

NATIONAL COLLEGE



**STUDENT
HANDBOOK
2017 - 2018**

ACADEMIC COMMITTEES : 2017 - 2018

Principal is the Chairman of all Committees

CALENDAR, GENERAL TIME - TABLE & ROOM ALLOTMENT

Dr. S. Ravi, Asso.Prof., Dept. of Physics

DISCIPLINARY COMMITTEE

Heads of the Departments

N.C.C. Officers & N.S.S. Officers

Dr. P.S.S. Akilashri, Asso. Prof., Dept. of Computer Science - Vice Principal

Dr. N. Manickam, Asso.Prof. Dept. of Tamil

Mr. R. Jayaraman, Asst. Prof., Dept. of Commerce (UAP)

GRIEVANCE REDRESSAL CELL

Dr. K. Srinivasan, Asso. Prof., Dept. of English - Vice Principal

Dr. D. Muthuramakrishnan, Asso. Prof, Dept. of Mathematics

Dr. M.S. Mohamed Jaabir, Asso. Prof., Dept. of Biotechnology

SC/ST CELL

Dr. R. Ravichandran, Asso.Prof, Dept. of Tamil

Mr. S. Sivakumar, Asso. Prof, Dept. of Geology

SENATE MEMBER

Dr. S. Selvaraj, Asst. Prof., (SS), Dept. of Geology

PUBLIC RELATIONS

Dr. R. Sundhararaman, Asso. Prof., Dept. of Commerce

WOMEN'S CELL

A Permanent Cell to combat violence including sexual harassment against women in their work places.

Convenor : Dr. L. Pushpalatha, Asso. Prof. Dept of Chemistry

Members Teaching : Dr. Manju Somanath, Asst.Prof. Dept of Mathematics

Ms. S. Jamuna Rani, Asst.Prof. of Commerce (UAP)

Non-Teaching : Mrs. K. Savithri, Superintendent

Mrs. K. Abarna, Record Clerk

NATIONAL COLLEGE



**STUDENT
HANDBOOK
2017 - 2018**

RULES AND REGULATIONS FOR STUDENTS

- The College lays great emphasis on decent behaviour from every student.
- Each student shall be neatly dressed with shoes. Wearing T-Shirts must be avoided.
- Every student shall always wear his/her identity card within the campus and present it for inspection on demand.
- The College begins for shift I at 9.30 a.m. and closes at 2.20 p.m. with a recess for 15 minutes between 12.15 and 12.30 p.m. for shift II, classes commence at 2.30 p.m. and close at 6.45 p.m. with a recess of 15 minutes between 5.00 and 5.15 p.m. At the first bell, students should go to their respective classes. No student should leave the class room during a lecture without the permission of the teacher.
- Students must produce leave letter for their absence with the signature of the parent / guardian. The letter format is available on the College website.
- Students can avail 'On-Duty' only after producing the requisition form duly signed by the Head of the Department. The form may be obtained from the website (www.nct.ac.in).
- Students should attend meetings, functions and other activities of the College in time.
- Students must not loiter in the verandahs, lunch sheds, sit on the steps of porticos and stair cases during class hours.
- During the unexpected absence of the teacher concerned, students should remain silent in their classroom.
- Scribbling on the walls and desks or doing any other kind of damage to the College property is strictly prohibited. Students responsible for any such wanton damage will be severely punished.
- No meeting of any kind shall be held within the College campus without the prior written permission of the Principal.
- No money shall be collected by students from their classmates without obtaining prior permission from the Principal.
- No student shall take part in any agitation directed against the authorities or the Government.

- No notice / pamphlets / brochures of any kind shall be circulated among students or pasted on the Notice Board without the prior written sanction of the Principal.
- Students are advised to restrain themselves from becoming member in non-academic forums & organizations, violating which the student shall be expelled without further enquiry.
- Students shall not indulge in any kind of malpractices in the examinations.
- Students must not mis-use electronic gadgets like laptop, cell phones, pagers, walkmans, discmans, ipods etc. within the College premises.
- Students should not resort to any unlawful activity that will disrupt the peaceful academic atmosphere within campus. Severe action will be taken against those who indulge in such unlawful activities.
- As per Tamilnadu Government letter No.4338 / A2 / 2005- 1, dated 21.02.2005 and Bharathidasan University, Tiruchy letter No. 5576/ ஆர் / சி.சி.சி.டி. / ச 2005, dated 04.03.2005 (the Central Government Order) smoking as well as use of tobacco in any form is strictly prohibited inside the campus.
- Day scholars using two-wheelers should park their vehicles only in the student's parking area. Students should keep their vehicles duly locked and the College will not be responsible for any loss of vehicles. Students are not permitted to ride on two-wheelers within the campus.
- No student is allowed to have private tuition with any Staff Member of the college.
- For organizing functions, conferences, meetings or any other gathering of this kind, they should get prior permission of the Principal. It is mandatory for every student to receive prior permission of Principal for publishing any matter related to college.
- No student shall send any information concerning the College for publication either to the press or elsewhere without prior approval of the Principal of the College, nor shall he/she approach the any other authorities except through the College Principal. Any breach of this rule may lead to outright expulsion of the student from the college.
- Under the Government's Educational Rules, the Principal has absolute right to penalize or suspend or dismiss any student found guilty or gross misconduct inside or outside the College campus.



NATIONAL COLLEGE
(AUTONOMOUS)
TIRUCHIRAPPALLI - 620001



STUDENT HANDBOOK
CENTENARY YEAR
2018 - 2019

ACADEMIC COMMITTEES : 2018 - 2019
Principal is the Chairman of all Committees

CALENDAR

Dr. S. Ravi, Asso.Prof., Dept. of Physics

DISCIPLINARY COMMITTEE

Heads of the Departments

A.C.C. Officers & N.S.S. Officers

Dr. P.S.S. Akilashri, Asst. Prof., Dept. of Computer Science - Vice Principal

Dr. N. Manickam, Asso.Prof. Dept. of Tamil

Dr. R. Jayaraman, Asst. Prof., Dept. of Commerce (UAP)

GRIEVANCE REDRESSAL CELL

Dr. S. Indira, Asso. Prof., Dept. of Chemistry

Dr. D. Muthuramakrishnan, Asso. Prof, Dept. of Mathematics

Dr. M.S. Mohamed Jaabir, Asst. Prof., Dept. of Biotechnology

SC/ST CELL

Dr. S. Sivakumar, Asso. Prof, Dept. of Geology

Dr. R. Ravichandran, Asso.Prof, Dept. of Tamil

SENATE MEMBER

Dr. S. Selvaraj, Asst. Prof., (SS), Dept. of Geology

PUBLIC RELATIONS

Dr. V. Sri Ramachandran, Asst. Prof., (SS) Dept. of English

WOMEN'S CELL

A Permanent Cell to combat violence including sexual harassment against women in their work places.

