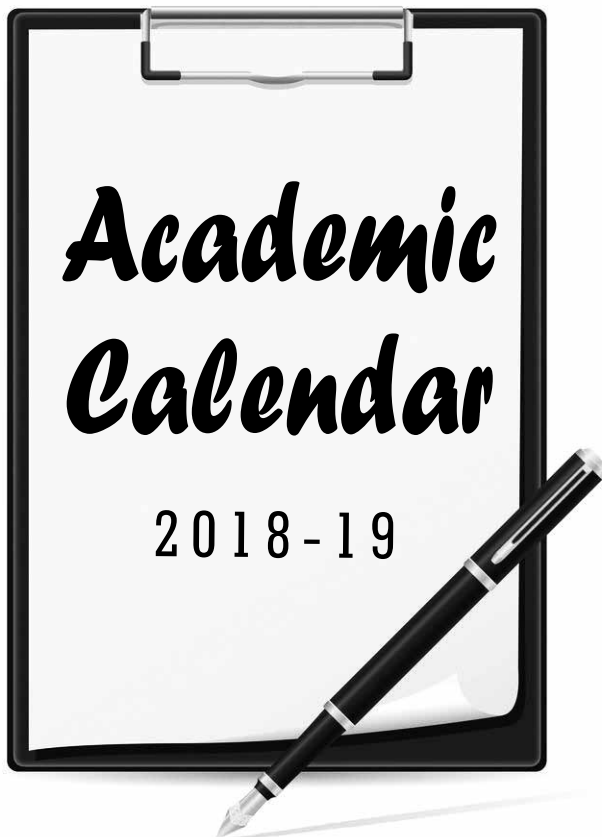# THASSIM BEEVI ABDUL KADER
# COLLEGE FOR WOMEN

(Sponsored by 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**

*Academic*
*Calendar*
2018-19

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 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

**O**ffice : (04567) 241933 / 241934    **R**esi. : (04567) 241473
**C**ELL : 9442617038         **H**OSTEL : 04567- 241906
**F**ax : (04567) 243355
**E**-mail:  principal@thassim.in / tbakcw@gmail.com
**W**ebsite : www.thassim.in

Year of Establishment: 1988
Autonomous – June 2005

# ACADEMIC CALENDAR
# 2 0 1 8 - 1 9

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

# 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.

<div align="right">

Ameen!

-Al Quran(Chapter 1)

</div>

# 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.

# <u>தமிழ்த்தாய் வாழ்த்து</u>

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

<div align="right">தமிழணங்கே!</div>

உன் சீரிளமைத் திறம்வியந்து
செயல்மறந்து வாழ்த்துதுமே!
<div align="center">வாழ்த்துதுமே!</div>
<div align="center">வாழ்த்துதுமே!</div>

<div align="right">"மனோன்மணீயம்" பெ.சுந்தரம்பிள்ளை</div>

## <u>NATIONAL ANTHEM</u>

<div align="center">

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!

</div>

<div align="right">*-Rabindranath Tagore*</div>

# 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 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

Achieving Candidly Eminent Distinction in the Realm of Women's Higher Education through TRUST – 'Teaching, Research, Uprightness, Service and Transformation'.

## (b) MISSION

Making the Nation Proud by Striving to Achieve Quality Higher Education for the Women an Affordable Reality through Steadfast Involvement, Gracious Munificence, Articulated Thoughts and Accelerating Resoluteness Generating Enviable Tomorrow (SIGMA TARGET).

## (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 centre. 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 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 in Tamil Nadu.

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, 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 received the Best College Award from the Department of Youth Welfare Fora, Madurai Kamaraj University for student services for three academic years (2000-01, 2001-02 and 2002-03). The College was upgraded with the status of autonomy since 2005-06. The College was 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 issued on 11.03.2015 to 09.04.2018

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 2105 students enrolled in various disciplines of Arts and Sciences, both at the under-graduate, post-graduate levels and Research, with 121 members of faculty along with 74 members of non-teaching staff and with 14 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 Institutional Social Responsibility (ISR) to neighbourhood villages and to the local community through Community Social Service (CSS) and the Seethakathi NGO under Seethakathi Trust.

# MEMBERS OF THE
# GOVERNING BODY UNDER AUTONOMY

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

# PROGRAMME OF STUDY 2018-19
## (Choice Based Credit System)

## COLLEGE WORKING HOURS

### 9.15 am to 3.30 pm

## PROGRAMMES OFFERED

| PROGRAMMES | Year of Affiliation | Sanctioned Strength |
|---|---|---|
| **UNDER GRADUATE DEGREE (3 Years)** | | |
| B A English | 1990-91 | 60 |
| B A Arabic | 2017-18 | 60 |
| B Com | 1988-89 | 60 |
| B Com with Computer Application | 2008-09 | 60 |
| B B A | 2009-10 | 60 |
| B Sc Home Science-Nutrition and Dietetics | 1992-93 | 40 |
| BSc Mathematics | 1999-2000 | 40 |
| B Sc Information Technology | 2000-01 | 40 |
| B Sc Computer Science | 2015-16 | 40 |
| B Sc Microbiology | 2005-06 | 40 |
| B Sc Chemistry | 2005-06 | 40 |
| B Sc Food Processing and Management | 2013-14 | 35 |
| B Sc Psychology | 2013-14 | 40 |
| B Sc Home Science – Fashion Designing | 2016-17 | 40 |
| **POST GRADUATE  DEGREE (2 Years)** | | |
| M A  English | 1999 - 2000 | 36 |
| M Com | 1993 - 94 | 36 |
| Master of Computer Applications TN-05/BOA(MCA)APR(CS)/96 dt.6.10.1998 (MCA)  (3 Years) | 1994- 95 | 30 |
| M Sc Home Science - Nutrition and Dietetics | 1999-2000 | 25 |

| M Sc Mathematics | 2005 - 06 | 25 |
|---|---|---|
| M Sc Information Technology | 2009-10 | 25 |
| M Sc Microbiology | 2016-17 | 25 |
| M Sc Chemistry | 2018-19 | Admissions followed as per UGC norms |
| M Sc Psychology | 2018-19 | |
| **M Phil PROGRAMMES** | | |
| M Phil English | 2017-18 | Admissions followed as per UGC norms |
| M Phil Commerce | 2009-10 | |
| M Phil Computer Science | 2011-12 | |
| M Phil Home Science Food and Nutrition | 2009-10 | |
| M Phil Mathematics | 2016-17 | |

| **Ph D PROGRAMMES** | | |
|---|---|---|
| Ph D Commerce | 2011-12 | Admissions followed as per UGC norms |
| Ph D Home Science - Food and Nutrition | 2009-10 | |
| Ph D Computer Science | 2011-12 | |
| Ph D English | 2018-19 | |

| Part I | Language I | Tamil/ Arabic/ Hindi |
|---|---|---|
| Part II | Language II | English |
| Part IV | General Interest Courses | Environmental Studies, Human Rights, Values and Ethics, Women Studies |

## OTHER PROGRAMMES

## CERTIFICATE PROGRAMMES AT UNDER GRADUATE LEVEL

**I Year**
- Spoken English

**II Year**
- Idhazhiyal
- Suttrulaviyal
- Nattupuraviyal
- Teaching skills
- Spoken Hindi
- Tally 9.0 ERP
- Photoshop
- Flash
- Web designing
- Auto CAD
- LATEX
- Event Management
- Clinical Dietetics
- Food Processing and Food Preservation
- Waste Water Treatment
- Library and Information Science

## ADVANCED DIPLOMA PROGRAMME
- Teaching skills

## ISLAMIC STUTIES

The three year programme is being conducted exclusively for Muslim students for the purpose of imparting 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 awarded with "Sanadh".

## ONLINE COURSES AND DISTANCE EDUCATION

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

The College provides leadership in higher education to its students from parent  and other Universities and encourage, support and wherever necessary, regulate them to adhere to established norms in conducting courses of study. Takes holistic decisions and actions by bearing in mind its primary goal and remains accountable to  students, teachers, employees, as a whole.

It enables opportunities from MoU established with various organizations viz.

| Sl. No | Organizations | Programs |
|--------|---------------|----------|
| 1 | Spoken Tutorials IIT, Mumbai | Online  Courses |
| 2 | NPTEL,  I I T , Chennai | Online  Courses |
| 3 | Alagappa University, Karaikudi | Distance Learning Program |
| 4 | IL& FS (Skills) Chennai | Soft skill for final year UG /PG students |
| 5 | E D I, Chennai | Women Entrepreneural skills and activities training |
| 6 | Alagappa University Study Circle Coaching for Competitive Exams., Karaikudi | Central/State Level Competitive Examinations Coaching to UG/PG aspirants |
| 7 | ICT Academy,Chennai | Faculty Training Programme in the areas of Informational & Communication Technology |
| 8 | Rotary Club of Ramnad | Health/Awareness Camp for Al-Mumin Children's Home and the Blue Collar Workers of TBAKC, kilakarai |

## Seethakathi Non-Government Organisation

This Seethakathi NGO under the Seethakathi Trust is functioning on the campus to empower downtrodden women of this district. The

NGO is affliated to Tamilnadu Corporation for Women Development Ltd, Chennai through **Mahalir Thittam**, under district administration Ramnad. We have formed 888 SHGS comprising 15,350 women under our care. We have 6 Field Level Workers and a District Coordinator monitoring the SHGS activities in our region.

NGO monitor and liasion various government projects such as UNDP in Tsunami affected coastal regions of our district in addition to the Period training programmes for skill development, capacity building, disaster management and livelihood activities for transforming their lives.

## VILLAGE ADOPTION PROGRAMME

Thassim Beevi Abdul Kader College has adopted Mavilanthoppu, Thillaiyenthal Panchayat a village near the College as part of discharging social responsibilities in upgrading the standard of living of the village residents by involving Students.

## 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 | Assistant Prof. & Head |
| Ms R Visalatchi | M.A., M.Phil | 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 | M.A., B.Ed., M.Phil | Assistant Prof. & Head |
| Ms M Fathima Suraiya | M.A., M.Phil | Assistant Prof. |
| Ms M Mahaboob  Rani | M.A. | Assistant Prof. |
| Ms K Sabira Banu | M.A., B.Ed., M.Phil | Assistant Prof. |
| Ms K Syed Ali Fathima | (M.A) | Tutor |
| **DEPARTMENT  OF HINDI** | | |
| Ms J Sunitha | M.A., B.Ed., M.Phil | Assistant Prof. |
| **DEPARTMENT OF ENGLISH** | | |
| **Dr  B Zulaiha Shakeel** | **M.A., M.Phil., Ph.D** | **Vice Principal / Associate Prof. & Head** |
| Ms B Seeni Rahfu Nisha | M.A | Assistant Prof. |
| **Ms C Rosy** | **M.A., M.Phil., NET** | **Assistant Prof.** |
| Ms I Gayathri | M.A., M.Phil | Assistant Prof. |
| Ms P Jeyachitra | M.A., B.Ed | Assistant Prof. |
| Ms A Kansul Mahiribha | M.A., M.Phil | Assistant Prof. |
| Ms J Arthy | M.A., M.Phil | Assistant Prof. |
| Ms A R Dharshini Priyanka | M.A., B.Ed | 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. |

