

# 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**



## HANDBOOK 2019 - 2020

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

Sundays & } Holidays

No College business will be transacted on holidays.

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College e-mail :admin@auxiliumcollege.edu.in

College Web Site : auxiliumcollege.edu.in

Research cell :researchcell@auxiliumcollege.edu.in

IQAC :iqac@auxiliumcollege.edu.in

Magazine : magazine@auxiliumcollege.edu.in

Website information

(Shift I) : webday@auxiliumcollege.edu.in

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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 the 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, diffusing and disseminating knowledge, higher education has also the function of serving the community. Every student is expected to fulfill 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.

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 fulfillment 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”.

## **POPE’S MESSAGE ON 52<sup>nd</sup> WORLD DAY OF PEACE “GOOD POLITICS IS AT THE SERVICE OF PEACE”**

**Pope Francis challengingly calls us to be creative peace makers. Let us therefore, we are called to contribute and to proclaim to him peace as the good news of a future where each living being will be considered in his dignity and in his rights.**

### **1. “Peace be to this house!”**

In sending his disciples forth on mission, Jesus told them: “Whatever house you enter, first say, ‘Peace be to this house!’ And if a son of peace is there, your peace shall rest upon him; but if not, it shall return to you” (*Lk 10:5-6*).

The “house” of which Jesus speaks is every family, community, country and continent, in all their diversity and history. It is first and foremost each individual person, without distinction or discrimination. But it is also our “common home”: the world in which God has placed us and which we are called to care for and cultivate peace.

### **2. The challenge of good politics**

Peace is like a delicate flower struggling to blossom on the stony ground of violence. We know that the thirst for power at any price leads to abuses and injustice. Politics is an essential means of building human community and institutions, but when political life is not seen as a form of service to society as a whole, it can become a means of oppression, marginalization and even destruction.

Jesus tells us that, “if anyone would be first, he must be last of all and servant of all” (*Mk 9:35*).

Political office and political responsibility thus constantly challenge those called to the service of their country to make every effort to protect those who live there and to create the conditions for a worthy and just future. If exercised with basic respect for the life, freedom and dignity of persons, political life can indeed become an outstanding form of charity.

### **3. Charity and human virtues: the basis of politics at the service of human rights and peace**

One thing is certain: good politics is at the service of peace. It respects and promotes fundamental human rights, which are at the same time mutual obligations, enabling a bond of trust and gratitude to be forged between present and future generations.

### **4. Political vices**

We think of corruption in its varied forms: the misappropriation of public resources, the exploitation of individuals, the denial of rights, the flouting of community rules, dishonest gain, the justification of power by force, xenophobia, racism, lack of concern for the natural environment, the plundering of natural resources for the sake of quick profit and contempt for those forced into exile.

### **5. Good politics promotes the participation of the young and trust in others**

When politics concretely fosters the talents of young people and their aspirations, peace grows in their outlook and on their faces. It becomes a confident assurance that says, "I trust you and with you I believe" that we can all work together for the common good. Politics is at the service of peace if it finds expression in the recognition of the gifts and abilities of each individual.

### **6. The basics of Peace**

Peace is based on respect for each person, whatever his or her background, on respect for the law and the common good, on respect for the environment entrusted to our care and for the richness of the moral tradition inherited from past generations.

Our thoughts turn in a particular way to all those children currently living in areas of conflict, and to all those who work to protect their lives and defend their rights.

### **7. A great project of peace**

In these days, we celebrate the seventieth anniversary of the Universal Declaration of Human Rights, adopted in the wake of the Second World War. "Man's awareness of his rights must inevitably

lead him to the recognition of his duties. The possession of rights involves the duty of implementing those rights, for they are the expression of a man's personal dignity. And the possession of rights also involves their recognition and respect by others" Peace, in effect, is the fruit of a great political project grounded in the mutual responsibility and interdependence of human beings. But it is also a challenge that demands to be taken up ever anew.

**It entails a conversion of heart and soul; it is both interior and communal; and it has three inseparable aspects:**

- **Peace with oneself:** rejecting inflexibility, anger and impatience
- **Peace with others:** family members, friends, strangers, the poor and the suffering, being unafraid to encounter them and listen to what they have to say
- **Peace with all creation:** rediscovering the grandeur of God's gift and our individual and shared responsibility as inhabitants of this world, citizens and builders of the future.

*Pope Francis challengingly calls us to be creative peace makers. Let us therefore, contribute and proclaim peace as the good news of a future where each living being will be considered in his dignity and in his rights.*

## **Strenna 2019**

**So that my joy may be in you (Jn15:11)**

**Holiness For You Too**

Every day seven and half billion hearts beat in unison. Everyone moves. It is like a toe nailed on to feet and hands, laughter and tears. Sometimes others step out luggage in hand, some arrive hastily and while others have been waiting there for a long time. The blood of all men is red. Yet no one is the same as another. Each bears within himself the breadth of the Creator, His imprint, His gift, each in His own way.

"Only one is your Master, and you are all brothers" said Jesus, all children of the same Father who loves everyone. We are all born for love. Each one walks with one's own dreams and the seed of God in the land of his life. Thus, some stop and see others with the gaze full of love. They have the eyes and the hands of God. The Saints are here. Their names never appear in newspapers and in fashion magazines.

They have no enduring titles or bank accounts. Yet they are there and in the humility of their daily life they perform little great miracles. They do not have a lot of wealth and do not have millions of views on social media. But they have something that cannot be bought with money or clicks. Goodness, generosity, a welcoming spirit, tenderness and profound compassion for the other. To be Holy means precisely this; to have the good of the other in thought and to dedicate oneself to it without reserve.

Each one walks with one's own dream inside. A precious and unique gift in the great design that God has for each one of us which, only you can discover. Cultivate, make it true and donate. It is the seed planted in the fertile soil of your life which must become responsible commitment, the vocation to Holiness. Making it to grow is everyone's task because we want to build a new world of joy and shared peace.

It is Jesus, dear young people, dear parents, dear friends, who awaken in you the desire to make your life something great, the will to follow an idea, the refusal to let you swallow up mediocrity. In the friendship of life that flows around us every day there is always someone whose stay is on the side line, who stops at the threshold of life waiting for a new promise of happiness, waiting for someone to notice him to share the heat of life, to open his arms to the Crucified one and repeat the cry of God, "I love you forever eternally and at all costs" because the Saints have the eyes and hands of God.

Holiness is not an optional or extra or a goal for some, in the fullness of life according to the project of the gift of God. Therefore, the journey allows one to experience one's own humanity and that of others. Holiness is already a part of you. It just needs time and space to flourish. Have the courage to get your hands dirty, to bet on your time wherever you are because that's where God asked you to be Holy. The dedication to work, careful relationships, service to others, love for the family, care for the inner life are the luminous and daily face of holiness. It is to them that we owe the light that still exists in this world. Each of us Saints, Blessed, Venerable, Servants of God carries within oneself, a uniqueness that is part of his story. Among these there are 46 young Saints and blessed of our Salesian Family.

A call to Holiness that passes through the example of Don Bosco who invites us to dream along with him affords happiness. The life



of Don Bosco was a continuous search for God's dream for us, a design full of colors, strong lines and suffered crests and strokes and also tears full that labours of sleepless nights. Don Bosco understood that the Lord called him to a life entirely dedicated to the young and this was his happiness.

He would say, "One alone is my desire, to see you happy in time and in eternity. Happiness is the dream of every young person today, tomorrow and in time, a great dream but so delicate and fragile that it deserves attention and care. We often ask ourselves, "Why does everything good have to end? The world cannot promise us that forever: God does in time and eternity. It is he we seek when we dream of happiness. He is the beauty that attracts us so much. He alone loves us forever eternally and at all costs.

Jesus tells the young man of Nain, "Young man, I say to you, rise". He does not whisper, but shouts to overcome the chaos the noise of the world. He shouts out ,because He asks for a strong decision, courage for a more fulfilled life. "Good Christians and honest citizens" this is how Don Bosco translated a powerful invitation of Jesus.

In his courtyard Don Bosco looked at Dominic Savio in the eyes. Someone like you he encountered in the eye rather than words, a simple act of total trust, "I am the cloth and you are the tailor". You too, my dear young people are the good cloth. Like Dominic Savio that rich cloth of possibilities that smells the future and dreams. Let yourselves be sowed, let yourselves be wasted by the expert hands of those tailors who like Don Bosco have chosen to dedicate their lives for you. A suit that will be sewn and created will be the master piece of Holiness in the eyes of God.

