



# C. ABDUL HAKEEM COLLEGE

(AUTONOMOUS)



(Govt. Aided & Affiliated to Thiruvalluvar University)

(Re-accredited by NAAC with 'A' Grade)

HAKEEM NAGAR, MELVISHARAM - 632 509, VELLORE DISTRICT.



ACADEMIC CALENDAR  
2015 - 2016

Managed & Maintained by :  
The Melvisharam Muslim Educational Society  
Melvisharam - 632 509, Vellore District.



*"Inna Hudallahi Huwal Huda"*  
*"There is No Guidance But GOD's"*



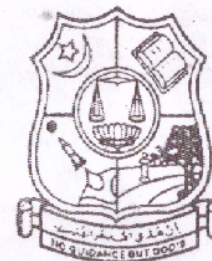
*Enter to Learn*  
*and*  
*Leave to Serve*

**C. ABDUL HAKEEM COLLEGE**  
**(AUTONOMOUS)**

(Govt. Aided & Affiliated to Thiruvalluvar University)

(Re-accredited by NAAC with 'A' Grade)

HAKEEM NAGAR, MELVISHARAM - 632 509, VELLORE DISTRICT.



**ACADEMIC CALENDAR**  
**2015 - 2016**

Principal's Office	:	04172 - 266487
College Office	:	04172 - 266187
Fax	:	04172 - 266487
Hostel Office	:	04172 - 266787
E-mail	:	hakeemcollege@rediffmail.com
Web	:	hakeemcollege.com
Online Newsletter	:	<a href="http://colleges.papyrusclubs.com">http://colleges.papyrusclubs.com</a>



## Contents

- His Most Distinguished - Self Nawab C. Abdul Hakeem Sahib
- Alijanab Alhaj S. Abdul Jameel Sahib
- Brief History of The College
- Vision & Mission of the College
- The Coat of Arms
- Pledges
- National Anthem
- College Committee Members & List of Principals
- Courses Offered
- Member of Governing Body, Academic Council & Finance Committee
- List of Teaching Staff
- Professors in-charge of different Committees
- List of Non - Teaching Staff
- College Fees for UG Courses
- College Fees for PG & M.Phil., Courses
- More information about Fees
- Payment of Fees
- Fee Concessions and Scholarships
- Issue of Certificates - Rules
- Certificates to be obtained from the University
- Endowments
- Rules of Attendance
- College Tests and Examinations
- General conduct of students
- Cycle and other Two - Wheeler Parking
- Railway Concession Tickets
- Physical Education
- Athletic Association
- National Cadet Corps
- National Service Scheme
- Youth Red Cross and Red Ribbon Club
- IQAC
- Library
- Book Bank & General Information
- Hostel
- Academic Calendar : 2015 - 2016
- List of important Days



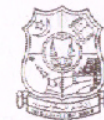
**Philanthropy, Thy Name is**  
**NAWAB C. ABDUL HAKEEM SAHEB**





**"A Towering personality who served  
all along the cause of education"**

**ALI JANAB HAJI S.M. ABDUL JAMEEL SAHEB**



### **BRIEF HISTORY OF THE COLLEGE**

With the advent of the Melvisharam Muslim Educational Society in 1919, the town of Melvisharam had been transformed into a Metropolis of education. The town that had not even a proper Primary School decades ago is now buzzing with restless academic activity. Like the legendary Tree of Bounty, the MMES has created umpteen avenues for Primary, Secondary, Hr. Secondary, Collegiate and Engineering education. The fact that MMES is now managing ten educational institutions, does bring to light the tireless strivings of the Members of the Society who had been and even now are the greatest benefactors of the town.

The one name to be cherished in fond and reverential memory is Nawab C. Abdul Hakeem Sahib, the most distinguished Paragon of matchless philanthropy. Though not much educated, he paved way for thousands of blooming youth to enter and leave most successfully the portals of Secondary, Hr. Secondary, Collegiate and Engineering education. His grandson, Alijanab Alhaj S.M. Abdul Jameel Saheb, had contributed his mite to the growth of the Society and its Institutions. A true definition of simplicity, sincerity and integrity, Jameel Saheb had left no meaningful stone unturned for the ennobled cause of education. His son, Alijanab Alhaj S. Ziauddeen Ahmed Saheb is carrying on, for decades the blazing torch of selfless service handed over to him by his beloved father. He, being a delectable axiom of goodwill, is playing a pivotal role in striving for the progress of the Institutions under MMES. His son, Alijanab Alhaj S.Z. Abrar Ahmed Saheb, is toiling his utmost best to take the College to the majestic heights of academic popularity as its most exemplary Secretary and Correspondent.





The ardent zeal of the Committee to provide quality education, the painstaking efforts of the Correspondent, the perspiring ministrations of the Principal, the amazing team work exhibited by the staff and the keen interest evinced by Students had fetched the college the most coveted 'A' Grade in its re-accreditation. Yet another recognition is the National Honour bestowed by the Dept. of Posts, Govt. of India, by releasing the First Day Cover in exalted esteem of Nawab C. Abdul Hakeem Sahib on 5th January, 2012. The Excellence Award presented to Alijanab Alhaj S. Ziauddeen Ahmed Saheb, General Secretary, MMES, by Honbl'e and former Governor of Tamil Nadu, Shri Surjeet Singh Barnalaji, The Excellence Award presented to the College by the Forum of Colleges New Delhi and the Teaching Faculty with distinguished Titles such as 'TATA Innovation Awardee', 'Best Scientist', 'OIE Expert', 'Tamil Nadu Scientist', 'Best NSS Programme Officer' and so on are some of the rare recognitions that speak volumes about the commitment of the college to education, research and extension activities. Established in 1965, and marching towards the Golden Jubilee in 2015, the College has come a long way on the highway of Higher Education by conquering the golden milestones of luring popularity, trust of the parents, inspiring appreciation from the higher - ups in the Dept. of Education, exultant goodwill of the stakeholders, heartfelt gratitude of students, mounting goodwill of the natives and so on.

The rest, this Academic Calendar does trumpet in voiceless but touching tones of majesty.



## VISION OF THE COLLEGE

- ❖ To achieve academic excellence through the holistic approach.
- ❖ To provide world class teaching in higher education and research for the upliftment of rural community.
- ❖ To offer need-based, Job - oriented Courses of study relevant to the society.

## MISSION OF THE COLLEGE

- ❖ To strengthen youthful exuberance for contextualising academic issues and career concerns.
- ❖ To sensitize students' awareness to venerate quality as the defining element.
- ❖ To foster the exultant spirit of Universal harmony by making education powerful and pervasive .

## GOALS

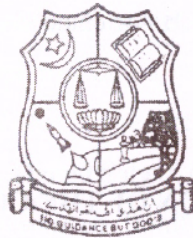
- ❖ To provide an ideal system of higher education to all, in general and Muslims, in particular.
- ❖ To train the youth in need - based Job - oriented Courses.
- ❖ To inculcate in the minds of the youth a sense of discipline and creative thinking.
- ❖ To bring about a complete and harmonious development of all factors that contribute to the formation of human personality.





## THE COAT OF ARMS

(OUR COLLEGE CREST)



The Book in the College Crest represents the Holy Quran, the Source of Enlightenment and Knowledge.

The Crescent and the Star represent the Progress and Light of Wisdom and also embody the Islamic Culture.

The Balance represents Justice to one and all.

The Lotus represents the ancient culture of our land, Bharath.

The Rocket shooting towards space represents the scientific advancement, we are interested in.

The Road and the single Tower represent the local landscape.

The Arabic Verse is from the Holy Book, meaning "There is no guidance but God's".

## 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 he,  
Bharatha-bhagya-vidhata,  
Punjaba-Sindhya-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchchala-Jaladhi-taranga.  
Tava subha name jage,  
Tava subha asisa mage,  
Gahe tava jaya-gatha,  
Jana-gana-mangala-dayaka Jaya he,  
Bharatha-bhagya-vidhata.  
Jaya he, Jaya he, Jaya he,  
Jaya Jaya Jaya Jaya he.

