

SRI SARADA COLLEGE FOR WOMEN

(Re-Accredited with 'A' Grade by NAAC)

Affiliated to Manonmaniam Sundaranar University

(A Branch of Sri Ramakrishna Tapovanam, Tirupparaitturai.)

Sarada Nagar, Ariyakulam, Maharajanagar (PO),

Tirunelveli - 627 011. Tamilnadu - India.

Email : srisaradatvl@gmail.com

Website : <http://www.srisaradacollege.org>

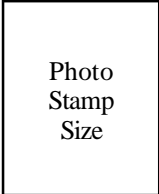


ACADEMIC HANDBOOK

2018- 2019

PERSONAL MEMORANDUM

Name :
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 :
Name of the Counsellor :
Height : Weight:
Blood Group :
PAN Number :
Bank Account No. & Name :
Insurance Policy No. :
Aadhaar ID Number :
Driving License No. :
Mobile Number : Father
Mother
Guardian
Email ID :
Vehicle No. :
Personal ID Marks :



Date :

Signature

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THE HOLY TRINITY



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RthÄ
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nj h%w«: 17.02.1836 nj h%w«: 22.12.1853 nj h%w«: 12.01.1863
rkhâ : 16.08.1886 rkhâ : 21.07.1920 rkhâ : 04.07.1902

Pj hgf®
FOUNDER



nj h%w«: 11.03.1898
rkhâ : 16.11.1985

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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 Vindhya 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.

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.

cWābkhĒ

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gH«bgUi kĵ fhfî « g< Kfkuòĉ áw¥ã%fhfî «, eh<
bgUĀj « mi l »nw< . ī āehĒo< bgUi kĵ F^ª j F^ªJ
ĒsŸ»l v< W« ghLgLnt< .

v< Di l a bg%^{nwh}, MáÇa[®]fŸ, vdĵ F taâš
_^ªnj h[®] mi dti úí « kâ¥ng< . vśnyhÇl K« m< ò«
kÇahi j í « fhĒLnt< .

v< ehĒo%F« v< kĵ fS ĵ F« ci H^ªâl Ki d^ªJ
Ā%ng< . mt[®]fŸ eyK«, tsK« bgWtâny eh< v< W«
k»æÇá fh© ng< .

COLLEGE SONG

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#a #fĒP^{tÇ} X« #fĒP^{tÇ}
#a #a #a #fĒP^{tÇ} X« #a
rh^ªâ Āi yakh« rhuj h nj Ē.

He who has a pure mind sees everything pure.

- Sri Sarada Devi.

j Äæɔj hŒ thæɔJ

ÚuhU« fl YLɔj Äykl^ai j j bfĚš xGF «
ÓuhU« tj d« vdɔ âfæ guj j f© l « i âš
bj j fz K« mâš áw^aj âuhÉ l eš âUehL «
j j fáW äi w Ej Y « j Çɔj eW« âyfKnk
mɔâyf thri dŷnghš mi dɔJyF « i < gKw
vɔâi rí « òfæ kz j fi U^aj bgU «
j ÄHz Šnf! j ÄHz Šnf!
c < ÓÇsi k âw« É a^aJ braš kw^aJ
thæɔJJnk! thæɔJJnk! thæɔJJnk!

bfo ghi Š

j hÆ< kÂ j bfo ghβ[®] - mi j ɔ
j hæ^aJ gÂ^aJ òfæ^aâ l thβ[®] - (j hÆ<)
XŠ» ts^{®a}j nj h[®] f«g«
mj < cČáÆ< nkš t^anj khj u« v< nw
ghŠ» < vGâ âfG« brŒa
gŒbl hĚ ááŷ gw; FJ ghβ[®] - (j hÆ<)
f«gɔâ< ŃæÄ%wš fhÛ[®]
vŠF « fhz U« âu[®] bgU^a âuÿ T Œ l «
e«g%FÇa[®] m> âu[®] - j Šfÿ
ešYÆ[®] <^aJ « bfoÆi d; fhŷg[®] (j hÆ<)
- ghuaah[®]

THE COLLEGE COMMITTEE

- | | | |
|-----|--|---------------------------|
| 1) | Srimath Swami Sadananda Maharaj | President |
| 2) | Yatiswari Saravanabhavapriya Amba | Secretary |
| 3) | Srimath Swami Divyanandaji | Member |
| 4) | Srimath Swami Shuddhanandaji | Member |
| 5) | Srimath Swami Satyanandaji | Member |
| 6) | Srimath Swami Abhedanandaji | Member |
| 7) | Srimath Swami Bhakthanandaji | Member |
| 8) | Yatiswari Durgapriya Amba | Member |
| 9) | Yatiswari Thavapriya Amba | Member |
| 10) | Yatiswari Neelakantapriya Amba | Member |
| 11) | Prof. (Major) P. Chandra Sekaran | Member |
| 12) | Dr.(Smt.) M.Malarvizhi | Principal |
| 13) | Dr.(Smt) R.Muthulakshmi Vice-Principal | Staff Representative |
| 14) | Smt.N.Renuka Head, Dept. of English | Staff Representative |
| 15) | Dr.A.Loganathan | University Representative |
- Professor, Department of Statistics
Manonmaniam Sundaranar University
Tirunelveli - 627 012.

MEMBERS OF STAFF (TEACHING)

PRINCIPAL

- 1 Dr. (Smt.) M. Malarvizhi M.Com., M.Phil., M.Ed., PGDHE,
PGDCA, Ph.D., DGT Asso. Prof. & Principal

DEPARTMENT OF TAMIL

- 1 Dr (Smt). S. Parvatha Krishnammal M.A., M.Phil., Ph.D., NET. H.O.D. & Asso.Prof.
2 Smt. A. Usha M.A., M.Phil., M.Ed., NET, CGT Asst. Prof.
3 Dr (Smt.) T. Dhanalakshmi M.A., M.Phil., Ph.D., NET, CGT Asst. Prof.
4 Smt. M. Karthiga M.A., M.Phil., NET, CGT Asst. Prof.
5 Dr. (Smt.) M.Balarani M.A., Ph.D., SET Asst. Prof.

DEPARTMENT OF SANSKRIT

- 1 Sr. Mayil M.A. H.O.D. & Asst. Prof.
2 Selvi. P.K. Kasthuri M.A. Asst. Prof.
3 Selvi. A. Muthuselvi M.A.

DEPARTMENT OF ENGLISH

- 1 Smt. N. Renuka M.A., M.Phil. H.O.D. & Asst. Prof.
2 Smt. S. Viji M.A., M.Phil., B.Ed., M.A. (Edn.), CGT Asst. Prof.
3 Smt. M. Sivakala M.A., M.Phil., B.Ed., DGT Asst. Prof.
4 Smt. M. Lalitha M.A., M.Phil., B.Ed., DGT Asst. Prof.
5 Lt. Smt. S. Chithra M.A., M.Phil., D.P.T.E. DGT Asst. Prof.
6 Smt. T. Annalakshmi M.A., DGT Asst. Prof.
7 Selvi. A. Sivasankari M.A., M.Phil., DGT Asst. Prof.
8 Smt. K.R.Mathanakumari M.A., M.Phil., CGT Asst. Prof.
9 Smt. S.Muthu Ramalakshmi M.A., M.Phil., B.Ed Asst. Prof.
10 Selvi. N.Kavitha M.A., M.Phil Asst. Prof.
11. Dr. Smt. P. Rajeswari Asst. Prof.

