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**ACADEMIC  
CALENDAR &  
HAND BOOK**

**2017-18**



**AJK**

**COLLEGE OF  
ARTS AND SCIENCE**

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

Recognized by UGC, New Delhi under  
section 2(f) and 12(B).

*An Eco-Friendly College*

An Institution Accredited by NAAC

## தேசிய கீதம்

ஜன கண மண 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 இரவீந்திரநாத் 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



**TRIBUTE TO DR. A.P.J. ABDUL KALAM**  
 AJKCAS Pays Tribute To Dr.A.P.J. Abdul Kalam, Former President Of India On His First Anniversary – 27<sup>th</sup> Jul 2016.



**ONAM CELEBRATION 2016**  
 ONAM Celebration 2016 at AJKCAS held on 09<sup>th</sup> September 2016.



**GRADUATION DAY 12 NOV 2016**  
 AJK College of Arts and Science Coimbatore held its 6<sup>th</sup> Graduation Day on 12<sup>th</sup> November 2016 at AJK College campus. The Honorable justice Mr. Muttachi Jayapaul, High court of Punjab, and Haryana, Chandigarh was the Chief Guest.



**CSHM INDIA'S BIGGEST BURGER BUN 17 OCT 2016**  
 The Department of Hotel Management and Catering Science students prepared India's Biggest Vegetable Burger Bun on 17<sup>th</sup> October 2016.



**APRIL FOOD FEST 2016**  
 A Food Festival and Fashion Show organized by Students of Department of Catering Science and Hotel Management with Department of Costume Design and Fashion. Event held on 10<sup>th</sup> Apr 2016 in Town Hall, Palakkad District. Cake Exhibition, Mangolian Barbeque are other attractions.



**DETERMIND 2016**  
 DETERMIND - If you think you can. A youth program held on 5<sup>th</sup> Aug 2016. Dr.C. Sylendra Babu IPS, ADGP, Coastal Security Guard, Tamilnadu was the chief guest.

## SECRETARY'S MESSAGE



*Dear Students,*

*Even as AJK College of Arts and Science steps into the 10th year of its excellence, 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 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.*

*Our aim is to produce academically strong and talented person to serve the nation with ethical value.*

*With warm welcome,*

**Mr. Ajeet Kumar Lal Mohan**

*Secretary & Managing Trustee*



**MIRACLE - 2K17**  
AJKCAS Conducts Inter-Collegiate Cultural fest on 16 & 17<sup>th</sup> Feb 2017.



**MSW LIT THE LIGHT**  
As part of Christmas celebrations PG Department of Social Work Students collect and donate various Goods from AJK CAS Students to the Orphanage on 16<sup>th</sup> Dec 2016.



**BCA NCRAICA 2016 28 JAN 2016**  
Dept of Computer Applications organizes A Two Day National Conference on Recent Advancements in Computer Application on 28 & 29<sup>th</sup> Jan 2016.



**TALENTIDE 29 FEB 2016**  
Department of BBA Presents "TALENTIDE-2016 College Student's TALENT FEST" on 29<sup>th</sup> Feb 2016.



**ONAM CELEBRATION 2016**  
ONAM Celebration 2016 at AJKCAS held on 09<sup>th</sup> September 2016.



**B.A. ENGLISH GUEST LECTURE**  
Dept of English organized a Guest lecture on "Communication Skills" by Dr. Rathinasabapathy on 13<sup>th</sup> Feb 2017.



### FAREWELL 2016

Farewell Function Conducted in AJK CAS Campus on 28<sup>th</sup> Mar 2016



### Hello Life 2017

AJK College conducted a Program to distribute Offer Letters to the Students who got placed in various Companies on 4<sup>th</sup> Mar 2017.



### MINDSURF 2016

One Day National Level technical Symposium Conducted by Department of BCA, IT & CS on 24<sup>th</sup> Feb 2017.



### BBA - CA STUDENTS BAZAAR 28 DEC 2016

Department of BBA organized "Student's Bazaar 2016" on 28<sup>th</sup> Dec 2016.



### KERALEEYAM 09 FEB 2016

Department of Malayalam Conducted One Day Seminar on "KERALEEYAM" on 9<sup>th</sup> Feb 2016.

