LEARNING IS LIGHT FROM GOD

PROSPECTUS

Undergraduate Programs

This Prospectus is published for the information of all prospective students and their parents / guardians, who are requested to study it carefully.

2023-2024

THE COLLEGE

The College was established in the year 1955 under the auspices of the Southern India Education Trust. Admission is open to all eligible women students, irrespective of their religion, caste, creed or community.

The College has been accredited with an Outstanding 5 STAR Status in 1999 by the NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) and again re-accredited with an Outstanding 'A PLUS' Status in 2007. In the third cycle of Accreditation in 2013, the College has been awarded an Outstanding CGPA of 3.61 (out of 4) at 'A' Grade. The College was granted the status of College with Potential for Excellence (CPE) by the UGC in April 2016. In the fourth cycle of accreditation in 2022, the college has been awarded A^{++} Grade with CGPA of 3.58 in the 4th Cycle.

VISION

To train and equip women students from economically and socially backward communities with education of the highest quality so that they may lead responsible and purposeful lives and transmit and transmute their achievement's to the betterment of society.

MISSION

To empower and to impact education of the highest quality with secular values to the young women from all strata of society irrespective of caste and creed thereby transforming them into emotionally – balanced and enlightened intellectuals of upright character and conduct, dedicated to the ideals of social upliftment.

INFRASTRUCTURE

The College is spread across an area of 13 acres of lush greenery. It has spacious and adequate classrooms that are well- furnished. It has well-equipped laboratories with the latest equipment in the Science Departments to enable students to perform experiments.

It has a playground with a 200 metre turf track and separate courts to play volleyball, basketball, tennis and throw ball. This is the only college in the city which has a swimming pool exclusively for women and which is open to all the students of the college. The College is equipped with a fully functional canteen which serves hygienically prepared food to the students and staff members.

A splendid air-conditioned Auditorium and a well-equipped Seminar Hall to conduct International, National and State-level Seminars, Conferences and Symposia are its additional features.

The Academic landscape in any field is ever evolving with new knowledge because of sustained research. The College strives to create a Research Culture that will help to create inquisitive minds. A Multi-Disciplinary Research and Consultancy Centre (MRCC) has been established to further research activities in the College. The Central Instrumentation Centre facilitates Inter-disciplinary research. An e-Learning Centre with computers and internet facility provides access to On-line content.

With the intention of making our students physically and mentally strong and to enjoy the benefits of good health, an exclusive Gymnasium has been set up with all the necessary equipment.

TEACHING METHODOLOGY

The Faculty in every department are highly qualified, deeply committed and totally devoted to their profession. They adopt interactive methodologies of teaching. Smart Classrooms with the latest ICT, enhances the Teaching-Learning experience.

LIBRARY

The College has a spacious library equipped with the latest books, magazines and journals. Students can access the internet free of charge and refer to e-Journals, e-Books through INFLIBNET and N-LIST (National Library and Information Services Infrastructure for Scholarly Content).

To instill and encourage a research spirit among students, the college has subscribed to the Scopus research database. The students can access a variety of scientific journals, books and conference proceedings across all disciplines.

The database can be accessed in the college from computers at the E-learning Centre, the Library and the departments. The library Convention Hall serves as a hub of interactions, activities and events.

CAMPUS PLACEMENTS

The Career Guidance and Placement Centre of the college organizes On-campus and off-campus placements for the final year students. Apart from the placement drive, the centre conducts regular Workshops, Seminars and Training programmes on Communication, Aptitude, Interview Skills and Personality Development. Mock interviews and Psychometric tests are also conducted to benefit the students.

Some of the top companies that recruit our students every year are: Wipro Technologies, Cognizant Technology Solutions, TCS, Citi Bank, Capgemini, Mr.Cooper, Infosys, Episource, RBS, Sutherland, PKG, HCL, Jain Housing, Accenture, congruent solution, CAMS, MMC infotech and top international schools.

