



**STUDENTS HANDBOOK &
CALENDAR 2018-2019**



**SAKTHI COLLEGE OF ARTS AND SCIENCE FOR
WOMEN**

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

Sakthi Nagar Palakanuthu(P.O)

Oddanchatram-624619

Contacts: 9750956809 9994176424 9791483089

Email- id : scas2009@gmail .com

MANAGEMENT COMMITTEE

Chairman : Dr. K. Vembanan, M.B.B.S., M.S.,



Vice Chairman : Dr. K. Kohila Vembanan, M.B.B.S., D.G.O.,



Secretary : Mr.K. Siva Kumar M.Sc., M.Ed.,



PERSONAL RECORD

Name

Class & Department

Roll Number

Admission Number

University Exam Reg No.

Blood Group

Residential Address

Contact number

Name of Parent/Guardian

Contact number

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Njrpa fPjk;

[d fz kd mjpehaf [a N`
ghuj ghf;a tpjhjh
gQ;rhg]pe;J F[uhj kuhl;lh
jpuhtpl cj;fy gq;fh
tpe;jpa `pkhry aKdh fq;fh
cr;ry [yjp juq;fh
jt Rg ehNk [hNf
jt Rg Mrp] khNf
fhN` jt [a fhjh
[d fz kd mjpehaf [a N`
ghuj ghf;a tpjhjh
[a N` [a N` [a N`
[a [a [a N`!

flTs; tho;j;J

KUfh KUfh Xk; KUfh
Kj;jkpo; ,iwth tbNtyh
rf;jpapd; kfNd khy;kUfh
rutz gtNd FUghyh (KUfh)

jpUg;guq;Fd;wk; godp kiy
jpUr;nre;J}h; kUjkiy
jpUj;jZp goKjph;r; NrhiyapNy
KUfh KUfh Xk; KUfh

Qhdg;gok; mijg; ngWtjw;F
godp kiyapy; epd;wtNd
md;idAk; gpjhTk; cah;ntd;W
mfpyj;ijg; Nghw;wp te;jtNd (jpUg;guq;Fd;wk;)

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

nfhbg; ghly;fs;

ghuj Njtpapd; kzpf;nfhb ghhPH
gf;jpAld; ,ij tzq;FNthk; thhPH

tPuHfs; clw; nghUs; MtpAk; nfhLj;J
tPukha; mb rpiw midj;ijAk; nghWj;J
rPUld; ghuj Njtpf;Nf cioj;J
jpfo;tijf; Fwpj;jpLk; n[af;nfhb ghhPH (ghuj Njtpapd;)

gsgs csjnd czHj;jpLk; gr;ir

ghpRj;j jpahfj;ijf; fhl;bLk; ntz;ik
eyKld; gf;jpia Cl;bLk; fhtp
eLepiyg; gz;gpId czHj;jpLk; rf;fuk; (ghuj Njtpapd;)

2. nfhbiag; Nghw;wpf; Fk;gpL, Fiwfs; jPUk; ek;gpL
nfhbiag; Nghw;wpf; Fk;gpL,
rj;jpaj;jpd; nfhbapJ, rf;jp je;j nfhbapJ
Gj;jpkpf;f Qhdpfs; G+i[nra;j nfhbapJ (nfhbia)

mr;rk; Nghf;Fk; nfhbapJ, Mz;ik ey;Fk; nfhbapJ
,r;rfj;J tho;tpid ,d;gkhf;Fk; nfhbapJ (nfhbia)

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

4. ghhp tpz;zpy; gwe;J MLk;
Nfhbapd; moifNa Njrg; ngUQ;RliuNa
tPu capH xspiaNa
fhtp ntz;ik gr;ir vd;w
Kd;W tz;zNk
Nktp tpsq;Fk; rkak; xd;nwdf; fhl;Lk; rpd;dNk
mJ ek; ntw;wpahFNk ehl;bd; nry;tkhFNk
jq;fk; Nghd;W jfjff;Fk; caHe;j jpahfNk
juzpNahHf;F mwk; czHj;Jk; mNrhhfar; rf;fuNk
mJ ek; tPukhFNk ehl;bd; nry;tkhFNk (ghhp tpz;zpy;)

5.jhapd; kzpf;nfhb ghhPh;-mijj;
jho;e;J gzpe;J Gfo;e;jpl thhPh; (jhapd;)

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

fk;gj;jpd; fPo;epw;wy; fhzPh; - vq;Fk;
fhzUk; tPuh; ngUe;jpus; \$l;lk;
ek;gw; Fhpah; mt;tPuh; - jq;fs;
ey;Yap; hPe;Jk; nfhbapidf; fhg;gh; (jhpd;)

Njrpa xUikg;ghl;L cWjpnkhop

‘ehl;bd; chpik tho;itAk;
xUikg;ghl;ilAk;
Ngzpf;fhj;J tYg;gLj;jr;
nraw;gLntd;’ vd;W
cshw ehd; cWjp \$WfpNwd;.
‘xU NghJk; td;Kiwia
ehNld;’ vd;Wk;,
‘rkak; , nkhop, tl;lhuk;
Kjypait fhuzkhf vOk;
NtWghLfSf;Fk; G+ry;fSf;Fk;
Vida murpay; nghUshjhuf;
FiwghLfSf;Fk; mikjp
newpapYk; murpay; mikg;gpd;
topapYk; epd;W jPHT fhz;Ngd;’
vd;Wk; ehd; NkYk; cWjp
mspf;fpNwd;.

