

## **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** 

2022 - 2023

## **Personal Memorandum**

Name	• • • • • • • • • • • • • • • • • • • •				١
Roll No.				Affix	
Course & Year					
Register No.				photo	
Date of Birth		Ag	e	Prioto	
Father's Name					
Occupation					
Communication Address					
Permanent Add	lress				
			•••••		
Contact No.					
E-mail ID	•••				
Blood group					
Identification M	larks				
Bank A/c No.					
Passport No.					•••••
Faculty Advisor					

## Prayer

In the Name of Allah, the Most Gracious and 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: Surah Al 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 தழிழணங்கே! 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-Sindhu-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 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, ஒரிசாவையும், வங்காளத்தையும், உள்ளக் கிளர்ச்சி அடையச் செய்கிறது. நின் திருப்பெயர் விந்திய, இமய மலைத் தொடர்களில் எதிரொலிக்கிறது; யமுனை, கங்கை ஆறுகளின் இன்னொலியில் ஒன்றுகிறது; இந்தியக் கடலலைகளால் வணங்கப்படுகிறது.

அவை நின்னருளை வேண்டுகின்றன; நின் புகழைப் பரவுகின்றன. இந்தியாவின் இன்ப துன்பங்களைக் கணிக்கின்ற தாயே, உனக்கு வெற்றி! வெற்றி! வெற்றி!

## தேசிய ஒருமைப்பாட்டு உறுதிமொழி

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

'ஒருபோதும் வன்முறையை நாடேன்' என்றும் சமயம், மொழி, வட்டாரம் முதலியவை காரணமாக எழும் வேறுபாடுகளுக்கும் பூசல்களுக்கும் 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 the Stakeholders with administrative and executive and constructive power that can play effective role in the rapid socio-economic progress at the national and international levels.

#### 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. This 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 this 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 within 60 Km radius.
- > Availability of High quality canteen food.
- Separate Hostel for Men and Women (Veg and Non-veg option).
- > 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 Highly configurational systems.
- Modernized Digital Language Lab.
- > 40 MBPS internet connectivity.
- Enriched classes for Communicative Skills & Personality development .
- > Career Guidance Bureau.
- Placement Cell.
- Provisions 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 the Holy Quran there is a chapter namely Al-Ikhlas[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 the 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 the Almighty Allah.

# SYED HAMEEDHA ARTS & SCIENCE COLLEGE KILAKARAI - 623 806

## **Management Committee**

1.Alhaj S.Mohamed Yousuf - Chairman and Correspondent

2. Janaba S.M.H. Sharmila - Secretary

3. Janab P.R.L. Hamid Ibrahim - Executive Director

## **LEARNED MEMBERS OF FACULTY**

#### Principal

Dr. A. A. Sathakathulla, M.Sc., M.Phil., B.Ed., PGDCA., PGDAS., PGDOR., Ph.D.,

#### **FACULTY MEMBERS**

## Department of Arabic

1.Mr. K.J. Mohideen Abdul Kadir M.A., M.Phil.,

## **Department of Tamil**

- 1.Dr. P. Balamurugan, M.A., M.Phil., B.Ed., NET., Head of the Department
- 2.Dr. K. Ramanathan, M.A., M.Phil., Ph.D.,
- 3.Ms. R. Parimala Devi, M.A., M.Phil., B.Ed., NET.,

## **Department of English**

- $\textbf{1.}\ Dr.\ M.\ Seeni\ Sulthan\ Ibrahim,\ M.A.,\ M.Phil.,\ B.Ed.,\ Ph.D.,$ 
  - Head of the Department
- 2.Mr.~C.~Saravanan,~M.A.,~M.Phil.,SET.,
- 3.Mr. R.D. Nelson Daniel, M.A., M.Phil., B.Ed.,
- 4.Mr. S. Selvakumar, M.A., B.Ed.,
- 5.Mr. M. Rajadivakar, M.A., M.Phil.,
- 6.Mr. N. Sulaiman M.A., M.Phil., B.Ed.,
- 7. Dr. A. Kavitha M.A., B.Ed., M.Phil., Ph.D.,
- 8. Ms. V. Yoga Lakshmi M.A., B.Ed., SET., Ph.D.,
- 9. Mr. H. Mohamed Jahubar Ali M.A.,
- 10. Ms. N. Vimala M.A., B.Ed.,

