

STUDENTS

Hand Book – 2021 - 22



JEPPIAAR
COLLEGE OF ARTS AND SCIENCE

**(Recognized by Government of Tamil Nadu, Affiliated to University of Madras)
Old Mamallapuram Road, Padur, Chennai – 603103**

Management reserves the right to change and update the Rules and Regulations from time to time.



JEPPIAAR

COLLEGE OF ARTS AND SCIENCE

(Recognized by Government of Tamil Nadu, Affiliated to University of Madras)

Old Mamallapuram Road, Padur, Chennai – 603103

Phone : 044-47486055 and 47486331

Mobile : 94454 22983 and 944540 22941

Email : principal@jeppiaarartsin

Website: www.jeppiaararts.in

**CALENDAR AND HAND BOOK
2021-22**

CLASS TIMINGS

I Hour	09.00 am	-	10.00 am
II Hour	10.00 am	-	11.00 am
Tea Break	11.00 am	-	11.15 am
III Hour	11.15 am	-	12.15 pm
IV Hour	12.15 pm	-	01.15 pm
Lunch Break	01.15 pm	-	01.45 pm
V Hour	01.45 pm	-	02.45 pm
Activity Hour	02.45 pm	-	03.30 pm

STUDENT'S PERSONAL MEMORANDUM

Name of the Student:

Name of the Parent / Guardian:

Address:

Present

Permanent

.....

.....

.....

.....

Mobile no: Phone no:

Class:

Branch:

Roll No:

Exam Reg No:

Date of Birth:

Height :cms weight :kgs

Blood Group:

Driving License no:

Name of the Tutor:

Signature of the Student

ABOUT US

JEPPIAAR College of Arts and science was instituted in the year 2019, as co-educational institution approved by Government of Tamil Nadu and affiliated to University of Madras. The College is situated in Padur in a serene and calm atmosphere conducive for peaceful learning and is very well connected by frequent bus services. Jeppiaar College of Arts and Science is another feather added to the glorious cap of Jeppiaar Group of Institutions. With a philanthropic outlook of serving the society in the fields of education, several educational institutions ranging from the Primary School to the College of Engineering and Technology function under Jeppiaar Group of Institutions. The Institutions are:

- JEPPIAAR College of Arts and Science
- JEPPIAAR Engineering College
- JEPPIAAR Matriculation Higher Secondary School
- JEPPIAAR CBSE School

The trustees are with rich experience and wide knowledge in education, dedicated themselves to work for the development of the society in Education by way of starting various institutions. A very few institutions can proudly flaunt this tag with elan and among them, JEPPIAAR College of Arts and Science stands tall imparting excellence in Arts and expertise in Science. The College is the visionary dream of Col. Dr.JEPPIAAR who envisioned an enriching education that will equip the students with life skills, enhance their innate capabilities and empower them to adorn the zenith of their careers. The state -of -the- art facilities enable the students to have access to the latest development in the subject domains and excavate the nuances of the same.

About Our Founder



(Late) Col. Dr. JEPPIAAR, M.A., B.L., Ph.D. the Founder and Chairman of JEPPIAAR Educational Trust, was driven with vision and dedicated his life for establishing institutions to deliver quality education. He was from Muttom near Nagercoil and rose in his life to become the Government Chief Whip of the Tamil Nadu Legislative Council. He was the President of the Consortium of Professional, Arts and Science Colleges of Tamil Nadu and one of the pioneers in privatization of Engineering Education in Tamil Nadu.

Col. Dr. Jeppiaar is an industrialist, educationalist, and a philanthropist who works for the technical education for more than 3 decades. Under the aegis of our honorable Founder Chairman, Jeppiaar College of Arts and Science was inaugurated as one of the prestigious institutions of Jeppiaar Educational Trust. The college is situated in Old Mamallapuram road, Chennai.

Chairman's Message



The dynamic Chairman of JEPPIAAR COLLEGE OF ARTS AND SCIENCE, **Dr. Regeena. J. Murli, B.Tech., M.B.A., Ph.D**, born out of the noble vision of the great educationist Col. Dr. JEPPIAAR, have been satiating the educational appetite of generations of students.

"Jeppiaar College of Arts and Science has set specific objectives and planned activities for achieving academic excellence in all spheres of Arts and Science education to create personally mature, professionally equipped and service-oriented graduates. We also believe in pursuing academic excellence without compromise on teaching standards and discipline. The growth has been tremendous; the track record has been envious and the legacy has been invincible. The time is ripe to deviate from the conventional to the progressive. I am confident that the entry into the field of Arts and Science will be of immense benefit to the student community as the motive to venture into this new stream is to educate through exploration, excavation and enlightenment. No child should be denied the privilege of quality education. In this backdrop, I assure that JEPPIAAR College of Arts and Science will boast of conducive teaching/learning ambience with amenities and march forward winning laurels in its odyssey".

COURSES OFFERED	
Science Stream	
B.Sc.	Computer Science
B.Sc.	Visual Communication
B.C.A.	Bachelor of Computer Applications
Commerce Stream	
B.Com.	General
B.Com.	Accounting and Finance
Management Stream	
B.B.A.	Bachelor of Business Administration
Arts Stream	
B.A.	English Literature
Proposed Courses from the Academic year 2021-2022	
B.Com.	Computer Application
B.Sc.	Computer Science with Data Analytics
B.Sc.	IT with Artificial Intelligence and Machine Learning
M.A.	Human Resource Management
Certificate Course	HR Management

VISION

“We aspire to be an Institution of Academic excellence recognized for providing world class education to the students of all sections to face global challenges and to inculcate the latest trends, cater the needs of the environmental and ethical values in the mind of students to become Good Citizens and Entrepreneurs”

MISSION

To offer academic programmes that will enable the students to be dynamic entrepreneurs or employable graduates

To make them realize the richness of India’s diversity, tradition and culture

To inculcate among them the ethical, moral and social values and the significance of sound health

To inspire them to be an asset to the society with positive and creative attitudes

To provide an educational environment for creating global competencies and to bridge the gap between industry and academics

GOALS AND OBJECTIVES

- To impart education and skills in basic and applied courses in Arts, Commerce, and Science
- To develop a spirit of social commitment
- To provide an innovative educational environment to the entrants in the college
- To enhance the global competency of the students by providing upto date knowledge
- To provide a platform to students to exhibit their hidden talents by organizing various co-curricular and extracurricular activities
- To strive for the development of holistic personality of students

- To develop confidence among students to face the challenges
- To organize conferences, seminars, training programs and workshops to inculcate research culture, values of integrity and nation building among faculty members, students and stakeholders
- To promote use of ICT in teaching and learning practices
- To encourage continuous assessment of students for their academic development for proper Guidance and Counseling.
- To conduct examination in fair atmosphere
- To develop spirit of save environment and conservation of nature
- To develop disciplined and secured learning environment for girl student
- To cultivate necessary qualities in the younger generation which will help them to be responsible members of the society in their adult life.
- To reach great heights in the academic world and to achieve all-round progress of the college with a View to develop Jeppiaar College of Arts and Science as a Top-Notch institution
- To develop relationships between the college and the community around the college and to initiate schemes to provide learning environment to the students and to achieve social welfare with the cooperation of social and cultural organizations.
- To ceaselessly pursue excellence by acquiring new dimensions of education, working for the welfare of the students and the society, providing adequate and modern infrastructural facilities, promoting sports by carrying out responsibility towards weaker students and by sincerely responding to the varied demands of the academic community

QUALITY POLICY

We at JAS are committed to the satisfaction of our students through academic excellence with the state-of-the-art facilities enable the students to have access to the latest developments in the subject domains and excavate the nuances of the same. The highly qualified and the experienced faculty exercise the innovative and the productive resources to produce the best quality students who will be the best quality employees of tomorrow in their respective job fields. The College has Goals and Objectives set for improving the quality in JAS.

