



V.R.S.



**COLLEGE OF
ENGINEERING AND TECHNOLOGY**

*(Accredited by NAAC and
An ISO 9001 : 2008 Recertified Institution)*
ARASUR - 607 107, VILLUPURAM DIST.,
TAMIL NADU.

web : www.vrscet.in
e-mail : vrscet@yahoo.com

Contact Numbers
94874 80278, 94432 40278,
98423 40278 94432 24253

**CALENDAR
2020 - 2021**

D9FGCB5@85H5

Name :
Enrollment No/Staff Code :
Designation :
Department/Section :
Residential Address :
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Phone :
Off :
Res :
Mobile :
Email ID :
Passport No. :
Driving Licence No. :
Bank A/C No. :
Blood Group :
Height :
Weight :
Vehicle No. :
Credit Card No. :
Email ID :

GOVERNING COUNCIL

Tmt.Vijaya Muthuvannan Chairperson
Thiru.S.R.Ramanathan Secretary and Correspondent
Thiru.N.Muthuvannan Director- Board of Governors
Er.M.Saravanan Chief Executive Officer,
AICTE Nominee Southern Regional Officer
(Ex-Officio)
University Nominee - To be nominated
Dr.V.Kumar, M.E., Ph.D.,
Principal
Thanthai Periyar Government Institute of
Technology, Vellore
State Government Nominee - CTE
(Ex-Officio)
Dr.R.Murugesan, M.Sc., Ph.D.,
Director/Research, Chettinad Academy of
Research & Education, Chennai
Member
Dr.N.Alagumurthi, M.Tech., Ph.D.,
Professor, Pondicherry Engg. College
Dr.J.Joseph Ignatious, M.Tech., Ph.D.,
Liaison Officer(Govt. Affairs), Member
Dr.N.Anbazhaghan, M.E., Ph.D.
Principal, Member Secretary

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Science and Humanities

8f''; ''DYfi a U

Mechanical Engineering

8f''; ''DYfi a U

Electronics and Communication Engineering

9f''; ''GUX]e'6Ug\U

Computer Science and Engineering

Er. K. Ramesh

Electrical and Electronics Engineering

Er.S.Arunpandiyan

Civil Engineering

Er.A.Kumar

Librarian

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Physical Education

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|--------|----------------------------|-------------------------|------------------|
| (i) | 8f''B''5bVUh\U[\Ub | Chairman /
Principal | Member Secretary |
| (ii) | 9f''A''GUFUj UbUb | Vice-Chairman
CEO | |
| (iii) | 8f''; ''DYfi a U | HOD (S&H) | Member |
| (iv) | Er.A.Kumar | HOD i/c (Civil) | Member |
| (v) | Dr. G. Perumal | HOD (Mech.) | Member |
| (vi) | Er.S.Arunpandiyan | HOD i/c (EEE) | Member |
| (vii) | Er. K. Ramesh | HOD (CSE) | Member |
| (viii) | 9f''; ''GUX]e'6Ug\U | HOD i/c(ECE) | Member |
| (ix) | 8f''G'G''6U Ugj VfUa Ub]Ub | Librarian | Member |
| (x) | Af''5''Ai fU] | Physical Director | Member |

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 Head of the Department (i/c)
Dr. G. Perumal, M.E., Ph.D.,

Professor

8f''; ''DYfi a UŽ M.E., Ph.D.,

Associate Professors

Af''7''G VfUa Ub]nubž M.E.,
 Af''G''G'Uba i [Ugj bXUfUa ž M.E., (Ph.D.),
 Assistant Professors

Af''8''GUH Yg\ Ki a Ufž M.Tech., M.B.A.,
 Af''G''Gj U[i fi ž M.Tech.,
 Af''5''FU'UfUa Ubž M.E.,
 Af''8''FU'Ugy_UfUubž M.E.,
 Af''B''9'ci a UYž M.Tech., (Ph.D.),
Mr. A. Shanmugarajan, M.Tech.,
Mr. R. Malayalattar, M.Tech.,
Mr. R. Ramasamy, M.E.,
Mr. A. Murali M.Tech.,
Mr. A.R. Maheshkumar, M.Tech.,
Mr. S. Anandakumar, M.Tech.,
Mr. I. Madhan Ram, M.Tech.,
Mr. G. Ranjith, M.E.,

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 Mf''; ''GUX]e'6Ug\ Už M.Tech.,

Professor

Dr. J. Joseph Ignatious, M.E., Ph.D.,

Associate Professors

Mrs. V. Gandhimathi, M.Tech.,
Mr. V. Thiyagarajan, M.Tech.,
 Afg''D''G 'UH Už M.E.,
 Af''F''6U'Ugj VfUa Ub]nubž M.E., (Ph.D.),
 Assistant Professors
 Af''G''DUfH]VUubž M.Tech.,
 Arg''A''DFUXYYdUž M.Tech.,
 Ag''@''AY[UUž M.E.,
 Af''D''DUfi H] 'Ua VUn\i H]ž M.E.,
 Afg''H''Df]nUX\Ufg\]b]ž M.E.,
Ms. G. Indumathi, M.E.,

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Head of the Department (i/c)

Mr. S. Arunpandiyan, M.E.,

Assistant Professors

Af''A''6''5bbUXi fU]ž M.E.,

Af''G''A Ub]a UfUbž M.E.,

Mrs. A. Shanthi, M.E.,

Ms. S. Thanga Renuga Devi, M.E.,

Ms. R. Sivasankari, M.E.,

Mr. V. Elamsraj, M.E.,

Mr. R. Vimal Prakash, M.E.,

Mr. H. Deenadhayalan, M.E.,

Ms. S. Siva Sakthi, M.E.,

Ms. P. Meena, M.E.,

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Head of the Department(i/c)

Mr.K. Ramesh, M.Tech.,

Professor

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DfcZ''5''B]fUb'UbU'8Yj]ž M.Tech.,

Associate Professor

Mr. A. Partha Sarathy, M.E., M.B.A., (Ph.D.),

Arg''B''?Uj]h\Už M.Tech.,

Afg''<''5a V\Už M.E.,

Assistant Professors

Afg''B''G'j UfUb]ž M.E.,

Af''G''6\UfUh]fU'Už M.E.,

Afg''; ''G a U'Uh\Už M.E.,(Ph.D.),

Af''D''A Ub]j UbbUbž M.E.,

Af''B''; cV]bUh\Ubž M.E.,

Af''J''J]bch\ fU'ž M.Tech.,

Af''?''J YYfUa Ub]UbXUbž M.E., M.B.A.,

Af''A''G'UfYYgUbž M.E.,

Department of Civil Engineering

Head of the Department (i/c)

