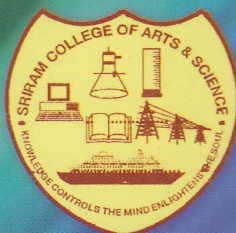


SRIRAM COLLEGE OF ARTS & SCIENCE

(Approved by AICTE & Govt. of Tamilnadu
& Affiliated to University of Madras)



(Estd. 1998)

2018 – 2019



Name SRIRAM
Course COLLEGE OF ARTS & SCIENCE
Year _____

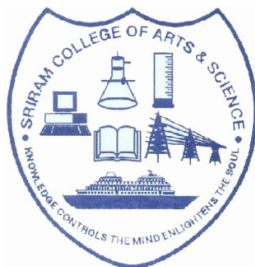
(Approved by AICTE & Govt. of Tamilnadu & Affiliated to University of Madras)

Perumalpattu – 602 024, Veppampattu (R.S.), Thiruvallur District, Tamilnadu

Phone/Fax: +91 - 044–2768 9181

Email: principalsrcas@gmail.com

Website: www.sriramcas@edu.in



(Estd. 1998)

**STUDENT HANDBOOK & CALENDAR
2018 – 2019**

Established & Managed by

SRIRAM EDUCATIONAL TRUST

No. 49, Anna Salai, (Inside Devi Theatre Complex), Chennai – 600 002

Phone: 044–2851 1011 / 044–2851 1022 Fax: 91- 044–2851 1012

Email: sriramet@eth.net Website: www.sriramtrust.org

PERSONAL MEMORANDA

Name:
Class:
Department:
College Roll No. :
Exam Reg. No.:
Residential Address:
.....
..... **Tel:**
Email:
Mobile No.:
Date of Birth:**Blood Group**
Height: cms. **Weight:**.....kgs
Motor Vehicle No. :
Bank A/c. Nos.:
Insurance Policy Nos.:
Family Doctor:
Any allergy:
Nearest:
Hospital:
Friend:
Post Office:
Railway Station:
Police Station:
In case of emergency, please report to:
.....
.....

Date:

Signature

NATIONAL ANTHEM

**Jana Gana Mana Adhinayaka Jayahe
Bharatha Bhagya Vidhata
Punjaba Sindhu Gujarata Maratha
Dravida Utkala Vanga
Vindhya Himachala Yamuna Ganga
Uchchala Jaladhi Taranga
Tava Subha Namae Jage
Tava Subha Asisha Mage
Gahe Tava Jaya Gatha
Jana Gana Mangala Dayaka Jaya he
Bharatha Bhagya Vidhata
Jaya he, Jaya he, Jaya he, Jaya, Jaya, Jaya, Jaya he!**

MEANING OF NATIONAL ANTHEM

**Thou art the ruler of the minds of People.
Thou Dispenser of India's destiny.
The name rouses the hearts of the Punjab Sindhu Gujarat and Maratha, Dravida,
Orissa and Bengal.
It echoes in the hills of the Vindhyas and Himalayas
Mingles in the music of Yamuna and Ganga
And is chanted by the wave of the sea.
They pray for Thy blessing and sing Thy praise
Thou Dispenser of India's destiny
Victory, victory, victory to thee.
The song 'Jana gana mana' written by Rabindranath Tagore in Bengali was first
published in 1912. It was set to music by the poet himself. It is an invocation to the
Dispenser of India's Destiny praying for His Blessings.**

**It was associated with the struggle of India's freedom and was sung in the Constituent
Assembly at its historic midnight session on the 14th of August 1947. On the 26th of
January, 1950, it was adopted by the Constituent Assembly as India's National Anthem.**

NATIONAL PLEDGE

**India is my country and all Indians are my brothers and sisters
I love my country and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it.
I shall respect my Parents, Teachers and all my 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.**

PRAYER SONG

Raghupati Raghav Raja Ram
patita pavan sitaram
sitaram, sitaram
Bhaj pyare maha sitaram
Raghupati Raghav Raja Ram
Patita pavan sitaram
Ishwar Allah Tero nam
Sabako sanmati de bhagavan
Raghupati Raghav Raja Ram
Patita pavan sitaram
Sundara vighraha meghashyam
Ganga tulasi salagram
Bhadra girishwara sitaram
Bhagat janapriya sitaram
Janaki ramana sitaram
Jaya Jaya raghava sitaram
Raghupati Raghav Raja Ram
Patita pavan sitaram
Raghupati Raghav Raja Ram
Patita pavan sitaram

OUR VISION

Sriram College of Arts and Science has a dynamic vision of developing into a multi disciplinary technological center of Excellence, providing the congenial ambience and environment to foster a spirit of academic fraternity and there by develop and promote a group dedicated faculty members, who with unflinching devotion serve the emerging needs and demands of futuristic societies.

OUR MISSION

The Management of SRCAS has taken upon itself, fulfillment of a mission upholding the noble task of our envisaged vision on the following lines.

- a) Provide the best infrastructure deemed sufficient for building up a center of excellence.
- b) Nurture and foster an academic fraternity to cater to the emerging needs of the student community in particular and the society at large.
- c) Encourage and motivate the students, faculties and researchers to utilize the facilities provided with their innovative and the society at large.
- d) Augment all available avenues to develop students for the emerging needs of society.
- e) And develop SRCAS into a Global centre of excellence in various disciplines.

QUALITY POLICY

The college envisions to impart value based quality academia to empower students with knowledge and wisdom, to develop intellectual curiosity and critical thinking, so as to use the knowledge acquired to effect social change.

In its pursuit for excellence, the college has set the following objectives

To equip the students with knowledge and skills and groom them to be self-reliant, resourceful and socially responsible citizens.

To help the students realize their potential and nurture their talents through carefully planned and well organized curricular and co-curricular activities.

To enhance their employability prospects through skill based courses intended to develop their overall personality.

To provide students with opportunities to develop leadership qualities and interpersonal skills by inculcating a rich work culture.

To achieve academic excellence by adopting modern methods of learning and teaching.

