

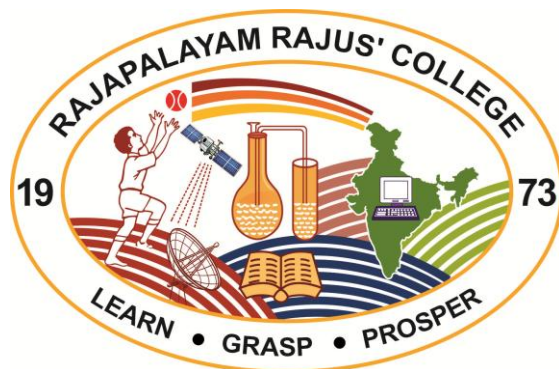
RAJAPALAYAM RAJUS' COLLEGE

A Linguistic Minority and Co-Educational Institution

(Re-Accredited with B⁺⁺ Grade by NAAC)

(Affiliated to Madurai Kamaraj University)

Rajapalayam – 626117.



HAND BOOK & CALENDAR

2026 - 2027

Name of the College	: RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM – 626117. VIRUDHUNAGAR DISTRICT.
Name of the Educating Agency	: RAJAPALAYAM RAJUS' COLLEGE, GOVERNING COUNCIL
College Telephone Numbers	: 04563 – 222767, 226467
E – mail	: rrc1973@gmail.com
Website	: www.rrc.ac.in
Name of the Secretary	: Sri. K. G. PRAKASH RAJAPALAYAM – 626117. Phone : 04563 – 221788
Name of the Principal	: Dr. C. RAMAKRISHNAN
College Phone Number	: 04563 – 226467
Date of Establishment	: 22 -06-1973 A Linguistic Minority and Co-Educational Institution (Re-Accredited with B⁺⁺ Grade by NAAC)
G.O. No. of permitting the opening of the College	: G.O. Ms No. 2128 Education Department dated 22-12-1973

RAJAPALAYAM RAJUS' COLLEGE,
A Linguistic Minority and Co-Educational Institution
(Re-Accredited with B⁺⁺ Grade by NAAC)
(Affiliated to Madurai Kamaraj University)
Rajapalayam – 626117.

PERSONAL MEMORANDA

Name : _____

Class : _____

Roll No. : _____ Register No. : _____

Date of Birth : _____

Parent's/Guardian's Name : _____ Hostel Room No. : _____

Address for Correspondence : _____

Mobile No. : _____

Bank A/c No.: _____ Bank IFSC: _____

Aadhar No.: _____ Driving License No.: _____

Height : _____ Weight : _____ Blood Group : _____

Identification Marks : _____

Tutor-in-charge : Name : _____ Mobile No. : _____

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தமிழ் தாய் வாழ்த்து பாடல்

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
தமிழணங்கே! உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து
வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

NATIONAL ANTHEM

Jana Gana Mana Adhinayaka Jayahe
Bharatha Bhagya widhata
Punjaba Sindhu Gujarata Maratha
Dravida Utkala Vanga
Vindhya Himachala Yamuna Ganga
Uchala Jaladhitaranga
Tava Suba name jage
Tava Subha ashisha mage
Gahe tava jaya gatha
Jana gana mangala dayaka jayahe
Bharatha bhagya widhata
Jayahe, Jayahe, Jayahe
Jaya, Jaya, Jaya, Jayahe.

THE PLEDGE

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

OUR COLLEGE

The Rajapalayam Rajus' College, a philanthropic enterprise of the Rajus' Community of Rajapalayam, was started on 22nd June 1973. The College is situated at the present site of 52 acres, on the northern side of the Mudangiar Road leading to Ayyanar Falls. The Palayapalayam Rajus' Mahumai Fund has made a liberal contribution towards the purchase of the College Campus site and created an endowment consisting of wet lands of about 45 acres and cash deposit to the total value of more than Rs. 7 lakhs.

To start with, the College offered Pre-University Course in 1973. B.Com., Degree Course was started in 1975 followed by B.A., History in 1977. With the shedding off of P.U.C. from the College, the undergraduate courses were strengthened by adding B.Sc., Chemistry in 1979, B.Sc., Mathematics in 1980 and B.Sc., Physics in 1987.

The College entered the Post Graduate phase of development with the introduction of M.Com., in 1982 and M.A., History in 1983. Certificate Course in Gandhian Thought and Salesmanship were started in 1988. The following Self-financing Courses are also offered. M.Phil (History) course was introduced in 1989. B.Sc. (Computer Science) from the year 1993, B.Com (Self- finance) from the year 1994, P.G.D.C.A. Course from 1994, M.Sc., Computer Science and Information Technology from 2000, B.Com. (Computer Application) from 2001, M.Phil (Commerce) from 2003, B.B.A and Diploma in Computer Application from 2005, Ph.D. Research Centre in History was introduced in 2007. Certificate and Diploma in Introduction to Internet (UGC) from 2008, B.Com. (Computer Application) – Additional Section from 2009 and B.A. English Literature Degree Course from the academic year 2010- 11. The College admitted Girl Students from the year 2012-13. M.Com.(CA), Ph.D. (Commerce) Courses are offered from the year 2012-2013. B.A.(Tamil) and M.A.(English) are offered from 2013-2014. M.Sc.(Maths) is offered from 2016-2017. B.Com Professional Accounting is offered from 2020.

The Institution aims at shaping its students into worthy citizens of Mother India. Emphasis is laid on imparting edifying knowledge and cultivation of character. The College stands for the ideals – Discipline, Devotion and Dedication.

COLLEGE MOTTO

Our aims and objectives are in consonance with the vision of the Institution. In addition to giving the benefits of higher education to the economically weaker sections of the society, the institution aims at:

- Shaping its students into worthy citizens of India.
- Imparting enlightening knowledge and the cultivation of character.
- Helping the students imbibe the ideals of Discipline, Devotion and Dedication.
- Enabling the rural students to enhance their learning capacity.
- Providing opportunities to the students to bring their talent to light and to develop them.
- Increasing the employment prospects of the rural students.
- Inculcating in them self-confidence and social responsibility.

VISION

To provide quality higher education to rural students and nurture in them the value of discipline, devotion, dedication and transform them into responsible citizens.

MISSION

- To contribute to Nation building by imparting quality higher education to rural youth.
- To inculcate the national spirit and instill a sense of social commitment in the minds of the youth to foster Universal Brotherhood.
- To promote the evolution of a lawful and equitable society through higher education.

COLLEGE PLEDGE

We will respect our parents, teachers, elders and have full faith in GOD.

We will respect our nation and its rich culture. We will show love not hatred.

We will pardon not injure.

We will be a source of light not darkness. We will show joy not sadness.

We will accept hardship as the pathway to success.

We will work hard for our joys and dreams to be fulfilled. We will keep our environment clean and tidy.

We will show gratitude to our college, which shows us our vision of tomorrow.

We will accept our imperfections and move towards perfection. We will not tell people our plans but will show them results.

We will be a law abiding citizen to make our parents, teachers, friends and nation proud of us.

COLLEGE CREST

The emblem of the institution epitomizes to promote higher education among youth. The outline of India in the emblem depicts our commitment to the nation. The scientific instruments symbolize the promotion of the scientific temper and attitude. The book represents the need for learning and the spread of knowledge. The revolution in satellite communication is depicted to inspire the youth for scientific development and innovations. The spirit of sportsmanship, an essential attribute to be developed in the modern youth finds a place in the emblem.

The motto in the emblem asserts the aims and objectives of the institution:

COLLEGE GOVERNING COUNCIL

1. Sri. K.R. Dharmakrishna Raja	President
2. Sri. K.G. Prakash	Secretary
3. Sri. N.S. Ramakrishnan	Member
4. Sri. P.S. Srengan	Member
5. Sri. S.N. Ramakrishnan	Member
6. Sri. A. Ravishankar	Member
7. Sri. C. Venkatesan	Member
8. Dr. C. Ramakrishnan	Ex-Officio and Principal
9. Er. S. Nagarathinam	University Nominee

PROGRAMMES OFFERED

AIDED

Year of Establishment

B.Com.	Commerce	1973
B.A.	History	1977
B.Sc.	Chemistry	1979
B.Sc.	Mathematics	1980
M.Com.	Commerce	1982
M.A.	History	1983
B.Sc.	Physics	1987

SELF-FINANCE

M.Phil.	History	1989
B.Sc.	Computer Science	1993
B.Com.	Self-Finance	1994
M.Sc.	Computer Science	2000
B.Com.	Computer Applications	2001
M.Phil.	Commerce	2003
B.B.A.	Business Administration	2005
Ph.D.	Research Centre in History	2007
B.A.	English Literature	2010
M.Com.	Computer Applications	2012
Ph.D.	Research Centre in Commerce	2012
M.A.	English Literature	2013
B.A.	Tamil Literature	2013
B.Com.	Professional Accounting	2020

ACADEMIC STAFF COUNCIL

Dr. C. Ramakrishnan, M.A., M.Phil., Ph.D.

Principal and Chair Person

Dr. M. Kanagasabapathy, M.Sc., M.Phil., Ph.D.

Vice-Principal

Dr. N. Ramesh, M.Sc., M.Phil., Ph.D.

Secretary, Academic Staff Council

Mr. A. Gnanavelayutham, M.C.A., P.G.D.C.A., M.A.

