



## VET Institute of Arts and Science

(Co-education) College

An Institution run by **VELLALAR EDUCATIONAL TRUST**

Affiliated to Bharathiar University

Thindal, Erode, TN - 638 012.



Hand Book  
Academic year 2022-23



## PERSONAL MEMORANDUM

Name : \_\_\_\_\_

Roll. no. : \_\_\_\_\_

Class : \_\_\_\_\_

Department : \_\_\_\_\_

Date of birth : \_\_\_\_\_

Blood group : \_\_\_\_\_

Height : \_\_\_\_\_ cm                      Weight : \_\_\_\_\_ kg

Address for

Communication : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Pin code : \_\_\_\_\_

Mobile no. : \_\_\_\_\_ Res. ph. no.: \_\_\_\_\_

Father's mobile no : \_\_\_\_\_ Mother's mobile no : \_\_\_\_\_

E-mailid : \_\_\_\_\_

Aadhaar no. : \_\_\_\_\_

Family Doctor : \_\_\_\_\_ Phone no.: \_\_\_\_\_

Medical problem and allergies: \_\_\_\_\_

Other details : \_\_\_\_\_

In case of emergency, please report to: \_\_\_\_\_

## **NATIONAL ANTHEM**

Jana-gana-mana-adhinayakajaya he  
Bharata-bhagya-vidhata  
Punjaba-Sindhu-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
uchchala-jaladhi-taranga  
Tavashubha name jage, tavashubhaasisa mage,  
gahetavajaya-gatha.  
Jana-gana-mangala-dayakajaya he  
Bharata-bhagya-vidhata.  
Jaya he, Jaya he, Jaya he,  
jayajayajaya, jaya he.

## **INDIAN PLEDGE**

India is my country. All Indians are my brothers and sisters.  
I love my country and I am proud of its rich and varied heritage.  
I shall always strive to be worthy of it.  
I shall give respect to my parents, teachers and  
all elders 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.

## **COLLEGE OATH**

Isolemnly affirm in the name of God, that, I shall, during and at the end  
of the course, metamorphise into a mature professional, and merge with  
the professional management fraternity all over the world.

I shall earnestly strive to develop a professional discipline.

I hereby state that, I have read and understood the code of conduct and  
I promise to abide by the rules and regulations of this institution and safe  
guard the motto

“Educate, Elevate, Empower”

## COLLEGE COMMITTEE

1. **Thiru. Kandasamy S S**  
President - Management Chairman
2. **Thiru. Chandrasekar S D, B. A.,**  
Secretary - Management Member
3. **Thiru. Arun P K P, B. Arch.,**  
Treasurer - Management Member
4. **Mr. Velumani C, CA**  
NGO- Member
5. **Dr. Saravanan R**  
Principal
6. **Dr. Nallaswamy V P**  
Dean - Academics
7. **Mr. Logesh Kumar S**  
Administrative Officer

## **VELLALAR EDUCATIONAL TRUST**

Vellalar Educational Trust, established in 1969, with a view to empower young women hailing from rural and marginalised sections of the society and elevate them as leaders through education, has emerged as a beacon of education for millions of aspiring minds. Growing from strength to strength, inculcating values that harmonise and develop our society, the VET family now is a group of ten institutions wherein 22,000 students are pursuing their studies from school level to higher education and research in the faculties of Arts, Commerce, Education, Engineering, Management, Nursing, Pharmacy and Sciences.

### **ABOUT THE COLLEGE**

VET Institute of Arts and Science (Co-education) College, the youngest member of the Vellalar family, is an intellectual community that nurtures student learning, fosters faculty research and creative activity and provides service to the larger community. We, at VETIAS, emphasise on collaborative learning, individual intellectual development, and respect for diverse points of view, preparing students to become critical thinkers, strong communicators and ethical leaders with a truly global perspective. Our students will graduate understanding that what they do beyond the classroom can make an impact on the world since knowledge, understanding and intellectual courage for a purposeful life in a challenging and changing world are woven into the fabric of their education.

### **COLLEGE WORKING DAYS &TIMINGS**

Monday - Saturday

09.00 AM - 04.15 PM

## **VISION**

We envision a distinguished institution in education, research, and a home to an intellectual community with strong social commitments, providing seamless learning environment balanced with challenge and support, comfort and flexibility, and contemporary culture and tradition, eliciting pride and belonging from its stakeholders.

## **MISSION**

- To identify opportunities, make connections, and maximise resources in order to promote progress, inspire collaboration and synergy, and maximise efficacy of all members of the campus community.
- To offer broad and balanced academic programmes that are mutually reinforcing and emphasise high quality and creative instruction at the undergraduate, graduate, professional and postgraduate levels.
- To be an employer of choice for faculty who are passionate about transforming the practice of teaching.
- To embody through its policies and programmes, respect for, and commitment to, the ideals of open and democratic society.
- To create leaders who imagine, innovate and inspire the world.

## **VALUES**

- Social justice
- Excellence
- Integrity
- Transparency
- Collaboration
- Innovation

## **COURSES OFFERED**

### **School of Business**

B. B. A.

B. B. A. with Business Analytics\*

### **School of Commerce**

B. Com.

B. Com. Computer Applications

B. Com. Professional Accounting

B. Com. Accounting & Finance

B. Com. with Business Intelligence\*

M. Com

### **School of Computer Science**

B. Sc. Computer Science

B. Sc. Computer Science & Application

B. Sc. Computer Science (Artificial Intelligence and Data Science)

B. Sc. Computer Science with Artificial Intelligence\*

### **School of Fashion**

B. Sc. Costume Design and Fashion

### **School of Literature**

B. A. English Literature

### **School of Social Science**

B. A. Sociology

*\*Certificate course offered by IBM*

## CHOICE BASED CREDIT SYSTEM (CBCS)

As per the directions given by the Director of Collegiate Education, all the Arts and Science colleges in Tamil Nadu will adopt the Choice Based Credit System (CBCS), from the academic year 2008-2009 onward. The salient feature of the newly introduced CBCS pattern is that the student gets to choose the course from the available courses offered in their branch.

The course structure adopted for UG as per TANSICHE has been outlined as below with a total of 140 credits.

<b>Subjects</b>	<b>No. of Courses</b>	<b>Credit per Course</b>	<b>Total Credits</b>
Part I - Tamil	2/4	4	8/16
Part II - English	2/4	4	8/16
Part III			
- Core	15/19/20/21	3/4	58/74/80/82
- Allied	4	2/4	14/16
- Elective	3	4	12
Part IV			
- Non Major Courses	2	2	04
- Skill based Subject	4	3	12
- Environmental Studies	1	2	02
- Value Education	1	2	02
Part V – Extension Activities	1	2	02
<b>Total</b>			<b>140</b>

The course structure adopted for PG as per TANSICHE has been outlined as below with a total of 140 credits.



