



BHARATHIDASAN GOVERNMENT COLLEGE FOR WOMEN

**(AN AUTONOMOUS COLLEGE AFFILIATED
TO PONDICHERRY UNIVERSITY)**

PUDUCHERRY - 605 003

<https://bgcw.py.gov.in>



ACADEMIC PLANNER 2023-2024

OUR GOALS

**VALUE BASED EDUCATION
SELF CONFIDENCE AND
COMMITMENT TO SOCIETY**

OUR MISSION

**TO COLLECT, COMMUNICATE, CONSERVE
AND CONVERT KNOWLEDGE**

PROFILE

Bharathidasan Government College for Women (Autonomous), the biggest institute for women students in Puducherry, was inaugurated in the Academic Year 1968 – '69. With the name of the great Poet of this soil, the institution has been functioning to promote 'Women Education' and caters to the needs of the women students by offering a wide range of Science, Arts and Commerce courses. Now the institution has 14 Under-graduate Programmes and one Doctoral Programme in Home Science. During the span of 55 years the college has witnessed a phenomenal growth both qualitatively and quantitatively.

The excellent performance of the students in the curricular, co-curricular and extra-curricular activities has facilitated the institution to get the autonomous status from the academic year 2004-'05. This college is the first

autonomous institution in the Union Territory of Puducherry affiliated to the Pondicherry University. The College proposes to implement the National Education Policy 2020 from the academic year 2023-24.

With a focus on the Knowledge-based economy, pioneering efforts are being undertaken to exhibit the talents of our students. This is the first Arts and Science College in the Union Territory of Puducherry which established a Placement Cell, as an initiative for making the deserving students get jobs after their graduation. Bharathidasan Government College for Women with its autonomous status will bloom as an epi-center in promoting quality standards and shaping a knowledge-driven society.

COURSES OFFERED

UNDER-GRADUATE PROGRAMMES:

1. B.Sc. MATHEMATICS
2. B.Sc. PHYSICS
3. B.Sc. CHEMISTRY
4. B.Sc. BOTANY
5. B.Sc. ZOOLOGY
6. B.Sc. CLINICAL NUTRITION AND DIETETICS
7. B.Sc. COMPUTER SCIENCE
8. B.A. TAMIL
9. B.A. ENGLISH
10. B.A. FRENCH
11. B.A. HISTORY
12. B.A. ECONOMICS
13. B.Com. (GENERAL)
14. B.Com. (CORPORATE SECRETARYSHIP)

DOCTORAL PROGRAMME

1. Ph.D. HOME SCIENCE

Dr. V. Raji Sugumar, M.Sc., M. Phil., Ph.D.
PRINCIPAL

TEACHING STAFF LIST
DEPARTMENT OF MATHEMATICS

Associate Professors

1. Thiru. R. Varadarajan, M.Sc., M.Phil. - H.O.D.
2. Thiru. B. Selvam, M.Sc., M.Phil., PGDCA

Assistant Professors

1. Tmt. B. Anbarassy, M.Sc., B.Ed., M.Phil.
2. Dr. G. Soudjada, M.Sc., B.Ed., M.Phil., Ph.D.
3. Thiru. S. Suresh Kumar, M.Sc.

Assistant Professors (STC)

1. Tmt. V. Dhivya, M.Sc., M.Phil.,
2. Dr. G. Devipriya, M.Sc., B.Ed., M.Phil., Ph.D.
3. Dr. R. Kalpana, M.Sc., M.Phil., PGDCSA., Ph.D.
4. Tmt. Vijaya Subhashini, M.Sc., M.Phil.,
5. Dr. K. Raju, M.Sc., M.Phil.,

DEPARTMENT OF PHYSICS

Associate Professor

1. Dr. R. Madivanane, M.Sc., B.Ed., M.Phil., Ph.D., SDCA
- H.O.D.

Assistant Professors

1. Dr. G. Shakila, M.Sc., M.Phil., Ph.D.

2. Dr. Rama Krishna Jammula, M.Sc., M.Tech., Ph.D.
3. Thiru. K. Venkitachalapathy, M.Sc., M.Phil.
4. Dr. S. Sivakumar, M.Sc., M.Phil., Ph.D.

Assistant Professors (STC)

1. Dr. S. Vanidha, M.Sc., M.Phil., Ph.D.

DEPARTMENT OF CHEMISTRY

Associate Professor

1. Tmt. G. Thirupurasundari, M.Sc., M.Phil.

- H.O.D.

Assistant Professors

1. Tmt. N. Couppammalle, M.Sc., B.Ed., M.Phil.,
2. Tmt. C. Uma, M.Sc., M.Phil.
3. Dr. K.S. Prakash, M.Sc., M.Phil., Ph.D.

Assistant Professors (STC)

1. Dr. S. Sofiya Lawrence Mary, M.Sc., M.Phil., Ph.D.
2. Dr P. Vinoth, M.Sc., B.Ed., M.Phil. Ph.D.

DEPARTMENT OF BOTANY

Associate Professors

1. Dr. R. Veeramohan, M.Sc., M.Phil., Ph.D.

- H.O.D.