From the Chairman's Desk....

“Education is the manifestation of perfection already in mankind” – Swami Vivekananda.

Sakthi College of Arts and Science has now in its full bloom with the abundant blessings of Arutchelvar Pollachi Mahalingam Ayya. Hailing from an Agrarian Society and having been a rank holder and gold medalist in my M.B.B.S., M.S., Degree Programmes and with 3 decades of rich experience in medical profession, constructing a society with rich educational foundation has been my motive. My focus is on imparting quality education to the rural young women in and around Dindigul District and thus empowering them. Having been launched in 2009, Sakthi College of Arts and Science have been striving to stretch its arms towards perfection by aiding the young women students to excel in all the fields of academics, co-curricular activities as well as learning life skills. Along with education, imbibing human values like compassion, courage, humility, integrity and reliability is the prime motto of this institution.

With the continuous support extended by you, we are sure to reach the pinnacle of excellence.

From the Vice-Chairman's Desk....

With the best academic and professional achievement in my medical career, I believe education has the power of shaping the future of women and thus change their lives towards betterment. The invincible weapons of a woman to face the challenges of life are the best education, economic independence, self-reliance, self motivation and confidence.

The long cherished dream of our family has been offering the best education, especially to the women folk of our surrounding community. Sakthi Group of Institutions have been launched in the geographical site of Oddanchatram so that the learners with the schooling in government schools will feel easy and comfortable in availing the educational service, offered by the institutions. It is quite evident that Sakthi College of Arts and

Science has been fulfilling the educational needs of the young women of our locality and makes them empowered.

Our journey of education will continue with many success stories.

COLLEGE PROFILE

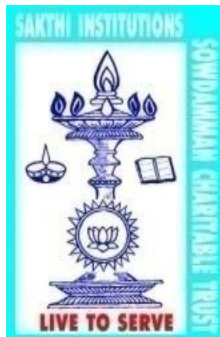
Name	Sakthi College of Arts & Science for Women
Established in	2009
Chairman	Dr. K. Vembanan, M.B.B.S.,M.S.,
Organization	Sowdamman Charitable & Educational Trust, Oddanchatram, Dindigul
Affiliated to	Mother Teresa Women's University, Kodaikanal
Address	Sakthi Nagar, Palakanuthu (P.O), Oddanchatram - 624619
Contacts	9750956809, 9750956802, 9994176424
E-mail	scas2009@gmail.com
Web site	www.sakthiwomenscollegedgl.com

“Education is a liberating force, and in our age, it is also a democratizing force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances”

Sakthi College of Arts & Science Women has been established in the year 2009 with the blessings of the great social reformer Arutchelvar Padmasri Dr.N.Mahalingam Ayya. It is a constituent unit of Sowdamman Charitable trust. It is affiliated to Mother Teresa Women's University, Kodaikanal. The proof of its adherence to standard lies in the milestone achievement of having bloomed well with 10 Under-graduate, 09 Post-graduate and 07 Pre-doctoral (M.Phil.,) Programmes. The College offers innovative curricula, opportunities for holistic development and a highly disciplined and diversified environment for students to surpass in scholastic, non-scholastic and research pursuits. However, while keeping pace with the changes in higher education at the national and global level, the institution still retains its

local flavour and continues to offer value-based education with a special focus on the underprivileged.

LOGO:



VISION:

The founding Vision of Sakthi College of Arts and Science is

- Empowering the rural womenfolk with quality higher education and mould them into globally competent individuals.

MISSION:

The noble Mission of Sakthi College of Arts and Science is

- Promoting innovative and student-centred modes of teaching and learning
- Enriching the intellectual life on the campus with extensive use of technological aids and upgraded learning content.
- Imparting strong and supportive education to promote research culture and employability.
- Imbibing the service-oriented work pattern by involving in extension and out-reach programmes.

INSTITUTIONAL OBJECTIVES:

Sakthi College of Arts and Science has certain definite Institutional Objectives to be attained.

- Skill Development & Capacity Building
- Women Empowerment
- Self-reliance

- Gender Equity & Integrity

PROGRAMMES OFFERED

UNDER-GRADUATION PROGRAMMES

- ✚ B.A., Tamil
- ✚ B.A., English
- ✚ B.Sc., Mathematics
- ✚ B.Sc., Physics
- ✚ B.Sc., Chemistry
- ✚ B.Sc., Computer Science
- ✚ B.C.A.,
- ✚ B.Com.,
- ✚ B.Com., CA
- ✚ BBA.,

POST-GRADUATION PROGRAMMES

- ✚ M.A., Tamil
- ✚ M.A., English
- ✚ M.Sc., Mathematics
- ✚ M.Sc., Physics
- ✚ M.Sc., Chemistry
- ✚ M.Sc., IT
- ✚ M.Sc., Computer Science
- ✚ M.Com.,
- ✚ M.Com., (CA)

PRE-DOCTORAL PROGRAMMES [M.Phil.,)

- ✚ M.Phil., Tamil
- ✚ M.Phil., English
- ✚ M.Phil., Maths
- ✚ M.Phil., Physics
- ✚ M.Phil., Chemistry

