

# NAZARETH

## COLLEGE OF ARTS & SCIENCE

Affiliated to the University of Madras  
Accredited with 'B' Grade by NAAC.



### HAND BOOK 2020 - 2021

Name : .....

Department : .....

Year : ..... Admn. No.....

Signature : .....

Kovilpathagai Main Road, Avadi, Chennai - 600 062.

Ph. : 044 - 26380203 | 26380549 | 6381882829

Website: [www.ncas.in](http://www.ncas.in) | E-mail: [info@ncas.in](mailto:info@ncas.in)

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***NOTE : This handbook is to be brought to College daily.***

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## PERSONAL INFORMATION

Name of the Student : .....

Department : .....Sec..... Year.....

Date of Birth : .....Religion .....

Age : .....

Name of Parent/ : .....

Guardian

Telephone No. of : (O).....

Parent/Guardian : (R).....

Cell .....

Parent/Guardian : .....

Present Address : .....

.....

.....

.....

Permanent Address : .....

.....

.....

.....

E-mail ID of

Parent/Guardian : .....

Blood Group : .....

Aadhar Card No. : .....

Ration Card No. : .....

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## **COLLEGE PROFILE**

Modern religion, be it Christianity, Hinduism, Islam would rather insist on seeing a need and meeting the need with suitable action. In India, despite efforts at social and economic development since Independence, a majority of our people continue to remain deprived of education which is the basic need of human development. Our Government accords top priority to education, both as a human right and as a means of transformation towards a more humane and enlightened society.

Education industry is always focused on the production of men and women of high morale and values. It is a great challenge for every institute which joins hands for this task.

Impelled by the social urge, encouraged by the lofty ideals, prompted by inner calling and motivated by self-will and determination the C&D Educational Trust took up the challenge to contribute its share by catering to the educational needs of the people at the outskirts of Chennai, as early as in the year 1976.

Nazareth College of Arts and Science was established in the year 2000, by Mrs. & Mr. David. The College is affiliated to the University of Madras, it is located in the suburbs of Chennai with a sprawling campus which creates an environment to foster holistic learning and growth. The intake of students is based on their general performance criteria that are set by the College. The college caters to students from diverse backgrounds, often taking social initiative of imparting education to the students who have a vision but are less - privileged. The College provides congenial academic platform for the students. Laurels and achievements won by the College have strengthened its path all through these years.

## **VISION**

To build enriched socially responsible citizens and leaders through quality higher education.

## **MISSION**

1. To provide the best resources to impart the highest quality education.
2. To provide opportunities to the students for practical exposure to meet the challenges of global competency.
3. To provide value based education for Nation building.
4. To provide creativity, leadership training and placement.

## **THE LORD'S PRAYER**

Our Father, who art in heaven,  
hallowed be thy Name.  
thy kingdom come,  
thy will be done,  
on earth as it is in heaven.

Give us this day our daily bread.  
And forgive us our trespasses,  
as we forgive those  
who trespass against us.

And lead us not into temptation,  
but deliver us from evil.

For thine is the kingdom,  
and the power, and the glory,  
for ever and ever. Amen.

## **THE PLEDGE**

India is my country. All Indians are my brothers and sisters.  
I love my country and I am proud of its rich and varied heritage.  
I shall always strive to be worthy of it.  
I shall give my parents, teachers and all elders respect and treat  
everyone with courtesy.  
To my country and my people I pledge my devotion. In their well  
being and prosperity alone lies my happiness

## OFR NATIONALANTHEM

Jana Gana Mana Adhinayaka Jaya he  
Bharatabhaghyavidhata  
Punjaba Sindhu Gujarata Maratha  
Dravida Utkala Banga  
Vindhya Himachala Yamuna Ganga  
Uchchala Jaladhi Taranga  
Thva Subhanamejage,  
Tava Subhaashisha Mage;  
Gahetava jayagatha,  
Janaganamangaladayaka Jaya he  
Bharata bhaghya Vidhata,  
Jaya he, Jaya he, Jaye he  
Jaya Jaya Jaya Jaya he.

## øapøønn anpø

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## THE NATIONAL INTEGRATION PLEDGE

“I solemnly pledge to work with dedication to preserve and strengthen the freedom and integrity of the Nation.

I further affirm that I shall never resort to violence and that all differences and disputes relating to religion, language, region or other political or economic grievances should be settled by peaceful and constitutional means.”



## SONG-1

O Lord my God! when I in awesome wonder,  
Consider all the works thy hands hath made  
I see the stars, I hear the mighty thunder  
Thy power throughout the universe displayed  
Then sings my soul, my saviour God to thee,  
How great thou art! how great thou art!  
Then sings my soul, my saviour God to thee  
How great thou art! How great thou art!  
When through the woods and forest glades !  
Wander and hear the birds sing sweetly in the trees  
When I look down from lofty mountain grandeur  
And hear the brook, and feel the gentle breeze  
And when I think that God his son not  
Sparing sent him to die, I scar cantake it in  
That on the cross burden gladly bearing  
He bled and died, to take away my sin...

## SONG - 2

What a friend we have in  
Jesus, All our sins and griefs to  
bear! What a priviledge to carry  
Everything to God in prayer !  
Oh, what peace we often forfeit,  
Oh, what needles pain we bear  
All because we do not carry  
Everything to God in prayer !  
Have we trails and temptations?  
Is there trouble anywhere?  
We should never be discouraged  
Take it to the Lord in Prayer.  
Can we find a friend so faithful  
Who will all our sorrows share?  
Jesus knows our every weakness;  
Take it to the Lord in prayer  
Blessed Savior, Thou hast  
Promised Thou wilt all our  
burdens bear; May we ever,  
Lord, be bringing.

All to Thee in earnest prayer  
Soon in glory bright unclouded  
There will be no need for prayer  
Rapture, Praise and endless Worship  
Will be our sweet portion there.

### SONG - 3

You are my strength when I am weak  
You are the treasure that I seek  
You are my all in all  
Seeking You as a precious jewel  
Lord, to give up I'd be a fool  
You are my all in all

Taking my sin, my cross, my shame  
Rising up again I bless Your name  
You are my all in all  
When I fall down You pick me up  
When I am dry You fill my cup  
You are my all in all

Jesus, Lamb of God  
Worthy is Your name  
Jesus, Lamb of God  
Worthy is Your name

You are my strength when I am weak  
You are the treasure that I seek  
You are my all in all  
When I fall down You pick me up  
When I am dry You fill my cup  
You are my all in all

Taking my sin, my cross, my shame  
Rising up again I bless Your name  
You are my all in all  
When I fall down You pick me up  
When I get dry You fill my cup  
You are my all in all

Jesus, Lamb of God  
Worthy is Your name  
Jesus, Lamb of God  
Worthy is Your name

## SONG – 4

As we gather in this place today  
Holy spirit come and have your way  
Have your way  
As we Lay aside our own desires  
Sweep across our hearts with Holy fire  
Have your way

This is your house your home  
We welcome you Lord we welcome you  
This is your house your home  
We welcome you Lord we welcome you  
This is you House your home  
We welcome you today

As we offer up our hearts and lives  
Let them be a living sacrifice  
Have your way  
Be glorified in everything you do  
Be glorified in everything we say  
Have your way

This is your house your home  
We welcome you Lord we welcome you  
This is you House your home  
We welcome you today

As we pray Oh Lord draw near  
It's your voice we long to hear

## SONG - 5

There shall be showers of blessing;  
This is the promise of love;  
There shall be seasons refreshing,  
Sent from the Savior above.

Refrain

Showers of blessing,  
Showers of blessing we need:  
Mercy—drops round us are falling,  
But for the showers we plead.

There shall be showers of blessing,  
precious reviving again;

Over the hills and the valleys,  
Sound of abundance of rain.

There shall be showers of blessing;  
Send them upon us, O Lord;  
Grant to us now a refreshing,  
Come, and now honour Thy Word.

There shall be showers of blessing;  
Oh, that today they might fall,  
Now as to God we're confessing,  
Now as on Jesus we call!

There shall be showers of blessing,  
If we but trust and obey;  
There shall be seasons refreshing,  
If we let God have His way.

### SONG - 6

Amazing grace! how sweet the sound  
That saved a wretch like me  
I once was lost, but now am found  
was blind, but now I see

T'was grace that taught my heart to fear  
And grace my fears relieved  
How precious did that grace appear  
The hour I first believed!

Thro' many changers toils and shares  
I have already come  
Tis grace that bro't me sap thus far,  
And grace will lead me home

When we've been there ten thousand years  
Bright shining as the sun  
We've now less days to sing Gods praise  
Thon when we first began

## SONG - 7

Give thanks with a grateful heart  
Give thanks to the Holy the  
Give thanks because He's given  
Jesus Christ, His son

And now let the weak say I am strong,  
Let the poor say I am rich

Because of what the Lord has done for us

Give thanks....  
We give thanks...

## SONG - 8

Chorus

You alone are my strength my shield  
To You alone may my spirit yield  
You alone are my heart's desire  
And I long to worship Thee

As the deer panteth for the water  
So my soul longeth after Thee  
You alone are my heart's desire  
And I long to worship Thee

You're my friend  
And You are my brother  
Even though You are a King  
I love You more than any other  
So much more than anything

I want You more than gold  
Or silver  
Only You can satisfy  
You alone are the real joygiver  
And the apple of my eye

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And all things, whatsoever ye shall ask in prayer, believing, ye shall  
receive. (Matthew 21:22)

## SONG- 9

Shepherd of my soul I give you full control,  
Wherever You may lead I will follow.  
I have made the choice to listen for Your voice,  
Wherever You may lead I will go.

Be it in a quiet pasture or by a gentle stream,  
The Shepherd of my soul is by my side.  
Should I face a mighty mountain or a valley dark and deep,  
The Shepherd of my soul will be my guide.

Shepherd of my soul Oh You have made me whole,  
Where'er I hear You call how my tears flow.  
How I feel your love how I want to serve  
I gladly give my heart to You O – Lord.

Be it in the flowing river or in the quiet night,  
The Shepherd of my soul is by my side.  
Should I face the stormy weather or the dangers of this world.  
The Shepherd of my soul will be my guide.

## SONG- 10

Every tiny star that twinkles in the night sky  
Every drop of morning dew  
Every spark of fire blazing in the furnace  
Every captivating view  
Every rainbow in the sky every pretty butterfly

Tells the fascinating news to those who dare to hope...  
And the message is God still loves the world, God still, still loves the world  
So throw your life into his hands,  
Day by day discern his plans  
God is passionately busy loving you and me

Every ocean wave that breaks upon the seashore  
Every stalk of golden wheat  
Every silver stream that gushes down the mountains  
Every drop of honey sweet  
Every eagle flying high  
Every worm that wriggles by

Tells the fascinating news to those who dare to hope...  
And the message is God still loves the world, God still, still loves the world  
So throw your life into his hands,  
Day by day discern his plans  
God is passionately busy loving you and me

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# GENERAL INFORMATION

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The Lord shall fight for you and ye shall hold your peace. (Exodus 14:14)

## **IMPORTANT TELEPHONE NUMBERS**

College Office : 26380203 / 6381882829

Fax : 26380549

E-mail : info@ncas.in

Website : www.ncas.in

## **COLLEGE TIMINGS**

**Shift I - 8.00 a.m. to 1.00 p.m.**

**Break Time - 10.05 a.m. to 10.30 a.m.**

**Shift II - 1.15 p.m. to 5.45 p.m.**

**Break Time - 3.50 p.m. to 4.10 p.m.**

## **ATTENDANCE**

### **University Requirement**

**75% and above for all courses both in UG/PG to appear for examination (theory/practical)**

### **Condonation of Shortage of Attendance**

**65% - 75% - Ps.250/-(Theory & Practical separate)**

**65% - 50% - Not eligible for Condonation. Not permitted to write the end semester exam but permitted to proceed to the next semester.**

**Less than 50% - Repeat the course (by rejoining) not permitted to write End Semester Examination.**

**Married women - 55% attendance needed with Condonation Ps.250/-**

## DRESS CODE

### Boys:

**The students should wear formal shirts and pants. Well-groomed hair and clean-shaven face are important in their preservable appearance. Jeans and T-shirts, slippers are not allowed inside the campus. Boys should avoid growing long hair, sporting beard and coloring the hair. Wearing bangles bracelets, ring or studs in the ears are strictly prohibited.**

### Girls:

**All girls should wear chudithar with lengthy tops and dupatta that touch below the knee level. Short tops, sleeveless tops with net sleeves, transparent dress, leggings/stretch pants are not allowed.**

**For all college events, Internship, Field work and Placement formal dress code should be followed**

### ID Card

**Wearing ID card is compulsory inside the campus on all days and should wear the same when they enter the campus. Strict action will be taken against the students the moment they fail to wear ID cards.**

## VALUE EDUCATION

### SCRIPTURE

An organized study of the bible offered to all Christian students. They undergo a course on destination excellence. These courses inspire the students to understand the Bible in its perspectives for nurturing & nourishing their spiritual yet practical Christian living.

