



உ.அழகப்பெரும் • உ.தவுவோம் • உ.யர்த்துவோம்



## Dr. MGR - JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN



Affiliated to the University of Madras  
Accredited with Grade "A" by NAAC  
ISO 9001:2015 Certified



**"SATHYABAMA MGR MALIGAI"**  
11 & 13, Durgabai Deshmukh Road,  
Raja Annamalai Puram, Chennai - 600 028,  
Phone : 044-2493 7382/92  
e-mail: [admin@mgrjanaki.ac.in](mailto:admin@mgrjanaki.ac.in)  
[www.mgrjanaki.ac.in](http://www.mgrjanaki.ac.in)

# CALENDAR 2024 - 2025

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**Dr.MGR-JANAKI  
COLLEGE OF ARTS AND SCIENCE FOR WOMEN**

**PERSONAL INFORMATION**

**Name** (as in the +2 Certificate) :

**Class & Shift** :

**Exam Reg. no** :

**Date of Birth** :

**Aadhar No.** :

**Blood Group** :

**Medical Allergies**  
(if any) :

**Mother's Name** :

**Father's Name** :

**Residential Address** :

**Mobile No.** :

**Parent's Mobile No.** :

**Telephone No. (Office)** :

**Parent's e-mail id** :

**Contact address and  
Telephone No. in  
case of emergency** :

## THE COLLEGE

Dr. MGR-Janaki College was the result of the visionary zeal of Smt. Janaki Ramachandran who desired to convert the grounds of Sathya Studio into a College for Women. The college also supports Dr. MGR Higher Secondary School and Home for the Speech and Hearing Impaired at Ramavaram, a noble cause envisioned by the founders. The campus in its sylvan setting is centrally located and well connected from all parts of the city. All facilities like banks, post offices, hospitals and shops are within walking distance from the college. The college is managed by SSPL Charities, the charitable unit of Sathya Studios Private Limited, headed by the Chairman and Managing Trustee, Dr.Kumar Rajendran.

Founded in 1996 with just 70 students and 16 faculty members the college is affiliated to the University of Madras. It has grown to the status of a front ranking institution with nearly 4000 students and over 150 faculty members today. At present the college has 15 Under Graduate and 7 Post Graduate Departments. Our College is accredited with an 'A' grade by NAAC, reflecting our strong commitment to maintaining high standards in education. Ours is a college that provides quality service to its stakeholders and is ISO certified.

Our mentors, Bharat Ratna Dr. M. G. Ramachandran and Smt. Janaki Ramachandran believed that we should create an atmosphere where excellence is the result of diligence on the part of the students. Our college motto is **“Excellence through Diligence”**.

## **VISION**

To fashion competent, cultured, confident young women endowed with noble values that make them a shining star in the family and society.

## **MISSION**

- ❖ To financially empower women by freeing them from economic dependence. Towards achieving this end, the institution has embarked on various job-oriented courses that are in demand in the employment market.
- ❖ To motivate women to engage in learning & research, environment conservation and skill development and to uphold Indian culture & heritage.
- ❖ To empower students to develop moral resilience and leverage their potential to enhance their ability as student artists, while preserving and promoting Indian culture and tradition.
- ❖ To nurture students as holistic artistes excelling in Dance, Music and Theatre, while emphasising on a professional approach to both performing and teaching of these art forms.
- ❖ To achieve inclusive education. As part of this goal as well as reflecting Bharat Ratna Dr. MGR's concern for the

hearing impaired and physically challenged, the institution integrates as many of such students as possible in the mainstream.

- ❖ To build a gender-neutral society by infusing in students a sense of equality, purpose, accountability, responsibility and personal strength to meet the challenges with stoic courage.
- ❖ To help students become leaders of tall standing, serving and building the society. By setting rigorous academic standards and giving students the support they need to meet those standards, the institution enables them to unlock their potentials and discover their own capabilities which provide them with the required confidence to lead.
- ❖ To develop well-rounded personalities through innovative and robust curricula. Learning to learn is the focus of the institution and not merely training for any specific vocation. Learning at the institution is an experience in itself.



# QUALITY POLICY

The quality policy of Dr. MGR-Janaki College is derived from the vision of the college, which aims at empowering women and ensuring their holistic development.

This quality policy is initiated by the Internal Quality Assurance Cell (IQAC) of the college and is issued with the approval of the Governing Body of the college.

1. To provide a conducive academic environment and the best possible infrastructure for creating competent, self-reliant and socially responsible individuals.
2. To provide job-oriented and value-based education that ensures respect for the rights, differences and dignity of others.
3. To ensure responsibility and accountability in all relationships with its stakeholders including students, faculty, staff, partners, the government and local communities.
4. To provide an effective source of work force to contribute towards the growth and development of the nation on continual improvement basis.

## ANOTE TO STUDENTS

Each one of you is endowed with certain talent. We provide you with an ideal environment for your talent to blossom through academic, co-curricular and extra-curricular activities.

You, as a representative of the college should uphold the high standards and ideals of the institution in your behavior in the college and outside the campus. You are expected to conform to the rules of the college for the collective welfare of the college.

1. College timings:  
  
Shift I- 08.15 a.m. to 01.05 p.m. Students coming after 08.45 a.m. will lose attendance for the 1<sup>st</sup> hour.  
  
Shift II- 01.10 p.m. - 05.30 p.m. Students coming after 01.30 p.m. will lose attendance for the 1<sup>st</sup> hour.
2. Use of Cell phones are banned inside the college premises.
3. Students are expected to dress modestly and avoid expensive jewelry. Students are advised not to bring cash or valuables to the college. If they do, the college will not be responsible for the loss of the same.
4. Parents need to report to the class teacher the very next day if their daughter has been absent. For absence beyond two days, parents must meet the class teacher at college. Students will be withheld from appearing for their examinations if they lack attendance.

5. Students should enroll for NSS / Rotaract / Red Ribbon Club/Youth Red Cross and put in compulsory attendance of 80 hours within the two semesters in any one of the above mentioned extension activities.
6. Internal assessment will be calculated for 25 marks which will include attendance, internal test, assignments and seminars.
7. The fee for the university examination payable to the University of Madras will have to be paid before the exams failing which, the student cannot write the exams.
8. Withdrawal from any course in the middle of the academic year will not be encouraged.
9. Parent-teacher meeting will be held every semester after 1<sup>st</sup> unit test. Parents are requested to sign the consent letter and attend the meetings.
10. Parents can meet the Principal with prior appointment on all working days.
11. You are expected to get the Principal's permission for publishing any matter about the college in newspapers, magazines or journals. Any interview given to a television or other media channels regarding the college requires prior permission from the Principal. Organizing any meeting or collection of money for any purpose in the campus requires prior permission from the Principal.

