

# THE NEW COLLEGE

(Autonomous)

Sponsored by The Muslim Educational Association of South India

Re-Accredited by NAAC with "A" Grade - CGPA 3.08 out of 4.0

(Affiliated to University of Madras)

Chennai - 600 014.



YA ALLAH  
INCREASE MY KNOWLEDGE  
ESTABLISHED IN 1951

CALENDAR 2016 - 2017

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(Affiliated to University of Madras)  
Chennai - 600 014.  
Website : [www.thenewcollege.in](http://www.thenewcollege.in)  
Email : [principal@thenewcollege.in](mailto:principal@thenewcollege.in)



YA ALLAH  
INCREASE MY KNOWLEDGE

Established in 1951

**Dr. Major Zahid Husain**  
Principle

**A. Mohamed Ashraf**  
Hon. Secretary & Correspondent

**CALENDAR**  
**2016 - 2017**  
**Hijri 1437 - 1438**

## PERSONAL MEMORANDA

1. Name : .....
2. Class/  
Designation : .....
3. Roll No. : .....
4. Department : .....
5. Date of Birth: ..... Age: ..... years
6. Address : .....  
.....  
.....
7. Contact No. : ..... Resi .....
8. E-mail : .....
9. Blood Group : .....
10. Height : ..... Weight : .....
11. Driving/  
License No. : .....

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## INVOCATION

In the name of Allah  
the Beneficent, the Merciful,

Praise be to Allah, Lord of the worlds,  
The Beneficent, the Merciful,  
Owner of the Day of Judgement,  
Thee alone we serve,  
Thee alone we ask for help,  
Show us the right path,  
The path of those whom Thou has  
bestowed favours.  
Not the path of those who earn Thine anger,  
Nor of those who go astray.

*Aa'meen (Al Qur'an : 1 : 1- 7)*

## தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நில மூடநதைக் கெழிவொழுகும்  
சீராரும் வதனமெனத் திகழ் பரதக் கண்டமதில்  
தெக்கணமும் அதில் சிறந்த தீராவிட நல் திருநாடும்  
தக்க சிறு பிறைநுதலும் தரித்த நறும் திகைமுமே  
அத்திலை வாசனை போல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ் மணக்க இருந்த பெரும்  
தமிழுணங்கே! தமிழுணங்கே!  
உன் சீர் இளமைத் திறம் வியந்து செயல் மறந்து  
வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

### **NATIONAL ANTHEM**

Jana Gana mana Adhinayaka Jaya he  
Bharatha Bhagya - Vidhata  
Punjaba Sindhu Gujaratha Maratha Dravida  
Utkala Banga  
Vindhya Himachala Yamuna Ganga  
Ucchala Jaladhitharanga,  
Tava Subhaname Jage tava suba  
asishamaga  
Gahe thava jaya gatha,  
Jana Gana mangala - dayaka Jaya he  
Bharatha Bhagya - Vidhatha  
Jaya he Jaya he Jaya he  
Jaya Jaya Jaya Jaya he

### **TRANSLATION**

Thou art the ruler of the minds of all people,  
Thou Dispenser of India's destiny,  
Thy name rouses the hearts of the Punjab,  
Sind, Gujarat and Maratha, of Dravid,  
Orissa and Bengal,  
It echoes in the hills of the Vindhya and Himalayas,  
mingles in the music of the Jamuna and the Ganges,  
and is chanted by the waves of the Indian Sea.  
They pray for Thy blessing and Sing Thy praise,  
Thou Dispenser of India 's destiny.  
Victory, Victory, Victory to Thee.

### **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  
everyone with courtesy.

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

## **VIRTUES OF KNOWLEDGE**

Acquire knowledge, for it enables  
its possessor to distinguish  
what is forbidden from what is not.

It lights the way to Heaven;  
It is our friend in the desert;  
Our society in solitude;  
Our companion when bereft of our friends;  
It guides us to happiness;  
It sustains us in misery;  
It is our ornament in the company of friends;  
It serves as an armour against our enemies.

**Prophet Muhammed**  
(Peace be upon him)

## **VISION & MISSION**

### **VISION**

To set high standards of general, vocational and  
professional education, dissemination of learning  
and incessant search for new knowledge.

### **MISSION**

To empower young men of our society to face the  
challenges of life such as competitiveness in the job  
market with courage and commitment by quality  
education and thereby inculcating in them secular  
values and emotional balance.

## **ABOUT MEASI & ITS INSTITUTIONS**

The MEASI established 114 years ago, was registered  
under the Act XXVI of 1860.

It is one of the Oldest Minority Group of Educational  
Institutions in Southern India.

It is having a multi-level educational system ranging  
from School Level to Post Graduate Level and  
Research Level.

It has excellent infrastructural facilities with a sound  
financial resource-base.

It is backed by a democratic and participative  
management system.

It is under the leadership of enlightened and eminent  
individuals drawn from educational, industrial and  
other walks of life.

The Association was formed primarily for the benefit  
of the Muslim Community which is educationally  
backward.

### **MEASI HAS ESTABLISHED FOLLOWING INSTITUTIONS**

The New College	Estd 1951
MEASI Institute of Management	Estd 1987
MEASI Academy of Architecture	Estd 1999
MEASI Institute of Information Technology	Estd 2002
MEASI College of Education	Estd 2004
MEASI Matriculation Higher Secondary School	Estd 1985
MEASI Urdu Academy	Estd 1998
MEASI Charitable Trust	Estd 1992
MEASI C.A. Academy	Estd 2013
The New College Alumni Association	Estd 2000

## **THE NEW COLLEGE**

The New College was established in 1951 and is affiliated to the University of Madras. Having completed 64 years of dedicated service to the nation, the college has earned an enviable reputation as a leading institution of higher education in Chennai. The college was founded by the Muslim Educational Association of Southern India (MEASI) with the primary aim of providing higher education to the educationally backward sections in general and Muslim students in particular. However, its doors are open to deserving students irrespective of community, caste, creed or socio-economic considerations. With a humble beginning of 200 students in the intermediate course, it has grown to the current combined strength of over 5000 students in the Aided & Self-financed streams. The College offers **12 UG, 7 PG, 7 M.Phil and 8 Ph.D** Courses in **Shift-I (Aided) and 9 UG and 5 PG** courses in **Shift - II (Self finance)** spanning Arts, Commerce & Science programmes.

The New College was first accredited by NAAC with B+ + in 2005. The UGC conferred Autonomous status to the College in 2007. The Choice Based Credit System (CBCS) recommended by TANSCHER was introduced in 2008. These have helped the college to focus on quality and holistic education of students, carry out many academic innovations in curriculum design, conduct of examination and evaluation and groom students who are more employable with requisite life and personality skills. The College was re-accredited by NAAC in 2010 (2nd Cycle) with 'A' grade and CGPA of 3.18 and 3.08 in 2016 (3rd Cycle) on a scale of 4.00. The College has passed several significant milestones. It was selected by UGC in 2004, to offer Career Oriented Add-on programmes in Clinical Laboratory Technology (Certificate, Diploma & Advanced Diploma courses), Computer Assembly & Servicing and Quantitative methods & Computer Applications.

A large number of students have enrolled in the college NCC and NSS Units.

The College is one of the most preferred educational institutions in Chennai due to its central location, excellent infrastructure, dedicated teaching staff and emphasis on "Teaching beyond the classroom and beyond the curriculum". The curriculum includes modules on Deeniyyath and Moral instructions, Computer skills. Personality enrichment, Soft skills and Environmental studies which help in the integrated/holistic development of the individual. The College has a "remedial coaching scheme" for students who are academically weak, a "students counselling programme" with a dedicated class counsellor to mentor and monitor the progress of the students and an English language lab to train students in communication skills. It has an active Career Guidance and Placement Cell which has facilitated the successful placement of students in many reputed concerns.

The New College Alumni have excelled in various spheres of life - Bureaucracy, Public and Social service, Judiciary, Business, Industry, Medicine, Scientific research, Fine arts, Sports, Entrepreneurship, etc. The College strives to produce well-moulded graduates with stress on academic intellect, leadership, team building, spiritual, moral and ethical orientation.

The College, since becoming autonomous, has constituted the following committees to ensure proper management of academic, financial and general administrative affairs:

- Governing Body
- Academic Council
- Board of Studies
- Finance Committee
- College Council



**Governing Body:** It is responsible for the overall governance and administration of the college. It includes representatives from the management, senior teachers, educationists / industrialists, nominee of the UGC, state government and the university with the principal as the ex-officio member.

**Academic Council:** It is responsible for all academic matters such as framing of academic policy, approval of courses, regulations and syllabi. The composition of this council includes the Principal, all heads of departments, four senior teachers of the college, four experts from outside the college nominated by the Governing body, three nominees of the university and a faculty member nominated by the Principal.

**Board of Studies :** It is the basic constituent of the academic system of an autonomous college and its functions include framing the syllabi for various courses, reviewing and updating syllabi for various courses, introducing new courses of study, determining details of continuous assessment etc.

**Finance Committee :** It will advise the Governing body on financial matters.

**College Council :** Its function is to advise the Principal on the internal affairs of the College. The College Council consists of the Principal, Professors in-charge (Shift-I & Shift - II), Controller of Examinations, Bursar, all the Heads of the Departments, Senior most Associate Professor of the Departments, President, Secretary and Treasurer of the New College Staff Association, N.C.C. & N.S.S. Officers, Deputy Warden and members of staff who are in the Academic Council and the Senate of the University of Madras.

## **THE AIM OF UNIVERSITY EDUCATION**

(Subject of Chapter II of the University  
Education Commission Report)

Democracy depends for its very life on a high standard of general, vocational and professional education. Dissemination of learning, incessant search for new knowledge, unceasing efforts to plumb the meaning of life, provision for professional education to satisfy the occupational needs of our society are the vital tasks of higher education.

There must be sufficient unity of purpose in all this diversity to produce a community of values and ideas among educated men. Our policies and programmes must be brought in line with social purpose which we profess to serve. We may use various institutional norms as time and circumstances may require but we must be steadfastly loyal to the abiding elements of respect for human personality, freedom of belief and expression for all citizens, a deep obligation to promote human well being, faith in reason and humanity.

The greatness of a country does not depend on the extent of its territory, the length of its communications or the vastness of its wealth, not even on widespread education or equitable distribution of wealth. Important as all these things are if we wish to bring about a savage upheaval in our society, all that we need to do is to give vocational and technical education and not starve the spirit.

We will have a number of scientists without conscience, technicians without taste who find a void within themselves, a moral vacuum and a desperate need to substitute something, anything for their lost endeavour and purpose. Society will then get what it deserves, if we claim to be civilised. We must develop thought for the poor and the suffering, chivalrous regard and respect for women, faith in human brotherhood regardless of race or colour, nation or religion, love of peace and freedom, abhorrence of cruelty and ceaseless devotion to the claims of justice.

We cannot preserve real freedom unless we preserve the values of democracy, justice and liberty, equality and fraternity. It is the ideal towards which we should work though we may be modest in planning our hopes as to the result which in the near future are likely to be achieved. "Utopias are sweet dreams" wrote Kant but to strive relentlessly towards them is the duty of the citizen and of the statesman as well". Universities must stand for these ideal causes which can never be lost as men seek wisdom and follow righteousness.

### **From the Desk of the Honorary Secretary & Correspondent**

**Dear Students,**

By the Grace of Allah, the New College which was started in the year 1951, has now become one of the best and prestigious institutions in this part of India. It offers UG and PG courses in Arts, science and Commerce disciplines. The College also offers best Research facilities for students doing M.Phil, and Ph.D. Courses in select subjects.

The College is open for the student community in general and minorities in particular. No capitation fee is charged and fees are affordable. It provides a conducive atmosphere for the students to pursue their graduation in peace and harmony. The learned faculties of the College ensure best coaching. College Library housed in the State of The Art Diamond Jubilee Building has got more than 1 Lakh Books & Titles and a Digital Library with Audio, Video, CDs & DVDs. Sports facilities are provided for the benefit of the students. They get an opportunity to meet the students not only from other states in India but also from other countries, interact with them and develop inter—personal and communication skills. The college has a Placement Officer who takes care of the placement of students in reputed companies.

College is a place where you come to acquire knowledge. Do not waste your time, as every minute lost cannot be regained. Be punctual to your classes and do not involve yourselves in undesirable activities. Work hard and do your best, only then you will succeed in your goal. Discipline is the need of the hour.

You will always be remembered as a student of this college. Therefore, with your character, conduct and behavior, you must be a role model to others. I wish you all the best.

JAZAKALLAH

**A.MOHAMED ASHRAF**  
Hon. Secretary & Correspondent

### From the desk of the Principal

It gives me immense pleasure to welcome all the students of Under-graduate and Post-graduate courses and research streams to this premier institution. Our college, enjoying total autonomous status for the last several years, has recently been upgraded and placed at 'A' grade by the National Assessment and Accreditation Council (NAAC), thanks to the Staff and the Students for these achievements.

Located in the heart of the city, The New College is the cynosure of all eyes. The infrastructure that the college has is second to none. There is no force more paralyzing than the fear of failure. To overcome this, we mould our students to be self confident and pragmatic such that when they enter life after their studies, they are empowered to face various challenges with courage, conviction and success. What do we expect from our students in return? They must be regular and punctual to their classes. They should respect their parents and teachers. Honesty and discipline should be their watchwords. Concentration on studies and systematic preparation will ensure academic excellence. Taking part in sports, co-curricular and extra-curricular activities will make the students more competitive. Campus interviews by reputed firms leading to placement are regularly held for the outgoing students every year. The students must exhibit exemplary behavior even outside the college without getting themselves provoked or letting themselves be taken for a ride especially while traveling. Directly or indirectly, knowingly or unknowingly, they should in no way bring disrepute to the college of their study. I am sure our students will always strive to uphold the dignity of our college and keep its flag ever flying high. India is known for its rich values, culture and heritage. I impress upon all our young learning community to emerge as her proud and worthy citizens.

I wish our students success in all their endeavours'.

