



CALENDAR

2019 - 2020

Visionary Women

**SRI KANYAKA PARAMESWARI
ARTS AND SCIENCE COLLEGE
FOR WOMEN**

STUDENT DATA FORM

GENERAL INFORMATION

(Record your details exactly as in +2 Mark Sheet)

Affix your
stamp size
Photograph

Name (in Block Letters):

Roll Number: Register Number:

Department: Year:..... Date of Admission :.....

Date of Birth: Blood Group:..... Aadhaar Card No. :.....

Community: GEN / BC / MBC / SC / ST / DNC Height:Cm., Weight:Kg.

CONTACT DETAILS

Father's Name / Guardian's Name :

Mother's Name :

Occupation of Father : Occupation of Mother :

Office Address :

.....

Father's Mobile No. : Mother's Mobile No. :

Residential Address :

.....

.....

Student's Mobile No. : Mode of Transport :

Email ID :

I have read the rules and regulations of the college and agree to abide them

STUDENT'S SIGNATURE

PARENT'S / GUARDIAN'S
SIGNATURE

STUDENT DATA FORM

GENERAL INFORMATION

(Record your details exactly as in +2 Mark Sheet)

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Mother's Name :

Occupation of Father : Occupation of Mother :

Office Address :

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Father's Mobile No. : Mother's Mobile No. :

Residential Address :

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Student's Mobile No. : Mode of Transport :

Email ID :

I have read the rules and regulations of the college and agree to abide them

STUDENT'S SIGNATURE

PARENT'S / GUARDIAN'S
SIGNATURE

శ్రీ కన్యకా పరమేశ్వరీ ప్రార్థనా గీతము

శ్రీ మహేశ్వరీ వాసవి నగరేశ్వరీ పరమేశ్వరీ
కామితార్థములిచ్చి బ్రోవుము కన్యకా పరమేశ్వరీ ॥ 2 ॥
దేవదేవిమహేశ్వరీ జగదీశ్వరీ భువనేశ్వరీ
కావవే మము ఎల్లవేళల కన్యకా పరమేశ్వరీ ॥ 2 ॥ ॥ శ్రీ ॥
బాలచంద్ర కిరీటధారిణి భవ్య సుందరి రూపిణి
వైశ్యవంశ యశోభివర్ధిని కన్యకా పరమేశ్వరీ ॥ 2 ॥

శ్లోకం

శ్రీ మాత్రే నమః

వందే పద్మకరాం కన్యాం
లీలహస్తాం కృపామయీమ్ ।
యోగమాయాం మహాదేవీం
వాసవీం పరమేశ్వరీమ్

సామవేదం షణ్ముఖ శర్మ

COLLEGE PRAYER

Sri Maheswari Vasavi Nagareshwari Parameswari
Kamithardamulichi Brovumu Kanyaka Parameswari (2)
Deva Devi Maheswari Jagadeeshwari Bhuvaneswari
Kavave Mamu Ella Velala Kanyaka Parameswari (2) (Sri)
Balachandra Kirita Dharini Bhavya Sundararupini
Vysya Vamsa Yashobi Vardhini Kanyaka Parameswari (2) (Sri)

SLOKA

SHREE MATHREY NAMAHA

VANDHE PADMAKARAAM KANYAAM
LEELAAHASTHAAM KRUPAAMAYEEM ||
YOGAMAAYAAM MAHADEVVEEM
VASAVEEM PARAMESHWAREEM ||

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைப்போல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து
செயல் மறந்து வாழ்த்துதுமே! வாழ்த்துதுமே!
வாழ்த்துதுமே!

- “மனோன்மனீயம்” பெ.சுந்தரம்பிள்ளை

SLOKA

1. Guru Brahma Guru Vishnu Guru Devo Maheswaraha
Guru Saakshaath Parabrahma Thasmayi sree Gurave Namaha
2. Thavameva Matha Cha Pitha Thvameva Thavameva bandushya saka thavameva
Thavameva vidhya dravinam thavameva Thavameva Savram mama Deva Deva
3. Saraswathi namasthubyam Varade Kaamaroopini
Vidhyarambam Karishyami Siddhir bavathume satha
4. Gnana nandamayam devam Nirmala spatikakruthim
Athaaram sarva vidhyanaam Hayagreevam upaasmahe
5. Bhuddhir balam yashodairyam Nirbayathvam arogatha
Ajaadyam vaakpatuuthvam cha Hanumath smaranath bhaveth.

NATIONAL ANTHEM

Jana Gana mana adhinayaka jaya he
Bharata bhagya vidhata
Punjaba Sindhu Gujaratha Maratha
Dravida Utkala Vanga
Vindhya Himachala Yamuna Ganga
Uchchala Jaladhi Taranga
Tava subha name jage, tava subha asishamahe
Gahe tavajaya gatha
Jana gana mangala dhayaka jaya he
Bharatha bhagya vidhata
Jaya he, jaya he, jaya he,
Jaya, jaya, jaya, jaya he.

PLEDGE

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

HISTORY OF THE COLLEGE

Sri Kanyaka Parameswari Arts & Science college for Women is located at No.1. Audiappa Street, Chennai - 600 001, the busiest commercial Area. Sri Kanyaka Parameswari Devasthanam embarked 299 years of religious service towards humanity. The charity established Sri Kanyaka Parameswari Arts & Science College for Women to promote women's education in Chennai. The college was incepted in the year 1999 with a strength of 133 students, admission to the fullest capacity then, comprising of 3 courses. With the constant support of Management, Faculties, Parents and Students, the college has risen to the heights of attaining 10 UG and 4 PG courses and a research course in M.Phil., & Ph.D., Part Time (Commerce) in Shift - I and 4 UG Courses in Shift - II. The college management committee aims at giving quality education, infuse self confidence and courage in the minds of young girls who are the future makers of our country along with imparting the value of Indian tradition and culture. The college functions with the Motto of 3Ps, Perseverance, Performance & Progress and provides Central Government Certified Courses through women empowerment program and also inculcates value system through life skills programme. Having successfully completed 20 years of service in the field of education, it has a long way to go and play an active part in the development of Indian women.

