



THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

Kilakarai - 623 517, Ramanathapuram District

Sponsored by Seethakathi Trust, Chennai - 600 006

[A Minority Autonomous Institution & Re-accredited by NAAC with B++ Grade
ISO 9001:2015 Certified Institution] Affiliated to Alagappa University, Karaikudi

Academic Calendar

2019-20

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of the Almighty,
The Most Gracious, The Most Merciful!
All praise be to the Almighty only!

**Towards the end of the meeting recite this together with
the audience**

سُبْحَانَكَ اللَّهُمَّ وَبِحَمْدِكَ، أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا أَنْتَ أَسْتَغْفِرُكَ وَأَتُوبُ إِلَيْكَ

Glory be to the Almighty and praise be to Him!

Glory be to YOU and all praise be to You!

I bear witness that there is no true GOD except YOU alone.

I ask your pardon and turn to YOU in repentance.

[Dua from the Hadith of Prophet Muhammad (PBUH)
Narrated by Abu Hurairah (Rali)
Source: Abu Dawud: 4859]

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: (verses 1 to 8)

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

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

CELL : 9442617038 **HOSTEL :** 04567- 241906 / 241009

Fax : (04567) 243355

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

Website : www.thassim.in

Year of Establishment: 1988
Autonomous – June 2005

ACADEMIC CALENDAR
2 0 1 9 - 2 0

Hijri 1440 – 1441

THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

(Autonomous and Re-accredited)

KILAKARAI-623517, RAMANATHAPURAM DISTRICT

**H
A
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D
B
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O
K**

1 Name

2 Class Sec.....

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 Mentor

FOUNDER



Alhaj Dr. B S ABDUR RAHMAN

Born : 15.10.1927

Died : 07.01.2015

BOARD OF TRUSTEES

Alhaj B S ARIFF RAHMAN BUHARI
Chairman

Alhaj Dr SHUAIB ALIM
Alhaj M K SATHAK ABDUL KADER
Managing Trustee

Alhaj KHALID A K BUHARI
Secretary

Alhaj M K MOHAMED HASSAN
Treasurer

Trustees

Alhaj S S M Ahamed Hussain
Alhaj Abdul Qadir A Rahman Buhari
Alhaj S A Quthubudeen
Alhaj M K M Seyed Mohamed Buhari
Alhaj Ahmed A Rahman Buhari
Alhaj Ashraf A Rahman Buhari

Dr Rahmathunisa Abdur Rahman
Correspondent

Alhaj V N A JALAL
General Manager

Alhaj S SHEIK DAWOOD KHAN
Deputy General Manager

AL FATHIHA

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

Ameen!

-Al Quran(Chapter 1)

NATIONAL PLEDGE

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

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

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

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

தமிழ்த்தாய் வாழ்த்து

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

தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து
 செயல்மறந்து வாழ்த்துதுமே!
 வாழ்த்துதுமே!
 வாழ்த்துதுமே!

“மனோன்மணியம்” பெ.சுந்தரம்பிள்ளை

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he
 Bharata bhagya vidhata
 Punjab Sindh Gujarat Maratha
 Dravida Utkala Banga
 Vindhya Himachala Yamuna Ganga
 Uchchala Jaladhi taranga
 Tava shubha name jage
 Tava shubha asisa mage
 Gahe tava jaya gatha
 Jana gana mangala dayaka jaya he
 Bharata bhagya vidhata
 Jaya he jaya he jaya he
 Jaya jaya jaya jaya he!

-Rabindranath Tagore

FLAG SONG

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

[Jhanda..]

Swatantratake bheeshana ranamen
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

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

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 Enviably Tomorrow (SIGMA TARGET).

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 31 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 and again reassessed for reaccreditation in November, 2018-19 with B++ Grade (2.89 pointscale). The college has gone for ISO 9001:2008 Certification issued on 11.03.2015 to 09.04.2018 and again gone for ISO 9001:2015 Certification issued on 20.11.2018 to 4.10.2021

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 2061 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.

GOVERNING BODY

NUMBER	CATEGORY	NAMES
5 Members	Management	Alhaj B S ARIFF RAHMAN BUHARI Alhaj KHALID A K BUHARI Dr RAHMATHUNISA ABDUR RAHMAN Alhaj ABDUL QADIR A RAHMAN BUHARI Alhaj AHMED ABDUR A RAHMAN BUHARI
1 Member	UGC Nominee	Dr RITA SINGH Co-ordinator Women's Studies Centre Faculty of Social Science Banaras Hindu University Varanasi-221002
1 Member	State Government Nominee	REGIONAL JOINT DIRECTOR OF COLLEGIATE EDUCATION Madurai
1 Member	University Nominee	Dr J SUJATHAMALINI Associate Professor & Head i/c, Dept. of Special Education and Rehabilitation Science, Alagappa University, Karaikudi
1 Member	Educationalist & Industrialist	Mr A K B NAWAZ BABU (Joint Secretary Tamil Nadu Readymade Garments Assn) Director, S A Knitwears Pvt Ltd, Madurai
1 Member	Ex-Officio Member	Dr S SUMAYAA Principal, Thassim Beevi Abdul Kader College for Women, Kilakarai
2 Members	Senior Teachers of the College	Ms N NAGAJOTHI Assistant Professor, Department of Computer Science, Thassim Beevi Abdul Kader College for Women, Kilakarai Dr B ZULAIHA SHAKEEL Vice Principal /Associate Professor & Head, Department of English, Thassim Beevi Abdul Kader College for Women, Kilakarai
2 Members	Representatives of the trust	Alhaj V N A JALAL Alhaj S SHEIK DAWOOD KHAN

PROGRAMMES OF STUDY 2019-20

(Choice Based Credit System)

COLLEGE WORKING HOURS

9.20 am to 3.40 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) Lateral entry (2 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	25
M Sc Psychology	2018-19	25
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	

Part I	Language I	Tamil
		Arabic: Basic Arabic / Intermediate Arabic
		Hindi
Part II	Language II	English: Functional English / General 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
- Photoshop
- Flash
- Web designing
- Auto CAD
- LATEX
- Event Management
- Clinical Dietetics
- Food Processing and Food Preservation
- Yoga
- Waste Water Treatment
- Library and Information Science

ADVANCED DIPLOMA PROGRAMME

- Teaching skills

ISLAMIC STUDIES PROGRAMMES

To impart religious knowledge and create awareness regarding the basic aspects and principles of Islam among Islamic students, the following programmes are conducted:

- “Diploma in Islamic Principles and Law” during first year
- “Diploma in Islamic History and Traditions” during second year
- “Diploma in Tajweed and Teachings of Quran” during third year Every year the students will be awarded with separate “Sanadh” for each programme.

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, IIT, Chennai	Online Courses
3	Alagappa University, Karaikudi	Distance Learning Program
4	E D I, Chennai	Women Entrepreneurial skills and activities training
5	Alagappa University Study Circle Coaching for Competitive Exams., Karaikudi	Central/State Level Competitive Examinations Coaching to UG/PG aspirants

6	ICT Academy, Chennai	Faculty Training Programme in the areas of Informational & Communication Technology
7	Rotary Club of Ramnad	Health/Awareness Camp for Al-Mumin Children's Home and the Blue Collar Workers of TBAKC, kilakarai
8	KHANSOFT, Malaysia	Learning Arabic Language
9	Haji Karutha Rawther Howdia College, Uthamapalayam	Faculty and Students exchange for Teaching ,Learning and organising seminars and workshops.

Seethakathi Non-Government Organisation

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

Seethakathi NGO monitor and liaison 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 for Women has adopted Mavilanthoppu, in Thillaiyenthal Panchayat 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 & Head Dept. of Home Science
DEPARTMENT OF TAMIL		
Dr V Akila	M.A., M.Phil., Ph.D	Assistant Prof. & Head
Dr R Visalatchi	M.A., M.Phil., Ph.D	Assistant Prof.
Ms M Ali Fathima	M.A., M.Phil	Assistant Prof.
Ms D Prabhavathi	M.A., M.Phil	Assistant Prof.
Ms A Shanmugajothi	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., 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.
Ms S Usha Rani	M.A	Tutor
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 J Arthy	M.A., M.Phil	Assistant Prof.
Ms A R Dharshini Priyanka	M.A., B.Ed	Assistant Prof.
Ms A Kansul Mahiribha	M.A., M.Phil	Assistant Prof.
Ms S Angel	M.A	Assistant Prof.
Ms S Mahuthun Nisha	M.A	Assistant Prof.

Ms P Jeya Chitra	M.A., B.Ed.	Assistant Prof.
Ms K Suganthi	M.A., M.Phil	Assistant Prof.
Ms S Kavi Priya	M.A., M.Phil	Assistant Prof.
Ms M Parimalam	M.A., B.Ed., M.Phil	Assistant Prof.
Ms M Saranya	M.A., B.Ed	Assistant Prof.
Ms S Vishnu Priya	M.A	Assistant Prof.
Dr Joyce Deva Kirubai	M.A., M.Phil., Ph.D	Assistant Prof.
Dr M Ponmani	M.A., M.Phil., Ph.D., SET	Assistant Prof.
Ms R M Gani Mozhi	M.A	Assistant Prof.
Ms S Aabidha	M.A	Assistant Prof.
Ms P Dhatchayini	M.A	Assistant Prof.
Ms S Sharmila	M.A., M.Phil	Assistant Prof.
Ms T Asha	M.A., B.Ed	Assistant Prof.
Ms R Gowsalya	M.A	Assistant Prof.
Ms J Shamem Banu	M.A	Assistant Prof.
Ms S Samili	M.A	Assistant Prof.

DEPARTMENT OF COMMERCE

Dr A E G C Rajani	M.Com., M.Phil., Ph.D	Vice Principal / Associate Prof. & Head
Dr K Buvanewari	M.Com., M.Phil., Ph.D	Associate Prof.
Ms S Fathima Rustha	M.Com., M.Phil., NET	Assistant Prof.
Ms K Mani Megalai	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.
Dr I Priya	M.Com., M.Phil., Ph.D	Assistant Prof.
Ms M Imrana	M.Com., M.B.A	Assistant Prof.

