Wed | 47                    | II                  |                                    |                         |
| 21   | Thu | 48                    | III                 | Last Date for I CIA Mark Entry     |                         |
| 22   | Fri | 49                    | IV                  |                                    |                         |
| 23   | Sat | RUN                   |                     |                                    |                         |
| 24   | Sun |                       |                     |                                    |                         |
| 25   | Mon | 50                    | V                   | Fine Arts – Off Stage Competitions |                         |
| 26   | Tue | 51                    | VI                  | Fine Arts – Off Stage Competitions |                         |
| 27   | Wed | Govt.Holiday          |                     |                                    | Vinayagar Chaturthi     |
| 28   | Thu | 52                    | G                   | Fine Arts – On Stage Competitions  |                         |
| 29   | Fri | 53                    | G                   | Fine Arts – On Stage Competitions  | National Sports Day     |
| 30   | Sat |                       |                     |                                    |                         |
| 31   | Sun |                       |                     |                                    |                         |

## SEPTEMBER 2025

| Date | Day | Tentative Working Day | Tentative Day order | Events                           | Important Days                        |
|------|-----|-----------------------|---------------------|----------------------------------|---------------------------------------|
| 1    | Mon | 54                    | I                   |                                  |                                       |
| 2    | Tue | 55                    | II                  |                                  |                                       |
| 3    | Wed | 56                    | III                 |                                  |                                       |
| 4    | Thu | 57                    | G                   | Teacher's day Celebration        |                                       |
| 5    | Fri | Govt.Holiday          |                     |                                  | Miladi Nabi & Onam                    |
| 6    | Sat |                       |                     |                                  |                                       |
| 7    | Sun |                       |                     |                                  |                                       |
| 8    | Mon | 58                    | IV                  |                                  |                                       |
| 9    | Tue | 59                    | V                   |                                  |                                       |
| 10   | Wed | 60                    | VI                  |                                  |                                       |
| 11   | Thu | 61                    | I                   |                                  |                                       |
| 12   | Fri | 62                    | G & CD              | Holy Cross Feast Day Celebration |                                       |
| 13   | Sat |                       |                     |                                  |                                       |
| 14   | Sun |                       |                     | Holy Cross Feast                 |                                       |
| 15   | Mon | 63                    | II                  |                                  |                                       |
| 16   | Tue | 64                    | III                 |                                  |                                       |
| 17   | Wed | 65                    | IV                  |                                  |                                       |
| 18   | Thu | 66                    | V                   |                                  |                                       |
| 19   | Fri | 67                    | VI                  |                                  |                                       |
| 20   | Sat | RUN / CEC             |                     |                                  |                                       |
| 21   | Sun |                       |                     |                                  | Day for Peace & Non-violence          |
| 22   | Mon | 68                    | II CIA              |                                  | Rose Day – Welfare of Cancer Patients |
| 23   | Tue | 69                    | II CIA              |                                  |                                       |
| 24   | Wed | 70                    | II CIA              |                                  | NSS Day                               |
| 25   | Thu | 71                    | II CIA              |                                  |                                       |
| 26   | Fri | 72                    | II CIA              |                                  |                                       |
| 27   | Sat | 73                    | II CIA              |                                  | World Tourism Day                     |
| 28   | Sun |                       |                     |                                  |                                       |
| 29   | Mon | 74                    | I                   |                                  |                                       |
| 30   | Tue | 75                    | II                  |                                  | International Translation day         |

