



STARS RISE HERE...

Affiliated to Bharathiar University, Coimbatore  
Approved by Govt. of Tamilnadu

**AJK** COLLEGE OF  
ARTS AND SCIENCE  
*An Eco-friendly College*

Palakkad Main Road, Navakkarai, Coimbatore - 641 105  
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**An Institution Accredited by NAAC**

# ACADEMIC CALENDAR & HAND BOOK 2015-16

STARS  
RISE  
HERE...

## தேசிய கீதம்

ஜன கண மன அதிநாயக ஜய ஹே  
பாரத பாக்ய விதாதா  
பஞ்சாப ஸிந்து குஜராத மராட்டா  
திராவிட உத்கல பங்கா  
விந்திய ஹரிமாசல 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  
ஜய ஹே ஜய ஹே ஜய ஹே  
ஜய ஜய ஜய ஜய ஹே!

- மகாகவி இரவீந்திரநாத தாகூர்

## தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
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!

- மனோன்மனியம் பெ. சுந்தரனார்



### FASHION FLAVOURS - 2015

Fashion Flavours 2015, organised by the Students of Costume Design and Fashion AJK College of Arts and Science, Coimbatore, on 1st February 2015 at Town Hall, Palakkad.



### POZHIL VAICHI - 2015

Students of Hotel Management and Catering Science with their academic awards at the Pozhil Vaichi, an exclusive food festival, conducted at Pollachi by the Department.



### BHARATHIAR UNIVERSITY RANKHOLDERS WITH DIGNITARIES - 2014

As many as 18 Students of the College emerged University Rankholders in the Examinations conducted in 2014.



### APPOINTMENT ORDER DISTRIBUTION - 2015

Appointment order distribution for campus placements at AJKCAS on 1st April 2015 Chief Guest Prof Dr G James Pitchai, Vice Chancellor, Bharathiar University, Coimbatore.



### BIRD PHOTOGRAPHY - 2015

Department of Visual Communication organised a Bird Photography trip on 10th May 2015.



### NATIONAL LEVEL CULINARY CONFERENCE - 2015

One-day National-level Culinary Conference was conducted by the department of Hotel Management and Catering Science, AJKCAS, on 31st January 2015.



## SECRETARY'S MESSAGE

Dear Students,

Even as AJK College of Arts and Science steps into the 8th year of its existence, I do realize that I have still quite a few dreams to be fulfilled and quite a few promises to keep.

In our relentless pursuit of quality and excellence, I am proud to point out that we have done quite a lot of hardwork. Our quest for NAAC accreditation within just seven years of the birth of the institution itself is quite creditable considering the fact that much older institutions have been hesitant to tread in that direction. I should admit it was a tough call, but it was a step in the right direction as it would definitely improve our quality through a cultured and streamlined format.

I am happy to note that the visit of the NAAC peer team in August 2014 was an ennobling and enlightening experience not only for the academic heads but also for the faculty and administrative members. The management was able to identify the areas that needed improvement and how they could be addressed.

Even as we secured 2.89 on a scale of 4, this exercise has strengthened our resolve to aspire for higher standards for which we have decided to rededicate ourselves with the co-operation of all the faculty members. Meanwhile, we have launched several laudable initiatives that would prove extremely beneficial to both the teaching and the learning community in the long run. One among them is the formation of an Internal Quality Assurance Cell to ensure not only the impeccable quality of the study material that we provide our students with each year but also to follow the entire academic exercise within the prescribed schedule. We have made the teacher himself a system.

Thus, the IQAC would look after the pattern of centralized question paper setting and centralized valuation. Through these two exercises, we are confident that not a modicum of misdemeanor could be perpetrated. Besides, the marks of the examinations- whether internal tests or the model examination- could be intimated to the parents within three days of conducting the examination. Thus, the parents would always be kept in the loop of the academic progress of their respective wards.

For the past few years, we have been providing free bus service to almost 98 per cent of our students hailing from various rural areas of Kerala. Some of them have got to traverse almost 120 – 140 km a day. But for the free bus facility, many of them might find it difficult to pursue their higher studies. We will continue to extend this facility this year. As an eco-friendly institution, we have been striving to make the campus totally green and provide a verdurous cover encompassing most parts of the institution. Despite several practical difficulties and severe financial constraints in this regard, we are determined to stick to our basic principle of being

Eco-friendly. The placement graph of the students has seen an upward climb each year with more than 1000 offers in the past year. This is also a very heartening achievement as several major organizations, industrial units and hotels have responded to our invitation and recruited quite a number of our students. We are focused on preparing our students in that area, particularly as it is an attribute which is found lacking in most institutions. As I already mentioned, some of our unfulfilled dreams include offering add-on courses. Similarly, extending additional hours for weak students and organizing remedial classes for them remain a concern. We hope to attend to these issues very soon.

