



THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

A Minor Institution Sponsored by Seethakathi Trust, Chennai
An Autonomous Institution Affiliated to Alagappa University, Karaikudi
Accredited by NAAC with A Grade(CGPA:3.16)&ISO 9001:2015 Certified Institution
Recognized by UGC by 2(f)&12B
Kilakarai-623517, Ramanathapuram District, Tamilnadu

Academic Calendar

2020-21

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**

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.

Al Quran 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

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
Accredited by NAAC with A Grade
(CGPA:3.16/4 point scale) - Sep 2019

ACADEMIC CALENDAR

2 0 2 0 - 2 1

(Hijri 1442 – 1443)

THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

(Autonomous and Accredited)

KILAKARAI-623517, RAMANATHAPURAM DISTRICT

Hand Book

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



**Marhoom 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
Lakhar balhe josh kshan-kshan men
Kampe Shatru dekhkar man men
Mit jawe bhay sankata sara

[Jhanda..]

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

[Jhanda..]

Iski shan jane pave
Chahe jaan bhale hi 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 disciplinary activity.

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

I shall refrain from defacing the walls of the college or hostel buildings.

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

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

VISION AND MISSION

(a) VISION

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

(b) MISSION

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

(c) MOTTO

“Enter to Learn and Leave to Serve”.

INSTITUTIONAL OBJECTIVES

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

SIGNIFICANCE OF THE COLLEGE EMBLEM



The emblem of the college consists of a shield with three symbols in the centre. The **Crescent** and the **star** on the top left represents the **Divine Grace**. On the right, there is an **Open Book** depicting the **Holy Quran** to guide us on the right path. At the bottom, there is a **Balance** representing the **Divine Justice** underneath the shield is a verse from the Holy Quran in English ***Our Lord bestow on us mercy from thyself.*** The figures in the shield are placed with blue and green background - the colours signifying prosperity and spirituality. Thus, the emblem of Thassim Beevi Abdul Kader College for Women stands for Grace, Knowledge and Justice of the Almighty with which the whole universe is governed.

HISTORY OF THE COLLEGE

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

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

The College was started with a sole aim of imparting higher education to all women of this locale, especially to the women of the minority community whose pitiable educational condition provoked our Founder to establish this college. It has been a boon to women, especially to Muslim community, for whom higher education was unreachable. Now that the college has completed its 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 has acquired 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. During the third cycle of accreditation, the college bagged A grade with CGPA 3.16/4 point scale.

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 1765 students enrolled in various disciplines of Arts and Sciences, both at the under-graduate, post-graduate levels and Research, with 104 members of faculty along with 72 members of non-teaching staff and with 11 technical staff.

Realizing the growth of science and technology in modern times and need of computers in our day-to-day 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 RAHMAN BUHARI Alhaj AHMED ABDUR 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	Dr B ZULAIHA SHAKEEL Vice Principal/Associate Professor Head, Department of English, Thassim Beevi Abdul Kader College for Women, Kilakarai Ms S.MUTHUMAREESWARI Assistant Professor, Department of Home Science, Thassim Beevi Abdul Kader College for Women, Kilakarai
2 Members	Representatives of the trust	Alhaj V N A JALAL Alhaj SHEIK DAWOOD KHAN

PROGRAMME OF STUDY 2020-21 (Choice Based Credit System)

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

Ph D PROGRAMMES

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

Part I	Language I	Tamil I / II
		Arabic: Basic Arabic / Intermediate Arabic
		Hindi I / II
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
- Tally 9.0 ERP
- 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	IL& FS (Skills) Chennai	Soft skill for final year UG /PG students
5	E D I, Chennai	Women Entrepreneurial skills and activities training
6	Alagappa University Study Circle Coaching for Competitive Exams., Karaikudi	Central/State Level Competitive Examinations Coaching to UG/PG aspirants
7	ICT Academy, Chennai	Faculty Training Programme in the areas of Informational & Communication Technology
8	Rotary Club of Ramnad	Health/Awareness Camp for Al-Mumin Children’s Home and the Blue Collar Workers of TBAKC, kilakarai

Seethakathi Non-Government Organisation

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

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

MEMBERS OF THE TEACHING STAFF

NAME OF THE STAFF	QUALIFICATION	DESIGNATION
Dr S Sumaya	M.Sc., M.Phil., Ph.D	Principal & Prof & Head / Dept. of Home Science
DEPARTMENT OF TAMIL		
Dr V Akila	M.A., M.Phil., Ph.D	Associate Prof. & Head
Dr R Visalatchi	M.A., M.Phil., Ph.D	Associate Prof.
Ms D Prabhavathi	M.A., M.Phil	Assistant Prof.
Ms A Shanmugajothi	M.A., M.Phil	Assistant Prof.
DEPARTMENT OF ARABIC		
Dr Sheeba Rehman	M.A., M.Phil., Ph.D	Assistant Prof.
Ms M Fathima Suraiya	M.A., M.Phil	Assistant Prof.
Ms K Sabira Banu	M.A., M.Phil	Assistant Prof.
Ms.S.Abinathu Bahuna	B A	Tutor
DEPARTMENT OF HINDI		
Ms J Sunitha	M.A., B.Ed., M.Phil	Assistant Prof.
DEPARTMENT OF ENGLISH		
Dr B Zulaiha Shaikeel	M.A., M.Phil., Ph.D	Vice Principal / Associate Prof. and Head
Ms B Seeni Rahfu Nisha	M.A	Assistant Prof.
Ms J Arthy	M.A., M.Phil NET	Assistant Prof.

Ms S Kavi Priya	M.A., M.Phil	Assistant Prof.
Ms K Suganthi	M.A., M.Phil	Assistant Prof.
Dr M Ponmani	M.A., M.Phil., Ph.D., SET	Assistant Prof.
Ms R Gowsalya	M.A	Assistant Prof.
Ms.K.Rizwana	M.A ,M.Phil	Assistant Prof.
Ms.S.Rasul Hasana	M.A	Assistant Prof.
Ms.S.Noorul Rifaya	M.A	Assistant Prof.
Ms.B.Sharmila	M.A ,M.phil	Assistant Prof.
Ms.S.Vigneshwari	M.A ,M.phil	Assistant Prof.
Ms.N.Pargavi	M.A ,M.phil.,NET	Assistant Prof.
Ms.K.Jasmine Malar	M.A ,M.phil	Assistant Prof.

DEPARTMENT OF COMMERCE

Dr A E G C Rajani	M.Com., M.Phil., Ph.D	Vice Principal / Associate Prof. & Head
Dr K Buvaneswari	M.Com., M.Phil., Ph.D	Associate Prof.
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	Assistant Prof.
Ms. M Jeevapathi	M.Com., M.Phil	Assistant Prof
Ms.A.K.M.S.Ishrath Faridha	M.Com	Assistant Prof
Ms.M.Thaleeswari	M.Com	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.B.A	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 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 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.,M.Phil	Assistant Prof.
Ms K Annsheela	MCA	Assistant Prof.
Ms P Senthil Kumari	MCA.,M.Phil.,PhD	Assistant Prof.

Ms.A.Sumithra	MCA	Assistant Prof.
Ms.M.Ayisha Siddiqua	MCA	Assistant Prof.
Ms.M.Dhivya	MCA	Assistant Prof.
Ms.M.Iswarya	MCA	Assistant Prof.
Ms.J.Barani-68	MCA	Assistant Prof.

