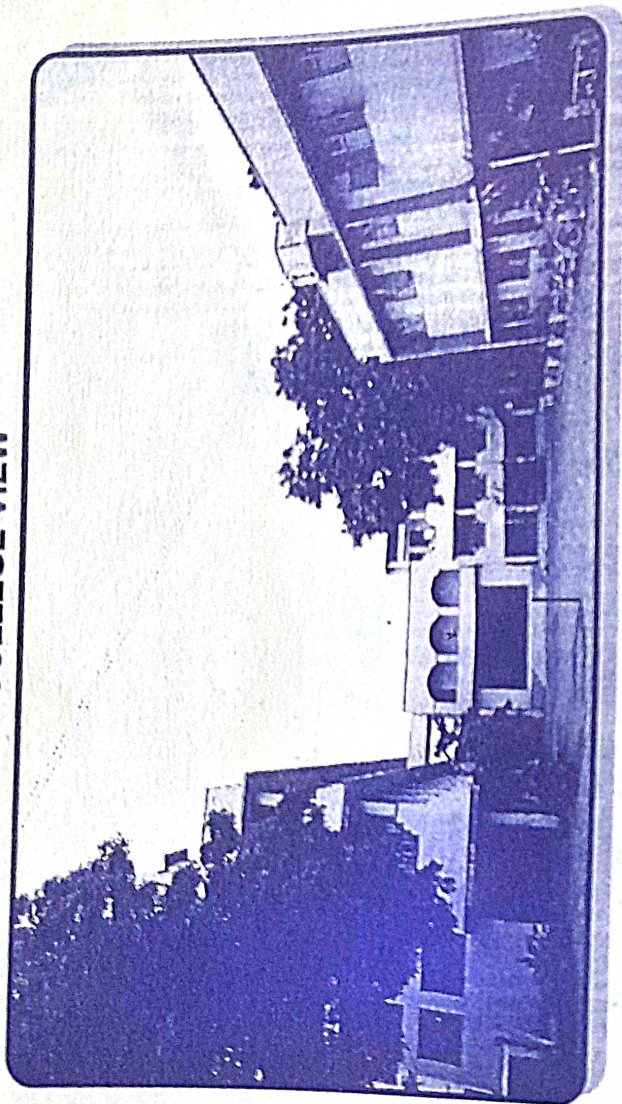


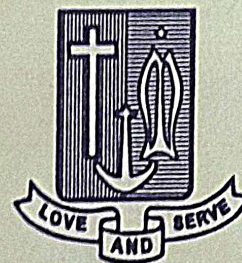
COLLEGE VIEW



# HOLY CROSS HOME SCIENCE COLLEGE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

52, New Colony  
THOOTHUKUDI - 628 003



HAND BOOK  
2023 - 24



### **Prayer Before Class**

*God our loving father, we praise and thank you for this new day. Enrich our whole being and make us source of wisdom. May all that we learn abide with us, bringing much fruit for us and for our Nation.*

*- Amen.*

*"For I know the plans I have for you, says the Lord, plans for welfare and not for evil, to give you a future and a hope"*

*- Jeremiah 29:11*

## **HOLY CROSS HOME SCIENCE COLLEGE**

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

52, New Colony, Thoothukudi - 628 003

E-mail : [hchomesciencecollege@gmail.com](mailto:hchomesciencecollege@gmail.com)

Visit us at : [www.hchsc.edu.in](http://www.hchsc.edu.in)

Phone : 0461 - 2328295

PRESIDENT : Sr. Fatima Kattar

MOTHER SUPERIOR : Sr. Siron Joseph

SECRETARY & PRINCIPAL : Dr. Sr. M.S.Rubha

### **Telephone Numbers**

Secretary : 0461 - 2328295 (O)  
0461 - 2328294

&

Principal : 0461 - 2321557 (R)

College Hostel : 0461 - 2330557

## PERSONAL DATA

Name of the Staff/Student : .....

Department : .....

Class : .....

Date of Birth : .....

Blood Group : .....

Height (cm) : ..... Weight (kg) .....

Name of the Parent / Guardian : .....

Address : .....

Pincode : .....

Contact Number : Off : ..... Res : .....

## தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்

சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்

தெக்கணமும் அதிற்சிறந்த திராவிட நல் திருநாடும்

தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே;

அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற

எத்திசையும் புகழ் மணக்க இருந்தபெருந் தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து

வாழ்த்துதுமே ! வாழ்த்துதுமே !! வாழ்த்துதுமே !!!

மனோன்மணியம் பெ. சுந்தரம்பிள்ளை

## கொடிப் பாடல்

பாரத தேவியின் மணிக்கொடி பாரீர்

பக்தியுடன் இதை வணங்குவோம் வாரீர்

1. வீரர்கள் உடல் பொருள் ஆவியும் கொடுத்து  
தீரமாய் அடி சிறை அனைத்தையும் பொறுத்து  
சீராய்நம் பாரத தேவிக்கே உழைத்து  
திகழ்வதை குறித்திடும் ஜெயக்கொடி பாரீர் (பாரத)
2. பலவளமுளதென குறித்திடும் பச்சை  
பரிசுத்த தியாகத்தை காத்திடும் வெண்மை  
நலமுடன் பக்தியை ஊட்டிடும் காவி  
நடுநிலை பண்பினை விளக்கிடும் சக்கரம் (பாரத)



### **National Pledge**

India is my country. All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat everyone with courtesy.

To my country and to my people I pledge my devotion. In their well being and prosperity alone lies my happiness.

### **National Anthem**

Jana-gana - mana - adhinayaka - Jaya he  
Bharata - bhagya - vidhata  
Punjaba - Sindhu - Gujarata - Maratha  
Dravida - Utkala - Vanga  
Vindhya - Himachala - Yamuna - Ganga  
Uchchhala - Jaladhi - Taranga  
Tava - shubha name Jage  
Tava shubha asisha mage  
Gahe tava jaya - gatha  
Jana - gana-mangala - dayaka Jaya he  
Bharata - bhagya - vidhata  
Jaya he, Jaya he, Jaya he,  
Jaya, Jaya Jaya , Jaya he.

- Rabindranath Tagore

### **College Hymn**

We will strive and grow together  
We will achieve and win laurels  
In the name, the name of Holy Cross  
We will face adversity with courage  
In the spirit, Loving.  
In the spirit, Serving.  
We will embrace life and walk ahead  
This world has lost its glory,  
Yet we'll start a brand new story  
It doesn't matter;  
Where we come from,  
What we've been through or  
What our parents are . . .  
NONE OF THAT MATTERS.  
What matters is, how we choose to live our life -  
Through our work,  
Through our family,  
Through what we give the world -  
What we do, as daughters of God  
We will seek truth and justice,  
We will dare to be different.  
In the name, the name of Holy Cross,  
We will rejoice in our womanhood  
In the spirit, loving  
In the spirit, serving,  
We will rule our domain with love and  
Own our POWER and GLORY



## BRIEF HISTORY OF THE INSTITUTION

Holy Cross Home Science College, Thoothukudi, established in 1975, is administered by the Society of the Sisters of the Cross of Chavanod, Madurai Province. The college is affiliated to Manonmaniam Sundaranar University, Tirunelveli. It was Re accredited with 'B' grade by NAAC.