**Dr. Major Zahid Husain, M.A., M.Phil., Ph.D.,**  
Principal

### MUSLIM EDUCATIONAL ASSOCIATION OF SOUTHERN INDIA (MEASI)

#### PRESIDENTS

1. Hon'ble. Mr. Justice. Hungerford Tudor Boddam 1902 - 1908
2. Nawab Syed Mohammed Sahib 1908 - 1910
3. Hon'ble. Mr. Justice. Sir Abdur Rahim 1910 - 1912  
1916 - 1920
4. Hon'ble. Mr. Justice. Faiz Badruddin Tyabji 1912 - 1916
5. Sir Mohamed Habibullah Sahib 1920 - 1924
6. Nawab C. Abdul Hakim Sahib 1924 - 1925
7. Sir Mohamed Usman Sahib 1925 - 1935
8. Janab. Haji Jamal Mohamed Sahib 1935 - 1941
9. Janab. Haji M.A. Azeem Sahib, B.A., L.L. B.Cantab) 1941 - 1944
10. Khan Bahadur Jawad Hussain Khan Sahib, B.A. 1944 - 1945
11. Janab Malang Ahmed Batcha Sahib, B.A. 1945 - 1947
12. Janab Haji Moulvi M. Nazir Husain Sahib 1947 - 1962
13. Janab. M.S. Abdul Majid Sahib, B.A. 1962 - 1968
14. Janab A.k.A Abdul Samad Sahib, M.A., M.P. 1968 - 1978
15. Janab A.A. Rasheed Sahib, M.A., Dip.I. Tech(London) 1978 - 1982
16. Janab Alhaj T. Abdul Wahid Sahib, B.A., B.L. 1982 - 1991
17. Janab M. Mohamed Hashim Sahib 1991 - 1997
18. Janab U. Mohammed Khalilullah Sahib 1997 - 2003
19. Janab K. Ameenur Rahman Sahib 2003 - 2011
20. Janab U. Mohammed Khalilullah Sahib 2011 -

#### JOINT HON. SECRETARIES

1. Khan Bahadur H.M.A. Hadi Badsha sahib 1902-1906  
Janab. Haji Mirza Hasheem Sahib Pahani  
Janab. Haji Mouli Ziauddin Mohamed Sahib

1. Khan Bahadur H.M.A. Hadi Badsha sahib Janab. Haji Mirza Hasheem Sahib Pahani Janab. Haji Moulvi Ziauddin Mohamed Sahib	1902-1906
2. Khan Bahadur H.M.A. Hadi Badsha Sahib Janab. Haji Moulvi Ziauddin Mohamed Sahib Khan Bahadur Mohamed Safder Hussain Sahib	1906-1907
3. Janab. M. Abdul Khuddus Basha Sahib Janab. Haji Moulvi Ziauddin Mohamed Sahib Janab. A. Hameed Hasan Sait Sahib	1907-1908
4. Janab. Haji Moulvi Ziauddin Mohamed Sahib Janab. A. Hameed Hasan Sait Sahib	1908-1910
5. Janab. A. Hameed Hasan Sait Sahib	1910-1914

#### HON. SECRETARIES

1. Janab. Mir Zynuddin Sahib	1919-1924
2. Janab. A. Hameed Hasan Sait Sahib	1924-1927
3. Janab. Haji M.A Azeem Sahib, B.A., I.I.B (Cantab)	1927-1933
4. Janab. Mohamed Hasan Chida Sahib	1933-1935
5. Dr. Hamid Ali Sahib	1935-1936
6. Janab. Malang Ahmed Batcha Sahib, B.A	1936-1945
7. Janab. Basheer Ahmed Sayeed Sahib, M.A., B.L	1945-1949
8. Janab. M.S. Abdul Majid Sahib, B.A.	1949-1962
9. Janab .B.Abdul Gadir	1962-1965
10. Janab. A.A.Rasheed Sahih, M.A., Dip.L.Tech (London)	1965-1978
11. Janab. A.J. Abdul Razak Sahib, B.A., B.L.,	1978-1988
12. Janab. K.V.M. Abdul Kareem Sahib	1988-1991
13. Janab. U.Mohamed Khalilullah Sahib	1991-1997
14. Janab.S.C.M. Jamaldeen Sahib	1997-2003
15. Janab. H.M. Shamsudeen Sahib	2003-2011
16. Janab. A. Mohammed Ashraf Sahib	2011-

### THE NEW COLLEGE (AUTONOMOUS)

#### Principals

1. Prof. J. Franco, M.A., L.T., D.B.E.,	1951-1956
2. Prof. V. Thiruvkatacharya, M.A., L.T.,	1956-1958
3. Prof .Alhaj.Afzal-Ul-Ulema Syed Abdul Wahab Sahib Bukhari M.A.,L.T.	1958-1967
4. Prof. A. Gopalakrishna, M.A.	1967-1969
5. Dr. H.Mohamed Mohideen, MA, Ph.D., F.A.Z.,D.H.Ed	1969-1981
	1987-1989
6. Prof .T. Md.Dawood Khan, M.A., M.Co.	1981-1987
7. Prof. G. Mohamed Farhathullah, M.Sc.	1989-1994
8. Dr. Major. M. Jailani, M.Sc., M.A., M.Phil., Ph.D.	1994-2000
9. Prof. N. Ahmed Basha, M.A., M.Litt.	2000-2001
10. Prof. Mir Hadi Ali, M.A., M.Phil.,	2001-2002
11. Prof. Avaram Abdul Hakeem, M.Sc., M.Phil.,	2002-2005
12. Prof. A.Kadar Basha, M.A., M.Phil., M.B.A.,	2005-2008
13. Dr. K. Altaff, M.Sc., Ph.D.,	2008-2012
14. Dr. S. Abdul Maliq, M.A., M.Phil., Ph.D.,	2012-2016
15. Dr. Major Zahid Husain, M.A., M.Phil., Ph.D.,	2016 -

## **THE NEW COLLEGE**

**(Autonomous)  
Chennai 600 014.  
Management Committee**

### **Chairman**

Janab Alhaj U. Mohamed Khalilullah Sahib, B.Com., FCA

### **Hon. Secretary & Correspondent**

Janab Alhaj A. Mohamed Ashraf Sahib, B.Com.,

### **Hon. Treasurer**

Janab Alhaj C. Abdul Malick Sahib, M.A., B.Com.,

### **Members**

Janab Alhaj M. Mohamed Hashim Sahib, B.A.

Janab K. Ameenur Rahman Sahib, B.Sc.(Tech)

Janab H.M. Shamsudeen Sahib, M.Com., M.Phil, MBA, FCA

Janab Mohamed Yusuf Sahib

Janab T. Rafeeq Ahamed Sahib

Dr. Major Zahid Husain, M.A., M.Phil., Ph.D.,

(Principal & Ex-Officio Member)

## **Governing Body**

### **Chairman**

Mr. U. Mohamed Khalilullah

### **Managing Committee Members**

Mr. A. Mohamed Ashraf

Mr. Habibullah Badsha

Mr. M. Mohamed Hashim

Mr. K. Ameenur Rahman

Dr. S. Sathikh

### **Teachers of the College**

Dr. Fayaz Mohammed Bijli

Mr. M. Zahiruddin Sheriff

### **UGC Nominee**

Dr. (Mrs.) Latha Pillai

### **State Government Nominee**

Joint Directorate of Collegiate Education, Chennai Region

### **University Nominee**

Dr. V. Mahadevan

### **Principal of the College**

Dr. Major Zahid Husain

## **Standing Committee of the Governing Body**

Mr. U. Mohamed Khalilullah

Mr. A. Mohamed Ashraf

Dr. Major Zahid Husain

Dr. Z. Abdul Lathif

Dr. A.L. Hamsa

Mr. S. Kamaluddin

#### Academic Council

##### Chairman

Dr. Major Zahid Husain

##### Experts Nominated by the Governing Body

Mr. U. Mohamed Khalilullah

Mr. A. Mohamed Ashraf

Mr. C. Abdul Malick

Mr. K. Ameenur Rahman

Mr. H.M. Shamsudeen

Mr. S. Ziauddeen Ahmed

Major Dr. Syed Shahabuddin

Prof. A. Abdul Rasheed

Dr. M. Sheik Mohamed

##### University Nominees

Dr. Jothi Sivagnanam

Dr. K. Thangavel

Dr. A. Rafi

##### Four Senior Teachers of the College

Dr. A. Abdul Jabbar

Dr. S. Basheer Ahmed

Dr. V. Kamal Nasir

Dr. Mohammed Ibrahim Naveed

##### Four experts from outside the college

Corporate Sector

Alumni

Entrepreneur

Academician

##### Faculty Member Nominated by the Principal

Mr. M. Zahiruddin Sherif, Controller of Examinations

(Member Secretary)

All Heads of the Departments (Shift - I & II)

#### Finance Committee

Mr. U. Mohamed Khalilullah

Mr. A. Mohamed Ashraf

Mr. C. Abdul Malick

Mr. H.M. Shamsudeen

Dr. Major Zahid Husain

Dr. Fayaz Mohammed Bijli

Mr. M. Zahiruddin Sherif

Dr. M. Khaleel Ahmed

#### College Council

##### President

Dr. Major Zahid Husain

##### Secretary

Dr. A.L. Hamsa

##### Members

Dr. Fayaz Mohammed Bijli

Dr. Z. Abdul Lathif

Mr. M. Zahiruddin Sherif

Dr. M. Khaleel Ahmed

Mr. S. Kamaluddin

Capt. M. Anees Ahmed

Dr. S. Basheer Ahmed

Dr. V. Kamal Nasir

Dr. A. Abdul Rahim

Mr. A.R. Abdul Lathif

Dr. A. Hyder Ali

Mr. S.A. Sheik Mohamed

Dr. M.A. Mohamed Musthafa

Mr. M.I. Seyadu Umar Farook

Dr. N.M. Ahmed Ibrahim

Dr. P. Gouthu Meeran

Dr. S. Syed Rafeeq Ahmed

Dr. J. Sulaiman

Mr. N. Md. Azmathullah

All Heads of Departments (Shift - I & II)