## TRANSLATION OF THE NATIONAL ANTHEM

You are the ruler of the minds of all people,  
Architect of India's destiny,  
Your name delights the hearts of the people of Punjab, Sind,  
Gujarat, Maharashtra, Southern States, Orissa and Bengal  
It is echoed by Mt. Vindhya and the Himalayas  
Your glory is sung by the rivers, Yamuna and Ganga,  
And is chanted by the waves of the Oceans,  
They pray for your victory,  
Victory to you, the doer of the good to the people,  
Architect of India's destiny,  
Victory to you, Victory to you, Victory to you,  
Victory, Victory, Victory, Victory to you.

## DISTINGUISHED MEMBERS OF THE COLLEGE COMMITTEE

01. Alijanab Alhaj **Sowcar Nisar Ahmed Sahib**,  
President.
02. Alijanab Alhaj **S.Z. Ifthikar Ahmed Sahib**, B.Sc.,  
Vice - President & Trustee.
03. Alijanab Alhaj **M.Md. Sharfuddin Sahib**, B.A.,  
Vice - President.
04. Alijanab Alhaj **S. Ziauddeen Ahmed Sahib**, B.A.,  
General Secretary.
05. Alijanab Alhaj **S.Z. Abrar Ahmed Sahib**, B.A., C.S.,  
Joint - Secretary & Correspondent.
06. Alijanab Alhaj **V.M. Abdul Latheef Sahib**, B.E., F.I.E.,  
Joint - Secretary.
07. Alijanab Alhaj **K. Anees Ahmed Sahib**, B.A.,
08. Alijanab Alhaj **M.R. Shabeer Ahmed Sahib**.
09. Alijanab Alhaj **S.Z. Zulfikar Ahmed Sahib**.
10. Alijanab Alhaj **A. Iqbal Ahmed Sahib**, B.Sc.,
11. Alijanab Alhaj **V. Md. Rizwanullah Sahib**, M.B.A.,
12. Alijanab Alhaj **M.R. Iqbal Ahmed Sahib**, B.Com.,
13. Alijanab Alhaj **G. Md. Kaleemullah Sahib**, B.Com.,
14. Dr. **S.A. Sajid**, Ph.D.,  
Principal

## LIST OF PRINCIPALS

- |   |             |
|---|-------------|
| 01. Prof. <b>M. Ahmed Basha</b> , M.A.,                         | 1965 -1984  |
| 02. Prof. Hajee <b>V.M. Kalimullah</b> , M.A., M.Phil.,         | 1984 -1996  |
| 03. Dr. Hajee <b>L. Ayub Khan</b> , M.Sc., Ph.D.,               | 1996 - 1997 |
| 04. Prof. Hajee <b>N.M. Md. Dhaha</b> , M.A., M.Phil.,          | 1997 - 2001 |
| 05. Prof. Hajee <b>M. Nihal Ahmed</b> , M.Sc., M.Phil.,         | 2001 - 2006 |
| 06. Prof. <b>U. Peer</b> , M.Sc., M.Phil., P.G.D.C.A., D.H.Ed., | 2006 - 2008 |
| 07. Dr. Hajee <b>S. Mohammed Yousuff</b> , Ph. D                | 2008 - 2011 |
| 08. Dr. <b>W.AbdulHameed</b> , M.Sc., M.Phil. Ph.D.,            | 2011 - 2013 |
| 09. Dr. Hajee. <b>S.Y. Anver Sheriff</b> , Ph.D.,               | 2013 - 2014 |
| 10. Dr. <b>K. Masood Ahmed</b> , Ph.D.,                         | 2014 - 2015 |
| 11. Dr. <b>S.A. Sajid</b> , Ph.D.,                              | 2015 -      |



## **COURSES OFFERED**

Foundation Subjects for Degree Course : Part I : TAMIL (or) URDU Part II : ENGLISH

### **AIDED COURSES**

No.	Degree	Subject	Duration
1.	B.A.	History	3 Years
2.	B.Sc.	Mathematics	3 Years
3.	B.Sc.	Physics	3 Years
4.	B.Sc.	Chemistry	3 Years
5.	B.Sc.	Zoology	3 Years
6.	B.Com.	Commerce	3 Years
7.	B.Com.	Corporate Secretaryship	3 Years
8.	M.A.	History	2 Years
9.	M.Sc.	Mathematics	2 Years
10.	M.Sc.	Chemistry	2 Years
11.	M.Sc.	Zoology	2 Years
12.	M.Com.	Commerce	2 Years
13.	M.Phil.	History	1 Year
14.	M.Phil.	Chemistry	1 Year
15.	M.Phil.	Zoology	1 Year
16.	Ph.D	History (Part Time & Full Time)	
17.	Ph.D.	Zoology (Part Time & Full Time)	
18.	Ph.D.	Commerce (Part Time & Full Time)	
19.	Ph.D.	Chemistry (Part Time & Full Time)	
20.	Ph.D.	Mathematics (Part Time & Full Time)	
21.	Ph.D.,	Tamil (Part Time)	
22.	Ph.D.	English (Part Time)	
		NCPUL - Study Center	
1.		Diploma in Urdu	
2.		Diploma in Arabic	
3.		Certificate in Arabic	

## **Member of Governing Body, Academic Council, & Finance Committee**

### **1. Member of Governing Body: Management Representatives:**

1. Alijanab Sowcar Niscar Ahmed Sahib,
2. Alijanab S. Ziaudeen Ahmed Sahib., B.A.,
3. Alijanab M. Md Sharfuddin Sahib.,B.A.,
4. Alijanab S. Z. Abrar Ahmed Sahib, B.A., C.S.,
5. Alijanab V.M, Abdul Latheef Sahib, B.E., F.I.E.,

### **Teacher Representatives:**

1. Dr. Hameed Abdul Razack, Ph.D.,
2. Dr. A. Abdul Rahman, Ph.D.,
3. Dr. H. Munavar Jan, Ph.D.,

### **Educationist / Industrialist Representatives:**

1. Dr. Major Syed Shahabudeen, Ph.D.,  
Principal, Islamiah college for women, Vaniyambadi

### **UGC Nominee:**

To be Nominated by UGC

### **State Government Nominee:**

1. Dr. M. Jayaraj Ph.D.,  
The Joint Director of Collegiate Education,  
Vellore Region.

### **University Nominee:**

1. Dr. S. Chinnapan, Ph.D.,  
Member - Syndicate, Prinipal,  
St. Joseph's College of Arts And Science (Autonomous),  
Cuddalore.



**Principal:**

1. Dr. S.A. Sajid, Ph.D.,

**2. Members of Academic Council :**

**Principal (Chairman):**

1. Dr. S. A. Sajid, Ph.D.,

**University Nominees:**

2. Dr. G. Thangaraj, Ph.D., Prof. & Head, Dept. of Mathematics, Thiruvallur University,
3. Dr. V. Peruvalluthi, Ph.D., Prof. & Dept. of English, Thiruvallur University,
4. Dr. Ernest David, Ph.D., Prof. & Head, Dept. of Biotechnology, Thiruvallur University,

**Four Experts from Outside the Collage:**

5. Dr. K. Prem Nazeer, M.Sc., M.Phil., Ph.D.,  
Principal, Islamiah College(Autonomous), Vaniyambadi.
6. Dr. A. Mohammed Sadiq, M.Sc., M.Phil., Ph.D.,  
Principal, Adhiparasakthi Collage of Arts and Science ( Autonomous), Kalavai.
7. Alijanab Alhaj V.M. Rizwanullah, M.B.A.,  
Correspondent, Islamiah Boys Higher Secondary School, Mevisharam.
8. Janab C. Mohammed Zaffarullah, M.A.,  
Secretary, South India Tanners and Dealers Association, Ranipet.

