



**STUDENTS HANDBOOK &
CALENDAR 2019-2020**



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

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

Sakthi Nagar, Palakanuthu(P.O)

Oddanchatram-624619

Contacts: 9750956809, 9994176424, 9791483089

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

jkpo;j;jha; tho;j;J

□□□□□q; □Y□□□□ □□□□□□□□□□ □□□□□□□□□□
□□□□□□□ □□□□□□□ □□□□□□□□ □□□□□□□□
□□□□□□□□ □□□□□□□□□ □□□□□□ □□□ □□□□□□□□□□
□□□□□□□ □□□□□□□□□ □□□□□□□q; □□□□□□□!
□□□□□□ □□□□□□□□ □□□□□□□□□□ □□□□□□,
□□□□□□□□□ □□□□□□□□□ □□□□□□□□□ □□□□□□□!
□□□□□□□□!
□□□ □□□□□□□□ □□□□□□□□□□ □□□□□□□□□ □□□□□□□□□□!
□□□□□□□□□□!
□□□□□□□□□□!

Njrpa fPjk;

[d fz kd mjpehaf [a N`
ghuj ghf;a tpjhjh
gQ;rhg]pe;J F[uhj kuhl;lh
jpuhtpl cj;fy gq;fh
tpe;jpa `pkhry aKdh fq;fh
cr;ry [yjp juq;fh
jt Rg ehNk [hNf
jt Rg Mrp] khNf
fhN` jt [a fhjh
[d fz kd mjpehaf [a N`
ghuj ghf;a tpjhjh
[a N` [a N` [a N`
[a [a [a N`!

fITs; tho;j;J

KUfh KUfh Xk; KUfh
Kj;jkpo; ,iwth tbNtyh
rf;jpapd; kfNd khy;kUfh

rutz gtNd FUghyh (KUfh)

jpUg;guq;Fd;wk; godp kiy

jpUr;nre;J}h; kUjkiy

jpUj;jZp goKjph;r; NrhiyapNy

KUfh KUfh Xk; KUfh

Qhdg;gok; mijg; ngWtjw;F

godp kiyapy; epd;wtNd

md;idAk; gpjhTk; cah;ntd;W

mfpjy;ijg; Nghw;wp te;jtNd (jpUg;guq;Fd;wk;)

fe;jh flk;gh fjph;Ntyh

fypAfk; fhf;Fk; rjph;Ntyh

ce;jd; kyub njhOjpLNthk;

rutz gtNd mNuhfuh (KUfh)

nfhbg; ghly;fs;

ghuj Njtpapd; kzpf;nfhb ghPH

gf;jpAld; ,ij tzq;FNthk; thhPH

tPuHfs; clw; nghUs; MtpAk; nfhLj;J

tPukha; mb rpiw midj;ijAk; nghWj;J

rPUld; ghuj Njtpf;Nf cioj;J

jpfo;tijf; Fwpj;jpLk; n[af;nfhb ghPH (ghuj Njtpapd;)

gsgs csjnd czHj;jpLk; gr;ir

ghpRj;j jpahfj;ijf; fhL;bLk; ntz;ik

eyKld; gf;jpia Cl;bLk; fhtp

eLepiyg; gz;gpId czHj;jpLk; rf;fuk; (ghuj Njtpapd;)

2. nfhbiag; Nghw;wpf; Fk;gpL, Fiwfs; jPUk; ek;gpL

nfhbiag; Nghw;wpf; Fk;gpL,

rj;jpaj;jpd; nfhbapJ, rf;jp je;j nfhbapJ
Gj;jpkpf;f Qhdpfs; G+i[nra;j nfhbapJ (nfhbia)

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

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

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

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

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

fk;gj;jpd; fPo;epw;wy; fhzPh; - vq;Fk;

fhzUk; tPuh; ngUe;jpus; \$l;lk;
ek;gw; Fhpah; mt;tPuh; - jq;fs;
ey;Yap; hPe;Jk; nfhbapidf; fhg;gh; (jhapd;)

Njrpa xUikg;ghl;L cWjpnkhop

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

From the Chairman's Desk....

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

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

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

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

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

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

Science has been fulfilling the educational needs of the young women of our locality and makes them empowered.

Our journey of education will continue with many success stories.

