

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

AMALA ANNAI NAGAR, THAMARAIPADI POST
DINDIGUL - 624 005

Approved under 2(f) and 12(B) Status of UGC
Affiliated to Mother Teresa Women's University, Kodaikanal.



CALENDAR & HAND BOOK
2021 - 2022

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CALENDAR & HAND BOOK 2021 – 2022

CONTACT DETAILS

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CONTENTS

PAGE NO.

PERSONAL MEMORANDUM.....	03
COLLEGE PROFILE.....	08
MANAGEMENT MEMBERS.....	09
FACULTY MEMBERS.....	10
COURSES OFFERED.....	16
EVALUATION SYSTEM.....	17
COLLEGE RULES AND REGULATIONS.....	18
ASSOCIATIONS.....	26
EXTRA CURRICULAR ACTIVITIES.....	27
COMMITTEE	
MONTHLY CALENDAR.....	29
LEAVE RECORD.....	39

PERSONAL MEMORANDUM



Name :
Date of Birth :
Father's Name :
Mother's Name :
Course :
Blood Group :
Register No. :

Address:

Present

Permanent

.....
.....
.....
.....

Days Scholar / Hosteller :
Bank Account No. :
Aadhar No. :
E-Mail ID :

Any Other Particulars :

Student

Parent

OUR NATIONAL ANTHEM

Jana Gana Mana Adhinaayak Jaya Hey,
Bhaarat Bhaagya Vidhaataa
Panjaab Sindhu Gujarat Maraatha,
Draavid Utkal Banga
Vindhya Himaachal Yamuna Ganga,
Uchchhal Jaladhi Taranga
Tav Shubh Naamey Jaagey,
Tav Shubh Aashish Maange
Gaahey Tav Jayagaathaa
Jana Gana Mangal Daayak,
Jaya Hey Bhaarat Bhaagya Vidhaataa
Jaya Hey, Jaya Hey, Jaya Hey,
Jaya Jaya Jaya, Jaya Hey

- Rabindranath Tagore

OUR PLEDGE

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.

தமிழ்த்தாய் வாழ்த்து

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

உன் சீரிளமைத் திறம்வியந்து
செயல்மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே!
வாழ்த்துதுமே!

“மனோன்மனியம்” பெ. சுந்தரமங்கலம்

தீண்டாமையை ஒழிக்க மேற்கொள்ளும் உறுதிவாய்

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

கொடுஞ்செயல் எதிர்ப்பு நாள் உறுதிமொழி (On Anti-Terrorism Day - 21st May)

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

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

இந்திய அரசியலமைப்பு விதிகளின்படி கல்வி பெறுவது குழந்தைகளின் அடிப்படை உரிமை என்பதால், 14 வயதிற்குட்பட்ட குழந்தைகளை ஒருபோதும் எந்தவிதப் பணிகளிலும் ஈடுபடுத்த மாட்டேன் எனவும், அவர்கள் பள்ளிக்குச் செல்வதை ஊக்குவிப்பேன் எனவும், குழந்தைத் தொழிலாளர் முறையினை முற்றிலுமாக அகற்றிட சமுதாயத்தில் விழிப்புணர்வு ஏற்படுத்துவேன் எனவும், தமிழகத்தைக் குழந்தைத் தொழிலாளரற்ற மாநிலமாக மாற்றுவதற்கு என்னால் இயன்றவரை பாடுபடுவேன் எனவும் உளமார உறுதி கூறுகிறேன்.

நல்லிணக்க நாள் உறுதிமொழி (On Communal Harmony Day - 20th August)

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

தேசிய ஒருமைப்பாடு உறுதிமொழி
(On National Integration Day – 19th November)

நாட்டின் சுதந்திரம், ஒருமைப்பாடு ஆகியவற்றைக் காக்கவும், வலுப்படுத்தவும் என்னை அர்ப்பணித்துச் செயல்படுவேன் என்று மனமார் உறுதிகூறுகிறேன். மேலும் நான் ஒருபோதும் வன்முறையில் ஈடுபடமாட்டேன் என்றும், மதம், மொழி, வட்டாரம் மற்றும் அரசியல் அல்லது பொருளாதார பேதங்களுக்கு அமைதியான முறையிலும் அரசியல் சட்டத்திற்கு உட்பட்டும் தீர்வுகாணத் தொடர்ந்து பாடுபடுவேன் என்றும் உறுதிகூறுகிறேன்

Essence of Tamil Nadu Prohibition of Ragging Act, 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 student 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 of 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.

COLLEGE PRAYER

God our Father, Source of all goodness, we believe that you are present in the whole creation. We humbly ask of you to watch over this college and its inmates. Bless our parents, our teachers our friends and well wishers. Help us to grow us responsible women caring for every kind of our neighbours especially our less fortunate brothers and sisters. May every prayer work of us begins with you and happily ends with you. Our Lady of Amala Annai Pray for us.

- Amen

COLLEGE PROFILE

St. Antony's College of Arts and Sciences for Women is a premier institution of higher education located on a 20-acre campus with beautiful garden and well - furnished and aesthetically designed building at Tamaraipadi, 10km North of Dindigul on Trichy - Dindigul Highways (NH45), away from the noise and disturbances of the town - which is very conducive to laboratory works. This college is established, managed and run by the Congregation of the Sisters of the Immaculate Conception (C.I.C), which has a vast experience in the field of education, apart from other types of social work.

