



STUDENTS HANDBOOK & CALENDAR 2022-2023



SAKTHI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Permanently Affiliated to Mother Teresa Women's University, Kodaikanal)
Recognized Under Section of 2(F) and 12(B) UCG Act of 1956

Sakthi Nagar Palakanuthu (P.O)

Oddanchatram-624619

Contacts: 9750956809, 9994176424, 9750956802

Email-id: scas2009@gmail.com

MANAGEMENT COMMITTEE

Chairman : Dr. K. Vembanan, M.B.B.S., M.S.,



Vice Chairman : Dr. K. Kohila Vembanan, M.B.B.S., D.G.O.,



Secretary : Mr.K. Siva Kumar M.Sc., M.Ed.,



PERSONAL RECORD

Name

Class & Department

Roll Number

Admission Number

University Exam Reg No.

Blood Group

Residential Address

Contact number

Name of Parent/Guardian

Contact number

KUfh KUfh Xk; KUfh
Kj;jkpo; ,iwth tbNtyh
rf;jpapd; kfNd khy;kUfh
rutz gtNd FUghyh (KUfh)

jpUg;guq;Fd;wk; godp kiy
jpUr;nre;J}h; kUjkiy
jpUj;jZp goKjph;r; NrhiyapNy
KUfh KUfh Xk; KUfh

Qhdg;gok; mijg; ngWtjw;F
godp kiyapy; epd;wtNd
md;idAk; gpjhTk; cah;ntd;W
mfpyj;ijg; Nghw;wp te;jtNd (jpUg;guq;Fd;wk;)

fe;jh flk;gh fjph;Ntyh
fypAfk; fhf;Fk; rjph;Ntyh
ce;jd; kyub njhOjpLNthk;
rutz gtNd mNuhfuh (KUfh)

nfhbg; ghly;fs;

ghuj Njtpapd; kzpf;nfhb ghPH
gf;jpAld; ,ij tzq;FNthk; thhPH

tPuHfs; clw; nghUs; MtpAk; nfhLj;J
tPukha; mb rpiw midj;ijAk; nghWj;J
rPUld; ghuj Njtpf;Nf cioj;J
jpfo;tijf; Fwpj;jpLk; n[af;nfhb ghPH (ghuj Njtpapd;)

gsgs csnd czHj;jpLk; gr;ir
ghpRj;j jpahfj;ijf; fhL;bLk; ntz;ik
eyKld; gf;jpia Cl;bLk; fhpt
eLepiyg; gz;gpid czHj;jpLk; rf;fuk; (ghuj Njtpapd;)

2. nfhbiag; Nghw;wvf; Fk;gpL, Fiwfs; jPUk; ek;gpL
nfhbiag; Nghw;wvf; Fk;gpL,
rj;jpaj;jpd; nfhbapJ, rf;jp je;j nfhbapJ
Gj;jpkpf;f Qhdps; G+i[nra;j nfhbapJ (nfhbia)

mr;rk; Nghf;Fk; nfhbapJ, Mz;ik ey;Fk; nfhbapJ
,r;rfj;J tho;tpid ,d;gkhf;Fk; nfhbapJ (nfhbia)

3. N[hjpkakhd nfhbiar; #o;e;J epd;W tho;j;JNthk;
el;gpid ehl;Lk; nfhbia
ehnky;yhk; ,ize;J tho;j;JNthk;
xg;gpy;yh tPuk; jUk; nfhbia
mjd; caHit vz;zp tho;j;JNthk;
midtUk; ciog;Nghk;, nfhbapidf; fhg;Nghk;
Gjpa ey;ghujk; GtpapNy gilg;Nghk;

4. ghhp tpz;zpy; gwe;J MLk;
Nfhbapd; moifNa Njrg; ngUQ;RliuNa
tPu capH xspiaNa
fhtp ntz;ik gr;ir vd;w
Kd;W tz;zNk
Nktp tpsq;Fk; rkak; xd;nwdf; fhl;Lk; rpd;dNk
mJ ek; ntw;wpahFNk ehl;bd; nry;tkhFNk
jq;fk; Nghd;W jfjff;Fk; caHe;j jpahfNk
juzpNahHf;F mwk; czHj;Jk; mNrhfar; rf;fuNk
mJ ek; tPukhFNk ehl;bd; nry;tkhFNk (ghhp tpz;zpy;)

5. jhapd; kzpf;nfhb ghPh;-mijj;
jho;e;J gzpe;J Gfo;e;jpl thhPh; (jhapd;)

Xq;fp tsh;e;jNjhh; fk;gk; - mjd;
cr;rpapd; Nky; te;Nj khjuk; vd;Nw
ghq;fpndOjpp; jpfOk; - nra;a (2)
gl;nlhsp tPrg; gwe;jJ ghPh; (jhapd;)

fk;gj;jpd; fPo;epw;wy; fhzPh; - vq;Fk;
fhzUk; tPuh; ngUe;jpus; \$l;lk;
ek;gw; Fhpah; mt;tPuh; - jq;fs;
ey;Yap; hPe;Jk; nfhbapidf; fhg;gh; (jhapd;)

Njrpa xUikg;ghl;L cWjpnkhop

‘ehl;bd; chpik tho;itAk;
xUikg;ghl;ilAk;
Ngzpf;fhj;J tYg;gLj;jr;
nraw;gLNtd;’ vd;W
cskhw ehd; cWjp \$WfpNwd;.
‘xU NghJk; td;Kiwia
ehNld;’ vd;Wk;,
‘rkak; , nkhop, tl;lhuk;
Kjypait fhuzkhf vOk;
NtWghLfSf;Fk; G+ry;fSf;Fk;
Vida murpay; nghUshjhuf;
FiwghLfSf;Fk; mikjp
newpapYk; murpay; mikg;gpd;
topapYk; epd;W jPHT fhz;Ngd;’
vd;Wk; ehd; NkYk; cWjp
mspf;fpNwd;.

From the Chairman's Desk....

“Education is the manifestation of perfection already in mankind” – Swami Vivekananda.