Dr D Kanthimathi	M.Com., M.Phil., Ph.D., SET	Assistant Prof.
Ms. M Jeevapathi	M.Com., M.Phil	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 S Ayesath Umaira	M.Com	Assistant Prof.
Ms J Jumana	M.Com	Assistant Prof.
Ms U Hema Priya	M.Com	Assistant Prof.
DEPARTMENT OF COMPUTER SCIENCE		
Dr N Gowri	M.Sc., PGDCA., M.Phil., Ph.D	Associate Prof. & Head / Controller of Examinations
Ms S Panbarasi Fathima	MCA., M.Phil., SET	Associate Prof. Dean of Science
Ms N Nagajothi	MCA., SET	Assistant Prof.
Ms D Murugeswari	MCA., M.Phil	Assistant Prof.
Ms A Radha	MCA., M.Phil	Assistant Prof.
Ms B Thillai Eswari	M.Sc., M.Phil	Assistant Prof.
Ms D Usha Rani	MCA., M.Phil	Assistant Prof.
Ms J Fathima Kaleema	M.Sc., M.Phil	Assistant Prof.
Ms P Preethi	MCA	Assistant Prof.
Ms M Saila Banu	M.Sc., M.Phil	Assistant Prof.
Ms S Habeeb Mohamed Sathak Amina	MCA	Assistant Prof.
Ms K Vanitha	MCA	Assistant Prof.
Ms R Sudha Abirami	MCA., M.Phil., SET., NET	Assistant Prof.

Ms B A Hadhijath Mahira	M.Sc	Assistant Prof.
Ms M Nagavalli	MCA	Assistant Prof.
Ms K Annsheela	MCA	Assistant Prof.
Ms P Senthil Kumari	MCA.,M.Phil.,PhD	Assistant Prof.
Ms S Vigneswari	MCA	Assistant Prof.

DEPARTMENT OF HOME SCIENCE

Dr S Muthumareeswari	M.Sc., M.Phil., Ph.D.	Assistant Prof. & Head 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.
Ms J R Shiny Joe	M.Sc., M.Phil	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 K S Anisha	M.Sc	Assistant Prof.
Ms V Devi Sri	M.Sc. Agri., NET	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., B.Ed., PGDCA., SET	Assistant Prof.
Ms S M Nooriya	M.Sc., DIT., M.Phil	Assistant Prof.
Ms L Radha	M.Sc., M.Phil	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 N Giriya	M.Sc., B.Ed	Assistant Prof.
Ms R Srimathi	M.Sc., B.Ed	Assistant Prof.

Ms L Prisilla Jennifer	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 Gokila Vani	M.Sc., M.Phil	Assistant Prof.
Ms Fathima Bazeela	M.Sc	Assistant Prof
Ms Muruga Divya	M.Sc	Assistant Prof
Ms Vaishna	M.Sc., B.Ed	Assistant Prof
Ms R Shajitha Rubini	M.Sc	Assistant Prof
Ms A Ameenathu Sameera (LV)	M.Sc	Assistant Prof
Ms Ajrun Aleema (LV)	M.Sc., B.Ed	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 Kokila	M.Sc., M.Phil	Assistant Prof.
Ms M Afrah Salima	M.Sc., B.Ed	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.
Ms P Uma Bharathi (LV)	M.Sc., M.Ed	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.
Dr F Arockiya Aarthi Rajathi	M.Sc., M.Phil., Ph.D	Assistant Prof.
Ms K Kanaga	M.Tech	Assistant Prof.

Ms Saajida Sulataana Mahusook	M.Sc	Assistant Prof.
Ms D Diana	M.Sc	Assistant Prof.
Ms R Mohana Priya	M.Sc	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 Kiruba Sri	M.Sc	Assistant Prof.
Ms M Radha	M.Sc., M.Phil	Assistant Prof.
Ms R Athilakshmi	M.Sc	Assistant Prof.
Ms S Sabitha Rani Shafna	M.Sc	Assistant Prof.
DEPARTMENT 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.LISc., M.Phil., Ph.D	Chief Librarian
Ms P Sumathi	B.Com., M.LISc., M.Phil	Librarian
Ms R Sargunapathi	M.A., M.LISc., M.Phil	Librarian
PLACEMENT CELL		
Ms K Kiruthika	M.B.A., M.Phil	Placement Officer (Part Time)

MEMBERS OF THE NON-TEACHING STAFF

NAME OF THE STAFF	QUALIFICATION	DESIGNATION
Office		
Mr H Syed Aziz Mohammed	M.Com., M.B.A., PGDPCA (ICWA)	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 Y Barvin	M.Sc., M.Phil	Jr. Assistant cum Student Service Coordinator
Ms M Kalpana Devi		Record Clerk
Ms G Lingatharshini	MCA	Data Entry Operator (ERP)
Ms J Monisha	M.Sc	Data Entry Operator (ERP)
Ms Gokula Nithya	B.E	Data Entry Operator [Scholarship Section]
Ms T Mini Priya	B.Sc	Receptionist
Ms Fathima Suhaila	B.Sc	Receptionist
Controller of Examination Sections		
Ms S Mythili	MCA	Typist
Ms H Jasmine Begam	MCA	Data Base Administrator
Ms N Usha Rani	B.Com	Record Clerk
Ms A Faisath Fazeela	B.E.	Data Entry Operator
Ms A Ranjani Selva Meenal	M.E	Data Entry Operator
Ms S Sangeetha	MCA	Data Entry Operator
Ms V Santhi	M. Sc	Data Entry Operator

Assistants		
Ms G Gandhi	M.A	Technical Asst., Advance Training Kitchen Lab.
Ms M Seyed Hassan Fathima	B.Com	Psychology Lab.
Ms K Vasantha Rani	M.Sc	Chemistry Lab.
Ms G Ponmari	M.A	Library
Ms A Sivakami	B.Com	Library
Ms S Priyanga	M.Sc	Microbiology Lab.
Ms U Sumathi	M.Sc	Biochemistry Lab.
Ms V Theebiha	M.E	System Administrator Computer Science Dept.
Ms K Lavanya	M.B.A	Data Entry Operator, IQAC
Ms R Durga Devi	MCA	Commerce Lab.
Ms S Suganthi	B.Com CA	English Lab.
Ms M Priyangadevi	MCA	Mathematics Lab.
Ms B Manimegalai	B.Sc	DTP Centre
Ms S Madina Beevi		CIA
Ms I Prashanthini	M.E	E-Lib Technical
Ms S Sivasakthi	M.Sc	MOOCs Lab.
Ms Sugapriya	B.Com	Tuck shop
Attendants		
Mr M Syed Hameed		Office
Ms Jaleela Begum		Library
Ms V Panchamirtham		CIA
Ms V M Renga Lakshmi	B.A	Library
Ms P Sumathi		Commerce Dept.
Ms T KamalaValli		Computer Science Dept.
Ms K Muneeswari		Office
Ms A Vennila	B.Com CA	Chemistry lab .

Ms Sankareeswari		Home Science Textile Lab.
Mr S Subramaniam	B.A	Office
Ms V Mohana		Food Processing Quality Control
Mr S Praveen	ITI	Office
Ms N Venkateswari		English Dept.
Ms C Priyanga	DEEE	Home Science Dept. Lab .
Ms B Rajalakshmi		Microbiology Dept.
Ms A Muthumari		Tamil Dept.
Ms C KarthigaDevi		Microbiology Dept. Lab.
Ms V Kaleeswari		Computer Science Dept.
Ms P Pasamalar		Computer Science Dept.
Ms M Kayathri	B.Com	Psychology Dept.
Ms S Amutha		Tuck Shop
Ms U Afrin Rehana		IQAC
Ms S Baby Shalini		COE office
Ms R Rajeshwari		Mathematics Dept.
Ms K Murugavalli	B.A	Business Administration Dept.
Maintanance		
Mr M Jagadeesh	DIT	Technical Asst.
Mr Mohamed Ismail		Transport Incharge
Mr A Noorul Ameen	B.E	Electrical Maintainance Engineer
Mr N Dhana sekaran	ITI	Electrician
Mr S Balamurugan		Electrician
Mr S Muthu Naina Mohamed		Driver
Mr V Mohan		Carpenter
Mr S Stella Mercy		House Keeper
Mr. Noor Mohamed		Driver
Security		
Mr Y. Raja Mohammed		Security Officer

ADJUNCT PROFESSORS 2019-20

NAME	DESIGNATION
DEPARTMENT OF TAMIL	
Dr M SELVAKUMAR	Head, Dept of Tamil S.L.S.A.V.M.M. Ayiravaiyiar College, Kallumpatti, Madurai
Dr S ANANTHAVEL	Assistant Professor, Department of Tamil, Bharathiyar University, Coimbatore
DEPARTMENT OF ARABIC	
Dr M SEYID ABDUL KADHER	Assistant Professor & Head, Department of Arabic, Hajee Karutha Rowther Howdia College, Uthamapalayam.
Mr A AHAMED FAIZE	Assistant Professor, Department of Arabic, Hajee Karutha Rowther Howdia College, Uthamapalayam.
DEPARTMENT OF HINDI	
Dr PRITI LATHA	Assistant Professor & Head, Department of Hindi, Lady Dock College, Madurai.
Ms R K JAYAMALINI	Assistant Professor & Head, Department of Hindi, Meenakshi College, Madurai.
DEPARTMENT OF ENGLISH	
Dr F ABDUL RAHIM	Former Professor & Head, Department of English, Annamalai University, Chidambaram.
DEPARTMENT OF COMMERCE	
Dr M SELVAM	Former Professor & Head, Department of International Business and Commerce, Alagappa University, Alagappa Nagar, Karaikudi.

Dr V MANICKAVASAGAM	Former Professor & Head, Department of Corporate Secretaryship, Alagappa University, Alagappa Nagar, Karaikudi.
DR.SATYENDRA SINGH	Professor, Marketing and International Business, University of Winnipeg, Faculty of Business, Canada
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, Sivagangai.
DEPARTMENT OF COMPUTER SCIENCE	
Dr K SOMASUNDARAM	Professor, Department of Computer Science and Applications, Gandhigram Rural Institute, Gandhigram, Dindigul.
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 MATHEMATICS	
Dr G GOPALA KRISHNAMOORTHY	Principal & Head of Mathematics, Sri Krishnasamy Arts & Science College, Sattur.