Mr. A. Kumar, M.E.,

Assistant Professors

Ms. R. Vijayalakshmi, M.E.,

Ms. P. Jayanthi, M.Tech.,

Ms. M. Rajeswari, M.E.,

Mr. A. Vijayakumar, M.E.,

Mr. S. Vainavi, M.E.,

Ms. S. Sivapriya, M.E.,

Ms. M. Kalpana, M.E.,

Ms. P. Saranya, M.E.,

Mrs. E. Chitra, M.E.,

Ms. S. Vainavi, M.E.,

Mrs. J. Jayapriya, M.E.,

Mrs. S. Nithiya, M.E.,

Mr. P. Arul Jebaraj, M.Tech.,

Mr. V. Vinothini, M.Tech.,

Mr. P. David Rozario, M.Tech.,

Department of Science and Humanities

Head of the Department

Dr. G. Perumal, Ph.D.,

Mathematics

Associate Professors

Mr. T. Sankar, M.Sc., M.Phil., B.Ed.,

Assistant Professors

Mr. R. Vijayakumar, M.Sc., M.Phil.,

Mrs. G.P. Saritha, M.Sc., M.Phil.,

Mr. R. Arumugam, M.Sc., M.Phil., B.Ed.,

Mr. C. Premraj, M.Sc., M.Phil.,

Mrs. S. Habibunisa, M.Sc., M.Phil., B.Ed.,

Mr. K. Sivakumar, M.Sc., M.Phil.,

Mr. T. Silambarasan, M.Sc., M.Phil.,

Physics

Associate Professors

Mr. A. Senthamizhan, M.Sc., M.Phil., PGDCA, (Ph.D.),

Assistant Professors

Mrs. R. Renuka, M.Sc., M.Ed., M.Phil.,

Ms. G. Gowri Shanmugapriya, M.Sc., M.Phil., B.Ed.,

Ms. T. Dhayavizhi, M.Sc., M.Phil., B.Ed.,

Chemistry

Assistant Professors

Mr. N. Krishnakumar, M.Sc., M.Phil.,

Ms. V. Sudha, M.Sc., M.Phil.,

English

Assistant Professors

Mrs. B. Kalaivani, M.A., M.Phil., B.Ed.,

Ms. M. Tamilarasi, M.A., M.Phil.,

Mr. T. Anjaline, M.A., M.Phil., B.Ed.,

Management

Assistant Professor

Mr. K. Senthil Kumar, B.E., M.B.A.,

Central Library

Librarian (Selection Grade)

Dr. S.S. Balasubramanian, M.A., M.L.I.S., M.Phil., Ph.D.

Department of Physical Education

Director of Physical Education (S.S)

Mr. A. Murali, M.P.E.S., M.Phil., (Ph.D.)

THE COLLEGE

V.R.S. College of Engineering and Technology was established in the year 1994 under the aegis of SPS Educational Trust. The college is functioning with the approval of Government of Tamil Nadu and All India Council for Technical Education and affiliation of Anna University, Chennai. It is accredited by NAAC, Bangalore and recertified by ISO 9001 : 2008.

It is managed by a Board of Governors with Mrs. Vijaya Muthuvannan as its Chairperson, Mr. S. R. Ramanathan as the Secretary and Correspondent, Mr. N. Muthuvannan as Director - Board of Governors and Er. M. Saravanan Chief Executive Officer looks after the entire administration of the College.

The college is situated 17 km from Villupuram on the Villupuram Thiruchirappalli National Highway at 170 km south of Chennai. The nearest Rail-way Station is Villupuram junction and the nearest Airport is at Chennai.

ACADEMIC PROGRAMMES

The College offers five Bachelors degree programmes and one Post Graduate degree programme.

Bachelor of Engineering Programme:

- ♦ Civil Engineering
- ♦ Mechanical Engineering
- ♦ Electrical and Electronics Engineering
- ♦ Electronics and Communication Engineering
- ♦ Computer Science and Engineering

Master of Engineering Programme:

- ♦ Embedded Systems Technologies

The total annual sanctioned intake is 438 with 60 in every Bachelor degree programme except Civil and Mechanical Engineering with 120 intake. The sanctioned intake to the Post graduate programme is 18.

COLLEGE RULES

General:

1. Every student is required to maintain highest order of discipline within the College Premises, failing which he/she is liable for suspension or dismissal from the College.

2. Students are strictly forbidden from gathering in groups, involving / conducting unauthorised meetings, displaying unapproved notices and engaging themselves in any political or other non-academic activities.
3. Students participating in functions in the College or outside shall conduct themselves in such a way as to bring credit to themselves and to the College.
4. Students, while talking to faculty members or to other staff members of the College, are required to use only polite and courteous language.
5. No one should involve in any act of defacing or damaging the building, furniture or equipment and shall be held responsible for any tool or apparatus placed in his/her charge. The full cost of any damage so caused will be recovered from the student.
6. Every one is advised to take care of his/her valuables (such as calculator, watch, gold ornaments, cash, electronic gadgets etc.,) at his/her own risk.
7. No student is permitted to use Cell Phones in the College. In case of violation, it will be confiscated.
8. The student shall not enter the college in inebriated condition, failing which they will be removed from the college and they will not be allowed inside the college campus, so that it will be a deterrent to the students.

Class and Attendance:

1. Students are strictly advised to come in tidy, clean and decent dresses and their ID Cards pinned up. They should not wear T-Shirts and Jeans inside the college premises and should wear only the approved uniform during practical classes. Boys should tuck in their shirts.
2. Girls should come only in Churidhars with the thuppatta pinned up neatly. Sleeve less churidhars are not allowed. Sarees are allowed for functions and special occasions. Volunteers can come in sarees.
3. Students should wear leather shoes in workshop and in electrical engineering laboratories and should avoid wearing loose fitting dresses while doing workshop practicals.
4. Students shall be regular and punctual in attending classes and in all activities of the College.
5. Students should not come late to the classes and if they do so, they will not be given attendance for that period.
6. Students should put in a minimum of 75% attendance in every subject.
7. Students are not permitted to absent themselves without prior approval of leave by the Principal. Leave application should be submitted to the Faculty Advisor of the class well in advance.
8. Students absenting for a week continuously without prior approval of leave will be removed from the nominal rolls.
9. Three continuous assesment tests and one model examination will be conducted regu-

larly every Semester and attendance for which is compulsory.

10. Only students who earn 90% of attendance shall be eligible for scholarships.
11. Special Classes will also be treated as regular classes and attendance is compulsory.
12. Leave will not be granted on the reopening day of a term.
13. Under unavoidable circumstances, if prior leave could not be obtained, the leave letter should be sent to the Principal on the first day of absence.
14. In all matters of punishment of the students for violation of any of the rules of the College, the decision of the Principal is final.