## MEMBERS OF FACULTY AND STAFF

### Principal

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Saravanan R	Principal	9443267897	principal@vetias.ac.in

### Dean

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Nallaswamy V P	Dean	9976106597	nallaswamyvp@vetias.ac.in

### Administrative Officer

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Mr. Logeshkumar S	Administrative Officer	9566900011	logeshs@vetias.ac.in

### Department of Tamil

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Suresh C R	Asst. Prof. & Head	9942834250	suresscr@vetias.ac.in
2.	Dr. Dineshwaran M	Asst.Prof.	9566858369	dineshwaranm@vetias.ac.in
3.	Dr. Dhinesh D	Asst.Prof.	8144160801	dhineshd@vetias.ac.in
4.	Dr. Mahadevi N	Asst.Prof.	7502131597	mahadevin@vetias.ac.in
5.	Dr. Paramasivam N	Associate Prof.	7502213378	parasivam@vetias.ac.in

### Department of English

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Mohanasundari L	Asso. Prof.	9942045610	mohanasundaril@vetias.ac.in
2.	Ms. Sarikaa M	Asst. Prof.	9677364346	sarikaam@vetias.ac.in
3.	Dr. Mano Priya M	Asst. Prof.	9940704103	manopriyao@vetias.ac.in
4.	Ms. PushpaPriya D	Asst. Prof.	8220290334	pushpapiyad@vetias.ac.in
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7.	Ms. Ayyeswarya J	Asst. Prof.	6380171204	ayyeswaryaj@vetias.ac.in
8.	Ms. Agarsana T K	Asst. Prof.	9688747678	agarsanat@vetias.ac.in
9.	Dr. Sathishkumar C	Asso. Prof.	9750830076	sathishkumarc@vetias.ac.in
10.	Dr. Gayathri V	Asst. Prof.	9842819947	gayathriv@vetias.ac.n

### Department of Business Administration

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Saravanan R	Principal & Prof.	9443267897	principal@vetias.ac.in
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3.	Dr. Vijay Anand S	Asso. Prof. & Head	9443568949	vijayanands@vetias.ac.in
4.	Dr. Poongulale M P	Asst. Prof.	9500882792	poongulalemp@vetias.ac.in
5.	Dr. Lavanya R	Asst. Prof.	8072927088	lavanyar@vetias.ac.in
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9.	Ms. Thernika R	Asst. Prof	9750714144	thernikar@vetias.ac.in

### Department of Commerce

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Arulraj S	Asso. Prof. & Head i/c	9842935922	arulraj@vetias.ac.in
2.	Dr. Umamaheswari S	Asst. Prof.	9600313260	umamaheshwari@vetias.ac.in
3.	Dr. Krishnaveni C	Asst. Prof.	9750295907	krishnavenic@vetias.ac.in
4.	Dr. AnbuPriya D	Asso. Prof.	7373060011	anbupriyad@vetias.ac.in
5.	Dr. Anantha Kumar S	Asso. Prof.	9677408345	ananthakumars@vetias.ac.in
6.	Ms. Priyadharshini K	Asst. Prof.	8344346194	priyadharshini@vetias.ac.in
7.	Dr. Maheshwari R	Asst. Prof.	9080587718	maheshwarir@vetias.ac.in

### Department of Commerce with Computer Applications

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Vellingiri P	Asso. Prof. & Head i/c	9842835318	vellingiri@vetias.ac.in
2.	Ms. Jayashree R	Asst. Prof.	9787738688	jayashreecom@vetias.ac.in
3.	Dr. Shanthy V N	Asso. Prof.	9940992203	santhivn@vetias.ac.in
4.	Mr. Guruvendran S	Asso. Prof.	9865912593	guruvendran@vetias.ac.in
5.	Dr. Mohanasundari D	Asst. Prof.	8883040888	mohanasundrid@vetias.ac.in
6.	Dr. Amuthanandhini A	Asst. Prof.	9952257827	amuthanandhini@vetias.ac.in

### Department of Commerce with Professional Accounting and Accounting & Finance

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Murali P	Asso. Prof. & Head i/c	9842805136	muralip@vetias.ac.in
2.	Dr. Santhi L	Asst. Prof.	9943306408	santhil@vetias.ac.in
3.	Dr. Nagalakshmi R	Asso. Prof.	9865521133	nagalakshmir@vetias.ac.in
4.	Ms. Hema Sri S	Asst.Prof.	9489799685	hemasris@vetias.ac.in
5.	Dr. Palaniammal S	Asso. Prof.	9965013741	palaniammals@vetias.ac.in
6.	Dr. Rajendran L	Asso. Prof.	8248675290	rajendranl@vetias.ac.in

### Department of Computer Science

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Karthika D	Asso. Prof. & Head	9524057206	karthikad@vetias.ac.in
2.	Dr. Sudha L	Asst. Prof.	97503 46654	sudhal@vetias.ac.in
3.	Dr. Priscillasasi J	Asst. Prof.	8110089232	priscillasasij@vetias.ac.in
4.	Dr. Mohanasathiya K S	Asst. Prof.	9976269978	mohanasathiyaks@vetias.ac.in

### Department of Computer Science & Application Department of Computer Science (Artificial Intelligence & Data Science)

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Ananth K R	Asso. Prof. & Head	9965812134	kranand@vetias.ac.in
2.	Dr. Selvanayaki K	Asst. Prof.	8870744544	selvanayakik@vetias.ac.in
3.	Dr. Prasath S	Asst. Prof.	9500575736	prasaths@vetias.ac.in
4.	Mr. Praveenkumar G D	Asst. Prof.	9944864801	praveenkumargd@vetias.ac.in
5.	Dr. Vijayakumar M	Asso. Prof.	9944056560	vijayakumar@vetias.ac.in
6.	Dr. Arivazhagan B	Asst. Prof.	9944485753	sathishkumarc@vetias.ac.in

### Department of Costume Design and Fashion

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Rajalakshmi M	Asso. Prof. & Head	9677418333	rajalakshnim@vetias.ac.in
2.	Ms. Swedha R	Asst. Prof.	9677368301	swedhar@vetias.ac.in
3.	Mr. Jeeva S	Asst. Prof.	9965703909	jeevas@vetias.ac.in

### Department of Economics

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Krishnaveni C	Asst. Prof.	9750295907	krishnavenic@vetias.ac.in

### Department of Sociology

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Yasir Ashraf	Asst. Prof. & Head	9018385001	yasirashraf@vetias.ac.in
2.	Dr. Mrinalini S	Asst. Prof.	9942781505	mrinalini@vetias.ac.in
3.	Ms. Ayana shajan	Asst. Prof.	8078289431	ayanashajan@vetias.ac.in
4.	Mr. Ramesh Babu M	Asst. Prof.	9871157228	rameshbabum@vetias.ac.in
5.	Mr. Kasi Dharan T	Asst. Prof.	9442691036	kasidharant@vetias.ac.in

### Department of Mathematics

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Radhika C	Asst. Prof. & Head	9865404884	radhikac@vetias.ac.in
2.	Mr. Jagadeesan S	Asst. Prof.	9042766055	jagadeesan@vetias.ac.in
3.	Ms. Amudhamalar V	Asst. Prof.	9003374568	amudhamalarv@vetias.ac.in
4.	Ms. Jayabrindha D	Asst. Prof.	9940263191	jayabrindhad@vetias.ac.in

### Department of Physical Education

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Suresh A	Director of Physical Education	9842781811	suresha@vetias.ac.in
2.	Ms. Vilva sathya M	Assistant Physical Director	9363694726	apd@vetias.ac.in

### Knowledge Resource Centre

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr. Subha S	Librarian	7550338885	subhas@vetias.ac.in
2.	Ms. Devi Abirami L S	Asst. Librarian	9360637711	deviabiramils@vetias.ac.in

### Training and Placement Cell

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Dr.Jeganath R S	Placement Officer	8903951115	jeganathrs@vetias.ac.in placement@vetias.ac.in

