

SREE AYYAPPA COLLEGE FOR WOMEN



(Re-accredited with B Grade by NAAC) (3rd Cycle)

**Chunkankadai,
Nagercoil.**



**STUDENTS' HANDBOOK &
ACADEMIC CALENDAR 2019-2020**

Sree Ayyappa College for Women

(Re-accredited with B Grade by NAAC) (3rd cycle)

Chunkankadai, Nagercoil,

Kanniyakumari District.

Pin - 629 003.



Academic Calendar

2019 - 2020

Office Telephone No. : 04652 - 230980

Fax. Number : 04652 - 220948

e-mail : ayyappacollege1969@gmail.com

Principal's Contact Number : 9443693407

College Hostel : 04652 - 230606

website : sreeayyappacollege.com

Personal Memoranda

Name :

Class : Discipline:.....

Class No. :

Reg No. :

Blood Group :

Residential Address :

.....

.....

.....PIN:.....

email :

Name of Father/
Mother :

Parent's
Phone No./Mob.No. :

Bring this handbook every day

National 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 respect my parents, teachers and all elders and treat
everyone with courtesy.

To my country and my people, I pledge my devotion. In
their well being and prosperity alone lies my happiness.

தமிழ்த்தாய் வாழ்த்து

நீராரூங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிர்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகம் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்த பெருந்தமிழணங்கே!
உன் சீர் இளமைத் திறம்வியந்து செயல் மறந்து
வாழ்த்துதுமே!
வாழ்த்துதுமே!
வாழ்த்துதுமே!

പ്രാർത്ഥനാഗീതം

വികല വിഷയബന്ധസ്താധുലോക
പ്രകര നിഷേവ്യ സമസ്ത ഭവ്യദായിൻ
പ്രകടരുചിവിധാന ധീപ്രമൂർത്തേ
ശബരിഗിരീശ തവാസ്തു സുപ്രഭാതം.

യമനിയമപരൈർ വിശുദ്ധ ചിത്തൈർ
യമി നിർവൈരഹൃദി ദൃശ്യമാനമൂർത്തേ
ശമിതസകലതാപശംഭു സുനോ
ശബരിഗിരീശ തവാസ്തു സുപ്രഭാതം.

സകലകലുഷ ഭഞ്ജനൈകകൃത്യ
പ്രകടിതമാനസ ഭാനുതുല്യ ദീപ്തേ
ശകലിത നിഖിലാർത്ഥതാപരാശേ
ശബരിഗിരീശ തവാസ്തു സുപ്രഭാതം.

സുമഹിതമുനിചിത്ത നിത്യഭാസിൻ
സുമശരകോമള ദാനവാരി സുനോ
സുമതിനൃത വിശിഷ്ട ദിവ്യ ഭാനോ
ശബരിഗിരീശ തവാസ്തു സുപ്രഭാതം.

അവശജനശരണ്യ പുണ്യമൂർത്തേ
ഭവഭയനാശന ഭക്തലോകബന്ധോ
അവനപരസദാപ ദാന താനാം
ശബരിഗിരീശ തവാസ്തു സുപ്രഭാതം.

பிரார்த்தனை கீதம்

விகல விஷய பந்த ஸாது லோக
 பிரகர நிஷேவ்ய ஸமஸ்த பவ்யதாயின்.
 பிரகடருஜி விதான தீப்ரமூர்த்தே
 சபரிகிரீச தவாஸ்து சுப்ரபாதம்.
 யம நியம பரைர் விசுத்த சித்தைர்
 யமி நிர் வைரக்ருதி த்ருச்ய மான மூர்த்தே
 சமித ஸகலதாப சம்பு சூனோ
 சபரிகிரீச தவாஸ்து சுப்ரபாதம்.
 சகல கலுஷ பஞ்னைக க்ருத்ய
 பிரகடித மானஸ பானு துல்ய திப்தே
 சகலித நிதிலார்த்த தாபராசே
 சபரிகிரீச தவாஸ்து சுப்ரபாதம்.
 சுமஹித முனி சித்த நித்ய பாஸின்.
 சும சர கோமள தானவாரி சூனோ.
 சும தினுத விசிஷ்ட திவ்ய பானோ
 சபரிகிரீச தவாஸ்து சுப்ரபாதம்.
 அவசஜன சரண்ய புண்ய மூர்த்தே
 பவ பய நாசன பக்த லோக பந்தோ.
 அவனபர ஸதாப தானதானாம்
 சபரிகிரீச தவாஸ்து சுப்ரபாதம்.

National Song
Vande Maataram

Vande maataram
Sujalaam suphalaam
Malayaja sheetalaam
Sasyashyaamalaam maataram!

Shubhra Jyotsnaa, Pulakita Yaamineem
Phulla kusumita Drumadala Shobhineem,
Suhaasineem Sumadhura bhaashineem
Sukhadaam varadaam maataram
Vande Maataram

English Version of Vande Maataram

Mother, I salute thee!
Rich with thy hurrying streams,
Bright with orchard gleams,
Cool with thy winds of delight,
Green fields waving Mother of might,
Mother free.

Glory of moonlight dreams,
Over thy branches and lordly streams,
Clad in thy blossoming trees,
Mother, giver of ease
Laughing low and sweet!
Mother I kiss thy feet,
Speaker sweet and low!
Mother, to thee I bow.

National Anthem

Jana-gana-mana-adhinayaka Jaya he
Bharata-bhagya-vidhata.
Punjab-Sindh-Gujarata-Maratha,
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga,
Uchchala-jaladhi-taranga ;
Tava shubha name jage
Tava shubha asisa mage
Gahe tava jaya-gatha.
Jana-gana-mangala-dayaka jaya he
Bharata-bhagya-vidhata.
Jaya he, jaya he, jaya he,
Jaya jaya jaya, jaya he! - Rabindranath Tagore

English Version of the National Anthem

Thou art the ruler of the minds of all people,
Dispenser of India's destiny.
Thy name rouses the hearts of Punjab, Sindu,
Gujarat and Maratha,
Of the Dravida and Orissa and Bengal;
It echoes in the hills of the Vindhyas and Himalayas,
Mingles in the music of Jamuna and Ganges and is
Chanted by the waves of the Indian Sea.
They pray for thy blessings and sing thy praise.
The saving of all people waits in thy hand,
Thou dispenser of India's destiny.
Victory, victory, victory to thee.