2. Dr. K. Rajendiran, M.Sc., M.Phil, Ph.D.

Assistant Professors

1. Dr. Prasoon Shrivastava, M.Sc., Ph.D.
2. Dr. Mujahid Mohammed, M.Sc., Ph.D

Assistant Professors (STC)

1. Dr. A. Vimalavady, M.Sc., M.Phil., Ph.D.

DEPARTMENT OF ZOOLOGY

Assistant Professors

1. Dr. S. Rajalakshmi, M.Sc., M.Phil., Ph.D. - H.O.D.
2. Dr. S. Muthu, M.Sc., B.Ed., M.Phil., Ph.D.
4. Dr. R. Malarvizhi, M.Sc., M.Ed., M.Phil., Ph.D.
6. Dr. R. Kandamani, M.Sc., M.Phil., Ph.D.

DEPARTMENT OF HOME SCIENCE

Associate Professors

1. Tmt. D. Dhanalakshmi, M.Sc., M.Phil. -H.O.D
2. Tmt. P. Asha, M.Sc., B.Ed., M.Phil.

Assistant Professors

1. Dr. S. Alamelumangai, M.Sc., M.Phil., PGDCA, Ph.D
2. Dr. Kayalvizhi Balamurugan, M.Sc., M.Phil., Ph.D.

3. Tmt. Malarvizhi Ravi, M.Sc., M.Phil., R.D.
4. Tmt. M. Shobana, M.Sc., M.Phil.
5. Tmt. M. Malliguesvary, M.Sc., B.Ed., M.Phil.
6. Dr. L. Sucheta Soma Kirupa, M.Sc., B.Ed., PGDN&D., Ph.D.
7. Dr. Ch. Rajiny, M.Sc., B.Ed., Ph.D.
8. Dr. D. Brighty, M.Sc., B.Ed., M.Phil., Ph.D.

DEPARTMENT OF COMPUTER SCIENCE

Assistant Professors

1. Dr. R. Rengasamy, M.C.A, M.Phil, Ph.D -H.O.D.
2. Thiru. Md. Zubair Ahmad, M.Sc.
3. Tmt. A. Saipriya, M.C.A., M.Phil.
4. Dr. R. Sethuraman, M.C.A., M.Phil, M.Tech., Ph.D.
5. Tmt. K. Sivapaquiavady, M.C.A., M.Phil.
6. Thiru. S. Sundararajan, M.C.A., M.Phil.
7. Dr. S.T. Arokkiya Mary, M.C.A., M.Phil. Ph.D.
8. Tmt. S. Varalakshmi, M.C.A., M.Phil.

Assistant Professors (STC)

1. Dr. D. Kamalraj, M.C.A., M.Phil., M.B.A., Ph.D.,
2. Dr. B. Balamurugan, M.C.A., M.Phil., Ph.D.,
3. Tmt. S. Sathurthi, M.C.A., M.Phil.

DEPARTMENT OF TAMIL

Assistant Professors

1. Dr. C. Sethupathi, M.A., B.Ed., M.Phil., Ph.D. H.O.D.
2. Dr. A. Mani, M.A., Ph.D.
3. Dr. G. Vedagamam, M.A., M.Phil., Ph.D.
4. Dr. S. Nagarathinam Subbarayan, M.A., M.Phil, Ph.D.
5. Dr. E. Rajalakshmi, M.A., M.Phil., Ph.D.,
6. Dr. N. Vajravelu, M.A., M.Phil., Ph.D.,
7. Dr. C. Chandra, M.A., B.Ed., M.Phil., Ph.D., Dip. In Malayalam
8. Dr. P. Pattammalle, M.A., M.A (Ling), M.Phil, Ph.D.,
11. Dr. P. Pushpalatha, M.A., M.Phil, Ph.D. Dip in Ling.
12. Dr. G. Sivakumar, M.A., B.Ed., M.Phil, Ph.D.
13. Dr. L. Madaracy, M.A., M.Phil, Ph.D.
14. Tmt. C. Geetha, M.A., M.Phil, Dip. In Ling.
15. Tmt. A. Chandirakala, M.A., M.Phil, Dip. In Ling.
16. Dr. K. Rajakumari, M.A., M.Phil, Ph.D.
17. Dr. V. Selvaperumal, M.A., B.Ed., M.Phil., Ph.D.

Assistant Professors (STC)

1. Dr. B. Kuppaswamy, M.A., M.Phil., Ph.D.

3. Tmt. Malarvizhi Ravi, M.Sc., M.Phil., R.D.
4. Tmt. M. Shobana, M.Sc., M.Phil.
5. Tmt. M. Malliguesvary, M.Sc., B.Ed., M.Phil.
6. Dr. L. Sucheta Soma Kirupa, M.Sc., B.Ed., PGDN&D., Ph.D.
7. Dr. Ch. Rajiny, M.Sc., B.Ed., Ph.D.
8. Dr. D. Brighty, M.Sc., B.Ed., M.Phil., Ph.D.