Co-ordinator SF Courses

Members

Dr. S. David Laurence, M.Sc., M.Phil., P.G.D.C.A., Ph.D.,

Associate Professor in Mathematics & Head

Dr. A. Surendran, M.Com., M.Phil., P.G.D.C.A., Ph.D.

Associate Professor in Commerce & Head

Dr. R. Jaganath, M.A., M.Phil., P.G.D.C.A., D.Y.C., Ph.D.

Associate Professor in History & Head

Dr. S. Chidambaranathan, M.A., B.Ed., M.Phil., Ph.D.

Associate Professor in Economics & Head

Dr. V. Kalavathi, M.A., M.Phil., Ph.D.

Assistant Professor in Tamil & Head

Dr. P.R. Suganya, M.A., B.Ed., M.Phil., Ph.D.

Assistant Professor in English & Head

Dr. M. Raja, M.Sc., Ph.D., Postdoc (Taiwan)

Assistant Professor in Physics & Head

Dr. L. Muthukumar, M.A., M.P.Ed., M.Phil., Ph.D.

Director of Physical Education

Mrs. S.S. Padmavathi, M.L.I.Sc.

Librarian

Dr. R.A. Jeyakumar, M.Com., P.G.D.C.A., M.Phil., Ph.D.,

Assistant Professor in B.B.A., & Head

Ms. D. Saranya, M.Sc., B.Ed.,

Assistant Professor in Computer Science & Head

Mr. T. Maruthanayagam, M.A., B.Ed., M.Phil.,

Assistant Professor in English (SF) & Head

Mr. C. Mythiliraj, M.A., M.Phil., M.Ed.,

Assistant Professor in Tamil (SF) & Head

Dr. A. Muthulakshmi, M.Com., M.Phil., P.G.D.E.C., Ph.D.,

Assistant Professor in Commerce (P.A) Commerce (SF) & Head

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) has been functioning in our college as per the guidelines of the National Assessment and Accreditation Council (NAAC). It is meant for planning, guiding and monitoring Quality Assurance and Quality Enhancement activities of the institution.

GOALS:

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the college.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

INTERNAL QUALITY ASSURANCE CELL

MEMBERS

Chairperson

Dr. C. Ramakrishnan, M.A., M.Phil., Ph.D. – Principal & Chairperson

Coordinator

Mr. P.R. Ramji

Assistant Professor of History

Management Representative

Sri. K.G. Prakash

Secretary, College Governing Council

Nominee from Employer

Sri. K.R. Dharmakrishna Raja - President, College Governing Council

Senior Teachers

Dr. L. Muthukumar, M.A., M.P.Ed., M.Phil., Ph.D.,

Director of Physical Education

Dr. R. Vinitha, M.Com., A.C.S.,

Assistant Professor

Dr. R. Ramaraj, M.Com., M.B.A., C.G.T., Ph.D.,

Assistant Professor

Mrs. R. Jayshree, M.A., PGDCA.,

Assistant Professor

Dr. K. Lakshmiprabha, M.Sc., M.Phil., Ph.D.,

Assistant Professor

Mrs. S. Sathya, M.A.

Assistant Professor

Dr.A. Gayathri, M.Com., M.Phil., PGDCA., Ph.D.,

Assistant Professor

Mr. P. Satheeshkumar, M.A.,

Assistant Professor

Mr. M. Suresh Babu, M.Com.

Superintendent

Nominee from Alumni

Dr. S. Muthukrishnan

President, Alumni Association

Nominee from Industry / Local Society / Stakeholders

Mr. K.R. Dharmakrishna Raja

Industrialist

Mr. P.S. Sirengan

Local Society

Sri. C. Venkatesan

Stakeholder

Nominee from Students

R. Rohith – II M.Com (R).

V. Amrutha Sanjana– III B.A History.

MEMBERS OF TEACHING / NON - TEACHING STAFF

AIDED STAFF MEMBERS

Dr. C. Ramakrishnan M.A., M.Phil., Ph.D.,

Principal, Associate Professor in English

COMMERCE

Dr. A. Surendran, M.Com., M.Phil., P.G.D.C.A., Ph.D.,

Associate Professor & Head

Dr. E.L. Ramar, M.Com., M.Phil., P.G.D.C.A., Ph.D.,

Associate Professor

Dr. R. Vishnushankar, M.Com., M.Phil., P.G.D.C.A., M.B.A., M.Phil., Ph.D.,

Assistant Professor

Dr. G. Gowri, M.Com., M.Phil., Ph.D.,

Assistant Professor

Dr. S. Manjula Gayathri, M.Com., M.Phil., Ph.D.,

Assistant Professor

Dr. D. Manjula, M.Com., M.Ed., P.G.D.C.A., Ph.D.,

Assistant Professor

Dr. R. Vinitha, M.Com., A.C.S.,

Assistant Professor

Dr. R. Ramaraj, M.Com., M.B.A., C.G.T., Ph.D.,

Assistant Professor

Dr. A. Bhuvaneshwari, M.Com., P.G.D.C.A, B.Ed., M.Phil., Ph.D.,

Assistant Professor

Dr. R. Saranyadevi, M.Com., P.G.D.C.A., B.Ed., M.Phil., Ph.D.,

Assistant Professor

HISTORY

Dr. R. Jaganath, M.A., M.Phil., P.G.D.C.A, D.Y.C., Ph.D.,

Associate Professor & Head

Dr. D. Ebi James, M.A., D.T.Ed., D.G.T., CJMC., M.T.M., M.Phil., Ph.D.,

Associate Professor

Dr. B. Kandasamy, M.A., M.Phil., D.G.T., Ph.D.,

Assistant Professor

Mrs. R. Jayshree, M.A., PGDCA.,

Assistant Professor

Dr. B. Sreelakshmi, M.A., M.Phil., Ph.D.,

Assistant Professor

Mr. R. Sakthivel, M.A., M.Phil.,

Assistant Professor

Mr. P.R.Ramaji, M.M.S., M.A.,

Assistant Professor

Mrs. A. Divya, M.A.,

Assistant Professor

Mr. M. Hariprasath M.A.,

Assistant Professor

CHEMISTRY

Dr. N. Ramesh, M.Sc., M.Phil., M.Sc (YHE)., Ph.D.,

Assistant Professor & Head

Dr. M. Kanagasabapathy, M.Sc., M.Phil., Ph.D.,

Associate Professor

Dr. G. Srinivasagan, M.Sc., P.G.D.C.A., Ph.D.,

Associate Professor

Dr. T. Uma Sankareswari, M.Sc., M.Phil., B.Ed., Ph.D.,

Assistant Professor

MATHEMATICS

Dr. S. David Laurence, M.Sc., M.Phil., P.G.D.C.A., Ph.D.,

Associate Professor & Head

Dr. R. Ramalakshmi, M.Sc., P.G.D.C.A., M.Phil., Ph.D.,

Assistant Professor

Mr. M. Vishnu Sankar, M.Sc., B.Ed.,

Assistant Professor

Dr. K. Lakshmi Prabha, M.Sc., M.Phil., Ph.D.,

Assistant Professor

Mrs. M. Maheshwari, M.Sc., B.Ed.,

Assistant Professor

PHYSICS

Dr. M. Raja, M.Sc., Ph.D., Postdoc (Taiwan).,

Assistant Professor & Head

Dr. P. Suriakala, M.Sc., M.Phil., Ph.D.,

Assistant Professor

Dr. S. Kalavathy, M.Sc., M.Phil., Ph.D.,

Assistant Professor

Dr. V. Moniha, M.Sc., M.Phil., Ph.D.,

Assistant Professor

Dr. S. Deepalakshmi, B.E., M.Sc., M.C.A., B.Lisc, PGDCA., Ph.D.,

Assistant Professor

ENGLISH

Dr. P.R. Suganya, M.A., B.Ed., M.Phil., Ph.D.,

Assistant Professor

Dr. C.P. Swathimuthu, M.A., M.Phil., Ph.D.,

Assistant Professor

TAMIL

Dr. V. Kalavathi, M.A., M.Phil., Ph.D.,

Assistant Professor & Head

Mrs. S. Sathya, M.A.

