

CALENDAR & HANDBOOK 2024-2025



Since 2007

ST. ANTONY'S COLLEGE OF ARTS AND SCIENCES FOR WOMEN

(Affiliated to Mother Teresa Women's University, Kodaikanal)

(Approved under 2(f) and 12B Status of UGC Act, 1956)

Managed by the Sisters of Congregation of the Immaculate Conception Madurai

(AnISO 9001-2015 Certified Institution)

AmalaAnnai Nagar, Thamaraijadi Post

Dindigul- 624 005, Tamil Nadu, India

SUCCESSION OF SECRETARIES

1. Rev. Sr. Thanaseeli Solomon 2007-2013
2. Rev. Sr. M.Margaret Inbaseeli 2013-2021
3. Rev. Sr. A.Arul Devi 2021- to-date

SUCCESSION OF PRINCIPALS

1. Rev. Sr. Dr.Francisca Flora 2007-2008
2. Dr. Balasaraswathi 2008-2010
3. Dr. T. Mary Josephine Isabella 2010-2012
4. Rev. Sr. Dr. V.Mary Pramila Santhi 2012- to-date

CONTACT DETAILS

COLLEGE : 9994098417
HOSTEL : 9629650977
WEBSITE : www.sacw.edu.in
E-MAIL ID : st.antonyscollege2007@gmail.com

PERSONAL PROFILE

Name :
Date of Birth :
Birth Certificate Reg. No. :
(Issued under 12/17 of Central Act of Birth and Death, 1969)
Father's Name :
Mother's Name :
Course :
Blood Group :
Register No. :

Address (Present)

Permanent

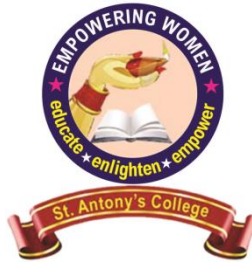
- -
- -
- -

- -
- -
- -

Day Scholar / Hosteller :
Bank Account No. :
Aadhar No. :
E-Mail ID :
Any other particulars :

Parent

Student



Since 2007

MOTTO

TO EDUCATE, TO ENLIGHTEN, TO EMPOWER

VISION

EMPOWERING WOMEN THROUGH LIBERAL HIGHER EDUCATION

MISSION

1. To provide academically standard, socially relevant, morally upright, ethically honest learning experiences.
2. To offer inclusive liberal higher education to all women students, especially the poor, the needy, and the underprivileged hailing from interior rural places.
3. To support students to achieve their full potential.
4. To encourage, enable, facilitate their active involvement in learning, employment and community life and
5. To make them leaders, entrepreneurs, change-makers, collaborators and above all, patriotic citizens.

OBJECTIVES

1. To emancipate and empower female students, aiming at liberating them from limitations and to enable them to become catalysts for social progress and development.
2. To provide advanced education to rural women students, particularly those who have been deprived of higher educational opportunities.
3. To enhance their employability by cultivating their mental capacity, aptitude, attitude and skills.

COLLEGE PRAYER

GOD of Love and Wisdom, we thank you for your grace and presence in us. We humbly ask you to bestow your grace on our college and its inmates. Bless all our parents, faculty, friends and well-wishers and inspire us with the fire of Love on us that we may grow and heighten our knowledge as liable women in our community. May YOUR beloved Mother be a model for all of us, to foster our Spirit, to empower the least, the lost and the abandoned people in our society. May we begin and end the day with YOU joyfully and peacefully.

OUR LADY OF AMALAANNAI, Pray for us.

-Amen

A BRIEF HISTORY OF THE COLLEGE

St. Antony's College of Arts and Sciences for Women, Dindigul, is a minority, self- financing institution established in 2007 by the Congregation of the Immaculate Conception (C.I.C) with the blessings, guidance and moral support of the Most Rev. Dr. Antony Pappusamy, the Bishop of Dindigul. This premier institution of higher education is located on a 20-acre campus with beautiful gardens, well-furnished and aesthetically designed buildings, and sports grounds at Thamarapadi, 10km North of Dindigul on Trichy-Dindigul Highways (NH45), in a gentle, serene and tranquil atmosphere for academic pursuits and life-long learning. The Congregation has a vast experience in the field of Secondary, Senior Secondary and teacher training education in addition to other types of social work.

Its motto is TO EDUCATE, TO ENLIGHTEN, TO EMPOWER

The college now offers 12 UG and 7 PG courses. With the spirit of goodwill, it imparts quality higher education with creative, critical, and communication skills in addition to domain knowledge to women students, especially the poor, the needy and the underprivileged for their holistic development in response to the greatest commandment of love of our Lord Jesus Christ and for contribution to building a developed India. It provides opportunities for the students for honing their employability skills through curricular and co-curricular training. It also motivates students to be responsible citizens and to be accountable for their time invested and competence acquired. In this context, it has signed functional MoUs with various universities, colleges and with other reputed industries/agencies. The College currently offers the following courses:

At Undergraduate Degree Level

1. BA Tamil
2. BA English
3. B.Sc Mathematics
4. B.Sc Physics
5. B.Sc Chemistry
6. B.Sc Zoology
7. BCA (Bachelor of Computer Applications)
8. B.Sc Computer Science
9. B.Sc IT

10. B. Com
11. B. Com (CA) (B.Com with Computer Applications)
12. BBA

At Postgraduate Degree Level

1. MA Tamil
2. MA English
3. M.Sc Mathematics
4. M.Sc Chemistry
5. M.Sc Computer Science
6. M.Com
7. M.Com (CA) (M.Com with Computer Applications)

In addition to the certificate courses, Certificate in Accounting Technicians (CAT) and Cost and Management Accountants (CMA), the college offers Skill Development Courses in

1. Spoken English
2. Spoken Malayalam
3. Spoken Hindi
4. Art Work
5. Silambam
6. Jewellery Making
7. Tailoring
8. Type Writing
9. Tally
10. Beautician
11. Hindi
12. Aari Work
13. TNPSC
14. JAVA
15. Soft Skills
16. Employability Skills

The College boasts of lively and dynamic NSS units, diverse student clubs, extensive sports facilities, a welcoming canteen, a spacious auditorium, well-equipped seminar halls, ample lecture halls, beautifully landscaped gardens, an outdoor gymnasium, and comfortable hostel accommodation, all catering to the well-being and convenience of our students.

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்தநிலமடந்தைக்
கெழிலொழுகும் சீராரும் வதனமெனத்
திகழ்பரதக் கண்டமிதில் தெக்கணமும்
அதிற்கிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந்
திலகமுமே! அத்திலக வாசனை போல்
அனைத்துலகும் இன்பமுற எத்திசையும்
புகழ்மணக்க இருந்தபெருந்
தமிழ்ணங்கே!
தமிழ்ணங்கே! உன்
சீரிளமைத் திறம்வியந்து
செயல்மறந்துவாழ்த்துதுமே!
வாழ்த்துதுமே!
வாழ்த்துதுமே!

மனோன்மணியம். பெ.சுந்தரம்பிள்ளை

NATIONAL ANTHEM

Jana-gana-mana-adhinayakajaya he
Bharata-bhagya-vidhata
Panjaba-Sindhu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
uchchala-jaladhi-taranga
TavaSubha name jage, tavesubhaasisa mage,
gahetavajaya-gatha.
Jana-gana-mangala-dayakajaya he
Bharata-bhagya-vidhata.
Jaya he, Jaya he, Jaya he,
jayajayajayajaya he.

Rabindranath Tagore

PLEDGES

- India is my country and 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 respect to my parents, teachers and elders 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

தீண்டாமையை ஒழிக்க மேற்கொள்ளும் உறுதிமொழி

இந்திய அரசியலமைப்பின் பால் இடைவிடாத, உளமார்ந்த பற்றுள்ள இந்தியக் குடிமகனாகிய நான், நமது அரசியலமைப்பின் படி தீண்டாமை ஒழிக்கப்பட்டுவிட்டது என்பதை அறிவேன். தீண்டாமையை அடிப்படையாகக் கொண்டு, எவர் மீதும் தெரிந்தோ, தெரியாமலோ சமூக வேற்றுமையை மனம், வாக்கு, செயல் என்ற எந்த வகையிலும் கடைப்பிடிக்கமாட்டேன் என்று இதனால் உளமார் உறுதியளிக்கிறேன். அரசியலமைப்பின் அடிப்படைக் கருத்திற்கிணங்க, சமய வேறுபாடற்ற சுதந்திர சமுதாயத்தை உருவாக்குவதில் நேர்மையுடனும், உண்மையுடனும் பணியாற்றுவது எனது கடமையாகும் என்பதையும் உணர்வேன். இந்திய அரசியலமைப்பின் பால் எனக்குள்ள முழுப்பற்றுற்கு இது என்றென்றும் எடுத்துக்காட்டாக விளங்குமென்றும் இதனால் உளமார் உறுதியளிக்கிறேன். (Taking of Pledge against Untouchability especially on Martyrs' Day—30 January, after the observance of silence between 11:00 and 11:02 am)

கொடுஞ்செயல் எதிர்ப்புநாள் உறுதிமொழி (On Anti-Terrorism Day - 21 May)

அகிம்சை, சகிப்புத் தன்மை ஆகிய நம் நாட்டின் மரபுகளில் தளராத நம்பிக்கையுடைய இந்திய மக்களாகிய நாம், எவ்வகையான கொடுஞ் செயல்களையும், வன்முறைகளையும் முழு ஆற்றலோடு எதிர்ப்போம் என உறுதி கூறுகிறோம். எல்லா மக்களிடத்தும், அமைதி, சமுதாய ஒற்றுமை, நல்லுணர்வு ஆகியவற்றைப் போற்றி வளர்க்கவும், மக்களுடைய உயிர்களுக்கும் மற்றும் நற்பண்புகளுக்கும் ஊறு விளைவிக்கும் பிரிவினை சக்திகளை எதிர்த்துப் போராடவும் நாம் உறுதி கூறுகிறோம்.

குழந்தைத் தொழிலாளர் முறையினை அகற்றுவதற்கான உறுதிமொழி
(On Anti-Child Labour Day – 12 June)

இந்திய அரசியலமைப்பு விதிகளின் படி கல்வி பெறுவது குழந்தைகளின் அடிப்படை உரிமை என்பதால், 14 வயதிற்குட்பட்ட குழந்தைகளை ஒரு போதும் எந்த விதப் பணிகளிலும் ஈடுபடுத்த மாட்டேன் எனவும், அவர்கள் பள்ளிக்குச் செல்வதை ஊக்குவிப்பேன் எனவும், குழந்தைத் தொழிலாளர் முறையினை முற்றிலுமாக அகற்றிட சமுதாயத்தில் விழிப்புணர்வு ஏற்படுத்துவேன் எனவும், தமிழகத்தைக் குழந்தைத் தொழிலாளற்ற மாநிலமாக மாற்றுவதற்கு என்னால் இயன்ற வரைபாடு படுவேன் எனவும் உளமார உறுதி கூறுகிறேன்.

நல்லிணக்கநாள் உறுதிமொழி
(On Communal Harmony Day—20 August)

நான் சாதி, இன, வட்டார, மத அல்லது மொழி பாகுபாடு எதுவு மின்றி, இந்தியாவின் அனைத்து மக்களின் உணர்வுபூர்வ ஒற்றுமைக்கும், நல்லிணக்கத்திற்கும் பாடுபடுவேன் என்று உளமார உறுதிமொழி எடுத்துக் கொள்கிறேன். மேலும், எங்களுக்கிடையேயான அனைத்து வேறுபாடுகளையும், வன்முறையில் ஈடுபடாமல், பேச்சுவார்த்தைகள் மூலமாகவும் அரசியலமைப்புச் சட்ட வழிமுறைகளைப் பின்பற்றியும் தீர்த்துக்கொள்வேன் என்றும் இதனால் உறுதியளிக்கிறேன்.

தேசிய ஒருமைப்பாடு உறுதிமொழி
(On National Integration Day—19 November)

நாட்டின் சுதந்திரம், ஒருமைப்பாடு ஆகியவற்றைக்காக்கவும், வலுப்படுத்தவும் என்னை அர்ப்பணித்துச் செயல்படுவேன் என்று மனமார உறுதி கூறுகிறேன். மேலும் நான் ஒருபோதும் வன்முறையில் ஈடுபடமாட்டேன் என்றும், மதம், மொழி, வட்டாரம் மற்றும் அரசியல் அல்லது பொருளாதார பேதங்களுக்கு அமைதியான முறையிலும் அரசியல் சட்டத்திற்கு உட்பட்டும் தீர்வுகாணத் தொடர்ந்து பாடுபடுவேன் என்றும் உறுதி கூறுகிறேன்.

CONTENTS

S.No	Title	Page No.
1	Calendar	10
2	Governing Body	21
3	Academic Advisory Committee	23
4	Office of the Vice Principals	25
5	Faculty	30
6	Duties & Responsibilities of Heads of Departments	34
7	Administrative Staff	35
8	College Committees	37
9	Library	56
10	Cells and Clubs	62
11	Rules & Regulations	87
12	Associations	93
13	Leave Record	96

Academic Calendar June 2024 to April 2025

JUNE 2024

DATE	DAY	DAY ORDER	EVENTS
01.06.2024	SAT		
02.06.2024	SUN		
03.06.2024	MON		
04.06.2024	TUE	HOLIDAY	
05.06.2024	WED		World Environment Day
06.06.2024	THU		
07.06.2024	FRI		
08.06.2024	SAT		
09.06.2024	SUN		
10.06.2024	MON		
11.06.2024	TUE	HOLIDAY	
12.06.2024	WED		
13.06.2024	THU		
14.06.2024	FRI		
15.06.2024	SAT		
16.06.2024	SUN		
17.06.2024	MON		
18.06.2024	TUE	HOLIDAY	
19.06.2024	WED	A1	College Reopens for Seniors
20.06.2024	THU	B	
21.06.2024	FRI	C	National Yoga Day
22.06.2024	SAT	HOLIDAY	
23.06.2024	SUN	HOLIDAY	
24.06.2024	MON	D	
25.06.2024	TUE	E	
26.06.2024	WED	F	I UG College Starts
27.06.2024	THU	A2	
28.06.2024	FRI	B	
29.06.2024	SAT	HOLIDAY	
30.06.2024	SUN	HOLIDAY	
Number of Working Days (II, III UG & II PG) & (I UG)			08DAYS&03 DAYS

JULY 2024

DATE	DAY	DAY ORDER	EVENTS
01.07.2024	MON	C	
02.07.2024	TUE	D	
03.07.2024	WED	E	Moral & Catechism Class I PG College Starts
04.07.2024	THU	F	
05.07.2024	FRI	A3	
06.07.2024	SAT	HOLIDAY	
07.07.2024	SUN	HOLIDAY	
08.07.2024	MON	B	
09.07.2024	TUE	C	
10.07.2024	WED	D	PART V Activities
11.07.2024	THU	E	
12.07.2024	FRI	F	
13.07.2024	SAT	HOLIDAY	
14.07.2024	SUN	HOLIDAY	
15.07.2024	MON	A4	
16.07.2024	TUE	B	
17.07.2024	WED	Holiday	Moharam
18.07.2024	THU	C	Student Council Election
19.07.2024	FRI	D	
20.07.2024	SAT	E	
21.07.2024	SUN	HOLIDAY	
22.07.2024	MON	F	
23.07.2024	TUE	A5	
24.07.2024	WED	B	
25.07.2024	THU	C	
26.07.2024	FRI	D	
27.07.2024	SAT	HOLIDAY	
28.07.2024	SUN	HOLIDAY	
29.07.2024	MON	E	
30.07.2024	TUE	F	
31.07.2024	WED	A6	
No. of Working Days (II, III UG & II PG) & (I UG)			8+23=31 Days & 3+23=26Days
No. of Working Days (I PG)			21 Days