COLLEGE PROFILE

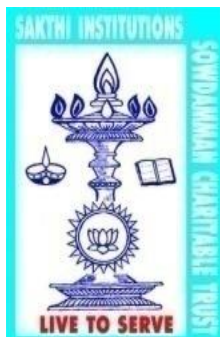
Name	Sakthi College of Arts & Science for Women
Established in	2009
Chairman	Dr. K. Vembanan, M.B.B.S.,M.S.,
Organization	Sowdamman Charitable & Educational Trust, Oddanchatram, Dindigul
Affiliated to	Mother Teresa Women's University, Kodaikanal
Address	Sakthi Nagar, Palakanuthu (P.O), Oddanchatram -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

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

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

local flavour and continues to offer value-based education with a special focus on the underprivileged.

LOGO:



VISION:

The founding Vision of Sakthi College of Arts and Science is

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

MISSION:

The noble Mission of Sakthi College of Arts and Science is

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

INSTITUTIONAL OBJECTIVES:

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

- Skill Development & Capacity Building
- Women Empowerment
- Self-reliance

- Gender Equity & Integrity

PROGRAMMES OFFERED

UNDER-GRADUATION PROGRAMMES

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

POST-GRADUATION PROGRAMMES

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

PRE-DOCTORAL PROGRAMMES [M.Phil.,)

- ✚ M.Phil., Tamil
- ✚ M.Phil., English
- ✚ M.Phil., Maths
- ✚ M.Phil., Physics
- ✚ M.Phil., Chemistry

✚ M.Phil., Computer Science

✚ M.Phil., Commerce

ADD-ON COURSES

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

DEPARTMENTS

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

- ✚ Department of Computer Applications
- ✚ Department of Business Administration

