



Hajee Karutha Rowther Howdia College

An Autonomous Institution

Affiliated to Madurai Kamaraj University, Madurai.

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

Uthamapalayam (Post), Theni (District), Tamilnadu, Pincode - 625 533.

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Education To All..
Since 1956...

Calendar

2017 - 2018

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE



OUR VISION

Our vision is to provide the best type of higher education to all, especially to students hailing from minority Muslim Community, rural agricultural families and other deprived, under privileged sections of the society, inculcating a sense of social responsibility in them. Our college is committed to produce talented, duty-bound citizens to take up the challenges of the changing times.

OUR MISSION

Our Mission is to impart and inculcate social values, spirit of service and religious tolerance as envisioned by our beloved Founder President Hajee Karutha Rowther.

The Vision beckons the Mission Continues forever.



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.

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai)
(Re-Accredited with "A" Grade by NAAC)

UTHAMAPALAYAM – 625 533. Theni Dt.



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CALENDAR
2017 – 2018

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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 S. Mohamed Meeran, B.A.,

Hajee G. Nathar Meeran

Janab Waseem F. Ahmed, B.Arch.,

Dr. G. Kumaresan, M.Sc., 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.

ஓறை 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 Ahmed 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 and the Diamond Jubilee in 2016.

Ever since its inception, the College has been producing cultivated and talented young men and women to serve the society and the nation as well. 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

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

DEPARTMENT OF ARABIC

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

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| Dr. J. AHAMED MEERAN, M.A.,M.Phil.,Ph.D., | Assistant Professor |
| Mr. S. MOHAMED ROWTHER, M.A.,M.Phil., | Assistant Professor |
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| Mrs. A.J. SALEEMA KATHOON, M.A.,M.Phil., | Assistant Professor |
| Mrs. H. RAKHIBA, M.A.,M.Phil., | Assistant Professor |
| Mr. S. ABUBACKER SIDDIQ, M.A.,M.Phil., | Assistant Professor |

DEPARTMENT OF HISTORY

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| Sub.Lt.Dr. M. PEER MOHAMED, M.A.,M.Phil.,Ph.D., | Associate Professor |
| Mrs. L. PANDIAMMAL, M.A.,M.Phil.,M.Ed., | 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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| 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 |

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| Dr. A. MUJIBER RAHMAN, M.Sc., M.Phil., Ph.D., | Associate Professor |
| Dr. M. CHARLES ROBERT, M.Sc., M.Phil., PGDCA., Ph.D., | 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., | Head & 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., | Associate 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., PG.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

To be filled

To be filled

DEPARTMENT OF COMPUTER SCIENCE

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

DEPARTMENT OF COMMERCE

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| Hajee. Dr. A. ABBAS MANTHIRI, M.Com., M.Phil., Ph.D., | Head & 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

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| Dr. B. AKBAR ALI, M.Ped., M.Phil., Ph.D., | Director of Physical Education |
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LIBRARY

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

MINISTERIAL SERVICE

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| Mr. S. SYED ABTHAGEER, 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

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|--------------------------------------|-------------------|
| 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. 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. S. 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

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| Mr. C. MANIKANDAN | Scavanger |
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TEACHING STAFF - SELF FINANCE

DEPARTMENT OF BUSINESS ADMINISTRATION

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| Mr. A. ABDUL HAKEEM, M.Com.,M.Phil., | Head & Assistant Professor |
| Mr. S. FAIZ AHAMED, M.Com.,M.Phil.,PG.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 |
| Ms. S. ASHA BANU, M.B.A., | Assistant Professor |

DEPARTMENT OF B.Com. (BANKING)

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| Mr. K. RASOOL MYDEEN, M.Com.,M.Phil.,PG.D.C.S. | Head & Assistant Professor |
| Mrs. N. THAHIRA, M.Com.,M.Phil., | Assistant Professor |
| Mr. M. KAJA MYDEEN, M.Com., M.Phil., | Assistant Professor |
| Mrs. A. AYESHA SIDDIQUA, M.Com., M.Phil., | Assistant Professor |
| Mr. K. ABDULLAH, M.A., | Assistant Professor |

