

ANNEXURE - I

LEAVE FORM FOR THE STUDENTS

1. Name of applicant :

2. Class & Roll No. :

3. Reason / Days :

4. Leave taken previously :

5. Signature of applicant :

6. Signature of Parent / Guardian
with Phone Number :

7. Recommendation of the Class Tutor :

Date :

Signature of the HOD

SREE DEVI KUMARI WOMEN'S COLLEGE

Kuzhithurai, Kanyakumari District.

Under the management of Kanyakumari District Temples, Suchindrum.

(Dept. of HR & CE, Govt of Tamil Nadu)

(Re-Accredited with B Grade by NAAC)



CALENDAR 2024-2025

STUDENT PARTICULARS

Name :

Dept. :

Reg. No. :

Umis No. :

Adhaar No. :

Res. Address :

.....

Pincode : Phone :

தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
 சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
 தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்;
 தக்கசிறு பிறைநுதலும் தரித்தநறும் திலகமுமே
 அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
 எத்திசையும் புகழ்மணக்க இருந்தபெரும்
 தமிழணங்கே! தமிழணங்கே!
 உன் சீரிளமை திறம் வியந்து
 செயல் மறந்து வாழ்த்துதுமே!
 வாழ்த்துதுமே! வாழ்த்துதுமே!

- மனோன்மணியம் பெ. சுந்தரம் பிள்ளை

.....

தேசிய கீதம்

ஜன கண மன அதிநாயக ஜய ஹே
 பாரத பாக்ய விதாதா
 பஞ்சாப ஸிந்து குஜராத மராட்டா
 திராவிட உத்கல பங்கா
 விந்திய ஹிமாசல யமுனா கங்கா
 உச்சல ஜலதி தரங்கா
 தவ சுப நாமே ஜாகே
 தவ சுப ஆசிஸ மாகே
 காஹே தவ ஜய காதா
 ஜன கண மங்கள தாயக ஜய ஹே
 பாரத பாக்ய விதாதா
 ஜய ஹே ஜய ஹே ஜய ஹே
 ஜய ஜய ஜய ஜயஹே!

- மகாகவி. ரவீந்திரநாத் தாகூர்

Date	Day	APRIL 2025	Working Day	Day Order
1	Tuesday		81	
2	Wednesday		82	
3	Thursday		83	
4	Friday		84	
5	Saturday			
6	Sunday			
7	Monday		85	
8	Tuesday		86	
9	Wednesday		87	
10	Thursday	Mahaveer Jayanthi		
11	Friday		88	
12	Saturday			
13	Sunday			
14	Monday	Tamil New Year / Ambedkar Jayanthi		
15	Tuesday		89	
16	Wednesday		90	
17	Thursday	Mondy Thursday	91	
18	Friday	Good Friday		
19	Saturday			
20	Sunday	Easter		
21	Monday		92	
22	Tuesday		93	
23	Wednesday			
24	Thursday			
25	Friday			
26	Saturday			
27	Sunday			
28	Monday			
29	Tuesday			
30	Wednesday			

Date	Day	MARCH 2025	Working Day	Day Order
1	Saturday			
2	Sunday			
3	Monday		60	
4	Tuesday	Ayya Vaikunda Swamy Avathara Thinam	61	
5	Wednesday	Ash Wednesday	62	
6	Thursday		63	
7	Friday		64	
8	Saturday			
9	Sunday			
10	Monday		65	
11	Tuesday	Mondaikadu Kovil Fest - Local Holiday		
12	Wednesday	Maasi Maham	66	
13	Thursday		67	
14	Friday		68	
15	Saturday			
16	Sunday			
17	Monday		69	
18	Tuesday		70	
19	Wednesday		71	
20	Thursday		72	
21	Friday		73	
22	Saturday		74	
23	Sunday			
24	Monday	III rd Internal	75	
25	Tuesday		76	
26	Wednesday		77	
27	Thursday	Shab e Khadhar	78	
28	Friday		79	
29	Saturday			
30	Sunday			
31	Monday		80	

எனது அன்றாட

உறுதிமொழி

எனது நாடு இந்தியா, இந்தியர் அனைவரும் என் உடன் பிறந்தவர்கள். என் தாய்திருநாட்டை நான் உளமார நேசிக்கிறேன்.

நான் நாட்டுப்பற்றுடன் நாட்டின் வளமான பல்வேறு மரபு குறித்து பெருமை கொள்கிறேன். நான் எப்போதும் அதற்கு தகுதி உள்ளவளாக நடந்து கொள்வேன்.

நான் என் பெற்றோர் ஆசிரியர் முதியோர்களுக்கு மதிப்பு கொடுத்து யாவரிடமும் பணிவுடன் நடந்து கொள்வேன்.

நான் என் நாட்டின் மீதும் மக்கள் மீதும் என்றும் பற்றுடையவளாக இருப்பேன் என்று உறுதி கூறுகிறேன். என் மகிழ்வு நாட்டின் நலத்திலும் மக்களின் நலத்திலும் அமைந்திருக்கிறது.

தீண்டாமைப் பழக்கத்தை கைவிட**மேற்கொள்ளும் உறுதிமொழி**

இந்திய அரசியலமைப்பின்பால், இடைவிடாத, உளமார்ந்த பற்றுள்ள இந்திய குடிமகளாகிய நான், நமது அரசியலமைப்பின் படி தீண்டாமை ஒழிக்கப்பட்டு விட்டது என்பதை அறிவேன். தீண்டாமையை அடிப்படையாகக் கொண்டு, எவர் மீதும், சமூக வேற்றுமையை, மனம், வாக்கு, செயல் என்ற எந்த வகையிலும் கடைப்பிடிக்கமாட்டேன் என்றும், இதனால் உளமார உறுதியளிக்கிறேன். அரசியலமைப்பின் அடிப்படைக் கருத்திற்கிணங்க, சாதி, சமய வேறுபாடற்ற சமத்துவ சமுதாயத்தை உருவாக்குவதில் நேர்மையுடனும், உண்மையுடனும் பணியாற்றுவது எனது கடமையாகும். மேலும், தீண்டத்தகாதவர்கள் என்ற கொடுமைக்கு ஆளாகியுள்ள மக்களிடையே காணப்படும் தீண்டாமை உணர்வையும் போக்குவது நமது சமூகக் கடமை என்பதையும் உணர்ந்து செயல்படுவேன். இந்திய அரசியலமைப்பின் பால் எனக்குள்ள முழுப்பற்றிற்கு இது என்றென்றும் எடுத்துக்காட்டாக விளங்குமென்றும் இதனால் உளமார உறுதியளிக்கிறேன்.