DEPARTMENT OF COMPUTER SCIENCE

Assistant Professors

1. Dr. R. Rengasamy, M.C.A, M.Phil, Ph.D -H.O.D.
2. Thiru. Md. Zubair Ahmad, M.Sc.
3. Tmt. A. Saipriya, M.C.A., M.Phil.
4. Dr. R. Sethuraman, M.C.A., M.Phil, M.Tech., Ph.D.
5. Tmt. K. Sivapaquiavady, M.C.A., M.Phil.
6. Thiru. S. Sundararajan, M.C.A., M.Phil.
7. Dr. S.T. Arokkiya Mary, M.C.A., M.Phil, Ph.D.
8. Tmt. S. Varalakshmi, M.C.A., M.Phil.

Assistant Professors (STC)

1. Dr. D. Kamalraj, M.C.A., M.Phil., M.B.A., Ph.D.,
2. Dr. B. Balamurugan, M.C.A., M.Phil., Ph.D.,
3. Tmt. S. Sathurthi, M.C.A., M.Phil.

DEPARTMENT OF TAMIL

Assistant Professors

1. Dr. C. Sethupathi, M.A., B.Ed., M.Phil., Ph.D.
H.O.D.
2. Dr. A. Mani, M.A., Ph.D.
3. Dr. G. Vedagamam, M.A., M.Phil., Ph.D.
4. Dr. S. Nagarathinam Subbarayan, M.A., M.Phil, Ph.D.
5. Dr. E. Rajalakshmi, M.A., M.Phil., Ph.D.,
6. Dr. N. Vajravelu, M.A., M.Phil., Ph.D.,
7. Dr. C. Chandra, M.A., B.Ed., M.Phil., Ph.D., Dip.
in Malayalam
8. Dr. P. Pattammalle, M.A., M.A (Ling), M.Phil, Ph.D.,
11. Dr. P. Pushpalatha, M.A., M.Phil, Ph.D. Dip in Ling
12. Dr. G. Sivakumar, M.A., B.Ed., M.Phil, Ph.D.
13. Dr. L. Madaracy, M.A., M.Phil, Ph.D.
14. Tmt. C. Geetha, M.A., M.Phil, Dip. In Ling.
15. Tmt. A. Chandirakala, M.A., M.Phil. Dip. In Ling.
16. Dr. K. Rajakumari, M.A., M.Phil, Ph.D.
17. Dr. V. Selvaperumal, M.A., B.Ed., M.Phil., Ph.D.

Assistant Professors (STC)

1. Dr. B. Kuppuswamy, M.A., M.Phil., Ph.D.

2. Dr. K. Thamilarasi, M.A., B.Ed., M.Phil., Ph.D.
3. Dr. P. Amirthavalli, M.A., M.Phil., Ph.D.
4. Dr. B. Rajeswari, M.A., B.Ed., M.Phil., Ph.D.
5. Dr. M. Mohan, M.A., M.Phil., Ph.D. Post Dec.
6. Dr. B. Sivasangari, M.A., B.Ed., M.Phil., Ph.D.
7. Dr. A. Gomathi, M.A., Ph.D.
8. Dr. R. Kumudhavalli, M.A., B.Ed., M.Phil., Ph.D.,
9. Dr. K. Sakthipriya, M.A., B.Ed. M.Phil., Ph.D.,
10. Dr. R. Devipraba, M.A., B.Ed., M.Phil., Ph.D.,
11. Dr. P. Vijayalakshmi, M.A., M.Phil., Ph.D.,
12. Dr. M. Dayanidhi, M.A., M.Ed., M.Phil., Ph.D., PGDCA

DEPARTMENT OF ENGLISH

Associate Professors

1. Dr. K.S. Suresh, M.A., Ph.D. - H.O.D.
2. Dr. K.C. Asha, M.A., M.Phil., Ph.D.

Assistant Professors

1. Tmt. R. Krishnakumari, M.A., M.Phil.
2. Dr. S. Vijayalakshmi, M.A., M.Phil., PGDTE, Ph.D.
3. Dr. R. Mourougane, M.A., B.Ed., M.Phil., Ph.D.,
4. Tmt. Bindu Balan, M.A., B.Ed., M.Phil.,

5. Dr. T.T. Lasitha, M.A., B.Ed., M.Phil., Ph.D.
6. Tmt. A. Amudha, M.A., M.Phil.
7. Thiru. K. Vijayakumar, M.A., M.Phil.
8. Dr. M. Sivapriya, M.A., M.Phil., Ph.D.
9. Dr. Parimala, M.A., M.Phil., Ph.D.
10. Tmt. Bhagyalakshmi Mohan, M.A., M.Phil.
11. Tmt. Sukitha, M.A., M.Phil.
12. Tmt. Rathi R. Thoppil, M.A., B.Ed.
13. Tmt. P. Siyamala, M.A., B.Ed., M.Phil.,
14. Dr. P. Shanthi, M.A., M.Phil., Ph.D.
15. Dr. R. Subhasshri, M.A., Ph.D. PGCTE
16. Dr. N. Chandra, M.A., M.Phil., Ph.D.
17. Dr. Akilandeshwari Srinivasan, M.A., M.Phil., Ph.D.