12. Students who wish to take part in competitions (academic/cultural) hosted by other colleges (City/State/National) are required to seek prior permission from the Principal and furnish a permission letter from their parents prior to the event.
13. Ragging is totally banned under the orders of the central and state government and the University of Madras. There should be no ragging of any sort inside the campus or outside. Students of the college who violate this directive will be severely dealt with. A complaint box in black color has been placed in front of the Principal's office. Any complaints of ragging should be reported to the Principal or the Anti Ragging Cell. The matter will be kept strictly confidential.
14. The Principal is empowered to fine, withhold attendance certificate, suspend and expel students, if considered necessary to maintain the calm atmosphere and to ensure a peaceful learning environment according to the rules framed by the state and central government and also according to various judgments of the Hon'ble Supreme Court of India.
15. The College property is for your use. It is your duty to protect and maintain it. Those found disfiguring furniture, walls, destroying plants and littering the campus will be fined/penalized.
16. You are requested to conserve water and electricity by turning off taps after use and switching off fans and lights before leaving the classroom.

17. Students are advised to check the class groups on WhatsApp regularly. Ignorance of the information given in the class groups will not be taken as an excuse for non-compliance.
18. When you move from one class to another, do not disturb the other classes, and if you have free time, spend it in the library or in any other useful activity.
19. Those who come by two wheelers must have a valid license, wear a proper helmet and park the vehicles in an orderly manner.
20. Along with academic excellence, the college expects students to be courteous, helpful and cooperative towards their staff members and fellow students.
21. We expect the parents and the students to cooperate in all matters for the smooth functioning of the institution.

## **COLLEGE FEES**

1. **Fees for the academic year should be paid within the stipulated time. Fees for the academic year 2025-2026 should be paid between February 10<sup>th</sup> 2025 and March 15<sup>th</sup> 2025 by Demand Draft in favour of “Dr. MGR Janaki College of Arts and Science for Women.”**
2. Names of the students who do not pay the fees within the due date will be removed from the register at the discretion of the principal.

3. In the event of the student leaving the college in the middle of the academic year she will have to pay the fee for the full academic year.
4. Students with arrears of fees or any dues to the college will not be permitted to appear for the university examinations even though examination fees may have been paid by the students. Their hall tickets will be withheld for such non- payment.
5. Students must have the fee receipts carefully and must produce them whenever required.
6. Transfer certificates will be given only to those who have paid fees, returned library books and settled all other dues.
7. In case of breakage of equipment, apparatus, or other articles or property of the college, charges will be collected from the students. The decision of the Principal will be final in this matter.

## **ACADEMIC PROGRAMMES**

Though affiliated to the University of Madras, the college has a certain degree of autonomy in the innovative teaching methods and practices. The University confers the degree on students who have successfully completed the academic programme.

**The College offers the following programmes**

### **UNDERGRADUATE PROGRAMMES**

B.A.	English
B.A.	Natya
B.A.	Tamil
B.B.A.	Business Administration
B.C.A.	Computer Applications
B.Com.	General
B.Com.	Accounting and Finance
B.Com.	Corporate Secretaryship
B.Com.	Bank Management
B.Sc.	Biochemistry
B.Sc.	Microbiology
B.Sc.	Computer Science
B.Sc.	Psychology
B.Sc.	Mathematics
B.Sc.	Visual Communication

## **POSTGRADUATE PROGRAMMES**

- M.A. Human Resource Management
- M.A. Natya (Five-year integrated course in Performing Arts)
- M.A. English
- M.Sc. Microbiology
- M.Sc. Bioinformatics and Clinical Trial Management  
(Non-Medical)
- M.Sc. Information Technology
- M.Sc. Applied Psychology

## **STUDENT TRAINING PROGRAMMES**

### **1. Physical Education**

All students are encouraged to take part in games and sports. Talented students are encouraged to join the college team. Self-defense classes will be conducted.

### **2. Compulsory Extension Services**

The University of Madras stipulates that all students must enroll themselves in one of these compulsory extension programmes.



**i) National Service Scheme**

The college encourages the students to actively take part in the NSS activities so as to serve the society. An annual camp is held in the NSS adopted village every year. The NSS students are encouraged to join the camp and participate in community service.

**ii) Rotaract Club**

The Rotaract club focuses on engaging the students in awareness rallies, helping the differently-abled and so on. These activities aim at promoting social responsibilities and leadership qualities in students.

**iii) Red Ribbon Club**

The Red Ribbon Club spreads awareness about health issues particularly AIDS prevention by involving students in activities like rallies, street plays and counseling sessions.

**iv) Youth Red Cross**

The Youth Red Cross involves students in organizing camps, blood donation camp, first aid courses etc. to promote the spirit of service without discrimination.

**ATTENDANCE**

All the students are requested to attend classes every day without fail. Attendance is taken at every lecture, practical or tutorial hour of any kind prescribed in the college timetable, including

games, social ethics, certificate courses, eye opener sessions and compulsory extension service activities.

### **Permission for absence will be subject to valid explanation**

- a. Absence due to illness should be supported by a medical report from a registered medical practitioner.
- b. Students absenting themselves to participate in extracurricular activities representing the college should submit permission letters to the Principal through the authorized staff members.
- c. Any student coming in after the Morning Prayer will be marked absent for one hour. If a student is absent for one hour, she will lose half a day's attendance.
- d. A student will be permitted to take the university examination only if she has a minimum of 75% attendance per course. The decision of the Principal shall be final in all matters concerning attendance.

### **TESTING AND EVALUATION**

Evaluation of the student is based on both Continuous Assessment and End Semester Examination.

- a. There will be continuous internal assessment for 25 marks per paper per semester along with the end semester examination for 75 marks.

- b. No student should absent herself from any examination or test. Disciplinary action will be taken against absentees' of examination and test.
- c. The conduct of the student during the test and examination should be beyond reproach. Any student indulging in unfair practices will be dealt with seriously.
- d. Assessment will be in the form of a comprehensive examination for each paper at the end of each term. The examination will be conducted by the university for which the students should register for the examination by paying the prescribed fees.

## **STUDENT SUPPORT SYSTEMS**

### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The IQAC plans, guides and monitors Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution. IQAC constitutes the Head of the institution, Heads of important academic and administrative units, teaching faculty and a few distinguished educationists and representatives of management.

The continuous assessment patterns make it possible to develop quality benchmarks for the improvement of academic and administrative performance of the college.

#### Members of IQAC

1. Rtn. Dr. Ragitha Radhakrishnan, Assistant Professor,  
Department of Psychology

2. Rtn. Dr. S. Uma Maheswari, Assistant Professor,  
Department of English

### **STUDENT DEVELOPMENT CELL**

The Student Development Cell, a support system for the holistic development of the students promotes quality in student life by enabling them to build up a personal profile. The council works in liaison with the respective Departments of the College and organizes events to help the students achieve academic goals. Through Student Development Cell, technical and professional exposure is given to all students.

#### Members of Student Development Cell

1. Rtn. Dr. V. Agnes Lavanya, Assistant Professor,  
Department of Mathematics
2. Rtn. Ms. V. Subathra, Assistant Professor, Department of  
Corporate Secretaryship

### **EXAM COMMITTEE**

Exam committee is a body to oversee the College examinations which includes scheduling of the internal test timetables, conduct of exam and evaluation of exams. The committee advises on all matters relevant to internal and final examinations and ensures that the students meet the requirements with regard to programme and examination regulations as per the guidelines of University of Madras.

