



THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

A Minority Institution Sponsored by Seethakathi Trust, Chennai
Recognized by DBT Star College Scheme, Ministry Of Science and Technology, Govt. of India
(An Autonomous Institution Affiliated to Alagappa University, Karaikudi)
(Accredited by NAAC with "A" Grade (CGPA:3.16) & ISO 9001:2015 Certified Institution)
Recognized by UGC by 2(f) & 12B Kilakarai-623517, Ramanathapuram District, Tamilnadu

Academic Calendar

2024- 25

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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

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

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

Glory be to the Almighty and praise be to Him!
Glory be to YOU and all praise be to You!
I bear witness that there is no true GOD except YOU
alone. I ask your pardon and turn to YOU in repentance.

[Dua from the Hadith of Prophet Muhammad (PBUH)
Narrated by Abu Hurairah (Rali)
Source: Abu Dawud: 4859]

In the Name of Allah, the Most Gracious, the
Most Merciful Proclaim (Or Read :)

In the name of thy Lord and Cherisher,

Who Created man, out of a Mere clot of
congealed blood.

Proclaim! And thy Lord is Most Bountiful

He who taught the use of the pen Taught

man that which he knew not nay, but man

doth transgress all bounds

In that he looketh upon himself as self-sufficient.

Verily, to thy Lord is the return of all.

Al Quran Sura 96: (verses 1 to 8)

Founded in 1988
G O No 1448 dated 12 September 1988

THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

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

No. 8/93 & 94, Pearl Matriculation School Road,
Kilakarai,
Kilakarai Taluk Ramanathapuram District - 623517.
Post Box No: 9

Office: (04567) 241933 / 241934

Cell : 9442617038

Hostel : 04567- 241906 / 241009

Fax: (04567) 243355

E-mail: principal.thassim.ac.in /
tbakcw@gmail.com

Website: www.thassim.in

2 0 2 4 - 2 5

Year of Establishment: 1988 Autonomous – June 2005
Accredited by NAAC with “A” Grade (CGPA:3.16/4 point scale) - Oct 2019

ACADEMIC CALENDAR

(Hijri 1443 – 1444)

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- 1 Name.....
- 2 Class..... Sec.....
- 3 Roll No.....
- 4 Reg No.....
- 5 Date of Birth.....
- 6 Height.....
- 7 Weight.....
- 8 Blood Group.....
- 9 Address of the Parent / Guardian.....
.....
.....
.....
- Tel No (Res)..... (Off).....
- 10 Name of the Class Teacher.....
- 11 Name of the Mentor.....

HAND BOOK



FOUNDER



MarhoomAlhaj

Dr. B S ABDUR RAHMAN

Born: 15.10.1927

Died: 07.01.2015

BOARD OF TRUSTEES

Chairman

Alhaj B S A Ariff Rahman Buhari

Managing Trustee

Alhaj M K Sathak Abdul Kader

Secretary

Alhaj Khalid A K Buhari

Treasurer

Alhaj M K Mohamed Hassan

Trustees

Alhaj S S M Ahamed Hussain Alhaj Abdul

Qadir A Rahman Buhari

Alhaj S A Quthubudeen

Alhaj M K M Seyed Mohamed Buhari Alhaj

Ahmed A Rahman Buhari

Alhaj Ashraf A Rahman Buhari

Correspondent

Dr Rahmathunisa Abdul Rahman

General Manager

Alhaj S Sheik Dawood Khan

AL FATHIHA

In the name of Allah, the Beneficent, the Merciful

All Praise is due to Allah, the Lord of the Worlds

The Beneficent, the Merciful

Master of the Day of Judgment

Thee do we serve and Thee do we beseech for help

Guide us on the right path

The path of those upon whom Thou hast bestowed favours

Not of those upon whom thy wrath is brought down

Nor of those who have gone astray.

Ameen!

-Al Quran (Chapter 1)

NATIONAL PLEDGE

India is my country; all Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat everyone with courtesy.

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

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he
Bharata bhagya vidhata
Punjab Sindh Gujarat Maratha
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga
Uchchala Jaladhi taranga
Tava shubha name jage
Tava shubha asisa mage
Gahe tava jaya gatha
Jana gana mangala dayaka jaya he
Bharata bhagya vidhata
Jaya he jaya he jaya he
Jaya jaya jaya jaya he!

-Rabindranath Tagore

FLAG SONG

Jhanda ooncha rahe hamara

Vijayee Vishwa thiranga pyara

Sada shakti Barasanewala

Prema-Sudha sarasanewala

Veeronko Harshanewala

Mathru Bhoomika than-man-sara

[Jhanda..]

Swatantratake bheeshana ranamen

lakhhar balhe josh kshan-shan men

Kampe Shatru dekhkar man men

Mit jawe bhay sankata sara

Jhanda..]

Aavo pyare veero aavo

Mathrubhumi par bali-bali jawo

Yeksath sab milkar gavo,

Pyara Bharat Desh Hamara

[Jhanda..]

Iski shan jane pave

Chahe jaan bhale jave

Vishwa Vijay Karke dikhalave

Tab hove pran poorna hamara

[Jhanda..]

-Shyamlal Gupta

கல்லூரிப் பண்

ஹஸ்பி (ஆ) ரப்பீ ஜல்லல்லாஹ்
மாஃபீ (ஊ) கல்பீ (ஆ) கய்ருல்லாஹ்
நூரு முஹம்மது ஸல்லல்லாஹ்
லாயிலாஹா - ஹக்கு
லாயிலாஹா இல்லல்லாஹ்
இறைவா உனது கருணையினால்
இம்மை மறுமைப் பேறுகளைக்
குறையா தெமக்குக் கொடுத்திடுவாய்!
கொடுமையனைத்தும் தடுத்திடுவாய்!
நிறைவாயுள்ள நலனீந்து
நெஞ்சம் மலரச் செய்திடுவாய்!
கறையாயுள்ள பகுதிகளைக்
கழுவித் தூய்மை யாக்கிடுவாய்!
பிறையாய்த் திகழும் எம் கல்லூரி
பிறைபோல் வளர உதவிடுவாய்!
நிறைவாம் சீதக்காதி பெயர்
நின்றே நிலவும் நிறுவனத்தார்
நிறைவே கொள்ளத் துணை புரிவாய்!
நிலைபேறுடைய எம் கொள்கை
குறையா தோங்க அருள் புரிவாய்!
குறைகள் தீர்க்கும் கோமானே.
அறிவுக்கடலாம் கஸ்ஸாலி
அடையும் நெஞ்சின் விரிவைப் போல்
அறிவின் ஒளியாய் எம் நெஞ்சை
அழகாய் அமைப்பாய் அருளாளா
செறியும் கல்வி எனக் கூட்டும்
சீரிய நேரிய ஆசிரியர்
அறியும் பெற்றோர் அனைவருக்கும்
அருளைப் பொழிவாய் ரஹ்மானே!

COLLEGE PLEDGE

- I solemnly declare that I shall abide by all the rules and regulations of the college as long as I study here.
- I will not indulge in ragging and any other in disciplinary activity.
- I shall give the utmost importance to cleanliness and help in maintaining the beauty of the college campus and the building
- there - in.
- I shall refrain from defacing the walls of the college or hostel buildings.
- I shall never cause even the slightest damage to any of the college or hostel property.
- I shall honour the institution and help in the preservation and growth of its prestige

VISION:

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

MISSION:

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

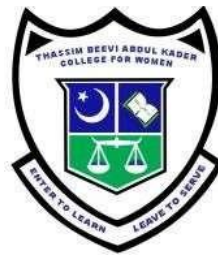
MOTTO:

“Enter to Learn and Leave to Serve”

INSTITUTIONAL OBJECTIVES

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

SIGNIFICANCE OF THE COLLEGE EMBLEM



The emblem of the college consists of a shield with three symbols in the center. The Crescent and the star on the top left represent the Divine Grace. On the right, there is an Open Book depicting the Holy Quran to guide us on the right path.

At the bottom, there is a Balance representing the Divine Justice underneath the shield is a verse in English ENTER TO LEARN LEAVE TO SERVE. The figures in the shield are placed with blue and green background - the colours signifying prosperity and spirituality. Thus, the emblem of Thassim Beevi Abdul Kader College for Women stands for Grace, Knowledge and Justice of the Almighty with which the whole universe is governed.

HISTORY OF THE COLLEGE

- Thassim Beevi Abdul Kader College for Women, affiliated to Alagappa University, Karaikudi, is situated in the industrially backward town of Kilakarai, Ramanathapuram District. The college was founded in 1988 by Alhaj Dr B S Abdur Rahman Sahib sponsored by Seethakathi Trust, Chennai which has established various educational institutions par excellence in Tamil Nadu.

- The Trust has been named after one of the greatest selfless benefactors of mankind, Seethakathi who lived in the 17th Century. He was a Merchant Prince and a great philanthropist born in Kilakarai. This College has been named after our founder's sister Mrs. Thassim Beevi and her husband Janab Abdul Kader. She and her husband died in an accident on 24th January 1977 while returning after attending the school day function at the Crescent Residential School, Chennai.
Mrs. Thassim Beevi was a very enthusiastic lady, interested in the higher education for women.

- The College was started with a sole aim of imparting higher education to all women of this locale, especially to the women of the minority community whose pitiable educational condition provoked our Founder to establish this college. It has been a boon to women, especially to Muslim community, for whom higher education was unreachable. Now that the college has completed its 36 years of dedicated educational service, many women have now passed through the portals of this institution with flying colours.

- The College has been fulfilling the norms and guidelines of the University Grants Commission (UGC), All India Council for Technical Education (AICTE), the State Government of Tamil Nadu and affiliated to Alagappa University, Karaikudi. The college has been recognized by UGC under 2f and 12(B) Act of 1956 to receive financial assistance. The college has acquired ISO 9001:2008 Certification issued on 11.03.2015 to 09.04.2018 and again gone for ISO 9001:2015 Certification issued on 20.11.2018 to 4.10.2021. During the third cycle of accreditation, the college bagged A grade with CGPA 3.16/4 point scale. The College which was started with the strength of just 65 students and a total of 11 staff members has grown steadily and at present it has above 1474 students enrolled in various disciplines of Arts and Sciences, both at the undergraduate, postgraduate levels and Research, with 114 members of faculty along with 73 members of nonteaching staff.

- The DBT Star College Scheme has been initiated in 2024. Our College has been implemented five science departments. Such as Mathematics, Chemistry, Computer Science, Microbiology and Nutrition and Dietetics.

- Realizing the growth of science and technology in modern times and need of computers in our day-to-day life, the college offers both undergraduate and postgraduate Programmes in Arts, Humanities and Sciences to meet out the challenging demands of the placement sector. The college is extending its Institutional Social Responsibility (ISR) to neighborhood villages and to the local community through Community Social Service (CSS) and the Seethakathi NGO under Seethakathi Trust.

GOVERNING BODY

NUMBER	CATEGORY	NAMES
5 Members	Management	Alhaj B S Ariff Buhari Rahman Alhaj Khalid A K Buhari Dr Rahmathunisha Abdur Rahman Alhaj Abdul Qadir Rahman Buhari Alhaj Ashraf Abdur Rahman Buhari Mr S M Bukhari
1 Member	UGC Nominee	Dr Rita Singh Prof.& Head – Department of Sociology Mahila Mahavidalya Banaras Hindu University Varanasi, UP.
1 Member	University Nominee	Dr K Sankaranarayanan Syndicate Member Prof.& Head – Dept .of Physics Alagappa University Karaikudi.
1 Member	State Government Nominee	Dr. P. Ponmuthuramalingam Joint Director of Collegiate Education Madurai
1 Member	Educationalist & Industrialist	Dr N Thajuddin Pro Vice Chancellor B S Abdur Rahman Crescent Institute of Science & Technology, Chennai
1 Member	Industrialist	Mr A K B Nawas Babu S.A .Knitwears private Limited, Madurai.
1 Member	Ex-Officio Member	Dr S Sumaya Principal TBAK College for Women, Kilakarai
1 member	General Manager	Alhaj S Sheik Dhavud Khan General Manager Seethakathi Trust, Kilakarai.

1 Member	Senior teacher of the college	Dr S Muthumareeswari Head i/c - Dept. of Home Science TBAK College for Women Kilakarai
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PROGRAMME OF STUDY 2024-25

(Choice Based Credit System)

PROGRAMMES OFFERED

PROGRAMMES	Year of Affiliation	Sanctioned Strength
UNDER GRADUATE DEGREE (3 Years)		
B A English	1990-91	60
B A Arabic	2017-18	60
B Com	1988-89	60
B Com with Computer Application	2008-09	60
B B A	2009-10	60
B Com Professional Accounting	2021-2022	
B Sc Home Science-Nutrition and Dietetics	1992-93	40
B Sc Mathematics	1999-2000	40
B Sc Information Technology	2000-01	40
B Sc Computer Science	2015-16	40
B Sc Microbiology	2005-06	40
B Sc Chemistry	2005-06	40
B Sc Psychology	2013-14	40
B Sc Home Science – Fashion Designing	2016-17	40
B Sc Cyber Security	2020-21	40
B C A	2020-21	40
B Sc Data Science	2021-22	40
B Com Fintech	2021-22	60
B Com Honors	2021-22	60
POST GRADUATE DEGREE (2 Years)		
M A English	1999 - 2000	36

M Com	1993 - 94	36
M C A	1994- 95	30
M Sc Home Science - Nutrition and Dietetics	1999-2000	25
M Sc Mathematics	2005 - 06	25
M Sc Information Technology	2009-10	25
M Sc Microbiology	2016-2017	25
M Sc Chemistry	2016-2017	25
M Sc Psychology	2018-2019	25
Ph D PROGRAM IES		
Ph D in Commerce	2011-12	Admissions followed as per UGC norms
Ph D in Home Science(Food and Nutrition)	2009-10	
Ph D in Computer Science	2011-12	

Part I	Language I	Tamil I / II Arabic: Basic Arabic I/ Basic Arabic II Hindi : General Hindi I / II
Part I	Language II	Language through Literature – I/II/III/IV
Part IV	General Interest Courses	Environmental Studies Human Rights Life Skill and Value Education Women Entrepreneurship

ONLINE COURSES AND ISLAMIC STUDIES PROGRAMMES

To impart religious knowledge and create awareness regarding the basic aspects and principles of Islam among Islamic students, the following programmes are conducted:

- “Diploma in Muballiga ” during first year
- “Diploma in Muballiga” during second year
- “Diploma in Tajweed and Teachings of Quran” during third year
- The Students will be awarded with separate “Muballiga Sanadh” with degree after Third year

EDUCATION

- Thassim Beevi Abdul Kader College enables student choice, flexibility, pace and effectiveness to learn from some of the most prestigious universities in which the student finds the opportunities.
- The College provides leadership in higher education to its students from parent and other Universities and encourages, support and wherever necessary, regulate them to adhere to established norms in conducting courses of study. Takes holistic decisions and actions by bearing in mind its primary goal and remains accountable to students, teachers, employees, as a whole.
- It enables opportunities from MoU established with various organizations viz.

