



**Rajagiri Dawood Batcha College of Arts and science**  
Papanasam – 614 205  
**UG & PG Programs - Academic Calendar 2024 – 2025 Even Semester**

Note: This academic calendar is subject to change based on the university schedule

**Month: December 2024**

<b>Date</b>	<b>Day</b>	<b>Description</b>	<b>Day Order</b>	<b>Working Day</b>
1	<b>Sunday</b>	<b>Holiday</b>		
2	Monday			
3	Tuesday			
4	Wednesday			
5	Thursday			
6	Friday			
7	<b>Saturday</b>			
8	<b>Sunday</b>	<b>Holiday</b>		
9	Monday	<b>All Faculty Meeting</b>		
10	Tuesday			
11	Wednesday			
12	Thursday	<b>Even Semester Reopening Day (All Years)</b>		1
13	Friday			2
14	Saturday			3
15	<b>Sunday</b>	<b>Holiday</b>		
16	Monday	<b>MBA First Year Reopening</b>		4
17	Tuesday	LAMP – 3 <sup>rd</sup> Years		5
18	Wednesday	LAMP – 3 <sup>rd</sup> Years		6
19	Thursday	LAMP – 3 <sup>rd</sup> Years		7
20	Friday			8
21	<b>Saturday</b>	<b>Postponed University Exam – Nov 2024</b>		
22	<b>Sunday</b>	<b>Holiday</b>		
23	Monday	<b>Postponed University Exam – Nov 2024</b>		
24	Tuesday	<b>Postponed University Exam – Nov 2024</b>		
25	Wednesday	<b>Christmas Holiday</b>		
26	Thursday			9
27	Friday			10
28	Saturday			11
29	<b>Sunday</b>	<b>Holiday</b>		
30	Monday			
31	Tuesday			

Month: January 2025				
Date	Day	Description	Day Order	Working Day
1	Wednesday	New Year 2025 Holiday		
2	Thursday			12
3	Friday			13
4	Saturday			14
5	<b>Sunday</b>	<b>Holiday</b>		
6	Monday			15
7	Tuesday	LAMP – 3 <sup>rd</sup> Years		16
8	Wednesday	LAMP – 3 <sup>rd</sup> Years		17
9	Thursday	LAMP – 3 <sup>rd</sup> Years		18
10	<b>Friday</b>	National Youth Day – Birth anniversary of Vivekananda & தமிழ் இலக்கிய மன்றம்: தமிழ் எங்கள் அறிவுக்குத் தோள்		19
11	<b>Saturday</b>	<b>Pongal Celebration</b>		
12	<b>Sunday</b>	<b>Holiday</b>		
13	Monday	<b>Bogi Holiday</b>		
14	Tuesday	<b>Pongal holiday</b>		
15	Wednesday	<b>Pongal holiday</b>		
16	Thursday	<b>Pongal holiday</b>		
17	Friday	<b>Holiday</b>		
18	<b>Saturday</b>	<b>Thiyagaraja Aradhana - Holiday</b>		
19	<b>Sunday</b>	<b>Holiday</b>		
20	Monday	LAMP – 3 <sup>rd</sup> Years		20
21	Tuesday	LAMP – 3 <sup>rd</sup> Years		21
22	Wednesday	LAMP – 3 <sup>rd</sup> Years		22
23	Thursday	Vetrippadikkattu – 2025		23
24	Friday	International Day of Education		24
25	Saturday			25
26	<b>Sunday</b>	<b>Republic Day</b>		
27	Monday			26
28	Tuesday	English – Seminar (Tentative Topic)		27
29	Wednesday			28
30	Thursday	Martyr's Day (Death Anniversary of Mahathma Gandhi)		29
31	Friday			30

