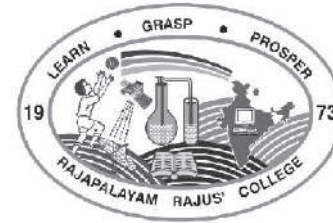


RAJAPALAYAM RAJUS' COLLEGE

A Linguistic Minority and Co-educational Institution
(Re-Accredited with B⁺⁺ Grade by NAAC)
(Affiliated to Madurai Kamaraj University)
RAJAPALAYAM – 626 117.



GOLDEN JUBILEE

HAND BOOK & CALENDAR

2022 - 2023

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.edu.in

Name of the Secretary : **Dr. S. SINGARAJ**
RAJAPALAYAM – 626117.
Phone : 04563 – 221788

Name of the Principal : **Dr. D. VENKATESWARAN**
Phone : 04563 – 226467

Date of Establishment : 22 -06-1973
Non Autonomous,
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

**If you think you are beaten, you are,
If you think you dare not, you don't
If you'd like to win but you think you can't
It is almost certain you won't**

**If you think you'll lose, you've lost,
for out in the world we find
Success begins with a fellow's will-
It's all in the state of mind**

**It you think you are outchassed, you are-
You've got to think high to rise
You've got to be sure of yourself before
You can ever win a prize.**

**Life's battles don't always go
To the stronger are faster man;
But soon or late the man who wins
is the man who thinks he can.**

**RAJAPALAYAM RAJUS' COLLEGE,
RAJAPALAYAM.**

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 : _____ Year: _____

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

Address for Correspondence : _____

Mobile No. : _____

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

Aadhar No.: _____ Driving License No.: _____

Tutor-in-charge : Odd Sem : _____ Even Sem : _____

Height : _____ Weight : _____ Blood Group : _____

Identification Marks : _____

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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, B.Sc. (Electronic and Communication) degree course from 2006, 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. B.Sc.(Maths with C.A.) and M.Sc.(Maths) are offered from 2016-2017. B.Com professional Accounting in offer 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 PRAYER

இறைவணக்கப்பாடல்

Monday

ஓம் ஓம் ஓம்

வக்ர துண்ட மஹாகாய சூர்யகோடி ஸமப்ரப
நிர்விக்னம் குரு மே தேவ ஸர்வ கார்யேஷ் ஸர்வதா

ஓம் ஓம் ஓம்

Other Working Days

கருவாகி உருவாகி எனையாண்டு

காத்தருளும் இறைவா நன்றி

எங்கும் நிறைந்தோனே

எல்லை இலாதானே

எங்கேயும் எப்போதும்

என் குலம் காப்பவனே

நெஞ்சம் துணிய துணையாய் வருவாய்

நேர்மறை உணர்வுகள் பெருகிடச் செய்வாய்

உடலில் உறுதியைப் பெரிதாய் தருவாய்

உணை உணரும் அறிவை என்னுள் அருள்வாய்

சுற்றம் அனைத்தும் காப்பவனே!

செய்தொழில் ஏற்றம் தருபவனே!

எடுத்த செயலில் வெற்றி கொடு!

என் ஆற்றல் பெருகிட அருளைக் கொடு

வல்லமை தந்து மலர்ச்சி கொடு (கருவாகி உருவாகி 1)

என் அகத்திலும் புறத்திலும் மலர்ச்சி கொடு

வளர்ச்சி கொடு....மலர்ச்சி கொடு (2)

Who is your life partner ?

Mom ? Dad ? Wife? Son?
Husband ? Daughter ? Friends...? not at all !

Your real life partner is Your Body.

Once your body stops responding no one is with you. You and your body stay together from Birth till Death. What you do to your body is your responsibility and that will come back to you. The more you care for your body, the more your body will care for you. What you eat, What you do for being fit, How you deal with stress, how much rest you give to it; will decide how your body will respond. Remember your body is the only permanent address where you live. Your body is your asset/liability, which no one else can share. Your body is your responsibility. Because, you are the real life partner. Be fit forever.

Take care of yourself. Money comes & goes. Relatives & Friends are not permanent. Remember no one can help your body other than you.

Pranayama - for Lungs Meditation - for Mind
Yoga-asanas - for Body Walking - for Heart
Good food - for intestines Good thoughts – for Soul
Good Karma - for World

Daily Health Tips

1. Cultivate a habit of getting up early in the morning at least by 6 A.M.
2. Do not miss breakfast.
3. Drink 1 liter of water as soon as you get up in the empty stomach. Water should be had in sitting position only.
4. Have at least 10 to 15 glasses of water a day.
5. 40 to 50 % of food (fruits & vegetables) consumed raw is good for health. Cooked food destroys enzymes which is essential for your body.
6. Exercise daily. Go for morning/evening walks.
7. Sit calmly for 10 minutes and analyse what you did yesterday and what you can achieve today.
8. Avoid sleeping late. Have dinner at least one hour before you go to bed.
9. Forget your age, your past, your grievances with others.
10. Be loving to your friends, Caring to your family. Have positive thoughts and enjoy your warm home.

HEALTH IS WEALTH Health first - Wealth next.

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:

LEARN – GRASP - PROSPER

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 prospectus 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 and 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 lawful and equitable society through higher education.

COLLEGE GOVERNING COUNCIL

1. Sri. N.R. Krishnamoorthy Raja President
2. Dr. S. Singaraj Secretary
3. Sri. K.R. Dharmakrishna Raja Member
4. Dr. S. Subramanian Member
5. Sri. N.S. Ramakrishnan Member
6. Sri. P. Devaraj Member
7. Sri. K.G. Prakash Member
8. Dr. D. Venkateswaran Ex-Officio and
Principal
9. Dr. K. Perumal University Nominee

ACADEMIC STAFF COUNCIL

- Dr. D. Venkateswaran., M.A(His)., M.A(Pol)., M.A.(Ind.Cul).,
P.G.D.F.M., D.G.T., P.G.D.C.A., B.Ed., M.Phil., Ph.D.,
Principal i/c and Chair Person
- Dr. K. Rameshkumar, M.A., M.B.A., P.G.D.C.A., B.Ed., M.Phil., Ph.D.,
Secretary, Associate Professor & Head
- Dr. S. K. Sivaramamoorthy, M.Sc., B.Ed., M.Phil., Ph.D.,
Associate Professor & Head
- Dr. E.L. Ramar, M.Com., P.G.D.C.A., B.Ed., M.Phil., Ph.D.,
Assistant Professor & Head
- Dr. C. Ramakrishnan, M.A. M.Phil., Ph.D.,
Assistant Professor & Head
- Dr. S. David Laurence, M.Sc., P.G.D.C.A., M.Phil., Ph.D.,
Assistant Professor & Head
- Mr. N. Ramesh, M.Sc., M.Sc (YHE)., M.Phil.,
Assistant Professor & Head
- Dr. V. Kalavathi, M.A., M.Phil., Ph.D., Assistant Professor & Head
- Dr. L. Muthukumar, M.A., M.P.Ed., M.Phil., Ph.D.,
Director of Physical Education
- Dr. Vasudeva Raja Latha, M.L.I.Sc., P.G.D.C.A., P.G.D.L.A.N., Ph.D.,
Librarian
- Mr. A. Gnanavelayutham, M.C.A., P.G.D.C.A., M.A.,
Assistant Professor & Head
- Dr. R.A. Jeyakumar, M.Com., P.G.D.C.A., M.Phil., Ph.D.,
Assistant Professor & Head
- Dr. S. K. Kannan, M.B.A., M.Com., NET, M.Phil., Ph.D.,
Assistant Professor & Head
- Mr. T. Maruthanayagam, M.A., B.Ed., M.Phil.,
Assistant Professor & Head

