



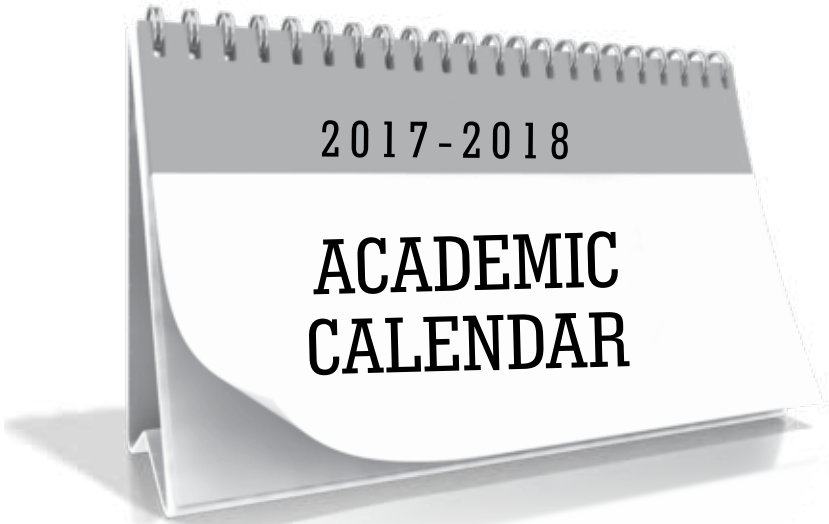
THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

(Sponsored by The Seethakathi Trust, Chennai)

An Autonomous Institution Affiliated to Alagappa University, Karaikudi

(Re-accredited by NAAC, ISO 9001:2008 Certified Institution)

KILAKARAI - 623 517 Ramanathapuram District, Tamil Nadu



In the Name of Allah, the Most Gracious, the 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

THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

(Sponsored by the Seethakathi Trust, Chennai)

(Affiliated to Alagappa University, Karaikudi)

No. 8/93 & 94, Pearl Matriculation School Road,
Kilakarai, Kilakarai Taluk
Ramanathapuram District - 623517.
Post Box No: 9

Office : (04567) 241933 / 241934 Resi. : (04567) 241473

CELL : 9442617038 HOSTEL : 04567- 241906

Fax : (04567) 243355

E-mail: principal@thassim.in / tbakcw@gmail.com

Website : www.thassim.in

Year of Establishment: 1988

Autonomous – June 2005

ACADEMIC CALENDAR

2 0 1 7 - 2 0 1 8

Hijri 1438 – 1439

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



**Marhoom Alhaj
Dr. B S ABDUR RAHMAN**

Born : 15.10.1927 Died : 07.01.2015

BOARD OF TRUSTEES

Marhoom Alhaj Dr B S ABDUR RAHMAN

Founder

Alhaj B S ARIFF RAHMAN BUHARI

Chairman

Alhaj Dr SHUAIB ALIM

Alhaj M K SATHAK ABDUL KADER

Managing Trustee

Alhaj KHALID A K BUHARI

Secretary

Alhaj M K MOHAMED HASSAN

Treasurer

Trustees

Alhaj S S M Ahamed Hussain

Alhaj Abdul Qadir A Rahman Buhari

Alhaj S A Quthubudeen

Alhaj M K M Seyed Mohamed Buhari

Alhaj Ahmed A Rahman Buhari

Alhaj Ashraf A Rahman Buhari

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!

-Al Quran(Chapter 1)

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
Lakhar 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 jawe
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 defacing the walls of the college or hostel buildings.

I shall never cause even 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 through high quality education that can help our students to be academically abreast of their peers in any other institution; professionally highly skilled; and ethically sensitive to the concerns of Indian women, chiefly of the Muslim community, in order to empower them to improve the quality of their life with a distinctively TBAKC identity; and eventually gain for them, through a higher academic status, pride of place in the Indian Society, and in the world.

(b) MISSION

The mission will be achieved through a rigorous academic programme marked by high standards 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 through widening the horizons of knowledge by fostering and active research culture among both learners and teachers.

(C) MOTTO

“Enter to Learn and Leave to Serve”.

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 the 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 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 30 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 is Nationally re-accredited with B Grade during 2009-2010(2.78/4 point scale) and again reassessed for reaccreditation in January, 2012-13 and the same grade was retained by the college. The college has gone for ISO 9001:2008 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 2008 students enrolled in various disciplines of Arts and Sciences, both at the under-graduate and post-graduate levels, with 116 members of faculty along with 87 members of non-teaching staff and with 4 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 Programmes 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 January 20th 2014 by introducing the National Council for Vocational Training Program(NCVT) under the aegis of the directorate general of employment and training, Madurai Region, Ministry of Labour and Employment, Govt. of India.

From this year onwards instead of NCVT four new schemes are introduced for skill development

- NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)
- APPRENTICESHIP TRAINING SCHEME (ATS)
- MAULANA AZAD NATIONAL ACADEMY OF SKILLS (MANAS)
- TAMIL NADU SKILL DEVELOPMENT CORPORATION (TNSDC)

MEMBERS OF THE GOVERNING BODY UNDER AUTONOMY

Number	Category	Names
5 Members	Management	Alhaj B S ARIFF RAHMAN BUHARI Alhaj KHALID A K BUHARI Dr RAHMATHUNISA ABDUR RAHMAN Alhaj ABDUL QADIR RAHMAN BUHARI Alhaj AHMED ABDUR RAHMAN BUHARI
1 Member	UGC Nominee	Dr K S S UDUMAN MOHIDEEN Professor and Head of Economics (Retd) University of Madras, Chennai-600 005
1 Member	State Government Nominee	REGIONAL JOINT DIRECTOR OF COLLEGIATE EDUCATION Madurai
1 Member	University Nominee	Dr P SUBAS CHANDRA BOSE Former Controller of Examinations, Bharathidasan University, No.15, Bankers' Colony, Kumaran Nagar, Tiruchirappalli-620 017 E-mail: subassm1951@gmail.com
1 Member	Educational-ist & Industrialist	Mr A K B NAWAZ BABU (Joint Secretary Tamil Nadu Readymade Garments Assn) Director, S A Knitwears Pvt Ltd, Madurai
1 Member	Ex-Officio Member	Dr S SUMAYAA Principal, Thassim Beevi Abdul Kader College for Women, Kilakarai
2 Members	Senior Teachers of the College	Dr R PUNITHA Associate Professor & Head Department of Mathematics ThassimBeevi Abdul Kader College for Women, Kilakarai Ms N NAGAJOTHI Assistant Professor, Department of Computrer 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)

UG DEGREE PROGRAMME	Year of Affiliation	Sanctioned Strength
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	60
B B A	2009-10	60
B Sc Psychology	2013-14	40
B Sc Food Processing and Quality Control	2013-14	40
B Sc General Home Science with Textiles and Interior Designing	2016-17	40
B A Arabic	2017-18	40
MASTER'S DEGREE PROGRAMME		
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	1999-2000	25
M A English	1999 - 2000	36
M Sc Mathematics	2005 - 06	25

M Sc Information Technology	2009-10	25
M Sc Microbiology	2016-17	20
M Phil in Commerce	2009-10	12
M Phil in Food and Nutrition (Regular)	2010-11	10
M Phil in Computer Science	2011-12	12
M Phil in Mathematics	2016-17	12
M Phil in English	2017-18	12
Ph D in Home Science - Nutrition and Dietetics (Regular and Part Time)	2010-11	8
Ph D in Computer Science	2011-12	8
Ph D in Commerce	2011-12	8

DIPLOMA PROGRAMME	Year of Affiliation	Sanctioned Strength
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 with Computer Application was converted to B.Sc General Home Science with Textiles and Interior Designing in the year 2016-2017.
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 in the year 2007-2008.
5. M.Sc Microbiology was introduced in the year 2016-2017.
6. BA English Literature was converted to BA English in the year 2017-2018.

