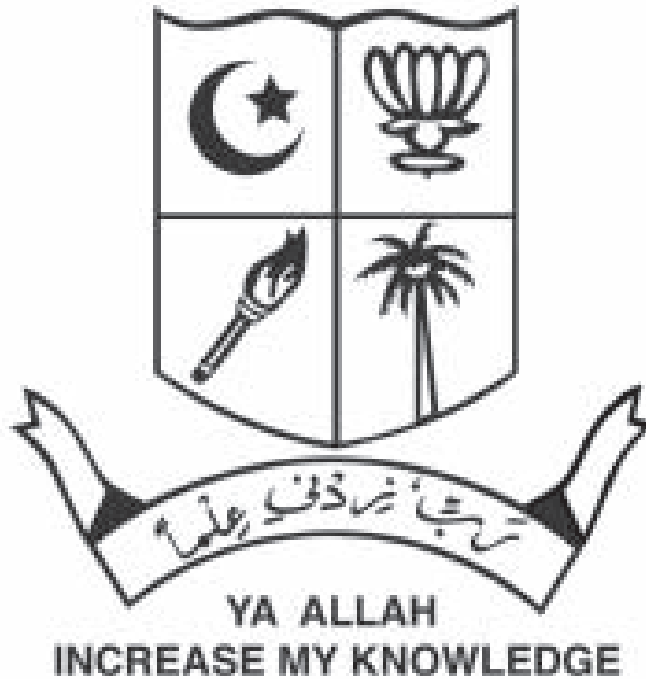
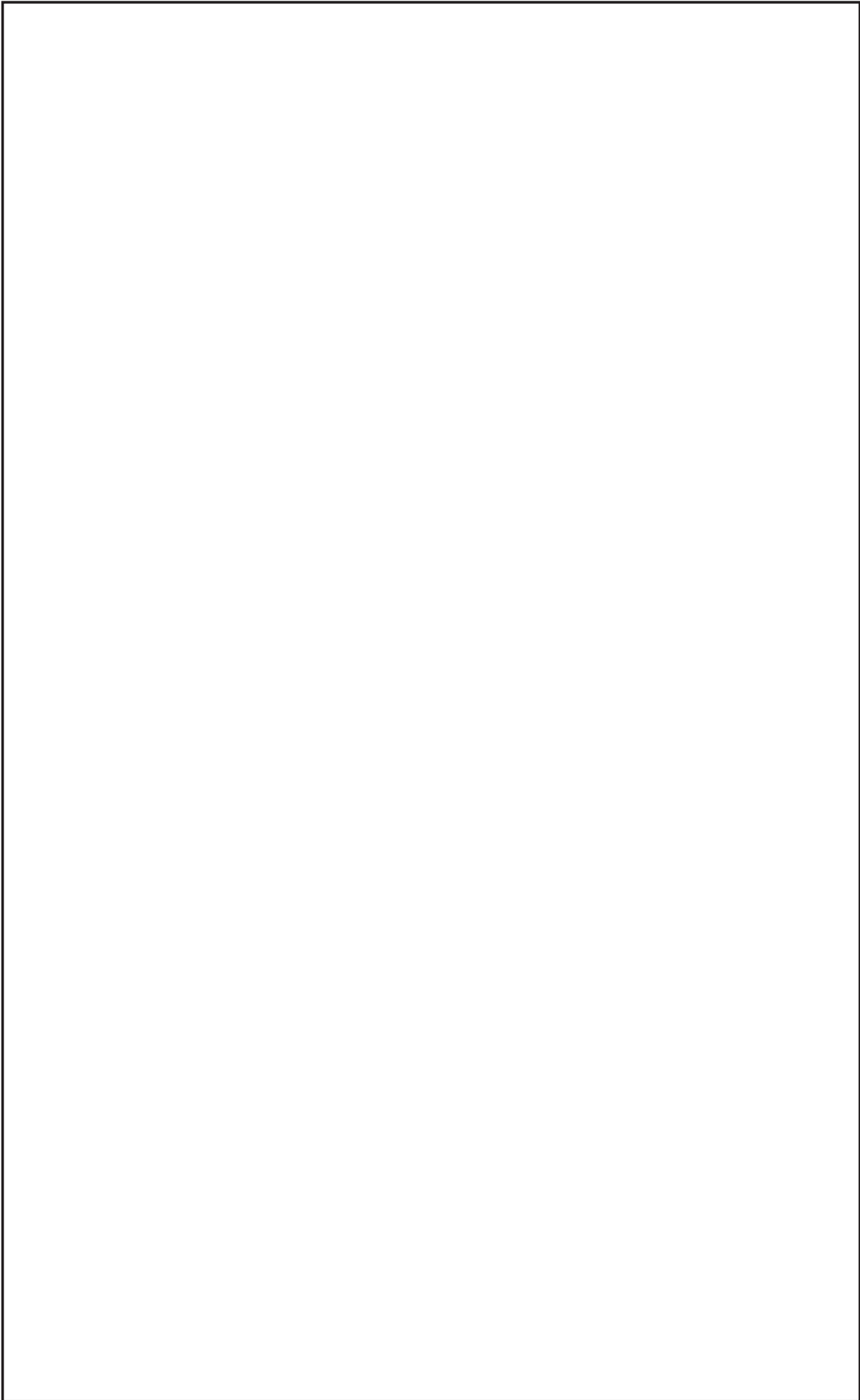


THE NEW COLLEGE

Under the aegis of Muslim Educational Association of Southern India
UGC Recognition Act 1956 under Section 2(f) &12(B)
Reaccredited by NAAC with 'A' Grade – CGPA 3.08 out of 4.0
(An Autonomous College Affiliated to University of Madras)



HAND BOOK & CALENDAR
2020-2021



THE NEW COLLEGE

Under the aegis of Muslim Educational Association of Southern India
UGC Recognition Act 1956 under Section 2(f) & 12(B)
Reaccredited by NAAC with 'A' Grade – CGPA 3.08 out of 4.0
(An Autonomous College Affiliated to University of Madras)

147, Peters Road, Royapettah,
Chennai – 600 014, Tamilnadu
Phone: 044-28351269, Fax: 044-28350822
Email: principal@thenewcollege.edu.in
Website: www.thenewcollege.edu.in