Convenor : Dr. L. Pushpalatha, Asso. Prof. Dept of Chemistry

Members Teaching : Dr. Manju Somanath, Asst.Prof. Dept of Mathematics

Ms. S. Jamuna Rani, Asst.Prof. of Commerce (UAP)

Non-Teaching : Mrs. K. Vijayalakshmi, Superintendent /vc

Mrs. K. Abarna, Typist



NATIONAL COLLEGE
(AUTONOMOUS)
TIRUCHIRAPPALLI - 620001



STUDENT HANDBOOK
CENTENARY YEAR
2018 - 2019

RULES AND REGULATIONS FOR STUDENTS

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- The College begins for shift I at 8.30 a.m. and closes at 1.20 p.m. with a recess for 15 minutes between 11.15 and 11.30 p.m. for shift II, classes commence at 1.30 p.m. and close at 5.50 p.m. with a recess of 15 minutes between 4.00 and 4.15 p.m. At the first bell, students should go to their respective classes. No student should leave the class room during a lecture without the permission of the teacher.
- Students must produce leave letter for their absence with the signature of the parent / guardian. The letter format is available on the College website.
- Students can avail 'On-Duty' only after producing the requisition form duly signed by the Head of the Department. The form may be obtained from the website (www.nct.ac.in).
- Students should attend meetings, functions and other activities of the College in time.
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- No meeting of any kind shall be held within the College campus without the prior written permission of the Principal.
- No money shall be collected by students from their classmates without obtaining prior permission from the Principal.
- No student shall take part in any agitation directed against the authorities or the Government.

- No notice / pamphlets / brochures of any kind shall be circulated among students or pasted on the Notice Board without the prior written sanction of the Principal.
- Students are advised to restrain themselves from becoming member in non-academic forums & organizations, violating which the student shall be expelled without further enquiry.
- Students shall not indulge in any kind of malpractices in the examinations.
- Students must not mis-use electronic gadgets like laptop, cell phones, pagers, walkmans, discmans, ipods etc. within the College premises.
- Students should not resort to any unlawful activity that will disrupt the peaceful academic atmosphere within campus. Severe action will be taken against those who indulge in such unlawful activities.
- As per Tamilnadu Government letter No.4338 / A2 / 2005- 1, dated 21.02.2005 and Bharathidasan University, Tiruchy letter No. 5576/ சுகி / சி.சி.சி.டி / 8 2005, dated 04.03.2005 (the Central Government Order) smoking as well as use of tobacco in any form is strictly prohibited inside the campus.
- Day scholars using two-wheelers should park their vehicles only in the student's parking area. Students should keep their vehicles duly locked and the College will not be responsible for any loss of vehicles. Students are not permitted to ride on two-wheelers within the campus.
- No student is allowed to have private tuition with any Staff Member of the college.
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- Under the Government's Educational Rules, the Principal has absolute right to penalize or suspend or dismiss any student found guilty of gross misconduct inside or outside the College campus.



NATIONAL COLLEGE

(AUTONOMOUS)

(Nationally Re-Accredited at A+ Grade by NAAC)

(College with Potential for Excellence)

TIRUCHIRAPPALLI - 620001



NATIONAL COLLEGE
(AUTONOMOUS)

2019 - 2020

STUDENT HANDBOOK

CALENDAR

Dr. S. Ravi, Asso.Prof., Dept. of Physics

Ms. D. Ananthi, Asst.Prof., Dept of Computer Science

DISCIPLINARY COMMITTEE

Heads of the Departments

N.C.C. Officers & N.S.S. Officers

Dr. P.S.S. Akilashri, Asso. Prof., Dept. of Computer Science - Vice Principal

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GRIEVANCE REDRESSAL CELL

Dr. S. Indira, Asso. Prof., Dept. of Chemistry

Dr. D. Muthuramakrishnan, Asso. Prof. & Head, Dept. of Mathematics

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SC/ST CELL

Dr. R. Ravichandran, Asso.Prof, Dept. of Tamil

Mr. S. Sivakumar, Asso. Prof. & Head, Dept. of Geology

SENATE MEMBER

Dr. S. Selvaraj, Asst. Prof., (SS), Dept. of Geology

PUBLIC RELATIONS

Mr. V. Sri Ramachandran, Asst. Prof., (SS) Dept. of English

WOMEN'S CELL

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Convenor : Dr. L. Pushpalatha, Asso. Prof. Dept of Chemistry

Members Teaching : Dr. Manju Somanath, Asst.Prof. Dept of Mathematics
Ms. S. Jamuna Rani, Asst.Prof. of Commerce (UAP)



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(AUTONOMOUS)

(Nationally Re-Accredited at 'A+' Grade by NAAC)

(College with Potential for Excellence)

TIRUCHIRAPPALLI - 620001



NATIONAL COLLEGE
(AUTONOMOUS)

2019 - 2020

STUDENT HANDBOOK

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- Students must produce leave letter for their absence with the signature of the parent / guardian. The letter format is available on the College website.
- Students can avail 'On-Duty' only after producing the requisition form duly signed by the Head of the Department. The form may be obtained from the website (www.nct.ac.in).(Should inform Dr.Jaabir of BioTech Dept)
- Students should attend meetings, functions and other activities of the College in time.
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Student

HANDBOOK

2020-2021



ACADEMIC COMMITTEES 2020 - 2021

Dr. R. SUNDARARAMAN, M.Com., B.Ed., Ph.D.,
Principal & Chairman of the Committees

STUDENT HANDBOOK

Dr. V.M. Ananthanarayanan, Asso. Prof. & Head, Dept. of Sanskrit
Dr. S. Ravi, Asso. Prof. Dept. of Physics.

DISCIPLINARY COMMITTEE

Vice-Principals, Heads of Departments, NCC and NSS Officers,
Tutor-in-charge of the respective classes.

GRIEVANCE REDRESSAL CELL

Dr. S. Thirumaran, Asso. Prof., Dept. of Economics
Dr. T.V. Sundar, Asso. Prof. Dept. of Physics.

SC/ST CELL

Dr. C. Muthukumar, Asst. Prof. Dept. of Botany
Prof. S. Prasanna Devi, Head, Dept. of Hindi.

SENATE MEMBER

Prof. K. Raja, Asst. Prof. (SS), Dept. of Mathematics

PUBLIC RELATIONS

Prof. V. Sri Ramachandran, Asst. Prof. (SS), Dept. of English

WOMEN'S CELL

This is a permanent cell to combat the violence including sexual harassment,
against women in their work-places.

Convener : Dr V. Srividya, Asst. Prof.(SS), Dept. of English

Members :

Teaching : (i) Dr. K. Bhuvaneshwari, Asst. Prof. Dept. of Tamil
(ii) Smt.S.JamunaRani, Asst.Prof. Dept.of Commerce.

Non-Teaching : (i) Dr. K. Vijayalakshmi, Office Superintendent I/c.
(ii) Dr. K. Abama, Typist

N.G.O. : Mrs. Hajira Basha, B.Sc., L.L.B., Advocate.

Nodal Officer : Mrs. R. Padma, M.A., B.L., Advocate.



