



**AUXILIUM COLLEGE
OF ARTS AND SCIENCE**

REGUNATHAPURAM, KARAMBAKUDI (Tk)

PUDUKKOTTAI DISTRICT - 622 302

Affiliated to Bharathidasan University

Name of the Student.....

Major / Year.....

HAND BOOK 2022-2023

This book is to be brought to class daily

(For Private Circulation only)

College Timing: 08. 45 a.m. – 02. 40 p.m.

Office Hours:

Monday to Saturday (9.00am – 1.00 pm)

2nd Saturdays and Sundays – Holiday

No College business will be transacted on holidays.

Phone -office : 04322 - 254274

Mobile : 9487842387, 7639499247

Email : auxiregu@gmail.com

Website : auxiliumcollege.ac.in

COURSES OFFERED

Under Graduate Programmes

1. B. A. : English
2. B. A. : Tamil
3. B. Com. : Commerce
4. B. C. A. : Computer Application
5. B.Sc. : Computer Science.
6. B. Sc. : Mathematics
7. B. Sc. : Physics

Post Graduate Programmes

1. M. A. : English
2. M. A. : Tamil
3. M. Com. : Commerce
4. M.Sc. : Computer Science
5. M.Sc. : Mathematics
6. M.Sc. : Physics

AUXILIUM COLLEGE

Auxilium College of Arts & Science for Women founded in 2007 is affiliated to Bharathidasan University, Tiruchirappalli. It is a minority institution, established and administered by the Daughters of Mary Help of Christians, commonly known as Salesian Sisters of Don Bosco, belonging to the Catholic Church. It is primarily meant for the higher education of deserving Catholics, but members of other communities are also admitted without reference to caste or creed, and their rights of conscience are respected. True to the vision of its Founders, the College commits itself to serve the economically weak, socially backward and needy students.

Vision and Mission

Vision: Transforming rural young and marginalized women by imparting quality education and forming them in character and human formation.

Mission: The mission of Auxilium College of Arts and Science is to empower first generation of girls to realise their full potentials, who are intellectually alert, social conscious, morally upright and responsible citizens.

Goal: The goal of our educative endeavour is to produce in a Salesian atmosphere, intellectually enlightened, spiritually inspired, emotionally balanced, morally upright, socially committed, accomplished – in a word – integrally formed young women who will be agents of social transformation in today's India. True to the vision of its Founders, the College commits itself to serve the young women of the peripheries, economically weak, socially backward and needy students. The goal of our educative endeavour is to be realized with the collaboration of every member that forms a part of Auxilium Family – the students, the staff, the parents, the management, the local and the distant agencies that are

associated with her and all her well-wishers – the Auxilium Educating Community. With this in view, the Educative Project is drawn up every year in consultation with the staff, the parents and the students who are the protagonists of their own growth and are therefore at the focus of all educative interventions. The College, therefore, expects a close collaboration from the parents in the planning and execution of this project.

Objectives

1. To provide quality education to the students, the vast majority of which comes from nearby rural areas.
The College seeks to equip them with undergraduate and postgraduate degree degrees which are essential qualifications for diverse career options.
2. To provide a holistic development model to the students by covering a variety of areas ranging from arts, Science, Faith and Moral
3. To set new standards in delivery and imparting of education by making combined use of its manpower and technology.
4. To increase the employability amongst students by opening new job oriented courses.
5. To build interaction with reputed universities/colleges/institutions to focus on new strategies for enhancing the quality of students.
6. To provide, to protect and to make efficient and empowered young women.

Motto

The Motto of the College is **KNOWLEDGE AND VIRTUE**. The College Emblem constitutes a book, a lily, and a lamp. The book stands for Knowledge and the lily for Virtue. The Lamp with the burning flame is a reminder to Auxilians to keep the light of

Knowledge and Virtue always alive. The hope and prayer of Auxilium is that every Auxilian while attaining Knowledge strives to acquire Virtue so that Knowledge and Virtue blend to make her a perfect model of womanhood. Pink and blue are our College colors: pink symbolizes youthful cheerfulness and blue stands for loyalty and fidelity. Value Education classes for Non-Catholics and Faith Formation classes for Catholics are obligatory. The College is run according to the principles and method of St. John Bosco, the greatest educator of the 19th century and the Founder of the Salesian Society. The characteristics of Salesian Youth Spirituality (SYS) – the commitment to one’s duty, filial relationship with God, meeting Him in the ordinary events of the day, the spirit of service, joy and friendly rapport with all – characterize life in the College campus. Mary in her attitude of openness to God and others is a model for all. Besides increasing, diffusing and disseminating knowledge, higher education has also the function of serving the community. Every student is expected to fulfill this duty either by enrolling herself in the National Service Scheme or any other voluntary group in the College, committed to community service. Everyone who is admitted into the I Year Degree Course should enroll herself in the National Service Scheme (NSS) and put in the required hours of service as an NSS volunteer.

Auxilium Educational Trust ·

- Education for poor Students ·
- Endowment Committee ·
- Mother Teresa Foundation Trust ·
- NGO - Integrated Village Development Project
- Scholarships: SC, ST, Minority, Farmer 5 6

BOARD OF MANAGEMENT ·

- Sr. Amalanathan Margaret - President
- Dr.Sr.A. Maria Pushpam - Secretary
- Dr.Sr.P. Selvarani - Principal
- Dr.Sr. M. Sebastia Jeya Pushpam - Member
- Sr.A. Arokia Malar Jothi - Member
- Dr.Sr.V.Santiagu Theresal - Member
- Sr.A.Gracy Rani - Treasurer

EXECUTIVE BOARD OF MEMBERS:

- Dr.Sr.A. Maria Pushpam - Secretary
- Dr.Sr.P. Selvarani - Principal
- Dr.Sr.M.Sebastia Jeya Pushpam - Member
- Dr.Sr.V.Santiagu Theresal - Member
- Dr.P. Govindasamy - Ret. Professor Tamil University, Thanjavur.
- Dr. A. Kathereen Edward - Dean of Holy Cross College, Trichy.

ADMINISTRATIVE COMMITTEE

- Dr.Sr.A. Maria Pushpam - Secretary
- Dr.Sr.P. Selvarani - Principal
- Dr.Sr.M.Sebastia Jeya Pushpam - Member
- Dr.Sr.V.Santiagu Theresal - Member
- Sr. A. Gracy Rani - Treasurer
- Dr. S. Marisamy - Professor
- Dr. P. Deepa - Professor

GOVERNING BODY ·

Dr.Sr.A. Maria Pushpam - President
Dr. Sr.P. Selvarani - Vice President
Dr.Sr. M. Sebasti Jeya Pushpam - Member
Sr. A. Arockia Malar Jothi - Member
Sr. A. Gracy Rani - Member
Sr. Dr. Jeya Shanthi - External Academic Expert
Sr. M. Sumathi - External Academic Expert
Dr. S. Padmavathi – Member
Dr. S. Sumathi – Member

ACADEMIC COUNCIL

Sr. Amalanathan Margaret - President ·
Dr.Sr.A. Maria Pushpam - Secretary ·
Dr.Sr.P. Selvarani - Principal ·
Dr. M. Sebasti Jeya Pushpam - HOD - Mathematics
Dr.S. Marisamy - HOD - English ·
Dr. T. Rengammal Devi - HOD - Tamil ·
Dr. S. Sumathi - HOD - Commerce ·
Dr. N. Shanmugapriya - HOD - Computer Application ·
Dr. S. Padmavathi - HOD - Computer Application
Dr. P. Deepa - HOD - Physics ·
Ms. J. Jayakarunya - Students Representative ·
Mrs. J. Jeraphin - Alumni Representative ·
Mrs. S. Porutchelvi - Librarian
Mrs. R. Josephine Head Clerk ·
Mrs. Maria Jenifer Accountant ·
Mrs. M. Rekha Computer Lab Assistant ·
Mrs. A. Divya Pushpam Physics Lab Assistant ·
Mrs. A. Jostin Mary Office Assistant ·
Mrs. A. Juli Priya Office Assistant

PHYSICAL DIRECTOR

Mrs. A Mekala Bsc.,M.P.ED

ADMISSION COMMITTEE

Dr.Sr.P. Selvarani - Principal
Ms. R. Allirani - Member
Ms. M. Julie – Member
Ms.D. Pandidevi - Member
Ms. I Sheeba – Member
Ms. M. Sangeetha - Member
Ms. K. Sivakarhika – Member

