

IDENTITY CERTIFICATE
2019 - 2020

Name of the Student :.....

Admission No. :.....

Aadhar No. :.....

Email id :.....

Class :.....

Date of Birth :.....

Blood Group :.....

Parent's Name :.....

Address :.....
:.....
:.....

Mobile Numbers :.....

Parent :.....

Guardian :.....

Signature of the Student :.....

Signature of the Parent :.....

COLLEGE PRAYER

Heavenly Father, we praise and glorify you, for you are the Author of the Universe, all life comes from you, all good things are your work. We thank you for the gift of life and the benefits bestowed upon us. Inspire us by your Holy Spirit and guide us by your eternal light as we discover more about the world around us. Hold each of us in your loving hands. Fill our hearts and minds with hope. We entrust our teachers, parents and well wishers to you. May your grace be with them always.

You are the source of all wisdom and truth. Bless our work and studies. Make us diligent in our duties and patient in our trials. Enlighten our minds, strengthen our thoughts and memories and direct our ways towards what is right. Grant us the courage to follow always the path of truth and righteousness. Lord, watch over us all, keep us safe in your Almighty hands.

Amen.



COLLEGE SONG

Joseph, we hail Thy glory
In strains that fill our hearts with joy
Proudly do we sing our motto
Singing in joyous praise

Chorus :

Knowledge purifies our mind
Charity enhances all
Joseph, the purest lily,
Be our guiding star

Raising hearts in humble prayer
We implore Thy love and care
Lead us with your kindly light
And lead us on our way (Chorus)

We with youthful hearts in Chorus
Sing our love and loyalty
Till our souls are bright and radiant
Sing Thy lasting praise (Chorus)

THE NATIONAL ANTHEM

FULL VERSION

Jana-Gana Mana Adhinayaka Jaya He,
Bharatha Bhagya-Vidhataa
Punjaba-Sindhu Gujarata-Maratha
Dravida-Utkala-Vanga

Vindhya-Himachala Yamuna Ganga
Uchchala Jaladi-taranga

Thava-Subha name-jage
Tava subha asisa mage
Gahe tava jaya-gatha

Jana gana mangala-dayaka jayahe,
Bharatha Bhagya-Vidhata

Jaya He, Jaya He, Jaya He,
Jaya Jaya Jaya Jayahe.

- Rabindranath Tagore.

ENGLISH TRANSLATION

Thou art the ruler of the minds of all people
Thou dispenser of India's destiny
Thy name rouses the hearts of the Punjab, Sind,
Gujarat and Maratha, Dravida, Orissa and Bengal
It echoes in the hills of the Vindyas and Himalayas,
mingles in the Music of Jamuna and Ganga and
is chanted by the waves of the Indian sea.
They pray for thy blessings and sing their praise.
Thou dispenser of India's destiny
Victory, Victory, Victory, to thee.



ST. JOSEPH'S COLLEGE FOR WOMEN

TIRUPUR

St. Joseph's College for Women, Tirupur is a Catholic minority institution established in 2000. The college is affiliated to Bharathiar University and has been accredited with Grade B+. The institution is run by the Congregation of the Franciscan Sisters of the Presentation of the Blessed Virgin Mary, Coimbatore and was established by Very Rev. Mother Daria, the then Superior General of the Congregation with a vision to empower women through quality education based on Christian values.

The institution offers ten undergraduate, three postgraduate and two M.Phil programmes. The college is manifesting itself with the motto of "**Knowledge Purifies, Charity Enhances**" and marching ahead with an aim of imparting quality and value based system of learning to empower the women.

The college gives preference to the socially and economically backward women, especially first generation learners. The college endeavors not only to sharpen the education skills but also opens the doors of opportunities for the young women students by identifying and nurturing their various talents. It reflects a continuous journey beyond the threshold of mediocrity to ascend towards an explorative experience in quality education.

Aim

St. Joseph's College aims to offer holistic education for the empowerment of young women by promoting academic excellence, employability and leadership qualities with social commitment.

Objectives

- ❖ To inculcate concern for Nature and respect for everyone.
- ❖ To conduct relevant courses catering to the needs of the changing scenario.
- ❖ To develop personality through education.
- ❖ To impart education to illumine intellectuality, skills and values.
- ❖ To encourage creativity and talents in students.
- ❖ To help students become socially responsible citizens.
- ❖ To promote integrity and religious harmony.

Mission

- ❖ To Impart Holistic Education
- ❖ To Ignite Intellectual Capabilities
- ❖ To Promote Communal Harmony
- ❖ To Nurture Social Commitment
- ❖ To Develop Eco Consciousness

OUR COLLEGE

Name of the college : St. Joseph's College for Women
Kangeyam Road,
Tirupur - 641 604.

Telephone No. : 0421 - 2427575, 2426895

Mobile : 94874 04045

Fax : 0421- 2250895

E-mail : sjcfw@yahoo.co.in

Website : stjosephtup.org

Name of the : Rev.Sr.Dr. Kulandai Therese .A
Secretary & Principal M.Sc., M.Phil., Ph.D.,

Postal Address : St. Joseph's College for Women
Kangeyam Road,
Tirupur - 641 604.

Year of Establishment : 2000

MEMBERS OF THE GOVERNING BODY

- President** : **Very Rev. Mother Santhana Mary Augustina**
Superior General,
Presentation Congregation,
Big Bazaar Street, Coimbatore - 641 001.
- Vice President** : **Rev. Sr. Immaculate Pushpa Rani**
Asst. Superior General,
Presentation Congregation,
Big Bazaar Street, Coimbatore - 641 001.
- Secretary & Principal** : **Rev. Sr. Dr. Kulandai Therese. A**
St. Joseph's College for Women,
Tirupur - 641 604.
- University Nominee** : **Dr. A. Vimala**
Professor and Head,
Department of Extension and Career
Guidance, Bharathiar University,
Coimbatore - 641 046.
- Members** : **Rev. Sr. Paulin Mary**
Congregation Education Co-ordinator,
Presentation Congregation,
Big Bazaar Street, Coimbatore - 641 001.
- Rev. Sr. Dr. Arulseeli**
Provincial, Ravel Province, Seerapalayam,
Coimbatore - 641 105.
- Rev. Sr. Dr. I. Arockiarani**
Secretary and Principal,
St. Joseph's Arts & Science College for
women, Sipcot, Hosur.
- Rev. Sr. Dr. Dona Grace Jeyaseely**
Secretary and Principal,
St. Justin's College of Arts & Science for
women, Cholapuram, Sivagangai.
- Rev. Sr. Therese**
Province Education Co-ordinator Ravel
Province, Seerapalayam,
Coimbatore - 641 105.

