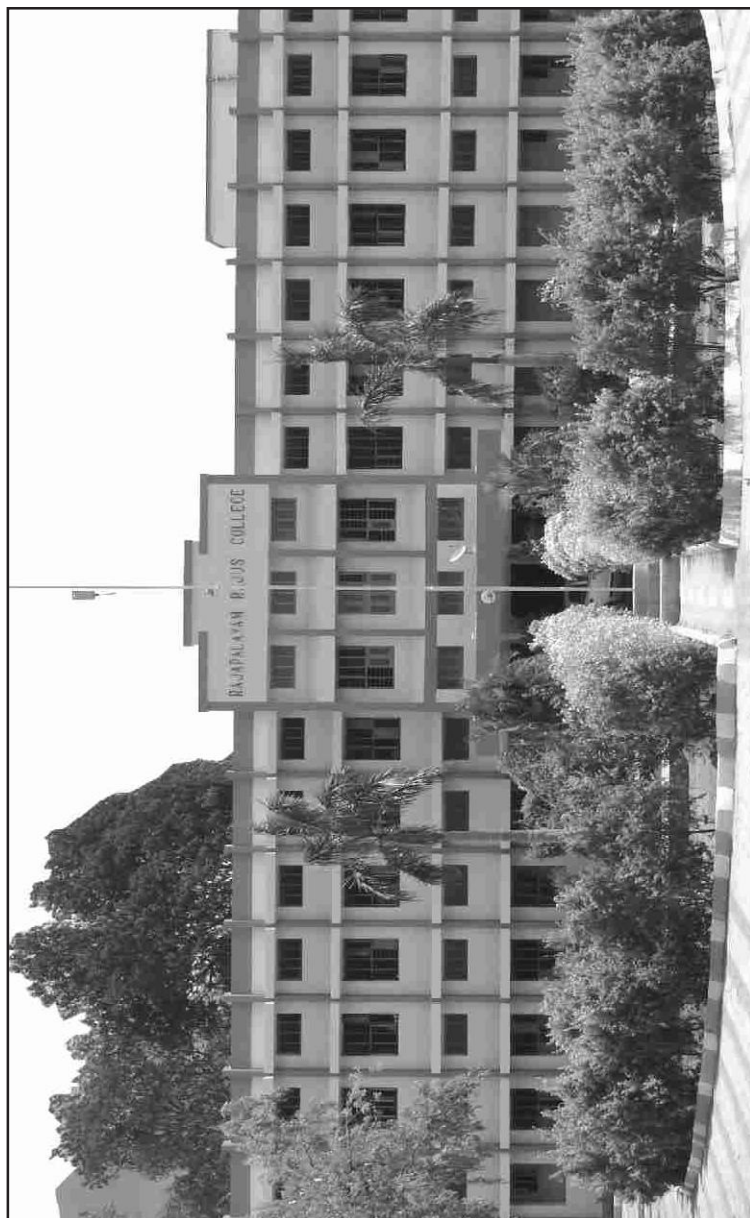
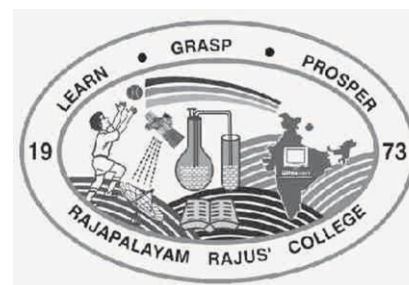




RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM.

A Linguistic Minority and Co-educational Institution
(Re-Accredited with "B++" Grade by NAAC)
(Affiliated to Madurai Kamaraj University)
Rajapalayam- 626117.



HAND BOOK & CALENDAR

2020 - 2021

Name of the College : RAJAPALAYAM RAJUS' COLLEGE,
RAJAPALAYAM – 626117.
VIRUDHUNAGAR DISTRICT.

Name of the Educating Agency : RAJAPALAYAM RAJUS' COLLEGE,
GOVERNING COUNCIL

College Telephone Numbers : 04563 – 222767, 226467

E – mail : rrc1973@gmail.com

Website : www.rrc.ac.in

Name of the Secretary : Sri. **P.R.VIJAYARAHAVAN**, B.Com.,
RAJAPALAYAM –626117.
Phone : 04563 –221788.

Name of the Principal : Dr. **R. JAGANATH**
Phone : Office : 04563 – 226467
Resi : 04563 –225351

Date of Establishment : 22 -06-1973
Non Autonomous,
A Linguistic Minority and Co-Educational Institution
(Re-Accredited with 'B++' Grade by NAAC)

G.O. No. of permitting the opening of the College : G.O. Ms No. 2128 Education
Department dated 22-12-1973

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM.

(A Linguistic Minority and Co-educational Institution)
(Re-Accredited with 'B++' Grade (3rd Cycle) CGPA 2.93 / 4.00 NAAC)
(Affiliated to Madurai Kamaraj University)
Rajapalayam –626117.

PERSONAL MEMORANDA

Name : _____

Class : _____

Roll No. : _____ Register No. : _____

Date of Birth : _____ Year: _____

Parent's/Guardian's Name : _____ Hostel Room No. : _____

Address for Correspondence: _____

Mobile No. : _____

BankA/c No.: _____ Bank IFSC: _____

Aadhar No.: _____ Driving License No.: _____

Tutor-in-charge : Odd Sem: _____ Even Sem : _____

Height : _____ Weight : _____ Blood Group: _____

Identification Marks : _____

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OUR COLLEGE

The Rajapalayam Rajus' College, a philanthropic enterprise of the Rajus' Community of Rajapalayam, was started on 22nd June 1973. The College is situated at the present site of 52 acres, on the northern side of the Mudangiar Road leading to Ayyanar Falls. The Palayapalayam Rajus' Mahumai Fund has made a liberal contribution towards the purchase of the College Campus site and created an endowment consisting of wetlands of about 45 acres and cash deposit to the total value of more than Rs.7 lakhs.

To start with, the College offered Pre-University Course in 1973. B.Com. Degree Course was started in 1975 followed by B.A. History in 1977. With the shedding off of P.U.C. from the College, the undergraduate courses were strengthened by adding B.Sc. Chemistry in 1979 B.Sc. Mathematics in 1980 and B.Sc. Physics in 1987.

The College entered the Post Graduate phase of development with the introduction of M.Com. in 1982 and M.A. History in 1983. Certificate Courses in Gandhian Thought and Salesmanship were started in 1988. The following Self-financing Courses are also offered. M.Phil (History) course was introduced in 1989. B.Sc.(Computer Science) from the year 1993, B.Com (Self- finance) from the year 1994, P.G.D.C.A. Course from 1994, M.Sc. Computer Science and Information Technology from 2000, B.Com. (Computer Application) from 2001, M.Phil. (Commerce) from 2003, B.B.A and Diploma in Computer Application from 2005, B.Sc. (Electronic and Communication) degree course from 2006, Ph.D. Research Centre in History was introduced in 2007. Certificate and Diploma in Introduction to Internet (UGC) from 2008, B.Com. (Computer Application) – Additional Section from 2009 and B.A. English Literature Degree Course from the academic year 2010-11. The College admitted Girl Students from the year 2012-13. M.Com.(CA), Ph.D. (Commerce) Courses are offered from the year 2012-2013. B.A.(Tamil) and M.A.(English) are offered from 2013-2014. B.Sc.,(Maths with C.A.) and M.Sc.(Maths) are offered from 2016-2017.

B.Sc. (Forensic Science), B.Sc. (Hotel Management and Catering Science) and B.Sc. Home science (Nutrition and Food Services Management with C.A.) are offered from 2019-2020.

The Institution aims at shaping its students into worthy citizens of Mother India. Emphasis is laid on imparting edifying knowledge and cultivation of character. The College stands for the ideals – Discipline, Devotion and Dedication.

COLLEGE PRAYER

,IWTZF;FG;GHLY;

Monday

ஓம் ஓம் ஓம்

வக்ர துண்ட மஹாகாய தூர்யகோடி ஸமப்ரப

அவிக்னம் குரு மே தேவ ஸர்வ கார்யேஷு ஸர்வதா

ஓம் ஓம் ஓம்

Other Working Days

கருவாகி உருவாகி

எனையாண்டு

காத்தருளும் இறைவா

நன்றி

எங்கும்நிறைந்தோனே

எல்லை இலாதானே

எங்கேயும் எப்போதும்

என்

குலம்காப்பவனே

நெஞ்சம்துணியதுணையாய்வருவாய்

நேர்மறை உணர்வுகள் பேருஞ்செய்வாய்

ஊடுவீழ் உறுதியைப்பெரிதாய்தருவாய்

உனை உணரும் அறிவைஎன்னுள்

அருள்வாய்

சுற்றம் அனைத்தும்

காப்பவனே செய்தொழில்

ஏற்றம்தருபவனே எடுத்த

செயலில் வெற்றிகொடு

என் ஆற்றல்பேருஞ் அருளைக்கொடு

வல்லமை தந்துமலர்ச்சிகொடு

(கருவாகி உருவாகி 1) என் அகத்திலும்

புறத்திலும் மலர்ச்சிகொடு

வளர்ச்சி கொடு'மலர்ச்சி கொடு (2)

Who is your life partner ?

