

A large, ornate black and white decorative border with intricate floral and scrollwork patterns, framing the entire page.A horizontal decorative flourish with symmetrical scrollwork and a central floral motif, positioned above the title.

Academic Calendar
2024 - 2025

A horizontal decorative flourish with symmetrical scrollwork and a central floral motif, positioned below the title.

ST.ANNE'S

ARTS AND SCIENCE COLLEGE

AFFILIATED TO THE UNIVERSITY OF MADRAS
ISO 9001:2015 CERTIFIED INSTITUTION

Calendar & Handbook 2024 - 2025

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Department :

Year : Reg. No. :

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(N.B. : This Calendar is to be brought to the college daily)



VISION

**To provide humanizing
and liberalizing education
so as to form responsible citizens
who in solidarity with others
will create a just Society**



Servant of God
Thatipathri Gnanamma
1819 - 1874

A faith - filled woman
Young widow of Catechist Innaiah
Devout Mother of four Priests and
Dynamic Foundress of

Sisters of St.Anne - Madras (SSAM)
Sisters of St.Anne - Phirangipuram (CSSA)

**May God's richest blessings,
truest joys,
constant love,
tender guidance,
unfailing protection &
calming peace
be yours in the days to come.**





OUR MOTTO

“TOWARDS FULLNESS THROUGH EXCELLENCE AND RELEVANCE”



MISSION STATEMENT

- ☑ To empower youth with knowledge, skills and competence
- ☑ To provide the students with opportunities to understand the present society and play their role in its growth
- ☑ To form their character and personality
- ☑ To mould them into socially responsible youth
- ☑ To enable them to create a more humane and harmonious society
- ☑ To produce world class citizens with a difference
- ☑ To create integrated and visionary leaders



Road to Success

- ◆ **Believe in Yourself**
 - ◆ **Cultivate an Optimistic Mindset**
 - ◆ **Overcome Procrastination**
 - ◆ **Work hard with determination**
 - ◆ **Identify Opportunities in Every Situation**
 - ◆ **Develop an Attitude of Gratitude**
- 

Rev. Mother Dr. Leema Rosario
CHAIRPERSON & SECRETARY

ST. ANNE'S ARTS AND SCIENCE COLLEGE

AFFILIATED TO THE UNIVERSITY OF MADRAS
ISO 9001:2015 CERTIFIED INSTITUTION



St. Anne's Arts and Science College, Madavaram is highly fortunate to have **Rev. Mother Dr. Leema Rosario** - an eminent personality as it's **Chairperson and Secretary** to lead the college to greater heights with her vision and foresight, meticulous planning and execution, guidance and motivation. We are ever bound to walk in her footsteps. She has been honored with several Prestigious Awards for outstanding contributions and Accomplishments in the field of Education.

- ☆ The Rotary Club of Madhavaram, Chennai presented her with the Most Reputable **LIFE TIME ACHIEVEMENT AWARD** for her exceptional contributions and achievements in the fields of education, social improvement, healthcare, spiritual development, international service, studies and writings on women's empowerment, and extracurricular activities.
- ☆ Awarded with the Most Prestigious **LIFE TIME EDUCATION EXCELLENCE AWARD** by the International Business Council in New Delhi for her outstanding contributions and achievements in the fields of Education, Social Upliftment, Health Care, Spiritual Awakeness, Foreign Mission, Research and Publications on Women's Empowerment, and Extension Activities.
- ☆ Honored with the Prestigious **DR. A.P.J. ABDUL KALAM EDUCATION EXCELLENCE AWARD WITH MEDAL** for working incessantly and for taking a lead in contemporary social systems, services and quality achievements by the Indian Solidarity Council in New Delhi.

- ☆ Acknowledged with **INTERNATIONAL ACHIEVEMENT AWARD FOR EDUCATION DEVELOPMENT** by the Economic Growth Foundation in Moscow (Russia).
- ☆ Crowned with **BEST EDUCATIONIST AWARD** for outstanding achievements and contributions to the society as well as the Nation by the Achievers Association for Health and Educational growth in New Delhi.
- ☆ The Pride of our College, Rev. Mother Dr. Leema Rosario, Chairperson of St. Anne's Arts and Science College, Madavaram, who is a Courageous, Committed, and Creative personality was conferred with an **HONORARY DOCTORATE** by the Jeeva Theological Open University on 19th December 2020 in recognition of her outstanding contributions to the Church and the Society, especially focusing on women in particular, and their involvement and growth in the field of Education.
- ☆ St. Anne's Arts and Science College, a prestigious knowledge hub was crowned with **THE BEST COLLEGE** award from Skill Indian Team in January 2021 in recognition of effective contributions of Rev. Mother. Dr. Leema Rosario, Chairperson, towards the empowerment and enrichment of girl children.
- ☆ St. Anne's Arts and Science College, the abode of uniqueness and fortification performing exceptionally in academics as well as extra-curricular activities was bestowed with **EDUCATION EXCELLENCE AWARD**, one of the most acclaimed accolades in the field of Education. Such awards reassure the credibility, quality of education and students marching out of this vibrant portal.

- ☆ Rev. Mother Dr. Leema Rosario SSAM received the **LIFE TIME ACHIEVEMENT AWARD** from the Noval Research Academy, Puducherry, India on 27th March 2021.
- ☆ I4change recognised Rev. Mother Dr. Leema Rosario, as **AN EMERGING LEADER IN HIGHER EDUCATION** whose record reflects an ongoing and exceptional growth in the field of education which shows professional and increased levels of leadership, responsibility, and sphere of impact.
- ☆ I4change awarded St.Anne's Arts and Science College with **ACADEMIC EXCELLENCE AWARD** in the field of higher education, an appreciation that recognizes the academic achievements of the college.

We are also privileged to list out a few other achievements of our Chairperson & Secretary, such as:

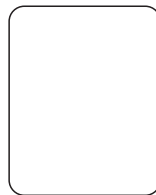
- **WOMEN'S DEVELOPMENT AWARD** by the Rotary Club
- **WOMEN FOR EDUCATION AWARD** by the the Education Minister
- She was appointed as the Member of Teachers Welfare Association by the Government of Tamil Nadu
- She was a pioneer of Human Rights education and Social Awareness in School Education and collaborated with Social Activists and provided Self Employment to the Women neglected by their families and society and helped in building their lives through Counselling.

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PERSONAL INFORMATION



(College Copy)

Name of the Student:

Admission No. :Course:

Date of Birth:.....Blood group:.....

Name of the Father:.....

Occupation:

Name of the Mother:.....

Occupation:

Address:

.....

.....

Mobile No..... Ph. No

Email:

Declaration

The information given above is true to the best of my knowledge.

Signature of Parent/Guardian

Signature of the Student



PERSONAL INFORMATION

(Student's Copy)

Name of the Student:

Admission No. :Course:

Date of Birth:.....Blood group:.....

Name of the Father:.....

Occupation:

Name of the Mother:.....

Occupation:

Address:

.....

.....

Mobile No..... Ph. No

Email:

Declaration

The information given above is true to the best of my knowledge.

Signature of Parent/Guardian

Signature of the Student



PRAYERS



PRAYER TO SAINT ANNE

Good St. Anne, you were especially favored by God / to be the mother of the most holy Virgin Mary, / the Mother of our Savior. / By your power / with your most pure daughter / and with her divine Son, / kindly obtain for us the grace / and the favour, / we now seek. / Please secure for us / the strength to perform faithfully / our daily duties / and the help we need / to persevere in studies.

- Amen

COLLEGE PRAYER

Almighty God, / the source of wisdom and love, / teach us how to learn / wisely and well. / Help us to master the subjects / we need to study. Give us wisdom / that we may treasure knowledge / and never forget how little we know. / May we use our opportunities gratefully / and develop our talents responsibly. / Bless all who learn, / teach / and work in our college. / Having strength of mind / and courage of heart, / may we be a blessing to one another, to the society / and to the world.

- Amen

PRAYER BEFORE AN EXAMINATION

Dear Lord, as I take this exam, Come into my heart / so that we can walk / through this time together. / Help me, / not only with this test, / but the many tests of life that are sure to come my way. / As I take this exam, / bring back to my mind / everything I studied / and be gracious with / what I have overlooked. / Help me to remain focused and calm / and confident in my ability / and be firm that you are there with me.

- Amen





Songs



NATIONAL ANTHEM

Jana GanaManaAdhinayakaJayahe
 BharathaBhagya - Vidhatha
 PunjabaSinduGujarahta Maratha
 DravidaUtkalaBanga
 Vindhya Himachala Yamuna Ganga
 Uchchhalajaladhitaranga
 TaveSubhaNameyJahe
 TaveSubhaAsishaMahe
 GaheTave Jaya Gatha
 Jana GanaMangalaDayaga Jaya He!
 BharathaBhagyaVidhatha
 Jaya He! Jaya He! Jaya He!
 Jaya, Jaya, Jaya, Jaya He!