The institution which started with a modest strength of 187 students and just half-a- dozen faculty members in 2007, has now reached a stage where it could be deemed to be a major college with over 2,000 students studying 17 UG and PG courses and also doing research in three major subjects. With the co-operation of the parents, students and, of course, our ever-smiling faculty members, we are confident of improving our institution not only in terms of numbers but also in quality. We admit that we have miles to go.

Best Wishes,

With warm welcome, Mr. Ajeet Kumar Lal Mohan

Secretary & Managing Trustee



## MEMBERS OF THE COLLEGE COMMITTEE

**Mr. Ajeet Kumar Lal Mohan**

Secretary & Managing Trustee,  
AJK Educational Institutions.

**Mrs. Bindu Ajeet**

Director, AJK Educational Institutions

**Dr. K. Kumarasamy**

Principal

**Dr. K. Govindarajalu**

University Representative

**Mrs.Mrinalini David**

Management Representative

**Dr. B. Sampath Kumar**

Educationist

**Mrs.Subathra Satheesan**

Faculty Member



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# THE COLLEGE

**AJK College of Arts and Science 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. It 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. Established in the year 2007 by educationists as Trustees, the college has already set new benchmarks in the field of education. AJKCAS not only celebrates freedom of thought, cultivates vision and encourages growth but also inculcates human values and concern for environment and society.



## CORE OBJECTIVES

- To Tailor education to the demands of jobs.
- To Inculcate self-reliance in the younger generation.
- To Prepare young aspirants for a better future by creating an intellectually challenging environment.
- To Provide quality education to all sections of the community.

## 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 & development and communal harmony that transform them into socially responsible citizens.

*“Education is the most powerful weapon which you can use to change the world.” -Nelson Mandela*



## ENVIRONMENT-FRIENDLY POLICY

The concept of eco-friendly centers of education is not new to India. The ancient Nalanda University and the famous Jain Universities are well-known centres of education webbed with the environment. But with the passage of time, the accent on harmony with the environment digressed to other focus areas. Naturally, this has led to a significant lack of awareness amongst the students of the modern generation. Keeping this in mind, it was decided to inculcate the spirit of eco-consciousness within the college campus.

## IMPORTANT FEATURES

- Tree planting
- Rain water harvesting
- Solid Waste Management
- Recycling
- Energy saving
- Litter-free campus
- Zero waste concept
- Eco awareness
- Paperless campus
- Organizing Seminars & workshops on eco-awareness.

## ACADEMIC

Learning at AJKCAS reflects a rare combination of state-of-the-art knowledge woven into a fabric that inculcates dignity of labour and stresses creative multi-disciplinary work experience, socio-cultural moorings, and the basic values of humanism, secularism and democracy. The focus revolves around bridging real world academics with the real world industry. Exposure to industry and interactions form an integral part of the learning. Outdoor trips and field exposure go hand in hand with classroom learning. Routine exposure to the changing paradigms in the industry includes periodic face-to-face interactions with heads of organizations, projects at corporate houses and ample self-directed studies. The highlights of the learning programmes include:

- International, national and state-level workshops and seminars to import the latest developments in various fields
- Guest lectures by eminent personalities in various fields
- Self-learning through a well-stocked library with the latest books, journals and magazines.

From their experience at AJKCAS, students learn to define problems, exercise judgment, make decisions, communicate effectively, and assume responsibility, while focussing on devising and implementing action plans. As the students move up their learning curve with their enhanced theoretical and practical skill set, articulate vision and relentless pursuit of excellence, they have much to offer in diverse professional domains.

## PROGRAMMES OFFERED

### UG

#### B.Sc.

- Catering Science & Hotel Management
- Information Technology
- Computer Science
- Electronics & Communication Systems
- Costume Design and Fashion
- Visual Communication

#### B.Com.

- Computer Applications
- Information Technology
- Professional Accounting

#### B.C.A.

- Computer Applications

#### B.B.A.

- Computer Applications

#### B.A.

- English Literature

### PG

#### M.Sc.

- Computer Science
- Electronics & Communication Systems
- MSW (Master of Social Work)
- M.Com. (Master of Commerce)

### RESEARCH

#### M.Phil

- Computer Science
- Electronics
- Commerce



## GENERAL INFORMATION

The college is affiliated to Bharathiar University and approved by Government of Tamil Nadu and UGC. The college got 2(f) and 12(B) status from the UGC. The college has been accredited by the NAAC, and IQAC has been formed.

- As an affiliated college, the syllabus of Bharathiar University for various courses has been adopted.
- Admissions are on the basis of marks and reservation policy of Government of Tamil Nadu. As a self-financed college, the entire expenditure is borne by the college only.
- The college committee is the highest body to control both academic affairs and administration of the college. The Managing Trustee is the Head of the Management.
- The Principal is the Academic Head and controls the academic administration with the help of Vice-Principal, HODs, Faculty members and office staff. The Principal is responsible for all the academic and administration control of the office.
- The following committees have been formed and the staff nominated by the Principal will help and monitor the students in their academic and personal problems in general.

