

# SRI SARADA COLLEGE FOR WOMEN

(Accredited with 'B' Grade by NAAC (CGPA-2.76)

Affiliated to Manonmaniam Sundaranar University

(A Branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)

Sarada Nagar, Ariyakulam, Maharajanagar (P.O.),

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ज्ञान-विज्ञान विमुक्तये



HAND - HEART - HEAD

## COMPENDIUM

### **PERSONAL MEMORANDUM**

Name	:	.....	<div>Photo Stamp Size</div>
Year & Major	:	.....	
University Register No.	:	.....	
College Roll No.	:	.....	
Date of Birth	:	.....	
Residential Address	:	Door No ..... Street .....	
Place	:	.....	
Taluk	:	.....	
District	:	..... Pin Code: .....	
Father's Name	:	.....	
Mother's name	:	.....	
Guardian's name	:	.....	
Height	:	..... Weight: .....	
Blood Group	:	.....	
PAN Number	:	.....	
Bank Account No. & Name	:	.....	
Insurance Policy No.	:	.....	
Aadhaar ID Number	:	.....	
Driving License No.	:	.....	
Mobile Number	:	Father .....	
		&	
		Mother .....	
Email ID	:	.....	
Other Details	:	.....	
Personal ID Marks	:	.....	
Date :			Signature

**அருட்திருமூவர்**  
**THE HOLY TRINITY**



பகவான்                      அன்னை                      சுவாமி  
ஸ்ரீ ராமகிருஷ்ணர்      ஸ்ரீ சாரதாதேவி      ஸ்ரீ விவேகானந்தர்  
தோற்றம்: 17.02.1836      தோற்றம்: 22.12.1853      தோற்றம்: 12.01.1863  
சமாதி : 16.08.1886      சமாதி : 21.07.1920      சமாதி : 04.07.1902

**ஸ்தாபகர்**  
**FOUNDER**



தோற்றம்: 11.03.1898  
சமாதி : 16.11.1985

## **ABOUT THIS COMPENDIUM**

The compendium unveils you the multifaceted aspects, a complete vital model graduate ought to know. You children, after your school studies have stepped here into this divine academic portal, Sri Sarada College for Women You are fortunate to be here for grooming to be role model women citizen of this Universe. Lot of potentials lie within you. You must understand your energy, your godliness and your role in serving and moulding the society towards harmony.

You children must be able to lead towards vision aligned with strategy. You have to manage and plan for change. You have to learn and prepare for change. Your role is to execute, improve and embed all that is best for the society. You must reflect the best in you that you have acquired through parents, teachers, society and environment. What is best possible and required, you do first; and what is not possible presently, do plan, practice, perfect and perform.

We judge ourselves by what we feel capable of doing, while others judge us by what we have already done. You children are the foundation for posterity. You may think that you are ordinary, but you are with extraordinary potentials unknown to you. We wish that you the children of Holy Mother Sarada should have no parallels and should shine in all perspectives.

If not you, then who else?

If not now, then when?

If not here, then where?

This compendium will be a lifelong companion in your career contains collection of information indispensable for an ideal graduate, for short term and long term planning. This book tries to give most vital descriptions on avenues and opportunities available with this Holy Institution. It is up to you to make use of them optimally for the maximal harvest.

Prof (Major) P. Chandrasekaran, Academic Director  
Mrs. S. Meenakshi, Asst. Prof. & HOD, Dept. of Mathematics.

Mrs. G. Uma Mageswari, Asst. Prof. Dept of Chemistry  
Selvi. P. Anitha, Asst. Prof., Dept. of Computer Applications

**COMPILERS**

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## NATIONAL ANTHEM

Jana gana Mana adhinayaka jaya he  
Bharatha Bhagya - Vidhata  
Punjaba Sindu Gujarata Maratha  
Dravida Utkala vanga  
Vindhya himachala Yamuna Ganga  
Uchchala Jaladhi taranga  
Tava Subha Name jage;  
Tava subha asisha mage;  
Gahe tava jaya gatha,  
Jana gana mangala - dayaka Jaya he,  
Bharata Bhagya - Vidhata,  
Jaya he, Jaya he, Jaya he  
Jaya, Jaya, Jaya, Jaya he. - Rabindranath Tagore

## MEANING

Thou art the ruler of the minds of all people.  
Thou Dispenser of India's destiny.  
Thy name rouses the hearts of the Punjab, Sind,  
Gujarat and Maratha, of Dravid, Orissa and Bengal.  
It echoes in the hills of the Vindhyas and Himalayas,  
Mingles in the music of Yamuna and Ganga and  
Is chanted by the waves of the Indian Sea.  
They pray for Thy blessings and sing Thy Praise.  
The Saving of all people waits in Thy hand.  
Thou Dispenser of India's destiny.  
Victory, Victory, Victory to Thee.

## தமிழாக்கம்

இந்தியத் தாயே! மக்களது இன்ப துன்பங்களைக்  
கணிக்கின்ற நீயே எல்லாருடைய  
மனத்திலும் ஆட்சி செய்கிறாய்;  
நின் திருப்பெயர் பஞ்சாபையும், சிந்துவையும்,  
கூர்ச்சரத்தையும்  
மராட்டியத்தையும், திராவிடத்தையும்  
ஓரிசாவையும், வங்கத்தையும்  
உள்ளக் கிளர்ச்சி அடையச் செய்கிறது  
நின் திருப்பெயர் விந்திய, இமய மலைத் தொடர்களில்  
எதிரொலிக்கிறது. யமுனை, கங்கை ஆறுகளின்  
இன்னொலியில் ஒன்றாகிறது!  
இந்தியக் கடல்களில் வணங்கப்படுகின்றது!  
அவை நின்னருளை வேண்டுகின்றன.  
நின் புகழைப் பரவுகின்றன.  
இந்தியாவினது இன்ப துன்பங்களைக் கணிக்கின்ற  
தாயே! உனக்கு  
வெற்றி! வெற்றி! வெற்றி!

### NATIONAL 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 respect to  
my parents, teachers and all elders and treat everyone with  
courtesy. To my country and my people, I pledge my devotion.  
In their well - being and prosperity alone, lies my happiness.

### உறுதிமொழி

இந்தியா எனது தாய்நாடு. இந்தியர் அனைவரும் எனது  
உடன்பிறப்புகள்.

என் நாட்டை நான் பெரிதும் நேசிக்கிறேன். இந்நாட்டின்  
பழம்பெருமைக்காகவும் பன்முகமரபுச் சிறப்பிற்காகவும், நான்  
பெருமிதம் அடைகிறேன். இந்நாட்டின் பெருமைக்குத்  
தகுந்து விளங்கிட என்றும் பாடுபடுவேன்.

என்னுடைய பெற்றோர், ஆசிரியர்கள், எனக்கு வயதில்  
மூத்தோர் அனைவரையும் மதிப்பேன். எல்லோரிடமும் அன்பும்  
மரியாதையும் காட்டுவேன்.

என் நாட்டிற்கும் என் மக்களுக்கும் உழைத்திட  
முனைந்து நிற்பேன். அவர்கள் நலமும், வளமும் பெறுவதிலே  
நான் என்றும் மகிழ்ச்சி காண்பேன்.

### COLLEGE SONG

சாந்தி நிலையமாம் சாரதா தேவி  
ஜய ஜகதீஸ்வரி ஓம் ஜகதீஸ்வரி  
ஜய ஜய ஜய ஜகதீஸ்வரி ஓம் ஜய  
சாந்தி நிலையமாம் சாரதா தேவி.

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He who has a pure mind sees everything pure. - Sri Sarada Devi.



### தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழில் ஒழுகும்  
சீராரும் வதனம் எனத் திகழ் பரதக் கண்டம் இதில்  
தெக்கணமும் அதில் சிறந்த திராவிட நல் திருநாடும்  
தக்கசிறு பிறை நுதலும் தரித்த நறும் திலகமுமே  
அத்திலக வாசனைப்போல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ் மணக்க இருந்த பெரும்  
தமிழ்ணங்கே! தமிழ்ணங்கே!  
உன்சீரிளமை திறம் வியந்து செயல் மறந்து  
வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

### கொடி பாடல்

தாயின் மணிக்கொடி பாரீர் - அதைத்  
தாழ்ந்து பணிந்து புகழ்ந்திட வாரீர் - (தாயின்)  
ஓங்கி வளர்ந்ததோர் கம்பம்  
அதன் உச்சியின் மேல் வந்தே மாதரம் என்றே  
பாங்கின் எழுதி திகழும் செய்ய  
பட்டொளி வீசிப் பறக்குது பாரீர் - (தாயின்)  
கம்பத்தின் கீழ்நிறை காணீர்  
எங்கும் காணரும் வீரர் பெருந்திரள் கூட்டம்  
நம்பற்குரியர் அவ்வீரர் - தங்கள்  
நல்லுயிர் ஈந்தும் கொடியினைக் காப்பர் (தாயின்)  
- பாரதியார்

BIRTHDAY OF RAJIV GANDHI - 20.08.1944

**SADBHAVANA DIWAS DAY**  
**நல்லிணக்க நாள் உறுதிமொழி**

நான் சாதி, இன, வட்டார மத அல்லது மொழி பாகுபாடு எதுவுமின்றி இந்தியாவின் அனைத்து மக்களின் உணர்வுப் பூர்வ ஒற்றுமைக்கும் நல்லிணக்கத்திற்கும் பாடுபடுவேன் என்று உளமாற உறுதிமொழி எடுத்துக் கொள்கிறேன். மேலும் எங்களுக்கிடையேயான அனைத்து வேறுபாடுகளையும் வன்முறையில் ஈடுபடாமல், பேச்சு வார்த்தைகள் மூலமாகவும், அரசியலமைப்பு சட்ட வழிமுறைகளைப் பின்பற்றியும் தீர்த்துக் கொள்வேன் என்றும் இதனால் உறுதி அளிக்கிறேன்.

NATIONAL INTEGRATION DAY - 19.11.2013

**தேசிய ஒருமைப்பாடு உறுதிமொழி**

நாட்டின் சுதந்திரம், ஒருமைப்பாடு ஆகியவற்றை காக்கவும் வலுப்படுத்தவும் என்னை அர்ப்பணித்து செயல்படுவேன் என்று மனமாற உறுதி கூறுகிறேன்.

நான் ஒருபோதும் வன்முறையில் ஈடுபடமாட்டேன் என்றும் மதம், மொழி, வட்டாரம் மற்றும் அரசியல் அல்லது பொருளாதார பேதங்களுக்கு அமைதியான முறையிலும் அரசியல் சட்டத்திற்கு உட்பட்டும் தீர்வு காண தொடர்ந்து பாடுபடுவேன் என்றும் நான் மேலும் உறுதி கூறுகிறேன்.

### MEMORABLE DAYS - A FEW

Celebration	Month	Date
<b>National Youth Day/Vivekanandar Jayanthi (1863)</b>	<b>January</b>	<b>12</b>
Army Day	-do-	15
National Voter's Day	-do-	25
Republic Day	-do-	26
Martyr's Day	-do-	30
National Girl Day	February	2
National Cancer Day	-do-	4
<b>Sri Ramakrishnar Jayanthi (1836)</b>	<b>-do-</b>	<b>18</b>
National Science Day	-do-	28
International women's day	March	08
<b>Swami Chidbhavananda (1898)</b>	<b>-do-</b>	<b>11</b>
World Disable day	-do-	15
World Consumer Right's day	-do-	15
World Poetry Day	-do-	21
World TB Day	-do-	24
World Health Day	April	07
World Heritage Day	-do-	18
Earth Day	-do-	22
World Malaria Day	-do-	25
May Day	May	01
World Red Cross Day	-do-	08
National Technology Day	-do-	11
<b>Mother's Day (Second)</b>	<b>-do-</b>	<b>Sunday</b>
International National Nursing Day	-do-	12
Telecommunication Day	-do-	17
International Day for Biological Diversity	-do-	22
Common Wealth Day	-do-	24
International Children's Day	June	01
World Environment Day	-do-	05
World Blood donor Day	-do-	14
Father's Day	-do-	21
World Music Day	-do-	21
International Olympic Day	-do-	23
Doctor's Day	July	01
World Population Day	-do-	11

<b>Celebration</b>	<b>Month</b>	<b>Date</b>
Kargil Vijay Diwas	-do-	26
World Breast Feeding Day	August	01
Independence Day	-do-	15
World Photography Day	-do-	19
Sanskrit Day	-do-	24
Women's Equality Day	-do-	26
National Sports Day	-do-	29
Teacher's Day	September	05
World Literacy Day	-do-	08
Hindi day	-do-	14
International day of the Preservation of Ozone layer	-do-	16
International day of Peace	-do-	21
Mahatma Gandhi (1869) International Non-violence Day	October	2
World Animal Welfare Day	-do-	04
Indian Air Force Day	-do-	08
World Post Day	-do-	09
National Post Day	-do-	10
World Food Day	-do-	16
United Nation's day	-do-	24
<b>Sister Nivedita (1867)</b>	<b>-do-</b>	<b>28</b>
Education Day	November	11
Children's Day	-do-	14
World Diabetes Day	-do-	14
International Student's Day	-do-	17
Universal Children's Day	-do-	20
World Television Day	-do-	21
National Cadet Corps (Fourth)	-do-	Sunday
World AIDS day	December	01
World Handicapped Day	-do-	03
Navy Day	-do-	04
International Volunteer Day	-do-	05
Human Rights Day	-do-	10
<b>Sri Sarada Devi Jayanthi (1853)</b>	<b>-do-</b>	<b>22</b>
Farmer's day (Kishan Diwas)	-do-	23
Christmas Day	-do-	25

## **GLIMPSES ABOUT SRI RAMAKRISHNA TAPOVANAM**

**(The Educational Agency that runs Sri Sarada College For Women)**

“The only Service to be done is to give that education by which character is formed, strength of mind is increased, the intellect is expanded and by which one can stand on one’s own leg”. So goes the emphatic message of Swami Vivekananda. Inspired by this ideal, Swami Chidbhavananda, the great saint, seer and savant, widely known for the power and depth of his spirituality, founded Sri Ramakrishna Tapovanam, Tirupparaitturai near Tiruchirapalli. Propagation of spiritual and moral values among the public and the promotion of education, especially among women, are the objectives to be carried out by the Sanyasi members of the Tapovanam.