DEPARTMENT OF CHEMISTRY	
Dr K M TAJUN MEERA BEGUM	Head & Associate Professor, Aringnar Anna Government Arts & Science College, Karaikal.
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.

GOVERNANCE OF THE COLLEGE

EXTERNAL PEER TEAM for QUALITY MANAGEMENT SYSTEM

Dr M Selvam

Former Professor & Head
Dept of International Business,
Alagappa University,
Karaikudi

Dr.V. Manickavasagam

Dean, Faculty of Management,
Senior Professor & Head,
Dept. of Corporate Secretaryship,
Alagappa University.

Dr.M.G.Sethuraman

Professor,
Department of Chemistry,
Gandhigram Rural University Gandhigram

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dr S Sumayaa - Chairperson

Dr N Gowri -Controller of Examination
Ms Nagalakshmi - (Assistant – Office)

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 Samsoun Maharifa
Ms S Naseema Farveen

STATUTORY BODY

GOVERNING BODY

Management
UGC Nominee
State Government Nominee

University Nominee
Educationalist & Industrialist
Ex-Officio Member
Senior Teachers of the College
Representatives of the Trust

ACADEMIC COUNCIL

University Nominees

Dr K Sankaranarayanan

Professor, Department of Physics
Alagappa University, Karaikudi

Dr K R Murugan

Professor & Head
Department of Social Work
Alagappa University, Karaikudi

Dr S Chandramohan

Professor, Alagappa Institute of Management
Alagappa University, Karaikudi

EXTERNAL EXPERTS

Dr R Latha

Associate Professor
Department of Home Science
Fatima College, Mary Land, Madurai

Ms J B Sharmila

Associate Professor & Head
Department of Home Science
Sri MeenakshiGovt College for Women
Madurai

Dr S Senthilkumar

Senior Scientist
Electrodics and Electrocatalysis Division
CSIR – Central Electro Chemical Research Institute
Karaikudi

Mr Gopi Rajendhiran

Consultant Psychologist
Ahana Hospitals, Madurai

BOARD OF STUDIES**Dr.S.Rajaram**

Professor, Dept. of Tamil,
Alagappa University, Karaikudi
Nominated to : Department of Tamil

Dr.M.Abdul Khadar

Associate Professor, PG& Research Dept. of Arabic,
Jamal Mohammed College, Tiruchirappalli
Nominated to : Department of Arabic

Dr.A.Saframma

Assistant professor & Head, Dept. of Hindi,
American College, Madurai
Nominated to : Department of Hindi

Dr.V.Vinod Kumar

Professor & Head, Dept. of English,
Bharathidasan University, Tiruchirappalli
Nominated to : Department of English

Dr.S.Vanitha

Assistant Professor, Dept. of Commerce and Financial Studies,
School of Business Studies, Bharathidasan University, Tiruchirappalli
Nominated to : Department of Commerce

Dr.P.Kannadas

Associate Professor & Head, Dept. of Management Studies,
School of Business Studies, Madurai Kamaraj University, Madurai
Nominated to : Department of B.B.A

Dr.A.Thirumani Devi

Professor & Heade, Dept. of Food Science and Nutirition,
Avinashilingam institute for Home Science and Higher Education
for Women, Coimbatore
Nominated to : Department of Home Science

Dr.U. Jeyasutharsan

Deputy Controller of Examinations, Associate Professor,
Dept. of Computer Science, Thiagarajar College, Madurai
Nominated to : Department of Computer Science

Dr.S.Thambidurai

Professor, Dept. of Industrial Chemistry,
Alagappa University, Karaikudi
Nominated to : Department of Chemistry

Dr.C.Ganesamoorthy

Professor, Dept of Mathematics,
Alagappa Univeristy, Karaikudi
Nominated to : Department of Mathematics

Dr.A.Arun

Associate Professor & Head i/c,
Dept. of Microbiology, Alagappa University, Karaikudi
Nominated to : Department of Microbiology & Biotechnology

Dr.J.Venkatachalam

Professor, Dept. of Psychology,
Periyar University, Salem
Nominated to : Department of Psychology

Dr.S.Thanuskodi

Professor & Head, Dept. of Library and Information Science,
Alagappa University, Karaikudi
Nominated to : Department of Library

FINANCE COMMITTEE

Dr S Sumayaa
Mr A K Nawaz Babu
Finance Officer – Alagappa University
Dr B Zulaiha Shakeel
Alhaj S Sheik Dawood Khan - Management

NON STATUTORY COMMITTEE LIST**PLANNING & EVALUATION**

Mr S Sheik Dawood Khan
Dr S Sumayaa
Vice Principals
Mr H Syed Aziz Mohammed
IQAC

GRIEVANCE REDRESSAL CELL

Dr S Sumayaa
Deans of Academic Affairs
Vice Principals
IQAC

EXAMINATION

Dr S Sumayaa (Chief Controller of Examination)

Dr N Gowri (Controller of Examination)

Dr R Punitha (Chief Superintendent - I)

Dr V Akila (Chief Superintendent - II)

CONTINUOUS INTERNAL ASSESSMENT

Ms S Habeeb Mohamed Sathak Amina

Ms R Sharmila

Ms T Sithi Fahima Rifka (CIA-Asst.)

ADMISSION COMMITTEE

Principal

Vice Principals

Deans

Dr R Visalatchi

LIBRARY COMMITTEE

Principal

HoDs

Dr S Sirajunnissa Begum

Ms P Sumathi

Ms R Sargunapathi

ALOHA -STUDENT SUPPORT SERVICE

DEAN OF STUDENT AFFAIRS

Dr V Akila

Student Welfare

Psychology Counselling

Nutrition Counselling

Career Counselling

Financial Counselling

Scholarship

Placement

Health Care

Earn while you learn

Mentoring

Peer Help Group

Remedial

Bridge courses & Induction Training

Yoga and Meditation
Guidance for competitive
Examinations
Soft Skill Development
Vocational Education and Training

STUDENT WELFARE

Ms A Radha
Ms B Kiruba Sri
Ms N Priya
Dr Sagufta Ahmed
Ms R M Gani Mozhi
Ms Ajrun Aleema

INTERNAL COMPLAINTS

Alhaj Khalid A K Buhari
Alhaj S Sheik Dawood Khan
Dr Sumayaa
Dr AEGC Rajani
Dr B Zulaiha Shakeel
Dr N Gowri
Dr A Jasmine
Ms S Panbarasi Fathima
Ms B Seeni Rahfu Nisha

EXTRA CURRICULAR & YOUTH WELFARE FORA

Ms K Priya
Ms A Asan Banu
Ms P Preethi
Ms A Shanmugajothi
Ms Mohana Priya
Ms S Sabitha Rani Shafna
Ms R Gowsalya
Ms U Hema Priya
Ms A Ameenathu Sameera

ACADEMIC ADMINISTRATIVE AUDIT

IQAC
HoDs
Internal Auditors

CURRICULUM DEVELOPMENT**Dr A E G C Rajani**

Dr S Sirajunnissa Begum

Dr N Gowri

Ms S Panbarasi Fathima

Dr A Jasmine

Dr R Punitha

Dr B Zulaiha Shakeel

Dr S Muthumareeswari

Dr V Akila

Ms H Noorul Samsoun Maharifa

Ms S Naseema Farveen

Dr M Srimathi

Ms S Dhanya Mol

Ms R Kala

Ms J Sunitha

NAAC COORDINATORS**Dr K Buvaneswari**

Ms S Panbarasi Fathima

Dr B Zulaiha Shakeel

RESEARCH**Dr F Arockiya Aarthi Rajathi**

Ms B Thillai Eswari

Ms S Manicka Vasuki

Ms K Kamalajothy

Ms J Arthy

Ms R Srimathi

Dr D Kanthimathi

Ms M Kokila

PARENT – TEACHER ASSOCIATION**Ms N Nagajothi**

Ms J Sunitha

Ms S Fathima Bazeela

Ms Deepalakshmi

STAFF DEVELOPMENT**Ms R Lakshmi Shree**

Ms D Usha Rani
Ms R Sathya
Ms R Shibana
Ms S Mahuthun Nisha
Ms R Athi Lakshmi
Ms A Manimekali

STUDENT COUNCIL ADVISORS

Ms R Rajeshwari
Ms M Imrana

NSS PROGRAMME OFFICERS

Ms P Indurani
Ms R Sudha Abirami
Ms D Prabhavathi
Ms M Radha

ENTREPRENEUR DEVELOPMENT CELL AND PALM SUGAR UNIT & STARTUP

Dr S Muthumareeswari

Ms M Saila Banu
Ms M Mahaboob Rani
Ms N Seyed Mariam Sumaya
Ms J Jumana
Ms.T.Asha
Ms S Muruga Divya

RED RIBBON CLUB & YOUTH RED CROSS

Dr M Srimathi

Ms M Saranya
Ms K Kanaka
Ms M. Gokilavani
Dr Devi Shri

ROTARACT

Ms R Visalatchi

Ms P Sumathi
Ms S Vishnu Priya
Ms S Vigneshwari
Ms M Afrah Salima

ANTI RAGGING & SEXUAL HARASSMENT

Principal
Vice Principals
HoDs
Dr Joyce Deva Kirubai
Ms V Pratheepa
Ms M Jeevapathi

WOMEN EMPOWERMENT CELL

Ms M Fathima Suraiya
Ms P Jeyachitra
Ms P Uma Bharathi
Ms P Senthil Kumari

SCHOLARSHIPS

Ms B A Hadhijath Mahira (Private)
Ms A Beema Rani (Private)
Ms K Suganthi (Government)
Ms P Sobana Yogitha (Government)
Ms Y Barvin (Government)
Ms Gokula Nithiya (Scholarship - Asst)