CREDENTIALS OF SKPC

- Bridge courses for all students.
- Enhances the learning process of students through various techniques like role play, group discussion, regular assignment, seminars and peer learning.
- Provides online lecture notes (OLN) to students to reach out the lecture notes any time, anywhere via the website.
- Connect 4M Webportal.
- Student Mentor system in the ratio 25 : 1. Every month 2nd and 4th week is mentor day as per schedule.
- Remedial classes for University and Pre Semester / Internal Assessment .
- Bank recruitment examination coaching is conducted by SBIOA and T.I.M.E.
- ICT facilities with applications like WI-FI, smart class room, computer labs.
- Well furnished class rooms with special amenities like projectors with audio facilities.
- Library is automated and digitalized with DELNET facility.
- The placement consortium organizes skill development programmes, guest lectures, panel discussion and invites HR from various companies, The Students are placed in TCS, INFOSYS, HCL, WIPRO, SUTHERLAND, GLOBAL SERVICES, VERTEX, HDB FINANCIAL SERVICE C&M DIGITAL SERVICES, ICICI BANK, HDFC & COGNIZANT.
- Well equipped Computer Labs, Language Lab, Commerce Lab, Psychology Lab, Interior Design Lab, Studio Lab, Printing And Dyeing Lab and Textiles & Clothing Lab.
- Empowerment programme for holistic development of the girls. The college has tie up with Ooviyas School of Design and Fine Arts to provide Central Government certified courses. The courses offered are beauty therapy, fashion designing, computing skills, bag making, herbal products, mehandi and two wheeler & four wheeler training with license.
- Grievance redressal cell, antiragging cell render service for the benefit of students.
- SKPC book bank provides books to the needy students and equips them with adequate informations.
- Financial assistance to the needy and meritorious students given through various scholarships.
- RO water facility is provided for all students.
- Highly secured campus with 24/7 CCTV surveillance .
- North Indian and South Indian food are provided in the canteen.
- Group insurance scheme that cover accident is provided for students under the student safety insurance scheme.

Dr. T. MOHANASHREE, M.A., Ph.D., P.G.D.P.R.
PRINCIPAL & HEAD, DEPARTMENT OF TELUGU

Dr. P. B. VANEETHA, M.A., M.B.A., M.Phil., Ph.D.
VICE - PRINCIPAL & HEAD, DEPARTMENT OF HINDI

Dr. M.V. NAPPINNAI, M.Com., M.Phil., M.B.A., Ph. D., SLET.
VICE - PRINCIPAL ACADEMIC & HEAD, DEPARTMENT OF CORPORATE SECRETARYSHIP

SHIFT - I
FACULTY MEMBERS

DEPARTMENT OF TAMIL

Dr. K. LAKSHMI, M.A., M.Phil., Ph.D., NET., SET.	H.O.D.
Ms. K. GANGA, M.A., M.Phil., NET., SET.	Asst. Prof.
Ms. V. SUMATHI, M.A., M.Phil., NET.	Asst. Prof.
Ms. D. VIJAYALAKSHMI, M.A., M.Phil.,	Asst. Prof.
Dr. P.S. SUJATHA, M.A., M.Phil., Ph.D.	Asst. Prof.

DEPARTMENT OF TELUGU

Dr. P.S. MYTHILI, M.A., M.Phil., Ph.D., NET.	Asst. Prof.
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DEPARTMENT OF HINDI

Dr. MADHU VINAY, M.A., M.Phil. Ph.D.	Asst. Prof.
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DEPARTMENT OF SANSKRIT

Ms. A. DURGA DEVI, M.A., M.Phil.,

DEPARTMENT OF ENGLISH

Ms. I.M. SHEEBA ALORCIOUS, M.A., M.Phil.,	H.O.D.
Ms. S. CHITRA, M.A., M.Phil.,	Asst. Prof.
Ms. B. PREETHA, M.A., M.Phil.,	Asst. Prof.
Ms. J. SUJA, M.A., M.Phil.,	Asst. Prof.
Ms. S. GEETHA, M.A., M.Phil.,	Asst. Prof.

DEPARTMENT OF COMMERCE

Dr. K. VINOTHA, M.Com., M.Phil., Ph.D., SET.	H.O.D.
Dr. A.S. NAGALATHA, M.Com., M.Phil., B.Ed., (Hindi) Ph.D., NET.	Asst. Prof. (I/c -'A' Sec)
Dr. RAJSHREE RAJESH, M.Com., M.Phil., Ph.D., SET.	Asst. Prof. (I/c -'B' Sec)
Ms. G. CHANDANA DEEPA, M.Com., M.Phil.,	Asst. Prof.
Dr. V. SAMPATHKUMARI, M.Com., M.Phil., Ph.D., SET.	Asst. Prof.
Dr. V. KRISHNA KUMARI, M.Com., B.Ed., M.Phil., Ph.D., NET., SET.	Asst. Prof.
Ms. G. ANITHA DEVI, M.Com., M.Phil., SET.	Asst. Prof.
Ms. S.V. MOHANA SUJANA, M.Com., NET.	Asst. Prof.
Dr. P. LOURDU CHRISTIANA, M.Com., M.Phil., Ph.D., SET.	Asst. Prof.
Ms. T. MEKALA, M.Com., M.Phil., M.B.A., NET.	Asst. Prof.
Ms. A.HEMALATHA, M.Com., M.Phil., NET.	Asst. Prof.
Dr. A.SRIPRIYA, M.Com., M.B.A., M.Phil., Ph.D., NET.	Asst. Prof.

DEPARTMENT OF CORPORATE SECRETARYSHIP

Ms. M. JAYANTHI, M.Com., (CS), M.Phil.,	Asst. Prof.
Ms. L. KRISHNA GOVINDAMMAL, M.Com., M.Phil., NET., SET.	Asst. Prof.
Ms. R. PAVITHRA, M.Com., M.Phil.,	Asst. Prof.