In order to create an aesthetic sense among the women of Thoothukudi, the sisters dreamed of starting a technical institution. The campus which housed the Tamil Literature Society was purchased by the sisters in 1955 from the Tuticorin Diocesan Association represented by the Bishop of Tuticorin.

The pioneers of this institution were

Sr.Imelda      Sr.Pia  
Sr.Lawrencia      Sr.Pauline.  
Sr.Carmeline

In the same year (1955), the sisters started a technical school for needle work, dress-making and embroidery and also a nursery school. In November 1955, the first set of girls were sent for the Government Technical Examination. In 1966, the technical school was raised to the status of Home Science Academy with the introduction of two year diploma course in Home Science. Sr.Rita served as the Director and Sr. Audrey as Assistant.

The thrust of this academy was to train young girls for an ideal family life and to live as better citizens. They were taught Human Development, Textiles, Food and Nutrition, and Home Management. Besides young girls, married women also attended certificate courses in cookery and needle work. The course was approved by the Tamilnadu Government and the first batch of students appeared for the Government Examination in 1968. This course was in vogue until 1995.

Early in February 1973, the University of Madras had asked the Sisters to take up B.Sc. Degree course in Home Science. Then Holy Cross Home Science Academy was raised to the status of a college in 1975 with the introduction of B.Sc., degree course in Home Science. The college was first affiliated to Madurai Kamaraj University, Madurai. Sr.Elizabeth Rose was appointed as the first Principal of the college. Since 1990, the college is affiliated to Manonmaniam Sundaranar University, Tirunelveli.

A nursery school within the campus, provided facilities to learn the behavioural pattern of little ones and also the psychological, emotional and social changes that occur during their pre-school period. This formed a part of the practical work in Human Development studies in B.Sc. Food Science and Nutrition.

Dr. Sr.Phyllis served as the Principal of the college from 1978 to 2002. Thanks to the efforts taken by Sr.Phyllis, in 1994 the P.G Diploma course in Nutrition, Food Service Management and Dietetics (NFSMD) was started.

Dr. Sr.Mary Gilda was the Principal of the college from 2002-2010. To cater to the growing needs of the student community, she introduced M.Sc. in Dietetics and Food Management in 2003 and B.Com. with Computer Application, B.Sc. Fashion Designing and Apparel Making in 2006 and B.Sc. Computer Science in 2007. Besides, she added more infrastructure facilities to the college. B.A English Literature and MBA were introduced under Satellite Programme of Manonmaniam Sundaranar University in 2010 and 2012 respectively. Sr. Rubha succeeded Dr. Sr.Mary Gilda as Principal incharge from 2010-11. Dr. Sr. Rosalie Joseph assumed charge as Principal in 2011. B.A English was introduced in 2013. Two new courses in Commerce - B.Com & M.Com was started in the academic year 2014-15. Dr.Sr.Mary Gilda assumed charge as Principal and Secretary of our college from 2015. M.A English was introduced in the year 2016-17. Research Centre for Commerce was established in March 2020. B.Sc., Psychology was introduced in the year 2022-23. Dr.Sr.M.S. Rubha was appointed as Secretary and Principal from 2022-23.



## **VISION, MISSION, GOAL AND OBJECTIVES OF THE COLLEGE**

### **VISION**

Empowered by the self emptying love of God and inspired by our Mother Foundress Claudine Echernier, we the Sisters of the Cross envision a just and harmonious society where all people live life in its fullness.

### **MISSION**

Nurturing persons to be well integrated who in turn become agents of societal change.

### **GOAL**

Our goal is to form persons of character, conscience, compassion, commitment and competence who having enabled to face the challenges of life in the changing scenario are sensitive to the needs of the poor and the marginalized and evolve as dynamic transcendent leaders of tomorrow.

### **MOTTO**

"Love and Serve"

### **INSTITUTIONAL GOAL**

The college aims at the all round formation of students to achieve wholeness.

## **OBJECTIVES**

- To nurture values in our students to grow as integrated persons and to face life's challenges.
- To empower the youth to foster and promote work ethics and academic excellence.
- To give an all round formation to students in the light of Christian principles, inculcating spiritual and moral values.
- To give preferences to the weaker section of the society irrespective of caste and creed.
- To promote the development of staff as competent educator, effective trainers and inspiring guides enabling them to rise up to the expectation of the students and society.
- To inculcate social awareness and commitment among staff and students to the benefit of the society around.
- To promote ecumenical spirit and interfaith dialogue among the staff and students of the college community.
- To provide the skill development programme to promote self employment opportunities.



## COLLEGE DATA

Name of the college with full Postal Address	<b>HOLY CROSS HOME SCIENCE COLLEGE</b> (Affiliated to Manonmaniam Sundaranar University, Tirunelveli) <b>52, New Colony, Thoothukudi - 628 003</b>
Name of the Educational Agency	<b>Congregation of the Sisters of the Cross of Chavanod (France)</b> Province of Madurai.
Name of Trustees	Nil
College Telephone No. with STD Code No., Fax No., E-mail, Web Address	a) Office : 0461-2328295 0461-2328294 b) Secretary & : 0461-2328295 (O) Principal : 0461-2321557 (R) c) E-mail : hchomescienc.college@gmail.com d) Website : www.hchsc.edu.in
Name of the Secretary and Principal	<b>Dr. Sr. M.S.Rubha</b>
Year of Establishment	<b>1975</b>
G.O. No. permitting the opening of the college	G.O.Ms. No. 420 dt. 13-03-1975.
University No. permitting the opening of the college	Madurai University. Lr. No. A7/12/75-76 dt. 11.07.1975.
Copy of University letter permitting change in name	Madurai University Lr. No. A7/12/a/75-76 (II) dt. 19-12/1975.

## TEACHING AND NON - TEACHING STAFF 2023 - 24

### Teaching Staff

#### Secretary & Principal

Dr.Sr.M.S.Rubha M.Sc., M.Phil., Ph.D.,

#### Vice Principal

Dr.S.M.D. Mathuravalli M.Sc. M.Phil., Ph.D.,

#### IQAC Coordinator

Mrs.S.Guru Shobana M.A., M.Phil., SET

#### Department of Food Science and Nutrition

Dr.Sr. M.S. Rubha M.Sc. M.Phil., Ph.D.,

Dr. S.M.D. Mathuravalli M.Sc. M.Phil., Ph.D.,

Mrs. A. Karolin M.Sc., M.Phil., Ph.D., (HOD)

Mrs. A. Marithangam M.Sc., Ph.D.,

Ms. S.Sulochana M.Sc., M.Phil., M.A., B.Ed.,

Ms. G.Ajitha M.Sc.,

Ms.S.Rajalakshmi M.Sc.,

Ms.U.Sherly M.Sc.,

#### Department of Fashion Designing and Apparel Making

Mrs. Hilda Yernest Packiam M.Sc.,

Mr.V.Murali Krishna B.E., M.B.A., M.Phil., (HOD)

