

# AUXILIUM COLLEGE (AUTONOMOUS)

(Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4 in the 3rd cycle)

**Gandhi Nagar, Vellore - 632 006**



## HAND BOOK 2018 - 2019

Name of the Student .....

Shift ..... Class.....

Department .....

This book is to be brought to class daily

(For Private Circulation only)

## College Timings:

Shift I : 8.25 a.m. – 1.30 p.m.

Shift II : 1.35 p.m. – 6.35 p.m.

## Office Hours:

Monday	}	10.00 a.m. to 12.00 noon
to		
Friday	}	2.00 p.m. to 5.00 p.m.
Saturday	-	9.00 a.m. to 1.00 p.m.
2 <sup>nd</sup> Saturdays	}	Holidays
&		
Sundays		

No College business will be transacted on holidays.

Phone: Off. :0416-2241774

Res. :0416-2241994

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College e-mail :auxiliumcollege@yahoo.com

College Web Site :auxiliumcollege.edu.in

Research cell :researchcellack@gmail.com

IQAC :iqac.ack@gmail.com

Magazine :diamondauxilium@gmail.com

Website information

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## AUXILIUM COLLEGE

Auxilium College founded in 1954 is the first women's College in the Vellore District and is affiliated to the Thiruvalluvar University. Auxilium has been granted the status of autonomy by the UGC and the Thiruvalluvar University from the academic year 2007-2008. The College has been accredited by National Assessment and Accreditation Council (NAAC) with A+ Grade in 2003, Re-Accredited with A grade with a CGPA of 3.41 out of 4 in 2010 and with A+ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle in 2016. It is a minority institution established and administered by the Daughters of Mary Help of Christians, commonly known as Salesian Sisters of Don Bosco, belonging to the Catholic Church. It is primarily meant for the higher education of deserving Catholics but members of other communities are also admitted without reference to caste or creed and their rights of conscience are respected.

**Vision:** The vision of the college is to educate young women especially the poorest to become empowered and efficient leaders of integrity for the society.

**Mission:** To impart higher education to the economically weak, socially backward and needy students of Vellore and neighbouring districts.

**Goal:** The goal of our educative endeavour is to produce in a Salesian atmosphere, intellectually enlightened, spiritually inspired, emotionally balanced, morally upright, socially committed, accomplished - in a word - integrally formed young women who will be agents of social transformation in today's India.

True to the vision of its Founders, the College commits itself to serve the economically weak, socially backward and needy students.

The goal of our educative endeavour is to be realized with the collaboration of each and every member that form a part of Auxilium Family - the students, the staff, the parents, the management, the local and the distant agencies that are associated with her and all her well-wishers.

### **The Auxilium Educating Community.**

The Educative Project is drawn up every year in consultation with

the staff, the parents and the students who are the protagonists of their own growth and are therefore at the focus of all educative interventions. The College therefore expects a close collaboration from the parents in the planning and execution of this project.

The Motto of the College is **KNOWLEDGE AND VIRTUE**. The College Emblem constitutes a book, a lily and a lamp. The book stands for Knowledge and the lily for Virtue. The Lamp with the burning flame is a reminder to Auxilians, to keep the light of Knowledge and Virtue always alive. The hope and prayer of Auxilium is that every Auxilian while attaining Knowledge strives to acquire Virtue so that Knowledge and Virtue blend to make her a perfect model of womanhood.

Pink and blue are the College colours: Pink symbolises youthful cheerfulness and Blue stands for loyalty and fidelity.

Value Education classes for Non-Catholics and Faith Formation classes for Catholics are obligatory.

The College is run according to the principles and method of St. John Bosco, the greatest educator of the 19th century and the Founder of the Salesian Society. The characteristics of Salesian Youth Spirituality (SYS) - commitment to one's duty, filial relationship with God, meeting Him in the ordinary events of the day, spirit of service, joy and friendly rapport with all, characterise life in the College campus. Mary in her attitude of openness to God and others is a model for all.

Besides increasing, diff using and disseminating knowledge, higher education has also the function of serving the community. Every student is expected to fulfil this duty either by enrolling herself in the National Service Scheme or in any other voluntary group in the College, committed to community service.

Everyone who is admitted into the I Year Degree Course can enroll herself in the National Service Scheme (NSS) or National Cadet Corps (NCC) and put in the required hours of service as an NSS volunteer or NCC Cadet and appear for certificate examinations. The Document issued by the Sacred Congregation for Christian

Education on “Catholic School” states: “Christ is the foundation of the whole educational enterprise in a Catholic School. It is committed to the development of the whole person, since in Christ, the perfect Person, all human values find their fulfilment and unity. Herein lies the specifically catholic character of the School. Its duty to cultivate human values is its legitimate right in accordance with its particular mission to serve all people, and it has its origin in the Person of Christ. He is the model which the Catholic School offers to its pupils”.

### **Theme for 2018 - World Day of Peace**

Peace is a profound aspiration for everyone, for each individual and all peoples, especially for those who suffer its absence and in particular the migrants and refugees. In order to find that peace, they are willing to risk their lives and to endure hardships and suffering. In a spirit of compassion, let us embrace all those fleeing from war and hunger, or forced by discrimination, persecution, poverty and environmental degradation to leave their homelands.

Welcoming others requires concrete commitment, a network of assistance and goodwill. We should take practical measures to welcome promote, protect and to permit them to become part of a new society. People migrate because they desire a better life and they set out to join their families or to seek professional or educational opportunities.

As the social doctrine of the Church teaches, ‘all have the same right to enjoy the goods of the earth, whose destination is universal.’ When we turn that gaze to migrants and refugees, we discover that they do not arrive empty-handed, They bring their courage skills, energy and aspirations, as well as the treasures of their own cultures; and in this way, they enrich the lives of the nations that receive them.

#### **Four mileposts for action**

- WELCOMING calls for expanding legal pathways for entry and no longer pushing migrants where they face persecution and violence.

- PROTECTING the inviolable dignity of those who faces dangers in search of asylum and security and to prevent their being exploited in particular, women and children.
- PROMOTING entails supporting the integral human development for migrants and refugees. Ensuring access to all level of education for children and young people.
- INTERGRATING means allowing refugees and migrants to participate fully in the life of the society that welcomes them.

Let us draw inspiration from the words of St. John Paul II: “If the ‘dream’ of a peaceful world is shared by all, if the refugees’ and migrants’ contribution is properly evaluated then humanity can become more and more a universal family and our earth a true ‘common home’.”

## **Strenna 2018**

*“Let us cultivate the art of Listening and of Accompanying”*

The meeting of Jesus with the Samaritan woman helps is all to see the way the spirit of God can act in the heart of every human being. The Samaritan woman’s meeting with Jesus made her feel that she has been listened to , respected and appreciated and so in her heart she feels impelled to ask for something ever more precious: “Sir, give me some of the water”.

We, the Salesian family has the mission of cultivating the precious art of listening and of Accompaniment in the process of personal, Christian and Vocational development. We need to practice the art of listening which is more than simply hearing.

- Listening in communication is an opportunity for a human relationship, which heals, liberates and encourages growth in one’s life.
- Listening fosters openness and implies giving ones whole attention with zeal and interest to the other person, their struggles, weakness, joys, sufferings and expectations.

Our gaze as educators should turn in a special way to the needs of young peoples, and to the life of their families which gives us reassurance that there much that is positive in every heart and to bring out this positive element through the patient work of paying attention to ourselves , to openness to others, to listening and reflection.

In general young people will make an approach if we show interest in them, have time for them and these casual meetings can become the doorway leading to development. Jesus shows himself to be attentive and full of interest in the inner world of those he is speaking with, he reads their hearts, studies them and knows how to interpret them. These attitudes of Jesus make us understand the importance of the gift of discernment. One has to undertake every process of discernment by recognizing, interpreting and choosing.

Discernment is the main tool which permits safeguarding the inviolable place of conscience without pretending to replace it, Accompaniment means the ability to come close to someone, the decision to walk side by side and to become travelling companion like Jesus.

Knowing the Journey, the other person is making the path at which they have arrived and where they are going, in order to be able to walk with them. Ensuring that there us a meeting that is an opportunity for a good relationship that is human and humanizing.

So let us walk with the young, with families and with fathers and mothers providing opportunities for all with appropriate means in order to help the young to make life choices that are free and responsible in the faith journey and in personal growth.

## **International Year of Millets - 2018**

Observation of the Year of Millets will help in promotion of production and consumption of millets will substantially contribute in fight against targeted, hunger and mitigate effect of climate change in long run. Popularizing millets will also benefit future generations of farmers as well as consumers. Millets are smart food and good for

consumers. Farmers and planet multiple and has untapped uses such as food, feed, befouls and brewing.....

Millets are nutritionally superior to wheat and rice owing to their higher levels of protein with more balanced amino acid profile, crude fibre and minerals such as Iron, Zinc and Phosphorous. It provides nutritional security and act as shield against nutritional deficiency, especially among children and women. It can also help tackle health challenges such as obesity, diabetes and life style problems as they are glutton and are high dietary antioxidants. Let us encourage our younger generation to become farmer-friendly and promote dry land farmers.

## **RULES AND CODE OF BEHAVIOUR**

Each Auxilian is looked upon as an individual endowed by God with certain talents, with her own character and personality that must be developed and perfected. Auxilium looks to each of her students to uphold the standards of the College, not only in the College, but also outside it, not only during her student years but also throughout life.

In group-living discipline is necessary, and this is especially true of an institution for the education of youth. Thus, discipline is formative, not repressive. Self-discipline is necessary to achieve self-direction. In this sense the rules and code of behaviour are a help to strengthen the students determination for growth in self-direction. They are guidelines to self- development rather than restrictions to it. Therefore Auxilium requires of her students, loving conformity to certain regulations laid to benefit the entire College, as well as the individual student. Students who co-operate with the ideals of the College will find themselves at the end of their college career, truly educated in their heart and mind.

### **General**

1. The College is one family devoted to learning and every Auxilian should put in her best efforts to regular and concentrated study.



Students should imbibe the sound traditions of a cultured life as offered by the College.

2. Students should conduct themselves in such a way as not to bring discredit to the College or to themselves. The good name of the College is in the hands of the staff and students whether on or off the premises.
3. Students and staff should expressly avoid doing anything by word or deed that may disturb the unity and harmony of life both in the College and in the hostel.
4. The College and hostel are above politics and stand for all communities. Therefore cliques and party groups will be severely dealt with, even to the point of expulsion.
5. Every student should have their identity card and wear it in the College campus.
6. Students should be respectful towards the staff and polite and courteous to all. On meeting the members of the staff, students should greet them respectfully. This respectful attitude should be maintained on or off the premises. Students should stand when a staff member enters the classroom or when she approaches to speak to them. They should likewise stand when the staff member leaves the classroom.
7. Staff and students are not allowed to address any authority in a body. Such combined action is subversive of good order.
8. Students may not address public meetings or take part in inter-collegiate competitions or radio/ TV/ any other programme, without the express permission of the Principal.
9. No matter for publication in newspapers, magazines, or journals may be submitted in the name of the College by students without the permission of the Principal.
10. The student shall not possess tape recorder, walkman, radio, cellular phone, ipod or any such device either in the College or in the Hostel. Possession of these devices shall entail confiscation and disciplinary action.
11. The student shall report to the Principal whenever she changes

residence. Failure to report within three days will be regarded as a serious breach of discipline. Permission to vacate the Hostel must be obtained in advance and in writing from the Principal/Dean of Residential Students.