AUGUST 2024

DATE	DAY	DAY ORDER	EVENTS
01.08.2024	THU	B	
02.08.2024	FRI	C	
03.08.2024	SAT	HOLIDAY	
04.08.2024	SUN	HOLIDAY	
05.08.2024	MON	D	
06.08.2024	TUE	E	
07.08.2024	WED	F	
08.08.2024	THU	A7	
09.08.2024	FRI	B	
10.08.2024	SAT	HOLIDAY	
11.08.2024	SUN	HOLIDAY	
12.08.2024	MON	C	
13.08.2024	TUE	D	
14.08.2024	WED	E	
15.08.2024	THU	HOLIDAY	INDEPENDENCE DAY
16.08.2024	FRI	F	
17.08.2024	SAT	HOLIDAY	
18.08.2024	SUN	HOLIDAY	
19.08.2024	MON	A8	
20.08.2024	TUE	B	
21.08.2024	WED	C	
22.08.2024	THU	D	
23.08.2024	FRI	E	
24.08.2024	SAT	HOLIDAY	
25.08.2024	SUN	HOLIDAY	
26.08.2024	MON	HOLIDAY	Krishna Jeyanthi
27.08.2024	TUE	F	I Internal Examination
28.08.2024	WED	A9	
29.08.2024	THU	B	
30.08.2024	FRI	C	
31.08.2024	SAT	D	
No. of Working Days II, III UG & II PG) & (I UG)			8+23+21=52 Days & 3+23+21=47 Days
No. of Working Days (I PG)			20+21=41Days

SEPTEMBER 2024

DATE	DAY	DAY ORDER	EVENTS
01.09.2024	<i>SUN</i>	<i>HOLIDAY</i>	
02.09.2024	MON	E	
03.09.2024	TUE	F	
04.09.2024	WED	A10	
05.09.2024	THU	B	Teachers Day Celebrations
06.09.2024	FRI	C	
07.09.2024	<i>SAT</i>	<i>HOLIDAY</i>	VINAYAKAR CHATHURTHI
08.09.2024	<i>SUN</i>	<i>HOLIDAY</i>	
09.09.2024	MON	D	
10.09.2024	<i>TUE</i>	<i>E</i>	
11.09.2024	WED	F	PART V Activities
12.09.2024	THU	A11	
13.09.2024	FRI	B	
14.09.2024	SAT	C	
15.09.2024	<i>SUN</i>	<i>HOLIDAY</i>	
16.09.2024	<i>MON</i>	<i>HOLIDAY</i>	MILADI-UN-NABI
17.09.2024	TUE	D	
18.09.2024	WED	E	Mentor-Mentee Meet
19.09.2024	THU	F	
20.09.2024	FRI	A12	Association Activity
21.09.2024	<i>SAT</i>	<i>HOLIDAY</i>	
22.09.2024	<i>SUN</i>	<i>HOLIDAY</i>	
23.09.2024	MON	B	
24.09.2024	TUE	C	
25.09.2024	WED	D	
26.09.2024	THU	E	
27.09.2024	FRI	F	
28.09.2024	<i>SAT</i>	<i>HOLIDAY</i>	
29.09.2024	<i>SUN</i>	<i>HOLIDAY</i>	
30.09.2024	MON	A13	II Internal Examination
No. of Working Days (I, II, III UG & II PG)& (I UG)			8+23+21+21=73Days& 3+23+21+21=68Days
No. of Working Days (I PG)			20+21+21=62Days

OCTOBER 2024

DATE	DAY	DAY ORDER	EVENTS
01.10.2024	TUE	B	
02.10.2024	WED	HOLIDAY	Gandhi Jeyanthi
03.10.2024	THU	C	
04.10.2024	FRI	D	
05.10.2024	SAT	HOLIDAY	
06.10.2024	SUN	HOLIDAY	
07.10.2024	MON	E	
08.10.2024	TUE	F	
09.10.2024	WED	A14	PART V Activities
10.10.2024	THU	B	
11.10.2024	FRI	HOLIDAY	AYUTHA POOJA
12.10.2024	SAT	HOLIDAY	VIJAYA DASAMI
13.10.2024	SUN	HOLIDAY	
14.10.2024	MON	C	
15.10.2024	TUE	D	
16.10.2024	WED	E	Mentor-Mentee Meet
17.10.2024	THU	F	
18.10.2024	FRI	A15	Association Activity
19.10.2024	SAT	HOLIDAY	
20.10.2024	SUN	HOLIDAY	
21.10.2024	MON	B	Model Examination
22.10.2024	TUE	C	Model Examination
23.10.2024	WED	D	Model Examination
24.10.2024	THU	E	Model Examination
25.10.2024	FRI	F	90 Working Days Completed – II, III UG & II PG
26.10.2024	SAT	HOLIDAY	
27.10.2024	SUN	HOLIDAY	
28.10.2024	MON	A16	
29.10.2024	TUE	B	
30.10.2024	WED	C	
31.10.2024	THU	HOLIDAY	DEEPAVALI
No. of Working Days (I, II, III UG & II PG)& (I UG)			8+23+21+21+17=90Days& 3+23+21+21+20=88Days
No. of Working Days (I PG)			20+21+21+20=82Days

NOVEMBER 2024

DATE	DAY	DAY ORDER	EVENTS
01.11.2024	FRI	D	
02.11. 2024	SAT	E	90 Working Days Completed – I UG
03.11. 2024	<i>SUN</i>	<i>HOLIDAY</i>	
04.11. 2024	MON	<i>F</i>	
05.11. 2024	TUE	<i>A17</i>	
06.11. 2024	WED	B	
07.11.2024	THU	C	
08.11.2024	FRI	D	
09.11.2024	SAT	E	90 Working Days Completed – I PG
10.11.2024	<i>SUN</i>	<i>HOLIDAY</i>	
11.11.2024	MON		National Education Day
12.11.2024	TUE		
13.11.2024	WED		
14.11.2024	THU		National Energy Conservation Day
15.11.2024	FRI		
16.11.2024	<i>SAT</i>	<i>HOLIDAY</i>	
17.11.2024	<i>SUN</i>	<i>HOLIDAY</i>	
18.11.2024	MON		
19.11.2024	TUE		
20.11.2024	WED		
21.11.2024	THU		
22.11.2024	FRI		
23.11.2024	SAT		
24.11.2024	<i>SUN</i>	<i>HOLIDAY</i>	
25.11.2024	<i>MON</i>	<i>HOLIDAY</i>	
26.11.2024	TUE		
27.11.2024	WED		
28.11.2024	THU		
29.11.2024	FRI		
30.11.2024	SAT		
No. of Working Days (I UG)			3+23+21+20+21+2=90 Days
No. of Working Days (I PG)			20+21+20+21 + 08= 90Days

DECEMBER 2024

DATE	DAY	DAY ORDER	EVENTS
01.12.2024	<i>SUN</i>	<i>HOLIDAY</i>	
02.12.2024	MON		National Pollution Control Day
03.12.2024	TUE		
04.12.2024	WED	A1	EVEN SEMESTER BEGINS
05.12.2024	THU	B	
06.12.2024	FRI	C	
07.12.2024	<i>SAT</i>	<i>HOLIDAY</i>	
08.12.2024	<i>SUN</i>	<i>HOLIDAY</i>	
09.12.2024	MON	<i>D</i>	
10.12.2024	TUE	<i>E</i>	
11.12.2024	WED	F	PART V Activities
12.12.2024	THU	A2	
13.12.2024	FRI	B	
14.12.2024	<i>SAT</i>	<i>HOLIDAY</i>	
15.12.2024	<i>SUN</i>	<i>HOLIDAY</i>	
16.12.2024	MON	<i>C</i>	
17.12.2024	TUE	<i>D</i>	
18.12.2024	WED	E	Moral & Catechism Class
19.12.2024	THU	F	
20.12.2024	FRI	A3	
21.12.2024	<i>SAT</i>	B	CHRISTMAS CELEBRATIONS
22.12.2024	<i>SUN</i>	<i>HOLIDAY</i>	
23.12.2024	<i>MON</i>	<i>HOLIDAY</i>	CHRISTMAS HOLIDAYS
24.12.2024	TUE		
25.12.2024	WED		
26.12.2024	THU		
27.12.2024	FRI		
28.12.2024	<i>SAT</i>		
29.12.2024	<i>SUN</i>		
30.12.2024	<i>MON</i>	<i>HOLIDAY</i>	
31.12.2024	<i>TUE</i>	<i>HOLIDAY</i>	
No. of Working Days for All			

JANUARY 2025

DATE	DAY	DAY ORDER	EVENTS
01.01.2025	WED	HOLIDAY	NEW YEAR
02.01.2025	THU	C	
03.01.2025	FRI	D	
04.01.2025	SAT	E	Pilgrimage-MARAMPADI
05.01.2025	SUN	HOLIDAY	
06.01.2025	MON	F	
07.01.2025	TUE	A4	
08.01.2025	WED	B	PART V Activities
09.01.2025	THU	C	
10.01.2025	FRI	D	
11.01.2025	SAT	E	
12.01.2025	SUN	HOLIDAY	National Youth Day
13.01.2025	MON	F	PONGAL CELEBRATION
14.01.2025	TUE	HOLIDAY	PONGAL HOLIDAYS
15.01.2025	WED	HOLIDAY	
16.01.2025	THU	HOLIDAY	
17.01.2025	FRI	A5	
18.01.2025	SAT	B	
19.01.2025	SUN	HOLIDAY	
20.01.2025	MON	C	
21.01.2025	TUE	<i>D</i>	
22.01.2025	WED	E	Moral & Catechism Class
23.01.2025	THU	F	
24.01.2025	FRI	A6	Association Activities
25.01.2025	SAT	B	
26.01.2025	SUN	HOLIDAY	REPUBLIC DAY
27.01.2025	MON	<i>C</i>	
28.01.2025	TUE	<i>D</i>	
29.01.2025	WED	E	
30.01.2025	THU	F	
31.01.2025	FRI	A7	Mentor-Mentee Meet
No. of Working Days for All			14+23=37Days

FEBRUARY 2025

DATE	DAY	DAY ORDER	EVENTS
01.02.2025	SAT	B	
02.02.2025	<i>SUN</i>	<i>HOLIDAY</i>	
03.02.2025	MON	C	
04.02.2025	TUE	<i>D</i>	
05.02.2025	WED	E	Moral & Catechism Class
06.02.2025	THU	F	
07.02.2025	FRI	A8	
08.02.2025	<i>SAT</i>	<i>HOLIDAY</i>	
09.02.2025	<i>SUN</i>	<i>HOLIDAY</i>	
10.02.2025	MON	<i>B</i>	
11.02.2025	<i>TUE</i>	<i>HOLIDAY</i>	THAIPOOSAM
12.02.2025	WED	C	PART V Activities
13.02.2025	THU	D	
14.02.2025	FRI	E	
15.02.2025	SAT	F	
16.02.2025	<i>SUN</i>	<i>HOLIDAY</i>	
17.02.2025	MON	A9	
18.02.2025	TUE	<i>B</i>	
19.02.2025	WED	C	I Internal Examination
20.02.2025	THU	D	
21.02.2025	FRI	E	Association Activity
22.02.2025	<i>SAT</i>	<i>HOLIDAY</i>	
23.02.2025	<i>SUN</i>	<i>HOLIDAY</i>	
24.02.2025	MON	F	
25.02.2025	TUE	A10	
26.02.2025	WED	B	
27.02.2025	THU	C	II INTERNAL EXAMINATION
28.02.2025	FRI	D	National Science Day
No. of Working Days for All			14+23+21=58 Days

MARCH 2025

DATE	DAY	DAY ORDER	EVENTS
01.03.2025	SAT	E	
02.03.2025	<i>SUN</i>	<i>HOLIDAY</i>	
03.03.2025	MON	<i>F</i>	
04.03.2025	TUE	A11	
05.03.2025	WED	B	Moral & Catechism Class
06.03.2025	THU	C	
07.03.2025	FRI	D	
08.03.2025	<i>SAT</i>	E	International Women's Day
09.03.2025	<i>SUN</i>	<i>HOLIDAY</i>	
10.03.2025	MON	<i>F</i>	
11.03.2025	TUE	A12	
12.03.2025	WED	B	PART V Activities
13.03.2025	THU	C	
14.03.2025	FRI	D	SPORTS DAY
15.03.2025	SAT	E	ANNUAL DAY
16.03.2025	<i>SUN</i>	<i>HOLIDAY</i>	
17.03.2025	MON	<i>F</i>	
18.03.2025	TUE	A13	
19.03.2025	WED	B	II Internal Examination
20.03.2025	THU	C	
21.03.2025	FRI	D	
22.03.2025	<i>SAT</i>	<i>HOLIDAY</i>	
23.03.2025	<i>SUN</i>	<i>HOLIDAY</i>	
24.03.2025	MON	E	
25.03.2025	TUE	<i>F</i>	
26.03.2025	WED	A14	
27.03.2025	<i>THU</i>	B	
28.03.2025	<i>FRI</i>	C	
29.03.2025	<i>SAT</i>	<i>HOLIDAY</i>	
30.03.2025	<i>SUN</i>	<i>HOLIDAY</i>	TELUGU NEW YEAR
31.03.2025	<i>MON</i>	<i>HOLIDAY</i>	RAMZAN
No. of Working Days for All			14+23+21+23=81Days

APRIL 2025

DATE	DAY	DAY ORDER	EVENTS
01.04.2025	TUE	D	
02.04.2025	WED	E	
03.04.2025	THU	F	Model Examination
04.04.2025	FRI	A15	Model Examination
05.04.2025	SAT	B	Model Examination
06.04.2025	<i>SUN</i>	<i>HOLIDAY</i>	
07.04.2025	MON	C	Model Examination
08.04.2025	<i>TUE</i>	D	Model Examination
09.04.2025	<i>WED</i>	E	FAREWELL DAY
10.04.2025	<i>THU</i>	<i>HOLIDAY</i>	MAHAVEER JEYANTHI
11.04.2025	FRI	F	90 Working Days Completed
12.04.2025	<i>SAT</i>	<i>HOLIDAY</i>	
13.04.2025	<i>SUN</i>	<i>HOLIDAY</i>	
14.04.2025	<i>MON</i>	<i>HOLIDAY</i>	TAMIL NEW YEAR
15.04.2025	TUE		
16.04.2025	WED		
17.04.2025	<i>THU</i>	<i>HOLIDAY</i>	EASTER HOLIDAYS
18.04.2025	<i>FRI</i>	<i>HOLIDAY</i>	
19.04.2025	<i>SAT</i>	<i>HOLIDAY</i>	
20.04.2025	<i>SUN</i>	<i>HOLIDAY</i>	
21.04.2025	MON		World Creativity & Innovation Day
22.04.2025	TUE		World Earth Day
23.04.2025	WED		
24.04.2025	THU		
25.04.2025	FRI		
26.04.2025	<i>SAT</i>	<i>HOLIDAY</i>	World Intellectual Property Day
27.04.2025	<i>SUN</i>	<i>HOLIDAY</i>	
28.04.2025	MON		
29.04.2025	TUE		
30.04.2025	WED		
No. of Working Days for All			14+23+21+23+09=90 Days

GOVERNING BODY

Officers

1. **Chairman** : Rev. Sr. M. Daisy Rani, CIC, Provincial
2. **Vice- Chairman** : Rev. Sr. Arul Devi, CIC, Secretary
3. **Member Secretary/**
Ex- Officio : Rev.Sr. Dr. Mary Pramila Santhi, CIC,
Principal

Members

1. **Academic Director**
Dr. T. Mary Josephine Isabella
Associate Professor of Commerce and
Executive Council member of MTWU, Kodaikanal
2. **University Representative**
Dr. G. Indhumathi
Assistant Professor, Department of Commerce
Mother Teresa Women's University, Kodaikanal
3. **Vice Principal, Academic**
Rev.Sr.Dr.Vanitha Jaya Rani
4. **Vice Principal, Infra**
Mrs.J.Rohini
5. **Head of the Department, Physics**
Dr.S.Sivaranjani
6. **Special Invitee**
 1. Dr. Ramasamy,
Librarian
M.V.M. Govt. Arts and Science College for Women, Dindigul.
 2. Dr. Balamurugan,
Madurai School of Management, Madurai
 3. Mr. Rozario,
WEB Administrator, St. Joseph College, Trichy
7. **Exam Cell Coordinator**
Mrs.P.Janaki
8. **Office Superintendent**
Mrs. A. Ezhilda Manohari

ROLES & RESPONSIBILITIES

1. The Governing body is responsible for formulating the policies of the institution, framing the vision and mission statement and providing the right direction to the institute. The members with their huge academic administrative and research experience provide the institution right direction from time to time.
2. The Governing body is collectively responsible for overseeing the institution's activities determining its future direction and fostering an environment in which the institutional mission is achieved.
3. Governing body has duty to enable the college to achieve and develop its mission and primary objectives for learning, teaching and research. This responsibility includes considering and approving the institution's strategic plan which should set out the academic aims and objectives of the institution and identify the financial, physical and staffing strategies necessary to achieve these objectives.
4. It is the Governing body to oversee the creation and delivery of the strategic vision and direction of the institution. This will encompass the purpose and mission of the institution.