#### **Department of Commerce**

- 1.Dr. P. Balakrishnan, M.Com., M.Phil., PGDCA., HDCM., Ph.D.,—Head of the Department
- 2.Ms. R. Arockia Anisia, M.Com., M.Phil.,
- 3.Mr. S. Selvaganesan, M.Com., M.Phil., M.A.,
- 4.Ms. N. Yamuna, M.Com., M.Phil.,
- 5.Ms. S. R. Deepika, M.Com., M.Phil.,
- 6.Ms. S. Muniya Sathya, M.Com., M.Phil.,
- 7.Mr. S. Chandrasekaran, M.Com., M.Phil.,
- 8.Ms. T. Kamalaveni, M.Com., M.Phil.,
- 9.Mr. N.Pravinth, M.Com., M.Phil., PGDCA.,
- 10. Ms. T. Chithra Lekha M. Com., M.Phil., PGDCA., (Ph.D).,
- 11. Ms. A. Nirose Fathima, M.Com., M.Phil.,
- 12. Ms. C. Biruntha, M.Com., M.Phil.,

#### **Department of Computer Science**

- Head of the Department
- 1.Mr. K. Kasikumar, M.C.A., M.Phil., NET., Coordinator for B.Sc CS
- 2. Mr. B. Karthick, MCA., M.Phil.,
- Coordinator for BCACoordinator for B.Sc IT
- 3. Ms. M. Matheena, MCA., M.Phil.,
- 4. Ms. J. Malar, MCA., M.Phil., NET.,
- 5. Ms. K. Prabhavathi, MCA., M.Phil.,
- 6.Mr. S. Sahul Hameed, MCA., M.Phil.,
- 7. Ms. M. Jameela Begam, M.Sc.,
- 8. Mr. M. Mohamed Najumuddeen, MCA., M.Phil., SET.,
- 9. Mr. S. Mohamed Azath Baik, M.Sc IT., M.Phil.,
- 10. Mr. S.Mohamed Ajees, MCA.,
- 11. Ms. B. Thulasi, MCA.,
- 12. Ms. S. Saranya, M.Sc., M.Phil.,

- 13. Ms. J Mythili, M.Sc., M.Phil.,
- 14. Ms. G. Muthu Meenakshi, MCA., M.Phil., SET., NET.,
- 15. Ms. A. Mari Viji, M.Sc., M.Phil.,
- 16. Ms. Ummul Hyrul Fathima, M.E.,
- 17. Ms. P. Kaleeswari, MCA., M.Phil.,

#### **Department of Physics**

- 1.Mr. G. Sethurajan, M.Sc., M.Phil., Head of the Department
- 2.Mr. P. Evenraj, M.Sc.,
- 3.Mr. S. Selvaprakash, M.Sc., M.Phil., B.Ed., SET.,
- 4.Ms. A. Seeni Ahamadha, M.Sc., M.Phil.,

### **Department of Mathematics**

- 1.Mr.K.Vignesh Kumar, M.Sc., M.Phil., Head of the Department
- 2.Mr. J. Jesudurai, M.Sc., M.Phil.,
- 3.Ms. S. Sakthi, M.Sc., M.Phil.,
- 4.Mr.M.Kalaimurugan, M.Sc., B.Ed.,
- 5.Dr. P. Selva Lakshmi, M.Sc., M.Phil., M.Ed., Ph.D.,
- 6.Ms. R. Logeswari, M.Sc., M.Phil., M.Ed.,
- 7.Mr. B. Kathar Kani M.sc., M.Phil.,

## Department of Microbiology

- 1.Dr. M. Anand, M.Sc., M.Phil., Ph.D.,
- Head of the Department
- 2.Ms. K. Jainaf Thaimiya, M.Sc., M.Phil., DMLT.,
- 3.Ms. S. Vijaya Kumari, M.Sc., M.Phil., B.Ed.
- 4.Mr. L. Shahul Hameed, M.Sc., B.Ed.,

## **Department of Business Administration**

- 1.Dr. S. Vimali, M.Com., M.Phil., M.B.A., Ph.D., Head of the Department
- 2.Mr. K. Ajmalkhan, M.B.A.,
- 3.Ms. V. Janani, M.B.A., B.Ed.,
- 4.Mr. H. Satham Hussain, M.B.A.,
- 5. Mr. S. Muthu B.Sc., MBA., M.Phil.,