PLACEMENT CELL & CAREER GUIDANCE

Ms K Kiruthika

ALUMNAE ASSOCIATION

Ms L Radha
Ms S Aabidha
Ms K Ann Sheela
Ms D Diana
Ms S Ayesath Umaira

**COLLEGE CALENDAR/ PROSPECTUS/ VIEWBOOK/
MAGAZINE**

Ms K Mani Megalai
Ms Syed Ali Fathima
Ms K Vanitha
Ms R Sajitha Rubini
Ms S Samili
Ms J Janani

**COLLEGE ANNUAL REPORT/ GRADUATION DAY REPORT/
LOG BOOK DESIGNING**

Ms M Regina

Ms A Kansul Maharifa

PRESS

Ms M Ali Fathima

Dr M Ponmani

GENERAL DISCIPLINE

Ms R Kala

NSS – (POs)

TRANSPORT

Ms G Saravana Priya

Ms A R Dharsini Priyanka

GUEST HOUSE INCHARGE

Dr F Arockiya Aarthi Rajathi

Ms M Afrah Salima

INFRASTRUCTURE & MAINTENANCE

Alhaj S Sheik Dawood Khan

IQAC

Accounts Manager

Maintenance Engineering

Technician

Electrician

PURCHASE COMMITTEE

Mr S Sheik Dawood Khan

Dr S Sumayaa

Mr H Syed Aziz Mohammed

Ms N Munesswari

IQAC

INSTITUTIONAL INNOVATION CENTER

Ms S Dhanya Mol

Ms M Nagavalli

Ms J Shameem Banu

Ms K Anisha

Ms J Anitha

VALUE ADDED PROGRAM

Ms P Sumathi

Dr Devi Shri

RESULT ANALYSIS COMMITTEE

Principal

Vice Principals

Deans

COE

HoDs

FEEDBACK COMMITTEE

Ms J Fathima Kaleema

Ms R Sargunapathi

Ms K Sabira Banu

Ms Saajida Sulthaana Mahusook

Ms S Usha Rani

Ms P Dhatchiyani

ERP COORDINATOR

Ms N Nagajothi

PUBLIC RELATIONS

Dr R Visalatchi

Ms S Fathima Rustha

Ms A Beema Rani

Ms Gokula Nidhiya (Scholarship Assistant)

CANTEEN

Ms R Datchiyani

STUDENT COUNCIL OFFICE BEARERS

NAME OF THE POST	NAME OF THE STUDENT	DEPARTMENT
College President	H Mariyam Abhira	III B Sc Nutrition
Vice-President	N Rafiyathu Hairiya	III BBA
General Secretary	S I Sumayyah	III B Sc Psychology
Joint Secretary	S Juhi Amina	III B Sc Psychology
Secretary for Sports	J Janani	II B Sc Microbiology
	R Tamilvani	III B Sc Mathematics "B"
Secretary for NSS	S Afrin	III BA English "C"
	M Nazhath Lamiya	II B Sc IT
Secretary for Transport	Sasikanthan Vijaya Kanaga Durga	III BA English "A"
Secretary for IQAC	Fathima Nawfa	II B Com
Secretary for CED & Innovation Club	A Fathima Nowsath	III B Sc Computer Science
Secretary for RRC & Rotaract	A Bamini Saha	III B Sc Mathematics "C"
Secretary for YRC, Youth Welfare & Dramatics	M Hyrun Jariya	III B Sc Microbiology

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.

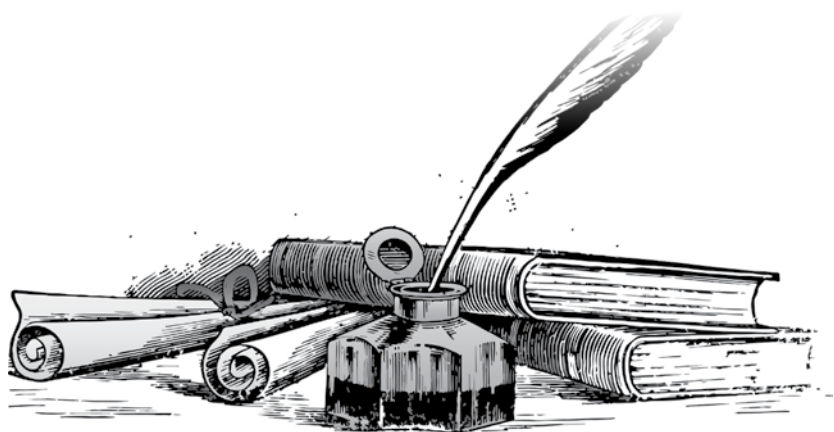
List of Religious Festivals for Restricted holidays

S. NO	RELIGIOUS HOLIDAYS	DD/MM/YY	DAY
1.	Ramzan 1st day	06.05.2019	Monday
2.	Aadi Perukku	03.08.2019	Saturday
3.	Varalakshmi Viratham Onam	09.08.2019	Friday
4.	Rig Upakarma	14.08.2019	Wednesday
5.	Gayatri Japam	16.08.2019	Friday
6.	Sri Jayanthi (Janmashtami)	24.08.2019	Saturday
7.	SamaUpakarma	01.09.2019	Sunday
8.	Hijra New Year	01.09.2019	Sunday
9.	Deepavali Nonbu	26.10.2019	Saturday
10.	All Souls Day	02.11.2019	Saturday
11.	Karthikai Deepam	10.12.2019	Tuesday
12.	Xmas Eve	24.12.2019	Tuesday
13.	New Year Eve	31.12.2019	Tuesday
14.	Vaikunda Ekadashi	06.01.2020	Monday
15.	Arudhra Dharshanam	10.01.2020	Friday
16.	Thai Pusam	08.02.2020	Saturday
17.	Maha Shivarathri	21.02.2020	Friday
18.	Ash Wednesday	26.02.2020	Wednesday
19.	Maasi Magam	08.03.2020	Sunday
20.	Maundy Thursday	09.04.2020	Thursday
21.	Ramzan 1st day	24.04.2020	Friday
22.	Chitra Pournami	07.05.2020	Thursday



Academic Calendar

2019-20



DAY	DATE	DAY ORDER	JUNE 2019	NO OF WORKING DAYS
			PARTICULARS	
Saturday	1			
Sunday	2			
Monday	3			
Tuesday	4			
Wednesday	5		Ramzan	
Thursday	6			
Friday	7			
Saturday	8			
Sunday	9			
Monday	10		Training for faculty with less than five years experience	
Tuesday	11			
Wednesday	12		Reopen for Faculty	
Thursday	13			
Friday	14			
Saturday	15			
Sunday	16			
Monday	17		Reopen and orientation for II & III Year UG & PG students	1
Tuesday	18		Orientation for II & III Year UG & PG students	2
Wednesday	19	I	PTA meeting for I year UG Students	3
Thursday	20	II	Induction Programme for I Year UG students	4
Friday	21	III	Induction Programme for I Year UG Students International Yoga Day (Physical Education)	5
Saturday	22			
Sunday	23			
Monday	24	IV	Induction Programme for I Year UG students	6
Tuesday	25	V	Induction Programme for I Year UG students	7
Wednesday	26	VI	Induction Programme for I Year UG students	8
Thursday	27	I	Induction Programme for I Year UG students	9
Friday	28	II		10
Saturday	29			
Sunday	30			
TOTAL NUMBER OF WORKING DAYS :10				

DAY	DATE	DAY ORDER	JULY 2019	NO OF WORKING DAYS
			PARTICULARS	
Monday	1	III	Bridge Course for I Year UG students	11
Tuesday	2	IV	Bridge Course for I Year UG students	12
Wednesday	3	V	Bridge Course for I Year UG students	13
Thursday	4	VI	Bridge Course for I Year UG students	14
Friday	5	I	Bridge Course for I Year UG students	15
Saturday	6		Soft Skills for III UG Students	
Sunday	7			
Monday	8	II	College Open and Induction Programme For I PG & M.Phil Students	16
Tuesday	9	III	Induction Programme for I Year PG students	17
Wednesday	10	IV	Induction Programme for I Year PG students	18
Thursday	11	V	Induction Programme for I Year PG students World Population Day (NSS)	19
Friday	12	VI	Induction Programme for I Year PG students	20
Saturday	13			
Sunday	14			
Monday	15	I	Induction Programme for I Year PG students	21
Tuesday	16	II		22
Wednesday	17	III		23
Thursday	18	IV		24
Friday	19	V		25
Saturday	20			
Sunday	21			
Monday	22	VI	College Campus Day (Studnet Council)	26
Tuesday	23	I		27
Wednesday	24	II	I Internal for all UG and II & III PG	28
Thursday	25	III		29
Friday	26	IV		30
Saturday	27			
Sunday	28			
Monday	29	V		31
Tuesday	30	VI	31st Foundation Day of the College	32
Wednesday	31	I		33
TOTAL NUMBER OF WORKING DAYS : 23				

DAY	DATE	DAY ORDER	AUGUST 2019	NO OF WORKING DAYS
			PARTICULARS	
Thursday	1	II		34
Friday	2	III		35
Saturday	3		Soft Skills for III UG Students	
Sunday	4			
Monday	5	IV		36
Tuesday	6	V		37
Wednesday	7	VI		38
Thursday	8	I		39
Friday	9	II		40
Saturday	10			
Sunday	11		Bakrid Holidays	
Monday	12			
Tuesday	13			
Wednesday	14	III		I Internal for I PG & M.Phil
Thursday	15		Independence Day	
Friday	16	IV		42
Saturday	17			
Sunday	18			
Monday	19	V	World Photography Day (Department of English)	43
Tuesday	20	VI		44
Wednesday	21	I		45
Thursday	22	II		46
Friday	23	III		47
Saturday	24			
Sunday	25			
Monday	26	IV		48
Tuesday	27	V		49
Wednesday	28	VI		50
Thursday	29	I	II Internal Commences National Sports Day (Physical Education)	51
Friday	30	II		52
Saturday	31			
TOTAL NUMBER OF WORKING DAYS : 19				