Anti-Ragging Committee

Internal Compliance Committee

Grievance Redressal Committee

Academic Committee

Disciplinary Action Committee

Examination Committee

Feedback Committee

Sports Committee

## ADMISSION PROCEDURE

- Apply through a prescribed form for each course.
- On the basis of selection committee's recommendation, the students are called for interview and committee selects the eligible candidates.
- Students shall submit all the original certificates to the office for verification.
- On showing these certificates, the college will get the approval of the admission from the university. The registered number allotted by the university will be the roll number of the students until he/she completes the course.
- For all admitted candidates, Free bus services will be provided.

*“The purpose of education is to replace an empty mind with an open one.” -Malcolm Forbes*

## DURING THE COURSE

- All first year students have to attend the orientation programme arranged by the college.
- The information on various activities and procedures to be adopted will be given to each student.
- Time table and syllabus for the course will be distributed to the students.
- For every 25/30 students, one tutor will be nominated by the HOD. He/She will be the in charge of the batch. He/She will take care of the boys/girls in all academic matters.

### Payment Of Semester Fees:

The students have to pay their tuition fees / semester fees twice a year , in the month of March and October. The details regarding payment of semester fees will be put up on the notice board in advance. The students are requested to refer to the notice board and pay the fees on time.

## ACADEMIC CALENDAR

The college will provide the academic calendar in which the details of holidays, class tests, arrangements and other activities are given. In addition to this, important information will be circulated through departments. Students are advised to look up the notice board regularly.

A separate notice board exclusively for university information like dates of examinations, practical, and theory examinations, fees payment details, Re-valuation, Re-appearance details, etc., has been put up near the college office.

## LIBRARY

There is a Library where educational video cassettes and CD-ROMs have been added to the main Library. Reprographic facilities and internet facilities are also available in the library. The library is kept open from 9.30 am. to 6.00 pm. on all working days. The Library is computerized. Bar coding system has been introduced.

Books will be issued to the students on production of their ID cards. The students have freedom to use the books for a week. On receipt of the book, the students should examine the books and report at once the damage, if any, seen in the book. Failure to return the books on time will entail a fine of Rs.1/- per day/ book.

If the student has lost the book he/she has to pay the cost of the book as informed by the librarian. At the end of every semester, the students have to return their library books and get a 'no dues' certificate.

## PLACEMENT CELL

To help the students to get job "Placement Cell "has been established in the college. The students are requested to contact the faculty members of the placement cell for further details. Placement cell will arrange meetings, interviews and conduct the training programs for the placement.

The students have to register their names and attend the programs without fail. Only registered candidates will be permitted to attend the placement.

## CO – CURRICULAR/EXTRA CURRICULAR ACTIVITIES

To promote leadership activities and organizing abilities, various subject Associations have been established. NSS units are also helping students to participate in various extension activities.

The college concentrates on extra – curricular activities of the students. Physical director will take care of the sports activities. There are separate play grounds for Football, Hockey, Cricket, Basket Ball and Kabadi.

The Language Departments have the responsibility to conduct cultural activities, competitions and inter-collegiate events every year. In addition to this, there are various events to celebrate State and National functions.

## TRANSPORT

Free bus facilities are provided by the management to all students to attend the college. Attendance will be taken by the faculty everyday in the morning and evening at campus.

## HOSTEL

Separate hostels for Men and Women students are available. Principal will be the WARDEN for all the hostels and a Residential Deputy Warden will be nominated by the Principal. Separate Rules and Regulations will be given to the inmates of the hostel.

## IDENTITY CARD (ID CARD)

A Photographic Identity Card incorporating the student's Registration Number will be issued to the students. The students must carry their identity card at all times and they may be required to produce the card for

- Admission to Functions
- Admission to Examination
- Access to Laboratories
- Access to Library
- Access to Travel by bus

The student Register Number printed on the card must be quoted in all their correspondence.

## NSS

Two units of NSS are functioning in the college to develop students' social awareness, social involvement, discipline and leadership qualities.

## Clubs/ Cells/ Committees/ Centres

### Cells

- 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
- Research Cell



## 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

## Social Activity Organisations

NSS/ Extension Activity  
YRC  
Red Ribbon Club

## Clubs

Commerce Club  
Raising Star Cultural Club  
Photography Club  
Designers Merge Club  
Rectifiers Club  
Heritage Club  
Eco Club  
Language Club  
Culinary Club  
Staff Club  
Zero Bug Club  
Research Club

## Centres

Centre for Digital Learning  
Research Centre  
Student Welfare & Counselling Centre



## RULES AND REGULATIONS

### For the attention of the students:

- You are now in AJK CAS; you are one of the stake-holders of the institution.
  - You have the responsibility to abide by the rules and regulations in three sections, they are....
- i) For your personal behavior    ii) for your academic area    iii) for the general administration.