Dr. K. Kandasamy Pandian, M.A., P.G.D.J.M.C. M.Phil., Ph.D.,
Assistant Professor & Head

Dr. S. Chidambaranathan, M.A., B.Ed., M.Phil., Ph.D.,
Assistant Professor & Head

Mrs. S. Deepalakshmi, B.E., M.Sc., M.C.A., P.G.D.C.A., B.Lisc.,
Assistant Professor & Head

Dr. P. Sumathi, M.B.A., M.Phil., M.C.A., Ph.D.,
Assistant Professor & Head

INTERNAL COMMITTEE (ICC)

Dr. D. Venkateswaran., M.A(His)., M.A(Pol)., M.A.(Ind.Cul).,
P.G.D.F.M., D.G.T., P.G.D.C.A., B.Ed., M.Phil., Ph.D.,
Principal *i/c*

Dr. V. Kalavathi, M.A., M.Phil., Ph.D.,
Assistant Professor & Head

Mrs. S. Manjula Gayathri, M.Com., M.Phil., Assistant Professor

Dr. S. Kalavathi, M.Sc., M.Phil., Ph.D., Assistant Professor

Mr. Radha Ramana, II M.Com., (R) Student

Ms. S. Viveka, III Maths Student

COURSES OFFERED

AIDED		Year of Establishment
B.Com.,		1973
B.A.,	History	1977
B.Sc.,	Chemistry	1979
B.Sc.,	Mathematics	1980
M.Com.,		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.,		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.Sc.,	Mathematics	2016
M.Sc.,	Mathematics	2016
B.Com.,	Professional Accounting	2020

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

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM **INTERNAL QUALITY ASSURANCE CELL** **(IQAC)**

Internal Quality Assurance Cell (IQAC) has been functioning in our college as per the guidelines of National Assessment and Accrediation 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, consistence and catalyst 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. D.Venkateswaran - Principal & Chairperson

Coordinator

Dr. P.R. Suganya - Assistant Professor of English

Assistant Coordinator

Mr. R. Vishnu Shankar, Assistant Professor of Commerce.

Management Representative

Dr. S. Singaraj - Secretary, College Governing Council

Nominee from Employer

Sri. N.R. Krishnamoorthy Raja - President, Governing Council.

Senior Teachers

Dr. K. Rameshkumar, Associate Professor

& Head Department of History.

Mr. N. Ramesh, Assistant Professor & Department of Chemistry.

Dr. M.Kanagasabapathy, Assistant Professor of Chemistry.

Dr. Vasudhevaraja Latha, Librarian.

Mr. Gnanavelayutham, Assistant Professor

& Head Department of Commerce (CA)

Dr. B. Kandasamy, Assistant Professor of History.

Mrs. A. Bhuvaneshwari, Assistant Professor of Commerce.

Mr. M. Vishnusankar, Assistant Professor of Mathematics.

Dr. M. Lakshmi, Assistant Professor of Business Administration.

Dr. D. Sivakumar, Assistant Professor of Computer Science.

Mr. S.S. Ravichandran, Office Superintendent.

Nominee from Alumni

Dr. S. Muthukrishnan - President, Alumini Association.

Nominee from Industry / Local Society / Stakeholders

Sri. P. Devaraj - Industrialist.

Mr. G. Sankaranarayanan - Local Society.

Sri. K.G.Prakash - Stakeholder

Nominee from Students

Selvi. M. Srithija - II M.Com.

Selvan. Balaji. R - II B.Sc Phy.

MEMBERS OF TEACHING / NON - TEACHING STAFF

AIDED STAFF MEMBERS

Dr. D. Venkateswaran., M.A(His), M.A(Pol), M.A(Ind.Cul),
P.G.D.F.M., D.G.T., P.G.D.C.A., B.Ed., M.Phil., Ph.D.,
Principal i/c

Dr. K. Sivaramamoorthy, M.Sc., B.Ed., M.Phil., Ph.D.,
Vice Principal & Self Finance Co-ordinator

COMMERCE

Dr. E.L. Ramar, M.Com., M.Phil., P.G.D.C.A., Ph.D.,
Assistant Professor & Head

Mr. A. Surendran, M.Com., M.Phil., P.G.D.C.A., Assistant Professor

Mr. R. Vishnushankar, M.Com., M.Phil., P.G.D.C.A., M.B.A., M.Phil.,
Assistant Professor

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

Mrs. S. Manjula Gayathri, M.Com., M.Phil., Assistant Professor

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

Mrs. R. Vinitha, M.Com., A.C.S., Assistant Professor

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

Mrs. A. Bhuvaneshwari, M.Com., P.G.D.C.A, B.Ed., M.Phil.,
Assistant Professor

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

HISTORY

Dr. K. Ramesh Kumar, M.A., M.B.A., P.G.D.C.A., B.Ed., M.Phil., Ph.D.,
Associate Professor & Head

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

Dr. D. Ebi James, M.A., D.T.Ed., D.G.T., CJMC., M.T.M., M.Phil., Ph.D.,
Assistant 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.Ramji, M.M.S., M.A., Assistant Professor

CHEMISTRY

Mr. N. Ramesh, M.Sc., M.Phil., M.Sc(YHE),
Assistant Professor & Head

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

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

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

MATHEMATICS

Dr. S. David Laurence, M.Sc., P.G.D.C.A., M.Phil., Ph.D.,
Assistant Professor & Head

Dr. R. Ramalakshmi, M.Sc., C.I.T., C.G.T., P.G.D.C.A., M.Phil.,
Assistant Professor

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

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

Mrs. M. Maheshwari, M.Sc., Assistant Professor

PHYSICS

Dr. K. Sivaramamoorthy, M.Sc., B.Ed., P.G.D.C.A., M.Phil., Ph.D.,
Associate Professor & Head

Dr. M. Raja, M.Sc., Ph.D., Assistant Professor

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

Dr. S. Kalavathy, M.Sc., P.G.D.D.E.C. B.Ed., M.Phil., Ph.D.,
Assistant Professor

ENGLISH

Dr. C. Ramakrishnan, M.A. M.Phil., Ph.D.,
Assistant Professor & Head

Dr. M. Muruganatham, M.A., M.Phil., B.Ed., Ph.D.,
Assistant Professor

Dr. P.R. Suganya, M.A., 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
Mrs. R. Sakunthala, M.A., M.Phil., B.Ed., (S.F) Assistant Professor

