



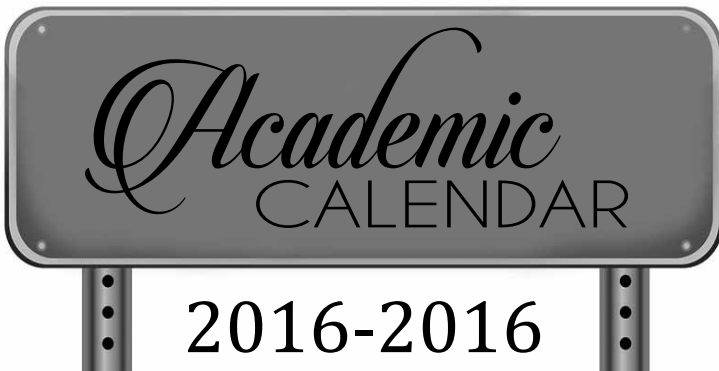
# **Thassim Beevi Abdul Kader College For Women**

(Autonomous and Re-accredited)

KILAKARAI - 623 517

RAMANATHAPURAM DISTRICT

TAMIL NADU





In the Name of Allah, Most Gracious, Most Merciful  
Proclaim (Or Read :) In the name of thy Lord and Cherisher,  
Who Created man, out of a Mere clot of congealed blood.  
Proclaim! And thy Lord is Most Bountiful  
He who taught the use of the pen  
Taught man that which he knew not  
Nay, but man doth transgress all bounds  
In that he looketh upon himself as self-sufficient.  
Verily, to thy Lord is the return of all.

Alquran Sura 96: a1 to a8

**Founded in 1988**  
**G O No 1448 dated 12 September 1988**

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**THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN**  
(Affiliated to Alagappa University, Karaikudi)

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No. 8/93 & 94, Pearl Matriculation School Road,  
Kilakarai, Ramanathapuram Taluk  
Ramanathapuram District - 623517.  
Post Box No: 9  
(Sponsored by the Seethakathi Trust)

Office : (04567) 241933 / 241934    Resi. : (04567) 241473  
Hostel : (04567) 241906    Cell : 9442617038  
Fax : (04567) 243355  
E-mail: principal@thassim.in  
Website : www.thassim.in

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Year of Establishment: 1988  
Autonomous – June 2005

*Academic*  
CALENDAR  
**2015 - 2016**

Hijri 1435 – 1436

**THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN**

(Autonomous and Re-accredited)

KILAKARAI-623517, RAMANATHAPURAM DISTRICT

**Hand Book**

1 Name .....

2 Class .....

3 Roll No .....

4 Reg No .....

5 Date of Birth .....

6 Height .....

7 Weight .....

8 Blood Group .....

9 Address of the Parent / Guardian .....

.....

.....

.....

Tel No (Res) ..... (Off) .....

10 Name of the Class Teacher .....

11 Name of the Resident Tutor .....

12 Name of the Academic Counselor .....





# Founder's Message

*Assalaamu Alaikkum (varah)*

*In the Name of Allah, the most gracious, most merciful*

With deep joy I write this message

The standard growth of the college helps the student community to face the global challenges. Education moulds the students to conceive profoundly and channelise them in proper direction. It empower women and tends to create their own self identify in the competitive society. The college, not only concentrates the student's learning process, but also encourages them to cultivate morality in their life style. It is my sheer pleasure to congratulate all the well wishers of the institution and wish them to promote the institution to the greatest heights.

**Alhaj. Dr. B S Abdur Rahman, Founder, TBAKC**

**BOARD OF TRUSTEES**

**Alhaj Dr B S ABDUR RAHMAN**

Founder

**Janab B S ARIFF RAHMAN BUHARI**

Chairman

**Alhaj Dr SHUAIB ALIM**

**Alhaj M K SATHAK ABDUL KADER**

Managing Trustee

**Janab KHALID A K BUHARI**

Secretary

**Alhaj M K MOHAMED HASSAN**

Treasurer

Trustees

**Janab S S M Ahamed Hussain**

**Janab Abdul Qadir A Rahman Buhari**

**Janab S A Quthubudeen**

**Janab M K M Seyed Mohamed Buhari**

**Janab Ahamed A Rahman Buhari**

**Janab Ashraf A Rahman Buhari**

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**Alhaj V N A JALAL**

General Manager

**Alhaj S SHEIK DAWOOD KHAN**

Deputy General Manager



## AL FATHIHA

In the name of Allah, the Beneficent, the Merciful  
All Praise is due to Allah, the Lord of the Worlds  
The Beneficent, the Merciful  
Master of the Day of Judgement  
Thee do we serve and Thee do we beseech for help  
Guide us on the right path  
The path of those upon whom Thou hast bestowed favours  
Not of those upon whom thy wrath is brought down  
Nor of those who have gone astray.

Ameen!

## NATIONAL PLEDGE

India is my country, all Indians are  
my brothers and sisters.

I love my country and I am proud of  
its rich and varied heritage. I shall  
always strive to be worthy of it.

I shall give my parents, teachers and  
all elders respect and treat everyone  
with courtesy.

To my country and my people,  
I pledge my devotion. In their  
well being and prosperity alone lies  
my happiness.

## தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
 சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
 தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்  
 தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!  
 அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
 எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!

தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து

செயல்மறந்து வாழ்த்துதுமே!

வாழ்த்துதுமே!

வாழ்த்துதுமே!

“மனோன்மணியம்” பெ.சுந்தரம்பிள்ளை

## NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he

Bharata bhagya vidhata

Punjab Sindh Gujarat Maratha

Dravida Utkala Banga

Vindhya Himachala Yamuna Ganga

Uchchala Jaladhi taranga

Tava shubha name jage

Tava shubha asisa mage

Gahe tava jaya gatha

Jana gana mangala dayaka jaya he

Bharata bhagya vidhata

Jaya he jaya he jaya he

Jaya jaya jaya jaya he!

-Rabindranath Tagore

**FLAG SONG**

Jhanda ooncha rahe hamara  
Vijayee Vishwa thiranga pyara  
Sada shakti Barasanewala  
Prema-Sudha Sarasanewala  
Veeronko Harshanewala  
Mathru Bhoomika than-man-sara

[Jhanda..]

Swatantratake bheeshana ranamen  
Lakhhar balhe josh kshan-kshan men  
Kampe Shatru dekhkar man men  
Mit jawe bhay sankata sara

[Jhanda..]

Aavo pyare veero aavo  
Mathrubhumi par bali-bali jawo  
Yeksath sab milkar gavo,  
Pyara Bharat Desh Hamara

[Jhanda..]

Iski shan jane pave  
Chahe jaan bhale hi jave  
Vishwa Vijay Karke dikhalave  
Tab hove pran poorna hamara

[Jhanda..]

*-Shyamlal Gupta*

## கல்லூரிப் பண்

ஹஸ்பி (ஆ) ரப்பீ ஜல்லல்லாஹ்  
 மாஃபீ (ஊ) கல்பீ (ஆ) கய்ருல்லாஹ்  
 நூரு முஹம்மது ஸல்லல்லாஹ்  
 லாயிலாஹா - ஹக்கு  
 லாயிலாஹா இல்லல்லாஹ்  
 இறைவா உனது கருணையினால்  
 இம்மை மறுமைப் பேறுகளைக்  
 குறையா தெமக்குக் கொடுத்திடுவாய்!  
 கொடுமையனைத்தும் தடுத்திடுவாய்!  
 நிறைவாயுள்ள நலனீந்து  
 நெஞ்சம் மலரச் செய்திடுவாய்!  
 கறையாயுள்ள பகுதிகளைக்  
 கழுவித் தூய்மை யாக்கிடுவாய்!  
 பிறையாய்த் திகழும் எம் கல்லூரி  
 பிறைபோல் வளர உதவிடுவாய்!  
 நிறைவாம் சீதக்காதி பெயர்  
 நின்றே நிலவும் நிறுவனத்தார்  
 நிறைவே கொள்ளத் துணை புரிவாய்!  
 நிலைபேறுடைய எம் கொள்கை  
 குறையா தோங்க அருள் புரிவாய்!  
 குறைகள் தீர்க்கும் கோமானே.  
 அறிவுக்கடலாம் கஸ்ஸாலி  
 அடையும் நெஞ்சின் விரிவைப் போல்  
 அறிவின் ஒளியாய் எம் நெஞ்சை  
 அழகாய் அமைப்பாய் அருளாளா  
 செறியும் கல்வி எனக் கூட்டும்  
 சீரிய நேரிய ஆசிரியர்  
 அறியும் பெற்றோர் அனைவருக்கும்  
 அருளைப் பொழிவாய் ரஹ்மானே!

## COLLEGE PLEDGE

I solemnly declare that I shall abide by all the rules and regulations of the college as long as I study here.

I will not indulge in ragging and any other indisciplinary activity.

I shall give the utmost importance to cleanliness and help in maintaining the beauty of the college campus and the building there - in.

I shall refrain from scribbling or drawing figures of any kind on the walls of the college or hostel buildings.

I shall never cause the slightest damage to any of the college or hostel property.

I shall honour the institution and help in the preservation and growth of its prestige

## VISION AND MISSION

### **(a) VISION**

The college is committed to provide leaders with high quality education; to produce professionally highly skilled graduates; to empower the muslim community to improve their quality of life and to create graduates with a distinctively TBAKC identity to serve humanity.

### **(b) MISSION**

The mission will be achieved through a rigorous academic programme marked by high standard of individual attainment through self-effort; professional training through intensive internship challenges; real life exposure to the prevalent social constraints of poor women in the society around the college; and active research culture both among learners and teachers.

## INSTITUTIONAL OBJECTIVES

1. To equip learners with adequate academic skills to search for, and interact with, study materials, through self learning and acquisition of appropriate study skills.
2. To train them, with effective mentoring of teachers committed to student – care, in the use of a modern technology in processes of learning.
3. To impart communicative skills in English in order to articulate their ideas before lay and specialist audiences.
4. To help learners to be socially involved, especially to understand prevalent injustices that Indian women, and Muslim women in particular, are forced to suffer without questioning.
5. To offer on-the-job training through effective internship programme organized with the help of well known and reputed institutes.
6. To incorporate in the curriculum the core values of national development, pursuit of excellence, imparting of skills at par with the best of global institutions of learning; laying a durable ethical foundation for quality education; and educational technology, and others specific to women’s concerns.
7. To collaborate with institutions which pursue like- minded interests and concerns.

## SIGNIFICANCE OF THE COLLEGE EMBLEM



The emblem of the college consists of a shield with three symbols in the center. The Crescent and the star on the top left represents the Divine grace. On the right, there is an Open book depicting the Holy Quran to guide us on the right path.

At the bottom, there is a balance representing the Divine Justice underneath the shield is a verse from the Holy Quran in English ***Our Lord bestow on us mercy from thyself.*** The figures in the shield are placed with blue and green background - the colours signifying prosperity and spirituality. Thus, the emblem of Thassim Beevi Abdul Kader College for Women stands for Grace, Knowledge and Justice of the Almighty with which the whole universe is governed.



## **HISTORY OF THE COLLEGE**

Thassim Beevi Abdul Kader College for Women, affiliated to Alagappa University, Karaikudi, is situated in the most educationally and industrially backward town of Kilakarai, Ramanathapuram District. The college was founded in 1988 by Alhaj Dr B S Abdur Rahman Sahib sponsored by the Seethakathi Trust, Chennai which has established various educational institutions par excellence.

The Trust has been named after one of the greatest selfless benefactors of mankind, Seethakathi who lived in the 17th Century. He was a Merchant Prince and a great philanthropist born in Kilakarai. This college has been named after our founder's sister Mrs. Thassim Beevi and her husband Janab Abdul Kader. She and her husband died in an accident on 24th January 1977 while returning after attending the school day function at the Crescent Residential School, Chennai. Mrs. Thassim Beevi was a very enthusiastic lady who was interested in the higher education for women.

The college was started with a sole aim of imparting higher education to all women of this locale, especially to the women of the minority community whose pitiable educational condition provoked our Founder to establish this college. It has been a boon to women, especially to Muslim community, for whom higher education was unreachable. Now that the college has completed its 27 years of dedicated educational service, many women have now passed through the portals of this institution with flying colours.

The College has been fulfilling the norms and guidelines of the University Grants Commission (UGC), All India Council for Technical Education (AICTE), the State Government of Tamil Nadu and affiliated to Alagappa University, Karaikudi. The college has been recognized by UGC under 2f and 12(B) Act of 1956 to receive financial assistance from UGC and from other Central Resources.

The College has received the Best College Award from the Department of Youth Welfare Fora, Madurai Kamaraj University for student services for three academic years (2000-2001, 2001-2002 and 2002-2003). The college was upgraded with the status of autonomy Since 2005-06. The College has added yet another feather to its cap by being Nationally re-accredited with B Grade during 2009-2010(2.78/4 point scale) and again reassessed for reaccreditation in Jan, 2012-13 and the same grade was retained by the college. The college has gone for ISO 2008-9001 certification on 11.05.2012

The college which was started with the strength of just 65 students and a total of 11 staff members has grown steadily and at present it has above 1820 students enrolled in various disciplines of Arts and Sciences, both at the under-graduate and post-graduate levels, with 112 members of faculty along with 72 members of nonteaching staff and with 7 technical staff.

Realizing the growth of science and technology in modern times and need of Computers in our day-today life, the college offers both undergraduate and postgraduate courses in Arts, Humanities and Sciences to meet out the challenging demands of the placement sector. The college is extending its services to downtrodden community through "Centre for Community Development, Women studies and Social Action" through the Seethakathi NGO.

The college proudly introduced two new departments in Psychology and Food Processing and Quality Control during 2013-14. The college had another feather to its Cap on Jan 20th 2014 by introducing National Council for Vocational Training Programme (NCVT) under the aegis of the Directorate General of Employment and Training, Madurai Region, Ministry of Labour and Employment, Govt. of India.

**MEMBERS OF THE GOVERNING BODY UNDER AUTONOMY**

Number	Category	Names
5 Members	Management	Alhaj Dr B S ABDUR RAHMAN Dr (Mrs) RAHMATHUNISHA ABDUR RAHMAN Alhaj KHALID A K BUHARI Alhaj M K MOHAMMED HASSAN Alhaj ABDUL QADIR RAHMAN BUHARI
1 Member	UGC Nominee	Mr UDUMAN MOHIDEEN Guest Faculty Dept. of Economics Madras University
1 Member	State Government Nominee	Dr NIRMALA PRASAD Principal, MOP Vaishnava College for Women (autonomous), Chennai
1 Member	University Nominee	Dr S KALIYAMOORTHY Syndicate Member, University Nominee, Dean (Students Welfare) Alagappa University, Karaikudi
1 Member	Educationalist	Dr P PREMA Former Syndicate Member Former Dean & Head, Faculty of Education, Alagappa University, Karaikudi
1 Member	Ex-Officio Member	Dr S SUMAYAA Principal, Thassim Beevi Abdul Kader College for Women, Kilakarai
2 Members	Senior Teachers of the College	Ms S SIRAJUNISSA BEGUM Chief Librarian, Dept of Library, Thassim Beevi Abdul Kader College for Women, Kilakarai  Ms S PANBARASI FATHIMA Associate Professor, Dept of Computer Science, Thassim Beevi Abdul Kader College for Women, Kilakarai
2 Members	Representatives of the trust	Alhaj V N A JALAL Alhaj SHEIK DAWOOD KHAN

**PROGRAMME OF STUDY (CBCS)**

<b>UG DEGREE PROGRAMME</b>	<b>Year of Affiliation</b>	<b>Sanctioned Strength</b>
B Com	1988-89	60
B Sc Home Science (General)*	1988-89	40
B Sc Computer Science @	1988-89	40
B A English Literature	1990-91	60
B Sc Home Science-Nutrition, Food Service Management and Dietetics	1992-93	40
B Sc Home Science with Computer Applications (Vocational Subject)	1996-97	40
BSc Mathematics	1999-2000	40
B Sc Information Technology	2000-01	40
B Sc Chemistry	2005-06	40
B Sc Microbiology	2005-06	40
BA Tamil Literature with information Technology	2005-06	50
B Com with Computer Applications	2008-09	40
B B A	2009-10	60
B Sc Psychology	2013-14	40
B Sc Food Processing And Quality Control	2013-14	40
<b>MASTER'S DEGREE PROGRAMME</b>		
M Com	1993 - 94	36
Master of Computer Applications TN-05/BOA(MCA)APR(CS)/96 dt.6.10.1998 (MCA)	1994- 95	30
M Sc Home Science- Food Service Management and Dietetics λ	1999-2000	25
M A English and Communication \$	1999 - 2000	36
M Sc Mathematics	2005 - 06	25
M Sc Information Technology	2009-10	25

M Sc Bio- Technology	2009-10	25
M Phil in Commerce	2009-10	12
M Phil in Food and Nutrition (Regular)	2010-11	10
Ph D in Home Science - Nutrition and Dietetics (Regular and Part Time)	2010-11	8
M Phil in Computer Science	2011-12	12
Ph D in Computer Science	2011-12	8
Ph D in Commerce	2011-12	8

<b>DIPLOMA PROGRAMME</b>	<b>Year of Affiliation</b>	<b>Sanctioned Strength</b>
PG Diploma in Computer Applications (PGDCA)	1994 - 95	25
Diploma in Information Technology	2001 – 02	25
PG Diploma in E – Commerce	2001 - 02	30
PG Diploma in Seaweed Farming and Processing	2005 – 06	15
PG Diploma in ERP Specialization in SAP	2008-09	25

1. The Programme B.Sc Home Science (General) was converted to B.Sc Home Science with Computer Application in the year 1996-1997.
2. The Programme B.Sc Computer Science was converted to B.Sc Information Technology in the year 2000-2001.
3. The Programme M.Sc Home Science- Food Service Management and Dietetics was converted to M.Sc Home Science Nutrition and Dietetics in the year 2010-2011.
4. MA English and Communication was converted to MA English Literature in the year 2007-2008.