## OCTOBER 2025

| Date | Day | Tentative Working Day | Tentative Day order | Events                                                                            | Important Days                                                    |
|------|-----|-----------------------|---------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 1    | Wed | Govt.Holiday          |                     |                                                                                   | Ayutha Pooja                                                      |
| 2    | Thu | CEC<br>Govt.Holiday   |                     |                                                                                   | Gandhi Jayanti & Vijaya Dasami, International Day of Non Violence |
| 3    | Fri |                       |                     |                                                                                   |                                                                   |
| 4    | Sat |                       |                     |                                                                                   | World Animal Welfare Day                                          |
| 5    | Sun |                       |                     |                                                                                   |                                                                   |
| 6    | Mon | 76                    | III                 | Semester Practical Exams Begin                                                    |                                                                   |
| 7    | Tue | 77                    | IV                  |                                                                                   |                                                                   |
| 8    | Wed | 78                    | V                   |                                                                                   |                                                                   |
| 9    | Thu | 79                    | VI                  |                                                                                   |                                                                   |
| 10   | Fri | 80                    | I                   | Last date for II CIA Mark Entry                                                   | World Mental Health Day                                           |
| 11   | Sat | RUN / CEC             |                     |                                                                                   |                                                                   |
| 12   | Sun |                       |                     |                                                                                   |                                                                   |
| 13   | Mon | 81                    | II                  | Project Viva Voce Examination (UG & PG)                                           |                                                                   |
| 14   | Tue | 82                    | III                 |                                                                                   | International E-Waste Day                                         |
| 15   | Wed | 83                    | IV                  | Completion of all Internal components & Mark Entry                                |                                                                   |
| 16   | Thu | 84                    | V                   |                                                                                   | World Food Day                                                    |
| 17   | Fri | 85                    | VI<br>CD            | Diwali Celebration                                                                |                                                                   |
| 18   | Sat |                       |                     |                                                                                   |                                                                   |
| 19   | Sun |                       |                     |                                                                                   |                                                                   |
| 20   | Mon | Govt.Holiday          |                     |                                                                                   | Diwali                                                            |
| 21   | Tue | 86                    | I                   |                                                                                   |                                                                   |
| 22   | Wed | 87                    | II                  | Part IV Semester Exam                                                             |                                                                   |
| 23   | Thu | 88                    | III                 | Part IV Semester Exam                                                             |                                                                   |
| 24   | Fri | 89                    | IV                  | Part IV Semester Exam                                                             |                                                                   |
| 25   | Sat |                       |                     |                                                                                   |                                                                   |
| 26   | Sun |                       |                     |                                                                                   |                                                                   |
| 27   | Mon | 90                    | V                   | Signing of Consolidated CIA Mark statement, Last Working day for Staff & students |                                                                   |
| 28   | Tue |                       |                     |                                                                                   |                                                                   |
| 29   | Wed |                       |                     |                                                                                   |                                                                   |
| 30   | Thu |                       |                     | Semester Exams Begin                                                              |                                                                   |
| 31   | Fri |                       |                     |                                                                                   |                                                                   |



## NOVEMBER 2025

| Date | Day  | Tentative Working Day | Tentative Day order | Events                                        | Important Days                                          |
|------|------|-----------------------|---------------------|-----------------------------------------------|---------------------------------------------------------|
| 1    | Sat  | Local Holiday         |                     |                                               | Union of Kanniyakumari with Tamil Nadu & All Saints Day |
| 2    | Sun  |                       |                     |                                               | All Souls Day                                           |
| 3    | Mon  |                       |                     |                                               |                                                         |
| 4    | Tue  |                       |                     |                                               |                                                         |
| 5    | Wed  |                       |                     |                                               |                                                         |
| 6    | Thu  |                       |                     |                                               |                                                         |
| 7    | Fri  |                       |                     |                                               |                                                         |
| 8    | Sat  |                       |                     |                                               |                                                         |
| 9    | Sun  |                       |                     |                                               |                                                         |
| 10   | Mon  |                       |                     |                                               | World Science Day                                       |
| 11   | Tues |                       |                     | Semester Exams End                            |                                                         |
| 12   | Wed  |                       |                     |                                               |                                                         |
| 13   | Thu  |                       |                     |                                               |                                                         |
| 14   | Fri  |                       |                     |                                               | Children's Day                                          |
| 15   | Sat  |                       |                     |                                               |                                                         |
| 16   | Sun  |                       |                     |                                               |                                                         |
| 17   | Mon  |                       |                     | Certificate Course, Gene. Value Added Courses |                                                         |
| 18   | Tue  |                       |                     |                                               |                                                         |
| 19   | Wed  |                       |                     |                                               |                                                         |
| 20   | Thu  |                       |                     |                                               |                                                         |
| 21   | Fri  |                       |                     |                                               |                                                         |
| 22   | Sat  |                       |                     |                                               |                                                         |
| 23   | Sun  |                       |                     |                                               |                                                         |
| 24   | Mon  | 1                     | I                   | Even Semester Begins                          |                                                         |
| 25   | Tue  | 2                     | II                  | Semester Result                               |                                                         |
| 26   | Wed  | 3                     | III                 |                                               |                                                         |
| 27   | Thu  | 4                     | IV                  |                                               |                                                         |
| 28   | Fri  | 5                     | V                   |                                               |                                                         |
| 29   | Sat  |                       |                     |                                               |                                                         |
| 30   | Sun  |                       |                     |                                               |                                                         |