Sl.No	Organizations	Programs
1	Spoken Tutorials IIT, Mumbai	Online Courses
2	NPTEL, IIT , Chennai	Online Courses
3	Alagappa University, Karaikudi	Distance Learning Program
4	E D I, Chennai	Women Entrepreneurial skills and activities training
6	Alagappa University Study Circle Coaching for Competitive Exams., Karaikudi	Central/State Level Competitive Examinations Coaching to UG/PG Aspirants
7	ICT Academy, Chennai	Faculty Training Programme in the areas of Informational & Communication Technology
8	Rotary Club of Ramnad	Health/Awareness Camp for Al-Mumin Children’s Home and the Blue Collar Workers of TBAKC, kilakarai

Seethakathi Non-Government Organisation

This Seethakathi NGO under the Seethakathi Trust is functioning on the campus to empower downtrodden women of this district. The NGO is affiliated to Tamilnadu Corporation for Women Development Ltd, Chennai through Mahalir Thittam, under district administration Ramnad. We have formed 888 SHGS comprising 15,350 women under our care. We have 6 Field Level Workers and a District Coordinator monitoring the SHGS activities in our region.

NGO monitor and liaison various government projects such as UNDP in Tsunami affected coastal regions of our district in addition to the Period training programmes for skill development, capacity building, disaster management and livelihood activities for transforming their lives.

VILLAGE ADOPTION PROGRAMME

Thassim Beevi Abdul Kader College has adopted Idambadal, Erwadi, Kilakarai, Kanjirangudi and Valanur near the College as part of discharging social responsibilities in upgrading the standard of living of the village residents by involving Students.

MEMBERS OF THE TEACHING STAFF

Name of the Staff	Academic Qualification	Designation
Dr S Sumaya	M Sc M Phil Ph D	Principal & Prof & Head Dept of Home Science
Dr C P Rosy Fernando	M Com Ph D	Director – TBIIC
Dept of Tamil		
Dr V Akila	M A M Phil Ph D	Associate Prof & Head
Dr R Visalatchi	M A M Phil Ph D	Assistant Prof.
Dr H Fathima	M A M Phil Ph D	Assistant Prof.
Ms E Thenmozhi *	M A M Phil	Assistant Prof.
Ms D Prabhavathi	M A M Phil	Assistant Prof.
Dept of Arabic		
Ms M Fathima Suraiya	M A M Phil	Assistant Prof & Head i/c
Dr Sheeba Rehman	M A M Phil Ph D PDF	Assistant Prof.
Ms M Mahaboob Rani	M A [Arabic] M A [English]	Assistant Prof
Ms M Thowhitha	B Sc	Tutor
Ms H Rahumaniya Parveen	BCA	Tutor
Ms T Ayishath Fowmiya	Alima	Tutor
Ms T Shahin Banu	Alima	Tutor
Ms L S Ahamed Ayeshath	B Com	Tutor [LV] *
Ms S Noorul Thasbiha	Afzal Ulama ., BA	Tutor
Dept of Hindi		
Ms J Sunitha	M A B Ed M Phil	Assistant Prof & Head
Ms Kumari Anamika	M Sc Praveen	Assistant Professor
Dept of English		
Dr M Ponmani	M A M Phil Ph D SET	Assistant Prof & Head
Ms B Seeni Rahfu Nisha	M A B Ed	Assistant Prof
Ms J Arthy	M A M Phil NET	Assistant Prof
Ms K Jasmine Malar	M A M Phil BEd	Assistant Prof

Ms S Kavi Priya	M A M Phil	Assistant Prof
Ms K Suganthi	M A M Phil B Ed	Assistant Prof
Ms K Rizwana	M A M Phil	Assistant Prof
Ms M Sabari Priya	M A	Assistant Prof
Ms V Saravana Priya	M A	Assistant Prof
Ms M Meenal	M A B Ed	Assistant Prof
Ms I Gayathri	M A M Phil B Ed	Assistant Prof
Ms K Ramya	M A M Phil BEd	Assistant Prof
Ms J S Varshini Sri	M A	Assistant Prof
Ms J Jesintha Prisilla	M A B Ed	Assistant Prof
Dept of Nutrition and Dietetics		
Dr S Muthumareeswari	M Sc M Phil Ph D	Associate Prof., Controller & Head I/c
Ms R Lakshmi Shree	M Sc M Phil	Assistant Prof
Ms K M Buvaneswari	M Sc M Phil NET	Assistant Prof
Ms J R Shiny Joe	M Sc M Phil	Assistant Prof
Ms M Shifana Fathima	M Sc	Assistant Prof
Ms S Padma Swega	B Tech	Assistant Prof
Ms M Amrith Rashmi	M Sc	Assistant Prof
Ms G Anbarasi	M Sc	Assistant Prof
Department of Fashion Designing		
Ms M Fathima Nisha	M Sc M Phil	Assistant Prof
Ms S Kowsalya	M Sc	Assistant Prof
Ms R Elakkiya	B Tech	Assistant Prof
Ms B Dhara	M Sc	Assistant Prof
Ms M Fathima Johara	M Sc	Assistant Prof
Department of Commerce & BBA		
Dr A Jasmine	M Com M Phil M Ed Ph D	Associate Prof & Head

Ms K Manimegalai	M Com M Phil MBA [Ph D]	Assistant Prof
Dr S Manicka Vasuki	MBA M Com Ph D SET	Assistant Prof
Ms S Ayeshath Umaira	M Com	Assistant Prof
Ms U Hema Priya	MBA	Assistant Prof
Ms M Deepalakshmi	M Com	Assistant Prof

Ms M Thaleeswari	M Com	Assistant Prof
Ms R Arockia Anisia	M Com M Phil	Assistant Prof
Ms S Nishar Fathima	M Com	Assistant Prof
Ms A K M S Israth Faridha	M Com	Assistant Prof
Ms M Nandhini Devi	M Com MPhil.	Assistant Prof
Ms K Sathya Bama	M Com	Assistant Prof
Ms S Amina Zuhaifa	M Com	Assistant Prof
Ms A Sivaranjani	MBA	Assistant Prof
Ms S Mariyam Asheera	M Com B Ed	Assistant Prof
Ms M Mohamed Mufshira	M Com	Assistant Prof
Ms P Jeyavaneesri	M Com PGDCA	Assistant Prof
Ms N Asrin Mathina	M Com	Assistant Prof
Ms S Nelofar Jahan Begum	M B A M Sc B Ed	Assistant Prof
Ms K Muneeswari	M Com B Ed	Assistant Prof

Dept of Computer Science

Ms N .Nagajothi	MCA SET [Ph D]	Assistant Prof & Head
Ms D Usha Rani	MCA M Phil B Ed	Assistant Prof
Ms J Fathima Kaleema	M Sc M Phil MBA (FM)	Assistant Prof
Ms S Habeeb Mohamed Sathak Amina	MCA	Assistant Prof

Ms R Sudha Abirami	MCA M Phil ME MBA B Ed SET NET [Ph D]	Assistant Prof
Ms M Nagavalli	MCA M Phil	Assistant Prof
Ms K Annsheela	MCA	Assistant Prof
Ms M Wasiba Begum	M Sc	Assistant Prof
Ms M Pavithra	M Sc	Assistant Prof
Ms J Rahumath Rahima Beevi	MCA	Assistant Prof
Ms S Saranya	M Sc B Ed	Assistant Prof
Ms N Ayesha Israth	MCA	Assistant Prof
Ms V Saranya	MCA B Ed	Assistant Prof

Ms K Uma	MCA	Assistant Prof
Ms L Kirubha	MCA	Assistant Prof
Ms A Sowmiya	MCA	Assistant Prof
Ms M Sowndarya	MCA	Assistant Prof
Ms S Ferthous Fathima	MCA	Assistant Prof
Ms M Janani	M Sc M Phil	Assistant Prof
Ms M Preethi	M Sc M Phil Bed	Assistant Prof
Ms Yamini	MCA	Assistant Prof
Dept of Mathematics		
Dr R Punitha	M Sc M Phil B Ed Ph D	Associate Prof & Head
Ms M Regina	M Sc M Phil B Ed SET PGDCA	Assistant Prof
Ms G Saravana Priya	M Sc B Ed	Assistant Prof
Ms R Srimathi	M Sc B Ed	Assistant Prof
Ms A Thanisha Barvin	M Sc	Assistant Prof
Dr M Nazreen Banu	M Sc M Phil PGDOR DIT Ph D	Assistant Prof
Ms G Akshaya *	M Sc P hD	Assistant Prof
Dr K Suriyaprabha *	MSc PhD	Assistant Prof

Ms S Abuthaminisha	M Sc BEd	Assistant Prof
Ms M Gokila Vani	M Sc M Phil	Assistant Prof
Ms R Sowmiya	M Sc B Ed	Assistant Prof
Ms A Afrin Ayesha *	M Sc BEd	Assistant Prof
Ms N Priya Dharshini *	M Sc BEd	Assistant Prof
Dept. of Microbiology		
Ms H Noorul Samsoun Maharifa	M Sc M Phil [Ph D]	Assistant Professor & Head
Dr K Arunthathi	M Sc Ph D	Assistant Prof
Dr G Hemapoojavalli	M Sc PG Diploma PhD	Assistant Prof
Ms K Ganishka	M Sc	Assistant Prof
Ms R Malini	M Sc	Assistant Prof
Ms N V Gowsalya	M Sc	Assistant Prof
Ms S Aiswarya	M Sc	Assistant Prof
Ms M Thasneem	M Sc	Assistant Prof
Dept of Chemistry		
Ms U D Rajamma	M Sc M Phil	Associate Professor & Head
Ms N Priya	M Sc	Assistant Prof
Ms U Hajara Banu	M Sc B Ed	Assistant Prof
Ms A Mariam Aysha	M Sc	Assistant Prof
Ms N Duvya Dharani	M Sc	Assistant Prof
Ms S Meenakshi	M Sc	Assistant Prof
Ms R Riska Fathima	M Sc	Assistant Prof
Dept of Psychology		
Ms A Basmina	M Sc	Assistant Prof
Ms R Rabeena Fathima	M Sc	Assistant Prof

Ms M Mubin Zulfa	M Sc	Assistant Prof
Ms R Nandhini Sri	M Sc	Assistant Prof
Ms R Malathika	M Sc	Assistant Prof
Ms B Aseela Nashirin	M Sc	Assistant Prof
Library		
Dr P Sumathi	B Com M L I Sc M Phil Ph D	Librarian i/c
Ms M Sivagnana Sundari	M LIB Sc	Assistant Librarian
Dept of Physical Education		
Ms M Anitha	M PED	Physical EducationAssistant Director

MEMBERS OF THE NON TEACHING STAFF

Name of the Staff	Qualification	Designation
Office		
Ms M Selvi	B Sc	Assistant
Ms P Booma Devi	B Com	Assistant
Ms N Nagalakshmi	B Sc M A Lit	OS i/c
Ms G Yogeswari	B A DCA	Typist
Ms Y Barvin	M Sc M Phil	Jr.Asst. cum SSC
Ms R Durga Devi	MCA	ERP System Admin
Ms S Syed Barakath Nisha	B Sc	Data Entry Operator
Mr D Mohamed Ismail	M Com MBA M.Phil B Ed	Accountant
Ms V Panchamirtham		Record Clerk
Ms S Suganthi	B Com CA	Typist
Ms M Chellammal	M Com	Jr. Assistant
Ms S Mahjabin Sulaiha	M Com	Cashier
MsE Jerina Mercy	M Sc CS & IT B Ed	Data Entry Operator
Receptionist		
Ms B Shri Raja Soundharya	B Sc	Receptionist
Controller of Examination Section		

Ms S Mythili	MCA	Typist
Ms H Jasmin Begam	MCA	Data Base Administrator
Ms M Theivakkani	MCA	Data Entry Operator
Ms M Ilayeshwari	B Com	Data Entry Operator
Ms B Manju Bhargavi	B Com	Data Entry Operator
Ms M Sumaiya Banu	BCA	Data Entry Operator
Technical Assistants		
Ms G Gandhi	MA	Technical Asst, ATK Lab
Mr M Jagadeesh	DIT	Technical Assistant
Ms M Seyed Hassan Fathima	B Com	Lab Assistant - Dept. Psychology
Ms U Sumathi	M Sc	Lab Assistant - Dept. Bio Chemistry
Ms H Fathima Farjuna	B E	System Admin - Dept of C Science
Ms S Hurul Firthous	MBA D.El.Ed	System Admin - IQAC
Ms G Malleswari	B Sc	Lab Asst. Dept of Microbiology
Ms K Dhivya	M Sc	Assistant - E-Lib
Ms S Priyanka	MBA	Lab Assistant - Dept. of Mathematics

Assistants		
Ms G Ponmari	MA	Assistant – Library
Ms A Sivakami	B Com	Assistant – Library
Ms M Nageswari		Assistant - Fashion Desgn. Lab
Ms N Anitha	BLIS	Assistant – Library
Ms M Nambeeswari	B Sc	CIA - Data Entry Operator
Ms M Amalor Pavarani	M A M Phil	Assistant - Dept. of Commerce
Ms V Akila	M Com	Lab Asst. Dept. of English
Ms K Abinaya	M Sc	Lab Asst. Dept. of Chemistry

Ms R Kokila	BBA	Assistant - Student Service Centre
Attendants		
Ms V M Renga Lakshmi	BA	Attendant Dept. of Chemistry
Ms P Sumathi		Attendant Dept. of Commerce
Ms K Muneeswari		Attendant Office
Ms N Venkateswari		Attendant Dept. of English
Ms R Rajeswari		Attendant Dept. of Maths
Ms B Rajalakshmi		Attendant Dept. of Microbiology
Ms S Baby Salini		Attendant - COE Section
Ms P Selvi		Attendant Dept. of C. Science
Ms S Valarmathi		Attendant Dept. of Psychology
Ms B Sudha		Attendant Dept. of H. Science
Ms L Kavitha	BBA	Attendant - CIA Section
Ms K Selva Priya	B A	Attendant - Language Lab
Ms K Punitha	B Com	Attendant Dept. of C. Science
Ms K Machammal	B Com	Attendant - FPQ Lab
Ms R Madhumathi	B Com	Attendant - Library
Ms T Keerthana	-	Attendant – IQAC

Ms M Vigneshwari	B A	Attendant - Dept. of Fashion Designing
Maintenance		
Mr N Dhanasekaran	-	Electrician
Mr S Balamurugan	ITI	Electrician
Ms S Stella Mercy		House Keeper
Mr B Mohamed Thousif	BBA	Transport Manager
Mr A Ahamed Amani		Aalim
Mr R Saravanan		Driver

Ms M Maruthayee	B Sc	House Keeper
Mr H Aminoor Rashith	BE Civil	Maintanance Engineer
Mr I Mohamed Mushraf		Electrician
Menial staff		
Mr A Andy		Sweeper
Mr A Thavasi Mani		Sweeper
Ms K Krishnammal		Sweeper
Ms P Prema		Gardener
Ms P Poopandi		Sweeper
Ms K Arumuga Valli		Sweeper
Ms R Poornam		Sweeper
Ms V Muthu Manicka Valli		Sweeper
Ms R Poomari		Sweeper
Mr A Karungan		Sweeper
Ms K Selvi		Sweeper
Ms U Muthammal		Sweeper
Ms N Kaleeswari		Sweeper
Ms S Amma Selvam		Sweeper
Ms A Pappa		Sweeper
Ms S Viji		Sweeper
Mr M Muneeswaran		Sweeper
Ms T Thirumeni		Sweeper
Mr Pichaikani Karuppaiya		Sweeper
Security		
Mr Santhanam		Security
Mr Velli Malai		Security
Mr G Jeganathan		Security
Mr P Malairajan		Security

GOVERNANCE OF THE COLLEGE

EXTERNAL PEER TEAM FOR QMS

Dr. P Shanmugavadivu
Department of Computer Science & Application
Gandhigram Rural Institute – Deemed University,
Gandhigram, Dindigul District

Dr. M S Mohamed Jaabir
Associate Professor, Advisory Member
PG Department of Biotechnology
National College
Tiruchirappalli-620001

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dr S Sumaya - Chairperson
Dr S Muthumareeswari (Controller of Examination) Ms
Nagalakshmi (Office Superintendent)
Dr S Muthumareeswari (Controller of Examination)
Ms B Seeni Rahfu Nisha (Coordinator of IQAC)

MEMBERS OF TEACHING FACULTY

Ms K Buvanewari
Assistant Professor
Department of Home Science

Ms M Nagavalli
Assistant Professor
Department of Computer Science

Dr S Manicka Vasuki
Assistant professor
Department of Commerce

Ms M Mubin Zulfa
Assistant professor,
Department of Psychology

Ms K Ganishka
Assistant professor,
Department of Microbiology

Dr K Suriyaprabha
Assistant professor,
Department of Mathematics

Ms K Ramya
Assistant professor,
Department of Mathematics

Ms M Thasneem
Assistant professor,
Department of Mathematics

STATUTORY BODY

GOVERNING BODY

Management UGC
Nominee
State Government Nominee
University Nominee
Educationalist & Industrialist Ex-
Officio member
Senior Teacher of the college
Representative of the Trust

ACADEMIC COUNCIL

University Nominees

Dr C Sekar
Professor & Head
Dept. of Bioelectronics Biosensors
Alagappa University
Karaikudi

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

Dr V Palanisamy,
Professor & Head
Dept. of Computer Application
Alagappa University
Karaikudi

EXTERNAL EXPERTS

Dr .Florida Tildon
Chairperson and Managing Director,
Biozone Research Technologies Pvt.
Ltd.,Chennai.