Mom ?

Dad ?

Wife?

Son?

Husband ?

Daughter ?

Friends...?

not at all !

Your real life partner is Your Body.

Once your body stops responding no one is with you. You and your body stay together from Birth till Death. What you do to your body is your responsibility and that will come back to You. The more you care for your body, the more your body will care for You. What you eat, What you do for being Fit, How you deal with stress, how much rest you give to it; will decide how your body gonna respond. Remember your body is the only permanent address where You live. Your body is your asset/liability, which no one else can share. Your body is your responsibility. Because, You are the real life partner. Be Fit forever.

Take care of yourself. Money comes & goes. Relatives & Friends are not permanent. Remember no one can help your body other than you.

Pranayama - for Lungs

Meditation - for Mind

Yoga-asanas –for Body

Walking - for Heart

Good food - for intestines

Good thoughts – for Soul

Good Karma - for World

Daily Health Tips

1. Cultivate a habit of getting up early in the morning at least by 6A.M.
2. Do not miss breakfast.
3. Drink 1 liter of water as soon as you get up in the empty stomach. Water should be had in sitting position only.
4. Have at least 10 to 15 glasses of water a day.
5. 40 to 50 % of food (fruits & vegetables) consumed raw is good for health. Cooked food destroys enzymes which is essential for your body.
6. Exercise daily. Go for morning/evening walks.
7. Sit calmly for 10 minutes and analyse what you did yesterday and what you can achieve today.
8. Avoid sleeping late. Have dinner at least one hour before you go to bed.
9. Forget your age, your past, your grievances with others.
10. Be loving to your friends, Caring to your family. Have positive thoughts and enjoy your warm home.

HEALTH IS WEALTH

Health first - Wealth next.

COLLEGE PLEDGE

We will respect our parents, teachers, elders and have full faith in GOD.

We will respect our nation and its rich culture.

We will show love not hatred.

We will pardon not injure.

We will be a source of light not darkness.

We will show joy not sadness.

We will accept hardship as the pathway to success.

We will work hard for our joys and dreams to be fulfilled.

We will keep our environment clean and tidy.

We will show gratitude to our college, which shows us our vision of tomorrow.

We will accept our imperfections and move towards perfection.

We will not tell people our plans but will show them results.

We will be a law abiding citizen to make our parents, teachers, friends and nation proud of us.

COLLEGE CREST

The emblem of the institution epitomizes to promote higher education among youth. The outline of India in the emblem depicts our commitment to the nation. The scientific instruments symbolize the promotion of the scientific temper and attitude. The book represents the need for learning and the spread of knowledge. The revolution in satellite communication is depicted to inspire the youth for scientific development and innovations. The spirit of sportsmanship, an essential attribute to be developed in the modern youth finds a place in the emblem.

The motto in the emblem asserts the aims and objectives of the institution:

LEARN – GRASP - PROSPER

COLLEGE MOTTO

Our aims and objectives are in consonance with the vision of the Institution. In addition to giving the benefits of higher education to the economically weaker sections of the society, the institutiton aims at

- Shaping its students into worthy citizens of India.
- Imparting enlightening knowledge and the cultivation of character.
- Helping the students imbibe the ideals of Discipline, Devotion and Dedication.
- Enabling the rural students to enhance their learning capacity.
- Providing opportunities to the students to bring their talent to light and to develop them.
- Increasing the employment prospectus of the rural students.
- Inculcating in them self-confidence and social responsibility.

VISION

To provide quality higher education to rural students and nurture in them the value of discipline, devotion and dedication and transform them into responsible citizens.

MISSION

To contribute to Nation building by imparting quality higher education to rural youth.

To inculcate the national spirit and instill a sense of social commitment in the minds of the youth to foster Universal Brotherhood.

To promote the evolution of lawful and equitable society through higher education.

COLLEGE GOVERNING COUNCIL

1. Sri. M.A. Thirupathi Raja	President
2. Sri. P.R. Vijayarahavan	Secretary
3. Sri.	Member
4. Sri. K.N. Ramasubramania Raja	Member
5. Sri. V. N. Vijayan	Member
6. Sri. K.P.A. Anand Raaja	Member
7. Sri. A.D. Sankar Ganesh	Member
8. Dr. R. Jaganath	Ex-Officio and Principal i/c
9. Dr. J. Suresh, Ph.D.,	University Nominee

ACADEMIC STAFF COUNCIL

Dr. R. Jaganath M.A., P.G.D.C.A, D.Y.C., M.Phil.,Ph.D.,	Principal i/c and Chair Person
Dr. S. Somasekaran, M.Sc., B.Ed., M.Phil., Ph.D.,	Secretary, Head and Associate Professor
Dr. V. Venkatraman, M.A., M.T.M., D.Litt., M.Phil., Ph.D.,	Head and Associate Professor
Dr. C. Ramakrishnan, M.A. M.Phil.,Ph.D.,	Head and Assistant Professor
Dr. E.L. Ramar, M.Com., P.G.D.C.A., B.Ed., M.Phil.,Ph.D.,	Head and Assistant Professor
Dr. S. Chidambaranathan, M.A., B.Ed., M.Phil.,Ph.D.,	Head & Assistant Professor
Mr. N. Ramesh, M.Sc., M.Sc(YHE)., M.Phil.,	Head and Assistant Professor
Dr. S. David Laurence, M.Sc., P.G.D.C.A., M.Phil., Ph.D.,	Head and Assistant Professor
Dr. L. Muthukumar, M.A., M.P.Ed., M.Phil., Ph.D.,	Director of Physical Education
Mrs. Vasudeva Raja Latha, M.L.I.Sc., P.G.D.C.A., P.G.D.L.A.N.,	Librarian
Mr. R.Vishnu shankar, M.Com., M.Phil., M.B.A., IQAC Coordinator	
Dr. V.Kalavathi, M.A., M.Phil., Ph.D,	Head & Assistant Professor
Dr. K. Kandasamy Pandian, M.A., P.G.D.J.M.C. M.Phil.,	Head & Assistant Professor
Mr. T. Maruthanayagam, M.A., B.Ed., M.Phil.,	Head & Assistant Professor
Dr. R.A. Jeyakumar, M.Com., P.G.D.C.A., M.Phil., Ph.D.,	Head & Assistant Professor
Mrs. S. Deepalakshmi, B.E., M.Sc., M.C.A., P.G.D.C.A., B.Lisc.,	Head & Assistant Professor

Mr. A. Gnanavelayutham, M.C.A., P.G.D.C.A., M.A.,
Head & Assistant Professor

Dr. S. K. Kannan, M.B.A., M.Com., NET, M.Phil., Ph.D.,
Head & Assistant Professor

Dr. K. Ramesh Kumar, M.A., M.B.A., P.G.D.C.A., B.Ed.,
M.Phil., Ph.D., Associate Professor
Assistant Professor

Mr. A. Surendran, P.G.D.C.A., M.Com., M.Phil.,
Assistant Professor

Dr. G. Gowri, M.Com., M.Phil., Ph.D., Assistant Professor

Mrs. S. Manjula Gayathri, M.Com., M.Phil., Assistant Professor

INTERNAL COMPLAINTS COMMITTEE (ICC)

Dr. R. Jaganath, M.A., P.G.D.C.A., D.Y.C., M.Phil., Ph.D., Principal i/c

Dr. S. Somasekaran, M.Sc., B.Ed., M.Phil., Ph.D.,

Head and Associate Professor

Mrs. Vasudeva Raja Latha, M.L.I.Sc., P.G.D.C.A., P.G.D.L.A.N.,
Librarian

Mrs. R. Vinitha, M.Com., A.C.S., Assistant Professor

Mrs. R. Jayshree, M.A., Assistant Professor

Ms. T. Karthika Student

Ms. R. Sridevi Student

Ms. J. Priskilla Student

Ms. N. Pavithra Devi Student

Ms. J. Venmathi@Durga Nandhini Student

COURSES OFFERED

AIDED Year of Establishment

B.Com.,		1973
B.A.,	History	1977
B.Sc.,	Chemistry	1979
B.Sc.,	Mathematics	1980
M.Com.,		1982
M.A.,	History	1983
B.Sc.,	Physics	1987

SELF – FINANCE

M.Phil.,	History	1989
B.Sc.,	Computer Science	1993
B.Com.,	Self-Finance	1994
M.Sc.,	Computer Science	2000
B.Com.,	Computer Applications	2001
M.Phil.,	Commerce	2003
B.B.A.,		2005
Ph.D.,	Research Centre in History	2007
	(Two Sections)	2009
B.A.,	English Literature	2010
M.Com.,	Computer Applications	2012
Ph.D.,	Research Centre in Commerce	2012
M.A.,	English Literature	2013
B.A.,	Tamil Literature	2013
B.Sc.,	Mathematics with Computer Application	2016
M.Sc.,	Mathematics	2016
	(Two Sections)	2018
B.Sc.,	Forensic Science	2019
B.Sc.,	Hotel Management and Catering Science	2019
B.Sc.,	Home Science (Nutrition and Food Science Management with C.A.)	2019

CERTIFICATE & DIPLOMA COURSES		
Courses	Department	Year of Establishment
Gandhian Thought	History	1988
Salesmanship	Commerce	1988
Journalism	History	1989
Diploma in Journalism	History	1989
Certificate, Diploma & Advanced Diploma in Information Technology	Computer Science	1992
Diploma in Computer Application	Computer Science	2004
Foundation Course in Human Rights	(UGC)History	2012
<u>RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM</u> <u>INTERNAL QUALITY ASSURANCE CELL</u> <u>(IQAC)</u> Internal Quality Assurance Cell (IQAC) has been functioning in our college as per the guidelines of National Assessment and Accreditation Council (NAAC). It is meant for planning, guiding and monitoring Quality Assurance and Quality Enhancement activities of the institution. GOALS: 1. To develop a quality system for conscious, consistence and catalyst programmed action to improve the academic and administrative performance of the college. 2. To promote measures for Institutional functioning towards quality enhancement through internalization of quality, culture and institutionalization of best practices.		