Mrs.C.Josephine B.Tech.,

Ms.Syed Ummal Aysha M.Sc.,

#### Department of Computer Science

Mrs.R. Waheetha M.C.A., M.Phil., Ph.D., (HOD)

Mrs. X. Della M.C.A., Ph.D., NET.,

Dr.N.N.Krishnaveni M.C.A., M.Phil., Ph.D.,

Sr.J.Michael Antony Sylvia M.Sc., M.Phil., Ph.D.,

#### Department of English

Dr.J.Ragu Antony M.A., M.Phil., Ph.D., (HOD)

Dr.S.Mazhali Yasoda M.A., M.Phil., B.Ed., Ph.D.,

Mrs.S.Guru Shobana M.A., M.Phil., SET

Ms.R.Infant Lourdu Rashni M.A., M.Phil., NET.,

Dr.M.Maria Sherine Sweeja M.A., M.Phil., Ph.D

Dr.A.Antony Arockia Anufia Mel M.A., M.Phil., M.Ed., Ph.D

Ms.B.Balayogameena M.A., NET



**Department of Commerce**

Mrs. R. Tiffany M.Com. M.Phil., SET., Ph.D., (HOD)  
 Dr.J.Elizabeth Vijaya M.Com., M.Phil., Ph.D.,  
 Dr.V.C.Jeyaratha M.Com., Ph.D.,  
 Dr.K.Bahavathi Thangam M.Com., M.Phil., PGDCA., Ph.D.,  
 Dr.T.Sangeetha Sudha M.Com., M.Phil., B.Ed., Ph.D.,  
 Mrs.P.Rajeswari M.Com., M.Phil., Ph.D.,  
 Mrs.M.Deena M.Com., M.Phil., Ph.D.,  
 Dr.V.Devi Sathya M.Com., M.Phil., Ph.D.

**Department of Psychology**

Dr.J.Elizabeth Vijaya M.Com., M.Phil., Ph.D., (HOD)  
 Mr.S.Arul Prabhakar M.Sc., Ph.D.,  
 Ms.R.Vino Roshini M.Sc.,  
 Ms.A.Roselin Mary M.Sc.,

**Department of Tamil**

Dr.M.Josephine Renuga M.A. M.Phil., Ph.D.,  
 Dr.J.Jeya Malar M.A., M.Phil., Ph.D.,

**Librarian**

Mrs.R.Renganayaki M.LIS. M.Phil.,  
 Mrs.E.Maria Reena M.LIS.,

**Physical Director**

Mrs.P. Anbu Mary

**Non – Teaching Staff**

Mrs.A.I. Amalarani B.Com, (Off.Suptd.)  
 Mrs.S.Raja Sundari M.Com (Off.Asst)  
 Mrs.J. Perinbam M.Sc. (Off.Asst)  
 Mrs.B.Suriya M.A., (Off. Asst.)  
 Ms. M.Shally Maria Sindhuja B.Com, (Off. Asst.)  
 Mr.Thirunavukkarasu @ Kannan (Part time)

**Lab Assistant**

Mrs.R.Navaroji  
 Mrs.A.Petchiammal  
 Mrs. K.Karthiga  
 Ms.J.Maria Antony Sharmili  
 Ms.G.Josephine Sowmiya

**COURSES OF STUDY**

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Courses Offered	Year of affiliation	Sanctioned Strength
B.Sc. Food Science and Nutrition	1975 - 1976	48
P.G. Diploma in Human Nutrition and Dietetics	1994 - 1995	24
B.Sc. Fashion Designing and Apparel Making	2006 - 2007	48
B.Sc.Computer Science	2007 - 2008	48
B.Com (Batch - I)	2006 - 2007	64
B.A. English (Satellite Course)	2010 - 2011	48
M.Sc. Dietetics and Food Management	2003 - 2004	25
Master of Business Administration (Satellite Course)	2012 - 2013	40
B.A. English	2013 - 2014	64
B.Com. (Batch - II)	2014 - 2015	64
M.Com.	2014 - 2015	30
M.A. English	2016 - 2017	30
Ph.D Commerce	2020 - 2021	
B.Sc., Psychology	2022 - 2023	48



# FEE STRUCTURE FOR THE ACADEMIC YEAR 2023- 24 (1st year)

Fee Particulars	FSN	CS	FD	B.A	B.Com	M.Sc.	M.Com	M.A	Psycho
Admission Fees	100	200	100	500	500	500	500	500	100
Tuition Fees	4750	4750	4750	1350	2850	4750	2850	1350	4750
Special Fees	1500	1500	1500	1500	1500	2000	2000	2500	1500
University Fees	750	750	750	750	750	750	750	750	750
Library Fees	1800	1600	1500	2000	2000	2000	2000	3000	1800
Lab Fees	4000	4900	4500	3500	1600	8000	3300	4000	4000
Computer Fees	1500	1000	1900	2000	1600	2000	3000	3000	1500
Extra Curricular Fees	2000	2100	2100	2400	2600	3000	3600	3400	2000
Infrastructure / Dev. Fees	3600	3300	2900	4000	4600	3000	4000	3500	3600
Miscellaneous	2000	2000	2000	2000	2000	2000	2000	2000	2000
<b>Total</b>	<b>22000</b>	<b>22000</b>	<b>22000</b>	<b>20000</b>	<b>20000</b>	<b>28000</b>	<b>24000</b>	<b>24000</b>	<b>22000</b>

## SKILL DEVELOPMENT COURSES OFFERED BY THE INSTITUTION

### Certificate Courses for Odd Semester (2023-24)

#### 1<sup>st</sup> UG

- Kalai Kuzhu
- First Aid
- Beautician

#### 2<sup>nd</sup> UG

- French
- Photoshop
- Aari Work
- Acupressure & Acupuncture

#### 3<sup>rd</sup> UG

#### PG

- Photography & Videography
- Baking
- Tailoring
- Food Processing

### Certificate Courses for Even Semester (2023 - 24)

#### 1<sup>st</sup> UG

- Basic Computer
- Food Processing
- Painting
- Hair - do
- Baking

#### 2<sup>nd</sup> UG

- Communicative Skills
- Baking
- Toy Making
- Aari Work

#### 3<sup>rd</sup> UG

- Art & Craft
- Jewel Making
- Aari Work

#### PG

- Tally
- Photoshop
- Food Processing
- Baking
- Palm Leaf Handicraft



## COMMITTEES OF THE COLLEGE

### College Managing Committee

President	- Sr.Fatima Kattar
Mother Superior	- Sr.Siron Joseph
Secretary & Principal	- Dr.Sr.M.S.Rubha
Staff Representatives	- Mrs. A.Karolin - Dr. J.Elizabeth Vijaya
Management Representative	- Sr.J.Michael Antony Sylvia
Office Superintendent	- Mrs.A.I.Amala Rani
University Nominee	- Dr. C. Kannan Professor, Department of Chemistry Manonmaniam Sundaranar University Tirunelveli - 12.