## **Members of Exam Committee**

1. Rtn. Mrs. N. S. Kothai, Assistant Professor, Department of Computer Applications
2. Rtn. Ms. K. Renuka, Assistant Professor, Department of Corporate Secretaryship

## **DIFFERENTLY ABLED SUPPORT CELL**

The Differently Abled Support Cell equips the differently abled persons with additional skills to enhance their visibility in an inclusive world. The cell assesses the educational needs of differently abled students, identifies the Career opportunities and provides guidance towards placement in the mainstream employment.

### **Members of Differently Abled Support Cell**

1. Rtn. Dr. K. Sathyapriya, Assistant Professor, Department of Tamil
2. Ms. K. M. Nandhini, Assistant Professor, Department of Tamil

## **COUNSELLING CELL**

The Counselling Cell empowers the students to face emotional and psychological challenges effectively through professional guidance and counselling programs. The cell provides a confidential atmosphere to discuss any concerns the students may have and aims at promoting a stress free life for students

through self-awareness. A qualified counsellor is on campus to provide personal counselling to the students.

#### Members of Counselling Cell

1. Rtn. Dr. Ragitha Radhakrishnan, Assistant Professor, Department of Psychology
2. Rtn. Ms. Mithila Lakshmi, Assistant Professor, Department of Psychology

### **SEXUAL HARASSMENT PREVENTION CELL**

Sexual Harassment Prevention Cell aims to prioritize prevention and provision of an innovative redressal mechanism in the form of Complaints Committee to look into the matters of sexual harassment of students and faculty in the college. Appropriate and prompt actions are ensured to complainants approaching the cell. Through counselling and support services on campus, the cell provides a secure physical and social environment to deter acts of sexual harassment or the prevention of sexual harassment to ensure the safety of women.

#### Members of Sexual Harassment Prevention cell

1. Rtn. Mrs. V.R. Viju, Assistant Professor, Department of Computer Science
2. Rtn. Mrs. K. Banumathy, Assistant Professor, Department of Commerce (Accounting & Finance)

## **ENTREPRENEURSHIP DEVELOPMENT CELL(ED)**

Entrepreneurship Development Cell, a cell to initiate the culture of entrepreneurship among the students, undertakes several activities for student development wherein the student gets exposure while studying and develops a spirit of entrepreneurship. The ED cell empowers and inspire students to take initiatives and accept responsibilities to thrive in the challenging world. The ED Cell identifies talented students and motivates them to entrepreneurial areas through awareness camps and entrepreneurship development programmes.

### **Members of Entrepreneurship Development Cell**

1. Rtn. Dr. E. Nirmala, Assistant Professor, Department of Commerce (General)
2. Rtn. Ms. J. Divya, Assistant Professor, Department of Commerce (Accounting & Finance)

## **RESEARCH AND DEVELOPMENT CELL (R & D CELL)**

It is mandatory for UG and PG students to take up summer internships, pursue mini projects, participate and present research papers in conferences and seminars. With the policy of creating a conducive environment to inculcate research culture in the college, R & D Cell is actively involved in organizing various workshops/ seminar/ trainings related to promotion of research and innovative skills among students and faculty and for industrial collaborations. R & D Cell enhances the research output of the institute by research paper publication in referred journals and reputed conferences. Sessions on IPR, Patenting

and environmental sustainability are organized for faculty and students to create awareness about filing patents, IPR and Sustainability measures.

#### Members of R & D CELL

1. Rtn. Dr. D. Lakshmi Priya, Assistant Professor, Department of Microbiology
2. Rtn. Dr. K. Latika, Assistant Professor, Department of Business Administration

#### PLACEMENT CELL

Placement Cell handles campus placements of the graduating students of the college and organizes career counselling workshops to help students to succeed at the recruitment process. To bridge the gap between the needs of the Industry and skills of the students, Placement Cell helps in organizing events and programs that provide avenues to the students to get exposed to the real world of work. The cell organizes workshops and skill training sessions that enable students to enrich their biodata. The cell assists and guides the students for placements by identifying prospective recruiters, building association and maintaining continuous relationship with corporate houses through Industry-Institute partnerships.

#### Members of Placement Cell

1. Rtn. Ms. J. Preethika Rangasayee, Assistant Professor, Department of Mathematics



2. Rtn. Ms. Uma, Assistant Professor, Department of Mathematics

### **ALUMNISUPPORT CELL**

Alumni network, an extended and expanded identity of our college fosters a life-long intellectual and emotional connection between the alma mater and the Alumni. Dr. MGR – Janaki College of Arts and Science for Women Alumni Association has been registered under the Tamil Nadu Societies Registration Act and through Alumni Support Cell conducts an alumni meet every year to maintain continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the College. The cell invites the Alumni in prominent position for guest lectures to expand professional connections. The Alumni Meet of Dr. MGR- Janaki College of Arts & Science for Women Alumni Association is organized on the last Sunday of every November to commemorate Smt. Janaki Ramachandran's Birth Anniversary.

#### Members of Alumni Support Cell

1. Rtn. Dr. V. Nithyakalyani, Assistant Professor, Department of Microbiology
2. Rtn. Ms. R. T. Reshma Hashmi, Assistant Professor, Department of Computer Applications

### **COMMITTEE FOR SC/ST**

The Committee for SC/ST cell of the college was established with the purpose to empower the SC/ST students in the college. The college takes special interest in facilitating financial support

to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

### **Members of Committee for SC/ST:**

1. Rtn. Dr. C. Banu Rekha, Assistant Professor, Department of Microbiology
2. Ms. A. Kaviya Priya, Assistant Professor, Department of Business Administration

### **MINORITY CELL**

The Minority cell of the college was established with the purpose of empowering the minority communities in the college and assist them in their academic development, curricular, co-curricular, extra-curricular activities and holistic development. “To achieve inclusive education” by following the vision of our institution we are very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and Nationality.

### **Members of Minority Cell:**

1. Dr. Shahin Banu Z, Assistant Professor, Department of Microbiology
2. Ms. Pamela, Assistant Professor, Department of Mathematics

## **STUDENTS GRIEVANCE REDRESSAL COMMITTEE**

Grievances Redressal Cell is established in order to deal with the individual grievances related to students and faculty to ensure the redressal of grievances amicably in a time bound manner, the Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person.

### **Members of Grievance Redressal Committee:**

1. Rtn. Dr. Manimekalai, Principal & Convener
2. Rtn. Dr. V.C. Santhilakshmi, Dean of Students, Management Representative
3. Rtn. Dr. E. Nirmala, Faculty Representative, Department of Commerce( General)
4. Rtn. Dr. Ragitha Radhakrishnan, Faculty Representative, Shift II Coordinator
5. Rtn. Dr. C. Banu Rekha SC/ST, Faculty Representative
6. Rtn. Ms. L.S. Kavitha, Overseas Student Advisor
7. Student Representative

## **INTERNAL COMPLAINTS COMMITTEE**

The Internal Complaints Committee was constituted as per the UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) regulations. The committee

address the complaints raised from students, teaching and non-teaching staffs and takes imperative action as our institution has zero tolerance towards misdeeds. Our institution is committed to provide safe and conducive academic and work environment to our students and employees.

