

LD LD

HAND BOOK & ACADEMIC CALENDAR

2016-2017



STARS RISE HERE...

AJK COLLEGE OF ARTS AND SCIENCE

Affiliated to Bharathiar University, Coimbatore
Approved by Govt. of Tamilnadu.

Recognized by UGC, New Delhi under
section 2(f) and 12(B).

An Eco-friendly College

An Institution Accredited by NAAC

தேசிய கீதம்

ஜன கண மன அதிநாயக ஜய ஹே
 பாரத பாக்ய விதாதா
 பஞ்சாப ஸிந்து குஜராத மராட்டா
 திராவிட உத்கல பங்கா
 விந்திய ஹரிமாசல யமுனா கங்கா
 உச்சல ஜலதி தரங்கா
 தவ சுப நாமே ஜாகே
 தவ சுப ஆசிஸ மாகே
 காஹே தவ ஜய காதா
 ஜன கண மங்கள தாயக ஜய ஹே
 பாரத பாக்ய விதாதா
 ஜய ஹே ஜய ஹே ஜய ஹே
 ஜய ஜய ஜய ஜய ஹே!

- மகாகவி இரவீந்திரநாத தாகூர்

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
 சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
 தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
 தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
 அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
 எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
 தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து செயல் மறந்து வாழ்த்துதுமே!
 வாழ்த்துதுமே!
 வாழ்த்துதுமே!

- மனோன்மனியம் பெ. சுந்தரனார்



TRIBUTE TO DR.APJ ABDUL KALAM

Whither has gone the visionary gleam.. mourn the Management, Staff and Students of AJK Educational Institutions. Paying our respects to the Great Visionary, Professor and Former President of India Hon. Dr.APJ Abdul Kalam.



ONAM CELEBRATION 2015

Onam Celebration 2015 at AJKCAS held on 26th August 2015



GRADUATION DAY 2015

AJK College of Arts and Science Coimbatore held its 5th Graduation Day on 6th September 2015 at AJK College campus. Shri K Vijay Kumar IPS Senior Security Adviser Ministry of Home Affairs, New Delhi was the Chief Guest.



WORLD BREAD DAY 2015

World Bread Day 2015 was celebrated at the Dept. of Hotel Management and Catering Science AJKCAS on 16th Oct 2015. Mr.B.C.Kumar General Manager Vivanta by Taj Surya gave away the Best Baker Award 2015



BAKE, CAKE AND TEA FEST 2015

Bake, Cake and Tea Fest 2015 was organized by the students of Hotel Management and Catering Science ,AJKCAS on 24th and 25th Dec 2015. A designer show was also part of the event by the students of Costume Design and Fashion AJKCAS.



ADROIT'16

ADROIT'16 National Level Inter-school Meet Conducted By Department of Information Technology, AJKCAS on 6 JAN 2016.

SECRETARY'S MESSAGE



Dear Students,

Even as AJK College of Arts and Science steps into the 9th year of its existence, I do realize that I have still quite a few dreams to be fulfilled and quite a few promises to keep.

In our relentless pursuit of quality and excellence, I am proud to point out that we have done quite a lot of hardwork. Our quest for NAAC accreditation within just seven years of the birth of the institution itself is quite creditable considering the fact that much older institutions have been hesitant to tread in that direction. I should admit it was a tough call, but it was a step in the right direction as it would definitely improve our quality through a cultured and streamlined format.

I am happy to note that the visit of the NAAC peer team was an ennobling and enlightening experience not only for the academic heads but also for the faculty and administrative members. The management was able to identify the areas that needed improvement and how they could be addressed.

Even as we secured 2.89 on a scale of 4, this exercise has strengthened our resolve to aspire for higher standards for which we have decided to rededicate ourselves with the co-operation of all the faculty members.

Meanwhile, we have launched several laudable initiatives that would prove extremely beneficial to both the teaching and the learning community in the long run. One among them is the formation of an Internal Quality Assurance Cell to ensure not only the impeccable quality of the study material that we provide our students with each year but also to follow the entire academic exercise within the prescribed schedule. We have made the teacher himself a system.

Thus, the IQAC would look after the pattern of centralized question paper setting and centralized valuation. Through these two exercises, we are confident that not a modicum of misdemeanor could be perpetrated. Besides, the marks of the examinations- whether internal tests or the model examination- could be intimated to the parents within three days of conducting the examination. Thus, the parents would always be kept in the loop of the academic progress of their respective wards.

With warm welcome,

Mr. Ajeet Kumar Lal Mohan
Secretary & Managing Trustee



HEALTHY KIDS, HEALTHY FUTURE - 2015
International Chef Day Celebrations was celebrated by the students and faculty members Dept of Hotel Management and Catering Science AJKCAS on 20th October 2015 on the theme HEALTHY KIDS, HEALTHY FUTURE



OUT BOUND LEADERSHIP TRAINING PROGRAM - 2016

The students of Department BBA - CA AJKCAS have attended a One day, "Out Bound Leadership Training Program" in Coimbatore on 6thth Jan 2016



SENIORITA BLISS-2016
Senorita Bliss-2016, Awesome She!, AJK Institution Campus On Feb 27th 2016



WOMEN'S BASKETBALL TOURNAMENT - 2015

University inter collegiate Women's basketball tournament conducted by AJK College of Arts and Science on 09 SEP 2015 at AJK CAS Campus.



CAKE, BAKE & TEA FEST 2015

Organised by The Students of the Department of Catering Science & Hotel Management, AJKCAS, Navakkarai On 24th & 25th December 2015.





TALENT FEST - 2016

Department of BBA - CA AJK College of Arts and Science, organized "TALENTIDE-2016 College Student's TALENT FEST" on 29 FEB 2016 at AJK CAMPUS.