From the nucleus of the Tapovanam, have spread all over Tamilnadu 15 branches which are dedicated to service and spirituality, as embodied in the lives and teachings of Sri Ramakrishna Paramahansa, Holy Mother Sri Sarada Devi and Swami Vivekananda. These branches of Tapovanam manage 40 schools and 7 colleges.

It is of particular to note that the famous Gurukulam founded by the great Tamil savant and freedom fighter V.V.S. Iyer at Cheranmahadevi, Tirunelveli Dt. and the holy Samadhi of Saint Thayumanavar at Ramanathapuram as well as Bhaskara Vijayam, the Palace at Rameswaram consecrated by the stay of Swami Vivekananda during his triumphant return from America in 1897, have been entrusted to the protective care of the Tapovanam.

Swami Vivekananda after his victorious memorable tour returns from bon voyage to Western Countries, first laid his foot print at a Holy Historical Centre near Pamban, a sea shore town,

now called as Kundukal (Bending knee posture by which the great Ramanathapuram Maharaja welcomed Swamiji). Tourism Department, Government of India has sponsored Rupees 47 lakhs to construct a memorable Centre. Sri Ramakrishna Mutt Rameswaram one of the branches of Ramakrishna Tapovanam and Devotees have sponsored an amount of 70 lakhs for the erection of above Centre. Presently this memorable Centre is open for public and tourists. It is maintained by Sri Ramakrishna Mutt, Rameswaram in a befitting manner with sufficient manpower and infrastructure including transport of pilgrims and tourists. Swamiji's shrine, library, pictorial collections, Meditation Centre, a nature park are the few contributions right now available and accessible for public. Future proposal for the establishment of Social - Secular - Spiritual - Cultural research Centre, Marine Research Park, Residential Complex for visitors/Research scholars are under discussion.

At Rameswaram, the famous pilgrim Centre in the South, the Tapovanam has founded an Ashram where the pilgrims visiting the Holy Shrine of Shri Ramanathaswami are provided with food and residence. Vivekananda Bhaskaram, located in front of Rameswaram Temple, an auspicious niche where Swamiji stayed, presently had been completely renovated with 25 lakhs sponsored by Sri Ramakrishna Tapovanam and Devotees of Sri Ramakrishna Mutt. A library is also functioning and it is open for public.

Among the seven colleges run by Sri Ramakrishna Tapovanam, Sri Sarada College for Women, Tirunelveli, was started in 1986 to cater to the educational needs of the women of the Southern Districts of Tamilnadu. It is a self-financing college originally affiliated to Madurai Kamaraj University. Since the creation of the Manonmaniam Sundaranar University in Tirunelveli in 1990, the college is affiliated to Manonmaniam Sundaranar University, Tirunelveli.

Character-building and culture inculcation are the basis upon which the superstructure of modern education is raised here. The educational vision and mission of the college are reflected in the motto of the college - “The Harmonious Development of the Hand, the Heart and the Head.”

#### **About UGC**

The University Grants Commission (UGC) of India is a statutory body set up by the Indian Union government in 1956, and is charged with coordination, determination and maintenance of standards of higher education. It provides recognition to universities in India, and disburses funds to such recognized universities and colleges under 2(F) and 12(B) regulations. Its headquarters is in New Delhi and has six regional Centres in Pune, Bhopal, Kolkata, Hyderabad, Guwahati and Bangalore. UGC was formally inaugurated by Maulana Abul Kalam Azad, the Minister of Education, Natural Resources and Scientific Research on 28 December 1953.

#### **About NAAC**

The National Assessment and Accreditation Council (NAAC) is an organization that assesses and accredits institutions of higher education in India. It is an autonomous body funded by University Grants Commission of Government of India. NAAC was established in 1994 in response to recommendations of National Policy in Education (1986). This policy was to “address the issues of deterioration in quality of education”. Consequently, the NAAC was established in 1994 with its headquarters at Bengaluru.

#### **About IQAC**

In pursuance of Action Plan for performance evaluation, assessment and accreditation and quality up gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC) Bengaluru proposes that every

accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

#### **About Our University**

Manonmaniam Sundaranar University (MSU) named after the famous Tamil Scholar Professor P. Sundaram Pillai, was established on 7th September, 1990 to cater to the long felt needs of the people of the three southern most districts of Tamil Nadu namely Tirunelveli, Thoothukudi & Kanyakumari. The motto of the university is "In Pursuit of Excellence". The university has 24 departments in arts, languages, sciences, engineering and technology. 102 colleges in the Tirunelveli, Thoothukudi and Kanyakumari districts are affiliated to it that include 6 University Colleges, 3 University constituent colleges and 1 University Model College. Its main campus is located at a 520 acres site in Abishekapatti, Tirunelveli where the majority of the university departments function. Another 120 acres campus at Alwarkurichi houses the Sri Parama Kalyani Centre for Environmental Sciences department and a 70 acres campus at Rajakkamangalam houses the Millennium Development Goals of the United Nations (MDG, 2002) considers knowledge as the prime mover of development in the new Millennium. Hence, acquisition of quality and excellence is the goal set for the higher education institutions through Directorate of Collegiate Education (DCE), located at Chennai. This was carved out of the erstwhile Directorate of Public Instruction (DPI) in the year 1965 with a view to administer



exclusively the Collegiate Education. DCE redesign curriculum relevant to the regional and national needs, collect feedback from students, alumni, faculty, community and employees for suitable amendments and organize training programme in effective Teaching, Learning and Evaluation (TLE) process. 27 universities are functioning in Tamilnadu with 1382 colleges under the control of DCE with six Regional Joint DCE offices at Chennai, Coimbatore, Madurai, Tiruchirapalli, Tirunelveli and Vellore. Our college is under the control of JDCE, Tirunelveli.

#### **ABOUT OUR CAMPUS INSTITUTIONS**

Our campus institutions comprised of Sri Sarada Matriculation Higher Secondary School, Sri Sarada Vidhyalaya Primary School, (Tamil Medium), Sri Sarada College for Women and Sarada College of Education. Our institution aims at providing a total and complete education fulfilling the modern academic needs along with the pure spirit of ancient Gurukula.

Hence following institutions have been introduced.

<b>Sl. No.</b>	<b>Name of the School / College</b>	<b>Year of Inception</b>
1	Sri Sarada College for Women	1986
2	Sri Sarada Matriculation Higher Secondary School	1986
3	Sri Sarada Vidyalaya Primary School	1987
4	Sri Sarada Vidyalaya High School (Tamil Medium)	1990
5	Sri Sarada College of Education for Women	2007

## ஸ்ரீ சாரதா கல்லூரி வளாகத்தில் ஸ்ரீ காந்திமதி அம்மன் கோவில்

‘ஸ்ரீ காந்திமதி’ அம்மன் என்றால் ஒளி பொருந்திய தெய்வீக ஞானத்தை உடைய அம்மன் என்றும் மக்களுடைய அறிவை பிரகாசப்படுத்தி ஞானத்தை வழங்குபவள் என்றும் பொருள்படுகிறது. இந்த தேவி கோவிலின் ப்ரதான (முக்கிய) மூர்த்தியாக பிரதிஷ்டை செய்யப்பட்டு மங்கள ரூபினியாக ஸர்வ அலங்கார பூஷனியாக அனைவருக்கும் அருளை அள்ளி வழங்கி வருகிறாள். மேலும் இந்த அம்பாளின் வலதுபுறம் இந்த யுகத்தின் தர்மத்தைக் காக்க வந்த அவதார புருஷராகிய ஸ்ரீ ராமக்ருஷ்ண பரமஹம்சரும் அருள் அன்னை ஸ்ரீ சாரதாதேவியும் உலகம் முழுவதும் மக்கள் எவ்வாறு வாழ வேண்டும் என்று ஸனாதன தர்மத்தை பறைசாற்றிய வேதாந்த சிங்கம் விவேகானந்தரும் பிரதிஷ்டை செய்யப்பட்டு அருள்பாலித்து வருகிறார்கள். ஸ்ரீ காந்திமதி அம்மனுக்கு இடதுபுறம் ஸ்ரீ தக்ஷிணாமூர்த்தியும் ஸ்ரீ ராமக்ருஷ்ண பரமஹம்சரின் நேரடிச்சீடரான ஸ்ரீமத் சிவானந்த சுவாமிகளும், இவருடைய சீடரும் இந்த கல்லூரியின் நிறுவனரும் ஆகிய ஸ்ரீமத் சித்பவானந்தரும் பிரதிஷ்டை செய்யப்பட்டு பூஜிக்கப்பட்டு வருகிறார்கள். தென்னாட்டு விவேகானந்தர் என்று போற்றப்பட்டவர் நம் ஸ்தாபகர் சுவாமிஜி ஸ்ரீமத் சித்பவானந்தர். அவர் தியானம் செய்து, தியானம் செய்து வடிவமைக்கப்பட்டது, நம்முடைய ஸ்ரீ காந்திமதி அம்மன். சுவாமி விவேகானந்தரைப் போன்ற பல மகான்கள் இந்த கோவிலுக்கு வந்து அம்மனை வழிபட்டிருக்கிறார்கள். காசி, ராமேஸ்வரம் போன்ற எல்லாப் புண்ய ஸ்தலங்களும் கங்கை, யமுனை போன்ற எல்லாப் புண்ணிய (நதிகளும்) தீர்த்தங்களும் ஒன்று கூடிய இடம் இந்த கோவில், நம் காந்திமதி அம்மன்

இந்த பெரிய அகிலாண்டகோடி பெற்ற நாயகி ஆகையால் வேண்டியவர்க்கு வேண்டியவாறு அருள்புரிந்து வருகிறாள். நல்ல கல்விச்செல்வம். நல்ல குழந்தைப்பேறு, நல்ல கணவன், நல்ல வேலைவாய்ப்பு போன்ற எல்லாவற்றையும் நல்கி வருகின்றாள். எனவே எல்லா பழைய மாணவிகளும் நம் காந்திமதி அம்மனை தரிசிப்பதற்காகவே மீண்டும் மீண்டும் இங்கு வருகிறார்கள். அறம் வளர்க்கும் நாயகியாகிய நம் காந்திமதி அம்மன். “பெண்கள் தெய்வீகத்தாயாகிய பராசக்தியின் மறு உருவங்கள், பெண்கள் அடக்கமே வடிவெடுத்தவர்களாக இருக்க வேண்டும். பெண்மை மதிக்கப்பட வேண்டும்” என்பன போன்ற முக்கிய கருத்துக்களை பல மகான்கள் வாயிலாக மக்களின் மனத்தில் இளம் பெண்களின் மனத்தில் ஊட்டி வருகின்றாள். இங்கு பயிலவரும் மாணவிகள் பேரன்பு, பேராற்றல், பேரறிவு இவற்றை முழுமையாகப் பெற்று நிறை நங்கையராக வெளியேற வேண்டும் என்பது நம் ஸ்தாபகர் ஸ்வாமிஜியின் பெருவிருப்பம். அவருடைய எண்ணத்தின் உயர்வுக்கு ஏற்ப மாணவிகள் தங்களை உயர்த்திக் கொள்ள வேண்டும். பிரத்யக்ஷமாக உயிர் உணர்வுடன் இந்த கோவிலில் வீற்றிருந்து முப்பது வருடங்களாக அருள்பாலித்து வரும் ஸ்ரீ காந்திமதி அம்மன் நம் எல்லோரையும் நல்வழிப் படுத்துவதாக.

ஹரி ஓம் தத்ஸத்.

### **Aim of the College**

Sri Sarada College for women, Tirunelveli aims at imparting modern education on the foundations of our ancient Hindu culture. Character building and culture inculcation are the basis upon which the super structure of modern education is raised in our college. Discipline, Devotion, Erudition, Affability, Responsibility, perfection etc. are the laudable aims which are embedded in the spirit of each and every child of Holy mother Sri Sarada Devi. The aim of the College are reflected in the motto of the college, “The Harmonious Development of the Hand, the Heart and the Head”

### **VISION**

The vision of our college is that the girls who enter the portals of this Temple of Learning should leave it as, “Nirai Nangaiyar” – “the perfect women” and to encourage and enlighten the students for excellence in higher education and research.

### **MISSION**

1. To contribute to the society a fully educated perfect young generation of women each of whom will be a “kamadhenu” the milch cow of plenty and plentitude.
2. To infuse spiritual, ethical and moral values in the young minds of the students of all disciplines.
3. To accomplish the all round development of the will, emotion and cognition of the students through curricular, co-curricular and extra-curricular activities.
4. To encourage and enlighten the students for excellence in higher education and research.
5. To reach the un-reached in intellectual, traditional and cultural facets.
6. To instill love of the motherland and an eager intent to invigorate her through active service.
7. To inculcate a sense of unity and respect for all religions coupled with firm adherence to one’s own religion.

