



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Syed Hameedha Arts & Science College
Kilakarai, Dist. Ramanathapuram, affiliated to Alagappa University, Tamil Nadu as
Accredited
with GPA of 2.26 on four point scale
at B grade
valid up to December 09, 2019*

Date : December 10, 2014



Amara Anilak
Director



SYED HAMEEDHA ARTS & SCIENCE COLLEGE

UGC 2(f) & 12(B) approved & Accredited with 'B' Grade by NAAC
Promoted by Mohamed Sathak Trust & Affiliated to Alagappa University, Karaikudi
East Coast Road, Kilakarai - 623 806
Ramanathapuram District.

Phone : 04567 - 244101, 244102 Fax : 04567 - 244882

Web site: www.shartsandscience-edu.in,

E.mail: mstshasc@gmail.com

Co-Educational Institution

COLLEGE DIARY

2016 - 2017

Personal Memorandum

Name

Roll No.

Course & Year

Register No.

Date of Birth Age

Father's Name

Occupation

Communication Address

.....

.....

Permanent Address

.....

.....

Contact No.

E-mail ID

Blood group

Identification Marks

Bank A/c No.

Passport No.

Faculty Advisor

Affix
Passport size
photo

Prayer

In the name of Allah, the most gracious & the most merciful

Praise be to Allah, The cherisher and sustainer of the worlds.

Most Gracious, Most Merciful

Master of the Day of Judgement

Thee alone we worship;

Thee alone we ask for help.

Show us the right path

The path of those on whom Thou hast bestowed Thy Grace

Not the path of those who earn Thine wrath;

Not of those who go astray

Aameen!

[Al Quran Soorathul Fathiha]

National Pledge

“India is my country, all Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

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

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

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து

செயல் மறந்து வாழ்த்துதுமே!

வாழ்த்துதுமே!

வாழ்த்துதுமே!

- மனோன்மணியம் பெ. சுந்தரம்பிள்ளை.

The National Anthem

Jana-gana-mana-adhinayaka jaya he
Bharata-bhagya-vidhata
Punjaba-Sindh-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
uchchala-jaladhi-taranga
Tava shubha name jage, tava shubha asisa mage,
gahe tava jaya-gatha.
Jana-gana-mangala-dayaka jaya he
Bharata-bhagya-vidhata.
Jaya he, Jaya he, Jaya he,
jaya jaya jaya, jaya he.

நாட்டுப் பண் – பொருள்

இந்தியத் தாயே! மக்களின் இன்ப துன்பங்களைக் கணிக்கின்ற
நீயே எல்லாருடைய மனத்திலும் ஆட்சி செய்கிறாய்.
நின் திருப்பெயர் பஞ்சாபையும், சிந்துவையும், கூர்ச்சரத்தையும்
மராட்டியத்தையும், திராவிடத்தையும், ஓரிசாவையும்,
வங்காளத்தையும், உள்ளக் கிளர்ச்சி அடையச் செய்கிறது.
நின் திருப்பெயர் விந்திய, இமய மலைத் தொடர்களில்
எதிரொலிக்கிறது; யமுனை, கங்கை ஆறுகளின்
இன்னொலியில் ஒன்றுகிறது; இந்தியக் கடலலைகளால்
வணங்கப்படுகிறது.
அவை நின்ருளை வேண்டுகின்றன; நின் புகழைப் பரவுகின்றன.
இந்தியாவின் இன்ப துன்பங்களைக் கணிக்கின்ற தாயே, உனக்கு
வெற்றி! வெற்றி! வெற்றி!

தேசிய ஒருமைப்பாட்டு உறுதிவழி

நாட்டின் உரிமை வாழ்வையும், ஒருமைப்பாட்டையும் பேணிக்காத்து வலுப்படுத்தச் செயற்படுவேன் என்று உடமார நான் உறுதி கூறுகின்றேன்.

'ஒருபோதும் வன்முறையை நாடேன்' என்றும் சமயம், மொழி, வட்டாரம் முதலியவை காரணமாக எழும் வேறுபாடுகளுக்கும் பூசல் களுக்கும் ஏனைய அரசியல் பொருளாதாரக் குறைபாடுகளுக்கும் அமைதி நெறியிலும் அரசியல் அமைப்பின் வழியிலும் நின்று தீர்வு காண்பேன் என்றும் நான் மேலும் உறுதியளிக்கின்றேன்.

The National Integration Pledge

"I solemnly pledge to work with dedication to preserve and strengthen the freedom and integrity of the nation."

"I further affirm that I shall never resort to violence and that all differences and disputes relating to religion, language, region or other political or economic grievances should be settled by peaceful and constitutional means."

VISION

Our vision is to produce highly competent employable graduates and post-graduates through continual improvement of the standard of excellence in teaching, training and research.

MISSION

We commit ourselves to provide Arabic, Arts, Science & Computer education to enable students to excel in their pursuit of knowledge and preparation for academic and professional career in an environment that builds characters, personality, discipline, decency and competence in them.

We rely on our continuously upgraded faculty, supportive and service staff and infrastructure as the means for realizing the quality and excellence.

GOAL

Our goal is to produce administrative and executive constructive power that can play effective role in the rapid socio-economic progress at the national and international levels.