Student

HANDBOOK

2020-2021



RULES, REGULATIONS AND INSTRUCTIONS

Do-s:

- ❖ Come decently dressed. Wear shoes. Avoid T-Shirts.
- ❖ Always wear Identity Card when within the campus. Present it when the squad demands.
- ❖ Update your latest residential address and contact telephone/mobile numbers with the college office.
- ❖ Be punctual to the College and classes.
- ❖ The first shift starts at 8.30 a.m. and concludes at 1.20 p.m. The second shifts starts at 1.30 p.m. and concludes at 5.50 p.m. The recess is between 11.15 a.m. & 11.30 a.m. for the first shift and 4.00 p.m. to 4.15 p.m. for the second shift.
- ❖ The College prayer will be played at the commencement of the first hour, for a minute. All of us are to remain standing silent at the place, where we are.
- ❖ Update yourself about the activities by regularly checking the Departmental Notice Board and the Digital Display Notice Board kept at the threshold.
- ❖ Seek permission from the concerned faculty member, before leaving the class room during working hours.
- ❖ Seek leave of absence or leave on other duty (OD) on the prescribed leave-letter-form, with the signature from the parent/guardian. The leave-letter-form and OD form can be downloaded from the college website www.nct.ac.in.
- ❖ Attend the academic activities of the department at the behest of the concerned faculty member. .
- ❖ Seek the written-permission of the Principal when you organize a student meeting.
- ❖ Organize meetings, gatherings, conferences or celebrations with the prior written permission from the Principal, through the concerned Head of the Department. .
- ❖ Pay the prescribed fees before the due date. This Handbook provides the details on the due date, late fees and penalties.

Don't-s:

- ❖ Don't loiter on the corridors; repose on the stair-cases, squat on the lawns and open-space.
- ❖ Be it a good cause; don't collect cash/resources from anyone in the college, without the written permission of the Principal.
- ❖ Don't draw students from the classes, during working hours, in the name of co-curricular, extra-curricular or sports activities. Seek the written permission from the Principal.
- ❖ Don't distribute/paste on the wall/affix on the notice board, hand bills/notices/ pamphlets/brochures of any kind. Take the written permission from the Principal.
- ❖ Keep your vehicles locked, in the parking lot. Don't ply them inside the campus.
- ❖ Don't spill/throw litter, spit or spoil the hygiene.

Prohibited as well as Punishable under the law:

- ❖ Scribbling on the walls & furniture and damaging the properties would be strictly dealt with.
- ❖ Restrain joining any forum/organization under the surveillance of the law.
- ❖ Don't resort to any unlawful activity that disrupts the peaceful academic atmosphere. It is punishable.
- ❖ As per the Government Order, don't consume alcoholic drinks, tobacco and narcotics in any form.
- ❖ Don't entertain private coaching/tuition with the faculty members. They will be taken to task.
- ❖ Don't publish, broadcast, offer interview or approach the media of any kind, related to the college.
- ❖ Ragging in any form is an offence under the law.
- ❖ Misbehaving with the people of the other gender is an offence.

Warning

The Government has authorized the Principal to penalize, suspend or dismiss any student who is found guilty of gross misconduct inside the College/Hostel premises or even outside the College campus.



ESTD. 1919

Student Hand Book 2021 - 2022



ACADEMIC COMMITTEES 2020 - 2021

Dr. R. SUNDARARAMAN, M.Com., B.Ed., Ph.D.,
Principal & Chairman of the Committees

1. STUDENT HANDBOOK

Dr. V.M. Ananthanarayanan, Asso. Prof. & Head, Dept. of Sanskrit
Dr. S. Ravi, Asso. Prof. Dept. of Physics.

2. DISCIPLINARY COMMITTEE

Vice-Principals, Heads of Departments, NCC and NSS Officers,
Tutor-in-charge of the respective classes.

3. GRIEVANCE REDRESSAL CELL

Dr. S. Thirumaran, Asso. Prof., Dept. of Economics
Dr. T.V. Sundar, Asso. Prof. Dept. of Physics.

4. SC/ST CELL

Dr. C. Muthukumar, Asst. Prof. Dept. of Botany
Prof. S. Prasanna Devi, Head, Dept. of Hindi.

5. SENATE MEMBER

Prof. K. Raja, Asst. Prof. (SS), Dept. of Mathematics

6. PUBLIC RELATIONS

Prof. V. Sri Ramachandran, Asst. Prof. (SS), Dept. of English

7. WOMEN'S CELL

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Convener : Dr V. Srividya, Asst. Prof.(SS), Dept. of English

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(ii) Dr. S. Jamuna Rani, Asst.Prof. Dept.of Commerce.

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N.G.O. : Mrs. Hajira Basha, B.Sc., LL.B., Advocate.

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Student Hand Book 2021 - 2022



RULES, REGULATIONS AND INSTRUCTIONS

Do-s:

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- ❖ Seek permission from the concerned faculty member, before leaving the class room during working hours.
- ❖ Seek leave of absence or leave on other duty (OD) on the prescribed leave-letter-form, with the signature from the parent/guardian. The leave-letter-form and OD form can be downloaded from the college website www.nct.ac.in.
- ❖ Attend the academic activities of the department at the behest of the concerned faculty member. .
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- ❖ Don't loiter on the corridors; repose on the stair-cases, squat on the lawns and open-space.
- ❖ Be it a good cause; don't collect cash/resources from anyone in the college, without the written permission of the Principal.
- ❖ Don't draw students from the classes, during working hours, in the name of co-curricular, extra-curricular or sports activities. Seek the written permission from the Principal.
- ❖ Don't distribute/paste on the wall/affix on the notice board, hand bills/notices/ pamphlets/brochures of any kind. Take the written permission from the Principal.
- ❖ Keep your vehicles locked, in the parking lot. Don't ply them inside the campus.
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Estd. 1919



NATIONAL COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI



STUDENT HANDBOOK 2022-2023

DISCIPLINARY COMMITTEE

Coordinator:	Dr. D. Prasanna Balaji Head and Director of Physical Education & Vice-Principal (UAP)
Members:	Prof. R. Jayaraman Head of Commerce(UAP)
	Dr. M. Murali Asso. Prof. of Chemistry
	Dr. M.S. Mohamed Jaabir Head of Biotechnology and Microbiology
	Dr. R. Thirugnanasoundari Head of Business Administration

STUDENTS GRIEVANCE REDRESSAL CELL

Coordinator:	Dr. R. Elavarasu Asso. Prof. and Head of English
Members:	Dr. B. Muthukumar Asso. Prof. and Head of Botany
	Dr. D. Prasanna Balaji Head and Director of Physical Education
	Dr. P.S.S. Akila Shri Asso. Prof. and Head of Computer Science

PARENT - TEACHER ASSOCIATION

Secretary:	Mr. S. Sivakumar, Asso. Prof of Geology
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ഇന്ത്യയിലെ ഏറ്റവും മികച്ച വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ
ഉപയോഗിച്ച് ഉയർന്ന നിലയിൽ - വിദ്യാഭ്യാസം



