



# CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

*Affiliated to the University of Madras and Accredited by NAAC*  
(Under Chevalier T. Thomas Educational Trust)



**Calendar 2017–2018**

## OUR FOUNDERS



### **Chevalier T. Thomas**

*Founder - Chevalier T. Thomas Educational Trust  
Perambur, Chennai 600 011  
&  
St. Mary's Group of Institutions  
Chennai & Kottayam*



### **Mrs. Elizabeth Thomas**

*Founder  
Chevalier T. Thomas Elizabeth College for Women  
Perambur, Chennai 600 011.*



# CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

16, St. Mary's Road, Maryland, Sembium, Chennai 600 011  
Phone : 2537 5753 | Email : cttewc@yahoo.com | www.cttewc.edu.in

## PERSONAL MEMORANDUM

Name .....

Designation / Class ..... Major.....

Address .....

.....

Phone .....



# STUDENT PROFILE

Name:..... Dept.....

Class:.....

Second Language:.....

Date of Birth:.....

Identification Marks:.....

Religion & Community:.....

Father / Guardian's Name:.....

Occupation:.....

Annual Income:.....

Residential Address:.....

.....

.....

.....

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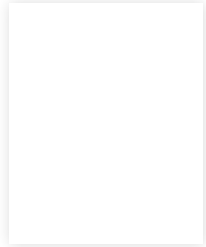
Ph.No.....

Email ID:.....

Mobile No. for SMS service :.....

Signature of Parent

Signature of Student





# CHEVALIER T. THOMAS EDUCATIONAL TRUST

Sembium, Chennai 600 011  
(A Public Charitable Trust - Regd.)

## BOARD OF TRUSTEES

### *Chairman*

**Hon. Justice J. Kanakaraj**

(Retired Judge, Madras High Court)

### *Managing Trustee & Correspondent*

**Thiru L. Palamalai, I.A.S. (Retd)**

### *Other Trustees*

**Mr. T. Sakthidhar**

**Mrs. Leelamma John**

**Mr. E. Murugesan**

### *Ex- Officio Trustees*

**Dr. Hanifa Ghosh**

**Mrs. S. Mary Jerald**

**Mrs. N. Sathya Kumari**



## LORD'S PRAYER

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.  
Forgive us our trespasses,  
as we forgive them that trespass against us and  
lead us not into temptation,  
but deliver us from evil. For thine is the kingdom,  
the power and the glory for ever and ever.  
Amen.



## PSALM:23

THE Lord is my shepherd: I shall not want.

He maketh me to lie down in green pastures; He leadeth me beside the still waters.

He restoreth my soul; He leadeth me in the paths of righteousness for his name's sake.

Yes. Though I walk through the valley of the shadow Of death, I will fear no evil, for thou art with me; Thy rod and Thy staff, they comfort me.

Thou preparest a table before me in the presence Of mine enemies; Thou anointest my head with oil; my cup runneth over

Surely goodness and mercy shall follow me all the days of my life; and I will dwell in the house of the LORD for ever.

## தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரத கண்டமீதில்  
தெக்கணமும் அதிற் சிறந்த திராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்த நருந்திலகமுமே!  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்த பெறுந் தமிழணங்கே!!

தமிழணங்கே!!

உன் சீரிளமைத் திறம் வியந்து செயல் மறந்து வாழ்த்துதுமே!

வாழ்த்துதுமே! வாழ்த்துதுமே!

மனோன்மணியம் பெ. சுந்தரம் பிள்ளை

## NATIONAL INTEGRATION SONG

Sare Jahan Se Acha Hindusthan hamara  
Ham bulbule hai eske, ye gulisthamamara hamara  
Garbath me ho agar ham rahata bi dil vathan me  
Samejeh Vahi hame bhi, dil ho jahan hamara hamara  
Sare Jahan se acha Hindusthan hamara.....  
Paravath vah sabse uncha hamasya Aasaman Ka  
Vah santhari hamara, Vah pashvan hamara  
Sare Jahan se acha Hindusthan hamara  
Majhab nahi sikatha aapas me bair rakhna  
Hindi hai ham, vathan ke, Hindustan hamara  
Sare Jahan se acha Hindusthan hamara...

## PLEDGE TO THE NATION

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 try to be worthy of it.  
 I shall give my parents, teachers and all elders respect.  
 and treat every one with courtesy.  
 To my country and my people I pledge my devotion.  
 In their well-being and prosperity alone lies my happiness.

## NATIONAL ANTHEM

Jana gana Mana adhinayaka jaya he  
 Bharatha Bhagya Vidhata  
 Panjaba Sindhu Gujarata Maratha  
 Dravida Utkala Vanga  
 Vindhya Himachala Yamuna Ganga  
 Utchala Jaladhi tranga  
 Taba Subha name jage  
 Taba Subha asisha mange  
 Gahe taba jaya gatha  
 Jana gana mangala dayaka, jaya he  
 Bharatha Bhagya vidhata  
 Jaya he, Jaya he, Jaya he  
 Jaya Jaya Jaya Jaya he

## **INTRODUCTION**

*“What sculpture is to a block of marble, education is to the soul”*

-Joseph Addison

Chevalier T. Thomas Elizabeth College for Women was established in the year 1985, by Dr. (Mrs.) Elizabeth Thomas thus fulfilling the dream of her husband, the Late Chevalier T. Thomas, Founder of the C.T.T.E. Trust. The college is affiliated to the University of Madras and is committed to the cause of higher education for women. The college strives to inculcate in students a sound Philosophy of life based on faith in God, academic competence and discipline which in turn moulds them into women of character with a high sense of responsibility.

## **ACADEMIC ACHIEVEMENTS**

The College has completed thirty two years of dedicated service in the cause of higher education and has created a niche for itself in the field of education. Our students have consistently fared well in University Exams securing top University Ranks. Pursuit of excellence with sincerity of purpose has been our watch word. Every student who leaves the portals of this institution has been shaped by its high principles.