EXAMINATION COMMITTEE

Dr.Sr. P. Selvarani - Principal
Dr.S. Marisamy - HOD – English ·
Dr. T. Rengammal Devi - HOD - Tamil ·
Dr. S. Sumathi - HOD – Commerce ·
Dr. N. Shanmugapriya - HOD – Computer Application ·
Dr. S. Padmavathi - HOD – Computer Application ·
Dr. M. Sebasti Jeya Pushpam - HOD - Mathematics ·
Dr. P. Deepa - HOD – Physics

CULTURAL CLUB

Dr.Sr.V. Santiagu Theresal - Co-ordinator
Ms. A. Leema Rose – Member
Ms. S. Elakkiya - Member
Ms. R. Sangeetha - Member
Ms. N. Sengamalaselvi - Member
Ms. J. Jeraphin - Member
Mrs. A. Jayasri - Member

NATIONAL SERVICE SCHEME

Mrs. R. Shanthi - Co-ordinator
Ms. S. Rishiya - NSS Leader

RED RIBBON CLUB

Mrs. M. Julie - Co-ordinator
Ms. V. Rajeshwari - RRC Leader

YOUTH RED CROSS

Ms. K. Sivakarthika - Co-ordinator
Ms. R. Sneha - YRC Leader

EXNORA

Ms. M. Sangeetha - Co-ordinator
Ms. S. Visalam - Exnora Leader

SPORTS CELL

Ms. A. Mekala - Physical Director
Ms. J. Jerlin Rosari - Sports Leader

MEDIA CLUB

Dr.Sr.V. Santiago Theresal - Co-ordinator
Ms. A. Anjulin Dalphi - Media Leader

ANTI RAGGING ANTI SEXUAL HARASSMENT

Ms. K. Sumithra. - Coordinator
Rev.Fr. Arokiam - Advocate Adviser

ANTI RAGGING

Ms. K.K. Saranya - Co-ordinator
Ms. S. Meenakshi - Student Member

CYBER CRIME

Dr.S. Padmavathi - Co-ordinator
N. Udaya - Student Member

RANGERS

Ms. J. Jeraphin - Co-ordinator
Ms. S. Elakkiya - Co - ordinator

HOSTEL LEADERS

Ms. A. Elstina - Hostel Leader
Ms. R. Jenifer - Hostel Asst. Leader

Auxilium College of Arts & Science for women 2022-2023

S.No	Name	Qualification	Department	Designation
1	Dr.Deepa P	M.Sc.,M.Phil.,P.hD .	Physics	Asst.Prof & HOD
2	Dr. Rekha M	M.Sc.,M.Phil.,P.hD.	Physics	Asst.Prof
3	Ms. Sangeetha	M M.Sc.,M.Phil.,	Physics	Asst.Prof
4	Ms. Punitha P	M.Sc.,M.Phil.,	Physics	Asst.Prof
5	Ms.Sangeetha R	M.Sc.,M.Phil.,	Physics	Asst.Prof
6	Ms.Periyanayaki	M M.Sc.,M.Phil.,	Physics	Asst.Prof
7	Ms.Priya R	M.Sc.,M.Phil.,	Physics	Asst.Prof
8	Dr.Marisamy S	M.A.,M.Phil.,Ph.D.	English	Asst.Prof

9 Dr. Boomiraja P M.A.,M.Phil.,Ph.D. English	Asst.Prof	29 Dr. Meganathan M M.Com.,M.Phil.,Ph.D Com.	Asst.Prof
10 Dr. Gopalakrishnan K M.A.,M.Phil.,Ph.D. English	Asst.Prof	30 Dr. Mukeshkannan R M.Com.,M.Phil.,Ph.D Com.	Asst.Prof
11 Dr. Panchatcharam A M.A.,M.Phil.,Ph.D. English	Asst.Prof	31 Dr.Saravanan P.A M.Com.,M.Phil.,Ph.D Com.	Asst.Prof
12 Ms. Sivakarhika K M.A.,M.Phil., English	Asst.Prof	32 Ms. Julie M M.Com.,B.Ed.,M.Phil Com.	Asst.Prof
13 Ms. Jenifer A M.A.,M.Phil., English	Asst.Prof	33 Ms. Anitha Janova A M.Com.,M.Phil Com.	Asst.Prof
14 Ms. Suvetha G M.A.,M.Phil.,SET.,NET English	Asst.Prof	34 Ms. Julietsellammal S M.Com.,B.Ed.,M.Phil Com.	Asst.Prof
15 Ms. Jerin Vinolia P M.A.,M.Phil., English	Asst.Prof	35 Ms. Leoagnees U M.Com.M.Phil Commerce	Asst.Prof
16 Ms. Arulvizhi T M.A.,M.Phil., English	Asst.Prof	36 Ms. Kodiyarasi K M.Com.M.Phil Commerce	Asst.Prof
17 Ms. Elakkiya S M.A.,M.Phil., English	Asst.Prof	37 Dr. Shanmugapriya N M.Sc.,M.Phil.,Ph.D Com.App.	Asst.Prof
18 Dr.Rengammal Devi TM.A.,M.Ed.,Ph.D. Tamil	Asst.Prof	38 Ms. Jeyapriya P M.C.A.,M.Phil,B.Ed., Com. Application	Asst.Prof
19 Dr. Jeba R M.A.,M.Phil.,Ph.D. Tamil	Asst.Prof	39 Ms. Allirani R M.Sc.,M.Phil,B.Ed. Com. Application	Asst.Prof
20 Dr.Prabha M M.A.,M.Phil.,Ph.D. Tamil	Asst.Prof	40 Ms. Kavibharathi K M.C.A.,B.Ed., Com. Application	Asst.Prof
21 Dr. Sangeetha T M.A.,M.Phil.,Ph.D. Tamil	Asst.Prof	41 Dr. Padmavathi S M.Sc.,M.Phil,B.Ed.,Ph.D. Com. Science	Asst.Prof
22 Ms. Shanthi R M.A.,M.Phil.,B.Ed., Tamil	Asst.Prof	42 Dr. Thilipkumar G M.C.A.,M.Phil.,Ph.D. Com. Science	Asst.Prof
23 Ms. Sujatha K M.A.,M.Phil.,B.Ed., Tamil	Asst.Prof	43 Dr. Balamurugan V M.Sc.,M.Phil.,Ph.D. Computer Science	Asst.Prof
24 Ms. Sheeba I M.A.,M.Phil.,B.Ed., Tamil	Asst.Prof	44 Ms. Sengamalaselvi NM.Sc.,M.Phil.,B.Ed. Computer Science	Asst.Prof
25 Ms. Prema R M.A.,M.Phil.,B.Ed.,NET Tamil	Asst.Prof	45 Ms. Keerthi D M.Sc.,M.Phil Computer Science	Asst.Prof
26 Ms. Jayasri A M.A.,M.Phil.,B.Ed.,NET Tamil	Asst.Prof	46 Ms. Jeraphin J M.Sc.,M.Phil.,B.Ed. Computer Science	Asst.Prof
27 Ms. Nithya G M.A.,M.Phil.,B.Ed., Tamil	Asst.Prof	47 Ms. Surya V M.C.A.,M.Phil Computer Science	Asst.Prof
28 Dr. Sumathi S M.Com.,M.Phil.,B.Ed.,SET,Ph.DCom.	Asst.Prof	48 Dr.Sr. Sebasti Jeya Pushpam MM.Sc., M.Phil.,Ph.DMaths.	Asst.Prof

49 Dr. Dayana Roselin D M.Sc., M.Phil.,B.Ed.,Ph.DMaths.	Asst.Prof
50 Dr. Leema Rose A M.Sc., M.Phil.,B.Ed.,Ph.DMaths.	Asst.Prof
51 Dr. Sr.Santiago Theresal VM.Sc., M.Phil.,Ph.DMaths.	Asst.Prof
52 Ms. Sumithra K M.Sc., M.Phil.,B.Ed Mathematics	Asst.Prof
53 Ms. Saranya K.K M.Sc., M.Phil., Mathematics	Asst.Prof
54 Ms. Pandidevi D M.Sc., M.Phil Mathematics	Asst.Prof
55 Ms. Sivabackiyam E M.Sc., M.Phil Mathematics	Asst.Prof

Certificate & Value Added Courses – 2022-2023

Department of English:

- Soft Skills (CC)
- TOFEL (VAC)

Department of Tamil:

- Tailoring / Beautician (CC)
- Padaippukalai (VAC)

Department of Commerce:

- MS Office (CC)
- Tally (VAC)

Department of B.C.A:

- Hardware and Networking (CC)
- IOT (VAC)

Department of Computer Science:

- Photoshop (CC)
- Python (VAC)

Department of Mathematics:

- Coral Draw (CC)
- Mat Lab (VAC)

Department of Physics:

- Lab Technology (CC)
- Robotics (VAC)

ADD ON COURSES:

- Type Writing
- Remedial Coaching Class for Competitive Examination

EDUCATIVE PLAN 2022 – 2023

Month	Value	Department	Students Attitude and Line of Action
June	Being young is god's gift	ENGLISH	Accept life with gratitude and with joy as the valuable gift
July	Youth-designed TO PROTECT OUR COMMON HOME	TAMIL	Response to the cry of the earth
August	Youth-designed LIFE IS A SACRIFICE	MATHEMATICS	To be sensitive to the needs of others and offers selfless service
September	Youth-designed DEFEND HUMAN LIFE	COMMERCE	Response to the cry of the poor
October	Youth-designed RECOGNISISE LOCAL TO GLOBAL ENVIRONMENTAL LIMITS	COMPUTER SCIENCE	Ecological economics

November	Youth-designed RECOGNISISE LOCAL TO GLOBAL Environmental Limits	PHYSICS	Adoption of simple life styles
December	Youth-designed To promote SOBREITY IN THE USES OF RESOURCES AND ENERGY	ENGLISH	Adoption of simple life styles
January	Youth-designed UNDERSTANDING THE ENVIRONMENTAL ISSUES	BCA	Ecological education
February	Youth-designed SAVE NATURE	TAMIL	Ecological spirituality
March	Youth-designed COLLABORATIVE ACTIVITY	MATHEMATICS	Community engagement & participation action
April	Youth-designed THANKS BE TO GOD	COMMERCE	Express the gratitude

CODE OF CONDUCT

All the students are typically instructed to wear the traditional dress code inside the campus to maintain their disciplinary attitudes. The students should not leave the classroom unnecessarily without asking permission from the concerned faculty and the Head of the department. Further, mobile phones are strictly prohibited inside the campus. Moreover, violations and ragging are strictly prohibited on campus. In case of disobedience, it will result in severe action and 10 days of suspension with disciplinary action. Students are forbidden to engage in illegal activities such as active parties and political and communal activities. No statement shall be posted or circulated on the college campus without written consent from the principal.

Parents/Guardians must obtain prior permission from the college office to meet the students. Students are instructed to keep their belongings safe and should not wear any expensive things/ jewellery. The students must properly attend the internal test and model exams regularly without fail. Further, students must seek permission from the Head of the department through class in charges before taking leave. Students, who have less than 75% attendance are not permitted to attend the examination. Students should always follow the rules and regulations of the college inside the campus. Students are expected to maintain their best disciplines inside and outer side of the campus.

Institutional values and social responsibilities the Auxilium College of Arts and Science for Women, Regunathapuram, and Always maintain the code of conduct for administrators/staff/students. The college has arranged educational tours and industrial visits (IVs) to impact the

standards of the student's education and motivates them to become an entrepreneur. Students have been actively involved in extension activities such as NSS, YRC, RRC and EXNORA to realize their social solidarity towards the nation and humanity.

DECLARATION

The code for administration/staff/students of the Auxilium College of Arts and Science for Women Regunathapuram contains the norms that govern the conduct of all stake holders and is aimed at improving their efficiency. This will guide the Human Resource in the organization to understand their objective function and the modus operandi.

DISCIPLINE COMMITTEE

The main motto of the Discipline Committee is to perceive the overall implementation and the practice of the code of conduct for administrators/staff/students. It ensures constancy to rules and regulations that govern the management and administration of the college. The monitoring committee will always be responsible for educating and creating awareness about the conduct that governs all stakeholders. The committee will initiate disciplinary action against erring members and ensure the well-being of all stakeholders.

CODE OF PROFESSIONAL ETHICS FOR TEACHING FACULTY

Teaching is a noble profession in this world. A teacher must maintain the professional decorum on the campus and recognize the need to promote culture, heritage, national and international consciousness, justice, and secularism. Teaching is an integral part of the social milieu, in contributing his/her best for the

wellbeing of society through education. Recognizing the need to use teaching as an important and effective tool in motivating the students for knowledge, expertise, specialized skills, and dedication are required. As we the teachers of our country resolve to adopt this code of professional ethics.

TEACHERS ABOUT THE STUDENTS

The teacher's responsibilities include the following and they strictly adhere to them. · Punctual in attending to duties in the college. Adequate preparation before taking the class. Treating the students with love, care, and affection. · Impartial in treating students, irrespective of caste, creed, status, religion, etc. Guide the students on the right path ,and also in their physical, social, intellectual, emotional, moral, and spiritual development. Maintain self-dignity and decorum in attire, words, and deeds. · Arrange educational tours and industrial visits (IVs) to impact the standards of the student's education and motivates them to become an entrepreneur. · Identify the individual talent of the students and appreciate them to improve to a higher extent by conducting competitions and giving prizes.

TEACHERSABOUTPARENTS/GUARDIAN

Seek to establish a mutual relationship with parents/guardians. Provide information regularly to parents regarding the performance of the students. · Gain confidence and be in touch with the parents, and trust amongst parents to approach teachers when the need arises.

TEACHERS IN RELATION TO PROFESSION, COLLEAGUES, AND MANAGEMENT

Recognize the management as the prime factor of his/her sustainable progress. · Develop mutual respect through her professional activities and outputs. Treat other members of the profession in the same manner as he/she wishes to be treated. · Avoid making unpleasant statements, rumours, and pessimistic comments about Colleagues/management, especially in front of the students. Assure support, and co-operate with the head of an institution, higher authorities, and other · Officials of the institution in both curricular and co-curricular activities. Work hard and move forward for the betterment of the institution and feel proud to work in this esteemed institution.

TEACHERS IN RELATION TO SOCIETY AND THE NATION

Work to enhance education in the community and strengthen the community's moral and intellectual life. · The teacher should play a deciding role in expanding the vision of our college to include the larger community. · Teachers can shape leaders of the future in a better way for society to build positive and inspired future generations, therefore designing society both on a local and global scale.

CODE OF CONDUCT FOR STUDENTS

Nearly 1587 students have been awarded their degrees in the last five years. Auxilium College of Arts & Science for Women Regunathapuram insists that the students adhere to the rules and regulations of this institution and discharge their responsibilities with diligence. If any student is found violating the norms and does not abide by the rules of the institution, the

college authority may deem it necessary to take appropriate action.

DISCIPLINE COMMITTEE FOR STUDENTS ACADEMIC AFFAIRS COMMITTEE

This committee comprises the Principal, Vice – Principal, and a team of faculty.

The committee monitors and organizes the entire department and all the curricular activities of the college.

And also, it supports all the departments of the college which are actively functioning by conducting seminars and activities related to their respective departments to improve the knowledge of their subject concern.

EXAMINATION COMMITTEE .

- This committee comprises the principal and a team of faculty.
- This committee must monitor the smooth conduct of examinations and solve the grievances which occur during internal and external examinations.

RESEARCH COMMITTEE .

The research committee members must monitor the plagiarism of the thesis/dissertation submitted by research scholars/PG students and encourage the students and staff to publish their research findings in peer-reviewed national and international journals.

STANDARD OPERATING PROCEDURE ADMISSION

- At the time of admission, each student must sign an undertaking to abide by the rules and regulations of the college.
- In case of discontinuation of studies for any reason, the student should relieve from the college only after getting approval from the principal.
- Fees remittance should be cleared while they leave the college.
- The college provides a handbook to the students and also the login ID and passwords to access the College website to empower their skills.

EXAMINATION

CONDONATION/PREVENTION/DETENTION

- At the end of each semester, the percentage of students' attendance is calculated.
- A candidate, who is having less than 65% of attendance, shall not be permitted for the final semester examination in the course in which the shortfall exists.
- Candidates having 65 to 75 % attendance should pay a Condonation fee as prescribed by the university before applying for the exam.
- Students with <50% attendance shall be detained from appearing for their end-semester examination.

EXAM RULES AND REGULATIONS (OR) GUIDELINES

- The students are informed about their university semester exams and other important information through the college web portal and notice boards.
- Students abide by the rules of Bharathidasan University during the days of examination.
- Students should be punctual and regular for the examination.

