

# **KANCHI SHRI KRISHNA COLLEGE OF ARTS AND SCIENCE**

**KILAMBI, KANCHEEPURAM-631551.  
(Co-Educational Institution)**

(Tamil Nadu G.O.No.352, Dated 03.05.1994)  
(Affiliated to University of Madras No.A1/U-1994-95; 1820)

**REACCREDITATION WITH "B" GRADE BY NAAC**

**CALENDAR**



**2019-2020**

**KANCHI SHRI KRISHNA COLLEGE OF  
ARTS AND SCIENCE**

**KILAMBI, KANCHEEPURAM-631551.**

**REACCREDITATION WITH "B" GRADE BY NAAC**

**BIO DATA**

Name	
Class	
Department	
Roll Number	
Register Number	
Address	
Phone Number	
Blood Group	
Scholarship Details	

**KANCHI SHRI KRISHNA COLLEGE OF ARTS AND SCIENCE  
KILAMBI, KANCHEEPURAM-631551.**

**ACCREDITATION WITH □"B"□ GRADE BY NAAC**



**MEANING OF COLLEGE EMBLEM**

Our college emblem symbolizes a big circle which means Eternity, in which Lord Krishna, an incarnation of Divinity is seen in the midst of Books which are the Golden Treasuries of Academic Plenty.

The Tower of the Temple implies intellectual tower. Lord Krishna exemplifies spiritual shower of the humans. The books and scientific instruments amplify more Power.

Thus, each and every man who looks at the college emblem should feel imbibed; thereby aim at achieving intellectual tower, spiritual Shower and moral Power.

**K**

**S**

**K**

**K**NOWLEDGE

**S**INCERITY

**K**NOWINGNESS

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**KANCHI KRISHNA EDUCATIONAL TRUST**  
**BOARD OF DIRECTORS**

1. Kalvi Kavalar' Thiru. **B.BOSE** Founder
2. Dr.A. ARANGANATHAN, B.A., D.Lit., Correspondent
3. Thiru.K.Veeraragavan, Chairman
4. Thiru.T. KUPPUSWAMY, Secretary
5. Thiru. V.MOHANARANGAN
6. Tmt. PARIMALA PANDURANGAN ”
7. Thiru.B. SANDIYAPPAN
8. Tmt. KUMARI SAI RAM
9. Dr. P. BALAKRISHNAN
10. Tmt. MALLIGA MADHAVAN
11. 11. Thiru.V. DAYALAN
12. Tmt. MALEESWARI DAMODHARAN ”
13. Tmt. VASANTHA VARATHA PILLAI ”
14. Thiru. C. PONNURANGAM
15. Thiru. V.JAYAKUMAR

16. Tmt. T.THIRUPURA SUNDARI
17. Tmt. SARASWATHI JAYAKUMAR
18. Thiru. N. DEVARAJAN
19. Tmt. M. SELVI MANOHARAN
20. Thiru. N. SUBRAMANI
21. Tmt. RENUGA RANGANATHAN
22. Thiru.G. RAMANUJAM
23. Thiru. A.V. APPASWAMY
24. Dr. P. BALAKRISHNAN”

”

## **COLLEGE COMMITTEE**

1. Kalvi Kavalalar' Thiru. B.BOSE  
Founder
2. Dr.A. ARANGANATHAN, B.A., D.Lit.,Correspondent.
3. Mr.R.MANOCHARAN, Chairman
4. Mr.M.SENTHIL KUMAR, M.S., Secretary
5. Mr.V.MOHANARAGAN, Treasurer
6. Mr.V.JAYAKUMAR, Director.
7. Mrs.SARASWATHI JAYAKUMAR, Director.
8. Mr.THIRUVENGADAM, Director.
9. Mr.APPASWAMY, Director.
- 10.Mr.SANKAR, Director.
- 11.Mr.DAYALAN, Director.
- 12.Mr.SUBRAMANIAN, Director.
13. Dr. K. VENKATESAN, M.A(Tamil)., M.A (Eng)., M.Phil., Ph.D.,  
Principal and Head, Department of Tamil
14. Dr. M. PRAKASH, M.Sc., M.Phil.,Ph.D.,  
Vice Principal and Head, Department of Microbiology
15. Mr. S.PALANI M.Sc., M.Phil.,  
Head, Department of Computer Science
16. Dr. A.MANOCHARAN, M.Com., M.Phil.,Ph.D.,  
Head, Department of Commerce
17. Dr.K.EKAMBARAM, M.Sc.,M.Phil., Ph.D.,  
Head, Department of Physics