## ACADEMIC AND ADMINISTRATIVE RESPONSIBILITIES

### PRINCIPAL & WARDEN

**Dr. Major Zahid Husain**, M.A., M.Phil., Ph.D.,

### Professor in-charge (Shift-I)

**Dr. Fayaz Mohammed Bijli**, M.Com., M.Phil., Ph.D.,

### Professor in-charge (Shift-II)

**Dr. Z. Abdul Latheef**, M.A., M.Phil., Ph.D.,

### Bursar

**Dr. M. Khaleel Ahamed**, M.A., Ph.D.,

### Controller of Examinations

**Mr. M. Zahiruddin Sheriff**, M.Sc., M.Phil.,

### Assistant Controller of Examinations

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**Mr. Ansaruddin**, M.A.,

**Department of Urdu**

*Assistant Professor*

**Mr. Syed Shabbeer Hussain**, M.A., M.Phil.,

**Department of Hindi**

*Associate Professor & Head of the Department in-charge (Shift-II)*

**Dr. S. Shafivulla**, M.A., M.Phil., Ph.D., B.Ed., P.G.D.F.H.&T.

*Assistant Professor*

**Mr. Sayyad Arifulla**, M.A., M.Phil., B.Ed., P.G.D.T., M.Sc.,

**Department of French**

*Assistant Professor*

**Mr. S. Shamsudeen**, M.A.,

**Department of Historical Studies**

*Associate Professor & Head of the Department*

**Dr. M.S.A. Jafarulla Khan**, M.A., M.Phil., Ph.D., DLL &  
AL, PGDMM., PGDTM., PGDPM & IR

*Assistant Professors*

**Mr. A. Mohammed Shafiq**, M.A., M.Phil.,

**Mr. K.M. Mohamed Rafi**, M.A., M.Sc., (Yoga), L.L.B

**Department of Commerce**

*Head of the Department i/c*

**Dr. S. Syed Rafiq Ahmed**, M.Com., M.Phil., Ph.D., B.Ed., PG Dip. Journalism.,

*Assistant Professors*

**Mr. S. Mohamed Iqbal**, M.Com., M.Phil., B.Ed., (Co-ordinator)

**Mr. R.B. Syed Ahammed Jalalutheen**, M.Com., M.Phil.,

**Dr. S. Abdul Rahman**, M.Com., M.Phil., Ph.D., PGDIB.,

**Mr. N.O. Aarif**, M.Com., M.Phil., M.B.A.,

**Mr. H.M. Bilal**, M.Com., M.Phil., M.B.A

**Mr. M. Mohamed Hasheem**, M.Com., M.Phil., M.B.A.,

**Mr. A. Md. Nayeemullah Khan**, M.Com., M.B.A., D.C.A., R.B.P.

**Mr. R. Mohammed Ali**, M.Com., M.B.A.,

**Mr. M. Mohamed Abubacker**, M.Com., M.Phil.,

**Mr. M. Alaguthankamani**, M.Com., M.Phil., M.B.A.,

**Mr. S. Mohamed Khan**, M.Com., M.B.A.,

**Mr. P.M.Abuhamid Mohamed Quzzali**, M.Com, M.Phil., D.A.A.,

#### Department of Corporate Secretaryship

*Associate Professor & Head of the Department*

**Mr. K.S. Md. Akmal**, M.Com., M.Phil.,

*Assistant Professors*

**Mr. Syed Shakir Razvi**, M.Com., M.Phil.,

**Mr. G. Mohamed Abbas Khan**, M.Com., M.Phil.,

**Mr. Z. Mohammed Yahiya**, M.Com., M.Phil.,

**Mr. H. Ameen Basha**, M.Com (C.S.), M.Phil.,

**Mr. A. Aijaz Ahmed**, M.Com., M.Phil., D.A.A.,

**Dr. N. Aminur Rahman**, M.B.A., PGDHRM., Ph.D.,

#### Department of Mathematics

*Associate Professor & Head of the Department*

**Mr. A. Fiaz Ahamed**, M.Sc., M.Phil., B.Ed.,

*Assistant Professors*

**Mr. S. Moidheen Aliyar**, M.Sc., M.Phil.,

**Mr. A.M. Shahul Hameed**, M.Sc., M.Phil., B.Ed.,

**Mr. A. Mohammed Yasin**, M.Sc., M.B.A., M.Phil.,

**Mr. Mohammed Hakil**, M.Sc., M.Phil.,

**Mr. Syed Muzaffer Ahmed**, M.Sc., M.Phil., B.Ed.,

**Mr. S. Mohammed Huzafa**, M.Sc., M.Phil.,

**Mr. N. Farook**, M.Sc., M.Phil.,

**Mr. F. Amjad Basha**, M.Sc.,

#### Post Graduate & Research Department of Physics

*Associate Professor & Head of the Department*

**Captain M. Anees Ahmed**, M.Sc., B.Ed., M.Phil.,

*Assistant Professor*

**Mr. G. Foize Ahmad**, M.Sc., M.Phil.,

**Mr. S. G. Mohammed Hussain**, M.Sc., M.Phil.,

**Dr. M. Dhavamurthy**, M.Sc., M.Phil., B.Ed., Ph.D.,

#### Department of Computer Science

*Head of the Department*

**Mr. A.S. Mohamed Hamsa**, M.C.A., M.Phil.,

#### Assistant Professors

**Mr. K. Tajudin**, M.S (IT & M), M.Phil.,

**Mr. S. Shamimullah**, M.Sc., M.Phil., PGDCA.,

**Mr. Syed Usman Basha**, M.C.A., M.Phil.,

**Mr. S.K. Akbar Basha**, M.Sc.,

**Mr. R.N. Muhammad Ilyas**, M.C.A., M.Phil.,

#### System Assistant

**Mr.M. Mohamed NagoorGani**, B.Sc.,

#### Department of Computer Applications

*Head of the Department & Assistant Professor*

**Mr. M.I. Seyadu Umar Farook**, M.C.A., M.Phil., M.Tech (IT).

#### Assistant Professors

**Mr. J. Abdul Rasheedh**, M.C.A., M.Phil.,

**Mr. G. Bharanidharan**, M.C.A., M.Phil.,

**Mr. H. RiazAhamed**, M.C.A., M.Phil.,

**Mr. N. Zafer Ahmed**, M.Sc., M.Phil.,

**Mr. A.M. Abdul Kuthus**, M.C.A., M.Phil.,

**Mr. A. Ibrahim Kaleel**, M.C.A., M.Phil.,

**Mr. K. Mohammed Gaffoor**, M.C.A., M.Phil.,

**Mr. A. Mohamed Tanveerullah Khan**, M.Sc.,

**Mr. R. Syed Jamalullah**, M.Sc.,

**Mr. M. Mohamed Ismail**, M.Sc (I.T.),

#### System Assistant

**Mr. N. Ameenur Rahman**, M.C.A.,

**Mr. R.Asif Akram**, M.C.A.,

#### Department of Information Systems Management

*Head of the Department*

**Mr. F. Mohamed Ilyas**, M.C.A., M.Phil.,

**Mr. S. Hassan Abdul Cader**, M.C.A., M.B.A., M.Sc., (Psycho),  
PGDPR., M.Phil. (on leave)

*Assistant Professors*

**Mr. N. Anver Hussain**, M.C.A., M.Phil.,  
**Mr. Z. Mohammed Yaseen**, M.Com., M.Phil.,  
**Mr. B. Syed Asif**, M.Com., M.Phil., M.B.A.,

*System Assistant*

**Mr. P. Ghouse Mohamed**, B.Com., M.C.A., M.Phil.,

**Department of Business Administration**

**Head of the Department i/c**

**Dr. S. Tameem Sharief**, M.Com., M.Phil., Ph.D., M.B.A., M.A(P.A.),

*Assistant Professors*

**Mr. R. Vijayakumar**, M.B.A (Finance), M.B.A (Marketing), M.Phil.,  
**Mr. R. Sivakumar**, M.B.A., M.Phil.,  
**Mr. Y. Rahamathulla Khan**, M.B.A., M.Phil.,  
**Mr. M. Mohamed Shameen**, M.B.A., M.Phil.,  
**Mr. B. Fuzail Ahmed**, M.B.A., M.Phil.,  
**Mr. K.V. Mohammed Bilal**, M.B.A., M.Phil.,  
**Mr. K. Abdul Haseeb**, M.B.A., M.Com.,  
**Mr. A.M.Z. Mohammed Arsath Ali**, M.B.A., M.Com.,

**Department of Bank Management**

*Head of the Department i/c*

**Dr. Syed Abdul Hameed**, M.Com., M.Phil., Ph.D., M.B.A.

*Assistant Professors*

**Mr. V. Gunasekaran**, M.Com., M.Phil.,  
**Mr. K.S. Nirmal Kumar**, M.Com., M.Phil.,  
**Mr. J. Mohamed Yahya**, M.Com., M.Phil. M.Ed

**Department of Biotechnology**

*Assistant Professor & HOD*

**Mr. J. Syed Nasar Rahaman**, M.Sc., PGDCA.,

*Assistant Professors*

**Mr. M. A. Imran Musthafa**, M.Sc.,  
**Mr. M. Abdul Jaleel**, M.Sc., DMLT.

*Technical Assistant*

**Mr. K. Ghani Basha**, M.Sc.,

**NON-TEACHING STAFF**

**AIDED STAFF**

**Superintendent**

**Mr. M.H. Rasool Mohideen**, B.A.

**Assistants**

**Mr. S.A.H. Abdul Rahim**, M.Com.,  
**Mr. A. Jalal Mohamed Ibrahim**, B.A.(C.S.)  
**Mr. S. Abdul Kalik**, M.Com., M.Phil., Hons. Dip. in NC. Computing

**Junior Assistants**

**Mr. Ashraf Khan**, B.Com., M.A.,  
**Mr. R. Mohamed Rafi**, B.Com., M.A., M.B.A.,  
**Mr. Syed Nadeem Akthar**, B.A., BLIS.,  
**Mr. S. Thameem Basha**, B.Com.,

**Typists**

**Mr. S.B. Jaffar Hussain**, M.Com., P.G.D.C.M., D.O.A.,  
**Mr. I. Mohamed Khadeer**, M.A.,

**Store Keeper : (Chemistry)**

**Mr. I. Mushtaq Ahmed**, B.A.(C.S.)

**Lab Assistants**

**Mr. M.A. Hayath Basha**  
**Mr. R. Shafee Ahmed**, B.Com., PGDCP  
**Mr. M. Mohideen Abdul Kadir**, B.Com.  
**Mr. S. Mahaboob Basha**, B.A.,  
**Mr. M. Nazar**  
**Mr. L.M.Y. Yejas**  
**Mr. L. Nisar Shariff**  
**Mr. A.Z. Abdul Rahaman**  
**Mr. S. Navas Jelani**, B.Sc.,  
**Mr. B. Ghouse Ahmed**  
**Mr. S. Shahul Hameed**, B.A.,  
**Mr. Syed Khamruddin**, M.Com.,  
**Mr. Y. Siddik Mohideen**, M.A., M.Phil.,



Mr. Y. Mohamed Razz, M.Com.,

Mr. A. Mohamed Yunus

Mr. U. Ragamathullah

Mr. A. Zubair Ahmed, B.A.,

Mr. L.M. Abdullah Saqib

#### Office Assistants

Mr. A. Sirajuddin, B.A.,

Mr. N. Noor Mohamed

Mr. O. Prasanth

#### Markers

Mr. N. Sardar

#### Scavengers

Mr. M. Ponnuswamy

Mr. K. Venkateshwarlu

#### MANAGEMENT STAFF

##### Junior Assistants

1. Mr. Muthalif, M.Com.,

2. Mr. I. Noorullah Sheriff, B.Com.,

3. Mr. B. Noor Mohamed

4. Mr. J. Abdul Rahuman, B.Com.,

##### Library Clerks

5. Mr. S.M.Imam Ansari, B.Com., (Junior Assistant)

6. Mr. M.H. Rifayul Jeburi (Technical Assistant)

##### Electrical Supervisor

7. Mr. S.R.Rajendra Babu

##### Electrician

8. Mr. P.Nazeer Hussain

##### Sergeant

9. Mr. K.Mohamed Siraj

#### Office Assistants and other staff

1. Mr. R.A. Yousuf Ali (Marker)

2. Mr. Sadhullah babu (Musuem Keeper)

3. Mr.Mohamed Rafeeq (Watchman)

4. Mr.R.S. Venkatasamy (Scavanger)

5. Mr.Y.Md. Ziauddin (Attender)

6. Mr.K.S. Hayathbasha (Peon -Sweeper)

7. Mr.M. Giridharan (Attender)

8. Mr. A.N. Hidayathullah (Office Assistant)

9. Mr. Mohana Krishnaiah (Office Assistant)

10. Mr. Khaliq Ahmed (Attender)

11. Mr. K. Loganathan (Reprographic Assistant)

12. Mr. J. Azeez (Lab. Assistant)

13. Mr. K.C. Devasagayam (Gardener)

14. Mr. J. Abuthahir (Attender)

15. Mr. B. Obaiah(Attender)

16. Mr. A.G.Nisaruddin (Plumber)

17. Mr. M. Oshamuddin (Office Assistant)

18. Mr. A.J. Abdul Kasim (Attender)

19. Mr. V.K.A. Sabeel (Attender)

20. Mr.A.Mohamed Ibrahim (Attender)

21. Mr.R.Y. Mohamed Ibrahim (Lab. Assistant)

22. Mr.M. Mohamed Bashul (Attender)

23. Mr. T. Mohamed Abdullah (Attender)

24. Mr. S.M. Thameemul Ansari(Attender)

25. Mr. Khaleelun Rahman (Office Assistant)

26. Mr.R. Jamal Fayaz (Office Assistant)

27. Mr.S. Mohamed Nasiruddin (Office Assistant)

28. Mr.S.K. Khaja Mohideen (Attender)

29. Mr. I. Shaghul Hameed (Attender)

30. Mr. D. Mohamed Abdulla (Marker)

31. Mr. A. Sameed Basha (Office Assistant)

**Sweepers**

1. Mrs.Habeeba
2. Mrs.Zulaika Bee
3. Mrs. Zohra Banu
4. Mrs.Mumtaz
5. Mrs. S.A. Kalvath Sayidama
6. Mrs. A.M. Ahamed Nisa
7. Mrs.Jayakumari
8. Mrs.Ayesha
9. Mrs.Jaithoon Bee
10. Mrs.Noorjahan
11. Mrs.Şara

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

1. Mr. J. Syed Ibrahim, B.C.A., (Data Entry Operator)
2. Mr. K.S.H. Mohamed Fakker, B.Com., (Junior Asst.)
3. Mr. H.S.K. Md. Ashraf Ali (Data Entry Operator)
4. Mr.N.M.Muhammed Muthahir, B.Tech., (Programmer)
5. Mr. A. Mohammed Faiz Ahmed, M.Com., (Junior Assistant)
6. Mr. M.Sarfraz Ahmed, B.E., (Software Engineer)
7. Mr.L.Johnson Paul (Office Assistant)
8. Mr.A .Turab Ali (Office Assistant)
9. Mr.Md.Rahmatullah (Lift operator)
10. Mrs. Rahimabeevi (Sweeper)

**HOSTEL****Resident Superintendents**

1. Mr. H. M. Mohamed Hanipha, M.Sc., M.Phil.
2. Dr. H. Mohamed Ahadu Shareef, M.Sc., M.Phil., Ph.D.,
3. Dr. M. Saiyad Musthafa, M.Sc., M.Phil., Ph.D.,
4. Mr. K.V. Mohamed Bilal, M.B.A., M.Phil.,

**QUALIFICATIONS OF TEACHING STAFF**

Department	Ph.D.	M.Phil.	P.G.	Total	Asso. Prof.	Asst. Prof
English						
Aided	05	14	02	21		12
Management - I		02		02	09	02
Management - II		06		06		06
Tamil						
Aided	07	02		09		05
Management - I	01	03		04	04	04
Management - II		03		03		03
Arabic						
Aided	08	01		09		06
Management - I	02	02		04	03	04
Management - II	01	03		04		04
Urdu						
Management - I	01	01		02		02
Management - II		01		01		01
Hindi						
Aided	02			02	02	
Management - II		01		01		01
French						
Aided	01			01		01
Management - II			01	01		01
History						
Aided	03	02		05		02
Management - II		02		02	03	02
Economics						
Aided	08			08		03
Management - I		02		02	05	02
Sociology						
Aided	04			04		02
Management - I		01		01	02	01
Commerce						
Aided	07	04		10		09
Management - I		01		01	01	01
Management - II	01	11		12		12
Corporate Sec.						
Aided	02	02		04		03
Management - I		01		01	01	01
Management - II	01	05		06		06
Mathematics						
Aided		05		05		03
Management - I	03	02		04	05	04
Management - II	02	07	01	08		08

Department	Ph.D.	M.Phil.	P.G.	Total	Asso. Prof.	Asst. Prof.
Physics						
Aided	09	05		14		11
Management - II	01	02		03	03	03
Chemistry						
Aided	13	08		21		12
Management - I	01	02		03	09	03
Plant Biology						
Aided	02	03		05	02	03
Zoology						
Aided	10			11		08
Management - I		01	01	01	03	01
Physical Education						
Aided						
Management - II		01		01		01
		01		01		01
Library						
Aided		01		01		01
Management - I		01		01		01
Computer Science						
Management - I						
Management - II		13		13		13
		06		06		06
Computer Applications						
Management - II		08	03	11		11
Information Systems						
Management - II		05		05		05
Business Administration						
Management - II		06	02	08		08
Bank Management						
Management - II		03		03		03
Bio Technology						
Management - II			03	03		03
<b>Total</b>	<b>94</b>	<b>150</b>	<b>13</b>	<b>257</b>	<b>52</b>	<b>205</b>
<b>Aided</b>	<b>83</b>	<b>49</b>	<b>02</b>	<b>134</b>	<b>52</b>	<b>82</b>
<b>Management - I</b>	<b>07</b>	<b>24</b>	<b>01</b>	<b>32</b>		<b>32</b>
<b>Management - II</b>	<b>04</b>	<b>77</b>	<b>10</b>	<b>91</b>		<b>91</b>

The following committees are constituted to assist the Principal in the Academic and Administrative Affairs of the College.

