



Since 1992

VLB JANAKIAMMAL COLLEGE OF ARTS AND SCEINCE

An Autonomous Institution, Affiliated to Bharathiar University and

Approved by AICTE

Re-Accredited by NAAC with 'B++' Grade,

Kovaipudur, Coimbatore - 641 042

Phone: 0422 2605162, 2605163 E-mail : principal@vlbjcas.ac.in

www.vlbjacs.ac.in

Working Hours

College

9:30 am to 4:15 pm

Office

9:00 am to 5.30 pm

ACADEMIC CALENDAR AND STUDENTS HAND BOOK

2025-26

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்

சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே!வாழ்த்துதுமே!

மனோன்மணியம் பெ. சுந்தரம் பிள்ளை

நாட்டுப்பண் (தேசிய கீதம்)

ஜன கண மண அதிநாயக ஜய ஹே

பாரத பாக்ய விதாதா

பஞ்சாப ஸிந்து குஜராத மராட்டா

திராவிட உத்கல பங்கா

விந்திய ஹிமாசல யமுனா கங்கா

உச்சல ஐலதி தரங்கா

தவ சுப நாமே ஜாகே

தவ சுப ஆசிஸ மாகே

காஹே தவ ஜய காதா

ஜன கண மங்கள தாயக ஜய ஹே

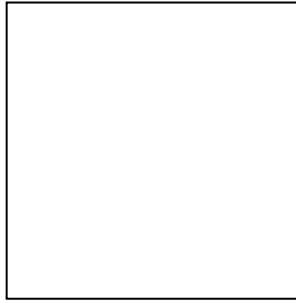
பாரத பாக்ய விதாதா

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ஜய ஜய ஜய ஜய ஹே

மகாகவி இரவீந்திரநாத் தாகூர்

PERSONAL INFORMATION



General

Name:.....

Name of the Parent/Guardian:.....

Programme:.....

Roll No:.....

Date of Birth:.....

Address for Communication:.....

.....

.....

Residence Phone no:..... Contact No:.....

E-Mail Id:..... Vehicle No:.....

Medical

Height(cms):.....Weight(Kgs):.....

Emergency Contact

No:.....

Blood

Group:.....

Medical Problems &

Allergies:.....

Family Doctor:.....Contact

No:.....

Vision

Accomplishing excellence in academic and holistic development by fostering values and commitments.

Mission

- To inculcate knowledge and empower the younger generation.
- To provide a rigorous education in principles of arts, commerce and science education and to provide broad knowledge of the fundamentals.
- To equip students with transferable skills — critical thinking, communication and complex problem solving skills — that are needed to adapt and succeed in a rapidly evolving world.
- To develop skills that will enable Graduates to become leaders and make significant contributions to their chosen profession and to the social environment in which it functions.
- To instill in our Graduates the highest ethical standards and sense of professionalism, cultivating curiosity in the arts, sciences and humanities and providing the background and encouragement necessary to support lifelong learning.

Quality Policy

We, at VLBJCAS are committed to achieving excellence through

- Developing and successfully applying innovative teaching methods and quality benchmarks to enrich creative learning experience.
- Developing a learner-centric environment and impart quality education.
- Enhancing the competency of the faculty members to develop both teaching and research skills.
- Contributing to the social welfare in the neighbourhood through social and community services.
- Contributing to the nation and beyond, through the state-of-the-art technology, by producing vibrant technocrats and excellent managers who are ever willing to rise to the spirit of challenge and innovation with high ethical and professional standards.
- Encouraging participation of all stakeholders in the developmental process of the college.



THE COLLEGE EMBLEM

The college Logo depicts “Knowledge is Power” that symbolizes knowledge imbibes strength to Humanity, Society, Nation and World. The stripes in Blue, White and Red at the left corner of the logo represent the combination of Loyalty and Strength in the background of Purity and Peace. It specifies loyalty that strengthens mankind which ultimately brings purity and peace in society. This motto is the eventual aim of the VLBJ Trust that is represented in the right-hand corner. The Globe at the left corner below represents the power of education in universe and knowledge is the strength of the world. The Atom symbol at the below right corner is representative of education to be the beginning of everything. Accordingly, the logo represents the stabilized growth of Arts and Science for the enrichment of the Universe.

Board of Management

Mr.N.Suryakumar

Chairman and Managing Trustee

Mrs.Jaishree Suryakumar

Secretary and CEO

Members of Governing Body

S.No	Name and address	Category
1	Mr.N.Suryakumar VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	Chairman and Managing Trustee
2	Ms.Jaishree Suryakumar VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	Secretary and CEO
3	Dr.N.Shenbagalakshmi Joint –director of Collegiate Education, Race course, Coimbatore- 641 018	Government Nominee
4	Dr.M.Dhanabhakiyam Professor Department of Commerce Bharathiar University ,Coimbatore-614 046	University Nominee
5	Mr.C.B.Srinivasan No.2, Arts College Road, Coimbatore - 641 018	Management Nominee
6	Dr.G.Gopal Former Joint-Director of Collegiate Education 5, Rajalakshmi Nagar,Lakshmipuram Peelamedu,Coimbatore- 641 004	Management Nominee
7	Dr.K.Shanmugasundram Retired Principal 6/1,Dr Munusamy Nagar, Behind Sungam Chinthamani Ramanthapuram, Coimbatore-641045	Management Nominee

8	Dr.N.Rajakumar 10, Kalaimagal Nagar, Palakkad Road, Pollachi-642 001	Management Nominee
9	Dr.A.Vimala Professor and Head Department of Extension, Career Guidance and Student Welfare, Bharathiar University	Management Nominee
10	Dr.D.Kalaivani Principal VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	Principal Ex-Officio, Member Secretary
11	Dr.P.Shanthini, Head, Department of Commerce professional Accounting, VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	Teacher Nominee
12	Dr.S.Samson Dinakaran Head, Department of Computer Science PG VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore- 42	Teacher Nominee

COLLEGE COMMITTEE

S.No	Name and address	Category
1	Mr.N.Suryakumar VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	Chairman and Managing Trustee Management Nominee

2	Ms.Jaishree Suryakumar VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	Secretary and CEO Management Nominee
3	Mr.C.B.Srinivasan No.2, Arts College Road, Coimbatore - 641 018	Management Nominee
4	Dr.G.Gopal Former Joint-Director of Collegiate Education 5, Rajalakshmi Nagar Lakshmipuram, Peelamedu Coimbatore- 641 004	Management Nominee
5	Dr.K.Shanmugasundram Retired Principal 6/1,Dr Munusamy Nagar, Behind Sungam Chinthamani Ramanthapuram,Coimbatore-45	Management Nominee
6	Dr.D.Kalaivani Principal VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	Principal Ex-Officio, Member Secretary
7	Dr.P.Shanthini, Head, Department of Commerce professional Accounting, VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	Teacher Nominee
8	Dr.S.Samson Dinakaran Head, Department of Computer Science PG VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore- 42	Teacher Nominee

PROFILE OF THE INSTITUTION

Name of the college and Full Postal Address	VLB Janakiammal College of Arts and Science, Autonomous, Kovaipudur-641042.
Trust Telephone number E-mail Website	0422-2604545 to 49 0422-2607359 vlboffice@vlbjcas.ac.in www.vlbjas.ac.in
Chairman and Managing Trustee	Mr.N.SuryaKumar
CEO and Secretary of the College	Ms.Jaishree Suryakumar
Name of the Principal	Dr.D.Kalaivani
College Telephone Numbers E-mail Website	91 - 422 - 2605162 / 63 +91 - 73730 05162 / 82 0422-2607359 principal@vlbjcas.ac.in www.vlbjas.ac.in
Year of Establishment	1991
Affiliation	Bharathiar University, Coimbatore

UGC 2(f) and 12(B) Certification	22/07/2002
Conferment of Autonomous	12/03/2010
NAAC Accreditation and Date of Accreditation	04/02/2008(1st cycle) 17/08/2021(3rd cycle)

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ABOUT THE COLLEGE

VLB Janakiammal College of Arts and Science (Autonomous), a Co-educational Institution and one of the pioneering Educational Institutions in Coimbatore was established in the year 1991 by the eminent industrialist and philanthropist of Coimbatore, Late Shri. V. L. Balakrishna Naidu. Mr. N. Suryakumar, Chairman and Managing Trustee of the VLBJ Trust is an untiring leader who guides dynamically. Ms. Jaishree Suryakumar, the Secretary and CEO, plays a vital role to accelerate the growth and to bring innovation to this Trust with her futuristic vision. She belongs to the third generation of the VLB family. The aim at imparting education is not only to propel the students up in their career ladder, but also make them responsible citizens. The avowed motto of the institution is to inculcate the discipline in the human mind ultimately leading to inner freedom and harmony.

VLB Janakiammal College of Arts and Science is one of the fast-developing colleges in Coimbatore city. The College is committed to Academic Excellence since its inception from the year 1991. The college marches into its 34 years of excellence producing under-graduates and post-graduates of merit in the field of Arts, Science and Management. The institution is affiliated to Bharathiar University, approved by AICTE and received the status of Autonomy in the year 2010. The college is an autonomous institution, Re-accredited with 'B++'. grade by NAAC and recognized under 2(f) and 12(B) of UGC.

The College offers 20 UG, 4 PG Courses and 5 research programmes offered in Tamil,

Mathematics, Commerce, Computer Science, Library and Information Science and

Management disciplines. The students of the college have secured prestigious ranks in the Bharathiar University Examinations till the year 2013 and achieve the same in the Autonomous system.

The college is committed to provide holistic education by imparting hands on training, practical exposure and focus on sports. The college offers various free ships and scholarships for deserving students. Apart from the regular teaching learning activities, the college strives for the overall development of the students by conducting various extra-curricular activities for them. The college has conducted a good number of extension activities to strengthen college neighbourhood network.

The development of skills amongst students is an important component of the Institute's mission and objectives. The opportunities for these are provided through various clubs and committees that are in operation. The Co-curricular and Extra-curricular activities provided by the college mirror out the creative talents and imagination of the students to develop their proficiency in physical and mental attributes. The college has various clubs and centres, committees, cells effectively functioning for the holistic development of the students.

Teaching professionals of the college are from excellent academic backgrounds with expert domain knowledge and experience. The college has excellent infrastructure facilities with 14,392.34 square meters of built-up area. Bright and spacious classrooms equipped with necessary teaching /learning aids and comfortable seats, makes easier assimilation of proffered material.

MOTTO OF THE COLLEGE: “EDUCATE TO EMPOWER”

THE STUDENT

Every student in the college is inspired and driven to take cognizance of every chance presented to him or her to become the finest citizen possible. Each student at V.L.B. Janakiammal College of Arts and Science is expected to embrace the institution's beliefs and values throughout their entire lives. Truth, discipline, adherence to life service, and loyalty to one's country are the guiding principles of V.L.B. Janakiammal College of Arts and Science. Every student has a duty to embody this spirit and these ideals in all of their deeds.

The VLB Janakiammal College of Arts and Science prides itself on discipline and dedication, and students should demonstrate this in their behaviour, relationships, and interactions with others both within the college community and outside of it. In order to promote the principles of honesty, respect for elders, and kindness toward all, every student at VLBJCAS is encouraged to be sensitive, courteous, caring and compassionate. They will be sure to reach a high degree of academic achievement and generic development.

Students commit to follow by the college's rules and regulations since they enter the institution. In regards to matters of discipline and the application of laws, the principal's decision is final.

COLLEGE BY LAW

College Working Day and Hours

- The Working day is divided into two sessions. The forenoon session has 3 periods (9.45 am to 1.00 pm) and the afternoon session has 2 periods (1.45 pm to 3.45 pm).
- The College follows Calendar Day order System. The total number of Instructional Hours will be 5, each with 60 minutes duration.
- Students should not leave the class room during class hours and in case of need, should get prior permission from the concerned Department Head.

Office Working Hours

The College Office will be working from 9.00 am to 5.30 pm

Admission Rules & Regulations

- Application for admission should be submitted only in the prescribed form available in the college office.
- All admissions are made as per the guidelines prescribed by the affiliating University and Government of Tamil Nadu.
- Any student who is found to have obtained admission by false representation will be immediately expelled from the college and has to pay all the dues.
- Any student, who desires to leave the college in the midst of any semester, cannot claim remission of the fee paid in the College.

Attendance

Students must regularly attend their classes. They will be permitted to appear for the Comprehensive Examinations (CE) only if they secure minimum of 75% of Attendance during the Semester.

If a student is absent for one hour in the morning or in the afternoon, his/her attendance will be marked absent for entire session. The students are permitted to avail On Duty for five days per semester.

Punctuality

The students should be in their respective classes before 9.45am as the classes commence at the stroke of the bell. Five minutes of grace period is permitted for the students who cite valid reasons.

Leave

The student is eligible to take leave only with the prior permission from the respective departments and the Principal.

Tuition Fee – Mode of Payment

Tuition Fee should be paid within ten days from the date of commencement of classes for the respective semester and the amount has to be remitted at the college office.

CODE OF CONDUCT FOR STUDENTS

Classroom Behaviour

1. Students should take their seats in their respective classroom at the stroke of the bell.
2. When the teacher enters the classroom, as a mark of respect, the students should stand and greet the teacher.

3. Classroom should be kept neat and tidy by the students.
4. Chewing or munching anything inside the classroom during the class hours is not entertained.
5. Students shall leave the classroom only with the permission of the concerned staff.
6. Students should follow utmost decency and decorum in the class.

General Campus Behaviour

1. Discipline of the highest order should be maintained inside the College campus.
2. Ragging is an offence, and the offender is liable to be arrested and imprisoned in addition to being dismissed from the college.
3. Cell/ Mobile Phone
4. Cell / Mobile Phones are banned inside the college campus.
5. If any student is found using Cell / Mobile Phone in the campus, the same would be confiscated.
6. Smoking, use of Pan Panparag or Gutkha items and other intoxicants are strictly prohibited within the College Campus.
7. Courteous behaviour is expected from the students when they address both the staff and friends. They should not use foul language. They should avoid standing in the corridors.
8. Students should be punctual, regular and serious in attending classes.
9. They should not throw papers or ink on the floor / corridors/ staircases. All waste materials should be deposited in the dustbins provided.

10. Nothing should be written on the walls or desks or on any college property.
11. Walls and campus should not be used as a spittoon.
12. Student's will be penalized, if found to cause damage to the college property.
13. They should see the Notice Boards every day for communications, notice and circulars.
14. Any kind of association should not be formed without the prior permission of the Principal.
15. The Identity Card with cord should be worn while being in the College campus.
16. In academic and disciplinary matters, the decision of the Principal will be final.

Dress Code

Whenever a student enters the college premises, he/ she should strictly follow the following dress code.

For Boys

Western Outfits, Casual wear of any type is permitted.

For Girls

Chudithar, Western Outfits, Full Saree, Half Saree, Jeans, Leggings, Jeggings, Ankle pant are permitted.