**Members of Internal Complaints Committee:**

1. Rtn. Dr. R. Manimekalai, Principal & Convener
2. Rtn. Dr. Lakshmi Balaji, Vice- Principal
3. Rtn. Dr. V.C. Santhilakshmi, Dean of Students, Management Representative
4. Rtn. Dr. K. Latika, Dean of Academics
5. Rtn. Dr. Ragitha Radhakrishnan, Faculty Representative, Shift II Coordinator
6. Rtn. Ms. K. Banumathy, Assistant Professor, Department of Commerce(Accounting & Finance)
7. Rtn. Ms. Sahaya Sheeba Mangalam, Assistant Professor, Department of Computer Science

**ANTI RAGGING COMMITTEE**

In accordance with the UGC regulations, Dr. MGR Janaki College of Arts and Science for Women has constituted the anti-ragging committee. The committee serves the purpose of prohibiting ragging within or outside the campus, if found guilty will be penalised severely.

### **Members of Anti Ragging Committee:**

1. Rtn. Dr. Manimekalai, Principal & Convener
2. Rtn. Dr. V.C. Santhilakshmi, Dean of Students, Management Representative
3. Rtn. Dr. M. Durga, Faculty Representative, Department of Biochemistry
4. Rtn. Dr. Ragitha Radhakrishnan, Faculty Representative, Shift II Coordinator
5. Rtn. Dr. C. Banu Rekha SC/ST, Faculty Representative
6. Rtn. Ms. L.S. Kavitha, Overseas Student Advisor
7. Student Representative

### **OBC CELL:**

The OBC Cell was set up with the primary motive of facilitating OBC students in our institution, and assisting and guiding them in their curricular and co-curricular activities. The Cell ensures the proper implementation of various schemes of UGC, Government of India and State Govt. concerning scholarships, stipends etc. for welfare of reserved categories.

### **Members of OBC Cell:**

1. Rtn. Dr. Vinikumari, Assistant Professor, Department of Tamil
2. Dr. K. Ghanapriya, Assistant Professor, Department of Microbiology

## STUDENT SENATE

### **The objectives of the senate are:**

- ❖ To uphold and implement the ideals of the college by organizing programmes which have the sanction of the Principal.
- ❖ To foster goodwill and cordial relations between the students and the faculty.
- ❖ To promote healthy participation in extra-curricular and co-curricular activities.
- ❖ To encourage constructive discussion of student' affairs with a view to the general well-being of the students.

The office bearers of the senate are the President, Vice President, Treasurer, General Secretary and Cultural Secretaries (Arts and Sciences) and Sports Secretaries. They are elected at the end of each academic year for the following academic year.

The class representatives are elected by their respective classes at the beginning of the academic year. Those entrusted with the responsibility of an office in the college should endeavor to prove themselves worthy of their task. They should set an example to the other students. They should work closely with the college authorities and be helpful and co-operative. The class representatives are responsible for the order and discipline of their class.

The Senate has a team of faculty as advisors.

## SENATE 2024 - 2025

### Senate Advisors:

1. Rtn. Ms. S. Sarjana, Assistant Professor, Department of Natya
2. Rtn. Ms. H. Humera Begum, Assistant Professor, Department of Psychology
3. Rtn. R. Roshini, Assistant Professor, Department of English

<b>List of Student Representatives 2024-2025</b>		
<b>DESIGNATION</b>	<b>NAME</b>	<b>DEPARTMENT</b>
President (Shift I)	V. Jayavarshini	III B.Com. General
Vice-President (Shift I)	B. Veni	III B.Com. A & F
Vice-President (Shift II)	K. Logitha	III B.Com. General
General Secretary (Shift I & II)	J. J. Kuzhalini	III B.Com. General
Joint Secretary (Shift I)	P. Keerthana	III B.Com. General
Joint Secretary (Shift II)	K. Keerthana	III B.Com. General
Treasurer (Shift I)	P. M. Mirdhula	III B.Com. General
Treasurer (Shift II)	S. Hasleen Farahana	III B. Com. General
Cultural Secretary (Shift I)	A. Anbarasi	II B.Com. General
Joint Cultural Secretary (Shift I)	L. A. Iniya	II B.Sc. Psychology
Cultural Secretary (Shift II)	M. Divya	II B.A. Tamil
Joint Cultural Secretary (Shift II)	S. Suba Shree	II B.Com. Bank Management
PG Representative (Shift I)	Jephia Simon Mathew	II M.Sc. Applied Psychology
Sports Secretary	R. Kalai Selvi	III B.Com. Corporate Secretaryship
Joint Sports Secretary	M. Jeniffer	III B.A. Tamil

The Students who bear the senate office for the subsequent year will be sworn in during the Investiture Ceremony.

## DEPARTMENT & CULTURAL CLUBS

Students are encouraged to participate in the various club activities both Department & Cultural.

<b>Department</b>	<b>Name of the Club</b>
B.A. English	Quiz, Drama, Book, Debate, Reader's and Earth Clubs
B.A.	Natya Heritage Club
B.A.	Tamil Agavaya Mandram Vaagai Mandram
B.B.A.	Young Managers Club Business Enterprise Club
B.C.A.	Cybernetics Club Program Developer Club
B.Com. General	Investment Club
B.Com. Accounting and Finance	Finance Club Accounts Club
B.Com. Corporate Secretaryship	Corporate Club
B.Com. Bank Management	Technical Banking Club
B.Sc. Biochemistry	Green Health Club
B.Sc. Microbiology	Eupro Journal Club
B.Sc. Computer Science	Computer Literacy Club Decode Club
B.Sc. Psychology	Intra Psyche
B.Sc. Mathematics	Sigma Club Analysis Club
B.Sc. Visual Communication	Infotainment Club
M.A. Human Resource Management	Human Resource Club



## **LIBRARY**

1. The Library is open between 09.00 a.m. and 05.45 p.m. from Monday to Friday and between 09.00 a.m. and 02.00 p.m. on Saturday.
2. Only students are allowed to use the services of the library on producing their identification cards.
3. Outsiders have to get prior permission from the Management/Principal to utilize the library.
4. The Library is fully automated with INFLIBNET and DELNET. Students are provided with a bar-coded identity card and a library card by the college.
5. The exchange of library card is not permissible. Books will be provided only against a valid library card. UG students can borrow two books and PG students can borrow three books. Only one renewal is permitted.
6. Duration of the lending period is fifteen days, fine amount of Rs. 1/- per day is charged for the delayed return of books. Rs. 20/- will be charged against the loss of each library card. Audio, Video Cassettes and CD's are meant for use only within the library.
7. The facility to reserve book is available. Book will be issued according to the order in which they are reserved. Reserved book will not be renewed.
8. Pilferage of document will be treated as a serious offence. The membership may be suspended or cancelled.
9. In case a book is lost, the student should either replace the book or pay double the cost of the book to the library.

10. Photocopying of library documents is permitted. Photocopying the entire document / book is prohibited. Photocopying will be charged at the rate of Rs.1/-per page.
11. Document other than library sources shall not be permitted inside the library.
12. The use of tape recorder, radio, mobile phone and camera is strictly prohibited inside the library.
13. Students are requested to leave their personal belongings in the property counter.
14. Final year students can avail the institutional membership available with British Council and University of Madras.
15. Book bank facility can be availed by deserving students.