Established in 1951

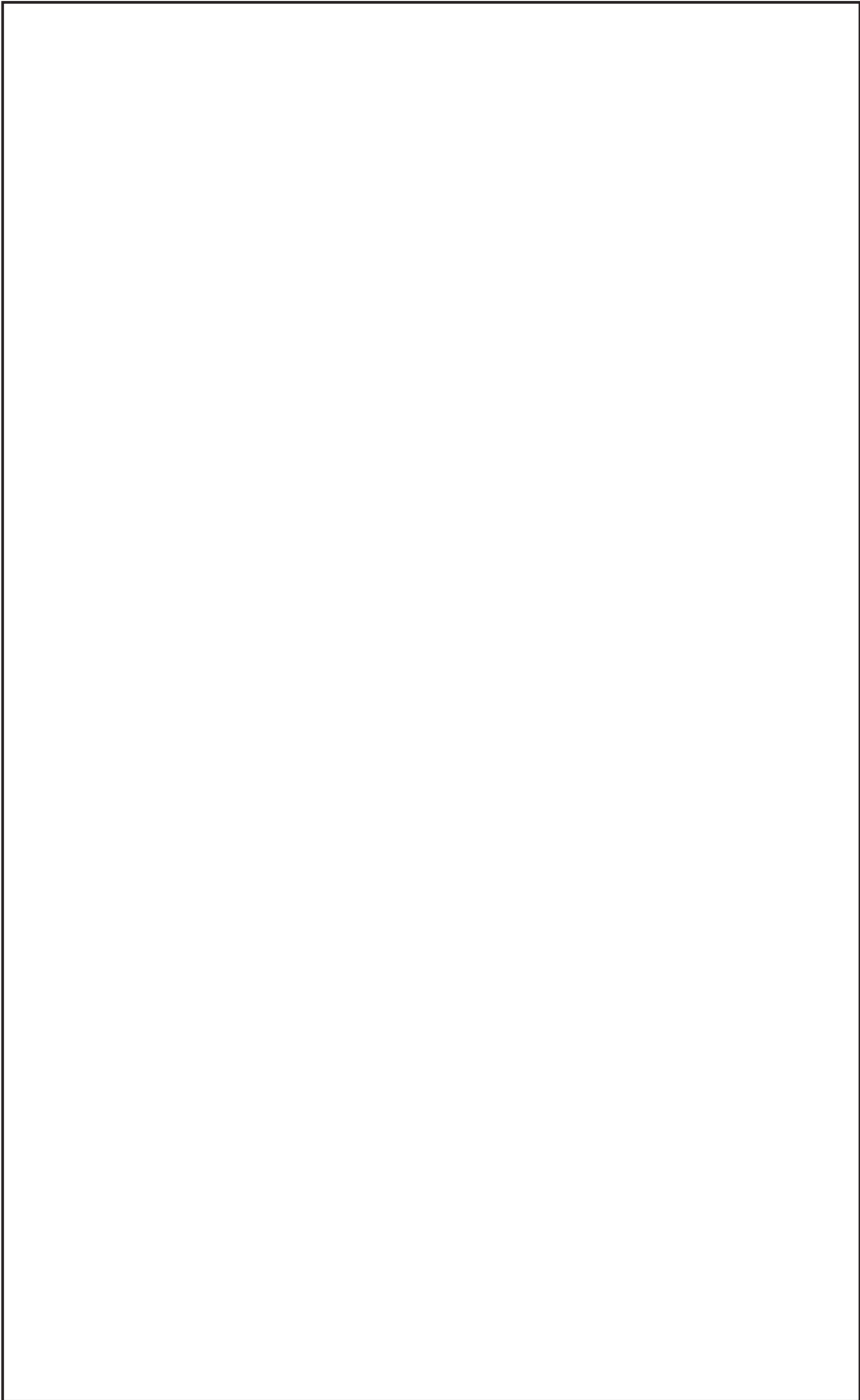
Dr. S. BASHEER AHAMED
Principal

Mr. Elias Sait
Hon. Secretary & Correspondent

HAND BOOK & CALENDAR

2020-2021

Hijiri : 1441 - 1442



PERSONAL MEMORANDUM

Name : _____

Class / Designation : _____

Register No. : _____

Department : _____

Date of Birth : _____

Name of the Parent : _____

Parent's Contact No. : _____

Address : _____

Contact No. : _____

Residence No. : _____

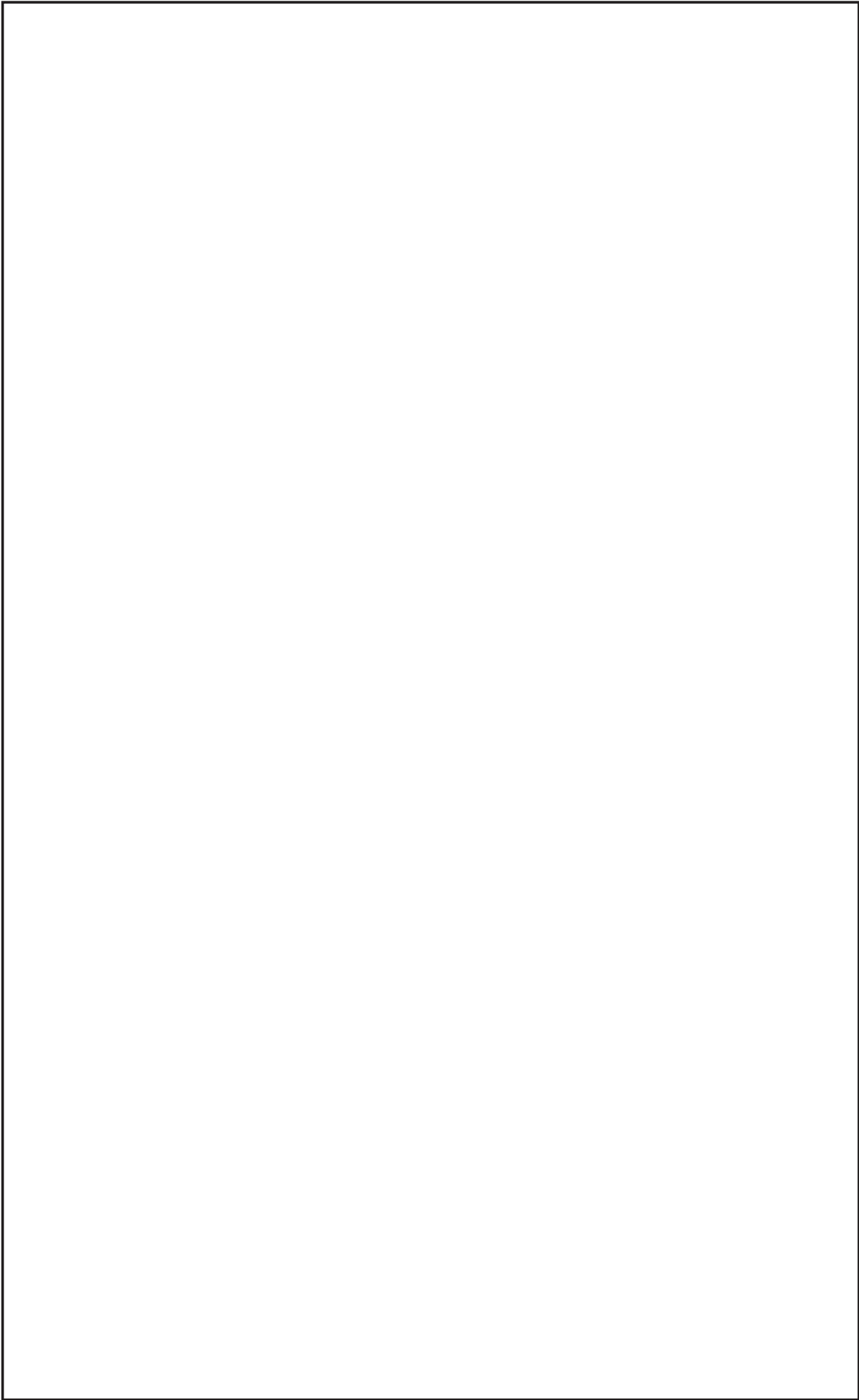
Email id : _____

Blood Group : _____

Aadhar No. : _____

Name of the

Staff mentor : _____



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)

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NATIONAL ANTHEM

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

-Rabindranath Tagore

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 the Dravida,
Orissa and Bengal;
It echoes in the hills of the Vindyas 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.
The saving of all people waits in thy hand,
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.

COLLEGE CREST



The Crescent and the Star in the College Crest represent progress and light and also embody **Islamic Culture**.

The Lotus represents Indian Culture.

The Torch represents **enlightenment and knowledge** and the Palm represents **sweetness and fruitfulness**. The Arabic verse is a prayer which means **“Ya Allah increase my knowledge”**.

The background colours of the college crest are green and red. The green colour indicates **prosperity** and the red colour **sacrifice**.

CONTENTS

1.	About MEASI & its Institutions	1
2.	Role of Honours - MEASI	2
3.	From the Desk of the Hon. Secretary & Correspondent	5
4.	From the Desk of the Principal	7
5.	Profile of the College	9
6.	Role of Honours - Principals	20
7.	The Aim of University Education	21
8.	College Administration	23
9.	Academic & Administrative Responsibilities	24
10.	Governing Body	25
11.	Academic Council	27
12.	Board of Studies	29
13.	Finance Committee	30
14.	College Council	31
15.	Teaching Faculty (Aided Stream - Shift I)	32
16.	Teaching Faculty (Self-financing Stream – Shift II)	43
17.	List of Ph.D. Supervisors	53
18.	Non-Teaching Staff (Aided Stream)	55
19.	Non-Teaching Staff (Management)	57
20.	Office of the Controller of Examinations	60
21.	Hostel Staff	61
22.	Qualification of Teaching Staff	62
23.	Programmes Offered (including SanctionedStrength)	64
24.	Tuition Fees	72
25.	Scholarship	77

26.	General Code of Conduct for Students	79
27.	Students' Union & Sectional Associations	88
28.	Mentoring	90
29.	Rules & Regulations – Attendance & Leave of Absence	91
30.	Exam and Evaluation CBCS	95
31.	Physical Education	102
32.	National Service Scheme	102
33.	National Cadet Corps	103
34.	NEST	104
35.	Deeniyath & Moral Instruction Classes	104
36.	eUrdu Center	105
37.	Library	106
38.	E-Learning	107
39.	Internal Quality Assurance Cell (IQAC)	108
40.	New College Staff Association	109
41.	Hostel	110
42.	Academic Schedule	112
43.	Calendar	115
44.	Important Contact Details	140
45.	Intercom Directory	141
46.	Time Table	144
47.	Students Satisfaction Survey (SSS)	145
48.	Notes	156

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ABOUT MEASI & ITS INSTITUTIONS

- MEASI was instituted 119 years ago, and it was registered under the Act XXVI of 1860.
- It is one of the Oldest Minority Educational Associations in Southern India.
- The association runs institutions that provide education from primary school to post-graduation and research.

MEASI ESTABLISHED INSTITUTIONS

	NAME OF THE INSTITUTION	YEAR OF ESTABLISHMENT
1.	The New College	1951
2.	MEASI Matriculation Higher Secondary School	1985
3.	MEASI Institute of Management	1987
4.	MEASI Charitable Trust	1992
5.	MEASI Academy of Architecture	1997
6.	MEASI Urdu Academy	1998
7.	MEASI Institute of Information Technology	2001
8.	MEASI College of Education	2004
9.	MEASI C.A. Academy	2013

ROLE OF HONOURS 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. Abdul Samad Sahib, M.A., M.P	1968-1978
15.	Janab A.A. Rasheed Sahib, M.A., Dip.in L.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	2011-2017
21.	Janab H.H. Nawab Mohamed Abdul Ali Azimjah	2017-

JOINT SECRETARIES

1. Khan Bahadur H.M.A. Hadi Badsha Sahib 1902-1906
Janab Haji Mirza Hasheem Sahib Pahani
Janab Haji Mouli Ziauddin Mohamed Sahib
2. Khan Bahadur H.M.A. Hadi Badsha Sahib 1906-1907
Janab Haji Moulvi Ziauddin Mohamed Sahib
Khan Bahadur Mohamed Safder Hussain Sahib
3. Janab M. Abdul Khuddus Basha Sahib 1907-1908
Janab Haji Moulvi Ziauddin Mohamed Sahib
Janab A. Hameed Hasan Sait Sahib
4. Janab Haji Moulvi Ziauddin Mohamed Sahib 1908-1910
Janab A. Hameed Hasan Sait Sahib
5. Janab A. Hameed Hasan Sait Sahib 1910-1914
Janab S.M.V. Osman Sahib
6. Janab A. Hameed Hasan Sait Sahib 1914-1919
Janab Mir Zynuddin Sahib

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 Sahib	1962-1965
10.	Janab A.A. Rasheed Sahib, M.A., Dip. in 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	2011-2017
17.	Janab T. Rafeeq Ahmed Sahib	2017-2020
18.	Janab Elias Sait Sahib	2020 -

From the Desk of the Honorable Secretary & Correspondent

Dear Students,

I am delighted to welcome you to The New College campus. You have chosen an institution that has completed in about seven decades of matchless service to aspirants of higher education from India and abroad. This college was established in 1951 by the Muslim Association of Southern India (MEASI). The parent body of the college (MEASI) started its educational activities as early as 1902. The visionaries who founded this institution envisioned that this college will serve as a catalyst for social and economic development of the society in general and the minority Muslim community in particular.

Keeping in mind the vision of empowering the members of the minority communities and financially backward sections of the society, the college offers quality education at an affordable cost. The admission procedure followed in the college is fair and transparent, and the college does not collect capitation fee for any programmes. Even while providing affordable education, the college is committed towards consistently upgrading the teaching, learning and research facilities as per the requirements of the changing times. For instance, the college has successfully introduced online teaching facilities in response to the Covid restrictions imposed by the government. The college has also evolved a Standard Operating Procedure for all its activities in view of the pandemic.

I would urge you to make extensive use of the resources available in the campus for planning and securing a career suitable to your skills and aptitude. We are committed to helping you by holding campus recruitment drives and training programmes necessary for your transition from campus to career.

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

Elias Sait,
Hon. Secretary & Correspondent

From the desk of the Principal

Dear Student,

I am happy to release the handbook for the academic year 2020-21. All the information you require while pursuing your studies in this college are included in this handbook. Please keep this book as your constant companion to help you navigate through the various stages of your studies in this college.

Our college has passed through several important milestones in its seven decade long journey. The college which started as institution offering pre-university education in 1951 is now offering 26 UG, 15 PG, 7 M.Phil., and 11 Ph.D., programmes in various disciplines in aided and self-financing streams. Besides, most Departments in the college are offering value added courses to enhance the employability of students. The college faced three cycles of NAAC accreditation and we currently hold A Grade. We are in the process of preparing for the fourth cycle accreditation. The college is also ranked every year by the National Institutional Ranking Framework (NIRF) introduced by the central government. The college became autonomous in 2007, and has been following CBCS pattern from 2008-09 academic year.

As an autonomous institution, the college has evolved an unparalleled system of teaching, learning and evaluation. The management of the college has resolved to admit women students in PG programmes from this academic year. A few female faculty members are also appointed to support the need of the women students on the campus. We have been publishing end-semester exam results at record time during the last several years. There is also consistent improvement in pass percentage of students across disciplines particularly in recent times.

The college gives optimum importance to developing demonstrable skills in all its UG and PG students. Our dream is to enable all the student joining the college to leave the campus after completing their studies with an offer letter for employment or an assured admission for higher studies. Let us all strive together to bring in greater changes in the institution in the days to come. Best wishes!

Dr. S. Basheer Ahamed,
M.A., M.Phil.,B.Ed., Ph.D.,
Principal

PROFILE OF THE COLLEGE

The New College was established in 1951 and is affiliated to the University of Madras. Having completed 69 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 5200 students in the Aided & Self-financed streams. The College offers 13 UG, 7 PG, 7 M.Phil. and 11 Ph.D. Programmes in Shift-I (Aided) and 13 UG and 8 PG Programmes 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 TANSICHE 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 Deeniyath 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.