**Four Teachers of the college:**

9. Dr. A. Abdul Rahuman, Controller of Examinations
10. Dr. A. Sait Sahul Hameed, Associate Professor of Zoology
11. Dr. H. Munavar Jan, Associate Professor of History
12. Prof. K. Jamal Mohammed, Associate Professor of commerce

**Heads of Departments:**

13. Dr. P. Mohammed Yusuf
  14. Dr. M. Farook
  15. Dr. R. Phaneendra Rao
  16. Dr. S. Mohammed Yasir
  17. Dr. U. Mohammed Basha
  18. Prof.K.S. Mohammed Omer
  19. Dr. Major. A. Nazeer Basha
  20. Dr. A. Mohammed Ali
  21. Dr.A.K. Ibrahim Sheriff
  22. Dr. Hameed Abdul Razack
  23. Dr. T.V. Malick
  24. Dr. P.A. Kaja Mohideen
  25. Dr. A. Akbar
  26. Prof.M. Eqbal Hussain
  27. Dr. K. Anver Basha
  28. Prof. P. Mohamed Vaseem
- Faculty member nominated by the Principal (Member Secretary):
29. Dr A.K. Ibrahim Sherif, Co-ordinator IQAC, Head, P.G & Research Dept. of Chemistry

**3. Members of Finance Committee:**

1. Alijanab S. Ziauddeen Ahmed Sahib B.A.,  
General Secretary, M.M.E.S
2. Alijanab S.Z. Abrar Ahmed Sahib B.A., C.S.,  
Secretary & Correspondent
3. Dr. S.A. Sajid, Ph.D.,  
Principal
4. Dr. A. Abdul Rahuman, Ph.D.,
5. Dr. K. Anver Basha, Ph.D.,
6. Mr. S. Ashfaque Basha,  
Chartered Accountant





**4. Members of Standing Committee for Governing Body:**

1. Alijanab S. Z. Abrar Ahmed Sahib, B.A., C.S.,
2. Dr. S.A. Sajid,
3. Dr. Hameed Abdul Razack
4. Dr. A. Abdul Rahuman

**5. Members of Standing Committee for Academic Council:**

1. Dr. S.A. Sajid
2. Dr. Hameed Abdul Razack
3. Dr. A. Abdul Rahuman
4. Dr. A.K. Ibrahim Sheriff
5. Dr. H. Munavar Jan
6. Prof. K.S. Mohamed Omer





**PROFESSORS IN-CHARGE OF DIFFERENT COMMITTEES**  
**PRINCIPAL IS THE PRESIDENT OF ALL THE COMMITTEES**

**ADMISSION COMMITTEE:**

1. Alijanab S. Z. Abrar Ahmed Sahib, B.A., C.S., Correspondent
2. Dr. S.A Sajid, Principal
3. Dr. Hameed Abdul Razack
4. Mr. K.S. Mohammed Omer
5. Dr. Major. A. Nazeer Basha
6. Dr. A.K. Ibrahim Sheriff
7. Dr. H. Munavar Jan
8. Dr. K. Anver Basha
9. Mr. K. Jamal Mohammed
10. Mr. M. Eqball Hussain
11. Dr. K.R. Mohamed Sufiyan

**PLANNING & EVALUATION COMMITTEE:**

1. Dr. Hameed Abdul Razack
2. Dr. T.V. Malick
3. Dr. A. Abdul Rahuman
4. Dr. A.K. Ibrahim Sheriff
5. Dr. H. Munavar Jan
6. Office Superintendent

**CURRICULAM DEVELOPEMENT COMMITTEE:**

1. Dr. P. Mohamed Yusuf
2. Dr. M. Farook
3. Mr. R. Phaneendra Rao
4. Dr. S. Mohamed Yassir
5. Dr. U. Mohamed Basha
6. Prof. K.S. Mohamed Omer
7. Dr. A. Nazeer Basha
8. Dr A. Mohammed Ali
9. Dr. A.K. Ibrahim Sheriff
10. Dr. Hameed Abdul Razack
11. Dr. T.V. Malick
12. Dr. PA. Kaja Mohideen
13. Dr. A. Akbar





14. Prof. M. Eqbal Hussain
15. Dr. K. Anver Basha
16. Mr. K. Jamal Mohamed
17. Mr. P. Mohamed Vaseem

#### ACADEMIC AUDIT COMMITTEE:

1. Dr. Hameed Abdul Razack
2. Dr. A. Abdul Rahuman
3. Dr. A.K. Ibrahim Sheriff
4. Dr. H. Munavar Jan

#### RESEARCH COMMITTEE:

1. Dr. A. Sait Sahul Hameed
2. Dr. K. Anver Basha
3. Dr. U. Mohammed Basha
4. Dr. Hajee S. Shamsuddin
5. Dr. S. Sheik Mansoor
6. Dr. M. Farook
7. Dr. P. Mohammed Yusuf
8. Dr. R. Rafi Mohamed
9. Dr. S. Mohamed Yassir

#### UNIVERSITY EXAMINATION COMMITTEE:

1. Mr. M. Eqball Hussain
2. Dr. S. Zaheer Ahamed
3. Mr. J. Fayajul Arifeen
4. Mr. A. Abdul Raheem

#### AUTONOMOUS EXAMINATION COMMITTEE:

1. Dr. A. Abdul Rahuman
2. Dr. K.J. Sha Nawaz Khan
3. Dr. K.R. Mohamed Sufiyan
4. Dr. A. Akbar
5. Mr. S. Haja Mohideen

#### REGISTRARS OF ATTENDANCE :

1. Dr. S. Sheik Mansoor
2. Dr. M. Thamim Mansoor

#### SPORTS ADVISORY COMMITTEE :

1. Dr. A.K. Ibrahim Sheriff
2. Mr. A. Naseerutheen
3. Dr. K.R. Mohamed Sufiyan

#### STUDENT WELFARE & EXTRA CURRICULAR ACTIVITIES COMMITTEE:

1. Mr. M. Eqbal Hussain
2. Mr. K. Jamal Mohamed
3. Mr. M. Sheik Aliyar
4. Dr. M. Thamim Mansoor
5. Mr. S. Haja Mohideen

#### STUDENTS' GRIEVANCE AND REDRESSAL COMMITTEE :

1. Mr. A. Sakhoor Basha
2. Mr. K. Jamal Mohamed
3. Dr. M. Farook
4. Mr. K. Abdul Munaf
5. Dr. K.R. Mohamed Sufiyan

#### LIBRARY ADVISORY COMMITTEE :

1. Dr. A.K. Ibrahim Sheriff
2. Dr. S. Shamsuddin
3. Dr. K.J. Sha Nawaz Khan
4. Dr. R. Rafi Mohammed
5. Dr. M. O. Mohamed Thaheer

#### HOSTEL ADVISORY COMMITTEE :

1. Dr. S.A. Sajid - Warden
2. Dr. K. Anver Basha - Deputy Warden
3. Mr. M. Peer Mohamed
4. Dr. M. Thamim Mansoor



#### ANTI-RAGGING COMMITTEE :

1. Dr. Hameed Abdul Razack
2. Dr. Major. A. Nazeer Basha
3. Dr. K. Jamal Mohammed
4. Dr. H. Munavar Jan
5. Dr. V. Raja
6. Inspector of Police - Arcot

#### CAREER GUIDANCE & PLACEMENT CELL :

1. Mr. M. Eqball Hussain
2. Dr. H.K. Sulaiman Khan
3. Mr. Sheik Mohamed Rafi
4. Dr. I. Mohamed Ikram
5. Dr. S. Syed Tajudeen
6. Dr. A. Nazeer Basha
7. Dr. S. Mohamed Rafique
8. Mr. K.S. Mohamed Omer
9. Dr. S. Mohamed Yassir