Assistant Professors (STC)

1. Dr. G. Mary Antoinette Nancy, M.A., M.Phil., Ph.D.
2. Dr. B. Sankar, M.A., M.Phil., Ph.D.,
3. Dr. A. Kalaiyarassi, M.A., M.Ed., M.Phil., Ph.D.,
4. Mr. V. Koguilavardhini, M.A., M.A (Ling) B.Ed., M.Phil., (Eng)

DEPARTMENT OF HINDI

Associate Professor

1. Dr. Nisha Sharma, M.A., M.Phil., (Hindi) Ph.D. - H.O.D.

DEPARTMENT OF FRENCH

Associate Professors

1. Thiru. S. Saravanan, M.A., M.Phil. - H.O.D.
2. Thiru. V. Thiruvengadam, M.A., B.Ed., M.Phil.
3. Dr. C.A. Ajit, M.A., M.Phil., Ph.D.,

Assistant Professor

1. Tmt. S. Nithya, M.A., M.Phil., Master (FLE)

DEPARTMENT OF HISTORY

Assistant Professors

1. Tmt. B. Mercy Thenmozhi, M.A., B.Ed., M.Phil. - H.O.D.
2. Dr. M. Geetha, M.A., M.Phil., Ph.D.
3. Dr. Binod Bihari Satpathy, M.A., M.Phil., Ph.D.
4. Dr. Mohammad Rais Khan, M.A., Ph.D., Post Doc.
5. Dr. Dayaram Meena, M.A., Ph.D.,

DEPARTMENT OF ECONOMICS

Associate Professors

1. Tmt. K. Marcelline Marie Christine, M.A., M.Phil., Ph.D. - H.O.D.

Assistant Professors

1. Dr. Gorakh Chawla, M.A., M.Phil., Ph.D.
2. Dr. N. Umarani, M.A., M.Phil., PGDCA., Ph.D.
3. Dr. S. Selladouraitchy, M.A., M.Phil., Ph.D.,
4. Thiru. Kajor Mal Meena, M.A.
5. Thiru. Joel Basumatary, M.A., Ph.D.
6. Thiru. Shivkumar Harishchandra Shinde, M.A.

Assistant Professors (STC)

1. Tmt. A. Revathi., M.A.,
2. Dr. P. Tirouppavai, M.A., M.Ed., M.Phil., Ph.D
3. Tmt. B. Meera, M.A., B.Ed., M.Phil.
4. Dr. G. Palanisamy, M.A., M.Phil., Ph.D

DEPARTMENT OF COMMERCE

Associate Professor

1. Dr. K.P. Sivakumar, M.Com., B.Ed., M.Phil., Ph.D. - H.O.D.

Assistant Professors

1. Dr. N. Swarnalatha, M.Com., M.B.A., M.Phil., Ph.D.
2. Dr. Pradeep Kumar Singh, M.Com, M.B.A, Ph.D.,
3. Thiru. P. Senthil, M.Com., M.Phil.
4. Thiru. A.G. Abel Sagayam, M.Com., M.Phil.
5. Dr. V. Yamuna, M.Com, B.Ed., M.Phil., Ph.D.
6. Thiru. V. Remy James, M.Com, B.Ed., M.Phil.,
Dip. in AL&LL.
7. Dr. A. Noyaline Bibiyana Arulmary, M.Com,M.B.A.,
M.Phil., Ph.D.
8. Thiru. P. Senthil Kumaren, M.Com, M.Ed., M.Phil.,
9. Dr. B. Souce Marie, M.Com, M.Phil.Ph.D.,
10. Tmt. C. Hemalatha, M.Com, M.Phil.
11. Dr. V.R. Soumady, M.Com, B.Ed., M.Phil., Ph.D.

Assistant Professor (STC)

1. Dr. G. Arunmozhi, M.Com, M.Phil., M.B.A., Ph.D..
2. Dr. M. Gowri, M.Com.,M.Phil.,Ph.D.,
3. Tmt. B. Shankardevi, M.Com.,M.Phil
4. Dr. M. Kavitha, M.Com., B.Ed., M.Phil., Ph.D.

DEPARTMENT OF CORPORATE SECRETARYSHIP

Associate Professors

1. Dr. V.K. Somasundaram, M.A., M.Com., M.B.A.,
M.Phil., PGDCA, Ph.D., - H.O.D.
2. Dr. R. Srinivasan, M.A., M.Com., M.Phil., Ph.D.