This college for women was started with the Blessings, guidance and moral support of the Most Rev. Dr. Antony

Pappusamy, the Bishop of Dindigul in the year 2007 and is proudly marching towards the goal of empowering women through higher education.

Our college is a minority, self-financing women's college, approved by the Department of Higher Education, Govt. of Tamil Nadu, permanently affiliated to the Mother Teresa Women's University, Kodaikanal, Approved under 12(b) & 2(f) Status of UGC. The college offers 11 UG courses, 6 PG courses and 2 M.Phil courses.

Objectives

1. To liberate and empower the women in order to free them from constraints and make them an instrument of social transformation and development.
2. To impart higher education to the rural women especially to those who are denied higher education.
3. To make them employable by developing their mental ability, aptitudes, attitudes and skills.

Vision

“Empowering Women through Higher Education.”

Mission

1. To impart quality higher education with creativity to women, especially the poor, the needy and the underprivileged
2. To cause their holistic development in response to the greatest commandment of love of our Saviour.
3. To train them to be empowered through education and help to them contribute towards building a great India.

GENERAL BODY

- | | |
|--------------------------------------------------------|------------------|
| 1. Rev. Dr. Antony Pushpa Ranjitham (Superior General) | - President |
| 2. Rev. Sr. Thanaseeli Sengole (Asst. General) | - Vice President |
| 3. Rev. Sr. M. Daisy Rani (Provincial) | - Vice President |
| 4. Rev. Sr. Arul Devi (College Secretary) | - Secretary |
| 5. Rev. Dr. Mary Pramila Santhi (Principal) | - Member |

- | | | | |
|----|----------------------------------------------|---|--------|
| 6. | Mrs. J. Antony Justina Mary (Vice Principal) | - | Member |
| 7. | Ms. J. Jancy Punitha - Office Representative | - | Member |
| 8. | Mrs. A. Ameenammal - Senior Staff | - | Member |

GOVERNING BODY

- | | | | |
|----|------------------------------|---|------------|
| 1. | Rev. Sr. Arul Devi | - | Secretary |
| 2. | Rev. Dr. Mary Pramila Santhi | - | Principal |
| 3. | Rev. Sr. Anne Flowrence | - | Asst.Prof. |
| 4. | Rev. Sr. Vanitha Jaya Rani | - | Asst.Prof. |
| 5. | Rev. Sr. Saleth Mary | - | Asst.Prof. |
| 6. | Rev. Sr. Paul Shyni | - | Asst.Prof. |
| 7. | Rev. Sr. Jeyarani | - | Bursar |

VICE PRINCIPALS

- | | | | |
|----|-----------------------------|---|---------|
| 1. | Dr. M. Kavitha | - | Arts |
| 2. | Mrs. J. Antony Justina Mary | - | Science |

HEADS OF THE DEPARTMENTS

- | | | | |
|-----|-----------------------------|---|-------------------------------------|
| 1. | Ms. V. Rajeswari | - | Tamil |
| 2. | Sr. Vanitha Jaya Rani | - | English |
| 3. | Mrs. A. Ameenammal | - | Mathematics |
| 4. | Mrs. J. Revathi | - | Physics |
| 5. | Mrs. J. Maria Praveena | - | Chemistry |
| 6. | Rev. Sr. Anne Florence | - | Zoology |
| 7. | Mrs. J. Margaret Premalatha | - | Computer Science |
| 8. | Mrs. N. Shanthi | - | Commerce |
| 9. | Mrs. J. Rohini | - | Commerce with Computer Application |
| 10. | Dr. V. Uma Maheswari | - | Bachelor of Business Administration |

TEACHING FACULTY

Department of Tamil

1. Mrs. P. Subalakshmi
2. Mrs. D. Sofia Anbuselvi
3. Dr. S. Sathya

4. Mrs. T. Malarvizhi
5. Ms. K. Sinthya
6. Mrs. M. Pandimeena

Department of English

1. Dr. R. Manoharan
2. Ms. P. Jenitha
3. Mrs. J. Gracy
4. Ms. A. Princy
5. Ms. J. Jancy Punitha
6. Mrs. A. Angayarkanni
7. Ms. N. Jerlin Sushmitha
8. Ms. B. Sinthiya
9. Mrs. R. Sharlin
10. Ms. K. Nithya
11. Mrs. M. Esther Queen Victoriya
12. Ms. S. Anbu Christy
13. Ms. D. Logeshwari
14. Ms. K. Arul Selvi

Department of Mathematics

1. Mrs. P. Muthu Pandiammal
2. Mrs. B. Divya
3. Mrs. J. Usha
4. Mrs. S. Kulandai Therese
5. Sr. C. Paul Shyni

Department of Physics

1. Mrs. P. Sumathi
2. Mrs. V. Kirthika
3. Dr. S. Sivaranjani

Department of Chemistry

1. Dr. S. Rajendran
2. Dr. S. Gowri

3. Ms. P. Revathi
4. Dr. K. Snekalatha
5. Dr. N. Karthiga
6. Dr. N. Anitha

Department of Zoology

1. Dr. A. Kanimozhi
2. Mrs. S. Selvalakshmi
3. Dr. S. Nazerath Nisha

Department of Computer Science

1. Mrs. M. Jamuna Rani
2. Sr. I. Saleth Mary
3. Dr. R. Yogatharani
4. Ms. A. Christy Gilpa
5. Ms. A. Nancy Pritha
6. Mrs. M. Senthamilselvi
7. Mrs. B. Kohila
8. Mrs. L. Jerlin Rubini

