

# CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

Nationally Accredited (III Cycle) with "A" Grade with CGPA 3.41/4 by NAAC

ISO 9001:2015 Certified

Annamalainagar, Tiruchirappalli - 620 018.

Phone : 0431 - 2751232

Website : [cauverycollege.ac.in](http://cauverycollege.ac.in)

Email : [principal@cauverycollege.ac.in](mailto:principal@cauverycollege.ac.in)



Recognised as per G.O.No.1298 dt. 1.10.1984 Tamilnadu

Affiliated to Bharathidasan University, Trichy.

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## 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!

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## காவேரி வாழ்த்து

வாழி! அவன்தன் வளநாடு  
மகவாய் வளர்க்கும் தாயாகி  
ஊழி உய்க்கும் பேர் உதவி  
ஒழியாய், வாழி! காவேரி  
  
ஊழி உய்க்கும் பேர் உதவி  
ஒழியாது ஒழுகல் உயிர் ஓம்பும்  
ஆழி ஆள்வான், பகல் வெய்யோன்  
அருளே, வாழி! காவேரி

... சிலப்பதிகாரம்

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## கடவுள் வாழ்த்து

எண்ணிய முடிதல் வேண்டும்  
நல்லவை எண்ணல் வேண்டும்  
திண்ணிய நெஞ்சம் வேண்டும்  
தெளிந்த நல்லறிவு வேண்டும்

பண்ணிய பாவ மெல்லாம்  
பரிதிமுன் பனியைப் போல  
நண்ணிய நின்முன் இங்கு  
நசித்திடல் வேண்டும் அன்னாய்

...பாரதியார்

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## நாட்டுப்பண்

ஜன கண மன அதிநாயக ஜய வேறே  
பாரத பாக்ய விதாதா  
பஞ்சாப ஸிந்து குஜராத்த மராட்டா  
திராவிட உத்கல வங்கா  
விந்திய ஹரிமாசல யமுனா, காங்கா  
உச்சல ஜலதித ராங்கா  
தப சுப நாமே ஜாகே  
தப சுப ஆசிஷ மாகே  
காவேறே தப ஜய காதா  
ஜன கண மாங்கள தாயக ஜய வேறே  
பாரத பாக்கிய விதாதா  
ஜயவேறே ஜயவேறே ஜயவேறே  
ஜய ஜய ஜய ஜயவேறே

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## COAT OF ARMS



The college coat of arms heralds six symbols of ethnicity and Pride.

1. At its heart, the coat of arms bears the image of the Rockfort, which symbolizes the geographical and cultural heritage of the city.
2. A full bloomed lotus with a book on its top symbolizes intellectual blossoming and sustaining the purity of mind in the midst of adversities. The college is christened after the perennial river Cauvery which symbolizes youth, freshness, vigour and fulfillment.
3. The legendary 'Raja gopuram' of the Srirangam Temple is the tallest gopuram in Asia and stands as a representation of lofty thoughts and deeds which the institution presents.
4. The five faced lamp - "kuthuvilakku" is a metaphoric representation of the light of knowledge dispelling the darkness of ignorance.
5. The college aims to provide academic excellence, employability and selfreliance. This aim of the institution is represented by the image of a graduated scholar.
6. The motto of the college is "Karka", "Nirka", which is inscribed in classical tamil language. It is the essence of the famous Thirukkural couplet 391 written by the classical poet Thiruvalluvar. "Karka" means 'to acquire' (learning/knowledge) "Nirka" means 'to adopt, to apply' (the acquired learning).

Holistically, the coat of arms stands for the empowerment of girls, who bloom and blossom inspite of adversities, graduate and a glow with the power of the acquired knowledge and conduct themselves accordingly, there by bringing glory to the institution, to the society and to the nation at large.

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The Name and Address of the Members of  
**THE REDDY EDUCATIONAL TRUST**  
TIRUCHIRAPPALLI - 18

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**Patrons**

**N. Nallusamy**, B.A., B.L.,  
Former Minister  
Rana Hospital, No: 156, Salai Road,  
Tiruchirappalli - 620 018  
Ph : (O) 2764834, 2763570,  
Mobile : 97891 65063

**M. Kandasamy**, B.A., B.L.,  
Ex. MLA  
1<sup>st</sup> Floor, Ragu Flat,  
No: 9, Warners Road, Contonment,  
Tiruchirappalli - 620 001  
Ph : (R) 04323 222060  
Mobile : 94432 62004

**T.V. Annamalai**  
Prop.: Annamalai Agency  
No: 50, St. Mary's Complex  
Promenade Road, Cantonment,  
Tiruchirappalli - 620 001  
Ph : (O) 2411658 / (R) 2415658  
Mobile : 99943 70711  
Email:  
annamalaivirudhachalam@gmail.com

**V. Deenadayalan**  
Prop: Deenadayalan Transports  
No. 6, 8<sup>th</sup> Street Thamarai Salai,  
Annamalai Nagar,  
Tiruchirappalli - 620 018  
Ph : (O) 0431 2763633  
Mobile : 98424 54549

**P.N. Natarajan**  
Vijayalakshmi Eye Hospital,  
1/426 A, First Cross, Vasan Valley,  
Vayalur Road, Rettaivaikkal,  
Tiruchirappalli - 620 102  
Ph : 0431 2608282  
Mobile : 89032 72271

**N. Balakrishnan**, B.A.,  
Vaishali Medicals,  
No: 159, Salai Road, Thillainagar,  
Tiruchirappalli - 620 018  
Ph : (O) 2766888 / (R) 4023121  
Mobile : 94433 31121

**K. Narayanan**, B.A., B.L.,  
Managing Partner, Hotel Sevena,  
A-8, 6<sup>th</sup> Cross, West Anna Nagar,  
Thennur, Tiruchirappalli - 620 017  
Ph : (R) 2415201, 2774546  
Mobile : 94883 83053

**Mrs.R. Sakunthala**  
W/o R. Rengarajan (KRT)  
10-C, Benwells Road,  
Cantonment,  
Tiruchirappalli - 620 001  
Ph : (R) 2411297

---

**M. Chandrasekaran** D.M.E.,

Flat No: C-805, Mantri Sarovar  
HSR Layout, IV-Sector,  
Bangalore - 560 102  
Ph : (R) 080 - 4013928  
Mobile : 96551 98928, 96007 27576  
Email: MC140842@gmail.com

**Mrs.R. Jayalakshmi**

W/o Late K. Rengarajan  
24/41, First Main Road,  
3<sup>rd</sup> Cross Road, Indira Nagar,  
Adayar, Chennai - 600 020  
Mobile : 94431 69495  
Email: vinorengarajan@yahoo.co.in

**Dr. S. Velmurugan**, M.D.

ECP Heart Centre Hospital,  
Balaji Garden, Aruna Nagar,  
3<sup>rd</sup> Street, Srirangam,  
Tiruchirappalli - 620 006  
Ph : (O) 4345853 / (R) 2434004  
Mobile : 93451 01498  
Email: drvelji@yahoo.co.in

**R. Rajaram**, B.A., B.L.,

SRT Bus Service,  
AA7, Park View Road  
Anna Nagar, Tennur,  
Tiruchirappalli - 620 017  
Ph : (R) 2791726  
Mobile : 99943 33331  
Email: srtrajaram@gmail.com