## **COLLEGE COUNCIL**

**Dr. K. VENKATESAN, M.A(Tamil)., M.A (Eng)., M.Phil., Ph.D.,**  
Principal and Head, Department of Tamil

**Dr. M. PRAKASH, M.Sc., M.Phil.,Ph.D.,**  
Vice Principal and Head, Department of Microbiology

**Mr. S.PALANI M.Sc., M.Phil.,**  
Head, Department of Computer Science

**Dr. A.MANOHARAN, M.Com., M.Phil.,Ph.D.,**  
Head, Department of Commerce(SHIFT – I)

**Mrs.C.KANCHANA, M.Com., M.B.A.,M.Phil.,**  
Head, Department of Commerce(SHIFT – II)

**Mr.P.GOPU, M.Com., M.Phil.,SLET.,**  
Head, Department of BBA

**Dr.E.BABY, M.Com., M.Phil., Ph.D.,,**  
Head, Department of BBM

**Dr.K.EKAMBARAM, M.Sc.,M.Phil., Ph.D.,**  
Head, Department of Physics

**Dr. P.PUNNIYAKOTTI, M.Sc., M.Phil.,Ph.D.,**  
Head, Department of bio-Chemistry

**Mrs.P.SYLVIA, M.Sc., M.Phil.,**  
Head, Department of Chemistry

**Mr. S.IMAYAVARMBAN,M.A., B.Ed.,**  
Head, Department of English

**Mrs. B. AKILA , M.Sc., M.Phil.,**  
Head, Department of Mathematics

**Mrs.G.GAYATHRI M.SC.,M.Phil.,B.Ed.,**  
Head, Department of Computer Applications

**Mr.A.VIJAYAKUMAR,B.A.,B.Ed., M.Ped.,NIS.,**  
Physical Director



## **HISTORY OF KANCHI SHRI KRISHNA COLLEGE OF ARTS AND SCIENCE**

**Kanchi Shri Krishna College of Arts and Science** was started in the year 1994 by **Kanchi Krishna Educational Trust** for the promotion of Higher Education in the backward area of Kanchipuram Taluk. Started as Under Graduate College, affiliated to the University of Madras, it has steady growth and now it stands as Post-Graduate College offering Ten Programmes in UG and Five Programmes in PG.

The vision and mission of the Institution as enshrined in the **Kanchi Krishna Educational Trust**, is to impart Quality Higher Education, so as to make the 'New Generation' face the new challenges of the ever changing society.

The range of programmes offered by the Institution helps to promote not only the social status of the backward area youth but also attain economic status.

The admission process and student profile of the Institution clearly reveal the transparency adopted and strict adherence to the rules framed by the University and Government. As for learning process is concerned, the results of the learners in the university examination is clear proof of the performance of the Institution.

Regarding research, though not a recognized Research Centre the young teachers are very much interested and motivated to take active roles in research. The Distance Education system allows some of the young Teachers to serve as Guides leading to M.Phil. Programme is appreciable that many young faculties publish their research papers in notable journals.

Being a fully Self-financing Institution, it has sufficient infrastructure facilities - Class-rooms, Furniture, Lab facilities, facilities for Sports, Games and Transport facilities for the learners. The Master Plan drawn at the time of inception of the College gives a clear picture. Library serves as a gear centre of learning. Well equipped laboratories and Internet facility help to upgrade the learning process. The maintenance and addition of infrastructure facilities are well monitored by the College Council under the guidance of Management.

All possible steps are taken to maintain student progression and necessary support for their learning process is offered by the Institution. Placement Cell, Career guidance Cell, Grievance redress Cell, helps to student' s community a lot. Tutorial ward system help students to seek counseling from their masters. Special care is taken to offer remedial classes for the advantage of slow learners.

As for as, Governance and leadership are concerned, the Management always strives to keep in mind its objective of promoting quality higher education. Principal as head of the Institution derives

due support and direction from the management to steer the Institution in the right path. Necessary care is taken to address the grievances of the employees and students. The financial needs of the Institution is well managed with the course fees collected from students.

As innovative practice, the Institution always takes keen interest in maintaining the Internal Quality and Assurance and that value based education is imparted. The profiles of the students and teaching staff reveal that the Institution is striving for the uplift of the socially, economically backward section of the people. It is satisfactory to note that there is notable academic growth rate the number of graduates and Post-Graduates that come out of the Institution with flying colours every year to seek higher studies or Research or better placement get a fruitful reward for the Institution and thus the purpose of establishing the institution is fully realized.

This college provided the excellent educational facilities and services rendered to the rural areas. In addition, **NAAC (Bangalore) has accredited this college with ' B' grade level which is the first and only college to obtain this status in Kanchipuram Region on 2014 with Good Quality Education.**

## SUCCESSION LIST OF PRINCIPALS

<b>SNO</b>	<b>NAME AND QUALIFICATION</b>	<b>PERIOD</b>
1.	Prof G.Nagalingam.M.A.,	01.10.1994 to 19.05.1996
2.	Dr.K.Venkatesan.M.A.,M.Phil., Ph.D.,[I/C]	20.05.1996 to 31.05.1997
3.	Prof.G.Raghunathan.M.A.,M.Phil.,	01.06.1997 to 31.05.1998
4.	Dr.K.Venkatesan.M.A.,M.Phil.,Ph.D.,[I/C]	01.06.1998 to 1.05.1999
5.	Prof.V.Fedric, M.Sc.,M.Phil.,	01.06.1999 to 30.09.2000
6.	Dr.K.Venkatesan.M.A.,M.Phil., Ph.D.,[I/C]	01.10.2000 to 31.05.2001
7.	Prof.D.Gopikaramanan.M.A.,M.Phil.,	01.06.2001 to 31.12.2001
8.	Dr.R.Kannan.M.Com.,M.A.,M.phil., Ph.D.,	01.01.2002 to 30.07.2004
9.	DR.G.Balan.M.A.,M.Phil., Ph.D.,	01.08.2004 to 30.10.2005
10.	Dr.K.Venkatesan.M.A.,M.Phil., Ph.D.,	21.01.2006 to till date