தமிழ்த் தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
 சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
 தெக்கனமும் அதிற்சிறந்த திராவிட நல் திருநாடும்
 தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
 அத்திலக வாசனைப் போல் அனைத்துலகும் இன்பமுற
 எத்திசையும் புகழ்மணக்க இருந்த பெருந் தமிழணங்கே !
 தமிழணங்கே !

உன் சீரிளமைத் திறம்வியந்து
 செயல்மறந்து வாழ்த்துதுமே !
 வாழ்த்துதுமே !
 வாழ்த்துதுமே !

மனோன்மணியம் பெ. சுந்தரனார்



ACADEMIC CALENDAR

2024 - 2025

இதயம் பாடும்

இதயம் பாடும் உயிரின் கீதம்

கவிதையாகவே

எங்கள் இதயம் வாழ்த்திப் பாடும்

இறைவன் ஞானமே...

எங்கள் வாழ்வில் தீபம் ஏற்றி

எம்மை ஈன்றாயே

ஞானமே எங்கள் ஞானமே எங்கள் ஞான அம்மாவே - 2

1. உம் அன்பில் குறைவில்லை
உம் வழியில் சோர்வில்லை
உம் தியாகஅருள் கொடையே - 2
கலங்கித் தவிக்கும் மாந்தரெல்லாம்
உம் துணையில் மகிழ்ந்திடுவார் - 2
அருள் வழியை அடைந்திடுவார்
2. எம் பயணத்தின் நிறைவாக
எம் பாதையில் முழுதாக
எந்நாளும் துணைவருவாய் - 2
உமது பிள்ளைகள் நாங்களெல்லாம்
உம் வழியில் வாழ்ந்திடுவோம் - 2
அருள் பணியைத் தொடர்ந்திடுவோம்

ஆண்டவர் தம் இரக்கம்

ஆண்டவர் தம் இரக்கம் என்மேல் இருப்பதால்

நானெதற்கும் அஞ்சாமல் வாழ்ந்து இருப்பேன்

என்னைத் தம் பிள்ளையாகத் தேர்ந்தெடுத்தார்

என்னை என்றும் பாதுகாப்புடன் வாழச் செய்கின்றார்

1. என்னில் இனிதீமைக்கு ஒருபோதும் இடமில்லை
ஏனெனில் அவர் இரக்கத்தால் நிரம்பியுள்ளேன்
என்னில் இனிதுளர்ச்சிக்கு ஒருபோதும் இடமில்லை
ஏனெனில் அவர் இரக்கத்தால் நான் பணிந்துள்ளேன்
2. என்னில் இனிவஞ்சகம் ஒருபோதும் எழாது
ஏனெனில் அவர் கருணைநாளெல்லாம் என்னைத் தொடரும்
என்னில் இனிதுயரங்கள் புலம்பல் இல்லை
ஏனெனில் அவர் கருணை எந்நாளும் என்னைக் காத்திடும்
3. என்னைப் பார்த்து எல்லோருக்கும் வியப்பாயுள்ளது
ஏனெனில் அவர் இரக்கத்தால் நான் வாழ்கிறேன்
என்னில் இனி தூய்மை ஒன்றே நிலைத்து இருக்கும்
ஏனெனில் அவர் இரக்கம் என்றென்றும் உள்ளது



DEAR ST.ANNE OUR PATRONESS

Dear St.Anne Our Patroness

Thankyou we thankyou (2)

We sing and praise your Name

We sing and praise your Name

We sing and praise your Name

1. May you heavenly blessing
Joyously shower on us (2)
Teach us how to be committed
Bless us and pray for us - (We sing)
2. Teach us God's way of life
To live our life fulfill us (2)
May you be our guide star
Bless us and pray for us - (We sing)

THERE SHALL BE SHOWERS OF BLESSINGS

1. There shall be showers of blessings
This is the promise of love
There shall be seasons refreshing
Sent from the Saviour above.

Ch : Showers of blessings
Showers of blessings we need
Mercy drops around us are falling
But for the showers we plead (3)
2. There shall be showers of blessings
Precious reviving again;
Over the hills and the valleys,
Sound of abundance of rain. - Showers of blessings



3. There shall be showers of blessings
Send them upon us, O Lord;
Grant to us now a refreshing,
Come, and now honor thy word. - Showers of blessings

TO KNEEL AT THINE ALTAR

To kneel at Thine Altar
In faith we draw near
Lead onward by Mary
Thy daughter so dear

Ch: Oh good St. Anne
We call on thy name
Thy praises loud
Thy children proclaim

St. Anne we implore thee
To listen to our prayers
In times of temptation
Take us in thy care

I SING A SONG TO YOU, LORD

I sing a song to you, Lord,
A song of love and praise,
All glory be to you, Lord,
Through everlasting days.

1. Holy, holy, holy, mighty Lord and God,
He who was and is now and who is to come.
2. Worthy is the slain lamb, honour him and praise,
We rejoice with gladness, sing our love to-day.
3. He has used his power, has begun his reign,
So rejoice, you heavens, and proclaim his name.



4. Shine your light on us, Lord, let us know your way,
Be our guide for ever, make us yours to-day.

OH LORD IN THE DEPTH OF MY SOUL

Oh lord in the depth of my soul
Your presence I feel
Your glory behold
You are great and marvelous
You are wonderful, beautiful, glorious.

1. You live within me, you move within me
Part of my life, you'll always be
It's your breath I take, your life I live
All that I have, are, all your gifts
2. It's for you I live; it's for you I die
To you belongs, my life entire
And through all my years,
I'll praise your name
All that I do or say, your love proclaim

LORD I OFFER MY LIFE TO YOU

Lord I offer my life to you
Everything I've been through
Use it for your glory
Lord I offer my days to you
Lifting my praise to you
As a pleasing sacrifice
Lord I offer you my life
Lord I offer you my life

1. Things in the past, thing yet unseen
Wishes and dreams that are yet to come true
All of my hopes and all of my plans
My heart and my hands are lifted to you - Lord I offer



2. All that I am and all that I have
I lay them down before you O Lord
All my regrets and all my acclaims
The joy and the pain I'm making them your - lord I offer

AS THE DEER

1. As the deer Pants for the water
So my soul Longs after Thee
You alone are my heart's desire
And I long to worship You

Ch: You alone are my strength my shield
To You alone may my spirit yield
You alone are my heart's desire
And I long to worship You
2. You're my friend
And You are my brother
Even though You are my Lord
I love You more than any other
So much more than anything - You alone are
3. I want You more than gold or silver
Only You can satisfy
You alone are the real joy giver
And the apple of my eye - You alone are

AS WE GATHER IN THIS PLACE TODAY

1. As we gather in this place today
Holy spirit come and have your way
Have your way
As we lay aside our own desires
Sweep across our hearts with Holy fire
Have your way

Ch: This is your house your home
We welcome you Lord we welcome you



This is your house your home
We welcome you today - (2)

2. As we offer up our hearts and lives
Let them be a living sacrifice
Have your way
Be glorified in everything you do
Be glorified in everything we say
Have your way - This is your house

BLESS THE LORD OH MY SOUL

Bless the Lord oh my soul
Oh my soul
Worship His Holy name
Sing like never before
Oh my soul
I'll worship Your Holy name

1. The sun comes up
It's a new day dawning
It's time to sing your song again
whatever may pass
and whatever lies before me
Let me be singing
When the evening comes - Bless the Lord
2. You're rich in love
and you're slow to anger
your name is great
and Your heart is kind
For all Your goodness
I will keep on singing
Ten thousand reasons
For my heart to find - Bless the Lord



CHANGE MY HEART OH GOD

Change my heart oh God

Make it ever true

Change my heart oh God

May I be like You - 2

1. You are the potter

I am the clay

Mould me and make me

This is what I pray - Change my heart

GIVE THANKS WITH A GRATEFUL HEART

Give thanks with a grateful heart

Give thanks to the Holy One

Give thanks because He's given Jesus Christ, His Son - 2

And now let the weak say, "I am strong"

Let the poor say, "I am rich"

Because of what the Lord has done for us -2 (Give Thanks)

GOD IS GOOD

God is good (all the time)

And all the time (God is good) - 2

God is good all the time

He put a song of praise in this heart of mine

God is good, yes He is, all the time

Through the darkest night, His light will shine

God is good, yes he is, God is good

All the time, here we go!

That's right, listen

If you're walking through the valley

And there are shadows all around

Do not fear, He will guide you

He will keep you safe and sound

He has promised to never leave you

Or forsake you, and His word is true - God is...