| | | |
|---|---|---|
| Ms S Kavi Priya | M.A., M.Phil | Assistant Prof. |
| Ms K Suganthi | M.A., M.Phil | Assistant Prof. |
| **Dr A Raihana Barvin** | **M.A., M.Phil., Ph.D** | **Assistant Prof.** |
| Ms K V Radhika | M.A., M.Ed | Assistant Prof. |
| Ms M Parimalam | M.A., B.Ed., M.Phil | Assistant Prof. |
| Ms M Saranya | M.A., B.Ed | Assistant Prof. |
| Ms A Yogana Santhiya | M.A., M.Phil | Assistant Prof. |
| **Ms O Alisha** | **M.A., M.Phil., NET., SET** | **Assistant Prof.** |
| Ms P Kavithapriya | M.A., B.Ed | Assistant Prof. |
| Ms D Aparnaa | M.A | Assistant Prof. |
| Ms C Sri Bakya Laxmi | M.A | Assistant Prof. |
| Ms Vishnu Priya | M.A., M.Phil | Assistant Prof. |
| **Dr Joyce Deva Kirubai** | **M.A., M.Phil., Ph.D** | **Assistant Prof.** |
| **Dr I Elsie Diana** | **M.A., Ph.D** | **Assistant Prof.** |
| Ms S Ameer Anisaa | M.A., B.Ed | Assistant Prof. |
| Ms R M Gani Mozhi | M.A | Assistant Prof. |
| Ms Aabidha | M.A | Assistant Prof. |
| Ms M Ponmani | M.A., M.Phil | Assistant Prof. |
| **DEPARTMENT OF HOME SCIENCE** | | |
| Ms S Muthumareeswari | M.Sc., M.Phil | Assistant Prof. & HOD I/C |
| Ms R Lakshmi Shree | M.Sc., M.Phil | Assistant Prof. |
| **Ms K M Buvaneswari** | **M.Sc., M.Phil., NET** | **Assistant Prof.** |
| **Ms K Kamala Jothy** | **M.Sc., M.Phil., NET** | **Assistant Prof.** |
| Ms K Priya | M.Sc., M.Phil | Assistant Prof. |
| **Dr K Kavitha** | **M.Sc., M.Phil., NET., Ph.D** | **Assistant Prof.** |
| Ms J R Shiny Joe | M.Sc., M.Phil | Assistant Prof. |
| Ms P Yohitha | M.Sc | Assistant Prof. |
| Ms M Vandana Rajam | B.Tech | Assistant Prof. |
| **Dr Sagufta Ahmed** | **M.Sc., Ph.D** | **Assistant Prof.** |
| Ms R Dakshayani | M.Tech | Assistant Prof. |
| Ms V Pratheepa | M.Tech | Assistant Prof. |
| Ms P Reetha Mary | B.Tech | Assistant Prof. |

| DEPARTMENT OF COMMERCE | | |
|---|---|---|
| **Dr A E G C Rajani** | **M.Com., M.Phil., Ph.D** | **Vice Principal / 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./ Dean of Arts & Humanities** |
| Ms S Fathima Rustha | 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., M.B.A | Assistant Prof. |
| Ms C Pandi Sasikala | M.Com | Assistant Prof. |
| **Dr I Priya** | **M.Com., M.Phil., Ph.D** | **Assistant Prof.** |
| Ms M Imrana | M.Com., M.Phil | Assistant Prof. |
| **Dr  D Gandhimathi** | **M.Com., M.Phil., Ph.D** | **Assistant Prof.** |
| Ms B Kowsika | M.Com., M.Phil | Assistant Prof |
| **Dr M Kailash** | **M.Com., M.Phil., Ph.D** | **Assistant Prof.** |
| DEPARTMENT OF BUSINESS ADMINISTRATION | | |
| **Dr A Jasmine** | **M.Com., M.Phil., M.Ed., Ph.D** | **Associate Prof. & Head (Additional Charge)/ Dean of Arts Humanities** |
| **Ms S Manicka Vasuki** | **M.B.A., M.Com., SET** | **Assistant Prof.** |
| Ms M Jeyanthi | M.B.A | Assistant Prof. |
| Ms A Ramalakshmi | M.B.A | Assistant Prof. |
| Ms B Kalaivani | M.Com., M.Phil | Assistant Prof. |
| DEPARTMENT OF COMPUTER SCIENCE | | |
| **Dr N Gowri** | **M.Sc., PGDCA., M.Phil., Ph.D** | **Associate Prof. & Head / Controller of Examination** |

| **Ms S Panbarasi Fathima** | **M.C.A., M.Phil., SET** | **Associate Prof. Dean of Science** |
|---|---|---|
| **Ms  N Nagajothi** | **M.C.A., SET** | **Assistant Prof.** |
| Ms D Murugeswari | M.C.A., M.Phil | Assistant Prof. |
| Ms A Radha | M.C.A., M.Phil | Assistant Prof. |
| Ms B Thillai Eswari | M.Sc., M.Phil | Assistant Prof. |
| Ms D Usha Rani | M.C.A., M.Phil | Assistant Prof. |
| Ms P Vashegari Devi | M.C.A | Assistant Prof. |
| Ms J Fathima Kaleema | M.Sc., M.Phil | Assistant Prof. |
| Ms P Preethi | M.C.A | Assistant Prof. |
| Ms M Saila Banu | M.Sc., M.Phil | Assistant Prof. |
| Ms S Habeeb Mohamed Sathak Amina | M.C.A | Assistant Prof. |
| Ms K Vanitha | M.C.A | Assistant Prof. |
| **Ms R Sudha Abirami** | **M.C.A., M.Phil., SET** | **Assistant Prof.** |
| Ms B A Hadhijath Mahira | M.Sc | Assistant Prof. |
| Ms M Devaki | M.C.A., M.Phil | Assistant Prof. |
| Ms M Nagavalli | M.C.A | 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 L Radha | M.Sc | Assistant Prof. |
| Ms R Rajeshwari | M.Sc., B.Ed | Assistant Prof. |
| Ms R Sathya | M.Sc | Assistant Prof. |
| Ms G Saravana Priya | M.Sc | Assistant Prof. |
| **Ms G Muneeswari** | **M.Sc., B.Ed., SET** | **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., M.Phil | Assistant Prof. |
| Ms P Sobana Yogitha | M.Sc., M.Phil | Assistant Prof. |
| Ms N Seyed Mariam Sumaya | M.Sc | Assistant Prof. |

| Ms I Riyath Nisha | M.Sc | Assistant Prof. |
|---|---|---|
| Ms M Mathinathul Hajira | M.Sc., M.Phil | Assistant Prof. |
| **Ms L Suganya** | **M.Sc., SET** | **Assistant Prof.** |
| Ms Tajun Thasneem | M.Sc | Assistant Prof. |
| **DEPARTMENT OF MICROBIOLOGY & BIOTECHNOLOGY** | | |
| Ms H Noorul Samsoon Maharifa | M.Sc., M.Phil | Assistant Prof. & Head |
| Ms A Kathija Banu | M.Sc | Assistant Prof. |
| Ms R Sharmila | M.Sc | Assistant Prof. |
| Ms Kanaka Tharshini | M.Sc | Assistant Prof. |
| **Dr F Arockiya Aarthi Rajathi** | **M.Sc., M.Phil., Ph.D** | **Assistant Prof.** |
| Ms Thammem Fathima | M.Sc | Assistant Prof. |
| Ms G Kanaka | M.Tech | Assistant Prof. |
| Ms U Yuvashree | M.Sc | Assistant Prof. |
| Ms Saajida Sultaana Mahusook | 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 M Jethkin | M.Sc.,M.Phil | Assistant Prof. |
| Ms N Priya | M.Sc | Assistant Prof. |
| Ms S Priya | M.Sc., M.Phil | Assistant Prof. |
| Ms A Mani Mekalai | M.Sc., M.Phil | Assistant Prof. |
| **DEPARTMENT OF PSYCHOLOGY** | | |
| Ms S Dhanya Mol | M.Sc., M.Phil | Assistant Prof. & Head |
| Ms Sasmita Muduli | M.Sc | Assistant Prof. |
| Ms B Kriba Sri | M.Sc | Assistant Prof. |
| Ms M Radha | M.Sc., M.Phil | Assistant Prof. |
| Ms R Athilakshmi | M.Sc | Assistant Prof. |
| **Dr S Fathima Banu** | **M.Sc., M.Phil.,Ph.D PGDCA** | **Assistant Prof.** |

| DEPARTMENT OF PHYSICAL EDUCATION | | |
|---|---|---|
| **Dr V Malarvizhi** | **M.P.Ed., M.Phil., PGDY M.Sc., Ph.D** | **Director of Physical Education** |
| Ms R Kala | M.P.Ed.,M.Phil | Assistant Director of Physical Education |
| DEPARTMENT OF LIBRARY | | |
| **Dr S Sirajunissa Begum** | **M.A., M.L.I.Sc., M.Phil., Ph.D** | **Chief Librarian** |
| Ms P Sumathi | B.Com., M.L.I.Sc., M.Phil | Librarian |
| Ms R Sargunapathi | M.A.,M.L.I.Sc., M.Phil | Librarian |

## MEMBERS OF THE NON-TEACHING STAFF

| NAME OF THE STAFF | QUALIFICATION | DESIGNATION |
|---|---|---|
| **Office** | | |
| Mr  J Manoharan Thomas | M.Com.,B.Ed | Office Superintendent |
| Mr H Syed Aziz Mohammed | M.Com., M.B.A., PGDPCA | Accounts Manager |
| 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., M.A., B.Lit. | Assistant |
| Ms A Beema Rani | B.Sc., B.Lisc | Cashier (College) |
| Ms N Muneeswari | B.A | Jr. Assistant |
| Ms G Yogeswari | B.A., D.C.A | Typist |
| Ms V Tamil Selvi | M.Com | Jr. Assistant |
| Ms M Kalpana Devi | | Record Clerk |
| Ms Y Barvin | M.Sc., M.Phil | Jr. Assistant cum Student Service Coordinator |
| Ms N Thaslim Sulthana | B.E | Data Entry Operator |
| Ms G Hema | B.Tech | Data Entry Operator |
| Ms R Durga devi | M.C.A | Computer Operator |
| Ms G Lingatharshini | M.C.A | Data Entry Operator |
| Ms G Lakhsmi | B.Sc | Receptionist |
| Ms R Selvanayagi | B.A | Receptionist |
| **Controller of Examination Section** | | |
| Ms S Mythili | M.C.A | Typist |
| Ms K Rajapriya | M.B.A | Data Base Administrator |
| Ms H Jasmine Begam | M.C.A | Data Base Administrator |
| Ms N Usha Rani | B.Com | Record Clerk |
| Ms A Faisath Fazeela | B.E. | Data Entry Operator |
| Ms S Sathya | B.E. | Data Entry Operator |
| Ms V Nandhini | B.Tech | Data Entry Operator |

| Assistants | | |
|---|---|---|
| Ms G Gandhi | B.A | Technical Asst., Advace Training Kiichen Lab |
| Ms V Theebiha | M.E | System Administrator |
| Ms K Vasantha Rani | M.Sc | Chemistry Lab Asst. |
| Ms G Ponmari | B.A | Library Asst. |
| Ms A Sivakami | B.Com | Library Asst. |
| Ms K Lavanya | M.B.A | IQAC, Data Entry Operator |
| Ms S Priyanga | M.Sc | Microbiology Lab Asst. |
| Ms P Mohamed Mehaboob Sumayaa | B.E | E-Lib Technical Asst. |
| Ms U Sumathi | M.Sc | Biochemistry Lab Asst. |
| Ms S Suganthi | B.Com CA | English Lab Asst. |
| Ms M Priyanga devi | M.C.A | Maths Lab Asst. |
| Ms B Manimegalai | B.Sc | DTP Centre Asst. |
| Ms M Chellammal | B.B.A | Assistant (Tuck shop) |
| Attendants | | |
| Mr M Syed Hameed | | Office Att. |
| Mr S Subramaniyan | B.A | Office Att. |
| Mr S Praveen | ITI | Office Att. |
| Ms V M Renga Lakshmi | B.A | Library Att. |
| Ms V Panchamirtham | | CIA Att. |
| Ms Jaleela Begum | | Library Att. |
| Ms P Selvi | | COE office Att. |
| Ms N Venkateswari | | English Dept. Att. |
| Ms P Sumathi | | Commerce Dept. Att. |
| Ms S Dhanalakshmi | | Computer Science Dept. Att. |
| Ms R Rajalakshmi | | Psychology Dept. Att. |
| Ms A Muthumari | | Tamil Dept. Att. |
| Ms C Priyanga | | Home Science Dept. Lab Att. |

| Ms P Pasa malar | | Maths Dept. Att. |
|---|---|---|
| Ms K Muneeswari | | Office Att. |
| Ms V Mohana | | Food Processing Quality Control  Att. |
| Ms A Vennila | B.Com CA | Chemistry lab Att. |
| Ms M Seyed Hassan Fathima | B.Com | Microbiology Att. |
| Ms R MurugaLakshmi | | Canteen Att. |
| Ms K Sounthara Valli | | IQAC Att. |
| Ms T KamalaValli | | Computer Science Att. |
| Ms V Kaleeswari | | Computer Science Att. |
| Ms C KarthigaDevi | | Tuck shop Att. |
| Ms S Amutha | | Tuck shop Att. |
| **Maintanance** | | |
| Mr M Jagadeesh | DIT | Technical Asst. |
| Mr S Allah Pitchai | DCE (Civil) | Maintenace Engineer |
| Mr N Dhanasekaran | ITI | Electrician |
| Mr S Balamurugan | | Electrician |
| Mr A Noorul Ameen | B.E | Electrical Maintainance Engineer |
| Mr Mohamed Ismail | | Transport Incharge |
| Mr R Saravanan | | Driver |
| Mr S Muthu Naina Mohamed | | Driver |
| Mr S Stella Mercy | | House Keeper |
| **Security** | | |
| Mr Y. Raja Mohammed | | Security Officer |
| Mr Arjun Ghimire | | Security |

