





ALPHA ARTS & SCIENCE COLLEGE **PROSPECTUS** 

# VISION

To instill in students a sound philosophy based on core human values and through quality education foster a community of competent youth who would contribute to the National and Global Development, serving humanity at large.

## **MISSION**

- To offer a wide range of academic programmes relevant to the regional and national needs in line with the emerging trends.
- To train the students through innovative instructional techniques and steer them towards higher thinking.
- To assist the students to acquire healthy and useful experiences leading to holistic progression.
- To develop entrepreneurial skills and bridge the lacuna between the world of work and learning.
- To promote value-based education, sensitizing the students to social responsibility and good citizenry.

# **QUALITY POLICY**

We, at Alpha Arts and Science College are committed to inculcate in students a sound philosophy based on humanistic ideals, striving for continual improvements in the quality of educational offerings thereby satisfying the needs of the stakeholders and community.





# CHAIRPERSON'S MESSAGE

It gives me great pleasure to welcome all of you to Chennai, in particular to the Alpha Group of Institutions. We believe that joining us at Alpha Arts and Science College has been an important decision of your life. Alpha Group of educational institutions has



institutionalized "seek, share and serve" as its motto for a continued search for knowledge and information, and share the received wisdom with the community to selflessly serve mankind.

We have diligently developed our academic philosophy by laying great emphasis on the pursuit of knowledge, its application and skills to help in its dissemination. The need of the hour of Indian industries is the convergence of educational institutions to be internationally competitive. Our institutions are geared to think globally but act locally and have identified that the frontier technologies have to flow from our own R&D. Our underlying philosophy is to create new benchmarks by incorporating new initiatives in the field of education through modern and innovative teaching/ learning methodologies. The College identifies communication skills as vital component of student development and lays heavy emphasis on managerial, interpersonal and business communication skills.

I wish you a happy journey into our learning methodologies.

Dr. (Mrs.) GRACE GEORGE FOUNDER & CHAIRPERSON, ALPHA GROUP OF INSTITUTIONS

# VICE CHAIRPERSON'S

MESSAGE



The belief that education is a preparation for life and not acquired just to make a living is the edifice on which Alpha has been established. To prepare and empower the students for life by imparting holistic education encompassing the intellectual, emotional, social, physical and spiritual facets and attributes is the core essence of our pedagogy and training.

At Alpha we believe that the training of the mind to develop lateral thinking and the ability to be able to process knowledge and information in a critical and analytical manner are skills which are very essential in today's competitive world. The skills to be imbibed in order to interpret and apply the knowledge imbibed and to provide solutions to complex problems along with the ability to make informed decisions is a very essential quality much sought after in the corporate environment. Thus we ensure that these skills are developed by benchmarking our teaching and training to the best global practices and research.

The true goal of education is not to be self-serving but to serve and contribute to society with empathy and benevolence. We aspire to make every student in our care to blossom into responsible and thinking individuals who would be life-long learners and also be agents of transformation and thus worthy citizens. I would like to reiterate this commitment by quoting the Dalai Lama,

'When educating the mind of our youth, we must not forget to educate their hearts'

Mrs. SUJA GEORGE VICE CHAIRPERSON, ALPHA GROUP OF INSTITUTIONS

# **PRINCIPAL'S** *MESSAGE*

Education is an exploration of all the wisdom possible with our day to day experiences. As Rabindranath Tagore rightly pointed out, "The highest education is that which does not merely gives us information, but makes our life in harmony with all existence." The modern digital world has expanded so vast, that we need to draft the plan for future. After the school experience the college should provide ample scope to excel and succeed in life. For this one should have vision, power, speed, skill and strategy. This is an era where learning starts with unlearning and relearning. The technological innovations have led to huge transformations and path is still unwinding. Alpha Arts and Science College enjoys the status of being one of the most respected co-educational colleges in Chennai, Tamilnadu with a legacy of 50 years of educational excellence of Alpha Group of Institutions. AASC is a vibrant and highly motivated community renowned for its inclusive, holistic education and global achievements. This success is due to powerful partnership between the management, faculty, students, parents and other stakeholders. We at Alpha believe in the concept that the secret of education lies in respecting the students. The students at Alpha participate in the multifarious activities to hone their knowledge, skills and attitude. We warmly welcome you to be part of the value based quality education offered by Alpha, with the aim to make our youngsters effective in communication, explicit in kinesic expression, strong in personal proficiency, organized in interpersonal skills, exemplary in thinking and efficient in management. Building youth for future is making India in the true sense.



**Dr. D. ASHALATHA**PRINCIPAL,

ALPHA ARTS AND SCIENCE COLLEGE

## ALPHA GROUP OF INSTITUTIONS

The Alpha Group of Institutions, Chennai is one of the premier educational groups in India that has integrated the quest for excellence into its very essence. A 50 year old legacy supports the group as it currently stands as an edifice of quality and commitment towards the cause of education. Comprising five schools, an Arts & Science college and an Engineering college, the group is growing from strength to strength and exemplifies the spirit of the young men and women whom it moulds as responsible citizens of the country.

## THE COLLEGE

Alpha Arts and Science College (AASC) is run by the Alpha Educational Society, a non-profit educational body registered under the Societies Registration Act, 1860. The College, started in the year 1996, is a private, unaided, co-educational arts and science institution approved by the Government of Tamilnadu with permanent affiliation to the University of Madras and a Christian Minority Institution, which is ISO 9001:2015 Certified and Re-Accredited by NAAC.



## INFRASTRUCTURE

The College has a state-of-the-art infrastructure facility to run the educational programmes efficiently. Modern laboratories with sophisticated equipments provide ample opportunities for students to complement classroom learning with practical knowledge.

## **FACULTY**

AASC believes that teaching is a vital part of the learning process. By effective mechanism the institution recruits adequate and qualified faculty. It could be said that the College is a focal point for committed and experienced teachers who motivate and energize students to reach higher levels of learning. The Faculty are given encouragement to pursue higher studies, appear for the qualification examinations like SLET / NET etc and get the formal approval for the teaching positions from the University of Madras. The teachers have opportunities for continued academic progress and professional development. Minimum Learning Material is provided to all the students and extensive remedial sessions are conducted to train the students for University examinations. It is very impressive to note that the facultycontribute extensively for students' academic performance with numerous University Ranks.



## **SCHOLARSHIPS**

The students can avail scholarships provided by the Government, University of Madras and a few non-government agencies. The College is also sensitive to the needs of the students and facilitates financial aid wherever possible.

## LIBRARY

AASC library with a vast collection of books, a variety of journals and magazines (National and International) serves as a very effective learning resource in the campus. There are 5,612 titles and 16,972 volumes in the library. The library subscribes to 31 national and 3 International Journals. DELNET networks about 2200 libraries in 32 states which provide more than I crore and 25 lakh bibliographic records of books, journals, journal articles, etc., along with open source e-books and e-journals. INFLIBNET provides access to more than 3000 e-journals and more than 75,000 e-books. The library also has membership in the American Consulate Library and British Council Library which facilitates faculty to access latest publications on research as well.