- **Internal Quality Assurance Cell (IQAC)**
- **Admission Committee**
- **Examination Committee**
- **UGC Planning Board**
- **Curriculum Development Committee**
- **Research Committee**
- **Discipline Committee**
- **Anti-Ragging Committee**
- **Library Committee**
- **Sports Committee**
- **Hostel Committee**
- **College Magazine**
- **Entrepreneurial Development Cell**
- **Competitive Examination Cell**
- **Academic Calendar Committee**
- **Students' Co-curricular Activities Committee**
- **NSS Advisory Committee**

**GOVT. AIDED COURSES WITH PERMANENT AFFILIATION**

<i>S.No.</i>	<i>Name of the Courses</i>	<i>Major Subject</i>	<i>Sanctioned Strength</i>	<i>Max. Intake</i>
01.	B.A.	English	50	50
02.	B.A.	Arabic	50	50
03.	B.A.	History	50	50
04.	B.A.	Economics	60	70
05.	B.A.	Sociology	50	50
06.	B.Com.	Commerce	55	70
07.	B.Com.	Corporate Sec.	55	70
08.	B.Sc.	Mathematics	55	70
09.	B.Sc.	Physics	50	50
10.	B.Sc.	Physics	50	50
11.	B.Sc.	Chemistry(CPM)	50	50
12.	B.Sc.	Chemistry(CPZ)	50	50
13.	B.Sc.	Plant Biology	50	50
14.	B.Sc.	Adv. Zoology	50	50
15.	B.Sc.	Computer Science	40	50
16.	M.A.	English	20	20
17.	M.A.	Tamil	40	40
18.	M.A.	Arabic	20	20
19.	M.A.	Economics	20	20
20.	M.Com.	Commerce	40	40
21.	M.Sc.,	Chemistry	26	26
22.	M.Sc.,	Zoology	16	16
23.	M. Phil	English	12	12
24.	M. Phil	Arabic	12	12
25.	M. Phil	Economics	06	06
26.	M. Phil	Commerce	09	09
27.	M. Phil	Chemistry	10+2	10+2
28.	M. Phil	Zoology	10+2	10+2
29.	M. Phil	Tamil	6+2	6+2

**SELF-FINANCED UG & PG COURSES**

<i>S.No.</i>	<i>Name of the Courses</i>	<i>Major Subject</i>	<i>Sanctioned Strength</i>	<i>Max. Intake</i>
01.	B.Com.	Commerce (Section -A)	55	70
02.	B.Com.	Commerce (Section -B)	55	70
03.	B.Com.	Commerce (Section- C)	55	70
04.	B.Com.	Corporate Secretaryship	55	70
05.	B.Com.	Bank Management	50	50
06.	B.Com.	Information System Management	50	50
07.	B.B.A.	Business Administration (Section - A)	70	70
08.	B.B.A.	Business Administration (Section - B)	70	70
09.	B.Sc.	Computer Science (Section -A)	40	50
10.	B.Sc.	Computer Science (Section -B)	40	50
11.	B.Sc.	Computer Science (Section - C)	32	32
12.	B.C.A.	Computer Application (Section - A)	50	50
13.	B.C.A.	Computer Application (Section -B)	50	50
14.	B.C.A.	Computer Application (Section -C)	32	32
15.	B.Sc.	Bio - Technology	50	50
16.	M.A.	Historical Studies	20	20
17.	M.Sc.,	Mathematics	40	40
18.	M.Sc.,	Computer Science	26	26
19.	M.Sc.,	Information Technology	26	26
20.	M.Com	Corporate Secretaryship	20	30
21.	M.Sc.,	Physics	20	20

<b>COURSE OF STUDY</b> <b>GOVERNMENT AIDED-(Shift-I) (8.30 am to 1.30 pm)</b>	
<b>Under Graduate Courses</b>	
<b>B.A</b>	<b>ARTS – CORE COURSES</b> 1. Historical Studies 2.Sociology 3. Economics 4. English 5. Arabic
<b>B.Sc.,</b>	<b>SCIENCE – CORE COURSES – ALLIED COURSES</b> 1.Mathematics (i) Statistics (ii) Physics /Numerical Maths / Financial Accounting 2.Physics (i) Mathematics (ii) Chemistry 3.(a) Chemistry(CPM) (i) Mathematics (ii) Physics (b) Chemistry(CPZ) (i) Zoology (ii) Physics 4. Plant Biology and Plant Biotechnology (i) Zoology (ii) Chemistry /Statistical Methods 5. Advanced Zoology and Biotechnology (i) Botany (ii) Chemistry / Statistical Methods
<b>B.Com</b>	<b>COMMERCE – CORE COURSES</b> Commerce (General) Corporate Secretaryship
<b>Part-I</b>	Tamil / Arabic / Urdu / Hindi / French (Anyone of the above languages shall be chosen in Part-I)
<b>Part-II</b>	English
<b>Part-III</b>	Core & Allied Subjects
<b>Part-IV</b>	Non - Major Electives, Skilled Based Electives, Value based Education and Environmental Studies
<b>Part-V</b>	Extension Activities (All Degree students should become a member of NCC/NSS/Rotract/Youth Red Cross/Sports & Games may be chosen in Part V)

<b>POST GRADUATE COURSES</b>	
<b>ARTS</b>	
<b>M.A.,</b>	1. Economics 2.Arabic 3.English 4.Tamil
<b>COMMERCE</b>	
<b>M.Com.,</b>	Commerce
<b>SCIENCE</b>	
<b>M.Sc.,</b>	1. Chemistry 2. Zoology
<b>RESEARCH PROGRAMME</b>	
<b>M.Phil.,</b>	1.Economics 2.Arabic 3.English 4. Tamil 5 .Commerce 6.Zoology 7.Chemistry
<b>Ph.D.,</b>	1. Economics 2.Arabic 3. Tamil 4.Commerce 5.Zoology 6.Chemistry 7. Corporate Secretaryship
<b>Ph.D.,</b>	1.Economics 2.Arabic 3.English 4. Tamil 5 .Commerce 6.Zoology 7.Chemistry 8.Physics
<b>SELF FINANCED COURSES</b> <b>(Shift - II)</b> (2.15 p.m. to 6.40 p.m.)	
<b>Under Graduate Courses</b>	
<b>COMMERCE - CORE COURSES</b>	
<b>B.Com.,</b>	Commerce (general) Corporate Secretaryship Bank Management Information System Management
<b>B.B.A.,</b>	Business Administration

<b>SCIENCE – CORE COURSES –ALLIED COURSES</b>	
<b>B.Sc.,</b>	1. Computer Science (i) Mathematics (ii) Statistical Methods 2. Bio- Technology
<b>B.C.A.,</b>	Computer Application (i) Foundation Mathematics (ii) Numerical & Statistical Methods (iii) Applied Operation Research
<b>Part-I</b>	Tamil / Arabic / Urdu / Hindi / French (Anyone of the above languages shall be chosen in Part-I)
<b>Part-II</b>	English
<b>Part-III</b>	Core & Allied Subjects
<b>Part-IV</b>	Non - Major Electives, Skilled Based Electives, Value based Education and Environmental Studies
<b>Part-V</b>	Extension Activities (All Degree students should become a member of NCC/NSS/Rotract/Youth Red Cross/Sports & Games may be chosen in Part V)
<b>POST GRADUATE COURSES</b>	
<b>M.A.,</b>	<b>ARTS</b> Historical Studies
<b>M.Sc.,</b>	<b>SCIENCE</b> 1.Mathematics 2.Computer Science 3.Information Technology 4. Physics
<b>M.Com.,</b>	<b>COMMERCE</b> Corporate Secretaryship

**THE NEW COLLEGE (AUTONOMOUS), CHENNAI - 14**  
2016-2017

SHIFT - I (DAY COLLEGE) FEES PER TERM\*

ANNEXURE

Particulars of Fees	Year	B.A. All Major	B.Com. & B.Com CS	B.Sc. Maths	B.Sc. Physics Plant-Bio Adv. Zoology	B.Sc. Chemistry	B.Sc. Comp., Sci.	M.A. All Major	M.Sc. Zoology	M.Sc. Chemistry	M.Com
Tuition Fees	I	---	---	---	---	---	8850	250	375	375	375
	II	---	---	---	---	---	8850	250	375	375	375
	III	---	---	---	---	---	8850	---	---	---	---
Special & Science Fees	I	300	300	740	780	870	850	300	740	825	300
	II	300	300	740	780	870	850	300	740	825	300
	III	300	300	740	780	870	850	---	---	---	---
N.S.G. Fees	I	585	585	605	585	665	1070	585	785	785	585
	II	---	---	---	---	---	3500	---	500	1000	---
	III	---	---	---	---	---	3500	---	500	1000	---
Lab. Maintenance Fees	I, II & III	100	100	100	100	100	100	100	100	100	100
Insurance Fees	I, II & III	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000
Infra Structure & Amenities Fees	I, II & III	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Miscellaneous Fees	I	300	300	300	300	300	300	300	300	300	300
Alumni Trust Fees	I	---	---	---	---	---	---	---	---	---	---

Particulars of Fees	Year	B.Com B.Com CS B.B.A. B.Com.BM	B.Sc. CS B.C.A. B.Com ISM	B.Sc. Bio-Tech	B.A. Urdu	M.A. History	M.Com CS	M.Sc. CS & IT	M.Sc Maths	M.Sc. Physics
Tuition Fees	I	9350	8850	7000	---	2920	5200	13250	5200	6000
	II	9350	8850	7000	---	2920	5200	13250	5200	6000
	III	9350	8850	7000	---	---	---	---	---	---
Special & Science Fees	I	500	850	850	---	500	500	4000	500	880
	II	500	850	850	---	500	500	4000	500	880
	III	500	850	850	---	---	---	---	---	---
Computer Lab / Maintenance Fees	I	---	3500	3500	---	---	---	10000	---	5000
	II	---	3500	3500	---	---	---	---	---	5000
	III	---	3500	3500	---	---	---	---	---	---
Other Fees	I	570	570	570	---	570	570	570	570	570
General Deposit	I	80	500	500	---	200	200	2000	200	500
Insurance Fees	I, II & III	100	100	100	100	100	100	100	100	100
Infra Structure & Amenities Fees	I, II & III	3000	3000	3000	---	3000	3000	3000	3000	3000
Miscellaneous Fees	I	1000	1000	1000	---	1000	1000	1000	1000	1000
Alumni Trust Fees	I	300	300	300	---	300	300	300	300	300

The college authorities reserve to themselves the right to cancel the admission of a student without returning the fees (1) if there be any discrepancy between certificates produced and the entries in the application form and (2) if any suppression of facts be discovered.

**OTHER FEES TO BE PAID ON ADMISSION**

1. Admission Fee - Rs. 50
2. College Co-operative Stores - Rs. 5
3. Medical Inspection - Rs. 10
4. Scrutiny of Recognition Fee for students coming from other Universities (Payable to the University of Madras) : Indian Citizens - Rs. 200
5. Recognition Fee for the students who have passed Higher Secondary Examination of Tamilnadu - Rs. 100
6. Matriculation Fee - Rs. 30
7. Registration Fee payable to the University of Madras  
(i) Under-Graduate Course - Rs. 80  
(ii) Post-Graduate Course - Rs. 100
8. Sports Activities & Library Fees : UG - Rs. 120  
: PG - Rs. 80
9. Cultural & Youth Festival Fee etc. payable to the University of Madras - Rs. 30
10. Fee for Development of Infra-structural Facilities in the University - Rs. 30
11. Fee for verification of +2 Certificate - Rs. 10
12. Convocation Function Fee - Rs. 25
13. N.S.S. Corpus Fund - Rs. 10
14. Youth Red Cross - Rs. 5

The Fee is payable not later than the fifth working day of each term from the date of commencement of the term or the day fixed for payment.

If a student fails to pay his fees on or before the day fixed for payment, a fine of Rs. 50/- for every working day will be levied and if the fee is not paid within the stipulated dates, the student's name shall be struck off the rolls. If re-admitted, he must pay a re-admission fee of Rs. 200/- in addition to the fees and fine due. **He will lose attendance for the days for which he was not on the rolls of the college.**

Students withdrawing from the college, during the course shall be required to pay the tuition fees and special fees due for the term. They cannot claim a remission of any portion of the fee.

**Fee to be paid for the issue of Original T.C. & C.C.**

- a. Within one year of completion (but after three months of the publication of results): Rs. 100/-
- b. After one year of completion : An additional fee of Rs. 50/- per year

**Fee to be paid for the issue of Duplicate T.C. & C.C.**

On production of a certificate from a Gazetted Officer to the effect that the certificate has been lost.

- a. Within one year : Rs. 250/-
- b. After one year : An additional fee of Rs. 100/- per year.

At least a week's time must be given for the issue of any certificate or reply to any other request or query.

**SCHOLARSHIP**

The following scholarships are available for the students. Students are directed to meet the class counselor or scholarship clerk in the office for more details on various scholarships. They are also advised to regularly read the notices regarding scholarships displayed on the Notice Boards.