INTERNAL QUALITY ASSURANCE CELL-MEMBERS:		
Sl. No.	NAME	DESIGNATION
1	Dr. R.Jaganath , Principal i/c	Chairperson
2	Mr. N.Ramesh , Vice Principapl & Coordinator–Self Financing Stream	Senior administrative officer
3	Dr. M.Kanagasabapathy , Assistant Professor & Coordinator – R&D Cell	Senior administrative officer
4	Dr. C.Ramakrishnan Head, Department of English	Senior administrative officer
5	Mr. R.Jaganathan , Office Superintendent	Senior administrative officer
6	Dr. S. David Laurence , Assistant Professor & Head	Senior Teacher
7	Mrs. S. Manjula Gayathri , Assistant Professor	Senior Teacher
8	Dr. G.Gowri , Coordinator – Extension Activities & Assistant Professor	Senior Teacher
9	Mr. P.R.Ramji , Assistant Professor	Senior Teacher
10	Dr. P.R.Suganya , Assistant Professor	Senior Teacher
11	Mrs. S.Deepalakshmi , Assistant Professor & Head	Senior Teacher
12	Sri. P.R. Vijayarahavan , Secretary	Management Representative
13	Mr. G.Sankaranarayanan	Nominee from local society
14	Selvi. J.Supraja Selvan. M.Hariprasath	Nominee from Students
15	Mr. D. Ravisankar	Nominee from Alumni
16	Sri. M.A. Thirupathi Raja , President	Nominee from Employers
17	Sri. K.N.RamasubramaniaRaja	Nominee from Industrialists
18	Sri.K. Ganesa Raja	Nominee from Stakeholders
19	Mr. R.Vishnushankar , Assistant Professor of Commerce	IQAC Coordinator

MEMBERS OF TEACHING / NON - TEACHING STAFF

AIDED STAFF MEMBERS

Dr. R. Jaganath M.A., P.G.D.C.A, D.Y.C., M.Phil.,Ph.D., **Principal i/c**

HISTORY

Dr. V. Venkatraman, M.A., M.T.M., D.Litt., M.Phil., Ph.D.,
Head and Associate Professor

Dr. D. Venkateswaran., M.A(His)., M.A(Pol)., M.A.(Ind.Cul).,
P.G.D.F.M., D.G.T., P.G.D.C.A., B.Ed., M.Phil., Ph.D.,
Associate Professor

Dr. K. Ramesh Kumar, M.A., M.B.A., P.G.D.C.A., B.Ed.,M.Phil., Ph.D.,
Associate Professor

Dr. D. Ebi James, M.A., D.T.ED., D.G.T., CJMC., M.T.M., M.Phil., Ph.D.,
Assistant Professor

Dr. B. Kandasamy, M.A., M.Phil., D.G.T.,Ph.D., Assistant Professor

Dr. B. Sreelakshmi, M.A., PGDCA., M.Ed.,(His).,M.Phil.,(Edn)., Ph.D.,
Assistant Professor

Mrs. R. Jayshree, M.A., Assistant Professor

Mr. R. Sakthivel, M.A.,M.Phil., Assistant Professor

Mr. P.R.Ramji, M.M.S.,M.A., Assistant Professor

COMMERCE

Dr. E.L. Ramar, M.Com., P.G.D.C.A., M.Phil., Ph.D.,
Head and Assistant Professor

Mr. A. Surendran, M.Com.,M.Phil.,P.G.D.C.A., Assistant Professor

Mr. R. Vishnushankar, M.Com., M.Phil., P.G.D.C.A., M.B.A., M.Phil.,
Assistant Professor

Dr. G. Gowri, M.Com.,M.Phil., Ph.D., Assistant Professor

Mrs. S. ManjulaGayathri,M.Com., M.Phil., Assistant Professor

Dr. D. Manjula, M.Com., P.G.D.C.A., M.Ed., Ph.D., Assistant Professor

Mrs. R. Vinitha,M.Com.,A.C.S., Assistant Professor

Dr. R. Ramaraj, M.Com., M.B.A., M.Phil., C.G.T.,Ph.D.,
Assistant Professor

Mrs. A. Bhuvaneshwari, M.Com., P.G.D.C.A, B.Ed., M.Phil.,
Assistant Professor

Dr. R. Saranyadevi, M.Com., P.G.D.C.A., B.Ed., M.Phil., Ph.D.,
Assistant Professor

MATHEMATICS

Dr. S. David Laurence, M.Sc., P.G.D.C.A., M.Phil., Ph.D.,
Head and Assistant Professor

Mrs. R. Ramalakshmi, M.Sc., C.I.T., C.G.T., P.G.D.C.A., M.Phil.,
Assistant Professor

Mr. M.Vishnusankar,M.Sc., Assistant Professor

Dr. K. Lakshmiprabha, M.Sc.,M.Phil., Ph.D., Assistant Professor
Mrs. M.Maheshwari, M.Sc., Assistant Professor

CHEMISTRY

Mr. N. Ramesh, M.Sc., M.Phil.,M.Sc (YHE).,
Head and Assistant Professor

Dr. M. Kanagasabapathy, M.Sc.,M.Phil.,Ph.D., Assistant Professor

Dr. G. Srinivasagan, M.Sc., P.G.D.C.A., M.Phil.,Ph.D.,
Assistant Professor

Dr. T. Uma Sankareswari, M.Sc.,M.Phil.,Ph.d., Assistant Professor

ENGLISH

Dr. C. Ramakrishnan, M.A. M.Phil.,Ph.D.,
Head and Assistant Professor

Dr. M. Muruganatham, M.A., M.Phil., B.Ed., Ph.D.,
Assistant Professor

Dr. P.R. Suganya, M.A.,M.Phil.,Ph.D., Assistant Professor

Dr. C.P. Swathimuthu, M.A.,M.Phil.,Ph.D., Assistant Professor

ECONOMICS

Dr. S. Chidambaranathan, M.A., B.Ed., M.Phil., Ph.D.,
Assistant Professor

TAMIL

Dr. V. Kalavathi, M.A.,M.Phil., Ph.D., Head and Assistant Professor

Mrs. S.Sathya, M.A. Assistant Professor

PHYSICS

Dr. S. Somasekaran, M.Sc., M.Phil., B.Ed., Ph.D.,
Head and Associate Professor

Dr. K. Sivaramamoorthy, M.Sc., B.Ed., P.G.D.C.A., M.Phil., Ph.D.,
Associate Professor
Dr. M. Raja, M.Sc., Ph.D.,
Assistant Professor
Dr. P. Suriakala, M.Sc., M.Phil., Ph.D.,
Assistant Professor
Dr. S. Kalavathy, M.Sc., P.G.D.D.E.C. B.Ed., M.Phil., Ph.D.,
Assistant Professor

PHYSICAL EDUCATION

Dr. L. Muthukumar, M.A., M.P.Ed., M.Phil., Ph.D.,
Director of Physical Education

LIBRARY

Mrs. Vasudeva Raja Latha, M.L.I.Sc., P.G.D.C.A., P.G.D.L.A.N.,
Librarian

SELF – FINANCE STAFF MEMBERS

Mr. N. Ramesh, M.Sc., M.Phil., M.Sc (YHE),
Vice Principal and Self Finance Coordinator

TAMIL

Dr. K. Kandasamy Pandian, M.A., M.Phil., P.G.D.J.M.C.
Head and Assistant Professor

Mr. P. Raju, M.A., M.Phil.,
Assistant Professor
Mr. C. Mythiliraj, M.A., M.Phil., M.Ed.,
Assistant Professor
Ms. R. Vishnu Priya, M.A., M.Phil.,
Assistant Professor
Mrs. S. Lalitha Ambika, M.A.,
Assistant Professor
Mrs. R. Geetha, M.A., M.Phil., PGJMC.,
Assistant Professor
Dr. R. Geetha, M.A., M.A., M.Phil., Ph.D.,
Assistant Professor

ENGLISH

Mr. T. Maruthanayagam, M.A., B.Ed., M.Phil.,
Head & Assistant Professor
Mrs. T. Uma Parameswari, M.A., M.Phil., DIT.,
Assistant Professor
Mrs. B. Mahalakshmi, M.A., M.Phil.,
Assistant Professor
Mrs. M. Sindhu, M.A., M.Phil.,
Assistant Professor
Mr. M. Sadaippa Sivasubramanian, M.A., B.Ed., M.Phil.,
Assistant Professor
Mrs. K.G. Sri Vidhya, M.A., M.Phil.,
Assistant Professor

