



# ST. JOSEPH'S COLLEGE FOR WOMEN

Tirupur- 4

Affiliated to Bharathiar University

## CALENDAR

2018 - 2019



### St. Joseph's College for Women

Kangayam Road, Tirupur-641604

Phone : 0421-2427575, 2426895

Fax : 0421-2250895

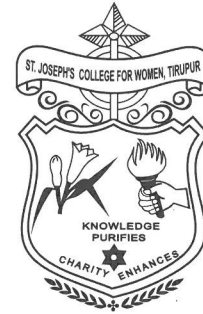
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Website : [stjosephtup.org](http://stjosephtup.org)

# ST. JOSEPH'S COLLEGE FOR WOMEN

TIRUPUR - 4.

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**CALENDAR**  
**2018 - 2019**

# IDENTITY CERTIFICATE

2018 - 2019

Name of the Student : .....

Admission No. : .....

Class : .....

Date of Birth : .....

Blood Group : .....

Parent's Name : .....

Address : .....

Phone Numbers : .....

Residence : .....

Office : .....

Signature of the Student : .....

Signature of the Parent : .....

## COLLEGE PRAYER

Heavenly Father, we praise and glorify you, for you are the Author of the Universe, all life comes from you, all good things are your work. We thank you for the gift of life and the benefits bestowed upon us. Inspire us by Your Holy Spirit and Guide us by your eternal light as we discover more about the world around us. Hold each of us in your loving hands. Fill our hearts and minds with hope. We entrust our teachers, parents and well wishers to you. May your grace be with them always.

You are the source of all wisdom and truth. Bless our work and studies. Make us diligent in our duties and patient in our trials. Enlighten our minds, strengthen our thoughts and memories and direct our ways towards what is right. Grant us the courage to follow always the path of truth and righteousness. Lord, watch over us all, keep us safe in your Almighty hands.

Amen.

## COLLEGE SONG

Joseph, we hail Thy glory  
In strains that fill our hearts with joy  
Proudly do we sing our motto  
Singing in joyous praise

Chorus :

Knowledge purifies our mind  
Charity enhances all  
Joseph, the purest lily,  
Be our guiding star

Raising hearts in humble prayer  
We implore Thy love and care  
Lead us with your kindly light  
And lead us on our way (Chorus)

We with youthful hearts in Chorus  
Sing our love and loyalty  
Till our souls are bright and radiant  
Sing Thy lasting praise (Chorus)

## THE NATIONAL ANTHEM

### FULL VERSION

Jana-Gana Mana Adhinayaka Jaya He,  
Bharatha Bhagya-Vidhataa  
Punjaba-Sindhu Gujarata-Maratha  
Dravida-Utkala-Vanga

Vindhya-Himachala Yamuna Ganga  
Uchchala Jaladi-taranga

Thava-Subha name-jage  
Tava subha asisa mage  
Gahe tava jaya-gatha

Jana gana mangala-dayaka jayahe,  
Bharatha Bhagya-Vidhata

Jaya He, Jaya He, Jaya He,  
Jaya Jaya Jaya Jayahe.

- Rabindranath Tagore.

### ENGLISH TRANSLATION

Thou art the ruler of the minds of all people  
Thou dispenser of India's destiny  
Thy name rouses the hearts of the Punjab, Sind,  
Gujarat and Maratha, Dravida, Orissa and Bengal  
It echoes in the hills of the Vindyas and Himalayas,  
mingles in the Music of Jamuna and Ganga and  
is chanted by the waves of the Indian sea.  
They pray for thy blessings and sing their praise.  
Thou dispenser of India's destiny  
Victory, Victory, Victory, to thee.



## St. JOSEPH'S COLLEGE FOR WOMEN

TIRUPUR

St. Joseph's College for Women, Tirupur is a Catholic Minority Institution established in 2000. It is run by the Congregation of the Franciscan Sisters of the Presentation of the Blessed Virgin Mary, Coimbatore. The institution was established by Very Rev. Mother Daria, the then Superior General of the Congregation with a vision to empower women through quality education based on Christian values. As a Christian minority institution the college is meant primarily for the higher education of Catholic girls in the Christian atmosphere. Other students, however, are admitted without distinction of caste or creed, and their religious feelings are respected. The college affiliated to Bharathiar University, offers graduate and post-graduate courses. Besides academics, the college aims at all - round development of the students especially in spiritual, social and civic values. It gives preference to the first generation learners and also to the socially and economically backward women. The motto of the college is "Knowledge Purifies, Charity Enhances".

### Aim

St. Joseph's College aims to offer holistic education for the empowerment of young women by promoting academic excellence, employability and leadership qualities with social commitment.

### Objectives

- ❖ To inculcate concern for Nature and respect for everyone.
- ❖ To conduct relevant courses catering to the needs of the changing scenario.
- ❖ To develop personality through education.
- ❖ To impart education to illumine intellectuality, skills and values.
- ❖ To encourage creativity and talents in students.
- ❖ To help students become socially responsible citizens.
- ❖ To promote integrity and religious harmony.

### Mission

- ❖ To Impart Holistic Education
- ❖ To Ignite Intellectual Capabilities
- ❖ To Promote Communal Harmony
- ❖ To Nurture Social Commitment
- ❖ To Develop Eco Consciousness

## OUR COLLEGE

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Name of the college : St. Joseph's College for Women  
Kangeyam Road, Tirupur - 641 604.

Telephone No. : 0421 - 2427575, 2426895

Mobile : 94874 04045

Fax : 0421- 2250895

E-mail : sjcfw@yahoo.co.in

Website : stjosephtup.org

Name of the : **Rev.Sr.Dr. Kulandai Therese .A**  
Secretary & Principal M.Sc., M.Phil., Ph.D.,

Postal Address : St. Joseph's College for Women  
Kangeyam Road, Tirupur - 641 604.

Year of Establishment : 2000

## MEMBERS OF THE GOVERNING BODY

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**President** : **Very Rev. Mother Celine Nirmala**  
Superior General,  
Presentation Congregation,  
Big Bazaar Street, Coimbatore - 641 001.

**Vice President** : **Rev. Sr. Antony Pushpam**  
Asst. Superior General,  
Presentation Congregation,  
Big Bazaar Street, Coimbatore - 641 001.

