



THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

A Minority 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

2022-23

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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

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

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

Glory be to the Almighty and praise be to Him!

Glory be to YOU and all praise be to You!

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

I ask your pardon and turn to YOU in repentance.

[Dua from the Hadith of Prophet Muhammad (PBUH)

Narrated by Abu Hurairah (Rali)

Source: Abu Dawud: 4859]

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

Al Quran Sura 96: (verses 1 to 8)

THASSIMBEEVI ABDUL KADER COLLEGE FOR WOMEN

(Sponsored by Seethakathi Trust, Chennai)
(Affiliated to Alagappa University, Karaikudi)

Founded in 1988
G O No 1448 dated 12 September 1988

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.ac.in / tbakcw@gmail.com

Website: www.thassim.ac.in

Year of Establishment: 1988

Autonomous – June 2005

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

ACADEMIC CALENDAR

2 0 2 2 - 2 3

(Hijri 1443 – 1444)

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Kilakarai-625517, Ramanathapuram District, Tamilnadu

HANDBOOK

1 Name

2 Roll No

3 Reg No

4 Date of Birth

5 Height

6 Weight

7 Blood Group

8 Address of the Parent / Guardian.....

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Mobile No (Res)

9 Name of the Class Teacher.....

10 Name of the Mentor.....



FOUNDER



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

Born : 15.10.1927

Died : 07.01.2015

BOARD OF TRUSTEES

Chairman

Alhaj B S Ariff Rahman Buhari

Managing Trustee

Alhaj Dr Shuaib Alim
Alhaj M K Sathak Abdul Kader

Secretary

Alhaj Khalid A K Buhari

Treasurer

Alhaj M K Mohamed Hassan

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

Correspondent

Dr Rahmathunisa Abdur Rahman

General Manager

Alhaj V N A Jalal

Deputy General Manager

Alhaj S Sheik Dawood Khan

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 Judgment

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.

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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

ELAG SONG

Jhanda ooncha rahe hamara
Vijayee Vishwa thiranga pyara
Sada shakti Barasanewala
Prema-Sudha sarasanewala
Veeronko Harshanewala
Mathru Bhoomika than-man-sara [Jhanda..]
Swatantratake bheeshana ranamen
lakhhar balhe josh kshan-shan 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 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 - ஹக் கு
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 in 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

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

MISSION

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

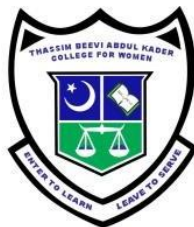
MOTTO

"Enter to Learn and Leave to Serve".

INSTITUTIONAL OBJECTIVES

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

SIGNIFICANCE OF THE COLLEGE EMBLEM



The emblem of the college consists of a shield with three symbols in the center. The **Crescent** and the **star** on the top left represent 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 in English **ENTER TO LEARN LEAVE TO SERVE**. 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. 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 1627 students enrolled in various disciplines of Arts and Sciences, both at the undergraduate, postgraduate levels and Research, with 106 members of faculty along with 59 members of non-teaching staff.

Realizing the growth of science and technology in modern times and need of computers in our day-today life, the college offers both undergraduate and postgraduate Programmes in Arts, Humanities and Sciences to meet out the challenging demands of the placement sector. The college is extending its Institutional Social Responsibility (ISR) to neighborhood 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 SAriff Rahman Buhari Alhaj Khalid AK Buhari Dr Rahmathunisa Abdur Rahman Alhaj Abdul Qadir Rahman Buhari AlhajAhmedAbdur 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 K Sankaranarayanan Syndicate Member Professor &Head, Dept. of Physics AlagappaUniversity, Karaikudi
1 Member	Educationalist & Industrialist	MrMohamed Kasim Project Manager, IIT Mumbai
1 Member	Ex-Officio Member	Dr S Sumaya Principal, Thassim Beevi Abdul KaderCollege for Women, Kilakarai
1 Member	Senior Teacher of the College	Ms S.Muthumareeswari Assistant Professor, Department of Home Science, ThassimBeevi Abdul Kader College for Women, Kilakarai
2 Members	Representatives of the trust	Alhaj V NAJalal Alhaj Sheik Dawood Khan

PROGRAMME OF STUDY 2022-23
(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 Com Professional Accounting	2021-2022	
B Sc Home Science-Nutrition and Dietetics	1992-93	40
B Sc 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 Psychology	2013-14	40
B Sc Home Science – Fashion Designing	2016-17	40
B Sc Cyber Security	2020-21	40
B C A	2020-21	40
B Sc Data Science	2021-22	40
B Com Fintech	2021-22	60
B Com Honors	2021-22	60
POST GRADUATE DEGREE (2 Years)		
M A English	1999 - 2000	36
M Com	1993 - 94	36
M C A	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	2 5
M Sc Psychology	2018-19	2 5
Ph D PROGRAMMES		
Ph D in Commerce	2011-12	Admissions followed as per UGC norms
Ph D in Home Science(Food and Nutrition)	2009-10	
Ph D in Computer Science	2011-12	

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 FOR GRADUATE LEVEL

I Year

- Spoken English

II Year

- ⌋ Idhazhiyal
- ⌋ Suttrulaviyal
- ⌋ Nattupuraviyal
- ⌋ Teaching skills
- ⌋ Teaching skills Practical
- ⌋ Spoken Hindi
- ⌋ Tourism
- ⌋ Tally
- ⌋ Event Management
- ⌋ Flash
- ⌋ Flash Lab
- ⌋ Web designing and Computer Graphics
- ⌋ Web designing and Computer Graphics Lab
- ⌋ Photoshop
- ⌋ Photoshop Lab
- ⌋ Auto CAD
- ⌋ Auto CAD Lab
- ⌋ Documentation Techniques in LATEX
- ⌋ Pictures and Colors Lab
- ⌋ Event Management
- ⌋ Clinical Dietetics
- ⌋ Food Processing and Food Preservation
- ⌋ Certificate in Bio fertilizer
- ⌋ Certificate in Aqua Culture
- ⌋ Certificate in Medical and edible mushroom cultivation
- ⌋ Water and Waste Water Treatment
- ⌋ Dairy Chemistry

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

Thassim Beevi Abdul Kader College 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 encourages, support and wherever necessary, regulate them to adhere to established norms in conducting courses of study. Takes holistic decisions and actions by bearing in mind its primary goal and remains accountable to students, teachers, employees, as a whole.

It enables opportunities from MoU established with various organizations viz.

Sl.No	Organizations	Programs
1	Spoken Tutorials IIT, Mumbai	Online Courses
2	NPTEL, IIT , Chennai	Online Courses
3	Alagappa University, Karaikudi	Distance Learning Program
4	E D I, Chennai	Women Entrepreneurial skills and activities training

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, Kumbidumadurai in Thillaiyenthal Panchayat and Velanoor village in velanoor Panchayat near the College as part of discharging social responsibilities in upgrading the standard of living of the village residents by involving Students.

MEMBERS OF THE TEACHING STAFF

Name of the Staff	Academic Qualification	Designation
Dr S Sumaya	M Sc M Phil Ph D	Principal & Prof & Head Dept of Home Science
Dr M S Irfan Ahmed	M C A M Phil Ph D	Head & Director- Research and Industry- institute Relations
Dept 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
Dr H Fathima	M A M Phil Ph D	Assistant Prof
Dr P Jemima Jeba Selvi	M A M Phil Ph D	Assistant Prof
Dept of Arabic		
Ms M Fathima Suraiya	M A M Phil	Assistant Prof
Ms K Sabira Banu	M A M Phil	Assistant Prof
Dr Sheeba Rehman	M A M Phil Ph D PDF	Assistant Prof
Ms M Thowhitha	B Sc	Tutor
Ms H Rahumaniya Parveen	B Sc	Tutor
Dept of Hindi		
Ms J Sunitha	M A B Ed M Phil	Assistant Prof & Head
Dept of English		
Dr M Ponmani	M A M Phil Ph D SET	Assistant Prof./ Head i/c
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
Ms K Rizwana	M A M Phil	Assistant Prof
Ms S Rasul Hasana	M A	Assistant Prof
Ms B Sharmila	M A M Phil	Assistant Prof
Ms S Vigneshwari	M A M Phil	Assistant Prof