12. Each student has a mentor directly in charge of her integral formation. Students should make use of this opportunity to get all the guidance needed.
13. Since the students opt for English as the medium of instruction, they should speak in English in the College and in the Hostel.
14. Students shall cooperate with the authorities in keeping the premises clean and tidy. While handling the property of the College, any damage caused casually or deliberately shall entail disciplinary action, recovery of cost and fine.
15. By the very fact of joining the College, students agree to observe the rules and regulations of the College. The decision of the Principal shall be final in all matters of discipline and enforcement of rules.
16. Staff and students are forbidden to organize any meeting in the College premises or to collect money for any purpose or print and distribute any material without the prior permission of the Principal.
17. Ragging is completely forbidden in the College and Hostel. Any student indulging in any form of ragging which affects the physical, emotional and moral health of any student will be severely dealt with and appropriate action will be taken according to the Anti-Ragging Law.

### **Dress Code**

Students are expected to be neatly dressed in accordance with the rules of approved etiquette, decency and modesty avoiding dresses with low neck, short or sleeveless blouses, hipster sarees, miniskirts, tight jeans, Leggings, tight and short tops or transparent clothing. Churidar tops should be long below the knee level. Stringent action will be taken against those who violate these conditions.

## Attendance

1. The College has prescribed the following regulations with regard to the number of working days and attendance: College shall work for a minimum period of 90 days/ 450 instructional hours per semester. 40 hours of physical fitness programme is mandatory for 1st year students. Attendance should not be marked for candidates if they work in College during vacation such as Pooja, Christmas or other holidays or when they are given study leave for purpose of preparing for the examination and such attendance should not be taken into account for purpose of minimum number of working days or for earning attendance.
2. The working hours of the Day College are from 8.25 a.m. to 1.30 p.m. with a break of 20 minutes after the second hour. All staff and students should be present for the prayer and assembly session at 8.25 a.m.  
  
The working hours of the Evening College are from 1.35 p.m. to 6.35 p.m. with a break of 15 minutes after the third hour. All staff and students should be present for the prayer and assembly session at 1.35 p.m.
3. A student entering the College late for the assembly will not be admitted in class unless she produces the Handbook with the 'late' entry.  
  
Every student should be prepared to stay in the College Campus on any day before or after the class hours as per the requirement for participation in the various co-curricular and extracurricular activities like NSS, NCC, Clubs and Movements, Association activities, Sports and Games, Physical Education and other formative programmes. Any exception to this will be granted only by the Principal.
4. The Faith Formation classes for Christians and Value Education classes for non-Christians are held regularly.
5. Attendance shall be taken at the beginning of every hour. A student who is not in class when attendance is taken will be marked absent.

6. A student requiring leave from a class must apply for it in person to the staff-in-charge of that class. If she wishes to leave the College, she should meet the Head of the Department and get the consent. If she is a hosteller she should also get the consent of the Dean of Residential Students as well.
7. No exemption will be granted from Continuous Assessment (CA) Examinations and Semester Examinations (SE) unless for reasons of grave necessity which must be proved to the satisfaction of the Principal. In case of illness, a medical certificate from a doctor recognized by the College should be produced.
8. No student will absent herself without prior permission. Application for leave shall be made well in advance to the Principal in the form provided. When absence is due to unforeseen circumstances, application for leave should be submitted on the first day of return. Leave will not be granted during College working hours for the purpose of meeting parents, relatives and friends.
9. Staff and students must be present on the first working day after any short or long vacation and on the last working day of every semester. Absence on these days without adequate reason will be viewed seriously.
10. The certificate of attendance and progress required by the College, to permit the students to appear for the Semester examinations will be granted only if:
  - a) The Principal is satisfied with the progress and conduct of the student
  - b) The student has attended at least three fourth of the number of working days prescribed by the College
  - c) The student has satisfactorily undergone the prescribed course in Physical Training
11. Attendance at all association meetings and College functions is binding on both staff and students.

## **Physical Training**

A sound body is the place for a sound mind. Every student is required to undergo the course of Physical Training prescribed by the College. The annual attendance and progress certificate shall not be considered complete unless the Principal has certified to the effect that the candidate, in addition to the usual course of instruction, has satisfactorily undergone the prescribed course of Physical Training and put in three fourth of the attendance. The course of Physical Training to be prescribed by the College and certified by the Principal may include field sports, games and physical exercises. No student shall be exempted from the course of Physical Training thus defined except those who have been declared unfit to undergo such a course by the Medical Officer of the College.

## **LIBRARY**

“I have somewhere seen it observed that we should make the same use of a book as a bee does of a flower: she steals the nectar from it but does not injure it.” - Cotton.

Staff and students should bear the above in mind while making use of library books. The Central Library which has been built to the International Standards. The library is computerized and is a digital library with RFID (Radio Frequency Identification), well protected with fire alarms and RFID security gate. Searching, issuing and returning of books are done through computers. The students are advised to keep their bar-coded identity card (ID) safely and not to lend their ID for borrowing books.

## **RFID**

All the books are fixed with RFID tags in the library. If any book is taken out without issuing, we have RFID security system which will give an alarm. RFID security system will also keep a record of all the books that has gone out without being issued.

At the circulation counter, with RFID being enabled, it becomes very easy and much more faster for processing the transactions. The book will be issued or returned by just placing them on the Staff

station. The RFID staff station, is capable of reading multiple items at a time. Books can be issued/returned at the same time.

### **Facilities in the Library**

- Auto Lib Software
- Circulation Service
- Reference Service
- Institutional Repository
- Display of New Arrivals
- Reprographic Facility
- Open Access System
- Collection of free e-Resources
- Discussion Room Facility

### **INFRASTRUCTURE**

- Digital Library
- OPAC (On-line Public Access Catalogue)  
On-Line Databases
- Internet Access
- Smart Room Facility
- Wi-Fi Facility
- CCTV
- Video Conferencing

### **MEMBERSHIP**

All the Students, Teaching and Non-Teaching Staff of College are members of the library.

### **INSTITUTIONAL MEMBERSHIP**

- American Library, Chennai
- British Council Library, Chennai

### **LIBRARY NETWORKS MEMBERSHIP**

- INFLIBNET, Gandhi Nagar, Gujarat
- EBSCO, Bangalore

## **Library Timings**

Monday to Friday : 8.30 a.m. - 6.30 p.m.

Saturday : 9.30 a.m. - 1.00 p.m.

## **CIRCULATION HOURS**

Monday through Friday : 10.30a.m.-4.00p.m.

## **Library Cards**

1. Identity Card is compulsory for entry into the Library.
2. Books will be issued or renewed only if the student produces the ID Card.

## **Rules**

1. Strict silence shall be observed in the Library.
2. No member shall take any printed book or notebook into the Library.
3. Books must not be marked or defaced. The pages should not be earmarked. Students should examine each book before borrowing it and report to the Librarian any damage found therein. If they fail to do so they will be held responsible for any damage found after their use of the book.
4. Periodicals placed on the magazine racks should not be mishandled. They should be replaced on the racks after use.
5. Reference books and Periodicals will not be issued but are available for reference within the Library.
6. Staff and students shall make good use of any book or Library property damaged. If one book of a set is the whole set shall be replaced.
7. If a student fails to return the Library book on the due date a fine of Rs.2/- per book per day will be collected. Absence from College shall not be admitted as an excuse for delay in returning a book.

8. If the due date happens to be a holiday, the book shall be returned on the next working day.
9. Date labels shall not be tampered with.
10. All books should be returned at the end of the academic year on the date specified by the Librarian. Library books will not be lent to either students or staff during the annual vacation.
11. Books when in use must always be covered.

### **Book Bank**

Textbooks are available to deserving students on long-term basis from the Book Bank. Those who would like to take books on loan must get permission from the Head of the Department and pay a deposit of Rs.50/-. All books on loan must be returned after the Semester Examinations.

## **CERTIFICATES**

A written application with required details must be submitted to the Principal for the issue of any certificate. A notice of two days is necessary for the issue of any certificate.

### **Details of fees for issue of certificates:**

Bonafide Certificate	:	Rs.10/-
Course Certificate / Certificates involving reference to College Records	:	Rs.20/-
Any certificate up to three years	:	Rs.100/-

## **COLLEGE UNION**

The Office Bearers of the College Union are the President, the Vice President and the Secretary. They are elected by secret ballot from among nominated candidates. The Class Representatives are elected by their respective classes at the beginning of the academic year. The members of the associations also elect their Secretaries.



All these together form the College Union. The Vice Principals and the Academic Deans will be the Advisors to the College Union and every programme will function under their guidance.

### **Associations**

The English Association  
The Tamil Association  
The Hindi Association  
The History Association  
The Mathematics Association  
The Chemistry Association  
The Zoology Association  
The Commerce Association  
The Banking & Insurance Association  
The Physics Association  
The Biochemistry Association  
The Computer Science Association  
The Computer Application Association  
The Microbiology Association  
The Physical Education Association  
The Communication Media Association  
The Business Administration Association  
The Social Work Association  
The Hospital Administration Association

### **Groups and Movements**

The National Service Scheme  
The National Cadet Corps  
The AICUF  
The VIDES  
The Rangers  
The Women's Cell  
The Youth Red Cross  
The Rotaract Club  
The Blood Donors' Club  
The Red Ribbon Club  
The Debators' Club

The Quiz Club  
 The Enviro Club  
 The Small Savings Club  
 The Karate Club  
 The Health & Fine Arts Club  
 The Media Club  
 The Journalism Club  
 The Entrepreneur Development Club  
 The Consumer Awareness Club

These Groups, Movements and Clubs function in the College, which help the students to discover and develop their skills and talents.

The Career Guidance and Placement Cell offer programmes on Personality Development, Leadership Training and Mock interviews. Campus interviews are also arranged periodically.

### Extension Activities

DEPARTMENT	ACTIVITY
English	Coaching classes for the students of Worth Trust, Vellore.
History	Coaching classes and Value Education for the students of neighbouring Schools of Vellore.
Mathematics(Shift I)	Coaching students of Blind Schools of Vellore.
Mathematics (Shift I)	Maths Classes for * Ettiyamman Elementary School, Thottapalayam, Vellore-4. * Karunalayam (Orphanage) Virudhampet, Katpadi. * Don Bosco School, Gandhi Nagar.
Chemistry	Solid Waste Management
Zoology	Education on Health and Hygiene for the students of neighbouring School, Vellore.