Ragging and Eve - Teasing:

1. Ragging in any form and Eve - Teasing are considered to be serious crimes.
2. Ragging is strictly prohibited by an act promulgated by the Government of Tamil Nadu with a fine up to Rs. 10,000/- and 2 years rigorous imprisonment.
3. Students indulging in any form of ragging or eve-teasing inside the college or hostel premises or outside shall be summarily expelled from the college.

Library Rules:

1. The library will be kept open from 9 a.m. to 6 p.m. on all working days and 9.00 a.m. to 4.00 p.m. on Saturdays (if Holiday).
2. All students and staff are members of the library.
3. Members desirous of using the library shall enter their roll number, name and branch legibly in the gate register kept for the

purpose. This shall be regarded as their acceptance to adhere to the rules of the library.

4. All personal belongings shall be deposited at the property counter at the entrance of the library.
5. Strict silence shall be observed inside the library.
6. No one shall write anything, damage or make any mark upon the book belonging to the library.
7. No tracing or mechanical reproduction shall be made without the permission from the librarian.
8. A member shall be responsible for any damage or injury done by him/her to the property belonging to the library.
9. Cases of incivility or other inadequacy in the services shall be reported immediately to the librarian.
10. Only one book can be borrowed by the member of the library on each borrower ticket and production of identity card in case of student members is must.
11. Journals and back volumes will not be issued to members.
12. Books borrowed shall be returned at the end of 15 days, the due date of which will be stamped on the due date slip at the time of issue. If the book is retained beyond the due date, a fine of ₹.2/- per day will be collected.
13. Absence from the college will not be considered as an excuse for delay in the return of books.
14. Borrower's ticket (Library Card) are strictly not transferable.

15. Members should not sub-lend the books.
16. Before leaving the counter, members must satisfy the rules as to ensure whether the book lent out is in good condition and any damage to the book should be immediately reported to the librarian, failing which the member to whom the book was issued will be held responsible for the damage.
17. Library borrowers tickets are issued to all eligible members as noted below. Every teaching staff member is provided with four library cards, while the students are given two cards except the final year students who have the privilege of one more card. However, students may be issued additional library card on their request. Cards will be generally issued to the members at the beginning of the academic year.
18. Students have to maintain the highest order of decorum inside the library. Members who misbehave in the library or misuse the library facility shall be subjected to disciplinary action.
19. Books due on a holiday can be returned without fine on the next working day.
20. The librarian may recall any book at anytime even if the normal period of loan has not expired.
21. The librarian may refuse to issue books to those who violate the rules.
22. No reading materials shall be removed from its place without the knowledge of the librarian.
23. Duplicate card can be obtained against a payment of Rs. 50/- (Rupees fifty only).

24. All the cards must be returned to the librarian when a student leaves the college. A penal fee of Rs. 50/- (Rupees Fifty only) shall be charged for each missing card.
25. Non - adherence to any of the rules or any other malpractice by any member shall invoke withdrawal of library facilities in accordance with the instructions of the Principal.
26. Transfer certificate will be issued only after the production of No due certificate from the librarian.
27. A reference section is functioning in the library on all working days and Saturdays. Reference books shall not be lent out except with special permission by the librarian.

Reprographic facility

1. A Reprographic section is functioning in the library. Library users may take copies at ₹. 1 per copy.
2. Digital copier facility is also available at a cost of ₹. 1 per copy.

Book Bank

1. A Book bank section is functioning in the library for the benefit of SC/ST students who are receiving Government of India Post-matric scholarship.
2. The main objective of the Book bank is to help the SC/ST students by issuing the prescribed text books.
3. SC/ST students alone are eligible to borrow books from the Book bank.
4. Four books will be issued to each SC/ST student.
5. The SC/ST students, who are desirous of borrowing books should submit an applica-

tion form. All the columns in the application form should be filled in and submitted on or before the last date, which shall be notified in the library notice board.

6. Books will be issued subject to availability.
7. No student can claim any book as a matter of right.
8. No student can keep the books issued to him/her for more than one semester by taking regular renewals. Failing which fine will be levied.
9. Books borrowed under this book bank scheme should be returned in good condition as soon as they are no longer required.
10. **Books should not be interchanged on their own. Any student who loses or defaces the book issued to him/her shall replace it by a new copy or pay double the cost of the book with fine.**
11. Transfer certificate will be issued only after the production of No due certificate from the librarian.

Scholarships :

Wherever needed, the college administration is taking care of applying, receiving and distributing various scholarships to the eligible students, namely

1. First Graduate from First Generation Fee reimbursement scheme
2. BC / MBC Post Matric Scholarship
3. SC / ST Post Matric Scholarship
4. SC / ST Free Education Scholarship
5. SC / ST Higher Educational Special Scholarship

6. Tamil Nadu Agricultural Labourers, Farmers Social Security Scheme - 2006 Scholarship
7. CM Award Scholarship for SC / ST
8. Tamil Nadu Minorities Merit cum basis Scholarship (Muslim, Christian & Buddhist etc.)
9. National Foundation for Teachers Welfare Association Scholarship
10. Central Wakf Council Scholarship, New Delhi
11. Engineers India Scholarship, New Delhi
12. Tamil Nadu Educational Trust Scholarship
13. Beedi Workers Scholarship
14. NLC Employee Scholarship
15. Central sector scheme of scholarship for college and university students

Economically weaker section scholarship awarded by the College:

Every year Economically weaker students are getting scholarship through economically weaker section cell of our College. The convener of the cell will scrutinize the applications received from the eligible students and recommend them to the Management through Principal. This scholarship is given to the students irrespective of their caste, creed and religion. This is purely based on their economic status only. During 2017-18, 31 students have been given scholarship in this scheme.

HOSTEL RULES

1. All applications for hostel admission should be made to the Deputy Warden in the prescribed form.
2. Hostel annual room rent should be paid before admission to the hostel.
3. Regular absentees to classes, CA tests, Model Examination, University Examinations and the students who score less than the mini-

mum pass marks in the CA tests and the University examinations may not be permitted to avail the hostel facilities. In other words, the admission and continued stay in the hostel are based on the academic performance, good behaviour and conduct.