Ms K Jasmine Malar	M A M Phil	Assistant Prof
Dr C T Dhanya Mol	M A Ph D SET	Assistant Prof
Ms M Sabari Priya	M A	Soft skill Trainer
Ms S Fathima Fazila	M A	Soft skill Trainer
Ms V Saravana Priya	M A	Assistant Prof
Dept of Home Science		
Dr S Muthumareeswari	M Sc M Phil Ph D	Associate Prof. & Head i/c
Ms R Lakshmi Shree	M Sc M Phil	Assistant Prof.
Ms K M Buvanewari	M Sc M Phil NET	Assistant Prof
Ms J R Shiny Joe	M Sc M Phil	Assistant Prof
Ms S Aariba	M Sc M Phil	Assistant Prof
Ms T S Abirami	M Sc	Assistant Prof
Ms M Fathima Nisha	M Sc M Phil	Assistant Prof
Ms S Kowsalya	M Sc	Assistant Prof
Ms B Susindra Dvi	B Tech	Assistant Prof
Ms T Radhika	M Sc NET	Assistant Prof
Ms R Jaya Varshini	M Sc	Assistant Prof
Ms A Nishath Najni	M Sc MBA ADCD	Assistant Prof
Ms M Sowbiya Banu	M Sc	Assistant Prof
Department of Commerce& BBA		
Dr A Jasmine	M Com M Phil M Ed Ph D	Associate Prof. & Head
Ms K Manimegalai	M Com M Phil	Assistant Prof
Dr S Manicka Vasuki	MBA M Com Ph D SET	Assistant Prof
Ms R Shibana	M Com MBA	Assistant Prof
Dr I .Priya	M Com M Phil Ph D	Assistant Prof
Ms S Ayeshath Umaira	M Com	Assistant Prof
Ms U Hema Priya	MBA	Assistant Prof
Ms M Thaleeswari	M Com	Assistant Prof
Ms P Sounthrya	M Com M Phil SET	Assistant Prof
Ms M Deepalakshmi	M Com	Assistant Prof
Dr P Berlin Kingcy	M Com Ph D	Assistant Prof
Ms R Arockia Anisia	M Com M Phil	Assistant Prof
Ms S Nishar Fathima	M Com	Assistant Prof
Ms M Yazlini	MBA	Assistant Prof
Ms R Hyrun Shaknaz	MBA	Assistant Prof

Ms M Nanthini Devi	M Com	Assistant Prof
Ms K Sathya Bama	M Com	Assistant Prof
Dept of Computer Science		
Dr P Senthil Kumari	MCA M Phil Ph D	Assistant Prof. & Head i/c
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 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 M Nagavalli	MCA M Phil	Assistant Prof
Ms K Annsheela	MCA	Assistant Prof
Dr A Krihanaveni	M Sc M Sc (psy) M Phil Ph D BLISC PGDBI	Assistant Prof
Ms M Waziba Begum	M Sc	Assistant Prof
Ms M Pavithra	M Sc	Assistant Prof
Ms S Ummul Hyrul Fathima	M E	Assistant Prof
Ms D Bala Tharani	M E	Assistant Prof
Ms C Janani chelladurai	M E	Assistant Prof
Ms S Sathya	M Sc B Ed	Assistant Prof
Ms R Jothi Priya	M E	Assistant Prof
Dept 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 SET PGDCA	Assistant Prof
Ms R Rajeshwari	M Sc B Ed	Assistant Prof
Ms R Sathya	M Sc	Assistant Prof
Ms G Saravana Priya	M Sc B Ed	Assistant Prof
Ms R Srimathi	M Sc B Ed	Assistant Prof
Ms A Thanisha Barvin	M Sc	Assistant Prof
Ms Nazreen Banu	M Sc M Phil	Assistant Prof
Ms G Akshaya	M Sc	Assistant Prof
Ms A Afrin Ayesha	M Sc	Assistant Prof

Ms M Jothi Priya	M Sc	Assistant Prof
Ms S Manimala	M Sc	Assistant Prof
Dept. of Microbiology		
Dr Shiela Chetri	M Sc Ph D PDF	Associate Prof & Head
Dr K Arunthathi	M Sc Ph D	Assistant Prof
Ms G Hemapoojavalli	M Sc PG Diploma	Assistant Prof
Ms M Narayani	M.Sc	Assistant Prof
Ms P Mohamed Hajiral Begum	M Sc	Assistant Prof
Ms N Monisha	M Sc Ph D	Assistant Prof
Ms S Manibala	M Sc	Assistant Prof
Ms K Ganishka	M Sc	Assistant Prof
Dept of Chemistry		
Dr K Bavya Devi	M Sc Ph D PDF	Assistant Prof & Head
Ms P Indurani	M Sc M Phil B Ed	Assistant Prof
Ms N Priya	M Sc	Assistant Prof
Ms M Kokila	M Sc M Phil	Assistant Prof
Ms J Janani	M Sc	Assistant Prof
Dr A Suvitha	M Sc Ph D PDF	Assistant Prof
Ms A Prabavathi	M Sc	Assistant Prof
Ms U Hajara Banu	M Sc B Ed	Assistant Prof
Ms R Amaravathi	M Sc B Ed	Assistant Prof
Dept of Psychology		
Ms A Basmia	M Sc	Assistant Prof
Ms Z Tehseem Fathima	M Sc	Assistant Prof
Ms Ziya Arun	M Sc	Assistant Prof
Ms R Rabeena Fathima	M Sc	Assistant Prof
Ms J Olista	M Sc	Assistant Prof
Ms M Mubin Zulfa	M Sc	Assistant Prof
Library		
Dr P Sumathi	B Com M L I Sc M Phil Ph D	Librarian i/c
Dept of Physical Education		
Ms M Anitha	M PED	Physical Education- Assistant Director

MEMBERS OF THE NON TEACHING STAFF

Name of the Staff	Qualification	Designation
Office		
Ms M Selvi	B Sc	Assistant
Ms P Booma Devi	B Com	Assistant
Ms N Nagalakshmi	B Sc MA Lit	OS i/c
Ms G Yogeswari	BA DCA	Typist
Ms Y Barvin	M Sc M Phil	SS & NCVT Coordinator
Ms R Durga Devi	MCA	ERP System Admin
Ms S Syed Barakath Nisha	B Sc	Data Entry Operator
Mr M A Mujeeb Ahamed	B Com MBA	College Cashier
Mr D Mohamed Ismail	M Com MBA M Phil B Ed	Accountant
Ms E Jerina Mercy	M Sc	DEO
Ms D Dhivya Bharathi	B Tech	Cashier
Ms V Panchamirtham		Record Clerk
Ms S Suganthi	B Com	Typist
Ms S Mahjabin Sulaiha	M Com	Cashier
Receptionist		
Ms R Briskilla	M Sc	Receptionist
Controller of Examination Section		
Ms S Mythili	MCA	Typist
Ms H Jasmine Begam	MCA	Data Base Administrator
Ms N Usha Rani	MBA	Record Clerk
Ms M Theivakkani	MCA	Data Entry Operator
Ms M Ilayeshwari	B Com	Data Entry Operator
Ms M Muthu Srinith	B E	Data Entry Operator
Technical Assistants		
Ms G Gandhi	MA	Technical Asst, ATK Lab
Ms K Vasantha Rani	B Sc	Chem Lab Assistant
Mr M Jagadeesh	DIT	Technical Assistant
Ms M Seyed Hassan Fathima	B Com	Psychology Lab Asst

Ms U Sumathi	M Sc	Biochemistry Lab Asst
Ms H Fathima Farjuna	B E	C.Sc System Admin
Ms S Hurul Firthous	MBA D El Ed	IQAC System Admin
Ms S Arsath Mobika	B E	Mathematics Lab Asst
Ms M Zakir Hussain	DCT	Office Assistant
Ms K Kanaga	M Tech	Research Assistant
Ms R Nivethalakshmi	B com	Commerce Lab Asst
Ms R Priyadharsini	MBA	Lang Lab Asst
Ms A Sobana	M Sc	E-Lib Asst
Assistants		
Ms G Ponnari	MA	Lib Asst
Ms A Sivakami	B Com	Lib Asst
Ms M Chellammal	M.Com	Tuck shop
Ms K Nandhini	B Sc	CIA DEO
Ms M Nageswari		H Sc Lab Asst
Attendants		
Ms T KamalaValli		Csc Attendant
Ms K Muneeswari		Off Att
Ms V M Renga Lakshmi	B A	Lib Attendant
Ms P Sumathi		Commerce Att
Ms N Venkateswari		English Attendant
Ms R Rajeswari		Maths Att
Ms R Rajalakshmi		Mic Att
Ms C KarthigaDevi		Nom Teaching
Ms U Afrin Rehana		IQAC Att
Ms S Baby Salini		COE Att
Ms P Selvi		C Sc Att
Ms N Saratha		Chem Att
Ms S Valarmathi		Psy Att
Ms R Hari Sudha	B Sc	Student Service Xerox I/c
Ms B Sudha		H Sc Att
Ms V Kavitha	B Com	CIA Att
Ms Kalai selvi	B A	Library Att

Ms K Selva Priya		Lang Att
Maintenance		
Mr A Noorul Ameen	BE	Electrical Maintenance Engr
Mr M Amjath Ali	BE	Maintanance Engg
Mr N Dhanasekaran	ITI	Electrician
Mr S Balamurugan		Electrician
Ms S Stella Mercy		security
Mr B Mohamed Thousif	BBA	Transport Manager
Mr R Saravanan		Driver
Mr I Mohamed Musaraf	DEEE	Electrician
Menial staff		
Mr A Andy		Sweeper
Mr Thavasi Mani		Sweeper
Ms Mari Muthu		Sweeper
Ms Krishnammal		Sweeper
Ms M Kaleeswari		Sweeper
Ms Poornam		Sweeper
Ms Arumuga Valli		Sweeper
Ms P Prema		Gardener
Ms poopandi		Sweeper
Mr Sonai Muthu		Sweeper
Ms Muthu Manicka Valli		Sweeper
Ms G kooriyammal		sweeper
Ms R PooMari		sweeper
Mr A Karungan		sweeper
Security		
Mr Arunachalam		Security
Mr Arumugam		Security
Ms Maruthayi	B Sc	Security
Mr K Ramachandran	B Com	Security
Mr Muruganantham		Security