## **Department of Chemistry**

- 1.Mr. A. Abdul Sardhar, M.Sc., M.Phil., Head of the Department
- 2.Mr. R. Mohamed Ibrahim, M.Sc., M.Phil.,
- 3.Ms. A. Thameem Rishwana M.sc., M.Phil.,

## **Department of Library**

Dr. C. Melvin Jebaraj, B.Com., M.L.I.Sc, Ph.D.,

## **Department of Physical Education**

1.Dr. K. Thavasi Lingam, M.Sc., M.P.Ed., M.Phil., Ph.D.,

#### **Non-Teaching Staff**

#### **Administrative Office**

1.Mr.S.Saravanan, M.B.A., Office Superintendent

2.Mr.N.Syed Ahamed Feros Alikhan, M.Com., - Accountant

3.Ms.A.Macharani, M.E. - Clerical Assistant

4.Mr.M.Ruthira Nagaraj, M.B.A., - Junior Assistant

5.Ms.S.Jenika Ruby, B.Com CA., - Junior Assistant

6.Mr. S. Divakar, B.Sc., - Junior Assistant

7.Ms. S.S.Karthika, M.Com., -Typist

8.Mr.S.Maheswaran, E.M.E., -Office attender

#### Lab Assistants

1.Ms. N. Narmatha, B.Sc., - Microbiology Lab Assistant

2.Ms. M. Pichayammal, M.Sc., - Chemistry Lab Assistant

3.Ms. M. Rajeswari, M.Sc., - Physics Lab Assistant

#### Technical staff

1.Mr.P.Jebaraj Samuvel, DHN., - System Administrator

2..Mr. T.Praveen Pandiyan, M.Sc - Hardware Support

3.Ms. J. Noorul Bimani, M.E., - Teaching cum Programming Asst

4.Ms. N. Banupriya, M.Sc., - Teaching cum Programming Asst.

5.Ms.Rojathinjariya, M.sc., - Teaching cum Programming Asst

#### **Electrician cum Plumber**

1.Mr. G.Karthick Raja, D.E.E.E.,

## Administrative Setup 2022 - 2023

## 1.Internal Quality Assurance Cell(IQAC)

Janab. P.R.L.Hamid Ibrahim - Member From Management

Dr.A.A.Sathakathulla - Principal

Dr. S. Mohana Murugan - Coordinator

Dr.P.Balakrishnan - Member

Mr.A.Abdul Sardhar - Member

Dr.M.Anand - Member

Dr.S.Vimali - Member

Mr. C. Saravanan - Member

Dr.P.Balamurugan - Member

Mr. J. Jesudurai - Member

Mr. M. Mohamed Najumuddeen - Member

Mr.S.Saravanan - Office Superintendent

Mr.M.Noorul Ameen - Industrialist

#### 2. Examination Committee:

Dr.A.A.Sathakathulla - Chief Superintendent

Mr. K. Kasikumar - Member
Mr. K. Ajmalkhan - Member
Ms. N. Banupriya - Member

Ms. P. Rojathinjariya - Member

Mr. N. Syed Ahamed Feros Alikhan - Member

## 3. Anti-Ragging Squad:

Dr. A.A. Sathakathulla Dr. P.Balakrishnan Ms. R. Arockia Anisia

Ms. M. Matheena

Dr. S. Vimali Mr. R.D. Nelson Daniel

Mr. G. Sethurajan

Mr. B. Karthick

Mr. K. Kasikumar

Dr. K. Thavasi Lingam

- Convener

- Member

## 4. Discipline Committee:

Mr. R.D. Nelson Daniel

Dr. K. Thavasi Lingam

Mr. A. Abdul Sardhar

Dr. M. Anand Mr. S. Selvakumar

Mr. K. Kasikumar

Mr. B. Karthick

Ms. J. Malar

#### - Convener

- Member

## 5. Sports Advisory Committee:

Dr. K. Thavasi Lingam

Ms. J. Malar

Mr. S. Selvakumar

Mr. R. Mohamed Ibrahim

- Convener

- Member

- Member

- Member

#### 6. Counselling Cell:

Dr. S. Vimali

Mr. A. Abdul Sardhar

Mr. S. Selvaganesan

Ms. S. Sakthi

- Convener

- Member

- Member

- Member

#### 7. Time table Committee:

Mr. C. Saravanan - Convener
Dr. P. Balamurugan - Member
Ms. R. Logeswari - Member
Mr. K. Ajmalkhan - Member
Mr. S. Sahul Hameed - Member
Mr. P. Evenraj - Member
Dr. M. Anand - Member