Dr D Uthira
Controller of Examination
Associate Professor & Head Department of Commerce
M.O.P. Vaishnav College for Women (Autonomous)
Chennai

Mrs J Athirstam
Head and Assistant Professor of Costume Design and
Fashion
V.V.Vanniaperumal College for Women
Virudhunagar

Mr Bostan Tony Miranda
Head - Design,
Business Development Fresco NY
Private Ltd,
Bangalore

BOARD OF STUDIES

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

Dr.A.M.Ali Ibrahim Assistant Professor,
PG& Research Dept. of Arabic,
Jamal Mohammed College, Tiruchirappalli Nominated
to : Arabic

Dr.Vijaya Baskar Naidu
Associate Professor
Dept. of Hindi,
ANJA College, Sivakasi
Nominated to: Hindi

Dr.P.Nagaraj Associate Professor & Head,
Dept. of English,
Bharathiyar University, Coimbatore
Nominated to: English

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

Dr.P.A.Raajeswari
Assistant Professor (SG),
Dept. of Food Science and Nutrition,
Avinashilingam institute for Home Science,
and Higher Education for Women,
Coimbatore
Nominated to: Home Science

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

Dr.B.Surendiran,

Assistant Professor,

Dept. of Computer Science and Engineering, National
Institute of Technology,Karaikal

Pondicherry
Nominated to: Computer Science

Dr.E.Murugan

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

Dr.A.Tamilselvan,

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

Dr.S GowriShankar

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

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

Dr.R.Sevukan

Associate Professor & Former Head,Dept. of Library and Information
Science
Pondicherry Central University,
Pondicherry
Nominated to library

QUALITY CIRCLE 2024 -2025

FINANCE COMMITTEE

Dr S Sumaya (Principal)

Mr Udhuman (Deputy General Manager Seethakathi trust)

Dr A Jasmine (Head, PG Department of Commerce)

Mr S Sirajudeen(Account Officer TBAKC)

NON-STATUTORY COMMITTEE LIST

PLANNING & EVALUATION

Mr S Sheik Dawood Khan (General Manager)

Dr S Sumaya (Principal)

All HoDs

Mr D Mohamed Ismail (Accountant)

Ms B Seeni Rahfu Nisha (IQAC Coordinator)

Student Council/ President/Vice President/Secretary

GRIEVANCE REDRESSAL CELL

Dr S Sumaya (Principal)

HODs

Ms B Seeni Rahfu Nisha (IQAC Coordinator)

Dean of Student Affairs

PURCHASE COMMITTEE

Mr S Sheik Dawood Khan (General Manager)

Dr S Sumaya (Principal)

Ms B Seeni Rahfu Nisha (IQAC Coordinator)

Mr M Chellammal (Purchase Manager)

Mr D Mohamed Ismail (Accountant)

Ms Ms N Nagalakshmi (Office Superintendent)

EXAMINATION COMMITTEE (CIA & ESE)

Dr S Muthumareeswari (Controller of Examination)

Ms S Kavi Priya (English) -Chief Superintendent

Ms G Saravana Priya (Mathematics) - Chief Superintendent

ADMISSION COMMITTEE AND PUBLIC RELATIONS

Dr V Akila (Tamil) - Coordinator

Ms R Sudha Abirami (Computer Science)

All HoDs

LIBRARY COMMITTEE

Dr S Sumaya (Principal)
Dr P Sumathi (Librarian)
Ms M Sivagnana Sundari (Assistant Librarian)
All HODs

STUDENT WELFARE COMMITTEE

Student Welfare Committee
Ms N Priya (Chemistry) – Coordinator
Ms A Basmina (Psychology)- (SDG Coordinator)
Ms K Rizwana(English)
Ms M Nanthini Devi (Commerce)
Ms N Ayesha Israth (Computer Science)
Ms G Anbarasi (Nutrition & Dietetics)
Ms S Nabisathul Misriya (Arabic)
Ms R Sowmiya (Mathematics)

INTERNAL COMPLAINTS COMMITTEE

Dr S Sumaya (Principal)
Ms Seeni Rahfu Nisha (IQAC Coordinator)
Ms Visuvabhati (P.O, ICDS)
Ms Thiruthanikumarar (NGO Coordinator)

EXTRA-CURRICULAR ACTIVITIES COMMITTEE & YOUTH WELFARE FORA

Ms S AyesathUmaira (Commerce) – Coordinator
Ms R Rabeena Fathima (Psychology)
Ms N V Kowsalya (Microbiology)
Ms R Elakkiya (Fashion Designing)
Ms A Afrin Ayesha (Mathematics)
Ms M Meenal (English)
Ms S Meenakshi (Chemistry)
Ms M Mubarak Nisha (Computer Science)

ACADEMIC ADMINISTRATIVE AUDIT COMMITTEE

IQAC
HoDs
Internal Auditors

CURRICULUM DEVELOPMENT CELL

Dr S Sumaya (Principal) -Chairman
Dr A Jasmine (Commerce) - Dean of Academics
Dr R Punitha (Mathematics) – (DBT Coordinator)
Ms N Nagajothi (Computer Science)
Dr S Muthumareeswari (Controller of Examination)
Ms R Lakshmi Shree – (Nutrition & Dietetics) – Dean of Student Affairs

Ms M Fathima Suraiya (Arabic)
Dr M Ponmani (English)
Ms U Rajammal (Chemistry)

RESEARCH

Dr K.Arunthathi (Microbiology) (Coordinator)
Ms K Annsheela - (Computer Science)
Ms J R Shiny Joe (Nutrition &Dietetics)
Ms s Nishar Fathima (Commerce)
Ms B Aseela Nashirin (Psychology)

STAFF DEVELOPMENT

Ms J Arthy (English) – Coordinator
Dr P Sumathi (Library)
Ms J Fathima Haleema (Computer Science)
Ms R Srimathi (Mathematics)
Ms S Nelofer Jahan (Commerce)

INSTITUTIONAL INNOVATION COUNCIL (TBIIC)-MHRD

Dr S Sumaya (Principal) – President
Dr Rosy Fernando (Director - IIC) – Vice President
Ms.M.Regina (Mathematics)
Ms S Kowsalya (Fashion Designing)
Ms.M.Amrith Rashmi (Nutrition & Dietetics)
Ms S Amina Zuhaifa (Commerce)
Ms P Dharani (Psychology)
Ms M Preethi(Computer Science)

WOMEN EMPOWERMENT CELL

Ms M Fathima Nisha (Fashion Designing) - Coordinator
Dr Sheeba Rahman (Arabic)
Ms A Sivaranjini (Commerce)
Ms Kumari Anamika (Hindi)
Ms M Sowndarya (Computer Science)

PLACEMENT CELL & CAREER GUIDANCE

Ms R Sudha Abirami (Computer Science) -Coordinator
Ms M Sabari Priya (English)
Ms A Thanisha Barveen (Mathematics)
Ms M Hema Priya (Commerce)
Ms S Aiswarya (Microbiology)
Ms U Hajara Banu (Chemistry)
Ms L Kirubha (Computer Science)
Ms R Malathika (Psychology)
Ms B Dhara (Fashion Designing)

PARENT-TEACHER ASSOCIATION

Ms M Regina (Mathematics) – Coordinator

Ms S Shiny Joe (Home Science)

Ms D Prabhavathi(Tamil)

ANTI-RAGGING & SEXUAL HARASSMENT COMMITTEE

Dr S Sumaya (Principal)

HoDs

Student Council Advisors

Dean of Student Affairs

MAHATMA GANDHI NATIONAL COUNCIL OF RURAL EDUCATION (MGNCRE)

Ms J Sunitha (Hindi) – Coordinator

Ms K Muneeswari (Commerce)

Ms M Sivagnana Sundari (Assistant Librarian)

Ms M Janani (Computer Science)

Ms R Riska Fathima (Chemistry)

ALUMNAE ASSOCIATION

Ms K Jasmine Malar (English) –Coordinator

Ms A Mariyam Aysha (Chemistry)

Ms J Rahumath Rahima Beevi (Computer Science)

Ms P Jeyavaneesri (Commerce)

Ms N Farhath Risfiya(Arabic)

NSS PROGRAMME OFFICERS

Ms M Thaleeswari (Commerce)

Dr G Hema Poojavalli (Microbiology)

Ms V Saravana Priya (English)

Ms N Priya Dharshini (Mathematics)

RED RIBBON CLUB & YOUTH RED CROSS / ANTI-DRUGS

Ms M Deepalakshmi (Commerce) – Coordinator

Dr H Fathima (Tamil)

Ms S Padma Swega (Nutrition & Dietetics)

Ms M Anitha (Physical Education)

Ms M Pavithra (Computer Science)

ROTARACT

Dr R Visalatchi (Tamil) - Coordinator

Ms K Sathya Bama (Commerce)

Ms R Nandhini Sri (Psychology)

Ms M Preethi (Computer Science)

ICT

Ms B Seeni Rahfu Nisha – IQAC Coordinator
Ms J Fathima Haleema (Computer Science) – Coordinator
Dr H Fathima (Tamil)
Ms M Wasiba Begum (Computer Science)
Ms M Thowhitha (Arabic)
Ms V Saranya (Computer Science)
Ms N Asrin Mathina (Commerce)
Ms M Fathima Johara (Fashion Designing)

NAAN MUDHALVAN

Dr V Akila (Tamil) –Coordinator
Ms.M.Sabari Priya (English)
Ms M Gokila Vani (Mathematics)
Ms S Mariyam Asheera (Commerce)

MINORITY CELL

Principal
Dr A Jasmine (Dean of Academic)
M Regina (Mathematics)
Ms B Seeni Rahfu Nisha (IQA Coordinator)
Ms M Mahaboob Rani (Arabic)
Ms Y Barvin (Jr Assistant cum Student Service Coordinator)

COLLEGE CALENDAR/ PROSPECTUS/ VIEW BOOK/ MAGAZINE

Ms S Saranya (Computer Science)
Ms M Mahaboob Rani (Arabic)
Ms J S Varshini Sri (English)
Ms T Ayishath Fowmiya (Arabic)

FEEDBACK COMMITTEE

Ms K Mani Mekalai (Commerce) - Coordinator
Ms M Shifana Fathima (Nutrition & Dietetics)
Ms Abudhabi Nisha (Mathematics)
Ms R Malini (Microbiology)
Ms B Dhakshina Parveen (English)
Ms L Ahamed Ayeshath (Arabic)
Ms N Duvya Dharani (Chemistry)
Ms M Mohamed Mufshira (Commerce)
Ms R Malathika (Psychology)
Ms S Ferthous Fathima (Computer Science)

WEBSITE UPDATION

Ms S Habeeb Mohamad Sathak Amina (Computer Science) – Coordinator

Ms A Sowmiya (Computer Science)
Ms K Uma (Computer Science)

STUDENT COUNCIL ADVISORS

Ms R Arockia Anisia (Commerce)
Ms I Gayathri (English)

PRESS & MEDIA

Ms K Suganthi (English)
Ms D Prabhavathi (tamil)

TRANSPORT

Ms D Usha Rani (Coordinator)

NAD, UMIS & PUDHUMAIPEN

Dr M Nazreen Banu (Mathematics) – Nodal Officer
Ms Y Barvin (Jr Assistant Cum Student Service Coordinator)
Ms S Seyed Barakath Nisha (Data Entry Operator)
Ms K Dhivya (Assistant)

MOOCS COORDINATORS

Ms B Seeni Rahfu Nisha – IQAC Coordinator
Dr H Fathima (Tamil)
Ms S Ummul Hyrul Fathima (Computer Science)
Ms M Thowhitha (Arabic)

SCHOLARSHIPS

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

ERP

Ms N Nagajothi(Computer Science)-Coordinator
Ms R Durga Devi (ERP System Admin)
Ms E Jerina Mercy (Data Entry Operator)

INFRASTRUCTURE & MAINTENANCE

Alhaj S Sheik Dawood Khan

IQAC

Accounts Manager
Maintenance Engineer
Technician
Electrician

SYSTEM COORDINATORS

Ms J Fathima Haleema (Computer Science)

Mr M Jagadeesh - Senior Grade System Admin
Ms H Fathima Farjuna – Smart Board Classroom, Projector

DBT STAR COLLEGE SCHEME

Dr R Punitha (Mathematics) - Coordinator

Ms N Nagajothi (Computer Science)

Ms R Lakshmi Shree (Home Science)

Ms U D Rajamma (Chemistry)

Ms H Noorul Samsoon Maharifa (Microbiology)

STUDENT COUNCIL OFFICE BEARERS

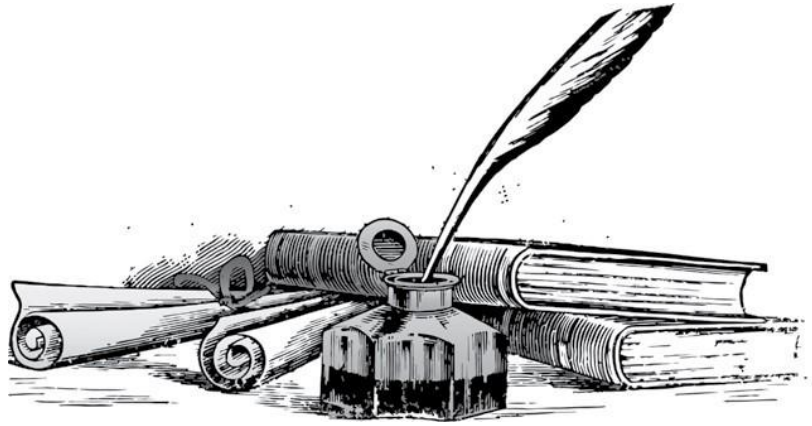
NAME OF THE POST	NAME OF THE STUDENT	DEPARTMENT
College President	N Fathima Ridha	III BSc IT
Vice-President	AT Bowsiya Begam	II MSc Mathematics
Secretary	Seyadha Munaza	III BBA
Joint Secretary	S Ahsan Rila	III BA Arabic
Secretary for Sports	M Jeeva Harini	II MSc Psychology
Secretary for NSS & Rotaract	S Subuhana Nasifa Taj	II B.Com Honours
Secretary for Transport	C.Veenadevi	III BSc Microbiology
Secretary for IQAC	T Afrida	III BSc Nutrition
Secretary for CSS	R Mallika	II MSc Chemistry
Secretary for ECO Club	R M A Aamina Nafha	II Fashion Designing
Secretary for Dramatics	K Yazhini	II MA English
Secretary for RRC & YRC	H Habeebath Farzeen	II B.Com
Secretary for IIC	S Shanofer Jahan	II BCA

RESTRICTED HOLIDAYS

Two days restricted holidays to be chosen from out of the festival occasions furnished below, have been granted to all the staff members in addition to the 12 days causal leave in a calendar year.

