

# PERSONAL DATA

1. Name.....

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

3. Date of Birth.....

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

5. Residential Address.....

.....

.....

.....

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

NAME OF THE INSTITUTION	YEAR OF ESTABLISHMENT
C. Abdul Hakeem College (Autonomous)	1965
C. Abdul Hakeem College of Engg. & Tech.	1998
MMES Women's Arts & Science College	2007

# **COLLEGE COMMITTEE MEMBERS**

## **President**

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

## **General Secretary**

Alijanab. Haji. Dr. S. Ziauddeen Ahmed Sahib

## **Correspondent**

Alijanab. Haji. Dr. K. Anees Ahmed Sahib

## **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. Dr. G. Najeeb Ahmed Sahib, M.Sc., M.Phil., Ph.D.,

## **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.,**  
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
<b>2024</b>	Introduced M.Sc. Foods & Nutrition
<b>2025</b>	Introuduced B.Sc. AI, B.Sc. Chemistry & Ph.D. Mathematics

## **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
13.	*B.Sc.,	Artificial Intelligence	3 Years
14.	*B.Sc.,	Chemistry	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	--
3.	*Ph.D	Mathematics	--

## VALUE ADDED COURSES

S.No	Department	Course Code	Name of the Certificate Courses
1	English	VAEIS04	English for Interview Skills
2	Business Administration	VAOP08	Organizational Psychology
3	Computer Applications	VAOSS09	Introduction to Open Source Software
4	Commerce(G)	VADP10	Introduction to Digital Payments
5	Commerce(CA)	VADAL11	Introduction to the Digital Advertising Landscape
6	Biotechnology	VABFT16	Biofertilizer Technology
7	Computer Science	VAIA18	Introduction to Android
8	Information System Management	VAAI23	Introduction to Artificial Intelligence
9	Interior Design	VACI24	Colour in Interiors
10	Mathematics	VAMD25	Mathematical Skill Development
11	Foods and Nutrition	VAFPD27	Food Product Development
12	Arabic	VAMSA38	Modern Standard Arabic

## 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
- ★ Mediation 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
Dr. V.R. Punithavathi	Member
Mrs. M. Silambarasi	Member
Dr. K. Shamila Sultana	Member
Dr. J. Yogambigai	Member
Mrs. M. Kathy	Member
Dr. L. Saritha	Member
Mrs. M.N. Salma Farheen	Member
Mrs. N. Nithyalakshmi	Member
Ms. J. Meharunisha	Office Superintendent
Mrs. A. Anisha Sahiba	Representative of Local Society
Mr. V. Mohammed Rizwanullah	Industrialist
Ms. M.G. Rahimunnisa, B.Sc., DHRM.,	Technical Expert
Ms. A. Shabnam Shereen	Alumni 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. Dr. Siddiqa Parveen, M.A, M.Phil, B.Ed, SET, NET, CTET, Ph.D
5. Dr. K. Shamila Sulthana, M.Com., M.Phil., Ph.D
6. Dr. V.R. Punithavathi, M.Sc., M.Phil., Ph.D, PDF
7. Mrs. M. Silambarasi, M.Sc., M.Phil., (Ph.D)
8. Mrs. R. Sangeetha, M.C.A., M.Phil., (Ph.D)
9. Dr. J. Yogambigai, M.Sc., B.Ed., HDCA., Ph.D

10. Mrs. M. Kathy, M.Sc., NET.,
11. Mrs. B. Yasmine, M.A.,
12. Mrs. M.N. Salma Farheen, M.B.A,
13. Mrs. V. Yasodha, M.Sc., M.Phil., NET.,
14. Dr. G Rakiya Nazneen, M.A., M.Phil., B.Ed., D.T.Ed., Ph.D

#### **ACADEMIC AUDIT COMMITTEE**

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

#### **ADMISSION COMMITTEE**

1. Dr. K. Anees Ahmed - Correspondent
2. Dr. G Najeeb Ahmed, Ph.D - College Committee Member
3. Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D - Principal
4. Mrs. G. Loganayagi, M.Com., M.Phil.,
5. Mrs. M. Silambarasi, M.Sc., M.Phil., (Ph.D)
6. Mrs. M. Nathiya, M.A., M.Phil., B.Ed., - Member Co-opted for UG
7. Mrs. S. Kamala, M.A., M.Phil., - Member Co-opted for PG

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

1. Dr. E. Veronica, M.B.A., Ph.D
2. Ms.T. Monika, M.C.A.,
3. Mrs. S. Narmatha, B.E., M.E., B.Ed.,

#### **UNIVERSITY EXAMINATION COMMITTEE**

1. Ms. S. Nehera Anjum, B.Com(CA).,
2. Mrs. C. Jaya, M.Com., M.Phil.,

#### **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., (Ph.D)

3. Dr. J. Yogambigai, M.Sc., B.Ed., HDCA., Ph.D
4. Mrs. M. Kathy, M.Sc., NET.,  
Email Id: [mmeswc.gvc@gmail.com](mailto:mmeswc.gvc@gmail.com)

#### **MINORITY STUDENTS CHOLARSHIP COMMITTEE**

1. Mrs. S.J. Mubeen Begum, M.Com., M.Phil., B.Ed, (Ph.D) - Nodal Officer
2. Dr. 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. J. Archana, M.Com., M.Phil., (Ph.D)
6. Mrs. B. Divya, M.Sc.,
7. Mrs. D. Gulzar, M.A., B.Ed.,
8. Mrs. P. Kalaiyarasi, M.A., B.Ed.,
9. Ms. B. Hemamalini, M.C.A.,

#### **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. Dr. M. Aruna, M.Sc., Ph.D.,
2. Mrs. R. Mahalakshmi, M.C.A., M.Phil.,

### **SPORTS COMMITTEE**

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

### **MAGAZINE & PUBLICATION COMMITTEE**

1. Dr. Siddiqa Parveen, M.A, M.Phil, B.Ed, SET, NET, CTET, Ph.D
2. Mrs. S. Rashul Begum, M.A., M.Phil., B.Ed., SET., NET
3. Dr. G Rakiya Nazneen, M.A., M.Phil., B.Ed., D.T.Ed, Ph.D
4. Mrs. B. Yasmine, M.A.,

### **ACADEMIC CALENDAR COMMITTEE**

1. Mrs. R. Sangeetha, M.C.A., M.Phil., (Ph.D)

### **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. Dr. K. Shamila Sulthana, M.Com., M.Phil., Ph.D
7. Mrs. S.J. Mubeen Begum, M.Com., M.Phil., B.Ed, (Ph.D)
8. Dr. S. Saritha, M.Sc., M.Phil., B.Ed., Ph.D
9. Dr. J. Kamatchi, M.A., M.Phil., Ph.D., SET., NET
10. Dr. R. Agalya, M.Sc., M.Phil., Ph.D
11. Dr. L. Dhivya, M.Sc., Ph.D