In order to meet the Goals and Objectives the College has the following quality policy:

1. Improve the graduate outcomes for the students, so that at least 75% of them secure access to employment/self-employment or engage themselves in pursuit of higher education.
2. Promote link the students with the society/industry such that at least 2/3rd of the students engage in socially productive activities during their period of study in the institutions.
3. Train the students in essential professional and soft skills such as team work, communication skills, leadership skills, time management skills etc; inculcate human values; professional ethics; and the spirit of innovation, entrepreneurship and critical thinking among the students, and promote avenues for display of these talents.
4. Ensure that 100% of the teachers are oriented about the latest and emerging trends in their respective domains of knowledge, and the pedagogies that translate their knowledge to the students.
5. Shall get NAAC accreditation with a minimum grade of "A+" by 2025-2026.

The following initiatives undertaken in pursuit of the above objectives:

1. Induction programme for students.
2. Learning outcome-based curriculum framework - revision of curriculum in regular intervals.
3. Use ICT based learning tools such as ERP and LMS JAS E-Learning for effective teaching-learning process.
4. Soft skills training for students.
5. Connect the institution with Society and industry. Institution shall adopt atleast 5 villages for exchange of knowledge and for the overall social/economic betterment of the village communities.
6. Examination Reforms - test the concept by conducting test with variety and frequency, application and exit examinations.
7. Tracking student's progress after completion of course by developing strong Alumni Association.

CAMPUS FACILITIES

The dream of the institution is backed by a band of highly qualified and committed teachers who make no compromise on quality. The friendly approaches of the teachers negate all fear, complexes and the student is encouraged to clear his/her doubts even outside the class hours. The Cycle Tests, Model Tests, Revision Tests and assignments familiarize the student with different facets of their study and thus prepare them for the final effort.

JAS focuses to produce excellent results in all the branches of study and to bag good number of University Ranks which will further enhance our efforts.

SALIENT FEATURES

1. Spacious and airy Lecture Halls with comfortable seating and lighting arrangements.
2. JAS E-Learning Portal (LMS) for 24 X 7 virtual learning.
3. ERP implemented for E- Governance
4. Fully computerized library with a vast collection of CDs.
5. Air-conditioned computer labs with latest Pentium processors and software.
6. Consistent academic results with excellent pass percentage.
7. Remedial teaching, special coaching and one to one counselling for weak students by subject experts.
8. Skill enhancement programs on management games and Practical Training.
9. Scholarships for meritorious students and outstanding sports students.
10. Placement assistance through our unique placement cell.
11. Offering certificate and Diploma courses such as HR Management, Accounting-Packages, VB, .Net, J2EE, JAVA, ORACLE etc.
12. Online examination system and also chat and discussion forums for students.
13. Special enrichment courses offered in communication skills.
14. The best available sports and games programmes.
15. Proficiency awards for the students who excel in academic performance.

LABORATORY FACILITIES

Computer Laboratories are well equipped with the best, latest systems and software packages. Every student is given training in RDBMS, .Net framework, Android and Java. A student can have 6 contact hours per week on the computer and the gain is quite admirable. The Round-the-Clock Internet facilities give an added leverage to the educational programs. Electronics labs for Computer Science students include Microprocessor and Microcontroller Lab, DSP and VLSI Lab.

SEMINARS/CONFERENCES

Faculty and students are encouraged to attend seminars and conferences. Most of the faculty and students attended conferences/seminars/ workshops during the year. Seminars on topics of importance are organized.

PLACEMENT CELL

The main objective of the Placement Cell is to develop student's skills to meet the Industrie's Recruitment Process. The Placement Cell motivates students to develop Technical Knowledge and Soft Skills in terms of career planning and goal setting. The Placement Cell organizes career guidance programmes for all the students starting from first year. The cell arranges training programmes like Mock Interviews, Group Discussions, Communication Skills Workshop etc . Various Industry Experts are invited to conduct Training programmes for the students. The Placement Cell aims to place maximum number of students through campus and off-campus interviews conducted by top companies.

CERTIFICATE COURSES

Certified courses are offered by BSE, Oracle, and Scientific Research Association for Economic & Finance (SRAEF) to enrich the knowledge of the students in various fields of specialization. These certified courses are framed to provide jobs. Certificate programme in HR Management is offered, under University of Madras.

TUTOR-WARD OUTBOUND LEARNING

A good rapport is established between teacher and his/her ward to help the students overcome their learning difficulties. The Outbound Learning programmes are conducted in outdoor locations and comprise a series of activities that develops critical management and leadership skills in students.

SPECIAL COACHING

The College is offering special coaching, Remedial teaching and one-to-one counseling for the slow learning students.

CAMPUS AMENITIES

- ATM facility
- Students and Staff Canteen
- A fleet of buses
- Provision of mineral water (ISI certified)
- Air conditioned seminar halls
- Air conditioned Multi-purpose Hall
- Audio visual centre
- Audio-Video Conferencing Room
- Smart Board Class Room
- Digital library
- Complete paperless office
- Wi-Fi internet connectivity
- Sewage Treatment Plants

NATIONAL SERVICE SCHEME (NSS)

NSS Unit is functioning with 100 students. Various development activities are conducted in the adopted villages annually, thereby creating permanent assets for the welfare of the needy.

NSS Programme Officer: Mr. K. Chandrasekar

E- LEARNING

Our E-Learning portal provides blended learning opportunities into a face to face classroom teaching and learning. The E-Learning portal has huge repository of Video Lectures, created by our experienced faculty, custom made for our students. These video lectures cover huge variety of topics that could not be covered in the limited classroom lecture time. Student can watch the E-Learning videos in their flexible schedule, giving them opportunity to watch as many times till they completely understand the topic. E-Learning portal gives the freedom to students for gaining knowledge in their individual learning pace.

TIE-UP WITH INSTITUTIONS

All Streams offer courses in tie up with Leading Educational Service Providers which will help to prepare course materials and to facilitate the students to write the Professional certification examinations at entry level and higher level conducted by them. The faculty members are trained by the trainers from Institutions to handle these courses as per industry requirements. Students who are completing these courses are able to gain credit for technical competency with clients and employers and to increase visibility and augment their significance in the competitive industry. The courses offered are CA, ICAI, ACS, Computer Science Courses such as Data Analytics, AI and ML, Digital Marketing, Tally, Capital Market, Share Trading *etc.*

MOU

Jeppiaar College of Arts and Science has planned to sign MoU with Softskill and Lifeskill service providers to enhance the quality of students.

TEACHING FACULTY

LIST OF FACULTY MEMBERS WITH UNIQUE ID

S. No	NAME	DESIGNATION	DEPARTMENT	QUALIFICATION
001	Dr. M.S. Dhanarajan	Principal	-	M.Sc., MBA., MCA., Ph.D.
002	Mr K Chandrasekran	Asso. Professor & HOD	Mathematics	M.Sc., M.Phil., SET.,
003	Mr.G.Selvaganapathy	Asst. Prof. & HOD	Tamil	M.A., M.Phil., NET
004	Mrs. B. Catherine.	Asst. Prof. & HOD	English	M.A., SET
005	Dr. G. Udhayaraj	Asso. Professor & HOD	Commerce	M.Com., M.Phil., Ph.D.,
006	Dr. T. Thanga Pandi Murugan	Assistant Professor	Commerce	M.Com., M.Phil., Ph.D.,
007	Mrs G.Jaya	Assistant Professor	Commerce	M.Com., M.Phil., SET
008	Dr. L. Lavanya	Asso. Professor & HOD	Business Administration	M.B.A., M.Phil., Ph.D.,
009	Mrs. K Rajeswari	Assistant Professor	Business Administration	M.B.A., M.Phil., SET.,
010	Dr. S.R. Raja	Asso. Professor & HOD	CS and Applications	M.C.A., M.Phil., Ph.D.,
011	Dr. G. Monika	Assistant Professor	CS and Applications	M.Sc., Ph.D.,
012	Dr Akila	Associate Professor	Visiting Faculty	M.B.A., M.Phil., Ph.D.,
013	Dr E Gopi	Associate Professor	Visiting Faculty	M.B.A., M.Phil., Ph.D.,
014	Dr R Sathish	Associate Professor	Visiting Faculty	M.B.A., M.Phil., Ph.D.,
015	Dr M.Durga Rani	Associate Professor	Visiting Faculty	M.B.A., M.Phil., Ph.D.,