## **LABORATORIES**

Expensive equipments have been installed in the laboratories for the benefit of the students. Great care must be taken in handling equipment. Work tables and sanitary fittings should be kept absolutely clean at all times. All breakages and losses must be reported to the faculty concerned immediately. Breakage fee will be collected.

## **COMPUTER LABORATORY**

We have a well-equipped air-conditioned computer laboratory which has Pentium servers and nodes. Latest software with internet connection is available.

## **LANGUAGE LABORATORY**

Language laboratory is equipped with softwares to enable students to improve speaking and communication skills.

## **OTHER FEATURES**

### **Culturals**

Inter - Department and Inter - Collegiate cultural festivals are held. College play is staged every year on January 17<sup>th</sup> to mark the birth anniversary of Dr. M.G. Ramachandran. Apart from this, the college celebrates festivals like Aadiperukku, Onam, Navaratri, Christmas and Pongal to keep alive the tradition and richness of our culture.

### **Parent Teacher Meeting**

Parent teacher meeting takes place at regular intervals. During these meetings the parents discuss the academic progress of their wards.

## **OTHER FACILITES**

### **Canteen**

There is a canteen within the campus, which serves healthy and tasty food, in a hygienic manner, at reasonable rates.

### **Identity Cards**

Each student of the college is expected to possess an identity card with her photograph affixed on it duly attested by the Principal. They are advised to keep the card with them always

and use them for getting concessional tickets to travel by bus, rail or air, to become a member of public libraries or for the receipt of payment of scholarship, etc. Identity cards for the first year students will be issued in the college. Students will have to wear the ID card inside the college premises.

### **Issue of Certificates**

For the issue of any certificate, an application has to be made giving details about the student. A prior notice of two days is necessary for the issue of a certificate. On completion of their entire course (Under - Graduate or Post - Graduate) students are expected to collect their original certificates including the Transfer Certificate from the office. A student will be furnished with a T.C. on application, if she applies within 5 working days of the term succeeding her leaving the college. Applications made after that will attract a search fee.

### **COLLEGE OFFICE**

Requests for certificates, testimonials and other documents requiring the Principal's signature should be addressed to the Principal and submitted in the college office. The Principal will take into consideration the reports of the departments when issuing conduct and attendance certificates.

## **SCHOLARSHIPS & ENDOWMENTS**

1. Dr. MGR Memorial Endowment for the topper in B.Sc. Microbiology in the university examinations.
2. Tmt. Janaki Ramachandran Memorial Endowment for the topper in B.Sc. Biochemistry in the university examinations.
3. Thiru. N. C. Ragavachari Memorial Endowment for the topper in B.Sc. Psychology in the university examinations.
4. Thiru. Rajagopala Iyer Memorial Endowment for the topper in B.Sc. Computer Science in the university examinations.
5. Thiru. T. V. Ramanujun Endowment for the topper in B.Com. (G) in the university examinations.
6. Tmt. Shanthi Narayanan Memorial Endowment for the topper in B.Com. (CS) in the university examinations.
7. Thiru. Sankara Menon Memorial Endowment for the topper in BCA in the university examinations.
8. Thiru. K. Ravindran Memorial Endowment for the best outgoing student excelling in sports and games.
9. Dr. Padma Subramaniam Endowment for the best outgoing student excelling in music & dance.
10. Dharapuram Thiru. Ramasamy Memorial Endowment for the best outgoing student in the Department of M.Sc. Bioinformatics.

11. Dharapuram Thiru. Ramasamy Memorial Endowment for the topper in M.Sc. Bioinformatics in the university examinations.
12. Sri. G. Ganapathy Endowment for the topper in B.A. English Literature in the university examinations.
13. Sri. P. Karunanidhi Memorial and Vasantha Karunanidhi Endowment for the topper in BBA in the university examinations.
14. Dr. Sundarambal Prathapkumar Memorial Endowment prize for the first place in the Biochemistry practicals.
15. Mr. P. X. Rangaswami Memorial Endowment prize for the first place in Microbiology practicals.
16. Kulapathi Sree U. Ve. O. R. Rajagopalachariar Memorial Endowment for the topper in Sanskrit in the university examinations.
17. Thiru L. T. Athmaram Memorial Endowment for the topper in Tamil in the university examinations.
18. Ms. Thangam Isaac Memorial Endowment prize for the topper in Foundation English in the university examinations.
19. Thiru. B. Viswanathan Endowment for the topper in B.Sc. Mathematics in the university examinations.
20. Department Prize for the topper in French.
21. Dr. S. N. Ganesan Endowment cash prize for the best outgoing student.
22. "ASHA" Endowment prize for best M.Sc. Project in Microbiology.

23. Shri. M. Rajendran Memorial Prize for topper in B.Com. (Bank Management).
24. Dr. Jeppiaar Memorial Prize for topper in B.Com. (Accounting & Finance).
25. “Alumnae” Endowment for prominent alumni from Arts, Science (Shift I) and one for Shift II.
26. Mr. P.V. Emmanuel Endowment prize for the topper in Hindi in the university examinations.
27. Professor Dr. T. Santhanam Endowment for best project in Computer Applications (B.C.A).
28. Mr. Shihan Hussaini Endowment for student excelling in Archery.
29. Mr. Shihan Hussaini Endowment for student excelling in Karate.
30. Director K. Subrahmanyam Memorial Endowment for the topper in B.Sc. Visual Communication
31. Guru P. K. Gopalakrishnan Endowment for Performing Arts (Dance).
32. Rotary Club of Chennai Premier Endowment for best M.Sc. Project in Psychology

## COLLEGE SONG

रामचन्द्र जानकी सत्प्रसाद धारिणी  
विशेष धीकला भूमिरुल्लसेत् । (राम)

राष्ट्र संस्कृति श्छात्र सदगति  
श्चैकमत्यता जीवनोद्गतिर्  
यत्र संततं बोध्यते परं  
सा विराजतां सार वाहिनी (राम)

दक्षता मुखच्छ्रेष्टता भवेत्  
इति विनिश्चितं यत्र कर्मभिर्  
स्त्री प्रवर्त्तनम् यत्र सर्वदा  
सत्य विद्यया साम्यगूर्जितम् । (राम)

व्यक्ति संगता सामुदायिकी  
जागरुकता शिष्यसत्कृता  
यत्र सा कला शालिका वरा  
भ्राजतां जयेत् शाश्वती समा (राम)



## COLLEGE SONG

*Ramachandra Janaki satprasad dharini*

*Vishesha dhi kala bhumirullaset* (Rama)

*Rashtra sanskriti chhatrasadgati*

*Chaikamatyata jeevanodgati*

*Yatra santatam bodhyate param*

*Saa virajatam sara vahini* (Rama)

*Dakshata mukhat sreshthata bhavet*

*Iti vinishchitam yatra karmabhir*

*Stri pravardhanam yatra sarvada*

*Satya vidaya samygoorjitam* (Rama)

*Vyakti sangata samudayiki*

*Jagarukata shishyasatkrit*

*Yatra saa kala shalika vara*

*Bhrajatam jayet shashvati sama* (Rama)

*Ramachandra Janaki nallarutkalanjiyam*

*Vijnana narkalai koil vaazhiye* (Rama)

## பொருளாக்கம்

ராமசந்திரா ஜானகியின் நல்லாசியைப் பெற்று  
விஞ்ஞானம்  
மற்றும் கலைக்கு இருப்பிடமாக இருக்கும்  
இக்கல்லூரியானது சிறந்து விளங்கட்டும்

எங்கு இந்தியக் கலாச்சாரம், மாணவ  
முன்னேற்றம், வாழ்க்கையில் உயர்வு  
ஆகியவையே ஒரே குறிக்கோளாகக் கொண்டு  
உயர்ந்த பாடம் போதிக்கப் படுகிறதோ அந்த  
கல்லூரி ஒளிரட்டும்.