## STUDENT ACTIVITIES

The Institution organizes varied cultural activities and oratorical contests, debates and also encourages students to participate in competitions outside as well. The leadership training is given to the students by the investiture of the Student Forum as a democratically elected body along with class representatives and various department activity coordinators. All departments have their own clubs (COMET, E2S, MUSES, SURGE, PACE, LOGICA, MEDIA WINGS, SIGMA, GENESIS, MANOTECH, FUTORS, INTEGRA, BIOHUES) to promote academic and co-curricular activities. Allied disciplines collectively publish in-house journals (BITS N BYTES, QUEST, BIOSPARK, MASS, ENVISION, CHUVADU).

# **SPORTS**

The sprawling playground in the college provides ample scope for sports and games, both indoor and outdoor. The students actively participate in the Intra-Mural sports contests conducted for inter-house championship. For select games, professional coaching is provided for participation in intercollegiate, State and National level competitions.

## NCC

The College has a contingent of 50 cadets under the guidance of a trained officer of the rank of lieutenant. Parades, camps and training for RDC selection are some of the routine activities. The NCC Inter-collegiate meet Cado Alpha is conducted every year to promote the NCC motto – Unity and Discipline as well spread the message of ultimate aim of serving the country.

## NSS

National Service Scheme, a Government sponsored public service program under the Ministry of Youth Affairs and Sports, Government of India, was launched in the Mahatma Gandhi Birth Centenary Year, 1969. Primarily a youth service program, the NSS aims at arousing social consciousness of youth with an overall objective of personality development of students through community service.





## RED RIBBON CLUB

The Red Ribbon Club of Alpha plays a major role in the awareness programs on AIDS & other important events on and off-campus. The club tries to inculcate in the young minds the importance of catering to the needs of the destitute.

## YOUTH RED CROSS

The Youth Red Cross unit of the college is affiliated to the Indian Red Cross society and membership is open to all students. Blood donation camps and awareness programmes are organized in the College by the Red Cross society regularly.

## ROTARACT CLUB

The College has a Rotaract Club which focuses on leadership development of the students by making them participate in the community service and professional training activities.









# HOSTEL AND TRANSPORT FACILITIES

Hostel accommodation is provided to both male and female students of the College in a beautiful and serene campus located close to the College. Application forms for the hostel are available at the College office. Students seeking hostel accommodation are expected to submit a written request countersigned by their parent or guardian.

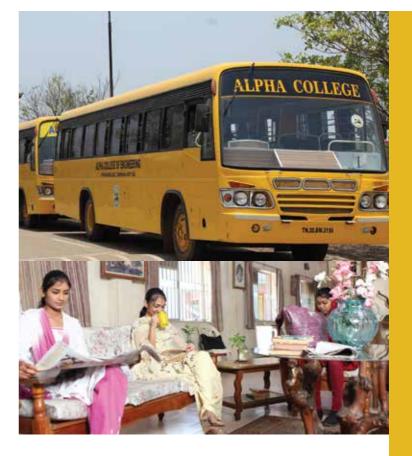
The College offers shuttle services from Sri Ramachandra Medical College and Hospital (SRMC) to the College as well as on some specified routes to offer transport convenience for both Shift I and II students. The College office may be contacted for information on the timings of the shuttle trips.

## **CONSUMER CLUB**

The Consumer Club creates awareness among the students about the rights of the consumers and extends its service to the local community.

# RESEARCH & DEVELOPMENT CELL

The R&D Cell formulates objectives for each academic year and circulates the information to all the departments. The R&D Team directs and coordinates the R & D process in terms of planning and implementation. The Cell facilitates and circulates the information regarding the opportunities to apply for funding of various student / faculty projects by helping them with the building of databases using various tools, systems, etc. in coordination with premier research institutions. The Cell conducts FDPs and encourages the Faculty and students to publish research articles in journals, conferences, etc. The Cell manages and directs the research & development programmes to meet organizational needs so as to capitalize on potential new opportunities as well as plays a key role in the implementation of research procedures and techniques in student projects and internships.



## E - CELL

The E-Cell in the College actively works on fostering the Entrepreneurship awareness amongst the students. The College is registered with EDI, Tamilnadu and is conducting the Entrepreneurship Awareness Camps. The College works in association with the CED Anna University, to augment the managerial skills of the students to become entrepreneurs.

## **NEN**

As part of the E-Cell the College has MoU with NEN. National Entrepreneurship Network (NEN) which supports the student community with 4000 mentors and 3200 faculty in India to inspire, educate and support emerging entrepreneurs. The budding entrepreneurs and startups are facilitated through the course content on the Learn wise app and student support systems. Thousands of practicing entrepreneurs and startups are supported through NEN's program that facilitates learning through hundreds of short videos from experienced entrepreneurs. Entrepreneurs are supported by series of tailor-made targeted programs delivered by nation-wide network of institutional partners, experts, mentors and entrepreneurship resources.

## **ENACTUS**

Enactus is an international not-for-profit firm having presence in 36 countries since 1975, and partners with 1700 colleges and universities, empowering 70,000 students annually to step out of their college (as a team) and 'do' projects by applying business and economic concepts to improve livelihood of people in need in a sustainable way. With its inception done in 2003, Enactus is a partner with the United Nations (UN) and all projects taken up by students align with the 17 Sustainable Development Goals (SDGs). It is supported by over 400 firms globally. The Enactus India National Competition brings together the top students, academic and business leaders from around the country, every year. Beyond the experience of the competition, the event is comprehensive with additional opportunities for these leaders to connect. Special events provide unique opportunities for networking, mentorship and idea exchange. Alpha Arts and Science College's Enactus (Formerly called as SIFE) team has always been successful in its journey, twice international runners-up and thrice national winners, Alpha SIFE has always had a remarkable place in SIFE's history. Some of the prominent achievements that were showcased at the SIFE International and National Competition are as follows

#### ACHIEVEMENTS OF ALPHA SIFE

- 2009 SIFE National Champion and Second Place in SIFE World Cup 2009
- 2008 SIFE National Champion and Second Place in SIFE World Cup 2008
- 2006 SIFE National Champion and Third Place in SIFE World Cup 2006

### BEC

Alpha Arts and Science College, as part of its training and assessment services offers training in Cambridge English: Business Certificates (BEC). The purpose of the programme is to enhance the employability skills of learners on par with global expectations. This International Certification would facilitate smoother access to students who seek job opportunities abroad or in International organizations in India. It would certainly equip the learner with proficiency in the English language, a

pre-requisite skill in International Business environments. The college monitors students for their exam sessions and offers practical training for better results. There are three exams in the Cambridge English: Business Certificates (BEC) suite of exams namely,

Cambridge English: Business Preliminary (BEC Preliminary) – CEFR Level B1

**Cambridge English:** Business Vantage (BEC Vantage) – CEFR Level B2

Cambridge English: Business Higher (BEC Higher) – CEFR Level C1

### KET

KET A2 Key, formerly known as Cambridge English: Key (KET), is one of the Cambridge English Qualifications for the first year students. An A2 Key qualification is proof of the student's ability to use English to communicate in simple situations. The exam tests all four English language skills – reading, writing, listening and speaking. This certification helps the learner gain confidence in the use of the English language and motivates them to progress to higher-level exams such as B1 Preliminary and B2 First.