### **INSTITUTIONS INNOVATION COUNCIL**

1. Mrs. A. Rama, M.B.A, UGC - NET & SET.,-Co-Ordinator
2. Ms. K.K. Abithaa, M.A., (Ph.D).,

3. Mrs. S.A. Reshma, M.Sc., B.Ed., NET

#### **ANTI DRUG COMMITTEE**

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

#### **INTERNAL COMPLIANCE COMMITTEE**

1. Dr. V. Jayanthi, M.A., M.Phil., B.Ed., Ph.D., - Co-Ordinator
2. Mrs. M. Kayalvizhy, M.A., M.Ed., M.Phil., SET., (Ph.D)
3. Dr. V.S.V. Naga Soundarya Lakshmi, M.Sc., M.Phil., Ph.D

#### **EMBASE INCHARGE**

1. Ms. S. Deepika, M.Sc.,
2. Mrs. S. Sudha, M.A., M.Phil.,
3. Mrs. R. Mahalakshmi, M.C.A., M.Phil.,

#### **WEBSITE INCHARGE**

1. Ms. B. Shobika, M.Sc.,
2. Ms. A. Afrin, M.C.A., M.Phil.,
3. Mrs. M. Malathi., M.Sc., M.Phil., (Ph.D)

#### **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. Mrs. M. Nathiya, M.A., M.Phil., B.Ed., - Program Officer
2. Ms. V. Vishali, M.Sc., (Ph.D)

#### **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. C. Divya Priya, M.A., M.Phil, B.Ed.,

### **ALUMNAE ASSOCIATION**

1. Dr. K. Shamila Sultana, M.Com., M.Phil., Ph.D - Co-Ordinator

### **Members**

1. Mrs. M.N. Salma Farheen, M.B.A., - President
2. Ms. V.A. Munavwara Anjum , B.Sc., - VicePresident
3. Ms. K. Rahila, M.A., - Secretary
4. Mrs. M. Siriya, M.B.A., - Joint Secretary
5. Mrs. A. Sabnam Shereen, M.Sc., - Joint Secretary
6. Mrs. A. Shaheen, M.Com., (Ph.D), - Treasurer
7. Mrs. S. Kamila, M.Com., - Member

### **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. R. Kokila, M.Sc., PGDMLT.,
4. Mrs. S. Soppana, M.Com., M.Phil.,
5. Mrs. R. Sivarajini, M.A, M.Phil., B.Ed., CTET
6. Mrs. J. Sandhiya, M.Sc.,
7. Ms. Zakiya Banu, M.A.,
8. Ms. S. Pavithra, M.Sc.,

### **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. Dr. K. Shamila Sulthana, M.Com., M.Phil., Ph.D - Co-Ordinator
2. Mrs. S. Kamila, M.Com.,

### **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. Sathyapriya, M.Sc.,

### **MATHS MASTERS CLUB**

1. Dr. V.S.V. Naga Soundarya Lakshmi, M.Sc., M.Phil., Ph.D - Co-Ordinator

2. Dr. R. Agalya, M.Sc., M.Phil., Ph.D

3. Ms. V. Jyothi Mani, M.Sc., M.Phil.,

### **FINE ARTS CLUB**

1. Mrs. M. Kayalvizhy, M.A, M.Ed., M.Phil, SET., (Ph.D) - Co-Ordinator

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

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

4. Dr. K. Shamila Sultana, M.Com., M.Phil., Ph.D

5. Mrs. S. Kamila, M.Com.,

6. Ms. S. Deepika, M.Sc.,

### **HEALTH AND WELLNESS CLUB**

1. Dr. M. Aruna, M.Sc., Ph.D., - Co-Ordinator

2. Mrs. B. Anbarasi, M.Sc., M.Phil., NET.,

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

### **ED CELL**

1. Mrs. A.S. Fasila Begum, M.Com., M.Phil., - Co-Ordinator

2. Mrs. J. Dhanalakshmi, M.Sc., M.Phil., B.Ed.,

### **TECHNICAL CLUB**

1. Mrs. M. Silambarasi, M.Sc., M.Phil., (Ph.D) - Co-Ordinator

2. Mrs. R. Sangeetha, M.C.A, M.Phil, (Ph.D)

3. Mrs. N. Nithyalakshmi, M.Sc., M.Phil., SET, (Ph.D)

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

5. Mrs. M. Malathi., M.Sc., M.Phil., (Ph.D)

6. Ms. S. Deepika, M.Sc.,

7. Mrs. P. Booma, MCA., M.Phil., SET, MBA., M.Sc(Psy).,

### **ARABIC LITERACY CLUB**

1. Mrs. B. Yasmine, M.A., - Co-Ordinator

2. Ms. J. Fahmida, M.A.,

3. Ms. K. Rahila, M.A.,

### **MANAGEMENT CLUB**

1. Mrs. M.N. Salma Farheen, M.B.A., - Co-Ordinator
2. Mrs. A. Rama, M.B.A, UGC - NET & SET., - Member
3. Mrs. B. Sindhu, M.B.A, M.Phil., (Ph.D) - Member

### **NAAN MUDHALVAN**

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

### **PUDHUMAI PENN THITTAM**

1. Mrs. R. Saranya, M.A., M.Phil, (Ph.D) - Nodal Officer
2. Ms. S. Arthi, M.C.A.,

### **MAPERUM TAMIL KANAVU**

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

### **ACADEMIC BANK OF CREDITS(ABC)**

1. Ms. V. Jyothimani, M.Sc., M.Phil.,

## **LIST OF TEACHING STAFF**

### **PRINCIPAL**

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

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

Mrs. M. Kayalvizhy, M.A, M.Ed., M.Phil, SET., (Ph.D)

## **DEPARTMENT OF URDU**

### **Head of the Department**

Dr. G. Rakiya Nazneen, M.A., M.Phil., B.Ed., D.T.Ed., Ph.D

### **Assistant Professors**

Mrs. V.S. Khateejathul Kubra, M.A., M.Phil, B.Ed., D.T.Ed Adib-a-fazil

## **DEPARTMENT OF ENGLISH**

### **Head of the Department**

Dr. Siddiqa Parveen, M.A, M.Phil, B.Ed, SET, NET, CTET, Ph.D

### **Assistant Professors**

Mrs. L. Sudhashini, M.A., M.Phil., SET., (Ph.D)

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

Mrs. C. Divya Priya, M.A., M.Phil, B.Ed.,

Mrs. R. Saranya, M.A., M.Phil., (Ph.D)

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

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

Ms. D. Keerthika, M.A.,

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

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

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

Ms. P. Nandhini, M.A.,

Mrs. R. Gayathri, M.A., M.Phil.,

Ms. R. Revathi Devi, M.A.,

Ms. K.K. Abithaa, M.A., (Ph.D).,

## **DEPARTMENT OF BUSINESS ADMINISTRATION**

### **Head of the Department**

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

### **Assistant Professors**

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

Dr. E. Veronica, M.B.A., Ph.D.