Sakthi College of Arts and Science has now in its full bloom with the abundant blessings of Arutchelvar Pollachi Mahalingam Ayya. Hailing from an Agrarian Society and having been a rank holder and gold medalist in my M.B.B.S., M.S., Degree Programmes and with 3 decades of rich experience in medical profession, constructing a society with rich educational foundation has been my motive. My focus is on imparting quality education to the rural young women in and around Dindigul District and thus empowering them. Having been launched in 2009, Sakthi College of Arts and Science have been striving to stretch its arms towards perfection by aiding the young women students to excel in all the fields of academics, co-curricular activities as well as learning life skills. Along with education, imbibing human values like compassion, courage, humility, integrity and reliability is the prime motto of this institution.

With the continuous support extended by you, we are sure to reach the pinnacle of excellence.

From the Vice-Chairman's Desk....

With the best academic and professional achievement in my medical career, I believe education has the power of shaping the future of women and thus change their lives towards betterment. The invincible weapons of a woman to face the challenges of life are the best education, economic independence, self-reliance, self motivation and confidence.

The long cherished dream of our family has been offering the best education, especially to the women folk of our surrounding community. Sakthi Group of Institutions have been launched in the geographical site of Oddanchatram so that the learners with the schooling in government schools will feel easy and comfortable in availing the educational service, offered by the institutions. It is quite evident that Sakthi College of Arts and Science has been fulfilling the educational needs of the young women of our locality and makes them empowered.

Our journey of education will continue with many success stories.

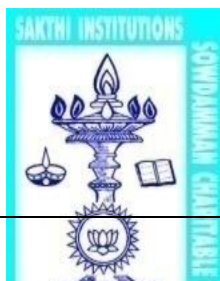
COLLEGE PROFILE

Name	Sakthi College of Arts & Science for Women
Established in	2009
Chairman	Dr. K. Vembanan, M.B.B.S.,M.S.,
Organization	Sowdamman Charitable & Educational Trust, Oddanchatram, Dindigul
Affiliated to	Mother Teresa Women's University, Kodaikanal
Address	Sakthi Nagar, Palakanuthu (P.O), Oddanchatram - 624619
Contacts	9750956809, 9750956802, 9994176424
E-mail	scas2009@gmail.com
Web site	www.sakthiwomenscollegedgl.com

“Education is a liberating force, and in our age, it is also a democratizing force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances”

Sakthi College of Arts & Science Women has been established in the year 2009 with the blessings of the great social reformer Arutchelvar Padmasri Dr.N.Mahalingam Ayya. It is a constituent unit of Sowdamman Charitable trust. It is affiliated to Mother Teresa Women's University, Kodaikanal. The proof of its adherence to standard lies in the milestone achievement of having bloomed well with 10 Under-graduate, 09 Post-graduate and 07 Pre-doctoral (M.Phil.) Programmes. The College offers innovative curricula, opportunities for holistic development and a highly disciplined and diversified environment for students to surpass in scholastic, non-scholastic and research pursuits. However, while keeping pace with the changes in higher education at the national and global level, the institution still retains its local flavour and continues to offer value-based education with a special focus on the underprivileged.

LOGO:



VISION:

The founding Vision of Sakthi College of Arts and Science is

- Empowering the rural womenfolk with quality higher education and mould them into globally competent individuals.

MISSION:

The noble Mission of Sakthi College of Arts and Science is

- Promoting innovative and student-centred modes of teaching and learning
- Enriching the intellectual life on the campus with extensive use of technological aids and upgraded learning content.
- Imparting strong and supportive education to promote research culture and employability.
- Imbibing the service-oriented work pattern by involving in extension and out-reach programmes.











INSTITUTIONAL OBJECTIVES:

Sakthi College of Arts and Science has certain definite Institutional Objectives to be attained.










- Skill Development & Capacity Building
- Women Empowerment
- Self-reliance
- Gender Equity & Integrity

PROGRAMMES OFFERED








UNDER-GRADUATION PROGRAMMES

-  B.A., Tamil
-  B.A., English
-  B.Sc., Mathematics
-  B.Sc., Physics
-  B.Sc., Chemistry
-  B.Sc., Computer Science
-  B.C.A.,
-  B.Com.,
-  B.Com., CA
-  BBA.,

POST-GRADUATION PROGRAMMES

-  M.A., Tamil
-  M.A., English
-  M.Sc., Mathematics
-  M.Sc., Physics
-  M.Sc., Chemistry
-  M.Sc., IT
-  M.Sc., Computer Science
-  M.Com.,
-  M.Com., (CA)

PRE-DOCTORAL PROGRAMMES [M.Phil.,]

-  M.Phil., Tamil
-  M.Phil., English
-  M.Phil., Maths
-  M.Phil., Physics
-  M.Phil., Chemistry
-  M.Phil., Computer Science
-  M.Phil., Commerce

ADD-ON COURSES

DEPARTMENT OFFERING THE COURSES	I YEAR	II YEAR	III YEAR
Tamil	Reading of Imprints in Tamil (Suvadiyal)	Art of Adornment by Ancient Tamil (Oppanai Kalaithiran)	Five Minor Epics (Ainchiru Kapiyangal)
English	Dynamic Communication	Creation of Newspapers	Business Communication
Mathematics	Theory of Numbers	Quantitative Aptitude	Set Theory and Logic
Physics	Renewable Energy Sources	Making of Electrical Appliances	Biomedical Instrumentation
Chemistry	Precautionary Measures in Handling Laboratory Equipments	Mechanism and Reactions of Chemical Substances	Instrumental Analysis
Commerce	Practical Banking	Salesmanship	Expertise in Business Law
Commerce with CA	Commercial Practices	Principles and Practice of Insurance	Entrepreneurship Development
Computer Science	Computer Fundamentals	Multimedia and Animations	Python Programming
Computer Applications	Computer Applications for Automation	Python Programming	Multimedia and Animations

DEPARTMENTS

- ✚ PG & Research Department of Tamil
- ✚ PG & Research Department of English
- ✚ PG & Research Department of Mathematics
- ✚ PG & Research Department of Physics
- ✚ PG & Research Department of Chemistry
- ✚ PG & Research Department of Commerce
- ✚ PG & Research Department of Computer Science
- ✚ PG Department of Commerce With CA
- ✚ PG Department of Information Technology
- ✚ Department of Computer Applications

BRITISH COUNCIL ENGLISH COURSE

British Council Course will start to learn a second language in an effective way. English is spoken across the globe, so learning this course will allow you to communicate with a large number of people. You will be offered good job opportunities and British English certificate will be provided.