Holiness is here at your finger tips. It is not unattainable goal. It does not ask us to isolate ourselves from the world, to renounce our affections. This is not Holiness. Holiness consists in being very happy, being Saints means living fully, being surprised everyday of the beauty of love. Holiness does not make you less human. It does not by pass the cross, but it is the meeting of your weakness with the grace of God. Magone, Besucco and Savio were accompanied in these courtyards in the discovery of their sanctity. Each with their particular originality renews us. Games, prayers, study, daily life as precious time with Don Bosco worked the greatest miracles. Holiness is experienced and reached together working alongside of us in communion with God, in the life of the Church. Holiness is a

mission for the lives of others. This requires commitment, care of oneself but above all to those around us. To be Holy means to grow as a great tree in which flows the vital blood of God that produces and matures special fruits: love, joy, peace, patience, humanity.

**Dear young people! Have the courage to be happy. To be happy is to recognize that life is worth living inspite of all the challenges, misunderstandings and times of crisis. To be happy is to thank God every morning for the miracle of life. Being happy is not being afraid of one's feelings. It's about remaining firm receiving criticism, even it's unfair. To be happy is to let live the child lives in each of us free, happy and simple and have the maturity to be able to say, "I was wrong". It is having the courage to say, "Forgive me". Having the sensitivity to express, "I need you". It is to have the ability to say, "I love you". Never give up. God has placed an angel at our side. Never give up the people you love. Never give up on happiness because, life is an incredible spectacle. May be the temptations to surrender is strong, because we do not immediately see the fruits. They in silence continue to grow. We must know how to wait. Our season is that of Hope. Spring always comes back. The season of God is certain.**

We will be holy, that is happy for eternity; not working alone, together; because Holiness is for you too, and for you.

## **INTERNATIONAL YEAR OF INDIGENOUS LANGUAGES (IYIL2019)**

An International Year is an important cooperation mechanism dedicated to raising awareness of a particular topic or theme of global interest or concern. In 2016, the United Nations General Assembly adopted a resolution proclaiming 2019 as the International Year of Indigenous Languages, based on a recommendation by the Permanent Forum on Indigenous issues.

At the time, the Forum said that 40 per cent of the estimated 6,700 languages spoken around the world were in danger of disappearing. The fact that most of these are indigenous languages puts the cultures and knowledge systems to which they belong at risk.

In addition, indigenous peoples are often isolated both politically and socially in the countries they live in, by the geographical location of their communities, their separate histories, cultures, languages and traditions.

And yet, they are not only leaders in protecting the environment, but their languages represent complex systems of knowledge and communication and should be recognized as a strategic national resource for development, peace building and reconciliation.

They also foster and promote unique local cultures, customs and values which have endured for thousands of years. Indigenous languages add to the rich tapestry of global cultural diversity. Without them, the world would be a poorer place.

### **Why Indigenous Languages?**

**Knowledge** - Unique systems of knowledge and understanding of the world.

**Peace** - Sustainable development, investment, peace building and reconciliation

**Rights** - Fundamental human rights and freedoms for indigenous peoples

**Inclusion** - Social inclusiveness, literacy, poverty reduction and international cooperation.

**Diversity** - Cultural values, diversity and heritage

Celebrating IYIL2019 will help promote and protect indigenous languages and improve the lives of those who speak them. It will contribute to achieving the objectives set out in the United Nations Declaration on the Rights of Indigenous Peoples.

## **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.
18. The use of mobile phone in the campus is strictly prohibited.

### **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 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: 8.00 a.m. - 6.30 p.m.  
Saturday : 9.30 a.m. - 1.00 p.m.

## **Circulation Hours**

Monday through Friday: 10.30 a.m. - 4.00 p.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  
The Banking Club  
The Insurance 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**

<b>DEPARTMENT</b>	<b>ACTIVITY</b>
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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)	<p>Maths Classes for</p> <ul style="list-style-type: none"> <li>* Ettiyamman Elementary School, Thottapalayam, Vellore-4.</li> <li>* Karunalayam (Orphanage) Virudhampet, Katpadi.</li> <li>* Don Bosco School, Gandhi Nagar.</li> </ul>
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	<p>Coaching classes for primary School.</p> <ul style="list-style-type: none"> <li>* Blood Group Checking for School Students.</li> </ul>
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 Pupulari 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. Alice K.T., M.C.A.

### PRINCIPAL

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

### CONTROLLER OF EXAMINATIONS

Dr. (Sr.) Gertrude Mary Nirmala S., M.A., M.Phil., Ph.D.

### ASST. CONTROLLER OF EXAMINATIONS

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

### VICE PRINCIPALS

Sr. Sumathi M., M.A., M.Phil., SET, (Ph.D.), (Shift I).

Sr. Amala Valarmathy A., M.A., M.Phil., (Ph.D.), (Shift II).

### DIRECTOR OF PG & RESEARCH STUDIES

Dr. Mary Gabriel I. Dept. of English

### DEANS

#### Dean of Ethics & Religion

Sr. Juliana Agnes Victor Dept. of Comm. Media  
Ms. Anita Madona M. Dept. of Computer Science  
Ms. Deepa.S Dept. of Tamil

#### Shift I

#### Dean of Arts

Dr. Kalaiselvi R.H. Dept. of English

#### Dean of Sciences

Dr. Sugantha Kumari V. Dept. of Chemistry  
Ms. Amalarathinam A. Dept. of Mathematics  
Ms. Hannah Elizabeth S. Dept. of Zoology

#### Dean of Students Welfare

Dr. Senthil Selvi G. Dept. of Tamil

### Staff Secretaries

Dr. Kumari N.  
Dr. Auxilia Antony S.

Dept. of Tamil  
Dept. of Commerce

## **Shift II**

### **Dean of Arts**

Ms. Bhuvaneswari L.  
Ms. Sathya Bama T.  
Ms. Deepa S.

Dept. of BBA  
Dept. of English  
Dept. of Tamil

### **Dean of Sciences**

Ms. Nirmala Devi N.

Dept. of Comp.Science

### **Dean of Students Welfare**

Ms. Divya V.

Dept. of Mathematics

### **Staff Secretary**

Ms. Kuzhali R.  
Ms. Sathya N.

Dept. of Mathematics  
Dept. of Commerce

### **NCC ANO**

Dr. Anitha Alice E.

Dept. of Commerce

### **COORDINATOR OF EXTENSION ACTIVITIES**

Dr. Amutha Arockia Mary P.R.

Dept. of English

### **CHRONICLES**

Dr. Latha E.  
Ms. Roseline Stephani I.

Dept. of English  
Dept. of English

### **UGC / CSIR / NET COACHING CENTRE COORDINATOR**

Dr. Hilda Princi Annie S.

Dept. of English

### **ICWAI / CA / BANK AND RAILWAYS COACHING CENTRE COORDINATORS**

Dr. Auxilia Antony S.  
Ms. Sathya N.

Dept. of Commerce  
Dept. of Commerce

## UGC REMEDIAL TEACHING CO-ORDINATORS

Ms. Dhanapackiam K.

Dept. of History

Ms. Shanthi A.L.

Dept. of Comp.Science

## ENGLISH

### Aided Faculty

Dr. Venum Cecilia P.A.A., M.A., M.Phil., Ph.D., Asso. Prof. & HOD.

Sr. Amala Valarmathy A., M.A., M.Phil., (Ph.D.), Asst. Prof. & Head i/c PG.

Dr. Mary Gabriel I., M.A., M.Phil., Ph.D., Asst. Prof & Head i/c 'C' sec.

Dr. Amutha Arockia Mary P.R., M.A., M.Phil., L.L.B., Ph.D., Asst. Prof.

### Management / Self-Supporting Faculty

Ms. Thenmozhi A., M.A., M.Phil., Asst. Prof.

Dr. Hilda Princi Annie S., M.A., M.Phil., Ph.D., NET, Asst. Prof.

Ms. Geetha R., M.A., M.Phil., (Ph.D.), Asst. Prof.

Dr. Latha E., M.A., Ph.D., Asst. Prof.

Dr. Kalaiselvi R.H., M.A., M.Phil., Ph.D., SET, Asst. Prof & Head i/c 'B' sec.

Ms. Gayathri R., M.A., M.Phil., (Ph.D.), Asst. Prof.

Ms. Devanayagi A., M.A., M.Phil., SET, NET, (Ph.D.), Asst. Prof.

Ms. Sathya Bama T., M.A., M.Phil., SET, Asst. Prof.

Ms. Priyadharshini V.R., M.A., Asst. Prof.

Ms. Anitha Daisy Winfred., M.A., (Ph.D.), Asst. Prof.

Ms. Anitha Jebaselvi C.R., M.A., Asst. Prof.

Ms. Amudha R., M.A., SET, Asst. Prof.