## **LIST OF TEACHING STAFF**

### **Principal:**

- **Dr.K.Venkatesan, M.A(Tamil), M.A (Eng), M.Phil., Ph.D.,**

### **Department of Tamil**

- **Dr. K. Venkatesan. M.A(Tamil), M.A (Eng), M.Phil., Ph.D.,  
[Head of the Department]**
- Dr. V. Veera ragavan, M.A. M.Phil., Ph.D., [Asst. Professor]
- Ms. M. Karthiga. M.A. M.Phil., [Asst. Professor]
- Mrs. B.S Sarala M.A. B.Ed., M.Phil., [Asst. Professor]
- Mr. J. Babugandhi M.A. M.Phil., [Asst. Professor]
- Dr. N. Arumugam M.A. M.Phil., Ph.D., [Asst. Professor]
- Mr. P. Bharathidasan M.A. B.Ed., SET [Asst. Professor]
- Mrs. R. Pappitha M.A. M.Phil., [Asst. Professor]
- Mrs. K. Kokila M.A. M.Phil., TPT [Asst. Professor]
- Ms. N. Banurekha M.A. M.Phil., [Asst. Professor]
- Mrs. R.Vasumathi M.A., NET [Asst. Professor]

### **Department of English**

- **Ms. S. Imayavaramban M.A., B.Ed., [Asst. Professor]  
[Head of the Department]**
- Ms. L. Mageshwari, M.A. B.Ed., [Asst. Professor]
- Mr. R. Arunkumar, M.A., [Asst. Professor]

- Mr. Se.R. Arunkumar M.A., [Asst. Professor]
- Mrs. R. Poorani, M.A. B.Ed., [Asst. Professor]
- Mr. S. Kabil, M.A. B.Ed., [Asst. Professor]
- Mr. M. Sathish M.A. B.Ed., [Asst. Professor]
- Ms. C. Sharmila M.A. M.Phil., [Asst. Professor]
- Ms. G. Shavanthi M.A. [Asst. Professor]
- Ms. V. Swathi M.A. [Asst. Professor]

### **Department of Commerce Shift -1**

- **Dr. A. Manoharan M.Com.,M.Phil., Ph.D., [Asst. Professor]  
[Head of the Department]**
- Mrs. D. Tamilselvi, M.Com.,M.Phil., [Asst. Professor]
- Ms. M. Ramadevi M.Com., [Asst. Professor]
- Ms. S. Divya M.Com.,M.Phil., [Asst. Professor]
- Ms. V. Shakila M.Com., [Asst. Professor]
- Ms. G. Vimala M.Com., [Asst. Professor]
- Ms P. Kotteswari M.B.A. [Asst. Professor]

### **Department of Commerce Shift -2**

- **Mr. P. Gopu M.Com., M.Phil., [Asst. Professor]  
[Head of the Department]**
- Dr. M. Arul M.Com.,M.phil., Ph.D., [Asst. Professor]
- Mr. P. Ravisankar M.Com.,M.Phil., [Asst. Professor]
- Mr. A. Rajendran M.Com.,M.Phil., [Asst. Professor]

### **Department of Commerce (Bank Management)**

- **Dr. E. Baby, M.Com.,M.Phil., Ph.D., [Asst. Professor]**  
**[Head of the Department]**
- Mr.T. Rajasekar M.Com.,M.Phil., [Asst. Professor]
- Mr. S. Venkatesan M.Com.,M.Phil., B.Ed., [Asst. Professor]

### **Department of Business Administration**

- **Mrs. C. Kanchana M.Com., M.B.A. M.Phil., [Asst. Professor]**  
**[Head of the Department]**
- Ms. K. Prema M.Com.,M.Phil., [Asst. Professor]
- Mr. M.J. Sultan Ahamed M.B.A. [Asst. Professor]
- Ms. P. Rogini M.B.A. [Asst. Professor]

### **Department of Economics**

- **Mr. A. Elumalai M.A, M.Phil., [Asst. Professor]**
- Mr. A. Balamurugan M.A, M.Phil., [Asst. Professor]

### **Department of Bio Chemistry**

- **Mr. P. Punniyakotti, M.Sc., M.Phil., [Asst. Professor]**  
**[Head of the Department]**
- Mrs. N. Sujatha., M.Sc., M.Phil., [Asst. Professor]
- Dr. P.M. Balu M.Sc., M.Phil., Ph.D.,[Asst. Professor]
- Dr.G. Arumugam M.Sc., Ph.D.,[Asst. Professor]
- Mrs. T. Chitrikha Suresh, M.Sc., [Asst. Professor]

### **Department of Chemistry**

- **Ms. P. Silvy, M.Sc., M.Phil., [Asst. Professor]**  
**[Head of the Department]**
- Mrs. P. Rathi, M.Sc., M.Phil., [Asst. Professor]
- Dr. S. Sudhaa, M.Sc., Ph.D., [Asst. Professor]
- Mrs.B. Mahalakshmi M.Sc., M.Phil., B.Ed., [Asst. Professor]

### **Department of Computer Science**

- **Mr. S. Palani. M.Sc., M.B.A., M.Phil., [Asst. Professor]**  
**[Head of the Department]**
- Mr. S. Malarvannan M.C.A., M.Phil., [Asst. Professor]
- Ms. S. Tamilarasi M.C.A., [Asst. Professor]
- Ms.P.Sangeetha, M.Sc., M.Phil., [Asst. Professor]
- Mrs. J. Asenath, M.C.A., M.Phil., [Asst. Professor]
- Mrs.K. Jayashri M.Sc., M.Phil., [Asst. Professor]
- Ms. Monisha, M.C.A., M.Phil., [Asst. Professor]

