



# **VIVEKANANDHA**

## **INSTITUTE OF INFORMATION AND MANAGEMENT STUDIES**

An ISO 9001: 2015 Certified Institution,  
(Approved by AICTE, New Delhi),  
Permanently Affiliated to Anna University, Chennai),  
Elayampalayam-637 205. Tiruchengode,  
Namakkal District. Tamil Nadu.

### **ACADEMIC CALENDAR 2024-2025**

PhoneNo.: +91 94433 16537

Website : [www.vivekanandha.ac.in](http://www.vivekanandha.ac.in)

[www.viims.ac.in](http://www.viims.ac.in)

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**Department of MCA**

## **VIVEKANANDHA EDUCATIONAL INSTITUTIONS**

Vivekanandha Educational Institutions is run by Angammal Educational Trust with 25 colleges of various disciplines under its service-fold. “Vidhya Rathna”, **Prof. Dr. M. KARUNANITHI**, B.Pharm., M.S., Ph.D., D.Litt., established the trust in the year 1987 motivated by the ideals of service with the focus on promoting technical and professional education for women. Around **23,000** women students of rural as well as urban background from all over India have been provided with ample opportunities to pursue quality education in various streams. Vivekanandha Group of Institutions are providing safe and secure learning atmosphere to women.



### **Our Founder's Vision**

**“The hand that rocks the cradle should rule the world”**

**TRUSTEES**

‘Vidhya Rathna’  
Prof.Dr.M.Karunanithi, B.Pharm., M.S., Ph.D., D.Litt.,  
Chairman & Secretary

Tmt. Krishnaveni Karunanithi, M.A.,  
Managing Director

Dr.K.Krupanidhi, M.D., (Emergency Medicine)  
Vice – Chairman

Dr.J.Arthanareeswaran, M.D., (General Medicine)  
Joint Managing Director

Dr.K.Sree Raaganidhi Arthanareeswaran, M.S.,(Ophthal)  
Joint Secretary

Dr.K.B.Nivethana Krupanidhi, M.S., (OG)  
Director

### **EXECUTIVES**

Prof.Dr.S.Kuppuswami, B.E., M.Sc. Engg., Dr. Ing (Ph.D. in Engg.)  
Executive Director

Mr.M.Chokkalingam, M.Sc., B.Ed.,  
Chief Executive

Prof.Dr.R.Balagurunathan, M.Sc., M.Phil., Ph.D., D.Sc.,  
Director - Research

Dr.V.Kumaravel, Ph.D.,(SM), Ph.D.,(KM)  
Director - Skill Development & Corporate Relations

Mr.K.J.Soundappan, M.Pharm.,  
Admission Executive

Mr.M.Saravanan, M.Sc., M.Phil, M.B.A.,  
Placement Executive

## **VIIMS**

VIIMS, a part of Vivekananda Educational Institutions established in 2002 offers full time MBA/MCA programme, approved by AICTE – New Delhi, permanently affiliated to Anna University and is an ISO 9001:2015 Certified Institution. The objective of the institution is to impart quality management and computer applications education to women students to become competent managers and Technocrats. It persistently seeks and adopts innovative methods to improve the quality of higher education on a consistent basis. The holistic approach of “college to corporate” enhances the students potential with confidence to face the ever changing technology and business realities in Indian and global environment.

## **VISION**

“Continuously engage in providing Management and Technical Education to Empower Women to be Economically Independent and Socially Responsive”

## **MISSION**

We at VIIMS,

- are committed towards empowering rural women students by providing quality higher education to the aspirants in the field of Management and Computer Applications and thereby contributing to their economic independence.
- Apply appropriate Learning Methods with Modern Tools and Techniques to Groom Students into Technically Competent and Ethically Strong, Quality Professionals.
- To be recognized as a Centre of Excellence for Research, Innovation, Entrepreneurship and disseminating knowledge by providing inspirational learning to produce professional leaders for serving the society

## **QUALITY POLICY**

- All-round quality is assured through technology-driven professional education.