GOVERNANCE OF THE COLLEGE

EXTERNAL PEER TEAM for QMS

Dr.M S Mohamed Jaabir

Advisory Member ,
Associate Professor PG Department of Biotechnology
National College
Tiruchirappalli

Dr.K.Sumathi

Advisory Member,
Associate Professor
Department of Mathematics
PSGR Krishnammal College for Women
Peelmedu, Coimbatore

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dr S Sumaya - Chairperson
Dr S Muthumareeswari (Controller of Examination)
Ms Nagalakshmi

Members of Teaching Faculty

Ms B Seeni Rahfu Nisha
Ms K M Buvaneswari
Ms R Rajeswari

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 C Sekar

Professor & Head
Dept. of Bioelectronics Biosensors
Alagappa University
Karaikudi

Dr B Vaseeharan

Professor & Head
Dept. of Animal Health and Management
Alagappa University
Karaikudi

Dr V Palanisamy,

Professor & Head
Dept. of Computer Application
Alagappa University
Karaikudi

EXTERNAL EXPERTS

Dr R Latha

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

Ms J B Sharmila

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

Dr S Senthilkumar

Senior Scientist

Electroics and Electrocatalysis Division

CSIR – Central Electrocatalysis Research Institute Karaikudi

Mr Gopi Rajendhiran

Consultant Psychologist

Ahana Hospitals,

Madurai

BOARD OF STUDIES

Dr.S.sivanesan

HOD, Dept. of Tamil,
Iyya Nadar Janaki Ammal
College,(Autonomous)
Sivakasi
Nominated to : Tamil

Dr.A.M.Ali Ibrahim

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

Dr. Vijaya Baskar Naidu

Associate professor
Dept. of Hindi,
ANJA College, Sivakasi
Nominated to : Hindi

Dr.P.Nagaraj

AssociateProfessor &
Head,Dept. of English,
Bharathiyar University,
Coimbatore
Nominated to : English

Dr.J.Gayathri

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

Dr.P.A.Raajeswari

Assistant Professor (SG),
Dept. of Food Science and Nutrition,
Avinashilingam institute for Home Science,
and Higher Educationfor Women,
Coimbatore
Nominated to : Home Science

Dr.K.M.Pachiyappan,

Head &Associate Professor,
Dept. of Costume Design and Fashion,
PSG College of Arts and Science,
Coimbatore,

Dr.B.Surendiran,
Assistant Professor,
Dept. of Computer Science and
Engineering, National Institute of
Technology, Karaikal
Pondicherry
Nominated to : Computer Science

Dr.E.Murugan
Professor & Head, Dept.
of Physical Chemistry,
School of Chemical Sciences,
University of Madras, Guindy Campus,
Chennai.
Nominated to: Chemistry

Dr.A.Tamilselvan,
Professor & Head, Dept. of
Mathematics, Chair, School
of Mathematical Sciences,
Bharathidasan University
Tirichirappalli.
Nominated to : Mathematics

Dr.SGowriShankar
Assistant Professor Dept. of
Biotechnology,
Alagappa University,
Karaikudi
Nominated to : Microbiology

Dr.Suresh Kumar Murugesan,
Head, Dept. of Psychology
The American College,
Madurai
Nominated to : Psychology

Dr.R.Sevukan
Associate Professor & Former Head,
Dept. of Library and Information Science
Pondicherry Central University,
Pondicherry
Nominated to: Library

FINANCE COMMITTEE

Dr S Sumaya (Principal)

Mr A K Nawaz Babu

Dr M S Irfan Ahmed (Director –Research & Industry Institute Relations)

Finance Officer –Alagappa University

NON-STATUTORY COMMITTEE LIST

PLANNING & EVALUATION

Mr S Sheik Dawood Khan (Deputy General Manager)

Dr S Sumaya (Principal)

Dr M S Irfan Ahmed (Director –Research & Industry Institute Relations)

Mr D Mohamed Ismail (Accountant)

Ms B Seeni Rahfu Nisha (IQAC Coordinator)

GRIEVANCE REDRESSAL CELL

Dr S Sumaya (Principal)

Dr M S Irfan Ahmed (Director –Research & Industry Institute Relations)

HODs

Ms B Seeni Rahfu Nisha (IQAC Coordinator)

Ms K M Buvaneswari

NAAN MUDHALVAN

Dr V Akila (Tamil) –Coordinator

Ms S Manicka Vasuki (BBA) (Assistant Coordinator)

Ms K Vasantha Rani (Chemistry Lab Assistant)

Ms U Sumathi (Biochemistry Lab Assistant)

Ms S Arsath Mobika (Mathematics Lab Assistant)

LIBRARY COMMITTEE

Principal

Dr S Sirajunnissa Begum

Dr P Sumathi

HoD's

ISO PROCEDURE MANUAL

Dr R Punitha (Mathematics)

Ms J Sunitha (Hindi)

STUDENT WELFARE

Ms N Priya (Chemistry) - Coordinator

Ms A Basmina (Psychology)

MS K Rizwana (English)

Ms M Pavithra (Computer Science)
Ms M Nanthini Devi (Commerce)

ANTI-RAGGING & SEXUAL HARASSMENT

Dr S Sumaya (Principal)
HoD's
Dr P Jemima Jeba Selvi (Tamil)
Ms J R Shiny Joe (Home Science)
Ms R Arockia Anisia (Commerce)

ACADEMIC ADMINISTRATIVE AUDIT COMMITTEE IQAC

HoD's
Internal Auditors

PLANNING AND MONITORING BOARD

Alhaj S Sheik Dawood Khan (Deputy General Manager)
Dr S Sumaya (Principal)
Dr M S Irfan Ahmed (Director)
Mr Mohamed Kashim (Project Manager,IIT)
HoD's
IQAC Coordinator

STUDENT COUNCIL REPRESENTATIVES

Council President
Vice President /Secretary

CURRICULUM DEVELOPMENT

Dr M S Irfan Ahmed (Director)
Dr A E G C Rajani (Commerce)
Dr A Jasmine (Commerce)
Ms M Regina (Mathematics)
HoD's

INTERNAL COMPLAINTS

Alhaj S Sheik Dawood Khan (Deputy General Manager)
Dr S Sumayaa (Principal)
Dr M S Irfan Ahmed (Director)
Dr A E G C Rajani (Commerce)
Ms B Seeni Rahfu Nisha (IQAC Coordinator)

RESEARCH

Dr M S Irfan Ahmed (Director –Research & Industry Institute Relations)
Dr K Bavya devi (Chemistry) (Research Head)
Dr A Suvitha (Chemistry) (Coordinator)
Dr I Priya (Commerce) (Coordinator)
Dr A Krishnaveni (Computer Science)
Dr R Geetha (Home Science)
Dr N Monisha (Microbiology)

EXTRA CURRICULAR & YOUTH WELFARE FORA

Ms S Manicka Vasuki (BBA) - Coordinator
Ms P Indurani (Chemistry)
Ms R Rabeena Fathima (psychology)
Ms M Narayani (Microbiology)
Ms R Jaya Varshini (Home Science)
Ms A Afrin Ayesha (Mathematics)

PURCHASE COMMITTEE

Mr S Sheik Dawood Khan (Deputy General Manager)
Dr S Sumaya (Principal)
Dr M S Irfan Ahmed (Director –Research & Industry Institute Relations)
Ms B Seeni Rahfu Nisha (IQAC Coordinator)
Mr M A Mujeeb Ahamed (Purchase Manager)
Mr D Mohamed Ismail (Accountant)

EXAMINATION (CIA & ESE)

Dr S Muthumareeswari (Controller of Examination)

Ms S Kavi Priya (English) (Chief Superintendent)
Ms S Habeeb Mohamed Sathak Amina (Computer Science) (Chief Superintendent)

PARENT-TEACHER ASSOCIATION

Ms M Regina (Mathematics) - Coordinator

Dr P Jemima Jeba Selvi (Tamil)
Ms S Shiny Joe (Home Science)

STAFF DEVELOPMENT

Ms J Arthy (English) - Coordinator

Ms D Usha Rani (Computer Science)
Ms R Srimathi (Mathematics)
Dr K Arunthathi (Microbiology)

STUDENT COUNCIL ADVISOR

Dr V Akila (Tamil)

Ms M Fathima Suraiya (Arabic)

NSS PROGRAMME OFFICERS

Ms T S Abirami (Home Science)
Ms B Sharmila (English)
Dr G Hema Poojavalli (Microbiology)
Ms J Olista (Psychology)

RED RIBBON CLUB & YOUTH RED CROSS

Ms M Deepalakshmi (Commerce) - Coordinator
Ms M Sowbiya Banu (Home Science)
Ms R Amaravathi (Chemistry)

ROTARACT

Dr R Visalatchi (Tamil) - Coordinator
Ms P Berlin Kingcy (Commerce)
Ms M Yazlini (Commerce)

DISCIPLINARY COMMITTEE

Ms M Anitha (Physical Director)
NSS
Rotaract

SCHOLARSHIPS

Ms Y Barvin (SS & NCVT Coordinator)
Ms S Seyed Barakath Nisha (Assistant)