DEPARTMENT OF HOME SCIENCE

Ms S Muthumareeswari	M.Sc., M.Phil.,Ph.D	Assistant Prof. & HOD I/C
Ms R Lakshmi Shree	M.Sc., M.Phil	Assistant Prof.
Ms K M Buvanewari	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.
Dr Sagufta Ahmed	M.Sc., Ph.D	Assistant Prof.
Ms D Devi Sri	M.Sc. Agri., NET	Assistant Prof.
Ms.E.Ahana	B.Tech	Assistant Prof.
Ms.S.Aariba	M.Sc., M.Phil	Assistant Prof.
Ms.M.VijayaLakshmi	B.Sc	Tutor
Ms.T.S.Abirami	M.Sc	Assistant Prof.
Ms.S.Kowsalya	M.Sc	Assistant Prof.
Ms.B.Susindra Devi	B.Tech	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 Girija	M.Sc., B.Ed	Assistant Prof.
Ms R Srimathi	M.Sc., B.Ed	Assistant Prof.
Ms P Sobana Yogitha	M.Sc., M.Phil	Assistant Prof.
Ms N Seyed Mariam Sumaya	M.Sc	Assistant Prof.
Ms R Sajitha Rubini	M.Sc	Assistant Prof
Ms.R.Karthiga	M.Sc	Assistant Prof
Ms.M.Divya	M.Sc	Assistant Prof
Ms.M.B.Geetha	M.Sc	Assistant Prof
Ms.B.Gayathri	M.Sc	Assistant Prof

DEPARTMENT OF CHEMISTRY

Dr M Srimathi	M.Sc., M.Phil., Ph.D	Assistant Prof & Head
Ms P Indurani	M.Sc., M.Phil., B.Ed	Assistant Prof.
Ms N Priya	M.Sc	Assistant Prof.
Ms A Mani Mekalai	M.Sc., M.Phil	Assistant Prof.
Ms.M.Kokila	M.Sc., M.Phil	Assistant Prof.
Ms.M.Afra Salima	M.Sc., B.Ed	Assistant Prof.
Ms.J.Janani	M.Sc	Assistant Prof.

DEPARTMENT OF MICROBIOLOGY & BIOTECHNOLOGY

Ms H Noorul Samsoon Maharifa	M.Sc., M.Phil	Assistant Prof. & Head
Ms Saajida Sulthaana Mahusook	M.Sc	Assistant Prof.
Ms D Diana	M.Sc	Assistant Prof.
Ms.R.Kaleeswari	M.Sc	Assistant Prof.
Ms.M.Fathima Sameena	M.Tech	Assistant Prof.
Ms.K.Arunthatthi	M.Sc.,Ph.D	Assistant Prof.
Ms.R.Raja Priya	M.Sc	Assistant Prof.

DEPARTMENT OF PSYCHOLOGY		
Ms.S.Anne Evangeline Tryphena	M.Sc	Assistant Prof.
Ms.K.R.Nanthini	M.Sc	Assistant Prof.
Ms.S.Shafiqul Farinas	M.Sc	Assistant Prof.
Ms.A.Basmina	M.Sc	Assistant Prof.

DEPARTMENT OF PHYSICAL EDUCATION		
Ms R Kala	M.P.Ed., M.Phil	Assistant Director of Physical Education
Ms.S.Kanimozhi	M.P.Ed., M.Phil	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

MEMBERS OF THE NON-TEACHING STAFF

NAME OF THE STAFF	QUALIFICATION	DESIGNATION
Office		
Mr H Syed Aziz Mohammed	M.Com., M.B.A., PGDPCA	Accounts Manager
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(MA)	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 & NCVT Coordinator
Ms G Lingatharshini	MCA	Data Entry Operator
Ms.M.Karthikai Prabha	M.Com	Jr. Assistant
Ms.S.Syed Barakath Nisha	B.Sc	Data Entry Operator [Scholarship Section]
Ms.S.Deepa	M.Com.,M.Phil	Data Entry Operator
Ms.A.Mariyam Aysath Minha	B.E	Data Entry Operator
Controller of Examination Sections		
Ms S Mythili	MCA	Typist
Ms H Jasmine Begam	MCA	Data Base Administrator
Ms N Usha Rani	B.Com(MBA)	Record Clerk
Ms V Shanthi	B. Sc	Data Entry Operator

Ms V Theebiha	M.E	Data Entry Operator
MS.R.Muthumari	M.Com	Data Entry Operator

Technical Assistants		
Ms G Gandhi	B.A	Technical Asst., Advance Training Kitchen Lab
Ms K Vasantha Rani	M.Sc	Chemistry Lab Assistant
Mr.M.Jagadeesh	DIT	Technical Assistant
Ms M Seyed Hassan Fathima	B.Com	Psychology Lab Assistant
Ms S Priyanga	M.Sc	Microbiology Lab Assistant
Ms U Sumathi	M.Sc	Biochemistry Lab Assistant
Ms R Durga Devi	MCA	Commerce Lab Assistant
Ms S Suganthi	B.Com CA	English Lab Assistant
Ms M Priyangadevi	MCA	Mathematics Lab Assistant
Ms I Prashanthini	M.E	E-Lib Technical Assistant
Assistants		
Ms G Ponmari	M.A	Library Assistant
Ms A Sivakami	B.Com	Library Assistant
Ms S.Sugapriya	B.Com	DTP Assistant
Ms.S.Abirami	B.Tech	C.Sc.Lab Assistant
Ms.T.Sithi Fathima Rifka	B.Sc	CIA Assistant

Attendants		
Ms Jaleela Begum		Library Attendant
Ms V Panchamirtham		CIA Attendant
Ms T KamalaValli		CSc Dept Attendant
Ms V M Renga Lakshmi	B.A	Library Attendant
Ms P Sumathi		Commerce Dept Attendant
Ms K Muneeswari		Office Attendant
Ms A Vennila	B.Com CA	Chemistry lab
Ms Sankareeswari		Home Science Textile Lab Attendant
Mr S Praveen	ITI	Office Attendant
Ms V Mohana		Food Processing Quality Control Attendant
Ms N Venkateswari		English Dept. Attendant
Ms C Priyanga	DEEE	Home Science Dept. Lab Attendant
Ms B Rajalakshmi		Microbiology Dept. Attendant
Ms A Muthumari		Tamil Dept. Attendant
Ms C KarthigaDevi		Microbiology Dept. Attendant
Ms V Kaleeswari		Computer Science Dept Attendant
Ms M Kayathri	B.Com	Tuck shop-Incharge
Ms U Afrin Rehana		IQAC Attendant
Ms S Baby Shalini		COE office Attendant

Maintanance		
Mr N Dhana sekaran	ITI	Electrician
Mr S Balamurugan		Electrician
Mr A Noorul Ameen	B.E	Electrical Maintainance Engineer
Mr Mohamed Ismail		Transport Incharge
Mr.R.Saravanan		Driver
Mr V Mohan		Carpenter
Mr S Muthu Naina Mo-hamed		Driver
Mr S Stella Mercy		House Keeper
Security		
Mr Y. Raja Mohammed		Security Officer

GOVERNANCE OF THE COLLEGE

EXTERNAL PEER TEAM for QMS

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

Members of Teaching Faculty

Ms B Seeni Rahfu Nisha

Ms J Fathima Kaleema

Ms R Rajeswari

Ms K M Buvaneswari

Ms K Manimekalai

Ms H Noorul Samsoon Maharifa

Ms S Naseema Farveen

STATUTORY BODY

GOVERNING BODY

Management
UGC Nominee
State Government Nominee
University Nominee
Educationalist & Industrialist
Ex-Officio member
Senior Teacher of the college
Representative 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

BOARD OF STUDIES

Dr.S.Rajaram
Professor, Dept. of Tamil, Alagappa University,
Karaikudi
Nominated to : Tamil
Dr.M.Abdul Khadar
Associate Professor, PG& Research Dept. of Arabic,
Jamal Mohammed College, Tiruchirappalli
Nominated to : Arabic

Dr.A.Saframma

Assistant professor &Head, Dept. of Hindi,
American College, Madurai

Nominated to : Hindi

Dr.V.Vinod Kumar

Professor & Head, Dept. of English,
Bharathidasan University, Tiruchirappalli

Nominated to : English

Dr.S.Vanitha

Assistant Professor, Dept. of Commerce and Financial Studies,
School of Business Studies, Bharathidasan University,
Tiruchirappalli