Ms. E. Mahalakshmi, M.A., M.Phil.,
Assistant Professor
Mrs. R. Gomiga, M.A., D.T.Ed.,
Assistant Professor
Ms. K. Murugeswari, M.A.,
Assistant Professor
Mrs. P.V. Deepa, M.A.,
Assistant Professor

MATHS

Mrs. M. Kavitha, M.Sc., B.Ed., M.Phil.,
Head and Assistant Professor
Mrs. D. Jothi, B.Sc.(Comp.Sci)M.C.A.,
Assistant Professor
Ms. M. Malathi, M.Sc., M.Phil.,
Assistant Professor
Mrs. R. Sankari@Deepa, M.Sc (IT), M.Phil.,
Assistant Professor
Mrs. R. Manimaran@Gopi, M.Sc., B.Ed., M.Phil.,
Assistant Professor
Ms. M. Sarasusanna, M.Sc., M.Phil.,
Assistant Professor
Dr. L. Packiaraj, M.Sc., M.Phil., Ph.D.,
Assistant Professor
Mrs. R. Ramalakshmi, M.Sc., B.Ed., M.Phil.,
Assistant Professor

COMMERCE

Dr. R.A. Jeyakumar, M.Com., M.Phil., P.G.D.C.A., Ph.D.,
Head & Assistant Professor

Dr. A. Muthulakshmi, M.Com., M.Phil., P.G.D.E.C., C.G.T., Ph.D.,
Assistant Professor

Mrs. A. Gayathri, M.Com(CA), M.Phil., PGDCA.,
Assistant Professor
Mrs. R. Maheswari, M.Com., M.Phil.,
Assistant Professor
Dr. R. Murugan, M.Com., M.Phil., P.G.D.C.A., Ph.D.,
Assistant Professor

Mrs. S. Jothilakshmi, M.Com., M.Phil.,
Assistant Professor
Mr. L. Ramachandran, M.Com.,
Assistant Professor
Mrs. R. Udhaya@Gayathri, M.Com, M.Phil.,
Assistant Professor

COMPUTER SCIENCE

Mrs. S. Deepalakshmi, B.E., M.Sc., MCA., PGDCA., B.Lisc.,
Head & Assistant Professor

Mr. M. Ganeshkumar, M.C.A., M.Phil.,
Assistant Professor
Ms. D. Saranya, M.Sc.,
Assistant Professor
Mrs. B. Murugeswari, M.Sc.,
Assistant Professor
Mrs. A. Nesarani, B.E., M.Tech.,
Assistant Professor
Mrs. M. Kumutha Valli, MCA., M.Phil.,
Assistant Professor
Ms. S. Pandeeswari, M.Sc.,
Assistant Professor

COMMERCE WITH COMPUTER APPLICATION

Mr. A. Gnanavelayutham, M.C.A., P.G.D.C.A., M.A.,	Head & Assistant Professor
Dr. L.Ponnuchamy, M.Com., M.Phil., P.G.D.C.A., Ph.D.,	Assistant Professor
Mr. A.Ramkumar, M.C.A.,	Assistant Professor
Dr. S.Gnanaprakasam, M.Com., M.Phil.,M.B.A.,ABPM.,CAIIB., Ph.D.,	Assistant Professor
Mr. T.Babu, M.C.A.,	Assistant Professor
Ms. M. Umamaheswari, M.Com., M.Phil., PGDCA.,DGT.,	Assistant Professor
Mrs. R. Gayathri, M.Com., D.M.T.Ed., B.Ed.,	Assistant Professor Ms.
V.G.Kirthana Shri, M.Com.,D.G.D.,	Assistant Professor
Mrs. A. AbuShairabanu,M.Com.,	Assistant Professor
Mrs. G. AnandhaLakshmi,M.C.A.,	Assistant Professor
Ms. S. R. SriJeyadharshini, M.Com.,	Assistant Professor
Mr. T. Kaliraja,M.Com., M.Phil.,	AssistantProfessor
Mrs. V.Chitra,M.C.A.,	Assistant Professor

BUSINESS ADMINISTRATION

Dr. S. K. Kannan, M.B.A., M.Com., M.Phil., Ph.D.,	Head&Assistant Professor
Dr. M. Lakshmi, M.Com., M.Phil., PG.D.C.A., Ph.D.,	Assistant Professor
Mrs. R. Rohini, M.B.A.,	Assistant Professor
Mr. Ashok Kumar,M.Com.,SET.,	AssistantProfessor
Dr. P. Sumathi, M.B.A.,M.Phil.,Ph.D.,	AssistantProfessor

LIBRARY

Mrs. S. Padmavathi,M.L.I.Sc.,	Assistant Librarian
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NON - TEACHING STAFF ADMINISTRATIVE STAFF

Mr. R. Jeganathan,	Office Superintendent
Mr. S. Subramanian, B.Com., PGDCA., M.A.,	Accounts Assistant Mr.
S. S. Ravichandran,M.A., M.Phil.,	Accounts Assistant
Mr. K.Solaimalai,	JuniorAssistant
Mr. K. Ramaraj,	JuniorAssistant
Mr. S.Varadarajan,	Special Grade Typist
Mr. S.Seetharaman,	Special Grade Training Instructor
Mr. T. Ramesh,M.Com., M.Phil.,	LabAssistant
Mr. R. Munisubramanian,	RecordClerk
Mr. T.Sukumar,	Record Clerk
Mr. P.Sanjeevi,	Games Marker

MENIALS

Mr. S. Mariappan
Mr. R. Muniyandi
Mrs. S. Sasikala
Mrs. R. Sorubalatha, B.Com.,
Mr. M. Suresh Babu, B.Com.,
Mrs. P. Maheswari

SELF – FINANCE

Mr. S. Vishnusankar,B.Sc.,(I.T).,	Accountant
Mr. R.Ramkumar,B.Com.,	AccountsAssistant
Mr. S. Nandhakumar,B.Com(CA).,	AccountsAssistant
Mr. S.Krishnakumar,M.Com.,	AccountsAssistant
Mr. K.Satheesh,M.Com.,	LabAssistant
Mr. B.MadhusudhanaRam	PAS &Electrician

Mr. R.Somnath, DME.,	LabAssistant
Mr. R. Vinoth PranavB.Sc.,Chemistry	WebsiteAssistant
Mr. S.DeepakRaja	LabAssistant
Mr. R. Vinothkanna @ RamkumarB.E.,Civil	Civil Engineer
Mrs.A.Rohini	AccountsAssistant
Mr.A.Aswini	AccountsAssistant
Mr. LakshmiNarayananE.E.E.,	Electrician
Mr. A.R.RamkumarE.E.E.,	OfficeAssistant
Mr. T.B.Ramamoorthy,D.M.E.,	LabAssistant
Mr. S.MaideenBatcha	Driver
Mr. L. Gopalakrishnan	Driver
Mrs. R. Manjula	Conductor
Mrs. J. Manjula	Conductor
Mr.P.Rajasekar	Security
Mr. G.Ramasubramanian	Security
Mr. G. Karuppiiah	Gardener

PTA STAFF

Mrs. K. Revathi BCA.,	System Admin
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Endowment Prizes, Scholarships, Aid Fund and Concessions

Endowment Prizes

The interest accrued from the following Endowments will be paid as Endowment Prizes.

Two Endowment Prizes of Rs.6,000/- each were founded in November 1979 by Sri M.S.D. Chandrasekara Raja(Sri Bharathi Cotton Mills)in memory of his parents. The Prizes will be announced and awarded every year on College Day or Convocation Day.

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes	Amount
1.	“Smt. M.S.D. Ammani Ammal Prize”	Sri M.S.D. Chandra sekara Raja	His Mother	B.A., History Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU	2,000/-
2.	“Sri M.S. Dharmaraja Prize”	Sri M.S.D. Chandra sekara Raja	His Father	B.Com.,Degree Examsinallthe partsinthefirst attempt and stands first among the students of the college passing partIIIinIorII ClassinMKU	2,000/-
3.	“Dr. D. Regupathy Raja, M.Sc., Ph.D., Endowment Prize”	Sri K.Jeganatha Raja, Retired Superintendent of the college	His Brother-in-Law	M.Com., DegreeExams ofMKUinthe first attempt andstandsfirst among the studentsof thecollege	1,500/-
4.	“Sri P.A.P. Alaga Raja Endowment Prize”	Sri P.A. Jaganatha Raja	His Father	M.Com.,Degree ExamsofMKU in the first attempt and stands first among the studentsof thecollege	1,500/-

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes	Amount
5.	“Sri. N.R.K. Subbu Ram Rajha Endowment Prize”	Smt. N.S. Vasantha ammal	Her Husband	B.Sc., Chemistry Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU	1,000/-
6.	“Sri T.C. Ramasamy Raja Endowment Prize”	Sri T.C.R. Kothandarama Raja	His Father	B.Sc., Mathematics Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU	1,000/-
7.	“Sri N.R.K. Subbu Ram Rajha Endowment Prize”	Smt. N. S. Vasantha ammal	Her Husband	B.Sc., Physics Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU	1,000/-