## ICT ACADEMY

The College partners with ICT Academy an initiative of Government of India, coordinating with representatives from the state governments, leading companies in the ICT industry and National Association of Software Services (NASSCOM) in India.

With training of teachers and students as the primary objective, ICT Academy has been working through a seven pillar program in the areas of Faculty Development, Student Skill Development, Entrepreneurship Development, Youth Empowerment, Industry-Institute Interaction, Digital Empowerment and Research & Publications. ICT Academy is recently endorsed and recommended by NITI Aayog (National Institution for Transforming India Aayog), the national planning body of Government of India as one of the unique organization for dissemination and replication, which is aligned to the Skill India Vision of the

Government of India. Through its various initiatives, ICT Academy has been part of strengthening India's four important visions on Skill India, Digital India, Startup India and Make in India.

## ICSI

Alpha Arts and Science College has signed a MoU with ICSI (Institute of company secretary of India) and is currently ICSI CHENNAI -II STUDY CENTER from 19th July 2018. The centre at caters to the students in and around the semi-urban area of the college by offering them an opportunity to pursue professional CS cources along with graduation. The college has good infrastructure, library facilities, skilled and qualified faculty members who will help them to pursue CS courses. The Center offers CS Foundation and Executive Course from the academic year 2018-2020. From 2020 new regulation has been framed for CS Foundation test is replaced by CS Executive Entrance Test (CSEET) by ICSI and CSEET training will be offered from the academic year 2020-2021in our college campus.

## **ACM**

Alpha Arts and Science college is officially chartered as a member in ACM (Association for Computing Machinery), as AASC ACM-W Student Chapter. ACM is a global network of students worldwide, designed to generate an excitement in young people about technology, games, tutorial and other events. AASC ACM-W Students Chapter actively participates in various competitions organized by ACM worldwide and brings out the talents from the youngsters. The report of the various competitions in which the students have participated is published in ACM New York Bulletin.

## CSI

Alpha Arts and Science College has installed the CSI Student Chapter from the academic year 2018-19. As part of the activities CSI extends technical support in organising awareness programmes for students and faculty members of AASC. It facilitates the organization of seminars/workshops by the college. It also encourages the students and faculty to attend the technical events, seminars, FDPs, workshops, conferences, etc., organised by CSI and other associations like IEEE, CS and ACM.

## YOUTH CIRCLE

Alpha Arts and Science College in association with ICT Academy team of experts has designed Youth Circle, a premium program to empower aspiring students and train them to make the transition from the campus to their professional world successfully. The vision and mission of this Forum is to provide an equally constructive and encouraging atmosphere that allows them to learn individually as well as in a group. YOUTH Circle provides opportunities for youth to practice English speaking skills through peer group interactions, reflecting on the speech, connecting it to real life examples, and applying the knowledge that results to other situations. It is a forum that helps the students to improve the skills of speaking, listening and thinking, through a relaxed, friendly and supportive environment. It also gives them the opportunity to develop their oral communication and leadership skills, and helps them acquire self-confidence immaterial of their academic performance.

#### **OBJECTIVES OF YOUTH CIRCLE PROGRAMME**

- 1. Develop competency in oral communication
- 2. To recognize and develop constructive leadership and personal integrity.
- 3. Communicate ideas effectively
- 4. To develop leadership qualities and build on the existing self esteem of every student member
- 5. To enhance the professional and personal development of individuals
- 6. Be more persuasive and confident when making presentations
- 7. Improve one-to-one interactions with others

## **NPTEL**

NPTEL (National Programme on Technology Enhanced Learning) is a joint initiative of the IITs and IISc. Alpha Arts and Science College is offering various online courses and certification in various topics. The courses are free for all and the Certificate exam is for a nominal fee. This has been adapted as part of skilling India and to provide learn anytime, anywhere opportunities for the student community if they have interest and enthusiasm to learn.

## TRAINING AND PLACEMENT CELL

The Training and Placement Cell helps students determine their educational and career goals, acquire career-oriented skills and attain desired employment. It trains them in group discussions, aptitude tests, numerical ability and a technical facet, conducts mock interviews and organizes recruitment drives both on-campus and off-campus. These activities of the Cell ensure that the less than employable fresher who enters the college turns into a confident, employable candidate when he/ she leaves the Institution.

The Cell has a full time Placement Officer. Placements are planned and organized in the campus in compliance with industry requirements. The database of eligible candidates is shared on request with companies who in turn invite students for drives on their premises. Students are thus given the opportunity to participate in both on-campus and off-campus drives throughout the year. In this academic year 2018 - 19 top notch companies like INFOSYS, CTS, TCS, Wipro, GTT, Capgemini, Jaro Education, Samarth Learning Solutions, N Trust Infotech, MPower Young India Ltd., Quintessence Business Solutions and Services, Keffpost Solutions, Melkel Global Solutions, Victory HR Consultants, Bharti Axa Life Insurance, AGS Health, Smart Training Resources etc. recruited Alphians both in On and Off campus drives.. The Alpha Group of Institutions also conducted a Mega Job Fair that has benefited a huge section of the student community. The placement scenario in the college is remarkable in that recruitment caters to all departments in the institution, ensuring that students belonging to the IT, Life Sciences, Commerce and Management streams benefit from the drives. The placement scenario this year has been very positive and placement drives have been organized throughout the year 2018-19.



# UNDERGRADUATE/POSTGRADUATE COURSES

The undergraduate programmes are for duration of three years leading to degrees awarded by the University of Madras on successful completion of the academic requirements and passing the university examinations prescribed for the course during the six semesters under Choice Based Credit System (CBCS).