GOD WILL MAKE A WAY

God will make a way
Where there seems to be no way
He works in ways we cannot see
He will make a way for me
He will be my guide
Hold me closely to His side
With love and strength
For each new day
He will make a way
He will make a way

By a roadway in the wilderness
He'll lead me
And rivers in the desert will I see
Heaven and earth will fade
But His Word will still remain
He will do something new today

LORD I COME TO YOU

1. Lord I come to You
Let my heart be changed, renewed
Flowing from the grace
That I have found in You
And Lord I have come to know
The weaknesses I see in me
Will be stripped away
By the power of Your love
Ch: Hold me close
Let Your love surround me
Bring me near
Draw me to Your side
And as I wait
I will rise up like the eagle



And I will soar with You
Your Spirit leads me on
In the power of Your love

2. Lord unveil my eyes
Let me see You face to face
The knowledge of Your love
As You live in me
And Lord renew my mind
As Your will unfolds in my life
In living every day
By the power of Your love - Hold me Close

LORD, THE LIGHT OF YOUR LOVE IS SHINING

Lord, the light of your love is shining
In the midst of the darkness, shining
Jesus, Light of the world, shine upon us
Set us free by the truth you now bring us
Shine on me, shine on me

Shine, Jesus, shine
Fill this land with the Father's glory
Blaze, Spirit, blaze
Set our hearts on fire
Flow, river, flow
Flood the nations with grace and mercy
Send forth your word
Lord, and let there be light

Lord, I come to your awesome presence
From the shadows into your radiance
By the blood I may enter your brightness
Search me, try me, consume all my darkness
Shine on me, shine on me





HISTORY OF SOCIETY OF SISTERS OF ST.ANNE-MADRAS



Founding of the Society of Sisters of St. Anne - Madras

The origin of our Congregation can be traced back to the 19th century in the State of Tamil Nadu, India. It was founded by a lay woman named **Thatipathri Gnanamma**, who hailed from **Phirangipuram**, a village in **Guntur District**, in **Andhra Pradesh**, South India. She was given in marriage to Innaiah, the catechist of Phirangipuram. This pious couple was blessed with five sons. Unfortunately, she became a widow at the early age of 37 years. Left all alone with five boys to bring up, she put her trust in the Divine Providence and raised her children in strong Christian faith. Four of her sons became priests and one became a lay person. Freed from all the family commitments, Gnanamma moved to a village called Kilacheri, 40 km, from Chennai and settled down there, although she had no acquaintances in that place. Thus, the infinite wisdom of God led her steps to the cradle, the Bethlehem of the new Congregation.

During her time, education of young girls was an unimaginable dream. Gnanamma was constantly in touch with the illiterate girls in the locality and identified education as a principal means of empowering them. **Fr.Arokianadar**, Parish Priest of Kilacheri, helped her to reflect on these thoughts and go ahead with starting a school for girls in



Kilacheri. To realize this vision, she started a school exclusively for girls in 1863. Inspired by the committed service to the cause of women's education, two young girls requested Mother Gnanamma to let them help her in her great work and expressed their desire to do so as nuns.

Mother Gnanamma, who was anxious to ensure that her work should continue, accepted their request and sent them to be formed at **St.Anne's Novitiate of the Good Shepherd** Congregation in **Bellary**. After their initial formation, on 04.10.1874, the two girls became sisters and thus a religious Congregation for women known as "**Sisters of St.Anne - Madras**" was born. Our Congregation was founded out of the need for empowering women through education. The life of Mother Gnanamma was other-oriented and dedicated to the welfare of others. The noble qualities of our Foundress exhort us to commit ourselves to the cause of uplifting the life of the less privileged in society.



ANNITES' MISSION OF EDUCATION

Following the words of our Foundress Thatipathri Gnanamma, **“the sisters of St. Anne learn to live as women of service and translate the love of God into love of fellow human beings”**. The divine energy within her was transformed over time and she thereby identified opportunities and explored possible solutions for the illiterate women of the yester years.

Her commitment, passion and perseverance still enable us to walk through untrodden paths and higher levels of development. She was sure of her vision and her insight is still very active in us. As a result, the society of St. Anne has given way to a number of schools and colleges all over India.

Our primary apostolate is Education. Through this apostolate, we create an atmosphere in educational institutions that is conducive to the imparting of Gospel Values to pupils. We give a central place for value based education in the curriculum, and impart it with zeal and enthusiasm.

Besides imparting education that will facilitate the development of the personality of our pupils, we also strive to inculcate in them honesty and a sense of responsibility.





ST.ANNE'S ARTS AND SCIENCE COLLEGE - Madavaram

St.Anne's Arts and Science College at Madavaram carries on the proud tradition of our education ministry that began in the 19th century, which continued in the 20th century and is now firmly established in the new millennium. It provides an opportunity for holistic higher education to young girls in and around Madavaram to face the challenges of the society confidently.

The new college building combined with a superb array of specialized equipments, exciting and integrated curriculum and committed staff provides a tremendous learning environment for current and future students.

St.Anne's Arts and Science College at Madavaram works towards transforming the vision of our foundress into a reality and strives to empower the youth and build a just Society.

VISION

To provide humanizing and liberalizing education so as to form responsible citizens who in solidarity with others will create a just Society

MISSION

- To empower youth with knowledge, skills and competence
- To provide the students with opportunities to understand the present society and play their role in its growth
- To form their character and personality
- To mould them into socially responsible youth
- To enable them to create a more humane and harmonious society
- To produce world class citizens with a difference
- To create integrated and visionary leaders



AIMS AND OBJECTIVES

To foster Academic Excellence

Through science, humanities and commerce, students who enter the portals of this institution will acquire sound and thorough knowledge in academics and become competent in intellectual pursuits and preferred personnel in organizations.

Personal and Interpersonal Skills

To facilitate in discovering their potentials, develop their talents and aesthetic sense, and inculcate soft skills that would be helpful for healthy and harmonious interpersonal relationship and teamwork. To cultivate sincere respect for the essential dignity, freedom and equality of every individual.

Spiritual Pursuit

The extracurricular activities will provide the youth with a knowledge of the world's religions and society and shape them into better citizens who are morally sound, deeply compassionate, competent and committed, to the world at large.

The Coat of Arms

The Coat of Arms of the college consists of a shield divided into four quarters with an open book in the centre. The burning light and the star stand for the education imparted in the college which challenges the students to live upto the motto. **“Towards fullness through Excellence and Relevance”**



COURSES OFFERED

U.G COURSES

- + **B.A (ENGLISH)**
- + **B.SC (MATHEMATICS)**
- + **B.SC (COMPUTER SCIENCE)**
- + **B.C.A (COMPUTER APPLICATIONS)**
- + **B.Com(GENERAL)**
- + **B.Com (ACCOUNTING & FINANCE)**
- + **B.Com(CORPORATE SECRETARYSHIP)**
- + **B.B.A (BUSINESS ADMINISTRATION)**
- + **B.SC (MICROBIOLOGY)**

P.G COURSES

- + **M.A (ENGLISH)**
- + **M.SC (COMPUTER SCIENCE)**
- + **M.Com(GENERAL)**

CERTIFICATE COURSES

There are general electives which can be opted by any student:

- + **Spoken English**
- + **Tally**
- + **Web Designing**
- + **Competitive Examinations**



NORMS AND GUIDELINES

OFFICE HOURS

The College Office functions from 08:30 a.m. to 4:30 p.m. on all the working days. Request for certificates, testimonials and other documents requiring the Principal's signature should be addressed to the Principal and submitted to the College Office. Certificates will not be issued without a minimum of 48 hours of prior notice.

COLLEGE HOURS : 8.30 a.m. to 1.20 p.m.

CODE OF CONDUCT

Students should be punctual and regular in attending their classes. Late comers will be marked absent even though the teacher concerned may permit them to enter the class at her discretion. Attendance requirements must be fulfilled by every student in each subject. Students must be present on the re-opening day of each semester. In addition to this, attendance is compulsory on the re-opening day of each semester.

Every student of the college should consider herself as a custodian of the college and must conduct herself both inside and outside the college with decorum and dignity that is marked worthy of their institution.

Every student should protect the college property. Students vandalizing the desks or walls with pencils, chalks and knives etc. will be liable to disciplinary action, even expulsion from college.

- It is compulsory to attend the Morning Assembly with respect and attention.
- Every student being the cultural symbol of the institution is required to dress up modestly.



