



COLLEGE OF
ARTS AND SCIENCE

An Eco-friendly College

STARS RISE HERE...
An ISO Certified Institution - 21001 : 2018

Affiliated to Bharathiar University, Coimbatore
Approved by Govt. of Tamilnadu
Recognized by UGC, New Delhi under
section 2(f) and 12(B)

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Coimbatore - 641 105.
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ACADEMIC CALENDAR & HAND BOOK - 2020 - 2021



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தேசிய கீதம்

ஜன கண மண அதிநாயக ஜய ஹே
பாரத பாக்ய விதாதா
பஞ்சாப ஸிந்து குஜராத மராட்டா
திராவிட உத்கல பங்கா
விந்திய ஹிமாசல யமுனா கங்கா
உச்சல ஜலதி தரங்கா
தவ சுப நாமே ஜாகே
தவ சுப ஆசிஸ மாகே
காஹே தவ ஜய காதா
ஜன கண மங்கள தாயக ஜய ஹே
பாரத பாக்ய விதாதா
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ஜய ஜய ஜய ஜய ஹே!

- மகாகவி இரவீந்திரநாத் தாகூர்

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமீதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து செயல் மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே!
வாழ்த்துதுமே!

- மனோன்மணியம் பெ. சுந்தரனார்



SECRETARY'S MESSAGE

Prof. Dr. AJEET KUMAR LAL MOHAN

Secretary and Managing Trustee

AJK Educational Institutions, Coimbatore.

The aim of a higher education institution is to help the students perform three important things: creative in thoughts, innovate and produce beautiful things, and being good. The first quality is developed in Arts, the second in Science and the third in Ethics. Our college has striven hard during the past twelve years to motivate the students to attain a synthesis of academic excellence and character formation. Value education and Service to the society are significant aspects of our institution. We believe that the fruits of higher education should ultimately reach the economically and socially disadvantaged sections of the society.

Quality is not a one-time episode; it is a continuous process. Therefore, we have tried our best to implement quality sustenance and quality enhancement measures for more than ten years to empower the students with relevant knowledge, competence, creativity, focusing on honesty, humanism and service to the society. Information should lead to knowledge; knowledge should lead to wisdom. The ultimate aim of our college is to achieve a synthesis of intellectual and moral development of students, ensuring holistic formation through curricular and co-curricular activities, research and extension, community orientation and neighbourhood service, personal guidance and counselling.

Our mission is to impart quality education in all core disciplines of knowledge by developing global leaders who are confident, intelligent, gifted and engaged with the necessary qualities to face the challenges in life. With excellent infrastructure, ICT-enabled teaching-learning process, ever increasing new job oriented courses, career-counselling and highly enthused qualified faculty, we earnestly endeavour to help the students in realizing their dreams and make them “Best citizens of the world”.

PERSONAL MEMORANDUM

Name :

Reg. No. :

Department :

Class :

Date of Birth :

Blood Group : Height.....cm Weight.....kg

Dayscholar/ Hosteller :

Address :

.....

.....PIN:.....

E Mail ID :

Mobile No. :

PAN :

Aadhaar No. :

Bank Details

Bank Name :

A/C. No. :

Graduation Day - 2020



NCC



New Programme Inauguration B.Sc. Digital and Cyber Forensic Science



Kadarkarai Food Festival - 2019



Rising Star Cultural Club Inauguration-2020



COLLEGE COMMITTEE

Dr. Ajeet Kumar Lal Mohan

Chairman

Professor & Research Guide
Dept. of Catering Science and Hotel Management
Secretary, AJK College of Arts and Science.

Dr. B. Satheesh Kumar

Ex - Officio

Principal

Members

Mrs. Bindu Ajeet

Associate Professor
Dept. of Catering Science and Hotel Management
AJK College of Arts and Science
Syndicate Member, Bharathiar University.

Dr. S. Sadhasivam

University Representative
Associate Professor
Department of Extension & Career Guidance
Bharathiar University, Coimbatore.

Er. K. Murugaiah

Management Representative
Chief Executive Officer
Karpagam Academy for Higher Education, Coimbatore.

Dr. B. Sampath Kumar

Management Representative
Former Principal, PSG College of Arts and Science, Coimbatore.

Prof. Mrinalini David

Management Representative
Former Principal, Bishop Appasamy College, Coimbatore

Dr. K. Pradeepa

Dean, Department of Computer Science
Faculty Representative.

Dr. M. Jasmine Priya

Assistant Professor, Department of Language
Faculty Representative.

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CHAPTER - I

ABOUT THE COLLEGE

AJK College of Arts and Science is a Self Financing college affiliated to Bharathiar University, Coimbatore, approved by Government of Tamil Nadu and recognized by University Grants Commission (UGC), New Delhi. The college has received 2(f) and 12(B) status from UGC in the year 2007. The college is accredited by NAAC, Bengaluru in the year 2014.

The college is a new age educational institution built on one core fundamental. To create and nurture a talent pool of youth through a holistically designed curriculum that departs from the routine mode of learning. The college provides a high degree of personalized education and supports the advancement and dissemination of knowledge through teaching, research and scholarly activities.

The edifice of the college rests on a unique module where implementation of ideas and methodologies go hand in hand with learning. The college not only celebrates freedom of thought, cultivates vision and encourages growth but also inculcates human values and concern for society and environment



VISION

- Towards building a dynamic learning community with ethical values, a kindled sense of environmental sustainability and societal service, to meet global demands and challenges.

MISSION

The institution is committed to transform lives and serve the society through quest for excellence in teaching, innovation, lifelong learning, cultural enrichment and outreach services.

To achieve its Vision and Mission, the College will endeavour:

- To create an intellectually inspiring, academically challenging culture of teaching and leading-edge research conducive to academic / professional excellence and lifelong learning for the learner and learning process.
- To provide holistic benchmarked education using state-of-art facilities in a participative learning environment for inculcating in-depth knowledge through accredited programs.
- To create a collaborative environment for a free exchange of ideas where creativity, innovation and entrepreneurship flourish.
- To produce industry-ready graduates by imparting value-added programs, skill development courses, improved industry- institution interactions and enhanced placement activities.
- To inculcate, in our students, a deep sense of social responsibility, concern towards environmental sustainability and development, and communal harmony that transform them into socially responsible citizens.

CORE VALUES AND BELIEFS

RURAL EDUCATION

Imparting quality access to education for the rural students considered to be one of the core beliefs of the institution. The institution strive to promote pilot activities like free bus facilities, scholarships & freeships that enhance the rural education to a great extent.

ECO- FRIENDLY ENVIRONMENT

The institution has a commitment to environment sustainability and a strong belief on the importance of eco-friendly environment inside the college campus. Many efficient green practices like plastic free campus, maximum green cover, usage of eco-friendly products and bicycles are used followed.

EMPATHY

An awareness of the conditions of the weaker sections of society and contributions towards solution of their problems will form an essential part of the research and education programs of the Institution.

SOCIAL AND MORAL RESPONSIBILITY

The institution has an ethical framework which suggests that an entity, be it an organization or individual, has an obligation to act for the benefit of society at large. Social responsibility is a duty every individual has to perform so as to maintain a balance between the economy and the ecosystems. The institution involves students in village Adoption Programmes and various socially responsible activities.

TRANSPARENCY

The Institution functions according to defined procedures and rules, which are informed to all stakeholders. The Institution makes public all important information related to its functioning.

QUALITY POLICY

The College in alignment with its mission and vision is zealous and committed to achieve complete stakeholder satisfaction by

- Providing skill - oriented and value – based transformative education
- Ensuing state-of-the –art infrastructural facilities through frequent up-gradation
- Enhancing the quality of teaching-learning process and industry-institute collaborations
- Establishing support system for enhancing the research culture
- Building a dynamic learning community strengthened by moral values that promote socially responsible citizenship
- Ensuring continual improvement of Quality Management System

PROGRAMMES OFFERED

Under Graduate (UG) Programmes

- B.Sc. Artificial Intelligence and Machine Learning
- B.Sc. Digital and Cyber Forensic Science
- B.Sc. Computer Science with Data Analytics
- B.Sc. Catering Science & Hotel Management
- B.Sc. Information Technology
- B.Sc. Computer Science
- B.Sc. Costume Design and Fashion
- B.Sc. Visual Communication
- B.Sc. Biotechnology
- B.Com. Computer Applications
- B.Com. Professional Accounting
- B.Com. Banking and Insurance
- Computer Applications (BCA)
- B.B.A. Computer Applications + Aviation Management



Post Graduate (PG) Programmes

- M.Sc. Computer Science
- MSW (Master of Social Work)
- M.Com. (Master of Commerce)

Research Programmes

M.Phil (FT / PT)

- Computer Science
- Catering Science & Hotel Management
- Management
- Electronics
- Commerce

Ph.D (FT / PT)

- Catering Science & Hotel Management
- Computer Science
- Management
- Commerce

Bharathiar University Diploma and Certificate Courses

● Data Analytics

● Journalism

● Animation and Multimedia

● E-commerce Applications

● Secretarial Practice

● Cyber Security

● Food Production and Patisserie

● Certificate Course in Java

● Certificate Course in
Communicative English

● Diploma in Aviation Management

NCVRT Courses

House Wiring

North Indian Dishes

Soup & Sauce Making

Cashier

Advanced Photography

Basic Financial Services

Computerized Financial Management

Office Accounting

Personality Development

Office Practice Management

Wedding and Events Photography

TV Programme Production

Macromedia Flash

Mushroom Production

Vermicomposting

Computer Hardware & Networking

Diploma in Data Base Programming

Web Designing & Internet

Diploma in Medical Laboratory Technology

Diploma in Multimedia Animation

CHAPTER - II

CODE OF CONDUCT FOR STUDENTS

1. PREMEABLE

This Handbook indicates the standard procedures and practices AJK College of Arts and Science for all students enrolling with the Institute for pursuing various courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

2. APPLICABILITY

The Code is applicable to all students pursuing undergraduate, post graduate and research degree programmes. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the college or who have been notified or their acceptance for admission are considered as "Students".

Any student's behavior alleged to violate the Principles of the Honor Code, or Rules of behavior elsewhere in the Student Code of Conduct or in other documents of the College, and that is determined by the College to warrant adjudication, will be thoroughly investigated in a manner that protects the rights of all parties to the issue. If a complaint is filed against a student for an alleged violation of the Honor Code, the responding student is entitled to have the complaint resolved through the adjudicatory processes described below. If the student is found responsible at the conclusion of this process, appropriate sanctions will be assigned.