1. National merit-cum-means scholarships to students belonging to minority communities. A minimum of 50% marks in the qualifying examination is required for applicants. (As the number of scholarships is limited, the selection of eligible candidates may be done on the basis of the marks scored by the applicants in their qualifying examination). This scholarship is available for UG, PG, M.Phil, and Ph.D. courses. Annual income limit. Rs. 1,00,000/-

2. National Loan Scholarship for UG and PG students belonging to SC and ST. The applicants should have scored minimum of 50% in the qualifying examination. This scholarship is available only for students staying in reputed / approved hostels. Annual income limit : Rs. 1,00,000/-
3. Scholarship for the physically challenged (i.e., students who are deaf / hearing impaired, visually and, Orthopedically challenged). Annual Income limit : Rs. 1,00,000/-
4. Residential and non-residential state scholarships for students belonging to SC, ST, and those converted from Hinduism to Christianity: They should be natives of Tamil Nadu or domiciled therein. Annual Income limit: Rs. 2,00,000/- for SC., ST., and Rs. 1,00,000/- for Christian converts.
5. Pondicherry state Post-Metric scholarship for students who had their school education in the Union Territory of Pondicherry.
6. Directorate of Tribal Affairs, Government of Manipur, gives Post-Metric scholarships for students from Manipur state.
7. Administration of the Government of Union Territory of Lakshadweep, Kochi, gives scholarships for students from the Lakshadweep group of Islands.
8. Directorate of Higher Education, Kohima, Nagaland, gives Post-Metric scholarships for students from Nagaland state.
9. Students belonging to the family of farmer's community are eligible for scholarships under Tamil Nadu Agricultural Laborers – Farmer's Welfare Scheme, offered by the Directorate of Collegiate Education Tamil Nadu.
10. Scholarships for Physically challenged students who are natives of Tamil Nadu and whose parent's income does not exceed Rs. 1,00,000/-
11. The Directorate of Collegiate Education, Tamil Nadu, gives scholarship (stipend) to full time Ph.D., scholars from all disciplines.
12. Ministry of Human Resource Development gives scholarships to students with extraordinary academic achievements in the qualifying examinations (80% and above), through the Directorate of Collegiate Education, Tamil Nadu.



13. Indian Council of Cultural Relations (ICCR), Government of India, gives scholarships to UG and PG students from Sri Lanka.
14. Ministry of Labour, Government of India, gives scholarships to the children of Beedi / Mine / Cine workers from Tamil Nadu.
15. Secondary Grade Teachers Children Scholarship is given to the Children of Secondary Grade Teachers working in Government Recognized Primary and Middle Schools for pursuing M.A., M.Sc., M.Com., M.Ed., ML., M.C.A., M.Phil courses in Tamilnadu. There is no income ceiling limit, but the students should have secured not less than 60% marks in the U.G. Courses. Selection is made on the merit basis.
16. Scholarships for the first-generation students from backward classes. Annual income limit: Rs. 1,00,000/-. A certificate from the Tahsildar to the effect that there is no graduate in the family has to be produced.
17. Muslim Educational Association of Southern India (MEASI), the parent body of The New College, awards scholarships to poor and deserving Muslim students pursuing unaided courses in the Day College and all UG and PG course in the Evening College.

#### **RULES AND REGULATIONS FOR STUDENTS**

Students will have to attend all classes regularly. The following are the Attendance Regulations of the college.

1. A student shall attend all the five periods of each working day. Attendance shall be taken every period as soon as the teacher enters the class. As the attendance slips are collected from the classes immediately after the commencement of the classes, late comers will not be marked present. The attendance position of the each student will be displayed on the Department notice boards every month.
2. Students who want to avail leave should submit their leave applications, preferably in advance, to the respective class counsellors.
3. Students have to produce medical certificates if the leave on medical grounds exceeds three days.

4. If a student absents himself from classes for more than a week without prior permission from the class counselor and Head of the Department, his name will be removed from the rolls. A re-admission fees will be levied for the reinstatement of the names in the rolls.
5. A minimum of 75% of attendance is required for all the students. In the case of 1 year students the minimum required percentage of attendance is 80%.
6. According to the University of Madras regulations, a Candidate will be permitted to appear for the End-Semester examinations only if he secures not less than 75% of attendance in each part of the course of study (Part I, Part II, Part III and Part IV) during the semester. A student who secures between 65% and 75% of attendance must pay the prescribed condonation fee and receive the permission orders to write the exam. Those who have attendance between 50% and 65% must pay the prescribed condonation fee and get permission to write the examinations in the next semester. Students who hold less than 50% of attendance will have to repeat the semesters for which they lack attendance after the completion of the course, and appear for the examination after securing the required percentage of attendance.

#### **CODE OF CONDUCT FOR STUDENTS**

The following are the general code of conduct for the students. Any act of indiscipline inside or outside the college may attract strict action.

1. All students must carry their Identity Cards during the college hours. They are required to show their ID cards to the security personnel near the college gate and the college staff (both teaching & non-teaching) whenever demanded. Loss of Identity Cards should be reported to the Principal or the Professor-in-Charge immediately.
2. Every student is expected to come to college suitably dressed. T-shirts (with or without collar) and Shorts etc. are not allowed.
3. Students are expected to exhibit good manners and refined behavior. They should use decent language and abstain

themselves from using profane language, offensive body language and any form of discriminatory expressions. They are expected to be courteous and polite in dealing with fellow students, faculty members and administrative staff. The college expects high moral standards in the students, and so students are advised to inculcate moral values.

4. **Ragging is a criminal offence. Ragging of any kind is strictly prohibited inside/outside the college. A student found guilty of this crime is liable to be expelled from the college.**
5. Mobile phones are strictly banned in classrooms, library and examination halls. The defaulters will be fined.
6. Students are forbidden from organizing or attending any meeting inside the college campus or collecting money for any purpose without prior permission from the Principal.
7. Students are not permitted to enroll themselves as members of any political parties nor are they allowed to take part/organize in any political agitations inside or outside the campus.
8. The college campus has been declared as a "No Smoking Zone". Strict disciplinary action will be taken against students found indulging in smoking.
9. Students are expected to uphold academic integrity. They should not indulge in plagiarism, malpractice/cheating on exams, abuse of electronic resources and other dishonest activities.
10. If any student is found to have engaged in any unlawful activities inside or outside the campus, he /she will be dealt with in accordance with the rule of law in the state and the country, and such students will be suspended / dismissed from the college. The college will not take responsibility for any criminal or non-criminal acts committed by students of the college outside the college campus.
11. Possession/use of drugs, alcohol and other intoxicants is strictly banned in the college campus.
12. The college Canteen facility is available only to the staff and students of the college. Students may eat only in the

canteen. Littering on the college premises is a punishable offence.

13. Stringent action will be taken if students are found writing and drawing on walls and desks, damaging / defacing college or public property.
14. Students are not permitted to park their vehicle in the parking areas allotted for the staff.
15. Misconduct with teaching and other supporting staff of the college will be strictly dealt with.
16. Students are not permitted to carry weapons of any kind or replicas of weapons on the college Campus at any time.
17. The Wi-Fi connectivity available in the college campus should only be used to access academic related materials and information from the internet.
18. Students committing Cyber Crimes (illegal activities on the internet) will face disciplinary action including suspension / dismissal from the college.
19. Possessing / watching pomographic materials / videos/photos on mobile phones, Tablet Computers and other devices is strictly banned inside the campus.
20. Eating, chewing and drinking beverages other than water are strictly forbidden inside the class during class hours.
21. Women students pursuing M.Phil., Ph.D., and other programmes are expected to conduct themselves with dignity, modesty and simplicity. They must come to college suitably clad.
22. Students should not engage in any trade or business activities within the college premises.
23. Character and conduct certificates cannot be claimed as a matter of right. The principal may refuse to issue these certificates without assigning any reason.
24. Students may meet or write to the Principal or Professor-in-Charge for redressing their grievances.
25. Students are advised to make use of the free periods in reading books, magazines and newspapers available in the reading room of the library.

26. Students must read the Circulars displayed on the Notice Boards regularly. Ignorance of orders duly displayed on the Notice Boards shall not be accepted as an excuse for non-compliance. Notices/posters regarding employment opportunities and training programmes supplied by various organizations will be displayed only on the Notice Board of the Career Guidance and Placement Cell located in the ground floor of the Library Block.
27. Students are warned against harassing, threatening, abusing or intimidating of fellow students, visitors, staff and others inside the campus. Students engaging in these activities will be seriously dealt with. Note : Under the Government Educational Rules the Principal has full power to inflict the following punishment: Fine, withholding of Certificates, Suspension and Expulsion.

#### **COLLEGE UNION & SECTIONAL ASSOCIATIONS**

##### **Shift-1**

All the students of the college are members of the College Union. For each Department there is an Association for promoting academic excellence of the students. The Principal shall be the ex-officio President of the College Union and Sectional Associations. The Vice-President of Sectional Associations shall be nominated by the respective department among the members of the staff of the Departments.

The following are the various Sectional Associations :

1. Umaru Pulavar Tamil Peravai
2. The Arabic Study Circle
3. Urdu Association
4. Hindi Association
5. French Association
6. The Historical Studies Association
7. The Economic Association
8. The Commerce Association

9. The Sociology Association
10. The Mathematics Association
11. The Physics Association
12. The Chemistry Association
13. The Plant Biology & Plant Biotechnology Association
14. The Zoological Society
15. The English Literary Society
16. The Corporate Secretaryship Association
17. The Computer Science Association
18. The Post-Graduate Students' Association

Students detained from appearing for Term End Examinations for want of required percentage of attendance or for want of academic progress are not eligible to contest Sectional Association elections.

The respective Secretaries of the above Sectional Association are eligible to elect from among themselves a Chairman, a Vice-chairman and a General Secretary for the College Students' Union. All UG students are eligible to vote for the respective sectional Association. The PG students are eligible to vote only for PG Association.

##### **Shift II**

There is a separate College Union for the Self Financing Courses. For each of the following Departments there is a sectional Association with a vice president and a student secretary.

They are : Commerce, Corporate Secretaryship, Computer science, Computer Applications, Information Systems and Management, Business Administration, Bank Management and Bio technology.

In addition to these Association, there is a separate Association for the PG students of the Evening College.

### **STUDENTS' COUNSELLING SCHEME**

The Student Counsellor will serve as the local guardian of the students in the college. There is a Students' Counselling Scheme in the college to help the students, tap the latent talent in them and channelize their energy. The aim of the scheme is to strive for overall development of a student ever since he enters the portals of the college. The programme facilitates a group of students to be under the personal care and guidance of a faculty member who would constantly monitor the activities of the students in all respects. Students belonging to each discipline shall be divided into small groups and each shall be kept under the charge of a Staff member of the Department.

The scheme also aims at bridging the gap between the teacher and the taught. Students are advised to make use of this counseling scheme available in their respective Departments for the betterment of their academic pursuit, personality and discipline in a friendly atmosphere. A progress report will be sent by the Principal to the Parents or Guardians at the end of the Term and Model Examinations. The Principal would take into consideration the reports of the Heads of the Departments or Counsellors while issuing Academic, Attendance, Conduct and other certificates.

### **PHYSICAL EDUCATION**

Every student of the 1 year Degree class shall be required to undergo the course of physical training prescribed by the college. His annual attendance and progress certificates shall not be considered complete unless the Principal has certified on the report given by the Director of Physical Education that the student has satisfactorily undergone the prescribed course in physical training and put in threefourths of the attendance, in addition to the usual course of instruction.

No student will be exempted from the course of physical training except those students as may have been declared by the Medical Officer of the College to be unfit to undergo a course of physical training and approved by the university.

### **MEDICAL INSPECTION**

1 Year U.G. & P.G. students have to undergo Medical Inspection without fail. Students who fail to do so are not eligible to write the examinations.

### **NATIONAL CADET CORPS**

The College provides training to students in the N.C.C. in the Infantry Wing and Armored squadron. Enrolment of cadets is made soon after admission to the college. Smart and capable cadets are entitled to selection for Adventure course, such as all India Advance Leadership Camps, Summer Training Camps of other States, training in the Himalayan Mountaineering Institute, Republic Day Parade contingent at New Delhi etc. Outstanding cadets are entitled to selection for going abroad under Youth Exchange Programme.

### **NATIONAL SERVICE SCHEME**

The National Service Scheme (NSS) is a programme organized by the Ministry of Education and Youth Services affiliated to the Government of India to offer opportunities and training in service to the community and the nation for students with an aptitude. It is intended to involve the college students in a variety of social service and developmental activities concomitantly with the normal academic programme. The motto of the scheme is "Education through Community Service". Students of the first and second year Degree classes are eligible for admission. A total of 400 students will be enrolled in our college units which will be under the control of three Programme Officers.

**The NSS aims to develop in its volunteers the following:**

1. A spirit of selfless service to our people in distress, poverty and ignorance, irrespective of region, language, religion and caste.
2. A capacity to identify and study community problems, to plan and to carry out welfare projects as a team.
3. A willingness to share the benefits of modern higher education with our people who did not get this benefit.

4. A dignity for manual work and respect and concern for our rural masses and
5. A living faith in the unity of India and our great national heritage.

#### **NEST**

The New College Centre for Environment Science and Technology (NEST) is a science club its aims and objectives are the following:

- (a) To educate the masses and create environmental awareness among them.
- (b) To devise methods for the safe and effective disposal of pollutants and to develop indigenous technology for solid waste management like vermin compost.
- (c) To create awareness on Green House Effect and Global Warming.
- (d) To develop new techniques for Rain Water Harvesting (RWH).

The First year UG and the First year PG students of Science departments alone are eligible to enroll themselves as members of NEST. "Young Scientist" and "Enviro Friend" titles would be conferred each year on the outstanding members of the club.

#### **DEENIYATH & MORAL INSTRUCTION CLASSES**

The Muslim Educational Association of Southern India organizes Deeniyath Classes for the students of U.G. and P.G. Degree courses in the College. All Muslim Students are expected to attend these classes regularly.

Moral instruction classes are conducted for students of other communities.

Under the auspices of Deeniyath & Moral Instruction programme common guest lectures are also conducted.

Apart from Annual examinations, contests and essay writing competitions are conducted every year and prizes are awarded.

Students who put in 100% of attendance in Deeniyath & Moral Instruction classes will be awarded cash prizes.

#### **eUrdu Centre**

The Department of Urdu, The New College (Autonomous), Chennai – 14, recently established the e-Urdu Centre to promote Urdu language in general and to impart IT related skills in Urdu in particular.