# ADJUNCT PROFESSORS 2018-19

| NAME | DESIGNATION |
|---|---|
| **DEPARTMENT OF ENGLISH** | |
| Dr F ABDUL RAHIM | Former Professor & Head, Department of English, Annamalai University, Annamalai Nagar, Chidambaram. |
| **DEPARTMENT OF COMMERCE** | |
| Dr M SELVAM | Former Professor & Head, Department of International Business and Commerce, Alagappa University, Alagappa Nagar, Karaikudi. |
| Dr V MANIGAVASAGAM | Former Professor & Head, Department of Corporate Secretaryship, Alagappa University, Alagappa Nagar, Karaikudi. |
| **DEPARTMENT OF BUSINESS ADMINISTRATION** | |
| Dr N MARIA NAVIS SORIS | Associate Professor, Department of Commerce, V.O.C. College, Thoothukudi. |
| Dr M VEERA SELVAM | Head, Department of Business Administration, Government Arts College, Paramakudi. |
| **DEPARTMENT OF HOME SCIENCE** | |
| Dr S KUMARAVEL | Scientist, Indian Institute of Crop Processing Technology, Thanjavoor. |
| Dr MEERA KAUR | Associate Professor, Department of Family Medicine, Faculty of Health Sciences, University of Manitoba, Canada. |

| DEPARTMENT OF COMPUTER SCIENCE | |
|---|---|
| Dr K SOMASUNDARAM | Professor, Department of Computer Science and Applications, Gandhigram Rural Institute, Gandhigram, Dindigul. |
| **DEPARTMENT OF MATHEMATICS** | |
| Dr S NIRMALA KUMARI | Former Associate Professor, Department of Mathematics, St Thomas Institute for Science and Technology, Thrivandrum Principal, VYASA Arts & Science College for Women, Vasudevanallur, Tirunelveli. |
| **DEPARTMENT OF CHEMISTRY** | |
| Dr M S DHEENADAYALAN | Senate Member, Alagappa University Professor & Head, P.G and Research Department of Chemistry, Research Supervisor, GTN Arts College, Dindigul. |
| **DEPARTMENT OF MICROBIOLOGY & BIOTECHNOLOGY** | |
| Dr N THAJUDDIN | Professor & Head, Department of Microbiology School of Life Sciences, Bharathidasan University, Thiruchirappalli. |
| **DEPARTMENT OF PSYCHOLOGY** | |
| Dr  S KADHIRAVAN | Professor & Head, Department of Psychology, Periyar University, Salem. |
| Dr VEDAGIRI GANESAN | Director, Global  Institute of Behaviour Technology, Coimbatore. |

# COMMITEES 2018- 19

## PLANNING & EVALUATION
Alhaj S Sheik Dawood Khan
Dr S Sumayaa
Vice Principals
Mr J Manoharan Thomas
IQAC

## INTERNAL QUALITY ASSURANCE CELL (IQAC)
**Dr S Sumayaa - Chairperson**
Dr N Gowri
(Controller of Examination)
Mr J Manoharan Thomas
(Office Superintendent)
(Members of Teaching Faculty)
**Ms B Seeni Rahfu Nisha**
Ms D Murugeswari
Ms S M Nooriya
Ms K M Buvaneswari
Ms S Fathima Rustha
Ms H Noorul Samsoon Maharifa
Ms Sasmita Muduli

## CURRICULUM DEVELOPMENT
**Dr A E G C Rajani**
Dr N Gowri
Ms S Panbarasi Fathima
Dr A Jasmine
Dr R Punitha
Dr B Zulaiha Shakeel
Ms S Muthumareeswari
Ms V Akila
Ms H Noorul Samsoon Maharifa
Ms S Naseema Farveen
Dr M Srimathi
Ms S Dhanya Mol
Dr V Malarvizhi
Ms J Sunitha

## NAAC COORDINATORS
**Dr K Buvaneswari**
Ms S Panbarasi Fathima
Dr B Zulaiha Shakeel

## FINANCE COMMITTEE
**Alhaj S Sheik Dawood Khan**
**Dr S Sumayaa**
Mr J Manoharan Thomas
Mr H Syed Aziz Mohammed
Ms N Nagalakshmi
Ms A Beema Rani
IQAC

## RESEARCH
**Dr F Arockiya Aarthi Rajathi**
Ms B Thillai Eswari
Ms S Naseema Farveen
Ms S Manicka Vasuki
Dr K Kavitha
Ms G Muneeswari
Ms J Arthy

## ADMISSION
**Principal**
HoDs
Office
Administration

## PARENT – TEACHER ASSOCIATION
**Ms N Nagajothi**
Ms L Prisilla Jennifer
Ms J Sunitha
Ms A Yogana Santhiya

## EXAMINATION
Dr S Sumayaa
Dr N Gowri (Controller of Examination)
Dr R Punitha (Chief Superintendent)
Ms V Akila (Assistant Superintendent)

## CONTINUOUS INTERNAL ASSESSMENT
Ms S Kavi Priya
Ms H Habeeb Mohamed Sathak Amina
Ms S Madhina Beevi (Asst)

## STAFF DEVELOPMENT
**Ms R Lakshmi Shree**
Ms D Usha Rani
Ms R Sathya
Ms R Parameswari
Ms S Dhanya Mol
Ms A Kansul Mahiribha
Ms R Athilakshmi (Staff Meeting Minutes)

## STUDENT COUNCIL ADVISORS
Ms R Rajeshwari
Ms M Imrana

## STUDENT WELFARE
**Ms A Radha**
Ms B Kiruba Sri
Dr I Priya
Ms I Riyath Nisha
Ms N Priya
Dr Sagufta Ahmed
Ms O Alisha

## NSS PROGRAMME OFFICERS
**Ms R Visalatchi**
Ms P Indurani
Ms A Jeya Chitra
Ms R Sudha Abirami

## EXTRA CURRICULAR & YOUTH WELFARE FORA
**Ms K Priya**
Ms A Asan Banu
Ms P Preethi
Ms K Suganthi
Ms D Prabhavathi
Ms M Jethkin
Ms M Mathinathul Hajira
Ms M Radha

Ms K Kanaka Tharshini
Ms R Dakshayani

## CELL FOR ENTREPRENEUR DEVELOPMENT
**Ms S Muthumareeswari**
Ms M Saila Banu
Ms C Pandi Sasikala
Ms R Sharmila
Ms N Seyed Mariam Sumaya
Ms P Kavithapriya

## RED RIBBON CLUB & YOUTH RED CROSS
**Dr M Srimathi**
Ms R Sargunapathi
Ms M Saranya
Ms K Kanaka

## ROTRACT & ANTI RAGGING
**Ms V Akila**
Ms P Vashegari Devi
Ms M Jeyanthi
Ms M Vandana Rajam
Ms S Vishnu Priya

## WOMEN EMPOWERMENT
**Ms M Fathima Suraiya**
Ms J Fathima Kaleema
Ms R Shibana
Ms N Girija
Ms P Jeyachitra
Ms A Thameem Fathima

## SCHOLARSHIP
Ms B A Hadhijath Mahira (Private)
**Ms A Beema Rani (Private)**
Ms P Sobana Yogitha (Goverment)
Ms C Sri Bakya Laxmi (Goverment)
**Ms Y Barvin (Goverment)**
Ms N Thasslim Sulthana (Goverment)

## PLACEMENT CELL & CAREER GUIDANCE
**Dr S Fathima Banu**

Ms A Ramalakshmi
Ms D Abarna
Dr D Kanthimathi
Ms L Suganya

## ALUMNAE ASSOCIATION
**Ms L Radha**
Ms K Kamalajothy
Ms S Mahuthun Nisha
Ms R Srimathi
Ms A Kathija Banu
Ms A Raihana barvin

## COLLEGE CALENDAR/ PROSPECTUS/ VIEWBOOK/ MAGAZINE
**Ms K Mani Megalai**
Ms M Mahaboob Rani
Ms A R Dharsini Priyanka
Ms R Dhivya
Ms K V Radhika
Ms K Vanitha

## COLLEGE ANNUAL REPORT/ GRADUATION DAY REPORT/ LOG BOOK DESIGNING
Ms C Rosy
Ms M Regina

## PRESS
Ms M Ali Fathima
Ms S Angel

## GENERAL DISCIPLINE
Dr V Malarvizhi
Ms R Kala

## TRANSPORT
Ms I Gayathri
Ms G Saravana Priya

## GUEST HOUSE INCHARGE
Ms M Jethkin
Ms B Kowsika

## INTERNAL COMPLAINTS

IQAC
Mr J Manoharan Thomas
Maintenance Engineering
House Keeping Supervisor
Technician
Electrician

## ACADEMIC ADMINISTRATIVE AUDIT

IQAC
HoDs
Mr J Manoharan Thomas

## LIBRARY COMMITTEE

Dr S Sirajunnissa Begum
Ms P Sumathi
Ms R Sargunapathi

## INFRASTRUCTURE & MAINTENANCE

**Alhaj S Sheik Dawood Khan**
IQAC
Office Superintendent
Accounts Manager
Maintenance Engineering
Technician
Electrician

## 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

## GRIEVANCE REDRESSAL CELL

**Alhaj S Sheik Dawood Khan**
**Dr S Sumayaa**
IQAC

# STUDENT COUNCIL AND OFFICE BEARERS

| NAME OF THE POST | NAME OF THE STUDENT | DEPARTMENT |
|---|---|---|
| College President | Hasmath Thahmina M | III B Com |
| | Ajeeba Jahan A | III BA English B |
| Vice-President | Nagoor Jahan A | III B Sc IT |
| General Secretary | Supraja U | III B Sc Psychology |
| | Harini N | III B Sc Computer Science |
| Joint Secretary | Afrin Aysha A J | III B Sc Microbiology |
| Secretary for Sports | Pavithra Lakshmi | III B Com |
| Secretary for NSS | Nargis Bai K | II BSc Psychology |
| Secretary for Transport | Sivadhaneshwari M | III B Sc Mathematics A |
| Secretary for IQAC | Farhanathus Sahdhiyya | III B Sc Chemistry |
| Secretary for Rotaract, | | |
| RRC & YRC | Zainab Katheeja M M M | II B Sc Nutrition FSM & D |
| Secretary for Eco Club | Sabeeha S | III BA English |
| Secretary for Youth Welfare Fora & Dramatics | Muhthasima P | II BA Arabic |
| Secretary for Youth Welfare For a & Dramatics | Raviyath Khairiya N | II BBA |
| Secretary for Sports | Sumaiya Parveen B | III B Com CA |
| Secretary for Transport | Sasi Abitha S | II B Sc Mathematics |
| Secretary for NSS | Fathima Thaslim A | II B Sc Computer Science |
| Secretary for CED | Hyrun Hafeela M M | II B Com CA |