Nominated to : Commerce

Dr.P.Kannadas

Associate Professor & Head, Dept. of Management Studies,
School of Business Studies, Madurai Kamaraj University,
Madurai

Nominated to : 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 : Home Science

Dr.U.Jeyasutharsan

Deputy Controller of Examinations,
Associate Professor, Dept. of Computer Science, Thiagarajar
College, Madurai

Nominated to : Computer Science

Dr.S.Thambidurai

Professor, Dept. of Industrial Chemistry, AlagappaUniversity,
Karaikudi

Nominated to : Chemistry

Dr.C.Ganesamoorthy

Professor, Dept of Mathematics, AlagappaUniveristy, Karaikudi

Nominated to : Mathematics

Dr.A.Arun

Associate Professor & Head i/c,

Dept. of Microbiology, AlagappaUniversity, Karaikudi

Nominated to : Microbiology & Biotechnology

Dr.J.Venkatachalam

Professor, Dept. of Psychology, Periyar University, Salem

Nominated to : Psychology

Dr.S.Thanuskodi

Professor & Head, Dept. of Library and Information Science,
Alagappa University, Karaikudi

Nominated to : Library

FINANCE COMMITTEE

Dr S Sumaya,

Principal,

Finance Officer, Alagappa University, Karaikudi.

Dr B Zulaiha Shakeel

Vice Principal

Dr AEGC Rajani

Vice Principal

Alhaj S Sheik Dawood Khan

Deputy General Manager

NON STATUTORY COMMITTEE LIST**PLANNING & EVALUATION**

Mr S Sheik Dawood Khan
Deputy General Manager
Dr S Sumaya, Principal
Dr B Zulaiha Shakeel, Vice Principal
Mr H Syed Aziz Mohammed, Accounts Manager

GRIEVANCE REDRESSAL CELL

Dr S Sumaya, Principal
Dr B Zulaiha Shakeel, Vice Principal
Dr AEGC Rajani, Vice Principal
Deans of Academic Affairs
IQAC

EXAMINATION

Dr S Sumaya
Principal (Chief Controller of Examination)
Dr N Gowri
Head/Department of Computer Science
(Controller of Examination)
Dr R Punitha
Head/Department of Mathematics (Chief Superintendent - I)
Ms V Akila
Head/Department of Computer Science
(Chief Superintendent - II)

CONTINUOUS INTERNAL ASSESSMENT

Ms S Habeeb Mohamed Sathak Amina
Assistant Professor
Ms S Kavi Priya, Assistant Professor
Ms T Sithi Fahima Rifka (CIA Assistant)

ADMISSION COMMITTEE

Dr Suumaya, Principal

Dr B Zulaiha Shakeel, Vice Principal

Dr AEGC Rajani, Vice Principal

Deans

Ms R Visalatchi, Associate Professor

LIBRARY COMMITTEE

Dr Suumaya, Principal

Dr S Sirajunnissa Begum, Chief Librarian

HoDs

Ms P Sumathi, Librarian

Ms R Sargunapathi, Librarian

DEAN OF STUDENT AFFAIRS

Dr V Akila, HOD/Department of Tamil

Student Welfare

Psychology Counselling

Nutrition Counselling

Career Counselling

Financial Counselling

Scholarship

Placement

Health Care

Earn While you Learn

Mentoring

Poor Help Group

Remedial

Bridge courses & Induction Training

Yoga and Meditation

Guidance for Competitive Examinations

Soft Skill Development

Vocational Education and Training

STUDENT WELFARE

Ms N Priya, Assistant Professor
Ms Shiny Joe, Assistant Professor
Ms N Noorul Rifaya, Assistant Professor
Ms R Karthiga, Assistant Professor
Dr I Priya, Assistant Professor

Grievance Redressal Committee

Alhaj Khalid A K Buhari
Alhaj S Sheik Dawood Khan

Deputy General Manager

Dr Sumaya, Principal
Dr AEGC Rajani, Vice Principal
Dr B Zulaiha Shakeel, Vice Principal
Dr N Gowri Head/Department of Computer Science
Dr A Jasmine, Head /Department of Business Administration
Ms S Panbarasi Fathima, Assistant Professor
Ms B Seeni Rahfu Nisha, Assistant Professor

EXTRA CURRICULAR & YOUTH WELFARE FORA

Ms K Priya, Assistant Professor
Ms A Asan Banu, Assistant Professor
Ms R Kaleeswari, Assistant Professor
Ms R Gowsalya, Assistant Professor
Ms M Dhivya, Assistant Professor
Ms U Hema Priya, Assistant Professor
Ms B Geetha, Assistant Professor
Ms A Basmina, Assistant Professor

ACADEMIC ADMINISTRATIVE AUDIT

IQAC
HoDs
Internal Auditors

CURRICULUM DEVELOPMENT

Dr A E G C Rajani, Vice Principal
Dr S Sirajunnissa Begum, Chief Librarian
Dr N Gowri, Head/Department of Computer Science
Ms S Panbarasi Fathima, Assistant Professor
Dr A Jasmine, Head /Department of Business Administration
Dr R Punitha, Head /Department of Mathematics
Dr B Zulaiha Shakeel, Vice Principal
Ms S Muthumareeswari, Associate Professor
Ms V Akila, Head/Department of Tamil
Ms H Noorul Samsoon Maharifa, Assistant Professor
Ms S Naseema Farveen, Assistant Professor
Dr M Srimathi, Assistant Professor
Ms R Kala, Assistant Professor
Ms J Sunitha, Assistant Professor

RESEARCH

Dr P Senthil Kumari,,Assistant Professor
Ms K Kamalajothy,Assistant Professor
Ms J Arthy,Assistant Professor
Ms R Srimathi,Assistant Professor
Ms V Vijaya Lakshmi ,Assistant Professor
Ms M Kokila,Assistant Professor

PARENT – TEACHER ASSOCIATION

Ms N Nagajothi, Assistant Professor
Ms J Sunitha, Assistant Professor
Ms S Fathima Bazeela, Assistant Professor

STAFF DEVELOPMENT

Ms R Lakshmi Shree, Assistant Professor
Ms B A Hadhijath Mahira, Assistant Professor
Ms R Sathya, Assistant Professor

Ms R Shibana, Assistant Professor
Ms K Suganthi, Assistant Professor
Ms A Manimekalai, Assistant Professor
Ms M K R Nanthini, Assistant Professor

STUDENT COUNCIL ADVISORS

Ms R Rajeshwari, Assistant Professor
Ms M Imrana, Assistant Professor

NSS PROGRAMME OFFICERS

Ms Indurani, Assistant Professor
Ms R Sudha Abirami, Assistant Professor
Ms D Prabhavathi , Assistant Professor
Ms E Ahana, Assistant Professor

RURAL ENTREPRENEUR DEVELOPMENT CELL

Ms B Thillai Eswari, Assistant Professor
Dr A Jasmine, Head /Department of Business Administration
Dr S Muthumareeswari, Associate Professor
Ms J Jumana, Assistant Professor
Dr K Bhuvaneswari, Assistant Professor

RED RIBBON CLUB & YOUTH RED CROSS

Dr M Srimathi, Assistant Professor
Ms S Bharakath Nisha, Assistant Professor
Ms K Riswana, Assistant Professor
Ms M Fathima Sameena, Assistant Professor
Ms N A Rasiya Fathima, Assistant Professor

ROTARACT CLUB

Ms R Visalatchi, Assistant Professor
Ms S Vigneshwari, Assistant Professor
Ms N Nirosha, Assistant Professor
Ms M Mubin Zulfa, Assistant Professor
Ms N Syed Mariyam Sumaya, Assistant Professor

ANTI RAGGING & SEXUAL HARASSMENT

Dr Sumaya, Principal
Vice Principals
Dean of Student Affairs
HoDs

WOMEN EMPOWERMENT CELL

Ms M Fathima Suraiya, Assistant Professor
Ms Manika Vasuki, Assistant Professor
Ms R Sudharshini, Assistant Professor
Ms S Rasul Hasana, Assistant Professor
Ms K S Anisha, Assistant Professor