ZEBICOM-2016

Department of COMMERCE (CA) AJK College of Arts and Science, organized Inter-Collegiate Cultural Fest ZEBICOM-2K16 on 24&25 FEB 2016.



TALENT FEST - 2016

Department of BBA - CA AJK College of Arts and Science, organized "TALENTIDE-2016 College Student's TALENT FEST" on 29 FEB 2016 at AJK CAMPUS.



ZEBICOM-2016

Department of COMMERCE (CA) AJK College of Arts and Science, organized Inter-Collegiate Cultural Fest ZEBICOM-2K16 on 24&25 FEB 2016.



PHOTOGRAPHY CLUB

The members of the Photography Club of Dept of Visual Communication AJK College of Arts and Science, Navakkarai Coimbatore.



COIMBATORE VIZHA 2016

AJK College of Arts and Science celebrated "Coimbatore Vizha" on 3 Feb and 4 Feb 2016.



PHOTOGRAPHY CLUB

The members of the Photography Club of Dept of Visual Communication AJK College of Arts and Science, Navakkarai Coimbatore.



COIMBATORE VIZHA 2016

AJK College of Arts and Science celebrated "Coimbatore Vizha" on 3 Feb and 4 Feb 2016.

CONTENTS

The College	06
Core Objectives	07
Our Mission / Our Vision	07
Environment Friendly Policy	08
Important Features / Academic	08
Programmes Offered	09
General Information	10
Admission Procedure	10
During The Course	11
Academic Calendar	11
Library	11
Placement Cell	11
Co-Curricular / Extra Curricular Activities	12
Transport / Hostel / Identity Card (ID Card) / NSS	12
Cells, Clubs, Committees, Centres	13
Rules and Regulations	14
Curriculum / Programmes of Study	15
Classification of Successful Candidates	16
Ragging	18
Administration	19
Student Help Guidance	20
Placement Cell	20
Academic Calendar	21
Academic Year 2016-17 : Working Days	32

THE COLLEGE

AJK College of Arts and Science is a new age educational institution built on one core fundamental:

To create and nurture a talent pool of youth through a holistically designed curriculum that departs from the routine mode of learning. It provides a high degree of personalized education and supports the advancement and dissemination of knowledge through teaching, research and scholarly activities. The edifice of the college rests on a unique module where implementation of ideas and methodologies go hand in hand with learning. Established in the year 2007, by educationists as Trustees, the college has already set new benchmarks in the field of education. AJKCAS not only celebrates freedom of thought, cultivates vision and encourages growth but also inculcates human values and concern for environment and society.



CORE OBJECTIVES

- To Tailor education to the demands of the job market.
- To Inculcate self-reliance in the younger generation.
- To Prepare young aspirants for a better future by creating an intellectually challenging environment.
- To Provide Quality Education to all sections of the community.

Vision

Towards building a dynamic learning community with ethical values, a kindled sense of environmental sustainability and societal service, to meet global demands and challenges.

Mission

The institution is committed to transform lives and serve the society through quest for excellence in teaching, innovation, lifelong learning, cultural enrichment and outreach services.

To achieve its Vision and Mission, the College will endeavour:

To create an intellectually inspiring, academically challenging culture of teaching and leading-edge research conducive to academic / professional excellence and lifelong learning for the learner and learning process.

To provide holistic benchmarked education using state-of-art facilities in a participative learning environment for inculcating in-depth knowledge through accredited programs.

To create a collaborative environment for a free exchange of ideas where creativity, innovation and entrepreneurship flourish.

To produce industry-ready graduates by imparting value-added programs, skill development courses, improved industry institution interactions and enhanced placement activities.

To inculcate, in our students, a deep sense of social responsibility, concern towards environmental sustainability & development and communal harmony that transform them into socially responsible citizens.



ENVIRONMENT FRIENDLY POLICY

The concept of eco-friendly centers of education is not new to India. The ancient Nalanda University and the famous Jain Universities are well known Centres of education webbed with the environment. But with the passage of time, the accent on harmony with the environment paved way to other focus areas. Naturally, this has led to a significant lack of awareness amongst the students of the modern generation. Keeping this in mind, it was decided to inculcate the spirit of eco-consciousness within the college campus.

IMPORTANT FEATURES

- Tree planting
- Rain water harvesting
- Solid Waste Management
- Recycling
- Energy saving
- Litter-free campus
- Zero waste concept
- Eco awareness
- Paperless campus
- Organizing Seminars & workshops on eco-awareness.

ACADEMIC

Learning at AJKCAS reflects a rare combination of state-of-the-art knowledge woven into a fabric that inculcates dignity of labour, and stresses creative multi-disciplinary work experience, socio-cultural moorings, and the basic values of humanism, secularism and democracy. The focus revolves around bridging real world academics with real world industry. Exposure to industry and interactions form an integral part of the learning. Outdoor trips and field exposure go hand in hand with classroom learning. Routine exposure to the changing paradigms in the industry includes periodic face-to-face interactions with heads of organizations, projects at corporate houses and ample self-directed studies. The highlights of the learning programmes include:

- International, national and state-level workshops and seminars to impart the latest developments in various fields
- Guest lectures by eminent personalities in various fields
- Self-learning through a well-stocked library with the latest books, journals and magazines.

From their experience at AJKCAS, students learn to define problems, exercise judgment, make decisions, communicate effectively, and assume responsibility, while focussing on devising and implementing action plans. As the students move up their learning curve with their enhanced theoretical and practical skill set, articulate vision and relentless pursuit of excellence, they have much to offer in diverse professional domains.

PROGRAMMES OFFERED

UG

B.Sc.