PG.DEPARTMENT OF COMMERCE (with Computer Application)

| | |
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| 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 |
| 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.,B.L.I.Sc.,Ph.D.,D.Lit., | Assistant Professor |
| Mr. M. ABBAS MANTHIRI, M.C.A., | Assistant Professor |
| Mr. K.M. SHIBHATHULLAH, M.Com., D.HRD., M.B.A., PGDHE., | Assistant Professor |
| Ms. S. HILLARY JENIFER, M.C.A., | Assistant Professor |

DEPARTMENT OF BIOCHEMISTRY

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| Ms. M. REKHA, M.Sc., | Assistant Professor |
| Mrs. M. MARIYAM BEEVI, M.Sc., B.Ed., | Assistant Professor |
| Ms. S. MUTHU PRIYA, M.Sc., | Assistant Professor |

DEPARTMENT OF MICRO BIOLOGY

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| Mr. Rm. LAKSHMANAN, M.Sc.,M.Phil., | Head & Assistant Professor |
| Mr. P. SIVAMANIKANDAN, M.Sc.,M.Phil., | Assistant Professor |
| Ms. M. MUSBIRA BANU, M.Sc., | Assistant Professor |
| Mr. A. SAJITH AHAMED, M.Sc., | Assistant Professor |
| Ms. A. SHOBIYA BANU, M.Sc., | Assistant Professor |

DEPARTMENT OF INFORMATION TECHNOLOGY

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|---|----------------------------|
| Mrs. J. THASLEEN FATHIMA, M.C.A.,M.Phil., | Head & Assistant 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 |

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 |
| 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 |
| Dr. M. MOHAMED RAFIQ, M.A., M.Phil., Ph.D., | Assistant Professor |

DEPARTMENT OF MALAYALAM

To be filled

DEPARTMENT OF ENGLISH

| | |
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| Mr. M.A. MOHAMED HUSSAIN KHAN, M.A.,M.Phil., | Assistant Professor |
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| Mr. A. RAJAMANI, M.A.,B.Ed.,M.Phil., | Assistant Professor |
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Lab. Assistant
Lab. Assistant
Typist
Cashier
Lab. Assistant
Lab. Assistant
Lab. Assistant
Lab. Assistant
Games Marker
COE - Assistant
COE - Assistant
Library Assistant
Library Assistant
Accounts 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
Scavenger
Bus Cleaner
Gardener

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| Mrs. PATHUMUTHU AMMAL | House Keeper |

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| Date | Day | JUNE 2017 | TT Order | Working Days |
|------|-----|---------------------------------|----------|--------------|
| 1 | Thu | | | |
| 2 | Fri | | | |
| 3 | Sat | | | |
| 4 | Sun | | | |
| 5 | Mon | | | |
| 6 | Tue | | | |
| 7 | Wed | | | |
| 8 | Thu | | | |
| 9 | Fri | | | |
| 10 | Sat | | | |
| 11 | Sun | | | |
| 12 | Mon | | | |
| 13 | Tue | | | |
| 14 | Wed | | | |
| 15 | Thu | | | |
| 16 | Fri | College Re-opens (Odd Semester) | I | 1 |
| 17 | Sat | | II | 2 |
| 18 | Sun | | | |
| 19 | Mon | | III | 3 |
| 20 | Tue | | IV | 4 |
| 21 | Wed | | V | 5 |
| 22 | Thu | Ramzan 27th Day | | |
| 23 | Fri | Ramzan Holidays | | |
| 24 | Sat | " | | |
| 25 | Sun | " | | |
| 26 | Mon | Ramzan | | |
| 27 | Tue | Ramzan Holidays | | |
| 28 | Wed | | VI | 6 |
| 29 | Thu | | I | 7 |
| 30 | Fri | | II | 8 |