4. Admission of students to the hostel will be decided by the Chief Warden.
5. Members of the hostel should remain in study hall by 6.30 p.m. and silence should be maintained.
6. On all days, 6.30 p.m. to 8.30 p.m. shall be treated as "Study Hours". Attendance will be taken by the Deputy Warden during this time.
7. Hostel main gate will be closed at 6.30 p.m. and no one will be allowed to enter the hostel afterwards.
8. Boarders should not absent themselves from classes during the college hours and stay in the hostel without proper permission from the Deputy Warden.
9. No boarder is permitted to leave the hostel temporarily without the permission of the Deputy Warden. In unavoidable circumstances, he/she shall submit a leave letter through his/her room-mate mentioning the reason for the leave and should meet the Deputy Warden after his/her return.
10. Boarders are not permitted to allow non-members to stay in their rooms. However, guests may be entertained up to 6.30 p.m. with the permission of the Deputy Warden.
11. No lady except boarders mother is permitted to visit the gents hostel unless specially

- permitted by the Deputy Warden.
12. Boarders are strictly advised not to keep large amount of money or valuables in their rooms. The hostel or College authorities will not be responsible for goods lost by the boarders.
 13. Boarders should follow the mess timings noted below.
 Breakfast: 07.45 a.m. to 08.45 a.m.
 Lunch : 12.50 p.m. to 01.30 p.m.
 Dinner : 08.30 p.m. to 09.30 p.m.
 14. Meals or tiffin shall not be served after these hours.
 15. Students should not take lunch / tiffin / coffee outside the dining hall.
 16. On no account, food will be served in the boarders rooms except during their illness.
 17. No boarder is permitted to enter the kitchen.
 18. Dividing system is followed in deciding the mess dues.
 19. The mess dues should be paid in the college office before the last date. Fine will be levied for delayed payment upto 10 days beyond which he/she will not be permitted to dine in the mess.
 20. Expelled boarders for non-payment of mess dues shall be permitted to join the mess only on the day next to the day of clearing the dues.
 21. All complaints against hostel employees should be reported to Chief Warden in writing through the Deputy Warden. On no account, boarders can take direct action on such employees.
 22. Possession of intoxicants, smoking, shout-

- ing, gambling, etc., inside the hostel rooms or hostel premises are strictly prohibited.
23. The hostel rooms are subject to inspection by the college / hostel authorities to make sure that they are kept neat and tidy and unauthorized items like liquor, drugs, lethal weapons etc., are not kept in the room.
 24. Boarders should not tamper with the electrical installation in the hostel and they are not permitted to use extra lights, electric heater, electric iron, fan, radio, music player etc.
 25. The boarders should not waste food, water and electricity. If any one is found indulging in such wasting activities, he/she will be asked to vacate the hostel, since the wastages carry an unnecessary and unavoidable expenditure to others.
 26. If any boarder is found indulging in any form of instigation / intimidation / threat to any other boarders, he/she will be asked to vacate the hostel forthwith.
 27. The dayscholars are not allowed in the hostel. If any dayscholar is found inside the hostel premises, he may face severe punitive measures.
 28. Celebrating birthday parties in any way is strictly prohibited.
 29. The students coming late or absenting regularly to college will be expelled from the hostel. Such students shall not be readmitted under any circumstances.
 30. Any boarder who is not well and requires medical care should report to the deputy warden for appropriate action. If the situation warrants and admission in an outside hospi-

- tal as inpatient is required the same is to be reported to the chief warden immediately
31. Boarders are not allowed to move furniture from one place to another or exchange them among themselves. Cost of damages to furniture shall be recovered from the respective boarders.
 32. Boarders are not permitted to organize or convene any sort of meeting without taking written permissions from the Deputy Warden and Chief Warden.
 33. Any break of discipline in the hostel premises shall be dealt with very seriously and the punishments may be levy of fine, suspension or expulsion from hostel or even from the College.
 34. An undertaking has to be signed by the boarder and his/her parent or guardian on the day of seeking admission.
 35. Matters, which are not covered in the above rules, shall be decided by the Chief Warden as and when needed.
 36. The decision of the Chief Warden shall be final in matters of punishment of a student for violation of any of the rules of the hostel.
 37. In general, the above rules apply both for gents and ladies hostels.

OTHER FACILITIES

Transportation

The college has well organized transport facilities for both boys and girls. There is a separate transport facility for those who wish to spend their time after 5.15 p.m. in the College in utilizing lab, library, sports facilities, etc.

Bus No. 1 : Spare

Bus No. 2 : Mugasaparur (07.40 a.m.) - Mangalampettai - Ulundurpet - Nagar - Vandipalayam - Gedilam - Madapattu - College (08.50 a.m.)

Bus No. 5 : Spare

Bus No. 6 : Cuddalore (07.35 a.m.) - Palur - Thiruvathigai (Cross Road)- Panruti (Bye Pass) - Madapattu - College (8.50 a.m.)

Bus No. 7 : Mambazhapattu (07.50 a.m.) - Kanai - Perumbakkam - Thogaipadi - Nannadu - Villupuram - Arasur - College (08.50 a.m.)

Bus No. 8 : Muthandikuppam (07.35 a.m.) - Kattukoodalur - Iruppu - Aaladi - palakollai - Sernthanadu - Sernthamangalam - Gedilam - College (08.50 a.m.)

Bus No. 9 : Spare

Bus No.10 : Panamalaipettai (07.45 a.m.) - Ananthapuram - Sangeethamangalam - Muttathur - Thumbur - EB - Villupuram (Con.)

Bus No. 11: Erayiur (07.40 a.m.) - Elavanasoor Kottai - Ulundurpet - College (8.50 a.m.)

Bus No. 12 : Pondicherry Bus Stand (07.25 a.m.) Villiyanur - Vadamagalam - Kandamangalam - Thirubhuvanai - Madhagadipet - Valavanur - Koliyanur - Villupuram - College (8.50 a.m.)

Bus No. 13 : Naduveerapattu (07.40 a.m.) - C.N.Palayam - Konjikuppam - Patteesvaram - Palapattu - Sathipattu - Panikkankuppam - Panruti - Pudupettai - Anathur - Semmedu - Arasur - College (8.50 a.m.)

Bus No. 14 : Vriddhachalam (Karkudal) (7.30 a.m.) - Mangalampet - Ulundurpet - College (8.50 a.m.)

Bus No. 15 : Radhapuram (7.45 a.m.) - Vikkiravandi Toll Gate - Villupuram - College (8.50 a.m.)

Bus No. 17 : Cuddalore (7.30 a.m.)
- Nellikuppam - Pattampakkam - Annagramam
- Maligaimedu - Rasakkapalayam - Panruti
(Arch) - College (8.50 a.m.)

Bus No. 18 : Neyveli (CBS) (07.35 a.m.)
Puthukuppam - GH - Store Road - Arch Gate -
Kollukarankuttai - Kadampuliyur - Panruti -
Madapattu - College (8.50 a.m.)

Bus No. 19 : Mandarakuppam (07.25 a.m.) -
Vadalur - Neyveli Arch Gate - Kadambuliyur -
Panruti - Madapattu - College (8.50 a.m.)

Bus No. 20 : Thirukovilur (07.50 a.m.) -Aviyur -
Edapalayam - T.Kunnathur - Periyasevalai -
Tiruvonnainallur - Gramam - College (8.50 a.m.)

Bus No. 21 : Pandur (7.45 a.m.) - Nemili -
Kalamuruthur - Orathur - Maranodai - Gedialm -
College (08.50 a.m.)