COLLEGE WORKING HOURS

Division-I 8.30 am to 3.20 pm**Division-II 10.30 am to 5.10 pm**

DIVISION-I

PROGRAMME OFFERED AT UNDER GRADUATE LEVEL (3Years)

(Choice Based Credit System)

Part I : Tamil, Hindi, Arabic

Part II : English

- B A English
- B Com
- B Sc Food Processing and Quality Control
- B Sc Psychology
- B Sc Home Science Nutrition, Food Service Management and Dietetics
- B Sc General Home Science with Textiles and Interior Designing
- B Sc Information Technology
- B Sc Mathematics
- B Sc Chemistry
- B Sc Microbiology
- B A Arabic

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
- M Phil in Mathematics
- M Phil in English

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 Computer Science

PROGRAMME OFFERED AT POST GRADUATE LEVEL

(Choice Based Credit System)

- M Sc Information Technology
- M Sc Microbiology

OTHER PROGRAMME**CERTIFICATE PROGRAMME AT UNDER GRADUATE LEVEL****I Year**

- Certificate Course in Spoken English

II Year

- Idhazhiyal
- Suttrulaviyal
- Nattupuraviyal
- Spoken Hindi
- Tally 9.0 ERP
- Library & Information Science
- Photoshop

- Flash
- Web Designing & Computer Graphics
- Information Technology
- Auto CAD
- English for Communication
- Certificate in Apparel Designing
- Certificate in Clinical Dietetics
- Certificate in Food Preservation

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

TBAKC's

State & Central University Collaborations in Distance Education

TBAKC Distance learning enables students' choice, flexibility, pace and effectiveness to learn from some of the most prestigious universities in which the student finds the opportunities.

The College Provide leadership in higher education to its students from parent and other University and encourage, support and wherever necessary, regulate them to adhere to established norms in conducting courses of study as well as other related matters. Take holistic decisions and actions by bearing in mind its primary goal and remain accountable to the students, teachers, employees, as a whole.

It enables opportunities from

- 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

Indira Gandhi National Open University

(IGNOU) Ms Y Barvin (Coordinator)

Contact Number : 9442617004

National Institute of Open Schooling (NIOS)

Ms Y Barvin (Coordinator) Contact Number : 9442617004

Mother Theresa University

Ms N Nagajothi (Coordinator)

Contact Number: 8148600396

Alagappa University Distance Education

Ms M Jeyanthi (Coordinator)

Contact Number: 9442617024

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 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

- MA
- M C A
- M B A
- M Sc DFSM
- Master of Computer Application with Maths
- M LIsc

College Men, Kilakarai

NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

- Cutting , Tailoring And Dress Making
- Food Processing
- Computer and Office Applications
- Certificate In Early Childhood Care And Education (ECCE)

APPRENTICESHIP TRAINING SCHEME (ATS)

- Tailor(Men)
- Tailor(Women)
- Beautician Assistant
- Library Assistant
- Hospital Waste Management Assistant

MAULANA AZAD NATIONAL ACADEMY OF SKILLS (MANAS)

- Computer Fundamentals,MS-Office,Internet & Soft Skills
- Tally
- Desk Top Publishing
- Spoken English and Communication Skill
- Basics Of Beauty and Hair Dressing
- Food Processing and Preservation
- Tailor (Women)

TAMIL NADU SKILL DEVELOPMENT CORPORATION (TNSDC)

- Imitation Jewelry Kit Maker
- Hand Embroiderer
- Bridal Makeup Artist

ADD ON PROGRAMME

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

- Remedial Coaching Classes
- Coaching scheme for Entry in Services

Dr Rahmathunisa Abdur Rahman
Correspondent
TBAK College for Women
Kilakarai.

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

NAME OF THE STAFF	QUALIFICATION	DESIGNATION
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.
Ms M Ali Fathima	M A M Phil	Assistant Prof.
Ms D Prabhavathi	M A M Phil	Assistant Prof.

DEPARTMENT OF ARABIC

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

DEPARTMENT OF ISLAMIC STUDIES

Ms A Nilofar Nisha	Aalima	Tutor
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DEPARTMENT OF ENGLISH

Dr B Zulaiha Shakeel	M A M Phil Ph D	Assistant Prof. & Head
Ms C Rosy	M A M Phil NET	Assistant Prof.
Ms U K Deepika	M A M Phil	Assistant Prof.
Ms I Gayathri	M A M Phil	Assistant Prof.
Ms P Jeyachitra	M A B Ed	Assistant Prof.
Ms A R Dharshini Priyanka	M A	Assistant Prof.
Ms A Jareen Banu	MA	Assistant Prof.
Ms S Kavi Priya	M A M Phil	Assistant Prof.
Ms K Suganthi	M A M Phil	Assistant Prof.

Ms A Raihana Barvin	M A M Phil [Ph D]	Assistant Prof.
Ms K V Radhika	MA M Ed	Assistant Prof.
Ms M Parimalam	M A B Ed M Phil	Assistant Prof.
DEPARTMENT OF HOME SCIENCE		
Ms S Muthumareeswari	M Sc M Phil [Ph D]	Assistant Prof.
Ms R Lakshmi Shree	M Sc M Phil [Ph D]	Assistant Prof.
Ms K M Buvaneswari	M Sc M Phil (Ph D) NET	Assistant Prof.
Ms K Kamala Jothy	M Sc M Phil NET	Assistant Prof.
Ms K Priya	M Sc	Assistant Prof.
Ms K Kavitha	M Sc Mphil NET	Assistant Prof.
Ms G Kaleeswari	M Sc	Assistant Prof.
Ms J R Shiny Joe	M Sc M Phil	Assistant Prof.
Ms P Yohitha	M Sc	Assistant Prof.
Ms G Kiruthiga	B Tech	Assistant Prof.
Ms M Vandana Rajam	B Tech	Tutor
Ms K Keerthana	B Tech	Tutor
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.
Ms B Habisha	M Com M Phil	Assistant Prof.
Ms K Manimekalai	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 R Shibana	M Com MBA	Assistant Prof.
Dr I Priya	M Com M Phil Ph D	Assistant Prof.

DEPARTMENT OF COMPUTER SCIENCE		
Prof Dr A R Nadira Banu Kamal	M Sc M Phil Ph D	Professor & Head
Dr N Gowri	M Sc PGDCA M Phil Ph D	Associate Prof.
Ms S Panbarasi Fathima	M C A M Phil	Associate Prof.
Ms N Nagajothi	M C A SET [Ph D]	Assistant Prof.
Ms D Murugeswari	M C A M Phil [Ph D]	Assistant Prof.
Ms A Radha	M C A M Phil	Assistant Prof.
Ms Anwar R Shaheen	M C A M Phil [Ph D]	Assistant Prof.
Ms B Thillai Eswari	M Sc M Phil	Assistant Prof.
Ms D Usha Rani	M C A M Phil	Assistant Prof.
Ms H Habeeb Mohamed Sathak Amina	M C A	Assistant Prof.
Ms R Sudha Abirami	M Sc M Phil SET	Assistant Prof.
DEPARTMENT OF MATHEMATICS		
Dr R Punitha	M Sc M Phil B Ed Ph D	Associate Prof & Head
Ms M Regina	M Sc M Phil PGDCA SET	Assistant Prof.
Ms S M Nooriya	M Sc DIT M Phil	Assistant Prof.
Ms R Sathya	M Sc	Assistant Prof.
Ms G Saravana Priya	M Sc	Assistant Prof.
Ms R Sindhu	M Sc M Phil	Assistant Prof.
Ms G Muneeswari	M Sc B Ed	Assistant Prof.
Ms N Girija	M Sc B Ed	Assistant Prof.
Ms R Srimathi	M Sc	Assistant Prof.
Ms L Prisilla Jennifer	M Sc M Phil	Assistant Prof.
Ms R Dhivya	M Sc	Assistant Prof.
Ms P Sobana Yogitha	M Sc M Phil	Assistant Prof.
Ms N Gayathri	M Sc	Assistant Prof.

