



STUDENTS HANDBOOK & CALENDAR 2020-2021



SAKTHI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

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

Sakthi Nagar, Palakanuthu(P.O)

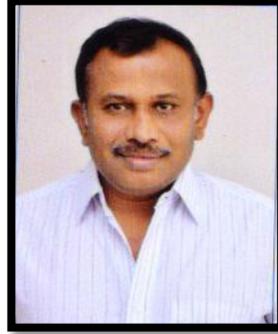
Oddanchatram-624619

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

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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`!

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

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

nfhbg; ghly;fs;

ghuj Njtpapd; kzpf;nfhb ghhPH
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 ghhPH (ghuj Njtpapd;)

gsgs csnd 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 nfhbIar; #o;e;J epd;W tho;j;JNthk;
el;gpId ehl;Lk; nfhbia
ehnky;yhk; ,ize;J tho;j;JNthk;
xg;gpy;yh tPuk; jUk; nfhbia
mjd; caHit vz;zp tho;j;JNthk;
midtUk; ciog;Nghk.; nfhbapidf; fhg;Nghk;
Gjpa ey;ghujk; GtpapNy gilg;Nghk;

4. ghhp tpz;zpy; gwe;J MLk;
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; kzpf;nfhb ghhPh;-mijj;
jho;e;J gzpe;J Gfo;e;jpl thhPh; (jhapd;)

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

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; (jhpd;)

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

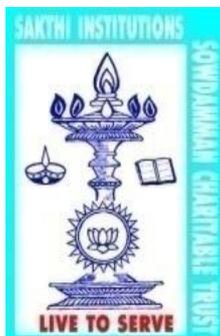
Name	Sakthi College of Arts & Science for Women
Established in	2009
Chairman	Dr. K. Vembanan, M.B.B.S.,M.S.,
Organization	Sowdamman Charitable & Educational Trust, Oddanchatram, Dindigul
Affiliated to	Mother Teresa Women's University, Kodaikanal
Address	Sakthi Nagar, Palakanuthu (P.O), Oddanchatram - 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.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

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

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

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

Ms.R.Vijayalakshmi,M.A.,M.Phil.,Assistant Professor

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

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

PG & RESEARCH DEPARTMENT OF ENGLISH

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

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

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

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

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

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

PG & RESEARCH DEPARTMENT OF MATHEMATICS

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

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

Mrs.T.Lavanya, M.Sc., M.Phil., B.Ed., Assistant Professor

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

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

Dr.Muthumari, M.Sc., M.Phil., Ph.D., 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

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

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

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

Ms.S.Priyanka, M.Sc.,M.Phil., 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.S.Seema Jerin,,M.Com.,M.Phil.,Assistant Professor

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

PG DEPARTMENT OF COMMERCE WITH CA

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

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

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

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

MsG.Shanmuga Priya,M.Com.,M.Phil., Assistant Professor

DEPARTMENT OF BUSINESS ADMINISTRATION

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

Ms.P.Sasikala,MBA.,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

Ms.P.Rasukkannu,M.Sc.,(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

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	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
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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, Palakkavu (P)
Oddanchatram, Dindigul Dist - 624 002.

ACADEMIC CALENDAR / 2020 - 2021

Date	Day	August 2020	Working Days		
1	Sat	Bakrid			
2	Sun	Holiday			
3	Mon				
4	Tue				
5	Wed				
6	Thurs				
7	Fri				
8	Sat				
9	Sun	Holiday			
10	Mon	Online classes for II, III UG & II PG	1		
11	Tue	Krishna Jeyanthi	2		
12	Wed		3		
13	Thurs		4		
14	Fri		5		
15	Sat	Independence Day	6		
16	Sun	Holiday			
17	Mon		7		
18	Tue		8		
19	Wed		9		
20	Thurs		10		
21	Fri		11		
22	Sat	Vinayagar Chathurthi-Holiday			
23	Sun	Holiday			
24	Mon		12		
25	Tue		13		
26	Wed		14		
27	Thurs		15		
28	Fri		16		
29	Sat		17		
30	Sun	Holiday			
31	Mon		18		

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

– Mahatma Gandhi

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

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

- Mother Teresa

Date	Day	October 2020	Working Days		
1	Thurs		45	24	
2	Fri	Gandhi Jeyanthi			
3	Sat		46	25	
4	Sun	Holiday			
5	Mon		47	26	
6	Tue		48	27	
7	Wed		49	28	
8	Thurs		50	29	
9	Fri		51	30	
10	Sat		52	31	
11	Sun	Holiday			
12	Mon		53	32	
13	Tue		54	33	
14	Wed		55	34	1
15	Thurs		56	35	2
16	Fri		57	36	3
17	Sat		58	37	4
18	Sun	Holiday			
19	Mon		59	38	5
20	Tue		60	39	6
21	Wed		61	40	7
22	Thurs		62	41	8
23	Fri		63	42	9
24	Sat		64	43	10
25	Sun	Saraswathi Poojai -Holiday			
26	Mon	Vijayadhasami-Holiday			
27	Tue		65	44	11
28	Wed		66	45	12
29	Thurs		67	46	13
30	Fri	Miladi Nabi-Holiday			
31	Sat		68	47	14