Mrs. B. Sindhu, M.B.A., M.Phil.,(Ph.D)

## **DEPARTMENT OF COMPUTER APPLICATIONS**

### **Head of the Department**

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

### **Assistant Professors**

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

Mrs. G. Lakshmi, M.Sc., M.Phil.,

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

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

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

Ms. M. Dharani, M.C.A.,

Mrs. S. Narmatha, B.E., M.E., B.Ed.,

## **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., (Ph.D)

Ms. V. Deepa, M.Com.,

Ms. Hina Kausar, M.Com., (Ph.D)

Mrs. J. Archana, M.Com., M.Phil., (Ph.D)

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

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

## **DEPARTMENT OF COMMERCE**

### **(COMPUTER APPLICATIONS)**

### **Head of the Department**

Dr. K. Shamila Sulthana, M.Com., M.Phil., Ph.D

### **Assistant Professors**

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

Mrs. S. Kamila, M.Com.,  
Mrs. V. Vichitra, 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**

Dr. S. Saritha, M.Sc., M.Phil., B.Ed., Ph.D

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

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

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

Ms. S. Asifa Tabasum, M.Sc, PGDMLT.,

Dr. B. Sowmya, M.Sc., Ph.D.,

**DEPARTMENT OF INFORMATION SYSTEM  
MANAGEMENT**

**Head of the Department**

Mrs. R. Sangeetha, M.C.A., M.Phil., (Ph.D)

**Assistant Professors**

Mrs. M. Kamila Firdose, M.Sc.,

Mrs. S.A. Reshma, M.Sc., B.Ed., NET

**DEPARTMENT OF COMPUTER SCIENCE**

**Head of the Department**

Mrs. M. Silambarasi, M.Sc., M.Phil., (Ph.D)

**Assistant Professors**

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Ms. B. Shobika, M.Sc.,

Ms. S. Deepika, M.Sc.,

Ms. S. Arthi, M.C.A.,

Mrs. B. Divya, M.Sc.,

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

Mrs. T. Kowsalya, M.Sc.,

Ms. M. Anu Priya, M.C.A.,

**DEPARTMENT OF ARTIFICIAL INTELLIGENCE**

**Head of the Department**

Mrs. P. Booma, MCA., M.Phil., SET., MBA., M.Sc(Psy).,

**DEPARTMENT OF INTERIOR DESIGN AND DECOR**

**Head of the Department**

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

**Assistant Professors**

Ms. N. Aarthi, B.E (Civil).,

Mrs. J. Dhanalakshmi, M.Sc., M.Phil., B.Ed.,

Ms. Kalyani Deka, M.Sc., NET.,

Ms. R. Monica, M.Sc.,

Mrs. U. Varalakshmi, M.Sc.,

Mrs. J. Amrin Taj, M.Sc.,

**DEPARTMENT OF MATHEMATICS**

**Head of the Department**

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

**Assistant Professors**

Ms. S. Sathyapriya, M.Sc.,

Mrs. J. Sandhiya, M.Sc.,

Mrs. D. Radha, M.Sc., M.Phil., B.Ed.,

Ms. V. Jyothimani, M.Sc., M.Phil.,

Dr. R. Agalya, M.Sc., M.Phil., B.Ed., D.T.Ed., Ph.D

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

Ms. S. Kathija Begum, M.Sc.,

**DEPARTMENT OF FOODS & NUTRITION**

**Head of the Department**

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

### **Assistant Professors**

Mrs. V. Fathima Thaskin, M.Sc.,  
Mrs. B. Anbarasi, M.Phil., UGCNET  
Dr. M. Aruna, M.Sc., Ph.D.,  
Ms. S. Pavithra, M.Sc.,  
Ms. S.S. Visali, M.Sc.,  
Ms. V. Vishali, M.Sc., (Ph.D)

### **DEPARTMENT OF CHEMISTRY**

### **Assistant Professor**

Dr. K. Nasreen, M.Sc., M.Phil., Ph.D

### **DEPARTMENT OF ARABIC**

### **Head of the Department**

Mrs. B. Yasmine, M.A.,

### **Assistant Professors**

Dr. Abul Hassan, M.A., Ph.D  
Ms. L. Wajiha Banu, M.A.,  
Mrs. J. Fahmida, M.A.,  
Ms. K. Rahila, M.A.,  
Ms. A. Aaffra Sanofar, M.A.,  
Ms. Zakiya Banu, M.A.,  
Ms. A. Aysha Siddiqua, M.A.,  
Ms. T. Yasmeen, M.A.,

### **LIBRARY**

Mrs. M. Sumathi, M.Com, M.Phil, M.B.A, MLIS  
Ms. A. Kustha Sana, B.Com (CA), DCA.,

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

### **PERSONAL SECRETARY**

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

### **LAB ASSISTANTS**

1. Ms. K. SadiyaAmrin, B.A.,
2. Mrs. M. Shabana, B.Sc.,
3. Ms. M. Aishwarya, M.Sc.,
4. Ms. S. Hina Farheen, BCA.,
5. Ms. Shagufta Anjum, BCA.,
6. Ms. M. Jabeen Kowsar, B.Sc.,
7. Ms. J. Anandhi, M.Sc.,
8. Ms. F. Likath Afrin, B.Sc.,
9. Ms. A. Muganthi, B.Sc.,

### **ADMINISTRATIVE STAFF**

1. Mr. Mohammed Shuaib, Hardware Engineer
2. Mrs. A. Shaistha Amreen, B.Sc., Tally.,
3. Ms. J. Meharunisha, M.Com.,
4. Mrs. S. Haleema Sadiya, B.Com.,
5. Mrs. M.I. Farha Bahar, B.E (ECE).,
6. Ms. Taj Fathima, BCA.,
7. Ms. Asiya Sulthana, M.Com.,
8. Mr. Mohammed Akmal, Office Assistant

### **IQAC-SYSTEM ADMIN**

1. Ms. M.G. Rahimunnisa, B.Sc., DHRM.,

## **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.100/- 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 to the University.
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**

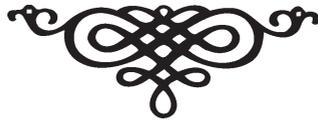
The Activities under NSS are two-fold, viz. i) Regular activities, which are undertaken during the working days of the semester, and ii) Special Camping activities for 7 days duration in the adopted village/urban slum during vacation.