MANAGEMENT COMMITTEE MEMBERS

1. Rev.Sr.Fatima Mary
2. Rev.Sr.Laura
3. Rev.Sr.Kulandai Therese
4. Rev.Sr.Ani Ruperta
5. Rev.Sr.Ann Rose
6. Rev.Sr.Therese Mary
7. Rev.Sr.Maria Joe Pamela
8. Rev.Sr.Anthoniammal

ACADEMIC PROGRAMME

St. Joseph's College for Women, Tirupur has been in the forefront of women's education in Tamilnadu for the last 19 years. At present it trains women students in various disciplines of Arts and Science at the UG and PG Levels.

St. Joseph's College pledges to honour the sacred status conferred on the institution, while following in the footsteps of the founder.

Courses Offered by the College

UG

- B.A. : English Literature
B.Sc. : Mathematics
Physics
Chemistry
Computer Science
Costume Design and Fashion
B.C.A. : Computer Applications
B.B.A. : Business Administration
B.Com. : Commerce
Commerce with Computer Applications

PG

- M.Com : Commerce
M.Sc. : Mathematics
Computer Science

Research

- M.Phil. : Commerce, Computer Science

Choice - Based Credit System

Choice Based Credit System is a flexible system of learning. 'Credit' defines the quantum of contents / syllabus prescribed for a course and determine the number of hours of instruction required. The distinguishing features of CBCS are the following.

It Permits the students to :

- ❖ Learn at their own pace.
- ❖ Adopt an inter-disciplinary approach in learning.
- ❖ Choose Elective papers offered by their Departments other Departments too.
- ❖ Undergo 6 skill based courses offered by the college.

CBCS for UG

Study Components	No. of Course	Credit per Course	Total Credits
Part I Tamil/Other languages	2+2 = 4	3	12
Part II English	2+2 = 4	3	12
Part III Core Courses Allied Courses Project/Electives with three courses	13-15 4		
Part-III Core Subjects Allied Subjects Project/Electives with three courses	13-15 4	4-5 5	60 20 15
Part IV 1 (a) Those who have not studied Tamil upto XII std and taken a non-Tamil language under Part-I, shall take Tamil comprising of two courses (level will be at 6th std) (b) Those who have studied Tamil upto XII std and taken a non - Tamil language under Part - I, shall take Advanced Tamil comprising of two Courses (c) Others who do not come under a+b can choose non-major elective comprising of two courses 2. Skill based subjects (Elective) 3. Environmental Studies 4. Value Education	1+1=2 3+3= 6 12 1	2 2 2 2	4 12 2
Part V Extension Activities NSS / NCC / Physical Education	1	1	1
Total			140

Notes:

1. Distribution of marks between Theory and Internal Assessment 75: 25
2. Practical: 60 : 40
3. There is a pass minimum for external and overall
4. Project Report present 80
Viva Voce 20
5. B.Com, BCA, BBA, and other job oriented courses present system for languages shall continue excepting that each paper shall carry an internal assessment component 75 : 25

CBCS for PG

Study Components	No. of Course	Credit per Course	Total Credits
Subjects (including practicals)	14-17	4-5	70
Electives (Major / Non-major)	4-5	4-5	20
		Total	90

Examination Procedure

At the end of each semester, the Bharathiar University, Coimbatore conducts regular examination for UG and PG programmes. **The students who have earned 75% of the attendance in each semester are permitted to appear for the University Examinations.**

Continuous Internal Assessment (CIA)

The Components of CIA are Periodical Tests, Assignments / Seminars / Quiz / Group Discussion and Attendance. Students are expected to take both the tests that are administered to them. Paper presentation is a must at the Post - Graduate level.

There is no passing minimum for CIA.

End Semester Examinations (ESE)

Two End Semester Examinations are conducted in a year in Nov / Dec and in April / May. End Semester Examinations will be conducted for every paper in Part I, II and III.

For UG Programmes, a minimum of 40 % in ESE and 40 % in aggregate (CIA+ESE) is required to pass.

For PG Programmes, a minimum of 50 % in ESE and 50 % in aggregate (CIA+ESE) is required to pass.

Each student should possess an identification card supplied by the college with the passport size photograph duly attested by the Principal of the college and the same should be brought to the college each day of the examination along with the hall ticket.

COURSES OF STUDY

CBCS PATTERN WITH EFFECT FROM 2010 ONWARDS

Under Graduate Degree Courses

a) Part I Tamil / Hindi / French

b) Part II English

c) Part III

Core Courses

Allied Courses

Elective Courses

Foundation Courses :

I Semester : Environmental Studies

II Semester : Value Education - Human Rights

Non - Major Elective :

III Semester : Women's Rights

IV Semester : General Awareness

d) Part IV Skill based subjects

ALLIED COURSES		
PROGRAMME	SEMESTER	COURSES
B.A. English Literature	I II III IV	Social History of England History of English Literature Literary Forms Literary Criticism
B.Sc. Mathematics	I II III IV	Physics Paper - I Physics Paper - II Statistics for Mathematics Paper - I Statistics for Mathematics Paper - II
B.Sc. Physics	I II III IV	Chemistry Paper - I Chemistry Paper - II Mathematics Paper - I Mathematics Paper - II
B.Sc. Chemistry	I II III IV	Mathematics Paper - I Mathematics Paper - II Physics Paper - I Physics Paper - II
B.Sc. Computer Science Science	I II III IV	Mathematical Structures for Computer Discrete Mathematics Computer Based Optimization Techniques Business Accounting
B.Sc. Costume Design & Fashion	I II III IV	Basic Illustration - Practical Sewing Technology Fashion Business and Clothing Psychology Garment Quality and cost control