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History of the College

In the new millennium 2000, with the aim of spreading Arabic, Arts and Science and Management education, the Mohamed Sathak Trust approached the Government of Tamil Nadu and the Madurai Kamaraj University for establishing a college of Arts & Science, in Kilakarai, Ramnad District. The Government of Tamil Nadu accepted the proposal of the Mohamed Sathak Trust and granted permission for the establishment of a college in its G.O.MS No.214 dt.13.06.2000, under self-financing scheme. The college is named after their mother and is called **Syed Hameedha Arts & Science College**. Now it is affiliated to the Alagappa University, Karaikudi.

The Syed Hameedha Arts & Science College is open to the students of all castes, creeds and classes. The college believes in secularism, National Integration and Communal Harmony.

The major aim of the Syed Hameedha Arts & Science College is to provide high quality education to the youth. The basics of higher education namely, effective teaching, training and motivating the students to respond carefully and intelligently to the newest updates in Arts, Science, Technology and Management studies are given priority.

Infrastructure:

- ▶ Spacious class rooms with well - equipped latest furniture and amenities.
- ▶ Direct College Bus facility for 60 Km radius.
- ▶ Availability of High quality canteen food.
- ▶ Separate Hostel for Men and Women (Veg and Non-veg facility).
- ▶ Library with good collection of books.
- ▶ Spacious well - equipped Electronics and Communication, Physics, Micro Biology and Chemistry laboratories.
- ▶ Spacious well - equipped Air conditioned computer laboratories with latest systems.
- ▶ Separate Digital language lab.
- ▶ 45 MBPS internet connectivity with Wi - Fi enabled campus.
- ▶ Conduct classes of Communication Skills & Personality development .
- ▶ Career guidance bureau.
- ▶ Placement cell.
- ▶ Provision for extra-curricular activities like NSS,YRC, RRC,CCC and Rotract.
- ▶ Modern sports facilities and gym.



OUR EMBLEM AND MOTTO

The logo of the college consists of two circles. In between the two circles, the name of the college is mentioned with location.

In the middle of the logo there is the Holy Quran. On the right side of the text there is a chapter from the Holy Quran namely 'al-Fathiha'. It describes the power and character of Allah. And through the worship of Allah, we seek help and guidance for right path and blessings from Allah only.

On the left side of Holy Quran there is a chapter namely Al-Ikhlâs [faith]. "It describes purity and oneness of God. He has no father, mother nor any children. There is none like unto Him." In the bottom of the book, there is a verse from Holy Quran which means, "Glory to you, we have none of knowledge except what you have taught us".

This is the motto of the college. Thus, the logo of our college enshrines here and hereafter, tempered with constant prayer to Almighty Allah.

SYED HAMEEDHA ARTS & SCIENCE COLLEGE

KILAKARAI - 623 806

Management Committee

1. Alhaj S.M.Yousuf - Chairman & Correspondent
2. Janaba S.M.H.Sharmila - Secretary
3. Janab Dr.E.Rajabudeen - Principal / Ex.Officio Member

LEARNED MEMBERS OF FACULTY

Principal

Janab Dr.E.Rajabudeen, M.Sc., M.Phil., Ph.D.,

Department of Arabic

1.Mr.S.Abuthahir, M.A., M.Phil., - Head of the Department

Department of Tamil

1.Mr.P.Balamurugan, M.A., M.Phil., B.Ed.,NET Passed, - Head of the Department

2.Dr.K.Ramanathan, M.A., M.Phil., Ph.D

3.Mr.G.Saravanakumar, M.A., M.Phil., B.Ed.,NET Passed

PG Department of English

1.Mr.R.D.Nelson Daniel, M.A., M.Phil., - Head of the Department

2.Mr.C.Saravanan, M.A., M.Phil.,

3.Mr.M.Seeni Sulthan Ibrahim, M.A., M.Phil.,

4.Mr.S.Mohanamurugan, M.A., M.Phil.,

5.Mr.S.Selvakumar, M.A.,

6.Mr.M.Rajadivakar, M.A., M.Phil.,

7.Mr.N.Sulaiman M.A., M.Phil.,

8.Mr.M.Rajeswaran, M.A., M.Phil.,

9.Mr.P.Selvakumar, M.A., M.Phil.,

10.Mr.M.Nithya @Venkateswari, M.A.,

PG Department of Commerce with Computer Application

Commerce faculties:

1. Dr. P. Balakrishnan, M.Com., M.Phil., PGDCA, HDCM, Ph.D., -Head of the Department
2. Mrs. R. Arockia Anisia, M.Com., M.Phil.,
3. Mr. S. Selvagesan, M.Com., M.Phil., M.A.,
4. Mrs. N. Yamuna, M.Com., M.Phil.,
5. Mr. K. Karthigai Samy, M.Com.,
6. Mr. D. Sulthan Basha, M.Com., M.Phil.,
7. Ms. T. Thajithabanu, M.Com., M.Phil.,
8. Ms. N. Kousalya, M.Com., M.Phil.,
9. Mr. R. Saravanan, M.Com., M.Phil., Slet.,

Computer faculties:

10. Mr. R. Suresh, M.Sc.,
11. Mr. M. Mohamed Najumuddeen, M.C.A.,
12. Mr. S. Mohamed Azath Baik, M.Sc.,

PG Department of M.Sc CS & IT

1. Mr. B. Karthick, M.C.A., M.Phil., - Head of the Department
2. Mrs. K. Prsbhavathi, M.C.A., M.Phil.,

Department of Computer Science

1. Mrs. M. Fathima Zahira, M.Sc., M.Phil., -Head of the Department
2. Mrs. S. Hajeera Begum, M.Sc.,
3. Mr. K. Kasikumar, M.C.A.,
4. Mrs. M. Jamila Begam, M.Sc.,

Department of Information Technology

- 1.Mrs.J.Malar, M.C.A., M.Phil.,-**Head of the Department**
- 2.Mr.S.Sahul Hameed, M.C.A.,,
- 3.Mr.V.Rajamanickam, M.Sc.,
- 4.Ms.P.Suganthi,, M.C.A., M.E., M.Phil.,,

Department of Computer Application

- 1.Mrs.M.Matheena, M.C.A., M.Phil.,-**Head of the Department**
- 2.Mr.ACK.Rajeshkanna, M.Sc.,CS & IT., M.Phil.,
- 3.Ms.J.Mary Ahino, M.C.A,

Department of Electronics & Communication

- 1.Ms.S.Jeyarani, M.Sc., M.Phil., - **Head Incharge of the Department**
- 2.Mr.P.Evenraj, M.sc.,
- 3.Ms.C.Renuga, M.Sc.,

Department of Physics

- 1.**Dr.G.Vasuki**, M.Sc.,M.phil.,Ph.D.-**Head Incharge of the Department**
- 2.Mr.N.S.Abdul Moez, M.Sc.,M.phil.,
- 3.Mrs.R.Selvapriya. M.Sc.,B.Ed., M.B.A.,

PG Department of Mathematics

- 1.Mr.J.Jesudurai, M.Sc., -**Head Incharge of the Department**
- 2.Mr.N.Irulasamy M.Sc.,M.Phil.,
- 3.Mrs.J.Esther Kanmani, M.Sc., M.Phil.,
- 4.Mr.K.Vignesh Kumar, M.Sc., M.Phil.,

5.Ms. K.Saranya, M.Sc.,

6.Ms.M.Vijayatharahai, M.Sc.,M.Phil.,

7.Mrs.N.Sangeetha, M.Sc.,M.Phil.,

Department of Microbiology

1.Mr.M.Anand, M.Sc., M.Phil., - Head of the Department

2.Ms.S.Shobana, M.Sc., M.Phil.,

3.Mr.G.Mohamed Ibrahim, M.Sc., M.Phil.,

Department of Business Administration

1.Dr.S.Vimali, M.Com., M.Phil., M.B.A., Ph.D. - Head of the Department

2.Mr.I.Reyas Theen, M.B.A.,

3.Mr.K.Ajmalkhan, M.B.A.,

4.Mr.P.R.Subramanian, M.B.A., M.Phil.,

5.Mr.S.Mohamed Hussain, M.B.A., M.Phil.,SET.,

Department of Chemistry

1.Mr.A.Abdul Sardhar, M.Sc., M.Phil., - Head of the Department

2.Dr.K.Mahesh, M.Sc., M.Phil., Ph.D.,

Department of Library

1.Mr.R.Shanmugavelu, B.Sc., M.L.I.S.C.,

Department of Physical Education

1.Mr.K.Thavasi Lingam, M.Sc., M.P.Ed., M.Phil.,

Non-Teaching Staff

Office

- 1.Mr.M.Mohamed Alif, M.B.A.,-Accountant & Office In-charge
- 2.Mr.T.Kudhubudeen, M.Com.,-Clerical Assistant
- 3.Mr.B.Parthibamani, M.Com., M.Phil-Clerical Assistant
- 4.Mr.N.Syed Ahamed Feros Alikhan, M.Com., -Clerical Assistant
- 5.Mrs.D.Kodeeswari, M.A.,-Typist

Technical staff

- 1.Mr.M.Saravanan,DHN ,MCSE., -System Administrator,
- 2.Mr.P.Jebaraj Samuvel, Diploma in Hardware Er.-Hardware Engineer

Attender

- 1.Mr.S.Maheswaran, E.M.E.,

Electrician cum Plumber

- 1.Mr. G.Karthick Raja

Transport staff

Drivers

- 1.Mr.S.Karuppiah
- 2.Mr.V.Shanmugasundaram
- 3.Mr.N.Indran
- 4.Mr.A.Dhavamurugan
- 5.Mr.S.Kandasamy

- 6.Mr.A.Rajapandi
- 7.Mr.M.Pandi
- 8.Mr.R.Murugesan
- 9.Mr.A.Murugan
- 10.Mr.K.Ramamoorthy
- 11.Mr.N.Dhinesh
- 12.Mr.S.Nagaraj
- 13.Mr.T.Danasekaran
- 14.Mr.R.Manickam
- 15.Mr.M.Nagendran
- 16.Mr.M.Suresh Kumar
- 17.Mr.E.Karunamoorthy
- 18.Mr.P.Selvakumar
- 19.Mr.A.Kanagaraj
- 20.Mr.K.Naganathan
- 21.Mr.S.Ramesh