| Date | Day | JULY 2017 | TT Order | Working Days |
|------|-----|--|----------|--------------|
| 1 | Sat | | | |
| 2 | Sun | | | |
| 3 | Mon | | III | 9 |
| 4 | Tue | | IV | 10 |
| 5 | Wed | | V | 11 |
| 6 | Thu | | VI | 12 |
| 7 | Fri | | I | 13 |
| 8 | Sat | | | |
| 9 | Sun | | | |
| 10 | Mon | | II | 14 |
| 11 | Tue | | III | 15 |
| 12 | Wed | | IV | 16 |
| 13 | Thu | | V | 17 |
| 14 | Fri | | VI | 18 |
| 15 | Sat | | | |
| 16 | Sun | | | |
| 17 | Mon | | I | 19 |
| 18 | Tue | | II | 20 |
| 19 | Wed | | III | 21 |
| 20 | Thu | | IV | 22 |
| 21 | Fri | Last Date for Payment of College Fees & Bus Fees | V | 23 |
| 22 | Sat | | | |
| 23 | Sun | | | |
| 24 | Mon | | VI | 24 |
| 25 | Tue | | I | 25 |
| 26 | Wed | | II | 26 |
| 27 | Thu | | III | 27 |
| 28 | Fri | | IV | 28 |
| 29 | Sat | | | |
| 30 | Sun | | | |
| 31 | Mon | | V | 29 |

| Date | Day | AUGUST 2017 | TT Order | Working Days |
|------|-----|--|----------|--------------|
| 1 | Tue | | VI | 30 |
| 2 | Wed | | I | 31 |
| 3 | Thu | | II | 32 |
| 4 | Fri | | III | 33 |
| 5 | Sat | | | |
| 6 | Sun | Founder's Day | | |
| 7 | Mon | | IV | 34 |
| 8 | Tue | | V | 35 |
| 9 | Wed | | VI | 36 |
| 10 | Thu | | I | 37 |
| 11 | Fri | | II | 38 |
| 12 | Sat | | III | 39 |
| 13 | Sun | | | |
| 14 | Mon | Sri Krishna Jeyanthi | | |
| 15 | Tue | Independence Day | | |
| 16 | Wed | I Continuous Internal Assessment Examinations (Odd Semester) | IV | 40 |
| 17 | Thu | " | V | 41 |
| 18 | Fri | " | VI | 42 |
| 19 | Sat | " | I | 43 |
| 20 | Sun | | | |
| 21 | Mon | | II | 44 |
| 22 | Tue | | III | 45 |
| 23 | Wed | | IV | 46 |
| 24 | Thu | | V | 47 |
| 25 | Fri | Vinayagar Chathurthi | | |
| 26 | Sat | | | |
| 27 | Sun | | | |
| 28 | Mon | | VI | 48 |
| 29 | Tue | | I | 49 |
| 30 | Wed | | II | 50 |
| 31 | Thu | | III | 51 |

| Date | Day | SEPTEMBER 2017 | TT Order | Working Days |
|------|-----|--|----------|--------------|
| 1 | Fri | | IV | 52 |
| 2 | Sat | Bakrid Holiday | | |
| 3 | Sun | " | | |
| 4 | Mon | | V | 53 |
| 5 | Tue | | VI | 54 |
| 6 | Wed | | I | 55 |
| 7 | Thu | | II | 56 |
| 8 | Fri | | III | 57 |
| 9 | Sat | | | |
| 10 | Sun | | | |
| 11 | Mon | | IV | 58 |
| 12 | Tue | | V | 59 |
| 13 | Wed | | VI | 60 |
| 14 | Thu | | I | 61 |
| 15 | Fri | Payment of Examination Fees | II | 62 |
| 16 | Sat | | | |
| 17 | Sun | | | |
| 18 | Mon | | III | 63 |
| 19 | Tue | | IV | 64 |
| 20 | Wed | | V | 65 |
| 21 | Thu | | VI | 66 |
| 22 | Fri | | I | 67 |
| 23 | Sat | | | |
| 24 | Sun | | | |
| 25 | Mon | | II | 68 |
| 26 | Tue | Last Date for Payment of Examination Fees (without fine) | III | 69 |
| 27 | Wed | | IV | 70 |
| 28 | Thu | | V | 71 |
| 29 | Fri | Ayutha Pooja | | |
| 30 | Sat | Vijaya Dasami | | |