- Academic quality is assured through effective teaching-learning methodology and experiential learning with Industry participation, based on continuous critical self-appraisal.
- Traits of Critical Analysis, Creative Thinking & Communication Skills are inculcated among students for producing well-groomed professional leaders, multifaceted with national values and the spirit of human emancipation.
- Welfare and professional growth of the faculty & employees is ensured by providing strong support and opportunities for their self-development, promoting commitment and willing participation.

### **INSTITUTIONAL OBJECTIVES**

- ◆ To excel as a premier B-School in Tamilnadu.
- ◆ To provide an educational experience that groom the students to be an expert in the respective field.
- ◆ To provide consistent number of rank holders in Anna University Examinations.
- ◆ To introduce more number of skill development programs to enhance the employability skills of students.
- ◆ To ensure good placement track record every year.
- ◆ To enroll maximum number of alumni in the alumni forum and to conduct meets periodically.
- ◆ To increase the number of MOUs with Industries / Academic and Research institutions.
- ◆ To encourage faculty participation in Faculty Development Programs to

upgrade their knowledge.

◆To encourage the students to enroll for online certification courses through NPTEL / IIT Bombay / SWAYAM / MOOCS etc.,

◆To mandate every student to be a part of Sports, Clubs, Yoga and in other departmental activities.

◆To equip the Library with recent editions of books and journals for all the departments.

### **SALIENT FEATURES OF VIIMS**

1. Well-furnished classrooms with smart board.
2. Well-equipped Air-conditioned computer labs with software of latest version and language labs.
3. Special coaching classes for Banking and Competitive exams like IBPS, UPSC, TNPSC etc.,
4. Digital library with a collection of 10,944 Titles and 21,888 Volumes, 12 National and 12 International journals and Online Journals like DELNET, N-LIST, EPSCO, etc.
  5. Remedial teaching, special coaching and one to one counseling for weak students by experts.
  6. International Conference / HR Conclave / Trade fair events to exhibit the students talents.
  7. Scholarships for meritorious, sports champions, parentless and physically challenged students  
through the Vivekananda Merit Scholarship Exam (VIMS) conducted every year.
8. Placement assistance through centralized placement cell.
9. Mentor – Mentee System to ensure personalize care for the students.
10. Skill Development Center to enhance employability skills by providing value

added courses and distance education courses.

11. Comfortable, spacious, well –furnished hostel with hygienically served vegetarian and non vegetarian food.
12. 24 hours medical assistance provided by the Multi - Specialty Hospital of our sister concern (Vivekananda Medical Care Hospital).
13. Yoga, Driving, Typewriting, Tailoring and Dance classes handled by experts within the campus.
14. Penta Fest celebrations (Cultural Day, Sports Day, College Day, Achiever's Day).
15. Proficiency awards for the students who excel in Curricular, Co-curricular & Extra-Curricular Activities.
16. Purified Mineral water unit is installed for the supply of drinking water to the college and the hostel round the clock.

#### **STATUTORY COMMITTEES**

1. Governing Council
2. Planning and Monitoring Committee
3. Discipline and Welfare Committee
4. Grievance Redressal Committee

#### **NON – STATUTORY COMMITTEES**

<b>S.No.</b>	<b>Committee</b>	<b>S.No.</b>	<b>Committee</b>
1	The Planning and Evaluation Committee	12	Academic Audit Committee
2	Green Campus Committee	13	SC / ST Welfare Committee
3	Monitoring Committee ( Code of Conduct)	14	OBC Welfare Committee
4	Anti-Ragging Committee	15	Minority Committee
5	Admission Committee	16	Research Advisory Committee
6	Library Committee	17	Ethics Committee

7	Student Welfare Committee	18	Cyber Security Committee
8	Anti-Ragging Squad	19	Hostel Committee
9	Anti-Drug Committee	20	Sports Committee
10	Internal Complaints Committee	21	Purchase Committee
11	Extra-Curricular Activities Committee	22	Road Safety Committee