RESEARCH PLAGIARISMS POLICY

- All research work must be based on original ideas.
- The research thesis should have its originality and the supervisor should check the Plagiarism before submitting it to the University.
- The Research papers/articles must be tested for plagiarism through software online tools.

GENERAL

- The College is one family devoted to learning and every Auxilian should put in her best efforts to regular and concentrated study.
- Students should imbibe the sound traditions of a cultured life as offered by the College.
- Students should conduct themselves in such a way as not to bring discredit to the College or themselves.
- The good name of the College is in the hands of the staff and students whether on or off the premises.

- Students and staff should expressly avoid doing anything byword or deed that may disturb the unity and harmony of life both in the College and in the hostel.
- The College and hostel are above politics and stand for all Communities.
- Therefore cliques and party groups will be severely dealt with, even to the point of expulsion.
- Every student should have their identity card and wear it at the College entrance and remove it only when leaving the College.
- Students should be respectful towards the staff and polite to all. On meeting the members of the staff, students should greet them respectfully.
- This respectful attitude should be maintained on or off the premises.
- Students should stand when a staff member enters the classroom or when she approaches to speak to them.
- They should likewise stand when the staff member leaves the classroom.
- Staff and students are not allowed to address any authority in a body.
- Such combined action is subversive of good order.
- Students may not address public meetings or take part in intercollegiate competitions or radio/TV/any other program, without the express permission of the Principal.
- No matter for publication in newspapers, magazines, or journals may be submitted in the name of the College by students without the permission of the Principal.
- The student shall not possess a tape recorder, walkman, radio, cellular phone, or any such device either in the College or in the Hostel. Possession of these devices shall entail confiscation and disciplinary action.

- The student shall report to the Principal whenever she changes residence.
- Failure to report within three days will be regarded as a serious breach of discipline.
- Permission to vacate the Hostel must be obtained in advance and in writing from the Principal/Dean of Residential Students.
- Each student has a staff member directly in charge of her integral formation.
- Students should make use of this opportunity to get all the guidance needed.
- Since the students opt for English as the medium of instruction, they shall speak in English in the College and the Hostel.
- Students shall cooperate with the authorities in keeping the premises clean and tidy.
- While handling the property of the College, any damage caused casually or deliberately shall entail disciplinary action, recovery of cost, and a fine.
- By the very fact of joining the College, students agree to observe the rules and regulations of the College.
- The decision of the Principal shall be final in all matters of discipline and enforcement of rules. · Staff and students are forbidden to organize any meeting on the College premises or collect money for any purpose or print and distribute any material without the prior permission of the Principal.
- Ragging is completely forbidden in the College and Hostel. Any student indulging in any form of ragging which affects the Physical, emotional, and moral health of any student will be severely dealt with and appropriate action will be taken according to the Anti-Ragging Law.

DRESS

- Students are expected to be neatly dressed following the rules of approved etiquette, decency, and modesty avoiding dresses with a low neck, short or sleeveless blouses, hipster sarees, miniskirts, tight jeans, tight and short tops, or transparent clothing.
- Stringent action will be taken against those who violate these conditions. Students must wear a mask.

ATTENDANCE

- The Bharathidasan University has prescribed the following regulations regarding the number of working days and attendance.
- Each affiliated College shall work during the academic year, a minimum period of 90 days/ 450 instructional hours.
- For physical training, 20 days of each Semester.
- Attendance should not be marked for candidates if they work in college during a vacation such as Pooja, Christmas, or other holidays or when they are given study leave for purposes of preparing for the examination and such attendance should not be taken into account for purposes of a minimum number of working days or for earning attendance.
- The working hours of the college are from 08.30a.m. to 02.40 p.m. with a break after the second period. All staff and students should be present for the prayer and assembly session at 08.30 a.m.
- A student entering the College late for the morning assembly will not be admitted to class unless he produces the Handbook with the 'late' entry. Every student should be prepared to stay on the College

Campus on any day before or after the class hours as per the requirement for participation in the various co-curricular and extracurricular activities like NSS, Sports and Games, Physical Education, and other formative programs. Any exception to this will be granted only by the Principal.

- The Faith Formation classes for Christians and Value Education classes for non-Christians are held regularly.
- Attendance shall be taken at the beginning of every hour. A student who is not in class when attendance is taken will be marked absent.
- A student requiring leave from a class or a portion of a class must apply for it in person to the staff in charge of that class. Should she wish to leave the College, she should meet the Principal and get her consent. If she is a hosteller, she should also get the consent of the Dean of Resident Students as well.
- No exemption will be granted from monthly tests and College examinations unless for reasons of grave necessity which must be proved to the satisfaction of the Principal. In case of illness, a medical certificate from a doctor recognized by the College should be produced.
- No student will absent herself without prior permission. Application for leave shall be made well in advance to the Principal in the form provided. When absence is due to unforeseen circumstances, an application for leave should be submitted on the first day of return. Leave will not be granted during College working hours to meet parents, relatives, and friends.
- Staff and students must be present on the first working day after any short or long vacation and on the last working day of every term. Absence at the assembly on these days without

adequate reason will be viewed seriously. Those who are absent on these days will have to pay a fine. Staff and students must be present on the first working day after any short or long vacation and on the last working day of every term. Absence at the assembly on these days without adequate reason will be viewed seriously. Those who are absent on these days will have to pay a fine.

The certificate of attendance and progress required by the University to permit the students to appear for the University examinations will be granted only if:

- a) The Principal is satisfied with the progress and conduct of the student,
- b) The student has attended at least three-fourths of the number of working days prescribed by the College,
- c) The student has satisfactorily undergone the prescribed course in Physical Training. Attendance at all association meetings and College functions is binding on both staff and students.

LIBRARY

“I have somewhere seen it observed that we should make the same use of a book as a bee does of a flower: she steals the nectar from it but does not injure it.” – Cotton. Staff and students should bear the above in mind while making use of library books.

LIBRARY TIMINGS

Monday – Friday: 8.30a.m. –2.30p.m.

Saturday: 8.30a.m. –1p.m.

LIBRARY CARDS

I.D. The card is compulsory for entry into the Library.

RULES ·

- Strict silence shall be observed in the Library.
- No member shall take any printed book or notebook into the Library.
- Books must not be marked or defaced. The pages should not be earmarked. Students should examine each book before borrowing it and report to the Librarian any damage found therein. Should they fail to do so they will be held responsible for any damage detected after their use of the book.
- Periodicals placed on the magazine racks should not be mishandled. They should be replaced on the racks after use.
- Reference books and Periodicals will not be issued but are available for reference within the Library.
- Staff and students shall make good any book or Library property damaged by them. If one book of a set is damaged, the whole set shall be replaced.
- Signing in the register at the Library entrance is compulsory for staff and students.

RESIDENCE

The Auxilium Hostel is under the direct control of the College Authorities who will act as “loco parentis” (local parents) to all in residence. Only those students found medically fit will be admitted.

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

Hostellers will not ordinarily leave the Hostel for weekends. They are admitted into the Hostel on the

understanding that they will study hard and utilize the weekends for this purpose. But they are permitted to go home every second Saturday and terminal holidays accompanied by their parents.

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

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

FROM TAMIL NADU EDUCATIONAL RULES

“Art 90 (a) Colleges – If a college student fails to pay her fee on the day fixed for payment, a fine at the rate of 25 paise per working day shall be levied. If the fee is not paid by the end of the month, the student’s name shall be struck off the rolls. If readmitted, she shall in addition to the fees and fines due from her, pay a readmission fee of rupee one.”

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

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

CHAPTER VII ·

Graduate and undergraduate students on the roll of colleges are forbidden to take an active part in political agitation directed against the authority of the Government. Principals may further, at their discretion, forbid students to engage prominently in any public movement with which it seems undesirable that persons in Statue Papillary should be associated.

If students attend political meetings, conduct themselves in any manner which is forbidden or unbecoming or engage in political agitation in such a way as to interfere with the corporate life and educational work of the College, the Principal of the College may suspend or expel .

them or refuse the grant of their certificate for a specified period and may also report their case to the University with a view to their being dealt with under the University regulations. .

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

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

LOYALTY PLEDGE

“India is my country. All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers, and elders respect and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness”.