| Date | Day | OCTOBER 2017 | TT Order | Working Days |
|------|-----|---|----------|--------------|
| 1 | Sun | Muharram | | |
| 2 | Mon | Gandhi Jeyanthi | | |
| 3 | Tue | | VI | 72 |
| 4 | Wed | | I | 73 |
| 5 | Thu | | II | 74 |
| 6 | Fri | Last Date for Payment of Examination Fees (with fine) | III | 75 |
| 7 | Sat | | | |
| 8 | Sun | | | |
| 9 | Mon | | IV | 76 |
| 10 | Tue | | V | 77 |
| 11 | Wed | II Continuous Internal Assessment Examinations (Odd Semester) | VI | 78 |
| 12 | Thu | " | I | 79 |
| 13 | Fri | " | II | 80 |
| 14 | Sat | " | III | 81 |
| 15 | Sun | | | |
| 16 | Mon | | IV | 82 |
| 17 | Tue | | V | 83 |
| 18 | Wed | Deepavali | | |
| 19 | Thu | | VI | 84 |
| 20 | Fri | | I | 85 |
| 21 | Sat | | | |
| 22 | Sun | | | |
| 23 | Mon | | II | 86 |
| 24 | Tue | | III | 87 |
| 25 | Wed | | IV | 88 |
| 26 | Thu | | V | 89 |
| 27 | Fri | Last Working Day (Odd Semester) | VI | 90 |
| 28 | Sat | | | |
| 29 | Sun | | | |
| 30 | Mon | | | |
| 31 | Tue | | | |

| Date | Day | NOVEMBER 2017 | TT Order | Working Days |
|------|-----|--------------------------------|----------|--------------|
| 1 | Wed | Term End Examinations Commence | | |
| 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 | | | |
| 17 | Fri | | | |
| 18 | Sat | | | |
| 19 | Sun | | | |
| 20 | Mon | | | |
| 21 | Tue | | | |
| 22 | Wed | | | |
| 23 | Thu | | | |
| 24 | Fri | | | |
| 25 | Sat | | | |
| 26 | Sun | | | |
| 27 | Mon | | | |
| 28 | Tue | | | |
| 29 | Wed | | | |
| 30 | Thu | | | |

| Date | Day | DECEMBER 2017 | TT Order | Working Days |
|------|-----|----------------------------------|----------|--------------|
| 1 | Fri | Meelad-Un-Nabi | | |
| 2 | Sat | | | |
| 3 | Sun | | | |
| 4 | Mon | College Re-opens (Even Semester) | I | 1 |
| 5 | Tue | | II | 2 |
| 6 | Wed | | III | 3 |
| 7 | Thu | | IV | 4 |
| 8 | Fri | | V | 5 |
| 9 | Sat | | | |
| 10 | Sun | | | |
| 11 | Mon | | VI | 6 |
| 12 | Tue | | I | 7 |
| 13 | Wed | | II | 8 |
| 14 | Thu | | III | 9 |
| 15 | Fri | | IV | 10 |
| 16 | Sat | | V | 11 |
| 17 | Sun | | | |
| 18 | Mon | | VI | 12 |
| 19 | Tue | | I | 13 |
| 20 | Wed | | II | 14 |
| 21 | Thu | | III | 15 |
| 22 | Fri | | IV | 16 |
| 23 | Sat | | | |
| 24 | Sun | | | |
| 25 | Mon | Christmas | | |
| 26 | Tue | | V | 17 |
| 27 | Wed | | VI | 18 |
| 28 | Thu | | I | 19 |
| 29 | Fri | | II | 20 |
| 30 | Sat | | | |
| 31 | Sun | | | |

| Date | Day | JANUARY 2018 | TT Order | Working Days |
|------|-----|---|----------|--------------|
| 1 | Mon | New Year's Day | | |
| 2 | Tue | | III | 21 |
| 3 | Wed | | IV | 22 |
| 4 | Thu | | V | 23 |
| 5 | Fri | | VI | 24 |
| 6 | Sat | | | |
| 7 | Sun | | | |
| 8 | Mon | | I | 25 |
| 9 | Tue | | II | 26 |
| 10 | Wed | | III | 27 |
| 11 | Thu | | IV | 28 |
| 12 | Fri | Last Date for Payment of College Fees & Bus Fees | V | 29 |
| 13 | Sat | Pongal Holidays | | |
| 14 | Sun | " | | |
| 15 | Mon | " | | |
| 16 | Tue | " | | |
| 17 | Wed | | VI | 30 |
| 18 | Thu | | I | 31 |
| 19 | Fri | | II | 32 |
| 20 | Sat | | | |
| 21 | Sun | | | |
| 22 | Mon | I Continuous Internal Assessment Examinations (Even Semester) | III | 33 |
| 23 | Tue | " | IV | 34 |
| 24 | Wed | " | V | 35 |
| 25 | Thu | " | VI | 36 |
| 26 | Fri | Republic Day | | |
| 27 | Sat | | | |
| 28 | Sun | | | |
| 29 | Mon | | I | 37 |
| 30 | Tue | | II | 38 |
| 31 | Wed | | III | 39 |