Ms. Pavithra B., M.A., Asst. Prof.

Ms. Janani U., M.A., M.Phil., Asst. Prof.

Ms. Evlin Emima O., M.A., M.Phil., Asst. Prof.

Ms. Amolina Ray, M.A., M.Phil., NET, Asst. Prof.

Ms. Uthra S., M.A., M.Phil., Asst. Prof.

Ms. Nisha K.A., MSW., M.A., M.Phil., (Ph.D.), Asst. Prof.

Ms. Rosaline Stephani I., M.A., M.Phil., Asst. Prof.

Dr. Sangamitra B., M.A., M.Phil., Ph.D., Asst. Prof.

Ms. Jayasri A., M.A., M.Phil., Asst. Prof.

Ms. Chitra Lekha D., M.A., M.Phil., SET, (Ph.D.), Asst. Prof.

Ms. Monisha R., M.A., (M.Phil.), Asst. Prof.

Ms. Bernadette Monica S., M.A., (M.Phil.), Asst. Prof.

## TAMIL

### Aided Faculty

Dr. (Sr.)Arokia Jayaceli A., M.A., M.Phil., M.W.S., Ph.D., NET, Asst. Prof. (On leave).

Dr. Kumari N., M.A., M.Phil., Ph.D., Dip. Epigraphy, Asst. Prof. & HOD.

Dr. Senthil Selvi G., M.A., M.Phil., Ph.D., SLET, NET, Dip. Manuscript, Asst. Prof.

Dr. Kanimozhi K.B., M.A., M.Phil., Ph.D., SLET, NET, Asst. Prof.

Dr. Papeetha J., M.A., M.Phil., Ph.D., NET, Asst. Prof.

### Management / Self-Supporting Faculty

Ms. Meenakshi V.R., M.A., M.Phil., SET, (Ph.D.), Asst. Prof.

Dr. Gowthama Selvi E., M.A., M.Phil., Ph.D., SET, Dip. Manuscript, Asst. Prof.

Dr. Preetha R., M.A., M.Phil., Ph.D., Asst. Prof.

Dr. Shanbagavalli G., M.A., M.Phil., Ph.D., Asst. Prof.

Ms. Deepa S., M.A., M.Phil., NET, (Ph.D.), Asst. Prof.

Ms. Latha P., M.A., M.Phil., Asst. Prof.

Ms. Indumathi A., M.A., M.Phil., NET, SLET, Asst. Prof.

Ms. Auxilia Mary A., M.A., M.Phil., (Ph.D.), Asst. Prof.

Dr. Sridevi M., M.A., M.Phil., NET, SET, Asst. Prof.

## HINDI

### Aided Faculty

Dr. Elsamma Cherian., M.A., Ph.D., Asso. Prof. & HOD.

## HISTORY

### Aided Faculty

Sr. Sumathi M., M.A., M.Phil., SET, (Ph.D.), Asst. Prof. & H.O.D.

### Management / Self-Supporting Faculty

Ms. Dhanapackiam K., M.A., M.Phil., SET, ( Ph.D.), Asst. Prof.

Ms. Ganga V., M.A., M.Phil., SET, (Ph.D.), Asst. Prof.

Ms. Dhanalakshmi K., M.A., M.Phil., SET, Asst. Prof.

## SOCIOLOGY

### Management and Self-Supporting Faculty

Ms. Bhavadharani D., M.A., Asst.Prof.

## ECONOMICS

### Management and Self-Supporting Faculty

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## MATHEMATICS

### Aided Faculty

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Dr. Kasthuri S., M.Sc., M.Phil., Ph.D., Asso. Prof.

### Management / Self-Supporting Faculty

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Ms. Revathi Lakshmi S., M.Sc., M.Phil., Asst. Prof.

Ms. Thangam S., M.Sc., M.Phil., Asst. Prof.

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## CHEMISTRY

### Aided Faculty

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### **Management / Self-Supporting Faculty**

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## **ZOOLOGY**

### **Aided Faculty**

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## **BOTANY**

### **Aided Faculty**

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## **BIOCHEMISTRY**



## **Management / Self-Supporting Faculty**

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Ms. Janani M., M.Sc., M.Phil., SET, Asst. Prof.

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## **COMMUNICATION MEDIA**

### **Management / Self-Supporting Faculty**

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Ms. Saranya P., M.Sc., SET, Asst. Prof.

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Dr. Saranya P.E., M.Sc., M.Phil., Ph.D., Asst. Prof.

Dr. Priyadharshini A., M.Sc., M.Phil., Ph.D., Asst. Prof.

Dr. Sarjila R., M.Sc., M.Phil., Ph.D., Asst. Prof.

## **COMMERCE**

### **Aided Faculty**

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## **Management / Self-Supporting Faculty**

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Dr. (Sr.) Sagaya Mary T., M.Com., M.B.A., Ph.D., Asst. Prof.

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Ms. Meena N., M.Com., M.Phil., Asst. Prof.

Ms. Thenmozhi G., M.Com., M.Phil., Asst. Prof.

Ms. Anitha S., M.Com., M.B.A., M.Phil., SET, Asst. Prof.

Ms. Prasanna P., M.Com., (M.Phil.), Asst. Prof.

## **COMPUTER SCIENCE AND APPLICATIONS**

### **Management / Self-Supporting Faculty**

Ms. Kavitha S., M.C.A., M.Phil., (Ph.D.), Asst. Prof.

Dr. Lavanya S., M.Sc., M.Phil., SET, Ph.D., Asst. Prof. & Head *i/c*.

Ms. Anita Madona M., M.Sc., M.Phil., Asst. Prof.

Ms. Nisha Pauline R., M.C.A., M.Phil., Asst. Prof. & Head *i/c*.

Ms. Shanthi A.L., M.Sc., M.Phil., (Ph.D.), Asst. Prof.

Ms. Vennila Santhanam, M.C.A., M.E. (CSE), M.Phil., Asst. Prof. & Head *i/c*.

Ms. Nirmala Devi N., M.C.A., M.Phil., (Ph.D.), Asst. Prof.

Ms. Sivaranjini N., M.C.A., M.Phil., Asst. Prof.

Ms. Anitha S., M.Sc., M.Phil., Asst. Prof.

Ms. Janani P., M.Sc., M.Phil., Asst. Prof.

Ms. Yasmine S.K.A., M.Sc., M.Phil., Asst. Prof.

Ms. Ramya R., M.C.A., M.Phil., Asst. Prof.  
Ms. Pavithra R., M.C.A., M.Phil., Asst. Prof.  
Ms. Anbu Selvi Remitta A., MCA., M.Phil., Asst. Prof.  
Ms. Janani K., MCA., M.Phil., Asst. Prof.  
Ms. Susai Mary Susila A., MCA., M.Phil., Asst. Prof.  
Ms. Kokila A., MCA., M.Phil., Asst. Prof.  
Ms. Vinitha V., M.Sc., (M.Phil.), Asst. Prof.  
Ms. Dharani H., MCA., M.Phil., Asst. Prof.  
Ms. Maria Madhana M., MCA, SET, Asst. Prof.

## **MICROBIOLOGY**

### **Management / Self-Supporting Faculty**

Ms. Gowri B.V., M.Sc., M.Phil., SET, Agri NET, Asst. Prof. & Head i/c.  
Ms. Malathi T., M.Sc., M.Phil., Asst. Prof.  
Ms. Kavyashree A., M.Sc., M.Phil., Asst. Prof.  
Ms. Deepa R., M.Sc., M.Phil., Asst. Prof.  
Ms. Jalaja Priya K., M.Sc., Asst. Prof.

## **BUSINESS ADMINISTRATION**

### **Management / Self-Supporting Faculty**

Dr. Beulah Suresh, M.B.A.,M.Com., M.Phil., Ph.D., NET, Asst. Prof. & Head i/c.  
Ms. Ruth Mary, M.B.A., (Ph.D.), Asst. Prof. & Head i/c BBA  
Ms. Preethi E., M.B.A., M.Phil.,(Ph.D.), Asst. Prof.& Head i/c BHA  
Dr. Renugadevi S., M.Com., M.B.A., M.Phil., Ph.D., SET(C),SET(CM), Asst. Prof.  
Ms. Bhuvanewari L., M.B.A., M.Phil., (Ph.D.), Asst. Prof.  
Ms. Balapriya M., M.B.A., M.Phil., (Ph.D.), SET, Asst. Prof.  
Ms. Uma Mageswari S., M.B.A., M.Phil., SET, Asst. Prof.  
Ms. Sripriya SA., M.B.A.,SET, Asst. Prof.  
Dr. Uma Mageswari S., M.A., M.B.A., M.Phil., Ph.D., Asst. Prof.  
Ms. Felicita S.A.M., M.E., Asst. Prof.  
Dr. Divya Keerthika B., M.B.A., Ph.D., Asst. Prof.  
Ms. Dhivya Bharathi D., M.B.A., Asst. Prof.  
Ms. Subha Chandra K., M.B.A., M.Phil., Asst. Prof.

