



**STUDENTS HANDBOOK &
CALENDAR 2021-2022**



**SAKTHI COLLEGE OF ARTS AND SCIENCE FOR
WOMEN**

(Affiliated to Mother Teresa Women's University, Kodaikanal)

Sakthi Nagar, Palakanuthu(P.O)

Oddanchatram-624619

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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

முருகா முருகா ஓம் முருகா
முத்தமிழ் இறைவா வடிவேலா
சக்தியின் மகனே மால்முருகா
சரவண பவனே குருபாலா (முருகா)

திருப்பரங்குன்றம் பழனி மலை
திருச்செந்தூர் மருதமலை
திருத்தணி பழமுதிர்ச் சோலையிலே
முருகா முருகா ஓம் முருகா

ஞானப்பழம் அதைப் பெறுவதற்கு
பழனி மலையில் நின்றவனே
அன்னையும் பிதாவும் உயர்வென்று
அகிலத்தைப் போற்றி வந்தவனே (திருப்பரங்குன்றம்)

கந்தா கடம்பா கதிர்வேலா
கலியுகம் காக்கும் சதிர்வேலா
உந்தன் மலரடி தொழுதிடுவோம்
சரவண பவனே அரோகரா (முருகா)

கொடிப் பாடல்கள்

பாரத தேவியின் மணிக்கொடி பாரீர்
பக்தியுடன் இதை வணங்குவோம் வாரீர்

வீரர்கள் உடற் பொருள் ஆவியும் கொடுத்து
வீரமாய் அடி சிறை அனைத்தையும் பொறுத்து
சீருடன் பாரத தேவிக்கே உழைத்து
திகழ்வதைக் குறித்திடும் ஜெயக்கொடி பாரீர் (பாரத தேவியின்)

பளபள உளதென உணர்த்திடும் பச்சை
பரிசுத்த தியாகத்தைக் காட்டிடும் வெண்மை
நலமுடன் பக்தியை ஊட்டிடும் காவி
நடுநிலைப் பண்பினை உணர்த்திடும் சக்கரம் (பாரத தேவியின்)

2. கொடியைப் போற்றிக் கும்பிடு, குறைகள் தீரும் நம்பிடு
கொடியைப் போற்றிக் கும்பிடு,
சத்தியத்தின் கொடியிது, சக்தி தந்த கொடியிது
புத்திமிக்க ஞானிகள் பூஜை செய்த கொடியிது (கொடியை)

அச்சம் போக்கும் கொடியிது, ஆண்மை நல்கும் கொடியிது
இச்சகத்து வாழ்வினை இன்பமாக்கும் கொடியிது (கொடியை)

3. ஜோதிமயமான கொடியைச் சூழ்ந்து நின்று வாழ்த்துவோம்
நட்பினை நாட்டும் கொடியை
நாமெல்லாம் இணைந்து வாழ்த்துவோம்
ஒப்பில்லா வீரம் தரும் கொடியை
அதன் உயர்வை எண்ணி வாழ்த்துவோம்
அனைவரும் உழைப்போம், கொடியினைக் காப்போம்
புதிய நல்பாரதம் புவியிலே படைப்போம்

4. பாரி விண்ணில் பறந்து ஆடும்
கோடியின் அழகையே தேசப் பெருஞ்சுடரையே
வீர உயிர் ஒளியையே
காவி வெண்மை பச்சை என்ற
முன்று வண்ணமே
மேவி விளங்கும் சமயம் ஒன்றெனக் காட்டும் சின்னமே
அது நம் வெற்றியாகுமே நாட்டின் செல்வமாகுமே
தங்கம் போன்று தகதகக்கும் உயர்ந்த தியாகமே
தரணியோர்க்கு அறம் உணர்த்தும் அசோகயச் சக்கரமே
அது நம் வீரமாகுமே நாட்டின் செல்வமாகுமே (பாரி விண்ணில்)

5. தாயின் மணிக்கொடி பாரீர்-அதைத்
தாழ்ந்து பணிந்து புகழ்ந்திட வாரீர் (தாயின்)

ஓங்கி வளர்ந்ததோர் கம்பம் - அதன்
உச்சியின் மேல் வந்தே மாதரம் என்றே
பாங்கினெழுதித் திகழும் - செய்ய (2)
பட்டொளி வீசப் பறந்தது பாரீர் (தாயின்)

கம்பத்தின் கீழ்நிறறல் காணீர் - எங்கும்
காணரும் வீரர் பெருந்திரள் கூட்டம்

நம்பற் குரியர் அவ்வீரர் - தங்கள்

நல்லுயி ரீந்தும் கொடியினைக் காப்பர் (தாயின்)