DEPARTMENT OF COMMERCE (HONS)

Dr. P. BARANI KUMARI, M.Com., M.Phil.,M.A(HRM),M.B.A., Ph.D., SET.	H.O.D.
Ms. L. MADHUMITHA, M.Com., M.Phil., NET., SET.	Asst. Prof.
Ms. P.A. THIRUPURA SUNDARY, M.Com., NET., SET.	Asst. Prof.
Ms. S. KARISHMA RUHI, M.Com., M.Phil., SET.	Asst. Prof.
Ms. P. SELVI, M.Com., NET.	Asst. Prof.

DEPARTMENT OF MANAGEMENT STUDIES

Ms. S. GOUTHAMI, M.A. (HRM), M.B.A., M.Phil.,	H.O.D.
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Ms. A. KAVIYA PRIYA, M.B.A. P.G.D.P.R., M.Phil.,	Asst. Prof.
Dr. G. NIRMALA, M.B.A. M.Phil., Ph.D., NET.	Asst. Prof.
Ms. N. HARIN JEBALYDIA, M.B.A. M.Phil.,	Asst. Prof.
Dr. G. VANITHA, M.B.A. M.Phil., Ph.D.	Asst. Prof.

DEPARTMENT OF SOCIOLOGY

Ms. V. BHANU, M.A., M.Phil., NET.	H.O.D.
Ms. V.S. RAMYA, M.A., M.Phil., SET.	Asst. Prof.
Ms. T.M. KAVITHAGAYATHRI, M.A., M.Phil., SET.	Asst. Prof.
Ms. G. BEATRICE ESTHER SHARON, M.A., M.Phil.,	Asst. Prof.

DEPARTMENT OF COMPUTER APPLICATION

Ms. M.R. SUMATHI, M.B.A., M.C.A., M.Phil., NET., SET.	H.O.D.
Ms. G. GAYATHRI, M.C.A., M.Phil.,	Asst. Prof.
Ms. R. SARADHA, M.C.A., M.Phil.,	Asst. Prof.

DEPARTMENT OF COMPUTER SCIENCE

Dr. A. SUDHA RAMKUMAR, M.C.A., M.Phil., Ph.D., SET.	H.O.D.
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Ms. B. MAIDHILI, M.Sc., (IT), NET., SET.	Asst. Prof.
Ms. D. RAMYA, M.Sc. (IT), M.Phil.,	Asst. Prof.
Dr. C. GEETHA, M.Sc. (IT), M.Phil., Ph.D.,	Asst. Prof.
Ms. P. PANDEESWARI, M.C.A., M.Phil.,	Asst. Prof.
Ms. S. GAYATHRI DEVI, M.Sc., NET.	Asst. Prof.

DEPARTMENT OF MATHS & STATISTICS

Ms. B. RANI, M.Sc., M.Phil., B.Ed., SET.	H.O.D.
Ms. P. SELVASANKARI, M.Sc., M.Phil., SET.	Asst. Prof.
Dr. V. SUDHA, M.Sc., M.Phil., Ph.D., NET.	Asst. Prof.
Ms. R. CHITRA, M.Sc., M.Phil.,	Asst. Prof.
Ms. B. ARUNA DEVI, M.Sc., M.Phil.,	Asst. Prof.
Ms. B. MANOHARI, M.Sc., M.Phil., SET.	Asst. Prof.
Ms. D. PRIYA, M.Sc., M.Phil., SET.	Asst. Prof.

DEPARTMENT OF PSYCHOLOGY

Dr. N. NIRMALA, M.Sc., M.Phil., Ph.D., SET.	H.O.D
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Ms. M. LAKSHMI, M.Sc., M.Phil., M.B.A., NET.	Asst. Prof.
Ms. C. SHANTHI, M.Sc., M.Phil.,	Asst. Prof.

DEPARTMENT OF HOME SCIENCE - INTERIOR DESIGN & DECOR

Dr. V. MEENA, M.Sc., M.Phil., Ph.D., NET.	H.O.D.
Ms. P.S. KAVITHA, M.Sc., M.Phil., NET.	Asst. Prof.
Ms. A. NIRMALA FOUSTA, M.Sc., M.Phil., NET.	Asst. Prof.
Ms. R. AMUDHA, M.Sc., M.Phil., NET.	Asst. Prof.
Ms. K. AYSHA BANU, B.Arch (ID).	Asst. Prof.
Ms. J. DHANALAKSHMI, M.Sc., M.Phil., B.Ed.	Asst. Prof.

GUEST LECTURER

DEPARTMENT OF FRENCH

Mr. E.NATARAJA RATHINAM, M.A., (French) M.Sc., M.Ed.	Asst. Prof.
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SHIFT - II FACULTY MEMBERS

Ms. T. PRATHIBHA BHARATHY, M.Com., M.Phil., M.A., (HRM), M.B.A., NET., SET.
CO-ORDINATOR & HEAD, DEPARTMENT OF COMMERCE (ACCOUNTING & FINANCE)

DEPARTMENT OF TAMIL

Dr. S. ARUL SELVAM, M.A., M.Phil., B.Ed., Ph.D., SET.

H.O.D.

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Asst. Prof.

DEPARTMENT OF COMMERCE (ACCOUNTING & FINANCE)

Ms. R. MYTHILI, M.Com., M.Phil.,

Asst. Prof.

Ms. S. SANDHYA, M.Com., M.Phil.,

Asst. Prof.

Ms. R. KANIMOZHI, M.Com., M.Phil., SET.

Asst. Prof.

DEPARTMENT OF COMMERCE (BANK MANAGEMENT)

Ms. BH. PADMAVATHI, M.Com., M.Phil., PGDHRM

H.O.D.

Ms. M. PRIYANKA, M.Com., M.Phil.,

Asst. Prof.

Ms. P.M. NITHISHA, M.Com., M.Phil.,

Asst. Prof.