- Students should not leave the college till their classes are over. In case of emergency, permission must be obtained from the authorities.
- Students should utilize their free periods by visiting the library for reading books, magazines and newspapers etc. available in the library.
- Students should be respectful and obedient to their teachers and the office staff and carry out their instructions faithfully.
- Students are expected to be courteous and polite in dealing with the clerical staff, fellow students, staff and visitors in the college.
- Students should develop the habit of forming a queue when meeting the Principal, paying their dues or fees, getting books from the Library, meeting their teachers in staff rooms or while entering their class rooms.
- Students should use the dustbins and co-operate in keeping the campus, classrooms, lawns, laboratories neat and clean.
- Students should not tamper with fan regulators and switch boards and must switch off the fans and lights before leaving the classrooms.
- In order to avail leave, it is a must to fill the leave forms. Failing to produce a Medical certificate for long absence, students will not be allowed to continue the semester.
- Students are not permitted to do any of the following without the prior permission from the college management: give interviews, publish any materials, participate in live/photographic modeling/ fashion shows/stage shows and radio/T.V. Programs.
- Writing and sticking bills on college walls or on desks is strictly prohibited.
- Students should shift from one class room to the other in an orderly manner. At the end of a period, students coming into their own class rooms should patiently wait outside till the classrooms are vacated.
- Use of cell phones is banned inside the campus. Any violation of this rule



may lead to the seizure of the phone. A fine of Rs. 500/- will be imposed and the mobile phone will be returned at the end of the academic year. If there is an emergency the students can use the college phone available in the office.

- Students using vehicles must possess a valid driving license.
- Ragging is a serious offence and in accordance with UGC norms, ragging in any form is strictly not allowed. A student found guilty of ragging will face cancellation of admission, suspension from the college and punishment.

MISCONDUCT

Any student found to have committed the following misconduct will be subject to disciplinary actions:

- Acts of dishonesty: Cheating, plagiarism or other forms of academic dishonesty.
- Furnishing false information to any College official, faculty member or office.
- Forgery, alteration or misuse of college documents, records, or instrument of identification.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, college activities when the act occurs in college premises.
- Physical abuse, verbal abuse, threats, stalking, intimidation, harassment, coercion or other conduct which threatens or endangers the health or safety of any person.
- Physical assault and sexual assault, latter including all criminal sexual conduct as defined by the laws of the State.
- Attempted or actual theft of, or damage to, property of the college or property of a member of the college community or other personal or public property.

- Hazing endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Unauthorized possession, duplication or use of keys or access to any college buildings or devices is restricted. Unauthorized entry or presence within enclosed college buildings even when unlocked is prohibited.
- Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college website.
- No weapons of any kind are allowed in the campus.
- Participation in campus demonstration that disrupts the normal operations of the College and infringes on the rights of members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- Profane or obscene expressions including, but not limited to speech, which violate accepted standards of decency and Christian conduct.
- Sexual misconduct including, but not limited to, sexual relations outside marriage, involvement with pornography, internet cybersex or other internet sexual misconduct.
- Students should not raise fund or make any collection in cash or any kind without the prior consent of the authority.

VIOLATION OF LAW AND COLLEGE DISCIPLINE

- When a student is charged with violation of the Student Conduct Code, the College may institute disciplinary proceedings.



- When a student is charged by state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. The College will cooperate fully with the law enforcement agencies in the enforcement of law.

RULES TO BE FOLLOWED IN THE COMPUTER LABORATORY

- The back bone of **SAASC** is it's well-equipped computer lab.
- Students should enter the lab only during their practical classes.
- Apart from the allotted time, if a student wants to access the lab, she has to get a written permission from the respective faculty.
- One or two of the Teaching faculty must always be present in the lab to review the work of the students in a round-robin manner from their supervisory desk.
- Students are not allowed to take print outs without prior permission.
- Students are not allowed to enter the lab with footwear.
- Personal belongings must be left in their Department. Students are responsible for their belongings.
- Chairs/Keyboards/mouses/interactive consoles should be put back in order after use.
- Strict silence has to be observed by students in the lab.
- In case of technical issues/infra structural problems, students should approach the college office and thereby solve those issues.
- Students cannot modify the Firmware installed. Failing to do so will cause serious malfunction of the workstation.
- Students cannot delete or modify any file/files or directory / directories installed.
- No computer games from any source, either hard disk, CD-ROM, Internet, etc. in the lab is strictly not allowed.



LIBRARY RULES

- Identity Card is a must for library Access. Signing in the Register when you enter the Library **is mandatory**.
- Students can borrow 2 Books for each card. Staff can borrow 7 Books.
- Library Books will be issued between 9:00 am to 4:00 pm.
- Reference Books, Journals & Projects will be available only for reference.
- Conversation in the Library is strictly prohibited.
- Loss of borrowed books has to be reported immediately in writing to the Librarian and the same is to be replaced.
- Borrowed books should be returned on the exact due date failing by which a fine of Rs.2/per day will be charged.
- Do not make any mark with pen or pencil in the Book.
- Personal Books and files are not to be taken inside the Library.
- Books from book banks may be borrowed for a period of one year and should be returned at the end of the year.
- Any difficulty or grievances felt in utilizing the library should be brought to the notice of the Chief Librarian.

FEE REGULATIONS

1. The Academic year for the purpose of fees shall be divided into two semesters. The First semester commences from the re-opening of the college after the summer vacation and continues till about the middle of November and the second semester begins from the end of November till the summer vacation.
2. Every student is liable to pay full fees for each semester as long as her name is on the rolls of the college.
3. Semester fees should be paid on the date indicated in the College Calendar.
4. Students who wish to leave the college during the semester she will have no right to claim remission of any portion of the semester fees.
5. Students who do not pay the fees on or before the last date indicated should pay a fine as may be imposed by the Principal.
6. The names of students who do not pay the prescribed fees on or before the last date will be removed from the rolls. They will be admitted only after paying the re-admission fee along with penalty.

DRESS CODE

Dress code is not about what is convenient to wear as girls but convincing to wear as students of St. Anne. Hence, Students are expected to wear simple and modest clothes and they are permitted to wear Chudithars with Dupattas pinned or Jeans with long closed tops.

RULES OF ATTENDANCE

1. 5 Marks per paper in every semester is being allotted for regular attendance to the classes.
2. Attendance is taken at the beginning of every class hour.
3. Attendance is compulsory on the reopening day, closing day, seminar days, department programs, and industrial visits. Attendance is compulsory for all the special activities of the College.
4. Students who wish to avail leave for one day have to get permission from their Class In-charge by a written letter, for two days from the HOD and for more than two days, from the Principal. Students who are absent due to illness should also produce their medical certificate.
5. Students can obtain monthly attendance status from the Class In-charges. Names of the students who have a shortage of attendance will be displayed on the notice board at the end of every semester.
6. Students are expected to maintain a 100% attendance. Appreciation certificate of attendance will be issued to students who score 100% attendance at the end of the year.

EXAMINATION AND EVALUATION SYSTEM

The College follows the Semester system of the University of Madras.

1. Each semester has two periodical tests, two assignments, seminar, model exam and attendance as part of the internal assessment (25 marks - Theory Paper).
2. End Semester University Exam (75 marks - Theory Paper).



3. The University Practical Exam is conducted at the end of each semester (60 marks).
4. 75% of attendance is compulsory to appear for the University Exam.
5. All the eligible students who appear for the examination for the first time in any semester should pay the examination fee in full for all the subjects whether the candidate writes the examination or not.
6. Students reported of malpractice in examination will be severely dealt with and even dismissed.
7. No student admitted to college is automatically eligible for the university examination. At her due discretion, the Principal, may direct any student to withdraw from the examination, either due to repeated poor performance in studies, or irregular attendance, indulging in any unwanted activities.

MINIMUM PASS MARK

Theory

UG: Internal Assessment	-	10 Marks (out of 25)
End Semester Exam	-	30 Marks (out of 75)
PG: Internal Assessment	-	13 Marks (out of 25)
End Semester Exam	-	38 Marks (out of 75)

Practical

UG: Internal Assessment	-	16 Marks (out of 40)
End Semester Exam	-	24 Marks (out of 60)
PG Internal Assessment	-	20 Marks (out of 40)
End Semester Exam	-	30 Marks (out of 60)

STAFF COUNCIL

The Staff Council comprises the Principal, the Dean, the Heads of Departments, Faculty Members, the Physical director, the Librarian and the Office Staff. The Staff Council meets on the first Saturday of every month to evaluate, discuss, and plan programmes and academic endeavours of the college.

THE STUDENTS' COUNCIL

The Students' Council and other associations bring dynamism in the College campus. Organizing various functions, competitions, celebrations and events in the college, students develop leadership skills, team spirit and organizing abilities.

The office bearers of the Students' Council are; the President, Vice – President, Secretary, Joint Secretary, Treasurer, Cultural & Sports Secretaries. They are selected at the beginning of each academic year.