Identity Card

All students are issued Identification Card which is compulsory within the campus. In case of misplacement, duplicate ID card would be issued with a fine Rs. 100/-

PROVISIONS OF ACT ON RAGGING

The Tamil Nadu Government has issued strict orders against ragging under the Ragging Prohibition Act, 1996. Ragging is banned both within and outside the institution. Those who violate or ignore these rules will be liable for the following punishments:

1. Imprisonment up to a term of two year
2. A fine up to Rs.10,000
3. Dismissal from the institution and denial of admission elsewhere in any other institution.
4. The Principal has the right to initiate action of any kind, without any enquiry immediately.

Ragging:

Ragging is Indulging in any act that causes or is likely to cause any physical or psychological harm or raise apprehension of fear or shame or embarrassment to other students. Teasing, abusing, playing practical jokes, causing hurt or asking a new student to do any act or to perform something which such student will not in any ordinary course willingly do.

AFFIDAVIT

I.....son of/daughter of Sri/ Srimathi
.....studying in
.....

course at VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore

641 042 hereby solemnly declare that I am fully aware of the legal consequences of ragging of the students of this college and other college, namely: The Tamil Nadu Government has issued strict orders against ragging under the Ragging Prohibition Act, 1996; Ragging is banned both within and outside the institution. Those who violate or ignore these rules will be liable for the following punishments;

1. Imprisonment up to a term of two year.
2. A fine up to Rs.2,50,000/- as per UGC
3. Dismissal from the institution and denial of admission elsewhere in any other institution.
4. The Principal has the right to initiate action of any kind, without any enquiry immediately.

If assure that, I shall not indulge in any form of ragging of any student in this college or other colleges individually or as a member of a group either within or outside the campus, as well as in the hostel, bus, train or elsewhere at any time.

If I am found guilty of ragging, I know that I may be sent immediately out of the college even without enquiry and in addition, even a complaint may be lodged with the police.

Date:

Signature of the Student

I solemnly affirm the above declaration of my son / daughter and take the responsibility for his/her expected good behavior.

Signature of the Father/Guardian

ACADEMIC PROGRAMMES

Under - Graduate Programmes

B.A. (English)	-	Bachelor of Arts (English Literature)
B.Sc. (Mathematics)	-	Bachelor of Science(Mathematics)
B.Sc.(CS&HM)	-	Bachelor of Science (Catering Science and Hotel Management)
B.Sc. (CS)	-	Bachelor of Science (Computer Science)
B.Sc. (CT)	-	Bachelor of Science (Computer Technology)
B.Sc. (IT)	-	Bachelor of Science(Information Technology)
B.Sc(AI &ML)	-	Bachelor of Science(Artificial Intelligence and Machine Learning)
B.Sc(IOT)	-	Bachelor of Science (Internet of Things)
B.Sc. (VisCom)	-	Bachelor of Science(Visual Communication)
B.Sc. (CDF)	-	Bachelor of Science (Costume Design and Fashion)
B.C.A	-	Bachelor of Computer Applications
B.Com	-	Bachelor of Commerce
B.Com.(CA)	-	Bachelor of Commerce (Computer Applications)
B.Com.(CS)	-	Bachelor of Commerce(Corporate Secretary ship)
B.Com. (PA)	-	Bachelor of Commerce (Professional Accounting)
B.Com. (IT)	-	Bachelor of Commerce (Information Technology)

B.Com(Fintech with AI)	-	Bachelor of Commerce (Fintech with AI)
B.B.A	-	Bachelor of Business Administration
B.B.A. (CA)	-	Bachelor of Business Administration (Computer Applications)
B.B.A. (Aviation)	-	Bachelor of Business Administration(Aviation)

Post – Graduate Programmes

M.B.A.	-	Master of Business Administration
M.Com	-	Master of Commerce
M.Sc.(CS)	-	Master of Science (Computer Science)
M.Sc.(Maths)	-	Master of Science (Mathematics)

Research Programmes

Ph.D[Part Time\ Full Time]	-	Tamil , Commerce , Management and Library and Information Science.
Ph.D [Full Time]	-	Computer Science

MEMBERS OF FACULTY

S.No	Name	Qualification	Designation
Advisor			
1	Dr.B.Satheesh Kumar	M.Sc.,MBA.,M.Phil., PGDCA.,PGDORA.,Ph.D.,	Advisor

Principal			
2	Dr.D.Kalaivani	M.CA., M.Phil., Ph.D.,	Principal
Director of Academics and Research			
3	Dr. D. Brindha	M.Sc. M.Phil. Ph.D., MA., (Yoga)	Director of Academics and Research
Academic Co-Ordinator			
4	Ms.N.Gowri Priya	M.Sc., M.C.A., M.Phil.,	Academic Co-ordinator
Controller of Examinations			
5	Dr. T. Karuppusamy	M.Sc., M.Phil., MBA ., Ph.D.,	CoE

Department of Tamil			
6	Dr. C.Nanthini	M.A., M.Phil.,Ph.D.,	Head Incharge & Assistant Professor
7	Ms. R. Rathinam	M.A., M.Ed.,(M.Phil)	Assistant Professor
8	Dr. S. Sivasubramani	M.A., M.Phil., Ph.D.,	Assistant Professor
9	Dr.A.Nirmala	M.A., M.Phil., Ph.D.,	Assistant Professor
10	Ms.R.Prameela	M.A.,(Ph.D),,	Assistant Professor
11	Mrs.S.T.Vadivukkarasi	M.A., B.Ed., M.Phil.,	Assistant Professor
12	Dr.P.V.Sridevi	M.A., B.Ed., M.Phil., Ph.D.,	Assistant Professor

Department of English			
13	Mrs. R. P .Revathi	M.A., M.Phil.,(Ph.D).,	Head[I/C] & Assistant Professor
14	Dr. T. Johnson	M.A., B.Ed., M.Phil., Ph.D., PGDELT., PGDCA.,	Assistant Professor
15	Mrs.M.Prabha	M.A., B.Ed .,M.Phil.,(Ph.D).,	Assistant Professor
16	Mr.K.Duraipandi	M.A., B.Ed., M.Phil.,(Ph.D).,	Assistant Professor
17	Ms.D.Rathina Priya	MA., B.Ed.,	Assistant Professor
18	Ms.M.Cinduja Kohilavani	MA.,	Assistant Professor
19	Mr.M.Santhosh Kumar	MA., B.Ed., (Ph.D).,	Assistant Professor
20	Ms.E.Arulmozhinayaki	MA., (Ph.D).,	Assistant Professor
21	Ms.S.Sreepa	MA., (Ph.D).,	Assistant Professor
22	Ms.N.Prakathi	MA., (Ph.D).,	Assistant Professor
23	Ms.K.Ajisha	MA., (Ph.D).,	Assistant Professor
24	Dr.S.Saranyadevi	M.A., Ph.D	Assistant Professor
25	Ms.P.Vaishali	M.A., B.Ed.,	Assistant Professor
26	Mrs.G.Janani	M.A., M. Phil.,	Assistant Professor
27	Ms.M.Sandhiya Manickam	M.A., B.Ed., (Ph.D).,	Assistant Professor

Department of Commerce and Research			
28	Mrs. T. Merlin Usha	M.Com (CA),M.Phil., PGDCA.,NET., (Ph.D)	Head(PG) & Assistant Professor
29	Dr. A. Sulekha	M.Com., M.Phil., PGDCA., Ph.D., NET.,	Head(UG) & Assistant Professor
30	Dr. M. Sangeetha	M.Com., M.Phil., Ph.D.,	Assistant Professor
31	Dr. R. Murugalakshmi	M.Com., M.Phil.,Ph.D.,	Assistant Professor
32	Dr. S. V. Anitha	M.Com., M.Phil., MBA., M.A., Ph.D.,	Assistant Professor
33	Dr.K.Baby Saranya	M.Com., M.Phil.,Ph.D.,	Assistant Professor
34	Mr.J.Balakrishnan	M.Com., M.Com FCA., ADSPM., (Ph.D),,	Assistant Professor
35	Ms.G.Karthika	M.Com., MBA., (Ph.D),,	Assistant Professor
36	Mrs.K.Sasikala	M.Com ., B.Ed.,(Ph.D),,	Assistant Professor
37	Mrs.Srilaya Babu	M.Com.,	Assistant Professor
Department of Commerce with Corporate Secretaryship & Information Technology			
38	Dr. N. Latha	M.Com., B.Ed., M.Phil., M.B.A., Ph.D.,	Head & Associate Professor
39	Dr.S. Rukshana Begum	M.Com., M.Phil., SET.,P.h...D...,	Assistant Professor
40	Dr. T. S. Veena	M.Com., B.Ed., M.Phil., Ph.D.,	Assistant Professor

41	Mrs.S.Archana	M.Com., M.Phil.,	Assistant Professor
42	Dr.A.M.Askar Ali Jinna	M.Com., M.Phil., Ph.D.,PGDCA	Assistant Professor
43	Mr.R.Sathish	MCA., M.Phil.,	Assistant Professor
44	Dr.M.Kavitha	M M.Com., M.Phil., Ph.D.,PGDCA	Assistant Professor
45	Mr.A.Anas Mohammed	M.Com., B.Ed.,(Ph.D).,	Assistant Professor
46	Mrs.S.Shameena	M.Com., B.Ed., M.Phil., (Ph.D).,	Assistant Professor
Department of Commerce with Computer Applications			
47	Dr.P.Maheshwari	M.Com., M.Phil., PGDCA., Ph.D.,	Head & Assistant Professor
48	Dr. R. Francina Pracila Mary	M.Com (CA)., M.Phil., Ph.D.,	Assistant Professor
49	Dr.R.Sindhuja	M.Com.(CA), M.Phil., Ph.D.,	Associate Professor
50	Mrs. K.Umamaheswari	M.Com (CA)., M.Phil., (Ph.D).,	Assistant Professor
51	Mr.S.Praveenkumar	M.Com(FCA)., MBA., PGDCA., PGDIB., (Ph.D).,	Assistant Professor
52	Mr.A.Subash	MSc., M Phil.,	Assistant Professor
53	Dr.M.Shahitha Banu	M.Com., MBA., M.Phil., Ph.D.,	Assistant Professor
54	Ms.R.Brita Molen	M.Com CA.,	Assistant Professor

55	Mrs.S.Muthukannu	MSc., M Phil., MCA.,	Assistant Professor
Department of Commerce with Professional Accounting			
56	Dr.P.Shanthini	M.Com., MBA., M.Phil., Ph.D.,	Head & Associate Professor
57	Dr.A.S.Naveenkumar	M.C.A., M.Phil (CS)., M.Com., M.Phil(Com)., M.Com (CA)., Ph.D (CS).,	Associate Professor
58	Dr. S. Radhika	M.Com., M.Phil., NET., Ph.D.,	Associate Professor
59	Ms.S.Sudha	M.Com(IB)., (Ph.D).,	Assistant Professor
60	Dr. A. Vennila	M.Com., M.Phil., Ph.D.,	Assistant Professor
Department of Management (UG)			
61	Dr.S.Venkatachalam	MBA., M.Phil., Ph.D., PGDCA.,	HoD & Assistant Professor
62	Mrs.R.Sudha	MBA.,MCom.,M.Phil., (Ph.D)	Assistant Professor
63	Mrs.C.Malathi	M.C.A., M.Phil.,	Assistant Professor
64	Dr .M.Nimisha	MBA., M.Sc., Ph.D.,	Assistant Professor
65	Ms.M.Nazma Haroon	MBA., PGDLLAL.,(Ph.D).,	Assistant Professor
66	Mr.M.Sabareedharan	MBA., M.Phil.,	Assistant Professor
67	Mrs.G.Vidya	MBA.,	Assistant Professor

68	Mrs.G.Subash Chandra Bose	M.Com., (Ph.D)	Assistant Professor
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Department of Master of Business Administration

69	Dr.U.Archana	MBA., M.Phil., Ph.D	HOD & Assistant Professor
70	Mr.A.Prakash	M.Sc, M.Phil., (Ph.D).,	Assistant Professor
71	Mr.Shanmuga Prabhu.J	MBA.,(Ph.D)	Assistant Professor
72	Dr.Tamilselvi	MBA, Ph.D	Assistant Professor

Department of Mathematics

73	Ms.M. Shyamala	M.Sc., M.Phil., (Ph.D).,	Head & Assistant Professor
74	Dr.T. Karuppusamy	M.Sc., M.Phil., MBA., Ph.D.,	Assistant Professor
75	Mr.C.Ranjithkumar	M.Sc., M.Phil.,	Assistant Professor
76	Ms.R.Karthika	M.Sc., M.Phil.,	Assistant Professor
77	Mr.N.Gokulakannan	M.Sc., M.Phil.,	Assistant Professor
78	Mrs.S.Shakilabanu	M.Sc., M.Phil., PGDCA.,	Assistant Professor

79	Mrs.M.Pavithra	M.Sc., M.Phil.,	Assistant Professor
80	Mrs. M.A. Regina Banu	MBA.,(Ph.D)	Assistant Professor

Department of Internet of Things

81	Dr.P.Preetha	MCA., M.Phil., Ph.D.,	Head & Assistant Professor
82	Dr.A.Hemalatha	M.Sc.,Ph.D.,	Assistant Professor

Department of Catering Science and Hotel Management

83	Mr.L.Muralidharan	B.Sc (CS&HM)., MBA.,M.Sc.,(Ph.D)	Head & Assistant Professor
84	Mr.A.Karthick Prakash	B.Sc (CS&HM)., MBA.,	Assistant Professor
85	Mr. R. Ajith kumar	M.Sc (HMCS)	Assistant Professor
86	Mr. R.Aravindkumar	M.Sc (THM)	Assistant Professor

Department of Computer Science

87	Mr.V.Murugesan	M.C.A., M.Phil., (Ph.D)	Head & Associate Professor
88	Dr.S.Samson Dinakaran	M.Sc., M.Phil., Ph.D.,	HoD PG &Assistant Professor

89	Mrs.A.Deepa	M.C.A., M.Phil.,M.Com.,	Assistant Professor
90	Mr.I.Sudhakar	M.C.A, M.Phil., MBA.,	Assistant Professor
91	Mrs.S.Ranjani	M.Sc., M.Phil.,B.Ed.,	Assistant Professor
92	Mr.K.Noel Binny	M.Sc., M Phil., PGDCA.,	Assistant Professor
93	Mr.E.Karthikeyan	M.C.A.,	Assistant Professor
94	Dr.S.Sumithra	M.Sc., M.Phil., Ph.D.,	Assistant Professor
95	Mrs.R.Anushya	M.C.A.,M.Phil.,	Assistant Professor

Department of Information Technology & Computer Technology

96	Dr.A.Prakash	M.CA.,M.Sc(CT)., M.Phil., Ph.D.,SET	Head
97	Ms.G.Deepalakshmi	M.Sc., M.Phil., PGDAIT.,	Assistant Professor
98	Ms.S. Geetha Priya	MCA., MBA., M.Phil.,	Assistant Professor
99	Mr. B. Ramesh	M.Sc., M.Phil.,	Assistant Professor
100	Mrs.G.Sangeetha	M.C.A., M.Phil.,	Assistant Professor
101	Mrs.B.S.Suganya	M.C.A., M.Phil.,	Assistant Professor
102	Ms. V. Sangavi	M.Sc.	Assistant Professor
103	Mrs. P. Sumathi	M.Sc.	Assistant Professor