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Asst. Prof.

Ms. V.S. PRIYA, M.Com., NET.

Asst. Prof.

DEPARTMENT OF ENGLISH

Ms. K. BHAVANI, M.A., B.Ed., M.Phil.,

H.O.D.,

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Asst. Prof.

Ms. S. ALISHA KUMARI, M.A., NET.

Asst. Prof.

Dr. V. INDHUMATHI, M.A., M.Phil., B.Ed., Ph.D.

Asst. Prof.

Ms. C.P. HEMAMALINI, M.A., NET.

Asst. Prof.

DEPARTMENT OF COMPUTER SCIENCE

Ms. J. GAJAVALLI, M.C.A., M.Phil., SET.

H.O.D.

Ms. V. KAMAKSHI, M.Sc., M.Phil., M.C.A.

Asst. Prof.

Ms. K. SARASWATHI, M.C.A., M.Phil., B.Ed., SET.

Asst. Prof.

Ms. C. KABILA, M.C.A., M.Phil.

Asst. Prof.

DEPARTMENT OF MATHEMATICS WITH COMPUTER APPLICATION

Ms. J. MALARVIZHI, M.Sc, M.Phil., SET.

H.O.D

Ms. K. MANJU, M.Sc., M.Phil.,

Asst. Prof.

Ms. R. VAISHALI, M.Sc., M.Phil.,

Asst. Prof.

LIBRARY

Dr. K. MALATHI, M.A., M.L.L.S., M.Phil., Ph.D.

Librarian

PHYSICAL EDUCATION

Ms. B. ANITHA, M.P.Ed., M.Phil.,

Physical Directress

UNIVERSITY REPRESENTATIVE

Dr. RAJSHRI SRIPATHY

Asst. Professor and Head i/C

Dept. of Indian Music, University of Madras

LEGAL ADVISORY COUNCIL

Mr. K. SRINIVASA MURTHY, B.Com., M.L.

Mr. D. KUMARAVEL, B.Sc., M.L.

COMPUTER LAB TECHNICIAN

Ms. G. MEENAKUMARI, M.Sc., M.Phil., HDSE

Ms. P. SASI REKHA RANI, M.Com., PGDCS, PGDCA

Ms. J. SUMITHRA, M.Com.

NON - TEACHING STAFF

Mr. V. BADRI NARAYANAN, B.Com.

Assistant Manager

Mr. G.S. VIKRAM BABU, B.Com., M.A.

Accountant

Ms. A.R. SHIRISHA, B.Com., (CS)

Accounts Assistant

Mr. C. BADRI NARAYANAN

Clerk

Ms. R.REVATHI, B.Com.

Clerk

Ms. P. MUNIRATHNAM, B.Com.

Clerk

Ms. A. MADHUMATHI, M.A.

Clerk

Ms. S. KALPANA, B.Sc.

Clerk

Ms. S. NITHYA DEVI, C.L.I.S.

Library Assistant

Ms. R.PREMA

Attender

Ms. M. PARIJATHAM

Attender

Mr. P. NAGARAJA

Attender

Mr. S. MURALI

Attender

Ms. O. RAJALAKSHMI

Sweeper

Ms. K. VENKATALAKSHMI

Sweeper

Ms. R. VIJAYA

Sweeper

Ms. R. SHANTHI

Sweeper

Ms. S. NAGALAKSHMI

Sweeper

Ms. K. SAVITHRI

Sweeper

Ms. M. NAGABHUSHANA

Sweeper

Ms. M. DEVI

Sweeper

Ms. K. RAMYA

Sweeper

Ms. A. BAGHYA

Sweeper

Ms. G. VICTORIA

Scavenger

Ms. P. DHANALAKSHMI

Scavenger

Ms. S. MAHALAKSHMI

Scavenger

RULES & REGULATIONS

Rules for students: DOs

- Student should be present in the college at 8.20 am for shift - I and 1.20 pm for shift - II before the bell.
- Student should wear Identity card before entering the college.
- Only vegetarian foods are allowed inside the campus.
- Student should be neatly dressed and wear long top.
- Student should be present and wear plain white salwar and kurta during national festivals celebrated by the college.
- Student should place their mobile phone or any electronic gadgets in the lockers provided inside college premises.
- College is not responsible for any personal belongings of the students.
- English is the mandatory language inside the college campus.
- It is the fundamental duty of the student to keep the college campus clean, pollution free & plastic free.
- Student should seek permission while entering the class, staff room and office.
- Student should seek prior permission incase of absence or leave.
- A letter from the parent should be submitted to the tutor in charge within two days of absence of leave.
- Student should seek prior permission before joining associations not connected with college.
- Student should be courteous and respectful to the staff.
- Student should attend the regular, soft skills & practical classes. Internal Assessment, EP and exams regularly.
- Student should pay the tuition fees within first ten working days of college without fine and within 20 days with fine of Rs.10/- per day.
- Standing order of the college is displayed in the notice board.
- Student should stay back till the end of the college function.
- Student should uphold the good name of the college.

RULES & REGULATIONS

Rules for students:

DON'Ts

- Use of mobile phones inside the college campus is strictly prohibited.
- Student Should not bring any discredit to the college.
- Student should not indulge in damaging the college properties, misuse of articles and should desist from dirtying and defacing the college campus.
- No student can leave the classroom without the permission of faculty.
- Late attendance shall be considered as violation of order and discipline.
- Late attendance during a particular period without a valid reason will result in the cancellation of attendance.
- Organizing mass absence should be avoided.
- Ragging, taking drugs, playing cards, entertaining outsiders and indulging anti social activities are serious offences and punishable.
- Holding of agitation, demonstrations and instigating violence inside or outside campus are considered as a breach of discipline.
- Loitering, shouting, whistling and causing nuisance in the college premises are strictly prohibited.
- The student will not be permitted to go out of the college for any reason during the college hours. In case of emergency parents must accompany with student while leaving the college.
- During the class hours, students should not go to canteen.
- No student should prevent other students from attending classes or any college duties.