ACADEMIC PROGRAM

The College is an autonomous institution and has adopted the "Choice Based Credit System" in conformity with the recommendations of the Tamil Nadu State Council for Higher Education. In the Credit System, each subject offered is assigned a credit depending upon the quantum of work required to complete the study of the subject. Subjects have been designed with a weightage assigned to each course and a student must necessarily acquire a minimum of 140 credits to receive a Bachelor's degree.

The College timings are from 1.05 p.m. to 5.30p.m. and the minimum working days required are 100 in a Semester.

Eligibility Conditions for admission to Under Graduate (U.G.) Programs:

Candidates who have passed the Higher Secondary Examination (XII Std.) conducted by the Tamil Nadu Higher Secondary Board of Education or the Central Board of Secondary Education are eligible for admission to U.G. courses. Others will be required to produce an ELIGIBILITY CERTIFICATE issued by the University of Madras.

PROGRAMS OF STUDY:

B.A./B.Sc./B.Com./B.B.A./B.C.A.

Part I – Foundation Course (Languages):

Tamil / Hindi / Urdu / French /Sanskrit

[Any one of the above languages – The language once chosen cannot be changed.]

Part II –Foundation Course (English):

I   Semester – Preliminary English

II Semester – Intermediate English

III Semester – Progressive English

IV Semester – Advanced English

Part III – Other Components:

(a) **Core**

(b) **Allied**

(c) **Core Electives / Projects**

Part IV – Internal Components:

(a) **Value Education**

(b) **Soft Skills**

(c) **Environmental Studies**

(d) **Basic Tamil**

(e) **Advanced Tamil**

(f) **Non-Major Elective**

(g) **Skill Based Subjects**

Part V – Extension Activities:

Extension Activities

NSS / NCC / Sports

Every Degree Program requires each student to participate in an "OUT REACH" programme and to complete a project which may require the students to go outside the campus.

In addition to the activities mentioned above, all the Departments have their own Clubs and Associations.

U.G. PROGRAMMES

Allied, Elective Subjects and Future Prospects are as follows:

Programme & Eligibility Criteria	Allied & Elective Courses	Future Prospects	
		Higher Studies	**Job Opportunities**
B.A. Corporate Economics Students who have passed higher secondary or equivalent examination with economics as one of the subject.	1. Basic Statistics 2. Statistics for Economics 3. Principles of Marketing 4. Marketing Strategies **CE I** - Financial Accounting / Environmental Economics / Women and the Economy **CE II** - Managerial Economics / Economic Development of Tamil Nadu Labour Economics **CE III** - Project	✓ C.A. Course ✓ M.A. Corporate Economics ✓ M.A. Economics ✓ M.A. Tourism ✓ M.A Sociology ✓ M.B.A., ✓ M.Com ✓ M.A. (Public Administration) ✓ M.HRM ✓ I.A.S. / I.P.S. / I.E.S. / I.F.S. / RBI / IBPS	• Economist • Teaching Research Banks • Financial risk analyst • Data analyst • Financial planner • Accountant • Economic Research • Financial Consultant • Investment analyst • Public sector roles • Risk management compliance officer • Data Entry Operators in Software Companies • Insurance Companies • Acturarial Analyst • Banker • Women Entrepreneurs • Public Relation Officer • Teaching • Research
B.A. English Students who have passed Higher Secondary or equivalent examination with English or Advanced English as a subject.	1. Literary Forms (Prose and Poetry) 2. Literary Forms (Drama and Novel) 3. History of English Language 4. English Linguistics and Grammar **CE I** - Women's writing / Asian Literature **CE II** - Business English / English for Competitive Examinations **CE III** - Project	✓ B.Ed., Teacher Training ✓ PG – English / Public Administration / Journalism / Mass Communication / Visual Communication ✓ Courses In Technical Writing ✓ Courses In Copy Editing ✓ Computer Courses ✓ M.B.A. ✓ B.L., I.AS. / I.P.S. / I.F.S. ✓ TESOL	• Lecturer • Teacher • BPOs • HRD • Publishing • Voice & Accent Trainer • Journalist • Hospitality • Secretary • Radio Jockeys • Copy Editors • Soft skill Trainers • Content Writers • Translators

