

# PERSONAL DATA

1. Name.....

2. Class & Branch..... Roll No.....

3. Date of Birth.....

4. Parent's/ Guardian's Name.....

5. Residential Address.....

.....

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.....

6. Savings Bank A/c. No.....

7. Blood Group.....

8. Vehicle No.....

9. Height ..... cm.                      Weight.....Kg.

## **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. I shall be kind to animals. To my country and my people, I pledge my devotion. In their well-being and prosperity alone, lies my happiness.”

## **THE NATIONAL INTEGRATION PLEDGE**

“I, as a Citizen of India, affirm my faith in the universal principle of civilized society, namely, that differences should be settled by peaceful means and I hereby pledge, myself having regard to the need for emotional integration among the people, never to resort to violence in any dispute relating to religious, linguistic, regional or other public issues.”

# NATIONAL ANTHEM

Jana- gana-mana-adhinayaka jaya hey,  
Bharatha-bhagya-vidhatha,

Punjab-Sindhu-Gujarata-Maratha  
Dravida-Uthkala-Banga

Vindhya-Himachal Yamuna-Ganga  
Uchchala-jaladhi-taranga,

Tava shubha name jage,  
Tava shubha asisa mage,  
Gahe tava jaya-gatha,

Jana- gana-mangala-dayaka jaya hey,  
Bharatha-bhagya-vidhata,

Jaya he, Jaya he, Jaya he,  
Jaya Jaya Jaya Jaya he.



## **VISION**

To help our wards to nurture an organized planning to fit themselves within the framework of an ideal system of academic excellence.

To foster the healthy seeds to enlarge the dimensions of their Secular, Spiritual and Universal knowledge.

To train the young curious questing minds to bloom into dedicated citizens of society.

## **MISSION**

To empower students to think high of their potentialities to attain success in this competitive world.

To accelerate their capability to bring out the talents in them through their ingenuity.

To enhance leadership qualities in the empowerment of students by activating their zeal to convert every challenge into a promising future.

## **GOALS**

To motivate the students with a sense of duty and discipline.

To reap a harvest of everlasting goodwill and popularity.

To translate every ideal into an ideology.

To strike the target of mutual co-existence by crossing the barriers of personal and national prejudices.

## **OBJECTIVES**

To build the edifice of character through human values. To mould the young aspirants not to be a wandering generality but pursues of goals that are challenging. To strive, to seek, to find and not to yield.

## OUR COLLEGE CREST



The book in the college crest is the Holy Quran, the eternal source of spiritual strength, sublime knowledge and impeccable guidance.

The computer symbolizes our keen interest in the latest innovations that expedite human labour for the betterment of human society.

The Rocket zooming towards space embodies our passion for the scientific and technological advancement which will usher us into an era of space progress.

The Tower throws light on our Endeavour to help our wards to zoom to greater heights to conquer their goals of excellence.

The circle depicts the truth that the campus is well governed and well protected to study and grow in an undisturbed environment.

The balance represents our dictum to render justice to all by generating the avenues that are similar for progress through hard work.

## **M.M.E.S.**

The Melvisharam Muslim Educational Society founded in 1918 that strove hard to metamorphose Primary, Secondary and Higher Education into splendid segments of pristine enlightenment irrespective of caste, creed, community or social status.

The Silver Jubilee Celebrations of MMES in 1944, the Golden Jubilee Celebrations in 1969, and the Diamond Jubilee Celebrations in 1994 and Centenary Celebrations in 2019, had been the richly rewarded trophies in high appreciation of the Society's journey through the realms of 'Education for all'.

Seven Schools and Four Colleges are most efficiently maintained by MMES

### **SCHOOLS**

<b>NAME OF THE INSTITUTION</b>	<b>YEAR OF ESTABLISHMENT</b>
Islamiah Boys Higher Secondary School	1918
Islamiah Boys Primary School	1927
F.M. Primary School	1933
Islamiah Girls Primary School	1946
Islamiah Girls Higher Secondary School	1966
Hakeem Matriculation School	1972
R.A. Primary School	1945

## **COLLEGES**

<b>NAME OF THE INSTITUTION</b>	<b>YEAR OF ESTABLISHMENT</b>
C. Abdul Hakeem College (Autonomous)	1965
C. Abdul Hakeem College of Engg. & Tech.	1998
MMES Women's Arts & Science College	2007
MMES Academy of Architecture	2017

# **COLLEGE COMMITTEE MEMBERS**

## **President**

Alijanab. Haji. M. Md. Sharfuddeen Sahib, B.A.,

## **General Secretary**

Alijanab. Haji. Dr. S. Ziauddeen Ahmed Sahib, B.A., D.Lit

## **Correspondent**

Alijanab. Haji. Dr. K. Anees Ahmed Sahib, B.A., D.Lit

## **MEMBERS**

Alijanab. Haji. V.M. Abdul Latheef Sahib, B.E.,

Alijanab. Haji. S.Z. Abrar Ahmed Sahib, B.A., C.S.,

Alijanab. Haji. S.Z. Ifthiquar Ahmed Sahib, B.Sc.,

Alijanab. Haji. M.R. Shabeer Ahmed Sahib

Alijanab. Haji. S.Z. Zulfiquar Ahmed Sahib

Alijanab. Haji. C. Mohammed Zafrullah Sahib, B.Sc.,

Alijanab. Haji. V. Rizwanullah Sahib, B.A., C.S., M.B.A.,

Alijanab. Haji. V. Mohammed Ameen Sahib

Alijanab. Haji. G. Najeeb Ahmed Sahib, M.Sc., M.Phil.,

## **LIST OF PRINCIPALS**

1. Prof. L. Saraswathy Moorthy, M.A., M.Phil., :2007-2008
2. Prof. U. Peer, M.Sc, M.Phil., D.H.Ed, P.G.D.C.A :2008-2011
3. Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D :2011-2016
4. Dr. Sridevi, M.Sc., B.Ed., M.Phil., D.F.Tech., Ph.D :2016-2017
5. Prof. Elizabeth Rani, M.A., M.Phil., :2017-2018
6. Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D :2018-

## **CORRESPONDENT MESSAGE**

**Dear Students,**

MMES Women's Arts and Science College was established in the year 2007 on the felt need of the society. The growth of the institution in a short span of six years is encouraging. Students from the lower strata of the society too have come forward to pursue higher education. This shows that the importance of education has reached the people at all level.

Education is the only tool that can bring change in the society. "Educate women; it makes for common sense. As Mahatma Gandhi said, if you educate a boy, you create a good man at best. But if you educate a woman, you educate a family and transform society". Women can build a strong nation and bring out good citizens.

The students who enter our portals are given a holistic education without discrimination. It aims to extent its service to women students of all communities. The management has provided the best infrastructure to impart the education for women in this part of the society. We are striving for academic excellence and offer the best services to students who have entered as young adolescent and leave as strong women.

Wishing you all the best

**ALIJANAB HAJI. Dr. K. ANEES AHMED, Sb., B.A. D.Lit**  
**Correspondent / Secretary**

## **PRINCIPAL MESSAGE**

**Dear students,**

M.M.E.S. Women's Arts and Science College is offering higher education to women students in Ranipet region. The college is affiliated to Thiruvalluvar University, Serkkadu, and Vellore district.

Education is the key to transform the society. It enables the earners to be qualified to take up good position in the society and to serve the nation. Access to quality education enables children to develop and flourish. The sea change in the field of education in India makes the institution redesign programs to suit the current scenario, enabling students to find a place in the job market.

Study at M.M.E.S. will be made interesting and consistent for students. The mentor system adopted in college includes each student in the care of assigned mentors. Teachers give importance to the behavioral discipline, offer personal attention and care to the student's overall development. Students are given opportunity to be members of various clubs and units such as NSS, Youth Red Cross, Red Ribbon Club, Consumer Citizen Club and ED Cell. Skill development programs are conducted to enhance their ability to excel in selected areas of their interest. Students are encouraged to take up additional certificate courses of their choice and take part in competitions organized by the departments and outside events.

We wish the students very best and happy learning at campus.

**Dr. Freda Gnanaselvam, MBA., MMM., M.Phil., Ph.D.,  
Principal**

## **ABOUT THE COLLEGE**

M.M.E.S Women's Arts and Science College is a Minority institution established in 2007, with the aim to translate every ideal into an ideology. The College is ISO certified and accredited by NAAC with B+ Grade. The College is affiliated to Thiruvalluvar University. M.M.E.S, houses 12 under graduate, 08 post graduate disciplines 2 Research departments. The college offers an ambience to provide excellence in education knowledge and training in skills for students. M.M.E.S has the honour of sheltering over 2000 students and 96 highly qualified and motivated work force.