### (i) CODE OF CONDUCT

- All students are expected to attend the college neatly dressed maintaining decorum. Men students should wear full pants with shirt neatly tucked in. T- shirt and other fancy shirts are prohibited inside the campus.
- Women students shall attend the college wearing sarees or salwar kameez with duppata only.
- Every student is provided with an identity card. All students should wear their ID card along with tag. Otherwise, they will not be permitted inside the class.
- 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 and Ragging are offences with punishment which might result in imprisonment. (For other details refer to page no:18 of this Handbook)
- Students should not sit on the parapet walls / on the steps/ staircase.
- Use of MOBILE PHONE IS BANNED in the campus.

### Bus rules:

- Bus safety depends upon the students' co-operation with the driver.
- The driver has to accord his full attention to the road. Hence the students should have self-discipline.
- The students should follow the code of conduct for the bus.
- The students must remain seated.
- The students must follow the directions of the bus driver and the staff member.
- The students will not be permitted to travel by a bus other than the one assigned.
- No other person except our college students is permitted to travel by the college bus.
- All the students should have their identification card. Without that card, no student will be permitted to board the bus.
- Misbehaviour at the boarding point, within the bus / outside the bus will be dealt with severely.
- Ragging 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.
- Once you have boarded the bus, you will not be permitted to get down midway.



- Bus timings and schedule will be announced by the principal.
- Shouting in the bus and teasing the public are strictly prohibited. Violation may lead to disciplinary action.
- Please remember that any one who is punished for violation of rules and regulations of the college / college bus will permanently lose the free bus facility.

## (ii) ACADEMIC

As an affiliated college, it has adopted the regulations of the parent University for all academic matters.

## CURRICULUM/ PROGRAMME OF STUDY

**Curriculum :** Every Department has a prescribed course which in, general terms, is known as curriculum/course of study/programme.It prescribes courses to be studied in each semester. The Departments will give you the details of each semester. However, **you have to verify with Bharathiar University website ([www.b-uac.in](http://www.b-uac.in)) for your programme.**

**Semester :** There are two semesters in a year. The semester that begins in June (June to November) is known as odd semester and the semester that begins in December (December to April) is known as even semester.

**Examination :** Bharathiar University Rules and Regulations are applicable to the examinations. A copy has been placed on the Notice Board for reference of the students.

**Evaluation :** The Choice Based Credit System (CBCS) has been introduced. Scheme of Examination under CBCS pattern will be given to each student by the Department at the beginning of the semester.

As per the norms of the University, in general, each paper (course) has 25:75 pattern for UG and PG programmes. (25 marks as continuous Internal Assessment mark (CIA) and 75 marks as End semester University Examination).Internal and End Semester Examination Marks put together the students at UG level have to score 40 Marks and at PG level have to score 50 Marks out of 100 to pass the Examination.

Students Internal Test and Model Examination Marks will be sent to the parents for their information. Under CIA system, the student is continuously assessed by the concerned faculty members through periodical test and assignment.

Examination	Assessment	Marks	Hrs
Test I & II Average	Marks of test performances	10	2
Model test	University model	10	3
Assignment	Average of two submitted	5	-

**Attendance :** The Guidelines of Attendance requirement issued by the Bharathiar University is adopted by this College. Attendance shall be considered Semester-wise.

A candidate will be permitted to appear for the Comprehensive Examination (End Semester) in any semester if

- He/ she secures not less than 75% of attendance in the total number of working days during the semester.
- His/ Her progress / conduct has been satisfactory.
- If the absence of a student in a semester exceeds 22 ½ days, he/she will not be permitted to write the semester examination.
- Minimum working days for a semester will be 90.

**Important :** If a student is absent for one or more hours in a session (morning session between 10:00 to 1:00 and afternoon session 1:30 to 3:30 ), he/she will lose attendance for half a day. For example, a candidate has attended the first hour and absented himself/herself in the second hour, he/she will lose half-a-day has attended.

A student will be given only one opportunity to carry forward the deficiency in attendance to the next semester during the period of study of any degree course, failing which he/she will have to be readmitted.

“A STUDENT WITH LESS THAN 50% OF ATTENDANCE IN ANY SEMESTER WILL NOT BE ALLOWED TO CONTINUE HIS/HER STUDY IN THE SUBSEQUENT SEMESTER .SUCH STUDENTS WILL BE ASKED TO REJOIN THE SEMESTER IN WHICH THE ATTENDANCE WAS LESS THAN 50%”.

## CLASSIFICATION OF SUCCESSFUL CANDIDATES

**Undergraduates :** Candidates who have passed part I Languages

(Tamil/ Hindi/ French / Malayalam ) and other courses approved and secured

(i) **60 percent and above** and (ii) 50 percent and above but below 60 percent

in the examinations prescribed for the programme in the various semesters and within THREE YEARS from the date of admission, shall be declared to have passed their examinations in First Class and second class respectively. All other successful candidates shall be declared to have passed the examinations in Third Class. Likewise, candidates who have passed the examinations prescribed for ENGLISH shall be declared to have passed ENGLISH in First, Second and Third class. Candidates who have passed all the part III examinations in FIRST ATTEMPT within his/her study period of three years in UG securing 90% and above 75% to 89.99% in aggregate of part III shall be declared to have passed in part III Examinations of UG in FIRST CLASS WITH OUTSTANDING and FIRST CLASS WITH DISTINCTION respectively.