PROGRAMME	SEMESTER	COURSES
B.C.A. Science	I	Mathematical Structures for Computer
	II	Discrete Mathematics
	III	Computer Based Optimization Techniques
	IV	Business Accounting
B.B.A.	I	Mathematics for Management I
	II	Mathematics for Management II
	III	Business Law
	IV	Taxation Law and Practice
B.Com.	I	Agricultural Economy of India
	II	Economic Analysis
	III	Mathematics for Business
	IV	Statistics for Business
B.Com. with Computer Applications	I	Mathematics for Business
	II	Statistics for Business
	III	Managerial Economics
	IV	Principles of Management

ELECTIVE COURSES		
PROGRAMME	SEMESTER	COURSES
B.A. English Literature	V	1. English for Competitive Examinations
	VI	2. Communicative English 3. Introduction to Linguistics
B.Sc. Mathematics	V	1. Numerical Methods Paper - I
	VI	2. Numerical Methods Paper - II 3. Graph Theory
B.Sc., Physics	V	1. Principles of Programming concepts and C Programming
	VI	2. Digital and Microprocessor 3. Object Oriented programming with C++
B.Sc., Chemistry	V	1. Polymer Chemistry
	VI	2. Dye Chemistry 3. Environmental Chemistry
B.Sc. Computer Science	V	1. Computer Networks
	VI	2. Artificial Intelligence and Expert Systems 3. Data Mining
B.Sc. Costume	V	1. Textile Printing - Practical
	VI	2. Apparel Marketing and Merchandising 3. Organisation of Garment Unit

PROGRAMME	SEMESTER	COURSES
B.C.A.	V VI	1. PHP and Scripting Language 2. Computer Networks 3. Software Testing
B.B.A.	V VI	1. Modern Office Management 2. Consumer Behaviour 3. Project Work and Viva Voce
B.Com.	V VI	1. Business Finance 2. Entrepreneurial Development 3. Financial Markets
B.Com. with Computer Applications	V VI	1. Income Tax Law and Practice 2. Business Finance 3. Project Work and Viva Voce
M.Sc. Mathematics		1. Control Theory 2. Fuzzy Logic and Fuzzy Sets 3. Cryptography 4. Differential Geometry
M.Sc. Computer Science		1. Multimedia and its Applications 2. Web Services
M.Com		1. Financial Markets and Institutions 2. Indian Stock Exchanges 3. Future and Options 4. Fundamentals and Technical Analysis

SKILL BASED COURSES		
PROGRAMME	SEMESTER	COURSES
B.A.English Literature	III IV V VI	Communicative English Paper - I Communicative English Paper - II Communicative English Paper - III Communicative English Paper - IV
B.Sc. Mathematics	III IV V VI	Operations Research Paper - I Operations Research Paper - II Operations Research Paper - III Operations Research Paper - IV
B.Sc.Physics	III IV V VI	Instrumentation Paper - I Instrumentation Paper - II Instrumentation Paper - III Instrumentation Practical
B.Sc.Chemistry	III IV V VI	Chemistry of Natural and Synthetic Fibers Technology of Dyeing of Natural Fibers Water and Effluent treatment and pollution control Textile Chemistry (Practical)
B.Sc.Computer Science	III IV V VI	Software Engineering and Software Project Management Software Project Management - Lab Software Testing Software Testing - Lab

PROGRAMME	SEMESTER	COURSES
B.Sc.Costume Design&Fashion	III IV V VI	Basic Draping Practical Surface Embellishments Practical Textile Printing Fashion Portfolio Presentation
B.C.A.	III IV V VI	Web Programming Web Programming - Lab CASE Tools Concepts and Applications CASE Tools - Lab
B.B.A.	III IV V VI	Communication Skills Paper - I Communication Skills Paper - II Campus to Corporate Soft Skills for Business
B.Com.	III IV V VI	Business Application Software - I Computer Applications (MS Word & MS Excel) - Practical -I Business Application Software - II Computer Applications (MS Power point, MS Access & Tally 9.2) - Practical - II
B.Com. with Computer Applications	III IV V VI	Commercial Law Company Law Banking & Insurance Law Cyber Law
<p>Note : All UG students have to compulsorily opt for any one of the Co- Curricular activities namely NSS, AICUF, Women's Cell, YRC, Games etc. during their first two years of study.</p>		

**STAFF PARTICULARS FOR THE YEAR
2019 - 2020**

PRINCIPAL

Rev.Sr.Dr.Kulandai Therese, A. M.Sc.,M.Phil, Ph.D.,

DEPARTMENT OF TAMIL

1. Ms.A.Augastin Mary, M.A.,M.Phil,
2. Dr.P.Usha, M.A.,M.Phil, Ph.D., PGDCA
3. Ms.N.Amuthavalli M.A.,M.Phil, B.Ed, PGDCA.,NET,

DEPARTMENT OF HINDI

4. Ms.B.Balasaraswathi, M.A.,M.Phil, B.Ed.,

DEPARTMENT OF FRENCH

5. Ms.A.Thulasimani, M.A.,

DEPARTMENT OF ENGLISH

6. Ms.R.Rajalakshmi, M.A.,M.Phil, M.Ed, PGDCA
7. Ms.B.Lalitha, M.A.,M.Phil, B.Ed, PGDCA
8. Ms.S.Gayathri, M.A.,
9. Ms.S.R.Asha Shamili, M.A.,B.Ed,
10. Ms.S.Angel Merlia, M.A.,B.Ed,PGDCA.,
11. Ms.B.Sampoorani, M.A.,M.Phil,
12. Ms.N.Karthika, M.A.,M.Phil,