Department of Computer Application (UG)			
104	Dr.K.Kumaravel	MCA., M.Phil(CS)., Ph.D.,	Head
105	Mr.S.K.Ravichandran	M.Sc., M.Phil.,	Assistant Professor
106	Mr. M. Mahendiran	MCA, M.Phil.,	Assistant Professor
107	Mrs.V.Vidhya	MCA., M.Phil.,	Assistant Professor
108	Mrs.S.Poongodi	MCA., M.Phil.,	Assistant Professor
109	Mrs.P.Sumathi	MCA., M.Phil.,	Assistant Professor
110	Mrs.S.Priya dharshini	M.Sc., M.Phil.,	Assistant Professor
Department of Visual Communication			
111	Mr.N.Rajkamal	M.A., Ph.D.,	Head(I/C) & Assistant Professor
112	Dr.M.Evangelin	M.A., M.Phil., Ph.D.,	Assistant Professor
113	Mr.C.J.Jomon	M.Sc	Assistant Professor
Department of Costume Design and Fashion			
114	Ms.T.Usha Nandhini	M.Sc.,(Ph.D).,	Head(I/C) & Assistant Professor
115	Ms. A. Saniya	M.Sc., (Ph.D).,	Assistant Professor
116	Ms. M. Sharmila	M.Sc., (Ph.D).,	Assistant Professor

117	Mrs.Manimekala.C	M.Sc., M.Phil., (Ph.D).,	Assistant Professor
Physical Education			
118	Dr.J.Golda	M.Com., M.P.Ed., M.Phil., Ph.D.,	Director, Phy.Education
119	Mr.K.Dhayalan	BBA.,MBA.,B.P.Ed M.P.Ed., (Ph.D).,	Assistant Phy.Director
120	Mr.M.Surya	BSC., B.P.Ed M.P.Ed.,PGDY.,	Assistant Phy.Director
Hindi			
121	Mr.P.Balasundaram	MA(Hindi).,B.Com., B.Ed(Hindi).,Diploma in Hindi	Guest Lecturer
French			
122	Mrs. V. VidhyaShree	B.Com., MCA., M.Phil., D.El.Ed., DELF., DELF.	Guest Lecturer
Malayalam			
123	Mr.A.Azeez	BA.,MA.,B.Ed.,	Assistant Professor
Librarian			
124	Dr.R.Mahesh Kumar	MLISc., M.Phil., Ph.D.,	Librarian

NON-TEACHING STAFF

<u>S.NO</u>	<u>NAME</u>	<u>QUALIFICATION</u>	<u>DEPARTMENT</u>	<u>DESIGNATION</u>
1	Mrs. S. Priyanka	B.Com CA., (M.Com).,	AO	AO
2	Mr.T.Karthikeyan	BCA.,	TO	TO

3	Mr.A.Naveen Kumar	Diploma., BE Civil Engineer.,	Project Manager	Project Manager
4	Mrs.J.Jasmine	B.Com	Office	Accountant
5	Mrs.N.Anitha	B.Com	Office	Purchase Officer
6	Mrs.D.Subashri	DICE., BBA., (BE),	Office	Office Assistant
7	Mrs.N.Indhumathi	B.Sc CS	Office	Office Assistant
8	Mrs.N.Suganya	B.Com CA	Office	Office Assistant
9	Mrs.P.Muthu suba	BCA., MCA.,	Office	Office Assistant
10	Mrs.M.Sindhu Rekha	BBA.,	Office	Office Assistant
11	Mrs.N.Gowri Manohari	M.Sc IT.,	Office	Garden Maintenance Staff
12	Mr.V.Ragu Prasath	B.SC CS	Graphic Designer	Graphic Designer
13	Mr.J.Mohammed Chanmydeen	B.Com BPS.,	Digital Content Creator& Photography	
14	Ms.Tharunika S.K	B.Sc.,	Digital Marketing& Social Media Manager	
15	Mr.Umasankar.D	BE., M.Tech.,	BDM	
16	Mrs.S.Vishalachi	B.Sc IT	Executive Assistant	
17	Mrs.Beulah Charon.D	B.Com CA	Executive Assistant	
18	Mrs.G.Ramya	B.Com.,	Placement Training Coordinator	
19	Ms.V.Sangeetha	B.COM , MBA	COE	COE office staff
20	Mrs.Ramyapriya	B.Sc.,	COE	COE office staff
21	Mrs.Abirami		COE	COE office staff
22	Mr.H.Mathan	B.Sc CS.,	System Admin	System Admin

23	Mrs.Durga devi	Diploma in Fashion Technology	Lab Assistant	Lab Assistant
24	Mrs.Kavitha	M.Com.,	Lab Assistant	Lab Assistant
25	Mrs.Sandhiya	B.Sc CS.,	Lab Assistant	Lab Assistant
26	Ms.Preethi C	B.Com CA	Lab Assistant	Lab Assistant
27	Mrs.Anitha P	B.Com	Lab Assistant	Lab Assistant
28	Mrs.K.Gokila	D.MOP	Lab Assistant	Lab Assistant
29	Ms.Mohandharshini	(BBA)	Lab Assistant	Lab Assistant
30	Ms.Anusiya.M	B.Sc., M.Sc.,	Lab Assistant	Lab Assistant

31	Ms.V.Anushree	B.Sc IT.,	Lab Assistant	Lab Assistant
32	Mr.Kishore.G.D	B.Sc., (M.Sc)	Lab Assistant	Lab Assistant
34	Mr.V.Ragu Prasath	B.SC CS	Graphic Designer	Graphic Designer
35	Mrs.G.Jeeva Violet	M.A (Tamil),M.L.I.S	Assistant Librarian	Assistant Librarian
36	Mrs.T.Sanmugha priya	M.L.I.S.,	Assistant Librarian	Assistant Librarian
37	Mr.S.Premkumar	ITI	Electrician & Plumber	Electrician & Plumber
	Mr.Suthishkumar	ITI	Electrician Assistant	
	SUB STAFF			
38	Mrs.Ananthi		Attender	Attender
39	Mr.Rangaraj		Attender	Attender
40	Mrs.S.Padma		Sub staff	Sub staff
41	Mrs. S.Saraswathi		Sub staff	Sub staff

42	Mrs.V.Omana		Sub staff	Sub staff
43	Mrs.Jamunarani		Sub staff	Sub staff
44	Mrs.S.Kowsalya		Sub staff	Sub staff
45	Mrs.V.Kavitha		Sub staff	Sub staff
46	Mrs.Meenakshi		Sub staff	Sub staff
47	Mrs.K.Santhamani		Sub staff	Sub staff
48	Mrs.S.Chitra		Sub staff	Sub staff
49	Mrs.Padmavathi A		Sub staff	Sub staff
50	Mrs.S.Vijaya		Sub staff	Sub staff
51	Mrs.Radha		Sub staff	Sub staff
52	Mr.Natarajan		Gardener	Gardener
53	Mrs.Marathal		Sub staff OS	Sub staff OS
54	Mrs.V.Jothi		Sub staff OS	Sub staff OS
55	Mrs.Neelaveni		Sub staff OS	Sub staff OS
56	Mr.O.Subramaniam		Sub staff OS	Sub staff OS
57	Mr.V.Perumal		Sub staff OS	Sub staff OS
58	Mr.Chinnakannan.P		Sub staff OS	Sub staff OS
	Mrs.Ramathal		Sub staff OS	Sub staff OS
	DRIVERS			
60	Mr.S.Kumar		Driver	Driver
61	Mr.C.Elango Vadivel		Driver	Driver
62	Mr.K.Muruganandhan		Driver	Driver
63	Mr.K.Surya Prakash		Driver	Driver
64	Mr.Sajeewan		Driver	Driver
65	Mr.R.Balakrishnan		Driver	Driver
66	Mr.B.S.Sundarasamy		Driver	Driver
67	Mr.K.Krishnamoorthy		Driver	Driver
68	Mr.S.Gururajan		Driver	Driver

69	Mr.A.Sandeep		Driver	Driver
70	Mr.P.A.Antony		Driver	Driver
71	Mr.A.Sunil Samuel		Driver	Driver
72	Mr.S.Ravichandran		Driver	Driver
	Securities			
73	Mr.Ayyasamy		Security	Security
74	Mr.Duraisamy		Security	Security
75	Mr.Chinnasamy		Security	Security
76	Mr.Palanisamy		Security	Security
77	Mr.Ramachandran		Security	Security
78	Mr.Vaidhyanadhan		Security	Security
79	Mr.Singaravel		Security	Security
80	Mr.Ramasamy		Security	Security
81	Mr.Sivaraj		Security	Security
82	Mr.Velmurugan		Security	Security
83	Mr.Thavamani		Security	Security
84	Mr.Sreepathy		Security	Security
85	Mr.Subramaniyam		Security	Security
86	Mr.Muruganandham		Security	Security
87	Mr.Nagaraj		Security	Security
88	Mr.Alagarsamy		Security	Security

S.NO	NAME	DEPT	Designation	Qualification
1	Mrs. Sabeena	Commerce	Teaching Assistant	M.Com., B.Ed
2	Ms.T.Rosy	B. Com CA	Teaching Assistant	M.Com.,
3	Mr.Raghavendra	B.COM	Teaching	MBA.,

		CA	Assistant	
4	Mrs.D.Sathiya Priya	B. Com PA	Teaching Assistant	M.Com.,
5	Mr.Ragul Rosha.S	B.COM PA	Teaching Assistant	MBA.,
6	Mrs.K.Remya	B. Com CS & IT	Teaching Assistant	M.Com., MA History
7	Ms.I.Darshana	IT&CT	Teaching Assistant	M.Sc IT.,
8	Mrs.Sajitha M	IOT	Teaching Assistant	M.Sc CS.,
9	Mrs.J.Jenifer Mercy	MBA	Teaching Assistant	MBA.,
10	Ms.V.Nisha	BBA	Teaching Assistant	MBA.,
11	Mr.Ashwajith.K	AI & ML	Teaching Assistant	M.Sc CS.,
12	Ms.P.Veeralakshmi	ENGLISH	Teaching Assistant	MA.,
13	Mrs.Cathrine.K.A	ENGLISH	Teaching Assistant	MA.,
14	Ms.G.Pranamya	VISCOM	Teaching Assistant	M.Sc.,
15	Mrs.S.Archana	MATHS	Teaching Assistant	MBA.,
16	Mrs.Priya.M	BCA	Teaching Assistant	M.Sc., B.Ed.,
17	Mrs.D.Gomathi	IT&CT	Teaching Assistant	M.Sc., M.Phil.,

ACADEMIC FACILITIES

The multifarious facilities that are provided by the college includes

Computer Centre

- 7 Computer Labs, Electronics Lab-2, Costume and fashion designing (CDF)-5, Visual Communication (VISCOM)-3, Catering & Hotel Management-5.
- Campus - wide Network, with IBM & Dell servers latest configuration under multi operation system.
- Access to the latest RDBMS, GUI's DTP and MULTIMEDIA software.

Physical Education

Our College Gym is well equipped with a multi-gym and a range of free weights and aerobic equipment's and includes special training equipment in an area of 1560 sq. ft. It helps

the students to build their strength, to burn fat, improve general fitness and for specific sports conditioning. The gym facility is open to all members of the Institution and caters to the physical fitness of students and staff. It consists of Bench Press, weight lifting rod with stand, tread mill, dumbbells, weight plates etc.

1. The Physical Education Department gives elaborate training and practice to all those who are interested in sports and makes them to participate in both college and university level sports activities.
2. Materials for games must be used with care. The responsibility for any loss or breakage caused by careless handling will be fixed on the

individual or the group, and the cost will be recovered from him/ her or the group.

3. Proper sports gears must be worn while playing games.
4. Sports Scholarships are given to meritorious sports students along with free education.
5. The students are trained for Inter-collegiate, University Sports Meet, District, State and National Level events.

The college endows the following infrastructure facilities and training for sports students:

Indoor Facilities:

- Chess
- Carom
- Table tennis

Outdoor Facilities:

- Football
- Handball
- Volleyball
- Throw ball
- Badminton
- Kho-Kho
- Kabaddi
- Basketball
- Cricket

Internet

- Free Internet [Wi-Fi Campus] to all students and staff members.

Cafeteria

- Hygienic food is provided by the college for students and staff members at nominal rate.

Scholarships and Loans

Tamil Nadu Government Scholarships are given to all the qualifying and eligible students of the college.

Placement and Training

The Placement Cell of the institution strives to provide placement opportunities to students across all the programs and specializations. The college provides utmost importance for the placement of students. There is a separate Placement Cell headed by the placement officer and supporting staff. The cell focuses on training the students to make them competent enough to get good placements by providing trainings for Personality Development, Communicative English, Numerical Ability, Verbal Ability, Analytical Skills and Logical Reasoning towards Placement.

CO-CURRICULAR ACTIVITIES

Three NSS units are functioning since 1995 with an average intake of 300 students per year. These units have adopted 3 remote villages to promote welfare schemes such as

- Road Safety

- Tree Plantation
- General Medical Camp
- Blood Donation Camp
- Social Awareness Programme
- AIDS Awareness Programme
- Seven Day Special Camp
- Swachh Bharath Programme
- Nutrition Awareness Programme
- National Heritage Programme
- Drug Awareness Programme
- Leadership Training Programme
- Breast Cancer Awareness Programme

NCC

The Under-Graduate Students are facilitated with NCC (Army Wing) for both boys and girls.

Extra-Curricular Activities

Various programmes are organized to encourage diverse interests and creative talents of the students through

- Manavar Mandram
- Youth Red Cross
- Red Ribbon Club
- Literary and Drama Club
- Vocal and Instrumental Club
- Photography Club
- Community Service Club

- LEO Club
- Nammazhwar Club
- YI(Young Indians) –Yuva Club
-

Seminars, Workshops & Other Activities

Seminars, Workshops, Conferences, Educational Tours and Industrial Training are arranged with great care.

Value Education

Value Education Programmes (VEP) is conducted for students at regular intervals to inculcate ethical, moral and social values.

Hostel

Hostel facilities are provided separately for ladies with facilities for entertaining and recreation at moderate fee.

Library

The Central library is a storehouse of knowledge. The total Library build up area is 5340 sq. Feet with the seating capacity for about 150 readers. It is well stocked and presently has a total collection of over 39734 volumes on different subjects with Indian and Foreign Books. It subscribes totally 180 Periodicals including 95 peer review journals.

PG Library

The PG Library has including a stock of 12051 volumes, and it subscribes to 46 periodicals out of which are 32 National Journals and 14 International Periodicals.

GENERAL RULES AND REGULATION

Punctuality

The students should be in their respective classes before 9.45am as the classes commences at the stroke of the bell. Five minutes of grace period is permitted for the students who cite valid reasons.

Attendance

If a student is absent for one hour in the morning or in the afternoon, his/her attendance will be marked absent for entire session. The students are permitted to avail On Duty for five days per semester.

Leave

The student is eligible to take leave only with the prior permission from the respective departments and the Principal.