Due to its location, well -built infrastructure and dedicated staff, the College is among the most preferred educational institutions in Vellore. The college provides remedial coaching for slow learners, students counselling programme. The career Guidance and Placement Cell has assisted students in obtaining placement in reputed companies

M.M.E.S Women's Arts and Science College is included under the section 2(f). The institute has a very strong Institute Partnership Cell. The Institute has signed MoU with Gondar University, Ethiopia.

In addition to the regular programmes the Institute offers Add on programmes like NCVRT, DMLT & Tally ERP 9 and Value added courses in several disciplines. The Institute has digital library with more than 7000 titles and 50+ Journals, including E-Journals. The college has active student cell such as NSS, YRC, RRC & CCC and Fine Arts Club to support issues of social concern. The institute has well equipped multi-gym, indoor and outdoor sports complex. Our students have been doing exceedingly well in the University and state level competitions.

## FLASH POINTS

<b>2007</b>	M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE was affiliated by Thiruvalluvar University on August 2007.
<b>2008</b>	Introduced BBA, B.Sc CS, B.Sc Mathematics
<b>2009</b>	★ On 2.7.2009 Academic Main Block was inaugurated ★ Introduced B.Sc Biotechnology
<b>2011</b>	Introduced M.A English
<b>2012</b>	Introduced M.Sc Biotechnology
<b>2015</b>	★ Introduced B.Com(CA), B.Sc IDD, B.A Arabic, M.Sc Mathematics ★ On 27.4.2015 M.M.E.S Auditorium was inaugurated
<b>2017</b>	Introduced B.Sc(ISM), M.Sc Computer Science & M.Com
<b>2018</b>	Introduced B.Sc (N&D), M.Phil English & M.Phil Biotechnology
<b>2019</b>	On 15.2.2019 PG Block & Central Library was inaugurated for Centenary Celebration
<b>2020</b>	Introduced M.A Arabic, M.Sc IDD
<b>2021</b>	Introduced Ph.D Commerce & Ph.D Computer Science
<b>2022</b>	On 26.2.22 Secretariat and Chemistry lab was inaugurated

**COURSES OFFERED**  
**FOUNDATION SUBJECTS FOR**  
**DEGREE COURSES**

Part I : Tamil (or) Urdu (or) Hindi (or) Arabic (or) French

Part II : English

**UNAIDED COURSES**

**UG COURSES**

<b>S.No</b>	<b>Degree</b>	<b>Subject</b>	<b>Duration</b>
1.	B.A.,	English Literature	3 Years
2.	B.Sc.,	Mathematics	3 Years
3.	B.Sc.,	Computer Science	3 Years
4.	B.Sc.,	Bio-Technology	3 Years
5.	B.Com.,	Commerce	3 Years
6.	B.C.A.,	Computer Applications	3 Years
7.	B.B.A.,	Business Administration	3 Years
8.	B.Com.,(C.A)	Computer Application	3 Years
9.	B.A.,	Arabic	3 Years
10.	B.Sc.,	Interior Design & Decor	3 Years
11.	B.Sc.,	Information System Management	3 Years
12.	B.Sc.,	Nutrition, Food Service, Management and Dietetics	3 Years

## PG COURSES

<b>S.No</b>	<b>Degree</b>	<b>Subject</b>	<b>Duration</b>
1.	M.A.,	English Literature	2 Years
2.	M.Sc.,	Bio-Technology	2 Years
3.	M.Sc.,	Mathematics	2 Years
4.	M.Sc.,	Computer Science	2 Years
5.	M.Com.,	Commerce	2 Years
6.	M.A.,	Arabic	2 Years
7.	M.Sc.,	Interior Design & Decor	2 Years
8.	M.Sc.,	Foods & Nutrition	2 Years

## Ph.D COURSES

<b>S.No</b>	<b>Degree</b>	<b>Subject</b>	<b>Duration</b>
1.	Ph.D	Commerce	--
2.	Ph.D	Computer Science	--

## VALUE ADDED COURSES

S.No	Department	Course Code	Name of the Certificate Courses
1	English	VACE04	English for Competitive examinations
2	BBA	VAMM08	Marketing Management
3	BCA	VAPC09	Programming in C
4	B.Com	VAGS10	Goods and Service Tax
5	B.Com CA	VAEC11	ECommerce
6	Biotechnology	VAHM16	Herbal Medicine
7	Computer Science	VAFD18	Fundamentals of Database
8	ISM	VAMM23	Multimedia
9	IDD	VATTP24	Textile Ting & Print
10	Mathematics	VAFM25	Foundation Course in Mathematics
11	Nutrition	VAFMM27	Family Meal Management
12	Arabic	VAAB38	Arabic for Beginners

## IQAC

The Internal Quality Assurance Cell of this college is meant for planning, guiding and maintaining Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges. The cell is responsible for submitting data for NIRF & AISHE. It initiates methods for developing the performance of the college in the seven criteria for which the college is evaluated during NAAC accreditations.

The aims of IQAC are to build and ensure a quality culture at the institutional level, to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in a college and to create benchmark for various academic and administrative of the institution.

### **Functions of IQAC are as follows:**

- ★ Development of the culture of quality in the institution
- ★ Institutionalization of the Best Practices.
- ★ Motivate faculty to build collaboration, Linkages and MOUs
- ★ Documentation of the various programmes/activities based on the Seven Criteria
- ★ Periodical conduct of Academic and Administrative Audit and its follow up.
- ★ Creating a student-centric Teaching-Learning environment
- ★ Facilitates the planning of the academic year's annual activity calendar
- ★ Assist in preparing the action plan and report of various committees
- ★ Organization of various workshops and seminars for a quality educational environment
- ★ Meditation of quality feedback mechanism

## **ACADEMIC & ADMINISTRATIVE COMMITTEE**

### **IQAC MEMBERS**

Alijanab Haji Dr. S. Ziauddeen Ahmed Sahib	General Secretary
Alijanab Haji Dr. K. Anees Ahmed Sahib	Correspondent
Alijanab Haji Dr. G. Najeeb Ahmed Sahib	Management Representative
Dr. Freda Gnanaselvam	Principal
Dr. B. Sasireka	Director
Mrs. K. Shamila Sultana	Member
Mrs. M. Silambarasi	Member
Dr. J. Yogambigai	Member
Dr. V.R. Punithavathi	Member
Dr. L. Saritha	Member
Mrs. M.N. Salma Farheen	Member
Mrs. V. Yasodha	Member
Ms. A. Shabnam Shereen	Alumnae Representative

### **ACADEMIC COMMITTEE**

1. Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D - Principal
2. Dr. B. Sasireka, M.Com., M.Phil., Ph.D
3. Mrs. S. Rashul Begum, M.A., M.Phil., B.Ed., SET., NET
4. Mrs. K. Shamila Sulthana, M.Com., M.Phil., (Ph.D)
5. Dr. V. R. Punithavathi, M.Sc., M.Phil., Ph.D, PDF
6. Mrs. M. Silambarasi, M.Sc., M.Phil.,
7. Dr. J. Yogambigai, M.Sc., B.Ed., HDCA., Ph.D

8. Mrs. M. Kathy, M.Sc., NET.,
9. Mrs. B. Yasmine, M.A.,
10. Mrs. M.N. Salma Farheen, M.B.A,
11. Mrs. V. Yasodha, M.Sc., M.Phil., NET.,
12. Mrs. G. Rakiya Nazneen, M.A., M.Phil., B.Ed., D.T.Ed., (Ph.D)

#### **ACADEMIC AUDIT COMMITTEE**

1. Mrs. K. Shamila Sulthana, M.Com., M.Phil., (Ph.D)
2. Dr. B. Sasireka, M.Com., M.Phil., Ph.D
3. Dr. V.R. Punithavathi, M.Sc., M.Phil., Ph.D, PDF
4. Mrs. M. Silambarasi, M.Sc., M.Phil.,

#### **ADMISSION COMMITTEE**

1. Dr. Alijanab Haji K.AneesAhmed Sahib - Correspondent
2. Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D -  
Principal
3. Mrs. G. Loganayagi, M.Com., M.Phil.,
4. Mrs. M. Silambarasi, M.Sc., M.Phil.,
5. Mrs. M. Nathiya, M.A., M.Phil., B.Ed.,- Member Co-opted for UG
6. Mrs. S. Kamala, M.A., M.Phil.,- Member Co-opted for PG

