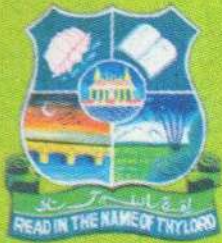


HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai.)

(Re-Accredited with "A" Grade, CGPA of 3.26 out of 4.00, by NAAC, Bangalore)

UTHAMAPALAYAM - 625 533. Theni Dt.



CALENDAR 2015 - 2016





The Emblem of the College

The emblem of Hajee Karutha Rowther Howdia College is a shield divided into four parts with a circle in the middle.

At the top right is an open book, the Holy Qur'an representing Divine Wisdom and Knowledge.

At the top left is a lotus, the queen of flowers representing our National flower. It suggests variety, symmetry and unity.

At the bottom left is a bridge, which is the gateway to Uthamapalayam and represents the right path to wisdom. It bridges the gap between the literates and the illiterates. There is a crescent, which represents the time marker in Islam. The waxing moon connotes growth.

At the bottom right is depicted green fields and coconut trees reminding us of usefulness and gratefulness of educated human beings to the Nation.

Howdia Mosque seen in the centre of the circle was the first religious institution established by the Hajee. It symbolises the essence of Islamic Culture. Also it paved the way to one act of munificence to another in the field of education.

Underneath the shield is a ribbon containing a verse from Holy Qur'an in Arabic script followed by a translation in English **"READ IN THE NAME OF THY LORD"** which is the motto of the college.

Thus, the emblem of Hajee Karutha Rowther College is encapsulated men's welfare here and hereafter tempered with constant Prayer to the Almighty to put them on the path of righteousness.

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UTHAMAPALAYAM – 625 533. Theni Dt.



Phone : 04554 – 265225
Tel. : "College"
Fax : 04554 – 268228
E-mail : principal@howdia.in
Website : www.howdia.in

CALENDAR
2015 – 2016

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PRAYER

**In the Name of Allah
The Most Beneficent and Merciful**

Praise be to Allah, The Cherisher and the Sustainer of the
Worlds.

Most Gracious, Most Merciful

Master of the Day of Judgement

Thee alone we worship;

Thee alone we ask for help

Show us the right path

The path of those on whom Thou hast bestowed Thy Grace

Not the path of those who earn Thine wrath;

Not of those who go astray

Aameen!

(AL QUR'AN – SOORATHUL FATHIHA)

COLLEGE MANAGING COMMITTEE

President

Hajee **M. Sheik Mohideen**

Secretary & Correspondent

Hajee **M. Dharvesh Mohideen**, B.Sc.,

Members

Hajee **G. Nathar Meeran**

Janab **S. Azeem Navith**, M.Com.,

Janab **M. Rizwon Asraff**, B.A.,

Janab **Waseem F. Ahmed**, B.Arch.,

Janab **Sakkaiyatha @ M. Habeeb Mohamed**

University Representative

Hajee **Dr. H. Mohamed Meeran**, M.A., M.Phil., Ph.D.,

Principal, Ex-officio Member

NATIONAL PLEDGE

PART I

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 them with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity lies my happiness.

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he
Bharatha-bhagya-vidhata
Punjab-Sindhu-Gujarata-Maratha-
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchchala-Jaladhi-taranga
Tava Subha Namay jage,
Tava Subha 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.

SHORT VERSION

Jana-gana-Mana-adhinayaka jaya he
Bharatha-bhagya-vidhata,
Jaya he, jaya he, jaya he
Jaya, jaya, jaya, jaya he.

Authentic English Translation of the National Anthem

Thou art the ruler of the minds of all people,
Thou dispenser of India's destiny.
Thy name rouses the hearts of the Punjab, Sind,
Gujarath and Maratha, Dravida, Orissa and Bengal.
It echoes in the hills of Vindhya and Himalayas,
Mingles in the music of the Yamuna and Ganges
and is chanted by the waves of the Indian Sea.
They pray for thy blessing and sing thy praise
The saving of all people waits in Thy hand,
Thou dispenser of India's destiny.
Victory, Victory, Victory to Thee.

இறை வணக்கம்

அலகிலா அருளும் அளவிலா அன்பும்
இலகுமோ ரிறையின் இனியபேர் போற்றி
உலகெலாம் படைத்தே உயர்வுறக் காக்கும்
புலமையோன் தனக்கே புகழெலாம் உரிய!
அலகிலா அருளும் அளவிலா அன்பும்
இலகுமோ ரிறையே, இனியபே ரிறையே!
முடிவுநா ளதனின் முழுமுத லரசே
அடியேம் யாமுன் னருளினைத் தொழுதோம்!
உன்பால் அன்றோ உதவியை நாடுவோம்!
நன்னெறி மீதெமை நடத்துவா யாக
நன்னருள் பொழிந்த நேயர்தம் நெறியில்
நின்சினம் கொண்டோர் நெறியினிற் பிறழ்ந்தோர்
செல்நெறி யன்றது செந்நெறி யன்றே.

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறும் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்த பெருந்தமிழணங்கே

தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து

வாழ்த்துதுமே!

வாழ்த்துதுமே!

வாழ்த்துதுமே!

HAJEE KARUTHA ROWTHER



FOUNDER - PRESIDENT
1888 - 1958

HISTORY OF THE COLLEGE

The Hajee Karutha Rowther Howdia College was established in the year 1956 by the Late Hajee Mohamed Meera Rowther, popularly known as Hajee Karutha Rowther. Born of noble parents in 1888, the Hajiyar grew up a great philanthropist. He was also a staunch nationalist and took part in the freedom movement of our country.

The Hajiyar was extremely generous and truly religious and also had the conviction that true religion consists in service to humanity. Hence, he established a Residential Madharasa in 1910. It has been providing free education, boarding and lodging for about 20 students every year, besides imparting religious instruction, a noble service to Islam and Muslim Community. In the year 1914, the Hajiyar established a Primary School offering free education to the poor children of all communities, certainly a first step towards the cause of education. Then in 1949, when the local Board High School was in financial crisis, the Hajiyar rescued the School by donating a building worth **a lakh of rupees and re-established the Institution**. He made liberal contributions to Jamal Mohamed College, Trichy, The New College, Chennai and Justice Basheer Ahamed College, Chennai. The Hajiyar constructed and donated a building worth Rs.1,00,000/- to the Local Government Hospital, in memory of his elder brother Janab. Nathar Hussain Meera Rowther.

In 1951, the Hajiyar had gone on a pilgrimage to Makkah and returned with renewed zeal, fervour and vision to establish an educational institution at Uthamapalayam. In the year 1954, when Shri. Sree Prakasa, the then Governor of Madras came for the inaugural function, spoke in the meeting that the building's infrastructure was good enough even to start a College. Inspired by the Governor's speech, the Hajiyar thought of starting a College. When he discussed his intention with his son, Advocate Hajee. M. Khaja Mohideen, the First Secretary & Correspondent of our College, he encouraged his father and then both of them went to Madras and met Dr.A.Lakshmanasamy Mudaliar, the then Vice-Chancellor of Madras University for guidance.

Dr.A.L. Mudaliar readily came to help to start the College. The Hajiyar created an Endowment of Five Lakh Rupees in the form of Bank Deposit and a property of 58 acres of fertile land on the banks of the Periyar. He also contributed several lakhs of rupees towards the construction of buildings for the College and its hostel.

Thus, the ideal dream of the Hajiyar became a reality in 1956, and the College was formally declared open by Karma Veerar Shri.K.Kamaraj, the then Chief Minister of TamilNadu. Since then, the College has started rendering a new life to the people of Cumbum Valley and the noble Soul has occupied a unique place in the hearts of the people.

The great Soul departed in the year 1958, leaving his sons to shoulder the responsibility to run the Institution. And, at present the College is governed by the late Hajiyar's sons and grandsons.

The Institution, Hajee Karutha Rowther Howdia College, has fulfilled the dreams of its founder by being accredited with the most coveted 'A' Grade by the National Assessment and Accreditation Council (NAAC) in the year 2005. Besides, the "BEST COLLEGE AWARD FOR COMMUNAL HARMONY" at the University level was conferred upon the College in 2005 by Madurai Kamaraj University, Madurai. At present, the college has been Re-Accredited at "A" Grade, with a CGPA of 3.26 out of 4.00 by NAAC, Bangalore. Our college has been conferred with fresh Autonomous status by the UGC, from the Academic year 2013-2014 to 2018-2019. The College celebrated its Golden Jubilee in the year 2006.