### EXTENSION ACTIVITIES CELL

S.No.	Cell	S.No.	Cell
1.	National Service Scheme (NSS)	3.	Youth Red Cross (YRC)
2.	Red Ribbon Club (RRC)	4.	National Cadet Corps(NCC)

### KEY CONTACTS

<b>Designation</b>	<b>Name</b>	<b>Mobile No. &amp; e-mail</b>
Director	Dr.V.Mohanasundaram	9443316537 directorviims@vivekanandha.ac.in
NAAC Coordinator	Dr.R.Miyal Vaganan	8825827340 naacviims@vivekanandha.ac.in
IQAC Coordinator	Dr.R.Florence Bharathi	9840958615 iqacviims@vivekanandha.ac.in
HOD/MCA	Mrs.S.Senthamarai Selvi	9843635530 hodmcaviims@vivekanandha.ac.in
Placement Coordinator	Mr.C.Ganesh	9842550727 placementviims@vivekanandha.ac.in
Exam Cell	Mr.A.Haja Mydeen	7845400448 examcellviims@vivekanandha.ac.in
Physical Director	Ms.M.Selvi	9788906910 pdviims@vivekanandha.ac.in
Hostel Warden	Ms.P.Jayalakshmi	9443316507
Director/SDC	Dr.V.Kumaravel	9443316521 hrdvsdc2023@gmail.com



Admission Office	9443734670 admission@vivekanandha.ac.in
Office	9443316537 officeviims@vivekanandha.ac.in
Transport Office	9443774919 vivekanandhatransport@gmail.com

**VIVEKANANDHA  
INSTITUTE OF INFORMATION AND MANAGEMENT STUDIES  
PROGRAMMES OFFERED**

S. No.	PROGRAMMES		Duration
PG			
1	MBA	Master of Business Administration	2 Years
2	MCA	Master of Computer Application	2 Years
Electives Offered – MBA (Dual Specialization)			
1.	MBA	Human Resource Management	
2.		Financial Management	
3.		Marketing Management	
4.		Business Analytics	
5.		Operations Management	

**ELIGIBILITY**

S. No.	Courses	Qualification
1	MBA	Any Degree
2	MCA	Any Degree with atleast one Mathematics subject either in SSLC / H.Sc / UG

## **PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT (IA)**

### **Theory Courses:**

Two Assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced to 40 marks and rounded to the nearest integer (This also implies equal weightage to all the two assessments).

<b>Assessment I (100 Marks)</b>		<b>Assessment II (100 Marks)</b>		<b>Total Internal Marks Assessment</b>
Assignment	Written Test	Assignment	Written Test	
40	60	40	60	200*

\*200 Marks is to be converted into 40 Marks for Internal Assessment.

Two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Assignment (such as case study/seminar/mini project/online certificate courses) and Written Test with each having a weightage of 40% and 60% respectively. The tests are in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

### **Laboratory Courses:**

The maximum marks for Internal Assessment shall be 60 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 60 are as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

## GRADE SHEET

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the candidate has studied.
- The list of courses enrolled during the semester and the grades scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

Where

$C_i$  is the number of credits assigned to the course

$GP_i$  is the Grade point corresponding to the grade obtained for each Course

$n$  is number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

## AWARD OF LETTER GRADES

The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
RA (Re-appearance)	0
SA (Shortage of Attendance)	0
W (Withdrawal)	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”, “C”.

‘SA’ denotes shortage of attendance and hence prevention from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

‘RA’ denotes that the student has failed to pass in that course. ‘W’ denotes **withdrawal** from the examination of the particular course. The grades RA and W will figure both in Grade Sheet as well as in Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations.