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

– Thomas Alva Edison

Date	Day	November 2020	Working Days		
1	Sun	Holiday			
2	Mon		69	48	15
3	Tue		70	49	16
4	Wed		71	50	17
5	Thurs		72	51	18
6	Fri		73	52	19
7	Sat		74	53	20
8	Sun	Holiday			
9	Mon		75	54	21
10	Tue		76	55	22
11	Wed		77	56	23
12	Thurs		78	57	24
13	Fri	Diwali Holiday			
14	Sat	Diwali			
15	Sun	Holiday			
16	Mon		79	58	25
17	Tue		80	59	26
18	Wed		81	60	27
19	Thurs		82	61	28
20	Fri		83	62	29
21	Sat		84	63	30
22	Sun	Holiday			
23	Mon		85	64	31
24	Tue		86	65	32
25	Wed		87	66	33
26	Thurs		88	67	34
27	Fri		89	68	35
28	Sat	Holiday			
29	Sun	Holiday			
30	Mon		90	69	36

“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 2020	Working Days		
1	Tue			70	37
2	Wed			71	38
3	Thurs			72	39
4	Fri			73	40
5	Sat			74	41
6	Sun	Holiday			
7	Mon			75	42
8	Tue			76	43
9	Wed			77	44
10	Thurs			78	45
11	Fri			79	46
12	Sat			80	47
13	Sun	Holiday			
14	Mon			81	48
15	Tue			82	49
16	Wed			83	50
17	Thurs			84	51
18	Fri			85	52
19	Sat			86	53
20	Sun	Holiday			
21	Mon		1	87	54
22	Tue		2	88	55
23	Wed		3	89	56
24	Thurs		4	90	57
25	Fri	Christmas -Holiday			
26	Sat	Holiday			
27	Sun	Holiday			
28	Mon		5		58
29	Tue		6		59
30	Wed		7		60
31	Thurs		8		61

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

– Dr.A.P.J. Abdul Kalam

Date	Day	January 2021	Working Days		
1	Fri	New Year 2021			
2	Sat		9		62
3	Sun	Holiday			
4	Mon		10		63
5	Tue		11		64
6	Wed		12		65
7	Thurs		13		66
8	Fri		14		67
9	Sat		15		68
10	Sun	Holiday			
11	Mon		16		69
12	Tue		17		70
13	Wed	Bogi	18		71
14	Thurs	Ponagal			
15	Fri	Thiruvalluvar Day			
16	Sat	Uzhavar Thirunal			
17	Sun	Holiday			
18	Mon		19		72
19	Tue		20		73
20	Wed		21		74
21	Thurs		22		75
22	Fri		23		76
23	Sat		24		77
24	Sun	Holiday			
25	Mon		25		78
26	Tue	Republic Day			
27	Wed		26		79
28	Thurs	Thai Poosam			
29	Fri		27		80
30	Sat		28		81
31	Sun	Holiday			

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

-Thiruvalluvar

Date	Day	February 2021	Working Days		
1	Mon		29		82
2	Tue		30		83
3	Wed		31		84
4	Thurs		32		85
5	Fri		33		86
6	Sat	Holiday			
7	Sun	Holiday			
8	Mon		34		87
9	Tue		35		88
10	Wed		36		89
11	Thurs		37		90
12	Fri		38		
13	Sat		39		
14	Sun	Holiday			
15	Mon		40		
16	Tue		41		
17	Wed		42		
18	Thurs		43		
19	Fri		44		
20	Sat		45		
21	Sun	Holiday			
22	Mon		46		
23	Tue		47		
24	Wed		48		
25	Thurs		49		
26	Fri		50		
27	Sat		51		
28	Sun	Holiday			

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

-Mother Teresa

Date	Day	March 2021	Working Days		
1	Mon		52		
2	Tue		53		
3	Wed		54		
4	Thurs		55		
5	Fri		56		
6	Sat		57		
7	Sun	Holiday			
8	Mon		58		
9	Tue		59		
10	Wed		60		
11	Thurs		61		
12	Fri		62		
13	Sat		63		
14	Sun	Holiday			
15	Mon		64		
16	Tue		65		
17	Wed		66		
18	Thurs		67		
19	Fri		68		
20	Sat		69		
21	Sun	Holiday			
22	Mon		70		
23	Tue		71		
24	Wed		72		
25	Thurs		73		
26	Fri		74		
27	Sat		75		
28	Sun	Holiday			
29	Mon		76		
30	Tue		77		
31	Wed		78		

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

- Swamy Vivekananda

Date	Day	April 2021	Working Days		
1	Thurs		79		
2	Fri	Good Friday			
3	Sat		80		
4	Sun	Holiday			
5	Mon		81		
6	Tue		82		
7	Wed		83		
8	Thurs		84		
9	Fri		85		
10	Sat		86		
11	Sun	Holiday			
12	Mon		87		
13	Tue	Telugu New Year			
14	Wed	Tamil New Year			
15	Thurs		88		
16	Fri		89		
17	Sat		90		
18	Sun	Holiday			
19	Mon				
20	Tue				
21	Wed				
22	Thurs				
23	Fri				
24	Sat				
25	Sun	Holiday			
26	Mon				
27	Tue				
28	Wed				
29	Thurs				
30	Fri				

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

-Bharathiyar

Date	Day	May 2021	Working Days		
1	Sat	May day			
2	Sun	Holiday			
3	Mon				
4	Tue				
5	Wed				
6	Thurs				
7	Fri				
8	Sat				
9	Sun	Holiday			
10	Mon				
11	Tue				
12	Wed				
13	Thurs				
14	Fri	Ramzan			
15	Sat				
16	Sun	Holiday			
17	Mon				
18	Tue				
19	Wed				
20	Thurs				
21	Fri				
22	Sat				
23	Sun	Holiday			
24	Mon				
25	Tue				
26	Wed				
27	Thurs				
28	Fri				
29	Sat				
30	Sun	Holiday			
31	Mon				

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

-Dr.A.P.J.Abdul Kalam

NOTES