Our Management signed MOU with British English Council for all I UG and II UG students. Three Certificates (Basic, Intermediate, Advanced Level) will be issued. Additional Short-term course certificates also issued.

DIPLOMA IN YOGA

YOGA is a group of mental, physical and spiritual disciplines that originated in ancient India invoking from the Hindu philosophical traditions. A study of yoga takes on a unique journey to understand the origins and spiritual side of yoga along with its principles and philosophy. Moreover topics like physical body posture human anatomy and philosophy are also covered.

Diploma in Yoga (D.Y.Ed) is a First Year full-time course based on Yoga. It teaches the theoretical concept of yoga therapy and ways to effectively use it with diverse approaches. A diploma in Yoga is emerging to become a promising career option for students all across the world.

TALLY COURSE

Tally is advanced accounting software that is used to keep track of accounts. It helps records all types of accounting that include invoicing, receipt notes, inventory management, sale records, credit note, etc. The software helps record the complex book keeping in a simple way so that everyone can handle it easily. With an easy interface, its comprehensive accounting software is easily driven by technology.

This course basically covers accounting skills at a basic level on computer and tally fundamentals. Tally fundamentals include the functionality and features. Tally course is helpful for stock experts and accountants. This course helps in understanding the significance and utilization of job arrange preparing and job costing. You can make a good career as an accountant, data entry operator, account assistant, tally operator and much more in the list. Tally has of late become mandatory for all those people who run their business.

PGDCA COURSE

Post Graduate Diploma in Computer Applications (PGDCA) is designed for graduate students who are interested in computer applications. This course has been made for students who want to learn computer applications in different fields like banking, insurance, and accounting. This program allows students to seek professional knowledge in computer applications. This program provides specialization in computer science with technical, professional, and communications skills. It also trains students to become future IT professionals.

The diploma program enables you enough to sustain yourself in the professional world and grab a well-paying job. Another major advantage of this course is the lower saturation level as compared to other professional degree courses. It provides numerous opportunities to students enrolled in the course to opt for various careers such as web developer, web designer, computer language programmer, computer programmer, software developer.