# 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.

## List of Religious Festivals for Restricted holidays

| S. NO | RELIGIOUS HOLIDAYS | DD/MM/YY | DAY |
|-------|--------------------|----------|-----|
| 1. | Shabe Bharath | 01.05.2018 | Tuesday |
| 2. | Ramzan 1st day | 17.05.2018 | Thursday |
| 3. | Rig Upakarma | 25.08.2018 | Saturday |
| 4. | Gayatri Japam | 27.08.2018 | Monday |
| 5. | Aadi Perukku | 03.08.2018 | Friday |
| 6. | Varalakshmi Viratham Onam | 24.08.2018 | Friday |
| 7. | Sri Jayanthi (Janmashtami) | 24.08.2018 | Friday |
| 8. | Sama Upakarma | 11.09.2018 | Tuesday |
| 9. | Hijra New Year | 12.09.2018 | Wednesday |
| 10. | All Souls Day | 02.11.2018 | Friday |
| 11. | Deepavali Nonbu | 07.11.2018 | Wednesday |
| 12. | Karthikai  Deepam | 23.11.2018 | Friday |
| 13. | Xmas Eve | 24.12.2018 | Monday |
| 14. | Vaikunda Ekadashi | 18.12.2018 | Tuesday |
| 15. | New Year Eve | 31.12.2018 | Monday |
| 16. | Arudhra Dharshanam | 23.12.2018 | Sunday |
| 17. | Thai Pusam | 21.01.2019 | Monday |
| 18. | Maha Shivarathri | 04.01.2019 | Monday |
| 19. | Maasi Magam | 20.02.2019 | Wednesday |
| 20. | Maundy Thursday | 18.04.2019 | Thursday |
| 21. | Chitra Pournami | 19.04.2019 | Friday |

| DAY | DATE | DAY ORDER | JUNE 2018 | NO OF WORKING DAYS |
|---|---|---|---|---|
| | | | PARTICULARS | |
| Friday | 1 | | | |
| Saturday | 2 | | | |
| Sunday | 3 | | | |
| Monday | 4 | | | |
| Tuesday | 5 | | World Environment Day | |
| Wednesday | 6 | | | |
| Thursday | 7 | | | |
| Friday | 8 | | | |
| Saturday | 9 | | | |
| Sunday | 10 | | | |
| Monday | 11 | | | |
| Tuesday | 12 | | | |
| Wednesday | 13 | | | |
| Thursday | 14 | | | |
| Friday | 15 | | Ramzan Holidays | |
| Saturday | 16 | | | |
| Sunday | 17 | | | |
| Monday | 18 | | Reopen for II & III year UG and PG Students & Orientation Programme | 1 |
| Tuesday | 19 | | Orientation Programme for II & III UG &PG Students | 2 |
| Wednesday | 20 | I | | 3 |
| Thursday | 21 | II | International Yoga Day (Physical Education) | 4 |
| Friday | 22 | III | | 5 |
| Saturday | 23 | | Certificate Programme/Diploma Programme /Islamic Studies/ Yoga/ E-learning/Remidial | $A_1$ |
| Sunday | 24 | | | |
| Monday | 25 | IV | PTA Meeting for I UG Students | 6 |
| Tuesday | 26 | V | Orientation Programme for I UG Students | 7 |
| Wednesday | 27 | VI | Bridge Course for I UG Arts Students | 8 |
| Thursday | 28 | I | Bridge Course for I UG Arts Students | 9 |
| Friday | 29 | II | Bridge Course for I UG Arts Students | 10 |
| Saturday | 30 | | Certificate Programme/Diploma Programme /Islamic Studies/ Yoga/ E-learning/Remidial | $A_2$ |
| TOTAL NUMBER OF WORKING DAYS    :10 | | | | |

TBAK COLLEGE FOR WOMEN

| DAY | DATE | DAY ORDER | JULY 2018 | NO OF WORKING DAYS |
|---|---|---|---|---|
| | | | PARTICULARS | |
| Sunday | 1 | | | |
| Monday | 2 | III | Bridge Course for I UG Science Students | 11 |
| Tuesday | 3 | IV | Bridge Course for I UG Science Students | 12 |
| Wednesday | 4 | V | | 13 |
| Thursday | 5 | VI | | 14 |
| Friday | 6 | I | | 15 |
| Saturday | 7 | | Certificate Programme/Diploma Programme /Islamic Studies/ Yoga/ E-learning/Remidial | $A_3$ |
| Sunday | 8 | | | |
| Monday | 9 | II | College Opens for I  PG & MPhil Students & Workshop on Research | 16 |
| Tuesday | 10 | III | Orientation for I PG Students | 17 |
| Wednesday | 11 | IV | World Population Day (NSS) | 18 |
| Thursday | 12 | V | | 19 |
| Friday | 13 | VI | | 20 |
| Saturday | 14 | | | |
| Sunday | 15 | | | |
| Monday | 16 | I | | 21 |
| Tuesday | 17 | II | | 22 |
| Wednesday | 18 | III | | 23 |
| Thursday | 19 | IV | | 24 |
| Friday | 20 | V | | 25 |
| Saturday | 21 | | Certificate Programme/Diploma Programme /Islamic Studies/ Yoga/ E-learning/Remidial | $A_4$ |
| Sunday | 22 | | | |
| Monday | 23 | VI | I Internal  Commences | *26* |
| Tuesday | 24 | I | | 27 |
| Wednesday | 25 | II | | 28 |
| Thursday | 26 | III | | 29 |
| Friday | 27 | IV | | 30 |
| Saturday | 28 | | Certificate Programme/Diploma Programme /Islamic Studies/ Yoga/ E-learning/Remidial | $A_5$ |
| Sunday | 29 | | | |
| Monday | 30 | V | 30th Foundation Day of the College | *31* |
| Tuesday | 31 | VI | | *32* |
| **TOTAL NUMBER OF WORKING DAYS    : 22** | | | | |

| DAY | DATE | DAY ORDER | AUGUST 2018 PARTICULARS | NO OF WORKING DAYS |
|---|---|---|---|---|
| Wednesday | 1 | I | | 33 |
| Thursday | 2 | II | | 34 |
| Friday | 3 | III | | 35 |
| Saturday | 4 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $A_6$ |
| Sunday | 5 | | | |
| Monday | 6 | IV | | 36 |
| Tuesday | 7 | V | | 37 |
| Wednesday | 8 | VI | | 38 |
| Thursday | 9 | I | | 39 |
| Friday | 10 | II | | 40 |
| Saturday | 11 | | | |
| Sunday | 12 | | International Youth Day (RRC,YWF) | |
| Monday | 13 | III | | 41 |
| Tuesday | 14 | IV | | 42 |
| Wednesday | 15 | | Independence Day | |
| Thursday | 16 | V | | 43 |
| Friday | 17 | VI | | 44 |
| Saturday | 18 | I | | 45 |
| Sunday | 19 | | | |
| Monday | 20 | | | |
| Tuesday | 21 | | Bakrid Holidays | |
| Wednesday | 22 | | | |
| Thursday | 23 | | | |
| Friday | 24 | II | | 46 |
| Saturday | 25 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $A_7$ |
| Sunday | 26 | | | |
| Monday | 27 | III | II Internal Commences | 47 |
| Tuesday | 28 | IV | | 48 |
| Wednesday | 29 | V | National Sports Day (Physical Education) | 49 |
| Thursday | 30 | VI | | 50 |
| Friday | 31 | I | | 51 |
| TOTAL NUMBER OF WORKING DAYS : 19 | | | | |

TBAK COLLEGE FOR WOMEN

| DAY | DATE | DAY ORDER | SEPTEMBER 2018 | NO OF WORKING DAYS |
|---|---|---|---|---|
| | | | PARTICULARS | |
| Saturday | 1 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | A8 |
| Sunday | 2 | | Krishna Jayanthi | |
| Monday | 3 | II | | 52 |
| Tuesday | 4 | III | | 53 |
| Wednesday | 5 | IV | Teachers' Day (Student Council) | 54 |
| Thursday | 6 | V | | 55 |
| Friday | 7 | VI | | 56 |
| Saturday | 8 | | International Literacy Day (CSS) | |
| Sunday | 9 | | | |
| Monday | 10 | I | | 57 |
| Tuesday | 11 | II | | 58 |
| Wednesday | 12 | III | | 59 |
| Thursday | 13 | | Ganesh Chaturthi | |
| Friday | 14 | IV | World First Aid Day (NSS) | 60 |
| Saturday | 15 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $A_9$ |
| Sunday | 16 | | | |
| Monday | 17 | V | | 61 |
| Tuesday | 18 | VI | | 62 |
| Wednesday | 19 | I | | 63 |
| Thursday | 20 | II | | 64 |
| Friday | 21 | | Muharram | |
| Saturday | 22 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $A_{10}$ |
| Sunday | 23 | | | |
| Monday | 24 | III | | 65 |
| Tuesday | 25 | IV | | 66 |
| Wednesday | 26 | V | | 67 |
| Thursday | 27 | VI | | 68 |
| Friday | 28 | I | | 69 |
| Saturday | 29 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $A_{11}$ |
| Sunday | 30 | | | |
| TOTAL NUMBER OF WORKING DAYS    : 18 | | | | |

| DAY | DATE | DAY ORDER | OCTOBER 2018 | NO OF WORKING DAYS |
|---|---|---|---|---|
| | | | PARTICULARS | |
| Monday | 1 | II | | 70 |
| Tuesday | 2 | | Gandhi Jayanthi | |
| Wednesday | 3 | III | III Internal Commences | 71 |
| Thursday | 4 | IV | | 72 |
| Friday | 5 | V | | 73 |
| Saturday | 6 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $A_{12}$ |
| Sunday | 7 | | | |
| Monday | 8 | VI | | 74 |
| Tuesday | 9 | I | | 75 |
| Wednesday | 10 | II | | 76 |
| Thursday | 11 | III | International Girl Child Day (YWF) | 77 |
| Friday | 12 | IV | | 78 |
| Saturday | 13 | | | |
| Sunday | 14 | | | |
| Monday | 15 | V | Dr B S Abdur Rahman's Birthday & Dr Avul Pakir Jainulabdeen Abdul Kalam's Birthday Ilakkiya Saral Vizha (Department of Tamil) | 79 |
| Tuesday | 16 | VI | World Food Day (Department of Home Science) | 80 |
| Wednesday | 17 | I | | 81 |
| Thursday | 18 | | Ayudha Pooja | |
| Friday | 19 | | Vijaya Dasami | |
| Saturday | 20 | | | |
| Sunday | 21 | | | |
| Monday | 22 | II | ESE Practical Commences | 82 |
| Tuesday | 23 | III | | 83 |
| Wednesday | 24 | IV | | 84 |
| Thursday | 25 | V | | 85 |
| Friday | 26 | VI | | 86 |
| Saturday | 27 | | | |
| Sunday | 28 | | | |
| Monday | 29 | I | | 87 |
| Tuesday | 30 | II | | 88 |
| Wednesday | 31 | III | | 89 |
| TOTAL NUMBER OF WORKING DAYS : 20 | | | | |