✚ M.Phil., Computer Science

✚ M.Phil., Commerce

ADD-ON COURSES

DEPARTMENT OFFERING THE COURSES	I YEAR	II YEAR	III YEAR
Tamil	Reading of Imprints in Tamil (Suvadiyal)	Art of Adornment by Ancient Tamil (Oppanai Kalaithiran)	Five Minor Epics (Ainchiru Kapiyangal)
English	Dynamic Communication	Creation of Newspapers	Business Communication
Mathematics	Theory of Numbers	Quantitative Aptitude	Set Theory and Logic
Physics	Renewable Energy Sources	Making of Electrical Appliances	Biomedical Instrumentation
Chemistry	Precautionary Measures in Handling Laboratory Equipments	Mechanism and Reactions of Chemical Substances	Instrumental Analysis
Commerce	Practical Banking	Salesmanship	Expertise in Business Law
Commerce with CA	Commercial Practices	Principles and Practice of Insurance	Entrepreneurship Development
Computer Science	Computer Fundamentals	Multimedia and Animations	Python Programming
Computer Applications	Computer Applications for Automation	Python Programming	Multimedia and Animations

DEPARTMENTS

- ✚ PG & Research Department of Tamil
- ✚ PG & Research Department of English
- ✚ PG & Research Department of Mathematics
- ✚ PG & Research Department of Physics
- ✚ PG & Research Department of Chemistry
- ✚ PG & Research Department of Commerce
- ✚ PG & Research Department of Computer Science
- ✚ PG Department of Commerce With CA
- ✚ PG Department of Information Technology

- ✚ Department of Computer Applications
- ✚ Department of Business Administration