- Catering Science & Hotel Management
- Information Technology
- Computer Science
- Electronics & Communication Systems
- Costume Design and Fashion
- Visual Communication

B.Com.

- Computer Application
- Information Technology
- Professional Accounting
- Banking and Insurance

B.C.A.

- Computer Application

B.B.A.

- Computer Application

B.A.

- English Literature

PG

M.Sc.

- Computer Science
- Electronics & Communication Systems
- MSW (Master of Social Work)
- M.Com. (Master of Commerce)

RESEARCH

M.Phil (FT / PT)

- Computer Science
- Electronics
- Commerce

Ph.D (FT / PT)

- Computer Science
- Commerce



GENERAL INFORMATION

The college is affiliated to Bharathiar University and approved by Government of Tamil Nadu and UGC. The college got 2(f) and 12(B) status from the UGC. The college has been accredited by NAAC and IQAC has been formed.

- As an affiliated college, the syllabus of Bharathiar University for various courses has been adopted.
- Admissions are on the basis of marks and reservation policy of Government of Tamil Nadu. As a self-financed college, the entire expenditure is borne by the college only.
- The college committee is the superior body to control both academic and administration of the college. The Managing Trustee is the Head of the Management.
- The Principal is the Academic Head and controls the academic administration with the help of HODs, Faculty members and office staff. The Principal is responsible for all the academic and administration control of the office.
- The following committees have been formed and the staff nominated by the Principal will help and monitor the students in their academic and personal problems in general.

Anti-Ragging Committee

Internal Compliant Committee

Grievance Redressal Committee

Academic Committee

Disciplinary Action Committee

Examination Committee

Feedback Committee

Sports Committee

ADMISSION PROCEDURE

- Apply through a prescribed form for each course
- On the basis of selection committee's recommendation the students are called for interview and the committee selects the eligible candidates.
- Students shall submit all the original certificates to the office for verification.
- After verification of their certificates by the University the admission will be approved.
- For all admitted candidates, Free bus services will be provided.

DURING THE COURSE

- All first year students have to attend the orientation programme arranged by the college.
- The information on various activities and procedures to be adopted will be given to each student.
- Time table and syllabus for the course will be distributed to the students.
- For every 25/30 student's one tutor will be nominated by the HOD. He/She will be in charge of the batch. He/She will take care of the boys/girls in all academic matters.

Payment of Semester Fees:

The students have to pay their tuition fees / semester fees twice a year, in the month of March and October. The details regarding payment of semester fees will be put up on the notice board in advance. The students are requested to refer to the notice board and pay the fees on time.

ACADEMIC CALENDAR

The college will provide the academic calendar in which the details of holidays, class tests, arrangements and other activities are given. In addition to this, important information will be circulated through departments. Students are advised to look up the notice board regularly.

A separate notice board exclusively for University information like dates of examinations, practical, and theory examinations, fees payment details, Re-valuation, Re-appearance details, etc., has been put up near the college office.

LIBRARY

The college Library is accommodated in a separate hall. An educational video cassette and CD-ROM have been added to the main Library. Reprographic facilities and internet facilities are also available in the library. The library is kept open from 9.30 am. to 6.00 pm. on all working days. The Library is computerized. Bar coding system has been introduced.

Books will be issued to the students on production of their ID cards. The students have freedom to have books for a week. On receipt of the book, the students should examine the books and report at once the damage, if any, seen in the book.

If the student has lost the book he/she has to pay the cost of the book as informed by the librarian. At the end of every semester, the students have to return their library books and get no due certificate.

PLACEMENT CELL

This cell has been established to help students find suitable employment opportunities. A separate placement officer has been appointed. With the help of Principal and HOD, he will arrange meetings, seminars and interviews. The students have to register their names with the placement officer.

CO – CURRICULAR/EXTRA CURRICULAR ACTIVITIES

To promote leadership activities and organizing abilities, various Subject Associations have been established. NSS units are also helping students to participate in various extension activities.

The college concentrates on extra – curricular activities of the students. Physical director will take care of the sports activities. There are separate play grounds for Football, Hockey, Cricket, Basket Ball and Kabadi.

The Language Departments have the responsibility to conduct cultural activities, competitions and inter-collegiate events every year. In addition to this, there are various events to celebrate important National days / events.

TRANSPORT

Free bus facilities are provided by the management to all students.

HOSTEL

Separate hostel for Men and Women students are available. Principal will be the warden for all the hostels and a residential deputy warden will be nominated by the Principal. Separate Rules and Regulations will be given to the inmates of the hostel.

IDENTITY CARD (ID CARD)

A Photographic Identity Card incorporating the student's Registration Number will be issued to the students. The students must carry their identity card at all times and they may be required to produce the card for

- Admission to Functions
- Admission to Examination
- Access to Laboratories
- Access to Library
- Access to Travel by bus

The student Register Number printed on the card must be quoted in all correspondence/ Documents.

NSS

Two units of NSS are functioning in the college to develop students' social awareness, social involvement, discipline and leadership qualities.