Important Note:

Violation of the College rules shall be punishable with anyone or more of the following subject to the approval of the Management.

1. Cancellation of attendance.
2. Suspension from the College for a specific period.
3. Detention.
4. Expulsion from the College depending on the degree and seriousness of the offence.
5. Withholding or making remarks in the Transfer and Conduct Certificates.

RULES & REGULATIONS

Rules for Parents

- Student should be present at the college before 8.20 am for shift-I and 1.20 pm for shift - II.
- A fine amount of Rs. 20/- will be collected for late coming in order to inculcate discipline.
- Parents should be aware of all disciplinary actions.
- Student should not use mobile phone or electronic devices in the college campus.
- A fine of Rs.500/- will be collected from your ward if she uses mobiles or electronic device inside the campus.
- A locker is provided for keeping mobile phones in case of necessity.
- Tuition Fees should be paid within first ten working days after the reopening of college without fine and within 20 days with fine of Rs.10/- per day.
- Student name will be removed from roll for non-payment of fees and should pay a Rs.500/- as readmission fee.
- In the event of discontinuing / withdrawal of the course a requisition application duly signed by the parents / guardian should be given to the office.
- In case of withdrawal all dues should be paid such as course fee, library books and all other fees with regard to college activities.
- Exam fees, Soft skills fees, empowerment program fee, practical fees and other fees related to various courses i.e. workshops, seminars etc. should be borne by the students.
- Student should attend the Internal Assessment exams without fail, in case of absence fine amount will be collected.
- Each semester parents should ensure the day to attend Parents Teacher Meet that is mandatory.
- Your ward must have a minimum of 75% attendance, if not condonation amount should be paid to the University for having 65% -74% attendance. Others having attendance 50% - 64% are not eligible to write the University exam and less than 50% attendance have to redo the semester.
- In the event of any in-disciplinary activity or violation of rules, the Principal in consultation with college council may take any disciplinary action including expulsion against any erring student without calling for explanation from the student.
- Standing order of the college is been displayed in the college notice board.
- Students should stay back till the end of the college function.

COLLEGE COUNCIL

The College Council shall be the competent authority to amend any or all the provisions of the constitution if warranted by circumstances and also shall have the power to frame rules or by-laws subject to the provision of the rules and regulations of the College.

The opinion of the College Council on matter of discipline is final. On all other aspects it is a recommendatory body.

ELIGIBILITY CRITERIA

CLASS TOPPER

- In both the semesters there should be no arrears (Major as well as Allied, Language, English, Soft skill, Basic Tamil / Advance Tamil, NME & EVS).
- Only university marks will be considered.

COLLEGE PROFICIENCY

- Applicable only for final (3rd yr) students
- Separately given for major, Language & English
- All the three years Internal assessment marks will be considered.

UNIVERSITY PROFICIENCY

- Applicable only for passed out students
- Separately given for major, Language & English
- All the three years University Exam marks will be considered.

BEST OUT GOING

- Applicable only for final year students
- Excel in Academics (All exams, Paper Presentation)
- Participation in Co & Extra - curricular activities & Sports
- Service rendered to the college & the society

ALL ROUNDER

- Applicable only for final year students
- Versatile in Academics, Co-curricular activities, Extra curricular activities & Sports
- Service rendered to the college & the society

Internal & External Mark for the University Examination

Sl.No.	All UG / PG	INTERNAL	EXTERNAL
1.	Theory	25	75
2.	Practicals / Project / Dissertation	40	60
3.	Project for Management Studies	20	80
4.	Project - M.Com.	40	160

University Rules and Regulations

Attendance: As per University of Madras, 75% of attendance of the total working days are compulsory to attend the university exam, failing which the student has to abide by the following procedure.

Procedures:-

Percentage of attendance	Condition of Student	Procedure to be followed
65% to 74%	Eligible to write the exam on payment of condonation fee. *	An amount of Rs.250 each for theory and practical shall be paid as condonation. A medical certificate must be provided if any.
50% to 64%	Not eligible to attend the university exam, can proceed to the next year/next semester. Permitted to take university exam along with current semester as arrears.	An amount of Rs.250/- each for theory and practical shall be paid as condonation. The candidate can appear in the forthcoming semester and it will be considered as arrears
Less than 50%	Semester to be repeated / rejoining** by the candidate	Communication from university must be obtained by the candidate to rejoin / redo the semester

* Conceived/Delivery students during the course period should possess a minimum 55% of attendance for appearing the exams. The candidate must submit marriage proof/medical certificate to the University of Madras.

** Students who want to repeat the semester / rejoin the semester must enquire the concern department regarding the availability of vacancy.

SEMESTER - I, III, V

Internal Assessment - I	July 8 - July 13
Internal Assessment - II	Aug 26 - Aug 31
Internal Assessment - III Pre Semester	Oct 11 - Oct 17

SEMESTER - II, IV, VI

Internal Assessment - I	Jan 6 - Jan 11
Internal Assessment - II	Feb 3 - Feb 7
Internal Assessment - III Pre Semester	Mar 9 - Mar 14

- **Internal marks:** A Student should possess internal marks by ensuring equal performance in Internal Assessment, Assignment, Seminar & attendance, thus obtaining minimum 10 marks for UG and 13 marks for PG.
- Assignments / records and seminar are part of the internals. It should be submitted on time.

LIBRARY RULES

1. Library will be open on all working days between 8.30 am. to 6.00 pm.
2. Library is automated and digitized with DELNET facility.
3. All students are entitled to borrow books from the college library.
4. Every student is entitled to keep a book for 14 days from the date of issue.
5. Every book borrowed should be returned on the due date marked on the due slip.
6. Once borrowed the book will be reissued for the same student in case if it is not applied by others.
7. Librarian may recall the book at any time before the expiry of the due slip.
8. Absence from college will not be considered for excuse for delay in return of books.
9. A fine amount of Rs.5/- per day shall be levied in case of late return of books including holidays.
10. All payments related to books are made to librarian.
11. A student is retained from borrowing new books in case of any dues related to library.
12. Marking, underlining, tearing, folding pages or any damages caused to books are strictly forbidden.
13. Disciplinary action will be taken to the students who damage the book.
14. In case of lost or damage of books, 2 times of the cost of the book or same book will be collected and also fine amount will be collected for non returning of the book.
15. The periodicals and reference books should be utilized only inside the library. No borrowing of periodicals and journals are allowed.
16. Students shall observe silence inside the library.
17. Library should not be used for any other purposes and misuses of library is strictly forbidden.