## MEMORANDUM OF UNDERSTANDING

Vivekanandha Institute of Information and Management Studies consistently endeavors to integrate industrial practices with academic curriculum under the guiding principle that covers the institutional objective - 'Industry Relevance and Collaboration'. This MOU encompasses a broad range of collaborative opportunities for both students and faculty members of the institution. It facilitates various initiatives such as collaborative research projects, faculty exchange programs, student internships, faculty training sessions, joint conferences, workshops, and industrial visits. Vivekanandha Institute of Information and Management Studies (VIIMS) aims to enhance its educational standards, encourage innovation, and cultivate a culture of continuous learning and development through these strategic partnerships.

<b>S. No.</b>	<b>Name of the Organization/Institution/Industry</b>
1	Nithra Apps India Private Ltd, Tiruchengode
2	YUKKE, Chennai
3	Vivekanandha Medical Care Hospital, Tiruchengode
4	Inovatrik Technologies Private Ltd, Bengaluru
5	Ageas Federal Life Insurance Company Ltd, Coimbatore
6	Betamonks &Yukke global ventures, Chennai
7	Hackwit Technology Pvt Ltd, Chennai
8	Digilabs, (Star Systems), Chennai
9	M.S. University, Tirunelveli
10	CII (Confederation of Indian Industry), Chennai
11	Aadara Educational welfare society, Chennai
12	Bharathidhasan University, Trichy
13	MSME, Chennai
14	Skill Point Learning Services, Erode
15	CVESD, Chennai

## **BEYOND CURRICULUM**

VIIMS offers several courses in addition to the regular curriculum for providing essential knowledge that every student should be familiar with by the time they complete their degree. The courses offered include:

- Value-Added Courses(VAC)
- Add-on Courses
- Online Certifications
- Courses in Cyber Security
- Universal Human Values
- Human Rights
- Women Empowerment
- Physical Education
- Health and Hygiene
- Ethics
- Artificial Intelligence in Everyday Life
- Aptitude Skills
- Vocational Skill Courses
- Distance Education Programme

## **RESEARCH & DEVELOPMENT CELL**

Our Research & Development Cell is committed

- To encourage and support our faculty and students in publishing articles in reputed journals and getting grants from funding agencies.
- To establish incubation centre and incorporate effective research culture in the Institutions.
- To encourage our faculty and students to apply for Intellectual Property Rights.

## **CERTIFICATE OF MERIT**

Certificate of merit will be awarded for the rank holders based on their performance in the Anna University Exams.

## **BEST OUTGOING STUDENT AWARD**

An award for the best outgoing student is instituted for each course and students are selected based on their overall performance in academics, co-curricular and extracurricular activities.

## **SCHOLARSHIPS & CONCESSIONS**

1. Vivekanandha Merit Scholarship
2. Mark Cut off Concession
3. Single Parent (Fatherless Child) Concession
4. BC/MBC Welfare Scholarship
5. SC/ST Scholarship

## **VIVEKANANDHA SKILL DEVELOPMENT CENTRE**

Education is a cornerstone for driving both individual and National Socio-economic growth. However, higher education institutions in India often face challenges in delivering skill-centric education that aligns with the evolving needs of industries and society globally. To address these challenges, Vivekanandha Educational Institutions for Women has established the Centre for Skill Development in collaboration with esteemed academic and industrial partners. The Centre partners with various training organizations, including the MSME Technology Development Centre, Tamil Nadu Apex Skill Development Centers for Logistics, Manonmaniam Sundaranar University, IECD of Bharathidasan University, Learnet Skill Ltd ,National Council of Vocational and Research Training, and the Council of Vocational Education and Skill Development. Its industry partners include Indian Healthcare BPO, IMCI Indian Medical Coding Academy, Veranda Race Academy, Vetri IAS Study Circle, C Cube Technologies, Acemanbas Edutech Solution Pvt. Ltd, Xplore IT Corp Training, Space Zone India, Zorg Corp ,New French Academy ,Hackwit Technologies Pvt Ltd, Skill Point Learning Services, Arise Academy, and Oxford Academy. These collaborations provide students with practical, industry-relevant training, effectively preparing them for successful careers.