Bus No. 22 : Thamal (07.45 a.m.) - Kunnathoor -
Athur - Pillaiyarkuppam - Velur - Periyasevalai -
Govulapuram - Madhampattu - Anaivari -
Keerimedu - College (8.50 a.m.)

Maxi Cab Van : Tiruvonnainallur (08:05 a.m.) -
Emapur - Enathimangalam - Valayampattu -
Thenmangalam - Alanguppam - College
(8.50 a.m)

All the buses will leave from the College by 5.15 p.m.

Health Service

A qualified nurse is available in the college during college hours to attend emergency needs. The students needing further care will be taken to the primary health centre, Iruvelpattu, which is 2 kms from the college and for still further care to E.S.Hospital / Maragatham Hospital in Villupuram in the college vehicle.

Banking Service

Banking facility is made available at TamilNadu Mercantile Bank, Villupuram.

Canteen Service

College has a well established Cafeteria.

COLLEGE COMMITTEES

The following Chapters, Committees and Associations have been constituted under the overall guidance of the Principal to ensure smooth and effective functioning of the College in all its activities.

1. Students Welfare and Disciplinary Action Committee

Mr.G.Sadiq Basha	Convenor
All HODs	Members
Dr. S.S. Balasubramanian	Member
Mr. A. Murali	Member
Mr. S. Bharathiraja	Member

2. Academic Monitoring and Student Counselling

Dr. J. Joseph Ignatious	Convenor
All HODs	Members
Mr. A. Rajaraman	Member
Mrs. N. Kavitha	Member
Ms. L. Megala	Member
Ms. S. Vainavi	Member
Ms. M.B.Annadurai	Member
Mr. T.Sankar	Member

3. QMS Implementation Committee

Dr. N. Anbazhaghan, Management Representative
Mr. C. Subramanian, Asst. Management Representative
Implementation Committee Members
Maintenance Committee Members

4. Accreditation Activities Committee

Dr. N. Anbazhaghan	Co-ordinator.
Mr. R. Balasubramaniyan	Jt. co-ordinator
All HODs	Members

5. Economically Weaker Section Cell

Mr. P. Paruthi Ilam Vazhuthi	Convenor
Mr. S. Sivaguru	Member
Mr. D. Sathesh Kumar	Member
Mr. S. Manimaran	Member

Mr. V. Thiyagarajan	Member
Mr. N. Gobinathan	Member
Ms.P.Vainavi	Member
Ms. G. Gowrishanmugapriya	Member

6. Training and Placement Cell

Dr. J. Joseph Ignatious	Training & Placement Officer
Mr. S. Shanmugasundaram	Convenor
Mr. G. Sadiq Basha	Member
Mr. K.Ramesh	Member
Mr. S. Arunpandiyar	Member
Dr. G. Perumal	Member
Mr.A. Kumar	Member

7. Career Guidance Bureau

Mr.P. ParuthillamVazhuthi	Convener
Mr.A.GeorgeFernandez Raj	Member
Mr.H. Deenadhayalan	Member
Mr.K.Ramesh	Member
Mrs.A. NiranjanaDevi	Member
Mrs.V. Gandhimathi	Member

8. ISTE Faculty Chapter

Dr. J. Joseph Ignatious	Convener
Mr. R. Balasubramaniyan	Member
Mr. I. Madhan Ram	Member
Mr.V.Elamsraj	Member
Mrs.N.Kavitha	Member
Mr.T.Sankar	Member
Mr.D. David Rozario	Member

9. Alumni Association

Prof. A. NiranjanaDevi	Convener
Mr. A. Kumar	Member
Mr. A. Rajaraman	Member
Mr. D. Sathesh Kumar	Member
Mr. P. Manivannan	Member
Mrs. N. Kavitha	Member
Mrs.S.Sivasakthi	Member

10. Entrepreneurship Development Cell

Mr. V. Thiyagarajan	Convener
Mr. S. Sivaguru	Member
Mrs.D. David Rozario.	Member
Mr. S. Manimaran	Member
Mr. M. Sabareesan	Member
Ms. S. Sivasakthi	Member
Mr. A. Shanmugarajan	Member
Mr. R. Arumugam	Member

11. Library & Co-Curricular Activities

Mr. S. Parthiban	Convenor
Dr. S.S. Balasubramanian	Member
Mr. N. Ejumale	Member
Ms. P. Jayanthi	Member
Ms.G. Indumathi	Member
Mrs. G. Sumalatha	Member
Mrs. V. Gandhimathi	Member
Ms. R.Sivasankari	Member
Mr. R. Vijayakumar	Member

12. Sports and Games Committee

Mr. S. Parthiban	Convener
Mr. A. Murali	Member
Mr.R. Ramasamy	Member
Mr.A.R.Mahesh Kumar	Member
Mr. G. Ranjith	Member
Ms. M. Rajeshwari	Member
Ms.V. Vinothini	Member
Ms. S. Sivapriya	Member
Mr. S. Anandha Kumar	Member
Mrs. P. Sujatha	Member
Mrs. T. Priyadharshini	Member
Mr. M. Sabareesan	Member
Mr. K. Ramesh	Member
Mr. P. Manivannan	Member
Mr. M.B. Annadurai	Member
Mr. S. Manimaran	Member
Mr. H. Deenadhayalan	Member
Mr. R. Arumugam	Member
Mr. C. Premraj	Member

13. Driving Club

Mr. K. Ramesh	Convenor
Ms. S.Siva Priya	Member
Mr. R. Vimal Prakash	Member
Mr. P. Manivannan	Member
Mrs. V. Gandhimathi	Member
Mr. R. Arumugam	Member

14. NSS Activities

Mr. S. Parthiban	Programme Officer I
Mr. A. Kumar	Programme Officer II
Mr. R. Malayalattar	Programme Officer III
Mr. N. Ejumale	Member
Mr.R. Ramasamy	Member
Mr.G.Ranjith	Member

15. Youth Red Cross Society & Red Ribbon Club

Prof. G. Perumal	Convenor
Ms. T. Dhayavizhi	Member
Mr. R. Vijayakumar	Member
Mr. V. Jaya kumar	Member
Mr. C. Premraj	Member
Mr. T. Sankar	Member
Mr. K. Veeramanikandan	Member

16. Media, Printing & Publication Committee

Mr.S.Shanmugasundaram	Convenor
Ms. V. Vinothini	Member
Mr. S. Anandha Kumar	Member
Mr. S. Manimaran	Member
Mr. V. Vinothraj	Member
Mrs. P. Sujatha	Member
Mrs.N. Kavitha	Member
Mr.A. Murali	Member
Mr.T. Silambarasan	Member