Tuition Fee – Mode of Payment

Tuition Fee should be paid within ten days from the date of commencement of classes for the respective semester and the amount has to be remitted at the college office.

Ban on Drugs

The college strictly bans the use of Pan Parag, liquor and drugs of all sorts and smoking within the college premises. Any student found to indulge in any of these activities will be seriously dealt with. Therefore, all students, in the interest of their future, are advised to behave properly and conduct themselves in a disciplined way.

Best Student Awards

Based on their academic performance, participation in co- curricular and extra - curricular activities and exemplary behaviour and character, the **BEST STUDENT AWARD** will be given every year separately to the Under - Graduate and Post - Graduate students. Award is also given to 100 % attendance throughout the course of study. Students excelling in sports, NSS and NCC activities are also encouraged by awarding Best Sports Person, Best NSS Volunteer and Best NCC Cadet.

Objectives of Social Audit In VLB Janakiammal College of Arts and Science

The Vlb janakiammal college is focusing on the following objective for the well being of students

1. Objectives for Students

- To ensure **quality education** and effective teaching–learning processes
- To evaluate availability and use of **academic facilities** (library, labs, ICT tools)
- To assess **student support services** such as mentoring, counseling, scholarships, and career guidance
- To encourage **student participation** in academics, co-curricular, and extracurricular activities
- To ensure a **safe, inclusive, and ethical campus environment**
- To provide a platform for students to **express feedback and concerns**

The Vlb janakiammal college is focusing on the following objective for the well being of Parents

2. Objectives for Parents

- To ensure **transparency** in academic performance, discipline, and student welfare

- To assess the institution's role in **overall personality development** of students
- To evaluate communication between the college and parents
- To build **trust and accountability** regarding institutional policies and practices
- To understand how the college prepares students for **higher studies and employment**

3. Objectives for Alumni

- To evaluate how effectively the institution has contributed to **career development**
- To assess the relevance of curriculum with **industry and societal needs**
- To strengthen **alumni–institution relationships**
- To encourage alumni involvement in mentoring, placements, and development activities
- To gather alumni feedback for **institutional improvement**

4. Objectives for Academicians (Faculty & Academic Community)

- To assess the effectiveness of **teaching methodologies and curriculum delivery**
- To evaluate opportunities for **research, innovation, and professional development**
- To ensure adherence to **academic ethics and institutional values**
- To improve academic planning, evaluation systems, and outcomes
- To promote collaboration with industry, research institutions, and society

Overall Objective of Social Audit

- To promote **accountability, transparency, and continuous improvement**
- To assess the institution's **social responsibility and community engagement**
- To ensure alignment with **educational goals, values, and stakeholder expectations**

Standard Operating Procedure (SOP) for Social Audit

Step 1: Planning and Preparation

- Define the **purpose and scope** of the social audit
- Identify **stakeholders** (students, parents, alumni, academicians, management)
- Form a **Social Audit Committee** (faculty, students, external members if required)
- Prepare an **audit plan and timeline**

Step 2: Development of Audit Tools

- Design **questionnaires / feedback forms** for each stakeholder group
- Decide data collection methods:
 - Online surveys
 - Offline questionnaires
 - Interviews
 - Focus group discussions
- Ensure tools are **simple, unbiased, and confidential**

Step 3: Data Collection

- Collect feedback from:
 - Students on academics and facilities
 - Parents on communication and student welfare
 - Alumni on curriculum relevance and career outcomes
 - Academicians on teaching, research, and academic support
- Ensure **voluntary participation and anonymity**

Step 4: Data Compilation and Analysis

- Compile responses systematically
- Analyze data using:
 - Percentages
 - Charts and tables
 - Qualitative comments
- Identify **strengths, weaknesses, and areas for improvement**

Step 5: Validation and Review

- Discuss findings with:
 - Social Audit Committee
 - Department representatives
 - IQAC (if applicable)
- Cross-check results for **accuracy and fairness**

Step 6: Preparation of Social Audit Report

- Prepare a detailed report including:
 - Objectives
 - Methodology
 - Stakeholder-wise findings
 - Key observations
 - Recommendations
- Use **clear language and evidence-based conclusions**

Step 7: Disclosure and Communication

- Share key findings with:
 - Management
 - Faculty
 - Students and parents (summary)
- Maintain transparency through meetings or reports

Step 8: Action Plan and Implementation

- Develop an **Action Taken Report (ATR)**
- Assign responsibilities and timelines
- Implement corrective and improvement measures

Step 9: Monitoring and Follow-up

- Monitor implementation of recommendations
- Conduct periodic reviews
- Use outcomes for **continuous institutional improvement**

Step 10: Documentation and Record Maintenance

- Maintain records of:
 - Audit tools
 - Responses
 - Reports
 - Action plans
- Preserve documents for **future audits and accreditation purposes**

LIBRARY

Library

The Central library is a storehouse of knowledge. The total Library build up area is 5340 sq. Feet with the seating capacity for about 150 readers. It is well stocked and presently has a total collection of over 39832 volumes on different subjects with Indian and Foreign Books. It subscribes totally 180 Periodicals including 95 peer review journals.

PG Library

The PG Library has including a stock of 12346 volumes, and it subscribes to 46 periodicals out of which are 32 National Journals and 14 International Periodicals.

LIBRARY WORKING HOURS

Name of the Library	College Working Days	Saturdays & Vacations	Sundays
Central Library	9.00 am to 6.00 pm	10.00am to 4.00 pm	10.00 am to 1.00 pm
PG Library	9.00 am to 6.00 pm	10.00am to 4.00 pm	-

Rules and Regulations

1. Access to the library is through a non – transferable ID Card, issued by the college.
2. Books can be borrowed for a period of 15 days. If a book is not returned on the due date, a fine of Re. 1/- per day will be levied.
3. However, PG students are allowed to renew the books for a further period of 15 days, provided no other student has applied for the same book.

Digital Library

- † The Digital Library is furnished with 18 systems including of IBM Strong Server.
- † There is a collection of 3718 selected CDs and DVDs.
- † Bar coded identify for all books.
- † An OPAC search for easy location of books.
- † The digital section is powered with N-list online database which has 6,000+ e-journals and 31,35,000+ e-books.
- † The College has online membership with the NDL (National Digital Library) and NPTEL (National Programme on Technology Enhanced Learning), etc by UGC- MHRD
- † It's also providing E-learning through NPTEL online Web and video courses in various disciplines stream at digital Library

Internet Access

Free Internet facility is offered to students. Services such as printouts, CD Access, CD and DVD Writing Services, Scanner Services, Reprographic Services and Green Digital Library Strong Services are also available.

CD –Rom/Back Issue Periodicals

The students can borrow one CD/Back issue of periodicals for a period of 2 days. Penalty of Rs. 1/- per day will be levied, if they fail to return the CD/Back issue periodicals on or before the due date

Book Bank

Library has excluding 238 Books at Book Bank for underprivileged students to learn them. **Hostel**

Hostel facilities are provided separately for ladies with facilities for entertaining and recreation at moderate fee.

Rules and Regulations

1. Discipline of the highest order is to be maintained in the hostel.
2. Skipping Classes and unauthorized staying in the hostel without proper permission from the Warden / Principal will be viewed seriously
3. Guests or day scholars are not permitted in the hostel room.
4. Hostellers are expected to take their food in the mess on time, announced from time to time.

5. Compulsory study hours will be followed between 8.45 p.m. and 10.00 p.m. every day.
6. Hostellers are not permitted to go out in the morning or evening without the written permission from the Warden/Principal.
7. No student will be permitted to enter or leave the hostel after 7 p.m.
8. Students must submit leave applications, duly signed by respective HODs and Principal to avail leave.
9. Guests shall be met in the Guest Room.
10. Hostellers are not permitted to have vehicles, radios, two-in ones or television sets.
11. Cell phones, pagers and accessories of such kind are not entertained.
12. Consumption of alcohol, smoking or playing cards inside the hostel is an offence.
13. Valuables like jewels, cash, etc. should be taken care of the individual. The authorities are in no way responsible for the loss or theft of the same in the regard.
14. No private tour organized by the students is encouraged.
15. Mess bills should be promptly paid before 20th of every month.
16. Hostellers can take their examinations only after producing 'No Dues' certificate from the hostel warden. Genuine grievances, if any should be represented to the Warden in written form.
17. Hostellers are accountable for the damage of furniture, fittings, etc.
18. No reduction in mess bill will be allowed for those going on leave for a period of less than three days.

EXAMINATION SYSTEM

Process of Examination and Assessment for the students admitted during the Academic Year 2024-2025 onwards.

1.0 Process of Examination and Assessment under CBCS Blended with OBE

1.1 The course of study in UG and PG programmes shall be based on the pattern of CBCS with continuous internal assessment (CIA) and comprehensive external examination (CEE) for each of the core / elective / allied / language / practical papers.

1.2 The odd semester classes shall commence in June / July and those of even semester in

December. CEE shall be held as the end semester examinations the examination of the odd

semester shall be scheduled in November / December and that of the even semester in April /May.

1.3 Each candidate in a UG programme shall earn a minimum of 140 credits, which include credits for language papers / ancillary / core / elective / practical papers and extension activities. Each candidate in a PG programme shall earn a minimum of 90 credits, which include credits for core / elective / supportive / practical papers.

1.4 There shall be a provision for earning additional credits by the candidates who opt for extra credit courses, viz., online

SWAYAM/MOOC, value added and certificate courses each having at least 2 credits.

1.5 The extra credit courses shall not be considered for computing the CGPA (Cumulative Grade Point Average).

2.0 Components for Internal Assessment and Distribution of Marks for CIA and CEE

2.1 Tests, assignments and seminars shall be the components for continuous internal assessment. A maximum of 40 percent marks in the case of the total 50 / 75 / 100 marks and 50 percent marks in the case of the total 50 / 100 / 200 marks shall be allotted under continuous internal assessment in each theory paper offered by the Department.

2.2 The distribution of marks for CIA and CEE theory (core / elective / allied / SBC) subjects are as given under:

Paper	Maximum Marks	Marks for		Components for CIA		
		CIA	CEE	Tests	Attendance	Other*
Theory(Core/Allied/Elective/SBC)	50	0	50	-	-	-
Theory(Core/Allied/Elective/SBC)	75	25	50	15	5	5
Theory(Core/Allied/Elective/SBC)	100	25	75	15	5	5

*Components for 'others' may include the following:

Seminar, Class Participation, Case Studies Presentation, Field Work, Field Survey, Group Discussion, Term Paper, Workshop / Conference Participation, Presentation of Papers in Conferences, Quiz, Report / Content Writing, etc.

2.3 Seminar Split up

S.No	Seminar split up	Marks
1	Content	1
2	Flow of the presentation	2
3	Stage management and Body language	2
	Total	5

2.4. Attendance Break up

S.No	Attendance split up	Marks
1	65% to 74%	2
2	75% - 80%	3
3	81% - 90%	4
4	91% - 100%	5

2.5 The distribution of marks for CIA and CEE for practical (core / elective) subjects is as given under:

Paper	Maximum Marks	Marks for		Components for CIA		
		CIA	CEE	Tests	Observation Note	Record Note
Practical (Core/Allied/ SBC)	50	0	50	-	-	-
Practical (Core/Allied/ SBC)	75	25	50	15	5	5
Practical (Core/Allied/ SBC)	100	40	60	30	5	5

2.6 The Distribution of Marks for CIA and CEE for project / dissertation is as given under:

Paper	Maximum Marks	Marks		
		CIA	CEE	
			Evaluation	Viva-voce
Project (Core)	100	50	30	20
Project (Core)	150	75	50	25
Project (Core)	200	100	60	40

2.7 External Marks for Core/Allied/SBC Practical: (Maximum 50)

Maximum Marks : 50		
S.No	Comprehensive Examination	Distribution of Marks
1	Observation & Record	10
2	Program – I Algorithm Coding Execution	5 10 5 Total (20)
3	Program – II Algorithm Coding Execution	5 10 5 Total (20)
Total		50

2.8 External Marks for Core/Allied Practical :(Maximum 60)

Maximum Marks : 60		
S.No	Comprehensive Examination	Distribution of Marks
1	Observation & Record	10
2	Program – I Algorithm Coding Execution	05 10 10 TOTAL (25)
3	Program – II Algorithm Coding Execution	05 10 10 TOTAL (25)
Total		60

2.9 Internal Marks for Practical (Maximum 25)

Maximum Marks : 25		
S. No	Comprehensive Examination	Distribution of Marks
1	Observation & Record	10
2	Test -1 Test -2	7. 5 7. 5
Total		25

2.10 Internal Marks for Practical (Maximum 40)

Maximum Marks : 40		
S. No	Comprehensive Examination	Distribution of Marks
1	Observation & Record	10
2	Test -1	15
	Test -2	15
Total		40

2.11 Internal Marks for Project Work (Maximum 50)

S.No	Internal Marks	Distribution of Marks
1	Review –I	15
2	Review –II	15
3	Documentation & Final Review	20
	Total	50

2.12 Internal Marks for Project Work (Maximum 75)

S.No	Internal Marks	Distribution of Marks
1	Review –I	20
2	Review –II	20
3	Documentation & Final Review	35
	Total	75

2.13 Internal Marks for Project Work (Maximum 100)

S.No	Internal Marks	Distribution of Marks
1	Review –I	30
2	Review –II	30
3	Documentation & Final Review	40
	Total	100

2.14 Project Viva Voce

The under graduate final year students who have undergone for project work in the 5th or 6th semester shall be done individually. Project Co-coordinators will guide the students. Project can be done in the concerned field. Project reviews shall be conducted twice in which the progress of project work shall be evaluated by respective project guides. Viva-Voce shall be conducted in the presence of external examiners.

2.15 Institutional Training:

The students who have opted for institutional training programme, after completing their third and fourth semester. During the fourth and fifth semester he/she should submit the report to the department and attend the viva voce examination conducted by the department, comprehensive examination in order to complete the degree.

2.16 Regulation for online courses (Extra Credit Course)

The Students can take up any online courses from the reputed online education portal such as NPTEL, SWAYAM MOOCS, Udemy, edX, courser. The students must complete the course before the commencement of semester examination in order to obtain an additional credit of 2 points.

2.17 Placement activities are included in addition to the NSS/NCC/Sports/Extension activities component. The mark distribution is:

S.No.	Component	Marks
a	NSS/NCC/Sports/External activities	10
b	Attending placement training	10
c	Attending the all placement drives	20
d	Receiving Offer Letter	10
	Total Marks	50
	Credits	2

2.18 Two tests (Test 1 and Test 2) for continuous internal assessment for each core / elective / supportive papers offered in a semester shall be conducted in the following manner:

Test 1 may be the unit-based test

Test 2 may be the model test.

50% weightage to each of Test 1 and 2

It is mandatory for every student to attend the entire test in every subject.

2.19 The average of two or three assignments for continuous internal assessment for each core / elective papers offered in a semester shall be taken as the marks for the assignment component.