Assistant Professors

1. Dr. A. Thilaha Dharmarajan, M.C.S., M.B.A.,
M.Phil., Ph.D.
2. Dr. S. Senthil Srinivasan, M.C.S., M.B.A., M.Phil.
Ph.D., PGDPM
3. Dr. K. Padmanabhan, M.C.S., M.Phil.,
A.C.S(Inter)Ph.D.,
4. Dr. S. Vijayalakshmi, M.C.S., M.B.A., M.Phil.,
Ph.D.
5. Dr. R. Maria Inigo, M.C.S., M.B.A., B.G.L., Ph.D.
6. Dr. S. Gayathri, M.C.S., M.B.A., M.Phil., Ph.D.
7. Dr. B. Rajalakshmi, M.C.S., M.B.A., M.Com.,
PGDCA., M.Phil., Ph.D.
8. Dr. S. Sahul Hameed, M.C.S, M.B.A., M.Com.,
M.Phil., A.C.S.(Inter) Ph.D.

DEPARTMENT OF PHYSICAL EDUCATION

Assistant Professor (STC)

1. Dr. G. Dhanalakshmy, B.Sc., M.P.Ed., P.G.D.Y. Ph.D

LIBRARY

College Librarian (STC)

1. Tmt. K. Gayathiry, M.Sc., M.L.I.S., PGDLAN

School Librarian

A. Djivanandame

Asst. Librarian (On Service Placement)

B. Sarasukala Jayavani

NURSERY SECTION

1. Tmt. L. Devipriya, B.A (Eng)., B.Ed., PST
2. Tmt. K. Dhivyalakshmi, M.A (Eng.), D.T.Ed., M.Ed., PST

MINISTERIAL STAFF LIST

PRINCIPAL'S OFFICE

- | | |
|-----------------------|----------------|
| 1. Tmt. Radha Rukmani | Superintendent |
| 2. Thiru. S. Sankar | Assistant |
| 3. Tmt. S. Akila | Assistant |
| 4. Tmt. R. Anandhi | Assistant |
| 5. Tmt. K. Tenmozhi | UDC |

STORE KEEPER

1. Tmt. N. Mariammal, BCA, B.P.Ed.

MTS General

1. Tmt. P. Girija
2. Tmt. K. Shanthy
3. Tmt. K. Kathayee
4. Tmt. K. Shanthy
5. Tmt. G. Mary Claire
6. Tmt. V. Egavalli
7. Tmt. V. Vasantha

MTS (House Keeping)

1. Tmt. K. Malathi
2. Tmt. S. Sivaneswari
3. Tmt. M. Periyannayagi
4. Tmt. S. Subanisha

Conductress

1. Tmt. K. Babitha, D.M.Ed.

WORKING HOURS AND DAYS

- ◆ The college works in two shifts with six class hours per shift, for five days a week.
- ◆ I Shift - From 8.00 a.m. to 01.00 p.m
- ◆ II Shift - From 01.15 p.m. to 06.15 p.m
- ◆ I Shift - All Science and Commerce Programmes
- ◆ II Shift - All Social Sciences and Humanities Programmes
- ◆ The details of holidays and vacation are indicated in the calendar.

ANNUAL FEE - DETAILS

Fees will be collected once in an academic year. The following are the rates of fees payable per year

I Year Fee Structure

Sl.No.	Name of the fees	B. A/B. Sc./B. Com
1.	Tuition Fee Per Annum (Residents)	Rs. 200
2.	Tuition Fee Per Annum (Non-Residents)	Rs. 500
3.	Athletic Association Fee Per Annum	Rs. 150
4.	College Day	Rs. 150
5.	College Magazine	Rs. 75
6.	Department Association and Students Development Fund Per Annum	Rs. 100
7.	College Calendar	Rs. 50
8.	Reading Room / Library	Rs. 25
9.	Admission Fee On Admission only	Rs. 10
10.	Laboratory for Science Group / Language Lab - Per Annum	Rs. 100

Sl. No	Name of the fees	B. A/B. Sc./B. Com
11.	Fine Arts	Rs.50
12.	Stationery Fee	Rs.75
13.	Caution deposit	Rs.100
14.	(i) Laboratory (For Computer Science / CN&D) Per Annum (ii) Laboratory (For Commerce / Co-operative Management) On Admission only	Rs.300
15.	Practical fee CN&D Dept. only - Per Annum	Rs.250
16.	Identity Card On Admission only	Rs.75
17.	Group Insurance - Per Annum	Rs.100
18.	College Maintenance Fee Per Annum	Rs.100
19.	Parent Teacher Association	Rs.100
	University	
20.	Matric Fee	Rs.100
21.	Higher Sec. Exam Fee	Rs.150
22.	Registration Fee	Rs.40

Sl. No	Name of the fees	B. A/B. Sc./B. Com
23.	University Development Fund	Rs.100
24.	Sports Fee	Rs.150
25.	TOTAL	Arts: Rs.1900 Science: Rs.2000 Computer: Rs.2300 B. Com/BOS: Rs.2200 CND: Rs.2550 Non-Residents Additional: Rs.300

Note : If a student after joining leaves the college during the term she shall have no right to claim a refund of any portion of the remitted fee except the Caution Money Deposit.