Founder
Nair Service Society
Padmabhooshan Sri. Mannathu Padmanabhan

Vision and Mission of the College



Vision

To mould our students into competent, self-reliant and responsible women who can act as the redeemers of the society in the years to come.

Mission

To make the institution a centre of academic excellence, cultural refinement and spiritual enlightenment.




MOTTO

SHIKSHA DHARMENA SHOBHATHE



Succession List of Principals

1. Mrs. Subhadra S. Menon 1970 - 1987
 2. Mrs. B. Santha Devi 1987 - 1995
 3. Mrs. G. Sarasamma 1995 - 2004
 4. Dr. P. Girijakumari Amma 2004 - 2010
 5. Dr. S. Chandralekha 2010 - 2017
 6. Dr. B. Vasanthakumari 2017 - 2019
 7. Dr. K.V. Jayashree 2019 -
- 
- MOTTO
SHIKSHA DHARMENA SHOBHATI

Profile of the College

Sree Ayyappa College for Women came into existence in the year 1970. The institution established with the motto, 'Siksha Dharmena Shobathe' (Education Sparkles through Moral Excellence) is run by Sree Ayyappa Educational Society. The Society formed by the Malayalam speaking linguistic minority of Kanniyakumari District and registered under the Societies Registration Act of 1955 founded a junior college for men in the year 1969. But as the greater need was for the higher education of women students, the Management with the consent of the affiliated Madurai University converted the institution into a women's college in the next year. The college was vested with linguistic minority status in 1987. It is a boon not only to the young women students of linguistic minority but also to students of all disadvantaged communities.

The college is situated at the foot of *Velimalai*, the tail end of Western Ghats. The tranquillity and serenity of the idyllic surroundings provides congenial atmosphere for academic pursuits. Located close to the National Highways at a distance of 7 kilometres from Nagercoil, students gain easy access to transport facilities.

Re-accredited with B Grade by NAAC (3rd cycle), the college offers Graduate courses in Arts and Science subjects and Commerce, Post-graduate courses in English, Mathematics and Commerce and M.Phil. courses in English and Commerce. Department of English and Department of Mathematics got upgraded to Research Centres in 2012 and 2018 respectively.

The institution trumpeting five decades of academic tradition glides along with the the help and guidance of the Nair Service Society, the blessings of its founder, late Padmabhooshan Mannathu Padmanabhan and the good will and patronage of the public.

1. Name of the College with full Postal address (Door No., Village, Taluk, District.) } Sree Ayyappa College for Women, Chunkankadai P.O. Villukury Village, Kalkulam Taluk, K.K. District.
2. Name of the Educational Agency } Sree Ayyappa Educational Society
3. Name of the Trustee : -
4. College Telephone No. with STD Code No. } Telephone No.230980
Fax No. } STD Code No. 04652
E.Mail } Fax. No. 04652-220948
: ayyappacollege1969@gmail.com
5. Name of the Secretary, and Telephone No. : Sri. M. Sangeeth Kumar
0471 - 2383768
6. Name of the Principal, Mobile No. : Dr. K.V. Jayashree
9443693407
7. Year of establishment } 1969
Autonomous/ Non Autonomous } Non Autonomous
NAAC Accredited or Not. } Re - Accredited with B Grade
(3rd Cycle)
8. AICTE letter of viability for M.B.A. / M.C.A. : Nil
9. Full details of courses offered & Year of affiliation for each course & sanctioned strength. } Furnished Separately
10. G.O. No. permitting the opening of the college. } RC. No. 79600 / S2 /68 dt.
13.10.70
11. Copy of G.O. / Govt. letter permitting change in name and or change of site / G. O. permitting to continue at temporary site.

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1. Courses of Study

The college offers the following courses affiliated to Manonmaniam Sundaranar University, Tirunelveli.

Degree Courses (3 Years)

B.A.	Main	Year of Affiliation
1. English Literature		1971
2. History (English Medium)		1970
3. History (Tamil Medium)		1971
B.Sc.		
1. Mathematics	Physics and Statistics (<i>Allied</i>)	1979
2. Physics	Maths and Chemistry "	1984
3. Botany	Zoology and Chemistry "	1979
4. Zoology	Botany and Chemistry "	1975
B.Com.		1981
B.B.A. (Self - Financed)		2009
B.Com (Self - Financed)		2012
B.A. English Lit. (Self - Financed)		2013
B.Sc. Chemistry (Self - Financed)		2016
Post - Graduate Degree Courses (2 Years)		
1. M.A. English		1986
2. M.Com. (Self - Financed)		1992
3. M.Sc. Maths (Self - Financed)		2008
Pre - Doctoral Course (1 Year)		
M.Phil. English (Self - Financed)		2008
M.Phil. Commerce (Self - Financed)		2013
Doctoral Course (PhD)		
Department of English & Research Centre		2012
Department of Mathematics & Research Centre		2018

2. Managing Committee

1. Sri. P.N. Narendranathan Nair	President
2. Sri. P. Raman Pillai	Vice - President
3. Sri. G. Sukumaran Nair	Treasurer

4. Sri. M. Sangeeth Kumar	Secretary
5. Adv. J.K. Kumar	Joint Secretary
6. Dr. D. Ramakrishna Kurup	Member
7. Dr. G. Reghuvaran	Member
8. Sri. D. Ramesh	Member
9. Dr. B. Krishna Prasad	Member
10. Dr. V. Balamurugan (University Representative)	Professor Dept of Computer Science M.S. University
11. Dr. K.V. Jayashree	Principal
12. Dr. S. Chandralekha	Administrative Officer
13. Dr. K. Meena	Director (Self-financed Courses)

3. Fee Details

i. University Examination Fees

B.A. / B.Sc. / B.Com./ BBA.	- Rs. 100/- per paper
M.A. / M.Com. / M.Sc./M.Phil.	- Rs. 160/- per paper

ii. Computerised Statement of Marks

for Each Appearance - Rs. 100/-

iii. Application Processing Fee UG/PG - Rs. 75/-

iv. Provisional Certificate - Rs. 500/-

v. Convocation Fee - Rs. 500/-

vi. Practical Paper (UG) - Rs. 175/-

vii. Practical Paper (PG) - Rs. 250/-

viii. Project - Rs. 425/-

Fee Concession

1. As per G.O. Ms. 412 Edn dt. 13-4-1989 students, whose Parental income is below 24000/- (Income Certificate from the Officer of the Revenue department not below the rank of Deputy Tahsildar to be submitted for O.C. / B.C. - only) will be exempted from the payment of tuition fee.
2. Most Backward class / Denotified community, Scheduled caste / Scheduled tribe, students will be exempted from payment of tuition fee, special fee etc. irrespective of their parental income (community certificate from Revenue Department not below the rank of Deputy Tahsildar to be submitted).