To ensure quality enhancement through performance assessment and evaluation, constantly striving towards excellence.

A PROFILE OF THE COLLEGE

Sriram Educational Trust was founded in the year 1983 for promoting education in a rural area by establishing Polytechnic College, Engineering College, College of Arts & Science, and Institute of Management, Institute of Catering Technology and Sriram Vidya Mandir Matriculation Higher Secondary School.

Sriram College of Arts & Science was instituted in the year 1998. It is affiliated to the University of Madras & approved by the AICTE and Government of Tamilnadu. It is located at Perumalpattu near Veppampattu Railway Station. It has successfully served the society for the past 18 years and its service continues with current developments enriching the students and guiding the youngsters to pursue knowledge and higher education.

The college provides all facilities like Library, Computers, Internet, Laboratories, Language Lab and sports activities to meet the needs of the new upgraded pattern of education under Choice Based Credit System (CBCS). Hostel facility is provided with wholesome nutritious food and care. Buses ply on specific routes, enabling the students from different parts of the city to reach the college on time.

The college believes that education does not end in a classroom. It is interested in the development of students who will play an important role in building a tradition that will endure through the years to come. The College enables the students to become ideal citizens realizing the responsibilities to execute their duties with utmost perfection. The College provides the upcoming generation an all round personality development. Apart from the routine academic work, wide opportunities are offered to students in varied co-curricular and extra-curricular activities and a vista is open to student volunteers through the N.S.S. and R.R.C. providing them a training ground to meet the challenges in life.

SRIRAM EDUCATIONAL TRUST

(Estd. 1983)

BOARD OF TRUSTEES

1. Dr. R. Narayanasamy, Chairman
2. Thiru. S. Audiseshiah, IAS (Rtd), Trustee
3. Dr. P. Govindarajalu, Trustee
4. Dr. S. Sumathi, Trustee
5. Thiru. M.D. Rajkumar, Secretary & Trustee
6. Tmt. Kasthury Parthasarathy, Trustee

COLLEGE COMMITTEE

1. Dr. R. Narayanasamy, Chairman/President
2. Dr. S. Sumathi, Trustee (Academic)
3. Thiru. M.D. Rajkumar, Secretary & Trustee
4. Dr. N. Kalyanaraman, Principal
5. Tmt. T. Komathi, Assistant Professor/H.O.D i/c, English
6. Thiru. E. Nagarajan, Office Superintendent
7. Dr. Fathima Vasanth, University Representative

COLLEGE COUNCIL

- | | |
|---|-------------------------------|
| 1. Dr. N. Kalyanaraman | Principal / President |
| 2. Thiru. S. Retnasamy | CAO of the Trust |
| 3. Mrs. T. Komathi | English Dept. |
| 4. Mr. R. Ananda Kumar | Corporate Secretaryship Dept. |
| 5. Mr. B. Suresh | Computer Science Dept. |
| 6. Mr. P.K. Murugan | Economics Dept. |
| 7. Mrs. T. Yasodha | Computer Applications Dept |
| 8. Mrs. S. Vatchala | Management Dept. |
| 9. Dr. M. Marthanda Boopathi | Tamil Dept. |
| 10. Dr. E. Saravanan | Mathematics Dept. |
| 11. Dr. T. Bharthasarathi | Physics Dept. |
| 12. Dr. S. Narayanan | Chemistry Dept. |
| 13. Mr. S. Thirumal | Librarian |
| 14. Mr. M. Ganesan | Physical Director |
| 15. One Junior Teaching staff member elected by the teaching staff, other than council member for the council annually. | |

LIST OF FACULTY

PRINCIPAL

1. Dr. N. Kalyanaraman, M.B.A., M.Com., M.Phil., Ph.D.,

DEPARTMENT OF TAMIL

1. Dr. M. Marthanda Boopathi, M.A., M.Phil., P h.D., H.O.D
2. E. Manavalan, M.A., M.Phil., B.Ed., Asst. Prof.
3. S. Kanchana, M.A., M.Phil., Asst. Prof.
4. S. Pugazendhi, M.A., M.Phil., B.Ed., Asst. Prof.
5. P. Bharathidasan, M.A., M.Phil., M.Ed., NET, SET Asst. Prof.
6. Dr. J. Premalatha, M.A., M.Phil., Ph.D., NET, SET Asst. Prof.

DEPARTMENT OF ENGLISH

1. T. Komathi, M.A., M.Phil., H.O.D i/c
2. K. Vijaya Priya, M.A., M.Phil., B.Ed., Asst. Prof.
3. S.N. Kamal, M.A., M.Phil., B.Ed., Asst. Prof.
4. S. Radha, M.A., M.Phil., B.Ed., Asst. Prof.
5. G. Shakila, M.A., M.Phil., B.Ed., Asst. Prof.

DEPARTMENT OF MATHEMATICS

1. Dr. E. Saravanan, M.Sc., M.Phil., H.O.D i/c
2. R. Kalpana, M.Sc., M.Ed., M.Phil., Asst. Prof.
3. S. Antony Jerold, M.Sc., M.Phil., Asst. Prof.
4. K. Girija Devi, M.Sc., B.Ed., M.Phil, Asst. Prof.
5. G. Sathya, M.Sc., B.Ed., M.Phil., Asst. Prof.
6. K. Priya, M.Sc., M.Phil., Asst. Prof.

DEPARTMENT OF PHYSICS

1. Dr. T. Bharthasarathi, M.Sc., M.Phil, Ph.D., H.O.D i/c
2. S. Archana, M.Sc., M.Phil., Asst. Prof.
3. Dr. P. P. Moorthi, M.Sc., M.Phil., B.Ed., Ph.D., Asst. Prof.
4. Rashmi S. Rao, M.Sc., M.Phil., Asst. Prof.

DEPARTMENT OF CHEMISTRY

1. Dr. S. Narayanan, M.Sc., M.Phil., Ph.D., H.O.D i/c
2. Dr. C. Ragupathi, M.Sc., B.Ed., M.Phil., Ph.D., Asst. Prof.
3. S. Shravan Kumar, M.Sc., M.Phil., Asst. Prof.