DEPARTMENT OF MICROBIOLOGY & BIOTECHNOLOGY		
Ms H Noorul Samsoon Maharifa	M Sc M Phil	Co-ordinator & HOD I/c
Ms R Sannath Birthous	M Sc M Phil	Assistant Prof.
Ms K Ashwini	M Sc M Phil	Assistant Prof.
Ms S Banupriya	M Tech	Assistant Prof.
Ms A Kathija Banu	M Sc	Assistant Prof.
Ms R Sharmila	M Sc	Assistant Prof.
Ms K Ganishka	M Sc	Assistant Prof.
Ms K Primin Nivetha	M Sc	Assistant Prof.
DEPARTMENT OF CHEMISTRY		
Dr M Srimathi	M Sc M Phil Ph D	Assistant Prof. & Head
Ms P Indurani	M Sc M Phil B Ed	Assistant Prof.
Ms S Gurubara Sunthara Devi	M Sc	Assistant Prof.
Ms M Saranya	M Sc	Assistant Prof.
Ms M Jethkin	M Sc M Phil	Assistant Prof.
DEPARTMENT OF PSYCHOLOGY		
Ms S Dhanya Mol	M Sc M Phil	Head
Ms Sasmita Muduli	M Sc	Assistant Prof.
Ms B Kriba Sri	M Sc	Assistant Prof.
DEPARTMENT OF PHYSICAL EDUCATION		
Ms R Kala	M P Ed M Phil	Asst Director of Phy.Edn.
DEPARTMENT OF LIBRARY		
Dr S Sirajunissa Begum	M A M L I Sc M Phil Ph D	Chief Librarian
Ms R Sargunapathi	M A M L I Sc M Phil	Librarian

DIVISION-II

MEMBERS OF THE TEACHING STAFF

NAME OF THE STAFF	QUALIFICATION	DESIGNATION
Dr S Sumayaa	M Sc M Phil Ph D	Principal, Prof & Head Dept. of Home Science
Dr A Jasmine	M Com M Phil M Ed Ph D	Associate Prof.& Head Department of BBA Division II Coordinator

NAME OF THE STAFF	QUALIFICATION	DESIGNATION
DEPARTMENT OF HINDI		
Ms J Sunitha	M A M Phil	Assistant Prof.
DEPARTMENT OF ENGLISH		
Ms B Seeni Rahfu Nisha	M A	Assistant Prof.
Ms S Udaiya Nila	M A	Assistant Prof.
Ms A Kansul Mahiribha	M A M Phil	Assistant Prof.
Ms J Arthy	M A M Phil [Ph D]	Assistant Prof.
Ms S Angel	M A	Assistant Prof.
Ms S Mahuthun Nisha	M A	Assistant Prof.
Ms A Jeya Chitra	M A M Phil	Assistant Prof.
Dr R Nandhini	M A M Phil Ph D	Assistant Prof.
Ms M Saranya	MA B Ed	Assistant Prof.
Ms A Yogana Santhiya	M A M Phil	Assistant Prof.
DEPARTMENT OF COMMERCE		
Ms S Fathima Rustha	M Com M Phil	Assistant Prof.
Ms C Pandi Sasikala	M Com	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 V Abinaya	M Com	Assistant Prof.

Ms M Jeyanthi	MBA	Assistant Prof.
Ms R Gowthami	MBA	Assistant Prof.
DEPARTMENT OF COMPUTER SCIENCE		
Ms M Manimekala	M Sc	Assistant Prof.
Ms J Fathima Kaleema	M Sc M Phil	Assistant Prof.
Ms P Vashegari Devi	M C A	Assistant Prof.
Ms P Preethi	M C A	Assistant Prof.
Ms M Saila Banu	M Sc M Phil	Assistant Prof.
Ms K Vanitha	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 Vinothini	M Sc B Ed	Assistant Prof.
DEPARTMENT OF LIBRARY		
Ms P Sumathiw	B Com M L I Sc M Phil	Librarian
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 OF EXAMINATION SECTION		
Dr N Gowri	M Sc PGDCA M Phil Ph D	Controller of Examination
Ms S Mythili	MCA	Typist
Ms K Rajapriya	MBA	Data Base Administrator
Ms H Jasmine Begam	MCA	Data Base Administrator
Ms L Thakreema Byrose	B Tech	Data Base Administrator
Ms N Usha Rani	B Com (MBA)	Record Clerk

MEMBERS OF THE NON - TEACHING STAFF

OFFICE

Mr J. Manoharan Thomas	M Com B Ed	Office Superintendent
Mr H Syed Aziz Mohammed	M Com MBA PGDPCA	Manager- Accounts
Ms A Y Jemila Begum	B Com	Cashier (Hostel)
Ms M Selvi	B Sc	Assistant
Ms P Booma Devi	B Com	Assistant
Ms N Nagalakshmi	B Sc MA Lit.	Assistant
Ms A Beema Rani	B Sc B Lisc (MA)	Cashier (College)
Ms N Muneeswari	BA	Jr. Assistant
Ms G Yogeswari	BA DCA	Typist
Ms V Tamil Selvi	M Com	Jr. Assistant
Ms M Kalpana Devi		Record Clerk
Ms Y Barvin	M Sc M Phil	SS & NCVT Coordinator
Ms N. Thasneem Sulthana	BE	Data Entry Operator
Ms B. Thulasi Sri	B Tech	Programmer
Ms Monika Baskar	ME	Computer Operator
Ms B. Monika	M Sc	Data Entry Operator
Ms M Amudha	MA M Phil	Typist

ASSISTANTS AND ATTENDANTS

Receptionist

Ms A Shaban Nisha	B Com CA	Receptionist
Ms A Mari Selvi	BA	Receptionist

Assistants

Ms G Gandhi	BA History	Technical Asst, ATK Lab
-------------	------------	----------------------------

Ms S Shasti Priya	DCE	System Administrator
Ms K Vasantha Rani	B Sc	Chem Lab Assistant
Ms G Ponmari	MA	Lib. Asst
Ms A Sivakami	B Com	Lib. Asst
Ms S Indhumathi	B Sc	IQAC, Data Entry Operator
Ms S Priyanga	M Sc	MB Lab Asst
Ms P Mohamed Mehaboob Sumayaa	B Tech	E-Lib Technical Asst
U Sumathi	M Sc	Biochemistry Lab Asst

Attendants

Mr M Syed Hameed		Attendant
Mr S Subramaniam	BA	Off Attendant
Mr S Praveen	ITI	Off Attendant
Ms V M Renga Lakshmi	BA	Lib Attendant
Ms V Panchamirtham		CIA Attendant
Ms Jaleela Begum		Lib Attendant
Ms P Selvi		COE Attendant
Ms Venkateswari		English Attendant
Ms P Sumathi		Commerce Attendant
Ms S Dhanalakshmi		C Sc Attendant
Ms R Rajalakshmi		Psychology Attendant
Ms A Muthumari		Languages Attendant
Ms C Priyanga	DEEE	H Sc Lab Attendant
Ms Rajeswari		Maths Attendant
Ms K Muneeswari		Off Attendant
Ms V Mohana		FPQC Attendant
Ms A Vennila	B Com CA	Chemistry lab Attendant
Ms M Seyed Hassan Fathima		MB Attendant

Ms T Murugeswari		DTP Centre Attendant
Ms R MurugaLakshmi		Canteen Attendant
Ms K Sounthara Valli		IQAC Attendant
Ms T KamalaValli		CSc Attendant
Ms S Sangareshwari		CSC ATTENDANT
Maintenance		
Mr S Mohamed Allah Pitchai	DCE (Civil)	Maintenace Engineer
Mr M Jagadeesh	DCE	Service Engineer
Mr N Dhanasekaran	ITI	Electrician
Mr S Balamurugan		Electrician
Mr Chella Durai		Driver
Tuck Shop		
Ms M Chellammal	BBA	Assistant (Tuck shop)
Ms C KarthigaDevi		Attendant (Tuck shop)
Security		
Mr Y. Raja Mohammed		Security Officer
Mr K. Kandasamy		Security
Mr A. Ramu		Security
Mr Angusamy		Security Auditorium

QUALITY CIRCLES

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dr S Sumayaa (Chairperson)
Ms B Seeni Rahfu Nisha (Coordinator)
Mr J Manoharan Thomas
(Senior Administrative Officers)
Dr N Gowri
(Controller of Examination)
(Members of Teaching Faculty)
Ms D Murugeswari
Ms S M Nooriya
Ms K M Buvaneswari
Ms S Fathima Rustha
Ms H Noorul Samsoun Maharifa
Ms Sasmita Muduli

CURRICULUM DEVELOPMENT

Dr A E G C Rajani
Dr R Punitha
Ms S Muthumareeswari
Ms M Parimalam

NAAC COORDINATORS

Dr K Buvaneswari
Ms S Panbarasi Fathima
Dr B Zulaiha Shakeel

STAFF DEVELOPMENT & STAFF CLUB

Ms N Nagajothi
Ms R Lakshmi Shree
Dr S Sirajunisa Begum
Ms U K Deepika
Ms R Sathya
Ms R Shibana

RESEARCH**Dean of Research**

Dr A R Nadira Banu Kamal (Dean of Research)