**Secretary & Principal** : **Rev. Sr. Dr. Kulandai Therese .A**  
St. Joseph's College for Women,  
Tirupur - 641 604.

**University Nominee** : **Dr. A. Vimala**  
Professor and Head, Department of  
Extension and Career Guidance  
Bharathiar University, Coimbatore - 641 046.

**Members** : **Rev. Sr. Camillo**  
Congregation Education Co-ordinator,  
Presentation Congregation,  
Big Bazaar Street, Coimbatore - 641 001.

**Rev. Sr. Jeya Seeli**  
Provincial, Ravel Province,  
Seerapalayam, Coimbatore - 641 105.

**Rev. Sr. Dr. I. Arockiarani**  
Secretary and Principal,  
St. Joseph's Arts & Science College  
for women, Sipcot, Hosur.

**Rev. Sr. Dr. Dona Grace Jeyaseely**  
Secretary and Principal,  
St. Justin's College of Arts & Science  
for women, Cholapuram, Sivagangai.

**Rev. Sr. Mary Lawrence Leema**  
Province Education Co-ordinator  
Ravel Province, Seerapalayam,  
Coimbatore - 641 105.

## Management Committee Members

1. Rev. Sr. Fatima Mary
2. Rev. Sr. Thelma
3. Rev. Sr. Laura
4. Rev. Sr. Kulandai Therese
5. Rev. Sr. Ani Ruperta
6. Rev. Sr. Fiat Maria
7. Rev. Sr. Maria Jose Pamela
8. Rev. Sr. Anthoniammal

## **ACADEMIC PROGRAMME**

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St. Joseph's College for Women, Tirupur has been in the forefront of women's education in Tamilnadu for the last 18 years. At present it trains women students in various disciplines of Arts and Science at the UG and PG Levels.

St. Joseph's College pledges to honour the sacred status conferred on the institution, while following in the footsteps of the founder.

### **Courses Offered by the College**

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#### **UG**

B.A. : English Literature

B.Sc. : Chemistry  
Computer Science  
Costume Design and Fashion  
Mathematics  
Physics

B.C.A. : Computer Applications

B.B.A. : Business Administration

B.Com. : Commerce  
Commerce with Computer Applications

#### **PG**

M.Com : Commerce

M.Sc. : Computer Science  
Mathematics

#### **Research**

M.Phil : Commerce, Computer Science

## Choice - Based Credit System

Choice Based Credit System is a flexible system of learning. 'Credit' defines the quantum of contents / syllabus prescribed for a course and determine the number of hours of instruction required. The distinguishing features of CBCS are the following.

It Permits the students to :

- ❖ Learn at their own pace.
- ❖ Adopt an inter-disciplinary approach in learning.
- ❖ Choose Elective papers offered by their Departments / other Departments too.
- ❖ Undergo 6 skill based courses offered by the college.

## CBCS for UG

Study Components	No. of Course	Credit per Course	Total Credits
<b>Part-I</b> Tamil / Other languages	2+2 = 4	3	12
<b>Part-II</b> English	2+2 = 4	3	12
<b>Part-III</b> Core Subjects Allied Subjects Project / Electives with three courses	13-15 4	4-5 5	60 20 15
<b>Part-IV</b> 1 (a) Those who have not studied Tamil upto XII std and taken a non - Tamil language under Part - I, shall take Tamil comprising of two courses (level will be at 6th std)  (b) Those who have studied Tamil upto XII std and taken a non - Tamil language under Part - I, shall take Advanced Tamil comprising of two courses  (c) Others who do not come under a+b can choose non-major elective comprising of two courses  2. Skill based subjects (Elective) 3. Environmental Studies 4. Value Education	           3+3=6 1 1	           2 2 2	           12 2 2
<b>Part-V</b> Extension Activities NSS / NCC / Physical Education	1	1	1
<b>Total</b>			<b>140</b>



**Notes :**

1. Distribution of marks between Theory and Internal Assessment 75 : 25
2. Practicals 60 : 40
3. There is a pass minimum for external and overall
4. Project Report present 80

Viva Voce            20/100

5. B.Com, BCA, BBA, and other job oriented courses present system for languages shall continue excepting that each paper shall carry an internal assessment component 75 : 25

<b>CBCS for PG</b>
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Study Components	No. of Course	Credit per Course	Total Credits
Subjects (including practicals)	14-17	4-5	70
Electives (Major / Non-major)	4-5	4-5	20
		Total	90

**Examination Procedure**

At the end of each semester, the Bharathiar University, Coimbatore conducts regular examination for UG and PG programmes. The students who have earned 75% of the attendance in each semester are permitted to appear for the University Examinations.

**Continous Internal Assessment (CIA)**

The Components of CIA are Periodical Tests, Assignments / Seminars / Quiz / Group Discussion and Attendance. Students are expected to take both the tests that are administered to them. Paper presentation is a must at the Post - Graduate level.

## There is no passing minimum for CIA.

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**End Semester Examinations (ESE)**

Two End Semester Examinations are conducted in a year in Nov / Dec and in April / May. End Semester Examinations will be conducted for every paper in Part I, II and III.

For UG Programmes, a minimum of 40 % in ESE and 40 % in aggregate (CIA+ESE) is required to pass.

For PG Programmes, a minimum of 50 % in ESE and 50 % in aggregate (CIA+ESE) is required to pass. Each student should possess an identification card supplied by the college with the passport size photograph duly attested by the Principal of the college and the same should be brought to the college each day of the examination along with the hall ticket.