### GENESIS OF COURSES – A GLANCE

S. No.	Degree	Subject	Strength	Year
1.	B.A	English	64	2009
2.	B.A	Economics	40	1986
3.	B.Sc	Mathematics	48	1986
4.	B.Sc	Physics	48	1987
5.	B.Sc	Chemistry	40/48	1991 / 1998
6.	B.Sc	Computer Science	48	1988
7.	B.Sc	Information Technology	48	2002
8.	BCA	Computer Application	48	2012
9.	B.Com	Commerce	64	1986
10.	B.Com (CA)	Computer Application	48	2009
11.	B.B.A	Business Administration	64	2014
12.	M.A	English	20	2014
13.	M.Sc	Mathematics	20	2003
14.	M.Sc	Physics	10	2015
15.	MCA (General)	Computer Applications	30	1992
	MCA (Lateral)	Computer Applications	30	2014
16.	M.Com (CA)	Computer Applications	20	2006
17.	M.Phil	Commerce	15	2014
18.	Diploma Course	Dress Designing	50	2014
		Herbal Medicine	50	2014
19.	M.Phil	English*		
20.	M.Phil	Mathematics*		
21.	M.Phil	Comp.Science*		
22.	Certificate Course	Computer Hardware & Maintenance*		

\* Subject to Approval

### **Part I Sanskrit Language**

The Department of Sanskrit was started in 1991 when Sanskrit was first offered as alternative to Part I Tamil. The innovative measure of holding Viva Voce in Spoken Samaskritam has been introduced by the Manonmaniam Sundaranar University on the special request of the Sanskrit Department of our College. Among 102 Colleges of M.S. University, our College alone offers Part-I Sanskrit.

Sanskrit is taught from the alphabet. In the University theory examinations questions can be answered in Tamil or English except for a few specific questions that are to be answered in Sanskrit.

Along with Sastra University, our College offers diploma course in Sanskrit for U.G. & P.G. Students of any discipline as well as to our faculty members.

Department of Sanskrit organizes ten days Sanskrit Sibiram Camp for the students those who are interested to speak in Sanskrit.

As per our Prime Minister Mr. Narendra Modis' direction our College celebrates Sanskrit week from the academic year 2014-2015.

### **PROFESSIONAL CERTIFICATE COURSES**

In keeping with the motto of our college 'the Harmonious Development of the Hand, the Heart and the Head', the development of Heart and Head is achieved through imparting spiritual value Education and the academic programmes respectively. For the development of Hand, carrier-oriented courses suitable for the geographical and cultural conditions of our country are being taught and trained. Students have to study these certificate courses under two different heads namely Compulsory Certificate courses and Optional Certificate courses. The compulsory courses namely Value education, Basic Samaskritam, civic responsibilities, Bhagavad Gita chanting and Upanishad chanting fulfill the development of the Heart part of our motto. The optional certificate courses fulfill the development of the 'Hand' part.

In the **odd semester**, faculty of each department offers certificate courses to the other major students. The courses are: Tourism, Spoken Sanskrit, Intensive practice, Advertising, Banking, E-commerce, Vedic Mathematics, Physics in Everyday life, Food Chemistry, Internet Basics, Animation, Web Designing and Computer Hardware.

In the **even semester**, Handicrafts such as Bouquet making, Doll making, Crochet wire knitting, Spoken Hindi, Library Science, Oil Painting, Tailoring Accu Puncture and Yoga are offered to the students. Students may choose any three of these optional courses. While a student complete her three year course, she will possess seven certificates. We have proposed to introduce vermi-composting, mushroom culture, fish farming, Sericulture, dairy management etc.,

Besides these, courses like communication skill, MS-Office, Tally course for commerce students and Typewriting for all the students are also offered.

### **Life Training Programmes**

The mission of this institution is to provide all the students a comprehensive preparation for life. This life-training is given to the students through various programme organized by the Life Training Programme Committee. The Principal is the Chairman with a senior staff as the convener and the coordinators of Value Education, Certificate Courses, Gandhian Thought, a faculty from the Department of Sanskrit and the Music Teacher as its members.

The Components of this Life Training Programme are:

#### **I. Spiritual and Moral Training**

- Daily Prayer
- Weekly Bhajans
- Chanting of Bhagavad Gita and Upanishads.
- Celebration of religious festivals like Navaratri and Holy Mother's Jayanthi
- Discourses by Swamijs and learned speakers on Ramayana and Mahabharata.

- Value Education Courses on the lives and teachings of Bhagavan Sri Ramakrishna, Holy Mother Sri Sarada Devi, Sr. Nivedita, Mahabharata.
- Cultural examinations conducted by Vivekananda Kendra.
- Gandhian Thought (Certificate / Diploma from MKU)

## **II. Development of Efficiency for Good Home - Making:**

Certificate Courses in Home Management, Tailoring, Handicrafts,

Herbal Medicine for Home Needs and Yogasana for Health are Offered.

## **III. Social values and National Consciousness.**

A Certificate Courses in Civic Responsibilities trains the students in social values like honesty, concern for others etc. Patriotic songs are taught regularly. Students celebrate National Festivals like Independence Day, Republic Day and National Youth Day. A sense of oneness with all is created by the Religious Harmony Songs sung every week during the prayer.

## **IV. Personality Development Programme:**

Experts in human resources management from voluntary organizations like Vivekananda Kendra, NGOs, SHGs etc. are invited to conduct personality development programme for students. Once in a week, songs on themes like self - confidence, youth - awakening, teachings of Swami Vivekananda and songs of Mahakavi Bharathiyar are sung to instill self-confidence with the students.

## **V. Fine Arts in the Service of Character Building:**

Dance, Drama and Music are employed on several occasions in a year to impart moral and ethical values through fine arts. The themes of these artistic presentations will usually be Ramayana, Mahabharata, lives of saints, national leaders etc.

### **National Code of Conduct**

1. **Our India** should be our first and highest consideration. Welfare of the country is our own welfare. Therefore, let us willingly be ready to offer even our life for our country, INDIA.



2. **Duty:** Our first and foremost duty is to God, to Righteousness. Leading a righteous life is the most valuable service of our Nation.
3. **Character:** Character is the greatest wealth. A pure, incorruptible citizen is the greatest asset of our Nation INDIA. This is vital and indispensable.
4. **Health:** Health is the basis of success. Health is wealth. As building up character, safeguarding health should be our primary duty.
5. **Virtue:** Let us eradicate the evils of gambling, liquor drinking, drug-taking, tobacco-smoking and betel-chewing. Let us eradicate the evils of bribery, corruption, selfishness, immorality, dishonesty and misconduct. Disloyalty to our nation is crime and sin.
6. **Public Property:** We are the custodians of public property. Let us not spoil, misuse, steal or destroy National property. Let us preserve it with love and care. Let us keep our country neat and clean.
7. **One Family:** All our citizens are brethren. Let us feel this brotherhood. Let us all love each other and are united.
8. **Religion:** Let us have equal reverence for all creeds and religions. Let us all love, as our brothers, the followers of others faiths. Let us treat others as we wish to be treated by them.
9. **Non-Violence:** Let us avoid all types of violence and hatred.
10. **Economy:** Let us adopt simple living and high thinking. Let us not be extravagant. Let us avoid waste. Let us practice frugality. Let us share what we have with our less fortunate fellow citizens.
11. **Law:** Let us respect the rule of law and uphold social justice.
12. **Ahimsa:** Non-injury is our highest virtue. (Ahimsa Paramo Dharmah). Compassion is a divine quality. Kind Protection of animals is our sacred duty. This is India's special teaching. Let us be compassionate towards all creatures. Thus be a true Indian.

13. **Ecology:** Man and Nature are inseparable. Man and his natural environment are interrelated and mutually interdependent. Everything in Nature contributes to our protection and nourishment. Let us, therefore protect our natural environment. Helping in maintaining the ecological balance is our duty. It is indispensable for our safe living and highest welfare. Polluting of the air and water of the country is a national crime. We must make amends of our past lapses.
14. **Unity:** The more united the people of a country, the greater is their ability to withstand all obstacles and dangers. United we stand, divided we fall. This is particularly true about today's India. Therefore, let us live in close harmony and loving goodwill with all our countrymen. Love of our country means love of our countrymen. This is the most invaluable service, a Citizen of India, can offer to his Motherland, India.
15. **Education:** Let us inculcate in our children and members of our family love for our country, the spirit of patriotism and service. Thus let us shine as a true citizen and serve our country best, by the very manner of our life and conduct.

**Serve, Love, Meditate & Realize**

**Jai Hind**

### **CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMMES**

- |                            |                    |
|----------------------------|--------------------|
| a) National Service Scheme | c) Youth Red Cross |
| b) National Cadet Corps    | d) Red Ribbon Club |

Co-curricular Activities are defined as the activities that enable to supplement and complement the curricular or main syllabi activities. These activities are the very important part and parcel of educational institutions to develop the student's personality as well as to strengthen the classroom learning. These activities are organized after the college hours, so known as extra-curricular activities. Co-curricular Activities have wide horizon to cater to the cultural, social, aesthetic development of the child. For all-round development of the child, there is a need of emotional, physical, spiritual and moral development that is complemented and supplemented by Co-curricular Activities. Co-curricular activities facilitate in the development of various domains of mind and personality such as intellectual development, emotional

development, moral development etc., Creativity, Enthusiasm, and Energetic, Positive thinking are some of the facets of personality development and the outcomes of Extra-curricular activities. Some of the activities that can be practiced by any average student are given here and the students are suggested to practice appropriately to their level best.

<b>Indoor Co-curricular Programmes</b>	<b>Outdoor Co-curricular Programmes</b>	<b>Example &amp; types of activities</b>
Dramatics, Music, Dance, Drawing, Painting, Decoration, First Aid, Tailoring, Rangoli, Panchayat, Self-Government, Art and Craft, Philately, Numismatics	Mass Parade Mass Drill Yoga Athletics Gardening Basket Ball Volley Ball Kabaddi Kho-Kho Hand Ball Trips to place of geographical, historical, economic or cultural interest, Mass Prayer, Morning assembly Industrial visit Social service in neighbourhood village, Samathuvapuram Visit etc. Nature watch Bird watch	Sports Musical Activities Debate Art, Music, Drama Debate and Discussion Story writing competition Essay writing competition Art from waste Recitation competition Write ups for magazine Folk songs Folk Dance Flower show Campus Decoration Sculpture making Fancy Dress Competition Chart and models making Album making Photography Toy making Soap making, Soap oil, Phenyle, Basket making, Organization of Exhibitions Celebration of festivals Gardening

### **Values of Co-curricular Programmes (CCP)**

1. Co-curricular activities stimulate playing, acting, singing, recitation, speaking and narrating efficiency in students.
2. Activities like participation in games, debates, music, drama, etc., help in achieving overall functioning of education.
3. It enables the students to express themselves freely through debates.
4. Games and Sports help to be fit and energetic to the child.
5. Helps to develop the spirit of healthy competition.
6. These activities guide students to organize and present an activity, to develop skills, to co-operate and to co-ordinate in different situations-all these helps in leadership qualities.
7. It provides the avenues of socialization, self-identification and self-assessment when the child come in contact with fellow participants, teachers, people outside the school etc.,
8. Inculcate the values to respects other's view and feeling.
9. It makes the students to be perfect in decision making.
10. It develops a sense of belongingness.
11. CCP provide motivation for learning.
12. CCP develop the values like physical, psychological, Ethical, academic, civic, social, aesthetic, cultural recreational and disciplinary values.

### **National Service Scheme (NSS)**

National Service Scheme, under the Ministry of Youth Affairs & Sports, Govt. of India, popularly known as NSS was launched in Gandhiji's Birth Centenary Year 1969. NSS volunteers generally work with villages, slums and voluntary agencies to complete 120 hours of regular activities during an academic year. As per the fundamental principles of National Service Scheme, a volunteer is expected to remain in constant touch with the community.

Special camps are organized generally on various developmental issues of National Importance. In the past the themes of the Special Camping Programme have been 'Youth

against Famine', 'Youth Against Dirt and Disease', 'Youth for Rural Reconstruction', 'Youth for Eco-Development and 'Youth for Mass Literacy', 'Youth for National Integration & Social Harmony'. The current need is Youth for Sustainable Development. The motto of NSS is "NOT ME BUT YOU".

The main objectives of the NSS are to inculcate the spirit of service and develop national consciousness in the minds of the students. The NSS provides a chance to the students to participate in nation - building tasks.

Few specific objectives are:

1. To understand the community in which they work;
2. To understand themselves in relation to their community;
3. To identify the needs and problems of the community and involve them in problem solving process;
4. To develop among themselves a sense of social and civic responsibility;
5. To utilize their knowledge in finding practical solution to individual and community problems;
6. To develop competence required for group living and sharing of responsibilities;
7. To gain skills in mobilizing community participation;
8. To acquire leadership qualities and democratic attitude;
9. To develop capacity to meet emergencies and natural disasters and
10. To practice National Integration and social harmony.

**Membership:**

There are three NSS units functioning in the college. Members shall be enrolled from I and II years. The college NSS units maintain the assessment records for the members.

**National Cadet Corps (NCC)**

The National Cadet Corps came into existence on 16 July 1948. Today NCC has spread to every corner of the country. The National Cadet Corps, which has both Boys and Girls as cadets, has the basic aim of developing the right qualities in the youth to make them good citizens of the society and worthy

leaders of the future in every walk of life. The National Cadet Corps is the only organization of its kind, which imparts Leadership, Discipline, Integration, Adventure, Military, Physical and Community Development training to over 13 lakhs youth of the country. There are two divisions/wings in NCC - Junior Division/Junior Wing at school level and Senior Division/senior Wing at college level. NCC cadet must be a student of either a school or college. 'A', 'B' & 'C' certificates are given to cadets after qualifying for these exams. "Unity and Discipline" is the motto for the NCC. Following are the aims of NCC:

1. To Develop Character, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure, and Ideals of Selfless Service amongst the Youth of the Country.
2. To Create a Human Resource of Organized, Trained and Motivated Youth, To Provide Leadership in all Walks of life and be Always Available for the Service of the Nation.
3. To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces.
4. Eligibility Conditions
  - (a) Citizen of India or a Subject of Nepal.
  - (b) Bearing good moral character.
  - (c) Enrolled in an educational institution.
  - (d) Meets the prescribed medical standards.
  - (e) Age Junior Division/Wing (Boys/Girls) -13 Years to 18½ years  
Senior Division/Wing (Boys/Girls) - Up to 26 years
  - (f) Enrolment Period-Junior Division/Wing (Boys/Girls) - 2 Years  
Senior Division/Wing (Boys/Girls) - 3 years

#### **Youth Red Cross**

The motto of Youth Red Cross (YRC) is "to serve". The Youth Red Cross is the most important constituent of its mother organization, Indian Red Cross Society. It is a group movement organized at the initial stages for students between 18 and 25 years of age within the colleges. Under the guidance of Programme Officer, the students are trained and encouraged to manage various programmes.