In the Diamond Jubilee year 2015-2016, the college strides towards its 60th year of service to the people of this region. Eversince its inception, the College has been producing cultivated and talented young men and women to serve the society and the nation as well. We hope, the College will continue to grow to cater to the educational needs of the people of the Cumbum Valley and become a model institution.

TEACHING STAFF - AIDED DEPARTMENTS

Hajee. **Dr. H. MOHAMED MEERAN**, M.A.,M.Phil.,Ph.D.,
PRINCIPAL

DEPARTMENT OF TAMIL

Mr. M.A. AZAD, M.A.,	Head & Associate Professor
Dr. M.A. SAMAD, M.A.,M.Phil.,Ph.D.,	Associate Professor
Mr. P. MURUGAN, M.A.,M.Phil.,B.Ed.,	Associate Professor
Mr. M. ABDUL KATHER, M.A.,M.Phil.,	Assistant Professor

DEPARTMENT OF ARABIC

Vacant

DEPARTMENT OF ENGLISH

Mr. A.ALLAH BAKS, M.A.,M.Phil.,	Head & Associate Professor
Mr. M.MOHAMED SYED IBRAHIM, M.A.,	Associate Professor
Hajee Dr. H. MOHAMED MEERAN, M.A.,M.Phil.,Ph.D.,	Principal & Associate Professor
Dr. J. AHAMED MEERAN, M.A.,M.Phil.,Ph.D.,	Assistant Professor
Mr. S. MOHAMED ROWTHER, M.A.,M.Phil.,	Assistant Professor
Mrs. S. NASREEN BANU, M.A.,M.Phil.,	Assistant Professor
Mrs. J. SALEEMA KATHOON, M.A.,M.Phil.,	Assistant Professor
Mrs. H. RAKHIBA, M.A.,M.Phil.,	Assistant Professor

DEPARTMENT OF HISTORY

Mr. M.A.C. MOHAMED SALEEM, M.A.,M.Phil.,	Head & Associate Professor
Dr. S. VARGHESE JEYARAJ, M.A.,M.Phil.,Ph.D.,	Associate Professor
Hajee.Dr. M. BASHEER AHAMED MEERAN, M.A.,M.Phil.,Ph.D.,	Associate Professor
Sub.Lt.Dr. M. PEER MOHAMED, M.A.,M.Phil.,Ph.D.,	Associate Professor
Mrs. L. PANDIAMMAL, M.A.,M.Phil.,	Assistant Professor
Hajee. A. ABOOBACKER SIDDIQ, M.A.,	Assistant Professor

DEPARTMENT OF ECONOMICS

Dr. G. RAMANAN, M.A.,M.Phil.,Ph.D.,	Head & Associate Professor
Mr. G. PONNAMBALAM, M.A.,M.Phil.,B.Ed.,	Assistant Professor
Dr. K. ABDUL RAHIM, M.A.,M.Phil.,Ph.D.,	Associate Professor
Mr. A. ABDUL HAMEED, M.A.,M.Phil.,	Assistant Professor
Dr. N. MOHAMED SAMEEM, M.A.,M.Phil.,Ph.D.,	Assistant Professor
Mr. M. NIZAM MYDEEN, M.A.,M.Phil.,	Assistant Professor

DEPARTMENT OF PHYSICS

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Mr. T.K. THIRUMALAI SAMY, M.Sc., M.Phil.,	Associate Professor
Dr. A. MUJIBER RAHMAN, M.Sc., M.Phil., Ph.D.,	Associate Professor
Mr. M. CHARLES ROBERT, M.Sc., M.Phil.,	Associate Professor
Dr. M. FATHIMA PARVEEN, M.Sc., M.Phil., Ph.D.,	Assistant Professor
Mr. J. HAKKIM, M.Sc., M.Phil.,	Assistant Professor

DEPARTMENT OF CHEMISTRY

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Dr. S.A. NOOR MOHAMED, M.Sc., M.Phil., Ph.D.,	Associate Professor
Major. M. HAKEEM, M.Sc., M.Phil.,	Associate Professor
Hajee. Dr. M. KAMAL NASAR, M.Sc., M.Phil., B.Ed., Ph.D.,	Associate Professor
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Dr. K. SHAHUL HAMEED, M.Sc., M.Phil., Ph.D.,	Assistant Professor

DEPARTMENT OF MATHEMATICS

Dr. M. MOHAMED SHERIFF, M.Sc., M.Phil., B.Ed., Ph.D.,	Head & Associate Professor
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Mr. S. ESWARAN, M.Sc., M.Phil.,	Associate Professor
Mrs. H. HABEEB RANI, M.Sc., M.Phil., P.G.D.C.A.,	Assistant Professor
Dr. S. SEYADALI FATHIMA, M.Sc., M.Phil., Ph.D.,	Assistant Professor

DEPARTMENT OF ZOOLOGY

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Dr. K. ARIFA BANU, M.Sc., M.Phil., Ph.D.,	Assistant Professor

DEPARTMENT OF BOTANY

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DEPARTMENT OF COMPUTER SCIENCE

Hajee. S. SIRAJUDEEN, M.Sc., P.G.D.C.A., M.S.,	Head & Associate Professor
Mr. M. MOHAMED MEERAN, B.E., (Hons.)	Associate Professor
Mr. M. SULTHAN IBRAHIM, M.Sc., P.G.D.C.A.,	Associate Professor
Mr. S. PEER MOHAIDEEN MUDALALI, M.Sc., P.G.D.C.A., M.Phil.,	Associate Professor

DEPARTMENT OF COMMERCE

Dr. M. SYED MEERA LEBBAI, M.Com., M.Phil., Ph.D.,	Head & Associate Professor
Dr. S. BALAKRISHNAN, M.Com., M.Phil., Ph.D.,	Associate Professor
Hajee. Dr. A. ABBAS MANTHIRI, M.Com., M.Phil., Ph.D.,	Associate Professor
Dr. A. MOHAMED SALI, M.Com., Ph.D.,	Associate Professor
Dr. A. MOHAMED MANSOOR, M.Com., M.Phil., Ph.D.,	Associate Professor
Dr. S. HASAN BANU, M.Com., M.Phil., M.Ed., Ph.D.,	Associate Professor
Mr. M. MOHAMED ISHAQ, M.B.A., M.Com., M.Phil.,	Assistant Professor

DEPARTMENT OF PHYSICAL EDUCATION

Dr. B. AKBAR ALI, M.P.Ed., M.Phil., Ph.D.,	Director of Physical Education
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LIBRARY

Dr. R. RENGANATHAN, M.B.A., M.L.I.Sc., Ph.D.,	Librarian
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NON-TEACHING STAFF - AIDED

MINISTERIAL SERVICE

Mr. S. Syed Abudhageer, M.A., M.L.I.Sc., M.Phil.,	Superintendent
Mr. A. Ajmal Khan, M.A.,	Assistant
Mr. M. Abbas Ali	Junior Assistant
Mr. M. Lal Singh	Junior Assistant
Mr. P. Mohamed Jubair, B.Com.,	Junior Assistant
Mr. M. Abdul Rahim, M.Com.,	Typist
Mr. M. Mohamed Jubair, B.Sc., PGDCA.,	Typist

SUBORDINATE SERVICE

Mr. M. Sheik Mohamed, B.A.,	Lab. Assistant
Mr. K. Jainulabudeen, M.A.,	Lab. Assistant
Mr. A. Syed Isqak, D.E.C.E., PGDCA.,	Lab. Assistant
Mr. M. Kader Mydeen, B.Com.,	Lab. Assistant
Mr. J. Abdul Wahith, B.B.M.,	Lab. Assistant
Mr. N. Thambithurai	Lab. Assistant
Mr. C. Mohamed Abudahir	Lab. Assistant
Mr. M. Mohamed Rowther	Record Clerk

BASIC SERVICE

Mr. C. Manikandan	Scavanger
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TEACHING STAFF - SELF FINANCE DEPARTMENTS