S. NO	RELIGIOUS HOLIDAYS	DD/MM/YY	DAY
1.	Hijra New Year	07.07.2024	Sunday
2.	Aadi Perukku	04.08.2024	Sunday
3.	Varalakshmi Viratham	16.08.2024	Friday
4.	Onam	15.09.2024	Sunday
5.	Rig Upakarma	19.08.2024	Monday
6.	Gayatri Japam	20.08.2024	Tuesday
7.	Sri Jayanthi (Janmashtami)	26.08.2024	Monday
8.	Sama Upakarma	05.09.2024	Thursday
9.	All Souls Day	20.10.2024	Sunday
10.	Karthikai Deepam	13.12.2024	Friday
11.	Vaikunda Ekadashi	10.01.2025	Friday
12.	Xmas Eve	24.12.2024	Tuesday
13.	New Year Eve	31.12.2024	Tuesday
14.	Thai Pusam	11.02.2005	Tuesday
15.	Maasi Magam	12.03.2025	Wednesday
16.	Maha shivarathri	26.02.2025	Wednesday
17.	Maundy Thursday	17.04.2025	Thursday
18.	Ramzan 1st day	01.03.2025	Saturday
20	Chitra Pournami	12.05.2025	Monday

Academic Calendar



2024 -2025

ODD SEMESTER DAY ORDER 2024-2025

DAY	DATE	DAY ORDER	JUNE 2024	NO OF WORKING DAYS
			PARTICULARS	
Saturday	1			
Sunday	2			
Monday	3			
Tuesday	4			
Wednesday	5			
Thursday	6			
Friday	7			
Saturday	8		World Oceans Day	
Sunday	9			
Monday	10	I	Odd Semester Commences for II & III UG and II PG Orientation for II UG Placement Training/Soft skill Training for III UG/II PG (1)	1
Tuesday	11	II	Orientation for II UG Placement Training/Soft skill Training for III UG/II PG (2)	2
Wednesday	12	III	Placement Training/Soft skill Training for III UG/II PG (3) Value added Programme (1)	3
Thursday	13	IV	Placement Training/Soft skill Training for III UG/II PG (4) Value added Programme (2)	4
Friday	14	V	Placement Training/Soft skill Training for III UG/II PG (5) Value added Programme (3)	5
Saturday	15	-		-
Sunday	16	-		-
Monday	17	-	Id-ul-Zuha (Bakrid)	-
Tuesday	18	-		-
Wednesday	19	-		-
Thursday	20	VI	Parent Teacher Meeting for I UG and I PG Re opening for I UG & I PG Placement Training/Soft skill Training for III UG/II PG (6) Value added Programme (4)	6 [1]
Friday	21	I	Induction Programme begins For I UG & I PG Placement Training/Soft skill Training for III UG/II PG (7) Value added Programme (5)	7[2]
Saturday	22	-		-
Sunday	23	-		-
Monday	24	II	Placement Training/Soft skill Training for III UG/II PG (8) Value added Programme (6)	8[3]
Tuesday	25	III	Placement Training/Soft skill Training for III UG/II PG (9) Value added Programme (7) Bridge Course eligibility Test	9[4]
Wednesday	26	IV	Placement Training/Soft skill Training for III UG/II PG (10) Value added Programme (8)	10[5]
Thursday	27	V	Orientation for III UG & II PG Value added Programme (9)	11[6]

Friday	28	VI	Orientation for III UG & II PG Induction Programme ends For I UG & I PG Value added Programme (10)	12[7]
Saturday	29	-		-
Sunday	30	-		-
NO OF WORKING DAYS:12[7]				

DAY	DATE	DAY ORDER	JULY 2024	
			PARTICULARS	NO OF WORKING DAYS
Monday	1	I	Bridge Course begins For I UG National Doctor's Day- RRC	13[8]
Tuesday	2	II		14[9]
Wednesday	3	III		15[10]
Thursday	4	IV		16[11]
Friday	5	V	Bridge Course ends for I UG	17[12]
Saturday	6	-	Value added Programme Exam	-
Sunday	7	-		-
Monday	8	VI		18[13]
Tuesday	9	I		19[14]
Wednesday	10	II		20[15]
Thursday	11	III	World Population Day - Rotaract	21[16]
Friday	12	IV		22[17]
Saturday	13	-		-
Sunday	14	-		-
Monday	15	V		23[18]
Tuesday	16	VI		24[19]
Wednesday	17	-	Muharram	-
Thursday	18	I		25[20]
Friday	19	II		26[21]
Saturday	20	-		-
Sunday	21	-		-
Monday	22	III	Competitive Exam Training for I UG	27[22]
Tuesday	23	IV	Competitive Exam Training for PG II UG & I	28[23]
Wednesday	24	V	Competitive Exam Training for PG II UG & I	29[24]
Thursday	25	VI	Competitive Exam Training for II PG III UG &	30[25]
Friday	26	I	Competitive Exam Training for II PG III UG &	31[26]

Saturday	27	-		-
Sunday	28	-	World Hepatitis Day - RRC	-
Monday	29	II		32[27]
Tuesday	30	III		33[28]
Wednesday	31	IV		34[29]
No of Working Days : 22[22]				

DAY	DATE	DAY ORDER	AUGUST 2024	NO OF WORKING DAYS
			PARTICULARS	
Thursday	1	V	World Wide Web Day - CSC	35[30]
Friday	2	VI		36[31]
Saturday	3	-		-
Sunday	4	-		-
Monday	5	I	CIA -I Commences for all UG &PG	37[32]
Tuesday	6	II		38[33]
Wednesday	7	III		39[34]
Thursday	8	IV		40[35]
Friday	9	V		41[36]
Saturday	10	-		-
Sunday	11	-		-
Monday	12	VI	International Youth Day – YWF	42[37]
Tuesday	13	I		43[38]
Wednesday	14	II	CIA -I ends for all UG &PG	44[39]
Thursday	15	-	Independence Day - Student Council	-
Friday	16	III		45[40]
Saturday	17	-		-
Sunday	18	-		-
Monday	19	IV	Competitive Exam Training for I UG	46[41]
Tuesday	20	V	Competitive Exam Training for II UG & I PG	47[42]
Wednesday	21	VI	Paper submission for CIA – I Competitive Exam Training for II UG& I PG	48[43]
Thursday	22	I	Competitive Exam Training for III UG & II PG	49[44]
Friday	23	II	Competitive Exam Training for III UG & II PG	50[45]
Saturday	24	-		-

Sunday	25	-		-
Monday	26	-	Krishna Jayanthi Women's Equality Day – WEC	-
Tuesday	27	III		51[46]
Wednesday	28	IV		52[47]
Thursday	29	V	National Sports day of India – Physical Education	53[48]
Friday	30	VI	National small Industry day – Commerce	54[49]
Saturday	31	-		-
No of Working Days : 20[20]				
DAY	DATE	DAY ORDER	SEPTEMBER 2024	NO OF WORKING DAYS
			PARTICULARS	
Sunday	1	-		-
Monday	2	I	World Coconut Day – Nutrition & Dietetics	55[50]
Tuesday	3	II	Quiz/Assignment/Seminar I for all UG & PG	56[51]
Wednesday	4	III		57[52]
Thursday	5	IV	Teachers' Day – Student Council	58[53]
Friday	6	V	CIA - II commences for all UG & PG	59[54]
Saturday	7	-	Vinayaka Chaturthi	-
Sunday	8	-	International Literacy Day – NSS	-
Monday	9	VI		60[55]
Tuesday	10	I		61[56]
Wednesday	11	II		62[57]
Thursday	12	III		63[58]
Friday	13	IV		64[59]
Saturday	14	-		-
Sunday	15	-	Onam	-
Monday	16	-	Milad Un Nabi or ID-E-Milad (Birthday of Prophet Mohammad) World Ozone Day – Chemistry	-
Tuesday	17	V		65[60]
Wednesday	18	VI	CIA - II ends for all UG & PG	66[61]
Thursday	19	I		67[62]
Friday	20	II		68[63]
Saturday	21	-	International Day of Peace- YWF	-
Sunday	22	-		-
Monday	23	III	Competitive Exam Training for I UG	69[64]
Tuesday	24	IV	Competitive Exam Training for II UG & I PG Paper submission for CIA – II World NSS DAY – NSS	70[65]

Wednesday	25	V	Competitive Exam Training for II UG& I PG National Comic Book Day – English	71[66]
Thursday	26	VI	Competitive Exam Training for III UG & II PG	72[67]
Friday	27	I	Competitive Exam Training for III UG & II PG World Tourism Day – Tamil	73[68]
Saturday	28	-		-
Sunday	29	-	World Heart Day – Nutrition & Dietetics	-
Monday	30	II	World Translation Day – English	74[69]
NO OF WORKING DAYS: 20[20]				

DAY	DATE	DAY ORDER	OCTOBER 2024	NO OF WORKING DAYS
			PARTICULARS	
Tuesday	1	III	National Blood Donation Day-NSS	75[70]
Wednesday	2	-	Gandhi Jayanti International Day of Non-Violence – Women Empowerment Cell	-
Thursday	3	IV		76[71]
Friday	4	V		77[72]
Saturday	5	-		-
Sunday	6	-	National Mad Hatter Day – English	-
Monday	7	VI		78[73]
Tuesday	8	I	Quiz/Assignment/Seminar II for all UG & PG	79[74]
Wednesday	9	II		80[75]
Thursday	10	III		81[76]
Friday	11	-	Ayutha Pooja	-
Saturday	12	-	Vijaya Dasami	-
Sunday	13	-		-
Monday	14	IV	CIA - III commences for all UG & PG	82[77]
Tuesday	15	V	Alhaj Dr.B S Abdur Rahman's Birthday & Dr.APJ Abdul Kalam's Birthday - Tamil	83[78]
Wednesday	16	VI	World Food Day – Nutrition National Dictionary Day – English	84[79]
Thursday	17	I		85[80]
Friday	18	II		86[81]
Saturday	19	-		-
Sunday	20	-		-
Monday	21	III		87[82]

Tuesday	22	IV		88[83]
Wednesday	23	V		89[84]
Thursday	24	VI	CIA - III ends for all UG &PG	90[85]
Friday	25	I		91[86]
Saturday	26	-		-
Sunday	27	-		-
Monday	28	II		92[87]
Tuesday	29	III		93[88]
Wednesday	30	IV	Paper submission for CIA – III	94[89]
Thursday	31	-	Diwali National Unity Day - NSS	-
NO OF WORKING DAYS: 20[20]				

DAY	DATE	DAY ORDER	NOVEMBER 2024	NO OF WORKING DAYS
			PARTICULARS	
Friday	1	-		-
Saturday	2	-		-
Sunday	3	-		-
Monday	4	V		95[90]
Tuesday	5	VI	ESE practical exam commences World Tsunami Day	96[91]
Wednesday	6	I		97[92]
Thursday	7	II	Infant Protection Day, National Cancer Awareness Day - NSS	98[93]
Friday	8	III	World Radiology Day - Chemistry	99[94]
Saturday	9	-		-
Sunday	10	-	World Science day Transport Day	-
Monday	11	IV	National Education Day - NSS	100[95]
Tuesday	12	V		101[96]
Wednesday	13	VI	World Kindness Day	102[97]
Thursday	14	I	Children's Day (Jawaharlal Nehru's birthday)	103[98]
Friday	15	II	Last Working Day for all UG and PG	104[99]
Saturday	16	-		-
Sunday	17	-		-
Monday	18		ESE Theory commences World Adult Day – Nutrition & Dietetics	

Tuesday	19		World Citizen Day - Commerce	
Wednesday	20			
Thursday	21		World Television Day - English	
Friday	22			
Saturday	23	-		-
Sunday	24	-		-
Monday	25			
Tuesday	26		National Law Day - Commerce	
Wednesday	27			
Thursday	28			
Friday	29			
Saturday	30	-		-
NO OF WORKING DAYS:10[10]				

EVEN SEMESTER DAY ORDER 2024 -2025

DAY	DATE	DAY ORDER	DECEMBER 2024	NO OF WORKING DAYS
			PARTICULARS	
Sunday	1		World AIDS Day (NSS)	-
Monday	2		World Computer Literacy Day (Computer Science) National Pollution Control Day (Chemistry)	-
Tuesday	3		International Day of Disabled People (Psychology)	
Wednesday	4	I	Even semester Commence for I, II & III UG and I & II PG Orientation for all I, II & III UG and I & II PG Navy Day	1
Thursday	5	II	Orientation for all I, II & III UG and I & II PG International Volunteer Day International Soil Day (Chemistry)	2
Friday	6	III		3
Saturday	7	-	Indian Armed Forces Flag Day - NSS AMP NTS Exam 2024	-
Sunday	8	-		-
Monday	9	IV	International Day Against Corruption - Commerce	4
Tuesday	10	V	Human Rights Day- Women Empowerment Cell	5
Wednesday	11	-	International Mountain Day (Microbiology) Two Day International Conference SDGS Inauguration	-
Thursday	12	-	International Conference SDGS	-
Friday	13	VI		6
Saturday	14	-		-
Sunday	15	-		-
Monday	16	I		7

Tuesday	17	II		8
Wednesday	18	III	Minorities Right Day (Scholarship) World Arabic Day (Arabic)	9
Thursday	19	IV		10
Friday	20	V	PTA Meeting for all UG & PG Students	11
Saturday	21	-		-
Sunday	22	-	National Mathematics Day - Mathematics	-
Monday	23	VI		12
Tuesday	24	I	Christmas Eve	13
Wednesday	25	-	Christmas Day	-
Thursday	26	II		14
Friday	27	III		15
Saturday	28	-		-
Sunday	29	-		-
Monday	30	IV		16
Tuesday	31	V	New Year's Eve	17