3. JURISDICTION

The Code applies to the on-campus conduct of all students at all location/campus of the College. The code also applies to the off-campus conducts of students in direct

connection with:

- a. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad/student exchange;
- b. Any activity supporting pursuit of a degree, such as any academic related activity at another institution or a professional practice assignment;
- c. Any activity sponsored, conducted or authorized by the institution;
- d. Any activity that causes substantial destruction of property belonging to the college or members of the college or causes serious harm to the health or safety of members of the college
- e. Any activity in which a police report has been filed, summons or indictment has been issued, or an arrest has occurred for any act or omission.

4. RESPONSIBILITIES OF STUDENTS

Students are members of the college community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the college.

Admission to the college carries the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare or safety of other persons.

As a citizen of state, a student should not discriminate on the basis of race, color, creed, age, religion, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

5. DISCIPLINARY MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative and the college reserves the rights to take disciplinary action in appropriate circumstances not set out in the article. The list of misconduct is as follows.

ACADEMIC MISCONDUCT

Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. It includes plagiarizing, cheating on assignments or examinations.

Obvious examples of cheating are when a student during an examination is using prohibited aids, such as unauthorized notes or pieces of paper or when he/she has the mobile phone next to him/her on the desk. Copying texts, for example when writing a paper or a take-home exam, without quoting the source can also be deemed as cheating. Other examples are collaboration between students on compulsory individual assignments, and amendments to/supplementing of texts in an already corrected exam which has been handed back to the student.

According to the statutes, a student having attempted to cheat is sufficient for disciplinary action to be taken. A completed act of cheating is not required. It is for instance sufficient if you bring notes to an examination with the intent to use them as aid, regardless of whether you actually use them or not. It is enough to have brought the mobile phone to your desk even if you do not actually use it.

DISRUPTIVE STUDENT BEHAVIOR

This is regarding a student behavior in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process.

Disruptive class behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls during class, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persisting in disruptive personal conversations with other class members.

For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class

DISCRIMINATIVE BEHAVIOR

Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, religious beliefs or sexual orientation that according to a person of reasonable sensibilities is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently, offensive, profane, sexually explicit or graphic messages either in words or pictures, which demonstrates bias or discrimination against any individual or group within college.

FALSIFICATION

Falsification means willfully providing institutions offices or officials with false, misleading or incomplete information; forging or altering official college records or documents or conspiring with or inducing others to forge or alter college records or documents.

REFUSAL TO IDENTITY

Refusal to identify or falsely identifying one's self when requested by an authorized college official'.

ILLEGAL OR UNAUTHORIZED POSSESSION OR USE OF WEAPONS

Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including but not limited to fire arms, incendiary devices, explosives and dangerous biological or chemical agents.

ILLEGAL OR UNAUTHORIZED POSSESSION OR USE OF DRUGS OR ALCOHOL

The institution strongly supports the goals of “Drug Free Campus”. It is policy of the college that no student shall distribute, possess or use illegal drugs, a controlled substance on its premises. It is also the policy of institution that smoking is prohibited inside the campus.

UNAUTHORIZED ACCESS AND USE OF PROPERTY & FACILITIES

Unauthorized access means accessing without authorization institution property, facilities, services or information systems or obtaining or providing to another person the means of such unauthorized access including but not limited to, using or providing without authorization keys and access codes

ACT OF VIOLENCE, THREATENING, HARASSING OR ASSAULTIVE CONDUCT

Act of violence, threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety or welfare of another person, including but not limited to, threatening, harassing or assaulting behavior.

**UGC REGULATIONS ON
CURBING THE MENACE OF RAGGING
IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.**

(Under Section 26 (1) (g) of the University Grants Commission Act, 1956)

Dated June, 2009

In view of the Directions of the Hon'ble Supreme Court in the matter of "University of Kerala V/S Council, Principals, Colleges and others" in SPL no. 24295 of 2006 dated 16.05.2007 and that dated 08.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grant Commission to Prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students, which causes or likely to cause annoyance, hardships or psychological harm or to raise fear or apprehension thereof in any fresher or any other students, or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of sane, torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institution in the country, and thereby, to provide for the healthy development, physically or psychologically, of all students, the University Grant Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the University Grant Commission hereby makes the regulations.

WHAT CONSTITUTES RAGGING?

- Ragging constitutes one or more of any of the following acts: a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or undisciplined activities by any student or student which cause or likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course to do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher,
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a) The Anti-Ragging committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti- Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:
 - Suspension from attending classes and academic privileges.
 - Withholding / withdrawing scholarships / fellowship and other benefits.
 - Debarring from appearing in any test / Examination or other evaluation process.
 - Withholding results.
 - Debarring from representing the institution in any Regional, National or International meet, tournament, youth festival, etc.
 - Suspension / expulsion from the hostel.
 - Cancellation of admission
 - Rustication from the institution for a period ranging from 1 to 4 semesters.
 - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - Fine which may extend up to 2.5 lakhs. Provided that where the person committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

STUDENT COUNCIL

WHAT IS A STUDENT COUNCIL?

A student council is a group of students elected to represent their fellow students and plays a significant role in any student driven institution. The student council functions as facilitators between the Management, Principal, Faculty members and Peer students to bring out a healthy academic ambience inside the institution. Student council at AJK College of Arts and Science is led by Institution level student council which is the apex body supported by the student council at the department level.

Pursuant to an order of the Honorable Supreme Court dated 2nd December 2005, the Ministry of Human Resource Development has constituted a committee under Shri J.M.Lyngdoh to examine and recommend upon certain aspects of student body and student union election conducted in colleges. Based on the recommendations of the committee and the order of Hon'ble Supreme Court dated 22nd September 2006, the student council is formed in the institution.

PURPOSE OF STUDENT COUNCIL

Student Council is an organization operated by students and supervised by adults. The purpose of the student council is to provide the students an opportunity to develop leadership qualities by organizing and carrying out various activities for the benefit of the institution. In addition to planning events that contribute to welfare of the Institution, the student council is the voice of the student body.

ROLES AND RESPONSIBILITIES OF STUDENT COUNCIL

A Student Council will set its own objectives. Some general objectives could include:

1. To enhance communication between students, management and staff.
2. To promote an environment conducive to educational and personal development.
3. To promote friendship and respect among pupils

4. To support the management and staff in the development of the college.
5. To represent the views of the students on matters of general concern to them. Calling applications from Poor students for financial aid and scrutinizing & recommending the eligible candidates to the Institute authorities for sanction of financial aid from Student Aid Fund.
6. Support and Smooth conduct of any kind of events and other curricular extracurricular activities every year.
7. Prevention of ragging on the campus through counseling senior students, helping the administration whenever necessary.
8. Suggesting the administration to improve the student amenities to improve their career and personality.
9. Helping the administration in smooth conduct of student activities on the campus.
10. Guiding the junior and needy students to improve their technical, organizational and managerial skills by organizing seminars / symposia / workshops etc.
11. Encouraging innovative and creative skills of the undergraduate and post – graduate students.
12. Any activity to improve the knowledge and skills of the campus students.
13. Maintenance of peace and harmony among campus community in general and student community in particular.
14. Arrange expert lectures from eminent persons in the society for career and personality development.

A Student Council will identify activities that it would like to be involved in organizing, although the final decision on the activities of a Student Council should be agreed with college management. A Student Council should not through its activities interfere with, or detract from, the authority of college management or the teaching staff of the college.

ELIGIBILITY CRITERIA FOR STUDENT COUNCIL MEMBERS

- Under graduate students between the ages of 17 and 22 and Post Graduate Students the maximum age limit would be 24 – 25 years. For research Students the maximum age limit would be 28 years.
- Although, the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in the year of contesting the election.
- The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance.
- The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member.
- The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor.
- The candidate shall also not have been subject to any disciplinary action by the college authorities.
- The candidate must be a regular, full time student of the college.

DISASSOCIATION OF STUDENT ELECTIONS AND STUDENT REPRESENTATION FROM POLITICAL PARTIES

- During the period of the elections no person, who is not a student on the rolls of the college shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organization, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked

CODE OF CONDUCT FOR CANDIDATES AND ELECTIONS ADMINISTRATORS

- No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates.
- Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
- All candidates shall be prohibited from indulging or abetting, all activities which are considered to be “corrupt practices”.
- No candidate shall be permitted to make use of printed posters, printed pamphlets or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.
- No candidate shall be permitted to carry out processions public meetings, in any way canvass or distribute propaganda outside the college campus.
- No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the college campus, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction / defacing of any college property.
- On the day of polling, student organizations and candidates shall -:
- co-operate with the officers on election duty to ensure peaceful and orderly

polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;

- not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
- Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature. or his elected post, as the case may be. The college authorities may also take appropriate disciplinary action against such a violator.
- In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (Section 153A and Chapter IXA – “Offences Relating to Election”), may also be made applicable to student elections.

COMPOSITION:

The Secretary will be Chief Patron and Principal will be the Patron of the Students Council. The Student Council will have an Executive Committee and Representatives from the department level student council.

EXECUTIVE COMMITTEE

1. President
2. Vice – President
3. Secretary
4. Joint Secretary
5. Treasurer
6. Sports Secretary
7. Cultural Secretary
8. Extension Activities - Secretary
9. Extension Activities Joint Secretary
10. Extension Activities -Representative

MODE OF ELECTIONS

1. Principal will announce the date and time of election of Office Bearers and class / section representatives at the beginning of the academic year. The mode of election is through Google Forms.
2. On this day, the Faculty – in – Charges of the class / section should hold the elections as per the guidelines provided to them and send the name of the selected class representative to the Principal in sealed cover along with proof of Google forms.
3. On completion of the counting process and declaring the elected candidates for the posts of President, Vice – Presidents, Secretary, Joint Secretary, Sports Secretary, Cultural Secretary, Extension Activity Secretar, Sports Secretary, the Head of the institution will recommend the constitution of student Council consisting of the elected Office bearers and theClass / Section Representatives for that academic year to the Secretary
4. Secretary will then approve and constitute the Student Council, which will start functioning for that academic year.

NOMINATION PAPERS FOR.....STUDENTS COUNCIL

I.....