#### **CAREER GUIDANCE & PLACEMENT COMMITTEE**

1. Dr. V. Nivethitha, M.B.A., M.Phil., Ph.D
2. Mrs. Nabila Parveen, M.B.A., NET

#### **UNIVERSITY EXAMINATION COMMITTEE**

1. Ms. A. Nehera Anjum, B.Com(CA).,

#### **ANTI-RAGGING COMMITTEE**

1. Dr. L. Saritha, M.A., M.Phil., Ph.D - Co-Ordinator
2. Ms. B. Shobika, M.Sc.,

### **STUDENT'S GRIEVANCE & REDRESSAL COMMITTEE**

1. Dr. V. R. Punithavathi, M.Sc., M.Phil., Ph.D, PDF-Co-Ordinator
2. Mrs. M. Silambarasi, M.Sc., M.Phil.,
3. Dr. J. Yogambigai, M.Sc., B.Ed., HDCA., Ph.D
4. Mrs. M. Kathy, M.Sc., NET.,

Email Id : mmeswc.gvc@gmail.com

### **MINORITY STUDENT SCHOLARSHIP COMMITTEE**

1. Mrs. S.J. Mubeen Begum, M.Com., M.Phil., B.Ed-Nodal Officer
2. Mrs. G. Rakiya Nazneen, M.A., M.Phil., B.Ed., D.T.Ed., (Ph.D)

### **SC STUDENT SCHOLARSHIP COMMITTEE**

1. Mrs. G. Loganayagi, M.Com., M.Phil., - Nodal Officer
2. Mrs. M. Nathiya, M.A., M.Phil., B.Ed.,

### **DISCIPLINE COMMITTEE**

1. Mrs. M.N. Salma Farheen, MBA., - Co-Ordinator
2. Dr. J. Kamatchi, M.A., M.Phil., Ph.D., SET., NET
3. Mrs. V. Fathima Thaskin, M.Sc.,
4. Mrs. A. Shaheen, M.Com.,
5. Mrs. R. Sangavi, M.A., M.Ed., M.Phil.,
6. Mrs. J. Archana, M.Com., M.Phil.,
7. Mrs. B. Divya, M.Sc.,
8. Mrs. M. Mageswari, M.C.A., M.Phil., B.Ed.,

### **REGISTRAR OF ATTENDANCE**

1. Mrs. P. Tharanya, M.Sc., M.Phil., B.Ed.,
2. Ms. A. Afrin, M.C.A., M.Phil.,
3. Mrs. S. Kamala, M.A., M.Phil.,
4. Mrs. K. Mohana Priya, BCS., DMW., DMTT.,
5. Mrs. M. Nathiya, M.A., M.Phil., B.Ed.,

### **ISO INCHARGE**

1. Mrs. L. Sudhashini, M.A., M.Phil., SET.,

### **AISHE INCHARGE**

1. Mrs. J. Hajira Tabasum, M.Sc.,
2. Ms. T. Monika, M.C.A.,

### **SPORTS COMMITTEE**

1. Mrs. S. Saritha, M.Sc., M.Phil., B.Ed., (Ph.D)
2. Mrs. M. Kamila Firdose, M.Sc.,

### **MAGAZINE & PUBLICATION COMMITTEE**

1. Mrs. S. Rashul Begum, M.A., M.Phil., B.Ed., SET., NET
2. Mrs. G. Rakiya Nazneen, M.A., M.Phil., B.Ed., D.T.Ed, (Ph.D)
3. Mrs. B. Yasmine, M.A.,
4. Mrs. R. Sangeetha, M.C.A., M.Phil.,

### **HOSTEL COMMITTEE**

1. Mrs. Shajeetha Begum, B.A.,

### **LOST PROPERTY OFFICER**

1. Dr. L. Saritha, M.A., M.Phil., B.Ed., Ph.D
2. Dr. J. Kamatchi, M.A., M.Phil., Ph.D., SET., NET
3. Mrs. S. Sudha, M.A., M.Phil.,

### **RESEARCH COMMITTEE**

1. Dr. V.R. Punithavathi, M.Sc., M.Phil., Ph.D, PDF-Co-Ordinator
2. Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D-Principal
3. Dr. B. Sasireka, M.Com., M.Phil., Ph.D
4. Dr. J. Yogambigai, M.Sc., B.Ed., HDCA., Ph.D.,
5. Dr. L. Saritha, M.A., M.Phil., Ph.D.,
6. Mrs. K. Shamila Sulthana, M.Com., M.Phil., (Ph.D)
7. Mrs. S. Saritha, M.Sc., M.Phil., B.Ed., (Ph.D)
8. Mrs. S.J. Mubeen Begum, M.Com., M.Phil., B.Ed., (Ph.D)

9. Dr. V. Nivethitha, M.B.A., M.Phil., (Ph.D).,
10. Dr. J. Kamatchi, M.A., M.Phil., Ph.D., SET., NET
11. Dr. R. Agalya, M.Sc., M.Phil., Ph.D
12. Dr. L. Dhivya, M.Sc., Ph.D

### **INSTITUTIONS INNOVATION COUNCIL**

1. Dr. V.R. Punithavathi, M.Sc., M.Phil., Ph.D, PDF-Co-Ordinator
2. Mrs. Nabila Parveen, M.B.A., NET
3. Mrs. A.S. Fasila Begum, M.Com., M.Phil.,

### **ANTI DRUG COMMITTEE**

1. Mrs. Siddiqa Parveen, M.A, M.Phil, B.Ed, SET, NET, CTET, (Ph.D) - Co-Ordinator
2. Mrs. M. Kathy, M.Sc., NET.,
3. Dr. V.R. Punithavathi, M.Sc., M.Phil., Ph.D, PDF

### **CLUBS**

#### **YRC-YOUTH RED CROSS**

1. Dr. J. Kamatchi, M.A., M.Phil., Ph.D, SET, NET- Program Officer

#### **RRC-RED RIBBON CLUB**

1. Mrs. A.S. Fasila Begum, M.Com., M.Phil.,- Program Officer

#### **NSS-NATIONAL SERVICE SCHEME**

1. Dr. V.Jayanthi, M.A.,M.Phil.,B.Ed.,Ph.D., - Program Officer
2. Ms. B. Hemamalini, M.C.A.,

#### **CCC- CITIZEN CONSUMER CLUB**

1. Mrs. G. Loganayagi, M.Com., M.Phil., - Program officer

#### **JOURNALISM CLUB**

1. Dr. L. Saritha, M.A., M.Phil, B.Ed., Ph.D - Co-Ordinator
2. Mrs. L. Sudhashini, M.A., M.Phil., SET

#### **ALUMNAE ASSOCIATION**

1. Mrs. K. Shamila Sulthana, M.Com., M.Phil., (Ph.D)-Co-Ordinator

## **Members**

1. Ms. K. Rahila, M.A., - President
2. Ms. A. Afrin, M.C.A., M.Phil., - President
3. Mrs. A. Shaheen, M.Com., - Secretary
4. Mrs. M.N. Salma Farheen, M.B.A., - Treasurer
5. Ms. S. Kamila, M.Com., - Vice President
6. Ms. P.K. Zulaikha Bee, M.Com., - Vice President
7. Mrs. M. Siriya, M.B.A., - Joint Secretary

## **ENVIRONMENT CLUB**

1. Dr. V.R. Punithavathi, M.Sc., M.Phil., Ph.D, PDF-Co-Ordinator
2. Mrs. P. Tharanya, M.Sc., M.Phil., B.Ed.,
3. Mrs. S. Soppana, M.Com., M.Phil.,
4. Mrs. R. Sivarajini, M.A, M.Phil. B.Ed., CTET
5. Ms. J. Sandhiya, M.Sc.,
6. Ms. Zakiya, M.A.,
7. Mrs. Anbarasi, M.Sc., M.Phil., NET

## **TAILORING CLUB**

1. Mrs. U. Varalakshmi, M.Sc., - Co-Ordinator
2. Mrs. J. Dhanalakshmi, M.Sc., M.Phil., B.Ed.,
3. Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D
4. Mrs. V. Yasodha, M.Sc., M.Phil., NET.,
5. Ms. R. Monica, M.Sc.,

## **QUIZ CLUB**

1. Mrs. K. Shamila Sulthana, M.Com., M.Phil., (Ph.D) - Co-Ordinator
2. Ms. S. Kamila, M.Com.,

## **NAAN MUDHALVAN**

1. Mrs. L. Sudhashini, M.A., M.Phil., SET - SPOC

### **PUDHUMAI PENN THITTAM**

1. Mrs. R. Saranya, M.A., M.Phil – Nodal Officer
2. Ms. A. Juveriya Mariyam, M.C.A.,

### **ED CELL**

1. Mrs. A.S. Fasila Begum, M.Com., M.Phil., - Co-Ordinator
2. Mrs. J. Dhanalakshmi, M.Sc., M.Phil., B.Ed.,

### **MAPERUM TAMIL KANAVU**

1. Mrs. S. Kamala, M.A., M.Phil.,

### **ELECTORAL LITERACY CLUB**

1. Dr. J. Yogambigai, M.Sc., B.Ed., HDCA, Ph.D - Nodal Officer
2. Dr. T. Ranjani, M.Sc., M.Phil., B.Ed., B.P.Ed., Ph.D
3. Ms. S. Sathya Priya, M.Sc.,