உழைப்பினால் உயர்வு என்ற கொள்கையை  
உறுதிப்படுத்துவது  
போன்று செய்யப்படும் காரியங்களும்,  
உண்மையான கல்வியினால்  
பெண்கள் முன்னேற்றமும் எங்கும் எப்போதும்  
நிலைநாட்டப்படுகிறதோ, அக்கல்லூரி  
சிறப்புறட்டும்.

தனிமனித மற்றும் சமுதாய விழிப்புணர்வு எங்கு  
மாணவிகளுக்கு கற்றுத்தரப்படுகிறதோ அந்த  
கல்லூரி  
நீண்ட காலத்துக்கு நிலைப்பெற்று மிளிரட்டும்

## **GIST OF THE COLLEGE SONG**

Let this College that imparts the knowledge of Arts and Science by blessings of Ramachandra and Janaki, shine gloriously.

Let this College that strives hard for the upliftment of the students and spreads national culture, shine gloriously.

The motto 'Excellence through Diligence' - is reflected in all the activities of the College where 'empowerment of women' is well established by spreading true knowledge.

Let this College reign supreme for many more years to come where individual and social awareness are taught to the students.

## தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுமும்  
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 !

- பேராசிரியர் பெ.சுந்தரம்பிள்ளை

## தீண்டாமை ஒழிப்பு உறுதிமொழி

இந்திய அரசியலமைப்பின்பால், இடைவிடாத உளமார்ந்த பற்றுள்ள இந்தியக் குடிமகனாகிய நான், நமது அரசியலமைப்பின் தீண்டாமை ஒழிக்கப்பட்டு விட்டது என்பதை அறிவேன். தீண்டாமையை அடிப்படையாகக் கொண்டு எவர்மீதும் சமூக வேற்றுமையை, மனம், வாக்கு, செயல் என்ற எந்த வகையிலும் கடைப்பிடிக்க மாட்டேன் என்று இதனால் உளமார உறுதியளிக்கிறேன். அரசியலமைப்பின் அடிப்படைக் கருத்திற்கிணங்க, சாதி, சமய வேறுபாடற்ற சமத்துவ சமுதாயத்தை உருவாக்குவதில் நேர்மையுடனும், உண்மையுடனும் பணியாற்றுவது எனது கடமையாகும். மேலும், தீண்டத்தகாதவர்கள் என்ற கொடுமைக்கு ஆளாகியுள்ள மக்களிடையே காணப்படும் தீண்டாமை உணர்வையும் போக்குவது நமது சமூகக்கடமை என்பதையும் உணர்ந்து செயல்படுவேன். இந்திய அரசியலமைப்பின்பால் எனக்குள்ள முழுப்பற்றிற்கு இது என்றென்றும் எடுத்துக்காட்டாக விளங்குமென்றும் இதனால் உளமார உறுதியளிக்கிறேன்.

## **NATIONAL INTEGRATION PLEDGE**

“ I solemnly pledge to work with dedication to preserve and strengthen the freedom and integrity of the nation”.

“I further affirm that I shall never resort to violence and that all differences and disputes relating to religion, language, region or other political or economic grievances should be settled by peaceful and constitutional means”.

## **THE PLEDGE**

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

## **NATIONAL ANTHEM**

*Jana gana mana adhinayaka jaya he,*

*Bharata bhagya vidhata,*

*Punjab, Sindhu, Gujarata, Maratha,*

*Dravida, Utkala, Banga,*

*Vindhya, Himachala, Yamuna, Ganga,*

*Uchchhala Jaladhi taranga,*

*Taba shubha name jage,*

*Taba shubha ashisa mage,*

*Gahe taba jaya gatha;*

*Jana gana mangala dayaka jaya he,*

*Bharata bhagya vidhata,*

*Jaya he, jaya he, jaya he,*

*Jaya jaya jaya jaya he.*

# LIST OF HOLIDAYS

## 2024-2025

### 2024

June	17	Monday	Bakrid
July	17	Wednesday	Muharram
August	15	Thursday	Independence Day
August	26	Monday	Krishna Jayanthi
September	07	Saturday	Ganesha Chaturthi
September	15	Sunday	Onam
September	16	Monday	Milad un-Nabi
October	02	Wednesday	Gandhi Jayanthi
October	11	Friday	Ayudha Pooja
October	12	Saturday	Vijaya Dasami
October	31	Thursday	Deepawali
December	25	Wednesday	Christmas

### 2025

January	01	Wednesday	New Year
January	14	Tuesday	Pongal
January	15	Wednesday	Thiruvalluvar Day
January	16	Thursday	Uzhavar Thirunaal
January	17	Friday	Dr.MGR's Birth Anniversary
January	26	Sunday	Republic Day
February	11	Tuesday	Thaipooasam
March	30	Sunday	Telugu New Year
March	31	Monday	Ramzan
April	10	Thursday	Mahavir Jayanti
April	14	Monday	Tamil New Year
April	18	Friday	Good Friday

## **PLANNER FOR THE ACADEMIC YEAR 2024 - 2025**

<b>2024</b>	<b>Date</b>	<b>Details of the events</b>
June	19	College reopens for III UG, II UG & II PG
July	10	College begins for I UG*
July	19	Investiture Ceremony*
July	26	Fresher's Day*
August	01	Aadi Perukku
August	15	Independence Day
August	23	Gokulashtami Celebration
September	05	Teacher's Day Celebration
October	12	Navarathri & Vijayadasami Celebrations
November	24	Alumni Meet
November	30	Smt. Janaki Ramachandran's Birth Anniversary Celebration
December	24	Commemoration of Dr. M.G. Ramachandran's Remembrance Day & Christmas Celebrations
<b>2025</b>		
January	03	Margazhi Celebration
January	08	Shri. M. Rajendran's Remembrance Day & Dr. MGR Endowment Lecture
January	10	Pongal Celebration
January	17	Dr. MGR's Birth Anniversary
February	07	Sports Day*
February	10	<b>Payment of College Fees for Academic Year 2025 - 2026</b>
February	14	Convocation/College Day*
February	26	Culturals*

(\* Subject to change)



