



# VET Institute of Arts and Science (Co-education) College

An Institution run by Vellalar Educational Trust  
Affiliated to Bharathiar University  
Thindal, Erode, TN - 638 012.

**Hand Book**  
Academic year 2024-25



# VET Institute of Arts and Science

(Co-education) College  
(Affiliated to Bharathiar University)  
(An Institution run by Vellalar Educational Trust) Thindal, Erode – 638 012



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## PERSONAL MEMORANDUM

Name : \_\_\_\_\_

Roll No. : \_\_\_\_\_

Class : \_\_\_\_\_

Department : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Blood Group : \_\_\_\_\_

Height : \_\_\_\_\_ cm      Weight : \_\_\_\_\_ kg

Permanent Address  
for Communication : \_\_\_\_\_  
\_\_\_\_\_

Address for  
Communication : \_\_\_\_\_  
\_\_\_\_\_

Pincode : \_\_\_\_\_ Aadhaar No. \_\_\_\_\_

Mobile No. : \_\_\_\_\_ Res.Ph. No.: \_\_\_\_\_

Father's Mobile No. : \_\_\_\_\_ Mother's Mobile No.: \_\_\_\_\_

Official E-mail Id : \_\_\_\_\_

Personal E-mail Id : \_\_\_\_\_

Family Doctor Name : \_\_\_\_\_ Phone No.: \_\_\_\_\_

Medical Concern : \_\_\_\_\_

Other details : \_\_\_\_\_

In case of emergency,  
please report to: \_\_\_\_\_

## **NATIONAL ANTHEM**

Jana-gana-mana-adhinayakajaya he Bharata-bhagya-vidhata  
Punjaba-Sindhu-Gujarata-Maratha Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga uchchala-jaladhi-taranga  
Tavashubha name jage, tavashubhaasisa mage, gahetavajaya-gatha.  
Jana-gana-mangala-dayakajaya he Bharata-bhagya-vidhata.  
Jaya he, Jaya he, Jaya he, jayajayajaya, jaya he.

## **INDIAN PLEDGE**

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

## **COLLEGE OATH**

I solemnly affirm in the name of God, that,  
I shall, during and at the end of the course,  
metamorphose into a mature professional and  
merge with the professional management fraternity all over the world.  
I shall earnestly strive to develop a professional discipline.  
I hereby state that, I have read and understood the code of conduct and  
I promise to abide by the rules and regulations of this institution and safeguard  
the motto  
**“Educate, Empower, Elevate,”**

## COLLEGE COMMITTEE

**1. Thiru. Jayakumar C**

President - Management Chairman

**2. Thiru. Chandrasekar S D**

Secretary - Management Member

**3. Thiru. Arun P K P**

Treasurer - Management Member

**4. Dr. Gnana Senthil Kumar D**

Syndicate Member, BU - University Nominee

**5. Mr. Velumani C**

NGO- Member

**6. Dr. Nallaswamy V P**

Principal

**7. Dr. Logesh Kumar S**

Administrative Officer

## **VELLALAR EDUCATIONAL TRUST**

Founded in 1969, the Vellalar Educational Trust (VET) was established with the noble objective of empowering young women from rural and marginalized backgrounds, nurturing their leadership abilities through education. Over the years, VET has evolved into a prominent educational institution, illuminating the path for countless aspiring minds. With unwavering growth, VET encompasses a family of ten institutions, catering to the educational needs of 22,000 students across various academic levels, ranging from schools to higher education and research. These institutions offer programs in diverse fields such as Arts, Commerce, Education, Engineering, Management, Nursing, Pharmacy and Sciences, while instilling values that foster social harmony and development in our society.

## **ABOUT THE COLLEGE**

VET Institute of Arts and Science (Co-education) College, the newest addition to the Vellalar Educational Trust family, cultivates an intellectual community dedicated to student learning, faculty research and creative endeavors, while serving the broader community. At VETIAS, our focus lies in fostering collaborative learning, nurturing individual intellectual growth and promoting respect for diverse perspectives. We strive to prepare our students to become critical thinkers, effective communicators and ethical leaders with a truly global outlook. By emphasizing the connection between classroom knowledge and real- world impact, we instill in our students the understanding that their actions can make a difference in an ever-evolving and challenging world. Our educational fabric is interwoven with knowledge, understanding and intellectual courage, empowering our graduates to lead purposeful lives.

**College Working Days : Monday – Saturday**

**Timings:09.00 A.M. - 04.15 P.M.**

### **VISION**

We envision a distinguished institution in education, research and a home to an intellectual community with strong social commitments, providing seamless learning environment balanced with challenge and support, comfort and flexibility and contemporary culture and tradition, eliciting pride and belonging from its stakeholders.

### **MISSION**

- ✓ To identify opportunities, make connections and maximise resources in order to promote progress, inspire collaboration and synergy and maximise efficacy of all members of the campus community.
- ✓ To offer broad and balanced academic programmes that are mutually reinforcing and emphasise high quality and creative instruction at the undergraduate, postgraduate and professional levels.
- ✓ To be an employer of choice for faculty who are passionate about transforming the practice of teaching.
- ✓ To embody through its policies and programmes, respect for and commitment to, the ideals of open and democratic society.
- ✓ To create leaders who imagine, innovate and inspire the world.

## VALUES

- ✍ Social justice
- ✍ Excellence
- ✍ Integrity
- ✍ Transparency
- ✍ Collaboration
- ✍ Innovation

## COURSES OFFERED

### School of Business

- ★ B. B. A.
- ★ B. B. A. with Business Analytics\*
- ★ M.B.A

### School of Commerce

- ★ B. Com.
- ★ B. Com. Computer Applications
- ★ B. Com. Professional Accounting
- ★ B. Com. Accounting & Finance
- ★ B. Com with Business Intelligence\*
- ★ M.Com

### School of Computer Science

- ★ B. Sc. Computer Science
- ★ B. Sc. Computer Science & Applications
- ★ B. Sc. Computer Science (Artificial Intelligence and Data Science)
- ★ B. Sc. Information Technology
- ★ B. Sc. Computer Science with Artificial Intelligence
- ★ M. Sc. Computer Science

### School of Fashion

- ★ B.Sc. Costume Design and Fashion
- ★ M.Sc. Costume Design and Fashion

### School of Literature

- ★ B. A. English Literature

### School of Social Science

- ★ B. A. Sociology

***\*Certificate Courses offered by IBM***

## MEMBERS OF FACULTY AND STAFF

### Principal

Sl.No.	Name	Designation	Mobile No.	Email ID
1.	Dr. Nallaswamy V P	Principal	9976106597	principal@vetias.ac.in

### Administrative Officer

Sl.No.	Name	Designation	Mobile No.	Email ID
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### Department of Tamil

Sl.No.	Name	Designation	Mobile No.	Email ID
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### Department of English

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### Department of Commerce

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### Department of Computer Science

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### Department of Artificial Intelligence & Data Science / Information Technology

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### Department of Costume Design and Fashion

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### Department of Mathematics

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### Department of Physical Education

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### Knowledge Resource Centre

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2.	Mr. Mahesh R	Asst.Librarian	9865251515	maheshrlib@vetias.ac..in

### Training and Placement Cell

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9.	Ms. Pooja M	Receptionist	7806999947	receptionist@vetias.ac.in

### Admission Councillor

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### Public Relations Officer

Sl.No.	Name	Designation	Mobile No.	Email ID
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### System Administrator

Sl.No.	Name	Designation	Mobile No.	Email ID
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### Driver & House Keeping

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## CO-ORDINATORS

**Union Association** : Dr. Selvanayaki K  
Dr. Yasir Ashraf

### Department Associations

U V Swaminatha Iyer Tamil Mandram : Dr. Suresh C R  
LITERATI(English) : Dr. Geetha D  
SALS (Sociology) : Mr. Kasidharan T  
DRAVYA(Commerce) : Dr. Nagalakshmi R  
AMEYA (Mathematics) : Dr. Radhika C  
CHETANA (Computer Science) : Dr. Karthika D  
PRAGATI (Business Administration) : Mr. Gokul Pranesh R  
VINTARTSY (Costume Design) : Dr. Rajalakshmi M  
ADVAITA (Commerce CA) : Mr. Guruvendran S  
VARTANA (Commerce PA&AF) : Dr. Santhi L

### Club

#### I Year Clubs

Crafty Creators : Dr. Rajalakshmi M  
Chartered Accountant : Dr. Murali P  
Coding Club : Dr. Karthika D  
Pixel arts club : Dr. Selvanayaki K  
Drama Club/Theatre Arts : Dr. Paramasivam N  
Sketching Sparks Club : Ms. Swedha R  
Fine Arts, Music and Dance : Dr. Sudha L & Mr. Gokul Pranesh R  
Martial Arts : Mr. Guruvendran S  
Personality Development : Dr. Poongulale M P  
Quiz Club : Dr. Ashok.V & Dr. Ramesh Babu M  
NGO Management : Dr. Yasir Ashraf  
Tamil Thiran Valarthal : Dr. Suresh C R