DEPARTMENT OF MATHEMATICS

13. Ms.D.Mary Rose Mala, M.Sc.,M.Phil
14. Ms.M.Suganya, M.Sc.,M.Phil,
15. Ms.N.Mohana, M.Sc.,M.Phil, M.Ed.,
16. Ms.S.Vinnarasi, M.Sc.,M.Phil,PGDOR.,
17. Ms.A.Vanitha, M.Sc.,M.Phil, B.Ed,SET
18. Ms.P.Priya, M.Sc.,
19. Ms.V.Balasanthiya, M.Sc.,
20. Ms.R.Priyadharshini, M.Sc., M.Phil,

21. Ms.S.Suba Revathi, M.Sc., M.Phil,
22. Ms.T.Thirunamakkani, M.Sc., M.Phil, B.Ed,

DEPARTMENT OF PHYSICS

23. Ms.P.Mahalakshmi, M.Sc.,M.Phil, B.Ed.,
24. Ms.Preskala, M.Sc., M.Phil,
25. Ms.K. Janani, M.Sc.,
26. Ms.C.Rooba, M.Sc.,M.Phil,

DEPARTMENT OF CHEMISTRY

27. Ms.P.Viji, M.Sc.,M.Phil,
28. Ms.C.Sivaselvi, M.Sc.,M.Phil,
29. Ms.S.Jayapriya, M.Sc.,M.Phil,B.Ed,
30. Dr.V.Chitra, M.Sc.,M.Phil, Ph.D.,

DEPARTMENT OF COMPUTER SCIENCE

31. Ms.S.Sahaya Tamil Selvi, M.Sc.,M.Phil,M.B.A., SET
32. Ms.J.Priyadharshini, M.C.A.,M.Phil,SET
33. Ms.C.Kavitha, M.Sc.,M.Phil,SET
34. Ms.C.Radhiya Devi M.Sc.,M.Phil,SET
35. Ms.G.Ramani, M.C.A.,M.Phil,SET
36. Ms.S.Arokia Mary, M.Sc.,M.Phil,
37. Ms.J.Jensi Jeyamani, M.Sc.,B.Ed,
38. Ms.A.Kokilapriya, M.Sc.,M.Phil,

DEPARTMENT OF COMMERCE

39. Dr.T.G.Shejo, M.Com., M.Phil, Ph.D., PGDCA.
40. MS.S.Valarmathi, M.Com.,M.B.A., M.Phil, B.Ed,PGDCA.
41. Ms.T.Kiruthiga, M.Com., M.Phil, PGDCA.
42. Ms.P.Shanthi, M.Com. ,M.Phil,
43. Dr.S.Prema, M.Com.,M.B.A., M.Phil, Ph.D., PGDCA.
44. Ms.S.Vijayarani, MIB., M.Phil, MBA.,
45. Ms.S.Kanagalakshmi, M.Com., M.Phil, SET,NET,
46. Dr.S.Hema Prasanna, M.Com.,M.Phil, Ph.D., M.B.A.,PGDCA.,
47. Ms.S.Indumathi, M.Com., M.Phil,

DEPARTMENT OF COMMERCE WITH CA

- 48. Ms.G..Ananthi, M.Com., M.Phil, PGDCA
- 49. Ms.S.Roslin, M.Com., M.Phil, PGDCA
- 50. Ms.P.Jim Linda, M.Com., M.Phil,
- 51. Ms.G.Manjula, M.Com., M.Phil,
- 52. Ms.A.Kalaivani, M.Com CA.,M.Phil,M.B.A.,Ph.D.,

DEPARTMENT OF BUSINESS ADMINISTRATION

- 53. Ms.B.Suganya, M.B.A., M.Phil,PGDCA
- 54. Ms.B.Mohanapriya, M.B.A., M.Phil,PGDCA
- 55. Ms.D.Deepa, M.B.A.,
- 56. Ms.A. Parveen Banu, M.Sc (IT& Mgt)., M.B.A.,M.Phil,
- 57. Ms.K.Anitha, M.B.A.,M.Phil,PGDCA.

DEPARTMENT OF COMPUTER APPLICATIONS

- 58. Ms.B.Vinothini, M.C.A.,M.Phil,
- 59. Ms.J.Priya, M.Sc.,M.Phil,
- 60. Ms.B.Nithya, M.Sc (IT).,M.Phil,
- 61. Ms.S.Jothilatha, M.C.A.,M.Phil,
- 62. Rev.Sr.Fatima Mary, M.Sc.,B.Ed,

DEPARTMENT OF COSTUME DESIGN AND FASHION

- 63. Ms.G.Rathna Priya, M.Sc.,M.Phil,NET,
- 64. Ms.J.Mobina Begam, M.Sc.,M.Phil,
- 65. Ms.R.Karthika, M.Sc.,
- 66. Ms.K. Sathya, M.Sc.,
- 67. Ms.S.Jeya, M.Sc.,M.Phil, PGDCA

PHYSICAL DIRECTRESS

- 68. Ms.G.Kalpana, B.A.,M.P.Ed.,

LIBRARIAN

- 69. Mrs. N. Jaya Bharathi, M.A., MLIS., M.Phil, PGDCA.,

HEALTH CARE & COUNSELLOR

- 70. Dr.Shantha, DNYS,BACU,MD(AM), Ph.D.,

NON - TEACHING STAFF MEMBERS

1. Rev. Sr. Therese Mary : Head Clerk
2. Mrs. X. Johnsi : Record Clerk
3. Mrs. A. Nirmala Anita Rani : Library Assistant
4. Mrs. A. Mary Elizabeth : Office Assistant
5. Mrs. B. Kiruba Rani : Lab Assistant
6. Mrs. C. Jemma Helen : Lab Assistant (SHB)
7. Mrs. S. Christy : Lab Assistant
8. Mrs. Sahayarani : Lab Assistant (RB)
9. Mr. M. Balasubramanian : Driver
10. Mr. K. Balan : Conductor
11. Mr. N. Ranjith Kumar : Conductor
12. Mrs. P. Jothimani : Sweeper
13. Mrs. Selvi : Sweeper
14. Mrs. Ramathal : Sweeper
15. Mrs. Sivagamay : Sweeper
16. Mrs. S. Palanal : Sweeper
17. Mrs. S. Balamani : Sweeper
18. Mrs. K. Balamani : Sweeper
19. Mrs. Lakshmi : Sweeper
20. Mrs. Nesamani : Sweeper
22. Mr. Bonifus : Watchman
23. Mr. K. Gurusamy : Driver
23. Mr. D. Arockiam : Driver

Semester System

All Degree and Postgraduate Courses are offered under the Semester system. Each academic year is divided into two semesters. The first academic year comprises the first and second semester. The second academic year, the third and fourth semesters and so on.