Vivekanandha Skill Development Centre is dedicated to raise the skill Levels of its students to international standards through extensive industry engagement and customized skill development courses designed to enhance employability. The Centre offers a diverse range of courses including:

S.No.	Course	S.No.	Course
1	MS Office	16	Desktop Publishing
2	Foundation English	17	Artificial Intelligence with Python
3	SPSS	18	Block Chain & Crypto Currency
4	Aari Work and Hand Embroidery	19	Design Thinking
5	Silambam & Karate	20	Android App Development
6	Fine Arts and Craft	21	Natural Language Processing
7	Yoga for Human Excellence	22	Amazon Web Services
8	Spoken Hindi	23	Augmented Reality & Virtual Reality
9	Beautician	24	Scripting Language
10	Tally with GST	25	Internet of Things (IOT)
11	Photoshop & Coral Draw	26	Japanese Language
12	Robotics	27	Basic Life Support (BLS)
13	Photography & Editing	28	Medical Coding
14	Computer Graphics and Animation	29	Advanced Cardiovascular Life Support (ACLS)
15	Data Science with Python	30	NET / CSIR / GATE / CAT Preparation

Over the past seven years, the Centre has successfully organized more than 125 skill development courses, benefiting approximately 16,250 students. This achievement underscores the institution's commitment for equipping students with diverse skills, preparing them for success in today's rapidly evolving global and scope.

#### **TRAINING & PLACEMENT CELL**

VIIMS has a well-organized placement cell. The goal of training and placement cell is to provide employment opportunities and world class training to the students of VIIMS in leading organizations. The college is confident in providing a cutting-edge training to the students at all times during their course work. VIIMS is proud of 100% placement record in the most leading companies like ICICI Bank, Reliance Communications, TCS, CTS, WIPRO, HCL, HP, HDFC Bank and still counting on and the most importantly, it works in support of students giving them directions and resources to acquire the necessary skills to attain their dream jobs. The Placement Cell offers practical and informative sessions in Quantitative Ability, Logical Reasoning, Verbal Ability, Just-a-minute presentations, Group Discussions, Interview Skills, Communication Skills, Personality Development, and Motivational Lectures. Special emphasis is placed on developing communication skills from the grassroots level through proficient trainers. By continually analyzing evolving trends in campus recruitment, the Placement Cell crafts a comprehensive training program and effective materials for Final year students. Its ultimate goal is to ensure that every student secures a position in a reputed multinational company.

#### **LIBRARY**

The institute's library access as key element of intellectual thinking, offering a wide range of cognitive resources in the form of hard copy on the pallet racks and soft copy on the library computers. The College has a central library and two departmental libraries. The



central library's collection includes a total of 21888 volumes books, 3451 reference books. To stay updated with the latest developments in the management and computer applications field, the library also subscribes 12 national journals and 12 international journals, 20 magazines and 5 Newspapers. In alliance with the Delnet – software agency our central library offers the e-resources for the readers. The aim of the digital platform is to provide access to all the students for referring various journals in the web. The library has unique system OPAC that functions effectively.

### **ICT ENABLED CLASSROOMS**

The information and Communication Technology (ICT) is designed to enhance the teaching and learning process through the use of digital technologies. By integrating ICT in classroom, students can improve their digital literacy, engage in collaborative learning and access a wide range of educational resources and information. Major elements in ICT enabled classrooms are computers, tablets, interactive white boards, the internet, and specialized software applications, multimedia equipment, flexible seating arrangement, security measures, engaging content and sustainable practices.

### **DEPARTMENT OF PHYSICAL EDUCATION**

Department of Physical education in VIIMS trains the student as individual and group teams for various sports and games in district, zonal, state level. Several students have represented at these levels and have secured various positions in the events. The management provides financial support to the players for participating in these events.

Additionally, the department of physical education annually conducts various games and sports at the intra mural level. Students of all the departments will be segregated into four houses and matches will be conducted between the houses. Cumulative winning points will be computed and overall trophy will be given to the house with highest score points. For staff of VIIMS, both indoor and outdoor games will be conducted. Individual and team events are conducted.