SALIENT FEATURES

- Spacious and airy Lecture Halls with comfortable seating and lighting arrangements.
- Interactive smart boards are installed in 6 class rooms
- Fully computerised library with a vast collection of CDs
- Facilities like LCD projector and VGA cables are provided in each class room.
- Air-conditioned computer labs with latest Pentium processors and software.

- Consistent academic results with excellent pass percentage
- Remedial teaching, special coaching and one to one counselling for slow learners and advanced learners by experts.
- Skill enhancement programs with special stress on management games and practical training
- Free internet access and Wi-fi facility for all the students in Library.
- Scholarships for meritorious students and economically weaker students.
- Placement assistance through placement cell.
- Offering certificate and Diploma courses in Computer Assembling and Servicing, Quantitative methods and Computer Applications and Clinical Laboratory Technology.
- Online examination system for students.
- Special enrichment courses offered in communication skills.
- The best available sports and games
- Well maintained Hostel facilities
- Two active units of NCC
- Active NSS, Rotaract Club, Youth Red Cross, Consume Citizen Club
- Reverse Osmosis drinking water facility is provided in each Block for the benefit of students
- Photo copying center
- State of the Art Library
- Medical Center with duty doctors
- ICT enabled teaching-learning, evaluation and governance.

LABORATORY FACILITIES

- Microprocessor laboratories and Computer Laboratories are well equipped with the best, latest systems and software packages. Every student is given training in RDBMS, .Net framework, Android, ASP and Java. All computer science student can get a minimum of 6 contact hours per week on the computer to gain the admirable knowledge. Round the clock internet facilities give an added leverage to the education programs.
- Electronic labs like Electronic Circuit lab, Electronic Communication lab and microprocessor labs are well equipped for Physics Students. Physics Department has Cryostat, Magnetic stirrer, Electric Balance and Dielectric Constant Instruments. Exclusive Maths Lab by installing MatLab6.5 which makes learning of complex mathematical formula for Mathematics students.
- Zoology Department equipped with PCR, Gel Documentation, Refrigerated Centrifuge, Research microscope with image capture, electrophoresis, Deep freezer, and Nanodrop.
- Chemistry Department equipped with UV, FITR, Electro Chemical Station (Galvinostat Potentiostat), Electric balance (Research model), Dip Coating system.
- An Arabic Language Lab with 25 computers to facilitate communication skill in Arabic

Career Guidance and Placement Cell

The Career Guidance and Placement Cell of the college involves in training students for placement and arrange various on-campus, off-campus and online placement drives for the outgoing students.

Students who wish to participate in placement drives are required to register either directly at the Placement Cell office in the MIIT Block of the college, or using the online registration link shared through the departments.

The cell also arranges part-time jobs for students who are compelled to earn while they learn owing to family circumstances. Efforts are also taken by the Cell to promote internship among students. The regular recruiters of the students of the college include, TCS, Accenture, Wipro, Justdial, Sundaram Business Services, Zoho, CSS Corp, Funds India, Capgemini, Tradeplus, CAMS, and Sutherland.

Placement officer:

Dr. M. Ansar (Assistant Professor of Corporate Secretaryship)

Official Email Address: **placement@thenewcollege.edu.in**

HOSTEL FACILITIES

Hostel facility is available for boys admitted in the college. The rooms are comfortable, spacious and well furnished. There is separate Laundry facility at free of cost for the inmates. Hygienically prepared food and R.O water are provided to the inmates. The student is certain to find conducive environment for study provided with warmth love and care.

CAMPUS AMENITIES

- Smart Class
- Interactive class rooms
- Bank Extension Counter
- ATM Facility
- Student and Staff Canteen

- Provision of R.O Water
- Air conditioned Seminar Halls
- State of the Art Library
- Digital Library
- Wi-fi Internet connectivity
- Air conditioned Auditorium
- Medical Center
- Gym Facility
- Sports Pavilion
- Mosque

MILESTONES

1951	<ul style="list-style-type: none"> ● The New College was granted affiliation by the University of Madras on 29th March. ● Sri. C. Rajagopalachari, Home Minister of Government of India, inaugurated the College on 2nd July. ● Prof. J. Franco took over as the First Principal of the New College.
1952	<ul style="list-style-type: none"> ● Nazir Hussain Hall (Science Block) opened on 28 July.
1954	<ul style="list-style-type: none"> ● University of Madras grants permanent affiliation to Pre-Universities Programmes in Mathematics, Physics, Chemistry and Natural Science (Botany & Zoology). ● Burma Malaya Block opened by Sri Kamaraj Nadar, Chief Minister, on 18 July.
1956	<ul style="list-style-type: none"> ● Introduced B.A (History & Politics, Economics) and B.Sc., (Mathematics, Chemistry & Zoology). ● Foundation stone laid for New College Mosque
1959	<ul style="list-style-type: none"> ● Introduced B.Sc., (Physics)
	<ul style="list-style-type: none"> ● Extension to Burma Malaya Block opened on 24 December ● New College Mosque Inaugurated
1962	<ul style="list-style-type: none"> ● University of Madras approved to start B.Sc., (Botany).
1965	<ul style="list-style-type: none"> ● Introduced M.A. (Arabic), the first Postgraduate Programme.
1966	<ul style="list-style-type: none"> ● Started the Evening Shift.
1967	<ul style="list-style-type: none"> ● Introduced the 2nd Batch of Chemistry. ● Introduced B.Com (General).
1968	<ul style="list-style-type: none"> ● Established the Centre for Islamic Studies and Research
1969	<ul style="list-style-type: none"> ● Introduced B.A.(English Literature) ● Introduced M.A. (Economics) ● Foundation stone laid for the Administrative Block.
1970	<ul style="list-style-type: none"> ● Introduced B.A (Philosophy).

1971	<ul style="list-style-type: none"> ● Introduced M.Com. (General)
	<ul style="list-style-type: none"> ● Introduced M.Sc., (Zoology). ● Introduced B.A (History & Economics) in the Evening Session ● Introduced B.Sc., (Mathematics, Chemistry and Physics) in the Evening Session
1972	<ul style="list-style-type: none"> ● M.Sc. Chemistry Laboratory Building opened on 21 December
1973	<ul style="list-style-type: none"> ● Introduced M.A.(English Literature) ● Introduced M.Sc.(Chemistry)
1975	<ul style="list-style-type: none"> ● Converted the Philosophy Department into the Social Science Department. ● Introduced M.Phil. (Chemistry) ● The college celebrated its Silver Jubilee.
1976	<ul style="list-style-type: none"> ● Introduced B.A (Corporate Secretaryship). ● Administrative Block inaugurated by Smt. Indira Gandhi, Prime Minister of India (14 February).
1978	<ul style="list-style-type: none"> ● Converted the Social Science Department to B.A (Sociology). ● Introduced Ph.D. (Chemistry)
1981	<ul style="list-style-type: none"> ● Introduced M.Phil. & Ph.D., in Zoology.
1982	<ul style="list-style-type: none"> ● Introduced B.A.(Arabic Literature).
1983	<ul style="list-style-type: none"> ● Introduced M.Phil. and Ph.D. (Part-Time) in Commerce ● Introduced M.A (Tamil).
1984	<ul style="list-style-type: none"> ● Introduced B.Com. in the Evening Session.
1985	<ul style="list-style-type: none"> ● Introduced M.Phil. in English.
1987	<ul style="list-style-type: none"> ● Introduced B.Sc., (Computer Science) ● Library building declared open by Shri. Rajiv Gandhi, Prime Minister of India on 22 December
1988	<ul style="list-style-type: none"> ● Introduced B.Sc. (Computer Science) in the Evening Session. ● Established IGNOU Study Centre in the campus ● Language block opened on 4 August

1989	<ul style="list-style-type: none"> ● Introduced M.Phil. in Economics. ● Established Youth Red Cross and Rotaract Club (7 July)
1990	<ul style="list-style-type: none"> ● Introduced two more batches of B.Sc. (Computer Science) in the Evening Session.
1992	<ul style="list-style-type: none"> ● Introduced B.E.S. (Bachelor of Electronic Science) in the Evening Session. ● Opened Extension Counter of Indian Overseas Bank in the campus.
1993	<ul style="list-style-type: none"> ● Introduced M.Phil. (Tamil) ● Introduced M.C.A. ● Introduced B.Sc. (Microbiology) in the Evening Session.
1994	<ul style="list-style-type: none"> ● Introduced B.B.A. in the Evening Session. ● Foundation Stone laid for Hajee Anaikar Abdul Shukoor Auditorium
1995	<ul style="list-style-type: none"> ● Introduced M.Phil. (Arabic) ● Introduced B.Sc. (Biochemistry) in the Evening Session. ● Introduced B.Sc. (Visual Communication) in the Evening Session. ● Established the Institute of Soil Biology (29 November) ● Opened Hajee Anaikar Abdul Shukoor Auditorium (21November)
1997	<ul style="list-style-type: none"> ● Introduced M.A (History) in the Evening Session. ● Introduced B.B.M (Bank Management) in the Evening Session. ● Introduced M.A.(Corporate Secretaryship) in the Evening Session.
1998	<ul style="list-style-type: none"> ● Introduced Ph.D. (Arabic). ● Introduced B.C.A. in the Evening Session.
1999	<ul style="list-style-type: none"> ● Inaugurated the Computer Science Block (23 June) ● Introduced M.Sc. (Computer Science) ● Introduced the second batch of B.C.A
2000	<ul style="list-style-type: none"> ● Introduced Full Time Ph.D. in Tamil.

2001	<ul style="list-style-type: none"> ● Introduced B.I.S.M, ● Introduced the third batch of B.C.A. ● Introduced M.Sc.(Information Technology) in the Evening Session. ● Introduced Full time Ph.D. in Commerce.
2002	<ul style="list-style-type: none"> ● The College celebrated its Golden Jubilee on 16th to 19th January. ● Opened MEASI Centenary Building
2003	<ul style="list-style-type: none"> ● N.M. Zakariah Hall inaugurated.
2005	<ul style="list-style-type: none"> ● The college accredited with B++ Grade by NAAC (1st Cycle). ● Introduced M.Com (Corporate Secretaryship) ● Introduced M.Sc.(Visual Communication) in the Evening Session.
2007	<ul style="list-style-type: none"> ● The college granted Autonomous status by UGC ● Teaching staff lounge inaugurated on 20 August
2009	<ul style="list-style-type: none"> ● Opened MEASI Hostel Block for Professional Courses on 15 October
2010	<ul style="list-style-type: none"> ● Introduced M.Sc. (Mathematics) in the Evening Session. ● The College re-accredited with A Grade (CGPA of 3.18 out of 4) by NAAC
2013	<ul style="list-style-type: none"> ● Autonomous status extended by UGC till 2016. ● College infrastructure Building funded by UGC inaugurated. ● MEASI Diamond Jubilee Building inaugurated on 20.12.2013.
2014	<ul style="list-style-type: none"> ● Introduced Ph.D. (Part-Time) in English.
2015	<ul style="list-style-type: none"> ● The College applied to NAAC for 3rd Cycle re-accreditation. ● The College introduced M.Sc.(Physics) and B.A (Urdu) in the Evening Session. ● Introduced Ph.D. (Full-Time) in English.