### College Council

Secretary & Principal  
Vice-Principal  
Heads of the Department  
Staff Secretary  
Office Superintendent

### College Students' Council

Chairman	- Ms. L.Jansi Rani	- III B.A, English
Vice - Chairman	- Ms. J.Nishitha Fdo	- II B.Sc., FSN
Secretary	- Ms. S.Shobana	- III B.Com Batch I
Treasurer	- Ms. J.Oviya	- II M.A., English

### Staff Secretary

Mrs.A.Karolin M.Sc., M.Phil., Ph.D

### Internal Quality Assurance Cell (IQAC)

Dr.Sr.M.S.Rubha	- Principal
Mrs.S.Guru Shobana	- IQAC Coordinator
Mrs.R.Tiffany	- Assistant IQAC Coordinator
Sr.J.Michael Antony Sylvia	
Mrs.A.Karolin	
Mr.V.Murali Krishna	
Mrs.R.Renganayaki	

Mrs.A.I.Amala Rani

Alumni - Mrs.R.Jessica  
External Expert - Dr.Lakshmanan, Chief Doctor,  
AVM Hospital, Thoothukudi

### Anti - Sexual Harassment Cell

Dr.Jeyaradha (Coordinator)  
Mrs.Hilda Yernest Packiam  
Students : Ms.Jenifer, Ms.Princy

### Library Awareness and Development Cell (LADEC)

Mrs.Renganayaki (Coordinator)  
Mrs.Maria Reena  
Students : Ms.V.Jeya Pavithra, Ms.K.Princess

### Women's Counseling Cell

Dr.S.M.D.Mathuravalli (Coordinator)  
Fr.Arul Prabhahar  
Dr.Rajeswari  
Dr.M.Maria Sherine Sweeja  
Lawyer : Adv.Subachini Wilson, Thoothukudi  
Students : Ms.R.Surya, Ms.Sona

### Minority Cell

Dr.M.Josephine Renuga (Coordinator)  
Mrs.Hilda Yernest Packiam  
Ms.Syed Ummal Aysha  
Mrs.B.Suriya (Off.Asst)

### Cell for SC / ST

Mrs.X.Della (Coordinator)  
Dr.Jeyamalar  
Mrs.S.Guru Shobana (IQAC - Coordinator)  
Mrs.R.Tiffany (Asst. IQAC Coordinator)

### Anti - Drugs Club

Dr.J.Elizabeth Vijaya (Coordinator)  
Ms.Syed Ummal Aysha  
Ms.U.Sherly  
Students : Ms.Anandha Nayaki, Ms.J.Hepzhiba Prasanna

### Consumer Club

Ms.R.Infant Lourdu Rashni (Coordinator)  
Ms.R.Vino Roshini  
Mrs.C.Josephine



**Human Rights Club**

Ms.R.Infant Lourdu Rashni (Coordinator)  
Ms.R.Vino Roshini  
Mrs.C.Josephine  
Students : Ms.P.Sona, M.S.D.J.Lavanya

**Fine Arts & Cultural Club**

Dr.J.Jeya Malar (Coordinator)  
Ms.S.Sulochana  
Dr.V.Devi Sathya  
Ms.Syed Ummal Aysha  
Ms.B.Balayogameena  
Students : Ms.J.Annie Melgi, Ms.Anu Sathya

**Cyber Security Club**

Dr.N.N.Krishnaveni (Coordinator)  
Dr.V.Devi Sathya  
Students : Ms.R.Nandhini Devi, Ms.Devika

**ECO Club**

Dr.V.C.Jeyaratha (Coordinator)  
Dr.J.Elizabeth Vijaya  
Mr.V.Murali Krishna  
Dr.M.Maria Sherine Sweeja  
Students : Ms.M.Akalya, Ms.M.Infant Staffana

**Career Guidance & Placement Cell**

Mrs.X.Della (Coordinator)  
Dr.S.Mazhali Yasoda  
Mrs.Renganayaki  
Ms.B.Balayogameena

**Innovative Venture Club**

Dr.N.N.Krishnaveni (Coordinator)  
Ms.S.Sulochana  
Ms.R.Vino Roshini  
Students : Ms.S.Iswarya, Ms.Sharon

**NSS**

Dr.K.Bahavathi Thangam (Coordinator)  
Mrs.A.Marithangam  
Students : Ms.Jency Theresa

**YRC & RRC**

Ms.Infant Lourdu Rashini (Coordinator)  
Dr.S.Mazhali Yasoda  
Ms.Ajitha  
Students : S.Josephine, Ms.K.Aswathy

**Sports Club**

Mrs.P.Anbu Mary (Coordinator)  
Dr.Bahavathi Thangam  
Students : S.Rahamuth Nisha, Ms.G.Rea Keren

**Academic Committee**

Dr.Josephine Renuga (Coordinator)  
Ms.B.Balayogameena  
Students : Ms.J.Panimaya Jebina

**Learning Management System (LMS) Committee**

Dr.N.N.Krishnaveni (Coordinator)  
Dr.P.Rajeswari  
Mrs.Anbumary  
Ms.M.Shally Maria Sindhuja (Off.Asst)  
Students : Ms.B.Bavithra, Ms.J.Pon Vidhya Geetha

**Admission & Convocation Committee**

Dr.S.M.D.Mathuravalli (Coordinator)  
All Heads of the Department

**Alumni Committee**

Mrs.R.Waheetha, (President & Coordinator)  
Mrs.R.Tiffany, Secretary  
Mrs.A.Marithangam, Treasurer

**Annual Report Committee**

Dr.S.M.D.Mathuravalli (Coordinator)  
Dr.M.Josephine Renuga  
Mrs.S.Guru Shobana

**Anti-Ragging Committee**

Dr.J.Elizabeth Vijaya (Coordinator)  
Mrs.R.Renganayaki  
Mrs.A.I.Amala Rani  
Sub Inspector of Police : Mr.Ravikumar  
Official NGO : Mr.Ronald Motha  
Representative Parent : Mr.I.Lurthu Peeris  
Students : Ms.Jeyasree, Ms.Viji

**Audit Committee (Non Academic)**

Mrs.A.I.Amala Rani (OS)  
Mrs.S.Raja Sundari (Off.Asst)



**Audit Committee (Academic)**

Mrs.S.Guru Shobana (Coordinator)  
Mrs.R.Tiffany  
Dr.S.M.D.Mathuravalli  
All the HOD's

**Bulletin Board Committee**

Dr.S.Mazhali Yasoda (Coordinator)  
Mrs.Hilda Yernest Packiam  
Ms.Sulochana  
Dr.Sangeetha Sutha  
Ms.Roselin Mary

**Examination Committee**

Dr.S.M.D.Mathuravalli (Coordinator)  
All Administrative Staff

**Food, Health & Fitness Committee**

Mrs.A.Marithangam (Coordinator)  
Ms.S.Sulochana  
Mrs.C.Josephine  
Dr.Maria Sherine Sweeja  
Students : Ms.Mamitha, Ms.Deeksha Lakshmi

**Infrastructure & College Development Committee**

Dr.Sr.M.S.Rubha (Coordinator)  
Dr.S.M.D.Mathuravalli  
Mrs.A.I.Amala Rani (Office Superintendent)

**Magazine and Publication Committee**

Dr.J.Ragu Antony (Coordinator)  
Mrs.Deena  
Dr.Maria Sherine Sweeja  
Mr.V.Murali Krishna