#### **Objectives of the Centre**

- To promote Urdu language among staff and students of the college.
- To train students in DTP and other IT related skills in Urdu language.
- To offer add-on Diploma and Certificate Courses in Urdu language for students.

#### **CAREER GUIDANCE CELL**

A career guidance cell is available at the College General Library premises. A team of Professors will guide the students regarding career opportunities.

The cell offers guidance to all students of this college belonging to various faculties to choose a right career.

#### **The objectives of the cell are as follows:**

- (a) To provide training for the students to improve their skill and confidence enable them to face various competitions.
- (b) To arrange seminars and meetings to enthuse and encourage the students in planning for their future.
- (c) To hold campus selections, interviews organized by various institutions of repute.
- (d) To offer guidance for various Civil Service Examinations conducted both by the Centre and State Governments.
- (e) To provide database of the students sought by various companies.

#### **UNIVERSITY STUDENTS' INFORMATION BUREAU**

Students requiring information on further studies in India and abroad and on scholarships offered by State and Central

Governments and organizations like the UNESCO, the British Council and the US Government are advised to contact the Information Bureau Secretary at the University Building, Chepauk, Chennai – 600 005.

### **LIBRARY**

The college library has is housed in a multi storied building with a plinth area of 18,000 sq.ft specially designed to carry out various functions of an upgraded college library with state of art facilities.

#### **MISSION OF THE LIBRARY**

The mission of the library is to support the objectives of the college by providing high quality services to curricular and co-curricular activities to students and members of the staff with a vision to develop their organizational skills and leadership qualities and to make them value oriented world citizens.

#### **ORGANIZATION OF THE LIBRARY**

To facilitate better functionality, the library is divided into several sections viz., circulation section, Acquisition section, Periodical section, Electronic Information section etc. which make the library more user friendly.

#### **LIBRARY RESOURCES**

The library procures and subscribes to comprehensive collection of Books, Periodicals, journals and Electronic resources to support the college's formal programme of instructions and research in various disciplines and promote advancement of knowledge. The library has a total collection of 97,000 books. The major collection covers topics on Mathematical sciences, Physics, Chemistry, Computer science, Plant biology, Zoology, Management science, Language and Literature, English, Tamil, Arabic, Urdu, French. In addition to this a good number of General knowledge books, a judicious collection of books on competitive examinations for students appearing for various types of examinations conducted by TNPSC, TRB,RRB,UPSC, NET, SET etc., are available thus making the library a state of - the art one.

### **BOOK-BANK SCHEME**

Book -Bank facility is available for the benefit of economically backward students of SC/ST/OBC communities. Multiple copies of standard text books are acquired for the subjects of Mathematics, Physics, Chemistry, Plant Biology and Zoology, Computer science, Management science and languages from the funds sanctioned by the management and the UGC. The number of books available in the book-bank scheme is 21,500 on date.

An application form for availing the book facility Book- Bank will be issued at the beginning of every academic year to the deserving students. Applicant should enclose a certificate from a responsible officer stating that the annual income of the parent or guardian does not exceed Rs.72,000 per annum along with the recommendations of the respective Heads of the Departments.

Books available in Book- Bank will be issued from 11.00 a.m. to 1.30 p.m. on all working days for SHIFT - I and 3.00 p.m. to 5.30 p.m. for SHIFT -II students.

A Student borrowing books from the Book-bank shall be fully responsible for their safe custody. The book should not be marked on pages, written upon, defaced or damaged. In the event of any damage or loss of the book the borrower shall replace it with a new copy of the books or pay such compensation as may be decided by the Principal. The borrowers are not allowed to sub-lend the book issued to them.

All books on loan must be returned before the commencement of End semester Examinations. If the books are not returned on time, the students will not be eligible to borrow books in future subsequently.

#### **LIBRARY SERVICES**

The library follows "open access" facility to all the students and members of the staff to browse the documents in the library. But in order to meet the specific demands of the users, "reference" and "advisory" service is provided to the students and teachers by the library staff.

### **TEXT BOOK SERVICE**

Every year the library procures multiple copies of recommended text books prescribed for various courses of study and makes available these copies for circulation and for reference within the library. The books are classified and are shelved subject-wise for easy access to the students.

### **ONLINE LITERATURE SERVICE**

Exhaustive search for published materials, for both print and online sources are arranged by the library staff for the benefit of students, research scholars and teachers. List of web documents of scholarly communications, Educational portals, E- resources are also provided. This service has proved to be a great boon to the students and research scholars.

### **QUESTION BANK**

Question papers of the previous semester examinations of U.G, P.G and M.Phil., Degree courses are bound and made available for the students in the reference section of the library.

### **PHOTOCOPYING SERVICE**

The library provides photocopy in facility to all users of the library. Students can take photocopies of the required documents whenever required.

### **PERIODICALS / JOURNALS / MAGAZINES SECTION**

The library subscribes to more than 100 outstanding journals, magazines and 12 newspapers on English, Tamil and Urdu and they are prominently displayed in the reading room for the benefit of the students, research scholars, and teachers. In today's highly competitive world, regular and systematic reading of newspaper can sharpen a student's intellect, refine his emotions, elevate tastes and provide perspectives to prepare him for successful participation in all competitive examinations, job interviews and other social, economical, political and professional life.

### **DEPARTMENTAL LIBRARIES**

All the departments have departmental libraries and each department has a good number of books, journals and News papers. It is under the direct administrative control of respective Heads of Department.

### **ELECTRONIC INFORMATION SERVICE**

The Electronic resources in the library include Educational CDs, Tutorials etc. The library is equipped with computer and communication network and other requisite adequate infrastructure.

### **OPAC (Online Public Access Catalogue)**

Online public access catalogue (OPAC) is the Electronic accessibility to the catalogues of the library. Members can search the library resources in OPAC terminals installed in the library for finding the books and other resources of the library by typing the Title, Author, Subject, Key word etc.

### **INTERNET**

Internet facility is provided to all the students, research scholars and the staff in the library without any charges. They must record their name and other details in the users' register before and after using the internet services. This service is provided to the Students, Research scholars and faculties to facilitate their academic and research activity. The library premises are connected to WI-FI Network.

### **DIGITAL INFORMATION RESOURCES AND SERVICES.**

The library has subscribed to N-LIST programme of INFLIBNET (Ahmedabad) for retrieval of E- Journals and E- books for the benefit of academic community. Teachers are given separate user ID and Password which helps them to browse and download the electronic journals of American Institute of Physics, Annual Reviews, Cambridge university press, Indian journals, Oxford University, Royal society of chemistry and selected E- books from outstanding publishers. This facility is also being extended to research scholars of M.Phil and Ph.Ds in our college.

## LIBRARY RULES

### BORROWERS' PRIVILEGES

- All the students and members of the staff are eligible to enroll as a member of the library and are entitled to use the library facilities and services.
- The library and the reading room will be kept open from 8.30 a.m. to 6.30 p.m. on all working days.
- Books will be issued to all the students on the production of their membership card issued by the library at the library circulation counter for all students from 8.30 a.m. to 6.30 p.m. to both SHIFT I and SHIFT II students on all working days.
- Undergraduate (U.G) students will be issued one ticket and they are entitled to borrow one book. Postgraduate students and M.Phil scholars will be issued two tickets/Smart cards against which they can borrow two books.
- The loan period for a book is two weeks only.
- Books may be renewed for a further period of a fortnight provided that
  - a) No other student has applied for the book in the meantime.
  - b) Not more than one renewal has been made previously for the same book.
- A member borrowing a book from the library shall be fully responsible for its safe custody. In the event of any damage or loss of book, the borrower shall be held responsible and he shall replace it with a new copy of the book or pay such compensation as may be decided by the Principal.
- If the books are returned after the due date, the ticket will be handed over to the member only if an overdue charge, per book per day, is paid.

- The librarian and the library staff has the right to check each student before he leaves the library premises to find out whether he carries any books of the library without the knowledge of Librarian or the library staff.
- A member who has lost his borrower's ticket shall make a written request for a duplicate to the librarian. A period of one month will be allowed to the member to trace and return the ticket. If after this period, it is still untraceable, an undertaking in writing shall be given to the effect that the member will hold himself responsible for any unauthorized borrowing in exchange for the lost ticket. On such an undertaking being given a duplicate ticket will be issued on a payment of Rs.10/- through bank challan.
- All the students are asked to enter their Name, Roll No and put their signature in the Register kept at the entrance of the library.
- Strict silence to be observed in the library.
- Bags, over coats, Helmets and similar personal belongings should be kept at the "Property counters" in the library and a token to be obtained from the security personnel.
- Costly things, money etc., are not allowed in the property counter.
- Files, folders, briefcase etc., are not allowed inside the library.
- Use of Laptop will be allowed inside the library for the purpose of Academic use only.
- No discussions are permitted inside the library.
- Own textbooks, printed materials and issued books are not allowed inside the library.
- Using Cellular phones and audio instruments with or without speaker or headphones is strictly prohibited in the library.



- The books and other materials which are being taken out from the library are to be shown to the library staff at the entrance counter.
- Personal papers and non-library materials should not be left on tables inside the library premises.
- All visitors are informed that Library premises are under CCTV Surveillances.
- The college Library will not be held responsible for any kind of Loss / Damage of your belongings.
- The library premises are to be kept Clean.
- For better use of the Library, user can contact the library staff for any assistance from the library.

#### **COLLEGE MAGAZINE**

The College brings out a magazine "Al-jadeed" every year. There is an Editorial Board of the College Magazine with the Principal as the Chief Editor. The Principal will nominate some members of staff as member of the Editorial Board.

#### **RAILWAY SEASON TICKET CERTIFICATE**

Students requiring season ticket certificate should apply in the prescribed form at least a week in advance. Railway concession certificate are also issued to students for going to their native places during end-semester and Summer holidays.

#### **ENDOWMENT PRIZE**

Prof. Dr.N. Pandurangan memorial Prize: An endowment was created in the name of late Prof .N. Pandurangan, former Head of the Department of Tamil under the aegis of the M.G.R. Mandram by donation of Rs. 50,000/- which was deposited in the Unit Trust. Out of the dividend received, two prizes are awarded every year, one to the best outgoing M.A. Tamil Student and the other to the best U.G. Student who scores the highest marks in Tamil language in the QEnd Semester Examination.

#### **HOSTEL**

The Hostel Committee consists of the Principal, the Deputy Warden and two Senior Members of the Staff nominated by the Principal. They hold atleast one meeting every month to pass the accounts, to formulate policies as regards maintenance of the discipline etc. The committee is assisted by the resident superintendents, who shall be the member of the staff.

The Hostel shall be under the direct control of the Principal of the college who is the ex-officio warden of the hostel. Subject to the approval of the warden, the Dy. Warden shall make by-laws for the effective internal management of the hostel.

Students who want accommodation in the hostel should obtain the necessary application form from the hostel office on payment of Rs.500/- and apply after getting admission in the college and enrolled therein. Students joining hostel shall pay the following fees.

(I) Special Fee per Year :	Rs. P.
Admission Fee	1,500.00
Caution Deposit	5,000.00
Mess Advance can be paid in 3 installments (12,000 + 12,000 + 12,000)	36,000.00
Identity Card	300.00
Custom Tailoring	360.00
<b>Total</b>	<b>43,160.00</b>
(II) Residential Fee per Term (Two terms in a year)	
Established Charges	6,000.00
Maintenance	2,000.00
Electricity	2,000.00
House Keeping	3,000.00
Medical Care & Recreation	500.00
<b>Total (13500 x 2)</b>	<b>27,000.00</b>
<b>Grand Total</b>	<b>70,160.00</b>

There is provision only for non-vegetarian food in the hostel mess. The Monthly expenses for a boarder would be about Rs. 3,000/-

Cards regarding monthly hostel dues will be sent directly to the parents or guardian. They should remit the dues to the Office before the 10th of every month.

#### **NEW COLLEGE ALUMNI TRUST**

Former students of the college who have been on the rolls of the college are eligible for membership of the trust. The object of the trust is to maintain among the members an active interest in the welfare of their Alma Mater. Students joining the College are requested to become members. They are requested to contact the college office for any clarification in this regard.

#### **EXAM AND EVALUATION UNDER CHOICE BASED CREDIT SYSTEM (CBCS)**

##### **Regulations from 2008.2009**

All UG and PG Courses shall be conducted on Choice Based Credit System (CBCS). It is an instructional package developed to suit the needs of students to keep pace with the developments in Higher Education and the quality assurance expected of it in the light of liberalization and Globalization in higher education.

The term "Credit" refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. However, in no instance the credits of the course can be greater than the hours allotted to it. Each course is designed under lectures / tutorials / laboratory or field work / seminar / practical training / Assignments / Report writing etc., to meet effective teaching and learning needs.

Non Major Electives during III and IV Semester 2 papers with 2 credits each are taken. It is open to all the students, irrespective of

the Department. In case of languages, the students who study Arabic, Hindi, French and Urdu will study one paper on Fundamentals of Tamil during III & IV semesters. The Students who have studied Tamil in Higher Secondary School and taken other language as Part – I will have advanced Tamil. Others will study other Non Major Electives.

Extra Curricular Courses include activities of the NSS, NCC, Youth Red Cross, Rotaract Club and Sports. All the students are encouraged to involve themselves in any one of the extension services for the first four semesters. This will carry 1 credit.

#### **Examinations :**

- 1 There shall be Examinations at the end of each Semester, for odd Semester in the month of October / November and for even semester in the month of April / May.
- 2 A Student who does not pass the examination in any course(s) may be permitted to appear in the subsequent examination to be held in October / November or April / May. However students who have arrears in Practical shall be permitted to take their arrear Practical examinations in the respective semester.
- 3 All students should get registered for the first semester examination. If registration is not possible owing to shortage of attendance beyond condonation limit / regulation prescribed or belated joining or on medical grounds, such students are permitted to move to the next semester. However they shall redo the missed semester after the completion of the course.
- 4 PG students shall be required to take up Project Work and submit the Project Report during their second year. The Head of the Department shall allot the guide who in turn will suggest the project Work to the students. Two typed copies of the Project Report shall be submitted to the department before the due date and one copy will be forwarded to the Controller of Examinations. The project paper carries 100 marks.