Department of Commerce (B.Com)

1. Mrs. C. Backialakshmi
2. Mrs. A. R. Ruth Carol
3. Mrs. M. Waheeda Banu
4. Dr. D. Antony Dhavamary
5. Dr. N. Dharani
6. Ms. J. Priyanka

Department of Commerce (B.Com CA)

1. Mrs. G. Kaleeswari
2. Mrs. S. Udaya Shanthi
3. Dr. B. Jesintha
4. Mrs. M. Backialakshmi
5. Ms. J. Infant Santhiya
6. Sr. Arul Irudhaya Arasi

Department of BBA

1. Dr. V. Uma Maheswari
2. Dr. V. Seema
3. Ms. J. A. Hillari Aswini

Department of Physical Education

1. Mrs. R. Sophia Sahaya Rani
2. Mrs. S. Priyanga

Librarian

1. Mr. G. Peter Jeyaraj
2. Mrs. A. Jansi Rani

Student Counsellor

Mrs. L. Beulah

IQAC

Mrs. J. Gracy - Dept. of English

NON-TEACHING STAFF

Sr. G. Jeyarani	Mrs. Angammal
Mrs. A. Ezhilda Manohari	Mrs. S. Kalaiyarasi
Ms. J. Jothi Infanta Mary	Mrs. S. Meena Kumari
Mrs. A. Rosali Mary	Ms. K. Ruthu Mary
Mrs. S. Arul Philominal Mary	Mrs. S. Mala
Mrs. A. Gnanamani Sahaya Mary	Mrs. A. Arockiammal
Mrs. S. Santhosh Mary	Mrs. Paul Mary
Mrs. S. Theivanai	Ms. Maria Christy
Mrs. A. Infant Santhya	Mrs. D. Mahaliyammal
Mrs. A. Arockiamary	Mrs. Clora Jeyakodi
Mrs. S. Rani @ Mahaliyammal	

BUS STAFF

Mr. Mohammed Arif	Mrs. Noorjakan	Ms. L. M. Ambika
Mr. K. Xavier	Mr. Justin Diraviam	Mr. Karthikeyan

College Committee Co-ordinators

S. No.	Committee	Name of the Co-ordinator	Department
1.	Sports	Mrs. R. Sophia Sahaya Rani	Physical Directress
2.	NSS	Ms. J. Priyanka	Commerce
3.	RRC	Mrs. P. Sumathi	Physics
4.	YRC	Ms. A. Christy Gilpa	Computer Science
5.	Examination Section	Mrs. P. Jenitha	English
6.	Placement Cell	Dr. R. Yogatharani	Computer Science
7.	Rotary Club	Mrs. V. Kirthika	Physics
8.	Skill Development Course	Dr. N. Dharani	Commerce
9.	Green Club / Eco Club	Mrs. C. Backialakshmi	Commerce
10.	Leo Club	Mrs. D. Sofia Anbu Selvi	Tamil
11.	Swayam MOOC, NPTEL	Mrs. A. Angayarkanni	English
12.	Coursera	Mrs. A. Nancy Pritha	Computer Science
13.	Unnath Bharath & Consumer Club	Mrs. J. Rohini	Commerce
14.	Anto Ilakkiya Vattam	Mrs. P. Subalakshmi	Tamil
15.	Junior IAS Academy	Mrs. J. Maria Praveena	Chemistry
16.	Cultural	Mrs. A. Princy	English
17.	Media	Mrs. A. Nancy Pritha	Computer Science

ANTI - RAGGING COMMITTEE

Managerial Member	- Sr. Arul Devi, Secretary
Chief coordinator	- Rev. Dr. Mary Pramila Santhi, Principal
Coordinator	- Mrs. P. Muthu Pandiammal, Dept. of Mathematics
Teaching Staff Member	- Dr. Gowri, Dept. of Chemistry
Student Representatives	- J. Remi Infanta, II B.Sc Maths D. Sweetha, III BA English

Purchase Committee

Rev. Sr. Arul Devi	- Secretary
Rev. Dr. Mary Pramila Santhi	- Principal
Sr. Jeyarani	- Purchase Officer
Mrs. A. Ameenammal	- Co-ordinator
Mrs. J. Revathy	- Dept. of Physics
Mrs. J. Maria Praveena	- Dept. of Chemistry
Mrs. J. Margaret Premalatha	- Dept. of Computer Science

Complaint Committee

Rev. Dr. Mary Pramila Santhi	- Principal
Dr. M. Kavitha	- Vice Principal (Arts)
Mrs. J. Antony Justina Mary	- Vice Principal (Science)
Mrs. S. Priyanka	- Physical
Mr. A. Karthick Kumar BA., BL	- High Court, Madurai