**COLLEGE WORKING HOURS**

DIVISION I -8.30 to 2.30

DIVISION II-10.30 to 4.30

**DIVISION I****PROGRAMME OFFERED AT UNDER GRADUATE LEVEL (3Years)**

(Choice Based Credit System)

- ❖ B B A English Literature
- ❖ B Com
- ❖ B Sc Food Processing and Quality Control
- ❖ B Sc Psychology
- ❖ B Sc Home Science – Nutrition, Food Service Management and Dietetics
- ❖ B Sc Home Science with Computer Applications
- ❖ B Sc Information Technology
- ❖ B Sc Mathematics
- ❖ B Sc Chemistry
- ❖ B Sc Microbiology
- ❖ B Sc Computer Science

**PROGRAMME OFFERED AT POSTGRADUATE LEVEL**

(Choice Based Credit System)

- ❖ M A English Literature
- ❖ M Com
- ❖ M. Sc Home Science Nutrition and Dietetics
- ❖ M. Sc Mathematics
- ❖ MCA (AICTE approved)

**RESEARCH PROGRAMME (Regular )**

- ❖ M Phil in Commerce
- ❖ M Phil in Home Science – Food and Nutrition (Regular )
- ❖ M Phil in Computer Science

**Regular and Part Time**

- ❖ Ph D in Home Science – Food and Nutrition
- ❖ Ph D in Commerce
- ❖ Ph D in Computer Science

## **DIVISION II**

### **PROGRAMME OFFERED AT UNDER GRADUATE LEVEL**

(Choice Based Credit System)

- ❖ B A English Literature
- ❖ B Com with Computer Applications
- ❖ B B A
- ❖ B Sc Mathematics
- ❖ B Sc Information Technology
- ❖ B Sc Food Processing and Quality Control\*  
(subject to affiliation)

### **PROGRAMME OFFERED AT POST GRADUATE LEVEL**

(Choice Based Credit System)

- ❖ M Sc Information Technology
- ❖ M Sc Bio – Technology

## **OTHER PROGRAMME**

### **CERTIFICATE PROGRAMME AT UNDER GRADUATE LEVEL**

#### **I Year**

- ❖ Certificate Course in Spoken English

#### **II Year**

- ❖ Idhazhiyal
- ❖ Mozhipeyarppukkalai
- ❖ Spoken Hindi
- ❖ Tally 9.0 ERP
- ❖ Library & Information Science
- ❖ Interior Decoration
- ❖ Physical Fitness and Health Management
- ❖ Art & Craft Work
- ❖ Internet Concepts
- ❖ Photoshop
- ❖ Office Automation
- ❖ 3 D Max, Flash
- ❖ Teaching of Primary School Mathematics

- ❖ Clinical Nutrition
- ❖ Clinical Dietetics
- ❖ English for Communication
- ❖ Web Designing & Computer Graphics
- ❖ Information Technology

### **III Year**

- ❖ Interior Decoration
- ❖ C
- ❖ Java
- ❖ Corel Draw
- ❖ Auto CAD
- ❖ Visual Basic
- ❖ Advanced Web Designing

### **DIPLOMA PROGRAMME [ 1 YEAR]**

- ❖ English for Communication
- ❖ Micro Finance
- ❖ Web Designing & Computer Graphics

### **CERTIFICATE PROGRAMME AT POST GRADUATE LEVEL**

#### **ADVANCED DIPLOMA COURSES (1 Year)**

- ❖ Web Designing and Computer Graphics
- ❖ LATEX
- ❖ Operations Research and LINDO / LINGO Packages

#### **POST GRADUATE DIPLOMA COURSE**

- ❖ Computer Application (PGDCA)
- ❖ ERP
- ❖ E-Commerce

#### **ADD – ON PROGRAMME**

- ❖ Remedial Coaching Classes
- ❖ Coaching scheme for Entry in Services



## DUAL DEGREE PROGRAMME

- ❖ IGNOU – ODL and Convergence Scheme Programmes approved Study Centre, New Delhi.
- ❖ IGNOU TBAK Community College Kilakarai and Ramnad, offers a number of certificate, Diploma and Associate Degree Programmes

Muballiga (3 years programme) is offered as a compulsory programme for all Muslim students enrolled in various degree programmes of the college.

## IGNOU CERTIFICATE PROGRAMMES OPEN AND DISTANCE LEARNING (ODL) & CONVERGENCE SCHEME

### CERTIFICATE PROGRAMME

- Certificate in Information Technology (CIT)
- Certificate in Primary School Mathematics (CTPM)
- Certificate in Teaching English (CTE)
- Certificate in Computer Literacy Programme (CLP)
- Certificate in Food and Nutrition (CFN)
- Certificate in Laboratory Techniques (CPLT)

### DIPLOMA PROGRAMMES

- Diploma in Creative writing in English (DCE)
- Diploma in Computer Integrated Manufacturing( DCIM)
- Diploma in Nutrition and Health Education(DNHE)

### UNDER GRADUATE PROGRAMME

- Bachelor of Preparatory Programme
- B A English
- B LIsc
- B C A
- B Com

## **POST GRADUATE PROGRAMME**

- Master of English
- M C A
- M B A
- M Sc DFSM
- Master of Computer Application with Maths
- M L I Sc

## **NCVT (National Council for Vocational Training)**

### **Directorate General Employment and Training (DGET)**

Our College is identified as a NCVT, Vocational Training Provider (VTP). The need for giving emphasis on skill development, especially for the educated unemployment youth (both for rural and urban) has been highlighted in various forums.

The skill level and educational attainment of the work force determines the productivity, income levels as well as the adaptability of the working class in changing environment.

### **The list of Sector and Modules approved**

- ❖ Computer Fundamentals, MS-Office, Internet and Soft Skills
- ❖ Tally
- ❖ Desktop Publishing
- ❖ Spoken English and Communication Skill
- ❖ Accounting
- ❖ Basics of Beauty and Hair Dressing
- ❖ CAD Illustrator – Fashion Designing
- ❖ Basic Food Preservation
- ❖ Baker and Confectioner

## **DIVISION - I**

### **MEMBERS OF THE TEACHING STAFF**

**Dr S Sumayaa** M Sc M Phil Ph D                      Principal Prof & Head  
Dept. of Home Science

#### **DEPARTMENT OF TAMIL**

Ms V Akila M A M Phil (Ph D)                      Assistant Prof. (Head)  
Ms R Visalatchi M A M Phil (Ph D)                      Assistant Prof  
Dr. M.Selvi Khadhija Begam M A M Phil Ph D                      Assistant Prof

#### **DEPARTMENT OF ARABIC**

Ms S Naseema Farveen MA B Ed                      Head  
Ms M Fathima Suraiya MA                      Assistant Prof  
Ms M Reihanathil Adaviya M A                      Assistant Prof

#### **DEPARTMENT OF ISLAMIC STUDIES**

Ms S Madheena Beevi Alima                      Tutor  
Ms J Jesmiya Banu Alima                      Tutor  
Ms M Mahaboob Rani Afzal-ul-ulama MA                      Tutor

#### **DEPARTMENT OF ENGLISH**

Ms B Zulaiha M A M Phil [Ph D]                      Associate Prof & Head  
Ms B Seeni Rahfu Nisha M A                      Assistant Prof  
Ms C Rosy M A M Phil                      Assistant Prof  
Ms R Rajalakshmi M A M Phil                      Assistant Prof  
Ms K Jasmin Malar M A M Phil                      Assistant Prof  
Ms U K Deepika M A M Phil                      Assistant Prof  
Ms I Gayathri M A M Phil                      Assistant Prof  
Ms B Benazir Begum M A                      Assistant Prof  
Ms K Seeni Mohamed Nachiya M A BEd                      Assistant Prof  
Ms A Fathima Farhana M A                      Assistant Prof  
Ms P Jeyachitra M A B Ed                      Assistant Prof  
Ms J Shanmuga Priya M A M Phil                      Assistant Prof  
Ms AR Dharsini Priyanka M A B.Ed                      Assistant Prof

**DEPARTMENT OF HOMESCIENCE**

Ms S Muthumareeswari M Sc M Phil [Ph D]	Associate Prof.&Head I/C
Ms R Lakshmi Shree M Sc M Phil	Associate Prof
Ms K Kamala Jothi M Sc M Phil	Assistant Prof
Ms K Priya M Sc	Assistant Prof
Ms A Arul Arasi B Tech	Assistant Prof
Ms K Kavitha M Sc [Ph D]	Assistant Prof

**DEPARTMENT OF COMMERCE**

Dr A E G C Rajani M Com M Phil Ph D	Associate Prof & Head
Dr K Buvaneswari M Com M Phil Ph D	Associate Prof
Dr A Jasmine M Com M Phil M Ed Ph D	Associate Prof
Ms S Fathima Rustha M Com M Phil	Assistant Prof
Ms B Habisha M Com M Phil	Assistant Prof
Ms K Mani Mekalai M Com M Phil	Assistant Prof
Ms A Asan Banu M Com M Phil	Assistant Prof
Ms R Parameswari M Com M Phil	Assistant Prof
Ms M Imrana M Com [MBA]	Assistant Prof
Ms R Shibana M Com MBA	Assistant Prof
Ms N Kousalya M Com [ M Phil]	Assistant Prof

**DEPARTMENT OF COMPUTER SCIENCE**

Dr A R Nadira Banu Kamal M Sc M Phil Ph D	Associate Prof & Head
Ms N Gowri M Sc PGDCA M Phil [Ph D]	Associate Prof
Ms S Panbarasi Fathima MCA M Phil	Associate Prof
Ms N Nagajothi MCA [M Phil]	Associate Prof
Ms D Murugeswari MCA M Phil	Assistant Prof
Ms A Radha MCA	Assistant Prof
Ms Anwar R Shaheen MCA	Assistant Prof
Ms B Thillai Eswari M Sc M Phil	Assistant Prof
Ms D Usha Rani MCA	Assistant Prof
Ms S Jeya Prabha M Sc	Assistant Prof
Ms J Fathima Kaleema M Sc [M Phil]	Assistant Prof
Ms S Thamilselvi MCA M Phil	Assistant Prof
Ms G Angayarkanni MCA [ME]	Assistant Prof
Ms T Shanthini MCA	Assistant Prof

Ms Saila Banu M Sc M Phil  
Ms Supriya MCA

Assistant Prof  
Assistant Prof

### DEPARTMENT OF MATHEMATICS

Ms R Punitha M Sc M Phil B Ed [Ph D]  
Ms M Regina M Sc M Phil B Ed PGDCA  
Ms S M Nooriya M Sc DIT M Phil  
Ms R Sathya M Sc  
Ms G Saravana Priya M Sc B Ed  
Ms J S Naseehath Fahima M Sc  
Ms R Sindhu M Sc M Phil B Ed  
Ms L Fierose Banu M Sc B Ed  
Ms G Muneeswari M Sc B Ed  
Ms N Girija M SC B Ed  
Ms R Srimathi M Sc B Ed

Associate Prof & Head  
Associate Prof  
Assistant Prof  
Assistant Prof  
Assistant Prof  
Assistant Prof  
Assistant Prof  
Assistant Prof  
Assistant Prof  
Assistant Prof  
Assistant Prof

### DEPARTMENT OF MICROBIOLOGY

Dr A Kamarul Haniya M Sc M Phil Ph D  
Dr S Mercy M Sc Ph D  
Ms R Sannath Birthous M Sc M Phil  
Ms K Ashwini M Sc M Phil

Assistant Prof & Head  
Assistant Prof  
Assistant Prof  
Assistant Prof

### DEPARTMENT OF BIOTECHNOLOGY

Ms H Noorul Samsun Maharifa M Sc  
Ms A Mohana Priya M Sc [Ph D]  
Ms T Aliya Riswana M Sc  
Ms Z Nazia M Sc M Phil

Assistant Prof  
Assistant Prof  
Assistant Prof  
Assistant Prof

### DEPARTMENT OF CHEMISTRY

Dr. M.Srimathi M Sc M Phil Ph D  
Ms M Santhanammal M Sc [M Phil]  
Ms M Afra Salima M Sc B Ed  
Ms Ramanujam M Sc M Phil [Ph D]

Assistant Prof & Head  
Assistant Prof  
Assistant Prof  
Assistant Prof

**DEPARTMENT OF PSYCHOLOGY**

Ms S Dhanya Mol M Sc M Phil	Assistant Prof
Ms T Durga M SC	Assistant Prof

**DEPARTMENT OF FOOD PROCESSING & QUALITY CONTROL**

Ms S Vinothini M Tech	Assistant Prof
Ms J S Ruthra Priya M Tech	Assistant Prof

**DEPARTMENT OF PHYSICAL EDUCATION**

Ms J Usha Mary Mariya M P Ed M Phil	Director of Physical Education
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**DEPARTMENT OF LIBRARY**

Ms S Sirajunissa Begum M A M LIsc M Phil[Ph D]	Chief Librarian
Ms P Sumathi B Com M LIsc M Phil DCS	Librarian
Ms R Sargunapathi M A M LIsc M Phil	Librarian

**DIVISION-II****MEMBERS OF THE TEACHING STAFF**

<b>Dr S Sumayaa</b> M Sc M Phil Ph D	Principal
Dr A Jasmine M Com M Phil M Ed Ph D	Co-ordinator

**DEPARTMENT OF TAMIL**

Ms M Ibrahim Beevi M A M A B Ed M Phil	Assistant Prof
Ms M Ali Fathima M A M Phil	Assistant Prof

**DEPARTMENT OF ENGLISH**

Ms C Parameswari M A B Ed	Assistant Prof
Ms S Udaiya Nila M A	Assistant Prof
Ms I Almas Banu M A	Assistant Prof
Ms. Kansul Mahiriba MA M Phil	Assistant Prof
Ms B Vasantha M A [M Phil]	Assistant Prof
Ms J Aarthy M A M Phil	Assistant Prof