2.20 At least one seminar / one component in 'others' category shall be considered to arrive at the marks for seminar / others component

3.0 Modalities for Implementing Internal Assessment Scheme

- 3.1** Marks of the students for each of the internal assessment components shall be uploaded in the prescribed web portal within the dates specified by the Office of the Controller of Examinations in each semester.
- 3.2** Each student in a UG programme shall secure a minimum of 40% out of the maximum marks in the internal assessment. (That is, 10 marks out of 25 marks)
- 3.3** Each student in a PG programme shall secure a minimum of 50% out of the maximum marks in the internal assessment. (That is, 12.5 marks out of 25 marks)
- 3.4** There shall be a provision for reappearance for improving the marks in the internal assessment within the duration of the semester (in case of non- attainment of minimum of 10 / 12.5 marks) before the stipulated date of uploading the marks in the portal.
- 3.5** Internal Reddressal Committee within the department shall function as a redressal cell to deliberate upon and redress the grievances of the students relating to internal assessment.

4.0 Award of Degree

- 4.1** A candidate who secures a minimum of 40% of marks in the internal assessment as well as in the end semester examination and a minimum aggregate of 40% marks in both continuous internal assessment and end semester examination in each paper shall be deemed to have passed the course for the award of the degree in UG programme.

4.2 A candidate who secures a minimum of 50% of marks in the internal assessment as well as in the end semester examination and also a minimum aggregate of 50% marks in both continuous internal assessment and end semester examination in each paper shall be deemed to have passed the course for the award of the degree in PG programme.

4.3 A candidate who secures a minimum of 9.0 out of 10 CGPA (Cumulative Grade Point Average) and above in aggregate comprising both continuous internal assessment and end semester University examination shall be deemed to have passed the examination in **FIRST CLASS WITH EXEMPLARY**, provided the candidate has passed all the examinations prescribed for the course in the first appearance.

4.4 A candidate who secures a minimum of 7.5 out of 10 CGPA (Cumulative Grade Point Average) and above in aggregate comprising both continuous internal assessment and end semester University examination shall be deemed to have passed the examination in **FIRST CLASS WITH DISTINCTION**, provided the candidate has passed all the examinations prescribed for the course in the first appearance.

4.5 A candidate who secures a minimum of 6.0 out of 10 CGPA and above comprising both continuous internal assessment and end semester University examination in aggregate shall be deemed to have passed the examination in **FIRST CLASS**.

4.6 A candidate who clears all the papers prescribed for the course in the FIRST APPEARANCE shall be eligible for Ranking/Distinction.

5.0 Pattern of Question Paper for Comprehensive External Examination (CEE) 5.1 Practical Subjects

The pattern of question paper may not be common for all the disciplines. Various patterns exist for science laboratory courses. A maximum of 25 / 40 marks out of 75 / 100 marks shall be allotted for each of the practical papers in the end semester examination. The respective Boards of Study shall decide on the pattern of question paper as per their requirements.

5.2 Pattern of Question Paper – (for core – theory, allied, elective and SBC subjects)

A maximum of 75 / 50 out of 100 / 75 marks shall be allotted for each of the core, allied, elective and SBC papers. The question paper for each of the core, allied, elective and SBC papers shall consist of three sections. While Section A shall contain 10 objective type questions, Section B and Section C shall contain questions of descriptive nature. Internal choice (either / or type) shall be given in Section B and Section C. In Section A, there shall be two questions each with four multiple choices from each of the five units. In Sections B and C, there shall be two questions with internal choice (either/or type) from each of the five units.

Case I: Maximum of 50 Marks in Comprehensive External Examination

The question paper for each paper shall consist of three sections. While Section A shall contain 10 objective type questions, Section B and Section C shall contain questions of descriptive nature. Internal choice (either / or type) shall be given in Section B and Section C. In Section A, there shall be two questions each with four multiple choices from each of the five units. In Sections B and C, there shall be two questions with internal choice (either/or type) from each of the five units. There shall be some flexibility to have minor changes in the pattern as approved by the Boards of Study

Case II: Maximum of 75 Marks in Comprehensive External Examination

The question paper for each paper shall consist of three sections. While Section A shall contain 10 objective type questions, Section B and Section C shall contain questions of descriptive nature. Internal choice (either / or type) shall be given in Section B and Section C. In Section A, there shall be two questions each with four multiple choices from each of the five units. In Sections B and C, there shall be two questions with internal choice (either/or type) from each of the five units. There shall be some flexibility to have minor changes in the pattern as approved by the Boards of Study

For Pre Model, Model and Comprehensive Examination - Under Graduate Programme and Post Graduate Programme

Maximum Marks : 100 / Time 3.00 Hrs

Section – A	(10×1=10)	Each question carries one mark	Ten Multiple Choice Questions
Section – B	(5×8=40)	Each question carries eight marks	Internal Choice
Section – C	(5×10=50)	Each question carries ten marks	Internal Choice

Maximum Marks : 75 / Time 3.00 Hrs

Section – A	(10×1=10)	Each question carries one mark	Ten Multiple Choice Questions
Section – B	(5×5=25)	Each question carries five marks	Internal Choice
Section – C	(5×8=40)	Each question carries eight marks	Internal Choice

Maximum Marks : 50 / Time 3.00 Hrs

Section – A	(10×1=10)	Each question carries one mark	Ten Multiple Choice Questions
Section – B	(5×3=15)	Each question carries three marks	Internal Choice
Section – C	(5×5=25)	Each question carries five marks	Internal Choice

Maximum Marks : 45 / Time 3.00 Hrs

Section – A	(10×1=10)	Each question carries one mark	Ten Multiple Choice Questions
Section – B	(5×2=10)	Each question carries two marks	Internal Choice
Section – C	(5×5=25)	Each question carries five marks	Internal Choice

6.0 Attendance Requirements for appearing for Comprehensive Examinations

Students shall be regular in attending their classes. They will be permitted to appear for the Comprehensive Examinations (CE) only if they secure not less than 75% of Attendance during the concerned Semester.

If the student has an Attendance of 65% to 74%, the Principal has the discretion to condone and permit the student to appear for the Comprehensive Examinations on reasonable grounds.

A student's attendance which ranges between 50% and 64% will not be permitted to write the Comprehensive Examinations of the Current Semester. However he/she shall be permitted to go to the next semester and he/she has to compensate the lack of attendance in that Semester. In case, he/she is unable to compensate the lack of attendance, he/she has to **re-do the course** by joining the previous semester. The Internal Assessment marks earned by the student will have no value and he/she has to earn his/her Internal Assessment marks afresh.

The opportunity of carrying forward the lack of attendance is possible only once during the entire period of course of study. This combination of lack of attendance can be done only between subsequent semesters, i.e., 1 and 2, or 2 and 3, or 3 and 4, or 4 and 5, or 5 and 6.

If a student has availed the opportunity to compensate once and lacks attendance in any of the subsequent semesters, he/she has to re-do that semester in the next year by joining as a fresh candidate. For example, if the student has to re-do the third semester (July-November), he/she has

to be at home during December-May Semester and has to re-join during July/ November), session next year.

In the case of a student's attendance falling below 50% in any semester, he/she will not be permitted to appear that Comprehensive Examination. Further he/she will not be permitted to go to the next Semester, since he/she cannot compensate the deficiency of Attendance in the next Semester, even if he/she attends 100% of the classes. In such case, the student has to redo the course, by joining the semester, during which the attendance was lost.

7.0 Methods of Examinations

- Unless otherwise specifically provided for, examinations shall be conducted by one or more of the following methods: -
 - a) Written
 - b) Practical
 - c) Oral
- Candidates must answer the question papers, except in the case of languages other than English, in English, unless otherwise stated.

8.0 Instructions to Candidates

1. Every student shall register for the college examination of the relevant semester in which s/he to obtain promotion to the next semester.
2. Every student who is eligible to write the examination should submit his/ her application through the Principal / HOD before the last date mentioned.
3. Candidate should ensure that they receive their hall tickets at least two days prior to the examinations, provided they have adequate attendance and paid required examination fees.

4. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. Students will not be permitted to enter the examination hall without their ID card.
6. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the COE through the Principal/HOD, as the case may be.
7. The candidates should enter the examination room at least 15 minutes before the commencement of examination and shall not leave the room during the last five minutes. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before three hour after the commencement of examinations.
8. Students should be seated in the examination hall by 9.45 AM in the morning session and 1.45 PM in the afternoon session. Students shall not be permitted after 10.30 AM in the morning session and 2.30 PM in the afternoon session will not be permitted to write the examination.
9. Students are not allowed to stand or cluster around the examination hall.
10. Wearing of T-shirt is not permitted during the examinations.
11. Any student found guilty of using unfair means of any nature shall be liable for disciplinary action.
12. Candidates are permitted to use only blue or black ink pens for writing examinations. No other coloured inked pens are allowed for writing the exam.

13. No materials except writing materials and hall ticket shall be allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.
14. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behaviour in the examination room, use of unfair means etc., are liable to be punished as per college rules.
15. The candidate should write their Register numbers, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also they are not permitted to write Register number anywhere over main book.
16. They should not write anything on the question paper other than his/her name and register number.
17. Strict silence should be maintained in the examination hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.
18. They should return all answer books before leaving the room. Candidates are not permitted to leave the examination hall without the permission of the invigilator during the course of the examination.

19. Candidates are forbidden to ask questions of any kind during the examination. Superintendents are instructed to refuse to answer any inquiries whatsoever related to the question papers, whether as explanation of meaning or correction of typographical errors. Candidates are not allowed to write anything except the register number on the question papers supplied to them.
20. Leaving examination hall early/Surrender of Question Paper.
21. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in. They should not be permitted to leave the hall after keeping their answer books in their seats.

8.0 Punishment for Malpractice

The following will be the penalties for malpractices in the Comprehensive Examinations.

All cases of malpractice in the Comprehensive Examinations will be placed before the Examination Committee, for conducting enquiry and awarding of suitable punishment.

Rule: 1 Candidates writing his/her Sessional Marks in the Answer Script and requesting for a pass

A written warning will be served, stating that the recurrence of this malpractice will attract penalties including cancellation of the examination written. However, the result of the examination taken by the candidate prior to the date of malpractice will be published.

Rule: 2 Candidates writing an appeal to the Examiner coupled with a promise of any form of consideration

A written warning will be served, stating that the recurrence of this malpractice will attract penalties including cancellation of the examinations written.

Rule: 3 Candidates found in possession of Material Written in the form of Printed, Xeroxed/Cyclostyled/Hand Written or in any other means, i.e. Written on Paper, Hand, Cloth, Cell Phone, Scale, Furniture, etc. but not found to have copied from the above

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in **that semester (Including the ensuing supplementary examinations) and all the examinations of the next semester**. However, the results of the examination taken by the candidate prior to the date of malpractice will be published. The final decision will be taken by the Examination Committee which will be final and binding in all cases.

Rule: 4(a)

Candidates found copying from any Incriminating Materials Owned or Written or in any other means, i.e. written on Paper, Hand, Cloth, Scale, Cell Phone, and Furniture or Answer Book of another candidate

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the

examinations, if any, in that semester (including the ensuing supplementary examinations) and all the examinations of the next semester. However, the results of the examination taken by the candidate prior to the date of malpractice will be published.

Rule: 4 (b)

Candidates being abetted by another candidate but not in possession of any incriminating materials/and not made use of in the examinations.

The candidates will be permitted to continue to write that examination and the rest of the examinations of that semester. However, the results will be withheld till such time a decision is taken by the Examination Committee. However, the results of the examinations taken by the candidate prior to the date of malpractice will be published.

Rule: 5 Inserting previously Written Answer Sheets brought from Outside, Aiding or Assisting for copying from Main Book Pilfered already or passing on Written Bits for copying

The particular examination taken by the candidate will be cancelled and the candidate will not be permitted to write the rest of the examinations, if any, in that semester. The candidate will also be debarred from writing the subsequent semester examinations that follow, including supplementary/additional examinations. However, the results of the examinations written prior to the date of malpractice will be published.

Rule: 6 Candidates refusing to accompany the Hall Superintendent to the Chief Superintendent or the Principal on account of his/her Malpractice or Exhibiting Verbal Resistance inside or outside the Examination Hall or Running out of the Examination Hall with or without the Answer Script

The particular examination taken by the candidate will be cancelled and the candidate will be debarred also from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the results of the examinations written prior to the date of malpractice will be published.

Rule: 7 Candidates leaving the Examination Hall within 45 minutes from the Time of Commencement of Examination, with or without Question paper/Answer paper

The particular examination taken by the candidate will be cancelled and he/she will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the results of the examinations written earlier will be published.

Rule: 8 Candidates knocking away his/her own or any other candidates answer scripts from the Table

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including Supplementary/Additional Examinations. However, the result of the examinations written earlier will be published.

Rule: 9 Candidates knocking away the Question Papers or Answer Papers from the Chief Superintendent/Hall Superintendent or any other Officials who carries them

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the Examinations, if any, in that Semester, including Supplementary/Additional Examinations. Also the candidate will be debarred from writing the subsequent Semester Examinations that follow. Further, the results of the Examinations written earlier to the Date of Malpractice in that Semester will not be published.

Rule: 10 Candidates employing somebody to write examinations (a case of impersonation) if such person happens to be our college student

The particular Examination taken by the candidate will be cancelled and the candidate and the person who impersonated him will be debarred from writing the rest of the examinations, if any, in that Semester, including Supplementary/Additional Examinations. In addition, they will be debarred from writing all examinations in the five subsequent semesters. The results of the examination already written prior to the date of malpractice will not be published.

Rule: 11 Candidates employing some Outside Person or Old Student to Write Examination in his / her place (a case of impersonation)

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the

examinations, if any, in that semester, including supplementary/additional examinations and also, the candidate will be debarred from writing

^ All papers in six subsequent semester examinations. Further, the results of the examinations written prior to the date of malpractice will not be published. A police complaint may also be preferred, if it is deemed fit by the higher authorities of the College.

Rule: 12 Candidates threatening or abusing or showing physical resistance to the Invigilators or any other college personnel or exhibiting insubordinate behaviour inside or outside the Examination Hall

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Also, the candidate will be debarred from writing all the papers in the six subsequent semester examinations. Further, the results of the examinations written prior to the date of the malpractice will not be published.

Rule: 13 Candidates Manhandling/Causing Physical Injury to the Chief Superintendent/Hall Superintendent/any other officials connected with the examinations

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional

examinations. Further, the candidate will be debarred from writing all the papers in the six subsequent semester examinations. In addition, the results of the examinations written prior to the date will not be published. A police complaint may also be preferred if it is deemed fit by the higher authorities of the College.

Rule: 14 Candidates Committing Forgery either prior or during the Examination

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Further, the candidate will be debarred from writing all papers in the six subsequent semester examinations. In addition, the results of the examinations written prior to the date of malpractice will not be published. A police complaint may also be preferred if it is deemed fit by the higher authorities of the College.