Mr. R. Mohamed Ibrahim - Member
Ms. R. Arockia Anisia - Member

## 8. Students' Attendance Committee:

Dr.P. Balamurugan - Convener
Dr.K.Ramanathan - Member
Mr.A.Abdul Sarthar - Member

9.Dean for male students - Dr.M.Anand

10.**Dean for female students** - Mrs.M.Jamila Begam

#### 11.NSS Programe Officers:

Mr.S.Mohamed Ajees - Unit No.67 Mr.N.Sulaiman - Unit No.68

Ms. S. Sakthi - UNo.69Women's unit

#### 12.YRC/RRC

Dr.M.Anand - Coordinator

## 13. Transport Section:

Dr.K.Thavasi Lingam - Convener
Mr.N. Syed Ahamed Feros Alikhan - Coordinator

#### 14.Citizen Consumer Club

Mr. R. Mohamed Ibrahim - Coordinator

## 15. Tamil Nadu State Council for Science & Technology

Mr.A.Abdul Sardhar - Coordinator

## 16. Deputy Wardens:

Mr. N. Pravinth - Men's Hostel
Ms. S. Sakthi - Women's Hostel

## 17. Bio Diversity Club:

Dr. M. Anand - Coordinator

#### 18.Placement Cell:

Mr.K.Vignesh Kumar - Coordinator
Ms. N. Vimala - Member

## 19.கணித் தமிழ்ப் பேரவை

Dr. P. Balamurugan - Convener
Mr. B. Karthick - Member
Ms. J. Mythili - Member

#### 20.Liaison Officer

Dr. M. Seeni Sulthan Ibrahim - Coordinator

## 21. Committee for Preparation of College Reports

Dr.M.Seeni Sulthan Ibrahim - Convener
Dr. S. Mohana Murugan - Member
Dr. M. Anand - Member
Mr. S. Mohamed Ajees - Member
Ms. K. Prabhavathi - Member
Ms. G. Muthu Meenakshi - Member

#### 22. Committee for updating the College Website:

Dr. A.A. Sathakathulla - Convener
Dr. M. Seeni Sulthan Ibrahim - Member
Mr. M. Mohamed Najumuddeen
Ms. N. Banupriya - Member
Mr. P. Jebaraj Samuvel - Member

#### 23.Redressal for Sexual Harassment

Dr.S.Vimali -Coordinator

Mr.A.Abdul Sardhar -Member

Mr.G.Sethurajan -Member

Mr.S.Selvakumar -Member

Ms.R.Arockia Anisia -Member

Ms.A.Seeni Ahamadha -Member

Ms.T.Chithra Lekha -Member

Ms.C.Biruntha -Member

#### 24. Redressal for Student Grievance

Ms.M.Matheena -Coordinator

Ms.J.Malar -Member

Mr.S.Selvaganesan -Member

Mr.M.Selvakumar -Member

Mr.N.Pravinth -Member

Mr.S.Muthu -Member

Ms.K.Jainaf Thaimiya -Member

## 25.Entrepreneurship Development Cell

Dr. S. Vimali -Coordinator

Mr. S. Selvaganesan -Member

Mr. K. Ajmalkhan -Member

Mr. N. Pravinth -Member

#### 26. Internal Management System (IMS)

Mr.M.Mohamed Najumuddeen
Ms.K.Prabavathi
-Member
Mr.S.Saravanan
-Member
Mr.S.Sahul Hameed
-Member

#### 27.Parent Teachers Association

Dr.P.Balakrishanan -Convener
Dr.M.Anand -Member
Dr.S.Vimali -Member
Mr.K.Kasikumar -Member

#### 28.Admission Committee

Dr.A.A. Sathakathulla - Convener
Dr.M.Anand - Member
Dr.S.Vimali - Member
Mr.S.Saravanan - Member