## ACADEMIC YEAR: 2024 - 2025

III & V Semesters begins on 19<sup>th</sup> June 2024

### *Exam Planner (2024 – 2025)*

#### *Semester I, III and V*

S.No.	Exam Details	Dates
1	Internal Test - I (July)	22-Jul-2024 to 02-Aug-2024
2	Internal Test- II (August)	20-Aug-2024 to 30-Aug-2024
3	Internal Test - III (September)	17-Sep-2024 to 27-Sep-2024
4	Model Exam (October)	07-Oct-2024 to 18-Oct-2024

*\*PTA Meeting 14/21-Sep-2024*

*\*Last Date for Syllabus Completion: 04-Oct-2024*

#### *Semester II, IV and VI*

S.No.	Exam Details	Dates
1	Internal Test - I (December)	10 -Dec-2024 to 20-Dec-2024
2	Internal Test - II (January)	22-Jan-2025 to 31-Jan-2025
3	Internal Test - III (February)	10-Feb-2025 to 21-Feb-2025
4	Model Exam (March)	10-Mar-2025 to 19-Mar-2025

*\*PTA Meeting 08/15-Feb-2025*

*\*Last Date for Syllabus Completion: 07-Mar-2025*

*\*Subject to change*

## JUNE 2024

1. Saturday

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2. Sunday

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3. Monday

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4. Tuesday

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5. Wednesday

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6. Thursday

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7. Friday

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8. Saturday

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9. Sunday

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10. Monday

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11. Tuesday

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12. Wednesday

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13. Thursday

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14. Friday

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15. Saturday

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16. Sunday

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*The function of education is to teach one to think intensively and to think critically  
Intelligence plus character- that is the goal of true education-Martin Luther King Jr.*

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## JUNE 2024

17. Monday Bakrid
- 
18. Tuesday
- 
19. Wednesday *College Reopens for II UG, III UG & II PG*
- 
20. Thursday
- 
21. Friday
- 
22. Saturday
- 
23. Sunday
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24. Monday
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25. Tuesday
- 
26. Wednesday
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27. Thursday
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28. Friday
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29. Saturday
- 
30. Sunday
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*Education is not preparation for life; education is life itself - John Dewey*

## JULY 2024

1. Monday

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2. Tuesday

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3. Wednesday

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4. Thursday

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5. Friday

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6. Saturday

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7. Sunday

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8. Monday

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9. Tuesday

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10. Wednesday *College begins for I UG\**

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11. Thursday

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12. Friday

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13. Saturday

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14. Sunday

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15. Monday

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16. Tuesday

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*The roots of education are bitter, but the fruit is sweet - Aristotle*

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## JULY 2024

- 
17. Wednesday      Muharram
- 
18. Thursday
- 
19. Friday            *Investiture Ceremony\**
- 
20. Saturday
- 
21. Sunday
- 
22. Monday           *Odd Semester Internal Assessment - I  
Exam Begins*
- 
23. Tuesday
- 
24. Wednesday
- 
25. Thursday
- 
26. Friday            *Fresher's Day\**
- 
27. Saturday
- 
28. Sunday
- 
29. Monday
- 
30. Tuesday
- 
31. Wednesday
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*It is the mark of an educated mind to be able to entertain a thought without accepting it - Aristotle*

## AUGUST 2024

1. Thursday      *Aadi Perukku Celebration*

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2. Friday              *Odd Semester Internal Assessment - I*  
*Exam Ends*

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3. Saturday

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4. Sunday

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5. Monday

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6. Tuesday

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7. Wednesday

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8. Thursday

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9. Friday

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10. Saturday

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11. Sunday

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12. Monday

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13. Tuesday

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14. Wednesday

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15. Thursday      Independence Day

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16. Friday

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*Education is the key to unlock the golden door of freedom - George Washington Carver*

## AUGUST 2024

17. Saturday

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18. Sunday

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19. Monday

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20. Tuesday *Odd Semester Internal Assessment – II  
Exam Begins*

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21. Wednesday

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22. Thursday

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23. Friday *Gokulashtami Celebration*

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24. Saturday

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25. Sunday

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26. Monday *Krishna Jayanthi*

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27. Tuesday

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28. Wednesday

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29. Thursday

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30. Friday *Odd Semester Internal Assessment - II  
Exam Ends*

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31. Saturday

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*The only person who is educated is the one who has learned how to learn and  
change - Carl Rogers*

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## SEPTEMBER 2024

1. Sunday

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2. Monday

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3. Tuesday

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4. Wednesday

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5. Thursday *Teacher's Day Celebration*

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6. Friday

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7. Saturday *Ganesha Chaturthi*

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8. Sunday

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9. Monday

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10. Tuesday

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11. Wednesday

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12. Thursday

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13. Friday

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14. Saturday

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15. Sunday *Onam*

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16. Monday *Milad - un - Nabi*

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*The purpose of education is to replace on empty mind with an open one -  
Malcolm Forbes*

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## SEPTEMBER 2024

17. Tuesday *Odd Semester Internal Assessment - III  
Exam Begins*

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18. Wednesday

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19. Thursday

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20. Friday

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21. Saturday

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22. Sunday

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23. Monday

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24. Tuesday

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25. Wednesday

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26. Thursday

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27. Friday *Odd Semester Internal Assessment - III  
Exam Ends*

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28. Saturday

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29. Sunday

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30. Monday

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*The whole purpose of education is to turn mirrors into windows - Sydney J.Harris*

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## OCTOBER 2024

1. Tuesday

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2. Wednesday      Gandhi Jayanthi

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3. Thursday

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4. Friday

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5. Saturday

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6. Sunday

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7. Monday      *Odd Semester Model Exam Begins*

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8. Tuesday

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9. Wednesday

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10. Thursday

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11. Friday      Ayudha Pooja

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12. Saturday      *Navaratri & Vijaya Dasami Celebrations*

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13. Sunday

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14. Monday

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15. Tuesday

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16. Wednesday

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*The great aim of education is not knowledge but action - Herbert Spencer*

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## OCTOBER 2024

17. Thursday

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18. Friday *Odd Semester Model Exam Ends*

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19. Saturday

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20. Sunday

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21. Monday

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22. Tuesday

---

23. Wednesday

---

24. Thursday

---

25. Friday

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26. Saturday

---

27. Sunday

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28. Monday

---

29. Tuesday

---

30. Wednesday

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31. Thursday *Deepawali*

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*Education is the movement from darkness to light - Allan Bloom*

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## NOVEMBER 2024

1. Friday

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2. Saturday

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3. Sunday

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4. Monday

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5. Tuesday

---

6. Wednesday

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7. Thursday

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8. Friday

---

9. Saturday

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10. Sunday

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11. Monday

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12. Tuesday

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13. Wednesday

---

14. Thursday

---

15. Friday

---

16. Saturday

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*Education beats beauty and youth - Chanakya*

## NOVEMBER 2024

17. Sunday

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18. Monday

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19. Tuesday

---

20. Wednesday

---

21. Thursday

---

22. Friday

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23. Saturday

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24. Sunday *Alumni Meet*

---

25. Monday

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26. Tuesday

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27. Wednesday

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28. Thursday

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29. Friday

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30. Saturday *Smt. Janaki Ramachandran's  
Birth Anniversary Celebration*