### **MATHS MASTERS CLUB**

1. Dr. R. Agalya, M.Sc., M.Phil., Ph.D - Co-Ordinator
2. Ms. V. Jyothi Mani, M.Sc., M.Phil.,
3. Dr. V.S.V. Naga soundarya lakshmi, M.Sc., M.Phil., Ph.D

### **FINE ARTS CLUB**

1. Mrs. M. Kayalvizhi, M.A., M.Ed., M.Phil., SET., - Co-Ordinator
2. Dr. V. Jayanthi, M.A., M.Phil., B.Ed., Ph.D.,
3. Mrs. J. Pavithra, M.A., B.Ed.,
4. Mrs. S. Aswini, M.A., B.Ed.,
5. Mrs. K. Shamila Sulthana, M.Com., M.Phil., (Ph.D)
6. Ms. S. Kamila, M.Com.,
7. Ms. S. Deepika, M.Sc.,

### **HEALTH AND WELLNESS CLUB**

1. Mrs. M. Kathy, M.Sc., NET., - Co-Ordinator
2. Mrs. B. Anbarasi, M.Sc., M.Phil., NET.,
3. Mrs. V. Fathima Thaskin, M.Sc.,

## **TECHNICAL CLUB**

1. Mrs. M. Silambarasi, M.Sc., M.Phil., - Co-Ordinator
2. Mrs. N. Nithya Lakshmi, M.Sc., M.Phil., SET., (Ph.D)
3. Ms. A. Afrin, M.C.A., M.Phil.,
4. Mrs. M. Malathi., M.Sc., M.Phil.,
5. Ms. S. Deepika, M.Sc.,
6. Ms. R. Indumathi, M.C.A.,

## **ARABIC LITERACY CLUB**

1. Mrs. B. Yasmine, M.A.,- Co- Ordinator
2. Ms. J. Fahmida, M.A.,
3. Ms. K. Rahila, M.A.,

## **LIST OF TEACHING STAFF**

### **PRINCIPAL**

Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D

### **VICE PRINCIPAL**

Dr. B. Sasireka, M.Com., M.Phil., Ph.D

## **DEPARTMENT OF TAMIL**

### **Head of the Department**

Mrs. S. Rashul Begum, M.A., M.Phil., B.Ed., SET., NET

### **Assistant Professors**

Dr. J. Kamatchi, M.A., M.Phil., Ph.D., SET., NET

Mrs. M. Nathiya, M.A., M.Phil., B.Ed.,

Mrs. S. Kamala, M.A., M.Phil.,

Mrs. R. Kumudhini, M.A., M.Phil., M.Ed.,

Mrs. E.Sujatha, M.A., M.Phil., B.Ed.,

Mrs. M. Kayalvizhi, M.A, M.Ed., M.Phil, SET.,

Dr. V. Jayanthi, M.A., M.Phil., B.Ed., Ph.D.,

## **DEPARTMENT OF URDU**

### **Head of the Department**

Mrs. G. Rakiya Nazneen, M.A., M.Phil., B.Ed., D.T.Ed., (Ph.D)

### **Assistant Professors**

Ms. V.S. Khateejathul Kubra, M.A., M.Phil., B.Ed.,

## **DEPARTMENT OF ENGLISH**

### **Head of the Department**

Dr. L. Saritha, M.A., M.Phil, B.Ed., Ph.D

### **Assistant Professors**

Mrs. Siddiqa Parveen, M.A, M.Phil, B.Ed, SET, NET, CTET, (Ph.D)

Mrs. L. Sudhashini, M.A., M.Phil., SET.,

Mrs. R. Saranya, M.A., M.Phil.,

Mrs. R. Sangavi, M.A., M.Ed., M.Phil.,

Ms. J. Kasthuri, M.A., M.Ed.,

Mrs. S. Sudha, M.A., M.Phil.,

Mrs. D. Gulzar, M.A., B.Ed.,

Mrs. K. Pappitha, M.A., B.Ed.,

Ms. D. Keerthika, M.A.,

Mrs. P. Kalaiyarasi, M.A., B.Ed.,

Mrs. R. Sivarajini, M.A, M.Phil. B.Ed., CTET

Mrs. J. Pavithra, M.A., B.Ed.,

Ms. P. Nandhini, M.A.,

Mrs. S. Aswini, M.A., B.Ed.,

## **DEPARTMENT OF BUSINESS ADMINISTRATION**

### **Head of the Department**

Mrs. M.N. Salma Farheen, M.B.A,

**Assistant Professors**

Dr. V. Nivethitha, M.B.A., M.Phil., Ph.D

Mrs. A. Rama, M.B.A, UGC -NET & SET.,

Mrs. Nabila Parveen, M.B.A, NET.,

**DEPARTMENT OF COMPUTER APPLICATIONS**

**Head of the Department**

Mrs. N. Nithya Lakshmi, M.Sc., M.Phil., SET., (Ph.D)

**Assistant Professors**

Ms. A. Afrin, M.C.A., M.Phil.,

Mrs. M. Mageswari, M.C.A., M.Phil., B.Ed.,

Ms. R. Indumathi, M.C.A.,

Ms. R. Priyadharshini, M.C.A.,

Ms. B. Hemamalini, M.C.A.,

Ms. T. Monika, M.C.A.,

Ms. K. Geetha, M.C.A., M.Phil., (Ph.D)

**DEPARTMENT OF COMMERCE**

**Head of the Department**

Dr. B. Sasireka, M.Com., M.Phil., Ph.D

**Assistant Professors**

Mrs. G. Loganayagi, M.Com., M.Phil.,

Mrs. S.J. Mubeen Begum, M.Com., M.Phil., B.Ed., (Ph.D)

Mrs. S. Soppana, M.Com., M.Phil.,

Mrs. A. Shaheen, M.Com., Ms. V. Deepa, M.Com.,

Mrs. J. Archana, M.Com., M.Phil.,

Mrs. A. Ayisha, M.Com., M.Phil.,

Dr. G. Sasintha, M.A., B.Ed., M.Phil., SET., Ph.D

Ms. Ruqiya Firdous, M.Com.,(Ph.D)

**DEPARTMENT OF COMMERCE (COMPUTER APPLICATIONS)**

**Head of the Department**

Mrs. K. Shamila Sulthana, M.Com., M.Phil., (Ph.D)

**Assistant Professors**

Mrs. A.S. Fasila Begum, M.Com., M.Phil.,

Ms. S. Kamila, M.Com.,

Dr. M. Gajalakshmi, M.Com., M.Phil., Ph.D

**DEPARTMENT OF BIOTECHNOLOGY**

**Head of the Department**

Dr. Mrs. V. R. Punithavathi, M.Sc., M.Phil., Ph.D, PDF

**Assistant Professors**

Mrs. S. Saritha, M.Sc., M.Phil., B.Ed., (Ph.D)

Mrs. P. Tharanya, M.Sc., M.Phil., B.Ed.,

Mrs. A. Lavanya, M.Sc., PGDMLT.,

Mrs. R. Kokila, M.Sc., PGDMLT.,

Mrs. A. Shabnam Shereen, M.Sc.,

Dr. L. Dhivya, M.Sc., Ph.D.

**DEPARTMENT OF COMPUTER SCIENCE & INFORMATION SYSTEM MANAGEMENT**

**Head of the Department**

Mrs. M. Silambarasi, M.Sc., M.Phil.,

**Assistant Professors**

Mrs. R. Sangeetha, M.C.A., M.Phil.,

Mrs. M. Malathi, M.Sc., M.Phil.,

Mrs. J. Hajira Tabasum, M.Sc.,

Ms. B. Shobika, M.Sc.,

Ms. S. Deepika, M.Sc.,  
Mrs. M. Kamila Firdose, M.Sc.,  
Ms. S. Arthi, M.C.A.,  
Ms. M. Aishwarya, M.Sc.,  
Ms. A. Juveriya Mariyam, M.C.A.,  
Mrs. B. Divya, M.Sc.,  
Mrs. R. Mahalakshmi, M.C.A., M.Phil.,

### **DEPARTMENT OF INTERIOR DESIGN AND DECOR**

#### **Head of the Department**

Mrs. V. Yasodha, M.Sc., M.Phil., NET.,

#### **Assistant Professors**

Mrs. J. Dhanalakshmi, M.Sc., M.Phil., B.Ed.,  
Ms. N. Aarthi, B.E(Civil),  
Ms. Kalyani Deka, M.Sc., NET.,  
Ms. R. Monica, M.Sc.,  
Mrs. U. Varalakshmi, M.Sc.,  
Ms. J. AmrinTaj, M.Sc.,

### **DEPARTMENT OF MATHEMATICS**

#### **Head of the Department**

Dr. J. Yogambigai, M.Sc., B.Ed., HDCA., Ph.D.