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Mr. A. ABDUL HAKEEM, M.Com.,M.Phil.,	Head & Assistant Professor
Mr. S. FAIZ AHAMED, M.Com.,M.Phil.,P.G.D.C.A.	Assistant Professor
Mrs. P. KAVIMANI, M.B.A.,M.Phil.,	Assistant Professor
Mrs. L. SARAVANAPRIYA, M.Sc.,B.Ed.,M.B.A.,	Assistant Professor
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DEPARTMENT OF B.Com. (BANKING)

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Dr. M. VELLAIYAN, M.A.,M.Phil.,Ph.D.,	Assistant Professor

PG.DEPARTMENT OF COMMERCE (with Computer Application)

Mr. D. MOHAMED MEERAN, M.Com.,M.Phil.,B.Ed.,	Head & Assistant Professor
Mr. P. SEENIVASAN, M.Com.,M.Phil.,	Assistant Professor
Mrs. M. PAPPATHI, M.Com.,M.Phil.,	Assistant Professor
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Dr. A. SULTHAN MOHIDEEN, M.Com.,M.Phil.,Ph.D.,	Assistant Professor
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Mr. M. ABBAS MANTHIRI, M.C.A.,	Assistant Professor
Mr. C. KAMARAJ, M.C.A.,	Assistant Professor

DEPARTMENT OF BIOCHEMISTRY

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Miss. M. REKHA, M.Sc.,	Assistant Professor
Mr. A. ANTHONIYAR, M.Sc.,	Assistant Professor
Mrs. M. MARIYAM BEEVI, M.Sc.,	Assistant Professor

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Mrs. K. PONMOZHI, M.C.A.,	Assistant Professor
Mr. K. ISCAQ FAIZAL, M.C.A.,	Assistant Professor

MANAGEMENT STAFF - TEACHING

DEPARTMENT OF TAMIL

Mr. M. BILAL, M.A.,M.Phil.,	Assistant Professor
Mr. R. MOHAMED RAFEEL, M.A.,M.Phil.,	Assistant Professor
Mr. M. SEETHARAMAN, M.A.,M.Phil.,	Assistant Professor

DEPARTMENT OF ARABIC

Mr. M. SEYID ABDUL KADHER, M.A.,M.Phil.,M.A.,M.B.A.,	Assistant Professor
Mr. A. AHAMED FAIZE, M.A.,M.Phil.,	Assistant Professor

DEPARTMENT OF MALAYALAM

Vacant

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Mr. M.A. MOHAMED HUSSAIN KHAN, M.A.,M.Phil.,	Assistant Professor
Mrs. S. ANEES FATHIMA, M.A.,B.Ed.,	Assistant Professor
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Mr. K. THIYAGARAJAN, M.A.,	Assistant Professor
Mr. A. HAMZA MUBARAK, M.A.,M.Phil.,	Assistant Professor
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Mrs. A. ANITHA, M.A.,	Assistant Professor

DEPARTMENT OF ECONOMICS

Dr. R. NALAYINI, M.A.,M.Phil.,Ph.D.,	Assistant Professor
Mrs. S. SAGETHA PARVIN, M.A.,M.Phil.,B.Ed.,	Assistant Professor
Mr. N. LOGANATHAN, M.A.,M.Phil.,	Assistant Professor
Miss. T. SOFIA, M.A.,M.Phil.,	Assistant Professor

DEPARTMENT OF CHEMISTRY

Mr. S. SIVAKUMAR, M.Sc.,M.Phil.,	Assistant Professor
Mrs. A. NIHATH NAZLEEN, M.Sc.,M.Phil.,	Assistant Professor
Mr. G. ARIVALAGAN, M.Sc., B.Ed.,	Assistant Professor

DEPARTMENT OF MATHEMATICS

Mrs. P. ANITHA, M.Sc.,M.Phil.,B.Ed.,	Assistant Professor
Mrs. K. HAJURA BANU, M.Sc., B.Ed.,	Assistant Professor
Miss. M. VIJAYA SANKARI, M.Sc.,B.Ed.,	Assistant Professor
Mrs. R. RAMYA, M.Sc.,M.Phil.,	Assistant Professor

DEPARTMENT OF COMMERCE

Mrs. T. ANIS FATHIMA, M.Com.,	Assistant Professor
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NON-TEACHING STAFF - SELF FINANCE

Mr. M. Sathak Mohamed, B.Com.,	Lab. Assistant
Mr. M. Abul Hasan, B.Com. M.L.I.Sc.,	Lib. Assistant
Mr. B. Abdul Kather	Lab. Assistant
Mr. M. Abdul Kather Jailani	Lab. Assistant
Mr. K.M. Sabic Mohideen, B.Com.,	Lab. Assistant
Mr. M. Thirukumar	Lab. Assistant
Mr. M. Kalandar Sulthan, B.Sc.,	COE - Assistant
Mr. A. Mohammed Sathik, B.Sc.,	Lab. Assistant
Mr. K. Mohamed Syed, B.A.,	Lab. Assistant
Mr. A. Ansar Ahamed	System Admin.
Mr. S. Hussain Meeran, B.Com.,	Typist
Mrs. M. Fathima Sulthana, M.B.A.,	Cashier

Mr. G. Sikkandar Pitchai	Lab. Assistant
Mr. K. Amjath Khan	Lab. Assistant
Mr. R. Dharveesh Mydeen	Lab. Assistant
Mr. M. Mohamed Meeran	Lab. Assistant
Mr. A. Thamim Anshari	Games Marker
Mr. S. Zenkhizkhan	COE - Assistant
Mr. K.M. Shibhathullah, M.Com., D.HRD.,	Typist
Mrs. B. Pethiyammal	Staff Nurse
Mrs. Pathumuthu	Hostel Clerk
Mr. P. Chellam	Office Assistant
Mr. R. Murugan	Sweeper
Mrs. J. Muniyammal	Scavanger
Mr. R. Ravikumar	Sweeper
Mr. K. Chellaraja	Sweeper
Mr. S. Udaya Kumar	Security
Mr. P. Murugan	Security
Mr. S. Anbalagan	Security
Mr. S. Subburathinam	Hostel Security
Mr. M. Kamaraj	Hostel Security
Mr. M.S. Nainar Mohamed	Bus Driver
Mr. R. Mohamed Anifa	Bus Driver
Mr. M.S. Masthan	Bus Driver
Mr. S. Rathina Mohamed	Bus Driver
Mr. K. Abdul Rahim	Bus Driver
Mr. P. Peer Mohamed	Bus Driver
Mr. P. Syed Ibrahim	Bus Driver
Mr. M. Sulthan Ibrahim	Bus Driver
Mr.M. Chinnasamy	Gardener
Mrs. S. Krishnammal	Sweeper
Mrs. M. Murugeswari	Sweeper
Mrs. M. Amulu	Sweeper
Mrs. Krishnammal	Sweeper
Mr. Perumal	Bus Cleaner

PART - V - ACTIVITIES

CONVENER

Mr. K. JEYABALAN, M.Sc., M.Phil.,

N.S.S. OFFICERS

Mr. M. MOHAMED ISHAQ, M.B.A., M.Com., M.Phil., (Unit No. 114)

Mr. K.A. SHEIK FAREETH, M.Sc., M.Phil., (Unit No. 115)

Mr. M.A. MOHAMED HUSSAIN KHAN, M.A., M.Phil., (Unit No. 116)

Mrs. H. RAKHIBA, M.A., M.Phil., (Unit No. 117)

Mrs. S. GEETHA, M.Sc., M.Phil., (Unit No. 118)

Mrs. A. SOFIA MARJANA BEGUM, M.Sc., B.Ed., (Unit No. 212)