Cells

Internal Quality Assurance Cell
Skill Development Cell
Industry Institute Interaction Cell
Alumni Cell
OBC Cell
SC / ST Cell
Minority Cell
Placement Cell
Women Empowerment Cell
ED Cell
Equal Opportunities Cell
Incubation Cell
Research Cell

Clubs

Commerce Club
Raising Star Cultural Club
Photography Club
Designers Merge Club
Rectifiers Club
Heritage Club
Eco Club
Readers Club
Language Club
Culinary Club
Staff Club
Zero Bug Club
Research Club

Committees

College Committee
Research Advisory Committee
Sports Committee
Laboratory Committee
Anti-Ragging Committee
Library Committee
Academic Advisory Committee
Grievance Redressal Committee
Disciplinary Action Committee
Feedback Committee
Internal Compliant Committee
Website Committee
Transport Committee
Cafeteria Committee
Newsletter Committee
Academic Calendar Committee
Finance Committee
Academic Committee
Examination Committee

Centres

Centre for Digital Learning
Research Centre
Student Welfare & Counselling Centre

Social Activity Organisations

NSS/ Extension Activity
YRC
Red Ribbon Club

RULES AND REGULATIONS

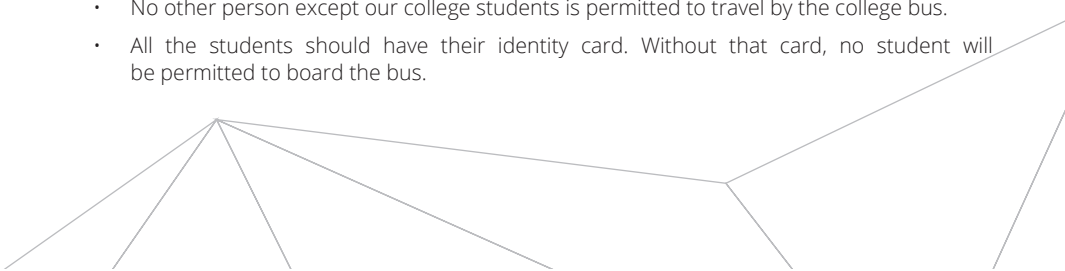
For the attention of the students:

- You are now in AJK CAS; you are one of the stake-holders of the institution.
- You have the responsibility to abide by the rules and regulations in three sections, they are...
 - i) For your personal behavior
 - ii) for your academic area
 - iii) for the general administration.

(i) CODE OF CONDUCT

- All students are expected to attend the college neatly dressed maintaining decorum. Men students should wear full pants with shirt neatly tucked in. T- shirt and other fancy shirts are prohibited inside the campus
- Women students shall attend the college wearing sarees or salwar kameez with dhuppata only.
- Every student is provided with an identity card. All students should wear their ID card. Otherwise they will not be permitted inside the class.
- The property of the college has to be maintained properly. Any damage, in any form, will be seriously dealt with.
- The students are forbidden from writing/ scribbling/ painting on the walls and desks.
- Smoking is prohibited in the campus.
- Students found using drugs or liquor will be dismissed from the college.
- Students are banned from participating in political or communal activities.
- Eve-teasing/Ragging is an offence with punishment which might result in imprisonment. (For other details refer to page no:20 of this Handbook)
- Use of CELLPHONE IS BANNED in the campus.

Bus Rules :

- Bus safety depends upon the students' co-operation with the driver.
 - The driver has to accord his full attention to the road. Hence the students should have self-discipline.
 - The students should follow the code of conduct for the bus.
 - The students must remain seated.
 - The students must follow the directions of the bus driver and the staff member.
 - The students will not be permitted to travel by a bus other than the one assigned.
 - No other person except our college students is permitted to travel by the college bus.
 - All the students should have their identity card. Without that card, no student will be permitted to board the bus.
- 

- Misbehaviour at the boarding point, within the bus / outside the bus will be dealt with severely.
- Ragging is prohibited. It is an offence. It is a crime, and strict disciplinary action will be taken as per law.
- Violation of college rules while commuting by the bus or causing any trouble might result in the loss of the free bus privilege.
- Once you have boarded the bus, you will not be permitted to get down midway.
- Bus timings and schedule will be announced by the Principal.
- Shouting in the bus and teasing the public are strictly prohibited. Violation may lead to disciplinary action.
- Any one who is punished for violation of rules and regulations of the college / college bus will permanently lose the free bus facility.

(ii) ACADEMIC

As an affiliated college, it has adopted the regulations of the parent University, for all academic matters.

CURRICULUM/ PROGRAMME OF STUDY

CURRICULUM : Every Department has a prescribed course which in general terms is known as curriculum/ course of study/ programme. The Departments will give the details of each semester. However, it has to be **verify with Bharathiar University website (www.b-u.ac.in) for your programme.**

SEMESTER : There are two semesters in a year. The semester that begins in June (June to November) is known as odd semester and the semester that begins in December (December to April) is known as even semester.

EXAMINATION : Bharathiar University Rules and Regulations are applicable to the examinations. A copy has been placed on the Notice Board for the reference of the students.

EVALUATION : The Choice Based Credit System (CBCS) has been introduced. Scheme of Examination under CBCS pattern will be given to each student by the Department at the beginning of the semester.

As per the norms of the University, in general, each paper (course) has 25:75 pattern for UG and PG programmes. (25 marks as continuous Internal Assessment mark (CIA) and 75 marks as End semester University Examination). Internal and End Semester Examination Marks put together the students at UG level have to score 40 Marks and at PG level have to score 50 Marks out of 100 to pass the Examination.

Students Internal Test and Model Examination Marks will be sent to the parents for their information. Under CIA system, the student is continuously assessed by the concerned faculty members through periodical test, and assignment.

Examination	Assessment	Marks	Hrs
Test I & II	Average Marks of test performances	10	2
Model test	University model	10	3
Assignment	Average of two submitted	5	-

ATTENDANCE : The Guidelines of Attendance requirement issued by the Bharathiar University is adopted by this College. Attendance shall be considered Semester wise.

A candidate will be permitted to appear for the Comprehensive Examination (End Semester) in any semester if

- He/ she secures not less than 75% of attendance in the total number of working days during the semester.
- His/ Her progress/conduct has been satisfactory.
- If the absence of a student in a semester exceeds 22 ½ days he/she will not be permitted to write the semester examination.
- Minimum working days for a semester will be 90 working days.