**Objectives of Youth Red Cross:**

1. To inculcate in the Youth of our country an awareness on the care of their own health and that of others
2. By understanding and acceptance of civic responsibilities and acting accordingly with humanitarian concern, to fulfill the same
3. To enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth
4. To foster better friendly relationship with all without any discrimination .

**Principles of Youth Red Cross:**

1. Protection of Health & Life.
2. Service to the Sick & Suffering
3. Promotion of National & International Friendship, to develop the mental and moral capacities of the youth

A Special feature of our YRC is the annual First Aid Camp organized with the help of the Regional coordinator, YRC, Tirunelveli.

**Red Cross / Red Crescent Movement**

The Red Cross, established in 1863 in Geneva, by Jean Henry Dunant, is an International Organization meant for humanitarian services. It's headquarters is in Geneva, Switzerland with many affiliated National Red Cross and Red Crescent Societies. It is a non-religious, non-political and non-sectarian International body. Regardless of either frontiers or race, the Red Cross remains a voluntary organization and also an independent one having considerable welfare activities to its credit. Red Cross Society functions with the one and only aim of serving people in distress without any consideration of caste, religion, language and nationality.

The seven fundamental principles of the International Red Cross and Red Crescent Movement are

1. Humanity
2. Impartiality
3. Neutrality
4. Independence
5. Voluntary Service
6. Unity
7. Universality

#### **Blood Donor Cell - Blood Group Inventory System**

Blood is universally recognized as the most precious element that sustains life. It saves innumerable lives across the world in a variety of conditions. Despite the increase in the number of donors, blood remains in short supply during emergencies mainly attributed to the lack of information and accessibility. Donating blood is safe and simple. It takes approximately 10-15 minutes to complete the blood donation process. Any healthy adult between 18 years and 60 years of age can donate blood. Donating blood is a life saving measure especially when you have a rare blood type. Blood type is determined by which antibodies and antigens the person's blood produces.

An individual has two types of blood groups namely ABO-grouping and Rh-grouping. Rh is called as the Rhesus factor that has come to us from Rhesus monkeys. Most humans are in the ABO blood group. The ABO group has four categories namely 1) A group 2) B. Group 3) O group and 4) AB group. In the Rh-group either the individual is said to be Rh-Negative or Rh-Positive. Thus blood group of any human being will mainly fall in any one of the following groups- A positive or A negative, B positive or B negative, O positive or O negative, AB positive or AB negative. Type O individuals are often called "universal donors" since their blood can be transfused into persons with any blood type. Those with type AB blood are called "universal recipients" because they can receive blood of any type Blood Donor Cell is maintaining an Inventory Register of voluntary blood



donors. Blood Donation request form is available with the BDC and for all emergencies on need basis the donors are sent to authorized blood banks to profuse the blood along with an escort from the college. The recipient parties have to produce the proof of ration card Xerox and medical officer's certification for request along with the details of the blood group.

### **College Student Council**

The College Union with its allied Associations is an active multi-faceted forum for students to express their talents in extra and Co-curricular activities and to voice their concerns. A Students' Council is a representative structure for students only, through which they can become involved in the affairs of the college working in partnership with the college Principal, Staff, Management and Parents for the benefit of the college and its staff.

It co-ordinates the activities of the academic, cultural clubs and associations and is dedicated to all aspects of student's academic welfare in the campus.

The Student Council is composed of the Core committee. The student office-bearer core committee of the Union are Students Chairman, Secretary, Joint Secretary, Secretaries and Joint Secretaries of all the associations, clubs and Class Representatives. These office bearers are selected among the talented students, fairly representing all majors.

The Principal is the President of the union and all the Associations; a senior staff will be the Vice-President, who is also the Youth Welfare Officer of the College. Each association will be guided by a staff Vice-President.

The College Union acts as a link between the students and the Management of the College. Students' problems and solutions suggested by the students through the suggestion box are passed on to the Management who look into the issue with utmost care. Thus the College Union offers every student an opportunity to have a direct say in the running of the students' council.

The College Union and the allied Associations organize a number of meetings, lectures, paper presentation sessions, and seminars within the college; and also intercollegiate programs such as VIEW-IT, Classic Kala and the Annual Cultural Festival of the College and Spotting the Talents - Competitions for the fresher's are organized by Kala Sarada - the Fine Arts Associations.

#### **Core Committee**

The Student council is composed of the Core committee.

#### **Eligibility Requirement**

- Chairman: A student of III year with first class with best performance who have passed without arrears.
- Secretary: A student of III year with first class with best performance who have passed without arrears.
- Joint Secretary: A student of II year with first Class with best performance who have passed without arrears.

#### **Tenure**

The core committee members of the student council shall hold the post for one academic year only.

#### **Functions**

- To represent any opportunities and grievances of the student body to the Principal and faculty.
- To work together to identify and address the concerns that affect the students directly or indirectly.
- To co-ordinate the students volunteers effort for the Institute events that are organized periodically.
- To work for all round development of students and organize several extra-curricular events throughout the year.
- To organize students centered cultural programs.
- To identify and organize students development programs
- To assist in the speedy acclimatization of new students to the college.

### **Department Academic Forums**

1. Tamil Literary and Debating Society
2. “Amritavarshini” Samskrta Sabha
3. English Literary and Debating Society
4. Mathematics Association
5. Physics Association
6. Chemistry Association
7. Computer Science Association
8. Commerce Association
9. Commerce with CA Association
10. Information Technology Association
11. Computer Applications Association
12. Business Administration Association
13. Kala Sarada Fine Arts Association
14. Sarada Sports Academy
15. Quiz Club
16. Planning Forum
17. ECO club
18. Library & Information Science Association (LISA).

### **INSTITUTIONAL RULES AND REGULATIONS**

1. Students are strictly NOT PERMITTED to have CELL PHONE in the college premises. If any student is found with cell phone they may be **suspended** from the college and will be imposed with **heavy penalty** as per DC proceedings.
2. The college will work for six days in a week, with Sunday as the weekly holiday.
3. Each day consist of 2 sessions. The morning session begins at 9.30 a.m. which comprises of 15 minutes prayer/15 minutes physical exercise followed by three lecture hours. In the afternoon session, after a lunch interval of 45 minutes from 1.00 p.m. to 1.45 p.m. there will be two lecture hours; 3.45 p.m. to 4.30 p.m. will be allotted for one of the following extra-curricular classes (1) Sanskrit (2) Moral, Cultural and Spiritual Value Education (3) Bhajan and (4) Certificate courses. All these extra-curricular classes are compulsory for all students.

4. Students should wear the uniform saree on all the working days. Monthly one Saturday, **the students and staff wear co-optex saree in order to support the poor weavers** by purchasing the handloom clothes woven by them.
5. Footwear should not be used inside the class room, library, office and staff room. It should be left in the stand meant for foot wear. Students are permitted to use special footwear inside the chemistry laboratory.
6. Students are expected to be respectful towards their superiors and to be polite and courteous to all.
7. Students should greet the Swamijis, Sanyasinis, Administrator/ Secretary, Sisters, Principal and members of the staff when they meet them and should step aside to let them pass.
8. While attending a class, meetings in the college or other gatherings, students are expected to be disciplined, attentive and silent.
9. The cleanliness of the college buildings and surroundings is the responsibility of each and every student. They should keep the class rooms and college premises clean.
10. The arrangement of the furniture's in the class rooms should not be disturbed.
11. Students are expected to read carefully the notices put up on the college notice board, every day in the morning as soon as they arrive and in the evening before they leave. Ignorance of any notice put up will not be accepted as an excuse for failure to comply with it.
12. All students should attend the periodical tests, assignments and examinations sincerely up to the best of their ability. They should not possess any manuscript or printed matter inside the examination hall. Nor can they communicate with persons outside the hall. Anyone who violates this rule will be treated as guilty of malpractice and severely punished.
13. Students must be present on the closing and reopening days of the college. Punctuality is to be strictly adhered to.

14. Regular attendance at the Prayer, Assembly and Classes, as well as all college functions and meetings is compulsory. Attendance during the Independence Day and Republic Day Celebrations is compulsory for all the students.
15. When the faculty Members or Principal or Swamiji or Visitors enter the class rooms all the students should get up and greet them. They must not sit down until they are asked to do so.
16. Students should dress neatly and modestly. Students dress should always keep with the traditions of our country and our culture. Therefore, the old students are expected to come in sarees for any purpose inside the college.
17. Whether inside the College or outside the premises, students are expected to conduct themselves in such a manner as to safeguard the good name of the college.
18. Students of this college should not be a member of any Association unconnected with this college.
19. Notice of any kind should not be circulated among students or pasted on the notice boards.
20. Any lost property found must be handed over in the office. The owner can claim it promptly after proving her ownership with a written declaration.
21. Students should maintain the cleanliness of the buildings and furniture. They should not deface the walls or any part of the College premises or damage any furniture. If any damage is caused, suitable fine will be levied. If the responsibility for the damage cannot be fixed on any individual, the cost of damage will be recovered from all the students by an imposition of collective fine for the particular incident
22. Outsiders will not be permitted to enter into the college without the permission of the Principal.
23. Under the education rules of the Government, the Principal has full powers to inflict the following punishments: fine, withholding certificates, suspension and expulsion from the college.

26. Most of the functions will be organized by the Principal, staff members and student representatives. Hence, all students are expected to render full co-operation as participants and volunteers.
27. However, there are some functions that are entirely organized by the students. They are - Welcoming the Fresher's by the Seniors, Cultural competitions for the Fresher's, Teachers' Day, Farewell function by the third year students to the staff and Farewell to the third year students by the first and second years.
28. The College Union Chairman, Secretary and other office bearers will organize these functions with the guidance of the Principal, Vice-Principal and the Students Vice-President of the College Union.
29. While organizing these functions student office-bearers should carefully observe the following points:  
 Expenses for these functions should be moderate; contribution from the students should be feasible for all concerned. Cleanliness of the halls and class rooms where the parties are conducted. Paper cups, paper plates, withered flowers and other used material should be disposed into the green/red dust bins kept in the classrooms/ campus out skirts.  
 It is advisable that Students should organize themselves into various Committees for conducting the functions.
  - a) Finance Committee :- (Planning the expense and collecting the amount)
  - b) Purchase Committee :- (Ordering the refreshment and prize items and arrangement for their delivery)
  - c) Refreshment Committee :- (Distribution of the ordered items to all concerned without leaving out any one)
  - d) Cleanliness Committee:- (Maintaining cleanliness in the halls, class rooms and campus before and after the party)

- e) Decoration Committee:- (Simple decoration of the venue )
  - f) Programmes Committee: - (Organization and Conduct of Programmes), Announcement of Programmes, Prayer, Welcome Address, Vote of Thanks, College Song. Cultural programmes.
  - g) Reception Committee
  - h) Any other committee that students consider necessary for their programmes.
30. The office-bearers of the various Associations of the college union will organize seminars, guest lectures, quiz competitions and other programmes in consultation with staff vice-presidents of the concerned Associations.

The College aims at the harmonious development of the hand, heart and head of every one of its students. May the students make full use of these opportunities.

#### **SARADA LIBRARY**

Freedom, Prosperity and the Development of society and individuals are fundamental human values. They will only be attained through the ability of well-informed citizens to exercise their democratic rights and to play an active role in society. Constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information. This could be achieved appropriately by the library in general.

Our college library “a learning resource centre”, “a gateway to knowledge” is having a collection of sources of information are made accessible to our students and staff community for reference and borrowing. It is an indispensable infrastructure for an institution. It provides physical/digital access to materials. It is having collection of books, periodicals, newspapers, manuscripts, films, maps, prints, documents, microfilm, CDs, cassettes, videotapes, DVDs, e-books, audio-books, database, and other formats. Our Library provides right ambience for studying and also offers common areas to facilitate group study and collaboration study. Specific course-related resources are provided by the library namely encyclopedia,

textbooks, reference books etc. Our library similar to other libraries have a mission statement spoken or unspoken i.e. library here is to improve the condition of mankind. Our students in the library lead to read and read to lead.

Library plays a very important role in any educational institution. Library fulfills the educational purposes of the students. Library is the part of their education. As an educational institution is fully committed to the imparting of knowledge, Our College started its acquisition of books from 1986 onwards. A fully qualified librarian was appointed in 1987, ever since the library has been growing steadily in quality and quantity.

We classify books according to Dewey Decimal classification. Our Library is automated with koha S/W Bar Code is used for circulation.

Sarada Library has central library, separate departmental libraries for M.C.A. M.Com (C.A.) M.Sc. Maths M.Sc. Physics, M.A. English and also Book bank books, Specimen copy books for each department.

We have special collection of 4 Vedas, Sanskrit books, Subject Dictionaries, Gazetteers, Lexicons, Encyclopedias and competitive exam books.

**Resources: Printed Resources:**

Books, Journals, Magazines, Book Bank Books, Specimen Copy Books

**Electronic Resources:**

Delnet ,N-List.

**Facility:**

Reprographic (Xerox, Printer, Scanner) facility, Internet facility.

**Services:**

Students are enjoying open Access system in the library. An average of 60 students is visiting library daily. 150 extensions, 42 issues and 30 returns are the average numbers of book circulations per day.



**Reference Service:**

Reference books such as a Dictionaries, Subject Dictionaries, Encyclopedias, Gazetteers, Year Books, Directories, Atlas, Lexicons are available at library, and the staff are ready to help the students to search information.