---

## **Trust Executive Committee Members - contd.,**

### **V. Ramanathan @ Sekar**

President

Prop.: Shri Renganathan Travels

No:8, Nirmala Building,

Fort Station Road,

Tiruchirappalli - 620 002

Ph : (O) 2705555 / (R) 2434377

Mobile : 94431 69797

Email:

shrienganathantravels@yahoo.co.in

### **M. Jayaraman, B.Com.,**

Secretary

No: 141, SRM Electronics,

Salai Road, Tiruchirappalli - 620 018

Ph : (O) 4542240 / (R) 2432473

Mobile : 94430 76655, 98654 01250

Email: muthujayaram@gmail.com

### **R. Saranath, M.B.A.,**

Treasurer

Prop.: Sree Krishna Sweets

C-103, Sastri Road,

N.E Extension, Thillainagar,

Tiruchirappalli - 620 018

Ph : (O) 2740339

Mobile : 94432 35954

Email: saranathreddy@hotmail.com

### **Dr. G. Kannusamy, M.B.B.S.**

Vice President

47, Post Office Road,

Perambalur - 621 212

Ph : (R) 04328 277133

Mobile : 88703 36281

Email: drkannusamy@gmail.com

### **S. Gopal, B.Com., D.B.M.**

Vice President

Sri Lakshmi Roadways,

6-A, Rockins Road,

Hotel Ajantha Building,

Tiruchirappalli - 620 001

Ph : (O) 2414011

Mobile : 98429 54211

Email: gopalnbs@gmail.com

### **P. Dayalan, B.A., B.L.,**

Joint Secretary

Prop.: Southern Transports

No:134, Tiruchengodu Road,

Namakal - 637 001

Mobile : 94432 31988

Email: annamchem@yahoo.co.in

### **Dr. K. Lakshmi Narayanan, M.S.,**

Member

11 F, Bharathi Prestige Apartment,

25, Warners Road,

Tiruchirappalli - 620 001

Mobile : 98430 26797

Email: drkln008@gmail.com

### **R. Harihara Sudhan, B.E.,**

Member

S/o L. Ramanathan,

12/35, Periyar Nagar, Thiruvanaikovil,

Tiruchirappalli - 620 005

### **Ravi Muthukrishnan,**

Member

S/o. A. Muthukrishnan,

No. 9, Kasturi Estate 2<sup>nd</sup> Road

Poes Garden, Chennai - 600 018

---

## College Governing Council

**G. Muthukrishnan** B.Com., FCA.,

President  
Chartered Accountant,  
No.9, Lawsons Road, Contonment,  
Tiruchirappalli - 620 001  
Ph : (R) 2461622  
Mobile : 98946 46622  
Email: auditorgmk@gmail.com

**K. Thiruneelakandan**, B.A.,

Secretary  
Flat No. 3, Ground Floor,  
A-Block, Vignesh Manthralaya,  
Raghavendrapuram,  
Srirangam, Tiruchirappalli - 620 006  
Ph : (R) 2436732  
Mobile : 98948 61911  
Email: neelkana3@gmail.com

**S. Chandra Sekaran**, B.Com.,

Treasurer  
198, Venkatesa Puram,  
RAJEN CO Petrol Bunk,  
Perambalur - 621 212  
Ph : (O) 04328 224279 / (R) 04328  
224759  
Mobile : 94431 36879 / 99429 86601  
Email: rajencopblr@gmail.com

**M. Rajagopal**,

Vice President  
Prop: Ramajayam Motor Service,  
No.6&7, Raj Tower,  
Karur Bye-Pass Road,  
(Near Kalaingar Arivalayam),  
Tiruchirappalli - 620 002  
Ph : (O) 2700989 / (R) 2764655  
Mobile : 98432 55122

**K. Pari**, M.Sc., (Agri)

Joint Secretary  
24/41, First Main Road,  
Indira Nagar, Adayar,  
Chennai - 600 020.  
Ph : 044 24995262  
Mobile : 98414 28081  
Email: krishnaswamy пари@yahoo.co.in

**Mrs.R. Geetha**, M.Sc., (Hom.Sc)

Member  
Old No: 18, New No: 4,  
Vidhyodhaya First Cross Street,  
T. Nagar, Chennai - 600 017  
Ph : (R) 044 28345552  
Mobile : 98408 23393, 93456 33524  
Email: geetha.rangar@gmail.com

**Prof. Dr. P. Vijayaraghavan** MBA, Ph.D

Member  
B-13, First Main Road,  
Ramalinga Nagar,  
Tiruchirappalli - 620 003  
Ph : 2770675  
Mobile : 93823 27752  
Email: vijayaraghavan.p@gmail.com

**K.N. Jayaraman**, B.E.,

Member  
Prop.: Bharath Transports  
233, Attur Road, Perambalur - 621 212  
Ph : (O) 04328 277125  
Mobile : 94431 64227  
Email:  
jayaramankarthik1975@rediffmail.com



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**Cauvery Matric. Hr. Sec. School & Global School**  
**Governing Council**

**P. Muralidharan** M.C.A.,  
President  
20, Williams Road, Cantonment,  
Tiruchirappalli - 620 001  
Ph : (O) 2460153 / (R) 2410153  
Mobile : 99949 92153  
Email: pmdharan@hotmail.com

**R. Gobinathan**, B.Sc.,  
Secretary  
Plot no: 18, 14<sup>th</sup> Cross,  
Bharathinagar, Vayalur Road, Puthur,  
Tiruchirappalli - 620 017  
Mobile : 98424 05882, 99446 33467  
Email: gobinathan1957@gmail.com

**K. Mohan Kumar**, B.E.,  
Treasurer  
10 A/4, Alexandria Road,  
Cantonment,  
Tiruchirappalli - 620 001  
Ph : (R) 4001528  
Mobile : 99433 94477  
Email:  
mohankumar\_k@hotmail.com

**V. Tharanitharan**, B.Com., FCA.,  
Chartered Accountant  
Vice President  
26 C/1, Warners Road, Cantonment,  
Tiruchirappalli - 620 001  
Ph : (O) 4020707 / (R) 4000707  
Mobile : 98432 14114  
Email: raja1444@yahoo.co.in

**C. Sundararaman** M.A.,  
Joint Secretary  
Sundaram Transports, 75 A/6,  
Salai Road, Tiruchirappalli - 620 018  
Ph : (O) 2465458

**Mrs.Dr. K.Mekhala** MDS, FDS, RCS (UK)  
Member  
P-9, Siva Nagar, 5<sup>th</sup> Cross,  
Ramalinga Nagar, First Main Road,  
Woraiyur, Tiruchirappalli - 3  
Ph : (O) 2760310, 4220310  
Mobile : 94431 64454

**M. Vetrivelan**, M.Sc.,  
Member  
Plot No. 10, Flat No.F2,  
Balamurugan Flats  
3<sup>rd</sup> cross, Ramachandra Nagar,  
Iyyapanthangal,  
Chennai - 600 056  
Mobile : 94435 08981  
Email: vetri67@rediffmail.com

**Dr. Vivek Sundaram**, M.D.,  
DNB., MRCP (UK)  
Member  
Sundaram Hospital  
17, EVR Road, Puthur,  
Tiruchirappalli - 620 017  
Ph : (R) 2771221, 2771359  
Mobile : 98400 84835  
Email:  
dr\_viveksundaram@yahoo.co.in

**C. Muralikrishnan**, B.Com.,  
Member  
Executive Director,  
Sangu Chakra Hotels Pvt. Ltd.  
Collector's Office Road,  
Tiruchirappalli - 620 001  
Ph : (O) 4242555 / (R) 2411636  
Email: krishnamurali.c@gmail.com

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## Hostel Executive Committee

**Dr. P.M. Baskaran, M.S.**

President

Sri Siddhi Vinayak,  
42, Aruna Nagar, Puthur,  
Tiruchirappalli - 620 017  
Ph : (O) 2776600 / (R) 2771136  
Mobile : 94433 72936  
Email: pmbgmc48@gmail.com

**R. Murugan, B.Sc., F.C.A., D.I.S.A.,**

Secretary

Chartered Accountant  
Old No: 54-H, New No:8, New Colony,  
Woraiyur, Near Salai Road  
Tiruchirappalli - 620 003  
Ph : (O) 2761311 / (R) 2760577  
Mobile : 98424 76131  
Email: nrmurugan2009@gmail.com

**R. Guru Sankara Narayanan**

Treasurer

No.8, Maris Avenue,  
Collector's Office Road, Cantonment,  
Tiruchirappalli - 620 001  
Ph : 0431 2412155  
Mobile : 93843 89180, 82208 39999

**M.U. Kanagharaju, B.A.,**

Joint Secretary

Meenakshi Garden,  
D-62, 2-A, 6<sup>th</sup> Cross, NEE Road,  
Thillai Nagar, Tiruchirappalli - 620 018  
Ph : (R) 2765959  
Mobile : 94431 55959

**Tmt. M. Vijaya, B.A.,**

Member

C - 21, 4<sup>th</sup> Cross, Thillai Nagar,  
Tiruchirappalli - 620 018  
Mobile : 94875 66725