COLLEGE COMMITTEES

GRIEVANCE APPEAL COMMITTEE	
Dr. M.S. Dhanarajan	Principal / Chairman
Mr K Chandrasekran	Vice Principal/ Teacher Representative
Dr. S.R. Raja	Prof. & HOD/ Teacher Representative
Dr. G. Udhayaraj	Prof. & HOD/ Teacher Representative
EXAMINATION COMMITTEE	
Dr. M.S. Dhanarajan	Principal / Chairman
Mr K Chandrasekran	Vice Principal/ Teacher Representative
Mrs G.Jaya	Prof. & HOD/ Teacher Representative
Dr. T. Thanga Pandi Murugan	Prof. & HOD/ Teacher Representative
ADMISSION COMMITTEE	
Dr. M.S. Dhanarajan	Principal / Chairman
Mrs. B. Catherine	Vice Principal/ Teacher Representative
Dr. L. Lavanya	Prof. & HOD/ Teacher Representative
Dr. G. Monika	Prof. & HOD/ Teacher Representative
LIBRARY COMMITTEE	
Dr. M.S. Dhanarajan	Principal / Chairman
Mrs. K Rajeswari	Vice Principal/ Teacher Representative
Librarian	Librarian
Mrs G.Jaya	Teacher Representative

STUDENT WELFARE COMMITTEE	
Dr. M.S. Dhanarajan	Principal / Chairman
Mrs. B. Catherine	Asst. Prof. / Teacher Representative
Dr. G. Udhayaraj	Asst. Prof. / Teacher Representative
NSS Programme Officer	NSS Programme Officer
ANTI RAGGING COMMITTEE	
Dr. M.S. Dhanarajan	Principal
Inspector of Police	Inspector of Police
Village Administrative Officer	Village Administrative Officer
Mrs. B. Catherine	Professor
Dr. S.R. Raja	Prof & HOD
Parent 1	Parent
Parent 2	Parent
Student 1	Student
Student 2	Student
Office Manager	Office Manager
INTERNAL COMPLAINTS COMMITTEE	
Dr. M.S. Dhanarajan	Principal / Chairman
Mrs. B. Catherine	Vice Principal/ Teacher Representative
Mr.G.Selvaganapathy	Prof. & HOD/ Teacher Representative
MALPRACTICE COMMITTEE	
Dr. M.S. Dhanarajan	Principal / Chairman
Mr K Chandrasekran	Governing Body Member
Mrs G.Jaya	Vice Principal/ Teacher Representative

TO WHOM TO CONTACT FOR

Students Council	Dr. G. Udhayaraj
Women Empowerment Cell	Mrs. B. Catherine
N.S.S.	Mr. K. Chandrasekar
Sports and Games	Physical Director
Research and Consultancy Cell	Dr. M.S. DHANARAJAN, Principal
Quality Circle	Dr. L. Lavanya
Library	Librarian
Curriculum Planning Cell	Concerned HoDs
Time Table	Concerned HoDs
ID Card	Office
Transport – Shuttle Bus	Office
Infrastructure Maintenance	Office
College Magazine	Mr.G.Selvaganapathy
Grievance Cell	Mr K Chandrasekran
Computer Lab time table Incharge	Dr. S.R. Raja
Fine Arts Club	Mrs G.Jaya
Health Club	Dr. L. Lavanya
Entrepreneurs Club	Dr. T. Thanga Pandi Murugan
Garden Club	Dr. G. Monika
Career Guidance Cell	Concerned HoDs
Consumer Protection club	Mr K Chandrasekran
Red Ribbon Club, YRC and RAAC	Mr K Chandrasekran
Rotaract Club	Dr. S.R. Raja

RULES AND REGULATIONS

ATTENDANCE & LEAVE OF ABSENCE:

1. All the students are expected to take their seats in their respective classes soon after the first bell. In the morning session class works will begin after a one minute silent prayer.
2. A student shall not absent himself/herself from the class without proper leave applications duly signed by parents/guardians.
3. Attendance will be taken during every period of work. Students coming late are liable to incur loss of attendance. Late comers will not be permitted to enter the class. They should go to the Library and engage themselves till that hour is over and may attend classes from the next hour. Any student found outside the class room during class hours will be marked absent.

Students should not disturb classes by moving about in veranda as this will cause disturbance to the classes that are going on. Leave of absence from composition classes and class tests will be granted only when they are sanctioned by the Head of the Department concerned. If a student is absent for one or more hours in one particular session (forenoon or afternoon) he/she will be marked absent for that session.

4. Every student shall earn the minimum of 75% (seventy five percent) of attendance to qualify to appear for End Semester Examinations.
5. Permission to leave the college premises during working hours can be granted only by the Principal or concerned HOD, usually on submission of request letter from the student.
6. Medical Certificate should be produced for more than three days of sick leave and the student should produce proper evidence for any other type of leave.
7. The Principal shall have power to condone shortage of attendance up to a Maximum of 10 percent i.e., nine days in any semester for valid reasons like Ill-health, *etc.*, on paying the prescribed condonation fee by the Principal.
8. Governing body of the College shall be the appellate authority whenever there is any dispute on condonation of attendance.
11. Statement of attendance shall be displayed in the College notice board every month and arrangement will be made to communicate the same to the parents.
12. If shortage of attendance exceeds the limit prescribed for condonation of Attendance, he/she will not be presented to the End Semester Examinations. Such students who could not write the University Examinations will however be permitted to continue their studies in the subsequent semester.
13. Deficiency of attendance in one semester shall be compensated in the subsequent semester, such that the combined attendance for any two consecutive semesters will be taken into account for determining the eligibility of a student to be presented for the University Examinations.
15. A student will be given only one opportunity to carry forward the deficiency in attendance to the next semester during the period of study of any degree course, failing which he/she will have to be readmitted.

16. If the attendance earned by a student is less than 55%, he/she will have to discontinue the course and repeat the same semester course again.

17. Students are eligible for exemption from attendance whenever they represent the college in any event/competition/tournament or NCC/NSS Camp whenever they attend with permission from HOD and Principal.

GENERAL DISCIPLINE:

1. Every student shall attend classes regularly and shall refrain from doing anything calculated to impede the attention of other students or disturbing adjacent classes.
2. After ringing of the bell at the end of each hour all students shall be seated in their seats for the next hour.
3. Students shall not leave the class room without prior permission of the teacher before the class is discharged.
4. Students are forbidden from organising any meeting in the college or collecting money for any purpose without the permission of the Principal.
5. Every student shall handle the College property with care and do everything in his/her power to preserve the cleanliness of the campus.
6. Students are not allowed to address any authority in a body except with the permission of the Principal.
7. Smoking is strictly forbidden within the college campus.
8. Intoxicants are strictly prohibited.
9. Every student in the College shall properly dress with clean and suitable clothing.
10. Students should be neatly dressed on all the important occasions and functions in the College.
11. Anyone who infringes any of the rules of the college either in word or deed shall be deemed to have committed breach of discipline and the Principal shall have full power to inflict the following corrective means: fine, loss of attendance, refusal to issue term certificate and conduct certificate, suspension and expulsion.

12. Students of the college are bound to obey the rules and promote the corporate life in the campus. In the interpretation of the rules and in any academic or disciplinary matter not covered by the rules, they shall accept the decision of the Principal.
13. If any student or group of students are found indulging in violence or vandalism causing damage to the College assets, the individual student or the group of students shall be required to bear the cost of replacement of those assets individually or collectively along with the payment of fine for such misbehavior as decided by the Discipline Committee. Repeating such misbehavior leads fine and issuance of TC.
14. No notice of any kind shall be circulated by the students or pasted anywhere in the College campus without prior permission from the Principal.

LIBRARY RULES AND REGULATIONS:

1. Library and Reading Room are open to all students and members of staff of the College.
2. The Library is open on all working days of the College from 8.30 am. to 4.00pm. The library will remain closed on all holidays.
3. Strict silence shall be maintained in and around the Library. The Librarian may refuse to issue of books for breach of this rule.
4. The college uses bar-coding facility for the students and faculty identity cards that ensure effective usage of library.
5. Open Access System will be followed in the Library.
6. Every UG student shall be permitted to borrow three books from the library.
7. Books will be issued to the students during library working hours marked in Time-Table.
8. Reference books will not be lent out.
9. While borrowing books, students are requested to verify that the books are in proper shape without any mutilation of pages or missing of pages. If any damage or scribbling is found it should immediately report it to the Librarian.
10. The period of loan will be only 15 days for students and staff.
11. The book should be returned on or before the due date mentioned in the due date slip of the book. No renewal of book will be allowed for students.
12. Students who fail to return the books on or before the due date will have to pay a penalty of Re.10/- per day.
13. The cost of the book and penal fee will be charged from 15th day after the due date from the students.
14. A student will lose the privilege of borrowing book if he/she repeatedly returns the books late or damages the books in any form.
15. For any mutilation of book(s) found at a later date, the last borrower of the book will be held responsible.

