

# 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**  
**2016 - 2017**







## 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.**



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**CALENDAR**  
**2016 – 2017**

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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

Co-opted Member

**Dr. A. Muthu Manickam**, M.A., M.Phil., Ph.D.,

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 1956-2016, the college strides towards its 60<sup>th</sup> 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

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

Mr. M. SEYID ABDUL KADHER, M.A.,M.A.,M.Phil.,M.B.A.,	Assistant Professor
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### DEPARTMENT OF ENGLISH

Mr. A.ALLAH BAKS, M.A.,M.Phil.,	Head & 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
Mr. A. ABUBACKER SIDDIQ, 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
Mr. C.P. MUHAMMED KABEER, M.A.,	Assistant Professor
Mr. S. SHACK ABDULLAH, M.A.,M.Phil.,	Assistant Professor
Mr. T. ANAS BABU, M.A.,	Assistant Professor

### DEPARTMENT OF ECONOMICS

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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**

Mr. M. MOHAMED ISMAIL, M.Sc.,	Head & Associate Professor
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**

Dr. S. RAMANATHAN, M.Sc., M.Phil., Ph.D.,	Head & Associate Professor
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
Mr. N.M. ABDUL KHADAR JAILANI, M.Sc.,	Assistant Professor
Dr. K. SHAHUL HAMEED, M.Sc., M.Phil., Ph.D.,	Assistant Professor

### **DEPARTMENT OF MATHEMATICS**

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Dr. M. SANTHI, M.Sc., M.Phil., Ph.D.,	Associate Professor
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**

Mr. G. MOHAMED GHOUSE, M.Sc., B.Ed., M.Phil.,	Head & Associate Professor
Dr. M. MOHAMED MEERAN, M.Sc., M.Phil., Ph.D.,	Assistant Professor
Dr. K. ARIFA BANU, M.Sc., M.Phil., Ph.D.,	Assistant Professor

### **DEPARTMENT OF BOTANY**

Mr. K. JEYABALAN, M.Sc., M.Phil.,	Head & Associate Professor
Dr. G. SELVARAJ, M.Sc., M.Ed., M.Phil., Ph.D.,	Associate Professor

### **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
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. P. Mohamed Jubair, B.Com.,	Assistant
Mr. M. Abbas Ali	Junior Assistant
Mr. M. Lal Singh	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	Lab. Assistant
Mr. M. KALANDAR SULTHAN, B.Sc.,	Store Keeper
Mr. M. SATHAK MOHAMED, B.Com.,	Record Clerk
Mr. M. ABDUL KATHER JAILANI	Record Clerk
Mr. K.M. SABIC MOHIDEEN, B.Com.,	Library Assistant
Mr. B. ABDUL KATHER	Office Assistant
Mr. M. ABUL HASAN, B.Com. M.L.I.Sc.,	Office Assistant

### **BASIC SERVICE**

Mr. C. Manikandan	Scavenger
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## **TEACHING STAFF - SELF FINANCE**

### **DEPARTMENT OF BUSINESS ADMINISTRATION**

Mr. A. ABDUL HAKEEM, M.Com.,M.Phil.,	Head & Associate 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. SARAIVANAPRIYA, M.Sc.,B.Ed.,M.B.A.,	Assistant Professor
Ms. S. ASHA BANU, M.B.A.,	Assistant Professor

### **DEPARTMENT OF B.Com. (BANKING)**

Mr. K. RASOOL MYDEEN, M.Com.,M.Phil.,P.G.D.C.S.	Head & Associate Professor
Mrs. N. THAKIRA, M.Com.,M.Phil.,	Assistant Professor
Mr. M. KAJA MYDEEN, M.Com.,M.Phil.,	Assistant Professor
Mrs. A. AYESHA SIDDIQUA, M.Com.,	Assistant Professor
Mr. K. ABDULLAH, M.A.,	Assistant Professor