Students entrusted with the responsibility of an office in the College should endeavor to prove themselves worthy of their position. They should always remember that to a great measure, they should be an example of loyalty and devoted service to their fellow students. They should work closely with college authorities proving themselves, helpful and co-operative as true members of St. Anne's Arts and Science College. The class representatives are responsible for the order and discipline of the class.

The College looks up to its former students in particular to uphold the culture, standard and tradition of St. Anne's Arts and Science College and serve as a constant example to their juniors.

The Functions of the Students' Council

1. To uphold, work for and implement the ideals of the College in a benefitting manner by organizing programmes which have the prior sanction of the Principal.
2. To foster and promote good and cordial relations between students and the teaching staff.

CLUBS AND ASSOCIATIONS

Participation in Curricular and Co-Curricular activities enriches the students' learning and their performances. To develop initiative, a sense of responsibility and to widen the knowledge and interest in the subject for the students, the College encourages students to enroll themselves in their respective Associations and also in other Associations and clubs.

Membership in these associations is compulsory. Student leaders of the above associations are selected at the beginning of each academic year. Each Association has a member of the faculty as an advisor. All the Association and Clubs will conduct activities, inter-departmental, inter-collegiate competitions during the year.

NSS UNIT

Aims and objectives of this unit in our college is to make the students understand the community in which they work, understand themselves in relation to their community, develop among themselves a sense of social awareness, gain skills in mobilizing community participation, develop their capacity to meet emergencies and natural disasters and practice national integration and social harmony.

RED RIBBON CLUB

Objectives of the Red Ribbon Club is to reduce new HIV infections among youth by raising their risk perception through awareness on HIV/AIDS. To promote voluntary blood donation among youth. Various programme are conducted by our college to create awareness.

YOUTH RED CROSS

The Aim of the Youth Red Cross is contribute to the improvement of health, prevention of disease, maternity and child care in the community. They are insisted to serve the community within its jurisdiction.



WOMEN EMPOWERMENT CELL

The Women Empowerment Cell is designed to empower young women socially, economically, politically and legally with a focus on promoting decision making. It conducts various activities and arranges guest lectures to accelerate the academic enhancement, leadership development and cultural enrichment in the lives of young women.

HEALTH CLUB

'A sound mind in a sound body' is the motto under which the club works. Students are taught to be physically and mentally strong. Being fit is not a destination it is a way of life. Students are made to involve themselves in the health awareness programs conducted by this institution.

ENTREPRENEURSHIP CLUB

The Commerce students have to undergo training to become entrepreneurs in future. The club trains students to become entrepreneurs.

CULTURAL CLUB

This club encourages students to exhibit their inborn as well as acquired talents. Students are motivated and given a chance to prove their ability at an appropriate forum.

ECO CLUB

For environmental awareness and improvement of the environment our college organizes seminars, debates, lectures and popular talks on environmental issues in the college. We organize rallies, marches, human chains and tree plantation activities with a view to spread environmental awareness.

MUSIC CLUB

This club strives to provide & promote musical talents for all students interested in music. It helps students to retain and enhance their own, individual love of music.

SPORTS CLUB

We place a huge emphasis on physical education for all our students opportunities have been given to students to participate in all the sports activities .Students are encouraged to participate in inter-collegiate sports competition and they have won medals and prizes.

DRAMATICS CLUB

This Club is home to all the theater lovers and acting enthusiasts. From writing play, to direction and to performance, members get to learn the skills required for each of these jobs. The club provides a stimulating learning environment to boost their confidence in Theatrical Skills.

ROTARACT CLUB

Rotaract club brings people together to exchange ideas with leaders in the community, develop leadership and professional skills, and have fun through service. In communities worldwide, Rotary and Rotaract members work side by side to take action through service.

INNOVATION CLUB

The Club creates educated and innovative entrepreneurs who can redefine humanity, ecology, service, commerce and trade, etc. in the technology-driven futuristic world. The Club aims to foster creative thinking, abstract thinking, convergent thinking, innovative and inventive ideas in the minds of the students.

LITERACY CLUB

The Literacy Club forms the basis for lifelong learning. It is common to all disciplines, to all learning environments, and to all levels of education. It enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning.

CITIZEN CONSUMER CLUB

Citizen Consumer Club is established for the purpose of spreading the awareness about consumer rights amongst all consumer segments and to help consumers get justice when affected.

TAMIL ILAKIYA MANDRAM

The Club promotes the ancient language Tamil and its culture amidst the modern and tech savvy younger generation and aims to instill the purest form of the language. The club is regular in conducting debates, extempore and essay writing competitions.

ELECTORAL LITERACY CLUB

Electoral Literacy Club provides a means of involving students in engaging activities and practical experiences that raise awareness of their voting rights and familiarise them with the registration and voting processes.

PUBLIC RELATIONS CLUB

The Public Relations Club has endeavoured to carry out several student-focused initiatives aimed at creating a positive college brand and offering cooperative services to potential patrons both on the inside and outside the college.

COMMITTEES

- ADMISSION
- ANNUAL REPORT
- ANTI RAGGING
- CALENDAR COMMITTEE
- COLLEGE MAGAZINE
- DISCIPLINE
- EXAMINATION CELL
- IQAC
- NAAC ACCREDITATION
- PARENT TEACHER ASSOCIATION
- PLACEMENT CELL
- RESULT ANALYSIS
- TIME- TABLE
- TRAIN THE TRAINER FOR SOFT SKILL
- WEBSITE- UPDATING
- WORKSHOPS, SEMINARS AND CONFERENCES

PARENT - TEACHER MEET

Parents are one of the prime collaborators and stake holders of any educational institution. Without their collaboration College cannot succeed in educating the students. Hence St. Anne's Arts and Science College with the above awareness, conducts Parents' Meet year wise twice in a year to discuss about the performance and the all round development of students. Parents are encouraged to meet the concerned faculty to discuss the progress of their children.



COUNSELLING

St. Anne's Arts and Science College has a dedicated counselor available in the college on all the working days. The counselor guides the students in the areas of academics, emotional well-being, and other personal matters. Every class has a faculty as the Class Counselor and any student can easily approach when in need of guidance. This system ensures continuous support and encouragement, and better rapport among the students and the faculty.

EUCCHARISTIC CELEBRATION

At the beginning of each academic year, an inaugural mass is celebrated to invoke God's blessings for the academic year. A thanksgiving mass is also celebrated before the End Semester examination for God's bountiful blessings and guidance.

CHANGE OF RESIDENCE

A student should report to the office whenever she changes her residence.

COLLEGE PROPERTY

Any damage to the College property by way of scribbling, splashing colours, breaking furniture etc., will be dealt with severely. The cost of repairs and replacement will be borne by the offender.

TRANSPORT

The College runs buses from Madavaram on all working days at a reasonable fare. Those who wish to use the college bus services can approach the Person-in-charge of Transportation after getting an admission in the College.

TWO WHEELER/ FOUR WHEELER REGULATIONS

Four wheeler parking is not available for students. Two wheelers of students should be parked at the allotted space in the campus. All students who come to college by two wheelers are expected to wear a helmet and must possess a valid driving license.

SCHOLARSHIPS

SCHOLARSHIPS GIVEN BY THE GOVERNMENT

Name of the Scholarship	Agency	Eligibility	Mode of Application
SC / ST & Converted Christian Scholarship	State Government	Annual Income less than Rs. 2,50,000 /-	Through College online system
Post Matric Scholarship for Minorities	Central Government	60 % and above in the previous Examination & Annual Income less than Rs. 2,00,000 /-	Through College online system
Central Sector Scholarship	Central Government	above 85% of marks in the previous Examination	Through College Online System
Pudhumai Penn Scheme	State Government	Girls who have studied in Govt. / Govt. Aided School from 6 th std to 12 th std	Through College online system
OTHER SCHOLARSHIPS			
Mother Gnanamma's Educational Fund	Management	University Rank Holder	Through College
Rajasthan Association Tamilnadu - Scholarship	Private	Specified by the Association in the beginning of the year	Application should be collected in person from the Rajasthan Association Tamilnadu office
Staff Fund for Students Welfare	Staff Contribution	Deserving students of the College	Through College



FACULTY & ADMINISTRATIVE STAFF



ADMINISTRATION

CHAIRPERSON

Rev. Mother Dr. Leema Rose, M.A., M.Ed., M.Phil., Ph.D

PRINCIPAL

Dr. I. Annammal Arputhamary, M.Sc., M.Phil., Ph.D

DEAN COLLEGE DEVELOPMENT

Smt. M.R. Benedict Kumari, M.Sc., M.Ed., M.Phil.