### HOLISTIC VALUE EDUCATION

Value Education is designed for experiential learning to understand and explore the contemporary and relevant issues in society for non Christian students. The students are motivated to discover their potential development and integrated personality to practice healthy lifestyles and to be aware of family and social realities, which will help them to become catalysts of change in their families and in the neighbourhood.

## a) PHYSICAL EDUCATION

**A student has to participate compulsorily in games and sports during the first year as a part of her course requirement. 40 hours of attendance is compulsory. Students will not be eligible for their degree if the credit for games is not earned.**

**Provision will be made to meet attendance and other academic requirements when the student represents the College, the University, the State or the Country. An official letter duly signed by the organizing agency, Physical Director and Head of the Major Department along with a letter from the parents has to be submitted in the Principal's Office.**

## OUTREACH / EXTENSION

**Nazareth College Outreach Programme will be carried out in adopted village of Vadamadurai. It gives the students the opportunity to get involved in community services on required basis with project allotted to each department. It is anchored by the outreach department. Outreach is compulsory for all the students and transport services will be available based on a common timetable.**

## COLLEGE OFFICES

### OFFICE OF THE PRINCIPAL

Students can meet the Principal during the short break or after class hours. The principal's office should be contacted to obtain leave, Travel Concession forms, Transfer and degree Certificates. The office of the principal is also open for counselling and grievance redressal.

### EXAMINATION OFFICE

The Controller of Examinations holds administrative authority over all matters related to examinations. Students are required to read carefully and observe all the rules and regulations relating to examinations.

### ADMINISTRATIVE OFFICE

The administrative office holds the responsibility of issuing no due forms, ID cards, collecting fees and other discharging duties assigned by Secretary, Principal and Vice Principal.

# FACILITIES

## CHAPEL

**Nazareth Chapel is a quiet place of worship for staff, students and visitors. There is a chaplain to help the students with their spiritual needs. The choir team sings praises in the chapel. Students are encouraged to use the chapel to pray 24/7.**

## INDOOR AUDITORIUM

**The Centralized Air Conditioned Auditorium has a seating capacity of 500 students and a sound infrastructure. It has been built to conduct all State, National and International Conferences and various forums.**

## SEMINAR HALL

**The seminar hall has the seating capacity of 120 students and is used to hold minor events.**

## XEROX SHOP

**Students can make use of this facility which is available in the campus.**

## PLAY GROUND

**The college playground is 100 \* 50 meters in area and used to train students for National and International level tournaments and matches.**

## BASKETBALL COURT

**A Basketball court located in 20 \* 15 meters is used to hold inter School and inter College competitions.**

## TENNIS COURT

**The college has weather hard surface tennis courts laid in 23.79 m \* 10.97 m with inspires tennis players.**

## VOLLEYBALL COURT

**A Volleyball court laid in 18 m \* 9 m is a boon for volley ball players**

## KHO KHO COURT

**The kho kho court is located in 29m \* 16m to encourage young players.**

## CANTEEN

**Canteen functions from 7.30 a.m. to 6.00 p.m. Breakfast, Lunch, Beverages are available. Resident students can have their lunch in the canteen.**

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I will not leave you until I have done what I have spoken to you.

(Genesis 28:15)

## STUDENT COUNSELLING CENTRE

The student counseling centre is open all days to cater to the career guidance related needs of the student and the community.

## CAREER GUIDANCE CELL

Career counseling has always been important for students to choose the right course. Career counseling day is an annual event that aims at helping students and parents to assess their wards strengths and seek advice on the choice of their course.

## HEALTHY PRACTICE

### GENERAL ASSEMBLY

General Assembly will be conducted every Monday for the students between 8.00 a.m. to 8.15 a.m. for Shift I and 1.15 p.m. to 1.30 p.m. for Shift II. The assembly committee will make arrangements to give overview of the programme that are likely to be conducted on the week. Assembly is compulsory for all the students.

### Campus Placement

The College arranges campus / off campus placement interview for final year students. Our past Recruiters are

- ◆ Infosys ◆ HDFC SL
- ◆ Samjass ◆ CTS
- ◆ Micro Clinic ◆ Slash Support
- ◆ Transe volve ◆ HCL
- ◆ Covenant Consultants ◆ I-Gate
- ◆ I - Soft ◆ Naukri
- ◆ Kotak Mahindra ◆ DELL Perot
- ◆ Ford Company ◆ APTECH
- ◆ Sumit HR ◆ Technosoft
- ◆ TCS ◆ Capgemini
- ◆ Aspire ◆ NTT
- ◆ Serto Global Solution ◆ Sutherland
- ◆ Aagna Business Solutions ◆ ICICI
- ◆ Aagna Corporate Pvt. Ltd., ◆ Pest Control
- ◆ Tata Strive ◆ Just Dial
- ◆ Wipro ◆ Alcantara Technologies
- ◆ United India Insurance Co. Ltd., ◆ Bajaj Capital

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◆ Big Bazaar

But they that seek the Lord shall not want any good thing.

## **GENERAL RULES & REGULATIONS**

**Students are subject to rules and code of conduct framed by the authorities of the College. It shall be the duty of every student to conduct himself/herself with decorum in all places and circumstances.**

1. It is mandatory to wear ID inside the campus and class failing which a fine will be levied.
  - a Firsttime - Rs. 100
  - b Second time - Rs. 500
  - c Third time - Sent home
  - d Continuous - Sent home  
3 days absent
2. Every student must earn a minimum of 80% attendance to appear for the University Examination.
3. In case of absenteeism because of sickness or accident or any other reason, a leave letter should be submitted with parent's signature.
4. Nazareth is a mobile free campus for students. Using mobile is prohibited.
5. Using cigarettes and narcotic substances and alcohol is strictly prohibited. Any student found consuming alcohol/ smoking/ using tobacco in the campus will be expelled from the college.
6. Every student should maintain decorum both within and outside the campus of the college.
7. Every student should show respect and be courteous to all Management staff, Administration, Visitor and support staff and also their fellow students.
8. Student safety is our primary concern. Student entering the college either by two / four wheeler must possess the driving license.
9. Students are not permitted to invite strangers inside the campus/ class room in case of violation, strict disciplinary action will be taken.
10. Ragging is strictly prohibited and is punishable.
11. The college has the right to take action against students who misbehave with fellow students.
12. Students are warned not to involve in any criminal offence and if found guilty, TC will be issued.

13. Students should take prior permission from the Vice Principal's office to stay back in the college.
14. Damaging property belonging to the college / fellow student/ other employees of the College will be regarded as violation of the code of conduct and disciplinary action will be taken.
15. Students violating the rules and regulations of the College will be expelled from the college.
16. No subscription / donation of any kind shall be collected by students without a written request to the Principal.
17. Any misbehaviour or unlawful activities inside campus will be deemed as violation of the code of conduct.
18. Student must be present in all the Department and College functions.
19. Students are restricted from giving any news and interviews to any newspaper, magazine, Radios and TV channels without obtaining proper consent from the Principal.
20. Students are not permitted to receive letters, Parcels and visitors in college or use the college address for their personal communication.
21. A fine of Rs.500/- will be collected from students who fail to report on the first day after the Semester Exams, Christmas and Pongal holidays and Rs.100/- for every subsequent days of absence. Request from parents for extension of holidays due to personal reasons will not be entertained.
22. Students misusing the facilities in campus, destroying college property and indulging in writing graffiti on the walls and furniture will be duly fined.
23. Important information to students will be put up on notice Boards/College Website. It is the responsibility of every student to check the Notice Boards regularly

**The Management and Principal are authorized to expel any student who violate the rules and regulations given from point 1 to 23 in the Student hand book.**

## LIBRARY

LIBRARY TIMING : Morning 8.00 A.M to Evening 5.30 P.M  
TOTAL No.Of Books : 7079  
TOTAL No. Of Title : 4651  
TOTAL No. Of Volume : 7079  
No. Of Journal : 47 (National 36 Nos. International 10 Nos.  
and State level 1 No.)

### DETAILS OF LIBRARY CARDS ISSUED

S.NO	MEMBERSHIP	NO.OF LIBRARY CARD ISSUED	PERIOD TIME	FINE
01	U.G.STUDENT	2 Nos.	7 DAYS	Rs.10 /- per day collected after over the due date
02	P.G.STUDENT	3 Nos.	14 DAYS	Rs.10 /- per day collected after over the due date
03	STAFF	6 Nos.	6 MONTHS	NO FINE COLLECTED

### General Rules & Regulations

- 1. The Library has been equipped with more than 7000 quality books on general fields and subjects.**
- 2. Students should handle the books and papers very carefully.**
- 3. Do not mark anything on the books / papers / periodicals.**
- 4. Failure to return books in time will entail a fine of Ps.10/- per book per day.**
- 5. Books on demand will be issued in the order of the date of requisition letters.**
- 6. Reference books and periodicals will not be issued.**

- 7. No due certificate from the library will be issued only after surrendering the library card.**
- 8. Books should not be lent to anyone inside or outside the College.**
- 9. Books will not be issued without library card. Only one book will be issued against a library card.**
- 10. Students are expected to maintain silence in the library otherwise disciplinary action will be taken against misbehaviour.**
- 11. Kindly replace the referred materials in the respective places after use.**
- 12. Do not move tables and chairs from its place.**
- 13. Books must be replaced if it is lost.**
- 14. A fine of Ps.50/- will be collected per card if it is lost.**

## **HIGHLIGHTS OF THE LIBRARY**

### **1. . Book Challenge**

**Students and Staff are invited to take part in the reading initiative. A student/member of faculty can choose 3 books which is recorded in the log book at the library. A short summary is to be submitted at the time of returning the books. The students/Staff who have completed the challenge will receive a certificate and their review will be included in the library newsletter.**

### **2 . Know Your Library**

**This is arranged for the new batch of students every year wherein an orientation is given to them about the library and general rules and regulations.**

### **3 . Library Outreach – Moving Library – CSR**

**The CSP activity will be initiated from this academic year. The library will have a moving library that houses informative books.**

### **4 . Institutional Membership:**

**The NCAS library has an institutional membership with British Council Library, Chennai.**

### **5 . LibraryWeek Celebration**

**The library week celebrations will take place from Dec 1<sup>st</sup> to December 5<sup>th</sup> every year. Various events like oratorical competition, find the book and special lecture will be held**