| Date | Day | FEBRUARY 2018 | TT Order | Working Days |
|------|-----|--|----------|--------------|
| 1 | Thu | | IV | 40 |
| 2 | Fri | | V | 41 |
| 3 | Sat | | | |
| 4 | Sun | | | |
| 5 | Mon | | VI | 42 |
| 6 | Tue | | I | 43 |
| 7 | Wed | | II | 44 |
| 8 | Thu | | III | 45 |
| 9 | Fri | | IV | 46 |
| 10 | Sat | | | |
| 11 | Sun | | | |
| 12 | Mon | | V | 47 |
| 13 | Tue | | VI | 48 |
| 14 | Wed | Payment of Examination Fees | I | 49 |
| 15 | Thu | | II | 50 |
| 16 | Fri | | III | 51 |
| 17 | Sat | | | |
| 18 | Sun | | | |
| 19 | Mon | | IV | 52 |
| 20 | Tue | | V | 53 |
| 21 | Wed | | VI | 54 |
| 22 | Thu | | I | 55 |
| 23 | Fri | Last Date for Payment of Examination Fees (without fine) | II | 56 |
| 24 | Sat | | | |
| 25 | Sun | | | |
| 26 | Mon | | III | 57 |
| 27 | Tue | | IV | 58 |
| 28 | Wed | | V | 59 |

| Date | Day | MARCH 2018 | TT Order | Working Days |
|------|-----|--|----------|--------------|
| 1 | Thu | | VI | 60 |
| 2 | Fri | | I | 61 |
| 3 | Sat | | | |
| 4 | Sun | | | |
| 5 | Mon | Last Date for Payment of Examination Fees (with fine) | II | 62 |
| 6 | Tue | | III | 63 |
| 7 | Wed | | IV | 64 |
| 8 | Thu | | V | 65 |
| 9 | Fri | | VI | 66 |
| 10 | Sat | | | |
| 11 | Sun | | | |
| 12 | Mon | | I | 67 |
| 13 | Tue | | II | 68 |
| 14 | Wed | II Continuous Internal Assessment Examinations (Even Semester) | III | 69 |
| 15 | Thu | " | IV | 70 |
| 16 | Fri | " | V | 71 |
| 17 | Sat | " | VI | 72 |
| 18 | Sun | Telugu New Year's Day | | |
| 19 | Mon | | I | 73 |
| 20 | Tue | | II | 74 |
| 21 | Wed | | III | 75 |
| 22 | Thu | | IV | 76 |
| 23 | Fri | | V | 77 |
| 24 | Sat | | | |
| 25 | Sun | | | |
| 26 | Mon | | VI | 78 |
| 27 | Tue | | I | 79 |
| 28 | Wed | | II | 80 |
| 29 | Thu | | III | 81 |
| 30 | Fri | Good Friday | | |
| 31 | Sat | | | |

| Date | Day | APRIL 2018 | TT Order | Working Days |
|------|-----|----------------------------------|----------|--------------|
| 1 | Sun | | | |
| 2 | Mon | | IV | 82 |
| 3 | Tue | | V | 83 |
| 4 | Wed | | VI | 84 |
| 5 | Thu | | I | 85 |
| 6 | Fri | | II | 86 |
| 7 | Sat | | | |
| 8 | Sun | | | |
| 9 | Mon | | III | 87 |
| 10 | Tue | | IV | 88 |
| 11 | Wed | | V | 89 |
| 12 | Thu | Last Working Day (Even Semester) | VI | 90 |
| 13 | Fri | | | |
| 14 | Sat | | | |
| 15 | Sun | | | |
| 16 | Mon | Term End Examinations Commence | | |
| 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 | | | |