ECONOMICS

Dr. S. Chidambaranathan, M.A., B.Ed., M.Phil., Ph.D.,
Assistant Professor & Head

PHYSICAL EDUCATION

Dr. L. Muthukumar, M.A., M.P.Ed., M.Phil., Ph.D.,
Director of Physical Education

LIBRARY

Dr. Vasudeva Raja Latha, M.L.I.Sc., P.G.D.C.A., P.G.D.L.A.N.,
Librarian

SELF – FINANCE

STAFF MEMBERS

COMPUTER SCIENCE

Mrs. S. Deepalakshmi, B.E., M.Sc., MCA., PGDCA., B.Lisc.,
Assistant Professor & Head
Mrs. D. Jothi, MCA., Assistant Professor
Mr. M. Ganeshkumar, MCA., M.Phil., Assistant Professor
Mrs. D. Saranya, M.Sc., Assistant Professor
Dr. V. Sivakumar, MCA., M.E., Ph.D., Assistant Professor
Mr. V. Vivek, M.E., Assistant Professor
Ms. M. Raja Gowsalya, M.Sc (CS & IT), B.Ed., Assistant Professor
Ms. P. Kaliswari, M.Sc., M.Phil., Assistant Professor

COMMERCE

Dr. R.A. Jeyakumar, M.Com., M.Phil., P.G.D.C.A., Ph.D.,
Assistant Professor & Head
Dr. A. Gayathri, M.Com(CA), M.Phil., PGDCA., Assistant Professor
Mrs. R. Maheswari, M.Com., M.Phil., Assistant Professor
Mr. R. Manimaran @ Gopi, M.S., M.Phil., B.Ed., Assistant Professor
Mr. A. Ashok Kumar, M.Com., M.Phil., D.G.T., Assistant Professor

Mrs. S. Jothilakshmi, M.Com., M.Phil., Assistant Professor
Mr. L. Ramachandran, M.Com., Assistant Professor
Mrs. M. Revathi, M.Com., Assistant Professor
Mrs. A. Kalavathi, M.Com., M.Phil., Assistant Professor
Ms. S. Saranya, M.Com., B.Ed., Assistant Professor
Mr. G. Ayyanappan, M.Com., Assistant Professor

COMMERCE WITH COMPUTER APPLICATION

Mr. A. Gnana Velayutham, M.A (History), PGDCA., M.C.A.,
Assistant Professor & Head
Mr. A. Ramkumar, MCA., Ph.D., Assistant Professor
Mr. T. Babu, M.C.A., M.Phil., Assistant Professor
Ms. V.G. KirthanaShri, M.Com., D.G.D., Assistant Professor
Mrs. A. Abu Sairabanu, M.Com., Assistant Professor
Mr. T. Kaliraj, M.Com., M.Phil., Assistant Professor
Mrs. R. Sumitha, MCA., Assistant Professor
Mrs. B. Murugeswari, M.Sc., Assistant Professor
Mrs. S. Shunmugapriya, MCA., M.E (CSE), Assistant Professor
Mrs. A. Arulmary, M.Com (CA), B.Ed., Assistant Professor
Mr. M. Dineshbabu, M.Com (CA), M.Phil., Assistant Professor
Mrs. M. Thenmozhi, M.Com(CA), Assistant Professor
Mrs. M. Sandhiya, M.Com(CA), Assistant Professor
Mr. P. Vairamuthu, M.Com (CA), M.Phil., Assistant Professor

BUSINESS ADMINISTRATION

Dr. P. Sumathi, M.B.A., M.Phil., MCA., Ph.D.,
Assistant Professor & Head
Mrs. R. Rohini, M.B.A., Assistant Professor
Mr. M. Muneeswaran, MBA., M.Phil., Assistant Professor
Mrs. D. Radha, M.B.A., M.Phil., Assistant Professor
Mrs. S. Tharanya Devi, M.B.A., Assistant Professor

ENGLISH

Mr. T. Maruthanayagam, M.A., B.Ed., M.Phil., Asst. Professor & Head	
Mrs. B. Mahalakshmi, M.A., M.Phil.,	Assistant Professor
Mrs. K.G. Sri Vidhya, M.A., M.Phil.,	Assistant Professor
Mrs. P.V. Deepa, M.A., M.Sc., (Yoga), PGDGC.,	Assistant Professor
Mrs. M. Janani, M.A. B.Ed.,	Assistant Professor
Mrs. N. Saraswathi, M.A.,	Assistant Professor
Mrs. G. Kiruba Hari, M.A., B.Ed., D.Fom.,	Assistant Professor
Mr. P. Satheeskumar, M.A.,	Assistant Professor
Mrs. V. Viyabhini, M.A.,	Assistant Professor
Mrs. B. Banupriya, M.A., B.Ed.,	Assistant Professor
Mrs. G. Jayaswathi, M.A., M.Phil.,	Assistant Professor
Mrs. S. Pandi Priya, M.A., M.Phil.,	Assistant Professor

TAMIL

Dr. K. Kandasamy Pandian, M.A., M.Phil., P.G.D.J.M.C.	Assistant Professor & Head
Mr. C. Mythiliraj, M.A., M.Phil., M.Ed.,	Assistant Professor
Mrs. K. Vanidevi, M.A., M.Phil., Ph.D.,	Assistant Professor
Mrs. D. Geetha, M.A., M.Phil., PGJMC.,	Assistant Professor
Dr. R. Geetha, M.A., M.A., M.Phil., Ph.D.,	Assistant Professor
Dr. R. Palanivel, M.A., M.Phil., Ph.D.,	Assistant Professor
Mrs. R. Sakuthala, M.A., M.Phil., B.Ed.,	Assistant Professor

MATHS

Mrs. M. Kavitha, M.Sc., B.Ed., M.Phil.,	Assistant Professor & Head
Ms. M. Malathi, M.Sc., M.Phil.,	Assistant Professor
Mrs. R. Sankari@Deepa, M.Sc (IT), M.Sc (Maths), M.Phil.,	Assistant Professor
Ms. M. Sarasusanna, M.Sc., M.Phil.,	Assistant Professor

B.COM PROFESSIONAL ACCOUNTING

Dr. S.K. Kannan, MBA., M.Com., M.Phil., Ph.D.,	Assistant Professor & Head
Dr. A. Muthulakshmi	Assistant Professor
Dr. M. Lakshmi, M.Com., M.Phil., PGDCA., Ph.D.,	Assistant Professor

Mr. T. Saravanakumar, M.Com.,	Assistant Professor
Mrs. P. Juliet, M.Com., M.Phil., PGDCAB.,	Assistant Professor

PTA STAFF

Mr. R. Arunkumar, M.Sc.,	Assistant Professor
Ms. V. Jeyalakshmi, M.Sc.,	Assistant Professor
Mr. S. Dhanajeyan, M.Sc.,	Assistant Professor