### Administrative Office

Sl.No.	Name	Designation	Mobile Number	Email ID
1.	Mr. Logeshkumar S	Administrative Officer	9566900011	logeshs@vetias.ac.in
2.	Mr. Somasundaram N	Office Accountant	9865521791	somasundaramn@vetias.ac.in
3.	Mr. FaizeAhamed M	Accountant	9942799527	faizeahamedm@vetias.ac.in
4.	Mr. Arunkumar E	PRO	9489551115	pro@vetias.ac.in
5.	Ms. GugaPriya T S	Admission Counsellor	8903923220	gugapriya@vetias.ac.in
6.	Ms. Nithyadevi S	Office In-charge	8883960345	nithyadevis@vetias.ac.in
7.	Ms. Kanimozhi M	Junior Asst.	9342077657	principaldesk@vetias.ac.in
8.	Ms. Vasavi S	Maint. Supervisor	9487827507	vasavis@vetias.ac.in
9.	Ms. Vinothini N	Receptionist	9791884511	receptionist@vetias.ac.in
10.	Mr. Rohith V	Cadet Instructor	9344634779	rohithv@vetias.ac.in
11.	Mr. Saranya T	Office Asst.	8667849468	saranya@vetias.ac.in
12.	Ms. Sathya S	Library Asst.	9578484100	sathyas@vetias.ac.in

13.	Ms. Selvi N	House Keeping Asst.	9094205556	-
14.	Ms. Haritha D S	Lab Attender	6379936067	harithads@vetias.ac.in
15.	Mr. Gokul S	System Admin	9578637848	systemadmin@vetias.ac.in
16.	Ms. Kalaiselvi S P	Lab Asst. Cum ERP Data Entry	9994622637	kalaiselvisp@vetias.ac.in
17.	Mr. Praven Kumar M	Driver	8508492561	pravenkumarm@vetias.ac.in
18.	Mr. Manickam G	Electrician	9659781654	-

## CO-ORDINATORS

**Union Association** :Dr. Vellingiri P  
Dr. Mohanasundari L

### Department Associations

U V Swaminathalyer Tamil Mandram: Dr. Suresh C R  
LITERATI(English) : Dr. Sathish kumar C  
SALS (Sociology) : Mr. ManoshAravind I A C  
DHRAVYA(Commerce) : Dr. AnbuPriya D  
AMEYA (Mathematics) : Dr. Radhika C  
CHETANA (Computer Science) : Dr. Karthika D  
PRAGATI (Business Administration) : Dr. Poongulale M P  
VINTARTSY (Costume Design) : Dr. Rajalakshmi M

### Clubs

Aesthetics (Beauty and Fashion) : Dr. Umamaheswari S  
Agri&Environmental Club : Dr. Mahadevi N  
Arts and Craft : Ms. Geetha D  
Consumer Club : Dr. Vijay Anand S  
Entrepreneurship&  
Forum for Industry Interaction : Ms. Srijanani A K  
Fine Arts, Music and Dance : Dr. Subha S  
First Aid & Pharmaceutics : Dr. Krishnaveni C  
Leo Club : Dr. Mirulani S  
Photography, Movie & Design (MAD): Dr. Selvanayagi K  
Quiz : Dr. Karthika D &  
Rotaract : Mr. ArulananthP  
Sports : Dr. Suresh A  
NCC : Dr. Suresh A  
NSS : Dr. Arulraj S & Dr. Subha S  
YRC& RRC : Dr. Dhinesh D



**PublicationsFor media**

Tamil : Dr. Dineshwaran M  
English : Dr. Manopriya M

**For Magazine & Newsletter**

Tamil : Dr. Dhinesh D  
English : Ms. Revathy P  
Hindi : Ms. Kushboo G  
French : Ms. Seethalakshmi K

**Exam Cell** : Dr. Radhika C  
Mr. Jagadeesan S  
Dr. Dinesh D  
Ms. Jaya Brindha D

**Resident Directors**

Men's Hostel : Mr. Kasi Dhraran T

Women's Hostel : Ms. Karthiyaani P

**Hand Book** : Dr. Ananth K R

**Edspire Webinars** : Ms.Boovethaa G

**Administration** : Mr. Logesh Kumar S

**Skill Based Subjects** : Dr. Mohanasundari L

**Bank Coaching Classes** : Dr.Nagalakshmi R

**TNPSC and UPSC** : Dr. Anbupriya D

**IQAC** : Dr. Vijayakumar M  
Dr. Manopriya M

**Library** : Dr. Subha S  
Ms. Devi Abirami L S

**Time Table** : Dr. Radhika C

**Uniform** : Ms. Nithya Devi S

**ID Cards** : Mr. Arunkumar E

**ERP** : Dr. Prasath S  
Mr. Praveenkumar G D

<b>Research</b>	: Dr. Vellingiri P Dr. Prasath S Dr. Nagalakshmi R
<b>ICT Learning Management System:</b>	Dr. Karthika D
<b>IBM</b>	: Dr. Selvanayaki K
<b>Website</b>	: Dr. Karthika D
<b>Anti Ragging Committee</b>	: All HoDs
<b>Disciplinary Committee</b>	: Dr. Murali P Dr. Ananthakumar S Dr. Arulananth P Dr. Krishnaveni C Dr. Palaniammal S
<b>Skill Development Program</b>	: Dr. Mohanasundari L (I/C) Dr. Suresh C R Dr. Manopriya M Ms. Amuthamalar V
<b>Women Empowerment Cell</b>	: Dr. Poongulale M P Dr. Anbupriya D Ms. Jayashree R Dr. Shanthi L Ms. Hemasri S
<b>Women's Grievance Redressal Cell</b>	: Dr. Rajalakshmi M Dr. Mohanasundari L Ms. Jayashree R
<b>Counselling and Guidance</b>	: Dr. Rajalakshmi M Dr. Arulraj S
<b>Grievance Cell</b>	: Dr. Murali P Dr. Shanthi V N
<b>Centre for Human Excellence</b>	: Dr. Sathishkumar C Dr. Sudha L
<b>Institution Innovation Council</b>	: Dr. Vijay Anand S
<b>Club Activities</b>	: Dr. Radhika C Dr. Suresh C R
<b>Transportation</b>	: Dr. Suresh A
<b>Campus Maintenance</b>	: Ms. Vasavi S

## **RULES AND REGULATIONS**

### **CODE OF CONDUCT AND DISCIPLINE**

- Students, the representatives of the college, are expected to conduct themselves in such a way as to bring credit to the college.
- Students are expected to participate in all the activities and functions of the college and observe discipline.
- Silence should be maintained during college hours and study hours.
- Students shall not leave the premises of the college during working hours without the permission of the Principal.
- Students shall not organise meetings, entertainments and collect money for any purpose in the college without the permission of the Principal.
- Notices shall only to be circulated among the students or posted on the notice board with prior permission of the Principal.
- Visitors are not allowed during the working hours of the college.
- Day scholars shall not involve in purchasing, posting or lending things etc., for boarding students.
- The college shall not receive any letters or other postal transactions for the day scholars.
- Parents and guardians shall notify change of address immediately to the office.
- Students shall not use cameras and other electronic devices in the campus. If found guilty, disciplinary action will be taken.
- Students are responsible for the cleanliness of the college buildings and surroundings.

- Students shall not stick papers, write on the walls and pluck flowers from the plants in the garden and enter other classrooms.
- A student may be dismissed by the Principal for continued absence or serious misconduct.
- Students should be attentive in gathering the information, updated through the LMS / college website.
- Female students shall wear salwar / half-saree / saree and male students shall wear formal trousers and shirt (half-sleeve/ full-sleeve). T-shirts and jeans are not permitted inside the campus.
- Students shall wear their ID card at all times inside the campus.
- Students who have lost their ID cards shall make a written request to the office for a duplicate ID card with due charges.
- No student shall leave the class or laboratory without the permission of the Staff in-charge and loiter on the corridors during the college hours.
- Smoking, liquor consumption and other forms of drugs, gambling, ragging, photography without consent is prohibited inside the college premises.
- In case, any criminal case is registered against a student by the law enforcing authorities, he / she should intimate the same within 24 hours to the Principal, failing which he / she is liable for disciplinary action leading to expulsion.
- A student shall be issued conduct certificate only upon fulfilling the above stipulated rules and regulations and as per the recommendation of the Head of the Department.
- With regard to the matters not specified above, students shall aim at conducting themselves in a manner thoroughly suited to the functioning of the college.
- The Principal's decision shall be final in matters of punishment of the student for the violation of the rules of the college.