IDENTITY CERTIFICATE	
NAME OF THE STUFENT AS PER IN THE SSLC BOOK	
Class	
Date of birth as in SSLC book	
Mother tongue	
Religion	
Fathers Name	
Occupation	
Mothers Name	
Occupation	
Full address in Block letters	
1)Home	
Phone/Cell	
2)Office	
Phone	
Guardians Name	
Occupation	
Relationship	
Address	
Phone	

JULY-2022

JUNE 2022

D.O Date Day

I	1	Wed	Covid – 19 Vaccination Camp
II	2	Thur	Model Exam April-2022
III	3	Fri	Establishment of Institution's innovation Council First Friday – Holy Mass
IV	4	Sat	World Environment Day - Tamil
-	5	Sun	
V	6	Mon	
VI	7	Tue	PG VIVA
I	8	Wed	World Oceans Day – Physics IIC – First Council Meeting
II	9	Thur	Staff Animation by Secretary
III	10	Fri	
-	11	Sat	World Day Against Child Labour
-	12	Sun	
IV	13	Mon	University Exam April-2022 for UG Comm. Mary Mazz. – B.C.A
V	14	Tue	World Blood Donar Day - Commerce
VI	15	Wed	
I	16	Thur	
II	17	Fri	
III	18	Sat	
-	19	Sun	
IV	20	Mon	University Exam April-2022 for PG
V	21	Tue	International Yoga Day
VI	22	Wed	
I	23	Thur	
II	24	Fri	Comm. MHC - English
III	25	Sat	Class Representative Animation by Principal
-	26	Sun	
IV	27	Mon	
V	28	Tue	
VI	29	Wed	
I	30	Thur	Comm. Don Bosco

The lord is my strength and song, He has become salvation (psalm 118:14)

D.O Date Day

II	1	Fri	First Friday
III	2	Sat	
-	3	Sun	Feast of St. Thomas
IV	4	Mon	
V	5	Tue	
VI	6	Wed	
I	7	Thur	Staff Animation by Secretary
II	8	Fri	
-	9	Sat	University Exam Completed
-	10	Sun	Bakrid
III	11	Mon	International Population Day – English IIC Motivational Session
IV	12	Tue	
V	13	Wed	Comm. Mary Mazzarelo – CS
VI	14	Thur	Staff Animation
I	15	Fri	World Youth Skill Day
II	16	Sat	
-	17	Sun	
III	18	Mon	New Academic year begins for II,III & II PG
IV	19	Tue	
V	20	Wed	
VI	21	Thur	
I	22	Fri	
II	23	Sat	
-	24	Sun	Comm.MHC
III	25	Mon	
IV	26	Tue	
V	27	Wed	
VI	28	Thur	World Nature Conservation Day – CS World Hepatitis Day - YRC
I	29	Fri	III UG&PG Students Orientation Programme
II	30	Sat	II UG Students Orientation Programme
-	31	Sun	Comm. Don Bosco

AUGUST-2022**D.O Date Day**

III	1	Mon	
IV	2	Tue	
V	3	Wed	
VI	4	Thur	Staff Animation by Secretary
I	5	Fri	First Friday
II	6	Sat	National Handloom Day
-	7	Sun	
III	8	Mon	Starting of the I Year UG Courses – Welcoming
-	9	Tue	Muharram – Holiday
IV	10	Wed	Bridge Course - I UG
V	11	Thur	International Youth Day – Mathematics
VI	12	Fri	Independence Day - Dept. Tamil
-	13	Sat	Comm. Mary Mazzarello – B.Com International Organ Donation Day
-	14	Sun	H.D
-	15	Mon	IndependenceDay – H.D
I	16	Tue	
II	17	Wed	Exhibition – All the department
III	18	Thur	
IV	19	Fri	Freshers Day - Physics
V	20	Sat	
-	21	Sun	National Senior Citizen Day - NSS
VI	22	Mon	
I	23	Tue	
II	24	Wed	Investiture Ceremony – English Comm. MHC
III	25	Thur	Department Association Meeting
IV	26	Fri	English Proficiency Test, Women's Equality Day - RRC
V	27	Sat	
-	28	Sun	
VI	29	Mon	III-IIC Motivational Session (Orientation on New Educational Policy)
I	30	Tue	Retreat – For all the Catholic Students
II	31	Wed	Comm. Don Bosco

SEPTEMBER-2022**D.O Date Day**

III	1	Thur	Staff Animation by Secretary
IV	2	Fri	First Friday – Hoy Mass
V	3	Sat	Seminar on web development (Divine Association) - CS
-	4	Sun	
VI	5	Mon	Teachers Day
I	6	Tue	Awareness of Bank Exam, LSRW Orientation – English
II	7	Wed	Birthday of Mother Mary., Girl Child Day – Commerce
III	8	Thur	World Literary Day – Tamil
IV	9	Fri	Department Orientation
-	10	Sat	
-	11	Sun	Bharathiyar Day - Tamil
V	12	Mon	Mid Semester Exams begin
VI	13	Tue	Comm. Mary Mazzarello – B.Com
I	14	Wed	
II	15	Thur	International Democracy Day – NSS
III	16	Fri	
IV	17	Sat	World Justice Day - Commerce
-	18	Sun	
V	19	Mon	
VI	20	Tue	Online Quiz for Science Department
I	21	Wed	International Peace Day – Mathematics
II	22	Thur	
III	23	Fri	Comm. MHC - Commerce
IV	24	Sat	
-	25	Sun	
V	26	Mon	Rain Water Harvesting Day – Tamil
V	27	Tue	World Tourism Day –
I	28	Wed	PhysicsWorld Heart Day –
II	28	Thur	YRC Model Practical
	29		Comm. Don Bosco

III	30	Fri	Class Representative Animation by Principal
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Will a person gain anything if he wins the whole world but loses his life (Mathew 16:26)

OCTOBER-2022

D.O Date Day

IV	1	Sat	International Elders Day – Tamil
-	2	Sun	Gandhi Jayanthi
V	3	Mon	Animal Welfare Day – B.C.A
VI	4	Tue	Ayutha Pooja
I	5	Wed	Vijayadasami
II	6	Thur	
III	7	Fri	
-	8	Sat	
-	9	Sun	Milad un-Nabi
IV	10	Mon	World Mental Health Day – YRC
V	11	Tue	International Girl Child Day – English
VI	12	Wed	Sports Day
I	13	Thur	Comm. Mary Mazzarello - Tamil
II	14	Fri	
III	15	Sat	
-	16	Sun	
IV	17	Mon	Online Quiz – II B.Sc Physics
V	18	Tue	Model Exam Begins
VI	19	Wed	
I	20	Thur	National Solidarity Day - CS
II	21	Fri	
III	22	Sat	
-	23	Sun	
IV	24	Mon	Comm. MHC- Deepavali – Holiday
V	25	Tue	Observation of Vigilance awareness week 2022
VI	26	Wed	Department Mentor Meet National Unity Day
I	27	Thur	Class Representative Animation by Principal
II	28	Fri	Department Minutes Submission
III	29	Sat	

-	30	Sun	
IV	31	Mon	Comm . Don Bosco

Always be ready to listen. But take time to answering (sirach 5:11)

NOVEMBER-2022

D.O Date Day

	1	Tue	
	2	Wed	All Souls Day
	3	Thur	Odd Semester Examinations
	4	Fri	
	5	Sat	Workshop on NSS
	6	Sun	
	7	Mon	National Cancer Awareness Day – RRC
	8	Tue	
	9	Wed	
	10	Thur	Awareness Program on competitive Exam – Commerce
	11	Fri	
	12	Sat	
	13	Sun	Comm. Mary Mazzarello & World Kindness Day
	14	Mon	Children's Day
	15	Tue	World Tolerance Day – Maths
	16	Wed	Birthday of Margret Atwood – English
	17	Thur	International Students Day
	18	Fri	
	19	Sat	World Sanitation Day
	20	Sun	
	21	Mon	World Television Day
	22	Tue	
	23	Wed	
	24	Thur	Comm. MHC
	25	Fri	
	26	Sat	
	27	Sun	

	28	Mon	
	29	Tue	
	30	Wed	Comm. Don Bosco

If we love one another, God lives union with us.(1 John 4:12)

DECEMBER-2022

D.O Date Day

V	1	Thur	World Aids Day - RRC
VI	2	Fri	
I	3	Sat	
-	4	Sun	
II	5	Mon	Comm. Dr. Ambethkar –Tamil
III	6	Tue	
IV	7	Wed	Talentia Programme – All Department
V	8	Thur	Immaculate Conception
VI	9	Fri	Human Rights Day
I	10	Sat	
-	11	Sun	
II	12	Mon	NSS Camp Begins
III	13	Tue	Comm. Mary Mazzarello-Physics
IV	14	Wed	
V	15	Thu	
VI	16	Fri	
I	17	Sat	
-	18	Sun	Christmas Charity
II	19	Mon	
III	20	Tue	
IV	21	Wed	Intercollegiate Meet – Mathematics
V	22	Thur	Birthday Comm. Ramanujam
VI	23	Fri	Christmas Celebration
	24	Sat	Comm. MHC
	25	Sun	Christmas