PRINCIPAL

Dr.T.Mary Josephine Isabella,M.Com.,M.Phil.,Ph.D.,MBA(HRM),LLB(gen),,

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

Ms.M.Murugathal, M.A., M.Phil., B.Ed.,Assistant. Professor

Mrs.M.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

Ms.A.Suganya,M.A.,M.Phil.,Assistant Professor

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

Mrs.J.Motcham,M.A.,M.Phil.,Assistant Professor

Mrs.T.Amala,,M.A.,M.Phil.,Assistant Professor

PG & RESEARCH DEPARTMENT OF ENGLISH

Ms.M.Vennila, M.A., M.Phil., M.Ed., (Ph.D), Assistant Professor & Head

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

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

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

Ms.A.Sulthana Begam, M.A., M.Phil., Assistant Professor

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

Ms.N.Saranya,,M.A., M.Phil., Assistant Professor

Ms.D.Priya,M.A., M.Phil., Assistant Professor

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

Mrs.M.S.Muthamil, M.A., M.Phil.,Assistant Professor

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

Mrs.M.Meena, M.A., M.Phil., B.Ed.,Assistant Professor

Mrs.L.Rajeshwari, M.A., M.Phil., Assistant Professor

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

Ms.K.Vanthana Harini, M.A., M.Phil., Assistant Professor

PG & RESEARCH DEPARTMENT OF MATHEMATICS

Mrs.S.Maivizhiselvi ,M.Sc.,M.Phil.,B.Ed.,Assistant Professor & Head

Mrs.J.Yogeswari M.Sc(Mat),M.Sc., (CS&IT)., M.Phil., (CS) Assistant Professor

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

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

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

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

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

Ms.B.Suganya, M.Sc., M.Phil., Assistant Professor

Dr.K.Sathya, M.Sc., M.Phil., Ph.D Assistant Professor

Mrs.S.Manikka Vasugi, 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

Ms.J.Jebarani ,M.Sc., M.Phil., B.Ed., Assistant Professor

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

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

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

PG & RESEARCH DEPARTMENT OF CHEMISTRY

Mrs.S.Meena M.Sc., M.Ed., M.Phil., Assistant Professor & Head

Mrs.J.Antony Lisa, M.Sc., M.Ed., M.Phil., Assistant Professor

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

Ms.S.Nandhini, M.Sc.,M.Phil.,B.Ed., Assistant Professor

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

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

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

Ms.A.Mary Kalaiarasi, M.Sc.,M.Phil.,Assistant Professor

Ms.J.Amirtha Sirumalar, M.Sc.,M.Phil., Assistant Professor

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

Dr.R.Shanmuga Selvan,M.Sc.,M.Phil.,Ph.D.,Assistant Professor

PG & RESEARCH DEPARTMENT OF COMMERCE

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

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

Ms.K.Mohana Selvi,M.Com.,M.Phil., Assistant Professor

Dr.S.Tamilselvi,M.Com.,M.Phil.,Ph.D., Assistant Professor

Mrs.P.Kanaga Rathinam,M.Com.,M.Phil. Assistant Professor

PG DEPARTMENT OF COMMERCE WITH CA

Dr..S.B.Sathya Moorthi, M.Com., M.phil., Ph.D., Assistant Professor & Head

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

Ms.M.Pavithra,,M.Com.,M.Phil.,Assistant Professor

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

Dr.M.Manju, M.Com.,M.Phil.,Ph.D., Assistant Professor

Mrs.P.Rasukkannu, M.Sc.,(M.Phil)., Assistant Professor

DEPARTMENT OF BUSINESS ADMINISTRATION

Ms.K.Rajeswari,M.Com., M.Phil., PGDCA., Assistant Professor & Head

Mr.F.Albert Arockiyaraj,M.Com.,M.Phil., Assistant Professor

Mrs.S.Seema Jerin,,M.Com.,M.Phil.,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

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

LIBRARIAN

Mrs.P.Vennila, M.LISC.,M.Phil.,Librarian.

DIRECTOR OF PHYSICAL EDUCATION

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	Accountant
3.	S.Leo Joseph	Physics Lab Assistant
4.	Ms.T.Malathi	Chemistry Lab Assistant
5.	S.Veerashanmugaraj	Computer Science Lab Assistant
6.	M.Thirumalairajan	Administrative Officer
7.	S.Srinivasan	Accountant
8.	C.V.Nagaraj	Cashier
9.	Ms.K.Sindhuja	Office Assistant
10.	Ms.K.Saraswathi	Office Assistant

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

RULES AND REGULATIONS OF THE COLLEGE

- ✓ 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.

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 in the 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 any time.
- ✓ 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 OF THE HOSTEL

- ✓ 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.
- ✓ 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.

SCHOLARSHIPS / LOANS / FEE CONCESSION

- ✚ SC/ST Scholarship, awarded by the State Government of Tamil Nadu.
- ✚ Ranimangammal Charitable Trust Scholarship, awarded through Mother Teresa Women's University, Kodaikanal to the meritorious students in November End Semester Examinations only.
- ✚ Sowdamman Trust Financial Aid to the Best performers in sports & Highest Mark Holders in +2 examinations.

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.

Composition of Students' Grievance Redressal Committees / 2019 - 2021

GRIEVANCE REDRESSAL COMMITTEE:

President	Dr. R. Thenmozhi, Principal, Sakthi College of Arts and Science	<i>Dr. R. Thenmozhi</i>
Member	Ms.D.Maheswari, Assistant Professor, English	<i>D. Maheswari</i>
Member	Ms.M.N.Jothi, Assistant Professor, Physics	<i>M.N. Jothi</i>
Member	Ms.P.Dhivyabharathi, III B.Com.,	<i>P. Dhivyabharathi</i>
Member	Ms.K.Sathyaswathi, II M.Sc., Maths	<i>K. Sathyaswathi</i>

ANTIRAGGING COMMITTEE:

President	Dr. R. Thenmozhi, Principal, Sakthi College of Arts and Science	<i>Dr. R. Thenmozhi</i>
Member	Dr.M.Tamilselvi, Assistant Professor, Tamil	<i>M. Tamilselvi</i>
Member	Ms.A.Jeni Nirmala, Assistant Professor, English	<i>A. Jeni Nirmala</i>
Member	Ms.S.Sowmiya, III B.Com., (CA)	<i>S. Sowmiya</i>
Member	Ms.A.Abinaya, III B.Sc., Computer Science	<i>A. Abinaya</i>

PREVENTION OF SEXUAL HARASSMENT COMMITTEE:

President	Dr. R. Thenmozhi, Principal, Sakthi College of Arts and Science	<i>Dr. R. Thenmozhi</i>
Member	Dr.M.Tamilselvi, Assistant Professor, Tamil	<i>M. Tamilselvi</i>
Member	Ms.D.Maheswari, Assistant Professor, English	<i>D. Maheswari</i>
Member	Ms.S.Lavanya, II M.Com., (CA)	<i>S. Lavanya</i>
Member	Ms.D.Tamilselvi, III B.Sc., Maths	<i>D. Tamilselvi</i>

Dr. R. Thenmozhi

PRINCIPAL

Sakthi College of Arts and Science for Women
Sakthi Nagar, Palakkannur (P)
Oddanchatram, Dindigul Dist - 624 002