## **VISION**

Empowering Women through Education, Ethics and Economic Development.

## **MISSION**

To empower women by providing the right academic atmosphere, the best knowledge resources and the opportunity to develop knowledge related and employability skills besides inculcating values rooted in our culture and tradition, secularism and humanitarianism.



## THE COLLEGE EMBLEM

The College Emblem, symbolically represents the ideals and values of the institution. The motto inscribed on the emblem is "God Illumine me." Our faith in God helps dispel the shadows of ignorance and the gloom of sorrow.

Our motto states that God's loving grace is the guiding beacon of our life. In times of despair we turn to Him and He is sure to brighten our path. We shall wait upon the Lord and He shall strengthen our hearts.

The cross on the emblem stands for Christ, for all that He suffered to save sinning humanity. Christ is a personification of love, mercy and sacrifice, ideals which we humans should emulate.

On either side of the cross, there is a candle. Candles are symbolic of selfless sacrifice and divinity. They also represent the light that emanates through sacrifice.

The Holy Bible is a book of knowledge – knowledge of the ways of God and the Messengers He sent. It is an invaluable guide as the Book of Life and describes the ideal path for salvation.

Though the emblem is rooted in Christian values the college upholds and inculcates secular values and ideals; and strives to make them good citizens.

## **COURSES OF STUDY**

The University introduced the CBCS (Choice Based Credit System) in the academic year 2008-2009. Under this system, in all UG courses, a candidate must earn a minimum of 140 credits. PG students must earn a minimum of 90 credits.

The following is the UG course structure.

### **Structure**

Part I : Language :Tamil / Hindi / French (Private Study of languages will not be permitted)

Part II : English

Part III : Core Subject & Allied Subjects

- Part IV : 1. (a) Those who have not studied Tamil upto std.XII and taken a non-Tamil language under Part I shall take compulsory Tamil comprising of two courses (level will be at the 6th std)
- (b) Those who have studied Tamil upto std XII and taken a non-Tamil language under Part I shall take Advanced Tamil comprising of 2 courses
- (c) Others who do not come under a + b can choose Non Major Elective(NME) offered by other departments comprising of 2 courses.
2. Soft skills (Common to UG and PG courses)
- (a) Personality Enrichment
- (b) Foreign Languages : German & French
- (c) Computing Skills
- (d) Essentials of Language and Communication
- (e) Essentials of Spoken & Presentation Skills
- (f) Technical Writing and Presentation
3. Environmental Studies
4. Value Education

Part V : Extension Activities can be NSS/NCC/NCO (Sports, Games) / YRC/ any other service organisation in the college.

### ***UG Courses***

**B.A. English**  
**B.Sc Mathematics**  
**B.Sc Physics**  
**B.Sc Computer Science**  
**B.Sc Chemistry**  
**B.Sc Psychology**  
**BCA**  
**B.Com (General)**  
**B.Com (Corporate Secretaryship)**  
**BBA**  
**B.Com (Accounting & Finance)**

### ***PG Courses***

**M.A. English**  
**M.Com**  
**M.S.W**

### ***Research Courses***

**M.Phil (English)**  
**M.Phil (Commerce)**  
**Ph.D English (Part Time)**

### ***Diploma in E-Publishing***

### ***Certificate Courses***

**International Certification in French**  
**International Certification in German**  
**ED Certificate Courses**

It is mandatory for students to complete at least one certificate course.

***College Working Hours*** : 8.15 a.m to 1.40 p.m

### ***Physical Education / Value Education***

Physical Education, Value Education, NSS and YRC have been made compulsory under Part IV for all Semesters and students must work towards 2 credits.

Every student must undergo the course of physical training prescribed by the College. Any exemption in this regard will be only on medical grounds.

### **Transfer Certificate**

Application for transfer certificate should be accompanied by a fee of ₹100/-. The T.C. and other certificates will be issued within 15 days from the date of requisition. In case T.C. is lost, a police complaint has to be lodged and application for a duplicate T.C. can be done along with the police certificate and a fee of ₹ 500.

- ▶ Under CBCS, 5 marks are allotted for attendance for each paper.
- ▶ The College expects students to have a minimum of 90% attendance.
- ▶ In exceptional cases, students with attendance less than 90% but above 75% will be condoned by the college. Such students may be asked to produce a medical certificate.
- ▶ Students with attendance between 65% and 74% will have to apply for condonation to the University with the fine amount specified by the University.
- ▶ Students with less than 65% attendance cannot appear for their University exams. In extreme cases, they have to repeat the semester.

### **RULES OF CONDUCT AND DISCIPLINE**

- ▶ Attendance at the morning assembly is compulsory for all students.
- ▶ Students must dress modestly and behave decently.
- ▶ Teachers should be shown due respect and regard.
- ▶ Students should always be punctual. Strict action will be taken against late comers.
- ▶ The cleanliness of the college buildings and surroundings should be the personal responsibility of every student.
- ▶ Silence should be maintained during working hours. Students moving from one class room to another should do so without causing disturbance to others.
- ▶ Organising meetings, entertainment and collecting money for any purpose in the college without the prior permission of the Principal will be dealt with severely.



- ▶ No notices are to be circulated among or pasted by student on the Notice Board without permission.
- ▶ **Mobile phones are banned.** If students are found possessing or using mobile phones in college, their phones will be confiscated. If for some valid reason, parents want their wards to carry phones, prior permission has to be obtained from the Principal.

### **Ragging**

Any kind of physical or mental harassment of a fellow student is a serious criminal offence. Any student indulging in ragging will be sent out of the college after a preliminary enquiry. Police action will also be initiated against the offenders.