DEPARTMENT OF ECONOMICS

- 1 Dr. (Smt). T. Kalavathi M.A., M.Phil., PGDCA, DGT, DHEM., Ph.D H.O.D. Asst. Prof.
2 Selvi. T. Miruna Devi M.A., M.Phil., CGT, DHEM Asst. Prof.
3 Smt. A. Shunmuga Priya M.A., M.Phil., DGT Asst. Prof.
4 Smt. P. Ramalakshmi M.Sc., M.Phil., Asst. Prof.

DEPARTMENT OF MATHEMATICS

1	Smt. S. Ammani M.Sc., M.Phil	H.O.D. & Asst. Prof.
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3	Selvi A. Mahalakshmi M.Sc., M.Phil,CGT	Asst. Prof.
4	Smt. K. Ramalakshmi M.Sc., M.Phil,CGT	Asst. Prof.
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6	Smt. T. Vennimalai M.Sc., M.Phil., B.Ed.,DGT.,SET	Asst. Prof.
7	Smt. N. Petchiammal M.Sc., M.Phil.,SET.,	Asst. Prof.
8	Selvi. S. Arumuga Kaveri M.Sc., M.Phil., NET. SET	Asst. Prof.

DEPARTMENT OF PHYSICS

1	Dr. (Smt.) J. Umair Parvathy M.Sc., M.Phil., PGDCA, Ph.D.	H.O.D. & Asso Prof.
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3	Selvi. S. Karthigadevi M.Sc., M.Phil.,	Asst. Prof.
4	Smt. M.Muniyalakshmi M.Sc., M.Phil.,	Asst. Prof.
5	Selvi. A.Subitha M.Sc., M.Phil.,	Asst. Prof.
6	Dr. Smt.T.Vela M.Sc., M.Phil., Ph.D	Asst. Prof.
7	Selvi. J. Dhanalakshmi M.Sc., M.Phil.,	Asst. Prof.
8	Selvi. D. Sathya M.Sc., M.Phil.,	Asst. Prof.

DEPARTMENT OF CHEMISTRY

1	Smt. V. Raja Rajeswari M.Sc., M.Phil., PGDCA, DGT	H.O.D. & Asso Prof.
2	Smt. K. Lakshmi M.Sc., M.Phil., DGT	Asst. Prof.
3	Selvi. S.Rajeswari M.Sc., M.Phil.,	Asst. Prof.
4	Selvi. D.Gana Saraswathy M.Sc. NET.	Asst. Prof.

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1	Dr. (Smt.) V. Valli Nayagi M.Sc., M.Phil., Ph.D., DGT	H.O.D. & Asso Prof.
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4	Smt. S. Rajalakshmi M.Sc.,M.Phil.,	Asst. Prof.
5	Smt. S. Ramalakshmi M.Sc., M.Phil., B.Ed.	Asst. Prof.
6	Smt. P. Anita M.Sc., M.Phil.,	Asst. Prof.
7	Smt. M. Sembalai Sumathi M.Sc., M.Phil.,	Asst. Prof.

DEPARTMENT OF COMPUTER APPLICATIONS (P.G)

- 1 Dr. (Smt.) T. Ratha Jeyalakshmi M.C.A., M.Phil., Ph.D., SET Director-Cum-HOD
& Asso. Prof
- 2 Smt. P. Anusha M.C.A., M.Phil., Asst. Prof.
- 3 Smt. B. Parvathi Devi M.C.A., M.Phil., Asst. Prof.
- 4 Smt. K. Amutha M.C.A., M.Phil., Asst. Prof.
- 5 Smt. C. Preethi M.E. Asst. Prof.

DEPARTMENT OF COMPUTER APPLICATIONS (U.G)

- 1 Smt. N. Rajeswari M.C.A.M.Phil.,SET H.O.D & Asst. Prof.
- 2 Selvi. M. Amutha M.C.A., M.Phil., M.Tech. Asst. Prof.
- 3 Smt. N. Laxmi Priyanka M.C.A.,M.Phil., Asst. Prof.
- 4 Smt. M. Bagya Lakshmi M.E. Asst. Prof.

DEPARTMENT OF INFORMATION TECHNOLOGY

- 1 Smt. M. Indra M.C.A., SET H.O.D. & Asst. Prof.
- 2 Smt. S. Kanagasankari M.C.A., M.Phil Asst. Prof.
- 3 Smt. P. Subbulakshmi M.Sc. (IT & E.com.), M.Phil., Asst. Prof.
- 4 Smt. M. Usha M.C.A., M.Phil., Asst. Prof.

DEPARTMENT OF COMMERCE

- 1 Dr. (Smt.) R.Muthulakshmi M.Com., M.Phil., MBA., PGDHE, Ph.D. DGT
H.O.D. & Asso. Prof.
- 2 Smt. S. Shanmuga Nirmala M.Com., M.Phil DGT Asst. Prof.
- 3 Smt. Milka Vijayan M.Com., (C.A.) M.Phil., C.G.T., Asst. Prof.
- 4 Selvi. M. Subashini M.Com., M.Phil., SET C.G.T., Asst. Prof.

DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS

- 1 Dr. (Smt) N. Kamala M.Com., M.Phil., NET, PGDCA, Ph.D.,DGT
H.O.D. & Asso Prof.
- 2 Smt S. Arumuga Selvi M.Com (CA), M.Phil., DGT Asst. Prof.
- 3 Dr.(Smt) A. Arunadevi M.Com., M.Phil., DPTT, PGDCA,DGT,Ph.D Asst. Prof.
- 4 Smt. P. Rajeswari M.Com., M.Phil.,CGT Asst. Prof.
- 5 Dr. (Smt) V. Sangeetha M.Com., M.Phil., Ph.D.,DGT Asst. Prof.
- 6 Smt. C. Jeya Gowri M.Com., M.Phil.,DGT Asst. Prof.
- 7 Smt. S. Subbualakshmi M.Com., SET Asst. Prof.
- 8 Dr. (Smt) U. Jothimani M.Com., (CA) M.Phil., MBA., Ph.D., Asst. Prof.

DEPARTMENT OF BUSINESS ADMINISTRATION

- | | | |
|----|--|----------------------|
| 1 | Smt. N. Lavanya M.B.A., M.Com (CA) | H.O.D. & Asst. Prof. |
| 2 | Dr. (Smt) Shunmuga Thangam M.B.A., M.Phil., Ph.D | Asst. Prof. |
| 3 | Dr. (Smt) A.Mariammal M.B.A.M.Phil.,Ph.D., | Asst. Prof. |
| 4. | Smt. V. Rajalakshmi MBA., M.Phil., NET | Asst. Prof. |

DEPARTMENT OF PHYSICAL EDUCATION

- | | | |
|---|------------------------------------|-------------------|
| 1 | Smt. V. Vidhya B.A. (His), M.P.Ed. | Physical director |
|---|------------------------------------|-------------------|

DEPARTMENT OF LIBRARY

- | | | |
|---|--|-----------|
| 1 | Smt. S. Gomathy M.Com., M.L.I.Sc., M.Phil. | Librarian |
|---|--|-----------|

SENIOR VISITING FACULTY

- | | | |
|---|---|-------------|
| 1 | Dr. N. Venkatasubbu M.A., M.Ed., M.Phil., Ph.D., PGDTE. | English |
| 2 | Dr. S. Jothi Basu M.A.,M.Phil.,Ph.D. | English |
| 3 | Dr. M. Murugalingam M.Sc., M.Phil., PGDCA, B.Ed., Ph.D. | Mathematics |
| 4 | Dr. (Smt). S. Palaniammal M.Sc., M.Phil., PGDCA, B.Ed., Ph.D. | Mathematics |
| 5 | Dr. (Smt). S. Subbulakshmi M.Sc., M.Phil., Ph.D. | Mathematics |

PARTTIME

- | | | |
|---|-----------------------------------|--------|
| 1 | Sri.S.Sankaralingam M.Com., B.L., | Lawyer |
|---|-----------------------------------|--------|

MEMBERS OF STAFF (NON - TEACHING)

The Administrative Office Serves from 9 A.M. to 5.30 P.M.