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 2025-2026**

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



## JUNE 2025

1	SUN	Holiday	
2	MON		
3	TUE		
4	WED		
5	THU		
6	FRI		
7	SAT	Bakrid/Eid al-Adha-Holiday	
8	SUN	Holiday	
9	MON		
10	TUE		
11	WED		
12	THU		
13	FRI		
14	SAT		
15	SUN	Holiday	
16	MON	Reopening for Odd Semester after Summer Vacation	1
17	TUE		2
18	WED		3
19	THU		4
20	FRI		5
21	SAT		
22	SUN	Holiday	
23	MON	Class starts for 1st year UG & Subject Registration - Portal	6
24	TUE		7
25	WED		8
26	THU		9
27	FRI		10
28	SAT		
29	SUN	Holiday	
30	MON		11
<b>No. of Working Days : 11</b>			

## JULY 2025

1	TUE		12
2	WED		13
3	THU		14
4	FRI		15
5	SAT		
6	SUN	<b>Muharram / Holiday</b>	
7	MON		16
8	TUE		17
9	WED		18
10	THU		19
11	FRI	<b>World Population Day</b>	20
12	SAT		
13	SUN	<b>Holiday</b>	
14	MON		21
15	TUE		22
16	WED		23
17	THU	<b>World Day for International Justice</b>	24
18	FRI		25
19	SAT		
20	SUN	<b>Holiday</b>	
21	MON		26
22	TUE		27
23	WED	Uploading of CIA-I (Theory & Practical) Internal marks in the University Examination Portal	28
24	THU		29
25	FRI		30
26	SAT		
27	SUN	<b>Holiday</b>	
28	MON	Pen Pathukappu Rally - YRC & World Nature Conservation Day	31
29	TUE		32
30	WED		33
31	THU		34
<b>No. of Working Days : 23</b>			

## AUGUST 2025

1	FRI		35
2	SAT		
3	SUN		
4	MON	Holiday	36
5	TUE		37
6	WED		38
7	THU		39
8	FRI	Last Date for Payment of UG/PG Examination Fee without fine	40
9	SAT		
10	SUN	Holiday	
11	MON		41
12	TUE	Anti-Ragging Day	42
13	WED		43
14	THU		44
15	FRI	Independence Day/Holiday	
16	SAT	Krishna Jayanthi - Holiday	
17	SUN	Holiday	
18	MON	Last Date for Payment of UG/PG Examination Fee with fine	45
19	TUE		46
20	WED		47
21	THU		48
22	FRI		49
23	SAT		
24	SUN	Holiday	
25	MON		50
26	TUE		51
27	WED	Vinayagar chaturthy - Holiday	
28	THU		52
29	FRI	National Sports Day	53
30	SAT		
31	SUN	Holiday	
<b>No. of Working Days : 19</b>			

## SEPTEMBER 2025

1	MON		54
2	TUE		55
3	WED		56
4	THU		57
5	FRI	<b>Teachers' Day / Milad-un-nabi - Holiday</b>	
6	SAT		
7	SUN	<b>Holiday</b>	
8	MON	<b>Uyir Kakkum Vivasayam-Tamill &amp; World Literacy Day</b>	58
9	TUE		59
10	WED	<b>Uploading of CIA-II (Theory &amp; Practical) Internal marks</b>	60
11	THU		61
12	FRI		62
13	SAT		
14	SUN	<b>Holiday</b>	
15	MON		63
16	TUE		64
17	WED		65
18	THU		66
19	FRI		67
20	SAT		
21	SUN	<b>Holiday</b>	
22	MON		68
23	TUE		69
24	WED		70
25	THU	<b>Social Justice Day</b>	71
26	FRI		72
27	SAT	<b>World Tourism Day / Holiday</b>	
28	SUN	<b>Holiday</b>	
29	MON		73
30	TUE		74
<b>No. of Working Days : 21</b>			

## OCTOBER 2025

<b>1</b>	<b>WED</b>	<b>Ayutha Pooja - Holiday</b>	
<b>2</b>	<b>THU</b>	<b>Gandhi Jayanthi/Dussehra/Vijayadasami - Holiday</b>	
<b>3</b>	<b>FRI</b>		<b>75</b>
<b>4</b>	<b>SAT</b>		
<b>5</b>	<b>SUN</b>	<b>Holiday</b>	
<b>6</b>	<b>MON</b>	<b>World Food Security Day</b>	<b>76</b>
<b>7</b>	<b>TUE</b>	<b>Role of Social, Media in Tamil Language Development - Tamil</b>	<b>77</b>
<b>8</b>	<b>WED</b>	<b>Pen Kalvi-YRC</b>	<b>78</b>
<b>9</b>	<b>THU</b>		<b>79</b>
<b>10</b>	<b>FRI</b>	<b>Artificial Intelligence Protecting Us? Does It Affect?-Tamil</b>	<b>80</b>
<b>11</b>	<b>SAT</b>		
<b>12</b>	<b>SUN</b>	<b>Holiday</b>	
<b>13</b>	<b>MON</b>	<b>Uploading of CIA-III (Practical) Internal marks in the University Examination Portal</b>	<b>81</b>
<b>14</b>	<b>TUE</b>		<b>82</b>
<b>15</b>	<b>WED</b>	<b>Commencement of Practical Examination for Odd Semester</b>	<b>83</b>
<b>16</b>	<b>THU</b>	<b>World Food Day</b>	<b>84</b>
<b>17</b>	<b>FRI</b>	<b>International Day of Eradication of Poverty</b>	<b>85</b>
<b>18</b>	<b>SAT</b>		
<b>19</b>	<b>SUN</b>	<b>Holiday</b>	
<b>20</b>	<b>MON</b>	<b>Diwali - Holiday</b>	
<b>21</b>	<b>TUE</b>		<b>86</b>
<b>22</b>	<b>WED</b>	<b>Uploading of CIA-III (Theory) Internal marks in the University Examination Portal</b>	<b>87</b>
<b>23</b>	<b>THU</b>		<b>88</b>
<b>24</b>	<b>FRI</b>		<b>89</b>
<b>25</b>	<b>SAT</b>		
<b>26</b>	<b>SUN</b>	<b>Holiday</b>	
<b>27</b>	<b>MON</b>	<b>Last working day for Odd Semester</b>	<b>90</b>
<b>28</b>	<b>TUE</b>		
<b>29</b>	<b>WED</b>	<b>Hall Ticket Download from University Examination portal</b>	
<b>30</b>	<b>THU</b>		
<b>31</b>	<b>FRI</b>		
<b>No. of Working Days : 16</b>			