RULES OF ATTENDANCE AND LEAVE OF ABSENCE

1. Each student shall be in her place in the class punctually at the stated periods for lecture classes, practical, etc.

2. Attendance will be taken during every period of work and absence during any one period in a session will be treated as absence for that session.

3. No student shall be absent without leave letter. Application for leave must be made in advance and addressed to the Head of the Department in the following format:

LEAVE LETTER OF THE STUDENT

- a) Name of the student :
- b) Class with main subject :
- c) Roll number :
- d) Period of leave :
- e) Reason for leave :
- Date of Application :

Signature of the Parent / Guardian

Signature of the Student

Remarks of the Class Teacher:

RULES OF ATTENDANCE AND LEAVE OF ABSENCE

1. Each student shall be in her place in the class punctually at the stated periods for lecture classes, practical, etc.

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a) Name of the student :

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c) Roll number :

d) Period of leave :

e) Reason for leave :

Date of Application :

Signature of the Parent / Guardian

Signature of the Student

Remarks of the Class Teacher:

4. Leave applications must be always submitted to the HOD in advance. In case the absence is due to unforeseen circumstances and application for leave for the period of absence must be submitted as soon as possible and not later than the first day of return to the college. In case of sickness extending for more than three days, medical certificate must be produced.

5. If a student absents herself for a week without leave letter, her name will be struck off the rolls.

6. The HOD can grant leave upto three days. Principal on the recommendation of the HOD will grant leave for longer period. All leave letters so granted shall be filed by the Department and will be considered for recommending applications for condonation of shortage of attendance within the permissible limits at the time of sending the candidate for the final Examination.

ISSUE OF CERTIFICATES

1. College Office hours for students: 11.45 a.m. to 12.15 p.m. and 3.00 p.m. to 4.00 p.m.

2. On requisition, giving relevant particulars, indicating course of study, date of birth, subject taken etc., study certificate / course completion certificate will be issued to the students for a specified purpose. Applications for the same should be made at least two working days before the certificate is required.

3. Those who have left the college will not be given these certificates. They may use the Transfer and Conduct certificate taken from the college.

4. Students who apply for the Transfer and Conduct certificate for the first time within a period of one year after leaving the college will be given the certificates free of cost. Those who apply for such certificates after the lapse of one year from the date on which they left the college

have to pay a penal fee of Rs.4/- for such certificates.

5. Students who apply for a duplicate Transfer and Conduct certificate within a period of one year after leaving the college will be given the certificates on payment of Rs.100/-.

6. Certificates will not be issued with notice of less than two working days.

RULES OF DISCIPLINE

1. The Principal of the college shall have complete power for the maintenance of the discipline of the students of the college. She may frame and issue from time to time disciplinary rules of a temporary or permanent character, regulating the conduct of the students within the campus or outside the college.

2. The Principal shall have the power to inflict punishment including fine, loss of attendance,

withhold of term certificates, suspension, expulsion and rustication.

3. **The Principal will ordinarily place herself in communication where necessary, with the parent / guardian of the students who are academically backward or who do not show any improvement or whose attendance is irregular or whose conduct is unsatisfactory. The name of the students who are found incorrigible even after several warnings may be removed from the rolls after intimation to their parents / guardians. The order of the Principal in this matter shall be final.**

4. **Students of the college going on strike, in any way indulge in acts of indiscipline that may lead to dislocation of work in the college shall immediately forfeit their scholarships, fee concessions etc., besides punishments awarded by the Principal.**

5. **Petitions or complaints from individuals or**

groups to any higher authorities must be submitted only through the Principal.

CONDUCT AND BEHAVIOUR

1. All the students must attend the college decently dressed. Tight garments such as Jeans, Pants etc., must be avoided.

2. At the first bell, announcing the commencement of the session (7.55 a.m. and 1.10 p.m.) students should be seated in their respective seats.

3. Every student must obey the teacher and respectfully carry out their instructions. The students shall observe politeness towards the non-teaching staff of the college and behave decorously with her fellow students.

4. No student shall leave the classroom or laboratory without the teacher's permission or until the teacher left the room or

or until the teacher left the room or intimates his/her desire that the class disperse. Students must observe strict silence in the classes and listen to the lectures attentively, without distracting the attention of others.

5. Students must move to their classrooms or laboratories at the appointed hours silently. They must also remain silent during the interval between the teacher finishing his/her class and leaving and the next teacher entering to engage the class.

6. Students are forbidden from talking and making any sort of noise in the form of small or large group in the corridors or vicinity of rooms where classes are in progress or otherwise disturb them in any manner. Students having no class in any hour must remain quiet or spend the time usefully in the library or reading room.

7. Every student is expected to provide herself with all the necessary textbooks. Science students must bring their own observation notebooks to the practical sessions and submit their fair records notebooks regularly on the appointed dates. Failure to do so may entail her losing the day's practical work.