*The members of the Anti Ragging Committee are the following*

1. The Managing Trustee & Correspondent, Mr. L. Palamalai, IAS, (Retd.,)
2. The Principal, Dr. Hanifa Ghosh
3. The Dean, Mrs. Beena Thomas
4. Student Council President, Ms. S. Swathy, B.Com (A & F)
5. Alumna Dr. T. Ramya, Department of Physics
6. Inspector of Police, Sembium Police Station
  - i. A black box has been placed outside the Principal's office which will remain in the custody of the Principal.
  - ii. Any Complaint regarding ragging should be put into this black box with details and without delay.
  - iii. Care should be taken to mention only the absolute truth.
  - iv. Every morning, the Principal will check the black box and take action against the offenders.
  - v. The identity of the student who complains will be kept confidential.
  - vi. A report on cases of ragging will be sent to the Vice-Chancellor every month.

### ***Identity Card***

Students will be given an Identity Card with their photograph on it. Students should carry this always with them for any reference. If the card is lost, a duplicate will be issued on payment of ₹ 100/-.

### ***Tests & Examination***

Apart from University examinations, a number of periodic tests are conducted in the College. These tests are the basis for internal marks. No student is permitted to absent herself from the tests except on medical grounds.

### ***Library Rules***

- ▶ All faculty members, Students and Administrative Staff are members of the college library.
- ▶ Students can use their bar-coded ID cards to borrow books from the library.
- ▶ Students are responsible for books issued to them.
- ▶ Needy students can borrow books from the Book Bank, in the first week and return in the last week of every semester.
- ▶ Users of the library must produce their ID Cards for the issue of "NO DUE CERTIFICATE" at the end of the course.
- ▶ No student should damage or mutilate a book. If found doing so, the student will be denied the use of the library.
- ▶ All books borrowed must be returned before the expiry of the due date. Late returns will entail a fine of Re. 1/- per day.
- ▶ Books which are to be renewed must be presented to the librarian for extension on or before the due date.
- ▶ Strict silence is to be observed in the library. Other readers should not be disturbed.

## **College Council**

1. All the students of the college will be members of the College council and its various associations.
2. The Principal shall be the ex-officio President of the College council and its various associations.

## **Awards**

**Chevalier T. Thomas Award:** This is awarded to a student of the college on the basis of merit cum means.

**Dr. Elizabeth Thomas Memorial Awards :** These cash awards of ₹ 3000/- each are given to meritorious and deserving students from each department.

**Best Outgoing Student Award:** A cash prize of ₹ 2000/- is awarded to the Best Outgoing Student.

**Departmental Awards** are given to the Best Outgoing Students from each department.

**MOBTRAN Enterprises Endowment Award** is given to the best student from the Department of Physics.

**NSS Award** is given to the best NSS student.

**Dr. V.A. Vasantha Memorial Award** for the Best Research Scholars in English & Commerce

**Dr. V.A. Vasantha Endowment Award** is given to the best student from the Department of English

## **C.T.T.E. Mathematics Silver Jubilee Endowment Awards**

**University Rank Holders** are given the following cash awards.

- I Rank - ₹ 5000/-
- II Rank - ₹ 3000/-
- III Rank - ₹ 2000/-
- IV to X Ranks - ₹ 1000/- each

## **Certificates**

Special certificates and prizes are awarded annually to students who distinguish themselves in games, sports, co-curricular activities, leadership qualities, social service, etc.

## **Scholarships**

In addition to the scholarships given by the college, assistance is given to get financial support from various government and private organisations.

### **Government**

1. SC/ST Scholarship
2. Post Matric Scholarship for Minorities
3. Central Sector Scholarship from Department of Human Resources

### **Private**

1. Sitaram Jindal Foundation Scholarship
2. Rajasthani Association Tamilnadu Scholarship
3. Sri K.R. Sundararajan Charities Scholarship

### **College**

1. Chevalier T. Thomas Scholarship
2. Dr. Elizabeth Thomas Memorial Scholarship
3. C.T.T.E. Alumnae Topper Award for UG and PG
4. C.T.T.E. Alumnae Assistance for the Less Privileged
5. C.T.T.E. Alumnae Means Scholarship
6. C.T.T.E. Alumnae Merit Scholarship

### **Tuition Fee Waiver**

1. For Outstanding Talent in Sports.
2. For Wards of Class IV Employees.
3. For Meritorious Students from the economically weaker section.

### **Freeships**

1. For visually challenged students.
2. Students from the economically backward section selected by Vice Chancellor, University of Madras.

## Memberships



The College is an Associate Member of ICT Academy of Tamil Nadu (ICTACT) which focuses on improving student quality and making them industry ready.



As a member of Oracle Academy, USA, our college provides free training for Oracle International Certification in “Java Fundamentals and Java Programming”.



The EMC Academic Alliance prepares students for IT profession and trains them in careers in Cloud Computing, Big Data, Information Storage and Data Management. Exposure is given to select students by taking them on a visit to EMC Corporation, Bangalore.

# CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

SEMBIUM, CHENNAI 600 011

## STAFF LIST 2017 - 2018

### **Principal**

Dr.Hanifa Ghosh, M.A., M.Phil., Ph.D.

### **Department of English**

1. Mrs. Beena Thomas, M.A., M.Phil., (Dean)
2. Dr S.Sridevi, M.A.,M.Phil.,Ph.D
3. Mrs. M.Priyadarshini, M.A., M.Phil.
4. Dr.K.Fahamida Begum, M.A., M.Phil.,Ph.D
5. Mrs. K.J. Jayalakshmi, M.A., M.Phil.
6. Mrs. P. Gowthami, M.A., M.Phil.
7. Mrs.Chris Lorraine Melvina, M.A., M.Phil.
8. Mrs. J. Jaya Parveen, M.A., M.Phil.
9. Mrs. Bonne Peninnah, M.A., M.Phil.
10. Ms. K. Rajeswari, M.A.,M.Phil.,B.Ed.
11. Mrs. B.V. Saraswathy, M.A.,M.Phil.
12. Mrs. G. Selva Selin Mary, M.A., M.Phil.
13. Mrs. A.V. Joey, M.A.,M.Phil.
14. Ms. B. Sowmya, M.A