NO OF WORKING DAYS:17

- EVEN SEMESTER COMMENCE ON 04.12.2024
- EVEN SEMESTER ENDS ON 30.04.2025
- TOTAL NO OF WORKING DAYS: 92

DAY	DATE	DAY ORDER	JANUARY 2025	NO OF WORKING DAYS
			PARTICULARS	
Wednesday	1	-	New Year	-
Thursday	2	VI	CIA I Commences for all UG & PG	18
Friday	3	I		19
Saturday	4	-		-
Sunday	5	-		-
Monday	6	II		20
Tuesday	7	III		21
Wednesday	8	IV		22
Thursday	9	V		23
Friday	10	VI	World Hindi Day(Hindi)	24
Saturday	11	I	CIA I Ends for all UG & PG	25
Sunday	12	-	National Youth Day (YWF)	-
Monday	13	-	Bhogi	
Tuesday	14	-	Pongal	-

Wednesday	15	-	Thiruvalluvar day Indian Army Day	-
Thursday	16	-	Uzhavar Thirunal	-
Friday	17	-		-
Saturday	18	-		-
Sunday	19	-		-
Monday	20	II		26
Tuesday	21	III		27
Wednesday	22	IV		28
Thursday	23	V		29
Friday	24	VI	International Day of Education	30
Saturday	25	-	Voter's Day (NSS)	-
Sunday	26	-	<u>Republic Day (Student Council)</u>	-
Monday	27	I		31
Tuesday	28	II		32
Wednesday	29	III	Chinese New Year	33
Thursday	30	IV	Marty's Day (Student Council)	34
Friday	31	V		35
NO OF WORKING DAYS:18				

DAY	DATE	DAY ORDER	FEBRUARY 2025	NO OF WORKING DAYS
			PARTICULARS	
Saturday	1	-	National Freedom Day	-
Sunday	2	-		-
Monday	3	VI		36
Tuesday	4	I	World Cancer Day (Microbiology & Nutrition)	37
Wednesday	5	II		38
Thursday	6	III		39
Friday	7	IV		40
Saturday	8	-		-
Sunday	9	-		-
Monday	10	V		41

Tuesday	11	-	Thaipusam	-
Wednesday	12	VI	CIA II Commences for all UG & PG	42
Thursday	13	I	World Radio Day (CSC)	43
Friday	14	II		44
Saturday	15	-		-
Sunday	16	-		-
Monday	17	III	Presidents' Day	45
Tuesday	18	IV		46
Wednesday	19	V		47
Thursday	20	VI	World Day of Social Justice (Psychology)	48
Friday	21	I	CIA II Ends for all UG & PG International Mother Language Day (Tamil)	49
Saturday	22	-		-
Sunday	23	-		-
Monday	24	II	Central Exercise Day (Commerce)	50
Tuesday	25	III		51
Wednesday	26	IV		52
Thursday	27	V		53
Friday	28	VI	National Science Day (Science Department) World Tayler's Day (Fashion Designing)	54
NO OF WORKING DAYS:19				

DAY	DATE	DAY ORDER	MARCH 2025	NO OF WORKING DAYS
			PARTICULARS	
Saturday	1	-	Ramadan Begins Zero Discrimination Day	-
Sunday	2	-		-
Monday	3	I	World Wildlife Day (Microbiology)	54
Tuesday	4	II		55
Wednesday	5	III		56
Thursday	6	IV	National Dress Day (Fashion Designing)	57

Friday	7	V		58
Saturday	8	-	International Women's Day (Women Empowerment Cell)	-
Sunday	9	-		-
Monday	10	VI		59
Tuesday	11	I	CIA III Commences for all UG & PG	60
Wednesday	12	II		61
Thursday	13	III		62
Friday	14	IV	International Day of Mathematics (Department of Mathematics)	63
Saturday	15	-	World Consumer Day (Department of Commerce)	-
Sunday	16	-		-
Monday	17	V		64
Tuesday	18	VI		65
Wednesday	19	I		66
Thursday	20	II	CIA III Ends for all UG & PG International Day of Happiness (Psychology)	67
Friday	21	III	World Forestry Day (Microbiology and Chemistry)	68
Saturday	22	-	World Day of Water (Department of Microbiology and Chemistry)	-
Sunday	23	-	World Meteorological Day (Mathematics & Chemistry)	-
Monday	24	IV	ESE Practical Exam Commences	69
Tuesday	25	V		70
Wednesday	26	VI		71
Thursday	27	I		72
Friday	28	-	Ramadan Holiday starts	-
Saturday	29	-		-
Sunday	30	-	Telugu New Year	-
Monday	31	-	Ramadan	-
NO OF WORKING DAYS:19				

DAY	DATE	DAY ORDER	APRIL 2025	NO OF WORKING DAYS
			PARTICULARS	
Tuesday	1	-	Bank's Holiday	-
Wednesday	2	II		73
Thursday	3	III		74
Friday	4	IV		75

Saturday	5	-		-
Sunday	6	-		-
Monday	7	V	World Health Day (RRC & Nutrition and Dietetics)	76
Tuesday	8	VI		77
Wednesday	9	I		78
Thursday	10	-	Mahavir Jayanti	-
Friday	11	II	LAST WORKING DAY FOR ALL UG & PG	79
Saturday	12	-		-
Sunday	13	-		-
Monday	14	-	Dr Ambedkar Jayanti Tamil New Year	-
Tuesday	15	-		80
Wednesday	16	-	ESE Theory Commences	81
Thursday	17	-		82
Friday	18	-	Good Friday	-
Saturday	19	-		83
Sunday	20	-	Easter	-
Monday	21	-		84
Tuesday	22	-	Earth Day	85
Wednesday	23	-	English Language Day (English)	86
Thursday	24	-		87
Friday	25	-		88
Saturday	26	-		89
Sunday	27	-		-
Monday	28	-		90
Tuesday	29	-		91
Wednesday	30	-	ESE Exam End	92
NO OF WORKING DAYS:07				

DAY	DATE	DAY ORDER	MAY 2025	NO OF WORKING DAYS
			PARTICULARS	
Thursday	1		International worker's day May Day	

Friday	2			
Saturday	3		National Textile Day (Fashion Designing)	
Sunday	4		World Laughter Day	
Monday	5			
Tuesday	6			
Wednesday	7			
Thursday	8		Red Cross Day	
Friday	9			
Saturday	10			
Sunday	11		Mother's Day	
Monday	12			
Tuesday	13			
Wednesday	14			
Thursday	15			
Friday	16			
Saturday	17			
Sunday	18			
Monday	19			
Tuesday	20			
Wednesday	21			
Thursday	22			
Friday	23			
Saturday	24			
Sunday	25			
Monday	26			
Tuesday	27			
Wednesday	28			
Thursday	29			
Friday	30			
Saturday	31			
NO OF WORKING DAYS: -				

EXAMINATION RULES 2024-2025
ASSESSMENT- Batches 2022, 2023, 2024

I. a) Assessment of the students is two-fold, consisting of Continuous Internal Assessment (CIA) and End Semester Examination (ESE)

S.No	Particulars	Under Graduates		Post Graduates	
		Break up	Passing Minimum	Break up	Passing Minimum
1.	CIA:ESE PART-I,II &III	40:60		40:60	
2.	CIA Passing Minimum		35%		40%
3.	ESE Passing Minimum		35%		40%
4.	Total Passing Minimum		40%		50%
5.	PART IV CIA	-	-	NA	NA
6.	PART IV ESE Passing Minimum		40%	NA	NA
7.	Syllabus Validity Period	FIVE YEARS AFTER COMPLETION			

b) CIA
COMPONENTS FOR UG & PG (2022-2025)

Conduct three internal examinations for the Written Test component of the Continuous Internal Assessment process

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

CIA SPLIT UP FOR LAB COURSE	
Evaluation Method	Mark
Test Average	25

Lab Participation	5
Record	5
Attendance	5
Total	40

EVALUATION CRITERIA FOR EMPLOYABILITY SKILL DEVELOPMENT COURSE

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

EVALUATION CRITERIA FOR NSS

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

EVALUATION CRITERIA FOR CSS

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

EVALUATION CRITERIA FOR PROJECT [UG]

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

EVALUATION CRITERIA FOR PROJECT [PG]

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

EVALUATION CRITERIA FOR INTERNSHIP [BOTH UG & PG]

ESE	
Evaluation Method	Mark
Skill Development	60
Report	35
Attendance	5
Total	100

CIA QUESTION PAPER PATTERN FOR WRITTEN TEST [UG & PG]

Part – A	Objective Type (3 Questions)	$3 \times 1 = 3$
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Part – B	Either or pattern (3 Questions)	$3 \times 4 = 12$
Part – C	Open Choice (1 out of 2 questions)	$1 \times 10 = 10$
Total		25

CIA MARKS EVALUATION REFORMS (2022 – 25)

CIA COMPONENTS FOR UG & PG (THEORY)

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

Note: Conduct three internal tests for each subject

Evaluation criteria for e-Quiz

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

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

Evaluation criteria for Assignment

Assignment	5 Marks
Scrapbook Preparation	
Model Making	
Poster Making	
Case Study with certificate -Department of Commerce	

Note: Choose any one mode of the above methods & two assignments for each semester

Evaluation criteria for Seminar

Seminar	5 Marks
video making	
Audio integration with ppt	
YouTube upload	

Note: Choose any one mode of the above methods & two seminars for each semester

Evaluation criteria for classroom participation

Classroom participation	5 Marks
Extempore Activity	
Group Discussion	
Tutorial Learning	

Note: Choose anyone mode of the above methods

CIA COMPONENTS FOR UG & PG (PRACTICAL)

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

Note: Conduct three internal tests for each subject

Evaluation criteria for Lab e-Quiz

Practical papers for all PG & UG

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

Note: Conduct the e-quiz by choosing any one mode of the above methods

CIA MARKS EVALUATION REFORMS (2023 – 26)

CIA COMPONENTS FOR UG & PG (THEORY)

CIA SPLIT FOR UG	Marks	CIA SPLIT FOR PG	Marks
Test Average	15	Test	15
Attendance	5	Attendance	5
Quiz I Year / Assignment II Year / Seminar III Year	2.5	Seminar	2.5
Classroom participation	2.5	Classroom participation	2.5
Total	25	Total	25
Note: Conduct three internal tests for each course paper			

CIA COMPONENTS FOR UG & PG (PRACTICAL)

CIA SPLIT FOR UG & PG	Marks
Test Average	15
Record	5
Attendance	5
Total	25
Note: Conduct three internal tests for each course	

Evaluation criteria for e-Quiz - UG I year

e-Quiz	No. of Questions : 20 MCQs
Game-based software application	2.5 Marks
Google Forms	
ERP software	
Note: Conduct the e-quiz anyone mode of the above method. Two e-quiz assessments for each semester	

Evaluation criteria for Assignment - UG II year

Assignment	2.5 Marks
Scrapbook preparation	
Model making	
Poster making	
Case study with certificate	
Note: Anyone mode of the above method & two assignments for each semester	

Evaluation criteria for Seminar - PG I & II year, UG III year

Seminar	
Video making	2.5 Marks
Audio integration with PPT	
YouTube upload	
Note: Anyone mode of the above method & two seminar for each semester	

Evaluation criteria for Classroom participation - All UG & PG classroom participation

Classroom Participation	2.5 Marks
Extempore activity	
Group discussion	
Tutorial learning	
Note: Anyone mode of the above method	

c. CIA Improvement Test:

A student who is unable to secure the minimum passing percentage in CIA of any course in a semester, can appear for ONE CIA improvement test by making a request to the course teacher and HOD concerned.

d. Required CIA Marks

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

- She has appeared for at least two internals out of three
- maximum of two such appearances in a programme

Special Provision:

If a student lacks internal marks, she may be given chance for internal improvement in the consecutive years instead of repeating the semester

II. Attendance

Every 5% of attendance above 75% will be awarded one mark in CIA and the final marks allotted for attendance in CIA will be calculated as follows:

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

96 - 100	5	92 - 100	3
91 - 95	4		
86 - 90	3		
81 - 85	2	84 - 91	2
76 - 80	1	76 - 83	1
Less than 76	0	Less than 76	0

*For all students who attended classes from the first day of re-opening

III . Condonation Rules(for University followed):

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

* Subject to Appeals committee's decision

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

IV. ESE QUESTION PAPER PATTERN FOR UG & PG(Batch: 2021,2022)

ESE PATTERN		
Part - A	Multiple Choice (2 Qns from each unit)	$10 \times 1 = 10$
Part - B	Either or pattern (1 Qn from each unit)	$5 \times 4 = 20$
Part - C	Open Choice (3 out of 5 Qns; 1 Qn from each unit)	$3 \times 10 = 30$
Total		60

ESE QUESTION PAPER PATTERN FOR UG & PG(Batch: 2023)

ESE PATTERN		
Part - A	Multiple Choice (2 Qns from each unit)	$20 \times 1 = 20$

Part – B	Either or pattern (1 Qn from each unit)	$5 \times 5 = 25$
Part – C	Open Choice (3 out of 5 Qns; 1 Qn from each unit)	$3 \times 10 = 30$
Total		75

CERTIFICATE AND DIPLOMA ESE PATTERN

Part - A	No Choice (2 Qns from each unit)	$10 \times 2 = 20$
Part - B	Either or pattern (1 Qn from each unit)	$5 \times 7 = 35$
Part - C	Open Choice (3 out of 5 Qns ; 1 Qn from each unit)	$3 \times 15 = 45$
Total		100

ESE QUESTION PAPER PATTERN FOR PART-IV [NON-MAJOR ELECTIVES, SKILL BASED ELECTIVES AND GENERAL INTEREST COURSES]

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

ESE QUESTION PAPER PATTERN FOR EXTRA CREDIT PAPER

Part – A [2 from each unit] All the ten questions to be answered	$10 \times 2 = 20$
Part-B Either – or Type [2 questions from each unit] All the five questions to be answered	$5 \times 7 = 35$
Total	100 Marks

V. Evaluation

S.No	Programme	Semester	Nature of Valuation	Provision for Transparency	Provision for Revaluation
1.	UG	1-4	Single	Yes	No
2.	UG	5 & 6	Double	No	No
3.	PG	All Semesters	Double	No	No

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

For double valuation if the difference in marks in both the valuations are more than 15%, the paper will be sent for the third valuation. If the difference arises for 1/3rd of the class the entire paper of that course will be sent for the third valuation.

- VI. Grading

The Consolidated Statement of Grades, in addition to the GPs and the GPAs for each semester, show the CGPA [Cumulative Grade Point Average] of the entire programme. The guidelines for grading as per the Government of Tamil Nadu is shown below.