8. Every student must care for every property of the college and refrain from indulging in any activity that may damage the college property. Every student to whom books or any college property are entrusted will be held responsible for their preservation in good condition and in the event of their loss they will be required to replace them or repay their cost. Any students indulging in breaking or damaging any college property will be required to pay the cost of repair or replacements. In case of willful damage she will be punished in such a manner, as the Principal may think fit.

9. Students should not leave the college during the working hours. Those who feel sick must contact the Head of the Department.

10. Students are prohibited from organizing any meeting or entertainment in the college or collecting money for any purpose without the permission of the Principal.

11. Students guilty of going over to other colleges and institutions to take part in acts of indiscipline such as organizing distortions and strikes would be deemed especially culpable and would be punished accordingly.

12. Students shall not hold meetings for criticizing the conduct of the University or the college authorities. Such meetings will be deemed unlawful and the Principal will take such action as she deems necessary to prohibit or to punish and in case she considers it very serious she may recommend for rustication.

13. The teasing, ragging etc. are punishable offenses to the extent of summary expulsion from the college.

14. The name of the college or its authorities shall not be used in any publications or in any manner without the permission of the Principal.

15. No class or group of students should engage themselves in any public activity, even on purely social nature, without the permission of the Principal.

16. Students should refrain from participating in party or communal politics.

17. Students are expected to read the notice / circulars put up in the notice board regularly.

18. No notice, which does not have the approval of the Principal, shall be circulated or displayed in the Notice board.

DO's

✳ Use only courteous and polite language and behave with decorum with the faculty, staff, students and guests of the College.

✳ Shall be regular and punctual in attending classes and all activities connected with the College.

✳ Read Notices / Circulars displayed on the College Notice Board / Website.

✳ Ignorance of not reading any Notice / Circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.

✳ All vehicles should be parked in the allotted place.

✳ While attending College functions, Students / Scholars will conduct themselves in such a way

as to bring credit to themselves and to the institution.

* The Students are expected to take up all assignments, tests and examinations of this College seriously and try to perform the best.

* Each students of this college must follow proper dress code as per cultural ethos and always possess Student Identity Card with her photograph affixed on it and duly attested by the Principal.

* Use the resources of the College viz., Library, Computers, Equipments, Medical, Communication, Power, etc., judiciously and effectively.

* Genuine complaints may be filed to the concerned authority without fear.

Don'ts

* All shall desist from indulging in violence.

* Shall not talk or act in any manner in a way that would bring disrepute to the College.

* Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.

* Should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.,

* Smoking consumption of any kind of alcoholic drinks / drugs inside the College is strictly prohibited.

* Damaging the building or any other property of the College in any way is strictly prohibited.

* Indulging in Ragging and Eve Teasing are crimes and are strictly prohibited by an act

promulgated by the Government of Puducherry with the penalty of Rs. 10,000/- and two years of imprisonment. If any student indulges in any form of ragging or Eve Teasing inside the College premises or outside, she will be summarily expelled from the College.

* Misconduct during examinations, production of false information or documents for admission purpose and the failure to return materials taken on loan from the College would be seriously dealt with.

* Use of mobile phones / other electronic gadgets such as ipod, iphone within the classrooms, laboratories, seminar halls and auditoriums is strictly banned. Violation of this rule by any Student would result in impounding of these devices and strict disciplinary action.

* Students should not involve themselves either directly or indirectly in any form of political activities either inside or outside the College

during their period of study.

ACADEMIC PROGRESS

A student is expected to keep a steady progress in her studies. If a student is found to be indifferent in studies or her attendance is poor, she may face termination from the college. The name of the student may be struck off from the roll for unauthorized absence from the classes.

GOLD MEDAL

The College will be giving Gold Medals every year to one under graduate students in each discipline of study subject to the following.

* Such students should have secured the highest aggregate (cumulative marks) of all the six semesters with first class in respect of the main papers in Part III

* Such marks should have been obtained by

those students in their first attempt of appearance of examination as per the term of the course without absenting themselves in any of the examination for any reason or whatsoever

⊕ Such students should not have had any arrear in any paper at any time during their term of study.

⊕ The decision to award the Gold Medals during the time of natural calamities or when the examination are held through online mode, off the campus is vested with the College Council.

⊕ The decision of the College Council in awarding the Gold Medals or / and hosting the award ceremony is final and will be binding on all the students.

LIBRARY RULES

The Library is open to all the students of the college. It is open on all working days from 9.30 a.m. to 4.30 p.m. without lunch break.

All the students have open access to the shelves and all the volumes may be consulted in the Library without formal application. Certain books are reserved for reference only and are not at any time to be removed from the Library by the students.

Strict silence must be observed in and around the Library. Failure to observe the rule will result in severe disciplinary action.

Each student is entitled to a loan of two books at a time.

She can keep the books for two weeks from the date of issue and at the end of the period the books shall be returned to the Library. But, it may be reissued to the same person if it has not been applied for in the meantime. When the book has been reissued to a person, she may retain it for a further period of two weeks.