Chief Guest: Shri.V.T.Vasudevan Master



### NSS PROGRAME

The Coimbatore District Police and Students of AJK College of Arts and Science Celebrate Pongal Function with Local People of Chadivayal on 16<sup>th</sup> Jan 2017 at Covai Kutralam.

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## ABOUT THE COLLEGE

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*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.



## ENVIRONMENT FRIENDLY POLICY

The concept of eco-friendly centres 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 paved way 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 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 impart the latest developments in various fields,
- Guest lectures by eminent personalities in various fields, and
- 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 Application
- Information Technology
- Professional Accounting
- Banking and Insurance

#### B.C.A.

- Computer Application

#### B.B.A.

- Computer Application

#### 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 (FT / PT)

- Computer Science
- Electronics
- Commerce

#### Ph.D (FT / PT)

- Computer Science
- Commerce



## GENERAL INFORMATION

The college is affiliated to Bharathiar University and approved by Government of Tamil Nadu and University Grant Commission(UGC). The college was granted 2(f) and 12(B) status by the UGC. The college has been accredited by NAAC.

- As an affiliated college, the syllabus of Bharathiar University for various courses is followed.
- 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 supreme body to control both academics 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 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

Grievance Redressal Committee

Disciplinary Action Committee

Feedback Committee

Internal Compliants Committee

Academic Committee

Examination 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 the 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 Register 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.

## DURING THE COURSE

- All first year students have to attend the Orientation Programme and Bridge Course 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 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 refer 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., have been put up near the college office.

## LIBRARY

The college Library is accommodated in a separate hall. An educational video cassette and CD-ROM has been added to the main Library. Reprographic facilities and internet facilities are also available in the library. The library is kept open from 8.45 a.m. to 4.30 p.m. 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 have 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 no due certificate.

## PLACEMENT CELL

Placement Cell has been established to help student find suitable employment. A Separate placement officer has been appointed. With the help of the Principal and the HoD., the placement officer will arrange meetings, seminars and interviews. The students have to register their names with the placement officer.

## WEBSITE

The students can view and download important details in the college website and they are as follows :-

- Study material
- Important circulars regarding University Examination
- Question Bank
- College Internal and Model Examination details

## CO – CURRICULAR/EXTRA CURRICULAR ACTIVITIES

To promote leadership activities and organizing abilities, various 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 playgrounds 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.

## HOSTEL

Separate hostel 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 Class
- Access to Library
- Admission to Examination
- Access to Travel by bus
- Access to Laboratories
- Admission to Functions

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

## NSS

Two units of NSS are functioning in the college to develop students' social awareness, social involvement, discipline and leadership qualities. NSS is compulsory for the students to earn 2 credits in Choice Based Credit Systems(CBCS).

## Cells

Research 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  
Research 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

## 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

Centre for Digital Learning  
Research Centre  
Student Welfare & Counselling Centre

## Social Activity Organisations

NSS/ Extension Activity  
YRC  
Red Ribbon Club

## 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) Your personal behavior
  - ii) Your academic area
  - iii) 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 dhuppata only.
- Every student is provided with an identity card. All students should wear their ID card along with rope. 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/Ragging is an offence with punishment which might result in imprisonment. (For other details refer to page no:17 of this Handbook)
- Students should not sit on the parapet walls / on the steps/ staircase.
- Use of CELLPHONE 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 during the traveling in 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 identity 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 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-u.ac.in](http://www.b-u.ac.in)) details related to 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 the 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	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 09:15 a.m and 11:15 p.m and afternoon session 11:15 a.m and 01.45 p.m), he/she will lose attendance for half a day. For example, a candidate has attended the first hour and absented himself in the second hour, he /she has to lose half a day he/she 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 IS LESS THAN 50% AND CONTINUE THE COURSE”.**

## 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 to 59 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 subjects units Examination in I Class and II Class respectively.

**POSTGRADUATE :** 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 Examination in various programmes securing the marks.

In the Examination prescribed for the programmes in various semesters candidates shall be declared to have passed in FIRST CLASS & SECOND CLASS respectively if they had scored 60% and above and 50% and 50% to 55% respectively.

**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. 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. Prescribed Fees, paid through Demand Draft 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

## RAGGING IS AN OFFENCE

This is a Ragging-free campus. 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.