*Candidates who passed the subjects of part III Examinations in various programmes securing*

- 60 percent and above and
- 50 percent and above but below 60 percent

in the Examinations for the Programmes in various semesters and within 5 years from the date of admission shall be declared to have passed the Examination in I Class and II Class respectively.

**Postgraduates :** Candidates who have passed all the subjects of examination in FIRST ATTEMPT within his/her study period for the programme and securing 90% above and 75% to 89.99% in aggregate marks shall be declared to have passed the Examination in FIRST CLASS WITH OUTSTANDING and FIRST CLASS WITH DISTINCTION. Candidates who have passed the subjects of examinations in various programmes shall be declared to have passed in FIRST CLASS & SECOND CLASS respectively if they had scored 60% and above and 50% and above respectively.

**Re-Totalling :** Candidates who are desirous of having their answer books re-totalled shall apply to the Controller of Examinations in the prescribed form. Application forms can be obtained from the college. Mode of payment may be either Demand Draft of any bank or general fund account from Bank of India of selected 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 prescribed application form through the envelope within twelve (12) days from the date of publication of result. A Demand Draft for Rs.325/- per paper drawn in favour of "The Registrar, Bharathiar University, payable at Coimbatore" – must be sent along with the application.

**Examination :** All tests will be conducted only on prior notice. All tests will be conducted as per the schedule announced by the HOD/PRINCIPAL. The class teacher shall intimate CIA marks of the candidate and his/her attendance details to their parents through post. Mark list will also be displayed on the notice board. END Semester Examination of three hours duration will be conducted by the University Controller of Examinations (COE).

**Passing Minimum :** The CIA marks for 25 will be sent to the COE's office from the college. The COE will conduct end semester Examination for 75 marks for the course papers. The course (paper) will have CIA and ESE on 25:75. A candidate has to score minimum 40% in ESE and should have 40 marks out of total 100. There is no minimum mark to be scored for the internal.

LEVEL	CIA (25)	(CIA + ESE ESE(75)	FOR 100	RESULT
UG	No Minimum	30	40	Pass
PG	No Minimum	38	50	Pass

Please refer to the website of Bharathiar University for detailed UG /PG regulations – CBCS pattern with effect from 2010-11 onwards. A copy of the above is available in the library.

## RAGGING IS AN OFFENCE

This is a Ragging-free campus. However, students and parents have to submit Anti-ragging related forms at the time of admission every year. Ragging in the college campus, hostel, college bus and any other area related to this is an offence. Ragging is a crime and Strict Disciplinary action will be taken as per the guidelines issued by the UGC/ Bharathiar University/Government of Tamil Nadu.

### Ragging Curb / Complaint Committee

S.No	NAME	DEPARTMENT
1	Dr. K. Kumarasamy	Principal
2	Dr. J. Rajan	Vice-Principal
3	Mr. S. Prakash	Dean, Academic
4	Mr. V. Elayaraja	Physical Director
5	Mr. S. Saravanan	HOD, ECS
6	Mr. S. John Grasiyas	HOD, BCA
7	Mrs. S.Subhadra Satheesan	HOD, Malayalam
8	Dr (Mrs).Priyanka Jayaraj	HOD, B.Com (CA)
9	Mrs. P. Vidhya Devi	HOD, B.Sc (CS)
10	Mrs. Merlin Jenefer	HOD, MSW
11	Mrs. J. Sudha Priya	HOD, Visual Communication

**A ragging complaint box is available near the Principal's Office, Gents and Ladies Hostels  
College help line: 0422 2363400. 24x7 Helpline: 848 9999 776**

## RAGGING CASES WILL BE STRICTLY DEALT WITH AS PER THE LAW

**General :** Students can meet the Principal at any time they want. Heads of the Departments are the authorities to deal with all disciplinary proceedings with Principal as the Chairman of the Committee.

*"The whole purpose of education is to turn mirrors into windows." -Sydney J. Harris*

### (iii) ADMINISTRATION

#### Authorities :

- » TRUST: Managing Trustee/Trustees
- » COLLEGE SECRETARY
- » PRINCIPAL
- » VICE-PRINCIPAL
- » HEAD OF THE DEPARTMENTS
- » FACULTY MEMBERS

- The entire administration will be under the control of the Secretary / Managing Trustee.
- The College Committee is a legal body to deal with all the policy matters.
- Each class will have a class TUTOR who will take care of the class. All the students of that particular class have to come under the care of the class TUTOR who is monitored by the Head of the Department.
- The college office will be under the control of the Principal.
- For all the academic matters, issue of Certificates, Scholarships, etc., the students may approach the class TUTOR with written request and send it through the HOD/Dean, to the Principal's office.
- The office will clear the request within 24 hours.
- Term fees have to be remitted in the months of October and March of every year.
- A suggestion / complaint box is available near the Principal's office.