SEMESTER GRADING SCALE UG

2017 onwards

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

Marks	Grade Point	Letter Grade	Classification of Final Result
95 and above	10	O+	First Class - Exemplary
90 – 94	9.4	O	
85 – 89	8.9	D++	

80 – 84	8.4	D+	First Class - Distinction
75 – 79	7.9	D	
70 – 74	7.4	A++	First Class
65 – 69	6.9	A+	
60 – 64	6.4	A	
55 – 59	5.9	B	Second Class
50 – 54	5.4	C	
Below 50	0	RA	Reappear

SEMESTER GRADING SCALE PG

2017 onwards

OVERALL FINAL RESULT UG

2017 onwards

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

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

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

OVERALL FINAL RESULT PG
2017 onwards

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

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

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

VI. Supplementary Exams

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

VII. Certificate & Diploma Programmes

S.No	Particulars	Requirement
1	ESE Max. Marks	100
2	ESE Passing Minimum	35%
3	Attendance Minimum	75%
4	Syllabus Validity	3 Years after completion

GRADING SCALE - CERTIFICATE & DIPLOMA PROGRAMMES

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

$$GPA = \frac{\sum (C_r \times GP)}{\sum C_r}$$

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

VIII. Rules for obtaining Duplicate Mark statement

1. Application for Duplicate Mark statement.
2. Duplicate Mark statement shall be issued by accepting the permission letter, compliant copy, newspaper advertisement and fees paid receipt in our college.

Mark statement	
Duplicate Xerox of Semester Mark statement , Consolidated Mark statement	100/-
First Duplicate copy of Semester Mark statement , Consolidated Mark statement	500/- 1000/-
Second Duplicate copy of Semester Mark statement , Consolidated Mark statement	800/- 1500/-

IX. Act of Malpractices in Examination and Punishments Awarded

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

- i. Possession of printed / Xerox / written materials pertaining / not pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of a book or loose sheets that have been either made use of or not made use of in the examination
- ii. Possession of Programmable Calculators, Mobile Phones, Pagers, Organizers, Digital memory pad etc. with/without matters related to the day's examination stored in them and made use of them or not during the examination
- iii. Writing any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc. and made use of them or not in the examination
- iv. Writing any appeal to Examiner offering money or any irrelevant matters in the answer book, attaching money in answer books and giving contact address, telephone numbers etc.
- v. Writing the examination without valid hall ticket
- vi. Noting down the answers of problems in her question paper before leaving the Hall
- vii. Tearing off sheets from the answer book
- viii. Talking with neighbors, showing signs or signals to others in the hall/verandah ix. Copying from printed / Xerox / handwritten bits / sheets / book / programmable calculators, organizers, digital memory pad etc.
- x. Exchanging with neighbors hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, or hints related to the day's examination written on them
- xi. Showing the answer book / additional sheet to the neighbors or allowing them to copy
- xii. Giving / Getting the main answer book or additional sheet to/from neighbor for copying
- xiii. Writing cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet
- xiv. Writing the examination even after the final bell, not obeying to hall superintendent's instructions
- xv. Striking off all the pages including the correct answers written by her in the answer book, when being caught for any act of malpractice
- xvi. Telling the answer or formula related to any of the questions to others writing the same examination
- xvii. Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer book
- xviii. Replacing the answer book supplied in the hall by pre-prepared answer book brought by the candidate herself or got from outsiders
- xix. Writing answers in the main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement /attachment
- xx. Refusing to give a written statement, refusing to receive absents from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidence by tearing / swallowing / erasing / throwing away the bits, materials etc.

- xxi. Writing filthy/indecent/vulgar words or sketching obscene figures etc. in the answer book or additional sheets attached
- xxii. Acts of threats, violence, creating a disturbance inside/outside the examination hall, preventing other candidates from entering the hall, misbehavior with the supervising staff etc.
- xxiii. Repetitive action of malpractice either in the same sitting or in different sittings in the course of her study
- xxiv. Taking away with her the written answer book, without handing over the same to the Hall Superintendent xxv. Trying to take away or damage other candidate's answer book
- xxvi. Violating any other special rules/regulations prescribed then and there by the COE
- xxvii. Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else
- xxviii. Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice
- xxix. Arranging outside persons to terrorize the examination staff
- xxx. Leaving the examination hall with the question paper of the day's examination before the expiry of the period prescribed by the COE (normally 45 minutes from the commencement of the exam), in spite of the warning of the Hall Superintendent / Additional (or) Chief Superintendent
- xxxi. Causing damage to the belongings of Examiners, as an act of vengeance
- xxxii. Candidates who had been booked under any of the above mentioned malpractice will be enquired by an Enquiry Committee headed by the Chief Superintendent of the examination centre and will be punished by the Disciplinary Action Committee constituted by the Principal depending on the nature & severity of the malpractice
- xxxiii. Punishment the following punishments will be given to such students:
- xxxiv. All papers in the semester concerned with malpractice will be cancelled including all the theory
- xxxv. In this case, students are allowed to sit for their arrear exam only
- xxxvi. If the above mentioned case is repeated by the same student, the candidate will be debarred for the next two semesters. In addition legal/disciplinary action will be taken by the institution against that candidate

General Rules & Regulations

All Students shall abide by the rules and regulations laid down for their discipline and development.

- i. Students are required to be neatly dressed in salwar's / sarees in keeping with Indian culture and in white uniform chudithar for special occasions
- ii. Costly jewels should not be worn in the campus .The institute is not responsible for any loss.
- iii. Students are required to participate in assembly prayer and in all the activities and functions of the institute and observe order at all times. Absenting on such occasions will consider as misconduct.
- iv. Organizing meetings, entertainments and collecting money for any purpose in the campus without the permission of the HOD are prohibited.
- v. Students should read the notice board carefully every day.
- Vi. Visitors are not allowed during working hours.
- Vii All students are expected to be in the premises of the institute during the working hours.
- vii. Day scholars should not undertake any transactions on behalf of the Students in the hostel. They are not permitted in the hostel premises.
- ix. The institute does not entertain any letter or other postal transactions on behalf of the day scholars.
- x. Discipline needs to be observed in class rooms and campus.
- xi. When a student represents the institute in sports, NSS, Academic related activities etc., during the test period and there by misses any test the average mark for the tests performed will be taken, provided she submits the permission letter in time.
- xii. Parents will be informed about the class performance and behavior of their wards, as and when the need arises. They are required to respond to the college acknowledging receipt of all the communications, explaining the steps taken by them to rectify the situation.
- xiii. Results of all semester examinations will be hosted in the website www.thassim.in .
- xiv. Parents and guardians must notify changes in their address promptly in office. They must inform the HODs within two weeks when their wards discontinue their studies.
- xv. Candidates are requested to take sufficient number of attested copies of their certificates before submitting the originals in the office. After admission the original certificates will be returned to the students in the first week of August.

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

1. Laptops shall be used only for the purpose of education.
2. Use of phones, cameras, etc. , is prohibited during the class hours inside the campus. If found in contravention, they will be confiscated.
3. Students should not use mobile phones while attending meetings, workshops, functions and other activities of the institute.
4. Laptops must be used as a tool for education. If used for any other purposes like watching movies, surfing social sites, immediate action will be taken.
5. The following list gives examples of sort of materials or activities that will be regarded as unacceptable by the usage of laptops, mobile phones
6. Under disciplinary actions, the college has the right to fine, suspend or even expel a student from the institute in the interest of the institution

DISCIPLINARY RULES

- 1 When a student meets a member of the teaching staff of the college or any member of the Management within or outside the college campus, she should greet them.
- 2 No student shall leave the class room during the lecture, without the permission of the teacher.
- 3 Students should not be found loitering in the corridors or campus or wander on the campus during the class hours. If they don't have class, they should go and read books in the Library.
- 4 During the class hours students shall not report at the office under the pretext of paying fees, getting information etc.
- 5 Habitual negligence of college work, dishonesty, and obscenity in deeds, words or any other acts of misconduct will lead to severe disciplinary actions.
- 6 When the Principal or the teacher or a visitor enters the class, the students must keep standing until the staff invites them to sit.
Students are forbidden from attending or organizing any meeting in the college. They should not collect money for any purpose without the permission of the Principal. They should not circulate any notice or petition among themselves or paste it anywhere in the college premises without the written permission from the Principal.
- 7 Students are not to deface the furniture, the walls or any part of the college premises and should not spill ink anywhere or litter the classrooms and grounds with papers.
- 8 Students are expecting to maintain decency and decorum in their behavior and dress. Students should dress neatly and modestly. Their dress should always be in keeping with the tradition and culture of our country. Students shall wear non-transparent saree and blouses that fully cover their abdomen and back or wear loose pyjama and kurtha with dupatta.
- 9 Any damage done to the college property will have to be set right by those who are responsible for it.
- 10 Regular Attendance is compulsory for all the class hours.
- 11 The following actions are strictly prohibited and any violation of the mentioned rules will result in dismissal/suspension of the student from the college.

- Ragging of any kind and magnitude inside or outside the college campus.
- Any kind of wild, noisy, disturbing behaviors and celebrations on the campus.
- Tampering with the contents, misuse of the college identity Cards.
- Loud and noisy consultations, discussions and animated conversations inside the college and library during the working hours.
- Any kind of malpractice like cheating, bribing, gambling, Copying in examinations, giving false declaration, spreading rumors, unfounded accusations, writing, and printing, distributing, displaying unauthorized notice of any kind on the campus or anywhere else
- Inviting strangers and unauthorized persons inside the cam without any written permission from the Principal.
- Using Mobile Phones or any electric gadgets on the Campus

ANTI – RAGGING

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

The Committee includes the Principal, Vice Principals, Deans of Arts & Sciences, Student Council members, and two representatives from Parent

- Teacher Association. Various necessary measures are taken to safeguard and protect the juniors and also to inculcate strong ethical values among all the students. This has come into effect from 2010-11 onwards.

True extract of the proceedings of the conference on Elimination of Ragging in colleges organized at Raj Bhava on 23.7.2009. Students affected by ragging can call the No.1800 180 5522 and register their complaints. The Anti-Ragging Helpline is a nationwide, toll free number where students, parents, hostel workers or anybody will be able to call 24x7 any time of the day or night even without giving the caller's name. On getting a complaint call, they will respond within minutes by informing the College authorities, and keep a close watch on the situation and if necessary, they will inform the police. The police in turn will be obliged to file an FIR as soon as the complaint has been registered.

All the students are encouraged to inform the helpline for every incident or even an apprehension of ragging at any level. Even if a student has direct gone to their head of institutions and made a complaint, they may register a complaint with the helpline as well.

The helpline (1800-180-5522) will be operated round-the-clock and function as a watchdog. Once a student calls and registers a complaint, the process of giving him assistance will start within 15 minutes.

In Addition to National helpline facility, the Ramnad district Anti- ragging and eve-teasing cell has got a separate mobile no: 9488810086 and Email-ID :antiraggingcellrmd@gmail.com for students and public use.

For further contact

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

ANTI RAGGING - CORE COMMITTEE

1. Principal
2. Vice Principal
3. Deans of Arts and Sciences
4. Student Council Members
5. Two representatives from Parent - Teacher Association

ROTARACT CLUB

- To enhance knowledge and understanding of community needs, problems and opportunities.□
- To formulate and develop activities for serving the Community.□
- To provide personal development opportunities for members.□
- To provide training to develop the skills of members.□
- To motivate young people for eventual membership in Rotary.□

STUDENT COUNCIL

- To develop a positive attitude and promote harmonious relationship among students.□
 - To perk up the student – faculty relationship.□
 - To inculcate team spirit, accomplish assigned tasks.□
 - To improve the student’s general welfare and morale.□
- To build a sense of self – respect and strengthen personal responsibility

STUDENT WELFARE

- To Conduct the Orientation Programme for all the Students□
- Assisting the Students in their learning process□
- Conducting the exit meeting for all the final year students.□
- Addressing and solving their various issues.□
- Conducting the soft skill Programme for all the final year UG & PG students.□

NSS PROGRAMME

- Development of the student’s personality, and promote the unity and integrity of the nation by bringing together young people from diverse geographical and socio-cultural backgrounds.□
 - Development of the personality of students through community service.□
 - Understand the community in which the students work.□
 - Understand themselves in relation to their community.□
- Develop among themselves a sense of social and civic responsibility

ALUMNAE ASSOCIATION

- Annual Alumnae Meet.□
- Working Alumnae Database.□
- Alumnae data collections.□
- Maintaining alumnae social media.□
- Alumnae Sports Event.□

- Alumnae Entrepreneurs Stall. □
- Alumnae Trip □

INCUBATION AND INNOVATION CELL

- To give multiple exposure opportunity for students to take part and understand the importance of Innovation
- Inculcating entrepreneurship skills and mindset and encouraging taking startups an alternative career option. □
- To Develop Cognitive Ability for Technology Students
- To conduct various innovation and entrepreneurship related activities prescribed by central MHRD Innovation council. □
- Identify and reward innovations and share success stories. □
- □

YOUTH RED CROSS & RED RIBBON CLUB

- International Day against Drug Abuse & Illicit Trafficking Rally.
- International Youth Day /Anniversary of Geneva Conventions.
- World First Aid Day Celebration.
- International Girl Child Day Awareness. □ Global Hand Washing Day Awareness.

IT POLICY

POLICY AND PROCEDURE FOR THE USE OF INFORMATION TECHNOLOGY (IT) RESOURCES

1) Purpose:

TBAK College for women is committed to creating a teaching and learning environment that supports the effective and innovative use of information technology. This Policy and Procedures applies to anyone who uses College information technology (IT) resources. The resources covered by this Policy and Procedures include, but are not limited to, computer hardware and software, mobile communication devices, telephone and data networks, College websites, and electronically stored data. This Policy and Procedures supports an information technology environment that meets the mission of the College in teaching, learning, and administration by promoting:

- a) Integrity, reliability, availability, and performance of IT resources
- b) Assurance that IT resources are used for their intended purposes
- c) Procedures for addressing policy violations

Access to IT resources is a privilege, not a right or guarantee. The College reserves the rights to extend, limit, restrict, or deny privileges and access to information technology resources. All information technology users are bound by all applicable local, state, and national laws. This Policy and Procedures identifies related College policies and procedures that are associated with appropriate use of technology resources and the protection of College data.

The College provides a wide range of IT resources to support the teaching and learning mission and actively protects the information technology environment. The College is not responsible for information and materials residing on non-College systems or available over publicly accessible networks.

2) Website

The College website is the most prominent marketing tool for public-facing communications. It contains information for and about the College community and is a mechanism for communication, publication, and collaboration in support of the mission of the College. The College maintains oversight of all website access and content, including all official webpages and associated web-based services developed by or for the College. The College website content is recognized as official published work.

IT Manager / HOD is responsible for the website user experience. Any changes or modifications to website content require the submission of a “Website Change Request Form” and approval by the Principal.

3) Social Media

- The College social media sites and accounts serve as an additional means of electronic communication for the College.
- Use of College social media accounts is limited to authorized users for approved College business.
- Users must be aware of the legal risks of using social media. If any user posts comments with libelous, defamatory, offensive, discriminatory, harassing, or obscene remarks, the user will be held responsible.
- Creation or use of College social media sites and accounts requires approval by the Principal.
- All College policies and procedures related to harassment, plagiarism, commercial use, security, unethical conduct, and laws prohibiting theft, copyright and licensing infringement, unlawful intrusions, and data privacy laws should be followed when using social media accounts.
- Student and employee personal social media accounts are not subject to this Policy and Procedures.