S/o, D/o..... a student of.....

yearof bearing Register Number willing to be a

candidate for the post of Students Council

for the academic Year

I declare that:

- I do not have any criminal record in the past or proceedings against me.
- I have not been subjected to any disciplinary action so far nor have I been involved in any incident which warrants a disciplinary action by the institute.
- I do not have any academic arrears.
- I have more than 75% of attendance in the past years of study at this Institute .
- I do not have any dues to institute or hostels.
- I am a regular student of the institute.
- My date of birth is as per the record.

I declare that the above information is correct to the best of my knowledge and belief and any false statement will disqualify me from holding any positions in the Students Council.

SIGNATURE OF THE CANDIDATE

ENCLOSURES:

1. Mark Statements of the previous Semesters
2. Attendance Percentage signed by the HoD and Principal
3. Recommendation letter from Head of the Department

AJKCAS – MEASURES AGAINST SEXUAL HARASSMENT

I. INTRODUCTION:

Sexual Harassment at the Workplace (SHW) has remained one of the central concerns of the women's movement in India since the early-'80s. Before 1997, women experiencing SHW had to lodge a complaint under Section 354 of the Indian Penal Code that deals with the 'criminal assault of women to outrage women's modesty', and Section 509 that punishes individual/individuals for using a 'word, gesture or act intended to insult the modesty of a woman'. These sections left the interpretation of 'outraging women's modesty' to the discretion of the police officer/s. In 1997, the Supreme Court passed a landmark judgment in the Vishakha case laying down guidelines to be followed by establishments in dealing with complaints about sexual harassment.

THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT was passed in April 2013. Harassment of sexual nature is an infringement on life and liberty and is also condemned as a form of violation of the fundamental rights to equality under articles 14 and 15 of the Constitution of India and her/his right to life and to live with dignity under article 21 of the Constitution and the right to practice any profession or to carry on any occupation, which includes a right to a safe environment free from sexual harassment; The protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as the convention on the elimination of all forms of Discrimination against Women (CEDAW), which has been ratified on the 25 June 1993 by the Government of India.

The Constitution of India and the international convention, CEDAW to which India is a signatory decrees this so and therefore, it is a prerogative of employers/administration of workplaces/Institutions to cater to and mete justice to those victims of harassment. A set of guidelines have been set by the Supreme Court,

commonly known as the Vishakha Guidelines. According to this, every employer and other responsible people is obliged to do the following:

- Follow the judgment laid down by the Court.
- Evolve a specific policy to combat sexual harassment in the workplace.

The guidelines explicitly state the following:

“It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required”.

The college is committed to provide facilities/mechanisms by which issues of harassment can be dealt with and the Institution become a safe environment free from sexual harassment and a more gender inclusive space. AJKCAS is gender neutral and includes men and individuals with different sexual orientation. It draws from the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013.

II. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment in this context, (as is described in the Supreme Court Judgment and AJKCAS), includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours, sexually coloured remarks, showing pornography, and other unwelcome physical, verbal or nonverbal conduct of a sexual nature. It shall include, but will not be confined to, the following:

- When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, participation or evaluation of a person’s engagement in any University activity.
- When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual’s performance or of creating an intimidating, hostile, or offensive environment.

- When a person/s uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
- When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/ discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.

III. SCOPE

AJKCAS reiterates the commitment of the institute to create and maintain a community in which students, teachers and non-teaching staff can work together in an environment free of all forms of sexual harassment. In framing the rules and procedures laid down, the spirit of the Supreme Court judgments mentioned in the Background section have been followed; however, the rules and procedures cover a wider spectrum of sexual harassment and deal with issues in consonance with the requirements of an academic institution. The rules and procedures would apply to all students, academic staff, adjunct faculty and non-teaching staff on the active rolls of the college as well as to service providers and outsiders who may be within the territory of the AJKCAS at the time of commission of the act.

1. It would apply inside the campus but also on off-campus official duty (workshops, field work, group holidays/excursions organized by the college, interviews/meetings with outside people and any other activity organized by the college outside the campus including the period of traveling for such activity).
2. In particular, the rules and procedures laid down shall be applicable to all complaints of sexual harassment made:
 - By a student against a member of the academic or non teaching staff or a co student; or by a member of the academic or non-teaching staff against a student or another member of the academic or non-teaching staff; in either case, irrespective of whether sexual harassment is alleged to have taken

place within or outside the campus.

- By a service provider or an outsider against a student or a member of the academic or non-teaching staff or by a student or a member of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place within the campus.

III. CONSTITUTION OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)

- The Sexual Harassment Act requires an employer to set up an Internal Complaints Committee (“ICC”) at each office or branch of an organization employing at least 10 employees.
- The Sexual Harassment Act also sets out the constitution of the committees, the process to be followed for making a complaint and inquiring into the complaint in a time bound manner.
- It also empowers the ICC to recommend to the employer, at the request of the aggrieved employee, interim measures such as (i) transfer of the aggrieved woman or the respondent to any other workplace; or (ii) granting leave to the aggrieved woman up to a period of 3 months in addition to her regular statutory/contractual leave entitlement.
- The Act mandates that the employer or the person designated in-charge of any workplace nominate an Internal Complaints Committee (ICC) for every branch of the workplace that employs more than ten persons. One-half of the total members of the ICC must be women, and it must comprise:
 - (a) a woman Presiding Officer, chosen from amongst the employees of the workplace and necessarily employed at a senior level:
 - (b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge; (c) one member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

IV. OBJECTIVES OF THE ICC

- To fulfill the directives of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the institution.
- To ensure the implementation of the rules and procedures and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the institution to provide an environment free of gender-based discrimination.
- To create a secure physical and social environment which will deter acts of sexual harassment
- To promote a social and psychological environment this will raise awareness about sexual harassment in its various forms.
- To generate public opinion against sexual harassment and all forms of gender based violence

OUTCOME BASED EDUATION

DEFINITION

Outcome-based education or outcomes-based education (OBE), also known as standards-based education, is an educational theory that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student should have achieved the goal. There is no single specified style of teaching or assessment in OBE; instead, classes, opportunities, and assessments should all help students achieve the specified outcomes. The role of the faculty adapts into instructor, trainer, facilitator, and/or mentor based on the outcomes targeted.

TERMINOLOGIES ASSOCIATED WITH OBE

- **Programme Outcomes** are narrow statements that describe what the students are expected to know and would be able to do upon the graduation. These relate to the skills, knowledge, and behavior that students acquire through the programme.
- **Course Outcomes** are narrower statements that describe what the students are expected to know and be able to do at the end of each course/subject.
- **Programme Educational Objectives (PEOs)** are the educational objectives of a degree programme the statements that describe the expected achievements of graduates in their career and what the graduates are expected to perform and achieve during the first few years after graduation
- **Program Specific Outcomes (PSOs)** are what the students should be able to do at the time of graduation. The PSOs are programme specific. PSOs are written by the department offering the program. These outcomes are clearly defined by the institution at the beginning of the academic year and classes will be handled in such a way which will help the wards to achieve the desired outcomes.

NOTE: The Programme Outcomes and Course Outcomes of all the departments are available in our college. Please refer our website to know the course outcomes for individual courses.

CHAPTER - III

ACADEMIC REGULATIONS

UNDER GRADUATE PROGRAMMES

The college is affiliated to Bharathiar University and every student must compulsorily go through and adhere to the academic regulations of Bharathiar University for their respective programmes.

1. Duration of the Programme

The course shall extend over a period of three years comprising of six semesters with two semesters in one academic year. There shall not be less than 90 working days for each semester. Examination shall be conducted at the end of every semester for the respective subjects.

Each semester have 90 working days consists of 5 teaching hours per working day. Thus, each semester has 450 teaching hours and the whole programme has 2600 teaching hours.

2. Programme of Study

The Programme of study for the UG degree courses of all branches shall consist of the following

Part - I

Tamil or any one of the following modern/classical languages i.e. Telugu, Kannada, Malayalam, Hindi, Sanskrit, French, German, Arabic & Urdu.

The subject shall be offered during the first four semesters with one examination at the end of each semester (4 courses – 16 credits). For para-professional branches it shall be offered in the first two semesters with one examination at the end of each semester (2 courses – 8 credits).

Part – II : English

The subject shall be offered during the first four semesters with one examination at the end of each semester (4 courses – 16 credits). For para-professional programmes, there shall be only two papers for the first two semesters with one examination at the end of each semester (2 courses – 8 credits).

During second semester, part II English shall be offered as communication skills.

Part – III

Core subject

As prescribed in the scheme of examination.

Examination shall be conducted in the core subjects at the end of every semester

For the programmes with 4 semester languages : 15 core courses – 60 credits are to be offered For the programmes with 2 semester languages, 19 core courses with 74 credits are to be offered.

Allied Subjects

As prescribed in the scheme of Examination, four subjects, one each in I, II, III and IV semester for a total of 16 credits are to be offered.

Electives Programme

Three elective courses with 12 credits are to be offered one in the V semester and two in the VI Semester. Elective subjects are to be selected from the list of electives prescribed by the Board of Studies concerned.

Part – IV

- 1(a) Those who have not studied Tamil upto X std / XII std and taken a non-Tamil language under Part-I shall take Tamil comprising of two courses with 2 credits each (4 credits). The course content of which shall be equivalent to that prescribed for the 6th standard by the Board of Secondary Education and they shall be offered in the third and fourth semesters.

There shall be no external (University) examinations and the students shall be assured as per the scheme of continuous internal assessment (CIA) for the total marks prescribed.

(OR)

- (b) Those who have studied Tamil upto XII std and taken a non-Tamil language under Part-I shall take Advanced Tamil comprising of two courses with 2 credits each (4 credits) in the third and fourth semesters.

(OR)

- (C) Others who do not come under the above a+b categories can choose the following non-major electives comprising of two courses with 2 credits each (4 credits) in the third and fourth semesters.

1). Yoga for Human Excellence / Women's Rights / Constitution of India (III semester.) 2). General Awareness (IV semester.)

2. Skill Based Subjects:

All the UG programmes shall offer of four courses of skill based subjects one each in III, IV, V & VI semester with 3 credits each (12 credits) for which examination shall be conducted at the end of the respective semesters.

3. Environmental Studies:

All the UG programmes shall offer a course in Environmental Studies subjects and it shall be offered in the first semester. Examination shall be conducted at the end of the semester (one course with 2 credits).

4. Value Education :

All the UG programmes shall offer a course in "Value Education – Human Rights" subjects and it shall be offered in the second semester. Examination shall be conducted at the end of the semester (one course with 2 credits).