HISTORY OF THE COLLEGE

Sree Devi Kumari Women's College started in the year 1965, is under the management of Kanyakumari District Temples, Suchindrum by Dept. of HR & CE, Govt of Tamil Nadu. The college is located at Kuzhithurai, 32 k.m. away from Nagercoil, the District Head Quarters and 35 k.m. from Trivandrum, the Capital of Kerala State. First, it was affiliated to the Madras University at its inception and afterwards affiliated to the Madurai Kamaraj University and now it is affiliated to the Manonmanium Sundaranar University., Tirunelveli. The college is located in the Kuzhithurai municipal area. The students are from economically and socially handicapped rural areas and its sub-urban villages of Kuzhithurai region Vilavancode.

The College offers U.G. Courses (Aided) and UG & PG Courses (Self-financing).

The College aptly named after the Virgin Goddess of Devi Kanyakumari, is intended not only to provide education as prescribed by the University from time to time but also to instill the students with ethical and cultural values of life.

NAAC : The College is Re accredited by NAAC (II Cycle) with 'B' Grade on February, 2019.

Emblem : The emblem of the college consists of a flower with the portrait of the Virgin Goddess of Kanyakumari Devi in the middle, two light lamps on either side of the emblem and an open book at the feet of the Goddess and with the inscription “கற்றனைத் தூறும் அறிவு” (education promotes knowledge).

Date	Day	FEBRUARY 2025	Working Day	Day Order
1	Saturday			
2	Sunday			
3	Monday		41	
4	Tuesday		42	
5	Wednesday		43	
6	Thursday		44	
7	Friday		45	
8	Saturday			
9	Sunday			
10	Monday		46	
11	Tuesday	Thai Poosam		
12	Wednesday		47	
13	Thursday		48	
14	Friday	Shab e Bharath	49	
15	Saturday		50	
16	Sunday			
17	Monday		51	
18	Tuesday		52	
19	Wednesday		53	
20	Thursday		54	
21	Friday		55	
22	Saturday			
23	Sunday			
24	Monday	Second Internal Test	56	
25	Tuesday		57	
26	Wednesday	Maha Sivarathi		
27	Thursday		58	
28	Friday	First Day of Ramzan	59	

Date	Day	JANUARY 2025	Working Day	Day Order
1	Wednesday	New Year		
2	Thursday		19	
3	Friday		20	
4	Saturday		21	
5	Sunday			
6	Monday		22	
7	Tuesday		23	
8	Wednesday		24	
9	Thursday		25	
10	Friday	Vaikunda Ekathisi	26	
11	Saturday		27	
12	Sunday	Suchindrum Car Festival		
13	Monday	Bogi / Arudra Darisanam	28	
14	Tuesday	Pongal		
15	Wednesday	Thiruvalluvar Day		
16	Thursday	Uzhavar Thirunal		
17	Friday		29	
18	Saturday		30	
19	Sunday			
20	Monday	First Internal Test	31	
21	Tuesday		32	
22	Wednesday		33	
23	Thursday		34	
24	Friday		35	
25	Saturday			
26	Sunday	Re Public day		
27	Monday	Shab e meraj	36	
28	Tuesday		37	
29	Wednesday		38	
30	Thursday		39	
31	Friday		40	

VISION :

Imparting education to the women folks by moulding the students with competency, empathy, commitment to fellow beings and service to the society with ethical values.

MISSION :

Our mission is always to enlighten the locality as a whole by giving proper education to the women folks of the area. The challenges of contemporary socio-economic, cultural, political and technological changes are great. The College strives to equip the individual as well as the society to meet these challenges successfully. We work hard to create individuals who are ethical, intellectually competent and spiritual so that the country as a whole may be benefited.

OUR GOAL :

1. To provide quality education to the maximum number of women folks.
2. To equip the students to become intellectually competent.
3. To help the students self-reliant.
4. To make the students committed to the society.
5. To take up research oriented projects in various fields of science and humanities.
6. To make the students involve in extension activities in the sub-urban villages.
7. To interact and co-operate with other organizational excellence.
8. To develop a multi-disciplinary approach to life as well as to education.
9. To network with the instruction of excellence for mutual advancement.

CURRICULAM :

The Curriculum was envisaged under the CBCS (English Medium) for the UG and PG courses comprises a five - tier structure.

CURRICULUM PATTERN :

- UG** Part I - Language (Tamil / Malayalam)
 Part II - English
 Part III - Core Subjects / Allied Subjects / Elective Subjects
 Part IV - Skill Based subjects
 Part V - Extension Activities (NSS, YRC, YWF, Yoga,)
- PG** The curriculum pattern for the Post Graduate courses
 as per the University norms.

Courses Offered	Year of Establishment	Sanctioned strength
Aided :		
B.A. Economics	1966-67	64
B.Com.	1986-87	64
B.Sc., Mathematics	1984-85	48
B.Sc. Chemistry	1966-67	48
B.Sc. Botany	1985-86	48
B.Sc. Zoology	1966-67	48
Self-Financing :		
U.G. :		
B.A. English	2016-17	64
B.Sc. Mathematics	2016-17	48
B.Sc. Physics	2009-10	48
B.Sc. Computer Science	2009-10	48
P.G. :		
M.Sc. Mathematics	2006-07	25
M.A. Economics	2009-10	30
M.Com.	2006-07	30
M.Sc. Chemistry	2019-20	10
Add on Course :		
சைவ சித்தாந்தம் மற்றும் வைணவம் (சான்றிதழ் மட்டப்படிப்பு)	2024	40
Other Courses based on MOU		

Date	Day	DECEMBER 2024	Working Day	Day Order
1	Sunday			
2	Monday			
3	Tuesday			
4	Wednesday	College Reopens	1	
5	Thursday		2	
6	Friday		3	
7	Saturday			
8	Sunday			
9	Monday		4	
10	Tuesday		5	
11	Wednesday		6	
12	Thursday		7	
13	Friday	Karthigai Deepam	8	
14	Saturday			
15	Sunday			
16	Monday		9	
17	Tuesday		10	
18	Wednesday		11	
19	Thursday		12	
20	Friday		13	
21	Saturday			
22	Sunday			
23	Monday		14	
24	Tuesday	Christmas Eve - Local Holiday		
25	Wednesday	Christmas		
26	Thursday	Vaikunda Ekathisi	15	
27	Friday		16	
28	Saturday			
29	Sunday			
30	Monday		17	
31	Tuesday	New year eve	18	