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## COURSES OF STUDY

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### CBCS PATTERN WITH EFFECT FROM 2010 ONWARDS Under Graduate Degree Courses

- a) Part I Tamil / Hindi / French
- b) Part II English
- c) Part III
  - Core Subjects
  - Allied Subjects
  - Elective Subjects
  - Foundation Courses :
    - I Semester : Environmental Studies
    - II Semester : Value Education - Human Rights
    - Non - Major Elective :
      - III Semester : Women's Rights
      - IV Semester : General Awareness
- d) Part IV Skill based subjects

## ALLIED SUBJECTS

COURSE	SEMESTER	SUBJECTS
B.Com.	I	Agricultural Economy of India
	II	Economic analysis
	III	Mathematics for Business
	IV	Statistics for Business
B.Com. with Computer Applications	I	Mathematics for Business
	II	Statistics for Business
	III	Managerial Economics
	IV	Principles of Management
B.B.A.	I	Mathematics for Management I
	II	Mathematics for Management II
	III	Business Law
	IV	Taxation Law and Practice
B.A. English Literature	I	Social History of England
	II	History of English Literature
	III	Literary Forms
	IV	Literary Criticism
B.Sc. Computer Science	I	Mathematical structure for Computer Science
	II	Discrete Mathematics
	III	Computer Based Optimization Techniques
	IV	Business Accounting

COURSE	SEMESTER	SUBJECTS
B.C.A.	I	Mathematical structure for Computer Science
	II	Discrete Mathematics
	III	Computer Based Optimization Techniques
	IV	Business Accounting
B.Sc. Mathematics	I	Physics Paper - I
	II	Physics Paper - II
	III	Statistics for Mathematics Paper - I
	IV	Statistics for Mathematics Paper - II
B.Sc. Costume Design & Fashion	I	Basic Illustration - Practical
	II	Sewing Technology
	III	Fashion and Clothing Psychology
	IV	Garment Quality and cost control
B.Sc. Physics	I	Chemistry Theory Paper - I
	II	Chemistry Theory Paper - II
	III	Mathematics Paper - I
	IV	Mathematics Paper - II
B.Sc. Chemistry	I	Mathematics Paper - I
	II	Mathematics Paper - II
	III	Physics Paper - I
	IV	Physics Paper - II

## ELECTIVE SUBJECTS

COURSE	SEMESTER	SUBJECTS
B.Com.	V	Business Finance
	VI	Entrepreneurial Development Financial Markets
B.Com. with Computer Applications	V	Income Tax Law and Practice
	VI	Business Finance Project Work and Viva Voce
B.B.A.	V	Modern Office Management
	VI	Consumer Behaviour Project Work and Viva Voce
B.A. English Literature	V	English for competitive examinations
	VI	Communicative English Introduction to Linguistics
B.Sc. Computer Science	V	Computer Networks
	VI	Artificial Intelligence and Expert Systems Data Mining
B.C.A.	V	PHP and Scripting Language
	VI	Computer Networks Web Services
B.Sc. Mathematics	V	Numerical Methods Paper - I
	VI	Numerical Methods Paper - II Graph Theory
B.Sc. Costume Design & Fashion	V	Textile Printing - Practical
	VI	Fashion Portfolio Presentation Apparel Marketing Organisation of Garment Unit

## ELECTIVE SUBJECTS

COURSE	SEMESTER	SUBJECTS
B.Sc., Physics	V	Principles of Programming concepts and C Programming
	VI	Microprocessor Object oriented programming with C ++
B.Sc., Chemistry	V	Polymer Chemistry
	VI	Dye Chemistry Environmental Chemistry

## SKILL BASED SUBJECTS

COURSE	SEMESTER	SUBJECTS
B.Com.	III	Business Application Software - II
	IV	Computer Applications ( MS Power point, MS Access & Tally 9.2 ) - Practical - II
	V	Business Application Software - I
	VI	Computer Applications ( MS Word & MS Excel ) - Practical -I
B.Com. with Computer Applications	III	Cyber Law
	IV	Commercial Law
	V	Company Law
	VI	Banking & Insurance Law
B.B.A.	III	Communication Skills Paper - I
	IV	Communication Skills Paper - II
	V	Campus to Corporate
	VI	Soft Skills for Business
B.A. English Literature	III	Communicative English Paper - I
	IV	Communicative English Paper - II
	V	Communicative English Paper - III
	VI	Communicative English Paper - IV
B.Sc. Computer Science	III	Software Engineering and Software Project Management
	IV	Software Project Management - Lab
	V	Software Testing
	VI	Software Testing - Lab

## SKILL BASED SUBJECTS

COURSE	SEMESTER	SUBJECTS
B.C.A.	III	Web Programming
	IV	Web Programming - Lab
	V	Case Tools concepts and applications
	VI	Case Tools - Lab
B.Sc. Mathematics	III	Operation Research Paper - I
	IV	Operation Research Paper - II
	V	Operation Research Paper - III
	VI	Operation Research Paper - IV
B.Sc. Costume Design & Fashion	III	Basic Draping Practical
	IV	Surface Embellishments Practical
	V	Dyeing and Printing Methods
	VI	Fashion Portfolio Presentation
B.Sc. Chemistry	III	Chemistry of natural and synthetic Fibers
	IV	Technology of Dyeing of Natural Fibers
	V	Water and Effluent treatment and pollution control.
	VI	Textile Chemistry (Practical)
B.Sc. Physics	III	Instrumentation Paper - I
	IV	Instrumentation - II
	V	Instrumentation - III
	VI	Instrumentation Practical

## POST GRADUATE COURSES

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### **M.Sc. Computer Science**

Main - Computer Science

Elective : Neural Networks And Fuzzy Logic

Diploma Papers :

1. Software Quality Assurance
2. Software Reliability
3. Software Testing ( Theory and Laboratory )

### **M.Com.**

Main - Commerce

Elective : 1. Financial Markets and Institutions

2. Indian Stock Exchanges
3. Future and options
4. Fundamentals and Technical Analysis

### **M.Sc. Mathematics**

Main - Mathematics

Elective : 1. Control Theory

2. Fuzzy logic and Fuzzy sets
3. Cryptography
4. Differential Geometry

### **Note :**

All UG students have to compulsorily opt for any one of the Co-Curricular activities namely NSS, Rotaract, AICUF, Women's Cell, YRC, Games etc. during their first two years of study.

## STAFF PARTICULARS FOR THE YEAR

**2018 - 2019**

### **PRINCIPAL**

Rev. Sr. Dr. Kulandai Therese A. M.Sc., M.Phil., Ph.D.,

### **DEPARTMENT OF TAMIL**

1. Mrs. A. Augustin Mary M.A.,M.Phil.
2. Dr. P. Usha M.A., M.Phil., Ph.D., PGDCA.
3. Mrs. N. Amuthavalli M.A., M.Phil., B.Ed., PGDCA.