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes	Amount
8.	“Sri S.M. Rengasamy Raja Endowment Prize”	Prof R.Narayanan	His Father	B.Sc., Computer Science Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU	5,000/-
9.	“Sri N.A. Ramachandra Raja Endowment Prize”	Sri N.R. Subramania Raja	His Father	B.B.A., Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU	2,000/-
10	“Sri K.A. Vivekananda Raja Endowment Prize”	Dr. K.V.Vignesh	His Father	B.Com(CA), Degree Exams in all the parts in the first attempt and stands first among the students of the college passing part III in I or II Class in MKU	15,000/-
11	“Sri K.B. Pattabirama Raja Endowment Prize”	Dr. K.V.Vignesh	His Grand-Father	M.Sc., (CS) Degree Exams of MKU in the first attempt and stands first among the students of the college	15,000/-

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes	Amount
12.	“Smt. K.B.P. Damayanthi Ammal Endowment Prize”	Sri K.P. Bhima Raja	His Mother	Awarded to two students of the B.A./B.Sc., who stand first in Part I Tamil and Part II English respectively	2,000/-
13.	“Sri M.P.V. Ayyanar Raja Endowment Prize”	Sri M.A. Subramania Raja	His Father	Best outgoing student of the year	2,000/-
14.	“Sri K.B. Pattabirama Raja Endowment Prize”	Sri M.S.D. Chandra Sekara Raja	Freedom Fighter	a) “The Best Sportsman” b) Pass B.Com., who stands first in Part II English	12,000/-
15.	“Smt. M.A. Panjali Ammal Endowment Prize”	Sri M.A. Subramania Raja	His Mother	U.G. Students who get Rank in University Examination	2,000/-
16.	“Sri M.A. Srirenga Raja Endowment Prize”	Sri M.S. Dhasaratha Raja	His Father	U.G. Students who get Rank in University Examination	10,000/-
17.	“Sri Geetha Krishna Spinning Mills Endowment Prize”	Sri V.K. Subramania Raja	His Father	Best Outstanding Student	500/-
18.	“Smt. K.P. Sathiyabama Perumal Raja Endowment Prize”	Sri V.S. Vasudeva Raja	His Sister	Best Outstanding Social Service	600/-

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes	Amount
19.	“Gandhi I.B. Arrangasamy Raja Endowment Prize”	Dr. V. Venkat raman, Principal	Freedom Fighter	Best Volunteer of our college	500/-
20.	“Sri N.S. Sankar Raja Endowment Prize”	Dr. S. Singaraj, President of the College Governing Council and Retired Associate Professor	His Father	M.Com.(CA), Degree Exams of MKU in the first attempt and stands first among the students of the college	500/-
21.	“Sri A.V. Rajendra Raja Endowment Prize”	Sri. R. Jeganathan, Superintendent of this college	His Father	B.Com.(CA), Degree Exams of MKU in the first attempt and stands first among the students of the college	500/-
22.	“Sri S.R. Balakrishna Raja & Smt S.B. Srirengammal Endowment Prize”	Sri B. Ramaraja, Retired Superintendent of the College	His Father & Mother	B.Com., (self) Degree Exams of MKU in the first attempt and stands first among the students of the college	500/-
23.	“Smt S.K. Leelavathiammal Endowment Prize”	Sri. S.K. Chandrasekara Raja	His Mother	M.Com.(CA), Degree Exams of MKU in the first attempt and stands first among the students of the college	1,000/-

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes	Amount
24	“Sri S.S. Kandasamy Raja Endowment Prize”	Sri. S.K. Chandra sekara Raja	His Father	M.A(English)., Degree Exams of MKU in the first attempt and stands first among the students of the college	1,000/-
25.	“Sri A.A. Subbaraja Endowment Prize”	Sri A.A. Shyam	His Father	Best Outstanding Girl Student	1,000/-
26.	“Sri RaoBahadur A.K.D. Dharmaraja Endowment Prize”	Sri A.A. Shyam	Sri RaoBahadur A.K.D. Dharmaraja	Best Sports Woman	1,000/-
27.	“Sri P.R. Subbaraja Endowment Prize”	Sri S.Seetha raman, Training Instructor of the College	His Father	Best P.G. Student (Male) of the College	500/-
28.	“SriK.D.Gopal Rajaand Smt K.G. JothiAmmal Endowment Prize”	SriS.Seetha raman, Training Instructor of the College	His Uncle	Best P.G. Student (Female) of the College	500/-
29.	Panmozhi Pulavar “Sri M.G. Jeganatha Raja Endowment Prize”	Smt R. Manimekalai	Her Father	B.A(Tamil)., Degree Exams of MKU in the first attempt and stands firstamong thestudentsof the college	1,000/-

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes	Amount
30	“Sri A.K.D. Alagaraja and Smt A.K.D.A. Subbulakshmi Ammal Endowment Prize”	Sri A.A. Shyam	His Grand -Father andGrand -Mother	Best Girl Social Service Student	1,000/-
31.	“Sri S.S. Dhanushkodi Raja and Smt S.D. Manjammal Memorial Prize”	Dr. D. Venkatesh waran, Head & Associate Professor	His Father and Mother	M.Sc., (Mathematics) Degree Exams of MKU in the firstattemptand stands first among the students of the college	1,000/-
32.	“Thiyagi Sri P.L. Duraisamy Raja memorial Best Blood Donor Award”	Dr. V. Venkatraman, Principal	Freedom Fighter	Best Blood Donor of the Student	500/-
33.	“Sri N.S. Velayutha Raja and Smt N.V. Poorvammal memorial UniversityRank Holder of our College”	Sri. V. Dharma krishnan, Assistant (Retired)	His Father and Mother	University Rank Holder of our College	500/-
34.	Sri M.A. Vasudeva Raja and Smt.M.V. Anusuya Devi Memorial Cash Award	Mrs. Vasudeva Raja Latha, Librarian	Her Father and Mother	Best Library User	500/-

Sl. No.	Title of the Endowment Prize	Name of the Founder	In memory of	Awarded to the Student who passes	Amount
35	Sri M.A. Vasudeva Raja Memorial Cash Award	Mrs. Vasudeva Raja Latha, Librarian	Her Father	Best Library Volunteer	500/-
36	S.D. Susheela Memorial Cash Award	Sri S.R. Dhanushkodi Raja	His Wife	University Rank Holder	500/-
37	Sri.G.A.Pethu Raja Memorial Cash Award	Sri.K.P.A. Anand Raaja	His Grand Father	Nature Club Best Active Student Female	500/-
38	Sri.K.P.Ayyanar Raja Memorial CashAward	Sri.K.P.A. Anand Raaja	His Father	Nature Club Best Active Student Male	500/-
39	Sri.A.S.Dharma Raja Cash Award	Sri.A.D. Shankar Ganesh	His Father		500/-
40	Sri.V.S.Narayana Raja Memorial CashAward	Sri.V.N. Vijayan	His Father		500/-
41	Cash Award	Mr.N.Ramesh Head & Assistant Professor	His Father	Best Special Student Award	1,000/-

Shri Sultan Chand Memorial Scholarship

Two Endowments are instituted by Shri Sultan Chand Trust, New Delhi. The Endowments are of Rs. One Lakh (Rs.50,000/- each). The annual interest of Rs.250 each per month will be awarded every year to a student of II B.Com., who secures the highest percentage of Marks in I B.Com., and to a Student of III B.Com., who secures the highest percentage of marks in II B.Com.

Scholarships sanctioned by the Director of Collegiate Education, Chennai:

1. National Merit Scholarships-Government of India Scheme
2. State Scholarship to Children of State Teachers
3. State Government Merit Scholarship Scheme
4. Freedom Fighters Scholarship
5. Children of Defence Service Personnel
6. The Children of Repatriates from Sri Lanka
7. National Loan Scholarship
8. Adhoc Merit Grant Scheme
9. State Collegiate Scholarship

Fee Concessions

All Students satisfying Rule 92, M.E.R. are eligible for full or half Concession of tuition fees.

The production of Certificate of Income of the parent or guardian in the form prescribed in Appendix 18 shall be insisted on in all cases of grant of fee concessions. The Certificates should be issued by an officer of the Revenue Department not lower in rank than Deputy Tahsildar or Sub- Magistrate, Gazetted Officer or an Inspector of Police.

In the income certificate the father alone should sign if he is alive. If not the mother should sign. If both the parents are not alive the guardian can sign. Concession will ordinarily be restricted to those who are native of Tamilnadu or do miciledtherein.

Students Aid-fund is built up with the contribution of Rs.3/- by every student:

The fund shall be known as the "Rajapalayam Rajus' College Students

Fund". The object of this fund is to render financial assistance to poor and deserving students to meet their tuition fee or examination fees or to purchase books or meet similar other expenses. Limited assistance may be given to the students to meet their hostel mess, clothing or medical expenses if their need sare considered genuine.

The G.O.M.S. No.660 Education dated 22.4.1979 applies to all students who are entitled to get the educational concessions and scholarships granted by the Education Department from the academic year 1979-80 onwards.

75%Attendance for Eligibility of Scholarships

Students who are eligible for all kinds of Scholarship (Residential and Non-residential) awarded both by the Harijan and Tribal Welfare and Backward Class Departments should submit a declaration along with the application for admission to the effect that they agree to attend the College regularly and they are aware of the fact that they should put in not less than 75% of the term days in a year. If it is not satisfied, the scholarship will be withheld even though the student may satisfy the other criteria. This percentage may be relaxed in cases of student sickness if certified by competent medical authorities.