### **Department of Computer Application**

- **Mrs.G. Gayathri M.Sc., M.Phil., [Asst. Professor]**  
**[Head of the Department]**
- Mrs. V. Shamila, M.Sc., M.Phil., [Asst. Professor]
- Mrs. S.A. Shoba, M.Sc., M.Phil., [Asst. Professor]
- Mrs S. Sivaranjani M.Sc., M.Phil., [Asst. Professor]

### **Department of Zoology**

- **Mr.P.Anandhan, M.Sc., M.Phil., [Asst. Professor]**  
**[Head of the Department]**

### **Department of Mathematics**

- **Mrs.B.Akila M.Sc., M.Phil., [Asst. Professor]**  
**[Head of the Department]**
- Mr.G.Siddarthan M.Sc., M.Phil., B.Ed., [Asst. Professor]
- Mr.S.Shanmugam M.Sc., M.Phil., M.Ed., [Asst. Professor]
- Mr.P. Thanigaivel M.Sc., M.Phil., [Asst. Professor]
- Mr.M. Nandhakumar M.Sc., M.Phil., [Asst. Professor]
- Ms. M. Ramya M.Sc., [Asst. Professor]



- Mr.M. Umeshraj M.Sc., M.Phil., B.Ed., D.Ted., [Asst. Professor]
- Mrs. V.Rajeshwari M.Sc., [Asst. Professor]

### **Department of Micro Biology**

- **Dr. M. Prakash M.Sc., M.Phil., Ph.D., [Asst. Professor]**  
**[Head of the Department]**
- Mrs. R. Sumathi, M.Sc., M.Phil., [Asst. Professor]
- Ms. H. Sornakumari .M.Sc.,M.Phil., [Asst. Professor]
- Dr. K. Umashankar M.Sc., M.Phil., Ph.D., [Asst. Professor]
- Mrs. P. Amudha, M.Sc., [Asst. Professor]
- Mrs. D. Malathy . M.Sc.,M.Phil., [Asst. Professor]
- Dr. K. Iyappan M.Sc., M.Phil., B.Ed., [Asst. Professor]

### **Department of Physics**

- **Mr.K.Ekambaram.M.Sc.,M.Phil., [Asst. Professor]**  
**[Head of Department]**
- Mr.P. Prithvirajan M.Sc.,M.Phil., B.Ed., [Asst. Professor]
- Mrs.S.Sarala M.Sc.,M.Phil., [Asst. Professor]
- Dr.G. Padmanaban M.Sc.,B.Ed., Ph.D., [Asst. Professor]

### **Librarian**

- Mrs.K.Viji. B.A.,M.LIS.,M.Phil., Ph,D.,

### **Physical Director**

- Mr.A.Vijayakumar B.Ed., M.Ped., NIS

## LIST OF NON TEACHING STAFF

- Mr.K.Santhalingam.M.Sc., [Administrator Officer]
- Mr.P.Chitra. B.Sc., B.Ed., [Junior Assistant]
- Mr. P.Sivaraj, B.Sc., [Junior Asst.]
- Ms.P.Anuradha,M.A., [Library Asst]
- Mr.S.Dinesh Kumar,M.A.,[Lab Asst]
- Ms.P.Pavithra , M.A., [Lab Asst]
  
- Mr. K.Shanmugam [Driver]
- Mr.C.Perumal [Driver]
- Mr.N.Raman [Driver]
- Mr. N.Subbarayan[Driver]
- Mr. C.Murugan[Driver]
- Mr.S.Navaneethakrishnan[Driver]
- Mr.B.Umaganthan[Driver]
- Mr.R.Kamalakanan[Driver]
- Mr.K.punniyakotti[Driver]
- Mr.N.Sathyamoorthy[Driver]
- Mr.P.Govindharaj[Driver]
- Mr.M.Radhakrishanan[Driver]
- Mr.M.Subaramani[Driver]
- Mr.M.Srinivasan[Driver]
  
- Mr.K.Venkatesan [Electrician]
- Mr.S.Manivannan[O.A]
- Mr.S.Jagadesan[House Keeping]
- Mr.N. Venkatesan[Gardener]
- Mr.G. Kumar [Helper]
  
- Mrs.Mangai [Sweeper]
- Mrs.G.Vijaya[Sweeper]
- Mrs.Jagada[Sweeper]
- Mrs.Aayammal[Sweeper]
- Mr.G.Murugan[Scavenger]
- Mrs.Govindammal[Sweeper]
- Mrs.K.Laskshmi[Sweeper]
- Mrs.P.Savithri [Sweeper]
- Mrs.S.Rajeswari [Sweeper]
- Mrs.Vatchala [Scavenger]
  
- Mr.M.Kumar [Security]
- Mr. P.Venkatesan[Security]
- Mr.S.Arjun[Security]

## UNDER – GRADUATE COURSES

Sl.No	Programme Level & Year of Commencement	Name of the Programme/ Course Duration	Duration	Entry Qualification	Medium of Instruction	Sanctioned student strength
1.	B.A., 2004	English Lit	3 Yrs	+2	English	40
2.	B.Com., 1999	General	3 Yrs	+2	English	70
3.	B.Com., 1995	Bank Management	3 Yrs	+2	English	70
4.	B.Sc., 2003	Mathematics	3 Yrs	+2	English	50
5.	B.Sc., 2003	Physics	3 Yrs	+2	English	32
6.	B.Sc., 2003	Chemistry	3 Yrs	+2	English	32
7.	B.Sc., 1994	Bio-Chemistry	3 Yrs	+2	English	32
8.	B.Sc., 1994	Microbiology	3 Yrs	+2	English	50
9.	B.Sc., 1994	Computer Science	3 Yrs	+2	English	40
10.	B.C.A. 1999	Computer Application	3 Yrs	+2	English	40
11.	B.A 2020	Tamil	3 Yrs	+2	Tamil	70