16. The librarian reserves the right to recall any book at any time.
17. Students who have been issued with identification card shall produce the same before the Librarian on demand.
18. All complaints and suggestions should be made to the Librarian, refer them to the Principal.
19. Students must return all the Library books at the end of their course or at the time of their leaving the college whichever is earlier. All dues should be paid.
20. Transfer Certificate and Conduct Certificate will not be issued to the students unless all the books due from them are returned.

Rules to be followed for using Computer facility

1. Each student can use the Computer facility in the Library for a period of 60 minutes only, and as assigned in the Lab Hours as per the Time-Table.
2. The students should make a compulsory entry in the log book before switching on the terminal.
3. The students can reserve their slots in advance but would be allowed to do so only on the previous day.
4. The students will not be allowed to use the above facility during class hours.
5. The students will not be allowed to use their own DVDs/CDs.
6. Playing games is strictly prohibited.
7. The students should shutdown the system properly. If he or she is unable to do so, he/she should contact the staff-in-charge.
8. The student will be held responsible for any damage to the system or CDs being used by him or her.
9. Copying files from the CDs to the Hard-disk and deleting files in Hard-disks are strictly prohibited.

WARNING TO STUDENTS

RAGGING IS BANNED

Those who abet or propagate ragging will have the following punishments as per guidelines of the University of Madras Rules and Regulations:

1. Imprisonment upto a term of 2 years.
2. A fine upto Rs. 10,000/- (Rupees Ten Thousand)
3. Dismissal from the Institution and shall not be admitted in any other educational institution.

RAGGING IS

- Display of noisy disorderly conduct.
- Doing any act which causes or is likely to cause physical or psychological harm or raise apprehension of fear or shame or embarrassment to new students.
- Teasing, abusing, playing practical jokes, causing hurt or asking new student to do any act or to perform something which such student will not in the ordinary course willingly do.
- Therefore, all the students, in the interest of their future, are advised to behave properly and conduct themselves in disciplined way.

EXTRA-CURRICULAR ACTIVITIES

The College is keen on developing extra-curricular activities for the benefit of the students. As per the regulation of the University of Madras every student has to serve in any one of the extracurricular activities namely NSS/SSL/YRC/Sports and Games for two years, failing which they will not be awarded degree as per the University Norms.

PHYSICAL EDUCATION

We have very good play ground facilities for playing games like Cricket, Volley Ball, Basket Ball, Foot Ball, Hockey, Ball Badminton, etc. For improving athletic skills, athletic track with eight lanes is laid. Separate cricket nets for practicing are also provided. Facilities are plenty for indoor games like table tennis.

UNDERTAKING GIVEN BY THE STUDENT

Name Class

1. I promise to abide by the rules and regulations of the College.
2. I joined this College only after I was fully satisfied with the facilities offered to the students and I promise to work towards my progress making creative use of the facilities offered to me. I take this as an opportunity to better my life and that of the society of which I am a responsible member.
3. a) I promise to be present in the classroom with all the materials that shall help me in understanding the subject taught and that with utmost punctuality. I shall bring my Identity Card every day.
4. I promise not to impede the smooth conduct of the class and I promise not to interfere with the conduct of other classes.
5. a) I promise to obtain the minimum 75% attendance to the class.
 - a. b) In case I am unable to attend class due to ill-health or some such inconvenience, I promise to apply for leave duly signed by my parent/guardian and submit to the Head of Department.
 - b. c) I promise not to participate in any form of strike individually or as a group.
6. I promise to come to the College in the dress prescribed by the authorities.
 - a. Boys: Full pant and Shirt.
 - b. Girls: Saree, Half-saree, Salwar with Thupatta.
7. I promise to abide by the rules and regulations of N.S.S., Library, Students' Co-operative Stores, Students' Associations and Department Associations.
8. Whenever any College function is conducted, I promise to keep the decorum of the College and my behaviour will be gentlemanly and shall keep the standard expected of a well behaved student.
9. I shall never indulge in smoking or in the use of any form of intoxicant.
10. a) I shall never intrude into the College hostel. My visit to the College hostel is conditioned by permission from due authorities and I am aware of it.
b) I shall not entertain any guest to the College Hostel without obtaining prior permission from the Principal/HoD.
11. I shall not behave in any form of uncivilised manner when waiting at the bus-stand nor shall I do anything to injure the feelings of any passenger while travelling in the bus.
12. I promise not to write anything on the walls both within the College and outside.
13. I promise not to behave in any manner that shall bring disgrace to the College.
14. I shall not invite students of other colleges whenever there is a function in the College.
15. I shall not indulge in any form of ragging both within the College campus and outside the College campus. I understand in totality the legal implication of the promise I make.

16. I shall attend all the functions and Association meetings without fail in the specified uniform.
17. I shall attend all the class tests conducted in the College without fail and with all sincerity. Due to unavoidable circumstances if I fail to attend the test, I shall write the test separately on the very next day.
18. I know that I will not be permitted to appear for End Semester Examinations unless my performance is consistently satisfactory in the monthly tests and model examination conducted in the College and I accept this rule whole heartedly.

Padur, Chennai

Date :

Signature of the Student

UNDERTAKING GIVEN BY THE PARENT/GUARDIAN

1. I, promise that my son/daughter Mr./Miss. shall abide by the rules and regulations of the College.
2. I promise that he/she shall put forth the needed attendance to qualify Him/her for appearing for the University Examinations. If there is a Shortage of attendance I am aware of the fact that he/she shall not be eligible to sit for the examinations and to add to this I am aware that he/she will have to forego studentship in the College.
3. I agree to the condition that he/she will be terminated from the College if he/she does not take up two semester examinations continuously
4. I agree to the stipulation of termination if he/she does not pass in all papers in two successive semesters nor shows any intention for academic progress,
5. I shall pay the Institution whatever is due at the appropriate time fixed by the authorities of the Institution.
6. I understand fees once paid will not be refunded under any circumstances.
7. I agree to pay the balance fee for the entire course if he/she leaves the college in the middle of the course.
8. I shall pay the term fees in one sum on or before but not later than the TENTH WORKING DAY of the term in the month of JUNE, OCTOBER and FEBRUARY through net banking.
9. While induction of my son/daughter into the College, my son/daughter/ or I will not pay any donation to the College under any fear of threat.

If any such affidavit is obtained by anyone from me it holds no legal standing.

I declare this in the most normal state of my mind.

Padur, Chennai

Date :

Address :

Signature of Parent/Guardian

FEES REGULATIONS

1. Fees are payable as and when it is notified.
2. Term Fees once paid will not be refunded under any circumstance.
3. The term fees shall be paid in one sum on or before but not later than the TENTH WORKING DAY of the term in the month of JUNE, OCTOBER and FEBRUARY through netbanking in the following account.

JEPPIAAR COLLEGE OF ARTS AND SCIENCE

Axis Bank Ltd.,
S.B. A/c No. 9200 1005 4019 052
Branch : T. Nagar,
IFSC Code: UTIB0000014

4. Students are required to collect and retain the receipts, duly signed by the Accountant, issued to them for all fees paid.
5. If a student fails to pay the fees on the Tenth working day of the Term, a fine at the rate of (Rs.50/-) Fifty rupees per day shall be levied.
6. If a student fails to pay the fees before the end of the month during which the College is reopened for the semester concerned, his/her name will be struck off from the rolls.
7. If a student leaves the College after being enrolled he/she shall have no right to claim a remission of the fee or any portion of the fees.
8. If a student leaves the College in the middle of the course, he should pay the balance fee for the entire course.
9. Every student admitted into the College should buy the text books prescribed by the department.
10. The original transfer and conduct certificates submitted to the College at the time of admission will be retained by the college. Hence the students are advised to have sufficient number of Xerox copies of the certificates.