Date	Day	NOVEMBER 2024	Working Day	Day Order
1	Friday	Deepavali nonbu		
2	Saturday	Kallarai thirunal		
3	Sunday			
4	Monday	Last Working Day	92	
5	Tuesday			
6	Wednesday	University Exam		
7	Thursday			
8	Friday			
9	Saturday			
10	Sunday			
11	Monday			
12	Tuesday			
13	Wednesday			
14	Thursday			
15	Friday	Gurunanak jayanthi		
16	Saturday			
17	Sunday			
18	Monday			
19	Tuesday			
20	Wednesday			
21	Thursday			
22	Friday			
23	Saturday			
24	Sunday			
25	Monday			
26	Tuesday			
27	Wednesday			
28	Thursday			
29	Friday			
30	Saturday			

WORKING HOURS

Morning Session : 9.55 a.m. First Bell / Prayer Song
10.00 a.m. to 11.00 a.m. I Period
11.00 a.m. to 11.55 a.m. II Period
11.55 a.m. to 12.00 a.m. Interval
12.00 a.m. to 1.00 p.m. III Period

Lunch Interval : 1.00 p.m. to 1.30 p.m.

Afternoon Session : 1.30 p.m. to 2.25 p.m. IV period
2.35 p.m. to 3.30 p.m. V period
3.30 p.m. to 4.30 p.m. N.S.S. / Games / Youth
Welfare activities.

Students are expected to work till 5 p.m. if neccessary.

FEE STRUCTURE

UG :

1. Special Fees	Rs.	P.
Library & Reading Room	15	00
Games fee	100	00
College union & other College } Associations	5	00
College Day	4	00
Model Examination & Stationery	50	00
Calendar	10	00
Magazine	10	00
Audio - Visual Education	2	00
Medical Inspection	5	00
Students Aid fund	3	00
Community Social Service	3	00
W.U.S.		
Campus Amenity Fee	10	00
Students Service	2	00
Flag Day	5	00
N.S.S.	10	00
Red cross	20	00
Convocation	25	00
	279	00

Admission Fee: Rs. 5 for UG Courses

" : Rs. 10 for P.G. Courses

Tuition Fee : Nil for U.G. Courses

Special fee : Rs. 279 per annum for I.D.C.

Rs. 249 per annum for II & III D.C.

Laboratory fee : Science Major - Rs. 100/- P/A

Allied Chemistry and Zoology - Rs. 50/- P/A

Allied Physics and Botany - Rs. 40/- P/A

University Entrance Fee - Rs. 100/-

University Recognition Fee - Rs. 100/-

Higher Secondary Certificate Verification Fee - Rs. 50/- (for UG courses only)

Date	Day	OCTOBER 2024	Working Day	Day Order
1	Tuesday		72	
2	Wednesday	Gandhi Jayanthi / Mahalaya Amavasi		
3	Thursday	Harveen of Abdhul kadhar	73	
4	Friday		74	
5	Saturday		75	
6	Sunday			
7	Monday		76	
8	Tuesday		77	
9	Wednesday		78	
10	Thursday		79	
11	Friday	Saraswathy Pooja		
12	Saturday	Vijayadhasami		
13	Sunday			
14	Monday		80	
15	Tuesday		81	
16	Wednesday		82	
17	Thursday		83	
18	Friday		84	
19	Saturday			
20	Sunday			
21	Monday		85	
22	Tuesday		86	
23	Wednesday		87	
24	Thursday		88	
25	Friday		89	
26	Saturday			
27	Sunday			
28	Monday		90	
29	Tuesday		91	
30	Wednesday			
31	Thursday	Deepawali		

Date	Day	SEPTEMBER 2024	Working Day	Day Order
1	Sunday			
2	Monday		52	
3	Tuesday		53	
4	Wednesday		54	
5	Thursday	Sama upakarma	55	
6	Friday		56	
7	Saturday	Vinayagar Chathurthi		
8	Sunday			
9	Monday		57	
10	Tuesday		58	
11	Wednesday		59	
12	Thursday		60	
13	Friday		61	
14	Saturday			
15	Sunday	Onam		
16	Monday	Milad-un Nabi		
17	Tuesday		62	
18	Wednesday		63	
19	Thursday		64	
20	Friday		65	
21	Saturday			
22	Sunday			
23	Monday		66	
24	Tuesday		67	
25	Wednesday		68	
26	Thursday		69	
27	Friday		70	
28	Saturday			
29	Sunday			
30	Monday	II - Internal	71	

கல்லூரிக்குழு

- திரு. பி.என். ஸ்ரீதர்** இ.ஆ.ப.
ஆணையர், இந்து சமய அறநிலையத்துறை, சென்னை - 34 - தலைவர்
- திருமதி. எஸ். ஹரிப்பிரியா**, பி.எல்.பி.ஜி.டி.எல்.ஏம்.ஏ.பி.எல்.
கூடுதல் ஆணையர்
கல்வி மற்றும் தொண்டு நிறுவனங்கள்)
இந்து சமய அறநிலையத்துறை, சென்னை - 34 - உறுப்பினர்
- திருமதி. பா. கவிதா பிரியதர்ஷினி**, எம்.ஏ.பி.எல்.,
இணை ஆணையர்
இந்து சமய அறநிலையத்துறை, திருநெல்வேலி. - உறுப்பினர்
- திரு. நா. பழனிகுமார்**, பி.எஸ்.சி.பி.எல்.
இணை ஆணையர் / செயல் அலுவலர்
கன்னியாகுமரி மாவட்ட திருக்கோயில்கள், சுசீந்திரம் - செயலர் / தாளாளர்
- திரு. ஜி. ராமகிருஷ்ணன்**
அறங்காவலர் குழு தலைவர்,
கன்னியாகுமரி மாவட்ட திருக்கோயில்கள், சுசீந்திரம் - உறுப்பினர்
- முனைவர். கிரா. வாககி**, எம்.ஏ.பி.எச்.டி.சி.டி.இ.
உதவி பேராசிரியர் / ஆங்கிலத்துறை,
மனோன்மனியம் சுந்தரனார் பல்கலைக்கழகம், திருநெல்வேலி. - பல்கலைக்கழக பிரதிநிதி
- முனைவர். ஸ்ரீ. பிந்துஜா**, எம்.ஏ.எம்.பில்.பி.எட்.எம்.பி.ஏ.பி.எச்.டி.
முதல்வர் (பொறுப்பு) / துறைத்தலைவர், பொருளியல் துறை - உறுப்பினர்
- முனைவர். ம. சீதாலட்சுமி**, எம்.எஸ்ஸி.எம்.பில்.எம்.எட்.பி.எச்.டி.,
துறைத்தலைவர், விலங்கியல் துறை - உறுப்பினர்
- திருமதி. உ. சுபாஷினி**, எம்.ஏ.(நெட்)
துறைத்தலைவர், ஆங்கிலத்துறை. - உறுப்பினர்
- திருமதி. நீ. சாந்தி**, பி.காம்.
உதவியாளர், ஸ்ரீ தேவிக்குமரி மகளிர் கல்லூரி, குழித்துறை. - உறுப்பினர்