#### **COURSES OFFERED & ELIGIBILITY CONDITIONS**

Candidates for admission to the first year of the degree courses should have passed the higher secondary examinations (academic or vocational stream) conducted by the Govt. of Tamilnadu or an examination accepted as equivalent of there by the Syndicate of the University of Madras.

| SHIFT - I (8                                    | 3.15am – 12.20pm)  | SHIFT - II                                    | (12.40pm - 4.45pm)  |
|---|--|---|---|
| B.Sc.  B.C.A. B.B.A. B.Com. B.Com. M.Com. M.Sc. | <ul> <li>Bio-Technology         Computer Science         Electronics &amp; Communication         Science         Visual Communication</li> <li>General         Information Systems Management</li> <li>Corporate Secretaryship</li> <li>General</li> <li>Bio-Technology</li> </ul> | B.Sc.<br>B.C.A.<br>B.B.A.<br>B.Com.<br>B.Com. | <ul> <li>Computer Science</li> <li>General</li> <li>Information Systems Management</li> </ul> |

# **COURSE OF STUDY**

The main subjects of study for Bachelor Degree Courses consist of the following:

| PART-I - Tamil/Other Languages  PART -II - English  PART -III - Core Subjects  Allied Subjects  Project / Electives with Three Courses | PART -IV - Basic Tamil Advanced Tamil Non-major Elective Soft Skills Environmental Studies  PART - V - Extension Activities (NSS, NCC, Sports, Red Cross, Etc.) |
|--|---|
|--|---|

# **B.Sc. BIO-TECHNOLOGY**

Shift - I

Bio-technology is the application of scientific methods and techniques aimed at improving the biological systems, which includes micro organisms, plants and animals. The areas where Bio-technology has grown in India includes Bioinformatics, Agricultural Bio-Technology, Bio-Fertilizers, Natural Bio-Resource Development, Plant Biology and Marine Bio-Technology.

- Every year Consistent University Ranks
- State of Art laboratories
- Publications is encouraged at Students Level
- In house Journal Bio Spark student's publications.
- Hands on Training/Workshops organized Regularly

| SEMESTER - I   |  | SEMESTER - V  |  |
|----------------|--|---------------|--|
| Major          | - Cell Biology   | Major         | <ul> <li>Animal and medical<br/>Biotechnology</li> </ul> |
| Allied         | - Microbiology   |               | - Bioinformatics   |
| Practical      | <ul><li>Cell Biology</li><li>Microbiology</li></ul>          |               | - Immunology   |
| SEMESTER - II  | - Microbiology   | Allied        | - Pharmaceutical<br>Biotechnology                        |
| Major          | - Molecular<br>Developmental Biology                         | Practical     | - Animal and medical<br>Biotechnology                    |
| Allied         | - Chemistry  |               | - Bioinformatics   |
| Practical      | <ul> <li>Molecular</li> <li>Developmental Biology</li> </ul> |               | - Immunology   |
|                | - Chemistry  | SEMESTER - VI |  |
| SEMESTER - III |  | Major         | - Genetic Engineering                                    |
|                | Caratias   |               | - Bio process Technology                                 |
| Major          | - Genetics   | Allied        | - Microbial Biotechnology                                |
| Allied         | - Biochemistry   |               | - Environmental  |
| Practical      | - Genetics   |               | Biotechnology  |
|                | - Biochemistry   | Practical     | - Genetic Engineering                                    |
| SEMESTER - IV  |  |               | - Bio process Technology                                 |
| Major          | - Plant biotechnology  | '             |  |
| Allied         | - Biophysics and<br>Biostatistics                            |               |  |
| Practical      | - Plant Biotechnology  |               |  |

Higher studies: M.Sc. Bio-Technology, M.Tech & Research, M.phil, Ph.d

Career Prospectus: Exist in Pharmaceutical Research, Food Processing Industry, Bio-fertilizer & Chemical Companies, Waste Management, Agriculture and Allied Industries, especially in the R&D Departments, Quality Control Units.

## **B.Sc. COMPUTER SCIENCE**

Shift - I & Shift -II

Computer science is the study of the theoretical foundations of information & computation and of practical techniques for their implementation and application in computer systems. It offers the chance to study a range of topics from principles of system design, enterprise computing, computing architecture, software engineering & application of artificial intelligence.

- State of the art Laboratory with latest software and excellent network communication
- Department Reference Library with books, manuals, project reports and lecture CDs
- Competent and experienced faculty to train and guide students
- Certificate courses through leading certification bodies such as ORACLE, AWS, SALESFORCE and DELL EMC
- Association with ICTACADEMY, Computer society of India, Amazon, ORACLE and SALESFORCE
- Gold medals and University Ranks by students in University examinations
- More than 90% placement record annually in TCS, INFOSYS, CTS, VIRTUZA, CSS

| SEMESTER - I      |   | SEMESTER - V      |  |
|-------------------|---|-------------------|--|
| Major             | - Programming in C                                | Major             | - Operating Systems  |
| Allied            | - Mathematics - I                                 |                   | - Database Management  |
| Major Practical   | - Programming in C                                |                   | Systems  |
| SEMESTER - II     |   |                   | <ul> <li>Computer Architecture and<br/>Organization</li> </ul>                       |
| Major             | - Digital Electronics & Microprocessors           | Elective          | <ul> <li>Visual Programming  <br/>RDBMS and Oracle  <br/>Unix Programming</li> </ul> |
| Allied            | - Mathematics - II                                | Major Practical   |  |
| Major Practical   | - Digital Electronics &                           | - Major Tractical |  |
|                   | Microprocessors                                   | SEMESTER - VI     |  |
| SEMESTER - III    |   | Major             | - Data Communication and   |
| Major             | - Programming in C++ & Data Structures            |                   | Networking   |
|                   |   |                   | - Web Technology   |
| Allied            | - Statistical Methods and their Applications - I  |                   | - Software Engineering   |
| Major Practical   | - Data Structures Using C++                       | Elective          | - Data Mining  |
| - Wajor Fractical | 2 dtd 2ti detai es 23ii 8 e                       |                   | - Software Testing - Object  |
| SEMESTER - IV     |   |                   | Oriented Analysis & Design Client/ Server Computing                                  |
| Major             | - Programming in Java                             | Major Practical   |  |
| Allied            | - Statistical Methods and their Applications - II | wajor Practical   | - Web Applications Lab   |
| Major Practical   | - Java Programming Lab                            |                   |  |
| Allied Practical  | - Statistical Methods and their Applications - I  |                   |  |

Higher Studies: M.C.A., M.B.A., M.Sc. CS. M.Sc. IT.

Career Prospects: Computer Science graduates can join industry as Programmers, Software Developers, Software Tester, System Designer, System Analysts, DBA (Database Administrator), Quality Analysts, Marketing Executives, Web Designers, etc.

## B.Sc. ELECTRONICS AND COMMUNICATION SCIENCE

Shift - I

The program trains the students in fundamental electronic circuits (analog and digital) and offers specialization in communication systems like Radio & TV, Fiber Optics & Networking and Microcontrollers. One of the highlights of the programme is project development and industrial training.