	26	Mon	
	27	Tue	
	28	Wed	Science Documentary Film
	29	Thur	
	30	Fri	Class Representative Animation by Principal
	31	Sat	Comm. Don Bosco

You are the light of the world (Mathew 5:14)

JANUARY-2023

D.O Date Day

-	1	Sun	New Year
I	2	Mon	Re – open & Savithribai Phule Birthday
II	3	Tue	
III	4	Wed	
IV	5	Thu	Staff Animation by Secretary
V	6	Fri	First Friday - Holy Mass
VI	7	Sat	
-	8	Sun	
I	9	Mon	Convocation
II	10	Tue	Pongal Celebration Bhumi award registration and preparation-English
III	11	Wed	India Today Ranking Visit
IV	12	Thu	
V	13	Fri	Comm. Mary Mazzarello – Mathematics
VI	14	Sat	
-	15	Sun	Pongal
-	16	Mon	Thiruvalluvar Day
-	17	Tue	Uzhavar Thirunal
I	18	Wed	
II	19	Thu	Parents Meeting
III	20	Fri	
-	21	Sat	Adopted Village Visit & Feast of Laura Vicuna – B.Com
-	22	Sun	

IV	23	Mon	
V	24	Tue	Comm. MHC
VI	25	Wed	
-	26	Thu	Republic Day & Alumni Day
I	27	Fri	Class Representative Animation by Principal
II	28	Sat	
-	29	Sun	
III	30	Mon	Science Documentary Film
IV	31	Tue	Comm. Don Bosco

The lord will guard you .He is by your side to protect you psalms 121:4

FEBRUARY-2023

D.O Date Day

V	1	Wed	National Seminar on Recent Trends in English Literature – English
VI	2	Thur	Staff Animation by Secretary
I	3	Fri	First Friday – Holy Mass
II	4	Sat	
-	5	Sun	
III	6	Mon	Industrial Visit for Final Years
IV	7	Tue	Job Fair
V	8	Wed	Research grand project for the best outstanding student from the
VI	9	Thur	Department of Commerce Abortion of Bonded Labour Day - Tamil
I	10	Fri	
-	11	Sat	Retreat for Staff (Teaching & Non Teaching)
-	12	Sun	
II	13	Mon	Comm. Mary Mazzarello – B.C.A
III	14	Tue	
IV	15	Wed	
V	16	Thur	
VI	17	Fri	National Conference – B.C.A & CS
I	18	Sat	
-	19	Sun	

II	20	Mon	
III	21	Tue	World Mother Language Day – Tamil
IV	22	Wed	Ash Wednesday
V	23	Thur	
VI	24	Fri	Comm. MHC
I	25	Sat	
-	26	Sun	
II	27	Mon	
III	28	Tue	Science Exhibition – Physics & National Science Day

I will be with you always at the end of the age(Mathew 28:20)

MARCH-2023

D.O Date Day

IV	1	Wed	Model Practical
V	2	Thur	Staff Animation by Secretary
VI	3	Fri	First Friday – Holy Mass
I	4	Sat	
-	5	Sun	
II	6	Mon	Panchagavya PreperatioValedictory of Association,
III	7	Tue	Committed and Clubs & World Consumer Day – Commerce
IV	8	Wed	
V	9	Thur	International Women's Day
VI	10	Fri	Vermicompost Day - Commerce
-	11	Sat	
-	12	Sun	
I	13	Mon	Comm. Mary Mazzarello & University Practical
II	14	Tue	
III	15	Wed	
IV	16	Thur	State Level Seminar on Consumer Awareness - Commerce
V	17	Fri	
VI	18	Sat	
-	19	Sun	Feast of St. Joseph
I	20	Mon	

II	21	Tue	Department Mentor Meet
-	22	Wed	Telugu New Year
III	23	Thur	Thanksgiving Mass & Comm. MHC - English
IV	24	Fri	
V	25	Sat	
-	26	Sun	
VI	27	Mon	Past Pupil Enrollment, Farewell, College Day
I	28	Tue	Model Exam
II	29	Wed	
III	30	Thur	Comm. Don Bosco
IV	31	Fri	

**If you are honour your father and mother, you will earning a great wealth
sirach 3:4**

APRIL-2023

D.O Date Day

V	1	Sat	
-	2	Sun	
VI	3	Mon	
I	4	Tue	Mahavir Jayanthi
II	5	Wed	
	6	Thur	
	7	Fri	Good Friday
	8	Sat	
	9	Sun	Easter
	10	Mon	
	11	Tue	
	12	Wed	
	13	Thur	
	14	Fri	Tamil New Year
	15	Sat	
	16	Sun	
	17	Mon	Even Semester Examinations
	18	Tue	Department Updated Photo Album Submission

	19	Wed	
	20	Thur	
	21	Fri	Shakespeare Day Celebration - English
	22	Sat	
	23	Sun	
	24	Mon	Comm. MHC & All Saints Day
	25	Tue	
	26	Wed	
	27	Thur	
	28	Fri	
	29	Sat	
	30	Sun	Comm. Don Bosco

Your speech should always be pleasant and interesting colossian 4:6

MAY 2023

D.O Date Day

-	1	Mon	Comm. MHC & All Saints Day
III	2	Tue	
IV	3	Wed	
V	4	Thur	
VI	5	Fri	
I	6	Sat	
II	7	Sun	Comm. Don Bosco
-	8	Mon	
III	9	Tue	
IV	10	Wed	
V	11	Thur	
VI	12	Fri	
I	13	Sat	
-	14	Sun	
-	15	Mon	
II	16	Tue	
III	17	Wed	
IV	18	Thur	
V	19	Fri	

VI	20	Sat	
I	21	Sun	
-	22	Mon	
II	23	Tue	
III	24	Wed	
-	25	Thur	
IV	26	Fri	
V	27	Sat	
VI	28	Sun	
-	29	Mon	
I	30	Tue	
II	31	Wed	

Your speech should always be pleasant and interesting colossian 4:6

ASSEMBLY PRAYERS OUR FATHER

Our Father, who art in heaven, hallowed be thy name, thy kingdom come, thy will be done on earth as it is in heaven.

Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation but deliver us from evil – Amen.

HAIL MARY

Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

THANKSGIVING

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

1. PRAYER FOR FAMILY

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

2. PRAYER FOR SELF

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

3. PRAYER FOR FORGIVENESS

Forgive me, O God, for everything in which I have failed today. Forgive me for all the opportunities that I have missed, for the things I put off, for the things I have left half done, for the things I should not have done at all. Forgive me for the time I wasted in idle talk, for the times when I was selfish and unhelpful, for the times when I was careless and forgetful, mean and unkind to others. Forgive me for speaking when I ought to have kept silent, and for being silent when I

ought to have spoken. Forgive me for being inattentive in learning and indifferent to the needs of others. Cleanse me from all my faults and weakness and make me pure and perfect in your sight. Amen.

4. PRAYER FOR VALUES

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

5. PRAYER FOR WISDOM

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

6. PRAYER OF THANKSGIVING

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

me to try to deserve all your gifts a little more. Thank you, O God, for your gift of today.

7. PRAYER TO ST. JOSEPH

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

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

8. PRAYER TO PROMOTE LIFE

O God, the source of life,
We thank and praise you
For the precious gift of our life.
You created us
In your image and likeness
Because you love us. Lord, Help us to respect life,
Protect and promote it.
Give us courage and strength
To oppose anyone who destroys
Or damages or belittles life.

God our Father and Mother,
Bless our families, our country and
Our world with abundant life,
And protect us from all calamities.
May we welcome life with joy
And nurture it with care.

9. PRAYER TO THE HOLY SPIRIT

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

THE COLLEGE PLEDGE

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

PLEDGE AGAINST UNTOUCHABILITY

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

1. IN HIS TIME

In His time (2)
He makes all things beautiful in his time
Lord, please show me every day
As You're teaching me your way
That you do just what you say in your time

·In your time(2)
You make all things beautiful
In your time
Lord my life to you I bring
May each song I have to sing
Be to you a lovely thing in your time.