*“Education is learning what you didn't even know you didn't know.” -Daniel J. Boorstin*

## TO GUIDE AND HELP STUDENTS

S.NO	PURPOSE	CONTACT PERSON	DEPARTMENT
1	Bank Loan	Mrs. Priyadarshini	Office
2	Bonafide Certificates	Mrs. Priyadarshini	Office
3	Scholarships / Cash Regarding	Mrs. Priyadarshini	Office
4	Fees	Ms. Venkatageetha	Office
5	Attendance	Principal	Office
6	Bus Related Issues	Mr. V. Elayaraja	Physical Education
		Mr. D. Dhanaraj	Transportation
7	Sports	Mr. V. Elayaraja	Physical Education
8	Placement	Mrs. Beena Vinod	Placement Cell
9	Counselling & Grievance	Mrs. Bindu Ajeet	Director
10	Higher Studies	Ms.K.Gomathy	HOD, B.Sc (IT) & M.Sc(SS)
11	NSS – Unit I	Mr. Stanislaus	MSW
	NSS – Unit II	Mr. R. Chandrasekar	B.Com(CA)
12	Hostel	Principal - Warden (i)Dy.Warden - Boys Mr. K. Manikandan	ECS
		(ii)Dy.Warden - Women Ms. T. Aswathy Govind	ECS
13	Women's Grievance	Mrs. Subhathra Satheesan Mrs. Santhana Krishna. N Mrs. P. Vidhya Devi	HOD, Malayalam HOD, M.Sc (CS) HOD, B.Sc (CS)

## PLACEMENT CELL

- Spoken English and English for Competitive Examinations
- Personality Development Programmes
- Thinkers Forum

The classes for the Programmes will be conducted only after the Regular Class Hours and on Saturdays. To become a member in THINKERS FORUM, meet the Head of the Department of TAMIL / MALAYALAM. Thinkers forum will give you practical training in creative arts / events.

*"Live as if you were to die tomorrow. Learn as if you were to live forever." -Mahatma Gandhi*

Academic Calendar 2015 – 16

Day	Day	JUNE 2015	Day Order	Working Day Count
1	MON			
2	TUE			
3	WED			
4	THU			
5	FRI			
6	SAT			
7	SUN			
8	MON			
9	TUE			
10	WED			
11	THU			
12	FRI	Hostel Fee Payment for Odd Semester		
13	SAT			
14	SUN	Parents Teachers Meeting for II & III Year		
15	MON			
16	TUE			
17	WED			
18	THU	Commencement of Odd Semester for UG/ PG II & III Year & Department Orientation	I	1
19	FRI	Study Material Distribution	II	2
20	SAT			
21	SUN			
22	MON		III	3
23	TUE		IV	4
24	WED		V	5
25	THU		VI	6
26	FRI	Class Committee Meeting	I	7
27	SAT			
28	SUN			
29	MON		II	8
30	TUE		III	9

Day	Day	JULY 2015	Day Order	Working Day Count
1	WED		IV	10
2	THU		V	11
3	FRI	Mentor Mentee Meeting	VI	12
4	SAT			
5	SUN			
6	MON	Commencement of Odd Semester for UG I Year & Induction Program	I	13
7	TUE		II	14
8	WED		III	15
9	THU		IV	16
10	FRI	Assignment / Case Study Allocation / Class Committee Meeting	V	17
11	SAT			
12	SUN			
13	MON	Bridge Course for UG I Year	VI	18
14	TUE		I	19
15	WED		II	20
16	THU		III	21
17	FRI	Assignment / Case Study Submission / Mentor Mentee Meeting	IV	22
18	SAT	Holiday - Ramzan		
19	SUN			
20	MON	Psychometric Test for I Year	V	23
21	TUE		VI	24
22	WED	Commencement of Odd Semester for PG I Year & Induction Program	I	25
23	THU		II	26
24	FRI	Class Committee Meeting	III	27
25	SAT			
26	SUN			
27	MON	Commencement of Continuous Internal Assessment I	IV	28
28	TUE		V	29
29	WED		VI	30
30	THU		I	31
31	FRI		II	32



Day	Day	AUGUST - 2015	Day Order	Working Day Count
1	SAT			
2	SUN			
3	MON		III	33
4	TUE		IV	34
5	WED		V	35
6	THU		VI	36
7	FRI	Mentor Mentee Meeting	I	37
8	SAT			
9	SUN			
10	MON		II	38
11	TUE		III	39
12	WED		IV	40
13	THU		V	41
14	FRI	Class Committee Meeting	VI	42
15	SAT	Holiday - Independence Day		
16	SUN			
17	MON		I	43
18	TUE		II	44
19	WED		III	45
20	THU		IV	46
21	FRI	Mentor Mentee Meeting	V	47
22	SAT			
23	SUN			
24	MON		VI	48
25	TUE		I	49
26	WED	Assignment / Case Study Allocation	II	50
27	THU	Class Committee Meeting	III	51
28	FRI	Holiday - Onam	IV	52
29	SAT			
30	SUN			
31	MON		V	53