6 Career Corner

**NCAS has resources and model questions to prepare students for civil services and competitive exams.**

7 UGC/NET/SET Resource Lecture:

**NCAS has resources and model questions. It also conducts training/workshops for NET/SET examinations.**

8 Best Library User Award

**To motivate the students to make use of library and its services, "Library User Award" is given since 2015. Students are selected based on their visitation and the number of books readers borrow from the library, recorded in the library user Register.**

9 Display Board

**Information discrimination is the primary objective of library. Major events related to Library, information & exam etc will be displayed on the notice board.**

10 Book Exhibition:

**This is an annual event conducted in partnership with all book shops for students in NCAS, neighboring colleges, schools and community with the purpose of exposing the high achievers to the intellectual atmosphere of meeting academicians and practitioners who make an influencing speech during their visit.**

11 Annual Commemorative Lecturer:

**This initiative will be launched from this academic year to expose the high achievers to interact with academicians and practitioner, who will deliver a commemorative speech.**

## நூலகம் பொது விதிமுறைகள் / கட்டுப்பாடுகள்

1. கல்லூரி நூலகம் ஏழாயிரத்திற்கும் (5000) மேற்பட்ட தரமான பாடப் புத்தகங்களைக் கொண்டுள்ளது.
2. மாணவர்கள் புத்தகங்களையும் மற்றும் செய்தித் தாள்களையும் மிக கவனமாக கையாள வேண்டும்.
3. புத்தகம், செய்தித்தாள் மற்றும் நாளிதழ்களில் எந்த விதமான குறியீடுகளையும் பயன்படுத்துதல் கூடாது.
4. கால தாமதமாக வழங்கப்படும் புத்தகங்களுக்கு ஒரு நாளுக்கு 10 ரூபாய் என்ற விதத்தில் அபராதம் வசூலிக்கப்படும்.
5. மாணவ, மாணவிகளுக்குத் ஒரே புத்தகம் இருவருக்கும் தேவைப்படுமானால் அதற்கு தாங்கள் முன்பதிவு செய்து அதன் அடிப்படையிலே வழங்கப்படும்.
6. குறிப்பிடுபதிவு புத்தகங்கள் மற்றும் வார, மாத இதழ்கள் மாணவர்களுக்கு வழங்கப்படமாட்டாது.
7. நூலகத்தில் அமைதி காப்பது கட்டாயமாகும்.
8. நூலக அடையாள அட்டையை வழங்கிய பிறகே No Due சான்றிதழ் வழங்கப்பெறும்.
9. புத்தகங்கள் எந்தக் காரணம் கொண்டும் நூலகத்திற்கு உள்ளேயும் வெளியேயும் மற்றவருக்குக் கொடுக்கக் கூடாது.
10. நூலக அடையாள அட்டை இல்லாமல் புத்தகம் வழங்கப்படாது. ஒரு அட்டைக்கு ஒரு புத்தகம் மட்டுமே வழங்கப்படும்.
11. மாணவர்கள் நூலகத்தில் அமைதிகாக்கவும் மீறினால் தக்க நடவடிக்கை எடுக்கப்படும்.
12. புத்தகங்களைப் பயன்படுத்திய பிறகு அதற்குரிய இடங்களிலே வைக்க வேண்டும்.
13. நாற்காலி, மேசை போன்றவற்றை வேறு இடத்திற்கு நகர்த்தக் கூடாது.
14. புத்தகங்களைத் தவற விட்டால் அதற்குமாற்றாக புத்தகங்கள் வாங்கித் தருதல் வேண்டும்.
15. நூலக அடையாள அட்டையைத் தவற விட்டால் அபராதமாக ரூபாய்.50/- வசூலிக்கப்படும்.

## கல்லூரி விதிமுறைகள், கட்டுப்பாடுகள்

ஒவ்வொரு மாணவ - மாணவிகள் கல்லூரியின் சட்டிட்டங்களுக்கும் விதிமுறைகளுக்கும் கட்டுப்பட்டு நடக்க வேண்டும், மேலும் அனைத்து இடங்களிலும் எல்லாச் சூழ்நிலைகளிலும் ஒழுக்கமும் நல்லொழுக்கமும் கடைபிடிக்க வேண்டும்.

1. ஒவ்வொரு மாணவ - மாணவியரும் கல்லூரி வளாகத்தில் நுழையும் முன்பே அடையாள அட்டையை (ID Card) அணிந்திருக்க வேண்டும். தவறவிடும் அடையாள அட்டைக்கு அபராதக் கட்டணம் செலுத்த வேண்டும்.

முதல் முறை - ரூ.100/-

இரண்டாம் முறை - 500/-

மூன்றாம் முறை - கல்லூரியில் நுழைய அனுமதி இல்லை.

2. சென்னைப் பல்கலைக் கழகத்தின் விதிமுறைபடி மாணவர்கள் பல்கலைக்கழகத் தேர்வு எழுதுவதற்கு 80% (விழுக்காடு) வருகை புரிந்திருக்க வேண்டும்.
3. விபத்து, நோய் முதலியவற்றால் நீண்ட நாள் நோய் வாய்ப்பட்டிருந்தால் அல்லது வேறு ஏதாவது முக்கிய காரணமாக விடுப்பு எடுக்க நேர்ந்தால் பெற்றோரின் கையொப்பம் பெற்ற கடிதம் சமர்ப்பிக்க வேண்டும்.
4. கல்லூரி வளாகத்திற்குள் மாணவ - மாணவிகள் அலைபேசி (Cell Phone) பயன்படுத்தக் கூடாது. மேலும் அலைபேசி பயன்பாடும் தடைசெய்யப்பட்டுள்ளது.
5. சிகரெட், மயக்கத்தைத் தரக்கூடிய போதைப் பொருட்களான புகையிலை, மது முதலியவை கல்லூரிக்குள் தடை செய்யப்பட்டுள்ளது. மீறி பயன்படுத்தினால் உரியவர்கள் கல்லூரியை விட்டு நீக்கப்படுவார்கள்.
6. ஒவ்வொரு மாணவ - மாணவியரும் கல்லூரி வளாகத்திலும், வெளிப்புறங்களிலும் ஒழுக்கத்துடனும் கண்ணியத்துடனும் நடந்து கொள்ள வேண்டும்.
7. ஒவ்வொரு மாணவ - மாணவிகளும் கல்லூரியில் பணிபுரியும் பேராசிரியர்கள், கல்லூரி நிர்வாகத்தினர், அலுவலர்கள் மற்றும் விருந்தினர்கள் ஆகியோர்க்கு உரிய மரியாதை அளிக்க வேண்டும்.
8. மாணவ - மாணவிகளைப் பாதுகாப்பதே கல்லூரியின் நோக்கமாகும் இருசக்கரம், நான்கு சக்கர வாகளங்களில் கல்லூரிக்கு வருபவர்கள்

— A wise son brings joy to his father, but a foolish son brings grief to

his mother. (Proverbs 10:1)

- அதற்கான ஓட்டுநர் உரிமத்தைக் கட்டாயம் பெற்றிருக்க வேண்டும்.
9. அந்நியர்கள் (அ) வெளிநாய்கள் கல்லூரி வளாகத்தில் மாணவர்களைச் சந்தித்தல் கூடாது. வகுப்பறையில் செய்யப்படும் அத்துமீறலுக்கு உரிய நடவடிக்கை எடுக்கப்படும்.
  10. கல்லூரி வளாகத்திற்குள் கேலி, கிண்டல் (Ragging) முழுவதுமாகத் தடை செய்யப்பட்டுள்ளது. மீறினால் தக்க தண்டனை வழங்கப்படும்.
  11. பேருந்து நிலையம், தொடர்வண்டி நிலையம் போன்ற பொது இடங்களில் தவறாக நடந்து கொள்ளும் மாணவ - மாணவிகள் மீது கல்லூரி நிர்வாகம் உரிய நடவடிக்கை எடுக்கும்.
  12. மாணவ -மாணவிகள் எவ்விதமான குற்றவியல் நடவடிக்கைகளிலும் ஈடுபடக்கூடாது. மீறினால் மாற்றுச் சான்றிதழ் (TC) அளிக்கப்படும்.
  13. கல்லூரி பாடவேளைக்குப் பின்பு கல்லூரியில் இருக்க விழைக்கின்ற மாணவர்கள் அதற்கான முன் அனுமதியைத் துணை முதல்வரிடம் பெற்றிருக்க வேண்டும்.
  14. மாணவ - மாணவிகள் கல்லூரியின் சொத்திற்குச் சேதம் ஏற்படுத்தக் கூடாது. கல்லூரியில் தன்னுடன் பயிலும் சக மாணவ - மாணவிகளுக்கு இடையூறு ஏற்படுத்துவதும் ஒழுக்கமீறல் முறைகேடாகும். மீறினால் உரிய நடவடிக்கை வழங்கப்படும்.
  15. கல்லூரியின் சட்டதிட்டங்களையும் விதி முறைகளையும் மீறி நடப்பவர்கள் கல்லூரியிலிருந்து வெளியேற்றப்படுவர்.
  16. கல்லூரி முதல்வரின் ஒப்புதல் இல்லாமல் நன்கொடை / சந்தா வசூலிக்கக் கூடாது.
  17. மாணவ - மாணவிகள் எந்த விதமான சட்டத்திற்கும் புறம்பான / ஒழுக்க மீறல் நடவடிக்கைகளில் ஈடுபடக்கூடாது.

மேற்சூறிய கல்லூரி விதிகள் மற்றும் கட்டுப்பாடுகள் 1 - 17 வரை கல்லூரி கையேட்டில் வழங்கப்பட்டுள்ளது. இதை மீறும் மாணவர்களை கல்லூரியிலிருந்து வெளியேற்ற கல்லூரி நிர்வாகத்திற்கும், முதல்வருக்கும் முழு அங்கீகாரம் உண்டு.

— In all your ways acknowledge Him, and He will make your

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# ACADEMIC PROGRAMMES

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~~For the Lord gives wisdom; from his mouth come knowledge and~~

understanding.(Proverbs 2:6)

# **COURSES OFFERED (SHIFT I AND SHIFT II)**

## **SHIFT- I**

### **UNDER GRADUATE COFRSES**

#### **1. B.Sc. (Computer Science)**

This course prepares the students to work in teams to build software systems and apply the technologies in various fields of Computer Science, including Mobile applications, Web site development and management, databases, and computer networks..

#### **2. B.C.A. (Computer Application)**

This course Improve their computer literacy, their basic understanding of operating systems and a working knowledge of software commonly used in academic and professional environments. The graduates can start their career with a great scope in the expanse of the industry verticals.

#### **3. B.B.A. (Business Administration)**

This course helps to Identify, evaluate, analyze, interpret and apply information to address problems and make reasoned decisions in a business context. It helps to manage and coordinate people, business processes, and business resources.

#### **4. B.Com. (General)**

This course prepares the student to involve in various co-curricular activities like Product planning, Entrepreneurial development programme, Management event, etc., for the Practical exposure. Students can engage themselves in Professional courses like CA, ICNA, CMA, CS, etc.

#### **5. B.Sc. (Mathematics)**

This course prepares the student to recognize the importance of mathematical concepts & techniques in problem solving and use them with their own ideas to real-world problems. Mathematics helps learners to chart efficient planning and errorless execution of novel ideas and acts as main source of architectural languages and data basis.

## 6. B.A. (English Literature)

Students will demonstrate a command of written Academic English, including the abilities to a) organize and present material in a cogent fashion,

b) formulate and defend original arguments, c) employ effectively the language of their discipline and d) write under time constraints.

## 6. B.Sc (Visual Communication)

This Course is offered to the students who have a creative bent of mind. Art and Design is a major part of the syllabi. Students are trained to make short film, documentaries and advertisement films.