## NOVEMBER 2025

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

## DECEMBER 2025

<b>1</b>	<b>MON</b>	<b>World AIDS Day</b>	
<b>2</b>	<b>TUE</b>	<b>World Computer Literacy Day</b>	
<b>3</b>	<b>WED</b>	University Departments / Affiliated Colleges Reopening - Even Semester	<b>1</b>
<b>4</b>	<b>THU</b>		<b>2</b>
<b>5</b>	<b>FRI</b>		<b>3</b>
<b>6</b>	<b>SAT</b>		
<b>7</b>	<b>SUN</b>	<b>Flag Day / Holiday</b>	
<b>8</b>	<b>MON</b>		<b>4</b>
<b>9</b>	<b>TUE</b>		<b>5</b>
<b>10</b>	<b>WED</b>	<b>Subject Registration / Human Rights Day</b>	<b>6</b>
<b>11</b>	<b>THU</b>		<b>7</b>
<b>12</b>	<b>FRI</b>		<b>8</b>
<b>13</b>	<b>SAT</b>		<b>9</b>
<b>14</b>	<b>SUN</b>	<b>International Energy Day / Holiday</b>	
<b>15</b>	<b>MON</b>		<b>10</b>
<b>16</b>	<b>TUE</b>		<b>11</b>
<b>17</b>	<b>WED</b>		<b>12</b>
<b>18</b>	<b>THU</b>		<b>13</b>
<b>19</b>	<b>FRI</b>		<b>14</b>
<b>20</b>	<b>SAT</b>		
<b>21</b>	<b>SUN</b>	<b>Holiday</b>	
<b>22</b>	<b>MON</b>		<b>15</b>
<b>23</b>	<b>TUE</b>		<b>16</b>
<b>24</b>	<b>WED</b>		<b>17</b>
<b>25</b>	<b>THU</b>	<b>Christmas Holiday / Semester Vacation</b>	
<b>26</b>	<b>FRI</b>		
<b>27</b>	<b>SAT</b>		
<b>28</b>	<b>SUN</b>	<b>Holiday</b>	
<b>29</b>	<b>MON</b>		
<b>30</b>	<b>TUE</b>		
<b>31</b>	<b>WED</b>		
<b>No. of Working Days : 17</b>			

## JANUARY 2026

<b>1</b>	<b>THU</b>	<b>New Year - Holiday</b>	
<b>2</b>	<b>FRI</b>		<b>18</b>
<b>3</b>	<b>SAT</b>		
<b>4</b>	<b>SUN</b>	<b>Holiday</b>	
<b>5</b>	<b>MON</b>		<b>19</b>
<b>6</b>	<b>TUE</b>		<b>20</b>
<b>7</b>	<b>WED</b>		<b>21</b>
<b>8</b>	<b>THU</b>		<b>22</b>
<b>9</b>	<b>FRI</b>		<b>23</b>
<b>10</b>	<b>SAT</b>		
<b>11</b>	<b>SUN</b>	<b>Holiday</b>	
<b>12</b>	<b>MON</b>	<b>National Youth Day</b>	<b>24</b>
<b>13</b>	<b>TUE</b>		<b>25</b>
<b>14</b>	<b>WED</b>	<b>Pongal - Holiday</b>	
<b>15</b>	<b>THU</b>	<b>Thiruvalluvar Day - Holiday</b>	
<b>16</b>	<b>FRI</b>	<b>Uzhavar Thirunal - Holiday</b>	
<b>17</b>	<b>SAT</b>	<b>Holiday</b>	
<b>18</b>	<b>SUN</b>	<b>Holiday</b>	
<b>19</b>	<b>MON</b>		<b>26</b>
<b>20</b>	<b>TUE</b>		<b>27</b>
<b>21</b>	<b>WED</b>	Uploading of CIA -I (Theory & Practical) Internal marks in the University Examination Portal	<b>28</b>
<b>22</b>	<b>THU</b>		<b>29</b>
<b>23</b>	<b>FRI</b>		<b>30</b>
<b>24</b>	<b>SAT</b>		
<b>25</b>	<b>SUN</b>	<b>National Voters Day/Holiday</b>	
<b>26</b>	<b>MON</b>	<b>Republic Day - Holiday</b>	
<b>27</b>	<b>TUE</b>		<b>31</b>
<b>28</b>	<b>WED</b>	<b>Founder's Day</b>	<b>32</b>
<b>29</b>	<b>THU</b>		<b>33</b>
<b>30</b>	<b>FRI</b>	<b>Marthrs Day</b>	<b>34</b>
<b>31</b>	<b>SAT</b>		
<b>No. of Working Days : 17</b>			

## FEBRUARY 2026

<b>1</b>	<b>SUN</b>	<b>Thai Poosam - Holiday</b>	
<b>2</b>	<b>MON</b>	Sending of Communication by COE regarding Exam Fee Collection	<b>35</b>
<b>3</b>	<b>TUE</b>		<b>36</b>
<b>4</b>	<b>WED</b>		<b>37</b>
<b>5</b>	<b>THU</b>	<b>Seerath-Un-Nabi-Urdu</b>	<b>38</b>
<b>6</b>	<b>FRI</b>		<b>39</b>
<b>7</b>	<b>SAT</b>		
<b>8</b>	<b>SUN</b>	<b>Holiday</b>	
<b>9</b>	<b>MON</b>		<b>40</b>
<b>10</b>	<b>TUE</b>		<b>41</b>
<b>11</b>	<b>WED</b>	Last Date for payment of UG/PG Examination Fee without fine	<b>42</b>
<b>12</b>	<b>THU</b>		<b>43</b>
<b>13</b>	<b>FRI</b>		<b>44</b>
<b>14</b>	<b>SAT</b>		
<b>15</b>	<b>SUN</b>	<b>Maha Shivaratri / Holiday</b>	
<b>16</b>	<b>MON</b>		<b>45</b>
<b>17</b>	<b>TUE</b>	Last Date for payment of UG/PG Examination Fee with fine	<b>46</b>
<b>18</b>	<b>WED</b>		<b>47</b>
<b>19</b>	<b>THU</b>		<b>48</b>
<b>20</b>	<b>FRI</b>	<b>World Day of Social Justice</b>	<b>49</b>
<b>21</b>	<b>SAT</b>	Youm-e-Madri Zuban, Zuban Ruh ka Aks (Speech)-Urdu	
<b>22</b>	<b>SUN</b>	<b>Holiday</b>	
<b>23</b>	<b>MON</b>		<b>50</b>
<b>24</b>	<b>TUE</b>		<b>51</b>
<b>25</b>	<b>WED</b>		<b>52</b>
<b>26</b>	<b>THU</b>		<b>53</b>
<b>27</b>	<b>FRI</b>		<b>54</b>
<b>28</b>	<b>SAT</b>	<b>National Science Day</b>	
<b>No. of Working Days : 20</b>			