PRINCIPAL

Dr.T.Mary Josephine Isabella,M.Com.,M.Phil.,Ph.D.,MBA(HRM),LLB(gen),

PG & RESEARCH DEPARTMENT OF TAMIL

Mrs. B. Rathidevi, M.A., M.Phil., M.A., (Ph.D.,) Assistant Professor & Head

Mrs.A. Pavai, M.A., M.Phil.,Assistant. Professor

Ms.M.Murugathal, M.A., M.Phil., B.Ed.,Assistant. Professor

Dr..N.Murugeswari, M.A., M.Phil., B.Ed., Ph.D.,Assistant. Professor

Mrs.M.Tamil selvi, M.A., M.Phil.,B.Ed.,(Ph.D.),Assistant. Professor

Mrs.C. Poornima,M.A.,M.Phil.,Assistant Professor

Ms.M.Vidhya,M.A.,M.Phil.,Assistant Professor

Ms.A.Shanthi Rani,M.A.,M.Phil.,Assistant Professor

Ms.S.Dhanalakshmi,M.A.,M.Phil.,Assistant Professor

Ms.A.Suganya,M.A.,M.Phil.,Assistant Professor

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

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

PG & RESEARCH DEPARTMENT OF ENGLISH

Ms.M.Vennila, M.A., M.Phil., M.Ed., (Ph.D), Assistant Professor & Head

Ms.R.Narmatha devi, M.A.,M.Phil.,Assistant Professor

Ms. M. Selva Nandhini, M.A., M.Phil.,Assistant Professor

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

Ms.A.Jeni Nirmala, M.A., M.Phil., Assistant Professor

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

Ms.S.Selvamani,,M.A.,M.Phil., Assistant Professor

Ms.A.Sulthana Begam, M.A., M.Phil., Assistant Professor

Ms.P.Sasikala, MBA., M.Phil., Assistant Professor

Ms.N.Saranya,,M.A., M.Phil., Assistant Professor

Ms.S.Anusuya,M.A., M.Phil., Assistant Professor

Ms.K.N.Jebin Fathima,M.A., M.Phil., Assistant Professor

Ms.K.Kalpana,M.A., M.Phil., Assistant Professor

Ms.S.RamaPriya,M.A., M.Phil., Assistant Professor

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

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

PG & RESEARCH DEPARTMENT OF MATHEMATICS

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

Mrs. R. Jeyamani, M.Sc., M.Phil., Assistant Professor

Mrs.J.Yogeswari M.Sc(Mat).,M.Sc., (CS&IT)., M.Phil., (CS) Assistant Professor

Ms.R.Rani,M.Sc., M.Phil., B.Ed., Assistant Professor

Ms.M.Annalakshmi,M.Sc.,M.Phil.,B.Ed., Assistant Professor

Mrs.T.G.Sindhu,,M.Sc.,M.Phil.,NET., Assistant Professor

Ms.R.Srividhya,M.Sc.,M.Phil., Assistant Professor

Ms.M.Karthika,M.Sc.,M.Phil., Assistant Professor

Ms.S.Kalaiselvi, M.Sc., M.Phil., Assistant Professor

Ms.S.Nagalakshmi, M.Sc., M.Phil., Assistant Professor

Ms.B.UmaMaheswari, M.Sc., M.Phil., Assistant Professor

PG & RESEARCH DEPARTMENT OF PHYSICS

Ms.G.Jeyajothi, M.Sc., M.Phil.,M.Ed., Assistant Professor

Mrs.M.N.Jothi, M.Sc., M.Phil., B.Ed., Assistant Professor

Ms.J.Jenifer Gethcy,M.Sc., M.Phil., Assistant Professor

Ms.J.Jebarani ,M.Sc., M.Phil., B.Ed., Assistant Professor

Mrs.S.Sridevi M.Sc., M.Phil., B.Ed., Assistant Professor

Ms.P.Deviga,M.Sc., M.Phil., Assistant Professor

Ms.A.Anantha Jothi,,M.Sc., M.Phil., Assistant Professor

PG & RESEARCH DEPARTMENT OF CHEMISTRY

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

Dr.V.Johnsi Rani M.Sc., B.Ed., M.Phil.,Ph.D., Assistant Professor

Mrs.J.Antony Lisa, M.Sc., M.Ed., M.Phil., Assistant Professor

Dr.R.Thenmozhi, M.Sc., M.Phil.,Ph.D., Assistant Professor

Ms.S.Nandhini, M.Sc.,M.Phil.,B.Ed., Assistant Professor

Mrs.G.Panchavarnam, M.Sc.,M.Phil., Assistant Professor

Ms.T.Kasiminada Devi, M.Sc.,M.Phil.,B.Ed., Assistant Professor

Dr.K.Sivaraj M.Sc., M.Phil.,Ph.D., Assistant Professor

Ms.D.Priyadharshini, M.Sc.,M.Phil.,B.Ed., Assistant Professor

Mrs.K.AnithaShree, M.Sc.,M.Phil.,B.Ed.,Assistant Professor

Ms.A.Mary Kalaiarasi, M.Sc.,M.Phil.,Assistant Professor

Ms.J.Amirtha Sirumalar, M.Sc.,M.Phil., Assistant Professor

Ms.p.Kowsalaya, M.Sc.,M.Phil., Assistant Professor

PG & RESEARCH DEPARTMENT OF COMMERCE

Mrs. M. Radha M.Com., M.Phil., M.B.A.,(Ph.D)., Assistant Professor & Head

Mrs.T.Gowri Thangam,M.Com.,M.Phil.,B.Ed., Assistant Professor

Ms.G.Rathika,M.Com.,M.Phil. Assistant Professor

Ms.P.Mareeswari,M.Com.,M.Phil., Assistant Professor

Ms.Semma Jerin,M.Com.,M.Phil., Assistant Professor

PG & RESEARCH DEPARTMENT OF COMMERCE WITH CA

Dr.N.Nagalakshmi, M.Com., M.phil., Ph.D., Assistant Professor & Head

Dr.V.Ilakkia,M.Com.,M.Phil.,Ph.D., Assistant Professor

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

Ms.G.Krishnaveni, M.Com.,M.Phil., Assistant Professor

DEPARTMENT OF BUSINESS ADMINISTRATION

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

Mr.F.Albert Arockiyaraj,M.Com.,M.Phil., Assistant Professor

Ms.Mohana Selvi,M.Com.,M.Phil.,Assistant Professor

PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE

Mrs.S.Kavitha M.Sc., M.Phil.,(Ph.D)., Assistant Professor & Head

Mrs.T. Sathiya,M.Sc.,M.Ed., Assistant Professor

Mrs.S.G.Sudha, M.Sc.,M.Phil., Assistant Professor

Mrs.P.Alaguthai, M.Sc.,M.Phil., Assistant Professor

Dr.S.Karthigai Selvi, M.Sc.,M.Phil., Assistant Professor

DEPARTMENT OF COMPUTER APPLICATION

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

Mrs.R.Madhumathi, MCA.,M.Phil., Assistant Professor

Mrs.P.Kalaiselvi, MCA.,M.Phil., Assistant Professor

Ms.C.Vanessa, MCA., Assistant Professor

DEPARTMENT OF INFORMATION TECHNOLOGY

Mrs.S.Yoga M.Sc.,(CS & IT)., M.Sc.,(Maths)., M.Phil.,(CS) M.Phil.,(Maths)

Assistant Professor & Head

Ms.N.Nanthini, M.Sc.,M.Phil., Assistant Professor

Mrs.C.Chitra Devi, M.Sc.,M.Phil.,Ph.D., Assistant Professor

LIBRARIAN

Mrs.P.Vennila, M.LISC.,M.Phil.,Librarian.

DIRECTOR OF PHYSICAL EDUCATION

Mr.Pandiyarajan,M.A.,M.Phil.,M.PEd., PG in Yoga.,

NON-TEACHING STAFF

Sl.No	NAME	DESIGNATION
1.	Mrs.M.Latha	Administrative Officer
2.	Mrs.V.Gracy Sahaya Mary	Accountant
3.	Mrs.G.Sophia	Physics Lab Assistant
4.	S.Leo Joseph	Physics Lab Assistant
5.	Ms.T.Malathi	Chemistry Lab Assistant
6.	S.Veerashanmugaraj	Computer Science Lab Assistant
7.	Mr.P.Muthukrishnan	Computer Science Lab Assistant

8.	M.Thirumalairajan	Administrative Officer
9.	P.Umamaheshwari	Library assistant
10.	S.Srinivasan	Accountant
11.	C.V.Nagaraj	Cashier
12.	Ms.K.Sindhuja	Office Assistant
13.	Ms.K.Saraswathi	Office Assistant

ADMISSION

As the College is affiliated to the Mother Teresa Women's University, Kodaikanal, it follows the rules and regulations set by the University /Government in all matters related to admissions and conduct of the courses. Usually, the University announces the admission notification in June-July every year. Candidates seeking admission can apply online at www.sakthiwomenscollegedgl.com

RULES AND REGULATIONS OF THE COLLEGE

- ✓ All the students should abide by the rules and regulations laid down by the college to maintain discipline.
- ✓ Ragging is completely banned inside the college campus, inside the hostel and inside the college buses and all the students should treat newcomers with affection and care. No teasing is allowed in any form.
- ✓ Students should come to college in the prescribed Uniform with Identity Card on time and maintain discipline within the campus.
- ✓ Students should be regular in their attendance. No Student shall absent herself from the classes without submitting leave letter duly signed by the parent and class in-charge and the Head of the Department.
- ✓ When students go on leave without permission for many days, they have to report to the Principal along with her father or mother.
- ✓ When moving from one class to other class, students should maintain silence.
- ✓ The students who have not completed the attendance stipulation of 75% are not eligible to appear for the semester examination. Those possessing 65% and above of the attendance should pay a condonation fee for lack of attendance. Those possessing below 65% of attendance are not eligible to appear for the examinations.