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 - Allied Subjects

BRANCH III

5. B.Sc. Physics
 with Chemistry and Mathematics – Allied Subjects

BRANCH IV

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

BRANCH VI

7. B.Sc. Zoology
with Chemistry and Botany - Allied Subjects
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
7. B.A. Arabic

PG COURSES : (Under CBCS)

1. M.A. Tamil
2. M.A. English
3. M.A. Economics
4. M.Sc. Computer Science
5. M.Sc. Mathematics
6. M.Sc. Chemistry
7. M.Sc. Physics

8. M.Sc. Zoology
9. M.Com. with Computer Application

RESEARCH COURSES

1. M.Phil. Commerce
2. M.Phil. History
3. M.Phil. Mathematics
4. M.Phil. Chemistry
5. M.Phil. English
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 | Commercial Zoology |
| 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 |
| 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 |

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.

Continuous Internal Assessment Examinations (CIAE):

There shall be a minimum of two tests. The two tests will be based on the question pattern of Term End Examinations. Besides the two tests, each student shall have to submit two assignments for each paper. For PG Students, seminars will be conducted in lieu of assignments. No student can violate the above norms without the prior permission of the H.O.D. concerned or 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 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, which offers all UG, PG Courses including MBA, MCA and all Certificate and Diploma Courses. Our Centre is offering Certificate Courses. Candidate can register online through IGNOU website.

FEE 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. 20.00 |
| xiv) Flag Day (1 year only) | Rs. 10.00 |
| TOTAL | Rs. 324.00 |

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 |

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 a few 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 other students.
7. The Students are expected to spend their leisure time in the Library or playground 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 CIAE in a semester will not be allowed to appear for the Term End Examinations.
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.
19. Those who fail to have 50% attendance on the commencement of first CIAE will not be permitted to write the Exams.

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.
4. 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.
5. 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.
6. 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.
7. 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.

8. The Students participating in cultural events / competitions / Seminars representing the Department should get the permission letter signed by the Head of the Department.
9. 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.
10. Where illness is the ground for leave, a Medical Certificate issued by a qualified Medical Practitioner should accompany the application.
11. 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
12. 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.
13. 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.

14. Monthly reports of the attendance of the students will be sent to the parent / guardian.
15. 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.
16. A student will be permitted to appear for the Term End Examinations 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 9.00 a.m. to 5.00 p.m. On holidays, the library will be closed.

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
- iii. Reading

i. 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.

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

ii. Lending Section :

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

- ★ Books are lent from this section to students on all working days.
- ★ Every student is entitled to borrow two books at a time.
- ★ The students are prohibited from sub-lending the library books.
- ★ 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.
- ★ 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.
- ★ Books borrowed from the library shall be returned on any working day before 2.30 p.m.
- ★ 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.

- ★ Absence from the College will not ordinarily be admitted as an excuse for delay in the return of books.
- ★ 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.
- ★ 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.
- ★ Any marking / underlining / clipping / tracing or annotating in books or causing any kind of damage, is absolutely forbidden.
- ★ Similarly students shall be severely dealt with for any damage to other properties of the Library.
- ★ 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.
- ★ 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.
- ★ 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.

- ★ No Transfer Certificate or Conduct Certificate shall be issued to a student who fails to return all the books lent to him / her.

iii. Reading Section:

- ★ The latest newspapers, magazines and other periodicals will be placed on the table in the Reading Room.
- ★ They shall not be taken from the Reading Room or from the places assigned to each one of them.
- ★ Volumes of Periodical and Magazines are lent only to the members of the staff. On no account, current issues of periodicals will be lent.
- ★ 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.

OBJECTIVE 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

- ★ The volunteers must understand the community in which they work and prepare themselves for a democratic, self-disciplined and self-reliant way of life.
- ★ Engage in creative and constructive activities.
- ★ 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).
- ★ Volunteers are expected to strictly adhere to the code of conduct prescribed.
- ★ 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.
- ★ Volunteers attending week-end annual camps will be given special certificates from the College.

Code of conduct for N.S.S. Volunteers

- ★ They should make themselves worthy of the confidence and co-operation of local leaders.
- ★ They should establish emotional identity with the people.
- ★ 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.

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.

- 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.

★ Application for enrolment in the N.C.C. must be submitted to the Commanding Officer of the unit concerned in the prescribed format.