3. Annai E.V.R. Nagammaiar Free Education Scheme

Eligibility

1. Forward community students only.
2. Parents' annual income not to exceed Rs. 60,000/-

Special Fee covers the following items:

Particulars	Amount
1. Calendar	Rs. 10
2. Magazine	Rs. 10
3. Stationery	Rs. 50
4. Games	Rs. 100
5. Library & Reading Room	Rs. 15
6. Association	Rs. 5
7. College Day	Rs. 4
8. Social Service	Rs. 5
9. Visual Education	Rs. 2
10. Campus Amenity	Rs. 10
11. Students Aid Fund	Rs. 3
12. Students Service Fee	Rs. 8
13. Medical Inspection	Rs. 5
Total	Rs. 227

FEE SCHEDULE

I SEMESTER															II SEMESTER		
Class	Verification Per Grade	Admission	Tuition Fee	Laboratory	Flag Day	N.S.S.	Red Cross	Special Fee	Medical Ins.	Deposit	University Entrance	University Recognition	HSS	Total	Tuition Fee	Laboratory	Total
I B. A.,	50	5	-	-	5	10	20	222	5	25	100	100		542	-	-	-
" B.Com.	50	5	-	-	5	10	20	222	5	25	100	100		542	-	-	-
" B.Sc. Maths	50	5	-	40	5	10	20	222	5	25	100	100		582	-	40	40
" Physics	50	5	-	80	5	10	20	222	5	25	100	100		622	-	50	50
" Botany	50	5	-	75	5	10	20	222	5	25	100	100		617	-	50	50
" Zoology	50	5	-	100	5	10	20	222	5	25	100	100		642	-	40	40
II B.A.			-	-	5		20	222						247	-	-	-
" B.Com.			-	-	5		20	222						247	-	-	-
" B.Sc. Maths			-	-	5		20	222						247	-	-	-
" Physics			-	80	5		20	222						327	-	50	50
" Botany			-	125	5		20	222						372	-	50	50
" Zoology			-	150	5		20	222						397	-	40	40
III B.A			-	-	5		20	222						247	-	-	-
" B.Com.			-	-	5		20	222						247	-	-	-
" B.Sc. Maths			-	-	5		20	222						247	-	-	-
" Physics			-	80	5		20	222		Comp. Sc.250				577	-	50	50
" Botany			-	75	5		20	222						322	-	50	50
" Zoology			-	100	5		20	222						347	-	40	40
I M.A.		5	250	-	5		20	222		25	100	100		727	250	-	250
II M.A.			250	-	5		20	222						497	250	-	250

4. Rules and Regulations

The college expects all students to maintain high standard of discipline in order to facilitate a healthy learning environment.

The rules stated below should be strictly adhered to :

- i. Proper etiquette should be followed by the students on campus.
- ii. Students ought to observe the prayer with which the day's work begins.
- iii. Students shall respect the teachers and elders and be honest in word and deed.
- iv. The college uniform is compulsory for students on all working days except last Friday of the month.
- v. Students are requested to keep the class rooms and premises clean.
- vi. Use of mobile phone by students is strictly prohibited in the college premises.
- vii. Grievances or complaints shall be communicated personally or in writing to the head of the institution or the Grievance and Redressal Cell.
- viii. Students shall handle all college properties with care.
- ix. Students shall not litter the classrooms or college premises with their personal trash.
- x. Valuables lost in the premises and retrieved by students should be handed over to the college office.
- xi. Students should make it a regular practice to check for college notifications put on the notice board.
- xii. Students should have their identity cards with them while on campus.
- xiii. Maintenance of educational ethics shall be the collective responsibility and primary objective of all students.

5. Attendance and Leave of Absence

1. Students are expected on campus on all working days not later than 9.45 a.m.

2. Attendance will be marked at the beginning of each class hour.
3. Students absent in the class when attendance is marked shall lose attendance for the session.
4. A minimum of 75 % attendance for lecture and practical classes is required to appear for University Examinations.
5. No student may absent herself from the college without leave application. Medical Certificate has to be produced for absence due to illness for more than three days.
6. Application for leave in prescribed form countersigned by the parent or guardian must be submitted to the Head of the Department prior to the leave. If absence is due to unforeseen reasons, leave application must be submitted after the leave.
7. Hostel students ought to submit their leave application counter signed by the Deputy Warden.
8. A student absenting herself from the college for more than fifteen consecutive working days without permission is liable to have her name struck off the list.
9. Attendance in all practical classes and timely submission of records are mandatory to appear for practical examinations.

6. Facilities

a) Library

The College library and reading room will remain open from 9.30 A.M. to 5.00 P.M. on all working days. All students and staff are members of the library. Strict silence should be observed in the library. Magazines and Periodicals will not be issued. Private belongings should be left at the counter. Students can borrow books on all working days. Books borrowed should be handled with care. Penalty will be collected in case of any damage or loss.

