



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
Sivakasi**

(Affiliated to Madurai Kamaraj University, Reaccredited with "A" Grade by NAAC,  
College with Potential for Excellence by UGC & Mentor Institution under UGC PARAMARSH)

**NAAC SSR Cycle IV (2015-2020)**

**2.3 Teaching-Learning process**

**2.3.4 Academic calendar and teaching plans**

**HANDBOOK (2016-2017)**



# SFRC

Hand Book 2016 - 2017



1968 - inception.  
Autonomy 2005 - 06

Aided Courses  
CPE - 2011

SF Courses.  
NAAC - "A" Grade - 2014

An Autonomous Institution Affiliated to Madurai Kamaraj University  
Reaccredited with "A" Grade by NAAC  
College with Potential for Excellence by UGC

1. Name of the College with full : The Standard Fireworks  
Postal address (Door no. Village, Taluk, District) : Rajaratnam College for Women, Sivakasi.  
Thiruthangal Road,  
Sivakasi Taluk,  
Virudhunagar District.
2. Name of the Educational Trust : The Standard Fireworks Charities.
3. College Telephone No. with S.T.D. Code : 04562 - 220389  
Fax No. : 04562 - 226695  
E. Mail ID. : [sfrc@sfrcollege.org](mailto:sfrc@sfrcollege.org)  
Website : [www.sfrcollege.org](http://www.sfrcollege.org)  
Online Certificate Verification System by : [www.sfrcollege.directverify.in](http://www.sfrcollege.directverify.in)
4. Name of the Secretary : Tmt. A. Aruna,  
86, Shield Road,  
Opp. to Periyakulam Colony,  
Sivakasi.  
Telephone No. : 04562-227565
5. Name of the Principal : Dr. (Mrs.) D. Sasireka,  
M.Sc.,M.Phil.,Ph.D.,  
S.F.R. College Campus,  
Sivakasi.  
Residence Telephone No. : 04562-223089

6. Year of Establishment : June 1968  
Autonomous : Autonomous,  
NAAC Accredited or Not : Yes  
Re-accredited : Third Cycle 'A' Grade by  
NAAC in 2014  
  
College with Potential for Excellence : 2011
7. AICTE Letter or viability for M.C.A. : S.No. 216,  
: F.No. TN/48/ET-MCA/99,  
dated 4.8.99
8. Full details of courses offered: Refer HandBook - Page No.13  
and year of affiliation for each  
course/sanctioned strength.
9. G.O.No. permitting the opening of the college : D.Dis.No. 141/68 dt. 27.11.69  
Director of Collegiate  
Education, Chennai.
10. Copy of G.O./Govt. letter Permitting change in name  
or change of site/G.O.  
permitting to continue at  
temporary site. : Not applicable

## COLLEGE PRAYER

தீயினுள் தெறல் நீ! பூவினுள் நாற்றம் நீ!  
கல்-னுள் மணியும் நீ! சொல்-னுள் வாய்மை நீ!  
அறத்தினுள் அன்பு நீ! மறத்தினுள் மைந்து நீ!  
வேதத்து மறை நீ! பூதத்து முதலும் நீ!  
வெஞ்சுடர் ஓளியும் நீ! திங்களுள் அளியும் நீ!  
அனைத்தும் நீ! அனைத்தினுட் பொருளும் நீ!  
ஆத-ன் உறைவும் உறைதலும் இலையே.

பரிபாடல்

## தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நில மடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
தெக்கணமும் அதிர்சிறந்த திராவிட நல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்த நறுந் திலகமுமே  
அத்திலக வாசனை போல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்த பெருந்தமிழணங்கே!  
தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து  
செயல்மறந்து வாழ்த்துதுமே!  
வாழ்த்துதுமே! வாழ்த்துதுமே!

## **NATIONAL ANTHEM**

Janaganamana adhinayaka jaya he  
Bharatha bhagya vidhata;  
Punjaba Sindu Gujarata Marata  
Dravida Uthkala Vanga;  
Vindhaya Himachala Yamuna Ganga  
Uchchhala Jaladhi taranga  
Tava shuba name jage  
Tava shuba asisha mage  
Gahe tava jaya gatha  
Janagana Mangala dayaka jaya he  
Bharatha bhagya vidhatha  
Jayahe! Jayahe! Jayahe!  
Jaya Jaya Jaya Jayahe!

## **ENGLISH TRANSLATION**

Thou art the ruler of the minds of all people  
Thou Dispenser of India's destiny;  
Thy name rouses the hearts of the people of  
Punjab, Sindu, Gujarat and Marata,  
of Dravid, Orissa and Bengal;  
It echoes in the hills of the Vindhyas and Himalayas;  
And is chanted by the waves of the Indian Sea;  
They pray for Thy blessings, and sing Thy praise  
Thou Dispenser of India's destiny.  
Victory, Victory, Victory to Thee!

## PLEDGE

India is my country, all Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall respect my parents, teachers and all elders and treat everyone with courtesy. To my country and my people I pledge my devotion. In their well-being and prosperity alone lies my happiness.

## உறுதிமொழி

இந்தியா எனது தாய்நாடு. இந்தியர் அனைவரும் என் உடன் பிறந்தவர்கள். நான் என் நாட்டை உளமார விரும்புகிறேன். வகை பலவாகிய, அதன் வளமார்ந்த கொள்கையை எண்ணிப் பெருமை கொள்கிறேன். அதற்குப் பொருந்திய வகையில் எப்பொழுதும் என் முயற்சிகள் இருக்கும். என்னுடைய பெற்றோர்களுக்கும், ஆசிரியர்களுக்கும், பெரியோர்களுக்கும் தக்க மதிப்புத் தந்து எல்லோரையும் பண்போடு நடத்துவேன். இந்நாட்டுக்கும் இந்நாட்டு மக்களுக்கும் என்னுடைய தொண்டினை அளிப்பேன் என்று உறுதி கூறுகிறேன். அவர்களுடைய நலத்திலும், செழிப்பிலுமே என் மகிழ்ச்சி அமைந்திருக்கிறது என்பதை உணர்கிறேன்.



## THE COLLEGE CREST



The College seeks to nourish the spiritual, intellectual, physical, and aesthetic values of the students. The **six stars** within the crest stand for the qualities of a rounded personality: **Love** (அன்பு), **Knowledge** (அறிவு), **Duty** (கடமை), **Efficiency** (ஆற்றல்), **Honesty** (கண்ணியம்), and **Amiability** (இனிமை). Women's education, like the **Ceremonial Lamp**, is meant to spread the light of Knowledge. The **Veena**, the instrument of our Goddess of Music signifies the apex of our culture. The **Open Palm Leaf Manuscripts** denote our traditional repositories of knowledge and wisdom. The **Peacock** in the center stands for the pride and glory of our nation and we are to direct our benefit of learning and powers of mind to the steady progress of our country. The **Motto** inscribed on the scroll "**சேரவாரும் செகத்தீரே**" sends a clarion call to all to join us in our march towards perfection.



## **GENESIS**

"The Standard Fireworks Rajaratnam College for Women" was established in 1968, in memory of the late philanthropist Thiru N.R.K. Rajaratnam whose pioneering spirit in business and industry has earned for himself an indelible niche in the annals of Sivakasi. Thiru Rajaratnam's matchless genius and tireless energy gave rise to the "The Standard Group of Industries". The late Thiru K.A.A. Sankaralingam Nadar and Thiru K.A.A. Arunachalam Nadar and Thiru C. Chelladurai Nadar were the founder architects and stalwarts of this edifice of learning. They chalked out a programme for the dawn of higher education and intellectual upliftment of rural women in and around Sivakasi by generating the "The Standard Fireworks Educational Charities Trust". It was their vision to liberate the rural women from their socio, economic and cultural constraints by intellectually equipping them to confront the challenges of everyday life. During the prolific tenure of the First Trustee and educationist Thiru Yennarkay R. Ravindran - a worthy son of a noble father - the college witnessed the expansion of infrastructure and the introduction of an array of new programmes that have transformed young women into successful career women. Under the headship of the esteemed President Tmt. Thilagavathy Ravindran, Secretary Tmt. Aruna Ashok, the present Management Committee continues to liberally finance, monitor and endorse every step forward, initiated by this prestigious institution.

"The Standard Fireworks Rajaratnam College for Women" was inaugurated by the then Vice-Chancellor, Sri Meenakshi Sundaram, on 27th Jan. 1968. The College was initially housed in a modest building belonging to the "The Standard Group of Industries". The Trust has been renamed "The Standard Fireworks Charities" since Dec. 1984. The College has been seated amidst a vast area of 25 acres, on the Sivakasi-Thiruthangal Road, since 1977. The College is affiliated to the Madurai Kamaraj University.

SFRC has ploughed ahead through the rugged rural terrain and has spear-headed the challenge to intellectually empower the young women of this rural vicinity and continues unfalteringly in its pursuit towards excellence. SFRC brims with pride at the significant milestones erected along the way - ever since its inception in 1968. In 1969, UG courses were introduced followed by PG courses in 1980. The plea and demand from the student community for more courses had led to the launching of the Self-financed courses in the year 1993. The National Accreditation & Assessment Council of Bangalore, crowned SFRC with the Five Star Status in 2002, followed by the renewed award of "A" Grade in Sep. 2008. In the Third Cycle of Accreditation SFRC has again been awarded 'A' Grade in 2014. The advent of autonomy in the academic year 2005 has given us the freedom to innovate, improve and enhance our academic caliber. On 16<sup>th</sup> Sep. 2011 the college was bestowed with the unique honour of "College with Potential for Excellence" by UGC. Every challenge has been innovatively tackled on the pathway to progress and has steered the institution to scale greater heights. Every year, SFRC witnesses the blossoming of the young women of this township into young fledglings geared to soar new horizons, armed with the requisite mettle and confidence to play their unique role and contribute their individual mite to the welfare of society and the nation. Today, SFRC stands as a dynamic testimony for its industrious perseverance, meritorious achievements and devoted service towards the cause of higher education.

## **OBJECTIVES**

ENRICHMENT OF KNOWLEDGE

EMPOWERMENT OF WOMEN

**SFRC**  
**An Autonomous Institution 2005-2006**  
(Affiliated to Madurai Kamaraj University  
College with Potential for Excellence by UGC)

The year 2005 marks the erection of another milestone in the annals of SFRC. **Autonomy** has incorporated the spirit of freedom at all levels of functioning of our institution under the guidance of the University Grants Commission, the Tamil Nadu State Government Council for Higher Education and the Madurai Kamaraj University. It promotes the academic and operative freedom for higher education. Autonomy fosters academic developments and measures to improve the quality of instruction as well as the learning process. It aids in developing the learner's knowledge, skills and career opportunities.

**Curriculum**

Under Autonomy the Curriculum follows the Choice Based Credit System (CBCS). The Under-graduate programme carries 140 credits. The Credits allotted for Post Graduate programme vary from 90 to 140. For the three year MCA programme the credits are 120.