1. Year of Establishment : 1965
2. Name of the College / : **Sree Devi Kumari**
Postal address **Women's College,**
Kuzhithurai.
Pincode : 629 163.
Thettivilai Village, Vilavancode Taluk,
K.K. District, Tamil Nadu.
3. College Tel : 04651 - 260344
email : sdkw.college@rediffmail.com
4. Website : www.sdkwc.org.
Naac.mail : naac.sdkwcollege@gmail.com
5. Name of the Secretary : **Mr. N. Palani Kumar** B.Sc.,B.L.
(Official Address) Joint Commissioner / Executive Officer
Under the management of
Kanyakumari District Temples, Suchindrum.
6. Name of the Principal : **Dr. Tmt. S. Binduja,**
M.A.,M.Phil.,B.Ed.,M.B.A.,Ph.D. (i/c)
Official Telephone No. : 04651 - 260344

Date	Day	AUGUST 2024	Working Day	
1	Thursday			
2	Friday		31	
3	Saturday	Aadi perukku	32	
4	Sunday	Aadi Amavasai - Vavubali		
5	Monday		33	
6	Tuesday		34	
7	Wednesday		35	
8	Thursday		36	
9	Friday		37	
10	Saturday			
11	Sunday			
12	Monday		38	
13	Tuesday		39	
14	Wednesday		40	
15	Thursday	Independence day		
16	Friday	Varalekshmi viratham	41	
17	Saturday	Working Day	42	
18	Sunday			
19	Monday	Rik upakarma/Sama upakarma /Aavani avittam	43	
20	Tuesday	Gayathri japam	44	
21	Wednesday		45	
22	Thursday		46	
23	Friday		47	
24	Saturday			
25	Sunday			
26	Monday	Sri Krishna Jayanthi		
27	Tuesday	Il Internal	48	
28	Wednesday		49	
29	Thursday		50	
30	Friday		51	
31	Saturday			

Date	Day	JULY 2024	Working Day	Day Order
1	Monday		9	
2	Tuesday		10	
3	Wednesday		11	
4	Thursday		12	
5	Friday		13	
6	Saturday			
7	Sunday			
8	Monday	Hajiri new year	14	
9	Tuesday		15	
10	Wednesday		16	
11	Thursday		17	
12	Friday		18	
13	Saturday			
14	Sunday			
15	Monday		19	
16	Tuesday		20	
17	Wednesday	Mukaram - Holiday		
18	Thursday		21	
19	Friday		22	
20	Saturday			
21	Sunday			
22	Monday		23	
23	Tuesday		24	
24	Wednesday		25	
25	Thursday	I - Internal	26	
26	Friday		27	
27	Saturday			
28	Sunday			
29	Monday		28	
30	Tuesday		29	
31	Wednesday		30	

MEMBERS OF STAFF

TEACHING STAFF (AIDED) :

Principal : **Dr. S. Binduja**, M.A., M.Phil., B.Ed., M.B.A., Ph.D. (i/c)

Department of Tamil

- 1) —
- 2) —

Department of Malayalam

- 1) **Tmt. K.S. Priya**, M.A., NET, **H.O.D.** (Asst. Prof)

Department of English

- 1) **Tmt. U. Subazini**, M.A., NET, **H.O.D.** (Asst. Prof)
- 2) **Dr. V.R. Suju** M.A., M.Phil., B.Ed., Ph.D. (Asst. Prof)
- 3) **Tmt. M.B. Divya** M.A., NET, (Asst. Prof)

Department of Economics

- 1) **Dr. S. Binduja**, M.A., M.Phil., B.Ed., M.B.A., Ph.D.,
H.O.D. (Assoc. Prof)
- 2) **Dr. N. Baby**, M.A., M.Phil. B.Ed., Ph.D. (Assoc. Prof.)
- 3) **Dr. S.V. Mini**, M.A., M.Phil., Ph.D. (Asst. Prof)
- 4) **Dr. J.P. Sreeja**, M.A., M.Phil., Ph.D. (Asst. Prof)
- 5) **Dr. A. Chandra Prabha**, M.A., M.Phil., Ph.D., M.B.A., M.A.,
(Yoga), DGT (Asst. Prof)

Department of Commerce

- 1) **Dr. R. Manju**, M.Com., M.Phil., Ph.D., **H.O.D.** (Asst. Prof)
- 2) —
- 3) —
- 4) —
- 5) —

Department of Mathematics

- 1) **Dr. P. Chandra Kala**, M.Sc., M.Phil., Ph.D., **H.O.D.** (Asst. Prof)
- 2) **Dr. S. Anusa**, M.Sc., M.Phil., Ph.D. (Asst. Prof)
- 3) **Dr. T. Esakkiammal**, M.Sc., Ph.D. (Asst. Prof)
- 4) _____

Department of Chemistry

- 1) **Dr. T. Ajantha Aekis**, M.Sc., B.Ed. M.Phil., Ph.D., **H.O.D.** (Asst. Prof)
- 2) **Dr. B. Sindhu Kumari**, M.Sc., M.Phil., M.Ed., Ph.D., PGDCA
(Asst. Prof)
- 3) **Dr. S.S. Swathy**, M.Sc., Ph.D. (Asst. Prof)
- 4) **Dr. R. Gomathi**, M.Sc., B.Ed, M.Phil., Ph.D. (Asst. Prof)
- 5) _____

Department of Physics

Dr. K. Seetha Lakshmi M.Sc., M.Phil., Ph.D.
H.O.D. (Asst. Prof)

Department of Botany

- 1) **Dr. S. Sreelaja** M.Sc., M.Phil., D.J. , Ph.D. **H.O.D.** (Asst. Prof)
- 2) **Dr. R. Shanmugapriya** M.Sc., M.Phil., Ph.D. (Asst. Prof)
- 3) **Dr. G. Soumiya**, M.Sc., Ph.D., (Asst. Prof)
- 4) _____