General Precautions

- Do not dine on the computer table/desk/stall.
- Do not use computer table as a storage area.
- Never keep food or drink near/next to your computer/laptop.
- Cords, cables, and removable storage devices must be inserted gently and carefully into the computer/laptop. Follow this while removing them also.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.

- In order to conserve, battery life Computer/Laptops should be shut down properly when the task is over.
- Do not deface Laptops/computers. They must remain free of any writing, drawing, stickers, or labels.
- Laptops must never be left unlocked or in any uncared area.
- Students are responsible for keeping their laptop's battery fully charged before commencement of work on each day.
- Failure to comply with the General Precautions will result in being required to check out the student laptop and the student may not be allowed to bring laptop to the college till the completion of her studies.

General Guidelines

- Students must get prior permission from the HOD to use laptops in the college premises and the permission letter must be handed over to the Students council advisors.
- Student shall bring computers purely for the educational benefit (if **otherwise** required as per syllabus) and not for entertainment. They are not to be used for playing games, watching movies, or videos, communicating via social media sites or for any other recreational/ entertaining uses.
- Students are responsible for the ethical and educational use of the technology resources of the College.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and computer viruses.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people. Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently happen to access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, Network Administrator or Principal immediately so that such sites can be blocked from further access.
- Use or possession of hacking software is strictly prohibited and violators will be subjected to disciplinary action.
- Students are responsible at all times for their laptops.
-

APPLICATION FOR LEAVE

1. A student requiring leave for only one hour or a portion of an hour must apply for it to the teacher concerned before the period begins.
2. A student requiring leave for a whole day must apply for it in the prescribed form to the Class Teacher & HOD and copy of the letter shall reach the office on the same day.
3. Application for leave of absence should reach the class teacher before the classes begin on the day for which the leave is applied.

PROJECT WORK

Students undergoing project work must satisfy the norms and conditions laid by the authorities under whom they take up the project work

- B Sc Home Science Nutrition and Dietetics and M Sc Home Science Nutrition and Dietetics, B Sc Food Processing and management students undertake the project work in Hospitals, Hotels, Food Industries
- B Sc Information Technology, B Sc Computer Science, M Sc Information Technology and MCA students take up the projects work in Computer Centre, Industries and Companies.
- M Sc Mathematics students take up the projects work in relevant areas.
- B Sc Microbiology and MSc Microbiology students identify challenging societal problems and plan his project work in discipline of microbiology with broader perspective to develop innovative solutions for such problems.
- B Sc Chemistry and MSc Chemistry students take up the projects work in Industries, Chemical laboratories etc.
- B Com and M Com students take up project work in Banks, Industries & Companies
- B Sc and M Sc Psychology students partake in project in areas related to human behavior thought processes and emotions
- BBA students take up project work in Banks, Industries & Companies
- BA and MA English students take up projects on Language and Literature.

EXCURSIONS, PICNICS AND STUDY TOUR

- 1 Students are not permitted to organize or conduct excursions or picnics without the knowledge and consent of the Principal.
- 2 Study tours organized by the respective departments are compulsory.
- 3 All the students going on excursions shall obtain written consent from the parents in the prescribed form.
- 4 A detailed programme of travel, stay, and places of visit, names of participants and other details should be submitted to the Principal, before proceeding on a tour or excursion.
- 5 No student from another class will be permitted to join a class going on an excursion, without the permission of the Principal
- 6 Students are not permitted to take any valuable things when they go for study tour. College authority will not be responsible for any loss of such things.

LIBRARY RULES 2024-25

The college library was established in the year 1988 with just 600 books to its credit. Now it has about 29,487 books and more than 212 periodicals including National & International Journals. The library has innovative infrastructure facilities like AUTOLIB software with modern technology such as DSpace serves with Wi-Fi connections and the library system includes central and departmental libraries. Our College Library membership with British Council, AIRC (American Information Resource Center) Chennai, DELNET & N-List, NPTEL Digital Video Library, and National Digital Library (free access). Library Security System-CCTV cameras can be used in libraries to monitor students' activities in the library.

Library Facilities:

- Open access system is followed.
- Library hours are allotted for the students during working hours.
- The college library runs a book bank for the benefit of poor students. The Library has Provides
 - Reprography facility and it charges Rs.1/- per copy
 - Printout facility and it charges Rs.3/- (word format) & Rs.5/- (image format)
- Alumnae students, mothers of the Pearl Montessori School students and teachers of the local schools, community college staff, and Housewives of Kilakarai can make use of the college library after the college working hours.
- The library accepts donations of manuscripts, books, journals, etc., which are found useful to the students
- The library provides two tokens to each student for books transactions

Library Timings:

- The library will remain open on all days, except Sundays.
- Monday to Friday - 8.30 am to 5.00 pm
- Saturday - 8.30 am to 1.30 pm
- Examination days - 8.30 am to 5.30 pm
- Extended Library Hours
 - Monday to Saturday - 6.30 pm to 8.30 pm
 - Book transaction hours on all working days during Lunch break and Library hours
 - 08.30 am to 09.00 am
 - 10.05 am to 10.20 am
 - 12.10 pm to 01.00 pm
 - 02.50 pm to 05.00 pm

During class hours books will not be issued or received from the students.

General Rules:

- Silence should be strictly observed in the library

- Bags/belongings are not allowed inside the library
- All the students & staff members must bring the ID Card issued by the college while using the library
- Members are required to carry their Identity cards at all times and must show them at the request of the library staff. It is essential to submit Identity Cards during checkout and check-in transactions at the library
- On entering the library, only paper and pen can be taken in for reference work. The ID card and brown cover or newspaper shall be taken in when books have to be borrowed
- Reference books, magazines, and journals will be issued overnight only
- The books are to be left on the reading table and need not be replaced on the shelves after reading or reference
- All books and journals must be returned on or before the due date
- Library books are to be used with utmost care and to be returned without any damage
- Students should not write or draw anything on the books, periodicals and newspapers
- The newspaper(s) should be folded properly after reading and kept back in the designated place
- Loss of tickets should be reported to the Librarian immediately & Rs.25/- should be paid for each ticket that is lost. All payments shall be paid at the college office and receipt shall be shown to the librarian, but fines should be paid to the Library
- If the students need books during the examination, they can make use of the library books by getting permission from the authority concerned
- Usage of mobile phones is not permitted inside the library
- Students & Staff must produce the Identity Cards while borrowing the books/journals etc.,

Category	Issue of Books	Book Bank
UG Students	Four Books	Two Books
PG Students	Six Books	Five Books
M Phil Students	Five Books	Four Books
Ph D Scholars	Seven Books	-
Class Toppers	Two Books (additional)	-
Teaching Staff	Ten Books	-
Office Staff	Five Books	-
Lab Technicians, Lab Asst. & Attendant	Two Books	-
Alumnae & Other Institution Members	Two Books	-

- Members should check the book thoroughly for missing pages, chapters, pictures etc. while borrowing the books and report the matter to the circulation staff

Reservation

- A loaned book may be reserved by members. Availability will be informed to members by e-mail and /or over the intercom facility
- If the reserved publication is not taken within 5 days, it is given to another member in a queue or is put back on its shelf.
- A member cannot reserve more than two books
- Return of Books
- Books due on the holiday should be returned the next morning and no fine will be collected All the students must return the books before receiving their examination hall tickets.
- All books must be returned to the library before the end of the semester.
- Staff / Students those who are availing medical leave/study leave/long leave, you are requested to return the library books and collect the No dues certificate from librarians. Students those who are not returned/renewed the books after the due date will be charged an overdue charge of Rs.1/-per day

Renewal

- This category is applied to Staff & Students. Checked-out books can be renewed before/on the due date. Books have to be brought physically to the library for each renewal
- Three consecutive renewals allowed. After three renewals, the book has to be returned to the library. The same can be reissued after a week from the date of return, if it is available in the library.

Lost and Damaged Publications

- Members must replace the book if lost with the latest edition along with overdue charges.
- If any book is lost, the members must pay the actual book cost plus Rs.200/- as an additional charge.
- Damaged books shall not be accepted and it has to be replaced.

Rules for Class Toppers

Facility for class toppers of UG, PG, and MPhil students:

To motivate students who perform exceedingly well in the semester examinations. The top three students from each class of all branches are provided with a facility to borrow additional 2 books from the Library. This facility would provide an opportunity for the toppers to refer to better quality textbooks which automatically enhances their level of knowledge and academic performance.

- Toppers of 2nd year are chosen based on marks scored in 1st & 2nd semester exam
- Toppers of 3rd year are chosen based on marks scored in 3rd & 4th semester exam

List of Government Scholarship Schemes 2024-2025

S. No	Scheme Category	Eligibility Criteria	Amount of Scholarship
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1	Post Matric Scholarships Scheme for minorities	<input type="checkbox"/> Muslims, Christians communities students can apply for this scheme of Scholarship <input type="checkbox"/> Students secured minimum 50% marks or equivalent grade in the previous year final examination are eligible. <input type="checkbox"/> Annual Income of whose parents /guardians from all sources does not exceed Rs.2.00 lakh. www.scholarships.gov.in	Rs. 8,700/- (Hosteller) p.a Rs. 6,000/- (Day Scholar) p.a
2	Central Sector Scheme of Scholarships for College and University Students (PM –USP CSSS)	<input type="checkbox"/> Eligible for students of any religions <input type="checkbox"/> UG first year students only are eligible for Fresh Scholarship <input type="checkbox"/> UG Second year, Third year and PG first year, Second year students are eligible for renewals only <input type="checkbox"/> students who are above 80 th percentile of successful in the relevant stream from the respective Board of Examination in the Class XII of 10+2 pattern or equivalent <input type="checkbox"/> Parent Annual Income ceiling amount Rs.4,50,000/- (Rupees Four Lakh and fifty thousand only) www.scholarships.gov.in	UG-Rs. 12,000/- p.a PG-Rs.20,000/- p.a
3	Moovalur Ramamirtham Ammaiyaar Higher Education Assurance Scheme (TN Govt) “Pudhumai penn scheme”	<input type="checkbox"/> 6 th – 12 th standard studied in Tamilnadu Government schools <input type="checkbox"/> students pursuing UG Programme www.pudhumaipenn.tn.gov.in	Rs. 1,000/- p.m
4	Post Matric Scholarship (SC)	<input type="checkbox"/> candidates belonging to SC/ST communities <input type="checkbox"/> Parent/ Guardian Annual Income does not exceed Rs.2.50 lakh (Gross income of all categories will be taken into account) www.ssp.tn.gov.in	<u>Arts Stream :</u> Rs. 5,850/- (Day Scholar) p.a Rs. 7350/- (Hosteller) p.a <u>Science stream :</u> Rs. 5,850/- (Day Scholar) p.a Rs. 10,750/- (Hosteller) p.a
5	Adi Dravidar Bright Student Award	<input type="checkbox"/> candidates belonging to SC/ST communities <input type="checkbox"/> secured above 550 Marks in +2 examination Offline mode	Rs. 3,000/- (one time)

6	Post Matric Scholarship For Students with Disabilities	<input type="checkbox"/> Disability above 40% Certificate <input type="checkbox"/> Parent's annual Income does not exceed Rs. 2.50 lakh <input type="checkbox"/> Students pursuing UG and PG degree programme www.scholarships.gov.in	Rs. 6,000/- p.a (Initial percentage of disability)
7	Financial Assistance for Education of the wards of Beedi/Cine/IOMC/LSDM workers	<input type="checkbox"/> Either of the parents of the students should be Beedi, Iron Ore Manganese & Chrome Ore Mines, Limestone & Dolomite Mines, Cine worker with at least six months service. www.scholarships.gov.in	Rs.6,000/- p.a
8	Sports Development Authority of Tamil Nadu Scholarship Scheme (SDAT)	<input type="checkbox"/> candidate Pursuing College in Tamil Nadu is eligible to apply <input type="checkbox"/> should have achieved first three places in individual event and 1 st or 2 nd place in games. <input type="checkbox"/> Students pursuing UG and PG degree programme www.sdat.tn.gov.in	Rs. 13,000/- p.a
9	Merit Cum Means Scholarship for Professional and Technical Courses CS	<input type="checkbox"/> candidates belonging to Minority communities <input type="checkbox"/> Previous year examination mark percentage above 50% <input type="checkbox"/> Parent's annual Income does not exceed Rs. 2.50 lakh <input type="checkbox"/> Admission in PG professional degree (MCA) www.scholarships.gov.in	Rs. 25,000/- p.a (Days scholar) Rs. 30,000/- p.a (Hosteller)
10	National Scholarship for Post Graduate Studies	<input type="checkbox"/> The Scholarship is available to the students for the first PG Degree Programme only www.scholarships.gov.in	Rs. 15,000/- p.a (for 10 months in year)
11	Post-Graduate Indira Gandhi Scholarship for Single Girl Child	<input type="checkbox"/> Girl students without having any brother or the sister. <input type="checkbox"/> PG-I year student only. www.scholarships.gov.in	Rs. 3,100/- p.m
		www.scholarships.gov.in	

12	PG Scholarship for University Rank Holders (1 st and 2 nd Rank holders)	<input type="checkbox"/> 1 st and 2 nd Rank holders at UG level www.scholarships.gov.in	Rs. 3,100/- p.m
13	Adi Dravidar Ph.D. Scholarship for SC/ST Students	<input type="checkbox"/> Candidates belonging to SC/ ST communities <input type="checkbox"/> Parent's annual Income ceiling amount Rs. 2.50 Lakh <input type="checkbox"/> Previous year mark percentage 50% Offline mode	Rs.50,000/- p.a
14	Maulana Azad National Fellowship for Minority Students (M.Phil./Ph.D.)	<input type="checkbox"/> candidates belonging to minority communities <input type="checkbox"/> candidates should be in regular and full time <input type="checkbox"/> Parent's annual Income ceiling Rs. 2.50 Lakh <input type="checkbox"/> Previous year percentage above 50% www.ugc.ac.in	Rs. 25,000/- p.a

NAME OF THE GOVERNMENT SCHOLARSHIP SCHEME STUDENTS APPLIED DIRECTLY TO THE RELEVANT DEPARTMENT

- ▶ Chief Minister's Farmer /Fishermen welfare/Labour welfare Scholarship
- ▶ Police Department Scholarship
- ▶ Prime Minister's Scholarship Scheme (PMSS)
- ▶ Ex -Army Department Scholarship
- ▶ Ramanathapuram Muslim Women Aid Society Scholarship

LIST OF PRIVATE SCHOLARSHIPS 2024-2025

- Islami Baithul-Mal
- Parent Teacher Association Scholarship
- TBAKC- Alumnae Association Scholarship
- MP Fund Scholarship

LIST OF DOCUMENTS

The following documents are required for all types of Government scholarships

1. Scholarship Application
2. Passport size photo (2)
3. 10th and 12th Marksheet copy
4. Bonafide certificate (original)
5. College fee receipt copy
6. Previous year attendance certificate (original)
7. Aadhaar card copy (Aadhaar linked with Mobile no, Bank a/c)
8. Community certificate copy

9. Income certificate copy (current financial year)
10. Nativity certificate copy
11. Student bank account pass book 1st page copy

The following are the various other scholarships given by the various Trusts in Kilakarai and Chennai

1. Baithulmal (Kilakarai)
2. Parent Teacher Association Scholarship (TBAKC)
3. Sharjah Indian Muslim Association (SIMAN)
4. KECT (Kilakarai Educational Charitable Trust), Kilakarai

SPORTS FACILITIES

Gym, Yoga, Volleyball, Table Tennis, Athletic track & field, Ball Badminton, Relay, Kabaddi, Kho Kho, Tennikoit

TRANSPORT FACILITIES

Students who wish to travel by college bus will have to register their names in the college office at the time of their admission. Bus fee should be paid in the beginning of each semester. Bus fees once paid will not be refunded. Our College buses ply to Rameshwaram Athiyuthu, Irumeni, Narippayur, sayalkudi, R.S.Mangalam, Thiruppalaikudi, Panaikulam, Alagankulam, Pirappan Valasai, Mudukulathur, Sikkal, Ervadi, Periyapattam, Paramakudi, Aappanur, Kadaladi and Sirupodhur to Kilakarai via Ramanathapuram. Also two vans are available for students residing in Kilakarai.