Bus cleaners

- 1.Mr.S.Rajan Babu
- 2.Mr.R.Saravanan
- 3.Mr.P.Prabakaran

UNIVERSITY RANK HOLDERS - 2015

Sl.No	Name of the student	Course	Rank
1	P.Bavithra	M.Sc.,CS&IT	1 st Rank
2	M.Mujahitha Banu	M.Com.,CA	3 rd Rank
3	U.Kiruba devi	B.Sc Microbiology	1 st Rank
4	V.Kavaskar	B.Sc Elect.& Comm	1 st Rank
5	H.Bowsul Yemin	B.Sc Elect.& Comm	2 nd Rank
6	J.Madhura	B.Sc IT	9 th Rank

Administration Setup – 2016 – 2017

1. Anti-ragging Squad:

Dr.E.Rajabudeen	- Convener
Dr.P.Balakrishnan	- Member
Mr.M.Anand	- Member
Mr.S.Selvaganesan	- Member
Mr.K.Thavasi Lingam	- Member
Mr.A.Abdul Sardhar	- Member
Mrs.M.Fathima Zahira	- Member
Mrs.J.Malar	- Member
Mr.N.Sulaiman	- Member

2. Discipline Committee:

Mr.R.D.Nelson Daniel	- Convener
Ms.M.Anand	- Member
Mrs.S.Selvaganesan	- Member
Mr.G.Mohamed Ibrahim	- Member
Mr.N.Sulaiman	- Member
Dr.S.Vimali	- Member

3. Examination Committee:

Dr.P.Balakrishnan	-Convener[Chief Superintendent]
Mr.S.Selvaganesan	- Member
Mr.S.Selva Kumar	- Member
Mr.M.Rajadivakar	- Member
MrM.Mohamed Alif.	- Member

4. Sports Advisory Committee:

Mr.K.Thavasi Lingam(Physical Director)	- Convener
Mr.R.D.Nelson Daniel	- Member
Mrs.R.Arockia Anisia	- Member
Mr.V.Rajamanickam	- Member
Ms.M.Anand.	- Member

5. Counselling cell Committee:

Mr.M.Mohamed Najumuddeen	- Convener
Mrs.J.Esther Kanmani	- Member
Mr.S.Sahul Hameed	- Member

6. Time table Committee:

- | | |
|-------------------------|------------|
| Dr.P.Balakrishnan | - Convener |
| Mrs. M.Matheena | - Member |
| Mr.S.Mohamed Azath Baik | - Member |
| Ms.D.Sulthan Basha | - Member |

7. Attendance Committee:[Students]

- | | |
|--------------------|------------|
| Mr.S.Abuthahir | - Convener |
| Ms.S.Hajeera Begum | - Member |
| Mr.M.Rajadhivakar | - Member |

8. Dean for male students - Dr.P.Balakrishnan

9. Dean for female students - Ms.S.Shobana

10. NSS:

- | | |
|--------------------|-----------------------|
| Mr.V.Rajamanickam | - Unit No.67 |
| Mr.N.Sulaiman | - Unit No.68 |
| Mrs.Esther Kanmani | - UNo.69 Women's unit |
| | - Mr.M.Anand |

11. YRC/RRC

12. Transport section

- | | |
|-------------------|---------------------------------------|
| Mr.M.Mohamed Alif | -Transport Officer |
| Mr.T.Kudhubudeen | -Assistant for Transport arrangements |

13. Citizen Consumer Club co-ordinator

Dr.P.Balakrishnan

14. Tamil Nadu State Council for Science & Technology co-ordinator

Mr.A.Abdul Sardhar

15. Deputy warden

- | | |
|---------------------|---------------------------|
| Mr.A.Abdul Sardhar | - Male Students' Hostel |
| Ms.M.Vijayatharahai | - Female Students' Hostel |

16. Liaison Officer

Mr.G.Mohamed Ibrahim

College Council

- | | |
|------------------------|-------------|
| 1.Dr.E.Rajabudeen | - President |
| 2.Dr.S.Vimali | - Member |
| 3.Dr.P.Balakrishnan | - Member |
| 4.Mr.A.Abdul Sardhar | - Member |
| 5.Mr.R.D.Nelson Daniel | - Member |
| 6.Mr.B.Karthick | - Member |
| 7.Mrs.M.Matheena | - Member |
| 8.Mrs.M.Fathima Zahira | - Member |
| 9.Mrs.J.Malar | - Member |
| 10.Mr.P.Balamurugan | - Member |
| 11.Mr.S.Abuthahir | - Member |
| 12.Mrs.S.Jayarani | - Member |
| 13.Dr.G.Vasuki | - Member |
| 14.Mr.J.Jesudurai | - Member |
| 15.Mr.M.Mohamed Alif | - Member |
| 16.Mr.K.Thavasi Lingam | - Member |
| 17.Mr.R.Shanmugavelu | - Member |

UG Courses:

- 1.B.A., Arabic
- 2.B.A., English
- 3.B.Com with Computer Applications - Sec A & B(Two Sections)
- 4.B.Com General
- 5.B.Sc., Computer Science
- 6.B.Sc., Information Technology
- 7.B.C.A.,

8.B.Sc., Electronics & Communication

9.B.Sc., Micro Biology

10.B.Sc., Maths

11.B.B.A.,

12.B.Sc Physics.,

13.B.Sc chemistry.,

PG Courses:

1.M.A., English

2.M.Com with Computer Application

3.M.Sc., Computer Science and Information Technology

4.M.Sc., Mathematics

The main aim of the college is discipline and education. The thrust is to create good, useful, patriotic, disciplined citizens for the country. The degree courses offered by the college will improve the quality and employability of the students. Definitely it will help the backward and most backward people of this region to improve their lot.