17. Canteen Committe

Mr. S. Bharathiraja	Convenor
Ms. S. Vainavi	Member
Mr. V. Elamsraj	Member
Ms.T.Dhayavizhi	Member
Mr. R. Malayalattar	Member
Mrs. S. Habibunisa	Member
Ms. S. Sivasakthi	Member
Ms.P. Indumathi	Member

18. Research and Development Committe

Prof. J.K. Jothikalpana		Co-ordinator
All HODs,		Members
Civil	Ms. S.Siva Priya	Member
	Ms. P. Jayanthi	Member
Mech	Mr. C. Subramanian	Member
	Mr. S. Shanmugasundaram	Member
EEE	Mr. V. Elamsraj	Member
	Mr. M. B. Annadurai	Member
ECE	Mr. R. Vimal Prakash	Member
	Mr. P. Paruthi Ilam Vazhuthi	Member
	Mrs. T. Priyadharshini	Member
CSE	Ms. L. Megala	Member
	Mrs. N. Kavitha	Member
	Mr. V. Vinothraj	Member
S&H	Mr. N. Gobinathan	Member
	Mr. K. Sivakumar	Member
	Ms. G. Gowrishanmugapriya	Member

19. Anti Ragging Committee

Dr. N. Anbazhaghan	Convenor
All HODs	Members
Mr. B. Palanivelan	Member
Dr. S.S. Balasubramanian	Member
Mr. A. Murali	Member
Mr. A. Kumar	Member
Mr. S. Bharathiraja	Member
Mr. G. Rajeshwari	Member
Ms. M. Tamarasi	Member
Ms. V. Vinothini	Member
Mr. T. Sankar	Member
Ms. T. Anjaline	Member
Mr. R. Arumugam	Member

20. Women Grievance Addressal Committee

Prof. J.K. Jothikalpana	Convenor
Prof. A. Niranjanadevi	Member
Ms. R. Sivasankari	Member
Mrs. T. Priyadharshini	Member
Ms. S. Vainavi	Member
Mrs. P. Sujatha	Member
Ms.V. Vinothini	Member
Ms. V. Sudha	Member

21. Right To Information Cell

Dr. G. Perumal	Convenor
Mr. G. Sadiq Basha	Member
Dr. J. Joseph Ignatious	Member
Mr. K. Ramesh	Member
Mr. S. Arunpandiyan	Member
Mr. P. Vijayakumar	Member
Mr. A. Murali	Member
Dr. S. S. Balasubramanian	Member
Mr. S. Bharathiraja	Member

22. Staff Grievances Redressal & Disciplinary Committee

Mr.K. Ramesh	Convenor
Dr. J. Joseph Ignatious	Member
Mr.A. Kumar	Member
Mr.G.Sadiq Basha	Member
Dr. G. Perumal	Member
Mr. S. Arunpandiyan	Member
Mr. P. Vijayakumar	Member

Mr. A. Murali	Member
Dr. S. S. Balasubramanian	Member
Mr. S. Bharathiraja	Member

23. Website Development & Maintenance Committee

Mrs.N.Kavitha	Convenor
Mr. K. Senthil Kumar	Member
Mr. S. Parthiban	Member
Mr. P. Paruthi Ilam Vazhuthi	Member
Mr. A.R.Mahesh Kumar	Member
Mr. P. Jayanthi	Member
Mr. A. Kumar	Member
Mr. C. Subramaniyan	Member
Mr. P. Sarangapani	Member
Mr. V. Thiyagarajan	Member
Mrs. T. Priyadharshini	Member
Mr. M.B. Annadurai	Member
Mr. R. Vimal Prakash	Member
Ms. T. Anjaline	Member

24. IQAC(Internal Quality Assurance Cell)

Dr. N. Anbazhagan	IQAC Chairman
Mr. R. Balasubramanian	IQAC Co-Ordinator
Dr. J. Joseph Ignatious	Liaison officer-Govt. Affairs
Dr. G. Perumal	HOD/Mech
Mr. A. Kumar	HOD/Civil
Mr. K. Ramesh	HOD/CSE
Mr.G.SadiqBasha	HOD/ECE
Mr.S.Arunpandiyan	HOD/EEE
Mr.P.Vijayakumar	Co-ordinator/S&H
Mr. A. Murali	Physical Director
Mr.R.Balasubramaniyan	librarian

Date	Day	June – 2020
1	Mon	Handicraft competition-CSE
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	Holiday
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	Papercraft Competition-Mech
13	Sat	
14	Sun	Holiday
15	Mon	
16	Tue	Webinar on Full stack development and future jobs-CSE

Date	Day	June – 2020
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	Holiday
22	Mon	Webinar on Solar wind hybrid system design & sizing of essential components-EEE
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	Holiday
29	Mon	Mobile photography-Mech
30	Tue	

Date	Day	July-2020
1	Wed	Webinar on Introduction to Project Management-Civil
2	Thu	
3	Fri	
4	Sat	
5	Sun	Holiday online Photography Competition-
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Webinar on Low Cost Rural Housing Construction-Civil
12	Sun	Holiday
13	Mon	
14	Tue	
15	Wed	
16	Thu	Webinar on Industry 4.0 and Digitalisation in Construction-Civill

Date	Day	July – 2020
17	Fri	
18	Sat	Photography competition-CSE
19	Sun	Holiday
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	Holiday
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

Date	Day	August-2020
1	Sat	Bakrid Holiday
2	Sun	Holiday
3	Mon	
4	Tue	
5	Wed	IQAC Meeeting -I
6	Thu	
7	Fri	
8	Sat	
9	Sun	Holiday
10	Mon	
11	Tue	Sri Krishna Jayanthi-Holiday
12	Wed	College Reopens to II, III & IV year[Odd semester]
13	Thu	
14	Fri	
15	Sat	Independence Day -Holiday
16	Sun	Holiday

Date	Day	August-2020
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	Vinayagar Chathurthi- Holiday Civil Inauguration-online
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	Moharam-Holiday
31	Mon	

Date	Day	September – 2020
1	Tue	
2	Wed	
3	Thu	
4	Fri	ECE Dept. Inauguration
5	Sat	
6	Sun	Holiday
7	Mon	
8	Tue	Class committee Meeting-I for II,III & IV year students
9	Wed	
10	Thu	CATest- I starts to B.E.II,III & IV year students
11	Fri	
12	Sat	Webinar on Career Opportunities for Mechanical Engineer- Mech
13	Sun	Holiday
14	Mon	
15	Tue	
16	Wed	CATest I Ends to B.E. II,III & IV year students

Date	Day	September – 2020
17	Thu	
18	Fri	
19	Sat	<ul style="list-style-type: none"> • Webinar on Future of Industries–EEE • Webinar on Recent Trends in concentrating solar power Technology-Mech • Dispatch of CA test- I progress report to B.E. II,III & IV year students.
20	Sun	Holiday
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	Holiday
28	Mon	Class committee Meeting-II for B.E.II, III & IV Year students.
29	Tue	
30	Wed	CATest-II starts to B.E.II, III & IV Year students.