## 29. Academic Calender Committee

Dr. P. Balakrishnan - Convener
Dr. M. Seeni Sulthan Ibrahim - Member
Dr. A. Kavitha - Member

## 30. Internal Audit Committee

Dr.S.Mohana Murugan - Convener
Mr.S.Selvaganesan - Member
Ms.S.R.Deepika - Member
Ms.A.Nirose Fathima - Member
Mr. H. Mohamed Jahubar Ali - Member

## 31.Library Committee

Mr. B. Karthick - Convener

Mr. G. Sethurajan - Member

Mr. R. Mohamed Ibrahim - Member

## 32. Cultural / Programme Committee

Dr. P. Balamurugan

Ms. J. Malar

Mr. S. Selvaganesan

- Convener

- Member

- Member

Dr. M. Seeni Sulthan Ibrahim - Member

## 33. Women Empowerment Cell:

Ms. J. Malar - Convener

Ms. M. Jamila Begam - Member

Ms.R. Arockia Anisia - Member

Dr. P. Selva Lakshmi - Member

Ms. A. Seeni Ahamadha - Member

Dr. A. Kavitha - Member

Ms.V.Yoga Lakshmi - Member

#### 34. Alumni Association

President - Alhaj.S.M.Mohamed Yousuf

Chairman, Mohamed Sathak Trust

Vice President - Janab.P.R.L.Hamid Ibrahim

Executive Director, Mohamed Sathak Trust

Alumni Secretary - Mr.K.Kasikumar

Alumni Joint Secretary - Mr.S.Sahul Hameed

Executive Members - Mr.S.Saravanan

- Mr.S.Mohamed Ajees

- Mr.N.Syed Ahamed Feros Alikhan

- Mr.H.Satham Hussain

- Ms.B.Thulasi

- Mr. B. Kathar Kani

- Ms. N. Narmatha

- Mr.M. Ruthira Nagaraj

- Mr.K. Ajmal Khan

## ${\bf 35.PMS\ (\ Performance\ Management\ System\text{-}Staff\ )}$

Dr.A.A. Sathakathulla - Convener

Dr. M. Seeni Sulthan Ibrahim - Member

Mr. K. Vignesh Kumar - Member

Mr. S. Saravanan - Office Superintendent

#### 36. Canteen Committee

Dr. K. Thavasi Lingam - Coordinator

Dr. P. Balamurugan - Member

Mr. N. Pravinth - Member

#### 37. Safety and Sanitary Committee

Dr.K.Thavasi Lingam - Convener

Dr.K.Ramanathan - Member

Mr.M.Rajadivakar - Member

## 38.Student Development Council

Mr. S. Selvaganesan - Convener

Dr. M. Seeni Sulthan Ibrahim - Member

Ms. J. Malar - Member

Mr.P.Evenraj - Member

Mr. R. Suresh - Member

Ms. V. Yoga Lakshmi - Member

#### 39. R & D Cell

Dr. M. Seeni Sulthan Ibrahim - Convener

Dr. M. Anand - Member

Dr. P. Selva Lakshmi - Member

## 40. Staff Development Council

Dr. M. Seeni Sulthan Ibrahim - Convener

Dr.P.Balamurugan - Member

Dr.M.Anand - Member

Dr.S.Vimali - Member

Dr.P. Selva Lakshmi - Member

Dr.A.Kavitha - Member

## 41.College Council

Dr.A.A.Sathakathulla - President

Dr.P.Balakrishnan - Member

Dr.M.Anand - Member

Dr.S.Vimali - Member

Dr. M. Seeni Sulthan Ibrahim - Member

Mr.K.Kasikumar - Member

Dr.P.Balamurugan - Member

Mr.J.Jesudurai - Member

Dr.K.Thavasi Lingam - Member

Mr.G.Sethurajan - Member

Mr. S. Mohana Murugan - Member

#### **UG Courses**

- 1. B.A. English
- 2. B.B.A.
- 3. B.Com.
- 4. B.Com. with Computer Applications (Two Sections)
- 5. B.C.A.
- 6. B.Sc. Computer Science
- 7. B.Sc. Information Technology
- 8. B.Sc. Mathematics
- 9. B.Sc. Physics
- 10. B.Sc. Chemistry
- 11. B.Sc. Micro Biology

#### **PG Courses**

- 1.M.A. English
- 2.M.Com. with Computer Applications
- 3.M.Sc. Computer Science and Information Technology
- 4.M.Sc. Mathematics

#### DISCIPLINE

The main aim of the college is to monitor and foster discipline and enhance the standards of 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 skills of the students. Definitely it will help the backward and most backward people of this region and our academic efforts will improve their lot.