**DEPARTMENT OF COMMERCE**

Ms M Nesamani M Com M Phil	Assistant Prof
Ms C Pandi Sasikala M Com [M Phil]	Assistant Prof

**DEPARTMENT OF BUSINESS ADMINISTRATION**

Dr A Jasmine M Com M Phil M Ed Ph D	Associate Prof & Head
Ms S Manicka Vasuki MBA	Assistant Prof
Ms U Lubna Suraiya MBA	Assistant Prof
Ms Mohammed Sabana M Com	Assistant Prof

**DEPARTMENT OF COMPUTER SCIENCE**

Ms P Vashegari Devi MCA	Assistant Prof
Ms M Manimekala M Sc	Assistant Prof
Ms R Hadhijath Zulfa M SC	Assistant Prof
Ms P Preethi MCA	Assistant Prof

**DEPARTMENT OF MATHEMATICS**

Ms L Radha M Sc	Assistant Prof
Ms R Rajeshwari M Sc B Ed	Assistant Prof
Ms M Priyadharshini M Sc	Assistant Prof
Ms K Vinodhini M Sc B Ed	Assistant Prof

**DEPARTMENT OF PHYSICAL EDUCATION**

Ms S Divya M P Ed M Phil	Asst. Director of Physical Education
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**DEANS OF THE INSTITUTION**

Dr A E G C Rajani M Com M Phil Ph D	Dean of Arts
Ms S Panbarasi Fathima MCA M Phil	Dean of Science

**CONTROLLER SECTION**

Ms N Gowri M Sc PGDCA M Phil [Ph D]	Controller of Examination
Ms S Mythili MCA	Typist/Data Base Operator
Ms K Rajapriya B Com [MBA]	Cashier / Data Base Operator
Ms H Jasmin Begam MCA	System Administrator
Ms L Thakreema Byrose B Tech	Data Base Operator
Ms N Usha Rani B Com [MBA]	Record Clerk
Ms S Karthiga B Com CA	Data Base Operator
Ms S Hathijathul Jabal	Data Base Operator

**MEMBERS OF THE NON - TEACHING STAFF**

Mr J Manoharan Thomas M Com B Ed	Office Superintendent
Mr H Syed Aziz Mohammed M Com PGDCA M B A	Accounts Manager
Mrs A Y Jemila Begum B Com	Cashier (Hostel)
Mrs M Selvi B Sc	Assistant
Mrs P Booma Devi B Com	Assistant
Mrs N Nagalakshmi B Sc M A B Lit	Assistant
Mrs A Beema Rani B Sc B LIsc [MA]	Cashier (College)
Mrs N Muneeswari B A	Junior Assistant
Ms G Yogeswari B A DCA	Typist
Ms V Tamil Selvi M Com	Jr. Assistant
Ms M Kalpana Devi	Record Clerk
Ms A Shaban Nisha B Com CA	Receptionist
Ms Y Barvin M Sc [MPhil]	SS & NCVT Coordinator
Ms S Prema B Tech	Programmer
Ms D Divya Bharathi B Tech DECE	Computer Operator
Ms A Alsana Barveen B Sc [MCA]	DEO
Ms P Sathak Ibrahim Umma BA	Receptionist
Mr M Syed Hameed	Attendant
Mr S Subramaniyan	Attendant
Mr S Praveen	Attendant

**ASSISTANTS AND ATTENDANTS****LIBRARY**

Mrs D Jaleela Begum	Library Attendant
Mrs G Ponmari MA	Library Assistant
Mrs A Sivakami B Com	Library Assistant
Ms A Vennila B Com CA	Library Assistant

**ASSISTANTS**

Ms G Gandhi	H Sc ATK Lab
Ms M Gulson Subaitha B Com CA	IQAC Asst
Ms K Subhasini	CIA. Asst
Ms S Suga Priya B Com	Tuckshop I/c
Ms T Thivya Bharathi B Com	Tuckshop I/C
Ms K Vasantha Rani B Sc	Chem Lab Asst
Ms V Brindha	Micro.bio Lab Asst
Ms M Naziya Mahfuf	Food. Pro Tech Asst
Ms M Mohana Priya	Eng. Lab Asst



**ATTENDANTS**

Ms V Panchamirtham	CIA Attendant
Ms C Arul Mozhi	H Sc Attendant
Ms V Mohana	H Sc Attendant
Ms K Sowmithira Valli	English Attendant
Ms J Vijayalakshmi	Language Attendant
Ms S Dhanalakshmi	C Sc Attendant
Ms A Mari Selvi	C Sc Attendant
Ms P Sumathi	Commerce Attendant
Ms Sowmiya	Micro Bio. Attendant
Ms R Rajeswari	Maths Attendant
Ms Renga Lakshmi	DTP Attendant
Ms K Muneeswari	Office Attendant
Ms P Selvi	COE Attendant
Ms K Karna Boobathy	Chemistry Attendant

**HOUSE KEEPERS**

Ms T Kamalvalli	House Keeper
Ms Kannagi Rani	House Keeper

**OTHERS - SECURITY**

Mr Raja Mohammed	Security
Mr Banka Prasad	Security
Mr Padam Lal	Security

**SWEEPERS**

Mr Andy	Sweeper
Mr Thavasi Mani	Sweeper
Ms K Kooriyammal	Sweeper
Ms P Perma	Sweeper
Ms R Rajamani	Sweeper
Ms A Annapackiyam	Sweeper
Ms K Krishnamal	Sweeper
Ms K Arumuga Valli	Sweeper
Ms R Pitchaiyammal	Sweeper
Ms Selvi	Sweeper
Ms Kanitha	Sweeper
Ms Ramayee	Sweeper

**MEMBERS OF VISITING FACULTY****DEPARTMENT OF ENGLISH**

Dr Vinod Balakrishnan

Associate Professor and Head  
Department of Humanities  
National Institute of Technology  
Thiruchirappali-620015

Ms S Zahira Banu

Assistant Professor of English  
Sri Meenakshi Govt.Arts  
College for Women  
Madurai -625002**DEPARTMENT OF COMMERCE**

Dr K Alamelu

Professor  
Dept. of Bank Management  
Alagappa University,  
Karaikudi**DEPARTMENT OF HOMESCIENCE**

Dr A Thahira Banu

Associate Professor  
Department of Home Science  
Gandhigram Rural  
Institute-Deemed University,  
Gandhigram

Mr K Janaki Raman

Consultant Dietitian  
Chennai**DEPARTMENT OF COMPUTER SCIENCE**

Dr G Arumugam

Professor and Head, Dept of C Sc,  
Madurai Kamaraj University,  
Madurai.

Dr V Palanisamy

Reader and Head I/C,  
Dept of Computer Science &  
Application,  
Alagappa University, Karaikudi.

**DEPARTMENT OF MATHEMATICS**

Dr R Vembu

Associate Professor  
SBK College  
Aruppukottai – 626101

Dr E S Lakshmi Narayanan

Associate Professor  
School of Mathematics  
MK University, Madurai**DEPARTMENT OF TAMIL**

Dr Ivanjali

Associate Professor  
Department of Tamil  
American College  
Madurai – 625 020

Dr Karunamoorthi

Associate Professor and Head  
Department of Tamil  
Thiagarajar College  
Madurai – 625 020**DEPARTMENT OF MICROBIOLOGY**

Dr N Prabakaran

Assistant Professor  
Department of Zoology  
and Microbiology  
Govt. Arts and Science  
College, Karur**DEPARTMENT OF PHYSICAL EDUCATION**

Dr R Senthil Kumaran

Director of Physical Education,  
Alagappa University,  
Karaikudi

## QUALITY CIRCLES

Quality Circles constituted for the academic year 2015 - 2016 will function from 10 June 2015 till the last working day of the same academic year. List of Coordinators and members of various bodies are listed below:

### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ms B Seeni Rahfu Nisha  
Mr J Manoharan Thomas  
Ms N Gowri  
Ms M Regina  
Ms M Ibrahim Beevi  
Ms B Habisha (Ms R Shibana)  
Ms K M Buvaneshwari  
Ms A Radha  
Ms S Dhanya Mol  
Ms S Naziya

### **INTERNAL ACADEMIC AUDIT CELL (IAAC)**

Dr A R Nadira Banu Kamal  
Ms A E G C Rajani  
Ms N Gowri  
Ms S Panbarasi Fathima  
Ms R Punitha  
Dr K Buvaneshwari  
Ms S Muthumareeswari  
Ms B Zulaiha

### **EXTRA CURRICULAR ACTIVITIES**

Ms Anwar R Shaheen  
Ms I Almas Banu  
Ms R Reihanathil Adaviya  
Ms K Ashwini  
Ms Meena @ Afra Salima  
Ms N Girija  
Ms Shibana (Ms Kousalya)  
Ms J S Ruthra Priya  
Ms K Ashwini

**EDITORIAL BOARD FOR IAAC**

Ms S Panbarasi Fathima  
Ms B Zulaiha  
Dr A Kamarul Haniya

**GENERAL DISCIPLINE**

Ms S Divya  
Ms K Priya  
Ms Shanthini  
Ms M Santhanammal  
Ms R Sindhu  
Ms Shabana  
Dr M Selvi Khadhija Begum

**STAFF DEVELOPMENT**

Ms K Jasmin Malar  
Ms G Angayarkanni  
Ms H Noorul Samsoon Maharifa  
Ms G Saravana Priya  
Ms K Ramanujam

**STUDENT DEVELOPMENT**

Ms U K Deepika  
Ms M Priyadharshini  
Ms S Saila Banu  
Ms T Alia Riswana

**RESEARCH**

Dr A Kamarul Haniya  
Ms V Akila  
Dr M Srimathi  
Ms Kansul Maharifa  
Ms J S Naseehath Fahima  
Ms K Kamalajothy  
Ms S Manicka Vasuki  
Ms Kadhijath Zulfa  
Ms T Dhurga

**PLACEMENT CELL**

Ms D Murugeswari  
Ms J S Naseehath Fahima  
Ms K Kavitha  
Ms U Lubna Suraiya  
Ms B Vasantha

**STUDENT COUNSELLING**

Ms T Dhurga  
Ms S Naseema Farveen  
Ms M Fathima Suraiya  
Ms R Rajeshwari

**CELL FOR ENTREPRENEUR DEVELOPMENT**

Dr A Mohana Priya  
Ms S Vinothini  
Ms C Pandi Sasikala

**YOUTH WELFARE FORA**

Ms S Jaya Prabha  
Ms R Parameswari  
Ms K Ramanujam  
Ms A Arul Arasi  
Ms K Vinothini

**YOUTH RED CROSS**

Ms S Manicka Vasuki  
Ms P Vashegari Devi  
Ms C Parameswari

**RED RIBBON CLUB**

Ms H Noorul Samsoun Maharifa  
Ms K Vinothini  
Ms Fierose Banu

**EXTENSION ACTIVITIES – CSS**

Ms K Mani Megalai  
Dr A Mohana Priya  
Ms S Saila Banu  
Ms P Jeyachitra  
Ms G Muneeshwari

**ECO CLUB**

Ms R Rajeshwari  
Ms P Jeyachitra  
Ms S Manicka Vasuki  
Ms G Angayarkanni

**ROTARACT**

Ms U Lubna Suraiya  
Ms Supriya  
Ms Fierose Banu

**ALUMNAE**

Ms K Seeni Mohamed Natchiya  
Ms K Kamalajothy  
Ms M Imrana  
Ms A R Dharsini Priyanka  
Ms S M Nooriya

**PARENT – TEACHER ASSOCIATION**

Dr M Selvi Khadhija Begum  
Ms M Manimekala  
Ms C Pandi Sasikala

**CAREER ORIENTED PROGRAMME**

Ms C Parameswari  
Ms A Arul Arasi  
Ms R Sannath Birthous  
Ms Fathima Kaleema  
Ms R Sathya  
Ms Shabana

**EDITORIAL BOARD**

Ms I Gayathri  
Ms A R Dharsini Priyanka  
Ms J Arthy  
Ms K Seeni Mohamed Natchiya  
Ms B Benacir Begam  
Ms Ali Fathima  
Ms M Mahaboob Rani  
Ms Hadeejath Zulfa

**VALUE EDUCATION**

Ms S Naseema Farveen  
Ms R Reihanathil Adaviya  
Ms S Madheena Beevi

**REMEDIAL PROGRAMME**

Ms J Fathima Kaleema  
Ms R Sannath Birthuous  
Ms K Kavitha  
Ms. R Parameswari  
Ms J Shanmugapriya

**GRIEVANCE REDRESSAL CELL**

Dr Rahmathunisa Abdur Rahman  
Alhaj Khalid A K Buhari  
Alhaj V N A Jalal  
Alhaj S Sheik Dhavud Khan  
Dr S Sumayaa

**STUDENT COUNCIL ADVISORS**

Ms S Fathima Rustha (DIVISION I)  
Dr A Jasmine (DIVISION II)

**NSS OFFICERS**

Ms M Nesamani  
Ms R Visalatchi  
Ms S Divya  
Ms Shanthini



**CONTINUOUS INTERNAL ASSESSMENT****DIVISION I**

Ms R Lakshmi Shree

Ms Asan Banu

**DIVISION II**

Ms M Manimekala

Ms L Radha

**END SEMESTER EXAMINATIONS**

Dr K Buvaneswari

Ms M Ibrahim Beevi

**GENERAL DUTIES****ADMISSION**

Dr A R Nadira Banu Kamal

Ms A E G C Rajani

Dr A Jasmine

Ms R Punitha(Ms M Regina)

Ms B Zulaiha

Ms S Muthumareeswari

Ms V Akila

Dr A Kamarul Haniya

Dr M Srimathi

Ms S Dhanya Mol

Ms S Vinothini

**LIBRARY**

Mr J Manoharan Thomas

Ms S Sirajunisa Begum

Ms R Sargunapathi

Ms P Sumathi

**INFRASTRUCTURE**

Mr H Syed Aziz Mohammed

Ms R Sargunapathi

Ms S Jaya Prabha

Ms G Muneeshwari

Ms C Pandi Sasikala

**PURCHASE**

Ms S Sirajunisa Begum  
Alhaj S Sheik Dhavud Khan  
Mr J Manoharan Thomas  
Mr H Syed Aziz Mohammed  
Ms R Lakshmi Shree

**COLLEGE CALENDAR**

Ms M Nesamani  
Ms G Saravana Priya  
Ms S Saila Banu

**LOG BOOK & REPORTS****(Academic, Graduation Day)**

Ms J Shanmugapriya  
Ms R Rajalakshmi  
Ms Kansul Maharifa

**VIEW BOOK (Writing)**

Ms Rosy

**STAFF MEETING MINUTES**

Ms J Arthy  
Ms Fathima Farhana

**PROSPECTUS &VIEW BOOK**

Ms B Benazir Begum  
Ms B Vasantha  
Ms Supriya

**PRESS**

Ms R Visalatchi  
Ms S Udaiya Nila

**STAFF CLUB**

Ms P Vashegari Devi  
Ms S Naziya  
Ms R Sathya

**DISADVANTAGED GROUP WELFARE PRIVATE SCHOLARSHIP**

Ms A Beema Rani  
Ms M Fathima Suraiya  
Ms B Benazir Begam

**BACKWARD CLASS AND OTHER GOVERNMENT SCHOLARSHIP**

Ms Y Barvin  
Ms S Deva Anbu Clara (Assistant)  
Ms Ali Fathima  
Ms S Udaiya Nila  
Ms K Mani Megalai  
Ms R Sindhu  
Ms K Priya  
Ms T Alia Riswana  
Ms M Santhanammal  
Ms Preethi

**MOTHER TERASA OFF CAMPUS PROGRAMME**

Ms N Nagajothi  
Ms M Imrana

**ANTI RAGGING COMMITTEE**

Ms S M Nooriya  
Ms D Murugeswari  
Ms R Lakshmi Shree  
Ms I Gayathri  
Ms A Asan Banu