Programme & Eligibility Criteria	Allied & Elective Courses	Future Prospects	
		Higher Studies	**Job Opportunities**
B.A. Tourism & Travel Management Students who have passed Higher Secondary Examination	1. Indian culture & Heritage 2. Health and Wellness Tourism 3. Art & Architecture of India 4. Geography of Tourism **CE I -** Airport Management / Destination Planning & Development **CE II -** Air ticketing & Fare Construction/ Human Resource Management **CE III -** Sustainable Tourism Practices / Legal Framework and Ethics in Tourism	✓ M.B.A. Tourism & Hospitality Management ✓ M.B.A. Tourism IATA / UFTAA Foundation Course ✓ M.T.M (Master of Tourism Management) ✓ M.A. Tourism	• Airlines Tourism Departments (ITDC, TTDC) • Travel Desk in Various Organisation • Educational Institutions
B.Sc. Computer Science Students who have passed Higher Secondary or equivalent examination with Mathematics / Computer Science as a subject.	1. Mathematics for Computer Science - I 2. Mathematics for Computer Science - II 3. Statistical methods and their applications - I (Integrated) 4. Statistical methods and their applications - II (Integrated) **CE-I** A. Computer Graphics B. Microprocessor and its Applications C. Computer Algorithms **CE-II** A. Data Mining and Warehousing B. Artificial Neural Networks C. Multimedia Tools and its Application **CE-III** A. Operating Systems B. System Software C. Object Oriented Analysis & Design	✓ M.Sc. Computer Science ✓ M.Sc. (IT) ✓ M.Sc. Data Science ✓ M.Sc. Data Analytics ✓ M.C.A. ✓ M.B.A.	• Developer • Data Analyst • Software Testing • Content Writings • Technical Support • IT Project Manager • Software Engineer • Database Administrator

Programme& Eligibility Criteria	Allied & Elective Courses	Future Prospects	
		Higher Studies	Job Opportunities

Bachelor of Computer Applications (B.C.A.)
 	
Students who have passed Higher Secondary or equivalent examination with Mathematics / Business Mathematics / Computer Science / Computer Application as a subject.
	1. Mathematical Foundations - I
	2. Mathematical Foundations - Il
	3. Basic Financial Accountingwith Tally
	4. Cost and Management Accounting
	
	CE I
	  A. Introduction to Big Data
	  B. Micro Processor & its Applications
	  C. Computer Algorithms
	CE II
	  A. Data Mining and Warehousing
	  B. Artificial Neural Networks
	  C. Multimedia Tools and itsApplications
	CE III
	  A. Operating Systems
	  B. System Software
	  C. Computer Architecture
		✓ M.Sc. Computer Science
		✓ M.Sc. (IT)
		✓ M.C.A.
		✓ M.B.A.
		✓ C.A. Course
			• Developer
			• Data Analyst
			• Software Testing
			• Content Writing
			• Technical Support
			• Teaching Profession
			• IT Project Manager
			• Software Engineer
			• Database Administrator

B.Sc. Electronics & Communication Science
 	
Students who have passed Higher Secondary or equivalent examination with Mathematics or Physics or Computer Science as a subject.
	1. Mathematics - I
	2. Mathematics - II
	3. Programming in C and OOPSConcept
	4. Basic Physics
	