### Anti Ragging committee

S.No	NAME	DEPARTMENT
1.	Dr.O.B.Pramodh Kumar	Principal
2.	Dr .K.Pradeepa	Dean, CS
3.	Mr. C. Ranjith kumar	HOD, B.Sc.(CS)
4.	Mr.S.John Grasiyas	HOD, BCA
5.	Mr.B.Ramesh Kumar	HOD, M.Sc.(CS)
6.	Mr.Jonathan Anand Kumar	HOD, B.Sc.CS&HM
7.	Mr.S.Saravanan	HOD, ECS
8.	Mr.J.Sathyanarayanan	HOD, B.Sc.(CDF)
9.	Mrs.J.Sudha Priya	HOD, B.Sc.(VIS COM)
10.	Mrs.Uma Maheshwari.S	HOD, B.B.A. (CA)
11.	Mr.Elayaraja.V	Physical Director

A ragging complaint box is placed near the Principal's Office, Gents and Ladies Hostels.  
College help line: 0422 2363400. 24x7 Helpline: 82209 38699

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

**General:** Students can meet the Principal between

- 10:55A.M. and 11:15 A.M. - 01: 45P.M. and 02:30 P.M.

### **(iii) ADMINISTRATION**

#### **Authorities :**

- SECRETARY
  - PRINCIPAL
  - DEAN/HEADS 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, 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.

## TO GUIDE AND HELP STUDENTS

S.No	PURPOSE	CONTACT PERSON	DEPARTMENT
1.	Bank Loan	Mrs.N.Santhana Krishna	B.Sc (IT)
2.	Bonafide Certificates		Office
3.	Scholarships / Cash Regarding		Office
4.	Fees		Office
5.	Attendance	Principal	Office
6.	Bus Related Issues	Mr.V.Elayaraja Mr.D.Dhanaraj	Physical Education Transportation
7.	Sports	Mr.V.Elayaraja	Physical Education
8.	Placement	Mr.S.Prakash	Placement Cell
9.	Counselling & Grievance	Dr. O. B. Pramod Kumar	Principal
10.	Higher Studies	Mrs.N.Santhana Krishna	B.Sc.(IT)
11.	NSS - Unit I NSS - Unit II	Ms. Jasmine Priya Mrs.Sujitha Amalin Nancy	Tamil Department BCA Department
12.	Hostel	Principal Warden  (i) Mr.Thangamani Dy.Warden-Boys  (ii)Ms.T.Aswathi Govind Dy.Warden - Women	UG - CS  UG - ECS
13.	Women's Grievance & Redressal Complaint Committee	Mrs.Subhathra Satheesan Mrs.Santhana Krishna.N Ms.T.Aswathi Govind	Malayalam B.Sc (IT) B.SC (ECS)

## PLACEMENT CELL

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

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

## Academic Calendar 2017 – 18

Day	Day	JUNE 2017	Day Order	Working Day Count
1	THU			
2	FRI			
3	SAT			
4	SUN			
5	MON			
6	TUE			
7	WED			
8	THU			
9	FRI	Odd Semester Hostel Fee Payment		
10	SAT			
11	SUN			
12	MON			
13	TUE			
14	WED			
15	THU			
16	FRI			
17	SAT			
18	SUN	Parents Teachers Meeting for II & III Year		
19	MON			
20	TUE			
21	WED	Commercement of Odd Semester for UG/PG II & III Year & Department Orientation	I	1
22	THU	Study Material Distribution	II	2
23	FRI		III	3
24	SAT			
25	SUN			
26	MON	Holiday - Ramzan		
27	TUE		IV	4
28	WED		V	5
29	THU		VI	6
30	FRI	Class Committee Meeting	I	7

Day	Day	JULY 2017	Day Order	Working Day Count
1	SAT			
2	SUN			
3	MON		II	8
4	TUE		III	9
5	WED		IV	10
6	THU		V	11
7	FRI	Mentor Mentee Meeting	VI	12
8	SAT			
9	SUN			
10	MON	Assignment / Case Study Allocation	I	13
11	TUE		II	14
12	WED	Commencement of Odd Semester for UG I Year & Induction Program	III	15
13	THU		IV	16
14	FRI	Class Committee Meeting	V	17
15	SAT			
16	SUN			
17	MON	Bridge Course for UG I Year	VI	18
18	TUE	Assignment / Case Study Submission	I	19
19	WED		II	20
20	THU		III	21
21	FRI	Mentor Mentee Meeting	IV	22
22	SAT			
23	SUN			
24	MON		V	23
25	TUE	Psychometric Test for I Year	VI	24
26	WED	Commencement of Odd Semester for PG I Year & Induction Program	I	25
27	THU		II	26
28	FRI	Class Committee Meeting	III	27
29	SAT			
30	SUN			
31	MON		IV	28