#### GENERAL RILES

The college attaches highest importance to students' discipline inside and outside the college. This college believes that better discipline will yield 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 make their presence in their respective class rooms immediately after the first bell. They should maintain strict silence in the class.
- 3. Every student should bring the required text books, note books, pen etc. as per the instruction of the teachers.
- 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 are expected to spend their leisurely hours in the Library.
- 7. 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.
- 8.In case, it is found any student who is in the irrelevant classroom other than his regular class will be terminated at once from this institute without prior intimation or warning.
- 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 in the premises of the college without attending classes especially when the classes are going on are liable for 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.

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

#### 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 latecomer 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  $3/4^{\text{th}}$  of the attendance prescribed by the college for a semester. However no student has a claim to absent himself / herself for  $1/4^{\text{th}}$  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 submission of leave letters, 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 paying required fee.
- 6. A fine of Rs.25/- for a day will be levied for absence without leave on the absentees. A fine of Rs. 50 will be imposed if the absence repeats on the first day of a term. 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 countersigned in the case of day-scholars by parents or guardians and the case of hostellers by the staff-incharge(warden) 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 be accompanied with 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 a  $\frac{1}{2}$  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 and encouraging.

#### **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.

#### **SCHOLARSHIP**

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

#### 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.
- 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 50 paise for a day if the book is kept beyond the stipulated time.
- 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. 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.

- 14. Books due on a holiday which is also a library holiday may be returned on next working day.
- 15. 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 with a fine of rupees Twenty.
- 16. One month will be allowed to the member to trace and return the ticket. It is still untraceable within this period an undertaking shall be given to the effect that the member will be held 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 student into others' work is prohibited
- The difficulty felt during the practical work should be brought immediately to the notice of the faculty
- 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 practical 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 class 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 and aggressive behaviour.
- 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 strictly prohibited on the college precincts.

#### **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, eveteasing inside and outside the college campus.

## Meaning

Display of noisy disorderly conduct, doing any rude 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 female student.

Teasing, abusing of or playing practical jokes, pranks 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, indulges in, abets or propagates ragging and eve-teasing will be penalized.

#### **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 of conduct certificate for joining any other institution.

The decision of the Principal is final and binding.

## ACADEMIC ALMANAC 2022-2023

Date	Day	June 2022	Day Order	Working Days
1	Wed			
2	Thu			
3	Fri			
4	Sat			
5	Sun	Weekly Holiday		
6	Mon			
7	Tue			
8	Wed			
9	Thu			
10	Fri			
11	Sat			
12	Sun	Weekly Holiday		
13	Mon			
14	Tue			
15	Wed			
16	Thu			
17	Fri			
18	Sat			
19	Sun	Weekly Holiday		
20	Mon			
21	Tue			
22	Wed			
23	Thu			
24	Fri			
25	Sat			
26	Sun	Weekly Holiday		
27	Mon			
28	Tue			
29	Wed			
30	Thu			

Date	Day	July 2022	Day Order	Working Days
1	Fri			
2	Sat			
3	Sun	Weekly Holiday		
4	Mon			
5	Tue			
6	Wed			
7	Thu			
8	Fri			
9	Sat			
10	Sun	Bakrid - Holiday		
11	Mon			
12	Tue			
13	Wed			
14	Thu			
15	Fri			
16	Sat			
17	Sun	Weekly Holiday		
18	Mon	Re-Opening for II & III Year		
19	Tue			
20	Wed			
21	Thu			
22	Fri			
23	Sat			
24	Sun	Weekly Holiday		
25	Mon			
26	Tue			
27	Wed			
28	Thu			
29	Fri			
30	Sat			
31	Sun	Weekly Holiday		