DAY	DATE	DAY ORDER	SEPTEMBER 2019	NO OF WORKING DAYS
			PARTICULARS	
Sunday	1			
Monday	2		Vinayaga Chaturthi	
Tuesday	3	III		53
Wednesday	4	IV		54
Thursday	5	V	Teachers Day (Student Council)	55
Friday	6	VI		56
Saturday	7		Soft Skills for III UG Students	
Sunday	8		International Literacy Day (CSS)	
Monday	9	I		57
Tuesday	10		Muharram	
Wednesday	11	II		58
Thursday	12	III		59
Friday	13	IV		60
Saturday	14		World First Aids Day (NSS)	
Sunday	15			
Monday	16	V		61
Tuesday	17	VI		62
Wednesday	18	I		63
Thursday	19	II	II Internal for I PG & M.Phil.	64
Friday	20	III		65
Saturday	21			
Sunday	22			
Monday	23	IV		66
Tuesday	24	V		67
Wednesday	25	VI		68
Thursday	26	I		69
Friday	27	II		70
Saturday	28			
Sunday	29			
Monday	30	III		71
TOTAL NUMBER OF WORKING DAYS : 19				

DAY	DATE	DAY ORDER	OCTOBER 2019	NO OF WORKING DAYS
			PARTICULARS	
Tuesday	1	IV		72
Wednesday	2		Gandhi Jayanthi	
Thursday	3	V		73
Friday	4	VI		74
Saturday	5		Soft Skills for III UG Students	
Sunday	6			
Monday	7		Ayudha puja	
Tuesday	8		Vijaya Dashami	
Wednesday	9			
Thursday	10	I	III Internal Commences	75
Friday	11	II	International Girl Child Day (YWF)	76
Saturday	12			
Sunday	13			
Monday	14	III		77
Tuesday	15	IV	Alhaj Dr.B S Abdur Rahman's Birthday & Dr.APJ Abdul Kalam's Birthday Ilakkiya Saral Vizha (Department of Tamil)	78
Wednesday	16	V	World Food Day (Department of Home Science)	79
Thursday	17	VI		80
Friday	18	I		81
Saturday	19			
Sunday	20			
Monday	21	II		82
Tuesday	22	III	ESE Practical Commences	83
Wednesday	23	IV		84
Thursday	24	V		85
Friday	25	VI		86
Saturday	26		Deepavali	
Sunday	27			
Monday	28			
Tuesday	29	I		87
Wednesday	30	II	III Internal for I PG & M.Phil.	88
Thursday	31	III		89
TOTAL NUMBER OF WORKING DAYS : 18				

DAY	DATE	DAY ORDER	NOVEMBER 2019	NO OF WORKING DAYS
			PARTICULARS	
Friday	1	IV		90
Saturday	2			
Sunday	3			
Monday	4			
Tuesday	5			
Wednesday	6		ESE Begins	
Thursday	7			
Friday	8			
Saturday	9			
Sunday	10			
Monday	11		Last working day for I PG & M.Phil Students	
Tuesday	12			
Wednesday	13			
Thursday	14		Children's Day	
Friday	15			
Saturday	16			
Sunday	17			
Monday	18			
Tuesday	19			
Wednesday	20			
Thursday	21			
Friday	22			
Saturday	23			
Sunday	24			
Monday	25	I	Even Semester Begins	1
Tuesday	26	II		2
Wednesday	27	III		3
Thursday	28	IV		4
Friday	29	V		5
Saturday	30			
TOTAL NUMBER OF WORKING DAYS : 5				

DAY	DATE	DAY ORDER	DECEMBER 2019	NO OF WORKING DAYS
			PARTICULARS	
Sunday	1			
Monday	2	VI		6
Tuesday	3	I		7
Wednesday	4	II		8
Thursday	5	III		9
Friday	6	IV		10
Saturday	7		Soft Skills for III UG Students	
Sunday	8			
Monday	9	V		11
Tuesday	10	VI	Human Rights Day (Women Empowerment Cell)	12
Wednesday	11	I		13
Thursday	12	II		14
Friday	13	III		15
Saturday	14			
Sunday	15			
Monday	16	IV		16
Tuesday	17	V		17
Wednesday	18	VI	Minorities Right Day (Scholarship)	18
Thursday	19	I		19
Friday	20	II		20
Saturday	21			
Sunday	22		National Mathematics Day (Department of Mathematics)	
Monday	23		December Delight (EC Committee)	
Tuesday	24		Christmas	
Wednesday	25			
Thursday	26			
Friday	27	III		21
Saturday	28	IV		22
Sunday	29			
Monday	30		Alumnae Meet (Alumnae Committee)	
Tuesday	31	V		23
TOTAL NUMBER OF WORKING DAYS : 18				

DAY	DATE	DAY ORDER	JANUARY 2020	NO OF WORKING DAYS
			PARTICULARS	
Wednesday	1			
Thursday	2	VI		24
Friday	3	I		25
Saturday	4		Soft Skills for III UG Students	
Sunday	5			
Monday	6	II	I Internal Commences	26
Tuesday	7	III		27
Wednesday	8	IV		28
Thursday	9	V		29
Friday	10	VI		30
Saturday	11	I	National Youth Day (YWF)	31
Sunday	12			
Monday	13			
Tuesday	14		Bhogi	
Wednesday	15		Pongal	
Thursday	16		Thiruvalluvar Day	
Friday	17		Uzhavar Tirunal	
Saturday	18			
Sunday	19			
Monday	20	II		32
Tuesday	21	III		33
Wednesday	22	IV		34
Thursday	23	V		35
Friday	24	VI		36
Saturday	25		Voter's Day (NSS)	
Sunday	26		Republic Day (Student Council)	
Monday	27	I		37
Tuesday	28	II		38
Wednesday	29	III		39
Thursday	30	IV	Martyr's Day (Student Council)	40
Friday	31	V		41
TOTAL NUMBER OF WORKING DAYS : 18				

DAY	DATE	DAY ORDER	FEBRUARY 2020	NO OF WORKING DAYS
			PARTICULARS	
Saturday	1		Soft Skills for III UG Students	
Sunday	2			
Monday	3	VI		42
Tuesday	4	I		43
Wednesday	5	II		44
Thursday	6	III		45
Friday	7	IV		46
Saturday	8			
Sunday	9			
Monday	10	V		47
Tuesday	11	VI		48
Wednesday	12	I		49
Thursday	13	II		50
Friday	14	III	II Internal Commences	51
Saturday	15			
Sunday	16			
Monday	17	IV		52
Tuesday	18	V		53
Wednesday	19	VI		54
Thursday	20	I		55
Friday	21	II		56
Saturday	22			
Sunday	23			
Monday	24	III		57
Tuesday	25	IV		58
Wednesday	26	V		59
Thursday	27	VI		60
Friday	28	I	National Science Day (Science Departments)	61
Saturday				
TOTAL NUMBER OF WORKING DAYS : 20				

DAY	DATE	DAY ORDER	MARCH 2020	NO OF WORKING DAYS
			PARTICULARS	
Sunday	1			
Monday	2	II		62
Tuesday	3	III		63
Wednesday	4	IV		64
Thursday	5	V		65
Friday	6	VI		66
Saturday	7		Soft Skills for III UG Students	
Sunday	8		International Women's Day (Women Empowerment Cell)	
Monday	9	I		67
Tuesday	10	II		68
Wednesday	11	III		69
Thursday	12	IV		70
Friday	13	V		71
Saturday	14			
Sunday	15		World Consumer Day (Department of Commerce)	
Monday	16	VI		72
Tuesday	17	I		73
Wednesday	18	II		74
Thursday	19	III	III Internal Commences	75
Friday	20	IV		76
Saturday	21			
Sunday	22		World Day of Water (Department of Microbiology and Chemistry)	
Monday	23	V		77
Tuesday	24	VI		78
Wednesday	25	I		79
Thursday	26	II		80
Friday	27	III		81
Saturday	28			
Sunday	29			
Monday	30	IV		82
Tuesday	31	V	ESE Practical Commences	83
TOTAL NUMBER OF WORKING DAYS : 22				

DAY	DATE	DAY ORDER	APRIL 2020	NO OF WORKING DAYS
			PARTICULARS	
Wednesday	1	VI		84
Thursday	2	I		85
Friday	3	II		86
Saturday	4			
Sunday	5			
Monday	6	III		87
Tuesday	7	IV	World Health Day (RRC)	88
Wednesday	8	V		89
Thursday	9	VI	Last Working day For all UG & PG	90
Friday	10			
Saturday	11			
Sunday	12			
Monday	13		ESE Begins	
Tuesday	14		Tamil New year & Dr.B.R.Ambedkar's Birthday	
Wednesday	15			
Thursday	16		Mahavir Jeyanthi	
Friday	17		Good Friday	
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			
TOTAL NUMBER OF WORKING DAYS : 7				

DAY	DATE	DAY ORDER	MAY 2020	NO OF WORKING DAYS
			PARTICULARS	
Friday	1			
Saturday	2			
Sunday	3			
Monday	4			
Tuesday	5			
Wednesday	6			
Thursday	7			
Friday	8			
Saturday	9			
Sunday	10			
Monday	11			
Tuesday	12			
Wednesday	13			
Thursday	14			
Friday	15			
Saturday	16			
Sunday	17			
Monday	18			
Tuesday	19			
Wednesday	20			
Thursday	21			
Friday	22			
Saturday	23			
Sunday	24			
Monday	25			
Tuesday	26			
Wednesday	27			
Thursday	28			
Friday	29			
Saturday	30			
Sunday	31			
TOTAL NUMBER OF WORKING DAYS :				

EXAMINATION RULES

For the year 2019-20

ASSESSMENT- Batches 2017-20, 2018 -21 & 2019-22

- ❖ To empower Result Awarding Committee to decide grading norms of ESE results
- ❖ If a student lacks in internal marks, she may be given chance for improvement of internal marks in the consecutive years instead of repeating the semester
- ❖ Three Written tests / Project reviews are to be conducted out of which the average of best two will be considered as Test average / Review average for CIA
- ❖ To retain Internal & External split up for UG and PG as 40:60 and for M. Phil as 25:75
- ❖ For courses with both theory and lab, theory shall be conducted for 15 marks and practicals shall be conducted for 10 marks for each CIA test

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

S.No	Particulars	Under Graduates		Post Graduates		M Phil	
		Break up	Passing Minimum	Break up	Passing Minimum	Break up	Passing Minimum
1	CIA:ESE 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					