Payment of Fees : Regulations

The fees shall be paid in one sum not later than the fifth working day of each semester. From the next working day, fine at the rate of Rupees one per working day shall belevied. If the fee is not paid within 30 days from the date of reopening, the student's name shall be struck off from the rolls. If re-admitted he shall in addition to the fees and fines due from him, pay re-admission fee of Rs. Five (Rule 86A & 90A TNER) Removal of the names from the rolls shall entail for feature of attendance till the date of re-admission. If a student leaves the College during Semester, he shall have no right to claim a remission of any portion of the term fees.

APPLICATION FEE AND TUITION FEE WILL NOT BE COLLECTEDFROMTHESCHEDULEDCASTEANDSCHEDULED TRIBECANDIDATES.

TUTION FEES WILL NOT BE COLLECTED FOR ALL UG STUDENTS (Aided courses only)

Admission

Students are not generally admitted except at the beginning of the academic year. Application form and a copy of Prospectus can be obtained from the College office on payment of Rs. 48/- in cash or Rs. 58/- by money order addressed to the Principal. For P.G. Courses Application Fee is Rs.68 in Cash or Rs.78 by M.O. No Student will be entitled to attend class until the fee due from the student is paid. Admissions are made strictly on merit with due consideration for the scheduled castes, scheduled tribes and backward classes as per the reservation quota.

Withdrawal

Students leaving the College during a Semester shall have no right to claim remission of the fees. Students who apply for Transfer Certificate and Conduct Certificate should produce "No Dues" Certificates obtained from concerned departments, Library, Office, Lab, etc.,

Attendance and Leave of Absence

No student shall absent himself from the College without applying leave. The leave application in the prescribed form duly filled in, signed by the father / mother or guardian and recommended by the tutor concerned, must be submitted to the Principal before the leave is availed. Generally late submission of leave applications will not be allowed. However, under extra-ordinary conditions, the leave application may be submitted late but, on no account, later than the first day of return to the College.

A Student who absents himself from the class during any hour of the day without permission will be marked absent for half a day. Students staying away from classes, without proper leave will be severely dealt with.

Leave applied for more than three days in case of sickness must be supported by Medical Certificate. If a student absents from the College for a week without applying leave, his name will be struck off from the rolls. Late coming is strictly for bidden.

The annual certificate of attendance required by the University to appear for the University Examination will in no case be granted, unless the Principal is satisfied that (a) the Student's Progress and conduct have been satisfactory (b) the student has attended three fourths of the number of working days in the semester.

Dr. D. REGUPATHY RAJA MEMORIAL LIBRARY

The Library is housed in the P.K.R. Hall and is named as 'Dr.D.Regupathy Raja Memorial Library'. It was constructed with the financial contribution from Dr.S.Desingu Raja & Mrs.Kalyani(USA) in memory of the latter's brother Dr.D.Regupathy Raja. Dr.D.Regupathy Raja was born on 28-12-1951. He did his B.Sc., in V.H.N.S.N.College, Virudhunagar and M.Sc., in Madras Christian College, Madras. He was awarded Ph.D. in Botany by the Madurai Kamaraj University. He was doing his Post Doctoral Research in Smithsonian University, Washington, USA, at the time of his demise, in a road accident near Nagercoil on 14-4-1982. The Library was shifted to the Sri P.K.Ramasamy Raja Hall in June 2017.

There are 31541 books available in the Library. The Library subscribes to 8 Newspapers, 34 magazines and 15 Journals. NLIST and NDLI facilities are also available. The Library has exclusive sections for **Reference Books, Dissertations and Thesis, Book Bank** (catering to the students of economically and socially backward communities), a separate section on **Career Guidance**, a **Digital Library** and a **DVD** Section that are well maintained.

Library Rules and Regulations

All the Students and Staff of the College are the members of the College Library. The Library is kept open on all working days of the College. Every student using the Library shall be given Borrower's Tickets each bearing his/her roll number, name, class and group or branch. Each ticket shall entitle the student to borrow one book from the Library. Students will be entitled to keep a book for two weeks from the date of issue. The book shall be returned to the Library on the date marked on the date slip, but it may be issued to the same person if it is not in the meantime applied for. When reissued, the book may be

retained for a further period of two weeks and not more than two such renewals will be allowed. The book should be shown to the Librarian for every renewal. The Librarian may recall any book at any time even if the normal period of loan has not expired. A Student failing to return a book on the due date will be fined Re.1/- for each day. A Student who has to pay a fine or any other charges to the Library will not be allowed to borrow books. Absence or illness is no excuse for delay in the return of books. The Librarian shall send to the Principal the names of students who have to be fined for delay in returning books. Students are expected to use all books with care. If a book is lost or damaged, the student responsible for it shall replace the book or pay fine defined by the Library Committee. All kinds of marking, underlining and the like are absolutely forbidden. Every book will be examined as soon as it is returned and if any book is found to have been marked, soiled or damaged, the matter will be reported to the Principal for disciplinary action.

Books will be issued on all working days from 8 a.m. to 8 p.m. Books will be issued to students only in exchange for Library Borrower's Tickets. Every student who wishes to take a book shall fill in the application form and submit it to the Librarian before 1.00 p.m. When returning a book the borrower must take back the ticket. Otherwise, he will be responsible for the book. Books must be returned before 2.00 p.m. A student who borrows a book shall return it and under no circumstance transfer it to any other person. A student who loses the ticket must at once bring the matter to the notice of the Librarian. Duplicates may be issued on payment of a fine not exceeding Rs.20/-..

Students must return their tickets at the end of their course or at the time of their leaving the College, whichever is earlier or pay the fine on the lost tickets and be responsible for the books that may be borrowed on them. Library books borrowed and the reader's tickets should be returned on or before 25th March.

Reading Room

The Reading room will be kept open during the working hours of the College. Strict silence and decorum must be observed in the

Library. The Librarian may refuse issue of books for breach of this rule. The Librarians shall bring to the notice of the Principal, any student damaging or missing the books, talking or making any other noise in the Library or in any other way misbehaving. Students should not bring any of their personal belongings inside the Library.

Periodicals should in no case be removed from the Reading Room. Students are required to use all magazines and journals with care. They should make good the loss of or damage done to any periodical which they have been using.

The Digital Library

Students can access e resources from the Digital Library that has a collection of Ebooks and DVDs. Links to Open access resources and audiobooks are provided in the Digital Library..

Further, the College is registered under **N-List**-(National Library and Information Services) that extends access to its 6000+ e-journals and 31,35,000+ ebooks. The college is also registered as an **NDLI Club** Partner under the National Digital Library of India, Ministry of Human Resource Development, Government of India giving access to 27,814,879 items to all the students and staff of the College.

Anti-Ragging

Ragging in any form will be severely dealt with. Those students who are found indulging in ragging will be punishable under the Provisions of Anti-Ragging Law.

The College Hostel

The Principal shall be the warden and shall have a general control of the hostel. The Deputy Warden shall be the immediate charge of the Hostel and shall be responsible for the conduct and management of the Hostel. Application form for the Hostel admission can be had from the Hostel Office.

Under the guidance of the Deputy Warden, the Residential Superintendent and the Hostel clerk shall be responsible with the supervision of the dining and the kitchen, for the prompt collection of all dues on time and for the maintenance of registers and other clerical duties.

OFFICE AUTOMATION

A Renowned ERP software solution (ROVAN) has been installed for the purpose of automating the paper work. It helps to use the resources in a better way and serves the users- Management, Faculty and Students. It enhances transparency in all spheres of administration.

QUALITY CIRCLE FORUM OF INDIA (QCFI):

Quality Circle Forum was launched in our college in association with Quality Circle Forum of India, Madurai Chapter on 25-10-2018. Our College is the first among Arts and Science College to start QCFI in India. The aim of this Forum is to introduce quality concepts, quality circles and 5'S in workplaces.