The first, third and fifth semesters commence in June and extend upto November of each year and the second, fourth and sixth semesters commence in December and extend upto April of each year.

Fees

Fees are Payable in advance at the commencement of each semester. If a student fails to pay her fees on the day fixed for payment, a fine at the rate of Re.1 for each working day will be levied. If a student leaves the college during the semester she will have no right to claim remission of any portion of the semester fees.

Day Order System

Under the semester pattern the college shall work for 180 days in a year. Each semester will consist of 90 working days of 5 clock hours from 9.30 a.m to 4.00 p.m.

The college is following the Day order system. Days are denoted by number I, II, III, IV, V, VI, and the Timetable will be followed accordingly in a continuous manner.

General Assembly

There will be General Assembly on every Monday at 9.30 a.m. Attendance is compulsory for all the students.

Class Hours

The working day is divided into two sessions and each session into periods of one hour each. The morning session is from 09.30 a.m. to 12.45 p.m. and afternoon session is from 1.15 p.m. to 4.00 p.m.

At the first warning bell at 9.25 a.m. students should go to their respective classes for the morning prayer. Strict silence should be maintained during the prayer and in the regular classes.

At the commencement of each period when the lecturer enters, the students are expected to stand up and respectfully greet her. The students likewise should stand up when she leaves the classroom.

No student shall leave the classroom without the permission of the staff member before the class is dismissed. Students should be regular and punctual in attending classes and in all activities connected to the college.

Strict silence must be observed during class hours in the classrooms and in the college premises. A representative for each class will be appointed at the beginning of each year.

When classes are dismissed, students are expected to leave the classroom in a quiet and orderly manner giving way to the staff member.

Attendance

The Lecturer in-charge shall take the attendance at the beginning of the forenoon and afternoon sessions. Late comers will not be admitted to the Classroom. Attendance during tests and internal assessments is compulsory.

Attendance for the End Semester Examinations

75 % of attendance is necessary to write the semester examination

Exemption may be granted on medical grounds or if a candidate is representing the College / University participating in sports, games, camps and other training programmes.

The students should have a minimum of 60 % attendance to apply for condonation. Students having less than 60% of attendance should re-do the missed semester and then continue the remaining semesters.

Leave of Absence

A student requiring leave must apply for it in advance in the prescribed form. In case of absence due to unforeseen cause, application for leave must be submitted as soon as possible and never later than the first day of return to the college. Leave applied for reasonable causes will be ordinarily granted.

Medical Certificate must be submitted for extended leave (more than three days) on medical grounds. In case of prolonged leave parent / guardian should contact the college Principal not later than fourth day of the leave taken by the candidate.

A student requiring leave for a period or portion thereof must apply to the lecturer-in-charge of that particular period in person before the class begins.

But if a student requires leave for more than one period she must submit a leave letter to the Head of the Department through their respective tutors.

A student absent from class even for a period without due permission, will not be given attendance for the whole day.

APPLICATION FOR LEAVE

Name of the Student :

Register Number :

Class :

Reason for leave :

Date :

Number of days leave applied :

Signature of the student :

Signature of the
Parent / Guardian :

Signature of the Tutor with remarks :

GENERAL RULES

Students are expected to be neat, clean and simple in their dress to the classes. They must conform to the standard of modesty maintained by the institution.

Students should wear the college uniform of white dress on special occasions especially on Independence day.

Conformity to these rules is a necessary condition for admission to the college.

Letters officially addressed to the Principal should enclose reply postage.

Day students are not permitted to entertain visitors in the college. They will have their letters and other communications addressed to their homes. No student is allowed to use mobile phone inside the campus.

Books, Magazines and other materials if only approved by the Principal will be permitted in the college campus. During free hours students should make use of the college Library.

All lost property should be brought to the college office. On no account shall lunch be taken in any hall, room or verandah. Food and food wrappings should not be thrown inside the college.

Students are expected to take proper care of the college property and help in keeping the premises neat and clean. Disfiguring the wall, door or breaking the furniture is a breach of discipline and will be duly punished. Ragging at any level is considered a serious offence.

Students should avoid expressing anything by word or deed that may disturb the unity and harmony in the college. They are above politics and stand for all communities.

Students are forbidden from organising any meeting in the college or collecting money for any purpose without the permission of the Principal.

Anyone who violates any of the rules of the college either in word or deed shall be deemed to have committed a breach of discipline and the Principal shall have full power to inflict any of the following punishments; fine, loss of attendance, refusal to issue term certificate and conduct certificate, suspension and expulsion. Students should consult the college notice board each morning and evening every day.

APPEAL TO PARENTS / GUARDIANS

Parents/ Guardians are requested to extend full co-operation to the authorities with regard to the character, discipline, attendance and academic progress of their daughter / wards. Parents - Teachers Meetings are conducted periodically in order to receive feedback and valuable suggestions from the parents.

CERTIFICATES

Any student past or present, desirous of getting transfer or conduct certificate must apply to the Principal in the form prescribed below. Original certificates will be given only in person.

Application For Certificate

Certificates required :

Student's Name :

Register No. :

Father's Name :

Class :

Year of Study :

Passed / Failed :

Date :

Signature of the Applicant :

Petition and Complaints :

Requests, petition, appeal and complaints of any kind must be made to the Principal.

Students are not allowed to make a complaint in a body or to address any authority in a collective petition. Such combined action is subversive of good order.

Library

Perfect order and strict silence should be maintained in the library and discussion should be avoided inside the library. The Library has a good collection of Books & Periodicals.

Membership

All the students, faculty and staff members are eligible for membership of the library. Books will be issued to the members only on producing the ID card.