| DAY | DATE | DAY ORDER | NOVEMBER 2018 | NO OF WORKING DAYS |
|---|---|---|---|---|
| | | | PARTICULARS | |
| Thursday | 1 | IV | Last working day for all UG and II & III PG Students | 90 |
| Friday | 2 | | | |
| Saturday | 3 | | | |
| Sunday | 4 | | | |
| Monday | 5 | | | |
| Tuesday | 6 | | | |
| Wednesday | 7 | | Deepavali | |
| Thursday | 8 | | | |
| Friday | 9 | | Last Working Day for I PG & MPhil Students | |
| Saturday | 10 | | | |
| Sunday | 11 | | National Education Day | |
| Monday | 12 | | ESE Exams Begins | |
| Tuesday | 13 | | | |
| Wednesday | 14 | | Children's Day | |
| Thursday | 15 | | | |
| Friday | 16 | | | |
| Saturday | 17 | | | |
| Sunday | 18 | | | |
| Monday | 19 | | | |
| Tuesday | 20 | | | |
| Wednesday | 21 | | Milad-un-Nabi | |
| Thursday | 22 | | | |
| Friday | 23 | | | |
| Saturday | 24 | | | |
| Sunday | 25 | | | |
| Monday | 26 | | | |
| Tuesday | 27 | | | |
| Wednesday | 28 | | | |
| Thursday | 29 | | | |
| Friday | 30 | | | |
| TOTAL NUMBER OF WORKING DAYS : 1 | | | | |

| DAY | DATE | DAY ORDER | DECEMBER 2018 | NO OF WORKING DAYS |
|---|---|---|---|---|
| | | | PARTICULARS | |
| Saturday | 1 | | World AIDS Day(RRC) | |
| Sunday | 2 | | | |
| Monday | 3 | I | Even Semester Begins | 1 |
| Tuesday | 4 | II | | 2 |
| Wednesday | 5 | III | | 3 |
| Thursday | 6 | IV | | 4 |
| Friday | 7 | V | | 5 |
| Saturday | 8 | | | |
| Sunday | 9 | | | |
| Monday | 10 | VI | Human Rights Day (Women Empowerment Cell) | 6 |
| Tuesday | 11 | I | | 7 |
| Wednesday | 12 | II | Group Photo Shoot | 8 |
| Thursday | 13 | III | | 9 |
| Friday | 14 | IV | | 10 |
| Saturday | 15 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $B_1$ |
| Sunday | 16 | | | |
| Monday | 17 | V | | 11 |
| Tuesday | 18 | VI | Minorities Right Day (Scholarship) | 12 |
| Wednesday | 19 | I | | 13 |
| Thursday | 20 | II | | 14 |
| Friday | 21 | III | | 15 |
| Saturday | 22 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial National Mathematics Day (Department of Mathematics) | $B_2$ |
| Sunday | 23 | | | |
| Monday | 24 | | | |
| Tuesday | 25 | | Christmas | |
| Wednesday | 26 | | | |
| Thursday | 27 | IV | | 16 |
| Friday | 28 | | December Delight (EC Committee) | |
| Saturday | 29 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $B_3$ |
| Sunday | 30 | | Alumnae Meet (Alumnae Committee) | |
| Monday | 31 | V | | 17 |
| TOTAL NUMBER OF WORKING DAYS   : 17 | | | | |

| DAY | DATE | DAY ORDER | JANUARY 2019 | NO OF WORKING DAYS |
|---|---|---|---|---|
| | | | PARTICULARS | |
| Tuesday | 1 | | New Year | |
| Wednesday | 2 | VI | | 18 |
| Thursday | 3 | I | | 19 |
| Friday | 4 | II | | 20 |
| Saturday | 5 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $B_4$ |
| Sunday | 6 | | | |
| Monday | 7 | III | I Internal Commences | 21 |
| Tuesday | 8 | IV | | 22 |
| Wednesday | 9 | V | | 23 |
| Thursday | 10 | VI | | 24 |
| Friday | 11 | I | | 25 |
| Saturday | 12 | II | National Youth Day (YWF) | 26 |
| Sunday | 13 | | | |
| Monday | 14 | | Bhogi | |
| Tuesday | 15 | | Pongal | |
| Wednesday | 16 | | Thiruvalluvar Day | |
| Thursday | 17 | | Uzhavar Tirunal | |
| Friday | 18 | III | | 27 |
| Saturday | 19 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $B_5$ |
| Sunday | 20 | | | |
| Monday | 21 | IV | | 28 |
| Tuesday | 22 | V | | 29 |
| Wednesday | 23 | VI | | 30 |
| Thursday | 24 | I | | 31 |
| Friday | 25 | II | Voters Day (NSS) | 32 |
| Saturday | 26 | | Republic Day (Student Council) | |
| Sunday | 27 | | | |
| Monday | 28 | III | | 33 |
| Tuesday | 29 | IV | | 34 |
| Wednesday | 30 | V | Martyrs Day (Student Council) | 35 |
| Thursday | 31 | VI | | 36 |
| TOTAL NUMBER OF WORKING DAYS : 19 | | | | |

| DAY | DATE | DAY ORDER | FEBRUARY 2019 | NO OF WORKING DAYS |
|---|---|---|---|---|
| | | | PARTICULARS | |
| Friday | 1 | I | | 37 |
| Saturday | 2 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $B_6$ |
| Sunday | 3 | | | |
| Monday | 4 | II | | 38 |
| Tuesday | 5 | III | | 39 |
| Wednesday | 6 | IV | | 40 |
| Thursday | 7 | V | | 41 |
| Friday | 8 | VI | | 42 |
| Saturday | 9 | | | |
| Sunday | 10 | | | |
| Monday | 11 | I | II Internal Commences | 43 |
| Tuesday | 12 | II | | 44 |
| Wednesday | 13 | III | | 45 |
| Thursday | 14 | IV | | 46 |
| Friday | 15 | V | | 47 |
| Saturday | 16 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $B_7$ |
| Sunday | 17 | | | |
| Monday | 18 | VI | | 48 |
| Tuesday | 19 | I | | 49 |
| Wednesday | 20 | II | | 50 |
| Thursday | 21 | III | | 51 |
| Friday | 22 | IV | | 52 |
| Saturday | 23 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $B_8$ |
| Sunday | 24 | | | |
| Monday | 25 | V | | 53 |
| Tuesday | 26 | VI | | 54 |
| Wednesday | 27 | I | | 55 |
| Thursday | 28 | II | National Science Day (Science Departments) | 56 |
| TOTAL NUMBER OF WORKING DAYS   : 20 | | | | |

| DAY | DATE | DAY ORDER | MARCH 2019 | NO OF WORKING DAYS |
|-----|------|-----------|------------|--------------------|
|     |      |           | PARTICULARS |                   |
| Friday | 1 | III | | 57 |
| Saturday | 2 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $B_9$ |
| Sunday | 3 | | | |
| Monday | 4 | IV | | 58 |
| Tuesday | 5 | V | | 59 |
| Wednesday | 6 | VI | | 60 |
| Thursday | 7 | I | | 61 |
| Friday | 8 | II | International Women's Day (Student Council) | 62 |
| Saturday | 9 | | | |
| Sunday | 10 | | | |
| Monday | 11 | III | III Internal Commences | 63 |
| Tuesday | 12 | IV | | 64 |
| Wednesday | 13 | V | | 65 |
| Thursday | 14 | VI | | 66 |
| Friday | 15 | I | World Consumer Day (Department of Commerce) | 67 |
| Saturday | 16 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $B_{10}$ |
| Sunday | 17 | | | |
| Monday | 18 | II | | 68 |
| Tuesday | 19 | III | | 69 |
| Wednesday | 20 | IV | | 70 |
| Thursday | 21 | V | World Poetry Day (Department of English) | 71 |
| Friday | 22 | VI | World Day of Water (ECO Club) | 72 |
| Saturday | 23 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $B_{11}$ |
| Sunday | 24 | | | |
| Monday | 25 | I | | 73 |
| Tuesday | 26 | II | | 74 |
| Wednesday | 27 | III | | 75 |
| Thursday | 28 | IV | | 76 |
| Friday | 29 | V | | 77 |
| Saturday | 30 | | Certificate Programme/Diploma Programme /Islamic Studies/Yoga/ E-learning/Remidial | $B_{12}$ |
| Sunday | 31 | | | |
| TOTAL NUMBER OF WORKING DAYS    : 21 | | | | |

| DAY | DATE | DAY ORDER | APRIL 2019 PARTICULARS | NO OF WORKING DAYS |
|---|---|---|---|---|
| Monday | 1 | VI | | 78 |
| Tuesday | 2 | I | ESE Practical Commences | 79 |
| Wednesday | 3 | II | | 80 |
| Thursday | 4 | III | | 81 |
| Friday | 5 | IV | | 82 |
| Saturday | 6 | V | | 83 |
| Sunday | 7 | | World Health Day (RRC) | |
| Monday | 8 | VI | | 84 |
| Tuesday | 9 | I | | 85 |
| Wednesday | 10 | II | | 86 |
| Thursday | 11 | III | | 87 |
| Friday | 12 | IV | | 88 |
| Saturday | 13 | V | | 89 |
| Sunday | 14 | | Tamil New year & Dr. B.R. Ambedkar's Birthday | |
| Monday | 15 | VI | Last Working Day for all UG & PG | 90 |
| Tuesday | 16 | | Mahavir Jayanti | |
| Wednesday | 17 | | ESE Exams Begins | |
| Thursday | 18 | | | |
| Friday | 19 | | Good Friday | |
| Saturday | 20 | | | |
| Sunday | 21 | | | |
| Monday | 22 | | World Earth Day (ECO Club) | |
| Tuesday | 23 | | World Book Day (Library) | |
| Wednesday | 24 | | | |
| Thursday | 25 | | | |
| Friday | 26 | | | |
| Saturday | 27 | | | |
| Sunday | 28 | | | |
| Monday | 29 | | | |
| Tuesday | 30 | | | |
| TOTAL NUMBER OF WORKING DAYS  : 13 | | | | |

| DAY | DATE | DAY ORDER | MAY 2019 | NO OF WORKING DAYS |
|---|---|---|---|---|
| | | | PARTICULARS | |
| Wednesday | 1 | | International Labour Day | |
| Thursday | 2 | | | |
| Friday | 3 | | | |
| Saturday | 4 | | | |
| Sunday | 5 | | | |
| Monday | 6 | | | |
| Tuesday | 7 | | | |
| Wednesday | 8 | | International Red Cross Day | |
| Thursday | 9 | | | |
| Friday | 10 | | | |
| Saturday | 11 | | National Technology Day | |
| Sunday | 12 | | | |
| Monday | 13 | | | |
| Tuesday | 14 | | | |
| Wednesday | 15 | | | |
| Thursday | 16 | | | |
| Friday | 17 | | | |
| Saturday | 18 | | | |
| Sunday | 19 | | | |
| Monday | 20 | | | |
| Tuesday | 21 | | | |
| Wednesday | 22 | | | |
| Thursday | 23 | | | |
| Friday | 24 | | | |
| Saturday | 25 | | | |
| Sunday | 26 | | | |
| Monday | 27 | | | |
| Tuesday | 28 | | | |
| Wednesday | 29 | | | |
| Thursday | 30 | | | |
| Friday | 31 | | | |
| TOTAL NUMBER OF WORKING DAYS : | | | | |

# EXAMINATION RULES
## For the year 2018-19

## ASSESSMENT- Batches 2016 – 19, 2017-20 & 2018 -21

**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 Mini-mum | Break up | Passing Mini-mum | Break up | Passing Mini-mum |
| 1. | CIA:ESE PART-I,II &III | 40:60 | | 40:60 | | 25:75 | |
| 2. | CIA Passing Minimum | | 35% | | 40% | | 40% |
| 3. | ESE Passing Minimum | | 35% | | 40% | | 40% |
| 4. | Total Passing Minimum | | 40% | | 50% | | 50% |
| 5. | PART IV CIA | - | - | NA | NA | NA | NA |
| 6. | PART IV ESE Passing Minimum | | 40% | NA | NA | NA | NA |
| 7. | Syllabus Validity Period | FIVE YEARS AFTER COMPLETION | | | | | |

## b) CIA COMPONENTS FOR UG & PG

| CIA SPLIT UP FOR UG | | CIA SPLIT UP FOR PG | |
|---|---|---|---|
| Evaluation Method | Mark | Evaluation Method | Mark |
| Test Average | 25 | Test Average | 25 |
| Quiz [I Yr] / Assignment [II Yr] / Seminar [III Yr] | 5 | Seminar | 5 |
| Class Participation | 5 | Class Participation | 5 |
| Attendance | 5 | Attendance | 5 |
| **Total** | **40** | **Total** | **40** |

| CIA SPLIT UP FOR LAB COURSE | |
|---|---|
| Evaluation Method | Mark |
| Test Average | 25 |
| Lab Participation | 5 |
| Record | 5 |
| Attendance | 5 |
| **Total** | **40** |

## CIA COMPONENTS FOR M PHIL PROGRAMME

| PROFESSIONAL COMPETENCY COURSE | | OTHER COURSE | |
|---|---|---|---|
| **Evaluation Method** | **Mark** | **Evaluation Method** | **Mark** |
| Test Average | 60 | Test Average | 15 |
| Presentation [Seminar / Conference]/ Publication | 20 | Seminar | 5 |
| Seminar | 15 | Attendance | 5 |
| Attendance | 5 | | |
| **Total** | **100** | **Total** | **25** |

- **Note:** Each of the three internal tests for the M Phil programme are to be conducted for 30 marks but to be entered for 60 marks for Professional Competency course and for 15 marks for other courses.