N.C.C. OFFICERS

Sub.Lt.Dr. M. PEER MOHAMED, M.A., M.Phil., Ph.D., NAVY

Mr. M. ABDUL KATHER, M.A., M.Phil., - (Care Taker) ARMY

RED RIBBON CLUB

Mr. P. SEENIVASAN, M.Com., M.Phil., Co-ordinator

CONSUMER CLUB

Mr. S. FAIZ AHAMED, M.Com., M.Phil., PGDCA., Co-ordinator

HUMAN RIGHTS CLUB

Mr. M. NIZAM MYDEEN, M.A., M.Phil., Co-ordinator

HEALTH & FITNESS CLUB

Hajee.Dr. M. BASHEER AHAMED MEERAN, M.A., M.Phil., Ph.D., Co-ordinator

ECO CLUB

Mr. K. JEYABALAN, M.Sc., M.Phil., Co-ordinator

SCIENCE AND COMMUNICATION CLUB

Hajee.Dr. M. KAMAL NASAR, M.Sc., M.Phil., B.Ed., Ph.D., Co-ordinator

LIBRARY SCIENCE & INFORMATION CLUB

Dr. R. RENGANATHAN, M.B.A., M.L.I.Sc., Ph.D., Co-ordinator

YOUTH RED CROSS SOCIETY

Mr. J. HAKKIM, M.Sc., M.Phil., Co-ordinator

FINE ART CLUB

Mr. P. MURUGAN, M.A., M.Phil., Co-ordinator

PHYSICAL EDUCATION

Dr. B. AKBAR ALI, M.Ped., M.Phil., Ph.D., Co-ordinator

STUDENT SUPPORT SERVICES

DEENIATH CLASSES

Hajee.Dr. A. ABBAS MANTHIRI, M.Com., M.Phil., Ph.D., Co-ordinator

MORAL EDUCATION CLASSES

Dr. S. BALAKRISHNAN, M.Com., M.Phil., Ph.D., Co-ordinator

NET / SET COACHING CENTRE

Dr. G. SELVARAJ, M.Sc., M.Phil., Ph.D., Co-ordinator

CENTRE FOR REMEDIAL COURSES

Mr. D. MOHAMED MEERAN, M.Com., M.Phil., Co-ordinator

ENTRY IN SERVICES COACHING CENTRE

Dr. M. MOHAMED SHERIFF, M.Sc., M.Phil., B.Ed., Ph.D., Co-ordinator

CAREER GUIDANCE CELL

Mr. S. PEER MOHIDEEN MUDALALI, M.Sc., P.G.D.C.A., M.Phil., Co-ordinator

CENTRE FOR ENTREPRENEURSHIP & RURAL DEVELOPMENT (CERD)

Mr. A. ABDUL HAMEED, M.A., M.Phil., Co-ordinator

YOUTH WELFARE OFFICER

Mr. R. MOHAMED RAFAEEK, M.A., M.Phil.,

ATTENDANCE COMMITTEE

Mr. M. SULTHAN IBRAHIM, M.Sc., P.G.D.C.A., Co-ordinator

COMMUNITY COLLEGE

Mr. K. PARTHIBAN, M.Sc., M.Phil., Co-ordinator

WOMEN'S HOSTEL

Hajee Dr. H. MOHAMED MEERAN, M.A., M.Phil., Ph.D., Principal & Warden

Mrs. H. HABEEB RANI, M.Sc., M.Phil., Deputy Warden

CURRICULUM DEVELOPMENT CELL (Autonomous)

Hajee Dr. H. MOHAMED MEERAN, M.A., M.Phil., Ph.D., The Principal &

Chief Controller of Examinations

Dr. M. SYED MEERA LEBBAI, M.Com., M.Phil., Ph.D., Controller of Examinations

ACADEMIC DEANS

ARTS : Dr. S. Balakrishnan, M.Com., M.Phil., Ph.D.,

SCIENCE : Major. M. Hakeem, M.Sc., M.Phil.,

RESEARCH : Dr. K. Nathar, M.Sc., M.Phil., Ph.D.,

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Mr. A. ALLAH BAKS, M.A., M.Phil., Co-ordinator

Date	Day	JUNE 2015	TT Order	Working Days
1	Mon			
2	Tue			
3	Wed			
4	Thu			
5	Fri			
6	Sat			
7	Sun			
8	Mon			
9	Tue			
10	Wed			
11	Thu			
12	Fri			
13	Sat			
14	Sun			
15	Mon			
16	Tue			
17	Wed			
18	Thu	College Re-opens (Odd Semester)	I	1
19	Fri		II	2
20	Sat			
21	Sun			
22	Mon		III	3
23	Tue		IV	4
24	Wed		V	5
25	Thu		VI	6
26	Fri		I	7
27	Sat			
28	Sun			
29	Mon		II	8
30	Tue		III	9

Date	Day	JULY 2015	TT Order	Working Days
1	Wed		IV	10
2	Thu		V	11
3	Fri		VI	12
4	Sat			
5	Sun			
6	Mon		I	13
7	Tue		II	14
8	Wed		III	15
9	Thu		IV	16
10	Fri		V	17
11	Sat		VI	18
12	Sun			
13	Mon	Ramzan Holidays		
14	Tue	Ramzan 27th Day		
15	Wed	Ramzan Holidays		
16	Thu	"		
17	Fri	"		
18	Sat	Ramzan		
19	Sun			
20	Mon		I	19
21	Tue		II	20
22	Wed		III	21
23	Thu		IV	22
24	Fri	Last Date for Payment of College Fees & Bus Fees	V	23
25	Sat			
26	Sun			
27	Mon		VI	24
28	Tue		I	25
29	Wed		II	26
30	Thu		III	27
31	Fri		IV	28

Date	Day	AUGUST 2015	TT Order	Working Days
1	Sat			
2	Sun			
3	Mon		V	29
4	Tue		VI	30
5	Wed		I	31
6	Thu	Founder's Day	II	32
7	Fri		III	33
8	Sat			
9	Sun			
10	Mon		IV	34
11	Tue		V	35
12	Wed		VI	36
13	Thu		I	37
14	Fri		II	38
15	Sat	Independence Day		
16	Sun			
17	Mon		III	39
18	Tue		IV	40
19	Wed	I Centralised Test (Odd Semester)	V	41
20	Thu	"	VI	42
21	Fri	"	I	43
22	Sat	"	II	44
23	Sun			
24	Mon		III	45
25	Tue		IV	46
26	Wed		V	47
27	Thu		VI	48
28	Fri		I	49
29	Sat			
30	Sun			
31	Mon		II	50

Date	Day	SEPTEMBER 2015	TT Order	Working Days
1	Tue		III	51
2	Wed		IV	52
3	Thu		V	53
4	Fri		VI	54
5	Sat	Sri Krishna Jeyanthi		
6	Sun			
7	Mon		I	55
8	Tue		II	56
9	Wed		III	57
10	Thu		IV	58
11	Fri		V	59
12	Sat			
13	Sun			
14	Mon		VI	60
15	Tue	Payment of Examination Fees	I	61
16	Wed		II	62
17	Thu	Vinayagar Chathurthi		
18	Fri		III	63
19	Sat		IV	64
20	Sun			
21	Mon		V	65
22	Tue		VI	66
23	Wed		I	67
24	Thu	Bakrid Holiday		
25	Fri	"		
26	Sat			
27	Sun			
28	Mon	Last Date for Payment of Examination Fees (without fine)	II	68
29	Tue		III	69
30	Wed		IV	70

Date	Day	OCTOBER 2015	TT Order	Working Days
1	Thu		V	71
2	Fri	Gandhi Jeyanthi		
3	Sat			
4	Sun			
5	Mon	Last Date for Payment of Examination Fees (with fine)	VI	72
6	Tue		I	73
7	Wed		II	74
8	Thu		III	75
9	Fri		IV	76
10	Sat			
11	Sun			
12	Mon		V	77
13	Tue		VI	78
14	Wed	II Centralised Test (Odd Semester)	I	79
15	Thu	"	II	80
16	Fri	"	III	81
17	Sat	"	IV	82
18	Sun			
19	Mon		V	83
20	Tue		VI	84
21	Wed	Ayutha Pooja		
22	Thu	Vijaya Dasami		
23	Fri			
24	Sat	Muharram		
25	Sun			
26	Mon		I	85
27	Tue		II	86
28	Wed		III	87
29	Thu		IV	88
30	Fri		V	89
31	Sat	Last Working Day (Odd Semester)	VI	90