SCHOLARSHIP

Students can avail of SC/ST Government scholarships and minority scholarships.

General Rules

Discipline

The college attaches highest importance to students' discipline inside and outside the college. For, it believes that better discipline is the secret of academic excellence. Students must abide by the following rules and regulations of the college.

1. Every student must attend the college regularly and punctually. Late coming and irregular attendance should be avoided.
2. Students should be at their seats in their class rooms immediately after the first bell. They should maintain strict silence in the class.
3. Every student should bring to the class the required text books, note books, pen etc.,
4. No student should leave his / her class without the permission of the teacher concerned.
5. If the teacher has not turned up, the students should wait for him / her for ten minutes. Then any one of them can go to the Department and get instruction from the Head of the Department concerned or from the Principal.
6. Students should not loiter in the veranda and stand in groups obstructing the movements of staff and students.
7. Students are expected to spend their leisure time in the Library.
8. No student should go to other class rooms in between the first and the second bells and in ten minutes' interval between the second and the third hour classes.
9. Any student found to be indifferent to or careless in his / her class work or whose conduct is harmful is liable to be punished.
10. Inciting the students to abstain from classes or preventing them from attending classes, is an offence. The offenders will be expelled from the college and no conduct certificate will be issued to them.

11. Students are prohibited from taking part in activities fostering communal and political hatred. They should not indulge in any kind of anti-social and subversive activities.

12. Students are not permitted to hold meetings, collect subscription, circulate notice etc., inside the college premises.

13. No student should cause damage to the college property. Breaking of furniture and glass windows, writing on walls, desks, benches meddling with chemical goods etc., will entail severe punishment. If the offender is not traceable collective fine will be imposed.

14. No student should behave inside or outside the college in such a way as to bring discredit or disrepute to the college.

15. Students are advised to abide by and adhere to the rules and regulations of the college. Violation of even any one of the above rules and regulations will result in the immediate expulsion of the student or students concerned.

16. Students are expected to read notices put up on the notice boards. Ignorance of any notice thus put up will not be accepted as an excuse for failing to comply with it.

17. Students who are found to be loitering on the premises of the college without attending classes especially when the classes are going on are liable to severe punishment.

18. Students are expected to write all the tests conducted in each semester, sincerely. Those who fail to attend the tests in a semester will not be allowed to attend the semester examination.

Character and conduct certificates cannot be claimed as a matter of right. The Principal may refuse to issue these certificates without assigning any reason.

Attendance & Leave of Absence:

1. Students are expected to enter their respective classes at the first bell which will be rung five minutes before the commencement of each session. No late-comer shall enter the class without the permission of the teacher concerned.

2. Attendance will be marked at the beginning of every hour. Students who are not present at that time shall lose their attendance for that session.

3. The attendance certificate on behalf of student will be sent to the university only if he /she has secured $\frac{3}{4}$ th of the attendance prescribed by the college for a semester. However no student has a claim to absent himself / herself for $\frac{1}{4}$ th of the working days of each semester.

4. A student frequently absenting himself / herself from the college shall not be considered to have completed the course satisfactorily for that year and he/she has no claim for the course certificate.

5. If a student is absent for five consecutive working days, without leave, his/her name will be removed from the respective rolls, unless the Principal is satisfied that the failure to obtain leave was unavoidable. However, if he/she is removed he/she may be re-admitted on payment of the re-admission fee of Rs.100/-

6. A fine of Rs.25/- for a day will be levied for absence without leave on the absentees on the first day of a term will be fined Rs.50/- each. The fine shall be paid on or before the last working day of the week after the fine list is put up. Model test absentees will be fined Rs.50/- per head per day.

7. Absconders from classes, habitual absentees and those students who give attendance by proxy and their accomplices shall be dealt with severely. The punishment may involve heavy fine, suspension or removal from the college.

8. No student shall absent himself from the college without leave. Application for leave of absence will be addressed to the Principal and submitted through the HOD concerned. It must also be counter-signed in the case of day-scholars by parents or guardians and the case of hostellers by the staff-in-charge of the hostel. The Principal will not consider the leave applications, unless they are recommended and counter signed by those as stated above.

9. All leave applications shall be submitted by 10.00 a.m on the day of absence. When the absence is due to sudden and foreseen causes the applications for leave shall be made as soon as possible when the student is incapacitated from applying for leave by a serious illness, the parent or guardian is expected to apply on his/her behalf.

10. Where illness is the ground for leave, a Medical certificate issued by a qualified medical practitioner should accompany the application.

11. A student who disturbs his/her class may be expelled from that class by the staff concerned and the student shall be deemed absent for $\frac{1}{2}$ day without leave. If he/she is found repeating the offence he/she is liable to be expelled from the college.

12. Students will be permitted to appear for the university examination only if their progress in studies and conduct are satisfactory.

National Service Scheme

Rural development is of paramount importance now. With a view to involving the student community in rural service, the Government of India has introduced NSS. Regular service activities and special camp in the adopted villages are conducted.