### **PG.DEPARTMENT OF COMMERCE (with Computer Application)**

Mr. D. MOHAMED MEERAN, M.Com.,M.Phil.,B.Ed.,	Head & Associate Professor
Mr. P. SEENIVASAN, M.Com.,M.Phil.,	Associate Professor
Mrs. M. PAPPATHI, M.Com.,M.Phil.,	Assistant Professor
Mrs. K. DEEPALAKSHMI, M.Com.,M.Phil.,	Assistant Professor
Mr. R. ABIRAMAKRISHNAN, M.C.A.,M.Phil.,M.B.A.,M.Ed.,	Assistant Professor
Dr. A. SULTHAN MOHIDEEN, M.Com.,M.Phil.,Ph.D.,	Assistant Professor
Mrs. R. KANNIKA PARAMESWARI, M.Com.(C.A.),M.Phil.,M.A.,	Assistant Professor
Mr. M. ABBAS MANTHIRI, M.C.A.,	Assistant Professor
Mr. C. KAMARAJ, M.C.A., M.B.A.,	Assistant Professor

### **DEPARTMENT OF BIOCHEMISTRY**

Mrs. B. NITHYA, M.Sc.,M.Phil.,	Head & Associate Professor
Dr. S. GEETHA, M.Sc.,M.Phil.,Ph.D.,	Assistant Professor
Miss. M. REKHA, M.Sc.,	Assistant Professor
Mrs. M. MARIYAM BEEVI, M.Sc., B.Ed.,	Assistant Professor

### **DEPARTMENT OF MICRO BIOLOGY**

Mr. Rm. LAKSHMANAN, M.Sc.,M.Phil.,	Head & Associate Professor
Mr. P. SIVAMANIKANDAN, M.Sc.,M.Phil.,	Assistant Professor
Ms. M. IRFANA JENIFER, M.Sc.,	Assistant Professor
Ms. D. KAYATHRI, M.Sc.,	Assistant Professor

## **DEPARTMENT OF INFORMATION TECHNOLOGY**

Mrs. J. THASLEEN FATHIMA, M.C.A.,M.Phil.,	Head & Associate Professor
Mrs. G. MANONMANI, M.C.A.,M.Phil.,	Assistant Professor
Mr. A.K. JENARTHANAN, M.Sc.,M.Phil.,	Assistant Professor
Ms. R. KARTHIGAI CHELVI, M.C.A.,M.Phil.,	Assistant Professor
Mr. C. SHEIK MYDEEN, M.Sc.,M.Phil.,	Assistant Professor
Mr. K.A. SHEIK FAREETH, M.Sc.,M.Phil.,	Assistant Professor
Dr. K. PONMOZHI, M.C.A.,Ph.D.,	Assistant Professor
Mr. K. ISCAQ FAIZAL, M.C.A.,	Assistant Professor
Mrs. R. NESHANA, B.Tech., M.E.,	Assistant Professor
Mrs. S. RABIYA RASMI, M.Sc.,M.Phil.,	Assistant Professor

## **MANAGEMENT STAFF - TEACHING**

### **DEPARTMENT OF TAMIL**

Mr. M. BILAL, M.A.,M.Phil.,	Assistant Professor
Mr. R. MOHAMED RAFAEK, M.A.,M.Phil.,	Assistant Professor
Mr. M. SEETHARAMAN, M.A.,M.Phil.,	Assistant Professor
Dr. K. PALANIVELU, M.A.,M.Phil.,Ph.D.,	Assistant Professor
Ms. G. GOWRI SANKARI, M.A.,	Assistant Professor

### **DEPARTMENT OF ARABIC**

Mr. A. AHAMED FAIZE, M.A.,M.Phil.,	Assistant Professor
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### **DEPARTMENT OF MALAYALAM**