Assistant Professor

ECONOMICS

Dr. S. Chidambaranathan, M.A., B.Ed., M.Phil., Ph.D.,

Associate Professor & Head

PHYSICAL EDUCATION

Dr. L. Muthukumar, M.A., M.P.Ed., M.Phil., Ph.D.,

Director of Physical Education

LIBRARY

Mrs. S. Padmavathi, M.L.I.Sc.,

Librarian

SELF – FINANCE STAFF MEMBERS

Mr. A. Gnanavelayutham, M.C.A., P.G.D.C.A., M.A.,

Co-ordinator, Self Finance Courses

COMPUTER SCIENCE

Ms. D. Saranya, M.Sc., B.Ed.,

Assistant Professor & Head

Mrs. D. Jothi, M.C.A., B.Ed.,

Assistant Professor

Mr. M. Ganeshkumar, MCA., M.Phil.,

Assistant Professor

Mrs. A. Muthuselvi, M.Sc., B.Ed.,

Assistant Professor

Mr. R. Rajkumar

Assistant Professor

Mrs. G. Rajeswari

Assistant Professor

Mrs. S. Muthuselvi

Assistant Professor

COMMERCE WITH COMPUTER APPLICATION

Mr. A. Gnanavelayutham, M.C.A., P.G.D.C.A., M.A.,

Assistant Professor & Head

Mr. T. Babu, M.C.A., M.Phil.,

Assistant Professor

Dr.A. Gayathri, M.Com., M.Phil., PGDCA., Ph.D.,

Assistant Professor

Dr. M. Umamaheswari, M.Com., M.Phil., P.G.D.C.A., D.G.T., Ph.D.,

Assistant Professor

Dr.A. Gayathri, M.Com., M.Phil., PGDCA., Ph.D.,

Assistant Professor

Mr. T. Kaliraja, M.Com., M.Phil.,

Assistant Professor

Mrs. A. Arulmary, M.Com., B.Ed.,

Assistant Professor

Ms. S. Saranya, M.Com., B.Ed.,

Assistant Professor

Mr. M. Dineshbabu, M.Com., M.Phil.,

Assistant Professor

Mrs. M. Then Mozhi, M.Com.,

Assistant Professor

Mrs. M. Sandhiya, M.Com.,

Assistant Professor

Ms. R. Nathiya

Assistant Professor

BUSINESS ADMINISTRATION

Dr. R.A. Jeyakumar, M.Com., M.Phil., PGDCA., Ph.D.,

Assistant Professor & Head

Mr. M. Muneeswaran, M.B.A., M.Phil.,

Assistant Professor

Dr. D. Radha, M.B.A., M.Phil., Ph.D.,

Assistant Professor

Mrs. N. Birundha, M.B.A

Assistant Professor

ENGLISH

Mr. T. Maruthanayagam, M.A., M.Phil., B.Ed.,

Assistant Professor & Head

Dr. B. Mahalakshmi, M.A., M.Phil.,

Assistant Professor

Dr. K.G. Sri Vidhya, M.A., M.Phil., Ph.D.,

Assistant Professor

Mrs. T. Umaa parameswari, M.A., M.Phil., D.I.T.,

Assistant Professor

Mrs. M. Janani, M.A. B.Ed.,

Assistant Professor

Mrs. G. Kirubahari, M.A., B.Ed., D.F.O.M.,

Assistant Professor

Mrs. S. Pandipriya, M.A., M.Phil.,

Assistant Professor

Mrs. R. Maha Rani, M.A., M.Phil.,

Assistant Professor

Ms. V. Renuka Priyadarshini, M.A.,

Assistant Professor

Mrs. M. Uma Maheswari, M.A.,

Assistant Professor

Mrs. S. Premalatha, M.A.,

Assistant Professor

Mr. P. Satheeshkumar, M.A.,

Assistant Professor

TAMIL

Mr. C. Mythiliraj, M.A., M.Phil., M.Ed.,

Assistant Professor & Head

Mrs. K. Vanidevi, M.A., M.Phil.,

Assistant Professor

Mrs. M. Geetha, M.A., M.Phil., P.G.J.M.C., D.G.T

Assistant Professor

Mr. M. Prasanna, M.A., M.Phil.,

Assistant Professor

Mrs. R. Sakunthala, M.A., M.Phil.,

Assistant Professor

Mrs. V. Muthumari, M.A., M.Phil.,

Assistant Professor

Mr. B. Jayakumar, M.A., M.Ed,

Assistant Professor

Dr. T. Thangaselvi, M.A., M.Phil., Ph.D.,

Assistant Professor

Mrs.K. Gnana Guruvu M.A.,

Assistant Professor

B.COM COMMERCE & PROFESSIONAL ACCOUNTING

Dr. A. Muthulakshmi, M.Com., M.Phil., P.G.D.E.C., Ph.D., M.Sc., (Yoga)

Assistant Professor & Head

Dr. R. Maheswari, M.Com., M.Phil., Ph.D.,

Assistant Professor

Mr. G. Ayyanappan, M.Com.,

Assistant Professor

Mr. L. Ramachandran, M.Com., M.Phil.,

Assistant Professor

Ms. A.N. Harini M.Com.,

Assistant Professor

PHYSICAL EDUCATION

Mrs. B. Abinaya, M.P.Ed.,

Assistant Director of Physical Education

PTA STAFF MEMBERS

CHEMISTRY

Ms. V. Sivaranjani, M.Sc.,

Assistant Professor

STUDENT'S COUNSELLOR

Mrs. R. Ranjani, M.Sc., (Phy).,

Students Counsellor

ENGLISH

Ms. A. N. Harshika, M.A.,

Assistant Professor

COMMERCE WITH COMPUTER APPLICATION

Mrs. G.Murugeswari, M.Sc., M.Phil.,

Assistant Professor

COMPUTER SCIENCE

Mrs. P. Kaliswari, M.Sc., M.Phil.,

Assistant Professor

TAMIL

Dr. R. Vijay, M.A., M.Phil., Ph.D.,

Assistant Professor

NON - TEACHING STAFF

Mr. M. Suresh babu, M.Com.,

Superintendent

Mr. K. Solaimalai

Assistant

Mr. R. Sorubalatha

Asssitant

Mr. K. Satheesh, M.Com.,

Junior Assistant

Mr. R. Ram kumar, M.Com.,

Junior Assistant

Mr. M.R. Vinothpranav, B.Sc.,

Junior Assistant

Mr. S. Krishnakumar, M.Com., M.A., PGDCA.,

Typist

Mrs. R. Abarna, M.A.,

Typist

Mr. S. Seetharaman

(Training Instructor (Sup.Gr)

Mrs. P. Maheswari

Store Keeper

Mr. P. Sanjeevi

Lab Assistant

Mr. S. Nandha Kumar, B.Com (CA).,

Lab Assistant

Mr. T. Sukumar

Lab Assistant

Mr. R. Somnath, DME.,

Record Clerk

Mr. S. Deepak Raja

Record Clerk

Mr. M. Thirupathi Venkateshwaran, B.Com.,

Record Clerk

Mr. B. Lakshmi Narayanan, D.EEE.,

Library Assistant

Mr. T.B. Ramamoorthy, DME.,

Office Assistant

Mrs. A. Geetha, B.A.,

Office Assistant

Mr. S. Vishnu Shankar, B.Sc.,

Office Assistant

Mr. A. Rohini

Office Assistant

MENIALS

Mr. A.R. Ramkumar	Games Marker
Mrs. M. Kavitha B.Com.,	Sweeper
Mr. D. Arun DAE.,,	Sweeper
Mrs. A. Aswini	Sweeper
Mr. S. Srinivasaperumal M.Com.,	Sweeper
Mr. S. Krishnakumar DCE.,	Scavenger
Mr. M.V. Sasikumar, M.Sc.,	Watchman
Mr. R. Ram Sankar, D.EE.,	Watchman

SELF – FINANCE

Mr. J. Srivenkat Ramanan B.Com.,	Office Clerk
Mrs. J. Manjula	Conductor
Mr. P. Rajasekar	Security
Mrs. S. Rohini	Sweeper
Mrs. R. Muthuiruli	Sweeper

CERTIFICATE & DIPLOMA COURSES

Courses	Department	Year of Establishment
Certificate Course in Gandhian Thought	History	1988
Salesmanship	Commerce	1988
Diploma Course in Gandhian Thought	History	1998

Endowment Prize and Cash Award

S.No	Title of the Endowment Prize	Name of the Founder	In Memory of	Awarded to the students who passes
1	Shri.M.S.Dharma Raja Endowment Prize	Shri M.S.D.Chandrasekara Raja	His Father	B.Com.(Regular)
2	Srimathi M.S.D.Ammami Ammal Endowment Prize	Shri. M.S.D.Chandrasekara Raja	His Mother	B.A. (History)
3	Shri.N.R.K.Subburam Raja Endowment Prize	Smt. N.S.Vasanthammal	Her Husband	B.Sc. (Maths)
4	Shri.N.R.K.Subburam Rajha Endowment Prize	Smt. N.S.Vasanthammal	Her Husband	B.Sc. (Chemistry)
5	“Shri P.R.Subbaraja & Smt P.S.Subbulakshmi Memorial Cash Award	Mr.S.Seetharaman, Training Instructor of Rajus College	His Father	B.Sc. (Physics)
6	Theivathiru Shri. K.P.Chinnapa Raja Memorial Cash Award	Shri. K.C.Venkatesh Raja	His Father	B.Com. (Self)
7	Shri. S.M.Rengasamy Raja Endowment Prize	Shri. R.Narayana Raja	His Father	B.Sc. (Computer Science)
8	Shri.K.A.Vivekananda Raja Endowment Prize	Dr.K.V.Vignesh	His Father	B.Com. (Computer Application)
9	Shri.A.V.Rajendra Raja Memorial Cash Award	Shri.R. Jeganathan	His Father	B.Com. (Computer Application)

10	Shri N.A.Ramachandra Raja Endowment Prize	Shri N.R.Subramania Raja	His Father	B.B.A.
11	Srimathi.S.K.Leelavathi Ammal Memorial Cash Award	Shri.S.K.Chandrasekar Raja	His Mother	B.A. (English)
12	Shri Panmozhi Pulavar M.G.Jaganatha Raja Memorial Cash Award	Dr.G.Radhakrishnan	His Father	B.A. (Tamil)
13	Shri.N.A.Pappuraja Endowment Prize	Shri.N.A.P.Aswhath Raja	His Father	B.Com (P.A)
14	Dr.Regupathy D.Raja, M.Sc., Ph.D., Endowment Prize	Shri. K.Jeganatha Raja, Superintendent of the College (Retired)	His Brother-in-Law	M.Com.
15	Shri. P.A.P.Alaga Raja Endowment Prize	Mrs.Sugandha	His Father	M.A. (History)
16	Shri. K.B.Pattabirama Raja Endowment Prize	Dr. K.V.Vignesh	His Grand Father	M.Sc.(C.S.)
17	Shri.N.S.Sankar Raja Endowment Prize	Dr.S.Singaraj, Associate Professor in Commerce of Rajus' College (Retired)	His Father	M.Com. (Computer Application)
18	Shri.S.S.Kandasamy Raja Endowment Prize	Shri S.K.Chandrasekar Raja	His Father	M.A. (English)
19	Shri S.S.Dhanuskodi Raja Smt.Manjammal Endowment Prize	Dr.D.Venkateswaran, Head & Associate Professor in History (Retired)	His Father and Mother	M.Sc. (Maths)