Day	Day	AUGUST - 2017	Day Order	Working Day Count
1	TUE	Commencement of continuous internal Assessment I	V	29
2	WED		VI	30
3	THU		I	31
4	FRI	Mentor Mentee Meeting	II	32
5	SAT			
6	SUN			
7	MON		III	33
8	TUE		IV	34
9	WED		V	35
10	THU		VI	36
11	FRI	Class Committee Meeting	I	37
12	SAT			
13	SUN			
14	MON	Holiday - Krishna Jayanthi		
15	TUE	Holiday - Independence Day		
16	WED		II	38
17	THU		III	39
18	FRI		IV	40
19	SAT			
20	SUN			
21	MON		V	41
22	TUE		VI	42
23	WED		I	43
24	THU		II	44
25	FRI	Holiday - Vinayakar Chaturthi		
26	SAT			
27	SUN			
28	MON	Class Committee Meeting	III	45
29	TUE		IV	46
30	WED		V	47
31	THU		VI	48

Day	Day	September 2017	Day Order	Working Day Count
1	FRI		I	49
2	SAT	Holiday - Bakrid		
3	SUN			
4	MON	Holiday - Onam		
5	TUE	Teachers' Day	II	50
6	WED	Commencement of Continuous Internal Assessment II	III	51
7	THU		IV	52
8	FRI	Mentor Mentee Meeting	V	53
9	SAT			
10	SUN			
11	MON		VI	54
12	TUE		I	55
13	WED		II	56
14	THU	Class Committee Meeting	III	57
15	FRI		IV	58
16	SAT			
17	SUN			
18	MON		V	59
19	TUE		VI	60
20	WED		I	61
21	THU		II	62
22	FRI	Mentor Mentee Meeting	III	63
23	SAT			
24	SUN			
25	MON		IV	64
26	TUE		V	65
27	WED		VI	66
28	THU	Even Semester Fee Payment for 2nd and 3rd Year	I	67
29	FRI	Holiday - Ayudha Pooja		
30	SAT	Holiday - Vijayadhasami		

Day	Day	October 2017	Day Order	Working Day Count
1	SUN	Holiday - Muharram		
2	MON	Holiday - Gandhi Jayanthi		
3	TUE		II	68
4	WED	Even Semester Fee Payment for I Year	III	69
5	THU		IV	70
6	FRI		V	71
7	SAT			
8	SUN			
9	MON		VI	72
10	TUE		I	73
11	WED		II	74
12	THU		III	75
13	FRI	Class Committee Meeting	IV	76
14	SAT			
15	SUN			
16	MON		V	77
17	TUE		VI	78
18	WED	Holiday - Diwali		
19	THU		I	79
20	FRI	Mentor Mentee Meeting	II	80
21	SAT			
22	SUN			
23	MON		III	81
24	TUE	Feedback Collection from Student	IV	82
25	WED	Odd Semester outstanding Payment	V	83
26	THU	Commencement of Model Examination	VI	84
27	FRI	Class Committee Meeting	I	85
28	SAT			
29	SUN			
30	MON		II	86
31	TUE		III	87

Day	Day	November 2017	Day Order	Working Day Count
1	WED		VI	88
2	THU		I	89
3	FRI		II	90
4	SAT			
5	SUN			
6	MON		III	91
7	TUE		IV	92
8	WED	Commencement of Bharathiar University Practical Examination		
9	THU	Distribution of Hall ticket		
10	FRI			
11	SAT			
12	SUN			
13	MON			
14	TUE			
15	WED	Commencement of Bharathiar University Theory Examination		
16	THU			
17	FRI			
18	SAT			
19	SUN			
20	MON			
21	TUE			
22	WED			
23	THU			
24	FRI			
25	SAT	Even Semester Hostel Fee Payment		
26	SUN	Graduation Day		
27	MON			
28	TUE			
29	WED			
30	THU			