## UNDER – GRADUATE COURSES -(EVENING COLLEGE)

1.	B.Sc., 2008	Computer Science	3 Yrs	+2	English	50
2.	B.C.A. 2008	Computer Application	3 Yrs	+2	English	50
3.	B.Com., 2009	General	3 Yrs	+2	English	50
4.	BBA 2009	Business Administration	3 Yrs	+2	English	50
5.	B.A 2009	Tamil	3 Yrs	+2	Tamil	50

## POST – GRADUATE COURSES

Sl.No	Programme Level & Year of Commencement	Name of the Programme/ Course Duration	Duration	Entry Qualification	Medium of Instruction	Sanctioned student strength
1.	M.Com. 2002	General	2 Yrs	B.Com	English	20
2.	M.Sc., 2004	Bio-Chemistry	2 Yrs	B.Sc., Bio- Chemistry	English	20
3.	M.Sc., 1999	Applied Microbiology	2 Yrs	B.Sc., Micro- biology	English	20
4.	M.Sc., 1999	Computer Science	2 Yrs	B.Sc., Computer Science	English	16
5.	M.Sc., 2000	Information Technology	2 Yrs	B.C.A. & B.Sc., Computer Science	English	16
6.	M.Phil., 2013	Commerce	1 Yrs	M.COM	English	12
7.	M.Phil., 2013	Bio-Chemistry	1 Yrs	M.Sc., Bio- Chemistry	English	12
8.	M.Phil., 2013	Applied Microbiology	1 Yrs	M.Sc., Micro- biology	English	12
9.	Ph.D 2015	Tamil(PartTime)	3 Yrs	M.A., M.Phil.,	Tamil	10
10.	Ph.D 2015	Microbiology(FullTime)	3 Yrs	M.Phil.,	English	04

## POST – GRADUATE COURSES-EVENING COLLEGE

1.	M.Com. 2009	General	2 Yrs	B.Com	English	50
2.	M.A. 2012	Tamil	2 Yrs	B.A	Tamil	20

## FEES PER SEMESTER

S.No.	Programme	Fee Per Semester Rs.
1.	B.A., English Literature	10000
2.	B.Com., General	12500
3.	B.Com., Bank Management	11000
4.	B.Sc., Physics	11500
5.	B.Sc., Chemistry	12000
6.	B.Sc., Mathematics	10000
7.	B.Sc., Bio-Chemistry	11500
8.	B.Sc., Microbiology	11500
9.	B.Sc., Computer Science	14500
10.	B.C.A., Computer Application	14500
11.	M.Com.,	10000
12.	M.Sc., Computer Science	15000
13.	M.Sc., Information Technology	10000
14.	M.Sc., Applied Microbiology	15500
15.	M.Sc., BioChemistry	15500
16.	M.Phil., Commerce	20500
17.	M.Phil., Microbiology	15500
18.	M.Phil., BioChemistry	15500

### UNDER – GRADUATE COURSES

#### EVENING COLLEGE

1.	B.Sc., Computer Science	14500
2.	B.C.A., Computer Application	14500
3.	B.Com., General	12500
4.	BBA	11000
5.	B.A., Tamil	10000
6.	M.Com., Commerce	15500
7.	M.A., Tamil	10000

**SHRI KRISHNA INSTITUTE OF SCIENCE AND  
MANAGEMENT-ADDON COURSES**

S.No.	BSS Course name	Department	Duration
1.	Tally ERP-9.0 (CCS052)	Commerce (Shift-I & II) BBM, BBA	3 Months
2.	Auditing (BUS042)		6 Months
3.	Insurance (BUS067)		6 Months
4.	Indirect Tax (BUS075)		6 Months
5.	MS Office (CCS034)	Computer Science and BCA	1 Months
6.	Computer Hardware and Maintenance (CCS001)		1 Year
7.	Web Designing (CCS008)		6 Months
8.	Electrical & Electronics Technology (EEE01)	Physics	2 Years
9.	Spoken English (CSSE001)	Tamil & English	3 Months
10.	Communication Skills Trainer (CSSE006)		1 Year
11.	Diploma in Medical Laboratory Technology (DMLT)	Microbiology, Biochemistry and Chemistry	2 Years
12.	Diploma in Chemical Laboratory Technology (DCLT)		1 Year

## **MODE OF PAYMENT OF FEES**

1. Semester fees must be paid in single installment
  
2. Semester fees must be paid with 10 working days after re-opening of the college.
  
3. In case failure pay the semester fees takes place a penalty of rupee one shall be collected per day.
  
4. After commencement of the Semester, in the event of not paying the semester fees accrued with penalty amount, the names of the students shall be removed from the Attendance Register after a month. The students whose names are removed shall not be allowed to enter the class.
  
5. Once their names are removed from the Attendance Register, they shall not have any right to attend lecture classes.

## **TRANSPORT FACILITIES**

Management provides transport facilities for the students coming from Arakkonam, Thirumalpur, Takkolam, Ranipet, Nemili, Kammarajapuram, Magendiravadi, Vempakkam, Walajabath, and Prominent areas of Kancheepuram.



## **ATTENDANCE**

- Students should not Leave unnecessarily
- Students should send leave letter duly signed by their parents. Then only they are permitted to avail leave.
- Students who absent themselves on health ground will have to produce Medical Certificate.
- Students who have earned 75% of the attendance are only eligible to take for the University examinations.