Each member will be given two library cards and two books will be issued at a time. Library cards will be supplied to the students by the College, at the beginning of the academic year. In case the card is lost, the librarian should be informed of the fact at once.

The owner of the card will be responsible for the books and periodicals issued on that card. The card lost may be replaced with the duplicate on payment of Re . 5/-. Library cards are not transferable. Sub-lending is also forbidden. Books and Periodicals will be issued only on producing the library card. Books must not be marked or defaced in any manner.

The pages should not be folded by the way of bookmarks. Students should examine each book, before borrowing it and report to the librarian if any damage found therein, should they fail to do so, they will be held responsible for any damage detected after their use of the book. Student should replace any library property damaged by them.

At the end of each semester both the staff and students are expected to return all the books to the library. The librarian will examine the books returned and if any book has been damaged, the borrower should replace it with a new copy. Books should be handled with love and care. Marking on books is strictly objected. Students are forbidden to tear or scribble on pages of magazines and books. Any student found doing so would be punished severely.

Overdue Charges

Failure to return the books on due dates will be entitled a fine of Re. 1/- per book per day.

Clearance Certificate

It is only after obtaining a clearance from the library and class in-charge, the hall ticket and Transfer certificate will be issued.

College Union and its affiliated Associations

The College Union has the following Associations :

1. Tamil Literary Association
2. English Literary Association
3. Commerce Association
4. Commerce with CA Association
5. Business Administration Association
6. Chemistry Association
7. Computer Science Association
8. Costume Design and Fashion Association
9. Mathematics Association
10. Physics Association
11. Computer Applications Association

Catechism and Moral Instruction

The Campus Ministry Committee works with a mission to touch and transform the lives of young students, regular catechism classes for all Catholic students and moral instruction classes for all non-catholic students are conducted on every Friday.

Physical Education

Every student of the I and II year degree classes should undergo the courses of Physical education prescribed by the college.

General Physical Education classes will be held twice a week from 3.10 p.m. to 4.00 p.m.

National Service Scheme

All the Volunteers are to fulfill the following requirements.

All Volunteers should enroll themselves as members for a period of two years and they must attend the 7 days Annual Special Camp. The Volunteers are expected to participate regularly in the activities organised by the unit. Every Volunteer will be issued a certificate after completion of two years of service. The Spectrum of activities during camp includes organizing Medical Camps, health and hygiene programmes for the poor and the needy and for the betterment of rural areas.

The National Service Scheme affords opportunities for service, to develop character, team spirit and leadership qualities. It creates a way to social awareness. Assessment of NSS volunteers will be done by the NSS Programme Officer concerned.

All India Catholic University Federation AICUF

All India Catholic University Federation - AICUF aims to promote and inculcate Christian Spirituality. It also enables them, to know and to solve the social problems, to spread spirituality by conducting workshops and rallies based on cultural, educational and social values.

Placement Cell

St. Joseph's Placement and Career Guidance cell is an effective Association of our institution primarily focused to train and place the final year students.

The final year students are prepared for placements through Group Discussions. Aptitude Tests and Training programmes on career guidance

The Placement cell focuses the students to understand and develop the overall personality, train them with the right perspective of attitude and aptitude, skills which are required to face the challenges in today's competitive world.

Youth Red Cross & Voluntary Blood Donation Club

The Youth Red Cross one of the most important constituent of its mother organisation Indian Red Cross Society was initiated into service of St. Joseph's from 2001. It has the following 3 principles.

- Protection of health and life - Health
- Service to the sick and suffering - Service
- Promotion of National and International friendship to develop the mental and moral capacities of the youth - Friendship

As a life oriented service YRC of St. Joseph's College has voluntary Blood Donation Club as one of its wing. As a regular activity programme, Blood donation camp and First aid awareness programmes are conducted.

The other activities include relief work during emergencies like flood, fire and other natural calamities by organising medical camps in villages and other places of need and also conducting competitions about protecting the environment from pollution.

Facilities

Transport facilities are available. The College canteen caters to the taste of the students & staff with fresh and hygienic food items.

Suggestion Box

The management has installed suggestion box in the college. The Students & Staff members use the box for the representation of their genuine problems / grievances to the management. Also general suggestions for the improvement of the institution may be put in the box.

Other Amenities

The college has high power generator for uninterrupted power supply. Laboratories have UPS for continuous functioning. Mineral water units have been installed for drinking water.

Anti Ragging Committee

Ragging in all forms is totally banned in our institution. The institution shall take strict action against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti Ragging Squad.

The Institution is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.

Our college has an Anti-Ragging Committee which governs the prevention of any means of Ragging. There have been no incidents of Ragging at our campus till date.

Anti Ragging Committee Members	Helpline Numbers
Rev. Sr. Dr. Kulandai Therese .A Principal	88382 06989
Inspector of Police, Rural Police Station, Nallur.	94433 24420
Mrs. T.G. Shejo HOD, Department of Commerce	94435 20438
Mrs. R. Ananthi HOD, Department of Commerce with CA	95977 11366
Mrs. B. Suganya HOD, Department of Business Administration	94981 14743
Mrs. S. Sahaya Tamil Selvi HOD, Department of Computer Application	86951 91085
Mrs. D. Mary Rose Mala HOD, Department of Mathematics	99653 76932
Mrs. G. Rathna Priya HOD, Department of Costume Design & Fashion	99949 22833
Mrs. R. Rajalakshmi HOD, Department of English	97904 69100

JUNE 2019		
DATE	DAY	EVENTS
01.06.19	Saturday	
02.06.19	Sunday	
03.06.19	Monday	World Environment Day
04.06.19	Tuesday	
05.06.19	Wednesday	
06.06.19	Thursday	
07.06.19	Friday	
08.06.19	Saturday	
09.06.19	Sunday	
10.06.19	Monday	
11.06.19	Tuesday	
12.06.19	Wednesday	
13.06.19	Thursday	
14.06.19	Friday	
15.06.19	Saturday	
16.06.19	Sunday	
17.06.19	Monday	College reopens
18.06.19	Tuesday	International Yoga Day
19.06.19	Wednesday	
20.06.19	Thursday	
21.06.19	Friday	
22.06.19	Saturday	
23.06.19	Sunday	
24.06.19	Monday	
25.06.19	Tuesday	
26.06.19	Wednesday	
27.06.19	Thursday	
28.06.19	Friday	
29.06.19	Saturday	
30.06.19	Sunday	
Rise above the storm and you will find the sunshine		