- Rank holders and Toppers in university examinations every year
- · Well-equipped Laboratories
- · High placement percentage recorded every year
- · Certificate courses to bridge up the gap between the industry demands and academics
- Real time experience through Internships in industries
- MoU with reputed industries with Major projects completed
- National Conferences, State Level Symposiums and Faculty Development Workshops to promote knowledge development, research activities and leadership
- · Orientation towards research publications and Release of in-house journal, Quest

| SEMESTER - I  |   | Allied     | - Basic Physics II                              |
|---------------|---|------------|---|
| Major         | - Basic Circuit Theory                  | Practical  | - Main Practical IV                             |
| Allied        | - Mathematics I                         |            | - Basic Physics Practical                       |
| Practical     | - Main Practical I                      |            | ·   |
|               |   | SEMESTER - | · V   |
| SEMESTER - II |   | Major 1    | - Microprocessor (Intel 8085)                   |
| Major         | - Basic Electronics                     | Major 2    | - Antenna and Television                        |
| Allied        | - Mathematics II                        |            | Engineering                                     |
| Practical     | - Main Practical II                     | Major 3    | - Electrical and Electronics<br>Instrumentation |
| SEMESTER - II | l e e e e e e e e e e e e e e e e e e e | Elective   | - Microwave and Fiber Optic                     |
| Major 1       | - Electricity, Magnetism and            |            | Communication System                            |
|               | Electromagnetism                        | Practical  | - Main Practical V                              |
| Major 2       | - Numerical Methods                     | SEMESTER - | - VI  |
| Major 3       | - Amplifiers and Oscillators            | Major 1    | - Microcontroller                               |
| Allied        | - Basic Physics I                       |            |   |
| Practical     | - Main Practical III                    | Major 2    | - Advanced Electronics                          |
|               |   | Major 3    | - Computer Networks                             |
| SEMESTER - IN | <b>'</b>                                | Elective   | - Industrial Electronics                        |
| Major 1       | - Principles of Communication           | Practical  | - Main Practical VI                             |
| Major 2       | - Programming in C and OOPS Concepts    |            | - Project Work                                  |
| Major 3       | - Digital Electronics                   |            |   |
|               |   |            |   |

**Higher Studies:** M.Sc. in Applied Electronics, Industrial Electronics, Electronics and Communication Systems, Instrumentation, Electronics (VLSI Design) Nano Science, Computer Science, MCA & MBA.

**Career Prospects:** Exist in public and private sector organizations like BSNL, MTNL, National Physics Laboratories, ISRO, DRDO, AIR, Civil Aviation and Police Wireless Department, and many companies in private sector.

# **B.Sc. VISUAL COMMUNICATION**

Shift - I

Visual communication is an exciting field of study which attracts students with a creative bent of mind and an ardent interest in the field of media arts. The course gives an insight into the fundamentals of advertising, visual branding, television and multimedia.

- Multifaceted education to turn students into outstanding creative professionals
- Emphasizes analytical and creative thinking to process knowledge in technical and technological methods
- Guest Lectures, Workshops, Seminars, Industrial and Educational Visits to develop practical and logical skills
- Studios and Laboratories furnished with state-of-the-art equipment for practical classes
  - 1. Television Production Studio: For Film & Television Production and Photography
  - 2. Audio Dubbing Studio: For the production & post production process of film making.
  - 3. Multimedia Lab: For CG, 3D Animation & Web page designs
  - 4. Drawing Lab: Separate lab for Drawing & Graphic Design
- Internship in Media organizations carried out for the final year students to provide real time experience
- Chuvadu Department Magazine designed by the students and launched every year

| SEMESTER - I     |   | SEMESTER - IV      |  |
|------------------|---|--------------------|--|
| Major            | - Introduction to Visual<br>Communication   | Major              | <ul><li>Elements of Film</li><li>Basic Photography</li></ul>   |
| Practical        | <ul><li>Drawing - I</li><li>Graphic Design - I</li></ul>                                | Practical          | - Photography  |
| CEMESTED II      |   | SEMESTER - V       |  |
| Major Practical  | <ul><li>Communication Skills</li><li>Drawing - II</li><li>Graphic Design - II</li></ul> | Major<br>Practical | <ul> <li>Media Culture and Society</li> <li>Television Production</li> <li>Web Publishing         Advertising Photography         Project (Phase 1)</li> </ul> |
| SEMESTER - III   |   | SEMESTER - VI      |  |
| Major            | <ul> <li>Advertising, Printing and<br/>Publication</li> </ul>                           | Major              | - Media Organization   |
| Allied Practical | - Computer Graphics   | Practical          | <ul> <li>Television Production</li> <li>3D Animation</li> <li>Project (Phase 2)</li> </ul>   |
|                  |   |                    | Project (Phase 3)  |

**Higher Studies:** M.Sc. Visual Communication, M.Sc. Electronic Media, M.Sc. Print Media, M.A. Digital and Visual Communication, MS & MBA in Media Management, Digital Audio Engineering, M.Sc. Animation M.A Journalism and Mass Communication, M.A. Public Relations, M.A. Advertising, M.Sc. Multimedia.

Career Prospects: Film Director, Assistant director, Associate Director, Color Correction Artist, Video Editor, Audio Editor, Director of Photography, Still Photographer – Movie, Photographer (Various Streams Available), Content Writer, Animation Artist, Titling artist, Graphic Designer, Cinematographer, Floor Manager, Foley artist, Sound designer, Art Director, Photo Journalist, Reporter, News video editor, Cameraman - TV, News, Web News, Media Librarian, Media Executives, Social Media marketers, Writer, Script, Screenplay Writer, Photo editor, Story board artist, Clean up artist, 2d Sketch Artist, Web Designer, Layout artist, BG Artist, 3D Modelling, 2D & 3D Animator, Animation Layout Artist, Visualizer, Illustrator, UI Designer ( User Interface), Gaming - Character creation & BG, Multimedia Artist, 3D Set Artist, Matte Painting Artist, Lead Artist, Art teacher, etc.

**Areas of Employment:** News and Media Industry, Advertising Industry, Film Industry, Websites, Radio Stations, Colleges and Universities, Gaming websites, etc.

# **BACHELOR OF COMPUTER APPLICATIONS**

Shift - I & Shift -II

The course extensively covers subject areas such as Programming in C, C++, Data Structures, Programming in Java, Operating System, Computer Graphics, Web Technology, Data Communication & Networking and Software Engineering. The combination of theory and practical papers ensures that the students receive a thorough and competent knowledge of the subject as well as hands-on training.