NON - TEACHING STAFF

Mr. S. S. Ravichandran, M.A., M.Phil.,	Office Superintendent
Mr. S. Subramanian, B.Com., PGDCA., M.A.,	Assistant
Mr. K. Solaimalai,	Junior Assistant
Mr. M. Suresh Babu, M.Com.,	Junior Assistant
Mr. S. Varadarajan,	Special Grade Typist
Mrs. R. Sorubalatha, B.Com., PGDCA.,	Typist
Mrs. P. Maheswari	Store Keeper
Mr. T. Ramesh, M.Com., M.Phil.,	S.G. Lab Assistant
Mrs. S. Padmavathi M.L.I.Sc.,	Lab Assistant
Mr. P. Sanjeevi,	Lab. Assistant
Mr. S. Nandhakumar B.Com., (CA)	Lab Assistant
Mr. S. Seetharaman,	Training Instructor (Spl. Gr.)
Mr. R. Munisubramanian,	S.G. Record Clerk
Mr. T. Sukumar,	Record Clerk
Mr. R. Ram Kumar M.Com.,	Record Clerk
Mr. S. Satheesh M.Com.,	Library Assistant

MENIALS

Mr. M.R. Vinoth Pranav B.Sc.,	Office Assistant
Mr. S. Krishnakumar M.Com., M.A., PGDCA.,	Office Assistant
Mr. T.B. Ramamoorthy	Office Assistant
Mr. A. Geetha B.A.,	Office Assistant
Mr. R. Krishnakumar DCE.,	Scavenger
Mrs. M. Kavitha B.Com.,	Sweeper

Mrs. R. Abarna, M.A.,	Sweeper
Mr. B. Lakshmi Narayanan, EEE.,	Sweeper
Mr. M. Thirupathi Venkateshwaran B.Com.,	Sweeper
Mr. R. Somnath, DME.,	Water Man
Mr. A.R. Ramkumar	Games Marker
Mr. S. Deepak Raja	Watchman
Mr. M.V. Saikumar, M.Sc.,	Watchman

SELF – FINANCE

Mr. S. Vishnusankar, B.Sc., (I.T).,	Accountant
Mrs. A. Aswini	Assistant Accountant
Mrs. A. Rohini	Assistant Accountant
Mr. D. Arun	Junior Assistant
Mr. D. Ram Singh	Junior Assistant
Mrs. G. Janani	Library Assistant
Mr. R. Ramsankar	Electrician
Mrs. R. Manjula	Conductor
Mrs. J. Manjula	Conductor
Mr. L. Maideen Bathcha	Driver
Mr. P. Rajesekar	Security

**Endowment Prizes, Scholarships,
Aid Fund and Concessions**

The interest accrued from the following Endowments will be paid as Endowment Prizes.

Two Endowment Prizes were founded in November 1979 by Sri M.S.D. Chandrasekara Raja (Sri Bharathi Cotton Mills) in memory of his parents. The Prizes will be announced and awarded every year on College Day or Convocation Day.

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes
1.	“Smt. M.S.D. Ammani Ammal Prize”	Sri M.S.D. Chandra sekara Raja	His Mother	B.A., History Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU
2.	“Sri M.S. Dharmaraja Prize”	Sri M.S.D. Chandra sekara Raja	His Father	B.Com., Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU
3.	“Dr. D. Regupathy Raja, M.Sc., Ph.D., Endowment Prize”	Sri K.Jeganatha Raja, Retired Superintendent of the college	His Brother-in-Law	M.Com., Degree Exams of MKU in the first attempt and stands first among the students of the college
4.	“Sri P.A.P. Alaga Raja Endowment Prize”	Sri P.A. Jaganatha Raja	His Father	M.Com., Degree Exams of MKU in the first attempt and stands first among the students of the college

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes
5.	“Sri. N.R.K. Subbu Ram Rajha Endowment Prize”	Smt. N.S. Vasantha ammam	Her Husband	B.Sc., Chemistry Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU
6.	“Sri T.C. Ramasamy Raja Endowment Prize”	Sri T.C.R. Kothandarama Raja	His Father	B.Sc., Mathematics Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU
7.	“Sri N.R.K. Subbu Ram Rajha Endowment Prize”	Smt. N. S. Vasantha ammam	Her Husband	B.Sc., Physics Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes
8.	“Sri S.M. Rengasamy Raja Endowment Prize”	Prof R.Narayanan	His Father	B.Sc., Computer Science Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU
9.	“Sri N.A. Ramachandra Raja Endowment Prize”	Sri N.R. Subramania Raja	His Father	B.B.A., Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU
10	“Sri K.A. Vivekananda Raja Endowment Prize”	Dr. K.V.Vignesh	His Father	B.Com (CA), Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU
11	“Sri K.B. Pattabirama Raja Endowment Prize”	Dr. K.V.Vignesh	His Grand-Father	M.Sc.,(CS) Degree Exams of MKU in the first attempt and stands first among the students of the college

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes
12	“Smt. K.B.P. Damayanthi Ammal Endowment Prize”	Sri K.P. Bhima Raja	His Mother	Awarded to two students of the B.A./ B.Sc., who stand first in Part I Tamil and Part II English respectively
13.	“Sri M.P.V. Ayyanar Raja Endowment Prize”	Sri M.A. Subramania Raja	His Father	Best outgoing student of the year
14.	“Sri K.B. Pattabirama Raja Endowment Prize”	Sri M.S.D. Chandra Sekara Raja	Freedom Fighter	a) “The Best Sportsman” b) Pass B.Com., who stands first in Part II English
15.	“Smt. M.A. PanjaliAmmal Endowment Prize	Sri M.A. Subramania Raja	His Mother	U.G. Students who get Rank in University Examination
16.	“Sri M.A. Srirenga Raja Endowment Prize”	CA M.S. Dhasaratha Raja	His Father	U.G. Students who get Rank in University Examination
17.	“Sri Geetha Krishna Spinning Mills Endowment Prize”	Sri V.K. Subramania Raja	His Father	Best Outstanding Student
18.	“Smt. K.P. Sathiyabama Perumal Raja Endowment Prize”	Sri V.S. Vasudeva Raja	His Sister	Best Outstanding Social Service

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes
19.	“Gandhi I.B. Arrangasamy Raja Endowment Prize”	Dr. V.Venkat raman, Head & Associate Professor in History	Freedom Fighter	Best Volunteer of our college
20.	“Sri N.S. Sankar Raja Endowment Prize”	Dr. S. Singaraj, Secretary, of the College Governing Council and Retired Associate Professor	His Father	M.Com.(CA), Degree Exams of MKU in the first attempt and stands first among the students of the college
21.	“Sri A.V. Rajendra Raja Endowment Prize”	Sri. R. Jeganathan, Superintendent of this college	His Father	B.Com.(CA), Degree Exams of MKU in the first attempt and stands first among the students of the college
22.	“Sri S.R. Balakrishna Raja & Smt S.B. Srirengammal Endowment Prize”	Sri B.Ramaraja, Retired Superintendent of the College	His Father & Mother	B.Com.,(self) Degree Exams of MKU in the first attempt and stands first among the students of the college
23.	“Smt S.K. Leelavathiammal Endowment Prize”	Sri. S.K. Chandrasekara Raja	His Mother	M.Com.(CA), Degree Exams of MKU in the first attempt and stands first among the students of the college