The assessment for the category in Part – IV 1 (b) & (c) and 3, 4 subjects shall be through external (University) examination for the total marks prescribed. There shall be no continuous internal assessment (CIA).

Part V: Extension Activities

Every student shall participate compulsorily for period of not less than two years (4 semesters) in any one of the following programmes.

NSS NCC

Sports YRC

Other Extra curricular activities.

The student's performance shall be examined by the staff in-charge of extension activities along with the Head of the respective department and a senior member of the Department on the following parameters. The marks shall be sent to the Controller of Examinations before the commencement of the final semester examinations.

20% of marks for Regularity of attendance

60% of marks for Active Participation in classes/camps/games/special Camps/ programmes in the college/ District/ State/ University activities.

10% of marks for Exemplary awards/Certificates/Prizes.

10% of marks for Other Social components such as Blood Donations, Fine Arts, etc.

The above activities shall be conducted outside the regular working hours of the college. The mark sheet shall carry the gradation relevant to the marks awarded to the candidates.

A-Exemplary	-	80 and above
B-very good	-	70-79
C-good	-	60-69
D-fair	-	50-59
E-Satisfactory	-	40-49

This grading shall be incorporated in the mark sheet to be issued at the end of the semester. (Handicapped students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above fields and be graded and certified accordingly).

5. Requirement to appear for the examinations

- a) a candidate shall be permitted to appear for the university examinations for any semester (practical/theory) if
 - i) He/she secures not less than 75% of attendance in the number of working days during the semester.
 - ii) He/she earns a progress certificate from the Head of the institution, of having satisfactorily completed the course of study prescribed in the scheme of examinations for that semester as required by these regulations, and
 - iii) His/her conduct has been satisfactory.

Provided that it shall be open to the Syndicate, or any authority delegated with such powers by the Syndicate, to grant exemption to a candidate who has failed to earn 75% of the attendance prescribed, for valid reasons, subject to usual conditions and the Ordinance No.1 of 1990 of the University.

- b) A candidate who has secured less than 65% but 55% and above attendance in any semester has to compensate the shortage in attendance in the subsequent

semester besides earning the required percentage of attendance in that semester and appear for both semester papers together at the end of the later semester.

- c) A candidate who has secured less than 55% of attendance in any semester shall not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 55%
- d) A candidate who has secured less than 65% of attendance in the final semester has to compensate his/her attendance shortage in a manner as decided by the concerned Head of the department after rejoining the same course.

5. Scheme of examination

As given in the annexure.

6. Restrictions to appear for the examinations

- a) Any candidate having arrear paper(s) shall have the option to appear in any arrear paper along with the regular semester papers.
- b) “Candidates who fail in any of the course of Part I, II, III, IV & V of UG degree examinations shall complete the course concerned within 5 years from the date of admission to the said programme, and should they fail to do so, they shall take the examination in the texts/ revised syllabus prescribed for the immediate next batch of candidates. If there is no change in the texts/syllabus they shall appear for the examination in that course with the syllabus in vogue until there is a change in the texts or syllabus. In the event of removal of that course consequent to change of regulation and / or curriculum after 5 year period, the candidates shall have to take up an equivalent course in the revised syllabus as suggested by the Chairman and fulfill the requirements as per the regulation curriculum for the award of the degree.

7. Medium of Instruction and examinations

The medium of instruction and examinations for the courses of Part I, II & IV shall be the language concerned. For part III courses other than modern languages, the medium of instruction shall be either Tamil or English and the medium of examinations is English/Tamil irrespective of the medium of instructions. For

modern languages, the medium of instruction and examination shall be the language concerned.

8. Submission of Record Note Books for practical examinations

Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for practical examinations, otherwise the candidates shall not be permitted to appear for the practical examinations.

9. Passing Minimum

- a) A candidate who secures not less than 40% in the University (external) Examination and 40% marks in the external examination and continuous internal assessment put together in any course of Part I, II, III & IV shall be declared to have passed the examination in the subject (theory or Practical).
- b) A candidate who secures not less than 40% of the total marks prescribed for the subject under part IV degree programme irrespective of whether the performance is assessed at the end semester examination or by continuous internal assessment shall be declared to have passed in that subject.
- c) A candidate who passes the examination in all the courses of Part I, II, III, IV & V shall be declared to have passed, the whole examination.

10. Distribution

Table – 1(A): The following are the distribution of marks for external and internal for University (external) examination and continuous internal assessment and passing minimum marks for theory papers of UG programmes.

TOTAL MARKS	EXTERNAL		INTERNAL (Internal + External)	Overall Passing Minimum for total marks
	Max. marks	Passing Minimum for external alone		
100	75	30	25	40
75	55	22	20	30
60	45	18	15	24
50	40	16	10	20

Table – 1(B):

The following are the Distribution of marks for the continuous Internal assessment in the theory papers of UG programmes.

For Theory - UG courses		Distribution of Marks			
1.	Tests (one best test out of 2 tests of 2 hours each)	10	8	6	4
2.	End semester model test (3 hours)	10	8	6	4
3.	Assignments – 2 Nos.	5	4	3	2
TOTAL MARKS		25	20	15	10

Table – 2(A): The following are the distribution of marks for University (external) examinations and continuous internal assessments and passing minimum marks for the practical courses of UG programmes

TOTAL MARKS	EXTERNAL		INTERNAL (Internal + External)	Overall Passing Minimum for total marks
	Max. marks	Passing Minimum for external alone		
100	75	30	25	40
75	55	22	20	30
60	45	18	15	24
50	40	16	10	20
40	25	10	15	15
25	15	6	10	10

Table – 2(B): The following are the distribution of marks for the continuous Internal assessment in UG practical courses

1.	Minimum 10 experiments to be conducted/ practical paper/semester.	20	15	10	8	5	5
2.	Tests : Two tests out of which one shall be during the mid semester and the other to be conducted as model test at the end of the semester.	15	10	10	7	5	5
3.	Records	5	5	5	5	5	-
TOTAL MARKS		40	30	25	20	15	10

3. The following courses shall have only semester – end examinations and no Continuous Internal Assessment

Sl.No.	Subject	Total Marks
1.	Environmental Studies	50
2.	Value Education – Human Rights	50
3.	Non – Major Electives - 3rd semester	50
4.	Non – Major Electives - 4rd semester	50
Total		200

11. Grading:

Once the marks of the CIA and end-semester examinations for each of the course are available, they shall be added. The mark thus obtained shall then be converted to the relevant letter grade, grade point as per the details given below:

Conversion of Marks to Grade Points and Letter Grade (Performance in a Course/ Paper)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	C	Satisfactory
00-39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

C_i = Credits earned for course i in any semester

G_i = Grade Point obtained for course i in any semester

n = refers to the semester in which such course were credited

Grade point average (for a Semester):

Calculation of grade point average semester-wise and part-wise is as follows:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

GPA = Sum of the multiplication of grade points by the credits of the courses offered under each part / Sum of the credits of the courses under each part in a semester

Calculation of Grade Point Average (CGPA) (for the entire programme):

A candidate who has passed all the examinations under different parts (Part-I to V) is eligible for the following partwise computed final grades based on the range of CGPA.

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

CGPA = Sum of the multiplication of grade points by the credits of the entire programme under each part / Sum of the credits of the courses of the entire programme under each part

CGPA	GRADE
9.5 – 10.0	O+
9.0 and above but below 9.5	O
8.5 and above but below 9.0	D++
8.0 and above but below 8.5	D+
7.5 and above but below 8.0	D
7.0 and above but below 7.5	A++
6.5 and above but below 7.0	A+
6.0 and above but below 6.5	A
5.5 and above but below 6.0	B+
5.0 and above but below 5.5	B
4.5 and above but below 5.0	C+
4.0 and above but below 4.5	C
0.0 and above but below 4.0	U

12. Improvement of Marks in the subjects already passed

Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear once within a period of subsequent two semesters. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

13. Classification of Successful candidates

A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows for Part I or Part II or Part III:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 – 10.0	O+	First Class – Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	
7.5 and above but below 8.0	D	First Class with Distinction*
7.0 and above but below 7.5	A++	
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	First Class
5.5 and above but below 6.0	B+	
5.0 and above but below 5.5	B	Second Class
4.5 and above but below 5.0	C+	
4.0 and above but below 4.5	C	Third Class
0.0 and above but below 4.0	U	

- a. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 9 to 10 and equivalent grades “O” or “O+” in part III comprising Core, Electives and Allied subjects shall be placed in the category of “First Class – Exemplary”.
- b. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 7.5 to 9 and equivalent grades “D” or “D+” or “D++” in part III comprising Core, Electives and Allied subjects shall be placed in the category of “First Class with Distinction”.
- c. candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 6 to 7.5 and equivalent grades “A” or “A+” or “A++” shall be declared to have passed that parts in “First Class”.
- d. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 5.5 to 6 and equivalent grades “B” or “B+” shall be declared to have passed that parts in “Second Class”.
- e. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 4.5 to 5 and equivalent grades “C” or “C+” shall be declared to have passed that parts in “Third Class”.
- f. There shall be no classifications of final results, therefore, award of class for Part IV and Part V, however, those parts shall be awarded with final grades in the end semester statements of marks and in the consolidated statement of marks.

14. Conferment of the Degree :

No candidate shall be eligible for conferment of the Degree unless he / she

i. has undergone the prescribed course of study for a period of not less than six semesters in an institution approved by/affiliated to the University or has been exempted from in the manner prescribed and has passed the examinations as have been prescribed therefor.

ii. Has completed all the components prescribed under Parts I to Part V in the CBCS pattern to earn 140 credits.

iii. Has successfully completed the prescribed Field Work/ Institutional Training as evidenced by certificate issued by the Principal of the College.

15. Ranking :

A candidate who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures I or II class shall be eligible for ranking and such ranking shall be confined to 10 % of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks.

The improved marks shall not be taken into consideration for ranking.

16. Question Paper Pattern

The following question paper patterns shall be followed for CBCS pattern syllabi for the candidates admitted from the academic year 2010-11 wherever applicable otherwise provided in syllabi itself.

The General Awareness paper to have multiple choice questions (with four option) to be evaluated by using OMR.

For other courses in Part IV of UG programmes namely, Environmental Studies, Value Education – Human Rights, Yoga for Human Excellence, Women's Rights and Constitution of India the question paper pattern should be 5 out of 10.