To be filled

### **DEPARTMENT OF ENGLISH**

Mr. M.A. MOHAMED HUSSAIN KHAN, M.A.,M.Phil.,	Assistant Professor
Mrs. S. ANEES FATHIMA, M.A.,B.Ed.,	Assistant Professor
Mr. A. RAJAMANI, M.A.,B.Ed.,M.Phil.,	Assistant Professor
Mr. S.VELMURUGAN, M.A.,B.Ed.,	Assistant Professor
Mr. K. ATHINARAYANAN, M.A.,B.Ed.,	Assistant Professor
Mr. T. MOHAMED ISHAQ, M.A.,M.Phil.,	Assistant Professor
Mrs. S. HALITHA BARVEEN, M.A.,	Assistant Professor
Mrs. D. GAYATHRI DEVI, M.A.,M.Phil.,	Assistant Professor
Mr. M. MOHAMED MINNA, M.A.,B.Ed.,M.Phil.,	Assistant Professor
Mrs. S.A. SADAFFUNISHA, M.A.,	Assistant Professor

### **DEPARTMENT OF HISTORY**

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Mr. A. HAMZA MUBARAK, M.A.,M.Phil.,  
Miss. A. ANITHA, M.A.,M.Phil.,

Assistant Professor  
Assistant Professor  
Assistant Professor

### **DEPARTMENT OF ECONOMICS**

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Mr. N. LOGANATHAN, M.A.,M.Phil.,  
Miss. T. SOFIA, M.A.,M.Phil.,  
Dr. V. PARAMASIVAN, M.A.,M.Phil.,M.P.S.,Ph.D.,

Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor

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Mr. G. ARIVALAGAN, M.Sc.,  
Ms. A. MUMTHAJ, M.Sc.,  
Ms. A. ISMATH RAIHANA, M.Sc.,

Associate Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor

### **DEPARTMENT OF MATHEMATICS**

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Mrs. K. HAJURA BANU, M.Sc., B.Ed.,  
Ms. M. VIJAYA SANKARI, M.Sc.,B.Ed.,  
Mrs. R. RAMYA, M.Sc.,M.Phil.,  
Mrs. N. RAYSHIMA, M.Sc.,  
Mr. A. SHEIK MOHAMED, M.Sc.,

Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor

### **DEPARTMENT OF COMMERCE**

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Ms. K. SHARIFA NIZARA, M.Com.,M.Phil.,  
Mr. K. MOHAMED IRSHAD, M.Com.,

Assistant Professor  
Assistant Professor  
Assistant Professor

### **DEPARTMENT OF COMPUTER SCIENCE**

Mr. A. ANSAR AHAMED, M.Sc.,PGDIT.,M.C.A.,

Assistant Professor

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Mr. A. MOHAMED SATHIK, B.Sc.,  
Mr. K. MOHAMED SYED, B.A.,  
Mr. S. HUSSAIN MEERAN, B.Com.,  
Mrs. M. FATHIMA SULTHANA, M.B.A.,  
Mr. G. SIKKANDAR PITCHAI

Lab. Assistant  
Lab. Assistant  
Lab. Assistant  
Typist  
Cashier  
Lab. Assistant

Mr. K. AMJATH KHAN, B.A.,  
Mr. R. DHARVEESH MYDEEN  
Mr. A. THAMIM ANSHARI  
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Mr. PERUMAL

Lab. Assistant  
Lab. Assistant  
Games Marker  
COE - Assistant  
Typist  
COE - Assistant  
Library Assistant  
Library Assistant  
Staff Nurse  
Tailoring Instructor  
Hostel Clerk  
Office Assistant  
Sweeper  
Scavenger  
Sweeper  
Sweeper  
Security  
Security  
Security  
Security (Hostel)  
Security (Hostel)  
Bus Driver  
Bus Driver  
Bus Driver  
Bus Driver  
Bus Driver  
Bus Driver  
Bus Driver  
Sweeper  
Sweeper  
Sweeper  
Sweeper  
Bus Cleaner



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### **ECO CLUB**

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Dr. S. SIVAKUMAR, M.Sc.,M.Phil.,Ph.D.,	Member