	CE I
	  A. Industrial and Power Electronics
	  B. Consumer Electronics
	
	CE II
	  A. Data Base Management Systems
	  B. Programmable LogicControl
	
	CE III
	  A. Data Communication & Computer Networks
	  B. Internet of Things
		✓ M.Sc. Applied Electronics
		✓ M.Sc. Industrial Electronics
		✓ M.C.A.
		✓ M.B.A.
		✓ M.Sc. I.T.
		✓ M.S.W.
		✓ M.Sc. Electronics
		✓ B.Ed.
			• Radio & Telecommunication
			• Technical Assistant in Hardware
			• Companies (eg. Nokia, Dell, TVS, Whirlpool, Lucas etc.)
			• Railways
			• Airways in Technical Area
			• Networking and Software Companies
			• Navy
			• Doordarshan
			• Shipping companies
			• Technical Profession
			• Infosys
			• Wipro
			• HCL
			• Health Centers
			• TNPSC
			• UPSC

Programme & Eligibility Criteria	Allied & Elective Courses	Future Prospects	
		Higher Studies	Job Opportunities
B.Sc. Interior Design and Décor Students who have passed Higher Secondary or equivalent examination in any stream. Candidates must have an interestin drawing and painting.	1. Interior Materials &Construction 2. Applied Art 3. Art & Architecture - India 4. Art & Architecture World **CE I** - Decorative Techniques **CE II** - Human Development & FamilyDynamics **CE Ill** - Resource Management in Interiors	✓ M.Sc. Interior Design ✓ M.A. Visual Arts ✓ M.Sc. Fashion Designing ✓ M.Sc. Textiles ✓ M.Sc. Recourse Management ✓ M.Sc. Child Development	• Interior Designers • Arts Teachers In School • Gallery Management Staff • Architectural Firm • Textiles Industry • Interior Firms • Modular Kitchen Consultants • Language Editor • Quality Assurance
B.Sc. Statistics Students who have passed Higher Secondary or equivalent examination with Statistics / Mathematics and Business Mathematics as a subject.	1. Mathematics for Statistics 2. Real Analysis 3. Matrix Algebra 4. Numerical Methods **CE I** - Mathematical Economics / Data Analysisusing R. **CE II** - Demography andActuarial Statistics / Forecasting Techniques **CE Ill** - Stochastic Process /Resource Management Techniques	✓ M.Sc. Statistics ✓ M.Sc. Actuarial Science ✓ M.Sc. Bio-Statistics ✓ B.Ed., ✓ M.Sc. IT. ✓ M.C.A. ✓ M.B.A. ✓ M.S.W. ✓ M.Sc. Data Science ✓ M.Sc. Population Studies ✓ M.Sc. Statistics ✓ M.Sc. Data Analytics ✓ M.Sc. OR ✓ M.Sc. SQC ✓ M.A. Econometrics	• Data Analysis • Programmer • Statical Analyst • Statistical Investigator • Quality Control Officer • Clinical Trials • Statistical Assistant in Govt. Officer • Statical Animal Inspector • Project Manager • Proof Reader • Copy Editor • Paginator • XML Coder • Project Manager • R&D • Team Manager

Programme & Eligibility Criteria	Allied & Elective Courses	Future Prospects	
		Higher Studies	Job Opportunities
B.Sc. Mathematics Students who have passed Higher Secondary or equivalent examination with Mathematics as a subject.	1. Numerical Methods - I 2. Numerical Methods - II 3. Mathematical Statistics - I 4. Mathematical Statistics - II **CE I** - Linear Programming / Discrete Mathematics **CE II** - Programming in 'C++' / Special Functions and Linear Partial Differential Equations of Higher Order **CE Ill** - Group Project	✓ M.Sc. Mathematic ✓ M.C.A. ✓ M.B.A. ✓ M.Sc. Statistics ✓ B.Ed. ✓ M.Sc. (IT) ✓ C.A. ✓ M.Sc. Actuarial Science	· Teaching profession · Information Technology Field · Research Assistant · Data Analyst · I.A.S · I.P.S · I.F.S. · Banks · Defence · BPOs · Railways · TNPSC · UPSC
B.Sc. Microbiology Students who have passed Higher Secondary or equivalent examination with Microbiology / Biology / Botany and Zoology as a subject	1. Bio-instrumentation 2. Cell Biology - I 3. Biochemistry - I 4. Biochemistry - Il **CE I -** Medical Mycology / Intermediary metabolism **CE II -** Introduction to Medical virology / Bio Informatics **CE Ill -** Industrial Microbiology / Biophysical Techniques	✓ M.Sc. Microbiology ✓ M.Sc. Biotechnology ✓ M.Sc. Biochemistry ✓ M.Sc. Bioinformatics ✓ M.Sc. Environmental Science ✓ M.Sc. Molecular Biology ✓ M.Sc. Industrial Microbiology ✓ M.Sc. Microbial Gene Technology	· Clinical Microbiologist · Quality Control Officer in Food and Dairy Industry · Research And Development in Pharmaceutical Industry · Medical Coding · Scientific Writing · Medical Transcription · Teaching Profession · Health Care Profession