**Research and Paper Publication Committee**

Dr.J.Ragu Antony (Coordinator)  
Dr.J.Elizabeth Vijaya  
Mrs.Deena  
Dr.Antony Arockia Anufia Mel

**Discipline & Grievance Committee**

Dr.S.M.D.Mathuravalli (Coordinator)  
Mrs.A.I.Amala Rani (OS)  
Lawyer : Adv.Subachini Wilson, Thoothukudi  
Students : Ms.Manimala, Ms.P.Jeyanthi

**ERP Committee**

Mrs.R.Renganayaki (Coordinator)  
Mrs.S.Raja Sundari (Off.Asst)  
Ms.M.Shally Maria Sindhuja (Off.Asst)

**Media Committee**

Mrs.A.Marithangam (Coordinator)  
Mrs.Anbu Mary  
Mrs.Maria Reena

**Publicity, Web Updation, Documentation Committee**

Mrs.R.Renganayaki (Coordinator)  
Mrs.Anbu Mary  
Mrs.Maria Reena  
Dr.Antony Arockia Anufia Mel  
Dr.Devi Sathya  
Ms.Josephine Sowmya

**Students Union Council**

Dr.S.M.D.Mathuravalli (Student Coordinator)  
Students Union

**Staff Council Committee**

Dr.S.M.D.Mathuravalli (Coordinator)  
All the HOD's

**Staff Welfare Committee**

Mrs.A.Karolin (Coordinator)  
Sr.J.Michael Antony Sylvia

**Students' Welfare Committee**

Dr.S.M.D.Mathuravalli (Coordinator)  
Students Union

**Parents - Teacher Association**

Mrs.R.Tiffany (Coordinator)  
Mrs.Hilda Yernest Packiyam  
Dr.P.Rajeswari  
Ms.S.Rajalakshmi

**Hostel Committee**

The Principal (Chief Warden)  
Sr.J.Michael Antony Sylvia (Asst.Warden)  
Students : Ms.Oviya, Ms.Roselin Grace

**EDII**

Dr.Sangeetha Sudha (Coordinator)  
Dr.Antony Arockia Anufia Mel  
Ms.Ajitha  
Ms.Rajalakshmi  
Students : Ms.Santhiya, Ms.Brightlin



### Campus Animation Team

Sr.J.Michael Antony Sylvia

Ms.Roselin Mary

Ms.U.Sherly

### Unnat Bharat Abhiyan (UBA)

Dr.N.N.Krishnaveni

Mrs.X.Della

Dr.Bahavathi Thangam

Dr.Jeyamalar

### PRAYER OF ST. FRANCIS OF ASSISI

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love

Where there is injury, pardon

Where there is discord, unity

Where there is doubt, faith

Where there is error, truth

Where there is despair, hope

Where there is sadness, joy

Where there is darkness, light

O Divine Master, grant that I may not so much seek

To be consoled as to console,

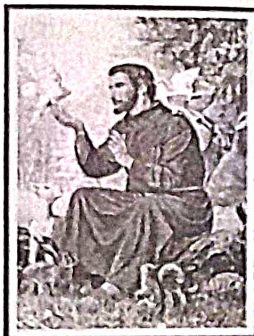
To be understood as to understand,

To be loved as to love.

For it is in giving that we receive

It is in pardoning that we are pardoned

It is dying that we are born to Eternal Life



### ENDOWMENT PRIZES

1. Sr.Rita Thyveetil Endowment Prize for Rank holder / Best passed out in M.Sc. (Dietetics and Food Management)
2. Sr.Elizabeth Rose Endowment Prize for Rank holder / Best passed out in B.Sc. Food Science and Nutrition
3. Sr.Cecile Endowment Prize for Rank holder / Best passed out in B.Com. with Computer Application
4. Sr. Marie Therese Golden Jubilee Memorial Prize donated by Ponnammal and Kasiammal Welfare trust for Moral Science and Catechism
5. Sr.Estellin Golden Jubilee Endowment Prize for General Proficiency in Commerce with Computer Application
6. Mrs.Jeyarani Motha Endowment prize donated by Mr.John Motha for General Proficiency in B.A.English Literature
7. Dr.Sr.Phyllis Silver Jubilee Endowment prize for General Proficiency in M.Sc.,Dietetics & Food Management
8. Mrs.Maria Thangam Endowment Prize donated by Prof.Antony Joseph Rayer for General Proficiency in B.Sc., Food Science and Nutrition.
9. Mrs. Saroja Jones Silver Jubilee Endowment Prize donated by Fr.Paul Raj for General Proficiency in Part I Tamil.
10. Endowment Prize donated by Blue Diamond Scientific suppliers for General Proficiency in Part II English
11. Mr.A.Mathias Endowment Prize donated by Dr.Sr.Mary Gilda for Rank holder / Best passed out in B.Sc.Fashion Designing
12. Sr.Josephine Victoria Endowment Prize for Rank holder / Best passed out in B.A English Literature
13. Mrs. Cecilia Therese Pancaras Endowment Prize donated by Sr.Josephine Victoria for General Proficiency in for B.Sc. Computer Science
14. Dr.Sr.Rosalie Endowment Prize for student council leaders
15. Sr.Jeanne Endowment Prize donated by Mrs.Sabina Srinivasaraj for General Proficiency in Fashion Designing.
16. Mrs.Cecilia Therese Pancras Endowment Prize donated by Mrs.Shanthi Benedict for Best passed out in B.Com
17. Endowment Prize donated by Dr.S.Jesi Isabella, HOD, Department of Commerce, Holy Cross College, Nagercoil for Best passed out in M.Com
18. Prof.Mrs.Margaret Joan Albert Endowment Prize for the Best passed out student in Academic excellence in M.A.English Literature
19. Sr.G.Josephine Victoria Golden Jubilee Endowment Prize donated by Mrs.Joan Vijayanathan for the Best passed out student in all levels in B.Com
20. Silver Jubilee Endowment Prize donated by Fr. Paulraj for students advisory board member.
21. Dr.Sr.Phyllis Rayer Golden Jubilee endowment prize for best Department awards

MAY - 2023			No of W. Day
1.	Mon		
2.	Tues		
3.	Wed		
4.	Thurs		
5.	Fri		
6.	Sat		
7.	Sun		
8.	Mon		
9.	Tues		
10.	Wed		
11.	Thurs		
12.	Fri		
13.	Sat		
14.	Sun		
15.	Mon		
16.	Tues		
17.	Wed		
18.	Thurs		
19.	Fri		
20.	Sat		
21.	Sun		
22.	Mon		
23.	Tues		
24.	Wed		
25.	Thurs		
26.	Fri		
27.	Sat		
28.	Sun		
29.	Mon		
30.	Tues		
31.	Wed		
The power of concentration is the only key to the treasure house of knowledge - Swami Vivekananda			