**MEDIA COMMITTEE AND COLLEGE BULLETIN**

Ms D Usha Rani  
Ms P Sumathi  
Ms Preethi

**ICTACT CO COORDINATOR**

Ms N Nagajothi

**DIFFERENTLY ABLED PEOPLE WELFARE**

Ms L Radha  
Ms D Usha Rani

**TRANSPORT**

Ms Anwar R Shaheen  
Ms M Priyadharshini

**NPTEL STUDY CENTRE 2015-16**

Ms B Vasantha	Dept. of English
Ms Kamala Jothi	Dept. of HomeScience
Ms C Pandi Sasikala	Dept. of Commerce
Ms P Preethi	Dept. of Computer Science
Ms R Sathya	Dept. of Maths
Dr A Mohanapriya	Dept. of Biotechnology
Ms M Afra Salima	Dept. of Chemistry
Ms J S Ruthra Priya	Dept. of Food Processing

**TOUR COMMITTEE**

Ms M Ibrahim Beevi	Ms A Radha
Ms M Mahaboob Rani	Ms R Sathya
Ms K Jasmin Malar	Ms Dr A Mohana Priya
Ms R Laksmi Shree	Ms M Santhanammal
Ms R Parameswari	Ms S Dhanya Mol
Ms U Lubna Suraiya	Ms S Vinothini

**STUDENT COUNCIL MEMBERS (DIVISION - I)**

College President	:	R HAZEEMA NATCHIA II BA ENGLISH
Vice President	:	A IKSAS RUKKIA II BSC PSYCHOLOGY
General Secretary	:	S HABEEB MOHAMMED SATHAK AMINA III MCA
Joint Secretary	:	G KANNIGA PARAMESWARI III B SC MICROBIOLOGY
Secretary for Sports	:	R GAYATHIRI III BA ENGLISH
Secretary for NSS	:	D KALAIYARASI II B.COM
Secretary for Rotaract	:	QADIRA MOHAMMED THAMBI

	III PSCHYCOLOGY
Secretary for CED	: B RAHMATH IYNUN MUHAMMDHA III B COM
Secretary for Youth Welfare	: H AMINA FARZANA III B SC MATHS
Secretary for Transport	: J BESIL III BA ENGLISH
Secretary for Dramatics	: M AAMINAA SABAABH III B SC NUTRITION
Secretary for Career Guidance	: T JUNAITHATH MAFRIHA III B SC IT
Secretary for Red Ribbon Club	: S HARSHINA III B SC MATHS
Secretary for IQAC	: KABIR RIFAYE MUDEEDHA III B SC HSC(CA)
Secretary for COP	: ATHEEBA III M SC BIOTECHNOLOGY

### STUDENT COUNCIL MEMBERS (DIVISION – II)

College President	: M JAMIATH FATHIMA III B SC IT
General Secretary	: M NIHLA MARIYAM II BBA
Joint Secretary	: V JEYA SHANKARI III BA ENGLISH
Secretary for Sports	: J NUJULIYA III B SC MATHS
Secretary for NSS	: J AYSHA SUBERIYA II B SC MATHS
Secretary for Rotaract	: G HEMAPRIYA II B SC MATHS
Secretary for Youth Welfare	: M MUWAFICA II BBA
Secretary for Transport	: A AYESHA MARIYAM III BA ENGLISH
Secretary for Dramatics	: D Deva Margret Helen III B SC MATHS
Secretary for IQAC	: D.B. Vishali II B.Com CA

## **TBAK COMMUNITY COLLEGE**

It is an alternative system of education. It gives a second chance to those who have dropped out of school. In the community college system we have three components: Attitude, Skills & Knowledge. Our aim is the upgrading of our community college to a standard that enable the students "Vertical Mobility", i.e: the student will be able to use our credits for further study

"Any Person any Study" is our Motto

Our Mission is to offer accessible, affordable, dynamic learning environment of skill opportunities of employments.

### **CENTRE FOR COMMUNITY DEVELOPMENT, SOCIAL ACTION AND WOMEN STUDIES**

This centre is concentrating on extension activities of the college through the following:

#### **I Seethakathi Non Government Organisation:**

This NGO is operating in our campus since September 2002.

Through this NGO we have formed 946 Self-Help groups and 48 Panchayat Level Federations. All its activities are taken care by "Mahalir Thittam" a Government body working under Tamil Nadu Women Development Corporation, Chennai. Through our NGO we conduct various skill training and vocational training programmes to the SHG women. All the 946 SHGs are credit rated and linked with Nationalised Banks. We also conduct Awareness Programmes and Free Medical Camps for the self help groups through Yousuf Zulaika Hospital

**SEETHAKATHI NGO**

Mrs. Qurrath Jameela	-	President
Mrs Mariam Habeeb	-	Vice-President
Alhaj S Sheik Dawood Khan	-	Secretary
Mrs Dr S Sumayaa	-	Project Director
Mr J Thiruthanikumar	-	District Co-ordinator
Mr H Syed Aziz Mahammed	-	Accountant cum Manager
Mrs A Beema Rani	-	Cashier
Ms L Ezhilarasi	-	Junior Assistant
Mrs Deivakani	-	Cluster Co-ordinator
Mrs Kunjaram	-	Cluster Co-ordinator
Mrs Meiyyswari	-	Cluster Co-ordinator
Mrs Saibunisha	-	Cluster Co-ordinator
Mrs Sudhalakshmi	-	Cluster Co-ordinator
Mrs Pandiyammal	-	Cluster Co-ordinator
Mrs Anbarasi	-	Cluster Co-ordinator

**RESTRICTED HOLIDAYS**

Two days restricted holidays to be chosen from out of the festival occasions furnished below, have been granted to all the staff members in addition to the 12 days causal leave in a calendar year, (90 10 210 Dt. 25.03.1988 proceedings No.D.33646/02/88 Dt. 184/88)

**List of Religious Festivals for Restricted holidays**

S.No	Religious Holidays	DD/MM/YY	Day
1	ShabeBharath	3 June2015	Friday
2	Ramzan 1st day / 27th day	18June 2015 13July 2015	Thursday Monday
3	AadiPerukku	3 Aug 2015	Monday
4	VaralakshmiVratham Onam	28 Aug 2015	Friday
5	Rig / YajurUpakarma	29 Aug 2015	Saturday
6	GayatriJapam	30 Aug 2015	Sunday

7	Sri Jayanthi (Janmashtami)	5 Sep 2015	Saturday
8	SamaUpakarma	15 Sep 2015	Tuesday
9	Hijra New Year	15 Oct 2015	Thursday
10	All Souls Day	2 Nov 2015	Monday
11	DeepavaliNonbu	9 Nov 2015	Monday
12	KarthikaiDeepam	25 Nov 2015	Wednesday
13	VaikundaEkadashi	21 Dec 2015	Monday
14	Xmas Eve	24 Dec 2015	Thursday
15	ArudhraDharshan	26 Dec 2015	saturday
16	New Year Eve	31 Dec 2015	Thursday
17	Bhogi	14 Jan2016	Thursday
18	Thai Pusam	24 Jan2016	Sunday
19	Ash Wednesday	10 Feb 2016	Wednesday
20	MaasiMagam	22 Feb 2016	Monday
21	MahaShivarathri	7 Mar2016	Monday
22	Maundy Thursday	24 Mar2016	Thursday
23	ChitraPournami	22 Apr2016	Friday
24	MohideenAndavarUrs.	-	-





*Academic*  
CALENDAR  
**2015 - 2016**

Day	Date	June 2015	Day order	No of Working Days
		Significance of the Day		
Mon	1	Staff Development Orientation for Staffs below 5 years' Experience		
Tue	2			
Wed	3			
Thu	4			
Fri	5	World Environment Day ISO Orientation		
Sat	6			
Sun	7			

*"Life is 10% what happens to us and 90% how we react to it." – Dennis P. Kimbro*

Day	Date	June 2015	Day order	No of Working Days
		Significance of the Day		
Mon	8	College Reopens for Faculty		
Tue	9	Hostel Students Reporting		
Wed	10	Reopen and Orientation for UG & PG II & III Year Students		1
Thu	11	UG I Year Reporting PTA Meeting @ 11 am		2
Fri	12	Orientation for I Year	I	3
Sat	13	Certificate Course Orientation & Registration for II year		
Sun	14	World Blood Donor day		

Day	Date	June 2015	Day order	No of Working Days
		Significance of the Day		
Mon	15	Bridge Course for I UG Commences	II	4
Tue	16		III	5
Wed	17	Reopen and Orientation for UG & PG II & III Year Students	IV	6
Thu	18	Ramzan fasting starts	V	7
Fri	19	Last Date for payment of College fee	VI	8
Sat	20	CC Classes Start		
Sun	21	International Yoga Day		

Day	Date	June 2015	Day order	No of Working Days
		Significance of the Day		
Mon	22		I	9
Tue	23		II	10
Wed	24		III	11
Thu	25		IV	12
Fri	26		V	13
Sat	27	End Day of Bridge Courses for I UG		
Sun	28			

*"You may find the worst enemy or best friend in yourself." – English Proverb*

Day	Date	June – July 2015	Day order	No of Working Days
		Significance of the Day		
Mon	29		VI	14
Tue	30		I	15
Wed	1		II	16
Thu	2		III	17
Fri	3	Last date for payment of fees with fine	IV	18
Sat	4			
Sun	5			

*Either you run the day, or the day runs you.” – Jim Rohn*

Day	Date	July 2015	Day order	No of Working Days
		Significance of the Day		
Mon	6		V	19
Tue	7		VI	20
Wed	8		I	21
Thu	9		II	22
Fri	10		III	23
Sat	11	World Population Day		
Sun	12			

*“Education costs money. But then so does ignorance.” – Sir Claus Moser*

Day	Date	July 2015	Day order	No of Working Days
		Significance of the Day		
Mon	13	I PG Reporting	IV	24
Tue	14		V	25
Wed	15		VI	26
Thu	16			
Fri	17			
Sat	18	Ramzan		
Sun	19			

*"Nurture your mind with great thoughts. To believe in the heroic makes heroes."  
– Benjamin Disraeli*

Day	Date	July 2015	Day order	No of Working Days
		Significance of the Day		
Mon	20			
Tue	21			
Wed	22	M.Phil & Ph.D Programme in H.Sc/C.Sc/commerce Reporting	I	27
Thu	23		II	28
Fri	24		III	29
Sat	25			
Sun	26			

*"Live each day as if your life had just begun."– Johann Wolfgang Von Goethe*

Day	Date	July- August 2015	Day order	No of Working Days
		Significance of the Day		
Mon	27		IV	30
Tue	28		V	31
Wed	29	Founders commendation day- Lecture	VI	32
Thu	30		I	33
Fri	31		II	34
Sat	1			
Sun	2			

*"Defeat is not bitter unless you swallow it." – Joe Clark*

Day	Date	August 2015	Day order	No of Working Days
		Significance of the Day		
Mon	3	I Internal for all UG &II PG	III	35
Tue	4		IV	36
Wed	5		V	37
Thu	6		VI	38
Fri	7		I	39
Sat	8			
Sun	9			

*The best revenge is massive success." – Frank Sinatra*

Day	Date	August 2015	Day order	No of Working Days
		Significance of the Day		
Mon	10		II	40
Tue	11		III	41
Wed	12	International youth Day	IV	42
Thu	13		V	43
Fri	14		VI	44
Sat	15	Independence Day		
Sun	16			

*"It is not enough to aim, you must hit."– Italian Proverb*

Day	Date	August 2015	Day order	No of Working Days
		Significance of the Day		
Mon	17		I	45
Tue	18		II	46
Wed	19		III	47
Thu	20		IV	48
Fri	21		V	49
Sat	22			
Sun	23			

*"An obstacle is often a stepping stone."– Prescott*



Day	Date	August 2015	Day order	No of Working Days
		Significance of the Day		
Mon	24		VI	50
Tue	25		I	51
Wed	26		II	52
Thu	27		III	53
Fri	28		IV	54
Sat	29	National Sports Day of India		
Sun	30			

*"We become what we think about." – Earl Nightingale*

Day	Date	August- September2015	Day order	No of Working Days
		Significance of the Day		
Mon	31		IV	48
Tue	1		V	49
Wed	2	II Internal for all UG & II PG I Internal for I PG	VI	50
Thu	3		I	51
Fri	4			
Sat	5	Teacher's Day Krishna Jayanthi		
Sun	6			

*Education is not preparation for life; education is life itself- John Dewey*

Day	Date	September 2015	Day order	No of Working Days
		Significance of the Day		
Mon	7	Exam Fees Payment	IV	60
Tue	8	International Literacy Day	V	61
Wed	9		VI	62
Thu	10		I	63
Fri	11		II	64
Sat	12			
Sun	13			

*Live as if you were to die tomorrow. Learn as if you were to live forever." Gandhi*

Day	Date	September 2015	Day order	No of Working Days
		Significance of the Day		
Mon	14	World First Aid Day	III	65
Tue	15		IV	66
Wed	16		V	67
Thu	17	Ganesh Chaturthi		
Fri	18		VI	68
Sat	19			
Sun	20			

*"You can never be overdressed or overeducated." Oscar Wilde*

Day	Date	September 2015	Day order	No of Working Days
		Significance of the Day		
Mon	21		I	69
Tue	22		II	70
Wed	23			
Thu	24	Bakrid		
Fri	25			
Sat	26			
Sun	27			

*"You educate a man; you educate a man. You educate a woman; you educate a generation." - Brigham Young*

Day	Date	September- October 2015	Day order	No of Working Days
		Significance of the Day		
Mon	28		III	71
Tue	29		IV	72
Wed	30		V	73
Thu	1		VI	74
Fri	2	Gandhi Jayanthi		
Sat	3			
Sun	4			

*"The world is a book and those who do not travel read only one page." - Augustine*

Day	Date	October 2015	Day order	No of Working Days
		Significance of the Day		
Mon	5	III Internal for all UG & II PG II Internal for I PG	I	75
Tue	6		II	76
Wed	7		III	77
Thu	8		IV	78
Fri	9		V	79
Sat	10			
Sun	11	International Girl Child Day		

*"Education is the most powerful weapon which you can use to change the world."  
- Nelson Mandela*

Day	Date	October 2015	Day order	No of Working Days
		Significance of the Day		
Mon	12		VI	80
Tue	13		I	81
Wed	14		II	82
Thu	15	ESE Practical	III	83
Fri	16		IV	84
Sat	17			
Sun	18			

*"Education is the ability to listen to almost anything without losing your temper or your self-confidence." Robert Frost*

Day	Date	October 2015	Day order	No of Working Days
		Significance of the Day		
Mon	19		V	85
Tue	20		VI	86
Wed	21		I	87
Thu	22			
Fri	23	Muharram `		
Sat	24			
Sun	25			

*"Don't worry about failures, worry about the chances you miss when you don't even try."– Jack Canfield*

Day	Date	October - November 2015	Day order	No of Working Days
		Significance of the Day		
Mon	26		II	88
Tue	27		III	89
Wed	28	Last working day for all UG & PG II year Issue of Hall ticket	IV	90
Thu	29			
Fri	30			
Sat	31			
Sun	1			

*"Every strike brings me closer to the next home run."– Babe Ruth*

Day	Date	November 2015	Day order	No of Working Days
		Significance of the Day		
Mon	2			
Tue	3			
Wed	4			
Thu	5			
Fri	6	Last Working Day for I PG		
Sat	7	World Cancer Awareness Day		
Sun	8			

*"The mind is everything. What you think you become." – Buddha*

Day	Date	November 2015	Day order	No of Working Days
		Significance of the Day		
Mon	9			
Tue	10	Diwali		
Wed	11			
Thu	12	ESE Begins		
Fri	13			
Sat	14	Children's day		
Sun	15			

*"Challenges are what make life interesting and overcoming them is what makes life meaningful." – Joshua J. Marine*

Day	Date	November 2015	Day order	No of Working Days
		Significance of the Day		
Mon	16			
Tue	17			
Wed	18			
Thu	19			
Fri	20			
Sat	21			
Sun	22			

*"Education is the ability to listen to almost anything without losing your temper or your self-confidence." - Robert Frost*