தேசிய ஒருமைப்பாட்டு உறுதிமொழி

‘நாட்டின் உரிமை வாழ்வையும்
ஒருமைப்பாட்டையும்
பேணிக்காத்து வலுப்படுத்தச்
செயற்படுவேன்’ என்று
உளமாற நான் உறுதி கூறுகிறேன்.
‘ஒரு போதும் வன்முறையை
நாடேன்’ என்றும்,
‘சமயம் , மொழி, வட்டாரம்
முதலியவை காரணமாக எழும்
வேறுபாடுகளுக்கும் பூசல்களுக்கும்
ஏனைய அரசியல் பொருளாதாரக்
குறைபாடுகளுக்கும் அமைதி
நெறியிலும் அரசியல் அமைப்பின்
வழியிலும் நின்று தீர்வு காண்பேன்’
என்றும் நான் மேலும் உறுதி
அளிக்கிறேன்.

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

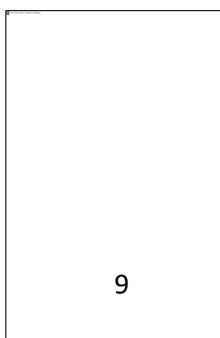
Name	Sakthi College of Arts & Science for Women
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Established in	2009
Chairman	Dr. K. Vembanan, M.B.B.S.,M.S.,
Organization	Sowdamman Charitable & Educational Trust, Oddanchatram, Dindigul
Affiliated to	Mother Teresa Women’s University, Kodaikanal
Address	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	Five Minor Epics (Ainchiru Kapiyangal)

		(Oppanai Kalaithiran)	
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 in voin 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.

PRINCIPAL

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

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

PG & RESEARCH DEPARTMENT OF ENGLISH

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

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

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

Ms.M.Anitha, 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.Yuva Shanmuga Shree, M.Sc., M.Phil., Assistant Professor

PG & RESEARCH DEPARTMENT OF PHYSICS

Dr.S.Porselvi,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

PG & RESEARCH DEPARTMENT OF CHEMISTRY

Ms.D.Priyadarshini, M.Sc.,M.Phil.,B.Ed., Assistant Professor & Head

Mrs.G.Panchavarnam, M.Sc.,M.Phil., 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

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.P.Rasukkannu,M.Sc.,(M.Phil.),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

Mrs.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

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.Vennila, M.LISC.,M.Phil.,Librarian.

PHYSICAL DIRECTOR

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

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	Dr. V. Gokila, M.B.B.S., DGO., Vice-Chairman, Sakthi Group of Educational

Representative	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 / 2021 – 2022

Date	Day	August 2021	Working Days		
1	Sun	Holiday			
2	Mon				
3	Tue	Aadi Peruku			
4	Wed				
5	Thurs				
6	Fri				
7	Sat				
8	Sun	Holiday			
9	Mon	Online classes for II, III UG & II PG	1		
10	Tue		2		
11	Wed		3		
12	Thurs		4		
13	Fri		5		
14	Sat	NSS Webinar	6		
15	Sun	Independence Day -Holiday			
16	Mon		7		
17	Tue		8		
18	Wed		9		
19	Thurs		10		
20	Fri	Muharram-Holiday			
21	Sat		11		
22	Sun	Holiday			
23	Mon		12		
24	Tue		13		
25	Wed		14		
26	Thurs		15		
27	Fri		16		
28	Sat		17		
29	Sun	Holiday			
30	Mon	Krishna Jeyanthi-Holiday			
31	Tue		18		

“Be the Change you wish to see in the world”
– Mahatma Gandhi

Date	Day	September 2021	Working Days		
1	Wed		19		
2	Thurs		20		
3	Fri		21		
4	Sat		22		
5	Sun	Holiday			
6	Mon		23		
7	Tue		24		
8	Wed	Clean India Scheme at Maangarai Village	25		
9	Thurs		26		
10	Fri	Vinayagar Chaturthi-Holiday			
11	Sat	Holiday			
12	Sun	Holiday			
13	Mon	I Internal Exam- II, III UG & II PG	27		
14	Tue	Orientation & Career and Guidance Programme	28		
15	Wed	Handicraft Competition	29		
16	Thurs		30		
17	Fri		31		
18	Sat		32		
19	Sun	Holiday			
20	Mon		33		
21	Tue		34		
22	Wed		35		
23	Thurs		36		
24	Fri	Tree Plantation	37		
25	Sat		38		
26	Sun	Holiday			
27	Mon	Barclays Skill Development Training Programme	39		
28	Tue		40		
29	Wed	Rally by Youth Club	41		
30	Thurs		42		