## 7. B.Com (Corporate Secretary ship)

This course helps to provide knowledge in the various areas of Corporate Secretaryship and laws relating to companies. It provides Institutional Training as part of the curriculum to give exposure to the functioning of corporate undertakings

# POST GRADUATE COURSES

## MSW (Social Work)

The prime motto of this course is help students gain understanding of History and Philosophy of Social Work and its emergence as a Profession. Social work is a multidisciplinary and specialized field which focuses on applying the most efficient tools in improving the well being and the quality of life of certain groups such as children, women, youth, elderly and minorities.

## M.Com (General)

This course enhances the computer literacy and its applicability in business through latest version on tally and e-commerce principles. Students will be ready for employment in functional areas like Accounting, Taxation, Banking and Corporate. It creates awareness in application oriented research through research for business decisions

## M.A. (English)

The Post Graduate course in English helps the students to demonstrate an appropriate level of expertise in literary history, literary theory, and rhetoric. Students will demonstrate reading knowledge of at least one foreign language.

Through Him all things were made; without Him nothing was made

## **SHIFT - II**

### **UNDER GRADUATE COURSES**

#### **1. B.C.A. (Computer Application)**

This course Improve their computer literacy, their basic understanding of operating systems and a working knowledge of software commonly used in academic and professional environments. The graduates can start their career with a great scope in the expanse of the industry verticals.

#### **2. B.B.A. (Business Administration)**

This course help to Identify, evaluate, analyze, interpret and apply information to address problems and make reasoned decisions in a business context. It helps to manage and coordinate people, business processes, and business resources.

#### **3. B.Com. (General)**

This course prepares the student to involve in various co-curricular activities like Product planning, Entrepreneurial development programme, Management event, etc., for the Practical exposure. Students can able to engage in Professional courses like CA, ICNA, CMA, CS, etc.

#### **4. B.Sc (Computer Science)**

This course prepares the students are ability to work in teams to build software systems and apply the technologies in various fields of Computer Science, including Mobile applications, NBSITE development and management, databases, and computer networks.

### **POST GRADUATE COURSES**

#### **M.Sc. (Computer Science)**

This course exposes the student's ability to communicate computer science concepts, designs & solutions effectively and professionally. It helps to Identify, Analyze and synthesizes scholarly literature relating to the field of computer science.

## **CHOICE BASED CREDIT SYSTEM**

The University of Madras has introduced Choice Based Credit System in Undergraduate/Post Graduate courses from the Academic year 2008 – 2009. According to this system, the students are given various course options in which he/she can choose from. These are offered as Non-major electives and credits are allotted at the end of the semester (Nov/April) after the conduct of the University examinations.

Advanced Tamil / Basic Tamil is introduced for systematic learning of Tamil. Soft Skills is also introduced to increase the level of student's communication skills and confidence. Students participation in Sports, NSS, Rotaract and other extension services is compulsory and credits are allotted for it.

The semester system with credits has evolved as the most popular and functional pattern of education across the globe.

Credit is the weightage given to what a teacher teaches and what a student learns. It is normally related to the number of hours a teacher teaches a particular subject. It is also related to the number of hours a student spends in learning a subject or carrying out an activity.

Credit is a universally accepted or internationally recognized yardstick of assessment that helps students to move from one educational institution to another either within or outside the country.

## Highlights of CBCS Pattern

1. Uniform scheme for Undergraduate / Post Graduate courses under semester pattern

### **STUDY COMPONENTS**

Part I Tamil, other languages

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Part II English

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Part III Core Subjects Allied subjects Project /  
Elective with three courses.

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Part IV

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a. Those who have not studied Tamil upto X Std and taken a non - Tamil Language under Part I shall take Tamil compromising two courses. (Level will be at 6<sup>th</sup> Standard)

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b. Those who have not studied Tamil upto XII standard and taken a non - Tamil Language under Part I shall take Advanced Tamil compromising two courses

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c. Others who do not come under a & b can choose a non - major elective compromising of courses

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Skill Based Subjects (Elective)

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Environmental Studies

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Value Education

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Part V Extension Activities

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### **EXAMINATIONS:**

**Each academic year comprises two semesters. Examinations are conducted at the end of each semester. Academic performance of students is assessed throughout the semester through a system of continuous Internal Assessment (CIA) which is based on two tests/ seminars / assignments for each course. Students are expected to take both the tests. Petests will be conducted only for authorised participants of sports and games and extra- curricular/ co- curricular activities.**

**1. Pattern of question paper for UG course for students admitted from the academic year 2008 - 09**

**QUESTION PAPER PATTERN**

		<b>Section A(30 words)</b>		
10 out of 12	-	10x2 marks	=	20 marks
		<b>Section B (200 words)</b>		
5 out of 7	-	5x5 marks	=	25 marks
		<b>Section C (500 words)</b>		
3 out of 5	-	3x10 marks	=	30marks
		<b>Total</b>	<b>=</b>	<b>75 marks</b>

**QUESTION PAPER PATTERN FOR PG COURSES**

Section A	:	10x1	=	10 marks
Section B	:	5x5	=	25 marks
Section C	:	4x10	=	40 marks

**Distribution of Marks for University semester theory exam :**

External assessment	:	75 marks
Internal assessment	:	25 marks
<input type="checkbox"/> Attendance	:	5 marks
<input type="checkbox"/> Assignment	:	5 marks
<input type="checkbox"/> Seminar	:	5 marks
<input type="checkbox"/> Test	:	10 marks

**Distribution of Marks for Practical exam:**

External assessment	:	60 marks
Internal assessment	:	40 marks
<input type="checkbox"/> Attendance	:	5 marks
<input type="checkbox"/> Record	:	5 marks
<input type="checkbox"/> Test	:	30 marks

### **Distribution of Marks for Project**

External : 80 marks

Internal : 20 marks

### **Attendance Grading Scheme**

Below 60 % - Nil

60–75 % - 3

76–90 % - 4

91–100 % - 5

### **MALPRACTICE**

**Students indulging in malpractice during Continuous Internal Assessment (CIA) will be awarded zero marks and the same will be considered in consolidating the CIA marks. Repeated offence will entail zero marks in the consolidated CIA for all the papers of the Semester. Such students will be permitted to repeat their Continuous Assessment tests only after the completion of Six semester (UG)/Four semester (PG). They may however continue to attend classes for the rest of the program and appear for the End Semester Examination.**

**All instances of malpractices will be communicated to the Examinations office, with a written statement from the course teacher and the student along with proof if any.**

**If malpractice is detected during the End Semester Examinations the student will be debarred from writing all the following examinations of that Semester, and the preceding papers of that Semester stand cancelled. The repeat papers that she has registered for during that Semester will also be cancelled. All papers regular/repeat of that semester will be cancelled.**

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## **COURSE SUBJECTS AND SUBJECT CODES**

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**DEPARTMENT OF COMPUTER SCIENCE – B. Sc., CS**  
**(Shift I & II)**

**I SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-I	CLA1L
	HINDI-I	CLE1E
2	ENGLISH-I	CLZ1L
3	MATHEMATICS-I	SBAMM
4	PROGRAMMING IN C	SAE1A
5	PRACTICAL I - PROGRAMMING IN C	SAE11
6	<b>SOFT SKILL</b> ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS (LEVEL - I)	TSSEC

**II SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-II	CLA2H
	HINDI-II	CLE2G
2	ENGLISH-II	CLZ2L
3	MATHEMATICS-II	SBAMN
4	DIGITAL ELECTRONICS AND MICROPROCESSOR	SAE2B
5	PRACTICAL II - DIGITAL ELECTRONICS & MICROPROCESSORS LAB	SAE22
6	<b>SOFT SKILL</b> ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS (LEVEL - II)	TSSSD

**III SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-III	CLA3M
	HINDI-III	CLE3H
2	ENGLISH-III	CLZ3P
3	PROGRAMMING IN C++ AND DATA STRUCTURES	SAE3A
4	STATISTICAL METHODS & THEIR APPLICATION - I (ALLIED)	SBAOC
5	PRACTICAL-III : DATA STRUCTURES USING C++	SAE31
6	<b>SOFT SKILL</b> : TECHNICAL WRITING AND PRESENTATION	TSSEE

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Whoever heeds discipline shows the way to life, but whoever ignores  
correction leads others astray. (Proverbs 10:17)

#### IV SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-IV	CLA4K
	HINDI-IV	CLE4J
2	ENGLISH-IV	CLZ4R
3	PROGRAMMING IN JAVA	SAE4A
4	PRACTICAL : STATISTICAL METHODS & THEIR APPLICATION - II (ALLIED)	SBA02
5	STATISTICAL METHODS & THEIR APPLICATION - II (ALLIED) THEORY	SBA0D
6	PRACTICAL IV : JAVA PROGRAMMING LAB	SAE41
7	ENVIRONMENTAL STUDIES	ENV4A
8	<b>SOFT SKILL</b> : QUANTITATIVE APTITUDE	TSSSEN

#### V SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	OPERATING SYSTEMS	SAE5A
2	DATABASE MANAGEMENT SYSTEMS	SAE5B
3	COMPUTER ARCHITECTURE AND ORGANIZATION	SAE5C
4	RDBMS LAB	SAE51
5	ELECTIVE - I : VISUAL PROGRAMMING	SEE5A
6	VALUE EDUCATION	VAE5Q

#### VI SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	DATA COMMUNICATION AND NETWORKING	SAE6A
2	WEB TECHNOLOGY	SAE6B
3	WEB APPLICATIONS LAB	SAE61
4	ELECTIVE - II : DATA MINING	SAE6H
5	ELECTIVE - III : SOFTWARE ENGINEERING	SEE6G
6	EXTENSION ACTIVITIES	CES6Q

**DEPARTMENT OF COMPUTER APPLICATION**  
(Shift I & II)

**I SEMESTER**

S.NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-I	CLA1L
	HINDI-I	CLE1E
	FRENCH-I	CLK1S
2	ENGLISH-I	CLZ1K
3	FUNDAMENTALS OF DIGITAL COMPUTERS	SAU1A
4	PRACTICAL - I : PC SOFTWARE LAB	SAZ11
5	MATHEMATICS-I	SBAMM
6	:	
	ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS (LEVEL - I)	TSSEC

**II SEMESTER**

S.NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-II	CLA2H
	HINDI-II	CLE2G
	FRENCH-II	CLZ2T
2	ENGLISH-II	CLZ2K
3	PROGRAMMING IN C	SAE1A
4	PROGRAMMING IN C LAB	SAE11
5	MATHEMATICS-II	SBAMN
6	:	
	ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS (LEVEL - II)	TSSD

**III SEMESTER**

S.NO	SUBJECT NAME	SUBJECT CODE
1	PROGRAMMING IN C++ AND DATA STRUCTURES	SAZ3A
2	MICROPROCESSORS AND ITS APPLICATIONS	SAZ3B
3	NUMERICAL AND STATISTICAL METHODS	SAZ3C
4	FINANCIAL ACCOUNTING (ALLIED)	SBZ3C
5	:	
	PRACTICAL - III : PROGRAMMING IN C++ USING DATA STRUCTURES	SAZ31
6	SOFT SKILL : TECHNICAL WRITING AND PRESENTATION	TSSEE

#### IV SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	PROGRAMMING IN JAVA	SAZ4A
2	OPERATING SYSTEM	SAZ4B
3	COMPUTER GRAPHICS	SAZ4C
4	COST AND MANAGEMENT ACCOUNTING	SBZ4A
5	PRACTICAL - IV : JAVA PROGRAMMING LAB	SAZ41
6	ENVIRONMENTAL STUDIES	ENV4B
7	<b>SOFT SKILL : QUANTITATIVE APTITUDE</b>	TSSSEN