Books should be returned on the due date (one week for students and one month for staff). A fine of fifty paise per day will be charged for over due return of books.

b) Hostel

The hostel in the campus has the capacity to accommodate 90 students. The hostel management rests with the Warden (Principal), Matron and the representatives of the inmates.

c) Public Announcement System

Public Announcement System is installed in the college for feasibility of communication and easy conveyance of messages.

d) Auditorium

An auditorium with a capacity to accomodate nearly 1000 students is available to conduct multi - programmes.

e) Seminar Hall

The college has a seminar hall with audio-visual facilities for conducting educational programmes.

f) Fax

The fax machine installed in the college office facilitates speedy communication.

g) Internet

Internet facility in the college serves as an effective means of updating the academic and administrative activities.

h) Laboratories

All science departments have well equipped laboratories. Department of Botany maintains a botanical garden of medicinal plants and a green house. Department of Zoology has set up a museum with a good collection of well labelled specimens.

i) Computer Lab

The college has an air-conditioned computer lab with Internet facility.

j) Language Lab

The Language Lab helps in fostering the soft skills of the students.

k) Smart Classrooms

The college is equipped with four smart class rooms.

l) Safe Drinking Water

Purified drinking water facility is provided for the staff and students.

m) Free Noon-Meal

Students from economically disadvantaged families are helped with free noon-meal sponsored by the staff club.

n) College Store

All necessary stationery items and other miscellaneous articles are supplied to the students at fair prices through the college store.

o) College Canteen

The canteen in the college campus provides breakfast and light refreshments at fair prices on all working days.

p) Sports and Games

Sports and games form an integral part in students' life. The college provides facilities for indoor and outdoor games.

7. Administration

- a) College Council** The college council meets periodically to discuss academic and administrative matters.

Members :

1. Dr. K.V. Jayashree Principal

- | | |
|------------------------------|---|
| 2. Dr. L. Kumari Krishnaveni | Asst. Prof. & Head, Dept of Tamil |
| 3. Mrs. P.S. Maya Devi | Asso. Prof. Dept of Hindi |
| 4. Dr. M.B. Rose Rani | Asso. Prof. Dept of Malayalam |
| 5. Dr. K.E. Padmam | Asso. Prof. & Head, Dept. of English |
| 6. Dr. D. Lekha | Asso. Prof. & Head, Dept. of History |
| 7. Dr. K.R. Jayasree | Asso. Prof. & Head, Dept. of Mathematics |
| 8. Dr. Prameela Kumari | Asso. Prof. & Head, Dept. of Physics |
| 9. Dr. M. Suma | Asst. Prof. & Head, Dept. of Botany |
| 10. Mrs. V.R. Anjana | Asst. Prof. & Head Dept. of Zoology & Senate Member |
| 11. Dr. Smitha Nair | Asst. Prof. & Head, Dept. of Chemistry |
| 12. Dr. P.R. Jayaprabha | Asso. Prof. & Head, Dept. of Commerce |
| 13. Dr. J. Prasanna Kumari | Asst. Prof., Dept. of Economics |
| 14. Dr. K. Meena | Asso. Prof. & Head, Pre Doctoral Dept. of Commerce
& IQAC Co-ordinator |
| 15. Ms. V.P. Prasaja | Asst. Prof., Dept. of English |
| 16. Mrs. A. Suryakala | Asst. Prof. Dept of M.Sc Maths |
| 17. Ms. Suma Ganesan | Asst. Prof. Dept. of B.B.A. |
| 18. Dr. S.R. Sudhambika | Librarian |
| 19. Dr. S.S. Sandhya | Staff Club Secretary |

b) Committees

Various committees involving faculty members and student representatives have been constituted to assist the Principal.

- i. **Students Welfare Committee** takes care of the facilities needed for academic ambience.

Members:

- | | |
|--------------------------|-------------------------------|
| (a) Dr. R. Janathakumari | (b) Mrs. R. Mahima Devi |
| (c) Dr. D. Lekha | (d) Mrs. R.G. Ajitha |
| (e) Dr. T.R. Udayakumari | (f) Dr. L. Kumari Krishnaveni |
| (g) Mrs. D. Soniya | (h) Mrs. V.R. Anjana |
| (i) Dr. K.R. Shoba | |

- ii. **Discipline Committee** is in charge of maintaining discipline with the help of student volunteers.

Members:

- | | |
|--------------------------|----------------------|
| (a) Dr. M. Suma | (b) Dr. N.U. Lekshmi |
| (c) Dr. Anand Lali Seena | (d) Dr. R.B. Akhila |

- (e) Dr. T.R. Udayakumari (f) Mrs. J.S. Divyasree
(g) Mrs. S. Divyasree

iii **Admission Committee** assists the Principal in the admission process.

Members:

- (a) Dr. K.E. Padmam (b) Mrs. P.S. Maya Devi
(c) Dr. T. Anitha

iv. **Library Committee** ensures updating the college library.

Members:

- (a) Dr.S.R.Sudhambika (b) Mrs. Deepa Nair
(c) Mrs. Vasanthi (d) Dr. A.K. Viji
(e) Mrs.Y.C. Viji (f) Mrs. B.S. Rakhi

v. **Examination Committee** prepares the schedule for monthly tests and model examinations.

Members:

- (a) Dr. K.R. Jayasree (b) Mrs. P.S. Maya Devi
(c) Dr. K. Meena

vi. **Financial Management and Purchase Committee** monitors the utilization of funds received from the UGC.

Members:

- (a) Dr. S.S. Sandhya (b) Mrs. A.R. Savitha

vii. **Calendar Committee** Publishes college calender once in a year to make the students aware of rules and regulations of the college. Students are expected to go through the calendar.

Staff Editors :

- (a) Dr. K.V. Jayasree (b) Dr. Smitha Nair

viii. **Magazine Committee** is committed to bring out the annual college magazine.

Staff Advisors:

- (a) Dr. P. Pravitha (b) Mrs. Deepthi Chandran

Student Editors:

Miss.Thirunamakani K.S. III B.A.Lit. Miss.Lekshmi R. II B.A.Lit .

Members:

Miss. Archana.S,III B.A.Lit. Miss. Gopika U.G,III Bot
 Miss.Sreelekshmi s,III Maths Miss. Vaishnavi C.S. II B.A.Lit.
 Miss. Mizha M.,III B.A.Lit. Miss. Babina. E.,III B.Com.
 Miss. Nair Arundhati Sreekumar, III B.A.Lit.

- ix. **Research Committee** facilitates research pursuits of the teaching staff, and provides vision and leadership to research and research training.