#### II Year Clubs

Agri & Environmental Club : Dr. Maheskumar V K  
Crafty Creators : Dr. Rajalakshmi M  
Coding Club : Dr. Karthika D  
Fine Arts : Dr. Sudha L & Mr. Gokul Panesh R  
First Aid : Dr. Krishnaveni C  
TNPSC : Dr. Vellingiri P  
Pixel Arts : Dr. Selvanayaki K  
Photography : Dr. Santhi L  
Quiz Club : Dr. Ashok.V & Dr. Ramesh Babu M  
Needle craft : Ms. K. Kalaiyarasi  
Innopreneur club : Dr. Balraj K P

### **III Year Clubs**

Fine Arts	:	Dr. Sudha & Mr. Gokul Panesh R
Banking Class	:	Dr. Nagalakshmi R
CAT/MAT	:	Mr. Jagadeesan S
Pixel Arts	:	Dr. Selvanayaki K
Coding Club	:	Dr. Karthika D
Innopreneur club	:	Dr. Balraj K P
Netscape	:	Dr. Tamilselvi R
NISM	:	Dr. Palaniammal S
Literary Club	:	Dr. Manopriya M
Online Commodity Marketing	:	Dr. Arulraj S
Tally Prime with GST	:	Dr. Palaniammal S

### **General Clubs**

YRC & RRC	:	Dr. Dhinesh D
NSS	:	Dr. Murali P & Dr. Mahadevi N
NCC	:	Lt. Dr. Suresh A
Rotaract	:	Mr. Arulananth & Ms. Maivadivu T
Japanese	:	Ms. Gayathri V
German	:	Dr. Kousalya P
Anti-Drug Club	:	Dr. Sathish Kumar C & Dr. Paramasivam N

### **Publications for Media**

Tamil	:	Dr. Dineshwaran M
English	:	Dr. Manopriya M

### **Magazine & Newsletter**

Tamil	:	Dr. Dineshwaran M & Dr. Dhinesh D
English	:	Ms. Gayathri V & Ms. Banumathi P
Hindi	:	Ms. Kushboo
French	:	Ms. Seethalakshmi K

### **Exam Cell Incharge**

: Dr. Radhika C

### **Exam Cell Members**

: Dr. Saseetharan G T  
Ms. Amudhamalar V  
Ms. Jayabrindha D  
Dr. Santhi L  
Mr. Rajkumaran T  
Ms. Renuga S  
Mr. Dhanasekar P

### **Exam Cell Department Coordinators**

: Dr. Mohanasathiya K S  
Mr. Kasidharan T  
Ms Booma M  
Ms. Maivadivu T  
Ms. Sathya K

<b>Resident Directors</b>	:	Dr. Yasir Ashraf
<b>Men's Hostel</b>	:	Ms. Karthiyaani P
<b>Women's Hostel</b>	:	Ms. Banumathi P
<b>Hand Book</b>	:	Dr. Nagalakshmi R
<b>Bank Coaching Classes</b>	:	Dr. Sathishkumar C
<b>TNPSC and UPSC</b>	:	Dr. Arulraj S
<b>IQAC Coordinators</b>	:	Dr. Manopriya M
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		Dr. Tamilselvi R
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		Dr. Umamaheswari S
		Dr. Geetha D
<b>ICT Learning Management System</b>	:	Dr. Rajkumaran T
<b>IBM</b>	:	Dr. Selvanayaki K
<b>Website</b>	:	Dr. Karthika D
		Mr. Panjatcharam V G
		Mr. Arunkumar E
<b>Anti-Ragging Committee</b>	:	Dr. Nallaswamy V P
		Dr. Logesh Kumar S
		Dr. Rajalakshmi M
		Lt.(Dr). Suresh A
		All HoDs
<b>Disciplinary Committee</b>	:	All HoDs
<b>Internal Complaints Committee</b>	:	Dr. Mohanasundari L
		Dr. Palaniammal S
		Dr. Karthika D
		Ms. Jayashree R
		Dr. Arulananth P
		Ms. Banumathi P
		Ms. Saranya D
		Mr. Panjatcharam V G
<b>Women Empowerment Cell</b>	:	Dr. Poongulale M P
		Dr. Nagalakshmi R
		Dr. Mahadevi N
		Ms. Ayana Shajan
		Ms. Agarsana T K
		Ms. Swedha R
		Dr. Divya P

<b>Grievance &amp; Redressal Cell</b>	:	Dr. Rajalakshmi M Dr. Mrinalini S Dr. Krishnaveni C Mr. Jagadeesan S Dr. Sathishkumar C Mr. Jeeva S Mr. Ramesh Babu M Dr. Kousalya P Dr. Mohanasathiya K S Dr. Mythili J
<b>Centre for Entrepreneurial Development</b>	:	Dr. Balraj K P Dr. Kalaivani S Dr. Anantha Kumar S Mr. Chandru M Mr. Gokul Pranesh R
<b>Institutional Patent and Rights</b>	:	Dr. Arulraj S Dr. Sudha L Dr. Amudhanandhini A Ms. Jayabrindha D Dr. Sathiskumar S Ms. Sanjana S C
<b>Career Development Cell</b>	:	Dr. Jaganath R S Dr. Yasir Ashraf Ms. Amudhamalar V Dr. Maheshwari R Dr. Elango S Mr. Poonthamil Prabu S
<b>Alumni Association</b>	:	Dr. Mohanasundari L Dr. Dineshwaran M
<b>Staff Welfare Committee</b>	:	Dr. Mrinalini S Dr. Tamilselvi R Dr. Paramasivam N
<b>Institution Innovation Council</b>	:	Dr. Sathish kumar A S Dr. Arulananth P
<b>Skill Development Program</b>	:	Dr. Manopriya M Ms. Kalaiyarasi K
<b>Swayam Central</b>	:	Dr. Vellingiri P Dr. Prasath S Dr. Umamaheswari S Dr. Maheskumar V K



<b>Naan Mudhalvan</b>	:	Dr. Suresh C R Dr. Prasath S
<b>Club Affairs Head</b>	:	Dr. Radhika C
<b>Club Affairs Coordinators</b>	:	Dr. Rajendran L Ms. Sathya K
<b>ERP</b>	:	Ms. Aarthipriya C Mr. Panneer Selvan P
<b>Time Table</b>	:	Dr. Radhika C
<b>Uniform</b>	:	Ms. Nithya Devi S
<b>ID Cards</b>	:	Mr. Arunkumar E
<b>Transportation</b>	:	Dr. Arivazhagan B Dr. Dhinesh D
<b>Campus Maintenance</b>	:	Ms. Vasavi S

# **RULES AND REGULATIONS**

## **CODE OF CONDUCT AND DISCIPLINE**

- ★ Students representing the college are required to behave in a manner that reflects positively on the institution.
- ★ It is expected of students to engage actively in all college activities and events while adhering to disciplinary guidelines.
- ★ Silence should be maintained during college hours and study hours.
- ★ Students shall not leave the premises of the college during working hours without the permission of the Principal.
- ★ Students shall not organise meetings, entertainments and collect money for any purpose in the college without the permission of the Principal.
- ★ Prior permission from the Principal is required before circulating notices among students or posting them on the notice board.
- ★ Visitors are not allowed during the working hours of the college.
- ★ Day scholars shall not involve in purchasing, posting or lending things etc., for boarding students.
- ★ The college shall not receive any letters or other postal transactions for the day scholars.
- ★ Parents and guardians shall notify the change of address, if any, to the office.
- ★ Students shall not use cameras and other electronic devices inside the college premises. If found guilty, disciplinary action will be taken.
- ★ Students are responsible for the cleanliness of the college campus.
- ★ Students are prohibited from sticking papers, writing on walls, plucking flowers from garden plants, and entering classrooms other than their own.
- ★ A student may be dismissed by the Principal for persistent absence or serious misconduct.
- ★ Students should be attentive in gathering the information, updated through the ERP / college website
- ★ Female students shall wear salwar / half-saree / saree and male students shall wear formal trousers and shirt (half-sleeve/ full- sleeve). T-shirts and jeans are not permitted inside the campus.
- ★ Students' identity card is mandatory inside the campus.
- ★ Students who have lost their ID cards shall make a written request to the office for a duplicate ID card with due charges.
- ★ No student shall leave the class or laboratory without the permission of the Staff in-charge and loiter on the corridors during the college hours.

- ★ Smoking, liquor consumption and other forms of drugs, gambling, ragging, photography without consent is prohibited inside the college premises.
- ★ In case, any criminal case is registered against a student by the law enforcing authorities, he / she should intimate the same within 24 hours to the Principal, failing which he / she is liable for disciplinary action leading to expulsion.
- ★ A student shall be issued conduct certificate only upon fulfilling the above stipulated rules and regulations and as per the recommendation of the Head of the Department.
- ★ Regarding any issues not explicitly outlined previously, students are expected to comport themselves in a manner entirely compatible with the proper functioning of the college.
- ★ The Principal's decision shall be final in matters of punishment of the student for the violation of the college rules.