### **DEPARTMENT OF HINDI**

4. Mrs. B. Balasaraswathi M.A., B.Ed., M. Phil.

### **DEPARTMENT OF FRENCH**

5. Miss. Thulasi

### **DEPARTMENT OF ENGLISH**

6. Mrs. R. Rajalakshmi M.A., M.Phil., M.Ed., PGDCA.
7. Mrs. B. Lalitha M.A.,M.Phil.,B.Ed., PGDCA.
8. Ms. S. Gayathri M.A.
9. Ms. S.R. Asha Shamili M.A., B.Ed.,
10. Ms. S. Angel Merlia M.A., B.Ed.,
11. Ms. B. Sampoorani M.A.,
12. Ms. N. Karthika M.A.,

### **DEPARTMENT OF MATHEMATICS**

13. Mrs. D. Mary Rose Mala M.Sc., M. Phil.
14. Mrs. C. Jeyalakshmi M.Sc., M.Phil.
15. Mrs. M. Suganya M.Sc., M.Phil.

16. Mrs. N. Mohana M.Sc., M.Phil., M.Ed.
17. Mrs. M. Karunya M.Sc.
18. Ms. V. Poongodi M.Sc., M.Phil.
19. Ms. S. Vinnarasi M.Sc., M.Phil.
20. Ms. A. Vanitha M.Sc., M.Phil., B.Ed., SET.
21. Ms. K. Priyanka M.Sc., M.Phil.
22. Ms. P. Priya M.Sc.,

#### **DEPARTMENT OF PHYSICS**

23. Mrs. T. Shobana M.Sc., M.Phil., B.Ed.
24. Ms. S. Gowri M.Sc.,
25. Ms. P. Mahalakshmi M.Sc., M.Phil. B.Ed.,
26. Ms. K. Janani M.Sc.,
27. Ms. S. Preskala M.Sc.,

#### **DEPARTMENT OF CHEMISTRY**

28. Mrs. P. Viji M.Sc., M.Phil.
29. Ms. V. Bhuvaneshwari M.Sc., M.Phil.
30. Ms. C. Sivaselvi M.Sc., M.Phil.
31. Ms. S. Jayapriya M.Sc., M.Phil.

#### **DEPARTMENT OF COMPUTER SCIENCE**

32. Mrs. S. Sahaya Tamil Selvi M.Sc., M.Phil., M.B.A., SET
33. Mrs. J. Priyadarshini M.C.A., M.Phil., SET
34. Mrs. C. Kavitha M.Sc., M.Phil., SET
35. Ms. C. Radhiya Devi M.Sc., M.Phil., SET
36. Mrs. G. Ramani M.C.A., M.Phil., SET.
37. Mrs. S. Arokiya Mary M.Sc., M.Phil.,
38. Mrs. J. Jensi Jeyamani M.Sc., M.Ed.
39. Mrs. A. Kokilapriya M.Sc., M.Phil.,

#### **DEPARTMENT OF COMMERCE**

40. Mrs. T. G. Shejo M.Com., M.Phil., PGDCA.
41. Mrs. Valarmathi M.Com., B.Ed., M.Phil., MBA., B.Ed., PGDCA.
42. Mrs. T. Kiruthiga M.Com., M. Phil., PGDCA.
43. Mrs. P. Shanthi M.Com., M.Phil.
44. Dr. S. Prema M.Com., M.Phil., M.B.A., PGDCA., Ph.D.,
45. Mrs. S. Vijayarani MIB., M.Phil., MBA.,
46. Mrs. Kanagalakshmi M.Com., M.Phil., SET
47. Dr. S. Hema Prasanna M.Com., M.Phil., Ph.D.

#### **DEPARTMENT OF COMMERCE WITH CA**

48. Mrs. R. Ananthi M.Com., M.B.A., M. Phil., B.Ed., PGDCA.
49. Mrs. S. Roslin M.Com., M.Phil.
50. Mrs. P. Jim Linda M.Com., M.Phil.
51. Mrs. G. Manjula M.Com., M. Phil.
52. Mrs. M. Ambika M.Com., M.Phil.,

#### **DEPARTMENT OF BUSINESS ADMINISTRATION**

53. Mrs. B. Suganya M.B.A., M.Phil.
54. Ms. B. Mohana Priya M.B.A., M.Phil.
55. Mrs. A. Sabitha M.B.A., M.Phil., PGDCA.
56. Mrs. D. Deepa M.B.A., M.Phil., MIB.,
57. Dr. H. Ajitha MBA., Ph.D., NET.

#### **DEPARTMENT OF COMPUTER APPLICATIONS**

58. Mrs. B. Vinothini M.C.A., M. Phil.
59. Mrs. J. Priya M.Sc., M. Phil.
60. Mrs. B. Nithya M.Sc., M. Phil.
61. Mrs. S. Jothilatha M.C.A., M.Phil.
62. Rev. Sr. Fatima Mary M.Sc., B.Ed.

## DEPARTMENT OF COSTUME DESIGN & FASHION

63. Mrs. G. Rathna Priya M.Sc., M. Phil.  
64. Mrs. J. Mobina Begam M.Sc., M. Phil.  
65. Ms. R. Karthika M.Sc.  
66. Mrs. K. Sathya M.Sc.  
67. Mrs. S. Jeya M.Sc., M.Phil.

## PHYSICAL DIRECTRESS

68. Mrs. G. Kalpana B.A., M.P.Ed.

## LIBRARIAN

69. Mrs. S. Jaya Bharathi M.A., MLIS., M.Phil., PGDCA.

## HEALTH CARE & COUNSELLOR

70. Dr. Shantha DNYS., BACU., MD (AM)

## NON - TEACHING STAFF MEMBERS

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Rev. Sr. Sahaya Arockia Rani | : Head Clerk          |
| 2. Mrs. X. Johnsi               | : Record Clerk        |
| 3. Mrs. A. Nirmala Anita Rani   | : Library Assistant   |
| 4. Mrs. A. Mary Elizabeth       | : Office Assistant    |
| 5. Mrs. B. Kiruba Rani          | : Lab Assistant       |
| 6. Mrs. C. Jemma Helen          | : Lab Assistant (SHB) |
| 7. Mrs. S. Christy              | : Lab Assistant       |
| 8. Mrs. Sahayarani              | : Lab Assistant (RB)  |
| 9. Mr. M. Balasubramanian       | : Driver              |
| 10. Mr. Ramesh                  | : Driver              |
| 11. Mr. K. Balan                | : Conductor           |
| 12. Mr. N. Ranjith Kumar        | : Conductor           |
| 13. Mrs. P. Jothimani           | : Sweeper             |
| 14. Mrs. Selvi                  | : Sweeper             |
| 15. Mrs. Ramathal               | : Sweeper             |
| 16. Mrs. Sivagamay              | : Sweeper             |
| 17. Mrs. S. Palanal             | : Sweeper             |
| 18. Mrs. S. Balamani            | : Sweeper             |
| 19. Mrs. K. Balamai             | : Sweeper             |
| 20. Mrs. Lakshmi                | : Sweeper             |
| 21. Mrs. Nesamani               | : Sweeper             |
| 22. Chitra Murthy               | : Watchman            |

## **Semester System**

All Degree and Postgraduate Courses are offered under the Semester system. Each academic year is divided into two semesters. The first academic year comprises the first and second semester. The second academic year, the third and fourth semesters and so on.