Month: February 2025				
Date	Day	Description	Day Order	Working Day
1	Saturday	Mgt – Representing Management Day 2025 (Intra Dept.) & Management Workshop		31
2	<b>Sunday</b>	<b>Holiday</b>		
3	Monday	LAMP – 3 <sup>rd</sup> Years		32
4	Tuesday	LAMP – 3 <sup>rd</sup> Years		33
5	Wednesday	LAMP – 3 <sup>rd</sup> Years		34
6	Thursday	Cycle Test – Timetable & QP Format Release		35
7	Friday			36
8	Saturday	Commerce – Department Meet		37
9	<b>Sunday</b>	<b>Holiday</b>		
10	Monday			38
11	<b>Tuesday</b>	<b>Thai Poosam - Holiday</b>		
12	Wednesday			39
13	Thursday	Cycle Test – Question Paper Submission		40
14	Friday			41
15	Saturday	Computer Science – Department Meet		42
16	<b>Sunday</b>	<b>Holiday</b>		
17	Monday	Cycle Test / Sports Events		43
18	Tuesday	Cycle Test / Sports Events		44
19	Wednesday	Cycle Test / Sports Events		45
20	Thursday	Cycle Test / Sports Events		46
21	Friday	Cycle Test / Sports Events		47
22	Saturday	Cycle Test / Sports Events		48
23	<b>Sunday</b>	<b>Holiday</b>		
24	<b>Monday</b>	<b>Sports Day, 25<sup>th</sup> Annual Day &amp; Book Release</b>		49
25	<b>Tuesday</b>	<b>Holiday</b>		
26	Wednesday	LAMP – 3 <sup>rd</sup> Years		50
27	Thursday	LAMP – 3 <sup>rd</sup> Years		51
28	Friday	Biotech – Representing National Science Day 2025 (Intra College)		52

Month: March 2025				
Date	Day	Description	Day Order	Working Day
1	Saturday	Ramzan Start – 1 <sup>st</sup> Saturday Holiday		
2	Sunday	Holiday		
3	Monday			53
4	Tuesday			54
5	Wednesday	LAMP – 3 <sup>rd</sup> Years		55
6	Thursday	LAMP – 3 <sup>rd</sup> Years		56
7	Friday	LAMP – 3 <sup>rd</sup> Years		57
8	Saturday	Women’s Day Celebration & Inter School Meet		58
9	Sunday	Holiday		
10	Monday			59
11	Tuesday			60
12	Wednesday	Maasi Maham – Local Holiday		
13	Thursday			61
14	Friday			62
15	Saturday	Ifthar Function		63
16	Sunday	Holiday		
17	Monday			64
18	Tuesday			63
19	Wednesday			64
20	Thursday	LAMP – 3 <sup>rd</sup> Years		65
21	Friday	LAMP – 3 <sup>rd</sup> Years		66
22	Saturday	LAMP – 3 <sup>rd</sup> Years		67
23	Sunday	Holiday		
24	Monday			68
25	Tuesday			69
26	Wednesday	Model Exam – Question Paper Submission		70
27	Thursday			71
28	Friday	Holiday		
29	Saturday	Holiday		
30	Sunday	Telugu New Year Holiday		
31	Monday	Ramzan Holiday		

**Month: April 2025**

<b>Date</b>	<b>Day</b>	<b>Description</b>	<b>Day Order</b>	<b>Working Day</b>
1	<b>Tuesday</b>	<b>Ramzan Holiday</b>		
2	Wednesday			72
3	Thursday			73
4	Friday			74
5	Saturday			75
6	<b>Sunday</b>	<b>Holiday</b>		
7	Monday			76
8	Tuesday			77
9	Wednesday	Model Exam – Timetable & QP Submission Release		78
10	<b>Thursday</b>	<b>Mahaveer Jayanthi – Holiday</b>		
11	<b>Friday</b>	<b>Good Friday – Holiday</b>		
12	Saturday	<b>Holiday</b>		
13	<b>Sunday</b>	<b>Holiday</b>		
14	<b>Monday</b>	<b>Tamil New Year – Holiday</b>		
15	Tuesday	Representation of Dr.Ambedkar Jayanthi		79
16	Wednesday			80
17	Thursday	Model Exam – QP Submission		81
18	Friday	Syllabus Completion		82
19	<b>Saturday</b>	<b>Holiday</b>		
20	<b>Sunday</b>	<b>Ther Thiruvizha – Local Holiday</b>		
21	Monday	Model Exam		
22	Tuesday	Model Exam		84
23	Wednesday	Model Exam		85
24	Thursday	Model Exam		86
25	Friday	Model Exam		87
26	Saturday	Model Exam		88
27	<b>Sunday</b>	<b>Holiday</b>		
28	Monday			89
29	Tuesday	Last Working Day & No Due Submission – Last Date		90
30	Wednesday			91