ACADEMIC CALENDAR / 2019 - 2020

Date	Day	June 2019	Working Days
1	Sat		
2	Sun	Holiday	
3	Mon		
4	Tue		
5	Wed	Ramzan	
6	Thurs		
7	Fri		
8	Sat		
9	Sun	Holiday	
10	Mon		
11	Tue		
12	Wed		
13	Thurs		
14	Fri		
15	Sat		
16	Sun	Holiday	
17	Mon	College Re-opens	1
18	Tue		2
19	Wed		3
20	Thurs	First Year Inauguration	4
21	Fri	Yoga Day Celebration	5
22	Sat	Holiday	
23	Sun	Holiday	
24	Mon		6
25	Tue		7
26	Wed		8
27	Thurs		9
28	Fri		10
29	Sat	Holiday-Working day for staff	
30	Sun	Holiday	

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

– Mahatma Gandhi

Date	Day	July 2019	Working Days
1	Mon		11
2	Tue		12
3	Wed		13
4	Thurs		14
5	Fri		15
6	Sat	Holiday-Working day for staff	
7	Sun	Holiday	
8	Mon		16
9	Tue		17
10	Wed	“Outreach Programme”	18
11	Thurs		19
12	Fri		20
13	Sat	Holiday	
14	Sun	Holiday	
15	Mon		21
16	Tue		22
17	Wed		23
18	Thurs		24
19	Fri	Investiture Ceremony for I year	25
20	Sat		26
21	Sun	Holiday	
22	Mon		27
23	Tue		28
24	Wed		29
25	Thurs		30
26	Fri		31
27	Sat		32
28	Sun	Holiday	
29	Mon		33
30	Tue		34
31	Wed		35

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

- Mother Teresa

Date	Day	August 2019	Working Days
1	Thurs		36
2	Fri		37
3	Sat	Aadi peruku	
4	Sun	Holiday	
5	Mon		38
6	Tue		39
7	Wed		40
8	Thurs		41
9	Fri		42
10	Sat	Holiday-Working day for staff	
11	Sun	Holiday	
12	Mon	Bakrid	
13	Tue		43
14	Wed		44
15	Thurs	Independence day	
16	Fri		45
17	Sat		46
18	Sun	Holiday	
19	Mon		47
20	Tue		48
21	Wed		49
22	Thurs		50
23	Fri	Gokulashtami	
24	Sat	Holiday	
25	Sun	Holiday	
26	Mon	Mother Teresa Birthday	51
27	Tue		52
28	Wed		53
29	Thurs	National Sports Day	54
30	Fri		55
31	Sat		56

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

– Thomas Alva Edison

Date	Day	September 2019	Working Days
1	Sun	Holiday	
2	Mon	Vinayagar Chathurthi	
3	Tue		57
4	Wed		58
5	Thurs	Teachers Day	59
6	Fri		60
7	Sat	Holiday	
8	Sun	Holiday	
9	Mon		61
10	Tue	Moharam	
11	Wed		62
12	Thurs		63
13	Fri		64
14	Sat		65
15	Sun	Holiday	
16	Mon		66
17	Tue		67
18	Wed		68
19	Thurs		69
20	Fri		70
21	Sat	Holiday-Working day for staff	
22	Sun	Holiday	
23	Mon		71
24	Tue		72
25	Wed		73
26	Thurs		74
27	Fri		75
28	Sat		76
29	Sun	Holiday	
30	Mon		77

“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	October 2019	Working Days
1	Tue		78
2	Wed	Gandhi Jeyanthi	
3	Thurs		79
4	Fri		80
5	Sat		81
6	Sun	Holiday	
7	Mon	Saraswathi Pooja	
8	Tue	Vijayadhashami	
9	Wed		82
10	Thurs		83
11	Fri		84
12	Sat		85
13	Sun	Holiday	
14	Mon		86
15	Tue		87
16	Wed		88
17	Thurs		89
18	Fri		90
19	Sat	Holiday-Working day for staff	
20	Sun	Holiday	
21	Mon		91
22	Tue		92
23	Wed		93
24	Thurs		94
25	Fri		95
26	Sat	Holiday-Working day for staff	
27	Sun	Holiday	
28	Mon		
29	Tue		
30	Wed		
31	Thurs		

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

– Dr.A.P.J. Abdul Kalam

Date	Day	November 2019	Working Days
1	Fri		
2	Sat		
3	Sun	Holiday	
4	Mon		
5	Tue		
6	Wed		
7	Thurs		
8	Fri		
9	Sat		
10	Sun	Holiday	
11	Mon		
12	Tue		
13	Wed		
14	Thurs		
15	Fri		
16	Sat		
17	Sun	Holiday	
18	Mon		
19	Tue		
20	Wed		
21	Thurs		
22	Fri		
23	Sat		
24	Sun	Holiday	
25	Mon	College Re-opens	1
26	Tue		2
27	Wed		3
28	Thurs		4
29	Fri		5
30	Sat	Holiday	