***Under Graduate Programmes:***

**Part I**

**Language Courses - Tamil/Hindi/French/Alternate Course**  
(Credits-12)

**Part II**

**English Language Course** (Credits-12)

**Part III**

**Core Courses** (Credits-95)

1. Major Courses
2. Allied Courses
3. Elective Courses

**Part IV**

**Non Major Courses** (Credits-20)

1. Environmental Studies
2. Value Education
3. NME I / Basic Tamil I

4. NME II / Basic Tamil II
5. Computer Literacy
6. Career Guidance and Subject Viva
7. Soft skill Enhancement
8. Women studies
9. Job Oriented / Self Employment - Theory
10. Job Oriented / Self Employment - Practical

**Part V**

(Credit - 1)

1. Physical Education
2. National Cadet Corps
3. National Service Scheme
4. Youth Red Cross & Blood Donation Club
5. Social Service League
6. Extension Activities
7. Red Ribbon Club

**Total Credits**

- 140

**\*\*Extra Credit Courses (2 Credits per Course)**

**Post Graduate Programmes:**

**Credits 90/140**

1. Core Courses
2. Elective Courses
3. Comprehensive Viva

**Project Work and Viva Voce**

All PG Courses - IV Sem  
M.C.A. - VI Sem.

## CYBER - CENTRE

SFRC's Cyber-Centre has the following facilities and well equipped and fully furnished Computer Laboratories.

1. Info Centre
2. Web Centre
3. Computer Science Lab
4. VTC Lab
5. Educational Technology Hall
6. New Computer Science Lab
7. iSmart Lab

All the Computer Labs have

- ⊕ LAN Connection
- ⊕ Broad Band Connection
- ⊕ Lease Line Connection
- ⊕ Wi-fi Connection

Computer facilities:

1. Principal Office & Administrative Office
2. All the Departments & Labs
3. College Library
4. Hostel

The Computer facility includes IBM, Wipro, Compaq, HCL and Dell. Desktop Machines, Laser Printers, Ink Jet Printers and Dot Matrix Printers. Adequate UPS, Generator facilities are also available.

- ⊕ Office was renovated and fully automated in the year 2007.
- ⊕ Mineral water Plant installed in June 2008 which provides mineral water to the whole campus.

## **INFRASTRUCTURE**

**The College Main Block** consists of the Under-graduate and Post-graduate classrooms and well-equipped laboratories.

### **ANNEXURES**

1. Priyadharsini Hostel	- 1985
2. Sri Vidya Ganapathy Temple	- 1987
3. Computer Block	- 1988
4. Library Block	- 1989
5. Students' Rest Room built with Govt. aid	- 1991
6. Principal's Quarters	- 1991
7. Hostel Dining Hall	- 1993
8. Administrative Block	- 1998
9. Canteen	- 1998
10. Memorial of the late founder <b>Sri N.R.K. Rajaratnam</b>	-1998
11. MCA Block	- 2000
12. Conference Hall (A/C)	- 2000
13. PG Hostel	- 2001
14. Library Extension	- 2003
15. Indoor Stadium	- 2003
16. Priyadharsini Hostel - II Floor	- 2004
17. Administrative Block Extension	- 2005
18. Bus Shed	- 2007
19. Open Air Auditorim	- 2007
20. Food Court	- 2007
21. Mineral Water Plant	- 2008
22. Main Block Extension (Ground Floor)	- 2008
23. Main Block Extension (I & II Floor)	- 2009
24. Language Lab	- 2009
25. Generator Room	- 2009
26. Computer Block - New Lab	- 2010
27. Microbiology Lab	- 2010
28. Nutrition & Dietetics Lab	- 2010
29. Science Instrumentation Centre	- 2010
30. New Hostel	- 2011
31. Basket Ball Court	- 2012
32. Computer Block - Extension	- 2012
33. Cooperative Store	- 2013
34. Indoor Sports Training Facility Centre	- 2014
35. Multi-Purpose Hall	- 2015
36. Skill Enhancement Hall	- 2015
37. Paver Block Road	- 2016
38. PG Hostel - II Floor	- 2016

## ACADEMIC LANDMARKS

Year of Affiliation	Name of Course/ Subject	Sanctioned Strength
<b>Regular Courses</b>		
1968 - 1969	Pre-University Classes	-
1969 - 1970	B.A., Br. XII Tamil	60
	B.A., Br. XII English	60
	B.Sc., Br. I Mathematics	48
1975 - 1976	B.Sc., Br. IV Chemistry	40
1978 - 1979	B.A., Br. I History	60
1979 - 1980	B.Sc., Br. V (b) Botany (with Specialisation in Plant Bio - Technology)	40
1980 - 1981	M.A., Br. VII (b) English	36
1981 - 1982	B.Com. (General)	69
1982 - 1983	M.Sc., Br. I (c) Mathematics	36
1984 - 1985	B.Sc., Br. III Physics	40
1985 - 1986	M.Sc., Br. IV (a) Chemistry	25
1987 - 1988	B.Sc., Computer Science	40
1996 - 1997	B.Com., Computer Applications (Vocational Course)	40

<b><i>Self-Financed Courses</i></b>	<b>Sanctioned Strength</b>
1993-1994 B.B.A.	60
M.C.A.	60
1994-1995 P.G.D.C.A.	32
1999-2000 B.Com. Computer Applications	40
Diploma in Computer Applications (D.C.A)	unlimited
2000-2001 B.C.A. (Computer Applications)	40
B.Sc. Information Technology	40
M.Sc., Comp. Sc. & IT	36
Certificate Courses	
1. Desk Top Publishing (D.T.P.)	30 + 30
2. Data Entry Operator	30
2001-2002 1. M.Phil. English	10
2. B.Com. (General)	60
3. P.G. Diploma in E-Commerce	30
4. Diploma in Information Technology (D.I.T.)	90
2003-2004 M.Com. Computer Applications	36
Diploma in Multimedia Technology (D.M.T.)	30
2004-2005 M.A. Tamil	36
M.Sc. Physics	25
2005-2006 M.Phil. Commerce	7
2006-2007 M.Phil. Tamil	14
UGC Sponsored Certificate Course in Human Rights and Duties Education	
2007-2008 B.Sc. Microbiology	40
B.Sc. Nutrition & Dietetics	40
B.C.A. Additional section	40
M.A. Human Rights & Dutites in Education	36
M.Phil. Chemistry	8
2008-2009 B.Sc.I.T. Additional Section	40
2009-2010 Master of Human Resource Management	36
M.K.U - Certificate in Gandhian Thought	
Diploma in Gandhian Thought	



2010-2011	B.A. English (Self Finance)	60
	B.Com (C.A) (Additional Section)	40
	M.Sc. Botany with Specialization in Plant Biotechnology	25
	M.Sc. Biotechnology	25
	<b>Research Centre:</b> Ph.D. Tamil	
	Ph.D. Commerce	
2011-2012	B.Sc. Costume Design & Fashion	40
2012-2013	M.Com Banking Technology(Innovative Programme)	40
2014-2015	M.Phil. Physics	
	M.Sc. Microbiology	
2015-2016	B.Sc. Mathematics with Computer Applications*	
	M.A. Human Rights & Duties Education restructured as	
	M.A. History*	
	MHRM restructured as M.Com Human Resource	
	Development*	

\* Subject to MKU approval

#### **UGC sponsored Career Oriented Programmes**

Certificate, Diploma and Advanced Diploma in

1. Office Automation and Management
2. Animation Technology
3. Functional English.
4. Temple Arts
5. Banking in Practice
6. Costume Designing & Dress Making

#### **College Offers:**

1. DMLT - Diploma in Medical Lab Technology
2. Diploma in Costume Design & Fashion
3. Certificate in PHP & MySQL
4. Certificate in Digital Photography & Photoshop
5. Certificate in Food Preparation
6. Certificate in Food Preservation
7. Certificate in VB.Net
8. Concepts in Human Rights
9. Certificate in Java
10. Certificate in Garment Designing
11. Certificate in Mushroom Cultivation
12. Certificate in Instrumentation Techniques
13. Certificate in Forensic Science
14. Certificate in Data Communication
15. Certificate in Library & Information Science
16. Certificate in Cloud Computing

## **COLLEGE COMMITTEE**

1. Tmt. Thilagavathy Ravindran - President
2. Thiru A. Tenzing - Vice-President
3. Tmt. Aruna Ashok - Secretary
4. Thiru S. Maheswaran - Member
5. Thiru C. Gunasingh - Member
6. Thiru C. Vijayasingh - Member
7. Tmt. Bina Rajasingh - Member
8. Thiru N.R.K.R.R. Rajaratnam - Member
9. Tmt. Vijayalakshmi Chiranjeevi  
ratnam - Member
10. Tmt. Pallavi Selvaratnam - Member
11. Tmt. Sheela Gowri Arun - Member
12. Tmt. Preethi Vasikaran - Member
13. Dr. V. Venkatraman, - Member  
Principal,  
Rajapalayam Rajus' College,  
Rajapalayam.
14. Dr.(Mrs.) D. Sasireka, M.Sc., - Principal  
M.Phil.,Ph.D.
15. Dr.(Mrs.) K. Rajeswari, M.Com., - Member  
M.Phil.,Ph.D.,CGT.
16. Dr.(Mrs.) M. Jayalakshmi, M.Com., - Member  
M.Phil.,Ph.D.,DGT.
17. Tmt. G. Shantha, Superintendent - Member

## **COURSES OF STUDY**

### **Under-Graduate Courses**

**B.A/B.Sc.,**

**Part I - Tamil**

**Part II - English**

#### **Part III :**

B.A. Branch I	History Allied	: 1. Geography 2. Economics
B.A. Branch XII	Tamil	
B.A. Branch XII	English	
B.Sc. Branch I	Mathematics Allied	: 1. Physics 2. Application of Mathematics
B.Sc. Branch III	Physics Allied	: 1. Chemistry 2. Mathematics
B.Sc. Branch IV	Chemistry Allied	: 1. Physics 2. Botany or Mathematics
B.Sc. Branch V (b)	Botany (with Specialisation in Plant Bio-Technology) Allied	: 1. Chemistry : 2. Zoology
B.Sc.		: Computer Science
B.Com	(a)	General
	(b)	Computer Applications Vocational Course (UGC)

### **Post-Graduate Courses**

M.A. English

M.Sc. Mathematics

M.Sc. Chemistry

### **Self-Financed Courses**

#### **UG Courses**

B.A	- English
B.Com.	- General (a)
	- Computer Application (b)
B.B.A	- Business Administration
B.C.A	- Computer Application
B.Sc	- Information Technology
B.Sc	- Microbiology
B.Sc	- Nutrition & Dietetics
B.Sc	- Costume Design & Fashion
B.Sc	- Mathematics with Computer Applications

**PG Courses**

M.A	- Tamil
M.A	- History
M.Sc	- Physics
M.Sc	- Botany with Spl. in Plant Biotechnology
M.Sc	- Microbiology
M.C.A	- Computer Application
M.Sc	- Comp. Sci. & Information Technology
M.Com	- Computer Application
M.Com	- Banking Technology
M.Com	- Human Resource Development
M.Phil	- Tamil
M.Phil	- English
M.Phil	- Commerce
M.Phil	- Chemistry
M.Phil	- Physics

**Research Centre**

Ph.D	- Tamil
Ph.D	- Commerce

**PG Diploma Courses (1 Year)**

P.G.D.C.A.	- Diploma in Computer Application
P.G.D.E-Com.	- Diploma in E-Commerce

**Diploma Courses (1 Year)**

D.G.T.	- Diploma in Gandhian Thought
D.C.A.	- Diploma in Computer Application
D.I.T.	- Diploma in Information Technology
D.M.T.	- Diploma in Multimedia Technology
D.C.D.F	- Diploma in Costume Design & Fashion
D.M.L.T	- Diploma in Medical Lab Technology

**Certificate Courses (1 semester)**

Certificate in Gandhian Thought  
Certificate in Desk Top Publishing  
Certificate in Data Entry Operations  
Certificate in Human Rights and Duties  
Certificate in PHP & MySQL  
Certificate in Digital Photography & Photoshop