- | | | |
|-----|---------------------------------------|-------------------------|
| 1. | Smt. V. Latha, B.Sc. | Superintendent |
| 2. | Smt. S. Chidambaravadivoo, B.Com., | Assistant |
| 3. | Smt. R. Krishnaveni, B.Com., | Assistant |
| 4. | Smt. S. Periyanyagi, B.A. | Assistant |
| 5. | Smt. V. Thamarai Selvi, B.com | Junior Asst |
| 6. | Selvi. S. Vimala, M.C.A., M.Phil | Junior Asst |
| 7. | Smt. V. Subbulakshmi, DECE | Technical Asst. |
| 8. | Smt. L. Ramalakshmi, M.C.A., | Technical Asst. |
| 9. | Selvi. M. Sudarveni @ Subha, M.C.A., | Technical Asst. |
| 10. | Selvi. S. Munisvanalakshmi, B.Sc. | Technical Asst. |
| 11. | Sselvi. S. Krishnaveni, B.Com., MCISC | Technical Asst. |
| 12. | Smt. S. Gowri | Lab. Attender (Physics) |
| 13. | Smt. R. Kalai Selvi, B.Com. | Lab. Attender (Physics) |

14. Smt. G. Vijayalakshmi	Lab. Attender (Chemistry)
15. Smt. S. Kasthuri	Lab. Attender (Chemistry)
16. Smt. A. Gomathy Ammal	Lab. Attender (Comp. Sci)
17. Smt. K. Thayammal	Lab. Attender (Comp. Sci)
18. Smt. S. Petchiammal	Lab. Attendar (Comp. Sci)
19. Selvi. V. Thamilarasi	Office Attender
20. Smt. A. Mariammal	Office Attender
21. Smt. P. Muthupathirakali	Office Attender
22. Smt. P. Jeyalakshmi	Office Attender
23. Smt. P. Vijayalakshmi, B.A., M.L.I.Sc.,	Library Attender
24. Smt. A. Alagumuthammal B.Com.	Library Attender
25. Smt. S. Shunmuga Sundari	Sweeper
26. Smt. M. Annalakshmi	Sweeper
27. Smt. A. Pappa	Sweeper
28. Smt. C. Muthulakshmi	Sweeper
29. Smt. E. Jothi	Sweeper
30. Smt. S. Subbulakshmi	Sweeper
31. Smt. A. Selvi	Sweeper
32. Smt. M. Saraswathy	Sweeper
33. Sri. R. Muneeswaran	Watchman
34. Sri. M. Ganesan	Games Market
35. Sri. M. Marimuthu	Mechanic
36. Smt. C. Shunmugavadivoo	Scavenger

GOVERNANCE AND RESPONSIBILITIES 2018 - 2019

S.No.	Responsibilities	Name of the Faculties
A	Administrator	Srimat Swami Bhakthananda
B	Secretary	Yatiswari Saravanabhavapriya Amba
C	Educational Advisor	Dr. K. Subrahmanyam
D	Director	Prof. (Major) P.Chandrasekaran
E	Principal	Dr. (Smt) M.Malarvizhi
F	Vice Principal	Dr. (Smt) R.Muthulakshmi
G	Roaster Vice Principal	Smt.V.Raja Rajeswari
F	IQAC Coordinator	Smt. N.Renuka
G	IQAC Steering Coordinator(I/C)	Smt. P.Anusha
	a)IQAC Joint Coordinator-Arts b)IQAC Joint Coordinator- Science c) IQAC Joint Coordinator- Website & ICT	Smt. A.Usha Smt. K.Ramalakshmi Smt. P. Anusha
H	Autonomy Coordinators	Selvi.A.Mahalakshmi(Science) Smt. N.Lavanya(Arts)
I	Autonomy Joint Coordinators	Smt. S. Shanmuga Nirmala Dr.(Smt) V.Sangeetha Smt.V.Rajalakshmi
J	Union Vice President Joint Vice President	Dr.(Smt). T.Kalavathi Selvi.B.Revathy
1	Dean - COE-CIA & Curriculum Development	Dr. (Smt) S.Parvathakrishnammal
1a	Govt. Examinations	Dr. (Smt.)V.Vallinayagi & (Smt.)M.Indra
1b	Staff Club, Staff Council & Welfare	Smt,B.Parvathi Devi & Smt.S.Arumuga Selvi
1c	CV-Students & Staff(TS & NTS)	Smt.A.Shanmuga Priya & Selvi. N.Kavitha
1d	Alumnae-Sarada Suta	Smt. B. Parvathi Devi, Smt. Milka Vijayan
1e	COE-CIA Cell, Progress Report	Smt.S.Ammami,Smt. N.Lavanya, Dr.(Smt).A.Arunadevi, Selvi.A.Shanmuga priya
1f	Gandhian Thought Course	Selvi A.Mahalakshmi, Smt. C.Preethi, Smt. S.Rajalakshmi
1g	Dual/Add on Courses Typewriting,Driving,Tailoring	Smt.P.Anusha Dr. (Smt). T. Dhanalakshmi

1h	Value Education/Kendra Programmes- Camps/RSVC/Ethics- Course i/c/Sanskrit	Smt.M.Bagya lakshmi(III yr) Selvi.M.Subashini (II Yr). Dr.(Smt)V.Sangeetha(I Yr) Ltn. S. Chitra (P.G.) Selvi.A.Muthuselvi(Sanskrit)
2	Dean – Training & Development	Smt. M.Indra
2a	Sarada Training Cell for Competitive Examinations,Tally	Smt. M. Amutha Smt.M.Rajalaskhmi,
2b	Communication Skills/Sanskrit/Hindi/English	Smt. M Lalitha ,Selvi.P.K.Kasthuri
2c	Faculty Development Programmes,NTS Orientation & Students Semester-wise Orientation /Bridge Course	Smt.K.Amutha, Selvi.D.Gana Saraswathi, Selvi. T. Miruna Devi Smt. P. Rajeswari
2e	Industrial Visit/Tour	III Year & PG Class Counsellors
2f	Bus/Train Concession	Smt.M.Amutha & Smt.V.Thamarai Selvi (O)
2g	Counselling & Personality Development Training	Dr.(Smt).T.Kalavathi & Selvi.B.Revathy
2h	Entrepreneurship/Career Guidance & Placement Cell	Dr.(Smt).A.Mariammal(Arts) , Smt.T.Vennimalai(Science) Forum Vice Presidents
2i	Quiz Club	Smt. S. Gomathy Selvi.A.Siva Sankari
2j	Seminar Hall/Smart Class	Sr. Mayil & Selvi A.Subitha
3	Dean - Research & Development	Dr.(Smt) J.Umai parvathy
3a	UGC/12(B)/AICTE/CSIR/AIS HE/TNSCST projects/Affairs	Dr.(Smt)T. Radha Jeyalakshmi Dr.(Smt.)D.Sathya
3b	Conferences, Seminars & Workshops	HODs & Forum Vice Presidents
3c	Infrastructure(Building, Furniture, Equipments)	Selvi. S.Rajeswari & Smt. S.Muniyalakshmi
3d	Funded Projects/Students Projects/Pragnavani	Dr. Smt. U. Jothimani Dr. Smt. P. Shanmugathangam
3e	Calendar & Compendium	Dr.(Smt).T.Kalavathi & Selvi.B.Revathy
3f	Gandeevam / College Magazine	Dr.(Smt).M.Balarani, Selvi.Meenakshi & All Forum Vice Presidents
3g	PRO/Media Reporting/ Photo-Videos	Dr.(Smt)M.Balarani, Selvi. S.S. Harytha
3h	Campus Chronicler	Dr(Smt).T.Kalavathi (College) & Selvi. Vijayalakshmi(Warden)