IMPORTANT : If a student is absent for one or more hours in a session (morning session between 10:00 to 1:00 and afternoon session 1:30 to 3:30 PM), he/she will lose attendance for half a day. For example, a candidate has attended the first hour and absented himself in the second hour, he /she has to lose half a day he attended.

A student will be given only one opportunity to carry forward the deficiency in attendance to the next semester during the period of study of any degree course, failing which he/she will have to be readmitted.

“A STUDENT WITH LESS THAN 50% OF ATTENDANCE IN ANY SEMESTER WILL NOT BE ALLOWED TO CONTINUE HIS /HER STUDY IN THE SEMESTER. SUCH STUDENTS WILL BE ASKED TO REJOIN THE SEMESTER IN WHICH THE ATTENDANCE IS LESS THAN 50% AND CONTINUE THE COURSE”.

CLASSIFICATION OF SUCCESSFUL CANDIDATES

UNDERGRADUATES : Candidates who have passed part I Languages (Tamil/ Hindi/ French / Malayalam) and other courses approved and secured

(i) 60 percent and above and (ii) 50 percent and above but below 60 percent

in the examinations prescribed for the programme in the various semesters and within THREE YEARS from the date of admission, shall be declared to have passed their examinations in First Class and second class respectively. All other successful candidates shall be declared to have passed the examinations in Third Class. Likewise candidates who have passed the examinations prescribed for ENGLISH shall be declared to have passed ENGLISH in First, Second and Third class. Candidates who have passed all the part III examinations in FIRST ATTEMPT within his/her study period of three years in UG securing

90% and above 75% to 89.99% in aggregate of part III shall be declared to have passed in part III Examinations of UG in FIRST CLASS WITH OUTSTANDING and FIRST CLASS WITH DISTINCTION respectively.

Candidates who passed the subjects of part III Examinations in various programmes securing

- 60 percent and above and
- 50 percent and above but below 60 percent

In the Examinations for the Programmes in various semesters and within 3 years from the date of admission shall be declared to have passed the subjects units Examination in I Class and II Class respectively.

POSTGRADUATE : Candidates who have passed all the subjects of examination in FIRST ATTEMPT within his/her study period for the programme and securing 90% above and 75% to 89.99% in aggregate marks shall be declared to have passed the Examination in FIRST CLASS WITH OUTSTANDING and FIRST CLASS WITH DISTINCTION. Candidates who have passed the subjects of Examination in various programmes securing the marks.

In the Examination prescribed for the programmes in various semesters candidates shall be declared to have passed in FIRST CLASS & SECOND CLASS respectively if they had scored 60% and above and 50% and above respectively.

RE-TOTALLING : Candidates who are desirous of having their answer books re-totaled shall apply to the Controller of Examinations in the prescribed form. Application forms can be obtained from the college. Mode of payment may be either Demand Draft of any bank or general fund account from Bank of India of selected branches. The payment through DD should be drawn in favour of "The Registrar, Bharathiar University, payable at Coimbatore".

RE-VALUATION : The request for Revaluation should be sent in prescribed application form through the envelope within twelve (12) days from the date of publication of result. A Demand Draft for Rs.325/- per paper drawn in favour of "The Registrar, Bharathiar University, payable at Coimbatore" – must be sent along with the application.

EXAMINATION : All tests will be conducted only on prior notice. All tests will be conducted as per the schedule announced by the HOD/PRINCIPAL. The class teacher shall intimate CIA marks of the candidate and his/her attendance details to their parents through post. Mark list will also be displayed on the notice board. END Semester Examination of three hours duration will be conducted by the University Controller of Examinations (COE).

PASSING MINIMUM : The CIA marks for 25 will be sent to the COE's office from the college. The COE will conduct end semester Examination for 75 marks for the course papers. The course (paper) will have CIA and ESE on 25:75. A candidate has to score minimum 40% in ESE and should have 40 marks out of total 100. There is no minimum mark to be scored for the internal.

Level	CIA (25)	(CIA + ESE) ESE(75)	FOR 100	RESULT
UG	NO MINIMUM	30	40	PASS
PG	NO MINIMUM	38	50	PASS

Please refer to the website of Bharathiar University of detailed UG / PG regulations - CBCS pattern with effect from 2010 - 11 onwards. A copy of the above is available in the library.

RAGGING IS AN OFFENCE

This is a Ragging-free campus. However, students and parents have to submit Anti-ragging related forms at the time of admission every year. Ragging in the college campus, hostel, college bus and any other area related to this is an offence. Ragging is a crime and Strict Disciplinary action will be taken as per the guidelines issued by the UGC/ Bharathiar University/Government of Tamil Nadu.

Anti Ragging Committee

S.No	NAME	DEPARTMENT
1.	Dr. B. Geetha Bai	Principal
2.	Mr. V. Elayaraja	Physical Director
3.	Mr. S. John Gracias	HOD, BCA
4.	Mrs. P. Vidhya Devi	HOD, B.SC (CS)
5.	Mrs. N. Santhana Krishna	HOD, B.SC (IT)
6.	Mrs. K. Maheswari	HOD (i/c), B.SC (CDF)
7.	Mr. S. Balamurugan	HOD, B.B.A (CA)
8.	Mrs. Priyadharshini J	HOD, B.Com (CA) I/C
9.	Mr. G.R. Dinesh Kumar	HOD, B.Com (PA)
10.	Dr. E. Shirley Elizabeth	HOD, B.Com (B&I)
11.	Mrs. J. Sudha Priya	HOD, B.Sc (Vis Com)
12.	Mrs. Santha Lakshmi	HOD, B.A (Eng Lit)
13.	Mr. S Saravanan	HOD, ECS
14.	Mrs. S.P. Priyadharasini	HOD (i/c), M.Sc (CS)
15.	Mrs. Merlin Jenefer	HOD, MSW
16.	Mrs. S. Shanthi	HOD, M.Com
17.	Mrs. S. Subhadra Satheesan	HOD, Malayalam

A ragging complaint box is available near the Principal's Office, Gents And Ladies Hostels
College help line: 0422 2363400. 24x7 Helpline: 82209 38699

RAGGING CASES WILL BE STRICTLY DEALT WITH AS PER THE LAW

General: Students can meet the Principal between

- 11:00 AM to 3:00 PM
- After 3:00 PM. Heads of the Departments are the authorities to deal with all disciplinary proceedings with Principal as the Chairman of the Committee.