20	Shri K.B.Pattabirama Raja Endowment Prize	Shri M.S.D.Chandrasekara Raja	Freedom Fighter	High Score in Part II English (Regular)
21	Shri M.A.Sreenga Raja Endowment Prize	Shri M.S.Dhasaratha Raja	His Father	High Score in Part II: English (Self)
22	Shri.A.A.Subbaraja Memorial Cash Award	Smt. R.Jayshree, Assistant Professor in History of Rajus College	Her Father	High Score in Part I Tamil (Regular) - (B.A., B.Sc., B.Com)
23	Shri.T.R.Thirupathi Raja and Srimathi.T.Poovammal Memorial Cash Award	Mr.T.Sukumar Raja, Laboratory Assistant of Rajus College	His Father and Mother	High Score in Part I Tamil (Self)
24	Shri. M.P.V.Ayyanar Raja Endowment Prize	Shri. M.A.Subramania Raja	His Father	Best Outstanding Student (Overall Performance)
25	Shri Geetha Krishna Spinning Mills Cash Award	Shri.V.K.Subramania Raja	His Father	Best student Award for Boys (UG)
26	Shri A.A.Subbaraja and Sri.A.A.S.Shyamraja Memorial Cash Award	Smt.A.A.S.Bavithra Shyam	Her Father-in- Law and Husband	Best Student Award for Girls (UG)
27	Shri P.R.Subba Raja Memorial Cash Award	Mr.S.Seetharaman, Training Instructor of Rajus' College	His Father	Best Award for Boys (PG)
28	Shri K.D.Gopal Raja and Srimathi K.G.Jothi Ammal Memorial Cash Award	Mr.S.Seetharaman, Training Instructor of Rajus College	His Uncle	Best Award for Girls (PG)

29	Shri M.G.Narayana Raja Memorial Cash Award	Dr.N.Ramesh, Head & Assistant Professor in Chemistry of Rajus' College	His Father	Best Special Student for boys
30	Shri M.A.Srirenga Raja Endowment Prize	Shri M.S.Dhasaratha Raja	His Father	University Rank Holder
31	Cash Award	Shri S.R.Dhanushkodi Raja		University Rank Holder
32	Cash Award	Shri S.K.Chandrasekar Raja		University Rank Holder
33	Cash Award	Shri S.K.Chandrasekar Raja		University Rank Holder
34	Cash Award	Shri S.K.Chandrasekar Raja		University Rank Holder
35	Cash Award	Shri S.K.Chandrasekar Raja		University Rank Holder
36	Srimathi. M.A.Panjali Ammal Endowment Prize	Shri. M.A.Subramania Raja	His Mother	University Rank Holder
37	Shri M.A.Srirenga Raja Endowment Prize	Shri M.S.Dhasaratha Raja	His Father	University Rank Holder
38	Shri.V.S.Narayana Raja Memorial Cash Award	Shri. V.N.Vijayan	His Father	University Rank Holder
39	Shri.A.S.Dharma Raja Memorial Cash Award	Shri.A.D.Shankar Ganesh	His Father	University Rank Holder
40	Shri A.K.Kalugumalai Raja Memorial Cash Award	Dr.K.Rameshkumar, Head and Associate Professor in History of Rajus' College	His Father	Best YRC Volunteer

41	Shri.P.T.Ramasubramania Raja Memorial Cash Award	Dr.R.Vishnu Sankar, Assistant Professor in Commerce of Rajus College	His Father	Best Startup in Campus
42	'Thiyagi' Shri P.L.Duraisamy Raja Memorial Cash Award	Dr.V.Venkatraman, Head & Associate Professor in History (Retired)	Freedom Fighter	Best Blood Donor
43	Shri M.A.Vasudeva Raja – Mrs.M.V.Anusuya Devi Memorial Cash Award	Dr.Vasudeva Raja Latha, Librarian (Retired)	Her Father and Mother	Best Library User
44	Shri M.A.Vasudeva Raja Memorial Cash Award	Dr.Vasudeva Raja Latha, Librarian (Retired)	Her Father	Best Library Reader
45	Theivathiru Shri.K.P.Chinnapa Raja Memorial Cash Award	Shri.K.C.Venkatesh Raja	His Father	Best Active Student for Women
46	Theivathiru Shri.K.P.Chinnapa Raja Memorial Cash Award	Shri.K.C.Venkatesh Raja	His Father	Best Active Student for Men
47	Shri. K.B.Pattabirama Raja Endowment Prize	Shri. M.S.D.Chandrasekara Raja	Freedom Fighter	Best Sports Man
48	Shri Rao Bhagadur A.K.D.Dharmaraja Memorial Cash Award	Smt. A.A.S.Bavithra Shyam	His Father	Best Sports Woman
49	Shri.N.A.P.Alagiri Raja Endowment Prize	Shri.N.A.P.Ashwath Raja & Smt.N.A.P.Jaysree		Athletics Individual Champion for Men
50	Smt.T.C.Seethalakshmi Ammal Endowment Prize	Shri.N.A.P.Ashwath Raja & Smt.N.A.P.Jaysree		Athletics Individual Champion for Women

51	Thiyagi Shri.P.S.Vasanthan Memorial Cash Award	Dr.V.Venkatraman, Head & Associate Professor in History (Retired)		Best N.S.S. Volunteer Unit No.170
52	Shri.N.S.Velayutha Raja and Smt. Poovammal Memorial Cash Award	V.Dharma Krishnan, Assistant of Rajus' College (Retired)	His Father and Mother	Best N.S.S. Volunteer Unit No.171
53	Shri P.K.Ramasamy Raja Memorial Cash Award	Shri.P.R.Vijayarahavan	His Father	Best N.S.S. Volunteer Unit No. 172
54	Shri K.D.Gopal Raja & Smt. K.G.Jothi Ammal Memorial Cash Award	Mr.S.Seetharaman, Training Instructor of Rajus College	His Uncle	Best N.S.S. Volunteer Unit No. 173
55	Gandhi Shri I.B.Arangasamy Raja Memorial Cash Award	Dr.V.Venkatraman, Head & Associate Professor in History (Retired)	Freedom Fighter	Best N.S.S. Volunteer Unit No.206
56	Shri V.S.Vasudeva Raja Ex-Secretary Kshatirya Rajus Mahasabai and Smt. V.Ambika – Cash Award	Mr.V.S.Vasudeva Raja		Best N.S.S. Volunteer Unit No.235
57	Shri.S.S.Subramania Raja and Smt.S.Radha Kalyani Memorial Cash Award	Mr.S.Deepak Raja, Record Clerk of Rajus' College	His Father and Mother	Outstanding Cadet Award SUO
58	Smt.P.S.Subbulakshmi Memorial Cash Award	Mr.S.Seetharaman, Training Instructor of Rajus' College	His Mother	Best Cadet for Boys CUO

59	Smt.N.A.P.Premalatha Pappu Raja Endowment Prize	Sri.N.A.P.Ashwath Raja	His Mother	Best Cadet for Girls – Senior Wing - CUO
60	Dr.Major S.Subramanian Cash Award	Dr.Major S.Subramanian		Best Performance Award – SGT
61	Shri.A.K.D.Alaga Raja and Smt.A.K.D.A.Subbulaksh miammal Memorial Cash Award	Smt. A.A.S.Bavithra Shyam	His Grand Father and Grand Mother	Best Social Service Girl Student
62	Shri.T.M.Durairaja and Smt D.Ratinam Memorial Cash Award	Mr.D.Manikandan	His Father and Mother	Part II English (Regular)
63	Rajapalayam Rajus’ College Governing Council Cash Award	Governing Council		B.Com. (Self)
64	Rajapalayam Rajus’ College Governing Council Cash Award	Governing Council		University Rank Holder
65	Rajapalayam Rajus’ College Governing Council Cash Award	Governing Council		University Rank Holder
66	Rajapalayam Rajus’ College Governing Council Cash Award	Governing Council		University Rank Holder

Shri Sultan Chand Memorial Scholarship

Two Endowments are instituted by Shri Sultan Chand Trust, New Delhi. The Endowments are of Rs. One Lakh (Rs.50,000/- each). The annual interest of Rs.250 each per month will be awarded every year to a student of II B.Com., who secures the highest percentage of Marks in I B.Com., and to a Student of III B.Com., who secures the highest percentage of marks in II B.Com.

Scholarships sanctioned by the Director of Collegiate Education, Chennai:

1. National Merit Scholarships-Government of India Scheme
2. State Scholarship to Children of State Teachers
3. State Government Merit Scholarship Scheme
4. Freedom Fighters Scholarship
5. Children of Defense Service Personnel
6. The Children of Repatriates from Sri Lanka
7. National Loan Scholarship
8. Adhoc Merit Grant Scheme
9. State Collegiate Scholarship

Fee Concessions

All Students satisfying Rule 92, M.E.R. are eligible for full or half concession of tuition fees.

