

HAJEE KARUTHA ROWTHER



**FOUNDER - PRESIDENT
1888 - 1958**

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

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

Re-Accredited with "A⁺⁺" Grade by NAAC (3rd Cycle)

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**ACADEMIC CALENDAR
2022 – 2023**

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 with 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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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

Janab S. Senthil Meeran

Secretary & Correspondent

Hajee M. Dharvesh Mohideen, B.Sc.,

Members

Hajee G. Nathar Meeran

Hajee S. Azeem Navith, M.Com.,

Janab M. Rizwon Asraff, B.A.,

Janab Waseem F Ahmed, B.Arch.,

Hajee D. Syed Meera Mohideen, M.C.A.,

Co-Opted Member

Dr. S. Jenefa, M.A.,M.A.,NET,M.Phil.,Ph.D.,

University Representative

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

Principal, Ex-officio Member

NATIONAL PLEDGE

INDIA is my country. All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect and treat 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
சீராருங் 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!

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 Hajiya 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 Hajiya 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. At present, the College is governed by the late Hajiya's son 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. The “BEST COLLEGE AWARD FOR COMMUNAL HARMONY” at the University level was conferred upon the College in 2005 by Madurai Kamaraj University, Madurai. The college was conferred with Autonomous status by the UGC, from the Academic year 2013-2014 and was Re-Accredited with “A⁺⁺” Grade by NAAC (3rd Cycle) in 2022. The College celebrated its Golden Jubilee in the year 2006 and 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. P. MURUGAN, M.A.,M.Phil.,B.Ed.,Ph.D.,	Associate Professor & Head
Lt. Dr. M. ABDUL KATHER, M.A.,M.Phil.,Ph.D.,NET.	Assistant Professor
Mr. M. BILAL, M.A.,M.Phil.,NET.	Assistant Professor
Mr. R. MOHAMED RAFAEEK, M.A.,M.Phil.,NET.	Assistant Professor

DEPARTMENT OF ARABIC

Mr. M. SEYID ABDUL KADHER, M.A.,M.A.,M.Phil.,M.B.A.,NET.	Assistant Professor & Head
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DEPARTMENT OF ENGLISH

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Mr. S. ABUBACKER SIDDIQ, M.A.,M.Phil.,SET.,NET.	Assistant Professor
Mr. P.M. NOUSHAD, M.A.,M.Sc.,M.Phil.,B.Ed.,NET.	Assistant Professor
Mr. A. RAJAMANI, M.A.,B.Ed.,M.Phil.,SET.	Assistant Professor

DEPARTMENT OF HISTORY

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Ms. L. PANDIAMMAL, M.A.,M.Ed.,M.Phil.,	Assistant Professor
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Mr. M. NIZAM MYDEEN, M.A.,M.Phil.,	Assistant Professor

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Dr. M. FATHIMA PARVEEN, M.Sc., M.Phil., Ph.D., M.Sc., (CS & IT)	Assistant Professor
Mr. J. HAKKIM, M.Sc., M.Phil., PGDCA.,	Assistant Professor

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Hajee. Dr. M. KAMAL NASAR, M.Sc., M.Phil., B.Ed., Ph.D.,	Associate Professor & Head
Dr. N.M. ABDUL KHADER JAILANI, M.Sc., Ph.D., SLET.	Associate Professor
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Dr. M. MOHIADEEN BATCHA, M.Sc., Ph.D.,	Assistant Professor

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Ms. A.M. RASHIDA BANU, M.Sc., B.Ed., SET.	Assistant Professor

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Mr. M. SULTHAN IBRAHIM, M.Sc., PGDCA., D.Litt.,	Associate Professor
Mr. S. PEER MOHAIDEEN MUDALALI, M.Sc., PGDCA., M.Phil., D.Litt.,	Associate Professor

DEPARTMENT OF COMMERCE

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Dr. A. SULTHAN MOHIDEEN, M.Com., M.Phil., B.L.I.Sc., M.B.A., Ph.D., D.Litt., SET.	Assistant Professor