## **Guest Faculty**

Dr. Samuel N J David M.A(Eco), M.D(PM & IR), M.A (PM & IR), M.Sc (Psy), MBA., M.Phil (HHSM), DD., (Ph.D.), Senior Manager (Mgt. Studies & HR).

Mr. Sonia Valas PGDM (HR), M.Sc (Psy), (Dip T & D.), Asst. Manager.

## **SOCIAL WORK**

### **Management / Self-Supporting Faculty**

Ms. Ruby Martin., M.S.W., Asst. Prof. & Head i/c.

Ms. Sharmi Altha F., M.S.W., Asst. Prof.

Ms. Neenu Anna Thomas, M.S.W, PGDC, DLL., Asst. Prof.

Ms. Elavarasi P., M.S.W., M.Phil., Asst. Prof.

Ms. Saranya J., M.S.W., M.Phil., Asst. Prof.

## **COUNSELLING AND PSYCHOLOGY**

Ms. Angeline Mary Slessor I., B.A., M.Sc., Counsellor.

## **PHYSICAL EDUCATION**

### **Management / Self-Supporting Faculty**

Ms. Bindu B., M.A., M.P.Ed., M.Phil., (Ph. D.), Directress of Physical Education.

Ms. Shankari M.P.Ed., M.Phil., Directress of Physical Education

## **LIBRARY SCIENCE**

### **Management / Self-Supporting Faculty**

Sr. Juliana Agnes Victor, M.A., M.Sc., M.Phil., Director of Library

Ms. Arogia Mary A., B.Sc., M.B.A., M.L.I.Sc., M.Phil., (Ph.D.), Librarian.

Ms. Sunitha R., M.L.I.S., Librarian.

## ADMINISTRATIVE AND SUPPORTIVE STAFF

### Aided Staff

Ms.Arul Mary C.	Superintendent (S.G)
Ms.Rita D.	Assistant (S.G)
Ms.Dulsia Sagaya Rayan A.	Assistant
Ms.Ananthalakshmi R.	Jr. Asst. (S.G)
Mr.Panneerselvam A	Jr. Asst.
Ms.Mary Bhuvana R.	Typist
Ms.Vijayalakshmi S.	Typist
Ms.Sabheena S.	Library Asst. (S.G)
Ms.Kalai Chelvi K.	Record Clerk (S.G)
Ms.Sharmila C.	Jr. Asst.
Ms.Arockia Mary P.	Lab. Asst. Chemistry (S.G)
Ms.Leena Gracy J.	Lab.Asst. Chemistry
Ms.Summensmary M.	Lab. Asst. Zoology (S.G)
Ms.Sagaya Mary C.	Lab. Asst. Zoology (S.G)
Mr.Anandaraj A.	Sweeper (S.G)
Mr.Irudayaraj M.	Watchman (S.G)
Mr.James A.	Watchman (S.G)

### Management / Self-Supporting Staff

Ms. Sasikala S.	Examination Section
Ms. Annamary M.	Examination Section
Ms. Jayanthi R.	Examination Section
Ms. Julie Auxilia J.	Examination Section
Ms. Leeza R.	Receptionist
Ms. Joyisha A.	Record Clerk
Ms. Pavithra M.	Clerk
Ms. Thangam K.	Office Asst.
Ms. Asha Mary A.	Office Asst.
Ms. Kulandai Theresa A.	Office Asst.
Ms. Manimozhi J.	Library Asst.
Ms. Vani M.	Library Asst.
Ms. Mary Josephine B.	Lab. Asst.
Ms. Mary Usharani D.	Lab Asst.

Ms. Kanickam K.	Lab. Asst.
Ms. Mary Bernadette P.	Lab. Asst.
Ms. Marthal J.	Lab. Asst.
Ms. Vennila P.	Lab Asst. (Bio)
Ms. Rosemary M.	Lab. Asst.
Ms. Moganambal N.K.	Lab Asst.
Ms. Yesu Marial M.	Lab. Asst.
Ms. Sahaya Rani S.	Lab Asst. (Phy)
Ms. Lilly P.	Lab Asst.
Ms. Vennila L.	Lab Asst. (Zoo)
Ms. Iswariya C.	Lab Asst.
Ms. Ammu L.	Lab Asst.
Ms. Kalaiselvi S.	Clerk (Career Guidance)
Ms. Gnana Selvi G.	Clerk (Career Guidance)
Ms. Shaila F.	Browsing Centre
Mr. Jacob Antony A.	Carpenter
Mr. Hari V.	Electrician
Mr. Suresh M.	System Administrator
Mr. Nirmal G.	Marker/Gym Trainer
Ms. Manjula T.V.	Scavenger
Mr. Pradeep L.	System Administrator

## **ADMINISTRATIVE COMMITTEES**

### **BOARD OF MANAGEMENT**

Sr. Lazar Maria Nirmala	Provincial
Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)
Sr. Philomena Chinnappan	Administrator
Dr. (Sr.) Gertrude Mary Nirmala	Controller of Examinations
Dr. (Sr.) Jaya Santhi R.	Religious Staff
Sr. Venci Xavier	Religious Staff
Dr. (Sr.) Sagaya Mary T.	Religious Staff

### **GOVERNING BODY**

### **Management Representatives**

Sr. Lazar Maria Nirmala	Provincial
Sr. Alice K.T.	Secretary
Sr. Puliyani Lucy	Provincial Bursar
Dr. (Sr.) Gertrude Mary Nirmala	Controller of Examinations
Dr. Jhancy Mary S.	Teacher Representative
Ms. Nazareth Jereen Colette	Teacher Representative
Prof. Syed Shahabudeen	Educationist
Dr. Preethi Kumar	UGC Nominee

### **The Joint Director of Collegiate Education Govt. Representatives**

Dr. Ernest David	University Nominee
Dr. (Sr.) Regina Mary R.	Principal

### **Special Invitees**

Prof. M. Dhanushkodi	Academician
Mr. Jawarilal Jain	Industrialist

## **ACADEMIC COUNCIL**

Dr. (Sr.) Regina Mary R.	Principal
Dr.(Sr.) Gertrude Mary Nirmala	Controller of Examinations
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)
Dr. Venum Cecilia	Head, Dept. of English
Dr. Kumari N.	Head, Dept. of Tamil
Dr. Elsamma Cherian	Head, Dept. of Hindi
Dr.(Sr.) Gertrude Mary Nirmala	Head, Dept. of Economics
Sr. Sumathi M.	Head, Dept. of History
Ms. Usha Bernadette Mary G.	Head, Dept. of Commerce
Ms. Nazareth Jereen Colette	Head, Dept. of Mathematics
Dr. Jhancy Mary S.	Head, Dept. of Chemistry
Dr. Arockiamary J.S	Head, Dept. of Zoology
Dr. Nisha Santhakumari P.	Head, Dept. of Physics
Dr. Isabella Roseline S.	Head, Dept. of Botany
Dr. Abi Beulah G.	Head i/c, Dept. of Biochemistry
Ms. Gowri B.V.	Head i/c, Dept. of Microbiology
Sr. Juliana Agnes Victor	Head i/c, Dept. of Comm. Media
Dr. Beulah Suresh	Head i/c, Dept. of Business Admin.

Dr. Lavanya S.

Head i/c, Dept. of Comp.Science.

Mrs. Ruby Martin

Head i/c, Dept. of Social Work

Ms. Arogia Mary A.

Librarian

Dr. Anitha Alice E.

NCC ANO

### **Teacher Representatives of the College**

Dr. Kasturi S.

Dept. of Mathematics

Dr. Rosaline Ezhilarasi J.

Dept. of Chemistry

Dr. Mary Agnes A.

Dept. of Zoology

### **Experts from Outside the College**

#### **Expert in Law**

Mr. Varadan, Advocate, Vellore.

#### **Expert in Education**

Dr. Mohanalakshmi J., Asst. Prof. & Head, Dept. of Business Administration, Muthurangam Govt. Arts College(Autonomous), Vellore.

#### **Expert in Commerce**

Ms. Gayathri Devi V. – Chartered Accountant, Vellore.

#### **Expert in Industry**

Mr. Cyril Fernandez – Retd. General Manager, BHEL, Ranipet.

#### **Expert in Medicine**

Dr. Deepak Thomas Abraham – Department of Endocrine Surgery, Christian Medical College and Hospital, Vellore.