- · Well-equipped Laboratory and Reference Library
- Technical Seminars, Gestures Lectures, Industrial Visits and Workshops to provide exposure to new trends and developments
- Student Club to encourage team work and leadership and facilitate organization/ participation in technical events.
- Excellent Placement opportunities in leading corporate bodies like CTS, TCS, INFOSYS, WIPRO and L&T InfoTech

| SEMESTER -                   | ı   | SEMESTER - V   |
|------------------------------|---|--|
| Major<br>Allied<br>Practical | <ul><li>Fundamentals of Digital Computers</li><li>Mathematics - I</li><li>PC Software Lab</li></ul>   | Major - Database Management Systems - Software Engineering  Allied - Resource Management Techniques  |
| SEMESTER - Major Allied      | - Programming in C - Mathematics - II   | Elective - Visual Programming/ RDBMS/Unix Programming  Practical - RDBMS Lab   |
| Practical                    | - Programming in C Lab  | SEMESTER - VI  |
| Major Allied                 | <ul> <li>Programming in C++ and Data<br/>Structures</li> <li>Microprocessor &amp; its Applications</li> <li>Numerical &amp; Statistical Methods</li> <li>Financial Accounting</li> </ul>  | Major - Web Technology  - Data Communication & Networking  - Software Engineering  Elective - Data Mining/ E- Commerce/ Oops  - Multimedia/ Client Server Computing/ Distributed Computing |
| SEMESTER - Major  Allied     | <ul> <li>Data Structures Using C++ Lab</li> <li>IV</li> <li>Programming in Java</li> <li>Operating System</li> <li>Computer Graphics</li> <li>Cost &amp; Management Accounting</li> </ul> | Practical - Web Technology Lab   |
| Practical                    | - Programming in Java Lab   |  |

Higher Studies: MCA, MIM, MIS, M.Sc.(IT) or MBA

**Career Prospects:** Careers as Software Engineers or Trainees in the BPO Industry, Software Testers, Technical Writers, System Analysts, Web Developers, Teachers.

# BACHELOR OF COMMERCE GENERAL

Shift - I & Shift -II

The course covers key subjects such as income tax, financial accounting, entrepreneurial development, corporate accounting, insurance, marketing and management accounting, thus effectively equipping its students with the skill sets required to face the cut-throat competition.

- Qualified and experienced faculty team
- Department Reference Library
- Guest lectures, Workshops, Seminars and National / International level conference
- Add-on Certificate Course in Tally
- Seven students cleared Professional course of CMA foundation course, Five students cleared ACS foundation, One student cleared CA foundation and one student cleared CMA Inter-mediate Course.

Higher Studies: M.COM, MBA, MCS, MSW, CA, ICWA, ACS, CAIIB, Legal Studies, CMA

**Career Prospects:** Accounts Executive, Financial Analyst, Customer Support Service, Project Management, Insurance Services, Telecommunication &BPOs, Tax Advisor Services, Banking Services

# **BACHELOR OF COMMERCE**

#### INFORMATION SYSTEM MANAGEMENT

Shift - I & Shift -II

The programme offers a unique combination of business and computing skills required in the management of information technology systems. It provides a foundation in law, marketing, security, design, management & implementation of e-business networks, which has come to stay as the most efficient way of running a business.

- · Qualified and experienced faculty members
- Workshops and Guest Lectures for technical and professional development
- · Conferences and Seminars organized annually
- Enhanced Placement training and Project Internship
- Fully equipped laboratory with high end systems and new versions of software pertaining to the curriculum
- Research orientation to encourage students to carry out deeper research for projects

| SEMESTER -          | 1  | SEMESTER - V  |
|---------------------|--|---|
| Major               | <ul><li>Financial Accounting</li><li>Principles of Management</li></ul>  | Major - Visual Basic Programming - Financial Management   |
| Allied              | - Computer Applications in<br>Business   | <ul><li>Elements of Cost Accounting</li><li>Visual Basic Practical</li></ul>  |
| SEMESTER -          | <ul><li>II</li><li>Business Communication</li></ul>  | Elective - Web Technology or<br>Entrepreneurial Development   |
|                     | - Human Resource Management  | SEMESTER - VI   |
| Allied              | - Data Structure   | Major - Management Accounting   |
| SEMESTER -<br>Major | <ul><li>Logistics &amp; Supply Chain</li><li>Management</li><li>Programming in 'C'</li></ul>                                     | <ul> <li>E-Business</li> <li>Software Project         Management</li> <li>Elective</li> <li>Practical: Web Technology or         SPSS and Tally Accounting</li> </ul> |
| Allied              | <ul><li>Marketing Management</li><li>'C' Practical</li><li>Business Statistics</li></ul>   | Package<br>- Project Work (Group)   |
| SEMESTER -          | IV   |   |
| Major               | <ul> <li>Management Information<br/>System</li> <li>OOP with C++</li> <li>Business Environment</li> <li>C++ Practical</li> </ul> |   |
| Allied              | - Operation Research   |   |

**Higher Studies:** Master of Information Systems, MCA and MBA.

**Career Prospects:** System Analyst / Program designer / Debugger, Administrator, Auditor, Finance and Accounting, Customer support, Entrepreneur

**Areas of Employment:** ITES sector, Online Business, Software and hardware companies, Banking sector, Insurance sector, Logistics

# **BACHELOR OF BUSINESS ADMINISTRATION**

Shift - I & Shift -II

The course focuses on modern and essential aspects of management as organizational behaviour, operational research, financial management, H.R management, Visual Basic programming and entrepreneurial development.

- · Value-added lectures from industry professionals
- Sowing the seeds of entrepreneurship
- · Industry relevant specialization courses to ensure employability
- Learning by doing through mandatory Corporate Internships
- Professional guidance from industry mentors

| SEMESTER  | - I   | SEMESTER - 1 | V   |
|-----------|---|--------------|---|
| Major     | - Financial Accounting                                | Major        | - Advertising & Salesmanship  |
|           | - Principles of Management                            |              | - Research Methodology  |
| Allied    | - Managerial Economics                                |              | - Operations Management   |
| SEMESTER  | - 11  |              | - Materials Management  |
| Major     | - Management Accounting                               | Elective I   | <ul> <li>Entrepreneurial Development/<br/>Logistics Management</li> </ul> |
|           | - Business Communication                              |              | 0   |
| Allied    | - International Trade                                 | SEMESTER - \ |   |
| CELLECTED |   | Major        | - Business Environment  |
| SEMESTER  |   |              | - Services Marketing  |
| Major     | - Financial Management                                |              | - Business Taxation   |
|           | - Marketing Management                                | Elective II  | - Customer Relationship   |
|           | - Organizational Behaviour                            |              | Management/ E Business  |
|           | - Computer Application in Business                    |              | - Group Project   |
| Allied    | - Business Maths & Statistics                         |              |   |
| SEMESTER  | - IV  |              |   |
| Major     | - Human Resource Management                           |              |   |
|           | - Business Regulatory Framework                       |              |   |
|           | - Financial Services                                  |              |   |
|           | <ul> <li>Management Information<br/>System</li> </ul> |              |   |
| Allied    | - Operations Research                                 |              |   |
|           |   |              |   |
|           |   |              |   |

Higher Studies: MBA, M.Sc. (IT)

Career Prospects – Private & Government: Manager (Marketing, Production, Logistics HR, Finance), Business Consultant, Business Analyst, Accountant, Business Development Manager, Business Administrator, Management Consultant, Strategic Business Head, Event Manager.