JUNE - 2023			No of W. Day
1.	Thurs	01 <sup>st</sup> - 30 <sup>th</sup> Internship (FSN)	
2.	Fri		
3.	Sat		
4.	Sun		
5.	Mon	World Environment Day	
6.	Tues	Orientation programme for staff -Teaching for Transformation (IQAC)	
7.	Wed		
8.	Thurs		
9.	Fri		
10.	Sat		
11.	Sun		
12.	Mon		
13.	Tues		
14.	Wed		
15.	Thurs		
16.	Fri		
17.	Sat		
18.	Sun		
19.	Mon	Reopening of Classes for 2 <sup>nd</sup> & 3 <sup>rd</sup> UG & 2 <sup>nd</sup> PG	
20.	Tues		
21.	Wed	International Yoga Day - Meditation, Pranayama and Kabalpathi (Sports)	
22.	Thurs	22 <sup>nd</sup> - 30 <sup>th</sup> Student Induction Programme	
23.	Fri	Commencement of classes for 1 <sup>st</sup> UG students	
		World Millets Day Contest organized by FSSAI	
24.	Sat		
25.	Sun		
26.	Mon	Yathumanaval 51.0 - Young women Empowerment (FD)	
27.	Tues	Expo on New Arrivals (Library)	
28.	Wed	Students Union Election	
29.	Thurs	Bakrid - Holiday	
30.	Fri	Holy Sprit Mass	
		Installation of Office Bearers and Inauguration of Students Union Council	
You can't believe in God until you believe in yourself - Swami Vivekananda			



JULY - 2023			No of W. Day
1.	Sat	Wall Painting – Eco and Rotaract clubs	
2.	Sun		
3.	Mon		
4.	Tues	Vasakarvattam (Tamil)	
5.	Wed		
6.	Thurs	New faculty orientation programme (IQAC)	
7.	Fri	One day Intercollegiate workshop on Machine Learning (CS)	
8.	Sat		
9.	Sun		
10.	Mon	Allocation and entry of subject code details	
11.	Tues	11 <sup>th</sup> - 12 <sup>th</sup> Eye Camp (NSS & YRC) Visit to Garment Units Puthiyamputhoor (FD)	
12.	Wed	Workshop on Innovative ways to train your soft skills (Commerce)	
13.	Thurs	Orientation programme for Fresher's (NSS), Workshop on Reflexology (FSN)	
14.	Fri	Skill training programme on Reflexology (FSN) - One day workshop on "Green Foot" (CS)	
15.	Sat	Kamarajar Birthday celebration (Tamil)	
16.	Sun		
17.	Mon	Guest Lecture on "Unlock your potential" (Psy)	
18.	Tues		
19.	Wed		
20.	Thurs	MoU with Sathya Soft (CS), Right to be Heard (Consumer Right Club)	
21.	Fri	Orientation programme for I UG (Library)	
22.	Sat		
23.	Sun		
24.	Mon	Commencement of I Internal Test for UG & PG students	
25.	Tues	Industrial Visit – Kapaloor, Madurai (FD)	
26.	Wed	Training on HACCP Food Safety (FSN)	
27.	Thurs	PTA Meeting - III UG & II PG	
28.	Fri	PTA Meeting - II UG - Power seminar on "Industry 4.0" – ICT (CS)	
		MSME Idea Walkath on 3.0 for Women (UBA & IVC)	
29.	Sat	29 <sup>th</sup> - 03 <sup>rd</sup> Virtual Internship Programme "Big Data Analytics" (CS)	
30.	Sun	Psychological Effects on Sports Performance (Sports)	
		Scope of Psychology (Psy)	
31.	Mon		
You must be the change you wish to see in the world - Gandhiji			

AUGUST - 2023			No of W. Day
		All Saturdays - Commencement of Department Certificate course	
1.	Tues	Father of Nutrition Antoine Laurent de Lavoiser day celebration (FSN)	
		MoU with Karka Soft (CS)	
2.	Wed		
3.	Thurs	Breast Feeding week celebration (FSN)	
4.	Fri		
5.	Sat		
6.	Sun		
7.	Mon		
8.	Tues	National Handloom Day – Contest on Miniature Model (FD)	
9.	Wed		
10.	Thurs		
11.	Fri	Aavin Milk Plant - Industrial Visit (FSN) - MoU (FD)	
12.	Sat	Librarian Day (Library)	
13.	Sun		
14.	Mon		
15.	Tues	Independence Day	
16.	Wed	Nila Sea Foods - Industrial Visit (FSN)	
17.	Thurs		
18.	Fri	Inter National Seminar (Tamil)	
19.	Sat		
20.	Sun		
21.	Mon	World Fashion Day (FD)	
22.	Tues	22 <sup>nd</sup> - 25 <sup>th</sup> Online workshop on IoT and its applications (CS)	
23.	Wed	23 <sup>rd</sup> - 25 <sup>th</sup> Fine Arts celebration	
24.	Thurs		
25.	Fri		
26.	Sat		
27.	Sun		
28.	Mon	Commencement of II Internal test for UG & PG students	
29.	Tues	Exam fee payment for all UG, PG students without penalty - Portal opening	
		Industrial visit (CS)	
30.	Wed	Quiz on "Valluvarum Elakkiyamum" (Tamil)	
		Developmental Psychology (Psy) - Skill training on Resin Art (FD)	
Not all of us can do great things but we can do small thing with great love - Mother Theresa			



SEPTEMBER - 2023			No of W. Day
1.	Fri	MoU with Five colleges - Department of Computer Science (CS) - Bible week celebration	
2.	Sat		
3.	Sun		
4.	Mon		
5.	Tues	Teachers Day	
6.	Wed	Krishna Jeyanthi - Holiday	
7.	Thurs	World Nutrition Day	
8.	Fri	Exam fee payment for all UG, PG students -without penalty -Portal closing	
9.	Sat		
10.	Sun		
11.	Mon	Exam fee payment for all UG, PG students – with penalty – Portal opening	
12.	Tues		
13.	Wed		
14.	Thurs	Holy Cross Feast	
15.	Fri	Exam fee payment for all UG, PG students – with penalty – Portal closing	
		National Seminar on Healing Auto Immune Disease (FSN)	
16.	Sat	World Ozone Day Celebration (CS)	
17.	Sun	Ganesh Chaturthi - Holiday	
18.	Mon	The Crossian Consortium – Commerce	
19.	Tues		
20.	Wed		
21.	Thurs		
22.	Fri	"Vannavizha 2023" (Tamil)	
23.	Sat		
24.	Sun		
25.	Mon		
26.	Tues		
27.	Wed	One day seminar on "IPR" (CS)	
28.	Thurs	Milad-Un-Nabi-Holiday	
29.	Fri	Staff - Students Exchange Programme (Tamil)	
		Brain Mechanism (Psy)	
		National Seminar on 3P's for sustainable development	
30.	Sat	Graduation Day	
"Put yourself in the hands of God, He will take care of you"			
- Mother Theresa			