## **ATTENDANCE AND LEAVE**

All students must adhere strictly to the regulations regarding taking leave as specified below.

- ★ No student shall abstain from the classes without prior permission.
- ★ In case of illness and other unforeseen circumstances, leave shall be applied through the LMS portal.
- ★ A medical certificate shall be produced to the Principal through proper channel in case of leave due to prolonged illness (maximum 15 days).
- ★ Students who absent themselves from the class without any prior permission during any hour of the session shall be considered as absent for that session.
- ★ The attendance certificate which is required for admission to the End Semester Examinations shall be granted, if the student's progress and conduct have been satisfactory and the student has attended the required number of working days in that semester.
- ★ Leave or absence for the practical classes, CIAs and model examinations shall be granted only if recommended by the Tutor concerned.
- ★ Leaving the campus during class hours is only allowed with permission of the Principal.
- ★ The Principal shall take appropriate action in case of violation of leave rules.

## **SHORTAGE OF ATTENDANCE**

- ★ Candidates who have 75% of attendance and above in the current semester are only eligible to write the End Semester Examinations-both arrears and regular subjects.
- ★ Candidates whose attendance percentage is between 65% and 74% (both included) in the current semester are eligible to appear for the examination if the shortage of attendance is condoned by the Principal after the payment of the condonation fee prescribed by the University.(A student can pay condonation fee only once throughout his/her entire course)
- ★ Candidates whose attendance percentage is between 50% and 64% (both included) in the current semester are not eligible to write examinations in the current semester subjects but are permitted to continue their studies in the next semester provided it is the first time that the candidates have earned attendance percentage between 50% and 64% or else the candidates have to discontinue the course and re-join the same semester in the next year with proper approval of the Registrar. However, these candidates are eligible to write the arrears if they have any.
- ★ Candidates whose attendance is below 50% are not eligible to write examinations in the current semester subjects and also have to discontinue the course and re-join the same semester in the next year with proper approval of the Registrar. However, these candidates are eligible to write the arrear subjects, if any.
- ★ Candidates whose attendance percentage is between 50% and 64% in the previous semester and earned combined attendance of 75% or more by taking the average of the attendance earned in the current and the previous semesters are eligible to write arrear subjects along with the current semester subjects.

## **EXAMINATIONS**

### **ATTENDANCE REQUIREMENTS**

A student will be allowed to appear for the End Semester Examinations only if

- ★ He/she has a minimum attendance of 75%.
- ★ He/she must demonstrate satisfactory academic progress by achieving reasonable minimum marks in all the tests and examinations conducted by the college/department throughout the semester.
- ★ His / her conduct in the college during the semester has been satisfactory

### **EVALUATION SYSTEM**

Students are evaluated by the continuous Internal Assessment system and the Semester Examinations conducted by the college at the end of the semester. The marks awarded for internal assessment are calculated based on the student's performance in the examinations, adhering to the regulations set by Bharathiar University. The cumulative marks obtained in both the Internals and the End semester examinations determine the overall score achieved by the student in that particular examination.

## **PASSING MINIMUM**

- ★ The minimum mark required to pass is 40% for UG and 50% for PG in the End Semester Examinations and 40% in the aggregate of CIA + ESE for UG and 50% in the aggregate of CIA+ ESE for PG.

## **TIMINGS**

- ★ Students are required to be present outside the examination hall 15 minutes before the commencement of the examination. Students will only be allowed to enter the hall 10 minutes prior to the commencement of the examination.
- ★ Students who arrive at the examination hall more than 15 minutes after the start of CIA examinations and 30 minutes after the start of End Semester Examinations will be not permitted to write the examination.
- ★ Once the examination begins, it is strictly prohibited for any student to leave the hall before the halfway point for End Semester Examinations and before 30 minutes for CIA examinations.

## **QUESTION PAPERS AND ANSWER BOOKLETS**

- ★ The invigilator is responsible for distributing the question paper and answer booklets to the students. Only the answer booklet provided by the invigilator is permissible for use during the examination. Any answers written on alternative paper will be deemed invalid and not considered for evaluation.
- ★ Each answer booklet contains the details of the student's name, department and register / examination number.
- ★ Students shall not carry the answer sheet(s) outside the examination hall. After the examination, students should submit their answer scripts to the invigilator.

## **IDENTITY CHECK-UP**

- ★ Access to the examination hall will be granted to students only on producing their college-issued identity card.
- ★ If, a student forgets his / her Identity Card or Hall ticket he / she shall submit a letter stating reasons and get it signed by the concerned invigilator / COE / HOD and can get a duplicate copy of the same.

## **BREAKS**

- ★ During examinations, students are not allowed to take breaks for visits to the student lounge or restrooms.
- ★ In the event that a student becomes unwell during the examination and cannot complete it, they must inform the invigilator. The Head of the Department (HoD) will then ensure that appropriate arrangements are made for medical assistance.
- ★ No student shall re-enter the examination hall after leaving unless he / she has been under approved supervision during the full period of their absence.

## **OTHER MATERIALS**

- ★ Students shall bring their own stationery for the examination.
- ★ It is the students' responsibility to ensure the safekeeping of their personal belongings brought on the day of the examination. The college bears no liability for any loss or damage incurred to such belongings.
- ★ Exchange of any stationery thing is strictly not permitted inside the exam hall.
- ★ Calculators with more than one-line display or with alphanumeric display (programmable calculators) shall not be permitted inside the examination hall unless specified in advance. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he / she has the discretion to replace the calculator.

## **CODE OF CONDUCT**

- ★ During the examination, there shall be no communication among the students or between a student and an outsider via any means. This rule applies to students both in the examination hall and on supervised breaks.
- ★ No student shall leave his/her assigned seat without the permission of the invigilator.
- ★ It is the invigilator's discretion to decide if there is enough reason to remove a student from the examination hall owing to any disorderly conduct.

## **MISCELLANEOUS**

- ★ Students with any disabilities or any other medical problems shall be provided with a scribe for the examination only subject to prior permission from the college. All such cases will be dealt as per the academic rules and Bharathiar University norms.

# KNOWLEDGE RESOURCE CENTRE AND DIGITAL LIBRARY

**Working Hours** : 9:00 AM to 5.30 PM on all working days

**Transaction Hours** : 9:30 AM to 5.00 PM on all working days

- \* The library renders service by providing General books, text books, reference books, quality magazines, journals and newspapers.
- \* Every student enrolled in the college is considered a member of the library.
- \* At the library entrance, all individuals, including members, are required to scan their ID cards both upon entering and exiting the premises.
- \* ID card is mustfor all transactions. Books shall not be issued to a holder with another person's ID card.
- \* No personal belongings are permitted inside the library except pencil and paper.
- \* Library books should be handled with utmost care. Marking of any kind or scribbling on pages or folding of any pages is prohibited. Mishandling or damage to the books shall invite penalty.
- \* Students shall examine each book before borrowing and report any damage or missing pages to the Librarian immediately.
- \* Students shall replace or pay for the cost of any book lost by them. If one book of a set is lost or damaged, then the whole set shall be replaced.
- \* Reference books, journals, back volumes, project reports etc, shall not be issued to the members.
- \* With Librarian's permission, laptops may be used inside the Library.
- \* Silence should be maintained inside the library at all times.

## JOURNALS AND MAGAZINES

### *Department of English*

#### **International Journals**

- \* Rock Pebbles (UGC)
- \* Motifs : An International Journal of English Studies

#### **National Journals**

- \* Fortell
- \* IUP Journal of English Studies (Scopus D/B)
- \* Indian Literature Journal
- \* Littcrit

### *Department of Sociology*

#### **International Journals**

- \* South Asian Journal of Socio-Political Studies
- \* Sociological Bulletin Journal
- \* International Journal of Sociological Research
- \* International Review of Modern Sociology
- \* International Journal of Sociology and Humanities

#### **National Journals**

- \* Social Action
- \* Indian Journal Gerontology

#### **National Magazines**

- \* Economic and Political Weekly

## ***Department of Management***

### **National Journals**

- \* IUP Journal of Management Research
- \* IIM Ahmedabad - Vikalpa
- \* IIM Calcutta - Decision
- \* IIM Kozhikode Society and Management Review
- \* Journal of Social and Economic Development
- \* Indian Journal of Management
- \* SMART Journal of Business Management Studies
- \* EP Journal of Entrepreneurship Development
- \* Yojana (Thittam)
- \* Kurukshetra

### **National Journals**

- \* Indian Journal of Finance
- \* Hardward Business Review
- \* IUP Journal of Brand Management
- \* International journal of Marketing & Human Resource Management
- \* IUP Journal of Management Case studies: Case Folio
- \* IUP Journal of Business Strategy

### **National Magazines**

- \* Business Today
- \* Outlook Money

## ***Department of Computer Science***

### **National Journals**

- \* IUP Journal of Computer Science
- \* IUP Journal of Information Technology
- \* Resonance Journal of Science Education
- \* Indian Journal of Computer Science
- \* ICTACT Journal on Communication Technology
- \* ICTACT Journal of Soft Computing
- \* ICTACT Journal on Image & Video Processing