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Mr. M. MOHAMED ILYAS, M.Com.,SET.	Assistant Professor
Dr. S. FAIZ AHAMED, M.Com.,M.Phil.,PGDCA.,Ph.D.,SET.	Assistant Professor

DEPARTMENT OF PHYSICAL EDUCATION

Dr. B. AKBAR ALI,	Director of Physical Education
B.A.,B.PEd.,M.PEd.,M.Phil.,Ph.D.,NIS (Cert-VB & BB)	

LIBRARY

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. P. MOHAMED JUBAIR, B.Com.,	Assistant
Mr. M. ABDUL RAHIM, M.Com.,	Assistant
Mr. M. ABBAS ALI	Junior Assistant
Mr. M. LAL SINGH	Junior Assistant
Mr. A. MOHAMMED SATHIK, B.Sc.,	Junior Assistant
Mr. M. MOHAMED JUBAIR, B.Sc.,PGDCA.,	Typist
Mr. K.M. SABIC MOHIDEEN, B.Com.,	Typist
Mr. M. KALANDAR SULTHAN, B.Sc.,	Store Keeper

SUBORDINATE SERVICE

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. K. MOHAMED SYED, B.A.,	Lab. Assistant
Mr. M. SATHAK MOHAMED, B.Com.,	Lab. Assistant
Mr. S. ABDUL KATHER JAILANI	Record Clerk
Mr. S. HUSSAIN MEERAN, M.Com.,	Record Clerk
Mr. B. ABDUL KATHER	Record Clerk
Ms. M. FATHIMA SULTHANA, M.B.A.,	Lib. Assistant
Mr. M. THIRUKUMAR, D.C.A.,	Office Assistant
Mr. G. SIKKANDER PITCHAI, B.A., ITI	Office Assistant
Mr. K. AMJATH KHAN, B.A.,	Office Assistant

BASIC SERVICE

Mr. C. MANIKANDAN	Scavenger
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TEACHING STAFF - SELF FINANCE

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Dr. P. KAVIMANI, M.Com.,M.B.A.,M.Phil.,Ph.D.,SET.	Assistant Professor
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DEPARTMENT OF COMMERCE (BANKING)

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Dr. H. ANIS FATHIMA, M.Com (Finance), SET.,Ph.D.,	Assistant Professor
Dr. S. THOWFEEK KHAN, M.Com.,M.Phil.,Ph.D.,	Assistant Professor

PG.DEPARTMENT OF COMMERCE (with Computer Application)

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Ms. K. DEEPALAKSHMI, M.Com.,M.Phil.,	Assistant Professor
Mr. R. ABIRAMAKRISHNAN, M.C.A.,M.Phil.,M.B.A (IS),M.Ed.,	Assistant Professor
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Ms. C. PRAVEENA, M.Com. (CA)	Assistant Professor

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Ms. R. VANITHA, M.Sc.,M.Sc.,M.Phil.,B.Ed.,	Assistant Professor
Dr. S. DEEPA, M.Sc.,M.Phil.,Ph.D.,	Assistant Professor

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Ms. M. MUSBIRA BANU, M.Sc.,M.Phil.,	Assistant Professor
Dr. A. SAJITH AHAMED, M.Sc.,M.Phil.,Ph.D.,	Assistant Professor
Ms. R. SELVAKANI, M.Sc.,M.Phil.,	Assistant Professor

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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.,B.Ed.,	Assistant Professor
Mr. K.A. SHEIK FAREED, M.Sc.,M.Phil.,	Assistant Professor
Mr. K. ISCAQ FAIZAL, M.C.A.,M.Phil.,	Assistant Professor
Ms. R. NESHANA, B.Tech., M.E.,	Assistant Professor
Mr. A. PEER MOHAMED, M.C.A.,SET.	Assistant Professor
Mr. Z. ABDUL BASITH, M.Sc.,M.Phil.,SET.	Assistant Professor