STUDENTS AMENITIES

Apart from the general facilities, the day scholars as well as the hostel students are provided with the following amenities.

STUDENTS SERVICE CENTRE

Student's service Centre of the college offers various services to the students including photocopy, DTP facilities and printout at a nominal cost.

STUDENTS COUNCELLING CENTRE

Students experience stress due to academic, social, family and financial problems. We have a counselling Centre ALOHA (the zone of comfort) run by the Department of Psychology which is open for both students and staff to create a safe space to share their issues and get support without fear of judgement. There is a peer group which is responsible for identifying problems of the students, which facilitate the students to share their issues without hesitation to open up their need for counselling. We do have an external counselling adviser for our college who visits the college whenever called for. Besides, Quality Circle for Counselling meets regularly to indentify the need and arrange counselling sessions. An Alumna of the college Ms. Bajeela Azad, life coach and Hypnotist, gives counselling to the students online and offline

COLLEGE TUCKSHOP

- A Tuck shop is situated inside the College Campus where all notebooks, record papers and stationery items are sold to students at a fair price.

COLLEGE CANTEEN

- There is a canteen within the campus. Refreshments are served in the canteen on all working days. Day Students can have their lunch in the canteen on a nominal rate.

MASJID

- There is a Beautiful Masjid in the college premises for Prayers. Five times obligatory prayers are regularly conducted with Jamath. Every Thursday after Magrib Tafseer class is conducted for hostel students. Everyday Quran Halqa is conducted by hostel Aalimas & students in the Masjid.

PHOTOCOPY FACILITY

- A Reprographic system is installed in the college library for the benefit of the students at the nominal rate.

BROWSING FACILITY

- All the students can make use of 2Mbps Broad Band, which is available throughout the College campus BSNL 100 mbps Leased line with WiFi facilities

THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN
Kilakarai, Ramanathapuram - 623 517

Semester fees for the Academic year 2024 -2025 [for 1st Year Students]

I Semester Fees

Pro-gramme	Name of the Branch	Programmes	Semester Fees	Competitive Exam training fee	Total Fees
UG	Arts	BA Arabic	11,000	1,250	12,250
		BA English	13,000	1,250	14,250
	Commerce & Management	B Com	15,000	1,250	16,250
		B Com Professional Accounting	15,000	1,250	16,250
		B Com with CA	16,000	1,250	17,250
		B Com Honors	39,000	1,250	40,250
		B Com FinTech	42,000	1,250	43,250
		BBA	16,000	1,250	17,250
		Pure Science & Life Science	B.Sc Chemistry	16,000	1,250
	B.Sc Microbiology*		19,000	1,250	20,250
	B.Sc Psychology*		19,000	1,250	20,250
	B.Sc Nutrition & Dietetics*		19,000	1,250	20,250
	B.Sc Mathematics		13,000	1,250	14,250
	B.Sc Fashion Designing		25,000	1,250	26,250
		B.Sc Information Technology *	18,000	1,250	19,250
		B.Sc Computer Science *	18,000	1,250	19,250
		BCA	16,000	1,250	17,250
		B.Sc Cyber Security	16,000	1,250	17,250
		B.Sc Data Science	30,000	1,250	31,250

	Computational Science & IT				
PG		M A English	15,000	1,500	16,500
		M.Com	15,000	1,500	16,500
		M.Sc Mathematics	15,000	1,500	16,500
		M.Sc Chemistry	17,000	1,500	18,500
		M.Sc Psychology	17,500	1,500	19,000-
		M.Sc Nutrition & dietetics	17,500	1,500	19,000
		M.Sc Microbiology	17,500	1,500	19,000

		M.Sc Information Technology	17,500	1,500	19,000	
		M.Sc Fashion Designing	24,000	1,500	25,500	
		Applications [MCA] [Approved]*	21,300	1,500	22,800	
THASSIM BEEVI ABDUL KADERCOLLEGEFOR WOMEN						
Kilakarai, Ramanathapuram - 623 517						
Semester Fee particular for the year 2024 -2025						
Pro-gramme	Name of the Branch	Programmes	2 nd Year		3rd Year	
			III SEM	IV SEM	V SEM	VI SEM
UG	Arts	BA Arabic	13,250	13,250	18,000	19,000
		BA English	14,000	14,250	18,000	19,000
	Commerce & Management	B Com	17,250	17,250	21,000	22,000
		B Com Professional Accounting	17,250	17,250		
		B Com with CA	17,250	17,250		
		B Com Honors	41,250	41,250	44,000	45,000
		B Com FinTech	44,250	44,250	47,000	48,000
		BBA	18,250	18,250	22,000	23,000
	Pure Science & Life Science	B.Sc Chemistry	16,250	16,250	20,000	21,000
		B.Sc Microbiology*	19,250	19,250	23,000	24,000
		B.Sc Psychology*	19,250	19,250	23,000	24,000
		B.Sc Nutrition & Dietetics*	16,250	16,250	20,000	21,000
		B.Sc Mathematics	15,250	15,250	19,000	20,000
		B.Sc Cyber Security	18,250	18,250	22,000	23,000
		B.Sc Data Science	32,250	32,250	35,000	36,000
		B Sc Fashion Designing	25,250	25,250	29,000	30,000
	Computational Science & IT	BCA	17,250	17,250	21,000	22,000
		B Sc Computer Science	18,250	18,250	22,000	23,000
		B Sc Information Technology	17,250	17,250	21,000	22,000
	PG		M A English	15,000	15,000	
		M.Com	14,300	14,300		
		M.Sc Mathematics	15,300	15,300		
		M.Sc Chemistry	16,300	16,300		
		M.Sc Psychology	16,300	16,300		
		M.Sc Nutrition & dietetics	16,300	16,300		
		M.Sc Microbiology	17,300	17,300		
		M.Sc Information Technology	17,300	17,300		
		M.Sc Fashion Designing	25,000	25,000		
		Applications [MCA] [Approved]*	17,300	17,300		

THE HAJIANI MARIAM BEEVI
HOSTEL FOR WOMEN

OFFICE BEARERS

WARDEN : Dr S Sumayaa
CO-ORDINATOR : Ms Rizwana Begam

HOSTEL RULES AND REGULATIONS OF THE HAJIANI MARIYAM BEEVI THAIKAPPA
FOR WOMEN

The Hostel on the campus provides residential facilities for 300 Students.

1. A Student seeking admission to the Hostel shall be submitting her application in the prescribed form, which can be had at the college office on payment of Rs. 100/-per person.
2. The Application for admission to the Hostel shall sign a declaration agreeing to abide by all rules and regulations of the Hostel and the instructions.
3. The Hostel fees should be paid in the form of Demand draft in favor of TBAK College Hostel, Kilakarai drawn on Indian Overseas Bank (or) State Bank of India, Payable at Kilakarai branch.
4. The Hostel shall be under the supervision of the Principal as Warden assisted by the Deputy Warden and Floor Wardens.
5. Residents can vacate the Hostel only with the prior permission from the authorities. No refund will be made for the Hostel fees under any grounds.
6. Resident will not absent herself from the classes without permission of the Co-ordinator and floor warden.
7. Residents should not enter the Hostel rooms during class hours.
8. Residents will not be permitted to meet their visitors during class hours.
9. Residents are not allowed to use electrical appliances of any kind other than the lights and fans provided in their rooms.
10. The Warden on the recommendation of the Deputy Warden shall make admission to the Hostel or removal from the Hostel.
11. The Deputy Warden shall make the allotment of rooms to the Residents at the beginning of the year and residents shall not change their rooms without the permission of the Deputy Warden. The Deputy Warden may re-allot the rooms at any time without assigning any reason.
12. Residents should avoid bringing guests to the Hostel.
13. Members of the Hostel shall on no account deal directly with or find fault with the servants of the Hostel. Any misbehaviors or failures of duty on the part of hostel servants should be brought to the notice of the Deputy Warden for necessary action.
14. No resident is permitted to be absent from the college except with the permission of the Warden, Deputy Warden or Floor Wardens.

15. No resident may absent herself from the Hostel during study hours without the permission of the Deputy Warden or Floor Warden. Permission should be obtained in advance.
16. Residents shall not in any way tamper with the electrical fittings or use electric heaters or radios or tape recorders. It is an offence to keep lights and fans ON when there is no one in the room.
17. Misconduct or breach of rules renders the offender liable to fine, suspension and dismissal from the hostel and college.
18. In case of sickness and emergency the inmates can contact the Deputy Warden before 7.00 pm every day and consult the Lady Doctor in Yousuf Zulaikha Medical Centre. The Residents should produce a letter of consent from the Parents/guardian for leaving the hostel. Without the consent from the parents they will not be allowed to leave from the hostel.
19. Residents should stay only in the sickroom (when they are sick)
20. Hostellers should get prior permission from the Warden, Deputy Warden / Floor Warden before leaving the campus for academic work outside the college.
21. Maintenance of hostel property is the collective responsibility of the residents of the hostel. If a room is damaged or its furnishings are damaged / lost, the residents are financially responsible. Deliberate destruction of hostel property will attract penalty ranging from fine to expulsion from hostel.
22. Visitors Day timing: 9 am to 4 pm, 1st and 3rd Sunday of every month.
23. Entertainment timing: every Friday 7 pm to 8 pm, every Sunday 4 pm to 7 pm (except during internal timing).
24. Ground timing: 5 pm to 6 pm.
25. Study timing: every day 7 pm to 8 pm and 9.15 pm to 10.15 pm.
26. Attendance timing: 4:30 pm and 9 pm.
27. All monthly charges should be paid before the tenth of every month. Failure to pay on the due date will involve a penalty of Rs.5/- perday.
28. When a resident is away from the hostel no rebate in mess charges shall be allowed unless she has taken leave for 10 days continuously with prior permission of Principal or leave letter.
29. Non-vegetarian and vegetarian mess shall be run on providing system (as per menu list).
30. During summer vacation for faculty performing duties & responsibilities and for the students staying in the hospital to appear for arrear/supplementary exams, the number of days of boarding in the hostel will be calculated based on the total expenditure incurred for the menu days and divided among the inmates

SISTER INSTITUTIONS

1. B S Abdur Rahman University, Vandalur, Chennai – 600 048. Phone No: (044) 22751375
2. Crescent Matriculation Higher Secondary School for Girls, Pycrofts Garden Road, Chennai – 600 006. Phone No: (044) 28274616
3. Islamic Studies and Cultural Centre, Seethakathi Trust, No 4: Buhari Towers, Morries Road, Chennai - 600 006

- 4 Crescent Residential Matriculation Higher Secondary School for Boys, Seethakathi Estate, Vandalur Chennai – 600 048. Phone No: (044) 22750350, 22750351
- 5 Kilakarai Buhari Aalim Arabic College, (Affiliated to B S Abdur Rahman University) Crescent Engineering College Campus, Seethakathi Estate, Vandalur, Chennai – 600 048.
Phone No: (044) 22751375 , 22751347
- 6 Crescent Career Guidance and Coaching Centre, Seethakathi Estate, Vandalur, Chennai – 600 048.
Phone No: (044) 22751375, 2275134
- 7 Madurai Crescent Matriculation Higher Sec. School for Girls, Seethakathi Nagar , Kallampatti, Madurai- 625 014.
Phone No: (0452) 2478343
- 8 Crescent Teacher Training Institute Madurai Crescent Education Campus Seethakathi Nagar, Kallampatti, Madurai – 625 014.
Phone No: (0452) 2090156, 2470398
- 9 Crescent School of Nursing Madurai Crescent Education Campus, Seethakathi Nagar, Kallampatti, Madurai – 625 014. Phone No: (0452) 2470456
- 10 Crescent College of Education Madurai Crescent Education Campus, Seethakathi Nagar, Kallampatti, Madurai – 625 014. Phone No: (0452) 2470399
- 11 Nagore Crescent Matriculation Higher Secondary School for Girls, Samba Thottam, Mudukku Thazhai Lane, Nagore, Nagai District.
Phone No: (0431) 250640, 250934
12. K T M S Hamid Sahib Girls' Home, Madurai Crescent Education Campus, Seethakathi Nagar, Kallampatti, Madurai – 625 014. Phone No: (0452) 2470399
13. Crescent Hospital,
Madurai Crescent Education Campus, Seethakathi Nagar, Kallampatti, Madurai – 625 014. Phone No: (0452) 2470399
14. Al – Mumin Seethakadhi Children Home, Sakkarakottai, District – Ramanadhapuram, Phone No: 9442617042

GLOBAL DOCUMENT VERIFICATION SYSTEM

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For Further Assistance Contact:
CONTROLLER OF EXAMINATION OFFICE
0456-7241933

TELEPHONE NUMBERS

Office : 04567 – 241933
 Reception : 04567 – 241934
 Cell : 9442617038
 Hostel : 04567-241906 & 241009

INTERCOM NUMBERS

THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN, KILAKARAI

INTERCOM NUMBERS			NUMBERWISE	
S NO	NUMBERS	ROOM S NO OFFICE	NUMBERS	ROOM (LAB'S)
			1. 110 Chemistry	Reception 24 121 Bio-lab
			2. 111 Computer	Trustee Room 25 131 NET Lab
			3. 112 Lab	Office Room 26 134 PG
			4. 113 Director	Principal Room 27 137 Room
			5. 115 Computer	Dean Science 28 141 lab MCA
			6. 114	Dean Arts 29 145 Microbiology Lab
			7. 148 Chemistry	COE Office 30 153 Lab
	31	154 FPQC	Lab	
	32	166 Food	Science Lab	
OTHER				DEPARTMENT
			8. 132	Tamil
			9. 129 Director	Arabic & Hindi 32 116 room
			10. 124	Physical Education 33
			117 Warden	Iffice
			11. 125	BBA 34 118 Main gate
			12. 144	Psychology 35 119 IGNOU

13.	127	Mathematics	36	122	Computer service centre
14.	128	Commerce	37	126	Mess
15.	142	Chemistry	38	130	Hostel Mess Hall
16.	140	Microbiology	39	136	Xerox (DTP Centre)
17.	123	Home Science	40	138	IQAC
18.	143	English	41	147	Conference Hall
19.	146	Computer Science	42	155	Tuck Shop
20.	150	Library (Ground Floor)	44	156	Canteen
			45	164	Placement
21.	165	CIA Room			
22.	151	Library (Reading Hall)			
23.	152	Library (E-library)			