### **National Magazines**

- \* Open Source for You
- \* Data Quest

## ***Department of Commerce***

### **National Journals**

- \* IUP Journal of Accounting Research & Audit Practice
- \* IUP Journal of Entrepreneurship Development
- \* IUP Journal of Financial Risk Management
- \* IUP Journal of Bank Management
- \* Journal of Accounting and Finance
- \* The Management Accountant
- \* The Indian Banker
- \* Arthshastra Journal of Economics and Research

### **National Magazines**

- \* Outlook



## ***Department of Costume Design and Fashion***

### **International Journals**

- \* International Journal of Textile & Fashion Technology
- \* Man Made Textiles in India
- \* Asian Textile Journal

### **National Magazines**

- \* Apparel Views
- \* Apparel Online
- \* Colourage

### **National Journals**

- \* The Indian Textile Journal

## ***Department of Tamil***

### **National Journals**

- \* Athiral
- \* Ungal Noolagam

### **National Magazines**

- \* Kalachuvadu Magazine

## ***General Category Journals & Magazines***

### **Sports**

- \* Vilaiyattuulagam Tamil Magazine

### **General**

- \* The Week
- \* Employment News
- \* Competition Success Review
- \* Employment Services
- \* Readers Digest

## HOSTEL

The Resident Director shall carry out the administration of the college hostel. The hostel rules are applicable to the residents of the hostel.

- ★ Hostel gates for female inmates shall remain open between 09.00 AM and 06.00 PM. Inmates shall report to the Resident Director by 06:00 PM either from the college or their home.
- ★ Parents / guardians shall meet the inmates between 09.00 AM and 06.00 PM with prior permission of Resident Director. Parents/ guardians are not supposed to visit the rooms, unless otherwise required.
- ★ Engaging in smoking, consuming alcoholic beverages or using any form of intoxicants is strictly forbidden.
- ★ Inmates shall not remain in the hostel during the class hours, unless permitted by the concerned authority.
- ★ Inmates shall make entries in the “In and Out Register” and the “Leave Register” while leaving the hostel.
- ★ Inmates shall not be allowed to leave the hostel or go home (general holidays / special reasons) without the written permission of the Resident Director.
- ★ Inmates are advised to get prior permission from their HoD and Resident Director to leave the college premises for reasons such as industry visit, project work, extra classes, sponsorship, etc. Upon returning, their arrival must be reported to the authority concerned.
- ★ Inmates shall keep their rooms and properties neat and clean at all times while also maintaining the decorum inside the hostel.
- ★ Inmates shall be responsible for the safekeeping of their personal belongings. The management shall not be responsible for the loss of any personal property, documents, valuables or money.
- ★ Inmates shall not conduct meetings, give pamphlets or collect money from the other inmates.
- ★ Inmates shall be responsible for the hostel property. They shall not damage any hostel property. If damaged, an amount towards breakage will be collected from the concerned inmate(s).
- ★ Inmates shall switch off the lights and fans when they leave their room.
- ★ Inmates shall contact the resident director for any complaint regarding the facilities and other issues.
- ★ Day scholars are strictly not permitted inside the hostel under any circumstance. Action shall be taken on inmates found guilty of accompanying day scholars inside the hostel.

- ★ Inmates shall not disturb and in no way shall interfere in the work of other inmates and other hostel workers. Misbehavior on the part of inmates or hostel workers shall be reported to the Resident Director immediately.
- ★ Mobile phones shall be handed over to the resident director and shall only be given access to use during a specified time.
- ★ Inmates who vacate the hostel in between shall not be refunded with the hostel fee of that academic year.
- ★ Misconduct or breach of hostel rules renders the offender liable to fine / suspension / dismissal from both hostel and the college.
- ★ The Principal will be the deciding authority to settle any matters of dispute and his / her decision will be final.

## **TRANSPORTATION**

- ★ The transport facility, on payment basis, is arranged by the college to facilitate the commutation of day scholars.
- ★ The college reserves the right to frame, amend, revoke, repeal and enforce the rules & regulations, as and when fit and students are to be updated with the amended rules & regulations.
- ★ The college reserves the rights to deny transport facility to any student on the grounds of misconduct/ indiscipline.
- ★ An issued Bus Pass is valid only for the particular semester.
- ★ Loss or missing bus pass shall be re-issued upon intimation to the office along with penalty.
- ★ Students shall always carry their bus pass and are liable to produce the same when asked by an institution authority. Travelling without the bus pass is not allowed and shall be subjected to a fine.
- ★ Any student found travelling in bus without having paid the transport fee, shall be liable to be fined first time and if the same act is repeated, that student shall be assumed as a regular traveller and be charged full transport fee along with the fine.
- ★ Students availing the transport facility shall be responsible for all the personal belongings and the institution management is not responsible for theft / loss of property during travel in bus.
- ★ Ragging, by law, is strictly prohibited.
- ★ Any student who is travelling in the college vehicle found indulging directly / indirectly in any unruly activities shall be considered to have committed a serious misconduct and strict action shall be initiated against them

- ★ Use of any kind of intoxicants (like drugs, smoking, liquor drinking) or gambling, playing cards, photography etc., is strictly prohibited.
- ★ Students shall come to their respective stop at least five minutes before the scheduled arrival time of the vehicle.
- ★ Students shall board the buses from the assigned boarding stop only. They shall board the vehicle that has been allocated to them and occupy only the seat allotted to them.
- ★ Students are required to take their seats at least five minutes prior to the vehicle's departure from the campus. It is strictly prohibited to attempt catching or stopping the vehicle while it is in motion.
- ★ Students shall be liable to pay fine for any damage caused to the vehicle or a property therein either alone or jointly with others. In addition, disciplinary action shall also be initiated against them.
- ★ College hostel inmates shall not be permitted to travel in the college transport until and unless they have been specifically authorized (written consent from transportation in-charge).
- ★ No student shall be allowed to access the sound/ music system of the vehicle.
- ★ If any student breaches the institution's rules, regulations or issued instructions, they may face penalties such as fines, cancellation of the bus pass or even expulsion from the institution.
- ★ Strict disciplinary action, up to and including expulsion from the college, will be taken in response to any violation of the aforementioned rules.
- ★ Regarding any other issues not mentioned above, the principal will hold ultimate authority in resolving any disputes and his decision will be considered as the final verdict.

## ANTI RAGGING COMMITTEE

Ragging, in any form, is an offence and is totally prohibited in and outside the campus. This rule applies to the campus, hostels, college transportation and outside the college premises too. All steps are taken to create a “ragging free” environment, thus ensuring a serene atmosphere conducive to learning and growth at the college.

The college is committed to follow all regulations and guidelines formulated by the UGC and Bharathiar University with regard to a “ragging free atmosphere” for the young students to develop as good citizens.

<b>CHAIRPERSON</b>
Dr. Nallaswamy V P
<b>COMMITTEE MEMBERS</b>
Dr. Logesh Kumar S
Dr. Rajalakshmi M
Lt(Dr). Suresh A
All HoDs

### What Constitutes Ragging?

As defined by the UGC, Ragging constitutes one or more of any of the following acts:

- ★ Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
- ★ Any student or group of students who engage in rowdyism or disruptive behavior that results in, or has the potential to cause annoyance, hardship, physical or psychological harm or instill fear or apprehension among freshers or other students shall be subject to disciplinary action
- ★ Asking any student to do any act which such a student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student
- ★ Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher
- ★ Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students
- ★ Any act of financial extortion or forceful expenditure burden put on a fresher or any other student

- ★ Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person
- ★ Any act or abuse by spoken words, emails, post public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student
- ★ Any act that effects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

### **Punishment that may be awarded for Ragging**

Every incident of ragging will be investigated by one of the Anti-Ragging Squads who will go into the details and submit all relevant information to the Principal along with their findings and recommendations. On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal will determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti- Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more specified clauses of the UGC Regulations, for further action. Further, the Anti- Ragging Committee of VET IAS will, depending on the nature and gravity of the guilt established by the Anti-Ragging Squads, award, to those found guilty, one or more of the following punishments, namely:

- ★ Suspension from attending classes and academic privileges
- ★ Withholding / withdrawing scholarship / fellowship and other benefits
- ★ Debarring from appearing in any test / examination or other evaluation process
- ★ Withholding results / Suspension / expulsion / Cancellation of admission
- ★ Debarring from representing the institution in any regional, national or international meet, events, tournament, youth festival, etc
- ★ Rustication from the institution for a period ranging from one to four semesters.
- ★ Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- ★ Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

## DISCIPLINARY ACTION COMMITTEE

The attention of all the students is drawn to the following Tamil Nadu Educational rules:

- ★ Principal or other constituted authorities of the college may frame and issue from time to time the disciplinary rules of permanent or temporary nature regulating the conduct of the students in and outside the college premises so far as such rules seem necessary to maintain the reputation of the institution.
- ★ Principal or other constituted authorities shall have full power to inflict the following punishments in the interest of the students or in the interest of the institution such as fines, loss of attendance, forfeiture of term certificates, suspension etc.