**Referral Service:**

Library Staff are there to guide them to the resources, where it is available and how to search.

**Current Awareness Service:**

Library is used to notify the current information to the respective users for the benefit of them.

**Clipping Service:**

The Xerox cutting of newspaper, periodicals are put up on notice board for the benefit of the users.

**Circulation Service:**

The U.G. students can use 3 library cards, they could take 3 books at a time. They can keep the books for 7 days. The P.G. students can use 4 library cards, They can take 4 books at a time. They can keep the books for 15 days. M.Phil. Students can take 5 books at a time.

Certificate Course in library science is one of the various certificate courses in the College. In this course, they learn the subject, library activities and they do the assignment.

**LIBRARY RULES & REGULATIONS**

1. The Library functions from 8.30 a.m. to 5.30 p.m. throughout the year except on holidays. However News papers are made available on all holidays.
2. Books will be issued or received from 8.45., to 9.25 a.m., 1.00p.m. to 1.45 p.m. and 4.30 p.m. to 5.15 p.m.
3. Absolute silence should be observed in and around the Library. Students using the reading room should not disturb/ distract the attention of the readers. Failure to observe will result in disciplinary action.

4. Students should not write damage or make any mark on any book, periodical, manuscript or map belonging to the Library. If any one found involved in mutilating of books or journals or computer/other library property has to face/abide DC proceedings.
5. Students should not carry any book or any things into the Library. They must be left at the reception of the library. Only papers & pen are allowed inside the Library.
6. Three borrower's cards will be given to each student at the beginning of the course. They have to return the cards when they leave the college. Neither the transfer certificate nor the conduct certificate nor Hall Ticket will be issued to a student, who has not returned the books and the cards issued to her.
7. U.G. students can borrow 3 books at a time & P.G. students can borrow 4 books at a time. A student who borrows a book shall keep it well covered while it is in her use. She will be responsible for the books borrowed by her.
8. When books received from the Library, it should be examined carefully. If there is any damage it must be immediately brought to the notice of the Librarian. Otherwise, the last borrower will be held responsible for the damage and should either replace the book or pay for the damage as fixed by the librarian.
9. U.G. Students are entitled to keep a book for 7 days from the date of issue and P.G. Students for 15 days. Before the end of the period the book should be returned to the Library. It can be renewed for another 7 days unless there is a request for the same book.
10. An overdue charge of one rupee will be levied for a book per day if the books are not returned on the due date.
11. Books due falling on holidays may be returned on the next working day.

12. Sub-lending of college library books or exchange of tickets among students is strictly prohibited.
13. A student who loses any book should make a written report of the same with the counter sign of HOD to the Librarian and Principal. She should replace the lost books or pay penalty of 200 to 300% of cost.
14. All books must be returned to the library on the notified date, before the end of each semester. If any student fails to return the book on the date specified, the Hall ticket will not be issued to her until the book is returned with fine or replaced if the book is lost.
15. Absence from the college will not be admitted as an excuse for delay in the return of the book.
16. The Librarian/Library Staff has the right to check each student before she leaves the Library.

#### **ATTENDANCE AND LEAVE RULES AND REGULATIONS**

1. Attendance will be taken every hour in the respective class rooms.
2. Punctuality and regular attendance for classes, curricular and extra-curricular, is insisted upon.
3. A minimum of 90% attendance is compulsory for all the students. Those students who have below 90% of attendance will be penalized. Those who have only 60 to 75% of attendance must pay condonation fee of Rs.400/- to the Manonmaniam Sundaranar University.
4. A student who is not present in the class room when attendance is taken shall be marked absent, if the lecturer is not satisfied with the student's explanation.
5. Students will not be allowed to absent herself from the college without leave, for which she must apply in advance, stating explicit reasons for her absence. The leave letter should be signed by the Class Teacher and Head of the Department before it is submitted to the Principal.
6. In case where absence is due to unforeseen causes, an application for leave should be submitted on the first day of her return to the college.

7. The leave letter should be submitted to the Principal in proper form stating clearly the reason for absence. The application must contain the name, class and admission number of the absentees and must be countersigned by the parent or guardian or the warden. Absence without leave will be penalized.
8. Permission will not be granted during working hours to meet their parents, guardians, relatives or friends unless it is emergency. Students should inform the concerned that they should not be disturbed.
9. If a student absents herself for a period of ten working days, without information (written/in person by parents), her name will be struck off from the rolls, and she may be enrolled again only on payment of Re-admission fee as prescribed.
10. Students who do not return on the reopening day after holidays or absent for an examination without leave, shall be fined and serious note of such absence will be taken by calling the parents before discipline Committee.
11. Absence from Tests and Assignments will be seriously viewed. Leave cannot be granted during periods of tests and examinations. Tests are compulsory for all students and the progress and regularity of the students in the tests will alone be taken into consideration for the purpose of award of assessment of personality certificate.
12. The Annual Certificate of attendance required for the University Examination will in no case be granted unless.
  - a. The Principal is satisfied that the student's progress and conduct have been satisfactory.
  - b. The student has paid all the fees and dues to the college and returned all the library books borrowed by her.
  - c. The student has attended 85% of the total number of working days in each semester.

#### **LABORATORY**

A laboratory is a facility that provides controlled conditions in which scientific or technological research, experiments, and measurement may be performed. In our college

we have defined well established laboratories in the departments of Physics, Chemistry, Computer science etc.

#### **PERSONAL AND GENERAL LABORATORY SAFETY**

1. Never eat or drink anything while working in the laboratory.
2. Read labels carefully.
3. Do not use any equipment unless you are trained and approved as a user by your supervisor.
4. Wear safety glasses or face shields when working with hazardous materials and/or equipment.
5. Wear gloves when using any hazardous or toxic agent.
6. Clothing: When handling dangerous substances, wear gloves, laboratory coats, and safety shield or glasses.
7. If you have long hair or loose clothes, make sure it is tied back or confined.
8. Keep the work area clear of all materials except those needed for your work. Coats should be hung in the hall or placed in a locker. Extra books, purses, etc. should be kept away from equipment that requires air flow or ventilation to prevent overheating.
9. Students are responsible for the proper disposal of used material if any in appropriate containers.
10. If a piece of equipment fails while being used, report it immediately to your lab assistant or tutor. Never try to fix the problem yourself because you could harm yourself and others.
11. If leaving a lab unattended, turn off all ignition sources and lock the doors.
12. Clean up your work table area before leaving.
13. Wash hands before leaving the lab and before eating.
14. Avoid wastage of water and use judiciously.

#### **ELECTRICAL SAFETY**

1. Obtain permission before operating any high voltage equipment.
2. Maintain an unobstructed access to all electrical panels.
3. Wiring or other electrical modifications must be referred to the Electronics Shop or the Building Coordinator.

4. Avoid using extension cords whenever possible. If you must use one, obtain a heavy-duty one that is electrically grounded, with its own fuse, and install it safely. Extension cords should not go under doors, across aisles, be hung from the ceiling, or plugged into other extension cords.
5. Never, ever modify, attach or otherwise change any high voltage equipment.
6. Always make sure all capacitors are discharged (using a grounded cable with an insulating handle) before touching high voltage leads or the “inside” of any equipment even after it has been turned off. Capacitors can hold charge for many hours after the equipment has been turned off.
7. When you are adjusting any high voltage equipment or a laser which is powered with a high voltage supply, USE ONLY ONE HAND. Your other hand is best placed in a pocket or behind your back. This procedure eliminates the possibility of an accident where high voltage current flows up one arm, through your chest, and down the other arm.

#### **CHEMICAL SAFETY**

1. Treat every chemical as if it were hazardous.
2. Make sure all chemicals are clearly and currently labeled with the substance name, concentration, date, and name of the individual responsible.
3. Never return chemicals to reagent bottles. (Try for the correct amount and share any excess.)
4. Comply with fire regulations concerning storage quantities, types of approved containers and cabinets, proper labeling, etc.
5. Use volatile and flammable compounds only in a fume hood. Procedures that produce aerosols should be performed in a hood to prevent inhalation of hazardous material.
6. Never allow a solvent to come in contact with your skin. Always use gloves.

7. Never “smell” a solvent!! Read the label on the solvent bottle to identify its contents.
8. Dispose of waste and broken glassware in proper containers.
9. Clean up spills immediately.
10. Do not store food in laboratory refrigerators.

#### **ADDITIONAL SAFETY GUIDELINES**

1. Never do unauthorized experiments.
2. Never work alone in the laboratory.
3. Keep your table and lab space clean and organized.
4. Do not leave an on-going experiment unattended.
5. Always inform your instructor if you break a thermometer. Do not clean mercury yourself!!
6. Never taste anything. Never pipette by mouth; use a bulb.
7. Never use open flames in laboratory.
8. Check your glassware for cracks each time while you use it. Cracks could cause the glassware to fail during use and cause serious injury to you or lab mates.
9. Maintain unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eye washes.
10. Do not use corridors for storage or work areas.
11. Do not store heavy items above table height. Any overhead storage of supplies on top of cabinets should be limited to lightweight items only.
12. Areas containing lasers, biohazards, radioisotopes, and carcinogens should be used carefully.
13. Be careful when lifting heavy objects or glass containers.
14. Clean your lab bench and equipment, and lock the door before you leave the laboratory.

#### **RULES AND REGULATIONS**

1. Some of the abilities which may be developed and evaluated during practical work are the following:

- a. to handle equipments.
  - b. to design and conduct experiments
  - c. to tabulate and classify the data
  - d. to draw tentative inferences.
2. Students should understand the theory behind the reactions they carry out. They will turn out to be better analysts if they have a full understanding of what they are doing.
  3. Students who happen to be absent for a practical should do it before the next practical is held. They will not be permitted to do it afterwards.
  4. Students should carry out the experiments, take the readings, do the calculations and write their observations independently. Consulting others or copying from neighbors is strictly prohibited.
  5. Laboratory work shall be assessed continuously in every practical class.
  6. Part of the practical examination mark will be allotted for the practical's done during the year and for the record maintenance.

The external examiners will scrutinize the practical record note book maintained and award mark on the basis of the records. Hence submission of record notebooks and observation note books on the date and time mentioned by the teachers concerned is imperative.

7. The external examination will be conducted with two external examiners. The external practical examination for all U.G. & P.G. Courses will be conducted at the end of even semesters only.
8. Great care should be taken by students in handling the costly apparatus of the laboratory. All breakages, damages, losses etc. as soon as they happened must be reported to the concerned lecturer. The cost of things broken, damaged or lost will be recovered from the students at the current market rates.



9. Students should pay the breakage charges at the end of the year. Failure to do so will be penalized by non-issue of hall ticket.

### **LANGUAGE LABORATORY**

The Department of English has a digital Language Lab for the benefit of the development of their pronunciation. It is highly useful for the students to explicate their communication skills. The digital Language Lab is beneficial for the literature students to acquire a complete perception / learning in their prescribed literary plays through CDs. The students of all disciplines are trained on the digital Language Lab once in a week, with a follow up for a week.

### **CIA-EXAMINATION CELL : INSTRUCTIONS TO STUDENTS**

1. Internal test is a part of the degree examination.
2. It is an important component of evaluation.
3. It strongly plays a vital role in deciding the distinction/ranking/pass of the candidate.
4. Performance with perfect preparation will help the candidate to build high academic record.
5. Lack of importance to internal tests/absence/poor performance will hamper the result as a whole.
6. 20-25 lines in a page have to be written in the internal test.
7. In the answer paper, students have to take efforts in presenting their register number/course/page numbers, question numbers correctly.
8. An inch width has to be left on the left side of the paper. Other margins at the top, bottom and right side of the paper is not necessary/allowed.
9. Main and additional sheets have to be secured tightly with the thread provided.
10. Answers to the questions have to be written legibly with illustrations and examples which will build the image of the paper helping to get more marks.
11. Green or Red ink/sketch should not be used anywhere on the answer paper.

12. Scale, pencil, extra pen, eraser, and ordinary calculator have to be brought individually by the candidates to the examination hall. Exchange of these items inside the examination hall amongst the neighbours is prohibited.
13. Students have to be present inside the assigned examination hall/class room and seated in their allocated seats 10 minutes ahead.
14. Unwanted movements/noise/activities inside the examination hall/ premises/verandah are strictly prohibited. If any untoward event creeps in, the concerned candidate will be taken to the enquiry by the discipline committee. Their decision will be final in permitting the candidate for the examination.
15. By last 10 minutes only, the students are permitted to leave the examination hall provided if they complete. After leaving the hall, the students are required to be away from the verandah and cooperate to keep the verandah noise free helping the others to write peacefully.
16. Instructions if given in the hall by the invigilators, have to be adhered attentively. Clarifications if any can be had from the faculty/invigilator in charge of the hall.
17. The assignments have to be prepared by the students concerned according to the title as per the requirement of the syllabus constructively by the candidates only by referring library books or from internet.
18. All students have to have the record of CIA marks in their academic calendar and to confirm with the notice board before submitting to the University while signing consolidated mark statement.

### **SCHOLARSHIPS**

Details of Scholarships of various categories can be had from the office. Scholarships are awarded by the State and Central Governments on the basis of the income of the parents as well as the community and the merits of the applicants.

Grant of these scholarships is admissible to the student, only when the sanction orders are issued by the appropriate authorities. 90% attendance is compulsory for scholarship holders. Lack of attendance will result in discontinuance of the scholarship.

Following scholarships are also available for the students:-

- (i) Beedi workers scholarship for the students those who are the children of beedi company workers.
- (ii) Adi-dravidar scholarship can be availed by SC/ST students.
  - a) A special scholarship for hostel students.
  - b) Prize money awards for students those who have got above 80% marks.
- (iii) Minority scholarship can be availed by students belong to BC Christian and BC Muslim religion.
- (iv) Farmer scholarship is eligible for the students those who have the farmer identity card.
- (v) Disabled scholarship for the disabled (Physically challenged) students.
- (vi) Sita Ram Jindal Foundation, Bangalore provides scholarship for meritorious students of any stream.
- (vii) Tamilnadu Educational Trust, Chennai provides scholarship for meritorious students those who got 80% marks in +2 of any stream.