COLLEGE LIBRARY

1. The library is open to all the students and the members of the staff of the college.
2. The library is open from 9.30 a.m. to 4.30 p.m. on all working days.
3. Silence shall be strictly observed in the library and its precincts.
4. One book can be borrowed by a student at a time, for period of 10 days.
5. A borrower shall, on receiving the book examine it and report to the librarian of any damage found there in. If he/she fails to do so, he/she will be held responsible for any damage that may afterwards be detected.
6. The Borrower shall not write, damage, make any mark or underline in any book or map belonging to the library.

7. Loss of book shall be immediately reported to the librarian. Compensation for books lost or in anyway damaged must be paid according to the librarian's estimate of the value.
8. Members shall not sub-lend the books of the library to any other persons.
9. Periodicals, Magazines, dictionaries and other books of reference value will not be lent out. However, bound volume of periodicals shall be treated as ordinary books.
10. Each book overdue will incur an overdue charge of 10 paise for a day if the book is kept beyond the period allowed.
11. Any infringement of the rules will forfeit the privilege of using the library.
12. The reading room will also remain open during the days and hours on which the library is kept open.
13. During the semester and summer holidays the library will be open from 10.00 a.m. to 1.00 p.m. but it will remain closed in May.
14. When a book is returned, the ticket kept in its stand should be immediately taken back. As long as his ticket is in the library he/she will be held responsible for any book taken on it.

15. Books due on a holiday which is also a library holiday may be returned on next working day.

16. A member who has lost his borrower's ticket shall make a written report to the librarian. On such a request a duplicate borrower's ticket will be issued on payment of rupees ten.

17. One month will be allowed to the member to trace back and return the ticket. If after this period. It is still untraceable an undertaking shall be given to the effect that the member will hold himself responsible for any unauthorized borrowing in exchange for the lost ticket.

LABORATORY RULES

☞ ● Students should do only the specified experiments given in the cycle.

● The interference of any student into others' work is prohibited

● The difficulty felt during the practical work should be brought immediately to the notice of the lecturer

● Any article or apparatus broken by students must be replaced

● Each student should provide himself/herself with two note books. On any account loose-sheets of paper should not be used for record/observations. Students should obtain the note book supplied in the laboratory

● The bonafide certificate for practical work required as per the university regulations will not be granted unless the performance of the student in the laboratory is satisfactory.

GENERAL CONDUCT OF THE STUDENTS

1. Every student shall greet the teachers of the college when she / he meets for the first time during the day whether on the college premises or outside the campus.
2. No student should leave the class room until the teacher leaves the room or one should get the permission from the teacher to leave the class-room.
3. Students are forbidden to deface the walls or path way of the college or damage any furniture.
4. One of the essential duties of each student is to read the notices put up on the college Notice Board. Ignorance of any such notice cannot be accepted as an excuse.
5. No notice or circular should be either put up on the Notice Board or circulated among the students without the previous sanction of the Principal.
6. No student should smoke either on the college premises or in the play ground.
7. All students should avoid abusive language.
8. Conduct certificate will be issued only at the end of the academic year on application.
9. Every student shall wear the identity card when he/she is on the college premises. All students must come and go by our college bus only.
10. Students should avoid two wheelers for coming to college.
11. Cell phones are prohibited on the college campus.

Dress Code:

All the students should come to college in black and white dress on all Mondays. They should wear shoes also. No student shall be permitted to wear Jeans and T-shirts.

RAGGING & EVE TEASING GOVERNMENT ACT

Students are advised to note the act passed by Tamilnadu government banning ragging, eve-teasing inside and outside the college campus.

Meaning

Display of noisy disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension of fear or shame or embarrassment to a student or to a woman.

Teasing, abusing of or playing practical jokes on or causing hurt to anybody. Asking a student to do any act or perform something which such student will not in the ordinary course willingly do. Whoever commits, participates in, abets or propagates ragging and eve-teasing will be punished.

Punishment

Rigorous imprisonment for a period of two years with a penalty of Rs.10,000/- immediate expulsion from the educational institution without any enquiry and with no provision for joining any other institution.

The decision of the Principal is final.



ACADEMIC ALMANAC
2016-2017

SYED HAMEEDHA ARTS & SCIENCE COLLEGE
KILAKARAI - 623 806
STUDENT LEAVE LETTER [Model]

From

Date :

.....

.....

To

The Principal,
SHASC, Kilakarai

Through: The Head of the Department

Respected sir,

I request you to kindly grant me leave for the following days.

1.Date of leave: From to

2.No.of days:

3.Reason for leave:

Signature of the Parent / Guardian

Signature of the student

Signature of the HOD

Signature of the Principal

Syed Hameedha Arts & Science College

Kilakarai - 623 806

No dues form - 2016-2017

Semester - I/II/III/IV/V/VI

Name of the student :

Course and year :

Roll No: Reg No:

Particular	Signature of the In-charge with date
1. Computer Lab	
2. Electronics Lab	
3. Micro/Chemistry Lab	
4. Library	
5. Physical Education	
6. Hostel	
7. Office	
8. YRC/RRC/CCC	
9. Sports	
10. Transport Officer	
11. Head of the department	

Principal.