Ms S Manicka Vasuki

Dr M Srimathi

Ms A Radha

Dr K Kavitha

Dr R Nandhini

Ms.I.Primin nivetha

WOMEN EMPOWERMENT CELL

Ms R Sannath Birthous

Ms N.Girija

Ms M Fathima Suraiya

Ms A Yogana Santhiya

PLACEMENT CELL

Ms Anwar R Shaheen

Ms G Saravana Priya

Dr I Priya

Ms A Raihana Barvin

Ms N Gayathri

Ms R Sharmila

ICTACT

Ms B Thillai Eswari

Ms R Divya

Ms R Sudha Abirami

Ms P Sobana Yogitha

VALUE EDUCATION

Ms M Mahaboob Rani

Ms M Fathima Suraiya

Ms M Reihanathil Adaviya

CAREER GUIDANCE & STUDENT DEVELOPMENT

Ms M Priyadharshini

Ms K Vinothini

Ms M Saranya

Ms B Kriba Sri

Ms M Jeyanthi

Ms G Radhika

STUDENT COUNSELLING & REMEDIAL

Ms S Dhanya Mol

Ms R Visalatchi

Ms K Keerthana

Ms R Gowthami

CELL FOR ENTREPRENEUR DEVELOPMENT

Ms C Pandi Sasikala

Ms R Rajeswari

Ms R Sargunapathi

Ms P Ganishka

RED RIBBON CLUB & YOUTH RED CROSS

Dr A Jasmine

Ms R Sindhu

Ms P Vashegari Devi

Ms S Angel

Ms A R Dharsini Priyanka

EXTRA CURRICULAR ACTIVITIES & YOUTH WELFARE FORA

Ms K Ashwini

Ms A Asan Banu

Ms M Reihanathil Adaviya

Ms P Preethi

Ms S Gurubara Sunthara Devi

MS L Prisilla Jennifer

Ms K Suganthi

EXTENSION ACTIVITIES – CSS

Ms K Manimekalai
Ms P Jeyachitra
Ms J Sunitha
Ms H Habeeb Mohammed Amina
Ms M Jethikin

ECO CLUB & EVS

Ms L Radha
Ms S Banu Priya
Ms G Muneeswari
Ms J S Shiny Joe

ROTARACT & ANTI RAGGING COMMITTEE

Ms V Akila
Ms G Muneeswari
Ms A Kathija Banu
Ms M Vandana Rajam
Ms M Saranya

ALUMNAE

Ms K Kamalajothy
Ms M Imrana
Ms S Mahuthun Nisha
Ms R Srimathi

PARENT – TEACHER ASSOCIATION

Ms M Manimekala
Ms R Parameswari
Ms P Yohitha

CAREER ORIENTED PROGRAMME

Ms P Sumathi
Ms K Priya
Ms R Srimathi
Ms S Kavi Priya

EDITORIAL BOARD

Ms I Gayathri
Ms D Prabhavathi
Ms A Jeyachitra
Ms K Vanitha

NSS OFFICERS

Ms R Visalatchi
Ms A Jeyachitra
Ms G Kaleeswari
Ms P Indhu Rani

WEBSITE & MEDIA COMMITTEE

Ms J Fathima Kaleema
Ms P Mohamed Mahaboob Sumayaa
Ms B Thulasi Sri
Ms B Monika

MOOCS

Ms M Regina
Ms D Usha Rani
Ms P Indhu Rani
Ms M Vanthana Rajam
Ms M Jeyanthi
Dr I Priya
Ms S Kavi Priya
Ms K Ashwini

GENERAL DUTIES

GRIEVANCE REDRESSAL CELL

Alhaj S Sheik Dawood Khan
Dr S Sumayaa
IQAC

ADMISSION

All Hods
Office
Technical Assistance
Campit Incharge

STUDENT COUNCIL ADVISORS

Ms S Naseema Farveen (Div - I)
Ms A Kansul Mahiribha (Div - II)

CIA

Ms M Mahaboob Rani (Div - I)
Ms J Sunitha (Div - II)

END SEMESTER EXAMINATIONS

Dr. A. Jasmine
Ms V Akila

MAINTENANCE & INFRASTRUCTURE

Mr H Syed Aziz Mohammed
Ms V Tamil Selvi
Mr J Manoharan Thomas
Mr S Mohamed Allah Pitchai
Mr M Jagadesh
IQAC Members

PURCHASE COMMITTEE

Alhaj S Sheik Dawood Khan
Dr S Sumayaa
Mr J Manoharan Thomas
Mr H Syed Aziz Mohammed
Ms N Nagalakshmi
Ms.N.Munesswari
IQAC Members

FINANCE COMMITTEE

Alhaj S Sheik Dawood Khan
Dr S Sumayaa
Mr J Manoharan Thomas
Mr H Syed Aziz Mohammed
Ms N Nagalakshmi
IQAC Members

COLLEGE CALENDAR

Ms M Saila Banu
Ms G Kaleeswari

COLLEGE ANNUAL REPORT & GRADUATION DAY REPORT

Ms C Rosy
Ms M Regina

STAFF MEETING MINUTES

Ms J Arthy

PROSPECTUS & VIEW BOOK

Ms D Usha Rani
Ms P Booma Devi

PRESS

Ms M Ali Fathima(Tamil)
Ms S Angel (English)

**DISADVANTAGED GROUP WELFARE &
PRIVATE SCHOLARSHIP**

Ms A Beema Rani
Ms M Ali Fathima
Ms R Kiruthiga

**BACKWARD CLASS AND OTHER GOVERNMENT
SCHOLARSHIP & DIFFERENTLY ABLED PEOPLE WELFARE**

Ms Y Barvin
Ms N Thasneem Sulthana

EVENT MANAGERS

Ms U K Deepika
Ms R Sargunapathi
Ms M Ali Fathima
Ms R Parameswari
Ms R Kala
Ms P Preethi
Ms R Dhivya
Ms M Vandhana Rajam
Ms S Gurubara Sunthara Devi
Ms S Banu Priya
Ms B Kriba Sri
Ms M Jeyanthi

GENERAL DISCIPLINE

Ms R Kala

TRANSPORT

Ms P Sumathi (Division II)
Ms A Kathija Banu (Division I)

GUEST HOUSE INCHARGE

Ms J S Shiny Joe
Ms B Kriba Sri

TBAK STUDENT COUNCIL MEMBERS (DIVISION I)

College President	: Mariam Adhila H III B.Sc. Microbiology
Vice President	: Noor Zareen S. III MCA
General Secretary	: Raihanathus Sahdhiyya A. III B.Sc. Food Processing \$ Quality control
Joint Secretary	: Thoufika Afsana.M III BA English
Secretary for Sports	: Nowrin Banu S. III B.Sc. IT
Secretary for NSS	: Aafiath Vaseema K. II B.Sc. General Home Science with textiles and Interior Designing
Secretary for Rotract	: Bharathi S.M. III B.Sc. Maths
Secretary for CED	: Haleema.S III B.Com
Secretary for Youth Welfare	: Ummul Marliya. A.S. III BA English
Secretary for Transport	: Harsha Joshi J. III B.Sc. Nutrition
Secretary for Dramatics	: Hadhijath Raaliya J.S. III B.Sc. IT
Secretary for RRC	: Riska Fathima. R III B.Sc. Chemistry
Secretary for IQAC	: Saajitha Sulthana Mahusook II M.Sc. MB
COP	: Afrina Sherin A. III B.Sc. Nutrition
ECO Club	: Absara Varusai II B.Sc. Psychology
Secretary for Library	: Safrina. Z.R. III HSc with CA
Secretary for YRC	: Kaviya Priya K. III B.Sc. Psychology
Secretary for CSS	: Fathima S. II B.Sc. Chemistry

STUDENT COUNCIL MEMBERS (DIVISION II)

College President	: Jumana Begum I III BA English
General Secretary	: Nivetha M III B.Sc. Maths
Joint Secretary	: Mariyam Asheera S II B Com CA
Secretary for Sports	: Senthamizh Selvi V III B.Sc. Maths
Secretary for NSS	: Harini. N II B.Sc. CS
Secretary for Rotract	: Pandyammal P III BA English
Secretary for YWF	: Ramalakshmi S II B.Sc. Maths
Secretary for Transport	: Nambu Naachiyar M III BBA

Secretary for Dramatics	:	Farzhana M III BA English
Secretary for IQAC	:	Priyadharshini V II BBA
Secretary for Library	:	Ummul Fahmitha S III B.Com CA
Secretary for CSS	:	Dhil Faseeha N II B.Sc.CS