## MARCH 2026

<b>1</b>	<b>SUN</b>	<b>Holiday</b>	
<b>2</b>	<b>MON</b>		<b>55</b>
<b>3</b>	<b>TUE</b>		<b>56</b>
<b>4</b>	<b>WED</b>		<b>57</b>
<b>5</b>	<b>THU</b>		<b>58</b>
<b>6</b>	<b>FRI</b>		<b>59</b>
<b>7</b>	<b>SAT</b>		
<b>8</b>	<b>SUN</b>	<b>International Women's Day / Holiday</b>	
<b>9</b>	<b>MON</b>	<b>Uploading of CIA-II (Theory &amp; Practical) Internal marks</b>	<b>60</b>
<b>10</b>	<b>TUE</b>		<b>61</b>
<b>11</b>	<b>WED</b>		<b>62</b>
<b>12</b>	<b>THU</b>		<b>63</b>
<b>13</b>	<b>FRI</b>		<b>64</b>
<b>14</b>	<b>SAT</b>		
<b>15</b>	<b>SUN</b>	<b>World Consumer Rights Day / Holiday</b>	
<b>16</b>	<b>MON</b>		<b>65</b>
<b>17</b>	<b>TUE</b>		<b>66</b>
<b>18</b>	<b>WED</b>		<b>67</b>
<b>19</b>	<b>THU</b>		<b>68</b>
<b>20</b>	<b>FRI</b>		<b>69</b>
<b>21</b>	<b>SAT</b>	<b>World Forestry Day</b>	
<b>22</b>	<b>SUN</b>	<b>World Water Day / Holiday</b>	
<b>23</b>	<b>MON</b>		<b>70</b>
<b>24</b>	<b>TUE</b>		<b>71</b>
<b>25</b>	<b>WED</b>		<b>72</b>
<b>26</b>	<b>THU</b>		<b>73</b>
<b>27</b>	<b>FRI</b>	<b>Uploading of CIA-III (Practical) Internal marks</b>	<b>74</b>
<b>28</b>	<b>SAT</b>		
<b>29</b>	<b>SUN</b>	<b>Holiday</b>	
<b>30</b>	<b>MON</b>	<b>Mahaveer Jayanthi - Holiday</b>	
<b>31</b>	<b>TUE</b>		<b>75</b>
<b>No. of Working Days : 21</b>			

## APRIL 2026

<b>1</b>	<b>WED</b>	Commencement of Practical Examination for Even Semester	<b>76</b>
<b>2</b>	<b>THU</b>		<b>77</b>
<b>3</b>	<b>FRI</b>	<b>Good Friday / Holiday</b>	
<b>4</b>	<b>SAT</b>		
<b>5</b>	<b>SUN</b>	<b>Easter / Holiday</b>	
<b>6</b>	<b>MON</b>	Sending of communication by COE regarding Exam Time Table	<b>78</b>
<b>7</b>	<b>TUE</b>	<b>World Health Day</b>	<b>79</b>
<b>8</b>	<b>WED</b>		<b>80</b>
<b>9</b>	<b>THU</b>		<b>81</b>
<b>10</b>	<b>FRI</b>		<b>82</b>
<b>11</b>	<b>SAT</b>		
<b>12</b>	<b>SUN</b>	<b>Holiday</b>	
<b>13</b>	<b>MON</b>		<b>83</b>
<b>14</b>	<b>TUE</b>	Tamil New year and Dr.B.R.Ambedkar's Birthday-Holiday	
<b>15</b>	<b>WED</b>	<b>Uploading of CIA-III (Theory) Internal marks</b>	<b>84</b>
<b>16</b>	<b>THU</b>		<b>85</b>
<b>17</b>	<b>FRI</b>		<b>86</b>
<b>18</b>	<b>SAT</b>		
<b>19</b>	<b>SUN</b>	<b>Holiday</b>	
<b>20</b>	<b>MON</b>		<b>87</b>
<b>21</b>	<b>TUE</b>		<b>88</b>
<b>22</b>	<b>WED</b>		<b>89</b>
<b>23</b>	<b>THU</b>	<b>Last Working Day for Even Semester</b>	<b>90</b>
<b>24</b>	<b>FRI</b>		
<b>25</b>	<b>SAT</b>		
<b>26</b>	<b>SUN</b>	<b>Holiday</b>	
<b>27</b>	<b>MON</b>		
<b>28</b>	<b>TUE</b>		
<b>29</b>	<b>WED</b>	Commencement of Theory Examination for Even Semester	
<b>30</b>	<b>THU</b>		
<b>No. of Working Days : 15</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
<b>I</b>		<b>TEA BREAK</b>			<b>LUNCH BREAK</b>		
<b>II</b>							
<b>III</b>							
<b>IV</b>							
<b>V</b>							
<b>VI</b>							

<b>ODD SEMESTER</b>		<b>EVEN SEMESTER</b>	
Month	No. of Working days	Month	No. of Working days
June-2025	11	December	17
July	23	Jan-2026	17
August	19	February	20
September	21	March	21
October	16	April	15
November	--		

<b>ACTION PLAN 2025-2026</b>	
<b>DEPARTMENT OF ENGLISH</b>	
<b>DATE</b>	<b>EVENTS</b>
30.06.2025	ELA Inauguration
09.07.2025	Poetry Recitation
10.07.2025	Calligraphy
17.07.2025	Face Painting
23.07.2025	Drama
06.08.2025	Literary Pageant Show
08.08.2025	Bookmark
20.08.2025	Mime
28.08.2025	Pencil Sketch
03.09.2025	Vegetable Carving
17.09.2025	International Seminar
08.10.2025	Literary Models
15.10.2025	Career Guidance
22.01.2026	National level workshop
30.01.2026	Extension Activity
05.02.2026	Text Based Drawing
12.02.2026	World Book Day
20.02.2026	Literary Quiz
08.03.2026	Women's Day
<b>DEPARTMENT OF BUSINESS ADMINISTRATION</b>	
15.06.2025	World Father's Day
07.07.2025	Career Guidance Program
29.07.2025	International Seminar
05.08.2025	Leadership Series

30.08.2025	National Industries Day
05.09.2025	International Charity Day
16.09.2025	Out Reach Program
07.10.2025	Awareness Program
16.10.2025	Guest Lecture Talk
30.12.2025	Extension Activity
08.01.2026	Workshop
05.02.2026	Industrial Visit
25.02.2026	Department Activity
04.03.2026	Industry Experts Talk
24.03.2026	Webinar
07.04.2026	Awareness Program
<b>DEPARTMENT OF COMPUTER APPLICATIONS</b>	
26.06.2025	Guest Lecture
09.07.2025	1.Paper Presentation 2.LogoMaking
22.07.2025	Alumini Talk
31.07.2025	Workshop
05.08.2025	Friendship Day
13.08.2025	State Level Symposium
20.08.2025	Outreach Programme
16.09.2025	1.Code War2.Break The Query
19.09.2025	Industrial Visit
13.11.2025	World Kindness Day
22.01.2026	International Conference
12.02.2026	1.Poster Presentation 2.Quiz
18.02.2026	1.Short Film2.Project Exhibition