TIME TABLE FOR ODD SEMESTER

DAY ORDER	1	2	3	4	5
I					
II					
III					
IV					
V					
VI					

TIME TABLE FOR EVEN SEMESTER

DAY ORDER	1	2	3	4	5
I					
II					
III					
IV					
V					
VI					

Date	Day	June 2016	Day Order	Working Days
1	wed			
2	Thu			
3	Fri			
4	Sat	Weekly Holiday		
5	Sun	Weekly Holiday		
6	Mon	Alhaj Dr.S.M.Hamid Abdul Quadir Memorial Day		
7	Tue	First day of Ramzan		
8	Wed			
9	Thu			
10	Fri			
11	Sat	Weekly Holiday		
12	Sun	Weekly Holiday		
13	Mon			
14	Tue			
15	Wed			
16	Thu	College Reopens fro II & III Year classes [UG & PG]	I	1
17	Fri		II	2
18	Sat	Weekly Holiday		
19	Sun	Weekly Holiday		
20	Mon		III	3
21	Thu		IV	4
22	wed		V	5
23	Thu		VI	6
24	Fri		I	7
25	Sat	Weekly Holiday		
26	Sun	Weekly Holiday		
27	Mon		II	8
28	Tue		III	9
29	Wed		IV	10
30	Thu		V	11

No. of Working days - 11

Date	Day	July 2016	Day Order	Working Days
1	Fri		VI	12
2	Sat	Lailathul Kathir-Holiday		
3	Sun	Weekly Holiday		
4	Mon		I	13
5	Tue	Ramzan Holiday		
6	Wed	Eid-ul Fithr-Ramzan Holiday		
7	Thu	Ramzan Holiday		
8	Fri		II	14
9	Sat		III	15
10	Sun	Weekly Holiday		
11	Mon	UG First Year classes commence-World Population day	IV	16
12	Tue		V	17
13	Wed		VI	18
14	Thu		I	19
15	Fri		II	20
16	Sat	Weekly Holiday		
17	Sun	Weekly Holiday		
18	Mon	PG First year classes commence	III	21
19	Tue		IV	22
20	Wed		V	23
21	Thu		VI	24
22	Fri		I	25
23	Sat	Weekly Holiday		
24	Sun	Weekly Holiday		
25	Mon		II	26
26	Tue		III	27
27	Wed		IV	28
28	Thu		V	29
29	Fri		VI	30
30	Sat	Weekly Holiday		
31	Sun	Weekly Holiday		

No. of Working days - 19

Date	Day	August 2016	Day Order	Working Days
1	Mon		I	31
2	Tue		II	32
3	Wed	International Friends day	III	33
4	Thu		IV	34
5	Fri		V	35
6	Sat	Weekly Holiday		
7	Sun	Weekly Holiday		
8	Mon		VI	36
9	Tue		I	37
10	Wed		II	38
11	Thu		III	39
12	Fri		IV	40
13	Sat		V	41
14	Sun	Weekly Holiday		
15	Mon	Independence Day - Holiday		
16	Tue		VI	42
17	Wed		I	43
18	Thu		II	44
19	Fri		III	45
20	Sat	Weekly Holiday		
21	Sun	Weekly Holiday		
22	Mon		IV	46
23	Tue		V	47
24	Wed		VI	48
25	Thu	Krishna Jeyanthi-Holiday		
26	Fri		I	49
27	Sat		II	50
28	Sun	Weekly Holiday		
29	Mon	National Sports day	III	51
30	Tue		IV	52
31	Wed		V	53

No. of Working days - 23

54

Date	Day	September 2016	Day Order	Working Days
1	Thu		VI	54
2	Fri		I	55
3	Sat		II	56
4	Sun	Weekly Holiday		
5	Mon	Teachers day - Vinayagar Sathurthi - Holiday		
6	Tue		III	57
7	Wed		IV	58
8	Thu		V	59
9	Fri		VI	60
10	Sat		I	61
11	Sun	Weekly Holiday		
12	Mon	Bakrid Holiday		
13	Tue	Eid-ul-Hudha-BakridHoliday		
14	Wed		II	62
15	Thu		III	63
16	Fri		IV	64
17	Sat		V	65
18	Sun	Weekly Holiday		
19	Mon	Founders day	VI	66
20	Tue		I	67
21	Wed		II	68
22	Thu		III	69
23	Fri		IV	70
24	Sat	NSS day - Weekly Holiday		
25	Sun	Weekly Holiday		
26	Mon	Day of Deaf and Dumb -	V	71
27	Tue		VI	72
28	Wed		I	73
29	Thu		II	74
30	Fri		III	75

No. of Working days - 22

Date	Day	October 2016	Day Order	Working Days
1	Sat	Day of the Elderly	IV	76
2	Sun	Gandhi Jeyanthi - Holiday		
3	Mon		V	77
4	Tue	Animal welfare day	VI	78
5	Wed		I	79
6	Thu		II	80
7	Fri		III	81
8	Sat		IV	82
9	Sun	Weekly Holiday		
10	Mon	Sarawathi pooja & Ayutha pooja Holiday		
11	Tue	ViJaya Dasami-Holiday		
12	Wed	Moharram - Holiday		
13	Thu		V	83
14	Fri	Alhaj S.M.Kabeer Memorial day	VI	84
15	Sat		I	85
16	Sun	Weekly Holiday		
17	Mon		II	86
18	Tue		III	87
19	Wed		IV	88
20	Thu		V	89
21	Fri		VI	90
22	Sat	Weekly Holiday		
23	Sun	Weekly Holiday		
24	Mon		I	91
25	Tue		II	92
26	Wed		III	93
27	Thu		IV	94
28	Fri	Holiday		
29	Sat	Deepavali-Holiday		
30	Sun	Weekly Holiday		
31	Mon	Last Workingday	V	95