#### SCHOLARSHIPS & CASH PRIZES :

1. Dr. S. Shamsuddin  
(Endowment Cash Prizes)
2. Dr. K.J. Sha Nawaz Khan  
(Govt. Scholarships)
3. Mr. Shaik Mohammed Raffi  
(University Scholarships)

#### LOST PROPERTY OFFICER :

1. Dr. A. Mohamed Ali

#### STAFF ASSOCIATION

Secretary : Mr. K. Jamal Mohamed  
Joint Secretary :  
Treasurer :

#### LIST OF SUPERINTENDENTS

- |                           |               |
|---------------------------|---------------|
| 1. Mr. Md. Dastageer      | - 1987 - 2002 |
| 2. Mr. B. Allah Baksh     | - 2002 - 2005 |
| 3. Mr. T. Abdur Razack    | - 2005 - 2006 |
| 4. Mr. V.K. Maqbool Ahmed | - 2006 - 2011 |
| 5. Mr. M. Abdur Ravoof    | - 2011 - 2013 |
| 6. Mr. M. Md. Farooque    | - 2014 -      |



### AIDED NON-TEACHING STAFF

- |    |                                  |                          |
|----|----------------------------------|--------------------------|
| 1  | Mr. Md. Farooque                 | - Superintendent         |
| 2  | Mr. M. Asifuddin, M.A., B.Ed.,   | - Assistant              |
| 3  | Mr. A. Abdul Aleem, B.A.,        | - Assistant              |
| 4  | Mr. K. Namasivayam               | - Junior Assistant       |
| 5  | Mr. Jayaseelan                   | - Junior Assistant       |
| 6  | Mr. V. Ameenullah                | - Junior Assistant       |
| 7  | Mr.V. Mohamed Shameem            | - Typist                 |
| 8  | Vacant                           | - Typist                 |
| 9  | Mr. Syed Mohamed Ghouse, M.A.,   | - Store Keeper           |
| 10 | Mr. R. Syed Hussain              | - Lab. Asst.             |
| 11 | Mr. M. Mohamed Imdadullah, M.Com | - Lab. Asst.             |
| 12 | Mr. M.D. Suhail, B.C.A.,         | - Lab. Asst.             |
| 13 | Mr. M.A. Amjad Hussain           | - Lab. Asst.             |
| 14 | Mr. J. Ameeth Khan               | - Lab. Asst.             |
| 15 | Mr. V.M. Abdullah Basha          | - Lab. Asst.             |
| 16 | Mr. T. Irshad Ahmed, B.A.,       | - Lab. Asst.             |
| 17 | Mr. A. Hameed Basha              | - Record Clerk           |
| 18 | Mr. S. Salman Sadth              | - Record Clerk           |
| 19 | Mr. S.Younus Basha               | - Record Clerk           |
| 20 | Mr. T. Althaf Hussain            | - Library Attender       |
| 21 | Mr. J. Booshanam                 | - Super Gr. Office Asst. |
| 22 | Mr. H.A. Junaid Ahmed            | - Office Asst.           |
| 23 | Mr. D.L. Habeebur Rahman         | - Office Asst.           |
| 24 | Vacant                           | - Office Asst.           |
| 25 | Mr. S. Jayapal                   | - Gardener Spl.Grade     |
| 26 | Vacant                           | - Gardener               |
| 27 | Vacant                           | - Watchman               |
| 28 | Vacant                           | - Watchman               |
| 29 | Vacant                           | - Watchman               |
| 30 | Mr. C. Chandiran                 | - Sweeper Spl.Grade      |
| 31 | Vacant                           | - Sweeper                |
| 32 | Vacant                           | - Sweeper                |
| 33 | Vacant                           | - Sweeper                |
| 34 | Vacant                           | - Sweeper                |
| 35 | Vacant                           | - Scavenger              |
| 36 | Mr. M. Sankar                    | - Marker                 |
| 37 | Vacant                           | - Marker                 |

### NON-TEACHING STAFF- MANAGEMENT LIST AS ON 13.05.2015

- |     |                                       |                |
|-----|---------------------------------------|----------------|
| 1.  | Mr. Syed Basheer Ahmed, B.A.,         | - Office Asst. |
| 2.  | Mr. M.A. Anees Ahmed                  | - Office Asst. |
| 3.  | Mr. T.H. Shakeel Ahmed                | - Office Asst. |
| 4.  | Mr. N. Abdullah                       | - Office Asst. |
| 5   | Mr. V. Mohammed Jasir, B.B.A.,        | - Office Asst. |
| 6.  | Mr. Syed Irfan                        | - Office Asst. |
| 7.  | Mr. M. Javeed Basha, B.com.,          | - Office Asst. |
| 8.  | Mr. K.A. Nihal Ahmed, B.com. (C.S.)   | - Office Asst. |
| 9.  | Mr. H. Mohamed Mueen, B.E.,           | - Programmer   |
| 10. | Mr. V. Atheeque Rahman, B.Com.(C.S.,) | - Office Asst. |
| 11. | Mr. M. Riyaz Ahmed, B.Com             | - Office Asst. |
| 12. | Mr. Mohammed Rashad Parvaz            | - Programmer   |
| 13. | Mr. R. Abdul Munaf                    | - Watchman     |
| 14. | Mr. T.K. Ahmed Sheriff                | - Watchman     |
| 15. | Mr. M. Mahaboob Basha                 | - Watchman     |
| 16  | Mr. S. Mukthar                        | - Watchman     |
| 17. | Mr. M. Adam Basha                     | - Watchman     |
| 18. | Mr. K.S. Abdul Shukoor                | - Watchman     |
| 19. | Mr. M. Hem Bahadur                    | - Watchman     |
| 20. | Mr. N. Raja                           | - Gardener     |
| 21. | Mr. R. Balasundaram                   | - Gardener     |
| 22. | Mrs. Valliamma                        | - Sweeper      |
| 23. | Mrs. G. Kavitha                       | - Sweeper      |
| 24. | Mrs. S. Vendah                        | - Sweeper      |
| 25. | Mrs S. Lakshmi                        | - Sweeper      |
| 26. | Mrs. Anandhi Sekar                    | - Sweeper      |
| 27. | Mrs. Vasantha Ramalingam              | - Sweeper      |
| 28. | Mr. A. James                          | - Scavenger    |



# College Fees For U.G. Courses 2015 - 2016

Courses		Matriculation*	Uni. Registration	Admission*	Medi -Service*	Associations \$	Recognition*	Caution Deposit \$	Stationery \$	Mag. & Calendar \$	Library \$	Physical Edu. \$	Lab Fees #			Uni, Library Fees \$	Uni, Sports Fees \$
													lrr	lrr	lrr		
Main	B.A. History	30	80	10	10	80	100	-	85	85	125	160	-	-	-		
	B.Sc., Maths	30	80	10	10	80	100	100	85	85	125	160	200	225	-		
	B.Sc., Physics	30	80	10	10	80	100	100	85	85	125	160	300	525	300		
	B.Sc., Chemistry	30	80	10	10	80	100	125	85	85	125	160	600	400	400		
	B.Sc., Chemistry	30	80	10	10	80	100	125	85	85	125	160	600	625	400		
	B.Sc., Zoology	30	80	10	10	80	100	125	85	85	125	160	825	575	375		
	B.Sc., Bot. & Chem.	30	80	10	10	80	100	-	85	85	125	160	-	-	-		
	B.Sc., Bot. & Chem.	30	80	10	10	80	100	-	85	85	125	160	-	-	-		
	B.Com.,	30	80	10	10	80	100	-	85	85	125	160	-	-	-		
	B.Com., (C.S.)	30	80	10	10	80	100	-	85	85	125	160	-	-	-		

\* To be paid by First Year Students at the time of admission : Subject to revision by the University (Uni)

§ To be paid once, at the beginning of the year

**: Subject to revision by the University (Uni)  
# To be paid TWICE a year**

## College Fees For P.G. and M. Phil Courses 2015 - 2016

[illegible]

\* To be paid by First Year Students at the time of admission : Subject to revision by the University (Unit)

\$ To be paid once, at the beginning of the year

Subject to revision by the University (Uni)  
# TO be paid TWICE a year



### MORE INFORMATION ABOUT FEES

1. Fee structure is likely to be changed as per the directives of the Govt. of Tamil Nadu.
2. In addition to the fees, each UG and PG Student has to pay to the University (a) Rs.10/ and (b)25/- towards the Cultural & Youth Festival Fees and towards the development of infrastructural facilities.
3. Students joining the College from other Universities after passing H.Sc. Exam of other States or similar Exams conducted by accredited statutory agencies, shall pay the Recognition fee of Rs. 175/-
4. Students who are admitted in the U.G. Courses are to pay Rs. 5/- per Statement of Marks, as verification fees, together with three xerox copies of each Statement of Marks.