PRINCIPAL

Dr.R.Thenmozhi,M.Sc.,M.Phil.,Ph.D.,D.T.P.,

PG & RESEARCH DEPARTMENT OF TAMIL

Dr..N.Murugeswari, M.A., M.Phil., B.Ed., Ph.D.,Assistant Professor & Head

Mrs.A. Pavai, M.A., M.Phil.,Assistant. Professor

Dr.N.Tamil selvi, M.A., M.Phil.,B.Ed.,(Ph.D.),Assistant. Professor

Mrs.C. Poornima,M.A.,M.Phil.,Assistant Professor

Ms.S.Dhanalakshmi,M.A.,M.Phil.,Assistant Professor

Mrs.N.Divya,M.A.,M.Phil.,B.Ed.,Assistant Professor

Ms.S.Arul Gracy,M.A.,M.Phil.,Assistant Professor

Ms.P.Sathya,,M.A.,M.Phil.,Assistant Professor

Ms.P.Nathiya,,M.A.,M.Phil.,NET.,Assistant Professor

Mrs.M.Dhanalakshmi,,M.A.,M.Phil.,M.Ed.,Assistant Profesor

Mrs.S.Sudha,,M.A.,M.Phil.,M.Ed.,Assistant Professor

PG & RESEARCH DEPARTMENT OF ENGLISH

Mrs.D.Maheswari, M.A., M.Phil., Assistant Professor & Head

Mrs.P.Isayakala., M.A., M.Phil., B.Ed.,SLET.,Assistant Professor

Mrs.S.Mahesh, M.A., M.Phil., B.Ed.,Assistant Professor

Ms.A.Jeni Nirmala, M.A., M.Phil.,Asst. Professor

Ms.M.Preethi Devi, M.A., M.Phil., Assistant Professor

Ms.S.Selvamani, M.A., M.Phil., B.Ed.,Assistant Professor

Mrs.Merlin, M.A., M.Phil., Assistant Professor

Ms.M.Anitha, M.A., (M.Phil)., Assistant Professor

Ms.P.Amuthapriya, M.A.,M.Phil., Assistant Professor

PG & RESEARCH DEPARTMENT OF MATHEMATICS

Ms.R.Rani,M.Sc., M.Phil., B.Ed., Assistant Professor & Head

Ms.M.Annalakshmi,M.Sc.,M.Phil.,B.Ed., Assistant Professor

Mrs.S.Manikka Vasugi, M.Sc., M.Phil., Assistant Professor

Mrs.T.G.Sindhu,,M.Sc.,M.Phil.,NET., Assistant Professor

Mrs.M.Muthulakshmi, M.Sc., M.Phil., Assistant Professor

Mrs.P.Yuva Shanmuga Shree, M.Sc., M.Phil., Assistant Professor

Ms.S.Sathyajothi, M.Sc.,B.Ed.,Assistant Professor

Mrs.A.Nandhini, M.Sc., M.Phil., B.Ed.,Assistant Professor

PG & RESEARCH DEPARTMENT OF PHYSICS

Dr.S.Porchelvi,M.Sc., M.Phil., Ph.D.,Assistant Professor & Head

Ms.G.Jeyajothi, M.Sc., M.Phil.,M.Ed., Assistant Professor

Mrs.M.N.Jothi, M.Sc., M.Phil., B.Ed., Assistant Professor

Mrs.S.Sridevi M.Sc., M.Phil., B.Ed., Assistant Professor

Ms.G.Sophia,,M.Sc., M.Phil., Assistant Professor

Ms.S.Vasanthi,,M.Sc., M.Phil., Assistant Professor

Ms.R.Biruntha,,M.Sc., Assistant Professor

Ms.B.Vinoba,,M.Sc., Assistant Professor

PG & RESEARCH DEPARTMENT OF CHEMISTRY

Mrs.G.Panchavarnam, M.Sc.,M.Phil., Assistant Professor & Head

Ms.D.Priyadharshini, M.Sc.,M.Phil.,B.Ed., Assistant Professor

Mrs.K.AnithaShree, M.Sc.,M.Phil.,B.Ed.,Assistant Professor

Ms.P.Kowsalaya, M.Sc.,M.Phil., Assistant Professor

Ms.C.Rama Priya, M.Sc.,M.Phil.,B.Ed.,PGDEAS., Assistant Professor

Ms.S.Priyanka, M.Sc.,M.Phil., Assistant Professor

Mrs.T.Antony Lisa,,M.Sc.,M.Phil.,M.Ed.,M.Phil(Edu)., Assistant Professor

Ms.M.Lakshmi, M.Sc.,Assistant Professor

Ms.Paranjothi, M.Sc.,B.Ed.,Assistant Professor

PG & RESEARCH DEPARTMENT OF COMMERCE

Mrs. M. Radha M.Com.,M.Phil., M.B.A.,(Ph.D).,Assistant Professor & Head

Mrs.T.Gowri Thangam,M.Com.,M.Phil.,B.Ed., Assistant Professor

Ms.G.Rathika,M.Com.,M.Phil. Assistant Professor

Mrs.A.Saranya,M.Com.,M.Phil., Assistant Professor

Ms.B.Kasthuri, M.Com.,M.Phil., Assistant Professor

PG DEPARTMENT OF COMMERCE WITH CA

Mrs.S.Usha Rani, M.Com.,M.Phil., Assistant Professor & Head

Ms.G.Shanmuga Priya,M.Com.,M.Phil., Assistant Professor

Ms.S.Vinothini,,M.Com.,M.Phil., Assistant Professor

Ms.M.Selvapriya,,M.Com.,Assistant Professor

DEPARTMENT OF BUSINESS ADMINISTRATION

Ms.P.Sasikala,MBA.,M.Phil.,Assistant Professor & Head

Ms.R.Patrick Bharathi, BBE.,MBA., Assistant Professor

PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE

Dr.S.Kavitha M.Sc., M.Phil.,Ph.D., Assistant Professor & Head

Mrs.P.Alaguthai, M.Sc.,M.Phil., Assistant Professor

Ms.P.Shanthi, M.Sc.,M.Phil., Assistant Professor

Ms.K.Susmitha, M.Sc.,M.Phil., Assistant Professor

Ms.P.Rasukkannu,M.Sc.,M.Phil.,Assistant Professor

DEPARTMENT OF COMPUTER APPLICATION

Mrs.R.Madhumathi, MCA.,M.Phil., Assistant Professor & Head

Ms.C.Vanessa, MCA., Assistant Professor

Mrs.V.Chitra, MCA.,M.Phil., Assistant Professor

PG DEPARTMENT OF INFORMATION TECHNOLOGY

Mrs.S.Yoga M.Sc.,(CS & IT)., M.Sc.,(Maths)., M.Phil.,(CS) M.Phil.,(Maths)

Assistant Professor & Head

Ms.N.Nanthini, M.Sc.,M.Phil., Assistant Professor

LIBRARY

Mrs.P.Rathika,B.B.E.,M.L.I.Sc.,M.Phil.,D.T.P.,

PHYSICAL DIRECTORS

Mr.Pandiyarajan,M.A.,M.Phil.,M.PEd.,PG Dip in Yoga.,

Ms.A.Evanchalin,B.A.,B.P.Ed.,

NON-TEACHING STAFF

Sl.No	NAME	DESIGNATION
1.	Mrs.M.Latha	Administrative Officer
2.	Mrs.V.Gracy Sahaya Mary	Superintendent
3.	Mrs. A. Karthimurugan	Junior Assistant
4.	Ms. R. Gomathi	Office Assistant
5.	Mrs. V. Vijayalakshmi	Record Clerk
6.	S.Veerashanmugaraj	System Admin
7.	Mrs.S.Chitradevi	Computer Operator
8.	Mr. M. Kannalsamy	Gardener
9.	Mr. A. Sunderaj	Security Guard
10.	Ms. M. Iswarya	Lab. Assistant
11.	Mr. P. Thangavel	Electrician
12.	Mr. Thirupathi	Plumber
13.	Mrs. Sivagami	Sweeper
14.	Mrs. Vasantha	Sweeper
15.	Mr. A. David Michelraj	Security Guard in hostel
16.	Mrs.Mahalakshmi	Residential Tutor
17.	Mr. P. Sekar	Cook in hostel
18.	Mrs. Veerammal	Assistant Cook in hostel
19.	Mrs. Ramiyammal	Assistant Cook in hostel
20.	Mrs. Kamatchi	Sweeper in hostel
21.	Mrs.Valli	Sweeper in hostel

ADMISSION

As the College is affiliated to the Mother Teresa Women's University, Kodaikanal, it follows the rules and regulations set by the University /Government in all matters related to admissions and conduct of the courses. Usually, the University announces the admission notification in June-July every year. Candidates seeking admission can apply online at www.sakthiwomenscollegedgl.com

COLLEGE LIBRARY

The college library has a comprehensive collection of books. The reference section has adequate collection in the domain of language, science, Commerce and Management. The college library will be open on all days from 9.30 am to 3.30 pm except public holidays.

RULES AND REGULATIONS FOR USING COLLEGE LIBRARY

- ✓ The Library will be kept open on all working days of the college from 9.30 am to 5.00 pm. It will remain closed on Sundays and on holidays.
- ✓ Strict Silence should be maintained in and around the library.
- ✓ Students are asked to bring only sheets of papers to take notes.
- ✓ Students and staff should sign entry register.
- ✓ Books should be handled with great care. M.Phil Scholars are allowed to take 3 books and UG and PG students are allowed to take 2 books.
- ✓ Students should replace the book in the same place where they have taken it from.
- ✓ Students are allowed to read Magazines/ Journals / News papers only inside the Library and are not allowed to take them out.
- ✓ Reference books like Dictionary, Encyclopedias etc, should be used inside the library.
- ✓ Each student will be issued two tokens and only two books can be taken at a time.
- ✓ Students are allowed to take books using their own token only.
- ✓ Books should be returned to the librarian in person.
- ✓ For the purpose of checking, the Librarian may recall a book at anytime.
- ✓ If the token is lost, a fine of Rs.50 per token will be collected from the student.
- ✓ The duration of lending books for students is two weeks, and if the book is not returned on or before the due date, an overdue charge of Re.1 per day for a book will be collected from the students.
- ✓ Students are prohibited from sub-lending the books.