Commerce (Shift I)	Coaching classes for Panchayat School students, Vellore.
Commerce (Shift II)	Teaching “Life Skills” to the students of Kangeyanellur Boys & Girls Hr.Sec.School from V to VIII STD.
Commerce (Banking & Insurance)	Creating an awareness of digital Banking and Insurance in collaborating with Banks and Insurance companies.
Physics	Coaching classes for the students of Don Bosco, Vellore.
Biochemistry	Coaching classes for primary School. * Blood Group Checking for School Students.
Computer Science	Coaching classes for Shalom Home for children, Vellore.
BCA(Shift I)	Taking classes for Aided Middle School, Ponnai and New Life Trust, Velapadi.
BCA(Shift II)	Computer Classes for Primary School Students (Honnegar Ashram Girls High School, Vellore).
Microbiology	Awareness on infectious diseases among Government School Students in and around, Vlr.
Visual Communication	Coaching classes for Auxilium Elementary School students, editing the video programmes
Business Administration	1. Women Empowerment through SHG – IVDP, Krishanagiri. 2. Entrepreneurship Cell – Aavin Parlour. 3. Outreach Programme – Anbu Illam, Wheel Trust, Blind School.
Hospital Administration	Service to the Hospitals in the neighbourhood
M.SW	Programme on Stress management for Standard X and XII students

## AUXILIUM COLLEGE HOSTEL

The Auxilium Hostel is under the direct control of the College Authorities who will act as **local parents** to all in residence.

Only those students found medically fit and living outside Katpadi or Vellore will be admitted.

Students found guilty of insubordination, theft or insincerity will be summarily dismissed especially when a timely warning has proved ineffective. Similarly students forming themselves into cliques dangerous to discipline and order will be expelled.

Hostellers will not ordinarily leave the Hostel for weekends. They are admitted into the Hostel on the understanding that they will study hard and utilize the weekends for this purpose. But they are permitted to go home for the Semester holidays, and on the second Sunday of the month.

No hosteller may be called to the parlour to meet the visitors during College hours except with the express permission of the Principal.

Staff and students living in the Hostel shall be under the disciplinary supervision of the Dean of Residential Students and her assistants, and may freely approach them for help.

Vegetarian and non-vegetarian sections in the mess are provided. The rates vary according to the menu and the strength of the mess since it is based on the dividing system.

## THE ALUMNAE ASSOCIATION

The Alumnae Association is the rallying centre of the alumnae of the College and a connecting link between the past and the present students. It is one of the units of the worldwide organization of the Past Students of the Salesian Sisters' Society. The objectives of the Association are threefold:

1. To foster and maintain among the past students the Salesian family spirit.
2. To take an active interest in the welfare of the College.
3. To assist students who may be in need of financial or other help.

Membership to the Association is open to all those who have attended the College at least for one term. The enrolment fee is Rs.40/-. The minimum annual subscription fee is Rs.10/- The Association has to its credit a bimonthly magazine UNION, with several articles contributed by the alumnae. Meeting of the alumnae will be held on 2nd October of every year.

## **FROM TAMIL NADU EDUCATIONAL RULES:**

**“Art 90 (a) Colleges - If a college student fails to pay her fee on the day fixed for payment, a fine at the rate of Re.1/- per working day shall be levied. If the fee is not paid by the end of the month, the student’s name shall be struck off the rolls. If re-admitted, she shall in addition to the fees and fine due from her, pay a readmission fee of rupee one.”**

“Absence from the College whether with leave or without leave forms no ground for exemption from this rule.”

“Scholarship holders have the same obligation regarding payment of fees.”

## **CHAPTER VII**

1. Graduate and undergraduate students on the roll of colleges are forbidden to take an active part in political agitation directed against the authority of the Government. Principals may further, at their discretion, forbid students to engage prominently in any public movement with which it seems undesirable that persons in Statu Pupilari should be associated.
2. If students attend political meetings, or conduct themselves in any manner which is forbidden or unbecoming or engage in political agitation in such a way as to interfere with the corporate life and educational work of the College, the Principal of the College may suspend or expel them or refuse the grant of their certificate for a specified period and may also report their case to the University with a view to their being dealt with under the University regulations.
3. Principal or other constituted College or Hostel authorities

may frame and issue from time to time disciplinary rules of a permanent or temporary character, regulating the conduct of Postgraduate and undergraduate students outside the College or Hostel precincts so far as such rules seem necessary (a) to secure the observance of the above rules (b) to maintain the credit and reputation of the College and Hostel.

4. Principals of the constituted college or hostel authorities shall have full power to inflict the following punishments: fine, loss of attendance, loss of term certificates, suspension or expulsion.

## **LOYALTY PLEDGE**

The Central Advisory Board of Education at its 31st session held at Bangalore has recommended that the following pledge should be taken by all students and teachers at the beginning of each working day. (is in effect from 1965-66)

**“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 elders respect and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well being and prosperity alone lies my happiness.”**

## **PLEDGE AGAINST UNTOUCHABILITY**

I, being a citizen of India owing my unswerving and wholehearted allegiance to the Constitutions, am aware that untouchability is abolished under our Constitutions. I do hereby solemnly declare that I shall not by any word, deed or thought, observe or practice, consciously or subconsciously, social discrimination in any form based on untouchability against any individual. I am also aware that it is my duty to work sincerely and faithfully towards the creation of a free and casteless society in accordance with the letter and spirit of the Constitutions. I do solemnly declare that it shall be a sincere expression of my complete loyalty to the Constitutions of India.

# COLLEGE ADMINISTRATIVE BODY

## SECRETARY

Sr. Amalorpavam S.J., M.A., M.Phil.

## PRINCIPAL

Dr. (Sr.) Regina Mary R., M.Sc., M.Phil., Ph.D., Asst. Prof.

## CONTROLLER OF EXAMINATIONS

Sr. Alice K.T., M.C.A., Asst. Controller of Examination

## ASST. CONTROLLER OF EXAMINATIONS

Dr (Sr.) Gertrude Mary Nirmala S M.A.,M.Phil., Ph.D., Asst. Prof. & HOD

Ms. Bindu B., M.P.Ed., M.Phil., (Ph. D.)

## VICE - PRINCIPALS

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#### **Expert in Industry**

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#### **Expert in Medicine**

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Dr. M.N. Arumugam. Professor, Dept. of Chemistry, Thiruvalluvar University, Vellore

Dr. M.Chithra, Asso. Prof., Dept. of Mathematics, Thiruvalluvar University, Vellore

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Ms. Rita D.

## **Students**

College Union Leaders Shift I & Shift II

## **Technical Staff**

Mr. Suresh M.

Ms. Kalaiselvi S.

## **External Expert**

Prof. Allan John

## **Stake Holder & Community Representatives**

Mr. Kalaiarasan, M.Com.      Industrialist

Mr. Varadhan.                      Lawyer

## **PLANNING AND EVALUATION COMMITTEE (COLLEGE COUNCIL**

Dr. (Sr.) Regina Mary R.	Principal
Sr. Alice K.T.	Controller of Examinations
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj	Vice Principal (Shift II)
Dr. Kalaiselvi R.H.	Dean of Arts
Dr. Sugantha Kumari V.	Dean of Sciences
Dr. Senthil Selvi G.	Dean of Students Welfare
Ms. Bhuvaneswari L.	Dean of Arts
Ms. Aruna A.	Dean of Sciences
Ms. Sathya N.	Dean of Students Welfare

## **The Heads of all Departments**

Dr. Mary Reethammal D.	Directress of Physical Education
Ms. Arogia Mary A.	Librarian
Ms. Arulmary C.	Office Superintendent

**EXAMINATION COMMITTEE**

Dr. (Sr.) Regina Mary R.	Principal
Sr. Alice K.T.	Controller of Examination
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj	Vice Principal (Shift II)
Ms. Bindu B.	Asst. Controller of Examinations

**Staff Representatives from Science / Arts / Languages / Commerce**

Dr. Jhancy Mary M.	Dept. of Chemistry
Ms. Hema Nalini K.	Dept. of Commerce
Sr. Amala Valarmathy A	Dept. of English
Dr. Beulah Suresh	Dept. of Business Administration
Dr. Abi Beulah G	Dept. of Biochemistry
Ms. Sasikala S.	Clerical Staff from Controller's Office
Student Representatives	College Union Leaders

**STAFF GRIEVANCE REDRESSAL COMMITTEE**

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj	Vice Principal (Shift II)
Dr. Kumari N.	Teaching Staff Secretary (Shift I)
Dr. Aruna K.	Teaching Staff Secretary (Shift I)
Dr. Auxilia Antony S. T	Teaching Staff Secretary (Shift II)
Ms. Kuzhali R.	Teaching Staff Secretary (Shift II)
Ms. Rita D.	Non Teaching Staff Secretary
Ms. Arockia Mary P.	Non Teaching Staff Secretary

**STUDENT GRIEVANCE REDRESSAL COMMITTEE**

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj	Vice Principal (Shift II)
Sr. Alice K.T.	Controller of Examinations

### **The Head of Department and Staff concerned**

Dr. Kalaiselvi R.H.	Dean of Arts
Dr.Sugantha Kumari V.	Dean of Sciences
Dr. Senthil Selvi G.	Dean of Students Welfare
Ms. Bhuvanewari L.	Dean of Arts
Ms. Aruna A.	Dean of Sciences
Ms. Sathya N.	Dean of Students Welfare
Ms. Arul Mary C.	Office Superintendent

### **ADMISSION COMMITTEE**

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj	Vice Principal (Shift II)

### **The Heads of Departments**

Dr.. Mary Gabriel I.	SC Member Co-opted
Ms. Arul Mary C.	Office Superintendent

### **CURRICULUM DEVELOPMENT CELL**

Dr. (Sr.) Regina Mary R.	Principal
Sr. Alice K.T.	Controller of Examinations
Dr. (Sr.) Jaya Santhi R	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj	Vice Principal (Shift II)
Dr. Kalaiselvi R.H.	Dean of Arts
Dr. Sugantha Kumari V.	Dean of Sciences
Dr. Senthil Selvi G.	Dean of Students Welfare
Ms. Bhuvanewari L.	Dean of Arts
Ms. Aruna A.	Dean of Sciences
Ms. Sathya N.	Dean of Students Welfare

### **The Heads of Departments**

Student Representatives

### **RESEARCH AND PUBLICATION COMMITTEE**

Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj.	Vice Principal (Shift II)



Dr. Mary Gabriel I.	Dean of Research Cell
Dr. Sujatha L.	Dept. of Mathematics
Dr. Hilda Princi Annie S.	Dept. of English
Dr. Preetha R.	Dept. of Tamil
Dr. Subashini D.	Dept. of Chemistry
Dr. Mary Agnes A.	Dept. of Zoology
Dr. Shrilatha S.	Dept. of Commerce
Ms. Amul B.	Dept. of Physics
Dr. Renugadevi S.	Dept. of Business Administration