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes
24	“Sri S.S. Kandasamy Raja Endowment Prize”	Sri. S.K. Chandra sekara Raja	His Father	M.A(English)., Degree Exams of MKU in the first attempt and stands first among the students of the college
25.	“Sri A.A. Subbaraja Endowment Prize”	Sri A.A. Shyam	His Father	Best Outstanding Girl Student
26.	“Sri RaoBahadur A.K.D. Dharmaraja Endowment Prize”	Sri A.A. Shyam	Sri RaoBahadur A.K.D. Dharmaraja	Best Sports Woman
27.	“Sri P.R. Subbaraja Endowment Prize”	Sri S.Seetharaman, Training Instructor of the College	His Father	Best P.G. Student (Male) of the College
28.	“Sri K.D. Gopal Raja and Smt K.G. JothiAmmal Endowment Prize”	Sri S.Seetharaman, Training Instructor of the College	His Uncle	Best P.G. Student (Female) of the College
29.	Panmozhi Pulavar “Sri M.G. Jeganatha Raja Endowment Prize”	Smt R. Manimekalai	Her Father	B.A(Tamil)., Degree Exams of MKU in the first attempt and stands first among the students of the college

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes
30	“Sri A.K.D.Alagaraja and Smt A.K.D.A. SubbulakshmiAmmal Endowment Prize”	Sri A.A. Shyam	His Grand -Father and Grand -Mother	Best Girl Social Service Student
31.	“Sri S.S.Dhanushkodi Raja and Smt S.D. Manjammal Memorial Prize”	Dr. D. Venkates waran, Principal i/c	His Father and Mother	M.Sc., (Mathematics) Degree Exams of MKU in the first attempt and stands first among the students of the college
32.	“Thiyagi Sri P.L. Duraisamy Raja memorial Best Blood Donor Award”	Dr. V. Venkatraman, Head & Associate Professor	Freedom Fighter	Best Blood Donor of the Student
33.	“Sri N.S. Velayutha Raja and Smt N.V. Poorvammal memorial University Rank Holder of our College”	Sri. V. Dharma krishnan, Assistant (Retired)	His Father and Mother	University Rank Holder of our College
34.	Mrs. N.A.P. Premlatha Pappuraja Endowment Prize	Sri.P. Ashwanth Raja	His Mother	NCC Best Civil Cadet
35.	Dr. Major S. Subramania Raja Endowment Prize	Dr. Major S. Subramaniraja		NCC Best Boy CADET
36.	Mr. N.A. Pappu Raja Endowment Prize	Sri. P. Ashwanth Raja	His Father	B.Com (PA) 1st Rank for outgoing final year Student

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes
37.	Smt. M.S. Rammal Endowment Prize	CA. S. Dhasarathan	His Mother	Poor and Economically Batch Word Student
38.	Smt. M.A. Sriranga Raja Endowment Prize	CA. S. Dhasarathan	His Father	Part II English
39.	Sri M.A. Vasudeva Raja and Mrs.M.V. Anusuya Devi Memorial Cash Award	Mrs. Vasudeva Raja Latha, Librarian	Her Father and Mother	Best Library User
40.	Sri M.A. Vasudeva Raja Memorial Cash Award	Mrs. Vasudeva Raja Latha, Librarian	Her Father	Best Library Volunteer
41.	S.D. Susheela Memorial Cash Award	Sri S.R. Dhanushkodi Raja	His Wife	University Rank Holder
42.	Sri.G.A.Pethu Raja Memorial Cash Award	Sri.K.P.A. Anand Raaja	His Grand Father	Nature Club Best Active Student Female
43.	Sri.K.P.Ayyanar Raja Memorial Cash Award	Sri.K.P.A. Anand Raaja	His Father	Nature Club Best Active Student Male
44.	Sri.A.S.Dharma Raja Cash Award	Sri.A.D. Shankar Ganesh	His Father	
45.	Sri.V.S.Narayana Raja Memorial Cash Award	Sri.V.N. Vijayan	His Father	
46.	Sri. M.G. Narayana Raja Memorial Cash Award	Mr.N.Ramesh, Head & Assistant Professor of Chemistry	His Father	Best Special Student Award

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 Defence 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, Gazetted 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 Tamilnadu 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 & 90A TNER) 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 remission 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 extra-ordinary 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 housed in the P.K.R. Hall and 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. The Library was shifted to the Sri P.K. Ramasamy Raja Hall in June 2017.

There are 31541 books available in the Library. The Library subscribes 8 Newspapers, 34 magazines and 15 Journals. NLIST and NDLI facilities are also available. The Library has exclusive sections for **Reference Books, Dissertations and Thesis, Book Bank** (catering to the students of economically and socially backward communities), a separate section on **Career Guidance**, a **Digital Library** and a **DVD** Section that are well maintained.

Library Rules and Regulations

All the Students and Staff of the College are the members of the College Library. The Library is kept open on all working days of the College. Every student using the Library shall be given Borrower's Tickets each bearing his/her roll number, name, class and group or branch. Each ticket shall entitle the student to borrow one book from the Library. Students will be entitled to keep a book for two weeks from the date of issue. The book shall be returned to the Library on the date marked on the date slip, but it may be reissued to the same person if it is not in the meantime applied for. When reissued, the book may be

retained for a further period of two weeks and not more than two such renewals will be allowed. The book should be shown to the Librarian for every renewal. The Librarian may recall any book at any time even if the normal period of loan has not expired. A Student failing to return a book on the due date will be fined Re.1/- for each day. A Student who has to pay a fine or any other charges to the Library will not be allowed to borrow books. Absence or illness is no excuse for delay in the return of books. The Librarian shall send to the Principal the names of students who have to be fined for delay in returning books. Students are expected to use all books with care. If a book is lost or damaged, the students responsible for it shall replace the book or pay fine defined by the Library Committee. All kinds of marking, underlining and the like are absolutely forbidden. Every book will be examined as soon as it is returned and if any book is found to have been marked, soiled or damaged, the matter will be reported to the Principal for disciplinary action.

Books will be issued on all working days from 9a.m.to 5p.m. Books will be issued to students only in exchange for Library Borrower's Tickets. Every student who wishes to take a book shall fill in the application form and submit it to the Librarian before 1.00 p.m. When returning a book the borrower must take back the ticket. Otherwise, he will be responsible for the book. Books must be returned before 2.00 p.m. A student who borrows a book shall return it and under no circumstance transfer it to any other person. A student who loses the ticket must at once bring the matter to the notice of the Librarian. Duplicates may be issued on payment of a fine not exceeding Rs. 20/-..