(iii) ADMINISTRATION

Authorities :

- **TRUST:** Managing Trustee/Trustees
- COLLEGE SECRETARY
- PRINCIPAL
- HEAD OF THE DEPARTMENTS
- FACULTY MEMBERS
- The entire administration will be under the control of the Secretary / Managing Trustee.
- The College Committee is a legal body to deal with all the policy matters.
- Each class will have a class TUTOR who will take care of the class. All the students of that particular class have to come under the care of the class TUTOR who is monitored by the Head of the Department.
- The college office will be under the control of the Principal.
- For all the academic matters, issue of Certificates, Scholarships, etc., the students may approach the class TUTOR with written request and send it through the HOD, to the Principal's office.
- The office will clear the request within 24 hours.
- Semester fees have to be remitted in the months of October and March of every year.
- A suggestion / complaint box is available near the Principal's office.

STUDENT HELP GUIDANCE

S.No	PURPOSE	CONTACT PERSON	DEPARTMENT
1.	Bank Loan	Mrs.N.Santhana Krishna	HOD B.Sc (IT)
2.	Bonafide Certificates	Mrs. Bhuvaneshwari	Office
3.	Scholarships / Cash Regarding	Mrs. C. Shanmugavalli	Office
4.	Fees	Mrs. C. Shanmugavalli	Office
5.	Attendance	Principal	Office
6.	Bus Related Issues	Mr. V. Elayaraja Mr. D. Dhanaraj	Physical Education Transport Officer
7.	Sports	Mr. V. Elayaraja	Physical Education
8.	Placement	Mr. S. Prakash	Placement Cell
9.	Counselling	Mrs. Bindu Ajeet	Director
10.	Higher Studies	Mrs. N. Santhana Krishna	HOD B.Sc (IT)
11.	NSS - Unit I NSS - Unit II	Ms. Jasmine Priya Mrs. Sujitha Amalin Nanacy	MSW B.Sc (CS)
12.	Hostel	Principal / Warden (i) Mr. K.Manikantan Dy.Warden-Boys (ii)Ms.T.Aswathi Govind Dy.Warden - Women	UG - ECS UG - ECS
13.	Women's Grievance	Mrs.Subhathra Satheesan Mrs.Santhana Krishna.N Mrs.P.Vidhya Devi	HOD, Malayalam HOD, B.Sc (IT) HOD, B.SC (CS)

PLACEMENT CELL

- Spoken English and English for Competitive Examinations
- Personality Development PROGRAMMES
- Thinkers Forum

The classes of the Programmes will be conducted only after the Regular Class Hours and on Saturdays. To become a member in THINKERS FORUM, meet the Head of the Department of TAMIL / MALAYALAM. Thinkers forum will give you practical training in creative arts / events.

Day	Day	JUNE 2016	Day Order	Working Day Count
1	WED			
2	THU			
3	FRI			
4	SAT			
5	SUN			
6	MON			
7	TUE			
8	WED	Odd Semester Hostel Fee Payment		
9	THU			
10	FRI			
11	SAT			
12	SUN			
13	MON			
14	TUE			
15	WED			
16	THU			
17	FRI			
18	SAT			
19	SUN	Parents / Teachers Meeting for II & III Year		
20	MON	Commencement of Odd Semester for UG/PG II & III Year & Orientation Program	I	1
21	TUE	Study Material Distribution	II	2
22	WED		III	3
23	THU		IV	4
24	FRI		V	5
25	SAT			
26	SUN			
27	MON		VI	6
28	TUE		I	7
29	WED		II	8
30	THU	Class Committee Meeting	III	9

Day	Day	JULY 2016	Day Order	Working Day Count
1	FRI		IV	10
2	SAT			
3	SUN			
4	MON		V	11
5	TUE		VI	12
6	WED		I	13
7	THU	Holiday - Ramzan	II	14
8	FRI	Mentor Mentee Meeting	III	15
9	SAT			
10	SUN			
11	MON		IV	16
12	TUE		V	17
13	WED	Commencement of Odd Semester for UG I Year & Induction program	VI	18
14	THU		I	19
15	FRI	Assignment/Case Study Allocation / Class Committee Meeting	II	20
16	SAT			
17	SUN			
18	MON	Bridge Course for UG I Year	III	21
19	TUE		IV	22
20	WED		V	23
21	THU		VI	24
22	FRI		I	25
23	SAT			
24	SUN			
25	MON		II	26
26	TUE	Psychometric Test for I Year	III	27
27	WED	Commencement of Odd Semester for PG I Year & Induction program / Tribute to APJ Abdulkalam	IV	28
28	THU		V	29
29	FRI	Assignment/Case Study Submission/ Class Committee Meeting	VI	30
30	SAT			
31	SUN			