### **STUDENTS WELFARE COMMITTEE AND CO-CURRICULAR ACTIVITIES**

Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj	Vice Principal (Shift II)
Dr. Kalaiselvi R.H.	Dean of Arts
Dr. Sugantha Kumari V.	Dean of Sciences
Dr. Senthil Selvi G.	Dean of Students Welfare
Ms. Bhuvaneswari L	Dean of Arts
Ms. Aruna A.	Dean of Sciences
Ms. Sathya N.	Dean of Students Welfare
College Union Leaders	
Class Representatives	
Academic Association Secretaries	
Non-academic Association Secretaries	

### **COUNSELLING AND GUIDANCE CELL**

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj	Vice Principal (Shift II)
Ms. Ruby Martin	Counsellor

## CAREER GUIDANCE AND PLACEMENT CELL/ CONSULTANCY CELL

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj	Vice Principal (Shift II)

### COORDINATORS & STAFF IN-CHARGE

Dr. Kasthuri S.	Coordinator ( Shift I)
Ms. Lavanya S.	Coordinator ( Shift II)
Ms. Naga Soundarya Lakshmi V.S.V.	Dept.of Mathematics
Ms. Anitha S.	Dept. of Computer Applications
Ms. Ananthalakshmi R.	Junior Assistant
Ms. Kalaiselvi S.	Clerk

### LIBRARY ADVISORY COMMITTEE

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj	Vice Principal (Shift II)
Sr. Philo Chinnappan	Administrator
Ms. Sunitha R.	Librarian(Shift I)
Ms. Arogia Mary A.	Librarian(Shift II)
Dr. Kalaiselvi R.H.	Dean of Arts
Dr.Sugantha Kumari V.	Dean of Sciences
Ms. Bhuvaneswari L	Dean of Arts
Ms. Aruna A.	Dean of Sciences
Ms. Rita D.	Junior Assistant
Student Representatives - College Union Leaders	

### SPORTS ADVISORY COMMITTEE

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj.	Vice Principal (Shift II)
Sr. Philo Chinnappan	Administrator
Dr. Mary Reethammal D.	Directress of Physical Education

Dr. Senthil Selvi G.	Staff Representative
Ms. Sathya N.	Staff Representative
Ms. Bindu B.	Staff Representative
Sports Secretaries	
Student Representatives- College Union Leaders	

### **NSS ADVISORY COMMITTEE**

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj	Vice Principal (Shift II)
Dr. Amutha Arockia Mary P.R.	NSS Programme Officer
Dr. Uma Chandra N.	NSS Programme Officer
Ms. Gayathri R.	NSS Programme Officer
Ms. Valentine Usha S.	NSS Programme Officer
Dr. Meenakshi P.	NSS Programme Officer

### **RURAL HANDICRAFT INCHARGE**

Sr. Sumathi M.	Dept. of History
Ms. Ganga V.	Dept. of History

### **HOSTEL ADVISORY COMMITTEE**

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj.	Vice Principal (Shift II)
Sr. Philo Chinnappan	Administrator

### **Deans of Residential Students**

Sr. Annie P.J.
Sr. Juliana Victor
Sr. Sumathi M.
Sr. Amala Valarmathy A.
Sr. Venci X.
Sr. Lidwin MaryM.
Dr. (Sr.) Sagaya Mary T.

### **Office Bearers of Residential Students**

## **Dean of Residential Staff**

Dr (Sr.) Mary Sheila Susairaj

## **Dean of Residential Attenders and House staff**

Sr. Perianayagasamy B. Prema Rani

### **ANTI RAGGING COMMITTEE**

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj.	Vice Principal (Shift II)
Dr. Kalaiselvi R.H.	Dean of Arts
Dr. Sugantha Kumari V.	Dean of Sciences
Ms. Bhuvanewari L.	Dean of Arts
Ms. Aruna A.	Dean of Sciences
Dr. Senthil Selvi G.	Dean of Students welfare
Ms. Sathya N.	Dean of Students welfare
The Heads of Departments	
Student Representatives - College Union Leaders	

### **CELL FOR THE PREVENTION OF SEXUAL HARASSMENT**

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Jaya Santhi R.	Vice Principal (Shift I)
Dr. (Sr.) Mary Sheila Susairaj.	Vice Principal (Shift II)
Dr. Kalaiselvi R.H.	Dean of Arts
Dr. Sugantha Kumari V.	Dean of Sciences
Dr. Senthil Selvi G.	Dean of Student welfare
Ms. Bhuvanewari L.	Dean of Arts
Ms. Aruna A.	Dean of Sciences
Ms. Sathya N.	Dean of Students welfare
The Heads of Departments	
Student Representatives - College Union Leaders	

### **ALUMNAE COMMITTEE**

Sr. Amalorpavam S.J.	Secretary
Dr. (Sr.) Regina Mary R.	Principal

Dr. (Sr.) Jaya Santhi R.  
Dr. (Sr.) Mary Sheila Susairaj  
Alumni Executive Members

Vice Principal (Shift I)  
Vice Principal (Shift II)

### PHOTOGRAPHY

Ms. Rebecca Vinolia	Dept. of Zoology
Ms. Dhanalakshmi P.	Dept. of Communication Media
Ms. Divya V.,	Dept. of Mathematics
Ms. Janani P.	Dept. of Comp. Science

### VIDEOGRAPHY

Ms. Radhika M.	Dept. of Comm.media
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### PHOTO DISTRIBUTION

Ms.Revathi Lakshmi S.	Dept. of Mathematics
Ms. Kanimozhi K.B.	Dept. of Tamil
Ms. Deepa S.	Dept. of Tamil
Ms. Amudha R.	Dept. of English

### PHOTO ALBUM

Ms. Nirmala Devi N.	Dept. of Computer Science
Dr. Subashini D.	Dept. of Chemistry
Ms. Thangam S.	Dept. of Mathematics
Ms.Gayathri K.	Dept. of Mathematics

### COLLEGE WEBSITE

Ms. Vennila Santhanam.	Dept. of Computer Science
Ms. Shanthi A.L.	Dept. of Computer Science

### MAGAZINE COMMITEE

Dr. Kalai Selvi R.H.	Dept. of English
Dr. Latha E.	Dept. of English
Dr. Rosaline Ezhilarasi J.	Dept. of Chemistry
Ms. Gowthama Selvi E.	Dept. of Tamil
Ms. Sary Angeline D.	Dept. of English

## CULTURAL COMMITTEE

Dr. Mary Agnes A.,	Dept. of Zoology
Dr. Hilda Princi Annie S	Dept. of English
Dr. Amutha Arockia Mary P.R.	Dept. of English
Ms. Bindu B .	Asst. Controller of Examinations
Ms. Preethi R.	Dept. of Hospital Administration
Ms. Priyadharshini V.R.	Dept. of English
Ms. Uma Mageswari S.	Dept. of Business Administration

## COLLEGE CHOIR

Dr. Venum Cecilia.	Dept. of English
Dr. (Sr.) Jaya Santhi A.	Dept. of Chemistry
Ms. Angel Rathnamani R.	Dept. of English
Ms. Stary Angeline D.	Dept. of English
Sr. Anitha D.	II M.Sc. Chemistry
Sr. Georgina A.	II M.Sc. Chemistry
Sr. Devamani G.	II M.A. English
Sr. Irine Towle J.	I M.Sc. Zoology
Nimla Esther	II M.A. English

## CO-ORDINATORS FOR CONDUCT OF EXAMINATION

Dr. Elsamma Cherian	Dept. of Hindi
Dr. Preetha R.,	Dept. of Tamil
Ms. Revathy Lakshmi S.	Dept. of Mathematics
Ms. Gayathri R.	Dept. of English

**Undergraduate Courses (Aided Courses)**

1. B.A. History
2. B.A. English
3. B.Sc. Mathematics
4. B.Sc. Chemistry
5. B.Sc. Zoology
6. B.Com.

**Undergraduate Courses (Unaided Courses)**

1. B.A. English (Additional Sections)
2. B.Sc. Mathematics (Additional Sections)
3. B.Sc. Physics
4. B.Sc. Biochemistry
5. B.Sc. Computer Science
6. B.Sc. Microbiology
7. B.Sc. Visual Communication
8. B.Com.
9. B.B.A.
10. B.C.A.
11. B.C.A. (Additional Section)
12. B.Com (Banking & Insurance)
13. BHA (Hospital Administration)

**Postgraduate Courses (Unaided Courses)**

1. M.A. English
2. M.Sc. Mathematics
3. M.Sc. Chemistry
4. M.Sc. Zoology
5. M.Sc. Physics
6. M.Sc. Computer Science
7. M.Sc. Electronic Media
8. M.S.W.

9. M.Com.
10. M.B.A
11. M.A Tamil

### **Research Studies**

1. M.Phil. English
2. M.Phil. Mathematics
3. M.Phil. Chemistry
4. M.Phil. Zoology
5. M.Phil. Computer Science
6. M.Phil. Commerce
7. M.Phil. Management

### **Doctoral Studies**

1. Ph.D. English
2. Ph.D. Mathematics
3. Ph.D. Chemistry
4. Ph.D. Zoology
5. Ph.D. Management
6. Ph. D. Tamil (Part time)

### **Career Oriented Certificate Courses**

1. Rural Handicrafts (UGC)
2. Communication Skills (UGC)
3. Human Rights & Values in Education (UGC)
4. Human Resource Management and Development (UGC)
5. Medical Laboratory Techniques (UGC)
6. MS Office
7. Web Designing
8. PG Diploma course in Desktop Publishing
9. Multimedia and Animation

### **ENDOWMENT LECTURES**

#### **Department of Tamil**

1. Punith Endowment Lecture - July



2. Thiruvalluvar Endowment Lecture – August
3. Vallalar Endowment Lecture - August
4. Bharathiyar Endowment Lecture - September
5. Rev. Fr. Xavier Alphonse Endowment Lecture - November
6. Ida Scudder Endowment Lecture - December
7. Vivekananda Endowment Lecture - January
8. Gopalakrishnan Endowment Lecture – February

### **Research Cell**

1. Rev. Mother Cesira Galina Endowment Lecture

### **Department of Zoology**

1. Sr. Helen Fernandez Endowment Lecture - July
2. Sr. Regina Colombo Endowment Lecture – August
3. Sr. Antoinette Aloysius Endowment Lecture - September
4. Sr. Maria Fino Endowment Lecture - October
5. Sr. Ethelvina Endowment Lecture – December
6. Sr. Cleofe Fassa Endowment Lecture - January

## COLLEGE FEES\*

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Course	*Special Fee per Year	Lab Fee per Year	Deposit per Year	Univ. Fees	Other Fees
B.A. Degree	280/-	-	50/-	390/-	75/-
B.Sc. Mathematics	280/-	300/-	50/-	390/-	75/-
B.Sc. Chemistry	280/-	500/-	100/-	390/-	75/-
B.Sc. Zoology	280/-	300/-	75/-	390/-	75/-
B.Com.	280/-	-	50/-	390/-	75/-

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\*The details of the Special Fees is as follows:

Association	Rs.18/-
Calendar	Rs.20/-
College Day	Rs.15/-
Games	Rs.100/-
Library	Rs.40/-
Magazine	Rs.43/-
Medical	Rs.5/-
Social Service	Rs.4/-
Stationery	Rs.27/-
Visual Education	Rs.8/-

**FEES ARE SUBJECT TO REVISION**

## IDENTITY CERTIFICATE

Name (in block letters as in the SSLC mark sheet)		
Class		Photo
Date of Birth as in SSLC mark sheet		
Mother Tongue		
Religion		
Blood Group		
Father's Name (in full)		
Occupation		
Mother's Name		
Occupation		
Student Email Id		
Full Address in block letters 1) Home	.....	
Phone/Mobile.....	.....	
2) Office	.....	
Phone/Mobile.....	.....	
Guardian's Name		
Occupation		
Relationship		
Address	.....	
Phone.....	.....	