★ 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.

★ 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.
- ★ 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.
 - ★ A cadet enrolled shall have no liability to serve in any wing of the Armed Forces of the Indian Union.
 - ★ 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.

மாணவிகளுக்கு இடையூறு செய்யும் மாணவர்களை, மாணவிகளின் புகாரின் பேரில் கல்லூரி ஒழுங்கு நடவடிக்கைக் குழுவின்ரால் ஆராய்ந்து உரிய தண்டனை வழங்கப்படும். ஒழுங்கு நடவடிக்கைக் குழு எடுக்கும் முடிவே இறுதியானது.

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.

மாணவ/மாணவியர் 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 அவ்வகுப்புமாணவர்கள் அனைவருக்கும் பொது அபராதம் விதிக்கப்படும்.

75 சதவீதம் வருகைப்பதிவு இல்லாத மாணவர்களுக்கு அரசு உதவிப்பணம் வழங்கப்படமாட்டாது.

75 சதவீதத்திற்கு கீழ் ஆனால் 65 சதவீதமோ, அதற்கு மேலோ வருகைப்பதிவு உள்ளவர்கள், அந்தப் பருவத் தேர்வு எழுத அனுமதிக்கப்படமாட்டார்கள். ஆனால் ரூபாய் 300 அபராதம் செலுத்தி அந்தப் பருவத் தேர்வை எழுத அனுமதிக்கப்படுவார்கள்.

65 சதவீதத்திற்கு கீழ் ஆனால் 50 சதவீதமோ, அதற்கு மேலோ வருகைப்பதிவு உள்ளவர்கள், அந்தப் பருவத் தேர்வு எழுத அனுமதிக்கப்படமாட்டார்கள். ஆனால் ரூபாய் 500 அபராதம் செலுத்தி, கல்லூரி முதல்வர் அனுமதி அளித்தால் மட்டுமே அந்தப் பருவத் தேர்வை எழுத அனுமதிக்கப்படுவார்கள்.

50 சதவீதத்திற்கு கீழ் வருகைப்பதிவு உள்ளவர்கள், அந்தப்பருவத் தேர்வு எழுத அனுமதிக்கப்படமாட்டார்கள். அத்தகைய மாணவர்கள் மூன்று ஆண்டு முடித்தபின் அந்தப்பருவத்தில் மீண்டும் கல்லூரியில் சேர்ந்து பயின்று போதுமான வருகைப்பதிவு பெற்றபின்பே அந்தப்பருவத்தேர்வு எழுத அனுமதிக்கப்படுவார்கள்.

உள் மதிப்பீட்டுத் தேர்வுகளிலும், பருவத் தேர்வுகளிலும், தவறான வழிமுறைகள் பின்பற்றி தேர்வு எழுதி வெற்றி பெற முயற்சிக்கும் மாணவ/மாணவிகள், அடுத்துவரும் எந்த தேர்வுகளையும் எழுத அனுமதிக்கப்படமாட்டார்கள்.

உள் மதிப்பீட்டுத் தேர்வுகளின் போது 50 சதவீதம் வருகைப்பதிவு அவசியம் இருக்க வேண்டும். தவறும் பட்சத்தில் உள் மதிப்பீட்டுத் தேர்வுகள் எழுத அனுமதிக்கப்படமாட்டார்கள்.

மாணவ/மாணவிகள் விடுப்பு தேவைப்படுமானால் விடுப்பு விண்ணப்பம் பெற்று, பூர்த்தி செய்து பெற்றோர் கையொப்பத்துடன் துறைத்தலைவரிடம் சமர்ப்பிக்க வேண்டும்.

விபத்து, தொடர் உடல் நலக் குறைவு காரணமாக நீண்ட நாட்கள் விடுப்பு தேவைப்படுமானால் விடுப்பு விண்ணப்ப படிவம், மருத்துவ சான்று ஆகியவற்றை முறையாக விடுப்புக்கு முன்னதாகவோ, விடுப்பு நாட்களிலோ துறைத்தலைவரை மாணவர்களோ அல்லது பெற்றோரோ நேரில் சந்தித்து வழங்க வேண்டும். இருப்பினும் 50 சதவீதம் வருகைப்பதிவு இல்லாதிருப்பின், பருவத்தேர்வு எழுத அனுமதிக்கப்பட மாட்டார்கள்.