## DECEMBER 2025

| Date | Day  | Tentative Working Day | Tentative Day order | Events                    | Important Days           |
|------|------|-----------------------|---------------------|---------------------------|--------------------------|
| 1    | Mon  | 6                     | VI                  |                           |                          |
| 2    | Tue  | 7                     | I                   |                           |                          |
| 3    | Wed  | Local Holiday         |                     |                           | St. Xavier's Feast       |
| 4    | Thu  | 8                     | II                  |                           |                          |
| 5    | Fri  | 9                     | III                 |                           |                          |
| 6    | Sat  | 10                    | G & CD              | Muthamizh Vizha           |                          |
| 7    | Sun  |                       |                     |                           |                          |
| 8    | Mon  | 11                    | IV                  |                           |                          |
| 9    | Tue  | 12                    | V                   |                           |                          |
| 10   | Wed  | 13                    | VI                  |                           | World Human Rights Day   |
| 11   | Thu  | 14                    | I                   |                           |                          |
| 12   | Fri  | 15                    | II                  |                           |                          |
| 13   | Sat  | CEC                   |                     |                           |                          |
| 14   | Sun  |                       |                     |                           |                          |
| 15   | Mon  | 16                    | III                 |                           |                          |
| 16   | Tue  | 17                    | IV                  |                           |                          |
| 17   | Wed  | 18                    | V                   |                           |                          |
| 18   | Thur | 19                    | VI                  |                           |                          |
| 19   | Fri  | 20                    | I                   |                           |                          |
| 20   | Sat  |                       |                     |                           |                          |
| 21   | Sun  |                       |                     |                           |                          |
| 22   | Mon  | 21                    | II                  |                           | National Mathematics Day |
| 23   | Tue  | 22                    | G & CD              | Christmas Day Celebration |                          |
| 24   | Wed  |                       |                     | Christmas Holidays        | Christmas Eve            |
| 25   | Thu  | Govt.Holiday          |                     |                           | Christmas                |
| 26   | Fri  |                       |                     |                           |                          |
| 27   | Sat  |                       |                     |                           |                          |
| 28   | Sun  |                       |                     |                           |                          |
| 29   | Mon  | 23                    | III                 | Online Class              |                          |
| 30   | Tue  | 24                    | IV                  | Online Class              |                          |
| 31   | Wed  |                       |                     |                           | New Year Eve             |

## JANUARY 2026

| Date | Day  | Tentative Working Day | Tentative Day order | Events             | Important Days            |
|------|------|-----------------------|---------------------|--------------------|---------------------------|
| 1    | Thu  | Govt.Holiday          |                     |                    | New Year                  |
| 2    | Fri  | Local Holiday         |                     |                    | Suchindram Thearottam     |
| 3    | Sat  | Local Holiday         |                     |                    | Thuckalay Palli Festival  |
| 4    | Sun  |                       |                     |                    |                           |
| 5    | Mon  | 25                    | V                   |                    |                           |
| 6    | Tue  | 26                    | VI                  |                    |                           |
| 7    | Wed  | 27                    | I                   |                    |                           |
| 8    | Thu  | 28                    | II                  |                    |                           |
| 9    | Fri  | 29                    | III                 |                    |                           |
| 10   | Sat  |                       |                     |                    |                           |
| 11   | Sun  |                       |                     |                    | National Road Safety Week |
| 12   | Mon  | 30                    | IV                  |                    |                           |
| 13   | Tue  | 31                    | G & CD              | Pongal Celebration |                           |
| 14   | Wed  | Govt. Holiday         |                     |                    | Pongal                    |
| 15   | Thu  | Govt. Holiday         |                     |                    | Thiruvalluvar Day         |
| 16   | Fri  | Govt. Holiday         |                     |                    | Uzhavar Thirunal          |
| 17   | Sat  |                       |                     |                    |                           |
| 18   | Sun  |                       |                     |                    |                           |
| 19   | Mon  | 32                    | V                   |                    |                           |
| 20   | Tue  | 33                    | VI                  |                    |                           |
| 21   | Wed  | 34                    | I                   |                    |                           |
| 22   | Thu  | 35                    | II                  |                    |                           |
| 23   | Fri  | 36                    | G                   | Library Day        |                           |
| 24   | Sat  |                       |                     |                    |                           |
| 25   | Sun  |                       |                     |                    | National Voters Day       |
| 26   | Mon  | CEC<br>Govt. Holiday  |                     |                    | Republic Day              |
| 27   | Tue  | 37                    | I CIA               |                    |                           |
| 28   | Wed  | 38                    | I CIA               |                    |                           |
| 29   | Thur | 39                    | I CIA               |                    |                           |
| 30   | Fri  | 40                    | I CIA               |                    |                           |
| 31   | Sat  | 41                    | I CIA               |                    |                           |