Certificate in Food Preparation  
Certificate in Food Preservation  
Certificate in VB.Net  
Concepts in Human Rights  
Certificate in Java  
Certificate in Garment Designing  
Certificate in Mushroom Cultivation  
Certificate in Instrumentation Techniques  
Certificate in Forensic Science  
Certificate in Data Communication  
Certificate in Library & Information Science  
Certificate in Cloud Computing  
Certificate in Vocational English  
Certificate in Film Studies  
Certificate in Cambridge English: BEC Preliminary  
Certificate in Cambridge English: BEC Vantage  
Certificate in Vermi Composting

***UGC Sponsored PG Programme***

M.Com Banking Technology

***UGC Sponsored Career Oriented Programme***

Certificate, Diploma & Advanced Diploma in

1. Office Automation and Management
2. Animation Technology
3. Temple Arts
4. Banking in Practice
5. Costume Designing & Dress Making

## **TEACHING FACULTY**

### **PRINCIPAL**

Dr.(Mrs.) D. Sasireka, M.Sc., M.Phil., Ph.D.  
Department of Physics

### **ENGLISH DEPARTMENT**

Dr. (Mrs.) Soundararaj Geetha, M.A.,M.Phil., PGCTE., Ph.D.	Associate Professor
Dr. (Mrs.) M. Ruby Dhavamani, M.A.,M.Phil., B.Ed., Ph.D.	Associate Professor
Mrs. K. Muthamil Selvi, M.A.,B.Ed., M.Phil.	Associate Professor
Dr. (Mrs.) J. Sobhana Devi, M.A.,M.Phil.,D.D.P.,Ph.D.	Assistant Professor
Dr. (Mrs.) B. Siva Priya, M.A.,M.Phil., Ph.D.	Assistant Professor
Mrs. M. Sathya, M.A.,M.Phil.	Assistant Professor
Mrs. M. Shanthi, M.A.,M.Phil.	Assistant Professor
Dr. (Mrs.) P. Prasanna Devi, M.A., M.Phil	Assistant Professor
Mrs. P. Karthiga Devi, M.A.	Assistant Professor
Mrs. V. Lalithambigai, M.A., M.Phil	Assistant Professor
Dr. (Mrs) A. Padma Priya, M.A.,M.Phil., Ph.D.	Assistant Professor

### **Vacant Post - 3**

Mrs. K. Rama Jeyalakshmi, M.A.,M.Phil.	Assistant Professor
Mrs. N. Banumathi, M.A., M.Phil.	Assistant Professor
Mrs. A. Umadevi, M.A., M.Phil.	Assistant Professor
Mrs. J. Nandhini, M.A., M.Phil.	Assistant Professor
Mrs. V. Kaniselvi, M.A., M.Phil.	Assistant Professor
Ms. D. Ponezhil, M.A., M.Phil.	Assistant Professor
Ms. S. Selvaroja, M.A., M.Phil.	Assistant Professor
Ms. R. Anchana, M.A., M.Phil.	Assistant Professor
Ms. S. Vandhana, M.A., M.Phil.	Assistant Professor

### **TAMIL DEPARTMENT**

Dr. (Mrs.) B. Ponni, M.A.,M.Phil.,Ph.D.	Assistant Professor
Dr.(Mrs.) M. Padma Priya, M.A.,M.Phil.,Ph.D.	Assistant Professor
Mrs. R. Vijaya Priya, M.A., M.Phil.	Assistant Professor
Mrs. S. Dhanalakshmi, M.A., M.Phil.	Assistant Professor
Mrs. K. Valarmathi, M.A.,M.Phil.,D.G.T., D.F.T.	Assistant Professor
Mrs. V. Annapackiam, M.A.,M.Phil.	Assistant Professor
Dr. (Mrs.) B. Meenakshi, M.A.,M.Phil.,Ph.D.	Assistant Professor
Dr. (Mrs.) R. Senbagavalli, M.A.,M.Phil.,Ph.D.	Assistant Professor

### **Vacant Post - Nil**

Dr. (Mrs.) N. Kavitha, M.A.,M.Phil., Ph.D.	Assistant Professor
Mrs. V. Muthulakshmi, M.A.,M.Phil.	Assistant Professor
Mrs. A. Angel Rani, M.A., M.Phil., DGT.	Assistant Professor
Dr. (Mrs.) J. Buvaneswari, M.A.,M.Phil.,B.Ed.,Ph.D	Assistant Professor
Mrs. S. Vinotha, M.A., M.Phil.	Assistant Professor
Mrs. M. Muthuselvi, M.A., M.Phil.	Assistant Professor

### **MATHEMATICS DEPARTMENT**

Mrs. S. Meenakshi, M.Sc.,M.Phil.,B.Ed.,DCA	Associate Professor
Mrs. M. Shunmugathai, M.Sc.,M.Phil., DCA	Associate Professor
Mrs. D. Roselind Gnanakumari, M.Sc., M.Phil.,M.Ed., DCA	Assistant Professor
Dr.(Mrs.)S. Pethanachi Selvam, M.Sc.,M.Phil., PGDCA., Ph.D.	Associate Professor
Mrs. R. Malini Devi, M.Sc.,M.Phil.	Assistant Professor
Mrs. S.P. Nandhini, M.Sc.,M.Phil.	Assistant Professor
Dr. (Mrs.) A. Mydeen Bibi, M.Sc.,M.Phil., Ph.D.	Assistant Professor

#### **Vacant Post - 3**

Mrs. U. Muthumari, M.Sc.,M.Phil.	Assistant Professor
Ms. V. Rajasulochana, M.Sc., M.Phil.	Assistant Professor
Ms. P. Kaliswari, M.Sc., M.Phil.	Assistant Professor
Ms. N. Manjuladevi, M.Sc., M.Phil.	Assistant Professor

### **PHYSICS DEPARTMENT**

Dr. (Mrs.) S. Sivadevi, M.Sc.,M.Phil.,M.Ed., Ph.D.	Associate Professor
Dr. (Mrs.) K.P. Radha, M.Sc., M.Phil., Ph.D.	Associate Professor
Mrs. F. Kingslin Mary Genova, M.Sc., M.Phil.	Associate Professor
Mrs. R. Sudha Periathai, M.Sc., M.Phil.	Assistant Professor

#### **Vacant Post - 1**

Mrs. M. Nithya, M.Sc., M.Phil.	Assistant Professor
Ms. A. Bismi Banu, M.Sc., M.Phil.	Assistant Professor
Ms. S. Selvalakshmi, M.Sc., M.Phil.	Assistant Professor
Mrs. T. Selvalakshmi, M.Sc., Ph.D.	Assistant Professor
Ms. R. Hemalatha, M.Sc., M.Phil.	Assistant Professor
Ms. R. Kanaga Priya, M.Sc.	Assistant Professor

### **CHEMISTRY DEPARTMENT**

Dr.(Mrs.) G. Valli, M.A.,M.Sc.,Ph.D.,PGDCA.,DMT.,DIT., PGDPM&IR.,PGDHRM.,PGDPharm.Chem.	Associate Professor
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*(Deputation as Vice-Chancellor to Mother Teresa University,  
Kodaikanal from 16.02.2016.)*

Mrs. M. Sowthamani, M.Sc., M.Phil.	Associate Professor
Dr.(Mrs.) S. Shanthi, M.Sc., M.Phil., Ph.D.	Associate Professor
Mrs. C. Gokilamani, M.Sc., M.Phil.	Associate Professor
Dr.(Mrs.) M. Murugalakshmi, M.Sc., M.Phil., Ph.D.	Assistant Professor
Mrs. C. Thamarai Chelvi, M.Sc., M.Phil.	Assistant Professor
Mrs. N. Uma Sangari, M.Sc., M.Phil.	Assistant Professor
Dr.(Mrs.) S. Shailaja, M.Sc., Ph.D.	Assistant Professor
Dr.(Mrs.) P.R. Kavitha Rani, M.Sc., Ph.D.	Assistant Professor

**Vacant Post - 2**

Mrs. D. Rajamani, M.Sc., M.Phil., PGDCA.	Assistant Professor
--	---------------------

**BOTANY SPECIALIZATION IN PLANT BIOTECHNOLOGY**

Dr.(Mrs.) M. Santhi, M.Sc., M.Phil., B.Ed., Ph.D.	Associate Professor
Mrs. B. Deepa, M.Sc., M.Phil.	Assistant Professor
Dr. (Ms.) U. Umadevi, M.Sc., M.Phil., Ph.D.	Assistant Professor

**Vacant Post - 1**

Mrs. J. Vallimayil, M.Sc., M.Phil.	Assistant Professor
Mrs. A.P. Gowsalya Devi, M.Sc., M.Phil.	Assistant Professor
Dr.(Mrs.) K. Geetha, M.Sc., M.Phil., B.Ed., Ph.D.	Assistant Professor
Ms. S. Muthulakshmi, M.Sc., M.Phil.	Assistant Professor
Ms. P. Sujitha, M.Sc., M.Phil.	Assistant Professor

**ZOOLOGY DEPARTMENT**

Dr. (Mrs.) J. Kasthuri, M.Sc., Ph.D.	Assistant Professor
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**COMPUTER SCIENCE DEPARTMENT**

Mrs. A. Leena Benita, M.C.A., M.Phil.	Associate Professor
Mrs. B. Theresita Mary Shanthi, M.Sc.,M.Phil.,DCA.	Associate Professor
Mrs. E. Ponmalar, B.E.(Hons.) M.C.A., M.Phil.	Associate Professor
Mrs. S. Sathya, M.Sc., M.Phil., PBDCS.	Associate Professor
Mrs. C. Devi Arockia Vanitha, M.C.A.	Assistant Professor

**Vacant Post - Nil**

Mrs. S. Vetriselvi, M.Sc.,M.Phil.,P.G.D.C.A.	Associate Professor
Mrs. P. Prescilla, M.C.A.,M.Phil.	Associate Professor
Mrs. M. Sharmila Banu, M.Sc., M.Phil.	Associate Professor

**HISTORY DEPARTMENT**

Mrs. V. Ramya, M.A., M.Phil.	Assistant Professor
Dr. (Mrs.) M. Kavitha, M.A., M.Phil., B.Ed., Ph.D.	Assistant Professor

**Vacant Post - 2**



Dr. (Ms.) K. Neela Pushpam, M.A., M.Phil., Ph.D. Assistant Professor  
Dr.(Mrs.) B. Balaparameswari, M.A.,M.Phil.,Ph.D. Assistant Professor  
Mrs. R. Kalaivani, M.A., M.A., M.Phil., PGDCA Assistant Professor  
Mrs. J. Mekala Devi, M.A., M.Phil. Assistant Professor

#### **GEOGRAPHY DEPARTMENT**

Ms. G. Sathiabama, M.Sc., M.Phil., B.Ed. Associate Professor

#### **ECONOMICS DEPARTMENT**

Dr. (Mrs.) P. Stella Muthu Rajam, M.A., M.Phil., Ph.D. Associate Professor

#### **COMMERCE DEPARTMENT**

Dr. (Mrs.) K. Rajeswari, M.Com.,M.Phil.,Ph.D.,CGT. Associate Professor  
Dr. (Mrs.) M. Jayalakshmi, M.Com.,M.Phil.,Ph.D.,DGT. Associate Professor  
Mrs. M. Umarani, M.Com., M.Phil. Associate Professor  
Mrs. S. Latha, M.Com., M.Phil., DGT. Associate Professor  
Dr. (Mrs.) T. Palaneeswari, M.Com.,M.Phil., Ph.D. Associate Professor