MANAGEMENT STAFF - TEACHING

DEPARTMENT OF TAMIL

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Dr. K. PALANIVELU, M.A.,M.Phil.,Ph.D.,	Assistant Professor
Ms. G. GOWRI SANKARI, M.A.,	Assistant Professor
Mr. K. JIYAVUDEEN, M.A.,M.Phil.,CRT., CGT.,	Assistant Professor
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Ms. P. LATHA, M.A.,B.Ed.,	Assistant Professor
Mr. R. KARTHIK, M.A.,M.Phil.,	Assistant Professor
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Ms. R. JANSI RANI, M.A.,B.Ed.,NET.	Assistant Professor
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Ms. A.M. Rashida Banu, Assistant Professor of Botany	NSS Women Officer	7708870195
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Mr. A. AHAMED FAIZE, Assistant Professor of Arabic	Member

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Ms. M. REKHA, Assistant Professor of Chemistry	Member

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ii. UGC MASSIVE OPEN ONLINE COURSES - (MOOCs)

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iv. SWAYAM PRABHA

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Dr. M. FATHIMA PARVEEN, Assistant Professor of Physics	Member
Dr. S. MOHAMED BASHEER, Assistant Professor of Mathematics	Member
Mr. K.A. SHEIK FAREED, Assistant Professor of Information Technology	Member
Mr. A. AHAMED FAIZE, Assistant Professor of Arabic	Member
Dr. M.P. KESAVAN, Assistant Professor of Chemistry	Member

RESEARCH ADVISORY COMMITTEE

Hajee. Dr. H. MOHAMED MEERAN, Principal	Chairman
Dr. M. CHARLES ROBERT, Associate Professor of Physics	Coordinator
Dr. J. AHAMED MEERAN, Assistant Professor and Head, Dept. of English	Member
Dr. M. MOHAMED MEERAN, Assistant Professor and Head, Dept. of Zoology	Member
Dr. T. ANAS BABU, Assistant Professor of History	Member
Dr. A. SULTHAN MOHIDEEN, Assistant Professor of Commerce	Member
Dr. M. JANNATHUL FIRDHOUSE, Assistant Professor of Chemistry	Member

RESEARCH ETHICS COMMITTEE

Hajee. Dr. H. MOHAMED MEERAN, Principal	Chairman
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Dr. M. SANTHI, Head & Associate Professor of Mathematics	Member
Dr. G. RAMANAN, Head & Associate Professor of Economics	Member
Dr. P. MURUGAN, Head & Assistant Professor of Tamil	Member
Dr. B. AKBAR ALI, Director of Physical Education	Member

CODE OF CONDUCT COMMITTEE

Hajee. Dr. H. MOHAMED MEERAN, Principal	Chairman
Hajee. Dr. A. ABBAS MANTHIRI, Head & Associate Professor of Commerce	Member
Hajee.Mr. S. SIRAJUDEEN, Head & Associate Professor of Computer Science	Member
Hajee.Dr. M. BASHEER AHAMED MEERAN, Associate Professor of History	Member
Mr. S. PEER MOHAIDEEN MUDALALI, Associate Professor of Computer Science	Member
Dr. M. SANTHI, Head & Associate Professor of Mathematics	Member
Dr. S. HASAN BANU, Associate Professor of Commerce	Member

ACADEMIC & ADMINISTRATIVE AUDIT COMMITTEE

Dr. N. MOHAMED SAMEEM, Coordinator, IQAC	Coordinator
Mr. S. MOHAMED ROWTHER, Assistant Professor of English	Member
Ms. S. NASREEN BANU, Assistant Professor of English	Member
Mr. P.M. NOUSHAD, Assistant Professor of English	Member
Mr. G. ARIVALAGAN, Assistant Professor of Chemistry	Member

UNIVERSITY GRANTS COMMISSION (UGC) / AUTONOMOUS AFFAIRS

Hajee.Dr. M. KAMAL NASAR, Associate Professor & Head, Dept. of Chemistry	Coordinator
Dr. J. AHAMED MEERAN, Assistant Professor and Head, Dept. of English	Member
Mr. A. ABDUL HAMEED, Assistant Professor of Economics	Member
Dr. M. MOHAMED MEERAN, Assistant Professor and Head, Dept. of Zoology	Member
Mr. M. NIZAM MYDEEN, Assistant Professor of Economics	Member
Dr. M. JANNATHUL FIRDHOUSE, Assistant Professor of Chemistry	Member