Programme & Eligibility Criteria	Allied & Elective Courses	Future Prospects	
		Higher Studies	Job Opportunities
B. Com. (General) Students who have passed Higher Secondary or equivalent examination with Commerce, Accountancy, Economics, Business Mathematics / Computer Science	1. Business Statistics & Operations Research - I 2. Business Statistics & Operation Research - II 3. Indicators of Economic Development / Business Mathematics I 4. Indian Economic Development / Business Mathematics - II **CE I -** Fundamentals of Financial Management / Financial Services /Advertising & Salesmanship / Logistics and Supply and Chain Management **CE II -** E-Commerce / Retail Management / Insurance & RiskManagement / Personal Investment **CE Ill -** CAB & Tally / Human Resource Management / CorporateCommunication Skills / Green Marketing	✓ M.Com. (CS) ✓ M.Com. (General) M.B.A. ✓ M.F.M. ✓ M.HRM ✓ M.A. Mass Communication ✓ C.A. ✓ C.M.A. ✓ A.C.S. ✓ C.F.A. ✓ M.C.A. ✓ M.Com. (C.A) ✓ M.Com. (A&F) ✓ I.A.S. ✓ I.P.S. ✓ I.F.S.	• Corporate Sector as Accountants • Audit Personal • Secretaries • Sales Representation • BPOs • Banking Sectors • Stock Brokering • Business • Cost Consultants • Tax Practitioners • Cost Accountant • Managers • Human Resource Consultant • Project Consultants • Law
B.Com. (Corporate Secretaryship) Students who have passed Higher Secondary or equivalent examination with Commerce and Accountancy as subjects.	1. Business Communication 2. Business Economics 3. Statistical methods 4. Corporate Governance **CE I -** Banking Theory Law andPractice / Financial Services / Office Administration **CE II -** Investment Management / Business Ethics & Corporate SocialResponsibility / Human Resource Management **CE III -** Organisational Behaviour / Public Relations /Modern Marketing	✓ M.Com. (CS) ✓ M.Com. (General) ✓ M.B.A. ✓ M.F.M. ✓ M.HRM ✓ M.A. Courses ✓ M.Sc. (IT) ✓ A.C.S. ✓ C.A ✓ C.M.A. ✓ I.A.S. ✓ I.P.S. ✓ I.F.S.	• Entry level position in any organization • Professional • CA/CWAI/ ACS • Educationist • Entrepreneur