Rule: 15 In case of any kind of Malpractice as detailed above during the Pre Model and Model Examination

The particular Examination shall be cancelled and the paper will not be valued. No re examination for the particular paper will be conducted. Permission for writing the subsequent Tests/Examinations of the concerned Pre Model /Model Examination shall be taken by the Examination Committee which shall be final and binding in all cases.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Functions

- Enhances the quality improvements in the academic process and exercises the pre accreditation process.
- Develops the system for conscious and consistent improvements in the overall performance of the institution at all levels.
- Develops quality parameters for the activities of the college.
- Creates the student-centric teaching learning environment for ensuring quality.
- Solicits and implements the feedback/suggestions from stake holders on quality related issues.
- Creates quality consciousness among students and teachers.
- Documents the steps for quality enhancement.
- Maintains the Institutional database.
- Prepares annual quality assurance report (AQAR) for NAAC to be submitted at the end of each academic year.
- Ensures the quality of academic programs.
- Integrates the modern methods of teaching and monitors the effect on the students' performance.

IQAC COMPOSITION

S.No	Name and Designation	Category
1.	Dr.D.Kalaivani , Principal	Chairman
2.	Mrs. Jaishree Suryakumar, CEO & Secretary	Management Representative

3.	Mr. V. Murugesan, Head, Dept of Computer Science	IQAC Coordinator
4.	Mr. P.M.Mohanar ,Vice President , Luker Electric Technologies	Industrial Expert
5.	Mr.S.Sakthivel, AGM- HRD, Indo Shell Cast Pvt. Ltd,	Industrial Expert
6.	Mr. Jayaram, Founder, Aswam Infotech Private Ltd, Kovaipudur.	Local Society Member
7.	Ally S. Prabakaran, Association of Alliance Club, District Chairman Cancer Awareness Program, Coimbatore	Stake Holder
8.	Mr.Mohammed Asik, Senior Software Developer, Avatu , Pune	Employer
9.	Dr. P. Shanthini, HOD, Commerce PA	Teaching Member
10.	Dr. A.Sulekha, HoD, Commerce	Teaching Member
11.	Ms. S.Sreepa , Asst.Prof, English	Teaching Member
12.	Ms. S.Priyadharshini , Asst Prof, BCA	Teaching Member
13.	Mr. I. Sudhakar, Asst Prof, BSc CS	Teaching Member

14.	Mr. B. Ramesh, Asst Prof, BSc IT & CT	Teaching Member
15.	Ms. T. Rosy B.Com CA	Teaching Assistant
16.	Ms. D. Sathiya Priya B.Com PA	Teaching Assistant
17.	Ms. M. Kavitha, Asst Prof, B.Com CS & IT	Teaching Member
18.	Ms. V. Nisha	Management UG & PG
19.	Ms. R. Karthika, Asst Prof, B.Sc Maths	Teaching Member
20.	Dr. M. Evangelin, Asst Prof, B.Sc Viscom	Teaching Member
21.	Ms S.Priyanka, HR & AO	Administrative Official
22.	Ms D. Subashri, Office Assistant	Administrative Official
23.	Mr. N. Balamurali, Senior Executive, Infosys	Alumni
24.	D. Madhan, II B.Sc CS	Student Member

25.	Arunkumar, III B.Com IT	Student Member
26.	Sanika Prabhakaran , II MBA	Student Member

COMMITTEES

The following Committees have been constituted in the college for the Academic Year

2025-2026 to carry out various activities with effect from 1/06/2025. The Principal will be the Chairman of all the Committees.

ACADEMIC COUNCIL MEMBERS		
S.No	Name and address	Category
1	Dr. D. Kalaivani, Principal, VLBJCAS	Chairman
2	Dr. T. Karuppusamy, Controller of Examination, VLBJCAS	Controller of Examination
3	Dr.M.Rajkumar Professor, Department of Environmental Science, Bharathiar University, Coimbatore-641046	University Nominee
4	Dr.P.Sakthivel Professor, Departmental of Nano Science and Technology, Bharathiar University, Coimbatore-641046	University Nominee

5	Dr.N.Geetha Professor , Department of Botany, Bharathiar University, Coimbatore-641046	University Nominee
6	Dr.T.Sivakumar Principal RVS College of Arts and Science Coimbatore - 641 402	External Expert
7	Dr.S.Sivagnanam Assistant Professor Department of Commerce Government Arts College Coimbatore - 641 018	External Expert
8	Dr.A.V.Senthilkumar Professor , Department of MCA, Hindustan College of Arts and Science Coimbatore-641028	External Expert
9	Dr.M.Umamaheswari Research Coordinator and Associate Professor, Department of Management, Dr.SNS Rajalakshmi College of Arts and Science, Coimbatore-641049	External Expert

BOARD OF STUDIES MEMBERS**Tamil**

S.No	Name and Address	Category
1	Dr.C.Nandhini	Chairman
2	Dr.S.Rajalatha	University Nominee (Tamil)
3	Dr.N.Renuka	University Nominee (Hindi)
4	Dr.S.Bharani	Subject Expert
5	Dr.S.Padmavathi	Subject Expert
6	Dr.DhilpKumar	Industrial Expert
7	Mrs.Shalna Padmanabhan	Subject Expert
8	Dr.G.Sujathabai	Subject Expert (Malayalam)
	All the faculty members	

English

1	Mrs.R.P.Revathi	Chairman
2	Dr.K.Nagarathinam	University Nominee
3	Dr.S.Nagalakshmi	Subject Expert
4	Dr.S.Selvalakshmi	Subject Expert
5	Mr.Lokesh	Industrial Expert
6	Ms.S.Mohana Bharathi	Alumni
	All the faculty members	

Management (UG)-BBA

1	Dr.S.Venkatachalam	Chairman
2	Dr.D.Jayanthi	University Nominee

3	Dr.S.Jegadeeswari	Subject Expert
4	Dr.Chitramani	Subject Expert
5	Mr.A.Anand Kumar	Industrial Expert
6	Mr.M.Narayana Sakthi	Alumni
	All the faculty members	
Management (UG) – BBA (CA)		
1	Dr.S.Venkatachalam	Chairman
2	Dr.Preetha F.James	University Nominee
3	Dr.J.Sudarvel	Subject Expert
4	Dr.A.Martin	Subject Expert
5	Mr.J.Pragadeesh Kumar	Industrial Expert
6	Mr.S.Vishnu priya	Alumni
	All the faculty members	
Management (UG) – BBA (AVIATION)		
1	Dr.S.Venkatachalam	Chairman
2	Dr.T.Sudha	University Nominee
3	Mrs.N.Subha	Subject Expert
4	Dr. V.SureshKumar	Subject Expert
5	Mr. Navieen Baskar	Industrial Expert
	All the faculty members	

Management (PG)		
1	Dr.U.Archana	Chairman
2	Dr.J.Clement Sudhahar	University Nominee
3	Dr.V.Savitha	Subject Expert
4	Dr.A.Dharmaraj	Subject Expert
5	Dr.R.Maheswaran	Industrial Expert
6	Mrs.M.Sruthi	Alumni
	All the faculty members	
Commerce		
1	Dr.A.Sulekha	Chairman(UG)
2	Mrs.T.Merlin Usha	Chairman(PG)
3	Dr.S.Rani Lakshmi	University Nominee
4	Dr.B.Arthi	Subject Expert
5	Dr.D.Mahila vasanthi Thangam	Subject Expert
6	Mr.Sukumar Rangappan	Industrial Expert
7	Ms.Nandhini R	Alumni
	All the faculty members	
Commerce (CA)		
1	Dr.P.Maheswari	Chairman

2	Dr.S.Arunpriya	University Nominee
3	Dr.R.Velmurugan	Subject Expert
4	Dr.A.Vennila	Subject Expert
5	Mr.Suriya	Industrial Expert
6	Ms.K.Shanmugapriya	Alumni
	All the faculty members	

Commerce (CS)

1	Dr.N.Latha	Chairman
2	Dr.M.Sivasubranian	University Nominee
3	Dr.L.Jagadeesan	Subject Expert
4	Dr.P.Devi	Subject Expert
5	Mr.M.Sadam Hussain	Industrial Expert
6	Mr.M.Sathish Kumar	Alumni
	All the faculty members	

Commerce (IT)

1	Dr.N.Latha	Chairman
2	Dr.A.Kumaresan	University Nominee
3	Dr.T.K.Senthil Kumar	Subject Expert
4	Ms.H.Lakshmi priya	Subject Expert
5	Mr.S.Kannan	Industrial Expert
6	Ms.Joklin Annam	Alumni
	All the faculty members	

Commerce (PA)		
1	Dr.P.Shanthini	Chairman
2	Dr.S.Rajam	University Nominee
3	Dr.P.Deivanai	Subject Expert
4	Dr.V.Madhankumar	Subject Expert
5	CA.D.Shiva Roopa Ganesh	Industrial Expert
6	Mr.S.Saravana Balaji	Alumni
	All the faculty members	
BCA		
1	Dr.K.Kumaravel	Chairman
2	Dr.K.Sivakumar	University Nominee
3	Dr.N.Thangarasu	Subject Expert
4	Dr.V.Kumutha	Subject Expert
5	Mr.N.Balasubramaniam	Industrial Expert
6	Mr.N.A.Karthick	Alumni
	All the faculty members	
Computer Science		
1	Mr.V.Murugesan	Chairman
2	Dr.E.Chandra	University Nominee
3	Dr.P.Tamil Selvan	Subject Expert
4	Dr.D.Ambika	Subject Expert
5	Mr.M.Kannan	Industrial Expert
6	Mr.A.R.Karthikeyan	Alumni
	All the faculty members	

Information Technology		
1	Dr.A.Prakash	Chairman
2	Dr.R.Sudha	University Nominee
3	Dr.N.Krishnaveni	Subject Expert
4	Dr.K.Devasenapathy	Subject Expert
5	Mr.M.Sreedevi	Industrial Expert
6	Ms.M.Keerthana	Alumni
	All the faculty members	
Computer Technology		
1	Dr.A.Prakash	Chairman
2	Dr.S.Meera	University Nominee
3	Dr.F.Paulin	Subject Expert
4	Dr.G.Anitha	Subject Expert
5	Mr.Mansoor Ali	Industrial Expert
6	Ms.K.Vishnu Priya	Alumni
	All the faculty members	
AI &ML		
1	Mr.N.Karthick	Chairman
2	Dr.B.Rosiline Jeetha	University Nominee
3	Dr.S.Veni	Subject Expert
4	Dr.R.Rajesh Kanna	Subject Expert
5	Mr.Bharathvaj Padmanaban	Industrial Expert
	All the faculty members	

Mathematics		
1	Mrs.M.Shyamala	Chairman
2	Dr.I.Mohammed Ali Jaffer	University Nominee
3	Dr.P.Chandra kala	Subject Expert
4	Dr.S.Revathy	Subject Expert
5	Mr.K.Thulasiraj	Industrial Expert
6	Ms.C.Chesintha	Alumni
	All the faculty members	
Catering Science & Hotel Management		
1	Mr.L.Muralidharan	Chairman
2	Mr.V.Sathish	University Nominee
3	Mr.R.Prasanth	Subject Expert
4	Mr.Tamilselvan	Subject Expert
5	Mr.Thariq Hussain	Industrial Expert
6	Mr.A.A.Azmal	Alumni
	All the faculty members	
Costume and Fashion		
1	Ms. T. Usha Nandhini	Chairman
2	Dr.K.Amutha	University Nominee
3	Dr.Ratna Usha Kumari	Subject Expert
4	Dr.S.Kavitha	Subject Expert

5	Mrs.R.Rohini	Industrial Expert
6	Ms.J.Amrita varshini	Alumni
	All the faculty members	
Visual Communication		
1	Mr. N.,Rajkamal	Chairman
2	Dr.G.Radha	University Nominee
3	Dr.E.Indira	Subject Expert
4	Dr.A.Balasubramani	Subject Expert
5	Mr.Pranav.G.Nair	Industrial Expert
6	Mr.Jerry Willson	Alumni
	All the faculty members	

Finance Committee

S.No	Name and Address	Category
1	Mr.N.Suryakumar VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	Chairman and Managing Trustee
2	Ms.Jaishree Suryakumar VLB Janakiammal College of Arts and Science, Kovaipudur,	CEO&Secretary
3	Dr.D.Kalaivani	Principal

	VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	
4	Ms.J.Jasmine Finance Officer, VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	Finance Officer
5	Dr.P.Shanthini, Head, Department of Electronics, VLB Janakiammal College of Arts and Science, Kovaipudur, Coimbatore-641 042	Teaching Nominee

Non Statutory Committees for the Academic Year 2024-2025

The following are the details of Non statutory Committees, Centres, Clubs and Cells which have been re-constituted from the Academic year 2024-2025 and onwards.

SL. No	NAME OF THE COMMITTEE	CO ORDINATOR(S)	MEMBERS
1	Library	Dr.R.Maheshkumar (HoD- Library) Ms.G.Karthika (B.Com)	Ms.M.A.Regina Banu (Math)

2	Academic Audit	Mr.A.Prakash – MBA Dr.M.Kavitha - B.Com CS IT	All Hods
3	Academic Calendar	Dr.K.Baby Saranya - B.Com Fintech with AI Ms.R.Anushya - CS Dr.T.Karuppusamy - COE - Mathematics	Ms.E.Arulmozhinayaki - Eng Mr.V.Raguprasath - Designer
4	Planning & Evaluation and Budget	Dr.S.Radhika - B.Com.PA Ms.M.Sharmila - CDF Mr.N.Gokulakannan - Mathematics	Ms.G.Sangeetha - IT CT Ms.Jenifer Mercy - MBA Ms.Sajitha - IoT
5	Grievances & Redressal - Internal Compliance Committee	Ms.R.Karthika – Mathematics Ms.S.Shakila Banu - Math	Mr.M.Sabareedharan - BBA
6	Newsletter & Magazine	Ms.M.Cindhuja Kohilavani – Eng Dr.A.Nirmala - Tamil	Ms.P.Veeralakshmi - Eng
7	Press & Media	Ms.N.Gowri Priya - Ac.Coord. Mr.Raguprasath - Designer Ms.R.P.Revathi - Eng	Dr.T.Johnson - Eng Dr.R.Sindhuja – B.Com CA
8	External Reviews & Branding	Mr.N.Rajkamal - Viscom Mr.Mohammed Chanmydeen (Digital Marketing) Ms.Tarunika (Social Media) Dr.C.Nandhini – Tamil	Mr.Mathan Sys. Admin & Lab.Assts.