EXTENSION AND CO-CURRICULAR ACTIVITIES

A part from the regular curricular activities, the following are the extension and co-curricular activities which were functioning for the welfare and upliftment of the students:

Sl.No.	Extension Activities	Co-ordinators
1	National Cadet Corps (NCC)	Mr. R. Sakthivel
2	National Service Scheme (NSS) Unit No.:173 Unit No.:171 Unit No.:170 Unit No.:235 Unit No.:172 Unit No.:206	Dr. G. Gowri Dr. D. Ebi James Dr. B. Kandasamy Mrs. R. Ramalakshmi Dr. R.A. Jeyakumar Mr. K. Kandasamy Pandian
3	Youth Red Cross (YRC)	Dr. K. Ramesh Kumar
4	Youth Welfare Programme (YWP)	Mr. M. Vishnusankar
5	Youth Hostel Association of India (YHAI)	Mr. R. Vishnushankar
6	Red Ribbon Club (RRC)	Mr. A. Surendran
7	Rotract Club	Dr. R. Jaganath
8	Nature Club	Mrs. Vasudeva Raja Latha
9	Consumer Club	Mr. K. Kandasamy Pandian

Sl.No.	ExtentionActivities	Co-ordinators
11	Women Development Cell	Mrs.T.UmaParameswari
12	Gender Sensitization Cell	Dr. V. Kalavathi
13	Readers Forum	Mrs. Vasudeva Raja Latha
14	Literary Forum	Dr. V. Kalavathi
15	Unnath Bharath Abhiyan	Dr. D. Ebi James
CELLS AND COMMITTEES:		
Sl.No.	Cells And Committees	Co-ordinators
1	Placement Cell	Mrs.A.Bhuvaneshwari
2	Controllor of Examinations Members	Mr. P.R.Ramji Mrs. R. Ramalakshmi Dr. D. Manjula
3	Anti-Ragging Committee	Dr. R. Ramaraj Nodal Officer
4	Staff Club	Dr. S.K.Kannan
5	Counselling Cell	Mr. N.Ramesh Dr. P.Suriakala
6	Discipline Committee	Dr. K. Sivaramamoorthy
7	Research & Development Cell	Dr.M.Kanagasabapathy
8	Office Automation	Mrs. S. ManjulaGayathri
9	Quality Circle Forum of India	Mr. N. Ramesh Mr. R. Vishnushankar
10	Minority Cell	Dr. D. Ebi James
11	SC / ST Cell	Dr. S. David Laurence
11	Systems and Maintenance RRC Website Design	Dr. K. Sivaramamoorthy
12	Public Financial Management System (PFMS)	Mr. A. Surendran

STUDENT CODE OF CONDUCT

1. Students should come to the College, in clean, tidy and smart dress.
2. All students must be in their respective Class room at least 5 minutes before the start of the College.
3. They must be regular and punctual in attending classes as well as other activities connected with the college.
4. Students are requested to stand for the morning prayers in the P.A. Stobroadcasted and for the College pledge.
5. They should be in their seats when the first bell rings and stand up as a mark of respect when the teacher enters the class room. They must sit only after they are asked to do so or after the teacher takes his / her seat. As a mark of courtesy students will greet teachers as well as their classmates during their first meeting of the day. Irrespective of the presence or absence of the teachers, students must keep strict silence in the class rooms. No student should leave the class room without the permission of the teacher.
6. Students must maintain discipline in the Class room, Laboratory, Library, Playground, etc. throughout their presence in the College. Any objectionable behavior is punishable.
7. Students will not be permitted to leave their class or attend it late under the pretext of paying fees or taking books from the library. Time fixed for such purposes during the working hours must be adhered to.
8. Ragging, eve teasing, sexual harassment and comments are strictly prohibited. Indulgence of such acts is punishable under law.
9. Students are expected to read notices put up on the College Notice Board. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.
10. Cigarette smoking/Consumption of Alcohol/Drugs/Gudka and

those involving in any anti-social activities or Politics in the Campus will be punished severely.

11. Scribbling on walls, benches, desks, trees, rest room or damaging the College property is strictly prohibited. Action will be taken and fine will be collected.
12. Students are responsible to take care of their belongings. Institution is not responsible for any loss.
13. No meeting of any kind shall be held in the college without the previous written permission of the Principal.
14. No notice of any kind shall be circulated among students or posted on the notice board without the previous written permission of the Principal.
15. Bringing of Mobile phones and cameras is strictly prohibited within the campus. If any student is found to possess them the same will be confiscated.
16. The College reserves the rights to suspend / dismiss any student on the grounds of disobedience or objectionable behavior towards the Teachers and Staff.
17. Students must wear the ID issued by the institution in the Campus and produce it on demand by the Security Guard or staff.
18. Students are not allowed to come late to the Class room, if late they will be considered as absentees.
19. Students are not allowed to leave campus during class hours. In case of emergency prior permission should be obtained from the HOD / Principal with the proper communication from the parents.
20. Students should co-operate to keep the campus and class room clean.
21. Bicycles and other vehicles must be parked safely in proper places. Vehicles found in unauthorized places will be impounded and released only on payment of fines.

22. Play fields must not be trespassed when games are on.
23. Day scholars should not enter the hostel. Hostel students should not stay in the rooms during class hours unless under genuine medical ground with the knowledge of the Hostel Warden/Deputy Warden.
24. Students witnessing games are expected to show sportsmanship in their appreciation and encouragement. They must not indulge in jeering or shouting that will disconcert any player.
25. While attending college or other public function they should conduct themselves in such a way as to bring credit to themselves and to the institution.
26. Students are forbidden from entering the Office Room and the Staff Room during unspecified hours.
27. Care must be taken in handling the property of the College and any damage caused casually or wantonly will entail serious disciplinary action and recovery of cost.
28. Careful handling of apparatus in the laboratory and furniture in the class room is insisted on. All Breakages and losses are to be reported at once to the teachers and the cost or the things broken or lost will be recovered from the students concerned.
29. No furniture should be removed from one room to another or to another place in the same room, without the prior permission of the Principal.
30. Students having vehicles should park their vehicles in places allocated for them (Girls / Boys). It is advisable to wear helmet for their own safety. Students found to carry more than one pillion rider will be penalized.
31. For the betterment of the students' future, English must be followed as a spoken language in the College Campus.
32. Loitering on the verandah, indulging in noisy talk, crowding round in pathways, whistling, doing anything unbecoming of a student are strictly forbidden.

33. Representation of complaints and grievances may be made to the Principal through the Heads of Departments or the tutor-in-charge as the case may be.
34. Under the Government's Educational Rules the Principal has full powers to inflict the following punishments for the breach of conduct and behavior in the interest of the students and institutions whenever necessary (a) Fines (b) Cancellation of attendance (c) Withholding of certificates (d) Suspension and (e) Expulsion.
35. The Principal's decision shall be final in matters of punishment of the student for violation of any one of the rules of the College.

**DRESS CODE FOR STUDENTS TO BE FOLLOWED
IN THE COLLEGE.**

BOYS.

36. Formal Pant and Shirt, Should be strictly followed. Short shirts, T-Shirts, Multicolor Jeans, Low hip pants, Shorts and shirts with troublesome slogans / symbols should be strictly avoided.
37. Boys should come to College with proper haircut.
38. Wearing of unnecessary bands in the wrist, valuable chains and jewelry must be avoided.

GIRLS

39. Normal chudidhar with a proper plait of hair is advised. Over coat provided by the College should be worn (within the) College campus.
40. Short tops, Leggings panty wear, T-Shirts are strictly prohibited while coming to College.
41. Girls should avoid wearing unnecessary costly ornaments, bringing of cosmetics and fancy imitation jewelry.
42. Girls students are not to stay in class rooms during leisure hour / lunch hour.

CODE OF CONDUCT FOR STAFF MEMBERS

- 1) Members of faculty are required to follow the prescribed dress code and wear ID cards while in the campus.
- 2) Staff members are expected to follow the culture of the college, which is to wish each other as a mark of mutual respect with due concern to senior faculty.
- 3) Employee shall not be a member of any political party or take part in politics or be associated with any party or organization, which takes part in political activity; nor shall aid or assist in any manner, any political movement or activity.
- 4) An Employee shall be required to observe the scheduled working hours and follow the bio-metric attendance to record their presence in the campus.
- 5) No Employee shall leave headquarters except with the prior permission of the competent authority providing the contact address.
- 6) No Employee shall engage in strike or incitements, or in similar activities such as absence from work or neglect of duties.
- 7) The behavior of the teacher with male and female students and other employees shall be modest.
- 8) Gross partiality in assessment of students deliberately over/under marking of attempt of victimization on any grounds, will not be encouraged.
- 9) Teaching faculty is supposed to be in the classroom as soon as the bell rings.
- 10) Consumption of intoxicating drink or drug is prohibited inside the college premises.
- 11) Raising questions of castes, creed, religion, race or sex in his/her relationships with the students and his/her colleagues are not encouraged.
- 12) Members of faculty are not allowed to engage directly or indirectly in any trade or private tuition or undertake employment outside his /her official assignment.
- 13) It will be considered as misconduct, if staff members violate or attempt to violate the foresaid rules.