ACADEMIC ADVISORY COMMITTEE

Vice- Chairman and Secretary

Rev. Sr. Arul Devi, CIC

Principal / Ex Officio

Rev.Sr. Dr. Mary Pramila Santhi, CIC

Academic Director

Dr. T. Mary Josephine Isabella

Associate Professor in Commerce and

Executive Council member of Mother Teresa Women's University

Kodaikanal

Administrators

Vice Principal-Academic : Rev.Sr. Dr. Vanitha Jaya Rani

Vice Principal- Infra : Mrs. J. Rohini

IQAC Coordinator

Mrs. J. Gracy

Examination Coordinator

Mrs .P. Janaki

Librarian

Mrs. A. Jansi Rani

Sports & Games

Mrs. R. Sophia Sahaya Rani

Department Representatives

1. Ms. V. Rajeswari (Tamil)
2. Mrs. Jenitha (English)
3. Dr. K. Sathya (Mathematics)
4. Dr. S. Sivaranjani (Physics)
5. Dr. N. Karthiga (Chemistry)
6. Mrs. P. Anusuya (Zoology)
7. Mrs. J. Margret Premalatha (Computer Science)
8. Mrs Jamuna Rani (BCA & IT)
9. Dr. M. Nancy Patricia (Commerce)
10. Dr. B. Jesintha (Commerce with CA)
11. Dr. Uma Maheswari (BBA)
12. Rev. Sr. Pushpa Mary (Bursar)
13. Mrs. A. Ezhilda Manohari (Office Superintendent)

Students Representative

S. Niraksha, President, Students' Council

Roles & Responsibilities

1. The Academic council is the highest academic body of the college and is responsible for laying down, regulating standards of teaching, research, and examination in the college.
2. Review and academic approves academic calendar, value added courses and report submitted by IQAC.
3. Review the academic activities of the college.
4. Review the value added courses for students.
5. Review and formulate the perspective plan of the college.
6. Review the faculty development programs.
7. Promote innovation in teaching sustain the quality of education and quality improvements initiatives(NAAC)
8. Ensure that the academic program is consistent with the institution mission.
9. Helps inculcate a culture of research in the student community.

OFFICE OF THE VICE PRINCIPALS

As the college experiences rapid growth in both student enrollment and the introduction of new courses, the management has chosen to divide the position of the vice principal into three distinct roles: academic, cultural, and infrastructure.

Below, you will find an outline of their respective roles and responsibilities:

Vice Principal-Academic : Rev.Sr. Dr. Vanitha Jaya Rani
Vice Principal- Infra : Mrs. J.Rohini

ROLES AND RESPONSIBILITIES

1. Collaborating with various departments and forwarding any issues or suggestions to the principal.
2. Contributing to the formulation of college policies, rules and regulation.
3. Actively participating in meetings with faculty, parents, and other stakeholders.
4. Supporting recruitment, training, and the onboarding process for new staff.
5. Planning and coordinating college events, field trips, and assisting with various committees.
6. Establishing and maintaining positive relationships with parents, staff, and students.
7. Participating in disciplinary hearings and offering guidance for at-risk students.
8. Updating student and college records.
9. Addressing concerns raised by students, staff, and parents.
10. Maintaining an active and visible presence during field trips and college functions.
11. Reporting directly to the principal and assuming supervision duties on behalf of or in the absence of the principal.
12. Assisting the principal in assigning teachers to special duties.
13. Managing the documentation required for mandated programs.

14. Overseeing attendance and discipline matters, including arranging and conducting state and local tests.
15. Assisting the principal in conducting orientations for incoming students.
16. Coordinating student-teacher and student-observer assignments.
17. Collaborating with the principal to identify areas within college operations that can benefit from computerization.
18. Fostering effective, positive working relationships with the staff.
19. Assisting the principal in developing professional growth plans.
20. Undertaking additional assignments as directed by the principal.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Chairperson

Rev. Sr. Dr. Mary Pramila Santhi, Principal, Ex officio

Coordinator

Mrs. J. Gracy, M.A., M.Phil., Ph.D.,
Assistant Professor, Department of English

Advisory Committee

Rev. Sr. Arul Devi, Secretary

Dr. T. Mary Josephine Isabella, Academic Director

Members

Rev. Sr. Dr. Vanitha Jaya Rani, M.A., M.Ed., Ph.D.,

Vice Principal (Academic)

Mrs. J. Rohini, M. Com CA., MPhil., Ph.D. (Commerce-CA)

Vice Principal (Infra)

Mrs. A. Ameenammal, M.Sc., M.Phil., (Mathematics)

Mrs. N. Shanthi, M. Com, M.Phil., Ph.D (Commerce)

Mrs. J. Maria Praveena, M.Sc., MPhil., Ph.D (Chemistry)

Mrs. M. Jamuna Rani, MCA, MPhil (Computer Science)

Ms. A. Nancy Pritha, MCA., M.Phil.,

Dr. Sivaranjani, MSc. Ph.D (Physics)

Rev. Sr. C. Paul Shyni, M.Sc., Ph.D., (Mathematics)

Rev. Sr. I. Saleth Mary, M.Sc (IT)., M.Phil., Ph.D. (Computer Science)

Mrs. R. Sharlin, M.A., M.Phil., (English)

Mrs. P. Janaki, M. Com, MPhil (Commerce)

Administrative Nominee

Mrs. P. Anitha, MBA.

Student Nominee

Ms. S. Niraksha., III B.Sc. Chemistry

Alumni Nominee

Ms. R. Merlin, Bedford Academy, Minnugampatty, Vedasandur, Dindigul.

Nominee from Stakeholders

Dr. J. John Sekar, Former Associate Professor and Head
Research Department of English, The American College, Madurai

Vision

Our vision is to ensure and advance the provision of quality education, encompassing both academic and administrative excellence, as we strive to attain institutional eminence.

Mission

Our mission is:

- i. to foster an academic environment that prioritizes quality teaching and learning.
- ii. to inspire faculty to deliver tailored learning experiences through ICT-enhanced teaching methods.
- iii. to support departments in identifying their Strengths, Weaknesses, Opportunities, and Challenges (SWOC) through comprehensive analysis.
- iv. to facilitate collection and utilization of feedback from stakeholders.
- v. to propose and advocate for further infrastructural enhancements to the management.
- vi. to champion innovative ideas for new courses of study.
- vii. to prepare for potential academic autonomy in the future.

Roles and Responsibilities:

- The coordinator monitors the establishment and implementation of quality standards for the institution's different academic and administrative activities.
- She aids the development of a learner-centred environment conducive to high-quality education, as well as faculty maturation to adopt the necessary knowledge and technology for participation and learning.
- Organizing inter- and intra-institutional workshops and seminars on quality-related issues, as well as promoting quality circles.

- She keeps a copy of the records and files all actions carried out across all departments of the Institute.
- Preparing the Annual Quality Assurance Report (AQAR).
- Ensuring increased clarity and concentration in institutional operations with the goal of improving quality.
- Ensure that the quality culture is fully internalised.
- Ensure that the institution's varied activities are enhanced and coordinated, and that all best practices are institutionalised.
- Provide a solid foundation for decision-making to increase institutional performance.
- Create an organised technique for documentation and internal communication.
- Monitor departments' actions in response to feedback from students, parents, and other stakeholders on quality-related institutional processes.

FACULTY

Department of Tamil

1. Ms. V. Rajeswari, M.A., M.Phil., NET.Head & Chair
2. Mrs. P. Subalakshmi, M.A., B.Ed., M.Phil.,
3. Mrs. D. Sofia Anbuselvi, M.A., B.Ed., M.Phil.,
4. Mrs. T. Malarvizhi, M.A., B.Ed., M.Phil., NET.,
5. Dr. M. Pandimeena, M.A., M.Phil., NET., SET Ph.D.,
6. Mrs. C. Saranya, M.A., M.Phil.,
7. Dr. S. Dhanalakshmi, M.A., M.Phil., NET., Ph.D.,
8. Dr. S. Latha Eswari, M.A., B.Ed., M.Phil., Ph.D.,
9. Dr.V. Ramathilagam,M.A.,M.Ed. Ph.D

Department of English

1. Ms. P. Jenitha, M.A., M.Ed., M.Phil.,Head & Chair
2. Rev.Sr. Dr. A.Vanitha Jaya Rani, M.A., M.Ed., Ph.D.,
3. Dr. R. Manoharan, M.A., M.Litt., PGDTE., Ph.D.,
4. Mrs. J. Gracy, M.A., M.Phil., Ph.D.,
5. Ms. A. Princy, M.A., M.Phil., Ph.D.,
6. Ms. J. Jancy Punitha, M.A., B.Ed., M.Phil.,
7. Mrs. A. Angayarkanni, M.A., M.Phil., Ph.D.,
8. Ms. B. Sinthiya, M.A., M.Phil.,
9. Mrs. R. Sharlin, M.A., M.Phil.,
10. Ms. S. Anbu Christy, M.A., M.Phil.,
11. Dr.Vishnu Priya, M.A.B.Ed.,Ph.D
12. Mrs. S. Rajeswari, M.A., M.Phil., B.Ed.,
13. Ms. P. Kavya, M.A., M.Phil., B.Ed.,
14. Mrs. J. Fevina Renisha Mary, M.A., B.Ed., M.Phil.,
15. Dr.A.P.Pavithra Bhuvenswari,M.A.,B.Ed.,Ph.D
16. Mrs. D. Maheswari, M.A., M.Phil., M.Ed., (Ph.D).,

Department of Mathematics

1. Dr. K. Sathya, M.Sc., M.Ed., Ph.D., Head & Chair
2. Mrs. A. Ameenammal, M.Sc., M.Phil.,
3. Mrs. J. Antony Justina Mary, M.Sc., B.Ed., M.Phil.,
4. Mrs. P. Muthu Pandiammal, M.Sc., B.Ed., M.Phil.,

5. Mrs. J. Usha, M.Sc., M.Ed., M.Phil.,
6. Rev. Sr. C. Paul Shyni, M.Sc., Ph.D.,
7. Rev. Sr. Dr. Amalanila, M.Sc., M.Phil., Ph.D.,

Department of Physics

1. Dr. S. Sivaranjani, M.Sc., Ph.D., Head & Chair
2. Mrs. P. Sumathi, M.Sc., M.Phil.
3. Mrs. V. Kirthika, M.Sc., M.Phil.
4. Rev.Sr.Dr. Agnes, M.Sc., Ph.D.,

Department of Chemistry

1. Dr. N. Karthiga, M.Sc., M.Phil., Ph.D., Head & Chair
2. Mrs. J. Maria Praveena, M.Sc., B.Ed., M.Phil., (Ph. D),
3. Dr. S. Rajendran M.Sc., M.Phil., Ph.D.,
4. Dr. N. Anitha, M.Sc., M.Phil., Ph.D.,
5. Ms. M. Vinothini Nivetha, M.Sc., M.Phil.,
6. Mrs. P. Ramya Prabha, M.Sc., B.Ed., M.Phil.,
7. Dr. D. UmaPathi, M.Sc., M.Phil., Ph.D.,
8. Mrs. I. Suganya Vinnarasi, M.Sc., M.Ed.,
9. Ms. A. Maria Agnes Deena. M.Sc.,
10. Mrs. A. Mathunika Devi., M.Sc., (Ph.D),
11. Ms. R. Durga Priyadharshini., M.Sc., (Ph.D),
12. Mrs. S. Santhosh Mary, B.Sc., B.Ed., Lab Assistant

Department of Zoology

1. Mrs. P. Anusuya, M.Sc., M.Phil., Head & Chair
2. Ms. T. Karthika, M.Sc.,
3. Ms.S.Maheshwari, M.Sc., Ph.D.,
4. Ms. P.Vidhya Bharathi, M.Sc., Ph.D.,

Department of Computer Science

1. Mrs. J. Margret Premalatha, MCA., M.Phil., Head & Chair
2. Rev. Sr. I. Saleth Mary, M.Sc (IT), M.Phil., Ph.D.,
3. Mrs. S. Udhaya Shanthi, M.Sc., B.Ed., M.Phil.,
4. Mrs. B. Kohila, M.Sc., M.Phil.,
5. Mrs.X.Jamuna Salesia Mary, MCA.,M.Phil.,
6. Mrs.A. Umamaheswari, M.Sc.