Day	Date	November 2015	Day order	No of Working Days
		Significance of the Day		
Mon	23			
Tue	24			
Wed	25			
Thu	26			
Fri	27			
Sat	28			
Sun	29			

*"The past has no power over the present moment." - Eckhart Tolle*

Day	Date	November – December 2015	Day order	No of Working Days
		Significance of the Day		
Mon	30	Even Sem Begins/Flag Day	I	1
Tue	1	World AIDS Day	II	2
Wed	2		III	3
Thu	3		IV	4
Fri	4		V	5
Sat	5			
Sun	6			

*"Only a generation of readers will spawn a generation of writers."  
- Steven Spielberg*

Day	Date	December 2015	Day order	No of Working Days
		Significance of the Day		
Mon	7		VI	6
Tue	8		I	7
Wed	9		II	8
Thu	10	Human Rights day	III	9
Fri	11		IV	10
Sat	12			
Sun	13			

*"How easy it is to judge rightly after one sees what evil comes from judging wrongly." - Elizabeth Gaskell*



Day	Date	December 2015	Day order	No of Working Days
		Significance of the Day		
Mon	14		V	11
Tue	15		VI	12
Wed	16		I	13
Thu	17		II	14
Fri	18		III	15
Sat	19			
Sun	20			

*"Do not wait for the last judgment. It comes every day." - Albert Camus*

Day	Date	December 2015	Day order	No of Working Days
		Significance of the Day		
Mon	21		IV	16
Tue	22		V	17
Wed	23	Kisan Divas (Farmer's Day) Milad-un-Nabi		
Thu	24		VI	18
Fri	25	Christmas		
Sat	26			
Sun	27			

*"The ability to observe without evaluating is the highest form of intelligence."  
- Jiddu Krishnamurti*

Day	Date	December 2015 –January 16	Day order	No of Working Days
		Significance of the Day		
Mon	28	December Delights		19
Tue	29	December Delights		20
Wed	30	Alumnae MEET		21
Thu	31		I	22
Fri	1	NEW YEAR		
Sat	2			
Sun	3			

*"I ask you to judge me by the enemies I have made." - Franklin D. Roosevelt*

Day	Date	January 2016	Day order	No of Working Days
		Significance of the Day		
Mon	4		II	23
Tue	5		III	24
Wed	6		IV	25
Thu	7		V	26
Fri	8		VI	27
Sat	9			
Sun	10			

*"People hasten to judge in order not to be judged themselves." - Albert Camus*

Day	Date	January 2016	Day order	No of Working Days
		Significance of the Day		
Mon	11		I	28
Tue	12	National youth Day	II	29
Wed	13		III	30
Thu	14			
Fri	15	Pongal		
Sat	16			
Sun	17	Uzhavar Tirunal		

*"Never look down on anybody unless you're helping them up." - Jesse Jackson*

Day	Date	January 2016	Day order	No of Working Days
		Significance of the Day		
Mon	18		IV	31
Tue	19	I Internal for all UG & PG	V	32
Wed	20		VI	33
Thu	21		I	34
Fri	22		II	35
Sat	23			
Sun	24			

*True education must correspond to the surrounding circumstances or it is not a healthy growth. Mahatma Gandhi*

Day	Date	January 2016	Day order	No of Working Days
		Significance of the Day		
Mon	25	Indian Voter Day	III	36
Tue	26	Republic Day		
Wed	27		IV	37
Thu	28		V	38
Fri	29		VI	39
Sat	30	Mahatma Gandhi's Martyrdom Day		
Sun	31			

*"Be not afraid of life. Believe that life is worth living, and your belief will help create the fact."-William James*

Day	Date	February 2016	Day order	No of Working Days
		Significance of the Day		
Mon	1		I	40
Tue	2		II	41
Wed	3		III	42
Thu	4		IV	43
Fri	5		V	44
Sat	6			
Sun	7			

*"When I let go of what I am, I become what I might be."- Lao Tzu*

Day	Date	February 2016	Day order	No of Working Days
		Significance of the Day		
Mon	8		VI	45
Tue	9		I	46
Wed	10		II	47
Thu	11		III	48
Fri	12		IV	49
Sat	13			
Sun	14			

*"Whoever loves much, performs much, and can accomplish much, and what is done in love is done well."– Vincent Van Gogh*

Day	Date	February 2016	Day order	No of Working Days
		Significance of the Day		
Mon	15		V	50
Tue	16		VI	51
Wed	17		I	52
Thu	18		II	53
Fri	19		III	54
Sat	20			
Sun	21			

*"Courage is the first of human qualities because it is the quality which guarantees all others."– Winston Churchill*

Day	Date	February 2016	Day order	No of Working Days
		Significance of the Day		
Mon	22	II Internal for all UG & PG	IV	55
Tue	23		V	56
Wed	24		VI	57
Thu	25		I	58
Fri	26		II	59
Sat	27			
Sun	28	National Science Day		

*"The great thing in this world is not so much where you stand, as in what direction you are moving."– Oliver Wendell Holmes*

Day	Date	February - March 2015	Day order	No of Working Days
		Significance of the Day		
Mon	29		III	60
Tue	1		IV	61
Wed	2		V	62
Thu	3	National Defence Day	VI	63
Fri	4	National Security Day	I	64
Sat	5			
Sun	6			

*"The difference between a successful person and others is not lack of strength not a lack of knowledge but rather a lack of will!"– Vince Lombardi*

Day	Date	March 2016	Day order	No of Working Days
		Significance of the Day		
Mon	7		II	65
Tue	8	International Women's Day	III	66
Wed	9		IV	67
Thu	10		V	68
Fri	11		VI	69
Sat	12			
Sun	13			

*"Luck is a dividend of sweat. The more you sweat, the luckier you get." – Ray Kroc*

Day	Date	March 2016	Day order	No of Working Days
		Significance of the Day		
Mon	14		I	70
Tue	15	World Consumer Day	II	71
Wed	16	National Vaccination Day	III	72
Thu	17		IV	73
Fri	18		V	74
Sat	19			
Sun	20			

*"Do not let what you cannot do interfere with what you can do." – John Wooden*

Day	Date	March 2016	Day order	No of Working Days
		Significance of the Day		
Mon	21	III Internal for all UG & PG	VI	75
Tue	22	World Day of Water	I	76
Wed	23		II	77
Thu	24		III	78
Fri	25	Good Friday		
Sat	26			
Sun	27			

*"Nobody ever wrote down a plan to be broke, fat, lazy, or stupid. Those things are what happen when you don't have a plan." – Larry Winget*

Day	Date	March - April 2016	Day order	No of Working Days
		Significance of the Day		
Mon	28		IV	79
Tue	29		V	80
Wed	30		VI	81
Thu	31		I	82
Fri	1		II	83
Sat	2			
Sun	3			

*"I am not a product of my circumstances. I am a product of my decisions."  
– Stephen Covey*



Day	Date	April 2016	Day order	No of Working Days
		Significance of the Day		
Mon	4		III	84
Tue	5		IV	85
Wed	6	ESE Practical	V	86
Thu	7	World Health Day	VI	87
Fri	8		I	88
Sat	9			
Sun	10			

*Time and memory are true artists; they remould reality nearer to the heart's desire  
- John Dewey*

Day	Date	April 2016	Day order	No of Working Days
		Significance of the Day		
Mon	11		II	89
Tue	12	Last Working Day	III	90
Wed	13			
Thu	14	Tamil New Year		
Fri	15			
Sat	16			
Sun	17			

*"I did then what I knew how to do. Now that I know better, I do better."  
- Maya Angelou*

Day	Date	April 2016	Day order	No of Working Days
		Significance of the Day		
Mon	18			
Tue	19	ESE Begins		
Wed	20			
Thu	21			
Fri	22	World Earth Day		
Sat	23	World Books Day		
Sun	24			

*"It is not for me to judge another man's life. I must judge, I must choose, I must spurn, purely for myself. For myself, alone." - Hermann Hesse*

Day	Date	April 2016 - May 2016	Day order	No of Working Days
		Significance of the Day		
Mon	25			
Tue	26			
Wed	27			
Thu	28			
Fri	29			
Sat	30			
Sun	1	International Labour Day		

*"Stay close to anything that makes you glad you are alive." - Hafez*

Day	Date	May 2016	Day order	No of Working Days
		Significance of the Day		
Mon	2			
Tue	3	International Energy Day		
Wed	4			
Thu	5			
Fri	6			
Sat	7			
Sun	8	International Red Cross Day		

*"I am a master of logic and a powerfully convincing debater. In fact, against my better judgment, I can talk myself out of doing anything." - Jarod Kintz*

Day	Date	May 2016	Day order	No of Working Days
		Significance of the Day		
Mon	9			
Tue	10			
Wed	11			
Thu	12			
Fri	13			
Sat	14			
Sun	15			

*"Rule #1 of life. Do what makes YOU happy."- Unknown*

Day	Date	May 2016	Day order	No of Working Days
		Significance of the Day		
Mon	16	National Technology Day		
Tue	17			
Wed	18			
Thu	19			
Fri	20			
Sat	21			
Sun	22			

*Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending.”– Carl Bard*

Day	Date	May 2016	Day order	No of Working Days
		Significance of the Day		
Mon	23			
Tue	24	Common Wealth Day		
Wed	25			
Thu	26			
Fri	27			
Sat	28			
Sun	29			

*There is no royal road to anything. One thing at a time, all things in succession. That which grows fast, withers as rapidly. That which grows slowly, endures.”  
– Josiah Gilbert Holland*

Day	Date	May 2016	Day order	No of Working Days
		Significance of the Day		
Mon	30			
Tue	31	World No Tobacco Day		
Wed				
Thu				
Fri				
Sat				
Sun				

*You can stay young as long as you learn- Emily Dickinson*

## **DISCIPLINARY RULES**

- 1 When a student meets a member of the teaching staff of the college or any member of the Management within or outside the college campus, she should greet them.
- 2 No student shall leave the classroom during a lecture, without the permission of the teacher.
- 3 Students should not be found loitering about in the corridors or campus or wander on the campus during the class hours even if they don't have class. Instead they should go and read books in the Library.
- 4 During class hours students shall not report at the office under the pretext of paying fees , getting information etc.
- 5 Habitual negligence of college work, dishonesty, obscenity in deeds, words or any other acts of misconduct will lead to severe disciplinary actions.
- 6 When the Principal or the teacher or a visitor enters the class, the students must keep standing until the staff has invited them to sit down.
- 7 Students are forbidden from attending or organizing any meeting in the college. They should not collect money for any purpose without the permission of the Principal. They should not circulate any notice or petition among themselves or paste it anywhere in the college premises without the written permission from the Principal.
- 8 Students are forbidden from making any mark upon the furniture, on the walls or any part of the college premises and should not spill ink on the floors or litter the classrooms and grounds with papers.
- 9 Students are expected to maintain decency and decorum in their behaviour and dress. Students should dress neatly and modestly. Their dress should always be in keeping with the tradition and

culture of our country. Students shall wear non-transparent sarees and blouses that fully cover their abdomen and back or wear loose pyjama and kurtha with dupatta.

- 10 Any damage done to the college property will have to be set right by those who are responsible for it.
- 11 Regular Attendance is compulsory during the class hours, Assembly, and all college functions and meetings. Attendance is also compulsory during the Independence Day, Republic Day, College Day & Sports Day.

The following actions are strictly prohibited and any violation of the above mentioned rules will result in dismissal/suspension of the student from the college.

- Ragging of any kind and magnitude inside or outside the college campus
- Any kind of wild, noisy, disturbing behaviors and celebrations on the campus
- Tampering with the contents, misuse of the college and library identity cards
- Loud and noisy consultations, discussions and animated conversations inside the college and library during the working times
- Any kind of malpractice like cheating, bribing, gambling, copying in examinations, giving false declaration, spreading rumors, unfounded accusations, writing, printing, distributing, displaying unauthorized notice of any kind on the campus or anywhere else
- Inviting strangers and unauthorized persons inside the campus without any written permission from the Principal
- Causing damages to college properties
- Using Mobile Phones on the campus

### **APPLICATION FOR LEAVE**

- 1 A student requiring leave for only one hour or a portion of an hour must apply for it to the teacher concerned before the period begins.
- 2 A student requiring leave for a whole day must apply for it in the prescribed form to the Class Teacher & HOD.
- 3 Application for leave of absence should reach the class teacher before the classes begin i.e. before 8.30 a.m. or 10.30 p.m. for DIVISION I & DIVISION II respectively on the day for which the leave is applied.

### **END SEMESTER EXAMINATIONS AND PROGRESS REPORT**

- 1 There will be two End Semester Examinations in an academic year
- 2 A student should clear all the dues in the department, college and hostel in order to receive her hall ticket for writing the ESE.
- 3 A Progress Report will be sent to the parent/guardian after each of the examinations, giving the progress in studies of each student and of the attendance gained by her.

### **INTERNAL ASSESSMENT**

- 1 Three internal tests will be conducted every semester which is centralized.
- 2 Progress Report will be sent to the parents after evaluation by the Staff - In - Charge of the respective subjects.



## PROJECT WORK

Students undergoing project work must satisfy the norms and conditions laid by the authorities under whom they take up the project work

- B Sc Home Science Nutrition, Food Service Management and Dietetics and M Sc Nutrition and Dietetics students undertake the project work in Hospitals, Hotels, Food Industries and in Community Nutrition
- B Sc Home Science with Computer Applications students take up the project work in Textile Industries, Dietetics, Pre Schools and in Interior Decoration
- B Sc Information Technology and MCA students take up the projects work in Computer Centre, Industries and Companies.
- B Sc and M Sc Mathematics students take up the projects work in relevant areas.
- B Sc Microbiology students take up the projects work in relevant areas.
- B Sc Chemistry students take up the projects work in Industries, Chemical laboratories etc.
- B Com and M Com students take up the project work in Banks, Industries & Companies
- B A and MA English Literature students take up the projects in Journalism and Mass Media

## EXCURSIONS, PICNICS AND STUDY TOUR

- 1 Students are not permitted to organize or conduct excursions or picnics without the knowledge and consent of the Principal.
- 2 Study tours organized by the respective departments are compulsory.

- 3 All the students going on excursions should obtain written consent from the parents.
- 4 A detailed programme of travel, stay, and places of visit, names of participants and other details should be submitted to the Principal, before proceeding on a tour or excursion.
- 5 No student from another class will be permitted to join a class going on an excursion, without the permission of the Principal
- 6 Students are not permitted to take any valuable things when they go for study tour. College authority will not be responsible for any kind of loss

### **VALUE EDUCATION**

With a view to inculcate moral and spiritual values to the students of the college, special lectures, discussions, seminars and symposia will be organized by the college. Moral instruction classes will be conducted for all the students, twice in a week, in the first semester.

### **MUBALLIGA COURSE**

The three year course is being conducted exclusively for Muslim students for the purpose of imparting the religious knowledge and to make awareness among them regarding the basic aspects and principles of the religion and to lead a life accordingly. Three hours per week is allotted for the classes. The college Alimas and Arabic teachers will handle the classes. Muballiga exam will be conducted , once in every year . At the end of the third year, they will be provided with “Muballiga” Diploma.

### **THIRUKKURAL CLASS**

Non – Muslim students are provided with Thirukkural classes as a part of value education.

## LIBRARY

The college library was established in the year 1988 with just 500 books to its credit. Now it has about 24,401 books and more than 191 periodicals including National & International Journals and is computerized. The library system includes the central and the Departmental Libraries. Our college is a member of the British Council, AIRC (American Information Resource Center) Chennai, DELNET & N-List.