Day	Day	September 2015	Day Order	Working Day Count
1	TUE		VI	54
2	WED	Assignment / Case Study Submission	I	55
3	THU		II	56
4	FRI	Mentor Mentee Meeting	III	57
5	SAT	Holiday - Krishna Jayanthi / Teachers' Day		
6	SUN	Graduation Day		
7	MON	Commencement of Continuous Internal Assessment II	IV	58
8	TUE		V	59
9	WED		VI	60
10	THU		I	61
11	FRI	Class Committee Meeting	II	62
12	SAT			
13	SUN			
14	MON		III	63
15	TUE		IV	64
16	WED		V	65
17	THU	Holiday - Vinayakar Chathurthi		
18	FRI	Mentor Mentee Meeting	VI	66
19	SAT		I	67
20	SUN			
21	MON		II	68
22	TUE		III	69
23	WED	Even Semester Fee Payment for II & III Year	IV	70
24	THU	Holiday - Bakrid		
25	FRI	Class Committee Meeting	V	71
26	SAT			
27	SUN			
28	MON		VI	72
29	TUE		I	73
30	WED		II	74

Day	Day	October 2015	Day Order	Working Day Count
1	THU		III	75
2	FRI	Holiday - Gandhi Jayanthi		
3	SAT	Even semester fee payment for I Year		
4	SUN			
5	MON	Commencement of Model Examination	IV	76
6	TUE		V	77
7	WED		VI	78
8	THU		I	79
9	FRI	Mentor Mentee Meeting	II	80
10	SAT			
11	SUN			
12	MON		III	81
13	TUE	Feedback Collection from Students	IV	82
14	WED		V	83
15	THU	Odd Semester outstanding dues payment	VI	84
16	FRI		I	85
17	SAT			
18	SUN			
19	MON		II	86
20	TUE		III	87
21	WED	Holiday - Ayutha Pooja		
22	THU	Holiday - Vijayadasami		
23	FRI	Holiday - Muharram		
24	SAT			
25	SUN			
26	MON	Commencement of Bharathiar University Practical Examination	IV	88
27	TUE		V	89
28	WED		VI	90
29	THU		I	91
30	FRI		II	92
31	SAT			

Day	Day	November 2015	Day Order	Working Day Count
1	SUN			
2	MON		III	93
3	TUE	Distribution of Hall Ticket		
4	WED	Commencement of Bharathiar University Theory Examination		
5	THU			
6	FRI			
7	SAT			
8	SUN			
9	MON			
10	TUE	Holiday - Diwali		
11	WED			
12	THU			
13	FRI			
14	SAT			
15	SUN			
16	MON			
17	TUE			
18	WED			
19	THU			
20	FRI			
21	SAT			
22	SUN	Parents Teachers Meeting for II & III Year		
23	MON	Study Material Distribution		
24	TUE			
25	WED			
26	THU			
27	FRI	Commencement of Even Semester for All UG/PG	I	1
28	SAT			
29	SUN			
30	MON		II	2

Day	Day	December 2015	Day Order	Working Day Count
1	TUE		III	3
2	WED		IV	4
3	THU		V	5
4	FRI	Mentor Mentee Meeting	VI	6
5	SAT			
6	SUN			
7	MON	Assignment / Case Study Allocation	I	7
8	TUE		II	8
9	WED		III	9
10	THU		IV	10
11	FRI	Class Committee Meeting	V	11
12	SAT			
13	SUN			
14	MON		VI	12
15	TUE		I	13
16	WED	Assignment / Case Study Submission	II	14
17	THU		III	15
18	FRI	Mentor Mentee Meeting	IV	16
19	SAT			
20	SUN			
21	MON		V	17
22	TUE		VI	18
23	WED	Holiday - Mild-Un-Nabi		
24	THU		I	19
25	FRI	Holiday - Christmas		
26	SAT			
27	SUN			
28	MON	Class Committee Meeting	II	20
29	TUE		III	21
30	WED		IV	22
31	THU		V	23

Day	Day	January 2016	Day Order	Working Day Count
1	FRI	Holiday - English New Year		
2	SAT			
3	SUN			
4	MON	Commencement of Continuous Internal Assessment I	VI	24
5	TUE		I	25
6	WED		II	26
7	THU		III	27
8	FRI	Mentor Mentee Meeting	IV	28
9	SAT			
10	SUN			
11	MON	Pongal Celebration	V	29
12	TUE		IV	30
13	WED		V	31
14	THU	Class Committee Meeting	VI	32
15	FRI	Holiday - Pongal		
16	SAT	Holiday - Thiruvalluvar Day / Mattu Pongal		
17	SUN	Holiday - Uzhavar Thirunal		
18	MON	Assignment / Case Study Allocation	III	33
19	TUE		IV	34
20	WED		V	35
21	THU		VI	36
22	FRI	Mentor Mentee Meeting	I	37
23	SAT			
24	SUN			
25	MON	Assignment/Case study Submission	II	38
26	TUE	Holiday - Republic Day		
27	WED		III	39
28	THU		IV	40
29	FRI	Class Committee Meeting	V	41
30	SAT			
31	SUN			