OCTOBER - 2023			No of W. Day
1.	Sun		
2.	Mon	Gandhi Jeyanthi - Holiday	
3.	Tues		
4.	Wed	Young Innovator Contest (CS)	
5.	Thurs	National seminar on Application of Nano Textiles (FD)	
6.	Fri		
7.	Sat		
8.	Sun	Interaction with Villagers (UBA)	
9.	Mon	Commencement of third internal test for all UG and PG students	
10.	Tues		
11.	Wed		
12.	Thurs		
13.	Fri	Reading Inspiration Day (Library)	
		"Palangkala Panpattuthiruvila" (Tamil)	
14.	Sat		
15.	Sun		
16.	Mon	World Food Day (FSN)	
17.	Tues		
18.	Wed	Commencement of Practical Exam for UG and PG students	
19.	Thurs		
20.	Fri		
21.	Sat		
22.	Sun		
23.	Mon	Ayudha Pooja - Holiday	
24.	Tues	Vijayadhasami - Holiday	
25.	Wed		
26.	Thurs		
27.	Fri		
28.	Sat		
29.	Sun		
30.	Mon	World Environment day	
31.	Tues	Last working day for UG and PG students	
		Behavioural Therapy (Psy) - Guest Lecture	
"Dream is not what you see in sleep, dream is the thing that do not let you to sleep" - Dr.A.P.J.Abdul Kalam			



NOVEMBER - 2023			No of W. Day
1.	Wed	All Saints Day	
2.	Thurs	All Souls Day	
3.	Fri		
4.	Sat		
5.	Sun		
6.	Mon	Commencement of Semester Examinations for UG and PG Programmes	
7.	Tues		
8.	Wed		
9.	Thurs		
10.	Fri	Kalai Illakiya Potti (Tamil)	
11.	Sat		
12.	Sun	Deepavali - Holiday	
13.	Mon		
14.	Tues	Children's Day	
15.	Wed		
16.	Thurs		
17.	Fri		
18.	Sat		
19.	Sun		
20.	Mon		
21.	Tues		
22.	Wed		
23.	Thurs		
24.	Fri		
25.	Sat		
26.	Sun		
27.	Mon		
28.	Tues		
29.	Wed		
30.	Thurs		
"A joyful heart is a good medicine, but a crushed spirit dries up the bones "			
- Prov. 17/22			

DECEMBER - 2023			No of W. Day
1.	Fri	01" - 20" Internship training "Webapp Designing" (CS)	
		Internship training (Commerce)	
2.	Sat		
3.	Sun		
4.	Mon		
5.	Tues		
6.	Wed	Commencement of Even semester	
7.	Thurs		
8.	Fri		
9.	Sat		
10.	Sun		
11.	Mon		
12.	Tues		
13.	Wed		
14.	Thurs		
15.	Fri	Industrial Visit (Commerce)	
16.	Sat	Commencement of Dept Certificate Course	
17.	Sun		
18.	Mon	Allocation and entry of subject code	
19.	Tues		
20.	Wed	முத்தமிழ் விழா (Tamil)	
21.	Thurs		
22.	Fri	Christmas day celebration - Inner Child Healing (Psy)	
		Internship Training (Commerce)	
23.	Sat		
24.	Sun		
25.	Mon		
26.	Tues		
27.	Wed		
28.	Thurs		
29.	Fri		
30.	Sat		
31.	Sun		
"I will strengthen you and help you; I will uphold you with my			
right hand." - Is 41/10			

JANUARY - 2024			No of W. Day
1.	Mon	New Year	
2.	Tues		
3.	Wed		
4.	Thurs		
5.	Fri	Awareness programme on Cleanliness (FSN) 05 <sup>th</sup> - 06 <sup>th</sup> Workshop on "Mobile App Development" (CS)	
6.	Sat		
7.	Sun		
8.	Mon	Commencement of First internal test for UG and PG students	
9.	Tues		
10.	Wed		
11.	Thurs		
12.	Fri		
13.	Sat	Pongal Day celebration	
14.	Sun		
15.	Mon	Pongal - Holidays	
16.	Tues	Thiruvalluvar Day	
17.	Wed	Uzhavar Thirunal	
		Life Skill Session (CS)-Training on HACCP – Food safety training (FSN)	
18.	Thurs		
19.	Fri		
20.	Sat		
21.	Sun		
22.	Mon		
23.	Tues		
24.	Wed		
25.	Thurs	International Seminar (CS) Women's Mental Health and Well - being (Psy)	
26.	Fri	Republic Day	
27.	Sat		
28.	Sun		
29.	Mon		
30.	Tues		
31.	Wed		

"- Trust in the Lord with all your heart, And lean not on your own understanding" - Prov. 3/5-6

FEBRUARY - 2024			No of W. Day
1.	Thurs	01 <sup>st</sup> - 02 <sup>nd</sup> Career Guidance Programme "How to Crack Competitive Exams?" (CS)	
2.	Fri		
3.	Sat	Life skill programme	
4.	Sun	Guest Lecture on World Cancer day (FSN)	
5.	Mon		
6.	Tues		
7.	Wed		
8.	Thurs	College Day	
9.	Fri		
10.	Sat		
11.	Sun		
12.	Mon		
13.	Tues	13 <sup>th</sup> - 15 <sup>th</sup> Online Faculty Development Programme (Library)	
14.	Wed	Nakaisuvaiyootum Inaivom (Tamil)	
15.	Thurs	Workshop on "Come to learn"	
16.	Fri		
17.	Sat		
18.	Sun		
19.	Mon	Commencement of Second internal test for UG and PG students	
20.	Tues	Students day	
21.	Wed	Ulaga Thaimoli Thinam (Tamil)	
		Workshop on Come and learn to Transform Innovative Ideas into Viable Business	
22.	Thurs		
23.	Fri		
24.	Sat		
25.	Sun		
26.	Mon		
27.	Tues		
28.	Wed	National Science Day (CS)	
29.	Thurs	Exam fee payment without penalty – Portal opening	
		Gratitude (Psy) - Guest Lecture	

"Be strong and courageous. Do not be afraid or terrified because of them, for the LORD your God goes with you; he will never leave you nor forsake you."- Deute 31/6



MARCH - 2024			No of W. Day
1.	Fri	Inter Collegiate Competition Cross Com' 24 (CS)	
2.	Sat		
3.	Sun		
4.	Mon		
5.	Tues	Guest Lecture on Stress Management, Peer Pressure, Mental Health (FSN)	
6.	Wed		
7.	Thurs		
8.	Fri		
9.	Sat	Exam fee payment without penalty – Portal closing	
10.	Sun		
11.	Mon	Exam fee payment with penalty – Portal opening	
		11 <sup>th</sup> – 13 <sup>th</sup> Library Week (Library)	
12.	Tues		
13.	Wed	Guest Lecture on Balance your hormones naturally (FSN)	
14.	Thurs		
15.	Fri	Exam fee payment with penalty – Portal closing	
		Guest Lecture on "Empowering consumers – Consumer rights and responsibilities" (Commerce)	
16.	Sat		
17.	Sun		
18.	Mon		
19.	Tues		
20.	Wed		
21.	Thurs		
22.	Fri		
23.	Sat	Sports Day, Child Psychology (Psy)	
		Career Guidance Programme (Commerce)	
24.	Sun		
25.	Mon		
26.	Tues		
27.	Wed		
28.	Thurs		
29.	Fri	Good Friday - Holiday	
30.	Sat		
31.	Sun	Easter Sunday	
You cannot believe in God until you believe in yourself -Vivekananda			