SCHOLARSHIPS

Ms A Beema Rani (Private Scholarship)
Ms Y Barvin (Government Scholarship)
Ms Bharakath Nisha (Assistant Professor)

PLACEMENT CELL & CAREER GUIDANCE

Ms N Girija, Assistant Professor
Ms M Thaleswari, Assistant Professor
Ms T S Abirami, Assistant Professor
Dr Sagufta Ahamed, Assistant Professor

ALUMNAE ASSOCIATION

Ms A K M Israth Faridha, Assistant Professor
Ms S Aabidha, Assistant Professor
Ms K Annsheela, Assistant Professor
Ms D Diana, Assistant Professor
Ms S Ayesath Umaira, Assistant Professor

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

Ms K Mani Megalai, Assistant Professor
Ms K Syed Ali Fathima, Assistant Professor
Ms K Vanitha, Assistant Professor
Ms R Sajitha Rubini, Assistant Professor
Ms J Janani, Assistant Professor

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

Ms M Regina, Assistant Professor
Ms A Kansul Maharifa, Assistant Professor

PRESS

Ms M Ali Fathima, Assistant Professor
Dr M Ponmani, Assistant Professor

GENERAL DISCIPLINE

Ms R Kala, Assistant Professor
Ms S Kanimozhi, Assistant Professor
NSS –(POS)

TRANSPORT

Ms G Saravana Priya, Assistant Professor

GUEST HOUSE INCHARGE

Ms M Afrah Salima, Assistant Professor

INFRASTRUCTURE & MAINTENANCE

Alhaj S Sheik Dawood Khan, Deputy General Manager
IQAC
Mr H Syed Aziz Mohammed, Accounts Manager
Maintenance Engineers
Technician
Electrician

PURCHASE COMMITTEE

Mr S Sheik Dawood Khan, Deputy General Manager

Dr S Sumaya, Principal

Mr H Syed Aziz Mohammed, Accounts Manager

Ms N Munesswari

IQAC

TBIC

Ms A Jasmine

Ms M Nagavalli, Assistant Professor

Ms Saajida sulthaana Mahusook, Assistant Professor

Ms D Usharani, Assistant Professor

Ms S Shafiqul Farinas, Assistant Professor

Ms M Thaslim Rifaya, Assistant Professor

Ms S Kowsalya, Assistant Professor

VALUE ADDED PROGRAM

Ms P Sumathi, Assistant Professor

Dr Devi Shri, Assistant Professor

RESULT ANALYSIS COMMITTEE

Principal

Vice Principals Deans

COE

HoDs

FEEDBACK COMMITTEE

Ms J Fathima Kaleema Assistant Professor

Ms R Sargunapathi Assistant Professor

Ms K Sabira Banu Assistant Professor

Ms N Seyed Mariam Sumaya Assistant Professor

Ms Shiny Joe Assistant Professor

ERP COORDINATOR

Ms N Nagajothi, Assistant Professor

PUBLIC RELATIONS

Ms R Visalatchi, Assistant Professor

Ms A Beema Rani, Cashier

AUDITING COMMITTEE

Ms B Seeni Rahfu Nisha, Assistant Professor

Ms R Rajeshwari, Assistant Professor

Ms S Naseema Farveen, Assistant Professor

Ms N Nagalakshmi, Assistant

Ms K M Buvaneswari, Assistant Professor

Ms J Fathima Kaleema, Assistant Professor

Ms H Noorul Samsoon Maharifa, Assistant Professor

Ms K Manimegalai, Assistant Professor

STUDENT COUNCIL AND OFFICE BEARERS

NAME OF THE POST	NAME OF THE STUDENT	DEPARTMENT
College President	Wafa Abdul Gafar	III BBA
Vice-President	Fathima Nawfa.A	III B.Com
General Secretary	Aysath Mehanas.H	III B.Sc.Fashion Designing
Joint Secretary	Fathima Shahna.S	III B.A.English "B"
Secretary for Sports	Mariya Sushma.J	III B.Sc.Maths "C"
Secretary for NSS	Yamini.P	III B.Sc.Computer Science
Secretary for Transport	Nanthitha.V	III B.Sc.Maths "B"
Secretary for IQAC	Aysath Thowshifa.A	III B.Sc.Chemistry
Secretary for CED & Innovation Club	Jainul Rafeeya Asmee.S	III B.Sc.Food Processing & Management
Secretary for RRC & Rotaract	Al Sumaya.H.A	II B.Sc.Psychology
Secretary for Youth Welfare & YRC	Sara Shammas.N	II B.A.Arabic
Secretary for ECO Club	Fathima Sajila.S	II B.Sc.Microbiology
Secretary for dramatics	Fathima Nazeeha.A.M.L	III B.Sc.Psychology

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.

S. NO	RELIGIOUS HOLIDAYS	DD/MM/YY	DAY
1.	Varalakshmi Viratham Onam	31.07.2020	Friday
2.	Aadi Perukku	02.08.2020	Saturday
3.	Rig Upakarma	04.08.2020	Wednesday
4.	Gayatri Japam	03.08.2020	Tuesday
5.	Sri Jayanthi (Janmashtami)	11.08.2020	Tuesday
6.	Hijra New Year	20.08.2020	Thursday
7.	SamaUpakarma	22.08.2020	Saturday
8.	All Souls Day	02.11.2020	Monday
9.	Deepavali Nonbu	13.11.2020	Friday
10.	Xmas Eve	24.12.2020	Thursday
11.	Karthikai Deepam	29.12.2020	Sunday
12.	New Year Eve	31.12.2020	Thursday
13.	Arudhra Dharshanam	20.12.2021	Monday
14.	Thai Pusam	28.01.2021	Thursday
15.	Ash Wednesday	17.02.2021	Wednesday
16.	Maasi Magam	27.02.2021	Saturday
17.	Maha Shivarathri	11.03.2021	Thursday
18.	Maundy Thursday	01.04.2021	Thursday
19.	Ramzan 1st day	14.04.2021	Wednesday
20.	Chitra Pournami	27.04.2021	Tuesday



ACADEMIC
CALENDAR

2020- 21

DAY	DATE	DAY ORDER	AUGUST 2020	NO OF WORKING DAYS
			PARTICULARS	
Saturday	1		Bakrid	
Sunday	2			
Monday	3		Reopen and orientation for II & III Year UG & PG students	1
Tuesday	4		Induction programme for II & III Year UG & PG Students	2
Wednesday	5			3
Thursday	6			4
Friday	7			5
Saturday	8			6
Sunday	9			
Monday	10		Induction programme for II & III Year UG & PG Students	7
Tuesday	11		Krishna Jeyanthi	
Wednesday	12		Induction programme for II & III Year UG & PG Students	8
Thursday	13	I		9
Friday	14	II		10
Saturday	15		Independence Day	
Sunday	16			
Monday	17	III		11
Tuesday	18	IV		12
Wednesday	19	V		13
Thursday	20	VI		14
Friday	21	I		15
Saturday	22		Vinayaga Chaturthi	
Sunday	23			
Monday	24	II		16
Tuesday	25	III		17
Wednesday	26	IV		18
Thursday	27	V		19
Friday	28	VI		20
Saturday	29	I		21
Sunday	30		Muharram	
Monday	31	II	PTA meeting for I year UG Students	22
TOTAL NUMBER OF WORKING DAYS - 22				