Institution Innovation Council

Mrs. A. Angayarkanni	- Dept. of English
Mrs. J. Antony Justina Mary	- Dept. of Mathematics
Mrs. J. Usha	- Dept. of Mathematics
Sr. C. Paul Shyni	- Dept. of Mathematics
Dr. S. Sivaranjani	- Dept. of Physics
Dr. S. Rajendran	- Dept. of Chemistry
Sr. I. Saleth Mary	- Dept. of Computer Science
Dr. R. Yogatharani	- Dept. of Computer Science
Mrs. A. Nancy Pritha	- Dept. of Computer Science
Dr. V. Uma Maheswari	- Dept. of Business Administration

GRIEVANCE REDRESSAL COMMITTEE

Chief coordinator	- Rev. Dr. Mary Pramila Santhi, Principal
Coordinator	- Mrs. Antony Justina Mary, Vice Principal

Teaching Staff Members	- Sr. Vanitha Jaya Rani Mrs. J. Rohini
Counsellors	- Mrs. L. Beulah Sr. V. Josephine
Student Representatives	- N. Gayathri S. Priyadharshini

STUDENTS COUNCIL

President	- J. Janani, III B.Com
Vice President	- P. Priyadharshini, II B.Com
Secretary	- N. Gayathri, III B.Sc Chemistry
Joint Secretary	- J. Susmitha Begam, I BCA
Treasurer	- S. Priyadharshini, II M.Sc Mathematics

SKILL DEVELOPMENT COURSES

S.No.	Course	Year
1.	English Literacy	I year
2.	Fundamentals of Computer	I year
3.	Tailoring	II year
4.	Type Writing	II year
5.	Tally	II year
6.	Beautician	II year
7.	Hindi	II year
8.	Photography, Film Making & DTP	II year

Courses Offered (Under Graduate Degree Courses)

- BA Tamil
- BA English
- B.Sc Mathematics
- B.Sc Physics
- B.Sc Chemistry
- B.Sc Zoology

- BCA(Bachelor of Computer Applications)
- B.Sc Computer Science
- B.Com
- B.Com CA(Computer Applications)
- BBA

Post Graduate Degree Courses

- MA Tamil
- MA English
- M.Sc Mathematics
- M.Sc Chemistry
- M.Sc Computer Science
- M.Com

M.Phil Courses

- English
- Commerce

EVALUATION SYSTEM (under CBCS pattern)

EXAMINATION	LEVEL	MAXIMUM		MINIMUM		TOTAL PASS
		I	E	I	E	I+E
Theory	UG	25	75	-	30	40
	PG	25	75	-	38	50
	M.Phil	25	75	-	38	50
Practical	UG	40	60	-	24	40
	PG	40	60	-	30	50
Dissertation	M.Phil	100	100	-	50	50
Project	UG	80	20	-	8	40
	PG	80	20	-	10	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). First language offered is Tamil and Second languages offered are Hindi / Malayalam / French.

- | | | |
|----------|---|----------------------------------------------------------------------------------------|
| Part II | - | English |
| Part III | - | Major (Theory & Practical), Project or Elective papers and Allied papers. |
| Part IV | - | Skill Based Electives: Non Major Electives, Environmental Studies and Value Education. |
| Part V | - | Extension Activities: National Service Scheme and Physical Education. |

Minimum credits to secure UG Degree - 140

Minimum credits to secure PG Degree - 90

Minimum credits to secure M.Phil Degree - 30

RULES AND REGUALTIONS

Fees

- Every student has to pay the whole fees prescribed for each semester on or before the last date stipulated; failing which her name will be automatically removed from the rolls.
- The whole amount of the first semester fees must be paid by a new student before her name is enrolled and this amount will not be refunded.
- If a student leaves the college during the semester, she shall have no right to claim remission of any portion of the semester fee; rather she has to pay the entire course fee.
- Every student has to pay the semester examination fee prescribed by the University to the University account.

Class Timings

1. Each semester consists of 90 working days excluding the semester examination. These 90 days are divided into 15

cycles, each cycle consist of 6 day orders namely A, B, C, D, E and F.

2. Every working day is divided into two sessions, the morning session is from 9.20 am to 1.00 pm and the evening session is from 1.30 pm to 3.45 pm on all days.
3. The first warning bell for classes is rung five minutes before the commencement of the morning and evening sessions and the second bell at the hour fixed for the commencement of the class. A bell will be rung at the end of each period.
4. At the first warning bell before each session, students shall go to their respective classes and take their seats so as to be present when the professor enters. Standing around in groups outside the class or in the verandahs till the second bell should be avoided.
5. Between periods, students should not be loitering around the campus. If they need to drink water or go to the toilet, it should be done quickly; if they have to change rooms, they should move fast.

Attendance

1. Regularity in daily attendance at all classes is insisted upon in this college.
2. No one shall absent herself from classes without prior notification.
3. The faculties shall take attendance in the morning and afternoon at the beginning of each period.
4. A student who is not present in the class while taking the attendance shall be marked absent. If a student absents herself even for one hour, she shall lose attendance for that session.
5. Late-comers will not be admitted to the class rooms without an admission bill from the principal. No admission will be given to a student who is more than 10 minutes late.
6. The attendance of each student will be totaled at the end of the semester. Periodic intimation about their absence will be sent to the parent or guardian of the student for information and suitable action.