TEACHING STAFF

Department of Tamil

Dr. M. Anusooya, M.A., M.Phil., Ph.D., SET (Asst. Professor & HOD)

Smt. V. P. Prema, M.A., M.Phil., B.Ed., SET (Asst. Professor)

Smt. M. Ananthi, M.A., M.Phil., B.Ed., NET, D.Y.HE (Yoga) (Asst. Professor)

Ms. L. Joan Sylvia Prema., M.A., M.Phil., SET, Ph.D (Asst. Professor)

Smt. S. Yakana, M.A., M.Phil, NET., Ph.D (Asst. Professor)

Ms. K.Dhanu,M.A., M.Phil, NET., Ph.D (Asst. Professor)

Smt. Mohanalakshmi, M.A., M.Phil., Ph.D(Asst. Professor)

Department of English

Smt. B.Vasumathy, M.A., B.Ed., M.Phil., NET, SET (Asst. Professor & HOD)

Smt. G. Elamathi, M.A., NET., SET (Asst. Professor)

Smt. G. Pushpalatha, M.A., B.Ed., M.Phil., D.H.R.M., CLP (Asst. Professor)

Smt. V. Sangeetha, M.A., B.Ed., M.Phil.(Asst. Professor)

Ms. K. Chaarumathi, M.A, (Asst. Professor)

Ms. Suvaitha, M.A., M.Phil (Asst. Professor)

Smt. P. Mebil Veronica, M.A.,B.Ed., NET,(Asst. Professor)

Ms. L. Jayashree, M.A, (Asst. Professor)

Smt. Y. Deepika, M.A, (Asst. Professor)

Ms. G. Sai Sundare, M.A, (Asst. Professor)

Dr. S. Divya, M.A., M.Phil., Ph.D (Asst. Professor)



Smt. C. Maria Vinodha, M.A., B.Ed., M.Phil. (Asst. Professor)

Smt. J. Sarah Shekkina, M.A., B.Ed., M.Phil. (Asst. Professor)

Ms. G. Priyadarshini M.A., NET. (Asst. Professor)

Department of Mathematics

Smt. A. Shenbaga Priya, M.Sc., B.Ed., M.Phil., SET, Ph.D (Asst. Professor & HOD)

Smt. D. Arockia Maria, M.Sc., M.Phil., B.Ed., SET (Asst. Professor)

Smt. K. Nithya, M.Sc., M.Phil., SET (Asst. Professor)

Smt. E. Jayalakshmi, M.Sc., M.Phil., SET (Asst. Professor)

Smt. V. Kalapushpam, M.Sc (Asst. Professor)

Department of Computer Science

Smt. A. Anitha, M.C.A., M.Phil., Ph.D (Asst. Professor & HOD)

Dr. K.L. Sumathy, M.C.A., M.Phil., Ph.D (Asst. Professor)

Dr. H. Mohana, M.C.A., M.Phil., Ph.D (Asst. Professor)

Dr. T.D. Srividya, M.C.A., M.Phil., Ph.D (Asst. Professor)

Ms. S. Kaviya, M.Sc (Asst. Professor)

Ms. R. Swedha, M.Sc (Asst. Professor)

Dr. D. Suja Mary, M.Sc., M.Phil., Ph.D., SET (Asst. Professor)

Department of Computer Applications

Dr. G. Aarthya Priscilla, M.C.A., M.Phil., NET, Ph.D (Asst. Professor & HOD)

Smt. D.S. Eunice Little Dani, M.Sc., M.Phil., Ph.D (Asst. Professor)

Ms. J. Thenmozhi, M.Sc (Asst. Professor)

Department of Commerce

Smt. A. Kavitha Anandhi, M.B.A., M.Com., M.Phil., NET, SET, Ph.D (Asst. Professor & HOD)

Smt. Clara Elizabeth, M.Com. SET, Ph.D (Asst. Professor)

Smt. A. Jenifer, M.Com., M.Phil., (Asst. Professor)

Ms. D. Sruthi, M.B.A (Asst. Professor)

Dr. S. Sangeetha, M.A., M.Phil., Ph.D (Asst. Professor)

Ms. K. Pavithra, M.Com (Asst. Professor)

Dr. A. Selva Mary, M.Com., M.Phil., Ph.D (Asst. Professor)

Ms. V.A. Alice Maria, M.Com (Asst. Professor)

Dr. Angel Jenita, M.Com., Ph.D (Asst. Professor)

Ms. S. Pavithiravahini, M.Com (Asst. Professor)

Ms. K. Ranjani, M.Com (Asst. Professor)

Mrs. M. Vaishnavi, M.Com., M.Phil., (Asst. Professor)

Ms. V. Navaneetham, M.Com., B.Ed., M.Phil., NET (Asst. Professor)



Department of Corporate Secretaryship

Smt. S. Vanmathi, M.Com., M.Phil., SET., B.Ed., Ph.D (Asst. Professor & HOD)

Smt. S. Chitra, M.Com(C.S)., M.Phil., Ph.D (Asst. Professor)

Smt. S. Angelin Hephziba, M.Com.,M.Phil., Ph.D (Asst. Professor)

Ms. M.N. Noornisha, M.Com., M.B.A.,NET. (Asst. Professor)

Department of Accounting & Finance

Smt. M. Adela Peacelyn Joycy, M.Com., M.Phil., SET., Ph.D (Asst.Professor & HOD)

Ms. P. Ramya, M.Com., M.Phil., Ph.D (Asst. Professor)

Ms. C. Uma Mageshwari, M.Com.,(Asst. Professor)

Dr. R. Ramya, M.Com., Ph.D., M.B.A., P.G.F.S.T.,(Asst. Professor)

Department of Business Administration

Smt. D. Arockia Maria, M.Sc., M.Phil., B.Ed., SET (Asst. Professor & HOD)

Smt. Ritu Cheryl Trevor, M.B.A., M.Phil (Asst. Professor)

Smt. L. Irine Devi, M.A., M.Phil (Asst. Professor)

Smt. H. Bhavani, M.B.A., (Asst. Professor)

Department of Microbiology

Dr. P. Sumithra, M.Sc., M.Phil., Ph.D., SLET (Asst. Professor & HOD)

Dr. S. Tamilarasi, M.Sc., M.Phil., Ph.D (Asst. Professor)

Dr. J. Johncy Jayarani, M.Sc., Ph.D (Asst. Professor)

Dr. G. Vijayanandhini, M.Sc., M.Phil., Ph.D (Asst. Professor)

Department of Library

Smt. M. Kreethika, M.L.B.I.Sc., NET (Librarian)

Sr. Anita, M.Sc., M.A., B.Ed (Asst. Librarian)

Smt. G. Ramya, B.Sc. (Asst. Librarian)

Department of Physical Education

Smt. B. Anitha,B.P.E.,M.P.Ed.,M.Phil.,Ph.D (Physical Directress)

Ms. G. Preethika, B.Com., Kabaddi Coach

Laboratory Technician

Ms. P. Kamini, B.Sc (Microbiology Lab)

Guest Lecturers

Mr. Gregory Muralidhar, H.M., F.B., B.Ed (Asst. Professor - French)

Dr. S. Vijayalakshmi, M.A., M.Phil., Ph.D (Asst. Professor - Hindi)



ADMINISTRATIVE STAFF

Office

Sr. James Gnana Sagaya Selvi, **M.Sc., B.Ed.** - Financial Administrator
Mr. G. Lourdusamy, **B.Sc** - Assistant
Smt. J. Roopa, **B.A.,** - Assistant
Smt. A. Rosaline, **M.A., B.Ed** - Assistant
Smt. A.V. Sahayarani, **B.Com.** PGDCA - Assistant
Ms. B. Suganya, **M.Com** - Junior Asst.
Smt. S. Saranya, **M.Com** - Junior Asst.
Smt. S. Arul Pavul, Jothi, **M.Sc., B.Ed.,** NCVT - Junior Asst.
Smt. T. Radhika, **B.A.,** - Assistant
Ms. L. Saral **B.C.A .,** - Receptionist
Smt. Swarnalatha - Office Asst.