ESTD. 1959



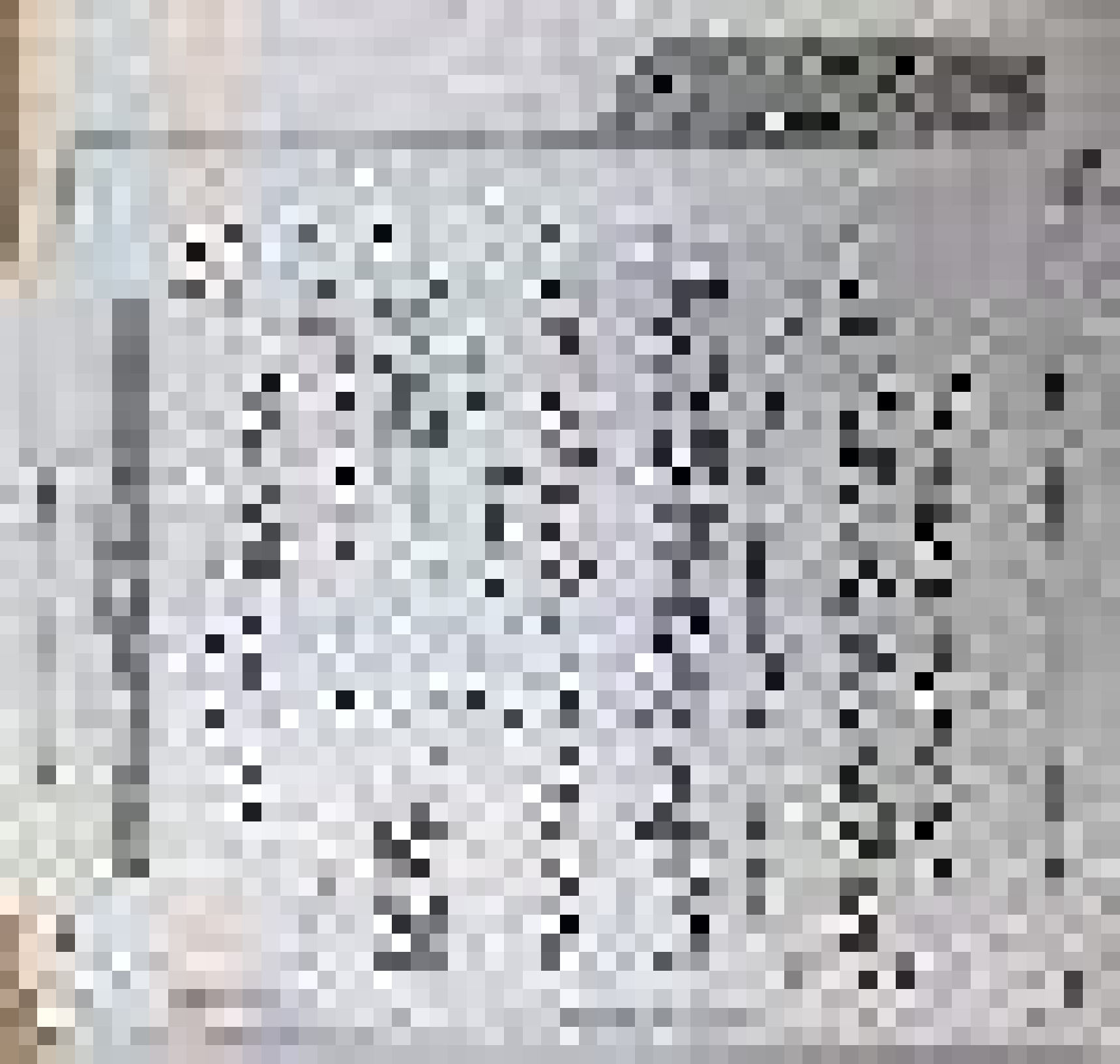
Estd. 1919



NATIONAL COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI



STUDENT HANDBOOK 2022-2023





Don't-s:

- X Don't loiter on the corridors; repose on the stair-cases, squat on the lawns and open-spaces.
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- X Don't draw students from the classes, during working hours, in the name of co-curricular, extra-curricular or sports activities. Seek the written permission from the Principal.
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- o Scribbling on the walls & furniture and damaging the properties would be strictly dealt with.
- o Restrain joining any forum/organisation under the surveillance of the law.
- o Don't resort to any unlawful activity that disrupts the peaceful academic atmosphere. It is punishable.
- o As per the Government Order, don't consume alcoholic drinks, tobacco and narcotics in any form.
- o Don't entertain private coaching/tuition with the faculty members. They will be taken to task.
- o Don't publish, broadcast, offer interview or approach the media of any kind, related to the college.
- o Ragging in any form is an offence under the law.
- o Misbehaving with the people of the other gender is an offence.

Warning:

The Government has authorised the Principal to penalise, suspend or dismiss any student who is found guilty of gross misconduct inside the College/Hostel premises or even outside the College campus.

"In the dark night of all beings, awakes to light the tranquil man.
But what is day to other beings is night for the sage who sees."
- Shrimad Bhagavad Gita



NATIONAL COLLEGE (Autonomous)

Nationally Re-Accredited at 'A+' Level by NAAC

College with Potential for Excellence by UGC

TIRUCHIRAPPALLI - 620 001, TAMILNADU, INDIA

Office of the Controller of Examinations



Phone: 0431-2481195

Email ID: controller@nct.ac.in

Dr. T. SRIDHAR

Controller of Examinations


INSTRUCTIONS TO THE INVIGILATORS

Dear Colleagues,

Let me take up the pleasure of inviting you to November 2023 semester examinations.

Conduct of the End Semester Examination requires a cooperative engagement from different departments. Let me request you to raise to the occasion and extend your cooperation.

1. First of all, I request you not to request for the change of date or session for the invigilation allotted to you. Kindly accept the schedule and make it convenient to attend the duty without fail.
2. You are requested to report to the Chief Superintendent of Examinations at 08.45 am for the morning session and 01.15 pm for the afternoon session.
3. Carefully collect and verify whether you are given enough number of the question papers with correct code number of question papers, main and additional answer sheets, attendance sheet, number allotment sheet, thread etc.,
4. Please allow the candidates just 15 minutes before the commencement of the examination to the hall.
5. Please verify whether all the candidates have their valid Identity Card, Hall ticket with title and code of the course with date and session printed for the day.
6. Caution the candidates not to involve in any kind of mal-practices. Your results will be withheld and you will be banned for 3 future semesters if you found involved in mal-practice.
7. Inform the students that study materials and mobile phones are strictly prohibited inside the examination hall.
8. Inform them that they should not write anything in the question paper.
9. If you found any student involved in mal-practice, collect all the evidences with proof and submit a letter to the Chief Superintendent of the examinations immediately.
10. Please do not allow the candidate to go out of the examination hall before the prescribed duration of the examination as mentioned in the question paper.
11. Ask the candidates to complete the cover page carefully, verify its correctness and sign in the script in the allotted space.
12. Carefully collect all the answer scripts serially and order them as per the question paper codes and hand over the scripts to the chief superintendent of examinations.
13. Sign in the attendance notebook and leave the hall silently to enable others to work for the next session.


Dr. T. SRIDHAR
Controller of Examinations
National College (Autonomous)
Tiruchirappalli-620 001.



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Dr. T. SRIDHAR

Controller of Examinations

INSTRUCTIONS TO THE EXTERNAL EXAMINERS

Dear Examiners,

Welcome to National College (Autonomous), Tiruchirappalli.

105 years old college with great heritage and culture takes pride in appointing you as an External Examiner. First of all, we thank you for accepting our offer. We wish to give you some instructions for the betterment of the commitment we have taken.