The Librarian reserves the right to recall the book at any time even during the period of the first issue for the purpose of cataloguing or for any other reason. A student failing to return the book after two weeks from the date of issue will be fined 5 paise per book per working day for the first week and 10 paise per book per working day during the second week and will not be allowed to use the Library till the books are returned and the fine paid. No transfer certificate and conduct certificate shall be issued to a student until all the books and tickets have been returned and any other dues standing against her are discharged.

Students are not allowed to enter the Library with their books.

Readers shall be responsible for any damage done to the books or other properties of the Library and shall be required to replace the books or properties at their own cost. In case replacement is not possible if it goes beyond the

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National Service Schemes :

To motivate social conduct and to inculcate discipline and service to the society, the students are enrolled as volunteers in NSS. The Volunteers carry out the activities like Blood donation, Tree plantation, Anti-pollution campaign, Campus cleaning, AIDS awareness programmes etc.

Physical Education :

Physical education helps the students to build up the team and competitive spirit. It provides training and practice to the students to represent State, National, International level events in Games and Sports. It is made compulsory that all the students must participate in the sports/games.

AUTONOMY

The College was granted academic autonomy in Nov. 2004.

All courses except Ph.D. programme are under autonomous regulations.

Objectives of Autonomy :

An autonomous college will have the freedom to

- a. Determine and prescribe its own courses of study and syllabi, restructure and redesign the courses within the given framework of the Pondicherry University.
- b. Evolve methods of assessment of students' performance, conduct of examination and notification of results.

Award of Degrees :

The degrees will be awarded by the

Pondicherry University with name of the college mentioned in the Degree.

Statutory bodies :

The college has the following bodies to ensure proper management of academic, financial and general administrative affairs:

- ❖ Governing body
- ❖ Academic council
- ❖ Board of studies
- ❖ Finance committee

Attendance :

The college follows the rules of the Pondicherry University that are currently in force. A candidate will be permitted to appear for the end semester examination only if

- She secures not less than 75 percent of

attendance during the semester.

- She earns a progress certificate from the head of the department concerned for having satisfactorily complete the course of study prescribed.
- Her conduct has been good.

However the Principal may condone the shortage in the attendance up to a maximum of 15 percent for valid reasons on paying the fees of Rs.200/-

Evaluation:

The mechanism of evaluation has two components i.e., Continuous Internal Assessment (CIA) & End Semester Examination.

Continuous Internal Assessment (CIA) for UG Level

The ratio of CIA to the End Semester Examination is 25/75

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Components of CIA

	Max. Marks
➤ Attendance	5 marks
➤ Tests (two tests)	5 marks
➤ Assignment	5 marks
➤ Model Exam	10 marks
➤ Total	25 marks

Marks for the attendance will be awarded if the candidate secures

➤ 90% to 100 %	5 marks
➤ 85% to 89.9%	4 marks
➤ 80% to 84.9%	3 marks
➤ 75% to 79.9%	2 marks
➤ less than 75 %	1 mark (with condonation fees Rs.200)

There is no passing minimum in the CIA. Students are encouraged to write all the tests as scheduled. However relaxation can be considered for

- Authorized participation such as representing the college in sports and cultural events.
- Unforeseen local area problems and
- Illness supported by medical certificate

End Semester Examination

The minimum marks for passing the End Semester Examination is 30. A student must secure 40 marks in the aggregate of CIA and End Semester Examination for securing a pass in the subject.

Receipt of the valued test paper: A student has the right to appeal for a review of marks and the procedure for the same is as under.

- a. A student can approach the head of the department concerned.
- b. In the absence of no satisfactory response from the Head of the Department, she can give a written appeal to the Principal who will take appropriate action, ie, through revaluation.

Malpractice: Students indulged in malpractice will be debarred from subsequent appearance based on the decisions of the committee constituted for the purpose.

STUDENT SUPPORT SERVICES

1. Anti Narcotics Cell
2. Anti Ragging Committee
3. Career Counselling & Placement Cell
4. Counselling Cell
5. Entrepreneurship Development Cell

6. Internal Complaints Committee
7. Legal Services Clinic
8. Students Grievances & Redressal Cell

STUDENTS CLUBS

1. Eco Club
2. Fine Arts Club
3. Fitness Club
4. Health Club
5. Literary Club
6. Movie Club
7. Reading Club
8. Red Ribbon Club
9. Rotract Club

OTHER CELLS & COMMITTEES

1. Internal Quality Assurance Cell
2. Minority Cell
3. OBC Cell
4. SC / ST Cell
5. Calendar Committee
6. Centac Admission Committee (Internal)
7. Core Committee for College Development
(CCCD)
8. Discipline Committee
9. Lifestyle for CII-Yi (Young Indians)
10. Lifestyle for the Environment (LiFE)
11. Media committee
12. Merilife & Planetarium Visit Committee
13. NAAC Steering Committee
14. NEP Implementation Committee
15. Project Implementation Committee
16. Purchase Committee
17. PM-USHA Committee
18. Students Co-operative Store Management
Committee
19. Website committee