- ✓ Students should not take leave during Internal Assessments and University Examinations.
- ✓ Students should attend the assembly prayers and all activities and functions of the college and observe discipline at all times and they should leave the hall after the Chief Guest, Chairman and Principal have left the hall.
- ✓ When a student has a grievance, she can discuss it with the class teacher or her counselor. When it is not solved, she can bring it to the notice of the HoD and then to the Principal. No student should directly approach the Chairman for any grievance.
- ✓ Students should not bring mobile phones and laptops to classes.
- ✓ Students must keep the class-rooms and premises neat and tidy
- ✓ Students should read the notice board regularly.
- ✓ The students are advised not to change the bus or the stopping without prior permission from the principal.
- ✓ Visitors are not allowed during the working hours of the college.
- ✓ Common Internal Tests are conducted thrice in a semester. No retest is conducted for the students who are absent for the test.
- ✓ Semester Examinations are conducted at the end of every semester. Fee should be remitted within the stipulated time. Those who remit fees after the last date will not be allowed to write the examination.
- ✓ No-Due Certificates should be produced in their departments to collect hall tickets.
- ✓ Students who don't produce hall tickets and Identity Cards in the Examination hall are not allowed to write the examination.

COLLEGE LIBRARY

The college library has a comprehensive collection of books. The reference section has adequate collection in the domain of Language, Science, Commerce and Management. The college library will be open on all days from 9.30 am to 3.30 pm except public holidays.

RULES AND REGULATIONS FOR USING COLLEGE LIBRARY

- ✓ The Library will be kept open on all working days of the college from 9.30 am to 5.00 pm. It will remain closed on Sundays and on holidays.
- ✓ Strict Silence should be maintained in and around the library.
- ✓ Students are asked to bring only sheets of papers to take notes.
- ✓ Students and staff should sign in the entry register.

- ✓ Books should be handled with great care. M.Phil., scholars are allowed to take 3 books and UG and PG students are allowed to take 2 books.
- ✓ Students should replace the book in the same place where they have taken it from.
- ✓ Students are allowed to read Magazines/ Journals / News papers only inside the Library and are not allowed to take them out.
- ✓ Reference books like Dictionary, Encyclopedias etc, should be used inside the library.
- ✓ Each student will be issued two tokens and only two books can be taken at a time.
- ✓ Students are allowed to take books using their own token only.
- ✓ Books should be returned to the librarian in person.
- ✓ For the purpose of checking, the Librarian may recall a book at any time.
- ✓ If the token is lost, a fine of Rs.50 per token will be collected from the student.
- ✓ The duration of lending books for students is two weeks, and if the book is not returned on or before the due date, an overdue charge of Re.1 per day for a book will be collected from the students.
- ✓ Students are prohibited from sub-lending the books.
- ✓ In case of any damage or loss of book, it has to be either replaced or five times of the market price of the book will be collected.
- ✓ A student will not be excused from returning the book on the due date even in the case of absence.
- ✓ The Library administration reserves the right to with hold the issue of some rare/ costly books. Reference books will not be issued. Books with rate of Rs.2000/- competitive books and some rare Encyclopedia are treated as reference books and they are not issued. Journals will not be issued.




RULES AND REGULATIONS OF THE HOSTEL

- ✓ Students are responsible for the furniture supplied in the hostel.
- ✓ Students are asked to co-operate in keeping the hostel and surroundings clean. Rooms must be kept neat and tidy every day. The waste should be thrown in the dustbin only and not in the wash basin and toilets to avoid blocking of the drainage. Use plastic buckets where ever provided.
- ✓ Cloths must be dried up on the string provided and not in the rooms.
- ✓ Use electricity and water whenever necessary. Whenever the students are going out of the room, they must switch off the fans and lights and close pipe.
- ✓ The students should not keep any valuable jewels or cash worth more than Rs.100/-The College & hostel authorities will not be responsible for the loss of the Jewels or cash.