The production of Certificate of Income of the parent or guardian in the form prescribed in Appendix 18 shall be insisted on in all cases of grant of fee concessions. The Certificates should be issued by an officer of the Revenue Department not lower in rank than Deputy Tahsildar or Sub-Magistrate, Gazette Officer or an Inspector of Police.

In the income certificate the father alone should sign if he is alive. If not, the mother should sign. If both the parents are not alive the guardian can sign. Concession will ordinarily be restricted to those who are native of Tamil Nadu or domiciled therein.

Students Aid-fund is built up with the contribution of Rs.3/- by every student:

The fund shall be known as the "Rajapalayam Rajus' College Students Fund". The object of this fund is to render financial assistance to the poor and deserving students to meet their tuition fee or examination fees or to purchase books or meet similar other expenses. Limited assistance may be given to the students to meet their hostel mess, clothing or medical expenses if their needs are considered genuine.

The G.O.M.S. No.660 Education dated 22.4.1979 applies to all students who are entitled to get the educational concessions and scholarships granted by the Education Department from the academic year 1979-80 onwards.

75% Attendance for Eligibility of Scholarships

Students who are eligible for all kinds of Scholarship (Residential and Non-residential) awarded both by the Harijan and Tribal Welfare and Backward Class Departments should submit a declaration along with the application for admission to the effect that they agree to attend the College regularly and they are aware of the fact that they should put in not less than 75% of the term days in a year. If it is not satisfied, the scholarship will be withheld even though the student may satisfy the other criteria. This percentage may be relaxed in case of student sickness if certified by competent medical authorities.

Payment of Fees: Regulations

The fees shall be paid in one sum not later than the fifth working day of each semester. From the next working day, fine at the rate of Rupees one per working day shall be levied. If the fee is not paid within 30 days from the date of reopening, the student's name shall be struck off from the rolls. If re-admitted he shall in addition to the fees and fines due from him, pay re-admission fee of Rs. Five (Rule 86A& 90ATNER) Removal of the names from the rolls shall entail forfeiture of attendance till the date of re-admission. If a student leaves the College during Semester, he shall have no right to claim a refund of any portion of the term fees.

APPLICATION FEE AND TUITION FEE WILL NOT BE COLLECTED FROM THE SCHEDULED CASTE AND SCHEDULED TRIBE CANDIDATES.

TUITION FEES WILL NOT BE COLLECTED FOR ALL UG STUDENTS(Aided courses only)

Admission

Students are not generally admitted except at the beginning of the academic year. Application form and a copy of Prospectus can be obtained from the College office on payment of Rs.48/-in cash or Rs. 58/- by money order addressed to the Principal. For P.G. Courses application Fee is Rs.68 in Cash or Rs.78 by M.O. No Student will be entitled to attend class until the fee due from the student is paid. Admissions are made strictly on merit with due consideration for the scheduled castes, scheduled tribes and backward classes as per the reservation quota.

Withdrawal

Students leaving the College during a Semester shall have no right to claim remission of the fees. Students who apply for Transfer Certificate and Conduct Certificate should produce "No Dues" Certificates obtained from concerned departments, Library, Office, Lab, etc.,

Attendance and Leave of Absence

No student shall absent himself from the College without applying leave. The leave application in the prescribed form duly filled in, signed by the father/mother or guardian and recommended by the tutor concerned, must be submitted to the Principal before the leave is availed. Generally late submission of leave applications will not be allowed. However, under extraordinary conditions, the leave application may be submitted late but, on no account, later than the first day of return to the College.

A Student who absents himself from the class during any hour of the day without permission will be marked absent for half a day.

Students staying away from classes, without proper leave will be severely dealt with.

Leave applied for more than three days in case of sickness must be supported by Medical Certificate. If a student absents from the College for a week without applying leave, his name will be struck off from the rolls. Late coming is strictly forbidden.

The annual certificate of attendance required by the University to appear for the University Examination will in no case be granted, unless the Principal is satisfied that (a) the Student's Progress and conduct have been satisfactory (b) the student has attended three fourths of the number of working days in the semester.

Dr.D.REGUPATHY RAJA MEMORIAL LIBRARY

The Library is named as Dr.D.Regupathy Raja Memorial Library. It was constructed with the financial contribution from Dr.S.Desingu Raja & Mrs.Kalyani (USA) in memory of the latter's brother Dr.D.Regupathy Raja. Dr.D.Regupathy Raja was born on 28-12-1951. He did his B.Sc., in V.H.N.S.N. College, Virudhunagar and M.Sc., in Madras Christian College, Madras. He was awarded Ph.D. in Botany by the Madurai Kamaraj University. He was doing his post-Doctoral Research in Smithsonian University, Washington, USA, at the time of his demise, in a road accident near Nagercoil on 14-4-1982.

In need of more space the Library was shifted to the Sri P.K.Ramasamy Raja Hall in June 2017 accommodating a 100 seating Reading Section and Research Carrels.

There are 33000 books available in the Library. The Library subscribes to 5 Newspapers and 26 magazines. It is an Institutional Member of NLIST (National Library and Information Services Infrastructure for Scholarly Content). The Library has exclusive sections for Reference Books, Dissertations and Thesis, Book Bank (catering to the students of economically and socially backward communities), as separate section on Career Guidance, a Digital Library and a DVD Section, that are well

maintained.

Our college is the Local Chapter of SWAYAM-NPTEL (Local Chapter No: 3767) with students undertaking MOOCs courses to enhance their skills towards better career opportunities. Students are encouraged and motivated to read through several programs, celebrations of important days, Competitions, Book Expos and Book Fairs. Best Library Award and Best Reader Awards have been instituted towards motivation.

Rules and Regulations (Library)

- Students must scan their Identity Card (ID) at the E –Gate both while entering and exiting the Library.
- Exchange of ID cards is not permitted.
- Strict silence and decorum must be observed in the library.
- Students are not allowed to bring any of their personal belongings in to the library.
- Reference Books and Periodicals cannot be borrowed and must be handled with care.
- Books must not be marked or damaged in any manner.
- Students must examine each book before borrowing and immediately report any damaged/missing pages to the Librarian.
- Students shall replace any book lost by them / defaced with markings or writings with ink or pencil/damaged in anyway, with the latest edition of the same title and author. If one book of a set is lost or damaged the whole set shall be replaced.
- A fine of Re.1/-will be charged for each day a book is overdue.
- Books borrowed cannot be renewed more than twice.
- The Librarian may recall a book anytime in case of urgency.
- The student must return all books and settle any outstanding dues prior to applying for the Transfer Certificate.
- The Librarian may refuse issue of books or debar the students from using the library for breach of the above rules.

Anti-Ragging

Ragging in any form will be severely dealt with. Those students who are found indulging in ragging will be punishable under the Provisions of Anti-Ragging Law.

The College Hostel

The Principal shall be the warden and shall have a general control of the hostel. The Deputy warden shall be the immediate charge of the Hostel and shall be responsible for the conduct and management of the Hostel. Application form for the Hostel admission can be had from the Hostel Office. Under the guidance of the Deputy Warden, the Residential Superintendent and the Hostel clerk shall be responsible with the supervision of the dinning and the kitchen, for the prompt collection of all dues on time and for the maintenance of registers and other clerical duties.

OFFICE AUTOMATION

A Renowned ERP software solution (ROVAN) has been installed for the purpose of automating the paperwork. It helps to use the resources in a better way and serves the users- Management, Faculty and Students. It enhances transparency in all spheres of administration.

Internal Complaints Committee

1. The Internal Complaints Committee is constituted as per UGC Regulations to ensure a safe, secure, and dignified campus environment.
2. The Committee functions in accordance with UGC guidelines for prevention, prohibition, and redressal of grievances and misconduct.
3. All complaints are addressed with strict confidentiality, fairness, and time-bound procedures as mandated by UGC norms.
4. The Committee ensures protection of the rights of students, faculty, and staff without discrimination or bias.
5. The Internal Complaints Committee is committed to promoting awareness, compliance, and ethical conduct within the institution.

Complaint Redressal Mechanism

- Complaints shall be submitted in writing
- Complaints may be submitted in person or through email
- Complaints should be filed within 3 months from the date of incident
- Confidentiality of the complainant and respondent is strictly maintained
- No retaliation or victimization is permitted under UGC norms

Email ID: icc@rrc.ac.in

ICC Office: _____

Contact Number: _____

Incubation Centre

Rajapalayam Rajus' College has established a dynamic and progressive Incubation Centre, which has been functioning since May 2022. The main objective of the centre is to connect academic learning with real-world industrial applications by promoting innovation, applied research, and entrepreneurial skills among students and faculty members.

The Incubation Centre encourages students and researchers to convert their theoretical knowledge in areas such as chemistry, electrochemistry, materials science, environmental engineering, and electronics into practical and commercially useful technologies and prototypes.

Since its establishment, the centre has become an important platform for technology development and startup support in the Rajapalayam region. It has successfully developed several prototypes, provided technical support to local industries, secured government funding, and helped establish more than 60 student-led startups. A few students have also successfully started their own companies.

The Incubation Centre stands as an excellent example of how an educational institution can contribute to regional industrial development while preparing students to become confident innovators and entrepreneurs.