Date	Day	NOVEMBER 2015	TT Order	Working Days
1	Sun			
2	Mon			
3	Tue			
4	Wed			
5	Thu	Term End Examinations Commence		
6	Fri			
7	Sat			
8	Sun			
9	Mon			
10	Tue	Deepavali		
11	Wed			
12	Thu			
13	Fri			
14	Sat			
15	Sun			
16	Mon			
17	Tue			
18	Wed			
19	Thu			
20	Fri			
21	Sat			
22	Sun			
23	Mon			
24	Tue			
25	Wed			
26	Thu			
27	Fri			
28	Sat			
29	Sun			
30	Mon			

Date	Day	DECEMBER 2015	TT Order	Working Days
1	Tue			
2	Wed	College Re-opens (Even Semester)	I	1
3	Thu		II	2
4	Fri		III	3
5	Sat			
6	Sun			
7	Mon		IV	4
8	Tue		V	5
9	Wed		VI	6
10	Thu		I	7
11	Fri		II	8
12	Sat			
13	Sun			
14	Mon		III	9
15	Tue		IV	10
16	Wed		V	11
17	Thu		VI	12
18	Fri		I	13
19	Sat			
20	Sun			
21	Mon		II	14
22	Tue		III	15
23	Wed		IV	16
24	Thu	Meelad-Un-Nabi		
25	Fri	Christmas		
26	Sat			
27	Sun			
28	Mon		V	17
29	Tue		VI	18
30	Wed		I	19
31	Thu		II	20

Date	Day	JANUARY 2016	TT Order	Working Days
1	Fri	New Year's Day		
2	Sat			
3	Sun			
4	Mon		III	21
5	Tue		IV	22
6	Wed		V	23
7	Thu		VI	24
8	Fri	Last Date for Payment of College Fees & Bus Fees	I	25
9	Sat			
10	Sun			
11	Mon		II	26
12	Tue		III	27
13	Wed		IV	28
14	Thu		V	29
15	Fri	Pongal Holidays		
16	Sat	"		
17	Sun	"		
18	Mon		VI	30
19	Tue		I	31
20	Wed		II	32
21	Thu		III	33
22	Fri		IV	34
23	Sat			
24	Sun			
25	Mon		V	35
26	Tue	Republic Day		
27	Wed	I Centralised Test (Even Semester)	VI	36
28	Thu	"	I	37
29	Fri	"	II	38
30	Sat	"	III	39
31	Sun			

Date	Day	FEBRUARY 2016	TT Order	Working Days
1	Mon		IV	40
2	Tue		V	41
3	Wed		VI	42
4	Thu		I	43
5	Fri		II	44
6	Sat			
7	Sun			
8	Mon		III	45
9	Tue		IV	46
10	Wed		V	47
11	Thu		VI	48
12	Fri		I	49
13	Sat			
14	Sun			
15	Mon	Payment of Examination Fees	II	50
16	Tue		III	51
17	Wed		IV	52
18	Thu		V	53
19	Fri		VI	54
20	Sat			
21	Sun			
22	Mon		I	55
23	Tue		II	56
24	Wed		III	57
25	Thu		IV	58
26	Fri		V	59
27	Sat			
28	Sun			
29	Mon	Last Date for Payment of Examination Fees (without fine)	VI	60

Date	Day	MARCH 2016	TT Order	Working Days
1	Tue		I	61
2	Wed		II	62
3	Thu		III	63
4	Fri		IV	64
5	Sat			
6	Sun			
7	Mon	Last Date for Payment of Examination Fees (with fine)	V	65
8	Tue		VI	66
9	Wed		I	67
10	Thu		II	68
11	Fri		III	69
12	Sat			
13	Sun			
14	Mon		IV	70
15	Tue		V	71
16	Wed	II Centralised Test (Even Semester)	VI	72
17	Thu	"	I	73
18	Fri	"	II	74
19	Sat	"	III	75
20	Sun			
21	Mon		IV	76
22	Tue		V	77
23	Wed		VI	78
24	Thu		I	79
25	Fri	Good Friday		
26	Sat		II	80
27	Sun			
28	Mon		III	81
29	Tue		IV	82
30	Wed		V	83
31	Thu		VI	84

Date	Day	APRIL 2016	TT Order	Working Days
1	Fri		I	85
2	Sat			
3	Sun			
4	Mon		II	86
5	Tue		III	87
6	Wed		IV	88
7	Thu		V	89
8	Fri	Telugu New Year's Day		
9	Sat			
10	Sun			
11	Mon	Last Working Day (Even Semester)	VI	90
12	Tue			
13	Wed			
14	Thu	Tamil New Year's Day		
15	Fri			
16	Sat			
17	Sun			
18	Mon	Term End Examinations Commence		
19	Tue			
20	Wed			
21	Thu			
22	Fri			
23	Sat			
24	Sun			
25	Mon			
26	Tue			
27	Wed			
28	Thu			
29	Fri			
30	Sat			

COURSES OFFERED

AIDED COURSES

UG COURSES : (Under CBCS)

- Part I . . . Tamil / Arabic / Malayalam
 Part II . . . English
 Part III

BRANCH I

1. B.A. History
 1a. B.A. History Vocational
 (Tourism & Travel Management)

BRANCH IV

2. B.A. Economics

BRANCH XII

3. B.A. English

BRANCH I

4. B.Sc. Mathematics (Major)
 with Physics and Application of
 Mathematics - Ancillaries

BRANCH III

5. B.Sc. Physics
 with Chemistry and Mathematics – Ancillaries

BRANCH IV

6. B.Sc. Chemistry
 with Physics and Zoology or Botany - Ancillaries

BRANCH VI

7. B.Sc. Zoology
with Chemistry and Botany - Ancillaries
8. B.Sc. Computer Science
9. B.Com.
Part I . . . வணிகக் கடிதங்களும்
அலுவலக நடைமுறைகளும்
Part II . . . English
Part III . . . Commerce

P.G. COURSES

10. M.Com.
11. M.A. (History)

SELF FINANCING COURSES

UG COURSES : (Under CBCS)

1. B.B.A. (Bachelor of Business Administration)
2. B.Com. (Banking)
3. B.Com. with Computer Application
4. B.Sc. Bio-Chemistry
5. B.Sc. Micro-Biology
6. B.Sc. Information Technology

PG COURSES : (Under CBCS)

1. M.A. English
2. M.A. Economics
3. M.Sc. Computer Science & Information Technology
4. M.Sc. Mathematics
5. M.Com. with Computer Application
6. M.Sc. Chemistry

RESEARCH COURSES

1. M.Phil. Commerce
2. M.Phil. History
3. M.Phil. Mathematics *
4. M.Phil. Chemistry *
5. Ph.D. Commerce (Full time & Part time)

* Subject to affiliation

CBCS : (Choice Based Credit System)

- ☆ Non – Major Elective (NME) is a subject offered by each “Major” department for students of other disciplines.
- ☆ One teacher in each department shall act as student adviser and help the students in this regard.
- ☆ All departments offering undergraduate degree programmes shall offer one Non – Major Elective (NME) course for students of other Majors in the 1st semester and one more in the 2nd semester.
- ☆ The PG departments shall offer one Non Major Elective (NME) Course in the 3rd semester.
- ☆ The students shall be free to choose the (NME) course of his / her choice. If the number of students is more for any NME, the NME Committee may devise a mechanism to identify the second / third choice and assign students accordingly.

NME :

- a) Basic Tamil - Those who have not studied Tamil upto XII Std. and taken a Non-Tamil language under Part-I shall take Basic Tamil (Level will be at 6th Standard) as NME.
- b) Advanced Tamil - Those who have studied Tamil upto XII Std. and taken a Non-Tamil language under Part – I shall take Advanced Tamil as NME.
- c) Other students who do not come under (a / b) can choose Non-Major Elective.

LIST OF NON – MAJOR SUBJECTS OFFERED – Semester - I**AIDED COURSES**

(Subject to Change)

S.No.	Name of the Department	Subject
1	Economics	General Economics - I
2	English	Spoken English
3	History	Freedom Movement
4	Mathematics	Fundamentals of Mathematics
5	Physics	C Programming – I
6	Chemistry	Industrial Chemistry
7	Zoology	Ornamental Fish Culture – I
8	Computer Science	Introduction to Internet
9	Commerce	Business Accounting

LIST OF NON – MAJOR SUBJECTS OFFERED – Semester - I**UNAIDED COURSES**

(Subject to Change)

S.No.	Name of the Department	Subject
1	BBA	Business Administration
2	B.Com. Banking	Fundamentals of Computers
3	B.Com. C.A.	Business Accounting
4	Bio-Chemistry	Health and Human Diseases
5	Micro-Biology	Food and Dairy Microbiology
6	Information Technology	Introduction to I.T.