CO-CURRICULAR & EXTRA CURRICULAR ACTIVITIES



NATIONAL SERVICE SCHEME

National Service Scheme works with an aim to inculcate the social welfare thoughts in the students, and to provide service to the society without any prejudice. By doing so, the volunteers learn to struggle and to lead a good life in the extreme scarcity of resources and to help in natural & man-made disasters by providing food, clothing & first-aid to the people.



KARUNA CLUB

Compassion is the chief law of human existence. All the programmes and activities are focussed to inculcate and develop the human values in younger generation.



ECO CLUB

The club empowers students to participate and take up meaningful environmental activities and projects. It is a forum through which students can reach out to influence, engage their peers and neighbourhood communities to promote sound environmental behaviour.



ROTARACT CLUB

The Rotaract Club brings together dynamic youngsters with a common vision to make anything and everything better - as much as is humanly possible - and serves as the perfect platform for anyone to grow and to make the society grow together - bringing together young aspirants and experienced achievers of diverse fields.



YOUTH RED CROSS

Youth Red Cross programmes are an integral part of the strategic approach; We value the diverse and important roles that young people perform as innovators, inter-cultural ambassadors, peer educators, community mobilisers, and most importantly agents of behavioural change and advocates for vulnerable people.



CITIZEN CONSUMER CLUB

Spreads awareness and develop skills relating to consumer rights.

IQAC ACTIVITIES

The IQAC (The Internal Quality Assurance Cell) of SKPC empowers institution by providing resources and voice, thus enhancing competitiveness. Believes in education planning & policy making to improve the quality and also believes in the accountability based system wherein the entire member are together responsible for the quality of the institution and work towards attaining goal. IQAC provides the resources, skills and abilities to make a difference.

IQAC through the vision and mission of the institution Enhances, Enriches and Empowers the students and faculties enable them to conquer the challenges of the life.

CREATIVITY AT ITS BEST

Aims at nurturing the spirit of entrepreneurship among students by providing a platform for challenging minds to think differently and experience hands on learning. The main objective is to tap their latent potential and transfer their knowledge into entrepreneurial skills. The courses are handled by Ooviyas school of design & fine arts, Government of India training centre- VTP registered who are providing training to students at free of cost, approved by DGE & T under the SDIS as per the approved curricula.

- Beauty Therapy
- Mehendi
- Fashion Designing
- Front office management
- Nutrition & Dietetics
- Hand made specialish

CELEBRATION GALORE

- Freshers Welcome
- Independence Day
- Navarathiri
- Pongal Celebration
- Republic Day
- Sports Day
- College Day Students' Council Inauguration & Valedictory
- SNIGDA (Freshers Day Celebration)
- Chaitany Meha Inter Collegiate Fest.
- ESHA (Inter Department Cultural)
- International Women's Day & EP Exhibition
- Farewell party (Prema Sakhi) and Thanks Giving Day.

NAKSHATHRA STUDENTS' COUNCIL

Nakshatra students' Council activities promote students success by offering a variety of programs and services.

It enhances and works for the welfare of the students and develops the leadership qualities with an aim to provide healthy and ideal atmosphere of wards.

SPORTS

Students should undergo a course of physical training as prescribed by the physical Directress. She is required to put in a maximum of 80hrs. of attendance during the course. The sports includes Handball, Kho-Kho, Kabaddi, Volleyball, Cricket, Throw ball, Chess, Athletics etc.,

COURSES OFFERED

SHIFT - I

Timings 8.20 a.m. to 1.10 p.m.

UNDER GRADUATE

B.Com.
B.Com. (Corporate Secretaryship)
B.Com. (Hons.)
B.B.A.
B.C.A.
B.Sc. (Computer Science)
B.Sc. (Home Science-Interior Design & Decor)
B.Sc. (Mathematics)
B.Sc. (Psychology)
B.A. (Sociology)

POST GRADUATE

M.Com.
M.A. (Human Resource Management)
M.Sc. (Computer Science)
M.Sc. (Home Science-Interior Design & Decor)

RESEARCH

M.Phil. - Commerce
Ph.D. - Commerce (Part - Time)

SHIFT - II

Timings 1.20 a.m. to 5.35 p.m.

UNDER GRADUATE

B.Com. (Accounting & Finance)
B.Com. (Bank Management)
B.Sc. (Computer Science)
B.A. (English)

JUNE 2019

SUN	MON	TUE	WED	THU	FRI	SAT
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

JULY 2019

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8 <small>IA-1 Begins</small>	9	10	11	12	13 <small>IA-1 Ends</small>
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 <small>IA-II Begins</small>	27	28	29	30	31 <small>IA-II Ends</small>

SEPTEMBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11 <small>IA-III Begins</small>	12
13	14	15	16	17 <small>IA-III Ends</small>	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6 <small>IA-I Begins</small>	7	8	9	10	11 <small>IA-I Ends</small>
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 <small>IA-II Begins</small>	4	5	6	7	8 <small>IA-II Ends</small>
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9 ^{IA-III} Begins	10	11	12	13	14 ^{IA-III} Ends
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020

SUN	MON	TUE	WED	THU	FRI	SAT
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE 2019	DAY		WORKING DAYS
1	Sat		-
2	Sun		-
3	Mon		-
4	Tues		-
5	Wed	RAMZAN	-
6	Thur	COLLEGE REOPENS AFTER SUMMER VACATIONS FOR II & III YEARS	1
7	Fri		2
8	Sat		3
9	Sun		-
10	Mon		4
11	Tues		5
12	Wed		6
13	Thur	COLLEGE COMMENCES FOR I YEAR	7
14	Fri		8
15	Sat		-