ACADEMIC COUNCIL

Dr. J. AHAMED MEERAN, Assistant Professor and Head, Dept. of English	Member Secretary
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PLANNING AND EVALUATION COMMITTEE

Hajee. Dr. H. MOHAMED MEERAN, Principal	Chairman
Dr.M. KAMAL NASAR, Controller of Examinations	Member
Dr. K. ABDUL RAHIM, Additional Controller of Examinations	Member
Dr. G. RAMANAN, Dean, Arts	Member
Dr. K. SHAHUL HAMEED, Dean, Science	Member
Dr. M. CHARLES ROBERT, Dean, Research	Member
Hajee.Mr. S. SIRAJUDEEN, Associate Professor & Head, Dept. of Computer Science	Member
Hajee.Dr. M. BASHEER AHAMED MEERAN, Associate Professor of History	Member
Dr. S. PEER MOHAIDEEN MUDALALI, Associate Professor of Computer Science	Member
Dr. J. AHAMED MEERAN, Member Secretary, Academic Council	Member

CURRICULUM DEVELOPMENT CELL - (CDC) (AUTONOMOUS) / EXAMINATION CELL

Dr. H. MOHAMED MEERAN, Principal & Chief Controller of Examinations	Chairperson
Dr. M. KAMAL NASAR, Controller of Examinations	Member
Dr. K. ABDUL RAHIM, Additional Controller of Examinations	Member
Dr. G. RAMANAN, Dean, Arts	Member
Dr. K. SHAHUL HAMEED, Dean, Science	Member
Dr. M. CHARLES ROBERT, Dean, Research	Member
Dr. N. MOHAMED SAMEEM, Coordinator, IQAC	Member

IQAC ADVISORY COMMITTEE

Hajee. Dr. H. MOHAMED MEERAN, Principal	Chairperson
Hajee. Mr. S. SIRAJUDEEN, Associate Professor & Head, Dept. of Computer Science	Member
Hajee. Dr. M. BASHEER AHAMED MEERAN, Associate Professor of History	Member
Dr. S. PEER MOHAIDEEN MUDALALI, Associate Professor of Computer Science	Member

CRITERION COORDINATORS

Ms. H. RAKHIBA, Assistant Professor of English	Criterion I	Coordinator
Mr. A. RAJAMANI, Assistant Professor of English	Criterion II	Coordinator
Dr. A. SULTHAN MOHIDEEN, Associate Professor of Commerce	Criterion III	Coordinator
Mr. K. MOHAMED IRSHAD, Assistant Professor of Commerce	Criterion IV	Coordinator
Mr. M. NIZAM MYDEEN, Assistant Professor of Economics	Criterion V	Coordinator
Ms. A.M. RASHIDA BANU, Assistant Professor of Botany	Criterion VI	Coordinator
Dr. M. JANNATHUL FIRDHOUSE, Assistant Professor of Chemistry	Criterion VII	Coordinator

INTERNAL QUALITY ASSURANCE CELL - (IQAC)

Hajee. Dr. H. MOHAMED MEERAN, Principal	Chairperson
Dr. N. MOHAMED SAMEEM, Assistant Professor of Economics	Coordinator
Mr. S. MOHAMED ROWTHER, Assistant Professor of English	Assistant Coordinator
Dr. M. MOHAMED ISHAQ, Assistant Professor of Commerce	Assistant Coordinator
Mr. S. ABUBACKER SIDDIQ, Assistant Professor of English	Member
Hajee. M. DHARVESH MOHIDEEN, Secretary & Correspondent	Management - Nominee
Hajee. D. SYED MEERA MOHIDEEN, Coopted Member, Managing Committee	Management - Nominee
Hajee. Dr. M. HOWDH MOHIDEEN, Former Principal	Local Society - Nominee
Dr. S.A. NOOR MOHAMED, Former Head & Associate Professor of Chemistry	Alumni - Nominee
Dr. S. VARGHESE JEYARAJ, Associate Professor & Head, Dept. of History	Faculty - Nominee
Dr. A. ABBAS MANTHIRI, Associate Professor & Head, Dept. of Commerce	Faculty - Nominee
Dr. T.K. THIRUMALAISAMY, Associate Professor of Physics	Faculty - Nominee
Mr. A. AJMAL KHAN, Office Superintendent	Administrative Officer - Nominee
Ms. K. Akshaya, III B. A. English, Roll No. 20UEN05	Student - Nominee
Mr. B. Arun kumar, II M. Sc. Maths, Roll No. 21PMA28	Student - Nominee
Mr. T. H. Zaheer Ahamed, II M. Com., Roll No. 21PCR32	Student - Nominee