LIST OF NON – MAJOR SUBJECTS OFFERED – Semester - II**AIDED COURSES**

(Subject to Change)

S.No.	Name of the Department	Subject
1	Economics	General Economics – II
2	English	Communication for Placement
3	History	Constitution of India
4	Mathematics	Statistics and Operation Research
5	Physics	C Programming – II
6	Chemistry	Drugs and Cosmetics
7	Zoology	Ornamental Fish Culture – II
8	Computer Science	Introduction to Office Automation
9	Commerce	Retail Marketing

LIST OF NON – MAJOR SUBJECTS OFFERED – Semester - II**UNAIDED COURSES**

(Subject to Change)

S.No.	Name of the Department	Subject
1	BBA	Entrepreneurial Development
2	B.Com. Banking	Customer Relationship Management
3	B.Com. C.A.	Retail Marketing
4	Bio-Chemistry	Herbal Medicine
5	Micro-Biology	Medical Lab Technology
6	Information Technology	Web Programming

Internal Tests:

There shall be a minimum of two tests. The two tests shall be based on the question pattern of Term End examinations. Besides the two tests, each student shall have to attend two quiz examinations and submit two assignments in each paper. Seminars shall be conducted in lieu of assignments. No student can violate the above norms without the prior permission of the H.O.D. of the subject concerned / Principal. If failed to do so, he / she will be marked zero and will not be permitted to write Term End Examinations.

Part V – Extension Activities: (to be chosen in the first year itself)

Students are at liberty to choose any one of the Extension Activities offered by the college. However, no student shall be exempted, as Part V is compulsory for getting the degree.

Extension Activities Offered:

1. National Cadet Corps (Army)
2. National Cadet Corps (Navy)
3. National Service Scheme
(6 Units, 3 for men & 3 for women)
4. Red Ribbon Club
5. Youth Red Cross
6. ECO Club
7. Fine Arts Club
8. Health and Fitness Club
9. Library Science & Information Club
10. Consumer Club
11. Physical Education
12. Human Rights Club
13. Science Communication Club

U.G.C. SPONSORED REMEDIAL COURSE

Under this scheme special coaching will be given free of cost to the SC & ST students in the subjects in which they are weak. Classes will be held from 4.05 P.M. to 5.05 P.M. on all working days. If the strength of SC & ST students is less, the students belonging to most Backward and Backward Classes will be admitted in the course.

COMMUNITY COLLEGE:

In order to train the School Drop-Outs to earn their livelihood, the Madurai Kamaraj University started its Community Colleges in collaboration with ten of its affiliated Colleges. Our College is selected as one of the centres. In our Community College we train the men and women School Drop-Outs in “Mushroom Culture”. Studies on Mushroom Cultivation and General Knowledge are imparted. We have established a Mushroom shed consisting of 450 beds for imparting Practical training for the students of our Community College.

IGNOU STUDY CENTRE : (Code No. 2568)

Our College is one of the study centres of Indira Gandhi National Open University, New Delhi. Application for all UG, PG Certificate and Diploma Courses are available at our college office.

FEES SCHEDULE (AIDED)

(Subject to Change)

a) TUITION FEES		Per Annum
1. M.Com.		Rs.750.00
2. M.A. History		Rs.500.00
b) GENERAL FEES		Rs.360.00
i) Admission Fee	Rs. 5.00	
ii) University Entrance Fee	Rs. 50.00	
iii) University Recognition Fee	Rs.250.00	
iv) Verification Fee	Rs. 10.00	
v) N.S.S. Fee	Rs. 10.00	
vi) Insurance Premium	Rs. 35.00	
vii) Caution Deposit	Rs.500.00	
Total	Rs.860.00	

c) SPECIAL FEES (Per Annum)

i) Library & Reading Room	Rs. 30.00
ii) Games	Rs. 150.00
iii) Audio Visual	Rs. 3.00
iv) Medical Inspection	Rs. 5.00
v) College Calendar	Rs. 10.00
vi) Magazine	Rs. 12.00
vii) Stationery	Rs. 50.00
viii) College Day & Union	Rs. 11.00
ix) Student Aid Fund	Rs. 3.00
x) World University Service	Rs. 3.00
xi) Campus Amenities	Rs. 12.00
xii) Students Service Fee	Rs. 5.00
xiii) Red Cross Society	Rs. 10.00
xiv) Flag Day (1 year only)	Rs. 10.00
TOTAL	Rs. 314.00

d) LABORATORY FEE (Per Annum)

	Maths (Major) Rs.	Physics (Major) Rs.	Chemistry (Major) Rs.	Zoology (Major) Rs.	Comp.Scie. (Major) Rs.
I Year	-	150	275	225	750
II Year	75	225	350	300	750
III Year	-	225	275	225	750

e) ADVANCE FOR TEXT BOOKS - Rs. 8,600/-

PART III

ADMISSION AND WITHDRAWAL

1. The Fees for each semester must be paid in one instalment.
2. All the Students are expected to keep the cash receipts safely for all the fees paid in order to produce the same, if necessary.
3. If a student is found that false information has been given or suppressed any necessary fact he / she, shall be summarily dismissed and will have to forfeit the fees paid thereof.
4. If a student, who has duly paid his / her fees leaves the college, he / she will be furnished with a Transfer Certificate on application to the Principal provided that he / she applied for it not later than the 5th working day from the date of his / her discontinuation of studies.
5. A Student who withdraws from the college in the course of the year shall be required to pay all the fees due from him / her before he / she is given his / her certificates.
6. A Student who desires a certificate of character should apply for it in writing, stating his / her full name, Class and Roll Number and how long he / she has attended the college and also the purpose for which the certificate is required.
7. The Principal reserves the right to issue T.C. to any Student at any time in the course of the Academic Year and compel him / her to leave the college for reason of his / her indiscipline, or lack of progress in studies or attendance, or non-payment of fees to the college or Hostel, or illness considered contagious.

GENERAL RULES

DISCIPLINE:

The College attaches more importance to student's discipline inside and outside the college. For, it believes that better discipline is the secret of academic excellence. Students must abide by the following rules and regulations of the College.

1. Every student must attend the college regularly and punctually. Late coming and irregular attendance should be avoided.
2. The Students should be present at their seats in their respective class rooms immediately after the first bell. They should maintain strict discipline and utmost silence in the classroom.
3. Every student should bring the required text books, note books, pen, etc., to the class without fail.
4. No student should leave the classroom without the permission of the teacher concerned.
5. If the teacher does not turn up for the class, within five minutes, any one among the students can go to the Department concerned and get the instruction from the Head of the Department.
6. The Students should not loiter in the veranda and stand in groups obstructing the movements of staff and students.
7. The Students are expected to spend their leisure time in the Library only.
8. No student should go to other class rooms except during the combined class hours.
9. Any student found to be indifferent or careless in his / her class work or whose conduct is harmful, is liable to be punished.

10. Inciting the students to abstain from classes or preventing them from attending classes is an offence. The offenders will be expelled from the college and Conduct Certificate will not be issued to them.
11. The Students are prohibited from taking part in activities fostering communal and political hatred. They should not indulge in any kind of anti-social and subversive activities.
12. The Students are not permitted to hold meetings, collect subscriptions, circulate notices etc. inside the campus
13. No student should cause damage to the College property. Breaking of furniture and glass – windows, writing on walls, desks, benches meddling with chemical goods etc., will entail severe punishment. If the offender is not traceable, collective fine will be imposed.
14. No student should behave inside or outside the College in such a way so as to bring discredit or disrepute to the college.
15. The Students are expected to read notices put up on the notice boards regularly. Ignorance of any notice thus put up will not be accepted as an excuse for failing to comply with it.
16. The Students who are found to be loitering in the premises of the college without attending classes, especially, when the classes are going on are liable to severe punishment.
17. The Students are expected to write all the Internal Tests conducted in each semester, sincerely. Those who fail to attend the tests in a semester will not be allowed to appear for the Term End examination.
18. The Students are advised to abide by and adhere to the rules and regulations of the college. Violation of any one of the above rules and regulations will result in the immediate expulsion of the student concerned.