Day	Day	AUGUST - 2016	Day Order	Working Day Count
1	MON		I	31
2	TUE		II	32
3	WED	Commencement of Continuous Internal Assessment I	III	33
4	THU	Youth Program_Determind	IV	34
5	FRI	Mentor Mentee Meeting	V	35
6	SAT			
7	SUN			
8	MON		VI	36
9	TUE		I	37
10	WED		II	38
11	THU		III	39
12	FRI	Class Committee Meeting	IV	40
13	SAT			
14	SUN			
15	MON	Holiday - Independence Day		
16	TUE		V	41
17	WED		VI	42
18	THU		I	43
19	FRI	Mentor Mentee Meeting	II	44
20	SAT			
21	SUN			
22	MON	Assignment / Case Study Allocation	III	45
23	TUE		IV	46
24	WED		V	47
25	THU	Holiday - Krishna Jayanthi		
26	FRI	Mentor Mentee Meeting	VI	48
27	SAT			
28	SUN			
29	MON	Assignment / Case Study Submission	I	49
30	TUE		II	50
31	WED		III	51

Day	Day	September 2016	Day Order	Working Day Count
1	THU		IV	52
2	FRI	Commencement of Continuous Internal Assessment II	V	53
3	SAT			
4	SUN			
5	MON	Holiday - Vinayakar Chathurthi / Teachers' Day		
6	TUE		VI	54
7	WED		I	55
8	THU	Mentor Mentee Meeting	II	56
9	FRI	Onam Celebration	III	57
10	SAT			
11	SUN			
12	MON		IV	58
13	TUE	Holiday - Bakrid		
14	WED	Holiday - Onam		
15	THU	Even Semester Fee Payment for II & III Year	V	59
16	FRI	Class Committee Meeting	VI	60
17	SAT			
18	SUN			
19	MON		I	61
20	TUE		II	62
21	WED		III	63
22	THU		IV	64
23	FRI	Mentor Mentee Meeting	V	65
24	SAT			
25	SUN			
26	MON		VI	66
27	TUE		I	67
28	WED		II	68
29	THU		III	69
30	FRI	Class Committee Meeting	IV	70

Day	Day	October 2016	Day Order	Working Day Count
1	SAT			
2	SUN	Holiday - Gandhi Jayanthi		
3	MON	Commencement of Model Examination	V	71
4	TUE		VI	72
5	WED		I	73
6	THU		II	74
7	FRI	Mentor Mentee Meeting	III	75
8	SAT	Even Semester Fee Payment for I Year		
9	SUN			
10	MON	Holiday - Ayutha Pooja		
11	TUE	Holiday - Vijayadasami		
12	WED	Holiday - Muharram		
13	THU		IV	76
14	FRI	Class Committee Meeting	V	77
15	SAT			
16	SUN			
17	MON		VI	78
18	TUE		I	79
19	WED		II	80
20	THU	Odd Semester Outstanding Dues Payment	III	81
21	FRI	Mentor Mentee Meeting	IV	82
22	SAT			
23	SUN			
24	MON	Hostel Fee Payment for Even Semester	II	83
25	TUE		III	84
26	WED		IV	85
27	THU		V	86
28	FRI	Feedback collection from Student / Class Committee Meeting	VI	87
29	SAT	Holiday - Diwali		
30	SUN			
31	MON		I	88

Day	Day	November 2016	Day Order	Working Day Count
1	TUE	Commencement of Bharathiar University Practical Examination	II	89
2	WED		III	90
3	THU		IV	91
4	FRI	Distribution of Hall Ticket		
5	SAT			
6	SUN			
7	MON			
8	TUE			
9	WED			
10	THU	Commencement of Bharathiar University Theory Examination		
11	FRI			
12	SAT	Graduationday		
13	SUN			
14	MON			
15	TUE			
16	WED			
17	THU			
18	FRI			
19	SAT			
20	SUN			
21	MON			
22	TUE			
23	WED			
24	THU			
25	FRI			
26	SAT			
27	SUN			
28	MON			
29	TUE			
30	FRI			

Day	Day	December 2016	Day Order	Working Day Count
1	THU	Commencement of Even Semester for All Year	I	1
2	FRI	Distribution of Study Material	II	2
3	SAT			
4	SUN	Parents / Teachers Meeting for All Year		
5	MON		III	3
6	TUE		IV	4
7	WED		V	5
8	THU		VI	6
9	FRI	Mentor Mentee Meeting	I	7
10	SAT			
11	SUN			
12	MON	Holiday - Milad-Un-Nabi		
13	TUE		II	8
14	WED		III	9
15	THU		IV	10
16	FRI	Class Committee Meeting	V	11
17	SAT			
18	SUN			
19	MON		VI	12
20	TUE	Assignment / Case Study Allocation	I	13
21	WED		II	14
22	THU	Christmas Celebration	III	15
23	FRI	Mentor Mentee Meeting	IV	16
24	SAT			
25	SUN	Holiday - Christmas		
26	MON		V	17
27	TUE	Assignment / Case Study Submission	VI	18
28	WED		I	19
29	THU		II	20
30	FRI	New Year Celebration/ Class Committee Meeting	III	21
31	SAT			

Day	Day	January 2017	Day Order	Working Day Count
1	SUN	Holiday - English New Year		
2	MON	Commencement of Continuous Internal Assessment I	IV	22
3	TUE		V	23
4	WED		VI	24
5	THU		I	25
6	FRI	Mentor Mentee Meeting	II	26
7	SAT			
8	SUN			
9	MON		III	27
10	TUE		IV	28
11	WED	Assignment / Case Study Allocation	V	29
12	THU		IV	30
13	FRI	Pongal Celebration / Class Committee Meeting	V	31
14	SAT	Holiday - Pongal		
15	SUN	Holiday - Thiruvalluvar Day / Mattu Pongal		
16	MON	Holiday - Uzhavar Thirunal		
17	TUE		VI	32
18	WED	Assignment / Case Study Submission	I	33
19	THU		II	34
20	FRI	Mentor Mentee Meeting	III	35
21	SAT			
22	SUN			
23	MON		IV	36
24	TUE		V	37
25	WED		VI	38
26	THU	Holiday - Republic Day		
27	FRI	Class Committee Meeting	I	39
28	SAT			
29	SUN			
30	MON		II	40
31	TUE		III	41