Date	Day	October– 2020
1	Thu	
2	Fri	Gandhi Jayanthi--Holiday
3	Sat	
4	Sun	Holiday
5	Mon	
6	Tue	
7	Wed	CATest-II Ends to B.E.II,III & IV
8	Thu	
9	Fri	
10	Sat	Dispatch of CA test- II progress report to B.E. II, III & IV year students.
11	Sun	Holiday
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	

Date	Day	October– 2020
17	Sat	
18	Sun	Holiday
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	Ayudha Pooja - Holiday
26	Mon	Vijayadasami-Holiday
27	Tue	
28	Wed	
29	Thu	
30	Fri	Miladi Nabi-Holiday
31	Sat	

Date	Day	November-2020
1	Sun	Holiday
2	Mon	
3	Tue	Class committee Meeting-III
4	Wed	
5	Thu	CATest-III starts to B.E.II,III &IV
6	Fri	
7	Sat	
8	Sun	Holiday
9	Mon	College reopens for I Year B.E. Students [Odd semester]
10	Tue	
11	Wed	CA Test-III Ends to B.E.II,III &IV year students
12	Thu	
13	Fri	Dispatch of CA test- III progress report to B.E. II,III & IV year students
14	Sat	Deepavali– Holiday
15	Sun	Holiday
16	Mon	

Date	Day	November-2020
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	Holiday
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	Holiday
30	Mon	

Date	Day	December– 2020
1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	Holiday
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	Webinar on Introduction of CPM & BIM Software-Civil
12	Sat	Webinar on Web Application. Development-ECE
13	Sun	Holiday
14	Mon	College Reopens for IV year(Even Semester) Webinar on IRC Loading Standards for Road Bridges-Civil
15	Tue	
16	Wed	

Date	Day	December- 2020
17	Thu	
18	Fri	
19	Sat	
20	Sun	Holiday
21	Mon	
22	Tue	
23	Wed	
24	Thu	Webinar on Recent Trends in Embedded System Design-ECE
25	Fri	Christmas -Holiday
26	Sat	
27	Sun	Holiday
28	Mon	
29	Tue	Webinar on Solar PV System Design and Components- Mech
30	Wed	
31	Thu	

Date	Day	January -2021
1	Fri	New Year-Holiday
2	Sat	
3	Sun	Holiday
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	Holiday Webinar on Sustainable Buildings- Civil
11	Mon	
12	Tue	
13	Wed	
14	Thu	Pongal–Holiday
15	Fri	Thiruvalluvar Thinam-Holiday
16	Sat	UzhavarThirunal-Holiday

Date	Day	January -2021
17	Sun	Holiday
18	Mon	
19	Tue	
20	Wed	Class Committee- I for IV year
21	Thu	
22	Fri	CA Test- I starts to B.E. IV year
23	Sat	<ul style="list-style-type: none"> • Webinar on Web Application Development using PHP-CSE, • Webinar on Piping Software–An Introduction and Opportunities-Mech,
24	Sun	Holiday
25	Mon	
26	Tue	<ul style="list-style-type: none"> • Republic Day–Holiday, • Webinar on Job Opportunities
27	Wed	<ul style="list-style-type: none"> • IQAC Meeting –II • Dispatch of progress report for
28	Thu	
29	Fri	
30	Sat	
31	Sun	Holiday

Date	Day	February– 2021
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	Holiday
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	Holiday
15	Mon	
16	Tue	

Date	Day	February– 2021
17	Wed	
18	Thu	College Reopens for II & III year Students([Even Semester])
19	Fri	
20	Sat	
21	Sun	Holiday
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	Holiday

Date	Day	March– 2021
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	Holiday
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Class Committee II for IV year
14	Sun	Holiday
15	Mon	CA Test- II starts to B.E. IV year Students
16	Tue	CA Test- II ends to B.E. IV year Students

Date	Day	March– 2021
17	Wed	
18	Thu	
19	Fri	Dispatch of progress report for CA-II to IV year students
20	Sat	
21	Sun	Holiday
22	Mon	
23	Tue	
24	Wed	Class Committee Meeting –I for II, III year Students
25	Thu	
26	Fri	CA Test- I starts to B.E. II, III year Students
27	Sat	
28	Sun	Holiday
29	Mon	
30	Tue	
31	Wed	

Date	Day	April – 2021
1	Thu	CA Test- I Ends to B.E. II, III year Students
2	Fri	Good Friday-Holiday
3	Sat	
4	Sun	Holiday
5	Mon	Dispatch of progress report for CA-I to II & III year students
6	Tue	Class committee III for IV year
7	Wed	
8	Thu	College Reopens for I year [Even Semester] CA Test- III starts to B.E. IV year Students
9	Fri	
10	Sat	CA Test- III ends to B.E. IV year Students
11	Sun	Holiday
12	Mon	
13	Tue	Telugu New year-Holiday
14	Wed	Tamil New year Holiday
15	Thu	Dispatch of progress report for CA-III to IV year students
16	Fri	

Date	Day	April – 2021
17	Sat	
18	Sun	Holiday
19	Mon	Class Committee Meeting –II for II, III year Students
20	Tue	
21	Wed	CA Test- II starts to B.E. II, III year Students
22	Thu	
23	Fri	
24	Sat	
25	Sun	Mahaveer Jayanthi-Holiday
26	Mon	
27	Tue	CA Test- II ends to B.E. II, III Year Students
28	Wed	
29	Thu	
30	Fri	Dispatch of progress report for CA-II to II & III year students

Date	Day	May -2021
1	Sat	May Day-Holiday
2	Sun	Holiday
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Class Committee Meeting –III for II, III year Students
9	Sun	Holiday
10	Mon	
11	Tue	CA Test- III starts to B.E. II, III year Students
12	Wed	
13	Thu	Webinar on Web application development using IS-CSE,
14	Fri	Ramzan-Holiday
15	Sat	CA Test- III starts to B.E. II, III year Students
16	Sun	Holiday

Date	Day	May -2021
17	Mon	IOAC Meeting –I [2021-2022]
18	Tue	Webinar on Python-CSE
19	Wed	Webinar on Protection & Control System for Power Panels-EEE
20	Thu	
21	Fri	CA Test- III ends to B.E. II, III year Students
22	Sat	Webinar on Yogic way of achieving Holistic health and wellness-All Dept.
23	Sun	Holiday
24	Mon	Dispatching of progress report , Feedback collection & Analysis
25	Tue	
26	Wed	Webinar on Career Opportunities After graduation-Mech
27	Thu	
28	Fri	
29	Sat	
30	Sun	Holiday
31	Mon	