Members:

- | | |
|-----------------------|------------------------|
| (a) Dr. C.S. Jayasree | (b) Dr. S.S.Sandhya |
| (c) Dr. N.U.Lekshmi | (d) Dr. Sheeba.S. Nair |
| (e) Dr. R. Radha | (f) Dr. S. Uma Devi |

- x. **Anti Ragging Committee**

Members:

- | | |
|---------------------------|---|
| (a) Dr. K.V. Jayashree | Principal |
| (b) Suresh Kumar K. | SIU Sb CID |
| (c) Thomas Lisa | SI-Anti Human Trafficking Unit |
| (d) Mrs. T.P. Bindhu | Advocate |
| (e) Mrs. R. Sindhu | Junior VikatanReporter |
| (g) Mr. A. Suresh Kumar | NGO, Disaster Management & Rehabilitation Trust |
| (h) Mis. Bhuvaneswari | NGO, Vivekanandakendra, Kanya Kumari |
| (i) Dr. P.R. Jayaprabha | Faculty Member |
| (j) Dr. T. Anitha | " |
| (k) Dr. Janatha Kumari | " |
| (l) Mrs. V.R. Anjana | " |
| (m) Mrs. B. Prathibha | " |
| (n) Mr. Manikandan | Parent |
| (o) Mrs. Binu | Parent |
| (p) Mrs.S.Kumari Sreekala | Superintendent |

Student Counsellors

- (a) Miss. P. Vani Prabha, III B.A.Lit.
- (b) Miss. S. Hanan Al Hadi, III Zoology
- (c) Miss. R. Aswini, III Botany
- (d) Miss. Athira Suresh, II B.A.Lit.
- (e) Miss Thrisha Brightlin, I B.A.History

- xi. ICT Committee** extends support to the staff and the students to use information and communication technology for effective teaching and learning.

Members:

- (a) Dr. I.S. Prameela Kumari
- (b) Mrs. Deepa Nair
- (c) Dr. V. Soniya
- (d) Dr. G. Sumathy

- xii. Website Committee** develops and maintains the college website.

Members:

- (a) Dr. K.V. Jayashree
- (b) Dr.M.B.Rose Rani
- (c) Dr. A.R. Savitha

- xiii. Social Media Champion (SMC)** is expected to communicate the good work done by the staff and the students of the institution to all other HEIs and the MHRD from time to time through social media accounts (Twitter/ Facebook/Instagram) of our college.

Dr. A.R. Savitha

8. Clubs, Cells and Associations

a. College Staff Club

Periodical meetings of the staff club ensure involvement of the faculty in the smooth functioning of the college.

Staff Club Secretary - Dr. S.S. Sandhya

b. Youth Welfare Club

Conducts cultural programmes as part of extra-curricular activities, to bring out the hidden talents of the students. The annual youth festival fosters cultural refinement in the students. The club promotes the spirit of serviceability by undertaking infrastructural development projects.

- | | |
|----------------------------|------------------------|
| (a) Dr. M.R Meera | - Vice President |
| (b) Dr. V. Karthik Nisha | - Co-vice President |
| (c) Dr. Sreeya G. Nair | - Co-vice President |
| (d) Dr. B.Sajitha | - Programme Supervisor |
| (e) Dr. J. Prasanna Kumari | - Programme Supervisor |

C. Rotaract Club

Acts as a forum for the students to cultivate leadership qualities and sociability. The club executes projects for the development of the college and for the welfare of the society.

- | | |
|------------------------|--------------------|
| Dr. L. Dhowmya | - Staff Advisor |
| Mrs. C. Lakshmi Prasad | - Co-Staff Advisor |

d. Eco Club

Organizes programmes to build-up eco-friendly atmosphere and promote environmental awareness.

Botany & Zoology Departments

e. Literary Club

Serves as a medium for enhancing the competitive literary skills of students and creating awareness of nationally significant events.

Members:

- | | |
|------------------------------|-------------------------|
| (a) Dr. L.Kumari Krishnaveni | (b) Mrs. J.S. Divyasree |
| (c) Dr. A.K. Viji | (d) Mrs. V.P. Prasaja |
| (e) Dr. G. Sumathy | |

f. Youth Red Cross Society

Devoted to organizing 'save life' projects.

Members:

- (a) Dr. A.R. Savitha (b) Dr.K.S. Sreelatha

g. Red Ribbon Club

Mrs.V.R.Anjana

Programme Officer

h. Consumer Club

Members:

Aims at familiarizing the students with consumer rights by conducting consumer-related competitions and programmes.

- (a) Dr. K. Meena (b) Dr.V.Soniya

- (c) Dr. P.R. Preethi

i. Quiz Club

Fosters the IQ competence of the students by conducting inter-disciplinary competitions in the college campus and promoting participation in competitions outside the campus.

Members:

- (a) Dr. S.S.Sandhya (b) Dr. A.R.Savitha
(c) Dr. K.R.Shobha (d) Mrs. S. Divyasree

j. Computer Club

Aims at computer literacy among students through short - term courses, certificate and diplomo courses

Dr. Smitha Nair - Convenor

- K. Civil Service Club** intends to facilitate the development of competitiveness among the aspirants and assist them to develop their potential so as to be of service to the society.

Programme Co Ordinators:

- (a) Dr. Sreeya. G. Nair (b) Dr. R. Radha

I. Theatre Club

Aims to provide opportunity to learn more about the art, learning stage terminology and acting skills.

Members:

Staff of English Department

Cells

a. Women's Cell

Contributes to women empowerment by organizing programmes related to women's issues, status and rights.

Members:

- (a) Dr. M.R. Meera (b) Dr. S. Prathika
(c) Dr. V. Karthik Nisha

b. Grievance and Redressal Cell / Harassment Complaints

Committee Set with the objective of redeeming student's complaints if any, periodically interacts with the student representatives.

Member:

- (a) Dr. D. Lekha (b) Mrs. B.S. Rakhi
(c) Dr. S. Umadevi (d) Dr. B. Sajeetha
(e) Mr. R. Rajagopal (f) Dr. G. Sumathy
(g) Adv. T.P. Bindhu (h) Dr. K.R. Shobha

C. Internal Quality Assurance Cell (A post - accredited quality sustenance measure)

Works towards developing a system for conscious, consistent and catalytic improvements in the performance of the institution.

- | | |
|-------------------------|------------------------|
| Dr. K.V. Jayashree | - Chairperson |
| Dr. K.E. Padmam | - Dept. of English |
| Dr. D. Lekha | - Dept. of History |
| Dr. K.R. Jayasree | - Dept. of Mathematics |
| Dr. I.S. Prameelakumari | - Dept. of Physics |
| Dr. M. Suma | - Dept. of Botany |

Dr. Smitha Nair	- Dept. of Chemistry
Mrs. V.R. Anjana	- Dept. of Zoology
Dr. V. Soniya	- Dept. of Commerce
Dr. S.R. Sudhambika	- Librarian
Dr. S. Chandralekha	- Management Representative
Dr. Umayoru Bhagan	- Academician
Dr. V. Sree Devi	- Industrialist
Dr. K. Meena	- (IQAC) Co-ordinator

d. Legal Aid Cell

Guides the students in matters related to law and justice.