## ATTENDANCE AND LEAVE

All students shall follow strictly the leave rules given under.

- No student shall abstain from the classes without prior permission.
- In case of illness and other unforeseen circumstances, leave shall be applied through the online LMS portal.
- A medical certificate shall be produced to the Principal through proper channel in case of leave due to prolonged illness (more than 5 days).
- Students who absent themselves from the class without any prior permission during any hour of the session shall be considered as absent for that session.
- The attendance certificate which is required for admission to the End Semester Examinations shall be granted, if the student's progress and conduct have been satisfactory and the student has attended the required number of working days in that semester.
- Leave of absence for practical classes, CIAs and model examinations shall be granted only if recommended by the concerned instructor.
- Leaving the campus during class hours is only allowed with the permission of Principal.

The Principal shall take appropriate action in case of violation of leave rules.

## **SHORTAGE OF ATTENDANCE**

- Candidates who have 75% of attendance and above in the current semester are eligible to write the examinations, both arrears and regular subjects.
- Candidates whose attendance is between 65% and 74% (both included) in the current semester are eligible to appear for the examination if the shortage of attendance is condoned by the Principal after the payment of the condonation fee prescribed by the University.
- Candidates whose attendance is between 50% and 64% (both included) in the current semester are not eligible to write examinations in the current semester subjects but are permitted to continue their studies in the next semester provided it is the first time that the candidates have earned attendance between 50% and 64% or else the candidates have to discontinue the course and re-join in the same semester in the next year with proper approval of the Registrar. However, these candidates are eligible to write the arrears if they have any.
- Candidates whose attendance is below 50% are not eligible to write examinations in the current semester subjects and also have to discontinue the course and re-join in the same semester in the next year with proper approval of the Registrar. However, these candidates are eligible to write the arrear subjects, if any.
- Candidates whose attendance is between 50% and 64% in the previous semester and earned combined attendance of 75% or more by taking the average of the attendance earned in the current and the previous semesters are eligible to write semester subjects along with the current semester subjects.
-

# **EXAMINATIONS**

## **ATTENDANCE REQUIREMENTS**

A student will be allowed to appear for the End Semester Examinations only if

- he / she puts in at least 75% of attendance
- he / she shows satisfactory progress in studies, in all the tests and examinations conducted by the college / department during the semester and has secured at least reasonable minimum marks in them
- his / her conduct in the college during the semester has been satisfactory

## **EVALUATION SYSTEM**

Students are evaluated by the continuous Internal Assessment system and the Semester Examinations conducted by the college at the end of the semester. Marks for internal assessment is computed based on the marks secured by the student, in CIA I and II, model examinations and assignment, following the norms stipulated by Bharathiar University. The total marks scored in Continuous Internal Assessment and semester examinations put together gives the marks scored by a student in that examination.

## **PASSING MINIMUM**

The minimum mark required to pass is 40% in the End Semester Examination and 40% in the aggregate of CIA + ESE.

## **TIMINGS**

- Students are required to be present outside the examination hall 15 minutes before the commencement of the examination. Students will only be allowed to enter the hall 10 minutes prior to the commencement of the examination.
- Students shall not be allowed to appear for the examination, if they reach the examination hall 15 minutes after the commencement of minor examinations and 30 minutes after the commencement of major examinations.
- No student shall leave the hall before half time (major examinations) and 30 minutes (minor examinations) once the examination commences.

## **QUESTION PAPERS AND ANSWER SHEET(S)**

- The invigilator shall distribute the question paper & answer sheet(s) to students. No other paper than that is issued by the invigilator shall be used. An examination written on other paper will be considered invalid.
- Each answer sheet should contain the details of the student's name, department and register / examination number.
- Students shall not carry the answer sheet(s) outside the examination hall. After the examination, students should submit their answer sheet(s) to the invigilator.

## **IDENTITY CHECK-UP**

- Students shall not be allowed into the examination hall without presenting their identity card, issued by the college.



- If, a student forgets his / her Identity Card, he / she shall submit a letter stating reasons and get it signed by the concerned invigilator / COE / HOD.

## **BREAKS**

- Breaks for visits to the student lounge or restrooms are not permitted during examinations.
- If a student falls ill during the examination and is unable to complete the examination, the concerned student shall alert the invigilator. The HOD shall make suitable arrangement for medical attention.
- No student shall re-enter the examination hall after leaving unless he / she has been under approved supervision during the full period of their absence.

## **OTHER MATERIALS**

- Students shall bring their own stationery for the examination.
- Students are responsible for the safe keeping of their personal belongings that they bring on the examination day. The college shall take no responsibility for any loss or damage of the same.
- Exchange of any stationery, etc. is strictly not permitted in the hall.
- Calculators with more than one-line display or with alphanumeric display (programmable calculators) shall not be permitted inside the examination hall unless specified in advance. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he / she has the discretion to replace the calculator.

## **DISTURBANCE**

- During the examination, there shall be no communication among the students or between a student and an outsider via any means. This rule applies to students both in the examination hall and on supervised breaks.
- No student shall leave his/her assigned seat without the permission of the invigilator.
- It is the invigilator's discretion to decide if there is enough reason to remove a student from the examination hall owing to any disorderly conduct.

## **MISCELLANEOUS**

- Students with any disabilities or any other medical problems shall be provided with a scribe for the examination only subject to prior permission from the college. All such cases will be dealt as per academic rules.

## **KNOWLEDGE RESOURCE CENTRE AND DIGITAL LIBRARY**

**Working Hours** : 9:00 AM to 5.30 PM on all working days

**Transaction Hours** : 9:30 AM to 5.00 PM on all working days

- The library renders service by providing quality magazines, journals and newspapers.
- All students of the college are members of the library.
- All members scan their ID card at the entrance of the library at the time of entering and leaving the library.
- ID card is a must for all transactions. Books shall not be issued to a holder with another person's ID card.
- No personal belongings are permitted inside the library except for pencil and paper.
- Library books should be handled with utmost care. Marking of any kind or scribbling on pages or folding of any pages is prohibited. Mishandling or damage to the books shall invite penalty.
- Students shall examine each book before borrowing and report any damage or missing pages to the Librarian immediately.
- Students shall replace or pay for the cost of any book lost by them. If one book of a set is lost or damaged, then the whole set shall be replaced.
- Reference books, journals, back volumes, project reports etc, shall not be issued to the members.
- With Librarian's permission, laptops may be used inside the Libraries.
- Silence shall be maintained inside the library at all times.