DEPARTMENT OF COMPUTER SCIENCE

1. B. Suresh, M.C.A., M.B.A., M.Phil., M.Sc (Psy) H.O.D i/c
2. P. Kalpana, M.C.A., M.Phil., M.B.A., Asst. Prof.
3. D. Dilli Prasad, M.C.A., M.Phil., M.Sc (Psy) Asst. Prof.
4. M. Sudha Priya, M.Sc (CS)., M.Phil., M.E (CSE) Asst. Prof.
5. G. Ilavarasi, M.C.A., M.Phil., Asst. Prof.
6. M. Elavarasi, M.Sc., M.Phil., M.C.A., M.A (Crime) Asst. Prof.
7. L. Thenmozhi, M.C.A., M.Phil., Asst. Prof.
8. J. Sujatha, M.Sc (IT)., M.Phil., M.C.A., Asst. Prof.
9. M. Karthikeyan, M.C.A., M.Phil., Asst. Prof.
10. E. Prethima, M.C.A., M.Phil., Asst. Prof.
11. S. Sridevi, M.C.A., M.Phil. Asst. Prof.
12. N. Preetha M.C.A., M.Phil., Asst. Prof.
13. S. Sugumar, M.C.A., M.Phil., Asst. Prof.
14. S. Suresh Kumar, M.C.A., M.Ed., M.Phil., Asst. Prof.
15. J. Sasirekha, M.C.A., M.Phil., Asst. Prof.

DEPARTMENT OF COMMERCE (General)

1. M. Marimuthu, M.Com., M.Phil., P.G.D.C.A., M.B.A., Asst. Prof.
2. S. Nagaraj, M.Com., M.Phil., MLIS., Asst. Prof.
3. L. Ramesh, M.Com., M.Phil., P.G.D.C.A., M.L.I.S., Asst. Prof.
4. C.A. Ramalakshmi, M.Com., M.Phil., M.B.A., Asst. Prof.
5. S. Jayanthi, M.Com., M.Phil., M.Ed., P.G.D.C.A., Asst. Prof.
6. S. Dhanalakshmi, M.Com., M.Phil., PGDCA Asst. Prof.
7. L. Janaki, M. Com., M.Phil., Asst. Prof.

8. Dr. E. Seenivasan, M.Com., M.Phil., Ph.D., Asst. Prof.
9. P. Nithya, M.com., M.Phil., Asst. Prof.

DEPARTMENT OF COMMERCE (Corporate Secretaryship)

1. R. Ananda Kumar, M.Com. M.Phil. D.F.A., H.O.D i/c
2. S. Jesima, M.Com., M.Phil., Asst. Prof.
3. R. Hemalatha, M.Com., M.Phil., Asst. Prof.
4. M. Srinivasan, M.B.A., M.Phil., Asst. Prof.

DEPARTMENT OF COMMERCE (Accounting & Finance)

1. V. Tamilvendan, M.Com., M.Phil., SET Asst. Prof.
2. R. Usha, M.Com., M.Phil., Asst. Prof.

DEPARTMENT OF COMMERCE (Computer Applications)

1. T. Yasodha, M.Com., M.Phil., H.O.D i/c
2. K. Komalavalli, M.Com., M.Phil., NET Asst. Prof.

DEPARTMENT OF ECONOMICS

1. P.K. Murugan, M.A., M.Phil., B.A.,(Hindi), Dip. Hindi., P.G.D.,C.A., T.T.C.,C.O.A., H.O.D i/c
2. Dr. Mu. Arumugam, M.A., M.Phil., Ph.D., SET Asst. Prof.

DEPARTMENT OF MANAGEMENT STUDIES

1. S. Vatchala, M.B.A., M.Phil., H.O.D i/c
2. Dr. D. Lavanya, M.B.A., M.Phil., Ph.D., Asst. Prof.
3. K.R. Kishore Kumar, M.B.A., M.Phil., M.A., M.H.R.M., Asst. Prof.

DEPARTMENT OF LIBRARY

1. S. Thirumal, M.A., M.L.I.S., M.Phil., Librarian

DEPARTMENT OF PHYSICAL EDUCATION

1. M. Ganesan, M.A., M.P.Ed., M.Phil., Physical Director

ADMINISTRATIVE STAFF

1. E. Nagarajan, M.A., Manager
2. E. Lenin Raj, M.A., M.H.R.M., D.C.Tech.,
3. N. Lalitha, B.A., Typist cum Jr. Assistant
4. S. Veena, Accountant
5. V.J.K. Harish Kumar, Accounts Assistant

HARDWARE ENGINEER

1. G. Balathandayutham, D.C.T.,

LAB ASSISTANTS

1. Dasari Sridevi, (Chemistry)
2. J. Himasalapathi, B.A., A.D.C.H.N., (Computer Science)
3. B. Mala (Library)
4. K. Lakshmi (Physics)
5. J. Kathirvelu, B.Sc., (Computer Science)

COURSES OFFERED

UNDERGRADUATE COURSES

1. B.Sc - Mathematics
2. B.Sc - Physics
3. B.Sc - Chemistry
4. B.Sc - Computer Science
5. BCA - Computer Applications
6. B.B.A - Business Administration
7. B.Com - General
8. B.Com - Corporate Secretaryship
9. B.Com - Accounting and Finance
10. B.Com - Computer Applications

POSTGRADUATE COURSES

1. M.Com - Master of Commerce

RESEARCH COURSE

1. M.Phil - Commerce

CHOICE BASED CREDIT SYSTEM

The University introduced the CBCS (Choice Based Credit System) during the academic year 2008-2009. Under this system, in all UG courses, a candidate must earn a minimum of 140 credits. PG students must earn a minimum of 90 credits.

The following is the UG course structure:

Part I : Languages: Tamil/ Hindi

Part II : English

Part II : Core Subjects & Allied Subjects

Part IV: 1.a. All students are expected to study Tamil. Those who have not studied Tamil up to Std.XII and taken a non Tamil language, under Part I shall take Elementary Tamil comprising of two courses (level will be of std VI)

b. Those who have studied Tamil up to Std XII and taken a non Tamil language under Part I shall take Advanced Tamil comprising of two courses.

c. Others that do not come under (a) or (b) can choose Non major electives offered by other departments comprising of two courses.