Member:

- (a) Dr. P.R. Jayaprabha (b) Mrs. T.P. Bindhu

e. Career Guidance and Placement Cell

Facilitates placement of outgoing students by arranging coaching for competitive examinations and sessions for personality development.

Member:

- (a) Dr. S.R. Sudhambika (b) Dr. P. Leelamoni

f. Students Counselling Cell

Undertakes to equip the students with confidence to face examinations, harassments and all challenges of life.

Member:

- (a) Dr. R. Radha (b) Dr. T. Anitha
(c) Mrs. V.R. Anjana (d) Dr. N.U. Lekshmi
(e) Dr. L. Dhowmya (f) Dr. Sreeya . G. Nair

g. Data Cell

Monitors and documents all the activities carried out in the campus.

Member:

- (a) Dr. Anand Lali Seena (b) Dr. R. Janatha Kumari

Associations

College Union

The College Union Members - Chairperson, Secretary and Fine Arts Club Secretary are elected every year. The Union initiates the college events with the guidance of the Principal and the faculty members.

Miss. Bhavana, III Physics	- Chairperson
Miss. Chitra K.S., III B.A.Lit.	- Vice - Chairperson
Miss. S.Meena, III Maths	- Secretary
Miss. Lekshmi Vijay, III B.A.Lit.	- Joint Secretary
Miss. Gowri S.L., III Chemistry	- Joint Secretary
Miss. Sharadhamony, III Chemistry	- Fine Arts Club Secretary
Miss. G.M. Sreethu, III Physics	- Fine Arts Club Joint Secretary
Miss. S. Krishnendhu, III Maths	- Fine Arts Club Joint Secretary
Miss. Archana B. Nair, III B.A.Lit.	- Fine Arts Club Joint Secretary

Parent Teacher Association

Functions with the primary objective of establishing a rapport between parents and faculty and ensuring their support in the effective functioning of the institution.

Dr. K.V. Jayashree	- President
Dr. P.R.Jayaprabha	- Vice - President
Mr. S. Suraj	- Secretary
Dr. D. Lekha	- Joint Secretary
Dr. M. Suma	- Treasurer
Mrs. R.Binu	- Exe. Committee Member
Mr. G.S. Vijayakumar	- "
Mrs. N. Bushra	- "
Mrs. Sherifa Beevi	- "
Mr. S. Iyyappan	- "
Mrs. Stella	- "
Mrs. P.S. Kumari Priya	- "
Mr. Abu Gomar	- "
Mr. S. John Rose	- "
Mrs. V. Rajeswari	- "

Alumnae Association

Maintains the linkage with the outgone students by inviting them for a 'home coming' Alumnae meet and renew the sweet memories of their almamater.

Member:

(a) Dr. B.M. Myla

(b) Mrs. C. Lakshmi Prasad

9. National Service Scheme

A seven-day camp is conducted every year towards rural upliftment. Participation of the N.S.S. volunteers in awareness campaigns entrenches the ideals of good citizenship.

Programme Officers:

- (a) Dr. M.Suma (b) Dr. N.U. Lekshmi
(c) Dr. Anand Lali Seena

10. Tutorial System

The college implements tutorial system to monitor the academic progress and the overall behaviour of the students. A batch of 15-20 students are taken special care of by the deputed teacher in the tutorial hour on every Wednesday.

11. Remedial System

Remedial system is a part of quality sustenance mechanism. Every Friday, one hour special coaching, is given to slow learners and 'Reappear' (RA) category of students.

12. Internal Evaluative Pattern

A student's academic performance is evaluated on the basis of the internal score for 25 marks and external score for 75 marks. In the process of preparing the consolidated internal scores, three monthly tests per semester are conducted. The average of the better two for 20 marks is merged with the assignment for 5 marks.

13. Medical Inspection

Every year medical inspection is administered to the first year UG and PG students and a health report is issued.

14. Scholarships

I. Backward Class Scholarships

Eligibility:

- i. Pass in the Higher Secondary Examination in the first or Second attempt.
- ii. Community Certificate

II. Indira Gandhi single girl child scholarship for P.G. Student

- III. *Most Backward Class Scholarships*
Eligibility: i. No Income Limit
ii. Community Certificate to be produced.
- IV. *Minority Welfare Scholarship for Christian & Muslim Students*
- V. *Govt. of India Ministry of Labour Scholarship for Wards of Beedi Workers*
- VI. *Adhoc Merit Grant*
Eligibility:
i. Only for SC / ST converted students
ii. 60% and above marks obtained in Higher Secondary in the first attempt.
- VII. *Govt. of India Scholarship for Physically Handicapped and Blind Welfare Scholarship*
- VIII. *Adhi Dravida Scholarship for the Hindu Scheduled Caste / Tribal Students. Income limit is Rs. 2,50,000 per annum.*
- IX. (i) M.S. University Merit Scholarship
(ii) National Merit Scholarship
- X. *Tamil medium students Incentive Cash Rs. 900/-*
- XI. *Tamil Nadu Educational Trust Fund, Kanniyakumari District.*
i. Those who have scored the highest marks in plus two examination.
ii. Parents' Annual Income not to exceed Rs. 12,000/-
iii. Scholarship if any received already should not exceed Rs. 500/- per annum.
iv. Only under graduate students are eligible to get scholarships irrespective of caste and community.
- XII. *Freedom Fighter's Scholarship*
i. Students whose parents have participated in the emancipation of India and have undergone a minimum of three months imprisonment are eligible for the award of the scholarship scheme besides fee concessions for their studies in colleges and professional courses of studies. Post graduate students are not eligible for this scholarship.
ii. Parental income not to exceed Rs. 12,000/-
- XIII. *Scholarship for the children of Defence service personnel*
Children of dependents of service personnel and

Ex-Servicemen are awarded scholarships and fee concessions.