## EVALUATION CRITERIA FOR SKILL EMPLOYABILITY DEVELOPMENT COURSE

| Group Discussion | 40 |
|---|---|
| Writing Skills | 30 |
| Oration | 25 |
| Attendance | 5 |
| **Total** | **100** |

## EVALUATION CRITERIA FOR NSS

| | |
|---|---|
| Preparation of NSS Activity | 30 |
| Activities Participated | 30 |
| Work Involvement | 20 |
| Discipline | 15 |
| Attendance | 5 |
| **Total** | **100** |

## EVALUATION CRITERIA FOR CSS

| | |
|---|---|
| Content Delivery | 40 |
| Teaching aids usage | 30 |
| Demonstration | 25 |
| Attendance | 5 |
| **Total** | **100 Marks** |

## EVALUATION CRITERIA FOR PROJECT [UG]

| CIA | | ESE | |
|---|---|---|---|
| **Evaluation Method** | **Mark** | **Evaluation Method** | **Mark** |
| Review Average | 25 | Record | 20 |
| Report / Record | 10 | Presentation | 20 |
| Attendance | 5 | Viva voce | 20 |
| **Total** | **40** | **Total** | **60** |
| **Grand Total - 100** | | | |

## EVALUATION CRITERIA FOR PROJECT [PG]

| CIA | | ESE | |
|---|---|---|---|
| **Evaluation Method** | **Mark** | **Evaluation Method** | **Mark** |
| Review Average | 75 | Record | 40 |
| Report / Record | 20 | Presentation | 30 |
| Attendance | 5 | Viva voce | 30 |
| **Total** | **100** | **Total** | **100** |
| **Grand Total - 200** | | | |

## CIA QUESTION PAPER PATTERN FOR WRITTEN TEST [UG & PG ]

| Part – A | Objective Type (3 Questions) | 3 × 1 = 3 |
|----------|------------------------------|-----------|
| Part – B | Either – or (3 Questions) | 3 × 4 = 12 |
| Part – C | Open Choice (1 out of 2 questions) | 1 × 10 = 10 |
| **Total** | | **25** |

## CIA QUESTION PAPER PATTERN FOR WRITTEN TEST [M PHIL]

| Either – or (2 Questions) | 2 × 15 = 30 |
|---------------------------|-------------|

### c. 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.

### d. 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.

☞ She has appeared for at least two internals out of three

☞ maximum of two such appearances in a programme

### Special Provision:

If a student lacks in internal marks, she may be given chance for internal improvement in the consecutive years instead of repeating the semester

## 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 | | |
| 91 - 95 | 4 | 92 - 100 | 3 |
| 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.
- Candidate can seek condonation of shortage of attendance **only once for 2 year** programmes and **twice for other** programmes during the entire duration of the programme.

## IV. ESE QUESTION PAPER PATTERN FOR UG & PG

| ESE PATTERN | | |
|---|---|---|
| Part – A | Multiple Choice (2 Qns from each unit) | 10 × 1= 10 |
| Part – B | Either – or (1 Qn from each unit) | 5 × 4 = 20 |
| Part – C | Open Choice (3 out of 5 qns; 1 qn from each unit) | 3 × 10 = 30 |
| | **Total** | **60** |

## EVALUATION CRITERIA FOR INTERNSHIP [BOTH UG & PG]

| ESE | |
|---|---|
| **Evaluation Method** | **Mark** |
| Skill Development | 60 |
| Report | 35 |
| Attendance | 5 |
| **Total** | **100 Marks** |

## ESE QUESTION PAPER PATTERN FOR M PHIL

PART – A     5 × 15 = 75
(Either – Or ; 1 Qn from each unit)

## CERTIFICATE AND MUBALLIGA ESE PATTERN

| Part – A | No Choice (2 Qns from each unit) | 10 × 2 = 20 |
|---|---|---|
| Part – B | Either – or  (1 Qn from each unit) | 5 × 7 = 35 |
| Part – C | Open Choice (3 out of 5 qns ; 1 qn from each unit) | 3 × 15 = 45 |
| **Total** | | **100 Marks** |

## ESE QUESTION PAPER PATTERN FOR PART-IV

## [NON-MAJOR ELECTIVES, SKILL BASED ELECTIVES AND GENERAL INTEREST COURSES]

| Part – A    Multiple Choice Questions | $4 \times 1 = 4$ |
|---|---|
| Part-B    Either – or Type [from all the five units] | $2 \times 8 = 16$ |
| Part – C<br>Open Choice – One question from each unit<br>Two out of five questions to be answered | $2 \times 15 = 30$ |
| **Total** | **50 Marks** |

## ESE QUESTION PAPER PATTERN FOR EXTRA CREDIT PAPER

| Part – A<br> [2 from each unit]<br>All the ten questions to be answered | $10 \times 2 = 20$ |
|---|---|
| Part-B<br>Either – or Type [2 questions from each unit]<br>All the five questions to be answered | $5 \times 7 = 35$ |
| Part – C<br>Open Choice [1 from each unit]<br>Three out of five questions to be answered | $3 \times 15 = 45$ |
| **Total** | **100 Marks** |

## V. Evaluation

| S. No | Pro-gramme | Semester | Nature of Valuation | Provision for Trans-parency | Provision for Re-valuation |
|---|---|---|---|---|---|
| 1 | UG | 1-4 | Single | Yes | Yes |
| 2 | UG | 5 & 6 | Double | No | No |
| 3 | PG | All Semesters | Double | No | No |
| 4 | M.Phil | All Semesters | Double | No | No |

**For arrear papers(1-4 semesters) of UG revaluation is allowed**

## Third Valuation:

In double valuation if the difference in marks in both the valuations is more than 15% the paper will be sent for the third valuation. If the difference arises for $1/3^{rd}$ of the class the entire paper of that course will be sent for the third valuation.

## VI. 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 every one to whom it might be presented by the student as per the guidelines of Government of Tamil Nadu.

### SEMESTER GRADING SCALE – UG
### Batch : 2016 –19

| 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 |

## SEMESTER GRADING SCALE – PG
## Batch : 2016 –19

| 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 |

## SEMESTER GRADING SCALE UG
## 2017 onwards

| Marks | Grade Point | Letter Grade | Classification of Final Result |
|---|---|---|---|
| 95 and above | 10 | O+ | First Class - Exemplary |
| 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 | |
| 45 – 49 | 4.9 | C++ | Third Class |
| 40 – 44 | 4.4 | C+ | |
| Below 40 | 0 | RA | Re- Appear |

## SEMESTER GRADING SCALE PG & M PHIL
## 2017 onwards

| Marks | Grade Point | Letter Grade | Classification of Final Result |
|---|---|---|---|
| 95 and above | 10 | O+ | First Class - Exemplary |
| 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 |

## OVERALL FINAL RESULT UG
## 2016 onwards

| 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 | |
| 45 – 49 | 4.9 | C++ | Third Class |
| 40 – 44 | 4.4 | C+ | |
| Below 40 | 0 | RA | Re- Appear |

**Grade Point Average (GPA) = $\sum (C_r \times GP) / \sum C_r$**

*The candidates who have passed in the first appearance and within the prescribed semester of the UG Programme (Major, Allied and Elective courses alone) are eligible. Absence from an examination shall not be taken as an attempt.

## OVERALL FINAL RESULT UG
## 2017 onwards

| Marks | Grade Point | Letter Grade | Classification of Final Result |
|-------|-------------|--------------|-------------------------------|
| 95 and above | 10 | O+ | First Class - Exemplary * |
| 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 | |
| 45 – 49 | 4.9 | C++ | Third Class |
| 40 – 44 | 4.4 | C+ | |
| Below 40 | 0 | RA | Re- Appear |

## Grade Point Average (GPA) = $\sum (C_r \times GP)/ \sum C_r$

## OVERALL FINAL RESULT PG
## 2016 onwards

| 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 |

## Grade Point Average (GPA) = $\sum (C_r \times GP)/ \sum C_r$

*The candidates who have passed in the first appearance and within the prescribed semester of the PG Programme (Major and Elective courses alone) are eligible. Absence from an examination shall not be taken as an attempt

## OVERALL FINAL RESULT PG & M Phil
## 2017 onwards

| Marks | Grade Point | Letter Grade | Classification of Final Result |
|---|---|---|---|
| 95 and above | 10 | O+ | First Class - Exemplary * |
| 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 |

## Grade Point Average (GPA) = $\sum (C_r \times GP)/ \sum C_r$

*The candidates who have passed in the first appearance and within the prescribed semester of the PG Programme (Major, Allied and Elective courses alone) are eligible. Absence from an examination shall not be taken as an attempt.

## VI. Supplementary Exams

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

## VII. Certificate Programmes

| S.No | Particulars | Requirement |
|------|-------------|-------------|
| 1 | ESE Max. Marks | 100 |
| 2 | ESE Passing Minimum | 35% |
| 3 | Attendance Minimum | 75% |
| 4 | 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+ | |
| 35 – 39 | 3.9 | C | |
| Below 35 | 0 | RA | Re- Appear |

* The candidates who have passed in the first appearance and within the prescribed semester of the certificate Programme are eligible. Absence from an examination shall not be taken as an attempt

## 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 the 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 to be subjected to fot the students

- All the papers of the concerned semester written by the candidate in that sitting including practicals will be cancelled.

- All the Papers written by the candidate in that sitting (all semester papers including practicals)

- All the 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, per the nature of the case.

- All the 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 are not to 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 for all 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.

◗ 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 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.

# ANTI – RAGGING

According to the order of Supreme Court and Ragavan Com-mittee report Anti- Ragging Committee and Anti- Ragging Squads are formed to curb the incident of ragging on the campus.