7. Mrs.A. Mujiba Parvin, MCA,M.Phil., Ph.D.,
8. Mrs. P. Alaguthai, M.Sc.,M.Phil.,
9. Mrs.M. Susmitha, M.Sc.,
10. Mrs.M. Ambika, MCA.,M.Phil.,M.E(CSE).,

Department of BCA & Information Technology

1. Mrs. M. Jamuna Rani, MCA., M.Phil., Head& Chair
2. Ms. A. Nancy Pritha, MCA., M.Phil.,
3. Mrs. K. Yuva Rani, MCA.,
4. Mrs.R. Amala Jenita, MCA, M.Phil.
5. Mrs.S. Booma Devi, MCA, M.Phil.,
6. Ms. D. Swetha, M.Sc.,
7. Mrs.J. Esther Rupavathi, M.Sc., B.Ed.
8. Ms. J. Jothi Infanta Mary, D.Ted., CLIS., Lab Assistant

Department of Commerce (B. Com)

1. Dr. M. Nancy Patricia, M.Com., B.Ed., Ph.D., Head& Chair
2. Mrs. N. Shanthi, M.Com., B.Ed., M.Phil., Ph. D.,
3. Mrs. M. Waheeda Banu, M.Com., M.Phil.,
4. Mrs. P. Janaki, M.Com., M.Phil.,
5. Mrs. V. Revathy, M.Com., B.Ed., M.Phil.,
6. Dr. M. Uma Maheswari, M.Com., MBA., M.A., M.Phil., Ph.D.,
7. Mrs. A. Helen Nithya M.Com., B.Ed., M.Phil., Ph. D.,
8. Rev. Sr.S. Raja Amala Angel, M.Com.,

Department of Commerce (B. Com CA)

1. Dr. B. Jesintha, M.Com., M.Phil., Ph.D., Head& Chair
2. Mrs. J. Rohini, M.A., M.Phil., Ph.D.,
3. Ms. J. Infant Santhiya, M.Com., M.Phil.,
4. Mrs. M. Backialakshmi, M.Com., M.Phil.,
5. Mrs. A. Thenmozhi, M.Com., Ph. D.,
6. Mrs. Asha Antony,MBA., M.Com., M.Phil.,
7. Ms. M. Nithya Lakshmi M. Com.,
8. Mrs.G. Kaleeswari, M.Com.CA., B.Ed., M.Phil.,
9. Ms. M. Kanya, M.Sc., Lab Assistant

Department of BBA

1. Dr. V. Uma Maheswari, MBA. Ph.D. Head & Chair
2. Dr. N. Megalai, MBA. M.Phil., Ph.D.,
3. Mrs. J. Amala Anusiya, B.E., MBA.,
4. Mrs. S. Jeya Sheela Mary, MBA., M.Phil.,

Sports and Yoga

1. Mrs. R. Sophia Sahaya Rani, M.A., M.PEd., M.Phil., M.Sc., (Yoga)
2. Ms. A. Priyadharshini Mary, B.Com., B.PED.,

Librarian

1. Mrs. A. Jansi Rani, DTED., B.A., M.Lib Sci., M.Phil.,
2. Mrs. Kalai Selvi, B.A., M.Lib Sci.,

Counsellor

Mrs.D. Beulah, M.Sc (Educational Psychologist)

Diploma in Counseling & Psychotherapy, Family Counsellor

Nurse

Mrs. A. Arockia Mary, ANM.,

- Nurse

DUTIES & RESPONSIBILITIES OF HEADS OF DEPARTMENTS

The primary responsibility of the Department Heads is to offer robust academic leadership within their department. This academic leadership encompasses their duty to

- i. Enhance the institution's visibility both internally and externally.
- ii. Ensure the availability of essential resource materials for all stakeholders.
- iii. Develop departmental regulations to optimize the department's functioning within the college.
- iv. Lead, manage, and cultivate the department to attain the highest standards of excellence in all endeavours.
- v. Maintain discipline among both students and faculty within the department.
- vi. Oversee the seamless operation of the department.
- vii. Ensure the consistent provision of academic facilities and a conducive learning environment.
- viii. Manage and motivate all departmental staff effectively.
- ix. Create a positive, encouraging, and efficient learning environment to enable students to receive quality education in the subject.
- x. Implement the curriculum with effective delivery strategies.
- xi. Promote a wide range of hands-on learning activities in the subject.
- xii. Foster the inclusion of industry internships and value-added courses.
- xiii. Pursue efforts to elevate the department to a higher level of excellence.
- xiv. Organize seminars, conferences, symposia, workshops, and training programmes in emerging areas of the discipline while nurturing a research ecosystem among faculty and students.

ADMINISTRATIVE STAFF

Rev. Sr. S. Pushpa Mary - Bursar

NON-TEACHING STAFF

1. Mrs. A. Ezhilda Manohari, DCP., Type (T & E) - Office Superintendent
2. Mrs. S. Arul Philominal Mary, D.Ted., CLIS. - Typist
3. Mrs. A. Gnanamani Sahaya Mary, B.A. - Office Assistant
4. Ms. L. M. Ambika - Office Assistant
5. Mrs. A. Rosali Mary, B.A. - Junior Assistant
6. Mrs. A. Infant Santhiya, M.A., B.Ed. - Junior Assistant
7. Ms. A. Gracy, M.A., B.Ed. - Junior Assistant
8. Ms.S.Pramila Mary, B.Com(CA)., - Junior Assistant
9. Mrs.R.Vishnu Priya,M.A.,B.Ed.,D.T.Ed - Junior Assistant
10. Mrs. P. Anitha, B. Coop, MBA., - Record Clerk

Transport Manager: Rev. Sr. Pushpa Mary

TRANSPORT STAFF

1. Mr. A. M. Mohammed Aariff
2. Ms. L. M. Ambika
3. Mr. K. Justin Diraviam
4. Mr. P. Karthikeyan
5. Mr. S. Subramani
6. Mr. M. Perumal
7. Mr. M. KatharPatsha
8. Mr. J. Justin Kaspar
9. Mrs. B.Noorjakan
10. Mr. K. Xavier

HOUSE KEEPING PERSONNEL

1. Mrs. Angammal
2. Mrs. S. Kalaiyarasi
3. Mrs. S. Meena Kumari
4. Ms. S. Maria Christy
5. Ms. K. Ruth Mary
6. Mrs. K. Arockiammal
7. Mrs. S. Mala
8. Mrs. S. Paul Mary
9. Mrs. V. Clara Jeyakodi
10. Mrs. P. Savariyammal
11. Mrs. D. Mahali
12. Mrs. S. Mahaliammal

GROUND STAFF

1. Mr. T. Anthony - (Gardener)
2. Mr. P. Santhanam - (Gardener)
3. Mrs. S.N. Thanalakshmi - (Gardener)
4. Mr. V. John Joseph - (Gardener)
5. Mr. A. Akbar Ali - (Watchman)
6. Mr. S. Perumal - (Watchman)

COLLEGE COMMITTEES

(1) CALENDAR COMMITTEE

Principal- Ex- Officio Member

Members

1. Rev.Sr.Dr.A.Vanitha Jaya Rani - Convenor
2. Mrs. A. Ameenammal - Co- Convenor
3. Dr. V. Uma Maheswari - Member
4. Ms. A. Nancy Pritha - Member
5. Mrs.R.Sharlin - Member
6. Mrs. A. Ezhilda Manoharai - Member
7. Ms. E. Roni - III B.Sc Physics,
Student Representative

Functions

The academic calendar committee is responsible for developing, maintaining, and overseeing the preparation of the academic calendar. The academic calendar is a critical tool that schedules various academic activities and events throughout the academic year.

- i. The committee is responsible for creating and updating the academic calendar for each academic year. This includes determining the start and end dates of terms, breaks, and holidays.
- ii. It coordinates with various academic and administrative departments, including administrators, faculty, student affairs committee, and facilities management system, to ensure that the calendar aligns with their needs and constraints.
- iii. It schedules important academic events, such as registration periods, add/drop deadlines, midterm and final exams, and graduation ceremonies. This ensures that the calendar reflects the sequence of academic activities.
- iv. It ensures that the calendar complies with institutional policies, accreditation requirements, and state regulations, wherever applicable.

- v. It provides the approved academic calendar to all stakeholders, including students, faculty, staff, and parents, through various means, such as the institution's website, printed materials, and email notifications.
- vi. In certain cases where scheduling conflicts arise, the committee works to resolve them in a way that minimizes disruption to the academic calendar and ensures that academic requirements are met.
- vii. It ensures that the academic calendar aligns with the institution's academic goals and priorities, including the delivery of courses, research activities, and assessment periods.
- viii. It may consider changes to academic policies and procedures that have an impact on the academic calendar, such as changes to grading systems or curriculum requirements.
- ix. It may collect feedback from stakeholders, including students and faculty, regarding the effectiveness and efficiency of the academic calendar. This feedback can inform future calendar revisions.
- x. In the event of unexpected disruptions, such as natural disasters or public health emergencies, the committee may be responsible for making adjustments to the calendar to accommodate changes in the academic schedule.
- xi. It may consider the needs of diverse student populations, including international students, when creating the calendar to ensure that it is inclusive and accommodating.
- xii. It maintains transparency in the calendar development process, making sure that stakeholders understand the rationale behind calendar decisions and have the opportunity to provide input to facilitate the committee.

(2) ANTI-RAGGING
ESSENCE OF TAMIL NADU PROHIBITION OF
RAGGING ACT of 1997 (ACT No.7 of 1997)

- I. Ragging means:
 - a) Display of noisy, disorderly conduct during any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution;
 - b) Teasing, abusing or playing practical jokes or causing hurt to such students;
 - c) Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.
- II. Ragging in colleges is a cognizable offence (i.e., a Police Officer can arrest without warrant)
- III. Ragging within or without any educational institution is totally prohibited.
- IV. Whoever directly or indirectly commits, participates in, abets or propagates ragging shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to Rs.10,000.
- V. Any student convicted of an offence under Section iv shall also be dismissed and such students shall not be admitted in any other educational institution.
- VI. Whenever any student complains of ragging to the head of an educational institution or to any other person responsible for the management, such person shall enquire in to the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.
- VII. If the head of the educational institution or the person responsible for management of the educational institution fails or neglects to take action when a complaint to ragging is made to have abetted such person shall be deemed to the offence of ragging and shall be punished as provided for in Section iv of TNPR Act, 1997.

ANTI-RAGGING COMMITTEE

1. Rev. Sr. A.Arul Devi - Secretary & Managerial Member
2. Rev. Sr. Dr.V.Mary Pramila Santhi - Principal &Ex officio
3. Dr. T. Mary Josephine Isabella - Academic Director
4. Mrs. P. Muthu Pandiammal - Assistant Professor- Coordinator
5. Sr. I. Saleth Mary - Assistant Professor- IT
Member - Administration
6. Mr. Mohamed Kalifullah - PTA President- Member
7. Mrs. Tamil Arasi - SI Vadamadurai
8. Ms. E. Roni - III B.Sc., Physics, Student Rep.
9. Ms. B. Preethi - III B.Com. (CA), Student Rep.

Duties & Responsibilities

In accordance with directives from the Honorable Supreme Court of India, UGC Regulations, and the Tamil Nadu Prohibition of Ragging Act 1997, it is imperative to understand that ragging is viewed as a sadistic thrill and a grave violation of human rights. The Anti-Ragging Committee is fully dedicated to ensuring strict adherence to these regulations and the prevailing laws pertaining to ragging.

Additionally, the committee is tasked with the responsibility of monitoring and supervising the Anti-Ragging Squad's efforts to prevent ragging within the institution.

- i. Anti-Ragging Squad being a wing of the Anti-Ragging Monitoring Committee will seek the advice and guidance from the Anti-Ragging Committee.
- ii. The functions of Anti-Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of student congregation such as including, classrooms, canteens, buses, sports grounds, and hostel.
- iii. The Squad will also educate the students at large by adopting various means about the menace of Ragging and related Punishments there to.
- iv. A gamut of positive reinforcement activities are adopted by Anti-Ragging Squad for orienting students and melding their personality for a better cause.
- v. They shall work in Consonance and Guidance of Anti Ragging Committee.

Objectives

The Anti-Ragging Committee serves as a supervisory and advisory body dedicated to maintaining a campus culture that is free from ragging. This committee plays an active role in formulating strategies and action plans to combat ragging within the college, employing a variety of activities as part of its efforts. Its objectives are:

- i. to eradicate all forms of ragging;
- ii. to foster a wholesome atmosphere;
- iii. to promote positive interactions between senior and junior students;
- iv. to encourage healthy practices and support students in achieving their goals;
- v. to create an environment where students can focus on their studies without fear of harassment;
- vi. to arrange additional programmes such as Freshers' Day, Student Council, and Farewell events to facilitate constructive interactions.

Punishment for Ragging

In every instance of ragging, the college authorities are obligated to file an FIR with the local police without exception. Furthermore, any combination of the following penalties may be imposed:

- i. Revocation of admission.
- ii. Temporary suspension from class attendance.
- iii. Suspension or withdrawal of scholarships, fellowships, and other benefits.
- iv. Collective punishment: In cases where the individuals responsible for or involved in ragging cannot be identified, the institution will apply collective punishment as a deterrent, thereby exerting community pressure on potential wrongdoers.

(3) INTERNAL COMPLAINTS COMMITTEE

Internals Complaints Committee as under POSH Act 2013

Protection of Women against Sexual Harassment in the work place

Dr. T. Mary Josephine Isabella - Presiding Officer

Members

1. Mrs. J. Margret Premalatha - Senior Faculty- Member
2. Mrs. R. Sophia Sahaya Rani - Physical Directress- Member
3. Sr. Raja Amala Angel. - Faculty – Member
4. Mrs. Ramani Mathew - Advocate- External Member

The Internal Complaints Committee (ICC) serves a crucial role in promoting a safe, inclusive, and equitable environment for all members of the college community.

Aims

- i. To prevent and address incidents of harassment, discrimination, and misconduct within the college campus. This includes cases of sexual harassment, gender bias, and other forms of discrimination.
- ii. To create a safe and respectful environment where students, faculty, and staff can pursue their academic and professional goals without fear of harassment or discrimination.
- iii. To raise awareness about the issues of harassment and discrimination, educating the college community about their rights and responsibilities. It promotes a culture of respect and gender sensitivity.
- iv. To provide support and assistance to survivors of harassment or discrimination. This includes offering counseling services, legal guidance, and a safe space for individuals to report incidents.
- v. To impartially investigating complaints and taking appropriate actions to redress the situation, which may include disciplinary measures against the perpetrators.

Benefits

- i. It sends a strong message that the college is committed to inclusivity and equality. This can attract a diverse and talented student and faculty body.
- ii. It helps build a positive reputation for the college as an institution that takes harassment and discrimination seriously. This can improve the college's standing in the academic community.
- iii. It ensures that the college complies with relevant laws and regulations related to harassment and discrimination, reducing legal liabilities.
- iv. It provides a support system for those who have experienced harassment, contributing to their mental and emotional well-being.
- v. By addressing and educating the community about harassment and discrimination, the ICC plays a proactive role in preventing future incidents.
- vi. It reinforces the college's commitment to its values of fairness, respect, and equality, fostering a positive and ethical campus culture.

(4) STUDENTS GRIEVANCES REDRESSAL COMMITTEE

Rev.Sr.Dr.A.Vanitha Jaya Rani, Vice-Principal & Chairperson

Members

Mrs.J.Antony Justina Mary	-	Assistant Professor of Mathematics
Dr. N. Karthiga	-	Assistant Professor of Chemistry
Dr. S. Dhanalakshmi	-	Assistant Professor of Tamil
Mrs. M. Waheeda Banu	-	Assistant Professor of Commerce
Mrs. Ramani Mathew	-	Advocate & Legal Advisor
S. Niraksha	-	President, College Council & Student Representative

Roles & Responsibilities

1. Addresses genuine problems and complaints of students.
2. Encourages the students to express their grievance without fear.
3. Suggestion boxes are provided in the campus and grievance records are placed at library and Hostel.

4. Based on the complaints necessary action are taken in consultation with authorities.
5. Suggestions and complaints of the students are being represented to authorities immediately for necessary remedial actions.
6. College assures the students that once a complaint is made, it will be treated with confidentiality.
7. Deputes faculty members to identify the areas of conflict among the students and propagate the strength of unity and collaboration

(5) SC/ST COMMITTEE

As per the Prevention of Atrocities Act 1989, No.33 of 1989, Dated 11-09-1989 of Scheduled castes and Tribes, a committee is constituted in our college. We aim to adhere to the AICTE regulations by forming the SC/ST Committee in accordance with the Scheduled Caste and the Scheduled Tribes (Prevention of Atrocities) Act of 1989 (No. 33 of 1989, dated 11-09-1989).

The goal is to establish and uphold a secure, healthful, and supportive atmosphere within the campus for SC/ST staff and students.

Rev. Dr. Mary Pramila Santhi–Ex Officio

Members

Mrs. P. Alaguthai	- Faculty- Member
Mrs. G. Kaleeswari	- Faculty – Member
Mrs. S. Arul Philominal Mary	- Office Assistant
J. Sarveshwari	- Students Representative
V. Papathi	- Students Representative

(6) SCHOLARSHIP COMMITTEE

1. Rev. Sr. Dr. Mary Pramila Santhi - Ex Officio
2. Mrs. A. Ameenammal - Nodal Officer
3. Mrs. S. UdayaShanthi - Administrator
4. Mrs. S. Arul Philominal Mary - Member

Duties & Responsibilities

The role of the scholarship coordinator is pivotal in managing and organizing a substantial amount of student data to assist the administration.