ATTENDANCE & LEAVE:

1. The Students are expected to be in their respective classes at the stroke of the first bell which will be rung ten minutes before the commencement of each session.

No late comer shall enter the class without the permission of the teacher concerned.

2. Attendance will be marked at the beginning of every hour. A Student who is not present shall lose his / her attendance.
3. The attendance certificate on behalf of the student will be sent to the University only if he / she has secured 3/4th of the attendance prescribed by the college for a semester. However, no student has a claim to absent himself for 1/4th of the working days of each semester. No student shall absent himself from the college without applying for leave. Application for leave of absence should be addressed to the Principal and submitted through the respective Head of the Department. It must also be counter-signed in the case of day scholars by parents or guardians and in the case of hostellers by the Deputy Warden of the Hostel. The Principal will not consider the leave application, unless it is recommended and counter- signed as stated above.
4. A student frequently absenting himself/herself from the College shall not be considered to have completed the course satisfactorily for that year and he / she cannot claim for the Course Certificate.
5. The students who want to avail leave should apply only through the prescribed leave form available in the college office. The form can be received from the college office on payment of one rupee each.
6. NCC / NSS students who avail leave for attending camps, certificate examinations or for participating in cultural events or

competitions should get the leave letter signed by the NCC officers concerned or NSS Programme Officers and countersigned by the Principal and the same shall be submitted to the Head of the Department concerned.

7. The Students participating in cultural events / competitions / Seminars representing the Department should get the permission letter signed by the Head of the Department.
8. All leave applications shall be submitted by 10 a.m. on the day of absence. When the absence is due to sudden or unforeseen causes, the applications for leave shall be made as soon as possible and when the student is incapacitated from applying for leave due to serious illness, the Parent or Guardian is expected to apply on his / her behalf.
9. Where illness is the ground for leave, a Medical Certificate issued by a qualified Medical Practitioner should accompany the application.
10. If a student is absent for five consecutive working days without applying for leave, and if the Principal is not satisfied with the reason for not submitting the leave letter in time, his / her name will be removed from the rolls. However, he / she may be readmitted on payment of a readmission fee of Rs.10.00
11. A fine of Re.1 per hour or part thereof and Rs.5 for a day will be levied for absence without leave letter. An Absentee on the first day of a term will be fined Rs.5. The fine shall be paid on or before the last working day of the week, after the fine list is put up on the notice board.
12. A student who disturbs the class will be expelled from that class by the staff concerned and that student shall be deemed absent for ½ day without leave. If he / she is found repeating the offence, he / she is liable to be expelled from the college.

13. Monthly reports of the attendance of the students will be sent to the parent / guardian.
14. Absconders from classes, habitual absentees and those students who give attendance by proxy and their accomplices shall be dealt with severely. The punishment may involve heavy fine, suspension or expulsion from the college.
15. A student will be permitted to appear for the University examination only if his / her progress in studies and conduct are satisfactory.

LIBRARY & READING ROOM:

1. Hours of Work :

The Library will be kept open on all working days from 8.30 a.m. to 4.00 p.m. On holidays, the library will be closed. During terminal holidays, other than the weekly and Government holidays the library will work between 10.00 a.m. to 1.00 p.m.

The Library will also remain closed for a month during the Summer vacation.

2. Membership

All Students and Staff are members of the Library.

3. Sections

The Library consists of the following sections.

- i. Reference
- ii. Lending

4. Reference Section

It consists of Encyclopaedias, Dictionaries, Year Books, Atlases, Art Collections, bound volumes of periodicals and works

which are rare and in constant demand for consultation. The books found in this section are to be referred to within the library itself.

5. On exceptional circumstances, books from the reference section may be lent to members of the Teaching Staff for overnight use only.

6. Lending Section :

All books except those kept under the Reference Section belong to the Lending Section.

7. Books are lent from this section to students on all working days.
8. Every student is entitled to borrow two books at a time.
9. The students are prohibited from sub-lending the library books.
10. The required books should be applied for in the prescribed form. The books - already lent to others will be issued to the applicant in the order of priority or registration for which a separate register is being maintained in the library.
11. Applications from students for books shall be dropped in the box especially kept for the purpose at the library counter before 12.00 noon. Books will be issued by the Librarian between 3.00 p.m. and 5.00 p.m. only.
12. Books borrowed from the library shall be returned on any working day before 2.30 p.m.
13. Books borrowed may ordinarily be kept for a fortnight, or for such short periods as may be fixed by the Librarian. They should be returned on or before the due date. Failure to return the books in time will entail a fine of one rupee per day. Sundays and other recognized holidays are included. Until the fine is paid at the College office, and the receipt obtained is produced to the Librarian, the student concerned cannot further enjoy the privilege of using the library.

14. Absence from the College will not ordinarily be admitted as an excuse for delay in the return of books.

15. A book lent may be recalled at any time by the Librarian for the purpose of stock-taking, cataloguing or for any special reasons before the expiry of the normal period of lending. The book may be re-issued to the same reader if he / she so desires, after considering the purpose for which it has been recalled, provided that there is no other applicant.

16. On receiving a book, a student must examine whether it is in good condition and report to the Librarian in case of any damage or defect found therein. Otherwise, the last borrower shall be held responsible for any damage or defective condition of the book and shall either replace the book or pay such compensation as may be fixed by the Librarian.

17. Any marking / underlining / clipping / tracing or annotating in books or causing any kind of damage, is absolutely forbidden.

18. Similarly students shall be severely dealt with for any damage to other properties of the Library.

19. If one book of a particular set or series is damaged or lost and a new volume is not separately available, the whole set or series have to be replaced or compensated by the borrower. The damaged or defective book or set series will be given to the borrower after such replacement.

20. The students must return the books borrowed five days before the end of each semester. Books issued to them for Terminal holidays shall be returned within three days from the date of re-opening of the succeeding semester.

21. Students appearing for the Term End Examinations shall return all the books by the beginning of March. Only then their term certificates will be sent to the University. Thereafter the library books shall not be issued to them.

22. No Transfer Certificate or Conduct Certificate shall be issued to a student who fails to return all the books lent to him / her.
23. Ordinarily only three consecutive renewals are allowed for the same book.

Reading Room:

24. The latest newspapers, magazines and other periodicals will be placed on the table in the Reading Room.
25. They shall not be taken from the Reading Room or from the places assigned to each one of them.
26. Volumes of Periodical and Magazines are lent only to the members of the staff. On no account, current issues of periodicals will be lent.
27. Strict silence, discipline and decorum should be observed in the Library and in the Reading Room.

NATIONAL SERVICE SCHEME

We have Six N.S.S. Units, 3 for men students and 3 for women students, each containing 100 volunteers.

OBJECTIVES OF N.S.S.

The overall objective of NSS is

“PERSONALITY DEVELOPMENT OF THE STUDENTS
THROUGH COMMUNITY SERVICE”.

The Motto of N.S.S.

The Motto of NSS is “NOT ME, BUT YOU”. This expresses the essence of democratize living and upholds the need for selfless service and appreciation of the other person's point of view and also to show consideration for fellow human beings. It underlines that the

welfare of an individual is ultimately dependent on the welfare of the society as a whole. Therefore, it should be the aim of NSS to demonstrate this Motto in its day-to-day programme.

Special Objectives

1. The volunteers must understand the community in which they work and prepare themselves for a democratic, self-disciplined and self-reliant way of life.
2. Engage in creative and constructive activities.
3. The volunteers must develop a sense of social responsibility and acquire leadership qualities to meet out the need of the hour.

Eligibility for Certificate

1. To claim the N.S.S. general certificate a volunteer should complete a minimum of 120 hours' service per year. (240 hours of service in 2 years).
2. Volunteers are expected to strictly adhere to the code of conduct prescribed.
3. Leadership and merit certificate will be issued to those earning reputation for their persistence, initiative imagination and personal dynamism, and above all character and integrity.
4. Volunteers attending week-end annual camps will be given special certificates from the College.

Code of conduct for N.S.S. Volunteers

1. They should make themselves worthy of the confidence and co-operation of local leaders.
2. They should establish emotional identity with the people.
3. They should keep a daily record of their activities in the form of a diary.