#### **ENDOWMENTS**

Many well-wishers of our college, who are interested in promoting the cause of education, have instituted endowments not only for awarding prizes for academic excellence but also by way of encouraging the extra - curricular activities of the college. Contributions have also been made for offering financial aid to poor, meritorious students.

#### **SWAMI CHIDBHAVANANDA MEMORIAL BPL POOR STUDENTS' AID FUND**

In order to help poor students to pursue their studies, the Management has instituted an endowment by name "Swami Chidbhavananda Memorial Poor Students' Aid Fund". Many philanthropists have also contributed generously to this corpus fund. The annual interest accrued from this corpus is disbursed to poor but meritorious students of the college (as well as to Sri Sarada Matric. Higher Secondary School and Sri Sarada Vidyalaya High School).

**SWAMI CHIDBHAVANANDA MEMORIAL POOR STUDENTS' AID FUND**

S.No	Sl. No	Donor	Amount (INR)
1.	Management Contribution		9,85,000.00
2.	Kurriari MDD/Kannai, Thirunelveli.		50,000.00
3.	Smt. Srothi Lakshmi, Sivakasi		50,000.00
4.	Sri. B. S. Thiruvengadam, Chennai.		40,000.00
5.	Smt. Sivakandasundarammal, Chennai		40,000.00
6.	Sri. Balani, Chennai.		20,000.00
7.	Dr. Shanmugam, Saleth, in memory of his father Sri Perumal Mudaliyar		6,000.00
8.	M/S Kailashi Marketing Agencies, Mumbai		5,000.00
9.	Sri. Abasan Nallaiappan, Kovilpatti.		4,000.00
10.	Selvi Patchai Devi Memorial Fund		10,000.00
11.	Old Students 2002-2005		5,500.00

# ROLL OF HONOUR OF ENDOWMENTS

Sr. No.	Endowment Name	Institution	Beneficiary
1.	Dinakaran Natesan Auto Agencies Computer Excellence	Sri. K. Sathianathan Pillai, Erode, Tamil Nadu	Part III Computer Science
2.	Sri Nataraja Pillai Endowment	Sri. T. Nataraja Pillai, Sivagiri	Mentorship Students
3.	Smt. Rajammal Nataraja Pillai Endowment	Sri. T. Nataraja Pillai, Sivagiri	Mentorship students
4.	Sri. A. Chiruvengadu Karaiyalar Memorial Endowment	Sri. K. Srinivasan Karaiyalar, Sivakumari, Tamil Nadu	U.G. I & II year students
5.	Sri. P. N. Appuswami Birth Centenary Commemorative Endowment	P. N. Appuswami Centenary Committee Tirunelveli.	Cash award to high school mark B.A./B.Sc./B.Com., in relation to
6.	Dr. S. Ramachandran Endowment	Dr. S. Ramachandran Felicitation Committee, Tirunelveli.	Cash award to M.C.A. Students scoring high mark in University Examination
7.	Sri. A. R. Radhasaib Memorial Endowment	Sri. K. Muruganathan Cryogenic Engineering Limited Palayamkotta, Tamil Nadu	Part III Chemistry & Part III Physics

Srl. No.	Endowment	Endowment Name	Institution	Beneficiary	Year
8.	Sri. Subramanian Endowment	Sri. Subramanian Doss	Sri Subramanian Doss, Chennai.	Part-III Economics. 100.	
9.	Sri. A. Subramanian Endowment		Sri. A. Subramanian, Chennai.	Part-III English (UG I) (UG II) Part-III Economics, (II yr) & Part-III Chemistry (II yr)	
10.	Dr. K. Pothilil Endowment	Dr. K. Pothilil	Dr. K. Pothilil, Chennai.	Part-III Meritorious students	
11.	Smt. Mahalakshmi Endowment		Smt. Mahalakshmi, Tirunelveli - 41 St. Computer Science (1992-1995)	Part-III Computer Science.	
12.	Sri. D. Shiva Subramanian Endowment	Sri. D. Shiva Subramanian	Sri. D. Shiva Subramanian, Tirunelveli.	Part-III Commerce. 100.	
13.	Sri. S. Srinivasaiah Endowment	Sri. S. Srinivasaiah	Sri. S. Srinivasaiah, Tirunelveli - 41 St.	Part-III UG Students	
14.	Smt. Parvathi Sankaran Endowment	Smt. Parvathi Sankaran	Smt. Parvathi Sankaran, Tirunelveli.	Part-III UG Students	



Sl. No.	Endowment Name	Institute by	Beneficiary	Particulars
23.	Smt. Sri Kavitha Endowment	Smt. Kavitha M. S. Subramanian, Former Staff, Dept. of Chemistry, 1999	Part-III: Chemistry.	
24.	Transworld Garfield Endowment	Transworld Garfield India Pvt. Ltd., Chennai.	Part IV & Part V for all V for all II yr students for 100% Attendance.	
25.	Smt. Pongotha Subramanian Endowment	Smt. Pongotha Subramanian, Thiruvirvel	Meritious Students.	
29.	Sri. Rajamani & Smt. Mahalakshmi Endowment	Smt. Rajamani Subramanian, Former HOD Dept. of Commerce, 1987 (1999)	Part-III: Commerce	
27.	Selvi. P. Valli Memorial Endowment	MCA Students (2000-2003) of Sri Sarada College for women, Tiruvirveli	Proficiency in MCA	
28.	Sri. P. Sri. Krishnan & Smt. Saroja Endowment	Sri. P. Sri. Krishnan, Tiruvirveli (Formerly of old student of B.Sc. Physics & Mathematics, 1999-2003)	B.Sc. Physics & Mathematics.	



Srl. No.	Endowment Name	Instituted by	Beneficiary
29	Sri. Sarada College of Education, Salem Endowment	Sri. R. Arumudhala Chinnaiy, a member of his family, Thiruvallur	Meritorious Students
30	Sri. A. Ramesh Babai Memorial Endowment	Sri. R. Arumudhala Chinnaiy, a member of his family, Thiruvallur	Cash award of Rs. 3000/- to the student who secures the highest marks in the HSL
31	Sultan Chinnaiy Devi Memorial Scholarship Endowment	Sultan Chinnaiy, a member of his family, Thiruvallur	Awarding of monthly scholarship of Rs. 3000/- to the topper in B.Com. first year examination and to the topper in B.Com. second year if she secures 75% of marks or more in the university examination in the first attempt.

Srl. No.	Endowment Name	Beneficiary	Institution	Beneficiary	Beneficiary
32	Smt. Kalithaman Endowment		Hemla Trust Smt. Jayendran V. Mani, Tirunelveli.	University Rank in Sanskrit	
33	Sri. M. Anandha Padmaiah Karaiyendal Memorial Endowment		Sri. A. Srinivasan Karaiyalar, S. Sivaikundam, Tirunelveli.	Highest % in I year in I Att (B.A Hrs), B.Sc. Maths, Chem, Comp Sci. & Info. Tech).	
34	Kalichakkuichi Ananthakrishna Vaidyan Memorial Endowment		Sri. A. Sundareswarar Smt. Rajasundar Tirunelveli.	Outstanding Student in Sanskrit	
35	Thangavel, Thayarimal Endowment prize		Smt. T. Lathe, former Lecturer in English.	Cash award high school mark in English (B.A. English – 1st sem).	
36	Smt. Anisavagan Endowment		Smt. A. Sivagami English Department.	Proficiency in English	

### MEMORABLE DAYS - A FEW

Celebration	Month	Date
<b>National Youth Day/Vivekanandar Jayanthi (1863)</b>	<b>January</b>	<b>12</b>
Army Day	-do-	15
National Voter's Day	-do-	25
Republic Day	-do-	26
Martyr's Day	-do-	30
National Girl Day	February	2
National Cancer Day	-do-	4
<b>Sri Ramakrishnar Jayanthi (1836)</b>	<b>-do-</b>	<b>18</b>
National Science Day	-do-	28
International women's day	March	08
<b>Swami Chidbhavananda (1898)</b>	<b>-do-</b>	<b>11</b>
World Disable day	-do-	15
World Consumer Right's day	-do-	15
World Poetry Day	-do-	21
World TB Day	-do-	24
World Health Day	April	07
World Heritage Day	-do-	18
Earth Day	-do-	22
World Malaria Day	-do-	25
May Day	May	01
World Red Cross Day	-do-	08
National Technology Day	-do-	11
<b>Mother's Day (Second)</b>	<b>-do-</b>	<b>Sunday</b>
International National Nursing Day	-do-	12
Telecommunication Day	-do-	17
International Day for Biological Diversity	-do-	22
Common Wealth Day	-do-	24
International Children's Day	June	01
World Environment Day	-do-	05
World Blood donor Day	-do-	14
Father's Day	-do-	21
World Music Day	-do-	21
International Olympic Day	-do-	23
Doctor's Day	July	01
World Population Day	-do-	11

S.No.	Endowment Name	Instituted By	Beneficiary
37	Smt. M. S. Kalyani Amma Scholarship	(Two Endowments for Rupees Five Lakhs each) Mrs. R. Sakuntalata Rama Raju W/o. M. N. Ramakrishna Raju, Rajapalayam	Students pursuing Science or Engineering Stream of Subjects (Students should be from poor family with not getting any form of Scholarship preference given to differently abled students)
38	Dr. A. P. A. Abdul Kalam Memorial Endowment	Staff and Student of Department of Computer Applications	Student of BCA scoring highest mark in Major and Allied Subjects in the I Semester University Examinations
39	Selvi Kanya Jayaraman Endowment	Dr. S. Selva Sugalingam Asst. Professor in Tamil	First Three Places in Part I Exam in the IV Semester University Examinations

# PRIZE ENDOWMENTS FOR EXTRA AND CO-CURRICULAR ACTIVITIES

S. No	Endowment Name	Donor Name	Institution	Year	Beneficiary	
1	Yatiswari Sankalpuriya Ambal Memorial Endowment	Sri. S. Sankalpuriya Ambal	Sri. S. Sankalpuriya Ambal	2015	Upamshad Recitation exclusively for the final year SC/ST Students.	2015
2	Sri. A. Sankar Subramanian Endowment	Sri. A. Sankar Subramanian	Sri. A. Sankar Subramanian	2015	Tiruvalluvar Recitation	2015
3	Sri. C. Eswaran Endowment	Sri. C. Eswaran	Sri. C. Eswaran	2015	“Thiruvachakam” Recitation	2015
4	Sri. S. Palaniappan Pillai Memorial Endowment	Sri. S. Palaniappan Pillai	Sri. S. Palaniappan Pillai	2015	“Parimela Thiruvalluvar” Recitation	2015
5	Sri. Daniel Raju Memorial Endowment	Sri. Daniel Raju	Sri. Daniel Raju	2015	Computer Science Quiz	2015
6	Amma S. N. Narasimhan Memorial Endowment	Amma S. N. Narasimhan	Amma S. N. Narasimhan	2015	Bhagavad Gita & Upamshad Recitation	2015

S. No	Endowment Name	Beneficiary	Institution	Beneficiary	Beneficiary
7	Amaravathi Rameshwarada Sarmal Memorial Endowment	Smt. K. Visalakshi, Tirunelveli.	Bhagavath Gita Recitation		
8	Amaravathi Padmaabhaya Memorial Endowment	Sri. K. Balasubramanian, F/o. Smt. B. Padma, former Lecturer in Physics.	Kala Sarada Fine Arts Competition.		
9	Sri. R. Perumalsami Endowment	Sri. K. Perumalsami, Papadassam.	Sports Prizes.		
10	Smt. Amaravathi Ammal Memorial Endowment	Smt. Sivasubramanian, M.P. Val, Former Physical Director.	Sports Prizes.		
11.	Sri. Padani Krishnan Memorial Endowment	Smt. K. Subbalakshmi, HOD of Mathematics 1989-2000.	"Kongu Pathigam" and "Kottayamavaram" Vilakalaleer Thevaram.		
12.	Sri. Subramanian Doss Endowment	Sri. Subramanian Doss	College Union Tutor Chairman & Secretary.		

S. No	Endowment	Endowment Name	Institution	Year	Beneficiary	
13	Amara Kuttikalathana Pillaiyar Memorial Endowment		Sri. K. Mohan Photographer, Plot, Tirunelveli.		Kalasarada Competitions.	
14.	Sri. S. Ganapathi Ramakrishna Memorial Endowment		Sri. C. Lakshmanan		Commemorate Bharadwaj's birthday.	
15.	Ms. Varalakshmi Memorial Endowment		Thirudai Mudhalasaniy, 5/2A, Sivan Kaval North Madaya Street, Palayamkottai	1994, North	Swami Vivekananda Youth Festival Competitions.	

When man's heart is made as perfect as a flower it becomes the seat of Divinity. - Vedanta

### **PHYSICAL EDUCATION, SPORTS SCIENCE AND YOGA (PESSY)**

Physical Education is the only education that takes care of the first component of the Body the Mind that promotes Harmonious Development of the “Hand, Heart & Head”. The Department of Physical Education came into existence with the appointment of a fully qualified Physical Education Directress in 1987 to take care of the Daily Physical Exercises of all the students of the college; trains and coaches players for various team games to participate at various levels to enroll in University, State or National level tournaments and conducts intramural competitions for the students and celebrates the Annual Sports Day.

Outdoor courts for Volley Ball, Ball Badminton, and KhoKho and indoor facilities for Table Tennis and Chess are available. Our 400 metres track is a unique feature among the Arts and Science College for women in the M.S. University.

### **SRI SARADA SPORTS:**

Sri Sarada Sports, the Games Association of the college conducts an annual inter - collegiate women’s chess tournament for women students of M.S. University area, besides conducting the intramural competitions.