DAY	DATE	DAY ORDER	SEPTEMBER 2020	NO OF WORKING DAYS
			PARTICULARS	
Tuesday	1	III	Induction Programme for I UG Students	23
Wednesday	2	IV		24
Thursday	3	V		25
Friday	4	VI		26
Saturday	5	I		27
Sunday	6			
Monday	7	II		28
Tuesday	8	III		29
Wednesday	9	IV		30
Thursday	10	V		31
Friday	11	VI		32
Saturday	12			
Sunday	13			
Monday	14	I		33
Tuesday	15	II		34
Wednesday	16	III		35
Thursday	17	IV		36
Friday	18	V		37
Saturday	19	VI		38
Sunday	20			
Monday	21	I		39
Tuesday	22	II		40
Wednesday	23	III		41
Thursday	24	IV		42
Friday	25	V		43
Saturday	26	VI		44
Sunday	27			
Monday	28	I		45
Tuesday	29	II		46
Wednesday	30	III		47
TOTAL NUMBER OF WORKING DAYS : 25				

DAY	DATE	DAY ORDER	OCTOBER 2020	NO OF WORKING DAYS
			PARTICULARS	
Thursday	1	IV		70
Friday	2		Gandhi Jeyanthi	
Saturday	3	V		71
Sunday	4			72
Monday	5	VI		73
Tuesday	6	I		A ₁₂
Wednesday	7	II		
Thursday	8	III		74
Friday	9	IV		75
Saturday	10			76
Sunday	11			77
Monday	12	V		78
Tuesday	13	VI		
Wednesday	14	I		
Thursday	15	II		79
Friday	16	III		80
Saturday	17	IV		81
Sunday	18			
Monday	19	V		
Tuesday	20	VI		
Wednesday	21	I		
Thursday	22	II		82
Friday	23	III		83
Saturday	24	IV		84
Sunday	25		Ayudha Pooja	85
Monday	26		Vijaya Dhasami	86
Tuesday	27	V		
Wednesday	28	VI		
Thursday	29	I		87
Friday	30		Milathun Nabi	88
Saturday	31	II		89
TOTAL NUMBER OF WORKING DAYS : 23				

DAY	DATE	DAY ORDER	NOVEMBER 2020	NO OF WORKING DAYS
			PARTICULARS	
Sunday	1			
Monday	2	III		71
Tuesday	3	IV		72
Wednesday	4	V		73
Thursday	5	VI		74
Friday	6	I		75
Saturday	7	II		76
Sunday	8			
Monday	9	III		77
Tuesday	10	IV		78
Wednesday	11	V		79
Thursday	12	VI		80
Friday	13	I		81
Saturday	14		Deepavali	
Sunday	15			
Monday	16	II		82
Tuesday	17	III	ESE Practical Commences	83
Wednesday	18	IV		84
Thursday	19	V		85
Friday	20	VI		86
Saturday	21	I		87
Sunday	22			
Monday	23	II		88
Tuesday	24	III		89
Wednesday	25	IV	Last working day for II & III Year UG & PG Students	90
Thursday	26			
Friday	27			
Saturday	28			
Sunday	29			
Monday	30			
TOTAL NUMBER OF WORKING DAYS : 20				

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

DAY	DATE	DAY ORDER	JANUARY 2021	NO OF WORKING DAYS
			PARTICULARS	
Friday	1			
Saturday	2			
Sunday	3			
Monday	4	V		5
Tuesday	5	VI		6
Wednesday	6	I	Last working day for I PG students (odd semester)	7
Thursday	7	II	ESE Commences for I PG students (odd semester)	8
Friday	8	III		9
Saturday	9	IV	Soft skills for Final Year UG & PG Students	10
Sunday	10			
Monday	11	V	National Youth Day (YWF)	11
Tuesday	12	VI		12
Wednesday	13		Bhogi	
Thursday	14		Pongal	
Friday	15		Thiruvalluvar Day	
Saturday	16		Soft skills for III UG & PG Students Uzhavar Thirumal	
Sunday	17			
Monday	18	I	Even Semester begins for I PG Students	13
Tuesday	19	II		14
Wednesday	20	III		15
Thursday	21	IV	Alumnae Meet (Alumnae committee)	16
Friday	22	V	Alumnae Meet (Alumnae committee) Soft skills for Final Year UG & PG Students	
Saturday	23	VI	Alumnae Meet (Alumnae committee) Soft skills for Final Year UG & PG Students	17

Sunday	24			
Monday	25	I	Voter's Day (NSS)	18
Tuesday	26		Republic Day (Student Council)	
Wednesday	27	II		19
Thursday	28		Thaipusam	
Friday	29	III	Soft skills for Final Year UG & PG Students	20
Saturday	30	IV	Soft skills for Final Year UG & PG Students Martyr's Day (Student Council)	
Sunday	31			21
TOTAL NUMBER OF WORKING DAYS : 18				

DAY	DATE	DAY ORDER	FEBRUARY 2021	NO OF WORKING DAYS
			PARTICULARS	
Monday	1	V		23
Tuesday	2	VI		24
Wednesday	3	I		25
Thursday	4	II		26
Friday	5	III		27
Saturday	6	IV	Soft skills for Final Year UG & PG Students	28
Sunday	7			
Monday	8	V	CIA- I Commences	29
Tuesday	9	VI		30
Wednesday	10	I		31
Thursday	11	II		32
Friday	12	III		33
Saturday	13		Soft skills for Final Year UG & PG Students	
Sunday	14			
Monday	15	IV		34
Tuesday	16	V		35
Wednesday	17	VI		36
Thursday	18	I		37
Friday	19	II	Soft skills for Final Year UG & PG Students	38
Saturday	20	III	Soft skills for Final Year UG & PG S Students	39
Sunday	21			
Monday	22	IV		40
Tuesday	23	V		41
Wednesday	24	VI		42
Thursday	25	I		43
Friday	26	II	Soft skills for Final Year UG & PG Students	44
Saturday	27	III	Soft skills for Final Year UG & PG Students	45
Sunday	28		National Science Day (Science Departments)	
TOTAL NUMBER OF WORKING DAYS : 23				

DAY	DATE	DAY ORDER	MARCH 2021	NO OF WORKING DAYS
			PARTICULARS	
Monday	1	IV		46
Tuesday	2	V		47
Wednesday	3	VI		48
Thursday	4	I		49
Friday	5	II	Soft skills for Final Year UG & PG Students	50
Saturday	6	III	Soft skills for Final Year UG & PG Students	51
Sunday	7			
Monday	8	IV	International Women's Day (Women Empowerment Cell)	52
Tuesday	9	V		53
Wednesday	10	VI		54
Thursday	11	I		55
Friday	12	II	Soft skills for Final Year UG & PG Students	56
Saturday	13		Soft skills for Final Year UG & PG Students	
Sunday	14			
Monday	15	III	World Consumer Day (Department of Commerce)	57
Tuesday	16	IV		58
Wednesday	17	V		59
Thursday	18	VI		60
Friday	19	I	Soft skills for Final Year UG & PG Students	61
Saturday	20	II	Soft skills for Final Year UG & PG Students	62
Sunday	21			
Monday	22	III	World Day of Water (Department of Microbiology and Chemistry) CIA II Commences	63
Tuesday	23	IV		64
Wednesday	24	V		65
Thursday	25	VI		66
Friday	26	I	Soft skills for Final Year UG & PG Students	67
Saturday	27	II	Soft skills for Final Year UG & PG Students	68
Sunday	28			
Monday	29	III		69
Tuesday	30	IV		70
Wednesday	31	V		71
TOTAL NUMBER OF WORKING DAYS : 26				

DAY	DATE	DAY ORDER	APRIL 2021	NO OF WORKING DAYS
			PARTICULARS	
Thursday	1	VI		84
Friday	2		Good Friday	85
Saturday	3	I		86
Sunday	4			
Monday	5	II	ESE Practical Commences	
Tuesday	6	III		87
Wednesday	7	IV	World Health Day (RRC)	88
Thursday	8	V		89
Friday	9	VI		90
Saturday	10	I		
Sunday	11			
Monday	12	II	Last Working Day For all UG & PG	
Tuesday	13		Telugu New Year	
Wednesday	14		Tamil New year & Dr.B.R. Ambedkar's Birthday	
Thursday	15			
Friday	16			
Saturday	17			
Sunday	18			
Monday	19		ESE Commences	
Tuesday	20			
Wednesday	21			
Thursday	22		World Earth Day	
Friday	23		World Book Day	
Saturday	24			
Sunday	25		Mahavir Jeyanthi	
Monday	26			
Tuesday	27			
Wednesday	28			
Thursday	29			
Wednesday	30			
TOTAL NUMBER OF WORKING DAYS : 9				