### **Department of Tamil**

15. Mr.V.Vijayarangan, M.A. (Tamil & History)
16. Dr. K.Preetha, M.A., M.Phil., Ph.D.
17. Dr. J.Valli, M.A., Ph.D.,
18. Mrs.D.Ezhilarasi, M.A., M.Phil.
19. Dr. P. Anitha, M.A., M.Phil.,B.Ed.,Ph.D.
20. Dr. A. Vimala Rani, M.A., M.Phil., Ph.D.
21. Dr. A. Kasthuri, M.A., M.Phil., Ph.D

### **Hindi**

22. Mrs. A. Thasleem Banu, M.A., M.Phil., PGDT
23. Mrs. Nisha Muralidharan, M.A., M.Phil.

**French**

24. Mrs. Sandhya Mohanan, M.A.

**Department of Mathematics**

25. Mrs.M.Ramya, M.Sc., M.Phil.

26. Mrs. P. Poorani, M.Sc., M.Phil.

27. Mrs.R.Kavitha, M.Sc., M.Phil.

28. Mrs. P.Kalpana, M.Sc., M.Phil.

29. Mrs.E.Padmavathy, M.Sc., M.Phil.

30. Mrs. M. Kulandai Theresa, M.Sc., B.Ed., M.Phil.

31. Mrs. D. Ramani Bai, M.Sc., M.Phil.

32. Ms. R. Sathya, M.Sc., M.Phil.

**Department of Physics**

33. Dr. R.Meenakshi, M.Sc., M.Phil., Ph.D. (VP)

34. Dr. T.Ramya, M.Sc., M.Phil., Ph.D

35. Mrs.S.Geetha, M.Sc., M.Phil.

36. Mrs. K.P. Nalini, M.Sc., B.Ed.

37. Mrs. C. Ramya, M.Sc., M.Phil.

**Department of Computer Science**

38. Mrs. J.Mary Catherine, M.Sc., MBA (HRM)

39. Mrs. V. Nandhini, M.C.A., M.Phil.

40. Mrs. V. Suganthi, M.Sc. (IT), M.Phil.

41. Dr. C.Lalitha, M.Sc., M.Phil., Ph.D

42. Mrs. G. Chandrika, MCA.

43. Mrs. S. Poornima, M.C.A., M.Phil.

**Department of Chemistry**

44. Mrs. N. Anuradha, M.Sc., M.Phil.

45. Ms. M. Keerthiga, M.Sc.

46. Mrs. P. Amalathi, M.Sc., M.Phil.

**Department of Computer Application**

47. Mrs. K.Jaganeswari, MCA., M.Phil.

48. Mrs. C.Kalaivani, M.S.(IT), M.Phil.

49. Mrs. J. Saranya, M.C.A.

50. Mrs. S. Geetha William, M.C.A.

51. Mrs. V.S. Banupriya, M.C.A.

**Department of Psychology**

52. Mrs. Alima Zehra, M.Sc., M.Phil., P.G.Dip.L.D

53. Mrs. Sabhyata Verma, M.A (Counsellor)

54. Mrs. R. Lavanya, M.Sc., M.Phil.

**Department of Commerce (General)**

55. Mrs. R.Rajalakshmi, M.Com., M.Phil.

56. Dr.S.Hajeema Rabiath Beevi, M.Com., M.Phil., MBA., Ph.D.

57. Dr.S.Shantha Bai, M.Com., M.Phil., Ph.D.

58. Dr.S.Durgadevi, M.Com. M.Phil., Ph.D.

59. Dr.Gethsi Beulah, M.Com., M.Phil., Ph.D.

60. Dr. S.Deva Prasanna, M.Com., M.Phil., M.B.A., Ph.D.

61. Mrs.L.Devi Priya, M.Com., M.Phil.

62. Dr. P. Malarvizhi, M.Com., M.B.A., M.Phil., B.Ed., Ph.D.

63. Ms. Anubha Jain, M.Com.

64. Ms. J. Gayathiri, M.Com., M.B.A.

65. Mrs. R. Lenora, M.Com., M.Phil.

66. Mrs. B. Cindia, M.Com., M.B.A

**Department of Commerce (Accounting & Finance)**

67. Mrs. K. Swarna, M.Com., M.Phil.

68. Mrs. F.Beulah, M.Com., M.Phil.

69. Mrs. J. Kauser, M.Com., M.Phil., M.B.A

70. Ms. E. Yoghitha, M.Com., M.Phil.

71. Ms. Bhagyashree S. Wanle, M.Com., M.Phil.

**Economics**

72. Mrs.K.Rajalakshmi, M.A., M.Phil.

**Department of Corp. Sec.ship**

73. Mrs.Mercy Silvester, M.Com., AICWAI.

74. Dr. P.J. Queency Asha Dhas, M.Com., M.Phil., B.Ed., Ph.D.

75. Mrs. R.K.Devi, M.Com., M.Phil.

76. Ms.K.Kanchana, M.Com.



77. Mrs. J. Sofia, M.Com.,M.Phil.  
 78. Dr. P. Sudha, M.Com.,M.Phil.,Ph.D.  
 79. Dr. U. Priya, M.Com.,M.Phil.,Ph.D  
 80. Ms. M. Karthiga Priya, M.Com., M.Phil.

### ***Department of Business Administration***

81. Mrs. Y.Kavitha, M.B.A., B.Ed., M.Phil.  
 82. Mrs. P.Princy Susan Selva Kumari, M.B.A., M.Phil.  
 83. Mrs.V.Vanishree, M.B.A.  
 84. Mrs. M.Jayashree, M.B.A

### ***Department of Social Work***

85. Mrs. R. Udhaya Selvi, M.A. (SW), M.Phil (SW).  
 86. Ms. D. Kavitha Rani, M.S.W., M.Phil.  
 87. Mrs. Mary Dayana, M.A(SW)

### ***Programmers***

88. Ms. A. Shenbagavalli, M.C.A.  
 89. Ms. T. Jagadeeswari, B.C.A.  
 90. Ms. A. Suganya, M.C.A.  
 91. Ms. V. Yamini, M.C.A., M.B.A.