### **FINANCIAL AID TO TALENTED PLAYERS:**

Talented players who are financially poor are given fee concessions. All players are given free boarding and lodging in the college hostel for more than a month at the time of special coaching for tournaments.

### **GANA SARADA**

‘Gana Sarada’ is the college choir directed by the Music Teacher of the college. Apart from training all students of the college in devotional, patriotic and personality development songs, the forum offers opportunities for talented singers to develop and exhibit their musical abilities. The members of Gana Sarada participate in Inter – collegiate, Inter-university and State-level musical programmes. Three cassettes containing songs on Holy Mother Sri Sarada Devi, Swami Vivekananda and our revered Founder of the institution, Swami Chibhavananda Maharaj have been brought out by Gana Sarada.



‘Gana Sarada’ choir is responsible for the Bhajan during the occasions such as sakthi pooja, Sirappu vazhipadu. They exhibit their talents by doing bhajans during Navarathiri days in nearby temples/ villages in and around of Tirunelveli suburban and rural areas.

Choir students are also fully responsible for the background songs for the events such as Exercise, March Past, Mass Drill with equipments , Lezium etc during the Annual Sports Day of the college.

Every year, our College Gana Sarada Choir students along with N.S.S. Programme Officers sing Patriotic songs during Independence Day and Republic Day celebration at Manonmaniam Sundaranar University campus.

#### **SRI SARADA CAREER GUIDANCE/CIVIL SERVICES**

Sri Sarada Career Guidance and all other congregational workshop is one of the important extension service units of the college. Under the auspices of Sri Sarada Career Guidance Academy, opportunities for higher education and for employment are made known to the students. Coaching classes for entrance examinations for higher studies like M.B.A., MCA., B.Ed., etc. and for all the competitive examinations like UPSC (CSE), TNPSC, Bank P.O., Railways, LIC SLET/ NET etc., are conducted

#### **SISTER NIVEDITA COMPUTER TRAINING CENTRE**

Sr. Nivedita Computer Training Centre conducts short term computer courses on languages and software packages which will help students in projects and in understanding their syllabi. M.S. Office, VB. net Desktop publishing are some of the courses taught here.

##### **a) INTERNET BROWSING CENTRE**

Students can download materials from the internet for their studies if essential. The internet facility is available in ‘Sri Vidya Computer Centre’ at MCA Block.

##### **b) VOCATIONAL TRAINING – TYPEWRITING**

Facility for learning typewriting (conveniently) is provided in the hostel premises itself, enabling the students to get vocational training at less cost. Training in Tamil and English Typewriting at both the Junior and Senior grades are available.

#### **CANTEEN STORES AND STUDENTS SERVICES**

a) The college Canteen is open from 8.30 A.M. to 5.30 P.M. Students may use the canteen from 8.30 A.M. to 9.25 A.M., 1.00P.M. to 1.30 P.M. and 4.30 P.M. to 5.30 P.M. The canteen serves light refreshment, lunch, cool drinks and snacks at fair prices.

There is a general store attached to the canteen. Stationery and other articles needed for the students, day scholars as well as hostel residents, can be had from the stores. The canteen and stores will be kept open for a fixed duration during holidays also for the benefit of the hostel residents.

#### **PHOTOCOPY AND TELEPHONE SERVICES**

b) Photocopying services are available to students in the Computer Centre. Enough mobile Telephone services are available at the Administrative Office and in the Hostel.

#### **ADVISORY PARENTAL CARE COUNSELLOR SYSTEM**

Under this system all the teaching staffs are advisors or Counsellors for a certain number of wards. Academic or personal counseling is offered by the teachers who meet their wards weekly once, which brings them closer enough to reveal their personal problems as well as those in the college. The counsellor tries to solve the individual problems in their studies or at home, for instance, a sudden transfer from the

Tamil Medium to the English Medium, first time residence in the hostel away from home, financial problems etc. The tutor maintains the ward register, and records all the details about the students, academic and non-academic.

#### **PLACEMENT CELL**

The placement and training cell is dedicated to advise students on career options and providing the latest information on training & employment opportunities, providing guidance, one counselling services, bring students and potential employers together and arranges for placement. The Placement cell firmly believes in Industry-Institute-Interaction. The activity includes managing stress, improving communication skills, developing confidence, exploring themselves on

identification of values, resolving a personal problem, interests and personal strengths needed for decision-making. It helps the students.

1. To arrange periodical courses on personality development.
2. To conduct Seminar, Special lectures, Career Guidance Programmes and Entrepreneurship.
3. To get placed in National and Multinational companies through ON/OFF campus recruitment.
4. To motivate and assist in industrial training and industrial visits.
5. To arrange in plant training during the vacation.
6. To Act as an information center for students in job opportunities and competitive examinations like GATE, SET/ NET/TANCET/CAT.

This Cell makes earnest efforts to place the final year students in good jobs. Mock interviews are held to train the students to face interviews. Local schools and organizations approach the college for suitable candidates are helped by this cell in the selection of students. Campus interviews are arranged by the Placement Cell in collaboration with companies.

#### **GRIEVANCE CELL**

The responsibility of the cell is to look into the problems / suggestions presented by any student and analyze it genuinely. The Grievance cell is also empowered to look into matters of indifference. Anyone with a genuine grievance may approach the concerned person, or the faculty in-charge of Students' Grievance Cell. Grievances may be dropped in writing at the Complaint/grievance/suggestion box of the Grievance Cell at the Principal's office premises. Grievances may also be sent through e-mail to the faculty in-charge of Students' Grievance Cell. The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

1. Grievance Cell is constituted for the redressal of the problems reported by the Students of the College.
2. Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.

3. Encouraging the Students to express their grievances / Problems freely and frankly, without any fear of being victimized.
4. Suggestion / complaint Box is installed in front of the Principal's room in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
5. Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
6. Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
7. Advising all staff to be affectionate to the Students and not to behave in a vindictive manner towards any of them for any reason.
8. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Students Grievance Cell offers opportunities to students to let out their painful feelings regarding any problems or grievances they have in academic or other aspects of the college life. Students' grievances can be represented before the Students' Grievance and Appeals Committee, which has the Principal as the Chairman, the Vice-principal as the convener and two teaching staff and two student representatives as members. The Committee will discuss the appeals and grievances of the students and make suitable recommendations to other committees or the authorities concerned for redressal. The Committee will collect the letters from the Suggestion Box every week.

#### **SPOKEN ENGLISH AND COMMUNICATION SKILLS**

Special coaching is given to all students in Spoken English to enable the students to meet the world in its own terms. Students are encouraged to speak in English during working hours, as the students from a rural background feel shy of it.

To remove the psychological barrier in the way of easy communication, special sessions on the development of communication skills are held, especially for the first year and third year students.

To develop the English language, bridge course is conducted in the beginning of the first year. The department of English and Guimax Pvt Ltd., has collaborately organize 'Spoken English with corporate skills workshop' in college premises. Every year the II year students both UG & PG learn the course.

#### **COMMUNITY HEALTH CARE CENTRE**

Community health care centre extends its services towards the following services viz. Primary healthcare which refers to interventions that focus on the individual or family such as hand washing, immunization etc.

Secondary healthcare refers to those activities which focus on the environment such as draining puddles of water near the house, clearing bushes and spraying insecticides to control vectors like mosquitoes. Tertiary healthcare on the other hand refers to those interventions that take place in a hospital setting such as intravenous rehydration/ cleaning and dressing of surgical wounds. The community health care centre of our college is having the essential infrastructural provisions for above three levels of services.

A First Aid Kit is available in the Administrative Office. Swami Chidbhavananda Centenary Memorial Health Care Centre functioning in the campus offers necessary treatment for the needy day scholars as well as hostel residents. Auto or Vans can be availed in cases where urgent admission in a hospital is needed or if the sick student has to be entrusted to the care of her parents.

#### **ALUMNI ASSOCIATION - SARADA SUTA**

1. To create a lifelong and worldwide community of alumni through increased opportunities for meaningful engagement in order to increase awareness, pride, participation/ volunteer involvement and philanthropic commitment to the college.
2. To promote goodwill in the community and create a dynamic alumni program that will stimulate interest, build loyalty, increase involvement and generate support for the college.
3. To direct towards supporting the social, intellectual, and spiritual needs of all present and future alumni of our college.

4. To act as a means through which alumni can contribute their collective knowledge and perspective to the development of the college.
5. To celebrate the uniqueness of the Evergreen experience, to support the work of the College now and then in the future, and to build lasting ties between alumni, College, and the community.
6. To support the college through the knowledge, skills, financial resources, and loyalty of its alumni.
7. To communicate and interpret the College's goals and achievements to others and to promote a spirit of unity and loyalty among former students and friends.
8. To serve, to advise, to advocate, to strengthen and to empower the inmates aptly.
9. To dedicate our efforts and services to involve alumni, students, parents, friends, faculty and staff in the activities of the College.

All the students of the College become the members of the 'Sarada Suta' on completion of their course. Significantly 'Sarada Suta' means that, each old student of this illustrious institution is the daughter of the Holy Mother Sri Sarada Devi. The aim of the Association is to remind the outgoing students about this blessed privilege and to keep them in touch with one another and with the alma mater to foster and spread, in private and public life, the principle expressed in the College motto "The Harmonious Development of Hand, Heart and Head". Many of our talented old students are making their mark in the computer scenario in foreign shores, especially in the USA, UK, Singapore, Qatar, Kenya, London and Dubai. And all of them are responsible members of the society, spreading the message of Mother Sarada wherever they are.

Every Year, 2nd Saturday, in the month of August; the 'Sarada Sutas' meet to share, care and celebrate the Old Students Day.

#### **TRANSPORT FACILITIES /MANAGEMENT AND GOVERNMENT CHARTER BUSES**

The College Management runs a fleet of buses and vans for the easy transport of day scholars from various local, sub-urban and remote rural areas of residence.

Besides these, two 'Women Special' buses have been arranged with the Tamil Nadu State Transport Corporation. Two Vans by private travel agencies have also been permitted to collect students from places about 20 to 30 kms away from the college. Students are issued with railway concession forms on request. Apart from these every month, through our college Administrative Office, students are getting Bus pass for half rate concession which is given by our Tamilnadu Government.

**Note:**

Day scholar students, who want to avail TNSTC Bus half rate concession, must pay the amount on 24th or 25th of the month in the college office.

### **COLLEGE SCHEDULE**

**Timings**

9.30 am	10.00 am	Prayer
10.00 am	1.00 pm	Three periods each of One Hour Duration
1.00 pm	1.45 pm	Lunch
1.45 pm	3.45 pm	Two periods each of One Hour Duration
3.45	4.30pm	Value Education / Sanskrit / Certificate Course

### **PERSONALITY ASSESSMENT CERTIFICATION AND AWARDS**

Regular assessment will be made on a student's academic, co-curricular and extra - curricular activities, other special achievements and character and conduct during the course of study. A cumulative record of this personality assessment will be presented to the students at the end of the undergraduate and postgraduate course of study in the form of the Personality Assessment Certificate. The Personality Assessment Certificate reflects the harmonious development of the Hand, the Heart and the Head which the student has succeeded in achieving during

the course of study and is a record of how the student has made use of the various opportunities offered to her by the college.

### **HOBBY CELL**

**Philately** is the study of stamps and postal history and other related aspects. Philately involves more than just stamp collecting, which does not necessarily involve the study of stamps. It is possible to be a philatelist without owning any stamps. Traditional philately is the study of the technical aspects of stamp production and stamp identification/ including, the stamp design process; the paper used (wove laid, etc., and including watermarks); the method of printing (engraving, typography, etc.) The method of separation (perforation, rouletting); any overprints on the stamp; any security markings, under prints or perforated initials (“per fins”); and, the study of philatelic fakes and forgeries. Thematic philately, also known as topical philately, is the study of what is depicted on the stamps. There are hundreds of popular subjects, such as birds, ships, poets, presidents, monarchs, maps, aircraft, space craft, sports and insects on stamps.

**Numismatics** is the study or collection of currency, including coins, tokens, paper money, and related objects. Casual coin collectors often begin the hobby by saving notable coins found by chance. Contemporary coin collecting and appreciation began around the fourteenth century. The first international convention for coin collectors was held 15-18 August 1962, in Detroit, Michigan, and was sponsored by the American Numismatic Association and the Royal Canadian Numismatic Association. Coin collecting is now often referred to as the “King of Hobbies”. Some common themes are on countries, year, mint mark, variety, type, composition, subject, period, printed value, volume, copy, Geopolitical, aesthetical etc.

**Photography** is the science, art and practice of creating durable images by recording light or other electromagnetic radiation, either electronically by means of an image sensor, or chemically by means of a light-sensitive material such as photographic film. Photography is one of the hobbies that people



can pick up and learn fairly easily. Very many advantages are there being a photographer. Memory for ever, forgetting worries, family document, creative output, make others happy, some assets for children, experiencing emotions, communicate cross culture etc., are few pleasures of photography.

**Bird Watching**, or birding, is a form of wildlife observation in which the observation of birds is a recreational activity. It can be done with the naked eye, through a visual enhancement device like binoculars and telescopes, or by listening for bird sounds. Bird watching often involves a significant auditory component, as many bird species are more easily detected and identified by ear than by eye. Most birdwatchers pursue this activity for recreational or social reasons, unlike ornithologists, who engage in the study of birds using formal scientific methods. Many birdwatchers maintain a life list, that is, a list of all of the species they have seen in their life, usually with details about the sighting such as date and location. The American Birding

Association has specific rules about how a bird species may be documented and recorded. Salim Moizuddin Abdul Ali was an Indian ornithologist and naturalist referred as the “birdman of India”. Salim Ali was among the first Indians to conduct systematic bird surveys across India.