The Committee includes the Principal, Deans of Arts & Sciences, Head of 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 the 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 Sciences

3. Head of the Departments

4. Class Teachers

5. Student Representatives

6. Student Council Members

7. Two representatives from Parent - Teacher Association

# IT POLICY
# POLICY AND PROCEDURE FOR THE USE OF INFORMATION TECHNOLOGY (IT) RESOURCES

## 1) Purpose

TBAK College for women is committed to creating a teaching and learning environment that supports the effective and innovative use of information technology. This Policy and Procedures applies to anyone who uses College information technology (IT) resources. The resources covered by this Policy and Procedures include, but are not limited to, computer hardware and software, mobile communication devices, telephone and data networks, College websites, and electronically stored data. This Policy and Procedures supports an information technology environment that meets the mission of the College in teaching, learning, and administration by promoting:

a) integrity, reliability, availability, and performance of IT resources

b) assurance that IT resources are used for their intended purposes

c) procedures for addressing policy violations

Access to IT resources is a privilege, not a right or guarantee. The College reserves the right to extend, limit, restrict, or deny privileges and access to information technology resources. All information technology users are bound by all applicable local, state, and national

laws. This Policy and Procedures identifies related College policies and procedures that are associated with appropriate use of technology resources and the protection of College data.

The College provides a wide range of IT resources to support the teaching and learning mission and actively protects the information technology environment. The College is not responsible for information and materials residing on non-College systems or available over publicly accessible networks.

## 2) DEFINITIONS

A) "Information technology (IT) resources" refers to resources that include, but are not limited to, telephones, mobile devices, computers, printers, scanners, servers, networking devices, public access computers, and licensed software. These resources are often involved in the processing, storage, accessing, and transmission of data owned by, controlled by, or contracted to the College.

B) "Information technology (IT) users" refers to anyone accessing College information technology resources.

C)"Personally Identifiable Information (PII)" refers to data or information which includes, but is not limited to: an individual's name; the name of the individual's other family members; the address of the individual or individual's family; a personal identifier, such as the individual's Personal Account Number (PAN), Registration Number, or biometric record; financial data including student loans, banking information, credit card or credit information; other indirect identifiers, such as the individual's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination is linked to a specific individual that would allow a person, who does not have personal knowledge or the relevant circumstance, to identify the individual with reasonable certainty; or information requested by a person whom the College reasonably believes knows the identity of the individual to whom the record containing PII relates.

D) "Public access computer" refers to computers provided for public use that do not require an TBAK College login account to use.

E) "College social media account" refers to accounts on any social media site specifically made to promote the College, or any related organizations, programs, departments, or activities. This policy does not apply to personal social media accounts used by College employees.

3) Expectations for the use of "Information Technology Resources" at TBAK College for Women

All the IT users must act responsibly, ethically, and legally, and limit their use of IT resources to the educational purpose and legitimate business of the College. Employees provided with College-owned IT resources are expected to use the resources for work-related activities. The College reserves the right to monitor IT resources including activity and accounts, with or without notice, in order to protect the integrity, security, and functionality of IT resources. Normal operation and maintenance of College IT resources requires backing up data, logging activity, monitoring general usage patterns, and other activities as may be necessary to provide support for College operations. Unacceptable use of IT resources includes, but is not limited to, the following examples:

A)  Use of IT resources that violates local, state, or national laws or regulations

B)  Use of IT resources that violates college policies and procedures

C)  Transmission and / or collection of College data, particularly sensitive PII, to unauthorized and / or unapproved parties

D)  Unauthorized attempts to alter College data files or systems

E)  Unauthorized access to email, voice mail, or other communications intended for others

F)  Circumvention of any information security measure of the College

G)   Intentional use, distribution, or creation of viruses, worms, or other malicious software

H)   Use of any device, system, or method that negatively impacts the availability or integrity of College IT resources

I)   Use of IT resources that disable other IT resources, consume IT resources disproportionately in a way that other users are denied reasonable access, or materially increase the cost of IT resources

J)   Unauthorized copying or distribution of College-licensed software or copyrighted material

K)   Access of data that is not publicly available, does not belong to the user, and for which the user does not have explicit permission to access

L)   Circumvention of access limitations to IT resources

M)   Use of IT resources for commercial purposes or personal financial gain, with the exception of authorized use of the electronic Community Bulletin Board; and

N)   Rerouting the delivery of College emails to circumvent the College email system

## 4) Information Technology User Responsibilities

When using IT resources at the College, IT users are responsible for the following:

A)   Protection of individual account passwords, with the exception of accounts created for approved College events (not applicable to public access computers)

B)   Compliance with all laws governing copyright, intellectual property, libel, and privacy

C)   Adherence to the terms of software licenses and other contracts (questions about software license agreements should be directed to the IT department)

D)   Prior authorization from the HOD of User Services by contacting the IT Help Desk / TBAKC Office Automation System  for any

software purchase, download, or installation on College-owned equipment. Authorization is not required for installation of Microsoft Office on a personal device through the Microsoft Campus Agreement

E)   Prior authorization from the HOD of User Services by contacting the IT Help Desk / TBAKC Office Automation System  for any installation of College-owned software on personal devices

F)   Good judgment and civility when using College IT resources; and

G)   Use of College email by employees and trustees as the official means of communication.

## 5)Password Security

IT users provided with College accounts should protect their passwords at all times. Sharing passwords is prohibited, with the exception of accounts created for approved College events. The College requires that passwords be changed periodically. IT users are also expected to change their password immediately if they know or suspect that their password has been compromised and to contact the IT Help Desk / TBAKC Office Automation System . For passwords related to services rather than individuals, contact the IT Help Desk / TBAKC Office Automation System  for guidance and resources.

The IT Team will never solicit your password in any electronic communication and or ask you to click a link to keep your account. Any IT user unsure of the authenticity of a message should reach out to the IT Help Desk / TBAKC Office Automation System  before opening attachments or websites.

## 6)Email Use

College email accounts serve as the official means of electronic communication. Employees and trustees may only use College email accounts when conducting College business. Employees and trustees may not use College email for personal use.

College IT users must be aware of the legal risks of using email.

If any IT user sends or forwards emails with libellous, defamatory, offensive, discriminatory, harassing, or obscene material, the IT user will be held responsible and subject to College disciplinary policies. Sending fraudulent email messages is prohibited.

Employees may not use College email for mass broadcasting or the wide distribution of large attachments. Only the TBAKC Office Automation System  incharge is authorized the use of mass distribution emails. Employees should be aware that email messages sent from an TBAK email account to an account outside the College are not encrypted. This is of particular importance when sending any email that may contain PII.

Students, employees, and trustees are expected to check their College email account regularly. Only students are allowed to reroute delivery of College emails to an outside email address. If a student elects to reroute his / her College email to another email account, the student remains responsible for any material not received because of any problem in the forwarding mechanism or the destination account. Rerouting of College email by employees creates additional risk as the information is no longer secured and maintained on College owned or contracted IT resources.

## 7)Website

The College website is the most prominent marketing tool for public-facing communications. It contains information for and about the College community and is a mechanism for communication, publication, and collaboration in support of the mission of the College. The College maintains oversight of all website access and content, including all official webpages and associated web-based services developed by or for the College. College website content is recognized as official published work.

IT Manager / HOD is responsible for the website user experience. Any changes or modifications to website content require the submission of a "Website Change Request Form" and approval by the Principal.

## 8)Social Media

College social media sites and accounts serve as an additional means of electronic communication for the College. Use of College social media accounts is limited to authorized users for approved College business. Users must be aware of the legal risks of using social media. If any user posts comments with libellous, defamatory, offensive, discriminatory, harassing, or obscene remarks, the user will be held responsible. Creation or use of College social media sites and accounts requires approval by the Principal. All College policies and procedures related to harassment, plagiarism, commercial use, security, unethical conduct, and laws prohibiting theft, copyright and licensing infringement, unlawful intrusions, and data privacy laws should be followed when using social media accounts. Student and employee personal social media accounts are not subject to this Policy and Procedures.

## 9)Wired / Wireless Network

IT Manager / HOD is responsible for the deployment, management, network protocols, frequencies, and bandwidth use of College networks. Within all networks at the College, IT reserves the right to mitigate any unauthorized access point or device in order to maintain the overall integrity of College networks. Unauthorized collection of data from College networks is prohibited. The Principal provides authorization for these activities.

## 10)Remote Access

HODs may request remote access to College IT resources for employees by contacting IT Manager / Principal. When accessing the network, authorized users are responsible for preventing access to any technology resources or data by non-authorized users. The user accepts responsibility and consequences of misuse of remote access.

## 11)College-Owned Mobile Devices

The College may provide mobile phones or devices for use by

approved employees. Assigned users are held accountable as per the College mobile phone protocol. IT users must contact IT Manager / Principal immediately if they believe a device is lost or stolen. IT Manager is responsible for maintaining College-owned devices including updates and security settings.

## 12) Classroom Technologies

Computer classroom / labs are for academic use by students currently enrolled in classes at the College or for approved College events. Employees / students are required to use their login credentials when using classroom / lab computers. Tampering with any technology in classroom / lab environments is prohibited. Students should not store files on classroom / lab computers and are encouraged to store files within their Office 365 – OneDrive environment or other storage option.

## 13) Public Access Computers

Public access computers are available in the DGM Office / Auditorium and Public access computers do not require login credentials.

## 14) Data Integrity, Confidentiality, and Access

The College is committed to protecting the PII of all students, staff members, and any other individual whose PII is collected by the College in carrying out its mission. HOD/s approve access levels for their employees by submitting an IT support ticket. Employees using classroom / lab computers should save files to their network drives.

## 15) Disposal of Surplus Technology

Computer equipment that has no further benefit to the College, as determined by the Service Engineer, will be deemed surplus and appropriately disposed of by one of the following methods:

A)   Donation to Pearl Matriculation School, Community College, or another agency (Seethakadhi Children's Home)

B)     Trade-in on newly acquired equipment; or

C)     Disposal as scrap by means of recycling.

Computers with software purchased under the TBAKC Office Automation System licensing agreement will follow the rules set forth in the TBAKC OFFICE AUTOMATION SYSTEM contract. Equipment or software purchased with grant funds will follow disposal guidelines as set forth by the granting agencies

## 16)Account Termination

In the event of an employee's separation from employment, Office Superintendent will notify Principal who will initiate the request to TBAKC Office Automation System for deactivation of the employee's accounts.

## 17)Violations

Any individual who becomes aware of an alleged technology resource violation has a responsibility to report it to TBAKC Office Automation System by contacting the Principal or the IT Manager. Employees and students violators of this Policy and Procedures are subject to College disciplinary policies.

## General Precautions

•     Do not dine on the computer table/desk/stall.

•     Do not use computer table as a 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 handed over to the 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 subjected 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 and copy of the letter shall reach the office on the same day.

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.

## 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 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 shall obtain written consent from the parents in the prescribed form.

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 loss of such things.

### LIBRARY

The college library was established in the year 1988 with just 500 books to its credit. Now it has about 26,408 books and more than 208 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 | - 8.30 a.m. to 5.00 p.m. |
| Saturday | - 8.30 a.m. to 1.30 p.m. |
| Examination days | - 8.15 a.m. to 9.30 p.m. |
| Night Shift Timings | - 6.00 p.m to a.m |

❍ Book transaction hours on all working days in Lunch break and Library hours.

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 refer ence 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 the books and the 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 made 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 | - |

O  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

O  A loaned publication may be reserved by members. Availability will be informed to members by e-mail and /or over intercom facility.

O  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.

O  A member cannot reserve more than two items.

## Return of Books

O  Books due on the holiday should be returned the next morning and no fine will be collected

O  Books returned after the due date will be charged an overdue charge of Rs1/-per day.

O  All the students must return the books before receiving their examination hall tickets.

O  All books must be returned to the library before the end of the semester.

O  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

O  This category is applied to Staff & Students. Checked out books can be renewed before/on the due date. Books have to be brought physi-

cally 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

Prescribed fees for the respective semester shall be paid as per the date announced and placed on the notice board.

The names of the defaulters will be struck off the rolls of the college besides losing attendance from the date next to the last date of payment of fees. Such students will be readmitted after clearing the dues and on payment of readmission fee of Rs.500/-.

Fees will be received at the college office during the break 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 completion 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.

## TRANSFER CERTIFICATE

Transfer Certificate can be had on payment of Rs.100/- and production of No Due Certificate.