மாணவ/மாணவிகள் பின்பற்ற வேண்டிய நடைமுறைகள்

- ✓ கல்லூரிக்கு மாணவர்கள் T-சர்ட், கையில் கயிறு, காப்பு, கழுத்தில் பாசி, சங்கிலி போன்றவைகளும் அணிந்துவரக் கூடாது.
- ✓ மாணவியர் சேலை, தாவணி உடை அணிந்து கல்லூரிக்கு வரக்கூடாது. மாணவிகள் சுடிதார் மட்டுமே அணிந்து வரவேண்டும்.
- ✓ மாணவ/மாணவிகள் கல்லூரி வளாகத்தில் தங்களது அடையாள அட்டைகளை கழுத்தில் அவசியமாக அணிந்திருக்க வேண்டும்.
- ✓ மாணவ/மாணவிகள் கல்லூரி வளாகத்திற்குள் செல்போன்கள் / கேமராக்கள் வைத்திருக்கவோ, உபயோகிக்கவோ கூடாது. மீறும் மாணவ/மாணவிகளிடம் இருக்கக்கூடிய செல்போன்கள் / கேமராக்கள் பறிமுதல் செய்யப்படுவதோடு நடவடிக்கை எடுக்கப்படும்.
- ✓ மடிக்கணினியை (Laptop) பாடசம்மந்தப்பட்ட விசயத்தைதவிர சினிமா, கேளிக்கை போன்றவற்றிற்கு கல்லூரி வளாகத்தில் பயன்படுத்தினால் மடிக்கணினி பறிமுதல் செய்யப்படுவதோடு, நடவடிக்கை எடுக்கப்படும்.
- ✓ மாணவர்கள் 9.45 மணிக்குள் கல்லூரி வளாகத்திற்குள் நுழைந்திட வேண்டும். தாமதமாக வரும் மாணவர்கள் முதல்வரை சந்தித்து, அபராதம் செலுத்திய பின்னரே அனுமதிக்கப்படுவர். தொடர்ந்து தாமதமாக கல்லூரிக்கு வரும் மாணவர்கள் மீது ஒழுங்கு நடவடிக்கை எடுக்கப்படும்.
- ✓ வகுப்புகள் இல்லாத நேரத்தில் நூலகத்திலோ அல்லது விளையாட்டு மைதானத்திலோ இருக்க வேண்டுமேயன்றி, வளாகத்திற்குள் சுற்றிக் கொண்டிருக்கக் கூடாது.
- ✓ தங்களது வகுப்பைத் தவிர வேறு வகுப்புகளுக்கு எக்காரணம் கொண்டும் செல்வதோ, சக மாணவர்களோடு அமர்ந்திருப்பதோ கூடாது. வகுப்பறைக்குள் மதிய உணவு சாப்பிடக் கூடாது.
- ✓ பெற்றோர்கள் மாதம் ஒருமுறை துறைத்தலைவரை சந்தித்து மாணவ/மாணவியரின் கல்விநிலை பற்றி தெரிந்து கொள்ளவும்.

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 Staff-Incharge

ODD SEMESTER

| Day Order | 1 10.00 - 10.55 | 2 10.55 - 11.50 | 3 12.05 - 01.00 | 4 2.15 - 3.10 | 5 3.10 - 4.05 |
|-----------|--------------------|--------------------|--------------------|------------------|------------------|
| I | | | | | |
| II | | | | | |
| III | | | | | |
| IV | | | | | |
| V | | | | | |
| VI | | | | | |

BREAK 11.50 - 12.05

LUNCH INTERVAL 01.00 - 2.15

EVEN SEMESTER

| Day Order | 1 10.00 - 10.55 | 2 10.55 - 11.50 | 3 12.05 - 01.00 | 4 2.15 - 3.10 | 5 3.10 - 4.05 |
|-----------|--------------------|--------------------|--------------------|------------------|------------------|
| I | | | | | |
| II | | | | | |
| III | | | | | |
| IV | | | | | |
| V | | | | | |
| VI | | | | | |

BREAK 11.50 - 12.05

LUNCH INTERVAL 01.00 - 2.15