**K. Selvaraju, B.E., (Mech.)**

Member

Prop.: Latha Road Lines,  
No: 7, New Agraharam Fort,  
Namakkal - 637 001  
Ph : (O) 04286 234545 / (R) 220465  
Mobile : 98944 22227  
Email: kselvaraju@rocketmail.com

**B. Sree Ram M.C.A.,**

Member

Padma Foods  
No.13, Rajarathinam Street,  
(Near Ega Theatre) Kilpauk,  
Chennai - 600 010  
Ph : (O) 044 26402934 / (R)  
5278047  
Mobile : 98841 34734  
Email:  
padmabalu57@gmail.com

**Mrs. Madhumathy  
Sathyaseelan**

Member

No. 17A, Bharath Squares,  
Flat No.5, 9<sup>th</sup> Cross,  
Thillai Nagar,  
Tiruchirappalli - 620 018

**Dr. S.M. Ravindran, M.B.B.S.,**

Member

APS Transports,  
A-36, Anna Nagar,  
Sivaprakasam Salai,  
Thennur, Tiruchirappalli - 620 017  
Ph : (O) 4020535  
Mobile : 94433 77011  
Email: saranclinic@gmail.com

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## **TEACHING STAFF**

**Principal** : **Prof. Dr. V. Sujatha,**

**Vice Principals** : (1) **Dr. S. Ramalakshmi,**  
Prof & Head, Dept. of Tamil

(2) **Dr. S. Shameem**  
Assoc. Professor, Dept. of Commerce

## **EXAMINATION CELL**

**Controller of Examinations** : (3) **Ms. V. Ramya,**  
Asst. Professor, Dept. of FSM & D

**Deputy Controller of Examinations** : (4) **Dr. N. Sivapriya,**  
Asst. Professor, Dept. of Computer Applications

## **ACADEMIC DEANS**

**Dean of Arts** : (5) **Dr. N. Savithri,**  
Prof & Head, Dept. of Commerce

**Dean of Science** : (6) **Dr. V. Sinthu Janita Prakash**  
IQAC Co-ordinator

## **DEAN OF ALUMNAE RELATIONS**

(7) **Dr. G. Kanaga,** Prof, Dept. of Social Work

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## Department of Tamil

<b>S.NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>
8.	Dr. A.R. Gomathy, M.A., M.Phil., Ph.D.	Assoc. Professor
9.	Dr. A. Yasodha, M.A., M.Phil., B.Ed., Ph.D., SET	Assoc. Professor
10.	Dr. N. Subha, MA., M.Phil., B.Ed., Ph.D., SLET	Assoc. Professor
11.	Dr. V. Kavitha, MA., M.Phil., B.Ed., Ph.D.	Assoc. Professor
12.	Dr. M. Jeyalakshmi, M.A., M.Phil., Ph.D.	Asst. Professor
13.	Dr. T. Manimozhi, M.A., M.Phil., Ph.D.	Asst. Professor
14.	Dr. B. Kavitha, M.A., M.Phil., Ph.D.	Asst. Professor
15.	Dr. M.K. Vasanthi, MA., M.Phil., B.Ed., Ph.D.	Asst. Professor
16.	Dr. R. Vanitha, MA., M.Phil., B.Ed., Ph.D.	Asst. Professor
17.	Dr. V. Sathyavathy, MA., M.Phil., Ph.D., SET	Asst. Professor
18.	Dr. K. Rathika, M.A., M.Phil., DGD, Ph.D.	Asst. Professor
19.	Dr. M. Anu, M.A., B.Ed., M.Phil., Ph.D., NET	Asst. Professor
20.	Dr. P. Sasireha, M.A., B.Ed., M.Phil., Ph.D., NET	Asst. Professor
21.	Dr. M. Asiathara, MA., M.A.(Ling), PGDJPR., Ph.D., NET(JRF), SET	Asst. Professor
22.	Dr. C. Deepa, M.A., M.Phil., Ph.D.	Asst. Professor
23.	Dr. K. Akalya, M.A., M.Phil., Ph.D.	Asst. Professor
24.	Dr. R. Keerthana, M.A., DECE., Ph.D.	Asst. Professor
25.	Mrs. S. Punitha, M.A., B.Ed., M.Phil. NET	Asst. Professor
26.	Ms. K. Suganya, M.A., DCA, NET	Asst. Professor
27.	Dr. D. Akila, MA., M.Phil., B.Ed., Ph.D., SET., NET(JRF), DIP. JOURNALISM	Asst. Professor
28.	Mrs. P. Abirami, M.A., M.Phil., B.Ed., NET	Asst. Professor

---

## Department of English

<b>S.NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>
29.	Dr. P. Urmila, M.A., M.Phil., Ph.D.	PG Head & Assoc. Professor
30.	Dr. S. Jayashree Agarwal, M.A., M. Phil., SET, NET, Ph.D.	UG Head & Asst. Professor
31.	Dr. R. Uma Maheswari, M.A., M. Phil, Ph.D.	Assoc. Professor
32.	Dr.Rita Shanthakumar, M.A., M.Phil. B.Ed., Ph.D.	Assoc. Professor
33.	Dr. Prema Joshua, M.A., M. Phil., B.Ed., Ph.D.	Assoc. Professor
34.	Dr. P. Helan Jona, M.A., M. Phil., Ph.D.	Asst. Professor
35.	Dr. G. Gayathri, M.A., M. Phil., B.Ed. Ph.D.	Asst. Professor
36.	Ms. Cecilia Merlin Wilton, M.A., M. Phil.	Asst. Professor
37.	Ms. A.Violet Pangaja Bai, M.A., M. Phil.	Asst. Professor
38.	Ms. K. Kanimozhi, M.A., M. Phil., D.T.Ed.	Asst. Professor
39.	Ms. J. Jenifer Nancy, M.A., M. Phil., B.Ed.	Asst. Professor
40.	Ms. C. Chithra, M.A., M. Phil.	Asst. Professor
41.	Ms. Nandita Ravinder, M.A., M. Phil.	Asst. Professor
42.	Ms. M. Irudhya Pushpam, M.A., M. Phil., B.Ed., D.T.Ed.	Asst. Professor
43.	Ms. Diana Betty Garrett, M.A., M. Phil.	Asst. Professor
44.	Ms. S. Ramalakshmi, M.A., M. Phil., SET, NET.	Asst. Professor
45.	Ms. R. Shanthy, M.A., M. Phil., NET.	Asst. Professor
46.	Ms. P. K.Durgadevi, M.A., M. Phil., NET., SET.	Asst. Professor
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52.	Ms. A. Edel Flora Mary, M.A., B.Ed., M.Phil.	Asst. Professor
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55.	Ms. G. Vijayarenganayaki, M.A., M.Phil., SET.	Asst. Professor
56.	Ms. K. Anitha, M.A., SET, NET, D.M.C.	Asst. Professor
57.	Dr. S. Senthil Kumari, M.A., M.Phil., B.Ed., M.A(ling), Ph.D.	Asst. Professor
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59.	Dr. R. Vanitha, M.A., M.Phil., Ph.D.	Asst. Professor
60.	Ms. Vanmathi. Siva, M.A., M. Phil., SET.	Asst. Professor
61.	Ms. Mothika, M.A., NET.	Asst. Professor

### **Department of Social Work**

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62.	Dr. G. Mettilda Buvaneswari, M.A., M.Phil., Ph.D., PGDC., UGC-NET	Associate Professor & Head
63.	Dr. S. Vidhya, M.S.W., M.Phil., Ph.D., PGDGC., UGC-NET	Assistant Professor
64.	Ms. PL. Rani, M.A(SOC), M.S.W., M.Phil., PGDGC., UGC-NET	Assistant Professor
65.	Dr. O. Aisha Manju, M.S.W., M.Phil., Ph.D., UGC-NET	Assistant Professor
66.	Ms. S. Hema, M.S.W., PGDHRM., UGC-NET	Assistant Professor
67.	Dr. T. Amirtha Mary, M.S.W., Ph.D., Advanced Diploma in NGO Management, PGDC., UGC-NET(JRF)	Assistant Professor

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## Department of Business Administration