		All HoDs	
9	Log Book Audit Committee	Dr. P. Shanthini Dr.K.Kumaravel - BCA	Nil
10	ICT Tools Review Committee	Mr.I.Sudhakar – CS Dr.P.V.Shridevi - Tamil	Nil
11	Social Audit	Dr. U. Archana (HOD-MBA) Mr. A. Prakash - MBA	Ms.G.Vidhya - BBA
12	Admission *	Dr.N.Latha - B.Com CS IT Dr.P.Maheswari - B.Com CA Dr.T.Johnson - Eng Mr.M.Santhosh Kumar – Eng	All Faculties
13	V-Connect (Alumni) *	Mr.M.Mahendiran – BCA Mr.J.Shanmugaprabhu - MBA	Ms.Jeeva Violet - Lib Assist.
14	SQAC *	Ms.C.Malathi – BBA Ms.S.Ranjani - CS	Ms.S.Priya Dharshini - BCA
15	V- Launch (Placement) *	Mr.C.Arun Raj - Placement Officer Dr.S.Venkatachalam - BBA AVM Mr.C.J.Jomon Joe - Viscom	<u>Ms.I.Dharshana - CS</u> <u>Ms.D.Sathyapriya - B.Com PA</u> <u>Mr.K.Ashwajith - AI & ML</u>

		Mr.Azeez - Malayalam Ms.Prameela - Tamil	
16	Sports *	Dr.J.Golda – PD Mr.K.Dhayalan - PD Mr.M.Surya - PD	Dr.P.V.Sridevi - Tamil Ms.P.Vaishali - Eng
17	Hostel - Boys * Hostel - Girls	Mr.M.Sabareedharan - BBA Ms.R.Rathinam – Tamil Ms.S.Priyanka - A O	Nil

CLUBS:

Sl. No	NAME OF THE CLUB	CO ORDINATOR(S)	MEMBER(S)
1	Quiz Club	Ms.S.Shakilabanu – Mathematics Dr.A.Vennila - B.Com.PA	Ms.K.Remya - B.Com CS IT
2	Cyber Safe Club	Mr.I.Sudhakar – CS Mr.B.Ramesh - IT CT	Ms.I.Dharshana - CS
3	IoT Innovation Club	Mr.E.Karthikeyan – CS Ms.S.Shameena - B.Com CS IT	Ms.Vanithamani - AI & ML

4	Robotics & Drone Club	Dr.A.Hemalatha – IoT Dr.S.Sumithra - CS	Mr.K.Ashwajith - AI & ML
5	AI Aspirants Club	Ms.S.Poongodi – BCA Ms.V.Sangavi - IT CT	Ms.Nisha - MBA
6	Social Media Club	Dr.C.Nanthini – Tamil Ms.Tarunika - SMM	Mr.Mohammed - Digital Marketing
7	Virtual Club (Amirta Nodal Center)	Ms.S.Geethapriya - IT CT Ms.V.Vidhya - BCA	Nil
8	Dance Club	Ms.K.Sasikala - B.Com Ms.S.Sreepa - Eng	Ms.P.Veeralakshmi - Eng
9	Music Club	Dr.P.V.Sridevi – Tamil Ms.A.Saniya - CDF	Ms.S.Shakilabanu - Math
10	Theatre Club(Literary&Drama)	Ms.D.Rathina priya – Eng Ms.R.Prameela - Tamil	Nil
11	Photography Club	Mr.C.J.Jomon Joe – Viscom Ms.G.Pranamya - Viscom	Nil

12	Book Readers Club	Ms.N.Prakathi – Eng Ms.K.Ajisha - Eng	Nil
13	Thirukkural Club	Ms.S.T.Vadivukarasi – Tamil Ms.R.Prameela - Tamil	Nil
14	Muthamil Mandram Club	Dr.A.Nirmala – Tamil Dr.P.V.Sridevi - Tamil	Nil
15	V L Balakrishna Naidu - Research Endowment	Dr.P.Maheswari - B.Com CA Dr.P.Shanthini - B.Com PA	Mr.S.Ragul Roshan - B.Com PA
16	G D Naidu Endowment - Science & Technology	Dr.K.Kumaravel – BCA Dr.A.Hemalatha - IoT	Ms.M.Sumathi - IT CT
17	C K Prahalad Endowment - Commerce & Mngt. Studies	Dr.S.V.Anitha - B.Com Mr.A.Anas Mohammed - B.Com CS IT	Ms.K.A.Catherine - Eng
18	V L B Janakiammal Alumni Endowment	Mr.M.Mahendiran – BCA Mr.B.Ramesh - IT CT	Ms.N.Prakathi (English) Dr.B.Rameshkumar (B.Com CS&IT)
19	P V Sindhu Sports Endowment	Dr.J.Golda – PD Mr.K.Dhayalan - PD	Mr.M.Surya – PD

CENTERS:

Sl.No	NAME OF THE CENTER	CO ORDINATOR(S)	MEMBER(S)
1	NSS	Mr.C.Ranjith Kumar – Math Dr.G.Sangeetha - B.Com	Dr.S.Sivasubramani - Tamil
2	NCC	Mr.M.Surya – PD Mr.K.Noel Binny - CS	Nil
3	Nammazhwar & Eco	Mr.A.Subash - B.Com.CA Ms.G.Vidhya - BBA	Ms.M.Sajitha - IoT
4	YRC/RRC	Ms.S.T.Vadivukarasi – Tamil Ms.S.Sreepa - Eng	Ms.P.Veeralakshmi - Eng
5	UBA	Mr.G.Subash Chandrabose – BBA Ms.S.Poongodi - BCA	Ms.D.Sathiya Priya - B.Com PA
6	OBC & SC/ST (inclusive Education)	Dr.G.Sangeetha - B.Com Ms.K.Uma Maheshwari - B.Com.CA	Ms.Muthusubha - Office
7	NAD-ABC (Digi Locker)	Ms.S.Geethapriya - IT CT Mr.S.Raghul Roshan - B.Com PA	Nil
8	Rotract Club	Dr.A.Prakash - IT CT Ms.M.Sumathi - IT CT	Ms.T.Rosy - B.Com CA
9	V - Compete (Competitive Examination Study Center)	Ms.R.Sudha – MBA Ms.M.Shahitha Banu - B.Com.CA	Ms.K.Remya - B.Com.CS IT Ms.M.Sajitha - IoT
10	V - Global (Global Edu Center - GEFCF & Foreign Languages)	Mr.K.Duraipandi – Eng Ms.M.Cindhuja Kohilavani - Eng	Ms.Sabeena - B.Com.PA
11	Value Added Courses	NCVRT - Dr.N.Latha - B.Com.CS IT IBM - Dr.P.Preetha – IoT IIT - Dr.R.Francina Pracila Mary - B.Com.CA ICT - Ms.A.Deepa – CS NPTEL/MOOC/SWAYAM - Dr.M.Mahesh Kumar – Lib Online Courses - Dr.S.Sumithra - CS	Ms.S.Shameena - B.Com.CS IT Mr.M.Santhosh Kumar – Eng Ms.Sabeena - B.Com.PA Ms.J.Jenifer Mercy – MBA Ms.S.Muthukannu - B.Com.CA

			Ms.S.Ranjani – CS Dr.A.Askar Ali Jinna - B.Com.CS IT Ms.G.Karthika - B.Com
12	Center for FDP	Dr.R.Murugalakshmi (B.Com) Ms.Nazma Haroon (BBA)	Ms.T.Rosy - B.Com CA Ms.S.Priya Dharshini - BCA
13	Center for Women Empowerment	Dr.C.Nanthini - Tamil Ms.T.Usha Nanthini – CDF Dr.J.Golda - PD	Ms.Vanithamani - AI & ML
14	Anti-Ragging	Ms.M.Shyamala – Math Mr.M.Sabareedharan – BBA	Mr.S.K.Ravichandra n - BCA
15	Anti-Drug	Mr.M.Mahendiran – BCA Mr.J.Shanmugaprabhu - MBA	Ms.Jeeva Violet - Lib Asst.
16	V Voice - Student Council, Counseling & Discipline	Ms.M.Prabha - Eng Ms.R.Anushya - CS Dr.M.Mahesh Kumar - Lib	<u>Mr.R.Sathish -</u> <u>B.Com .CS IT</u> <u>Dr.K.Baby</u> <u>Saranya - B.Com</u> <u>Fintech with AI</u> <u>Dr.Nandhini -</u> <u>Tamil</u> <u>Mr.Sabareedhar</u> <u>an - BBA</u> <u>Mr.Muralidhara</u> <u>n - CS & HM</u>
17	Staff Welfare	Ms.M.Nazma Haroon – BBA Mr.A.Karthick Prakash - CS & HM	Ms.K.Ajisha - Eng
18	Yoga & Meditation	Mr.J.Balakrishnan - B.Com Ms.M.A.Regina Banu - Math	Nil
19	Nutrition	Mr.R.Aravindhkumar - CS & HM Mr.K.Dhayalan - PD	Nil
20	Alert Golden Army	Ms.B.S.Sukanya - IT CT Ms.S.Poongodi - BCA	Nil
21	Financial Literacy	Ms.S.Archana - B.Com.CS IT Ms.S.Shameena - B.Com CS IT	Nil
22	YI - Yuva	Dr.T.S.Veena - B.Com.CS IT Ms.S.Ranjani - CS	Ms.Nisha - MBA Ms.T.Rosy - B.Com PA
23	EDC	Dr.P.Preetha – IoT Dr.S.V.Anitha - B.Com	Mr.R.Ajith Kumar - CS & HM Ms.Vanithamani -

			AI & ML
24	IIC & IGNITE	Dr.S.Samson Dinakaran – CS Dr.R.Rukshana Begum - B.Com.CS IT	Ms.A.Saniya - CDF
25	V - IAIC (Industry Academia Interface Cell)	Dr.P.Shanthini - B.Com.PA Dr.K.Kumaravel - BCA	All HoD's
26	IPR	Mr.N.Karthik - AI & ML Mr.N.Karthik - AI & ML	Mr.A.Anas Mohammed - B.Com.CS IT
27	RDC	Dr.A.Sulekha - B.Com	<u>Ms.Nathiya - AI & ML</u> <u>Dr.S.Sumithra - CS</u> <u>Dr.S.Saranyadevi - Eng</u> <u>Dr.R.Sudha - MBA</u> <u>Dr.R.Mahesh Kumar - Lib</u> <u>Dr.P.V.Sridevi - Tamil</u> <u>Dr.A.Kumaravel - BCA</u> <u>Dr.R.Francina Pracila Mary - B.Com.CA</u> <u>Dr.A.Vennila - B.Com PA</u> <u>Dr.U.Archana - MBA</u> <u>Dr.T.Karuppusamy - Mathematics</u> <u>Mr.R.Aravindhkumar - CS & HM</u> <u>Dr.M.Evangelin - Viscom</u> <u>Ms.M.Sharmila - CDF</u>

CENTRES

Centre for Research

College has Centre for Research to promote Research Activities among the students, researchers and faculty members with the following objectives:

- To promote excellence in research of various disciplines of our Institution.
- To create research ambience by promoting innovations in established and emerging technologies.
- To motivate the researchers to get financial assistance from various funding agencies.
- To improve quantity and quality of research related activities.
- To create an environment of socially useful research undertaking with potential for commercialization.
- To motivate interdisciplinary collaboration and partnership Research. **Functions**
- Organize Faculty Development Programmes and Seminars.
- Organize National and International Level Conferences.
- Invite eminent Experts & Researchers in various areas of interest for knowledge sharing.
- Apply for financial assistance from various funding agencies.
- Generate more number of Doctorate degrees.

- Motivate the Faculty Members and Research Scholars to publish in refereed Journals with good Impact factor and present their research papers in National and International Conferences.

Centre for Faculty Development

Faculty development is an essential element of Institutional effectiveness. Faculty professional development contributes to the effective use of emerging technologies and establishes a firm foundation for the overall development of high quality programs. Faculty development programmes include the four possible types of development: personal (interpersonal skills, career development, and life planning issues); instructional (course design and development, instructional technology); organizational (ways to improve the institutional environment to better support teaching); and professional (ways to support faculty members so that they fulfill their multiple roles of teaching, research, and service). Faculty development has a critical role to play in promoting academic excellence and innovation.

Centre for Human Excellence

The Centre for Human Excellence objective is to promote the following:

- To achieve peace, prosperity, health, happiness, harmony and wisdom to one and all.
- To empower the mind and body of every person through yoga practice.

- To promote equal opportunities to women students and prepare them to be equal partners in physical, mental, spiritual and social aspects.

Centre for Community Extension Service

The Centre for Community Extension Service is committed to promoting social responsibility and active citizenship among students. Our mission is to extend learning beyond the classroom by engaging in meaningful outreach activities that benefit society. Through awareness programs, health camps, environmental initiatives, and donation drives, we address key social issues while fostering empathy and leadership skills.

We collaborate with NGOs, healthcare institutions, and local communities to create a positive impact. By participating in these initiatives, students not only contribute to societal well-being but also develop essential life skills such as teamwork, problem-solving, and communication. The Centre for Community Extension Service serves as a platform for students to cultivate a sense of civic duty and responsibility while enhancing their personal and professional growth.

Centre for Competitive Examinations

The purpose of the Centre is to help students to appear for the competitive examinations, arrange the sufficient programs for the students to make them aware about the competitive examinations and its strategy. It provides the examination details then and there and also provides the effective trainings to reach their goal with great success. It motivates the students to learn about the competitive exam preparation with some useful

tips. It helps to bring out the success of the students with the assistance of ICT based teaching and learning. It provides guidance for the stress free examination along with some motivational tips to grab the opportunities for successful life.

Centre for Skill Development

A Centre for Skill Development aims to enhance students' employability and entrepreneurial potential by offering practical, hands-on training across diverse sectors such as technology, entrepreneurship, and vocational skills. Its core objective is to bridge the gap between the competencies demanded by industry and those currently held by the workforce. This includes fostering the skills and knowledge necessary for individuals to initiate and expand their own businesses. Additionally, the centre focuses on identifying emerging technological domains, designing relevant training programs, and maintaining high quality standards in skill delivery.

VLBJ IGNITE-Incubation Centre

IGNITE Incubation Centre is dedicated to fostering innovation and entrepreneurship by providing comprehensive support and resources to startups. Its mission is to transform innovative ideas into viable and successful businesses. The centre offers a wide range of services, including structured incubation programs, expert mentorship, funding assistance, and access to essential infrastructure such as laboratories, co-working spaces, and prototyping facilities. In addition to supporting existing startups, VLBJ IGNITE also plays a vital role in cultivating an entrepreneurial mind-set among students by expanding

awareness of startup possibilities and opportunities within the academic community. Through workshops, networking events, and collaborative initiatives, the centre aims to inspire and empower the next generation of entrepreneurs.

Nodal Center

Nodal Centers play a pivotal role in ensuring the effective implementation and success of the programs or initiatives they support. Their overarching goal is to contribute meaningfully to the achievement of these objectives by serving as key coordination and support hubs. Nodal centers facilitate the exchange of knowledge, resources, and best practices among participating institutions or stakeholders, thereby promoting collaboration, learning, and continuous improvement across the network.

Student Counselling Center

Student Counselling Centers are dedicated to supporting students' personal, academic, and career development through a range of professional services. These centers provide guidance, counseling, and emotional support to help students effectively navigate challenges such as academic stress, personal issues, decision-making, and career planning. By fostering well-being and resilience, Student Counselling Centers play a crucial role in helping students achieve their goals and thrive within their educational environment.

STUDENT ASSOCIATION AND CLUBS

Student Association of our college provides a state of the art facility for the use of the campus and conducts various programs that meet the daily needs of our constituents. It also offers educational and entertainment activities to the campus community.

Student Union & Activities is committed to the values of:

- Mutual respect
- Cooperation and communication
- Creativity and innovation
- Community service and leadership
- Academic and intellectual freedom
- Pursuit of excellence
- Public accountability
- Diversity

Active participation in club activities imparts leadership quality, organizing skills and team spirit. To improve the students' employability and career skills, personality development and soft skill development programmes are regularly conducted in the campus with the view of enhancing the personality as well as the soft skills ability of the students.