COMMON CREDIT STRUCTURE FOR UNDERGRADUATE PROGRAMME

S. No	Part	Course	Sem -I	Sem -II	Sem -III	Sem -IV	Sem -V	Sem -VI	Total No. of Credits
1	I	Tamil/Arabic/ Hindi	6	6	-	-	-	-	12
2	II	English	6	6	-	-	-	-	12
3	III	Core Course	8	6	8	12	10	16	60
		Allied	5	5	5	5	-	-	20
		Elective					10	5	15
4	IV	Non-Major Elective			2	2			4
		Skill Based Elective	2	2	2	2	2	2	12
		Environmental Studies		2					2
		Human Rights			2				2
		Values and Ethics				2			2
		Women Studies					2		2
5	V	Extension Activities			2			2	
6		Extra Credit		2	2	2	2	2	10
		Total	27	27+2	21+2	23+2	24+2	23+2	145+10

STRUCTURE FOR PG [2 – YEARS PROGRAMME]

Course	Sem I	Sem II	Sem III	Sem IV	Total Credits
Core	4 (3 T + 1 P) x 5 = 20	4 (3 T + 1 P) x 5 = 20	4 (3 T + 1 P) x 5 = 20	3 (2 T + 1 PJT) x 5 = 15 or 1(PJT) x 5 = 15	75
Elective	1 x 5 = 5	1 x 5 = 5	1 x 5 = 5	-	15
Extra Credit	1 x 2 = 2	1 x 2 = 2	1 x 2 = 2	1 x 2 = 2	8
Total	25 + 2	25 + 2	25 + 2	15 + 2	90+8

STRUCTURE FOR MCA [3- YEARS PROGRAMME]

Sem	Core	Elective	Extra Credit	Total
I	(5T x 4) + (2P x 3)	-	-	26
II	(3T x 4) + (2P x 3)	2 x 4	2	26+2
III	(3T x 4) + (2P x 3)	2 x 4	2	26+2
IV	(4T x 4) + (2P x 3)	1 x 4	2	26+2
V	(4T x 4) + (2P x 3)	1 x 4	2	26+2
VI	PJT – 12	-	2	12+2
Total Credits				142+10

COMMON STRUCTURE FOR M PHIL PROGRAMME

Sem.	Sub. Code	Course	Sub. Title	Hours	Credits	CIA	ESE	Total
Sem I		Core I	Research Methodology	6	6	25	75	100
		Core II		6	6	25	75	100
		Core III	Professional Competency	6	6	100	-	100
		Library		6				
			Dissertation Discussion	6				
Total				30	18	150	150	300

Sem II	Elective	a. b. (Minimum two & Maximum four options)	6	6	25	75	100
	Core IV	Dissertation	16	12	100	100	200
	Library		8	-	-	-	-
Total			30	18	125	175	300
Grand Total			60	36	275	325	600

STRUCTURE FOR CERTIFICATE PROGRAMME

Course	Hours	Credits
Theory	30	5
Practical	50	5
Total	80	10

STRUCTURE FOR DIPLOMA PROGRAMME [1 YEAR]

Course	Hours	Credits
Theory	30	6
Theory	30	6
Practical	30	6
Total	90	18

CIA COMPONENTS FOR UG & PG (THEORY)

CIA SPLIT UP FOR UG		CIA SPLIT UP FOR PG	
Evaluation Criteria	Mark	Evaluation Criteria	Mark
Written Test Average	25	Written Test Average	25
Quiz [I Yr] / Assignment [II Yr] / Seminar [III Yr]	5	Seminar	5
Class Room Participation	5	Class Room Participation	5
Attendance	5	Attendance	5
Total	40	Total	40

CIA SPLIT UP FOR LAB COURSE (UG & PG)	
Evaluation Criteria	Mark
Test Average	25
Lab Participation	5
Record	5
Attendance	5
Total	40

ESE SPLIT UP FOR LAB COURSE (UG & PG)	
Evaluation Criteria	Mark
Performance	40
Record	10
Viva-Voce	10
Total	60

CIA COMPONENTS FOR M PHIL PROGRAMME

PROFESSIONAL COMPETENCY COURSE		OTHER COURSES	
Evaluation Criteria	Mark	Evaluation Criteria	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 PROJECT [UG]

CIA		ESE	
Evaluation Criteria	Mark	Evaluation Criteria	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 & MPHIL]

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

EVALUATION CRITERIA FOR INTERNSHIP [UG & PG]

ESE	
Evaluation Criteria	Mark
Work Involvement	30
Skill Development	40
Report	25
Attendance	5
Total	100

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

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

ESE QUESTION PAPER PATTERN FOR UG & PG

ESE PATTERN		
Part – A	Multiple Choice (2 Qns from each unit)	10 x 1 = 10
Part – B	Either – or (1 Qn from each unit)	5 x 4 = 20
Part – C	Open Choice (3 out of 5 qns; 1 qn from each unit)	3x10 = 30
Total		60 Marks

**ESE QUESTION PAPER PATTERN FOR PART-IV
[THEORY]
[NON-MAJOR ELECTIVES, SKILL BASED ELECTIVES
AND GENERAL INTEREST COURSES]**

Part – A Multiple Choice Questions	20 x 1 = 20
Part-B Either – or Type [from all the five units]	2 x 5 = 10
Part – C Open Choice –Two out of three questions to be answered	2 x 10 = 20
Total	50 Marks

**ESE EVALUATION CRITERIA FOR PART-IV
[PRACTICALS NON-MAJOR ELECTIVES AND SKILL
BASED ELECTIVES]**

Evaluation Criteria	Marks
Performance	30
Record	10
Viva-voce	10
Total	50

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

Either – or (2 Questions)	2 x 15 = 30
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ESE QUESTION PAPER PATTERN FOR M PHIL

<p>PART – A 5 X 15 = 75 (Either – Or ; 1 Qn from each unit)</p>
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ESE PATTERN FOR CERTIFICATE, MUBALLIGA AND EXTRA CREDIT COURSE

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

EVALUATION CRITERIA FOR SKILLS FOR EMPLOYABILITY DEVELOPMENT COURSE

Group Discussion	40
Writing Skills	30
Oration	25
Attendance	5
Total	100 Marks

EVALUATION CRITERIA FOR NSS / CSS

Activities Participated	30
Work Involvement	40
Discipline	25
Attendance	5
Total	100 Marks

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	92 - 100	3
91 - 95	4		
86 - 90	3		
81 - 85	2	84 - 91	2
76 - 80	1	76 - 83	1
Less than 76	0	Less than 76	0

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

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

III . Condonation Rules

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

* Subject to Appeals committee's decision

- Due consideration can be given for late admissions **only in the First semester**
- Students having attendance less than 75% (the minimum prescribed) in any programme cannot sit for the ESE in that semester.
- If a student has lost her attendance on genuine medical grounds, she can apply for **condonation** to the Appeals Committee immediately after returning to the college. Appeals Committee's decision will be final.
- 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.

V. Evaluation

S.No	Pro-gramme	Semester	Nature of Valuation	Provision for Trans-parency	Provision for Revaluation
1	UG	1-4	Single	Yes	No
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 1/3rd 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
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	B	
45 – 49	4.9	C++	Third Class
40 – 44	4.4	C+	
Below 40	0	RA	Reappear

**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	Reappear

**OVERALL FINAL RESULT UG
2017 onwards**

Marks	Grade Point	Letter Grade	Classification of Final Result
95 & 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	B	
45 – 49	4.9	C++	Third Class
40 – 44	4.4	C+	
Below 40	0	RA	Reappear

$$\text{Grade Point Average (GPA)} = \frac{\sum (C_r \times GP)}{\sum C_r}$$

*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 PG & M Phil
2017 onwards**

Marks	Grade Point	Letter Grade	Classification of Final Result
95 & 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	Reappear

$$\text{Grade Point Average (GPA)} = \frac{\sum (C_r \times \text{GP})}{\sum C_r}$$

*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

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 & 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:

- **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.
- **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.
- **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.
- **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.
- **Writing** the register number anywhere in the answer book or additional sheets other than in the fly slip.
- **Enclosing** empty additional sheets, wasting the exam stationery wantonly.
- **Writing** the examination without valid hall ticket.
- **Noting** down the answers of problems in her question paper before leaving the Hall.
- **Tearing off** sheets from the answer book.
- **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.
- **Talking** with neighbours, showing signs or signals to others in the hall / verandah

- **Copying from** printed / Xerox / handwritten bits / sheets / book / programmable calculators, organizers, digital memory pad etc. in the examination
- **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.
- **Showing** the answer book / additional sheet to the neighbours or allowing them to copy.
- **Giving / Getting** the main answer book or additional sheet to / from neighbor for copying.
- **Writing** cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.
- **Writing** the examination even after the final bell, not obeying to hall superintendent's instructions A
- **Striking off** all the pages including the correct answers written by her in the answer book, when being caught for any act of malpractice.
- **Telling** the answer or formula related to any of the question to others writing the same examination.
- **Inserting** pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer book.
- **Replacing** the answer book supplied in the hall by pre-prepared answer book brought by the candidate herself or got from outsiders.
- **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.
- **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
- **Writing** filthy / indecent / vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.
- **Acts** of threats, violence, creating disturbance inside / outside

the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.

- **Repetitive** action of malpractice either in the same sitting or in different sittings in the course of her study.
- **Taking away** with her the written answer book, without handing over the same to the Hall Superintendent.
- **Trying to take away or damage** other candidate's answer book
- **Violating** any other special rules / regulations prescribed then and there by the COE.
- **Impersonation** - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else
- **Assaulting Physically** or attempting to attack any examination staff while being caught/ booked for any malpractice.
- **Causing damage** to examination records.
- **Arranging outside persons** to terrorise the examination staff.
- **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.
- **Causing damage** to the belongings of Examiners, as an act of vengeance.
- **The candidates** who had been booked under any of the above mentioned malpractice will be enquired by an Enquiry Committee headed by the Chief Superintendent of the examination center and punishments will be awarded by the Disciplinary Action Committee constituted by the Principal depending on the nature & severity of the malpractice.
- **Punishment** The following are the punishments being awarded to such students:
 - All papers of the concerned semester written by the candidate in that sitting including practicals will be cancelled.
 - All Papers written by the candidate in that sitting (all semester papers including practicals)

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

DISCIPLINARY RULES

- 1 When a student meets a member of the teaching staff of the college or any member of the Management within or outside the college campus, she should greet them.
- 2 No student shall leave the class room during the 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 the 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 should not spill ink anywhere 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.