Leave of Absence

1. A student requiring leave must apply for it in writing in the application form in advance, to the principal in person. The application must state the reason clearly and be signed by the student and countersigned by the staff / parent / guardian / hostel director. In case of illness the absentees shall submit a medical certificate if the absence lasts for three days or more.
2. If the student is absent without intimation, her absence will immediately be reported to her parents or to her warden and disciplinary action such as fining, suspension, etc., will be taken. Absence for 10 successive days will entail removal of the student from the college rolls.
3. Students who have to leave class during a session for any serious reason must do so only after obtaining permission from the Principal.

Leave on other Duty

Those students, who represent the college to participate in various competitions, are given credit of attendance for the period. They should fill in the proper forms and get the countersign of the Professor-in-charge and submit it to the Principal before they leave the college for participation in other programs. Those who fail to do so will lose the credit and will be considered as absentees.

Certificates

Any student, past or present, wishing to obtain a transfer or conduct certificate, must apply to the college office in the prescribed format. Certificates will not generally be issued at less than 48 hours notice. No certificate will be posted unless a stamped self-addressed envelope is sent together with the signed application. Those who want the transfer certificate must bring the parent, as their signature also is necessary.

Good Manners and Behavior

St. Antony's College of Arts and Science for Women being a community of partnership of the staff, students and management,

tending towards a common goal, life in the campus must be inspired by unity, mutual trust and co-operation between these partners. Still a few points should be kept in mind.

1. Every student should conform to the rules and regulations relating to attendance, library, college fees, examinations and tests, Hostel inmates must obey the hostel rules and regulations.
2. Students are not allowed to stand about or walk along the verandahs of the college, particularly in the ground floor, during class hours.
3. Students are not allowed to eat their midday meals in classrooms; they must go to the places allotted for this purpose.
4. Strict silence must be observed during class hours in the class rooms.
5. St.Antony's students are expected to be gentle by being courteous to all.
6. When a lecturer or any other member of the staff enters a class, the students must stand up and should not sit down until she invites them to do so or she herself takes the seat. They should likewise stand up when she leaves the class.
7. No student should leave the class room during a lecture without permission of the lecturer.
8. College property and furniture should be handled with care and anyone who damages them will be held liable to pay for the damage caused. Stealing of college property or the belongings of the others constitutes a serious offence and immediate sanction will be imposed.
9. Cycles, Scooters, etc., should be left in the cycle stand and not anywhere in the campus.
10. No student who has been convicted *of any offence will be allowed to continue* her studies in the college.
11. Under the educational rules of the Tamil Nadu Government the Principal has full power to inflict the following punishment: fine, loss of term certificate, suspension and

- expulsion from the college, if any student is guilty of rudeness of behavior and gross breach of conduct rules.
12. Students should not indulge in any activity leading to disruption of peace and discipline and dislocation of normal work in the college and hostel premises. Those who are guilty of violation of this rule will be severely dealt with.
 13. Ragging of any kind is strictly forbidden; anyone who is guilty of ragging will be summarily and severely punished.
 14. Students who are guilty of (i) rude language towards the staff of the college or hostel; (ii) assault or attempt to assault staff or fellow students of the college or hostel will be expelled from the institution.
 15. Students are expected to dress neatly with either traditional or modern costumes. However Jeans, Leggings, T-Shirts, Tight sleeveless banyans, midi's and mini- skirts are not allowed.
 16. Students will be issued identity cards and they should wear it always when they come to the college.

Campus facilities and Students' Amenities

College Office

This is the central administrative office in the college. Admissions, payment of fees, certificates, attendance, etc., are looked after by the College office. Students are required to meet the clerks concerned and settle their problems as and when necessary. They should however note the time fixed for such business and approach the office accordingly.

Library

In order to facilitate the better use of the library by all, the following rules are framed and are to be observed by all.

1. Each student will be given two cards to borrow books from the library.
2. On class days the library will be kept open from 9.00 am to 4.30 pm; and on Saturdays from 10.00 am to 1.00 pm.
3. The library will be kept closed on all Sundays, Government

holidays and summer vacation.

4. Books will be issued only on presentation of the borrower's identity card. These cards will be supplied to the students at the beginning of the academic year. In case the card is lost, the librarian should be informed of the fact at once, failing which the owner of the card will be held responsible for the books issued on presentation of that card by another.
5. On receipt of a book, the student should examine it and report at once to the library assistant of any damage so far unaccounted for in the book. If the student fails to do so, he will be held responsible for such damage when it is subsequently detected by the library assistant.
6. Writing in the margin of a library book or underlining is strictly forbidden. If the book is badly damaged, the students will have to replace it at her cost.
7. The book should be returned on or before the due date marked on the book. Failure to return the books on time will entail a fine of Rs.2 per book per day. No books will be issued to the student until all dues are cleared.
8. A member of the library who returns a book should get back her library card at the same time. So as long as the library card is in the possession of the library assistant, the member will be held responsible for the safety and the good condition of the book.
9. No member is allowed to pass on the library books to any one in or out of the college. If she does so, she will be suspended from membership of the library or fined as the case may call for.
10. Students are allowed to take two books or two volumes of one book at a time for home reading.
11. Reference books should be read in the library reading room and must not be taken out. After use, they must be returned to the library assistant in person.
12. Strict silence should be maintained inside the reading room of the library. Discussions should be kept outside the library.