Odd Semester

Date	Day	JULY 2022	TT Order	Working Days
1	Fri			
2	Sat			
3	Sun			
4	Mon			
5	Tue			
6	Wed			
7	Thu			
8	Fri			
9	Sat			
10	Sun			
11	Mon	World Population Day		
12	Tue			
13	Wed			
14	Thu			
15	Fri			
16	Sat			
17	Sun			
18	Mon	College Reopens (Odd Semester)	I	1
19	Tue		II	2
20	Wed		III	3
21	Thu		IV	4
22	Fri		V	5
23	Sat		VI	6
24	Sun			-
25	Mon		I	7
26	Tue	Kargil Victory Day	II	8
27	Wed		III	9
28	Thu		IV	10
29	Fri		V	11
30	Sat		VI	12
31	Sun			

Date	Day	AUGUST 2022	TT Order	Working Days
1	Mon	Payment of College Fees & Bus Fees	I	13
2	Tue	International Friendship Day	II	14
3	Wed		III	15
4	Thu		IV	16
5	Fri		V	17
6	Sat	Founder's Day	VI	18
7	Sun		-	-
8	Mon		I	19
9	Tue	Muharram	-	-
10	Wed		III	20
11	Thu		IV	21
12	Fri	International Youth Day	V	22
13	Sat		VI	23
14	Sun		-	-
15	Mon	Independence Day	-	-
16	Tue		II	24
17	Wed		III	25
18	Thu		IV	26
19	Fri	Krishna Jayanthi	-	-
20	Sat		-	-
21	Sun		-	-
22	Mon		I	27
23	Tue		II	28
24	Wed		III	29
25	Thu		IV	30
26	Fri		V	31
27	Sat	Last date for Payment of College Fees & Bus Fees	VI	32
28	Sun		-	-
29	Mon	National Sports Day	I	33
30	Tue		II	34
31	Wed	Vinayakar Chathurthi	-	-

Date	Day	SEPTEMBER 2022	TT Order	Working Days
1	Thu		IV	35
2	Fri		V	36
3	Sat		VI	37
4	Sun		-	-
5	Mon	Teacher's Day	I	38
6	Tue		II	39
7	Wed	I Continuous Internal Assessment Examinations	III	40
8	Thu	Onam Festival & International Literacy Day	IV	41
9	Fri		V	42
10	Sat		VI	43
11	Sun		-	-
12	Mon		I	44
13	Tue		II	45
14	Wed	International Day of Peace	III	46
15	Thu		IV	47
16	Fri		V	48
17	Sat		VI	49
18	Sun		-	-
19	Mon	Payment of Examination Fee	I	50
20	Tue	World Tourism Day	II	51
21	Wed		III	52
22	Thu		IV	53
23	Fri		V	54
24	Sat		VI	55
25	Sun		-	-
26	Mon		I	56
27	Tue		II	57
28	Wed		III	58
29	Thu		IV	59
30	Fri		V	60