- † 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 Committee report Anti- Ragging Committee and Anti- Ragging Squads are formed to curb the incident of ragging on the campus.

The Committee includes the Principal, Vice Principals, Deans of Arts & Sciences, 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 has 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 be operated 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. Vice Principals
3. Deans of Arts and Sciences
4. Student Council Members
5. 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 the 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 the 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 the College accounts should protect their passwords at all times. Sharing passwords is prohibited, with the exception of accounts created for the 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 serves as the official means of the electronic communication. Employees and trustees may only use the 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 the 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 the 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. The 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

The 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 the 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 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 Information Technology, B Sc Computer Science, M 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 and MSc Microbiology students take up the projects work in relevant areas.
- B Sc Chemistry and MSc 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 600 books to its credit. Now it has about 27,876 books and more than 208 periodicals including National & International Journals. The library has innovative infrastructure facilities like AUTOLIB software with modern technology such as DSpace serves with Wi-Fi connections and the library system includes central and the departmental libraries. Our College Library membership with British Council, AIRC (American Information Resource Center) Chennai, DELNET & N-List, NPTEL Digital Video Library and National Digital Library (free access). Library Security System-CCTV camera can be used in libraries to monitor the student activities in the library.

Library Facilities:

- Open access system is followed.
- Library hours are allotted for the students during working hours.
- The college library runs a book bank for the benefit of the poor students.

- The Library has Provides
 - Reprography facility and it charges Rs.1/- per copy
 - Printout facility and it charges Rs.3/- (word format) & Rs.5/- (image format)
- Alumnae students, mothers of the Pearl Montessori School students and teachers of the local schools, community college staff and Housewives of Kilakarai can make use of the college library after the college working hours.
- The library accepts donations of manuscripts, books and journals etc., which are found useful to the students
- The library provides two tokens of each student for books transactions

Library Timings:

- The library will remain open on all days, except Sundays.
 - Monday to Friday - 8.30 a.m. to 5.30 p.m.
 - Saturday - 8.30 a.m. to 1.30 p.m.
 - Examination days - 8.15 a.m. to 5.30 p.m.
 - Extended Library Hours
Monday to Saturday - 6.30pm to 9.00pm
- Book transaction hours and on all working days in Lunch break and Library hours
 - 08.30am to 09.10am
 - 10.30am to 10.40am
 - 01.10pm to 02.00pm
 - 03.40pm to 05.30pm

During the class hours books will not be issued or received from the students.

General Rules:

- 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
- 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.
- On entering the library, only paper and pen can be taken in for reference work. The ID card and brown cover or newspaper shall be taken in when books have to be borrowed.
- Reference books, magazines and journals will be issued for over night only.
- The books are to be left on the reading table and need not be replaced in the shelves after reading or reference.
- All books and journals must be returned on or before the due date.
- Library books are to be used with utmost care and to be returned without any damage.
- Students should not write or draw anything on the books, periodicals and newspapers.
- The newspaper(s) should be folded properly after reading and kept back in the designated place.
- Loss of tickets should be reported to the Librarian immediately & Rs.25/- should be paid for each ticket that is lost. All payment shall be paid at the college office and receipt shall be shown to the librarian, but fines should be paid to the Library.
- 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.
- Usage of mobile phones is not permitted inside the library
- Students & Staff must produce the Identity Cards while borrowing the books/journals etc.,

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

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

Reservation

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

Return of Books

- Books due on the holiday should be returned the next morning and no fine will be collected
- All the students must return the books before receiving their examination hall tickets.
- All books must be returned to the library before the end of the semester.
- Staff / Students those who are availing medical leave / study leave / long leave, you are requested to return the library books and collect

the No dues certificate from librarians. Students those who are not returned/renewal the books after the due date will be charged an overdue charge of Rs1/-per day

Renewal

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

Lost and Damaged Publications

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

**LIST OF GOVERNMENT SCHOLARSHIPS
ELIGIBILITY CRITERIA & SCHOLARSHIP AMOUNT
UNDER GRADUATE STUDENTS**

S. NO	SCHEME CATEGORY	ELIGIBILITY CRITERIA	SCHOL-ARSHIP AMOUNT
1	Post Matric Scholarship Scheme for Minorities	<ol style="list-style-type: none"> Candidates belonging to Minority Community Previous Year Percentage $\geq 50\%$ Parent's Income should be ≤ 2 Lakh <p style="text-align: center;">www.scholarships.gov.in</p>	Rs. 8,700/- (Hosteller) Rs. 6,000/- (Day Scholar) per annum
2	Central Sector Scholarship Scheme	<ol style="list-style-type: none"> Eligible for UG First Year only Previous Year Percentage $\geq 80\%$ Parent's Income should be ≤ 2 Lakh <p style="text-align: center;">www.scholarships.gov.in</p>	Rs. 10,000/- per annum
3	Tamilnadu Educational Trust Scholarship Scheme	<ol style="list-style-type: none"> Admission for UG First Year only Previous Year Percentage $\geq 80\%$ Parent's Income should be ≤ 2 Lakh <p style="text-align: center;">offline</p>	Rs. 6,000/- per annum
4	Adi Dravidar and Tribal Welfare Scholarship for SC/ST Students	<ol style="list-style-type: none"> Candidates belonging to SC/ST Community Parent's Income Should be ≤ 2.5 Lakh <p style="text-align: center;">www.escholarship.tn.gov.in</p>	Rs. 4950/- (Day Scholar- Arts) Rs. 6,450/- (Day Scholar -Science) Rs.8190/- (Hosteller- Arts) Rs.9690/- (Hosteller- Science) per annum
5	Adi Dravidar Bright Student Award	<ol style="list-style-type: none"> Candidates belonging to SC/ST Community Secured >575 Marks in +2 examination <p style="text-align: center;">offline</p>	Rs.3,000/- per annum

6	Post Matric Scholarship Scheme for Disability	<ol style="list-style-type: none"> 1. Disability $\geq 40\%$ Certificate 2. Parent's Income Should be ≤ 2 Lakh www.scholarships.gov.in 	Rs. 6,000/- per annum (Initial percentage of disability)
7	Sports Development Authority of Tamil Nadu Scholarship Scheme (SDAT)	<ol style="list-style-type: none"> 1. Candidate Pursuing any degree in Tamil Nadu. 2. Should have achieved first three places in individual event and 1st or 2nd place in games. 3. Parent's Income should be ≤ 2 Lakh offline 	Rs. 13,000/- per annum
8	Kishore Vigyanik Protsahan Yojana (KVPY)	<ol style="list-style-type: none"> 1. Awarded by aptitude test 2. Students Pursuing in I year B.Sc. Mathematics/ Chemistry/Microbiology 3. Minimum 60% marks in +2 Examination http://kvpv.iisc.ernet.in 	Rs. 20,000/- per annum
9	CII-SKAMeritCum-Means Scholarship for UG	<ol style="list-style-type: none"> 1. Parent's Income should be ≤ 2 Lakh (PAN Holder) 2. Minimum 60% marks in +2 examination 3. Students Pursuing I Year B.Sc. Food Technology/ Microbiology, Nutrition and Home Science offline 	Actual Tuition Fee of the course + Allowance for purchase of books + Allowance for Hostel accommodation
10	Inducian Merit Cum Scholarship	<ol style="list-style-type: none"> 1. Candidates pursuing UG Degree 2. Previous Year Percentage $\geq 80\%$ offline 	Rs. 600/- to 2200/- per month
11	Internshala Career Scholarship For Girls	<ol style="list-style-type: none"> 1. Candidates pursuing UG/ PG/M.Phil./Ph.D. 2. Age between 17 and 23 http://bit.ly/ICSG-19 	Rs. 25000/- per year

POST GRADUATE STUDENTS

S. NO	SCHEME CATEGORY	ELIGIBILITY CRITERIA	SCHOLARSHIP AMOUNT
1	Merit Cum Means Scholarship for Professional and Technical Courses CS for Minority Students	<ol style="list-style-type: none"> 1. Candidates belonging to Minority Community 2. Previous Year Percentage $\geq 50\%$ 3. Parent's Income should be ≤ 2 Lakh 4. Admission in professional course <p style="text-align: center;">www.scholarships.gov.in</p>	Rs. 25,000/- per annum (Day Scholar) Rs. 30,000/- per annum (Hosteller)
2	Post Matric Scholarship Scheme for Minorities	<ol style="list-style-type: none"> 1. Candidates belonging to Minority Community 2. Previous Year Percentage $\geq 50\%$ 3. Parent's Income should be ≤ 2 Lakh <p style="text-align: center;">www.scholarships.gov.in</p>	Rs. 8,700/- (Hosteller) Rs. 6,000/- (Day Scholar) per annum
3	Adi Dravidar and Tribal Welfare Scholarship for SC/ST Students	<ol style="list-style-type: none"> 1. Candidates Belonging to SC/ST Community 2. Parent's Income Should be ≤ 2.5 Lakh <p style="text-align: center;">www.escholarship.tn.gov.in</p>	Rs. 4950/- (Day Scholar-Arts) Rs. 6,450/- (Day Scholar-Science) Rs. 8190/- (Hosteller-Arts) Rs. 9690/- (Hosteller-Science) per annum
4	Post Matric Scholarship Scheme for Minorities Disable Students	<ol style="list-style-type: none"> 1. Disability $\geq 40\%$ Certificate 2. Parent's Income should be ≤ 2 Lakh <p style="text-align: center;">www.scholarships.gov.in</p>	Rs. 6,000/- per annum (Initial percentage of disability)
5	Sports Development Authority of Tamil Nadu Scholarship Scheme (SDAT)	<ol style="list-style-type: none"> 1. Candidate Pursuing any degree in Tamil Nadu. 2. Should have achieved first three places in individual event and 1st or 2nd place in Team Games. 3. Parent's Income should be ≤ 2 Lakh <p style="text-align: center;">www.sdat.tn.gov.in</p>	13,000/- per annum