PLACEMENT CELL & CAREER GUIDANCE

Dr M S Irfan Ahmed (Director)
Ms R Sudha Abirami (Computer Science) -Coordinator
Ms K Annsheela –Placement Admin (Computer Science)
Ms S Rasul Hasana (English)
Ms U Hema Priya (Commerce)
Ms A Thanisha Barveen (Mathematics)
Ms R Geetha (Nutrition &Dietetics)
Ms M Thaleswari (Commerce)
Ms Ziya Arun (Psychology)
Ms P Mohamed Hajaral Begum (Microbiology)
Ms U Hajara Banu (Chemistry)

ALUMNAE ASSOCIATION

Ms K Jasmine Malar (English) -Coordinator
Ms S Kowsalya (Home Science)
Ms S Ayesath Umaira (BBA)
Ms R Srimathi (Mathematics)
Ms S Vigneshwari (English)
Ms R Hyrun Shaknaz(Commerce)

WOMEN EMPOWERMENT CELL

Dr P Senthil Kumari (Computer Science) - Coordinator
Dr Sheeba Rehman (Arabic)
Ms M Sowbiya Banu(Home Science)

COLLEGE CALENDAR/ PROSPECTUS/ VIEWBOOK/ MAGAZINE

Ms J Janani (Chemistry) - Coordinator
Ms A Nishath Najni (Home Science)
Ms C Janani Chelladurai (Computer Science)

EDITORIAL BOARD/COLLEGE ANNUAL REPORT

Dr M Ponmani (English)
Dr C T Dhanya Mol (English)

TRANSPORT

Dr P Sumathi (Library)

Ms G Saranava Priya (Mathematics)

GUEST HOUSE INCHARGE

Ms Z Tehseem Fathima (Psychology)

INFRASTRUCTURE & MAINTENANCE

Alhaj S Sheik Dawood Khan

IQAC

Accounts Manager

Maintenance Engineer

Technician

Electrician

INSTITUTIONAL INNOVATION COUNCIL (TBIIC)-MHRD

Dr S Sumaya (Principal) - President

Dr M S Irfan Ahmed (Director) – Vice President

Dr S Muthumareeswari (Home Science) -Coordinator

Ms T Radhika (Home Science)

Ms K Vanitha (Computer Science)

MAHATMA GANDHI NATIONAL COUNCIL OF RURAL EDUCATION (MGNCR)

Dr A Jasmine (BBA) - Coordinator

Ms G Hemapoojavalli (Microbiology)

Dr Shiela Chetri (Microbiology)

Ms Nishar Fathima (Commerce)

Ms S Sathya (Computer Science)

INNOVATION AND INCUBATION COUNCIL

Ms R Lakshmi Shree (Home Science)-Coordinator

Ms M Fathima Nisha (Home Science)

Ms B Susindra Devi – (Home Science)

RESULT ANALYSIS COMMITTEE

Principal

Director

COE

HoD's

IQAC

FEEDBACK COMMITTEE

Ms K Mani Mekalai (Commerce) - Coordinator
Ms S Aariba (Home Science)
Ms S Vigneshwari (English)
Ms M Waziba Begum (Computer Science)
Ms G Akshya(Mathematics)
Ms U Hajara Banu (Chemistry)
Ms R Amaravathi (Chemistry)

PRESS & MEDIA

Dr R Visalatchi (Tamil)
Ms K Suganthi (English)

ICT

Ms B Thillai Eswari (Computer Science) -Coordinator
Dr Dhanya Mol (English)
Ms M Thowhita (Arabic)
Ms S Nishar Fathima (Commerce)
Ms Jothi Priya (Mathematics)

ENTREPRENEURSHIP DEVELOPMENT CELL

Dr K Bavya Devi (Chemistry) - Coordinator

Dr I Priya (Commerce)
Ms A Krishnaveni (Computer Science)

ADMISSION AND PUBLIC RELATIONS

Dr M S Irfan Ahmed (Director)
Ms B Seeni Rahfu Nisha (IQAC Coordinator)
Dr P Sumathi (Library)
Ms G Saravana Priya (Mathematics)
Ms R Sudha Abirami (Computer Science)
Ms K Sabira Banu (Arabic)

ERP

Ms N Nagajothi(Computer Science)-Coordinator

Ms R Durga Devi (ERP System Admin)
Ms E Jerina Mercy (Data Entry Operator)

Website Updation

Ms S Habeeb Mohamad Sathak Amina (Computer Science) – Coordinator
Ms R Jothi Priya (Computer science)
Ms R Hyrun Shaknaz (Commerce)
Ms S Arsath Mobika (Assistant)
Dr H Fathima (Tamil)
Dr Sheeba Rahman (Arabic)
Ms J Sunitha (Hindi)
Ms S Vigneshwari (English)
Ms G Akshaya (Mathematics)
Ms S Ayeshath Umaira (Commerce)

Ms D Bala Tharani (Computer Science)

Ms P Indurani (Chemistry)

Ms S Aariba (Home Science)

Ms M Narayani (Microbiology)

Ms A Basmina (Psychology)

Dr P Sumathi (Librarian)

Ms B Susindra Devi (TBIIC, EDC)

Dr I Priya (Research)

Ms Y Barvin (Scholarship)

Ms Z Tehseem Fathima (IQAC)

Dr P Jemima Jeba Selvi (Hostel)

Ms H Jasmine Begam (COE)

Ms K Annsheela (Placement)

Faculties System Coordinators

Ms D Usharani (Computer Science)

Ms J Fathima Haleema (Computer Science)

Mr M Jagadeesh - Senior Grade System Admin

Ms H Fathima Farjuna – Smart Board Classroom, Projector

SUSTAINABLE DEVELOPMENT GOAL

Dr N Monisha (Microbiology)

Ms M Mubin Zulfa (Psychology)

Ms M Wasiba Begum (Computer Science)

Ms M Jothi Priya (Mathematics)

STUDENT COUNCIL OFFICE BEARERS

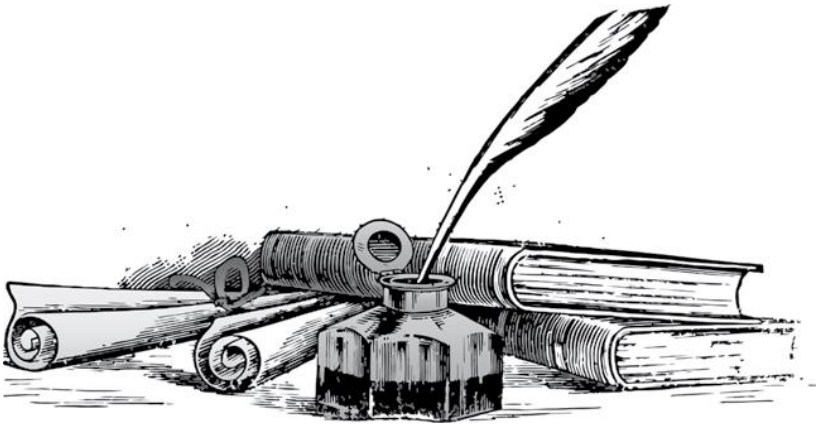
NAME OF THE POST	NAME OF THE STUDENT	DEPARTMENT
College President	A.Shahanas Banu	III B Com
Vice-President	S.Mohamed Nisma	III B A Arabic
Secretary	S.Fathima Sahina	III B Sc Psychology
Joint Secretary	Varusai Mohamed Ameera Fathima	II B A English
Secretary for Sports	M. Fathima Nowra	III B Sc Psychology
Secretary for NSS	J.Mubasira	II B Sc Microbiology
Secretary for Transport	R.Deepika	III B Sc Chemistry
Secretary for IQAC	Kalander Fathima Izfaha	III BSc Computer Science
Secretary for CSS	A.Safrin Fahiya	III B Sc IT
Secretary for ECO Club	M Almina	III B Sc Nutrition &Dietetics
Secretary for Dramatics	A Aishwarya	III B A English

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	12.08.2022	Friday
2.	Aadi Perukku	03.08.2022	Friday
3.	Rig Upakarma	03.08.2022	Wednesday
4.	Gayatri Japam	12.08.2022	Friday
5.	Sri Jayanthi (Janmashtami)	19.08.2022	Friday
6.	Hijra New Year	29.07.2022	Friday
7.	SamaUpakarma	30.08.2022	Tuesday
8.	All Souls Day	02.11.2022	Wednesday
9.	Deepavali Nonbu	24.11.2022	Monday
10.	Xmas Eve	24.12.2022	Saturday
11.	Karthikai Deepam	06.12.2022	Tuesday
12.	New Year Eve	31.12.2022	Saturday
13.	Arudhra Dharshanam	06.01.2023	Friday
14.	Maasi Magam	13.02.2023	Friday
15.	Ash Wednesday	22.02.2023	Wednesday
16.	Maha Shivarathri	18.02.2023	Saturday
17.	Maundy Thursday	06.04.2022	Thursday
18.	Ramzan 1st day	22.03.2023	Wednesday
19.	Chitra Pournami	05.05.2023	Friday