The first, third and fifth semesters commence in June and extend upto November of each year and the second, fourth and sixth semesters commence in December and extend upto April of each year.

## **Fees**

Fees are Payable in advance at the commencement of each semester. If a student fails to pay her fees on the day fixed for payment, a fine at the rate of Re.1 for each working day will be levied. If a student leaves the college during the semester she will have no right to claim remission of any portion of the semester fees.

## **Day Order System**

Under the semester pattern the college shall work for 180 days in a year. Each semester will consist of 90 working days of 5 clock hours from 9.30 a.m to 4.00 p.m.

The college is following the Day order system. Days are denoted by number I, II, III, IV, V, VI, and the Timetable will be followed accordingly in a continuous manner.

## **General Assembly**

There will be General Assembly on every Monday at 9.30 a.m. Attendance is compulsory for all the students.

## **Class Hours**

The working day is divided into two sessions and each session into periods of one hour each. The morning session is from 09.30 a.m. to 12.45 p.m. and afternoon session is from 1.15 p.m. to 4.00 p.m.

At the first warning bell at 9.25 a.m. students should go to their respective classes for the morning prayer. Strict silence should be maintained during the prayer and in the regular classes.

At the commencement of each period when the lecturer enters, the students are expected to stand up and respectfully greet her. The students likewise should stand up when she leaves the classroom.

No student shall leave the classroom without the permission of the staff member before the class is dismissed. Students should be regular and punctual in attending classes and in all activities connected to the college.

Strict silence must be observed during class hours in the classrooms and in the college premises. A representative for each class will be appointed at the beginning of each year.

When classes are dismissed, students are expected to leave the classroom in a quiet and orderly manner giving way to the staff member.

## **Attendance**

The Lecturer in-charge shall take the attendance at the beginning of the forenoon and afternoon sessions. Late comers will not be admitted to the Classroom. Attendance during tests and internal assessments is compulsory.



## Attendance for the End Semester Examinations

75 % of attendance is necessary to write the semester examination

Exemption may be granted on medical grounds or if a candidate is representing the College / University participating in sports, games, camps and other training programmes.

The students should have a minimum of 60 % attendance to apply for condonation. Students having less than 60% of attendance should re-do the missed semester and then continue the remaining semesters.

## Leave of Absence

A student requiring leave must apply for it in advance in the prescribed form. In case of absence due to unforeseen cause, application for leave must be submitted as soon as possible and never later than the first day of return to the college. Leave applied for reasonable causes will be ordinarily granted.

Medical Certificate must be submitted for extended leave (more than three days) on medical grounds. In case of prolonged leave parent / guardian should contact the college Principal not later than fourth day of the leave taken by the candidate.

A student requiring leave for a period or portion there of must apply to the lecturer-in-charge of that particular period in person before the class begins.

But if a student requires leave for more than one period she must submit a leave letter to the Head of the Department through their respective tutors.

A student absent from class even for a period without due permission, will not be given attendance for the whole day.

## APPLICATION FOR LEAVE

---

Name of the Student :

Register Number :

Class :

Reason for leave :

Date :

Number of days leave applied :

Signature of the student :

Signature of the  
Parent / Guardian :

Signature of the Tutor with remarks :

## **GENERAL RULES**

Students are expected to be neat, clean and simple in their dress to the classes. They must conform to the standard of modesty maintained by the institution.

Students should wear the college uniform of white dress on special occasions especially on Independence day.

Conformity to these rules is a necessary condition for admission to the college.

Letters officially addressed to the Principal should enclose reply postage.

Day students are not permitted to entertain visitors in the college. They will have their letters and other communications addressed to their homes. No student is allowed to use mobile phone inside the campus.

Books, Magazines and other materials if only approved by the Principal will be permitted in the college campus. During free hours students should make use of the college Library.

All lost property should be brought to the college office. On no account shall lunch be taken in any hall, room or verandah. Food and food wrappings should not be thrown inside the college.

Students are expected to take proper care of the college property and help in keeping the premises neat and clean. Disfiguring the wall, door or breaking the furniture is a breach of discipline and will be duly punished. Ragging at any level is considered a serious offence.

Students should avoid expressing anything by word or deed that may disturb the unity and harmony in the college. They are above politics and stand for all communities.

Students are forbidden from organising any meeting in the college or collecting money for any purpose without the permission of the Principal.

Anyone who violates any of the rules of the college either in word or deed shall be deemed to have committed a breach of discipline and the Principal shall have full power to inflict any of the following punishments; fine, loss of attendance, refusal to issue term certificate and conduct certificate, suspension and expulsion. Students should consult the college notice board each morning and evening every day.

## **APPEAL TO PARENTS / GUARDIANS**

Parents/ Guardians are requested to extend full co-operation to the authorities with regard to the character, discipline, attendance and academic progress of their daughter / wards. Parents - Teachers Meetings are conducted periodically in order to receive feedback and valuable suggestions from the parents.

## **CERTIFICATES**

Any student past or present, desirous of getting transfer or conduct certificate must apply to the Principal in the form prescribed below. Original certificates will be given only in person.

## Application For Certificate

Certificates required :

Student's Name :

Father's Name :

Register No. :

Class :

Year of Study :

Passed / Failed :

Date :

Signature of the Applicant :

### **Petition and Complaints :**

Requests, petition, appeal and complaints of any kind must be made to the Principal.

Students are not allowed to make a complaint in a body or to address any authority in a collective petition. Such combined action is subversive of good order.