EXTENSION AND CO-CURRICULAR ACTIVITIES

Apart from the regular curricular activities, the following are the extension and co-curricular activities which were functioning for the welfare and upliftment of the students:

S.No.	Committees, Cells & Clubs		Co-Ordinator's
1.	Internal Quality Assurance Cell		Mr. P.R. Ramji
2.	Internal Compliance Committee (Women)		Dr. P. Suriakala
3.	Anti-Ragging Committee		Dr. S. Chidambaranathan
4.	SC/ST Cell		Dr. S. David Laurence
5.	Minority Cell		Dr. D. Ebi James
6.	Students' Grievance Cell		Dr. T. Uma Sankareswari
7.	Academic Staff Council		Dr. N. Ramesh
8.	Research & Development Cell		Dr. D. Manjula
9.	Placement Cell		Dr. M. Raja
10.	Examination Committee		Dr. S. David Laurence
11.	Institution Innovation Council		Dr. M. Kanagasabapathy
12.	Entrepreneurship Development Cell		Dr. A. Surendran
13.	Parent Teacher Association		Mr. M. Vishnu Sankar
14.	National Cadet Corps		Mr. R. Sakthivel
15.	National	UnitNo.170	Dr. M. Prasanna
	Service	UnitNo.171	Mr. M. Vishnu Sankar
	Scheme	UnitNo.172	Mr. T. Kairaj
	(NSS)	UnitNo.173	Dr. R. Saranya Devi
		UnitNo.206	Mr. G. Ayyanappan
		UnitNo.235	Mrs. S. Sathya
16.	Unnat Bharat Abhiyaan 2.0		Dr. M. Raja

17.	National Institutional Ranking Framework	Dr. P. R. Suganya
18.	All India Survey of Higher Education	Dr. R. Vishnu Shankar
19.	Youth Red Cross	Mr. L. Ramachandran
20.	Red Ribbon Club	Mr. M. Muneeswaran
21.	Blood Donor's Club	Dr. G. Srinivasagan
22.	Women Development Cell	Dr. S. Kalavathy
23.	Gender Sensitization Cell	Dr. S. Deepalakshmi
24.	Discipline Committee	Dr. A. Surendran
25.	Nature Club	Mr. P.R. Ramji & Mrs. K. Geetha
26.	Hostel Committee - Deputy Wardens	Dr. G.Srinivasagan (Men's) Mrs. A. Divya (Women's)
27.	Fine Arts Club	Dr. S.Manjula Gayathri
28.	Enterprise Resource Planning	Dr. V. Moniha
29.	College Website Committee	Dr. R. Ramalakshmi
30.	Public Financial Management System	Mr. M. Vishnu Sankar
31.	Staff Club	Dr. D. Ebi James
32.	Counselling Cell –TAALIM	Mrs. R. Jayashree
33.	Rotract Club	Mr. M. Vishnu Sankar Mr. M. Hariprasath
34.	Incubation Centre	Dr. R. Vishnu Sankar
35.	Competitive Exam Cell	Dr. R. Jaganath Dr. G. Srinivasagan
36.	Press Report & Media Club	Dr. B. Kandasamy Mr. M. Ganeshkumar

37.	Readers Forum	Mrs. S. Padmavathi
38.	Literary Forum	Dr. V. Kalavathi
39.	Calendar Committee	Dr. P. Suriakala
40.	Heritage Club	Dr. B. Kandasamy
41.	Internal Audit Committee	Dr. M. Kanagasabapathy Dr. R. Vishnu Shankar
42.	Naan Mudhalvan Coordinator	Dr. C. P. Swathimuthu
43.	Yuva Tourism Club	Dr. R. Jaganath
44.	Anti-Drugs Club	Dr. S. Chidambaranathan
45.	Citizen Consumer Club	Dr. D. Ebi James
46.	Electoral Literacy Club	Mr. M. Prasanna
47.	UMIS–Nodal officer	Dr. M. Raja
48.	Maaperrum Tamil Kanavu	Dr. S. Chidambaranathan (Nodal Officer)
49.	Illaiyor Illakiya Pasarai	Mrs. G. Geetha (NodalOfficer)
50.	Human Rights Club	Mr. R. Sakthivel
51.	Tamil Pudalavan	Dr. A. Surendran
52.	Pudumai Pen	Dr. K. Lakshmiprabha

STUDENT CODE OF CONDUCT

1. Students should come to the College, in clean, tidy and smart dress.
2. All students must be in their respective Classroom at least 5 minutes before the start of the College.
3. They must be regular and punctual in attending classes as well as other activities connected with the college.
4. Students are requested to stand for the morning prayers in the PAS to be broadcasted and for the College pledge.
5. They should be in their seats when the first bell rings and stand up as a mark of respect when the teacher enters the classroom. They must sit only after they are asked to do so or after the teacher takes his / her seat. As a mark of courtesy students will greet teachers as well as their classmates during their first meeting of the day. Irrespective of the presence or absence of the teachers, students must keep strict silence in the classrooms. No student should leave the classroom without the permission of the teacher.
6. Students must maintain discipline in the Classroom, Laboratory, Library, Playground, etc. throughout their presence in the College. Any objectionable behavior is punishable.
7. Students will not be permitted to leave their class or attend it late under the pretext of paying fees or taking books from the library. Time fixed for such purposes during the working hours must be adhered to.
8. Ragging, eve teasing, sexual harassment and comments are strictly prohibited. Indulgence of such acts is punishable under law.
9. Students are expected to read notices put upon the College Notice Board. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.
10. Cigarette smoking/Consumption of Alcohol/Drugs/Gudka and those involving in any anti-social activities or Politics in the Campus will be punished severely.
11. Scribbling on walls, benches, desks, trees, rest room or damaging the College property is strictly prohibited. Action will be taken and fine will be collected.
12. Students are responsible to take care of their belongings. Institution is not responsible for any loss.
13. No meeting of any kind shall be held in the college without the previous written permission of the Principal.
14. No notice of any kind shall be circulated among students or posted on the notice board without the previous written permission of the Principal.
15. Bringing of Mobile phones and cameras is strictly prohibited within the campus. If any student is found to possess them the same will be confiscated.

16. The College reserves the rights to suspend / dismiss any student on the grounds of disobedience or objectionable behavior towards the Teachers and Staff.
17. Students must wear the ID issued by the institution in the Campus and produce it on demand by the Security Guard or staff.
18. Students are not allowed to come late to the Class room, if late they will be considered as absentees.
19. Students are not allowed to leave campus during class hours. In case of emergency prior permission should be obtained from the HOD / Principal with the proper communication from the parents.
20. Students should co-operate to keep the campus and class room clean.
21. Bicycles and other vehicles must be parked safely in proper places. Vehicles found in unauthorized places will be impounded and released only on payment of fines.
22. Students having vehicles should park their vehicles in places allocated for them (Girls / Boys). It is advisable to wear helmet for their own safety. Students found to carry more than one pillion rider will be penalized.
23. Play fields must not be trespassed when games are on.
24. Day scholars should not enter the hostel. Hostel students should not stay in the rooms during class hours unless under genuine medical ground with the knowledge of the Hostel Warden/Deputy Warden.
25. Students witnessing games are expected to show sportsmanship in their appreciation and encouragement. They must not indulge in jeering or shouting that will disconcert any player.
26. While attending college or other public function they should conduct themselves in such a way as to bring credit to themselves and to the institution.
27. Students are forbidden from entering the Office Room and the Staff Room during unspecified hours.
28. Care must be taken in handling the property of the College and any damage caused casually or wantonly will entail serious disciplinary action and recovery of cost.
29. Careful handling of apparatus in the laboratory and furniture in the classroom is insisted on. All Breakages and losses are to be reported at once to the teachers and the cost or the things broken or lost will be recovered from the students concerned.
No furniture should be removed from one room to another or to another place in the same room, without the prior permission of the Principal.
30. For the betterment of the students' future, English must be followed as a spoken language in the College Campus.
31. Loitering on the verandah, indulging in noisy talk, crowding round in

pathways, whistling, doing anything unbecoming of a student are strictly forbidden.

32. Representation of complaints and grievances may be made to the Principal through the Heads of Departments or the tutor-in-charge as the case may be.
33. Under the Government's Educational Rules the Principal has full powers to inflict the following punishments for the breach of conduct and behavior in the interest of the students and institutions whenever necessary (a) Fines (b) Cancellation of attendance (c) With holding of certificates (d) Suspension and (e) Expulsion.
34. The Principal's decision shall be final in matters of punishment of the student for violation of anyone of the rules of the College.

DRESS CODE FOR STUDENTS TO BE FOLLOWED IN THE COLLEGE.

BOYS.

35. Formal Pant and Shirt, should be strictly followed. Short shirts, T-shirts, Multicolor Jeans, Low-hip pants, Shorts and shirts with troublesome slogans/symbols should be strictly avoided.
36. Boys should come to College with proper haircut.
37. Wearing of unnecessary bands in the wrist, valuable chains and jewellery must be avoided.

GIRLS.