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

- Mother Teresa

Date	Day	October 2021	Working Days		
1	Fri	Yoga Orientation Programme	43		
2	Sat	Gandhi Jayanthi			
3	Sun	Holiday			
4	Mon	First Year Inaugural Ceremony	44		
5	Tue		45		
6	Wed		46		
7	Thurs		47		
8	Fri		48		
9	Sat		49		
10	Sun	Holiday			
11	Mon	II Internal Exam- II, III UG & II PG	50		
12	Tue	World Children's Day/ Self Defence Programme	51		
13	Wed	Tree plantation/ Placement Training Programme	52		
14	Thurs	Saraswathi Poojai -Holiday			
15	Fri	Vijayadhasami-Holiday			
16	Sat	Holiday; Working day for staff			
17	Sun	Holiday			
18	Mon		53		
19	Tue	Miladi Nabi-Holiday			
20	Wed		54		
21	Thurs	Health and Hygiene Awareness Programme	55		
22	Fri		56		
23	Sat		57		
24	Sun	Holiday			
25	Mon		58		
26	Tue		59		
27	Wed		60		
28	Thurs		61		
29	Fri		62		
30	Sat		63		
31	Sun	Holiday			

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

– Thomas Alva Edison

Date	Day	November 2021	Working Days		
1	Mon	Fresher's Day	64		
2	Tue		65		
3	Wed	Holiday			
4	Thurs	Diwali -Holiday			
5	Fri		66		
6	Sat		67		
7	Sun	Holiday			
8	Mon		68		
9	Tue		69		
10	Wed		70		
11	Thurs		71		
12	Fri		72		
13	Sat		73		
14	Sun	Holiday			
15	Mon	Model Exam for II, III UG & II PG	74		
16	Tue		75		
17	Wed		76		
18	Thurs	Yoga Awareness programme	77		
19	Fri		78		
20	Sat	Extension Activity	79		
21	Sun	Holiday			
22	Mon		80		
23	Tue		81		
24	Wed		82		
25	Thurs	Educational Tour- Tamil Dept	83		
26	Fri	Ban Plastics at Pannaipatti	84		
27	Sat	Holiday			
28	Sun	Holiday			
29	Mon		85		
30	Tue		86		

“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	December 2021	Working Days		
1	Wed		87		
2	Thurs		88		
3	Fri		39		
4	Sat	Last Working Day	90		
5	Sun	Holiday			
6	Mon				
7	Tue				
8	Wed				
9	Thurs				
10	Fri	Model Making & Display			
11	Sat				
12	Sun	Holiday			
13	Mon				
14	Tue				
15	Wed	Poster Presentation			
16	Thurs	NSS Club Home Visit			
17	Fri				
18	Sat				
19	Sun	Holiday			
20	Mon				
21	Tue				
22	Wed				
23	Thurs	Ramanujan's Day Celebration			
24	Fri	Holiday			
25	Sat	Christmas -Holiday			
26	Sun	Holiday			
27	Mon				
28	Tue				
29	Wed				
30	Thurs	NLIST Registration			
31	Fri				

“Man needs his difficulties because they are necessary to enjoy success.”
– Dr.A.P.J. Abdul Kalam

Date	Day	January 2022	Working Days		
1	Sat	New Year 2022-Holiday			
2	Sun	Holiday			
3	Mon				
4	Tue	Internship Programme - Water Treatment Plant			
5	Wed	Covid Vaccination Camp- Kannivadi			
6	Thurs				
7	Fri				
8	Sat				
9	Sun	Holiday			
10	Mon	Pongal Day			
11	Tue				
12	Wed				
13	Thurs				
14	Fri	Pongal-Holiday			
15	Sat	Thiruvalluvar Day-Holiday			
16	Sun	Holiday			
17	Mon				
18	Tue	Thai Poosam-Holiday			
19	Wed				
20	Thurs				
21	Fri				
22	Sat				
23	Sun	Holiday			
24	Mon				
25	Tue	Republic Day-Holiday			
26	Wed				
27	Thurs				
28	Fri				
29	Sat	Online Course Orientation Programme			
30	Sun	Holiday			
31	Mon				

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

Date	Day	February 2022	Working Days		
1	Tue				
2	Wed				
3	Thurs				
4	Fri				
5	Sat				
6	Sun				
7	Mon	Holiday			
8	Tue				
9	Wed				
10	Thurs				
11	Fri				
12	Sat				
13	Sun	Holiday			
14	Mon				
15	Tue				
16	Wed				
17	Thurs				
18	Fri				
19	Sat				
20	Sun	Holiday			
21	Mon				
22	Tue	College Re-opens	1		
23	Wed		2		
24	Thurs		3		
25	Fri		4		
26	Sat		5		
27	Sun	Holiday			
28	Mon	National Science Day/ Science Exhibition	6		