#### **University Nominee**

Dr. G.Thangaraj, Prof. & Head, Dept. of Mathematics, Thiruvalluvar University, Vellore.

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

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

#### **Member Secretary**



Dr. Mary Gabriel I., Dept. of English, Auxilium College.

### **FINANCE COMMITTEE**

Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Gertrude Mary Nirmala	Controller of Examinations
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)
Ms. Arul Mary C.	Superintendent (S.G)
Ms. Mary Gabriel I.	SC Member Co-opted

### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Sr. Alice K. T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal & Chairperson
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)

#### **Management Representative**

Dr. (Sr.) Gertrude Mary Nirmala	Controller of Examinations
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#### **Members of the Faculty Shift I**

Dr. Scholastica Mary Vithiya B.	IQAC Coordinator
Ms. Anita Madona M.	Dept. of Computer Science
Ms. Devanayagi A.	Dept. of English
Dr. Gowri V.S	Dept. of Chemistry
Ms. Valentine Usha Kalaichelvi S.	Dept. of Commerce

#### **Members of the Faculty Shift II**

Ms. Gowri B. V.	Dept. of Microbiology
Dr. Uma Mageswari Sharma.	Dept. of Business Administration
Ms. Lalith Priya M.D.	Dept. of Commerce
Ms. Shahira Sultana M.	Dept. of Mathematics

## **Alumni**

Ms. Bibiana Nirmala V.

## **Administrative Staff**

Mrs. Arul Mary C.

Ms. Rita D.

Ms. Vijaya Lakshmi S.

## **Students**

College Union Leaders Shift I & Shift II

### **Shift I**

Rahamath Nisha H.      College Union President

Abirami D.              College Union Vice-President

Balgees Renoza M.      College Union Secretary

### **Shift II**

Shakthi Priyanka M.G.      College Union President

Sharline Reneta T.      College Union Vice-President

Maria Varsha T.      College Union Secretary

## **Technical Staff**

Mr. Suresh M.

Ms. Gnana Selvi G.

## **External Expert**

Prof. Allan John

## **Stake Holder & Community Representatives**

Mr.Varadhan              Lawyer

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

Dr. (Sr.) Regina Mary R.      Principal

Dr. (Sr.) G.Mary Nirmala      Controller of Examinations

Contro

Dr. Sugantha Kumari V.      Dean of Sciences

Dr. Senthil Selvi G.      Dean of Students Welfare

Ms. Bhuvaneshwari L.      Dean of Arts

Ms. Nirmala Devi N.      Dean of Sciences

Ms. Divya V.      Dean of Students Welfare

### **The Heads of all Departments**

Ms. Arogia Mary A.	Librarian
Ms. Arulmary C.	Superintendent (S.G)
Student Representatives.	College Union Leaders of Shift I & II

### **EXAMINATION COMMITTEE**

Dr. (Sr.) Regina Mary R.	Principal
Dr. (Sr.) Gertrude	Controller of Examinations
Mary Nirmala S.	
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)
Ms. Bindu B.	Asst. Controller of Exams

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

Dr. Jhancy Mary M.	Dept. of Chemistry
Ms. Usha Bernadette Mary G.	Dept. of Commerce
Dr. Beulah Suresh	Dept. of Business Admin.
Dr. Abi Beulah G.	Dept. of Biochemistry
Ms. Sasikala S.	Clerk, COE Office
Student Representatives	College Union Leaders

### **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. Nirmala Devi N.	Dean of Sciences
Ms. Divya V.	Dean of Students Welfare
Ms. Arul Mary C.	Superintendent (S.G)

### **STAFF GRIEVANCE COMMITTEE**

Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)
Dr. Kumari N.	Teaching Staff Secretary (Shift I)
Dr. Auxilia Antony S.	Teaching Staff Secretary (Shift I)
Ms. Sathya N.	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. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)
Dr. (Sr.) Gertrude Mary Nirmala S.	Controller of Examinations

### **ADMISSION COMMITTEE**

Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)

## **The Heads of Departments**

Dr. Mary Gabriel I.  
Ms. Arul Mary C.

SC Member Co-opted  
Superintendent(S.G)

## **CURRICULUM DEVELOPMENT CELL**

Dr. (Sr.) Regina Mary R.	Principal
Dr.(Sr.) Gertrude Mary Nirmala S.	Controller of Examinations
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A	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. Nirmala Devi N.	Dean of Sciences
Ms. Divya V.	Dean of Students Welfare

## **The Heads of Departments**

Student Representatives

## **RESEARCH AND PUBLICATION COMMITTEE**

Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	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
Ms. Amul B.	Dept. of Physics
Dr. Renugadevi S.	Dept. of Management

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

Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	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. Nirmala Devi N.	Dean of Sciences
Ms. Divya V.	Dean of Students Welfare
College Union Leaders	
Class Representatives	
Academic Association Secretaries	
Non-Academic Association Secretaries	

## **COUNSELLING AND GUIDANCE CELL**

Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)
Ms. Angeline Mary Slessor I.	Counsellor

## **CAREER GUIDANCE AND PLACEMENT CELL / CONSULTANCY CELL**

Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A	Vice Principal (Shift II)

## **COORDINATORS & STAFF IN-CHARGE**

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

### **LIBRARY ADVISORY COMMITTEE**

Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A	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. Nirmala Devi N.	Dean of Sciences
Ms. Rita D.	Assistant (S.G)
Student Representatives - College Union Leaders	

### **SPORTS ADVISORY COMMITTEE**

Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)
Sr. Philo Chinnappan	Administrator
Dr. Senthil Selvi G.	Staff Representative
Ms. Gayathri K.	Staff Representative
Ms. Bindu B.	Staff Representative
Sports Secretaries	
Student Representatives- College Union Leaders	

### **NSS ADVISORY COMMITTEE**

Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal

Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	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. Anbu Selvi Remitta A.	NSS Programme Officer
Ms. Uma Mageswari S.	NSS Programme Officer

### **RURAL HANDICRAFT INCHARGE**

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

### **HOSTEL ADVISORY COMMITTEE**

Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)
Sr. Philo Chinnappan	Administrator

### **Deans of Residential Students**

Sr. Annie P.J.
Sr. Venci X.
Dr. (Sr.) Sagaya Mary T.
Sr. Irine Towle J.
Sr. Anthoni Amali A.
Sr. Dominic Switha

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

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

Sr.Charles Lowra.

### **ANTI RAGGING COMMITTEE**

Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)



Sr. Amala Valarmathy A	Vice Principal (Shift II)
Dr. Kalaiselvi R.H.	Dean of Arts
Dr. Sugantha Kumari V.	Dean of Sciences
Ms. Bhuvaneswari L.	Dean of Arts
Ms. Nirmala Devi N.	Dean of Sciences
Dr. Senthil Selvi G.	Dean of Students welfare
Ms. Divya V.	Dean of Students welfare
The Heads of Departments	
Student Representatives - College Union Leaders	

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

Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	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. Bhuvaneswari L.	Dean of Arts
Ms. Nirmala Devi N.	Dean of Sciences
Ms. Divya V.	Dean of Students welfare
The Heads of Departments	
Student Representatives - College Union Leaders	

### **ALUMNAE COMMITTEE**

Sr. Alice K.T.	Secretary
Dr. (Sr.) Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)
Alumni Executive Members	

### **PHOTOGRAPHY**

Ms. Dhanalakshmi P.	Dept. of Comm. Media
Ms. Priyanga G.	Dept. of Comm. Media
Ms. Bala Priya M.	Dept. of Business Admin.
Ms. Janani P.	Dept. of Comp. Sci

### **VIDEOGRAPHY**

Ms. Radhika M.

Dept. of Comm. Media

### PHOTO DISTRIBUTION

Ms. Kanimozhi K.B.

Dept. of Tamil

Ms. Deepa S.

Dept. of Tamil

Ms. Amudha R.

Dept. of English

Ms. Evelin Emima O.

Dept. of English

Ms. Bernadette Monica S.

Dept. of English

### PHOTO ALBUM

Dr. Subashini D.

Dept. of Chemistry

Ms. Revathy T.

Dept. of Chemistry

Ms. Thangam S.

Dept. of Mathematics

Ms. Janani M.

Dept. of Biochemistry

### COLLEGE WEBSITE

Ms. Vennila Santhanam

Ms. Shanthy A.L.

Ms. Anbu Selvi Remitta A.

Dept. of Comp Science

### MAGAZINE COMMITTEE

Dr. Venum Cecilia P.A.A.

Dept. of Comp.Science

Dr. Kalai Selvi R.H.

Dept. of English

Ms. Thenmozhi A.