<b>CHAIRPERSON</b>
Dr. Nallaswamy V P
<b>COMMITTEE MEMBERS</b>
All HoDs

## GRIEVANCE & REDRESSAL CELL

Grievance Redressal Cell functions on the following objectives:

- ★ To protect the safety of female students of the college as per the order of the Supreme Court in the year 2004 and to empower female students
- ★ To prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment of girl students by taking all steps required
- ★ To express prohibition of sexual harassment inside the campus by notification, publication and circulation in appropriate ways

<b>CHAIRPERSON</b>
Dr. Rajalakshmi M
<b>COMMITTEE MEMBERS</b>
Dr. Mrinalini S
Dr. Krishnaveni C
Mr. Jagadeesan S
Dr. Sathish kumar C
Mr. Jeeva S
Mr. Ramesh Babu M
Dr. Kousalya P
Dr. Mohanasathiya K S
Ms. Mythili J

## INTERNAL COMPLAINTS COMMITTEE

The cell functions with an objective of solving the grievances of the students. The complaints received from the students shall be analyzed by the members of this committee and then will be taken to the notice of the Principal for further actions. Members of the committee shall hear the problems of the grieved patiently and take remedial steps accordingly.

<b>CHAIRPERSON</b>
Dr. Mohanasundari L
<b>COMMITTEE MEMBERS</b>
Dr. Palaniammal S
Dr. Karthika D
Ms. Jayashree R
Dr. Arulananth P
Ms. Banumathi P
Ms. Saranya D
Mr. Panjatcharam V G

## CENTRE FOR ENTREPRENEURIAL DEVELOPMENT

Centre for Entrepreneurial Development (CED) is established with a vision to spread the spirit and temper of entrepreneurship, to foster innovation and inculcate entrepreneurial skills in students. The objectives of the centre include:

- ★ Creating awareness on entrepreneurship among the students through training programs, workshops and camps, identifying, motivating and guiding the budding entrepreneurs
- ★ Facilitating them by providing information on entrepreneurial opportunities through MSME, DIC, TIIC and other financial institutions
- ★ Establishing a network for proper guidance to take up the entrepreneurial journey by equipping students with necessary managerial skillset to run a business successfully

<b>CHAIRPERSON</b>
Dr. Logesh Kumar S
<b>COMMITTEE MEMBERS</b>
Dr. Balraj K P
Dr. Kalaivani S
Dr. Anantha Kumar S
Mr. Chandru M
Mr. Gokul Pranesh R



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Quality Assurance Cell (IQAC) was established in 2019 as per the direction of NAAC to ensure high quality education through various quality measures. In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore, proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. As quality enhancement is a continuous process, the IQAC plays an imperative part of the institution's system and works towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution.

<b>CHAIRPERSON</b>
Dr. Nallaswamy V P
<b>COMMITTEE COORDINATOR</b>
Dr. Aruraj S
Dr. Manopriya M
<b>FACULTY REPRESENTATIVES</b>
Dr. Vellingiri P
Dr. Tamilselvi R
<b>MANAGEMENT REPRESENTATIVE</b>
Thiru. Chandrasekar S D
<b>SENIOR ADMINISTRATIVE OFFICER</b>
Dr. Logesh Kumar S

## SWAYAM CENTRAL

SWAYAM (Study Webs of Active–Learning for Young Aspiring Minds) is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all governing thought

SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy. This is done through an indigenously developed IT platform that facilitates hosting of all the courses taught in classrooms to be accessed by anyone, anywhere at any time. All the courses are interactive, prepared by the best teachers in the country and are available, free of cost to the residents in India.

<b>CHAIRPERSON</b>
Dr. Vellingiri P
<b>COMMITTEE MEMBERS</b>
Dr. Prasath S
Dr. Umamaheswari S
Dr. Maheskumar V K

## CENTRE FOR RESEARCH DEVELOPMENT CELL

The Research & Development (R & D) Cell of VET IAS College facilitates and encourages research culture among the faculty and students. Its prime role is to create contacts with the real world and promote research through a range of publications. It enables a congenial environment for technological development and monitors the research activities of the college.

The R&D Cell assumes the responsibility of establishing an appealing work environment to attract top talent. It tirelessly works towards harnessing skills and internal resources, developing strategies, overcoming limitations, and thereby enhancing the college's reputation as one of the premier institutions globally. The R&D Cell aims to reach the Vision and Mission of the Institution. Under the chairperson's able-guidance and advice, the college is able to submit research proposals for grants to various agencies like DST, DRDO, MNRE, AICTE, VTU, VGST, K-BITS, KSCST, American Sociological Review (ASR), UNICEF, Equity Financing, Debt Financing, Incubators, etc.. The publication statistics and citations are creditworthy. Obtaining several patents is its one of the priority.

<b>CHAIRPERSON</b>
Dr. Nallaswamy V P
<b>COMMITTEE MEMBERS</b>
Dr. Vellingiri P
Dr. Prasath S
Dr. Umamaheswari S
Dr. Geetha D

## INSTITUTION'S INNOVATION COUNCIL

An Initiative of MHRD for selected Higher Education Institutes systematically fosters the culture of Innovation amongst all Higher Education Institutions (HEIs). The primary mandate of MHRD Innovation Cell (MIC) is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are in the formative years.

MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs)' across selected HEIs. A network of these IICs will be established to promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campuses.

<b>CHAIRPERSON</b>
Dr. Nallaswamy V P
<b>COMMITTEE MEMBERS</b>
Dr. Sathishkumar A S
Dr. Arulananth P

## NATIONAL CADET CORPS

The National Cadet Corps in India is a voluntary organization which recruits cadets from our college. The Cadets are given basic military training in small arms and parades. The officers and cadets have no liability for active military service once they complete their course but are given preference over normal candidates during selections based on the achievements in the corps.

The objective is to nurture qualities such as character, camaraderie, discipline, leadership, inclusivity, adventurous spirit and the values of selfless dedication among the nation's youth, while also offering a conducive environment that inspires them to pursue a career in the Armed Forces.

<b>CHAIRPERSON</b>
Lt.(Dr). Suresh A
<b>COORDINATOR</b>
Mr. Rohith V

## NATIONAL SERVICE SCHEME

National Service Scheme is one of the pathways for the academic institution to serve the society. It creates a platform for the students to show their talents, to enhance their knowledge, to combine the knowledge and action to achieve results for community development. Our NSS team is committed to prepare the NSS volunteers for the democratic, self-disciplined and self-reliant way of life.

The primary objective is to develop the personality and character of the student youth through voluntary community service. 'Education through Service' is the purpose of the NSS.

<b>CHAIRPERSON</b>
Dr. Murali P
<b>COORDINATOR</b>
Dr. Mahadevi N

## RED RIBBON CLUB / YOUTH RED CROSS

The Red Ribbon Club (RRC) promotes access to information on healthy life and voluntary blood donation. They create and provide opportunity to the zeal of volunteerism among youth to contribute towards the control and prevention of HIV&AIDS. The Red Ribbon Club is a voluntary on-campus intervention programme for students. The programme organized by RRC addresses the knowledge, attitude and behaviour of the youths in the interrelated areas of Voluntary Blood Donation, HIV & AIDS, as demanded by their age, environment, and life style.

<b>CHAIRPERSON</b>
Dr. Nallaswamy V P
<b>COORDINATOR</b>
Dr. Dhinesh D

## ENVIRONMENTAL CLUB

The club aims to foster consciousness about environmental concerns, including protection, conservation, preservation and restoration, placing a strong emphasis on educating and empowering students. Students with an interest in environmental advocacy and awareness are warmly invited to become members of the club.

The Club is involved in planting trees and creating awareness among students to promote an eco -friendly campus by saving electricity, water and promoting vermin-culture composting on the campus. Joining this club is good for students who are interested in biological sciences, medicine or veterinary science. This club also works well for students who are interested in Geography and Earth Sciences.

<b>CHAIRPERSON</b>
Dr. Nallaswamy V P
<b>COORDINATOR</b>
Dr. Maheskumar V K
Mr. Panjatcharam V G

## OTHER FACILITIES OFFERED

VETIAS provides a plethora of opportunities for students to enhance their communicative competence, to keep their body and mind healthy and become competent in the areas of their choice. It serves a multitude of purposes for students such as bridging the gap between different phases of life, providing additional professional training and qualifications and equipping them to be humane leaders of tomorrow.

To make this a working reality, coaching for Foreign Languages and various exams like UPSC, TNPSC, Banking Services, Auditing are provided by the experts from institutes like Dheeran IAS Academy, Dev's Academy, MSME, IBM, CMA, ICSI, ACCA and ICAI. Reading habit is also inculcated in the students by making the best use of the library and the digital library and encouraging them to actively participate in various clubs events, sports and games and also in yoga and aerobic classes for their holistic development.