Duplicates of any certificate can be had on production of the following certificates in original and on payment of Rs.1000/-.

1.    FIR copy if the certificate was lost

2.    For any other reason a certificate to that effect from the Tahsildar

3.    Copy advertisement published in a leading daily

4.    An affidavit signed by a notary public

## ISSUE OF CERTIFICATES

1    Transfer Certificate will be issued only on payment of Rs.100/- and clearing all dues.

2    A student, past or present, who applies for transfer, character and mark certificates will be charged Rs.100/-.This is applicable to those who apply for the certificates immediately after completion of the Programme. For others a search fee of Rs.100 per year shall be charged.

5    A semester fees will be collected in addition from the students who discontinue the course of study.

## LIST OF GOVERNMENT SCHOLARSHIP
## ELIGIBILITY CRITERIA & SCHOLARSHIP AMOUNT
## UNDER GRADUATE STUDENTS

| S. NO | SCHEME CATEGORY | ELIGIBILITY CRITERIYA | SCHOL-ARSHIP AMOUNT |
|---|---|---|---|
| 1 | Post Matric Scholarship Scheme for Minorities | 1. Candidates belonging to Minority Community<br>2. Previous Year Percentage ≥50%<br>3. Parent's Income should be in≤ 2 Lakh | Rs. 8,700/- (Hosteller)<br>Rs. 6,000/- (Day Scholar) per annum |
| 2 | Central Sector Scholarship Scheme | 1. Admission forUG First Year only<br>2. Previous Year Percentage ≥80%<br>3. Parent's Income should be in≤ 2 Lakh | Rs. 10,000/- per annum |
| 3 | Tamilnadu Educational Trust Scholarship Scheme | 1. Admission for UG First Year Only<br>2. Previous Year Percentage ≥80%<br>3. Parent's Income Should be in ≤ 2 Lakh | Rs. 6,000/- per annum |
| 4 | Adi Dravidar and Tribal Welfare Scholarship for SC/ST Students | 1. Candidates belonging to SC/ST Community<br>2. Parent's Income Should be in ≤ 2 Lakh | Rs. 4950/- (Day Scholar-Arts)<br>Rs. 6,450/- (Day Scholar-Science)<br>Rs.8190/- (Hosteller-Arts)<br>Rs.9690/-(Hosteller-Science) per annum |
| 5 | Adi Dravidar Bright Student Award | 1. Candidates belonging to SC/ST Community<br>2. Secured >1150 Marks in +2 examination | Rs.3,000/- per annum |

| 6 | Post Matric Scholarship Scheme for Disability | 1. Disability ≥40% Certificate<br>2. Parent's Income Should be in ≤ 2 Lakh | Rs. 6,000/- per annum (Initial percentage of disability) |
|---|---|---|---|
| 7 | Sports Development Authority of Tamil Nadu Scholarship Scheme (SDAT) | 1. Candidate Pursuing College in Tamil Nadu is eligible to apply<br>2. Should have achieved first three places in individual event and 1st or 2nd place in games.<br>3. Parent's Income should be in≤ 2 Lakh | Rs.13,000/- per annum |
| 8 | Kishore Vigyanik Protsahan Yojana (KVPY) | 1. Awarded by aptitude test<br>2. Students Pursuing in I year B.Sc. Mathematics/ Chemistry/Microbiology<br>3. Minimum 60% marks in +2 Examination | Rs.20,000/- per annum |
| 9 | CII-SKA Merit-Cum-Means Scholarship for UG | 1. Parent's Income should be in ≤ 2 Lakh (PAN Holder)<br>2. Minimum 60% marks in +2 examination<br>3. Students Pursuing I Year B.Sc. Food Technology/ Microbiology, Nutrition and Home Science | Actual Tuition Fee of the course + Allowance for purchase of books + Allowance for Hostel accom-modation |

## POST GRADUATE STUDENTS

| S. NO | SCHEME CATEGORY | ELIGIBILITY CRITERIYA | SCHOL-ARSHIP AMOUNT |
|---|---|---|---|
| 1 | Merit Cum Means Scholarship for Professional and Technical Courses CS for Minority Students | 1. Candidates belonging to Minority Community<br>2. Previous Year Percentage ≥50%<br>3. Parent's Income should be in ≤ 2 Lakh<br>4. Admission in professional course | Rs. 25,000/- per annum Days scholars Rs. 30,000/- per annum Hostellers |

| 2 | Post Matric Scholarship Scheme for Minorities | 1. Candidates belonging to Minority Community<br>2. Previous Year Percentage ≥50%<br>3. Parent's Income should be in ≤ 2Lakh | Rs. 8,700/- (Hosteller)<br>Rs. 6,000/- (Day Scholar) per annum |
|---|---|---|---|
| 3 | Adi Dravidar and Tribal Welfare Scholarship for SC/ST Students | 1. Candidates Belonging to SC/ST Community<br>2. Parent's Income Should be in ≤ 2 Lakh | Rs. 4950/- (Day Scholar-Arts)<br>Rs. 6,450/- (Day Scholar-Science)<br>Rs.8190/- (Hosteller-Arts)<br>Rs.9690/- (Hosteller-Science) per annum |
| 4 | Post Matric Scholarship Scheme for Minorities Disable Students | 1. Disability ≥40% Certificate<br>2. Parent's Income should be in ≤ 2 Lakh | Rs. 6,000/- per annum (Initial percentage of disability) |
| 5 | Sports Development Authority of Tamil Nadu Scholarship Scheme (SDAT) | 1. Candidate Pursuing College in Tamil Nadu is eligible to apply<br>2. Should have achieved first three places in individual event and $1^{st}$ or $2^{nd}$ place in Team Games.<br>3. Parent's Income should be in≤ 2 Lakh | 13,000/- per annum |
| 6 | National Board of Higher Mathematics (NBHM) | 1. Awarded by aptitude test<br>2. students pursuing M.Sc. Mathematics I Year<br>3. 50% in B.Sc Mathematics | Rs. 6,000/- per month |

| 7 | Post-Graduate Indira Gandhi Scholarship for Single Girl Child | 1. Girl students without having any brother or the sister. 2. PG-I year student only. | Rs.3,100/- per month |
|---|---|---|---|
| 8 | Post Graduate Scholarships for Professional Courses for SC/ST Candidates | 1. Candidates belonging to SC/ST Community 2. Parent's Income should be in ≤ 2 Lakh 3. Admission in professional course | Rs.10,000/- perannum |
| 9 | Pragati Scholarship Scheme For Girls For Technical Courses | 1. Admission in professional course (I Year) 2. Parent's Income should be in ≤ 8 Lakh | Rs.30,000/- Perannum |

## FELLOWSHIP FOR M.Phil./Ph.D. STUDENTS

| S. NO | SCHEME CATEGORY | ELIGIBILITY CRITERIYA | SCHOL- ARSHIP AMOUNT |
|---|---|---|---|
| 1 | Adi Dravidar Ph.D. Scholarship for SC/ST Students | 1. Candidates belonging to SC/ST Community 2. Parent's Income should be in ≤ 2 Lakh 3. Previous Year Percentage ≥50% | Rs.50,000/- perannum |
| 2 | Maulana Azad National Fellowship for Minority Students (M.Phil./Ph.D.) | 1. Candidates belonging to Minority Community 2. Candidates should be in regular and full time 3. Parent's Income should be in ≤ 2 Lakh 4. Previous Year Percentage ≥50% | Rs.25,000/-- perannum |

**COMMON DOCUMENTS TO BE SUBMITTED FOR SCHOLARSHIP**

1. Scholarship Application Form
2. Photo (2)
3. Copy of Previous Year Mark Sheet
4. Income Certificate
5. Community Certificate
6. Nativity Certificate
7. Copy of Bank Pass Book First Page
8. Copy of Aadhar Card
9. Bonafide Certificate
10. Copy of College Fee Receipt
11. Previous Year Attendance Certificate
12. Sports Achievement Certificate(for SDAT Scholarship)
13. Disability Certificate (for Disability Scholarship)

Further Details Refer National Scholarship Web Portal : www.scholarships.gov.in

## 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

**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

# 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
                           Ms O Alisha
                           Ms P Kavithapriya

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

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

1. A Student seeking admission to the Hostel shall submit her application in the prescribed form which can be had at the college office on payment of Rs. 100/-in person.

2. The application for admission to the Hostel shall sign a declaration agreeing to abide by all rules and regulations of the Hostel and the instructions.

3. Students can vacate the Hostel only with the prior permission from the authorities. No refund will be made for the Hostel fees under any grounds.

4. The Hostel fees should be paid in the form of Demand draft in favour of TBAK College Hostel, Kilakarai drawn on Indian Overseas Bank, or State Bank of India, Payable at Kilakarai.

5. No of Student shall absent herself from the classes without the permission of the Co-ordinator and the floor Warden.

6. Students should not enter the Hostel rooms during class hours.

7. Students will not be permitted to meet their visitors during class hours.

8. Students are not allowed to use electrical appliances of any kind other than the lights and fans provided in their rooms.

9. The Hostel shall be under the supervision of the Principal as Warden assisted by the Deputy Warden and Floor Wardens.

10. The Warden on the recommendation of the Deputy Warden shall make admission to the Hostel or removal from the Hostel.

11. 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.

12. 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.

13. 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.

14. Students should avoid bringing guests to the Hostel.

15. 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.

16. No money should be collected from the members of the Hostel except with the permission of the warden.

17. No resident is permitted to be absent from the college except with the permission of the Warden, Deputy Warden or floor wardens.

18. 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.

19. 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.

20. Non-vegetarian and vegetarian mess shall be run on sharing system.

21. Misconduct or breach of rules renders the offender liable to fine, suspension and dismissal from the hostel and college.

22. 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.

23. Sick students should stay only in the sick room.

24. Hostellers should get prior permission from the Warden, Deputy Warden / Floor Tutors before leaving the campus for academic work outside the college.

25. No scribbling and drawing in any kind of figures in hostel rooms and surroundings. If we identify any scribbling in hostel surrounding, warden and deputy warden will 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,
   (Affliated 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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## TELEPHONE NUMBERS

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

# INTERCOM NUMBERS

| NUMBERS | ROOM | NUMBERS | ROOM |
|---|---|---|---|
| **OFFICE** | | 125 | Instrumental lab |
| 110 | Reception | 131 | Computer NET Lab |
| 111 | Trustee Room | 134 | Electronic Lab |
| 112 | Office Room | 139 | Commence Lab |
| 113 | Principal Room | 141 | Computer Lab MCA |
| 114 | Dean Science | 144 | Research lab |
| 115 | Dean Arts | 145 | Microbiology Lab |
| 148 | COE Office | 153 | Chemistry Lab |
| 149 | Camp-IT | 154 | FPQC Lab |
| **DEPARTMENT** | | **OTHERS** | |
| 123 | Language | 116 | CIA Room |
| 124 | Physical Education | 117 | Warden office |
| 126 | Chemistry Psychology | 118 | Main Gate |
| 127 | Mathematics | 119 | IGNOU |
| 128 | Commerce & BBA | 122 | Computer Service Centre |
| 140 | Microbiology | 130 | Hostel Mess Hall |
| 142 | Home Science | 136 | Xerox(DTP Centre) |
| 143 | English | 137 | Placement |
| 146 | Computer Science | 138 | IQAC |
| 150 | Library (Ground Floor) | 147 | Conference Hall |
| 151 | Library (Reading Hall) | 155 | Tuck Shop |
| 152 | Library (E-library) | 156 | Canteen |
| 135 | Textile | 157 | Electrician Room |

# T I M E   T A B L E

| Day Order | 1 | 2 | 3 | 4 | 5 |
|-----------|---|---|---|---|---|
| I |  |  |  |  |  |
| II |  |  |  |  |  |
| III |  |  |  |  |  |
| IV |  |  |  |  |  |
| V |  |  |  |  |  |
| VI |  |  |  |  |  |