### PAYMENT OF FEES

The Academic Year, for all purposes shall be divided into TWO SEMESTERS. ODD SEMESTERS beginning with the reopening of the college after summer vacation (June) and ending with 31st October of the year, and the EVEN SEMESTERS beginning in the month of December of the year.

Every student is liable to pay the whole fees, Semester wise, during any part of which his name is found on the rolls of the College.

If a student fails to pay the fees by the 5th working day from the beginning of each Semester, a fine of Rs. 5/- shall be levied. If the fee is not paid within 15 days, his name shall be struck off the rolls and if re-admitted, he, in addition to the fees and fines due from him, shall pay the Re- Admission Fee of Rs. 10/-

Students should stand in queue at the office counter while paying the fees.

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

Students who discontinue their studies at any time during a Semester

have no right to claim remission of any portion of the Semester or other fees paid by them.

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

### FEE CONCESSIONS AND SCHOLARSHIPS

Full Fee Concession is granted to S.C. and S.T. students.

A number of Scholarships are awarded annually to deserving students based on the results of the previous examination they appeared. These Scholarships are tenable for the period of the entire Course on condition that student's character, conduct and academic records continue to be satisfactory.

List of Scholarships : (i) Backward Class Scholarships , (ii) Adi - Dravidar Scholarships, (iii) Fee Concession Under 92, (iv) Merit Scholarships, (v) National Loan Scholarships, (vi) Scholarships for Handicapped Students and sons of Freedom Fighters, Military Personnel and Beedi Workers.

Only those students who put in 75% attendance are eligible for the Scholarships, as per the Govt. Order.

The following categories of students, irrespective of their caste, are eligible for respective Scholarships and Fee Concession:

- (i) Handicapped Students,
- (ii) Sons and Dependents of Freedom fighters,
- (iii) Sons and Dependents of Service Personnel,
- (iv) Sons and Dependents of retired or skilled Service Personnel and
- (iv) Sons of Teachers died while in service.

Application for all these Scholarships in the prescribed forms should be submitted to the Principal on or before 31st August, every year.



The following Certificates should be produced in the prescribed forms available in the College Office at the time of applying for Fee Concession and Scholarships:

- a) A Declaration Certificate by the parent or guardian.
- b) A Certificate of Income signed by an Officer of the Revenue Department.
- c) Converts to Christianity are eligible for the Concession and have to produce, Certificate of conversion in the prescribed form obtained from the Officer who is competent to issue the Income Certificate.

The concessions granted are liable to be withdrawn in all cases of misconduct such as resorting to or participation in strikes, etc.

**Note:** Students desirous of obtaining fee concessions should apply for them with necessary Certificates on or before the 10th of October of that particular year. Applications submitted after that date will not be considered.

### **ISSUE OF CERTIFICATES - RULES**

#### **CERTIFICATES FROM THE COLLEGE**

A notice of 2 days is necessary for the issue of any Certificate.

Students must apply to the Principal for the following Certificates:

1. Transfer Certificate : No Fee, if applied within 5 working days of the beginning of the Semester. Rs. 50/- after the end of the said period.
2. Conduct Certificate : Rs. 50/-
3. Course Certificate : Rs. 50/-

A search fee of Rs. 20/- will be charged in case of application made one year after leaving the college.

4. Duplicate ID Card : Rs. 100/-

### **CERTIFICATES TO BE OBTAINED FROM THE UNIVERSITY**

1. Pass or Qualification Certificate can be obtained only from the University.
2. Provisional (Pass) Certificate can be obtained only from the University on payment of the prescribed fee.
3. For Migration Certificate, the application should be made to the University directly.

### **ENDOWMENTS**

1. Janab V.M. Shafiullah Sahib Cash prize, out of the Endowment created by Prof. Haji V.M. Kalimullah, former Principal of C. Abdul Hakeem College, to the best student of III B.Sc., Maths.
2. Thiru P. Perumal Mudaliar Cash Prize, out of the Endowment created by Prof. P. Ramamurthy, former Vice - Principal and H.O.D of Chemistry of C. Abdul Hakeem College, to the best student of III B.Sc, Chemistry.
3. Tamil Annai Cash Prize, out of the Endowment created by Prof. E.Subramanian, former H.O.D. of Tamil of C. Abdul Hakeem College, to the best student in Tamil.
4. Pavendar Parisu, out of the Endowment created by Prof.R. Jothivanan, former H.O.D. of Tamil of C. Abdul Hakeem College, to the best student in Tamil.
5. Srimathi Renu Ammal and Shri Raaji Mudaliar Cash Prize, out of the Endowment created by Dr. S.R. Natarajan, former Reader in Commerce of C. Abdul Hakeem College, to the best outgoing student of B.Com., (Commerce)



6. Janab C.K.U. Abdul Latheef Sahib Cash Prize, out of the Endowment created by Prof A. Jawahar Ali, former H.O.D. of Mathematics of C. Abdul Hakeem College, to the best outgoing student of M.Sc., Mathematics.
7. Mr. J.P. Thomas Memorial Cash Prize out of the Endowment created by Mr. P. Thomas John, former H.O.D. of Zoology of C. Abdul Hakeem College, to the best outgoing student of B.Sc., Zoology.
8. Shri R.L. Narasimha Rao Cash Prize, out of the Endowment created by Prof R. Phaneendra Rao former H.O.D. of English of C. Abdul Hakeem College, to the best Second Year student in English.
9. Shri G.R. Doraswamy Reddy Cash Prize, out of the Endowment created by Mrs. I. Sampoorna, M.Sc., wife of Late Prof. G.R. Doraswamy Reddy, former H.O.D. of English of C. Abdul Hakeem College, to the best First Year student in English.
10. Shri T.M. Nanjaiya Gounder Cash Prize, out of the Endowment created by Dr. N. Onnamarannan, former Asst. H.O.D. of History of C. Abdul Hakeem College, to the best outgoing student in B.A. History.
11. Janab L.M. Syed Mohamed Rowther Cash Prize, out of the Endowment created by Prof. A. Mohamed Ali H.O.D. of Physics of C. Abdul Hakeem College, to the best outgoing student of B.Sc. Physics.
12. Janab S. Yaqub Sheriff Sahib Cash Prize, out of the Endowment created by Dr. Hajee S.Y. Anwer Sheriff, former Principal of C. Abdul Hakeem College, to the best outgoing student of M.Com.