#### **Vacant Post - 1 (Part-time Lawyer)**

Dr. (Ms.) M. Jegadeeswari, M.Com., B.Ed.,M.Phil., M.B.A.,\Ph.D. Assistant Professor  
Mrs. V. Vishnu Priya, M.Com., M.Phil., PGDCA Assistant Professor  
Mrs. K. Sounthara Priya, M.Com., M.Phil. Assistant Professor  
Dr. (Ms.) A. Josphine Stella, M.Com.,M.Phil.,PGDCA,Ph.D. Assistant Professor  
Mrs. R. Gogapriya, B.Sc., M.L. Part-time Lawyer

#### **M.Com BANKING TECHNOLOGY**

Dr. (Mrs.) N. Rajathilagam, M.Com., M.Phil., Ph.D. Assistant Professor  
Dr. (Mrs.) K.J. Sunmista, M.Com., M.Phil., Ph.D. Assistant Professor  
Dr. (Mrs.) S. Kartheeswari, M.Com., M.Phil., Ph.D. Assistant Professor

#### **PHYSICAL EDUCATION**

Dr. (Mrs.) S. Vijayakumari, M.Sc.,M.A.,M.P.Ed., M.Phil., Ph.D. Physical Director(SG)  
Ms. M. Muthulakshmi, M.P.Ed. Physical Directress

#### **LIBRARY**

Dr. (Mrs.) M. Yasmin, M.A.,M.Phil.,M.Li.Sc.,Ph.D Librarian

#### **COMPUTER APPLICATIONS DEPARTMENT**

Mrs. A. Bamini, M.C.A., M.Phil. Assistant Professor  
Mrs. S. Darling Selvi, M.Sc., M.Phil., B.Ed., PGDCA. Assistant Professor  
Mrs. M. Sudhakani, M.C.A., M.Phil. Assistant Professor  
Mrs. R. Vasanthi, M.C.A. Assistant Professor

Mrs. V. Saradha, M.B.A., M.C.A., M.Phil.	Assistant Professor
Mrs. D. Ganga Devi, M.C.A., M.Phil.	Assistant Professor
Mrs. P. Muthulakshmi, M.C.A.	Assistant Professor
Ms. A. Mahalakshmi, M.C.A.	Assistant Professor
Mrs. M. Govindammal, M.C.A.	Assistant Professor
Ms. V. Vanthana, M.C.A.	Assistant Professor

### **COMMERCE (SF) DEPARTMENT**

Dr.(Mrs.)F. Sweetlyn Joy Christy, M.Com.,M.Phil., PGDCA., Ph.D.	Assistant Professor
Dr. (Mrs.) S. Grahalakshmi, M.Com.,M.Phil.,Ph.D	Assistant Professor
Mrs. V. Meenakshi, M.Com.,M.Phil.	Assistant Professor
Mrs. S. Thazhai Pushpam, M.Com., M.Phil.,PGDFM.	Assistant Professor
Mrs. S. Gayathri, M.Com., M.Phil., PGDCA, DCA.	Assistant Professor
Dr. (Mrs.) R. Jeyalakshmi, M.Com., M.Phil.,DTP., DGT., Ph.D.	Assistant Professor
Mrs. S. Deepa, M.Com., M.Phil.	Assistant Professor
Ms. S. Suriyadevi, M.Com., M.Phil.	Assistant Professor
Dr. (Mrs.) J. Jeeva Priya, M.Com.,M.Phil., PGDCA.,Ph.D	Assistant Professor

### **BUSINESS ADMINISTRATION DEPARTMENT**

Dr.(Ms.)M.S.Yasmeen Beevi, M.Com.,M.Phil., M.B.A., Ph.D.	Assistant Professor
Mrs. S. Grahalakshmi, M.Com.,B.Ed.,M.Phil.,M.B.A.	Assistant Professor
Mrs. R. Maheswari, M.Com., M.Phil., D.I.T.	Assistant Professor
Ms. J. Prateeba Devi, M.B.A.	Assistant Professor
Mrs. A. Muthumari, M.B.A., M.Phil.	Assistant Professor
Mrs. P. Karthika @ Nanthini, MHRM.	Assistant Professor
Mrs. K. Sindhuja, M.B.A., M.Phil.	Assistant Professor

### **MICROBIOLOGY DEPARTMENT**

Ms. S. Subha Ranjani, M.Sc., M.Phil.	Assistant Professor
Mrs. M. Manonmani, M.Sc., DBT.	Assistant Professor
Ms. P. Rajeswari, M.Sc.	Assistant Professor
Ms. M. Kaleeswari, M.Sc., M.Phil.	Assistant Professor
Mrs. G. Sona, M.Tech	Assistant Professor
Dr. (Mrs.) S. Radha, M.Sc., M.Phil., Ph.D.	Assistant Professor
Ms. K. Jeya Devi, M.Sc., M.Phil.	Assistant Professor

### **NUTRITION AND DIETETICS DEPARTMENT**

Ms. M. Kavitha, M.Sc.	Assistant Professor
Mrs. K. Jansi Rani, M.Sc.	Assistant Professor
Ms. M. Muthamil Selvi, M.Sc.	Assistant Professor
Ms. M. Gnanasuronmani, M.Sc., M.Phil.	Assistant Professor

### **COSTUME DESIGN & FASHION DEPARTMENT**

Ms. M. Mohamed Rihana Nasrin, M.Sc.	Assistant Professor
Ms. T. Agasthiya Ambika, M.Sc.	Assistant Professor
Ms. S. Sithammal, M.Sc., M.Phil.	Assistant Professor
Ms. R. Narmadha, M.Sc., M.Phil.	Assistant Professor
Mrs. Anitha, M.Sc.	Assistant Professor

### **CAREER ORIENTED PROGRAMME**

Mrs. A. Sathya, M.Com., M.Phil..	Instructor
Ms. D. Mahalakshmi, M.Com., M.Phil.	Instructor
Ms. M. Sasikala, B.Sc.	Instructor
Mrs. R. Maheswari, B.Sc., CDDM.	Instructor
Mrs. R. Valliyammal, B.Sc.	Instructor
Mrs. G. Rajeswari, B.Sc.	Instructor
Ms. S. Nimala, B.Sc.	Instructor
Ms. B. Gokila Devi, M.C.A.	Instructor

## OFFICE STAFF

### REGULAR OFFICE

Tmt. G. Shantha	Superintendent
Tmt. K. Amutha	Assistant
Tmt. S. Valavanthal, B.A.	Assistant
Tmt. R. Jeyalakshmi	Junior Assistant
Tmt. V. Rani Vimala Chandra, B.Com.	Junior Assistant
Tmt. S. Bhavani	Junior Assistant
Mr. K.R. Seenivasan, B.A.	Typist

### Vacant Post - Typist - 1

Tmt. T. Janet B.A.	Store Keeper
Tmt. S. Chandra	Lab Assistant
Thiru. M. Kalirajan	Lab Assistant
Thiru. R. Kumaresan, M.A.	Lab Assistant
Mr. P. Karuppasamy, M.A., M.LI.Sc., M.Phil., PGDCA	Lab Assistant
Mrs. K. Muneeswari, B.Com., D.G.T.	Lab Assistant
Mr. D. Suresh Raja Kumar, B.Com	Lab Assistant

### Vacant Post - Lab Assistant - 3

### Vacant Post - Office Assistant - 4

### Vacant Post - Library Assistant - 1

### Vacant Post - Herberium Keeper - 1

Thiru. M. Senthil Andavan	Watchman
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### Vacant Post - Watchman - 1

### Vacant Post - Water Man - 1

Thiru. M. Selvaraj	Record Clerk
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### Vacant Post - Record Clerk - 2

Thiru. K. Marimuthu	Gardener
Tmt. T. Muthurakku	Sweeper

### Vacant Post - Sweeper - 3

Tmt. S. Sevanammal	Scavenger
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**SF OFFICE**

Mrs. J. Arun Nandini, M.B.A.	Office Manager
Mrs. M. Jeyanthi, M.Com., C.G.T.	Hostel Accountant
Mrs. M. Banu Priya, M.Com., C.Li.Sc.	Accountant
Mrs. J. Mangalam, B.Sc., B.Li.Sc.	Accountant
Mrs. K. Porkodi, M.Com., CGT	Accountant
Mrs. S. Ramupitchai, M.Com., M.Li.Sc.	Office Assistant
Mr. C. Rajapandian	Office Assistant
Mr. C. Jayaraj, B.Sc.	Work Supervisor
Mr. S. Raja Kennedy, D.C.E.	Site Manager
Ms. A. Hawa Bismi, DAT.	Typist
Mrs. M. Kamatchi, B.C.A.	Data Entry Operator
Mrs. N. Thamarai Selvi	Supervisor
Mrs. S. Lingammal, B.Com.	Data Entry Operator

**CONTROLLER OFFICE**

Mrs. C. Rama Lakshmi, M.Com., PGDE-Com.	Junior Assistant
Mrs. S. Ramathilagam, B.Sc.	Data Entry Operator
Mrs. P. Petchiammal, B.C.A.	Data Entry Operator
Mrs. M. Murugeswari, B.Com., M.Li.Sc., PGDLAN.	Typist
Mrs. K. Saranya Devi, B.A.	Data Entry Operator
Mrs. S. Mahalakshmi, B.A.	Data Entry Operator
Ms. M. Kalpana, B.E.	Data Entry Operator
Ms. P. Poopathi, B.Sc.	Data Entry Operator
Mr. P. Karutha Muthu, B.C.A.	Data Entry Operator
Mrs. G. Rajeswari	Data Entry Operator
Mrs. V. Padma Jothi, D.C.E., B.C.A.	Data Entry Operator
Mrs. G. Muthumari, B.A., B.Ed.	Data Entry Operator

**IMF**

Mrs. M. Guruvueswari, D.E.C.E., M.C.A.