Maximum 75 Marks – wherever applicable			
Section A	Multiple choice questions	10*1=10	10 questions – 2 each from every unit
Section B	Essay-type questions of either / or type (like 1.a (or) b)	5*5=25	5 questions – 1 each from every unit
Section c	with four options Short answer questions of either / or type (like 1.a (or) b)	5*8=40	5 questions – 1 each from every unit

NOTE: In Section “C” one of the questions shall be application oriented or a problem or a case study.

Maximum 60 Marks – wherever applicable			
Section A	Multiple choice questions	$10 \times 1 = 10$	10 questions – 2 each from every unit
Section B	Essay-type questions of either / or type (like 1.a (or) b)	$5 \times 4 = 20$	5 questions – 1 each from every unit
Section c	with four options Short answer questions of either / or type (like 1.a (or) b)	$5 \times 6 = 30$	5 questions – 1 each from every unit
NOTE: In Section “C” one of the questions shall be application oriented or a problem or a case study.			

Maximum 55 Marks – wherever applicable			
Section A	Multiple choice questions	$10 \times 1 = 10$	10 questions – 2 each from every unit
Section B	Essay-type questions of either / or type (like 1.a (or) b)	$5 \times 3 = 15$	5 questions – 1 each from every unit
Section c	with four options Short answer questions of either / or type (like 1.a (or) b)	$5 \times 6 = 30$	5 questions – 1 each from every unit
NOTE: In Section “C” one of the questions shall be application oriented or a problem or a case study.			

Maximum 50 Marks – wherever applicable			
Section A	Multiple choice questions	$10 \times 1 = 10$	10 questions – 2 each from every unit
Section B	Essay-type questions of either / or type (like 1.a (or) b)	$5 \times 3 = 15$	5 questions – 1 each from every unit
Section c	with four options Short answer questions of either / or type (like 1.a (or) b)	$5 \times 5 = 25$	5 questions – 1 each from every unit
NOTE: In Section “C” one of the questions shall be application oriented or a problem or a case study.			

Maximum 45 Marks – wherever applicable			
Section A	Multiple choice questions	$5 \times 1 = 5$	10 questions – 2 each from every unit
Section B	Essay-type questions of either / or type (like 1.a (or) b)	$5 \times 3 = 15$	5 questions – 1 each from every unit
Section c	with four options Short answer questions of either / or type (like 1.a (or) b)	$5 \times 5 = 25$	5 questions – 1 each from every unit
NOTE: In Section “C” one of the questions shall be application oriented or a problem or a case study.			

Maximum 40 Marks – wherever applicable			
Section A	Multiple choice questions	5*1=5	10 questions – 2 each from every unit
Section B	Essay-type questions of either / or type (like 1.a (or) b	5*3=15	5 questions – 1 each from every unit
Section c	with four options Short answer questions of either / or type (like 1.a (or) b	5*4=20	5 questions – 1 each from every unit
NOTE: In Section “C” one of the questions shall be application oriented or a problem or a case study.			

17. Syllabus

The syllabus for various courses shall be clearly demarcated into five viable units in each paper/subject.

18. Revision of Regulations and Curriculum

The above Regulation and Scheme of Examinations shall be in vogue without any change for a minimum period of three years from the date of approval of their approval. The University may revise / amend/ change the Regulations and Scheme of Examinations, if found necessary.

19. Transitory Provision

Candidates who have undergone the Course of Study prior to the Academic Year 2008-2009 shall be permitted to take the Examinations under those Regulations for a period of four years i.e. upto and inclusive of the Examination of April 2013 thereafter they shall be permitted to take the Examination only under the Regulations in force at that time.

POST GRADUATE PROGRAMMES

1. Duration of the Course

This Course of Study shall be based on Semester System. This Course shall consist of four Semesters covering a total of two Academic Years. For this purpose, each academic year shall be divided into two Semesters; the first and third Semesters; July to November and the second and the fourth Semesters; December to April. The Practical Examinations shall be conducted at the end of even Semester. Each semester have 90 working days consists of 5 teaching hours per working day. Thus, each semester has 450 teaching hours and the whole programme has **1800 teaching hours**.

2. Course of Study

The Course of the Degree of Master of Science/Arts/Commerce shall be under the Semester System according to the Syllabus to be prescribed from time to time. This Course consists of Core Subjects and Elective Subjects.

3. Scheme of Examinations

As given in the respective Board.

4. Requirement to appear for the Examinations

- a) A candidate will be permitted to take the University Examination for any Semester, if he/she secures not less than 75% of attendance out of the 90 instructional days during the Semester.
- b) A candidate who has secured attendance less than 75% but 65% and above shall be permitted to take the Examination on the recommendation of the Head of the Institution to condone the lack of attendance as well as on the payment of the prescribed fee to the University.
- c) A candidate who has secured attendance less than 65% but 55% and above in any Semester, has to compensate the shortage of attendance in the subsequent Semester besides, earning the required percentage of attendance in that Semester and take the Examination of both the Semester papers together at the end of the latter Semester.
- d) A candidate who has secured less than 55% of attendance in any Semester will not be permitted to take the regular Examinations and to continue the study in the subsequent Semester. He/she has to re-do the Course by rejoining the Semester in which the attendance is less than 55%.

- e) A candidate who has secured less than 65% of attendance in the final Semester has to compensate his / her attendance shortage in a manner to be decided by the Head of the Department concerned after rejoining the Course.

5. Restriction to take the Examinations

- a) Any candidate having arrear paper(s) shall have the option to take the Examinations in any arrear paper(s) along with the subsequent regular Semester papers.
- b) Candidates who fail in any of the papers shall pass the paper(s) concerned within 5 years from the date of admission to the said programme. If they fail to do so, they shall take the Examination in the revised Text / Syllabus, if any, prescribed for the immediate next batch of candidates. If there is no change in the Text / Syllabus they shall take the Examination in that paper with the Syllabus in vogue, until there is a change in the Text or Syllabus.

In the event of removal of that paper consequent to the change of Regulations and / or Curriculum after a 5 year period, the candidates shall have to take up on equivalent paper in the revised syllabus as suggested by the Chairman and fulfill the requirements as per Regulations/Curriculum for the award of the Degree.

6. The Medium of Instruction and Examinations

The medium of instruction and Examinations shall be in English, except languages. However, as per directives of the government, if the candidates answer in Tamil, their answer scripts will also be evaluated.

7. Submission of Record Notebooks for Practical Examinations

Candidates taking the Practical Examinations should submit bonafide Record Note Books prescribed for the Practical Examinations. Otherwise the candidates will not be permitted to take the Practical Examinations.

8. The Minimum (Pass) Marks

A candidate shall be declared to have passed in a paper if a student obtains not less than 50% of marks in that paper. A candidate shall be declared to have passed the whole Examination if the student passes in all the papers.

9. Distribution of marks

Table – 1(A): The following are the distribution of marks for external and internal for theory papers of PG courses.

TOTAL MARKS	EXTERNAL		INTERNAL Max. marks	Overall Passing Minimum for total marks (Internal + External)
	Max. marks	Passing Minimum for external alone		
100	75	30	25	40
75	55	22	20	30
60	45	18	15	24
50	40	16	10	20

Table – 1(B):

The following are the Distribution of Internal marks for theory papers of PG courses

	For Theory - PG courses	Distribution of Marks			
1.	Tests (one best test out of 2 tests of 2 hours each)	10	8	6	4
2.	End semester model test (3 hours)	10	8	6	4
3.	Assignments – 2 Nos.	5	4	3	2
4.	Seminar	05	4	3	2
	TOTAL MARKS	25	20	15	10

Table – 2(A): The following are the distribution of marks for external and internal for practical papers of PG courses

TOTAL MARKS	EXTERNAL		INTERNAL Max. marks	Overall Passing Minimum for total marks (Internal + External)
	Max. marks	Passing Minimum for external alone		
100	75	30	25	40
75	55	22	20	30
60	45	18	15	24
50	40	16	10	20
40	25	10	15	15
25	15	8	10	13

Table – 2(B): The following are the distribution of Internal marks for PG practical papers

1.	Minimum 10 experiments to be conducted/ practical paper/semester.	20	15	10	8	5	5
2.	Tests : Two tests out of which one will be during the mid semester and the other to be conducted as model test at the end of the semester.	15	10	10	7	5	5
3.	Records	5	5	5	5	5	-
TOTAL MARKS		40	30	25	20	15	10

10. Grading:

Once the marks of the CIA and end-semester examinations for each of the course are available, they will be added. The mark thus obtained will then be graded as per details given below:

Marks and Grades:

The following table gives the marks grade points, letter grades and classification to indicate the performance of the candidate.

Conversion of Marks to Grade Points and Letter Grade (Performance in a Course/Paper)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	C	Satisfactory
00-39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

C_i = Credits earned for course i in any semester

G_i = Grade Point obtained for course i in any semester

n = refers to the semester in which such course were credited

for a Semester

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

GPA = Sum of the multiplication of grade points by the credits of the courses each part/ Sum of the credits of the courses in a semester

For the entire programme:

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

CGPA = Sum of the multiplication of grade points by the credits of the entire programme under each part/Sum of the credits of the courses of the entire programme

CGPA	GRADE
9.5 – 10.0	O+
9.0 and above but below 9.5	O
8.5 and above but below 9.0	D++
8.0 and above but below 8.5	D+
7.5 and above but below 8.0	D
7.0 and above but below 7.5	A++
6.5 and above but below 7.0	A+
6.0 and above but below 6.5	A
5.5 and above but below 6.0	B+
5.0 and above but below 5.5	B
4.5 and above but below 5.0	C+
4.0 and above but below 4.5	C
0.0 and above but below 4.0	U

11. Improvement of Marks in the subjects already passed

Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear once within a period of subsequent two semesters. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

12. Classification of Successful candidates

A candidate who passes all the examinations and securing following CGPA and Grades shall be declared as follows for each part:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 – 10.0	O+	First Class – Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	
7.5 and above but below 8.0	D	First Class with Distinction*
7.0 and above but below 7.5	A++	
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	First Class
5.0 and above but below 5.5	B	Second Class
4.5 and above but below 5.0	C+	
4.0 and above but below 4.5	C	Re-appear
0.0 and above but below 4.0	U	

- A candidate who has passed all the subjects examinations in the first appearance within the prescribed duration of the PG programmes and secured a CGPA of 9 to 10 and equivalent grades “O” or “O+” in Core and Electives subjects shall be placed in the category of “First Class – Exemplary”.
- A candidate who has passed all the subjects examinations in the first appearance within the prescribed duration of the PG programmes and secured a CGPA of 7.5 to 9 and equivalent grades “D” or “D+” or “D++” in Core and Electives subjects shall be placed in the category of “First Class with Distinction”.
- A candidate who has passed all the subjects examinations of the PG programmes and secured a CGPA of 6 to 7.5 and equivalent grades “A” or “A+” or “A++” shall be declared to have passed in “First Class”.
- A candidate who has passed all the subjects examination of the PG programmes and secured a CGPA of 5.5 to 6 and equivalent grades “B” or “B+” shall be declared to have passed in “Second Class”.