Eligibility:

- i. Should have scored 50% and above in the last examination attended.

XIV. K.P. Narayanan Nair Memorial Free Education Scheme for three economically deserving linguistic minority students.

XV. E.V.R. Nagammair Scholarship for P.G. Students
Income limit Rs.60,000/-.

XVI. Uzhavar Pathukappu Nala Thittam

TEACHING STAFF

Name	Designation	Tel. No.
Principal		
Dr. K.V. Jayashree		9443693407
Department of Tamil		
1. Dr. L. Kumari Krishna Veni, M.A., M.A.(Reg & Phil), B.Ed., M.Phil. Ph.D. (HOD)		7598373908
	Asst. Prof.	9943430916
2. Dr. A.K. Viji, M.A., M.Phil. Ph.D.	"	9790510194
3. Dr. B.M. Myla, M.A., M.Phil. Ph.D., PGDCA	"	7418540701
4. Dr. T.R. Udaya Kumari, M.A., M.Phil. Ph.D.	"	9446703365
Department of Malayalam		
5. Dr. M.B. Rose Rani, M.A., B.Ed., Ph.D	Asso. Prof.	0471-2310285 9446509886
Department of Hindi		
6. Mrs. P.S. Maya Devi, M.A., M.Phil.	Asso. Prof.	0471-2334914 09446559227
Department of English		
7. Dr. K.E. Padmam, M.A., M.Phil., Ph.D., (HOD)	Asso. Prof.	04652-232645 9487449546
8. Dr. A.R. Savitha, M.A., M.Phil.	Asst. Prof.	9442646410

9. Dr. R. Janatha Kumari, M.A., M.Ed., M.Phil. Ph.D	„	04651 -273356 9442284533
10. Mrs. Deepa Nair, M.A., M.Phil.	„	0471- 2450340 9495650340
11. Dr. Sheeba S. Nair, M.A., M.Phil. Ph.D	„	04652-227167 8428636304
12. Dr. N.U. Lekshmi, M.A., M.Ed.,	Asst. Prof.	0471- 2556728 9489120474
13. Mrs. C. Lakshmi Prasad, M.A., M.Phil.	„	9487935900
14. Mrs. J.S. Divyasree, M.A., B.Ed.	„	9497850593
15. Dr. L. Dhowmya, M.A., M.Phil., Ph.D.,	„	9790539825
16. Dr. B. Sajeetha, M.A., M.Phil., Ph.D.,	„	04652-274879 9443899289
17. Mrs. Deepthi Chandran, M.A., M.Ed.,	„	09895670009 9677434446
18. Dr. S.Sreelatha M.A., M.Phil., Ph.D	„	9486186449

Department of History

19. Dr. D. Lekha, M.A., B.Ed., M.Phil., Ph.D	(HOD) Asso. Prof.	94423 04224
20. Dr. T. Anitha, M.A., B.Ed., M.Phil., Ph.D	Asst. Prof.	04652-260036 9487112614
21. Dr. Anand Lali Seena, M.A., B.Ed., M.Phil., Ph.D	„	9487488182
22. Dr. P. Leelamoni, M.A., M.Phil., Ph.D	„	8098328930
23. Dr. V. Karthik Nisha, M.A., M.Phil., Ph.D	„	9442459005
24. Dr. P. Pravitha, M.A., B.Ed., M.Phil., Ph.D	„	9626804901
25. Dr. S.Prathika, M.A., Ph.D	„	9659826942

Department of Mathematics

26. Dr. K.R.Jayasree, M.Sc., M.Phil., PGDCA, Ph.D	(HOD) Asso. Prof.	04652-221396 9443108308
27. Dr. S.S. Sandya, M.Sc., M.Phil., PGDCA Ph.D	Asst. Prof.	94876 90965
28. Dr. K.R. Sobha, M.Sc., B.Ed., M.Phil., Ph.D	„	9487293981

29. Dr. G. Sumathy, M.Sc., M.Phil., Ph.D., Asst. Prof. 9443607828
04651-250582

Department of Physics

30. Dr. I.S. Prameelakumari, M.Sc., M.Phil., B.Ed., Ph.D. (HOD) Asso. Prof. 04652-220688
9442260688
31. Mrs. R.G. Ajitha, M.Sc. " 0471-2437255
32. Dr. C.S. Jayasree, M.Sc., M.Phil., B.Ed. Ph.D. " 9445103068
33. Dr. M.R.Meera, M.Sc., M.Ed., M.Phil.(Phy), M.Phil.(Edn) Ph.D. Asst. Prof. 9443692523

Department of Zoology

34. Dr. K.V. Jayasree, M.Sc., M.Phil., Ph.D. Asso. Prof. 04651 - 251407
94436 93407
35. Mrs. V.R. Anjana, M.Sc., M.Phil., (HOD) Asst. Prof. 04652-229773
94880 73939
36. Dr. Sreeya G Nair, M.Sc., B.Ed., M.Phil., Ph.D., " 9487904583
37. Mrs. Y.C. Viji, M.Sc., M.Phil., " 9442561217
38. Dr. R. Radha, M.Sc., B.Ed., M.Phil., Ph.D., " 9940828438

Department of Botany

39. Dr. M. Suma, M.Sc., B.Ed., M. Phil., Ph.D. (HOD) Asst. Prof. 9489751804
40. Dr. S. Umadevi, M.Sc., B.Ed., M.Phil., Ph.D. " 9095740592
41. Mrs. B.S. Rakhi, M.Sc., " 9074722067
42. Mrs. S. Divyasree, M.Sc. " 9495350006

Department of Chemistry

43. Dr. Smitha Nair, M.Sc., Ph.D. (HOD) Asst. Prof. 0471-2439374
9946321377
44. Mrs. B. Prathibha, M.Sc., " 7598334472

Department of Commerce

45. Dr. P. R. Jayaprabha, M.Com., M.Phil. Ph.D. (HOD) " 04652 - 228681
9486941311
46. Dr. V. Soniya, B.Ed., M.Com., M.Phil., MBA, Ph.D. " 9443134323