- ✓ In case of any damage or loss of book, it has to be either replaced or five times of the market price of the book will be collected.
- ✓ A student will not be excused from returning the book on the due date even in the case of absence.
- ✓ The Library administration reserves the right to with hold the issue of some rare/ costly books. Reference books will not be issued. Books with rate of Rs.2000/- competitive books and some rare Encyclopedia are treated as reference books and they are not issued. Journals will not be issued.

RULES AND REGULATIONS FOR STUDENTS

- ✓ All the students should abide by the rules and regulations laid down by the college to maintain discipline.
- ✓ Ragging is completely banned inside the college campus, inside the hostel and inside the college buses and all the students should treat newcomers with affection and care. No teasing is allowed in any form.
- ✓ Students should come to college in the prescribed Uniform with Identity Card on time and maintain discipline within the campus.
- ✓ Students should be regular in their attendance. No Student shall absent herself from the classes without submitting leave letter duly signed by the parent and class in-charge and the Head of the Department.
- ✓ When students go on leave without permission for many days, they have to report to the Principal along with her father or mother.
- ✓ When moving from one class to other class, students should maintain silence.
- ✓ The students who have not completed the attendance stipulation of 75% are not eligible to appear for the semester examination. Those possessing 65% and above of the attendance should pay a condonation fee for lack of attendance. Those possessing below 65% of attendance are not eligible to appear for the examinations.
- ✓ Students should not take leave during Internal Assessments and University Examinations.
- ✓ Students should attend the assembly prayers and all activities and functions of the college and observe discipline at all times and they should leave the hall after the Chief Guest, Chairman and Principal have left the hall.
- ✓ When a student has a grievance, she can discuss it with the class teacher or her counselor. When it is not solved, she can bring it to the notice of the HoD and then to the Principal. No student should directly approach the Chairman for any grievance.
- ✓ Students should not bring mobile phones and laptops to classes.
- ✓ Students must keep the class-rooms and premises neat and tidy

- ✓ Students should read the notice board regularly.
- ✓ The students are advised not to change the bus or the stopping without prior permission from the principal.
- ✓ Visitors are not allowed during the working hours of the college.
- ✓ Common Internal Tests are conducted thrice in a semester. No retest is conducted for the students who are absent for the test.
- ✓ Semester Examinations are conducted at the end of every semester. Fee should be remitted within the stipulated time. Those who remit fees after the last date will not be allowed to write the examination.
- ✓ No-Due Certificates should be produced in their departments to collect hall tickets.
- ✓ Students who don't produce hall tickets and Identity Cards in the Examination hall are not allowed to write the examination.

HOSTEL RULES AND REGULATIONS

GENERAL:

- ✓ Students are responsible for the furniture supplied in the hostel.
- ✓ Students are asked to co-operate in keeping the hostel and surroundings clean. Rooms must be kept neat and tidy every day. The waste should be thrown in the dustbin only and not in the wash basin and toilets to avoid blocking of the drainage. Use plastic buckets where ever provided.
- ✓ Cloths must be dried up on the string provided and not in the rooms.
- ✓ Use electricity and water whenever necessary. Whenever the students are going out of the room, they must switch off the fans and lights and close pipe.
- ✓ The students should not keep any valuable jewels or cash worth more than Rs.100/-The College & hostel authorities will not be responsible for the loss of the Jewels or cash.
- ✓ Students should keep the cupboard and rooms locked when they leave for classes. Before leaving the room, they have to check it once again whether all are locked properly.
- ✓ Students when they become sick they should report to the hostel warden and the same to be reported to the respective class coordinators and the leave letter should be submitted to the class coordinators and then it has to be forwarded to the Principal.
- ✓ When the students are becoming sick, necessary action will be taken by the warden to take them to the hospital. Sick students on sick leave should stay in the sick room in order to take complete rest.
- ✓ The students should feel free to consult the class co-ordinator if they have any problem and confidentiality will be maintained and necessary assistance will be provided when they have official / personal problem.

- ✓ Daily Morning Prayer will be conducted in the class room at 8.45 am and night prayer will be conducted at 7.00 pm in the hostel. The warden will take attendance after prayer.
- ✓ The classes will start sharply by 9.45 am. So all the students are expected to be present for the class by 9.30 am.
- ✓ Students are expected to wear the college uniform with ID card
- ✓ All the students are supposed to be present on time for classes. If late, it will be considered as absent.
- ✓ Visitors pass (ID card) will be provided for each student along with the family photo of the parents, brother & sister of the student. If the parents are not bringing the visitors ID, they can't see the student.
- ✓ Visitors should write their names along with their signature in the visitor's book and necessary arrangement will be made to call the student after their parents show the visitors ID card.
- ✓ Visitors are strictly not allowed to enter the student's room.
- ✓ Visitors are allowed to see the students only on 1st & 3rd Sunday's of every month by 6.00 am to 4.00 pm. Before 6.00 am the parents will not be encouraged to see the students.
- ✓ No visitors are permitted to meet the students during class hours.
- ✓ Students going away from hostel on leave (Vacation) must return to the hostel on the previous day evening before 6.00 pm and they must report the arrival to the warden (staff in-charge) and must sign the register.
- ✓ The students are not allowed to go home before the internal exams.
- ✓ Students are not permitted to go to their friends' home without the permission of the parents. The same to be intimated to the principal by the parents and prior permission should be obtained from principal.

MESS:

- ✓ Vegetarian and non-vegetarian food will be provided according to the willingness of the students
- ✓ Food committee on each batch will help the mess members in serving.
- ✓ Students are expected to co-operate in keeping the dining room clean and they have to throw the waste wherever the dustbin is provided.
- ✓ Students are strictly not allowed to take the food to the hostel room. If they are found taking the food to the hostel, action will be taken to maintain discipline.