### ***Librarian***

92. Dr. Sumuki Padmanabhan, B.A., M.LIS., M.Phil.,Ph.D.

### ***Assistant Librarian***

93. Mrs. K. Rekha, B.Sc.,M.A., M.LIS.

### ***Placement Officer-Cum-Soft-Skill Trainer***

94. Dr. Sudha Srikanth, M.A., M.Phil.,TEFL., Ph.D.

### ***Physical Education***

95. Mrs. S. Sumathy, M.P.Ed., M.Phil., MBA.  
 96. Ms. R. Priya, B.Sc. (CS).

### ***Veena & Dance***

97. Mrs. B. Uma Maheswari, B.A.,Music.,Dip.Veena.,Dip.Dance.

### ***Yoga Instructor (Part Time)***

98. Mrs. K. Selva Rani, B.A., Yoga

## NON-TEACHING STAFF

1 Mrs.V.Punitha, B.Sc.,	Clerk cum Cashier
2 Mrs. R.Anuradha, M.A	Assistant
3 Mrs. Jisha Joy, B.Com.,	Assistant
4 Mrs. P. Mary Diana, MBA	Assistant
5 Mrs. J. Grace Arokia Mary, B.Com	Assistant
6 Mr.P.K.Subramani	Lab Assistant (Physics)
7 Ms. R. Yuvarani, M.Sc.,	Lab Assistant (Chemistry)
8 Mrs.P.Chitra	Office Attender
9 Mr. C.Gopinath	Office Attender cum Caretaker
10 Mr. L. Jagadish	Office Attender
11 Mr. Y. Moses	Office Attender
12 Mrs.R.Sridevi, BCA	Library Attender
13 Mrs. M.Kokilavani, B.A	Library Attender
14 Mr.E.Murugesan	Driver (College Bus)
15 Mr. M. Palayam	Driver (College Bus)
16 Mr. S. Velu	Driver cum Attender
17 Mrs.K.Shanthi	Ayah
18 Mrs.P.Pencilamma	Ayah
19 Mrs. G. Jaya	Ayah
20 Mrs. A. Adhilakshmi	Scavenger
21 Mrs. R. Roothamma	Scavenger
22 Mrs. A. Mahalakshmi	Ayah cum Scavenger
23 Mrs.R. Sunitha	Ayah cum Scavenger
24 Mr.D.Rajasekar	Gardener
25 Mr.Ramesh Kumar	Gardener
26 Mr.S.Anandan	Watchman
27 Mr.S.Gopi	Watchman
28 Mr. D. Kandan	Watchman
29 Mr.P.Babu	Watchman
30 Mr.G.K. Verabadraiah	Watchman
31 Mr. Kirubanandan	Watchman
32 Mr.E. Shanmugam	Watchman

## HYMNS

### 1

- i) Oh! Lord my God, When I in awesome wonder  
consider all the works thy hand hath made,  
I see the stars, I hear the mighty thunder,  
thy power throughout, the universe displayed:

***Chorus***

Then sings my soul, my Saviour God; to thee,  
How great thou art, how great thou art!

- ii) When through the woods and forest glades I wander,  
and hear the birds sings sweetly in the trees;  
When I looked down from lofty mountains grandeur,  
and hear the brook, and feel the gentle breeze;

***Chorus***

- iii) When Christ shall come with shout of acclamation  
and take me home - what joys shall fill my heart!  
Then shall I bow in humble adoration,  
And there proclaim. My God, How great thou art!

### 2

- i) There shall be showers of blessing:  
This is the promise of love;  
There shall be seasons refreshing,  
sent from the Savior above.

***Chorus***

Showers of blessing,  
Showers of blessing we need:  
Mercy drops round us are falling,  
But for the showers we plead.

- ii) There shall be showers of blessing,  
Precious reviving again;  
Over the hills and the valleys,  
Sound of abundance of rain.

**Chorus**

**3**

- i) The World stands in need of liberation, my Lord.  
It still has to feel your power.  
The blind and the deaf,  
The dumb and the maimed  
All need to feel your healing touch ..... (The world)
- ii) There are those who have eyes but refuse to see,  
The inhumanity to men;  
There are those who have ears but refuse to hear  
The cries of men in agony  
(The blind and.....)
- iii) There are those who have mouths but refuse to speak  
Against injustice done to men;  
There are those who have hands but refuse to reach  
Them out in love and brotherhood  
(The blind and.....)

**4**

- i) Lead, kindly light, amid th' encircling gloom;  
Lead though me on!  
The night is dark, and I am far from home;  
Lead thou me on!  
Keep thou my feet; I do not ask to see  
The distant scene one step enough for me.
- ii) I was not ever thus, nor prayed that thou  
Should'st lead me on.  
I loved to choose and see my path; but now,  
Lead Thou me on!  
I loved the garish day, and, spite of fears,  
Pride ruled my will. Remember not past years.
- iii) So long Thy pow'r has blest me,  
Sure it still will lead me on.  
O'er moon and fern, o'er crag and torrent, till the night is gone.  
And with the morn those angel faces smile,  
Which I have loved long since, and lost awhile!

## 5

- i) Amazing grace, How sweet the sound  
That saved a wretch like me.  
I once was lost, but now I am found,  
I was blind but now I see.
- ii) T'was grace that taught my heart to fear,  
And grace my fears relieved.  
How precious did that grace appear  
The hour I first believed.
- iii) When we've been there ten thousand years  
Bright shining as the sun,  
We've no less days to sing God's praise  
Than when We first begun.