Accounting Analyst

Mr. Y.V. John Bosco, **B.A**

System Administrator

Mrs. Muthuvigneshwari **B.Sc., D.Cs**

Skill Development Officer

Mr. Maria Luke Vincent

Auditor

Mr. G. Aravamudhan

Vehicle Operators

Mr. Sivakumar
Mr. Franklin David Kumar
Mr. Kannan

House Keeping

Smt. S. Lotus	Smt. K. Usha Rani
Smt. M. Indhira	Smt. P. Radha
Smt. T. Lalitha	Smt. N. Anitha
Smt. S. Ruthmary	Smt. M. Sagaya Mary
Smt. S. Muthulakshmi	Smt. M. Sumitha
Smt. F. Soosaimary	Smt. Nithya

Securities

Mr. C. Thangamani
Mr. E. Arumugam
Mr. Pasupathy
Mr. Vellaisamy

Green Campus

Mr. R. Sureshkumar, **B.B.A** (Agricultural Specialist and Team)
Mr. S. Damodharan
Mr. K. Ramesh
Mr. Durai





Syllabus



Part	SEMESTER - 1	SEMESTER - 2
I	Language Paper I	Language Paper II
II	English Paper I	English Paper II
III	Core : 1. Introduction to English Literature 2. Indian Writing in English Elective: 1. Social History of England I	Core : 3. British Literature I 4. American Literature Elective 2: Social History of England II
IV	SEC : 1. English for Communication FC : Fundamental Framework for Reading English Literature	SEC : 2. Public Speaking Skills 3: Digital Literacy and Concepts
Part	SEMESTER - 3	SEMESTER - 4
I	Language Paper III	Language Paper IV
II	English Paper III	English Paper IV
III	Core : 5. British Literature II 6. Children's Literature Elective : 3. History of English Literature I	Core : 7. World Classics in Translation 8. Language and Linguistics Elective : 4. History of English Literature
IV	SEC: 4. Entrepreneurial Skill 3. Interview Skills	SEC: 6. English for Careers 7. English for Business
	Environmental Studies	Environmental Studies
Part	SEMESTER - 5	SEMESTER - 6
III	Core : 9. American Literature II 10. World Classics in Translation 11. Aspects of English Language III 12. Introduction to Literary Theory and Criticism	Core : 13. Postcolonial Literatures in English 14. Contemporary Literature 15. Indian Literatures in English
	Elective: 5. English Language Teaching	Elective: 6. Women's Writing 7. Green Studies
IV	Value Education	Extension activities

Project work with research orientation should be taken up by each student in the final year.

* For non-Tamil students: Tamil (Standard VI)





Part	SEMESTER - 1	SEMESTER - 2
I	Language Paper I	Language Paper II
II	English Paper I	English Paper II
III	Core : 1. Algebra & Trigonometry 2. Differential Calculus Elective : 1. Numerical Methods With Applications	Core : 3. Analytical Geometry (Two & Three Dimensions) 4. Integral Calculus Elective : 2. Calculus Of Finite Differences
IV	Sec : 1. Financial Mathematics Fc : Bridge Mathematics	Sec : 2. Basic Data Analysis Using Excel 3. Computational Mathematics
Part	SEMESTER - 3	SEMESTER - 4
I	Language Paper III	Language Paper IV
II	English Paper III	English Paper IV
III	Core : 5. Vector Calculus And Applications 6. Differential Equations And Applications Elective : 3. Mathematical Statistics Theory & Practical	Core : 7. Industrial Mathematics Resource Management Techniques 8. Elements Of Mathematical Analysis Elective : 4. Transform Techniques
IV	Sec : 4. Entrepreneurial Based 5. Statistics With R Programming	Sec : 6. Introduction To Data Science 7. Data Analysis Using SPSS
	Environmental Studies	Environmental Studies
Part	SEMESTER - 5	SEMESTER - 6
III	Core : 09. Algebraic Structures I 10. Real Analysis I 11. Dynamics 12. Discrete Mathematics	Core : 13. Algebraic Structures II 14. Real Analysis II 15. Complex Analysis
	Elective: 5. Programming Language Python With Practical	Elective : 6. Graph Theory 7. Operations Research
IV	Value Education	Extension activities

Project work with research orientation should be taken up by each student in the final year.

* For non-Tamil students: Tamil (Standard VI)





Part	SEMESTER - 1	SEMESTER - 2
I	Language Paper I	Language Paper II
II	English Paper I	English Paper II
III	Core: 1. Python Programming 2. Python Programming Practical Elective: 1. Mathematics I	Core: 3. Introduction to Computer Architecture and Microprocessor 4. Introduction to Computer Architecture and Microprocessor Practical Elective: Mathematics II
IV	SEC: 1. Office Automation FC : Fundamental of Computers	SEC : 2. Quantitative Aptitude 3. Problem Solving Techniques
Part	SEMESTER - 3	SEMESTER - 4
I	Language Paper III	Language Paper IV
II	English Paper III	English Paper IV
III	Core: 5. Java Programming 6. Java Programming Practical Elective: 3. Statistics I	Core: 7. Data Structures and Algorithms 8. Data Structures and Algorithms Practical Elective: 4. Statistics II
IV	SEC: 4. Web Page Design Practical 5. Desktop Publishing Practical	SEC: 6. Emotional Intelligence 7. Technical writing
	Environmental Science	Environmental Science
Part	SEMESTER - 5	SEMESTER - 6
III	Core : 9. Computer Networks 10. Operating System 11. Relational Database Management System 12. Operating System Practical Practice – I 13. Relational Database Management System Practical Elective: 1. Artificial Intelligence & Expert System	Core : 14. Software Engineering 15. Introduction to Data Science 16. Introduction to Cloud Computing 17. CASE Tools and Testing Tools Lab 18. Practical VIII Mini Project Elective: 2. IOT and its Application
IV	Value Education	Extension activities

Project work with research orientation should be taken up by each student in the final year.

* For non-Tamil students: Tamil (Standard VI)





Part	SEMESTER - 1	SEMESTER - 2
I	Language Paper I	Language Paper II
II	English Paper I	English Paper II
III	Core : 1. Python Programming 2. Python Programming Practical Elective : 1. Statistics I	Core : 3. Object Oriented Programming using C++ 4. Object Oriented Programming using C++ Practical Elective : 2. Statistics II
IV	SEC : 1. Office Automation FC: Fundamentals of Computers	SEC : 2. Office Automation Practical 3. Quantitative aptitude
Part	SEMESTER - 3	SEMESTER - 4
I	Language Paper III	Language Paper IV
II	English Paper III	English Paper IV
III	Core : 5. Data Structures 6. Data Structures Practical Elective : 3. Cost and Management Accounting - I	Core : 7. Java Programming 8. Java Programming Practical Elective : 4. Cost and Management Accounting - II
IV	SEC : 4. Web Page Design Practical 5. Desktop Publishing Practical	SEC : 6. Emotional Intelligence 7. Technical Writing
	Environmental Science	Environmental Science
Part	SEMESTER - 5	SEMESTER - 6
III	Core : 9. Software Engineering 10. Operating System 11. Relational Database Management System 12. Operating System Lab 13. PL/SQL Lab Elective : 5. Multimedia and its Applications	Core : 14. Web Design and Development 15. Data Mining 16. Mobile Application Development 17. Mobile Application Development Lab 18. Mini Project Elective : 6. IOT and its Applications
IV	Value Education	Extension activities

Project work with research orientation should be taken up by each student in the final year.

* For non-Tamil students: Tamil (Standard VI)





Part	SEMESTER - 1	SEMESTER - 2
I	Language Paper I	Language Paper II
II	English Paper I	English Paper II
III	Core : 1. Financial Accounting I 2. Principles of Management Elective : 1. Business Economics	Core : 3. Financial Accounting II 4. Business Law Elective 2: Indian Economic Development
IV	SEC : 1. MS Office for Commerce/ Basic Tamil/ Advanced Tamil FC : Professional Ethics	SEC : 2. Accounting using Excel 3. Retail Management
Part	SEMESTER - 3	SEMESTER - 4
I	Language Paper III	Language Paper IV
II	English Paper III	English Paper IV
III	Core : 5. Corporate Accounting I 6. Company Law Elective : 3. Business Mathematics and Statistics	Core : 7. Corporate Accounting II 8. Principles of Marketing Elective : 4. Operations Research
IV	SEC : 4. Basics of Entrepreneurship 5. Website Designing	SEC : 6. Cash Accounting and Operating Cycle 7. Fin Tech
	Environmental Studies	Environmental Studies
Part	SEMESTER - 5	SEMESTER - 6
III	Core : 9. Elements of Cost Accounting 10. Practical Auditing 11. Logistics and Supply Chain Management 12. Financial Management	Core : 13. Advanced Cost Accounting 14. Management Accounting 15. Entrepreneurial Development
	Elective : 5. Income Tax Law Practice – I	Elective : 6. Income Tax Law & Practice – II 7. Human Resource Management
IV	Value Education	Extension activities

Project work with research orientation should be taken up by each student in the final year.