Hostel

The hostel has its own rules and regulations and is supervised by the Director. The hostel is meant to help the students to study better in a peaceful atmosphere and to build up healthy relationship among students to make them stand in good stead in the future. Students should involve themselves in the recreational and cultural activities of the hostel to enjoy their stay there. Students who do not attend classes regularly and have too many arrears will not be allowed to remain in the hostel. The hostel is “a home away from home” and every student in the hostel should strive to create an atmosphere of peace and harmony and goodwill in the hostel.

Admission into the college is not an automatic guarantee for admission to the hostel. A separate application is to be submitted to the Director of the hostel for this purpose.

Canteen

There is a canteen inside the campus, privately managed for the benefit of staff and students. Snacks, coffee, cool drinks, etc may be had at a fairly reasonable price.

Computer Centre

The computer centre caters to the needs of the students of all the departments.

Xerox Centre

To facilitate the students' to take photo copy of the text and material, Xerox centre is made available.

Remedial Programs

Remedial programs form a very important aspect of education at St. Antony's College. This allows opportunities for poor students and those from rural and backward areas to cope with the college curriculum, to overcome the initial difficulties they face on entering the college, and eventually to be able to excel in their studies. It begins with the bridge course in English for all I year

students. Later remedial courses are offered in all the subjects for UG students who do not fare well in their studies and need this extra help to keep abreast of the rest of the class.

Campus Ministry

Besides imparting knowledge in specific subject for which the student is admitted, guidance and counseling are given to them so that they develop their personality, integrating their emotions with reason.

In addition to the University curriculum, the college offers religious and value education to the students in order to create awareness of the social, cultural, religious and of the environmental atmosphere. All the catholic students have to attend the 'Religion' classes and non catholic students should attend the value education classes.

Counseling

There is a full time counselor for the students, who is available during class days and also during holidays. Students are invited to discuss their problems relating to study, personal needs etc. Courses in counseling are also conducted for the staff and students who are ready to undergo the training.

Unique Features

1. The college has a well-furnished computer lab.
2. It conducts various personality development programs.
3. The placement cell arranges for training and assists to face interviews in different companies.
4. The college conducts value and ethic classes.
5. Several skill development programs are arranged for every student.
 - a. English Proficiency and computer literacy for I year students
 - b. Tailoring, Typewriting, Beautician training, Hindi & Tally, Media courses for II year students.

- c. Preparation for competitive examinations for III year students.

Parents Teacher Association:

The parents of every student are registered in the association. The general body meeting of the association is convened once a year and the executives of this association meet at least three times a year. The association plays a supportive role in the running of the college and its members involve themselves in the overall development of the students.

College Bus

For easy transportation, the college has bus facility. The bus is operated from specific terminals and it picks up students from specific points. Students opting for college bus should come to the stopping points by their own arrangement. Students travelling by college bus should bring the bus card every day.

ASSOCIATIONS

Each department has one association which functions to inculcate knowledge to the student community by giving them more exposure to their subjects. The association helps them to develop their leadership qualities.

Department	Association Name
Tamil	பாரதியார் இலக்கிய கழகம்
English	SACLIT
Mathematics	SMART-MATH
Physics	EINSTEIN
Chemistry	ACTCHEM
Zoology	BIO-DARWIN
Computer Science	WEB-ELLITE
Commerce	COM-PENNY

EXTRA CURRICULAR ACTIVITIES

1. Red Ribbon Club
2. Youth Red Cross
3. Consumer Club
4. Green Club
5. Literacy Club
6. National Service Scheme
7. Rotary Club
8. Cultural Club
9. Leo Club

IMPORTANT NATIONAL / INTERNATIONAL DAYS

S.No.	Date of Event	Observed as
1.	5 th June	World Environment Day
2.	21 st June	World Music Day
3.	29 th July	World Ocean Day
4.	11 th July	World population Day
5.	15 th August	Independence Day
6.	26 th August	Mother Teresa's Birthday
7.	5 th September	Teacher's Day & Mother Teresa Death Anniversary
8.	8 th September	International Literacy Day
9.	27 th September	World Tourism Day
10.	6 - 12 th October	RIT Week Celebration
11.	14 th October	World Standards Day
12.	14 th October	World Food Day
13.	11 th November	National Education Day
14.	14 th November	Children's Day
15.	25 th November	International Day for Elimination of Violence Against Women
16.	30 th November	Computer Security Day
17.	1 st December	World AIDS Day
18.	2 nd December	International Day of Disabled

19.	9 th December	Human Rights Day
20.	12 th December	National Youth Day
21.	26 th January	Republic Day
22.	21 st February	International Mother language Day
23.	28 th February	National Science Day
24.	8 th March	International Women's Day
25.	15 th March	World Consumer Rights Day
26.	21 st March	World Poetry Day, Forest Day
27.	22 nd March	World Day for Water
28.	24 th March	International Day for Achievers
29.	7 th April	World Health Day
30.	16 th April	World Entrepreneurs Day
31.	21 st April	World Creativity and Innovation Day
32.	23 rd April	World Book and Copy Rights Day
33.	26 th April	World Intellectual Property Rights Day

ODD SEMESTER 2021-2022

Number of Working Days - Odd Semester

MONTH	NUMBER OF DAYS (II, III UG & II PG)
August	18 Days
September	24 Days
October	21 Days
November	25 Days
December	2 Days
Total	90 Days

Important Days in Odd Semester

- 17.06.2021 - Odd Semester begins - II, III UG & II PG
- 13.09.2021 - I Internal Exam - II, III UG & II PG
- 25.10.2021 - II Internal Exam - II, III UG & II PG
- 15.11.2021 - III Internal Exam - II, III UG & II PG
- 23.11.2021 - Consolidation of Internal Marks - II, III UG & II PG
- 03.12.2021 - 90 Working Days Completed - II, III UG & II PG
- First Week of December - Odd Semester Exam Begins.