38. Normal chudidhar with a proper plait of hair is advised. Over coat provided by the College should be worn (within the College campus.)
39. Short tops, Leggings panty wear, T-Shirts are strictly prohibited while coming to College.
40. Girls should avoid wearing unnecessary costly ornaments, bringing of cosmetics and fancy imitation jewellery.
41. Girls students are not to stay in class rooms during leisure hour / lunch hour

ACADEMIC CALENDAR (2026 – 2027)

June - 2026

Date	Day	Events	W.D
1	Mon		-
2	Tue		-
3	Wed		-
4	Thu		-
5	Fri	World Environment Day	-
6	Sat		-
7	Sun		-
8	Mon		-
9	Tue		-
10	Wed		-
11	Thu		-
12	Fri		-
13	Sat		-
14	Sun		-
15	Mon	College Reopens	1
16	Tue	Martyrdom of Guru Arjan Dev	2
17	Wed		3
18	Thu		4
19	Fri	World Sickle Cell Awareness Day	5
20	Sat	World Refugee Day	-
21	Sun	International Day of Yoga	-
22	Mon		6
23	Tue	International Olympic Day	7
24	Wed		8
25	Thu		9
26	Fri	Moharam / International Day Against Drug Abuse	-
27	Sat		-
28	Sun		-
29	Mon	National Statistics Day	10
30	Tue	World Asteroid Day	11

ACADEMIC CALENDAR (2026 – 2027)

July - 2026

Date	Day	Events	W.D
1	Wed	National Doctor's Day / Chartered Accountants Day	1
2	Thu		2
3	Fri		3
4	Sat		-
5	Sun		-
6	Mon		4
7	Tue		5
8	Wed		6
9	Thu		7
10	Fri		8
11	Sat	World Population Day	-
12	Sun	Malala Day	-
13	Mon		9
14	Tue		10
15	Wed	Kamarajar Birthday / World Youth Skills Day	11
16	Thu		12
17	Fri	World Day for International Justice	13
18	Sat		-
19	Sun		-
20	Mon	International Chess Day	14
21	Tue		15
22	Wed		16
23	Thu		17
24	Fri		18
25	Sat		-
26	Sun	Kargil Vijay Diwas	-
27	Mon		19
28	Tue	World Nature Conservation Day	20
29	Wed	International Tiger Day	21
30	Thu		22
31	Fri		23

ACADEMIC CALENDAR (2026 – 2027)

August - 2026

Date	Day	Events	W.D
1	Sat		-
2	Sun		-
3	Mon	Aadi Perukku	-
4	Tue	Internal Test - I	1
5	Wed		2
6	Thu	Hiroshima Day	3
7	Fri	National Handloom Day	4
8	Sat	Quit India Movement Day	5
9	Sun	Nagasaki Day	-
10	Mon		6
11	Tue		7
12	Wed	International Youth Day	8
13	Thu		9
14	Fri	Aadi Puram	-
15	Sat	Independence Day	-
16	Sun		-
17	Mon		10
18	Tue		11
19	Wed	World Humanitarian Day / World Photography Day	12
20	Thu		13
21	Fri	Varalakshmi Vratam	-
22	Sat		-
23	Sun		-
24	Mon		14
25	Tue		15
26	Wed	Miladi Nabi / Onam	-
27	Thu		16
28	Fri		17
29	Sat	National Sports Day	-
30	Sun		-
31	Mon		18

ACADEMIC CALENDAR (2026 – 2027)

September - 2026

Date	Day	Events	W.D
1	Tue	National Nutrition Day	1
2	Wed		2
3	Thu		3
4	Fri	Krishna Jayanthi	-
5	Sat	Teachers' Day	-
6	Sun		-
7	Mon		4
8	Tue	International Literacy Day	5
9	Wed		6
10	Thu		7
11	Fri	National Forest Martyrs' Day	8
12	Sat		-
13	Sun		-
14	Mon	Vinayagar Chathurthi	-
15	Tue	International Day of Democracy	9
16	Wed	World Ozone Day	10
17	Thu		11
18	Fri	World Bamboo Day	12
19	Sat		13
20	Sun		-
21	Mon	Internal Test - II / International Day of Peace	14
22	Tue		15
23	Wed		16
24	Thu	NSS Day	17
25	Fri		18
26	Sat	World Environmental Health Day	19
27	Sun	World Tourism Day	-
28	Mon	World Rabies Day	20
29	Tue	World Heart Day	21
30	Wed	International Day	22

ACADEMIC CALENDAR (2026 – 2027)

October - 2026

Date	Day	Events	W.D
1	Thu		1
2	Fri	Gandhi Jayanthi	-
3	Sat		-
4	Sun		-
5	Mon		2
6	Tue		3
7	Wed	World Cotton Day	4
8	Thu	Indian Air Force Day	5
9	Fri	World Postal Day	6
10	Sat	Mahalaya Amavasya / World Mental Health Day	-
11	Sun	Navarathri Begins	-
12	Mon		7
13	Tue		8
14	Wed		9
15	Thu		10
16	Fri	World Food Day	11
17	Sat	International Day for the Eradication of Poverty	-
18	Sun		-
19	Mon	Saraswathi Pooja	-
20	Tue	Vijayadhasami	-
21	Wed		12
22	Thu		13
23	Fri		14
24	Sat	United Nations Day	-
25	Sun		-
26	Mon		15
27	Tue	Last Working Day (Students)	16
28	Wed	Last Working Day (Staff)	-
29	Thu		-
30	Fri		-
31	Sat	Rashtriya Ekta Diwas (National Unity Day)	-

ACADEMIC CALENDAR (2026 – 2027)

November - 2026

Date	Day	Events	W.D
1	Sun		-
2	Mon		-
3	Tue		-
4	Wed		-
5	Thu	World Tsunami Awareness Day	-
6	Fri		-
7	Sat	National Cancer Awareness Day / Sir C.V. Raman's Day	-
8	Sun	Deepavali	-
9	Mon		-
10	Tue	International Science Day	-
11	Wed	National Education Day	-
12	Thu		-
13	Fri		-
14	Sat	Children's Day	-
15	Sun		-
16	Mon		-
17	Tue		-
18	Wed		-
19	Thu		-
20	Fri		-
21	Sat		-
22	Sun		-
23	Mon		-
24	Tue	Guru Nanak Jayanti / Karthigai Deepam	-
25	Wed	International Day for Elimination of Violence against Women	-
26	Thu	Constitution Day	-
27	Fri		-
28	Sat		-
29	Sun		-
30	Mon		-

ACADEMIC CALENDAR (2026 – 2027)

December - 2026

Date	Day	Events	W.D
1	Tue	World Aids Day	-
2	Wed	National Pollution Control Day	-
3	Thu	College Reopens for Even Semester	1
4	Fri		2
5	Sat		-
6	Sun		-
7	Mon	Flag Day	3
8	Tue		4
9	Wed	International Anti-corruption Day	5
10	Thu	Human Rights Day	6
11	Fri		7
12	Sat		-
13	Sun		-
14	Mon	World Energy Conservation Day	8
15	Tue		9
16	Wed		10
17	Thu		11
18	Fri	Minorities Rights Day	12
19	Sat		-
20	Sun	Vaikunda Ekadasi	-
21	Mon		13
22	Tue	National Mathematics Day	14
23	Wed		15
24	Thu	National Consumer Rights Day	16
25	Fri	Christmas	-
26	Sat		-
27	Sun		-
28	Mon		17
29	Tue		18
30	Wed		19
31	Thu		20

ACADEMIC CALENDAR (2026 – 2027)

January – 2027

Date	Day	Events	W.D
1	Fri	New Year	-
2	Sat		-
3	Sun		-
4	Mon		1
5	Tue		2
6	Wed		3
7	Thu		4
8	Fri		5
9	Sat		-
10	Sun		-
11	Mon		6
12	Tue	National Youth Day	7
13	Wed		8
14	Thu	Bhogi	-
15	Fri	Thai Pongal	-
16	Sat	Maattu Pongal	-
17	Sun	Kaanum Pongal	-
18	Mon		9
19	Tue		10
20	Wed		11
21	Thu		12
22	Fri		13
23	Sat	Thai Poosam	-
24	Sun	National Girl Child Day	-
25	Mon		14
26	Tue	Republic Day	-
27	Wed		15
28	Thu		16
29	Fri		17
30	Sat		-
31	Sun		-

ACADEMIC CALENDAR (2026 – 2027)

February – 2027

Date	Day	Events	W.D
1	Mon	Internal Test - I	1
2	Tue		2
3	Wed		3
4	Thu	World Cancer Day	4
5	Fri		5
6	Sat		6
7	Sun		-
8	Mon		7
9	Tue		8
10	Wed		9
11	Thu	International Day of Women and Girls in Science / Basant Panchami	10
12	Fri		11
13	Sat		-
14	Sun		-
15	Mon		12
16	Tue		13
17	Wed		14
18	Thu		15
19	Fri		16
20	Sat		-
21	Sun	International Mother Language Day	-
22	Mon		17
23	Tue		18
24	Wed		19
25	Thu		20
26	Fri		21
27	Sat		-
28	Sun	National Science Day	-

ACADEMIC CALENDAR (2026 – 2027)

March - 2027

Date	Day	Events	W.D
1	Mon		1
2	Tue		2
3	Wed	World Wildlife Day	3
4	Thu		4
5	Fri		5
6	Sat	Maha Shivrathiri	-
7	Sun	Holi	-
8	Mon	International Women's Day	6
9	Tue		7
10	Wed	Ramzan	-
11	Thu	World Kidney Day	8
12	Fri		9
13	Sat		-
14	Sun	Pi-Day	-
15	Mon	Internal Test - II	10
16	Tue		11
17	Wed		12
18	Thu		13
19	Fri		14
20	Sat	International Day of Happiness	15
21	Sun		-
22	Mon	World Water Day	16
23	Tue		17
24	Wed		18
25	Thu		19
26	Fri	Good Friday	-
27	Sat	Holy Saturday	-
28	Sun	Easter	-
29	Mon		20
30	Tue		21
31	Wed		22

ACADEMIC CALENDAR (2026 – 2027)