TBCENTRE FOR COMMUNITY DEVELOPMENT, SOCIAL ACTION AND WOMEN STUDIES

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

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 Officer
Mr J Thiruthanikumar	-	District Co-ordinator
Mr H Syed Aziz Mohammed	-	Accounts Manager
Mrs A Beema Rani	-	Cashier
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 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	Shabe Bharath	12 May 2017	Friday
2	Ramzan 1st day / 27th day	28 May 2017 22 July 2017	Sunday Thursday
3	Rig / Yajur Upakarma	28 Jul 2017	Friday
4	Gayatri Japam	29 Jul 2017	Saturday
5	Aadi Perukku	02 Aug 2017	Wednesday
6	Varalakshmi Vratam	04 Aug 2017	Friday
7	Sri Jayanthi (Janmashtami)	14 Aug 2017	Monday
8	Sama Upakarma	25 Aug 2017	Friday
9	Hijra New Year	22 Sep 2017	Friday
10	All Souls Day	02 Nov 2017	Thursday
11	Deepavali Nonbu	17 Oct 2017	Tuesday
12	Karthikai Deepam	02 Dec 2017	Saturday
13	Xmas Eve	24 Dec 2017	Sunday
14	Vaikunda Ekadashi	29 Dec 2017	Friday
15	New Year Eve	31 Dec 2017	Sunday
16	Arudhra Dharshan	02 Jan 2018	Tuesday
17	Bhogi	13 Jan 2018	Saturday
18	Thai Pusam	31 Jan 2018	Wednesday
19	Maha Shivarathri	13 Feb 2018	Tuesday
20	Ash Wednesday	14 Feb 2018	Wednesday
21	Maasi Magam	01 Mar 2018	Thursday
22	Maundy Thursday	29 Mar 2018	Thursday
23	Chitra Pournami	30 Apr 2018	Monday
24	Mohideen Andavar Urs.	-	-



ACADEMIC
CALENDAR

2017-2018



Day	Date	June 2017	Day Order	No. of Working days
		Significance of the Day		
Thu	1	Reopen for staff Workshop for staff		
Fri	2			
Sat	3			
Sun	4			
Mon	5	World Environment Day (Eco club)		
Tue	6	TOEIC Programme for II and III year Students (COP)		
Wed	7			
Thu	8			
Fri	9			
Sat	10			
Sun	11			
Mon	12			
Tue	13			
Wed	14			
Thu	15	Reopen for II and III UG & PG students Orientation Programme for II and III UG & PG students		1
Fri	16	Reopen for I year UG Students and PTA Meeting for I year UG students(PTA) Orientation programme - Day II for II and III year students		2
Sat	17	Student counseling Inauguration/Bridge course Diagnostic Test for I year Students		
Sun	18			
Mon	19	Orientation Programm for I UG Students	I	3
Tue	20	Orientation Programm for I UG Students(Day II)	II	4
Wed	21	International Yoga Day (Physical Education)	III	5
Thu	22		IV	6
Fri	23	Ramzan Holidays		
Sat	24			
Sun	25			
Mon	26			
Tue	27			
Wed	28			
Thu	29			V
Fri	30		VI	8

No. of working days : 8

Day	Date	July 2017	Day Order	No. of Working days
		Significance of the Day		
Sat	1			
Sun	2			
Mon	3	I PG ,M.Phil & Ph.D Programme in H.Sc/C.Sc/Commerce Reporting Bridge Course starts for I UG Submission of Time table to IQAC	I	9
Tue	4		II	10
Wed	5	Last date for payment of college fee	III	11
Thu	6		IV	12
Fri	7	Bridge Course ends for I UG	V	13
Sat	8			
Sun	9			
Mon	10		VI	14
Tue	11	World Population Day (NSS)	I	15
Wed	12		II	16
Thu	13	Last date for payment of fees with fine	III	17
Fri	14		IV	18
Sat	15			
Sun	16			
Mon	17		V	19
Tue	18		VI	20
Wed	19		I	21
Thu	20		II	22
Fri	21		III	23
Sat	22			
Sun	23			
Mon	24		IV	24
Tue	25		V	25
Wed	26		VI	26
Thu	27		I	27
Fri	28		II	28
Sat	29	Founder's Commendation Day-Lecture (Student Council)		
Sun	30			
Mon	31		III	29

No. of working days : 21

"Seek opportunities to show you care. The smallest gestures often make the biggest difference." – John Wooden

Day	Date	August 2017	Day Order	No. of Working days
		Significance of the Day		
Tue	1		IV	30
Wed	2		V	31
Thu	3		VI	32
Fri	4		I	33
Sat	5			
Sun	6			
Mon	7		II	34
Tue	8		III	35
Wed	9		IV	36
Thu	10		V	37
Fri	11		VI	38
Sat	12	International Youth Day (RRC,YWF)		
Sun	13			
Mon	14	Krishna Jeyanthi		
Tue	15	Independence Day (Student Council)		
Wed	16		I	39
Thu	17		II	40
Fri	18		III	41
Sat	19			
Sun	20			
Mon	21		IV	42
Tue	22		V	43
Wed	23		VI	44
Thu	24		I	45
Fri	25	Ganesh Chaturthi		
Sat	26			
Sun	27			
Mon	28		II	46
Tue	29	National Sports Day (Physical Education)	III	47
Wed	30		IV	48
Thu	31		V	49

No. of working days : 20

“Teaching is not a lost art, but the regard for it is a lost tradition.” -Jacques Barzun

Day	Date	September 2017	Day Order	No. of Working days
		Significance of the Day		
Fri	1	Bakrid Holidays		
Sat	2	Holidays		
Sun	3	Holidays		
Mon	4			
Tue	5	Teacher's Day (Student Council)	VI	50
Wed	6		I	51
Thu	7		II	52
Fri	8	International Literacy Day (CSS)	III	53
Sat	9			
Sun	10			
Mon	11		IV	54
Tue	12		V	55
Wed	13		VI	56
Thu	14	World First Aid Day (NSS)	I	57
Fri	15		II	58
Sat	16			
Sun	17			
Mon	18		III	59
Tue	19		IV	60
Wed	20	Soft Skill Programme Starts for all UG and PG Final year students	V	61
Thu	21		VI	62
Fri	22		I	63
Sat	23			
Sun	24			
Mon	25		II	64
Tue	26		III	65
Wed	27		IV	66
Thu	28	Soft Skill Programme Ends for all UG and PG Final year students	V	67
Fri	29	Saraswathi Pooja & Ayudha pooja		
Sat	30	Vijayadashami		

No. of working days : 18

"Teaching is not a lost art, but the regard for it is a lost tradition." -Jacques Barzun

Day	Date	October 2017	Day Order	No. of Working days
		Significance of the Day		
Sun	1	Muharram		
Mon	2	Gandhi Jayanthi		
Tue	3	TOEIC Programme starts for I year UG and PG Students	VI	68
Wed	4		I	69
Thu	5		II	70
Fri	6		III	71
Sat	7			
Sun	8			
Mon	9		IV	72
Tue	10		V	73
Wed	11	International Girl Child Day (YWF) TOEIC Programme ends for I UG and PG students	VI	74
Thu	12		I	75
Fri	13	Ilakiya Saaral Vizha 2017	II	76
Sat	14			
Sun	15			
Mon	16		III	77
Tue	17	Diwali Holiday		
Wed	18	Holiday		
Thu	19	Holiday		
Fri	20		IV	78
Sat	21			
Sun	22			
Mon	23	ESE Practical Commences	V	79
Tue	24		VI	80
Wed	25		I	81
Thu	26		II	82
Fri	27		III	83
Sat	28			
Sun	29			
Mon	30		IV	84
Tue	31		V	85

No. of working days : 18

"Few things help an individual more than to place responsibility upon him and let him know that you trust him." - Booker T. Washington

Day	Date	November 2017	Day Order	No. of Working days
		Significance of the Day		
Wed	1		VI	86
Thu	2		I	87
Fri	3		II	88
Sat	4			
Sun	5			
Mon	6		III	89
Tue	7	Last working day for all UG & II, III PG year Students	IV	90
Wed	8			
Thu	9			
Fri	10			
Sat	11			
Sun	12			
Mon	13	ESE Exams begin		
Tue	14			
Wed	15	Last Working Day for I PG		
Thu	16			
Fri	17			
Sat	18			
Sun	19			
Mon	20			
Tue	21			
Wed	22			
Thu	23			
Fri	24			
Sat	25			
Sun	26			
Mon	27			
Tue	28			
Wed	29	TOEIC Programme starts for all UG and PG Students (COP)		
Thu	30			