- ✓ Students should keep the cupboard and rooms locked when they leave for classes. Before leaving the room, they have to check it once again whether all are locked properly.
- ✓ Students when they become sick they should report to the hostel warden and the same to be reported to the respective class coordinators and the leave letter should be submitted to the class coordinators and then it has to be forwarded to the Principal.
- ✓ When the students are becoming sick, necessary action will be taken by the warden to take them to the hospital. Sick students on sick leave should stay in the sick room in order to take complete rest.
- ✓ The students should feel free to consult the class co-ordinator if they have any problem and confidentiality will be maintained and necessary assistance will be provided when they have official / personal problem.
- ✓ Daily Morning Prayer will be conducted in the class room at 8.45 am and night prayer will be conducted at 7.00 pm in the hostel. The warden will take attendance after prayer.
- ✓ The classes will start sharply by 9.45 am. So all the students are expected to be present for the class by 9.30 am.
- ✓ Students are expected to wear the college uniform with ID card
- ✓ All the students are supposed to be present on time for classes. If late, it will be considered as absent.
- ✓ Visitors pass (ID card) will be provided for each student along with the family photo of the parents, brother & sister of the student. If the parents are not bringing the visitors ID, they can't see the student.
- ✓ Visitors should write their names along with their signature in the visitor's book and necessary arrangement will be made to call the student after their parents show the visitors ID card.
- ✓ Visitors are strictly not allowed to enter the student's room.
- ✓ Visitors are allowed to see the students only on 1st & 3rd Sunday's of every month by 6.00 am to 4.00 pm. Before 6.00 am the parents will not be encouraged to see the students.
- ✓ No visitors are permitted to meet the students during class hours.
- ✓ Students going away from hostel on leave (Vacation) must return to the hostel on the previous day evening before 6.00 pm and they must report the arrival to the warden (staff in-charge) and must sign the register.
- ✓ The students are not allowed to go home before the internal exams.

- ✓ Students are not permitted to go to their friends' home without the permission of the parents. The same to be intimated to the principal by the parents and prior permission should be obtained from principal.
- ✓ Vegetarian and non-vegetarian food will be provided according to the willingness of the students
- ✓ Food committee on each batch will help the mess members in serving.
- ✓ Students are expected to co-operate in keeping the dining room clean and they have to throw the waste wherever the dustbin is provided.
- ✓ Students are strictly not allowed to take the food to the hostel room. If they are found taking the food to the hostel, action will be taken to maintain discipline.
- ✓ When the students are going for leave or vacation the mess leader from each batch should report to the mess in-charge regarding the need (The number of students those who are going to stay on the particular day), in order to avoid wasting food unnecessarily.
- ✓ During the mess time, the students are requested to avoid the unnecessary talking.
- ✓ The students are expected to keep the dining table neat and clean by avoiding the food waste being thrown unnecessarily on the table.
- ✓ Each batch is expected to keep the timings for taking the breakfast, lunch & dinner by helping the mess people.

SCHOLARSHIPS / LOANS / FEE CONCESSION

-  SC/ST Scholarship, awarded by the State Government of Tamil Nadu.
-  Ranimangammal Charitable Trust Scholarship, awarded through Mother Teresa Women's University, Kodaikanal to the meritorious students in November End Semester Examinations only.
-  Sowdamman Trust Financial Aid to the Best performers in sports & Highest Mark Holders in +2 examinations.

INTERNAL COMPLAINT COMMITTEE

The Internal Complaint Committee of the college provides a happy and comfortable environment for students to discuss their problems regarding their academic and social life. The committee also provides individual counseling sessions, motivational talks, interactive sessions to help the students deal with mental stress and allied issues. This centre for mental well being tries to mitigate students stress help them reach appropriate solutions, guides them to take responsible decisions and enables them to become self-actualized individuals.

ANTI-RAGGING COMMITTEE:

Ragging is prevented inside the campus. It is a punishable offence as per Tamil Nadu Prohibition of Ragging Act, 1997 and also as per APEX Court orders in Civil appeal 887/2009 with imprisonment, penalty, suspension / dismissal etc.

The Anti-Ragging Committee is active in ensuring no ragging inside the campus through various measures and activities.



SAKTHI COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Approved by Govt of TamilNadu, Affiliated to Mother Teresa Women's University, Kodaikanal)

Sakthi Nagar, Dindigul - Palani Main Road,
Palakkanuthu Post, Oddanchatram-624619.
Dindigul - District.

Mobile: 9750956809

E.mail: scas2009@gmail.com

Anti Ragging Committee Members

The committee consists of teachers and student representatives for each major and is vigilant.

Teachers' Committee:

1. Dr.(Mrs).S.Kanitha	-	Head of the Institution	-	9443473528
2. Mrs.S.Kavitha(HOD, Computer Science)	-	Coordinator	-	9952531727
3. Dr.B.Thenmozhi(Asst. Professor)	-	Coordinator	-	9047270631
4. Mrs.M.Radha(HOD, Commerce)	-	Member	-	9600914790
5. Dr.C.Ponnuthai (HOD, Tamil)	-	Member	-	7667960775
6. Mrs.A.Sathiya(HOD, English)	-	Member	-	7667190812
7. Mrs.S.Maivizhiselvi(HOD, Mathematics)	-	Member	-	9688060039
8. Mrs.Jamuna Pandi(HOD, Physics)	-	Member	-	9788681728
9. Mrs.Meena(HOD, Chemistry)	-	Member	-	9865097609

Students' Committee:

1. M.Surya	-	III B.A (Tamil)
2. C.Soundarya	-	III B.A (Tamil)
3. S.Subbulakshmi	-	II M.A(English)
4. R.Akalya	-	III B.A(English)
5. T.M.Subasri	-	II M.Sc(Maths)
6. S.Keerthan	-	III B.Sc(Maths)
7. A.Ananthajothi	-	II M.Sc(Physics)
8. M.Prabha	-	III B.Sc(Physics)
9. P.Sowmya	-	III B.Sc(Chemistry)
10. R.Durga Devi	-	II M.Sc(Chemistry)
11. A.K.Ameernisha	-	III B.Sc(Chemistry)
12. K.Yogaselvi	-	II M.Com(CA)
13. G.Soundarya	-	III B.Com(CA)
14. M.Indhumathi	-	II M.Sc(Computer Science)
15. B.Priya	-	II M.Sc(Computer Science)

Skanika
29/6/16

PRINCIPAL

Sakthi College of Arts and Science for Women
Sakthi Nagar, Palakkanuthu (Po),
Oddanchatram, Dindigul Dist - 624 619.