April - 2027

Date	Day	Events	W.D
1	Thu		1
2	Fri		2
3	Sat		-
4	Sun		-
5	Mon		3
6	Tue		4
7	Wed	Ugaadi / World Health Day	-
8	Thu		5
9	Fri		6
10	Sat		-
11	Sun		-
12	Mon		7
13	Tue		8
14	Wed	Dr. B.R. Ambedkar Jayanti / Tamil New Year	-
15	Thu	Ram Navami	9
16	Fri	Last Working Day (Students)	10
17	Sat		-
18	Sun		-
19	Mon	Mahavir Jayanti	-
20	Tue		-
21	Wed	Last Working Day (Staff)	-
22	Thu	Earth Day	-
23	Fri		-
24	Sat		-
25	Sun		-
26	Mon		-
27	Tue		-
28	Wed		-
29	Thu		-
30	Fri		-

ACADEMIC CALENDAR (2026 – 2027)

May - 2027

Date	Day	Events	W.D
1	Sat	International Worker's Day / Labour's Day	-
2	Sun		-
3	Mon	World Laughter Day	-
4	Tue		-
5	Wed		-
6	Thu		-
7	Fri	World Athletes' Day	-
8	Sat	World Red Cross Day	-
9	Sun	Mother's Day	-
10	Mon		-
11	Tue	National Technology Day	-
12	Wed		-
13	Thu		-
14	Fri		-
15	Sat		-
16	Sun		-
17	Mon	Bakrid	-
18	Tue		-
19	Wed		-
20	Thu	Buddha Purnima	-
21	Fri		-
22	Sat		-
23	Sun		-
24	Mon		-
25	Tue		-
26	Wed		-
27	Thu		-
28	Fri		-
29	Sat		-
30	Sun		-
31	Mon	World No Tobacco Day	-

PERSONAL RECORD - INTERNAL ASSESSMENT MARKS

ODD SEMESTER

Please keep a record of your marks in the columns below:

S.No.	Subject	Code	Item	I	II	III	Avg.	Total
1			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
2			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
3			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
4			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
5			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
6			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
7			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
8			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					

PERSONAL RECORD - INTERNAL ASSESSMENT MARKS EVEN SEMESTER

Please keep a record of your marks in the columns below:

S.No.	Subject	Code	Item	I	II	III	Avg.	Total
1			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
2			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
3			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
4			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
5			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
6			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
7			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
8			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					

TIME TABLE
ODD SEMESTER

DAY ORDER	8 - 9 10 -11	9 - 10 11 – 12	10 - 11 12 – 1	BREAK	11 - 12 2 - 3	12 - 1 3 - 4
I						
II						
III						
IV						
V						
VI						

TIME TABLE
EVEN SEMESTER

DAY ORDER	8 - 9 10 -11	9 - 10 11 – 12	10 - 11 12 – 1	BREAK	11 - 12 2 - 3	12 - 1 3 - 4
I						
II						
III						
IV						
V						
VI						

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

NO DUES SLIP (ODD / EVEN SEMESTER 2023-2024)

Name of the Student (in Block Letters) :

Roll No. :

Class :

Semester : I / III / V

Department	Certificate / Remarks	Signature
HOD		
Tutor		
College Office (Tution fee, etc.,)		
Attendance Section		
Hostel		
Library		
Laboratory		

Hall Ticket may be issued

CODE OF CONDUCT FOR STAFF MEMBERS

- 1) Members of faculty are required to follow the prescribed dress code and wear ID cards while in the campus.
- 2) Staff members are expected to follow the culture of the college, which is to wish each other as a mark of mutual respect with due concern to senior faculty.
- 3) Employee shall not be a member of any political party or take part in politics or be associated with any party or organization, which takes part in political activity; nor shall aid or assist in any manner, any political movement or activity.
- 4) An Employee shall be required to observe the scheduled working hours and follow the bio-metric attendance to their presence in the campus.
- 5) No Employee shall leave headquarters except with the prior permission of the competent authority providing the contact address.
- 6) No Employee shall engage in strike or incitements, there in similar activities such as absence from work or neglect of duties.
- 7) The behavior of the teacher with male and female students and other employees shall be modest.
- 8) Gross partiality in assessment of students deliberately over/under marking of attempt of victimization on any grounds, will not be encouraged.
- 9) Teaching faculty is supposed to be in the classroom as soon as the bell rings.
- 10) Consumption of intoxicating drink or drug is prohibited inside the college premises.
- 11) Raising questions of castes, creed, religion, race or sex in his/her relationships with the students and his/her colleagues are not encouraged.
- 12) Members of faculty are not allowed to engage directly or indirectly in any trade or private tuition or undertake employment outside his /her official assignment.
- 13) It will be considered as misconduct, if staff members violate or attempt to violate the foresaid rules.

CODE OF CONDUCT FOR TEACHERS

Teaching is a noble profession. It needs devotion, sincerity, and perseverance. It certainly adds pride and prestige to the teaching profession. Teachers perform their duties conscientiously and observe certain simple rules of conduct, which are commonly accepted as professional codes of conduct.

Our college Committee has defined a few Code of conduct to be observed by teachers. Adherence to this set of codes does not in any way mean that the freedom of teachers is being curtailed. These Code of conduct have been defined with sole aim of improving the standard and reputation of our college among the academia and the student community in particular, and the society in general.

TIME SCHEDULE

Punctuality is very essential for a teacher. In this regard he/she shall make himself/herself an example to students.

- a. A teacher shall present in his/her department at or before 9.40 a.m in the morning and they can leave after the day duty is over.
- b. A Teacher shall engage his/her classes regularly and punctually as per the timetable framed by the HOD and approved by the Principal.
- c. A Teacher shall make himself/herself available whenever he/she is needed for consultation or discussion on various matters that come up in the institution.

COLLEGE ACTIVITIES AND STUDENT – CARE

- a. A Teacher's academic duties shall include guidance and instruction to students in the form of Mentoring tutorials / Seminars / Laboratory work / Assessment / conducting tests & examination / invigilation / evaluation work assigned to him / her by competent authorities of the college.
- b. A Teacher shall participate fully and enthusiastically in the campus life and shall perform any other curricular, co-curricular, and extra-curricular work assigned to him / her from time to time by the appropriate college authorities.
- c. A teacher shall continually improve his/her academic excellence by doing research work and / or acquiring additional academic qualifications.
- d. HOD shall nominate a teacher for every class in his/her department as class teacher-in charge to the office at the beginning of the academic year. The class teacher-in-charge shall be wholly responsible for guiding, tracking and evaluating the students' all round progress in academic, extra-curricular, and co-curricular activities.
- e. A teacher shall speak in the class room preferably in English except in Part I Tamil Major Tamil Programme. Outside the classroom also a teacher may speak to students in English with a view to improve the students' communication skill in English.
- f. If a teacher finds it difficult to complete the syllabi within the prescribed academic schedule, he/she shall handle special / extra classes to finish the same.
- g. A teacher shall assess impartially the performance of students. He/she shall not indulge in over-marking or under-marking. Victimization of the students by giving low marks or grades is a professionally unethical practice.
- h. If students are found to be poor and weak in their subject, the teacher shall give them special coaching and shall help them in all possible ways. He/She shall give special attention / training to the advanced learners to motivate them to excel academically.

MAINTENANCE OF DISCIPLINE

- a) A teacher shall emphasize and ensure perfect discipline among the students within and outside the classroom. In case of any student's unrest, he/she shall help to pacify his/her and restore order and discipline in the campus.
- b) A teacher shall not refuse to carry out the decision(s) of the administrative and academic bodies of the college.
- c) A teacher shall perform diligently the works assigned to him/her from time to time by the higher authorities of the college.
- d) A teacher shall not restore to any type of agitational expressions inside or in front of the college, or suspend their work seeking redressal of their grievances without prior permission.
- e) A teacher shall promote an atmosphere conducive to learning. He/She shall form a wholesome relationship with students. Our college is an institution of co-educational education. Hence he/she shall advise and persuade the students to behave in such a manner that will safeguard the name and reputation of the institution as well as the teachers.
- f) A teacher shall ensure that his/her students wear their ID cards when they are in the college campus.
- g) A teacher shall avoid using cell phone during class hours and avoid using the chair while taking classes.

b. DRESS CODE

- a) Teachers shall, in appearance, distinguish themselves from the students. They shall wear such clothes in order to enhance their dignity and prestige.
- b) Women staff may wear overcoat above the saree and avoid party wearing ornaments.
- c) Teachers shall wear the identity card on College premises during the functions and participation in the curricular/co-curricular/extra-curricular activities in the college and during his/her meetings with the higher authorities in the college.

c. LEAVE RULES

- a) It is the responsibility of the HoD to adjust and ensure that the classes are adjusted fully before recommending / forwarding the CL / OD applications.
- b) After getting HOD's signature, a teacher can give the Casual leave/permission letter to the Principal / Vice-Principal.
- c) A teacher shall avail one-hour permission to leave the campus only during the morning first hour or the last hour in the evening and not any of the hours in between. (if no classes)
- d) Prior permission for OD/EL shall be sought one clear working day in advance. A Teacher shall attach the call letter along with his/her OD application.
- e) A maximum of 50% of the total strength of the faculty in a department is allowed to avail CL/EL/UEL/OD/RH at a time. A fraction in calculation may be treated as the nearest whole number.
- f) Teacher shall not avoid attending any of our college functions. Prior permission may be sought for his/her absence from the functions.