13. Janab B.H. Jaffer Khan Cash Prize, out of the Endowment created by Dr. J. Akbar Khan, Former Associate Professor in Commerce (CS) of C. Abdul Hakeem College, to the best outgoing student of B.Com., (CS.)
14. Prof. Hajee V.M. Kalimullah Sahib Cash Prize out of the Endowment created by Prof. Hajee V.M. Abdullah, Former H.O.D of Chemistry C. Abdul Hakeem College, to the best outgoing student of M.Sc., Chemistry.
15. Prof. K. Muhammed & Madam Mariam Cash Prize, out of the Endowment created by Dr. M. Ahmed Najib, former H.O.D of Zoology of C. Abdul Hakeem College, to the best outgoing student of M.Sc., Zoology.
16. Janab Hajee K.J. Azeez Sahib Cash Prize, out of the Endowment created by Dr. A. Sait Sahul Hameed, Associate Professor in Zoology of C. Abdul Hakeem College, to the best outgoing student of M.Sc., Zoology.
17. Janab N. Peer Rowther Sahib cash prize, out of the Endowment Created by Prof. U. Peer, former Principal, C. Abdul Hakeem College, to the best outgoing student of B.Sc., (Computer Science)
18. Janab M. Mohamed Meeran Sahib and Dr. Meeran Sahib cash prize, out of the Endowment Created by Dr. M. Akbar Mohideen, Former Head, Department of Corporate Secretaryship; C. Abdul Hakeem College, to the best 1st year student of B.Com (C.S).
19. Janab Sibghathullah Sahib & Janaba T. Ismathunnisha Begum Sahiba, cash prize, out of the Endowment Created by Dr. S. Mohamed Ali, Former Head of the Department of Tamil to the best student in Tamil.
20. Janaba Meeran Beevi & Janab Sheik Rahman Endowment Cash Prize out of the endowment created by Dr. R. Allah Pitchai, Former A.H.O.D of Mathematics C. Abdul Hakeem College, to the best II year student of M.Sc., Mathematics.



21. Janab T.P. Abdul Wahab Sahib & Janaba Zainab Bee Cash Prize Out of the Endowment created by Dr.T.V.Malick, Head, Dept. of Commerce,C. Abdul Hakeem College to the best student of III B.Com.
22. Janab S.MohamedYousuf Sahib Cash Prize out of the Endowment created by Dr. S .A. Sajid, Principal of the C. Abdul Hakeem College to the best III year student of B.B.A.

### **RULES OF ATTENDANCE**

1. No student shall absent himself from the college without submitting the leave letter. All leave applications should be endorsed by the parent or guardian and recommended by the concerned Head of the Department. Leave will ordinarily be granted when it is applied in advance, and only for valid reasons. In case of sickness and other unavoidable circumstances extending beyond three days, the Principal or the Registrar of Attendance may require the production of Medical or other Certificates from the student.
2. Application for leave from students residing in the College Hostel should be recommended by the Deputy Warden.
3. Those who are late by more than 5 minutes will not be permitted to enter the class except on valid reason.
4. A student requiring leave for a period or a portion of a period must get permission from the Lecturer, in person, before the class begins.
5. A student absenting himself without leave during a period of the day will be considered as absent for half a day. Absentees for a period or session shall be fined Rs. 5.00. Absentees for a period in the F.N. session and a period in the A.N. session shall be marked absent for the whole day and shall be fined Rs. 10.00.
6. A student absenting himself for 3 days and more shall be fined at the discretion of the Principal, and it will be intimated to the parent.

7. A Student who continuously absents himself for 15 days without a valid reason will have his name struck off the rolls.
8. Dropping away at the end of a semester or late return after holidays shall be punishable with heavy fines.
9. Absence from tests, composition and special classes shall be severely dealt with and heavy fines will be collected.
10. Absconders from class and habitual absentees shall be dealt with severely. The punishment may involve suspension or removal from the college. 11. A student who puts in at least 75% of attendance shall be allowed for the University Examinations. A student who puts in 65% to 75% of attendance will be allowed to take up the Examinations, only at the discretion of the Principal after payment of Condonation Fee.
12. Students who have failed to put in at least 65% of attendance will not be permitted to appear for the University Examinations. Students who fail to put in at least 50% of attendance will not be permitted to go to the next higher class.
13. A Student who secures less than 65% attendance but 55% and above, in any semester has to compensate the shortage in attendance in the subsequent semester besides earning the required percentage of attendance in that semester and take the Examination of both the semester papers together at the end of the latter semester.
14. A student who secures less than 55% of attendance in any semester will not be permitted to take the regular examinations and to continue the study in the subsequent semester. He has to re - do the course by rejoining the semester in which the attendance is less than 55%
15. A student who secures less than 65% of attendance in the final semester has to compensate his attendance shortage in a manner to be decided by the Head of the Department concerned after rejoining the course.
16. The above rules are also applicable to the practical classes.



## CONTINUOUS INTERNAL ASSESMENT (CIA)

### EXAMINATION I AND II

Centralised Continuous Internal Assesment (CIA)

Examinations I and II will be conducted in every Semester. The students are advised to take this Examination very seriously. Marks secured in this Exam will be added to the marks secured in the semester Exam. No re-exam will be conducted for those who secured low marks. If any student fails to attend the CIA exam, he will have to pay a fine of Rupees 100/- for each paper.

### GENERAL CONDUCT OF STUDENTS

1. Every student shall be dressed decently.
2. When the teacher enters the classroom, students shall stand and remain standing till they are asked to sit.
3. No student shall leave the classroom without the permission of the teacher, or until the teacher leaves the room, or asks the class to disperse.
4. Students shall not make any noise while moving from class room to the others.
5. No student is allowed to enter the College Office without proper permission.
6. Any damage by the students to the college / hostel property will be made good and those responsible for such damage shall be dealt with severely. Collective fines will be imposed for any such damage when the individual who has done the damage is undetected.
7. Students taking part in communal or political activities will be severely dealt with. They will forfeit the Scholarships and other benefits extended to them.

8. 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.
9. Students guilty of adopting unfair means in the Examination will be dealt with severely.
10. Any lost property found must be handed over to the Lost Property Officer, from whom the owner can claim it after proving his ownership.
11. Students are expected to behave well inside and outside the college in such a way to maintain the good name of the college as well as their own.
12. The names of students whose behaviour, 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.
13. Students are not allowed to loiter in the corridor during class hours.
14. No Student of the college shall be a member of any 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. The student contravening these rules is liable to be sent out of the college summarily.
15. 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.
16. Students shall aim at conducting themselves in a manner thoroughly worthy of the Alumni of the college and of the University and in harmony with the traditions of national life and culture.



17. Cases of improper behaviour, or default in the matter of payment of College Fees, Fines or Hostel dues will entail such disciplinary action as the Principal may deem fit.

18. '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.

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

20. Students are advised not to bring or use cell phones in the college. Such of the students who violate this rule will be dealt with seriously.

**Note:** Under the Government Educational Rules, the Principal has full powers to inflict the following punishments :  
Levy of Fines, Withholding of Certificates, Suspension and Expulsion.

#### **CYCLE AND OTHER TWO - WHEELER STAND**

All cycles and other two-wheelers are expected to be parked in the stand according to the numbers allotted to them, after getting them registered in the office. While leaving the vehicles, students must take the token from the watchman and surrender it to him without fail when they take their vehicles back.

Books, tiffin carriers, etc., should not be left in the stand along with the vehicle.

Students must take care to see that their vehicles are left locked in the stand. If a vehicle is not registered or found outside the stand, a fine of Rs. 10/- will be levied.

#### **CERTIFICATE FOR RAILWAY CONCESSION TICKETS**

Students should apply in writing for Railway Concessional Ticket Certificates at least two days in advance, only to go to their native place during vacation and terminal holidays.

#### **PHYSICAL EDUCATION**

Every student shall be required to undergo the physical training prescribed or recognized by the College and his annual attendance and progress certificates will not be complete unless the Principal certifies to the effect that the candidate, in addition to usual course of instruction, has satisfactorily undergone the prescribed course in physical training and put in three - fourths of the attendance.

The physical training prescribed by the college and certified by the Principal includes these activities:

- (i) Physical training meant for NCC Cadets
- (ii) Field sports or games and
- (iii) Formal physical exercises.