2. Soft Skills*

a. Essential of Language and Communication

b. Essential of Spoken & Presentation Skills

c. Personality Enrichment

d. Computer Skills

e. Foreign Language: German / French

3. Environmental Studies

4. Value Education

Part V: Extension Activities like NSS/ RRC/ Sports & Games/ YRC/ any other service organization in the college.

EXAMINATION PATTERN

UG and PG : External - 75 marks

Internal - 25 marks*

*Internal marks are based on Tests, Attendance, Seminars and Assignments

ACADEMIC ACHIEVEMENTS

The outstanding performance of our students in both curricular and co-curricular activities makes our college stand as an epitome of Higher Education. Our students have been University Rank Holders. The college results through the years bear testimony to the high standard education provided by the institution.

TOTAL NUMBER OF WORKING DAYS

The college follows the semester pattern and follows DAY ORDER SYSTEM. The number of working days i.e. actual days to hold lectures, tutorials, seminars and practical stipulated by the University for the Semester System will be a minimum of 90 working days for each semester and each day shall have five working hours and there will be two semesters in an academic year. The classes will begin at 9.30 a.m. and end at 3.00 p.m.

ATTENDANCE RULES

1. Absence for even one period in any session [forenoon/afternoon] shall be treated as absent for half-a-day.
2. All candidates must put in 75% of attendance for Arts, Science, Commerce courses both UG/PG including MCA Degree courses for appearing in the University Examination. (Theory/Practical)
3. Candidates who earn attendance less than 75%, but 65% and above are not eligible to appear for the current semester examinations. However, the Principal may condone the lack of attendance of those students based on the following grounds and permit them to write Semester Examinations, after the payment of Condonation Fee.
 - prolonged illness
 - major surgery
 - Accident which demands a long rest
4. Candidates who earn attendance between 55% and 64% are not eligible to appear for the current semester examinations. However, they can write arrear subjects, if any. They are permitted to continue their studies in the next semester. While continuing in the next semester, they have to earn combined attendance of 75% or more by taking the average of the attendance earned in the current and the previous semester. These

candidates are eligible to write previous semester subjects along with the current semester subjects. Otherwise, they will not be permitted to appear for both the previous semester and current semester papers and they have to redo the course from the previous semester in the following academic year, if vacancy is available, after obtaining the approval from the University of Madras and the Principal through the Head of the Department concerned.

5. Candidates who put in less than 50% of attendance have to repeat the course (by rejoining) for which they lack attendance without proceeding further in II/III year as the case may be. Until they rejoin the course and earn the required attendance for that particular semester/year, no candidate shall be permitted to proceed to the next year/next semester of the course under any circumstances. They have to obtain prior permission from the University to rejoin the course.
6. In respect of married women students undergoing UG/PG courses, the minimum attendance for condonation (Theory/Practical) shall be relaxed and prescribed as 55% instead of 65% if they conceive during their academic career. Medical certificate from the Doctor attached to the Government Hospital (D.G.O) and the prescribed fee of Rs.250/- therefore together with the attendance details shall be forwarded to this office to consider the condonation of attendance mentioning the category.

ADMISSIONS AND WITHDRAWALS

1. All admissions into the college are made as per the guidelines of University of Madras.
2. Application for admission to the College should be submitted only in the prescribed form available in the College Office.
3. Normally, admissions are done only once in a year in the beginning of the academic year.
4. Details regarding eligibility for admission, documents to be submitted, fees to be paid, etc., are given in the prospectus issued along with the Application Form.
5. If the student is absent for more than five days continuously from the date of admission or reopening of the college, the student's name will be removed from the Register.
6. If a student leaves the college in the middle of any semester he/she cannot claim remission of any portion of the fees already paid.

7. Students who have completed their course of studies can get their Transfer and Conduct Certificates after clearing the dues to the Laboratories and Library and submitting a written request to the Principal.
8. If a student leaves the college at the end of an academic year, he/she can receive the attendance certificate required by the University if he/she applies for it.

LEAVE RULES

- All leave must be supported by leave letter.
- In cases of planned leave, leave letter must be submitted prior to the absence.
- In case of all other leave (medical and other emergencies), leave letter must be submitted on the date the student joins the college.
- All medical leave beyond 3 working days must be supported by a certificate from a registered medical practitioner.
- Submission of medical certificate or other documentary evidence does not make the student automatically eligible for Condonation of attendance.

The decision of the Principal will be final in all matters relating to attendance and leave.

CODE OF CONDUCT AND GENERAL DISCIPLINE

1. Students should be in their classrooms before the commencement of the classes and should not loiter about on the corridors during class hours. Students should not leave the college premises till the classes are over.
2. Students are forbidden from bringing storybooks, mobile phones, play things and other banned undesired materials. Use of mobile phones by the students is strictly banned inside the college campus. If the students are found using the cell phone, strict disciplinary action will be taken against them.
3. Papers should not be littered in the premises, causing damage to college property, directly or indirectly, including scribbling on the desk /wall will be severely dealt with.
4. Eve-Teasing fellow students, or picking up quarrels or any breach of etiquette offending the good name of the institution will be viewed seriously.
5. Even outside the college the students are expected to conduct themselves in a manner that will raise the esteem of the college in the public mind.

6. Students should cultivate the habit of looking at the notice-board daily. Failure to do so will not be accepted as an excuse for not complying with the instruction. All circulars relating to competitions, payment of fees, scholarships, concessions, etc. will be put on the notice board only.
7. Students are expected to uphold the principle of dignity and decorum in their dress and demeanor. Students are expected to be in formal dress. Boys are advised not to wear jeans, T shirts of any kind.
8. Students should wear their ID cards while in the college campus and in particular while inside the classroom.
9. Students found guilty of damaging and defiling the college property will have to face dire consequences.