	<ul style="list-style-type: none"> ● Dr. A.P.J. Abdul Kalam, Former President of India, visited the college and delivered the Graduation Day Address (11 April) ● MEASI Health centre inaugurated in the campus (15 April)
2016	<ul style="list-style-type: none"> ● The College re-accredited with A-grade (CGPA of 3.08 out of 4) by NAAC. ● Introduced Ph.D. (Part-Time) in Mathematics.
2017	<ul style="list-style-type: none"> ● Established E-learning Centre for Research Scholars (DST-FIST Sponsored) in the Library. ● Rainwater harvesting facilities funded by Asian Paints Ltd. inaugurated.
2018	<ul style="list-style-type: none"> ● Introduced Ph.D. (Part-Time) in Corporate Secretaryship. ● Introduced Ph.D. (Part-Time) in History.
2019	<ul style="list-style-type: none"> ● Introduced B.A. (Tamil) in the Evening Session. ● Introduced B.A. (Business Economics) in the Evening Session. ● Introduced B.Sc. (Information Technology) in the Evening Session. ● Introduced B.Com. (Accounting & Finance) in the Evening Session. ● Introduced M.Sc., (Botany) in the Evening Session.
2020	<ul style="list-style-type: none"> ● College became a local chapter of NPTEL-SWAYAM ● Upgraded the college website with a new domain name: thenewcollege.edu.in ● Started Innovation & Incubation activities and registered for Atal Ranking of Institutions on Innovation Achievements (ARIIA). ● Established facilities for E-Content Development. ● Joined Unnat Bharat Abhiyan (UBA) scheme of the government of India.

ROLE OF HONOURS

PRINCIPALS:

1. Prof. J. Franco, M.A., L.T., O.B.E., 1951-1956
2. Prof. V. Thiruvengkatacharya, M.A., L.T., 1956-1958
3. Prof. Alhaj. Afzal-UI-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, M.A., Ph.D., F.A.Z.,D.H.Ed. 1969-1981
1987-1989
6. Prof.T. Md.Dawood Khan, M.A., M.Com. 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., 2016-2018
16. Dr. A. Abdul Jabbar, M.Sc., M.Phil., Ph.D., 2018-2020
17. Dr. S. Basheer Ahamed, M.A., M.Phil., B.Ed., Ph.D., 2020-

THE AIM OF UNIVERSIT 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.

COLLEGE ADMINISTRATION MANAGEMENT COMMITTEE

CHAIRMAN:

His Highness Nawab Abdul Ali Azimjah

HON. SECRETARY & CORRESPONDENT:

Janab Elias Sait Sahib

HON. TREASURER:

Janab M. Najimuddin Sahib

MEMBERS:

Janab Alhaj M. Mohamed Hashim Sahib

Janab A. Mohamed Ashraf Sahib

Janab P.R.L. Hamid Ibrahim Sahib

Janab M. Razack Sahib

Janab Avasi Musvee Sahib

Dr. S. Basheer Ahamed, Principal, Ex-officio

ACADEMIC AND ADMINISTRATIVE RESPONSIBILITIES

PRINCIPAL & WARDEN

Dr. S. Basheer Ahamed, M.A., M.Phil., B.Ed., Ph.D.,

VICE-PRINCIPAL (ACADEMIC)

Mr. S.A. Sheik Mohamed, M.A., M.Phil.,

VICE-PRINCIPAL (ADMINISTRATION)

Dr. V. Kamal Nasir, M.Sc., M.Phil., Ph.D.,

CONTROLLER OF EXAMINATIONS

Mr. A.R. Abdul Lathif, M.Sc., M.Phil.,

DIRECTOR – INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dr. Anvar Sadhath Valiyaparambath, M.A., M.Phil., Ph.D., B.Ed.,

BURSAR

Dr. S. Syed Rafiq Ahmed, M.Com., M.Phil., Ph.D, B.Ed., PGDJ.

DEAN - ARTS

Dr. S. Mohamed Abdul Razak, M.A., M.Phil., Ph.D.,

DEAN - SCIENCE

Dr. M.A. Mohamed Musthafa, M.Sc., M.Phil., Ph.D.,

DEAN - COMMERCE

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

DEAN - RESEARCH

Dr. M. Gulam Mohamed, M.Sc., M.Phil., Ph.D., M.B.A (Edu.Mgt)

DEAN –STUDENTS AFFAIRS

Dr. P. Gavuthu Meeran, M.A., M.Phil., B.Ed., Ph.D.,

ASSISTANT CONTROLLER OF EXAMINATIONS

Dr. P.A. Abdulla Mahaboob, M.Sc., M.Phil., Ph.D.,

Dr. Syed Abdul Hameed, M.Com., M.Phil., Ph.D.,

PLACEMENT OFFICER

Dr. M. Ansar, M.C.S., M.Phil., M.Com., PGDBM., Ph.D.,

ASSISTANT PLACEMENT OFFICER

Mr. S. Mohamed Iqbal, M.Com., M.Phil., B.Ed.,

UCG Grants Co-ordinator

Dr. Mohammed Ibrahim Naveed, M.Sc., M.Phil., Ph.D.

IQAC Coordinators

Dr. T. Abdul Khadar, M.A., M.Phil., Ph.D., PGDTA., PGDHR.,

Dr. Mohammed Ibrahim Naveed, M.Sc., M.Phil., Ph.D.

DEPUTY WARDEN

Dr. A. Hyder Ali, M.Sc., M.Phil., Ph.D.,

GOVERNANCE OF AN AUTONOMOUS COLLEGE

The College has the following committees to ensure proper management of academic, financial and administrative affairs. The following are statutory bodies in the Autonomous College:

- A. Governing Body
- B. Academic Council
- C. Board of Studies
- D. Finance Committee
- E. College Council

(The Governing Body is different from Trust Board / Board of Management / Executive Committees / Management Committee)

A. 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.

Members	Category	Nature
5 Members	Management	Management as per the constitution or bye-laws, with the chairman or president / director as chairperson.
2 Members	Teachers of the College	Nominated by the Principal based on seniority and rotation.
1 Member	Educationist or Industrialist	Nominated by the Management.
1 Member	UGC Nominee	Nominated by UGC
1 Member	State Government Nominee	Academician not below the rank of professor or state Government official of Directorate of Higher Education / State Council of Higher Education.
1 Member	University Nominee	Nominated by the University.
1 Member	Principal of the College	Ex-officio

Term: The Governing Body will be reconstituted every two years except in the case of UGC nominee who will have term of five years.

Meetings: Meetings of the Governing Body will be conducted for a minimum of 4 times in a year.

FUNCTIONS OF THE GOVERNING BODY

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government university, the governing body of the colleges shall have powers to:

- Undertake all the activities mentioned in para 2 and 10 above
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic council.

- Approve new programmes of study leading to degrees and/or diplomas.
- Performs such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objectives for which the college has been declared as Autonomous.

Governing Body is different from Trust Board / Board of Management / Executive Committees / Management Committee / Governing Council etc., will be synonymous with Governing Body)

B. 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.

Members	Category	Nature
1 Member	Principal	Chairman
4 Members	Teachers of the College	Representing different categories of teaching staff by rotation on the basis of seniority of service of the college.
1 Member	Experts / Academicians	From outside the college representing such as areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc. nominated by the Governing Body Nominated by the University.
3 Members	Not less the Professors	
1 Member	Teacher of the college	Nominated by the Principal (Member Secretary)

FUNCTIONS OF THE ACADEMIC COUNCIL

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- Scrutinise and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of New programmes only.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body

C. 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.

Composition of Board of Studies:

1. Head of the Department concerned (Chairman)
2. The Entire faculty of each Specialisation
3. Two subject experts from outside the parent university to be nominated by the Academic Council
4. One expert to be nominated by the vice-chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the Principal.
7. The Chairman, Board of Studies may with the approval of the Principal of the college may co-opt with
 - a. Experts from outside the college whenever special courses of studies are to be formulated.
 - b. Other members of staff of the same faculty.

Term: The term of the nominated members shall be two years.

Meeting: The Board of studies will meet at least twice a year

FUNCTIONS OF THE BOARD OF STUDIES

The Board of studies of a Department in the College shall:

- a. Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- b. Suggest methodologies for innovative teaching and evaluation techniques
- c. Suggest panel of names to the Academic Council for appointment of examiners; and
- d. Coordinate research, teaching, extension and other academic activities in the department / college.

D. FINANCE COMMITTEE

Composition of Finance Committee:

- a. The Principal (Chairman)
- b. One person to be nominated by the Governing Body of the college for a period of two years.
- c. Finance officer of the affiliating University.
- d. One senior most teacher of the college to be nominated in rotation by the principal for two years.

Term: Term of the Finance Committee will be two years.

Meeting: The Finance Committee will meet at least twice a year.

FUNCTIONS OF THE FINANCE COMMITTEE

The Finance Committee will be an advisory body to the Governing Body to consider:

- a. Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc., collected for the activities to undertake the scheme of autonomy; and
- b. Audited accounts for the above.

E. COLLEGE COUNCIL

Its function is to advise the Principal on the internal affairs of the College. The college Council consists of Principal, Vice-Principals, Controller of Examinations, Bursar, Deputy Warden, All Heads of the Departments, President, Secretary and Treasurer of the New College Staff Association, NCC & NSS Officers, Member of Staff who are in the Academic Council & Senate of the University of Madras.

TEACHING FACULTY
LIST OF FACULTY MEMBERS
AIDED STREAM SHIFT I
DEPARTMENT OF ENGLISH

Aided Faculties:

Associate Professor & Head of the Department
PRINCIPAL

Dr. S. Basheer Ahamed, M.A., M.Phil., B.Ed., Ph.D.,

Associate Professors

Mr. S.A. Sheik Mohamed, M.A., M.Phil.,

Mr. A. Syed Sarmadh Ahmed, M.A., M.Phil.,

Mr. D. Burhanuddin Dulvi, M.A., M.Phil.,

Dr. Anvar Sadhath Valiyaparambath, M.A., M.Phil., B.Ed., Ph.D.,

Assistant Professor

Mr. S. Wesley Jayakumar, M.A., B.Ed.,

Associate Professors

Dr. G.V. Naresh, M.A., Ph.D.,

Dr. G. Shaik Abdul Wahab, M.A., M.Phil., M.A (JMC)., PGDELT., Ph.D.,

Dr. A.K. Mohamed Ali, M.A., M.Phil., Ph.D.,

Assistant Professors

Dr. Shaik Mohammed Ismail, M.A., M.Phil., Ph.D.,

Dr. H. Abdul Hadi, M.A., M.Phil., PGDELT., Dip. in Arabic., Ph.D.,

Dr. A. Shahul Hameed, M.A., M.Phil., Dip. in Urdu., Ph.D.,

Dr. T. Abdul Rahman, M.A., M.Phil., Ph.D.,

Dr. Syed Nasrulla Bakhtariy, M.A., M.Phil., Ph.D.,

Mr. M. Md. Khaleelur Rahman, M.A., M.Phil.,

Dr. Y.A. Zaheer Abdul Ghafoor, M.A., M.Phil., M.A., (Mod. Arabic).,

PGDELT., Ph.D.,

Mr. Syed Wali Waseem, M.A.,
Dr. G. Syed Shamsudeen, M.A., M.Phil., PGDELT., Ph.D.,
Mr. R. Syed Ahmed, M.A., M.Phil., M.A.(JMC),
Dr. A. Sathikul Ameen, M.A., M.Phil., Ph.D.,
Dr. B. Rajan, M.A., M.Phil., Ph.D.,