Alternatives (ii) and (iii) shall be pursued for not less than two periods of at least 45 minutes duration each, per week.

No student shall be exempted from physical training unless he is declared by the Medical Officer of the college to be unfit to undergo the training.



### ATHLETIC ASSOCIATION

All Students of the college are members of the Athletic Association. The Director of Physical Education is Ex-Officio Vice - President of the Association.

The Association shall be managed by a sports Council. The Association shall arrange tournaments and other competitions. Provision is made on the campus for the following games:

(1) Hockey (2) Football (3) Volleyball (4) Ball Badminton (5) Shuttle (6) Cricket (7) Table - Tennis (8) Handball (9) Kho - Kho (10) Kabaddi and (11) Basket Ball\

### NATIONAL CADET CORPS

The NCC offers opportunities for military training to University students, without imposing on them any obligation for active Military Service. The objectives of NCC are the improvement in physical and mental alacrity, cultivation of a sense of pride in smart turnout and bearing, fostering a sense of discipline and responsibility, development of social personality and aptitude for leadership and inculcation of the principles and practices of military service. Members of the Corps have no liability for military service but have definite obligation for regular training.

i. Attendance at weekly Parades held during the year.

Note : Parades will not interfere with the academic work and come to a close in about **three** weeks before the Examinations.

ii. Cadets will have two Parades a week, each of two hours duration.

- iii. Every Cadet undertakes to continue in the Corps until discharged, or on leaving the college or on approved medical grounds.
- iv. Every Cadet on discharge, will be issued a Discharge Certificate which will carry weight with those responsible for recruiting to the Government or other Services.
- v. Government Uniform which should be worn in all parades on the campus is issued free to all Cadets.
- vi. The uniform and other stores issued to the Cadets shall be returned to the N.C.C. Officer, in a clean, washed and pressed condition, on the last Parade day of the year or when the Cadet discontinues from N.C.C / College or when the Officer demands.

The College N.C.C Officer is Major Dr. A. Nazeer Basha.

### NATIONAL SERVICE SCHEME

The National Service Scheme was introduced by the Govt. of India in 1969 - 70 in select Universities all over the country. This Scheme has worked out miracles. Greater stress is now being laid on the involvement of students in constructive and developmental programmes, particularly in the rural areas.

The general objectives of this Scheme are, (i) to serve the community while undergoing instruction in an educational institution, (ii) to arouse the social conscience of students, (iii) to provide them with an opportunity to work with the people around the educational campuses, creatively and constructively and (iv) to put the education they receive to concrete social use.

400 volunteers are being enrolled in our college. Enrolment is made at the commencement of each Academic Year. Students who desire to join this Scheme should report personally to the Programme - Officers in the N.S.S. Office.





Each Volunteer has to put in 120 hours of in-service training in an academic year and only then he is eligible for the Service Certificate:

The College N.S.S. Programme Officers are:

1. Dr. H. Munavar Jan
2. Mr. R. Abdullah Mubarak
3. Dr. A. Mubarak Ali
4. Mr. A. Abdul Jameel

### YOUTH RED CROSS (YRC)

The 'Youth Red Cross' is an extension of Junior Red Cross. YRC is a group movement for students in institutions of higher education.

In India, this Movement first took roots in the year 1926 in the State of Punjab. In course of time, the Movement spread its branches to other parts of the country. The history of Youth Red Cross in Tamil Nadu is interesting. With the support of educational authorities and Vice - Chancellors of Universities, the Youth Red Cross has grown over the years.

#### **Main Objectives:**

YRC Movement is based on three basic Principles, Viz.,

- ♦ Protection of health and life
- ♦ Service to the sick and the suffering
- ♦ Promotion of National and International friendship for development and moral capacities of the youth..

All the Students are the members of the Youth Red Cross Society. The YRC Programme Officers are :

1. Dr. S. Mohamed Rafique
2. Mr. S. Suresh Kumar



### RED RIBBON CLUB

The Club is imparting instruction and training to help students work for the betterment of human society and to help the public develop awareness of AIDS. Members of the Club have the good opportunity of participating in the Inter - Collegiate Oratorical, Essay and Quiz Competitions sponsored by different Colleges and Organizations working for harnessing an AIDS free society.

The RRC Programme Officers are :

1. Dr. R. PrabhaKaran
2. Dr. S. Khaleel Basha

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

This Cell has been instituted as per the instructions of the National Assessment and Accreditation Council (NAAC) to help the college to maintain its quality of academic and administrative work. The Cell prepares a report on the activities of the college in the academic year under review and forwards the same, through the Principal, to the Officials in NAAC to keep them in touch with the progress of the activities on the campus. This facilitates the NAAC inspection once in five years.

#### **IQAC Members :**

- |                                     |                            |
|-------------------------------------|----------------------------|
| 1. AliJanab S.Z. Abrar Ahmed Sahib, | Secretary / Correspondent. |
| 2. Dr. S.A. Sajid                   | Principal                  |
| 3. Dr. A.K. Ibrahim Sheriff         | Co-ordinator               |
| 4. Mr. M. Mohammed Farooque         | Office Superintendent      |
| 5. Mr. T. Md. Ameen                 | Industrialist              |
| 6. Dr. U. Mohamed Basha             | Asso. Professor in History |
| 7. Mr. M. Eqball Hussain            | Asso. Professor in Maths   |





- |     |                                 |                             |
|-----|---------------------------------|-----------------------------|
| 8   | <b>Dr. A. Abdul Rahuman</b>     | Asso. Professor in Zoology  |
| 9.  | <b>Mr. M. Peer Mohamed</b>      | Asso. Professor in Physics  |
| 10. | <b>Mr. K. Jamal Mohammed</b>    | Asso. Professor in Commerce |
| 11. | <b>Dr. A. Sait Sahul Hameed</b> | Asso. Professor in Zoology  |

### LIBRARY

1. On working days, the library will be kept open from 8.30 a.m. to 6.00 p.m.
2. The Library will be closed on weekly and all Govt. Holidays.
3. It will be kept open during terminal holidays and summer vacation.
4. Students are entitled to keep the books for a fortnight from the date of issue. If the books are not returned on or before the due date, a fine of Re. 1/- per day will be levied. Students will not be allowed to use the Library till the fine is paid and the books returned. Books due on holidays may be returned without fine on the subsequent working day.
5. No student is allowed to sub - lend the books borrowed by him from the library.
6. Students on receiving the books, should examine them and report to the Librarian if any damage is found therein, otherwise, they will be held responsible for any damage that may be detected afterwards.
7. Absence from the college will not ordinarily be accepted as an excuse for delay while returning books.
8. All payments including fine shall be paid in the college office and the receipt should be shown to the Librarian.
9. The Librarian may recall any book at any time even if the normal period of lending has not expired.

### BOOK BANK

With the assistance of UGC, a Book Bank is functioning in the college for the benefit of poor students. Such students are advised to contact the respective Heads of Departments for the books they need.

### GENERAL INFORMATION

There is no Student Union in the college and hence no election to it. Any genuine grievance of students can be brought to the notice of the Principal through the concerned Head of the Department or the Students' Grievances and Redressal Cell. For the benefit of students, a complaint box is kept in front of the college office. Even anonymous but genuine complaints will be sincerely attended to. All students are advised to conduct themselves excellently well under the purview of the rules and regulations of the college.

### HOSTEL

The College Hostel is functioning in a newly constructed building fitted with all necessary amenities. A vigilant watch is kept on the movements of the boarders to keep them on the track of discipline and sincerity.