Day	Day	December 2017	Day Order	Working Day Count
1	FRI	Holiday - Milad-un-nabi		
2	SAT			
3	SUN	Parents / Teachers Meeting for All Year		
4	MON	Commencement of Even Semester for all UG/PG	I	1
5	TUE	Study Material Distribution	II	2
6	WED		III	3
7	THU		IV	4
8	FRI		V	5
9	SAT			
10	SUN			
11	MON		VI	6
12	TUE		I	7
13	WED		II	8
14	THU		III	9
15	FRI	Class Committee Meeting	IV	10
16	SAT			
17	SUN			
18	MON		V	11
19	TUE		VI	12
20	WED		I	13
21	THU		II	14
22	FRI	Mentor Mentee Meeting	III	15
23	SAT			
24	SUN	Holiday - Christmas		
25	MON		IV	16
26	TUE		V	17
27	WED		VI	18
28	THU		I	19
29	FRI	Class Committee Meeting	II	20
30	SAT			
31	SUN			

Day	Day	January 2018	Day Order	Working Day Count
1	MON	Holiday - English New Year		
2	TUE		III	21
3	WED		IV	22
4	THU	Assignment / Case Study Allocation	V	23
5	FRI	Mentor Mentee Meeting	VI	24
6	SAT			
7	SUN			
8	MON		I	25
9	TUE		II	26
10	WED		III	26
11	THU		IV	28
12	FRI	Class Committee Meeting	V	29
13	SAT			
14	SUN	Holiday - Pongal		
15	MON	Holiday - Thiruvalluvar Day / Mattu Pongal		
16	TUE	Holiday - Uzhavar Thirunal		
17	WED	Commencement of Continuous Internal Assessment I	VI	30
18	THU		I	31
19	FRI	Mentor Mentee Meeting	II	32
20	SAT			
21	SUN			
22	MON		III	33
23	TUE		IV	34
24	WED		V	35
25	THU	Class Committee Meeting	VI	36
26	FRI	Holiday - Republic Day		
27	SAT			
28	SUN			
29	MON		I	37
30	TUE		II	38
31	WED		III	39

Day	Day	February 2018	Day Order	Working Day Count
1	THU		IV	40
2	FRI		V	41
3	SAT			
4	SUN			
5	MON		VI	42
6	TUE		I	43
7	WED		II	44
8	THU		III	45
9	FRI	Assignment / Case Study Allocation / Mentor Mentee Meeting	IV	46
10	SAT			
11	SUN			
12	MON		V	47
13	TUE		VI	48
14	WED		I	49
15	THU		II	50
16	FRI	Class Committee Meeting	IV	51
17	SAT			
18	SUN			
19	MON		IV	52
20	TUE		V	53
21	WED		VI	54
22	THU	Intercollegiate Competition_AMASIKO	I	55
23	FRI	Mentor Mentee Meeting	II	56
24	SAT			
25	SUN			
26	MON		III	57
27	TUE		IV	58
28	WED	Assignment / Case Study Submission	V	59

Day	Day	March 2018	Day Order	Working Day Count
1	THU	Commencement of Continuous Internal Assessment II	VI	60
2	FRI	Mentor Mentee Meeting	I	61
3	SAT			
4	SUN			
5	MON	Odd Semester Fee Payment	II	62
6	TUE		III	63
7	WED	AJK Tech Fest Miracle	IV	64
8	THU	Women's Day Celebration	V	65
9	FRI	Class Committee Meeting	VI	66
10	SAT			
11	SUN			
12	MON		I	67
13	TUE		II	68
14	WED		III	69
15	THU	Assignment / Case Study Allocation	IV	70
16	FRI		V	71
17	SAT			
18	SUN	Holiday - Telugu New Year		
19	MON		VI	72
20	TUE		I	73
21	WED		II	74
22	THU		III	75
23	FRI	Mentore Mentee Meeting	IV	76
24	SAT			
25	SUN			
26	MON	Even Semester outstanding Fee Payment	V	77
27	TUE	Assignment / Case Study Submission/ Class Committee Meeting	VI	78
28	WED	College Day / Sports Day	I	79
29	THU	Mahavir Jayanthi	II	80
30	FRI	Holiday - Good Friday		
31	SAT			