Management Faculties

Assistant Professors

Mr. A. Joshua Pravin Kumar, M.A., M.Phil.,
Mr. E. Praveen, M.A., M.Phil.,
Dr. R. Malcom, M.A., M.Phil., M.B.A., Ph.D.,
Mr. B. Mohamed Hussain Ahamed, M.A., M.Phil.,
Mr. K. Baskaran, M.A., M.Phil.,

DEPARTMENT OF TAMIL

Aided Faculties:

Associate Professor & Head of the Department

Dr. S. Mohamed Abdul Razak, M.A., M.Phil., Ph.D.,

Associate Professors

Dr. P. Gavuthu Meeran, M.A., M.Phil., B.Ed., Ph.D.,
Dr. S.M.S. Syed Abdul Khader, M.A., M.Phil., Ph.D.,

Assistant Professors

Dr. S. Murali, M.A., B.Ed., Ph.D.,
Mr. S. Syed Abudahir, M.A., M.Phil.,
Dr. H. Hidayathullah, M.A., M.Phil., B.Ed., Ph.D.,
Dr. M. Jafar Sadiq Ali, M.A., Ph.D.,
Mr. B. Hussain Khan, M.A., M.Phil.,
Mr. K. Asokan, M.A., M.Phil.,
Dr. K. Sundaramurthy, M.A., M.Phil., Ph.D.,
Dr. T. Gambeeran, M.A., M.A. (Linguistics), M.Phil., B.Ed., Ph.D.,

Management Faculties:

Assistant Professors

Dr. M. Masthan, M.A., M.Phil., Ph.D.,

Mr. A. Akbar Ali, M.A., M.Phil.,

DEPARTMENT OF ARABIC

Aided Faculties:

Associate Professor & Head of the Department

Dr. N.M. Ahamed Ibrahim, M.A., M.Phil., Ph.D., PGDTM., Cert. in Urdu.,

Assistant Professors

Dr. Syed Kamalullah Bakhtiary Nadwi, M.A., M.Phil., Ph.D.,

Dr. K.M.A. Ahamed Zubair, M.A., M.Phil., Ph.D.,

Dr. M. Habibullah, M.A., M.Phil., Ph.D.,

Dr. Syed Sajjad Inayath, M.A., M.Phil., Ph.D., M.A (Urdu), M.A(Eng), M.B.A., D.P.S.,

Dr. K. Mujeeb Rahman, M.A., M.Phil., Ph.D., Dip. in Urdu.,

Dr. Mohammed Afsar, M.A., M.Phil., Ph.D.,

Dr. S. Fareeduddin Hussaini, M.A., M.Phil., Ph.D., M.A(Urdu),

Dr. K. Zaheer Ahmed, M.A., M.Phil., Ph.D.,

Dr. Syed Fazlullah Bakhtiary, M.A., M.Phil., Ph.D.,

Management Faculties

Assistant Professors

Dr. R. Mohammed Yousuf, M.A., M.Phil., Ph.D.,

Dr. S. Abdul Rahman, M.A., M.Phil., Ph.D.,

Dr. M.R. Thameem Ansari, M.A., M.Phil., Ph.D.,

DEPARTMENT OF URDU

Aided Faculty:

Assistant Professor & Head of the Department

Dr. Md. Tayyab Ali, M.A., M.Phil., Ph.D., B.Ed., Cert. in Tamil.,

Management Faculty

Assistant Professor

Mr. H. Md. Ghiyas Ahmed, M.A., M.Phil.,

DEPARTMENT OF HINDI

Aided Faculty:

Associate Professor & Head of the Department

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

Assistant Professor

Dr. Sayyad Arifulla, M.A., M.Phil., Ph.D., PGDT., M.Sc., B.Ed.,

DEPARTMENT OF FRENCH

Aided Faculty:

Assistant Professor & Head of the Department

Dr. M.K. Muhammed Junais, M.A., Ph.D.,

DEPARTMENT OF HISTORICAL STUDIES

Aided Faculties:

Associate Professor & Head of the Department

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

Associate Professors

Mr. S. Mohamed Tariq, M.A., M.Phil.,

Dr. T. Abdul Khadar, M.A., M.Phil., Ph.D., PGDTA., PGDHR.,

Assistant Professors

Dr. A. Rasheed Khan, M.A., Ph.D.,

Mr. E.S. Muhammed Aslam, M.A., M.Phil.,

DEPARTMENT OF ECONOMICS

Aided Faculties:

Associate Professor & Head of the Department

Dr. S. Kareemulla Basha, M.A., M.Phil., Ph.D.,

Associate Professor

Dr. A. Abdul Raheem, M.A., M.Phil., Ph.D. P.G.D.E., D.C.P.A., D.C.A., M.B.A.,

Assistant Professors

Dr. M. Abdul Jamal, M.A., M.Phil., M.B.A., H.D.C.A., Ph.D.,

Dr. M. Fakir Ismail, M.A., M.Phil., Ph.D.,

Dr. S. Jaber Asan, M.Sc., M.A., M.Phil., B.Ed., Ph.D.,

Mr. S. Mohammed Zaheed, M.A., M.Phil.,

Dr. S. Mohamed Nazeer, M.A., M.Phil., Ph.D., PGDCA.

Mr. R. Mohammed Ali, M.Com., M.A., M.Phil.,

Mr. M. Shahul Hameed, M.A., M.Phil.,

DEPARTMENT OF SOCIOLOG

Aided Faculties:

Associate Professor & Head of the Department

Dr. K.C. Geetha Krishnan, M.A., M.Phil., Ph.D.,

Assistant Professors

Dr. P. Sritharan, M.A., M.Phil., Ph.D., M.S.W, DLL & AL., Cert. Lib Sci.,

Mr. M.N. Haris, M.A., M.Phil.,

Mr. M.P. Sadeed Azhar, M.A.,

Mr. P.P. Abdu Razakh, M.A., M.Phil.,

DEPARTMENT OF COMMERCE

Aided Faculty:

Associate Professor & Head of the Department

Dr. S. Syed Rafiq Ahmed, M.Com., M.Phil., Ph.D. B.Ed., PGDip. Journalism.,

Assistant Professors

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

Dr. S. Thothadri, M.A.(CS), M.Phil., Ph.D., ACS (Final), M.Com., M.B.A.

Dr. J. Sulaiman, M.Com., M.Phil., Ph.D., M.A.(PA)., M.B.A., PGDFT., M.A.(Eco).,

Dr. A. Mohamed Yunus, M.Com., M.Phil., Ph.D., M.B.A.,

Dr. A. Afroz Ahmed, M.Com., M.Phil., D.O.A., D.C.A., R.B.V., Ph.D.,

Dr. N.O. Ameen, M.Com., M.Phil., Ph.D., D.C.A., M.B.A.,

Dr. J. Thajmudeen, M.Com., M.Phil., CWA (Inter), CA (Inter), ACS (Inter),

B.L., Ph.D.,

Dr. A. Kadhar Lal, M.Com., M.Phil., Ph.D., M.B.A.,

Dr. A.M. Abid Basha, M.Com., M.Phil., Ph.D., M.B.A., D.L.A.,

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

DEPARTMENT OF CORPORATE SECRETAR SHIP

Aided Faculties:

Associate Professor & Head of the Department

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

Assistant Professors

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

Dr. S. Abdul Rasheed, M.Com., M.Phil., Ph.D, M.B.A., M.A.(P.A).,

M.Sc.,(Psy.)

Dr. M. Ansar, M.C.S., M.Phil., M.Com., M.Phil., PGDBM., Ph.D.,

Management Faculty:

Assistant Professor

Dr. Syed Shakir Razvi, M.Com., M.Phil., Ph.D.,

DEPARTMENT OF MATHEMATICS

Aided Faculties:

Associate Professor & Head of the Department

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

Associate Professors

Mr. A.R. Abdul Lathif, M.Sc., M.Phil.,

Dr. V. Kamal Nasir, M.Sc., M.Phil., Ph.D.,

Mr. S.K. Ahamed Jalaludeen, M.Sc., M.Phil., P.G.D.C.A.,

Assistant Professors

Mr. A.K. Abdul Nazeer, M.Sc., M.Phil.,

Dr. D. Kaja Mohaideen, M.Sc., M.Phil., Ph.D.,

Dr. S. Baskaran, M.Sc., M.Phil., Ph.D.,

Dr. M. Syed Ismail, M.Sc., M.Phil., Ph.D., P.G.D.C.A.,

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

Mr. M. Mohamed Riyasdeen, M.Sc., M.Phil.,

Management Faculties:

Assistant Professors

Mr. P. Abbas, M.Sc., M.Phil.,

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SCAVENGER

Mr. K. Venkateshwarlu (Selection Grade)

LIST OF NON TEACHING STAFF MANAGEMENT STAFF

JUNIOR ASSISTANTS

Mr. I. Noorullah Sherief, B.Com., (Library)

Mr. J. Abdul Rahman, M.B.A., (Accounts)

Mr. S. Jaffar Sadiq, M.Com.,(Principal Office)

Mr. R. Jamal Fayaz, B.A.,(Office)

TECHNICAL ASSISTANT

Mr. M.H. Rifayul Jeburi, B.A(Library)

ELECTRICIAN

Mr. P. Nazeer Hussain

Mr. Boopathy

Mr. N. Salman Hussain

SERGEANT

Mr. A. Syed Saifullah, Dip. in Tele Tech.,

OFFICE ASSISTANTS

Mr. R.A. Yousuf Ali, (Arabic Department)

Mr. Sadhullah Babu, (Zoology – Museum Keeper)

Mr. Mohamed Rafeeq, (Economics Department)

Mr. Y. Md. Ziauddin, (Computer Science Department)

Mr. K.S. Hayath Basha, (Sociology Department)

Mr. M. Giridharan, B.A.,(Computer Science Department)

Mr. A.N. Hidayathullah, (Commerce Department)

Mr. Khaliq Ahmed, M.A.,(Office)

Mr. K. Loganathan, (Reprographic Assistant – Office)

Mr. J. Azeez, (Chemistry Lab)

Mr. B. Obaiah, (Chemistry Lab)

Mr. M. Oshamuddin, (Mathematics Department)
Mr. A.J. Abdul Kasim, (History Department)
Mr. V.K.A. Sabeel, (Zoology Department)
Mr. A. Mohamed Ibrahim, (Principal Office)
Mr. R.Y. Mohamed Ibrahim, (Chemistry Lab)
Mr. M. Mohamed Basul, (Chemistry Department)
Mr. T. Mohamed Abdullah, (Tamil Department)
Mr. S.M. Thameemun Ansari, (Physics Department)
Mr. Khalilun Rahman, (Computer Science Department)
Mr. S. Mohamed Nasiruddin, (Library)
Mr. S.K. Khaja Mohideen, (Botany Department)
Mr. I. Shagul Hameed, (Chemistry Lab)
Mr. D. Mohamed Abdulla, (Physical Education)
Mr. A. Sameed Basha, (Office)
Mr. B. Noor Mohamed, D.C.E.,(Office)
Mr. A. Khaleem Basha, (Corporate Secretaryship Department)
Mr. N. Syed Ibrahim, (Physics Department)
Mr. K. Jaffer Sadhik, (English Department)
Mr. H. Riyaz Ahmed, (Lift Operator)
Mr. P. J. Mohamed Sadiq Basha, (Driver Cum Attender)
Mr. A. Mohamed Faisal, (Office)
Mr. K. Munawer Ahmed, (Library)