3i	Instrumentation/Incubation Centre	Dr. (Smt) J.Umaiparvathy & Science HODs
3j	LIS & PESSY	Smt. S.Gomathi & Smt. V.Vidhya
4	Dean – Students Discipline	Smt. K.Lakshmi
4a	Discipline Committee - Students	Dr. Smt. N. Kamala Smt.S.Chithra, Smt. V.Vidhya, Smt. S. Kanga Sankari
4b	First Aid & Health Care	Smt. V.Vidhya & Smt.A. Usha
4c	Merit/Loan Scholarships, Endowments, Awards- Awareness and Personality Attainment	Smt. R.Krishnaveni (O) & All Class Counsellors
4d	Women Cell	Smt. M. Amutha Seli. M. Gajalakshmi
4e	Grievance & Redress ;Anti-ragging & De-addiction	Smt. S.Viji, Dr. Smt. T. Dhanalakshmi
4f	Students Welfare-Leave, OD, ML, Attendance	Smt. P. Rajeswari Selvi.B.Revathy
5	Dean – ISR, Extension & Development	Smt. J.Ponrenga
5a	CD/SD/Sakthi Pooja & other General Meetings & Celebrations	Dr.(Smt).T.Kalavathi, Selvi.B.Revathy, Smt.M.Karthika
5b	NSS	Smt. M.Vijayalakshmi - 153 Smt. S.Kanagasankari - 25 Smt. A.Usha - 24
5c	RRC	Smt.B.Revathy
5d	YRC	Smt.J.Ponrenga & Smt.M.Lalitha
5e	Blood Donor Cell	Smt. S.Kanagasankari & Smt. A.Usha
5f	NCC	Smt. S.Chithra
5g	ID Card/PAN Card	Smt. S.Gomathi, Smt. N.Laxmi Priyanka
5h	Exnora - Green Clean Cell	Smt. N. Laxmi Priyanka Smt.P.Subbulakshmi
5i	Exhibition & Self Help Group Cell	Selvi.T.Miruna Devi, Selvi. S.S. Harytha
5j	Fine Arts/Youth Welfare Competitions/ Spiritual, Cultural, Music, Dance & Drama	Smt. G.Parameswari, Smt.K.Amutha, Smt. Milka Vijayan, Dr.(Smt)V.Sangeetha, Smt.C.JeyaGowri, Smt.M.Karthiga

5k	PSTC & Padha Pooja	Smt.M.Karthiga & III Year Class Counsellors
5l	Navarathiri Kolu Arrangement	Dr. (Smt) S.Parvathakrishnammal Smt. G.Pameswari Smt. T. Dhanalakshmi Smt. T. Annalakshmi Smt. M.Laxmi Priyanka
5m	Electoral Literacy Club	Smt.S.Chithra, Selvi. A.Sivasankari
	Admission-Selection Committee	(Dr).Smt. S.Parvatha Krishnammal Dr.(Smt.)V.Vallinayagi Dr.(Smt.) T.Dhanalakshmi
	Help Desk Admission Counsellors (Tami)	Smt. A.Usha Dr.(Smt.)M.Bala Rani
	English Economics Commerce	Smt.M.Lalitha, Selvi K. Rathinam @ Shunmuga Sundaram Selvi.T.Miruna Devi Smt.A.Shanmuga Priya Dr.(Smt).R.Muthulakshmi Smt.S.Shanmuga Nirmala
	Commerce CS	Smt.P.Rajeswari Smt. Milka Vijayan
	Mathematics Physics Chemistry Computer Science	Smt. T.Vennimalai, Selvi.A.Shanmugapriya Smt.S. Kartigadevi, Dr.(Smt).T.Vela Selvi.S.Rajeswari Selvi.D.Gana Saraswathy Dr.(Smt). V.Vallinayagi Smt.S.Rajalakshmi
	Information Technology Computer Applications BBA	Smt.M.Indra Smt.S.Kanagasankari Smt.N.Laxmi Priyanka, Smt.C.Preethi Selvi.P.Anitha Dr.(Smt).A.Mariammal

Forum Vice Presidents & Department Placement Coordinators		
	Tamil	Dr. (Smt). M. Balarani
	Sanskrit	Selvi. A. Muthuselvi
	English	Selvi. A.Siva sankari
	Economics	Smt. A. Shanmuga Priya
	Commerce	Smt. Milka Papan
	Commerce CS	Smt. C. Jeya Gowri
	Mathematics	Smt. N. Petchiammal
	Physics	Dr. (Smt). D. Sathya
	Chemistry	Selvi. D. Gana Saraswathy
	Computer Science	Smt. S. Rajalakshmi
	Information Technology	Smt. S. Kanaga Sankari
	Computer Applications	Smt. M. Amutha
	BBA	Smt. P. Shanmuga Thangam
Department Coordinators		
	Tamil	Dr. (Smt.) T. Dhanalakshmi
	Sanskrit	Sr. Mayil
	English	Smt. S. Viji
	Economics	Selvi. T. Miruna Devi
	Commerce	Selvi. M. Subhashini
	Commerce CS	Smt. C. Jeya Gowri
	Mathematics	Selvi. A. Mahalakshmi
	Physics	Dr. Smt. P. Vela
	Chemistry	Selvi. S. Rajeswari
	Computer Science	Smt. M. Shembalai Sumathi
	Information Technology	Smt. P. Subbulakshmi
	Computer Applications	Smt. B. Parvathi Devi
	BBA	Dr. (Smt.) A. Mariammal
Department Autonomy Coordinators		
	Tamil	Dr. (Smt.) T. Dhanalakshmi
	Sanskrit	Selvi. P.K. Kasthuri
	English	Smt. M. Lalitha
	Economics	Smt. A. Shunmuga Priya
	Commerce	Selvi. M. Subashini
	Commerce CS	Smt. S. Arumuga Selvi
	Mathematics	Selvi. S. Arumuga Kaveri
	Physics	Smt. S. Karthiga Devi
	Chemistry	Selvi. S. Rajeswari
	Computer Science	Smt. M. Vijayalakshmi
	Information Technology	Smt. S. Kanaga Sankari
	Computer Applications	Smt. K. Amutha
	BBA	Selvi. P. Anitha