## FEBRUARY 2026

| Date | Day | Tentative Working Day | Tentative Day order | Events                         | Important Days                    |
|------|-----|-----------------------|---------------------|--------------------------------|-----------------------------------|
| 1    | Sun | Govt. Holiday         |                     |                                | Thaipooasam                       |
| 2    | Mon | 42                    | I CIA               |                                |                                   |
| 3    | Tue | 43                    | III                 |                                |                                   |
| 4    | Wed | 44                    | IV                  |                                | World Cancer Day                  |
| 5    | Thu | 45                    | V                   |                                |                                   |
| 6    | Fri | 46                    | VI                  |                                |                                   |
| 7    | Sat | CEC                   |                     |                                |                                   |
| 8    | Sun |                       |                     |                                |                                   |
| 9    | Mon | 47                    | I                   |                                |                                   |
| 10   | Tue | 48                    | II                  |                                |                                   |
| 11   | Wed | 49                    | III                 |                                |                                   |
| 12   | Thu | 50                    | IV                  |                                |                                   |
| 13   | Fri | 51                    | V                   |                                |                                   |
| 14   | Sat |                       |                     |                                |                                   |
| 15   | Sun | Local Holiday         |                     |                                | Maha Siva Rathiri                 |
| 16   | Mon | 52                    | VI                  |                                |                                   |
| 17   | Tue | 53                    | I                   |                                |                                   |
| 18   | Wed | 54                    | II                  |                                |                                   |
| 19   | Thu | 55                    | III                 | Last date for I CIA Mark Entry |                                   |
| 20   | Fri | 56                    | IV                  |                                |                                   |
| 21   | Sat | 57                    | V                   |                                | International Mother Language Day |
| 22   | Sun |                       |                     |                                |                                   |
| 23   | Mon | 58                    | VI                  |                                |                                   |
| 24   | Tue | 59                    | I                   |                                |                                   |
| 25   | Wed | 60                    | II                  |                                |                                   |
| 26   | Thu | 61                    | III                 |                                |                                   |
| 27   | Fri | 62                    | IV                  |                                |                                   |
| 28   | Sat | 63                    | G                   | College Day                    |                                   |

## MARCH 2026

| Date | Day | Tentative Working Day | Tentative Day order | Events                         | Important Days            |
|------|-----|-----------------------|---------------------|--------------------------------|---------------------------|
| 1    | Sun |                       |                     |                                |                           |
| 2    | Mon | 64                    | V                   |                                |                           |
| 3    | Tue | 65                    | VI                  |                                |                           |
| 4    | Wed | Local Holiday         |                     |                                | Ayya Vaikundar Jeyanthi   |
| 5    | Thu | 66                    | I                   |                                |                           |
| 6    | Fri | 67                    | G & CD              | Women's Day Celebration        |                           |
| 7    | Sat |                       |                     |                                |                           |
| 8    | Sun |                       |                     |                                | International Women's Day |
| 9    | Mon |                       |                     |                                |                           |
| 10   | Tue | Local Holiday         |                     |                                | Mandaikadu Temple Feast   |
| 11   | Wed | 68                    | II                  |                                |                           |
| 12   | Thu | 69                    | III                 |                                |                           |
| 13   | Fri | 70                    | II CIA              |                                |                           |
| 14   | Sat | 71                    | II CIA              |                                |                           |
| 15   | Sun |                       |                     |                                | World Consumer Rights Day |
| 16   | Mon | 72                    | II CIA              |                                |                           |
| 17   | Tue | 73                    | II CIA              |                                |                           |
| 18   | Wed | 74                    | II CIA              |                                |                           |
| 19   | Thu | 75                    | II CIA & CD         | Ramzan Celebration             |                           |
| 20   | Fri | Govt. Holiday         |                     |                                | Telugu New Year           |
| 21   | Sat | Govt. Holiday         |                     |                                | Ramzan                    |
| 22   | Sun |                       |                     |                                |                           |
| 23   | Mon | 76                    | IV                  | Semester Practical Exams begin | Social Workers' Day       |
| 24   | Tue | 77                    | V                   |                                |                           |
| 25   | Wed | 78                    | VI                  |                                |                           |
| 26   | Thu | 79                    | I                   |                                |                           |
| 27   | Fri | 80                    | II                  |                                |                           |
| 28   | Sat |                       |                     |                                |                           |
| 29   | Sun |                       |                     |                                |                           |
| 30   | Mon |                       |                     |                                |                           |
| 31   | Tue | Govt. Holiday         |                     |                                | Mahavir Jayanthi          |