## Library

Perfect order and strict silence should be maintained in the library and discussion should be avoided inside the library. The Library has a good collection of Books & Periodicals.

### **Membership**

All the students, faculty and staff members are eligible for membership of the library. Books will be issued to the members only on producing the ID card.

Each member will be given two library cards and two books will be issued at a time. Library cards will be supplied to the students by the College, at the beginning of the academic year. In case the card is lost, the librarian should be informed of the fact at once.

The owner of the card will be responsible for the books and periodicals issued on that card. The card lost may be replaced with the duplicate on payment of Re . 5/-. Library cards are not transferable. Sub-lending is also forbidden. Books and Periodicals will be issued only on producing the library card. Books must not be marked or defaced in any manner.

The pages should not be folded by the way of bookmarks. Students should examine each book, before borrowing it and report to the librarian if any damage found therein, should they fail to do so, they will be held responsible for any damage detected after their use of the book. Student should replace any library property damaged by them.

At the end of each semester both the staff and students are expected to return all the books to the library. The librarian will examine the books returned and if any book has been damaged, the borrower should replace it with a new copy. Books should be handled with love and care. Marking on books is strictly objected. Students are forbidden to tear or scribble on pages of magazines and books. Any student found doing so would be punished severely.

## **Overdue Charges**

Failure to return the books on due dates will be entitled a fine of Re. 1/- per book per day.

## **Clearance Certificate**

It is only after obtaining a clearance from the library and class in-charge, the hall ticket and Transfer certificate will be issued.

## **College Union and its affiliated Associations**

The College Union has the following Associations :

1. English and Tamil Literary Associations
2. Commerce Association
3. Commerce with CA Association
4. Business Administration Association
5. Chemistry Association
6. Computer Science Association
7. Costume Design and Fashion Association
8. Mathematics Association
9. Physics Association
10. Computer Applications Association

## **Catechism and Moral Instruction**

The Campus Ministry Committee works with a mission to touch and transform the lives of young students, regular catechism classes for all Catholic students and moral instruction classes for all non-catholic students are conducted on every Friday.

## **Physical Education**

Every student of the I and II year degree classes should undergo the courses of Physical education prescribed by the college.

General Physical Education classes will be held twice a week from 3.10p.m. to 4.00p.m.

## **National Service Scheme**

All the Volunteers are to fulfill the following requirements.

All Volunteers should enroll themselves as members for a period of two years and they must attend the 7 days Annual Special Camp. The Volunteers are expected to participate regularly in the activities organised by the unit. Every Volunteer will be issued a certificate after completion of two years of service. The Spectrum of activities during camp includes organizing Medical Camps, health and hygiene programmes for the poor and the needy and for the betterment of rural areas.

The National Service Scheme affords opportunities for service, to develop character, team spirit and leadership qualities. It creates a way to social awareness. Assessment of NSS volunteers will be done by the NSS Programme Officer concerned.

## **All India Catholic University Federation AICUF**

All India Catholic University Federation - AICUF aims to promote and inculcate Christian Spirituality. It also enables them, to know and to solve the social problems, to spread spirituality by conducting workshops and rallies based on cultural, educational and social values.

## **Placement Cell**

St. Joseph's Placement and Career Guidance cell is an effective Association of our institution primarily focused to train and place the final year students.

The final year students are prepared for placements through Group Discussions. Aptitude Tests and Training programmes on career guidance

The Placement cell focuses the students to understand and develop the overall personality, train them with the right perspective of attitude and aptitude, skills which are required to face the challenges in today's competitive world.

## Youth Red Cross & Voluntary Blood Donation Club

The Youth Red Cross one of the most important constituent of its mother organisation Indian Red Cross Society was initiated into service of St. Joseph's from 2001. It has the following 3 principles.

- ❖ Protection of health and life - Health
- ❖ Service to the sick and suffering - Service
- ❖ Promotion of National and International friendship to develop the mental and moral capacities of the youth - Friendship

As a life oriented service YRC of St. Joseph's College has voluntary Blood Donation Club as one of its wing. As a regular activity programme, Blood donation camp and First aid awareness programmes are conducted.

The other activities include relief work during emergencies like flood, fire and other natural calamities by organising medical camps in villages and other places of need and also conducting competitions about protecting the environment from pollution.

## Facilities

Transport facilities are available. The College canteen caters to the taste of the students & staff with fresh and hygienic food items.

## Suggestion Box

The management has installed suggestion box in the college. The Students & Staff members use the box for the representation of their genuine problems / grievances to the management. Also general suggestions for the improvement of the institution may be put in the box.

## Other Amenities

The college has high power generator for uninterrupted power supply. Laboratories have UPS for continuous functioning. Mineral water units have been installed for drinking water.

## Anti Ragging Committee

Ragging in all forms is totally banned in our institution. The institution shall take strict action against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti Ragging Squad.

The Institution is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.

Our college has an Anti-Ragging Committee which governs the prevention of any means of Ragging. There have been no incidents of Ragging at our campus till date.

<b>Anti Ragging Committee Members</b>	<b>Helpline Numbers</b>
Rev. <b>Rev. Sr. Dr. Kulandai Therese .A</b> Principal	88382 06989
Inspector of Police, Rural Police Station, Nallur.	94433 24420
Mrs. T.G. Shejo HOD, Department of Commerce	94435 20438
Mrs. R. Ananthi HOD, Department of Commerce with CA	95977 11366
Mrs. B. Suganya HOD, Department of Business Administration	94981 14743
Mrs. S. Sahaya Tamil Selvi HOD, Department of Computer Application	86951 91085
Mrs. D. Mary Rose Mala HOD, Department of Mathematics	99653 76932
Mrs. G. Rathna Priya HOD, Department of Costume Design & Fashion	99949 22833
Mrs. R. Rajalakshmi HOD, Department of English	97904 69100

Date	Day	JUNE 2018
1-6-2018	FRI	
2-6-2018	SAT	
3-6-2018	SUN	
4-6-2018	MON	World Environment Day
5-6-2018	TUE	
6-6-2018	WED	
7-6-2018	THU	
8-6-2018	FRI	
9-6-2018	SAT	
10-6-2018	SUN	
11-6-2018	MON	
12-6-2018	TUE	
13-6-2018	WED	
14-6-2018	THU	
15-6-2018	FRI	
16-6-2018	SAT	
17-6-2018	SUN	
18-6-2018	MON	College Reopens
19-6-2018	TUE	
20-6-2018	WED	
21-6-2018	THU	
22-6-2018	FRI	
23-6-2018	SAT	
24-6-2018	SUN	
25-6-2018	MON	
26-6-2018	TUE	
27-6-2018	WED	
28-6-2018	THU	
29-6-2018	FRI	
30-6-2018	SAT	

Believe you can and you're halfway there.