### General Rules:

- Open access system is followed.
- Silence should be strictly observed in the library.
- Bags/belongings are not allowed inside the library
- All the students & staff members must bring the ID Card issued by the college while using the library. Each student is given two library tickets indicating the name and class.
- Members are required to carry their Identity card at all times and must show them at the request of the library staff. It is essential to submit Identity Card during checkout and check-in transactions of library.
- The library will remain open on all days, except Sundays.
  - Monday to Friday - 8.15 a.m. to 9.15 p.m.
  - Saturday - 8.30 a.m. to 2.00 p.m.
  - Examination days - 8.15 a.m. to 9.30 p.m.
- Book transaction hours on all working days
  - 11.00am - 2.30pm
  - 2.00pm - 4.30pm

During class hours books will not be issued to or received from the students.
- On entering the library, only paper and pen can be taken in for reference work. The ID card and brown cover or newspaper shall be taken in when books have to be borrowed
- Reference books, magazines and journals will be issued for over night only.

- The books are to be left on the reading table and need not be replaced in the shelves after reading or reference.
- All books and journals must be returned on or before the due date.
- Library books are to be used with utmost care and to be returned without any damage.
- Students should not write or draw anything on the books, periodicals and newspapers.
- The newspaper(s) should be folded properly after reading and kept back in the designated place.
- Library hours are allotted to all the students during working hours.
- Loss of tickets should be reported to the Librarian immediately & Rs.25/- should be paid for each ticket that is lost. All payment shall be paid at the college office and receipt shall be shown to the librarian, but fines should be paid to the Library.
- The college library runs a book bank for the benefit of the poor students.
- If the students are in need of the books during examination, they can make use of the library books by getting permission from the authority concerned.
- The Library has reprography facility and it charges of Rs.1/- per copy
- Alumnae students, mothers of the Pearl Montessori School students and teachers of the local schools, community college staff and Housewives of kilakarai can make use of the college library after the college working hours.
- The library accepts donations of manuscripts, books and journals etc., which are found useful to the students
- Usage of mobile phones is not permitted inside the library.
- Students & Staff must produce the Identity Cards while borrowing the books

Category	Issue of Books	Book Bank
UG Students	Two Books	Two Books
PG Students	Three Books	Three Books
M Phil Students	Five Books	Four Books
Ph D Scholars	Seven Books	-
Teaching Staff	Ten Books	-
Non-Teaching Staff	Five Books	-
Lab Technicians, Lab Asst. & Attendant	Two Books	-
Alumnae & Other Institution Members	Two Books	-

- Members should check the book thoroughly for missing pages, chapters, pictures etc. while borrowing the books and report the matter to the circulation staff

### Reservation

- A loaned publication may be reserved by members. Availability will be informed to members by e-mail and /or over intercom facility.
- If the reserved publication is not taken within 5 days, it is given to another member in queue or is put back on its shelf.
- A member cannot reserve more than two items.

### Return of Books

- Books due on the holiday should be returned the next morning and no fine will be collected
- Books returned after the due date will be charged an overdue charge of Rs1/-per day.
- All the students must return the books before receiving their examination hall tickets.
- All books must be returned to the library before the end of the semester.
- Staff / Students those who are availing medical leave / study leave / long leave, you are requested to return the library books and collect the No dues certificate from librarians

## **Renewal**

- This category is applied to Staff & Students. Checked out books can be renewed before/on the due date. Books have to be brought physically to the library for each renewal.
- Three consecutive renewals allowed. After three renewals, the book has to be returned back to the library. The same can be reissued after a week from the date of return, if it is available in the library.

## **Lost and Damaged Publications**

- Members must replace the book if lost with latest edition along with overdue charges.
- If any book lost, the members must pay the actual book cost plus Rs 200/- as additional charge
- Damaged books shall not be accepted and it has to be replaced.

## **RULES REGARDING PAYMENT OF FEES**

Fees-prescribed in the schedule shall be paid for the semester as per the calendar. The due dates will also be put up on the notice board from time to time.

If the fees are not paid before the last opportunity given for payment, the name of the student will be struck off the rolls of the college with effect from the date following the expiry of that period and the student will not get the benefit of attendance. If the dues are paid then the student will be admitted, after the payment of the re-admission fees of Rs 500/- .

Fees will be received at the college office counter from 9.00 A M to 4.30 P M on all working days. Students are advised to keep all fee receipts for future reference and for getting refund of caution deposit.

## **RULES CONCERNING CERTIFICATES**

### **COURSE CERTIFICATE**

A Fee of Rs 25/- will be charged whenever a Course Certificate is applied by the student during the course of her study.

## **BONAFIDE CERTIFICATE**

A Fee of Rs 10/- will be charged whenever a Bonafide Certificate is applied by the student during the course of her study.

## **CONDUCT CERTIFICATE**

Conduct Certificate will be issued to the student on submission of an application at the end of the course only and not in the middle of a course. Application for both Transfer and Conduct Certificate should be made immediately after a student leaves the college.

## **TRANSFER CERTIFICATE**

A fee of Rs 100/- will be charged for the issue of Transfer Certificate and Conduct Certificate. These will be issued on the production of the clearance certificate. Charges for the issue of duplicate copy of any certificate will be Rs.10/-

## **ISSUE OF CERTIFICATES**

- 1 Transfer Certificate will be issued only after payment of all dues with a fee of Rs.100/- on the production of the clearance certificate.
- 2 A student, past or present, who applies for transfer, character and mark certificates will be charged Rs.100/-. This is applicable to those apply for the certificates immediately after completion of the course. For others a search fee of Rs.100 per year shall be charged.
- 3 Generally a notice of 24 hours is necessary for the issue of a certificate.
- 4 No Certificates will be sent by post unless the transmission charges are paid before or along with an authorization letter.
- 5 It shall be the responsibility of the students to claim the refund of the Caution Deposit immediately after the expiry of the academic year in which the course is completed. Otherwise the caution Deposit will not be refunded under any circumstances

## SCHOLARSHIPS

Applications for 92 T.N.E.R. Concessions should be made on the prescribed forms, which can be obtained from the college. All the Renewal of the Scholarship Applications should reach the office before 10 Oct 2014 for fresh 15 Sep 2014.

The following scholarships are available for the eligible students:

- 1 National Loan Scholarship
- 2 National Merit Scholarship (Central Sector Scholarship)
- 3 National Scholarships to Children of School Teachers.
- 4 Government of India Scholarships to Scheduled Caste, Scheduled Tribe.
- 5 Government of India loan to Scheduled Caste, Scheduled Tribe.
- 6 Government of India Scholarship for the Physically handicapped
- 7 Scholarships to the Children of Ex-Servicemen.
- 8 Scholarships to the Children and dependents of Defense Service personnels.
- 9 Scholarships to Children of Political Sufferers
- 10 Scholarships to Children of Burma repatriates
- 11 State Scholarships for Backward Class Students
- 12 State level Scholarships to the Children of N G O of Police Department up to the rank of Sub Inspectors and below the rank of Sub Inspectors who are the members of F P F
- 13 Tamil Nadu Educational Trust (Merit Scholarship)
- 14 Minority welfare Scholarship.
- 15 Agricultural Labour welfare Board Educational Assistance.

**The following are the various other scholarships given by the various Trusts in Kilakarai and Chennai**

1. Thassim Beevi Educational Endowment Scholarship ( TBEES )
2. Baithulmal (Kilakarai)
3. Parent Teacher Association Scholarship (TBAKC)



4. Sharjah Indian Muslim Association (SIMAN)
5. MEPCO Scholarship (Muslim Educational Promotion Council)
6. Yousuf Zulaikha Trust, Chennai
7. KECT (Kilakarai Educational Charitable Trust), Kilakarai
8. Govt.Sector for Aadhi Dravida Tribal Scholarship
9. Tamilnadu Educational Trust Scholarship for meritorial students
10. Central sector scholarship

### **Minority Scholarship**

1. TAMCO Scholarship for Minorities, loan for professional course
2. Maulana Azad Educational Scholarship scheme
3. IDB Scholarship scheme
4. Ramanathapuram Muslim Aid Society Scholarship for minority

### **STUDENTS AMENITIES**

Apart from the general facilities, the day scholars as well as the hostel students are provided with the following amenities.

### **TRANSPORT FACILITIES**

Students who wish to travel by college bus will have to register their names in the college office at the time of their admission. Bus fee should be paid in the beginning of each semester. Bus fees once paid will not be refunded. Our College buses ply through "Pirappan Valasai,R. S. Mangalam, Rameshwaram and Puduvalasai to Kilakarai via Ramanathapuram". Also one college bus plies between " Periyapattam and Kilakarai ". A Ladies Special Bus plies between Ramanathapuram and Kilakarai in the morning as well as in the evening. There are two vans for students residing in Kilakarai.

**For the attention of SC/St and SC Converts**  
**Income Limit**

SC : Rs.2.5 lakhs

ST&amp;SC Converts :Rs.2 lakhs

Eligible amount of tuition fees reimbursed by Government.

Sl. No	Courses	Amount(Rs.)
1	BA/MA	1350
2	B.Sc	2850
3	B.COM/M.COM	2850
4	B.Sc Microbiology Home Science Nutrition & Dietetics Computer Science	4750
5	M.SC Food Service Management & Dietetics	4750
6	MCA	4750
7	PGDCA	4750
8	BBA	4750

**Documents to be submitted**

1. Scholarship Application
2. Community Certificate
3. Income Certificate (Original-recent)
4. Mark Statement (Previous year)
5. Bank Pass Book (Xerox copy)
6. Nativity Certificate
7. Non receipt of other scholarship
8. First Graduate certificate

**COLLEGE TUCKSHOP**

A Tuck shop is situated inside the College Campus where all notebooks, record papers and stationery items are sold to students at a fair price.

## **COLLEGE CANTEEN**

There is a canteen within the campus. Refreshments are served in the canteen on all working days. Day Students can have their lunch in the canteen on a nominal rate.

## **LUNCH HALL**

The day scholar students can have their Lunch in the spacious tidy hall available on the campus.

## **PRAYER HALL**

In the college premises there is a hall allocated for the students for prayer.

## **PHOTOCOPY FACILITY**

A Reprographic system is installed in the college library for the benefit of the students at the nominal rate.

## **BROWSING FACILITY**

All the students can make use of 2MBPS Broad Band, which is available throughout the College campus.

## **COLLEGE CHOIR**

We have a college choir, wherein the students are given practice for Arabic, Tamil and English songs.

### **INTERNAL QUALITY ASSURANCE CELL**

The Primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

#### **IQAC will facilitate / contribute:**

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.

- To the enhancement and integration among the various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision making to improve institutional functioning.
- To act as a change agent in the institution.
- To better internal communication.

### **NATIONAL SERVICE SCHEME [N S S]**

#### **MOTTO**

“NOT ME BUT YOU”

NSS stands for discipline through exposure and understanding of our society and its problems. The objective of the scheme is to develop the personality of the students through community service. The community service that the students indulge in enables them to

- (i) Understand the community in which they work.
- (ii) Understand themselves in relation to their community, identify the needs and problems in the community and find solution for the various problems in which they may be involved.
- (iii) Develop among them a sense of social and civic responsibility.
- (iv) Acquire leadership qualities and democratic attitude.
- (v) Practice National Integration.

The College has four N S S units. Any student enrolled as N S S Volunteer should put in at least 120 hours of social work in a year & 240 hours in two years, on different programmes other than special camps. She should participate fully in the N S S programmes and should be fully conversant with the objectives of N S S.

### **ROTARACT CLUB**

#### **Objectives**

- ▶ To develop Professional and leadership skills.

- ▶ To emphasize respect for the rights of others, based on recognition of the worth of each individual.
- ▶ To recognize the dignity and value of all useful occupations as opportunities to serve.
- ▶ To recognize, practice and promote ethical standards as leadership qualities and vocational responsibilities.
- ▶ To develop knowledge and understanding of the needs, problems and opportunities in the community and worldwide.
- ▶ To provide opportunities for personal and group activities to serve the community and promote international understanding and goodwill towards all people.
- ▶ This club also helps the students to take up leadership activities and it gives an opportunity to serve the society and the community.

### **YOUTH RED CROSS**

Youth Red Cross is a group movement organized at the initial stages for students between 18 and 25 years of age within the colleges. The students are trained and encouraged to manage the affairs of the group, electing their own office bearers. It is organised for the purpose of inculcating an awareness of their own health and that of others and acceptance of civic and human responsibilities and maintaining the spirit of service and helpfulness for others.

### **RED RIBBON CLUB**

This Club is formed with the intention of promoting awareness about HIV/AIDS, modes of transmission and prevention among adolescent and young adults.

### **YOUTH WELFARE FORUM**

Education is to give the mind a taste for the good and to create a desire for finding out the truth in all matters. It is to help the adolescent towards adulthood with positive values and bright attitudes. This Fora conducts various competitions among the college students and prepares them for the inter- collegiate competitions. Youth Welfare

Fora prepares proposal for the Best College Award for the Student Services and for Communal Harmony.

### **PLACEMENT CELL**

Employment opportunities available in India and Overseas are made known to the students. Campus interviews are arranged and on request of various companies, preliminary tests are also conducted. It is functioning under Placement Coordinators. The above facility is extended to the interested students who have enrolled in the Placement Cell. Part time Placement officers are available to assist the students.

### **PARENT - TEACHER ASSOCIATION**

The Parent Teacher Association is strong and active providing all possible support for the academic and physical development of the college. Guardians and Parents take keen interest in the functioning of this Association. The General Body meets very often to plan and execute developmental programmes. Some of the important activities of the PTA are to provide financial support for the economically backward students and give loan scholarships. The PTA gives merit awards to undergraduate students every year as an incentive to achieve academic excellence. The awards are given to the students who fulfill the following conditions.

- 1 The awardee should have secured the highest marks in the class concerned in the University Examinations.
- 2 She should have appeared and passed in all the papers in the particular discipline in the University examinations.
- 3 She should have at least 90% attendance during the academic year.
- 4 The Teachers should certify the good conduct of the awardee.
- 5 An award of Rs. 1,000/- worth of books will be presented during the College day for the best outgoing student.

## ALUMNAE ASSOCIATION

The Association aims at establishing and maintaining close contact and friendship with all those who leave this college after their studies. Old students are enrolled as members and are informed of the various activities and achievements progressing in the college. They are invited for the Alumnae Association meeting every year. The Governing committee elected is responsible for the functioning of the Association for consecutive three years.

### Membership Details:

Annual Membership	Rs. 100
Life Membership	Rs. 1000

## CELL FOR ENTREPRENEUR DEVELOPMENT

### The objectives are to

- Create entrepreneurial awareness among the students and to identify potential entrepreneurs
- Impart management skills to motivate the students in entrepreneurship of future and to conduct interaction sessions with the successful entrepreneurs.

## ASSOCIATION ACTIVITIES

Student Representatives are elected as Association secretaries in the respective departments. These associations will organize Lectures, Seminars, Debates related to their Main subjects of study under the guidance of their teachers.

Competitions are conducted and prizes will be awarded during the meetings.

## EXTRA - CURRICULAR ACTIVITIES

Every year during the months of December and January the Extra-Curricular Committee of our college conducts various competitions for the students to test their artistic skills and aesthetic sense. This helps the students in bringing out their concealed talents and build confidence in them. Through these activities the college hopes that the students would

prepare themselves to confront any conflicting situation gallantly. To be accurate the department serves as a window frame for the students to see and experience the colour and fragrance of the outside world.

### **STUDENT COUNCIL**

The college council was formed in the year 1989-90 with the objective of creating a sense of social responsibilities among the students. The council consists of fifteen members who are guided by a staff advisor. The Principal, HODs and the staff-in-charge of various activities do the selection and nomination of these members. The student council meets the Principal and the HODs once in a month to discuss the problems of the students and to plan the routine activities.

The student council undertakes the following activities

- ▶ Conducts the College Assembly.
- ▶ Organizing and Coordinating functions like Council Inauguration, Independence Day, Meelad - Un-Nabi, Republic Day, Graduates Day, College Day, Sports Day and various other functions.
- ▶ Distribution of ID cards to students.
- ▶ Arranging for driving classes for the students.
- ▶ Arranging the workshops to promote leadership qualities among student leaders.

### **QUALITY CIRCLE – ANTI – RAGGING**

According to the order of Supreme Court and Ragavan committee report anti- ragging committee and anti- ragging squads were formed to curb the incident of ragging on the campus.