The coordinator is responsible for:

- i. Verifying online student applications.
- ii. Facilitating the registration of new applicants for admission.
- iii. Assisting with the renewal of applications.
- iv. Guiding students in completing the KYC Registration form on NSP.
- v. Ensuring a valid AISHE Code is processed before annual registration on NSP.
- vi. Managing students' enquiries through the HELP DESK.
- vii. Maintaining records of beneficiaries.
- viii. Generating necessary documents.
- ix. Managing the payment file generation and financial approvals.
- x. Updating the profile of the Institute Nodal Officer annually.
- xi. Identifying and providing financial assistance to meritorious students from low-income families to support their daily expenses during higher education.
- xii. Disseminating information about scholarship schemes (e.g., schedule cast scholarship, minority scholarship for Muslim and Christian students, farmer card scholarship, central sector scholarship) to the student community.
- xiii. Explaining the selection procedures to applicants.
- xiv. Maintaining physical copies of supporting documents submitted by student applicants.

(7) RESEARCH AND DEVELOPMENT COMMITTEE

- | | | |
|----------------------------------|---|--|
| Rev. Sr. Dr. Mary Pramila Santhi | - | Principal and Ex Officio |
| Dr. D. Ramani, | - | Dean Research, Professor and
Head, Dept. of Commerce,
MTWU, Kodaikanal |
| Dr. T. Mary Josephine Isabella | - | Academic Director,
Associate Professor in Commerce
and Executive Council Member,
Mother Teresa Women's University,
Kodaikanal. |

Members

1. Dr. S. Sivaranjani - Physics
2. Dr. B. Jesintha - Commerce
3. Dr. M. Nancy Patricia - Commerce

Special Invitees

4. Dr. Krishnamoorthy
5. Dr. Velankanni

Objectives

It is hoped that establishing an R&D Wing can significantly contribute to the growth and excellence of our college. It

- i. Aims at enhancing the academic quality of the college by encouraging faculty and students to engage in cutting-edge research. This will contribute to a deeper understanding of subjects and academic disciplines.
- ii. Encourages a culture of innovation among students and faculty. By providing resources and support for research projects, the R&D wing will help generate novel ideas, solutions, and technologies that can benefit society.
- iii. Attracts and retains top-tier faculty and students, and provides an environment that supports research and intellectual growth. A well-established R&D wing will make our college more appealing to individuals seeking opportunities for scholarly and creative work. Facilitates collaborations between the college and the local community, business, and nonprofit organizations. This engagement will lead to the development of solutions to real-world problems, strengthening our ties with the community and offering practical experience to our students.
- iv. Contributes to the national and global body of knowledge by conducting research finding and publishing them. This not only raises the profile of the institution but also positions it as a thought leader in various academic fields.

(8) PURCHASE COMMITTEE

1. Rev. Sr. Arul Devi - Secretary & Convenor
2. Rev. Sr. Dr. Mary Pramila Santhi - Principal Ex Officio
3. Rev. Sr. S. Pushpa Mary - Bursar & Purchase Officer
4. Mrs. J.Rohini - Vice Principal

Members

5. Dr. S. Sivaranjani - Department of Physics
6. Dr. N. Karthiga - Department of Chemistry
7. Rev. Sr. I. Saleth Mary - Department of Computer Science

Duties & Responsibilities

The Purchasing Coordinator oversees the procurement of products and services for the college. In this role, they act as a liaison between the college and suppliers, responsible for vendor assessment, negotiation of new agreements, renegotiation of expiring contracts, and placing orders for required products and services. Their primary responsibility is to ensure the timely supply of necessary goods and products. Her responsibility is

- i. to collaborate with the administration to identify institutional needs.
- ii. to work closely with the administration to ensure efficient and timely procurement of materials.
- iii. to communicate with department heads to assess their requirements and identify potential suppliers.
- iv. to convene regular meetings of the purchase committee.
- v. to coordinate with other members of the purchase committee.
- vi. to oversee the timely delivery and installation of goods.
- vii. to evaluate products, services, and vendor performance.
- viii. to develop and implement recommendations for optimizing supply chain management.
- ix. to negotiate pricing and sourcing details with vendors.
- x. to conduct assessments of product and service quality.
- xi. to cultivate strong working relationship with vendors.
- xii. to review and maintain purchasing agreements with vendors, fostering open communication.
- xiii. to establish an active process for monitoring supply inventory and determining purchasing needs.
- xiv. to ensure that product deliveries align with purchase orders.
- xv. to contact vendors to address discrepancies whenever they arise.

(9) CULTURAL COMMITTEE

1. Rev. Sr. Paul Shyni– Convenor
2. Mrs. V. Krithika – Co-Convenor

Members

3. Mrs. C. Saranya - Tamil
4. Mrs. S. Rajeshwari - English
5. Rev. Sr. Dr. Amalanila - Maths
6. Ms. A. Maria Agnes Deena - Chemistry
7. Ms. S. Maheswari - Zoology
8. Mrs. K. Yuva Rani - BCA
9. Ms. A. Uma Maheswari - Computer Science
10. Mrs. G.Kaleeswari - Commerce(CA)
11. Mrs.A. Thenmozhi - Commerce (CA)
12. Mrs.J.Amala Anuciya - BBA

Aim

The Cultural Committee is tasked with the organization and promotion of both intra and inter-collegiate cultural events within the college. Its primary goal is to unearth and nurture the latent talents of students in the realm of performing arts. This involves planning and scheduling a series of cultural events throughout the academic year and actively motivating students to participate.

Objectives

The central objective of the Cultural Committee is to inspire students to boldly exhibit their creativity while breaking free from any inhibitions they may have. The ultimate outcome of the Cultural Committee's efforts is to cultivate an environment conducive to teamwork and provide students with a refreshing break from their daily routines.

Role and Responsibilities of the Coordinator

- i. To coordinate and oversee cultural competitions within the college.
- ii. To actively promote student participation in cultural activities.
- iii. To instill cultural and religious values among students.

- iv. To preserve and champion traditions and cultural heritage within the college.
- v. To arrange and direct songs and dances for various occasions, both within and outside the college.
- vi. To maintain records of cultural competitions and related activities.
- vii. To plan and execute events such as the annual day, Christmas celebrations, and Pongal festivities in accordance with the college calendar.
- viii. To encourage student involvement in diverse genres of music, dance, and song.
- ix. To present cultural programmes during special occasions and events.
- x. To continuously assess and enhance the effectiveness of cultural programs through coordination meetings.

Role and Responsibilities of the Committee Members

1. The Cultural Committee collectively holds the responsibility for organizing both intra and inter-collegiate cultural events within the College.
2. Collaboratively devises a comprehensive plan and schedule of cultural events for the academic year.
3. Disseminates information about various festivals and events to be celebrated within the college and ensure widespread publicity.
4. Actively encourages and motivates students to actively participate in the various cultural events and programmes.

(10) INSTITUTION INNOVATION COUNCIL

Rev.Sr.Dr.Amalanila - Convener

Members

1. Dr.S. Amalanila – President
2. Mrs.J. Rohini – Vice-President
3. Mrs.A. Angayarkanni – Convener
4. Dr.S. Sivaranjani – Innovation Activity coordinator
5. Dr. V. Uma Maheshwari – Start-up coordinator
6. Mrs.A. Mujiba Parvin – Internship coordinator
7. Dr.S. Rajendran – IPR coordinator
8. Mrs.A. Nancy Pritha – Social Media
9. Rev. Sr. I. Saleth Mary – NIRF

In 2018, the Ministry of Education (MoE), in collaboration with the Ministry of Education's Innovation Cell (MIC) and the All-India Council for Technical Education (AICTE), initiated the Institution's Innovation Council (IIC) programme for Higher Educational Institutions (HEIs). The primary aim of the IIC programme is to systematically cultivate a culture of innovation and promote a startup ecosystem within educational institutions.

The core responsibilities of IICs involve engaging a wide spectrum of faculty, students, and staff in diverse innovation and entrepreneurship-related activities. These activities encompass ideation, problem-solving, proof of concept development, design thinking, intellectual property rights (IPR), project management, and other pre-incubation and incubation stage activities. The overarching goal is to establish and strengthen the innovation and entrepreneurship ecosystem within HEIs.

The IIC model is strategically designed to address various challenges and issues prevalent in HEIs. These challenges include a scarcity of I&E activities, sporadic and uncoordinated efforts, limited involvement of top leadership, a lack of coherence and synergy in resource mobilization and deployment, and the underutilization of the creative potential of youth. Overcoming these barriers is essential to foster a vibrant I&E ecosystem within HEIs.

(11) AREA (Antony's Rural Entrepreneurial Activities)

Mrs. N. Shanthi - Convenor

Members

1. Mrs. K. Andresia Michaeline - Consultant
2. Mrs. J. Rohini - Commerce
3. Mrs. I. Suganya Vinnarasi - Chemistry
4. Dr. N. Megalai - BBA
5. Dr.V.Uma Maheswari - BBA

AREA, the Extension Wing of St. Antony's College, was founded in November 2021 with a primary mission to uplift rural women and elevate their socio-economic status through entrepreneurial endeavours.

Coordinator's role and responsibilities are

- i. To conduct household surveys in the adopted village to assess the specific needs of women.
- ii. To organize tailored training programs aligned with their requirements.
- iii. To empower them to achieve economic independence through Entrepreneurial Activities.
- iv. To facilitate various entrepreneurial ventures that enable income generation.
- v. To host awareness programs on social responsibilities.
- vi. To raise awareness among women about pertinent social issues.
- vii. To coordinate training sessions in areas such as Mushroom Cultivation and homemade products to equip the women folk with self-employment skills.

(12) ENTREPRENEURSHIP DEVELOPMENT PROGRAMME (EDP)

1. Dr. V. Uma Maheswari - Convenor
2. Mrs. A. Thenmozhi - Member

In line with our college motto, "Empowering Women," we inaugurated the Entrepreneurship Development Programme Cell in 2010. The primary objective of this cell is to foster the emergence of women entrepreneurs. Over the years, the cell has streamlined its efforts in various fields, including Agriculture, Floriculture, Kitchen Gardening, Catering, and Mushroom Cultivation. These initiatives have not only enabled our students to generate income but have also paved the way towards self-employment.

The coordinator's role and responsibilities are

- i. To inspire, support, and guide students in identifying and nurturing their innovative ideas.
- ii. To host business plan competitions in collaboration with industry partners.
- iii. To provide education in vital life skills, including innovative problem-solving, tackling real-world challenges, fostering collaboration, and teamwork.
- iv. To cultivate students' skills in product development, encouraging the creation of new products.
- v. To conduct awareness programmes regarding government schemes, loans, and subsidy opportunities for aspiring entrepreneurs.
- vi. To organize seminars, workshops, and conferences focused on Rural Women Entrepreneurship.
- vii. To educate our female students on crafting new products using locally available resources.
- viii. To offer guidance on effectively promoting products through social media platforms.
- ix. To showcase success stories of accomplished women entrepreneurs.
- x. To collaborate with incubation units for future development opportunities.

(13) PHYSICAL EDUCATION COMMITTEE

1. Mrs. R. Sophia Sahaya Rani - Director
2. Ms. A. Priyadharshini Mary, B.Com., B.PED.,
3. Mr.V. Damien Robert Kumar - External Member

Sports and games play a crucial role in nurturing both physical and mental development of students. Further, they contribute significantly to a holistic growth process, enriching individuals' personalities by instilling a diverse range of attributes. Participation in sports is recognized for enhancing a student's alertness, discipline, teamwork, mental acuity, self-confidence, and concentration. Engaging in sports regularly will enhance students' stamina.

"Team spirit" is the vital attribute that enables individuals to function effectively within a team and excel through collaborative efforts. Engaging in various sports can help students cultivate this important quality. As Mark Twain aptly put it.

"A man cannot be comfortable without his own approval".

This underscores the importance of individuals possessing self-confidence and determination to make decisions and act independently before extending their capabilities to benefit others. Leadership qualities stand as a fundamental attribute that propels individuals forward in their careers and endeavours. Hence, we aim at

- i. Organizing Inter-Collegiate/ Inter class Sports Championships.
- ii. Preparing proposals and estimates for organizing Sports Championships and events.
- iii. Checking eligibilities of the participating players at the Inter-Collegiate/ Inter class Championships.
- iv. Arranging booking of sports facilities for the conduct of Inter-Collegiate/ inter- class - Championships/Coaching Camps.
- v. Maintaining accounts of expenditure for Inter-Collegiate/ Inter class Championships.
- vi. Maintaining the records of participation and results of Inter-Collegiate/ Inter class Championships.

- vii. Planning and scheduling selection trials and coaching camps for the College students.
- viii. Organizing and coordinating the sports activities for Students/Staff.
- ix. Finalizing the selection of students' team for Inter-Collegiate Championship. To accompany the students' teams as coach/ manager for the Inter-Collegiate and Inter — University Championship.
- x. Supervising the work of subordinate staff including periodical check of the work carried out by them.
- xi. Maintaining the files and registers of the Department of Physical Education and Sports.
- xii. Submitting monthly report of the activities to the Principal.
- xiii. Procuring equipment required for the department by following necessary procedure according to the allocated budget.
- xiv. Reporting non-working of the equipment and repair them after seeking necessary permission from higher authorities.
- xv. Respecting staff and students while speaking to them and cooperating with the authorities with the dignity of the profession.
- xvi. Performing such duties when allotted by the higher authorities or Principal.

(14) PARENTS-TEACHERS ASSOCIATION (PTA)

1. Rev. Sr. Arul Devi - Vice Chairman - President
2. Mr. M. Mohamed Kalifullah - Vice -President
3. Rev. Sr. Dr. Mary Pramila Santhi - Principal/ Ex- Officio
4. Dr. T. Mary Josephine Isabella - Academic Director
5. Rev.Sr.Dr.A.Vanitha Jaya Rani - Vice Principal
6. Mrs.J. Rohini - Vice Principal
7. Mr. Sirajudeen - Secretary
8. Mrs. N. Mariammal - Joint Secretary
9. Mrs. N. Rajeswari - Treasurer
10. Dr. B. Jesintha - Staff Coordinator
11. Mrs.G. Kaleeswari - Staff Coordinator
12. Dr. M. Dhanalakshmi - Student Coordinator
13. Mrs. Arockia Mary - Student Coordinator
14. Mrs. Andresia - Student Coordinator-
External Member

Roles and Responsibilities

- i. Fostering Collaboration: A successful parent-teacher association thrives on the active cooperation of both parents and teachers.
- ii. Cultivating Relationships: Promoting positive relationships among the college staff, students, and the students' guardians.
- iii. Enhancing Interest: Encouraging members to take a keen interest in the smooth operation, of the college progress, and the maintenance of high academic and disciplinary standards.
- iv. Providing Support: Offering financial and technical assistance to improve amenities for the students.
- v. Encouraging Engagement: Striving for full parental cooperation and participation in all aspects of the activities.
- vi. Contributing to Growth: Focusing on the growth of the college and development.
- vii. Supporting the Underprivileged: Extending support to financially disadvantaged and marginalized students.
- viii. Seeking Comprehensive Participation: Aiming for full parental cooperation and participation in all wholesome college activities.