EXAMINATION FEES

No student shall be permitted to appear for the End Semester Examination unless they have paid examination fees and tuition fees and received the fees receipt from the College. Student should have also secured the required attendance as per University of Madras Examination Rules and Regulations for the same.

REGULATIONS FOR UNDER GRADUATE DEGREE PROGRAMMES

CBCS PATTERN

The choice based credit system provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning. Thus the Choice Based Credit Systems make the product of the college at par with the global practices in terms of academic standards and evaluation strategies, retaining the present structures of the undergraduate programmes.

In the emerging scenario of Internationalization of Indian Higher Education, it is imperative that the Universities and affiliated Colleges in India should follow this system so that the mobility of their products both within and across the geographical jurisdiction becomes possible. Hence *Jeppiaar College of Arts and Science* thought it fit to adopt the full fledged Choice Based Credit System in all the Undergraduate in the Faculties of Arts, Science and Commerce as per the Guidelines of the University of Madras.

The Choice Based Credit System Semester Scheme

- a) The relative importance of courses of study are quantified in terms of credits
- b) The courses of study include Ability Enhancement Course, Discipline Specific Core course, Discipline Specific Elective, Generic Elective and Skill Enhancement Courses
- c) The programme permits horizontal mobility in course selections.
- d) The students shall take part in co-curricular and extension activities.
- e) The declaration of result is based on the Aggregate Percentage of marks obtained as well as on Aggregate or Cumulative Grade Point Average (CGPA) earned.

Eligibility for Admission to the Programme

Candidate for admission to the first year of the UG degree programme shall be required to have passed the higher secondary examination (Academic or Vocational) conducted by the Government of Tamil Nadu in the relevant subjects or other examinations accepted as equivalent thereto by the Syndicate of the University of Madras, subject to such other conditions as may be prescribed there for.

Duration of the Programmes

The Programme shall extend over a period of three academic years comprising of six semesters with two semesters in one academic year. Examination shall be conducted at the end of every semester for the respective subjects. Each semester has 90 working days consisting of 3 session per working day.

QUESTION PAPER PATTERN

The following question paper patterns shall be followed for CBCS pattern syllabi for the candidates admitted from the academic year 2011-12 wherever applicable otherwise provided in syllabi itself. The General Awareness paper and online tests have multiple choice questions (with four options) to be evaluated by using LMS.

I. Cycle Test Maximum 25 Marks – wherever applicable

Section A: Answer any 2 out of 3 Questions. [$2 \times 2.5 = 5$];

Section B: Answer any 2 out of 3 Questions. [$2 \times 5 = 10$];

Section C: Essay-type questions of either / or type, [$1 \times 10 = 10$];

II. Model Test / Cycle Test Maximum 50 Marks – Communicative English

Section A: Answer all 2 Questions. [$1 \times 15 = 15 + 1 \times 5 = 5$]; Total 20 Marks

Section B: Question No. 3 is compulsory. [$1 \times 5 = 5$];

Question No. 4 Either / or type, [$1 \times 5 = 5$]; Total 10 Marks

Section C: Question No. 5 is compulsory (Answer Any Four out of Six). [$4 \times 5 = 20$];

III. Model Test / Cycle Test Maximum 50 Marks – Professional English

Section A: Listening is compulsory. 3 Passages need to be answered [$3 \times 5 = 15$];

Section B: Speaking is compulsory 3 Questions [$3 \times 5 = 15$];

Section C: Reading is compulsory 2 Passages need to be answered [$2 \times 5 = 10$];

Section D: Writing is compulsory 2 Questions need to be answered [$2 \times 5 = 10$];

IV. Model Test / Cycle Test Maximum 75 Marks – Other Subjects

Section A: Answer any 10 out of 12 Questions. [$10 \times 2 = 20$];

Section B: Answer any 5 out of 7 Questions. [$5 \times 5 = 25$];

Section C: Essay-type questions Answer any 3 out of 5 Questions. [$3 \times 10 = 30$]

Syllabus

The portions for the Tests will be informed in advance. The syllabus for various programmes is clearly demarcated into five viable units in each course.

Course I : BA English

Course Component	Name of the Course	Hours / Week	Credits	CIA	University Examination	TOTAL
YEAR : 1			SEMESTER : 1			
PART - I	Language Paper I	4 Hrs	3	25	75	100
PART - II	English Paper I	4 Hrs	3	25	75	100
PART - III	British Lit.- Paper I	6 Hrs	4	25	75	100
	:Shakespeare	6 Hrs	4	25	75	100
	Background to English Literature – Paper I	6 Hrs	5	25	75	100
PART - IV	Basic Tamil / Adv. Tamil / NME	2 Hrs	2	25	75	100
	Soft Skill - 1	2 Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 1			SEMESTER : 2			
PART - I	Language Paper II	4 Hrs	3	25	75	100
PART - II	English Paper II	4 Hrs	3	25	75	100
PART - III	:British Lit.- Paper II	6 Hrs	4	25	75	100
	:Indian Writing in English	6 Hrs	4	25	75	100
	Background to English Literature – Paper II	6 Hrs	5	25	75	100
PART - IV	Basic Tamil / Adv. Tamil / NME	2 Hrs	2	25	75	100
	Soft Skill - 2	2 Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 2			SEMESTER : 3			
PART - I	Language Paper III	4 Hrs	3	25	75	100
PART - II	English Paper III	6Hrs	3	25	75	100
PART - III	British Lit.- Paper III	5Hrs	4	25	75	100
	Aspects of English Lang. Paper I	5Hrs	4	25	75	100
	Background to English Literature – Paper III	6Hrs	5	25	75	100
PART - IV	Environmental Studies	2 Hrs	Exam will be held in Fourth Semester			
	Soft Skill - 3	2Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 2			SEMESTER : 4			
PART - I	Language Paper IV	4 Hrs	3	25	75	100
PART - II	English Paper IV	6 Hrs	3	25	75	100
PART - III	American Literature -Paper I	5 Hrs	4	25	75	100

	Aspects of English Language – Paper II	5 Hrs	4	25	75	100
	Background to European and American Literature	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	2 Hrs	2	25	75	100
	Soft Skill - 2	2 Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 3			SEMESTER : 5			
PART - III	American Literature -Paper II	6 Hrs	4	25	75	100
	World Classics in Translation	5 Hrs	4	25	75	100
	Aspects of English Language – Paper III	6 Hrs	4	25	75	100
	Introduction to Literary Theory and Criticism	6 Hrs	4	25	75	100
	Introduction to Journalism (or) English Language Teaching (or) Writing Skills for the New Media	5 Hrs	5	25	75	100
PART - V	Value Education	2 Hrs	2	25	75	100
SEMESTER-WISE CREDITS TOTAL			23			
YEAR : 3			SEMESTER : 6			
PART - III	Postcolonial Literatures in English	6 Hrs	4	25	75	100
	Contemporary Literature	6 Hrs	4	25	75	100
	Indian Lit. in English	6 Hrs	4	25	75	100
	Creative Writing (or) Women's Writing (or) Lit. from the Margin	6 Hrs	5	25	75	100
	Green Studies (or) Intro.to Translation Studies (or) Film and Literature	6 Hrs	5	25	75	100
PART - V	Extension Activities		1			
SEMESTER-WISE CREDITS TOTAL			23 (TOTAL CREDITS: 142)			

Note: Internship and Project during the II and III Year is encouraged.