LIST OF COMMITTEES

ADMISSION COMMITTEE

1. **Chairman** Principal Dr. (Smt). M. Malarvizhi
- Members**
2. Senior faculty cum Smt N. Renuka
IQAC, Coordinator
3. Senior faculty Science Dr.(Smt.)V.Vallinayagi
Subjects –
4. Senior faculty Art Subjects Dr.(Smt).S.Parvathakrishnammal
5. Faculty from Dr.(Smt) T.Dhanalakshmi
SC/ST/Arts Subject

LIBRARY ADVISORY COMMITTEE

1. Chairman Principal Dr.(Smt) M. Malarvizhi
- Members**
2. IQAC Coordinator Smt N. Renuka
3. Librarian Smt S.Gomathy
4. Senior faculty – Language
and Arts Dr.(Smt).S.Parvathakrishnammal
5. Senior faculty Science
Subjects – Dr.(Smt).J.umai Parvathy
6. Senior faculty
Commerce and BBA Smt.S.Shanmuga Nirmala
7. PG student R.Venkatalakshmi M.Com (C.A)
8. UG student (Arts) E.Baby B.A Economics
9. UG student (Science) S.Kavitha B.C.A
10. UG student (Commerce) R.Srimathy B.com

SPORTS COMMITTEE

1. Chairman Principal Dr.(Smt) M. Malarvizhi
- Members**
2. IQAC Coordinator Smt N. Renuka
3. MSU Professor Dr.S.Sethu
of Physical Education Manonmaniam Sundaranar
University, Tirunelveli

- | | |
|---|---|
| 4. External:
District Sports Officer | R. V.Veerapadran
Mail Id: dsotnv@gmail.com
Contact No: 7401703506, (0462) 2582632 |
| 5. Physical Director | Smt V.Vidhya |
| 6. Sr Faculty interested
in Sports | Smt.V.Raja Rajeswari |
| 7. PG student | N.Rathika M.A English |
| 8. Overall Champion (Secretary) | S.Lavanya III B.Sc Physics |
| 9. Top Sports prize winner
(Joint Secretary) | G.Viji III B.Com (CA) |
| 10. Top Sports prize winner | B.Soundarya III B.Sc Physics |

HOSTEL COMMITTEE

- | | |
|-----------------------|-------------------------|
| 1. Chairman Principal | Dr. (Smt) M. Malarvizhi |
|-----------------------|-------------------------|

Members

- | | |
|---------------------|--|
| 2. IQAC Coordinator | Smt N. Renuka |
| 3. Deputy Warden | Smt V.Raja Rajeswari |
| 4. Senior faculty | Smt P.Anusha |
| 5. Resident Manager | - |
| 6. Assistant Warden | - |
| 7. PG Student | |
| 8. UG III Year | M.Mangayarkarasi III B.A English |
| 9. UG III Year | C.Pavithra III B.Sc Mathematics |
| 10. UG III Year | M.Velladuraichi III B.Sc
Computer Science |

INTERNAL COMPLAINTS COMMITTEE

- | | |
|-----------------------|------------------------|
| 1. Chairman Principal | Dr.(Smt) M. Malarvizhi |
|-----------------------|------------------------|

Members

- | | |
|-----------------------------|-----------------------------|
| 2. IQAC Coordinator | Smt N. Renuka |
| 3. Cell Coordinator | Dr. (Smt) T.Kalavathi |
| 4. Senior Faculty – Arts | Smt.S. Viji |
| 5. Senior Faculty – Science | Smt.S. Magara Jothi Lakshmi |
| 6. Senior faculty Commerce | Smt .S. Arumuga selvi |
| 7. Member | Dr.(Selvi) D. Packialakshmi |

- | | |
|---------------------------|----------------------------------|
| 8. PG Student M.Com (CA) | R. Venkatalakshmi II |
| 9. UG student (Arts) | S.Sreeja II B.A English |
| 10. UG student (Science) | T.Madhubala III B.Sc.Mathematics |
| 11. UG student (Commerce) | E.Pavithra III B.Com |

STUDENTS WELFARE & DISCIPLINE COMMITTEE

- | | |
|-----------------------|---------------------------|
| 1. Chairman Principal | Dr. (Smt) M. Malarvizhi |
| 2. Chairman | Dr. (Smt) R. Muthulakshmi |

Members

- | | |
|----------------------------|-----------------------------------|
| 3. IQAC Coordinator | Smt N. Renuka |
| 4. Dean – Students Welfare | Smt.K. Lakshmi |
| 5. Medical Officer | Dr. Ramasundari |
| 6. Placement Officer | Dr.(Smt)A.Mariammal |
| 7. Senior Faculty (Alumni) | |
| 8. Member | Dr. (Smt) S. Parvatha Krishnammal |
| 9. Member | Dr. (Smt) N.Kamala |
| 10. Member | Selvi. T. Miruna Devi |
| 11. Convener | Smt. K. Lakshmi |
| 12. PG Student | R.Shanthi III MCA |
| 13. UG student (Arts) | M.Ragavi II B.A English |
| 14. UG student (Science) | P.Iswariya III B.Sc Physics |
| 15. UG student (Commerce) | M.Jeyamari III B.Com |

ANTI-RAGGING COMMITTEE

- | | |
|-----------------------|------------------------|
| 1. Chairman Principal | Dr.(Smt) M. Malarvizhi |
|-----------------------|------------------------|

Members

- | | |
|--------------------------------|--------------------------|
| 2. IQAC Coordinator | Smt N. Renuka |
| 3. Cell Coordinator | Lt.Smt.S.Chitra |
| 4. Women Coordinator | |
| 5. Women Police Officer | Smt .S. Padmavathy |
| 6. Psychologist | Smt. M. Usha |
| 7. Senior Faculty – Counsellor | |
| 8. Member | Sri M. Thanga Raj |
| 9. Member | Sri M. G. Sankarapandian |

- | | |
|---------------------------|-------------------------------------|
| 10. Member | Representative of Parents |
| 11. Member | Representative of Students |
| 12. Member | Representative of Students Category |
| 13. PG Student | R.Prabhavathi II M.Sc Physics |
| 14. UG student (Arts) | E.Baby III B.A Economics |
| 15. UG student (Science) | K.Ponmani III B.Sc Computer Science |
| 16. UG student (Commerce) | U.Kaleeswari@Kanaga III B.Com (CA) |

WOMENS CELL

- | | |
|-----------------------|-------------------------|
| 1. Chairman Principal | Dr. (Smt) M. Malarvizhi |
|-----------------------|-------------------------|

Members

- | | |
|--------------------------------------|------------------------------|
| 2. IQAC Coordinator | Smt N. Renuka |
| 3. Cell Coordinator | |
| 4. Senior Faculty –
Arts&Commerce | Dr.(Smt).A.Arunadevi,, |
| 5. Senior Faculty – Science | Selvi.M. Gajalakshmi |
| 6. PG Student | G.Jeyaselvi II M.Com |
| 7. UG student (Arts) | M.Nithya III BBA |
| 8. UG student (Science) | S.Porselvi II BCA |
| 9. UG student (Commerce) | U.Jancy Rani Priya III B.Com |

EXAMINATION COMMITTEE

- | | |
|-----------------------|------------------------|
| 1. Chairman Principal | Dr.(Smt) M. Malarvizhi |
|-----------------------|------------------------|