- ✓ When the students are going for leave or vacation the mess leader from each batch should report to the mess in-charge regarding the need (The number of students those who are going to stay on the particular day), in order to avoid wasting food unnecessarily.
- ✓ During the mess time, the students are requested to avoid the unnecessary talking.
- ✓ The students are expected to keep the dining table neat and clean by avoiding the food waste being thrown unnecessarily on the table.
- ✓ Each batch is expected to keep the timings for taking the breakfast, lunch & dinner by helping the mess people.

MESS TIMINGS

Breakfast : 7.45 am – 8.15 am

Lunch : 1.00 pm – 1.30 pm

Dinner : 7.30 pm – 8.00 pm

SCHOLARSHIPS / LOANS / FEE CONCESSION

1. SC/ST Scholarship.
2. Minority Scholarship for Christian and Muslim students.
3. Government of India is giving Scholarship through the Director of Collegiate Education under National Merit Scholarship Scheme – Result for Under Graduate Courses for final year in April 2013. For Gold medalist.
4. Mother Teresa Women's University, Kodaikanal Ranimangamma Scholarship awarded for November Examination only.

INTERNAL COMPLAINT COMMITTEE

The Internal Complaint Committee of the college provides a happy and comfortable environment for students to discuss their problems regarding their academic and social life. The committee also provides individual counseling sessions, motivational talks, interactive sessions to help the students deal with mental stress and allied issues. This centre for mental well being tries to mitigate students stress help them reach appropriate solutions, guides them to take responsible decisions and enables them to become self-actualized individuals.

ANTI-RAGGING COMMITTEE:

Ragging is prevented inside the campus. It is a punishable offence as per Tamil Nadu Prohibition of Ragging Act, 1997 and also as per APEX Court orders in Civil appeal 887/2009 with imprisonment, penalty, suspension / dismissal etc.

The Anti-Ragging Committee is active in ensuring no ragging inside the campus through various measures and activities.

INTERNAL QUALITY ASSURANCE CELL (IQAC):

IQAC / NAAC CORE COMMITTEE	
Chairperson	Dr. R. Thenmozhi, Principal, Sakthi College of Arts and Science for women
Coordinator	Ms. S.Yoga, Associate Professor & Head, PG Dept. of Information Technology
Member	Ms. S. Kavitha, Associate Prof. & Head, PG & Research Dept. of Comp. Science
Member	Ms. M. Radha, Associate Prof. & Head, PG & Research Dept. of Commerce
Member	Dr. N. Murugeswari, Assistant Professor & Head, PG & Research Department of Tamil
Member	Dr. S. Porchelvi, Associate Prof. & Head, PG & Research Dept. of Physics
Member	Ms. P. Isayakala, Assistant Professor & Head, PG & Research Department of English
Member	Ms. G. Jeya Jothi, Assistant Professor, PG & Research Department of Physics
Member	Ms. D. Priyadharshini, Assistant Professor, PG & Research Department of Chemistry
IQAC / NAAC ADVISORY COMMITTEE	
Member	Ms. A. Pavai, Associate Professor, PG & Research Dept. of Tamil
Member	Ms. R. Rani, Assistant Professor & Head, PG & Research Department of Maths
Member	Ms. D. Maheswari, Assistant Professor, PG & Research Department of English
Member	Ms. M. N. Jothi, Assistant Professor, PG & Research Department of Physics
Member	Ms. N. Nanthini, Assistant Professor, PG & Research Dept. of Comp. Science
Member	Ms. S. Usharani, Assistant Professor, PG & Research Department of Commerce
Member	Ms. P. Sasikala, Assistant Professor & Head, Department of Business Administration
Member	Mr.M. Pandiya Rajan, Director of Physical Education
IQAC / NAAC REPRESENTATIVES FROM MANAGEMENT	
Management Representative	Dr. K. Vembanan, M.B.B.S., M.S., Chairman, Sakthi Group of Educational Institutions, Oddanchatram
Management Representative	Dr. V. Gokila, M.B.B.S., DGO., Vice-Chairman, Sakthi Group of Educational Institutions, Oddanchatram
Senior Administrative Officer	Ms. M. Latha, Administrative Officer, Sakthi Group of Educational Institutions, Oddanchatram
IQAC / NAAC NOMINEES FROM STAKEHOLDERS	
Nominee from Local Society	Mr. V. Sadasivam, M.Sc., (Horticulture) Former Joint Director of Horticulture, Department of Horticulture, Oddanchatram.
Nominee from Employers	Dr. R. Kuppuswamy M.A., M.A., M.Phil., Ph.D., Former Principal, Nandha College of Arts and Science, Erode.
Nominee from Student	Ms. S. Miraz Sulthana, II M.A., (Eng.Lit) [Reg. No. 204903ER003]
Nominee from Alumni	Ms. A. Arulmozhi M.A., Constable, Police Department, Chennai Zone
Nominee from Alumni	Ms. S. Padmapriya B.Sc., Junior Assistant, Government Higher Secondary School, Chatrapatti, Palani

ACADEMIC CALENDAR / 2022 - 2023

Date	Day	July 2022	Working Days		
1	Fri				
2	Sat				
3	Sun	Holiday			
4	Mon				
5	Tue				
6	Wed				
7	Thurs				
8	Fri	Van Mahostava Week- Tree Plantation at Kamatchipuram(Tamil Dept)			
9	Sat				
10	Sun	Holiday Bakrid			
11	Mon	World Population Day-Rally at Sempadaipatti(Commerce Dept)			
12	Tue				
13	Wed	Enrolment of NSS Volunteers			
14	Thurs				
15	Fri				
16	Sat	Holiday			
17	Sun	Holiday			
18	Mon	College Re-opens III ,II UG and II PG	1		
19	Tue		2		
20	Wed	Activities under Azadi Ka Amrut Mahatsav (English Dept)	3		
21	Thurs	Creation of Social Media Account (CS Dept)	4		
22	Fri		5		
23	Sat		6		
24	Sun	Holiday			
25	Mon		7		
26	Tue		8		
27	Wed		9		
28	Thurs	Seminar -Disaster Management(Maths Dept)	10		
29	Fri	Visit kuttikaradu village to help the Indigenous peoples (Lib)	11		
30	Sat		12		
31	Sun	Holiday			

“Be the Change you wish to see in the world”