Date	Day	Particulars	No. of Working Days	Day Order
1	SUN			
2	MON			
3	TUE			
4	WED			
5	THU			
6	FRI			
7	SAT			
8	SUN			
9	MON		1	A
10	TUE		2	B
11	WED		3	C
12	THU		4	D
13	FRI		5	E
14	SAT		6	F
15	SUN	Independence Day		
16	MON		7	A
17	TUE		8	B
18	WED		9	C
19	THU		10	D
20	FRI	Moharram		
21	SAT		11	E
22	SUN	Holiday		
23	MON		12	F
24	TUE		13	A
25	WED		14	B
26	THU		15	C
27	FRI		16	D
28	SAT		17	E
29	SUN	Holiday		
30	MON	Krishna Jayanthi		
31	TUE		18	F
Total No. of Working Days : 18				
Total No. of Holidays : 5				

Date	Day	Particulars	No. of Working Days	Day Order
1	WED		19	A
2	THU		20	B
3	FRI		21	C
4	SAT		22	D
5	SUN	Holiday		
6	MON		23	E
7	TUE		24	F
8	WED		25	A
9	THU		26	B
10	FRI	Vinayagarchathurthi		
11	SAT	Holiday		
12	SUN	Holiday		
13	MON	I Internal Exam for II, III UG & II PG	27	C
14	TUE		28	D
15	WED		29	E
16	THU		30	F
17	FRI		31	A
18	SAT		32	B
19	SUN	Holiday		
20	MON		33	C
21	TUE		34	D
22	WED		35	E
23	THU		36	F
24	FRI		37	A
25	SAT		38	B
26	SUN	Holiday		
27	MON		39	C
28	TUE		40	D
29	WED		41	E
30	THU		42	F
No. of Working Days : 18+24 = 42				
No. of Holidays : 6				

Date	Day	Particulars	No. of Working Days	Day Order
1	FRI		43	A
2	SAT	Gandhi Jayanthi		
3	SUN	Holiday		
4	MON	College Opening for I year UG	44	B
5	TUE		45	C
6	WED		46	D
7	THU		47	E
8	FRI		48	F
9	SAT		49	A
10	SUN	Holiday		
11	MON		50	B
12	TUE		51	C
13	WED		52	D
14	THU	Ayutha Pooja		
15	FRI	Vijayadasami		
16	SAT	Holiday		
17	SUN	Holiday		
18	MON		53	E
19	TUE	Milad-un-Nabi		
20	WED		54	F
21	THU		55	A
22	FRI		56	B
23	SAT		57	C
24	SUN	Holiday		
25	MON	II Internal Exam – II, III UG & II PG	58	D
26	TUE		59	E
27	WED		60	F
28	THU		61	A
29	FRI		62	B
30	SAT		63	C
31	SUN	Holiday		
No. of Working Days (II, III UG & II PG) : 18+24+21 = 63				
No. of Working Days (I UG & I PG) : 20				
No. of Holidays : 10				

Date	Day	Particulars	No. of Working Days	Day Order
1	MON		64	D
2	TUE		65	E
3	WED		66	F
4	THU	Deepavali		
5	FRI		67	A
6	SAT		68	B
7	SUN	Holiday		
8	MON		69	C
9	TUE		70	D
10	WED		71	E
11	THU		72	F
12	FRI		73	A
13	SAT		74	B
14	SUN	Holiday		
15	MON	III Internal Exam – II, III UG & II PG	75	C
16	TUE		76	D
17	WED		77	E
18	THU		78	F
19	FRI		79	A
20	SAT		80	B
21	SUN	Holiday		
22	MON		81	C
23	TUE		82	D
24	WED		83	E
25	THU		84	F
26	FRI		85	A
27	SAT		86	B
28	SUN	Holiday		
29	MON		87	C
30	TUE		88	D
No. of Working Days (II, III UG & II PG) : $18+24+21+25 = 88$				
No. of Working Days (I UG & I PG) : $20+25 = 45$				
No. of Holidays : 5				

Date	Day	Particulars	No. of Working Days	Day Order
1	WED		89	E
2	THU	90 Working days completed for II, III UG & II PG	90	F
3	FRI			A
4	SAT			B
5	SUN	Holiday		
6	MON			A
7	TUE			B
8	WED			C
9	THU			D
10	FRI			E
11	SAT			F
12	SUN	Holiday		
13	MON			A
14	TUE			B
15	WED			C
16	THU			D
17	FRI			E
18	SAT			F
19	SUN	Holiday		
20	MON	College Reopen - II, III UG & II PG	1	A
21	TUE		2	B
22	WED		3	C
23	THU		4	D
24	FRI		5	E
25	SAT	Holiday		
26	SUN	Holiday		
27	MON		6	F
28	TUE		7	A
29	WED		8	B
30	THU		9	C
31	FRI		10	D
No. of Working Days (II, III UG & II PG) : $18+24+21+25+2 = 90$				
No. of Working Days (I UG & I PG) : $20+25+26 = 71$				
Even Semester (II, III UG & II PG) : 10				
No. of Holidays : 5				