**IQAC**

Ms. A. Santhi, B.A., D.C.A., PGDCA., C.Li.Sc. Data Entry Operator

**LAB TECH. / ASST.**

Mr. T. Vignesh Babu, B.B.A., D.C.T.	System Admin.
Mr. A. Mariappan, B.A.	Lab Technician
Mr. S. Sree Ram Prabhu, D.C.E.	Lab Technician
Mr. J. Senthil Kumar, D.C.E.	Lab Technician
Mr. R.G. Raja, B.A.	Lab Assistant
Mr. G. Saravanan, M.A.	Lab Assistant
Mrs. J. Rama Priya, B.Com.	Lab Assistant
Mrs. R. Muthu Pandeewari, D.C.E.	Lab Assistant
Mrs. S. Selvakumari, B.Com.	Lab Assistant
Ms. S. Devi Mareeswari, B.Sc.	Lab Assistant
Mrs. P. Saranya, B.Sc.	Lab Assistant
Ms. A. Muneeswari, DECE.	Lab Assistant
Mr. M. Kannan, DEEE.	Lab Assistant
Ms. M. Lakshmi, D.C.E.	Lab Assistant

Mrs. M. Jansi Rani, B.Sc.	Lab Assistant
Mrs. K. Shanthy, B.Com.	Lab Assistant
Ms. K. Kasthuri, DECE	Lab Assistant
Ms. A. Mahes Anuja, B.Com	Lab Assistant
Mrs. K. Gayathri, B.Sc	Lab Assistant
<b>LIBRARY</b>	
Mrs. K. Annapoorani, B.Com., M.Li.Sc.	Lib. Assistant
Mr. S. Balamurugan, B.A.	Lib. Assistant
Mrs. T. Kavitha, B.A.	Lib. Assistant
<b>ELECTRICIAN / MECHANIC</b>	
Mr. A. Sivakumar, ITI.	Electrician
Mr. M. Babu	Vehicle Mechanic
Mr. V. Kartheeswaran, ITI.	Electrician
<b>REMEDIAL COACHING &amp; ENTRY IN SERVICE</b>	
Mrs. S. Bharathi, B.Com.	Accountant
Ms. N. Maheswari, B.A.	Data Entry Operator
<b>DRIVERS/CLEANER</b>	
Mr. E. Maruthan	Driver
Mr. K. Murugasamy	Driver
Mr. L. Titus Srinivasagam	Driver
Mr. K. Velmurugan	Driver
Mr. A. Shanmugam	Driver
Mr. K. Duraipandi	Conductor
Mr. M. Krishna	Conductor
Mr. V. Rajagopal	Conductor
Mr. A. Karuppasamy	Conductor
Mr. O. Vijayaraaj	Conductor
<b>GARDENERS/COLLEGE WORKERS</b>	
Mr. A. Gnanaprakasam	Marker
Mr. K. Vignesh Kumar	Gardener
Mr. R. Muthuraj	Gardener
Ms. K. Guruvammal	College Worker
Mrs. K. Mariammal	College Worker
Mrs. V. Muthulakshmi	College Worker
Mrs. P. Rajalakshmi	College Worker
Mrs. S. Muthammal	College Worker
Mrs. V. Mariammal	College Worker
Mrs. K. Kannammal	College Worker
Mrs. A. Parvathi	College Worker
Mrs. R. Kumutha	College Worker
Mrs. M. Pechiammal	College Worker
Mrs. K. Mini Priya	College Worker
Mrs. A. Ramalakshmi	College Worker
Mrs. A. Muthumari	College Worker
Mrs. S. Palaniammal	College Worker
Ms. M. Muthulakshmi	Scavenger
Mrs. S. Palapandiammal	Scavenger
Mrs. P. Velammal	Scavenger
Mrs. K. Lakshmi	Scavenger

Mrs. J. Veeralakshmi	Scavenger
Mrs. A. Valliammal	Scavenger
Mrs. P. Malarkodi	Scavenger
Mrs. M. Angala Eswari	Scavenger
Mrs. P. Shanmugathai	Scavenger
<b>CO-OPERATIVE STORES</b>	
Mrs. M. Shanthi, B.Sc.	Store-In-Charge
Mrs. T. Palaniammal	Store-In-Charge
Mrs. B. Shunmugavalli	Store Worker
Mrs. P. Bhavani	Store Worker
Mrs. N. Marieeswari	Store Worker
<b>XEROX CENTRE</b>	
Mrs. M. Gnanalakshmi	Xerox Operator
Mrs. C. Gowri	Xerox Operator
<b>CANTEEN</b>	
Mrs. K. Kannaki	
Mrs. S. Kalaiselvi	
Mrs. K. Murugeswari	
Mr. P. Nagaraj	
Mr. L. Kalimuthu	
Mrs. S. Muthulakshmi	
Mrs. S. Subbulakshmi	
<b>HOSTEL</b>	
Mrs. M. Tamilsevi	Sub-Warden
Ms. R. Kalaiselvi	Sub-Warden
Ms. G. Anbarasi	Sub-Warden
Ms. A. Poomari	Sub-Warden
Ms. K. Angaleeswari	Sub-Warden
Ms. P. Alagulakshmi	Sub-Warden
Ms. N.S. Kaladevi	Sub-Warden
<b>DAY CARE CENTRE (CRECHE)</b>	
Mrs. A. Vasanthi, DMC.	Care Taker
Mrs. R. Vijayalakshmi	Helper
<b>WATCHMAN</b>	
Mr. M.A. Krishnan	
Mr. S. Bose	
Mr. R. Rajendran	
Mr. A. Krishnasamy	
Mr. R. Ramavel	
Mr. V. Ramar	
Mr. K. Somasundaram	
Mr. M. Raju	
Mr. P. Ponnusamy	

### **COLLEGE COUNCIL**

Dr. (Mrs.) D. Sasireka, M.Sc., M.Phil., Ph.D.	President
Dr. (Mrs.) M. Santhi, M.Sc., M.Phil., B.Ed., Ph.D.	Secretary
Mrs. E. Ponmalar, B.E.(Hons.) M.C.A., M.Phil.	COE
Dr.(Mrs.)S. Pethanachi Selvam, M.Sc.,M.Phil., PGDCA.,Ph.D	Deputy COE
Dr. (Mrs.) B. Ponni, M.A., M.Phil., P.h.D.	Member
Dr. (Mrs.) Soundararaj Geetha, M.A.,M.Phil., PGCTE., Ph.D.	Member
Dr.(Mrs.)M. Ruby Dhavamani, M.A.,M.Phil.,B.Ed.,Ph.D.	Member
Dr.(Mrs.) K. Rajeswari, M.Com., M.Phil., Ph.D.	Member
Dr. (Mrs.) M. Jayalakshmi, M.Com.,M.Phil.,D.G.T.,Ph.D.	Member
Mrs. V. Ramya, M.A., M.Phil.,	Member
Dr. (Mrs.) S. Sivadevi, M.Sc., M.Phil.,M.Ed., Ph.D.	Member
Mrs. M. Sowthamani, M.Sc., M.Phil.	Member
Mrs. A. Leena Benita, M.C.A., M.Phil.	Member
Dr. (Mrs.) S. Vijayakumari, M.Sc.,M.A.,M.PEd.,M.Phil.,Ph.D.	Member
Dr. (Mrs.) M. Yasmin, M.A., M.Phil., M.Li.Sc., Ph.D	Member
Dr.(Mrs.) T. Palaneeswari, M.Com., M.Phil., Ph.D.	Member
Mrs. C. Devi Arockia Vanitha, M.C.A., M.Phil	Member
Mrs. A. Bamini, M.C.A., M.Phil.	Member
Ms. S. Subha Ranjani, M.Sc., M.Phil.	Member
Ms. M. Mohamaed Rihana Nasrin, M.Sc.	Secretary

### **COLLEGE - WORKING HOURS**

College Office	-	09.00 a.m.	-	01.00 p.m.
				01.30 p.m. - 05.05 p.m.
Classes	-	09.45 a.m.	-	12.45 p.m.
				01.30 p.m. - 03.30 p.m.
Library	-	08.30 a.m.	-	05.30 p.m.



## **COLLEGE FEES**

### **Details of Special Fees (For Aided Courses)**

1. Library and reading room	- Rs. 30/-
2. Games and Sports	- Rs. 100/-
3. College Union/Association	- Rs. 6/-
4. College Day	- Rs. 5/-
5. Stationery for Tests	- Rs. 25/-
6. Calendar	- Rs. 10/-
7. Magazine	- Rs. 12/-
8. Audio-Visual Education	- Rs. 3/-
9. Medical Inspection (1 -Year UG)	- Rs. 5/-
10. Students Aid Fund	- Rs. 3/-
11. World University Service	- Rs. 5/-
12. Students Youth Welfare activities	- Rs. 5/-
13. Campus Amenity fees	- Rs. 12/-
14. Red Cross	- Rs. 10/-
15. Sports Affiliation	- Rs. 50/-
<b>Total</b>	<b>- Rs. 281/-</b>

### **b) University Entrance Fees**

Recognition Fees	- Rs. 250/-
University Entrance Fees	- Rs. 50/-
+2 mark sheet verification fees	- Rs. 10/-
N.S.S.	- Rs. 10/-
Flag Day	- Rs. 5/-

#### 1. Other payments (to be made at the time of admission)

- |   |             |
|---|-------------|
| a) Admission fee                            | - Rs. 5-00  |
| b) University migration fees (if necessary) | - Rs.240-00 |
| c) Convocation fees                         | - Rs. 25-00 |
| d) PTA Meeting                              | - Rs. 50-00 |

#### 2. Fees once paid will not be refunded

3. The first Semester fees are payable in full when joining the college and payment by instalments will not be permitted.

4. If a student fails to pay her fees on the day fixed for payment, a fine will be levied. If the fees is not paid within the end of the month, the student's name shall be struck off from the rolls. If readmitted, in addition to the fees and fine due from her, she shall pay a re-admission fee of Rs.5/-

5. A full year's fee will be collected from the students who discontinue their course of study.

**FEES DETAILS FOR THE FIRST YEAR - I SEMESTER (AIDED) 2016-2017**

Class	Tuition Fees	Special Fees	Lab Fees	General Fund	Uni. Reg. Fees	Parent Teachers Association	Total
Tamil	-	306	-	30	300	50	686
English	-	306	-	30	300	50	686
History	-	306	-	30	300	50	686
Mathematics	-	306	75	30	300	50	761
Physics	-	306	225	30	300	50	911
Chemistry	-	306	275	30	300	50	961
Botany	-	306	225	30	300	50	911
Comp. Sci.	-	306	1000	30	300	50	1686
B.Com. (a)	-	306	-	30	300	50	686
B.Com. (b)	-	306	-	30	300	50	686
M.A. English	250	301	-	10	-	50	611
M.Sc. Maths	375	301	-	10	-	50	736
M.Sc. Chem.	375	301	500	10	-	50	1236

**FEES DETAILS FOR AIDED COURSES - 2016-2017****2<sup>nd</sup> Year - III Sem.**

<b>Class</b>	<b>Tuition Fees</b>	<b>Special</b>	<b>Lab Fees</b>	<b>Total</b>
Tamil	-	251	-	251
English	-	251	-	251
History	-	251	-	251
Mathematics	-	251	-	251
Physics	-	251	225	476
Chemistry	-	251	275	526
Botany	-	251	300	551
Comp. Sci.	-	251	750	1001
B.Com (a)	-	251	-	251
B.Com (b)	-	251	-	251
M.A English	250	251	-	501
M.Sc Maths	375	251	-	626
M.Sc Chem.	375	251	500	1126

**FEES DETAILS FOR AIDED COURSES - 2016-2017**

**3<sup>rd</sup> Year - V Sem.**

<b>Class</b>	<b>Special</b>	<b>Lab Fees</b>	<b>Total</b>
Tamil	251	-	251
English	251	-	251
History	251	-	251
Mathematics	251	-	251
Physics	251	150	401
Chemistry	251	275	526
Botany	251	225	476
Comp. Sci.	251	750	1001
B.Com (a)	251	-	251
B.Com (b)	251	-	251

## EXAMINATION & EVALUATION

For those who joined in June 2008 and later.

The progress of each student will be monitored continuously by Internal Assessment. An examination conducted at the end of each semester will be considered for External Assessment.

For UG Students, Continuous Internal Assessment (CIA) will be conducted for the following courses:

1. Language / Alternate Course
2. English Language Course
3. Core Courses
4. Non-Major Elective Courses
5. Job Oriented / Self Employment Courses
6. Extra Credit Courses
7. Value Added Courses

There will be **NO** Continuous Internal Assessment for the following courses:

1. Social Awareness Courses
2. Physical Education.

Continuous Internal Assessment (CIA) will be conducted for PG, M.Phil., Certificate, Diploma and Advanced Diploma in Commerce and Computer Programmes.

External examination will be conducted for 3 hours. Only those students who have put in at least 75% or 68 days will be permitted to appear for the External Examination.

The candidates should secure a minimum of;

- 40% marks to get a pass in UG courses;
- 50% marks to get a pass in PG, M.Phil. and PG Diploma courses;
- 35% marks to get a pass in Certificate and Diploma and Advanced Diploma Courses.