#### **Assistant Professors**

Ms. S. Sathya Priya, M.Sc.,  
Mrs. J. Sandhiya, M.Sc.,  
Mrs. D. Radha, M.Sc., M.Phil., B.Ed.,  
Ms. V. Jyothi Mani, M.Sc., M.Phil.,  
Dr. R. Agalya, M.Sc., M.Phil., B.Ed., D.T.Ed., Ph.D  
Mrs. K. Subbulakshmi, M.Sc., M.Phil.,  
Ms. M. Vanmathi, M.Sc., M.Phil.,

Dr. T. Ranjani, M.Sc., M.Phil., B.Ed., B.P.Ed., Ph.D

Dr. V.S.V. Naga soundarya lakshmi, M.Sc., M.Phil., Ph.D

### **DEPARTMENT OF ARABIC**

#### **Head of the Department**

Mrs. B. Yasmine, M.A.,

#### **Assistant Professors**

Ms. A. Aaffra Sanofar, M.A.,

Ms. L. Wajiha Banu, M.A.,

Mrs. J. Fahmida, M.A.,

Ms. K. Rahila, M.A.,

Dr. Abul Hassan, M.A., M.Phil., Ph.D

Ms. Zakiya Banu, M.A.,

Mrs. K. Umma Salma, M.A.,

### **DEPARTMENT OF NUTRITION, FOOD SERVICE**

#### **MANAGEMENT & DIETETICS**

#### **Head of the Department**

Mrs. M. Kathy, M.Sc., NET.,

#### **Assistant Professors**

Mrs. V. Fathima Thaskin, M.Sc.,

Mrs. B. Anbarasi, M.Sc., M.Phil., NET., (Head i/c)

Mrs. J. Gowsiya, M.Sc., M.Phil.,

Ms. B. Pavithra, M.Sc.,

Ms. S. Pavithra, M.Sc.,

#### **LIBRARY**

Mrs. M. Sumathi, M.LIS.,

Ms. A. KusthaSana, B.Com (CA).,

## **LIST OF NON-TEACHING STAFF**

### **PERSONAL SECRETARY**

1. Mrs. K. Mohana Priya, BCS., DMW., DMTT.,

### **LAB ASSISTANTS**

1. Ms. M.G. Rahimunnisa, B.Sc., DHRM.,
2. Ms. S. Asifa Tabassum, M.Sc., PGDMLT
3. Mrs. S. Parveen, B.Sc.,
4. Ms. K. Sadiya Amrin, B.A.,
5. Mrs. M. Shabana, B.Sc.,
6. Ms. T. Kavya, BCA.,
7. Ms. M. Jabeen Kowsar, B.Sc.,
8. Ms. K. Shagufta Anjum, BCA.,

### **ADMINISTRATIVE STAFF**

1. Mr. Mohammed Shuaib, Hardware Engineer
2. Mrs. A. Shaistha Amrin, B.Sc.,
3. Ms. J. Meharunisha, M.Com.,
4. Mrs. S. Haleema Sadiya, B.Com.,
5. Mrs. M.I. Farha Bahar, B.E (ECE),,

### **IQAC-SYSTEM ADMIN**

1. Mrs. P. Deepa, M.A., D.T.Ed.,

## **PAYMENT OF FEES**

The Academic year is divided into TWO SEMESTERS. SEMESTER-I begins with the reopening of the college after summer vacation (June) and ends in November of the Academic Year and SEMESTER-II begins in the month of December of the Academic Year, and ends in April of the next Calendar year.

Every student is liable to pay the fees in one installment or semester wise during the academic year.

If a student fails to pay her fees by the specified date a fine of Rs.50/- shall be levied. If the fee is not paid within 15 days, her name shall be deleted off the roll and if re-admitted, she has to pay the fees and a fine due and also pay a Re-admission Fee of Rs.100 /-

Students should take the receipts for all payments they make and preserve them carefully for future reference.

Students who discontinue their studies any time during a Semester have no right to claim remission of any portion of the Semester fee or other fees paid by them.

Students should put in their claims for refund of deposits before the end of the academic year.

## **RULES OF ATTENDANCE**

1. No student shall absent herself from the college without submitting leave letter. All leave applications should be endorsed by the parent or guardian and recommended by the concerned Head of the Department.
2. Leave will ordinarily be granted when it is applied for sickness and other unavoidable circumstances extending three days, the Principal or the Registrar of attendance may require a medical or other certificate from the student.
3. Application for leave from students residing in the college Hostel should be recommended by the Deputy Warden.
4. Those who are late by more than five minutes will not be permitted to enter the class except on valid reason and a fine of Rs.50 will be collected.
5. A student requiring leave for an hour during the class hours must get permission from the HOD, in person before the class begins.
6. A Student absenting her for 3 days and more shall be fined at the discretion of the Principal, and that will be informed to her Parents.
7. A Student who continuously absents herself for 15 days without any valid reason will have her name deleted from the rolls.
8. Discontinuing at the end of the term or late return after Holidays will be punished with a heavy fine.
9. Absence from the test, composition and special classes shall

be severely dealt with as per the discretion of the Head of the Department.

10. Absconding from Classes and habitual absentees shall be dealt with severely. The Punishment may involve suspension or dismissal from the college.
11. Only if a student puts in 75 % of the attendance she will be allowed for the university examinations. A student who puts in 65 % to 75 % of attendance will be allowed to take up the examinations, at the discretion of the Principal after Payment of Condonation fee and submission of medical Certificate.
12. Student who have less than 65% of attendance will not be permitted to appear for the university Examinations.
13. The above rule is also applicable to the Practical classes.

## **COLLEGE TESTS & EXAMINATIONS**

Unit tests I, II and Model examination will be conducted. Students are advised to take these examinations seriously.

### **GENERAL INSTRUCTIONS**

1. Every student shall modestly dress in the uniform prescribed.
2. When the teacher enters the class-room, students should stand and wish the staff members.
3. No student shall leave the class-room without the permission of the teacher, or until the teacher leaves the room, or asks the class to disperse.
4. Students should not make noise while moving from class to class.

5. No student is allowed to enter the college office without prior permission.
6. Any damage by the student to the College/Hostel property will be made good at their expenses and those responsible for such damage shall be dealt with severely. A fine will be imposed for any such damage when the individual who did the damage is detected.
7. Students are expected to read notices put up on the college Notice Board. Ignorance of any notice thus put up will not be accepted as an excuse for failing to comply with it.
8. Students guilty of adopting unfair means in the Examination will be dealt with severely.
9. Any lost property found must be handed over to the lost property officer, from whom the owner can claim it after proving her ownership.
10. Students are expected to behave modestly and decently inside and outside the college in such a way to maintain the good name of the college as well as their own.
11. The names of students whose behaviors, in the judgment of the Principal or any other College Authority, is undesirable or has unwholesome influence on others shall be struck off the rolls without assigning any reason.
12. Students who violate college rules will be asked to face the disciplinary committee. The report of the committee will be communicated to the students/ parents.
13. No students of the College shall be member of Association

unconnected with the college without the prior permission of the principal, nor shall a student take part in any anti-social and subversive activities. Any student violating these rules is liable to be sent out the College instantly.

14. Students are forbidden to organize or attend any meeting in the College or collect money for any purpose without the prior permission of the Principal.
15. In regard to all matters not specified in the fore going rules, students shall aim at conducting them selves in a manner worthy of the alumni of the College and of the University and in harmony with the traditions of our national Life and culture.
16. Cases of improper behavior, or default in the matter of payment of College Fees, Fines or Hostel dues will entail disciplinary action as the Principal may deem fit.
17. 'RAGGING' of any kind is not permitted either inside the College Campus or in the Hostel or outside. Students who are guilty of the offence will be dismissed from the College and handed over to the Police Authorities for further action, as per the Govt. Orders.

**Punishments: -**

At the institution level: Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- a. Suspension from attending classes and academic privileges.