## **EXAMINIATIONS**

All the students must have to take Class Tests, Monthly Tests, Mid-Term Tests and Revision Tests regularly sincerely, and without fail. The marks secured by in these tests will decide their eligibility to sit for the annual examinations, and at the same time their level of performance will be intimated to their parents/ guardians then and there

## **LIBRARY**

There is a well – equipped and well – maintained Library in our College. Over the past 15 years, 4411 books were added to our stock. Many Dailies of English and Tamil periodicals are subscribed for the benefit of teachers and the taught.

1. Library will function from 09:00 am to 05:00 pm on all working days.
2. Students should maintain silence inside the library.
3. Each student can borrow a book based on library token.
4. The students will have to return the borrowed books with in 7 days. If not, a penalty of rupee one will be collected per day.
5. For the loss of books or damage of the same, the students are liable and answerable.
6. The books are issued on the prescribed dates of the respective departments.
7. During class hours, the students will be allowed to the library, only if they permission from the HOD.
8. Those who want to take copies or the notes of the Dailies can do so during lunch and break hours or between 03:15 – 04:00 pm.
9. In the event of losing the books, the students who have lost the books will have to pay the cost of the book double fold.
10. Mobiles will never be allowed inside the library.
11. The students can get a library card from the library by paying an amount of Rs.5.00 besides photo of their own.

## **LIBRARY BOOKS ISSUED DAYS**

B.Com., B.Com. (B.M) and M.Com.,	Monday
B.Sc., Mathematics, Physics and B.A. English	Tuesday
B.C.A., and M.Sc., Information Technology	Tuesday
B.Sc., and M.Sc., Computer Science	Wednesday
B.Sc., and M.Sc., Bio-Chemistry	Thursday
B.Sc., and M.Sc., Microbiology	Friday

## **PHYSICAL EDUCATION**

Under University of Madras, our college has been brought under A – Zone.

Various games and athletic events were conducted, providing opportunities to show their skills. Field events indoor and outdoor events were organized for the betterment of students skills in such sports activities.

Besides, the students of our college participated in various games and track events and won worth mentioning prizes.

Our college provides facilities for following games:

1. Cricket
2. Volley Ball
3. Foot Ball
4. Ball Badminton
5. Shuttle
6. Hand Ball
7. Chess
8. Carom
9. Athelet

## CODE OF CONDUCT

- ✿ Students are expected to uphold the reputation of the college by their decent behavior inside and outside the college premises.
- ✿ Students who fail to maintain discipline will be subject to disciplinary action by the Principal and the Management committee.
- ✿ Students should wear the identity cards in the college every day.
- ✿ No student shall leave the class room without the permission of the lecturer.
- ✿ Unnecessary loitering in the corridor or elsewhere is liable to disciplinary action.
- ✿ Day scholars are not permitted to enter the hostel premises. If any student is found in the hostel premises he/she will be punished severely.
- ✿ Students are prohibited from smoking or using any intoxicating drugs on the college premises.
- ✿ Scribbling on the walls of the college building is a mark of indiscipline and the scribblers will be severely punished.
- ✿ Students who involve themselves in politics and indulge in antisocial activities will be dismissed from the college.

## **SCHOLARSHIPS**

Students hailing from poor families can avail various Scholarships based on the income of their parents as noted below.

<b>Community</b>	<b>Name of the Scholarship</b>
<b>B.C.</b>	<b>State Post Matric</b>
<b>B.C.</b>	<b>B.C. Welfare Dept.</b>
<b>M.B.C.</b>	<b>M.B.C. Welfare Dept.</b>
<b>S.C/ST</b>	<b>SC Welfare Dept.</b>
<b>Conv.Christ</b>	<b>SC Welfare Dept.</b>

### **Other Scholarships:**

- P.T. Lee Chengalvaraya Naicker Educational Trust.
- Chief Minister Educational Trust
- Tamil Nadu Educational Trust
- Uzhavar Pathukappu thittam
- Community Scholarship
- Mahindra Tech Scholarship
- Ramakrishna Math Scholarship
- Redington & Jindal Scholarship

### **Loan Facilities:**

- SC Educational Loan from SC Welfare Department.
- BC and SC Educational Loan issued by any Nationalized bank

## **REQUIREMENTS TO OBTAIN SCHOLARSHIP**

- Transfer Certificate Photo copy
- Mark Sheets. (Photo copy of the last qualifying examinations)
- Community Certificate obtained from competent authority Photo Copy.
- Certificate Original Income Certificate Original annual Income should not exceed Rs.50,000 for BC and MBC and no income limit for SC/ST students.

## **N.S.S. (NATIONAL SERVICE SCHEME)**

Programme Officers

1.Mr.P.Anandan

2.Dr.P.Punniyakotti

There are two N.S.S. units of volunteers. 200 Students are taking active role as N.S.S. Volunteers. Besides regular mandatory hours of social service, students of this college participate in road laying/cleaning of Temple Premises, Execution of Rain Water Harvest Plant and digging of Manure Pits.

## **R.R.C. (RED RIBBON CLUB)**

Programme Officer : Mrs.N.Sujatha

On 21.01.2006 **RED RIBBON CLUB** was formed and formulated in our Institution. Thiru.S.P.Saravanan, Head of the department of History, Government Arts College, Chengalpattu was the Chief Guest, who inaugurated the club.