There will be single valuation for all the programmes.

November End Semester Examinations will be conducted only for Odd Semester Courses (Both Regular & Arrear)

April End Semester Examinations will be conducted for both Odd and Even Semester Courses.

Repeat Examinations will be conducted only for Final Semester Courses.

Students should pay their arrear fee immediately after the publication of results.

Students can apply for revaluation. The fee for revaluation will be according to Madurai Kamaraj University norms.

Information regarding Examinations will be published in the college website: [www.sfrcollege.org](http://www.sfrcollege.org).

**Uniform Span Period:** As per the guidelines of University Grants Commission the time **span** for the completion of the programme is **N+2 years**. '**N**' stands for **normal or minimum duration prescribed for the programme**.

**(For UG: N = 3; PG: N = 2; M.Phil: N = 1)**

#### **Ph.D. Entrance Test:**

For Part-time and Full time Ph.D registrants, an entrance test will be conducted in the months of July, October, January and April.

#### **GENERAL DISCIPLINE**

1. Students are expected to be courteous, honest and well behaved within the campus and outside.
2. Students should dress in conformity with the standards of modesty and dignity. They are permitted to wear Sarees or Churidhar with Duppatah.
3. During morning assembly, meetings and class sessions students are expected to be silent and attentive.
4. Students should be regular and punctual to class.
5. The cleanliness and the maintenance of the college building and its property is the responsibility of every student. She shall not disfigure any part of the building or any piece of furniture by writing or etching on it. Students should keep their respective class rooms neat and clean.
6. No meeting of any kind shall be convened and held in the College premises without the previous written permission of the Principal.

7. No notice of any kind shall be circulated among students or put on the notice board without the prior permission of the Principal.
8. No collection should be made from the students, the teachers, the parents, etc., for any purpose without the permission of the Principal.
9. Visitors will not be permitted during college working hours.
10. Use of cellphones inside the campus is strictly prohibited.
11. Students are strictly instructed not to participate in any Political related activities.
12. Ragging is strictly prohibited inside the campus.

#### **ISSUE OF CERTIFICATES**

1. Transfer Certificates will be issued to students who leave the institution, only after all the dues are paid.
2. Certificates (Transfer and age, etc.) will be issued within a week from the date of application.
3. The Principal will not issue a certificate of pass for any University examination.
4. Fees for the issue of certificates:
  - a) Duplicate attendance/transfer certificate ..... Rs. 50 per yr.
  - b) An original Transfer certificate after a lapse of a year after the student has left the college ..... Rs. 50 per yr.
  - c) Any information/certificate from the college records ..... Rs. 30 per yr.
5. Enclose a stamped, self-addressed envelope for a reply by post.

#### **ATTENDANCE, ABSENCE & LEAVE**

1. University and College rules require regular attendance in all classes - theory, practical and Part V courses.
2. To sit for an End Semester Examination, the college requisites are as follows:
  - a) The candidates must have an attendance of 68 days out of 90 total working days.

- b) The students who have attended the classes for 59 to 67 days can appear for the examinations, by applying for exemption with penalty.
  - c) The students who have attended the classes for 45 to 58 days can appear for the next semester examinations only and with penalty.
  - d) The students who have put in attendance for less than 45 days have to repeat the whole semester.
  - e) Satisfactory conduct and progress.
  - f) Completion and proper record of all the experiments.
3. Daily General Assembly commences at 9.20 A.M. Attendance at the Assembly is obligatory.
  4. Attendance will be taken at the beginning of every hour of the morning and afternoon sessions.
  5. No student will be allowed to absent herself from College without a leave letter.
  6. The leave application forms can be had from the stores on payment. It should be submitted to the Principal with all the details filled in properly and countersigned by the Tutor and Parent/Guardian or Sub-Warden, as the case may be.
  7. The leave form must be submitted to the Lecturer concerned, before the class begins. A student absenting herself without permission, for any hour of the day, will be regarded as absent for the whole day.
  8. Application for sick leave for more than three days should be accompanied by a Medical Certificate and submitted at the earliest. If a student is ill during class hours, she should get the teacher's permission to leave the class and apply for leave countersigned by the Tutor, and the respective Head of the Department.
  9. In case of absence due to unforeseen and unavoidable circumstances, the leave form should be submitted immediately on the day of return to the College.
  10. Absence from test / composition class / practical sessions / will be seriously dealt with.



All applications for leave to the Principal should be submitted only through the Tutors. The Tutor has everyright to refuse leave if she is not satisfied with the reason for which leave is sought.

### **ADVISORY SYSTEM**

Every student on the College roll is assigned to the care of one of the members of the staff who will assist and advise her on any matter academic or personal. There will be a ward meeting once a month. The wards can consult their advisers on any matter for which they need advice. The Tutor/Adviser will bring to the notice of the Principal unusual and abnormal cases of behaviour.

### **VALUE EDUCATION**

Value Education aims at developing good character, inner strength and integrated personality in the growing youth. Value Education classes are conducted periodically during the academic year.

#### ***STUDY CIRCLE:***

Religious discourse, Bhagavad Gita classes, Meditation Class and Yoga take place periodically.

### **LIBRARY**

The Library is a secluded haven providing intellectual nourishment to all who enter its portals.

1. The library is kept open from 8.15 a.m. to 5 p.m. on all working days and during vacation 9 a.m to 5 p.m.
2. Staff and students utilize the open access system.
3. Strict silence should be maintained in and around the library.
4. Umbrellas, boxes and books should be left on the wooden rack reserved for the purpose.
5. Users must scan their ID card in system kept at the entrance while entry / exit to record.
6. Books are issued for all Classes on all days.

7. To borrow books
  - a) Each UG student is given three books
  - b) Each PG student is given five books
  - c) Each M.Phil student is given eight books
8. Loss of I.D. Card should be reported to the Librarian, who will issue duplicates on payment of Rs.100/-
9. A student may keep a borrowed book for 15 days. She may renew the book if no other member needs it.
10. Books due on holidays may be returned on the following working day. A fine of 1Rupee for each book will be levied for every day of delay.
11. A student must on receiving a book, examine it and report to the Librarian about any damage found therein. If she fails to do so, she will be held responsible for any damage that may afterwards be detected.
12. Students should not damage, write or make any mark on any book or periodical belonging to the library.
13. In the event of loss or damage of a book, the person responsible shall either pay triple its cost and a fine of Rs.5/- or supply the library with a new copy, within a fortnight.
14. Books must be returned to the library on the notified date before the end of the academic year.
15. Outgoing students should return the tickets to the librarian before the last working day.
16. Books and periodicals can be borrowed on overnight basis.

**Note**

- a) Compact Disc Cassettes related to computer technology are available in the library.
- b) Three prizes are awarded to the best utilizers of the library.

### **LABORATORIES**

Laboratories are ingredient for the education of students and great care should be taken in handling the costly apparatus of the laboratory. All breakages, damages, losses, etc., must be reported to the Lecturer concerned as soon as they occur and the cost will be recovered from the student.

### **NETWORK RESOURCE CENTRE (NRC)**

The Network Resource Centre has been successfully launched from the UGC grant of Rs.1.45 lakhs. The main objectives of NRC are

1. Free access to Internet
2. Print outs of study material

NRC helps the staff and learner community to intellectually enhance themselves.

### **IMFC - INSTRUMENT MAINTENANCE FACILITY CENTRE**

The IMFC has been successfully launched in the year 2007 from the UGC Grant.

Science Instrumentation Centre has been successfully launched in the year 2010 from the UGC Grant.

### **LANGUAGE LABORATORY**

The English Department has instituted a language lab to provide opportunities for practice in extensive and intensive listening and speaking. The lab is a repository of cassette-tapes-video and audio. ATV and VCR are other teaching aids.

### **CO-CURRICULAR ACTIVITIES**

#### ***General Objective:***

For an overall development of physical, social, emotional and intellectual abilities, students are motivated and encouraged to participate in Co-curricular activities.

## **1. PHYSICAL EDUCATION**

Exercise for the body is as essential as education to the mind. The aim of Physical Education is to achieve:

"A Sound Mind in a Sound Body"

We provide ample opportunities for players to participate in the Collegiate, Inter-Collegiate, State and National tournaments. We have adequate facilities for both indoor and outdoor activities.

<b>Outdoor Games</b>	<b>Indoor Games</b>
1. Basketball	1. Ball-Badminton
2. Volleyball	2. Chess
3. Ball-Badminton	3. Table - Tennis
4. Kho - Kho	4. Carrom
5. Kabbadi	
6. Handball	

Physical education is optional for first year degree classes. Special coaching will be given for all team-games.

## **HEALTH CLUB**

### **Objectives:**

1. Physical Fitness
2. Corrective measures for obesity, lordosis, scoliosis & khyposis

It is equipped with the following gadgets:

- |                             |                                 |
|-----------------------------|---------------------------------|
| 1. Rowing Machine           | 8. Twister - standing / sitting |
| 2. Aerobic Stepper          | 9. Recumbent Bike               |
| 3. Abdominal conditioner    | 10. Home Gym                    |
| 4. Tummy vibrator           | 11. Hyper Extension             |
| 5. Ergo - cycle             | 12. AB Board                    |
| 6. Sports Treadmill         | 13. Stretch Trainer             |
| 7. Elliptical Cross Trainer | 14. Elliptical Orbitrech        |

## **2. NATIONAL CADET CORPS**

The motto of **NCC** is **UNITY AND DISCIPLINE**. It brings together the youth hailing from different parts of our country. The enrolment of cadets (Senior Wing) is 160.

**Objectives:**

- ✦ To develop character and discipline among the cadets.
- ✦ To mould them into good leaders and patriotic citizens.
- ✦ To contribute selfless service to society and the nation.

**3. NATIONAL SERVICE SCHEME**

The objective of NSS is development of the **personality of students through community service.**

The motto of NSS is "**NOT ME BUT YOU**". This expresses the essence of democratic living and upholds the need for selfless service and appreciation of the other man's point of view.

There are **FIVE NSS** Units in our college: **Unit 179 & Unit 180, Unit 181, Unit 182 & Unit 210** having 100 volunteers each. Students of I year degree courses opting for NSS are enrolled as NSS Volunteers. Volunteers put in atleast 120 hours of social work in a year, for a continuous period of two years. The volunteers work under the guidance of a group leader nominated by the Programme Officers. They also participate in the 7 days special camping programme.

**4. YOUTH RED CROSS & BLOOD DONATION CLUB**

This club is an important constituent of the Indian Red Cross. It inculcates an awareness and an understanding and acceptance of civic and humane responsibilities. It also encourages the youth to voluntarily donate blood to the needy.

**5. SOCIAL SERVICE LEAGUE**

Social Service League indulges in service to the local community. In adhering to the motto "In Giving We Receive" student members experience the joy of serving their fellowmen.

**6. EXTENSION ACTIVITY**

Adoption of a nearby village to

- ◆ Develop the ability of rural school children.
- ◆ Empower rural women by inculcating self employability skill.
- ◆ Create awareness on Government schemes.
- ◆ Impart knowledge of Human Rights through awareness programmes.

### **7. RED RIBBON CLUB**

In order to create awareness among the youth on AIDS, the Red Ribbon Club was introduced under the NSS. The number of volunteers are 65.

### **8. CONSUMER CLUB**

#### **Objectives:**

1. To educate students about the rights of the consumer.
2. To mobilize youngsters by instilling in them the spirit of protection of consumer rights.
3. To impart knowledge about the role of the consumers in protection of their rights.