Department of Zoology

- 1) **Dr. M. Seetha Lekshmy**, M.Sc., M.Phil., M.Ed., Ph.D
H.O.D., (Assoc. Prof)
- 2) **Dr. R.S. Dhivya** M.Sc., M.Phil., Ph.D., (Asst. Prof.)
- 3) **Dr. K. Sivakami** M.Sc., M.Phil., Ph.D. (Asst. Prof.)
- 4) **Dr. G.S. Krishna Kumari** M.Sc., M.Phil., Ph.D. (Asst. Prof)
- 5) _____

CALENDAR FOR 2024 - 2025

Date	Day	JUNE 2024	Working Day	Day Order
1	Saturday			
2	Sunday			
3	Monday			
4	Tuesday			
5	Wednesday			
6	Thursday			
7	Friday			
8	Saturday			
9	Sunday			
10	Monday			
11	Tuesday			
12	Wednesday			
13	Thursday			
14	Friday			
15	Saturday			
16	Sunday			
17	Monday			
18	Tuesday			
19	Wednesday	College reopening / Arfa huj yathra	1	
20	Thursday		2	
21	Friday		3	
22	Saturday			
23	Sunday			
24	Monday		4	
25	Tuesday		5	
26	Wednesday		6	
27	Thursday		7	
28	Friday		8	
29	Saturday			
30	Sunday			

* - Subject to change as per Govt. Rules 29

NUMBER OF WORKING DAYS

ODD SEMESTER

19th June 2024 - 4th November 2024

June	-	08 Days
July	-	22 Days
August	-	20 Days
September	-	21 Days
October	-	20 Days
November	-	1 Day

92 Days

Even Semester

4th December 2024 - 25th April 2025

December	-	18
January	-	22
February	-	19
March	-	21
April	-	13
Total	-	93

Physical Directress

Dr. U. Narayani, M.P.Ed., M.Phil., Ph.D., DIY, PGDSM, PGDFM

Librarian

NON TEACHING STAFF

- 1) **Tmt. N. Shanthi**, B.Com., Asst.
- 2) **Tmt. J. Sandhya**, M.Sc., Junior Asst.
- 3) **Ms. Pravina. A.S.**, B.Sc., Typist
- 4) **Mrs. K. Chandra Kumari**, Store Keeper
- 5) **Tmt. D. Stanly Bai**, Lab Asst.
- 6) **Mr. V.G. Ratheesh**, B.Com., Lab Asst.
- 7) **Mr. N. Vignesh**, B.E., Lab Asst.
- 8) **Mrs. Haritha. M.**, B.A., B.Ed., Library Assistant
- 9) **Mrs. Aruna. R.**, M.Sc., B.Ed., M.Phil., Record Clerk
- 10) **Ms. Aswathi. R.**, B.Sc., B.Ed., Office Assistant
- 11) -
- 12)
- 13)

TEACHING STAFF - SELF FINANCE

Department of Tamil

- 1) **Dr. C. Freeda**, M.A., M.Phil., Ph.D., **H.O.D.**, Asst. Professor
- 2) **Dr. M.L. Sugatha Kumari**, M.A., M.Phil., D.G.T., Ph.D., NET
Asst. Professor

Department of English

- 1) **Mrs. T.S. Sreekala**, M.A., M.Phil., **H.O.D.**, Asst. Professor
- 2) **Mrs. B.S. Deepa**, M.A., M.Phil., IDCS, M.A. (His), Asst. Professor
- 3) **Mrs. K. Prathiba**, M.A., M.Phil., Asst. Professor
- 4) **Mrs. Vaija I Nair**, M.A., M.Phil., Asst. Professor
- 5) **Mrs. R.S. Dhivya**, M.A., Set, Net, Asst. Professor
- 6) **Dr. Kumari V.R. Saritha**, M.A., Ph.D., Asst. Professor

Department of Mathematics

- 1) **Mrs. N.S. Suleka**, M.Sc.,M.Phil., **H.O.D.**, Asst. Professor
- 2) **Dr. G.T. Krishna Veni**, M.Sc.,M.Phil.,Ph.D., Asst. Professor
- 3) **Dr. K. Sabitha Mini**, M.Sc.,M.Phil.,Ph.D., Asst. Professor
- 4) **Dr. P. Maya**, M.Sc.,M.Phil.,Ph.D., Asst. Professor
- 5) **Dr. S. Sowmiya**, M.Sc.,M.Phil.,Ph.D., Asst. Professor
- 6) **Mrs. P.V. Anisha**, M.Sc.,M.Phil., Asst. Professor

Department of Physics

- 1) **Mrs. M.S. Anula**, M.Sc.,M.Phil., **H.O.D.**, Asst. Professor
- 2) **Dr. B.R. Bindu**, M.Sc.,Ph.D., Asst. Professor
- 3) **Dr. G.L. Praveena**, M.Sc.,Ph.D., Asst. Professor

Department of Computer Science

- 1) **Mrs. S. Subha**, M.C.A.,M.Phil., **H.O.D.**, Asst. Professor
- 2) **Mrs. P.B. Mini**, M.C.A.,M.Phil., Asst. Professor

Department of M.A. Economics

- 1) **Dr. P. Shiji**, M.A.,Ph.D., **H.O.D.**, Asst. Professor
- 2) **Dr. V. Sreedevi**, M.A.,Ph.D., Asst. Professor
- 3) **Dr. K. Preetha**, M.A.,Ph.D., Asst. Professor

Department of M.Com

- 1) **Dr. P. Saritha Kumari**, M.Com.,M.Sc.,MBA.,M.Phil.,Ph.D.,
H.O.D., Asst. Professor
- 2) **Dr. V.G. Beena**, M.Com.,Ph.D., Asst. Professor

Department of M.Sc. Chemistry

- 1) **Dr. M.R. Devi**, M.Sc.,Ph.D., **H.O.D.**, Asst. Professor
- 2) **Dr. L. Subha**, M.Sc.,Ph.D., Asst. Professor

NON TEACHING STAFF

- 1) **Mrs. S. Sujatha**, Junior Assistant
- 2) **Mr. S. Satheesh Kumar**, Watchman
- 3) **Mrs. Sreedevi. S**, Office Assistant
- 4) **Ms. Devika S.J.**, M.A., Lab Assistant
- 5) **Mr. Abish N.S.**, B.Sc., Lab Assistant
- 6) **Mrs. M. Ambili**, Sweeper
- 7) **Mrs. T. Jalaja Kumari**, Scavenger

LIBRARY

The college library will remain open during working hours (9.00 a.m. - 4.30 p.m.) Strict silence should be maintained inside the library. Magazines, periodicals, reference books and project reports will not allowed to take out. Private belongings should be kept outside with their own risk. Students can borrow two books on all working days. Books borrowed should be handled with care.