Hosteller/Day Scholar/ Non Auxilium Hosteller	
If non Auxilium Hosteller, name and address of the Hostel	
Phone No. ....	
	Reg.No.          Month Year
SSLC/Matric Exam	
Hr. Sec. Exam	
Degree Exam	
Recognition No. (Students from other Universities only)	
Scholarship :	SC/ST/BC/MBC/EC/Merit/Loan
Name and class of sister/ relative/neighbour studying in the College: (if any)	
Mode of transport to the College	
I have read all the rules of the College as contained in the College Handbook and agree to abide by them and by all the decisions of the College. I declare that all the particulars furnished above are true and correct.	
Signature of Student	
Signature of Father/Guardian	
Signature of Mother/Guardian	
Name of the Mentor	
Signature of the Mentor	
N.B. This form should be carefully filled and kept with you for reference.	

## IDENTITY CERTIFICATE

Name (in block letters as in the SSLC mark sheet)		
Class		
Date of Birth as in SSLC mark sheet	Photo	
Mother Tongue		
Religion		
Blood Group		
Father's Name (in full)		
Occupation		
Mother's Name		
Occupation		
Student Email Id		
Full Address in block letters 1) Home	.....	
Phone/Mobile.....	.....	
2) Office	.....	
Phone/Mobile.....	.....	
Guardian's Name		
Occupation		
Relationship		
Address	.....	
Phone.....	.....	

Hosteller/Day Scholar/ Non Auxilium Hosteller	
If non Auxilium Hosteller, name and address of the Hostel	
Phone No. ....	
	Reg.No.          Month Year
SSLC/Matric Exam	
Hr. Sec. Exam	
Degree Exam	
Recognition No. (Students from other Universities only)	
Scholarship :	SC/ST/BC/MBC/EC/Merit/Loan
Name and class of sister/ relative/neighbour studying in the College: (if any)	
Mode of transport to the College	
I have read all the rules of the College as contained in the College Handbook and agree to abide by them and by all the decisions of the College. I declare that all the particulars furnished above are true and correct.	
Signature of Student	
Signature of Father/Guardian	
Signature of Mother/Guardian	
Name of the Mentor	
Signature of the Mentor	
N.B. This form should be carefully filled and kept with you for reference.	

## IDENTITY CERTIFICATE

Name (in block letters as in the SSLC mark sheet)	
Class	
Date of Birth as in SSLC mark sheet	Photo
Mother Tongue	
Religion	
Blood Group	
Father's Name (in full)	
Occupation	
Mother's Name	
Occupation	
Student Email Id	
Full Address in block letters 1) Home	.....
Phone/Mobile.....	.....
2) Office	.....
Phone/Mobile.....	.....
Guardian's Name	
Occupation	
Relationship	
Address	.....
Phone.....	.....

Hosteller/Day Scholar/ Non Auxilium Hosteller	
If non Auxilium Hosteller, name and address of the Hostel	
Phone No. ....	
	Reg.No.          Month Year
SSLC/Matric Exam	
Hr. Sec. Exam	
Degree Exam	
Recognition No. (Students from other Universities only)	
Scholarship :	SC/ST/BC/MBC/EC/Merit/Loan
Name and class of sister/ relative/neighbour studying in the College: (if any)	
Mode of transport to the College	
I have read all the rules of the College as contained in the College Handbook and agree to abide by them and by all the decisions of the College. I declare that all the particulars furnished above are true and correct.	
Signature of Student	
Signature of Father/Guardian	
Signature of Mother/Guardian	
Name of the Mentor	
Signature of the Mentor	
N.B. This form should be carefully filled and kept with you for reference.	









**JUNE 2018**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	World Environment Day
6	Wed	
7	Thu	
8	Fri	World Ocean Day
9	Sat	
10	Sun	
11	Mon	
12	Tue	World Day against Child Labour
13	Wed	Academic Council
14	Thu	Orientation programme for Junior Staff
15	Fri	Ramzan - Orientation programme for Junior Staff

*Having an aim is the key to achieving your best.*

16	Sat	Orientation programme for All Staff members
17	Sun	Parents Meeting - Hostel students
18	Mon	College Re-opens Orientation programme for Students
19	Tue	Inaugural Prayer –Shift I - Department of Allied Physics Shift II - Department of Commerce
20	Wed	
21	Thu	International Day of Yoga – Youth Red Cross
22	Fri	Street Play Training AICUF – (3 days)
23	Sat	Orientation for Faculty handling Value Education
24	Sun	
25	Mon	Classes Begin for I UG
26	Tue	International Anti-Drug Day
27	Wed	IQAC Meeting
28	Thu	
29	Fri	Mentoring Session
30	Sat	NLP for Teachers – Province - ACK

**No. of Working Days : 10**

**Cumulative Working Days : 10**

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*Success is on the same road as failure; success is just a little further down the road.*

## JULY 2018

Date	Day	Events
1	Sun	
2	Mon	Classes Begin for I PG Inauguration of English Assoc. Department of English
3	Tue	
4	Wed	
5	Thu	Art Workshop – Department of Communication Media
6	Fri	Fresher’s Contest – Shift I – Department of English B/ Shift II – Department of Commerce Media Animation for Students – Vellore Zone – Province
7	Sat	NLP for Sisters- Vellore region – ACK - Province
8	Sun	NLP for Sisters- Vellore region – ACK - Province
9	Mon	
10	Tue	Commemoration of Sepoy Mutiny – Department of History
11	Wed	
12	Thu	
13	Fri	Inauguration of the College Union – Shift I - Department of BCA Shift II – Department of Microbiology
14	Sat	
15	Sun	

*Always, everywhere God is present, and always He seeks to discover  
Himself to each other*

16	Mon	
17	Tue	
18	Wed	Inauguration of Club – YRC
19	Thu	Inauguration of Mathematics Association
20	Fri	Inauguration of Computer Science Association
21	Sat	
22	Sun	
23	Mon	IQAC Meeting
24	Tue	
25	Wed	Inauguration of Tamil Mandram – Shift I Punith Endowment Lecture
26	Thu	Inauguration of Tamil Mandram – Shift II Vivekanandar Endowment Lecture
27	Fri	Mentoring Session
28	Sat	Catechetical animation for Sisters who teach Catechism– Province - ACK
29	Sun	
30	Mon	I CA Examination Begins
31	Tue	

**No. of Working Days : 22**

**Cumulative Working Days : 32**

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*Relying on God is to start all over everyday; as if nothing has yet been done.*

**AUGUST 2018**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Wed	Classes Begin for M.Phil.
2	Thu	
3	Fri	
4	Sat	Marketing – Department of Computer Science
5	Sun	
6	Mon	
7	Tue	
8	Wed	Inauguration and Civic Awareness Programme – Rotract Club
9	Thu	Inter Class Dramatics Shift I and Shift II
10	Fri	Inter Class Dramatics Shift I and Shift II
11	Sat	
12	Sun	
13	Mon	
14	Tue	International Geneva Convention Day / Youth Day Celebrations – YRC
15	Wed	Independence Day – Department of History & NCC
16	Thu	Lecture – Journalism Club National Seminar – “Digital Economy” Department of Commerce – shift II

*The best thing about the future is that it comes only one day at a time.*



17	Fri	Muthamizh Vizha – Shift I & Thiruvalluvar Endowment Lecture – Department of Tamil
18	Sat	Golden and Diamond Jubilee Celebrations – Province
19	Sun	
20	Mon	
21	Tue	Vallalar Endowment Lecture – Department of Tamil
22	Wed	Bakrid
23	Thu	Sr. Regina Colombo – Endowment Lecture –Department of Zoology Photo Expo '18 – Department of Communication Media
24	Fri	Muthamizh Vizha – Shift II- Department of Tamil
25	Sat	SPORTS DAY / Shift I – Department of Mathematics Shift II - Department of Mathematics 'Sec B'
26	Sun	
27	Mon	IQAC Meeting
28	Tue	Marketing – IT Club Activity
29	Wed	UG Quiz Competition – Department of Chemistry
30	Thu	Biomic '18 - National Seminar – Department of Bio Chemisty and Microbiology
31	Fri	Biomic '18 - National Seminar – Department of Bio Chemisty and Microbiology / Mentoring Session

**No. of Working Days : 21**

**Cumulative Working Days : 53**

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*Your potential is the sum of all the possibilities God has for your life.*

**SEPTEMBER 2018**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Sat	Counselling Course for Staff – Yercaud
2	Sun	Krishna Jayanthi - Counselling Course for Staff – Yercaud
3	Mon	Workshop on Theatre – Department of English / Counselling Course for Staff – Yercaud
4	Tue	
5	Wed	Teachers Day (College Union Leaders)
6	Thu	Bharathiyar Endowment Lecture – Department of Tamil Sr. Antionette Aloysius Endowment Lecture – Department of Zoology
7	Fri	National Seminar – Department of Physics – Shift I and Shift II Suduko Competition – Department of Mathematics B
8	Sat	World Literacy Day
9	Sun	
10	Mon	
11	Tue	Quiz Programme – Department of Computer Science
12	Wed	Green Consumer Day / PG Quiz Competition – Department of Chemistry Disaster Management – YRC / Debate – Debator’s Club
13	Thu	Vinayaka Chatruthi

*Be faithful in small things because it is in them that your strength lies.*

14	Fri	II CA Examination Begins
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	Muharram - Annual Retreat for Catholic Students
22	Sat	Annual Retreat for Catholic Students
23	Sun	Annual Retreat for Catholic Students
24	Mon	Hindi Diwas Celebration – Inter-department Patriotic Songs – Department of Hindi
25	Tue	Paper Presentation – IT Club Activity
26	Wed	National Seminar on Social Media – Dept. of Communication Media IQAC Meeting
27	Thu	Workshop – Department of Computer Sci- ence/ Mentoring Session
28	Fri	
29	Sat	
30	Sun	