- b. With holding/with drawing scholarships/fellowship and other benefits.
- c. Debarring from appearing in any test/examination or other evaluation process.
- d. With holding results.
- e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- f. Suspension/expulsion from the hostel.
- g. Cancellation of admission.
- h. Rustication from the institution for period ranging from 1 to 4 Semesters.
- i. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- j. Fine ranging between Rs.25,000/- and Rs.1,00,000/-
- k. Collective punishment: When the persons committing or abetting the crime or ragging are not identified, the institution shall resort to collective punishment.

19. Students who travel by bus have to show due respect to the bus-crew, ladies, old persons and teachers.

**Note:** Under the Government Educational Rules, the Principal has full power to influence the following punishments: Levy of fines, with holding of Certificates, Suspension and Exclusion.

## GENERAL INFORMATION

There is no Student Union in our College and hence no election to it. Any genuine grievance of students can be brought to the notice of the Principal through the concerned Heads of the Department and the Students Grievance and Welfare Cell. For the benefit of students, a Complaint Box is kept in front of our College Office. Even anonymous but genuine complaints will be sincerely attended to.

All students are advised to conduct themselves with discipline and decorum under the purview of the rules and regulations laid down.

### ISSUES OF CERTIFICATES-RULES

#### Certificate from the College:

A notice of 2 days is necessary for the issue of any Certificates. Students must apply to the Principal for the following Certificates:

Conduct Certificate	Rs.100/-
Attendance Certificate	
Course Completion Certificate	
Bonafide Certificate	Rs.50/-
Duplicate Certificate	Rs.100/-
Mark Statement Form	Rs.20/-

A fee of Rs.100/- will be charged in case of applications made one year after leaving the college.

### **Certificates to be obtained from the University**

1. Pass or Qualification Certificate can be had only from the University.
2. Provisional (pass) Certificate can be had only from the University on payment of the prescribed fee.
3. For Migration Certificates, application should be made to the University directly.
4. Application for Convocation should be made in the prescribed form to the Registrar, Thiruvalluvar University, Vellore, through the college, along with the fee prescribed by the University.

## **GENERAL RULES OF LIBRARY**

### **CIRCULATION RULES :**

<b>MEMBER CATAGORY</b>	<b>ISSUE PRIVILAGES</b>	<b>DURATION</b>
Staff	05 Books	1 semester
Students	01 Books	1 Week

## **LIBRARY RULES**

- Enter the names in entry register compulsory.
- Keep your personal belongings at the Property Counter.
- Institute ID-Cards is must for Library transaction.
- Use of mobile phones is not permitted in the library.
- Please maintain decorum, peace and silence within the premises of library.
- Please handle Library materials with utmost care.
- No material from the library should be taken out without proper issuing/recording.
- Reference materials such as dictionaries, handbook etc. is not issued out of the library.
- Do not mark or write anything in books.
- Check the book at the time of issuing. In case of any defect or damage please inform the library staff.
- All overdue Books are fined Rs. 1.00 per book per day.
- In case of lost or damage of books, replacement of book or the fine amount has to be made by the user.
- Students should not bring ground floor books to first floor and vice versa.
- Students should sit in the desk near the rack from where they took books/refer books.
- Any type of violation may lead to a disciplinary action.

## **HOSTEL RULES AND REGULATIONS**

- Loitering in the Hostel campus during the class hour will not be appreciated.
- Students must keep the campus & Room clean. Defacing wall, equipment, furniture etc is strictly prohibited.
- Students must turn off all the electrical equipment's before leaving their rooms.
- Students are not allowed to use electric stove, Iron box, Pedestal fan etc in room.
- Food will be served only in the designated dining hall(s) and only during the specified timings.

Morning Tea/Milk : 8.00-8.30 am

Morning Breakfast : 9.00-9.50 am

Lunch : 1.00-1.40 pm

Evening Snacks tea/Milk : 5.00-5.30 pm

Dinner : 7.30-9.00 pm

- Wasting food and water will not be encouraged.
- All lights must be switched off before 11 pm in the rooms.
- Students are not allowed to use mobile phones after 10 pm. They should hand over the mobile to Hostel incharge.
- Visitors are allowed only in visitor room between 4.30 pm - 6.30 pm.
- No outside students are allowed inside the Hostel.

- Any complaint regarding electric equipment, plumbing etc is required to be entered in the “Complaint Book”.
- Food register In &Out entry should be entered strictly before entering & leaving the hostel campus.
- Permission to be submitted by students when they go to home and should collect gate pass from Hostel Warden before they leave and to be submitted to Security while leaving the main gate.
- Strict silence shall be observed in Hostel from 11 pm to 5.30 am; care should be taken that music/loud talking is not audible outside the room.
- Students are responsible for their personal belongings.
- Students must enter their food entry in Mess entry register after they finish their food each time.
- 10 days time duration will be given to pay their mess fee after generating the monthly mess bill.
- Students during their stay in Hostel will be governed by the Management rules.

## SCHOLARSHIP

The following scholarship are available for the students.

1. Minority Scholarship is for the students belonging to minority communities. This scholarship is available for UG, PG, M.Phil & Ph.D Courses. A minimum of 50% marks in the qualifying examination is required and Annual income limit is Rs.1,00,000/-
2. SC/ST Scholarship is for the students belonging to SC/ST. This scholarship is available for UG & PG Courses. A minimum of pass marks in the qualifying examination is required and Annual income limit is Rs.2,00,000/-
3. Students belonging to the family of farmer's community are eligible for scholarship under Tamilnadu Agricultural Laboureres - Farmer's Welfare Scheme, offered by the Directoriate of Collegiate Education Tamilnadu.
4. Ministry of Human Resource Development gives scholarship to students with extraordinary academic achievements in qualifying examinations (80% & above), through the Directorate of Collegiate Education Tamilnadu.
5. Ministry of Labour, Government of India, gives scholarships to the children of Beedi/Mine/Cine workers from Tamilnadu.
6. Scholarship for the first generation students from backward classes. Annual income limit: Rs. 1,00,000/-. A certificate from the Tahsildar to the effect that there is no graduate in the family has to be produced.
7. Moovalur Ramamirtham Ammaiyyar Higher Education Scheme: Monthly Scholarship Rs.1000/- to the girl child studied in Government School to complete Under graduate study.

## **NATIONAL SERVICE SCHEME (NSS)**

National Service Scheme (NSS) is a permanent youth programme under the ministry of Youth Affairs and Sports, Government of India and funded by Government of India.

### **Objective of NSS**

Development of personality of students through community service.

### **Motto**

The motto of NSS is “NOT ME BUT YOU”. It underlines that the welfare of an individual is ultimately dependent on the welfare of the society as a whole. This expresses the essence of democratic living and upholds the need of selfless service and appreciation of the other man’s point of view and also consideration for fellow human beings.

### **NSS Unit & Programme Officer**

One NSS Unit consists of 100 student volunteers guided by one Programme Officer who will be a faculty member. The Programme Officer is expected to motivate the student youth to understand the values and philosophy of NSS. The overall functions of Programme Officer are to help the students to plan, implement and evaluate the activities of NSS under his/her charge and give proper guidance and directions to the student volunteers.

### **Activities of NSS Volunteers and Adoption of Village**

The Activities under NSS are two-fold, viz. i) Regular activities, which are undertaken during the working days of the semester, and ii) Special Camping activities for 7 days duration in the adopted village/urban slum during vacation.

Each NSS unit in the college is expected to adopt a nearby village/ slum and work for its all-round development. Regular activities and special campus should preferably be organized in the adopted village/rural unit/slum for this purpose.



## **THE COLLEGE ALMANAC 2024-2025**

Saturdays and Sundays are weekly Holidays. Any unexpected holiday will be compensated on the following Saturday.