Date	Day	August 2022	Day Order	Working Days
1	Mon			
2	Tue			
3	Wed			
4	Thu			
5	Fri			
6	Sat			
7	Sun	Weekly Holiday		
8	Mon			
9	Tue	Moharam Festival		
10	Wed			
11	Thu			
12	Fri			
13	Sat			
14	Sun	Weekly Holiday		
15	Mon	Independence Day		
16	Tue			
17	Wed			
18	Thu			
19	Fri	Gokulastami/Krishna Jayanthi		
20	Sat			
21	Sun	Weekly Holiday		
22	Mon	I Unit Test		
23	Tue			
24	Wed			
25	Thu			
26	Fri			
27	Sat			
28	Sun	Weekly Holiday		
29	Mon			
30	Tue			
31	Wed	Vinayagar Sathurthi - Holiday		

Date	Day	September 2022	Day Order	Working Days
1	Thu			
2	Fri			
3	Sat			
4	Sun	Weekly Holiday		
5	Mon			
6	Tue			
7	Wed			
8	Thu	Onam Festival		
9	Fri			
10	Sat			
11	Sun	Weekly Holiday		
12	Mon			
13	Tue			
14	Wed			
15	Thu			
16	Fri			
17	Sat			
18	Sun	Weekly Holiday		
19	Mon			
20	Tue			
21	Wed			
22	Thu			
23	Fri			
24	Sat			
25	Sun	Weekly Holiday		
26	Mon	II Unit Test		
27	Tue			
28	Wed			
29	Thu			
30	Fri			

Date	Day	October 2022	Day Order	Working Days
1	Sat			
2	Sun	Gandhi Jeyanthi Holiday		
3	Mon			
4	Tue	Ayutha/Saraswathi Pooja - Holiday		
5	Wed	Vijaya dasami - Holiday		
6	Thu			
7	Fri			
8	Sat			
9	Sun	Milad Nabi - Holiday		
10	Mon			
11	Tue			
12	Wed			
13	Thu			
14	Fri			
15	Sat			
16	Sun	Weekly Holiday		
17	Mon			
18	Tue			
19	Wed			
20	Thu			
21	Fri			
22	Sat			
23	Sun	Weekly Holiday		
24	Mon	Diwali - Holiday		
25	Tue			
26	Wed			
27	Thu			
28	Fri			
29	Sat			
30	Sun	Weekly Holiday		
31	Mon	Model Examinations		

Date	Day	November 2022	Day Order	Working Days
1	Tue			
2	Wed			
3	Thu			
4	Fri			
5	Sat			
6	Sun	Weekly Holiday		
7	Mon			
8	Tue	Guru Nanak Jeyanthi		
9	Wed			
10	Thu			
11	Fri			
12	Sat			
13	Sun	Weekly Holiday		
14	Mon			
15	Tue			
16	Wed			
17	Thu			
18	Fri			
19	Sat			
20	Sun	Weekly Holiday		
21	Mon			
22	Tue			
23	Wed			
24	Thu			
25	Fri			
26	Sat			
27	Sun	Weekly Holiday		
28	Mon			
29	Tue			
30	Wed			

Date	Day	December 2022	Day Order	Working Days
1	Thu			
2	Fri			
3	Sat			
4	Sun	Weekly Holiday		
5	Mon			
6	Tue			
7	Wed			
8	Thu			
9	Fri			
10	Sat			
11	Sun	Weekly Holiday		
12	Mon			
13	Tue			
14	Wed			
15	Thu			
16	Fri			
17	Sat			
18	Sun	Weekly Holiday		
19	Mon			
20	Tue			
21	Wed			
22	Thu			
23	Fri			
24	Sat			
25	Sun	Christmas - Holida <b>y</b>		
26	Mon			
27	Tue			
28	Wed			
29	Thu			
30	Fri			
31	Sat			

Date	Day	January 2023	Day Order	Working Days
1	Sun	New Year - Holiday		
2	Mon			
3	Tue			
4	Wed			
5	Thu			
6	Fri			
7	Sat			
8	Sun	Weekly Holiday		
9	Mon			
10	Tue			
11	Wed			
12	Thu			
13	Fri			
14	Sat	Bogi Festival		
15	Sun	Pongal- Holiday		
16	Mon	Thiruvalluvar Day - Holiday		
17	Tue	Uzhavar Thirunal - Holiday		
18	Wed			
19	Thu			
20	Fri			
21	Sat			
22	Sun	Weekly Holiday		
23	Mon			
24	Tue			
25	Wed			
26	Thu	Republic Day - Holiday		
27	Fri			
28	Sat			
29	Sun	Weekly Holiday		
30	Mon			
31	Tue			