**No. of Working Days : 19**

**Cumulative Working Days : 72**

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*God speaks in the silence of the heart listening is the beginning of prayer.*

**OCTOBER 2018**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Mon	National Voluntary Blood Donation Day – YRC
2	Tue	Gandhi Jayathi – Annual Past-Pupil Meet
3	Wed	
4	Thu	
5	Fri	Paper Presentation – Department of Computer Science
6	Sat	Working day
7	Sun	
8	Mon	World Elders Day
9	Tue	
10	Wed	
11	Thu	Interdepartmental Competition: Creative Models using Math formula – Department of Mathematics ‘B’
12	Fri	
13	Sat	Feast of St. Mary Domenica Mazzarello RUSAC – Intercollegiate Resource Talk – Department of Chemistry

*Compassion is the language the deaf can hear and the blind can see.*

14	Sun	
15	Mon	
16	Tue	Sr. Maria Fino Endowment Lecture – Department of Zoology
17	Wed	
18	Thu	Ayutha Pooja
19	Fri	Vijaya Dasami
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	Completion of the Semester Practical Examination
26	Fri	Mentoring Session
27	Sat	Last working day
28	Sun	
29	Mon	IQAC Meeting
30	Tue	
31	Wed	

**No. of Working Days : 18**

**Cumulative Working Days : 90**

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*The one who has confidence in himself gains the confidence of others.*

**NOVEMBER 2018**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Thu	ODD Semester Examinations Begin
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	Diwali Celebrations – Shift I - Department of Commerce Shift II - Department of Business Administration
7	Wed	Diwali
8	Thu	Diwali
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	Youth Fest – Local Celebration - ACK
14	Wed	
15	Thu	

*Through hard work, perseverance and faith in God, you can live your dreams*

16	Fri	
17	Sat	
18	Sun	
19	Mon	Even Semester Begins – Prayer Service – Shift I - Department of M.SW Shift II – Department of BBA.
20	Tue	
21	Wed	Milad-Un-Nabi
22	Thu	Rev. Fr. Xavier Alphonse Endowment Lecture – Department of Tamil
23	Fri	Personality Development Programme – YRC
24	Sat	Working Day
25	Sun	
26	Mon	IQAC Meeting
27	Tue	
28	Wed	
29	Thu	
30	Fri	Gratitude Day – Shift I – Department of Visual Communication Shift II – Department of BCA

**No. of Working Days : 09**

**Cumulative Working Days : 09**

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*Education is not preparation for life; education is life itself.*

**DECEMBER 2018**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Sat	World AIDS Day / Youth Convention – Province
2	Sun	
3	Mon	World Disabled Day
4	Tue	
5	Wed	National Conference – Department of Computer Science Ida Scudder endowment Lecture – Department of Tamil.
6	Thu	
7	Fri	State level Seminar – Enviro Club – Green Planet- Shift II Sr. Ethelvina Endowment Lecture – Department of Zoology
8	Sat	Feast of Immaculate Conception
9	Sun	
10	Mon	
11	Tue	Sr. Celine D’Souza Endowment Lecture – Department of English
12	Wed	Workshop on Mathematical software for PG and M.Phil.
13	Thu	
14	Fri	Debugging – Department of Computer Science HR conclave – Department of Business Administration

*A smile is a curve that sets everything straight.*



15	Sat	
16	Sun	
17	Mon	PG and M.Phil Paper presentation – Department of Chemistry Institutional Training begins for II BBA.
18	Tue	
19	Wed	Dental Camp – YRC / IQAC Meeting
20	Thu	
21	Fri	
22	Sat	Christmas Celebrations – Shift I Department of English ‘Sec. A’ Shift II - Department of Computer Science
23	Sun	
24	Mon	
25	Tue	Christmas
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

**No. of Working Days : 16**

**Cumulative Working Days : 25**

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*Efforts and courage are not enough without purpose and direction*

**JANUARY 2019**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Tue	New Year
2	Wed	
3	Thu	College Re-opens New Year Prayer Service Shift I – Department of History / Shift – II Department of Business Administration
4	Fri	UG Model making – Department of Chemistry
5	Sat	
6	Sun	
7	Mon	I CA Examinations Begins
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Pongal Celebrations – Department of Tamil shift I and II Educating Community Meet – Vellore Zone – St. Mary’s Convent, Vellore.
13	Sun	
14	Mon	Boghi

*Each surprise gives hope to your dreams and light to your plans.*

15	Tue	Pongal
16	Wed	Thiruvalluvar Day
17	Thu	
18	Fri	
19	Sat	Working Day/ Provincial Community Day - Arni Essay writing on Recent Innovations in Computer Technology – Department of Computer Science
20	Sun	
21	Mon	IQAC Meeting
22	Tue	
23	Wed	State Level Seminar – Department of Computer Science Life Science Quiz – Department of Zoology
24	Thu	Current Innovations in IT – IT Club Activity Eye and Skin Care Camp – Rrotract Club
25	Fri	State Level Conference – Department of MSW
26	Sat	Republic Day
27	Sun	Hostel Day
28	Mon	
29	Tue	
30	Wed	Peace Day
31	Thu	Feast of St. Don Bosco – Mentoring Session

**No. of Working Days : 19**

**Cumulative Working Days : 44**

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*The smallest act of kindness is worth more than the grandest intention.*

**FEBRUARY 2019**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	Crossword and Jumbled Words – Department of Computer Science
8	Fri	College Union Election Inter-department competition: Puzzle Contest – Department of Maths B
9	Sat	
10	Sun	
11	Mon	
12	Tue	Gopalakrishnan Endowment Lecture – Department of Tamil.
13	Wed	
14	Thu	Save Environment Awareness - YRC

*Do what you can with all you have, wherever you are.*

15	Fri	Decennial Year – Intercollegiate Competition – Department of Comm. Media.
16	Sat	
17	Sun	
18	Mon	IQAC Meeting
19	Tue	Faculty Evaluation / Debate – Debators Club
20	Wed	Faculty Evaluation
21	Thu	Faculty Evaluation / Tree Plantation Rotract Club
22	Fri	Photo And Farewell – Shift I – Deans and Vice-Principal Shift II - Department of Commerce Banking and Insurance
23	Sat	
24	Sun	
25	Mon	II CA Examinations Begins
26	Tue	
27	Wed	
28	Thu	

**No. of Working Days : 22**

**Cumulative Working Days : 64**

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*You are never too old to set another goal or to dream a new dream.*

**MARCH 2019**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	Ash Wednesday
7	Thu	Job Orientation for Final Year Students – Dept. of Communication Media
8	Fri	International Women’s Day – Department of Business Administration
9	Sat	Workers Retreat – Polur
10	Sun	
11	Mon	
12	Tue	
13	Wed	IQAC Meeting
14	Thu	

*What the mind can conceive and believe, it can achieve.*

15	Fri	World Water Day Awareness – YRC Valedictory Day – Shift I - Department of Chemistry Shift II - Department of Mathematics ‘Sec B’
16	Sat	College Day – Shift I - Department of Zoology Shift II - Department of Physics
17	Sun	
18	Mon	
19	Tue	Feast of St. Joseph
20	Wed	
21	Thu	
22	Fri	World Water Day
23	Sat	Convocation - Shift I - Department of English ‘Sec C’ Shift II - Department of Bio-Chemistry
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	Completion of Practical Examinations
29	Fri	Mentoring Session
30	Sat	Study Holidays Begin
31	Sun	

**No. of Working Days : 22**

**Cumulative Working Days : 86**

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*The greatest step towards a life of simplicity is to learn to let go.*

**APRIL 2019**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Mon	
2	Tue	
3	Wed	Board of Studies
4	Thu	
5	Fri	World Health Day – YRC
6	Sat	Ugadi
7	Sun	
8	Mon	Even Semester Examination Begins
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	

*Every moment matters for we never know how many moments we will get.*



14	Sun	Tamil New Year
15	Mon	
16	Tue	
17	Wed	Mahavir Jayanthi
18	Thu	Maundy Thursday
19	Fri	Good Friday
20	Sat	
21	Sun	Easter
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	

**No. of Working Days : 04**

**Cumulative Working Days : 90**

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Keep moving Forward One step at a time.

**MAY 2019**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Wed	May Day
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	

*Great opportunities to help others seldom come, but small ones surround us every day.*

14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

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*Possibilities are endless, even when it seems like there is only one door.*

# **ASSEMBLY PRAYERS**

## **OUR FATHER**

Our Father , who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done, on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses, as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

## **HAIL MARY**

Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

## **THANKS GIVING**

We give you thanks, Almighty God, for your goodness and mercy. Amen.

### **1. PRAYER FOR FAMILY**

God, our Father, we entrust to you all the families of the world, particularly our own family, with all our hopes and dreams. You know what we need better than we do. You love us far more than we can love each other. Each one of us is a gift, a gift of your love, a gift to our family, a gift to the world. May love and peace reign in every family. May children love, respect and obey their parents. May parents create a suitable environment, for their children's growth and maturity. Free every family from the evils of division, mistrust, suspicion and hatred. May every family be renewed in truth, beauty and goodness.

### **2. PRAYER FOR SOCIAL CONCERN**

Lord, we remember the millions in our world who must go hungry today, all those who do not have even the basic necessities of life and for whom life itself has become a burden. Help us to be satisfied with what we have and never to waste food. Lord, we remember all those who because of their caste or class, colour or

gender, are exploited and marginalized, the forces of oppression that trample on people and the unjust systems which break the spirit of people and rob them of their rights and dignity. Help us to be just and treat all with respect and love. Lord, inspire us with your love, challenge us with your truth, empower us with your strength, to live for life in the midst of death and make us courageous protagonists of social change.

### **3. PRAYER FOR SELF**

Into thy hands, O Lord, we commit ourselves this day. Give to each one of us a watchful, a humble and a diligent spirit, that we may seek in all things to know thy will, and when we know it, may perform it perfectly and gladly to the honour and glory of thy name. O God, all through today, help me not to lose my patience even when things do not come out right the first time, not to lose my hope when things are difficult and when learning is hard. Not to lose my goodness and honour, even when I am tempted to take the wrong way. Help me so to live today that I will have nothing to be sorry tomorrow.

### **4. PRAYER FOR FORGIVENESS**

Forgive me, O God, for everything in which I have failed today. Forgive me for all the opportunities that I have missed, for the things I put off, for the things I have left halfdone, for the things I should not have done at all. Forgive me for the time I wasted in idle talk, for the times when I was selfish and unhelpful, for the times when I was careless and forgetful, mean and unkind to others. Forgive me for speaking when I ought to have kept silent, and for being silent when I ought to have spoken. Forgive me for being inattentive in learning and indifferent to the needs of others. Cleanse me from all my faults and weakness and make me pure and perfect in your sight. Amen.