Members

- | | |
|------------------------------|------------------------------------|
| 2. IQAC Coordinator | Smt N. Renuka |
| 3. Dean – CIA & CD | Dr. (Smt) S.Parvathakrishnammal |
| 4. Senior Faculty – Arts | Smt. N.Lavanya |
| 5. Senior Faculty – Science | Smt.S.Ammani |
| 6. Senior Faculty – Commerce | Dr.(Smt).A.Arunadevi |
| 7. PG Student | S.Kamali II M.Sc Mathematics |
| 8. UG student (Arts) | S.Santhana Kawsalya II B.A English |
| 9. UG student (Science) | V.Vijayasri III B.Sc Physics |
| 10. UG student (Commerce) | S. Azhageswari III B.Com(CA) |

RESEARCH COMMITTEE

1. Chairman Principal Dr.(Smt) M. Malarvizhi

Members

2. IQAC Coordinator Smt N. Renuka
3. Dean – R & D Cell Dr. (Smt) J. Umai Parvathy
4. Doctorate in Language Dr. (Smt) S.Parvathakrishnammal
5. Doctorate in Science Dr. (Smt) J.Umai Parvathy
6. Doctorate in Commerce Dr. (Smt) R.Muthulakshmi
7. Senior faculty pursuing research Smt.S.Viji
8. PG Student – Arts
9. PG Student – Science V.Maharasi, III MCA

FINANCE COMMITTEE

1. Chairman: Administrator Srimat Swami Bhakthanandaji
2. Co-chairman – Secretary Yatiswari Saravanabhavapriya Amba
3. Principal Dr.(Smt) M. Malarvizhi
4. IQAC Co-Ordinator Smt N. Renuka
5. Senior Faculty Smt.S.Magara Jothilakshmi
6. Senior Faculty Smt.E.Sankari
7. Office Superintendent Smt. V.Latha

SARADA SUTAALUMNAE COMMITTEE

1. Chairman Principal Dr.(Smt) M. Malarvizhi
2. IQAC Coordinator Smt N. Renuka
3. Alumnae Cell Coordinator Smt. B. Parvathi Devi
4. President Smt.U.Latha@Venkateshwari
5. Vice President Smt.S.Uma
6. Secretary Dr. (Smt)J.Umai Parvathy
7. Joint Secretary Selvi B.Revathy
8. Treasurer Smt B.Parvathi Devi
9. Members Smt.S.Arumuga Selvi
Smt.A.ArunaDevi
Smt.K.Amutha

PLANNING AND MONITORING BOARD

- | | |
|-------------|---------------------------|
| 1. Chairman | Dr. (Smt) M. Malarvizhi |
| 2. Member | Dr. (Smt) R. Muthulakshmi |
| 3. Member | Smt.N. Renuka |
| 4. Member | Dr. D. Murugan |
| 5. Member | Sri Suresh |
| 6. Member | Sri R. Vel Mayil Murugan |
| 7. Member | Ar. Balasingh |

JUNE 2018

DATE	DAYS	PARTICULARS	CONTACT DAYS
1	F		
2	S		
3	S		
4	M		
5	T	World Environment Day	
6	W		
7	T		
8	F		
9	S		
10	S		
11	M		
12	T		
13	W		
14	T	Blood Donor's Day	
15	F	Faculty Meeting	

NOTES

A CREATIVE attitude is the fuel for progress and GROWTH.

JUNE 2018

DATE	DAYS	PARTICULARS	CONTACT DAYS
16	S	Ramzan	
17	S		
18	M	College Reopens UG 2/3 Years; PG 2 year	1
19	T	Value Education UG & PG	2
20	W		3
21	T	International Yoga Day / Fathers Day	4
22	F		5
23	S		6
24	S		-
25	M	College Reopens UG & PG I Year - I Year Classes Commence – Orientation Bridge Course (OBC)	7
26	T	OBC	8
27	W	Car Festival	-
28	T	OBC	9
29	F	OBC	10
30	S	OBC	11

NOTES

If you are GOING to climb, you have to grab the branches not the BLOSSOMS.

JULY 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
1	S		-
2	M		12
3	T		13
4	W		14
5	T		15
6	F		16
7	S		17
8	S		-
9	M		18
10	T		19
11	W		20
12	T		21
13	F	Union Inauguration / Mahabaratha oration Series	22
14	S		23
15	S		-

NOTES

There is a better way for EVERYTHING. Find it.

JULY 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
16	M	CIA – I Begins	24
17	T		25
18	W		26
19	T		27
20	F	Economics Meet	28
21	S		29
22	S		-
23	M	CIA Concludes	30
24	T	Commerce Meet	31
25	W	Value Education Exam	32
26	T		33
27	F	Adi Thapasu / Guru Purnima	-
28	S	Second Saturday Compensation	-
29	S		-
30	M		34
31	T	Maths meet	35

NOTES

Attitudes are more IMPORTANT than aptitudes.

AUGUST 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
1	W		36
2	T	Tamil Meet	37
3	F	Adi Perukku	38
4	S	Chemistry Meet	39
5	S		-
6	M		40
7	T	Sanskrit Meet	41
8	W	English Meet	42
9	T	Commerce (CS) Meet	43
10	F		44
11	S	Alumnae Sarada Suta's Meet	45
12	S		-
13	M	Mahabaratha Oration Series	46
14	T	Physics Meet	47
15	W	70 th Independence Day Celebrations	-

NOTES

Actions speak louder than WORDS.

AUGUST 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
16	T	Blood Grouping & Blood Donation Camp	48
17	F		49
18	S	Compensation of Second Saturday Leave	-
19	S		-
20	M	CIA – II Begins	50
21	T		51
22	W	Bakrid	-
23	T		52
24	F	Varalakshmi Viratham	53
25	S	Onnam / Sanskrit Day	54
26	S	Avani Avittam	-
27	M	CIA - II Concludes	55
28	T	Commerce (C.S) Meet	56
29	W	National Sports Day / Kala Sarada Competitions	57
30	T	Campus Cleaning & Greening day	58
31	F		59

NOTES

Goals give direction, PURPOSE and meaning to life.

SEPTEMBER 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
1	S		60
2	S	Krishna Jeyanthi	-
3	M		61
4	T		62
5	W	Teacher's Day	63
6	T		64
7	F	View IT Meet	65
8	S		66
9	S		-
10	M		67
11	T		68
12	W		69
13	T	Vinayagar Chaturthi	-
14	F	Mahabaratha Oration Series	70
15	S		71

NOTES

The positive thinker CREATES a majority.

SEPTEMBER 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
16	S		-
17	M		72
18	T		73
19	W		74
20	T		75
21	F	Muharram	-
22	S	Compensation of Second Saturday Leave	-
23	S		-
24	M		76
25	T	CIA - III Begins	77
26	W		78
27	T		79
28	F		80
29	S		81
30	S		-

NOTES

In the middle of every difficulty lies an OPPORTUNITY.

OCTOBER 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
1	M	CIA - III Concludes	82
2	T	Gandhi Jeyanthi	-
3	W		83
4	T		84
5	F	Kolu Preparation	85
6	S		86
7	S		-
8	M	Mahalaya Amavasai	87
9	T		88
10	W	Sakthi Pooja	89
11	T	Sakthi Pooja	90
12	F	Model Exam Begins	-
13	S		-
14	S		-
15	M		-

NOTES

Goals and ACTIONS must meet.

OCTOBER 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
16	T		-
17	W		-
18	T	Saraswathi Pooja	-
19	F	Vijayadasami	-
20	S		-
21	S		-
22	M		-
23	T	Model Exam Concludes	-
24	W		91
25	T	Sister Nivedita's Birthday celebration	92
26	F		93
27	S	Last Working Day for Students	94
28	S	Sister Nivedita's Birthday	-
29	M	Last Working Day for Faculty Members	-
30	T	FEP	-
31	W		-

NOTES

Small opportunities are often the BEGINNING of great achievements.