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71.	Dr.A.Sivaranjani, M.Com., MBA, M.Phil., PGDCA., Ph.D.	Asst. Professor
72.	Dr. M. Gayathri, M.Com., MBA., M.Phil., MHRM., UGC, NET, SET, Ph.D.	Asst. Professor
73.	Ms. P. Thangamani, MBA, M.Phil.	Asst. Professor
74.	Ms. S. Yalini, MBA, M.A (PM & IR).	Asst. Professor
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79.	Dr. S. Sudha, M.Com., MBA., M.Phil., Ph.D.,	Assoc. Professor
80.	Dr. P. Kavitha, M.Com., M.Phil., MBA., Ph.D.,	Assoc. Professor
81.	Dr. D. Ramya, M.Com., M.Phil., MBA., Ph.D.,	Asst. Professor
82.	Dr. C. Subha, M.Com., M.Phil., MBA., NET., Ph.D.,	Asst. Professor
83.	Dr. S. Jayalakshmi, M.Com., MBA., M.Phil., Ph.D.,	Asst. Professor
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85.	Ms. Shilpa A. Talreja, M.Com., M.Phil.,	Asst. Professor

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90.	Mrs. D. Indumathi, M.Com., M.Phil.,	Asst. Professor
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92.	Ms. A. Vinodhini, M.Com., M.Phil.,	Asst. Professor
93.	Mrs. S. J. Sureya, M.Com., M.Phil.,	Asst. Professor
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102.	Dr. S. Saridha, M.Sc., M.Phil., Ph.D.,	Asst. Professor
103.	Ms. R. Radha, M.Sc., M.Phil., PGDCA., SET	Asst. Professor
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106.	Ms. P. Saranya, M.Sc., M.Phil., PGDCA.,	Asst. Professor
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108.	Ms. C. Saranya, M.Sc., M.Phil., SET	Asst. Professor



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113.	Ms. P. Sangeetha, M.Sc., M.Phil., SET	Asst. Professor
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115.	Dr. P. Sudha, M.Sc., M.Phil., Ph.D.,	Asst. Professor
116.	Ms. R. Soundaria, M.Sc., M.Phil., SET	Asst. Professor
117.	Dr. B. Nisha, M.Sc., M.Phil., Ph.D.,	Asst. Professor
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126.	Ms. A. Mary Girija, M.Sc., M.Phil., B.Ed.	Asst. Professor
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131.	Ms. T. Noorunnisha, M.Sc., M. Phil.,	Asst. Professor
132.	Ms. R. Mekala, M.Sc.,	Asst. Professor

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135.	Ms. A. Sharmila, M.Sc., M. Phil., B.Ed.	Asst. Professor
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137.	Dr. V. Sangu, M.Sc., M.Phil., Ph.D.	Asst. Professor
138.	Dr. K. Shenbagam, M.Sc., M.Phil., B.Ed., Ph.D.	Asst. Professor
139.	Dr. C. Rajarajeswari, M.Sc., Ph.D.	Asst. Professor
140.	Dr. R. Subha, M.Sc., Ph.D.	Asst. Professor
141.	Ms. S. Jeevitha, M.Sc., M.Phil., SET.	Asst. Professor
142.	Dr. K. Uma Sivakami, M.Sc., Ph.D.	Asst. Professor
143.	Dr. S. Saranya, M.Sc., Ph.D.	Asst. Professor
144.	Dr. S. Devi, M.Sc., M.Phil., Ph.D.	Asst. Professor

## **Department of Computer Science**

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148.	Ms. K. Pradeepa, M.Sc(IT)., M.Phil., SET	Assoc. Professor
149.	Ms. D. Radhika, MCA., M.Phil., SET	Assoc. Professor
150.	Dr. K. Reka, M.Sc(CS)., M.Phil., Ph.D., SET., NET	Asst. Professor
151.	Ms. S. Udhaya Priya, MCA., M.Phil., SET	Asst. Professor
152.	Ms. P. Muthulakshmi, MCA., M.Phil., SET., NET	Asst. Professor

153.	Ms. K. Sangeetha, MCA., M.Phil., SET	Asst. Professor
154.	Ms. R. Rita Jenifer, M.Sc(IT)., M.Phil	Asst. Professor
155.	Ms. V. Kavitha, M.Sc(IT)., M.Phil.,	Asst. Professor
156.	Ms. R. Sangeetha, MCA., M.Phil., NET	Asst. Professor
157.	Ms. S. Saranya, M.Sc(CS)	Asst. Professor
158.	Ms. N. Agalya, MCA., M.Phil	Asst. Professor
159.	Ms. G. Sujatha, M.Sc., M.Phil	Asst. Professor
160.	Ms. R. Ramya, MCA., M.Phil., SET., NET	Asst. Professor

### **Department of Computer Applications**

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163.	Dr. R. Brendha, MCA., M.Phil., SET., Ph.D.	Assoc. Professor
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166.	Ms. Lakshna Arun, MCA., M.Phil., SET.	Asst. Professor
167.	Ms. R. Sridevi, M.Sc(IT)., M.Phil., B.Ed., SET.	Asst. Professor
168.	Ms. K. Akila, M.Sc(IT)., M.Phil., M.E.	Asst. Professor
169.	Ms. V. Yasodha, MCA, M.Phil., SET.	Asst. Professor
170.	Ms. V. Infine Sinduja, MCA., M.Phil., NET.	Asst. Professor
171.	Ms. M. Ellakkiya, M.Sc(IT)., M.Phil.	Asst. Professor
172.	Ms. A. Jabeen, M.Sc(C.Sc)., M.Phil., SET.	Asst. Professor

## Department of Information Technology

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173.	Dr. M. Parveen, M.C.A., M.Phil., Ph.D	Professor & Head
174.	Dr. A.R. Jasmine Begum, M.C.A, M.Phil., SET., Ph.D	Assoc. Professor
175.	Dr. J. Sangeetha, M.C.A., M.Phil., SET., Ph.D	Assoc. Professor
176.	Dr. M. Anandhi, M.C.A., M.Phil., Ph.D., SET	Assoc. Professor
177.	Dr. A. Bhuvanewari, M.Sc., M.Phil., Ph.D.	Assoc. Professor
178.	Dr. S. Latha, M.C.A., M.Phil., NET., Ph.D	Asst. Professor
179.	Ms. S. Suguna Devi, M.C.A., M.Phil., SET	Asst. Professor
180.	Ms. P. Tamil Selvi, M.Sc., M.Phil., SET	Asst. Professor
181.	Ms. M. Thangam, M.C.A., M.Phil., SET & NET	Asst. Professor

## Department of Microbiology

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182.	Dr. B. Thamilmaraiselvi, M.Sc., B.Ed., M.Phil., SLET, Ph.D	Professor & Head
183.	Dr. N. Pushpa, M.Sc., M.Phil., Ph.D., SET	Assoc. Professor
184.	Dr. S. Jeyabharathi, M.Sc., M.Phil., PGDBI., MLT., Ph.D., NET(ICAR)	Asst. Professor
185.	Ms. N. Jeenathunisa, M.Sc., DMLT, M.Phil	Asst. Professor
186.	Ms. K. Sangeetha, M.Sc., M.Phil	Asst. Professor
187.	Ms. S. Sathya, M.Sc., NET(ICAR)	Asst. Professor
188.	Ms. N. Sathammai Priya, M.Sc	Asst. Professor
189.	Dr. R. Nithyatharani, M.Sc., DMLT., M.Phil., Ph.D., NET(ICAR)	Asst. Professor
190.	Dr. P.F. Steffi, M.Sc., Ph.D	Asst. Professor
191.	Dr. S. Jenny, M.Sc., M.Phil., DMLT, PGDCA., SET, Ph.D	Asst. Professor
192.	Dr. E. Priya, M.Sc., M. Phil., Ph.D	Asst. Professor
193.	Dr. V. Aruna, M.Sc., M. Phil., PGDHT., Ph.D	Asst. Professor
194.	Dr. P. Bhuvanewari, M.Sc., DMLT., M. Phil., Ph.D	Asst. Professor

## Department of Biotechnology

S.NO.	NAME	DESIGNATION
195.	Dr. R. Rameshwari, M.Sc., M.Phil., Ph.D., SET	Asst. Professor & Head In-charge
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197.	Ms. R.Nevetha, M.Sc., M.Phil.,	Asst. Professor
198.	Dr. R. Uma Maheswari, M.Sc., M.Phil., PGDBI., Ph.D	Asst. Professor
199.	Ms. P. Jenifer, M.Sc., M.Phil., PGDB., SET	Asst. Professor
200.	Dr. S. Abinaya, M.Sc., M.Phil., Ph.D	Asst. Professor
201	Dr. G. Gomathi, M.Sc., M.Phil., Ph.D	Asst. Professor
202.	Dr. M. Keerthiga, M.Sc., M.Phil., Ph.D	Asst. Professor