## APRIL 2026

| Date | Day | Tentative Working Day | Tentative Day order | Events                                                                                     | Important Days                         |
|------|-----|-----------------------|---------------------|--------------------------------------------------------------------------------------------|----------------------------------------|
| 1    | Wed | 81                    | III                 |                                                                                            |                                        |
| 2    | Thu | 82                    | IV                  | Last date for II CIA Mark Entry and completion of all components                           | Maundy Thursday                        |
| 3    | Fri | Govt. Holiday         |                     |                                                                                            | Good Friday                            |
| 4    | Sat |                       |                     |                                                                                            |                                        |
| 5    | Sun | Govt. Holiday         |                     |                                                                                            | Easter                                 |
| 6    | Mon | 83                    | V                   | Arts & Commerce- Send off, Science- Social Day                                             |                                        |
| 7    | Tue | 84                    | VI                  | Science- Send off, Arts & Commerce- Social Day                                             | World Health Day                       |
| 8    | Wed | 85                    | I                   |                                                                                            |                                        |
| 9    | Thu | 86                    | II                  | Part- IV Exams                                                                             |                                        |
| 10   | Fri | 87                    | III                 | Part- IV Exams                                                                             |                                        |
| 11   | Sat |                       |                     |                                                                                            |                                        |
| 12   | Sun |                       |                     |                                                                                            |                                        |
| 13   | Mon |                       |                     |                                                                                            |                                        |
| 14   | Tue | Govt. Holiday         |                     |                                                                                            | Tamil New Year & Dr. Ambedkar Jayanthi |
| 15   | Wed | 88                    | IV                  | Part- IV Exams                                                                             |                                        |
| 16   | Thu | 89                    | V                   | Thanks giving Holy Mass, Valedictory Function & Signing of consolidated CIA mark statement | World Culture Day                      |
| 17   | Fri | 90                    | VI                  | Last Working day for Staff & Students                                                      |                                        |
| 18   | Sat |                       |                     |                                                                                            |                                        |
| 19   | Sun |                       |                     |                                                                                            |                                        |
| 20   | Mon |                       |                     | Semester Examinations Begin                                                                |                                        |
| 21   | Tue |                       |                     |                                                                                            |                                        |
| 22   | Wed |                       |                     |                                                                                            | Earth Day                              |
| 23   | Thu |                       |                     |                                                                                            | World Book Day                         |
| 24   | Fri |                       |                     |                                                                                            |                                        |
| 25   | Sat |                       |                     |                                                                                            |                                        |
| 26   | Sun |                       |                     |                                                                                            |                                        |
| 27   | Mon |                       |                     |                                                                                            |                                        |
| 28   | Tue |                       |                     |                                                                                            |                                        |
| 29   | Wed |                       |                     |                                                                                            |                                        |
| 30   | Thu |                       |                     | Semester Exams End                                                                         |                                        |