#### V SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	DATABASE MANAGEMENT SYSTEMS	SAZ5A
2	SOFTWARE ENGINEERING	SAZ5B
3	RESOURCE MANAGEMENT TECHNIQUES	SAZ5C
4	PRACTICAL - V : RDBMS LAB	SAZ51
5	ELECTIVE - I : VISUAL PROGRAMMING	SEZ5A
6	VALUE EDUCATION	VAE5Q

#### VI SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	WEB TECHNOLOGY	SAZ6A
2	DATA COMMUNICATION AND NETWORKING	SAZ6B
3	SOFTWARE TESTING	SAZ6C
4	PRACTICAL-VI : WEB APPLICATION LAB	SAZ61
5	ELECTIVE - II : E-COMMERCE	SEZ6B
6	ELECTIVE - III : MULTIMEDIA SYSTEMS	SEZ6D
7	EXTENSION ACTIVITIES	CES6Q

# DEPARTMENT OF BUSINESS ADMINISTRATION - B.B.A.,

(Shift I & II)

## I SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-I	CLA1L
2	HINDI-I	CLE1E
3	ENGLISH	CLZ1K
4	PRINCIPLES OF MANAGEMENT	MAM1D
5	MANAGERIAL ACCOUNTING	MBM1A
6	FINANCIAL ACCOUNTING	MAM1C
7	<b>SOFT SKILLS</b> Essentials of Language and Communication Skills (LEVEL I)	TSSEA

## II SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	LANGUAGE (INCLUDING SOFT SKILLS)	CLA2H
2	ENGLISH	CLZ2K
3	MANAGEMENT ACCOUNTING	MAM2E
4	BUSINESS COMMUNICATION	MAM2C
5	INTERNATIONAL TRADE	MBM2B
6	<b>SOFT SKILLS</b> Essentials of Language and Communication Skills (LEVEL II)	TSSEB

## III SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	MARKETING MANAGEMENT	MAM3J
2	ORGANISATIONAL BEHAVIOUR	MAM3G
3	COMPUTER APPLICATIONS IN BUSINESS	MAM3H
4	FINANCIAL MANAGEMENT	MAM3E
5	BUSINESS MATHS AND STATISTICS	MCM3C
6	<b>SOFT SKILLS - TECHNICAL WRITING AND PRESENTATION</b>	TSSEE

## IV SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	HUMAN RESOURCE MANAGEMENT	MAM4Z
2	FINANCIAL SERVICES	MAM4N
3	BUSINESS REGULATORY FRAMEWORK	MAM4M
4	MANAGEMENT INFORMATION SYSTEM	MAM4P
5	OPERATIONS RESEARCH	MBM4D
6	EVS	ENV4B
7	<b>SOFT SKILLS - QUANTITATIVE APTITUDE</b>	TSSSE

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The wise store up knowledge, but the mouth of a fool invites ruin.

(Proverbs 10:14)

**V SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	MATERIALS MANAGEMENT	MAM5W
2	ENTREPRENEURIAL DEVELOPMENT	MEM5B
3	OPERATIONS MANAGEMENT	MAM5C
4	RESEARCH METHODOLOGY	MAM5B
5	ADVERTISING MANAGEMENT & SALES PROMOTION	MAM5A
6	VALUE EDUCATION	VAE5Q

**VI SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	BUSINESS ENVIRONMENT	MAM6X
2	SERVICES MARKETING	MAM6Y
3	BUSINESS TAXATION	MAM6K
4	CUSTOMER RELATIONSHIP MANAGEMENT	MEM6A
5	PROJECT	MAM6Q
6	EXTENSTION ACTIVITY	CES6Q

**DEPARTMENT OF COMMERCE - B.Com.,(General)**  
**(Shift I & II)**

**I SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-I	CLA1L
	HINDI - I	CLE1E
2	ENGLISH - I	CLZ1K
3	FINANCIAL ACCOUNTING	CPZ1A
4	BUSINESS ECONOMICS	CDZ1A
5	BUSINESS COMMUNICATION	CPZ1B
6	<b>SOFT SKILLS :</b> ESSENTIAL OF LANGUAGE & COMMUNICATION	TSSEA

**II SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-II	CLA2H
	HINDI - II	CLE2G
2	ENGLISH - II	CLZ2K
3	ADVANCED FINANCIAL ACCOUNTING	CPZ2A
4	PRINCIPLES OF MANAGEMENT	CPZ2B
5	INDIAN ECONOMY	CDZ2A
6	<b>SOFT SKILL :</b> ESSENTIAL OF LANGUAGE & COMMUNICATION-II	TSSEB

**III SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	CORPORATE ACCOUNTING	CPZ3A
2	BUSINESS LAWS	CPZ3B
3	BANKING THEORY LAW & PRACTICE	CPZ3C
4	MARKETING	CPZ3D
5	BUSINESS STATISTICS & OR	CDZ3A
6	<b>SOFT SKILL : TECHNICAL WRITING AND PRESENTATION</b>	TSSEE

**IV SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	ADVANCED CORPORATE ACCOUNTING	CPZ4A
2	COMPANY LAW	CPZ4B
3	FINANCIAL SERVICES	CPZ4C
4	INDIRECT TAXATION	CPZ4E
5	ELEMENTS OF OPERATIONAL RESEARCH	CDZ4A
6	ENVIRONMENTAL STUDIES	ENV4B
7	<b>SOFT SKILL : QUANTITATIVE APTITUDE</b>	TSSSEN

For through wisdom your days will be many, and years will be added  
to your life.(Proverbs 9:11)

**V SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	ELEMENTS OF COST ACCOUNTING	CPZ5A
2	PRACTICAL AUDITING	CPZ5B
3	ENTREPRENURIAL DEVELOPMENT	CPZ5C
4	FINANCIAL MANAGEMENT	CPZ5D
5	INCOME TAX LAW & PRACTICE	CVZ5A
6	VALUE EDUCATION	VAE5Q

**VI SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	ADVANCED COST ACCOUNTING	CPZ6A
2	MANAGEMENT ACCOUNTING	CPZ6B
3	BUSINESS ENVIRONMENT	CPZ6C
4	INCOME TAX LAW & PRACTICE II	CVZ6A
5	HUMAN RESOURCE MANAGEMENT	CVZ6B
6	EXTENSIVE ACTIVITY	CES6Q

# DEPARTMENT OF MATHEMATICS - B.Sc.,Maths

## I SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-I / HINDI - I	CLA1L / CLE1E
2	ENGLISH - I	CLZ1L
3	ALGEBRA	TAM1 A
4	TRIGONOMETRY	TAM1B
5	CALCULAS OF FINITE DIFFERENCE AND NUMERICAL ANALYSIS - I	SBAME
6	<b>SOFT SKILL :</b> ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS (LEVEL I)	TSSEC

## II SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-II / HINDI - II	CLA2H / CLE2G
2	ENGLISH - II	CLZ2L
3	DIFFERENTIAL CALCULUS	TAM2 A
4	ANALYTICAL GEOMETRY	TAM2B
5	CALCULAS OF FINITE DIFFERENCE AND NUMERICAL ANALYSIS - II	SBAMG
6	<b>SOFT SKILL :</b> ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS (LEVEL II)	TSSED

## III SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-III / HINDI - III	CLA3M / CLE3H
2	ENGLISH - III	CLZ3P
3	INTEGRAL CALCULUS	TAM3 A
4	DIFFERENTIAL EQUATION	TAM3B
5	MATHEMATICAL STATISTICS - I	SBAOA
6	TECHNICAL WRITING AND PRESENTATION	TSSEE

## IV SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL-IV / HINDI - IV	CLA4K / CLE4J
2	ENGLISH - IV	CLZ4R
3	TRANSFORM TECHNIQUES	TAM4 A
4	STATICS	TAM4B
5	MATHEMATICAL STATISTICS - II	SBAOB
6	PRACTICAL MATHEMATICS STATISTICS I & II	SBAO1
7	ENVIRONMENTAL STUDIUES	ENV4B

**V SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	ALGEBRAIC STRUCTURES	TAM5 A
2	REAL ANALYSIS - I	TAM5B
3	DYNAMICS	TAM5C
4	PROGRAMMING LANGUAGE C THEORY	TEM5 A
5	PROGRAMMING LANGUAGE C PRACTICAL	TEM51
6	DISCRETE MATHEMATICS	TAM5D
7	VALUE EDUCATION	VAE5Q

**VI SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	LINEAR ALGEBRA	TAM6 A
2	REAL ANALYSIS - I	TAM6B
3	COMPLEX ANALYSIS	TAM6C
4	GRAPH THEORY	TEM6 A
5	OPERATIONS RESEARCH	TEM6 C
6	CREDITS	CES6Q

## DEPARTMENT OF ENGLISH - B.A.,

### I SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	LANGUAGE	
	TAMIL - I	CLA1L
	HINDI - I	CLE1E
	TELUGU - I	CLB1A
	FRENCH - I	CLK1K
	MALAYALAM - I	CLD1E
2	GENERAL ENGLISH - I	
	B.A., B.Sc.,	CLZ1L
3	MAJOR	
	BRITISH LITERATURE - I	BRA1A
4	INDIAN WRITING IN ENGLISH	BRA1B
5	ALLIED	
	BACKGROUND TO THE STUDY OF ENGLISH LITERATURE I	BRB1A
6	SOFT SKILLS	
	FRENCH (LEVEL - I)	TSSEJ

### II SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	LANGUAGE	
	TAMIL - II	CLA2H
	HINDI - II	CLE2G
	MALAYALAM - II	CLD2G
	TELUGU - II	CLB2B
	FRENCH - II	CLK2G
2	GENERAL ENGLISH - II	
	B.A., B.Sc.,	CLZ2L
3	MAJOR	
	BRITISH LITERATURE - II	BRA2A
4	REGIONAL INDIAN LITERATURE IN TRANSLATION	BRA2B
5	ALLIED	
	BACKGROUND TO THE STUDY OF ENGLISH LITERATURE II	BRB2A
6	SOFT SKILLS	
	FRENCH (LEVEL - II)	TSSEK

**III SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	LANGUAGE	
	TAMIL - III	CLA3M
	HINDI - III	CLE3H
	MALAYALAM - III	CLD3H
	TELUGU - III	CLB3C
	FRENCH - III	CLK3M
2	GENERAL ENGLISH - III	CLZ3P
	B.A., B.Sc.,	
	MAJOR	
3	BRITISH LITERATURE - III	BRA3A
4	MODERN ENGLISH LANGUAGE AND USAGE	BRA3B
5	ALLIED MYTH AND LITERATURE	BRB3A
6	SOFT SKILL COMPUTING SKILLS (LEVEL - I)	TSEE1

**IV SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	LANGUAGE	
	TAMIL - IV	CLA4K
	HINDI - IV	CLE4D
	MALAYALAM - IV	CLD4J
	TELUGU - IV	CLB4D
	FRENCH - IV	CLK4K
2	GENERAL ENGLISH - IV	CLZ4R
	B.A., B.Sc.,	
	MAJOR	
3	AMERICAN LITERATURE - I	BRA4A
4	FILM AND LITERATURE	BRA4B
5	INTRODUCTION TO THE STUDY OF LANGUAGE AND LINGUISTICS	BRB4A
6	SOFTSKILLS	
	COMPUTING SKILL LEVEL - II	TSSE2
	NME	
7	ENVIRONMENTAL STUDIES	ENV4B

**V SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	MAJOR	
	AMERICAN LITERATURE II	BRA5A
2	POST COLONIAL IN ENGLISH	BRA5B
3	WOMEN'S WRITING	BRB5C
4	INTRODUCTION TO LITERARY THEORIES	BRB5D
5	ELECTIVE	
	INTRODUCTION TO TRANSLATION STUDIES	BRE5A
6	VALUE EDUCATION	VAE5Q

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Do not forsake wisdom, and she will protect you; love her, and she will watch over you. (Proverbs 4:6)