(15) LIBRARY COMMITTEE

- Mrs. A. Jansi Rani - Librarian & Convenor
Mrs. R. Kalaiselvi - co-convenor

Members

1. Rev. Sr. Dr. Mary Pramila Santhi - Ex-Officio
2. Rev. Sr. Pushpa Mary - Bursar
3. Rev.Sr. Dr. Vanitha Jaya Rani - Department of English
4. Dr. M. Nancy Patricia - Department of Commerce
5. Rev.Sr.Dr. Agnes - Department of Physics

The Library Committee plays a vital role in ensuring the efficient functioning of the college library and promoting its relevance to the academic community. The duties of a Library Committee typically include:

- i. Developing and updating library policies, including borrowing rules, access policies, and code of conduct within the library.
- ii. Assisting to determine the acquisition and disposal of library materials. This includes selecting books, journals, electronic resources, and other materials that align with the academic needs and interests of the college community.
- iii. Budget planning for the library, making recommendations on resource allocation, and ensuring that the library operates within its allocated budget.
- iv. Assessing the quality and relevance of existing library resources, periodically reviewing the collection to ensure its alignment with the curriculum and research needs.

- v. Suggesting improvements and enhancement to library services, such as extended hours, inter-library loans, digital resources, and reference services.
- vi. Overseeing of library facilities, including seating arrangements, study spaces, and technology infrastructure, to ensure they meet the needs of students and faculty.
- vii. Collecting feedback from library users, including students and faculty, to identify areas of improvement and address concerns related to library services and resources.
- viii. Promoting library resources and services to the college community, encouraging their utilization and raising awareness about the library's role in supporting academic pursuits.
- ix. Collaborating with library staff to address staffing needs, training, and professional development opportunities for library personnel.
- x. Evaluating and integrating new technologies and library management systems that enhance the library's efficiency and services.
- xi. Organizing or supporting events and programmes in the library, such as author talks, workshops, and book clubs, engaging the college community, and promoting a culture of reading and research.
- xii. Ensuring that the library is accessible to all members of the college community, including those with disabilities, and advocating for inclusivity in library resources and services.
- xiii. Overseeing the archiving and preservation of valuable and historical documents and materials within the library's collection.
- xiv. Regularly reporting to the college administration or governing body on the status, needs, and developments within the library, including budget requests and major initiatives.

(16) ERP COMMITTEE

Rev. Sr. Paul Shyni – Convener

Members

Mrs. P. Anitha	-Office
Mrs. J. Esther Rupavathi	- Department of Computer Science
Mrs. R. Vishnu Priya	-Office
Mrs. S. Arul Philominal Mary	- Office
Mrs. A. Gnanamani Sahaya Mary	- Office
Mrs. A. Infant Santhiya	- Exam Cell

Aim and Objectives

Enterprise Resource Planning (ERP) refers to a kind of software that organizations use to manage day-to-day activities. This college ERP software is designed keeping in mind the different operations of the college. A college management system is an ERP solution that enables the institutes to conduct online admissions, to generate reports, to create ID cards, to enable online communication, to manage curriculum, to schedule time table and to conduct online evaluation, to track student progress, to conduct data analysis, to teach remotely, and to handle enquiries that lead to admissions in the college.

The software offers a comprehensive solution for managing student enrolment, student attendance, student assessment, and generating online results thereby offering multiple services under a single window system. This helps in improving the operational efficiency of the college and the campus activities.

Responsibilities of the committee

- Administration management
- Resource management
- Financial management
- Transport management
- Admission management
- Fee management
- Student attendance management

- Online learning and teaching management
- Student performance management
- Time table management
- Exam management
- Result management
- Report management
- Student and staff management
- Library management

(17) NATIONAL SERVICE SCHEME (NSS)

Mrs. I. Suganya Vinnarasi - Convenor
Dr. T. Ramathilagam - Co-Convenor

Roles and Responsibilities

The college-level NSS unit serves as the fundamental entity in NSS.

- i. The NSS Centre maintains communication with the community, administration, student volunteers, and Programme Officers primarily through this unit.
- ii. The organization and management of the NSS unit holds critical significance.
- iii. Colleges is assigned NSS units based on their student population, with each unit comprising 100 active NSS volunteers.
- iv. NSS volunteers are enrolled from among first, second year, degree-class students within the college.

(18) RED RIBBON CLUB (RRC)

Mrs. D. Maheswari - Coordinator

The coordinator's role is to actively engage students in the fight against HIV/AIDS, empower them as peer educators and change agents by developing essential skills in leadership, negotiation, and team building, and provide guidance on various preventive measures for their well-being. The coordinator's responsibilities include:

- i. Inspiring students to embrace the values of the RRC (Red Ribbon Club).
- ii. Promoting HIV/AIDS awareness to contribute towards achieving a HIV/AIDS-free India by educating students, non-student youth, and the public about the transmission and causes of HIV/AIDS.
- iii. Organizing college-level competitions such as elocution, essay writing, and e-quiz.
- iv. Advocating for voluntary blood donation camps among young people.
- v. Regularly conducting programmes addressing gender issues to enhance students' awareness and sensitivity to such social matters.
- vi. Creating awareness about health-related issues by collaborating with the primary health center to organize informative programmes.
- vii. Inviting female physicians and counsellors to deliver talks on health-related topics.

(19) YOUTH RED CROSS SOCIETY (YRC)

Ms. P. Kavya - Coordinator

The Indian Red Cross Society is dedicated to the continuous promotion, encouragement, and initiation of humanitarian endeavours with the ultimate goal of minimizing, alleviating, and even preventing human suffering. By doing so, it strives to foster a more hospitable environment conducive to peace. Specifically, the Indian Red Cross Society aims:

- i. To conduct social and health awareness programmes.
- ii. To raise awareness about personal and communal health care.
- iii. To inspire students to extend their humanitarian services to society.
- iv. To provide first aid training to all YRC volunteers.
- v. To cultivate leadership qualities among students.
- vi. To promote the understanding and acceptance of civic responsibilities, motivating individuals to act with humanitarian concern.
- vii. To instill in the youth of our nation an understanding of civic and human responsibilities.

Additionally, the Indian Red Cross Society plans to conduct regular YRC activities, including:

- viii. To organizing blood donation camps.

- ix. To facilitating blood grouping and haemoglobin estimation.
- x. To holding essay competitions and awarding prizes on the theme of 'Humanitarian concern'
- xi. To promoting healthy habits and practices.
- xii. To hosting film shows and cultural programmes with a focus on disease prevention and disaster management.

(20)SKILLS DEVELOPMENT

Mrs. J. Antony Justina Mary - Convenor

Mrs. A. Ameenammal - Co-Convenor

Members

- Mrs. A. Asha - Tailoring
- Mrs. P. Chitra - Typewriting
- Mrs. A. Ajitha - Beautician
- Ms. K. Rakshika - Aari
- Mrs. J. Rohini - Hindi

Responsibilities

- i. To Inspire and motivate students to pursue entrepreneurship.
- ii. To offer a platform for preparing for government examinations.
- iii. To foster self-confidence among students.
- iv. To promote and facilitate extracurricular activities.
- v. To encourage students to become valuable members of society.

Roles of SDC (Skills Development Centre)

- i. Identify and select skilled individuals.
- ii. Compile skilled students name lists from various departments.
- iii. Monitor student attendance.
- iv. Supply appropriate study materials.
- v. Impart practical, hands-on knowledge.
- vi. Organize both external and internal exams.
- vii. Issue Government Certificates upon successful completion of programmes.

CELLS AND CLUBS

(1) EXAMINATION CELL

Rev. Sr. Dr. Mary PramilaSanthi	- Principal and Ex- Officio member
Dr. T. Mary Josephine Isabella	- Academic Director
Mrs. P. Janaki	- Coordinator

Members

- Mrs. T. Malarvizhi (Tamil)
- Mrs. J. Fevina Renisha Mary (English)
- Mrs. A. Ameenammal (Mathematics)
- Mrs. V. Kirthika (Physics)
- Mrs. P. Ramya Prabha (Chemistry)
- Mrs. P. Anusuya (Zoology)
- Mrs. X. Jamuna Salesia Mary (Computer Science)
- Mrs. B. Kohila ((BCA and IT)
- Mrs. A. Helen Nithya (Commerce)
- Ms. M. Nithya Lakshmi (Commerce)
- Mrs. S. Jeya Sheela Mary (Business Administration)

The Examination Section is responsible for

- i. Conducting internal, external, and practical examinations for all courses of study.
- ii. Creating the examination timetable in advance to inform students.
- iii. Allocating examination halls for all college examinations.
- iv. Ensuring timely preparation of all question papers.
- v. Collecting answer scripts and necessary supporting documents.
- vi. Facilitating both external and internal examination valuation.
- vii. Publishing examination results and coordinating timely supplementary examinations.
- viii. Addressing and resolving student and staff grievances and complaints related to examinations.

EVALUATION SYSTEM (Under CBCS Pattern)

Examination	Level	Maximum		Minimum		Total Pass
		I	E	I	E	I+E
Theory	UG	25	75	13	30	40
	PG	25	75	-	38	50
	MPhil	25	75	-	38	50
Practical	UG	40	60	-	24	40
	PG	40	60	-	30	50
Dissertation	MPhil	100	100	-	50	50
Project	UG	80	20	-	8	40
	PG	80	20	-	10	50
2023 Onwards	UG	25	75	12	38	50
	PG	25	75	12	38	50
	UG	40	60	-	24	40
	PG	40	60	-	30	50

About CBCS

All Undergraduate, Postgraduate and Research oriented courses operate on a Choice – Based Credit System. At the Undergraduate level credits are awarded for Part (Language).

1. Part -I First language offered is Tamil and Second languages offered are Hindi / Malayalam / French.
2. Part II – English
3. Part III – Major (Theory & Practical), Project or Elective papers and Allied papers.
4. Part IV – Skill Based Electives:
Non-Major Electives, Environmental Studies and Value Education.
5. Part V – Extension Activities
National Service Scheme and Physical Education.
6. Minimum credits to secure UG Degree – 140
7. Minimum credits to secure PG degree 90
8. Minimum credits to secure M.Phil. Degree – 30

(2) PLACEMENT CELL

Mrs.A.Mujiba Parvin - Placement Officer

Members

Mrs. P. Subalakshmi (Tamil)
Mrs. J. Fevina Renisha Mary (English)
Rev.Sr.Dr. Agnes (Physics)
Dr. D. Uma Pathi (Chemistry)
Ms. T. Karthika (Zoology)
Mrs. P. Alaguthai (Computer Science)
Dr. M. Uma Maheswari (Commerce)
Mrs. M. Backialakshmi (Commerce)
Dr. N. Megalai (Business Administration)

The responsibilities of the placement officer encompass:

- i. Identifying placement opportunities for students.
- ii. Cultivating and sustaining connections with students to discern their skills and preferences.
- iii. Facilitating communication between students and employers throughout the placement process.
- iv. Nurturing partnerships with local placement providers.
- v. Engaging in negotiation to establish the terms of placements with providers.
- vi. Conducting pre-placement background investigation.
- vii. Supplying lists of placement students to course coordinators.
- viii. Addressing and reporting students or workplace concerns.
- ix. Furnishing students with information and necessary documentation related to their placement.

The duties of the Placement Officer include:

- i. Coordinating with potential companies to set interview dates and event schedules.
- ii. Organizing on-campus interview facilities and written test venues.
- iii. Welcoming company representatives and offering essential information about the college. Collaborating with the placement coordinator to ensure smooth operations in different areas (interview

- halls, written test facilities, cafeteria, etc.).
- iv. Gathering appointment letters promptly or initiating correspondence to obtain them once the interviews conclude.
 - v. Distributing appointment letters and collecting acceptance letters from students, then forwarding them to the employing organizations with the knowledge of the principal.

(3) ALUMNI CELL

Mrs. R. Sharlin - Coordinator

The primary role of the alumni coordinator is to establish and nurture connections between the college and its alumni. The coordinator's responsibilities encompass:

- i. Coordinating alumni recognition programmes as assigned.
- ii. Creating, designing, and organizing promotional materials for alumni events.
- iii. Cultivating and enhancing alumni relations through ongoing written communication and personal interactions with various constituent groups.
- iv. Providing staff support to Alumni Association committees and alumni groups, as needed.
- v. Managing essential administrative functions.
- vi. Soliciting feedback from alumni to assess and monitor the effectiveness of programmes and services.
- vii. Encouraging alumni engagement in institutional development through fundraising and contributions, including books, instruments, and computer accessories.
- viii. Overseeing and providing training to support staff as required.
- ix. Serving as a resource for alumni and others regarding alumni and university programmes and activities.
- x. Undertaking any additional duties as and when necessary.

(4) WOMEN'S CELL

Dr. N. Karthiga - Coordinator

Members

1. S.Birundha - II CS
2. R.Sivasangari - II Chemistry

Duties and responsibilities of the women's cell are

- i. to cultivate women's self-confidence.
- ii. to uphold and fortifying the standing of women.
- iii. to foster societal awareness regarding women's issues and gender equality.
- iv. to provide guidance on women's welfare laws.
- v. to emphasize the significance of health and hygiene.
- vi. to nurture a multidisciplinary approach for holistic personality development.
- vii. to prevent sexual harassment and promote the well-being of women.
- viii. to motivate women to acquire entrepreneurial skills.
- ix. to organize seminars and workshops to create awareness and orient students, teachers, and non-teaching staff for active and sustained participation in Cell activities.

(5) EQUAL OPPORTUNITY CELL

Mrs. X. Jamuna Salecia Mary - Secretary

Members

1. Mrs. D. Sofia AnbuSelvi - Assistant Professor of Tamil
2. Mrs. A. Rosali Mary - Office Assistant
3. Ms. R. Divyalakshmi - II B A Tamil, Student
4. Ms. K. Maheswari - III BA Tamil, Student
5. Mrs. V. Jeyakodi - Parent

Disability and minority issues are equivalent to other forms of unjustifiable discrimination and biases, while emphasizing the importance of equal rights. On June 27, 2006, the University of Delhi established the Equal Opportunity Cell to address these pressing concerns, particularly those related to SC, ST, OBC, and persons with disabilities (PwD).

To tackle issues related to gender equality and gender-based biases among both staff and students, the college has instituted the Equal Opportunity Cell. Its primary objective is to meticulously oversee the effective implementation of policies and programmes that benefit all vulnerable groups within the college community. The cell is committed to promoting diversity among students, faculty, and staff while eradicating all forms of prejudice within the operational framework of the college.

Its overarching goal is to cultivate an environment conducive to positive social interactions among students hailing from diverse social backgrounds. The Equal Opportunity Cell serves as a valuable platform for information exchange, grievance resolution, and prompt solutions. Students with disabilities are provided with information about various scholarships, government schemes that support their studies, and important college events to ensure their full participation and inclusion. The objectives of the Cell are as follows:

- i. To foster an environment of equal opportunity through awareness generation programmes.
- ii. To offer additional support for skill development, improving the employability of students.

Vision

- i. To prioritize comprehensive personality and skill development to enhance employability.
- ii. To achieve inclusive growth by integrating everyone into the societal mainstream.
- iii. To raise awareness and promote sensitivity towards discrimination based on various criteria.

(6)CYBER CRIME As per the IT Act 2000

Mrs. M. Malarvizhy - Coordinator

Members

1. Mrs. Renuga Devi - Cyber Crime- External Member
2. G. Priyadharshini - III BA Tamil
3. P. Anbu Rosi - I B.Com CA

Responsibilities of the Coordinator are to facilitate awareness programmes on cybercrimes for students through initiatives such as theatre events, training courses, and various programmes, in collaboration with the Dindigul District Police Department, Cyber Crime Unit, Additional Deputy Inspector General of Police, Police Inspector, and Intelligence Organization.