Date	Day	OCTOBER 2022	TT Order	Working Days
1	Sat		VI	61
2	Sun	Gandhi Jayanthi & International Day of Non-Violence	-	-
3	Mon		I	62
4	Tue	Ayutha Pooja	-	-
5	Wed	Vijaya Dasami	-	-
6	Thu		IV	63
7	Fri		V	64
8	Sat	Last date for payment of Examination Fee (without fine)	VI	65
9	Sun	Milad-un-Nabi	-	-
10	Mon		I	66
11	Tue		II	67
12	Wed		III	68
13	Thu		IV	69
14	Fri		V	70
15	Sat	Last date for payment of Examination Fee (with fine)	VI	71
16	Sun	World Food Day	-	-
17	Mon		I	72
18	Tue		II	73
19	Wed	II Continuous Internal Assessment Examinations	III	74
20	Thu	World statistics day	IV	75
21	Fri		V	76
22	Sat		VI	77
23	Sun		-	-
24	Mon	Deepavali	-	-
25	Tue		II	78
26	Wed		III	79
27	Thu	Term End Practical Examinations	IV	80
28	Fri		V	81
29	Sat		VI	82
30	Sun		-	-
31	Mon		I	83

Date	Day	NOVEMBER 2022	TT Order	Working Days
1	Tue		II	84
2	Wed		III	85
3	Thu		IV	86
4	Fri		V	87
5	Sat		VI	88
6	Sun		-	-
7	Mon		I	89
8	Tue	Last Working Day (Odd Semester)	II	90
9	Wed			-
10	Thu			-
11	Fri	Commencement of Term End Examinations		-
12	Sat			-
13	Sun			-
14	Mon	Children's Day		-
15	Tue			-
16	Wed			-
17	Thu			-
18	Fri			-
19	Sat			-
20	Sun	Universal Children's Day		-
21	Mon			-
22	Tue			-
23	Wed			-
24	Thu			-
25	Fri	International Day for the Elimination of Violence against women		-
26	Sat			-
27	Sun			-
28	Mon			-
29	Tue			-
30	Wed	Flag Day		-

Even Semester

Date	Day	DECEMBER 2022	TT Order	Working Days
1	Thu	World Aids Day		-
2	Fri			-
3	Sat			-
4	Sun	Navy Day		-
5	Mon			-
6	Tue			-
7	Wed			-
8	Thu			-
9	Fri			-
10	Sat	Human Rights Day		-
11	Sun			-
12	Mon	College Reopens (Even Semester)	I	1
13	Tue		II	2
14	Wed		III	3
15	Thu		IV	4
16	Fri		V	5
17	Sat		-	-
18	Sun	Arabic Language Day	-	-
19	Mon		VI	6
20	Tue		I	7
21	Wed		II	8
22	Thu		III	9
23	Fri	Farmers' Day	IV	10
24	Sat		-	-
25	Sun	Christmas	-	-
26	Mon	Payment of College Fees & Bus Fees	V	11
27	Tue		VI	12
28	Wed		I	13
29	Thu		II	14
30	Fri		III	15
31	Sat		-	-

Date	Day	JANUARY 2023	TT Order	Working Days
1	Sun	New Year's Day	-	-
2	Mon		IV	16
3	Tue		V	17
4	Wed		VI	18
5	Thu		I	19
6	Fri		II	20
7	Sat		III	21
8	Sun		-	-
9	Mon		IV	22
10	Tue		V	23
11	Wed		VI	24
12	Thu	National Youth Day	I	25
13	Fri		II	26
14	Sat	Pongal Holidays	-	-
15	Sun	"	-	-
16	Mon	"	-	-
17	Tue		III	27
18	Wed		IV	28
19	Thu		V	29
20	Fri		VI	30
21	Sat		-	-
22	Sun		-	-
23	Mon		I	31
24	Tue	International Day of Education	II	32
25	Wed	National Voters' Day & India Tourism Day	III	33
26	Thu	Republic Day	-	-
27	Fri		IV	34
28	Sat	Last date for Payment of College Fees & Bus Fees	V	35
29	Sun		-	-
30	Mon		VI	36
31	Tue		I	37

Date	Day	FEBRUARY 2023	TT Order	Working Days
1	Wed	I Continuous Internal Assessment Examinations / Indian Coast Guard Day	II	38
2	Thu		III	39
3	Fri		IV	40
4	Sat	World Cancer Day / Road Safety Week (4th-10th)	V	41
5	Sun	Thaipooosam	-	-
6	Mon		VI	42
7	Tue		I	43
8	Wed		II	44
9	Thu		III	45
10	Fri		IV	46
11	Sat		-	-
12	Sun		-	-
13	Mon		V	47
14	Tue		VI	48
15	Wed		I	49
16	Thu	Payment of Examination Fee	II	50
17	Fri		III	51
18	Sat		-	-
19	Sun		-	-
20	Mon		IV	52
21	Tue		V	53
22	Wed		VI	54
23	Thu		I	55
24	Fri		II	56
25	Sat		-	-
26	Sun		-	-
27	Mon		III	57
28	Tue	National Science Day	IV	58