LIST OF PUBLIC HOLIDAYS

S.No	Holiday	Date	Day
1.	Bakrid (Eid al Adha)	07.06.2025	Saturday
2.	Muharram	6.07.2025	Sunday
3.	Independence Day	15.08.2025	Friday
4.	Krishna Jayanthi	16 .08.2025	Saturday
5.	Ganesh Chaturthi	27.08.2025	Wednesday
6.	Milad-un-nabi	05.09.2025	Friday
7.	Gandhi Jayanti	02.10.2025	Thursday
8.	Ayutha Pooja	01.10.2025	Wednesday
9.	Vijaya Dashami	02.10.2025	Thursday
10.	Deepavali	20.10.2025	Monday
11.	Christmas Day	25.12.2025	Thursday
12.	New Year's Day	01.01.2026	Thursday
13.	Pongal	15.01.2026	Thursday
	Thiruvalluvar Day	16.01.2026	Friday

14.	Uzhavar Thirunal	17.01.2026	Saturday
15.	Republic Day	26.01.2026	Monday
16.	Thai Poosam	01.02.2026	Sunday
17.	TeluguNew Year	19.03.2026	Thursday
18.	Ramzan	21.03.026	Saturday
19.	Mahavir Jayanti	31.03.2026	Tuesday
20.	Good Friday	03.04.2026	Friday
21.	Tamil New Year's Day / Dr.B.R.Ambedkar's Birthday	14.04.2026	Tuesday
22.	May Day	01.05.2026	Friday
23.	Bakrid	28.05.2026	Thursday

CONTACT DETAILS

S.No	Name of the Committee	Contact Person	Contact Number
1	Anti-Ragging Committee	Ms.M.Shyamala - Math	9597761425
2	Internal Complaints Committee	Ms.R.Karthika - Mathematics	8144144282
3	Transport Committee	Mr.T.Karthikkeyan	9655019922

CLASS TIMINGS

Timings	Hours
09.45 am – 10.35 am	First hour
10.35 am – 11.25 am	Second hour
11.25 am – 11.45 am	Break
11.45 am – 12.35 pm	Third hour
12.35 pm – 1.20 pm	Lunch
1.20 pm – 2.10 pm	Fourth hour
2.10 pm – 3.00 pm	Fifth hour
3.00 pm – 3.45 pm	Sixth hour

ACADEMICSCHEDULE2025–2026**JUNE 2025**

Date	Day	No.of days	Dept/Comm/Asso /Club	Event
1	Sun	-		Holiday
2	Mon		College	Re-opening of college for Faculty, All staff meeting
3	Tue			
4	Wed			
5	Thu			
6	Fri			
7	Sat	-	Bakrid	Holiday
8	Sun	-		Holiday
9	Mon			
10	Tue			
11	Wed			
12	Thu			
13	Fri			
14	Sat			Working Day for Faculty
15	Sun	-		Holiday
16	Mon	1	College	Reopening for II- and III-year students

17	Tue	2		
18	Wed	3		
19	Thu	4		
20	Fri	5		
21	Sat	-		Holiday
22	Sun	-		Holiday
23	Mon	6		
24	Tue	7		
25	Wed	8	College	Reopening for I year UG students
26	Thu	9		
27	Fri	10		
28	Sat	-		Working Day for Faculty
29	Sun	-		Holiday
30	Mon	11		
JULY 2025				
Date	Day	No.of days	Dept/Comm/Ass o/Club	Event
1	Tue	12		

2	Wed	13		
3	Thu	14		
4	Fri	15		
5	Sat	-		Holiday
6	Sun	-	Muharam	Holiday
7	Mon	16		
8	Tue	17	COE	Calling of Elective/Allied List from Department
9	Wed	18		
10	Thu	19		
11	Fri	20		
12	Sat	-		Working Day for Faculty
13	Sun	-		Holiday
14	Mon	21		
15	Tue	22		
16	Wed	23		
17	Thu	24		
18	Fri	25		
19	Sat	-		Holiday
20	Sun	-		Holiday

21	Mon	26	COE	Last Date of Pre-model Examination Question paper Submission
22	Tue	27		
23	Wed	28		
24	Thu	29		
25	Fri	30		
26	Sat	31		Working Day
27	Sun	-		Holiday
28	Mon	32		
29	Tue	33		
30	Wed	34		
31	Thu	35		
AUGUST2025				
Date	Day	No.of days	Dept/Comm/Ass o/Club	Event
1	Fri	36		
2	Sat	-		Holiday
3	Sun	-		Holiday

4	Mon	37	College	Reopening for I year PG students
5	Tue	38		
6	Wed	39		
7	Thu	40	COE	Pre-Model Examination Begins for UG
8	Fri	41		
9	Sat	42		Working day
10	Sun	-	-	Holiday
11	Mon	43		
12	Tue	44		
13	Wed	45		
14	Thu	46	COE	Pre-Model Examination ends for UG
15	Fri	-	NCC/NSS	Independence Day NCC-Cadets-Parade
16	Sat	-	Krishna Jayanthi	Holiday
17	Sun	-		Holiday
18	Mon	47		

19	Tue	48		
20	Wed	49		
21	Thu	50		
22	Fri	51		
23	Sat	52		Working day
24	Sun	-		Holiday
25	Mon	53		
26	Tue	54		
27	Wed	-	Vinayaka Chathurthi	Holiday
28	Thu	55		
29	Fri	56		
30	Sat	57		Working Day
31	Sun	-		Holiday

SEPTEMBER2025

Date	Day	No.of days	Dept/Comm/Asso /Club	Event
1	Mon	58		

2	Tue	59		
3	Wed	60		
4	Thu	61		Workshop on Intellectual Property Rights and Innovation
5	Fri	-	Milad-un-Nabi/Onam	Holiday
6	Sat	--		Holiday
7	Sun	-		Holiday
8	Mon	62		
9	Tue	63		
10	Wed	64		
11	Thu	65		
12	Fri	66		
13	Sat	67		Working Day
14	Sun	-		Holiday
15	Mon	68		Last date of Model Examination Question paper submission
16	Tue	69		

17	Wed	70		
18	Thu	71		
19	Fri	72		Workshop on Outcome Based Education
20	Sat	-		Workshop on Outcome Based Education
21	Sun	-		Holiday
22	Mo n	73	COE	
23	Tue	74		
24	Wed	75		
25	Thu	76		
26	Fri	77		
27	Sat	78		Working Day
28	Sun	-		Holiday
29	Mo n	79		

30	Tue	80		
OCTOBER2025				
Date	Day	No.of Days	Dept/Comm/ Asso/Club	Event
1	Wed	-	Ayutha Pooja -Holiday	
2	Thu	GandhiJayanthi\ VijayaDasami—Holiday		
3	Fri	81		
4	Sat	-		Holiday
5	Sun	-		Holiday
6	Mon	82	COE	Model Examination Begins
7	Tue	83		
8	Wed	84		
9	Thu	85		
10	Fri	86		
11	Sat	87		Working Day
12	Sun	-	Holiday	
13	Mon	88	COE	Model Examination Ends
14	Tue	89		
15	Wed	90	COE	Commencement of Comprehensive

				Practical Examination
16	Thu	91		
17	Fri	92		
18	Sat	93		
19	Sun	-		Holiday
20	Mon	-	College	Deepavali-Holiday
21	Tue	-		Holiday
22	Wed	94		
23	Thu	95		
24	Fri	96	COE	End of Comprehensive Practical Examination
25	Sat	97		
26	Sun	-		
27	Mon	98	COE	Commencement of Comprehensive Theory Examination Institutional CDC Meeting
28	Tue	99		
29	Wed	100		Capacity Building Program on E Content Development

30	Thu	101		
31	Fri	102		
NOVEMBER2025				
Date	Day	No.of days	Dept/Comm/ Asso/Club	Event
1	Sat	-		
2	Sun	-		Holiday
3	Mon	103		
4	Tue	104		
5	Wed	105		
6	Thu	106		Interschool Talent Fest Science Expo for School Students (IX-XII Grade) – Viva Yuva 2025
7	Fri	107		
8	Sat	108		
9	Sun	-		Holiday
10	Mon	109		
11	Tue	110		
12	Wed	111		
13	Thu	112		
14	Fri	113		
15	Sat	-		Board of Studies Meeting

16	Sun	-		Holiday
17	Mon	114		
18	Tue	115		
19	Wed	116		
20	Thu	117		
21	Fri	118	COE	End of Comprehensive Theory Examination
22	Sat	119		
23	Sun	-		Holiday
24	Mon	120		
25	Tue	121	COE	Central Valuation begins
26	Wed	122		
27	Thu	123		
28	Fri	124		
29	Sat	125	COE	Central Valuation Ends
30	Sun	-		Holiday

DECEMBER- 2025

Date	Day	No.of days	Dept/Comm/Asso/Club	Event
1	Mon			College Reopens for Faculty for Even Semester
2	Tue		COE	Meeting of Result Passing Board (National Pollution Control Day)
3	Wed		COE	Date of Publication of Results 24 th Academic Council Meeting

4	Thu			
5	Fri	1	College	College Reopens for Students - Even Semester Begins
6	Sat	2		Working Day
7	Sun	-		Holiday
8	Mon	3		
9	Tue	4		
10	Wed	5		
11	Thu	6		
12	Fri	7		
13	Sat	8		Working Day
14	Sun	-		Holiday
15	Mon	9		
16	Tue	10		
17	Wed	11		
18	Thu	12		
19	Fri	13		
20	Sat	14		Working Day
21	Sun	-		Holiday
22	Mon	15		
23	Tue	16		
24	Wed	17		

25	Thu			Christmas Holidays Begins
26	Fri			
27	Sat			
28	Sun	-		Christmas Holidays Ends
29	Mon	18		
30	Tue	19		Institution CDC Meeting
31	Wed	20		

JANUARY 2026

Date	Day	No.of days	Dept/Comm/Asso/C lub	Event
1	Thu	-	New Year	
2	Fri	21		
3	Sat	22		Working day
4	Sun	-		Holiday
5	Mon	23		
6	Tue	24		
7	Wed	25		
8	Thu	26	COE	Last Date of Pre-model Examination Question paper Submission
9	Fri	27		
10	Sat	28		Working Day
11	Sun	-		Holiday
12	Mon	29		
13	Tue	-	Bogi Pongal	

14	Wed	-	Pongal	
15	Thu	-	Thiruvalluvar Day	
16	Fri	-	Uzhavarthirunal	
17	Sat	30		Working Day
18	Sun	-		Holiday
19	Mon	31		
20	Tue	32		
21	Wed	33		
22	Thu	34		
23	Fri	35		
24	Sat	36		Working day
25	Sun	-		Holiday
26	Mon	-	Republic Day	
27	Tue	37		
28	Wed	38		
29	Thu	39		
30	Fri	40		Pre-Model Examination Begins for UG
31	Sat	41		Working Day

FEBRUARY 2026

Date	Day	No.of days	Dept/Comm/Asso/Club	Event
1	Sun	-	Thaipooosam	Holiday
2	Mon	42		
3	Tue	43		
4	Wed	44		

5	Thu	45		
6	Fri	46		Pre-Model Examination ends for UG
7	Sat	47		Working Day Board of Studies Odd Semester
8	Sun	-		Holiday
9	Mon	48		
10	Tue	49		
11	Wed	50		
12	Thu	51		
13	Fri	52		
14	Sat	53		Graduation Day (Tentatively)
15	Sun	-		Holiday
16	Mon	54		
17	Tue	55		
18	Wed	56		
19	Thu	57		
20	Fri	58		
21	Sat	-		Graduation Day (Tentatively)
22	Sun	-		Holiday
23	Mon	59		
24	Tue	60		
25	Wed	61		
26	Thu	62		
27	Fri	63		
28	Sat	64		Working Day

MARCH 2026				
Date	Day	No.of days	Dept/Comm/Asso/Club	Event
1	Sun	-		Holiday
2	Mon	65		
3	Tue	66		
4	Wed	67		
5	Thu	68	COE	Last Date of model Examination Question paper Submission
6	Fri	69		Yuva Utasav 2025
7	Sat	70		International Women's Day celebration
8	Sun	-		Holiday (International Women's Day)
9	Mon	71		25 th Academic Council Meeting
10	Tue	72		
11	Wed	73		
12	Thu	74		
13	Fri	75		Annual Day & sports day
14	Sat	76		Working Day
15	Sun	-		Holiday
16	Mon	77		
17	Tue	78		
18	Wed	79		

19	Thu	80		
20	Fri	-	Telugu new year	
21	Sat	-	Ramzan	
22	Sun	-		Alumni Interaction
23	Mon	81		
24	Tue	82	COE	Model Examination Begins
25	Wed	83		
26	Thu	84		
27	Fri	85		
28	Sat	86		Bus Day (Afternoon) Hostel Day (Evening)
29	Sun	-		Rendezvous Ceremony (Placement Day)
30	Mon	87		
31	Tue	-	Mahaveer Jayanthi	
APRIL 2026				
Date	Day	No.of days	Dept/Comm/Asso/Club	Event
1	Wed	88	COE	Model Examination Ends
2	Thu	89	COE	Commencement of Comprehensive Practical Examinations (World Autism Awareness Day)
3	Fri	-	Good Friday	
4	Sat	90		
5	Sun	-		Holiday
6	Mon	91		
7	Tue	92		

8	Wed	93		
9	Thu	94		
10	Fri	95	COE	Award Day(Afternoon) End of Comprehensive Practical Examinations
11	Sat	96	COE	Commencement of Comprehensive Theory Examinations
12	Sun	-		Holiday
13	Mon	97		
14	Tue	-	Dr.B.R.Ambedkar birthday/Tamil new year	
15	Wed	98		
16	Thu	99		
17	Fri	100		
18	Sat	101		Working Day
19	Sun	-		Holiday
20	Mon	102		
21	Tue	103		
22	Wed	104		
23	Thu	105		
24	Fri	106		
25	Sat	107		Working Day
26	Sun	-		Holiday
27	Mon	108		
28	Tue	109		

29	Wed	110		
30	Thu	111		
MAY 2026				
Date	Tue	No.of days	Dept/Comm/Asso/C lub	Event
1	Fri	-	May Day	
2	Sat	-		
3	Sun	-		Holiday
4	Mon	112		
5	Tue	113		
6	Wed	114		
7	Thu	115		
8	Fri	116		End of Comprehensive Theory Examination (World Red cross Day)
9	Sat	117		Central Valuation begins
10	Sun	-		Holiday
11	Mon	118		
12	Tue	119		
13	Wed	120		Central Valuation Ends
14	Thu	121		
15	Fri	122		
16	Sat	-		
17	Sun	-		Holiday
18	Mon	123		Meeting of Passing Board
19	Tue	124		Publication of Results

20	Wed	125		
21	Thu	126		
22	Fri	127		
23	Sat	128		
24	Sun	-		Holiday
25	Mon	129		
26	Tue	130		
27	Wed	-	Bakrid	
28	Thu	131		
29	Fri	132		
30	Sat	133		
31	Sun	-		Holiday