1. Please do not disclose the confidential assignment which was given to you with anyone.
2. You can start your valuation by 09.30am and avoid coming late. You can value the scripts till 04.30pm.
3. We request you to park your vehicles in the parking lot.
4. Write your Name, college and Sign in the space allotted in the Answer script cover without fail.
5. We appreciate fair valuations.
6. Value the scripts allotted to you and mark the mistakes and enter the marks inside the scripts and in the space allotted in the cover page of the answer script to avoid misconceptions, in case if any candidate opt for second valuation.
7. Treat the staff who are assisting you in the process of valuation gently. Please avoid urging them to enter the mark in hurry to avoid wrong entries.
8. Please avoid using mobile phone during the valuation. Maintain silence to enable others to work peacefully.
9. We wish to remind you that you are under the surveillance of CCTV camera.
10. Manual IML should be properly filled in and signed by the examiners.
11. Fail marks should be underlined using **red ballpoint pen** in IML by the Examiners.

Thank you for your understanding and extending your cooperation.

Yours in academics.


(Dr. T. SRIDHAR)

Dr. T. SRIDHAR

Controller of Examinations

National College (Autonomous)

Tiruchirappalli-620 001.

AUTONOMOUS EXAMINATIONS

- ⌚ The candidates are to take the examinations at the end of each semester
- ⌚ - October / November - for odd semesters and April / May - for even semesters.
- ⌚ Those who are to reappear for the examination in any course, are permitted so, in the subsequent semesters to take the examinations as the arrear course.
- ⌚ But if the candidate is to reappear for the practical examinations, he/ she is to take them with the Regular Practical examinations, as per the schedule.
- ⌚ The candidates are to appear for the Viva-voce Examination, defending their Project.
- ⌚ Oral examinations are a part of Communicative English Course and Practical Examinations in science subjects. They carry five marks each. In other words, the theory course carry a maximum of 70 marks and oral examinations carry 5 marks. Put together, it is 75 marks.

PREPARE YOURSELF FOR THE EXAMINATIONS

- ⌚ Look for the important dates, announced by the Principal.
- ⌚ Look at the notice board for your regularity in attendance. Candidates, who don't have 75% of the total attendance, are not permitted to sit for the examinations. However, you may, with 60% to 74% of attendance, condone the examinations, only on genuine reasons based on the Medical Certificate issued by the competent authority. If you have less than 60% of the attendance, you are not eligible for the examinations. You are to re-do the concerned semester/ semesters after the completion of the entire programme of study.
- ⌚ Mark them in your Handbook. Stick to the schedule.
- ⌚ Update the College Executive for Attendance, with your 'On other duty' attendance certificates, well in advance. Late submission of attendance certificates would not be honored. Be an early bird. Seek the advice of your Tutor/Head of the Department.
- ⌚ Do all your examination-related work by yourself. Don't designate this work to your friends or relatives. They may err.
- ⌚ Pay all the fees due, to the college office or the online banking services, whichever the office demands. The application form for examination would open for you in the online-portal of the Controller of Examinations, if only these conditions are met with. Keep all the fee-receipts handy.
- ⌚ If you are in the first semester, tick mark (☐) your Language Course (French/ Hindi/Tamil/Sanskrit) in the Examination application form, available online in the college website. Take a print-out and keep it for future reference. Don't forget.

- ☞ If you are in the other semesters, tick mark (☐) the courses you are going to appear, including the arrear courses, if any, in the application form, available online from the college website. Pay the fees for the arrear courses.
- ☞ The Principal shall announce the date for the release of the Hall Tickets. Visit the college website, follow the instructions therein, and take a print-out of the hall-ticket. Verify your photograph and other details therein. Your access to this portal is limited to a specific period, beyond which it will be closed. And those who fail to download and bring the print-out of the hall ticket to the examination, along with the identity card, are not permitted to appear for the examination. The Principal uses his discretion in solving the discrepancy, based on the supporting documents you produce, related to the issue.

THE DAY OF THE EXAMINATION

- ☞ Start early from your house / hostel / room / accommodation.
- ☞ Pack your bag with the Hall ticket, writing materials and adorn yourself with the Identity Card. Don't forget. Produce them when the invigilator demands. Entry into the hall without these two or either, forfeits your candidature.
- ☞ The examinations commence at 09.30 for the Forenoon Session and conclude at 12.30, afternoon. The commencement is at 2.00 for the afternoon session which concludes at 5.00 p.m. Enter the examination hall 10 minutes before the commencement of the examinations. Avoid arguments.
- ☞ Sit at the place designated to you, where your registration number is written.
- ☞ You are denied admission to examination, if you arrive late.
- ☞ You are to remain in the hall for the entire period of the examination.
- ☞ Take the signature of the invigilator on all your answer papers. Verify your register number in the attendance sheet. Put your signature, at the appropriate place.
- ☞ Malpractice in any form is an offence. If you are found guilty, law would take its course.
- ☞ Don't walk along the corridors or loiter in the campus, during the examinations.
- ☞ Hand over your answer papers, securely fastened, to the Invigilator. Leave the hall only when directed to do so, by the invigilator.
- ☞ Scrupulously follow the instructions of the Principal, Chief Superintendent of the Examinations, Controller of Examinations and the Invigilator. Discipline is your ornament.
- ☞ If you follow these instructions, you are the topper!



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 Website : www.net.ac.in

Dr. R. Sundararaman, *M.Com., B.Ed., Ph.D.*
PRINCIPAL

Phone No : 0431 - 2482995
 FAX : 0431 - 2481997

05.12.2017

CIRCULAR

It is intended to organize a training programme in C and C++ in our College premises. The Programme is scheduled for 50 days without affecting the regular College hours. Students of Mathematics, Physics, Geology, Chemistry, Commerce with Computer Applications and Computer Science are eligible to join the programme. About 450 different programmes will be taught during the Course. Students who are willing to join the Course are asked to contact Ms. A. Sasikala, the Placement Officer of our College. The fees for the Course will be Rs. 1,000/- (One Thousand only).

[Signature]
PRINCIPAL

S. No.	Department	UG II Year	UG III Year	PG I Year	PG II Year
1.	Chemistry	<i>[Signature]</i>		<i>[Signature]</i>	<i>[Signature]</i>
2.	Geology	<i>[Signature]</i>	<i>[Signature]</i>		
3.	Mathematics	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4.	Physics	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5.	B.Com CA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6.	Computer Science	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7.	BCA	<i>[Signature]</i>	<i>[Signature]</i>		



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07.12.2017

CIRCULAR

All the members of the Academic Council of our College are requested to attend the meeting to be held on 16.12.2017 at 10.00 am in the College Library Committee Hall.

Agenda :

1. Approval of introduction of new UG, PG and Certificate Programme during 2018-2019.
2. Curriculum Revision, if any.
3. Any other matter.