Date	Day	JULY 2018	
1-7-2018	SUN		
2-7-2018	MON		
3-7-2018	TUE		
4-7-2018	WED		
5-7-2018	THU		
6-7-2018	FRI		
7-7-2018	SAT		
8-7-2018	SUN		
9-7-2018	MON	Kamarajar Birthday	
10-7-2018	TUE		
11-7-2018	WED		
12-7-2018	THU		
13-7-2018	FRI		
14-7-2018	SAT		
15-7-2018	SUN		
16-7-2018	MON		
17-7-2018	TUE		
18-7-2018	WED		
19-7-2018	THU		
20-7-2018	FRI		
21-7-2018	SAT		
22-7-2018	SUN		
23-7-2018	MON		
24-7-2018	TUE		
25-7-2018	WED		
26-7-2018	THU		
27-7-2018	FRI		CIA - I
28-7-2018	SAT		
29-7-2018	SUN		
30-7-2018	MON		
31-7-2018	TUE		

It always seems impossible until it's done.

Date	Day	AUGUST 2018
1-8-2018	WED	
2-8-2018	THU	
3-8-2018	FRI	
4-8-2018	SAT	
5-8-2018	SUN	
6-8-2018	MON	National Handloom Day
7-8-2018	TUE	
8-8-2018	WED	
9-8-2018	THU	
10-8-2018	FRI	
11-8-2018	SAT	
12-8-2018	SUN	
13-8-2018	MON	Independence Day - Holiday
14-8-2018	TUE	
15-8-2018	WED	
16-8-2018	THU	
17-8-2018	FRI	
18-8-2018	SAT	
19-8-2018	SUN	
20-8-2018	MON	National Senior Citizen Day  Bakrid - Holiday
21-8-2018	TUE	
22-8-2018	WED	
23-8-2018	THU	
24-8-2018	FRI	
25-8-2018	SAT	
26-8-2018	SUN	
27-8-2018	MON	
28-8-2018	TUE	
29-8-2018	WED	
30-8-2018	THU	
31-8-2018	FRI	

*Start where you are. Use what you have. Do what you can. – Arthur Ashe*

Date	Day	SEPTEMBER 2018
1-9-2018	SAT	
2-9-2018	SUN	Krishna Jeyanti
3-9-2018	MON	Teacher's Day  GBM - 10'0 Clock
4-9-2018	TUE	
5-9-2018	WED	
6-9-2018	THU	
7-9-2018	FRI	
8-9-2018	SAT	
9-9-2018	SUN	
10-9-2018	MON	Vinayagar Chathurthi - Holiday
11-9-2018	TUE	
12-9-2018	WED	
13-9-2018	THU	
14-9-2018	FRI	
15-9-2018	SAT	
16-9-2018	SUN	
17-9-2018	MON	CIA - II  Muhurram - Holiday
18-9-2018	TUE	
19-9-2018	WED	
20-9-2018	THU	
21-9-2018	FRI	
22-9-2018	SAT	
23-9-2018	SUN	
24-9-2018	MON	
25-9-2018	TUE	
26-9-2018	WED	
27-9-2018	THU	
28-9-2018	FRI	
29-9-2018	SAT	
30-9-2018	SUN	

Successful and unsuccessful people do not vary greatly in their abilities.  
They vary in their desires to reach their potential. – John Maxwell

Date	Day	OCTOBER 2018	
1-10-2018	MON	Gandhi Jayanthi - Holiday World Nature Day	
2-10-2018	TUE		
3-10-2018	WED		
4-10-2018	THU		
5-10-2018	FRI		
6-10-2018	SAT		
7-10-2018	SUN		
8-10-2018	MON	International Day of the Girl Child	
9-10-2018	TUE		
10-10-2018	WED		
11-10-2018	THU		
12-10-2018	FRI		
13-10-2018	SAT		
14-10-2018	SUN		
15-10-2018	MON	World Students Day / Dr. APJ Kalam Birth Day	
16-10-2018	TUE	Ayutha Pooja - Holiday Vijaya Dasami	
17-10-2018	WED		
18-10-2018	THU		
19-10-2018	FRI		
20-10-2018	SAT		
21-10-2018	SUN		
22-10-2018	MON		Model Examinations
23-10-2018	TUE		
24-10-2018	WED		
25-10-2018	THU		
26-10-2018	FRI		
27-10-2018	SAT		
28-10-2018	SUN		
29-10-2018	MON		
30-10-2018	TUE		
31-10-2018	WED		

Strive for progress, not perfection.

Date	Day	NOVEMBER 2018
1-11-2018	THU	
2-11-2018	FRI	
3-11-2018	SAT	
4-11-2018	SUN	
5-11-2018	MON	Deepavali - Holiday Semester Examinations
6-11-2018	TUE	
7-11-2018	WED	
8-11-2018	THU	
9-11-2018	FRI	
10-11-2018	SAT	
11-11-2018	SUN	
12-11-2018	MON	
13-11-2018	TUE	
14-11-2018	WED	
15-11-2018	THU	
16-11-2018	FRI	
17-11-2018	SAT	
18-11-2018	SUN	
19-11-2018	MON	Miladinabi
20-11-2018	TUE	
21-11-2018	WED	
22-11-2018	THU	
23-11-2018	FRI	
24-11-2018	SAT	
25-11-2018	SUN	
26-11-2018	MON	Event Semester Begins
27-11-2018	TUE	
28-11-2018	WED	
29-11-2018	THU	National Flag Day
30-11-2018	FRI	

The secret to getting ahead is getting started.