The committee includes the Principal, Deans of Arts & Sciences, Head of the Departments, Class teachers, Student representatives from each class, Student council members & two representatives from Parent – Teacher Association. Various necessary measures are taken to safeguard and protect the juniors and also to inculcate strong ethical values among all the students. This will come into effect from 2010 -11 onwards.

True extract of the proceedings of the conference on Elimination



of Ragging in colleges organized at Raj Bhavan on 23.7.2009. Students affected by ragging can call the No.1800 180 5522 and register their complaints. The Anti-Ragging Helpline is a nationwide, toll free number where students, parents, hostel workers or anybody will be able to call 24x7 any time of the day or night even without giving the caller's name. On getting a complaint call, they will respond within minutes by informing the College authorities, and keep a close watch on the situation and if necessary, they will inform the police. The police in turn will be obliged to file an FIR as soon as the complaint has been registered.

All students are encouraged to inform the helpline for every incident or even an apprehension of ragging at any level. Even if a student has direct gone to their head of institutions and made a complaint, they may register a complaint with the helpline as well.

The helpline (1800-180-5522) will operate round-the-clock and function as a watchdog. Once a student calls and registers a complaint, the process of giving him assistance will start within 15 minutes.

In Addition to National helpline facility, the Ramnad district anti-ragging and eve-teasing cell has got a separate mobile no: 9488810086 and Email-ID : antiraggingcellrmd@gmail.com for students and public use.

For further contact

Contact Address : Ramnad District Anti Ragging Cell, SP Office ,  
Ramnad.

### **ANTI RAGGING - CORE COMMITTEE**

1. Principal
2. Deans of Arts and Science
3. Head of the Departments
4. Class Teachers
5. Student Representatives
6. Student Council Members
7. Two representatives from Parent - Teacher Association

**ANTI RAGGING COMMITTEE**

Ms S Jaya Prabha  
 Ms P Parasakthi  
 Ms S M Nooriya  
 Ms V Parimala  
 Ms C Parameswari

**GRIEVANCE REDRESSAL CELL****Objectives :**

- To represent all the grievances to the principal through the redressal sub committee
- To provide help to all educational, emotional , domestic and health problem of the staff and students
- To address the day to day minor problems of the students, staff and parents

**Functions :**

- To review grievances of the staff and students
- To refer health problems, if any , to the Yousuf Zulaikha Hospital close by(sister concern)
- To address and settle some serious issues and grievances in consultation with members of the management
- To settle the grievances based on the report submitted to the sub committee through the head of the institution.

**THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN,  
 KILAKARAI  
 LAST DATE FOR PAYING FEES**

Semester	Nature of fee	Without Penalty	With Penalty
ODD Semester	College & Hostel	June 24	June 30
	Transport	June 20	July 21
EVEN Semester	College & Hostel	December 10	December 20
	Transport	December 5	December 6 to 15

# THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

KILAKARAI, Ramanathapuram - 623 517.

## I Semester FEE PARTICULARS FOR THE YEAR 2015-16 [with effect from 2015-16]

PARTICULARS	BA English & B Com	B Com with CA, B B A, B Sc H Sc NFSM&D, H Sc with CA, Maths, Microbiology, Chemistry, Psychology & Food Processing	B Sc IT & C Sc	M A English & M Com	M Sc N & D & M Sc Maths	M Sc IT & M Sc Bio-Technology	M C A	M Phil in Home Science, Computer Science, Commerce & Bio-Technology	Ph D in Home Science, Computer Science, Commerce & Bio-Technology
<b>I SEMESTER FEE</b>									
Tuition fee	6800	8200	10300	7350	8950	11350	13850	11350	11350
Special fee	1500	1500	2500	1500	1500	2500	2500	2500	2500
Development fee	500	500	500	500	500	500	500	500	500
University fee	200	200	200	200	200	200	200	200	200
<b>TOTAL</b>	<b>9000</b>	<b>10400</b>	<b>13500</b>	<b>9550</b>	<b>11150</b>	<b>14550</b>	<b>17050</b>	<b>14550</b>	<b>14550</b>

PARTICULARS	BA English & B Com	B Com with CA, B A, B Sc H Sc NFSM&D, H Sc with CA, Maths, Microbiology, Chemistry, Psychology & Food Processing	B Sc IT & C Sc	M A English & M Com	M Sc N & D & M Sc Maths	M Sc IT & M Sc Bio-Technology	M C A	M Phil in Home Science, Computer Science, Commerce & Bio-Technology	Ph D in Home Science, Computer Science, Commerce & Bio-Technology
<b>MISCELLANEOUS FEE PARTICULARS FOR THE YEAR 2015-16 [I Year Students]</b>									
Sports Uniform fee	500	500	500	500	500	500	500	-	-
Students Insurance Premium	200	200	200	200	200	200	200	200	200
<b>TOTAL</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>200</b>	<b>200</b>
<b>I Semester Total</b>	<b>9700</b>	<b>11100</b>	<b>14200</b>	<b>10250</b>	<b>11850</b>	<b>15250</b>	<b>17750</b>	<b>14750</b>	<b>14750</b>

Note : Fees once paid will not be refunded under any grounds

## II Semester FEE PARTICULARS FOR THE YEAR 2015-16

PARTICULARS	BA English & B Com	B Com with CA, B B A, B Sc H Sc NFSM&D, H Sc with CA, Maths, Microbiology, Chemistry, Psychology & Food Processing	B Sc I T & C Sc	M A English & M Com	M Sc N & D & M Sc Maths	M Sc I T & M Sc Bio-Technology	M C A	M Phil in Home Science, Computer Science, Commerce & Bio-Technology
<b>I &amp; II Division</b>								
Tuition fee	6800	8200	10300	7350	8950	11350	13850	11350
Special fee	1500	1500	2500	1500	1500	2500	2500	2500
Development fee	500	500	500	500	500	500	500	500
<b>II Semester Total</b>	<b>8800</b>	<b>10200</b>	<b>13300</b>	<b>9350</b>	<b>10950</b>	<b>14350</b>	<b>16850</b>	<b>14350</b>

## II Year Students' III Semester FEE PARTICULARS FOR THE YEAR 2015-16 [with effect from 2015-16]

PARTICULARS	BA English & B Com	B Com with CA, B B A, B Sc H Sc NFSM&D, H Sc with CA, Maths, Microbiology, Chemistry, Psychology & Food Processing	B Sc IT	M A English & M Com	M Sc N & D & M Sc Maths	M Sc IT & M Sc Bio-technology	M CA
<b>III SEMESTER FEE</b>							
Tuition fee	6850	8200	10300	7350	8950	11350	13850
Special fee	1500	1500	2500	1500	1500	2500	2500
Students Insurance premium	200	200	200	200	200	200	200
<b>Total</b>	<b>8550</b>	<b>9900</b>	<b>13000</b>	<b>9050</b>	<b>10650</b>	<b>14050</b>	<b>16550</b>

Note : IV Semester fee to be paid in December 2015

<b>IV SEMESTER FEE</b>							
Tuition fee	6850	8200	10300	7350	8950	11350	13850
Special fee	1500	1500	2500	1500	1500	2500	2500
Alumnae fee				1000	1000	1000	
Convocation fee				1000	1000	1000	
<b>IV Semester Total</b>	<b>8350</b>	<b>9700</b>	<b>12800</b>	<b>10850</b>	<b>12450</b>	<b>15850</b>	<b>16350</b>

### III year FIFTH SEMESTER FEE PARTICULARS FOR THE YEAR 2015-16 [w.e.f. 2015-16] I & II Division

PARTICULARS	BA English & B Com	B Com with CA, B B A, Maths, B Sc H Sc NFSM & D, H Sc with CA, Microbiology & Chemistry	B Sc I T	M C A
<b>V SEMESTER FEE</b>				
Tuition fee	6800	8200	10300	13750
Special fee	1500	1500	2500	2500
Placement fee	500	500	500	500
Students Insurance Premium	200	200	200	200
<b>V Semester Total</b>	<b>9000</b>	<b>10400</b>	<b>13500</b>	<b>16950</b>

Note : IV Semester fee to be paid in December 2015

<b>VI SEMESTER FEE</b>				
Tuition fee	6800	8200	10300	13750
Special fee	1500	1500	2500	2500
Placement fee	500	500	500	500
Alumnae Fee	1000	1000	1000	1000
Convocation fee	1000	1000	1000	1000
<b>VI Semester Total</b>	<b>10800</b>	<b>12200</b>	<b>15300</b>	<b>18750</b>

THE HAJIANI MARIAM  
BEEVI THAIKAPPA  
**HOSTEL FOR WOMEN**



**OFFICE BEARERS**

WARDEN	:	Dr S Sumayaa
CO-ORDINATOR	:	Dr A Jasmine
FLOOR TUTORS	:	Mrs J Fathima Kaleema Ms K Priya Ms I Almas Banu

## **RULES AND REGULATIONS OF THE HAJIANI MARIYAM BEEVI THAIKAPPA HOSTEL FOR WOMEN**

The Hostel on the campus provides residential facilities for 400 students.

- 1 The Hostel shall be under the supervision of the Principal as Warden assisted by the Coordinator and Floor Wardens.
- 2 The Warden on the recommendation of the Coordinator shall make admission to the Hostel or removal from the Hostel.
- 3 The Coordinator shall make the allotment of rooms to the students at the beginning of the year and students shall not change their rooms without the permission of the Coordinator. The Coordinator may re-allot the rooms at any time without assigning any reason.
- 4 All monthly charges should be paid before the tenth of every month. Failure to pay on the due date will involve a penalty of Re.1/- per day.
- 5 When a resident is away from the hostel no rebate in mess charges shall be allowed unless she has taken leave for 10 days continuously with prior permission or leave letter.
- 6 Students should avoid bringing guests to the Hostel.
- 7 Members of the Hostel shall on no account deal directly with or find fault with the servants of the Hostel. Any misbehaviors or failures of duty on the part of hostel servants should be brought to the notice of the Coordinator for necessary action.
- 8 No money should be collected from the members of the Hostel except with the permission of the warden.
- 9 No resident is permitted to be absent from the college except with the permission of the Warden, coordinator or floor wardens.

- 10 No student may absent herself from the Hostel during study hours without the permission of the Coordinator or floor tutors. Permission should be obtained in advance.
- 11 Residents shall not in any way tamper with the electrical fittings or use electric heaters or radios or tape recorders. It is an offence to keep lights and fans on when there is no one in the room.
- 12 Non-vegetarian and vegetarian mess shall be run on sharing system.
- 13 Misconduct or breach of rules renders the offender liable to fine, suspension and dismissal from the hostel and college.
- 14 In case of sickness and emergency the inmates can contact the Coordinator before 7.15 am every day and consult the Lady Doctor in Yousuf Zulaikha Medical Centre. The Residents should produce a letter of consent from the Parents/guardian for leaving the hostel. Without the consent from the parents they will not be allowed to leave the hostel.
- 15 Sick students should stay only in the sick room.
- 16 Hostellers should get prior permission from the Warden, Coordinator / Floor Tutors before leaving the campus for academic work outside the college.

## HOSTEL FEE PARTICULARS FOR THE YEAR 2015-2016

PARTICULARS	I SEMESTER			II SEMESTER		
	Dormitory	4 Bedded Non A/C	4 Bedded A/C	Dormitory	4 Bedded Non A/C	4 Bedded A/C
Admission Fee	100	10	100	-	-	-
Room Rent	3000	3500	10000	3000	3500	10000
Establishment Fee	6500	6500	6500	6500	6500	6500
Mess fee Advance	2500	2500	2500	-	-	-
Total	12100	12600	19100	9500	10000	16500

**Mess Fee :**

Mess Fee Rs. 2500/- Per month

OR

Rs.30000/- Per year

**Note:**

Note: Fees once paid will not be refunded under any grounds.

## **SISTER INSTITUTIONS**

1. B S Abdur Rahman University,  
Vandalur, Chennai – 600 048.  
Phone No: (044) 22751375
2. Crescent Matriculation Higher Secondary  
School for Girls, Pycrofts Garden Road,  
Chennai – 600 006.  
Phone No: (044) 28274616
3. Islamic Studies and Cultural Centre,  
Seethakathi Trust,  
No 4: Buhari Towers, Morries Road,  
Chennai - 600 006
4. Crescent Residential Matriculation Higher  
Secondary School for Boys, Seethakathi Estate,  
Vandalur Chennai – 600 048.  
Phone No: (044) 22750350, 22750351
5. Kilakarai Buhari Aalim Arabic College,  
(Affiliated to B S Abdur Rahman University)  
Crescent Engineering College Campus,  
Seethakathi Estate, Vandalur,  
Chennai – 600 048.  
Phone No: (044) 22751375 , 22751347
6. Crescent Career Guidance and Coaching Centre,  
Seethakathi Estate, Vandalur,  
Chennai – 600 048.  
Phone No: (044) 22751375, 2275134
7. Madurai Crescent Matriculation Higher  
Sec. School for Girls, Seethkathi Nagar ,  
Kallampatti, Madurai- 625 014.  
Phone No: (0452) 2478343

- 8 Crescent Teacher Training Institute  
Madurai Crescent Education Campus  
Seethakathi Nagar, Kallampatti,  
Madurai – 625 014.  
Phone No: (0452) 2090156,2470398
- 9 Crescent School of Nursing  
Madurai Crescent Education Campus,  
Seethakathi Nagar, Kallampatti,  
Madurai – 625 014.  
Phone No: (0452) 2470456
- 10 Crescent College of Education  
Madurai Crescent Education Campus,  
Seethakathi Nagar, Kallampatti, Madurai – 625 014.  
Phone No: (0452)2470399
- 11 Nagore Crescent Matriculation Higher  
Secondary School for Girls, Samba Thottam,  
Mudukku Thazhai Lane, Nagore,  
Nagai District.  
Phone No: (0431) 250640,250934
12. K T M S Hamid Sahib Girls' Home,  
Madurai Crescent Education Campus,  
Seethakathi Nagar, Kallampatti, Madurai – 625 014.  
Phone No: (0452)2470399
13. Crescent Hospital,  
Madurai Crescent Education Campus,  
Seethakathi Nagar, Kallampatti, Madurai – 625 014.  
Phone No: (0452)2470399



GOVERNMENT OF TAMIL NADU  
**DEPARTMENT OF MINORITIES WELFARE**

807 (5<sup>th</sup> Floor), Anna Salai, CHENNAI-600 002

Ph.No.28523544, 28520033 Email ID – tminorities@gmail.com

**MERIT CUM MEANS BASED SCHOLARSHIP TO MINORITY STUDENTS FOR 2015-16**

Applications are invited for Merit Cum Means Based Scholarship through ONLINE from the students belonging to the Minority Communities viz., Muslim, Christian, Sikh, Buddhist and Zoroastrian (Parsis) and Jain as notified by the Government of India, who are pursuing Degree or Postgraduate level Professional / Technical Courses in the Government / and in all Government recognized Private Educational Institutions. Community wise number of Fresh scholarship allotted to Tamil Nadu for the year 2015-16 are given below:-

Muslims	Christians	Sikhs	Buddhists	Jains	TOTAL
1075	1173	3	2	26	2279

\*\* As far as, Renewals of Scholarships are concerned, there is no target for them

The Ministry of Minority Affairs (GOI) has introduced ONLINE SCHOLARSHIP MANAGEMENT SYSTEM (OSMS) for Merit Cum Means Based Scholarship from the year 2011-12 onwards. The site was accessed through the URL [www.momascholarship.gov.in](http://www.momascholarship.gov.in). However, from 2015-16, the online implementation of the Merit cum Means Based scholarship will be done through the common National Scholarship Web Portal of the Government of India, under URL [www.scholarships.gov.in](http://www.scholarships.gov.in)

**ELIGIBILITY:**

- Students who get admission in Professional Courses on the basis of competitive examination or without facing competitive examinations are eligible for applying to this scholarship provided they should have obtained 50% marks or more in the previous year final examination at Higher Secondary/Graduation level
- Annual Income from all sources of the student's Parent or Guardian should **not exceed Rs.2.50 lakh**
- Students who have been awarded Fresh scholarship in the previous year should apply for only Renewal Scholarship provided, they should have obtained not less than 50% of marks in the previous examination and successful completion of the course. Those students who are having arrears in previous year are not eligible to apply for Renewal scholarship.