### **TRANSPORT SERVICES**

To ensure the safety and security of women students, the college provides free transport services with 230 buses to all day-scholar students with GPS tracking and speed control devices installed in every bus, covering eight districts: Erode, Salem, Namakkal, Karur, Dindigul, Trichy, Dharmapuri and Tirupur.

The GPS tracking system provides an additional benefit, allowing parents to monitor the bus location and the travel progress of their children. In addition, it provides information about the bus's starting and arrival times, making it convenient for parents to plan pickups accordingly.

During monthly holidays and festival holidays, the college arranges special bus services for hostellers to various districts across Tamil Nadu. These buses provide direct

transport to key locations including Dindigul, Madurai, Rameswaram, Ramanathapuram, and other major districts ensuring convenient and safe travel for students returning home.

### **MEDICAL CARE**

Vivekanandha Medical Care Hospital (VMCH) run by the same trust of the college, a 250 bed specialty hospital providing 24x7 in-patient and out-patient services. The hospital is staffed by specialists in field such as Medicine, Surgery, Orthopedics, Obstetrics & Gynecology and Pediatrics. It is equipped with modern facilities including ICU, Accidents & Emergency ward, Clinical Laboratories and Ambulance services. In addition, hostel is equipped with a health care clinic staffed by medical professionals to address emergencies and provide first aid.

### **BANKING AND ATM SERVICES**

The campus features an on-site branch of Indian Overseas Bank and one ATM operated by City Union Bank. These services are fully computerized and air-conditioned catering to the banking needs of both students and staff. The ATM facilities are particularly convenient for the hostel residents and faculty members.

### **REPROGRAPHIC FACILITY**

A reprographic section is available at the campus, providing students with convenient access to photocopying and other documentation services such as binding, printouts (black and colour), etc.

### **SUGGESTION BOX**

The college has installed suggestion boxes throughout the campus and hostel to facilitate the submission of grievances, concerns or suggestions for institutional improvement. This process fosters an open and secure environment for addressing issues and ensures a conducive atmosphere.

### **CANTEEN AND GENERAL STORES**

The college provides canteen facilities offering a variety of vegetarian and non-vegetarian meals, snacks, beverages, and fresh fruits. Additionally, a centralized department store is available providing students with all necessary stationary items.

## **VIVEKANANDHA – VETRI IAS ACADEMY**

To provide expert guidance for students aspiring to succeed in civil service examinations, the college has established the Vivekanandha – Vetri IAS Academy in collaboration with VETRI IAS STUDY CIRCLE. The Academy offers intensive coaching for the union public service commission (UPSC) exams and the Tamilnadu Public Service Commission (TNPSC) Group I and II exams, covering Preliminary, Mains and Interview Stages. This Academy has played significant role in the success of many candidates in their civil service exam preparation.

### **GYMNASIUM**

The campus gym serves as a comprehensive fitness centre, offering cardiovascular training, strength training, flexibility exercises, yoga and aerobics. The gym is equipped with state-of-the-art fitness equipment, catering to the health and fitness needs of students.

### **BEAUTY SPA**

The college offers a dedicated beauty spa on campus, providing grooming and beauty services exclusively for female students. This on-campus facility provides a convenient and comfortable environment for personal care, ensuring that students, especially those residing in hostels, do not need to leave the campus for these services. The beauty spa is designed to meet the grooming needs to students efficiently, adding to their overall convenience and well-being.

### **TYPEWRITING INSTITUTE**

The College has an exclusive Typewriting Institute within the campus. Students are prepared for certifying in

- English typewriting (Lower & Higher)
- Tamil Typewriting (Lower & Higher)
- Shorthand (English & Tamil)

College helps the interested students to get certified and prepare them for employability.

### **DRIVING SCHOOL**

The college has in-house Driving School which trains the students for two wheeler and four wheeler driving. Students are trained to get driving license. This empowers the girls increases their confidence.