**VI SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	MAJOR	
	CONTEMPORARY LITERATURE	BRA6A
2	POST COLONIAL LITERATURE IN ENGLISH II CANADIAN LITERATURE	BRA6B
3	SHAKESPEARE	BRA6C
4	ELECTIVE	
	WORLD LITERATURE IN TRANSLATION	BRE6A
5	JOURNALISM	BRE6B
6	EXTENSION ACTIVITIES	CES6Q

# DEPARTMENT OF SOCIAL WORK

## Shift - I

### I SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	SOCIAL WORK PROFESSION - Core	HBW1A
2	WORK WITH INDIVIDUALS - Core	HBW1B
3	WORK WITH GROUPS - Core	HBW1C
4	FIELD WORK PRACTICUM - Core	HBW11
5	SOCIAL AND PSYCHOLOGICAL FOUNDATIONS FOR SOCIAL WORK - Inter Disciplinary	HBWXA
6	SOFT SKILL - I LANGUAGE AND COMMUNICATION	PSSEA

### II SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	COMMUNITY ORGANIZATION - Core	HBW2A
2	SOCIAL WORK RESEARCH AND STATISTICS - Core	HBW2B
3	FIELD WORK PRACTICUM - Core	HBW21
4	DISASTER MANAGEMENT - Elective	HBWEA
5	GENDER AND DEVELOPEMENT	HBWXB
6	SOFT SKILL - II SPOKEN AND PRESENTATION SKILLS	PSSEB

### III SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	SOCIAL WORK WITH CHILDREN	
2	CD - URBAN COMMUNITY DEVELOPMENT - Core	
3	HRM - LABOUR LEGISLATIONS - Core	
4	M&P - MEDICAL SOCIAL WORK - Core	
5	SOCIAL WORK WITH YOUTH	
	CD - RURAL COMMUNITY DEVELOPMENT - Core	
6	HRM - HUMAN RESOURCE MANAGEMENT AND HR	
7	DEVELOPEMENT - Core	
8	M&P - MENTAL HEALTH AND SOCIAL WORK - Core	
9	FIELD WORK PRACTICUM - Core	
10	COUNSELLING	
11	MANAGEMENT AND DEVELOPEMENT OF VOLUNTARY ORGANISATION	
12	SOCIAL WORK INTERVENTION FOR ENVIRONMENT PROTECTION	
13	HUMAN RIGHTS	
14	SOCIAL POLICY AND SOCIAL LEGISLATION - Extra Disciplinary	
15	SOFT SKILL - COMPUTING SKILLS	

**IV SEMESTER**

S.NO	SUBJECT NAME	SUBJECT CODE
1	SOCIAL WORK WITH ELDERLY	
2	CD - DEVELOPMENT PLANNING - Core	
3	HRM - INDUSTRIAL RELATIONS AND LABOUR WELFARE	
4	M&P - COMMUNITY HEALTH	
5	CD - ENTREPRENEURSHIP DEVELOPMENT	
6	HRM - ORGANISATIONAL BEHAVIOUR AND ORGANISATIONAL DEVELOPMENT	
7	M&P - PSYCHIATRIC SOCIAL WORK PRACTICE	
8	PROJECT WORK	
9	SOFT SKILLS - LIFE AND MANAGERIAL SKILLS	
10	SOFT SKILL - IV	

**DEPARTMENT OF VISUAL COMMUNICATION - B.Sc., Vis. Com  
Shift - I**

**I SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	INTRODUCTION TO VISUAL COMMUNICATION - Core	SAX1A
2	DRAWING I - Main Practical	
3	GRAPHIC DESIGN I - Main Practical	
4	LANGUAGE PAPER TAMIL I HINDI I	CLAIL CLE1E
5	GENERAL ENGLISH I	CLZ1L
6	SOFT SKILL I	TSSEC

**II SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	COMMUNICATION SKILLS - Core	SAX2B
2	DRAWING II - Allied	
3	GRAPHICS DESIGNING II - Allied	
4	LANGUAGE TAMIL II ENGLISH II	CLZ2H CLZ2K
5	SOFT SKILL II	TSSED

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The teaching of the wise is a foundation of life, turning a person from  
the snares of death.(Proverbs 13:14)

**DEPARTMENT OF CORPORATE SECRETARYSHIP**  
**SHIFT-1**

**I SEMESTER**

S.NO	SUBJECT NAME	SUBJECT CODE
1.	LANGUAGE-I	CLA1L
2.	ENGLISH-I	CLZ1L
3.	FINANCIALACCOUNTING	CYA1A
4.	COMPANYB LAW AND SECRETERIAL PRACTICE-1	CYA1B
5.	MARKETING	CYB1B
6.	SOFT SKILL-I	TSSEA
7.	NON MAJOR/BASIC TAMIL	BYN1D

**II SEMESTER**

S.NO	SUBJECT NAME	SUBJECT CODE
1.	LANGUAGE-II	CLA2H
2.	ENGLISH-II	CLZ2L
3.	ADVANCE FINANCIALACCOUNTING	CYA2A
4.	HUMAN RESOURCE MANAGEMENT	CYA2B
5.	MARKETING	CYB2B
6.	SOFT SKILL-II	TSSEB
7.	NON MAJOR/BASIC TAMIL	BYN2B

**III SEMESTER**

S.NO	SUBJECT NAME	SUBJECT CODE
1.	LANGUAGE-III	CLA3M
2.	ENGLISH-III	CLZ3P
3.	CORPORATE ACCOUNTING-1	CYA3A
4.	COMPANY LAW AND SECRETERIAL PRACTICE -II	CYA3B
5.	STATISTICS-I	CYB3A
6.	SOFT SKILL-III	TSSEG

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Better a little with the fear of the Lord than great wealth with turmoil.  
(Proverbs 15:16)

#### IV SEMESTER

S.NO	SUBJECT NAME	SUBJECT CODE
1.	LANGUAGE-IV	CLA4K
2.	ENGLISH-IV	CLZ4R
3.	CORPORATE ACCOUNTING-II	CYA4A
4.	BUSINESS MANAGEMENT	CYA4B
5.	STATISTICS-II	CYB4A
6.	SOFT SKILL-IV	TSSE1
7.	ENVIRONMENTAL STUDIES	ENV4A

#### V- SEMESTER

S.NO	SUBJECT NAME	SUBJECT CODE
1.	MANAGEMENT ACCOUNTING	CYA5A
2.	SECURITIES LAW&MARKETING OPERATIONS	CYA5B
3.	INCOME TAX LAW&PRACTICE-I	CYA5C
4.	COMMERICAL LAW	CYA5D
5.	ENTREPRENEURIAL DEVELOPMENT	CYE5A
6.	VALUE EDUCATION	VAE5Q

#### VI SEMESTER

S.NO	SUBJECT NAME	SUBJECT CODE
1.	COST ACCOUNTING	CYA6A
2.	INDUSTRIAL LAW	CYA6B
3.	INCOME TAX LAW&PRACTICE-II	CYA6C
4.	INDIRECT TAX	CYA6D
5.	PROJECT-INSTITUTIONAL TRAINING	CYE6Q
6.	EXTENSION ACTIVITIES	CES6Q

#### HEAD OF THE DEPARTMENT

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Listen to counsel, receive instruction, and accept correction, That you may be wise in the time to come.(Proverbs 19:20)

**DEPARTMENT OF COMMERCE - B.Com., (Corporate Secretaryship)**  
**Shift - I**

**I SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL I	CLA1L
	HINDI I	CLA1E
2	ENGLISH I	CLZ1L
3	FINANCIAL ACCOUNTING I	CYA1A
4	COMPANY LAW AND SECRETARIAL PRACTICE I	CYA1B
5	MARKETING	CYB1B
6	SOFT SKILLS - ESSENTIALS OF LANGUAGE AND COMMUNICATION - LEVEL I	TSSEA

**II SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL II	CLA2H
	HINDI II	CLE2G
2	ENGLISH II	CLZ2L
3	ADVANCED FINANCIAL ACCOUNTING II	CYA2A
4	HUMAN RESOURCE MANAGEMENT	CYA2B
5	BUSINESS COMMUNICATION	CYB2B
6	SOFT SKILLS - ESSENTIALS OF LANGUAGE AND COMMUNICATION LEVEL II	TSSEB

**III SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	TAMIL III	CLA3M
	HINDI III	CLE3H
2	ENGLISH III	CLZ3P
3	CORPORATE ACCOUNTING I	CYA3A
4	COMPANY AND SECRETARIAL PRACTICE II	CYA3B
5	ALLIED : a) STATISTICS	CYB3A
	b) AUDITING	CYB3B
	c) FAIR TRADE PRINCIPLES AND PRACTICES	CYB3C
6	SOFT SKILLS - TECHNICAL WRITING AND PRESENTATION	TSSEE

# DEPARTMENT OF COMMERCE - M.Com

## Shift - I

### I SEMESTERU

S. NO	SUBJECT NAME	SUBJECT CODE
1	FINANCIAL MANAGEMENT	KDA1B
2	CORPORATE ACCOUNTING AND ACCOUNTING STANDARDS	KDA1E
3	ORGANISATIONAL BEHAVIOUR	KDA1C
4	MANAGERIAL ECONOMICS	KDA1G
5	STRATEGIC HUMAN RESOURCE MANAGEMENT	KDABA
6	SOFT SKILL I	PSSEA

### II SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	ADVANCE COST AND MANAGEMENT ACCOUNTING	KDA2A
2	QUANTITATIVE TECHNIQUES FOR BUSINESS DECISIONS	KDA2B
3	MARKETING OF SERVICES	KDA2C
4	TOTAL QUALITY MANAGEMENT	KDAXA
5	INDUSTRIAL RELATION AND LABOUR WELFARE	KDABB
6	SOFT SKILL II	PSSEB

### III SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	RESEARCH METHODOLOGY	KDA3A
2	KNOWLEDGE MANAGEMENT	KDA3B
3	FUNDAMENTALS OF INFORMATION TECHNOLOGY	KDA31
4	CHANGE MANAGEMENT	KDABC
5	MANAGERIAL BEHAVIOUR AND EFFECTIVENESS	KDABD
6	BUSINESS ETHICS AND CORPORATE GOVERNANCE	KDAXB
7	SOFT SKILL III	PSSEC

### IV SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	MANAGEMENT INFORMATION SYSTEM	KDA4A
2	INVESTMENT ANALYSIS & PORTFOLIO THEORY	KDA4B
3	MERCHANT BANKING & FINANCIAL SERVICES	KDA4C
4	PROJECT	KDA4Q
5	HUMAN RESOURCE ACCOUNTING & AUDIT	KDABE
6	SOFT SKILL IV	PSSED

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Whoever loves discipline loves knowledge, but whoever hates  
correction is stupid. (Proverbs 12:1)

## DEPARTMENT OF ENGLISH -M.A

### Shift - I

#### I SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	FROM CHAUCER TO 17 <sup>TH</sup> CENTURY	HBB1A
2	ELIZABETHAN AND JACOBEAN AGE	HBB1B
3	ORIGINS AND DEVELOPMENT UPTO 18 <sup>TH</sup> CENTURY	HBB1C
4	INDIAN WRITING IN ENGLISH AND IN TRANSLATION	HBB1D
5	CLASSICS IN TRANSLATION	HBB1E
6	SOFT SKILL I : FRENCH FOR BEGINNERS I	PSSEH

#### II SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	AMERICAN LITERATURE	HBB2A
2	EIGHTEEN TO 19 <sup>TH</sup> CENTURY	HBB2B
3	RESTORATION TO 20 <sup>TH</sup> CENTURY	HBB2C
4	NINETEENTH TO 20 <sup>TH</sup> CENTURY	HBB2D
5	ENGLISH FOR CAREERS	HBB2E
6	SOFT SKILL II : FRENCH FOR BEGINNERS II	PSSEE

#### III SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	SHAKESPEARE STUDIES	HBB3A
2	ENGLISH LANGUAGE AND LINGUISTICS	HBB3B
3	LITERARY CRITICISM AND LITERARY THEORY	HBB3C
4	LITERATURE ANALYSIS, APPROACHES & COPY EDITING	HBB3D
5	COPY EDITING	HBB3E
6	SOFT SKILL III : LIFE AND MANAGERIAL SKILLS	PSSED
7	INTERNSHIP	PSSEQ

#### IV SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	TWENTIETH CENTURY POETRY	HBB4A
2	WRITINGS BY AND ON WOMEN	HBB4B
3	ENGLISH LITERATURE FOR UGC NET/SET EXAMINATION	HBB4C
4	ELECIVE : FILM STUDIES	HBB4D
5	RESEARCH METHODOLOGY & PROJECT WRITING	HBB4Q
6	LIFE AND MANAGERIAL SKILLS	PSSEC

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My son, pay attention to what I say; turn your ear to my words.