## 6

i) "Great is thy faithfulness," O God my Father,  
There is no shadow of turning with thee;  
Thou changest not, Thy compassions, they fail not  
As Thou hast been Thou forever will be.

**Chorus** "Great is Thy faithfulness!"  
"Great is Thy faithfulness!"  
Morning by morning new mercies I see;  
All I have needed Thy hand hath provided-  
"Great is Thy faithfulness," Lord, unto me!

- ii) Summer and winter, and springtime and harvest,  
Sun, moon and stars in their courses above,  
Join with all nature in manifold witness  
To Thy great faithfulness, mercy and love.
- iii) Pardon for sin and a peace that endureth,  
Thy own dear presence to cheer and to guide;  
Strength for today and bright hope for tomorrow,  
Blessing all mine, with ten thousand beside!

7

- i) When we walk with the Lord  
In the light of His Word,  
What a glory He sheds on our way;  
While we do His goodwill,  
He abides with us still,  
And with all who will trust and obey.

**Chorus** Trust and obey, for there's no other way  
To be happy in Jesus, but to trust and obey.

- ii) Not a shadow can rise,  
Not a cloud in the skies,  
But His smile quickly drives it away;  
Not a doubt or a fear,  
Not a sigh or a tear  
Can abide while we trust and obey.

- iii) Not a burden we bear,  
Not a sorrow we share,  
But our toil He doth richly repay;  
Not a grief or a loss,  
Not a frown or a cross,  
But is blest if we trust and obey.

- iv) Then in fellowship sweet  
We will sit at His feet,  
Or we'll walk by His side in the way;  
What He says we will do,  
Where He sends, we will go,  
Never fear, only trust and obey.

8

- i) Blessèd assurance, Jesus is mine!  
O what a foretaste of glory divine!  
Heir of salvation, purchase of God,  
Born of His Spirit, washed in His blood.

**Chorus** This is my story, this is my song,  
praising my Savior, all the day long;  
This is my story, this is my song,  
praising my Savior, all the day long.

- ii) Perfect submission, perfect delight,  
visions of rapture now burst on my sight;  
angels descending bring from above  
Echoes of mercy, whispers of love.

**Chorus**

- iii) Perfect submission, all is at rest;  
I in my Savior am happy and blest,  
watching and waiting, looking above,  
filled with His goodness, lost in His love.

**Chorus**

**9**

- i) When upon life's billows you are tempest tossed,  
When you are discouraged, thinking all is lost,  
Count your many blessings name them one by one,  
And it will surprise you what the Lord hath done.

**Chorus** Count your blessings, name them one by one;  
Count your blessings, see what God hath done;  
Count your blessings, name them one by one,  
And it will surprise you what the Lord hath done.

- ii) Are you ever burdened with a load of care?  
Does the cross seem heavy you are called to bear?  
Count your many blessings, every doubt will fly,  
And you will keep singing as the days go by.

**Chorus**

- iii) So, amid the conflict whether great or small,  
Do not be disheartened, God is over all;  
Count your many blessings, angels will attend,  
Help and comfort give you to your journey's end.

**Chorus**

**10**

- i) All to Jesus I surrender,  
All to Him I freely give;  
I will ever love and serve Him,  
In His presence daily live.

**Chorus** I surrender all, I surrender all.  
All to Thee, my blessed Saviour, I surrender all.

- ii) All to Jesus I surrender,  
Humbly at his feet I bow,  
Worldly pleasures all forsaken  
Take me, Jesus, take me now.

## 11

- i) Praise to the Lord, the Almighty, the King of creation!  
O my soul, praise Him, for He is thy health and salvation!  
All ye who hear, now to His temple draw near;  
Sing now in glad adoration.
- ii) Praise to the Lord, Who o'er all things so wondrously reigneth,  
Shelters thee under His wings, yea, so gently sustaineth!  
Hast thou not seen how thy desires ever have been  
Granted in what He ordaineth?.
- iii) Praise to the Lord, Who doth prosper thy work and defend thee,  
Surely His goodness and mercy here daily attend thee.  
Ponder anew what the Almighty can do,  
If with His love He befriend thee.
- iv) Praise to the Lord! O let all that is in me adore Him!  
All that hath life and breath, come now with praises before Him!  
Let the Amen sound from His people again;  
Gladly for aye we adore Him.

## 12

- i) 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

**Chorus** And the message is  
God still loves the world  
God still! God still loves the world  
So throw your life into His hands  
Day by day discern His plans  
God is passionately busy loving you and me.



- ii) Every friendship binding lonely hearts together  
 Every little new born child.  
 Every little stream that gushes down the mountain,  
 Every radiating smile  
 Every eagle in the sky, every worm that wriggles by  
 Tells the fascinating news to those who dare to hope.

### **Chorus**

#### **13**

I just keep trusting my Lord as I walk along,  
 I just keeping trusting my Lord, and He gives me a song;  
 Tho' the storm clouds darken the sky  
 O'er the heav'nly trail,  
 I just keep trusting the my Lord- He will never fail!  
 He's a faithful friend,  
 Such a faithful friend  
 I can count on Him, to the very end.  
 Tho' the storm clouds darken the sky o'er the heavenly trail,  
 I just keep trusting my Lord - He will never fail!

## **CHORUSES**

#### **14**

Blessing and honor, glory and power,  
 Be unto the Ancient of Days.  
 From every nation, all of creation,  
 Bow before the Ancient of Days.  
 Every tongue in heaven and earth  
 shall declare Your glory.  
 Every knee shall bow at your throne, In worship  
 You will be exalted, O God,  
 And Your kingdom shall not pass away,  
 O Ancient of Days.

**15**

Bind us together, Lord,  
Bind us together  
With cords that cannot be broken  
Bind us Together, Lord,  
Bind us together  
Bind us together with love.