13. Ranking

A candidate who qualifies for the PG Degree programme passing all the Examinations in the first attempt, within the minimum period prescribed for the programme from the date of admission to the programme and secures 1st or 2nd Class shall be eligible for ranking and such ranking will be confined to 10% of the total number of candidates qualified in that particular subject to a maximum of 10 ranks.

The improved marks will not be taken into consideration for ranking.

14. Conferment of the Degree

No candidate shall be eligible for conferment of the Degree unless he / she has undergone the prescribed programme of Study for a period of not less than four Semesters in an Institution approved of by and affiliated to the University or has been exempted there from in the manner prescribed and has passed the Examinations as have been prescribed.

15. Evening College

The above Regulations shall be applicable for candidates undergoing the respective Courses in the Evening Colleges also.

16. Electives

Elective courses will be chosen by the respective colleges from the group of Elective Papers (A or B or C).

17. Question Paper Model

The following question paper patterns shall be followed for the candidates admitted from the academic year 2010-2011 wherever applicable.

PG Courses Except MBA/MCA courses

Maximum 75 Marks – wherever applicable			
Section A	Multiple choice questions with four options	$10 \times 1 = 10$	10 questions – 2 each from every unit
Section B	Short answer questions of either / or type (like 1.a (or) b)	$5 \times 5 = 25$	5 questions – 1 each from every unit
Section C	Essay-type questions of either / or type (like 1.a (or) b)	$5 \times 8 = 40$	5 questions – 1 each from every unit
NOTE: In Section "C" one of the questions shall be application oriented question or a problem or a case study.			

Maximum 60 Marks – wherever applicable			
Section A	Multiple choice questions with four options	$10 \times 1 = 10$	10 questions – 2 each from every unit
Section B	Short answer questions of either / or type (like 1.a (or) b)	$5 \times 4 = 20$	5 questions – 1 each from every unit
Section c	Essay-type questions of either / or type (like 1.a (or) b)	$5 \times 6 = 30$	5 questions – 1 each from every unit
NOTE: In Section “C” one of the questions shall be application oriented question or a problem or a case study.			

Maximum 55 Marks – wherever applicable			
Section A	Multiple choice questions with four options	$10 \times 1 = 10$	10 questions – 2 each from every unit
Section B	Short answer questions of either / or type (like 1.a (or) b)	$5 \times 3 = 15$	5 questions – 1 each from every unit
Section c	Essay-type questions of either / or type (like 1.a (or) b)	$5 \times 6 = 30$	5 questions – 1 each from every unit
NOTE: In Section “C” one of the questions shall be application oriented question or a problem or a case study.			

Maximum 50 Marks – wherever applicable			
Section A	Multiple choice questions with four options	$10 \times 1 = 10$	10 questions – 2 each from every unit
Section B	Short answer questions of either / or type (like 1.a (or) b)	$5 \times 3 = 15$	5 questions – 1 each from every unit
Section c	Essay-type questions of either / or type (like 1.a (or) b)	$5 \times 5 = 25$	5 questions – 1 each from every unit
NOTE: In Section “C” one of the questions shall be application oriented question or a problem or a case study.			

Maximum 45 Marks – wherever applicable			
Section A	Multiple choice questions with four options	$5 \times 1 = 5$	10 questions – 2 each from every unit
Section B	Short answer questions of either / or type (like 1.a (or) b)	$5 \times 3 = 15$	5 questions – 1 each from every unit
Section c	Essay-type questions of either / or type (like 1.a (or) b)	$5 \times 5 = 25$	5 questions – 1 each from every unit
NOTE: In Section “C” one of the questions shall be application oriented question or a problem or a case study.			

Maximum 40 Marks – wherever applicable			
Section A	Multiple choice questions with four options	5*1=5	10 questions – 2 each from every unit
Section B	Short answer questions of either / or type (like 1.a (or) b	5*3=15	5 questions – 1 each from every unit
Section c	Essay-type questions of either / or type (like 1.a (or) b	5*4=20	5 questions – 1 each from every unit
NOTE: In Section “C” one of the questions shall be application oriented question or a problem or a case study.			

18. Revision of Regulations and Curriculum

The above Regulation and Scheme of Examinations will be in vogue without any change for a minimum period of three years from the date of approval of the Regulations. The University may revise /amend/ change the Regulations and Scheme of Examinations, if found necessary.

19. Transitory Provision

Candidates who have undergone the Course of Study prior to the Academic Year 2010-2011 will be permitted to take the Examinations under those Regulations for a period of four years i.e. up to and inclusive of the Examination of April 2014 thereafter they will be permitted to take the Examination only under the Regulations in force at that time.

CHAPTER - IV

CELLS, CLUBS, COMMITTEES, CENTRES

Cell

Internal Quality Assurance Cell
Skill Development Cell
Industry Institute Interaction Cell
Alumni Cell
OBC Cell
SC / ST Cell
Minority Cell
Placement Cell
Women Empowerment Cell
ED Cell
Equal Opportunities Cell
Incubation Cell
IPR Cell

Clubs

Commerce Club
Raising Star Cultural Club
Photography Club
Designers Merge Club
Rectifiers Club
Heritage Club
Eco Club
Readers Club
Language Club
Culinary Club
Staff Club
Zero Bug Club
Research Club
Bio Gene Club
AI Club
Cyber Forensic Club

Committees

College Committee
Research Advisory Committee
Sports Committee
Laboratory Committee
Anti-Ragging Committee
Library Committee
Academic Advisory Committee
Grievance Redressal Committee
Disciplinary Action Committee
Feedback Committee
Internal Compliants Committee
Website Committee
Transport Committee
Cafeteria Committee
Newsletter Committee
Academic Calendar Committee
Finance Committee
Academic Committee
Examination Committee

Centres

AJK Academy of Competitive Exams
AJK UGC NET/SET Guidance Centre
Centre for Digital Learning
Research Centre
Student Welfare & Counselling Centre

Social Activity Organisations

NSS
NCC
YRC
Red Ribbon Club

IQAC Cell

Members from Management

Dr. AJEET KUMAR LAL MOHAN

Professor and Research Guide
Dept.of Catering Science and Hotel Management
Secretary, AJK College of Arts and Science

Dr. B. SAMPATH KUMAR

Educationalist
AJK Educational Institutions Coimbatore

Chairperson

Dr. B. SATHEESH KUMAR

Principal, AJK College of Arts and Science

Co-Ordinator

Ms. SUJITHA AMALIN NANCY

Assistant Professor, Department of Computer Science

IQAC External Experts

Academician

Dr. K. VIJILA M.Sc., (Agri)

Professor - Agricultural Microbiology
Tamilnadu Agricultural University (TNAU), Coimbatore.

Representative from Industry

Thiru. JAYAKUMAR RAMDASS

Managing Director
Mahendra Submersible Pumps (P) Ltd.,
Vice President, Coimbatore Management Association
Coimbatore

Mr. A. JEYACHANDRAN

Corporate Consultant, Taj Group of Hotels, Chennai

Local Society Representative

Thiru. NANJIL NADAN

Sahithya Academic Winner and Social Worker

Members from Faculty

Ms. BINDU AJEET

Associate Professor
Dept.of Catering Science and Hotel Management
AJK College of Arts and Science

Dr. S.UMAMAHESWARI

Assistant Professor & HoD,
Department of Management Studies

Dr. M.JASMINE PRIYA

Assistant Professor & HoD,
Department of Language

Dr. PRIYANKA JAYARAJ

Assistant Professor & HoD,
Department of Commerce CA & MCOM

Alumni

KAJA HUSSAIN

Entrepreneur

Student Representative

Mr. JUSTUS DANIEL, II BBA CA

Office Administration

Ms. C. JAYA PRIYA

Ms. M. RENU PRIYA

CHAPTER - V

GENERAL GUIDELINES FOR STUDENTS

CONDUCT AND DISCIPLINE

- All the students are expected to attend the college neatly dressed maintaining decorum.
- Boy should wear full pants with shirt neatly tucked in.
- T- shirt and other fancy shirts are not allowed.
- Girl shall attend the college wearing Saree or Salwar kameez with Dhuppata.
- Every student shall greet the members of the staff on his/her first meeting of the day.
- No student shall leave the class or laboratory without the permission of staff incharge.
- Students shall not move around unnecessarily in the corridors or around the campus during class hours.
- The property of the college has to be maintained properly. Any damage, in any form, will be seriously dealt with.
- The students are forbidden from writing/ scribbling/ painting on the walls and desks.
- Smoking is prohibited in the campus.
- Students found using drugs or liquor will be dismissed from the college.
- Students are banned from participating in political or communal activities.
- Eve – teasing / ragging is an offence with punishment which might result in imprisonment.
- Students should not sit on the parapet walls / on the steps/ staircase.
- Usage of Mobile phone is not allowed during class hours.

ATTENDANCE AND LEAVE

- Students should attend the classes regularly
- Attendance is marked for each period at the commencement of the class.
- As per University and college norms REGULAR ATTENDANCE is required for both theory and practical classes.
- Absence during one period in any session is treated as absent for half a day.
- In case of absence on medical reasons, the student should produce a Medical Certificate from a Registered Medical Practitioner.
- The leave application should be submitted in the prescribed form available in the Department/office.
- The leave application with the counter signature of the parent/guardian, the tutor (Deputy Warden in case of hostel students) should be submitted in advance or on the first day of return to the college.
- The monthly statement of attendance will be displayed on the Department Notice Board by the respective Departments within the first five working days every month in a semester.

TRANSPORT

Bus facility is provided by the college to all students. To make the commutation ease for the students, buses are plying in and around Coimbatore, Tirupur, Pollachi and Palakkad.

BUS RULES

- Bus safety depends upon the students' co-operation with the driver.
- The students must remain seated in the bus during travel.
- The students must follow the directions of the bus driver and the staff members.
- The students will not be permitted to travel by a bus other than the one assigned to them.
- No other person except the students is permitted to travel by the college bus.
- The students will not be allowed to board the bus without college Identity Card.