(Proverbs 4:20)

**DEPARTMENT OF COMPUTER SCIENCE - M.Sc., CS**  
**Shift - II**

**I SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	ADVANCED JAVA PROGRAMMING	PSD1B
2	ADVANCED JAVA LAB	PSD12
3	SYSTEM SOFTWARE	PSD1C
4	DESIGN AND ANALYSIS OF ALGORITHMS	PSD1A
5	ALGORITHMS LAB	PSD11
6	THEORITICAL FOUNDATION OF COMPUTER SCIENCE	PEDIA

**II SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	COMPUTER NETWORKS	PSD2A
2	DIGITAL IMAGE PROCESSING	PSD2B
3	RDBMS LAB	PSD21
4	IMAGE PROCESSING USING JAVA LAB	PSD22
5	ELECTIVE - I : MOBILE COMPUTING	PSDEA
6	OOAD	PED2A
7	<b>SOFT SKILL : LANGUAGE AND COMMUNICATION</b>	PSSEA
8	<b>SOFT SKILL : LIFE AND MANAGMENT SKILLS</b>	PPSEC

**III SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	COMPILER DESIGN	PSD3A
2	INFORMATION SECURITY	PSD3B
3	ARTIFICIAL INTELLIGENCE	PSD3C
4	ELECTIVE - II: DISTRIBUTED DATABASE SYSTEMS	PSDEF
5	ELECTIVE - III : MULTIMEDIA SYSTEMS	PSDEG
6	MINI PROJECT	PSD31

**IV SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	PROJECT AND VIVA - VOCE	PSD4Q

## NON MAJOR ELECTIVES

DEPARTMENT OF COMPUTER SCIENCE - B.Sc ( Computer science)

### I SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	BASIC TAMIL – I ( FOR TAMIL CANDIDATES)	NLT1C
2	BUSINESS AND OFFICE APPLICATION	SNE1A
	MS- ACCESS	SNE1B
3	FLASH	SNE1C
4	HTML	SNE1D

### II SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	BASIC TAMIL – II ( FOR TAMIL CANDIDATES)	NLT2D
2	BUSINESS AND OFFICE APPLICATION	SNE21
	MS- ACCESS (LAB)	SNE22
3	FLASH (LAB)	SNE23
4	HTML(LAB)	SNE24

DEPARTMENT OF COMPUTER APPLICATION - B.C.A

### I SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	BASIC TAMIL – I ( FOR TAMIL CANDIDATES)	NLT1C
2	MS- ACCESS	SNE1B
	FLASH	SNE1C
3	HTML	SNE1D
4	WEB APPLICATION	SNE1E

### II SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	BASIC TAMIL – II ( FOR TAMIL CANDIDATES)	NLT2D
	MS- ACCESS(LAB)	SNE22
2	FLASH (LAB)	SNE23
3	HTML(LAB)	SNE24
4	WEB APPLICATION(LAB)	SNE25

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Better a little with the fear of the Lord than great wealth with turmoil.

**DEPARTMENT OF BUSINESS ADMINISTRATION - B.B.A****I SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	BASIC TAMIL – I (FOR TAMIL CANDIDATES)	NLT1C
2	BUSINESS AND OFFICE APPLICATION	SNE1A
3	BASICS OF RETAIL MARKETING	CNE1B
4	FLASH	SNE1C

**II SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	BASIC TAMIL – II (FOR TAMIL CANDIDATES)	NLT2D
2	Business and Office Application -LAB	SNE21
3	BASICS OF BUSINESS INSURANCE	CNE2B
4	FLASH(LAB)	SNE23

**DEPARTMENT OF COMMERCE – B.COM****I st SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1		NLT1C
2	BASIC TAMIL – I ( FOR TAMIL CANDIDATES)	CNE1A
3	BASICS OF RETAIL MARKETING	CNE1B
	AN OVERVIEW OF ISO	CNE1C
4	BASICS OF HEALTH CARE MANAGEMENT	CNE1D

**II SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1		NLT2D
2	BASIC TAMIL – II ( FOR TAMIL CANDIDATES)	CNE2A
3	FUNDAMENTALS OF DISASTER MANAGEMENT'S	CNE2C
4	CONCEPTS OF SELF HELP GROUP	CNE2D

**DEPARTMENT OF MATHEMATICS – B. Sc ( Maths)****I st SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	BASIC TAMIL – I (FOR TAMIL CANDIDATES)	NLT1C
2	MS- ACCESS	SNE1B
3	FUNCTIONAL MATHEMATICS - I	SNM1A
4	FUNCTIONAL STATISTICS	SNM1B
5	FUNCTIONS AND THEIR APPLICATIONS	SNM1C
6	MATHEMATICAL LOGIC	SNM1D

**II SEMESTER**

S. NO	SUBJECT NAME	SUBJECT CODE
1	BASIC TAMIL – II (FOR TAMIL CANDIDATES)	NLT2D
2	MS- ACCESS (LAB)	SNE21
3	FUNCTIONAL MATHEMATICS – II	SNM2E
4	MATHEMATICAL MODELING	SNM2G
5	MATHEMATICS OF FINANCE	SNM2H
6	APPLICATION TO DIFFERENTIAL EQUATIONS	SNM2J

Blessed are those who find wisdom, those who gain understanding.

## DEPARTMENT OF ENGLISH - B.A

### I SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	– I (FOR NON TAMIL CANDIDATES)	NLT1C
2	JOURNALISM - I	BRN1A
3	SPOKEN ENGLISH - I	BRN1B
4	ADVERTISEMENT - I	BRN1C
5	ENGLISH FOR COMPETITIVE EXAMINATION - I	BRN1D

### II SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	BASIC TAMIL –II (FOR NON TAMIL CANDIDATES)	NLT2D
2	JOURNALISM – II	BRN2A
3	SPOKEN ENGLISH – II	BRN2B
4	ADVERTISEMENT – II	BRN2C
5	ENGLISH FOR COMPETITIVE EXAMINATION - II	BRN2D

## DEPARTMENT OF CORPORATE SECRETARYSHIP – B.COM (CS)

### I SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE	
1	(FOR NON TAMIL CANDIDATES)	NLT1C	
2	– I	CYN1A	
3	FUNDAMENTALS OF COMPANY LAW	CYN1B	
4	COMPUTER APPLICATION IN ACCOUNTING	CYN1C	
5	INTRODUCTION TO FINANCIAL MARKETS	CYN1D	

### II SEMESTER

S. NO	SUBJECT NAME	SUBJECT CODE
1	BASIC TAMIL –II ( FOR TAMIL CANDIDATES)	NLT2D
2	BASIC OF SECRETARIAL PRACTICE AND STANDARDS	CYN2A
3	BASIC PRINCIPLES OF MANAGEMENT	CYN2B
4	FUNDAMENTALS OF INSURANCE	CYN2C
5	BASICS OF CORPORATE MANAGEMENT	CYN2D

A wise child accepts a parent's discipline; a mocker refuses to

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# **TEACHING FACULTY & NON-TEACHING STAFF PROFILE**

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Secretary : Mr. **A.N. HENRY MARIS**,  
M.Tech., PGDHRM

Principal : Dr. **MARY ANGELINE SANTHOSAM .E**  
MSW (SW), PGDHRM, NET, Ph.D.

Vice Principal : Mrs. **MANO RANJITHAM .E**  
& Dean of Examination H.O.D. CS M.Sc (CS), M.Sc., (Psy), MCA. M.Phil

& IQAC Co-ordinator H.O.D. Commerce M.Com., MBA., Ph.D. (SET)

Dean of Academic Affairs : Ms. **ALAMELU**  
H.O.D. Maths M.Sc., M.Phil., M.Ed.,

Physical Director : Mr. **KIRUBANANTH**  
& Dean of Student Affairs M. PEd., M.Phil., N.I.S.,

Dean of Extension & H.O.D. Indian Languages **Dr. Thiyagaraj**  
**M.A., M.Phil.,**

Librarian : Mr. **LINGARAJAN .v**  
M.A., MLIS., M.Phil., PGDCA, NET

Public Relations Officer : MJF. Ln. **J. BALASUBRAMANIAM**  
M.A., M.Ed.,

<b>Staff List 2020-2021</b>		
<b>S.No.</b>	<b>Name of the Faculty</b>	
1	Dr. Mary Angeline Santhosam	
2	Mano Ranjitham	
3	Shakila K	
4	Revathy D	
5	Geethanjali P K	
6	Ierin Benita J	
7	Aruna J	
8	Nuzath Fathima	
9	Poongodhy	
10	Punitha Vinodhini Lakshmi P	
11	Divya S	
12	Rahul subramaniam	
13	Selvi P	
14	Saral Sheeba S	
15	Noorul Alim	
16	Uma Devi P M	
17	Belsia Britto A	
18	Dharani S	
19	Jayalakshmi K	
20	Dr. Thiyagarajan	
21	Gomathi B	
22	Joy Rose J	
23	Angeline Monika R	
24	Nilofar Fathima	
25	Vijayalakshmi R	

He is a shield to those who trust and take refuge in Him. (Proverbs 30:5)

26	Caroline Anitha P	
	Mano Ranjitham	
27	Kaviarasi R	
28	Meenakshi R	
29	Rajiga S V	
30	Mary Santha Priya T	
31	Dr. Senthil D	
32	Reeta S	
33	Devimano V	
34	Pushpalatha V	
35	Kumari Preeta	
36	Anjali R	
37	Mary Prasanna Kumari	
38	Ilamathi M	
39	Dr. Suresh J	
40	Sharmila Parveen	
41	Gabriyala Gladys	
42	Yuvana D	
43	Devayanai	
44	Dr. Sharmila	
	Dr. Mary Angeline Santhosam	
45	Jeevan Kishore Kumar M	
46	Nithya Kalyani R	
47	Febin Abraham Varghese	
48	Hema V	
49	Arun Theoder Raj	

50	Rajesh D	
51	Anderson Vijaya singh	
52	Archana G M 14 aug	
53	Pandian R	
54	Princy John	
55	Hariharan R	
56	Spurgeon Ben	
57	Bavani Sindhujah S R	
58	Vaishnavi G	
59	Kishore Kumar M	
60	Indhumathi P	
61	Sri Vaishnavi U	
62	Christina Miracline Rathna M G	
63	Dr. Saravanan	
64	Sudha S	
65	Uma B	
66	Femila Jeyaseeli D	
67	Beula Angeline E F	
68	Julia Princess G J	
69	Alamelu K	
70	Loganathan M	
71	Deepa R	
72	Krishna R	
73	Mr. Vadivelan U	
74	Girja Ruby L	
75	Deepa P	
76	Bharath Kumar A	