### **TAILORING INSTITUTE**

Tailoring classes are provided within the campus which helps in learning the design making, sewing etc., which becomes a motivation for students who loves to become an entrepreneur. The skill of art in stitching and garment making, cater to the aspiring students.

## **MODERN PRINTING PRESS**

The college operates a modern printing press equipped with the latest printing technology and state-of-the-art production machinery. This facility handles a wide range of printing needs, including publications, magazines, books, notes and packaging for the college and its students.

## **CODE OF CONDUCT**

- The academic day commences at 09:30.am and concludes at 04:00.p.m., with attendance recorded every hour during both morning and afternoon sessions.
- Regular attendance is mandatory, and leave is granted only with prior permission from the class advisor and Head of the Department.
- Leave letters must be authorized by parents for day scholars or by the warden for hostellers, with a medical certificate required for sick leave.
- The students' absence will be reported to the parents every day.
- The college conducts internal assessment tests and model exams for all Classes.
- The progress report will be sent to parents, including university results and attendance records.
- Active participation in all departmental and college-organized functions and seminars is encouraged.
- A strict dress code is enforced to students.
- Students are expected to show respect for teachers by standing when they enter or leave room.
- Students are advised to avoid activities that may disrupt the campus environment.
- Any issues should be reported to the Principal or Management through proper channels.
- Free time should be utilized in the library to enhance academic performance of students.
- Visitors are required to sign in and collect an entry pass at the gate, returning it to the security control room upon leaving.

## **ATTENDANCE REQUIREMENT**

- Students must maintain a minimum of 75% attendance to be eligible for the End semester Examinations.

- Students who secure overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.
- Candidates who could secure less than 65% overall attendance and Candidates who do not satisfy the clauses 1 & 2 will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

### **CODE OF CONDUCT IN HOSTEL**

- Hostel residents are required to follow the general rules provided at the time of admission.
- During attendance time from 8:00 pm to 8:30 pm, students must remain in their rooms.
- All entries and exits from the hostel must be logged in the register, and permission must be obtained from the warden before leaving.
- Visitors are not allowed in students rooms and parents should avoid sending money through courier services

- Hostel Mess Timings

Break Fast	:	07:30.a.m to 09:00.a.m.
Lunch	:	12:45.p.m. to 01:20.p.m.
Evening refreshments	:	04:45.p.m. to 05:45.p.m.
Supper	:	07:30.p.m. to 08:30.p.m.

### **CELEBRATIONS**

VIIMS celebrates all the important commemorative days, festivals and special occasions. Celebrations cover Independence Day, Pooja Day, Day Scholar day, Hosteller Day, Teachers Day, Engineers Day, Pongal Celebrations, Science Expo, Sahana, Trifest, Achievers Day and Graduation Day etc.

### **RAGGING PREVENTION**

Ragging is strictly prohibited within and outside the college campus. Under the Tamil Nadu Prohibition of Ragging Act, 1997, those found guilty of ragging may face imprisonment or up to two years and a fine up to ten thousand rupees. For monitoring the ragging prevention, two committees – anti ragging committee and anti-ragging squad has been framed. Students involved in ragging will be suspended immediately, and those convicted will be dismissed from the institution and barred from admission to any other educational institution.



**ODD SEMESTER INTERNAL & END SEMESTER MARKS EXAM MARK STATEMENT**

S.No	Subject Code	Subject Title	Internal Mark 1		Internal Mark 2		Model Exam (100)	End Semester Exam	Staff Sign
			IAT 1 (60)	Assign 1 (40)	IAT 2 (60)	Assign 2 (40)			
<b>Class Incharge Sign</b>									

**EVEN SEMESTER INTERNAL & END SEMESTER MARKS EXAM MARK STATEMENT**

S.No	Subject Code	Subject Title	Internal Mark 1		Internal Mark 2		Model Exam (100)	End Semester Exam	Staff Sign
			IAT 1 (60)	Assign 1 (40)	IAT 2 (60)	Assign 2 (40)			
<b>Class In charge Sign</b>									

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