DAY	DATE	DAY ORDER	MAY 2021	NO OF WORKING DAYS
			PARTICULARS	
Saturday	1			
Sunday	2			
Monday	3			
Tuesday	4			
Wednesday	5			
Thursday	6			
Friday	7			
Saturday	8			
Sunday	9			
Monday	10			
Tuesday	11			
Wednesday	12			
Thursday	13			
Friday	14			
Saturday	15			
Sunday	16			
Monday	17			
Tuesday	18			
Wednesday	19			
Thursday	20			
Friday	21			
Saturday	22			
Sunday	23			
Monday	24			
Tuesday	25			
Wednesday	26			
Thursday	27			
Friday	28			
Saturday	29			
Sunday	30			
Monday	31			
TOTAL NUMBER OF WORKING DAYS :				

EXAMINATION RULES For the year 2020-2021

ASSESSMENT- Batches 2018 -21 & 2019-22,2020-23

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	
		Break up	Passing Minimum	Break up	Passing Minimum
1.	CIA:ESE PART-I,II &III	40:60		40:60	
2.	CIA Passing Minimum		35%		40%
3.	ESE Passing Minimum		35%		40%
4.	Total Passing Minimum		40%		50%
5.	PART IV CIA			NA	NA
6.	PART IV ESE		0%	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
			5	5	5	5	-	-	20
							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) × 5 = 20	4 (3 T + 1 P) × 5 = 20	4 (3 T + 1 P) × 5 = 20	3 (2 T + 1 Project) × 5 = 15 or 1 (Project) × 15 = 15	75
Elective	1 × 5 = 5	1 × 5 = 5	1 × 5 = 5	-	15
Extra Credit	1 × 2 = 2	1 × 2 = 2	1 × 2 = 2	1 × 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	$(5T \times 4) + (2P \times 3)$	-	-	26
II	$(3T \times 4) + (2P \times 3)$	2×4	2	26+2
III	$(3T \times 4) + (2P \times 3)$	2×4	2	26+2
IV	$(4T \times 4) + (2P \times 3)$	1×4	2	26+2
V	$(4T \times 4) + (2P \times 3)$	1×4	2	26+2
VI	Project - 12	-	2	12+2
Total Credits				142+10

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)

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

For courses with both theory and lab, theory shall be conducted for 15 marks and practical shall be conducted for 10 marks for each CIA test

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

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]

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)	$3 \times 1 = 3$
Part - B	Either - or (3 Questions)	$3 \times 4 = 12$
Part - C	Open Choice (1 out of 2 questions)	$1 \times 10 = 10$
Total		25 Marks

ESE QUESTION PAPER PATTERN FOR UG & PG (ONLINE AND OFFLINE)

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

ESE QUESTION PAPER PATTERN FOR PART-IV [THEORY] (ONLINE AND OFFLINE)

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

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

ESE PATTERN FOR CERTIFICATE, DIPLOMA AND EXTRA CREDIT COURSE(ONLINE AND OFFLINE)

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

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.

IV. Evaluation

Result Awarding Committee is to decide gracing norms of ESE results

S.No	Programme	Semester	Nature of Valuation	Provision for Transparency	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.

V. Grading

The Consolidated Statement of Grades, in addition to the GPs and the GPAs for each semester show the CGPA [Cumulative Grade Point Average] for the entire programme. It also carries the classification of the student's performance and all necessary explanations to make it clear to 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 - Outstanding
90 – 94	9.4	O	
85 – 89	8.9	D++	First Class - Distinction
80 – 84	8.4	D+	
75 – 79	7.9	D	
70 – 74	7.4	A++	First Class
65 – 69	6.9	A+	
60 – 64	6.4	A	
55 – 59	5.9	B+	Second Class
50 – 54	5.4	B	
45 – 49	4.9	C++	Third Class
40 – 44	4.4	C+	
Below 40	0	RA	Re- Appear

SEMESTER GRADING SCALE – PG
SEMESTER GRADING SCALE PG 2017 onwards

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

OVERALL FINAL RESULT UG 2017 onwards

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

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

*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 2017 onwards

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

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

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

V. Supplementary Exams

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

VI. CURRICULUM DEVELOPMENT CELL (CDC RECOMMENDATIONS) Dr. M.S. Irfan Ahmed, Director - Prof. Of computer Science, Research & Industry Institute Relations & Academic Affairs submitted the resolutions for

Item 1: New degree programs from the Academic Year 2021-22 subject to the affiliation by Alagappa University B Com Professional Accounting, B Sc Cyber Security, and BCA & M Sc Computer Science

Item 2: Change in the CIA & ESE Evaluation for UG and PG Programme during the Academic Year 2021 – 2022 upon need due to COVID-19 pandemic

Item 3: In addition to the supplementary exam for final years, all the outgoing / out-gone and current students are permitted to apply for Instant Examination/supplementary (courses may be from first to final semester) in the COVID-19 situation.

The Instant Examination will be normally conducted within 15 days of declaration of results of the examination.

VII. Certificate Programmes

S.No	Particulars	Requirement
1	ESE Max. Marks	100
2	ESE Passing Minimum	35%
3	Attendance Minimum	75%
4	Syllabus Validity	3 Years after completion

GRADING SCALE - CERTIFICATE PROGRAMMES

Marks	Grade Point	Letter Grade	Classification of Final Result
95 and above	10	O+	First Class - Outstanding
90 – 94	9.4	O	
85 – 89	8.9	D++	First Class - Distinction
80 – 84	8.4	D+	
75 – 79	7.9	D	
70 – 74	7.4	A++	First Class
65 – 69	6.9	A+	
60 – 64	6.4	A	
55 – 59	5.9	B+	Second Class
50 – 54	5.4	B	
45 – 49	4.9	C++	Third Class
40 – 44	4.4	C+	
35 – 39	3.9	C	
Below 35	0	RA	Re- Appear

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

VIII.ONLINE EXAMINATIONS**A.Attendance**

Attendance to be adopted for the students for online Examinations due to COVID - 19

Attendance %	Marks
<60%	0
60% -70%	2
70% - 80%	3
80% - 90%	4
90% -100%	5

B. Condonation

Condonation Rules to be adopted for the students for online Examinations due to COVID - 19

Attendance %	Condonation Fee Rs	Eligibility
60 above	-	Approval to appear for current semester
40 -60	1000	Approval to appear for current semester
Below 40	-	Repeat semester

Procedure to be adopted for online Examinations

1. End Semester Examinations (ESE) conducted through online Mode (<https://liveexam.co.in>)
2. End Semester Examinations (ESE) conducted for all UG and PG students in online mode during pandemic as per Govt directions
3. Time duration is 3 hours for 60 marks papers and 2 hours for 50 marks paper
4. It is the responsibility of students to ensure proper internet facility
5. Students shall upload the answer in the evaluation portal in PDF, MS WORD, JPEG format etc
6. If they are unable to upload the answers in the evaluation portal, they can send the answer scripts by speed post or by E-mail within the stipulated time to the college and also inform the same to the course /class teacher and HoD immediately. The same shall be immediately informed through department email to the office of Coe and by whatsapp to the CoE / Chief superintendent
7. Student must have the acknowledgement receipt. If the answer scripts are not received ontime then she must produce the acknowledgement receipt

8. If they have any difficulty in viewing the Question Paper contact the course teacher/ HoD immediately
9. Course teacher/ Class teacher / HoD can contact either the Chief Superintendent of Examinations /COE office /Controller of Examinations
10. For Online examination, single internal evaluation is done

IX. Act of Malpractices in Examination and Punishments Awarded during offline Exam

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

- i. Possession of printed / Xerox / written materials pertaining / not pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of book or loose sheets that have been either made use of or not made use of in the examination.
- ii. Possession of Programmable Calculators, Mobile Phones, Pagers, Organizers, Digital memory pad etc. with / without matters related to the day's examination stored in them and made use of them or not in the examination.
- iii. Writing any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc. and made use of them or not in the examination.
- iv. Writing any appeal to Examiner offering money or any irrelevant matters in the answer book, attaching money in answer books and giving contact address, telephone numbers etc.
- v. Writing the register number anywhere in the answer book or additional sheets other than in the fly slip.
- vi. Enclosing empty additional sheets, wasting the exam stationery wantonly.