DISCONTINUATION OF COURSE

In cases where a student discontinues her course of study, she shall pay the fees due, for the balance period of the course, to be eligible to receive the Transfer Certificate and the Conduct Certificate.

CHANGE OF PARTICULARS IN STUDENT DATA SHEET

Any change in student data (Name, Address, Telephone number etc.) shall be communicated in writing to the college through the Head of Department within three working days of the change.

REQUEST FOR TESTIMONIALS

Requests for certificates, testimonials and any other attestation should be made in writing addressed to the Principal through the Head of Department. The request shall be effected within **7 working days** of submission of the request.

RAGGING REDRESSAL COMMITTEE

A “**Ragging Redressal Committee**” with the Principal as Convener is functioning in the College. A “**BLACK BOX**” meant for dropping any kind of ragging / eve-teasing complaint is erected at the Principal’s office. Any student subjected to any kind of ragging by anybody can drop their written complaints in the box.

OTHER NATURE OF COMPLAINTS

A “**GREEN BOX**” is also erected at the Principal’s office so as to enable the students to reach the Principal directly and register general complaints of other nature, if any.

ACADEMIC

1. A terminal exam and model exam will be conducted before the end of every semester, apart from unit tests.
2. All students should appear for all the examinations conducted in all their respective subjects, without fail.
3. Academic performance and attendance will be intimated to the parents / guardian.
4. Parents should attend Parents – Teachers meeting as and when arranged.

DRESS CODE

Obscenity and vulgarity in dressing is strictly prohibited. Simple, modest and comfortable dress in keeping with the dignity and decorum of the college should be worn. T shirts, jeans, three fourth pants, sleeveless tops, shorts and miniskirts are not permitted.

IDENTITY CARD

An identity card is issued to every student. The student has to wear the ID card at all times inside the campus. In case of loss of ID card, duplicate ID card may be issued on payment of the prescribed fee.

LOSS OF PROPERTY

- Students are requested not to wear heavy or expensive jewellery and accessories.
- Students are requested not to carry valuables and heavy cash.
- The Management, Principal and Staff shall not be responsible for the loss of any belongings of the student.

MOBILE PHONES

- Students are not permitted to carry and use mobile phones or iPods inside the college campus.
- Violation of this rule will lead to serious disciplinary action.

DISCIPLINARY ACTION

The Principal has the right to suspend or issue TC to any student who does not abide by a Code of Conduct of the College or fails to maintain dignity and decorum in her/his interactions with her/his fellow students, teachers, Administrative staff, Principal and Management of the College.

LABORATORY

Air conditioned computer centre with three well furnished computer laboratories with more than 150 computers with LAN, Digital Electronics and Microprocessor Laboratory and Broadband Internet Connection.

LIBRARY

The college has a well stocked library with all the latest and advanced technological support system. It is located in a spacious area, enabling the students to use numerous books which had been acquired over the years. A number of national and international journals and periodicals are available in the library.

The Library is managed by a qualified Librarian

1. Library is primarily intended for the use of students and staff of the college.

2. Library will function on all working days of college from 9.00 a.m. to 3.00 p.m.
3. Any reader entering the Library must record their visit in the Register. Strict silence must be observed in the Library.
4. Every student will be issued with 2 library tickets to borrow books.
5. While borrowing books, the students should examine it at once and call the librarian's attention to any damage found in it. Otherwise the borrowers will be held responsible for any damage that may be detected afterwards.
6. Students should not damage the books by underling the passages, writing remarks in the margin, tearing of the pages, etc.
7. Books will be issued for two weeks only. Books borrowed should be returned on or before the due date.
8. Renewal for a further period of two weeks is permissible when there is no reservation for that book. Only one renewal is allowed. At the time renewal the book should be produced to the librarian.
9. Reference books like dictionary, encyclopedias, hand books, yearbooks and others marked as "reference" will not be issued. They can be consulted within the library.
10. A student who fails to return the library book on the prescribed day will be fined @ Re.1/- per volume, per day. All books must be returned to the library on the notified date before the close of each term. Absence from college will not be admitted as excuse for any delay in returning books.
11. Readers shall be held responsible for any damage to the books or loss of books. The borrower should inform the loss of book to the librarian in writing. The borrower should replace such books or pay the value thereof.
12. Loss of tickets should be reported immediately to the librarian in writing. The member will be responsible for any loss or non-return of books issued against the borrower's ticket.
13. Members are not allowed to sub-lend the books. Borrower's tickets are not transferable.
14. Reservation service is also available. Students can reserve for new arrivals and also for books under issue.

A register is available at the counter for recording suggestions regarding the new books which could be added to the Library.

SPORTS ACTIVITIES

“Physical Training should have as much a place in the curriculum as Mental Training”, observed Gandhiji. This dictum is faithfully practiced as the college conducts and organizes sports activities through out the academic year. Games and sports are part and parcel of any academic institution. Without exception, Sriram College of Arts and Science have a separate department giving importance to sports activities amongst students. There is a qualified physical director, appointed by the management to look into the affairs of the sports activities. Our students participate in all leading tournaments conducted by the University and other colleges. Our students have the distinction of winning numerous awards, trophies and medals that bear testimony to their exemplary performance.

CULTURAL ACTIVITIES

This college also gives importance to cultural programmes, in order to bring out the inherent talents of students. One of the faculty members is in charge of cultural activities.

CLUB ACTIVITIES

Following clubs has been formed to promote the academic and curricular, extra – curricular, co – curricular activities of the students.