## JOURNALS AND MAGAZINES

S. No.	Journals
<b>English</b>	
1	Rock Pebbles (UGC)
2	IUP Journal of English Studies (Scopus D/B)
3	Journal of English Language Teaching (UGC)
4	Motifs : An International Journal of English Studies
5	Indian Literature Journal
6	Littcrit
7	Triveni
8	The Literary Criterion
9	Readers Digest
10	Competition Success Review & GK- Today
11	Sports Star
<b>Sociology</b>	
1	South Asian Journal of Socio-Political Studies
2	Journal of Educational Planning and Administration
3	Sociological Bulletin Journal
4	International Journal of Sociological Research
5	International Review of Modern Sociology
6	International Journal of Sociology and Humanities
7	Social Action
8	Indian Journal Gerontology
9	Economic & Political Weekly
10	Kalachuvadu Magazine
11	Health Magazine

<b>Management</b>	
1	IUP Journal of Management Research
2	IUP Journal of Management Case studies: Case Folio
3	IUP Journal of Operations Management
4	IIMB Management Review
5	Hardward Business Review
6	IITM Journal of Management and IT
7	ICTACT Journal on Management Studies
8	JIMS8M: The Journal of Indian Management & Strategy
9	IUP Journal of Brand Management
10	IUP Journal of Operation Management
11	IUP Journal of Management Case studies: Case Folio
12	The Management Accountant
13	The Global Analyst
14	Industrial Economist
15	Careers 360
16	Outlook Money
17	Business Today
18	Frontline
<b>Computer Science</b>	
1	IUP Journal of Computer Science
2	IUP Journal of Information Technology
3	Resonance Journal of Science Education
4	ICTACT Journal on Communication Technology
5	ICTACT Journal of Soft Computing

6	ICTACT Journal on Image & Video Processing
7	Indian Journal of Computer Science
8	Voice and Data
9	Tamil Computer
10	Kurukshetra- English
<b>Commerce</b>	
1	IUP Journal of Accounting Research & Audit Practice
2	IUP Journal of Entrepreneurship Development
3	IUP Journal of Financial Risk Management
4	IUP Journal of Bank Management
5	IUP Journal of Applied Economics
6	IUP Journal of Organizational Behavior
7	IUP Journal of Applied Finance
8	Journal of Accounting and Finance
9	Arthshastra Journal of Economics and Research
10	Southern Economist
11	Bajaj Capital Investors India
12	Outlook
13	KovaiVanigam
14	Yojana (Thittam) – Tamil
15	Kurukshetra- English
16	The Week
17	The Indian Banker
18	Banking Service Chronicle
19	TamilnaduNugarvorKavasam
20	ValarThozhil
<b>Costume Design and Fashion</b>	
1	International Journal of Textile & Fashion

	Technology
2	Man Made Textiles in India
3	Asian Textile Journal
4	The Indian Textile Journal
5	Journal of the Textile Association
6	Indian Journal of Fiber& Textile Research (IJFTR)
7	Apparel Views
8	Apparel Online
9	Women Era
10	Colourage

## HOSTEL

The resident director shall carry out the administration of the college hostel. The hostel rules are applicable to the residents of the hostel.

- Hostel gates for female inmates shall remain open between 09.00 AM and 06.00 PM. Inmates shall report to the resident director by 06:00 PM either from the college or their home.
- Parents / guardians shall meet the inmates between 09.00 AM and 06.00 PM with prior permission of resident director. Parents/guardians are not supposed to visit the rooms, unless otherwise required.
- Smoking, consumption of liquor and any usage of other intoxicants is strictly prohibited.
- Inmates shall not remain in the hostel during class hours, unless permitted by the concerned authority.
- Inmates shall make entries in the “In and Out Register” and the “Leave Register” while leaving the hostel.
- Inmates shall not be allowed to leave the hostel or go home (general holidays / special reasons) without the written permission of the resident director.
- Inmates are advised to get prior permission from their HOD and resident director to leave the college premises for reasons such as industry visit, project work, extra classes, sponsorship, etc. Upon returning, their arrival must be reported to the authority concerned.
- Inmates shall keep their rooms and properties neat and clean at all times while also maintaining the decorum inside the hostel.



- Inmates shall be responsible for the safekeeping of their personal belongings. The management shall not be responsible for the loss of any personal property, documents, valuables or money.
- Inmates shall not conduct meetings, give notices or collect money from the other inmates.
- Inmates shall be responsible for the hostel property. They shall not damage any hostel property. If damaged, an amount towards breakage will be collected from the concerned inmate(s).
- Inmates shall switch off the lights and fans when they leave their room.
- Inmates shall contact the resident director for any complaint regarding the facilities and other issues.
- Day scholars are not permitted inside the hostel under any circumstance. Action shall be taken on inmates found guilty of accompanying day scholars inside the hostel.
- Inmates shall not disturb and in no way shall interfere in the work of other inmates and other hostel workers. Misbehaviour on the part of inmates or hostel workers shall be reported to the resident director immediately.
- Mobile phones shall be handed over to the resident director and shall only be given access to use during a specified time.
- Inmates who vacate the hostel in between shall not be refunded with the hostel fee of that academic year.
- Misconduct or breach of hostel rules renders the offender liable to fine / suspension / dismissal from both the hostel and college.
- The Principal will be the deciding authority to settle any matters of dispute and his / her decision will be final.

## TRANSPORTATION

- The transport facility, on payment basis, is arranged by the college to facilitate the commutation of day scholars.
- The college reserves the right to frame, amend, revoke, repeal and enforce the rules & regulations, as and when fit; and students are to be updated with the amended rules & regulations.
- The college reserves the rights to deny transport facility to any student on the grounds of misconduct/ indiscipline.
- An issued Bus Pass is valid only for the particular semester.
- Loss or missing bus pass shall be re-issued upon intimation to the office along with penalty.
- Students shall always carry their bus pass and are liable to produce the same when asked by an institution authority. Travelling without the bus pass is not allowed and shall be subjected to a fine.
- Any student found travelling in bus without having paid the transport fee, shall be liable to be fined first time and if the same act is repeated, that student shall be assumed as a regular traveller and be charged full transport fee along with the fine.
- Students availing the transport facility shall be responsible for all the personal belongings and the institution management is not responsible for theft / loss of property during travel in bus.
- Ragging, by law, is strictly prohibited. Any student who is travelling in the college vehicle found indulging directly / indirectly in any unruly activities shall be considered to have committed a serious misconduct and strict action shall be initiated against them

- Use of any kind of intoxicants (like drugs, smoking, drinking) or gambling, playing cards, photography etc., is strictly prohibited.
- Students shall come to their respective stop at least five minutes before the scheduled arrival time of the vehicle.
- Students shall board the buses from the assigned boarding stop only. They shall board the vehicle that has been allocated to them and occupy only the seat allotted to them.
- Students shall occupy their seats at least five minutes before the departure of the vehicle from the campus. Trying to catch the vehicle or stop it while in motion is not permitted.
- Students shall be liable to pay for any damage caused to the vehicle or a property therein either alone or jointly with others. In addition, disciplinary action shall also be initiated against them.
- College hostel inmates shall not be permitted to travel in the college transport until and unless they have been specifically authorised (written consent from transportation in-charge).
- No student shall be allowed to access the sound/ music system of the vehicle.
- In case of violation of any rules & regulation or any instruction issued by the institution management, a penalty, in form of fine or cancellation of bus pass including expulsion from the institution may be imposed on the student.
- Any kind of violation of the above-mentioned rules shall attract strict disciplinary action including expulsion from the college.
- Regarding any other issues not mentioned above, Principal will be the deciding authority to settle any matters of dispute and his/her decision shall be final.

## ANTI RAGGING COMMITTEE

Ragging, in any form, is an offence and is totally prohibited in and outside the campus. This rule applies to the campus, hostels, college transportation and outside the college premises too. All steps are taken to create a “ragging free” environment, thus ensuring a serene atmosphere conducive to learning and growth at the college.

The college is committed to follow all regulations and guidelines formulated by the UGC and Bharathiar University with regard to a “ragging free atmosphere” for the young students to develop as good citizens.