### **SCIENCE AND COMMUNICATION CLUB**

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Mr. P. JEGAN, M.L.I.Sc.,M.Phil.,	Member

### **YOUTH RED CROSS SOCIETY**

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Ms. M. IRFANA JENIFER, M.Sc.,	Member

### **FINE ART CLUB**

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Mrs. B. NITHYA, M.Sc.,M.Phil.,	Member

### **PHYSICAL EDUCATION**

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## **STUDENT SUPPORT SERVICES**

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Mr. A. AHAMED FAIZE, M.A.,M.Phil.,	Member
Dr. K. SHAHUL HAMEED, M.Sc.,M.Phil.,Ph.D.,	Member
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### **MORAL EDUCATION CLASSES**

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

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RESEARCH	: Dr. S.A. NOOR MOHAMED,M.Sc.,M.Phil.,Ph.D.,

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Hajee. M. DHARVESH MOHIDEEN, B.Sc.,	Member from College Management
Hajee. Dr. K. SHAHUL HAMEED, M.A.,M.Phil.,Ph.D.,	Member from Society / Local Community
Hajee. Dr. A. SYED SULTHAN IBRAHIM, M.D.,	Member from Society / Local Community
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Date	Day	JUNE 2016	TT Order	Working Days
1	Wed			
2	Thu			
3	Fri			
4	Sat			
5	Sun			
6	Mon			
7	Tue			
8	Wed			
9	Thu			
10	Fri			
11	Sat			
12	Sun			
13	Mon			
14	Tue			
15	Wed			
16	Thu	College Re-opens (Odd Semester)	I	1
17	Fri		II	2
18	Sat			
19	Sun			
20	Mon		III	3
21	Tue		IV	4
22	Wed		V	5
23	Thu		VI	6
24	Fri		I	7
25	Sat			
26	Sun			
27	Mon		II	8
28	Tue		III	9
29	Wed		IV	10
30	Thu		V	11

Date	Day	JULY 2016	TT Order	Working Days
1	Fri		VI	12
2	Sat	Ramzan 27th Day		
3	Sun	Ramzan Holidays		
4	Mon	"		
5	Tue	"		
6	Wed	Ramzan		
7	Thu	Ramzan Holidays		
8	Fri		I	13
9	Sat			
10	Sun			
11	Mon		II	14
12	Tue		III	15
13	Wed		IV	16
14	Thu		V	17
15	Fri		VI	18
16	Sat			
17	Sun			
18	Mon		I	19
19	Tue		II	20
20	Wed		III	21
21	Thu		IV	22
22	Fri	Last Date for Payment of College Fees & Bus Fees	V	23
23	Sat			
24	Sun			
25	Mon		VI	24
26	Tue		I	25
27	Wed		II	26
28	Thu		III	27
29	Fri		IV	28
30	Sat			
31	Sun			

Date	Day	AUGUST 2016	TT Order	Working Days
1	Mon		V	29
2	Tue		VI	30
3	Wed		I	31
4	Thu		II	32
5	Fri		III	33
6	Sat	Founder's Day	IV	34
7	Sun			
8	Mon		V	35
9	Tue		VI	36
10	Wed		I	37
11	Thu		II	38
12	Fri		III	39
13	Sat			
14	Sun			
15	Mon	Independence Day		
16	Tue		IV	40
17	Wed	I Continuous Internal Assessment Examinations (Odd Semester)	V	41
18	Thu	"	VI	42
19	Fri	"	I	43
20	Sat	"	II	44
21	Sun			
22	Mon		III	45
23	Tue		IV	46
24	Wed		V	47
25	Thu	Sri Krishna Jeyanthi		
26	Fri		VI	48
27	Sat			
28	Sun			
29	Mon		I	49
30	Tue		II	50
31	Wed		III	51