Books should be returned on the due date (two weeks for students and three months for staff). Penalty will be collected in the case of any loss / damage.

LABORATORIES

Great care must be taken in handling all apparatus / material in the laboratory.

All breakages, damages, etc. must be reported immediately to the teacher in-charge by the students. The cost of the broken or damaged or lost apparatus will be recovered from the students concerned.

N.S.S.

National Service Scheme has been introduced in the year 1976-77. two units (Units 98 & 99) with 200 volunteers involved in the regular activities of the N.S.S and special camps are conducted every year.

47. SF Academic / Audit Committee	-	Dr. K.T. Krishna Veni Dr. P. Saritha Kumari
48. Consultancy, Corporate Training & Internship Cell	-	Mrs. M.B. Divya Dr. V.R. Suju Dr. P. Saritha Kumari
49. Dept. of. Extension Activity	-	Dr. R.S. Dhivya & One From Each Department
50. Educational Loan	-	Mrs. M.B. Divya (Faculty) Sreelekshmi .S.R (Student), (III Mathematics) Adharshini .K.A (Student) (III Chemistry)
51. Students Counsellors	-	Dr. M. Seetha Lekshmy, Mrs. K.S. Priya, Mrs. N.S. Suleka & Dr. L. Subha
52. Event Management	-	Dr. G. Sowmiya Dr. Krishna Kumari & Mrs. M. Haritha (Lib.Asst)
53. Volunteers Club	-	Dr. U. Narayani & NSS PO's
54. E. Governance	-	Dr. R. Gomathi & Mrs. P.B. Mini
55. ICC	-	Dr. P. Chandra Kala, Dr. A. Chandra Prabha, Dr. Anusa & Dr. V.G. Beena.

College Student Chairperson / Secretary :

Chairperson - Selvi. T. Leo Jerthalin (III B.A. Economics)

Secretary - Selvi. A. Akimol (II B.Sc. Computer Science)

GUIDELINES TO STUDENTS

I. Attendance

1. Students should gather in the ground for assembly at 9.55 a.m. in the first day of every week.
2. Students shall attend the classes regularly and punctually and no student shall absent herself from classes without proper leave intimation to the HOD or the teacher concerned is must. (Leave Form Annexure - I)
3. All students are expected to be in their respective classes when the first bell rings.
4. Late comers shall enter the classes only with the permission of the teacher in charge.
5. Attendance will be marked at the beginning of each period.
6. Absence for one period will be treated as absence, for half a day and absence for more than one period in a day as absence for the whole day.

II. Campus Discipline

1. Students are asked to move quickly and quietly when they go from one class to another. They must keep left-side while moving along the corridors and staircases.
2. Students should consider the college property as their own. They should not write or make any unwanted remarks on the walls, desks or any part of the college premises.
3. Students should not throw any waste papers or empty plastic covers inside the college campus.
4. Students who lost anything or found anything inside the campus, should report immediately to the office.
5. While attending the meetings, students should stay inside the Hall till the meeting come to an end.

6. Students should give respect to all the teachers.
7. Use of cellphones inside the college campus is strictly prohibited and punishable.
8. Students are not allowed to leave the college or go outside the college campus during the working hours.
9. Students are allowed to wear colour dresses on the first working day of every month and also permitted on special occasions.
10. Instruction for sticking Uniform
 - i) Avoid tight fit top & bottoms
 - ii) Top should be with umbrella cutting
 - iii) Length of the top should be below the knee
 - iv) Stitch with full hand or half hand
 - v) Avoid the stitching the top with low neck
 - vi) Bottom should enough in length upto the foot
 - vii) Avoid any design, decorations, extra fitting etc. in the uniform.

III. Internal Examination Procedures :

- The order of the courses for the test shall be according to the course structure of the respective programmes.
- There shall be only one test in a day and also on every consecutive working days.
- Each tests for all the theory courses shall be conducted during the first period of the day order.
- After the completion of each test in a day, the regular classes shall be conducted as per the class time-table of the Department.
- The tests for practical courses shall be conducted during the sessions as per the respective class time - tables.
- The question paper patterns shall be followed as per the resolutions of the University.

- | | | |
|---------------------------|---|--|
| 34. IQAC, NIRF & AISHE | - | Dr. R.S. Dhivya,
Dr. P. Maya &
Dr. P. Saritha Kumari |
| 35. Discipline Committee | - | Dr. U. Narayai
One Staff from each
Department |
| 36. Sports Advisory Board | - | Dr. P. Chandra Kala,
Dr. A. Chandra Prabha &
Dr. V. Sreedevi |
| 37. Pudhumai Pen | - | Dr. B. Sindhu Kumari &
Dr. K. Preetha |
| 38. Alumni | - | Dr. N. Baby,
Dr. P. Shiji &
Dr. V. Sreedevi |
| 39. Naanmudalvan | - | Mrs. U. Subazini,
Dr. R. Gomathy &
Dr. M.R. Bindhu |
| 40. Eco Club | - | Dr. R. Shanmugapriya &
Dr. M.R.Devi |
| 41. MOOC Course | - | Dr. K. Sivakami |
| 42. Website | - | Dr. P. Chandra Kala &
Mrs. S. Subha |
| 43. Scholarship Advisor | - | Dr. S.V. Mini,
Dr. K. Seetha Lekshmi &
Dr. G.S. Krishna Kumari |
| 44. Entrepreneurship Club | - | Dept. of. Economics |
| 45. Road Safety | - | Dr. C. Freeda &
Mrs. T.S. Sreekala |
| 46. PTA | | |
| i. President | - | Mrs. U. Subazini |
| ii. Vice President | - | Dr. S.V. Mini |
| iii. Secretary | - | Dr. K. Sivakami |
| iv. Joint Secretary | - | Dr. B. Sindhu Kumari |
| v. Treasurer | - | Dr. G. Sowmiya |