JULY 2019		
DATE	DAY	EVENTS
01.07.19	Monday	
02.07.19	Tuesday	
03.07.19	Wednesday	
04.07.19	Thursday	
05.07.19	Friday	
06.07.19	Saturday	
07.07.19	Sunday	
08.07.19	Monday	
09.07.19	Tuesday	
10.07.19	Wednesday	
11.07.19	Thursday	
12.07.19	Friday	
13.07.19	Saturday	
14.07.19	Sunday	
15.07.19	Monday	Kamarajar Birthday
16.07.19	Tuesday	
17.07.19	Wednesday	
18.07.19	Thursday	
19.07.19	Friday	
20.07.19	Saturday	
21.07.19	Sunday	
22.07.19	Monday	CIA - I
23.07.19	Tuesday	
24.07.19	Wednesday	
25.07.19	Thursday	
26.07.19	Friday	
27.07.19	Saturday	
28.07.19	Sunday	
29.07.19	Monday	
30.07.19	Tuesday	
31.07.19	Wednesday	
Life is what happens when you are busy making other plans		

AUGUST 2019		
DATE	DAY	EVENTS
01.08.19	Thursday	
02.08.19	Friday	
03.08.19	Saturday	
04.08.19	Sunday	
05.08.19	Monday	
06.08.19	Tuesday	
07.08.19	Wednesday	National Handloom Day
08.08.19	Thursday	
09.08.19	Friday	
10.08.19	Saturday	
11.08.19	Sunday	
12.08.19	Monday	Bakrid- Holiday
13.08.19	Tuesday	
14.08.19	Wednesday	
15.08.19	Thursday	Independence Day- Holiday
16.08.19	Friday	Organ Donation Day
17.08.19	Saturday	
18.08.19	Sunday	
19.08.19	Monday	
20.08.19	Tuesday	
21.08.19	Wednesday	National Senior Citizen Day
22.08.19	Thursday	
23.08.19	Friday	Krishna Jeyanthi - Holiday
24.08.19	Saturday	
25.08.19	Sunday	
26.08.19	Monday	
27.08.19	Tuesday	
28.08.19	Wednesday	
29.08.19	Thursday	
30.08.19	Friday	
31.08.19	Saturday	
As you know more, you grow more		

SEPTEMBER 2019		
DATE	DAY	EVENTS
01.09.19	Sunday	
02.09.19	Monday	Vinayagar Chaturthi - Holiday Teachers Day
03.09.19	Tuesday	
04.09.19	Wednesday	
05.09.19	Thursday	
06.09.19	Friday	
07.09.19	Saturday	
08.09.19	Sunday	
09.09.19	Monday	Muharam - Holiday Mahakavi Bharathiar - Memorial Day
10.09.19	Tuesday	
11.09.19	Wednesday	
12.09.19	Thursday	
13.09.19	Friday	
14.09.19	Saturday	
15.09.19	Sunday	
16.09.19	Monday	CIA - II
17.09.19	Tuesday	
18.09.19	Wednesday	
19.09.19	Thursday	
20.09.19	Friday	
21.09.19	Saturday	
22.09.19	Sunday	
23.09.19	Monday	
24.09.19	Tuesday	
25.09.19	Wednesday	
26.09.19	Thursday	
27.09.19	Friday	
28.09.19	Saturday	
29.09.19	Sunday	
30.09.19	Monday	
The best way to predict your future is to create it		

OCTOBER 2019		
DATE	DAY	EVENTS
01.10.19	Tuesday	Gandhi Jeyanthi - Holiday
02.10.19	Wednesday	
03.10.19	Thursday	
04.10.19	Friday	
05.10.19	Saturday	
06.10.19	Sunday	
07.10.19	Monday	Aytha Pooja- Holiday Vijaya Dasami- Holiday
08.10.19	Tuesday	
09.10.19	Wednesday	
10.10.19	Thursday	
11.10.19	Friday	
12.10.19	Saturday	
13.10.19	Sunday	
14.10.19	Monday	World Students Day - Dr.APJ Kalam Birth Day
15.10.19	Tuesday	
16.10.19	Wednesday	
17.10.19	Thursday	
18.10.19	Friday	
19.10.19	Saturday	
20.10.19	Sunday	
21.10.19	Monday	Model Examinations Deepavali - Holiday
22.10.19	Tuesday	
23.10.19	Wednesday	
24.10.19	Thursday	
25.10.19	Friday	
26.10.19	Saturday	
27.10.19	Sunday	
28.10.19	Monday	
29.10.19	Tuesday	
30.10.19	Wednesday	
31.10.19	Thursday	
The entire world is a laboratory to the inquiring mind		

NOVEMBER 2019		
DATE	DAY	EVENTS
01.11.19	Friday	
02.11.19	Saturday	
03.11.19	Sunday	
04.11.19	Monday	Semester Examinations
05.11.19	Tuesday	
06.11.19	Wednesday	
07.11.19	Thursday	
08.11.19	Friday	
09.11.19	Saturday	
10.11.19	Sunday	
11.11.19	Monday	
12.11.19	Tuesday	
13.11.19	Wednesday	
14.11.19	Thursday	
15.11.19	Friday	
16.11.19	Saturday	
17.11.19	Sunday	
18.11.19	Monday	Our Lady of Presentation - Feast day
19.11.19	Tuesday	
20.11.19	Wednesday	
21.11.19	Thursday	
22.11.19	Friday	
23.11.19	Saturday	
24.11.19	Sunday	
25.11.19	Monday	Even Semester begins
26.11.19	Tuesday	
27.11.19	Wednesday	
28.11.19	Thursday	
29.11.19	Friday	
30.11.19	Saturday	National Flag Day
The mind is not a vessel to be filled but a fire to be ignited		