2. I JUST KEEP TRUST

I just keep trust in my Lord as I walk along
I just keep trust in my Lord and he gives me a song
Though the storm clouds darken the sky
O'er the heavenly trail
I just keep trusting my Lord, He will never fail
He's a faithful friend(2)
Such a faithful friend(2)
I can count on Him(2)
To the very end(2).

3. LET THERE BE LOVE

1. Let there be love shared among us
Let there be love in our eyes
May now your love sweep this nation
Cause us O Lord to arise.
Give us a fresh understanding

Of sisterly love that is real
Let there be love shared among us
Let there be love.

2. Let there be peace shared among us
Let there be peace in our eyes
May now your peace sweep this nation
Cause us O Lord to arise.

Give us a fresh understanding
Of sisterly peace that is real

Let there be peace shared among us
Let there be peace.

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

4. SHOWERS OF BLESSINGS

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

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

2. There shall be showers of blessings

Send them upon us O Lord
Grant to us now a refreshing
Come and now honor Thy word.

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

4. WE THANK YOU O LORD FOR DON BOSCO

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

He was a man profoundly human,
Open to the signs of the times,
And yet he was a man, he was a man of God.
Enable us to be his double,
Faithful in the service of youth, Overcoming hardships with
firmness,
With hearts filled with your love.

6. GOD STILL LOVES THE WORLD

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

Ch: God still loves the world!
God still, loves the world. S
o throw your life into His hands,
Day by day discern His plans
God is passionately busy loving you and me!

2. Every ocean wave that breaks upon the sea shore
Every stalk of golden wheat,
Every silver stream that gushes down the mountain
Every drop of honey sweet,
Every eagle flying high,
Every worm that wriggles by, ...

3. Every man and woman pledged in love forever,
Every little newborn child,
Every voice in favor of a needy neighbor,
Every radiating smile,
Every hand that offers love,
Every surging flow of blood, ...

7. OH! HOW WE LOVE MARY

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

Ch: You're the glory of our race.
New every morning is your love.
Virgin most blest, you're the song of our hearts,

And we will praise you through all eternity.

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

8. BE WITH US MARY

1. No man can live as an island
Journeying through life alone
Since we're most loved by a mother
Jesus gave us His own.

Ch: Be with us Mary along the way
Guide every step we take
Lead us to Jesus your loving Son,
Come with us Mary, come.

2. When Jesus met with rejection
Mary stood by the cross
How can a mother desert her son
She'll also stand by us.

3. Help us, O Star of the ocean,
4. Be with us in our strife,
5. When we are faced with temptations
Tossed by the storms of life.

10. SHINE JESUS SHINE

Lord the Light or Your Love is shining,
In the midst of the darkness shining,
Jesus light of the world shines upon us,

Set us free by the truth You now bring us,
Shine on me. Shine on me.
Shine Jesus shine
Fill this land with the Father's glory
Blaze, Spirit blaze,
Set our hearts on fire
Flow, river flow
Flood the nations with grace and mercy
Send forth Your word Lord and let there be light.
Lord, I come to Your awesome presence,
From the shadows into Your radiance,
By the blood, I may enter Your brightness,
Search me, try me, consume all my darkness,
Shine on me. Shine on me.
As we gaze on Your kindly brightness.
So our faces display Your likeness.
Ever changing from glory to glory,
Mirrored here may our lives tell Your story.
Shine on me. Shine on me.

11. THANK YOU, O LORD

Ch: Thank You, O Lord, Your love is boundless
Thank You, Your presence is our peace.
Thank You, O Lord, for so much goodness
Thank You, Your mercies never cease.

1. Thank You, we heard Your Word this morning
Thank You, we ate the Bread of life
Thank You, for sending us your Spirit
Thank You, for giving us Your peace.
2. Thank You for freeing the broken hearted
Thank You, for calming all our fears
Thank You, for bringing us forgiveness

- Thank You, for binding up our wounds.
3. Thank You, for giving us this moment
Thank You, for every joy we share
Thank You, for all our friends and sisters
Thank You, for those who love and care.

12. O GIVE THANKS TO THE LORD

Ch: O give thanks to the Lord, for he is good (3)
Yes, eternal is his love.

1. I will sing to my God never ceasing
All my life I will tell of his wonders
He's the maker of all earth and heaven
Of the ocean, the seas, and all they hold.
2. The Almighty is faithful forever.
He is just to the poor and the orphaned
It is he who gives bread to the hungry
Who delivers the captives from their chains.
3. He gives sight to the blind in his mercy
And he raises the lowly, the humble
It is he who gives shelter to strangers
Every orphan and widow he defends.

கல்லூரி விதிமுறைகள்

மாணவர் சேர்க்கை

- எந்த மாணவியும் தம் பெற்றோரிடமோ அல்லதுபாதுகாவலரிடமோசேர்க்கைவிண்ணப்பத் தாளில் கையெழுத்துபெற்றால் மட்டுமே கல்லூரியில் சேர்த்துக் கொள்ளப்படுவார்கள். மாணவியின் பாதுகாவலராகஇருப்பவர்அவர்களின்பெற்றோர்களிடமும் உரிமை பெற்றவராக இருக்க வேண்டும் மாணவிகளின் ஒழுக்கத்தை கண்காணிக்கும் பொருட்டு மாணவிகள் தங்கள் சொந்த வீடுகளில் இருந்து அல்லது விடுதியில் இருந்து கல்லூரிக்கு வருகை புரிதல் வேண்டும்.
- அரசு ஒப்புதல் பெற்ற பள்ளிகளில் இருந்து இங்கு வந்து சேர விரும்பு மாணவிகள் உரிய சான்றிதழ்களுடன் வர வேண்டும்.

- மாணவிகள் தவறான முறையில் கல்லூரியில் வந்து சேர்ந்துள்ளதாக தெரிய வந்தால் கல்லூரியில் இருந்து நீக்கப்படுவார்கள்.

மாற்று சான்றிதழ் பெரும் முறை

- பெற்றோர் மற்றும் பாதுகாவலர் மட்டுமே முதல்வருக்கு விண்ணப்பம் செய்து மாற்று சான்றிதழ் பெற முடியும்.

கல்லூரிக்கு செலுத்த வேண்டிய முழு தொகையை செலுத்திய பின்னரே அனைத்து சான்றிதழ்களும் வழங்கப்படும்.

பொது விதிகள்:

- மாணவிகள் கையேற்றி வன்முறையில் பாதுகாத்து நாள்தோறும் கல்லூரி கொண்டு வருதல் வேண்டும்
- எச்சரிக்கை மணி அடிக்கப்பட்டதும் மாணவிகள் வகுப்பு வரைக்குள் அமைதியாக செல்ல வேண்டும் வகுப்பறையில் இருந்து வெளியே செல்லவும் அல்லது வகுப்பறைக்குள் நுழையவும் வகுப்பு ஆசிரியர் அல்லது உடற்பயிற்சி

ஆசிரியரின் அனுமதியை பெற வேண்டும் கல்லூரி முடியும் இரு வேலைகளிலும் மாணவிகள் ஒழுங்காகவும் அமைதியாகவும் வரிசையாகவும் வெளியில் செல்ல வேண்டும்

- முதல்வரின் அனுமதி இன்றி எந்த ஒரு மாணவியும் ஆசிரியர்களுக்கு பரிசு பொருட்கள் வழங்குதல் கூடாது
- கல்லூரி பொருட்களுக்கு சேதம் விளைவிப்பவர்கள் அவற்றை ஈடு செய்ய வேண்டும்
- உடல் நோய்களுக்கு தொடர்ந்து சிகிச்சை பெரும் மாணவிகள் தங்கள் நோயின் தன்மையை முதல்வர் மற்றும் வகுப்பு ஆசிரியருக்கு கட்டாயம் தெரிவித்தல் வேண்டும்
- தங்களுடைய புத்தகங்கள் பொருட்களின் பாதுகாப்புக்கு மாணவிகளை பொறுப்பாவார்கள் பணத்தையோ அலைபேசி மற்றும் விலை மதிப்புடைய பொருட்களையோ தாங்களே