[Handwritten Signature]
PRINCIPAL

S.No.	Name of the Staff	Department	Signature
1.	Dr. L. Pushpalatha	Dept. of Chemistry Member Secretary	<i>[Signature]</i>
2.	Dr. V. Nandagopalan	Controller of Examinations	<i>[Signature]</i>
3.	Dr. K. Vivekanandan	Dean of Science & Head	<i>[Signature]</i>
4.	Dr. S. Eswaran	Dean of Arts & Head	<i>[Signature]</i>
5.	Dr. M.N. Abubacker	Dept. of Bio-Tech. & Micro Biology	<i>[Signature]</i>
6.	Dr. KV. Kannan	Dept. of Botany	<i>[Signature]</i>
7.	Dr. P. Subramanian	Dept. of Business Administration	<i>[Signature]</i>
8.	Dr. S. Gnanasekaran	Dept. of Commerce	<i>[Signature]</i>
9.	Ms. R. Sasikala	Dept. of Computer Science	<i>[Signature]</i>
10.	Ms. A. Umamageswari	Dept. of Computer Applications	<i>[Signature]</i>
11.	Mr. K. Elango	Dept. of Economics	<i>[Signature]</i>
12.	Dr. R. Elavarasu	Dept. of English	<i>[Signature]</i>
13.	Dr. V. Subramanian	Dept. of Geology	<i>[Signature]</i>
14.	Ms. S. Prasanna Devi	Dept. of Hindi	<i>[Signature]</i>
15.	Dr. P. Parimalasekar	Dept. of History	<i>[Signature]</i>
16.	Ms. S. Ramani	Dept. of Information Technology	<i>[Signature]</i>
17.	Mr. M. Senthilvel	Dept. of Mathematics	<i>[Signature]</i>
18.	Dr. D. Prasanna Balaji	Dept. of Physical Education	<i>[Signature]</i>
19.	Dr. S. Pari	Dept. of Physics	<i>[Signature]</i>
20.	Dr. V.M. Ananthanarayanan	Dept. of Sanskrit	<i>[Signature]</i>
21.	Dr. V. Gokula	Dept. of Zoology	<i>[Signature]</i>
22.	Dr. P. Raghavan	Staff Representative	<i>[Signature]</i>
23.	Dr. D. Muthuramakrishnan	Staff Representative	<i>[Signature]</i>
24.	Dr. D.E. Benet	Staff Representative	<i>[Signature]</i>
25.	Dr. M.S. Mohamed Jaabir	Staff Representative	<i>[Signature]</i>



Est. in 1919

Dr. R. Sundararaman, M.Com., B.Ed., Ph.D.,
PRINCIPAL

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10.04.2018

CIRCULAR

There is a Staff (both teaching & non teaching) meeting tomorrow (11.04.2018) at 12.01 p.m. in the College Auditorium. All the Staff (both teaching & non teaching) members are asked to attend the meeting.

Last working day for the Even Semester of the academic year 2018 - 2019 - 11.04.2019

Re-opening date for the Odd Semester of the academic year 2019 - 2020 - 17.06.2019


PRINCIPAL

Principal
National College (Autonomous)
Tiruchirappalli - 620 001.





Aided.

NATIONAL COLLEGE (AUTONOMOUS),
TIRUCHIRAPALLI- 620 001
CAREER GUIDANCE AND PLACEMENT CELL (CGPC)
[CGPC-NCT Circular No.-1/2018-2019]

29.06.2018


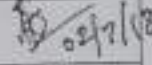


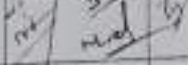




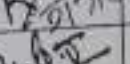
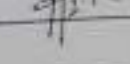
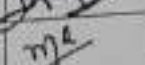







Circular

There will be a meeting for all the student secretaries of various departments to give instructions regarding placement registration process for this academic year 2018-2019. One student from the final year UG class and one from final year PG class are asked to attend the meeting.

Venue : Meeting Hall - I
Date & Time : 02/ 07 /2018 at 01:25 P.M.


PLACEMENT OFFICER


PRINCIPAL

S.No	Department	UG III Year	PG II Year
1	Botany		
2	Chemistry		
3	Commerce		
4	Economics		
5	English		
6	Geology		
7	History		
8	Mathematics		
9	Physics		
10	Tamil		
11	Zoology		

Un-Aided



NATIONAL COLLEGE (AUTONOMOUS),
TIRUCHIRAPALLI- 620 001
CAREER GUIDANCE AND PLACEMENT CELL (CGPC)
[CGPC-NCT Circular No.-1/2018-2019]

29.06.2018

Circular

There will be a meeting for all the student secretaries of various departments to give instructions regarding placement registration process for this academic year 2018-2019. One student from the final year UG class and one from final year PG class are asked to attend the meeting.

Venue : Meeting Hall-I
Date & Time : 02/ 07 /2018 at 01:25 P.M.

[Signature]
PLACEMENT OFFICER

[Signature]
PRINCIPAL

S.No	Department	UG III Year	PG II Year
1	Biotechnology	<i>[Signature]</i>	<i>[Signature]</i>
2	BBA	<i>[Signature]</i>	
3	Chemistry	<i>[Signature]</i>	<i>[Signature]</i>
4	Commerce, B.Com (CA)	<i>[Signature]</i>	<i>[Signature]</i>
5	Computer science, Computer Applications	<i>[Signature]</i>	<i>[Signature]</i>
6	English	<i>[Signature]</i>	<i>[Signature]</i>
7	Geology	<i>[Signature]</i>	
8	Mathematics	<i>[Signature]</i>	<i>[Signature]</i>
9	Physics	<i>[Signature]</i>	<i>[Signature]</i>
10	Zoology	<i>[Signature]</i>	<i>[Signature]</i>

[Handwritten notes]
III B.com - CA
Sonia Nandy
II PG
[Signature]



NATIONAL COLLEGE (AUTONOMOUS),
TIRUCHIRAPALLI- 620 001
CAREER GUIDANCE AND PLACEMENT CELL (CGPC)
[CGPC-NCT Circular No.-2\2018-2019]

16.07.2018

Circular

There will be a Career Counseling meeting for all the final year UG and PG students of various departments in respect of advantages of studying Post-Graduate studies in Australian Universities.

Venue : Dr. V. Krishnamurthy Auditorium.

Date & Time : 17/ 07 /2018 at 12:30 P.M.

PLACEMENT OFFICER

PRINCIPAL

S.No	Department	UG III Year	PG II Year
1	Botany	S.Off.	amr
2	Chemistry		
3	Commerce		
4	Economics	J. S.	V. S.
5	English	amr	vt
6	Geology		
7	History	D. S. T.	
8	Mathematics	mp	
9	Physics		
10	Zoology	K	K



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PRINCIPAL

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30-07-2018.

CIRCULAR

HODs are asked to select two or three students from I UG and IPG classes of the respective department to enroll them in Core Group and send the list on or before 31.07.2018 to the undersigned.


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08.08.2018

CIRCULAR

Tests of 09.08.2018 will be held as scheduled.

Tests scheduled for 8th August 2018 will be held on 11th August 2018.

2nd Day Order will be followed on 09.08.2018.


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24-11-2018

CIRCULAR

Change in the College Calendar for the months of November, 2018.

29.11.2018	-	Thursday	-	Reopening Day	- 1 st Day Order
30.11.2018	-	Friday	-	Working Day	- 2 nd Day Order
01.12.2018	-	Saturday	-	Working Day	- 3 rd Day Order


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CIRCULAR

15-12-2018

The students are informed that the assignments are to be submitted as per the following schedule.