## STUDENTS' FORUM

The students' forum of VETIAS functions with the following office bearers:

- ★ President
- ★ Vice-President
- ★ Fine Arts Secretary
- ★ General Secretary
- ★ Sports Secretary
- ★ Department Secretaries
- ★ Club Secretaries

- ★ The office bearers will be elected by the II & III year UG students (except for Sports, Department and Club Secretaries) every year.
- ★ No form of campaigning that disturbs the discipline code and regularity of the institution is allowed. Criteria to contest for any of the posts are as follows:
  - i. Pass in all subjects / papers in first attempt
  - ii. Highest percentage of marks - in Part III subjects of UG or Main subjects of PG course
  - iii. Good conduct and character
- ★ Two members of teaching faculty shall be nominated by the Principal as Staff Advisors and they shall guide the Association activities during the academic year.

<b>CHAIRPERSON</b>
Dr. Nallaswamy V P
<b>COMMITTEE MEMBERS</b>
Dr. Selvanayaki K
Dr. Yasir Ashraf

June 2024 (Odd Semester)						
Date	Day	Day Order	No.of Working Days			Programme
			II UG, PG & III UG	I UG	I PG	
01.06.24	SAT					
02.06.24	SUN					
03.06.24	MON					
04.06.24	TUE					
05.06.24	WED					
06.06.24	THU					
07.06.24	FRI					
08.06.24	SAT					
09.06.24	SUN					
10.06.24	MON					
11.06.24	TUE					
12.06.24	WED					
13.06.24	THU					
14.06.24	FRI					
15.06.24	SAT					
16.06.24	SUN					
17.06.24	MON					<b>BAKRID HOLIDAY</b>
18.06.24	TUE					
19.06.24	WED	I	1			<b>COMMENCEMENT OF II UG,II PG, III UG</b>
20.06.24	THU	II	2			
21.06.24	FRI	III	3	1		<b>FRESHERS' DAY (SWAGATHAM '24)</b>
22.06.24	SAT	IV	4			
23.06.24	SUN					
24.06.24	MON	V	5	2		<b>O WEEK &amp; VALUATION HOLIDAYS</b>
25.06.24	TUE	VI	6	3		
26.06.24	WED	I	7	4		
27.06.24	THU	II	8	5		
28.06.24	FRI	III	9	6		
29.06.24	SAT	IV	10	7		
30.06.24	SUN					

<b>July 2024 (Odd Semester)</b>						
<b>Date</b>	<b>Day</b>	<b>Day Order</b>	<b>No.of Working Days</b>			<b>Programme</b>
			<b>II UG, PG &amp; III UG</b>	<b>I UG</b>	<b>I PG</b>	
01.07.24	MON	V	11	8		
02.07.24	TUE	VI	12	9		
03.07.24	WED	I	13	10		<b>CLUB ACTIVITIES (AN)</b>
04.07.24	THU	II	14	11		<b>MENTOR &amp; MENTEE MEET</b>
05.07.24	FRI	III	15	12		
06.07.24	SAT					<b>HOLIDAY</b>
07.07.24	SUN					
08.07.24	MON	IV	16	13		
09.07.24	TUE	V	17	14		
10.07.24	WED	VI	18	15		<b>CLUB ACTIVITIES (AN)</b>
11.07.24	THU	I	19	16		
12.07.24	FRI	II	20	17		
13.07.24	SAT	III	21	18		
14.07.24	SUN					
15.07.24	MON	IV	22	19		
16.07.24	TUE	V	23	20		
17.07.24	WED					<b>MOHARAM HOLIDAY</b>
18.07.24	THU	VI	24	21		
19.07.24	FRI	I	25	22		
20.07.24	SAT					<b>HOLIDAY</b>
21.07.24	SUN					
22.07.24	MON	II	26	23		
23.07.24	TUE	III	27	24		
24.07.24	WED	IV	28	25		<b>CLUB ACTIVITIES (AN)</b>
25.07.24	THU	V	29	26		
26.07.24	FRI	VI	30	27		
27.07.24	SAT	I	31	28		
28.07.24	SUN					
29.07.24	MON	II	32	29		<b>CIA I EXAMINATION</b>
30.07.24	TUE	III	33	30		<b>CIA I EXAMINATION</b>
31.07.24	WED	IV	34	31		<b>CIA I EXAMINATION CLUB ACTIVITIES (AN)</b>

<b>August 2024 (Odd Semester)</b>							
<b>Date</b>	<b>Day</b>	<b>Day Order</b>	<b>No.of Working Days</b>			<b>Programme</b>	
			<b>II UG,PG &amp; III UG</b>	<b>I UG</b>	<b>I PG</b>		
01.08.24	THU	V	35	32		<b>CIA I EXAMINATION</b>	
02.08.24	FRI					<b>HOLIDAY</b>	
03.08.24	SAT					<b>AADI 18</b>	
04.08.24	SUN						
05.08.24	MON	VI	36	33		<b>CIA I EXAMINATION</b>	
06.08.24	TUE	I	37	34			
07.08.24	WED	II	38	35	1	<b>COMMENCEMENT OF I PG CLUB ACTIVITIES (AN)</b>	
08.08.24	THU	III	39	36	2	<b>MENTOR &amp; MENTEE MEET</b>	
09.08.24	FRI	IV	40	37	3		
10.08.24	SAT	V	41	38	4		
11.08.24	SUN						
12.08.24	MON	VI	42	39	5		
13.08.24	TUE	I	43	40	6		
14.08.24	WED	II	44	41	7	<b>CLUB ACTIVITIES (AN)</b>	
15.08.24	THU		<b>INDEPENDENCE DAY</b>				
16.08.24	FRI	III	45	42	8		
17.08.24	SAT	IV	46	43	9		
18.08.24	SUN						
19.08.24	MON	V	47	44	10		
20.08.24	TUE	VI	48	45	11		
21.08.24	WED	I	49	46	12	<b>CLUB ACTIVITIES (AN)</b>	
22.08.24	THU	II	50	47	13		
23.08.24	FRI	III	51	48	14		
24.08.24	SAT					<b>HOLIDAY</b>	
25.08.24	SUN						
26.08.24	MON					<b>GOKULA ASTAMI</b>	
27.08.24	TUE	IV	52	49	15		
28.08.24	WED	V	53	50	16	<b>CLUB ACTIVITIES (AN)</b>	
29.08.24	THU	VI	54	51	17		
30.08.24	FRI	I	55	52	18		
31.08.24	SAT	II	56	53	19		



### September 2024 (Odd Semester)

Date	Day	Day Order	No. of Working Days			Programme
			II UG, PG & III UG	I UG	I PG	
01.09.24	SUN					
02.09.24	MON	III	57	54	20	
03.09.24	TUE	IV	58	55	21	
04.09.24	WED	V	59	56	22	<b>CLUB ACTIVITIES (AN)</b>
05.09.24	THU	VI	60	57	23	<b>MENTOR &amp; MENTEE MEET</b>
06.09.24	FRI	I	61	58	24	
07.09.24	SAT					<b>VINAYAGAR CHATHURTHI</b>
08.09.24	SUN					
09.09.24	MON	II	62	59	25	<b>CIA II EXAMINATION</b>
10.09.24	TUE	III	63	60	26	<b>CIA II EXAMINATION</b>
11.09.24	WED	IV	64	61	27	<b>CIA II EXAMINATION CLUB ACTIVITIES (AN)</b>
12.09.24	THU	V	65	62	28	<b>CIA II EXAMINATION CIA I EXAMINATION (I PG)</b>
13.09.24	FRI	VI	66	63	29	<b>CIA II EXAMINATION CIA I EXAMINATION (I PG)</b>
14.09.24	SAT					
15.09.24	SUN					
16.09.24	MON					<b>MILADI NABI HOLIDAY</b>
17.09.24	TUE	I	67	64	30	<b>CIA I EXAMINATION (I PG)</b>
18.09.24	WED	II	68	65	31	<b>CLUB ACTIVITIES (AN) CIA I EXAMINATION (I PG)</b>
19.09.24	THU	III	69	66	32	<b>CIA I EXAMINATION (I PG)</b>
20.09.24	FRI	IV	70	67	33	
21.09.24	SAT	V	71	68	34	
22.09.24	SUN					
23.09.24	MON	VI	72	69	35	
24.09.24	TUE	I	73	70	36	
25.09.24	WED	II	74	71	37	<b>CLUB ACTIVITIES (AN)</b>
26.09.24	THU	III	75	72	38	
27.09.24	FRI	IV	76	73	39	
28.09.24	SAT	V	77	74	40	
29.09.24	SUN					
30.09.24	MON	VI	78	75	41	