No. of working days : 5

"Teachers open the door, but you must enter by yourself." - Chinese Proverb

EVEN SEMESTER-2017

Day	Date	December 2017	Day Order	No. of Working days
		Significance of the Day		
Fri	1	World AIDS Day, (NSS) Meelad-Un- Nabi		
Sat	2			
Sun	3			
Mon	4			
Tue	5			
Wed	6			
Thu	7	TOEIC Programme ends for all UG and PG Students (COP)		
Fri	8	Even Semester Begins	I	1
Sat	9			
Sun	10	Human Rights day (Women Empowerment Cell)		
Mon	11		II	2
Tue	12		III	3
Wed	13		IV	4
Thu	14	Submission of Time table to IQAC	V	5
Fri	15		VI	6
Sat	16			
Sun	17			
Mon	18	Minorities Right Day (SCHOLARSHIP)	I	7
Tue	19		II	8
Wed	20		III	9
Thu	21		IV	10
Fri	22	National Mathematics Day (Dept of Mathematics)	V	11
Sat	23	Farmer's Day(ECO)		
Sun	24			
Mon	25	Christmas		
Tue	26			
Wed	27		VI	12
Thu	28		I	13
Fri	29	December Delight		14
Sat	30	Mega Alumnae Meet(ALUMNAE)		15
Sun	31			

No. of working days : 15

"If you have knowledge, let others light their candles at it." -Margaret Fuller

Day	Date	January 2018	Day Order	No. of Working days
		Significance of the Day		
Mon	1	New year		
Tue	2		II	16
Wed	3		III	17
Thu	4		IV	18
Fri	5		V	19
Sat	6		VI	20
Sun	7			
Mon	8		I	21
Tue	9		II	22
Wed	10		III	23
Thu	11		IV	24
Fri	12	National Youth Day (YWF)	V	25
Sat	13	Bhogi		
Sun	14	Pongal		
Mon	15	Maattu Pongal		
Tue	16	Uzhavar Tirunal		
Wed	17		VI	26
Thu	18		I	27
Fri	19		II	28
Sat	20		III	29
Sun	21			
Mon	22		IV	30
Tue	23		V	31
Wed	24		VI	32
Thu	25	Voter's Day (NSS)	I	33
Fri	26	Republic Day (Student Council)		
Sat	27			
Sun	28			
Mon	29		II	34
Tue	30	Mahatma Gandhi's Martyrdom Day	III	35
Wed	31		IV	36

No. of working days : 21

"Creativity is so delicate a flower that praise tends to make it bloom, while discouragement often nips it in the bud". -- Samuel Butler

Day	Date	February 2018	Day Order	No. of Working days
		Significance of the Day		
Mon	1		V	37
Tue	2		VI	38
Wed	3		I	39
Thu	4			
Fri	5		II	40
Sat	6		III	41
Sun	7		IV	42
Mon	8		V	43
Tue	9		VI	44
Wed	10			
Thu	11			
Fri	12		I	45
Sat	13		II	46
Sun	14		III	47
Mon	15		IV	48
Tue	16		V	49
Wed	17		VI	50
Thu	18			
Fri	19		I	51
Sat	20		II	52
Sun	21		III	53
Mon	22		IV	54
Tue	23		V	55
Wed	24			
Thu	25			
Fri	26		VI	56
Sat	27		I	57
Sun	28	National Science Day (Science Departments)	II	58

No. of working days : 22

"If a man does not keep pace with his companions, perhaps it is because he hears a different drummer. Let him step to the music which he hears, however measured or far away." - Thoreau

Day	Date	March 2018	Day Order	No. of Working days
		Significance of the Day		
Thu	1	Soft Skill Programme Starts for all PG and UG Final year students	III	59
Fri	2		IV	60
Sat	3		V	61
Sun	4			
Mon	5		VI	62
Tue	6		I	63
Wed	7		II	64
Thu	8	International Women's Day (Students Council)	III	65
Fri	9	Soft Skill Programme Ends for all UG and PG Final year students	IV	66
Sat	10			
Sun	11			
Mon	12		V	67
Tue	13		VI	68
Wed	14		I	69
Thu	15	World Consumer Day (Department of Commerce)	II	70
Fri	16		III	71
Sat	17		IV	72
Sun	18			
Mon	19		V	73
Tue	20		VI	74
Wed	21		I	75
Thu	22	World Day of Water(YRC)	II	76
Fri	23		III	77
Sat	24			
Sun	25			
Mon	26	ESE Practical Commences	IV	78
Tue	27		V	79
Wed	28		VI	80
Thu	29	Mahavir Jayanthi		
Fri	30	Good Friday		
Sat	31			

No. of working days : 22

"Learning is not the product of teaching. Learning is the product of the activity of learners." - John Holt

Day	Date	April 2018	Day Order	No. of Working days
		Significance of the Day		
Sun	1			
Mon	2		I	81
Tue	3		II	82
Wed	4		III	83
Thu	5		IV	84
Fri	6		V	85
Sat	7	World Health Day(RRC)	VI	86
Sun	8			
Mon	9		I	87
Tue	10		II	88
Wed	11		III	89
Thu	12	Last Working day For all UG & PG	IV	90
Fri	13			
Sat	14	Tamil New year		
Sun	15			
Mon	16	ESE exam begins		
Tue	17			
Wed	18			
Thu	19			
Fri	20			
Sat	21			
Sun	22	World Earth Day (ECO)		
	23	World Books Day (LIB)		
Tue	24			
Wed	25			
Thu	26			
Fri	27			
Sat	28			
Sun	29			
Mon	30			

No. of working days : 10

"Education is not the filling of a pail, but the lighting of a fire." - Yeats

Day	Date	May 2018	Day Order	No. of Working days
		Significance of the Day		
Tue	1	International Labour Day(IQAC)		
Wed	2			
Thu	3			
Fri	4			
Sat	5			
Sun	6			
Mon	7			
Tue	8	International Red Cross Day(YRC)		
Wed	9			
Thu	10			
Fri	11			
Sat	12			
Sun	13			
Mon	14			
Tue	15			
Wed	16	National Technology Day (Dept of Computer Science)		
Thu	17			
Fri	18			
Sat	19			
Sun	20			
Mon	21			
Tue	22			
Wed	23			
Thu	24			
Fri	25			
Sat	26			
Sun	27			
Mon	28			
Tue	29			
Wed	30			
Thu	31			

No. of working days :

"The great aim of education is not knowledge but action." - Herbert Spencer

EXAMINATION RULES
For the year 2017-18
ASSESSMENT- - Batch 2015-18, 2016 - 19 &
Batch 2017-2020

I. a. Assessment of the students is two - fold, consisting of Continuous Internal Assessment (CIA) and End Semester Examination (ESE).

S. No	Particulars	Under Graduates		Post Graduates		M.Phil	
		Break up	Passing Minimum	Break up	Passing Minimum	Break up	Passing Minimum
1.	CIA:ESE	40:60		40:60		25:75	
2.	ESE Passing Minimum		35%		40%		40%
3.	Total Passing Minimum		40%		50%		50%
4.	PART IV CIA	-	-	NA	NA	NA	NA
5.	PART IV ESE Syllabus		40%	NA	NA	NA	NA
6.	Validity Period	FIVE YEARS AFTER COMPLETION					

b. CIA Improvement Test:

A student, who is unable to secure the passing minimum in CIA of any course in a semester can appear for ONE CIA improvement test by making a request to the course teacher and HOD concerned.

c. Want of CIA Marks

A student who cannot get through in any theory or practical paper for want of CIA marks even though she gets the minimum in the summative examinations, after the completion of the course may be permitted to appear for the supplementary exam by foregoing the CIA marks provided.

- o She has appeared for at least three internals out of five and maximum of two such appearances in a program.
- o Student not fulfilling the above conditions has to repeat the semester to get CIA minimum

II. Attendance

Every 5% of attendance above 75% will be awarded one mark in CIA and the final marks allotted for attendance in CIA will be calculated as below.