### **5. PRAYER FOR VALUES**

O God, help me, to have in my life the values which everyone

value and admire. Give me wisdom always to know what I ought to do, what I ought to say, and where I ought to go. Give me the capacity for discernment, that I may choose the right and the best. Give me the courage, to do the right things, even when it is difficult, to be honest and just in all my dealings with others. Give me a sense of responsibility, that I may accept myself and others with respect and charity. Make me generous in giving myself and what I have, to those in need of my help. Make me an instrument of peace and unity. Amen.

## **6. PRAYER FOR WISDOM**

Dear Lord, please give me friends who understand me and remain my friends, a work to do which has real value without which the world would be poorer; a mind unafraid to travel even though the trail be not blazed; an understanding heart; a sense of humor, time for quiet, silent meditation; a feeling of the presence of God; the patience to wait for the coming of these things, with the wisdom to recognize them when they come. Amen.

## **7. PRAYER OF THANKSGIVING**

O God, thank you for making me as I am. Thank you for health and strength; for eyes to see, ears to hear; hands to work; feet to walk and run; a mind to think; a memory to remember and a heart to love. Thank you for parents who are kind to me; friends who are true to me; teachers who are patient with me and all those who I come into contact in my daily life. Thank you for this wonderful life. Help me to try to deserve all your gifts a little more. Thank you, O God, for your gift of today.

## **8. PRAYER TO ST. JOSEPH**

O St. Joseph, you who have power to render possible things, which are impossible, come to my aid in my present troubles. Take this important and difficult task under your special protection that it may end happily. All my confidence is in you. Let it not be said that I have invoked you in vain, since you are powerful with Jesus and

Mary.

Divine Providence can provide,  
Divine Providence did provide,  
Divine Providence will provide.

## **9. PRAYER FOR THE SICK**

Lord, we bring before you all those who are sick. May our concern and that of many others give them strength. Heal them and bring them back to good health. Bless them in their illness, make them aware of your loving presence, hold them tenderly in your arms, give them peace and the grace to grow through their illness. Give us health, give us serenity, and fill us with your peace.

## **10. PRAYER TO PROMOTE LIFE**

O God, the source of life, We thank and praise you for the precious gift of our life. You created us In your image and likeness Because you love us. Lord, Help us to respect life, Protect and promote it. Give us courage and strength. To oppose anyone who destroys or damages or belittles life. God our Father and Mother, Bless our families, our country and our world with abundant life, And protect us from all calamities. May we welcome life with joy and nurture it with care.

## **11. PRAYER TO THE HOLY SPIRIT**

O Holy Spirit,  
Breathe in me, that my thoughts may all be holy.  
Act in me, that my work too may be holy.  
Draw my heart, that I love what is holy.  
Strengthen me to defend all that is holy.  
Guard me then, that I always may be holy.

## **12. PRAYER FOR GOOD HABITS**

O God, help me never to allow any habit to get such a grip of me that I cannot break it. Specially keep me from all habits which would injure my body or my mind. Help me always to do my best

with your help to keep my body fit and healthy, and my mind clean and pure. Help me at present to discipline and to train myself, to learn and to study, so that some day I may be able to do something worth while for the world and for you. Amen.

### **13. PRAYER TO SPEND THE DAY WELL**

O God, help me to live well today.

Help me

To do my work diligently;

To face my temptations victoriously;

To play games wholeheartedly;

To bear my disappointments cheerfully;

To face my difficulties manfully;

To give all the help I can to all the people I can willingly;

To obey you faithfully; And to follow you loyally. Amen.

### **14. PRAYER TO BE WITH ME, LORD**

O Lord, be with me all through today to help me to live as I ought to live Be with me at my lessons, so that I may never give up any task no matter how hard and difficult it is, until I have mastered it, and so that I will not allow anything to beat me.

Be with me at my games, so that, whether I win or lose, I may play fair, and so that if I win I may not boast, and if I lose I may not make excuses.

Be with me in my pleasure, so that I may never find pleasure in any thing that I would afterwards regret, or in anything that I would not like you or my parents to see me do.

Be with me in my home, so that I may be kind and considerate and that I may try to make the work of others easier and not harder. Be with me in the streets, so that I may be a credit to my college and to my uniform and to those who love me and to myself. Amen.

### **15. PRAYER FOR RESPONSIBILITY**

Give me, O God, a sense of responsibility.



Give me

A sense of responsibility to myself, so that I may never waste the gifts which you have given to me;

A sense of responsibility to my parents, so that I may do something to try to repay them for all the love and the care they have given to me;

A sense of responsibility to my teachers, so that all their patient teaching for me may not go for nothing;

A sense of responsibility to my friends, so that I may never disappoint them;

A sense of responsibility to those who have gone before me, so that I may never forget what my freedom and liberty cost, and that I may hand on still finer the heritage and tradition into which I have entered.

A sense of responsibility to the world, so that I may put into life more than I take out;

A sense of responsibility to you, so that I may always remember that you loved me and gave yourself for me.

Help me remember what I have received, and to use what I have and so to make what I ought out of this life of mine, which cost so much. Amen.

## **16. PRAYER FOR TRUE FRIENDSHIP**

Help me, O God, to be a good and a true friend,

To be always loyal, and never to let my friends down;

Never to talk about them behind their backs in a way in which I would not do before their faces;

Never to betray a confidence or talk about the things about which I ought to be silent;

Always to be ready to share everything I have and to be as true to my friends as I would wish them to be to me. Amen.

## **17. PRAYER FOR LEARNING**

Give me today, O God, the mind which can really learn.

Give me

The attentive mind, that I may concentrate all the time on what I am learning and doing;

The retentive mind, that I may not hear and forget, but that I may grasp a thing and remember it;

The open mind, that no prejudice may blind me to truth I do not wish to see;

The eager mind, that I may not be content to remain as I am, but that every day I may try to add something new to my store of knowledge and of skill, and something finer to my store of goodness. Amen.

## **18. PRAYER FOR THE DAY**

O God, help me to be cheerful all through today,  
whatever I have to do, help me to do it with a smile.

O God, help me to be diligent all through today  
whatever I have to do, help me to do my best.

O God, help me to be kind all through today,  
whatever I have to do, help me not to be too busy to help someone else.

O God, help me to be brave all through today,  
whatever I have to do, help me to face it and not to dodge it.

O God, help me to be reverent all through today,  
whatever I have to do, help me to remember that you see me,  
and help me to make every word fit for you to hear, and every bit of work fit to offer to you. Amen.

## **19. PRAYER THANKING GOD**

O God, my father, thank you for all the ordinary, everyday things of life.  
Thank you

For food and for a good appetite to enjoy it;

For games and for physical fitness to play them;

For lessons and for a mind to learn and to think, and for a memory to remember;

For work and for strength and skill to do it.

Help me always

To keep my body clean and fit;

To keep my mind keen and alert;

To give my heart to you, because you have loved me so much and have done so much for me. Amen.

## **20. PRAYER FOR NOT BEING ENVIOUS, GRUMBLING AND DISCONTENTED**

Help me, O God, never to be envious, grumbling or discontented. Help me never to take offence, if someone gets a prize which I thought I should have won, the place in the team which I thought should have been given to me, the honour which I thought I should have received. Help me never to grudge anyone in their success, and never to find pleasure in the sight of someone else's failure. Help me to stop thinking of myself and of my own feelings as the most important thing in the world, and help me always to think of others as much, and more than I think of myself. Amen

### **THE COLLEGE PLEDGE**

**Auxilium College is my Alma Mater. I, an Auxilian, promise to do my best for God, for India and my College. I pledge my devotion to duty, my service to the needy, my commitment to society, with the motto, Knowledge and Virtue.**

### **1. COLLEGE SONG**

1. Hail Auxilium, round thee are shining  
All the bright joys of our happy youth  
Eternal laurels for us thou art twining  
Wreaths unfading of virtue and truth.

East and west here doth unite  
Behold our torch that is to light  
O'er hills and dales Auxilium will dare  
Knowledge and Virtue to all't will bear.

**Ch:** God bless, God bless Auxilium College  
God bless, this happy abode of knowledge  
To our motto true we'll ever be  
Alma Mater, hail, O hail to thee.

2. Time will call us away from thee

Far across life's dreary rolling foam  
But in heart we will be with thee  
Our dear Auxilium Home.

3. Other homes may claim our service  
Far away 'neath distant skies  
They may stand or they may perish  
Alma Mater never dies.

## 2. SONG OF LOYALTY

1. We love to sing of A.C.K.  
Our noble Alma Mater  
Among all the rest she is the best  
And none can e'er be greater  
The ties that bind us to A.C.K.  
No one can ever sever  
And we'll be true to A.C.K.  
The Pink and Blue for ever  
And we'll be true to A.C.K.  
The Pink and Blue for ever.

**Ch:** Ever, never, may nothing ever sever  
May nothing ever break the ties  
That bind us all together.

2. We deem it lucky in A.C.K.  
Our noble Alma Mater  
To be the first with all our love  
To greet you dearest Mother  
The ties that bind us to A.C.K.  
No one can ever sever.  
And we'll be true to A.C.K.  
The Pink and Blue for ever

And we'll be true to A.C.K.  
The Pink and Blue for ever

### **3. FOR GOD IS ALL OUR STRENGTH**

For God is all our strength  
In Him we do and dare  
The right against the wrong  
We'll cherish and revere  
Then firmly let us stand  
United heart and hand  
And pray that God may bless  
And keep Auxilium.

**Ch:** A happy band from far and near  
We meet to learn, the right to dare  
College so dear, Auxilium hail  
Our love for thee shall never fail.  
(Repeat chorus)

### **4. LET THERE BE LOVE**

1. Let there be love shared among us  
Let there be love in our eyes  
May now your love sweep this nation  
Cause us O Lord to arise.  
Give us a fresh understanding  
Of sisterly love that is real  
Let there be love shared among us  
Let there be love.
2. Let there be peace shared among us  
Let there be peace in our eyes  
May now your peace sweep this nation

Cause us O Lord to arise.  
Give us a fresh understanding  
Of sisterly peace that is real  
Let there be peace shared among us  
Let there be peace.

3. Let there be joy shared among us  
let there be joy in our eyes.  
May now your joy sweep this nation  
Cause us O Lord to arise.  
Let there be fresh understanding  
Of sisterly joy that is real  
Let there be joy shared among us  
Let there be joy.

## **5. SHOWERS OF BLESSINGS**

1. There shall be showers of blessings  
This is the promise of love  
There will be seasons refreshing  
Sent from the Saviour above.

**Ch:** Showers of blessings  
Showers of blessings we need  
Mercy drops round us are falling  
But for the showers we plead.