Assignment	Last date
I	10.01.2019
II	28.02.2019
III	25.03.2019

[Handwritten Signature]
PRINCIPAL

S. No.	Name of the Staff	Department	Signature
1.	Dr. K.V. Kannan	Dept. of Botany	<i>[Signature]</i> 17/12/18
2.	Dr. K. Vivekanandan	Dept. of Chemistry	<i>[Signature]</i>
3.	Dr. S. Gnanasekaran	Dept. of Commerce	<i>[Signature]</i>
4.	Mr. K. Elango	Dept. of Economics	<i>[Signature]</i>
5.	Dr. R. Elavarasu	Dept. of English	<i>[Signature]</i>
6.	Prof. S. Sivakumar	Dept. of Geology	<i>[Signature]</i> 12/12
7.	Dr. P. Parimalasekar	Dept. of History	<i>[Signature]</i> 17/12/18
8.	Dr. D. Muthuramakrishnan	Dept. of Mathematics	<i>[Signature]</i>
9.	Dr. S. Pari	Dept. of Physics	<i>[Signature]</i> 17/12
10.	Dr. S. Eswaran	Dept. of Tamil	<i>[Signature]</i>
11.	Dr. V. Gokula	Dept. of Zoology	<i>[Signature]</i> 15/12/2018



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02-01-2019

CIRCULAR

Change in the College Calendar for the month of January, 2019.

- 05.01.2019 - Saturday - Working Day
16.01.2019 - Wednesday - Holiday
17.01.2019 - Thursday - Holiday
19.01.2019 - Saturday - Workingday

Handwritten signature and PRINCIPAL

Table with columns: S.No., Department, UG (I, II, III), PG (I, II). Rows include Botany, Chemistry, Commerce, Economics, English, Geology, History, Mathematics, Physics, Tamil, Zoology.



NATIONAL COLLEGE

(Autonomous)
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Unit of Dr.V. Krishnamurthy Educational Foundation



To, R. Sundararaman, -H.C. - B.S. P.D.
Principal

05.03.2019

CIRCULAR

A Summer crash course in C and C++ will be held in our college during May - June, 2019 for 30 days. Students will be trained in 425 programmes. Interested students from II and III UG classes are asked to register their names with MS. A. Sasikala, Placement Officer of our college. A special campus recruitment programme will be organized for the attendees during the year 2019-20.

Sundararaman
PRINCIPAL 7/3/19



NATIONAL COLLEGE (Autonomous)
Nationally Re-accredited at 'A+' Grade with 3.61 CGPA by NAAC
College with Potential for Excellence
TIRUCHIRAPALLI - 620 001. TAMILNADU
email: principal@nct.ac.in
Website : www.nct.ac.in Phone No : 0431 - 2482995

ESTD 1979

Dr. R. SUNDARARAMAN, M.Com, B.Ed., Ph.D.,
PRINCIPAL

24.06.2019

CIRCULAR

There will be a Meeting to all 1 Year PG students in the College Auditorium at 8.45 a.m. today (i.e. 24.06.2019). The Principal will address the students.

All Heads of the Department and Tutors in Charge of 1 PG Classes are requested to attend the meeting without fail.


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Phone no : 0431 - 2482995

06-07-2019

CIRCULAR

Following the announcement of the draft of New Education Policy - 2019, by the Govt. of India, we are planning to organize an event (within few days) to discuss the same and send our recommendations to UGC, New Delhi. In this regard, I request all the staff and students to familiarize or read through the draft of New Education Policy - 2019 and share the views in the event to be organized shortly. As stake-holders, let us take responsibility and pride in being part of the process of shaping the New Education Policy to be adopted for the country.

The draft of the New Education Policy - 2019 can be downloaded from the UGC website.

The link / QR code is given below:

<https://www.ugc.ac.in/subpage/nep.aspx>




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Dr. R. Sundararaman, M.Com., B.Ed., Ph.D.,
PRINCIPAL

Phone No : 0431 - 2482995

18.10.2019

CIRCULAR

Last working day of the Odd Semester (2019-2020) - 19.10.2019

Reopening date for the Even Semester (2019-2020) - 27.11.2019



Principal
National College (Autonomous),
Trichirappalli - 620 001



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Dr. R. Sundararaman, *M.Com., B.Ed., Ph.D.*,
PRINCIPAL

Phone No : 0431 - 2482995
FAX : 0431 - 2481997

Date: 05.11.2020

CIRCULAR

Kindly inform the students to pay the fees for arrear courses on or before

08.11.2020.


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PRINCIPAL

Phone No : 0431 - 2482995
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Date : 14.11.2020

CIRCULAR

From 20th November 2020,

Online classes will be held for 5 periods of 40 minutes each.

HODs are requested to prepare the regular time table (including language, SBE and NME classes) as per the following schedule.

I Period - 9.30 a.m. to 10.10 a.m.

II Period - 10.10 a.m. to 10.50 a.m.

III Period - 10.50 a.m. 11.30 a.m.

Interval - 11.30 a.m. to 11.40 a.m.

IV Period - 11.40 a.m. 12.20 p.m.

V Period - 12.20 p.m. to 01.00 p.m.

A copy of the time table may be sent to my mail id - principal@nct.ac.in


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FAX : 0431 - 2481997

Date: 15.11.2020

CIRCULAR

Heads of the Departments are requested to frame the Time Table for Online classes from 20-11-20 (including I-PG) based on the cell issued for odd semester 2019-20. A copy of the time table may be sent to my mail ID- principal@nct.ac.in


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Date : 04.12.2020

CIRCULAR

All III year UG classes will commence on Monday the 7th December 2020.

Students are required to follow the SOP strictly.

1. Wearing of masks is compulsory.
2. Social distancing norm should be followed.
3. Students should sanitize their hands at the entrance.


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Date : 05.01.2021

CIRCULAR

Our college is very keen on helping our students with digital learning initiatives. A large number of courses are available in the MOOCs portal offered by UGC/NPTEL (4/8/12/15 weeks duration).

HODs are asked to identify one or two courses each for PG Students, after consultation with Dept. Staff members. PG students may be advised to enrol in at least one course. HODs are asked to appoint a coordinator for online courses for helping the students and monitoring the implementation. Kindly inform the name of the coordinator and the courses selected by email to me.

HODs may also encourage the young faculty members in the department to join a SWAYAM course in this season.


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Date : 07.01.2021

CIRCULAR

Regular classes for all M.Phil (Part Time) programmes will commence on Sunday, the 10th January 2021. Classes will be held at the college as usual. Students are advised to strictly follow the SOP, wear masks and follow physical distancing norms.


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Date : 27.01.2021

CIRCULAR

Heads of the Departments are requested to send the following details to the respective Heads of Department on or before 30.01.2021. List of NME papers and the details of students (Name, Admission No. Program) who have opted for each NME.


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Dr. R. Sundararaman, M.Com., B.Ed., Ph.D.,
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Phone No : 0431 - 2482995

FAX : 0431 - 2481997

Date : 22.02.2021

CIRCULAR

Heads of the Departments are requested to arrange for delivery of answer scripts of the semester examinations held recently at the office of the CoE.

Kindly follow the procedure given below.

1. Collect the answer scripts from the students.
2. Arrange the answer scripts of each course in the order of examination registration no. (as per the list given by CoE)
3. Answer scripts of students whose names are not in the list are to be put in separate covers.
4. The covers may please be handed over through class tutors to the controller office as per the following schedule.