**DEPARTMENT OF COMMERCE**

25.06.2025	Commerce Drama
30.06.2025	Orientation Program
04.07.2025	Out Reach Program
09.07.2025	Ad-Zap
16.07.2025	Corporate Brochure
23.07.2025	Poster Presentation
06.08.2025	Cooking Without Fire
13.08.2025	Best out of Waste
20.08.2025	Mehandhi
29.08.2025	Industrial Visit
03.09.2025	Hair-Do
10.09.2025	Symposium
17.09.2025	Best Manager
24.09.2025	Commerce Expo
24.10.2025	Trade Fair
23.12.2025	Motivational Talk
21.01.2026	International Seminar
29.01.2026	Logo Design
11.02.2026	Product Launch
18.02.2026	Best Business Plan
25.02.2026	Open Mic
11.03.2026	Career Guidance Program
18.03.2026	Commerce Debate

<b>DEPARTMENT OF COMMERCE (COMPUTER APPLICATION)</b>	
30.06.2025	Interdepartmental cultural activity
21.06.2025	Entrepreneurial Skill Development Program
12..08.2025	International Youth Day
30.08.2025	Small Industry Day
23.09.2025	National Seminar
20.01.2026	Expert talk on IPR and Patents
12.02.2026	Departmental activity - Competitions
04.03.2026	Alumnae talk
<b>DEPARTMENT OF BIOTECHNOLOGY</b>	
01.08.2025	World Lung Cancer Day
13.08.2025	World Organ Donation Day
14.08.2025	International Level Seminar
13.09.2025	World First Aid Day
16.09.2025	World Ozone Day
03.10.2025	World Animal Welfare Day
07.11.2025	National Cancer Awareness Day
07.11.2025	International Infant Protection Day
01.12.2025	World AIDS Day
<b>DEPARTMENT OF COMPUTER SCIENCE</b>	
30.06.2025	Guest Lecture
23.07.2025	National Broadcasting Day
24.07.2025	Painting & Mehendi Competition
29.07.2025	Alumni Talk
31.07.2025	Workshop
07.08.2025	Model Making

13.08.2025	State Level Symposium
20.08.2025	Video Making & Photography Contest
23.08.2025	Outreach Activity
12.09.2025	World Programmer's Day
19.09.2025	Industrial Visit
09.10.2025	World Post Day
12.12.2025	Code-a-thon
22.01.2026	International Conference
13.02.2026	Extension Activity
16.02.2026	Way Over Contest
<b>DEPARTMENT OF INFORMATION SYSTEM MANAGEMENT</b>	
30.06.2025	Guest Lecture
10.07.2025	Face Off Talk
24.07.2025	Infographic Challenge
31.07.2025	Workshop
13.08.2025	State Level Symposium
19.08.2025	World Photography Day
23.08.2025	Outreach Activity
16.09.2025	MIS Word Hunt
19.09.2025	Industrial Visit
24.10.2025	World Development Information Day
12.12.2025	Code-a-thon
22.01.2026	International Conference
13.02.2026	Extension Activity
16.02.2026	Fashion from Waste

<b>DEPARTMENT OF INTERIOR DESIGN AND DECOR</b>	
28.06.2025	Visit to Green Garden and Landscape Expo at Trade Fair Centre, Chennai.
10.07.2025	Tailoring Club-Beaded Curtain making Competition
17.07.2025	Building materials visit to tiles show room
23.07.2025	Outreach Program to schools in Ranipet District
31.07.2025	Color of the Year Interior styling contest
07.08.2025	National Handloom Day – Tailoring club
14.08.2025	One day Industrial Visit
21.08.2025	Inter Departmental Competition
29.08.2025	Extension Activity
03.09.2025	World Architecture Day - Spaces for Well-being
04.09.2025	Flower Carpet Competition
11.09.2025	National Webinar on Floriculture and Landscaping
19.09.2025	Inauguration of Design Club
26.09.2025	Outreach program /Aura Exhibition
07.10.2025	Workshop on Software and Rendering
13.10.2025	World Design week Celebration Day 1 - Inauguration + Design Talks
14.10.2025	Day 2 – Intra-Departmental Competition/Hackathon
15.10.2025	Day 3 – Workshop
16.10.2025	Day 4 – Blind Sketch Hour
17.10.2025	Day 5 - <b>Trash to Treasure + Valedictory session</b>
03.01.2026	Visit Star hotel to observe Front Office activities
20.01.2026	Outreach Program to schools in Ranipet District
28.01.2026	Floor Plan Redesign challenge

06.02.2026	Intercollegiate competition – poster presentation Creativity of Young Designers “Design for Change” (Room makeover for youth spaces)
13.02.2026	One day Industrial visit
17.02.2026	MoU linkage workshop
03.03.2026	Innovations in Design Technology- Seminar on Smart homes & Green materials
06.03.2026	Best use of Natural light photo contest
<b>DEPARTMENT OF MATHEMATICS</b>	
09.07.2025	Outreach Program
13.08.2025	State Level Seminar
10.10.2025	Alumnae Talk
20.10.2025	World Statistics Day
22.12.2025	National Mathematics Day
29.01.2026	State Level Workshop
04.02.2026	Institution Visit
17.02.2026	International Webinar
<b>DEPARTMENT OF FOODS AND NUTRITION</b>	
07.07.2025	World Chocolate Day
28.07.2025	World Hepatitis Day
01.08.2025 -07.08.2025	World Breast Feeding Week
08.08.2025	Workshop On Research Data Analysis and Interpretation Using “R” Studio
02.08.2025	World Coconut Day
01.09.2025	National Nutrition Month
03.09.2025	Nutrition Week

01.10.2025	World Vegetarian Day
16.10.2025	World Food Day
07.11.2025	International Seminar
14.11.2025	World Diabetes Day
01.12.2025	World Aids Day
22.01.2026	Alumni Talk On “Scope and Opportunities in the Field of Nutrition”
04.02.2026	World Cancer Day
10.02.2026	World Pulses Day
11.03.2026	Workshop On Food Analysis (Industrial Collaboration)
07.04.2026	World Health Day
<b>DEPARTMENT OF ARABIC</b>	
26.06.2025	Club Activity
14.07.2025	Intercollegiate Competition
30.07.2025	Workshop
18.08.2025	Out Reach
26.08.2025	Calligraphy
29.08.2025	Essay Writing
21.09.2025	International Day of Peace
30.09.2025	International Translation Day
11.10.2025	Seminar
30.10.2025	Quiz Competition
<b>DEPARTMENT OF TAMIL</b>	
08.09.2025	UyirKakkumVivasayam
07.10.2025	Role of Social, Media in Tamil Language Development
10.10.2025	Artificial Intelligence Protecting Us? Does it Affect?