## JUNE 2024

1	SAT		
2	SUN	Holiday	
3	MON		
4	TUE		
5	WED		
6	THU		
7	FRI		
8	SAT		
9	SUN	Holiday	
10	MON	Mental health Awareness Programme	
11	TUE	Johari Window - Self Awareness Programme	
12	WED	FDP on Research Writing	
13	THU		
14	FRI		
15	SAT		
16	SUN	Holiday	
17	MON	Bakrid-Holiday	
18	TUE		
19	WED	Reopening for Odd Semester after Summer Vacation	
20	THU		
21	FRI		
22	SAT		
23	SUN	Holiday	
24	MON	Alumnae talk on "Scope & Opportunities in the field of Nutrition"-N&D	
25	TUE		
26	WED		
27	THU		
28	FRI		
29	SAT		
30	SUN	Holiday	
<b>No. of Working Days : 8</b>			

## JULY 2024

1	<b>MON</b>	<b>Class starts for 1st year UG</b>	
2	<b>TUE</b>		
3	<b>WED</b>	Inter Department Competition “Outdoor Stitching & Photography”-IDD	
4	<b>THU</b>		
5	<b>FRI</b>		
6	<b>SAT</b>		
7	<b>SUN</b>	<b>Holiday</b>	
8	<b>MON</b>		
9	<b>TUE</b>		
10	<b>WED</b>	<b>Inauguration - English</b>	
11	<b>THU</b>	<b>Workshop on “Generative AI” - CS &amp; BCA</b>	
12	<b>FRI</b>	Outreach Programme “Basket Making & Dress Stitching”-IDD	
13	<b>SAT</b>		
14	<b>SUN</b>	<b>Holiday</b>	
15	<b>MON</b>		
16	<b>TUE</b>		
17	<b>WED</b>	<b>Muharram - Holiday</b>	
18	<b>THU</b>	<b>Alumnae talk on “Opportunities”-CS</b>	
19	<b>FRI</b>		
20	<b>SAT</b>		
21	<b>SUN</b>	<b>Holiday</b>	
22	<b>MON</b>	Programming on Career Guidance & Counseling - IDD	
23	<b>TUE</b>	<b>Quiz Competition-Arabic</b>	
24	<b>WED</b>		
25	<b>THU</b>		
26	<b>FRI</b>	International Conference-BBA, Commerce & Commerce(CA)	
27	<b>SAT</b>		
28	<b>SUN</b>	<b>Holiday</b>	
29	<b>MON</b>		
30	<b>TUE</b>		
31	<b>WED</b>		
<b>No. of Working Days : 22</b>			

## AUGUST 2024

1	THU	<b>Workshop on “Software Training”-IDD</b>	
2	FRI	<b>Leadership Series-BBA</b>	
3	SAT		
4	SUN	<b>Holiday</b>	
5	MON	<b>Induction Programme-Commerce &amp; CS</b>	
6	TUE		
7	WED	World Breast Feeding Day-N&D/Outreach Programme-Arabic	
8	THU	<b>One Day State Level Seminar-English</b>	
9	FRI	<b>One Day State Level Seminar-IDD</b>	
10	SAT		
11	SUN	<b>Holiday</b>	
12	MON	<b>Speech Competition-Urdu</b>	
13	TUE	<b>One Day Industrial Visit-IDD</b>	
14	WED	<b>Out Reach Programme-Mathematics</b>	
15	THU	<b>Independence Day - Holiday</b>	
16	FRI	<b>State Level Seminar - CS &amp; BCA</b>	
17	SAT		
18	SUN	<b>Holiday</b>	
19	MON	<b>Seminar-BCA</b>	
20	TUE	<b>Arabic Calligraphy-Arabic</b>	
21	WED	<b>Workshop on “Brooch Embroidery”-IDD</b>	
22	THU		
23	FRI	<b>Quiz Competition-Commerce(CA)</b>	
24	SAT		
25	SUN	<b>Holiday</b>	
26	MON	<b>Krishna Jayanthi-Holiday</b>	
27	TUE	Extension Activity-CS & Two Days Industrial Visit to Bangalore & Mysore-IDD	
28	WED	<b>Drawing Competition-YRC</b>	
29	THU	<b>National Sports Day</b>	
30	FRI	<b>Small Industry Day-Commerce &amp; BBA</b>	
31	SAT		
<b>No. of Working Days : 20</b>			

## SEPTEMBER 2024

1	SUN	National Nutrition Week-Holiday	
2	MON	Pop up Art show down Exhibition-IDD	
3	TUE		
4	WED	Departmental Activity-BCA	
5	THU	Teacher's Day/International Charity Day-BBA	
6	FRI	Alumnae talks & Contribution-IDD	
7	SAT	Vinayakar Chathurthi-Holiday	
8	SUN	Literacy Day-Holiday	
9	MON	Poem-Ulagamelam TAMILosai-Tamil	
10	TUE	Trade Fair-Commerce	
11	WED		
12	THU	One Day State Level Workshop with collaboration New College, Chennai-English	
13	FRI	Seminar on "Research work"-CS	
14	SAT		
15	SUN	Holiday	
16	MON	World Ozone Day/Milad-un-Nabi-Holiday	
17	TUE	Visit to Trade Centre-Chennai-IDD	
18	WED	Essay Writing-Tamil	
19	THU	Outreach Programme-BCA	
20	FRI	Seminar0Commerce(CA)	
21	SAT		
22	SUN	Holiday	
23	MON	Extension Activity-BBA	
24	TUE	NSS Day/Seminar-Arabic	
25	WED	Social Justice Day/Seminar on "Beyond the table"-N&D	
26	THU	Department Activity-CS	
27	FRI	Inter Departmental Competition-IDD	
28	SAT		
29	SUN	"World Heart Day"-Holiday	
30	MON	Intra Departmental Competition-IDD	
<b>No. of Working Days : 20</b>			

## OCTOBER 2024

1	<b>TUE</b>		
2	<b>WED</b>	<b>Gandhi Jayanthi - Holiday</b>	
3	<b>THU</b>		
4	<b>FRI</b>	<b>Parent Teacher's Meeting-BBA</b>	
5	<b>SAT</b>		
6	<b>SUN</b>	<b>World Food Security Day-Holiday</b>	
7	<b>MON</b>	<b>Speech(Manitha Neyam Kappom)-Tamil</b>	
8	<b>TUE</b>	<b>Departmental Activity-IDD</b>	
9	<b>WED</b>		
10	<b>THU</b>		
11	<b>FRI</b>	<b>International Girl Child Day/Ayutha Pooja-Holiday</b>	
12	<b>SAT</b>	<b>Vijaya Dasami-Holiday</b>	
13	<b>SUN</b>	<b>Holiday</b>	
14	<b>MON</b>		
15	<b>TUE</b>	<b>Holiday</b>	
16	<b>WED</b>	<b>Inter Department Competition-MIME-English</b>	
17	<b>THU</b>	<b>World Food Day-B.Com &amp; Inter Departmental Activity-Commerce(CA) &amp; N&amp;D</b>	
18	<b>FRI</b>	<b>Workshop on Anthropometry-IDD</b>	
19	<b>SAT</b>		
20	<b>SUN</b>	<b>World Statistics Day-Holiday</b>	
21	<b>MON</b>	<b>Collage, Best out of Waste, Corporate Brouchure Designing &amp; PPT-Commerce</b>	
22	<b>TUE</b>	<b>Arabic Exhibition-Arabic</b>	
23	<b>WED</b>		
24	<b>THU</b>	<b>State Level Seminar-Mathematics</b>	
25	<b>FRI</b>		
26	<b>SAT</b>		
27	<b>SUN</b>	<b>Holiday</b>	
28	<b>MON</b>	<b>Awareness Programme-Commerce</b>	
29	<b>TUE</b>	<b>Awareness Programme-BBA</b>	
30	<b>WED</b>	<b>Drawing Competition-Urdu</b>	
31	<b>THU</b>	<b>Deepavali-Holiday</b>	
<b>No. of Working Days : 20</b>			

## NOVEMBER 2024

1	FRI		
2	SAT		
3	SUN	Holiday	
4	MON		
5	TUE		
6	WED	Commencement of Odd Semester University Examinations	
7	THU	Cancer Day	
8	FRI		
9	SAT		
10	SUN	Holiday	
11	MON		
12	TUE		
13	WED		
14	THU	Children's Day/Diabetics Day-N&D	
15	FRI	Peace Day	
16	SAT		
17	SUN	Student's Day - Holiday	
18	MON		
19	TUE	Citizen Day	
20	WED		
21	THU		
22	FRI		
23	SAT		
24	SUN	Holiday	
25	MON		
26	TUE	Holiday	
27	WED	National Constitution Day - NSS	
28	THU		
29	FRI		
30	SAT	Flag Day	
<b>No. of Working Days : ---</b>			

## DECEMBER 2024

1	SUN	Aids Day - Holiday	
2	MON	Computer Day/National Pollution Day/Reopening of Even Semester	
3	TUE		
4	WED		
5	THU		
6	FRI		
7	SAT		
8	SUN	Holiday	
9	MON		
10	TUE	Human Rights Day	
11	WED	Intra Departmental Competition-IDD	
12	THU	Group Lab-BBA	
13	FRI	Poster Presentation-BCA	
14	SAT		
15	SUN	Holiday	
16	MON		
17	TUE		
18	WED		
19	THU		
20	FRI		
21	SAT		
22	SUN	National Mathematics Day	
23	MON		
24	TUE		
25	WED	Christmas - Holiday	
26	THU		
27	FRI		
28	SAT		
29	SUN	Holiday	
30	MON		
31	TUE		
<b>No. of Working Days : 15</b>			