There is only God  
There is only one King  
There is only one body  
This is why we sing

**16**

God will make a way,  
Where there seems to be no way  
He works in ways we cannot see  
He will make a way for me  
He will be my Guide  
Hold me closely to His side  
With love and strength for each new day  
He will make a way, He will make a way

**17**

In moments like these I sing out a song,  
I sing out a love song to Jesus.  
In moments like these I lift up my hands,  
I lift up my hands to the Lord.  
Singing I love You, Lord.  
Singing I love You, Lord.  
Singing I love You, Lord,  
I love you.

**18**

Give thanks with a grateful heart  
Give thanks to the Holy One  
Give thanks because He's given Jesus Christ, His Son (repeat)

And now let the weak say, "I am strong"  
Let the poor say, "I am rich"  
Because of what the Lord has done for us (repeat)

**19**

Seek ye first the kingdom of God  
 And his righteousness  
 And all these things shall be added unto you  
 Allelu..alleluia

Man does not live by bread alone  
 But by every word  
 That proceeds from the mouth of God  
 Allelu, alleluia

**20**

I have hidden your word in my heart  
 That I might not sin against you. }-2  
 That I might not sin against you-(2)  
 I have hidden your word in my heart  
 That I might not sin against you.

**21**

In His time, in His time,  
 He makes all things beautiful in His time.  
 Lord, please show me every day,  
 as You're teaching me your way,  
 That you'll do just what you say,  
 In Your time.

In Your time,  
 In Your time,  
 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.

**22**

Every day, every moment  
 God is with me, God is with me;  
 Every place, any situation,  
 God is with me, God is with me  
 No fear in me, no doubt in me,  
 God is with me, God is with me.

## 23

Lord make me an instrument  
An instrument of worship  
I lift up my hands in Thy name - (REPEAT)  
I'll sing you a love song  
A love song of worship  
I lift up my hands in Thy name (REPEAT)  
**Chorus** Singing I love you Lord (thrice)  
I love you Lord.

Lord make me a symphony, a symphony of worship,  
We lift up our hands in Thy name (REPEAT)  
**Chorus**

## 24

Rejoice in the Lord always:  
Again I say, rejoice! (2)  
Rejoice, rejoice and again I say, rejoice!(2)  
Rejoice in the Lord always, and again I say, rejoice!

## 25

Worthy oh! Worthy are you Lord  
Worthy to be thanked and praised and worshipped and adored  
Singing Halleluiah Lamb upon the throne  
We worship and adore you  
Make your glory known  
Halleluiah, Glory to the king  
You're more than a conqueror  
You're more than everything.

## JUNE 2017

Date	Day	Particulars	No of Working Days
1	Thu		
2	Fri		
3	Sat		
4	Sun	.....	
5	Mon		
6	Tue		
7	Wed		
8	Thu	College reopens after Summer Vacation	1
9	Fri		2
10	Sat		
11	Sun	.....	
12	Mon		3
13	Tue		4
14	Wed	Classes commence for freshers	5
15	Thu		6
16	Fri		7
17	Sat		
18	Sun	.....	
19	Mon		8
20	Tue		9
21	Wed		10
22	Thu		11
23	Fri		12
24	Sat		
25	Sun	.....	
26	Mon	Ramzan – Holiday	
27	Tue		13
28	Wed		14
29	Thu		15
30	Fri		16

Total No. of Working Days : 16 Days

## JULY 2017

Date	Day	Particulars	No of Working Days
1	Sat		
2	Sun	.....	
3	Mon		17
4	Tue		18
5	Wed	IQAC Action Plan	19
6	Thu		20
7	Fri	Student Council Inauguration and Fresher's Talent meet	21
8	Sat		
9	Sun	.....	
10	Mon		22
11	Tue		23
12	Wed		24
13	Thu		25
14	Fri		26
15	Sat		
16	Sun	.....	
17	Mon		27
18	Tue		28
19	Wed		29
20	Thu		30
21	Fri		31
22	Sat		
23	Sun	.....	
24	Mon	I CIA Exams Commence	32
25	Tue		33
26	Wed		34
27	Thu		35
28	Fri		36
29	Sat		
30	Sun	.....	
31	Mon		37
Total No. of Working Days : 21 Days			

## AUGUST 2017

Date	Day	Particulars	No of Working Days
1	Tue		38
2	Wed		39
3	Thu		40
4	Fri		41
5	Sat		
6	Sun	.....	
7	Mon		42
8	Tue		43
9	Wed		44
10	Thu		45
11	Fri		46
12	Sat		
13	Sun	.....	
14	Mon	Krishna Jayanthi - Holiday	
15	Tue	Independence Day - Holiday	
16	Wed		47
17	Thu		48
18	Fri	Kalakiran	
19	Sat	Chainika	
20	Sun	.....	
21	Mon		49
22	Tue		50
23	Wed		51
24	Thu		52
25	Fri	Ganesh Chaturthi - Holiday	
26	Sat		
27	Sun	.....	
28	Mon	II CIA Exams Commence	53
29	Tue		54
30	Wed		55
31	Thu		56
Total No. of Working Days : 19 Days			

## SEPTEMBER 2017

Date	Day	Particulars	No of Working Days
1	Fri		57
2	Sat	Bakrid - Holiday	
3	Sun	.....	
4	Mon		58
5	Tue	Founder's Death Anniversary	59
6	Wed		60
7	Thu		61
8	Fri	St. Mary's Day	62
9	Sat		
10	Sun	.....	
11	Mon		63
12	Tue		64
13	Wed		65
14	Thu		66
15	Fri		67
16	Sat		
17	Sun	.....	
18	Mon		68
19	Tue		69
20	Wed		70
21	Thu		71
22	Fri	III CIA Exams Commence	72
23	Sat		
24	Sun	.....	
25	Mon		73
26	Tue		74
27	Wed		75
28	Thu		76
29	Fri	Ayudha Pooja - Holiday	
30	Sat	Vijaya Dasami - Holiday	
Total No. of Working Days : 20 Days			