## MAY 2026

| Date | Day | Tentative Working Day | Tentative Day order | Events            | Important Days             |
|------|-----|-----------------------|---------------------|-------------------|----------------------------|
| 1    | Fri |                       |                     |                   | International Worker's Day |
| 2    | Sat |                       |                     |                   |                            |
| 3    | Sun |                       |                     |                   |                            |
| 4    | Mon |                       |                     |                   |                            |
| 5    | Tue |                       |                     |                   |                            |
| 6    | Wed |                       |                     |                   |                            |
| 7    | Thu |                       |                     |                   |                            |
| 8    | Fri |                       |                     |                   |                            |
| 9    | Sat |                       |                     |                   |                            |
| 10   | Sun |                       |                     |                   |                            |
| 11   | Mon |                       |                     | Internship Begins |                            |
| 12   | Tue |                       |                     |                   |                            |
| 13   | Wed |                       |                     |                   |                            |
| 14   | Thu |                       |                     |                   |                            |
| 15   | Fri |                       |                     | Semester Result   |                            |
| 16   | Sat |                       |                     |                   |                            |
| 17   | Sun |                       |                     |                   |                            |
| 18   | Mon |                       |                     |                   |                            |
| 19   | Tue |                       |                     |                   |                            |
| 20   | Wed |                       |                     |                   |                            |
| 21   | Thu |                       |                     |                   |                            |
| 22   | Fri |                       |                     |                   |                            |
| 23   | Sat |                       |                     |                   |                            |
| 24   | Sun |                       |                     |                   |                            |
| 25   | Mon |                       |                     |                   |                            |
| 26   | Tue |                       |                     |                   |                            |
| 27   | Wed |                       |                     |                   |                            |
| 28   | Thu |                       |                     |                   |                            |
| 29   | Fri |                       |                     |                   |                            |
| 30   | Sat |                       |                     |                   |                            |
| 31   | Sun |                       |                     |                   |                            |

## ACADEMIC SCHEDULE ODD SEMESTER (2025 - 2026)

| S. No | Academic Activity                                  |                                                        |
|-------|----------------------------------------------------|--------------------------------------------------------|
| 1     | College Reopens                                    | 16.06.2025                                             |
| 2     | College opens for I Years<br>PTA Meet              | 23.06.2025                                             |
| 3     | Student Induction Programme                        | 23.06.2025 to 25.06.2025                               |
| 4     | Registration for SLC                               | 23.06.2025                                             |
| 5     | Registration for Life Skill Training               | 04.07.2025                                             |
| 6     | Registration for NME                               | 11.07.2025                                             |
| 7     | Payment of Semester Fee                            | 16.06.2025 to 16.07.2025                               |
| 8     | Inauguration of the office bearers                 | 02.07.2025                                             |
| 9     | Internal Test - I                                  | 04.08.2025 to 09.08.2025                               |
| 10    | Industrial Visit                                   | Choice of the Department<br>(12.08.2025 to 31.08.2025) |
| 11    | PTA Meeting                                        | 22.08.2025                                             |
| 12    | Fine Arts Week Celebration                         | 25.08.2025 to 29.08.2025                               |
| 13    | Registration for Examination                       | 08.09.2025 to 19.09.2025                               |
| 14    | Internal Test- II                                  | 22.09.2025 to 27.09.2025                               |
| 15    | Practical Examination for Science<br>Departments   | 06.10.2025                                             |
| 16    | Last working day                                   | 27.10.2025                                             |
| 17    | Semester Exam Begins                               | 30.10.2025                                             |
| 18    | Semester Exam Ends                                 | 11.11.2025                                             |
| 19    | Generic Value-added course /<br>Certificate Course | 17.11.2025                                             |
| 20    | Publication of the Semester Exam<br>Results        | 25.11.2025                                             |
| 21    | Registration for Revaluation                       | 27.11.2025                                             |
| 22    | Publication of the Revaluation<br>Results          | 12.12.2025                                             |



## **ACADEMIC SCHEDULE EVEN SEMESTER (2025 - 2026)**

| S. No | Academic Activity                              |                          |
|-------|------------------------------------------------|--------------------------|
| 1     | Even Semester Begins                           | 24.11.2025               |
| 2     | Payment of Semester Fee                        | 25.11.2025 – 23.01.2026  |
| 3     | Christmas Holidays                             | 24.12.2025 – 28.12.2025  |
| 4     | Internal Test - I                              | 27.01.2026 – 02.02.2026  |
| 5     | PTA Meeting                                    | 21.02.2026               |
| 6     | Registration for Examination                   | 16.02.2026 – 28.03.2026  |
| 7     | Student Forum                                  | 02.03.2026 to 03.03.2026 |
| 8     | Student Council Election                       | 06.03.2026               |
| 9     | Internal Test - II                             | 13.03.2026 – 19.03.2026  |
| 10    | Practical Examination for Science Departments  | 23.03.2026               |
| 11    | Arts & Commerce-Send off<br>Science - Social   | 06.04.2026               |
| 12    | Arts & Commerce - Social<br>Science - Send off | 07.04.2026               |
| 13    | Valedictory function                           | 16.04.2026               |
| 14    | Last working day                               | 17.04.2026               |
| 15    | Semester Exam Begins                           | 20.04.2026               |
| 16    | Semester Exam Ends                             | 30.04.2026               |
| 17    | Internship                                     | 11.05.2026               |
| 18    | Publication of the Semester Result             | 15.05.2026               |
| 19    | Registration for Revaluation                   | 18.05.2026               |
| 20    | Publication of the Revaluation Result          | 25.05.2026               |
| 21    | Supplementary Theory Exams                     | 28.05.2026               |
| 22    | Publication of the Supplementary Exam Result   | 06.06.2026               |