JUNE 2019	DAY		WORKING DAYS
16	Sun		-
17	Mon		9
18	Tues	LAST DATE FOR PAYMENT OF TUITION FEES WITHOUT FINE FOR II & III YEARS	10
19	Wed	LATE FEE OF Rs.10/- PER DAY	11
20	Thur		12
21	Fri		13
22	Sat		14
23	Sun		-
24	Mon		15
25	Tues		16
26	Wed		17
27	Thur		18
28	Fri		19
29	Sat	LAST DATE FOR PAYMENT OF FEES WITH FINE FOR II & II YEARS	20
30	Sun		-

SKPC FRESHERS WELCOME DAY

JULY 2019	DAY		WORKING DAYS
1	Mon	NAME OF DEFAULTERS WITHDRAWN FROM ROLL, READMISSION FEES Rs.500/-	1
2	Tues		2
3	Wed		3
4	Thur		4
5	Fri		5
6	Sat		-
7	Sun		-
8	Mon	INTERNAL ASSESSMENT - I BEGINS	6
9	Tues		7
10	Wed		8
11	Thur		9
12	Fri		10
13	Sat	INTERNAL ASSESSMENT - I ENDS	11
14	Sun		-
15	Mon		12

JULY 2019	DAY		WORKING DAYS
16	Tues	GURU PURNIMA	13
17	Wed		14
18	Thur		15
19	Fri		16
20	Sat		-
21	Sun		-
22	Mon		17
23	Tues		18
24	Wed		19
25	Thur		20
26	Fri		21
27	Sat		-
28	Sun		-
29	Mon		22
30	Tues		23
31	Wed		24

NAKSHATRA STUDENTS' COUNCIL INAUGURATION, SNIGDA: FRESHERS DAY

AUGUST 2019	DAY		WORKING DAYS
1	Thur		1
2	Fri		2
3	Sat		3
4	Sun		-
5	Mon		4
6	Tues		5
7	Wed		6
8	Thur		7
9	Fri	VARALAKSHMI VIRATHAM	-
10	Sat		-
11	Sun		-
12	Mon		8
13	Tues		9
14	Wed		10
15	Thur	INDEPENDENCE DAY / AVANI AVITTAM / YAJUR UPAKARMA / RAKSHA BANDAN	-

AUGUST 2019	DAY		WORKING DAYS
16	Fri		11
17	Sat		-
18	Sun		-
19	Mon		12
20	Tues		13
21	Wed		14
22	Thur		15
23	Fri	KRISHNA JAYANTHI	-
24	Sat		-
25	Sun		-
26	Mon	INTERNAL ASSESSMENT - II BEGINS	16
27	Tues		17
28	Wed		18
29	Thur		19
30	Fri		20
31	Sat	INTERNAL ASSESSMENT - II ENDS	21

ESHA : INTER DEPARTMENT CULTURAL CHAITANYA INTER COLLEGIATE CULTURALS

SEPTEMBER 2019	DAY		WORKING DAYS
1	Sun		-
2	Mon	VINAYAGA CHATHURTHI	-
3	Tues		1
4	Wed		2
5	Thur		3
6	Fri		4
7	Sat		-
8	Sun		-
9	Mon		5
10	Tues		6
11	Wed		7
12	Thur		8
13	Fri		9
14	Sat		-
15	Sun		-

SEPTEMBER 2019	DAY		WORKING DAYS
16	Mon		10
17	Tues		11
18	Wed		12
19	Thur		13
20	Fri		14
21	Sat	PARENT - TEACHERS MEET	15
22	Sun		-
23	Mon		16
24	Tues		17
25	Wed		18
26	Thur		19
27	Fri		20
28	Sat	MAHALAYA AMAVASYA	-
29	Sun		-
30	Mon	COLLEGE CULTURALS AT SRI KANYAKA PARAMESWARI TEMPLE	21

OCTOBER 2019	DAY		WORKING DAYS
1	Tue		1
2	Wed	GANDHI JAYANTHI	-
3	Thur		2
4	Fri		3
5	Sat		4
6	Sun		-
7	Mon	POOJA HOLIDAYS	-
8	Tues	PARVETTAI	-
9	Wed		-
10	Thur		-
11	Fri	INTERNAL ASSESSMENT - III BEGINS	5
12	Sat		6
13	Sun		-
14	Mon		7
15	Tues		8

OCTOBER 2019	DAY		WORKING DAYS
16	Wed		9
17	Thur	PRE SEMESTER INTERNAL ASSESSMENT - III ENDS	10
18	Fri		11
19	Sat		-
20	Sun		-
21	Mon		12
22	Tues		13
23	Wed		14
24	Thur		15
25	Fri	LAST WORKING DAY FOR ODD SEMESTER	16
26	Sat		-
27	Sun	DEEPAVALI	-
28	Mon	KEDAR GOWRI VRATHAM	-
29	Tues		-
30	Wed		-
31	Thur		-

NOVEMBER 2019	DAY		WORKING DAYS
1	Fri		-
2	Sat		-
3	Sun		-
4	Mon		-
5	Tues		-
6	Wed		-
7	Thur		-
8	Fri		-
9	Sat		-
10	Sun		-
11	Mon		-
12	Tues		-
13	Wed		-
14	Thur		-
15	Fri		-

NOVEMBER 2019	DAY		WORKING DAYS
16	Sat		-
17	Sun		-
18	Mon		-
19	Tues		-
20	Wed		-
21	Thur		-
22	Fri	COLLEGE REOPENS FOR EVEN SEMESTER	1
23	Sat		2
24	Sun		-
25	Mon		3
26	Tues		4
27	Wed		5
28	Thur		6
29	Fri		7
30	Sat		8