### **9. ENVIRONMENTAL CLUB**

#### **Objectives:**

1. Motivating the students to keep their surroundings green and clean by undertaking plantation of trees.
2. Promoting ethos of conservation of water by minimizing the use of water.

### **DEPARTMENTAL ASSOCIATIONS**

Lectures, debates, discussions, quiz and several competitions are held under the auspices of the Departmental associations, so as to nurture the students in their respective fields of study. Students are encouraged to participate in competitions held in the neighbouring colleges and by other local organizations. Inter - Collegiate seminars are periodically organised by each department.

1. Tamil Ilakkia Mandram
2. English Literary Association (UG & PG)
3. History Association / Human Rights Club (UG/PG)
4. Mathematics Association (UG & PG)
5. Physics Association (UG & PG)
6. Chemistry Association (UG & PG)
7. Biology Association
8. Computer Science Association
9. Commerce Association
10. Commercial Challengers Club

11. Business Executive Club
12. SONET Association
13. NICNET Association
14. GENOME Association
15. DIETETIC Association
16. Costume Design and Fashion Association

### **EXTRA - CURRICULAR ACTIVITIES**

#### ***General Objectives:***

1. To offer opportunities to students for training in the art of public speaking and leadership.
2. To stimulate the interest of the students in current affairs.
3. To cultivate and foster their aesthetic and innate talents.
4. To inculcate in the students the spirit of co-operation and comradeship.
5. To train the students to become model citizens and ideal women.

#### ***YOUTH WELFARE FORA***

Keeping in view the challenging needs of the students, we have Youth Welfare Fora. They cater to the diverting of youthful vigour into fruitful endeavours.

#### **A) CAREER GUIDANCE & PLACEMENT CELL**

Students are given information and guidance regarding the choice of their careers through external experts on the subject. Coaching for IAS is a regular feature.

#### **B) ENTREPRENEUR DEVELOPMENT CELL (EDC)**

This cell promotes entrepreneurial flair among the students and equips them for self-employment. It also exposes them to the privileges available to women entrepreneurs.

#### **C) FINE ARTS CLUB**

The yearly Fine Arts Fiesta promotes among the students a healthy competitive spirit. Their inexhaustible energy and enthusiasm is constructively channelised for active participation in various activities.

### **GANDHIAN THOUGHT ASSOCIATION**

Gandhian Thought classes are conducted to expose the modern youth to Gandhiji's life and principles and motivate them to imbibe his ideals and philosophy. Certificate and Diploma courses are conducted yearly.

### **EQUAL OPPORTUNITY CENTER (Gender Cell, HEPSN & SC/ST Cell)**

#### **Objectives:**

- ♦ Empowering rural women to create an impartial social order.
- ♦ To build up a positive image of women with self esteem, self confidence and self awareness.
- ♦ To create an awareness among the functionaries of higher education about the specific educational needs of differently-abled persons.
- ♦ To make the students aware of financial assistance from Government schemes.
- ♦ To enlighten students on the avenues open for employment.

### **SKILL ENHANCEMENT COURSES**

Short term special courses enable the students to realise their latent talents and enrich their skills. Students are invited to enroll themselves in the enrichment courses conducted after regular classes. These courses pave the way for self-employment and make them self-reliant.

Courses offered in our college are as follows:

1. Hindi	10 Soft Doll Making
2. Pranic Healing	11. Paper Quilling
3. Typewriting	12. Short Hand
4. Glass Painting	13. Jardosse Painting
5. Hand Embroidery	14. Mayuri Painting
6. Mehandi	15. Minakari Painting
7. Nib Painting	16. Coffee Painting
8. Jewel Making	17. Emboss Painting
9. Bouquet Making	



## **PRIZES**

The Annual College & Founder's Day is celebrated to honour students who have excelled in their respective courses. The college management committee awards proficiency prizes to students who rank first and second in their respective classes. Marks scored in Part-I, II, III & IV will be taken as the grand total. The eligibility for the awards is as follows:

- ◆ Gold Medal:  
To the student who ranks first in her class which has a strength of above 75% of the sanctioned strength.
- ◆ Silver Medal:
  - i) To the student who ranks first in her class which has a strength between 50% and 75% of the sanctioned strength.
  - ii) To the student who has secured the I rank in M.Phil
  - iii) To the best outgoing student
  - iv) To the Sports Champion
- ◆ Book Prize:
  - i) To the student who ranks first in her class which has a strength of below 50% of the sanctioned strength.
  - ii) To the student who ranks second in her class.
  - iii) To the best utilizers of the library.

**Only those students without any arrears in Part-I, II, III & IV will be considered for the proficiency prizes.**

Proficiency prizes are also awarded to the students from the endowments created by:

1. Late Thiru. P. Ayya Nadar
2. Tmt. Sarojini Natarajan (Ex-Principal)
3. Tmt. A. Jothi (Ex-Lecturer of Economics)
4. Selvi A. Jegatheeswari (Ex-HOD of Tamil)
5. Tmt. A. Sivaramachandravalli (Ex-HOD of Botany)
6. Tmt. D. Vijayalakshmi (Ex-HOD of I.T.)

Prizes are also distributed to the winners of various competitions organised by the associations under Co-curricular and Extra-curricular Activities.

### **STUDENTS' AID FUND**

This fund is built up by the contribution of rupees three from every student. It is available to the needy students of merit, who have not availed scholarship.

#### ***Students Welfare Scheme:***

Our Management has launched the Student Welfare Scheme which renders monetary benefit to the economically backward students.

#### ***Free Lunch Scheme:***

Our Management generously and thoughtfully caters free lunch to some of our needy students.

### **CONVOCATION**

On completion of degree courses, students should fill in the Convocation form and send it to the Madurai Kamaraj University through the College. Students can receive the diplomas during the Annual Convocation conducted in the college campus.

### **ALUMNAE ASSOCIATION**

All students are members of the Association by paying an annual subscription of Rs.200/- We invite our old students, once a year, for a time of togetherness and fellowship.

### **STUDENTS' CO-OPERATIVE STORE**

Our College Co-operative store is open on all working days from 9.00 a.m. to 5.00 p.m. It provides stationery requirements for the college community.

### **CANTEEN**

Our College Canteen provides refreshing nourishment for Staff and students on all days at nominal rates.

### **MANAGEMENT AIDED STORES**

The Management Aided Store was begun in 1998 with an initial investment of Rs.15,000/-. This store caters to the needs of the staff and students by providing the following facilities.

1. Xerox
2. Phone Connection - Local / STD / ISD facilities.  
BSNL, TATA Indicom and Coin Phones
3. Cutting & Binding
4. Spiral Binding
5. Tailoring
6. Cool Drinks & Snacks

The profit of the store is channelised to provide,

- ⊕ Free noon-meal, Examination fees and Medical expenses to the economically backward students.
- ⊕ Hostel mess fees to the talented sports persons.

### **DAY CARE CENTRE (CRECHE)**

To provide a secure place and environment during working hours for children of female college employees / scholars / students.

### **SCHOLARSHIPS**

Scholarships are awarded by the State and Central Government on the basis of the income of the parents as well as the merit of the applicants. A student is eligible for only one scholarship. Grant to these scholarships are available to the student only when the sanction orders are issued by the appropriate authorities. All dues will be recovered from the scholarship amount at the time of disbursement.

The various Scholarships are:

<b>SCHOLARSHIP</b>			
<b>NAME OF SCHOLARSHIP</b>	<b>COMMUNITY</b>	<b>ELIGIBILITY (Marks Scored in +2)</b>	<b>ANNUAL INCOME CEILING</b>
SC Scholarship	SC	50%	Below Rs.2,50,000/-
Xian SC State Post Metric	Xian SC Students	50%	Below Rs. 2,00,000/-
BC Scholarship (Free Education)	BC	50%	Rs.2,00,000/-
MBC/DNT Scholarship (Free Education)	MBC/DNT	50%	Rs.2,00,000/-
Adhoc Merit Scholarship	SC	above 60% Marks	-
Post Metric Scholarship (GOI PG)	BC/MBC/DNT	50%	Rs.2,00,000/-
Post Metric Scholarship	SC/ST	50%	Rs.2,50,000/-
National Merit Scholarship	BC/MBC/OC	50%	-
Chief Minister Scholarship	SC	+2 Cutoff Marks	-
Minority Scholarship	Christian/Muslim	50%	-
Bright Student Award Scholarship	BC/MBC/DNT/SC	80%	-
UGC Scholarship, Indira Gandhi Single Girl Child Scholarship, Rajiv Gandhi Scholarship, Maulana Azad Scholarship			

Attested Xerox copies of the following certificates are required: 1) +2 Mark Sheet 2) Transfer Certificate 3) Community Certificate 4) SBI Bank A/c No. of the student 5) Income Certificate with Tashildar sign & seal.  
The scholarship forms should be duly signed by the District Tashildar along with the Tamilnadu Government Seal.

## **HOSTEL**

SFRC hostel promotes a healthy and congenial environment for students to focus on their studies and chisels them into responsible, efficient and serviceable young women.

1. Application for admission must be made in the prescribed form available at the College office.
2. A hosteller who leaves the hostel in the middle of the academic year should pay all the dues.
3. Hostel Fees
  1. Admission Fee - Rs.150/-
  2. Application Fee - Rs.150/-
  3. Caution Deposit - Rs.5000/-
  4. Health Fund - Rs.150/-
  5. Miscellaneous - Rs.300/-

### **Priyadharsini Hostel**

Convenience Charges - Rs.14,400/- per year

### **PG Hostel**

Convenience Charges - Rs.18,000/- per year

### **New Hostel**

Convenience Charges - Rs.18,000/- per year

**Mess** (Veg.+Non-Veg.) charges based on dividing system.

The boarding charges for a month will be announced during the first week of the succeeding month. Mess fees should be paid before the 15<sup>th</sup> of each month. Thereafter, a fine of Re.10/- per day will be collected.

## **SFRC BUS SERVICE**

Four buses ply from the College to Srivilliputtur & Rajapalayam. A bus from the College to Sattur commutes in the morning and the evening.