Warden	:	<b>Dr. S.A. Sajid, Ph.D.</b>
Deputy Warden	:	<b>Dr. K. Anver Basha, Ph.D.</b>



## FACILITIES FOR STUDENTS' PROGRESS

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Free Education to Meritorious</li> <li>2. Endowment Cash Prizes</li> <li>3. Silver Medals for Class Toppers</li> <li>4. B.C., M.B.C., S.T., S.C., &amp; Farmer Scholarship</li> <li>5. Insurance for Students</li> <li>6. Scope for Higher Studies</li> <li>7. Free Internet Centre</li> <li>8. Free Computer Centre</li> <li>9. Multimedia Centre</li> <li>10. Automated Central Library</li> <li>11. Book Bank</li> <li>12. Departmental Libraries</li> <li>13. 55,000 E-books</li> <li>14. Provision for 2200 E-journals</li> <li>15. National and International Journals</li> <li>16. Financial Support from U.G.C.</li> <li>17. Well equipped Labs</li> <li>18. Computer Labs with 120 Systems</li> <li>19. Updated Research Labs</li> <li>20. Student Research Projects</li> <li>21. Provision to apply for CSIR, JRF, SRF, DBT, DST</li> <li>22. Bio - Tech Lab of International Standard</li> <li>23. Collaborative Research Projects</li> </ol> | <ol style="list-style-type: none"> <li>24. Major Research Projects</li> <li>25. NSS, NCC, YRC, RRC, CCC,</li> <li>26. Rangers, VIDES, Rotaract</li> <li>27. Enviro and I.T. Clubs</li> <li>28. Fullfledged Canteen with an R.O. Plant</li> <li>29. Scope for Excellence in Sports Events</li> <li>30. Hydraulic Multi Gym</li> <li>31. Well furnished Hostel</li> <li>32. NCPUL Study Centre</li> <li>33. Career Guidance and Placement Cell</li> <li>34. Alumni Association</li> <li>35. Co-Curricular and Extra -Curricular Activities</li> <li>36. Ph.D. Programme in all Departments</li> <li>37. Mosque in the Campus</li> <li>38. SBI - CUB ATM</li> <li>39. Post Office in the Campus</li> <li>40. Campus Interviews for decent career</li> <li>41. Free classes in Spoken English</li> <li>42. Training in Tally at Concessional fee - structure</li> <li>43. Free trainup in Networking &amp; Hardware</li> <li>44. New seminar Hall with smart board</li> <li>45. CBCS pattern of Study</li> <li>46. Wi-Fi Facility Available in campus</li> </ol> |
|--|--|

## THE COLLEGE ALMANAC 2015 - 2016

Saturdays & Sundays are Weekly Holidays  
Any unexpected Holiday will be compensated on the following Saturday

**JUNE - 2015**

4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	College reopens after summer vacation
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	

No. of Working Days in June - 09



# **JULY - 2015**

1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Ramzan Holidays Begin
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	Eid-ul-Fitr (Ramzan) Holidays
19	Sun	
20	Mon	College Re-opens
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

No. of Working Days in July -18

# **AUGUST - 2015**

1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	Independence Day - Holiday
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	Adi - Krithigai - Holiday
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

No. of Working Days in August - 20



# SEPTEMBER - 2015

1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	Krishna Jayanthi - Holiday
6	Sun	
7	Mon	CIA Test - I Begins
8	Tue	-do-
9	Wed	-do-
10	Thu	-do-
11	Fri	-do-
12	Sat	Working Day -do-
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	Vinayaka Chaturthi - Holiday
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	Arafath - Holiday
24	Thu	Eid-ul-Azha (Bakrid) - Holiday
25	Fri	Holiday
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	

No. of Working Days in September - 19

# OCTOBER - 2015

1	Thu	
2	Fri	Gandhi Jayanthi - Holiday
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	Ayudha Pooja - Holiday
22	Thu	Vijayadasami - Holiday
23	Fri	10th Muharam - Holiday
24	Sat	
25	Sun	
26	Mon	CIA Test - II Begins
27	Tue	-do-
28	Wed	-do-
29	Thu	-do-
30	Fri	-do-
31	Sat	Working Day -do-

No. of Working Days in October - 19



# NOVEMBER- 2015

1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	Working Day
8	Sun	Terminal Holidays Begin
9	Mon	
10	Tue	Deepavali Holiday
11	Wed	Semester Examination Commences
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	

No. of Working Days in November -6

# DECEMBER - 2015

1	Tue	College reopens after Terminal Holidays
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	Working Day
20	Sun	
21	Mon	
22	Tue	
23	Wed	Meelad - un - Nabi (PBUH) - Holiday
24	Thu	
25	Fri	Christmas - Holiday
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	

No. of Working Days in December - 22



# **JANUARY - 2016**

1	Fri	New Year Day - Holiday
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	Pongal - Holiday
16	Sat	Thiruvalluvar Day - Holiday
17	Sun	Ulavar Day - Holiday
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	Republic Day - Holiday
27	Wed	CIA Test - I Begins
28	Thu	Founder's Day -do-
29	Fri	-do-
30	Sat	
31	Sun	

No. of Working Days in January - 18

# **FEBRUARY - 2016**

1	Mon	CIA Test - I Continues
2	Tue	-do-
3	Wed	-do-
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	

No. of Working Days in February - 21



# MARCH - 2016

1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	
13	Sun	
14	Mon	CIA Test- II Begins
15	Tue	-do-
16	Wed	-do-
17	Thu	-do-
18	Fri	-do-
19	Sat	Working Day-do-
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	Good Friday - Holiday
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	

No. of Working Days in March - 23

# APRIL - 2016

1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	Semester Examination - Commences
13	Tue	
14	Wed	Tamil New Year / Ambedkar's Birth Day - Holiday
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	Mahaveer Jayanthi - Holiday
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	

No. of Working Days in April - 7



## TIME TABLE

DAY ORDER	1	2	3	B R E A K	4	5
I						
II						
III						
IV						
V						
VI						

ODD SEMESTER		EVEN SEMESTER	
Month	No. of Working days	Month	No. of Working days
June - 2015	09	December	22
July	18	January - 2016	18
August	20	February	21
September	19	March	23
October	19	April	07
November	06		

## IMPORTANT DAYS

(Days that deserve your attention)

- |   |                |
|---|----------------|
| 1 .Father's Day                         | : June 03      |
| 2 .World Environmental Day              | : June 05      |
| 3 .World Population Day                 | : July 11      |
| 4 .International Friendship Day         | : August 03    |
| 5 .World Senior Citizen's Day           | : August 08    |
| 6 .Teacher's Day                        | : September 05 |
| 7 .World Literacy Day                   | : September 08 |
| 8 .Rose Day(Welfare of cancer Patients) | : September 22 |
| 9 .United Nations Day                   | : October 24   |
| 10. World Thrift Day                    | : October 30   |
| 11. National Integration Day            | : October 31   |
| 12. World AIDS Day                      | : December 01  |
| 13. Human Rights                        | : December 10  |
| 14. National Youth Day                  | : January 12   |
| 15. Martyrs' Day                        | : January 30   |
| 16. National Science Day                | : February 28  |
| 17. International Women's Day           | : March 08     |
| 18. World Consumer Right's Day          | : March 15     |
| 19. World Day for Water                 | : March 22     |
| 20. World TB Day                        | : March 24     |
| 21. World Health Day                    | : April 07     |
| 22. Inter National Labour Day           | : May 01       |
| 23. Mother's Day                        | : May 02       |
| 24. World Red Cross Day                 | : May 08       |
| 25. Anti- Tobacco Day                   | : May 31       |





## NOTES

## PERSONAL PROFILE

Name \_\_\_\_\_

**Class** ..... **Section** .....

Date of Birth ..... Univ. Reg. No. ....

Permanent Address .....

Phone .....

E-mail .....

Library Ticket No. \_\_\_\_\_

Cycle / Two-Wheeler No. \_\_\_\_\_

### PARTICULARS OF FEES PAID

Fee	Receipt No.	Date

Height ..... Cms.      Weight..... Kgs.

Chest Measurement ..... Cms.      Blood Group .....