DECEMBER 2019	DAY		WORKING DAYS
1	Sun		-
2	Mon		1
3	Tues		2
4	Wed		3
5	Thur		4
6	Fri		5
7	Sat		6
8	Sun		-
9	Mon		7
10	Tues		8
11	Wed		9
12	Thur		10
13	Fri		11
14	Sat		12
15	Sun		-

DECEMBER 2019	DAY		WORKING DAYS
16	Mon		13
17	Tues		14
18	Wed		15
19	Thur		16
20	Fri		-
21	Sat		-
22	Sun		-
23	Mon		-
24	Tues		-
25	Wed	CHRISTMAS	-
26	Thur		-
27	Fri		17
28	Sat		18
29	Sun		-
30	Mon		19
31	Tues		20

SUBJECT TO CHANGE AS PER VALUATION

JANUARY 2020	DAY		WORKING DAYS
1	Wed	NEW YEAR	-
2	Thur		1
3	Fri		2
4	Sat		3
5	Sun		-
6	Mon	INTERNAL ASSESSMENT - I BEGINS	4
7	Tues		5
8	Wed		6
9	Thur		7
10	Fri		8
11	Sat	INTERNAL ASSESSMENT - I ENDS	9
12	Sun		-
13	Mon		10
14	Tues		11
15	Wed	THAMIZHAR THIRUNAL	-

JANUARY 2020	DAY		WORKING DAYS
16	Thur	THAMIZHAR THIRUNAL	-
17	Fri	THAMIZHAR THIRUNAL	-
18	Sat	THAMIZHAR THIRUNAL	-
19	Sun		-
20	Mon		12
21	Tues		13
22	Wed		14
23	Thur		15
24	Fri		16
25	Sat		-
26	Sun	REPUBLIC DAY	-
27	Mon		17
28	Tues		18
29	Wed		19
30	Thur		20
31	Fri		21

YOUTH DAY, PONGAL CELEBRATIONS & SPORTS DAY

FEBRUARY 2020	DAY		WORKING DAYS
1	Sat		1
2	Sun		-
3	Mon	INTERNAL ASSESSMENT - II BEGINS	2
4	Tues		3
5	Wed		4
6	Thur		5
7	Fri		6
8	Sat	INTERNAL ASSESSMENT - II ENDS	7
9	Sun		-
10	Mon		8
11	Tues		9
12	Wed		10
13	Thur		11
14	Fri		12
15	Sat		-

FEBRUARY 2020	DAY		WORKING DAYS
16	Sun		-
17	Mon		13
18	Tues		14
19	Wed		15
20	Thur		16
21	Fri		17
22	Sat		18
23	Sun		-
24	Mon		19
25	Tues		20
26	Wed		21
27	Thur		22
28	Fri	PARENT TEACHERS MEET	23
29	Sat		-

COLLEGE DAY, CONVOCATION

MARCH 2020	DAY		WORKING DAYS
1	Sun		-
2	Mon		1
3	Tue		2
4	Wed		3
5	Thu		4
6	Fri		5
7	Sat		6
8	Sun		-
9	Mon	INTERNAL ASSESSMENT - III BEGINS	7
10	Tue		8
11	Wed		9
12	Thu		10
13	Fri		11
14	Sat	PRE SEMESTER INTERNAL ASSESSMENT - III ENDS	12
15	Sun		-

MARCH 2020	DAY		WORKING DAYS
16	Mon		13
17	Tues		14
18	Wed		15
19	Thur		16
20	Fri		17
21	Sat		-
22	Sun		-
23	Mon		18
24	Tues		19
25	Wed	UGADI	-
26	Thur		20
27	Fri	LAST WORKING DAY FOR EVEN SEMESTER	21
28	Sat		-
29	Sun		-
30	Mon		-
31	Tues		-

APRIL 2020	DAY		WORKING DAYS
1	Wed		-
2	Thur		-
3	Fri		-
4	Sat		-
5	Sun		-
6	Mon		-
7	Tues		-
8	Wed		-
9	Thur		-
10	Fri		-
11	Sat		-
12	Sun		-
13	Mon		-
14	Tues	TAMIL NEW YEAR	-
15	Wed		-

APRIL 2020	DAY		WORKING DAYS
16	Thur		-
17	Fri		-
18	Sat		-
19	Sun		-
20	Mon		-
21	Tues		-
22	Wed		-
23	Thur		-
24	Fri		-
25	Sat		-
26	Sun		-
27	Mon		-
28	Tues		-
29	Wed		-
30	Thu		-

MAY 2020	DAY		WORKING DAYS
1	Fri		-
2	Sat		-
3	Sun		-
4	Mon		-
5	Tues		-
6	Wed		-
7	Thur		-
8	Fri		-
9	Sat		-
10	Sun		-
11	Mon		-
12	Tues		-
13	Wed		-
14	Thur		-
15	Fri		-

MAY 2020	DAY		WORKING DAYS
16	Sat		-
17	Sun		-
18	Mon		-
19	Tues		-
20	Wed		-
21	Thur		-
22	Fri		-
23	Sat		-
24	Sun		-
25	Mon		-
26	Tues		-
27	Wed		-
28	Thur		-
29	Fri		-
30	Sat		-

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**Total No. of working days for the
Academic Year 2019 - 2020**

***ODD SEMESTER**

MONTH	WORKING DAYS
JUNE	20
JULY	24
AUGUST	21
SEPTEMBER	21
OCTOBER	16

***EVEN SEMESTER**

MONTH	WORKING DAYS
NOVEMBER	8
DECEMBER	20
JANUARY	21
FEBRUARY	23
MARCH	21

***Subject to Change**

SHIFT_____TIME TABLE - ODD SEMESTER - I / III / V

Day Order	1	2	3	4	5	6
I						
II						
III						
IV						
V						
VI						

SHIFT_____TIME TABLE - EVEN SEMESTER - II / IV / VI

Day Order	1	2	3	4	5	6
I						
II						
III						
IV						
V						
VI						

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