## **TUTORIAL SYSTEM**

Each Staff member is allotted 25 Students, to be taken care of in the matter of studies. Slow learners are identified, and given advice to improve and progress in their subjects through Tutorial system.

## **PLACEMENT CELL**

Placement Officer: Ms. S.Palani

The facility of Placement Cell is provided to Students periodically. Through Placement Cell, the Students are given employment opportunities in the leading companies.

## **STUDENTS REDRESSAL**

Redressal Officer Mrs. C.Kanchana.

Whenever the students are confronted with any problems they can go to Students Redressal Forum.

We have the facility of Students Redressal in our college. When any Student faces any problem on the college premises, he/she can approach the Redressal cell for their remedy.

## **STUDENTS ADVISORY COMMITTEE**

We have Students Advisory Committee in our college. The Sole Objective of the committee is go guide and counsels the students in right direction. In other ways the character of students is to be moralized and humanized.

**JUNE 2019**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No.of Working days</b>
1	Sat		1
2	Sun		-
3	Mon		2
4	Tue		3
5	Wed	Ramzan Festival	-
6	Thu		5
7	Fri		6
8	Sat	Second Saturday-Holiday	-
9	Sun		-
10	Mon		7
11	Tue		8
12	Wed		9
13	Thu		10
14	Fri		11
15	Sat		12
16	Sun		-
17	Mon		13
18	Tue		14
19	Wed		15
20	Thu		16
21	Fri		17
22	Sat		18
23	Sun		-
24	Mon	Monthly Tests Starts	19
25	Tue		20
26	Wed		21
27	Thu		22
28	Fri		23
29	Sat		24
30	Sun		-

**Number Of Working Days : 24**



**JULY - 2019**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. Working days</b>
1	Mon		25
2	Tue		26
3	Wed		27
4	Thu		28
5	Fri		29
6	Sat	World Zoonoses Day	30
7	Sun		-
8	Mon		31
9	Tue		32
10	Wed		33
11	Thu	World Population Day II <sup>nd</sup> Sat	34
12	Fri		35
13	Sat	Second Saturday-Holiday	-
14	Sun		-
15	Mon		36
16	Tue		37
17	Wed		38
18	Thu		39
19	Fri		40
20	Sat		41
21	Sun		-
22	Mon		42
23	Tue		43
24	Wed	Monthly Tests Starts	44
25	Thu		45
26	Fri		46
27	Sat		47
28	Sun		-
29	Mon		48
30	Tue		49
31	Wed		50
<b>Number of Working Days : 25</b>			

**AUGUST - 2019**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. Working days</b>
1	Thu		51
2	Fri	International Friendship Day	52
3	Sat		53
4	Sun		-
5	Mon		54
6	Tue	Hiroshima Day	55
7	Wed		56
8	Thu	World Senior Citizens Day	57
9	Fri	Quit India Day-Nagasaki Day	58
10	Sat	Second Saturday-Holiday	-
11	Sun		-
12	Mon	Bhakraid Festival	-
13	Tue		59
14	Wed		60
15	Thu	Independence Day-holiday	61
16	Fri		62
17	Sat		63
18	Sun		-
19	Mon	Photography Day	64
20	Tue		65
21	Wed		66
22	Thu		67
23	Fri	KrishnaJayanthi	-
24	Sat		68
25	Sun		-
26	Mon	Monthly Tests Starts	69
27	Tue		70
28	Wed		71
29	Thu	National Sports Day	72
30	Fri		73
31	Sat		74
<b>Number of Working Days : 23</b>			

**SEPTEMBER -2019**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. Working days</b>
1	Sun		-
2	Mon	<b>Coconut Day Vinayagarchathurathi</b>	-
3	Tue		75
4	Wed		76
5	Thu	<b>Teachers Day</b>	77
6	Fri		78
7	Sat		79
8	Sun	<b>(International Literacy day)</b>	-
9	Mon		80
10	Tue	<b>Moharam Festival</b>	-
11	Wed		81
12	Thu		82
13	Fri		83
14	Sat	<b>Hindi Day II<sup>nd</sup>Saturday-Holiday</b>	-
15	Sun		-
16	Mon	<b>World Ozone Day</b>	84
17	Tue		85
18	Wed		86
19	Thu		87
20	Fri		88
21	Sat	<b>Day for Peace &amp; Non-Violence(UN)</b>	89
22	Sun	<b>Rose Day (Welfare of Caner Patients)</b>	-
23	Mon		90
24	Tue		91
25	Wed	<b>Monthly Tests Starts</b>	92
26	Thu		93
27	Fri	<b>World Tourism Day</b>	94
28	Sat		95
29	Sun		-
30	Mon		96

**Number Of Working Days : 21**

**OCTOBER - 2019**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Working days</b>
1	Tue		97
2	Wed	Sri Gandhi Jayanthi Holiday	-
3	Thu	Habitat Day	98
4	Fri	Animal Welfare Day	99
5	Sat		100
6	Sun		-
7	Mon	Saraswathi Pooja,	-
8	Tue	Indian Air Force Day Vijayadhasami	-
9	Wed	World Post Office Day	101
10	Thu	National Post Day	102
11	Fri	World Allergy Awareness Day	103
12	Sat	II <sup>nd</sup> Saturday-Holiday	-
13	Sun		-
14	Mon		104
15	Tue		105
16	Wed	World food Day	106
17	Thu		107
18	Fri		108
19	Sat		109
20	Sun		-
21	Mon	Monthly Test Starts	110
22	Tue		111
23	Wed		112
24	Thu		113
25	Fri		114
26	Sat		115
27	Sun	Infants Day, Deepavali Festival	-
28	Mon		-
29	Tue		116
30	Wed		117
31	Thu		118