Day	Day	February 2016	Day Order	Working Day Count
1	MON		VI	42
2	TUE	Commencement of Continuous Internal Assessment II	I	43
3	WED		II	44
4	THU		III	45
5	FRI	Mentor Mentee Meeting	IV	46
6	SAT			
7	SUN			
8	MON		V	47
9	TUE		VI	48
10	WED		I	49
11	THU	Class Committee Meeting	II	50
12	FRI		III	51
13	SAT			
14	SUN			
15	MON		IV	52
16	TUE		V	53
17	WED		VI	54
18	THU		I	55
19	FRI	Mentor Mentee Meeting	II	56
20	SAT			
21	SUN			
22	MON	Assignment / Case Study Allocation	III	57
23	TUE		IV	58
24	WED		V	59
25	THU		VI	60
26	FRI	Class Committee Meeting	I	61
27	SAT			
28	SUN			
29	MON	Assignment / Case Study submission	II	62

Day	Day	March 2016	Day Order	Working Day Count
1	TUE		III	63
2	WED		IV	64
3	THU	Commencement of Model Examination	V	65
4	FRI	Mentor Mentee Meeting	VI	66
5	SAT			
6	SUN			
7	MON		I	67
8	TUE	Women's Day Celebration	II	68
9	WED		III	69
10	THU		IV	70
11	FRI	Feed back Collection from Students	V	71
12	SAT			
13	SUN			
14	MON	Outstanding dues payment	VI	72
15	TUE		I	73
16	WED		II	74
17	THU		III	75
18	FRI		IV	76
19	SAT			
20	SUN			
21	MON		V	77
22	TUE		VI	78
23	WED		I	79
24	THU		II	80
25	FRI	Holiday - Good Friday		
26	SAT			
27	SUN			
28	MON		III	81
29	TUE		IV	82
30	WED		V	83
31	THU		VI	84



Day	Day	April 2016	Day Order	Working Day Count
1	FRI		I	85
2	SAT	College Day / Sports Day	II	86
3	SUN			
4	MON		III	87
5	TUE		IV	88
6	WED	Commencement of Bharathiar University Practical Examinations	V	89
7	THU		VI	90
8	FRI	Holiday - Telugu New Year		
9	SAT			
10	SUN			
11	MON		I	91
12	TUE		II	92
13	WED		III	93
14	THU	Holiday - Tamil New Year		
15	FRI		IV	94
16	SAT			
17	SUN			
18	MON		V	95
19	TUE			
20	WED			
21	THU			
22	FRI			
23	SAT			
24	SUN			
25	MON			
26	TUE			
27	WED	Commencement of Bharathiar University Theory Examinations		
28	THU			
29	FRI			
30	SAT			

ACADEMIC YEAR : 2015 - 2016  
WORKING DAYS

ODD SEMESTERS

YEAR	MONTH	WORKING DAYS
2015	JUNE	09
2015	JULY	23
2015	AUGUST	21
2015	SEPTEMBER	21
2015	OCTOBER	18
2015	NOVEMBER	01
	<b>TOTAL</b>	<b>93</b>

EVEN SEMESTERS

YEAR	MONTH	WORKING DAYS
2015	NOVEMBER	02
2015	DECEMBER	21
2016	JANUARY	18
2016	FEBRUARY	21
2016	MARCH	22
2016	APRIL	11
	<b>TOTAL</b>	<b>95</b>

GRAND TOTAL - 188

*"The most influential of all educational factors is the conversation in a child's home." -William Temple*

Notes...



#### PONGAL CELEBRATION - 2015

The AJK College of Arts and Science celebrated the Pongal festival with much fervor this year (14.01.2015). Students actively participated in competitions such as Pongal Cooking, Singing and Rangoli.



#### ONAM CELEBRATION - 2015

The AJK College of Arts and Science celebrated the Onam festival.



#### TALENTIDE - 2015

The one day Inter - Collegiate Talent Fest, organized by the Department of BBA (CA) proved to be a big hit with the student community from Coimbatore and Palakkad, as it offered a mélange of programmes to test their Skills in Business, Technology, Arts and Adventure.



#### ZEBICOM - 2015

Zebicom 2015 Inter Collegiate Cultural fest organized by dept of Commerce, AJK College of Arts and Science Coimbatore.



#### TRIBUTE TO R. K. LAXMAN

Glowing tributes were paid to legendary cartoonist R.K.Laxman, at a modest condolence meeting organized by the Visual Communication Department on 28th January 2015.



Affiliated to Bharathiar University, Coimbatore  
Approved by Govt. of Tamilnadu

COLLEGE OF  
ARTS AND SCIENCE  
*An Eco-Friendly College*

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