ACADEMIC CALENDAR / 2018 - 2019

Date	Day	June 2018	Working Days	
			II,III UG PG	I UG,PG
1	Fri			
2	Sat			
3	Sun	Holiday		
4	Mon			
5	Tue			
6	Wed			
7	Thurs			
8	Fri			
9	Sat			
10	Sun	Holiday		
11	Mon	FDP for all Teaching Staff		
12	Tue			
13	Wed			
14	Thurs			
15	Fri			
16	Sat	Ramzan		
17	Sun	Holiday		
18	Mon		1	
19	Tue		2	
20	Wed	Holiday		
21	Thurs		3	
22	Fri		4	
23	Sat	Holiday		
24	Sun	Holiday		
25	Mon		5	
26	Tue		6	
27	Wed	First year re-opening	7	1
28	Thurs		8	2
29	Fri		9	3
30	Sat		10	4

“Be the Change you wish to see in the world”
– Mahatma Gandhi

Date	Day	July 2018	Working Days	
			II,III UG,PG	I UG,PG
1	Sun	Holiday		
2	Mon	Orientation classes for III UG and II PG students	11	5
3	Tue		12	6
4	Wed		13	7
5	Thurs		14	8
6	Fri		15	9
7	Sat	Holiday-Working Day for Staff		
8	Sun	Holiday		
9	Mon		16	10
10	Tue		17	11
11	Wed		18	12
12	Thurs		19	13
13	Fri		20	14
14	Sat	Holiday-Working Day for Staff		
15	Sun	Holiday		
16	Mon		21	15
17	Tue		22	16
18	Wed		23	17
19	Thurs		24	18
20	Fri		25	19
21	Sat	Holiday		
22	Sun	Holiday		
23	Mon		26	20
24	Tue		27	21
25	Wed		28	22
26	Thurs		29	23
27	Fri		30	24
28	Sat		31	25
29	Sun	Holiday		
30	Mon		32	26
31	Tue		33	27

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

- Mother Teresa

Date	Day	August 2018	Working Days
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			II,III UG PG	I UG,PG
1	Wed		34	28
2	Thurs		35	29
3	Fri	Aadi peruku		
4	Sat	Holiday-Working Day for Staff		
5	Sun	Holiday		
6	Mon		36	30
7	Tue		37	31
8	Wed	Holiday-Dr.Karunanithi Died		
9	Thurs		38	32
10	Fri		39	33
11	Sat		40	34
12	Sun	Holiday		
13	Mon		41	35
14	Tue		42	36
15	Wed	Independence day		
16	Thurs		43	37
17	Fri	Holiday-Mr.Vajpayee Died		
18	Sat	Holiday		
19	Sun	Holiday		
20	Mon		44	38
21	Tue		45	39
22	Wed	Bakrid		
23	Thurs		46	40
24	Fri		47	41
25	Sat		48	42
26	Sun	Holiday		
27	Mon		49	43
28	Tue		50	44
29	Wed		51	45
30	Thurs		52	46
31	Fri		53	47

**“Genius is one percent Inspiration and Ninety- Nine Percent Perspiration”
– Thomas Alva Edison**

Date	Day	September 2018	Working Days	
			II,III	I

			UG,PG	UG.PG
1	Sat	Holiday		
2	Sun	Holiday		
3	Mon		54	48
4	Tue		55	49
5	Wed	Teachers Day	56	50
6	Thurs		57	51
7	Fri		58	52
8	Sat		59	53
9	Sun	Holiday		
10	Mon		60	54
11	Tue		61	55
12	Wed		62	56
13	Thurs	Vinayagar Chathurthi		
14	Fri		63	57
15	Sat		64	58
16	Sun	Holiday		
17	Mon		65	59
18	Tue		66	60
19	Wed		67	61
20	Thurs		68	62
21	Fri	Moharam		
22	Sat	Holiday		
23	Sun	Holiday		
24	Mon		69	63
25	Tue		70	64
26	Wed		71	65
27	Thurs		72	66
28	Fri		73	67
29	Sat	Holiday		
30	Sun	Holiday		

“The value of a college education is not the learning of many facts but the training of the mind to think”

- Albert Einstein

Date	Day	October 2018	Working Days
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			II,III UG,PG	I UG,PG
1	Mon	Holiday		
2	Tue	Gandhi Jeyanthi		
3	Wed		74	68
4	Thurs		75	69
5	Fri		76	70
6	Sat		77	71
7	Sun	Holiday		
8	Mon		78	72
9	Tue		79	73
10	Wed		80	74
11	Thurs		81	75
12	Fri	4th,5th Convocation Day		
13	Sat		82	76
14	Sun	Holiday		
15	Mon		83	77
16	Tue		84	78
17	Wed		85	78
18	Thurs	Saraswathi Pooja		
19	Fri	Vijaya Thasami		
20	Sat	Holiday		
21	Sun	Holiday		
22	Mon		86	80
23	Tue		87	81
24	Wed		88	82
25	Thurs		89	83
26	Fri		90	84
27	Sat			85
28	Sun	Holiday		
29	Mon			86
30	Tue			87
31	Wed			88