Date	Day	MARCH 2023	TT Order	Working Days
1	Wed		V	59
2	Thu		VI	60
3	Fri		I	61
4	Sat	Last date for payment of Examination Fee (without fine)	II	62
5	Sun		-	-
6	Mon		III	63
7	Tue		IV	64
8	Wed	International Womens' Day	V	65
9	Thu		VI	66
10	Fri		I	67
11	Sat		-	-
12	Sun		-	-
13	Mon		II	68
14	Tue	Last date for payment of Examination Fee (with fine)	III	69
15	Wed	II Continuous Internal Assessment Examinations	IV	70
16	Thu		V	71
17	Fri		VI	72
18	Sat		I	73
19	Sun		-	-
20	Mon		II	74
21	Tue	International Day of Forests	III	75
22	Wed	Telugu New Year & World Water Day	-	-
23	Thu	Term End Practical Examinations	IV	76
24	Fri		V	77
25	Sat		-	-
26	Sun		-	-
27	Mon		VI	78
28	Tue		I	79
29	Wed		II	80
30	Thu		III	81
31	Fri		IV	82

Date	Day	APRIL 2023	TT Order	Working Days
1	Sat		V	83
2	Sun		-	-
3	Mon		VI	84
4	Tue	Mahavir Jayanthi	-	-
5	Wed		I	85
6	Thu		II	86
7	Fri	Good Friday & World Health Day	-	-
8	Sat		-	-
9	Sun		-	-
10	Mon		III	87
11	Tue		IV	88
12	Wed		V	89
13	Thu		VI	90
14	Fri	Tamil New Year & Dr Ambedkar Jayanthi	-	-
15	Sat			
16	Sun			
17	Mon			
18	Tue	Ramzan 27th Day		
19	Wed			
20	Thu			
21	Fri			
22	Sat	Ramzan		
23	Sun			
24	Mon			
25	Tue	World Malaria Day		
26	Wed	Commencement of Term End Examinations		
27	Thu			
28	Fri			
29	Sat			
30	Sun			

PROGRAMMES OFFERED

AIDED PROGRAMMES

Under Graduate Programmes :

Under Choice Based Credit System (CBCS) with Outcome Based Education (OBE)

Part I . . . Tamil / Arabic / Malayalam

Part II . . . English

Part III

1. B.A. History
History Vocational
2. B.A. Economics
3. B.A. English
4. B.Sc. Mathematics (Major)
with Physics and Application of
Mathematics – Allied Subjects
5. B.Sc. Physics
with Chemistry and Mathematics –
Allied Subjects
6. B.Sc. Chemistry
with Physics and Zoology or
Botany - Allied Subjects
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

Post Graduate Programmes :

Under Choice Based Credit System (CBCS) with Outcome Based Education (OBE)

10. M.Com.

11. M.A. (History)

SELF FINANCING PROGRAMMES

Under Graduate Programmes :

Under Choice Based Credit System (CBCS) with Outcome Based Education (OBE)

1. B.B.A.

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

8. B.A. Tamil

Post Graduate Programmes :

Under Choice Based Credit System (CBCS) with Outcome Based Education (OBE)

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 PROGRAMMES

1. Ph.D. Commerce (Full time & Part time)
2. Ph.D. English
3. Ph.D. History
4. Ph.D. Physics
5. M.Phil. Commerce
6. M.Phil. History
7. M.Phil. Mathematics
8. M.Phil. Chemistry
9. M.Phil. English

UGC Sponsored Skill Development Programmes

1. Diploma in Tailoring and Dress Designing.
2. Diploma in Honeybee Rearing.
3. Diploma in Plumbing Technician.
4. Diploma in Mushroom Cultivation.