# B. COM CORPORATE SECRETARYSHIP

Shift - I

B.Com with specialization in Corporate Secretaryship course prepares you for understanding the functioning of corporate undertakings. It enables you to effectively contribute to dynamic organizations. It prepares you for a career in accounting, banking, management, secretarial practice, etc

- Committed to impart learning in management functions such as personnel, production, marketing, finance, etc.
- Trains eligible candidates in the areas of administrative support, business development
- · Builds skills needed in corporate transcription and accurate keyboarding
- · Qualified and experienced faculty team
- Enhanced Department Reference Library
- · Official chartered member of ACM as Exclusive AASC ACM-W student chapter
- MOU with ICSI, ALPHA- ICSI Chennai Study Centre II.

| SEMESTER - I     |   | SEMESTER - IV   |
|------------------|---|---|
| Major            | - Financial Accounting  | Major - Corporate Accounting – II   |
|                  | - Company law and   | - Business Management   |
| Allied Paper 1   | Secretaryship Practice I  - Corporate-E - Management, Marketing, Managerial Economics | Allied Paper IV - Statistics - II, Banking Theory<br>Law and Practice, Elements of<br>Insurance |
|                  | Economics   | Internship will have to be carried out at the end of the  |
| SEMESTER - II    |   | fourth Semester   |
| Major            | - Advanced Financial Accounting   | SEMESTER - V  |
|                  | - Human Resource Management   |   |
| Allied Paper II  | - Corporate Finance, Business   | Major - Management Accounting   |
|                  | Communication, International Trade  | - Securities and Market Operations  |
|                  |   | - Income Tax Law and Practice - I   |
| SEMESTER - III   |   | - Commercial Law  |
| Major            | - Corporate Accounting I  | Elective - Entrepreneurial Development  |
|                  | - Company Law and Secretarial   | SEMESTER - VI   |
| Allied Paper III | <ul> <li>Statistics - I, Auditing, Fair</li> <li>Trade Principles and</li> </ul>      | Major - Cost Accounting   |
|                  | Practices   | - Industrial Laws   |
|                  |   | - Income Tax Law & Practice II  |
|                  |   | - Goods and Services Tax & Customs Law  |
|                  |   | - Project - Institutional Training  |
|                  |   | *viva-voce is for 100 marks   |

Higher Studies: M.Com, M.Phil, Ph.D, MBA . Prof. Course - Company Secretaryship

Career Prospects: Manager - Corporate/Institutional Sales, Corporate Financial Analyst, Head - Corporate Development, Corporate Credit Analyst, Manager - Corporate Communications, Corporate Sales Executive, Manager - Corporate Services, Head - Finance & Administration

**Areas of Employment:** Educational Institutions, Manufacturing Corporations, Export-Import companies, Banks, Hotels/Restaurants, Logistic Departments

## **POST GRADUATE COURSES**

The post graduate courses comprise two academic years' spread over four semesters. The medium of instruction is English and the syllabus for the courses are prescribed by the University of Madras.

# M.Sc. BIOTECHNOLOGY

A Candidate with a Bachelor's Degree in Science in the disciplines of Biology, Botany, Zoology, BioTechnology, Microbiology, Genetics, Chemistry, Biochemistry, Physics, Agriculture or B.E/B.TECH (Biotech), B.V.Sc, MBBS, BDS or an examination of some other University accepted by the Syndicate as equivalent shall be eligible for admission to M.Sc Biotechnology Degree course.

| SEMESTER - I  |  | SEMESTER – II | I  |
|---------------|--|---------------|--|
| Major         | - Biochemistry   | Major         | - Bioinformatics   |
|               | - Molecular Genetics                                   |               | - Immunology   |
|               | - Molecular Cell Biology                               |               | - Bio process Technology   |
| Practical     | - Biochemistry   | Practical     | - Bioinformatics   |
|               | - Molecular Genetics                                   |               | - Immunology   |
|               | - Molecular Cell Biology                               |               | - Bio process Technology   |
| Elective      | - Bioinstrumentation                                   | Elective      | - Nano Biotechnology   |
|               | - Biostatistics  |               | - Environmental Biotechnology  |
|               | - Enzymology   | SEMESTER – IV | /  |
| SEMESTER – II |  | Major         | - Research Methodology   |
| Major         | - Microbiology   |               | - Dissertation(Project)  |
|               | <ul> <li>Plant and Animal<br/>Biotechnology</li> </ul> | Elective      | <ul><li>Stem cell Technology</li><li>Bioethics, Human Rights and</li></ul> |
|               | - Genetic Engineering                                  |               | Social Issues  |
| Practical     | - Microbiology   |               |  |
|               | - Plant and Animal<br>Biotechnology                    |               |  |
|               | - Genetic Engineering                                  |               |  |
| Elective      | - Tissue Engineering                                   |               |  |
|               | - Pharmaceutical<br>Biotechnology                      |               |  |
|               | - Environmental Biotechnology                          |               |  |

#### **Highlights of the Department:**

- State of Art laboratories
- Publications is encouraged at Students Level
- Internships are carried out in Government Laboratories
- MOU with Government Aided Industries and Pharmaceutical Companies for students training.
- Every year department organizes National /International Conferences.
- Department releases ISBN Journal every year with real time research publications

**Career Prospects:** Research and Development (Industrial and Academic Sectors), Agri-Genomics, Bio-businesses, horticulture, Forensic and Diagnostic Centres, Regulatory and Funding Agencies, Law Firms, Knowledge processing offices (KPO) for intellectual property management. Industries (Dairy, brewery, Pharmaceutics etc)

## M.COM.MASTER OF COMMERCE

A candidate who has passed the B.Com., B.Com/B.A (Corporate Secretaryship), B.com (Accounting & Finance)., B.C.S., B.B.A.,B.Com (Bank management), B.Com/B.A (Co-operation), B.A (Indus. Org.) and B.Sc (Maths)/ B.Sc (statistics) or B.Sc (Computer Science) or B.C.A, with any two core/main papers offered at the B.Com shall be eligible for admission to M.Com Degree course.

- It enables you to grow in the corporate and finance sectors of the industry.
- It covers macro-economics, accounting, business principles.
- It has job opportunities in almost every sector of the economy. Some of the top recruiters of M.com graduates Capgemini Infosys and others.
- Its qualification allows appearing for competitive exams like civil services exam or exam related to finance and accounting requirement like income tax, CAG or excise departments.

| SEMESTER - I   |   | SEMESTER – III                                |  |
|--|---|---|--|
| Major<br>Elective  | <ul> <li>Advanced Corporate         Accounting and Accounting         Standards</li> <li>Financial Management</li> <li>Organisational Behaviour</li> <li>Managerial Economics</li> <li>Paper I</li> </ul> | - Kno<br>- Fun<br>Tecl<br>- Bus<br>Gov<br>Res | earch Methodology wledge Management damentals of Information hnology. iness Ethics, Corporate rernance & Social ponsibility er III |
|  |   | - Рар   | er IV  |
| SEMESTER – II  |   | SEMESTER – IV                                 |  |
| Major  | <ul> <li>Advanced Cost and<br/>Management Accounting</li> </ul>   |   | nagement Information<br>tems   |
|  | <ul> <li>Quantitative Techniques for<br/>Business Decisions</li> </ul>  |   | urities analysis and<br>tfolio theory  |
|  | <ul><li>Marketing of Services</li><li>Total Quantity Management</li></ul>   |   | chant Banking and<br>ancial Services   |
| Elective   | - Paper – II  | - Proj  | ect Plus Viva-voce   |
| Liective   | aper - II   | Elective - Pap                                | er V   |
| ***Internship will have to be carried out at the end of the Second Semester and the report of the same shall be submitted by the students within a period of one month after the completion of the Internship. |   | - *Fir  | ancial Derivatives   |
|  |   |   | nancial Markets and<br>stitutions  |