1. Tamil Literary Club
2. English Literary Club
3. Sports Club
4. Consumer Club
5. Environmental Club
6. Statistical Club
7. Dance Club
8. Music Club
9. Karate Club
10. Yoga Club

VARIOUS COMMITTEES FRAMED FOR THE ACADEMIC YEAR 2018-2019

- Language Association Committee
- Disciplinary Committee
- Students' Grievance Committee
- Sports Advisory Committee
- NSS Committee
- Citizen Consumer Club
- Placement and Career Guidance
- Model Exam Committee
- Counseling Cell
- Women Students Forum
- Red Ribbon Club
- College and Graduation Day
- Calendar Committee
- Magazine Committee
- Rotary Club
- Project Green
- Alumni Association
- Press and Publicity
- Anti-Ragging Committee
- Anti-Ragging Squad

MADRAS UNIVERSITY STUDENTS FREE EDUCATION PROGRAMME

This scheme has been instituted by University of Madras. The +2 students, who will be selected under this scheme, are eligible for award of free admission in the Affiliated Aided / Self-financing colleges for Under-Graduate Courses. They will be exempted from Tuition Fee and Hostel Fee. For application form and further details, please contact the public information officer, University of Madras, Centenary Building, Chepauk, Chennai – 600 005 immediately.

NSS / RRC

The College has two units of NSS. The NSS students are provided training in community service and civic awareness. The unit fosters a sense of social responsibility and helps students acquire leadership qualities to become socially responsible citizens. They are also expected to take part in the week long annual camp organized to create awareness in villages. Students can also join the Red Ribbon Club which creates awareness on AIDS.

YRC

The Youth Red Cross is another service oriented organization. It trains students to put society before self. The principles governing the Youth Red Cross are promotion of health and voluntary service. Medical Awareness Programmes are conducted regularly. Students are also given a chance to serve society through crowd regulation at hospitals.

CANTEEN

The college canteen provides hygienic pure vegetarian food at nominal rates.

DRINKING WATER FACILITY

A sophisticated reverse osmosis water purification plant installed in the campus ensures safe drinking water for the students.

SCHOLARSHIPS

Students can avail SC/ST Scholarships awarded by the state/central government to pursue the UG/PG courses whose parentally income does not exceed Rs. 2 Lakhs.

CAREER GUIDANCE AND PLACEMENT CELL

A Placement Cell has been established with the aim of ensuring opportunities to the students. Reputed IT companies come for direct recruitment. It also provides information regarding centers of Excellence in higher education.

COUNSELLING CELL

To address the problems (both personal and academic) faced by the students, a grievance cell has been established. Faculty in-charge extends adequate support and guidance and help the students build their self-esteem.

ANTI-RAGGING COMMITTEE

Anti-ragging committee deployed by the institution takes necessary measures to go into specific complaints and take suitable action.

STUDENT SUPPORT SERVICES

The college offers a number of student support services. These include Library, Hostel accommodation, Endowments and Scholarships, Earn while you Learn Scheme, University Students Advisory Bureau, Placement Opportunities, NSS and NCC activities and avenues for Sports and Games.

PLACEMENT TRAINING COUNSELING CELL

A full time counselor is appointed to interact with the students to redress the grievances, reduce the stress and mental worries, provides the solutions to the physical/mental/family problems. This cell conducts co-curricular courses after college hours to help students to build-up greater confidence and to improve employability.

IMPORTANT NOTICE

Ragging – An offence

Ragging in any form, at any place or time is a cognizable offence that will attract severe punishment including summary expulsion from the College/Institution/University.

Extract of Tamil Nadu Govt. Gazette-Extra ordinary of 29.1.1997 (Bill No.8 of 1997 Tamil Nadu Prohibition of Ragging Act).

1. In this Act, unless the context otherwise requires, “Ragging” means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes:
 - (a) Teasing, abusing or playing practical jokes on or causing hurt to such, student, or

- (b) Asking the students to do anything or perform something which such student will not, in the ordinary course willingly act or perform.
2. Ragging within or outside any educational institution is prohibited.
 3. Whoever directly or indirectly commits, participated in, abets or propagates “Ragging” within or outside any educational institution, shall be punished with imprisonment for a term which may extend to and a fine upto ten thousand rupees.
 4. Any student convicted of an offence under section 3 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.
 5. Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head of an educational institution, or to any other person responsible for the management of the educational institution, such head of the educational institution or person responsible for the management of the educational institution shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.

If reported he / she shall be summarily terminated from the college for ragging.

- ❖ **A Ragging Redressal Committee headed by the Principal is functioning in the college.**
- ❖ **A ‘Black Box’ is erected at the Principal’s office to receive ragging complaints.**
- ❖ **A ‘Green Box’ is erected at the Principal’s office to receive complaints of any other nature.**

ANTI – RAGGING MEASURE

(Direction by University of Madras, Chennai dt.14/06/2010)

The issues related to ragging can be represented in the written form and posted in the black box provided in the library. The Principal upon the receipt of any complaint will convene & discuss the matter with the Ragging redressal committee. The complaints would be addressed by the Ragging redressal committee. The complaints would be addressed by the Ragging redressal committee and necessary action would be taken immediately.

ANTI – RAGGING COMMITTEE

Dr. N. Kalyanaraman, Principal	9941655590
Tmt. T. Komathi, Assistant Professor & HOD i/c	9840627425
Mr. P. K. Murugan, Assistant Professor & HOD i/c	9940433101
Inspector of Police, Sevvapet	9498104830
	044 - 27620210

ANTI – RAGGING SQUAD

Mr. M. Marimuthu, Asst. Prof. Dept. of Commerce
Mr. D. Dilli Prasad, Asst. Prof. Dept. of Comp. Science
Mr. P. Bharathidasan, Asst. Prof. Dept. of Tamil
Mrs. S. Radha, Asst. Prof. Dept. of English
Mrs. L. Thenmozhi, Asst. Prof. Dept. of Computer Science
Mrs. K. Komalavalli, Asst. Prof. Dept. of Commerce (Comp. Applications)
Mr. K.R. Kishore Kumar, Asst. Prof. Dept. of Management Studies

DISCIPLINARY COMMITTEE

Mr. R. Ananda Kumar, Asst. Prof. Dept. of Commerce (Corp. Secretaryship)
Mr. B. Suresh, Asst. Prof. Dept. of Computer Science
Dr. M. Marthanda Boopathi, Asst. Prof. Dept. of Tamil
Mr. M. Marimuthu, Asst. Prof. Dept. of Commerce
Mrs. T. Yasodha, Asst. Prof. Dept. of Commerce (Comp. Applications)
Mrs. S. Vatchala, Asst. Prof. Dept. of Management Studies
Dr. E. Saravanan, Asst. Prof. Dept. of Mathematics
Mr. S. N. Kamal, Asst. Prof. Dept. of English
Mr. M. Ganesan, Physical Director