– Mahatma Gandhi

Date	Day	August 2022	Working Days		
1	Mon	14 th Batch Inaugural Ceremony College Re-opens for First Year	13	1	
2	Tue		14	2	
3	Wed	Aadi peruku			
4	Thurs		15	3	
5	Fri		16	4	
6	Sat	Holiday			
7	Sun	Holiday			
8	Mon		17	5	
9	Tue	Moharam			
10	Wed	NSS Orientation Programme & 1 st Year NSS Enrolment (Physics Dept)	18	6	
11	Thurs		19	7	
12	Fri	International Youth Day (CS Dept)	20	8	
13	Sat		21	9	
14	Sun	Holiday			
15	Mon	Independence day- NCC Co-ordinator	22	10	
16	Tue		23	11	
17	Wed		24	12	
18	Thurs		25	13	
19	Fri	Gokulastami-Holiday			
20	Sat	Holiday			
21	Sun	Holiday			
22	Mon	Sadbhavana Day (Tamil Dept)	26	14	
23	Tue	International Youth Day Celebration- YRC/RRC Cell	27	15	
24	Wed		28	16	
25	Thurs		29	17	
26	Fri		30	18	
27	Sat		31	19	
28	Sun	Holiday			
29	Mon	I Internal Test Begins	32	20	
30	Tue	I Internal Test	33	21	
31	Wed	Vinayagar Chathurthi			

“Kind words are short and easy to speak, but their echoes are endless”

- Mother Teresa

Date	Day	September 2022	Working Days		
1	Thurs	I Internal Test	34	22	
2	Fri	I Internal Test	35	23	
3	Sat	I Internal Test NSS & YRC Cell- World Nutrition Day	36	24	
4	Sun	Holiday			
5	Mon	Teachers Day	37	25	
6	Tue	I Internal Test	38	26	
7	Wed		39	27	
8	Thurs	International Literacy Day at Mithunacikanpatti (English Dept) Onam Celebration	40	28	
9	Fri	I Internal Test	41	29	
10	Sat	Holiday			
11	Sun	Holiday			
12	Mon		42	30	
13	Tue		43	31	
14	Wed		44	32	
15	Thurs		45	33	
16	Fri		46	34	
17	Sat		47	35	
18	Sun	Holiday			
19	Mon	I Internal Test for First Year	48	36	
20	Tue		49	37	
21	Wed		50	38	
22	Thurs		51	39	
23	Fri	NSS Day (Maths, Physics Dept) Rexona Confidence Academy Programme- CS Dept	52	40	
24	Sat	Holiday			
25	Sun	Holiday			
26	Mon	Entrepreneurship Development Cell- Handcraft Sale Items Stall Awareness Rally for Suicide Prevention Day-YRC	53	41	
27	Tue		54	42	
28	Wed		55	43	
29	Thurs	World Heart Day- Medical Camp at Mangarai(Chemistry Dept)	56	44	
30	Fri		57	45	

“Genius is one percent Inspiration and Ninety- Nine Percent Perspiration”

– Thomas Alva Edison

Date	Day	October 2022	Working Days		
1	Sat	National Blood Donation Day & Elders Day-Visit Old age home(Tamil Dept)	58	46	
2	Sun	Holiday			
3	Mon		59	47	
4	Tue	Saraswathi Pooja			
5	Wed	Vijaya Thasami			
6	Thurs		60	48	
7	Fri	Fit India Activities- Cycle Rally & walktons(English Dept)	61	49	
8	Sat	Holiday			
9	Sun	Meladi Nabi Holiday			
10	Mon		62	50	
11	Tue		63	51	
12	Wed		64	52	
13	Thurs	Health & Hygine Awareness Programme- Chemistry Dept	65	53	
14	Fri		66	54	
15	Sat	Global Hand Washing Day Youth Awakening Day (Physics Dept)	67	55	
16	Sun	Holiday			
17	Mon	II Internal Test	68	56	
18	Tue	II Internal Test	69	57	
19	Wed	II Internal Test	70	58	
20	Thurs	II Internal Test	71	59	
21	Fri		72	60	
22	Sat		73	61	
23	Sun	Holiday			
24	Mon	Diwali			
25	Tue	Holiday			
26	Wed		74	62	
27	Thurs	Model Examination	75	63	
28	Fri		76	64	
29	Sat		77	65	
30	Sun	Holiday			
31	Mon	National Unity Day- Pledge (Chemistry Dept)	78	66	

“The value of a college education is not the learning of many facts but the training of the mind to think”

- Albert Einstein

Date	Day	November 2022	Working Days		
1	Tue		79	67	
2	Wed		80	68	
3	Thurs		81	69	
4	Fri		82	70	
5	Sat	Holiday			
6	Sun	Holiday			
7	Mon		83	71	
8	Tue		84	72	
9	Wed		85	73	
10	Thurs		86	74	
11	Fri		87	75	
12	Sat		88	76	
13	Sun	Holiday			
14	Mon		89	77	
15	Tue	Last Working Day for II UG, III UG & II PG	90	78	
16	Wed			79	
17	Thurs			80	
18	Fri			81	
19	Sat	Seminar & Pledge National Integration Day(Commerce Dept)		82	
20	Sun	Holiday			
21	Mon			83	
22	Tue			84	
23	Wed			85	
24	Thurs			86	
25	Fri			87	
26	Sat	Seminar National Constitution Day(CS Dept)		88	
27	Sun	Holiday			
28	Mon			89	
29	Tue	Self Defence Training for Girls (Maths Dept)		90	
30	Wed				

“Man needs his difficulties because they are necessary to enjoy success.”