- vii. Writing the examination without valid hall ticket.
- viii. Noting down the answers of problems in her question paper before leaving the Hall.
- ix. Tearing off sheets from the answer book.
- x. Keeping with them, Tables, Hand books, Code books etc. which are not permitted by the COE and Chief Superintendent for the day's examination and made / not made use of them in the examination.
- xi. Talking with neighbours, showing signs or signals to others in the hall / verandah
- xii. Copying from printed / Xerox / handwritten bits / sheets / book / programmable calculators, organizers, digital memory pad etc. in the examination
- xiii. Exchanging with neighbours hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, hints related to the day's examination written on them.
- xiv. Showing the answer book / additional sheet to the neighbours or allowing them to copy.
- xv. Giving / Getting the main answer book or additional sheet to / from neighbor for copying.
- xvi. Writing cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.
- xvii. Writing the examination even after the final bell, not obeying to hall superintendent's instructions A
- xviii. Striking off all the pages including the correct answers written by her in the answer book, when being caught for any act of malpractice.
- xix. Telling the answer or formula related to any of the question to others writing the same examination.

- xx. Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer book.
- xxi. Replacing the answer book supplied in the hall by pre-prepared answer book brought by the candidate herself or got from outsiders.
- xxii. Writing answers in main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement /attachment.
- xxiii. Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials etc
- xxiv. Writing filthy / indecent / vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.
- xxv. Acts of threats, violence, creating disturbance inside / outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.
- xxvi. Repetitive action of malpractice either in the same sitting or in different sittings in the course of her study.
- xxvii. Taking away with her the written answer book, without handing over the same to the Hall Superintendent.
- xxviii. Trying to take away or damage other candidate's answer book
- xxix. Violating any other special rules / regulations prescribed then and there by the COE.
- xxx. Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else
- xxxi. Assaulting Physically or attempting to attack any examination staff while being caught/ booked for any malpractice.

- xxxii. Causing damage to examination records.
- xxxiii. Arranging outside persons to terrorise the examination staff.
- xxxiv. Leaving the examination hall with the question paper of the day's examination before the expiry of the period prescribed by the COE (normally 45 minutes from the commencement of exam), in spite of the warning of Hall Superintendent / Additional (or) Chief Superintendent.
- xxxv. Causing damage to the belongings of Examiners, as an act of vengeance.
- xxxvi. The candidates who had been booked under any of the above mentioned malpractice will be enquired by an Enquiry Committee headed by the Chief Superintendent of the examination center and punishments will be awarded by the Disciplinary Action Committee constituted by the Principal depending on the nature & severity of the malpractice.
- xxxvii. Punishment The following are the punishments being awarded to such students:
- All papers of the concerned semester written by the candidate in that sitting including practicals will be cancelled.
 - All Papers written by the candidate in that sitting (all semester papers including practicals)
 - All papers written by the candidate in that sitting (all semester papers including practicals) will be cancelled and the candidate will be debarred for two / four more ESE, as the case may be.
 - All papers written by the candidate in that sitting (all semester papers including practicals) will be cancelled and the candidate will be debarred for six more ESE. In addition to which legal/disciplinary action will be taken by the institution against that candidate.

GENERAL RULES AND REGULATIONS

All Students shall abide by the rules and regulations laid down for their discipline and development

1. Students are required to be neatly dressed in salwars/sarees in keeping with Indian culture and in white uniform chudithar for special occasions
2. Costly jewels should not be worn in the campus. The institute is not responsible for any loss.
3. Students are required to participate in assembly prayer and in all the activities and functions of the institute and observe order at all times. Absenting on such occasions will considered as misconduct.
4. Organising meetings, entertainments and collecting money for any purpose in the campus without the permission of the HODs are prohibited.
5. Students should read the notice board carefully everyday.
6. Visitors are not allowed during working hours.
7. All students are expected to be in the premises of the institute during the working hours.
8. Day scholars should not undertake any transactions on behalf of the students in the hostel. They are not permitted in the hostel premises.
9. The institute does not entertain any letter or other postal transactions on behalf of the day scholars.
10. Discipline needs to be observed in class rooms and campus.
11. All the applications for leave must be submitted to the class teachers two days in advance except in case of illness or other unforeseen causes. Leave applicationnns should be written in the prescribed format and duly attested by parents/guardians/warden and they should be submitted to the head of the department by the end of the week.

12. When a student represents the institute in sports, NSS, Academic related activities etc., during the test period and thereby misses any test the average mark for the tests performed will be taken, provided she submits the permission letter in time.
13. Parents will be informed about the class performance and behavior of their wards, as and when the need arises. They are required to respond to the college acknowledging receipt of all the communications, explaining the steps taken by them to rectify the situation.
14. Results of all semester examinations will be hosted in the website www.thassim.in.
15. Parents and guardians must notify changes in their address promptly in office. They must inform the HODs within two weeks when their wards discontinue their studies.
16. Candidates are requested to take sufficient number of attested copies of their certificates before submitting the originals in the office. After admission the original certificates will be returned to the students in the first week of August.
17. Disciplinary action will be taken if a student involves in malpractice during continuous internal assessment tests and comprehensive semester Examinations.

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.

Rules and Regulations for using mobiles and Laptops inside the Institute Campus

- Mobile phones, Laptops must be used only for the purpose of education.
- Use of phones, cameras, etc., is prohibited during the class hours inside the campus. If found in contravention, they will be confiscated.

- Mobile phones are strictly prohibited inside the library and examination hall.
- Students should not use mobile phones while attending meetings, workshops, functions and other activities of the institute.
- Laptops must be used as a tool for education. If used for any other purposes like watching movies, surfing social sites, immediate action will be taken.
- Mobile phones must remain in silent mode inside the institute premises. (Off-not even vibrating mode).
- Mobile phones must not be charged inside the class rooms.
- The following list gives examples of sort of materials or activities that will be regarded as unacceptable by the usage of laptops, mobile phones
- If your mobile phone is lost or stolen, the phone cannot be claimed back or disconnected and the institute will not be responsible
- Under disciplinary actions, the dean of student affair is empowered to fine, suspend or even expel a student from the institute in the interest of the institution

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 COMMITTEE

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 : Ramanathapuram district Anti Ragging Cell, SP Office, Ramanathapuram.

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

ROTARACT CLUB

- To enhance knowledge and understanding of community needs, problems and opportunities.
- To formulate and develop activities for serving the Community.
- To provide personal development opportunities for members.
- To provide training to develop the skills of members.
- To motivate young people for eventual membership in Rotary.

STUDENT COUNCIL

- To develop a positive attitude and promote harmonious relationship among students.
- To perk up the student – faculty relationship.
- To inculcate team spirit, accomplish assigned tasks.
- To improve the student’s general welfare and morale.
- To build a sense of self – respect and strengthen personal responsibility.

STUDENT WELFARE

- To Conduct the Orientation Programme for all the Students
- Assisting the Students in their learning process
- Conducting the exit meeting for all the final year students.
- Addressing and solving their various issues.
- Conducting the soft skill Programme for all the final year UG & PG students.

NSS PROGRAMME

- Development of the student’s personality, and promote the unity and integrity of the nation by bringing together young people from diverse geographical and socio-cultural backgrounds.
- Development of the personality of students through community service.
- Understand the community in which the students work.
- Understand themselves in relation to their community.