## Department of Food Service Management & Dietetics

S.NO.	NAME	DESIGNATION
203.	Ms. B. Thanuja, M.Sc., M.Phil., SET	Assoc. Professor & Head
204.	Ms. S. Fathima, M.Sc., NET	Asst. Professor
205.	Ms. M. Vinothini, M.Sc., M.Phil., SET	Asst. Professor
206.	Ms. S. Agalya, M.Sc., NET	Asst. Professor
207.	Ms. E. Agalya, M.Sc., M.Phil.,	Asst. Professor
208.	Ms. T.R. Revathi, M.Sc., NET	Asst. Professor
209.	Ms. R. C. Pavithra, M.Sc., M.Phil., NET	Asst. Professor
210.	Ms. K.S. Mithila, M.Sc., NET	Asst. Professor

## Physical Education

S.NO.	NAME	DESIGNATION
211.	Dr. B. Baby Shakila, B.A., M.P.Ed., M.Phil., Dip.in Yoga., Ph.D.	Director of Physical Education

## Cultural Coordinator

S.NO.	NAME	DESIGNATION
212.	Mr. Guhan Raj, M.P.A	Cultural Coordinator

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3.	R. Dhurga Devi, MCA.	Programmer
4.	J. Karthika, MCA., M.Phil.	Programmer
5.	V. Vidhya, BCA.,M.Sc(CS).	Programmer
6.	K. Kaviya, M.Sc(CS).	Programmer
7.	T. Raashmi, M.Sc (IT).	Programmer
8.	S.S. Suganya, MCA., M.Phil.	Programmer
9.	P.T. Mahalakshmi, MCA.	Programmer
10.	K. Usha Rani, M.Sc (CS)., M.Phil	Programmer
11.	Vaishnavi, MCA.	Programmer
12.	K. Sobana, M.Sc(CS)., M.Phil.	Programmer
13.	S. Preethi, MCA., M.Phil.	Programmer
14.	S. Sangeetha, M.Sc IT.	Programmer
15.	R. Ramya, M.Sc(CS)., M.Phil., HDCA.	Programmer
16.	R. Ranjani, MCA.	Programmer
17.	A. Kiruthika, MCA., M.Phil.	Programmer
18.	M. Kalaiyarasi, MCA.,M.Phil.	Programmer
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20.	G. Anusuya, MCA	Programmer
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22.	J. Hema, M.com.,	Technical Asst.

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**NON - TEACHING STAFF**  
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3.	N. Kasthuri, B.A., M.LI.Sc.	Library Assistant
4.	J. Rama, MBA., MLISc.	Library Assistant
5.	K. Ezhilarasi, BBA., MLIS.	Library Assistant
6.	S. Sindhuja, C.LI.SC.	Library Assistant

**Office**

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4.	Ms. K. Gandhimathi, M.A., M.Phil., B.Ed.	Jr. Asst.
5.	Ms. K. Chithra, M.A.	Jr. Asst.
6.	Ms. R. Sudha, M.Com.	Jr. Asst.
7.	Ms. K. Latha, M.A.	Jr. Asst.
8.	Ms. T. Gunasundari, M.Com, M.Phil., B.Ed.	Jr. Asst.
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10.	Ms. A. Aruna, M.Com.	Jr. Asst.
11.	Ms. K. Geetha, M.Com., DCA.	Jr. Asst.
12.	Ms. R. Kalpana, B.Com., D.COP.	Jr. Asst.

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13.	Ms. L.SagayaJancy	Receptionist
14.	Ms. T. Jayabal	Electrician
15.	Ms. R. Dharmaraj	PA Electrician
16.	Mr. V. Natarajan	Off. Asst.
17.	Mr. S. Sathappan	Off. Asst.
18.	Mr. M. Muthurethinam	Off. Asst.
19.	Ms. J. Rohini	Off. Asst.
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3.	A. Mohaideen Fathima., M.Sc., C.Sc.,	Programmer

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3.	K. Reka, B.Com.	Data Entry Operator
4.	S. Bhuvaneshwari, M.B.A.	Data Entry Operator

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## **CONTROLLER OF EXAMINATIONS**

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3.	M. Ganeshwari, M.Sc., C.Sc., M.Phil	Programmer
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2.	P. J. Amali, B.Sc	Lab Asst
3.	V. Anbuselvi, BA	Lab Asst
4.	S. Packiam, ANM	Lab Asst
5.	K. Malini	Lab Asst
6.	K. Anjugam, B.SC	Lab Asst
7.	R. Revathi	Lab Asst
8.	K. Mani	Lab Asst
9.	N. Chithra Devi	Lab Asst
10.	S. Kowsalya, B.Sc., B.Ed.,	Lab Asst
11.	K. P. Kavery, B.Com.,	Lab Asst

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## பொன்மொழிகள்

இந்திய மண் என் சொர்க்கம்

இந்தியாவின் நன்மை என் நன்மை

கல்வியின் நோக்கம்

கற்பவற்றில்

நம் முழு சக்தியைப் பயன்படுத்தி

விஞ்சி நின்றலும்,

முதன்மைத் தரத்தை எட்டலுமேயாகும்

உலகைக் காக்கும் கௌரி அன்னையே

என்னிடத்தில் மனிதத்தைக் கொடுத்துக் காப்பாற்று

என்னிடத்தில் இருக்கும் குறைகளை நீக்கி,

பலத்தைக் கொடுத்து,

என்னை முழு மனிதனாக்கு

- சுவாமி விவேகானந்தர்

**கற்க** கசடறக் கற்பவை கற்றபின்

**நிற்க** அதற்குத் தக

- திருவள்ளுவர்

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- To impart higher education to Women Students from local and rural areas.
- To inculcate knowledge of a high order and to instill in the students a scientific approach to information technology.
- To make our wards aware of entrepreneurial development.
- To impart skills to the level of excellence and thus present a value system in the youth entrusted to us.

## THE OBJECTIVES

- To empower students to participate in social, cultural and economic spheres and contribute positively to the uplift of the society.
- To promote academic excellence by adopting customized learner focused methodologies.
- To develop self reliant and competent women by tapping and nurturing their potential through curricular and extracurricular activities.
- To provide skilled manpower by imparting in depth knowledge and keeping abreast with changing trends in technology.
- To inculcate the spirit of nationalism, uprightness and self confidence enabling themselves to become responsible members of the society and useful citizens of the nation.

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## COLLEGE HISTORY

The Reddy Educational Trust, Tiruchirapalli formed in the year 1984 with 48 members, enlightened and interested citizens of Tiruchirapalli district coming from various walks of life – Educationists, Lawyers, Doctors, Chartered Accountants, Entrepreneurs (representing sectors like Hospitality, Transportation etc), Public representatives, Former Ministers and Legislators felt the need to start one more college for women (at that time there was only two women's college) at Tiruchirapalli.

The Trust sought the permission of the Government of Tamilnadu to start an Arts and Science College for Women at Tiruchirapalli. The Government in its G.O.M.S. No.1298 Higher Education dated 01.10.1984 accorded permission to start one of the first self-financing colleges in Arts and Science in the State of Tamilnadu.

Bharathidasan University the Parent University gave its affiliation in its Lr.No.Aca/188/84 dated 12.10.1984 with 2 Under Graduate Courses, B.Com and B.Sc., Mathematics.

The Cauvery College for Women thus bloomed on 17.10.1984 with 40 students in B.Com., The college as on date (2021- 2022) is offering 16 Under Graduate Programmes, 10 Post Graduate Programmes and 8 Research Programmes with a total student strength of 5100.

The college has been recognized by the University Grants Commission under Sec.2(f) and 12(B) of UGC Act 1956 in its Lr.No.F.8-111/2003(CPP-I) dated 11.12.2003.

- 
- Autonomous status is conferred by UGC on 14.03.2019.

The NAAC has awarded “A” Grade to our college consecutively in all the three cycles as shown below.