APRIL - 2024			No of W. Day
1.	Mon	Commencement of III internal test for UG and PG students	
2.	Tues		
3.	Wed		
4.	Thurs	Expo on New Book arrival (LISA)	
5.	Fri		
6.	Sat		
7.	Sun		
8.	Mon	Commencement of UG and PG Practical Exams	
9.	Tues	Telugu New Year - Holiday	
10.	Wed	Ramzan - Holiday	
11.	Thurs		
12.	Fri		
13.	Sat		
14.	Sun	Tamil New Year - Dr.Ambedkar's Birthday - Holiday	
15.	Mon		
16.	Tues		
17.	Wed		
18.	Thurs		
19.	Fri		
20.	Sat		
21.	Sun	Mahavir Jayanthi - Holiday	
22.	Mon		
23.	Tues		
24.	Wed	Personality Disorder (Psy) - Workshop	
25.	Thurs		
26.	Fri	Last working day for all UG and PG students	
27.	Sat		
28.	Sun		
29.	Mon	Commencement of Semester examinations for all UG / PG programmes	
30.	Tues		
To understand everything is to forgive everything - Buddha			

MAY - 2024			No of W. Day
1.	Wed	Labour day - Holiday	
2.	Thurs		
3.	Fri		
4.	Sat		
5.	Sun		
6.	Mon		
7.	Tues		
8.	Wed		
9.	Thurs		
10.	Fri		
11.	Sat		
12.	Sun		
13.	Mon		
14.	Tues		
15.	Wed		
16.	Thurs		
17.	Fri		
18.	Sat		
19.	Sun		
20.	Mon		
21.	Tues		
22.	Wed		
23.	Thurs		
24.	Fri		
25.	Sat		
26.	Sun		
27.	Mon		
28.	Tues		
29.	Wed		
30.	Thurs		
31.	Fri		
Arise, Awake and stop not until the goal is reached - Swami Vivekananda			

## GENERAL RULES OF DISCIPLINE

The good name of the College is in the hands of the students whether on or off the premises. The College has utmost faith in its students and in their desire to uphold its standard.

The academic year is divided into two semesters. If a student leaves the College during a semester she has no right to claim remission of fees.

The fee should be paid by the students within ten working days from the commencement of the academic year.

Students are expected to assemble in the class room soon after the first bell.

1. A gate pass from the Principal / HOD is required to leave the premises during college hours.
2. If any student is ill, she must go to the non - residential centre with the permission of the HOD and the Principal.
3. Students must respectfully wish a member of the college staff when they meet her.
4. They must be courteous in and outside the college in speech and action.
5. Students who lose anything or find anything that does not belong to them should report it to the college office.
6. Students should consider college property as their own and should cause no wilful damage.
7. Disobedience, irregular attendance, malpractices in examinations, habitual carelessness, bad conduct and manners, and non observance of the rules of the college shall meet with strong disciplinary action which may entail dismissal from college.
8. Regularity and punctuality for classes and tests are important. Absentees from Internal tests and Model exams due to



illness or authorized participation in college or University programme will be considered for retest. Absence due to illness must be supported by a valid medical certificate.

9. Students should be neat and decent in their dress and person.
10. Any change of address should be intimated to the college by the students/ parents and contact number of the students should not be charged at any cost until the complete the course.
11. Electronic gadgets like Camera, Cellphone, I Pad, Pager, Transistor, Walkman etc., should not be brought to the classrooms.
12. Students should not collect money without the prior permission from the Principal.

#### **ATTENDANCE**

Every student shall attend the class regularly. If any student is absent even for one period of any half day, she shall be considered as absent for the entire half day.

A candidate must have 75% of attendance per semester to appear for the semester examination. Candidates who have less than 75% of attendance but above 65% will have to remit condonation fee to the university to appear for the semester exam.

A student shall not be absent from a class except for valid reasons. She should apply for leave in advance to the Principal in the prescribed leave form, which could be obtained from the college office.

The application form should be countersigned by the parent / guardian and the respective class teacher and Head of the Department.

Leave letter should be produced on the day when the student returns to the college.

#### **TESTS AND EXAMINATIONS**

Class Tests, Internal Tests, (Continuous Internal Assessments), Model Exams and Semester Theory and Practical Exams are obligatory for all students. The marks of the CIA and semester exams are reported by concerned department to the parents. This is to rouse the responsibility of the parents and to get their co operation in the common cause of education. Students are responsible for their university examination payment and hall tickets. No duplicate will be issued.

#### **Library Rules & Regulations**

1. Strict silence, decorum and discipline must be maintained in the library.
2. Use of cell - phones and other eletronic gadgets are not allowed.
3. Eating, sleeping and talking loudly are strictly prohibited in the library .
4. Leave the footwear outside.
5. Library management system 2.0 is followed for Entering and Issue the books.
6. While entering the library, the student can bring only paper and pen.
7. Users can also renew the books again after the completion of charging period, subject to not being requested from some other user.
8. Reference Book / Journal may be issued for overnight to the members of library.
9. Special permission is given to students during semester exams with prior letter from the Principal.
10. After referring to a book, it should be properly placed in its respective in the rack.

11. Documents taken out of the shelves must be left on the table. Replacing the books on shelves is not encouraged as it may get misplaced. Misplaced book is like a lost book.
12. A non-member can use the library material on the premises with the permission of the Librarian and the Principal.
13. Readers should not mark underline, dog-ear, write, tear pages or otherwise damage the library documents.
14. Newspapers, magazines and journals must be read only in the library on specific tables and should not be taken to any other reading areas.
15. No library material can be taken out of the library without permission of the Librarian.
16. Anyone who violated the rules and regulations of the library would be liable to lose the privilege of library membership and may be debarred from using the library facilities.
17. All faculty, scholars and students of the institution are entitled to become library members.
18. The members are supposed to be conversant with and agreeable to the Library rules.

Library Opening Hours

9.00 am - 4.30 pm

#### HOSTEL

1. A student not residing with parents or relatives is expected to live in the college hostel. Hostel students shall be under the care of the Principal and Warden and they must abide by the hostel rules.
2. Day Scholars should not visit the hostel.

#### HOLY CROSS HOME SCIENCE COLLEGE, THOOTHUKUDI

#### RAGGING PROHIBITED AREA

- Ragging is a crime under Tamil Nadu Anti Ragging Act - 1997
- Ragging is also Governed by a set of Supreme Court guidelines
- Punishment of Ragging is two years Imprisonment and a fine of Rs. 10,000/-

#### RAGGING COMPLAINT MECHANISM

Call 24 x 7 National Anti Ragging

Helpline No : 1800-180-5522

#### CONTACT

South Police Station No : 0461 - 2321850

Emergency Police No : 100

Hello Police No : 9514144100

#### Anti-Ragging Squad Members

Dr.Sr.M.S.Rubha (Principal)	- Chair Person	- 98947 57079
Dr.S.M.D.Mathuravalli (Vice-Principal)	- Member	- 94894 66894
Dr.J.Elizabeth Vijaya (Staff)	- Member	- 95971 52837
Mrs.R.Renganayagi (Library)	- Member	- 75980 75715
Mrs.A.I.Amala Rani (Adm. Staff)	- Member	- 97915 44159
Ms.J.Jeyasri (Student)	- Member	- 98426 93700
Ms.M.Viji (Student)	- Member	- 75985 98248