Date	Day	February 2023	Day Order	Working Days
1	Wed			
2	Thu			
3	Fri			
4	Sat			
5	Sun	Weekly Holiday		
6	Mon			
7	Tue			
8	Wed			
9	Thu			
10	Fri			
11	Sat			
12	Sun	Weekly Holiday		
13	Mon			
14	Tue			
15	Wed			
16	Thu			
17	Fri			
18	Sat			
19	Sun	Weekly Holiday		
20	Mon			
21	Tue			
22	Wed			
23	Thu			
24	Fri			
25	Sat			
26	Sun	Weekly Holiday		
27	Mon			
28	Tue			

Date	Day	March 2023	Day Order	Working Days
1	Wed			
2	Thu			
3	Fri			
4	Sat			
5	Sun	Weekly Holiday		
6	Mon			
7	Tue			
8	Wed			
9	Thu			
10	Fri			
11	Sat			
12	Sun	Weekly Holiday		
13	Mon			
14	Tue			
15	Wed			
16	Thu			
17	Fri			
18	Sat			
19	Sun	Weekly Holiday		
20	Mon			
21	Tue			
22	Wed	Telugu New Year		
23	Thu			
24	Fri			
25	Sat			
26	Sun	Weekly Holiday		
27	Mon			
28	Tue			
29	Wed			
30	Thu			
31	Fri			

Date	Day	April 2023	Day Order	Working Days
1	Sat			
2	Sun	Weekly Holiday		
3	Mon			
4	Tue	Mahaveer Jayanthi - Holiday		
5	Wed			
6	Thu			
7	Fri	Good Friday- Holiday		
8	Sat			
9	Sun	Easter - Holiday		
10	Mon			
11	Tue			
12	Wed			
13	Thu			
14	Fri	Ambedkar's Birthday, Tamil New Year Holiday		
15	Sat			
16	Sun	Weekly Holiday		
17	Mon			
18	Tue			
19	Wed			
20	Thu			
21	Fri			
22	Sat	Ramzan - Holiday		
23	Sun	Weekly Holiday		
24	Mon			
25	Tue			
26	Wed			
27	Thu			
28	Fri			
29	Sat			
30	Sun	Weekly Holiday		

Date	Day	May 2023	Day Order	Working Days
1	Mon	International Labours day		
2	Tue			
3	Wed			
4	Thu			
5	Fri			
6	Sat			
7	Sun	Weekly Holiday		
8	Mon			
9	Tue			
10	Wed			
11	Thu			
12	Fri			
13	Sat			
14	Sun	Weekly Holiday		
15	Mon			
16	Tue			
17	Wed			
18	Thu			
19	Fri			
20	Sat			
21	Sun	Weekly Holiday		
22	Mon			
23	Tue			
24	Wed			
25	Thu			
26	Fri			
27	Sat			
28	Sun	Weekly Holiday		
29	Mon			
30	Tue			
31	Wed			

Date	Day	June 2023	Day Order	Working Days
1	Thur			
2	Fri			
3	Sat			
4	Sun	Weekly Holiday		
5	Mon			
6	Tue			
7	Wed			
8	Thur			
9	Fri			
10	Sat			
11	Sun	Weekly Holiday		
12	Mon			
13	Tue			
14	Wed			
15	Thur			
16	Fri			
17	Sat			
18	Sun	Weekly Holiday		
19	Mon			
20	Tue			
21	Wed			
22	Thur			
23	Fri			
24	Sat			
25	Sun	Weekly Holiday		
26	Mon			
27	Tue			
28	Wed			
29	Thur			
30	Fri			

## Syed Hameedha Arts & Science College Kilakarai – 623 806

No Dues Form - 2022-2023 Semester - I/II/III/IV/V/VI

]	Name of the Student :					
]	Programme and Year:					
]	Roll No: Reg No:					
	Particular	Signature of the In-Charge with Date				
	1. Library					
	2. Office/Accounts					
	3 Head of the department					

## TIME TABLE FOR ODD SEMESTER

DAY ORDER	1	2	3	4	5	6
I						
II						
III						
IV						
V						
VI						

## TIME TABLE FOR EVEN SEMESTER

DAY ORDER	1	2	3	4	5	6
I						
II				·		
III						
IV						
V						
VI						