Sweepers

Mrs. Zulaika Bee
Mrs. Jahar Banu
Mrs. Mumtaz
Mrs. T.E. Ahamed Nisa
Mrs. Jayakumari
Mrs. Ayesha Bee

Mrs. P. Jaithoon Bee
Mrs. A. Noorjahan
Mrs. P. K. Hayath Bee
Mrs. Kamarunisha
Mrs. T. Fathima Usna
Mrs. L. Noorjahan

Plumber

Mr. A. G. Nisaruddin

Scavenger

Mr. R.S. Venkatasamy

Mr. A. Nagaraj

Mr. Ramesh Babu

OFFICE OF THE CONTROLLER OF E AMINATIONS

CONTROLLER OF EXAMINATIONS

Mr. A.R. Abdul Lathif, M.Sc., M.Phil.,
Associate Professor of Mathematics

ASSISTANT CONTROLLER OF EXAMINATIONS

Dr. P.A. Abdulla Mahaboob, M.Sc., M.Phil., Ph.D. Associate Professor of
Physics

Dr. Syed Abdul Hameed, M.Com., M.Phil., Ph.D., M.B.A.,
Assistant Professor of Corporate Secretaryship

DATA ENTRY OPERATOR

Mr. J. Syed Ibrahim, M.C.A.,

JUNIOR ASSISTANT

Mr. K.S.H. Mohamed Fakker, B.Com.,

Mr. A. Mohammed Faiz Ahmed, M.Com.,

DATA ENTRY OPERATOR

Mr. H.S.K. Md. Ashraf Ali

PROGRAMMER

Mr. N.M. Muhammed Muthahir, B.Tech.,

DATA ENTRY OPERATOR

Mr. J. Mujibur Rahman, B.Sc.,

OFFICE ASSISTANT

Mr. L. Johnson Paul

Mr. M.M. Syed Mohammed Abdulla

LIFT OPERATOR

Mr. Md. Rahmatullah

SWEEPER

Mrs. Rahimabeevi

NEW COLLEGE HOSTEL

DEPUTY WARDEN

Dr. A. Hyder Ali, M.Sc., M.Phil., Ph.D.,
Assistant Professor of Zoology

RESIDENT SUPERINTENDENTS

Dr. M. Saiyad Musthafa, M.Sc., M.Phil., Ph.D.
Assistant Professor of Zoology

Mr. K.V. Mohammed Bilal, M.B.A., M.Phil., M.A. (Sociology),
Assistant Professor of Business Administration

Mr. H. Suhel, M.A., M.Phil.,
Assistant Professor of English

Mr. S. Abdul Hakkeem, M.A.,
Assistant Professor of Tamil

JUNIOR ACCOUNTANT

Mr. S. Anees Ahmed, B.Com.,

ACCOUNTANT

Mr. A. Abdhul Shukur

PLUMBER

Mr. M. Mohamed Saleem

ROOM BOY & ASST. PLUMBER

Mr. S. Saboor Mohideen

TAILOR

Mr. Mohamed Husain

SCAVENGER

Mr. B. Narasaiya

MEDICAL OFFICER

Dr. Syed Fahrudeen Munnavar, MBBS., MD.,

QUALIFICATIONS OF TEACHING STAFF

Department	Ph.D.	M.Phil.	P.G.	NET	SET	Total	Asso. Prof.	Asst. Prof.
English (34): A-21; M1-5; M2-8								
Aided	14	5	2			21	8	13
Management – I	1	4				5		5
Management - II		6	2			8		8
Tamil (19): A-11; M1-2; M2-6								
Aided	8	3				11	3	8
Management – I	1	1				2		2
Management - II	2	2	2			6		6
Arabic (17): A-10; M1-3; M2-4								
Aided	10					10	1	9
Management – I	3					3		3
Management – II	4					4		4
Urdu (5): A-1; M1-1; M2-3								
Aided	1					1		1
Management – I		1				1		1
Management - II		2	1			3		3
Hindi (2): A-2								
Aided	2					2	1	1
French (3); A-1; M2 -2								
Aided	1					1		1
Management - II			2			2		2
History (7): A-5; M2-2								
Aided	3	2				5	3	2
Management - II		2				2		2
Economics (11): A-9; M2 -2								
Aided	6	3				9	2	7
Management - II	1	1				2		2
Sociology (5): A-5								
Aided	2	2	1			5	1	4
Commerce (30): A-11; M2-19								
Aided	10	1				11	1	10
Management – II	6	9	4			19		19
Corporate Secretaryship (14): A-4; M1-1; M2-9								
Aided	3	1				4	1	3
Management – I	1					1		1
Management - II	1	6	2			9		9
Mathematics (25): A-9; M1-4; M2-11								
Aided	4	6				10	4	6
Management – I		4				4		4
Management – II	1	10				11		11
Physics (19): A-14; M2-5								
Aided	10	3	1			14	3	11
Management – II	5					5		5

Chemistry (21) A-21								
Aided	16	5				21	7	14
Botany (7): A-5; M2-4								
Aided	2	3				5	2	3
Management – II	4					4		4
Zoology (13) A-13								
Aided	10	2	1			13	3	10
Library (1): A-1								
Aided		1				1		1
Physical Education (1): A-1								
Aided	1					1		1
Computer Science (21): M1-14; M2-7								
Management – I	4	10				14		14
Management - II	1	5	1			7		7
Compute Applications (12): M2-12								
Management - II	3	8	1			12		12
Information Systems Management (4): M2-4								
Management - II	2	2				4		4
Business Administration (7): M2-7								
Management - II	1	5	1			7		7
Bank Management (4): M2-4								
Management - II	2	2				4		4
Biotechnology (4): M2-4								
Management – II	2		2			4		4
Accounting & Finance (2): M2-2								
Management – II	1		1			2		2
Information Technology (3): M2-3								
Management - II	2	1				3		3
Total								
Total	151	118	24			293	40	253
Aided	103	37	5			145	40	145
Management-I	10	20				30		30
Management-II	38	61	19			118		118

PROGRAMMES OFFERED

Aided Strea UNDER GRADUATE PROGRAMME

Arts : B.A., (3 Years)

(i) Arabic (ii) English Literature (iii) Economics (iv) Historical Studies (v) Sociology.

Requirement/Eligibility : Pass in HSC with any Subject

Commerce : B.Com., (3 Years)

(i) General

Requirement/Eligibility: Commerce / Business Studies, Accountancy, Business Mathematics / Mathematics

(ii) Corporate Secretaryship

Requirement/Eligibility: Commerce / Business Studies, Accountancy

Science: B.Sc., (3 Years)

(i) Chemistry (CPM)

Requirement/Eligibility: Chemistry, Physics and Mathematics

(ii) Chemistry (CPZ)

Requirement/Eligibility: Chemistry, Physics, Biology and Zoology / Botany

(iii) Physics

Requirement/Eligibility: Physics, Chemistry and Mathematics

(iv) Mathematics

Requirement/Eligibility: Mathematics, Chemistry and Physics

(v) Advanced Zoology and Biotechnology

Requirement/Eligibility: Biology, Zoology / Botany, Chemistry and Physics

(vi) Plant Biology and Plant Biotechnology

Requirement/Eligibility: Biology, Zoology / Botany, Chemistry and Physics

POST GRADUATE PROGRAMME

Arts: M.A., (2 Years)

(i) Arabic

Requirement/Eligibility: B.A. Arabic or any degree with part-I foundation course in Arabic for two years or any other degree accepted by University of Madras

(ii) English

Requirement/Eligibility: B.A. English or any degree with part-II foundation course in English for two years or any other degree accepted by University of Madras

(iii) Economics

Requirement/Eligibility: Any Degree

(iv) Tamil

Requirement/Eligibility: B.A. Tamil or any degree with part-I foundation course in Tamil for two years or any other degree accepted by University of Madras

Commerce: M.Com., (2 Years)

(i) General

Requirement/Eligibility: A degree in B.Com., / B.Sc. Maths with Accountancy & Cost Accounting as Allied Subjects / B.A. Economics with Accountancy and Marketing or Cost Accounting as Allied Subjects

Science: M.Sc., (2 Years)

(i) Chemistry

Requirement/Eligibility: B.Sc. Chemistry or any other degree accepted by University of Madras

(ii) Zoology

Requirement/Eligibility: B.Sc. Zoology or any other degree accepted by University of Madras

M.PHIL., PROGRAMMES

Arts: (i) Tamil (F.T & P.T) (ii) Arabic (F.T & P.T)
(iii) English (iv) Economics

Commerce: (i) General

Science: (i) Chemistry (F.T & P.T) (ii) Zoology (F.T. & P.T)

Ph.D. PROGRAMMES

Arts: (i) Arabic (F.T. & P.T) (ii) English (F.T. & P.T)
(iii) Economics (F.T. & P.T) (iv) Tamil (F.T. & P.T)
(v) History (P.T.)

Commerce: (i) Commerce (F.T. & P.T)

(ii) Corporate Secretaryship (P.T)

Science: (i) Chemistry (F.T. & P.T) (ii) Zoology (F.T. & P.T)
(iii) Physics (F.T. & P.T) (iv) Mathematics

SELF-FINANCING STREAM UNDER GRADUATE PROGRAMME

Arts: B.A., (3 Years)

(i) Tamil (ii) Urdu (iii) Business Economics

Requirement/Eligibility: Pass in HSC with any Subject

Commerce: B.Com., (3 Years)

(i) General

Requirement/Eligibility: Commerce / Business Studies, Accountancy,
Business Mathematics / Mathematics

(ii) Corporate Secretaryship

Requirement/Eligibility: Commerce / Business Studies, Accountancy

(iii) Bank Management

Requirement/Eligibility: Commerce / Business Studies, Accountancy,
Business Mathematics / Mathematics

(iv) Information and Systems Management

Requirement/Eligibility: Commerce / Business Studies, Accountancy,
Business Mathematics / Mathematics

(v) Accounting & Finance

Requirement/Eligibility: Commerce / Business Studies, Accountancy, Business Mathematics / Mathematics

B.B.A., (3 Years)

(i) Business Administration

Requirement/Eligibility: Commerce / Business Studies, Accountancy, Business Mathematics / Mathematics

Science: B.Sc., (3 Years)

(i) Computer Science

Requirement/Eligibility: Chemistry, Physics, Computer Science, Mathematics / Business Mathematics

(ii) Information Technology

Requirement/Eligibility: Chemistry, Physics, Computer Science, Mathematics / Business Mathematics

(iii) Biotechnology

Requirement/Eligibility: Biology, Zoology / Botany, Chemistry and Physics

Science: B.C.A., (3 Years)

(i) Computer Applications

Requirement/Eligibility: Computer Science, Mathematics / Business Mathematics, Chemistry and Physics

POST GRADUATE PROGRAMME

Arts: M.A., (2 Years)

(i) History

Requirement/Eligibility: Any Degree

Commerce: M.Com., (2 Years)

(i) General

Requirement/Eligibility: Degree in Commerce / Corporate Secretaryship / Bank Management / BBA / Maths with Accountancy &

Cost Accounting / Economics with Accountancy & Cost Accounting or any other degree accepted as equivalent thereto by the University of Madras.