**Number Of Working Days : 21**

**NOVEMBER - 2019**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. Working days</b>
1	Fri		
2	Sat	University Exam Commences	
3	Sun		
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat	Legal Services Day II <sup>nd</sup> Saturday-Holiday	
10	Sun	Miladi Nabi	
11	Mon		
12	Tue		
13	Wed		
14	Thu	Children's Day,	
15	Fri		
16	Sat		
17	Sun	National Epilepsy Day	
18	Mon		
19	Tue	Citizens Day	
20	Wed		
21	Thu		
22	Fri		
23	Sat		
24	Sun		
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		
<b>Number Of Working Days : 0</b>			

**DECEMBER - 2019**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. Working days</b>
1	Sun	World AIDS Day	-
2	Mon		1
3	Tue		2
4	Wed		3
5	Thu	International Volunteer Day	4
6	Fri		5
7	Sat	Armed Forces Flag Day	6
8	Sun		-
9	Mon		7
10	Tue		8
11	Wed		9
12	Thu		10
13	Fri		11
14	Sat	National Energy Conservation Day II <sup>nd</sup> Sat-Holiday	-
15	Sun		-
16	Mon		12
17	Tue		13
18	Wed	Minorities Rights Day(India)	14
19	Thu		15
20	Fri		16
21	Sat		17
22	Sun		-
23	Mon	Kisan Divas (Farmers Day) Monthly test Starts	18
24	Tue		19
25	Wed	Christmas-Holiday	-
26	Thu		20
27	Fri		21
28	Sat		22
29	Sun		-
30	Mon		24
31	Tue		25

**Number Of Working Days : 25**

**JANUARY - 2020**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. Working days</b>
1	Wed	New Year-Holiday	-
2	Thu		26
3	Fri		27
4	Sat		28
5	Sun		
6	Mon		29
7	Tue		30
8	Wed		31
9	Thu		32
10	Fri	World Laughter Day	33
11	Sat	II <sup>nd</sup> Sat - Holiday	-
12	Sun		-
13	Mon		34
14	Tue	Bhoghi-Holiday	-
15	Wed	Pongal-Holiday	-
16	Thu	Thiruvalluvar □ Holiday	-
17	Fri	Uzhavar Day-Holiday	-
18	Sat		-
19	Sun		-
20	Mon		35
21	Tue		36
22	Wed		37
23	Thu		38
24	Fri		39
25	Sat		40
26	Sun	Republic Day-Holiday	-
27	Mon	Monthly Test Starts	41
28	Tue		42
29	Wed		43
30	Thu		44
31	Fri		45

**Number Of Working Days : 19**

**FEBRUARY - 2020**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Working days</b>
1	Sat		46
2	Sun		-
3	Mon		47
4	Tue		48
5	Wed		49
6	Thu		50
7	Fri		51
8	Sat	<b>II<sup>nd</sup> Sat - Holiday</b>	-
9	Sun		-
10	Mon		52
11	Tue		53
12	Wed		54
13	Thu		55
14	Fri		56
15	Sat		57
16	Sun		-
17	Mon		58
18	Tue		59
19	Wed		60
20	Thu		61
21	Fri		-
22	Sat		62
23	Sun		-
24	Mon	<b>Central Excise Day Monthly Test Starts</b>	63
25	Tue		64
26	Wed		65
27	Thu		66
28	Fri	<b>National Science Day</b>	67
29	Sat		68

**Number Of Working Days : 22**



**MARCH - 2020**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. of Working days</b>
1	Sun		-
2	Mon		69
3	Tue		70
4	Wed		71
5	Thu		72
6	Fri		73
7	Sat		74
8	Sun	<b>International Women's Day</b>	-
9	Mon		75
10	Tue		76
11	Wed		77
12	Thu		78
13	Fri		79
14	Sat	<b>II<sup>nd</sup> Sat - Holiday</b>	-
15	Sun	<b>World consumer Rights Day</b>	-
16	Mon		80
17	Tue		81
18	Wed		82
19	Thu		83
20	Fri		84
21	Sat		-
22	Sun	<b>World Day for Water</b>	-
23	Mon	<b>World Meteorological Day</b>	85
24	Tue	<b>World TB Day</b>	86
25	Wed	<b>Telugu New Year</b>	-
26	Thu	<b>Model Exam Starts</b>	87
27	Fri		88
28	Sat		89
29	Sun		-
30	Mon		90
31	Tue		91

**Number Of Working Days : 22**

**APRIL - 2020**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No. Working days</b>
1	Wed	University Exam Commences	
2	Thu		
3	Fri		
4	Sat		
5	Sun		
6	Mon	Mahaveer Jayanthi	
7	Tue	World Health Day	
8	Wed		
9	Thu		
10	Fri	Good Friday Holiday	
11	Sat		
12	Sun	II <sup>nd</sup> Sat - Holiday	
13	Mon		
14	Tue	Tamil New year-Holiday	
15	Wed		
16	Thu		
17	Fri	World Hemophilia Day	
18	Sat	World Heritage Day	
19	Sun		
20	Mon		
21	Tue	Secretaries Day	
22	Wed	Earth Day	
23	Thu	World Book & Copy Right Day	
24	Fri		
25	Sat		
26	Sun		
27	Mon		
28	Tue		
29	Wed		
30	Thu		
<b>Number Of Working Days : 0</b>			