1. Botany - 9.30 a.m. to 9.45 a.m.
2. History - 9.45 a.m. to 10.15 a.m.
3. Chemistry - 10.15 a.m. to 10.30 a.m.
4. Commerce Aided - 10.30 a.m. to 10.45 a.m.
5. Economics - 10.45 a.m. to 11.00 a.m.
6. Geology - 11.00 a.m. to 11.15 a.m.
7. Mathematics - 11.15 a.m. to 11.30 a.m.
8. Physics Aided & Unaided - 11.30 a.m. to 11.45 a.m.
9. Tamil - 11.45 a.m. to 12.00 Noon
10. Zoology - Aided & Unaided 12.01 p.m. to 12.15 p.m.
13. Bio Technology & Mathematics Unaided-- 12.15 p.m. to 12.30 p.m.
14. Business Administration - 12.30 p.m. to 12.45 p.m.
15. Commerce Unaided - 12.45 p.m. to 1.00 p.m.
16. Commerce with CA - 1.00 p.m. to 1.15 p.m.
17. CS, IT, BCA- After 1.15 p.m.
18. English Unaided - 1.45 p.m. to 2.00 p.m.
19. Geology Unaided - 2.00 p.m. to 2.15 p.m.
20. Physical Education - 2.15 p.m. to 2.30 p.m.
21. Statistics - 2.30 p.m. to 2.45 p.m.


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Date : 22.03.2021

CIRCULAR

As per the order of the Government, all classes (including shift II) will be held online from 23rd March 2021.

The schedule is as follows:

- 9.30 a.m. to 10.15 a.m. - I Hour
- 10.15 a.m. to 11.00 a.m. - II Hour
- 11.00 a.m. to 11.45 a.m. - III Hour
- 11.45 a.m. to 12.00 Noon - Interval.
- 12.00 Noon to 12.45 p.m. - IV Hour
- 12.45 p.m. to 1.30 p.m. - V Hour

Staff members should sign the Attendance Register before 9-30 AM and handle the online classes from the college premises.

Practical examinations will be conducted as per the Time Table already announced. Heads of the Departments are requested to arrange for completion of all Practical Examinations before 31st March 2021.


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15.06.2022

CIRCULAR

1. Last working day for this semester (i.e. 2021-22 Even Semester) - 16.06.2022.
2. College reopens on 18.07.2022 for the Academic Year 2022-23




PRINCIPAL
Principal
National College (Autonomous)
Tiruchirappalli - 620 001.



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Dr. K.Kumar, *M.Com., M.Phil., Ph.D.*
PRINCIPAL

Phone No : 0431 - 2482995
FAX : 0431 - 2481997

23-03-2023

CIRCULAR

All Final year UG and PG Students are asked to return all the borrowed books to the Library on or before 10-04-2023. For the books not returned before the last date the cost will be recovered.

K. Kumar 23/3/23
PRINCIPAL



Dr.D.Saravanan
(Co-ordinator)
NATIONAL COLLEGE INSTRUMENTATION FACILITY (NCIF)
NATIONAL COLLEGE,
TIRUCHIRAPPALLI -620 001.

Rules to be followed in the National College Instrumentation Facility (NCIF)

- 1. Visitors should sign in In-Out Register**
- 2. Prepare permission from the NCIF**
- 3. Remove the shoes and chapels outside the lab**
- 4. During the instrument in working condition do not disturb**
- 5. Entry the log book for every instrument.**
- 6. If needed use the Hand gloves when you are using hazardous chemicals.**
- 7. Follow the Do's and Don'ts in the lab**
- 8. Follow the SOP and GLP**
- 9. Use proper glassware and chemicals.**

Dr. D. SARAVANAN, M.Sc., Ph.D.,
Co-ordinator
National College Instrumentation Facility (NCIF)
Instrumentation Facility (NCIF)
National College (Autonomous),
TIRUCHIRAPPALLI -620 001.



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PHYSICS ASSOCIATION DEPARTMENT OF PHYSICS NATIONAL COLLEGE (Autonomous)

College with Potential for Excellence
Nationally Re-Accredited with "A+" Grade by NAAC
(A Unit of Dr. V. Krishnamurthy Educational Foundation)
Tiruchirappalli - 620 001, Tamilnadu, India



SAFETY POLICY & PROCEDURES

SOPs are in place to standardize responses, promoting safety and ensuring predictable results.

GENERAL SAFETY PRINCIPLES

- Familiarize yourself with the potential risks linked to the materials in use, as not all hazards may be known. Prior to handling an unfamiliar chemical, thoroughly review the labels and assess the potential dangers. Prioritize safety measures and take necessary precautions before commencing any new task.
- Familiarize yourself with the whereabouts of emergency equipment, including fire alarms, fire extinguishers, emergency eyewash, and shower stations, and ensure you are knowledgeable about the correct emergency response protocols.
- Ensure that other workers are not distracted or startled while they are handling hazardous materials.
- Utilize equipment and hazardous materials solely for their designated purposes.
- Maintain constant vigilance towards unsafe conditions and actions, promptly notifying others to facilitate swift corrective measures.
- Adhere to the use of suitable skin, eye, and face protection.
- Prior to handling any hazardous material, thoroughly examine equipment such as fume hoods, gloves, goggles, etc., for any signs of leaks, tears, or damage.
- Refrain from tasting or smelling chemicals to minimize potential risks.

UNATTENDED OPERATIONS

- Consult your lab supervisor to confirm the possibility of leaving the operation unattended.
- Ensure the protocol addresses possible interruptions in utilities and hazardous materials containment.
- Display a warning notice near the experiment if there are hazardous conditions, including indicators of issues and contact information.



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PHYSICS ASSOCIATION
DEPARTMENT OF PHYSICS
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Drochiappally - 620 001, Tamilnadu, India.



WORKING ALONE

- Working alone is strictly prohibited during procedures involving highly hazardous or toxic chemicals or agents and/or dangerous equipment or environments.

VOLUNTEERS IN THE LAB

- Lab volunteers must receive written documentation outlining their scope of work and safety training requirements.

LABORATORY SECURITY

- The faculty member in charge is accountable for ensuring chemical and equipment safety in the laboratory.
- To gain entry, faculty, staff, and students must provide information about their planned work at the entrance.
- The concerned faculty is responsible for maintaining security measures for chemicals and equipment in the laboratory.



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(Co-ordinator)
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NATIONAL COLLEGE,
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Dr. D. SARAVANAN, M.Sc.,Ph.D.,
Co-ordinator
National College Instrumentation Facility (NCIF)
Instrumentation Facility(NCIF)
National College (Autonomous),
TIRUCHIRAPPALLI-620 001



National College



(Autonomous)

College with Potential for Excellence

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A Unit of Dr.V. Krishnamurthy Educational Foundation

Tiruchy - Dindigul Road, Karumandapam, Tiruchirappalli - 620 001

SAFETY POLICY & PROCEDURES

(For Department of Biotechnology, Microbiology, Chemistry, Physics, Botany, Geology, Geobiotechnology and Zoology)

SOPs are in place to standardize responses, promoting safety and ensuring predictable results.

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K. K. Kumar
Dr.K.KUMAR
Principal
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Tiruchirappalli - 620 001



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