Course II : B.Com. (General)

Course Component	Name of the Course	Hours / Week	Credits	CIA	University Examination	TOTAL
YEAR : 1			SEMESTER : 1			
PART - I	Language Paper I	4 Hrs	3	25	75	100
PART - II	English Paper I	4 Hrs	3	25	75	100
PART - III	Financial Accounting	6 Hrs	4	25	75	100
	Business Communication	6 Hrs	4	25	75	100
	Business Economics	6 Hrs	5	25	75	100
PART - IV	Basic Tamil / Adv. Tamil / NME I	2 Hrs	2	25	75	100
	Soft Skill - 1	2 Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 1			SEMESTER : 2			
PART - I	Language Paper II	4 Hrs	3	25	75	100
PART - II	English Paper II	4 Hrs	3	25	75	100
PART - III	Advanced Financial A/c	6 Hrs	4	25	75	100
	Principles of Management	6 Hrs	4	25	75	100
	Indian Economy	6 Hrs	5	25	75	100
PART - IV	Basic Tamil / Adv. Tamil / NME II	2 Hrs	2	25	75	100
	Soft Skill - 2	2 Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 2			SEMESTER : 3			
PART - III	Corporate Accounting	6 Hrs	4	25	75	100
	Business Laws	5 Hrs	4	25	75	100
	Banking Theory Law and Practice	5 Hrs	4	25	75	100
	Marketing	5 Hrs	4	25	75	100
	Business Statistics (OR) Rural Economics.	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	1 Hrs	Exam will be held in Fourth Semester			
	Soft Skill - 3	2 Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 2			SEMESTER : 4			
PART - III	Advanced Corporate Accounting	6 Hrs	4	25	75	100
	Company Law	5 Hrs	4	25	75	100
	Financial Services	5 Hrs	4	25	75	100

	Indirect Taxation.	5 Hrs	4	25	75	100
	Elements of Operations Research (OR) International Economic	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	1 Hrs	2	25	75	100
	Soft Skill - 2	2 Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 3			SEMESTER : 5			
PART - III	Elements of Cost Accounting	6 Hrs	4	25	75	100
	Practical Auditing	6 Hrs	4	25	75	100
	Logistics and Supply Chain Management	6 Hrs	4	25	75	100
	Financial Management	5 Hrs	4	25	75	100
	Income Tax Law & Practice – I (OR) Visual Basic Programming	6 Hrs	5	25	75	100
PART - V	Value Education	1 Hrs	2	25	75	100
SEMESTER-WISE CREDITS TOTAL			23			
YEAR : 3			SEMESTER : 6			
PART - III	Advanced Cost Accounting	6 Hrs	4	25	75	100
	Management Accounting	6 Hrs	4	25	75	100
	Entrepreneurial Development	6 Hrs	4	25	75	100
	Income Tax Law & Practice – II (OR) - Visual Basic Practical	6 Hrs	5	25	75	100
	Human Resource Management (OR) - Portfolio Management	6 Hrs	5	25	75	100
PART - V	Extension Activities		1			
SEMESTER-WISE CREDITS TOTAL			23 (TOTAL CREDITS: 142)			

Note: Internship and Project during the II and III Year is encouraged.

Course III: BBA

Course Component	Name of the Course	Hours/ Week	Credits	CIA	University Examination	TOTAL
YEAR : 1			SEMESTER : 1			
PART - I	Language Paper I	4 Hrs	3	25	75	100
PART - II	English Paper I	4 Hrs	3	25	75	100
PART - III	Principles of Management	6 Hrs	4	25	75	100
	Financial Accounting	6 Hrs	4	25	75	100
	Managerial Economics	6 Hrs	5	25	75	100
PART - IV	Basic Tamil/ Adv.Tamil / NME-I	2 Hrs	2	25	75	100
	Soft Skill 1	2 Hrs	3	50	50	100
YEAR : 1			SEMESTER : 2			
PART - I	Language Paper II	4 Hrs	3	25	75	100
PART - II	English Paper II	4 Hrs	3	25	75	100
PART - III	Business Communication	6 Hrs	4	25	75	100
	Management Accounting	6 Hrs	4	25	75	100
	International Trade	6 Hrs	5	25	75	100
PART - IV	Basic Tamil/ Adv.Tamil / NME-II	2 Hrs	2	25	75	100
	Soft Skill 2	2 Hrs	3	50	50	100
YEAR : 2			SEMESTER : 3			
PART - III	Financial Management	5 Hrs	4	25	75	100
	Organisational Behaviour	5 Hrs	4	25	75	100
	Computer Application in Business	5 Hrs	4	25	75	100
	Marketing Management	5 Hrs	4	25	75	100
	Business Statistics	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	2 Hrs	Exam will be held in Fourth Semester			
	Soft Skill - 3	2 Hrs	3	50	50	100
YEAR : 2			SEMESTER : 4			
PART - III	Human Resource Management	5 Hrs	4	25	75	100
	Business Regulatory Frame Work	5 Hrs	4	25	75	100
	Financial Services	5 Hrs	4	25	75	100
	Management Information system	5 Hrs	4	25	75	100
	Operation Research	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	2 Hrs	2	25	75	100
	Soft Skill - 2	2 Hrs	3	50	50	100

YEAR : 3			SEMESTER : 5			
PART - III	Advertising Management and Sales Promotion	5 Hrs	4	25	75	100
	Research Methodology	6 Hrs	4	25	75	100
	Operations Management	6 Hrs	4	25	75	100
	Materials Management	6 Hrs	4	25	75	100
	Entrepreneurial Development (OR) Logistics and Supply Chain Management	5 Hrs	5	25	75	100
PART - V	Value Education	2 Hrs	1	25	75	100
<i>The syllabus of the said courses as same as B.Com Degree programs.</i>						
YEAR : 3			SEMESTER : 6			
PART - III	Business Environment	6 Hrs	4	25	75	100
	Service Marketing	6 Hrs	4	25	75	100
	Business Taxation	6 Hrs	4	25	75	100
	Customer Relationship Management Or E-Business	6 Hrs	5	25	75	100
	Project work (Group)	6 Hrs	5	25	75	100
PART - V	Value Education		1	25	75	100

Note: Internship and Project during the II and III Year is encouraged.

Course IV: B.Sc. (Computer Science)

Course Component	Name of the Course	Hours/ Week	Credits	CIA	University Examination	TOTAL
YEAR : 1			SEMESTER : 1			
PART - I	Language Paper I	4 Hrs	3	25	75	100
PART - II	English Paper I	4 Hrs	3	25	75	100
PART - III	Problem Solving using Python	6 Hrs	4	25	75	100
	Core Practical-I - Problem Solving using Python Lab	6 Hrs	3	25	75	100
	Allied I: Mathematics-I	6 Hrs	5	25	75	100
PART - IV	Basic Tamil/Advanced Tamil/NME I	2 Hrs	2	25	75	100
	Soft Skill - 1	2 Hrs	3	50	50	100
YEAR : 1			SEMESTER : 2			
PART - I	Language Paper II	4 Hrs	3	25	75	100
PART - II	English Paper II	4 Hrs	3	25	75	100
PART - III	Computer Organization	6 Hrs	4	25	75	100
	Core Practical-II - Computer Organization Lab	6 Hrs	3	25	75	100
	Allied II: Mathematics II	6 Hrs	5	25	75	100
PART - IV	Basic Tamil/Adv.Tamil/NME II	2 Hrs	2	25	75	100
	Soft Skill - 2	2 Hrs	3	50	50	100
YEAR : 2			SEMESTER : 3			
PART - I	Language Paper III	4 Hrs	3	25	75	100
PART - II	English Paper III	4 Hrs	3	25	75	100
PART - III	CSC05 - Java and Data Structures	6 Hrs	4	25	75	100
	CSC06 - Core Practical-III - Data Structures using Java Lab	6 Hrs	3	25	75	100
	Allied III: Physics I / Statistics I	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	2 Hrs	Exam will be held in Fourth Sem.			
	Soft Skill - 1	2 Hrs	3	50	50	100
YEAR : 2			SEMESTER : 4			
PART - I	Language Paper IV	4 Hrs	3	25	75	100
PART - II	English Paper IV	4 Hrs	3	25	75	100
PART - III	Web Technology	6 Hrs	4	25	75	100

	Core Practical-IV - Web Technology Lab	6 Hrs	3	25	75	100
	Allied IV: Physics II / Statistics II	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	2 Hrs	2	25	75	100
	Soft Skill - 2	2 Hrs	3	50	50	100
YEAR : 3			SEMESTER : 5			
PART - IIII	Computer Network	5 Hrs	4	25	75	100
	Operating System	5 Hrs	5	25	75	100
	Relational Database Management System	5 Hrs	4	25	75	100
	Core Practical-V - Operating System Lab	4 Hrs	3	40	60	100
	Core Practical-VI - PL/SQL Lab	4 Hrs	3	40	60	100
	Elective I-Choose any one	5 Hrs	5	25	75	100
PART - V	Value Education	2 Hrs	2	25	75	100
YEAR : 3			SEMESTER : 6			
PART - IIII	Software Engineering	4 Hrs	4	25	75	100
	Introduction to Data Science	5 Hrs	5	25	75	100
	Introduction to Cloud Computing	5 Hrs	4	25	75	100
	Core Practical-VII - CASE Tools & Testing tools Lab	4 Hrs	3	40	60	100
	Core Practical-VIII - Mini Project	5 Hrs	5	40	60	100
	Elective III-Choose any one	5 Hrs	5	25	75	100
PART - V	Extension Activities		1			

Note: Internship and Project during the II and III Year is encouraged.