(ii) Corporate Secretaryship

Requirement/Eligibility: Degree in Commerce / Corporate Secretaryship / Bank Management / BBA / Maths with Accountancy & Cost Accounting / Economics with Accountancy & Cost Accounting or any other degree accepted as equivalent thereto by the University of Madras.

Science: M.Sc., (2 Years)

(i) Computer Science

Requirement/Eligibility: Degree in Computer Science /Computer Science and Technology / BCA or any other degree accepted as equivalent thereto by the University of Madras

(ii) Information Technology

Requirement/Eligibility: Any Degree with Mathematics / Statistics / Business Maths / Business Statistics / Mathematical Physics (as main or allied) or any other degree accepted as equivalent thereto by the University of Madras

(iii) Mathematics

Requirement/Eligibility: Degree in Mathematics or any other degree accepted as equivalent thereto by the University of Madras

(iv) Physics

Requirement/Eligibility: Degree in Physics or any other degree accepted as equivalent thereto by the University of Madras

(v) Botany

Requirement/Eligibility: Degree in Plant Biology and Plant Biotechnology / Botany or any other degree accepted as equivalent thereto by the University of Madras

Aided Stream

Under Graduate Programme			
GOVT. AIDED PROGRAMMES WITH PERMANENT AFFILIATION			
Degree	Programme	Sanctioned Strength	Maximum Intake
B.A.	Arabic	50	50
	English Literature	50	50
	Economics	70	70
	Historical Studies	50	50
	Sociology	50	50
B.Com	General	55	70
	Corporate Secretaryship	55	70
B.Sc.	Chemistry – CPM	50	50
	Chemistry – CPZ	50	50
	Physics 1	50	50
	Physics 2	50	50
	Mathematics	70	70
	Advanced Zoology & Biotechnology	50	50
	Plant Biology & Plant Biotechnology	50	50
Post Graduate Programme			
M.A.	Arabic	20	20
	English	30	30
	Economics	20	20
	Tamil	40	40
M.Sc.	Chemistry	26	26
	Zoology	16	16
M.Com	General	40	40
M.Phil. Programmes			
	English	12	12
	Arabic	12	12
	Economics	06	06
	Commerce	09	09
	Chemistry	10+2	10+2
	Zoology	10+2	10+2
	Tamil	6+2	6+2

Self-Financing Stream

UNDER GRADUATE PROGRAMME			
Degree	Programme	Sanctioned Strength	Maximum Intake
B.A.	Tamil	40	40
	Business Economics	70	70
	Urdu	20	20
B.Com	General (Section – A)	70	70
	General (Section – B)	70	70
	General (Section – C)	70	70
	General (Section – D)	70	70
	Corporate Secretaryship (Section – A)	70	70
	Corporate Secretaryship (Section – B)	70	70
	Bank Management	50	50
	Information System and Management	50	50
	Accounting & Finance	70	50
B.Sc.	Biotechnology	50	50
	Computer Science (Section – A)	50	50
	Computer Science (Section – B)	50	50
	Computer Science (Section – C)	50	50
	Computer Science (Section – D)	32	32
	Information Technology	50	50
B.C.A.	Computer Application (Section – A)	50	50
	Computer Application (Section – B)	50	50
	Computer Application (Section – C)	32	32
B.B.A.	Business Administration (Section – A)	70	70
	Business Administration (Section – B)	70	70

Post Graduate Programme			
Degree	Programme	Sanctioned Strength	Maximum Intake
M.A.	History	20	20
M.Sc.	Computer Science	26	26
	Information Technology	26	26
	Physics	26	26
	Mathematics	40	40
	Botany	26	26
M.Com	General	40	40
	Corporate Secretaryship	30	30

FEES DETAILS – SHIFT I (2020-2021)

Particulars of Fees	Year	B.A. All Major	B.Com & B.Com CS	B.Sc., Maths	B.Sc., Physics	B.Sc. Plant Biology, Adv. Zoology, Physics	B.Sc. Chemistry	B.Sc., Computer Science	M.A All Major	M.Com	M.Sc. Zoology	M.Sc. Chemistry
Tuition Fees	I	---	---	---	---	---	---	10500	500	750	750	750
	II	---	---	---	---	---	---	10500	500	750	750	750
	III	---	---	---	---	---	---	10500	---	---	---	---
Special & Science Fees	I	600	600	1480	1560	1560	1740	1500	600	600	1480	1650
	II	600	600	1480	1560	1560	1740	1500	600	600	1480	1650
	III	600	600	1480	1560	1560	1740	1500	---	---	---	---
Computer Lab / Maintenance Fees	I	---	---	---	---	---	---	5000	---	---	1000	2000
	II	---	---	---	---	---	---	5000	---	---	1000	2000
	III	---	---	---	---	---	---	5000	---	---	---	---
NSG /Other Fees	I	505	620	620	620	620	620	620	600	600	600	600
Caution Deposit	I	80	80	100	80	80	160	500	100	100	300	300
Insurance Fees	I,II,III	150	150	150	150	150	150	150	150	150	150	150
Infra Structure & Amenities Fees	I,II,III	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000
Miscellaneous Fees	I	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
Alumni Fees	I	500	500	500	500	500	500	500	500	500	500	500

FEES DETAILS – SHIFT II (2020-2021)

Particulars of Fees	Year	B.A. Urdu & Tamil	B.A. Business Economics	B.Com (Gen.) & B.Com (A & F)	B.Com CS, B.A. & B.Com BM	B.Com ISM	B.Sc. CS, B.Sc. IT & B.C.A.	B.Sc. Bio-Tech	M.A. History	M.Com CS	M.Com	M.Sc. CS & IT	M.Sc Maths	M.Sc. Physics & Botany
Tuition Fees	I	---	6000	12000	11000	10000	10500	7000	2920	5200	7800	13250	5200	4650
	II	---	6000	12000	11000	10000	10500	7000	2920	5200	7800	13250	5200	4650
	III	---	---	12000	11000	10000	10500	7000	---	---	---	---	---	---
Special & Science Fees	I	---	1000	1000	1000	1500	1500	850	500	500	500	4000	500	850
	II	---	1000	1000	1000	1500	1500	850	500	500	500	4000	500	850
	III	---	---	1000	1000	1500	1500	850	---	---	---	---	---	---
Computer Lab / Maintenance Fees	I	---	---	1750	1750	3500	5000	3500	---	---	---	10000	---	4500
	II	---	---	---	---	3500	5000	3500	---	---	---	---	---	4500
	III	---	---	---	---	3500	5000	3500	---	---	---	---	---	---
Other Fees	I	---	620	620	620	620	620	620	600	600	600	600	600	600
Caution Deposit	I	---	100	100	100	500	500	500	200	200	200	2000	200	500
Insurance Fees	I,II,III	150	150	150	150	150	150	150	150	150	150	150	150	150
Infra Structure & Amenities Fees	I,II,III	---	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000
Miscellaneous Fees	I	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
Alumni Fees	I	500	500	500	500	500	500	500	500	500	500	500	500	500

OTHER FEES TO BE PAID ON ADMISSION

S.No.	Description	UG	PG
		Amount	
1	Admission Fee	50.00	50.00
2	College Co-operative Stores	5.00	5.00
3	Medical Inspection	10.00	10.00
4	Recognition Fee for the students who have passed Higher Secondary Examination of Tamil Nadu	100.00	100.00
5	Matriculation Fees	30.00	30.00
6	Registration Fee payable to the University of Madras	80.00	..
		..	100.00
7	Sports Activities and Library Fees	120.00	..
		..	80.00
8	Cultural and Youth Festival Fee etc. payable to University of Madras	30.00	30.00
9	Fee for Development of Infra-structural Facilities in the University	30.00	30.00
10	Fee for Verification of +2 Certificate	50.00	50.00
11	Convocation Function Fee	25.00	25.00
12	NSS Corpus Fund	60.00	60.00
13	Youth Red Cross	30.00	30.00
	Total	620.00	600.00

FEES REGULATIONS

1. Fees are payable in advance as notified in the calendar / Circular.
2. Fees once paid will not be refunded under any circumstance.
3. The semester fees shall be paid in one sum on or before but not later than the FIFTH WORKING DAY of the semester.
4. Students are required to retain the receipts, duly signed by the Fees clerk, issued to them for all fees paid.
5. If a student fails to pay the fees on the fifth working day of the semester, a fine at the rate of Rs. 10/- (Rupees Ten) per day shall be levied.
6. If a student fails to pay the fees before the end of the month during which the College is reopened for the semester concerned, his name will be struck off from the rolls.
7. If a student leaves the College after being enrolled, he shall have no right to claim a remission of the fee or any portion of the fees.
8. If a student leaves the College in the middle of the course, he should pay the balance fee for the entire programme.
9. Every student admitted into the College should buy the text books prescribed by the department.
10. The original transfer and conduct certificates submitted to the College at the time of admission will not be returned to the students and they will be retained by the college. Hence the students are advised to have sufficient number of Xerox copies of the certificates.

NOTE:

- 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.
- 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. 250/-
 - b. After one year of completion: An additional fee of Rs. 100/- 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. 500/-
 - 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 counsellor 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 Labourers — 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 form 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 (Self-financing) Programmes in the Day College and all UG and PG programmes in the Evening College.

GENERAL CODE OF CONDUCT FOR STUDENTS

Code of Conduct is drawn up to ensure proper and smooth functioning of the institution, and to preserve the goodwill and reputation 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 counsellor and Head of the Department, his name will be removed from the rolls. A re-admission fee 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%.**

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 Vice-Principal immediately. No ID No Entry.
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. Mobile phones are strictly banned in classrooms, library and examination halls. The defaulters will be fined.
5. 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.
6. 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.

7. The college campus has been declared as a "No Smoking Zone". Strict disciplinary action will be taken against students found indulging in smoking.
8. 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.
9. 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.
10. Possession/use of drugs, alcohol and other intoxicants is strictly banned in the college campus.
11. 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.
12. Stringent action will be taken if students are found writing and drawing on walls and desks, damaging / defacing college or public property.
13. Students are not permitted to park their vehicle in the parking areas allotted for the staff.
14. Misconduct with teaching and other supporting staff of the college will be strictly dealt with.
15. Students are not permitted to carry weapons of any kind or replicas of weapons to the college Campus at any time.