<b>CHAIRPERSON</b>
Dr. Saravanan R
<b>COMMITTEE MEMBERS</b>
All HoDs

### What Constitutes Ragging?

As defined by the UGC, Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
- Indulging in rowdyism or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
- Asking any student to do any act which such a student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher

- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students
- Any act of financial extortion of forceful expenditure burden put on a fresher or any other student
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person
- Any act or abuse by spoken words, emails, post public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student
- Any act that effects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

### **Punishment that may be awarded for Ragging**

Every incident of ragging will be investigated by one of the Anti-Ragging Squads who will go into the details and submit all relevant information to the Principal along with their findings and recommendations. On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal will determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti- Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more specified clauses of the UGC Regulations, for further action. Further, the Anti- Ragging Committee of VET IAS will, depending on the nature and gravity of the guilt established by the Anti-Ragging Squads, award, to those found guilty, one or more of the following punishments, namely:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits

- Debarring from appearing in any test / examination or other evaluation process
- Withholding results / Suspension / expulsion / Cancellation of admission
- Debarring from representing the institution in any regional, national or international meet, events, tournament, youth festival, etc
- Rustication from the institution for a period ranging from one to four semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

### **DISCIPLINARY ACTION COMMITTEE**

The attention of all the students is drawn to the following Tamil Nadu Educational rules:

- Principal or other constituted authorities of the college may frame and issue from time to time the disciplinary rules of permanent or temporary nature regulating the conduct of the students in and outside the college premises so far as such rules seem necessary to maintain the reputation of the institution.
- Principal or other constituted authorities shall have full power to inflict the following punishments in the interest of the students or in the interest of the institution such as fines, loss of attendance, forfeiture of term certificates, suspension etc.

<b>CHAIRPERSON</b>
Dr. Murali P
<b>COMMITTEE MEMBERS</b>
Dr. Ananthakumar S
Dr. Arulananth P
Dr. Krishnaveni C

## **COUNSELLING AND GUIDANCE CELL**

The centre provides individual and group counselling to students. Besides this, the centre also offers regular seminars and workshops for members of faculty and students.

<b>CHAIRPERSON</b>
Dr. Rajalakshmi M
<b>COMMITTEE MEMBER</b>
Dr. Arulraj S
Ms. Thernika R

## **WOMEN'S GRIEVANCE REDRESSAL CELL**

Women's Grievance Redressal Cell functions on the following objectives:

- To protect the safety of female students of the college as per the order of the Supreme Court in the year 2004 and to empower female students
- To prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment of girl students by taking all steps required
- To express prohibition of sexual harassment inside the campus by notification, publication and circulation in appropriate ways

<b>CHAIRPERSON</b>
Dr. Rajalakshmi M
<b>COMMITTEE MEMBERS</b>
Dr. Mohanasundari L
Ms. Jayashree R

### **INTERNAL COMPLAINTS COMMITTEE (GRIEVANCE CELL)**

The cell functions with an objective of solving the grievances of the students. The complaints received from the students shall be analysed by the members of this committee and then will be taken to the notice of the Principal for further actions. Members of the committee shall hear the problems of the grievor patiently and take remedial steps accordingly.

<b>CHAIRPERSON</b>
Dr. Murali P
<b>COMMITTEE MEMBER</b>
Dr. Shanthi V N

### **CENTRE FOR HUMAN EXCELLENCE**

Ethics and culture programmes are to teach the values of life to the student community and develop their knowledge and wisdom simultaneously which are required for human excellence. Yoga has been taught for the ascent and vertical transformation of the students to become enlightened and extraordinary citizens. The learning and practice of Yoga will not only give students a sound mind and sound body, but also values like knowledge, wisdom and compassion, metaphysical experience and communion of the individual soul with the Supreme. The purpose of education is not only to transfer knowledge and skills to the students but also transform them into better citizens.

<b>CHAIRPERSON</b>
Dr. Saravanan R
<b>COMMITTEE MEMBERS</b>
Dr. Sathishkumar C
Dr. Sudha L

### **CENTRE FOR ENTREPRENEURIAL DEVELOPMENT**

Centre for Entrepreneurial Development (CED) is established with a vision to spread the spirit and temper of entrepreneurship, to foster innovation and inculcate entrepreneurial skills in students. The objectives of the centre include:



- Creating awareness on entrepreneurship among the students through training programmes, workshops and camps, identifying, motivating and guiding the budding entrepreneurs
- Facilitating them by providing information on entrepreneurial opportunities through MSME, DIC, TIIC and other financial institutions
- Establishing a network for proper guidance to take up the entrepreneurial journey by equipping students with necessary managerial skillset to run a business successfully

<b>CHAIRPERSON</b>
Mr. Logesh Kumar S
<b>COMMITTEE MEMBERS</b>
Dr. Ananth K R
Ms. Srijanani A K

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

Internal Quality Assurance Cell (IQAC) was established in 2019 as per the direction of NAAC to ensure high quality education through various quality measures. In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore, proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. As quality enhancement is a continuous process, the IQAC plays an imperative part of the institution's system and works towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution.

<b>CHAIRPERSON</b>
Dr. Saravanan R
<b>COMMITTEE COORDINATOR</b>
Dr. Nallaswamy V P
<b>FACULTY REPRESENTATIVES</b>
Dr. Vijayakumar M
Dr. Manopriya M

## CENTRE FOR FACULTY DEVELOPMENT

The institution strongly believes that a team of faculty with a high sense of commitment and sincerity can usher in quality education. Aiming at excellence in its academic yatra, the institution has aptly realised that the faculty are the sheet anchors who should be scholars of the highest order endowed with knowledge, wisdom and compassion. Only the best faculty can produce the best students and shape them into excellent citizens and the manpower the nation needs for its great leap. To attain this prime objective, a Centre for Faculty Development (CFD) has been created and under its auspices, faculty development programmes are conducted regularly.

<b>CHAIRPERSON</b>
Dr. Saravanan R
<b>COMMITTEE MEMBERS</b>
Dr. Nallaswamy V P
Dr. Priscilla sisi J
Dr. Sathishkumar C

## CENTRE FOR WOMEN'S EXCELLENCE

Centre for Women Excellence was instituted with the aim of providing various training, awareness and life guiding programme to the female students and rural and urban women to compete with the competitive world. The centre has various plans to elevate the life style and social status of women. This will educate women to realise their strength and exhibit their multi dimentional role to create a more equal world and encourage the women to provide formidable effort to reach out to the society to bridge the inequalities that confront women today.

<b>CHAIRPERSON</b>
Dr. Poonguale M P
<b>COMMITTEE MEMBERS</b>
Dr. Anbupriya D
Ms. Jayashree R
Dr. Shanthy L
Ms. Hemasri S

## **SWAYAMCENTRAL**

SWAYAM (Study Webs of Active–Learning for Young Aspiring Minds) is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all governing thought. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy. This is done through an indigenously developed IT platform that facilitates hosting of all the courses taught in classrooms to be accessed by anyone, anywhere at any time. All the courses are interactive, prepared by the best teachers in the country and are available, free of cost to the residents in India.

<b>CHAIRPERSON</b>
Dr. Vellingiri P
<b>COMMITTEE MEMBERS</b>
Dr. Mano Priya M
Dr. Prasath S

## **CENTRE FOR RESEARCH DEVELOPMENT CELL**

The Research & Development (R &D) Cell of VET IAS College facilitates and encourages research culture among the faculty and students. Its prime role is to create contacts with the real world and promote research through a range of publications. It enables a congenial environment for technological development and monitors the research activities of the college.

The R&D Cell takes up the responsibility of creating a work place to attract the best talent and strives continuously in pooling of skills and internal resources, creating strategy, overcoming limitations, and makes the College proud to be amongst the best institutions around the Globe. The R&D Cell aims to reach the Vision and Mission of the Institution. Under the chairperson's able-guidance and advice, the college is able to submit research proposals for grants to various agencies like DST, DRDO, MNRE, AICTE, VTU, VGST, K-BITS, KSCST, American Sociological Review (ASR), UNICEF, Equity Financing, Debt Financing, Incubators,etc.. The publication statistics and

citations are creditworthy. Obtaining several patents is its one of the priority.