Programme& Eligibility Criteria	Allied & Elective Courses	Future Prospects	
		Higher Studies	**Job Opportunities**
B.Com. (Information Systems Management) Students who have passed Higher Secondary or equivalent examination with Commerce, Accountancy and Computer Science / Mathematics as subjects.	1. Business Communication 2. Business Mathematics 3. Business Statistics 4. Operations Research **CE I -** Business Ethics & Corporate Social Responsibility / Banking Theory Law & Practice / Legal Aspects of Business. **CE II -** Marketing Management / Production Management / Entrepreneurial Development **CE III -** Logistics & Supply Chain Management / Business Environment / Establishment of Organisations	✓ M.Sc. (ISM) ✓ M.Sc. (IT) ✓ M.Sc. Computer Science ✓ M.C.A. ✓ M.Com. (General) ✓ M.Com. (CS) ✓ M.F.H. ✓ M.H.R.M. ✓ A.C.S. ✓ C. A. ✓ C.M.A. ✓ I.A.S. ✓ I.R.S. ✓ I.F.S.	・Entry level position ・in any organization ・Professional / C.A. / ICWAI / A.C.S. ・Educationist ・Entrepreneur
Bachelor of Business Administration (B.B.A.) Students who have passed Higher Secondary or equivalent examination with Commerce and Accountancy as subjects.	1. Business Economics 2. Business Mathematics & Statistics 3. Operations Research Computer Applications in Business **CE I** - Financial services / Fundamentals of Investment Management / Practical Banking **CE II** - Industrial Relations, and Labour Laws / Consumer Behaviour / Tourism Management **CE III** - Quality Management / Practical Banking / Logistics and Supply Chain Management	✓ M.B.A. ✓ M.Com. (C.S) ✓ M.Com. (General) ✓ M.F.M ✓ M.HRM ✓ M.M.M. ✓ M.A.(HRM) ✓ M.A. Journalism ✓ M.A. Public Administration ✓ C.A. ✓ C.M.A. ✓ A.C.S. ✓ B.Ed. ✓ M.C.A. ✓ I.A.S. ✓ I.P.S ✓ I.F.S.	・Banking Sectors ・Railways Sector ・HR Consultant / Academic Session ・Advertising Agencies ・First Level Manager ・Tele Marketing ・Public Relations ・Officers ・Entrepreneur

Programme& Eligibility Criteria	Allied & Elective Courses	Future Prospects	
		Higher Studies	Job Opportunities
B.Com. (Accounting & Finance) Students who have passed Higher Secondary or equivalent examination with Commerce, Accountancy, Economics and Business Mathematics	1. Business Economics / Emotional Intelligence 2. Principles of Marketing / International Economics 3. Business Mathematics - I 4. Business Mathematics - II **CE I** - Financial Services / E-Commerce **CE II** - Enterprise Resource Planning / Financial Institutions & Markets **CE III** - Computerized Accounting - Tally / Goods & Services Tax	✓ M.Com. (General) ✓ M.Com. (A & F) ✓ M.Com. (C.A.) ✓ M.C.A. ✓ M.B.A. ✓ M.F.M. ✓ M.HRM ✓ C.A. ✓ C.M.A. ✓ C.S. ✓ I.A.S. ✓ l.P.S. ✓ I.P.S. ✓ M .A. (Mass Comm.)	• Corporate Sector as Accountants • Audit Personal • Secretaries • Sales Representation • BPOs • Banking Sectors • Stock Brokering • Business • Cost Consultants • Tax Practitioners • Cost Accountant • Managers • Human Resource Consultant • Project Consultants • Law
B.Com. (Honours)* Students who have passed Higher Secondary or equivalent examination with Commerce, Accountancy and Business Mathematics	1. Only Core Papers no Allied Papers 2. Compulsory lnternships at the end of each semester.	✓ M .Com. (General) ✓ M.Com. (A& F) ✓ M.Com. (C.A.) ✓ M.C.A. ✓ M.B.A. ✓ M.F.M. ✓ M.HRM. ✓ C.A. ✓ C.M.A. ✓ C.S. ✓ I.A.S. ✓ I.P.S. ✓ I.F.S. ✓ M.A. (Mass Comm.)	• Corporate Sector as Accountants • •Audit Personal • Secretaries • Sales Representation • BPOs • Banking Sectors • Stock Brokering • Business • Cost Consultants • Tax Practitioners • Cost Accountant • Managers • Human Resource Consultant • Project Consultants • Law

PROGRAMS OFFERED UNDER PART IV

a) **Value Education** – This course grooms the students and refines their personality by inculcating basic civic, moral and social values. Character-building and ethics are the components of this course.