**Month: May 2025**

<b>Date</b>	<b>Day</b>	<b>Description</b>	<b>Day Order</b>	<b>Working Day</b>
1	Thursday	<b>Convocation / Thozhilalar Day</b>		
2	Friday	<b>Holiday</b>		
3	Saturday	<b>Holiday</b>		
4	<b>Sunday</b>	<b>Holiday</b>		
5	Monday			
6	Tuesday			
7	Wednesday			
8	Thursday			
9	Friday			
10	Saturday			
11	<b>Sunday</b>	<b>Holiday</b>		
12	<b>Monday</b>	<b>Puddha Purnima - Holiday</b>		
13	Tuesday			
14	Wednesday			
15	Thursday			
16	Friday			
17	<b>Saturday</b>	<b>Holiday</b>		
18	<b>Sunday</b>	<b>Holiday</b>		
19	Monday			
20	Tuesday			
21	Wednesday			
22	Thursday			
23	Friday			
24	Saturday			
25	<b>Sunday</b>	<b>Holiday</b>		
26	Monday			
27	Tuesday			
28	Wednesday			
29	Thursday			
30	Friday			
31	Saturday			

## COLLEGE RULES AND REGULATIONS 2024-2025

### A. ATTENDANCE & TIME POLICY

- a) Students are expected to reach before 9.00 A.M. to the campus and in no circumstances a student is allowed to leave the campus before 13:40 P.M. However, in the case of emergencies, if the parent accompanies the student to leave the campus students shall be allowed to leave with **exit pass from principal**.
- b) Attendance will be recorded every hour and the same will be digitized immediately after the respective class. Student should ensure their presence and give the attendance properly in every hour.
- c) Attendance is compulsory for both the Continuous Assessment Tests.
- d) 80% attendance for theory classes and 100% for practical sessions is compulsory. Students are not eligible to appear for the End Semester Examinations, if they have attendance below the required percentage.
- e) Half day leave or permission is not permitted.
- f) Day-wise and monthly-wise attendance report of the student will be shared to parent mobile number by the Attendance recording section.
- g) If leave is required for more than two days on medical grounds, parents should intimate department about the duration of leave required through letter with the necessary proof attached.
- h) If a student is requiring immediate medical assistance, he/she shall approach the student help desk, first aid will be given for the student in the Medical Room and if required the student will be referred to the hospital.
- i) Students who avail on duty to attend outside events have to take prior permission from the HOD of the department and the necessary documents have to be submitted to mentor/ counsellor after attending the event. Students (I, II, III years) shall avail at the maximum of six days ON DUTY in a semester for academic & Extra Curricular activity purpose.

### B. INSTITUTION TIMINGS:

- a) Timings: 8:45 A.M. to 13:40 P.M. for all UG and PG courses.
- b) Bus Timings for Day-scholars:
  - Arrival at the Campus: 9.00 A.M.
  - Departure from the Campus: 13:45 P.M.

### C. DRESS CODE:

- a) Girls shall wear Churidar/Salwar Kameez and Kurtas. Skirts and Jeans shall be avoided.
- b) **RDB is a women's only college (for UG). Face coverings are not allowed inside the campus.** If any clarification is needed, please feel free to reach out to the academic coordinator.
- c) **Not Recommended for Students:** Torn attire/ Sleeveless T-Shirts / Tops / T-Shirts with obscene words or language

**Note:** During the technical presentations and in placement season, students should come in formals only.

#### **D. MOBILE PHONE POLICY:**

In the information age, the institution understands the significance of mobile phone usage.

- a) Mobile phone is not allowed.
- b) In exceptional cases there should be a written request from parents to allow mobile phones to be brought to college at the beginning of each academic year. This should be verified by the Vice Principal/Disciplinary committee. This will be only for students who travel long distances and for any special courses if asked by faculty.
- c) Mobile phones if found to be used during classes/campus or brought in without written permission (asked by faculty to attend a remote teaching session) will be confiscated and will be released after full evaluation of the contents, and erasure of contents and a penalty not less than Rs 1000 along with written letter from parent. It will be released after 1 week only.
- d) Not allowed to take a photo of faculty or infrastructure without prior permission from the Principal or events committee. If found, it will be subjected to the above policy.
- e) The management has full right to access to inspect the phone if a student carries inside the campus – no exceptions and delete the contents if found to be offensive or derogatory.