ACADEMIC CALENDAR			
Date	Days	August - 2020	W. D
1	Sat	Bakrid	
2	Sun	Adi Perukku, Aadi Thapasu	
3	Mon	Raksha Bandhan, Avani Avittam	
4	Tue		
5	Wed		
6	Thu		
7	Fri	Online class – Starts (II year,IIIyear	1
8	Sat	World Senior Citizens Day	2
9	Sun	Quit India Day	-
10	Mon		3
11	Tue	Krishna Jayanthi	-
12	Wed	International Youth Day, National Library Day	4
13	Thu		5
14	Fri		6
15	Sat	Independence Day- Holiday	-
16	Sun		-
17	Mon		7
18	Tue		8
19	Wed	Photography Day	9
20	Thu		10
21	Fri		11
22	Sat	Vinayaka Chathurthi	12
23	Sun		-
24	Mon		13
25	Tue		14
26	Wed		15
27	Thu		16
28	Fri		17
29	Sat	National Sports Day	18
30	Sun	Muharam	-
31	Mon	Onam	20

ACADEMIC CALENDAR			
Date	Days	September - 2020	W. D
1	Tue		1
2	Wed	Vinayaka Chathurthi	2
3	Thu		-
4	Fri		-
5	Sat	Teachers Day, Sanskrit Day	5
6	Sun		6
7	Mon		7
8	Tue	International Literacy Day	8
9	Wed	IYEAR ONLINE CLASS START	9
10	Thu		10
11	Fri	Onam	-
12	Sat		11
13	Sun		12
14	Mon		13
15	Tue	Engineers Day,	14
16	Wed	World Ozone Day	15
17	Thu	Mahalaya Amavasai	16
18	Fri		-
19	Sat		17
20	Sun		18
21	Mon		19
22	Tue	Rose Day (Welfare of Cancer patients)	20
23	Wed		21
24	Thu	NSS Day	22
25	Fri		-
26	Sat		23
27	Sun	World Tourism Day	24
28	Mon	World Heart Day, World Rivers Day	25
29	Tue		26
30	Wed		27

ACADEMIC CALENDAR			
Date	Days	October - 2020	W. D
1	Thu		1
2	Fri	Gandhi Jayanthi-Holiday	-
3	Sat		-
4	Sun		2
5	Mon		3
6	Tue		4
7	Wed	Indian Air Force Day	5
8	Thu	World Post Office Day	6
9	Fri		7
10	Sat		-
11	Sun	National Girl Child Day	8
12	Mon		9
13	Tue		10
14	Wed	World Students Day	11
15	Thu	World Food Day	12
16	Fri		13
17	Sat	Navarathri begins	-
18	Sun		14
19	Mon		15
20	Tue		16
21	Wed		17
22	Thu	Maha Saptami	18
23	Fri	Maha Ashtami	19
24	Sat	Maha Navami	-
25	Sun	Dussehra, SarawathiPooja	-
26	Mon	VijayaDhasami	-
27	Tue		20
28	Wed		21
29	Thu	National Unity Day	23
30	Fri	Miladi Nabi	24
31	Sat	Maharishi Valmiki Jayanthi	-

ACADEMIC CALENDAR			
Date	Days	November - 2020	W. D
1	Sun		-
2	Mon	I Internal begins	1
3	Tue		2
4	Wed		3
5	Thu		4
6	Fri		5
7	Sat	National Cancer Awareness Day	6
8	Sun		-
9	Mon		8
10	Tue	II INTERNAL TEST	9
11	Wed		10
12	Thu		11
13	Fri		12
14	Sat	Deepavali, Childrens Day	-
15	Sun	KandhaShashtiViratham begins	-
16	Mon		13
17	Tue		14
18	Wed	Naga Chathurthi	15
19	Thu		16
20	Fri		17
21	Sat		18
22	Sun		-
23	Mon	90 DAYS II YEAR,III YEAR	19
24	Tue		20
25	Wed		21
26	Thu		22
27	Fri		23
28	Sat	Thirukarthigai	24
29	Sun		-
30	Mon	Guru Nanak Jayanthi	25

ACADEMIC CALENDAR			
Date	Days	December - 2020	W. D
1	Tue	World AIDS Day	1
2	Wed		2
3	Thu	World Day of Handicapped	3
4	Fri	Indian Navy Day	4
5	Sat		5
6	Sun		-
7	Mon		6
8	Tue		7
9	Wed		8
10	Thu		9
11	Fri	International Mountain Day	10
12	Sat		11
13	Sun		-
14	Mon	World Energy Conservation Day	12
15	Tue	International Tea Day	13
16	Wed		14
17	Thu		15
18	Fri		16
19	Sat		17
20	Sun		-
21	Mon		18
22	Tue	National Mathematics Day	19
23	Wed	Kisan Divas (Farmers Day)	20
24	Thu	Christmas Eve	21
25	Fri	Christmas – Holiday, Vaikunda Ekadeshi	-
26	Sat		-
27	Sun		-
28	Mon	90 DAYS I YEAR	22
29	Tue	SEMESTER BEGINS	-
30	Wed		-
31	Thu		-

ACADEMIC CALENDAR			
Date	Days	January - 2021	W. D
1	Fri	New Year - Holiday	-
2	Sat		
3	Sun		
4	Mon	World Braille Day,	
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat		
10	Sun		
11	Mon		
12	Tue		
13	Wed	Bogi-Holiday	
14	Thu	Pongal- Holiday, Indian Army Day	
15	Fri	Thiruvalluvar Day	
16	Sat	Uzhavar Thirunal	
17	Sun		
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat		
24	Sun		
25	Mon		
26	Tue	Republic Day- Holiday	
27	Wed		
28	Thu		
29	Fri		
30	Sat	Martyrs' Day	
31	Sun		

ACADEMIC CALENDAR			
Date	Days	February – 2021	W. D
1	Mon		
2	Tue		
3	Wed		
4	Thu	World Cancer Day	
5	Fri		
6	Sat		
7	Sun		
8	Mon		
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		
14	Sun		
15	Mon		
16	Tue	Bird Day	
17	Wed		
18	Thu		
19	Fri		
20	Sat		
21	Sun		
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat		
28	Sun	National Science Day	

ACADEMIC CALENDAR			
Date	Days	March - 2021	W. D
1	Mon		
2	Tue		
3	Wed	World Wildlife Day	
4	Thu		
5	Fri		
6	Sat		
7	Sun		
8	Mon	Masi Maham	
9	Tue	Holi	
10	Wed		
11	Thu		
12	Fri		
13	Sat		
14	Sun		
15	Mon		
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat	World Sparrow Day	
21	Sun	World Forest Day, World Poetry Day	
22	Mon	World Day for Water	
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat		
28	Sun		
29	Mon		
30	Tue		
31	Wed		

ACADEMIC CALENDAR			
Date	Days	April - 2021	W. D
1	Thu		
2	Fri	Good Friday	
3	Sat		
4	Sun	Easter Day	
5	Mon		
6	Tue	Mahavir Jayanthi Panguni Uhtiram	
7	Wed		
8	Thu		
9	Fri		
10	Sat		
11	Sun	National Pet Day	
12	Mon		
13	Tue		
14	Wed	Tamil New Year , Ambedkar Jeyanthi	
15	Thu		
16	Fri		
17	Sat		
18	Sun	World Habitat Day	
19	Mon		
20	Tue		
21	Wed	Rama Navami	
22	Thu	World Book Day	
23	Fri		
24	Sat		
25	Sun	Mahavir Jayanthi	
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		

ACADEMIC CALENDAR			
Date	Days	May - 2021	W. D
1	Sat		
2	Sun		
3	Mon		
4	Tue		
5	Wed		
6	Thu		
7	Fri		
8	Sat		
9	Sun		
10	Mon		
11	Tue		
12	Wed		
13	Thu		
14	Fri	Ramzan	
15	Sat		
16	Sun		
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat		
23	Sun		
24	Mon		
25	Tue		
26	Wed	Buddha Purnima	
27	Thu		
28	Fri		
29	Sat		
30	Sun		

PERSONAL RECORD
INTERNALASSESSMENT MARKS
ODDSEMESTER

Please keep a record of your marks in the columns below:

S.No.	Subject	Code	Item	I	II	III	Avg	Total
1			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
2			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
3			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
4			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
5			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
6			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
7			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
8			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					

PERSONAL RECORD
INTERNAL ASSESSMENT MARKS
EVEN SEMESTER

Please keep a record of your marks in the columns below:

S.No.	Subject	Code	Item	I	II	III	Avg	Total
1			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
2			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
3			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
4			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
5			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
6			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
7			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					
8			Test					
			Seminar					
			Assignment					
			P.T.T / Quiz					

TIME TABLE ODD SEMESTER						
DAY ORDER	8 - 9 10 -11	9 - 10 11 -12	10 -11 12 -1	BREAK	11 - 12 2 - 3	12 - 1 3 - 4
I						
II						
III						
IV						
V						
VI						

TIME TABLE EVEN SEMESTER						
DAY ORDER	8 - 9 10 -11	9 - 10 11 -12	10 -11 12 -1	BREAK	11 - 12 2 - 3	12 - 1 3 - 4
I						
II						
III						
IV						
V						
VI						

**RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM
NO DUES SLIP (EVEN SEMESTER 2019-2020)**

Name of the Student (in Block Letters) :

Roll No. :

Class :

Semester : I / III / V

Department	Certificate / Remarks	Signature
HOD		
Tutor		
CollegeOffice(Tutionfee,etc.,)		
Attendance Section		
Hostel		
Library		
Laboratory		

Hall Ticket may be issued

**RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM
NO DUES SLIP (ODD SEMESTER 2019-2020)**

Name of the Student (in Block Letters) :

Roll No. :

Class :

Semester : II / IV / VI

Department	Certificate / Remarks	Signature
HOD		
Tutor		
CollegeOffice(Tutionfee,etc.,)		
Attendance Section		
Hostel		
Library		
Laboratory		

Hall Ticket may be issued

If you think you are beaten, you are,
If you think you dare not, you don't
If you'd like to win but you think you can't
It is almost certain you won't

If you think you'll lose, you've lost,
for out in the world we find
Success begins with a fellow's will-
It's all in the state of mind

It you think you are outchassed, you are-
You've got to think high to rise
You've got to be sure of yourself before
You can ever win a prize.

Life's battles don't always go
To the stronger are fasterman;
But soon or late the man who wins
is the man who thinks he can.