NOVEMBER 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
1	T		-
2	F		-
3	S		-
4	S		-
5	M		-
6	T	Diwali	-
7	W		-
8	T	Shasti Viratham Begins	-
9	F		-
10	S		-
11	S	Education Day	-
12	M		-
13	T	Skantha Shasti	-
14	W	Children's Day	-
15	T		-

NOTES

Progress has little to do with SPEED, but much to do with DIRECTION.

NOVEMBER 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
16	F		-
17	S	International Student's Day	-
18	S		-
19	M		-
20	T		-
21	W	Miladi nabi	-
22	T		-
23	F	Thiru Karthigai Deepam	-
24	S		-
25	S		-
26	M	NCC Day	-
27	T		-
28	W		-
29	T		-
30	F		-

NOTES

If you cannot do great things you can do small things in a GREAT way.

DECEMBER 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
1	S	World AIDS Day	-
2	S		-
3	M		-
4	T	Navy Day / College Reopens for Even Semester	1
5	W	International Volunteers Day	2
6	T	Mahabaratha Oration Series	3
7	F		4
8	S	English Meet	5
9	S		-
10	M		6
11	T		7
12	W		8
13	T		9
14	F		10
15	S		11

NOTES

A great pleasure in LIFE is doing what people say you cannot do.

DECEMBER 2017

DATE	DAYS	PARTICULARS	WORKING DAYS
16	S		-
17	M	Hanuman Jeyanthi	12
18	T	Vaikunda Ekadasi	13
19	W		14
20	T		15
21	F	Economics meet	16
22	S		17
23	S	Thiruvathirai	-
24	M		18
25	T	Chirstmas	-
26	W		19
27	T	Campus Cleaning & Greening	20
28	F	Annaiyar Jeyanthi	21
29	S		22
30	S		-
31	M		-

NOTES

Failure is not necessarily missing the TARGET, but aiming too low.

JANUARY 2019

DATE	DAYS	PARTICULARS	WORKING DAYS
1	T	New Year	-
2	W		23
3	T	Mahabaratha Oration Series	24
4	F	Maths Meet	25
5	S	33 rd Sports Day	26
6	S		-
7	M	CIA - I Begins	27
8	T	Swami Vivekanandar Jeyanthi	28
9	W		29
10	T		30
11	F	Bharathiyar Birthday / Tamil Association	31
12	S	National Youth Day / CIA – I Concludes	32
13	S		-
14	M	Bhogi	-
15	T	Pongal	-

NOTES

A GOAL to be the best is more important than a goal to be the BIGGEST.

JANUARY 2019

DATE	DAYS	PARTICULARS	WORKING DAYS
16	W	Thiruvalluvar Day / Army Day	-
17	T	Ulavarthirunal	-
18	F		33
19	S	Physics Meet	34
20	S		-
21	M	Thai Poosam	35
22	T		36
23	W	Congregational Workshop	37
24	T	-do-	38
25	F	-do-	39
26	S	Republic Day	-
27	S		-
28	M		40
29	T	Sri Thayumanavar Jeyanthi	41
30	W	Chemistry meet	42
31	T		43

NOTES

Every day is a little life; Live it to its FULLEST.

FEBRUARY 2019

DATE	DAYS	PARTICULARS	WORKING DAYS
1	F	Commerce Meet	44
2	S	National Girl's Day / 33rd College Day	45
3	S		-
4	M		46
5	T	Mahabaratha Oration Series	47
6	W		48
7	T		49
8	F	Blessing ceremony	50
9	S		-
10	S		-
11	M		51
12	T	CIA-II Begins	52
13	W		53
14	T		54
15	F		55

NOTES

We will not know unless we BEGIN.

FEBRUARY 2019

DATE	DAYS	PARTICULARS	WORKING DAYS
16	S	Exhibition Day Cum Sales Day	56
17	S		-
18	M	Commerce (C.S) meet	57
19	T	Masi Maham / CIA - II Concludes	58
20	W	Group Photo / World Sparrow Day	59
21	T	World Forestry Day	60
22	F	World Water Day	61
23	S		62
24	S		-
25	M	NSS Special Camp	63
26	T	NSS Special Camp	64
27	W	NSS Special Camp	65
28	T	National Science Day Meet / NSS Special Camp	66

NOTES

Try out your ideas by VISUALIZING them in action.

MARCH 2019

DATE	DAYS	PARTICULARS	WORKING DAYS
1	F	NSS Special Camp	67
2	S	NSS Special Camp	68
3	S		-
4	M	Maha Sivarathri / Ayya Narayana Swami Jeyanthi	-
5	T		69
6	W	Sanskrit Meet	70
7	T	33rd Lighting Ceremony	71
8	F	International Women's Day/Major Saree/Sri Ramakrishna Jeyanthi	72
9	S		-
10	S		-
11	M	Mahabaratha oration Series	73
12	T	CIA-III Begins	74
13	W		75
14	T		76
15	F	Karadaiyar Nonbu	77

NOTES

An investment in KNOWLEDGE always pays the best INTEREST.

MARCH 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
16	S		78
17	S		-
18	M	CIA - III Concludes	79
19	T		80
20	W		81
21	T	Panguni Uthiram	82
22	F		83
23	S	31st Graduation Day	84
24	S		-
25	M		85
26	T		86
27	W		87
28	T	Swami Chidbhavandar Jeyanthi / Founder's Day	88
29	F		89
30	S		90
31	S		-

NOTES

A successful TEAM beats with one heart.

APRIL 2019

DATE	DAYS	PARTICULARS	WORKING DAYS
1	M		91
2	T		92
3	W		93
4	T		94
5	F	Farewell	95
6	S	Telugu New Year	-
7	S		-
8	M	World Health Day/Model Exam Begins	-
9	T		-
10	W		-
11	T		-
12	F		-
13	S		-
14	S	Sri Ramanavami	-
15	M		-

NOTES

Success is a journey, not a DESTINATION.

APRIL 2019

DATE	DAYS	PARTICULARS	WORKING DAYS
16	T	Model Exam Concludes	-
17	W	Mahavir Jeyanthi	-
18	T	World Heritage Day	96
19	F	Good Friday	-
20	S	Last Working Day for Students	97
21	S		-
22	M	Last Working Day for Faculty Members	-
23	T	FEP	-
24	W		-
25	T		-
26	F		-
27	S		-
28	S		-
29	M		-
30	T		-

NOTES

Team work is working TOGETHER even when apart.

MAY 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
1	W	May Day	-
2	T		-
3	F		-
4	S		-
5	S		-
6	M		-
7	T		-
8	W	World Red Cross Day	-
9	T		-
10	F		-
11	S		-
12	S		-
13	M	Mother's Day	-
14	T		-
15	W		-

NOTES

Asking for help is a **STRENGTH**, not a weakness.

MAY 2018

DATE	DAYS	PARTICULARS	WORKING DAYS
16	T		-
17	F		-
18	S		-
19	S		-
20	M		-
21	T		-
22	W		-
23	T		-
24	F	Common Wealth Day	-
25	S		-
26	S		-
27	M		-
28	T		-
29	W		-
30	T		-
31	F		-

Abstract of Working Days

Month	Days	Month	Days
June	11	December	21
July	24	January	22
August	24	February	23
September	22	March	25
October	13	April	07
Total	94	Total	97

The winner always has a PROGRAMME; the looser always has an excuse.