NME :

- ✧ Non – Major Elective (NME) is a subject offered by each “Major” department for students of other disciplines.
- ✧ 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.

Continuous Internal Assessment Examinations (CIAE):

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 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 & Navy)
2. National Service Scheme (6 Units, 3 for men & 3 for women)

3. Youth Red Cross
4. Red Ribbon Club
5. Human Rights Club
6. Consumer Club
7. Physical Education
8. Yoga Club
9. Health and Fitness Club
10. Eco Club
11. Library Science & Information Club
12. Science Communication Club
13. Fine Arts 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.

DIGITAL INITIATIVE

Learning Management System (LMS) is a software application or Web-based technology used to plan, implement, and assess a specific learning process. Typically, a learning management system provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance. Students need to follow the system.

SWAYAM (Study Webs of Active–Learning for Young Aspiring Minds) is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy. This is done through an indigenous developed IT platform that facilitates hosting of all the courses taught in classrooms to be accessed by anyone, anywhere at any time. All the courses are interactive, prepared by the best teachers in the country and are available, free of cost to the residents in India.

SWAYAM platform is indigenously developed by Ministry of Human Resource Development (MHRD) and All India Council for Technical Education (AICTE) with the help of Microsoft and would be ultimately capable of hosting 2000 courses and 80000 hours of learning: covering school, under-graduate, post-graduate, engineering, law and other professional courses. Categories of courses include - Engineering, Science, Humanities, Management, Language, Mathematics, Arts and Recreation, Commerce, General, Library and Education.

In order to ensure best quality content are produced and delivered, seven National Coordinators have been appointed. They are as follows.

- NPTEL · for engineering
- UGC · for post-graduation education
- CEC · for under-graduate education
- NCERT · for school education
- NIOS · for school education
- IGNOU · for out of the school students and
- IIMB · for management studies

NPTEL is an acronym for National Programme on Technology Enhanced Learning which is an initiative by seven Indian Institutes of Technology (IIT Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee) and Indian Institute of Science (IISc) for creating course contents in engineering and science.

Massive Open Online Course (MOOC) is an online course aimed at unlimited participation and open access via the web. In addition to traditional course materials, such as filmed lectures, readings, and problem sets, many MOOCs provide interactive courses with user forums to support community interactions among students, professors, and teaching assistants (TAs), as well as immediate feedback to quick quizzes and assignments.

Students those who are interested can approach the SPOC and the Coordinators of the concerned course.

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	
Total	Rs.360.00	

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	Rs. 5.00
ix) Union	Rs. 6.00
x) Student Aid Fund	Rs. 3.00
xi) World University Service	Rs. 3.00
xii) Campus Amenities	Rs. 12.00
xiii) Students Service Fee	Rs. 5.00
xiv) Red Cross Society	Rs. 20.00
xv) 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

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 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 $\frac{1}{2}$ 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.

CODE OF CONDUCT

Code of conduct for students, teachers, governing body, administration including Principal/Officials and support staff.

LINK: <http://www.hkrhc.ac.in/codeofconduct>

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 வருகைப் பதிவு உள்ளவர்கள், அந்தப் பருவத் தேர்வு எழுத அனுமதிக்கப்படமாட்டார்கள். ஆனால் ரூபாய் 300 அபராதம் செலுத்தி அந்தப் பருவத் தேர்வை எழுத அனுமதிக்கப்படுவார்கள்.

65 சதவீதத்திற்கு கீழ் ஆனால் 50 சதவீதமோ, அதற்கு மேலோ வருகைப் பதிவு 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, தூர்த்தி செய்து பெற்றோர் கையொப்பத்துடன் துறைத்தலைவரிடம் சமர்ப்பிக்க வேண்டும்.

விபத்து, தொடர் உடல் நலக் குறைவு காரணமாக நீண்ட நாட்கள் விடுப்பு தேவைப்படுமானால் விடுப்பு விண்ணப்ப படிவம், மருத்துவ சான்று ஆகியவற்றை முறைப்பாக 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 வரக் கூடாது. 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