வைத்திருப்பதும் விடுதியில் வைத்திருப்பதும் தவிர்க்கப்பட வேண்டும்

- பெற்றோர்கள் அல்லது பாதுகாவலர்களின் முகவரிகள் தொலைபேசி எண்கள் கல்லூரி அலுவலகத்தில் பதிவு செய்யப்படுதல் வேண்டும் அவற்றில் மாற்றம் இருப்பின் அலுவலகத்தில் தெரிவிக்கும்படி மாணவிகள் கேட்டுக் கொள்ளப்படுகிறார்கள்
- கல்லூரி நடைபெறும் தேர்தல் நேரத்தில் பெற்றோர்களோ பாதுகாவலர்கள் ஆசிரியர்கள் மற்றும் மாணவிகளை சந்திக்க முதல்வரிடம் கட்டாயம் அனுமதி பெற வேண்டும்
- கல்லூரிக்கு ஒழுங்காக வராமை தீய நடத்தை கீழ்ப்படியாமல் அல்லது கல்லூரியின் நற்பெயருக்கு உண்டாக்கும் நடத்தை ஆகிய ஒரு மாணவியை கல்லூரியில் இருந்து நீக்க போதுமான காரணங்கள் ஆகும்

- கல்லூரிக்கு வெளியே நிகழும் தங்கள் நடத்தைகளுக்கு மாணவிகளை முழு பொறுப்பு உடையவர் ஆவார்கள்

- மாணவிகள் அரசியலிலோ இதர போராட்ட இயக்கங்களிலோ, முன் அனுமதி இன்றி பங்கு கொள்ளக் கூடாது

விடுமுறையும் வராமையும்

- முதல்வர் மற்றும் வகுப்பு ஆசிரியரின் முன் அனுமதியுடன் தான் மாணவிகள் விடுப்பு எடுக்க முடியும்

- விடுமுறை தேவையானால் மாணவியின் பெற்றோர் மற்றும் பாதுகாவலர் முறைப்படி விடுப்பு விண்ணப்பத்தை எழுதி அனுப்ப வேண்டும் விடுமுறை கேட்பதில் தகுந்த காரணம் இருந்தால் தான் விடுமுறை அளிக்கப்படும்

- ஒவ்வொரு விடுமுறைக்கு பின் கல்லூரி திறக்கப்படும் முதல் நாளில் மாணவிகள் தவறாமல் கல்லூரிக்கு வருகை தருதல் வேண்டும் விதியை மீறுபவர்கள் மீது நடவடிக்கை எடுக்கப்படும்

- வகுப்பறையில் ஒவ்வொரு மாணவிக்கும் குறிப்பிட்ட இடம் உண்டு பேராசிரியர் கேட்காமல் தம்முடைய இடத்தை மாற்றக்கூடாது

- சுவர்களிலும் பிறவற்றிலும் எழுதுவது படம் வரைவது போன்றவற்றை தண்டனைக்குரிய குற்றமாகும் கல்லூரி உடைமைகள் விளையாட்டு பொருட்களுக்கு ஊறுவிளைவிப்பவர்கள் அதற்குரிய பொருட்களை ஈடு செய்ய வேண்டும் விபத்து ஏற்படும் விளையாட்டுகள் தவிர்க்கப்பட வேண்டும் கைபேசி பயன்படுத்துவது முற்றும் தவிர்க்க வேண்டும்

தேர்வுகள்

- முதல்வர் அனுமதியின்றி தக்க காரணங்களிற்று தேர்வுகளுக்கு வராத மாணவிகள் தேர்வில் தோல்வி அடைந்தவர்களாக கருதப்படுவார்கள் எந்த ஒரு தேவைக்காகவும் மறுத்தேர்வு நடத்தப்பட மாட்டாது

- தேர்வு வரைக்குள் பாட புத்தகமோ துண்டு தாட்கோ கொண்டு சென்று பார்த்து எழுவது அடுத்த மாணவியை பார்த்து எழுதுவது போன்றவை ஒரு மாணவியை கல்லூரியில் இருந்து நீக்க போதுமான காரணங்கள் ஆகும்

வகுப்பு தலைவியின் கடமைகள்

வகுப்பு தலைவி தலைமை பொறுப்புணர்ந்து உண்மையாக செயலாற்றுவதல் வேண்டும்

- பேராசிரியை வகுப்பில் இல்லாத வேலையிலும் தனிப் படிப்பு வேலையிலும் முழு அமைதியும் ஒழுங்கும் நிலவிட வகுப்புத் தலைவி கவனமாய் இருத்தல் வேண்டும்
- நீண்ட நாட்கள் விடுப்பு எடுக்கும் மாணவிகள் ஒழுங்குகளை மீறி மாணவிகள் ஆகியோரை முதல்வர் கவனத்திற்கு கொண்டு வருதல் வேண்டும்
- சில பாடவேளைகளில் வகுப்பிற்கு வராது இருக்கும் மாணவிகள் மற்றும் வகுப்பின் அமைதியை சீர்குலைத்து கல்வி கற்பதற்கு ஊறு

விளைவிக்கும் மாணவிகளின் பெயர்களை குறித்து வகுப்பு ஆசிரியர் மற்றும் பாட ஆசிரியர்கள் கவனத்திற்கு கொண்டு வருதல் வேண்டும்

- வகுப்பு தூய்மையை பாதுகாத்தல் கரும்பலகையில் அவசியமான தகவல்களை நிரப்புதல் போன்ற பணிகளை வகுப்பு மாணவியின் ஒத்துழைப்போடு வகுப்பு தலைவர் செய்ய வேண்டும்
- முந்தைய நாள் விடுப்பு எடுத்த மாணவிகள் முதல்வரின் பின் அனுமதி கையொப்பம் பெற்றிருக்கிறார்களா என்பதை சரி பார்த்து அவர்களை வகுப்பிற்குள் அனுமதிக்க வேண்டும் இல்லை எனில் முதல்வரின் கையொப்பம் பெற்று வர அனுமதி வேண்டும் நல்ல மாணவ சமுதாயத்தை உருவாக்கும் நல்ல தலைவியாக வகுப்பு தலைவி தமது கடமைகளை ஆற்றிட வேண்டும்.

பெற்றோர் கவனத்திற்கு

- மாணவிகள் கல்லூரிக்கு ஒழுங்காக வருதலில் பெற்றோர்கள் கண்ணும் கருத்துமாக இருத்தல் அத்துடன் தங்கள் பிள்ளைகளை கல்வியிலும் ஒழுக்கத்திலும் நற்பண்புகளிலும் ஆளுமை வளர்ச்சியிலும் உருவாக்குவதில் பெற்றோர் கல்லூரி நிர்வாகத்தினர் மற்றும் ஆசிரியர்களுடன் முழு மனதுடன் ஒத்துழைப்பை நல்க வேண்டும்

- மாணவிகளை வகுப்பறையில் நேரடியாக சந்திப்பதை தவிர்க்க வேண்டும் தக்க காரணத்திற்காக கல்லூரி நேரத்தில் சந்திக்க வேண்டும் என முதல்வரின் அனுமதி பெற்று கல்லூரி அலுவலகத்திற்கு முன்பு சந்திக்க வேண்டும் உறவினர்கள் மற்றும் நண்பர்கள் மாணவிகளை சந்திக்க அனுமதிக்கப்பட மாட்டார்கள்

- தகுந்த காரணங்களுக்காக மாணவி வழியாகவோ அல்லது தொலைபேசி வழியாகவோ முதல்வரை சந்திக்க அழைக்கும் போது பெற்றோர்

காப்பாளர் காலம் தாழ்த்தாது அவசியம் சந்தித்து தங்களது பிள்ளைகளின் நிலை அறிய வேண்டும்

- ஒவ்வொரு ஆண்டிலும் நடைபெற இரண்டு பருவ தேர்வுகளின் தேர்ச்சி அறிக்கையை பார்வையிட்டு தங்களது பிள்ளைகளின் தேர்ச்சி நிலை குறித்து திருப்தி இல்லையெனில் கல்லூரிக்கு வந்து வகுப்பு ஆசிரியர் பாட ஆசிரியர்கள் மற்றும் முதல்வரை சந்தித்த ஆலோசனை பெற வேண்டும்

- மாணவிகளின் வளர்ச்சியை ஆய்வு செய்யவும் அவர்களது முன்னேற்றத்திற்கான பரிந்துரைகள் பெறவும் ஏற்பாடு செய்யப்படுகின்ற பெற்றோர் ஆசிரியர் கலந்துரையாடல் கூட்டத்தில் பெற்றோர் ஆர்வமுடன் பங்கேற்க வேண்டும்

- கல்லூரியில் மாணவிகள் கைப்பேசியை பயன்படுத்தினால் கடும் நடவடிக்கை எடுக்கப்படும் என்பதை பெற்றோர் கவனத்தில் வேண்டும்