Day	Day	April 2018	Day Order	Working Day Count
1	SUN			
2	MON	Commencement of Model Examination	III	81
3	TUE		IV	82
4	WED		V	83
5	THU		VI	84
6	FRI		I	85
7	SAT			
8	SUN			
9	MON		II	86
10	TUE	Feedback collection from students	III	87
11	WED		IV	88
12	THU		V	89
13	FRI		VI	90
14	SAT	Holiday - Tamil New Year		
15	SUN			
16	MON		I	91
17	TUE		II	92
18	WED	Commencement of Bharathiar University Practical Examination		
19	THU			
20	FRI	Distribution of Hall Ticket		
21	SAT			
22	SUN			
23	MON			
24	TUE			
25	WED	Commencement of Bharathiar University Theory Examinations		
26	THU			
27	FRI			
28	SAT			
29	SUN			
30	MON			

Notes :



ACADEMIC YEAR : 2017 - 18  
WORKING DAYS

ODD SEMESTER

YEAR	MONTH	WORKING DAYS
2017	JUNE	07
2017	JULY	21
2017	AUGUST	20
2017	SEPTEMBER	19
2017	OCTOBER	20
2017	NOVEMBER	05
	TOTAL	92

EVEN SEMESTER

YEAR	MONTH	WORKING DAYS
2017	DECEMBER	20
2018	JANUARY	19
2018	FEBRUARY	20
2018	MARCH	21
2018	APRIL	12
	TOTAL	92

GRAND TOTAL - 184



**AJK COLLEGE OF ARTS AND SCIENCE**  
An Eco-Friendly College  
Affiliated to Bharathiar University, Coimbatore  
Approved by Govt. of Tamilnadu  
Palakkad Main Road, Navakkarai, Coimbatore - 641 105  
Tel: +91 422 2363400 Fax: www.ajkcas.com  
An Institution Accredited by NAAC

**RANK HOLDERS - 2016**

**PROUD MOMENTS!**

 <b>1<sup>st</sup> Rank</b> <b>KANNAGI S</b> B.Sc. Electronics & Communication Systems	 <b>1<sup>st</sup> Rank</b> <b>SREE LAKSHMI U K</b> B.Sc. Catering Science & Hotel Management		
 <b>2<sup>nd</sup> Rank</b> <b>JOY SUPRIYA P</b> B.Sc. Catering Science & Hotel Management	 <b>3<sup>rd</sup> Rank</b> <b>DEEPA NARAYAN</b> B.Sc. Catering Science & Hotel Management	 <b>4<sup>th</sup> Rank</b> <b>DEEPA P</b> M.Sc. Electronics & Communication Systems	 <b>6<sup>th</sup> Rank</b> <b>MALINI G</b> B.Sc. Electronics & Communication Systems
 <b>7<sup>th</sup> Rank</b> <b>RAMA K</b> M.Sc. Electronics & Communication Systems	 <b>9<sup>th</sup> Rank</b> <b>GOWTHAMAN A</b> B.Sc. Catering Science & Hotel Management	 <b>10<sup>th</sup> Rank</b> <b>GOWTHAMAN K K</b> B.Sc. Catering Science & Hotel Management	 <b>10<sup>th</sup> Rank</b> <b>SHAHARBAN T</b> Master Of Social Work

**congratulations**



**PLACEMENTS - HELLO LIFE 2017**  
AJKCAS conducted "Hello Life 2017" Program on 4<sup>th</sup> Mar 2017 and Dr. A Ganapathi, Vice-Chancellor, Bharathiyar University, distributed 1067 Offer Letters to the Students who placed in various Companies.



**SIREN - WOMEN'S DAY 2017**  
Siren - Wings to fly - A program conducted and participated only by the girl students of AJKCAS on 25<sup>th</sup> Feb 2017 as part of Women's Day celebration.

CONGRATULATIONS TO OUR STUDENTS



**1067++**  
JOB OFFER LETTERS

**AJK COLLEGE OF ARTS AND SCIENCE**  
STARS RISE HERE...

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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Palakkad Main Road, Navakkarai, Coimbatore - 641 105. ☎ 0422 2363400