6	National Board of Higher Mathematics (NBHM)	1. Awarded by aptitude test 2. Students pursuing M.Sc. Mathematics I Year 3. 50% in B.Sc. Mathematics offline	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. www.scholarships.gov.in	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 ≤ 2 Lakh 3. Admission in Professional course www.scholarships.gov.in	Rs.10,000/- per annum
9	Pragati Scholarship Scheme For Girls For Technical Courses	1. Admission in Professional course (I Year) 2. Parent's Income should be ≤ 8 Lakh www.scholarships.gov.in	Rs.30,000/- Per annum

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

S. NO	SCHEME CATEGORY	ELIGIBILITY CRITERIA	SCHOLARSHIP AMOUNT
1	Adi Dravidar Ph.D. Scholarship for SC/ST Students	1. Candidates belonging to SC/ST Community 2. Parent's Income should be ≤ 2.5 Lakh 3. Previous Year Percentage $\geq 50\%$ offline	Rs.50,000/- per annum
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 ≤ 2 Lakh 4. Previous Year Percentage $\geq 50\%$ www.ugc.ac.in	Rs.25,000/- per annum

COMMON DOCUMENTS TO BE SUBMITTED FOR SCHOLARSHIP

1. Scholarship Application Form
2. Photo (2)
3. Copy of Previous Year Mark Sheet
4. Income Certificate (Recent)
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

SPORTS FACILITIES

Gym, Yoga, Volleyball, Table Tennis, Athletic track & field, Ball Badminton.

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, Paramakudi, Parthibanoor, Aappanur, Kadaladi and Sirupodhu to Kilakarai via Ramanathapuram. Also two vans are available for students residing in Kilakarai.

STUDENTS AMENITIES

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

MASJID

There is a Beautiful Masjid in the college premises for Prayers. 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.

STUDENT SERVICE CENTRE

Student service centre of the college offers various services to the students including photocopy, DTP facilities and printout at a nominal cost.

STUDENTS COUNSELLING CENTRE

Students experience stress due to academic, social, family and financial problems. We have a counselling centre ALOHA (the zone of comfort) run by the Department of Psychology which is open for both students and staff to create a safe space to share their issues and get support without fear of judgement. There is a peer group which is responsible for identifying problems of the students, which facilitate the students to share their issues without hesitation to open up their need for counselling. We do have an external counselling adviser for our college who visits the college whenever called for. Besides, Quality Circle for Counselling

meets regularly to indentify the need and arrange counselling sessions. An Alumna of the college Ms. Bajeela Azad, life coach and Hypnotist, gives counselling to the students online and offline

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.

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 BSNL 50 mbps Leased line with Wifi facilities

**THASSIM BEEVI ABDUL KADER
COLLEGE FOR WOMEN**

Kilakarai, Ramanathapuram - 623 517

ODD Semester Fee Particulars for the Year 2019 - 20

Programme	Faculty	Programmes	I Year I Sem	II Year III Sem	III Year V Sem
UG	Arts	BA Arabic BA English B Com	14,000	14,000	14,000
	Computer Applications & Management	B Com with CA BBA	16,000	16,000	16,000
	Science	B Sc Maths B Sc Chemistry B Sc Microbiology B Sc Psychology B Sc H Sc Nutrition & Dietetics B Sc Food Processing & Management	16,000	16,000	16,000
		B Sc Fashion Designing	19,000	19,000	-
	Computer & IT	B Sc Computer Science B Sc Information Technology	19,000	19,000	19,000

PG	Arts	M A English	13,250	13,250	-	
	Commerce	M Com				
	Science	M Sc Maths M Sc Chemistry M Sc Psychology M Sc H Sc Nutrition & Dietetics		14,750	15,250	-
		M Sc Microbiology		18,250	18,750	-
		Computer & IT	M Sc Information Technology		18,250	18,750
	Master of Computer Applications [MCA] [AICTE Approved]		21,250	21,250	21,250	
M Phil & Research	Arts	M Phil in English	21,250	--	--	
	Commerce	M Phil in Commerce				
	Science	M Phil in Mathematics				
		M Phil in H Sc Food & Nutritions				
Computer	M Phil in Computer Science					
Note: Fees once paid will not be refunded under any grounds						
Principal - TBAKC			Secretary - SKT			

**THASSIM BEEVI ABDUL KADER
COLLEGE FOR WOMEN**

Kilakarai, Ramanathapuram - 623 517

Hostel ODD semester Fee Particulars for the Year 2019 - 20

Particulars	Dormitory	Non AC	AC
I Year	-	18,100	28,100
II Year	-	16,000	26,000
III Year	-	16,000	26,000

Mess Fee : Mess fee Rs.3,000/- per month [or] Rs.18,000/-per semester.

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

Principal

Secretary



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

OFFICE BEARERS

WARDEN : Dr S Sumayaa

CO-ORDINATOR : Mrs J Fathima Kaleema

FLOOR TUTORS : Ms S Sharmila

RULES AND REGULATIONS OF THE HAJANI MARIYAM BEEVI THAIKAPPA HOSTEL FOR WOMEN

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

1. A Student seeking admission to the Hostel shall be submitting her application in the prescribed form, which can be had at the college office on payment of Rs.100/-per 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. The Hostel fees should be paid in the form of Demand draft in favor of TBAK College Hostel, Kilakarai drawn on Indian Overseas Bank (or) State Bank of India, Payable at Kilakarai branch.
4. The Hostel shall be under the supervision of the Principal as Warden assisted by the Deputy Warden and Floor Wardens.
5. Residents can vacate the Hostel only with the prior permission from the authorities. No refund will be made for the Hostel fees under any grounds.
6. Resident will not absent herself from the classes without permission of the Co-ordinator and floor warden.
7. Residents should not enter the Hostel rooms during class hours.
8. Residents will not be permitted to meet their visitors during class hours.
9. Residents are not allowed to use electrical appliances of any kind other than the lights and fans provided in their rooms.
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 Residents at the beginning of the year and residents 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. Residents should avoid bringing guests to the Hostel.
13. 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.
14. No resident is permitted to be absent from the college except with the permission of the Warden, Deputy Warden or Floor Wardens.
15. No resident may absent herself from the Hostel during study hours without the permission of the Deputy Warden or Floor Warden. Permission should be obtained in advance.
16. 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.
17. Misconduct or breach of rules renders the offender liable to fine, suspension and dismissal from the hostel and college.
18. In case of sickness and emergency the inmates can contact the Deputy Warden before 7.00 pm 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 from the hostel.
19. Residents should stay only in the sickroom (when they are sick)
20. Hostellers should get prior permission from the Warden, Deputy Warden / Floor Warden before leaving the campus for academic work outside the college.

21. Maintenance of hostel property is the collective responsibility of the residents of the hostel. If a room is damaged or its furnishings are damaged / lost, the residents are financially responsible. Deliberate destruction of hostel property will attract penalty ranging from fine to expulsion from hostel.
22. Visitors Timings: 9 am to 4 pm 1st and 3rd Sunday of every month for visiting their wards.
23. Entertainment timings: every Friday 7 pm to 8 pm, every Sunday 4 pm to 7 pm (except during internal Tests days & Semester Exams).
24. Timing for outdoor play : 4.30 p.m. to 5.30 p.m.
25. Study timings: Every day 7 pm to 8 pm and 9.15 pm to 10.15 pm.
26. Attendance timing: 4:30 pm and 9 pm on all days.
27. 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/- perday.
28. When a resident Students / Faculty 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 of Principal / Warden in writing.
29. Non-vegetarian and vegetarian foods are served.
30. During summer vocation for faculty performing duties & responsibilities and for the students staying in the hospital to appear for Arrear / Supplementary exams, the number of days of boarding in the hostel will be calculated based on the total expenditure incurred for the menu days and divided among the inmates.

SISTER INSTITUTIONS

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

SISTER INSTITUTIONS

- 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
14. Al – Mumin Seethakadhi Children Home,
Sakkarakottai, District – Ramanadhapuram,
Phone No: 9442617042

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0456-7241933

ASSIGNMENT

S NO	DATE	SUBJECT

ASSIGNMENT

S NO	DATE	SUBJECT

A S S I G N M E N T

S NO	DATE	SUBJECT

TELEPHONE NUMBERS

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

INTERCOM NUMBERS

NUMBERS	ROOM	NUMBERS	ROOM
OFFICE		125	BBA
110	Reception	131	Computer NET Lab
111	Trustee Room	134	Electronic Lab
112	Office Room	139	Commerce Lab
113	Principal Room	141	MCA Lab
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	Psychology	118	Main Gate
127	Mathematics	119	IGNOU/ Scholarship section
128	Commerce	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

Hour	VAP	1	2	3	4	5
Day Order	9.30 am - 10.30 am	10.40am - 11.30am	11.30 am - 12.20 pm	12.20 pm - 01.10 pm	2.00 pm - 2.50 pm	2.50pm - 3.40 pm
I						
II						
III						
IV						
V						
VI						

VALUE ADDED PROGRAMME HOUR TIME TABLE 9.30 AM – 10.30 AM

Day Order	I Year	II Year	III Year	PG I Year	PG II Year
I	IS/NNV/ HSE	CC	TC /CEC	Reference for Project	Soft Skill
II	SP	IS/NNV/ HSE	TC/CC		Reference for Project / MOOCs
III	IS/NNV/ HSE	CC	TC / CEC	MOOCs	Soft Skill
IV	SP	IS/NNV/ HSE	TC/CC		Reference for Project / MOOCs
V	IS/NNV/ HSE	CC	TC / CEC	MOOCs	Soft Skill
VI	GAMES / REMEDIAL	IS/NNV/ HSE	TC/CC		Reference for Project / MOOCs

IS - Islamic Studies

TC - Tajweed Class

NNV – Neethi Neri Vaghupu

CEC – Competitive Examination Coaching

SP – Spoken English

CC – Certificate Course