- Misbehavior at the boarding point, within the bus or outside the bus will be dealt seriously.
- Raggng inside the bus is prohibited. It is an offence. It is a crime, and strict disciplinary action will be taken as per law.
- Violation of college rules while commuting by the bus or causing any trouble might result in the loss of the free bus privilege.
- The student will not be permitted to get down from the bus in the midway once boarded. Shouting in the bus and teasing the public are strictly prohibited. Violation may lead to disciplinary action.
- Any student who is punished for violation of rules and regulations of the college / college bus will permanently lose the privilege of free bus facility.

LIBRARY RULES

- The library remains open from 9.00 AM to 5.30 PM. on all working days.
- Students are admitted in the library and reading room on production of Identity cards.
- Books taken out by students shall not be retained for more than a fortnight (14 days) from the date of issue.
- Failure to return a book on the due date makes the student liable to a fine of Re.1 per day.
- Borrowers are responsible for the loss or damage to books taken out on loan or for consultation by them.
- The marking of books in ink or with pencil, spoiling or injury to binding, underlining of passages, writing of remarks, etc. on the leaves of the books or on illustrations, tearing off pages, pictures, etc. will be held to be serious charges.
- Sub-Lending of books is not allowed.
- All the staff members and students may get their user ID and password for accessing E-resources from the website: www.nlist.inflibnet.ac.in on submission of e-mail ID to the librarian.

- Students must clear their dues before they receive their hall tickets for the University examinations at the termination of their academic course or before they receive their transfer certificate, if they leave before the completion of their academic course.
- All books taken by the students are to be returned in time for annual stock verification.
- In all matters regarding the library the decision of the Principal shall be final.
- Complaints and suggestions related to services of the library shall be given in writing to the Principal.

RULES REGARDING PROJECT/PRACTICAL EXAMINATIONS

- Candidates appearing for project viva-voce should submit a project report in the examination cell within the stipulated time. Otherwise, they will not be permitted to appear for the viva-voce examination.
- Candidates appearing for practical examinations should submit Bonafide Record Note Book prescribed for practical examinations. Otherwise the candidates will not be permitted to appear for the practical examination.

RULES TO BE FOLLOWED BY STUDENTS DURING EXAMINATIONS

- A candidate entering the examination hall must possess the Hall Ticket and Identity card, else his/her will be detained admission to write the examination. In case of impersonation, the accused will be handed over to police authorities for investigation and necessary action.
- Candidates have to occupy their allotted seats 10 minutes before the commencement of examination and maintain discipline and silence inside the examination hall. They have to give due attention to the instructions given by the Hall Superintendent before the commencement and also during the examination.
- No candidate will be permitted to enter examination hall after 30 minutes from the commencement of examination. Similarly, no candidate will be permitted to leave the hall before 45 minutes from the commencement of examination. A candidate who leaves the examination hall will not be permitted

to re-enter the hall on any account.

- Candidates should bring their own pens, pencils, erasers, geometrical instruments, calculators etc., and will not be allowed to borrow from others.
- Candidates should use only blue or black ink or ball pen while answering their papers.
- General Clark's mathematical and Statistical tables will be supplied to candidates on request and the same should be returned immediately after use without any scribbling.
- Candidates are permitted to use only non-programmable calculators.
- Candidates are strictly prohibited from possessing cell phones or any such instruments of communication inside the examination hall.
- Candidates must verify and satisfy themselves that they have received the correct question papers before they start answering the questions. Questions papers which are not relevant should be returned to the Hall Superintendent
- Students should write on both sides without omitting any line in the answer script issued during End of Semester Examinations.
- Candidates are not allowed to write beyond the time prescribed for the examinations.
- Candidates should not detach any sheet from the main answer book or smuggle out additional sheet or main book.
- Candidates should handover the answer books personally to the Hall Superintendent before leaving the examination hall.
- Writing the name or making any appeal to the examiner or writing the internal assessment marks or writing the register number in the additional sheets or any other identifiable marking will be treated as an attempt to influence the examiner. Hence any such act will be considered as malpractice and attract disciplinary proceedings.
- Candidates who are not in a position to write the examination themselves due to temporary illness or blind candidates may be provided a scribe after getting permission of the Principal or Controller of Examinations.

RE-TOTALLING

Candidates who are desirous of having their answer books re-totaled shall apply to the Controller of Examinations in the prescribed form. Application forms can be obtained from the college office. Mode of payment may be either by Demand Draft of any bank or General Fund Account from Bank of India of select branches. The payment through DD should be drawn in favour of “The Registrar, Bharathiar University, payable at Coimbatore”.

RE-VALUATION

The request for Revaluation should be sent in the prescribed application form through the envelope within twelve (12) days from the date of publication of result. A Demand Draft for the amount as prescribed by the university per paper shall be drawn in the favour of “The Registrar, Bharathiar University, payable at Coimbatore”.

College Day 2019



Sports Day 2019



Alumni Meet
Palakkad Chapter

Alumni Meet
Bengaluru Chapter



Alumni Meet Chennai Chapter



Hello Life



Skill Development Programme Infosys



Genesis



ED Cell Programme



Star Nite 2020



Miracle -2020



Pongal Celebration 2020



Food Festival - 2020



Two days Workshop for Self Help Group Ladies in Jewellery Making



Gender Equity Programme



Women's Day Celebration



Elders Day Celebration 2018



Parent Teacher Association Meeting



Plastic Free Navakkarai 2019



World Idly Day Celebration 2019



Swachh Bharat Abhiyan



Navakkarai Cleaning



Constitution Day Pledge



Unnat Bharat
Abhiyan
Tribal Village
Survey Form



Youth Red Cross - Fire Safety Awareness



Youth Red Cross - Fire Safety Awareness



International Women's Day



World Mother Language Day Rally



Day with Farmer



CHAPTER - VI
ACADEMIC CALENDAR 2020 – 2021

Date	Day	July 2020	Day Order	Remraks
1	WED	Chartered Accountants Day		
2	THU			
3	FRI			
4	SAT			
5	SUN			
6	MON	World Zoonoses Day		
7	TUE			
8	WED			
9	THU			
10	FRI			
11	SAT	World Population Day		
12	SUN	Paper Bag Day		
13	MON			
14	TUE			
15	WED			
16	THU			
17	FRI			
18	SAT			
19	SUN	Parents Teachers Meeting for II/ III year		
20	MON	Commencement of Classes for UG/PG II&III Year & Department Orientation	1	
21	TUE		2	
22	WED	Vanidasan Birthday	3	
23	THU		4	
24	FRI		5	
25	SAT			
26	SUN	Kargil Vijay Diwas(Kargil Victory Day)		
27	MON	Kavimani Desigavinayagam pillai's Birthday	6	
28	TUE		7	
29	WED	Sirpi Balasubramaniam Birthday/ International Tiger Day	8	
30	THU	Odd Semester Hostel Fee Payment for II/ III year	9	
31	FRI	Onam / Premchand Birthday	10	

Date	Day	August 2020	Day Order	Remraks
1	SAT	Holiday - Bakrid		
2	SUN			
3	MON		11	
4	TUE		12	
5	WED		13	
6	THU		14	
7	FRI	Mentor Mentee Meeting	15	
8	SAT			
9	SUN			
10	MON		16	
11	TUE	Holiday - Krishna Jayanthi		
12	WED		17	
13	THU		18	
14	FRI	Class Committee Meeting/National Finance Awareness Day	19	
15	SAT	Holiday - Independence Day		
16	SUN			
17	MON	National Non-Profit Day	20	
18	TUE		21	
19	WED	World Photography Day	22	
20	THU	Assignment/ Case Study Allocation	23	
21	FRI	Mentor Mentee Meeting / World Entrepreneurs Day	24	
22	SAT	Holiday - Vinayagar Chaturthi		
23	SUN			
24	MON		25	
25	TUE	Assignment/ Case Study Submission	26	
26	WED	Women's Equality Day	27	
27	THU	Commencement of Continuous Internal Assessment I for II & III Year	28	
28	FRI	Class Committee Meeting	29	
29	SAT	Internation sports day		
30	SUN	Small Industry Day/ Muharam		
31	MON		30	

Date	Day	September - 2020	Day Order	Remraks
1	TUE		31	
2	WED		32	
3	THU		33	
4	FRI	Mentor Mentee Meeting	34	
5	SAT	Mu Metha's Birthday/ Teacher's Day		
6	SUN			
7	MON		35	
8	TUE	World Literacy Day	36	
9	WED		37	
10	THU		38	
11	FRI	Class Committee Meeting	39	
12	SAT			
13	SUN			
14	MON	National Hindi Day/ World First Aid Day	40	
15	TUE		41	
16	WED		42	
17	THU	Assignment/ Case Study Allocation /World Managers Day	43	
18	FRI	Mentor Mentee Meeting/ Remedial Coaching Classes for slow learners-Peer Tutoring	44	
19	SAT	Women Entrepreneurs Day		
20	SUN			
21	MON		45	
22	TUE		46	
23	WED		47	
24	THU	Assignment/ Case Study Submission	48	
25	FRI	Class Committee Meeting / Udumalai Narayanakavi Birthday	49	
26	SAT			
27	SUN	Day of the Deaf /World Tourism Day		
28	MON	Commencement of Continuous Internal Assessment II for II & III Year	50	
29	TUE		51	
30	WED	International Translation Day	52	

Date	Day	October - 2020	Day Order	Remraks
1	THU	International Day of the Elderly	53	
2	FRI	Holiday - Gandhi Jayanthi		
3	SAT			
4	SUN	World Animal Welfare Day		
5	MON	Commencement of Odd Semester for UG/PG I Year & Induction Program	54	
6	TUE		55	
7	WED	Bridge Course for UG I Year	56	
8	THU	Assignment/ Case Study Allocation / Indian Airforce Day	57	
9	FRI	Mentor Mentee Meeting / World Post office Day/ National Post Day	58	
10	SAT	World Mental Health Day		
11	SUN			
12	MON	Remedial Coaching Classes for slow learners-Peer Tutoring	59	
13	TUE	International Day for National Disaster Reduction	60	
14	WED	International E-Waste Day	61	
15	THU		62	
16	FRI	Class Committee Meeting / World Food Day	63	
17	SAT			
18	SUN			
19	MON		64	
20	TUE	Assignment/ Case Study Submission	65	
21	WED	Commencement of Model Examination for II & III Year	66	
22	THU		67	
23	FRI	Mentor Mentee Meeting	68	
24	SAT	World Development Information Day		
25	SUN	Holiday - Sarawathi Pooja & Ayutha Pooja		
26	MON	Holiday - Vijayadhasami		
27	TUE		69	
28	WED	Bridge Course Test for I year	70	
29	THU	Psychometric Test for I year/ World Internet Day/ Class Committee Meeting	71	
30	FRI	Mild-Un-Nabi/ World Thrift Day	72	
31	SAT	Rashtriya Ekta Diwas		