### October 2024 (Odd Semester)

Date	Day	Day Order	No.of Working Days			Programme
			II UG,PG & III UG	I UG	I PG	
01.10.24	TUE	I	79	76	42	
02.10.24	WED					<b>GANDHI JAYANTHI HOLIDAY</b>
03.10.24	THU	II	80	77	43	<b>MENTOR &amp; MENTEE MEET</b>
04.10.24	FRI	III	81	78	44	
05.10.24	SAT	IV	82	79	45	
06.10.24	SUN					
07.10.24	MON	V	83	80	46	<b>MODEL EXAMINATION</b>
08.10.24	TUE	VI	84	81	47	<b>MODEL EXAMINATION</b>
09.10.24	WED	I	85	82	48	<b>MODEL EXAMINATION CLUB ACTIVITIES ((AN)</b>
10.10.24	THU	II	86	83	49	<b>MODEL EXAMINATION</b>
11.10.24	FRI					<b>POOJA HOLIDAYS</b>
12.10.24	SAT					
13.10.24	SUN					
14.10.24	MON	III	87	84	50	<b>MODEL EXAMINATION</b>
15.10.24	TUE	IV	88	85	51	
16.10.24	WED	V	89	86	52	<b>CLUB ACTIVITIES (AN)</b>
17.10.24	THU	VI	90	87	53	<b>LAST WORKING DAY FOR II,III UG,PG</b>
18.10.24	FRI	I		88	54	
19.10.24	SAT	II		89	55	
20.10.24	SUN					
21.10.24	MON	III		90	56	<b>LAST WORKING DAY FOR I UG</b>
22.10.24	TUE	IV			57	
23.10.24	WED	V			58	<b>CIA II EXAMINATION(I PG)</b>
24.10.24	THU	VI			59	<b>CIA II EXAMINATION(I PG)</b>
25.10.24	FRI	I			60	<b>CIA II EXAMINATION(I PG)</b>
26.10.24	SAT	II			61	<b>CIA II EXAMINATION(I PG)</b>
27.10.24	SUN					
28.10.24	MON	III			62	<b>CIA II EXAMINATION(I PG)</b>
29.10.24	TUE	IV			63	
30.10.24	WED					<b>DEEPAVALI HOLIDAYS</b>
31.10.24	THU					

### November 2024 (Odd Semester)

Date	Day	Day Order	No.of Working Days			Programme
			II UG,PG & III UG	I UG	I PG	
01.11.24	FRI					<b>DEEPAVALI HOLIDAYS</b>
02.11.24	SAT					
03.11.24	SUN					
04.11.24	MON	V			64	
05.11.24	TUE	VI			65	
06.11.24	WED	I			66	
07.11.24	THU	II			67	
08.11.24	FRI	III			68	
09.11.24	SAT	IV			69	
10.11.24	SUN					
11.11.24	MON	V			70	<b>MODEL EXAMINATION(I PG)</b>
12.11.24	TUE	VI			71	<b>MODEL EXAMINATION(I PG)</b>
13.11.24	WED	I			72	<b>MODEL EXAMINATION(I PG)</b>
14.11.24	THU	II			73	<b>MODEL EXAMINATION(I PG)</b>
15.11.24	FRI	III			74	<b>MODEL EXAMINATION(I PG)</b>
16.11.24	SAT					<b>HOLIDAY</b>
17.11.24	SUN					
18.11.24	MON	IV			75	
19.11.24	TUE	V			76	
20.11.24	WED	VI			77	
21.11.24	THU	I			78	
22.11.24	FRI	II			79	
23.11.24	SAT	III			80	
24.11.24	SUN					
25.11.24	MON	IV			81	
26.11.24	TUE	V			82	
27.11.24	WED	VI			83	
28.11.24	THU	I			84	
29.11.24	FRI	II			85	
30.11.24	SAT	III			86	

<b>December 2024 (Odd &amp; Even Semester)</b>						
<b>Date</b>	<b>Day</b>	<b>Day Order</b>	<b>No.of Working Days</b>			<b>Programme</b>
			<b>II UG,PG &amp; III UG</b>	<b>I UG</b>	<b>I PG</b>	
01.12.24	SUN					
02.12.24	MON	IV			87	
03.12.24	TUE	V			88	
04.12.24	WED	V			89	
05.12.24	THU	I			90	<b>LAST WORKING DAY FOR I PG</b>
06.12.24	FRI					
07.12.24	SAT					<b>HOLIDAY</b>
08.12.24	SUN					
09.12.24	MON					
10.12.24	TUE					
11.12.24	WED					
12.12.24	THU					
13.12.24	FRI					
14.12.24	SAT					
15.12.24	SUN					
16.12.24	MON	I	1	1	1	<b>COMMENCEMENT OF EVEN SEMESTER FOR ALL UG,PG</b>
17.12.24	TUE	II	2	2	2	
18.12.24	WED	III	3	3	3	
19.12.24	THU	IV	4	4	4	
20.12.24	FRI	V	5	5	5	
21.12.24	SAT					<b>HOLIDAY</b>
22.12.24	SUN					
23.12.24	MON	VI	6	6	6	
24.12.24	TUE	I	7	7	7	
25.12.24	WED					<b>CHRISTMAS HOLIDAY</b>
26.12.24	THU	II	8	8	8	
27.12.24	FRI	III	9	9	9	
28.12.24	SAT	IV	10	10	10	
29.12.24	SUN					
30.12.24	MON	V	11	11	11	
31.12.24	TUE	VI	12	12	12	

### January 2025 (Even Semester)

Date	Day	Day Order	No. of Working Days			Programme
			II UG, PG & III UG	I UG	I PG	
01.01.25	WED					<b>NEW YEAR HOLIDAY</b>
02.01.25	THU	I	13	13	13	
03.01.25	FRI	II	14	14	14	
04.01.25	SAT	III	15	15	15	
05.01.25	SUN					
06.01.25	MON	IV	16	16	16	
07.01.25	TUE	V	17	17	17	
08.01.25	WED	VI	18	18	18	<b>CLUB ACTIVITIES (AN)</b>
09.01.25	THU	I	19	19	19	<b>MENTOR &amp; MENTEE MEET</b>
10.01.25	FRI	II	20	20	20	
11.01.25	SAT					<b>PONGAL HOLIDAY</b>
12.01.25	SUN					<b>PONGAL HOLIDAY</b>
13.01.25	MON					<b>PONGAL HOLIDAY</b>
14.01.25	TUE					<b>PONGAL HOLIDAY</b>
15.01.25	WED					<b>PONGAL HOLIDAY</b>
16.01.25	THU					<b>PONGAL HOLIDAY</b>
17.01.25	FRI	III	21	21	21	
18.01.25	SAT	IV	22	22	22	
19.01.25	SUN					
20.01.25	MON	V	23	23	23	
21.01.25	TUE	VI	24	24	24	
22.01.25	WED	I	25	25	25	<b>CLUB ACTIVITIES (AN)</b>
23.01.25	THU	II	26	26	26	
24.01.25	FRI	III	27	27	27	
25.01.25	SAT	IV	28	28	28	<b>CLUB ACTIVITIES (AN)</b>
26.01.25	SUN					<b>REPUBLIC DAY HOLIDAY</b>
27.01.25	MON	IV	29	29	29	
28.01.25	TUE	V	30	30	30	
29.01.25	WED	VI	31	31	31	<b>CLUB ACTIVITIES (AN)</b>
30.01.25	THU	I	32	32	32	<b>CIA I EXAMINATION (ALL UG,PG)</b>
31.01.25	FRI	II	33	33	33	<b>CIA I EXAMINATION (ALL UG,PG)</b>

### February 2025 (Even Semester)

Date	Day	Day Order	No. of Working Days			Programme
			II UG,PG & III UG	I UG	I PG	
01.02.25	SAT					
02.02.25	SUN					
03.02.25	MON	III	34	34	34	CIA I EXAMINATION (ALL UG,PG)
04.02.25	TUE	IV	35	35	35	CIA I EXAMINATION (ALL UG,PG)
05.02.25	WED	V	36	36	36	CIA I EXAMINATION(ALL UG,PG) CLUB ACTIVITIES (AN)
06.02.25	THU	VI	37	37	37	MENTOR & MENTEE MEET CIA I EXAMINATION (ALL UG,PG)
07.02.25	FRI	I	38	38	38	
08.02.25	SAT	II	39	39	39	
09.02.25	SUN					
10.02.25	MON	III	40	40	40	
11.02.25	TUE					THAI POOSAM HOLIDAY
12.02.25	WED	IV	41	41	41	CLUB ACTIVITIES (AN)
13.02.25	THU	V	42	42	42	
14.02.25	FRI	VI	43	43	43	YUGHA 2025
15.02.25	SAT					HOLIDAY
16.02.25	SUN					
17.02.25	MON	I	44	44	44	
18.02.25	TUE	II	45	45	45	
19.02.25	WED	III	46	46	46	CLUB ACTIVITIES (AN)
20.02.25	THU	IV	47	47	47	
21.02.25	FRI	V	48	48	48	
22.02.25	SAT	VI	49	49	49	SPORTS DAY 2025
23.02.25	SUN					
24.02.25	MON	I	50	50	50	
25.02.25	TUE	II	51	51	51	
26.02.25	WED	III	52	52	52	CLUB ACTIVITIES (AN)
27.02.25	THU	IV	53	53	53	
28.02.25	FRI	V	54	54	54	CIAII EXAMINATION(ALL UG,PG)