Date	Day	SEPTEMBER 2016	TT Order	Working Days
1	Thu		IV	52
2	Fri		V	53
3	Sat		VI	54
4	Sun			
5	Mon	Vinayagar Chathurthi		
6	Tue		I	55
7	Wed		II	56
8	Thu		III	57
9	Fri		IV	58
10	Sat			
11	Sun			
12	Mon		V	59
13	Tue	Bakrid Holiday		
14	Wed	"		
15	Thu	Payment of Examination Fees	VI	60
16	Fri		I	61
17	Sat		II	62
18	Sun			
19	Mon		III	63
20	Tue		IV	64
21	Wed		V	65
22	Thu		VI	66
23	Fri		I	67
24	Sat			
25	Sun			
26	Mon	Last Date for Payment of Examination Fees (without fine)	II	68
27	Tue		III	69
28	Wed		IV	70
29	Thu		V	71
30	Fri		VI	72

Date	Day	OCTOBER 2016	TT Order	Working Days
1	Sat			
2	Sun	Gandhi Jeyanthi		
3	Mon	Last Date for Payment of Examination Fees (with fine)	I	73
4	Tue		II	74
5	Wed		III	75
6	Thu		IV	76
7	Fri		V	77
8	Sat		VI	78
9	Sun			
10	Mon	Ayutha Pooja		
11	Tue	Vijaya Dasami		
12	Wed	Muharram		
13	Thu	II Continous Internal Assessment Examinations (Odd Semester)	I	79
14	Fri	"	II	80
15	Sat	"	III	81
16	Sun			
17	Mon		IV	82
18	Tue		V	83
19	Wed		VI	84
20	Thu		I	85
21	Fri		II	86
22	Sat			
23	Sun			
24	Mon		III	87
25	Tue		IV	88
26	Wed		V	89
27	Thu	Last Working Day (Odd Semester)	VI	90
28	Fri			
29	Sat	Deepavali		
30	Sun			
31	Mo			

Date	Day	NOVEMBER 2016	TT Order	Working Days
1	Tue			
2	Wed	Term End Examinations Commence		
3	Thu			
4	Fri			
5	Sat			
6	Sun			
7	Mon			
8	Tue			
9	Wed			
10	Thu			
11	Fri			
12	Sat			
13	Sun			
14	Mon			
15	Tue			
16	Wed			
17	Thu			
18	Fri			
19	Sat			
20	Sun			
21	Mon			
22	Tue			
23	Wed			
24	Thu			
25	Fri			
26	Sat			
27	Sun			
28	Mon			
29	Tue			
30	Wed			



Date	Day	DECEMBER 2016	TT Order	Working Days
1	Thu	College Re-opens (Even Semester)	I	1
2	Fri		II	2
3	Sat			
4	Sun			
5	Mon		III	3
6	Tue		IV	4
7	Wed		V	5
8	Thu		VI	6
9	Fri		I	7
10	Sat			
11	Sun			
12	Mon		II	8
13	Tue	Meelad-Un-Nabi		
14	Wed		III	9
15	Thu		IV	10
16	Fri		V	11
17	Sat			
18	Sun			
19	Mon		VI	12
20	Tue		I	13
21	Wed		II	14
22	Thu		III	15
23	Fri		IV	16
24	Sat			
25	Sun	Christmas		
26	Mon		V	17
27	Tue		VI	18
28	Wed		I	19
29	Thu		II	20
30	Fri		III	21
31	Sat			

Date	Day	JANUARY 2017	TT Order	Working Days
1	Sun	New Year's Day		
2	Mon		IV	22
3	Tue		V	23
4	Wed		VI	24
5	Thu		I	25
6	Fri		II	26
7	Sat			
8	Sun			
9	Mon	Last Date for Payment of College Fees & Bus Fees	III	27
10	Tue		IV	28
11	Wed		V	29
12	Thu		VI	30
13	Fri		I	31
14	Sat			
15	Sun	Pongal Holidays		
16	Mon	"		
17	Tue	"		
18	Wed		II	32
19	Thu		III	33
20	Fri		IV	34
21	Sat			
22	Sun			
23	Mon		V	35
24	Tue	II Continuous Internal Assessment Examinations (Even Semester)	VI	36
25	Wed	"	I	37
26	Thu	Republic Day	II	38
27	Fri	II Continuous Internal Assessment Examinations (Even Semester)	III	39
28	Sat	"	IV	40
29	Sun			
30	Mon		V	41
31	Tue		VI	42