DECEMBER 2019		
DATE	DAY	EVENTS
01.12.19	Sunday	World AIDS Day
02.12.19	Monday	
03.12.19	Tuesday	
04.12.19	Wednesday	
05.12.19	Thursday	
06.12.19	Friday	
07.12.19	Saturday	
08.12.19	Sunday	
09.12.19	Monday	World Human Rights Day
10.12.19	Tuesday	
11.12.19	Wednesday	
12.12.19	Thursday	
13.12.19	Friday	
14.12.19	Saturday	National Energy Conservation Day
15.12.19	Sunday	
16.12.19	Monday	
17.12.19	Tuesday	
18.12.19	Wednesday	
19.12.19	Thursday	
20.12.19	Friday	
21.12.19	Saturday	
22.12.19	Sunday	
23.12.19	Monday	Christmas - Holiday
24.12.19	Tuesday	
25.12.19	Wednesday	
26.12.19	Thursday	
27.12.19	Friday	
28.12.19	Saturday	
29.12.19	Sunday	
30.12.19	Monday	
31.12.19	Tuesday	
All things good to know are difficult to learn.		

JANUARY 2020		
DATE	DAY	EVENTS
01.01.20	Wednesday	New Year
02.01.20	Thursday	College reopens
03.01.20	Friday	
04.01.20	Saturday	
05.01.20	Sunday	
06.01.20	Monday	
07.01.20	Tuesday	
08.01.20	Wednesday	
09.01.20	Thursday	CIA - I
10.01.20	Friday	
11.01.20	Saturday	
12.01.20	Sunday	National Youth Day Swami Vivekanda Birth Day
13.01.20	Monday	
14.01.20	Tuesday	Bhogi
15.01.20	Wednesday	Pongal - Holiday
16.01.20	Thursday	Thiruvalluvar Day-Holiday
17.01.20	Friday	Uzhavar Tirunal- Holiday
18.01.20	Saturday	
19.01.20	Sunday	
20.01.20	Monday	
21.01.20	Tuesday	
22.01.20	Wednesday	
23.01.20	Thursday	
24.01.20	Friday	
25.01.20	Saturday	National Voter's Day
26.01.20	Sunday	Republic Day-Holiday
27.01.20	Monday	
28.01.20	Tuesday	
29.01.20	Wednesday	
30.01.20	Thursday	Martyr's Day
31.01.20	Friday	Founders Day
Always do what you are afraid to do.		

FEBRUARY 2020		
DATE	DAY	EVENTS
01.02.20 02.02.20	Saturday Sunday	
03.02.20 04.02.20 05.02.20 06.02.20 07.02.20 08.02.20 09.02.20	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	
10.02.20 11.02.20 12.02.20 13.02.20 14.02.20 15.02.20 16.02.20	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	
17.02.20 18.02.20 19.02.20 20.02.20 21.02.20 22.02.20 23.02.20	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	
24.02.20 25.02.20 26.02.20 27.02.20 28.02.20 29.02.20	Monday Tuesday Wednesday Thursday Friday Saturday	CIA - II Ash Wednesday National Science Day
A turtle makes progress when it sticks its neck out		

MARCH 2020		
DATE	DAY	EVENTS
01.03.20	Sunday	
02.03.20	Monday	International Women's Day
03.03.20	Tuesday	
04.03.20	Wednesday	
05.03.20	Thursday	
06.03.20	Friday	
07.03.20	Saturday	
08.03.20	Sunday	
09.03.20	Monday	
10.03.20	Tuesday	
11.03.20	Wednesday	
12.03.20	Thursday	
13.03.20	Friday	
14.03.20	Saturday	
15.03.20	Sunday	
16.03.20	Monday	St. Joseph's Feast Day Model Examinations
17.03.20	Tuesday	
18.03.20	Wednesday	
19.03.20	Thursday	
20.03.20	Friday	
21.03.20	Saturday	
22.03.20	Sunday	
23.03.20	Monday	Ugadi - Holiday
24.03.20	Tuesday	
25.03.20	Wednesday	
26.03.20	Thursday	
27.03.20	Friday	
28.03.20	Saturday	
29.03.20	Sunday	
30.03.20	Monday	
31.03.20	Tuesday	
Success comes in cans, failure in can'ts.		

APRIL 2020		
DATE	DAY	EVENTS
01.04.20 02.04.20 03.04.20 04.04.20 05.04.20	Wednesday Thursday Friday Saturday Sunday	Semester Examinations
06.04.20 07.04.20 08.04.20 09.04.20 10.04.20 11.04.20 12.04.20	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Mahavir Jeyanthi - Holiday World Health Day Good Friday-Holiday Easter
13.04.20 14.04.20 15.04.20 16.04.20 17.04.20 18.04.20 19.04.20	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Tamil New Year's Day Holiday Dr.Ambedkar Jeyanti
20.04.20 21.04.20 22.04.20 23.04.20 24.04.20 25.04.20 26.04.20	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	
27.04.20 28.04.20 29.04.20 30.04.20	Monday Tuesday Wednesday Thursday	
You haven't failed, until you stop trying.		

Notes

LATE ATTENDANCE RECORD

Date	Time of Entrance	Tutor's Signature

ABSENCE RECORD

Date	No. of days	Reason for Absence	Parent / Guardian Sign.	Tutor Sign.	H.O.D. Sign.

ABSENCE RECORD

Date	No. of days	Reason for Absence	Parent / Guardian Sign.	Tutor Sign.	H.O.D. Sign.

ODD Semester :						
Day Order	1 st Hour		2 nd Hour	3 rd Hour		4 th Hour 5 th Hour
I		INTERMISSION			LUNCH BREAK	
II						
III						
IV						
V						
VI						

EVEN Semester :						
Day Order	1 st Hour		2 nd Hour	3 rd Hour		4 th Hour 5 th Hour
I		INTERMISSION			LUNCH BREAK	
II						
III						
IV						
V						
VI						