b) **Soft Skills** – All students should take up Soft Skills as a subject.
I Semester–Listening, Reading and Personality Development
II Semester –Speaking, Writing and Social Skills

c) **Environmental Studies** – All students should take a common course - The Basics of Environment and its Attributes. This course carries two credits in one semester.

d) **Basic Tamil** – The students who have not studied Tamil up to XII standard and have chosen a non – Tamil language under part-I, shall take "Basic Tamil" comprising two courses (VI Standard level).

e) **Advanced Tamil** – The students who have studied Tamil up to XII Standard and have chosen a non-Tamil language under part-I, should take up "Advanced Tamil" comprising two courses.

f) **Non-Major Elective** – The students who do not come under (d) and (e) Can choose Non-Major elective comprising two courses.

g) **Skill-Based Subjects** – The Skill-Based Subjects are mandatory for the students.

NON-MAJOR ELECTIVE COURSES (INTER-DISCIPLINARY)

Departments	III Semester	IV Semester
Corporate Economics	Economics of Tourism	Economics of Insurance
English	English For Effective Communication	English for Global Opportunities
Tourism and Travel Management	Travel Formalities	Front Office Operations and Etiquettes
Computer Science	Internet Basics	Multimedia Systems Lab
Computer Applications	Internet Basics	Multimedia Systems Lab
Electronics and Communication Science	Everyday Electronics	Measurement and Design of Prototype Models
Home Science (Interior Design and Décor)	Traditional Indian Embroidery	Art and Colour on Fabrics
Mathematics	Aptitude Skills-I	Aptitude Skills-II
Microbiology	First Aid and Safety	Health and Hygiene
Statistics	Actuarial Statistics	Population Studies
Commerce (General)	Personal Selling and Sales Promotion	Stress Management
Commerce (Corporate Secretaryship)	Fundamentals of Share Trading	Electronic Banking
Commerce (Information Systems Management)	Fundamentals of Share Trading	Static Web Designing using HTML
Commerce (Accounting and Finance)	Introduction to Accountancy	Interview Skills and Resume Writing
Commerce (Honours)	Organizational Skill Development	Budgeting and Budgetary Control
Business Administration	Personality Enrichment	Event Management

SKILL BASED COURSES

Departments	V Semester	VI Semester
Corporate Economics	Women Entrepreneurs	Project
English	Basics of Technical Writing	Teaching Methodology
Tourism and Travel Management	Itinerary Planning and Costing	Tourism Entrepreneurship
Computer Science	Office Automation	Linux and Shell Programming
Computer Applications	Office Automation	Linux and Shell Programming
Electronics and Communication Science	A. Electronics Mechanic B. Python Programming	A. Electrical Appliances B. Electrical System
Home Science (Interior Design and Décor)	Art and Design in Event Spaces	Portfolio for Designers
Mathematics	Programming in C++ Practical's / Adobe Photoshop	Quantitative Techniques / Basic Research Tool-Latex
Microbiology	Diagnostic Microbiology	Group Project
Statistics	MS - Excel	Statistical Analysis using SPSS
Commerce (General)	Aptitude Skills	Project Feasibility Report
Commerce (Corporate Secretaryship)	Employability Skills	Tally
Commerce (Information Systems Management)	Adobe Photoshop	Software Development Lab
Commerce (Accounting and Finance)	Research Methodology	Submission of Project
Business Administration	Placement Training	Employability Skills

ONLINE APPLICATION FORM SUBMISSION:

❖ **Please read the Prospectus before filling in the application form.**

❖ **Students and their parents / guardians are requested to make themselves fully acquainted with the contents of this prospectus so as to abide by the terms, rules and regulations of the College.**

❖ **Select Shift-I for Forenoon Session / Shift-II for Afternoon Session.**

❖ **Fill in the Personal Information, Permanent Address and Address for Communication.**

❖ **Enter the marks obtained in the qualifying examination with utmost care. Submission of incorrect details may lead to rejection of the application and cancellation of the offer of admission.**