(7)ANTI-DRUG CLUB

- | | |
|--|------------------|
| 1. Dr. D. Umapathy | - Staff Advisor |
| 2. Ms. J. Sharveshwari, II B.A., Tamil | - President |
| 3. Ms. K. Harshini, II B.Sc., CS | - Vice President |
| 4. Ms. S. Bhavani, II B.Sc., Chemistry | - Secretary |
| 5. Ms. T. Shalini, I B.Sc., Chemistry | - Member |

Roles and responsibilities of the club are

- i. To organize awareness programmes within the college and hostel in collaboration with the authorized agencies/organizations.
- ii. To disseminate awareness to establish a drug/substance-free environment on campus.
- iii. To involve students in anti-drug initiatives and provide education about the detrimental effects of drug use.
- iv. To encourage students to become volunteers in anti-drug efforts throughout their lives.
- v. To ensure that no drugs or alcohol are sold within the college premises or in the vicinity.
- vi. To work to prevent the initiation of drug use and curb the progression to addiction among those who have already started using.

(8) COLLEGE STUDENTS' FORUM FOR CHILD RIGHTS – CSFCRPATRON

Rev. Sr. Dr. Mary PramilaSanthi - Principal

FACILITATOR

Rev. Sr. Dr. S. Amala nila - Department of Mathematics

COORDINATORS

1. J. Amala Sherin – II B.Sc Chemistry
2. A. Arockia Swetha – II B. Com CA
3. J. Arul Jenciya – I B.Sc Maths

Aim

Creating a child-friendly, safe, and rights-filled child-friendly environment.

Objectives

- Developing knowledge and capacity on child rights
- Nurturing children as guardians of their rights
- Our voice against child right violations
- To help rescue and rehabilitate vulnerable children
- Our gradual blossoming as child rights ambassadors

CSFCR IN ST. ANTONY'S COLLEGE

- CSFCR was inaugurated on 12th February 2024 for the academic year 2023-2024
- College student's forum for child rights (CSFCR) unit of St.Antony's College of Arts and Sciences for Women comprises of First- and Second-year undergraduates.
- The principal of the college will be the Patron of this forum
- A Professor with social concern and interest will act as advisor and moderator of the forum

a. UNNAT BHARAT ABIYAN (UBA)

Mrs. J. Rohini - Coordinator

The Unnat Bharat Abiyan stands as a flagship initiative of the Ministry of Human Resource Management, designed to empower rural India. Its primary goal is to foster connections between higher education institutions and villages to promote their development. Participating institutions work to identify and address the developmental needs of villages across India. St. Antony's College proudly joined the roster of participating institutions, actively engaged in UBA-2.0 since 2019.

The role and responsibilities of the coordinator are

- i. To perform a comprehensive household survey within the adopted village.
- ii. To recognize the fundamental necessities and challenges faced by the villagers.
- iii. To participate in Gram Sabha meetings as scheduled.
- iv. To organize awareness programmes for school students in the adopted villages.
- v. To promote awareness regarding health, hygiene, and the Swachh Bharat (Clean India) campaign among the village residents.
- vi. To formulate project proposals for submission to UBA (Unnat Bharat Abiyan) to address the needs of the adopted village.
- vii. To coordinate training programmes for the villagers to enhance their self-employment prospects.

(9) YUVA TOURISM CLUB

Mrs. P. Anusuiya- Coordinator

Members

1. Ms. A. Monika - III B.Sc., Mathematics
2. Ms. L. Gana Sri - III B.Sc., Chemistry

"YUVA (Youth Unite for Victory on AIDS)" is an action plan developed by India's Ministry of Youth Affairs and Sports, in collaboration with the National AIDS Control Organization (NACO) and various youth-focused organizations. This initiative aims to engage with adolescents and young people across the entire nation to address the challenges posed by HIV/AIDS. India possesses a significant youth population, constituting a fifth of the world's youth demography. With an average age of 29, India boasts one of the planet's youngest populations. The nation is actively encouraging its youth to foster a culture of innovation, entrepreneurship, and inclusivity.

Harnessing this demographic dividend requires the crucial task of educating and guiding young minds towards learning and exploration. Tourism emerges as a remarkable avenue for exploring India's rich cultural heritage. In an increasingly digital and virtual world, tourism presents a unique opportunity for learners to expand their awareness and gain a broader perspective. Furthermore, tourism empowers young individuals to connect with their heritage, fostering a deeper understanding of themselves and their cultural roots. The establishment of Tourism Clubs represents a significant step in this direction.

Vision

The vision is to cultivate a new generation of Indian tourism ambassadors, individuals who will actively promote India's cultural heritage through their thoughts, words, and actions. The primary emphasis will be on nurturing principles that align with sustainable development.

Objectives

Tourism clubs play a pivotal role in promoting responsible and sustainable tourism across the nation. This endeavour aims at instilling a culture of responsibility among the country's youth by establishing social clubs within various educational institutions. The primary objectives of this mission are as follows:

- i. Educating young people about the diverse cultures and geographical wonders of the country.
- ii. Cultivating an appreciation for the educational value of travel and tourism.
- iii. Creating early awareness of the potential opportunities within the tourism sector.
- iv. Advocating and disseminating responsible tourism practices.
- v. Providing training to students to become proficient tourist guides and volunteers within the hospitality sector.
- vi. Enhancing coordination for study tours and student exchange programmes.

Aim

The vision of the Yuva Tourism Club is to foster and cultivate a new generation of Indian tourism ambassadors. These individuals will possess a deep understanding of the diverse tourism opportunities in India, a profound appreciation for our rich cultural heritage, and a genuine passion for the world of tourism. These young ambassadors will serve as dynamic catalysts for the promotion of tourism in India.

Role of Club Coordinator

Offering leadership and mentorship to college students and student clubs/organizations. This includes providing guidance and advice to student organizations, establishing and managing procedures for student clubs, assisting students in understanding college policies, and designing leadership workshops and training programmes. Ideal candidates should have prior experience as active members of social or service clubs and a strong commitment to organization and community involvement. Priority will be given to students with prior leadership experience within their respective clubs.

Duties

- i. To organize and execute campus interest fairs.
- ii. To plan and facilitate monthly presidential cabinet meetings.
- iii. To take charge of Presidential and Advisor fall training.
- iv. To maintain communication with club advisors throughout the year.
- v. To collaborate with advisors and the President/VP to coordinate and revise recruitment documents.
- vi. To manage and arrange for the Clubs Google Drive for efficient organization.
- vii. To assist in planning Club Wars and Formals.
- viii. To engage with students and advisors in leadership roles within the interested clubs.
- ix. To procure sound equipment and necessary cables as required.
- x. To collaborate with the GA and Coordinator for student engagement to ensure coverage during recruitment week.

(10) ANTO STEPHEN HAWKING SCIENCE CLUB

Dr. S. Sivaranjini - Coordinator

We live in an era deeply influenced by technology, which has brought us immense benefits. Simultaneously, certain superstitions persist in our society. Education's purpose is to free our minds from these superstitions, with science playing a pivotal role in this endeavour. It is the educational system's responsibility to instill a scientific mindset in students. The science club coordinator is entrusted with the following responsibilities:

- i. Cultivating curiosity among students and instilling a scientific outlook.
- ii. Sparking an interest in science among students, regardless of their academic disciplines.
- iii. Encouraging, motivating, and equipping students to apply scientific principles to societal issues.
- iv. Boosting students' confidence in engaging with science-related activities, both online and offline.
- v. Facilitating the sharing of science-related ideas and knowledge among students through various activities.
- vi. Inspiring students to create mini working models.
- vii. Uncovering the hidden potential of the students through club activities.

(11) DIGITAL MEDIA

Ms.A.NancyPritha	-	Coordinator
Mr. K. Deepak Kumar	-	Member
S.R.P. KeerthiLaxmi	-	Incharge for Instagram

Digital media handles institution's Instagram, Facebook and YouTube accounts. Also, it takes the responsibility of creating invitations and flex posters for all the programmes conducted by the institution.

Instagram

- i. Uploading photo gallery of events pertaining to the college on the same day
- ii. 3 reels per week related to college advertisement are uploaded
- iii. Antony's insta radio is meant to create awareness and motivation related to life skills for the students.

Youtube

Videos and shots of programmes conducted by the institution are uploading videos and shorts of events within one day after event completion

Facebook

- i. To post the invitations of the programmes organized by IIC in the institution's Facebook-IIC Page.
- ii. To post videos of the programmes and to create links for the same.
- iii. To e-mail the links created to the respective programme convenor.

Institution's Facebook Page

- i. To post invitations of non IIC programmes organized in the institution.
- ii. To post Photo Gallery of the programmes.

(12) GREEN/ECO CLUB

Mrs. J. Rohini - Coordinator

The Green Club at St. Anthony's College actively motivates students to arrange for rallies, marches, and human chains in public spaces to promote environmental awareness. The club also commemorates significant environmental occasions, including World Ozone Day, World Forestry Day, World Water Day, World Environment Day, World Pollution Day, and more, to underscore the importance of ecological awareness and action.

Role and responsibilities of the coordinator are

- i. to explore opportunities within the college for waste management.
- ii. to initiate a composting program.
- iii. to advocate for responsible and sustainable water usage.
- iv. to organize a car-pooling system.
- v. to strategize sustainable swap events.
- vi. to encourage students to propose climate-related activities as part of regular college initiatives.
- vii. to provide students with knowledge on eco-friendly practices and actively implement them within the college campus and also in its vicinity.
- viii. to seek avenues for collective participation in rallies and marches in common areas.
- ix. to educate students about community engagement and promote ways to involve entire families in local initiatives.
- x. to arrange industrial visits or field trips for students to enhance their practical learning experiences.

a. ROTRACT CLUB

Mrs. V. Kirthika - Coordinator

The role of the coordinator is

- i. To enhance the visibility of The Rotaract Club on all occasions.
- ii. To collaborate with members of the Rotary Club of Dindigul Queen City Toaugment donations in kind for societal service.
- iii. To engage in at least one Rotaract Club activity, such as awareness programmes, health and hygiene initiatives, and community service projects.
- iv. To collaborate with the Rotary Club of Dindigul Queen City to advance women's empowerment initiatives.

Responsibilities are

- i. To identify members' skills and interests, effectively incorporating them into club projects.
- ii. To manage day-to-day club operations, assigning responsibilities and establishing meeting schedules.
- iii. To establish a yearly plan in advance.
- iv. To chair all club meetings and board meetings.
- v. To appoint standing and special committees, subject to board approval, and overseeing committee progress in collaboration with the President and Secretary of the Rotary Club.
- vi. To lead well-organized weekly meetings and takes individual action to ensure the club's overall vitality and functionality.
- vii. To collaborate closely with the president to ensure a seamless transition during the changeover in office bearers.

b. LEO CLUB

- 1. Mrs. D. Sofia Anbu Selvi - Member**
- 2. Mrs. P. Subalakshmi - Member**

Responsibilities of the Leo Club are:

- i. To providing financial support to the underprivileged students for their education.
- ii. To inspiring students to engage in social activities.

- iii. To organizing medical camps to offer healthcare services.
- iv. To cultivating a sense of teamwork among students.
- v. To motivating students to contribute to a cleaner and greener environment through tree planting initiatives.

c. DINDIGUL ILAKIYA KALAM UNIT

- 1. Mrs. M. Pandimeena - Coordinator**
- 2. Mrs. T. Malarvizhi - Member**

The Literary Field (Dindigul Ilakkiya Kalam Unit) is dedicated to the study and discussion of outstanding features in literature. It is managed by senior professors who are committed to nurturing new writers and story editors. This organization's primary goal is to enhance students' reading skills and foster their interest in books.

The executive committee plays a crucial role within the organization, consisting of the following positions: Coordinator, President, Vice President, Secretary, and Treasurer. These committee members are responsible for overseeing the organization's operations, including promotional activities, annual budget planning, and the supervision of monthly events, all of which are decided upon in consultation with all the members.

Responsibilities of the committee are

- i. To cultivate an interest in reading among the students and among the community.
- ii. To disseminate social welfare messages to raise awareness.
- iii. To host reading camps to improve reading skills.
- iv. To help organize book festivals and annual art competitions for students.
- v. To encourage students to engage in social activities.

d. MOTHER AUGUSTINE INCUBATION CENTRE

1. Dr. Arul Rayyappan - Director
2. Rev. Sr. Dr. Vanitha Jaya Rani - Administrator

Members

3. Ms. A. Nancy Pritha - Computer Science
4. Mrs. B. Kohila - Computer Science
5. Mrs. S. Udhaya Shanthi - Computer Science
6. Mrs.M.Susmitha - Computer Science
7. Mrs. Yuva Rani - Computer Science
8. Mrs.A. Umamaheswari - Computer Science
9. Ms.D.Swetha - Computer Science

On January 6, 2023, the inauguration of the incubation centre took place with the esteemed presence of Dr. Vaidehi Vijayakumar, the Honorable Vice Chancellor of Mother Teresa Women's University, Kodaikanal. The centre was officially named "Mother Augustine Incubation Center", and Reverend Sister Arul Devi, the Secretary of our college, delivered the presidential address. During the ceremony, anMoU was signed by Reverend Sister Dr.Mary Pramila Santhi, the Principal of our college, and Mr. Madhavan JV, the Director of ROCK G Micro Technology, to establish a company on campus. The inauguration of the Mother Augustine Incubation Centre saw active participation from the Vice Principals, faculty members, and students of our college.

Dr. Arul Rayappan serves as the Director of the Mother Augustine Incubation Centre, while Reverend Sister Dr.Vanitha Jaya Rani, the Head of the Department of English, takes on the role of Administrator. Additionally, a team of six faculty members from the Department of Computer Science has been formed to facilitate staff training. On the same day, a dedicated room for the Incubation Centre was inaugurated, equipped with six computers for online staff training purposes.

Vision

The vision of the Mother Augustine Incubation Centre is to establish an on-campus company that can provide our students with training in cutting-edge technologies, equipping them to be industry-ready.

Mission

- i. To provide relevant staff training and student education aligned with industry needs.
- ii. To familiarize students with industrial processes through internships.
- iii. To support student projects by offering industrial consultancy.
- iv. To enrich students' knowledge through expert committees by delivering informative lectures.
- v. To facilitate implant training and industrial visits for students.

e. SWAYAM MOOC & NPTEL

Mrs.A.Angayarkanni - Coordinator

The National Programme on Technology Enhanced Learning (NPTEL) is a project funded by the Ministry of Human Resource Development (MHRD). St. Antony's College of Arts and Sciences for Women has been actively participating in NPTEL since 2018.

The primary objective of NPTEL is to provide students with the opportunity to pursue courses of their choice through convenient modes of learning. This approach empowers students to gain specialized skills in their preferred areas of study, and it also awards them certificates that enhance their employability in the industry and to prepare them for higher education programmes. NPTEL offers a range of 4, 8, and 12-week online courses through an online portal, covering topics relevant to students' interests and providing fundamental core courses in sciences and humanities, enabling students to complete with exposure to pertinent tools and technologies.

f. SAC ICT

Mrs. A. Nancy Pritha	Coordinator
Mrs. J. Margret Premalatha	Member
Mrs. M. Jamuna Rani	Member
Dr. S. Sivaranjani	Member
Dr. B. Jesintha	Member
Dr. M. Nancy Patricia	Member

In order to enhance the skills of staff and students in computer education, literacy, to cope up with challenges in digital era and to enhance placements for students in reputed business organisations and industries to empower women as job givers and seekers both in commerce and computer fields, a membership was registered with ICT Academy of Tamil Nadu, a Govt: Undertaking in IT sector.

Need based activities by ICT are:

1. FDP: Technical and non-technical
2. Students education: IT related, BFSI etc
3. Scholarships and placements

(13) ANTONY'S SKILL DEVELOPMENT INSTITUTE:

Mrs. A. Nancy Pritha - Coordinator

Skill development is generally used to refer to the productive capabilities acquired through all levels of learning and training, occurring in formal, non-formal, informal and on-the-job settings. Our institution has “Antony’s Skill Development Institute” which is affiliated to CVESD (Council for Vocational Education and Skill Development) to enable our students to become fully and productively engaged in livelihoods, and to have the opportunity to adapt these capabilities to meet the economy and labour market. Acquisition of such capabilities depends on many factors, including a quality lifelong learning system and a supportive learning environment. St. Antony’s Skill Development Institute affiliated to CVESD (Council for Vocational Education and Skill Development) offers 15 courses under 3 major categories (5 each) which are as follows.