LEAVE RECORD

[illegible]

## LATE ATTENDANCE RECORD

[illegible]

## RECORD OF MISDEMEANOUR

[illegible]

**CIA MARKS (ODD)**

| Course | Course Code | Internal Test |  | Quiz |  | Class Test |  |  | Assignment | Total |
|--------|-------------|---------------|--|------|--|------------|--|--|------------|-------|
|        |             |               |  |      |  |            |  |  |            |       |
|        |             |               |  |      |  |            |  |  |            |       |
|        |             |               |  |      |  |            |  |  |            |       |
|        |             |               |  |      |  |            |  |  |            |       |
|        |             |               |  |      |  |            |  |  |            |       |
|        |             |               |  |      |  |            |  |  |            |       |
|        |             |               |  |      |  |            |  |  |            |       |

# **CIA MARKS (EVEN)**

| Course | Course Code | Internal Test |  | Quiz |  | Class Test |  |  | Assign ment | Total |
|--------|-------------|---------------|--|------|--|------------|--|--|-------------|-------|
|        |             |               |  |      |  |            |  |  |             |       |
|        |             |               |  |      |  |            |  |  |             |       |
|        |             |               |  |      |  |            |  |  |             |       |
|        |             |               |  |      |  |            |  |  |             |       |
|        |             |               |  |      |  |            |  |  |             |       |
|        |             |               |  |      |  |            |  |  |             |       |
|        |             |               |  |      |  |            |  |  |             |       |

## SUMMATIVE EXAMINATION SCHEDULE (ODD)

| Date | Subject  |           |
|------|----------|-----------|
|      | Forenoon | Afternoon |
|      |          |           |

Teacher's Initial

**Parent's Initial**

## SUMMATIVE EXAMINATION SCHEDULE (EVEN)

| Date | Subject  |           |
|------|----------|-----------|
|      | Forenoon | Afternoon |
|      |          |           |

**Teacher's Initial**

**Parent's Initial**



# **TIMETABLE (ODD)**

| DAY | 1<br>9-9.55 am | 2<br>9.55-10.45am | 3<br>11.00- 11.50am | HOB<br>11.50-12.35pm     | LUNCH BREAK |  | 4<br>1.25-2.20pm | 5<br>2.20-3.15pm |
|-----|----------------|-------------------|---------------------|--------------------------|-------------|--|------------------|------------------|
| I   |                |                   |                     | Clubs & Committees       |             |  |                  |                  |
| II  |                |                   |                     | Entrepreneurial Activity |             |  |                  |                  |
| III |                |                   |                     | Remedial                 |             |  |                  |                  |
| IV  |                |                   |                     | Mentor                   |             |  |                  |                  |
| V   |                |                   |                     | Remedial                 |             |  |                  |                  |
| VI  |                |                   |                     |                          |             |  |                  |                  |

# **TIMETABLE (EVEN)**

| DAY | 1<br>9-9.55 am | 2<br>9.55-10.45am | 3<br>11.00- 11.50am | HOB<br>11.50-12.35pm     | LUNCH BREAK |  | 4<br>1.25-2.20pm | 5<br>2.20-3.15pm |
|-----|----------------|-------------------|---------------------|--------------------------|-------------|--|------------------|------------------|
| I   |                |                   |                     | Clubs & Committees       |             |  |                  |                  |
| II  |                |                   |                     | Entrepreneurial Activity |             |  |                  |                  |
| III |                |                   |                     | Remedial                 |             |  |                  |                  |
| IV  |                |                   |                     | Mentor                   |             |  |                  |                  |
| V   |                |                   |                     | Remedial                 |             |  |                  |                  |
| VI  |                |                   |                     |                          |             |  |                  |                  |

Notes:

Notes:

Notes:



“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”

– Aristotle



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