NAAC Accreditation I Cycle : A Grade (85.90 out of 100)

NAAC Reaccreditation II Cycle : A Grade (CGPA 3.37 out of 4)

NAAC Reaccreditation III Cycle : A Grade 2017 - 2024 (CGPA 3.41 out of 4)

- Our AISHE Code is C-35783 and we are in 150-200 rank band in the NIRF- IR 2019 & IR 2020.

- Recognized by NAAC as a Mentor Institution to identify the non-accredited colleges in our vicinity and motivate them for NAAC Accreditation

- Identified by UGC as a potential “Mentor Institution” to help the NAAC aspiring institutions under “Paramarsh Scheme”

- Effective participation and activities under UBA, SWACHH BHARAT SUMMER INTERNSHIP, SWACHH SURVEKSHAN schemes.

We have a dedicated band of 217 (211 Full time and 6 Guest Lecturers) members of teaching and 190 non-teaching members(159 full time and 31 part time workers) as on 30.06.2021.

Our staff members have been appointed as Members of various Boards of Studies and render professional services to various Universities, NGOs and Government Organizations.

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Academic achievements of our staff include the following : 105 Ph.D., awardees from various departments; 45 members pursuing Ph.D. ; 95 members with NET/ SET qualification and almost all the members of teaching have Ph.d., as their highest qualification.

We have secured 1570 University Ranks with 140 University First Ranks from 1986 to April 2020. In April 2020 University Examinations, we have secured 85 ranks with 8 University I Ranks.

This humble temple of learning is christened Cauvery College for Women after the perennial river Cauvery which symbolises youth, freshness, vigour and fulfilment and therefore we have a threefold thrust for the taught. Our chief aims are

**ACADEMIC EXCELLENCE**

**EMPLOYABILITY**

**SELF RELIANCE**

We are sure that we will follow knowledge like a shining star beyond the utmost bounds of human thought which is the wish of all lovers of learning all over the globe.

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## COURSES OFFERED

### **U.G.**

B.A., Tamil  
B.A., English  
B.S.W.,  
B.B.A.,  
B.Com.,  
B.Com., (C.A.,)  
B.Sc., Mathematics  
B.Sc., Physics  
B.Sc., Chemistry  
B.Sc., Computer Science  
B.C.A., (Bachelor of  
    Computer Applications)  
B.Sc., Information Technology  
B.Sc., Microbiology  
B.Sc., Biotechnology  
B.Sc., Nutrition & Dietetics  
B.Sc., C.Sc., (Cognitive System)

### **P.G.**

M.A., Tamil  
M.A., English  
M.S.W.,  
M.Com.,  
M.Sc., Mathematics  
M.Sc., Physics  
M.Sc., Chemistry  
M.Sc., Computer Science  
M.Sc., Microbiology  
M.Sc., Food Service  
    Management & Dietetics

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## **Research**

Ph.D., - Social Work  
Ph.D., - Computer Science  
Ph.D., - Commerce  
Ph.D., - Tamil

Ph.D., - Mathematics  
Ph.D., - Management  
Ph.D., - Microbiology  
Ph.D., - Physics

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## Components of Continuous Internal Assessment (CIA)

Components	Under Graduate	Post Graduate
Assignments	05 Marks	2.5 Marks
CIA Test	2 x 5 Marks = 10 Marks	2 x 5 Marks = 10 Marks
Seminar	-----	2.5 Marks
Library / Unit Tests*	05 Marks	05 Marks
Attendance	05 Marks	05 Marks
Total	25 Marks	25 Marks

**\*During pandemic, when online teaching is carried out, Unit tests will be considered for Internal Assessment**

95-100%	-	5 Marks
90-95%	-	4 Marks
85-90%	-	3 Marks
80-85%	-	2 Marks
75-80%	-	1 Marks
Less than 75%	-	withheld

**The components for the Continuous Internal Assessment in the practical (for both UG & PG) are as follow:**

	For Degree Programmes that does not have field work	For Degree Programmes that have field work
Observation Note	10 Marks	05 Marks
Record Note/ Report	15 Marks	10 Marks
Attendance	05 Marks	05 Marks
Model Test	10 Marks	05 Marks
Total	40 Marks	25 Marks



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## FEE REGULATIONS

1. The academic year is divided into 2 semesters.
2. Every student must pay the semester fee due, even if she discontinues in the middle of the semester. If a student leaves the college during the semester, she will not have the right to claim remissions of any portion of the fee.
3. a) The semester fee shall be paid before the 10<sup>th</sup> working day of each Semester.  
b) The semester fee paid after the 10<sup>th</sup> working day is to be paid with a fine of Rs.100/-  
c) If the semester fee is not paid within 20<sup>th</sup> working day of each semester prescribed, then the student will not be permitted to attend class either online (or) offline.
4. The semester fee shall be paid by every new student, before she is enrolled. Even if the enrolment is done in between a term, the entire semester fee should be paid.
5. A receipt will be issued with full particulars of the fee and the class.
6. Holders of scholarships are bound by all the foregoing rules.
7. Unless all their arrears of fee are paid, Students will neither be allowed to sit for examinations, nor will their certificates be issued.
8. It is the duty and responsibility of the students to inform their parents about the last date for the payment of fee.
9. If fee is paid by demand draft, it must be drawn in favour of, **Cauvery College for Women,** and payable at Trichy. Cheques will not be accepted.

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## SCHOLARSHIPS

1. Fee concessions according to the Government regulations may be applied and the application should be accompanied by the latest income certificate. Students from SC/ST must submit a community certificate from a Revenue Officer, not below the rank of Deputy Tahsildar.
2. Grant of scholarship from Government of India and State Government is admissible to the students, only when sanction orders are issued by the appropriate revenue authorities. The college is not responsible for the grant or non-grant of Government scholarship. All students are expected to pay their dues to the college until sanction orders are issued by the Government.
3. The scholarship money will be returned to the students on receipt of money from the Government to the Principal.
4. All money due to the college will be recovered from the scholarship amount at the time of disbursement. Intimations will be sent to parents and only the balance amount, if any, will be disbursed. All such refunds will be done through NET BANKING only.

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**The following Government Scholarships are available for the students:**

1. SC / ST Scholarship
2. Post matric Scholarship for minority community.
3. PG Indiragandhi Scholarship for single girl child.
4. PG Scholarship for University Rank Holders.
5. Central Sector Scheme of Scholarships for Colleges and Universities.
6. Award Scholarship.
7. Ph.D Scholarship.
8. Ministry of Labour and Employment Scholarship.
9. Chief Ministers Uzhavar Pathukappu Thittam.
10. Tamilnadu Labour Welfare Board Scholarship.

**Other Scholarships instituted for the benefit of students are,**

1. Management Scholarship.
2. Merit cum Means Scholarship.
3. Cauvery College Alumna Association Scholarship.

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## ATTENDANCE

1. Punctual and regular attendance for classes is required.
2. No student will be allowed to absent herself from college without leave, for which she must apply in advance, stating explicit reasons for her absence.
3. The leave application should be submitted to the Principal in proper form, stating clearly the reason for absence. The leave application must contain the name, class and roll number of the absentee and must be countersigned by the parent or guardian or hostel warden and the Head of the Department.
4. In case, where absence is due to unforeseen causes, an application for leave should be submitted without delay on the first day of return to the college.
5. A student absent without permission for any hour of the day will be registered as absent for the whole day. Leave of absence for a particular hour may be obtained from the Lecturer-in-Charge.
6. Leave will not be granted during working hours for the purpose of meeting parents, guardians, relatives or friends.
7. A student entering late to the college after the assembly will present herself to the office where she will receive a late chit. The office will keep a record of late comers and late comers will be fined.
8. The annual certificate of attendance required for the End Semester Examination will in no case be granted unless,
  - a) the Principal is satisfied that the student's progress and conduct have been satisfactory.
  - b) the student has attended 75% working days in each semester.

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## **CODE OF CONDUCT AND ETHICS**

### **Good Manners and Behaviour**

Protocol is to be observed at all times in the following order - Management, Faculty, Senior Students. Students should always be respectful towards their superiors, and be polite and courteous to all.

Students should greet the Management, Principal and the other Superiors and Members of the Faculty when they meet them for the first time during the day, and should step aside to let them pass by.

When faculty members or visitors enter the class rooms all students should stand and greet them; they must not sit down until invited to do so. Likewise, students should stand when the visitor leaves the class room.