Date	Day	FEBRUARY 2017	TT Order	Working Days
1	Wed		I	43
2	Thu		II	44
3	Fri		III	45
4	Sat			
5	Sun			
6	Mon		IV	46
7	Tue		V	47
8	Wed		VI	48
9	Thu		I	49
10	Fri		II	50
11	Sat			
12	Sun			
13	Mon		III	51
14	Tue		IV	52
15	Wed	Payment of Examination Fees	V	53
16	Thu		VI	54
17	Fri		I	55
18	Sat			
19	Sun			
20	Mon		II	56
21	Tue		III	57
22	Wed		IV	58
23	Thu		V	59
24	Fri	Last Date for Payment of Examination Fees (without fine)	VI	60
25	Sat			
26	Sun			
27	Mon		I	61
28	Tue		II	62

Date	Day	MARCH 2017	TT Order	Working Days
1	Wed		III	63
2	Thu		IV	64
3	Fri	Last Date for Payment of Examination Fees (with fine)	V	65
4	Sat			
5	Sun			
6	Mon		VI	66
7	Tue		I	67
8	Wed		II	68
9	Thu		III	69
10	Fri		IV	70
11	Sat			
12	Sun			
13	Mon		V	71
14	Tue		VI	72
15	Wed	II Continuous Internal Assessment Examinations (Even Semester)	I	73
16	Thu	"	II	74
17	Fri	"	III	75
18	Sat	"	IV	76
19	Sun			
20	Mon		V	77
21	Tue		VI	78
22	Wed		I	79
23	Thu		II	80
24	Fri		III	81
25	Sat			
26	Sun			
27	Mon		IV	82
28	Tue		V	83
29	Wed	Telugu New Year Day		
30	Thu		VI	84
31	Fri		I	85

Date	Day	APRIL 2017	TT Order	Working Days
1	Sat			
2	Sun			85
3	Mon		II	86
4	Tue		III	87
5	Wed		IV	88
6	Thu		V	89
7	Fri	Last Working Day (Even Semester)	VI	90
8	Sat			
9	Sun			
10	Mon			
11	Tue			
12	Wed	Term End Examinations Commence		
13	Thu			
14	Fri	Tamil New Year's Day & Good Friday		
15	Sat			
16	Sun			
17	Mon			
18	Tue			
19	Wed			
20	Thu			
21	Fri			
22	Sat			
23	Sun			
24	Mon			
25	Tue			
26	Wed			
27	Thu			
28	Fri			
29	Sat			
30	Sun			

## 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 ... tzpff; fbjq;fSk;  
mYtyf eiLKiwfSk;  
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
7. B.A. Arabic (Subject to affiliation)

### 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
7. M.A. Tamil (Subject to affiliation)

## RESEARCH COURSES

1. M.Phil. Commerce
2. M.Phil. History
3. M.Phil. Mathematics
4. M.Phil. Chemistry
5. M.Phil. English (Subject to affiliation)
6. Ph.D. Commerce (Full time & Part time)

### 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.

**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)

<b>a) TUITION FEES</b>		Per Annum
1. M.Com.		Rs.750.00
2. M.A. History		Rs.500.00
<b>b) GENERAL FEES</b>		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	
<b>Total</b>	<b>Rs.860.00</b>	

### 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
<b>TOTAL</b>	<b>Rs. 314.00</b>

### 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



# LABORATORIES



# WOMEN'S HOSTEL