Dept. of English

Dr. Latha E.

Dept. of English

Dr. Senthilselvi G.

Dept. of Tamil

Dr. Preetha R.

Dept. of Tamil

Ms. Dhanalakshmi P.

Dept. of Comm. Media

### 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. Priyadarshini V.R.

Dept. of English

Ms. Uma Mageswari S.

Dept. of Business Administration

## COLLEGE CHOIR

Dr. Venum Cecilia P.A.A.	Dept. of English
Sr. Irine Towle J.	II M.Sc. Zoology
Sr. Martha R.	I MSW
Sr. Mercy J.	I MSW
Sr. Arockia Raj Deepika	I B.Sc. Physics
Sr. Mercy Buella J.	I B.Sc. Comp.Science

## CO-ORDINATORS FOR CONDUCT OF EXAMINATION

Dr. Elsamma Cherian	Dept. of Hindi
Dr. Papeetha J.	Dept. of Tamil
Ms. Revathy Lakshmi S.	Dept. of Mathematics
Ms. Gayathri R.	Dept. of English
Ms. Vani G.	Dept. of Chemistry
Ms. Vidhya K.	Dept. of Zoology
Ms. Valentine Usha Kalaichelvi S.	Dept. of Commerce

Dr. Sr. Regina Mary R.	Principal
Sr. Sumathi M. I)	Vice Principal (Shift I)
Sr. Amala Valarmathy A. II)	Vice Principal (Shift II)
Dr. Mary Gabriel I.	Dept. of English
Dr. AmuthaArockiamary P.R.	Dept. of English

Dr.Sr. Regina Mary R.	Principal
Sr. Sumathi M.	Vice Principal (Shift I)
Sr. Amala Valarmathy A.	Vice Principal (Shift II)
Dean of Arts ( Shift I &Shift II)	
Dean of Sciences ( Shift I &Shift II)	
Dean of Students Welfare ( Shift I &Shift II)	

## COORDINATORS FOR SWAYAM - NPTEL

Ms.Kavitha S.	Dept. of Comp. Science
Ms. Anbu Selvi Remitta A.	Dept. of Comp.Science
Ms.Felicita S.A.M.	Dept. of Business Admin.

Sr. Juliana Agnes Victor	Dept. of Comm.Media
Ms. Radhika	Dept. of Comm.Media
Dr. Amutha Arockiamary	Dept. of English

### CELL

Dr. Mary Gabriel	Dept. of English
Dr. Suganthakumari	Dept. of Chemistry
Dr. SenthilSelvi	Dept. of Tamil
Dr.Preeha R.	Dept. of Tamil
Dr. Beulah Suresh	Dept. of Business
Administration	
Dr. Uma Mageshwari S.	Dept. of Business
Administration	
Ms. Priyanka Victor	Dept. of Mathematics
Ms. Narmadha Christy P.	(Research Scholar)

Dr.Jhancy Mary	Dept. of Chemistry
Dr.Vernum Cecilia	Dept. of English
Dr. Auxilia Antony	Dept. of Commerce
Dr. Beulah Suresh	Dept. of Business
Administration	
Ms. Preethi E.	Dept. of Business
Administration	

### (ABIC)

<b>Faculty Coordinators</b>	
Dr. Beulah Suresh	Dept. of Business
Administration	

Ms. Valentine Usha S.

Dept. of Commerce

**Student Coordinator**

Ms. Karthiga S.

II MBA

## **PROGRAM OFFERED**

### **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. MPhil. 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

## **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 Fee 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.	

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Mother's Name	
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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
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3	Mon	
4	Tue	
5	Wed	World Environment Day Ramzan Communication Skill and Soft Skill for Facilitators (5 <sup>th</sup> to 7 <sup>th</sup> )
6	Thu	
7	Fri	
8	Sat	World Ocean Day
9	Sun	
10	Mon	Orientation Programme for Junior Staff
11	Tue	Orientation Programme for All Staff
12	Wed	World Day Against Child Labour Preventive System /Question Paper Setting- Workshop
13	Thu	
14	Fri	
15	Sat	
16	Sun	Parents Meeting- Hostel Students
17	Mon	College Reopens Orientation Programme for II Year Students NLP for III Year Students (Shift I & Shift II)
18	Tue	Inaugural Prayer-Shift I Department of Commerce -PG Shift II-Department of Mathematics 'C'
19	Wed	Induction Program for I Year Students
20	Thu	
21	Fri	International Day of Yoga-Youth Red Cross AICUF - Theatre Training Programme (21 <sup>st</sup> to 23 <sup>rd</sup> )
22	Sat	Orientation Programme for Staff - Value Education
23	Sun	
24	Mon	Classes Begin for I PG

		IQAC Meet-1
25	Tue	Physical Fitness Program for the I Year Students
26	Wed	International Anti-Drug Day
27	Thu	
28	Fri	
29	Sat	
30	Sun	

**No of Working Days: 10**  
**Cumulative Working Days: 10**

1. 'For surely I know the plans I have for you,' says the Lord, 'plans for your welfare and not for harm, to give you a future with hope.' **Jeremiah 29:11**

2. **Even** though I walk through the darkest valley, I will fear no evil, for you are with me; your rod and your staff, they comfort me." **Psalm 23:4**

**JULY 2019**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Monday	
2	Tuesday	
3	Wednesday	Month Value Presentation - Maths A / Maths B
4	Thursday	Intra - Mural Tournaments Begin
5	Friday	ii Inauguration of the College Union
6	Saturday	
7	Sunday	
8	Monday	Inauguration of Tamil Association- Shift II
9	Tuesday	
10	Wednesday	Commemoration of Sepoy Mutiny- Dept of History & NSS
11	Thursday	F Fresher's Contest- English 'B'

12	Fri	Workshop on Character Animation - Dept of Communication Media Inauguration of Mathematics Association 'C' - Shift II Workshop on RTI for III year UG - Citizen Consumer Club & NCC (Shift I & II)
13	Sat	
14	Sun	
15	Mo	
16	Tue	Y Youth Pastoral Visit
17	We	Youth Pastoral Visit
18	Thu	Vivekananda Endowment Lecture - Department of Tamil (Shift II) Inauguration & Geneva Convention Day Competition - YRC
19	Fri	Art Workshop - Dept of Communication Media Inauguration of Maths Association Sec 'B' International Conference on Applied Mathematics - ( ICAM2019) Dept of Maths –Section "C"
20	Sat	Workshop BCA (Shift I)
21	Sun	F FMA India PCI Training of Trainers in Youth O Movement-(21 <sup>st</sup> to 23 <sup>rd</sup> )
22	Mo	IQAC Meeting –II Inauguration of History Association
23	Tue	

24	We d	Intercollegiate Paper Presentation Competition -PG Department of Commerce Inauguration of Chemistry Association Inauguration of Zoology Association & Sr. Helen Fernandez Endowment Lecture Literary Association Inauguration - Shift II
25	Thu	Inauguration of Tamil Association - Shift I & Punith Endowment Lecture Skill Based Case Work and Group Work -Department of Social Work
26	Fri	Ward Meeting Skill Based Community Organisation - Department of Social Work
27	Sat	
28	Sun	
29	Mo n	I CA Examination Begins
30	Tue	
31	We d	

**No of working days: 23**

**Cumulative working days: 33**

1. Cast all your anxieties unto him, because he cares for you. **1 Peter 5: 7**
2. All hard work brings a profit, but mere talk leads only to poverty.  
**Proverbs 14:23-24**

**AUGUST 2019**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Thu	
2	Fri	National Conference on Recent Trends in Banking Sector - Department of Banking and Insurance
3	Sat	
4	Sun	
5	Monday	
6	Tue	Inauguration of Quiz Club (Shift I)
7	Wednesday	Month Value Presentation - Eng B&C / Physics
8	Thu	World Literacy Day Inauguration of Debaters Club - Department of Tamil
9	Fri	Inauguration of Rotract Club Blood Donation Camp - YRC
10	Sat	
11	Sun	
12	Monday	Bakrid
13	Tue	Inter-Departmental Dramatics (Shift II)
14	Wednesday	International Geneva Convention Day International Conference - Department of BBA UG Quiz Competition - Dept. of Chemistry