❖ **Ensure that all required fields are filled in.**

❖ **Once you click Save and Continue, the details entered will appear. Any changes can be done at this stage. After ensuring that all details are correct click Save and Continue.**

❖ **Separate application forms must be submitted for each course in Shift-I and Shift-II.**

❖ **Application fee must be paid through Internet banking, Credit / Debit card only. Application fee once paid will not be refunded on any account.**

❖ **A Unique Application Number (UAN) will be generated once the application is submitted successfully. This UAN should be quoted for any queries.**

❖ **Applicants can save the application form as a soft copy.**

INSTRUCTIONS REGARDING ADMISSIONS:

1. The selected candidates for admission to the various courses will be intimated by SMS and Email.

2. The students are hereby informed that it is their responsibility to check their SMS and Email.

3. The SMS and Email will specify the date and time of the interview for provisional admission of the candidates.

4. Request for any change in date of the interview will not be entertained.

5. Interview for admission will be conducted online and the candidates selected should be present on the date of the interview specified.

6. The following certificates <u>in original</u> should be produced at the time of interview:
   - (a) Mark Sheets for the Plus One and Plus Two (Std. XI, XII) Examination.
   - (b) Transfer Certificate
   - (c) Conduct Certificate
   - (d) Community Certificate, wherever applicable
   - (e) Eligibility Certificate, wherever applicable
   - (f) Migration Certificate, wherever applicable

7. The original Transfer and Conduct Certificates will not be returned to the candidates under any circumstances after admission.

8. All admissions are granted at the discretion of the Management and are made provisionally, subject to approval by the University of Madras.

9. (a) Candidates who have passed examinations held by other statutory bodiesor an examination recognized as equivalent thereto by the University of Madras should obtain an Eligibility Certificate from the University of Madras for admission to the particular course of study.

   (b) The College takes no responsibility for the admission of such candidates, if found ineligible or otherwise.

   (c) All such admissions are only PROVISIONAL until recognition is secured from the University of Madras.

10. Admission is liable to be cancelled at any time if the Mark Certificates are found to be BOGUS after verification by the Directorate of Government Examinations.

11. Candidates who have submitted bogus Mark Certificates are liable for legal action to be taken against them.

12. Candidates who fail to attend the interview or who do not pay their fees within the time specified will forfeit their seats.

CONCESSIONS FOR OUTSTANDINGACHIEVEMENTS IN SPORTS

1. Admission is offered in the subject preferred, if the applicant is eligible.

2. Full fee concession for State Level / National Level and International Level sports and game players.

3. Indian colours & University blues winners one provided cash incentives and awards.

4. The Admission Committee will decide each case individually, based on merit.

WITHDRAWAL AFTER ADMISSION

A Student who has paid the fees and who leaves the College after admission at any time, irrespective of whether she has attended the class or not, cannot get refund of the whole or any part of the fees once paid.

1. Students and their parents / guardians are requested to acquaint themselves with the contents of this prospectus so as to abide by the terms, rules and regulations thereof as part of their contract with the Management.

2. The Management of the College vests with the Southern India Education Trust, Chennai – 600 018.

3. Neither the students nor the employees of the College constitute the Management which established the College in exercise of the rights guaranteed by the Constitution of India to religious and linguistic minorities.

4. The Management reserves the right to alter wholly or partly, any of these conditions at any time in future without prior notice.

5. The Management's decision is final and binding in all matters.

6. The students found weak in English or any other subject(s) are required to compulsorily attend the remedial coaching classes in those subjects, which are conducted before usual college hours. Failure to attend or perform satisfactorily in these remedial coaching classes will attract strict disciplinary action.

7. Deserving and needy Muslim students may be considered for award of the trust Scholarship on "MERIT– CUM– MEANS" basis.

Date: 6th May 2023   Dr. (Mrs.) AMTHUL AZEEZ
Place: Chennai – 600 018.   PRINCIPAL