- Develop among themselves a sense of social and civic responsibility.

ALUMNAE ASSOCIATION

- Annual alumnae meet.
- Working alumnae database.
- Alumnae data collections.
- Maintaining alumnae social media.
- Alumnae Sports Event.
- Alumnae Entrepreneurs Stall.

INCUBATION AND INNOVATION CELL

- To give multiple exposure opportunity for students to take part and understand the importance of Innovation
- Inculcating entrepreneurship skills and mindset and encouraging taking startups an alternative career option.
- To Develop Cognitive Ability for Technology Students
- To conduct various innovation and entrepreneurship related activities prescribed by central MHRD Innovation council.
- Identify and reward innovations and share success stories.
- Organize periodic workshops / seminars / interactions with entrepreneurs, investors professionals and create a mentor pool for student innovators.

YOUTH RED CROSS & RED RIBBON CLUB

- International Day Against Drug Abuse & Illicit Trafficking Rally.
- International Youth Day /Anniversary of Geneva Conventions.
- World First Aid Day Celebration.
- International Girl Child Day Awareness.
- Global Hand Washing Day Awareness.

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) 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.

3) 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.

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 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.

- 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 are responsible at all times for their laptops

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
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- Book transaction hours and on all working days in Lunch break and Library hours
 - 08.30am to 09.00am
 - 09.50am to 10.00am
 - 10.50am to 11.00am
 - 11.50am to 12.00pm
 - 12.50pm to 01.00pm

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

RULES FOR CLASS TOPPERS

Facility for class toppers of UG, PG and MPhil students:

To motivate students who perform exceedingly well in the semester examinations. Top three students from each class of all branches are provided with a facility to borrow additional 2 books from the Library. This facility would provide an opportunity to the toppers to refer better quality text books which automatically enhances their level of knowledge and academic performance.

- Toppers of 2nd year are chosen on the basis of marks scored in 1st & 2nd semester exam
- Toppers of 3rd year are chosen on the basis of marks scored in 3rd & 4th semester exam

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

S. NO	SCHEME CATEGORY	ELIGIBILITY CRITERIA	SCHOLARSHIP AMOUNT
1	Post Matric Scholarship Scheme for Minorities	1. Candidates belonging to Minority Community 2. Previous Year Percentage $\geq 50\%$ 3. Parent's Income should be ≤ 2 Lakh www.scholarships.gov.in	Rs. 8,700/- (Hosteller) Rs. 6,000/- (Day Scholar) per annum
2	Central Sector Scholarship Scheme	1. Eligible for UG First Year only 2. Previous Year Percentage $\geq 80\%$ 3. Parent's Income should be ≤ 2 Lakh www.scholarships.gov.in	Rs. 10,000/- per annum
3	Tamilnadu Educational Trust Scholarship Scheme	1. Admission for UG First Year only 2. Previous Year Percentage $\geq 80\%$ 3. Parent's Income should be ≤ 2 Lakh offline	Rs. 6,000/- per annum
4	Adi Dravidar and Tribal Welfare Scholarship for SC/ST Students	1. Candidates belonging to SC/ST Community 2. Parent's Income Should be ≤ 2.5 Lakh www.escholarship.tn.gov.in	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	1. Candidates belonging to SC/ST Community 2. Secured >575 Marks in +2 examination offline	Rs. 3,000/- per annum

6	Post Matric Scholarship Scheme for Disability	1. Disability \geq 40% Certificate 2. Parent's Income Should be \leq 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)	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 \leq 2 Lakh offline	Rs.13,000/- per annum
8	Kishore Vigyanik Protsahan Yojana (KVPY)	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	1. Parent's Income should be \leq 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	Induciant Merit Cum Scholarship	1. Candidates pursuing UG Degree 2. Previous Year Percentage \geq 80% offline	Rs.600/- to 2200/-per month
11	Internshala Career Scholarship For Girls	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	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 www.scholarships.gov.in	Rs. 25,000/- per annum (Day Scholar) Rs. 30,000/- per annum (Hosteller)
2	Post Matric Scholarship Scheme for Minorities	1. Candidates belonging to Minority Community 2. Previous Year Percentage $\geq 50\%$ 3. Parent's Income should be ≤ 2 Lakh www.scholarships.gov.in	Rs. 8,700/- (Hosteller) Rs. 6,000/- (Day Scholar) per annum
3	Adi Dravidar and Tribal Welfare Scholarship for SC/ST Students	1. Candidates Belonging to SC/ST Community 2. Parent's Income Should be ≤ 2.5 Lakh www.escholarship.tn.gov.in	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	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)

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 \leq 2 Lakh www.sdat.tn.gov.in 	13,000/- per annum
6	National Board of Higher Mathematics (NBHM)	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Candidates belonging to SC/ ST Community 2. Parent's Income should be \leq 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	<ol style="list-style-type: none"> 1. Admission in Professional course (1 Year) 2. Parent's Income should be \leq 8 Lakh www.scholarships.gov.in 	Rs.30,000/- Per annum

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

S. NO	SCHEME CATEGORY	ELIGIBILITY CRITERIA	SCHOL-ARSHIP AMOUNT
1	Adi Dravidar Ph.D. Scholarship for SC/ST Students	1. Candidates belonging to SC/ST Community 2. Parent's Income should be \leq 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 \leq 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, Aappanur, Kadaladi and Sirupodhur 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.

STUDENTS SERVICE CENTRE

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

STUDENTS COUNCELLING 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.

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.

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 2020 - 21					
Pro-gramme	Faculty	Programmes	1st Year [I Se- mes- ter]	2nd Year [III Se- mes- ter]	3rd Year [V Se- mes- ter]
UG	Arts	BA English	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 Nutri- tion & Dietetics B Sc Food Process- ing & Management	16,000	16,000	16,000
		B Sc Fashion Designing	19,000	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	-
	Com- merce	M Com			
	Science	M Sc Maths M Sc Chemistry M Sc Psychology M Sc H Sc Nutri- tion & Dietetics	14,750	15,250	-
		M Sc Microbiology	18,250	18,750	
	Computer & IT	M Sc Information Technology	18,250	18,750	
		Master of Com- puter Applications [MCA] [AICTE Approved]	21,250	21,250	21,250
M Phil & Research	Arts	M Phil in English	21,250		
	Com- merce	M Phil in Com- merce			
	Science	M Phil in Math- ematics			
		M Phil in H Sc Food & Nutritions			
	Computer	M Phil in Com- puter 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 2020 - 21

Particulars	Dormitory	Non AC	AC
I Year	17,100	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 - TBAKC

Secretary - SKT

THE HAJIANI MARIAM BEEVI THAIKAPPA HOSTEL FOR WOMEN

OFFICE BEARERS

- WARDEN : Dr S Sumayaa
- CO-ORDINATOR : Mrs J Fathima Kaleema,
Asst Professor
- FLOOR TUTORS : Ms M Afra Saleema,
Asst Professor

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

The Hostel on the campus provides residential facilities for 300 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 be 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 Day timing: 9 am to 4 pm, 1st and 3rd Sunday of every month.
23. Entertainment timing: every Friday 7 pm to 8 pm, every Sunday 4 pm to 7 pm (except during internal timing).
24. Ground timing: 5 pm to 6 pm.
25. Study timing: every day 7 pm to 8 pm and 9.15 pm to 10.15 pm.
26. Attendance timing: 4:30 pm and 9 pm.
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 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 or leave letter.
29. Non-vegetarian and vegetarian mess shall be run on providing system (as per menu list).
30. During summer vacation 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

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

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

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	1	2	3	4	5
Day Order	9.00am -	10.00am -	11.00 am -	12.00pm -	1.00pm -
I	9.50am	10.50am	11.50am	12.50pm	1.50pm
II					
III					
IV					
V					
VI					

VALUE ADDED PROGRAMME HOUR TIME TABLE 4.00 PM – 6.00 PM

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