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

-Thiruvalluvar

Date	Day	December 2019	Working Days
1	Sun	Holiday	
2	Mon		6
3	Tue		7
4	Wed		8
5	Thurs		9
6	Fri		10
7	Sat		11
8	Sun	Holiday	
9	Mon		12
10	Tue		13
11	Wed		14
12	Thurs		15
13	Fri		16
14	Sat	Holiday	
15	Sun	Holiday	
16	Mon		17
17	Tue		18
18	Wed		19
19	Thurs		20
20	Fri		21
21	Sat	Holiday-Working day for staff	
22	Sun	Holiday	
23	Mon		22
24	Tue	New Year & Christmas Celebration	23
25	Wed	Christmas Holidays	
26	Thurs		
27	Fri		
28	Sat		
29	Sun		
30	Mon		24
31	Tue		25

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

-Mother Teresa

Date	Day	January 2020	Working Days
1	Wed	New Year	
2	Thurs		26
3	Fri		27
4	Sat		28
5	Sun	Holiday	
6	Mon		29
7	Tue		30
8	Wed		31
9	Thurs		32
10	Fri		33
11	Sat	Pongal Competition	34
12	Sun	Holiday	
13	Mon	Pongal Function	35
14	Tue		36
15	Wed	Pongal	
16	Thurs	Thiruvalluvar Day	
17	Fri	Uzhavar Thirunal	
18	Sat	Holiday	
19	Sun	Holiday	
20	Mon		37
21	Tue		38
22	Wed		39
23	Thurs		40
24	Fri		41
25	Sat		42
26	Sun	Holiday	
27	Mon		43
28	Tue		44
29	Wed		45
30	Thurs		46
31	Fri		47

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

- Swamy Vivekananda

Date	Day	February 2020	Working Days
1	Sat		
2	Sun	Holiday	
3	Mon		48
4	Tue		49
5	Wed		50
6	Thurs		51
7	Fri		52
8	Sat	Thai Poosam	
9	Sun	Holiday	
10	Mon		53
11	Tue		54
12	Wed		55
13	Thurs		56
14	Fri		57
15	Sat		58
16	Sun	Holiday	
17	Mon		59
18	Tue		60
19	Wed		61
20	Thurs		62
21	Fri		63
22	Sat	Holiday-Working day for staff	
23	Sun	Holiday	
24	Mon		64
25	Tue		65
26	Wed		66
27	Thurs		67
28	Fri		68
29	Sat	Holiday	

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

-Bharathiyar

Date	Day	March 2020	Working Days
1	Sun	Holiday	
2	Mon		69
3	Tue		70
4	Wed		71
5	Thurs		72
6	Fri	Women's Day Celebration	73
7	Sat	Holiday	
8	Sun	Holiday	
9	Mon		74
10	Tue		75
11	Wed		76
12	Thurs		77
13	Fri		78
14	Sat		79
15	Sun	Holiday	
16	Mon		80
17	Tue		81
18	Wed		82
19	Thurs		83
20	Fri		84
21	Sat	Holiday-Working day for staff	
22	Sun	Holiday	
23	Mon		85
24	Tue		86
25	Wed		87
26	Thurs		88
27	Fri		89
28	Sat		90
29	Sun	Holiday	
30	Mon		91
31	Tue		92

“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	April 2020	Working Days
1	Wed		
2	Thurs		
3	Fri		
4	Sat		
5	Sun	Holiday	
6	Mon		
7	Tue		
8	Wed		
9	Thurs		
10	Fri		
11	Sat		
12	Sun	Holiday	
13	Mon		
14	Tue		
15	Wed		
16	Thurs		
17	Fri		
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		

“True guidance is like a small torch in a dark forest. It doesn’t show everything once. But gives enough light for the next step to be safe”.

- Swami Vivekananda

Date	Day	May 2020	Working Days
1	Fri		
2	Sat		
3	Sun	Holiday	
4	Mon		
5	Tue		
6	Wed		
7	Thurs		
8	Fri		
9	Sat		
10	Sun	Holiday	
11	Mon		
12	Tue		
13	Wed		
14	Thurs		
15	Fri		
16	Sat		
17	Sun	Holiday	
18	Mon		
19	Tue		
20	Wed		
21	Thurs		
22	Fri		
23	Sat		
24	Sun	Holiday	
25	Mon		
26	Tue		
27	Wed		
28	Thurs		
29	Fri		
30	Sat		
31	Sun	Holiday	

“A faithful friend is the medicine of life”.

-Joseph Addison

NOTES