Course V: B.Sc. Visual Communication

Course Component	Name of the Course	Hours/Week	Credits	CIA	University Examination	TOTAL
YEAR : 1			SEMESTER : 1			
PART - I	Language Paper I	4 Hrs	3	25	75	100
PART - II	English Paper I	3 Hrs	3	25	75	100
PART - III	Introduction to Visual Communication	6 Hrs	4	25	75	100
	Drawing – I (Practical)	6 Hrs	4	25	75	100
	Graphic Design –I (Practical)	5 Hrs	5	25	75	100
PART - IV	Basic Tamil/ Adv.Tamil/NME-I	2 Hrs	2	25	75	100
	Soft Skill - 1	4 Hrs	4	50	50	100
YEAR : 1			SEMESTER : 2			
PART - I	Language Paper II	4 Hrs	3	25	75	100
PART - II	English Paper II	4 Hrs	3	25	75	100
PART - III	Communication Skills	6 Hrs	4	25	75	100
	Drawing – II (Practical)	6 Hrs	4	25	75	100
	Graphic Design – II	6 Hrs	5	25	75	100
PART - IV	Basic Tamil/ Adv.Tamil/NME-I	2 Hrs	2	25	75	100
	Soft Skill - 2	2Hrs	3	50	50	100
YEAR : 2			SEMESTER : 3			
PART - I	Language Paper III	6 Hrs	3	25	75	100
PART - II	English Paper III	4 Hrs	3	25	75	100
PART - III	Advertising and Publication D	5 Hrs	4	25	75	100
	Communication Aesthetics	5 Hrs	4	25	75	100
	Computer Graphics [Practical]	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	2 Hrs	Exam will be held in Fourth Semester			
	Soft Skill - 1	2 Hrs	3	50	50	100
Course V: B.Sc. Visual Communication						
YEAR : 2			SEMESTER : 4			
PART - I	Language Paper IV	6 Hrs	3	25	75	100
PART - II	English Paper IV	4 Hrs	3	25	75	100
PART - III	Film Studies	5 Hrs	4	25	75	100

	Basic Photography	5 Hrs	4	25	75	100
	Practical Photography	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	2 Hrs	3	25	75	100
	Soft Skill - 2	2 Hrs	2	50	50	100
YEAR : 3			SEMESTER : 5			
PART - III	Communication Culture and Society	6 Hrs	4	25	75	100
	Television Production	6 Hrs	4	25	75	100
	Web Publishing [Practical]	6 Hrs	4	25	75	100
	Advertising Photography [Practical]	6 Hrs	4	25	75	100
	Audio and Video Editing Practical*	6 Hrs	5	25	75	100
PART - V	Value Education	2 Hrs	2	25	75	100
YEAR : 3			SEMESTER : 6			
PART - III	Visual Culture of India and Tamilnadu	6 Hrs	4	25	75	100
	TV Production Practice [Practical]	6 Hrs	4	25	75	100
	3-D Animation [Practical]	6 Hrs	4	25	75	100
	Project (Media Internship)	6 Hrs	10	25	75	100
PART - V	Extension Activities		1	25	75	100

Given the special nature of the Visual Communication course, Project is compulsory. Project will be done in three phases as detailed in the syllabus.

Note: Internship and Project during the II and III Year is encouraged.

Course VI : B.Com. (Accounting and Finance)

Course Component	Name of the Course	Hours / Week	Credits	CIA	University Examination	TOTAL
YEAR : 1			SEMESTER : 1			
PART - I	Language Paper I	6 Hrs	3	25	75	100
PART - II	English Paper I	4 Hrs	3	25	75	100
PART - III	Financial Accounting	6 Hrs	4	25	75	100
	Financial Planning & Performance	6 Hrs	4	25	75	100
	Business Economics	6 Hrs	5	25	75	100
PART - IV	Basic Tamil / Adv. Tamil / NME I	2 Hrs	2	25	75	100
	Soft Skill - 1	2 Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 1			SEMESTER : 2			
PART - I	Language Paper II	4 Hrs	3	25	75	100
PART - II	English Paper II	4 Hrs	3	25	75	100
PART - III	Advanced Financial A/c	6 Hrs	4	25	75	100
	Principle of Management	6 Hrs	4	25	75	100
	Financial Analytics and Control	6 Hrs	5	25	75	100
PART - IV	Basic Tamil / Adv. Tamil / NME II	2 Hrs	2	25	75	100
	Soft Skill - 2	2 Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 2			SEMESTER : 3			
PART - III	Corporate Accounting	6 Hrs	4	25	75	100
	Financial Reporting	5 Hrs	4	25	75	100
	Banking Theory Law and Practice	5 Hrs	4	25	75	100
	Marketing	5 Hrs	4	25	75	100
	Business Statistics	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	1 Hrs	Exam will be held in Fourth Semester			
	Soft Skill - 3	2 Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 2			SEMESTER : 4			
PART - III	Advanced Corporate Accounting	6 Hrs	4	25	75	100
	Corporate & Business Law	5 Hrs	4	25	75	100

	Working Capital Management	5 Hrs	4	25	75	100
	Indirect Taxation.	5 Hrs	4	25	75	100
	Elements of Operations Research	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	1 Hrs	2	25	75	100
	Soft Skill - 2	2 Hrs	3	50	50	100
SEMESTER-WISE CREDITS TOTAL			24			
YEAR : 3			SEMESTER : 5			
PART - III	Elements of Cost Accounting	6 Hrs	4	25	75	100
	Practical Auditing	6 Hrs	4	25	75	100
	Income tax law & Practice – I	6 Hrs	4	25	75	100
	Financial Management	5 Hrs	4	25	75	100
	Portfolio Management	6 Hrs	5	25	75	100
PART - V	Value Eduction	1 Hrs	2	25	75	100
SEMESTER-WISE CREDITS TOTAL			23			
YEAR : 3			SEMESTER : 6			
PART - III	Advanced Cost Accounting	6 Hrs	4	25	75	100
	Management Accounting	6 Hrs	4	25	75	100
	Entrepreneurial Development	6 Hrs	4	25	75	100
	Income Tax Law & Practice – II	6 Hrs	5	25	75	100
	Capital Market	6 Hrs	5	25	75	100
PART - V	Extension Activities		1			
SEMESTER-WISE CREDITS TOTAL			23 (TOTAL CREDITS: 142)			

Note: Internship and Project during the II and III Year is encouraged.

Course VII: B.C.A.