Attendance %	Marks	** Attendance %	Marks
96 - 100	5	92 - 100	3
91 - 95	4		
86 - 90	3		
81 - 85	2	84 - 91	2
76 - 80	1	76 - 83	1
Less than 76	0	Less than 76	0

* For all students who attended classes from the first day of re-opening

** For those I semester students who got admission after a month from the date of opening (Percentage calculation is from their date of admission)

III . Condonation Rules:

Attendance %	Condonation Fee Rs	Eligibility
65 - 75	150	*Approval to appear for current semester
60 -65	300	*Approval to appear for next semester as arrear
Less than 60	-	Repeat semester

* Subject to Appeals committee's decision

- Due consideration can be given for late admissions only in **the First semester**
- Students having attendance less than 75% (the minimum prescribed) in any programme cannot sit for the ESE in that semester.

- If a student has lost her attendance on genuine medical grounds, she can apply for condonation to the Appeals Committee immediately after returning to the college. Appeals Committee's decision will be final.

IV. Evaluation

S. No	Programme	Semester	Nature of Valuation	Provision for Revaluation
1	UG	1-4	Single	Yes
2	UG	5 & 6	Double	No
3	PG	All Semesters	Double	No
4	M.Phil	All Semesters	Double	No

V. Grading

The Consolidated Statement of Grades, in addition to the GPs and the GPAs for each semester show the CGPA [Cumulative Grade Point Average] for the entire programme. It also carries the classification of the student's performance and all necessary explanations to make it clear to everyone to whom it might be presented by the student as per the guidelines of Government of Tamil Nadu.

Grading Scale - UG

Marks	Grade Point	Letter Grade	Classification of Final Result
95 and above	10	O+	First Class - Outstanding
90 94	9.4	O	
85 89	8.9	D++	First Class - Distinction
80 84	8.4	D+	
75 79	7.9	D	
70 74	7.4	A++	First Class
65 69	6.9	A+	
60 64	6.4	A	

55	59	5.9	B+	Second Class
50	54	5.4	B	
45	49	4.9	C++	Third Class
40	44	4.4	C+	
Below 40		0	RA	Re- Appear

Grading Scale - PG & M.Phil

Marks	Grade Point	Letter Grade	Classification of Final Result	
95 and above	10	O+	First Class - Outstanding	
90 94	9.4	O		
85 89	8.9	D++	First Class - Distinction	
80 84	8.4	D+		
75 79	7.9	D		
70 74	7.4	A++	First Class	
65 69	6.9	A+		
60 64	6.4	A		
55 59	5.9	B	Second Class	
50 54	5.4	C		
Below 50		0	RA	Re- Appear

VI. Supplementary Exams

Supplementary Exams will be conducted for all final year students within one month of publication of End Semester results.

VII. Career Oriented Programme

S.No	Particulars	COP
1	CIA:ESE(*OPERATIONS RESEARCH AND LINDO/LINGO PACKAGES & LATEX) ESE (Except *)	40:60
2	CIA Passing Minimum	35%
3	ESE Passing Minimum	35%
4	Total Passing Minimum	35%

5	Attendance Requirement	75% Minimum
6	Syllabus Validity	3 Years after completion

GRADING SCALE- CERTIFICATE PROGRAMMES:

Marks	Grade Point	Letter Grade	Classification of Final Result
95 and above	10	O+	First Class - Outstanding
90 94	9.4	O	
85 89	8.9	D++	First Class - Distinction
80 84	8.4	D+	
75 79	7.9	D	
70 74	7.4	A++	First Class
65 69	6.9	A+	
60 64	6.4	A	
55 59	5.9	B+	Second Class
50 54	5.4	B	
45 49	4.9	C++	Third Class
40 44	4.4	C+	
Below 40	0	RA	Re- Appear

VIII. Act of Malpractices in Examination and Punishments Awarded

A candidate indulging in any of the following acts in the examination hall will be considered as committed malpractice in the examination and booked for the same:

- i. Possession of printed / Xerox / written materials pertaining / not pertaining to the day’s examination, or pertaining to the examination already appeared by the candidate in the form of book or loose sheets that have been either made use of or not made use of in the examination.
- ii. Possession of Programmable Calculators, Mobile Phones, Pagers, Organizers, Digital memory pad etc. with / without matters related to the day’s examination stored in them and made use of them or not in the examination.

- iii. Writing any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc. and made use of them or not in the examination.
- iv. Writing any appeal to Examiner offering money or any irrelevant matters in the answer book, attaching money in answer books and giving contact address, telephone numbers etc.
- v. Writing the register number anywhere in the answer book or additional sheets other than in the fly slip.
- vi. Enclosing empty additional sheets, wasting the exam stationery wantonly.
- vii. Writing the examination without valid hall ticket.
- viii. Noting down the answers of problems in her question paper before leaving the Hall.
- ix. Tearing off sheets from the answer book.
- x. Keeping with them, Tables, Hand books, Code books etc. which are not permitted by the COE and Chief Superintendent for the day's examination and made / not made use of them in the examination.
- xi. Talking with neighbours, showing signs or signals to others in the hall / verandah
- xii. Copying from printed / Xerox / handwritten bits / sheets / book / programmable calculators, organizers, digital memory pad etc. in the examination
- xiii. Exchanging with neighbours hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, hints related to the day's examination written on them.
- xiv. Showing the answer book / additional sheet to the neighbours or allowing them to copy.
- xv. Giving / Getting the main answer book or additional sheet to / from neighbor for copying.

- xvi. Writing cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.
- xvii. Writing the examination even after the final bell, not obeying to hall superintendent's instructions A
- xviii. Striking off all the pages including the correct answers written by her in the answer book, when being caught for any act of malpractice.
- xix. Telling the answer or formula related to any of the question to others writing the same examination.
- xx. Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer book.
- xxi. Replacing the answer book supplied in the hall by pre-prepared answer book brought by the candidate herself or got from outsiders.
- xxii. Writing answers in main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement / attachment.
- xxiii. Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials etc
- xxiv. Writing filthy / indecent / vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.
- xxv. Acts of threats, violence, creating disturbance inside / outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.
- xxvi. Repetitive action of malpractice either in the same sitting or in different sittings in the course of her study.

- xxvii. Taking away with her the written answer book, without handing over the same to the Hall Superintendent.
- xxviii. Trying to take away or damage other candidate's answer book
- xxix. Violating any other special rules / regulations prescribed then and there by the COE.
- xxx. Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else
- xxxi. Assaulting Physically or attempting to attack any examination staff while being caught/ booked for any malpractice.
- xxxii. Causing damage to examination records.
- xxxiii. Arranging outside persons to terrorise the examination staff.
- xxxiv. Leaving the examination hall with the question paper of the day's examination before the expiry of the period prescribed by the COE (normally 45 minutes from the commencement of exam), in spite of the warning of Hall Superintendent / Additional (or) Chief Superintendent.
- xxxv. Causing damage to the belongings of Examiners, as an act of vengeance.
- xxxvi. The candidates who had been booked under any of the above mentioned malpractice will be enquired by an Enquiry Committee headed by the Chief Superintendent of the examination center and punishments will be awarded by the Disciplinary Action Committee constituted by the Principal depending on the nature & severity of the malpractice.
- xxxvii. Punishment The following are the punishments being awarded to such students:
- All papers of the concerned semester written by the candidate in that sitting including practicals will be cancelled.

- All Papers written by the candidate in that sitting (all semester papers including practicals)
- All papers written by the candidate in that sitting (all semester papers including practicals) will be cancelled and the candidate will be debarred for two / four more ESE, as the case may be.
- All papers written by the candidate in that sitting (all semester papers including practicals) will be cancelled and the candidate will be debarred for six more ESE. In addition to which legal/disciplinary action will be taken by the institution against that candidate.

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 in the corridors or campus or wander on the campus during the class hours. If they don't have class, 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 invites them to sit.
- 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 shall not deface the furniture, the walls or any part of the college premises and shall 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.

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.

- Any violation of the above mentioned rules will result in dismissal/suspension of the student from the college. The following actions are strictly prohibited and
- 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.
- Using Mobile Phones or any Electric gadgets on the campus.

POLICIES AND PROCEDURES

Mobile Phones and other Electronic gadgets

Aim

To provide clear guidelines to students, parents and staff regarding the safe and appropriate use of mobile phones and electronic gadgets by staff and students at college

To ensure that mobile phone and electronic gadgets usage does not cause disruption to the learning environment.

Application

This policy applies to staff, students, contractors, visitors and volunteers of the college.