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

– Dr.A.P.J. Abdul Kalam

Date	Day	November 2018	Working Days
1	Thurs		89
2	Fri		90
3	Sat		
4	Sun	Holiday	
5	Mon		
6	Tue	Diwali	
7	Wed		
8	Thurs		
9	Fri		
10	Sat		
11	Sun	Holiday	
12	Mon		
13	Tue		
14	Wed		
15	Thurs		
16	Fri		
17	Sat		
18	Sun	Holiday	
19	Mon		
20	Tue		
21	Wed	Miladi Nabi	
22	Thurs		
23	Fri		
24	Sat		
25	Sun	Holiday	
26	Mon		
27	Tue		
28	Wed		
29	Thurs		
30	Fri		

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

Date	Day	December 2018	Working Days
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1	Sat	Holiday	
2	Sun	Holiday	
3	Mon	College Re-opens	1
4	Tue		2
5	Wed		3
6	Thurs		4
7	Fri		5
8	Sat	Holiday	
9	Sun	Holiday	
10	Mon		6
11	Tue		7
12	Wed		8
13	Thurs		9
14	Fri		10
15	Sat	Holiday	
16	Sun	Holiday	
17	Mon		11
18	Tue		12
19	Wed		13
20	Thurs		14
21	Fri		15
22	Sat		16
23	Sun	Holiday	
24	Mon	Holiday	
25	Tue	Christmas	
26	Wed		17
27	Thurs		18
28	Fri		19
29	Sat	Holiday	
30	Sun	Holiday	
31	Mon		20

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

-Mother Teresa

Date	Day	January 2019	Working Days
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1	Tue	Holiday	
2	Wed		21
3	Thurs		22
4	Fri		23
5	Sat		24
6	Sun	Holiday	
7	Mon		25
8	Tue		26
9	Wed		27
10	Thurs		28
11	Fri		29
12	Sat		30
13	Sun	Holiday	
14	Mon	Pongal	
15	Tue	Thiruvalluvar Day	
16	Wed	Uzhavar Thirunal	
17	Thurs	Holiday	
18	Fri		31
19	Sat		32
20	Sun	Holiday	
21	Mon	Thai Poosam	
22	Tue		33
23	Wed		34
24	Thurs		35
25	Fri		36
26	Sat	Republic Day	
27	Sun	Holiday	
28	Mon		37
29	Tue		38
30	Wed		39
31	Thurs		40

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

- Swamy Vivekananda

Date	Day	February 2019	Working Days
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1	Fri		41
2	Sat		42
3	Sun	Holiday	
4	Mon		43
5	Tue		44
6	Wed		45
7	Thurs		46
8	Fri		47
9	Sat		48
10	Sun	Holiday	
11	Mon		49
12	Tue		50
13	Wed		51
14	Thurs		52
15	Fri		53
16	Sat		54
17	Sun	Holiday	
18	Mon		55
19	Tue		56
20	Wed		57
21	Thurs		58
22	Fri		59
23	Sat		60
24	Sun	Holiday	
25	Mon		61
26	Tue		62
27	Wed		63
28	Thurs		64

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

-Bharathiyar

Date	Day	March 2019	Working Days
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1	Fri		65
2	Sat		66
3	Sun	Holiday	
4	Mon		67
5	Tue		68
6	Wed		69
7	Thurs		70
8	Fri		71
9	Sat		72
10	Sun	Holiday	
11	Mon		73
12	Tue		74
13	Wed		75
14	Thurs		76
15	Fri		77
16	Sat		78
17	Sun	Holiday	
18	Mon		79
19	Tue		80
20	Wed		81
21	Thurs		82
22	Fri		83
23	Sat		84
24	Sun	Holiday	
25	Mon		85
26	Tue		86
27	Wed		87
28	Thurs		88
29	Fri		89
30	Sat		90
31	Sun	Holiday	

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

-Dr.A.P.J.Abdul Kalam

Date	Day	April 2019	Working Days
1	Mon		
2	Tue		
3	Wed		
4	Thurs		
5	Fri		
6	Sat	Ugadi	
7	Sun	Holiday	
8	Mon		
9	Tue		
10	Wed		
11	Thurs		
12	Fri		
13	Sat		
14	Sun	Holiday	
15	Mon		
16	Tue		
17	Wed	Mahavir Jeyanthi	
18	Thurs		
19	Fri	Good Friday	
20	Sat		
21	Sun	Holiday	
22	Mon		
23	Tue		
24	Wed		
25	Thurs		
26	Fri		
27	Sat		
28	Sun	Holiday	
29	Mon		
30	Tue		

“True guidance is like a small torch in a dark forest. It doesn’t show everything once. But gives enough light for the next step to be safe”.

- Swami Vivekananda

Date	Day	May 2019	Working Days
1	Wed		
2	Thurs		
3	Fri		
4	Sat		
5	Sun	Holiday	
6	Mon		
7	Tue		
8	Wed		
9	Thurs		
10	Fri		
11	Sat		
12	Sun	Holiday	
13	Mon		
14	Tue		
15	Wed		
16	Thurs		
17	Fri		
18	Sat		
19	Sun	Holiday	
20	Mon		
21	Tue		
22	Wed		
23	Thurs		
24	Fri		
25	Sat		
26	Sun	Holiday	
27	Mon		
28	Tue		
29	Wed		
30	Thurs		
31	Fri		

“A faithful friend is the medicine of life”.

-Joseph Addison

NOTES