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*Education is learning what you didn't even know you didn't know*  
*- Daniel J.Boorstin*

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## DECEMBER 2024

1. Sunday

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2. Monday

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3. Tuesday

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4. Wednesday

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5. Thursday

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6. Friday

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7. Saturday

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8. Sunday

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9. Monday

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10. Tuesday *Even Semester Internal Assessment - I  
Exam Begins*

---

11. Wednesday

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12. Thursday

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13. Friday

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14. Saturday

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15. Sunday

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16. Monday

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*The philosophy of the school room in one generation will be the philosophy of the government in the next - Abraham Lincoln*

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## DECEMBER 2024

17. Tuesday

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18. Wednesday

---

19. Thursday

---

20. Friday *Even Semester Internal Assessment - I  
Exam Ends*

---

21. Saturday

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22. Sunday

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23. Monday

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24. Tuesday *Commemoration of Dr. M.G. Ramachandran's  
Remembrance Day & Christmas Celebrations*

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25. Wednesday Christmas

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26. Thursday

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27. Friday

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28. Saturday

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29. Sunday

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30. Monday

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31. Tuesday

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*To read without reflecting is like eating without digesting - Edmund Burke*

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## JANUARY 2025

1. Wednesday      New Year

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2. Thursday

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3. Friday      *Marghazi Celebration*

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4. Saturday

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5. Sunday

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6. Monday

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7. Tuesday

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8. Wednesday      *Shri M. Rajendran's Remembrance Day & Dr. MGR Endowment Lecture*

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9. Thursday

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10. Friday      *Pongal Celebration*

---

11. Saturday

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12. Sunday

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13. Monday

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14. Tuesday      Pongal

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15. Wednesday      Thiruvalluvar day

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16. Thursday      Uzhavar Thirunaal

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*Education is the ability to listen to almost anything without losing your temper or your self-confidence - Robert Frost*



## JANUARY 2025

- 
17. Friday Dr. MGR's Birth Anniversary
- 
18. Saturday
- 
19. Sunday
- 
20. Monday
- 
21. Tuesday
- 
22. Wednesday *Even Semester Internal Assessment - II  
Exam Begins*
- 
23. Thursday
- 
24. Friday
- 
25. Saturday
- 
26. Sunday Republic day
- 
27. Monday
- 
28. Tuesday
- 
29. Wednesday
- 
30. Thursday
- 
31. Friday *Even Semester Internal Assessment - II  
Exam Ends*
- 

*The goal of education is the advancement of knowledge and the dissemination of truth - John. F. Kennedy*

## FEBRUARY 2025

1. Saturday

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2. Sunday

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3. Monday

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4. Tuesday

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5. Wednesday

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6. Thursday

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7. Friday *Sports Day\**

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8. Saturday

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9. Sunday

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10. Monday *Payment of College Fees for the Academic Year 2025 - 2026*  
*Even Semester Internal Assessment – III Exam Begins*

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11. Tuesday *Thaipooam*

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12. Wednesday

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13. Thursday

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14. Friday *Convocation / College Day\**

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15. Saturday

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*Education is not the filling of a pail, but the lighting of a fire - William Butler Yeats*

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## FEBRUARY 2025

16. Sunday

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17. Monday

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18. Tuesday

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19. Wednesday

---

20. Thursday

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21. Friday *Even Semester Internal Assessment - III  
Exam Ends*

---

22. Saturday

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23. Sunday

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24. Monday

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25. Tuesday

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26. Wednesday *Culturals\**

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27. Thursday

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28. Friday

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*\*Subject to Change*

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*An investment in knowledge pays the best interest - Benjamin Franklin*

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## MARCH 2025

1. Saturday

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2. Sunday

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3. Monday

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4. Tuesday

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5. Wednesday

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6. Thursday

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7. Friday

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8. Saturday

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9. Sunday

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10. Monday *Even Semester Model Exam Begins*

---

11. Tuesday

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12. Wednesday

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13. Thursday

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14. Friday

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15. Saturday

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16. Sunday

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*You can never be overdressed or overeducated - Oscar Wilde*

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## MARCH 2025

17. Monday

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18. Tuesday

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19. Wednesday *Even Semester Model Exam Ends*

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20. Thursday

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21. Friday

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22. Saturday

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23. Sunday

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24. Monday

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25. Tuesday

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26. Wednesday

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27. Thursday

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28. Friday

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29. Saturday

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30. Sunday            Telugu New Year

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31. Monday            Ramzan

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*Lead from the back and let others believe they are in front - Nelson Mandela*

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## APRIL 2025

1. Tuesday

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2. Wednesday

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3. Thursday

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4. Friday

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5. Saturday

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6. Sunday

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7. Monday

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8. Tuesday

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9. Wednesday

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10. Thursday      Mahavir Jayanthi

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11. Friday

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12. Saturday

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13. Sunday

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14. Monday      Tamil New Year

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15. Tuesday

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16. Wednesday

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*Learning is not the product of teaching. Learning is the product of the activity of the learners - Aristotle*

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## APRIL 2025

17. Thursday

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18. Friday      Good Friday

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19. Saturday

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20. Sunday

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21. Monday

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22. Tuesday

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23. Wednesday

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24. Thursday

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25. Friday

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26. Saturday

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27. Sunday

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28. Monday

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29. Tuesday

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30. Wednesday

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*The secret of genius is to carry the spirit of your child into old age, which mans never losing your enthusiasm - Aldous Huxley*

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## LEAVE SLIP FOR THE STUDENTS

Name \_\_\_\_\_ Department \_\_\_\_\_

Register No \_\_\_\_\_ Year \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Signature of the Parent: \_\_\_\_\_

Date: \_\_\_\_\_

## PERMISSION SLIP FOR THE STUDENTS

Name \_\_\_\_\_ Department \_\_\_\_\_

Register No \_\_\_\_\_ Year \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Signature of the Parent: \_\_\_\_\_

Date: \_\_\_\_\_

## LEAVE SLIP FOR THE STUDENTS

Name \_\_\_\_\_ Department \_\_\_\_\_

Register No \_\_\_\_\_ Year \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Signature of the Parent: \_\_\_\_\_

Date: \_\_\_\_\_

## PERMISSION SLIP FOR THE STUDENTS

Name \_\_\_\_\_ Department \_\_\_\_\_

Register No \_\_\_\_\_ Year \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Signature of the Parent: \_\_\_\_\_

Date: \_\_\_\_\_

## TIME-TABLE

SEMESTER - I / III / V								
HOUR / DAY ORDER	1	2	3	4	L U N C H	5	6	
I								
II								
III								
IV								
V								
VI								

SEMESTER - I / III / V								
HOUR / DAY ORDER	1	2	3	4	L U N C H	5	6	
I								
II								
III								
IV								
V								
VI								

**EXTENSION SERVICE**

Date	Hours	Place	Details of Work Accomplished	Signature	

**EXTENSION SERVICE**

Date	Hours	Place	Details of Work Accomplished	Signature	

**EXTENSION SERVICE**

Date	Hours	Place	Details of Work Accomplished	Signature	

**EXTENSION SERVICE**

Date	Hours	Place	Details of Work Accomplished	Signature	