## **PHONE NUMBERS INSIDE THE CAMPUS**

College Office	-	220389
Hostel	-	229300
Fax	-	226695
E-mail ID	-	sfrc@sfrcollege.org
Website	-	www.sfrcollege.org

***SFR College for Women***  
**COLLEGE CALENDAR**  
**2016 - 2017**

**JUNE 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Term Days</b>
1.	Wed		
2.	Thu		
3.	Fri		
4.	Sat		
5.	Sun	Holiday	
6.	Mon		
7.	Tue		
8.	Wed		
9.	Thu		
10.	Fri		
11.	Sat	Second Saturday	
12.	Sun	Holiday	
13.	Mon		
14.	Tue		
15.	Wed		
16.	Thu	College Re-opening	
17.	Fri		
18.	Sat		
19.	Sun	Holiday	
20.	Mon		
21.	Tue		
22.	Wed	Expressive Articulation Session	
23.	Thu	Ward Meeting	
24.	Fri		
25.	Sat	Holiday	
26.	Sun	Holiday	
27.	Mon		
28.	Tue		
29.	Wed		
30.	Thu		

**JULY 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Term Days</b>
1.	Fri		
2.	Sat	Talent Show	
3.	Sun	Holiday	
4.	Mon		
5.	Tue		
6.	Wed	Expressive Articulation Session	
7.	Thu	Ramazan	
8.	Fri		
9.	Sat	Second Saturday	
10.	Sun	Holiday	
11.	Mon		
12.	Tue		
13.	Wed		
14.	Thu		
15.	Fri		
16.	Sat		
17.	Sun	Holiday	
18.	Mon		
19.	Tue		
20.	Wed	Ward Meeting	
21.	Thu	Expressive Articulation Session	
22.	Fri	I Internal Test	
23.	Sat	"	
24.	Sun	Holiday	
25.	Mon	I Internal Test	
26.	Tue	"	
27.	Wed	"	
28.	Thu	"	
29.	Fri		
30.	Sat		
31.	Sun	Holiday	



**AUGUST 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Term Days</b>
1.	Mon		
2.	Tue		
3.	Wed		
4.	Thu	<b>Expressive Articulation Session</b>	
5.	Fri	Fine Arts	
6.	Sat	Fine Arts	
7.	Sun	Holiday	
8.	Mon		
9.	Tue		
10.	Wed		
11.	Thu		
12.	Fri		
13.	Sat	Second Saturday	
14.	Sun	Holiday	
15.	Mon	Independence Day	
16.	Tue		
17.	Wed		
18.	Thu		
19.	Fri		
20.	Sat		
21.	Sun	Holiday	
22.	Mon		
23.	Tue	<b>Expressive Articulation Session</b>	
24.	Wed	Ward Meeting	
25.	Thu	Krishna Jayanthi	
26.	Fri		
27.	Sat		
28.	Sun	Holiday	
29.	Mon		
30.	Tue	II Internal Test	
31.	Wed	"	

**SEPTEMBER 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Term Days</b>
1.	Thu	II Internal Test	
2.	Fri	"	
3.	Sat	"	
4.	Sun	Holiday	
5.	Mon	Vinayakar Chaturthi	
6.	Tue	II Internal Test	
7.	Wed		
8.	Thu		
9.	Fri	<b>Expressive Articulation Session</b>	
10.	Sat	Second Saturday	
11.	Sun	Holiday	
12.	Mon	Holiday	
13.	Tue	Bakrid	
14.	Wed		
15.	Thu		
16.	Fri		
17.	Sat		
18.	Sun	Holiday	
19.	Mon		
20.	Tue		
21.	Wed		
22.	Thu		
23.	Fri	<b>Expressive Articulation Session</b>	
24.	Sat		
25.	Sun	Holiday	
26.	Mon	Ward Meeting	
27.	Tue		
28.	Wed		
29.	Thu		
30.	Fri		

**OCTOBER 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Term Days</b>
1.	Sat	Expressive Articulation Session	
2.	Sun	Gandhi Jayanthi	
3.	Mon	III Internal Test	
4.	Tue	"	
5.	Wed	"	
6.	Thu	"	
7.	Fri	"	
8.	Sat	Second Saturday	
9.	Sun	Holiday	
10.	Mon	Ayutha Pooja	
11.	Tue	Vijaya Dashami	
12.	Wed	Muharram	
13.	Thu	III Internal Test / Ward Meeting	
14.	Fri	Practical Exam	
15.	Sat	"	
16.	Sun	Holiday	
17.	Mon	Practical Exam	
18.	Tue	"	
19.	Wed	"	
20.	Thu	"	
21.	Fri	CIA Verification/Last Working Day	
22.	Sat	Last Working Day for Staff	
23.	Sun	Holiday	
24.	Mon		
25.	Tue		
26.	Wed		
27.	Thu		
28.	Fri		
29.	Sat	Deepavali	
30.	Sun	Holiday	
31.	Mon		

**NOVEMBER 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Term Days</b>
1.	Tue	Holiday	
2.	Wed		
3.	Thu		
4.	Fri		
5.	Sat		
6.	Sun	Holiday	
7.	Mon		
8.	Tue		
9.	Wed		
10.	Thu		
11.	Fri		
12.	Sat	Second Saturday	
13.	Sun	Holiday	
14.	Mon		
15.	Tue		
16.	Wed		
17.	Thu		
18.	Fri		
19.	Sat		
20.	Sun	Holiday	
21.	Mon		
22.	Tue		
23.	Wed		
24.	Thu		
25.	Fri	College Re-opening	
26.	Sat		SDO1
27.	Sun	Holiday	
28.	Mon		
29.	Tue		
30.	Wed		

**DECEMBER 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Term Days</b>
1.	Thu		
2.	Fri	<b>Expressive Articulation Session</b>	
3.	Sat		SDO2
4.	Sun	Holiday	
5.	Mon		
6.	Tue		
7.	Wed		
8.	Thu		
9.	Fri		
10.	Sat	Second Saturday	
11.	Sun	Holiday	
12.	Mon	Milad-un-Nabi	
13.	Tue		
14.	Wed		
15.	Thu		
16.	Fri		
17.	Sat		SDO3
18.	Sun	Holiday	
19.	Mon		
20.	Tue	<b>Expressive Articulation Session</b>	
21.	Wed	Ward Meeting	
22.	Thu		
23.	Fri		
24.	Sat	Holiday	
25.	Sun	Christmas	
26.	Mon		
27.	Tue	I Internal Test	
28.	Wed	"	
29.	Thu	"	
30.	Fri	"	
31.	Sat	"	SDO4

**JANUARY 2017**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Term Days</b>
1.	Sun	New Year	
2.	Mon	I Internal Test	
3.	Tue		
4.	Wed		
5.	Thu	Expressive Articulation Session	
6.	Fri		
7.	Sat		SDO5
8.	Sun	Holiday	
9.	Mon		
10.	Tue		
11.	Wed		
12.	Thu		
13.	Fri	Students Pongal	
14.	Sat	Pongal	
15.	Sun	Thiruvalluvar Day	
16.	Mon	Uzhavar Tirunal	
17.	Tue		
18.	Wed	Ward Meeting	
19.	Thu	Expressive Articulation Session	
20.	Fri		
21.	Sat		SDO6
22.	Sun	Holiday	
23.	Mon		
24.	Tue		
25.	Wed		
26.	Thu	Republic Day	
27.	Fri		
28.	Sat	Sports Day	SDO7
29.	Sun	Holiday	
30.	Mon		
31.	Tue		

**FEBRUARY 2017**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Term Days</b>
1.	Wed	<b>Expressive Articulation Session</b>	
2.	Thu		
3.	Fri	II Internal Test	
4.	Sat	"	SDO8
5.	Sun	Holiday	
6.	Mon	II Internal Test	
7.	Tue	"	
8.	Wed	"	
9.	Thu	"	
10.	Fri		
11.	Sat	Second Saturday	
12.	Sun	Holiday	
13.	Mon		
14.	Tue		
15.	Wed		
16.	Thu		
17.	Fri		
18.	Sat		SDO9
19.	Sun	Holiday	
20.	Mon		
21.	Tue		
22.	Wed	Ward Meeting	
23.	Thu	<b>Expressive Articulation Session</b>	
24.	Fri	Graduation Day	
25.	Sat	College Day	
26.	Sun	Holiday	
27.	Mon	Holiday	
28.	Tue		

**MARCH 2017**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Term Days</b>
1.	Wed	Ward Meeting	
2.	Thu	<b>Expressive Articulation Session</b>	
3.	Fri		
4.	Sat	III Internal Test	SDO10
5.	Sun	Holiday	
6.	Mon	III Internal Test	
7.	Tue	"	
8.	Wed	" Women's Day	
9.	Thu	"	
10.	Fri	"	
11.	Sat	Second Saturday	
12.	Sun	Holiday	
13.	Mon	Practical Exam	
14.	Tue	"	
15.	Wed	"	
16.	Thu	"	
17.	Fri	"	
18.	Sat		SDO11
19.	Sun	Holiday	
20.	Mon		
21.	Tue		
22.	Wed		
23.	Thu	Diploma Exams	
24.	Fri		
25.	Sat		SDO12
26.	Sun	Holiday	
27.	Mon		
28.	Tue		
29.	Wed	Last Date for Project Submission	
30.	Thu	CIA Verification/Last Working Day	
31.	Fri	Farewell	



**APRIL 2017**

Date	Day	Particulars	No. of Term Days
1.	Sat		
2.	Sun	Holiday	
3.	Mon		
4.	Tue		
5.	Wed		
6.	Thu		
7.	Fri		
8.	Sat	Second Saturday	
9.	Sun	Holiday/Mahavir Jayanti	
10.	Mon		
11.	Tue		
12.	Wed		
13.	Thu		
14.	Fri	Tamil New Year/Dr Ambedkar Jayanti/Good Friday	
15.	Sat		
16.	Sun	Holiday	
17.	Mon		
18.	Tue		
19.	Wed		
20.	Thu		
21.	Fri		
22.	Sat		
23.	Sun	Holiday	
24.	Mon		
25.	Tue		
26.	Wed		
27.	Thu		
28.	Fri		
29.	Sat		
30.	Sun	Holiday	

<b>MAY 2017</b>			
<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Term Days</b>
1.	Mon	Holiday	
2.	Tue		
3.	Wed		
4.	Thu		
5.	Fri		
6.	Sat		
7.	Sun	Holiday	
8.	Mon		
9.	Tue		
10.	Wed		
11.	Thu		
12.	Fri		
13.	Sat	Second Saturday	
14.	Sun	Holiday	
15.	Mon		
16.	Tue		
17.	Wed		
18.	Thu		
19.	Fri		
20.	Sat		
21.	Sun	Holiday	
22.	Mon		
23.	Tue		
24.	Wed		
25.	Thu		
26.	Fri		
27.	Sat		
28.	Sun	Holiday	
29.	Mon		
30.	Tue		
31.	Wed		

9.20 a.m. - 1 <sup>st</sup> Bell 9.25 a.m. - Prayer		TIME - TABLE				ODD SEMESTER	
Day	9.30 a.m. 10.30 a.m	10.30 a.m. 11.30 a.m	11.30 a.m. 12.30 p.m	BREAK 12.30 - 1.15 P.M.		1.15 p.m. 2.15 p.m	2.15 p.m 3.15 p.m
Day 1							
Day 2							
Day 3							
Day 4							
Day 5							
Day 6							

9.20 a.m. - 1 <sup>st</sup> Bell 9.25 a.m. - Prayer		TIME - TABLE						EVEN SEMESTER	
Day	9.30 a.m 10.30 a.m	10.30 a.m 11.30 a.m	11.30 a.m 12.30 p.m	BREAK 12.30 - 1.15 P.M.		1.15 p.m 2.15 p.m	2.15 p.m 3.15 p.m		
Day 1									
Day 2									
Day 3									
Day 4									
Day 5									
Day 6									

**PERSONAL RECORD**

**INTERNAL ASSESSMENT MARKS**

**Exam. Reg. No.**

**ODD SEMESTER**

Please keep a record of your marks in the column below

S.No.	Subject	Item	I	II	III	Final Marks Awarded
		Test Seminar Assignment Quiz				
		Test Seminar Assignment Quiz				
		Test Seminar Assignment Quiz				
		Test Seminar Assignment Quiz				
		Test Seminar Assignment Quiz				
		Test Seminar Assignment Quiz				

**PERSONAL RECORD****INTERNAL ASSESSMENT MARKS**

Exam. Reg. No.

**EVEN SEMESTER**

Please keep a record of your marks in the column below

S.No.	Subject	Item	I	II	III	Final Marks Awarded
		Test Seminar Assignment Quiz				
		Test Seminar Assignment Quiz				
		Test Seminar Assignment Quiz				
		Test Seminar Assignment Quiz				
		Test Seminar Assignment Quiz				
		Test Seminar Assignment Quiz				

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**HANDBOOK  
2016 - 2017**

Name .....

Class/Major .....

Roll.No. ....

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