<b>March 2025 (Even Semester)</b>						
<b>Date</b>	<b>Day</b>	<b>Day Order</b>	<b>No.of Working Days</b>			<b>Programme</b>
			<b>II UG,PG &amp; III UG</b>	<b>I UG</b>	<b>I PG</b>	
01.03.25	SAT	VI	55	55	55	<b>CIAII EXAMINATION(ALL UG,PG)</b>
02.03.25	SUN					
03.03.25	MON	I	56	56	56	<b>CIAII EXAMINATION(ALL UG,PG)</b>
04.03.25	TUE	II	57	57	57	<b>CIAII EXAMINATION(ALL UG,PG)</b>
05.03.25	WED	III	58	58	58	<b>CIAII EXAMINATION(ALL UG,PG) CLUB ACTIVITIES (AN)</b>
06.03.25	THU	IV	59	59	59	<b>MENTOR &amp; MENTEE MEET CIAII EXAMINATION(ALL UG,PG)</b>
07.03.25	FRI	V	60	60	60	
08.03.25	SAT	VI	61	61	61	
09.03.25	SUN					
10.03.25	MON	I	62	62	62	
11.03.25	TUE	II	63	63	63	
12.03.25	WED	III	64	64	64	<b>CLUB ACTIVITIES (AN)</b>
13.03.25	THU	IV	65	65	65	
14.03.25	FRI	V	66	66	66	
15.03.25	SAT					<b>HOLIDAY</b>
16.03.25	SUN					
17.03.25	MON	VI	67	67	67	
18.03.25	TUE	I	68	68	68	
19.03.25	WED	II	69	69	69	<b>CLUB ACTIVITIES (AN)</b>
20.03.25	THU	III	70	70	70	
21.03.25	FRI	IV	71	71	71	
22.03.25	SAT	V	72	72	72	<b>ANNUAL DAY 2025</b>
23.03.25	SUN					
24.03.25	MON	VI	73	73	73	
25.03.25	TUE	I	74	74	74	
26.03.25	WED	II	75	75	75	<b>CLUB ACTIVITIES (AN)</b>
27.03.25	THU	III	76	76	76	
28.03.25	FRI	IV	77	77	77	
29.03.25	SAT					<b>TELUGU NEW YEAR HOLIDAY</b>
30.03.25	SUN					
31.03.25	MON	V	78	78	78	<b>MODELEXAMINATION (ALL UG,PG)</b>

### April 2025 (Even Semester)

Date	Day	Day Order	No.of Working Days			Programme
			II UG,PG & III UG	I UG	I PG	
01.04.25	TUE	VI	79	79	79	MODEL EXAMINATION (ALL UG,PG)
02.04.25	WED	I	80	80	80	MODEL EXAMINATION (UG,PG) CLUB ACTIVITIES (AN)
03.04.25	THU	II	81	81	81	MENTOR & MENTEE MEET MODEL EXAMINATION (ALL UG,PG)
04.04.25	FRI	III	82	82	82	MODEL EXAMINATION (ALL UG,PG)
05.04.25	SAT	IV	83	83	83	MODEL EXAMINATION (ALL UG,PG)
06.04.25	SUN					
07.04.25	MON	V	84	84	84	
08.04.25	TUE	VI	85	85	85	PLACEMENT DAY 2025
09.04.25	WED	I	86	86	86	CLUB ACTIVITIES (AN)
10.04.25	THU					MAHAVEER JAYANTHI HOLIDAY
11.04.25	FRI	II	87	87	87	
12.04.25	SAT	III	88	88	88	
13.04.25	SUN					
14.04.25	MON	IV	89	89	89	
15.04.25	TUE	V	90	90	90	LAST WORKING DAY FOR ALL UG,PG
16.04.25	WED					
17.04.25	THU					
18.04.25	FRI					GOOD FRIDAY HOLIDAY
19.04.25	SAT					
20.04.25	SUN					
21.04.25	MON					
22.04.25	TUE					
23.04.25	WED					
24.04.25	THU					
25.04.25	FRI					
26.04.25	SAT					
27.04.25	SUN					
28.04.25	MON					
29.04.25	TUE					
30.04.25	WED					



**May 2025 (Even Semester)**

Date	Day	Day Order	No.of Working Days			Programme
			II UG,PG & III UG	I UG	I PG	
01.05.25	THU					<b>INTERNATIONAL LABOUR DAY HOLIDAY</b>
02.05.25	FRI					
03.05.25	SAT					
04.05.25	SUN					
05.05.25	MON					
06.05.25	TUE					
07.05.25	WED					
08.05.25	THU					
09.05.25	FRI					
10.05.25	SAT					
11.05.25	SUN					
12.05.25	MON					
13.05.25	TUE					
14.05.25	WED					
15.05.25	THU					
16.05.25	FRI					
17.05.25	SAT					
18.05.25	SUN					
19.05.25	MON					
20.05.25	TUE					
21.05.25	WED					
22.05.25	THU					
23.05.25	FRI					
24.05.25	SAT					
25.05.25	SUN					
26.05.25	MON					
27.05.25	TUE					
28.05.25	WED					
29.05.25	THU					
30.05.25	FRI					
31.05.25	SAT					

<b>Academic Year 2024-25 (Odd Semester)</b>					
<b>No. of Working Days</b>					
<b>Month</b>	<b>III, II UG,PG</b>	<b>I UG</b>	<b>I PG</b>	<b>Club</b>	<b>Days Completed</b>
June 2024	10	7	-	-	10/07/-
July 2024	24	24	-	2	34/31/-
August 2024	22	22	21	2	56/53/21
September 2024	22	22	22	2	78/75/33
October 2024	12	15	22	1	90/90/55
November 2024	-	-	23		-/-/78
December 2024	-	-	2		-/-/90
<b>Grand Total</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>7</b>	<b>90/90/90</b>

<b>Academic Year 2024-25 (Even Semester)</b>					
<b>No. of Working Days</b>					
<b>Month</b>	<b>III, II UG,PG</b>	<b>I UG</b>	<b>I PG</b>	<b>Club</b>	<b>Days Completed</b>
December 2025	12	12	12		12/12/12-
January 2025	21	21	21	2	33/33/33
February 2025	21	21	21	2	54/54/54
March 2025	24	24	24	2	78/78/78
April 2025	12	12	12	1	90/90/90
May 2025	-	-	-		-
<b>Grand Total</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>7</b>	<b>90/90/90</b>

## IMPORTANT DAYS

S.No	Date	Event
1.	05.06.2024	World Environment Day
2.	01.07.2024	National Doctors' Day
3.	11.07.2024	World Population Day
4.	28.07.2024	World Nature Conservation Day
5.	12.08.2024	International Youth & National Librarians Day
6.	15.08.2024	India's Independence Day
7.	19.08.2024	World Photography Day
8.	05.09.2024	Teachers' Day
9.	08.09.2024	International Literacy Day
10.	16.09.2024	World Ozone Day
11.	27.09.2024	World Tourism Day
12.	02.10.2024	International Non-Violence Day
13.	04.10.2024	World Animal's Day
14.	15.10.2024	World's Hand Washing Day
15.	17.10.2024	International Poverty Eradication Day
16.	14.11.2024	World Diabetes Day
17.	14.11.2024	Children's Day
18.	30.11.2024	Flag Day
19.	01.12.2024	World AIDS Day
20.	10.12.2024	Human Rights Day
21.	14.12.2024	National Energy Conservation Day
22.	12.01.2025	National Youth Day
23.	30.01.2025	World Leprosy Eradication Day
24.	04.02.2025	World Cancer Awareness Day
25.	28.02.2025	National Science Day
26.	08.03.2025	International Women's Day
27.	15.03.2025	World Consumer's Day
28.	22.03.2025	World Day for Water
29.	24.03.2025	World TB Day
30.	07.04.2025	World Health Day
31.	23.04.2025	World Book Day
32.	10.05.2025	International Energy Day
33.	10.05.2025	Mother's Day
34.	15.05.2025	International Family Day
35.	24.05.2025	Commonwealth Day
36.	31.05.2025	World No Tobacco Day

### TIME TABLE (ODD SEMESTER)

TIME	9.00 am to 10.10 am	10.10am to 11.05 am	11.05 am to 11.20 am	11.20 am to 12.15 pm	12.15 pm to 1.15 pm	1.15 pm to 2.10 pm	2.15 pm to 3.05 pm	3.05 pm to 3.20 pm	3.20 pm to 4.15 pm
Day Order									
I			Break Time		Break Time			Break Time	
II									
III									
IV									
V									
VI									

### TIME TABLE (EVEN SEMESTER)

TIME	9.00 am to 10.10 am	10.10am to 11.05 am	11.05 am to 11.20 am	11.20 am to 12.15 pm	12.15 pm to 1.15 pm	1.15 pm to 2.10 pm	2.15 pm to 3.05 pm	3.05 pm to 3.20 pm	3.20 pm to 4.15 pm
Day Order									
I			Break Time		Break Time			Break Time	
II									
III									
IV									
V									
VI									






# Hand Book

Academic year 2024-25



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