Date	Day	June - 2019
1	Sat.	Holiday
2	Sun.	Holiday
3	Mon.	
4	Tue.	
5	Wed.	
6	Thu.	
7	Fri.	
8	Sat.	Working Day
9	Sun.	Holiday
10	Mon.	
11	Tue.	
12	Wed.	
13	Thu.	
14	Fri.	
15	Sat.	Holiday
16	Sun.	Holiday

Date	Day	June - 2019
17	Mon.	
18	Tue.	
19	Wed.	
20	Thu.	
21	Fri.	
22	Sat.	Working Day
23	Sun.	Holiday
24	Mon.	
25	Tue.	
26	Wed.	
27	Thu.	
28	Fri.	
29	Sat.	Holiday
30	Sun.	Holiday

LEADERSHIP QUALITY

The success of any organization is dependent on the quality of leadership. Dynamic and effective leadership is a major segment of the success. Leadership is the focus of activity for achieving set goals. Leadership is an important aspect of managing. As the leader, you must keep your team's mood upbeat and ensure that the activities it pursues are productive. In other words, you must be a motivator. Several ways to keep your team motivated are listed below.

- Be flexible, Listen to complaints and ideas objectively.
- Treat all team members equally and give each one personal attention as required.
- Find ways to recognize and reward good work.
- Provide regular sources of information and feedback.
- Involve everyone, when appropriate, in decision-making.
- Keep the promises you make to all team members.
- Be consistent and act positively, even if you feel negatively.
- Support your institution's policies and procedures.
- Stay calm when under pressure and provide an appropriate role model.
- If possible, provide opportunities for advancement.

- Make sure goals are clearly communicated and understood.
- Praise good performance in public and counsel poor performers privately.

Follow the above mentioned skills and become a successful leader in your field.

LAWS OF CHARMING PERSONALITY

Charm is an charismatic thing which strikes the sight and leaves its impression in heart. Use the following laws to make your personality more and more charming.

- Control Your Moods:- Make a habit of breaking bad moods.
- Offer understanding Empathy & help.
- Don't desire to be center of attraction, Create your own influence.
- Avoid Fault finding, Spend time to analyze yourself.
- Give Encouragement & Appreciation.
- Avoid desiring to be considered as superior.
- Show interest.
- Be Co-operative, helpful & Generous.
- Be pleasant & look cheerful.
- Be enthusiastic & energetic.
- Spread Genuine love & being loved.
- Look pleased to see people, while speaking be proactive.
- Be Nice to people.
- Avoid talking bad about people behind them.

There is no excellent book which will help you to be charming, but, yes there is a perfect book which will help you and guide you to be CHARMING and that is your own MIND.

EFFECTIVE NOTES TAKING

Effective notes taking consists of three steps:

1. Observing
2. Recording
3. Reviewing

First you observe an event-most often a statement by the instructor. Then you record your observations of that event-that is, you take notes. Finally you review what you have recorded.

Observe: To sharpen your class room observation skills, experiment with the following techniques and continue to use those that you find most valuable.

- Be familiar with the assignment and course contents. The more familiar you are with a subject, the better you can observe what happens in the class.
- Sitting up front is a way to commit yourself to getting what you want out of class. When you sit in front you are declaring your willingness to participate actively in teaching learning process in the class.
- Arrive early, and then put your brain in gear by reviewing your notes from the previous class. Review assigned problems and exercises. Note questions you intend to ask.

Record: The format and structure of your notes are more important than how fast you write or

how pretty your hand writing is. The following techniques can improve the quality of your notes:

- Use the Cornell format of note taking.
- Write the notes in outline form.
- Use key words.
- Use pictures and diagrams.
- Copy material from the board.
- Label and date all notes.

Review: Think of reviewing as an integral part of note taking rather than as an added task. If you can review your notes soon after the class or during the class, you can move that information from short term memory to long term memory. You can do it in just a few minutes- often, ten minutes or less. Review your notes within 24 hours, this will help you remember it better and then if you further review it a week later you will remember it for a very long time.

This type of note taking process will definitely help you. You will need less time to revise and understand the subject. With a positive approach and confidence you will surely see the difference.

RETAINING THE INFORMATION

The ultimate test of your comprehension is what you remember after you have finished your reading - what you walk away with.

Why we forget?

The root of poor memory is usually the failure to train yourself in one of these areas:

1. We forget when we fail to make the material meaningful.
2. We forget because we did not learn pre-requisite material.
3. We forget when we fail to understand and grasp what is to be remembered.
4. We forget when the desire to remember is absent.
5. We forget when we are disorganized and inefficient in our use of study time.
6. We forget because we do not use the knowledge we have gained.

How to Remember?

There are some basic tools that will help you remember what you read:

1. **UNDERSTANDING:** You will remember only what you understand. Grasp the message.
2. **DESIRE:** You remember what you choose to remember. To remember the material, you must want to remember it, and be convinced that you will remember it.
3. **OVERLEARN:** Learn thoroughly.
4. **NORMALIZE:** Have pattern, Have a system to help you recall how information is organized and connected.
5. **ASSOCIATION:** Associate what you are trying to recall to something in your memory. Mentally link new material to existing knowledge.

For Students to Think and Follow . . .

1. Develop for yourself self discipline, dignity and decorum.
2. Practice to do daily routines in a systematic way punctually.
3. Exercise full concentration while doing something, be it reading or listening or writing or watching or anything for that matter.
4. Complete work such as observation note books, record writing, drawings, assignments, etc., promptly in time.
5. Devote all the time for studies during important occasions such as test, model examination and university examination periods.
6. Read a subject completely once and understand it thoroughly, revise once, twice, thrice or as many times as need may be guided by your intelligence.
7. Once final preparations have started, keep the subjects on top of every thing and utilize maximum time period in a day.
8. One may need in a day, six hours to sleep, one hour for eating, one hour to attend to nature's calls and two or three hours for

relaxation. The rest of 14 or 13 hours can be utilized to be with books and studies.

9. Practice to have a sound sleep for six hours in a day.
10. In bed, please practice only to sleep, don't munch back things.
11. Develop the habit of using the Library, internet, etc., regularly.
12. Develop the habit of meeting and talking to the HOD, Faculty Counsellor, staff members and Principal as frequently as possible or as and when required.
13. Be sincere to the Faculty Counsellors. Freely discuss your problems, be it academic or otherwise, and seek his/her guidance to solve problems.
14. Be sincere to your parents as well. Don't hide matters from them.
15. There may be problems, which can't be discussed with your parents for some reason or the other. Attempt to take such problems to your faculty counsellor.
16. Please place faith on your teachers, HOD, Principal and the Management. Develop the habit of liking them as they have great roles to play in your studies and welfare.