<b>DEPARTMENT OF URDU</b>	
05.02.2026	Seerath-Un-Nabi (Paigham-e-Risalat (S.A.W))
21.02.2026	Speech (Youm-e- MadriZuban,ZubanRuhKaAks)
<b>MANAGEMENT CLUB</b>	
12.08.2025	Business Quiz
10.09.2025	Role Play
22.01.2026	Group Discussion
11.02.2026	Brand
09.03.2026	Debate
<b>MATH MASTERS CLUB</b>	
29.06.2025	National Statistics Day
18.07.2025	Carrier Guidance Program
15.10.2025	Aptitude Test
06.02.2026	Quiz Related to TNPSC Exams
11.02.2026	Awareness Program about Competitive Examinations
03.03.2026	Aptitude Test
<b>ELECTORAL LITERACY CLUB</b>	
19.06.2025	Awareness Program on Voter's Enrollment
04.07.2025	Voter Awareness Campaigns
19.08.2025	World Humanitarian Day
15.09.2025	International Day of Democracy
26.11.2025	Constitution Day
25.01.2026	National Voters Day
13.02.2026	Students Rally-Importance of Voting

**LIST OF NATIONAL / INTERNATIONAL DAYS 2025-2026**

17.06.2025	International Day to Combat Desertification and Drought	Environment Club
21.06.2025	International Yoga Day World Music Day	IQAC Fine Arts Club
23.06.2025	International Olympic Day	Sports Club
26.06.2025	International Day against Drug Abuse and Illicit Trafficking	Anti-Drug Committee
29.06.2025	National Statistics Day	Maths Club
01.07.2025	National Doctors' Day Chartered Accountants Day	Health & Wellness Club Commerce
07.07.2025	World Chocolate Day Global Forgiveness Day	N&D BBA
11.07.2025	World Population Day	IDD
12.07.2025	Malala Day	English
15.07.2025	World Youth Skills Day	ED Cell
20.07.2025	International Chess Day	Sports Club
23.07.2025	National Broadcasting Day	CS
26.07.2025	Kargil Vijay Diwas	NSS
28.07.2025	World Hepatitis Day	N&D
01.08.2025	World Lung Cancer Day	Biotechnology
03.08.2025	Friendship Day (First Sunday of August)	BCA
07.08.2025	National Handloom Day	IDD/Tailoring Club
08.08.2025	Quit India Day	Tamil
12.08.2025	International Youth Day	B. Com(CA)
13.08.2025	International Left Handers Day World Organ Donation Day	IQAC Biotechnology
15.08.2025	Independence Day	IQAC
19.08.2025	World Photography Day World Humanitarian Day	ISM ELC
20.08.2025	Sadbhavna Diwas (Birth Anniversary of Rajiv Gandhi)	Maths

29.08.2025	National Sports Day (Birth Anniversary of Major Dhyanchand)	Sports Club
30.08.2025	Small Industry Day	BBA/B.Com/B.Com(Ca)
01.09.2025	National Nutrition Week Begins World Letter Writing Day	N&D English
02.09.2025	World Coconut Day	N&D
05.09.2025	National Teachers' Day - Birth Anniversary of Dr. Sarvapalli Radhakrishnan	IQAC
08.09.2025	International Literacy Day	English
10.09.2025	World Suicide Prevention Day	BBA
13.09.2025	World First Aid Day	Biotechnology
14.09.2025	Hindi Diwas	Hindi Staff
15.09.2025	International Day of Democracy	ELC
16.09.2025	World Ozone Day	Biotechnology
21.09.2025	International Day of Peace	Arabic
23.09.2025	International Day of Sign Languages	Tamil
26.09.2025	World Environmental Health Day	Environment Club
28.09.2025	World Rivers Day (Fourth Sunday of September)	Environment Club
29.09.2025	World Heart Day	Health & Wellness Club
30.09.2025	International Translation Day	Arabic
01.10.2025	International Day for Older Persons & International Coffee Day & World Vegetarian Day	N&D
02.10.2025	International Day of Non-Violence on occasion of Gandhi Jayanti	NSS
03.10.2025	World Animal Welfare Day	Biotechnology
05.10.2025	World Teachers' Day	IQAC
09.10.2025	World Post Day	CS
10.10.2025	World Mental Health Day	Health & Wellness Club
13.10.2025	International Day for Disaster Risk Reduction	Quiz Club

15.10.2025	Global Handwashing Day, World Students' Day	BCA
16.10.2025	World Food Day	N&D
17.10.2025	International Day for Eradication of Poverty	Commerce
20.10.2025	World Statistics Day	Maths
24.10.2025	World Development Information Day	ISM
31.10.2025	National Unity Day on Birth Anniversary of Sardar Vallabhbhai Patel	NSS
05.11.2025	World Tsunami Awareness Day	Environment Club
07.11.2025	National Cancer Awareness Day International Infant Protection Day	Biotechnology
11.11.2025	National Education Day on Birth Anniversary of Maulana Abul Kalam Azad	Urdu
13.11.2025	World Kindness Day	BCA
14.11.2025	National Childrens' Day World Diabetes Day	IQAC & N&D
16.11.2025	International Day for Tolerance	Counselling Cell
19.11.2025	International Men's Day	IQAC
25.11.2025	International Day for Elimination of Violence Against Women	Quiz Club
26.11.2025	Constitution Day	ELC
01.12.2025	World AIDS Day	Biotechnology
02.12.2025	National Pollution Control Day International Day for the Abolition of Slavery	Environment Club
03.12.2025	International Day for Persons with Disabilities	Commerce
05.12.2025	International Volunteer Day	NSS
07.12.2025	Armed Forces Flag Day	NSS
09.12.2025	International Anti-Corruption Day	CCC
10.12.2025	Human Rights Day	NSS

11.12.2025	International Mountain Day	Environment Club
14.12.2025	National Energy Conservation Day	Environment Club
18.12.2025	Minorities Rights Day in India	Urdu
22.12.2025	National Mathematics Day - Birth Anniversary of Srinivas Ramanujan	Maths
24.12.2025	National Consumer Rights Day	CCC
04.01.2026	World Braille Day	Commerce
08.01.2026	World Arabic Day	Arabic
12.01.2026	National Youth Day (Swami Vivekananda Jayanti)	Tamil
24.01.2026	National Girl Child Day	BBA
25.01.2026	National Voters' Day	ELC
25.01.2026	National Tourism Day	BBA
26.01.2026	Republic Day	IQAC
04.02.2026	World Cancer Day	Health & Wellness Club
10.02.2026	World Pulses Day	N&D
11.02.2026	International Day of Women and Girls in Science	All Science Dept.
21.02.2026	International Mother Language Day	Tamil, Urdu & Arabic
28.02.2026	National Science Day	Biotechnology
01.03.2026	Zero Discrimination Day	Internal Complaint Committee
07.03.2026	Employee Appreciation Day	Management Club
08.03.2026	International Women's Day	IQAC
15.03.2026	World Consumer Rights Day	CCC
20.03.2026	International Day of Happiness	All Dept.
22.03.2026	World Water Day	Environment Club
07.04.2026	World Health Day	N&D
23.04.2026	World Book Day	English/Library

**NOTES**

**NOTES**

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

## ATTENDANCE SHEET EVEN 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**