- 5 For the Project Report, the maximum marks will be 75 percent and for the Viva-Voce 25 percent. Each student shall be required to appear for Viva-Voce Examination (in defense of the Project only).
- 6 Each PG student shall appear for an internship training during the vacation of the II Semester for a minimum period of 15 days and shall submit the report to the controller of examinations. Each student is awarded 2 credits on submission of the report.

**Condonation:**

Students must have 75% of attendance in each part of the course of study to appear for the End-Semester Examinations. Students who have 65% to 74% of attendance shall apply for condonation in the prescribed form with the prescribed fee and receive the permission orders to write the Exam. Students who have 50% to 65% of attendance must pay the prescribed condonation and get permission to write the Examinations in the next semester. Students who have below 50% of attendance are not eligible to appear for the examination. They shall redo the semester(s) after rejoining for which they lack attendance without proceeding for the next semester as the case may be. Students who lack attendance owing to medical grounds shall produce medical certificate issued by the authorized medical attendant duly certified by the Principal of the college and shall be permitted to proceed to the next semester and to complete the course of study after securing required percentage of attendance.

**Examination Fees**

Examination fees without fine or with the fine or Rs. 500/- should be paid on or before the prescribed dates for each semester. No extension of date will be entertained under any circumstances.

**Evaluation**

Evaluation for each course shall be done by continuous internal assessment by the course teacher concerned as well as by an end semester examination and will be consolidated at the end of the course. The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points.

The components for continuous internal assessment (CIA) are:

**UG & PG 2014 Batch onwards**

Test & Model	- 12 Marks
Assignment	- 8 Marks
Regularity	- 5 Marks
Total	- 25 Marks

In addition to continuous evaluation component, (CIA) the end semester examination, which will be a written — type examination of at least 3 hour duration, would form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end semester examination is 25:75

The procedures for the conduct of the Semester Examination and valuation will be evolved by the office of the Controller of Examination.

Grades will be awarded separately for Part-I, Part-II, Part-III and Part-IV. Marks obtained in Part — III Allied Courses, Core Courses, Elective Courses alone will be taken into consideration for awarding the classification in the overall performance of the student with grading system.

**Passing Minimum for candidates admitted from 2014 -15 batch**

There is no passing minimum for CIA Marks (25). The passing minimum for End semester Exam shall be 40% of 75 marks (30 marks) and overall pass is 40%. In PG course, a candidate shall be declared to have passed in each course if he secures not less than 50% out of 75% (38 marks) in the End Semester Examinations and not less than 50% in the aggregate, taking Continuous assessment and End Semester Examinations mark together.

**Instant Examination**

UG/PG Students with arrears in only one paper of final semester will be permitted to write the instant exam on the payment of Rs. 1000/- for that paper. The Instant exam will be normally conducted within 15 days of declaration of results of the final

semesters. However, the re-do and mal practice cases, if any, are not eligible to appear for Instant exam.

#### **Grading (GPA/CGPA)**

Once the marks of the CIA and semester Examinations for Each Course are available, they will be consolidated. The marks thus obtained will then be graded.

Total performance within a semester and continuous performance starting from the first semester are indicated by Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

#### **Grievance Redressal Cell**

The students are informed that there will be a Grievance Letter box in the General Library.

The functions are:

- (a) To deal with matters relating to the redressal of genuine and valid grievances of the students concerning all academic and examination related matters and suggest corrective measures.
- (b) To make a systematic enquiry into any written complaint lodged by any student regarding his/her continuous internal assessment or Final examination marks and suggest appropriate corrective actions.
- (c) The letter of Grievance should contain the name, roll number, class of the student and should be duly signed with date. The letter of grievance may be handed over to the Convenor, in person or dropped in the grievance letterbox.
- (d) The convenor shall collect the letter and number it serially, go through the letter and arrange for the redressal of grievance of the students and report the same in the monthly meeting of Grievance Appeal Committee to be convened on the first Monday of every month. Genuine Grievances will be properly redressed.

#### **DISCIPLINARY ACTION ON MALPRACTICE IN EXAMINATION**

1. Student shall not indulge in any form of malpractice during C.I.A. Tests, Model and End Semester Examinations.
2. The student will be disqualified from the examination if he uses Mobile Phone and keeps the same with or without knowledge of the invigilator.
3. The following punishments will be given to the students, when they indulge in malpractices in C.I.A. test, Model and Semester Examinations.

Issue	Action
a) Possession of notes, books, bits or any incriminating material but not attempted to copy:-	The Particular examination paper will be cancelled.
b) Attempting to copy from the material in possession and accepting the malpractice.	The particular paper and the subsequent papers will be cancelled.
c) If a candidate repeats the malpractice.	The punishments will be decided by Examinations Disciplinary Committee.

#### **Internal Quality Assurance Cell (IQAC)**

Based on the recommendation of the NAAC, the Internal Quality Assurance Cell has been formed at The New College. The cell monitors the quality parameters in the College and ensures that the standards of the excellence reflected in the vision and mission of the college are met and sustained.

#### **EXAMINATION COMMITTEE**

Examination Committee has been formed based on the recommendation of Academic council of the college. Principal of

the college will be the chairman and controller of Examination will be the Convenor. The member of the committee are Professor's in-charge (Shift-I&II), Bursar, College Council Secretary, Co-ordinator IQAC, Deputy warden, Assistant Controllers of Examinations, member university Academic Council, member examination cell and President of the New College Staff Association. The procedure for the conduct of the semester Examination and valuation will be evolved by the office of the controller of examination in consultation with the Examination Committee.

#### ANTI RAGGING COMMITTEE

An Anti Ragging Committee has been formed in the college. Students indulging in ragging activities are liable to be punished under the orders of Central and State Governments and the University of Madras. Incidents of ragging or attempted ragging on the college campus should be reported to the convener of anti ragging committee.

#### STUDENTS PLACEMENT CELL

The cell acts as a platform to create opportunities for our students to be placed in the various companies at national and global level. This cell is headed by a Campus Placement Officer. This cell organizes campus recruitment drive for part time and full time job offers for our students. It also offers leadership and training programmes for the students.

#### ACADEMIC CALENDAR FOR YEAR 2016 – 2017

III, V Semester Begins after Summer Vacation	: 16 <sup>th</sup> June 2016
I Semester for Undergraduate Begins	: 12 <sup>th</sup> July 2016
Commencement of End Semester Examinations	: 7 <sup>th</sup> November 2016
II, IV, VI Semester Begins	: 28 <sup>th</sup> November 2016
Commencement of End Semester Examinations	: 10 <sup>th</sup> April 2017

III, V Semester Begins after Summer Vacation	16 <sup>th</sup> June 2016
Instant Examination	27 <sup>th</sup> June 2016
Eid-ul-Fitr Holidays	02 <sup>nd</sup> July 2016 to 10 <sup>th</sup> July 2016
I Semester for Undergraduate Begins	12 <sup>th</sup> July 2016
Management Meeting with Staff	14 <sup>th</sup> July 2016
Last date for Payment of College Fees	15 <sup>th</sup> July 2016
Awareness Programme on Dengue	19 <sup>th</sup> July 2016
IQAC Meeting	29 <sup>th</sup> July 2016
Issue of Examination Application Form for I Semester	09 <sup>th</sup> August 2016
Online issue of Examination Application Form for III & V Semester	11 <sup>th</sup> August 2016
Independence Day	15 <sup>th</sup> August 2016
Krishna Jayanthi	25 <sup>th</sup> August 2016
CIA Test	29 <sup>th</sup> August 2016
Last date for generating Online Exam Application	31 <sup>st</sup> August 2016
Vinayagar Sathurthi & Teachers Day	5 <sup>th</sup> September 2016
Last Date for submission of First Assignment	06 <sup>th</sup> September 2016
Eid-ul-Adha Holidays	10 <sup>th</sup> September 2016 to 15 <sup>th</sup> September 2016
Last Date for Payment of Exam Fees	19 <sup>th</sup> September 2016
Gandhi Jayanthi Holiday	02 <sup>nd</sup> October 2016
Publication of Model Exam and Semester Exam Time Table	07 <sup>th</sup> October 2016
Pooja Holidays	10 <sup>th</sup> & 11 <sup>th</sup> October 2016
Muharram 10 <sup>th</sup> Day	12 <sup>th</sup> October 2016

Last Date for submission of Second Assignment	13 <sup>th</sup> October 2016
Part – IV Semester Examinations	14 <sup>th</sup> & 15 <sup>th</sup> October 2016 21 <sup>st</sup> & 22 <sup>nd</sup> October 2016
Model Examinations Begins	20 <sup>th</sup> October 2016
End Semester Practical Examinations Begins	24 <sup>th</sup> October 2016
Deepavali	29 <sup>th</sup> October 2016
Last Date for submission of consolidated CIA marks to Controller of Examinations	05 <sup>th</sup> November 2016
Last Working Day	05 <sup>th</sup> November 2016
Commencement of End Semester Examinations	07 <sup>th</sup> November 2016

II, IV, VI Semester Begins	28 <sup>th</sup> November 2016
Milad –un- Nabi Holiday	13 <sup>th</sup> December 2016
Christmas Holidays	24 <sup>th</sup> December 2016 to 01 <sup>st</sup> January 2017
Last Date for submission of First Assignment	06 <sup>th</sup> January 2017
Pongal Holidays	14 <sup>th</sup> January 2017 to 16 <sup>th</sup> January 2017
Online issue of Examination Application Form for II, IV & VI Semesters	24 <sup>th</sup> January 2017
Sports Day	25 <sup>th</sup> January 2017
68 <sup>th</sup> Republic Day	26 <sup>th</sup> January 2017
CIA Test Begins	06 <sup>th</sup> February 2017
Last date for generating Online Exam Application	13 <sup>th</sup> February 2017
Last Date for Payment of Exam Fees	22 <sup>nd</sup> February 2017
Last Date for submission of Second Assignment	24 <sup>th</sup> February 2017
Part – IV Semester Examinations	10 <sup>th</sup> & 11 <sup>th</sup> March 2017 17 <sup>th</sup> & 18 <sup>th</sup> March 2017
Publication of Model Exam and Semester Exam Time Table	16 <sup>th</sup> March 2017
Model Examinations Begins	20 <sup>th</sup> March 2017
End Semester Practical Examinations Begins	27 <sup>th</sup> March 2017
Last Date for submission of consolidated CIA marks to Controller of Examinations	08 <sup>th</sup> April 2017
Last Working Day	08 <sup>th</sup> April 2017
Commencement of End Semester Examinations	10 <sup>th</sup> April 2017
Tamil New Year Day – Holiday	14 <sup>th</sup> April 2017

## CALENDAR 2016 - 2017

## HIJRI 1437 - 1438

## JUNE 2016

DATE	DAY	SCHEDULE	No. of days Working
11	Sat		
12	Sun		
13	Mon		
14	Tue		
15	Wed		
16	Thu	College Reopens after Summer Vacation	
17	Fri		
18	Sat	Holiday	
19	Sun	Holiday	
20	Mon		

O You Who have believed ! Bow down, and prostrate yourselves, and worship your Lord and do good that you may be successful  
(Al-Quran 22:77)

## JUNE 2016

DATE	DAY	SCHEDULE	No. of days Working
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat	Holiday	
26	Sun	Holiday	
27	Mon	Instant Examination	
28	Tue		
29	Wed		
30	Thu		

Allah's Messenger (ﷺ) said, "Allah will not be merciful to those who are not merciful to mankind."  
Reference : Sahih al-Bukhari 7376

## JULY 2016

DATE	DAY	SCHEDULE	No. of days Working
1	Fri		
2	Sat	Holiday	
3	Sun	Holiday	
4	Mon	Holiday	
5	Tue	Holiday	
6	Wed	Holiday	
7	Thu	Ramzan Holiday	
8	Fri	Holiday	
9	Sat	Holiday	
10	Sun	Holiday	

Verily, those who fear their Lord unseen, theirs will be forgiveness and a great reward (Al-Quran 67:12)

## JULY 2016

DATE	DAY	SCHEDULE	No. of days Working
11	Mon		
12	Tue	First Year UG Class Commences	
13	Wed		
14	Thu	Management Meeting with staff's	
15	Fri	Last date for payment of fees	
16	Sat	Holiday	
17	Sun	Holiday	
18	Mon		
19	Tue	Awareness Programme on Dengue	
20	Wed		

Think not that those who rejoice in what they have done (or brought about) and love to be praised for what they have not done, think not you that they are rescued from the torment, and for them is a painful torment (Al-Quran 3:188)



## JULY 2016

DATE	DAY	SCHEDULE	No. of days Working
21	Thu		
22	Fri		
23	Sat	Holiday	
24	Sun	Holiday	
25	Mon		
26	Tue		
27	Wed		
28	Thu	Union office Bearer's Election (Shift I & II)	
29	Fri	IQAC Meeting	
30	Sat	Holiday	
31	Sun	Holiday	

Therefore remember Me, I will remember you and be grateful to Me and never be ungrateful to Me. (Al-Quran 2:152)

## AUGUST 2016

DATE	DAY	SCHEDULE	No. of days Working
1	Mon	First Year PG Course Commences	
2	Tue		
3	Wed		
4	Thu		
5	Fri		
6	Sat	Holiday	
7	Sun	Holiday	
8	Mon		
9	Tue	Issue of Exam Application - I Year	
10	Wed		

The Prophet (ﷺ) embraced me and said,  
 "O Allah! Teach him (the knowledge of) the Book (Qur'an)."  
 Reference : Sahih al-Bukhari 7270

### AUGUST 2016

DATE	DAY	SCHEDULE	No. of days Working
11	Thu	Issue of Exam Application (2nd & 3rd year)	
12	Fri		
13	Sat	Holiday	
14	Sun	Holiday	
15	Mon	70th Independence Day - Holiday	
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat	Holiday	