* For non-Tamil students: Tamil (Standard VI)





Part	SEMESTER - 1	SEMESTER - 2
I	Language Paper I	Language Paper II
II	English Paper I	English Paper II
III	Core: 1. Financial Accounting I 2. Principles of Management Elective: 1. Business Communication	Core: 3. Financial Accounting II 4. Business Law Elective: 2. International Trade
IV	SEC: 1. Logistics Management FC : Fundamental Concepts of Accounting & Commerce	SEC 2: Everyday Banking 3: Time Management
Part	SEMESTER - 3	SEMESTER - 4
I	Language Paper III	Language Paper IV
II	English Paper III	English Paper IV
III	Core: 5. Corporate Accounting I 6. Company Law Elective: 3. Business Statistics I	Core: 7. Corporate Accounting II 8. Principles of Marketing Elective: 4. Business Statistics II
IV	SEC: 4. Business Building Skills 5. Tally Accounting Software	SEC: 6. GST Filing of Returns 7. Professional Skills For Corporate World
	Environmental Studies	Environmental Studies
Part	SEMESTER - 5	SEMESTER - 6
III	Core : 9. Cost Accounting 10. Corporate Governance and Ethics 11. Business Laws 12. Income Tax Law & Practice – I	Core : 13. Industrial Laws 14. Management Accounting 15. Entrepreneurial Development 16. Income Tax Law & Practice – II
	Elective: 1. Marketing	Elective: 2. Institutional Training
IV	Value Education	Extension activities

Project Work with research orientation should be taken up by each student in the final year.

*For non-Tamil Students: Tamil (Standard VI)



B.Com (Accounting & Finance)



Part	SEMESTER - 1	SEMESTER - 2
I	Language Paper I	Language Paper II
II	English Paper I	English Paper II
III	Core : 1. Financial Accounting I 2. Principles of Management Elective 1: Business Communication	Core : 3. Financial Accounting II 4. Business Law Elective 2: Working Capital Management
IV	SEC : 1. MS Office for Commerce FC : Professional Ethics	SEC : 2. Accounting using Excel 3. Retail Management
Part	SEMESTER - 3	SEMESTER - 4
I	Language Paper III	Language Paper IV
II	English Paper III	English Paper IV
III	Core: 5. Corporate Accounting I 6. Company Law Elective 3: Business Mathematics & Statistics	Core: 7. Corporate Accounting II 8. Principles of Marketing Elective 4: Operation Research
IV	SEC 4: Basics of Entrepreneurship SEC 5: Website Designing	SEC 6: Cash Accounting and Operating Cycle SEC 7: Fin Tech
	Environmental Studies	Environmental Studies
Part	SEMESTER - 5	SEMESTER - 6
III	Core: 9. Elements of Cost Accounting 10. Practical Auditing 11. Income tax law & Practice 12. Financial Management	Core: 13. Advanced Cost Accounting 14. Management Accounting 15. Income Tax law & Practice I
	Elective 5: Portfolio Management	Elective 6: Entrepreneurial Development 7: Financial Services
IV	Value Education	Extension activities

Project Work with research orientation should be taken up by each student in the final year.

*For non-Tamil Students: Tamil (Standard VI)





Part	SEMESTER - 1	SEMESTER - 2
I	Language Paper I	Language Paper II
II	English Paper I	English Paper II
III	Core : 1.Principles of Management 2. Accounting for Managers I Elective : 1. Managerial Economics	Core : 3.Marketing Management 4. Accounting for Managers II Elective : 2. International Business
IV	SEC : 1. Basics of Event Management FC : Managerial Communications	SEC : 2. Managerial skill development 3. Business Etiquette and Corporate Grooming
Part	SEMESTER - 3	SEMESTER - 4
I	Language Paper III	Language Paper IV
II	English Paper III	English Paper IV
III	Core : 5. Organizational Behavior 6. Financial Management Elective : 3. Business Statistics	Core : 7. Business Environment 8. Business Regulatory Framework Elective : 4. Operation Research
IV	SEC : 4. Computer Applications in Business 5. Entrepreneurial Skill New Venture Management Environmental Studies	SEC : 6. Tally 7. Intellectual Property Rights Environmental Studies
Part	SEMESTER - 5	SEMESTER - 6
III	Core : 9. Advertising Management and sales promotion 10.Reserch Methodology 11.Operations Management 12. Materials Management Elective : 5. Entrepreneurial Development	Core : 13. Business Environment 14. Service Marketing 15. Business Taxation Elective : 6. Customer Relationship Management 7. Project work
IV	Value Education	Extension activities

Project Work with research orientation should be taken up by each student in the final year.

*For non-Tamil Students: Tamil (Standard VI)





Part	SEMESTER - 1	SEMESTER - 2
I	Language Paper I	Language Paper II
II	English Paper I	English Paper II
III	Core: 1. Fundamentals of Microbiology and Microbial Diversity 2. Practical I Elective: 1. Basic and Clinical Biochemistry	Core: 3. Microbial Physiology And Metabolism 4. Practical II Elective: 2. Bioinstrumentation
IV	Sec: 1. Social and Preventive Medicine Fc: Introduction To Microbiology	Sec: 2. Nutrition and Health Hygiene 3. Sericulture
Part	SEMESTER - 3	SEMESTER - 4
I	Language Paper III	Language Paper IV
II	English Paper III	English Paper IV
III	Core : 5. Molecular Biology and Microbial Genetics 6. Practical III Elective: 3. Clinical Laboratory Technology	Core : 7. Immunology and Immunotechnology 8. Practical IV Elective: 4. Food Processing Technology
IV	SEC: 4. Organic Farming And Bio fertilizer Technology 5. Aquaculture Environmental Studies	SEC: 6. Vaccine Technology 7. Apiculture Environmental Studies
Part	SEMESTER - 5	SEMESTER - 6
III	Core: 9. Medical Bacteriology 10. Medical Mycology And Parasitology 11. Medical Virology 12. Major Practical V Elective: 1. Biotechnology & Genetic Engineering	Core: 13. Environmental Microbiology 14. Food & Dairy Microbiology 15. Major Practical VI Elective: 2. Industrial And Pharmaceutical Microbiology 3. Microbial Marketable Products
IV	Value Education	Extension activities

Project Work with research orientation should be taken up by each student in the final year.

*For non-Tamil Students: Tamil (Standard VI)





Part	SEMESTER - 1	SEMESTER - 2
I	Core : 1. Poetry 2. Drama 3. Fiction Elective 1: Science Fiction, Fantasy and Detective Literature. 2: Approaches and Methods in English Language Teaching.	Core : 4. Indian Writing in English 5. American Literature 6. Shakespeare Studies Elective 3: Gender Studies through Literature 4: Literature and Film
II		SEC 1: Technical Writing
Part	SEMESTER - 3	SEMESTER - 4
III	Core : 7. Post-Colonial Literature 8. Contemporary Literary Criticism 9. Language and Linguistics 10. Writings of the Marginalized Elective 5: Life Writing / Travel Writings	Core : 11. Comparative Literature And Classics in Translation Studies 12. A Glimpse of Nobel Laureates Elective 6: Theatre Art / Recent Trends in Literature
IV		Project with VIVA VOCE – Project and Research Methodology
	SEC 2: Entrepreneurship Development	SEC 3: English Literature for Competitive Examinations.
	Internship	Extension Activity





Part	SEMESTER - 1	SEMESTER - 2
I	Core : I Advanced Data Structures and Algorithms II Advanced Python Programming III Advanced Data Structures and Algorithms Practical IV Advanced Python Programming Practical	Core: V Data Mining and Warehousing VI Web Technology and Advanced Java VII Data Mining and Warehousing Practical VIII Web Technology and Advanced Java Practical
II	Elective 1: Cloud Computing Elective 2: Principles of Compiler Design	Elective 3: Artificial Intelligence Elective 4: Agile Software Engineering SEC 1: Fundamentals of Human Rights
Part	SEMESTER - 3	SEMESTER - 4
III	Core: IX Data Science and Analytics X Machine Learning XI Theory of Computation XII Data Science and Analytics Practical XIII Machine Learning Practical	Core: XIV Digital Image Processing XV Project with Viva voce
IV	Selective 5: Cryptography	Elective: 6
	SEC 2 : Cyber Security	Skill Enhancement: Documentation and Interview skills for Software Engineers
	Internship / Industrial Activity	Extension Activity





Part	SEMESTER - 1	SEMESTER - 2
I	Business Finance	Strategic Cost Management
II	Digital Marketing	Corporate Accounting
III	Digital Marketing	Setting up of Business Entities
IV	ELECTIVE 1 Security Analysis and Portfolio Management ELECTIVE 2 Strategic Human Resource Management	Business Ethics and Corporate Sustainability Logistics and Supply Chain Management
		SEC I: Advertising and Media Management
Part	SEMESTER - 3	SEMESTER - 4
I	Tax Planning and Management	Corporate and Economic Laws
II	Research Methodology	Human Resource Analytics
	Advanced Cost and Management Accounting Computer Applications in Business ELECTIVE 3: Strategic Management	Project with Viva ELECTIVE 4: Organizational Behavior
IV	SEC-II - Stock Market Operations Internship/Industrial Activity	Skill Enhancement/Professional Competency Consumer Behaviour Extension Activity