<b>CHAIRPERSON</b>
Dr. Saravanan R
<b>COMMITTEE MEMBERS</b>
Dr. Vellingiri P
Dr. Prasath S
Dr. Anbupriya D

### **INSTITUTION'S INNOVATION COUNCIL**

An Initiative of MHRD for selected Higher Education Institutes systematically fosters the culture of Innovation amongst all Higher Education Institutions (HEIs). The primary mandate of MHRD Innovation Cell (MIC) is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are in the formative years.

MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs)' across selected HEIs. A network of these IICs will be established to promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campuses.

<b>CHAIRPERSON</b>
Dr. Saravanan R
<b>COMMITTEE MEMBERS</b>
Dr. Vijay Anand S
Ms. Srijanani A K

### **NATIONAL CADET CORPS**

The National Cadet Corps in India is a voluntary organization which recruits cadets from our college. The Cadets are given basic military training in small arms and parades. The officers and cadets have no liability for active military service once they complete their course but are given preference over normal candidates during selections based on the achievements in the corps.

This aims to develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service

amongst the youth of the country and to provide a suitable environment to motivate the youth to take up a career in the Armed Forces.

<b>CHAIRPERSON</b>
Dr. Suresh A
<b>COORDINATOR</b>
Mr. Rohith V

### **NATIONAL SERVICE SCHEME**

National Service Scheme is one of the pathways for the academic institution to serve the society. It creates a platform for the students to show their talents, to enhance their knowledge, to combine the knowledge and action to achieve results for community development. Our NSS team is committed to prepare the NSS volunteers for the democratic, self-disciplined and self-reliant way of life.

The primary objective is to develop the personality and character of the student youth through voluntary community service. 'Education through Service' is the purpose of the NSS.

<b>CHAIRPERSON</b>
Dr. Arulraj S
<b>COORDINATOR</b>
Dr. Subha S

### **RED RIBBON CLUB / YOUTH RED CROSS**

The Red Ribbon Club (RRC) promotes access to information on healthy life and voluntary blood donation. They create and provide opportunity to the zeal of volunteerism among youth to contribute towards the control and prevention of HIV&AIDS. The Red Ribbon Club is a voluntary on-campus intervention programme for students. The programme organized by RRC addresses the knowledge, attitude and behaviour of the youths in the interrelated areas of Voluntary Blood Donation, HIV & AIDS, as demanded by their age, environment, and life style.

<b>CHAIRPERSON</b>
Dr. Saravanan R
<b>COORDINATOR</b>
Dr. Dhinesh D

## **ENVIRONMENT CLUB**

The purpose of the club is to create awareness of environmental issues, such as protection, conservation, preservation, and restoration, with an emphasis on educating and empowering students. Students who are interested in environmental advocacy and awareness are encouraged to join.

The Club is involved in planting trees and creating awareness among students to promote an eco-friendly campus by saving electricity, water and promoting vermin-culture composting on the campus. Joining this club is good for students who are interested in biological sciences, medicine or veterinary science. This club also works well for students who are interested in Geography and Earth Sciences.

<b>CHAIRPERSON</b>
Dr. Saravanan R
<b>COORDINATOR</b>
Dr. Mahadevi N

## **OTHER FACILITIES OFFERED**

VETIAS provides a plethora of opportunities for students to enhance their communicative competence, to keep their body and mind healthy and become competent in the areas of their choice. It serves a multitude of purposes for students such as bridging the gap between different phases of life, providing additional professional training and qualifications and equipping them to be humane leaders of the morrow.

To make this a working reality, coaching for and Foreign Languages and various exams like UPSC, TNPSC, Banking Services, Auditing are provided by the experts from institutes like Dev's Academy, CMA, ICSI, ACCA and ICAI. Reading habit is also inculcated in the students by making the best use of the library and the digital library and encouraging them to actively participate in various clubs events, sports and games and also in yoga and aerobic classes for their holistic development.

## **STUDENTS' FORUM**

The students' forum of VETIAS functions with the following office bearers:

- President
- Vice-President
- Fine Arts Secretary
- General Secretary
- Sports Secretary
- Department Secretaries
- Club Secretaries

The office bearers will be elected by the II & III year UG students (except for Sports, Department and Club Secretaries) every year.

No form of campaigning that disturbs the discipline code and regularity of the institution is allowed.

Criteria to contest for any of the posts are as follows:

- (i) Pass in all subjects / papers in first attempt
- (ii) Highest percentage of marks - in Part III subjects of UG or Main subject of PG course
- (iii) Good conduct and character

Two members of teaching faculty shall be nominated by the Principal as staff advisors and they shall guide the Association activities during the academic year.

**July - 2022 (Odd Semester)**

Date		Day Order	No. of Working Days	Programme
1	FRI			
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	I	1	<b>Commencement of III Year classes</b>
19	TUE	II	2	
20	WED	III	3	
21	THU	IV	4	<b>Commencement of II Year classes</b>
22	FRI	V	5	
23	SAT	VI	6	
24	SUN			
25	MON	I	7	
26	TUE	II	8	
27	WED	III	9	
28	THU	IV	10	
29	FRI	V	11	
30	SAT			
31	SUN			



**August - 2022 (Odd Semester)**

Date		Day Order	No. of Working Days	Programme
1	MON	VI	12	
2	TUE	I	13	
3	WED	II	14	
4	THU	III	15	<b>Commencement of I Year classes</b>
5	FRI	IV	16	
6	SAT			
7	SUN			
8	MON	V	17	
9	TUE	<b>Muharram</b>		
10	WED	VI	18	
11	THU	I	19	
12	FRI	II	20	
13	SAT	III	21	
14	SUN			
15	MON	<b>Independence day</b>		
16	TUE	IV	22	
17	WED	V	23	
18	THU	VI	24	
19	FRI	<b>Krishna Jayanthi</b>		
20	SAT			
21	SUN			
22	MON	I	25	CIA - I
23	TUE	II	26	CIA - I
24	WED	III	27	CIA - I
25	THU	IV	28	CIA - I
26	FRI	V	29	CIA - I
27	SAT	VI	30	
28	SUN			
29	MON	I	31	
30	TUE	II	32	
31	WED	<b>Vinayakar Chaturthi</b>		

**September - 2022 (Odd Semester)**

Date		Day Order	No. of Working Days	Programme
1	THU	III	33	
2	FRI	IV	34	
3	SAT	V	35	
4	SUN			
5	MON	VI	36	
6	TUE	I	37	
7	WED	II	38	
8	THU	III	39	
9	FRI	IV	40	
10	SAT			
11	SUN			
12	MON	V	41	
13	TUE	VI	42	
14	WED	I	43	
15	THU	II	44	
16	FRI	III	45	
17	SAT	IV	46	
18	SUN			
19	MON	V	47	
20	TUE	VI	48	
21	WED	I	49	
22	THU	II	50	
23	FRI	III	51	
24	SAT			
25	SUN			
26	MON	IV	52	CIA - II
27	TUE	V	53	CIA - II
28	WED	VI	54	CIA - II
29	THU	I	55	CIA - II
30	FRI	II	56	CIA - II

**October - 2022 (Odd Semester)**

Date		Day Order	No. of Working Days	Programme
1	SAT	III	57	
2	SUN	<b>Gandhi Jayanti</b>		
3	MON	IV	58	
4	TUE	<b>AyuthaPooja</b>		
5	WED	<b>VijayaDasami</b>		
6	THU	V	59	
7	FRI	VI	60	
8	SAT			
9	SUN	<b>Milad-un-Nabi</b>		
10	MON	I	61	
11	TUE	II	62	
12	WED	III	63	
13	THU	IV	64	
14	FRI	V	65	
15	SAT	VI	66	
16	SUN			
17	MON	I	67	
18	TUE	II	68	
19	WED	III	69	
20	THU	IV	70	
21	FRI	V	71	
22	SAT			
23	SUN			
24	MON	<b>Deepavali</b>		
25	TUE	VI	72	
26	WED	I	73	
27	THU	II	74	
28	FRI	III	75	
29	SAT	IV	76	
30	SUN			
31	MON	V	77	