## JANUARY 2025

<b>1</b>	<b>WED</b>	<b>New Year - Holiday</b>	
<b>2</b>	<b>THU</b>		
<b>3</b>	<b>FRI</b>	<b>Outreach Programme-BBA</b>	
<b>4</b>	<b>SAT</b>		
<b>5</b>	<b>SUN</b>	<b>Holiday</b>	
<b>6</b>	<b>MON</b>	<b>Seminar on Research Work</b>	
<b>7</b>	<b>TUE</b>		
<b>8</b>	<b>WED</b>	<b>World Arabic Day</b>	
<b>9</b>	<b>THU</b>	<b>Intra College Activity-IDD</b>	
<b>10</b>	<b>FRI</b>	<b>Inter Collegiate Competition-IDD</b>	
<b>11</b>	<b>SAT</b>		
<b>12</b>	<b>SUN</b>	<b>Youth Day-Holiday</b>	
<b>13</b>	<b>MON</b>		
<b>14</b>	<b>TUE</b>	<b>Pongal - Holiday</b>	
<b>15</b>	<b>WED</b>	<b>Thiruvalluvar Day - Holiday</b>	
<b>16</b>	<b>THU</b>	<b>Uzhavar Thirunal - Holiday</b>	
<b>17</b>	<b>FRI</b>		
<b>18</b>	<b>SAT</b>		
<b>19</b>	<b>SUN</b>	<b>Holiday</b>	
<b>20</b>	<b>MON</b>	<b>Pattimandram - Tamil</b>	
<b>21</b>	<b>TUE</b>	<b>Web Designing &amp; Debugging - BCA</b>	
<b>22</b>	<b>WED</b>	<b>Guest Lecture by the Alumnae-Commerce(CA)</b>	
<b>23</b>	<b>THU</b>	<b>Essay Writing - Tamil</b>	
<b>24</b>	<b>FRI</b>	<b>International Day of Education</b>	
<b>25</b>	<b>SAT</b>	<b>National Voter's Day</b>	
<b>26</b>	<b>SUN</b>	<b>Republic Day - Holiday</b>	
<b>27</b>	<b>MON</b>		
<b>28</b>	<b>TUE</b>	<b>Founder's Day</b>	
<b>29</b>	<b>WED</b>	<b>Department Activity-BBA</b>	
<b>30</b>	<b>THU</b>	<b>Seerath-un-Nabi-Urdu</b>	
<b>31</b>	<b>FRI</b>		
<b>No. of Working Days : 19</b>			

## FEBRUARY 2025

1	SAT		
2	SUN	Holiday	
3	MON		
4	TUE	Parent Teacher's Meeting-BBA	
5	WED	Market Survey on Furniture & Building Materials-IDD	
6	THU		
7	FRI	Workshop-Arabic	
8	SAT	Safe Internet Day	
9	SUN	Holiday	
10	MON	Ad Zap, Product Launch, Live Project, Logo Hunting - Commerce	
11	TUE	Thaipusam-Holiday	
12	WED	women's Health Day	
13	THU	Essay Writing - Urdu	
14	FRI	Short Film - BCA	
15	SAT		
16	SUN	Holiday	
17	MON		
18	TUE	Outreach Programme-Arabic	
19	WED	Outreach Programme for School students-IDD	
20	THU	State Level Workshop-Mathematics	
21	FRI		
22	SAT		
23	SUN	Holiday	
24	MON	Industrial Visit-BBA	
25	TUE	Webinar-BBa	
26	WED		
27	THU		
28	FRI	National Science Day	
<b>No. of Working Days : 20</b>			

## MARCH 2025

1	SAT		
2	SUN	<b>Employee Appreciation Day/World Book Day</b>	
3	MON		
4	TUE	<b>National Safety Day</b>	
5	WED	<b>Ramzan Days Celebration-Arabic</b>	
6	THU		
7	FRI		
8	SAT	<b>Women's Day-BBA</b>	
9	SUN	<b>Holiday</b>	
10	MON		
11	TUE	<b>Industrial Visit-CS</b>	
12	WED		
13	THU		
14	FRI		
15	SAT		
16	SUN	<b>Holiday</b>	
17	MON	<b>Industrial Visit-Commerce</b>	
18	TUE	<b>Recycling Day</b>	
19	WED		
20	THU	<b>Happiness Day</b>	
21	FRI		
22	SAT		
23	SUN	<b>Holiday</b>	
24	MON	<b>World Tb Day - N&amp;D</b>	
25	TUE		
26	WED		
27	THU		
28	FRI	<b>Awareness Programme-BBA</b>	
29	SAT		
30	SUN	<b>Telugu New Year - Holiday</b>	
31	MON		
<b>No. of Working Days : 23</b>			

## APRIL 2025

1	TUE		
2	WED		
3	THU	<b>Guest Lecture Programme-BBA</b>	
4	FRI		
5	SAT		
6	SUN	<b>Holiday</b>	
7	MON	<b>World Health Day-N&amp;D</b>	
8	TUE		
9	WED		
10	THU	<b>Mahaveer Jayanthi-Holiday</b>	
11	FRI		
12	SAT		
13	SUN	<b>Holiday</b>	
14	MON	<b>Tamil New year - holiday</b>	
15	TUE		
16	WED		
17	THU		
18	FRI	<b>Good Friday-Holiday</b>	
19	SAT		
20	SUN	<b>Holiday</b>	
21	MON		
22	TUE	<b>Commencement of CIA - III for UG/PG</b>	
23	WED		
24	THU		
25	FRI		
26	SAT		
27	SUN	<b>Holiday</b>	
28	MON		
29	TUE		
30	WED		
<b>No. of Working Days : 13</b>			

## TIME TABLE

DAY ORDER	1 10.00-10.55		2 11.05-12.00	3 12.00-12.55		4 1.40-2.35	5 2.35-3.30
I		<b>TEA BREAK</b>			<b>LUNCH BREAK</b>		
II							
III							
IV							
V							
VI							

<b>ODD SEMESTER</b>		<b>EVEN SEMESTER</b>	
Month	No. of Working days	Month	No. of Working days
June-2024	8	December	15
July	22	Jan-2025	19
August	20	February	20
September	20	March	23
October	20	April	13
November	--		

## **IMPORTANT DAYS**

1	Jan 12	National Youth Day
2	Jan 30	Martyr's Day
3	Feb 28	National Science Day
4	Mar 8	International Women's Day
5	Mar 15	World Consumer Rights Day
6	Mar 22	Day World Day for Water
7	Mar 24	World TB Day
8	April 7	World Health Day
9	May 1	International Labour Day
10	May 8	World Red Cross Day
11	May 2 <sup>nd</sup>	Mother's Day
12	May 31	Anti-Tobacco Day
13	Jun 5	World Environment Day
14	June 3 <sup>rd</sup>	Father's Day
15	July 11	World Population Day
16	Aug 3	International Friendship Day
17	Aug 8	World Senior Citizen Day
18	Sept 5	Teachers Day
19	Sept 8	World Literacy Day
20	Sept 22	Rose Day
21	Oct 24	United Nations Day
22	Oct 30	World Thrift Day
23	Oct 31	National Integration Day
24	Dec 1	World AIDS Day
25	Dec 10	Human Rights Day

**NOTES**

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# M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE



Accredited by NAAC with B+ Grade, CGPA 2.74 out of 4  
Certified Under Section 2(f) of the UGC Act 1956 - (An ISO 9001:2015 Certified Institution)



**(Affiliated to Thiruvalluvar University)**

**HAKEEM NAGAR, MELVISHARAM - 632 509. RANIPET DIST.**  
Ph.: 04172 - 266167 Email Id: mmeswc@yahoo.in Website: www.mmeswc.edu.in

## ATTENDANCE SHEET ODD SEMESTER

**NAME :**

**CLASS :**


**Note:**

75% & above : Eligible to appear Thiruvalluvar University Examination.

65% - 75% : Condonation fee of Rs. 1500/- payable to Thiruvalluvar University.

0% - 65% : Repeat Semester.

**Class Tutor**

**HOD**

**Principal**

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**HAKEEM NAGAR, MELVISHARAM - 632 509. RANIPET DIST.**

Ph.: 04172 - 266167 Email Id: mmeswc@yahoo.in Website: www.mmeswc.edu.in

## ATTENDANCE SHEET EVEN SEMESTER

**NAME :**

**CLASS :**


**Note:**

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**Class Tutor**

**HOD**

**Principal**