Academic Calendar 2022-2023



DAY	DATE	DAY ORDER	JULY 2022	NO OF WORKING DAYS
			PARTICULARS	
Friday	1		National Doctor's Day	
Saturday	2			
Sunday	3			
Monday	4			
Tuesday	5			
Wednesday	6			
Thursday	7			
Friday	8			
Saturday	9			
Sunday	10		Bakrid	
Monday	11		World Population Day	
Tuesday	12			
Wednesday	13			
Thursday	14			
Friday	15			
Saturday	16			
Sunday	17			
Monday	18	I	Odd Semester Commences for II UG,III UG and II PG students	1
Tuesday	19	II		2
Wednesday	20	III		3
Thursday	21	IV		4
Friday	22	V		5
Saturday	23	-		-
Sunday	24	-		-
Monday	25	VI		6
Tuesday	26	VII		7
Wednesday	27	I		8
Thursday	28	II	World Hepatitis Day	9
Friday	29	III		10
Saturday	30	IV		11
Sunday	31	-		-
NO OF WORKING DAYS: 11				

DAY	DATE	DAY ORDER	AUGUST 2022	NO OF WORKING DAYS
			PARTICULARS	
Monday	1	V	World Wide Web Day	12
Tuesday	2	VI		13
Wednesday	3	VII		14
Thursday	4	I		15
Friday	5	II		16
Saturday	6	III		17
Sunday	7	-	National Handloom Day Friendship Day	-
Monday	8	IV		18
Tuesday	9	-	Muharram	-
Wednesday	10	V		19
Thursday	11	VI		20
Friday	12	VII	International Youth Day	21
Saturday	13	-	International Left Handers Day	-
Sunday	14	-		-
Monday	15	-	Indian Independence Day	-
Tuesday	16	I		22
Wednesday	17	II		23
Thursday	18	III		24
Friday	19	-	World Photography Day Krishna Jeyanthi	-
Saturday	20	IV		25
Sunday	21	-		-
Monday	22	V		26
Tuesday	23	VI		27
Wednesday	24	VII	Odd Semester Commences for I UG & I PG Students & PTA Meeting for I Year (UG and PG) Students	28(1)
Thursday	25	I	Orientation commences for I Year(UG and PG) Students	29(2)
Friday	26	II	Women's Equality Day	30(3)
Saturday	27	-		-
Sunday	28	-		-
Monday	29	III	National Sports day of India	31(4)
Tuesday	30	IV	Small Industry Day	32(5)
Wednesday	31	-	Ganesh Chaturthi	-
NO OF WORKING DAYS: 21				

DAY	DATE	DAY ORDER	SEPTEMBER 2022	NO OF WORKING DAYS
			PARTICULARS	
Thursday	1	V		33(6)
Friday	2	VI	World Coconut Day CIA –I commences for II UG, III UG & II PG students	34(7)
Saturday	3	VII	Bridge course commences for I Year UG Students	35(8)
Sunday	4	-		-
Monday	5	I	Teachers' Day International Day of Charity	36(9)
Tuesday	6	II		37(10)
Wednesday	7	III		38(11)
Thursday	8	IV	International Literacy Day	39(12)
Friday	9	V		40(13)
Saturday	10	-		-
Sunday	11	-		-
Monday	12	VI		41(14)
Tuesday	13	VII		42(15)
Wednesday	14	I	Hindi day	43(16)
Thursday	15	II	Engineers' Day, International Day of Democracy	44(17)
Friday	16	III	World Ozone Day	45(18)
Saturday	17	IV		46(19)
Sunday	18	-		-
Monday	19	V		47(20)
Tuesday	20	VI		48(21)
Wednesday	21	VII	International Day of Peace	49(22)
Thursday	22	I		50(23)
Friday	23	II		51(24)
Saturday	24	-		-
Sunday	25	-	World Pharmacists Day	-
Monday	26	III		52(25)
Tuesday	27	IV	World Tourism Day	53(26)
Wednesday	28	V		54(27)
Thursday	29	VI	World Heart Day	55(28)
Friday	30	VII	World Translation Day	56(29)
NO OF WORKING DAYS: 24				

DAY	DATE	DAY ORDER	OCTOBER 2022	NO OF WORKING DAYS
			PARTICULARS	
Saturday	1	I	International Day for the Elderly	57(30)
Sunday	2	-	Gandhi Jayanti, International Day of Non-Violence	-
Monday	3	-		-
Tuesday	4	-	World Animal Welfare Day Ayutha Pooja	-
Wednesday	5	-	Vijaya Dasami	-
Thursday	6	II	CIA –II commences for II UG, III UG and II PG students & CIA –I commences for I UG and I PG students	58(31)
Friday	7	III		59(32)
Saturday	8	IV	Indian Air Force Day	60(33)
Sunday	9	-	World Post Office day Milad-un-Nabi	-
Monday	10	V		61(34)
Tuesday	11	VI	International Girl Child Day	62(35)
Wednesday	12	VII		63(36)
Thursday	13	I		64(37)
Friday	14	II		65(38)
Saturday	15	III	Alhaj Dr.B S Abdur Rahman's Birthday & Dr.APJ Abdul Kalam's Birthday	66(39)
Sunday	16	-	World Food Day	-
Monday	17	IV		67(40)
Tuesday	18	V		68(41)
Wednesday	19	VI	Quiz, Assignment and Seminar – I	69(42)
Thursday	20	VII		70(43)
Friday	21	I		71(44)
Saturday	22	II		72(45)
Sunday	23	-		-
Monday	24	-	Diwali	-
Tuesday	25	-		-
Wednesday	26	III		73(46)
Thursday	27	IV		74(47)
Friday	28	V		75(48)
Saturday	29	VI		76(49)
Sunday	30	-		-
Monday	31	VII	National Unity Day	77(50)

NO OF WORKING DAYS: 20

DAY	DATE	DAY ORDER	NOVEMBER 2022	NO OF WORKING DAYS
			PARTICULARS	
Tuesday	1	I		78(51)
Wednesday	2	II	Assignment and Seminar - II	79(52)
Thursday	3	III		80(53)
Friday	4	IV	CIA –III commences for II UG,III UG and II PG students & CIA –II commences for I UG & I PG students	81(54)
Saturday	5	V	World Tsunami Day	82(55)
Sunday	6	-		-
Monday	7	VI	Infant Protection Day, National Cancer Awareness Day	83(56)
Tuesday	8	VII	World Radiology Day	84(57)
Wednesday	9	I		85(58)
Thursday	10	II	Transport Day	86(59)
Friday	11	III	National Education Day	87(60)
Saturday	12	-		-
Sunday	13	-	World Kindness Day	-
Monday	14	IV	Children's Day (Jawaharlal Nehru's birthday) ESE (Practical) commences for II UG, III UG and II PG Students & Quiz-II	88(61)
Tuesday	15	V		89(62)
Wednesday	16	VI	Last Working Day for II UG ,III UG and II PG Students	90(63)
Thursday	17	(VII)		(64)
Friday	18	(I)	World Adult Day	(65)
Saturday	19	(II)	World Citizen Day	(66)
Sunday	20	-		-
Monday	21	(III)	World Television Day	(67)
Tuesday	22	(IV)		(68)
Wednesday	23	(V)	ESE (Theory) commences for II UG, III UG & II PG Students	(69)
Thursday	24	(VI)		(70)
Friday	25	(VII)		(71)
Saturday	26	-	National Law Day	-
Sunday	27	-		-
Monday	28	(I)	CIA - III commences for I year UG and PG students	(72)
Tuesday	29	(II)		(73)
Wednesday	30	(III)		(74)

NO OF WORKING DAYS: 13

DAY	DATE	DAY ORDER	DECEMBER 2022	NO OF WORKING DAYS
			PARTICULARS	
Thursday	1	(IV)	World First Aids Day(NSS)	(75)
Friday	2	(V)	World Computer Literacy Day National Pollution Control Day	(76)
Saturday	3	(VI)	International Day of Disabled People	(77)
Sunday	4	-	Navy Day	-
Monday	5	(VII)	ESE (Exam) begins for I UG and I PG students (odd semester)	(78)
Tuesday	6	(I)		(79)
Wednesday	7	(II)	Indian Armed Forces Flag Day	(80)
Thursday	8	(III)	Last working day for I UG and I PG Students	(79)
Friday	9		International day against corruption & ESE (Theory) commences for I UG and I PG Students (odd semester)	
Saturday	10	-	Human Right Day (Women Empowerment Cell)	-
Sunday	11	-	International Mountain day	-
Monday	12	I	Even semester begins for II UG, III UG and II PG students	1
Tuesday	13	II		2
Wednesday	14	III		3
Thursday	15	IV		4
Friday	16	V		5
Saturday	17	VI		6
Sunday	18	-	Minorities Right Day(Scholarship)	-
Monday	19	VII		7
Tuesday	20	I		8
Wednesday	21	II		9
Thursday	22	III	National Mathematics Day (Department of Mathematics)	10
Friday	23	IV	Even semester begins for I UG & I PG students	11
Saturday	24	-		-
Sunday	25	-	Christmas Day	-
Monday	26	-		-
Tuesday	27	V		12
Wednesday	28	VI		13
Thursday	29	VII		14
Friday	30	I		15
Saturday	31	-		-
NO OF WORKING DAYS: 15				