Students must return their tickets at the end of their course or at the time of their leaving the College, whichever is earlier or pay the fine on the lost tickets and be responsible for the books that may be borrowed on them. Library books borrowed and the reader's tickets should be returned on or before 25th March.

Reading Room

The Reading room will be kept open during the working hours of the College. Strict silence and decorum must be observed in the

Library. The Librarian may refuse issue of books for breach of this rule. The Librarian shall bring to the notice of the Principal, any student damaging or missing the books, talking or making any other noise in the Library or in any other way misbehaving. Students should not bring any of their personal belongings inside the Library.

Periodicals should in no case be removed from the Reading Room. Students are required to use all magazines and journals with care. They should make good the loss of or damage done to any periodical which they have been using.

The Digital Library

Students can access e resources from the Digital Library that has a collection of E books and DVDs. Links to Open access resources and audio books are provided in the Digital Library..

Further, the College is registered under **N-List**-(National Library and Information Services) that extends access to its 6000+ e- journals and 31,35,000+ e books. The college is also registered as an **NDLI Club** Partner under the National Digital Library of India, Ministry of Human Resource Development, Government of India giving access to 27,814,879 items to all the students and staff of the College.

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.

QUALITY CIRCLE FORUM OF INDIA (QCFI):

Quality Circle Forum was launched in our college in association with Quality Circle Forum of India, Madurai chapter on 25-10-2018. Our College is the first among Arts and Science College to start QCFI in India. The aim of this Forum is to introduce quality concepts, quality circles and 5'S in workplaces.

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.	ExtentionActivities	Co-ordinators
1.	SC / ST Cell	Dr. S. David Laurence Assistant Professor & Head, Department of Mathematics
2.	Minority Cell	Dr. D. Ebi James Assistant Professor, PG Department & Research Centre in History
3.	Anti-Ragging Committee	Dr. R.A. Jeyakumar Assistant Professor & Head Department of Commerce (SF)
4.	Students' Grievance Redressal Cell	Dr. C. Ramakrishnan Assistant Professor & Head, Department of English
5.	Internal Compliance Committee	Dr. V. Kalavathi, Assistant Professor & Head Department of Tamil
6.	Academic Staff Council	Dr. K. Rameshkumar Associate Professor & Head, PG Department & Research Center in History

7.	Internal Quality Assurance Cell (IQAC)	Dr. P. Suganya, Asst. Professor, Department of English.
8.	Research & Development Cell	Dr. K. Rameshkumar Associate Professor PG Department & Research Centre in History
9.	Placement Cell	Dr. M. Sumathi, Asst. Professor, Department of Business Administrator.
	Internship Activity	Mrs. A. Bhuvaneshwari, Asst. Professor, Dept. of Commerce.
10.	Examinations Committee	Dr. M. Muruganandam Assistant Professor, Dept. of English.
11.	Institution's Innovation Council (IIC)	Mr. A. Surendran Assistant Professor, PG Department & Research Centre in Commerce
12.	Entrepreneurship Development Cell (EDC)	Mr. A. Surendran Assistant Professor, PG Department & Research Centre in Commerce
13.	Parent-Teacher Association (PTA)	Mr. M. Vishnu Sankar Assistant Professor, Department of Mathematics
14.	National Cadet Corps (NCC) Boys Wing & Girls Wing	Mr. R. Sakthivel Assistant Professor, PG Department & Research Centre in History. Dr. R. Ramalakshmi Asst. Professor, Dept. of Mathematics
15.	National Service Scheme (NSS) (4 Boys & 2 Girls Units)	Unit No. 171 Mr. B. Vishnusankar Assistant Professor, Department of Mathematics.
		Unit No. 170 Mr. Asst. Professor, Department of
		Unit No. 206 Dr. M. Raja, Assistant Professor, Department of Physics.
		Unit No. 172 Mr. A. Ramkumar, Asst. Professor, Department of Computer Application.
		Unit No. 173 Mrs. R. Vinitha, Asst. Professor, PG Department & Research Centre in Commerce.
Unit No. 235 Mrs. S. Sathya, Asst. Professor, Department of Tamil.		

16.	Unnat Bharat Abhiyan 2.0	Dr. M. Raja Assistant Professor, Department of Physics.
17.	National Institutional Ranking Framework (NIRF)	Dr. S. David Laurence Assistant Professor & Head, Department of Mathematics.
18.	All India Survey on Higher Education (AISHE)	Mr. R. Vishnu Shankar Assistant Professor, PG Department & Research Centre in Commerce.
19.	Youth Red Cross (YRC)	Dr. K. Kandasamy Pandian Assistant Professor & Head, Department of Tamil (SF)
20.	Red Ribbon Club (RRC)	Mr. P.R. Ramji Assistant Professor, PG Department & Research Centre in History.
21.	Blood Donor's Club	Dr. K. Kandasamy Pandian Assistant Professor, Department of Tamil (SF)
22.	Women Development Cell	Mrs. R. Jayshree Assistant Professor, PG Department & Research Centre in History.
23.	Gender Sensitization Cell	Dr. V. Kalavathi Assistant Professor & Head, Department of Tamil.
24.	Dicipline Committee	Dr. C. Ramakrishnan Assistant Professor & Head Department of English
25.	Nature Club	Mr. P.R. Ramji Assistant Professor, PG Department & Research Centre in History.
26.	Readers Forum	Dr. Vasudeva Raja Latha Librarian.
27.	Literary Forum	Dr. V. Kalavathi Assistant Professor & Head, Department of Tamil.
28.	Quality Circle Forum (QCF)	Dr. R. Jaganath Assistant Professor, PG Department & Research Center in History.

29.	Fine -Arts Club	Dr. B. Srilakshmi, Assistant Professor PG Department & Research Centre in History
30.	Taaliim - Counselling Cell	Mrs. R. Jayshree Assistant Professor, PG Department & Research Center in History.
31.	Rotract Club	Mr. M. Vishnu Sankar Assistant Professor Department of Mathematics. Mr. P. Manimaran @ Gopi Assistant Professor Department of Maths (SF)
32.	Atal Ranking of Institutions on Innovation Achievements (ARIIA)	Dr. S. Kalavathi Assistant Professor , Department of Physics.
33.	Public Financial Management System	Mr. M. Vishnu Sankar Assistant Professor , Department of Mathematics.
34.	Staff Club Secretary	Dr. D. Ebi James Assistant Professor, PG Department & Research Center in History.
35.	ERP	Mr. M. Ganeshkumar Assistant Professor , Department of Computer Science.
36.	Hostel Committee	Mr. R. Sakthivel, Asst Professor, PG Department & Research Centre in History. Deputy Warden - Men's Hostel Dr. T. Umasankareswari, Asst Professor, Department of Chemistry. Deputy Warden - Women's Hostel
37.	Press Report Committee	Dr. B. Kandasamy Assistant Professor, PG Department & Research Centre in History. Dr. K. Kandasamy Pandian Assistant Professor, Department of Tamil (SF)
38.	Social Media Club	Mrs. R. Sumitha Assistant Professor, Department of Commerce with Computer Application.