**India Nature Watch**, usually referred to as INW, is a non-commercial community website that focuses on sharing photographs of Indian wildlife. The site was started in 2005. INW allows the uploads of eight categories: Birds, Mammals, Reptiles & Amphibians, Butterflies & Moths, Landscape, Insects & Other Invertebrates. Flora and others and hosts photographs of Indian wildlife too. The copyright of images hosted on the site remains with the photographer.

**Other Hobbies for Women :** Cooking, Singing, dancing, running, jogging, reading, learning a foreign language, writing, blogging, candle making, Painting, drawing, public speaking, yoga, knitting, photography, food decorating, gardening, Volunteering, Flower arranging, gymnastics, Swimming, collecting antiques etc.,

### **MATRU VIHAR : THE COLLEGE HOSTEL**

“Matru Vihar or Mother’s House” - the Sarada College Hostel is a home away from home for about 745 students, some of whom are students from neighbouring states. A few overseas students from Srilanka are also residing in the hostel.

As an important wing of the college it is actualizing the Life-Training Programme, the Hostel trains its residents in a well - planned daily routine suited to simple living and high thinking and a life of both self-reliance and community living as practiced in our ancient Gurukulam. The hostel residents have an active life dotted with organizing functions and festivals as well as maintaining strict discipline and devotion to studies.

#### **Highlights:**

- Early Rising, Surya Namaskar, group work like Vegetable Cutting, Cleaning the Temple, Collecting Flowers for Pooja and Serving Food.
- 5 hours a day for study at prime dawn and dusk timings.
- Convenient rooms, clean toilets and bath rooms with plenty of water available round the clock make the stay a pleasant experience.
- An excellent Vegetarian mess runs, giving good nutritious food at a nominal fee. Paddy, vegetables and fruits grown in our campus are used at reduced price thus reducing the expenditure. Good, unadulterated milk is supplied from the Sarada Gokulam, the dairy maintained by the Management in the campus.
- The Principal is the Warden assisted by the Sisters and Ambassadors of the Samithi in monitoring the attendance and the observance of the daily routine of the students.
- Concession for the Poor : Financially weak students avail financial assistance in the form of fee concessions from the management.

### **RULES AND REGULATIONS - GUIDELINES**

1. Students are not permitted to have cell phone in the hostel premises. If any student is found with cell phone they may be DISMISSED from the college.
2. The hostel Leader, Assistant Leader and Group Leaders are elected by the members. They will help the Warden, assisted by the leaders of the various committees, in fulfilling students needs and in maintaining discipline in the hostel.
3. Students will be divided into groups and assigned special duties like serving meals, campus cleaning, temple work and vegetable cutting. Each group should discharge all these duties allotted by turn.
4. Students should be punctual for prayers, meals, assemblies, classes, study etc.
5. Rooms should be kept neat and tidy. All items of furniture should be used with care. Breakages and damages should be reported immediately to the warden.
6. Students should occupy the rooms assigned to them. They may not be asked to change their rooms without any proper reasons for it.
7. Entering another one's room is strictly forbidden.
8. Lights in the rooms should be switched off between 9.45 p.m. and 4.30 a.m. and silence should be observed during that time.
9. Students should not wear costly jewels. They are advised not to keep huge money. The hostel authorities cannot be held responsible for any loss of money, valuables or belongings of the students.
10. Students are advised not to lend or borrow money from anybody in the college or hostel.
11. Subscription of any kind should be collected only with the Principal/Deputy warden's permission.
12. When the students go home for the general holidays parents should come to take them home.

13. Absence from the hostel may be allowed on the written request of parent/ guardian, if the reason is valid. But parents should come to take the student home.
14. Except in case of illness, food should not be taken to the rooms.
15. Students are not allowed to enter the kitchen. They are not permitted to have any contact with the cooks, servants, peons or watchman/watchwoman.
16. Visitors are allowed only on fourth Sundays of every month. Only parents or guardians and relatives permitted at the time of admission can see the student. Brothers are not allowed as visitors.
17. Visitors should not enter the hostel rooms.
18. Day students are forbidden from entering the hostel.
19. Students should not accompany the visitors to the gate.
20. Students are strictly forbidden from defacing the walls, throwing waste papers, rubbish etc. on the floor or tampering with electrical fittings, bulbs, trees and plants in the campus or damaging any hostel property.
21. Study Hours: The inmates should maintain complete silence and study well during study hours. Visitors are not permitted during study hours.
22. Students are permitted to go home during Second Saturday and Sunday of every month. They may leave the hostel at 4.30pm. on Friday and should be back by 8 a.m. on Monday. Returning to the hostel on the day and time mentioned is mandatory. Lapse in this regard will be taken seriously. Late comers will not be permitted to go home for the next holidays.
23. Hosteller should not remain in the hostel taking leave without any information to the concerned authorities.
24. Misconduct or break of any hostel rules or disobedience to the authorities will render the offender liable to fine or dismissal. (For more details please see Prospectus)

## BOOK BANK

There is good numbers of textbooks of almost all subjects taught in the college are available in Book Bank section. This section was created with the help of management, teachers, devotees, old students and book sellers. However, the UGC has withdrawn its financial aid in this regard and the college is maintaining this section on its resources. This section's books are issued to students of economically weaker section for the whole academic session. Rules of the book bank are that

1. No Name should be written anywhere on the Book (However, if a student so desires. He / She may write the Name with pencil on the first page of the Book or a wrapper may be put on the book and the Name written on it).
2. All students who are availing the facility must ensure retuning the entire set of books provided to them within one week of completion of their final examination in the concerned Semester.
3. If any student availing the facility loses the book / damages the book / disfigures the book, he / she shall replace the Volume(s) with new book.

### PRAGNAVANI - (By Staff Research)

Since 2006, Pragnavani Journal has been published by Sri Sarada College for women, Tirunelveli. The meaning of **Pragnavani is voice of knowledge**. This Journal publishes research articles of high Reputation & Innovation. It is bi-annual and multi-disciplinary in nature.

The Pragnavani Journal aims to be the forum for researchers, Scientists and experts in the field of the Tamil, Sanskrit, English, Economics, Commerce, Maths, Physics, Chemistry, Biology, Computer Science, Information Technology, Social Science and Library & Information Science to share and discuss their high quality research work. Original research articles in the broad area of Arts and Science are suitable for the publication in Pragnavani.

We received ISSN (International Standard Serial Number) for Pragnavani on 06.09.2011.

**GANDEEVAM MAGAZINE - (By Student's Colloquium)**

**Gandeevam Magazine is published by our Students for the Students.** It is first published as handwritten format on 12th August 2014 and it is improved to the printed format from January 2015 onwards. The magazine is comprised of students' innovative information on current affairs, riddles, drawings, puzzles, stories and verses of their own. Students are the members of the editorial Board of Gandeevam through which they enrich their knowledge and personality.

**VILLAGE ADOPTION PROGRAMME (VAP)**

"Village Adoption Scheme" is a model Programme for energizing the rural economy in India through students of higher education institutions. It helps to slow down rural urban migration which may be harmful to both rural and urban people of India and their regions. The model presented here is designed to use the student resources for promoting awareness on existing social, traditional, cultural, legal, ethnic, religious, economic and political scenario of the rural society.

Service to mankind is Service to God. Our college is situated in a rural area. In our college 3 NSS Units are doing regular multifarious social service extension activities viz. awareness programmes such as Voter Awareness, General cleanliness, Environmental pollution, Eradication of plastics, Eradication of Polio, Promotion of Health and Hygiene in our adopted village namely Ariyakulam, melakulam, Thalavaipuram and Krishnapuram etc.,

Under Rural Extension Education Programme both UG and PG students of our college are educating the nearby school students. We give priority teaching to English, Mathematics and Computer Science subjects. Even before our Prime Minister's vision "Green India Clean India" we are involving our students to plant and grow trees and maintain the environment in a clean and green.

By this VAP, our students gain general awareness of the village life and facilitate the process of integrating the under privileged sections of our population with the main stream socially, psychologically, economically, culturally with appropriate education background involving community health, personal health, environmental health, awareness on government welfare programmes science and technology issues with reference to agriculture, veterinary and other benefits.

### **CONSUMER AWARENESS PROMOTION FORUM (CAP)**

As we are the consumers, we all have the following consumer Rights:

#### **1. Right to Safety:**

Consumers have a right to be protected against marketing of goods which are injurious to health and life. As a consumer if you are conscious of this right, you can take precautions to prevent injury or if injury is caused in spite of precaution, you have a right to complain against the dealer.

#### **2. Right to be informed:**

Consumers also have the right to be informed about the quantity, quality, purity, standard, grade and price of the goods available to them.

#### **3. Right to Choose:**

Every consumer has the right to choose the goods needed from a wide variety of similar goods. Sometimes, consumers are also carried away by the advertisements on T.V. These possibilities can be avoided if consumers are conscious of these rights.

#### **4. Right to be Heard:**

Consumers have a right to be heard by manufactures, dealers and advertisers about their opinions and grievances. Also consumers have the right to be heard in legal proceedings in law courts dealing with consumer rights. Consumers also have rights to be consulted by the Government and public bodies when decisions or policies are made affecting Consumer Interest.

#### **5. Right to be seek Redressal:**

Consumers have a right to obtain redress-to seek legal remedies in the appropriate court of law. This right also provides for due compensation to the consumers if they have suffered a loss or are put to inconvenience due to the fault of the supplier or manufacturer.

#### **6. Right to be Consumer Education:**

Consumer Education empowers consumers to exercise their consumer rights. To prevent market malpractices and exploitation of consumers, consumer awareness and education is essential. For the purpose, Consumer association, educational institutions & Government policy makers are expected to enable consumers to be informed and educated about their rights.

In our college, one faculty from the department of Commerce has been appointed as the Coordinator of the Consumer Forum to create awareness about the consumer rights among the students.

#### **RESEARCH & DEVELOPMENT CELL**

Research is the backbone of academics. It simplifies concept building and transforms new ideas into innovations in pursuance of a new era of passion for researchers. Each finding gives immense pleasure and multiplies enthusiasm towards achieving target.

The research and Development Cell aims to nurture research culture in the College by promoting research in newly emerging and challenging areas of Engineering, Technology, Science and Humanities including multidisciplinary fields. This enhances the general research capability of budding technocrats by way of participating in conferences, workshops, project competitions, etc.

The research and development Cell is functioning with the following objectives:

1. To create awareness and opportunities in Research and Development among the students & faculty and to create



apt Research and Development atmosphere in every department;

2. To create interest and atmosphere among the staff members to take up Research projects and improve their knowledge, skills and qualifications by registered Ph.D's;
3. To motivate the faculty member of the group for R & D activities in the area of their specialization;
4. To encourage staff members and students to publish technical papers for publishing in National and reputed International Conferences/Journals;
5. To encourage faculty members of all the disciplines in Science/Humanities in R & D activities for their professional growth;
6. To undertake research activities and development projects offered by agencies such as ISRO, DRDO, CSIR, DST, AICTE, UGC, DBT, INFOSYS, etc.
7. To assist the students to apply for funding for conducting research under student project scheme to various funding agencies like TNSCST, IET (I), DRDO, TCS, Infosys, etc.;
8. To assist for applying and getting funds for conducting Seminar/Workshop/FDP from various available funding agencies;
9. To facilitate the growth of research activity among the academic community, including developing mechanisms and targets to achieve this;
10. To develop and coordinate strategies for maximizing the faculty's success in gaining external research funding;
11. To maintain and disseminate current information about relevant research policy areas and initiatives in government, in the professions and in relevant industries, including external funding
12. To develop strategies to foster research collaborations within the faculty, across faculty and
13. To work with various departments to establish and develop faculty research priorities on interdisciplinary areas;

14. To interact with industry, government, professions and the wider community on all research matters promote faculty research activities to external stakeholders;
15. To coordinate faculty level workshop and staff development activities to attract the best research related issues;
16. To encourage development of activities to attract the best research oriented higher degree students;
17. To maintain effective links with government departments, authorities, business, and commerce and industry organizations relevant to the college research activities.

In our college, in order to promote research and development activities, the college extends its full support to students/faculty. Full/Partial financial support is given to all innovative research & development works taken up by the students, faculty and staff members. The college encourages students, faculty and staff to participate in National/International Conferences, Training programmes, Tech-Festivals organized by reputed institutes by giving full/partial financial support viz. course/registration fee, TA/DA etc.

#### **ANTI-RAGGING CELL**

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.

7. Any Act of injury or infringement of the fundamental right to the human dignity.
8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

**Punishment to those found guilty**

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments

1. Debarring from appearing in any sessional test / University Examination
2. Suspension from attending classes and academic privileges
3. Withdrawing scholarships and other benefits
4. Suspension from the college for a period of one month

**Objectives of Anti Ragging Committee:**

Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus. The Anti-Ragging Squad – office bearers will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation. Anti-Ragging Committee will be involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.

**Responsibilities of Anti Ragging Squad:**

Anti-Ragging Squad will be working under the Monitoring of Anti Ragging Committee and will seek advice from the Anti-Ragging Committee. The functions of Anti- Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc. The Squad will also educate the students at large by adopting

various means about the menace of Ragging and related Punishments there to. A gamut of positive reinforcement activities are adopted by Anti-Ragging Squad for orienting students and molding their personality for a better cause. They shall work in Consonance and Guidance of Anti Ragging Committee.

The Anti-Ragging cell of the college is very vigilant all the times. As a proactive measure a student led campaign of awareness against ragging has been initiated at the beginning of the academic year. Through this campaign, the student volunteers address the Senior Students about the ill effects & consequences of ragging. These volunteers also address the fresher's in the college and advised them to be alert, aware and report any incidents of ragging in the campus. Effective measures are taken by the management from time to time to curb or nib ragging in the campus, hence Sri Sarada College Campus is a Ragging Free Campus. We have appointed one senior faculty member as its co-coordinator for Anti-Ragging. We have displayed many banners regarding Anti-Ragging. We are insisting to follow the student in a spiritual way. Hence our premise is free from Ragging.

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Note: Comments / Corrections in this compendium may be messaged to  
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