Date	Day	DECEMBER 2018	
1-12-2018	SAT	World AIDS Day	
2-12-2018	SUN		
3-12-2018	MON		
4-12-2018	TUE		
5-12-2018	WED		
6-12-2018	THU		
7-12-2018	FRI		
8-12-2018	SAT		
9-12-2018	SUN		
10-12-2018	MON		World Human Rights Day
11-12-2018	TUE		National Energy Conservation Day
12-12-2018	WED		
13-12-2018	THU		
14-12-2018	FRI		
15-12-2018	SAT		
16-12-2018	SUN		
17-12-2018	MON	Id -e - Milad	
18-12-2018	TUE		
19-12-2018	WED		
20-12-2018	THU		
21-12-2018	FRI		
22-12-2018	SAT		
23-12-2018	SUN		
24-12-2018	MON	Christmas - Holiday	
25-12-2018	TUE		
26-12-2018	WED		
27-12-2018	THU		
28-12-2018	FRI		
29-12-2018	SAT		
30-12-2018	SUN		
31-12-2018	MON		

The difference between ordinary and extraordinary is that little "extra."

Date	Day	JANUARY 2019
1-1-2019	TUE	New Year's Day - Holiday College Reopens
2-1-2019	WED	
3-1-2019	THU	
4-1-2019	FRI	
5-1-2019	SAT	
6-1-2019	SUN	
7-1-2019	MON	CIA - I
8-1-2019	TUE	
9-1-2019	WED	
10-1-2019	THU	
11-1-2019	FRI	
12-1-2019	SAT	National Youth Day / Swami Vivekananda Birth Day
13-1-2019	SUN	
14-1-2019	MON	
15-1-2019	TUE	Bogi Pongal - Holiday Thiruvalluvar Day - Holiday Uzhavar Thirunal - Holiday
16-1-2019	WED	
17-1-2019	THU	
18-1-2019	FRI	
19-1-2019	SAT	
20-1-2019	SUN	
21-1-2019	MON	National Voter's Day Republic Day
22-1-2019	TUE	
23-1-2019	WED	
24-1-2019	THU	
25-1-2019	FRI	
26-1-2019	SAT	
27-1-2019	SUN	
28-1-2019	MON	
29-1-2019	TUE	
30-1-2019	WED	
31-1-2019	THU	

Failure is the opportunity to begin again more intelligently. – Henry Ford

Date	Day	FEBRUARY 2019
1-2-2019	FRI	
2-2-2019	SAT	
3-2-2019	SUN	
4-2-2019	MON	
5-2-2019	TUE	
6-2-2019	WED	
7-2-2019	THU	
8-2-2019	FRI	
9-2-2019	SAT	
10-2-2019	SUN	
11-2-2019	MON	
12-2-2019	TUE	
13-2-2019	WED	
14-2-2019	THU	
15-2-2019	FRI	
16-2-2019	SAT	
17-2-2019	SUN	
18-2-2019	MON	
19-2-2019	TUE	
20-2-2019	WED	World Day of Social Justice
21-2-2019	THU	
22-2-2019	FRI	
23-2-2019	SAT	World Peace and Understanding Day
24-2-2019	SUN	
25-2-2019	MON	CIA - II
26-2-2019	TUE	
27-2-2019	WED	
28-2-2019	THU	National Science Day

There are no traffic jams on the extra mile. – Zig Ziglar

Date	Day	MARCH 2019
1-3-2019	FRI	
2-3-2019	SAT	
3-3-2019	SUN	
4-3-2019	MON	
5-3-2019	TUE	
6-3-2019	WED	
7-3-2019	THU	GBM - 10'0 Clock
8-3-2019	FRI	International Women's Day
9-3-2019	SAT	
10-3-2019	SUN	
11-3-2019	MON	
12-3-2019	TUE	
13-3-2019	WED	
14-3-2019	THU	
15-3-2019	FRI	
16-3-2019	SAT	
17-3-2019	SUN	
18-3-2019	MON	
19-3-2019	TUE	
20-3-2019	WED	
21-3-2019	THU	Model Examinations
22-3-2019	FRI	
23-3-2019	SAT	
24-3-2019	SUN	
25-3-2019	MON	
26-3-2019	TUE	
27-3-2019	WED	
28-3-2019	THU	
29-3-2019	FRI	
30-3-2019	SAT	
31-3-2019	SUN	

Challenges are what make life interesting. Overcoming them is what makes life meaningful. – Joshua J. Marine

Date	Day	APRIL 2019
1-4-2019	MON	Semester Examinations
2-4-2019	TUE	
3-4-2019	WED	
4-4-2019	THU	
5-4-2019	FRI	
6-4-2019	SAT	
7-4-2019	SUN	
8-4-2019	MON	Tamil New Year's Day / Dr. Ambedkar Jeyanti
9-4-2019	TUE	
10-4-2019	WED	
11-4-2019	THU	
12-4-2019	FRI	
13-4-2019	SAT	
14-4-2019	SUN	
15-4-2019	MON	Mahavir Jeyanti - Holiday  Good Friday - Holiday
16-4-2019	TUE	
17-4-2019	WED	
18-4-2019	THU	
19-4-2019	FRI	
20-4-2019	SAT	
21-4-2019	SUN	
22-4-2019	MON	
23-4-2019	TUE	
24-4-2019	WED	
25-4-2019	THU	
26-4-2019	FRI	
27-4-2019	SAT	
28-4-2019	SUN	
29-4-2019	MON	
30-4-2019	TUE	

The difference between a stumbling block and a stepping-stone  
is how high you raise your foot.

**Notes**

**LATE ATTENDANCE RECORD**

Date	Time of Entrance	Tutor's Signature

**ABSENCE RECORD**

Date	No. of days	Reason for Absence	Parent/ Guardian Sign	Tutor Sign.	H.O.D. Sign.

**ABSENCE RECORD**

Date	No. of days	Reason for Absence	Parent/ Guardian Sign	Tutor Sign.	H.O.D. Sign.

ODD Semester :

Day Order	1 <sup>st</sup> Hour		2 <sup>nd</sup> Hour	3 <sup>rd</sup> Hour		4 <sup>th</sup> Hour	5 <sup>th</sup> Hour
I		INTERMISSION			LUNCH BREAK		
II							
III							
IV							
V							
VI							

Even Semester :

Day Order	1 <sup>st</sup> Hour		2 <sup>nd</sup> Hour	3 <sup>rd</sup> Hour		4 <sup>th</sup> Hour	5 <sup>th</sup> Hour
I		INTERMISSION			LUNCH BREAK		
II							
III							
IV							
V							
VI							