VICE – PRESIDENTS OF SUBJECT / LANGUAGE ASSOCIATIONS

Dr. M. Marthanda Boopathi	Tamil
Mrs. T. Komathi	English
Mr. P.K. Murugan	Economics
Dr. E. Saravanan	Mathematics
Mr. R. Ananda Kumar	Corporate Secretaryship
Mr. B. Suresh	Computer Science
Mrs. T. Yasodha	Computer Applications
Mrs. S. Vatchala	Management Studies
Dr. S. Narayanan	Chemistry
Dr. T. Bharthasarathi	Physics

STUDENTS GRIEVANCES & APPEAL

Mrs. P. Kalpana, Asst. Prof. Dept. of Comp. Science
Mrs. S. Kanchana, Asst. Prof. Dept. of Tamil
Mrs. S. Dhanalakshmi, Asst. Prof. Dept. of Commerce
Mr. M. Karthikeyan, Asst. Prof. Dept. of Computer Science
Mrs. S. Jesima, Asst. Prof. Dept. of Commerce (Corp. Secretaryship)
Dr. E. Seenivasan, Asst. Prof. Dept. of Commerce

N. S. S

Dr. Mu. Arumugam, Asst. Prof. Dept. of Economics

Mrs. S. Kanchana, Asst. Prof. Dept. of Tamil

COUNSELLING CELL

Mrs. T. Komathi, Asst. Prof. Dept. of English

Mr. R. Ananda Kumar, Asst. Prof. Dept. of Commerce (Corp. Secretaryship)

Mrs. S. Vatchala, Asst. Prof. Dept. of Management Studies

PLACEMENT AND CAREER GUIDANCE

Mr. V. Tamil vendan

UNIT TEST/MODEL/ UNIVERSITY EXAMINATIONS

Mr. P.K. Murugan

Mr. D. Dilli Prasad

YOUTH RED CROSS (YRC)

Mr. S. Nagaraj, Asst. Prof. Dept. of Commerce

WEBSITE COMMITTEE

Mrs. G. Ilavarasi, Asst. Prof. Dept. of Computer Science

Mr. S. Sureshkumar, Asst. Prof. Dept. of Comp. Science

Mr. S. Sugumar, Asst. Prof. Dept. of Comp. Science

CITIZEN CONSUMER CLUB

Mr. E. Manavalan, Asst. Prof. Dept. of Dept. of Tamil

Mrs. K. Vijayapriya, Asst. Prof. Dept. of English

ENTREPRENEUR DEVELOPMENT

Mrs. M. Elavarasi, Asst. Prof. Dept. of Comp. Science

Mr. S. Pugazendhi, Asst. Prof. Dept. of Tamil

Date	Day	JUNE 2018	Working Days
1	Friday		
2	Saturday		
3	Sunday		
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday		
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday		
17	Sunday		
18	Monday	College Reopens for II and III year students	1
19	Tuesday		2
20	Wednesday		3
21	Thursday		4
22	Friday		5
23	Saturday		-
24	Sunday		-
25	Monday		6
26	Tuesday		7
27	Wednesday		8
28	Thursday		9
29	Friday		10
30	Saturday		-

Date	Day	JULY 2018	Working Days
1	Sunday		-
2	Monday		11
3	Tuesday		12
4	Wednesday		13
5	Thursday		14
6	Friday		15
7	Saturday		-
8	Sunday		-
9	Monday		16
10	Tuesday		17
11	Wednesday		18
12	Thursday		19
13	Friday		20
14	Saturday		-
15	Sunday		-
16	Monday		21
17	Tuesday		22
18	Wednesday		23
19	Thursday		24
20	Friday		25
21	Saturday		-
22	Sunday		-
23	Monday		26
24	Tuesday		27
25	Wednesday		28
26	Thursday		29
27	Friday		30
28	Saturday		-
29	Sunday		-
30	Monday		31
31	Tuesday		32

Date	Day	AUGUST 2018	Working Days
1	Wednesday		33
2	Thursday		34
3	Friday		35
4	Saturday		-
5	Sunday		-
6	Monday		36
7	Tuesday		37
8	Wednesday		38
9	Thursday		39
10	Friday		40
11	Saturday		-
12	Sunday		-
13	Monday		41
14	Tuesday		42
15	Wednesday	Independence Day	-
16	Thursday		43
17	Friday		44
18	Saturday		-
19	Sunday		-
20	Monday		45
21	Tuesday		46
22	Wednesday	Bakrid	-
23	Thursday		47
24	Friday		48
25	Saturday		-
26	Sunday		-
27	Monday		49
28	Tuesday		50
29	Wednesday		51
30	Thursday		52
31	Friday		53

Date	Day	SEPTEMBER 2018	Working Days
1	Saturday		-
2	Sunday	Gokulashtami	-
3	Monday		54
4	Tuesday		55
5	Wednesday		56
6	Thursday		57
7	Friday		58
8	Saturday		-
9	Sunday		-
10	Monday		59
11	Tuesday		60
12	Wednesday		61
13	Thursday	Vinayagar Chaturthi	-
14	Friday		62
15	Saturday		-
16	Sunday		-
17	Monday		63
18	Tuesday		64
19	Wednesday		65
20	Thursday		66
21	Friday	Moharram	-
22	Saturday	ॐ	-
23	Sunday		-
24	Monday		67
25	Tuesday		68
26	Wednesday		69
27	Thursday		70
28	Friday		71
29	Saturday		-
30	Sunday		-