**Other Conditions:** i)The scholarship holder shall not avail any other scholarship / stipend /Concession from BC/MBC/Adi Dravidar Welfare, Educational Departments, any other Boards, concession like exemption from payment of Tuition Fee for First Generation Graduates etc for the same purpose. ii) 30% reserved for Women Candidates, if sufficient Women Candidates are not available, Male candidates will be selected. iii) Scholarship will not be given to more than two students in a family. iv)A student resident of Tamil Nadu will be entitled for scholarship under the quota of Tamil Nadu only, irrespective of his/her place of study. v) Scholarship will not be sanctioned to students who enter their Bank Account No. or IFS Code incorrectly. Hence, students are requested to pay more attention while feeding in the computer.

**HOW TO APPLY:**

**Fresh:** 1st step – The student can log on in the website [www.scholarships.gov.in](http://www.scholarships.gov.in)

2<sup>nd</sup> Step - Student have to go with the option "Student Login", on the home page of National Scholarships Portal. Fill up the application as per the instructions given by the system then click "Save & Continue" button. After saving, student will get a "Temporary ID". The system will instruct the applicant to submit his/her Temporary ID and date of birth to fill subsequent details. The student should also scan the enclosures and upload them. Maximum file size is 100 KB. Supported file type are \*.png, \*.jpg, \*.jpeg, \*.tiff, \*.gif. Once registration is complete click "Confirm & Submit Application" a Permanent Registration ID is generated and the online application will be forwarded to the Institution. This Permanent ID can be used for Renewal and tracking the status of the application.

**Renewal :** Renewal Students have to apply with their Permanent id which they got previous year. Student can also use Forgot Registration ID to retrieve their ID.

- The student **must take printout of the filled in online application** without fail to submit along with the uploaded documents to the Educational Institution.
- While entering basic parameters like religion, name of the institution, percentage of marks, parental annual income and bank details students are requested to concentrate **as these details cannot be edited at any level.**
- Registration Number of 12<sup>th</sup> and 10<sup>th</sup> Marksheet should be correctly entered as this number will be verified with Examinations Department.
- Entering Aadhar Number is not mandatory. However, those students who are having their Aadhar number is requested to enter in online application. They are also requested to link Aadhar Number in their Bank Account. For this purpose student are requested to kindly contact their respective Banks and link Aadhar number in their Bank account without fail.

**List of documents to be uploaded in online and hard copy submitted to the Educational Institution along with the application by the student:**

1. Filled in **ONLINE application form (Fresh/Renewal)** with recent passport size **photograph.**

- Attested copy of **Marksheet** (Consolidated Marksheet only) for fresh scholarship. In respect of Renewal Scholarship Previous year Marksheet should be enclosed. If Marksheet is not received within due date, then online printout of Marksheet with due attestation from HOD will be accepted.
- Proof of religion**- Community Certificate / Transfer Certificate or **declaration of religion** by way of an affidavit on non judicial stamp paper with a value of Rs.10/-
- Income certificate** obtained from the Revenue Authority of the State. Employed parents/guardians may obtain income certificate from their employer and it may be submitted
- Fee receipts** issued by the Institution as proof for payment of Tuition fee, Library fee, Examination fee & Other non refundable fee
- Clear **copy of Bank pass book** or copy of cancelled cheque leaf as proof for Bank Account Number (Core Banking Service) and IF'S Code (11 digits) of the student bank details.
- If the student is a hosteller then **hostel fee receipt** should be enclosed or a declaration by institution that the student is a hosteller
- Tamil Nadu Engineering **Admission Allotment Order copy** for verifying that the student does not avail First Graduate Concession (for Engineering students only)
  - The filled in applications along with above documents must be submitted to the Educational Institutions within the stipulated time mentioned below.
  - Non-submission of mark sheets, Bank pass book copy and other requisite certificates with scholarship application will be summarily rejected.
  - Scholarship will be sanctioned strictly based on Merit

**Type of Marksheet to be submitted for various courses for Fresh and Renewal Scholarship**

Professional / Technical Courses	For Fresh scholarship	For Renewal Scholarship
All UG courses (irrespective of year of study ie I, II, III, IV)	<ol style="list-style-type: none"> <li>HSC Marks.....total mark obtained alone should be entered in online ie if 1019 marks obtained out of 1200 then this mark should only be entered irrespective of the year of study.</li> <li>Diploma marks for Lateral Entry only .... Consolidated Marksheet should be enclosed and the total of 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester marks which are included for computation of aggregate total and award of class alone should be entered in online</li> </ol>	Previous Year Examination (Semesters/Non Semester) Marks without any arrears
All PG courses	UG Marks only (Consolidated mark sheet should only be enclosed) Marks which are included for computation of aggregate total and award of class alone should be entered in online application ex CGPA	

**Rate of scholarship** : Full Course fee (except refundable deposits) will be reimbursed to those students studying in **Listed institutions** as notified by the Ministry of Minority Affairs. **For other institutions**, Course fee of Rs.20000 or actual fee whichever is less and Maintenance Allowance of Rs.10000 for Hosteller @ Rs.1000 pm and Rs.5000 for Day scholars @ Rs.500 pm subject to a maximum of 10 months per academic year.

**Schedule for Submission of Applications & Scrutiny**

	For Fresh	For Renewal
<b>Submission of Online applications for fresh / Renewal scholarship by students</b>	30-9-2015	15-11-2015
<b>Last date for Scrutiny of online application by institute</b>	20-10-2015	25-11-2015

**IMPORTANT INSTRUCTIONS TO INSTITUTIONS**

- Since Government of India has launched common Web portal for scholarship schemes of various department, there will be only one User ID and password for the institution. Those institutions who have already registered with this Department, the User ID and password for this new portal will be sent to Institutions Email ID.
- The Head of the Educational Institution is requested to ensure that the name of their Institution have been registered in the above website. If not registered so far, they have to send the requisition to District Backward Classes and Minorities Welfare Officer at District Collectorate with proof of affiliation of the Institution, the name of University, details of the Courses offered, Address of the Institution, Phone No., Fax No., email ID, Mobile Nos. of the Principal / Dean and staff who is dealing with scholarship scheme to the undersigned for enrolment. Necessary user ID and Password will be sent to the Institution through email/SMS after enrolment of the Institution. Once User ID & Password (temporary) are received by the Institution they have to immediately change the password of their own and to upload the courses offered, yearwise fee structure etc for further process.
- The institution is advised to take up verification as soon as the online application and hard copy of the application are received from the students and not wait for the last date.

**Website** : Name of the Institution registered, Scheme details, online application etc are available in the website [www.scholarships.gov.in](http://www.scholarships.gov.in)





**GOVERNMENT OF TAMIL NADU**  
**DEPARTMENT OF MINORITIES WELFARE**

807 (5<sup>th</sup> Floor), Anna Salai, CHENNAI-600 002  
 Ph.No. 044-28523544, 28520033 Fax : 044-28544545  
 email:tnmwpsms@gmail.com

### POSTMATIC SCHOLARSHIP TO MINORITY STUDENTS FOR THE YEAR 2015-16

Under the Prime Minister's New 15 Point Programme, the Ministry of Minority Affairs (GOI) has launched Postmatic Scholarship Scheme for **studies from XI,XII, ITI, ITC affiliated courses NCVT classes at XI & XII level, Polytechnic, Diploma in Nursing, Teacher Training, Under Graduate, Post Graduate Courses, MPhil, Ph.D level Courses in the Government, Government Aided, Recognised Private Institutions.** From the year 2012-13, the Ministry of Minority Affairs has introduced Online Scholarship Management System (OSMS) for processing Postmatic Scholarship Applications. The site was accessed through the URL [www.momascholarship.gov.in](http://www.momascholarship.gov.in). However, from 2015-16, the online implementation of the Post-matric scholarship will be done through the common **National Scholarship Web Portal of the Government of India, under URL [www.scholarships.gov.in](http://www.scholarships.gov.in).** Applications are invited from the students belonging to Minorities viz. **Muslims, Christians, Sikhs, Buddhists, Zoroastrians (Parsis) & Jains** for the above Scholarship (Fresh and Renewal). Community wise number of Fresh scholarship allotted to Tamil Nadu for the year 2015-16 are given below:-

Muslims	Christians	Sikhs	Buddhists	Jains	Parsi	TOTAL
8961	9772	25	14	215	2	18989

*\*\* As far as, Renewals of Scholarships are concerned, there is no target for them*

**Eligibility:** a) The students who have secured not less than 50% marks or equivalent grade in the previous final examination and the annual income of whose parents/guardian from all sources does not exceed Rs.2 lakh are eligible to apply for **Fresh Scholarship**. b) Students who have been awarded Fresh Scholarship in the previous year should apply for **Renewal Scholarship** provided if he/she scored not less than 50% of marks in the previous year examination without any arrears.

**Other Conditions:**(i) Scholarship will not be given to more-than two students in a family (ii) The students should be regular in attendance for which the yardstick will be decided by the competent authority of the school/college/university (iii) The student obtaining benefits under this scholarship scheme shall not be allowed to avail of benefits under any other scholarship scheme such as scholarship from BC/MBC/Adi-Dravidar Welfare, Education Departments, any other Boards etc for the same purpose. (iv) Only online applications under the Scheme will be accepted and no request for Offline applications will be entertained. (v) Uploading all required documents is mandatory. (vi) Scholarship will not be sanctioned to students who enter their Bank Account No. or IFS Code incorrectly. Hence, students are requested to pay more attention while feeding in the computer.

#### HOW TO APPLY:

**Fresh:** 1st step – The student can log on in the website [www.scholarships.gov.in](http://www.scholarships.gov.in)

2<sup>nd</sup> Step - Student have to go with the option "**Student Login**", on the home page of National Scholarships Portal. Fill up the application as per the instructions given by the system then click "**Save & Continue**" button. After saving, student will get a "Temporary ID". The system will instruct the applicant to submit his/her Temporary ID and date of birth to fill subsequent details. The student should also scan the enclosures and upload them. Maximum file size is 100 KB. Supported file type are \*.png, \*.jpg, \*.jpeg, \*.tiff, \*.gif. Once registration is complete click "**Confirm & Submit Application**" a Permanent Registration ID is generated and the online application will be forwarded to the Institution. This Permanent ID can be used for Renewal and tracking the status of the application. Renewal: **Renewal** Students have to apply with their Permanent id which they got previous year. Student can also use Forgot Registration ID to retrieve their ID.

2. The student **must take printout of the filled in online application** without fail to submit along with the uploaded documents to the Educational Institution.

3. While entering basic parameters like religion, name of the institution, percentage of marks, parental annual income

and bank details students are requested to concentrate **as these details cannot be edited at any level.**

4. Registration Number of 12<sup>th</sup> and 10<sup>th</sup> Marksheet should be correctly entered as this number will be verified with Examinations Department.

5. Entering Aadhar Number is not mandatory. However, those students who are having their Aadhar number is requested to enter in online application. They are also requested to link Aadhar Number in their Bank Account. For this purpose student are requested to kindly contact their respective Banks and link Aadhar number in their Bank account without fail.

**List of documents to be uploaded in online and hard copy submitted to the Educational Institution along with the application by the student:**

1. Filled in **ONLINE application** form (Fresh/Renewal) with recent passport size **photograph**.
2. Attested copy of **Marksheet** (Consolidated Marksheet only) for fresh scholarship. In respect of Renewal Scholarship Previous year Marksheet should be enclosed. If Marksheet is not received within due date, then online printout of Marksheet with due attestation from HOD will be accepted.
3. **Proof of religion**- Community Certificate / Transfer Certificate or **declaration of religion** by way of an affidavit on non judicial stamp paper with a value of Rs.10/-
4. **Income certificate** obtained from the Revenue Authority of the State. Employed parents/guardians may obtain income certificate from their employer and it may be submitted
5. **Fee receipts** issued by the Institution as proof for payment of Tuition fee, Library fee, Examination fee & Other non refundable fee.
6. Clear **copy of Bank pass book** or copy of cancelled cheque leaf as proof for Bank Account Number (Core Banking Service) and IFS Code (11 digits) of the student bank details.
7. If the student is a hosteller then **hostel fee receipt** should be enclosed or a declaration by institution that the student is a hosteller.

**Schedule of Time Limit**

	Fresh	Renewal
i) Submission of Online applications for Fresh/Renewal scholarship by students	15-9-2015	10-10-2015
ii) Last Date for Scrutiny & forwarding of application by the Institution to the District Backward Classes & Minorities Welfare Officer (DBC & MWO) at Collectorate of their District	05-10-2015	31.10-2015
iii) Last date for completion of scrutiny and submission of proposals by the DBCWO to the Commissionerate	10.10.2015	05.11.2015

**IMPORTANT INSTRUCTIONS TO INSTITUTIONS**

1. Since Government of India has launched common Web portal for scholarship schemes of various department, there will be only one User ID and password for the institution. Those institutions who have already registered with this Department, the User ID and password for this new portal will be sent to Institutions Email ID.
2. The Head of the Educational Institution is requested to ensure that the name of their Institution have been registered in the above website. If not registered so far, they have to send the requisition to District Backward Classes and Minorities Welfare Officer at District Collectorate with proof of affiliation of the Institution, the name of University, details of the Courses offered, Address of the Institution, Phone No., Fax No., email ID, Mobile Nos. of the Principal / Dean and staff who is dealing with scholarship scheme to the undersigned for enrolment. Necessary user ID and Password will be sent to the Institution through email/SMS after enrolment of the Institution. Once User ID & Password (temporary) are received by the Institution they have to immediately change the password of their own and to upload the courses offered, yearwise fee structure etc for further process.
3. The institution is advised to take up verification as soon as the online application and hard copy of the application are received from the students and not wait for the last date.

**Website** : Name of the Institution registered, Scheme details, online application etc are available in the website

**www.scholarships.gov.in**

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**0456-7241933**

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**TELEPHONE NUMBERS**

Office	:	04567 – 241933
Reception	:	04567 – 241934
		Cell : 9442617038
Hostel	:	04567 – 241906

**INTERCOM NUMBERS**

Reception	:	110,111
Principal	:	112
Office	:	113
Controller Office	:	148
Dean 1	:	114
Dean 2	:	115
Conference Hall	:	147
Gate	:	118
CIA Section	:	116
Department of Arabic	:	129
Com.Sci Lab MCA	:	146
Dept of Tamil	:	123
Trustees Room	:	33,34
DTP Centre	:	35
Lecturer Hall	:	138
Electronic Lab	:	131
Dept of Physical Directress	:	124
Dept of Com.Sci	:	130
Hostel	:	117
Hostel Mess	:	44
Chemistry Lab	:	120
Dept of Library	:	137
Dept of Home Sci	:	145
Dept of English	:	143
Computer Lab	:	139
CCDSA & CCG and CC	:	134
Dept of Microbiology	:	145
Dept of Commerce	:	128
Dept of Mathematics	:	127
Dept of Chemistry	:	126
Microbiology Lab	:	126

**T I M E T A B L E****SHIFT - I**

Day Order	Period - I 8.30 - 9.10	Period - II 9.10 - 10.10	BREAK 10.10 - 10.30		Period - III 10.30 - 11.30	Period - IV 11.30 - 12.30	Period - V 12.30 - 1.30
I							
II							
III							
IV							
V							
VI							

**T I M E T A B L E**

**SHIFT – II**

Day Order	Period - I 12.30 - 1.30	Period - II 1.30 - 2.30	Period - III 2.50 - 3.50	Period - IV 3.50 - 4.50	Period - VI 5.05 - 6.05
I					
II					
III					
IV					
V					
VI					
BREAK 2.30 - 2.50			BREAK 4.50 - 5.05		