When attending a class or a meeting of the College Association, students are expected to maintain decorum. Modesty shall be the hallmark of the student's manner of dressing within the campus. Students should wear clean, decent clothes and conform to the rule of modesty.

Cleanliness of the college building and surroundings should be the personal responsibility of every student. Therefore no mark should be made on walls or desk, no paper or ink should be thrown on the floor.

Students are required to spend their leisure hours in the reading room or in the library or in the fitness room. They should not hang around anywhere in the college campus or disturb other classes.

Students are expected to convey an exemplary example of themselves, even outside the college campus so as to safeguard the good name of the college.

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## Notice Board

Students are expected to see notice boards and the official college website regularly.

## General Remarks

Private collections of funds, Circulation of notices among students are strictly banned. On becoming a member of the college, a student accepts the obligation to obey the rules and regulations of the institution and to respect and support its discipline.

## ACADEMIC ASSOCIATIONS

Associations under each department give the students an opportunity to share more advanced knowledge in their field.

<b>Department</b>	<b>Name of the Association</b>
Tamil	Bharathi Tamil Mandram
English	Aurora Club
Commerce	Busybee Club
Social Work	Amity Club
Business Administration	Synergy Club
Mathematics	Bomac Club
Physics	Hale Bopp Club
Chemistry	Chemstar Club
Computer Science	Comphaven Club
Computer Applications	Abacus Club
Information Technology	Innova Club
Microbiology	Jenner's Club
Biotechnology	Bolivar's Club
Food Service Management & Dietetics	Hospitality Club

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**Cauvery College for Women  
offers its students  
every opportunity for  
participation in  
Extra-curricular Activities**

1. **The Athletic Association** co-ordinates all the sports and games activities of the college, Intra-mural and Inter Collegiate Competitions.
2. **The National Service Scheme** directs the service oriented efforts of the students towards National Development and their Personality Development.
3. **The Fine Arts Club** offers excellent opportunities for the artistically talented students which leads to self-expression and development.
4. **Rotaract Club and Leo Club** are sponsored by the respective parent clubs such as Rotary Club of Tiruchirappalli Mid Town, Lions Club of Tiruchirappalli Rock City and Junior Chamber of Tiruchirappalli Town.
5. **Exnora Club**
6. **Blood Donor's Club**
7. **Gender Club**
8. **Red Ribbon Club**
9. **N.C.C.**
10. **Junior JCI**

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## **COLLEGE HOSTEL**

### **Rules and Regulations**

The on campus resident experience helps students from diverse backgrounds to acquaint themselves with each other and imbibe themselves with new ideas and values. Hostel residents are expected to adhere to the rules and regulations and also respect the cultural values, customs and traditions of other hostel mates. The on campus residence facility is available only for current students of the College.

#### **Admission & Allotment:**

1. A student seeking admission to the hostel shall submit her application to the Principal / Warden countersigned by her parent or guardian. The Management / Principal reserve the right to refuse admission to a student into the college hostel.
2. Current students studying at Cauvery College for Women alone are eligible to be admitted into the Hostel. Admissions to the Hostel will be made every year. However, senior students who have resided previously in the hostel will be given preference.
3. Application forms can be received from the College Hostel office.
4. After scrutiny and sanction for admission, the students have to pay the Hostel deposit and fees prescribed by the Management before admission.
5. The second Sunday of every month will be the visitor's day. Visiting the ward is not allowed on other days.
6. Allotment of room shall be made by the Warden at the beginning of each year and members shall not change their rooms.
7. Warden may re-allot the rooms at any time without assigning reasons.
8. No member shall be allowed to withdraw from the hostel before the end of the year except with the approval of the Warden / Management.



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9. Details of payment of boarding charges are as follows:
- (i) Pay before 15<sup>th</sup> of every month without fine
  - (ii) A fine of Rs.5/- per day in addition to the mess bill will be collected till 20<sup>th</sup> of every month i.e.(16-20)
  - (iii) A fine of Rs.10/- per day in addition to the mess bill will be collected thereafter till the payment is made.
  - (iv) Boarding charges should be paid not later than the last day of the month; otherwise the student will be removed from the hostel.
10. Leave of absence from the hostel should be obtained invariably from the Warden through the House Keepers concerned. No reduction will be made in mess charges for absence of 5 days and less. If the student is absent for more than 5 days consecutively in the same month a reduction will be made for each day in excess. The application for such leave is to be given to the Warden before 25<sup>th</sup> of every month through the House Keeper. Students who are sick should stay only in the room provided for this purpose.
11. If a student is absent continuously for more than 15 days in any of the particular month with the permission of the Warden, her boarding charges will be calculated for the actual number of days she has dined in the hostel, during the month. Benefit of this rule cannot be claimed by members whose continuous absence extends from that month to the succeeding month.

### **Hostel Rules :**

Strict adherence to the rules specified below is compulsory on the part of every resident student. Disobedience of the rules or any misconduct will result in the removal of the students from the Hostel.

1. The duties and responsibilities, if any, given to them are to be executed in good faith and sincerity.

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2. Any grievance or complaint should be brought to the notice of Warden or Deputy Warden through House Keepers immediately.
  3. The residents are not permitted to interact directly with the hostel staff.
  4. Students are not permitted to wear costly materials, jewels etc, and they should not have large amount of cash with them. It is the responsibility of the individuals to keep their articles safely.
  5. The students are not permitted to use tape recorders, transistors, heaters, fans, iron boxes etc., If anybody violates, will be expelled from the Hostel and College.
  6. Use of any electronic gadgets to take photos, selfies and taking videos in the hostel are strictly prohibited. Disciplinary and legal action will be initiated against such students.
  7. Inmates are not permitted to entertain day-scholars, friends and others inside the rooms. Inmates must not invite guests for food in the hostel mess.
  8. Newspapers, Magazines, Play materials and other articles should not be taken out of the common reading room cum recreation hall.
  9. Residents feeling sick should immediately report the matter to the Warden and should not take any medicine on their own.
  10. Residents shall not enter the kitchen. They shall sit in the dining hall in the order in which they enter in. They are supposed to adopt a considerate attitude towards the cook and other hostel staff.
  11. No Resident shall disfigure the walls and doors or cause any damage to any hostel property. Any such damage shall be reported to the Warden at once and costs will be recovered from the concerned residents.

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12. No notice or images printed or through electronic media shall be displayed or circulated in the hostel premises.
  13. If rooms are found locked or empty with lights on, all the inmates of the rooms will be held jointly responsible and a fine of Rs.5/- per day will be charged.
  14. Outsiders should not be invited to any function in the Hostel.
  15. Residents shall not remove or exchange furniture allotted to them.
  16. Violent discussion and disputes should strictly be avoided. No Resident shall ever participate in any political, communal or anti-social activities. They shall not organise, convene or hold meeting in or outside the hostel premises without previous permission of the Warden.
  17. Arrangements are made for the despatch of letters and the incoming messages through the Warden. Inmate may use the services of Dobhi for clothes washing at a nominal cost. The management will not entertain any complaint of loss or damage to their clothes.

18. Routine schedule (Day - Wise)

5.30 a.m.	-		Rising Bell
6.00 a.m.	-		Coffee
6.15 a.m.	-		Study hour
7.30 a.m.	-	8.30 a.m.	- Breakfast
10.00 a.m.	-	12.00 p.m.	- Silence Hour (Holidays only)
12.00 noon	-	1.00 p.m.	- Lunch
4.00 p.m.			- Evening Tiffin & Coffee
4.30 p.m.	-	5.30 p.m.	- Games
6.00 p.m.	-		Evening Prayer
6.30 p.m.	-	7.30 p.m.	- Study Hour

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7.30 p.m	-	8.45 p.m.	-	Dinner
9.00 p.m	-			Night Roll Call
9.00 p.m	-	10.15 p.m.	-	Study Hour
10.30 p.m	-			Lights off

19. In case of emergency, only with prior permission of the hostel warden, **the Parents** or **recognized guardians / Local guardian** with **identity card alone** can meet the student concerned at the visitors lounge.
20. Residents shall be permitted to avail the Holidays at Home, only for the holidays as mentioned in the College Calendar. The parents or local guardians should come in person to pick up the students from the college hostel, to their home during holidays.