**November - 2022 (Odd Semester)**

Date		Day Order	No. of Working Days	Programme
1	TUE	VI	78	
2	WED	I	79	
3	THU	II	80	
4	FRI	III	81	
5	SAT	IV	82	
6	SUN			
7	MON	V	83	Model Exam
8	TUE	VI	84	Model Exam
9	WED	I	85	Model Exam
10	THU	II	86	Model Exam
11	FRI	III	87	Model Exam
12	SAT			
13	SUN			
14	MON	IV	88	
15	TUE	V	89	
16	WED	VI	90	
17	THU	I	91	
18	FRI	II	92	
19	SAT	III	93	
20	SUN			
21	MON	IV	94	
22	TUE	V	95	
23	WED	VI	96	
24	THU	I	97	
25	FRI	II	98	
26	SAT			
27	SUN			
28	MON			
29	TUE			
30	WED			

**December - 2022 (Even Semester)**

Date		Day Order	No. of Working Days	Programme
1	THU			
2	FRI			
3	SAT			
4	SUN			
5	MON			
6	TUE			
7	WED			
8	THU			
9	FRI			
10	SAT			
11	SUN			
12	SUN			
13	TUE			
14	WED			
15	THU			
16	FRI			
17	SAT			
18	SUN			
19	MON			
20	TUE			
21	WED			
22	THU			
23	FRI			
24	SAT			
25	SUN			
26	MON			
27	TUE			
28	WED			
29	THU			
30	FRI			
31	SAT			

**January- 2023 (Even Semester)**

Date		Day Order	No. of Working Days	Programme
1	SUN	New Year's Day		
2	MON			
3	TUE			
4	WED			
5	THU			
6	FRI			
7	SAT			
8	SUN			
9	MON			
10	TUE			
11	WED			
12	THU			
13	FRI			
14	SAT			
15	SUN			
16	MON			
17	TUE			
18	WED			
19	THU			
20	FRI			
21	SAT			
22	SUN			
23	MON	I	1	Commencement of II & III Year classes
24	TUE	II	2	
25	WED	III	3	
26	THU	Republic day		
27	FRI	IV	4	
28	SAT	V	5	
29	SUN			
30	MON	VI	6	
31	TUE	I	7	

**February - 2023 (Even Semester)**

Date		Day Order	No. of Working Days	Programme
1	WED	II	8	
2	THU	III	9	
3	FRI	IV	10	
4	SAT	V	11	
5	SUN			
6	MON	VI	12	
7	TUE	I	13	
8	WED	II	14	
9	THU	III	15	
10	FRI	IV	16	
11	SAT			
12	SUN			
13	MON	V	17	
14	TUE	VI	18	
15	WED	I	19	
16	THU	II	20	
17	FRI	III	21	
18	SAT	IV	22	
19	SUN			
20	MON	V	23	CIA - I
21	TUE	VI	24	CIA - I
22	WED	I	25	CIA - I
23	THU	II	26	CIA - I
24	FRI	III	27	CIA - I
25	SAT			
26	SUN			
27	MON	IV	28	
28	TUE	V	29	

**March - 2023 (Even Semester)**

Date		Day Order	No. of Working Days	Programme
1	WED	VI	30	
2	THU	I	31	
3	FRI	II	32	
4	SAT	III	33	
5	SUN			
6	MON	IV	34	
7	TUE	V	35	
8	WED	VI	36	
9	THU	I	37	
10	FRI	II	38	
11	SAT			
12	SUN			
13	MON	III	39	
14	TUE	IV	40	
15	WED	V	41	
16	THU	VI	42	
17	FRI	I	43	
18	SAT	II	44	
19	SUN			
20	MON	III	45	
21	TUE	IV	46	
22	WED	<b>Telugu New Year</b>		
23	THU	VI	47	
24	FRI	I	48	
25	SAT	II	49	
26	SUN			
27	MON	III	50	CIA – II
28	TUE	IV	51	CIA – II
29	WED	V	52	CIA – II
30	THU	VI	53	CIA – II
31	FRI	I	54	CIA - II



**April - 2023 (Even Semester)**

Date		Day Order	No. of Working Days	Programme
1	SAT	II	55	
2	SUN			
3	MON	III	56	
4	TUE	IV	57	
5	WED	V	58	
6	THU	VI	59	
7	FRI	<b>Good Friday</b>		
8	SAT			
9	SUN			
10	MON	I	60	
11	TUE	II	61	
12	WED	III	62	
13	THU	IV	63	
14	FRI	<b>Tamil New Year</b>		
15	SAT			
16	SUN			
17	MON	V	64	
18	TUE	VI	65	
19	WED	I	66	
20	THU	II	67	
21	FRI	III	68	
22	SAT	IV	69	
23	SUN			
24	MON	V	70	
25	TUE	VI	71	
26	WED	I	72	
27	THU	II	73	
28	FRI	III	74	
29	SAT			
30	SUN			

**May - 2023 (Even Semester)**

Date		Day Order	No. of Working Days	Programme
1	MON	May Day		
2	TUE	IV	75	Model Exam
3	WED	V	76	Model Exam
4	THU	VI	77	Model Exam
5	FRI	I	78	Model Exam
6	SAT	II	79	Model Exam
7	SUN			
8	MON	III	80	
9	TUE	IV	81	
10	WED	V	82	
11	THU	VI	83	
12	FRI	I	84	
13	SAT	II	85	
14	SUN			
15	MON	III	86	
16	TUE	IV	87	
17	WED	V	88	
18	THU	VI	89	
19	FRI	I	90	
20	SAT			
21	SUN			
22	MON			
23	TUE			
24	WED			
25	THU			
26	FRI			
27	SAT			
28	SUN			
29	MON			
30	TUE			
31	WED			

## Important Days

S.No	Date	Event
1.	05.06.2022	World Environment Day
2.	16.06.2022	Father's Day
3.	01.07.2022	National Doctors' Day
4.	11.07.2022	World Population Day
5.	28.07.2022	World Nature Conservation Day
6.	12.08.2022	International Youth & National Librarians Day
7.	15.08.2022	India's Independence Day
8.	19.08.2022	World Photography Day
9.	05.09.2022	Teachers' Day
10.	08.09.2022	International Literacy Day
11.	16.09.2022	World Ozone Day
12.	27.09.2022	World Tourism Day
13.	02.10.2022	International Non-Violence Day
14.	04.10.2022	World Animal's Day
15.	15.10.2022	World's Hand Washing Day
16.	17.10.2022	International Poverty Eradication Day
17.	14.11.2022	World Diabetes Day
18.	14.11.2022	Children's Day
19.	30.11.2022	Flag Day
20.	01.12.2022	World AIDS Day
21.	10.12.2022	Human Rights Day
22.	14.12.2022	National Energy Conservation Day
23.	12.01.2023	National Youth Day
24.	30.01.2023	World Leprosy Eradication Day
25.	04.02.2023	World Cancer Awareness Day
26.	28.02.2023	National Science Day
27.	08.03.2023	International Women's Day
28.	15.03.2023	World Consumer's Day
29.	22.03.2023	World Day for Water
30.	24.03.2023	World TB Day
31.	07.04.2023	World Health Day
32.	23.04.2023	World Book Day
33.	10.05.2023	International Energy Day
34.	10.05.2023	Mother's Day
35.	15.05.2023	International Family Day
36.	24.05.2023	Commonwealth Day
37.	31.05.2023	World No Tobacco Day







**Hand Book**   
Academic year 2022-23