Policy details

- Mobile Phones and accessories are strictly prohibited for students on the college campus
- Mobile phones and electronic devices should not be used by people other than students in any manner or place that is disruptive to the normal routine of the college
- Staff and parents should display courtesy, consideration and respect for others when using a mobile phone or electronic device
- The college recognizes that there are times when a student may seek permission from a faculty member to use a mobile phone or other electronic device to contact parents, such as to arrange a collection time after college. The college Reception remains the vital and most appropriate contact point for communication between parents and students at college during college hours
- Students who find a misplaced mobile phone or electronic device shall handover the device to the Student council/ IQAC
- Taking photographs inside the college premises is prohibited
- Appropriate action will be taken against any student who

photographs or films other individuals without their consent or who sends menacing, offensive, harassing or threatening messages and images to other individuals

- These guidelines are applicable at the time of excursions, camps and off-campus activities. But can use it with the consent of the faculty concerned.
- Any student is found using a mobile phone or electronic device in any inappropriate manner (bullying, harassing, intimidating) or in breach of these guidelines, it may result in the mobile phone or electronic gadget being confiscated by the Student Council /IQAC and it will not be returned at any rate.
- The privileges will be restricted to the student for using laptops too and appropriate disciplinary action will be taken against the student

Computer/ Laptop Policy

The policies, procedures and information within this document apply to all computers and electronic devices used at Thassim Beevi Abdul Kadar College for Women. Teachers may set additional classroom rules for the use of any electronic or communications equipment used in their classrooms and the same can be reported to IQAC. Use laptop to enhance understanding, increase learning, and to prepare for the World of the 21st Century.

General Precautions

- Do not dine on the computer table/desk/stall.
- Do not use computer table as storage area
- Never keep food or drink near/next to your computer/laptop
- Cords, cables, and removable storage devices must be inserted gently and carefully into the computer/laptop. Follow this while removing them also.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.

- In order to conserve battery life Computer/Laptops should be shut down properly when the task is over.
- Do not deface Laptops/computers. They must remain free of any writing, drawing, stickers, or labels.
- Laptops must never be left unlocked or in any uncared area.
- Students are responsible for keeping their laptop's battery fully charged before commencement of work on each day..
- Failure to comply with the General Precautions will result in being required to check out the student laptop and the student may not be allowed to bring laptop to the college till the completion of her studies.

General Guidelines

- Students must get prior permission from the HOD to use laptops in the college premises and the permission letter must be handover to Students council advisors
- Student shall bring computers purely for the educational benefit (if otherwise required as per syllabus) and not for entertainment. They are not to be used for playing games, watching movies, or videos, communicating via social media sites or for any other recreational/entertaining uses.
- Students shall use laptop under the supervision of the teachers. The content in the laptops shall be transparent to the faculty
- Students are responsible for the ethical and educational use of the technology resources of the College.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and computer viruses.
- Any attempt to alter data, the configuration of a computer or the files of another user, without the consent of the individual, campus administrator or technology administrator will be considered as an act of vandalism and subject to disciplinary action.

- Students may not play games, load or download and software, music, pictures on their computers.
- Do not go into chat rooms
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people. Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently happen to access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, Network Administrator or Principal immediately so that such sites can be blocked from further access.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.
- Students should maintain high integrity with regard to email content. No personal emailing is entertained.
- Students are responsible at all times for their laptops.
- Students may not lend laptop components to other student.

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.

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
- B A and MA English Literature students take up the projects on Language and Literature.
- B A and MA English students take up the projects on Language and Literature.

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

GENERAL INTEREST COURSES

Keeping in mind the importance to impart knowledge on moral values, Safety of Women, Environmental issues and Human rights problems, the following general interest courses are included in the syllabus.

S.NO	COURSES	SEMESTER
1.	Environmental Studies	II
2.	Human Rights	III
3.	Values and Ethics	IV
4.	Women Studies	V

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.

LIBRARY

The college library was established in the year 1988 with just 500 books to its credit. Now it has about 23,734 books and more than 187 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 4.30 p.m.
 - Examination days - 8.15 a.m. to 9.30 p.m.
- Book transaction hours on all working days
10.15am - 2.30pm
4.30pm - 5.00pm

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, mothers of the Pearl Matriculation Higher Secondary School students, teachers of the local schools, 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 9.30 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.1000/-

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

All the Renewal of the Scholarship Applications should reach the office before 10 Oct. 2017 for fresh 30 Sep. 2017.

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 challenged.
7. SDAT Sports scholarship scheme
8. Scholarships to the Children of Ex-Servicemen.
9. Scholarships to the Children and dependents of Defense Service personnel.
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.
16. Govt. Sector for Aadhi Dravida Tribal Scholarship
17. Tamilnadu Educational Trust Scholarship for meritorial students
18. Central sector scholarship
19. Ramanathapuram Muslim Aid Society Scholarship for minority

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

1. Baithulmal (Kilakarai)
2. Parent Teacher Association Scholarship (TBAKC)
3. Sharjah Indian Muslim Association (SIMAN)
4. KECT (Kilakarai Educational Charitable Trust), Kilakarai

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

SC : Rs.2.5 lakhs

ST& 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

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 to Rameshwaram Athiyuthu, Irumeni, Narippayur, sayalkudi, R.S.Mangalam, Thiruppalaikudi, Panaikulam, Alagankulam, Pirappan Valasai, Mudukulathur, Sikkal, Ervadi, Periyapattam and Paramakudi, to Kilakarai via Ramanathapuram. Also two vans are available for students residing in Kilakarai.

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.

MASJID

There is a Beautiful Masjid in the college premises for students. Five times obligatory prayers are regularly conducted with Jamath. Every Thursday after Magrib Tafseer class is conducted for hostel students. Everyday Quran Halqa is conducted by hostel Aalimas & students in the Masjid.

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

LAST DATE FOR PAYING FEES

Semester	Nature of fee	Without Penalty	With Penalty
ODD Semester	College, Hostel & Transport	July 4	July 14
EVEN Semester	College, Hostel & Transport	December 10	December 20

THE HAJIANI MARIAM
BEEVI THAIKAPPA
HOSTEL FOR WOMEN

OFFICE BEARERS

WARDEN	:	Dr S Sumayaa
CO-ORDINATOR	:	Mrs J Fathima Kaleema
FLOOR TUTORS	:	Ms M Jeyanthi

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 Deputy Warden and Floor Wardens.
- 2 The Warden on the recommendation of the Deputy Warden shall make admission to the Hostel or removal from the Hostel.
- 3 The Deputy Warden 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 Deputy Warden. The Deputy Warden 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 Rs.5/- 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 Deputy Warden 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, Deputy Warden or floor wardens.

- 10 No student may absent herself from the Hostel during study hours without the permission of the Deputy Warden 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 Deputy Warden 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, Deputy Warden / Floor Tutors before leaving the campus for academic work outside the college.
- 17 Don't scripling and drawing in any kind of figures in hostel rooms and surrounding. If we identify any scripling in hostel surrounding warden and deputy warden will be take the necessary action to the hostel students.

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

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For Further Assistance Contact:
CONTROLLER OF EXAMINATION OFFICE
0456-7241933

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TELEPHONE NUMBERS

Office	:	04567 – 241933
Reception	:	04567 – 241934
		Cell : 9442617038
Hostel	:	04567-241906 & 241009

INTERCOM NUMBERS

Reception	:	110,111
Principal	:	112
Office	:	113
Dean 1	:	114
Dean 2	:	115
CIA Section	:	116
Hostel	:	117
Gate	:	118
Chemistry Lab	:	119
Library Ground Floor	:	120
Department of Arabic	:	122
Dept of Physical Education	:	124
Instrumentation Lab	:	125
Dept of Chemistry & Microbiology	:	126
Dept of Mathematics	:	127
Dept of Commerce	:	128
Department of Tamil	:	129
Service Room	:	130
Electronic Lab	:	131
CCDSA & CCG and CC	:	134
IQAC	:	135
Dept of Library	:	136
Lecturer Hall	:	137
Computer Lab	:	138
Research Room	:	139
Dept of Home Sci	:	141
Dept of English	:	143
Dept of Com.Sci	:	144
Com.Sci Lab MCA	:	146
Conference Hall	:	147
Controller's Office	:	148
ESRM	:	149

T I M E T A B L E
DIVISION - I

Day Order	1 8.45-9.40	2 9.40-10.35	3 10.45-11.40	4 11.40-12.35	5 1.30-2.25	6 2.25-3.20
I						
II						
III						
IV						
V						
VI						
BREAK						
BREAK						