- | | | |
|--|---|---|
| 21. Library Club / Reading Committee | - | Dr. A. Chandra Prabha & Mrs. Haritha (Library Asst.) |
| 22. Women's Cell & Student Counsilers | - | Dr. S. Sreelaja, Dr. A. Chandra Prabha & Mrs. Deepa. B.S |
| 23. Seminar Club | - | Dr. U. Narayani & Dr. K. Sabitha Mini |
| 24. Technical Equipment Maintenance & Purchase Committee | - | Dr. T. Ajantha Aekis, Dr. R. Shanmugapriya & Dr. R.S. Dhivya |
| 25. Smart Class Maintenance | - | Dept. of. Computer Science |
| 26. Youth Welfare & Spicmacay Heritage Club | - | Dr. S.S. Swathy, Dr. U. Narayani, Dr. P. Maya & Dr. V. Sreedevi |
| 27. NSS | | |
| 1) Unit 98&RRC | - | Dr. J.P. Sreeja |
| 2) Unit 99 | - | Dr. S.S. Swathy |
| 3) NSS Advisory Board | - | Dr. N. Baby & Dr. V.R. Suju |
| 28. YRC | - | Dr. B. Sindhu Kumari & Dr.G.T.Krishna Veni |
| 29. UMIS | - | Dr. K. Sivakami |
| 30. Anti raging, Anti-Eve teasing & Anti- Drug | - | Dr. S.V. Mini, Mrs. R.S. Diviya (S.F.) & Dr. G.L. Praveena |
| 31. Magazine Committee | - | Dept. of. English |
| 32. Timetable Committee | - | Dr. T. Ajantha Aekis |
| 33. Academic Calendar | - | Dr. S. Sreelaja & Dr. P. Chandra Kala |

SCHOLARSHIP AND FEE CONCESSIONS

Scholarships and fee concessions are awarded by the government and other bodies to the disabled students and to those who are unable to continue their studies without financial help. They are awarded on the basis of their performance in the Higher Secondary Examination, assessment of their semester examination marks and also on the basis of the annual income of their parents.

1. Adi Dravidar Welfare Scholarship

Students belonging to Scheduled Castes and Scheduled Tribes are granted scholarship by the Government of India. Students belonging to converted Christian Community of Scheduled Caste and Sheduled Tribes are granted scholarship by the State Welfare Department.

2. District Backward Class Welfare Scholarship

Scholarships and fee concessions are awarded by Government to the students belonging to Backward Class and Most Backward Class. They are awarded on the basis of their Performance in the Higher Secondary Examination, provided the annual income of the parent does not exceed Rs. 50,000/-

3. Free Education Scholarship (First generation / first graduate)

The State Government gives Free Education Scholarship (Tuition fees) to the Students (first generation, first graduate) belonging to poor families and not in receipt of any other Scholarship / Concession provided their parental annual income does not exceed Rs. 50,000/-

4. Tamil Nadu Educational Trust

Tamil Nadu Educational Trust award Scholarships are given to the first year Students on the basis of their performance and brilliance in their Higher Secondary Examination.

5. Merit Scholarship

This Scholarship is awarded by the M.S. University to the first year students on the basis of marks obtained in their Higher Secondary Examination.

6. Puthumai Pen

This scholarship awarded to the girl students who have studied in Tamil medium in their High School and Higher Secondary level (Rs. 1000/- per month).

7. Society Welfare Scholarship

Students of our College are also receiving society welfare Scholarships based on their Parent's occupational status.

RULES AND REGULATIONS OF STUDENTS AID FUND

1. The student aid fund has been established to provide financial assistance, as non-refundable advance to the deserving student, who are financially handicapped in the efficient prosecution of their studies.
2. The fund is administered by a committee with the Principal as the Chairman.
3. Applications for receiving the fund are to be made in the prescribed forms available with the secretary of the Committee. The application must be counter signed by the parent / Guardian of the applicant.
4. All payments will be acknowledged by the student concerned.
5. Advance granted from this fund must be used for the purpose for which they are given. If the committee found that it has been misused, the student will be called upon to refund the whole amount. Failure on the part of the student to do so will be considered as a serious breach of college discipline.

ENDOWMENT AWARDS

1. Naryanan Nampoothiri cash award of Rs. 101/- is established by Tmt. M. Lakshmi Kutty Amma, former Principal and Head of the Department of Malayalam for the student who gets the maximum mark in **Part I Malayalam** in the U.G level examination.
2. Dr. Parameswari Memorial cash award of Rs. 501/- each to two students who get the maximum marks in **Part I Tamil** in the B.A. /

MEMBERS OF VARIOUS COMMITTEES / CLUBS - (2024 - 2025)

- | | | |
|--|---|--|
| 1. Staff Council Secretary | - | Dr. K. Seetha Lekshmi |
| 2. Union Vice-President | - | Mrs. U. Subazini |
| 3. Union Treasurer | - | Dr.V.R. Suju |
| 4. Tamil Association | - | Department of Tamil |
| 5. English Association | - | Department of English |
| 6. Economics Association | - | Dr. N. Baby |
| 7. Commerce Association | - | Dr. R. Manju |
| 8. Mathematics Association | - | Dr. P. Chandra Kala |
| 9. Chemistry Association | - | Dr. T. Ajantha Aekis |
| 10. Botany Association | - | Dr. S. Sreelaja |
| 11. Zoology Association | - | Dr. K. Sivakami |
| 12. Planning Forum | - | Dr. R. Manju &
Dr.S. Sowmiya |
| 13. Consumer Club | - | Dr. R. Manju &
Dr. G.V. Beena |
| 14. Grievances & Redressal Committee | - | Dr. P. Chandra Kala,
Dr. S. Anusa &
Dr. G.V. Beena |
| 15. Vivekananda Kendra | - | Dr. S. Sreelaja &
Mrs. P.V. Anisha |
| 16. Students Aid Fund | - | Dr. S. Sreelaja |
| 17. Career Guidance / Placement Cell | - | Mrs. M.B. Divya &
Mrs. Deepa. B.S |
| 18. Bridge course | - | Dept. of. English |
| 19. Quiz club | - | Dr. T. Ajantha Aekis &
Dr. K. Seetha Lekshmi |
| 20. College Review Committee (NAAC) & -
Institution Innovation Cell | - | Dr. R.S. Dhivya,
Dr. U. Narayani,
Dr.V. Sreedevi &
Dr. Kumari V R Saritha |

Notwithstanding anything contained in the above paragraphs, the Principal is empowered to dispose off any matter which shall ordinarily be disposed off by the council without referring the matter to it.