39.	College Core Committee to organize College Programmes (Ex. Republic Day, Independence Day, Convocation Day, College Day, Inauguration of New Buildings, Organizing Medical Camps, Blood Donation Etd.)	Dr. R. Jaganath Dr. L. Muthukumar - PE.D., Dr. G. Gowri - Commerce Mrs. S. Manjula Gayathri Commerce Dr. B. Kandasamy - History Dr. K. Kandasamy Pandian-Tamil Mr. A. Ramkumar B.Com (CA) Mrs. M. Maheswari - Maths
40.	College Website Committee	Dr. R. Ramalakshmi Assistant Professor , Department of Mathematics.
41.	Higher Educational Institution Admission (HEIA) Entrance Coaching	Dr. G. Srinivasagan Assistant Professor, Department of Chemistry.
42.	Competitive Examination Coaching Classes	Dr. G. Srinivasagan Assistant Professor, Department of Chemistry.
43.	Consumer Club	Mrs. M. Maheswari Assistant Professor, Department of Mathematics.
44.	Youth Hostel Association	Mr. M. Vishnu Sankar Assistant Professor, Department of Mathematics.
45.	Calendar Committee	Dr. V. Kalavathi, Assistant Professor & Head, Department of Tamil. Mrs. A. Bhuvanewari, Asst. Professor, PG Department & Research Centre in Commerce Mrs. S. Manjula Gayathri Asst. Professor, PG Department & Research Centre in Commerce
46.	Heritage Club	Dr. B. Kandasamy Assistant Professor, Department of in History.
47.	RRC-Incubation Centre	Dr. M.Kanagasabapathy Assistant Professor, Department of Chemistry Mr.R.Vishnu Shankar Asst. Professor, PG Department & Research Centre in Commerce

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 Class room 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 class room. 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 class rooms. No student should leave the class room without the permission of the teacher.
6. Students must maintain discipline in the Class room, 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 up on 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. Play fields must not be trespassed when games are on.
23. 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.
24. 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.
25. 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.
26. Students are forbidden from entering the Office Room and the Staff Room during unspecified hours.
27. 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.
28. Careful handling of apparatus in the laboratory and furniture in the class room 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.
29. 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. 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.
31. For the betterment of the students' future, English must be followed as a spoken language in the College Campus.
32. Loitering on the verandah, indulging in noisy talk, crowding round in pathways, whistling, doing anything unbecoming of a student are strictly forbidden.

33. 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.
34. 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) Withholding of certificates (d) Suspension and (e) Expulsion.
35. The Principal's decision shall be final in matters of punishment of the student for violation of any one of the rules of the College.

**DRESS CODE FOR STUDENTS TO BE FOLLOWED
IN THE COLLEGE.**

BOYS.

36. 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.
37. Boys should come to College with proper haircut.
38. Wearing of unnecessary bands in the wrist, valuable chains and jewelery must be avoided.

GIRLS.

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

ACADEMIC CALENDAR			
Date	Days	JULY - 2022	W. D
1	Fri		
2	Sat		
3	Sun		
4	Mon	Vivekanandar Aniversary	
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat		
10	Sun	Bagrith	
11	Mon	World Population Day	
12	Tue		
13	Wed		
14	Thu		
15	Fri	Education Day Kamarajar Birth Day	
16	Sat		
17	Sun	International Judicial Day	
18	Mon	ODD - Sum College Opening	1
19	Tue		2
20	Wed	International Chess Day	3
21	Thu		4
22	Fri		5
23	Sat		-
24	Sun		-
25	Mon	Kargil War Day	6
26	Tue		7
27	Wed		8
28	Thu	International Natural Source Day	9
29	Fri	International Tiger Day	10
30	Sat		11
31	Sun		-

ACADEMIC CALENDAR			
Date	Days	AUGUST - 2022	W. D
1	Mon	Adi Pooram	-
2	Tue	National Colour Books Day	1
3	Wed	Adi-Perukku	2
4	Thu		3
5	Fri	Varalakshmi Viratham	4
6	Sat		-
7	Sun		-
8	Mon		5
9	Tue	Moharam	-
10	Wed		6
11	Thu		7
12	Fri	National Library Day / Gayathiri Jabam	8
13	Sat		-
14	Sun		-
15	Mon	Independence Day	-
16	Tue		9
17	Wed		10
18	Thu		11
19	Fri	Krishna Jayanthi	-
20	Sat		12
21	Sun		-
22	Mon		13
23	Tue		14
24	Wed		15
25	Thu		16
26	Fri		17
27	Sat		-
28	Sun		-
29	Mon	National Sports Day	18
30	Tue		19
31	Wed	Vinayagar Chaturthi	-

ACADEMIC CALENDAR			
Date	Days	SEPTEMBER - 2022	W. D
1	Thu		1
2	Fri		2
3	Sat		3
4	Sun		-
5	Mon	National Teachers Day	4
6	Tue		5
7	Wed		6
8	Thu	Onam, International Literacy Day	7
9	Fri		8
10	Sat		-
11	Sun	First - Aid Day	-
12	Mon	I Internal Exam	9
13	Tue		10
14	Wed		11
15	Thu		12
16	Fri	International Ocean Day	13
17	Sat		14
18	Sun		-
19	Mon		15
20	Tue		16
21	Wed	International Peace Day	17
22	Thu		18
23	Fri		19
24	Sat		-
25	Sun		-
26	Mon	International River Day	20
27	Tue	International Tourism Day	21
28	Wed	Green Consumer Day	22
29	Thu		23
30	Fri	International Translation Day	24

ACADEMIC CALENDAR			
Date	Days	OCTOBER - 2022	W. D
1	Sat		1
2	Sun	Gandhi Jayanthi	-
3	Mon		2
4	Tue	Aautha Pooja	-
5	Wed	Vijayathasami	-
6	Thu		3
7	Fri		4
8	Sat		-
9	Sun	Miladi-Nabi	-
10	Mon		5
11	Tue	International Girl Child Day	6
12	Wed		7
13	Thu		8
14	Fri		9
15	Sat	International Student's Day	10
16	Sun	International Food Day	-
17	Mon	International Poverty Day	11
18	Tue		12
19	Wed		-
20	Thu		13
21	Fri		14
22	Sat		-
23	Sun		-
24	Mon	Diwalli	-
25	Tue		15
26	Wed		16
27	Thu		17
28	Fri		18
29	Sat		19
30	Sun		-
31	Mon	National Unity Day	20