#### **E. IDENTIFICATION CARD:**

- Each student will be provided with an Identification Card with her photo and name on it. The students have to compulsorily wear the ID card inside the Campus.
- Students are also informed to wear their ID card while representing our institution in other College / University events such as sports, cultural and other academic activities.
- Day scholars are not allowed to get into the bus for a destination other than mentioned as the boarding point in the ID Card and also not permitted to enter the hostel premises.

#### **F. SECURITY INSTRUCTIONS:**

- Loss of Identity card shall be reported immediately to the HELP DESK @ XLNS Office. After paying the requisite fee, the ID card shall be received within two working days.
- Students are requested to take the safe custody of personal belongings (mobile, money, laptop or any other valuables).
- Management will not be responsible for any theft or loss of student's property in the campus or in the hostel.

#### **G. GENERAL DISCIPLINE:**

- Discipline being the foremost priority of the institution, we endeavor decency in behavior of the students in the campus.
- Any disciplinary activity is seriously viewed by the disciplinary committee and necessary punitive

action will be taken after proper inquiry.

- Students are requested to maintain the decorum of a classroom adhering to the dress code of the institution. Silence while accessing the library facilities and exhibition of examination ethics.
- Students are expected to maintain good behavior during the transit by institution bus. Any case of fast driving or careless driving shall be reported to Transport department @ XLNS Office.

#### H. EXAMINATION:

- Regular cycle tests and model examinations will be conducted for every semester.
- However, in the case of emergencies, if the student to couldn't able to attend the exam it has to be communicated prior before the exam in writing to the principal through the Head of the Department.
- Students who didn't seek the permission in prior shall pay the penalty and shall face the consequence as per the university norms.
- Exams shall be written in the College authorized Answer Sheet, which is available at XLNS office at nominal fee.

#### I. SEMESTER FEE DETAILS:

##### a) Mandatory Fee

S. No	Fee Description	Amount	Timeline	Terms & Conditions
1	Tuition Fee		Odd Semester (1 <sup>st</sup> Year)– Aug 31 <sup>st</sup> Odd Semester (2 <sup>nd</sup> & 3 <sup>rd</sup> Years) – Aug 31 <sup>st</sup> Even Semester – Jan 15 <sup>th</sup>	Surcharge will be applicable of Rs 200 Per week from the payment deadline (except who get approval before deadline)
2	Essential Maintenance Fee		10 Days before the commencement of the University Exam	NA
3	Skill Development Course Fee	As per the norms - based on courses	50% at the beginning of the Program and 50% before the commencement of the University Exam	NA
4	Mualama Course Fee		At the time of Admission	NA
5	Exam Fee		Immediately on receiving the University Circular	Surcharge as per University Norms

6	Part 1 – Arabic / Hindi Fee		Odd Semester – Aug 31 <sup>st</sup> Even Semester – Jan 15 <sup>th</sup>	NA
7	Practical Exam Record Book Fee- No of books required depends as per the department.	Rs 150 Per Record Book	1 month before the commencement of the University Exam	Delivered on payment
8	Final year Project – If Applicable (Only in 3 <sup>rd</sup> year – 6 <sup>th</sup> semester)			
9.	Alumni enrolment fee, TC and Convocation Function Fee			

**b) Optional Fee:**

<p>a) Transport Fee Tour Fee</p> <p>b) Intercollegiate Meet Fee</p> <p>c) Functions &amp; Events Organized by Students</p> <p>d) Certificate Genuinity Check</p> <p>e) Sports Development Fund</p> <p>f) Additional coaching (Competitive examination)</p> <p>g) Training &amp; Placement Fee</p>	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Participation in these activities is entirely voluntary.</li> <li>• The management does not require students to avail specific services; it's based on individual preferences.</li> <li>• Fees will be disclosed prior to the commencement of each category and sub-category.</li> </ul>
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