15	Thu	Independence Day - Dept of History & NCC
16	Fri	Inter Departmental Dramatics (Shift I) Inter Collegiate Paper Presentation - Dept of Commerce (Shift II)
17	Sat	Working Day National Seminar on Tribes - Department of Social Work
18	Sun	
19	Monday	IQAC Meeting - III Communal Harmony and National Integration Week - NSS Photo Expo - Dept of Comm.Media
20	Tue	
21	Wednesday	Sr. Regina Colombo Endowment Lecture for III B.Sc Zoology
22	Thursday	Thiruvalluvar Endowment Lecture- Department of Tamil (Shift I) National Seminar on Digital Marketing - PG Department of Commerce International Conference at Kuala Lumpur Workshop at Penang on “Insights and Innovations in Humanities, Arts and Science” Co-Organisers - Dept of English (22 <sup>nd</sup> to 26 <sup>th</sup> )
23	Fri	Krishna Jayanthi Annual Retreat for Catholic Students
24	Sat	Annual Retreat for Catholic Students
25	Sun	Annual Retreat for Catholic Students
26	Monday	
27	Tue	
28	Wednesday	



29	Thu	Conference - Department of Computer Science (Shift-II)
30	Fri	Ward Meeting Muthamizh Vizha Shift I - Department of Tamil
31	Sat	

**No of working days: 20**

**Cumulative working days: 53**

1. Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go. **Joshua 1:9**

2. Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity. **1 Timothy 4:1**

<b>SEPTEMBER 2019</b>		
<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Sun	
2	Mon	Vinayaka Chaturthi
3	Tue	
4	Wed	Month Value Presentation - Zoology / Micro - Biology Sr.Antoinotte Aloysius Endowment Lecture for III B.Sc Zoology
5	Thu	Teacher's Day - Deans
6	Fri	National Seminar on Media use among Children & Adolescents -Department of Comm. Media
7	Sat	Sports Day - Department of Chemistry & Department of Micro - Biology(Shift II)
8	Sun	World Literacy Day - NSS
9	Mon	
10	Tue	Muharram World Suicide Prevention Day
11	Wed	Bharathiyar Endowment Lecture -Department of

		Tamil (Shift I)
12	Thu	Counselling Course for the Staff ( 12 <sup>th</sup> to 14 <sup>th</sup> )
13	Fri	Inter Collegiate programme - Dept of Physics Tamil Workshop - Department of Tamil (Shift-I)
14	Sat	
15	Sun	
16	Mon	IQAC Meeting - IV
17	Tue	
18	Wed	II CA Examination Begins
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	NSS Day National Seminar- BCA (Shift I)
25	Wed	Vallalar Endowment Lecture -Department of Tamil (Shift II)
26	Thu	PG Quiz Competition - Department of Chemistry
27	Fri	Ward Meeting Inter- Departmental Historical Pageant Show - Dept of History Video Conferencing - Department of Zoology
28	Sat	
29	Sun	International Heart Day
30	Mon	

**No of working days: 20**

**Cumulative working days: 73**

1. Rejoice, O young man, in your youth, and let your heart cheer you in the days of your youth. Ecclesiastes 11:9

2. Do nothing from selfish ambition or conceit, but in humility regard others as better than yourselves. **Philippians 2:3**

<b>OCTOBER 2019</b>		
<b>Dat e</b>	<b>Day</b>	<b>Events</b>
1	Tue	National Voluntary Blood Donation Day
2	Wed	Gandhi Jayanthi Annual Past - Pupil Meet
3	Thu	Inter Departmental Essay Writing Competition - Department of Zoology
4	Fri	Month Value Presentation - Eng A/ Bio- Chemistry Inter - Departmental Drawing and Painting Competition - Department of Zoology
5	Sat	
6	Sun	
7	Mo	Ayutha Pooja
8	Tue	Vijaya Dasami
9	Wed	
10	Thu	
11	Fri	Disaster Management - YRC
12	Sat	
13	Sun	
14	Mo	
15	Tue	World Students Day - NSS

16	Wed	
17	Thu	
18	Fri	Community Program - Department of MSW Completion of Practical Examination, Provincial Chapter (18 <sup>th</sup> to 24 <sup>th</sup> )
19	Sat	Working Day Chemistry Exhibition
20	Sun	
21	Mo	IQAC Meeting - V
22	Tue	Debate - Debaters Club
23	Wed	
24	Thu	Civic Awareness Program - Rotract Club
25	Fri	Ward Meeting
26	Sat	Study Holidays Begin
27	Sun	Diwali
28	Mo	
29	Tue	
30	Wed	Odd Semester Examinations Begin
31	Thu	

**No of working days: 17**

**Cumulative working days: 90**

1. For everything there is a season, and a time for every matter under heaven. **Ecclesiastes 3:1**

2. ... a woman who fears the Lord is to be praised. **Pr**

<b>NOVEMBER 2019</b>		
<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Fri	
2	Sat	
3	Sun	
4	Mo	
	n	
5	Tue	

6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	Milad-Un-Nabi
11	Mon	
12	Tue	
13	Wed	Even Semester Begins Prayer service - B.Com (Shift I) / BCA( Shift II)
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	Month Value Presentation - Vis.Com / BCA (Shift II)
19	Tue	Dengue Awareness - YRC National Integration Day - NSS
20	Wed	IQAC Meeting - VI Literary Association - Department of English (Shift II)
21	Thu	
22	Fri	State Level Sports Tournaments
23	Sat	State Level Sports Tournaments
24	Sun	
25	Mon	
26	Tue	
27	Wed	Rev. Fr. Xavier Alphonse Endowment Lecture - Department of Tamil (Shift-I)
28	Thu	Ward Meeting

		Calligraphy - An Inter - Dept workshop - Dept of Comm. Media
29	Fri	
30	Sat	

**No of working days: 13**

**Cumulative working days: 13**

1. A gracious woman gets honour, but she who hates virtue is covered with shame. **Proverbs 11: 16**

2. Do not say, 'I am only a youth'; for to all to whom I send you, you shall go, and whatever I command you, you shall speak. **Jeremiah 1:7**

**DECEMBER 2019**

<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Sun	World AIDS Day - NSS
2	Mo	
3	Tue	World Disabled Day
4	Wed	Month Value Presentation - BHA / Computer Science (Shift II) Sr. Ethelvina Endowment Lecture for II M.Sc Zoology State Level Seminar - Department of BCA(Shift II)
5	Thu	International Volunteers Day - NSS UG Project Display - Department of Chemistry IDA Scudder Endowment Lecture -Department of Tamil (Shift I)
6	Fri	National Seminar - Dept of History National Seminar - Department of Zoology Eye Camp - Rrotract Club
7	Sat	Debate - Debaters Club
8	Sun	
9	Mo	
10	Tue	Human Rights Day Intra -Departmental Essay Writing Competition - Dept of History

11	Wed	Workshop for Final Year Students on Organic Farming - Enviro Club Department of Botany
12	Thu	
13	Fri	National Seminar - Department of Chemistry Workshop on R - Software for PG Students - Dept of Mathematics 'C'(Shift II)
14	Sat	Convocation day - Vis. com (Shift I) Physics (Shift II)
15	Sun	
16	Mon	Institutional Training Begins for II BBA Students in CMC
17	Tue	
18	Wed	IQAC Meeting - VII Literary Association Activity -Department of English (Shift II)
19	Thu	
20	Fri	
21	Sat	Christmas Celebration - Department BHA (Shift I) & Department BBA (Shift II) Christmas Play - English 'A'
22	Sun	
23	Mon	
24	Tue	National Consumer Day
25	Wed	Christmas
26	Thu	
27	Fri	Educational Trip - YRC (27 <sup>th</sup> to 29 <sup>th</sup> )
28	Sat	
29	Sun	
30	Mon	



	n	
31	Tue	

**No of working days: 16**  
**Cumulative working days: 29**

1. Iron sharpens iron, and one man sharpens another. **Proverbs 27:17**
2. ...the truth will set you free. **John 8:32**

<b>JANUARY 2020</b>		
<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Wed	New Year
2	Thu	
3	Fri	College Re-opens New Year Prayer Service - Department of History (Shift I) & Department of English(Shift II) Month Value Presentation - Chemistry / BBA
4	Sat	Working Day
5	Sun	

6	Mon	I CA Examination Begins
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	Pongal Celebration - Department of Tamil
14	Tue	Boghi
15	Wed	Pongal
16	Thu	Thiruvalluvar Day
17	Fri	
18	Sat	Educating Community meet (Zonal Level)
19	Sun	
20	Mon	IQAC Meeting - VIII Gopala Krishnan Endowment Lecture -Department of Tamil (Shift II)
21	Tue	
22	Wed	Workshop on Research Methodology -Department of Social Work
23	Thu	Sr.Cleofe Fassa Endowment Lecture for I M.Sc Zoology
24	Fri	
25	Sat	National Voters Day - NSS
26	Sun	Republic Day
27	Mon	
28	Tue	Inter - Collegiate Commerce Meet - PG Dept of Commerce Literary Association Activity -Department of English (Shift II)
29	Wed	PG, M.Phil Paper Presentation -Department of Chemistry