- COMMUNICATIVE AND SOFT SKILL EDUCATION
- COMPUTER EDUCATION
- FASHION DESIGNING

Communicative and Soft Skill Education CVCSS

S.No	Course	Code	Duration
1	CVESD Diploma In Soft Skills	CSS05	6 Months
2	CVESD Certification Course in Entrepreneurship Skills Development	CSS09	6 Months
3	CVESD Certification Course in Spoken English	CSS13	6 months
4	CVESD Certification Course in Spoken Hindi	CSS14	6 months
5	Certificate in Entrepreneurship Trainer	CSS04	1 year

Computer Education CVCOE

S.No	Course	Code	Duration
1	CVESD Introduction to Artificial Intelligence	COE12	1 year
2	CVESD Diploma in Web Designing	COE15	6 Months
3	CVESD Cyber Security	COE22	6 Months
4	CVESD Certificate in C++	COE45	2 months
5	CVESD Certificate In ASP.NET	COE23	4 months

FASHION DESIGNING CVFAD

S.No	Course	Code	Duration
1	CVESD Diploma in Tailoring	FAD07	One Year
2	CVESD Craftmanship Course in Basic Tailoring	FAD16	6 Months
3	CVESD Craftmanship Course in Thread, Quilling and Beads Jewellery	FAD18	6 Months
4	CVESD Certification Course in Basic Tailoring	FAD32	Three Month
5	CVESD Certification Course in Hand Embroidery and Aari Work	FAD31	3 Months

(14) COLLEGE READING CLUB

- Staff Advisor (Internal) : **Dr.K.Sathya**
Convenor
Head, Department of Mathematics.
- Staff Advisor (Internal) : **Mrs.J.Fevina Renisha Mary**
Co-Convenor
Assistant Professor, Department of English
- Staff Advisor (External) : **Dr.R.Manoharan**
President
Dindigul Ilakkiya Kalam.

Students Body

- Convenor : Karthika. S (III B.Com CA)
- Co-Convenor : Vincent Claudia. S (III B.Sc Chemistry)
- Coordinator : Swetha. S (III B.Sc Chemistry)
- Events Manager : Sahana. M (III B.Sc Mathematics)
- Programme Monitor : Akalya Mary. J (III B.Sc Chemistry)
- Evaluator : Deo Catherin Mary. Y (III BCA)
- Initiator : Niraksha. S (III B.Sc Chemistry)

(15)AICUF (All India Catholic University Federation)

Mrs. J. Usha - Faculty in-charge

The All-India Catholic University Federation is a movement of university students and is often indicated by the acronym, AICUF. In 1924, this movement was started in St. Joseph's College, Tiruchirappalli by Rev Fr Carty SJ. Later it spread its wings all over India and now it operates in 14 states of India. In Tamil Nādu, it functions in more than 50 colleges. At the college, it is open to students of all religions.

Aims and Objectives

- i. To enable students to develop a critical awareness and analysis of the Indian and world situation, to cultivate a deep and genuine concern for the oppressed and the marginalized and to effectively commit themselves to the task of building a new and just society.
- ii. To help students evolve spirituality that has humanization as its core through involvement and reflection.
- iii. To motivate students to become involved in studies, research and activities linked to broader social issues and struggles with a view to becoming a creative and critical force within the university.
- iv. To enable christian students to play a prophetic role in their communities through a critical understanding of their faith, drawing inspiration from the Gospels, the Eucharist and their prayer life.

Duties of the co-ordinator are

- i. To actively engage students in community activities, playing a crucial role in building a strong community connection.
- ii. To foster the development of students' personalities, emphasizing social responsibility and promoting spiritual growth.
- iii. To raise awareness among students about marginalized communities and encourage active involvement in advocating for their fundamental rights. This involves preparing students physically, intellectually, and spiritually.
- iv. To inspire and encourage students to participate in state-level meetings and seminars.
- v. To encourage students to commemorate and honour significant historical events, as well as the leaders who championed the rights of the marginalized populations, with a particular focus on women's rights.

(16) STUDENTS COUNCIL/ COUNCIL FOR COLLEGE ETHICS

1. Dr. S. Sivaranjani - Coordinator & Physics
2. Mrs. M. Waheeda Banu - Co- convener & Commerce
3. Mrs. J. Usha - Mathematics
4. Mrs. B. Sinthiya - English

Duties and Responsibilities

The Student Council/ Council for College Ethics Coordinator plays a crucial role in assisting student leaders with event planning, decision-making, and representing their peers. This role is vital for nurturing students' leadership skills and supporting their contributions to the college. The coordinator is expected

- i. To serve as a liaison between the management and the student community to contribute to the development of the college.
- ii. To under the direction of the principal formulate rules and regulations for students.
- iii. To enhance event planning strategies.
- iv. To mentor students in democratic decision-making and fostering good decision-making skills.
- v. To regularly monitor students' adherence to the dress code.
- vi. To assist in maintaining a clean campus environment.
- vii. To organize weekly meetings with class representatives to identify and address student's issues both on and off-campus.
- viii. To coordinate various government-related competitions.
- ix. To promote, organize, and oversee college events.
- x. To encourage student leadership by motivating their participation in events within and outside the college.
- xi. To foster teamwork in collaboration with all college departments.

Office-bearers of Students Council

1. S. Niraksha, III B.Sc. Chemistry - President
2. P. Kaviya Sri, II B. Com.CA - Vice President
3. S. Swetha, I M.Com.CA - Secretary
4. B. Harshitha -I B. Com CA - Joint Secretary
5. M. Hajira Thabasum II M. Com CA - Treasurer

Members for Council for College Ethics

1. S. Karthiga - Monitor - III UG Commerce CA
2. M. Swathi - Ettiquette - II UG CS
3. N. Boomika - Decorum - I UG Commerce CA
4. S. Harshika - Customs - I PG Chemistry
5. K. Jeevitha - Amenities - II PG Commerce

RULES AND REGULATIONS

The following rules and regulations apply to all students who are enrolled at St. Antony's College of Arts and Science for Women, regardless of their academic level. It should be noted that these rules are subject to change as necessary.

Fees

- i. All students are required to pay the full fees for each semester by the specified deadline. Failure to do so will result in their automatic removal from the college rolls.
- ii. New students must pay the full amount of the first semester fees before their enrollment, and this payment is non-refundable.
- iii. If a student withdraws from the college during a semester, there will be no refund or remission of any portion of the semester fee, and the entire course fee must still be paid.
- iv. Additionally, all students must pay the semester examination fee as prescribed by the University to the University account.

Class Timings

- i. Each semester is comprised of 90 working days, excluding the semester examination period. These 90 days are further divided into 15 cycles, with each cycle consisting of 6-day segments labeled A, B, C, D, E, and F.
- ii. During each working day, there are two sessions: the morning session runs from 9:20 am to 1:00 pm, and the evening session extends from 1:45 pm to 3:45 pm.
- iii. The first warning bell for classes is sounded five minutes prior to the start of both the morning and evening sessions. The second bell marks the precise beginning of the class hour. Additionally, a bell signals the end of each class period.
- iv. Upon hearing the first warning bell before each session, students are expected to promptly proceed to their respective classrooms and take their seats, ensuring they are present when the professor arrives. Gatherings in groups outside the class or in the verandahs should be avoided until the second bell rings.

- v. In between class periods, students are discouraged from loitering around the campus. If they need to access facilities like drinking water or restroom, they should do so quickly. If there is a need to change classrooms, they should move expeditiously.

Attendance

- i. Punctual attendance is a fundamental expectation from all students at this college.
- ii. Students are required to provide advance notice if they must be absent from their classes.
- iii. Faculty members will record attendance at the start of each morning and afternoon session.
- iv. Any student not present when attendance is taken will be marked as absent. Even an absence of one hour results in a loss of attendance for that entire session.
- v. Students who arrive late to class will only be admitted with an admission pass issued by the principal. No admission will be granted to students arriving more than 10 minutes late.
- vi. At the conclusion of each semester, the attendance of each student will be calculated. Periodic notifications about absences will be sent to the parent or guardian of the student for their knowledge and appropriate action.

Leave of Absence

- i. To request leave, students must complete an application form in advance and submit it in person to the principal. The application should provide a clear reason and be signed by the student, with a counter-signature from a staff member, parent, guardian, or the hostel director. If the absence is due to illness and lasts for three days or more, a medical certificate must be submitted.
- ii. Un notified absence will result in immediate notification to parents or the warden, and disciplinary action such as fine or suspension may be imposed. If a student is absent for 10 consecutive days, she may be removed from the enrollment in the college.
- iii. Students in need of leaving the class during a session for a significant reason must obtain prior permission from the principal before doing so.

Leave on ‘Other Duty’

Students who represent the college in various competitions will receive attendance credit for the respective periods. To do so, they must complete the appropriate forms, obtain the countersignature of the Professor-in-charge's and submit them to the principal before leaving the college for their participation in other events. Failure to follow this procedure will result in loss of attendance, and these students will be marked as absent.

Certificates

Any student, whether current or otherwise, who wishes to obtain a transfer or conduct certificate must submit a request in the prescribed format to the college office.

Please note that certificates will not typically be issued with less than 48 hours' notice. If you require the certificate to be sent by post, you should provide a stamped, self-addressed envelope along with your signed application. For transfer certificates, it is also essential to have a parent's signature as it is a necessary requirement.

Etiquettes

St.Antony's College of Arts and Sciences for Women operates as a collaborative community involving staff, students, and management, working towards a common objective. Life within the campus should be guided by unity, mutual trust, and cooperation among these stakeholders. While fostering this environment, several important points should be observed:

- i. All students must adhere to the regulations concerning attendance, library usage, paying college fees, examinations, tests, and hostel rules for hostel residents.
- ii. During class hours, students are not permitted to loiter or walk along the verandahs of the college, especially on the ground floor.
- iii. Classrooms are not designated areas for midday meals. Students should use the designated dining areas for this purpose.
- iv. Strict silence should be maintained during class hours within the classrooms.
- v. Students of St.Antony's are expected to exhibit courtesy and politeness to all.

- vi. When a lecturer or any staff member enters a classroom, students should stand up and remain standing until invited to sit or until the lecturer takes a seat. Students should also rise when the lecturer departs.
- vii. Leaving the classroom during a lecture is not permitted without the lecturer's permission.
- viii. College property and furniture must be handled with care. Any damage will incur liability for the cost of repairs or replacement. Stealing college property or belongings of others is a serious offence and will result in immediate disciplinary action.
- ix. Bicycles, scooters, and similar vehicles should be parked in the designated areas and should not be left anywhere within the campus.
- x. Students with a criminal record will not be allowed to continue their studies at the college.
- xi. According to the educational rules of the Tamil Nadu Government, the Principal has the authority to impose various penalties, including fines, loss of term certificates, suspension, and expulsion from the college, in cases of rudeness, misconduct, or severe breaches of conduct rules.
- xii. Engaging in activities that disrupt peace, discipline, or normal operations within the college or hostel premises is strictly prohibited and will be dealt with severely.
- xiii. Ragging, in any form, is strictly forbidden. Perpetrators of ragging will face immediate and severe consequences.
- xiv. Students found guilty of (i) using rude language toward college or hostel staff or (ii) assaulting or attempting to assault staff or fellow students will be expelled from the institution.
- xv. Students are expected to dress neatly, either in traditional or modern attire. However, garments such as jeans, leggings, t-shirts, tight sleeveless undershirts, midis, and mini-skirts are not allowed.
- xvi. Students will be issued identity cards, which they must wear at all times while on campus.

College Office

The central administrative office in the college handles various matters such as admissions, fee payments, certificates, and attendance. Students should contact the relevant clerks to address their concerns as needed. It is important for students to observe the specified office hours and approach the office accordingly to conduct their business.

(17) LIBRARY

The College Central Library, dedicated to serving students and faculty, has undergone automation and is equipped with state-of-the-art facilities. Our extensive collection of information is available in various formats, including digital content, audio/video materials, online courses, in addition to traditional books and periodicals.

Our vision is to offer a world-class knowledge resource that not only meets curricular needs but also encourages intellectual curiosity and supports research endeavours.

The central library spans an area of 845.26 square meters. What sets our library apart is its spacious study area that seamlessly integrates with cutting-edge amenities. The Digital Library service unit provides access to computers with internet connectivity. The library serves faculty and students, remaining open from 9:00 a.m. to 4:00 p.m. on all working days. Additionally, the library offers document delivery and reprographic services.

It is fully computerized using MODERNLIB SOFTWARE, enabling users to search for resource availability from any computer on the campus network. The system utilizes standard barcodes to identify resources and users for day-to-day transactions.

It has embraced automation and employs the Integrated Library Management System (ILMS). As of 2022, the library has been automated using MODERNLIB Software, which incorporates several essential components:

- Gate Entry System
- Library Catalogue (Bibliographic)
- Circulation System
- Library Stock Verification
- Online Public Access Catalogue (OPAC)

The library maintains subscriptions to a variety of publications, including one national English newspaper and four Tamil newspapers. In its collection, the library houses a total of 10,000 books, which includes 9,812 textbooks, 188 reference books, 28 journals, and 10 magazines.

Additionally, the library is equipped with two barcode scanners for efficient resource management.

Library

To ensure the efficient use of the library for everyone, the following rules must be adhered to:

- i. Each student is issued two library cards for borrowing books.
- ii. The library is open on class days from 9:00 am to 4:30 pm and on Saturdays from 10:00 am to 1:00 pm.
- iii. The library remains closed on Sundays, government holidays, and during the summer vacation.
- iv. Books can only be borrowed by presenting the borrower's identity card, which is provided at the beginning of the academic year. If the card is lost, the librarian must be informed immediately; otherwise, the owner will be held responsible for any books borrowed using the lost card.
- v. Upon receiving a book, students should inspect it and promptly report any previously unnoticed damage to the library assistant. Failure to do so will make the student responsible for the damage when discovered later.
- vi. Writing in the margins or underlining in library books is strictly prohibited. If a book is significantly damaged, the students will need to replace it at their own expense.
- vii. Books must be returned on or before the due date indicated on the book. Failure to return books on time will result in a fine of Rs. 2 per book per day. No further book loans will be allowed until all fines are settled.
- viii. When returning a book, members should retrieve their library card at the same time. As long as the library card is in the possession of the library assistant, the member will be held accountable for the book's safety and condition.
- ix. Library members are not permitted to lend library books to others, whether inside or outside the college. Violation of this rule may lead to suspension of library membership or fines, whichever is appropriate.
- x. Students are allowed to borrow either two books or two volumes of a single book at a time for home reading.
- xi. Reference books must be read in the library reading room and cannot be taken outside. After use, they must be returned to the library assistant in person.
- xii. Strict silence must be maintained within the library's reading room, and any discussions should be conducted outside the library premises.

ASSOCIATIONS

1. Tamil: Bharathiyar Literary Foundation
2. English: SACLIT
3. Mathematics: SMART MATH
4. Physics: EINSTEIN
5. Chemistry: ACTCHEM
6. Zoology: BIO DARWIN
7. Computer Science: WEBELITE
8. Bachelor of Commerce (B. Com): COMPENNY
9. Bachelor of Commerce in Computer Applications (CA): TYCOON
10. BBA: SAAEM (St. Antony's Association of Elite Managers).

LEAVE RECORD

S.No	Date	Reason	No. of Days	Signature of the Parents	Signature of the Class In-Charge	Signature of the Head	Signature of the Principal/Vice-Principal