Date	Day	Particulars	No. of Working Days	Day Order
1	SAT	Holiday		
2	SUN	Holiday		
3	MON	I UG & I PG	11	E
4	TUE		12	F
5	WED		13	A
6	THU		14	B
7	FRI		15	C
8	SAT		16	D
9	SUN	Holiday		
10	MON		17	E
11	TUE		18	F
12	WED		19	A
13	THU		20	B
14	FRI	Pongal		
15	SAT	Thiruvalluvar Day		
16	SUN	Uzhavar Thirunal		
17	MON		21	C
18	TUE	Thaiposam		
19	WED		22	D
20	THU		23	E
21	FRI		24	F
22	SAT		25	A
23	SUN	Holiday		
24	MON		26	B
25	TUE		27	C
26	WED	Republic Day		
27	THU		28	D
28	FRI		29	E
29	SAT		30	F
30	SUN	Holiday		
31	MON		31	A

No. of Working Days (I UG & I PG) : 10

No. of Working Days (II, III UG & II PG) : 10+21 = 31

No. of Holidays : 10

Date	Day	Particulars	No. of Working Days	Day Order
1	TUE		32	B
2	WED		33	C
3	THU		34	D
4	FRI		35	E
5	SAT		36	F
6	SUN	Holiday		
7	MON		37	A
8	TUE		38	B
9	WED		39	C
10	THU		40	D
11	FRI		41	E
12	SAT		42	F
13	SUN	Holiday		
14	MON		43	A
15	TUE		44	B
16	WED		45	C
17	THU		46	D
18	FRI		47	E
19	SAT		48	F
20	SUN	Holiday		
21	MON		49	A
22	TUE		50	B
23	WED		51	C
24	THU		52	D
25	FRI		53	E
26	SAT		54	F
27	SUN	Holiday		
28	MON		55	A
No. of Working Days (I UG & I PG) : 10+24 = 34				
No. of Working Days (II, III UG & II PG) : 10+22+24 =56				
No. of Holidays : 4				

Date	Day	Particulars	No. of Working Days	Day Order
1	TUE		56	B
2	WED		57	C
3	THU		58	D
4	FRI		59	E
5	SAT		60	F
6	SUN	Holiday		
7	MON		61	A
8	TUE		62	B
9	WED		63	C
10	THU		64	D
11	FRI		65	E
12	SAT		66	F
13	SUN	Holiday		
14	MON		67	A
15	TUE		68	B
16	WED		69	C
17	THU		70	D
18	FRI		71	E
19	SAT		72	F
20	SUN	Holiday		
21	MON		73	A
22	TUE		74	B
23	WED		75	C
24	THU		76	D
25	FRI		77	E
26	SAT		78	F
27	SUN	Holiday		
28	MON		79	A
29	TUE		80	B
30	WED		81	C
31	THU		82	D

No. of Working Days (I UG & I PG) : $10+24+27 = 61$

No. of Working Days (II, III UG & II PG) : $10+22+24+27 = 82$

No. of Holidays : 4

Date	Day	Particulars	No. of Working Days	Day Order
1	FRI		83	E
2	SAT	Telugu New Year		
3	SUN	Holiday		
4	MON		84	F
5	TUE		85	A
6	WED		86	B
7	THU		87	C
8	FRI		88	D
9	SAT		89	E
10	SUN	Holiday		
11	MON	90 Working Days complete for II, III UG & II PG)	90	F
12	TUE			A
13	WED			B
14	THU	Tamil New Year		
15	FRI	Good Friday		
16	SAT	Holiday		
17	SUN	Easter		
18	MON			C
19	TUE			D
20	WED			E
21	THU			F
22	FRI			A
23	SAT			B
24	SUN	Holiday		
25	MON			C
26	TUE			D
27	WED			E
28	THU			F
29	FRI			A
30	SAT			B
No. of Working Days (I UG & I PG) : 10+24+27+22 = 83				
No. of Working Days (II, III UG & II PG) : 10+22+24+27+8 = 90				
No. of Holidays : 8				

Date	Day	Particulars	No. of Working Days	Day Order
1	SUN	Holiday		
2	MON			C
3	TUE	Ramzan		
4	WED			D
5	THU			E
6	FRI			F
7	SAT			A
8	SUN	Holiday		
9	MON			B
10	TUE	90 Working Days completed for I UG & I PG		C
11	WED			
12	THU			
13	FRI			
14	SAT			
15	SUN	Holiday		
16	MON			
17	TUE			
18	WED			
19	THU			
20	FRI			
21	SAT			
22	SUN	Holiday		
23	MON			
24	TUE			
25	WED			
26	THU			
27	FRI			
28	SAT			
29	SUN	Holiday		
30	MON			
31	TUE			
No. of Working Days (I UG & I PG) : 10+24+27+22+7= 90				

LEAVE RECORD							
S. No.	Date	Reason	No. of Days	Signature of the Parents	Signature of the Class In-charge	Signature of the HOD	Signature of the Principal / Vice Principal

LEAVE RECORD

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

SUCCESS