Day	Day	February 2017	Day Order	Working Day Count
1	WED		IV	42
2	THU		V	43
3	FRI	Mentor Mentee Meeting	VI	44
4	SAT			
5	SUN			
6	MON	Commencement of Continuous Internal Assessment II	I	45
7	TUE		II	46
8	WED		III	47
9	THU	Class Committee Meeting	IV	48
10	FRI		V	49
11	SAT			
12	SUN			
13	MON		VI	50
14	TUE		I	51
15	WED	Assignment / Case Study Allocation	II	52
16	THU		III	53
17	FRI	Mentor Mentee Meeting	IV	54
18	SAT			
19	SUN			
20	MON		V	55
21	TUE		VI	56
22	WED	Assignment / Case Study Allocation	I	57
23	THU		II	58
24	FRI	Class Committee Meeting	III	59
25	SAT	Siren_Women's Day Celebration		
26	SUN			
27	MON		IV	60
28	TUE		V	61

Day	Day	March 2017	Day Order	Working Day Count
1	WED		VI	62
2	THU		I	63
3	FRI	Mentor Mentee Meeting	II	64
4	SAT	Odd Semester Fee Payment		
5	SUN			
6	MON	Commencement of Model Examination	III	65
7	TUE		IV	66
8	WED	Women's Day	V	66
9	THU	College Day / Sports Day	VI	67
10	FRI	Class Committee Meeting	I	68
11	SAT			
12	SUN			
13	MON		II	69
14	TUE		III	70
15	WED		IV	71
16	THU		V	72
17	FRI	Feedback Collection from Student	VI	73
18	SAT			
19	SUN			
20	MON		I	73
21	TUE		II	74
22	WED		III	75
23	THU		IV	76
24	FRI	Holiday - Good Friday		
25	SAT			
26	SUN			
27	MON	Outstanding due payment for Even Semester	V	77
28	TUE		VI	78
29	WED	Holiday - Telugu New Year		
30	THU		I	79
31	FRI		II	80

Day	Day	April 2017	Day Order	Working Day Count
1	SAT			
2	SUN			
3	MON		III	81
4	TUE		IV	82
5	WED		V	83
6	THU		VI	84
7	FRI		I	85
8	SAT			
9	SUN			
10	MON	Holiday - Mahaveer Jayanthi		
11	TUE		II	86
12	WED	Commencement of Bharathiar University Practical Examinations	III	87
13	THU		IV	88
14	FRI	Holiday - Tamil New Year		
15	SAT			
16	SUN			
17	MON		V	89
18	TUE		VI	90
19	WED		I	91
20	THU	Distribution of Hall Ticket		
21	FRI	Commencement of Bharathiar University Theory Examinations		
22	SAT			
23	SUN			
24	MON			
25	TUE			
26	WED			
27	THU			
28	FRI			
29	SAT			
30	TUE			

ACADEMIC YEAR : 2016 - 2017
WORKING DAYS

ODD SEMESTER

YEAR	MONTH	WORKING DAYS
2016	JUNE	09
2016	JULY	21
2016	AUGUST	21
2016	SEPTEMBER	19
2016	OCTOBER	18
2016	NOVEMBER	03

EVEN SEMESTER

YEAR	MONTH	WORKING DAYS
2016	DECEMBER	21
2017	JANUARY	20
2017	FEBRUARY	20
2017	MARCH	21
2017	APRIL	11

GRAND TOTAL - 184



PROUD MOMENTS!
STARS RISE HERE...

RANK HOLDERS - 2015

 ★-1st Rank NEHA P C B.Sc. (Botany & Communication Systems)	 ★-1st Rank KARTHIKA J M.Sc. (Botany & Communication Systems)	 ★-1st Rank SREE KUMAR S B.Sc. (Caring Science & Hotel Management)	 2nd Rank ANITHA B M.Sc. (Botany & Communication Systems)
 4th Rank SURESH K S B.Sc. (Botany & Communication Systems)	 4th Rank ARUN C H B.Sc. (Caring Science & Hotel Management)	 4th Rank MUHAMMED SHAFEEQ P B.Com. (Information Technology)	 5th Rank KUMAR N B.Sc. (Caring Science & Hotel Management)
 5th Rank ASWATHY K M.Sc. (Botany & Communication Systems)	 8th Rank RAGENTH R B.Sc. (Botany & Communication Systems)	 8th Rank SYA ANNA BABY M.A. (Social Work)	 9th Rank ANU P DOMANIC B.Sc. (Botany & Communication Systems)

CONGRATULATION TO OUR STUDENTS



HELLO LIFE 2016

AJK College of Arts and Science Organized "HELLO LIFE-2016 - Offer letter distribution and Farewell Party" at AJK CAMPUS on 28 MAR 2016.



FASHION FLAVOURS 2016

Students of the Department of Costume Design and Fashion Conducted a Designer Show on April 10th 2016 at Town Hall Palakkad during the Food Fest. An exclusive garments with "Lungi was part of the show".



AJK COLLEGE OF ARTS AND SCIENCE

Affiliated to Bharathiar University, Coimbatore
Approved by Govt. of Tamilnadu.

Recognized by UGC, New Delhi under
section 2(f) and 12(B).

An Eco-Friendly College

An Institution Accredited by NAAC

Palakkad Main Road, Navakkarai, Coimbatore - 641 105. ☎ 0422 2363400