## OCTOBER 2017

Date	Day	Particulars	No of Working Days
1	Sun	Muharram	
2	Mon	Gandhi Jayanthi - Holiday	
3	Tue		77
4	Wed		78
5	Thu		79
6	Fri		80
7	Sat	Working Day	81
8	Sun	.....	
9	Mon		82
10	Tue		83
11	Wed		84
12	Thu		85
13	Fri		86
14	Sat	Working Day	87
15	Sun	.....	
16	Mon		
17	Tue		
18	Wed	Diwali Holiday	
19	Thu		88
20	Fri		89
21	Sat	Working Day	90
22	Sun	.....	
23	Mon		91
24	Tue		92
25	Wed		93
26	Thu		94
27	Fri		95
28	Sat		
29	Sun	.....	
30	Mon		
31	Tue		
Total No. of Working Days : 19 Days			

**NOVEMBER 2017**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>	<b>No of Working Days</b>
1	Wed		
2	Thu		
3	Fri		
4	Sat		
5	Sun	.....	
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat		
12	Sun	.....	
13	Mon		
14	Tue		
15	Wed	Even Semester Begins	1
16	Thu		2
17	Fri		3
18	Sat		
19	Sun	.....	
20	Mon		4
21	Tue		5
22	Wed		6
23	Thu		7
24	Fri		8
25	Sat		
26	Sun	.....	
27	Mon		9
28	Tue		10
29	Wed		11
30	Thu		12
<b>Total No. of Working Days : 12 Days</b>			

## DECEMBER 2017

Date	Day	Particulars	No of Working Days
1	Fri	Milad - Un - Nabi - Holiday	
2	Sat		
3	Sun	.....	
4	Mon		13
5	Tue		14
6	Wed		15
7	Thu		16
8	Fri		17
9	Sat		
10	Sun	.....	
11	Mon		18
12	Tue		19
13	Wed		20
14	Thu		21
15	Fri		22
16	Sat		
17	Sun	.....	
18	Mon		23
19	Tue		24
20	Wed		25
21	Thu		26
22	Fri	Carol Service	
23	Sat	Christmas Vacation Begins	
24	Sun	.....	
25	Mon	Christmas	
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		
31	Sun	.....	
Total No. of Working Days : 14 Days			

## JANUARY 2018

Date	Day	Particulars	No of Working Days
1	Mon	New Year	
2	Tue		
3	Wed	College reopens after Christmas Vacation	27
4	Thu		28
5	Fri		29
6	Sat	Pongal Celebration	
7	Sun	.....	
8	Mon	I CIA Exams Commence	30
9	Tue		31
10	Wed		32
11	Thu		33
12	Fri		34
13	Sat		
14	Sun	Pongal	
15	Mon	Thiruvalluvur Day & Founder's Death Anniversary	
16	Tue	Uzhavar Tirunal	
17	Wed		35
18	Thu		36
19	Fri		37
20	Sat		
21	Sun	.....	
22	Mon		38
23	Tue		39
24	Wed		40
25	Thu		41
26	Fri	Republic Day – Holiday, Alumnae Meeting	
27	Sat		
28	Sun	.....	
29	Mon		42
30	Tue		43
31	Wed		44
Total No. of Working Days : 18 Days			

## FEBRUARY 2018

Date	Day	Particulars	No of Working Days
1	Thu		45
2	Fri		46
3	Sat		
4	Sun	.....	
5	Mon	II CIA Exams Commence	47
6	Tue		48
7	Wed		49
8	Thu		50
9	Fri		51
10	Sat		
11	Sun	.....	
12	Mon		52
13	Tue		53
14	Wed		54
15	Thu		55
16	Fri		56
17	Sat		
18	Sun	.....	
19	Mon		57
20	Tue		58
21	Wed		59
22	Thu		60
23	Fri		61
24	Sat		
25	Sun	.....	
26	Mon		62
27	Tue		63
28	Wed		64
<b>Total No. of Working Days : 20 Days</b>			

## MARCH 2018

Date	Day	Particulars	No of Working Days
1	Thu		65
2	Fri		66
3	Sat		
4	Sun	.....	
5	Mon	III CIA Exams Commence	67
6	Tue		68
7	Wed		69
8	Thu		70
9	Fri		71
10	Sat	Working Day	72
11	Sun	.....	
12	Mon		73
13	Tue		74
14	Wed		75
15	Thu		76
16	Fri		77
17	Sat		
18	Sun	Telugu New Year	
19	Mon		78
20	Tue		79
21	Wed		80
22	Thu		81
23	Fri		82
24	Sat	Working Day	83
25	Sun	.....	
26	Mon		84
27	Tue		85
28	Wed	SSR Submission	86
29	Thu	Mahavir Jayanthi	
30	Fri	Good Friday	
31	Sat		
Total No. of Working Days : 22 Days			

## APRIL 2018

Date	Day	Particulars	No of Working Days
1	Sun	.....	
2	Mon	IQAC Annual Review Meeting	
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun	.....	
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat	Dr. Ambedkar's Birthday & Tamil New Year – Holiday	
15	Sun	.....	
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun	.....	
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun	.....	
30	Mon		

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**Other Institutions under CTTE Trust :**

**St. Mary's Matric. Boys' Hr. Sec. School**

117, Ragavan Street, Perambur, Chennai 11. Ph : 2537 5677

**St. Mary's Matric. Girls' Hr. Sec. School**

37, Madurai Swamy Madam Street, Perambur, Chennai 11. Ph : 2672 1012

**St. Mary's Matric. Higher Secondary School**

Thiruvallur Kottu Road, Redhills, Chennai 52. Ph : 2641 8337

**Marian Senior Secondary School**

Kalathipadi, Kottayam 10. Kerala

**St. Mary's Primary & Nursery School**

5, Eveready Colony, Kodungaiyur, Chennai 118. Ph : 2555 8990