Date	Day	OCTOBER 2018	Working Days
1	Monday		72
2	Tuesday	Gandhi jayanthi	-
3	Wednesday		73
4	Thursday		74
5	Friday		75
6	Saturday		-
7	Sunday		-
8	Monday		76
9	Tuesday		77
10	Wednesday		78
11	Thursday		79
12	Friday		80
13	Saturday		-
14	Sunday		-
15	Monday		81
16	Tuesday		82
17	Wednesday		83
18	Thursday	Saraswathi Pooja	-
19	Friday	Vijayadasami	-
20	Saturday		-
21	Sunday		-
22	Monday		84
23	Tuesday		85
24	Wednesday		86
25	Thursday		87
26	Friday		88
27	Saturday		-
28	Sunday		-
29	Monday		89
30	Tuesday		90
31	Wednesday		91

Date	Day	NOVEMBER 2018	Working Days
1	Thursday		-
2	Friday		-
3	Saturday		-
4	Sunday		-
5	Monday		-
6	Tuesday	Deepavali	-
7	Wednesday		-
8	Thursday		-
9	Friday		-
10	Saturday		-
11	Sunday		-
12	Monday		-
13	Tuesday		-
14	Wednesday		-
15	Thursday		-
16	Friday		-
17	Saturday		-
18	Sunday		-
19	Monday		-
20	Tuesday		-
21	Wednesday	Miladinabi	-
22	Thursday		-
23	Friday		-
24	Saturday		-
25	Sunday		-
26	Monday		-
27	Tuesday		-
28	Wednesday		-
29	Thursday		-
30	Friday		-

Date	Day	DECEMBER 2018	Working Days
1	Saturday		-
2	Sunday		-
3	Monday	College Reopens for Even Semester	1
4	Tuesday		2
5	Wednesday		3
6	Thursday		4
7	Friday		5
8	Saturday		-
9	Sunday		-
10	Monday		6
11	Tuesday		7
12	Wednesday		8
13	Thursday		9
14	Friday		10
15	Saturday		-
16	Sunday		-
17	Monday		11
18	Tuesday		12
19	Wednesday		13
20	Thursday		14
21	Friday		15
22	Saturday		-
23	Sunday		-
24	Monday		16
25	Tuesday	Christmas	-
26	Wednesday		17
27	Thursday		18
28	Friday		19
29	Saturday		-
30	Sunday		-
31	Monday		20

Date	Day	JANUARY 2019	Working Days
1	Tuesday	New Year	-
2	Wednesday		21
3	Thursday		22
4	Friday		23
5	Saturday		-
6	Sunday		-
7	Monday		24
8	Tuesday		25
9	Wednesday		26
10	Thursday		27
11	Friday		28
12	Saturday		-
13	Sunday		-
14	Monday	Bhogi	-
15	Tuesday	Pongal	-
16	Wednesday	Thiruvalluvar Day	-
17	Thursday		29
18	Friday		30
19	Saturday		-
20	Sunday		-
21	Monday		31
22	Tuesday		32
23	Wednesday		33
24	Thursday		34
25	Friday		35
26	Saturday	Republic Day	-
27	Sunday		-
28	Monday		36
29	Tuesday		37
30	Wednesday		38
31	Thursday		39

Date	Day	FEBRUARY 2019	Working Days
1	Friday		40
2	Saturday		-
3	Sunday		-
4	Monday		41
5	Tuesday		42
6	Wednesday		43
7	Thursday		44
8	Friday		45
9	Saturday		-
10	Sunday		-
11	Monday		46
12	Tuesday		47
13	Wednesday		48
14	Thursday		49
15	Friday		50
16	Saturday		-
17	Sunday		-
18	Monday		51
19	Tuesday		52
20	Wednesday		53
21	Thursday		54
22	Friday		55
23	Saturday		-
24	Sunday		-
25	Monday		56
26	Tuesday		57
27	Wednesday		58
28	Thursday		59

Date	Day	MARCH 2019	Working Days
1	Friday		60
2	Saturday		-
3	Sunday		-
4	Monday		61
5	Tuesday		62
6	Wednesday		63
7	Thursday		64
8	Friday		65
9	Saturday		-
10	Sunday		-
11	Monday		66
12	Tuesday		67
13	Wednesday		68
14	Thursday		69
15	Friday		70
16	Saturday		-
17	Sunday		-
18	Monday		71
19	Tuesday		72
20	Wednesday		73
21	Thursday		74
22	Friday		75
23	Saturday		-
24	Sunday		-
25	Monday		76
26	Tuesday		77
27	Wednesday		78
28	Thursday		79
29	Friday	Mahaveer Jayanthi	-
30	Saturday	Good Friday	-
31	Sunday		-

Date	Day	APRIL 2019	Working Days
1	Monday		-
2	Tuesday		-
3	Wednesday		-
4	Thursday		-
5	Friday		-
6	Saturday		-
7	Sunday		-
8	Monday		-
9	Tuesday		-
10	Wednesday		-
11	Thursday		-
12	Friday		-
13	Saturday		-
14	Sunday	Tamil New Year	-
15	Monday		-
16	Tuesday		-
17	Wednesday		-
18	Thursday		-
19	Friday		-
20	Saturday		-
21	Sunday		-
22	Monday		-
23	Tuesday		-
24	Wednesday		-
25	Thursday		-
26	Friday		-
27	Saturday		-
28	Sunday		-
29	Monday		-
30	Tuesday		-

NOTES

NOTES

NOTES

TIME-TABLE**ODD SEMESTER**

DAY	1	2	3	LUNCH BREAK	4	5
I						
II						
III						
IV						
V						
VI						

TIME-TABLE**EVEN SEMESTER**

DAY	1	2	3	LUNCH BREAK	4	5
I						
II						
III						
IV						
V						
VI						



Perumalpattu - 602 024, Veppampattu (R.S)
Thiruvallur District, Tamilnadu
Phone / Fax : + 91-044-27689181
E-mail : principalsrcas@gmail.com; www.sriramcas@edu.in



Established and Managed by



SRIRAM EDUCATIONAL TRUST

No. 49, Anna Salai, Chennai - 600 002.

(Inside Devi Theatre Complex)

Ph : 044-2851 1011 / 2851 1022 / 2581 1033, Fax : 044-2851 1012

E-mail : sriramet@eth.net Website : www.sriramtrust.org

Printed by Aalayam art Printers, Chennai - Phone 97907 75028