DAY	DATE	DAY ORDER	JANUARY 2023	NO OF WORKING DAYS
			PARTICULARS	
Sunday	1	-	New Year	-
Monday	2	II		16
Tuesday	3	III		17
Wednesday	4	IV		18
Thursday	5	V		19
Friday	6	VI		20
Saturday	7	VII		21
Sunday	8	-		-
Monday	9	I		22
Tuesday	10	II		23
Wednesday	11	III		24
Thursday	12	IV		25
Friday	13	V		26
Saturday	14	-		-
Sunday	15	-	Pongal	-
Monday	16	-	Uzhavar Thirunal	-
Tuesday	17	-		
Wednesday	18	VI		27
Thursday	19	VII		28
Friday	20	I		29
Saturday	21	II		30
Sunday	22	-		-
Monday	23	III	CIA –I Commences for all students	31
Tuesday	24	IV		32
Wednesday	25	V		33
Thursday	26	-	Republic Day	-
Friday	27	VI		34
Saturday	28	VII		35
Sunday	29	-		-
Monday	30	I		36
Tuesday	31	II		37
NO OF WORKING DAYS: 22				

DAY	DATE	DAY ORDER	FEBRUARY 2023	NO OF WORKING DAYS
			PARTICULARS	
Wednesday	1	III		38
Thursday	2	IV	Quiz/Assignment/Seminar- I	39
Friday	3	V		40
Saturday	4	VI	World Cancer Day	41
Sunday	5	-		-
Monday	6	VII		42
Tuesday	7	I		43
Wednesday	8	II		44
Thursday	9	III		45
Friday	10	IV		46
Saturday	11	-		-
Sunday	12	-		-
Monday	13	V	World Radio Day	47
Tuesday	14	VI		48
Wednesday	15	VII		49
Thursday	16	I		50
Friday	17	II		51
Saturday	18	III		52
Sunday	19	-		-
Monday	20	IV	CIA –II Commences for all students World Day of Social Justice	53
Tuesday	21	V	International Mother Language Day	54
Wednesday	22	VI		55
Thursday	23	VII		56
Friday	24	I	Central Excise Day	57
Saturday	25	-		-
Sunday	26	-		-
Monday	27	II		58
Tuesday	28	III		59
NO OF WORKING DAYS: 22				

DAY	DATE	DAY ORDER	MARCH 2023	NO OF WORKING DAYS
			PARTICULARS	
Wednesday	1	IV	Zero Discrimination Day	60
Thursday	2	V	Quiz/Assignment/Seminar- II	61
Friday	3	VI	World Wildlife Day	62
Saturday	4	VII		63
Sunday	5	-		-
Monday	6	I		64
Tuesday	7	II		65
Wednesday	8	III	International Women's Day	66
Thursday	9	IV		67
Friday	10	V		68
Saturday	11	-		-
Sunday	12	-		-
Monday	13	VI		69
Tuesday	14	VII	International Day Of Mathematics	70
Wednesday	15	I	World Consumer Day	71
Thursday	16	II		72
Friday	17	III		73
Saturday	18	IV		74
Sunday	19	-		-
Monday	20	V	CIA –III Commences for all students International Day of Happiness	75
Tuesday	21	VI	World Forestry Day	76
Wednesday	22	-	Telugu New Year World Day of Water	-
Thursday	23	VII	World Meteorological Day	77
Friday	24	I		78
Saturday	25	-		-
Sunday	26	-		-
Monday	27	II	ESE (Practical) Commences for all students	79
Tuesday	28	III		80
Wednesday	29	IV		81
Thursday	30	V		82
Friday	31	VI		83
NO OF WORKING DAYS: 24				

DAY	DATE	DAY ORDER	APRIL 2023	NO OF WORKING DAYS
			PARTICULARS	
Saturday	1	VII		84
Sunday	2	-		-
Monday	3	I	ESE (Practical) Commences for all students	85
Tuesday	4	-	<u>Mahavir Jayanti</u>	-
Wednesday	5	II		86
Thursday	6	III		87
Friday	7	-	Good Friday	-
Saturday	8	-		-
Sunday	9	-		-
Monday	10	IV		88
Tuesday	11	V		89
Wednesday	12	VI	Last Working Day for all students (Even semester)	90
Thursday	13			
Friday	14		<u>Dr Ambedkar Jayanti</u> Tamil New Year	
Saturday	15			
Sunday	16			
Monday	17			
Tuesday	18			
Wednesday	19			
Thursday	20			
Friday	21			
Saturday	22		<u>Idul Fitr</u>	
Sunday	23			
Monday	24			
Tuesday	25			
Wednesday	26			
Thursday	27			
Friday	28			
Saturday	29			
Sunday	30			
NO OF WORKING DAYS:7				

DAY	DATE	DAY ORDER	MAY 2023	NO OF WORKING DAYS
			PARTICULARS	
Monday	1		May Day	
Tuesday	2		ESE (Theory) Commences for all students	
Wednesday	3			
Thursday	4			
Friday	5			
Saturday	6			
Sunday	7			
Monday	8			
Tuesday	9			
Wednesday	10			
Thursday	11			
Friday	12			
Saturday	13			
Sunday	14			
Monday	15			
Tuesday	16			
Wednesday	17			
Thursday	18			
Friday	19			
Saturday	20			
Sunday	21			
Monday	22			
Tuesday	23			
Wednesday	24			
Thursday	25			
Friday	26			
Saturday	27			
Sunday	28			
Monday	29			
Tuesday	30			
NO OF WORKING DAYS:				

EXAMINATION RULES 2022-2023
ASSESSMENT- Batches 2020 – 21, 2021-22, 2022-2023

- 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 Passing Minimum		40%	NA	NA
7.	Syllabus Validity Period	FIVE YEARS AFTER COMPLETION			

b) CIA COMPONENTS FOR UG & PG (2020 – 21, 2021-22)

Conducting three internal examinations instead of two internalexaminations for the Written Test component of the Continuous Internal Assessment process

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

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

**EVALUATION CRITERIA FOR SKILL EMPLOYABILITY
DEVELOPMENT COURSE**

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

EVALUATION CRITERIA FOR NSS

Evaluation Method	Mark
Preparation of NSS Activity	30
Activities Participated	30
Work Involvement	20
Discipline	15
Attendance	5
Total	100 Marks

EVALUATION CRITERIA FOR CSS

Evaluation Method	Mark
Content Delivery	40
Teaching aids usage	30
Demonstration	25
Attendance	5
Total	100 Marks

EVALUATION CRITERIA FOR PROJECT [UG]

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

EVALUATION CRITERIA FOR PROJECT [PG]

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

EVALUATION CRITERIA FOR INTERNSHIP [BOTH UG & PG]

ESE	
Evaluation Method	Mark
Skill Development	60
Report	35
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 pattern(3 Questions)	$3 \times 4 = 12$
Part – C	Open Choice (1 out of 2 questions)	$1 \times 10 = 10$
Total		25

CIA MARKS EVALUATION REFORMS (2022 – 23)

CIA COMPONENTS FOR UG & PG (THEORY)

CIA SPLIT FOR UG	Marks	CIA SPLIT FOR PG	Marks
Test Average	25	Test Average	25
Attendance	5	Attendance	5
Quiz I Year/Assignment II Year/ Seminar III Year	5	Seminar	5
Classroom participation	5	Classroom participation	5
Total	40	Total	40

Note: Conduct three internal tests for each course paper

Evaluation criteria for e-Quiz

e-Quiz	No. of Questions : 20 MCQs
Game-based software application	5 Marks
Google Forms	
ERP software	

**Note: Conduct the e-quiz any one mode of the above method
Two e-quiz assessments for each semester**

Evaluation criteria for Assignment

Assignment	5 Marks
Scrapbook preparation	
Model making	
Poster making	
Case study with certificate -Department of Commerce	

**Note: Anyone mode of the above method & two assignments
for eachsemester**

Evaluation criteria for Seminar

Seminar	5 Marks
video making	
Audio integration with ppt	
YouTube upload	

Note: Anyone mode of the above method & two seminars for each semester

Evaluation criteria for classroom participation

Classroom participation	5 Marks
Extempore activity	
Group discussion	
Tutorial learning	

Note: Anyone mode of the above method

CIA COMPONENTS FOR UG & PG (PRACTICAL)

CIA SPLIT FOR UG & PG	Marks
Test Average	25
Lab e-Quiz	5
Record	5
Attendance	5
Total	40

Note: Conduct three internal tests for each course paper

Evaluation criteria for Lab e-Quiz

Practical papers for all PG & UG

Lab e-Quiz	10 MCQs
Game-based software application	5 Marks
Google Forms	
ERP software	

Note: Conduct the e-quiz any one mode of the above method

c. CIA Improvement Test:

A student who is unable to secure the minimum passing percentage 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. Required CIA Marks

A student who did not pass any theory or practical paper with the minimum required marks for CIA even though she gets the minimum in the summative examinations may permitted to appear for the supplementary exam by foregoing the CIA marks provided with

- ✓ 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 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 follows:

*Attendance %	Marks	*Attendance % (I Semester only)	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

III . Condonation Rules (for University followed):

Attendance %	Condonation Fee per Course
70 - 74	100
60 -69	150
Less than 60	Not Eligible

* Subject to Appeals committee's decision

- ✓ Consideration in attendance will be given for first year students in the first semester only.
- ✓ If a candidate is lacking attendance on genuine medical grounds, she can apply for **condonation** to the Appeals Committee immediately after rejoining in the college. Appeals Committee's decision will be final.
- ✓ Candidate can seek condonation for the shortage of attendance **only once for PG programmes and twice for UG programmes** during the entire duration of the programme.