Date	Day	November - 2020	Day Order	
1	SUN			
2	MON	Assignment /Case Study Allocation	73	
3	TUE		74	
4	WED	Commencement Bharathiar University Practicals for II & III Year	75	
5	THU		76	
6	FRI	Mentor Mentee Meeting	77	
7	SAT			
8	SUN			
9	MON	Odd Semester Outstanding Dues Payment	78	
10	TUE	World commerce Day/ International Science Day	79	
11	WED	Assignment /Case Study Submission	80	
12	THU	Commencement of Continuous Internal Assessment I for I Year Odd Semester	81	
13	FRI	Class Committee Meeting / World Kindness Day	82	
14	SAT	Holiday - Diwali/ Children's Day		
15	SUN			
16	MON	Even Semester Fee Payment for II/ III year	83	
17	TUE	Remedial Coaching Classes for slow learners-Peer Tutoring	84	
18	WED		85	
19	THU	Even Semester Hostel Fee Payment	86	
20	FRI	Hall Ticket Distribution for II/ III Year	87	
21	SAT	World Television Day		
22	SUN			
23	MON		88	
24	TUE		89	
25	WED	International day for the elimination of violence against women	90	
26	THU	Commencement of Bharathiar University Theory Examination for II & III Year		
27	FRI	Assignment /Case Study Allocation		
28	SAT			
29	SUN			
30	MON	International Computer Security Day		

Date	Day	December - 2020	Day Order	Remraks
1	TUE			
2	WED	Commencement of Even Semester for UG/PG II & III Year	1	
3	THU	Assignment /Case Study Submission	2	
4	FRI	Assignment /Case Study Allocation /International Bank Day/ Navy Day	3	
5	SAT			
6	SUN			
7	MON	Armed Forces Flag Day	4	
8	TUE		5	
9	WED	Commencement of Continuous Internal Assessment II for I Year Odd Semester	6	
10	THU	Human Rights Day	7	
11	FRI	Mentor Mentee Meeting / Subramaniya Bharathi Birthday	8	
12	SAT			
13	SUN			
14	MON	World Energy Conservation Day	9	
15	TUE	Assignment /Case Study Submission	10	
16	WED	Digital Marketing Day	11	
17	THU		12	
18	FRI	Class Committee Meeting	13	
19	SAT			
20	SUN			
21	MON		14	
22	TUE		15	
23	WED	Kisan Diwas(Farmers Day)	16	
24	THU	National Consumer Rights Day/ Mentor Mentee Meeting	17	
25	FRI	Holiday - Christmas		
26	SAT			
27	SUN			
28	MON		18	
29	TUE		19	
30	WED		20	
31	THU	Class Committee Meeting	21	

Date	Day	January - 2021	Day Order	Remraks
1	FRI	Holiday - English New Year		
2	SAT			
3	SUN			
4	MON	Commencement of Continous Internal Assessment I for II & III Year	22	
5	TUE	Commencement of Model Examination for I Year Odd Semester	23	
6	WED	National Youth Day	24	
7	THU		25	
8	FRI	Mentor Mentee Meeting	26	
9	SAT			
10	SUN	World Hindi Day		
11	MON	Assignment/Case Study Allocation	27	
12	TUE	Class Committee Meeting / National Youth Day	28	
13	WED	Holiday - Bhogi Festival		
14	THU	Holiday - Pongal Festival/ Army Day		
15	FRI	Holiday - Thiruvalluvar Day		
16	SAT	Holiday - Uzhavar Thirunal		
17	SUN			
18	MON	Assignment /Case Study submission	29	
19	TUE	Remedial Coaching Classes for slow learners-Peer Tutoring/ Hall Ticket Distribution for I Year Odd	30	
20	WED	Commencement of Bharathiar University Theory Examination for I Year Odd Semester	31	
21	THU	Vaikom Muhammed Basheer Birthday	32	
22	FRI	Mentor Mentee Meeting	33	
23	SAT			
24	SUN			
25	MON	National Voters Day	34	
26	TUE	Holiday - Republic Day		
27	WED	Family Literacy Day	35	
28	THU		36	
29	FRI	Class Committee Meeting	37	
30	SAT	World Leprosy Eradication Day		
31	SUN			

Date	Day	February 2021		
1	MON	Commencement of Even Semester for UG/PG I Year	38	
2	TUE	World Wetland Day	39	
3	WED	Class Committee Meeting	40	
4	THU	World Cancer Day / Unit Test III	41	
5	FRI	Mentor Mentee Meeting	42	
6	SAT			
7	SUN	Devaneyya Pavanar Birth day		
8	MON		43	
9	TUE		44	
10	WED	Commencement of Continous Internal Assessment II for II & III Year	45	
11	THU		46	
12	FRI	Class Committee Meeting	47	
13	SAT	A. Maruthakasi Birthday		
14	SUN			
15	MON	Assignment/ Case Study Allocation	48	
16	TUE		49	
17	WED		50	
18	THU		51	
19	FRI	Mentor Mentee Meeting / U.V. Swaminatha Iyer Birthday	52	
20	SAT	World Day of Social Justice		
21	SUN	World Mother Language Day		
22	MON		53	
23	TUE	Remedial Coaching Classes for slow learners-Peer Tutoring	54	
24	WED	Commencement of Continous Internal Assessment I for I Year/ Central Excise Day	55	
25	THU	Assignment/ Case Study Submission	56	
26	FRI	Class committee Meeting	57	
27	SAT	World Sustainable Energy Day		
28	SUN	National Science Day		

Date	Day	March - 2021	Day Order	Remarks
1	MON	World Aids Day	58	
2	TUE	Assignment / Case Study Allocation	59	
3	WED	Commencement of Model Examinations for II/III Year	60	
4	THU		61	
5	FRI	Mentor Mentee Meeting	62	
6	SAT			
7	SUN			
8	MON	International Women's Day/ Ramakrishna Jayanthi	63	
9	TUE		64	
10	WED		65	
11	THU	Assignment / Case Study Submission	66	
12	FRI	Class Committee Meeting	67	
13	SAT			
14	SUN			
15	MON	World Consumer Rights Day	68	
16	TUE		69	
17	WED	Commencement of Bharathiar University Practical Examinations for II/III Year	70	
18	THU	Commencement of Continous Internal Assessment II for I Year	71	
19	FRI	Mentor Mentee Meeting	72	
20	SAT			
21	SUN			
22	MON	World Water Day	73	
23	TUE	Even Semester Outstanding Dues Payment for II/III Year	74	
24	WED		75	
25	THU		76	
26	FRI	Class Committee Meeting	77	
27	SAT	World Theatre Day		
28	SUN			
29	MON		78	
30	TUE		79	
31	WED	Odd Semester Fee Payment	80	

Date	Day	April - 2021	Day Order	Remarks
1	THU	Remedial Coaching Classes for slow learners-Peer Tutoring	81	
2	FRI	Holiday - Good Friday		
3	SAT			
4	SUN			
5	MON	Hall Ticket Distribution for II/III Year	82	
6	TUE	Assignment / Case Study Allocation	83	
7	WED	World Health Day	84	
8	THU		85	
9	FRI	Mentor Mentee Meeting	86	
10	SAT			
11	SUN			
12	MON	Assignment / Case Study Submission	87	
13	TUE		88	
14	WED	Holiday - Ambedkar Jayanthi/ Tamil New Year		
15	THU	National Tax Day	89	
16	FRI	Class Committee Meeting	90	
17	SAT			
18	SUN	World Heritage Day		
19	MON	Commencement of Bharathiar University Theory Examinations for II/ III Year		
20	TUE	Commencement of Model Examination for I Year		
21	WED	Holiday - Rama Navami		
22	THU	World Earth Day		
23	FRI	Mentor Mentee Meeting / World Bookday		
24	SAT			
25	SUN	Holiday - Mahavir Jayanthi		
26	MON	World Intellectual Property Day		
27	TUE			
28	WED			
29	THU	Bharathidasan Birthday		
30	FRI	Class Committee Meeting		

Date	Day	May - 2021	Day Order	Remarks
1	SAT	Holiday - Labour Day		
2	SUN			
3	MON	Press Freedom Day		
4	TUE			
5	WED	Commencement of Bharathiar University Practical Examination for I Year		
6	THU	Odd Semester Fee Payment for I Year		
7	FRI	World Fair Trade Day		
8	SAT	World Red Cross Day		
9	SUN			
10	MON			
11	TUE	National Technology Day		
12	WED			
13	THU	Even Semester Outstanding Dues Payment for I Year		
14	FRI	Holiday - Ramzan		
15	SAT			
16	SUN			
17	MON	World Telecommunication Day		
18	TUE	Hall Ticket Distribution		
19	WED			
20	THU	Commencement of Bharathiar University Theory Examination for I Year		
21	FRI			
22	SAT			
23	SUN			
24	MON			
25	TUE			
26	WED			
27	THU			
28	FRI			
29	SAT			
30	SUN			
31	MON	Anti-Tobacco Day		

Date	Day	June - 2021	Day Order	Remarks
1	TUE			
2	WED			
3	THU	World bicycle day		
4	FRI			
5	SAT	World Environment Day		
6	SUN			
7	MON	World Food Safety Day		
8	TUE			
9	WED			
10	THU			
11	FRI			
12	SAT			
13	SUN			
14	MON	World Blood Donar Day		
15	TUE			
16	WED			
17	THU			
18	FRI			
19	SAT	National Money Day/ National Reading Day		
20	SUN	World Business Day		
21	MON	International Yoga Day		
22	TUE			
23	WED	International Olympic day		
24	THU	Kannadasan's Birthday		
25	FRI			
26	SAT	International Day against Drug abuse and Illicit Trafficking		
27	SUN	MSME Day/ World Diabetes Day		
28	MON			
29	TUE			
30	WED			

Notes

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