Department of Economics

47. Dr. J. Prasanna Kumari, M.A., M.Phil. B.Ed., Ph.D. Asst. Prof. 94421 85524

Librarian

48. Dr. S.R. Sudhambika, M.Sc., MLISc., M.Phil, Ph.D. 9789120875

Physical Directress

49. Dr. R.B. Akhila, M.A., M.PEd., Ph.D 8921937136

Teaching Staff **(Self - Financed Courses)**

Pre- Doctoral and UG Department of English

50. Dr. A. Geetha, M.A., B.Ed., M.Phil., Ph.D	Asso. Prof. & Head	09495630739
51. Ms. V.P. Prasaja, M.A., B.Ed., M.Phil.,	"	09746730500
52. Ms. Sruthy S. Kumar, M.A., M.Phil.,	"	9633088941
53. Ms. J. Sreethi Krishna M.A., M.Phil.,	"	8903886721

Pre-Doctoral, PG and UG Department of Commerce

54. Dr. K. Meena, M.Com., M.Phil., Ph.D.	Asso. Prof. & Head	9994880053
55. Mrs. R. Mahima Devi, M.Com., M.Phil.	Asso. Prof.	8903042238
56. Dr. U. Velammal M.Com., M.Phil.,	Asst. Prof.	9442004909
57. Dr. S. Srimathy M.Com., M.Phil., Ph.D.	"	9486508441
58. Dr. T.S. Archana, M.Com., M.Phil.,	"	09442074705
59. Dr. R.R. Preethi, M.Com., M.Phil., Ph.D	"	9442617322
60. Dr. R.S. Divya, M.Com., M.Phil., Ph.D	"	8220464303
61. Tmt. R. Vasanthi, M.Com., M.Phil.,	"	
62. Tmt. T.P.Bindhu, B.A., LLB.	"	9840586038

PG Department of Mathematics

63. Dr. A. Suryakala, M.Sc., M.Phil., B.Ed., Ph.D	Asso. Prof. & Head	9442306007
64. Dr. S.D. Deepa M.Sc., M.Phil., Ph.D.	Asst. Prof.	8870294367
65. Tmt. I. Rajeswari, M.Sc., B.Ed., M.Phil., PGDCA	„	8220611292

Department of Business Administration

66. Ms. S. Pon Prathisha, MBA., NET	Asst. Prof.	9445927844
67. Miss. Suma Ganesan, MBA., M.Phil.	„	9715247098
68. Dr. R. Francis M.Com., M.Phil., Ph.D.	„	7598131709
69. Dr. R. Sree Devi, MBA., Ph.D.	„	8925363369

Department of Chemistry

70. Dr. M.R. Sudharsana Kumar, M.Sc., M.Phil., Ph.D	Asso. Prof.	
71. Mr. P. Sutharsanan Nair, M.Sc., M.Phil.,	Asso. Prof.	9447711030
72. Mrs. D. Soniya, M.Sc., M.Phil., SET.	Asst. Prof.	9842222987
73. Mrs. Anusha, M.Sc., M.Phil	Asst. Prof.	07208767183

Teaching Staff - Temporary

1. Dr. Lekshmi P. Nair, M.Sc., B.Ed., M.Phil., Ph.D	- Dept. of Physics	9496101088
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Administrative Staff

1. Mrs. S. Kumari Sreekala,	Supdt.	8760686989
2. Mrs. P. Geetha,	Spl.Gr.Steno.Typist.	9487187961
3. Mrs. K. Bhagavathi Ammai,	Asst.	9486662201
4. Mrs. T. Asha Latha,	Asst.	9442702540
5. Mr. G.S. Vijayakumar,	Jr. Asst.	9488883949
6. Mrs. P.R. Bindhu Lekha,	Herbarium keeper	9037667962
7. Mrs. M.V. Jayalekshmi,	Lab. Asst.	8891953040
8. Mrs. S. Premakumari,	Lab. Asst.	9442438496
9. Mrs. S. Sreekumari,	Museum Keeper	9447141520
10. Mrs. R.S. Bijukumari,	Lab. Asst.	9442381885
11. Mrs. Krishna Priya G.K.	Typist	9003720814
12. Mrs. S. Sandhya Devi	Lab. Asst.	9751538026
13. Mr. C. Monikandan	Water man	9442045735
14. Mrs. N. Vanitha	Lab. Asst.	8300186363
15. Mrs. K.S. Rashmi	Lab. Asst.	7598335179
16. Mrs. S. Meera Sankar	Lab. Asst.	8754815382
17. Mrs. M.R. Ajithakumari	Jr. Asst.	9487165904
18. Mr. G.S. Rajeev	Jr. Asst.	9495292212
19. Ms. K.M. Revathy	Typist	8270241075
20. Ms. B. Dhanu Sree	Office Asst.	7708665937
21. Mr. G.R. Ragesh Kamal	Office Asst.	7909105858

Administrative Staff - Self-Financed

1. Mrs. K.V. Hemalatha	04651-258609
	7598016468
	9789214120
2. Mrs. Archana V.S.	9384711723
3. Mrs. A.S. Sruthi	9840554910

Academic Calendar 2019 - 20

Date	June 19	July 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	April 20	May 20
1				Sunday		University Examinations	Sunday	New year		Sunday		University Examinations
2	Sunday			Vinayagar chaturthi	Gandhi Jeyanthi			Mannam	Sunday			
3												
4			Sunday		Wild life week celebration							
5								Sunday			Sunday	
6					Sunday						Mahaveer Jeyanthi	
7		Sunday			Saraswathi Pooja						III Internal	
8				Sunday	Vijaya dhasami		Sunday			Sunday Women's Day		
9	Sunday								Sunday		III Internal	
10				Moharam							Good Friday	
11			Sunday	Onam	III Internal						Saturday	
12			Bagreeth					Sunday			Sunday	
13			International Youth day		Sunday			Road safety				
14		Sunday										
15			Independence day Celebration	Sunday			Sunday			Sunday		
16	Sunday								Sunday			
17												
18			Sunday									
19								Sunday			Sunday	
20					Sunday							
21	International Yoga Day	Sunday										
22				Sunday			Sunday	I Internal		Sunday		
23	Sunday		Gohulastamy						Sunday			
24			Saturday						II Internal			
25			Sunday		Deepavazhi		X-mas	Voters Day		Mannam		
26	Anti Drug Day	I Internal						Sunday Re-public day			Sunday	
27			II Internal		Sunday							
28		Sunday										
29				Sunday			Sunday			Sunday		
30	Sunday											
31												