ACADEMIC YEAR 2021-2022

FRIDAY		SATURDAY		SUNDAY	
4		5		6	
11		12		13	
18		19		20	
25		26		27	
IMPORTANT EVENTS OF THIS MONTH:					

MAY							2021
S	M	T	W	T	F	S	
30	31						1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

JULY							2021
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

GOALS FOR THIS MONTH

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REMINDERS

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NO. OF WORKING DAYS - 15

JULY - 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
IMPORTANT EVENTS OF THIS MONTH:			1
5	6	7	8
12	13	14	15
19	20 Bakrid	21	22
26	27	28	29







ACADEMIC YEAR 2021-2022

FRIDAY		SATURDAY		SUNDAY	
				1	
6		7		8 Adi Amavasai	
13		14		15 Independence Day	
20	Varalakshmi Nombu	21	Onam	22	
27	CIA I	28	CIA I	29	

JULY							2021	
S	M	T	W	T	F	S		
						1	2	3
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

SEPTEMBER							2021		
S	M	T	W	T	F	S			
						1	2	3	4
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30					

GOALS FOR THIS MONTH

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REMINDERS

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NO. OF WORKING DAYS - 25

SEPTEMBER - 2021

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
IMPORTANT EVENTS OF THIS MONTH:				1		2	
6		7		8		9 9.00 am - 12.00 pm	
13		14		15		16	
20		21		22		23	
27		28		29		30	

ACADEMIC YEAR 2021-2022

FRIDAY		SATURDAY		SUNDAY	
3		4		5	Teacher's day
10	Vinayagar Chathurthi	11		12	
17		18		19	
24		25		26	
IMPORTANT EVENTS OF THIS MONTH:					

AUGUST 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2021						
S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

GOALS FOR THIS MONTH

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REMINDERS

NO. OF WORKING DAYS - 24

OCTOBER - 2021

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
IMPORTANT EVENTS OF THIS MONTH:							
.....							
.....							
.....							
.....							
4	CIA II	5	CIA II	6	CIA II	7	CIA II
.....		.....		.....		.....	
.....		.....		.....		.....	
.....		.....		.....		.....	
11	CIA II	12	CIA II	13	9.00 am - 12.00 pm	14	Saraswathi Pooja
.....		.....		.....		.....	
.....		.....		.....		.....	
.....		.....		.....		.....	
18		19	Milad-Un-Nabi	20		21	
.....		.....		.....		.....	
.....		.....		.....		.....	
.....		.....		.....		.....	
25		26		27		28	
.....		.....		.....		.....	
.....		.....		.....		.....	
.....		.....		.....		.....	

ACADEMIC YEAR 2021-2022

FRIDAY		SATURDAY		SUNDAY	
1		2	Gandhi Jayanthi	3	
8	CIA II	9	CIA II	10	
15	Vijayadhasami	16		17	College Foundation Day
22	Last Working Day	23		24	
29		30		31	

SEPTEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

GOALS FOR THIS MONTH

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REMINDERS

NO. OF WORKING DAYS - 15

NOVEMBER - 2021

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
1		2		3		4	Deepavali
8		9		10	End Semester Examination.....	11	End Semester Examination.....
15	End Semester Examination.....	16	End Semester Examination.....	17	End Semester Examination.....	18	End Semester Examination.....
22		23		24		25	
29	College Reopens for Even Semester	30		IMPORTANT EVENTS OF THIS MONTH:			





DECEMBER - 2021

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
IMPORTANT EVENTS OF THIS MONTH:				1		2	
6		7		8		9	
13		14		15		16	
20	Arudhra Dharshan	21		22		23	Triple Fiesta
27		28		29		30	

ACADEMIC YEAR 2021-2022

FRIDAY		SATURDAY		SUNDAY	
3		4		5	
10		11		12	
17		18		19	
24		25	Christmas	26	
31		IMPORTANT EVENTS OF THIS MONTH:			

NOVEMBER 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JANUARY 2022						
S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

GOALS FOR THIS MONTH

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REMINDERS

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NO. OF WORKING DAYS - 20

JANUARY - 2022

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
31		IMPORTANT EVENTS OF THIS MONTH:					
3	College begins after Christmas Holidays.	4		5		6	
10		11		12	9.00 am - 12.00 pm	13	Bogi, Vaikunda Ekadhasi
17		18		19		20	
24		25		26	Republic Day	27	

ACADEMIC YEAR 2021-2022

FRIDAY		SATURDAY		SUNDAY	
		1	New Year	2	
7		8		9	
14	Pongal	15	Mattu Pongal	16	Thiruvalluvar Day
21		22		23	
28		29		30	

DECEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

GOALS FOR THIS MONTH

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REMINDERS

NO. OF WORKING DAYS - 21

FEBRUARY - 2022

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
		1		2		3	
7		8		9		10	
14	CIA I	15	CIA I	16	CIA I	17	CIA I
21	CIA I	22	CIA I	23		24	
28		IMPORTANT EVENTS OF THIS MONTH:					



MARCH - 2022

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
		1	Maha Shivratri	2		3	
7		8	International Women's Day	9		10	
14		15		16		17	
21		22		23		24	
28		29		30	CIA II	31	CIA II

ACADEMIC YEAR 2021-2022

FRIDAY		SATURDAY		SUNDAY	
4		5		6	
11		12		13	
18	Panguni Uththiram, Holi	19	Hostel Day	20	
25		26		27	
IMPORTANT EVENTS OF THIS MONTH:					

FEBRUARY 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

APRIL 2022						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

GOALS FOR THIS MONTH

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REMINDERS

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NO. OF WORKING DAYS - 26



APRIL - 2022

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
IMPORTANT EVENTS OF THIS MONTH:							
.....							
.....							
.....							
.....							
4	CIA II	5	CIA II	6	CIA II	7	CIA II
.....		.....		.....		.....	
.....		.....		.....		.....	
.....		.....		.....		.....	
11		12		13		14	Tamil New Year
.....		.....		.....		.....	
.....		.....		.....		.....	
.....		.....		.....		.....	
18		19		20		21	
.....		.....		.....		.....	
.....		.....		.....		.....	
.....		.....		.....		.....	
25	End Semester Examination.....	26	End Semester Examination.....	27	End Semester Examination.....	28	End Semester Examination.....
.....		.....		.....		.....	
.....		.....		.....		.....	
.....		.....		.....		.....	

**ACADEMIC YEAR 2021-2022**

FRIDAY		SATURDAY		SUNDAY	
1	CIA II	2	Telugu New Year	3	
8	CIA II	9		10	
15	Good Friday (Restricted Holiday)	16	Last Working Day	17	
22	End Semester Examination	23	End Semester Examination	24	
29	End Semester Examination	30	End Semester Examination		

MARCH							2022
S	M	T	W	T	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

MAY							2022
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

GOALS FOR THIS MONTH

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REMINDERS

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NO. OF WORKING DAYS - 13

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**CALENDAR - 2021 - 2022**

**ABSTRACT**

**WORKING DAYS**

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Month No. of Working Days

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**Odd semester : I Term**

June	2021	-	15
July	2021	-	25
August	2021	-	25
September	2021	-	24
October	2021	-	15
	Total	-	104 Days

**Even Semester : II Term**

November	2021	-	02
December	2021	-	20
January	2022	-	21
February	2022	-	24
March	2022	-	26
April	2022	-	13
	Total	-	106 Days

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## TIME MANAGEMENT

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### URGENCY

High  
Priority

**IMPORTANCE**

Low  
Priority

**1**

Urgent  
**and** Important  
**Do it now**

**2**

Important but  
**NOT** Urgent  
Choose when  
to **Do** it

**3**

Urgent but  
**NOT** Important  
**Delegate it**

**4**

**NOT** Important  
**Not** Urgent  
**Delete it**

- 
- Keep a to-do list
  - Prioritize
  - Take breaks
  - Create a daily plan
  - Use an organizer
  - Learn to say “NO”
  - Have a clock visibly
  - Be ok to delegate
  - Have buffer time
  - Be aware of your time wasters
  - Set personal goals
  - Take initiative
  - Overcome procrastination
  - Use a calendar
  - Know your deadline
  - Target to be early
  - Set reminders 15 minutes before
  - Batch similar tasks together
  - Be punctual
  - Ask frequently “Is this the best use of my time now?”
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## Notes

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## Notes

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## Notes



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## Notes