ACADEMIC CALENDAR			
Date	Days	NOVEMBER - 2022	W. D
1	Tue	II Internal Exam	1
2	Wed		2
3	Thu		3
4	Fri		4
5	Sat		5
6	Sun		-
7	Mon	Sar. C.V. Raman Birth Day	6
8	Tue		7
9	Wed		8
10	Thu	International Science Day	9
11	Fri	National Education Day	10
12	Sat	National Childrens Day	-
13	Sun		-
14	Mon		11
15	Tue		12
16	Wed		13
17	Thu		14
18	Fri		15
19	Sat	International Men's Day	16
20	Sun		-
21	Mon		17
22	Tue		18
23	Wed		19
24	Thu		20
25	Fri	International Women's Against Violence Day	21
26	Sat	Consitution Day	-
27	Sun		-
28	Mon		22
29	Tue		23
30	Wed		24

ACADEMIC CALENDAR			
Date	Days	DECEMBER - 2022	W. D
1	Thu	Semester Exam Starts	
2	Fri	International Computer Science Day	
3	Sat		
4	Sun		
5	Mon	World Soil Day	
6	Tue		
7	Wed	Flag Day	
8	Thu		
9	Fri		
10	Sat	Human Wright Day	
11	Sun		
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri		
17	Sat		
18	Sun		
19	Mon		
20	Tue	International Human Solidarity Day	
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun	CHRISTMAS	
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		
31	Sat		

ACADEMIC CALENDAR			
Date	Days	JANUARY - 2023	W. D
1	Sun		
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun		
9	Mon	College Opening even Semester	1
10	Tue		2
11	Wed		3
12	Thu		4
13	Fri	Bogi	-
14	Sat	Pongal Holiday	-
15	Sun		-
16	Mon	Thiruvalluvar Day	-
17	Tue		5
18	Wed		6
19	Thu		7
20	Fri		8
21	Sat		9
22	Sun		-
23	Mon		10
24	Tue	National Girl Child Day	11
25	Wed	National Voters Day	12
26	Thu	Republic Day	-
27	Fri		13
28	Sat		-
29	Sun	National News Papers Day	-
30	Mon	Mahatma Gandhi Anniversary	14
31	Tue		15

ACADEMIC CALENDAR			
Date	Days	FEBRUARY - 2023	W. D
1	Wed		1
2	Thu		2
3	Fri		3
4	Sat		4
5	Sun	Tai Poosam	-
6	Mon		5
7	Tue		6
8	Wed		7
9	Thu		8
10	Fri		9
11	Sat		-
12	Sun		-
13	Mon		10
14	Tue	Pulwama Day	11
15	Wed		12
16	Thu		13
17	Fri		14
18	Sat		15
19	Sun		-
20	Mon		16
21	Tue	International Mother Tongue Day	17
22	Wed	I Internal Exam	18
23	Thu		19
24	Fri		20
25	Sat		-
26	Sun		-
27	Mon		21
28	Tue	National Science Day	22

ACADEMIC CALENDAR			
Date	Days	MARCH - 2023	W. D
1	Wed		1
2	Thu		2
3	Fri	International Animals Day	3
4	Sat		4
5	Sun		-
6	Mon	Maasi Magam	5
7	Tue	I Internal Exam	6
8	Wed	International Women's Day	7
9	Thu		8
10	Fri		9
11	Sat		-
12	Sun		-
13	Mon		10
14	Tue		11
15	Wed		12
16	Thu		13
17	Fri		14
18	Sat		15
19	Sun		-
20	Mon		16
21	Tue		17
22	Wed		18
23	Thu		19
24	Fri		20
25	Sat		-
26	Sun		-
27	Mon		21
28	Tue		22
29	Wed		23
30	Thu	Sri Ram Navami	24
31	Fri		25

ACADEMIC CALENDAR			
Date	Days	APRIL - 2023	W. D
1	Sat		1
2	Sun	International Children Book Day	-
3	Mon	Mahaveer Jayanthi	2
4	Tue		3
5	Wed		4
6	Thu	International Day of Sport for Development and Peace	5
7	Fri	International Hygiene Day / Good Friday	6
8	Sat		-
9	Sun		-
10	Mon	II Internal Exam	7
11	Tue		8
12	Wed	International Astronauts Day	9
13	Thu	Jalina Vallbog Day	10
14	Fri	Tamil New Year	11
15	Sat		12
16	Sun		-
17	Mon		13
18	Tue	International Traditions Day	14
19	Wed		15
20	Thu		16
21	Fri		17
22	Sat	International Globe Day / Ramzon	-
23	Sun	International Book Publishers Day	-
24	Mon		18
25	Tue		19
26	Wed		20
27	Thu		21
28	Fri		22
29	Sat		23
30	Sun		-

ACADEMIC CALENDAR			
Date	Days	MAY - 2023	W. D
1	Mon	International Labour Day	-
2	Tue	II Internal Exam	1
3	Wed		2
4	Thu		3
5	Fri		4
6	Sat		5
7	Sun		-
8	Mon		6
9	Tue		7
10	Wed		8
11	Thu	International Technology Day	9
12	Fri		10
13	Sat		-
14	Sun	Mother's Day	-
15	Mon	International Business Day	11
16	Tue		12
17	Wed		13
18	Thu	International Musume Day	14
19	Fri		15
20	Sat	International Honey Bee Day	16
21	Sun		-
22	Mon		17
23	Tue		18
24	Wed	Semester - Last Working Day	19
25	Thu		20
26	Fri		21
27	Sat		-
28	Sun		-
29	Mon	International Day of Peace Keepers Day	22
30	Tue		23
31	Wed		24

அறிவின் நோக்கம் மகிழ்ச்சியை தக்க வைப்பதல்ல: வலியைப் போக்குவதே.

ACADEMIC CALENDAR			
Date	Days	JUNE - 2023	W. D
1	Thu	International Parents Day	-
2	Fri		-
3	Sat	International Cycle Day	-
4	Sun		-
5	Mon	International Environment Day	-
6	Tue		-
7	Wed		-
8	Thu		-
9	Fri		-
10	Sat		-
11	Sun		-
12	Mon	International Against Child Labour Day	-
13	Tue		-
14	Wed	Blood Donars Day	-
15	Thu		-
16	Fri		-
17	Sat		-
18	Sun		-
19	Mon	Fathers Day	-
20	Tue		-
21	Wed	Yoga Day	-
22	Thu		-
23	Fri		-
24	Sat		-
25	Sun		-
26	Mon		-
27	Tue		-
28	Wed		-
29	Thu		-
30	Fri		-
31	Sat		-

சொல்லும் செயலும் பொருந்தி வாழ்கின்ற மனிதனே உலகத்தில் மகிழ்ச்சியாக வாழும் மனிதன் விருந்.

**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
I						12 - 1 3 - 4
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
I						12 - 1 3 - 4
II						
III						
IV						
V						
VI						

**RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM
NO DUES SLIP (EVEN SEMESTER 2021-2022)**

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

**RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM
NO DUES SLIP (ODD SEMESTER 2021-2022)**

Name of the Student (in Block Letters) :

Roll No. :

Class :

Semester : II / IV / VI

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 with out 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.

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.

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.