IV. ESE QUESTION PAPER PATTERN FOR UG & PG

ESE PATTERN		
Part – A	Multiple Choice (2 Qns from each unit)	$10 \times 1 = 10$
Part – B	Either or pattern (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

CERTIFICATE AND DIPLOMA ESE PATTERN

Part - A	No Choice (2 Qns from each unit)	$10 \times 2 = 20$
Part - B	Either or pattern (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

ESE QUESTION PAPER PATTERN FOR PART-IV

[NON-MAJOR ELECTIVES, SKILL BASED ELECTIVES AND GENERALINTEREST COURSES]

Part – A		
Multiple Choice Questions		$20 \times 1 = 20$
Part-B		
Either or pattern [from all the five units]		$2 \times 5 = 10$
Part – C		
Open Choice – One question from each unitTwo out of five questions to be answered		$2 \times 10 = 20$
Total		50 Marks

ESE QUESTION PAPER PATTERN FOR EXTRA CREDIT PAPER

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

IV. Evaluation

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

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

Third Valuation:

For 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] of the entire programme. The guidelines for grading as per the Government of Tamil Nadu are shown below.

SEMESTER GRADING SCALE UG

2017 onwards

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

SEMESTER GRADING SCALE PG

2017 onwards

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

**OVERALL FINAL RESULT UG
2017 onwards**

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

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

*The candidates who have passed in the first appearance within the prescribed semesters of the UG programme are eligible.

**OVERALL FINAL RESULT PG
2017 onwards**

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

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

*The candidates who have passed in the first appearance within the prescribed semesters of the PG programme are eligible.

VI. Supplementary Exams

Supplementary Exams for all the final semester students will be conducted within one-month of publications of April End Semester results.

VII. Certificate & Diploma 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 & DIPLOMA PROGRAMMES

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

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

*The candidates who have passed in the first appearance within the prescribed year of the Certificate/ Diploma programme are eligible.

VIII. Act of Malpractices in Examination and Punishments Awarded

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

- i. **Possession of** printed / Xerox / written materials pertaining / not pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of a 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 during 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 examination without valid hall ticket.

vi. Noting down the answers of problems in her question paper before leaving the Hall.

vii. Tearing off sheets from the answer book.

viii. Talking with neighbours, showing signs or signals to others in the hall/verandah

ix. Copying from printed / Xerox / handwritten bits / sheets / book / programmable calculators, organizers, digital memory pads etc.

x. Exchanging with neighbours hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, or hints related to the day's examination written on them.

xi. Showing the answer book / additional sheet to the neighbours or allowing them to copy.

xii. Giving / Getting the main answer book or additional sheet to/from neighbour for copying.

xiii. Writing cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.

xiv. Writing the examination even after the final bell, not obeying to hall superintendent's instructions A

xv. Striking off all the pages including the correct answers written by her in the answer book, when being caught for any act of malpractice.

xvi. Telling the answer or formula related to any of the questions to others writing the same examination.

xvii. Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer book.

xviii. Replacing the answer book supplied in the hall by pre-prepared answer book brought by the candidate herself or got from outsiders.

xix. Writing answers in the main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement/attachment.

xx. Refusing to give a 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 evidence by tearing / swallowing / erasing / throwing away the bits, materials etc

xxi. Writing filthy/indecent/vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.

xxii. Acts of threats, violence, creating a disturbance inside/outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.

xxiii. Repetitive action of malpractice either in the same sitting or in different sittings in the course of her study.

xxiv. Taking away with her the written answer book, without handing over the same to the Hall Superintendent.

xxv. Trying to take away or damage other candidate's answer book

xxvi. Violating any other special rules/regulations prescribed then and there by the COE.

xxvii. Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else

xxviii. Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice.

xxix. Arranging outside persons to terrorise the examination staff.

xxx. 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 the exam), in spite of the warning of the Hall Superintendent / Additional (or) Chief Superintendent.

xxxi. Causing damage to the belongings of Examiners, as an act of vengeance.

xxxii. 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 centre and will be punished by the Disciplinary Action Committee constituted by the Principal depending on the nature & severity of the malpractice.

xxxiii. Punishment The following are the punishments being given to such students:

- All papers in the semester concerned with malpractice will be cancelled including all the theory.
- In this case, students are allowed to sit for their arrear exam only
- If the above mentioned case is repeated by the same student, the candidate will be debarred for the next two semesters. In addition to which legal/disciplinary action will be taken by the institution against that candidate.

General Rules & 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 shalwars / 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 consider as misconduct.
4. Organizing meetings, entertainments and collecting money for any purpose in the campus without the permission of the HOD are prohibited.
5. Students Should read the notice board carefully every day.
6. Visitors are not allowed during working hours.
7. All students are expected to be in the premises of the institute duringthe 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 applications 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 there by 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.

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

- Laptops shall 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.
- 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 betaken.
- The following list gives examples of sort of materials or activities that will be regarded as unacceptable by the usage of laptops, mobile phones
- Under disciplinary actions, the college has the right 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 expecting to maintain decency and decorum in their behavior 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 saree 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 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 hours.
 - Any kind of malpractice like cheating, bribing, gambling,
 - Copying in examinations, giving false declaration, spreading rumors, unfounded accusations, writing, and printing, distributing, displaying unauthorized notice of any kind on the campus or anywhere else.
 - Inviting strangers and unauthorized persons inside the campus without any written permission from the Principal.
 - Using Mobile Phones or any Electric gadgets on the campus

ANTI – RAGGING

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

The Committee includes the Principal, Vice Principals, Deans of Arts & Sciences, Student Council members, and 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 assoon 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 :antraggcellrmd@gmail.com for students and public use.

For further contact

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

ANTI RAGGING - CORE COMMITTEE

1. Principal
2. Vice Principal
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.

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 rights 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 libelous, 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 shutdown 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 and Dietetics and M Sc Home Science Nutrition and Dietetics, B Sc Food Processing and management students undertake the project work in Hospitals, Hotels, Food Industries
- 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.
- M Sc Mathematics students take up the projects work in relevant areas.
- B Sc Microbiology and MSc Microbiology students identify challenging societal problems and plan his project work in discipline of microbiology with broader perspective to develop innovative solutions for such problems.
- 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 project work in Banks, Industries & Companies
- B Sc and M Sc Psychology students partake in project in areas related to human behavior thought processes and emotions
- BBA students take up project work in Banks, Industries & Companies
- BA and MA English students take up 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 Rules

The college library was established in the year 1988 with just 600 books to its credit. Now it has about 29,381 books and more than 212 periodicals including National & International Journals. The library has innovative infrastructure facilities like AUTOLIB software with modern technology such as D Space 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 5.00 p.m.
 - Saturday - 8.30 a.m. to 1.30 p.m.
 - Examination days - 8.30 a.m. to 5.30 p.m.
- Extended Library Hours
 - Monday to Saturday - 6.30 pm to 8.30 pm
- Book transaction hours and on all working days in Lunch break and Library hours
 - 08.30a.m to 09.00.am
 - 10.05a.m to 10.20am
 - 12.10p.m to 01.00p.m
 - 02.50p.m to 05.00p.m

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 overnight 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 Scholarships Scheme for Minorities [The Scheme is being implemented / funded by Ministry of Minority affairs]	1.candidates belonging to Minorities Communities Muslim, Christians, Buddhists, Jain and Paris have been notified as minority communities Under Section 2(c) of the National Commission for minorities Act,1992. 2. Previous year mark percentage above 50% 3. Parent's Income does not exist ` 2 lakh 4. Students pursuing UG and PG www.scholarships.gov.in	8,700/- (Hosteller)p.a 6,000/- (Day Scholar) p.a (for 10 months in an academic year)
2	Central Sector Scheme of Scholarships for College and University Students (PM – USP CSSS)	1. Admission for UG first year only 2. Previous year Percentage above 80% 3. Parent's Income does not exist ` 4.5 Lakh p.a www.scholarships.gov.in	` 12,000/- p.a (for 10 months in an academic year)
3	Moovalur Ramamirtham Ammaiyaar Higher Education Assurance Scheme (TN Govt)	I. 6 th – 12 th Standard Studied in Government Schools 2 . Students pursuing UG Programme http://penkalvi.tn.gov.in	` 1,000/- p.m
4	Adi Dravidar and Tribal Welfare Scholarship for SC/ST Students	1. Candidates belonging to SC/ST Communities 2. Parent's Income upto ` 2.5 Lakh 3. Students pursuing UG and PG Offline mode	<u>Arts Stream :</u> ` 4,950/- (Day Scholar) ` 8,190/- (Hosteller) <u>Science stream :</u> ` 6,450/- (Day Scholar) ` 9,690/- (Hosteller) p.a (for 10 months in an academic year)
5	Adi Dravidar Bright Student Award	1. Candidates belonging to SC/ST Community 2. Secured above 550 Marks in +2 examination Offline mode	` 3,000/- p.a (for 10 months in an academic year)