**Sri Sarada College For Women, Tirunelveli - 627 011.
Fee Structure 2018-2019 (UG)**

Name of the Courses	Tuition fees		Special fees		Lab Fees		Non Salary Fees		Coaching Fee		Caution Deposit	
	(PS)		(PA)		(PS)		Fees		(PS)		*	
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
B.A. ECONOMICS	675	1625	0	555	1000	555	1000	500				
B.A. ENGLISH	675	1625	1000	555		555	2675	500				
B.B.A	2375	1625	0	555		555	2175	500				
B.Com.	1425	1625	0	555		555	2675	500				
B.Com.(Corporate Secretaryship	1425	1625	0	555		555	2675	500				
B.Com.(CA)	1425	1625	1250	555		555	2675	500				
B.Sc. MATHEMATICS	1425	1625	1250	555		555	2375	500				
B.Sc. PHYSICS	1425	1625	1750	555		555	2375	500				
B.Sc. CHEMISTRY	1425	1625	1750	555		555	2375	500				
B.Sc. COMPUTER SCIENCE	1425	1625	3000	555		555	2500	500				
B.Sc. INFO. TECH.	1425	1625	3000	555		555	2500	500				
B.C.A	1425	1625	3000	555		555	2500	500				

**Sri Sarada College For Women, Tirunelveli - 627 011.
Fee Structure 2017-2018 (PG)**

Name of the Courses	Tuition fees		Special fees		Lab Fees		Non Salary Fees		Coaching Fee		Caution Deposit	
	(PS)		(PA)		(PS)		Fees		(PS)		*	
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
M.A., English	675	1680	1000	305	2000	500						
M.Com.	1425	1680	0	305	1500	500						
M.Sc. Mathematics	1425	1680	1000	305	1500	500						
M.Sc Physics	1425	1680	2000	305	1000	500						
M.Sc Computer Science	1425	1680	4000	305	2000	500						
MCA	7000	2155	3000	305	2000	500						
M.Phil., English	15000	1680	0	305	0	500						
M. Phil., Commerce	11000	1680	0	305	0	500						
M. Phil., Mathematics	15000	1680	0	305	0	500						
M. Phil., Computer Science	15000	1680	5000	305	0	500						

ISSUE OF CERTIFICATES

1. Transfer Certificate, Course Certificate and Conduct Certificate will be issued to students at the end of the third year for which students must apply in the prescribed form in January and produce the No Due Certificate in the month of April.

2. Students who discontinue in the middle of the course shall also apply in the prescribed form and produce the No Due Certificate.

3. No fee is charged for issue of certificates if they are applied during the course of study. However Rs. 200/- will be charged if the students apply for Duplicate T.C. Those who apply for duplicate Transfer Certificate should produce a certificate from the Tahsildar stating the circumstances of the loss of the original certificate. (As per Government rules)

Students may approach the office for bonafide certificate. No fee will be charged for “Fees paid certificate” or similar certificates for the purposes of educational loans from banks and other agencies.

No Due Certificate for college fees and hostel fees has to be obtained from the Bursar’s office.

A period of fifteen days from the date of commencement of the semester will be given for payment of college fees without fine and another week will be permitted for payment with fine of Rs.50/-. After this period, the names of the students who have not paid the fees will be struck off from the roll. Such students will have to pay the fees along with a Re-admission fee of Rs. 200/-

Hostel students should remit the mess fees on or before the second Sunday of every month.

Note : Special Fees includes the following

Association and College Union, Audio Visual Education, Campus Amenities, College Magazine, College Calendar & Hand Book, College Day, Games, Library and Reading Room, Stationery for Tests, Students’ Aid Fund, Students’ Services, Red Cross Society, NSS (Ist Year UG only), Medical Inspection, World University Service.

Non-Salary Fee includes

Admission Fee, University Entrance & Recongnition Fee, Verification fee and Flag Day Fund.

* Chemistry Students who opt for Physics & Bio. Chemistry as allied subjects should pay an additional Lab Fee of Rs. 1000/- p.a.

GOVERNMENT 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 by scholarships are also available for the students:-

- (i) Beedi workers scholarship for the students those who are the children of beedi workers.
- (ii) Adi-dravidar scholarship can be availed by SC/ST students.
 - a) A special scholarship for hostel students.
 - b) Prize money award for students those who have got above 80% marks.
- (iii) Minority scholarship can be availed by students belong to Christian and 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 Hr. Sec. of any stream.

RECORD OF CO-CURRICULAR ACTIVITIES

NSS Camps attended

S.No	Name of the Camp	Place	Period Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

7 - Days Special Camp :

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Youth Red Cross

First Aid Camp :

Any other :

RECORD OF PARTICIPATION IN PHYSICAL EDUCATION ACTIVITIES

Name of the Teams :

- a)
- b)
- c)
- d)

Captain or Member :

- a)
- b)
- c)
- d)

Prizes in Intra - Mural Competitions :

- a)
- b)
- c)
- d)

Prizes in Inter - Collegiate Competitions :

- a)
- b)
- c)
- d)

**RECORD OF PARTICIPATION IN
EXTRA - CURRICULAR ACTIVITIES
INTER-COLLEGIATE & OTHER COMPETITIONS**

S. N.	Name of Competition	Position Won	Staff Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**RECORD OF PARTICIPATION IN
EXTRA - CURRICULAR ACTIVITIES
INTRA- MURAL**

S. N.	Name of Competition	Prize Won	Staff Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

TIME TABLE (ODD-SEMESTER)

Hours Days	1	2	3	4	5	6
MON						
TUE						
WED						
THU						
FRI						
SAT						

TIME TABLE (EVEN-SEMESTER)

Hours Days	1	2	3	4	5	6
MON						
TUE						
WED						
THU						
FRI						
SAT						

ADDRESS & TELEPHONE NUMBERS

S. No	Name and Address	Phone No.	
		Office	Residence
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

MEMORABLE DAYS - A FEW

Celebration	Month	Date
National Youth Day / Vivekanandar jeyanthi (1863)	January	12
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
Sri Ramakrishnar Jayanthi(1836)	-do-	18
National Science Day	-do-	28
International women's Day	March	08
Swami Chidbhavananda (1898)	-do-	11
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
Mother's Day	-do-	II nd Sunday
International 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/Yoga Day	-do-	21
World Music Day	June	21
International Olympic Day	-do-	23
Doctor's Day	July	01
World Population Day	-do-	11
Kargil Vijay Diwas	-do-	26

Celebration	Month	Date
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)	October	02
International non-violence Day		
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 National's day	-do-	24
Sister Nivedita (1867)	-do-	28
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	-do-	IV 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
Sri Sarada Devi Jayanthi (1853)	-do-	22
Farmer's Day (Kishan Diwas)	-do-	23
Christmas Day	-do-	25

**NATIONAL CODE OF CONDUCT DEDICATED WITH
AFFECTIONATE, FRIENDSHIP & ONENESS TO ALL
FOR THE CITIZENS OF INDIA**

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 up 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. Next to character, it is the greatest national asset. As citizens, building up character and safeguarding health, should be our primary duty to the Nation.
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 a sin.
6. **Public Property** : O Citizen! We are 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 be 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 for, this is a blot on the fair name of the Nation.