– Dr.A.P.J. Abdul Kalam

Date	Day	December 2022	Working Days		
1	Thurs	College Re-opening -World AIDS Day -Quiz Programme (CS Dept)	1		
2	Fri		2		
3	Sat		3		
4	Sun	Holiday			
5	Mon		4		
6	Tue		5		
7	Wed		6		
8	Thurs		7		
9	Fri		8		
10	Sat	World Human Rights Day- Legal Experts Programme (English Dept)	9		
11	Sun	Holiday			
12	Mon		10		
13	Tue		11		
14	Wed		12		
15	Thurs		13		
16	Fri		14		
17	Sat	Holiday			
18	Sun	Holiday			
19	Mon	NSS Special Camp- NSS Cell	15		
20	Tue		16		
21	Wed		17		
22	Thurs		18		
23	Fri		19		
24	Sat				
25	Sun		Christmas -Holiday		
26	Mon		20		
27	Tue		21		
28	Wed		22		
29	Thurs		23		
30	Fri		24		
31	Sat	Holiday			

**“With rising flood the rising lotus flower its stem unwinds;
The dignity of men is measured by their minds.”**

-Thiruvalluvar

Date	Day	January 2023	Working Days		
1	Sun	New Year-Holiday			
2	Mon	I Internal Test Begins	25		
3	Tue		26		
4	Wed		27		
5	Thurs		28		
6	Fri		29		
7	Sat		30		
8	Sun	Holiday			
9	Mon		31		
10	Tue		32		
11	Wed		33		
12	Thurs	National Youth Day-Conduct Competitions on Swami Vivekananda (Chemistry Dept)	34		
13	Fri	NSS Camp about Fit India at Palakkanuthu (Tamil Dept)	35		
14	Sat	Holiday			
15	Sun	Pongal - Holiday			
16	Mon	National Youth Week(Chemistry Dept) Thiruvalluvar Day			
17	Tue	Uzhavar Thirunal			
18	Wed		36		
19	Thurs		37		
20	Fri		38		
21	Sat	Holiday			
22	Sun	Holiday			
23	Mon		39		
24	Tue		40		
25	Wed		41		
26	Thurs	Republic Day-Conduct Competitions (NCC Co-ordinator)			
27	Fri		42		
28	Sat		43		
29	Sun	Holiday			
30	Mon		44		
31	Tue		45		

“I can do you cannot, you can do things I cannot, together we can do great things.”

-Mother Teresa

Date	Day	February 2023	Working Days		
1	Wed		46		
2	Thurs		47		
3	Fri		48		
4	Sat	Holiday			
5	Sun	Thai poosam-Holiday			
6	Mon		49		
7	Tue		50		
8	Wed	Career Guidance Skill Training (English Dept)	51		
9	Thurs		52		
10	Fri		53		
11	Sat		54		
12	Sun	Holiday			
13	Mon		55		
14	Tue		56		
15	Wed		57		
16	Thurs		58		
17	Fri		59		
18	Sat		60		
19	Sun	Holiday			
20	Mon	II Internal Test Begins	61		
21	Tue		62		
22	Wed		63		
23	Thurs		64		
24	Fri		65		
25	Sat	Holiday			
26	Sun	Holiday			
27	Mon		66		
28	Tue		67		

“All power is within you; you can do anything and everything.”

- Swamy Vivekananda

Date	Day	March 2023	Working Days		
1	Wed		68		
2	Thurs		69		
3	Fri		70		
4	Sat	Holiday			
5	Sun	Holiday			
6	Mon		71		
7	Tue		72		
8	Wed	International Women's Day (Commerce Dept)	73		
9	Thurs		74		
10	Fri		75		
11	Sat	Holiday			
12	Sun	Holiday			
13	Mon		76		
14	Tue		77		
15	Wed	World Consumer Day (Maths Dept)	78		
16	Thurs	Model Exam	79		
17	Fri		80		
18	Sat		81		
19	Sun	Holiday			
20	Mon		82		
21	Tue		83		
22	Wed	Ugadi			
23	Thurs		84		
24	Fri		85		
25	Sat		86		
26	Sun	Holiday			
27	Mon		87		
28	Tue		88		
29	Wed		89		
30	Thurs	Last Working Day	90		
31	Fri				

“Live as if you were to die tomorrow. Learn as if you were to live forever”.

-Bharathiyar

Date	Day	April 2023	Working Days		
1	Sat				
2	Sun	Holiday			
3	Mon	Mahaveer Jeyanthi			
4	Tue				
5	Wed				
6	Thurs	World Health Day - Organize Health Check-up(CS Dept)			
7	Fri	Good Friday- Holiday			
8	Sat				
9	Sun	Holiday			
10	Mon				
11	Tue				
12	Wed				
13	Thurs				
14	Fri	Tamil New Year			
15	Sat	Holiday			
16	Sun	Holiday			
17	Mon				
18	Tue				
19	Wed				
20	Thurs				
21	Fri				
22	Sat	Ramzan			
23	Sun	Holiday			
24	Mon				
25	Tue				
26	Wed				
27	Thurs				
28	Fri				
29	Sat				
30	Sun	Holiday			

“Dream is not that which you see while sleeping, it is something that does not let you sleep”

-Dr.A.P.J.Abdul Kalam

Date	Day	May 2023	Working Days		
1	Mon	May Day			
2	Tue				
3	Wed				
4	Thurs				
5	Fri				
6	Sat				
7	Sun	Holiday			
8	Mon	Special NSS Camp- Eye Check-up (Tamil & English Dept)			
9	Tue				
10	Wed				
11	Thurs				
12	Fri				
13	Sat				
14	Sun	Holiday			
15	Mon				
16	Tue				
17	Wed				
18	Thurs				
19	Fri				
20	Sat				
21	Sun	Holiday			
22	Mon				
23	Tue				
24	Wed				
25	Thurs				
26	Fri				
27	Sat				
28	Sun	Holiday			
29	Mon				
30	Tue				
31	Wed	World No Tobacco Day -Rally at Dindigul (Chemistry Dept)			

“All power is within you; you can do anything and everything.”

- Swamy Vivekananda

QUOTABLE QUOTES

- Despite everything, I believe that people are really good at heart. – Anne Frank
- Not all of us can do great things. But we can do small things with great love.- Mother Teresa
- Never stop learning, because life never stops teaching.-Evan Carmichael
- Education is not received. It is achieved.-Albert Einstein
- Today a reader tomorrow a leader-W.Fusselman
- If you judge people you have no time to love them.- Mother Teresa
- If you can't feed a hundred people, then feed just one.- Mother Teresa
- You can't have a better tomorrow if you are still thinking about yesterday- Charles Kettering
- Everything that is excellent will come when this sleeping soul is aroused to self conscious activity- Swami Vivekananda
- Let your smile change the world. Don't let the world change your smile.

NOTES

NOTES