No. of Working days - 20

Date	Day	November 2016	Day Order	Working Days
1	Tue	First Spell Vacation		
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			
20	Sun			
21	Mon			
22	Tue			
23	Wed			
24	Thu			
25	Fri			
26	Sat			
27	Sun			
28	Mon			
29	Tue			
30	Wed			

Date	Day	December 2016	Day Order	Working Days
1	Thu			
2	Fri			
3	Sat			
4	Sun			
5	Mon	Even semester classes commence [UG & PG]	I	1
6	Tue		II	2
7	Wed		III	3
8	Thu		IV	4
9	Fri		V	5
10	Sat	Human Rights day	VI	6
11	Sun	Weekly Holiday		
12	Mon		I	7
13	Tue	Meeladun Nabi-Holiday		
14	Wed		II	8
15	Thu		III	9
16	Fri		IV	10
17	Sat	Weekly Holiday		
18	Sun	Weekly Holiday		
19	Mon		V	11
20	Tue		VI	12
21	Wed		I	13
22	Thu		II	14
23	Fri	Farmers day	III	15
24	Sat	Weekly Holiday		
25	Sun	Christmas - Holiday		
26	Mon		IV	16
27	Tue		V	17
28	Wed		VI	18
29	Thu		I	19
30	Fri		II	20
31	Sat	Weekly Holiday		

No. of Working days - 20

Date	Day	January 2017	Day Order	Working Days
1	Sun	New Year - Holiday		
2	Mon		III	21
3	Tue		IV	22
4	Wed		V	23
5	Thu		VI	24
6	Fri		I	25
7	Sat	Weekly Holiday		
8	Sun	Weekly Holiday		
9	Mon		II	26
10	Tue		III	27
11	Wed		IV	28
12	Thu		V	29
13	Fri		VI	30
14	Sat	Tamizhar Thirunal - Pongal Holiday		
15	Sun	Thiruvalluvar Day- Holiday		
16	Mon	Uzhavar Thirunal - Holiday		
17	Tue		I	31
18	Wed		II	32
19	Thu		III	33
20	Fri		IV	34
21	Sat		V	35
22	Sun	Weekly Holiday		
23	Mon		VI	36
24	Tue		I	37
25	Wed		II	38
26	Thu	Republic Day - Holiday		
27	Fri		III	39
28	Sat		IV	40
29	Sun	Weekly Holiday		
30	Mon		V	41
31	Tue		VI	42

No. of Working days - 22

Date	Day	February 2017	Day Order	Working Days
1	Wed		I	43
2	Thu		II	44
3	Fri		III	45
4	Sat	Weekly Holiday		
5	Sun	Weekly Holiday		
6	Mon		IV	46
7	Tue		V	47
8	Wed		VI	48
9	Thu		I	49
10	Fri		II	50
11	Sat		III	51
12	Sun	Weekly Holiday		
13	Mon		IV	52
14	Tue		V	53
15	Wed		VI	54
16	Thu		I	55
17	Fri		II	56
18	Sat		III	57
19	Sun	Weekly Holiday		
20	Mon		IV	58
21	Tue		V	59
22	Wed		VI	60
23	Thu		I	61
24	Fri		II	62
25	Sat		III	63
26	Sun	Weekly Holiday		
27	Mon		IV	64
28	Tue	National Science Day - Weekly Holiday	V	65

No. of Working days - 23

Date	Day	March 2017	Day Order	Working Days
1	Wed		VI	66
2	Thu		I	67
3	Fri		II	68
4	Sat		III	69
5	Sun	Weekly Holiday		
6	Mon		IV	70
7	Tue		V	71
8	Wed	International Women's day celebration	VI	72
9	Thu		I	73
10	Fri		II	74
11	Sat	Weekly Holiday		
12	Sun	Weekly Holiday		
13	Mon		III	75
14	Tue		IV	76
15	Wed		V	77
16	Thu		VI	78
17	Fri		I	79
18	Sat		II	80
19	Sun	Alhaj Dr.S.M.Dastagir Memorial day Weekly Holiday		
20	Mon		III	81
21	Tue		IV	82
22	Wed		V	83
23	Thu		VI	84
24	Fri		I	85
25	Sat		II	86
26	Sun	Weekly Holiday		
27	Mon		III	87
28	Tue		IV	88
29	Wed		V	89
30	Thu		VI	90
31	Fri		I	91

No. of Working days - 26

Date	Day	April 2016	Day Order	Working Days
1	Sat			
2	Sun	Weekly Holiday		
3	Mon		II	92
4	Tue		III	93
5	Wed		IV	94
6	Thu		V	95
7	Fri			
8	Sat			
9	Sun	Mahaveer Jayanthi- Holiday		
10	Mon			
11	Tue			
12	Wed			
13	Thu			
14	Fri	Good Friday & Tamil New Year - Holiday		
15	Sat			
16	Sun	Weekly Holiday		
17	Mon			
18	Tue			
19	Wed			
20	Thu			
21	Fri			
22	Sat			
23	Sun	Weekly Holiday		
24	Mon			
25	Tue			
26	Wed			
27	Thu			
28	Fri			
29	Sat			
30	Sun	Weekly Holiday		

No. of Working days -04