THE COLLEGE UNION

1. The College Union will be a union of Several Associations of the College.
2. All the faculty members and students are the Staff honorary members of the Union.
3. The College Union consists of :
 - (i) President : Principal / Ex-Officio of the Union
 - (ii) The Vice - President : A faculty member nominated by the Principal.
 - (iii) Treasurer : A faculty member
 - (iv) Student Chairman : A Student of final year.
 - (v) Student Secretary : A Student of second year.
 - (vi) Class Representatives : One from each Class
 - (vii) Three student members of the Magazine Committee.
 - (viii) The Secretaries of the Affiliated Associations : A Student from concerned department.
4. The President shall preside over the meetings of the College events.
5. The Union Vice President shall arrange the meetings of the union.

B.Sc. Degree examination, established by her husband (late) Thiru. Kandaswamy.

3. Gowri Retna Raj cash award of Rs. 501/- is awarded by Tmt. R. Lalitha Kumari, former Principal and Head of the dept. of Tamil to a **poor meritorious student**.
4. Tmt. B. Padma Thampi Memorial cash award of Rs. 1001/- is awarded by her old student Dr. B. Kumari Vasanthi to the student who gets the **maximum mark in the B.Sc., Chemistry**.
5. Athancode Asan Cash award of Rs. 501/- is awarded by Dr. K. Sadasivan, Professor & Head (Rtd) Department of History, Dean, Faculty of Arts, Member - Syndicate, Registrar (i/c) to the student who gets the maximum marks in the **Tamil Part - I** in the UG Degree Examination.
6. Tmt. Muthammal memorial Cash award of Rs. 1001/- is awarded by Dr. M. Seetha Lekshmy Associate and Head Professor, Dept. of Zoology to the student who gets the **maximum marks in the B.Sc. Zoology**.
7. Thiru. N.B. Nair Memorial cash award of 501/- is established by Tmt. S. Jayalakshmi, (Rtd.) Former Head, Department of Malayalam for the students who gets the maximum marks in **Part I Malayalam** in the university Degree Examination.
8. Thiru. N.B. Nair Memorial cash award of 501/- is established by Tmt. S. Jayalakshmi, (Rtd.) Former Head, Department in Malayalam for the students who gets the maximum mark in **Part I Tamil and Part II English (Self-Finance)** in the University Degree Examination.
9. Dr. A. Suryakala Endowment cash award of Rs. 1001/- by Dr. A. Suryakala, Former Head (2001 - 2018), Department of Mathematics to the student who secured the **Highest marks in Mathematics**.
10. Thiru. P. Muthiah memorial cash award of Rs. 1001/- by Mrs. M.R. Girija Devi, Former Head (2018 - 2019), Department of

Mathematics for **Meritorius Hindu student who secured the Highest mark in Mathematics.**

11. Thiru. K. Sukumaran Nair, Memorial cash award of Rs. 1001/- by Dr. S. Sreelaja, Hod of Botany to student who gets the first mark in **Part III - Plant Taxonomy - Botany**
12. Alumni of 1969 Batch, Dept. of Chemistry has awarded Rs. 1000/- to the student who gets the maximum mark in the **B.Sc. Chemistry - Part III.**
13. Mrs. B. Leela Endowment cash award of Rs. 1000/- by Mrs. B. Leela, Former Professor of Botany to the student who gets the highest marks in **Botany.**
14. Tmt. S. Parvathy Ammal memorial cash award of Rs. 1001/- is awarded by Dr. C. Vijaya Prabha, Former Professor of Commerce to the student who gets the first mark in UG Part **III: Financial Accounting - Commerce.**
15. Cash award of Rs 1001/- by Dr. Mahalekshmi, Former Professor, Department of Commerce to the student who gets the first mark in UG Part **III: Taxation -Commerce.**
16. Cash award of Rs 1001/- by Dr. Mariammal, Former Professor of Commerce to the student who gets the first mark in UG Part **III: Cost Accounting - Commerce.**
17. Cash award of Rs 1001/- by Dr. P. Chandra Kala, Hod of Mathematics to the student who gets the highest marks in **PG Mathematics.**

ADMINISTRATION OF THE STAFF COUNCIL

While the financial and over all administrative control of the college is vested with the College Committee. The internal administration is vested with the Principal, in consultation with the Staff Council if necessary.

The Staff Council shall consist of the Principal as the President, Ex-officio and all Heads of Departments as members. When the Principal is also the Head of a Department her immediate staff in the Department shall be co-opted for the Council, but with no voting rights.

The Council shall elect one of its members as the Staff Secretary who will hold the union activities normally for a full academic year.

Attendance at the Council meeting is obligatory and exemption from attendance will be granted only for exceptional circumstances.

Procedure :-

Meetings of the Council shall be convened by the Principal when necessity arises. The Council shall also meet when directed by the College Committee in receipt of request not fewer than two members. In such case the purpose for which it is to be convened should be specifically stated by them.

The Staff Council Secretary shall give notice of the meeting and maintain a record of the minutes of every meeting held. The minutes will be circulated among the members within three days after the meeting and get duly signed by the president.

The copy of the minutes with the Principal's remarks if any, shall be sent to the College Committee at an early date.

In the Principal's absence, the Senior Most member shall preside over the meeting and in the Secretary's absence a member deputed for the purpose by the Chair shall act as Secretary.

The quorum for the meeting shall be not less than half of the strength of the Council, excluding the President. All queries shall be decided by the majority votes of the members. If the votes including the President's are divided, the President shall have a casting vote. In exceptional circumstances the president can over rule the decisions of the Council in which case she shall record the circumstances that warranted such a course and get her action ratified by the College Committee.

The President shall be the sole judge at any point of order. She can call any member to order and shall have the power to take such actions as she deems fit, to enforce her decision.

ANNEXURE - II

Days	1	2	3	4	5
1					
2					
3					
4					
5					
6					

ANNEXURE - I

LEAVE FORM FOR THE STUDENTS

1. Name of applicant :

2. Class & Roll No. :

3. Reason / Days :

4. Leave taken previously :

5. Signature of applicant :

6. Signature of Parent / Guardian
with Phone Number :

7. Recommendation of the Class Tutor :

Date :

Signature of the HOD

ANNEXURE - I

LEAVE FORM FOR THE STUDENTS

1. Name of applicant :

2. Class & Roll No. :

3. Reason / Days :

4. Leave taken previously :

5. Signature of applicant :

6. Signature of Parent / Guardian
with Phone Number :

7. Recommendation of the Class Tutor :

Date :

Signature of the HOD