O you believe ! seek help in patience and As - salat (Prayer). Truly ! Allah is with As- Sabirun (the patient ones). (Al-Quran 2 : 153)

### AUGUST 2016

DATE	DAY	SCHEDULE	No. of days Working
21	Sun	Holiday	
22	Mon		
23	Tue		
24	Wed		
25	Thu	Krishna Jayanthi - Holiday	
26	Fri		
27	Sat	Holiday	
28	Sun	Holiday	
29	Mon	Commencement of First CIA Test	
30	Tue		
31	Wed	Last date for generating Online Exam Application	

If I had not heard the Prophet (ﷺ) saying,  
 "You should not long for death,"  
 I would have longed (for it). Reference : Sahih al-Bukhari 7233

## SEPTEMBER 2016

DATE	DAY	SCHEDULE	No. of days Working
1	Thu		
2	Fri		
3	Sat	Holiday	
4	Sun	Holiday	
5	Mon	Vinayagar Sathurthi - Teacher's Day - Holiday	
6	Tue	Last date for submission of Assignment - I	
7	Wed		
8	Thu		
9	Fri		
10	Sat	Holiday	

O you believe ! Keep your duty to Allah and fear Him,  
and speak the truth. (Al-Quran 33 : 70)

## SEPTEMBER 2016

DATE	DAY	SCHEDULE	No. of days Working
11	Sun	Holiday	
12	Mon	Arafa Day - Holiday	
13	Tue	Bakrid Holiday	
14	Wed	Holiday	
15	Thu	Holiday	
16	Fri	Last date for payment of Exam fees	
17	Sat		
18	Sun	Holiday	
19	Mon		
20	Tue		

None of you [truly] believes until he loves for his  
brother that which he loves for himself. [Al-Bukhari]

[Muslim] Reference : 40 Hadith Nawawi 13

## SEPTEMBER 2016

DATE	DAY	SCHEDULE	No. of days Working
21	Wed		
22	Thu		
23	Fri		
24	Sat	Holiday	
25	Sun	Holiday	
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		

When anyone wipes himself with pebbles  
(after answering the call of nature)  
he should do this odd number of times.  
Reference Sahih Muslim 239

## OCTOBER 2016

DATE	DAY	SCHEDULE	No. of days Working
1	Sat	Holiday	
2	Sun	Gandhi Jayanthi- Holiday	
3	Mon		
4	Tue		
5	Wed		
6	Thu		
7	Fri	Publication of Model Exam and Semester Exam- Time Table	
8	Sat		
9	Sun	Holiday	
10	Mon	Pooja - Holiday	

The good deed and evil deed cannot be equal.  
Repel (the evil) with one which is better.....  
(Al-Quran 41:34)

### OCTOBER 2016

DATE	DAY	SCHEDULE	No. of days Working
11	Tue	Pooja - Holiday	
12	Wed	Muharram 10th Day - Holiday	
13	Thu	Hall Tickets available online	
14	Fri	Last date for submission of Assignment - II	
15	Sat		
16	Sun	Holiday	
17	Mon		
18	Tue	Model Exam for PG	
19	Wed		
20	Thu	Model Exam Theory - Begins	

Invoke your Lord with humility and in secret. He likes not the aggressors.  
(Al-Quran 7: 55)

### OCTOBER 2016

DATE	DAY	SCHEDULE	No. of days Working
21	Fri		
22	Sat		
23	Sun	Holiday	
24	Mon		
25	Tue		
26	Wed	Practical End Semester Begins	
27	Thu		
28	Fri		
29	Sat	Deepavali - Holiday	
30	Sun	Holiday	
31	Mon		

He Messenger of Allah (way peace be upon him) said:  
He who performed ablution well, his sins would come out from his body,  
even coming out from under his nails. Reference Sahih Muslim 245

### NOVEMBER 2016

DATE	DAY	SCHEDULE	No. of days Working
1	Tue		
2	Wed	Value Education & Soft Skills Exam	
3	Thu	Value Education & Soft Skills Exam	
4	Fri	IC / OD and ES	
5	Sat	Last date for submission of CIA Marks to COE NME / AT / BT	
6	Sun	Holiday	
7	Mon	Commencement of End Semester Exam	
8	Tue		
9	Wed		
10	Thu		

They have not estimated Allah His Rightful Estimate.

Verily Allah is All-Strong, All-Mighty  
(Al-Quran 22:74)

### NOVEMBER 2016

DATE	DAY	SCHEDULE	No. of days Working
11	Fri		
12	Sat		
13	Sun	Holiday	
14	Mon		
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun	Holiday	

O you who believe ! Stand out firmly for justice, as witnesses to Allah, even though it be against yourselves or your parents or your kin, be he rich or poor.....  
(Al-Quran 4:135)

## NOVEMBER 2016

DATE	DAY	SCHEDULE	No. of days Working
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		
26	Sat		
27	Sun	Holiday	
28	Mon		
29	Tue		
30	Wed	College Reopens for Even Semester	

O mankind ! There has come to you a good advice from your Lord and a healing for that which is in your breasts - a guidance and mercy for the believers ( Al-Quran 10:57)

## DECEMBER 2016

DATE	DAY	SCHEDULE	No. of days Working
1	Thu		
2	Fri		
3	Sat	Holiday	
4	Sun	Holiday	
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat	Holiday	

O you who believe ! Why do you say that which you do not do? Most hateful it is with Allah that you say that which you do not do. (Al-Quran 61:2,3)

## DECEMBER 2016

DATE	DAY	SCHEDULE	No. of days Working
11	Sun	Holiday	
12	Mon		
13	Tue	Milad-un-Nabi-Holiday	
14	Wed		
15	Thu		
16	Fri		
17	Sat	Holiday	
18	Sun	Holiday	
19	Mon		
20	Tue		

And indeed, We have fully explained to mankind,  
in this Quran every kind of similitude,  
but most of mankind refuse but disbelief  
(Al-Quran 17:89)

## DECEMBER 2016

DATE	DAY	SCHEDULE	No. of days Working
21	Wed		
22	Thu		
23	Fri		
24	Sat	Holiday	
25	Sun	Christmas Holiday	
26	Mon	Holiday	
27	Tue	Holiday	
28	Wed	Holiday	
29	Thu	Holiday	
30	Fri	Holiday	
31	Sat	Holiday	

...Allah will exalt in degree those of you who believe and those who have  
been granted knowledge.....(Al-Quran 58:11)



## JANUARY 2017

DATE	DAY	SCHEDULE	No. of days Working
1	Sun	Holiday	
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri	Last date for submission of Assignment - I	
7	Sat	Holiday	
8	Sun	Holiday	
9	Mon		
10	Tue		

Say(O Muhammad P.B.U.H.) :If you love Allah then follow me,  
Allah will love you and forgive you your sins.  
And Allah is Oft -forgiving, Most Merciful  
(Al-Quran 3 :31)

## JANUARY 2017

DATE	DAY	SCHEDULE	No. of days Working
11	Wed		
12	Thu		
13	Fri		
14	Sat	Pongal - Holiday	
15	Sun	Thiruvalluvar Day - Holiday	
16	Mon	Uzhavar Thirunal - Holiday	
17	Tue		
18	Wed		
19	Thu		
20	Fri		

One amongst you should not enter into a transaction  
when another is bargaining. Reference Sahih Muslim 1412 e

## JANUARY 2017

DATE	DAY	SCHEDULE	No. of days Working
21	Sat	Holiday	
22	Sun	Holiday	
23	Mon		
24	Tue	Issue of Exam Application (I, II III Year)	
25	Wed	Sports Day	
26	Thu	68th Republic Day-Holiday	
27	Fri		
28	Sat	Holiday	
29	Sun	Holiday	
30	Mon		
31	Tue		

O you who believe ! Obey Allah and obey the Messenger and render not vain your deeds  
(Al-Quran 47:33)

## FEBRUARY 2017

DATE	DAY	SCHEDULE	No. of days Working
1	Wed		
2	Thu		
3	Fri		
4	Sat	Holiday	
5	Sun	Holiday	
6	Mon	CIA Test Begins	
7	Tue	"	
8	Wed	"	
9	Thu	"	
10	Fri	"	

And walk not on the earth with conceit and arrogance.....  
(Al-Quran 17:37)

## FEBRUARY 2017

DATE	DAY	SCHEDULE	No. of days Working
11	Sat	"	
12	Sun	Holiday	
13	Mon	Last date for generating Online Exam Application	
14	Tue		
15	Wed		
16	Thu		
17	Fri		
18	Sat	Holiday	
19	Sun	Holiday	
20	Mon		

Your wealth and your Children are only a trial,  
where as Allah ! With Him is a great reward.  
(Al-Quran 64:15)

## FEBRUARY 2017

DATE	DAY	SCHEDULE	No. of days Working
21	Tue		
22	Wed	Last date for payment of Exam fees	
23	Thu		
24	Fri	Last date for submission of Assignment-II	
25	Sat	Holiday	
26	Sun	Holiday	
27	Mon		
28	Tue		

Nay! you prefer the life of this world, Although the Hereafter is better and more lasting.  
(Al-Quran 87:16,17)

### MARCH 2017

DATE	DAY	SCHEDULE	No. of days Working
1	Wed		
2	Thu		
3	Fri		
4	Sat	Holiday	
5	Sun	Holiday	
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri	Part - IV Semester Exam	

O you who believe ! Let not your properties or your children divert you from the remembrance of Allah And whosoever does that, they are the losers. (Al-Quran 63:9)

### MARCH 2017

DATE	DAY	SCHEDULE	No. of days Working
11	Sat	Part - IV Semester Exam	
12	Sun	Holiday	
13	Mon		
14	Tue		
15	Wed		
16	Thu	Publication of model exam and Semester Exam Time Table	
17	Fri	Part - IV Semester Exam	
18	Sat	Part - IV Semester Exam	
19	Sun	Holiday	
20	Mon	Model Exam Theory - Begins	

Woe to every slanderer and backbiter. Who gathered wealth and counted it. (Al-Quran 104:1,2)

### MARCH 2017

DATE	DAY	SCHEDULE	No. of days Working
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun	Holiday	
27	Mon	Practical Ends Semester Exam	
28	Tue		
29	Wed		
30	Thu		
31	Fri		

And We have enjoined on man to be dutiful and kind to his parents  
(Al-Quran 46:15)

### APRIL 2017

DATE	DAY	SCHEDULE	No. of days Working
1	Sat		
2	Sun	Holiday	
3	Mon		
4	Tue		
5	Wed		
6	Thu		
7	Fri	Last date for Submission of CIA Marks to COE	
8	Sat	Holiday	
9	Sun	Holiday	
10	Mon	UG/PG Exam - Begins	

The Messenger of Allah (ﷺ) said:  
When the Mu'adhhdhin calls to prayer,  
Satan runs back vehemently. Reference Sahih Muslim 389 b

### APRIL 2017

DATE	DAY	SCHEDULE	No. of days Working
11	Tue		
12	Wed		
13	Thu		
14	Fri	Tamil New Year - Holiday	
15	Sat		
16	Sun		
17	Mon		
18	Tue		
19	Wed		
20	Thu		

In order that you may not grieve at the things that you fail to get,  
nor rejoice over that which has been given to you,  
And Allah likes not prideful boasters. (Al-Quran 57:23)

### APRIL 2017

DATE	DAY	SCHEDULE	No. of days Working
21	Fri		
22	Sat		
23	Sun		
24	Mon		
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat		
30	Sun		

Those who believed and whose hearts find rest in the remembrance of  
Allah; verily in the remembrance of Allah do hearts find rest.  
(Al-Quran 13:28)

**NUMBER OF WORKING DAYS  
FOR THE ACADEMIC YEAR 2016 - 2017**

	June	2016	11	
	July	2016	16	
<b>I Term</b>	August	2016	21	<b>92 Days</b>
	September	2016	18	
	October	2016	21	
	November	2016	05	
	November	2016	03	
	December	2016	16	
<b>II Term</b>	January	2017	20	<b>92 Days</b>
	February	2017	21	
	March	2017	26	
	April	2017	06	

**INTERCOM DIRECTOR**

P & T NUMBERS : 28351269

Outside callers please dial College P & T  
Number and dial the required Intercom Number

**Faculties**

**Shift - I**

Department of English	232
Department of Tamil	237
Department of Arabic	236
Department of Hindi / French	238
Department of History	231
Department of Sociology	230
Department of Economics	235
Department of Corporate Secretaryship	211
Department of Commerce	212
Department of Commerce (HOD)	213
Department of Mathematics	234
Department of Physics	210
Department of Physics (LAB)	214
Department of Chemistry	233
Department of Chemistry (LAB)	216
Department of Plant Biology & Plant Bio-tech	218
Department of Zoology	217
Department of Computer Science	221
Department of Computer Science (LAB)	220
Library	239
Department of Physical Education	226

**Shift - II**

Department of Business Administration	244
Department of Bank Management	219
Department of Biotechnology	223
Department of Computer Science	222
Library	243

### Administration

Secretary's Chamber	201
Principal (Direct)	203
Principal Office	202
Professor in-charge (Shift-I)	227
Professor in-charge (Shift - II)	229
Superintendent	205
Administration Office (Shift-I)	204
Administration Office (Shift-II)	227
Accounts	207
MEASI Chamber	206
Controller of Examinations (Direct)	240/241
Asst. Controller of Examinations	239
* COE Office Enquiry	242
Reading Room	245
Staff Lounge	225
Hostel	248
System & Web Administration	215

Secretary Chamber	+ 91-44-65297131
Principal Office	+ 91-44-28350297
Superintendent	+ 91-44-28352686

\* 12-1 p.m. and 3.30 to 4.30 p.m.

### Important Contact Details

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Fax	.....	2835 2883
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Muslim Educational Association of Southern Indian		2835 0318 2835 3074
MEASI Institute of Technology		2835 0684 / 2835 2374
MEASI Institute of Architecture		2835 0445
The New College Hostel	91, Peter's Road Chennai - 600 014.	2835 2686

**Chennai STD Code : 044**