30	Thu	Peace Day Ward Meeting Intra-Departmental Poster Presentation on World Peace- Dept of History & YRC Life Science - Quiz Competition Dept of Zoology
31	Fri	Youth Fest-Feast of St. Don  Bosco

**No of working days: 18**

**Cumulative working days: 47**

1. A friend loves at all times, and kinsfolk are born to share adversities.  
**Proverbs 17:17**

2. Do not be deceived: Bad company ruins good morals. **1 Corinthians 15:33**

<b>FEBRUARY 2020</b>		
<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Sat	
2	Sun	

3	Mon	Month Value Presentation -B.Com (Shift I) / B.Com (B&I) Internship Begins for III Year BBA (Hospital Administration ) Students - CMC Vellore
4	Tue	
5	Wed	
6	Thu	
7	Fri	College Union Election
8	Sat	Visual Felicity - 2020 Dept of Comm. Media
9	Sun	
10	Mon	
11	Tue	
12	Wed	Road Safety Week - YRC
13	Thu	Literary Association Activity -Department of English (Shift II)
14	Fri	Valedictory Day - Physics (Shift I) Bio- Chemistry (Shift II )
15	Sat	College Day - Commerce (Shift I ) Maths 'C' (Shift II )
16	Sun	
17	Mon	
18	Tue	Skin Care Camp - Rrotract Club
19	Wed	IQAC Meeting - IX Debate - Debaters Club
20	Thu	Farewell and Photo Session-Deans
21	Fri	
22	Sat	Working Day
23	Sun	
24	Mon	
25	Tue	
26	Wed	Ash Wednesday

		II CA Examination Begins
27	Thu	
28	Fri	
29	Sat	

**No of working days: 18**  
**Cumulative working days: 65**

1. My child, when you come to serve the Lord, prepare yourself for testing. **Sirach 2:1**

2. Whoever does not love does not know God, for God is love. **1 John 4:8**

<b>MARCH 2020</b>		
<b>Date</b>	<b>Day</b>	<b>Events</b>
1	Sun	
2	Mo	
3	Tue	
4	Wed	Month Value Presentation - BCA (Shift I) / Commerce (Shift II)
5	Thu	
6	Fri	
7	Sat	Workers Retreat - Arani
8	Sun	Women's Day - Department of Business Administration
9	Mo	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	World Consumer Day
16	Mo	IQAC Meeting X Heat Wave Awareness -YRC

	n	
17	Tue	
18	Wed	Completion of Practical Examination
19	Thu	Literary Association - Department of English (Shift II)
20	Fri	
21	Sat	
22	Sun	World Water Day
23	Mo	
	n	
24	Tue	
25	Wed	Ugadi
26	Thu	
27	Fri	Ward Meeting
28	Sat	
29	Sun	
30	Mo	
	n	
31	Tue	

**No of working days: 21**

**Cumulative working days: 86**

1. Whoever loves discipline loves knowledge, but those who hate to be rebuked are stupid. **Proverbs 12:1**

2. Obey your leaders and submit to them, for they are keeping watch over your souls and will give an account. **Hebrews 13:1**

APRIL 2020		
Date	Day	Events
1	Wed	Study Holidays Begin
2	Thu	
3	Fri	
4	Sat	
5	Sun	World Health Day
6	Mon	Even Semester Examination

		Begins
7	Tue	
8	Wed	
9	Thu	Holy Thursday
10	Fri	Good Friday
11	Sat	
12	Sun	Easter
13	Mon	
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	

1. I have loved you with an everlasting love; therefore I am constant in my affection for you. **Jeremiah 31:3**

2. Above all, love each other deeply, for love covers a multitude of sins. **1 Peter 4:8**

MAY 2020		
Date	Day	Events
1	Fri	May Day
2	Sat	
3	Sun	
4	Mon	

5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

1. Blessed are the pure in heart, for they will see God. **Mathew 5:8**
2. Come to me, all you that are weary and are carrying heavy burden, and I will give you rest. **Mathew 11: 28**



# **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 half done, 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 weaknesses 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, 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 humour, 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 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**

Oh 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 worthwhile 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

courageously;

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, 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 anything 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 of 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

## **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 things in the world, and help me always to think of others as much, and more than I think of myself. Amen

## **UNIVERSAL PRAYER FOR PEACE**

God, our Friend, Mother and Father, may you be praised in your diversity of names and forms by the whole universe! May we experience a world guided by your values of justice, fraternity, equality, freedom, peace, hope and love! May your will be the motive force of all our dreams and actions. Give us our daily food for body, mind and soul! Strengthen us to forget and forgive without counting the cost! Forgive us our offences as we forgive those who offended us in the past. Bless all those who offend us now, with your peace! Strengthen us always to stand for truth, without fear, and walk in the path of light with hope, optimism and creativity! Protect us from all evil forces and liberate us from hatred, despair and depression! 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

**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

### **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

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 the 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.  
**Ch:** 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 be understood than to understand your goodness  
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.** □ □□□□□□□ □□□□□ - □□□

X ghpRj;j MtpNa!  
vd; Md;khtpd; Md;khNt!  
ck;ik Muhjid nra;fpd;Nwd;  
,iwth Muhjid nra;fpd;Nwd;  
vd;id xspur;nra;J topfhl;Lk;  
GJ tYT+l;b vd;idj; Njw;Wk;  
vd; flik vd;dntd;W fhl;Lk  
mij fUj;jha; Ghpe;jpl J}z;Lk;  
vd;d Neh;e;jhYk; ed;wp Jjpg;ghb  
gzpNtd; vd; ,iwth!  
ce;jd; jpUTsg;gb vd;id elj;Jk;!  
(X ghpRj;j)

**2.** □□□□□□□□□□□□□□□□

ePuhUq; fLYLj;j epykle;ijf; nfopnyhOFk;  
rPuhUk; tjdnkdj; jpfo;guj fz;lkpjpy;  
njf;fzKk; mjpw; rpwe;j jpuhtpley; jpUehLk;  
jf;frpW gpiw EjYk; jhpj;jeWe; jpyfKNk  
mj;jpyf thridg;Nghy; midj;JyFk; ,d;gKw  
vj;jpirAk; Gfo;kzf;f ,Ue;j ngUe; jkpozq;Nf!  
cd;rPhpsikj; jpwk; tpae;J nray;kwe;J tho;j;JJNk!  
tho;j;JJNk! tho;j;JJNk!

**3.** □□□□□□□□□□

jhapd; kzpf;nfhb ghhPh; - mijj;  
jho;e;J gzpe;J Gfo;e;jpl thhPh;(jhapd;)  
Xq;fp tsh;e;JNjhh; fk;gk; - mjd;  
cr;rpapd;Nky; te;Nj khjuk; vd;Nw  
ghq;fpd; vOjpp; jpfOk; nra;ag;

gl;nlhsp tPrpg; gwe;jj ghPh;(jhpd;)  
fk;gj;jpd; fPo; epw;wy; fhzPh; - vq;Fk;  
fhzUk; tPuh;g; ngUe;jpus; \$l;lk;  
ek;gw;;Fhpah; ey;tPuh; jq;fs;  
ey;Yaph; e;Jk; nfhbapidf; fhg;gh;(jhpd;)

4. □□□□□□□□□□

ghuj Njtpapd; kzpf;nfhb ghPh;!  
gf;jpAld; ,ij tzq;FNthk; thhPh;!  
gytsKsnjd Fwpj;jpLk; gr;ir  
ghpRj;j jpahfj;ij fh;l;bLk; ntz;ik  
eyKld; gf;jpia Cl;bLk; fhtp  
eLepiyg; gz;gpid tpsf;fpLk; rf;fuk ;- (ghuj)

tPuh;fs; cly; nghUs; MtpAk; nfhlj;  
jPuuha; mbrpiw midj;ijAk; nghWj;j  
jPuek; ghuj Njtpf;Nf cioj;j  
jpfo;tij Fwpj;jpLk; n[af;nfhb ghPh; - (ghuj)

5. □□□□□ □□□□□

[d fz kd mjpehaf [a N`  
ghuj ghf;a tpjhjh  
gQ;rhg; rpe;J F[uhj kuhl;lh  
jpuhtpl cj;fy tq;fh  
tpe;jpa `pkhry aKdh fq;fh  
cr;ry [yjp juq;fh  
jt Rg ehNk [hN`  
jt Rg Mrp] khN`  
fhNa jt [a fhjh  
[d fz kq;fs jhaf [aN`  
ghuj ghf;a tpjhjh  
[a N`! [a N`! [a N`!

[a [a [a [a N`!