77	Dr. Emayaraja V	
78	Dr. Titus Smith	
79	Dr. Rani M	
80	Dr. Sudha S	
81	Pradeep Kumar M S	
82	Helen Rebecca J	
83	Prathibha T S	
84	Kirubananth V	
85	Lingarajan V	

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Watch over your heart with all diligence, For from it flow the springs 65

He is a shield to those who trust and take refuge in Him. (Proverbs 30:5) 66

**NAZARETH COLLEGE OF ARTS AND SCIENCE****NON TEACHING STAFF 2020-21**

<b>S.NO.</b>	<b>NAME OF THE STAFF</b>	<b>DESIGNATION</b>
1	Mr.V.MICHEAL RAJ	Lab Admin
2	Mr. K.YUVARAJ	Lab Admin
3	Mr.ADMEL	Lab Admin
4	Ms. SWAROOPA RANI G	Admin Staff - Senior
5	Ms. ASWINI M	Admin Staff - Accountants
6	Mrs. DIVYA V	Admin Staff - HR
7	Ms. SARANYA R	Admin Staff – Student Affair
8	Mr.S.AMARNATHAN	Transport Manager
9	Mr.S.MOHAMMED YASAR	Campus Manager
10	Mr.G.ASHWIN	NERF Project Manager
11	Ms.S.SHANTHI	Extension Cell Co-Ordinator
12	Ms.DHANALAKSHMI	Website Designer
13	Ms.ABINAYA SARAL	Chapelin
14	Mr. SIVARAJ I	Office Assistant
15	Ms.RANI G	Office Assistant
16	PRABHAKARAN V	Driver
17	MUNUSAMY G	Driver
18	GOVIND N	Driver
19	PREM KUMAR L	Driver
20	GOPINATHAN N J	Driver
21	YESUPATHAM T	Driver
22	SOWRIRAJAN G	Driver
23	RENUKA	Driver
27	MAHENDRAN	Cleaner
28	RAVI M	Cleaner
29	THILAGAVATHY R	Cleaner
30	GOTHANDAN	Cleaner

31	NAGAMMA S	House Keeping
32	GOWRI S	House Keeping
33	BABY V	House Keeping
34	JANAMMA S	House Keeping
35	JAYANTHI J	House Keeping
36	VANITHA R	House Keeping
37	NATHIYA S	House Keeping
38	NAGAJOTHI K	House Keeping
39	KOTEESHWARI	House Keeping
40	SUSEELA	House Keeping
41	KUPPAMA	House Keeping
42	KANTHAMMA E	Scavenger
43	NAVANEETHAM D	Scavenger
44	VIJAYA R	Scavenger
45	MARIMUTHU P	Scavenger
46	GOWRI S	Gardener
47	YESOTHA R	Gardener
48	AMUTHA M	Gardener
49	Mr.S.BHASKAR	Security Officer
50	Mr.K.KAMALAKANNAN	Watchman
51	Mr.S.MURUGAN	Watchman
52	Mr.P.THANGARAJ	Watchman
53	Mr.S.JAYABAL	Watchman
54	Mr.P.C.JAYARAMAN	Watchman
55	Mr.V.ARUMUGAM	Watchman
56	Mr.E.KRISHNAMOORTHY	Watchman
57	Mr.V.GANESAN	Watchman
58	Mr.V. GUNASEKARAN	Watchman
59	Mr.H.SRINIVASAN	Watchman
60	Mr.DEAVAN	Watchman

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# **ACADEMIC CALENDER**

**JUNE 2020 - APRIL 2021**

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Through Him all things were made; without Him nothing was made

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that has been made.(John 1:3)

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<b>Jun – 20</b>			
<b>DATE</b>	<b>DAY</b>	<b>SERIAL NO. OF WORKING DAYS</b>	<b>COLLEGE EVENTS</b>
1	Monday		
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday	Holiday	
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday		
14	Saturday		
15	Sunday	Holiday	
16	Monday		
17	Tuesday		
18	Wednesday		
19	Thursday		
20	Friday		
21	Saturday		
22	Sunday	Holiday	
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday	Holiday	
30	Monday		

— A good name is more desirable than great riches; to be esteemed is better than silver or gold. (Proverbs 22:1)

<b>Jul - 20</b>			
<b>DATE</b>	<b>DAY</b>	<b>SERIAL NO. OF WORKING DAYS</b>	<b>COLLEGE EVENTS</b>
1	Tuesday		
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday		
6	Sunday	Holiday	
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		
13	Sunday	Holiday	
14	Monday		
15	Tuesday		
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday	Holiday	
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday	Holiday	
28	Monday		
29	Tuesday		
30	Wednesday		
31	Thursday		

— For I know the plans I have for you, plans to prosper you, to give you hope and a future. (Jeremiah 29:11)

<b>Aug – 20</b>			
<b>DATE</b>	<b>DAY</b>	<b>SERIAL NO. OF WORKING DAYS</b>	<b>COLLEGE EVENTS</b>
1	Friday		
2	Saturday		
3	Sunday	Holiday	
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday	Holiday	
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday		
17	Sunday	Holiday	
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday	Holiday	
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday	Holiday	

— The name of the Lord is a strong tower; the righteous run to it —  
and are safe. (Proverbs 18:10)

## Sep - 20

DATE	DAY	SERIAL NO. OF WORKING DAYS	COLLEGE EVENTS
1	Wednesday		
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday	Holiday	
6	Monday		
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday	Holiday	
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday	Holiday	
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday	Holiday	
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		

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Love one another. As I have loved you, so you must love

one another. (John 13:34)

Oct – 20			
DATE	DAY	SERIAL NO. OF WORKING DAYS	COLLEGE EVENTS
1	Friday		
2	Saturday		
3	Sunday	Holiday	
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday	Holiday	
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday		
17	Sunday	Holiday	
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday	Holiday	
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday	Holiday	

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Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. (Philippians 4:6) 102

<b>Nov - 20</b>			
<b>DATE</b>	<b>DAY</b>	<b>SERIAL NO. OF WORKING DAYS</b>	<b>COLLEGE EVENTS</b>
1	Sunday	Holiday	
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday		
8	Sunday	Holiday	
9	Monday		
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday		
14	Saturday		
15	Sunday	Holiday	
16	Monday		
17	Tuesday		
18	Wednesday		
19	Thursday		
20	Friday		
21	Saturday		
22	Sunday	Holiday	
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday	Holiday	
30	Monday		

<b>Dec – 20</b>			
<b>DATE</b>	<b>DAY</b>	<b>SERIAL NO. OF WORKING DAYS</b>	<b>COLLEGE EVENTS</b>
1	Tuesday		
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday		
6	Sunday	Holiday	
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		
13	Sunday	Holiday	
14	Monday		
15	Tuesday		
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday	Holiday	
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday	Holiday	
28	Monday		
29	Tuesday		
30	Wednesday		
31	Thursday		

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An honest witness tells the truth, but a false witness tells lies.  
(Proverbs 12:17)

<b>Jan - 21</b>			
<b>DATE</b>	<b>DAY</b>	<b>SERIAL NO. OF WORKING DAYS</b>	<b>COLLEGE EVENTS</b>
1	Friday		
2	Saturday		
3	Sunday	Holiday	
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday	Holiday	
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday		
17	Sunday	Holiday	
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday	Holiday	
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday	Holiday	

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Whoever heeds discipline shows the way to life, but whoever ignores correction leads others astray. (Proverbs 10:17)

<b>Feb – 21</b>			
<b>DATE</b>	<b>DAY</b>	<b>SERIAL NO. OF WORKING DAYS</b>	<b>COLLEGE EVENTS</b>
1	Monday		
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday	Holiday	
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday		
14	Sunday	Holiday	
15	Monday		
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday		
21	Sunday	Holiday	
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday		
26	Friday		
27	Saturday		
28	Sunday	Holiday	
29	Tuesday		

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Fools show their annoyance at once, but the prudent overlook an insult.(Proverbs 12:16)

<b>Mar – 21</b>			
<b>DATE</b>	<b>DAY</b>	<b>SERIAL NO. OF WORKING DAYS</b>	<b>COLLEGE EVENTS</b>
1	Wednesday		
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday	Holiday	
6	Monday		
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday	Holiday	
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday	Holiday	
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday	Holiday	
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		
31	Saturday		

## April – 21

<b>DATE</b>	<b>DAY</b>	<b>SERIAL NO. OF WORKING DAYS</b>	<b>COLLEGE EVENTS</b>
1	Sunday	Holiday	
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday		
8	Sunday	Holiday	
9	Monday		
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday		
14	Saturday		
15	Sunday	Holiday	
16	Monday		
17	Tuesday		
18	Wednesday		
19	Thursday		
20	Friday		
21	Saturday		
22	Sunday	Holiday	
23	Tuesday		
24	Wednesday		
25	Thursday		
26	Friday		
27	Saturday		
28	Sunday	Holiday	
29	Monday		
30	Tuesday		

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Those who guard their mouths and their tongues keep themselves from calamity. (Proverbs 21:23)

May – 21			
DATE	DAY	SERIAL NO. OF WORKING DAYS	COLLEGE EVENTS
1	Wednesday		
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday	Holiday	
6	Monday		
7	Tuesday	Holiday	
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday	Holiday	
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday	Holiday	
20	Tuesday		
21	Wednesday		
22	Thursday		
23	Friday		
24	Saturday		
25	Sunday	Holiday	
26	Monday		
27	Tuesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday	Holiday	





**NAZARETH COLLEGE OF ARTS AND SCIENCE**  
**SCHEDULE OF MEETING**

<b>S.NO</b>	<b>MEETING</b>	<b>SCHEDULE</b>
1	All Faculty Meeting	Fourth Saturday at the end of each Semester (Planning)
2	Department Meeting	Last Saturday of every month
3	Administrative Staff Meeting	Twice in a Semester Beginning End
4	Parent Teachers Meeting	Once in a Semester
5	Alumni Association Meeting	Once in a Year
6	Academic Advisory Committee Meeting	Once in a Year
7	Management Council Meeting	Once in a Semester (Twice in a Year)
8	All Working Committee Meeting	Twice in a Semester
9	HODs Meeting	First and Last Friday of every Month
10	Cell & Association Meeting	As and when needed

## TIME TABLE 2019 - 2020 (SHIFT - I)

	I	II	III	IV	V
DAY/ TIME	8.15 to 9.10	9.10 to 10.05	10.05 to 10.30	10.30 to 11.20	11.20 to 12.10
MON					
TUE					
WED					
THU					
FRI					
SAT					

Whoever loves discipline loves knowledge, but whoever hates correction is stupid. (Proverbs 12:1)

## TIME TABLE 2019 - 2020 (SHIFT - I)

	I	II	III	IV	V	
DAY/ TIME	8.15 to 9.10	9.10 to 10.05	10.05 to 10.30	10.30 to 11.20	11.20 to 12.10	12.10 to 1.00
MON						
TUE						
WED						
THU						
FRI						
SAT						

My son, pay attention to what I say; turn your ear to my words. (Proverbs 4:20)

**TIME TABLE 2019 - 2020 (SHIFT - II)**

DAY/ TIME	I	II	III	IV	V
		1.15 to 2.10			
MON					
TUE					
WED					
THU					
FRI					
SAT					

A good name is more desirable than great riches; to be esteemed is better than silver or gold.(Proverbs 22:1)

**TIME TABLE 2019 - 2020 (SHIFT - II)**

	I	II		III	IV	V
DAY/ TIME	1.15 to 2.10	2.10 to 3.00	3.00 to 3.50	3.50 to 4.10	4.10 to 5.00	5.00 to 5.45
MON						
TUE						
WED						
THU						
FRI						
SAT						

Better a little with the fear of the Lord than great wealth with turmoil. (Proverbs 15:16)