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

-Mother Teresa

Date	Day	March 2022	Working Days		
1	Tue		7		
2	Wed		8		
3	Thurs	Women's Day Celebration	9		
4	Fri		10		
5	Sat	Women's Education Programme at Kuttathupatti	11		
6	Sun	Holiday			
7	Mon	Women's Educational Awareness Programme	12		
8	Tue		13		
9	Wed		14		
10	Thurs		15		
11	Fri		16		
12	Sat	Students Alumni Meet	17		
13	Sun	Holiday			
14	Mon	Women's Entrepreneurship Development & Awareness Programme	18		
15	Tue		19		
16	Wed		20		
17	Thurs		21		
18	Fri		22		
19	Sat	Holiday			
20	Sun	Holiday			
21	Mon		23		
22	Tue		24		
23	Wed		25		
24	Thurs		26		
25	Fri	NSS -General Medical Camp	27		
26	Sat	Hygiene Awareness Programme	28		
27	Sun	Holiday			
28	Mon		29		
29	Tue		30		
30	Wed		31		
31	Thurs	I-Internal Exam	32		

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

- Swamy Vivekananda

Date	Day	April 2022	Working Days		
1	Fri	I-Internal Exam	33		
2	Sat	Telugu New Year-Holiday			
3	Sun	Holiday			
4	Mon	I-Internal Exam	34		
5	Tue	Skill Based Training Programme	35		
6	Wed		36		
7	Thurs		37		
8	Fri		38		
9	Sat		39		
10	Sun	Holiday			
11	Mon		40		
12	Tue		41		
13	Wed		42		
14	Thurs	Tamil New Year-Holiday			
15	Fri	Good Friday-Holiday			
16	Sat	Holiday			
17	Sun	Holiday			
18	Mon		43		
19	Tue	Inter-collegiate Meet COLORS-22	44		
20	Wed		45		
21	Thurs		46		
22	Fri		47		
23	Sat		48		
24	Sun	Holiday			
25	Mon		49		
26	Tue		50		
27	Wed	Plastic Awareness at Ellapatti village	51		
28	Thurs		52		
29	Fri		53		
30	Sat		54		

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

-Bharathiyar

Date	Day	May 2022	Working Days		
1	Sun	May day-Holiday			
2	Mon		55		
3	Tue	Ramzan-Holiday			
4	Wed	Village Visit- Kottaipatti	56		
5	Thurs		57		
6	Fri	Seminar on Job Opportunities in Professional Courses	58		
7	Sat	EDP Programme	59		
8	Sun	Holiday			
9	Mon		60		
10	Tue		61		
11	Wed		62		
12	Thurs	II-Internal Exam	63		
13	Fri	II-Internal Exam	64		
14	Sat	II-Internal Exam	65		
15	Sun	Holiday			
16	Mon	II-Internal Exam	66		
17	Tue	II-Internal Exam	67		
18	Wed	II-Internal Exam	68		
19	Thurs		69		
20	Fri		70		
21	Sat		71		
22	Sun	Holiday			
23	Mon		72		
24	Tue		73		
25	Wed	Tree Plantation at Kamachipuram	74		
26	Thurs		75		
27	Fri		76		
28	Sat		77		
29	Sun	Holiday			
30	Mon	Tree Plantation and Plastic Awareness Rally at Kurumbhapatti	78		
31	Tue		79		

“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	June 2022	Working Days		
1	Wed	Extension Activities-Kalanchipatti	80		
2	Thurs		81		
3	Fri	Lighting Day/ Farewell Day	82		
4	Sat	Annual Day	83		
5	Sun	Holiday			
6	Mon		84		
7	Tue	Tree Plantation at A.Vellodu Village	85		
8	Wed		86		
9	Thurs		87		
10	Fri		88		
11	Sat	UBA Child Labour Act at Meenachinayakkan Patti/ Orphanage Visit at Virupatchi	89		
12	Sun	Holiday			
13	Mon	Last Working Day	90		
14	Tue				
15	Wed				
16	Thurs				
17	Fri	Graduation Day			
18	Sat				
19	Sun	Holiday			
20	Mon				
21	Tue				
22	Wed				
23	Thurs				
24	Fri				
25	Sat				
26	Sun	Holiday			
27	Mon				
28	Tue				
29	Wed				
30	Thurs				

“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