NATIONAL CADET CORPS

The College has one company of N.C.C. Senior Division Army wing (infantry) and has an authorised strength of one officer and 60 cadets. The N.C.C. in this college forms part of 14th Bn. N.C.C. Dindigul.

Similarly, we also have one company of N.C.C. Navy wing with one officer and 100 cadets. This is part of 2TN NCC Naval UNIT, Madurai.

Motto of N.C.C.

1. Unity and Discipline.

Cardinals of Discipline

- i. Obey with a smile
- ii. Be punctual
- iii. Work hard without fuss
- iv. Make no excuses and tell no lies

The Aim of N.C.C.:

To develop qualities of Character, Courage, Comradeship, Discipline, Leadership, Secular outlook, spirit of adventure and sportsmanship and the ideals of selfless service among the youth to make them useful citizens.

To create a human resource of organised, trained and motivated youth, to provide leadership in all walks of life including the Armed forces and always available for the service of the nation.

4. i) A student is eligible to join the N.C.C. provided.
 - a) If he / she is a citizen of India or subject of Nepal and is of good character.

- b) If he / she is under the age of 26 Years.
- c) If he / she is in the rolls of college and
- d) If he / she is medically fit.

- ii) A student stands ineligible to enrol in the N.C.C. if he / she does not satisfy the above conditions. In addition to this, a student will be considered ineligible for the following reasons also.

- a) If he / she has at the time been convicted by a criminal court.
- b) If he / she has been dismissed from the university corps or India territorial force or National Cadet Corps or the Indian Armed Forces.
- c) If he / she is a member of any communal or political organisation believing in violence of communal disharmony.

5. Application for enrolment in the N.C.C. must be submitted to the Commanding Officer of the unit concerned in the prescribed format.
6. N.C.C. Training may be only for 2 years and that too, during the first two years of the Degree course and for those who have already undergone N.C.C. training during Hr. Sec., the training will be compulsory only in the first year of the degree course. Further, N.C.C. training is not compulsory for those students who have already undergone N.C.C. training for two years in the Hr. Sec.
7. Those students enrolled in N.C.C. shall be discharged on completion of service or on his / her leaving the College. A cadet shall also be discharged for the following reasons.

- a) If he / she ceases to be a student of the College.
 - b) If he / she is medically unfit for further service.
 - c) If in his / her application for enrolment, he / she has given false information.
 - d) For irregularity in attendance, in-subordination, habitual inattention in classes, improper behaviour and for participation in movements subversive of the discipline of the college and the N.C.C. unit.
8. Every enrolled cadet shall undergo service training for a period of atleast 6 hours per week during the training months. The service training will be for 80 hours during the Academic Year. In addition, every cadet shall attend the training camps during the training year (July to July), if called upon, minimum attendance of 75% of training period in each year of training is a must.
 9. A cadet enrolled shall have no liability to serve in any wing of the Armed forces of the Indian Union.
 10. When undergoing training every cadet shall obey all the orders and carry out all instructions of any person placed in command over him. Disobedience or indiscipline of any kind will be viewed as a punishable offence and will be strictly dealt with as laid down in the N.C.C. Act and Rules.

RAGGING GOVT. ORDINANCE

Students are advised to note the Ordinance passed by the Tamil Nadu Government banning ragging in and outside the College Campus.

Name: Tamil Nadu Ordinance No.10 – Prohibition of Ragging in Educational Institutions, 1996.

Ragging – Meaning

Display of noisy disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension of fear or shame or embarrassment to a student.

Teasing, abusing or playing practical jokes on or causing injury to any student. Asking a student to do any act or perform something which such student will not willingly do, whoever commits, participates in, abets or propagates ragging will be punished.

Punishment

Rigorous imprisonment for a period of two years with a penalty of Rs.10,000/-, immediate expulsion from the educational institution without any enquiry and with no provision for joining any other institution.

The decision of the Principal is final.

INSURANCE SCHEME FOR STUDENTS

A Student Accident Insurance Scheme in association with the Oriental Insurance Company of India has been introduced for the benefit of the students. Each student, at the time of admission will pay a onetime premium of Rs.35/-. In the event of death a sum of Rs.25,000/- will be paid and for the loss of limb, 50% of the sum will be paid as compensation

மாணவர்களின் கவனத்திற்கு

கல்லூரியில் ஒழுங்கீனமாக நடந்து கொள்பவர்கள். ஆசிரியர்களிடம் மரியாதைக் குறைவாக நடந்து கொள்பவர்கள். மாணவிகளைக் கேலி செய்பவர்கள். (eve-teasing), புதிய மாணவர்களை கேலி செய்பவர்கள் (Ragging), மது அருந்தி விட்டு கல்லூரி வளாகத்திற்குள் வருபவர்கள். கல்லூரி வளாகத்திற்குள் போதைப் பொருட்களை உபயோகிப்பவர்கள், புகை பிடிப்பவர்கள் ஆகியோர் கல்லூரியிலிருந்து நீக்கப்படுவார்கள்.

சுவர்களிலோ, கரும்பலகையிலோ மாணவர்கள் எழுதுதல் கூடாது. அவ்வாறு எழுதப்பட்டால் அவ்வகுப்பு மாணவர்கள் அனைவருக்கும் பொது அபராதம் விதிக்கப்படும்.

75 சதவீதம் வருகைப்பதிவு இல்லாத மாணவர்களுக்கு அரசு உதவிப்பணம் வழங்கப்படமாட்டாது.

75 சதவீதத்திற்கு கீழ் ஆனால் 65 சதவீதமோ,அதற்குமேலோ வருகைப்பதிவு உள்ளவர்கள், அந்தப்பருவத் தேர்வு எழுத அனுமதிக்கப்படமாட்டார்கள். ஆனால் ரூபாய் 300 அபராதம் செலுத்தி அந்தப் பருவத் தேர்வை அடுத்த பருவத்தில் எழுத அனுமதிக்கப்படுவார்கள்.

50 சதவீதத்திற்குகீழ் வருகைப்பதிவு உள்ளவர்கள், அந்தப்பருவத் தேர்வு எழுத அனுமதிக்கப்பட மாட்டார்கள். அவர்கள் மூன்று ஆண்டு முடிந்தபின் அந்தப்பருவத்தில் மீண்டும் கல்லூரியில் சேர்ந்து பயின்று போதுமான வருகைப்பதிவு பெற்றபின்பே அந்தப் பருவத்தேர்வு எழுத அனுமதிக்கப்படுவார்கள்.

கல்லூரி வளாகத்திற்குள் மாணவ/மாணவியர் T-சர்ட் அணிந்து வருதல் கூடாது. மாணவியர் சேலை, தாவணி உடை அணிந்து கல்லூரிக்கு வரக்கூடாது. மாணவிகள் சுடிதார் மட்டுமே அணிந்து வரவேண்டும். மாணவ.மாணவிகள் கல்லூரி வளாகத்திற்குள் செல்போன்கள்/கேமராக்கள் வைத்திருக்கவோ, உபயோகிக்கவோ கூடாது. மீறும் மாணவ/மாணவிகளிடம் இருக்கக்கூடிய செல்போன்கள் / கேமராக்கள் பறிமுதல் செய்யப் படுவதோடும் நடவடிக்கைகள் எடுக்கப்படும். மடிக்கணினியை(laptop) பாடசம்மந்தப்பட்ட விசயத்தை தவிர சினிமா, கேளிக்கை போன்ற விசயத்திற்கு கல்லூரி வளாகத்தில் பயன்படுத்தினால் மடிக்கணினி பறிமுதல் செய்யப்படுவதோடு, கல்லூரியிலிருந்தும் நீக்கப்படுவர். மேலும் மாணவ/மாணவியர் கல்லூரி வளாகத்தில் தங்களது அடையாள அட்டைகளை கழுத்தில் அணிந்திருத்தல் அவசியம்.

LEAVE APPLICATION (MODEL)

Name :

Class & Roll No. :

Number of days required :

Dates :

Reason for leave :

.....

Signature of the Parent / Guardian

Signature of the Student

Signature of the Principal

LABORATORIES



WOMEN'S HOSTEL