6	Post Matric Scholarship Scheme for Disabilities	1. Disability above 40% Certificate 2. Parent's Income upto ` 2 Lakh 3. Students pursuing UG and PG www.scholarships.gov.in	` 6,000/- p.a (Initial percentage of disability) (for 10 months in an academic year)
7	Sports Development Authority of Tamil Nadu Scholarship Scheme (SDAT)	1. Candidate Pursuing College in Tamil Nadu is eligible to apply 2. Should have achieved first three places in individual event and 1st or 2nd place in games. 3. Parent's Income upto ` 2 Lakh 4. Students pursuing UG and PG www.sdat.tn.gov.in	` 13,000/- p.a (for 10 months in an academic year)
8	CII-SKA Merit Cum Means Scholarship for UG	1. Parent's Income upto ` 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 mode	Actual Tuition fee of the course + Allowance for purchase of books + Allowance for Hostel accommodation

POST GRADUATE STUDENTS

S. No	Scheme Category	Eligibility Criteria	Scholarship Amount
1	Merit Cum Means Scholarship for Professional and Technical Courses CS	1. Candidates belonging to Minority Communities 2. Previous year Percentage above 50% 3. Parent's Income upto ` 2 Lakh 4. Admission in professional courses only www.scholarships.gov.in	` 25,000/- p.a (Days scholar) ` 30,000/- p.a (Hosteller) (for 10 months in an academic year)
2	Pragati Scholarship Scheme For Girls For Technical Courses	1. Admission in professional course (I year) 2. Parent's Income upto ` 8 Lakh www.scholarships.gov.in	` 30,000/- p.a (for 10 months in an academic year)
3	Post-Graduate Indira Gandhi Scholarship for Single Girl Child	1. Girl students without having any brother or the sister. 2. PG-I year student only. www.scholarships.gov.in	` 3,100/- p.m
4	Post Graduate Scholarships for Professional Courses for SC/ ST Candidates	1. Candidates belonging to SC/ ST Communities 2. Parent's Income upto ` 2 Lakh 3. Admission in professional programme Offline mode	` 10,000/- p.a (for 10 months in an academic year)

5	National Board of Higher Mathematics (NBHM)	1. Awarded by aptitude test 2. Students pursuing M.Sc. Mathematics I year 3. above 50% in B.Sc. Mathematics Offline mode	₹ 6,000/- p.m
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FELLOWSHIP FOR Ph.D. STUDENTS

S. No	Scheme Category	Eligibility Criteria	Scholarship Amount
1	Adi Dravidar Ph.D. Scholarship for SC/ST Students	1. Candidates belonging to SC/ ST Communities 2. Parent's Income upto ₹ 2.5 Lakh 3. Previous Year Percentage above 50% Offline mode	₹ 50,000/- p.a (for 10 months in an academic year)
2	Maulana Azad National Fellowship for Minority Students (M.Phil./Ph.D.)	1. Candidates belonging to minority Communities 2. Candidates should be in regular and full time 3. Parent's Income upto ₹ 2 Lakh 4. Previous year Percentage above 50% www.ugc.ac.in	₹ 25,000/-- p.a (for 10 months in an academic year)

Common Documents to be Submitted for Government Scholarship

1. Scholarship Online Application form (Print out)
2. Photo (2)
3. Copy of Previous year mark statements
4. Income certificate (current)
5. Community certificate
6. Nativity certificate
7. Copy of Bank Pass book First Page with IFSC, MICR Code(Active) , Bank A/C must be linked with Aadhar No
8. Copy of Aadhar card ' Name should be same as 12th mark statement '
9. Bonafide certificate (Institution and NSP Bonafide)
10. Copy of Current College fee receipt
11. Previous year Attendance certificate
12. 12th Mark Statement , TC (EMIS Number)
13. Sports Achievement certificate (for SDAT scholarship)
14. Disability certificate (for Disability scholarship)

} if applicable

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, Relay, Kabaddi, Kho Kho, Tennikoit

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

Student's 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 100 mbps Leased line with WiFi facilities

**THASSIM BEEVI ABDUL KADERCOLLEGE
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 Arabic	12000	14000	14,000
		BA English	13,000	14,000	14,000
	Commerce & Management	B Com	16,000	14,000	14,000
		B Com Professional Accountig	16,000	-	-
		B Com with CA	16,000	16,000	16,000
		B Com Honors	39,000	-	-
		B Com FinTech	42,000	-	-
		BBA	17,000	-	-
	Pure Science & Life Science	B Sc Mathematics	14,000	16,000	16,000
		B Sc Chemistry	15,000	16,000	16,000
		B Sc Microbiology	18,000	16,000	16,000
		B Sc Psychology	18,000	16,000	16,000
		B Sc H Sc Nutrition & Dietetics	15,000	16,000	16,000
		B Sc Home Science- Fashion Designing	24,000	19,000	19,000
		B Sc Data Science	30,000	-	-
	Computational Science & IT.	B Sc Computer Science	17,000	19,000	19,000
		B Sc Information Technology	16,000	19,000	19,000
		BCA	16,000	19,000	19,000
		B Sc Cyber Security	17,000	19,000	19,000
	PG		M A English	13,000	13,250
M Com			12,000	13,250	-
M Sc Maths			13,000	13,250	-
M Sc Chemistry			14,000	15,250	-
M Sc H Sc Nutrition &			14,000	15,250	-

		Dietetics			
		M Sc Microbiology	15,000	18,750	
		M Sc Information Technology			
		M Sc Computer Science			
		Master of Computer Applications [MCA] [AICTE Approved]	15,000	21,250	21,250

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	12,600	18,600	28,600
II Year	-	19,000	26,000
III Year	-	19,000	26,000

Mess Fee : Mess fee Rs.3,500/- per month [or] Rs.21,000/-per semester. Note: Fees once paid will not be refunded under any grounds

Principal - TBAKC

Secretary - SKT

THE HAJANI MARIAM BEEVI

HOSTEL FOR WOMEN

OFFICE BEARERS

WARDEN : Dr S Sumayaa
CO-ORDINATOR : Dr P Jemima Jeba Selvi

RULES AND REGULATIONS OF THE HAJANI 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 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
14. Al – Mumin Seethakadhi Children
Home, Sakkarakottai, District –
Ramanadhapuram, Phone No:
9442617042

GLOBAL DOCUMENT VERIFICATION SYSTEM

CERTIFICATE VERIFICATION GOES ONLINE

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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

THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN, KILAKARAI

INTERCOM NUMBERS NUMBERWISE

S NO	NUMBERS	ROOM	S NO	NUMBERS	ROOM (LAB'S)
OFFICE					
1.	110	Reception	24	131	Computer NET Lab
2.	111	Trustee Room	25	134	Electronic Lab
3.	112	Office Room	26	139	Commence Lab
4.	113	Principal Room	27	141	Computer Lab MCA
5.	115	Dean Science	28	144	Research lab
6.	114	Dean Arts	29	145	Microbiology Lab
7.	148	COE Office	30	153	Chemistry Lab
8.	149	Camp-IT	31	154	FPQC Lab
DEPARTMENT					
OTHER					
9.	132	Tamil			
10.	123	Arabic & Hindi	32	116	CIA Room
11.	124	Physical Education	33	117	Warden office
12.	125	BBA	34	118	Main Gate
13.	126	Psychology	35	119	IGNOU
14.	127	Mathematics	36	122	Computer Service Centre
15.	128	Commerce	37	130	Hostel Mess Hall
16.	129	Chemistry	38	136	Xerox(DTP Centre)
17.	140	Microbiology	39	137	Placement
18.	142	Home Science	40	138	IQAC
19.	143	English	41	147	Conference Hall
20.	146	Computer Science	42	155	Tuck Shop
21.	135	Textile	43	156	Canteen
22.	150	Library (Ground Floor)	44	157	Electrician Room
23.	151	Library (Reading Hall)			
24.	152	Library (E-library)			

T I M E T A B L E

Hour	1	2	3	4	VAP	5
Day Order	9.15 am - 10.00 am	10.00 am - 10.45 am	10.55 am - 11.40 am	11.40 am - 12..25 pm	12.25 pm - 1.25 pm	01.55 pm - 02.40 pm
I						
II						
III						
IV						
V						
VI						

VALUE ADDED PROGRAMME

Muballiga / CC / Spoken English	12.25 pm -01.25pm	Department	12.25 pm-01.25 pm	Department
I/III/V DO	I Year –Muballiga (Muslim Students)	Islamic Studies	I Year – Physical Education / Cultural (Non -Muslim Students)	Tamil
II/ IV/VI DO	Spoken Tutorials/ Extra Credit	All the Departments	For all I year students	
I/III/V DO	II Year –Certificate course(Theory)	All the Departments	For all II year students	
II/ IV/VI DO	II Year –Muballiga	Islamic Studies	II year-Soft skills (Non-Muslim Students)	Placement & career Guidance
All-day orders	III Year –Muballiga	Islamic Studies	III year-Soft skills (Non-Muslim Students)	Placement & career Guidance
All-day orders	All PG students	All the Departments	NET/ SET/ TNPSC /Research work	

Saturday	1	2	3	4	5	6	Department
I	Spoken English			Major classes/ Remedial			English
II	Certificate course / Practical			Major classes/ Remedial			All the Departments
III	Spoken Tutorials/ Extra credit			Employability Skills			
PG	Research Work			Spoken Tutorials/Extra Credit			