2. There shall be showers of blessings  
Send them upon us O Lord  
Grant to us now a refreshing  
Come and now honour Thy word.

3. There shall be showers of blessings  
O that today they might fall  
Now as to God we're confessing

Now as on Jesus we call.

## **6. WE THANK YOU O LORD FOR DON BOSCO**

1. We thank you O Lord for Don Bosco,  
In him we see the wonders of your love,  
You filled him with gifts of nature and of grace,  
To lead young people to their home above.

2. He was a man profoundly human,  
Open to the signs of the times,  
And yet he was a man,  
he was a man of God.

3. Enable us to be his double,  
Faithful in the service of youth,  
Overcoming hardships with firmness,  
With hearts filled with your love.

## **7. GOD STILL LOVES THE WORLD**

1. Every tiny star that twinkles in the night sky,  
Every drop of morning dew,  
Every spark of fire blazing in the furnace,  
Every captivating view,  
Every rainbow in the sky,  
Every pretty butterfly,  
Tells the fascinating news to those who dare to hope  
And the message is:

**Ch:** God still loves the world!

God still, still loves the world.

So throw your life into His hands,

Day by day discern His plans

God is passionately busy loving you and me!

2. Every ocean-wave that breaks upon the sea shore

Every stalk of golden wheat,  
Every silver stream that gushes down the mountain  
Every drop of honey sweet, Every eagle flying high,  
Every worm that wriggles by, ...

3. Every man and woman pledged in love for ever,  
Every little new born child,  
Every voice in favour of a needy neighbour,  
Every radiating smile,  
Every hand that offers love,  
Every surging flow of blood, ...

## **8. OH! HOW WE LOVE MARY**

1. Oh! How we love Mary, to praise you  
Honour your name, bless you always  
You are the mother of Jesus Christ  
And mother of humankind.

**Ch:** You're the glory of our race.  
New every morning is your love.  
Virgin most blest, you're the song of our hearts,  
And we will praise you through all eternity.

2. Hail, full of grace, mother of Jesus,  
Queen of the heavens, Queen of the earth,  
Cause of our joy, Strength of the weak,  
And Help of all those in need.

## **9. THANK YOU MOTHER MARY**

1. Thank you mother Mary for that "YES"  
To our redemption  
By your life we have been privileged  
To win a great reward



You O blessed mother  
Are the pride of every Christian  
And the sign of our communion in the Lord  
**Ch:** For by that “YES” you brought us peace  
Our hearts are now at ease  
We breathe again the freshness of new life  
And by the life that you endured  
Our souls you have insured  
To happiness, you mother are the way  
2. Thank you Mother Mary for your special intercession  
On behalf of every person gathered here  
To praise your name  
We your humble children feel Impelled  
To follow closely  
In the “Yes” you lived completely till the end

## **10. HIS SHEEP AM I**

1. In God’s green pasture feeding  
By his cool waters lie  
Soft in the morning  
Walk my Lord and I  
All the sheep of His pasture  
Fare so wondrously fine  
His sheep am I  
**Ch:** Water cool in the valley  
Pasture green on the mountain  
In the morning walk my Lord and I  
Dark the night in the valley  
Rough the way on the mountain  
Step by step my Lord and I  
2. In death’s dark vale I fear no ill

With the Lord besides me  
His rod and staff, my comfort still,  
His cross before to guide me  
Bringing home rejoicing  
His sheep am I

3. Every day He's my goodness  
Every day He's my song  
I live in His household, the whole day long  
All the sheep of his pasture  
Fare so wondrously fine  
His sheep am I

## **11. ALL THINGS BRIGHT AND BEAUTIFUL**

**Ch:** All things bright and beautiful,  
All creatures great and small,  
All things wise and wonderful,  
The good God made them all.

1. Each little flower that opens,  
Each little bird that sings,  
He made their glowing colours,  
He made their tiny wings.

2. The purple headed mountains,  
The river running by,  
The sunset and the morning,  
That brightens up the sky.

3. The cold wind in the winter  
The pleasant summer sun,  
The ripe fruits in the country,  
He made them every one.

## **12. THIS WORLD YOU HAVE MADE**

**Ch:** This world you have made is a beautiful place;

It tells the power of your love.

We rejoice in the beauty of your world,  
From the seas to the heavens above.

1. The morning whispers of purity;  
The evening of your peace.

The thunder booms your exuberance  
In awesome power you release.

2. The tenderness of a new-born child,  
The gentleness of the rain,  
Simplicity in a single cell,  
And complexity in a brain.

3. Your stillness rests in a silent pool,  
Infinity drifts in space,  
Your grandeur straddles the mountain tops,  
And we see your face in each face.

### **13. I WILL SING UNTO THE LORD**

1. I will sing unto the Lord as long as I live,  
I will sing praise to my God while I have my being,  
My meditation of Him shall be sweet,  
I will be glad, I will be glad in the Lord.  
Bless thou the Lord, o my soul, praise ye the Lord. (4)

2. I'll give thanks unto the Lord for all his deeds,  
Seen everywhere in our land, remembered forever.  
Search for the Lord, never cease, worship Him,  
With all your heart, with all your strength worship him.

### **14. AS THE DEER**

1. As the deer pants for the water,  
So my soul longs after you.  
You alone are my heart's desire

And I long to worship you.  
You alone are my strength, my shield  
To you alone may my spirit yield.  
You alone are my heart's desire  
And I long to worship you.

2. I want You more than gold and silver,  
Only You can satisfy.  
You alone are the real joy-giver  
And the apple of my eye.

3. You're my friend and You are my brother  
Even through You are my Lord.  
I love You more than any other,  
So much more than anything

## **15. PEACE PRAYER**

1. Lord make me a means of your peace  
Where there's hatred grown, let me sow you love  
Where there's injury Lord, let forgiveness be my sword  
Lord make me a means of your peace

2. Lord make me a means of your peace  
Where there's doubt and fear, let me sow your faith  
In this world's despair, give me hope in your share  
Lord make me a means of your peace

3. Lord make me a means of your peace  
Where there's sadness seen, let me sow your joy,  
Where darkness near, may your light dispel our fears  
Lord make me a means of your peace

4. Lord grant me to seek and to share  
Less to be consoled than to help console  
Less to understood than to understand your good  
Lord make me a means of your peace

5. Lord grant me to seek and to share  
To receive love less than to give love free,  
Just to give in thee, first receiving from your tree,  
Lord make me a means of your peace

6. Lord grant me to seek and to share  
To forgive in thee, you've forgiven me  
For to die in thee, is eternal life to me  
Lord make me a means of your peace

## **16. IN HIS TIME**

1. In His time, in His time,  
He makes all things beautiful in His time.  
Lord, please show me every day  
As you're teaching me Your way  
That you do just what You say in Your time

2. In Your time, in your time,  
You make all things beautiful in Your time.  
Lord, my life to You I bring,  
With its winter and its spring,  
May I fathom everything in Your time.

3. There's a time, there's a time  
Both for sowing and for reaping there's a time  
Time for losing, time for gain,  
Time for joy and time for pain,  
Every purpose under heaven has a time.

4. There are times, there are days,  
Weeks and months we cannot understand  
God's ways.

If for years we fail to scan  
What is His eternal plan,  
We'll remember that He can, all the time.

## 1. ஓ பரிசுத்த ஆவியே - என்

ஓ பரிசுத்த ஆவியே!

என் ஆன்மாவின் ஆன்மாவே!

உம்மை ஆராதனை செய்கின்றேன்

இறைவா ஆராதனை செய்கின்றேன்

என்னை ஒளிர்ச்செய்து வழிகாட்டும்

புது வலுவூட்டி என்னைத் தேற்றும்

என் கடமை என்னவென்று காட்டும்

அதை கருத்தாய் புரிந்திட தூண்டும்

என்ன நேர்ந்தாலும் நன்றி துதிப்பாடி

பணிவேன் என் இறைவா!

உந்தன் திருவுளப்படி என்னை நடத்தும்!

(ஓ பரிசுத்த)

## 2. தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்

சீராரும் வதனமெனத் திகழ்பரத கண்டமீதில்

தெக்கணமும் அதிற் சிறந்த திராவிடநல் திருநாடும்

தக்கசிறு பிறை நுதலும் தரித்தநறுந் திலகமுமே

அத்திலக வாசனைப்போல் அனைத்துலகும் இன்பமுற

எத்திசையும் புகழ்மணக்க இருந்த பெருந் தமிழணங்கே!

உன்சீரிளமைத் திறம் வியந்து செயல்மறந்து வாழ்த்துதுமே!

வாழ்த்துதுமே! வாழ்த்துதுமே!

## 3. கொடிப்பாட்டு

தாயின் மணிக்கொடி பாரீர் - அதைத்

தாழ்ந்து பணிந்து புகழ்ந்திட வாரீர் (தாயின்)

ஓங்கி வளர்ந்ததோர் கம்பம் - அதன்

உச்சியின்மேல் வந்தே மாதரம் என்றே

பாங்கின் எழுதித் திகழும் செய்யப்

பட்டொளி வீசிப் பறந்தது பாரீர் (தாயின்)

கம்பத்தின் கீழ் நிறறல் காணீர் - எங்கும்

காணரும் வீரர்ப் பெருந்திரள் கூட்டம்

நம்பற்குரியர் நல்வீரர் தங்கள்

நல்லுயிர் ந்தும் கொடியினைக் காப்பர் (தாயின்)

## 4. கொடிப்பாடல்

பாரத தேவியின் மணிக்கொடி பாரீர்!  
பக்தியுடன் இதை வணங்குவோம் வாரீர்!

பலவளமுளதென குறித்திடும் பச்சை  
பரிசுத்த தியாகத்தை காட்டிடும் வெண்மை  
நலமுடன் பக்தியை ஊட்டிடும் காவி  
நடுநிலைப் பண்பினை விளக்கிடும் சக்கரம் - (பாரத)

வீரர்கள் உடல் பொருள் ஆவியும் கொடுத்து  
தீராய் அடிசிறை அனைத்தையும் பொறுத்து  
தீரநம் பாரத தேவிக் கே உழைத்து  
திகழ்வதை குறித்திடும் ஜெயக்கொடி பாரீர் - (பாரத)

## 5. தேசிய கீதம்

ஜன கண மன அதிநாயக ஜய ஹே  
பாரத பாக்ய விதாதா  
பஞ்சாப் சிந்து குஜராத மராட்டா  
திராவிட உத்கல வங்கா  
விந்திய ஹிமாசல யமுனா கங்கா  
உச்சல ஜலதி தரங்கா  
தவ சுப நாமே ஜாஹே  
தவ சுப ஆசிஸ மாஹே  
காயே தவ ஜய காதா  
ஜன கண மங்கள தாயக ஜயஹே  
பாரத பாக்ய விதாதா  
ஜய ஹே! ஜய ஹே! ஜய ஹே!  
ஜய ஜய ஜய ஜய ஹே!











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