<sup>\*</sup>Viva-voce examination carries 40 Marks and Project Report carries 120 Marks

<sup>\*</sup> Project Viva-voce is considered equivalent to two core papers. Hence, a College may choose to offer the following two core papers in lieu of the Project Viva-voce

Higher Studies: M.Phil & Ph.D(Commerce Streams), CFA, ICWA, CA, CMA, ACS

Career Prospects – M.Com provides jobs in almost all the sectors. It avails the M.Com graduate with lucrative opportunities. You can apply for both private and government jobs with this degree. Few of those career options are Accounts Assistant, Business Analyst, Investment Banker, Marketing Manager, Finance Consultant, Etc.

Areas of Employment: Auditing, Finance and Banking, Funds Management, Stock Markets, Professors.

# ACM (ASSOCIATION FOR COMPUTING MACHINERY)



We are proud to reveal that Alpha Arts and Science College was officially chartered as a member in ACM, as AASC ACM-W Student Chapter. ACM is a global network of students worldwide, designed to generate an excitement in young people about technology, games, tutorial and other events.

The AASC ACM-W Students Chapter actively participates in various competitions organized by ACM worldwide and brings out the talents from the young buds. The participation of our students in various competitions was published in the ACM New York Bulletin.

We are happy to inform you that the International Colloquium was organized in 2019-2020, Dr.G.R.Sinha, Chief Guest from University of Myanmar.

# ICSI (INSTITUTE OF COMPANY SECRETARIES OF INDIA)



IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament (Under the jurisdiction of Ministry of Corporate Affairs)

Alpha Arts and Science College has signed an MoU with ICSI and has become an ICSI CHENNAI –II STUDY CENTER on 19 July2018. This is a Professional Course which can be pursued alongside ones Graduation. The Centre offers CS Foundation and Executive Course from the academic year 2018-2020. Five Students have cleared CS Foundation course and pursuing Executive course in the year 2019-2020. The CS Foundation test is replaced by CS Executive Entrance Test (CSEET)/ This will be offered from the academic year 2020-2021.

## ADMISSION PROCEDURE

- 1. Application for admission to UG & PG course should be made in the prescribed application form which is available along with the prospectus at The Administrative Office no.16, 3rd cross street, West C.I.T. Nagar Chennai 600 035 (or) Alpha Arts and Science College P.B. No. 30, Porur, Chennai 600 116 (Behind Ramachandra Hospital).
- 2a. In support of the application, candidates are requested to submit the photocopies of the following:
  - SSLC mark sheets and Birth Certificate
  - UG Degree Certificate (For PG Admissions only)
  - · Mark Sheet of qualifying examination or provisional pass certificate or equivalent
  - Transfer Certificate & Conduct (Character) certificate from the institute last studied in
  - · Community Certificate
  - Eligibility Certificate from the University of Madras (for other University/ Foreign Board students)
  - Five recent passport size colour photographs
- 2b. In addition to the above mentioned certificates, foreign applicants are required to produce the following
  - Migration Certificate
  - No Objection Certificate
  - Student Visa, Resident Permit and related particulars

The original certificates of the above said documents should be submitted to the College after getting the Provisional admission based on Xerox copies.

Students are requested to carry recent passport size colour photographs (2 nos) during verification of certificates.

3. The tuition fee for the course has to be paid at the Administrative Office/ College Office.

# **GENERAL INFORMATION**

#### I. ADMISSION:

The Management reserves the right of admission.

In matters relating to admission, academic progress, extra - curricular activities and students discipline, the decision of the Management shall be final.

Admission is subject to the verification of Mark Sheet by the Directorate of Government Examinations or competent authority.

All admissions are provisional and are subject to the approval of the University of Madras.

#### II. ELIGIBILITY GUIDELINES:

Undergraduate courses: Candidates who have passed the qualifying examination of 10+2 pattern, AISSC, DSSC, CBSE, New Delhi and ISCE, New Delhi are eligible to apply for undergraduate courses.

#### III. CBSE/ ISCE

Candidates should have passed this examination with a minimum of FIVE subjects of which ENGLISH is compulsory. The five subjects are reckoned thus:

(1) Any of the following shall be treated as one subject:

SUPW (Socially Useful Productive Work), GFC (General Foundation Course), Work Experience/ Physical Education

#### **GENERAL STUDIES**

(2) English (Compulsory) (3) Subject 3 (4) Subject 4 (5) Subject 5

#### IV. **ELIGIBILITY CERTIFICATE:**

U.G Courses: Candidates who have passed the qualifying examination of HSE (Regular/Instant/ Private). Govt. of Tamilnadu, AISSC/DSSC-CBSE, New Delhi need not produce the eligibilitycertificate of the University of Madras. Eligibility certificate will have to be produced by those qualifying in all other State Board Examinations (Indian and foreign).

#### V. **ELIGIBILITY CRITERIA:**

Age limit: for U.G courses: 21 years as on 1st July of the year

Relaxation: For BC/ MBC/ DNC/ SC/ ST: 3 Years

#### VI. FEE

- (1) The Management reserves the right to increase the fee towards any course of study at the beginning of the subsequent academic year of a course, if necessary.
- (2) Tuition fee and other fees should be paid on or before the stipulated dates, failing which the student's name will be removed from the college rolls and readmitted only on payment of late fee and readmission fee.
- (3) Fee once paid will not be refunded under any circumstances.

#### VII. CODE OF CONDUCT:

Students are expected to be disciplined in their behaviour inside the campus. Non-compliance with the rules of the college will lead to disciplinary action. Students can participate in inter-collegiate competitions, TV or radio programmes after obtaining prior permission from the Principal.

Participation in activities of unions or associations based on caste, colour, creed, language, nationality or political ideology is not permitted by the Institution.

The Management reserves the right to expel any student on grounds of serious irregularity of attendance, malpractice in examination or any other act of indiscipline or misconduct.

The College encourages parents or guardians to take active interest in the academic progress and general conduct of their children/ wards.

Use of mobile phones or any other audio/ video gadgets in the campus by students is strictly banned. Such items found in the possession of students will be confiscated.

Severe action will be initiated against students indulging in ragging in any form.

#### VIII. DRESS CODE:

For girls: Salwar Kameez/ Churidhar Kurta (with Dupatta)

For boys: Trousers, Shirts and Shoes







## **ALPHA ARTS AND SCIENCE COLLEGE**

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