Course Component	Name of the Course	Hours/Week	Credits	CIA	University Examination	TOTAL
YEAR : 1			SEMESTER : 1			
PART - I	Language Paper I	4 Hrs	3	25	75	100
PART - II	English Paper I	4 Hrs	3	25	75	100
PART - III	Problem Solving using Python	6 Hrs	4	25	75	100
	Core Practical-I - Problem Solving using Python Lab	6 Hrs	3	25	75	100
	Allied I: Mathematics-I	6 Hrs	5	25	75	100
PART - IV	Basic Tamil/Advanced Tamil/NME I	2 Hrs	2	25	75	100
	Soft Skill - 1	2 Hrs	3	50	50	100
YEAR : 1			SEMESTER : 2			
PART - I	Language Paper II	4 Hrs	3	25	75	100
PART - II	English Paper II	4 Hrs	3	25	75	100
PART - III	Object Oriented Programming Concepts using C ++	6 Hrs	4	25	75	100
	Core Practical-II - C++ programming Lab	5 Hrs	3	25	75	100
	Allied II: Mathematics II	6 Hrs	5	25	75	100
PART - IV	Basic Tamil/Adv.Tamil/NME II	-	2	25	75	100
	Soft Skill - 2	2 Hrs	3	50	50	100
YEAR : 2			SEMESTER : 3			
PART - III	Data Structures	6 Hrs	3	25	75	100
	Java programming	6 Hrs	3	25	75	100
	Computer Organization	6 Hrs	4	25	75	100
	CSC06 - Core Practical-III - Data Structures using Java Lab	6 Hrs	3	25	75	100
	Financial Accounting	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	2 Hrs	Exam will be held in Fourth Sem.			
	Soft Skill - 1	2 Hrs	3	50	50	100
YEAR : 2			SEMESTER : 4			
PART - III	Computer Network	6 Hrs	3	25	75	100
	Open Source Technologies	6 Hrs	3	25	75	100
	E-Commerce Technologies	6 Hrs	4	25	75	100
	Core Practical-IV - Open Source Technologies Lab	6 Hrs	3	25	75	100

	Cost and Management Accounting	6 Hrs	5	25	75	100
PART - IV	Environmental Studies	2 Hrs	2	25	75	100
	Soft Skill - 2	2 Hrs	3	50	50	100
YEAR : 3			SEMESTER : 5			
PART - III	Software Engineering	6 Hrs	4	25	75	100
	Operating System	6 Hrs	4	25	75	100
	Relational Database Management System	6 Hrs	4	25	75	100
	Core Practical-V - Operating System Lab	3 Hrs	3	40	60	100
	Core Practical-VI - PL/SQL Lab	3 Hrs	2	40	60	100
	Elective I-Choose any one	5 Hrs	5	25	75	100
PART - V	Value Education	2 Hrs	2	25	75	100
YEAR : 3			SEMESTER : 6			
PART - III	Web Design and Development	6 Hrs	4	25	75	100
	Data Mining	6 Hrs	4	25	75	100
	Mobile Application Development	6 Hrs	4	25	75	100
	Core Practical-VII - CASE Tools & Testing tools Lab	3 Hrs	3	40	60	100
	Core Practical-VIII - Mini Project	-	5	40	60	100
	Elective III-Choose any one	5 Hrs	5	25	75	100
PART - V	Extension Activities		1			

Note: Internship and Project during the II and III Year is encouraged.

ACADEMIC CALENDER

MAY - 2021

DATE	DAY	Particulars	Total No working days	Day Order
1.	Saturday	May Day		
2.	Sunday			
3.				
4.				
5.				
6.				
7.				
8.				
9.	Sunday			
10.				
11.				
12.				
13.				
14.	Friday	Ramzan		
15.				
16.	Sunday			
17.				
18.				
19.				
20.				
21.				
22.				
23.	Sunday			
24.				
25.				
26.				
27.				
28.				
29.				
30.	Sunday			
31.				

JUNE - 2021

DATE	DAY	Particulars	Total No working days	Day Order
1.				
2.				
3.				
4.				
5.				
6.	Sunday			
7.				
8.				
9.				
10.				
11.				
12.				
13.	Sunday			
14.				
15.				
16.				
17.				
18.				
19.				
20.	Sunday			
21.				
22.				
23.				
24.				
25.				
26.				
27.	Sunday			
28.				
29.				
30.				

JULY - 2021

DATE	DAY	Particulars	Total No working days	Day Order
1.				
2.				
3.				
4.	Sunday			
5.				
6.				
7.				
8.				
9.				
10.				
11.	Sunday			
12.				
13.				
14.				
15.				
16.				
17.				
18.	Sunday			
19.				
20.				
21.		Bakrid		
22.				
23.				
24.				
25.	Sunday			
26.				
27.				
28.				
29.				
30.				
31.				

AUGUST - 2021

DATE	DAY	Particulars	Total No working days	Day Order
1.	Sunday			
2.				
3.				
4.				
5.				
6.				
7.				
8.	Sunday			
9.				
10.				
11.				
12.				
13.				
14.				
15.	Sunday	Independence Day		
16.				
17.				
18.				
19.				
20.	Friday	Muharam		
21.				
22.	Sunday			
23.				
24.				
25.				
26.				
27.				
28.				
29.	Sunday			
30.	Monday	Krishna Jayanthi		
31.				

SEPTEMBER – 2021

DATE	DAY	Particulars	Total No working days	Day Order
1.				
2.				
3.				
4.				
5.	Sunday			
6.				
7.				
8.				
9.				
10.	Friday	Vinayagar Chathurthi		
11.				
12.	Sunday			
13.				
14.				
15.				
16.				
17.				
18.				
19.	Sunday			
20.				
21.				
22.				
23.				
24.				
25.				
26.	Sunday			
27.				
28.				
29.				
30.				
31.				

OCTOBER - 2021

DATE	DAY	Particulars	Total No working days	Day Order
1.				
2.	Saturday	Gandhi Jayanthi		
3.	Sunday			
4.				
5.				
6.				
7.				
8.				
9.				
10.	Sunday			
11.				
12.				
13.				
14.	Thursday	Ayutha Pooja		
15.	Friday	Vijaya Dasami		
16.	Saturday			
17.	Sunday			
18.				
19.	Tuesday	Milad-Un-Nabi		
20.				
21.				
22.				
23.				
24.	Sunday			
25.				
26.				
27.				
28.				
29.	Friday			
30.				
31.	Sunday			

NOVEMBER – 2021

DATE	DAY	Particulars	Total No working days	Day Order
1.				
2.				
3.				
4.	Thursday	Deepavali		
5.				
6.				
7.	Sunday			
8.				
9.				
10.				
11.				
12.				
13.				
14.	Sunday			
15.				
16.				
17.				
18.				
19.				
20.				
21.	Sunday			
22.				
23.				
24.				
25.				
26.				
27.				
28.	Sunday			
29.				
30.				

DECEMBER – 2021

DATE	DAY	Particulars	Total No working days	Day Order
1.				
2.				
3.				
4.				
5.	Sunday			
6.				
7.				
8.				
9.				
10.				
11.				
12.	Sunday			
13.				
14.				
15.				
16.				
17.				
18.				
19.	Sunday			
20.				
21.				
22.				
23.				
24.				
25.	Saturday	Christmas		
26.	Sunday			
27.				
28.				
29.				
30.				
31.				

JANUARY - 2022

DATE	DAY	Particulars	Total No working days	Day Order
1.	Saturday	New Year's Day		
2.	Sunday			
3.				
4.				
5.				
6.				
7.				
8.				
9.	Sunday			
10.				
11.				
12.				
13.	Thursday			
14.	Friday	Pongal Festival		
15.	Saturday	Thiruvalluvar Day		
16.	Sunday	Uzhavar Thirunal		
17.				
18.				
19.				
20.				
21.				
22.				
23.	Sunday			
24.				
25.				
26.	Wednesday	Republic Day		
27.				
28.				
29.				
30.	Sunday			
31.				

FEBRUARY - 2022

DATE	DAY	Particulars	Total No working days	Day Order
1.				
2.				
3.				
4.				
5.				
6.	Sunday			
7.				
8.				
9.				
10.				
11.				
12.				
13.	Sunday			
14.				
15.				
16.				
17.				
18.				
19.				
20.	Sunday			
21.				
22.				
23.				
24.				
25.				
26.				
27.	Sunday			
28.				

MARCH - 2022

DATE	DAY	Particulars	Total No working days	Day Order
1.				
2.				
3.				
4.				
5.				
6.	Sunday			
7.				
8.				
9.				
10.				
11.				
12.				
13.	Sunday			
14.				
15.				
16.				
17.				
18.				
19.				
20.	Sunday			
21.				
22.				
23.				
24.				
25.				
26.				
27.	Sunday			
28.				
29.				
30.				
31.				

APRIL - 2022

DATE	DAY	Particulars	Total No working days	Day Order
1.				
2.		Telugu New Year's Day		
3.	Sunday			
4.				
5.				
6.				
7.				
8.				
9.				
10.	Sunday			
11.				
12.				
13.				
14.	Thursday	Tamil New Year's Day, Mahavir Jayanthi and Dr. B.R. Ambedkar's Birthday		
15.	Friday	Good Friday		
16.				
17.	Sunday			
18.				
19.				
20.				
21.				
22.				
23.				
24.	Sunday			
25.				
26.				
27.				
28.				
29.				
30.				

#####