16. The Wi-Fi connectivity available in the college campus should only be used to access academic related materials and information from the internet.
17. Students committing Cyber Crimes (illegal activities on the internet) will face disciplinary action including suspension / dismissal from the college.
18. Possessing / watching pornographic materials /videos/photos on mobile phones, Tablet, Computers and other devices is strictly banned inside the campus.
19. Eating, chewing and drinking beverages other than water are strictly forbidden inside the class rooms during class hours.
20. Women students pursuing PG, M.Phil., Ph.D., and other programmes are expected to conduct themselves with dignity, modesty and simplicity. They must come to college suitably clad.
21. Students should not engage in any trade or business activities within the college premises.
22. Character and conduct certificates cannot be claimed as a matter of right. The principal may refuse to issue these certificates without assigning any reason.
23. Students may meet or write to the Principal or Vice Principal for redressing their grievances.
24. Students are advised to make use of the free periods in reading books, magazines and newspapers available in the reading room of the library.
25. 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 noncompliance. 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 MIIT Block.

26. 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.

Disciplinary Rules Governing Students

1. Students are strictly forbidden from participating in political agitations of all kinds.
2. If a student attends any political meeting or engages in political agitation and conducts himself in a way that is detrimental to the corporate life or functioning of the College, severe action will be taken. The Principal is empowered to expel or suspend the student or refuse issuing all or some of the certificates due to him. His case may also be reported to the University for punishment under the University regulations.
3. The Principal has the right to frame and issue disciplinary rules of temporary or permanent nature whenever necessary. These rules might concern with the maintenance of dignity and reputation of the College or conduct of the student within the College precincts.
4. Under the Tamil Nadu Government Education Rules, the Principal has full powers to impose fines, refuse certificates, suspend or expel a student from the College, in case it is found that the behavior /act of the student is undesirable/detrimental to the interests of the institution.

5. Organized absence from classes and soliciting absence from other students are serious breaches of discipline which may lead to expulsion of the student.
6. Students are not allowed to address any authority outside the College without the permission of the Principal.
7. Students should not resort to any method of protest for whatever reason. They should highlight their problems and issues to the Grievance Redressal Cell and the Principal for getting the grievances redressed.
8. Without the knowledge of the Principal, students should not post any of the deemed problems on the social media, such as Facebook, nor to the press.
9. NCC is an organization that stands for discipline. Cadets are warned against involving in any act of indiscipline that may bring disrepute to NCC or the institution. The Principal has the right to expel such cadets from the NCC, and if need be, from the institution.
10. Ragging in any form is a serious offence and those found indulging in it will be summarily expelled from the College as per the directions of the Government. Do not rag and get ragged. All instances of ragging, including eve-teasing, whether inside or outside the campus, must be brought to the notice of the Principal, either in writing or oral. Drop boxes have been arranged outside the Principal's Chamber. Aggrieved students can avail it. Students are advised to go through the relevant Act published in this Handbook.
11. Use of tobacco, alcohol and drugs inside the College campus is strictly prohibited. Students found in possession or using them would be summarily dismissed from the College.
12. Students found involved in violent behaviour inside or outside the class and in group violence inside the campus, leading to

bloody clashes, would be severely dealt with. Disciplinary action would be initiated against all those involved in them, leading to expulsion from the College.

WARNING AGAINST RAGGING

Students are forbidden from ragging. Affected students must report all instances of ragging. They shall write a complaint & drop the letter into the Complaint Box kept in the Principal's Office. Ragging is a serious and criminal offence that involves severe punishment in the form of dismissal from the College and police action that can result in imprisonment.

DO NOT RAG AND GET RAGGED TAMIL NADU PROHIBITION OF RAGGING ACT 1997 TAMIL NADU GOVERNMENT GAZETTE EXTRAORDINARY

The following Act of the Tamil Nadu Legislative Assembly received assent of the Governor on the 14th February 1997 and is hereby published for general information.

Act No.7 of 1997: An Act to prohibit ragging in educational institutions in the State of Tamil Nadu. Be it enacted by the Legislative Assembly of the State of Tamil Nadu in the forty-eighth year of Republic of India as follows. Short title, extent and commencement:

1. 1. The Act may be called the Tamil Nadu Prohibition of Ragging Act 1997.
2. It extends to the whole of the State of Tamil Nadu.
3. It shall be deemed to have come into force on the 19th day of December 1996.

2. Definitions

In this Act unless context otherwise requires, "ragging" means display of noisy disorderly conduct during any act which causes

or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any educational institution, and includes:

a) Teasing, abusing of, playing practical jokes on, or causing hurt to such student; or

b) Asking the student to do any or perform something which such student will not in the ordinary course willingly do.

3. **Prohibition of Ragging**

Ragging within or without any educational institution is prohibited.

4. **Penalty for Ragging**

Whoever directly or indirectly commits, participates in, abets or propagates "ragging" within or without any educational institution shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

5. **Dismissal of Student**

Any student convicted of an offense under Section 1 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

6. **Suspension of Student**

Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head of an educational institution, or to any other person responsible for management of the educational institution, such head of the educational institution or person responsible for the management of the educational institution shall enquire into the same immediately and if found true shall suspend the student, who has committed the offense, from the educational institution.

The decision of the Head of the Educational institution or the person responsible for the management of the educational institution that any student has indulged in ragging under sub section (1) shall be final.

7. Deemed abetment

If the head of the educational institution or the person responsible for the management of the educational institution fails or neglects to take action in the manner specified in sub-section (1) of section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offense of ragging and shall be punished as provided for in section (4).

8. Power to make rules

The State Government may make rules for carrying out all and any of the purposes of the Act.

All rules made under this Act shall be published in the Tamil Nadu Government Gazette and unless they are expressed to come into force on a particular day, shall come into force on the day on which they are published.

Every rule under this Act, shall, as soon as possible after it is made, be placed on the table of the Legislative Assembly and if, before the expiry of the session in which it is so placed on the next session, the Assembly makes any modification in any such rule, or the Assembly decides that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under the rule.

9. Repeal and Saving- Tamil Nadu Ordinance 10 of 1996

The Tamil Nadu Prohibition of Ragging Ordinance 1996 is hereby repealed.

Notwithstanding such repeal anything done or any action taken under the Ordinance shall be deemed to have been done or taken under this Act.

(By Order of the Government)

A. K. Rajan

Secretary to Govt. Law Dept.

WARNING TO STUDENTS RAGGING IS BANNED

Those who abet or propagate ragging will have the following punishments:

1. Imprisonment upto a term of 2 years.
2. A fine upto Rs. 10,000/- (Rupees Ten Thousand only)
3. Dismissal from the Institution and shall not be admitted in any other educational institution.

THE FOLLOWING ARE TREATED AS RAGGING:

- Display of noisy disorderly conduct.
- Doing any act which causes or is likely to cause physical or Psychological harm or raise apprehension of fear or shame or Embarrassment to new students.
- Teasing, abusing, playing practical jokes, causing hurt or asking new student to do any act or to perform something which such student will not in the ordinary course willingly do.
- Therefore, all the students, in the interest of their future, are advised to behave properly and conduct themselves in disciplined way.

STUDENTS' 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. Arabic Study Circle
3. Urdu Association
4. Hindi Association
5. French Association
6. Historical Studies Association
7. Economic Association
8. Commerce Association
9. Sociology Association
10. Mathematics Association
11. Physics Association
12. Chemistry Association
13. Plant Biology & Plant Biotechnology Association
14. Zoological Society
15. English Literary Society
16. Corporate Secretaryship Association
17. Computer Science Association
18. 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.

The following are various sectional Association: Commerce, Corporate Secretaryship, Computer science, Computer Applications, Information Systems and Management, Business Administration, Bank Management and Bio technology.

1. Commerce Association
2. Corporate Secretaryship Association
3. Computer Science Association
4. Computer Applications Association
5. Information Systems and Management Association
6. Business Administration Association
7. Bank Management Association
8. Bio-technology Association
9. Urdu Association
10. Post-Graduate Students' Association.

Mentoring

As per the UGC guidelines, the college has established a system of Mentoring for the students. The college provides each student the services of a Faculty Mentor and a Peer Mentor, to guide the students in their studies and campus life. The faculty mentors serve as Counsellors and help students solve their academic and other difficulties. Senior students with proven academic track record and leadership qualities are appointed as Peer mentors. One of the main aims of peer mentoring is to prevent all forms of ragging. Besides, the peer mentors assist the students in properly using the facilities and services in the college.

RULES AND REGULATIONS ATTENDANCE & LEAVE OF ABSENCE

1. All the students are expected to take their seats in their respective classes soon after the first bell.
2. Late comers will not be permitted to enter the class. They should go to the Library and engage themselves till that session is over and shall attend classes from the next session.
3. A student shall not absent himself from the class without proper leave applications duly signed by parents/guardians/wardens.
4. Attendance will be taken during every period of work. Students coming late are liable to incur loss of attendance. Any student found outside the class room during class hours will be marked absent. Students shall not disturb classes by moving about in veranda as this will cause disturbance to the classes that are going on.
5. Leave of absence from composition classes and class tests will be granted only when they are sanctioned by the Head of the Department concerned.
6. Every student shall earn the minimum of 75% (seventy-five percent) of attendance to qualify to appear for End Semester Examinations.
7. If a student is absent for one or more hours in one particular session (forenoon or afternoon) he will be marked absent for half a day.
8. Permission to leave the college premises during working hours can be granted only by the Principal or concerned HOD, usually on production of a letter of request from the student.

9. Medical Certificate should be produced for more than three days of sick leave and the student should produce proper evidence for any other type of leave.
10. The Principal shall have power to condone shortage of attendance up to a Maximum of 10 percent i.e., nine days in any semester for valid reasons like Ill-health, etc., on paying the prescribed condonation fee.
11. Governing body of the College shall be the appellate authority whenever there is any dispute on condonation of attendance.
12. Statement of attendance shall be displayed in the College notice board every month and arrangement will be made to communicate the same to the parents.
13. If shortage of attendance exceeds the limit prescribed for condonation of Attendance, he will not be presented to the End Semester Examinations. Such students who could not write the University Examinations will however be permitted to continue their studies in the subsequent semester.
14. Deficiency of attendance in one semester shall be compensated in the subsequent semester, such that the combined attendance for any two consecutive semesters will be taken into account for determining the eligibility of a student to be presented for the University Examinations.
15. A student will be given only one opportunity to carry forward the deficiency in attendance to the next semester during the period of study of any degree course, failing which he will have to be readmitted.
16. If the attendance earned by a student is less than 50%, he will have to discontinue the course and repeat the same semester course again.

17. Students are eligible for exemption from attendance whenever they represent the college in any event/competition/tournament or NCC/NSS Camp whenever they attend.

GENERAL DISCIPLINE

1. Every student shall attend classes regularly and shall refrain from doing anything calculated to impede the attention of other students or disturbing adjacent classes.
2. After ringing of the bell at the end of each hour all students shall be seated in their seats for the next hour.
3. Students shall not leave the class room without prior permission of the teacher before the class is discharged.
4. Students are forbidden from organising any meeting in the college or collecting money for any purpose without the permission of the Principal.
5. Every student shall handle the College property with care and do everything in his power to preserve the cleanliness of the campus.
6. Students are not allowed to address any authority in a body except with the permission of the Principal.
7. Smoking is strictly forbidden within the college campus.
8. Intoxicants are strictly prohibited.
9. Every student shall wear clean and suitable clothing and not appear in the College improperly dressed.
10. On all the important occasions or functions in the College all the students should be present neatly dressed in specified uniform.
11. Anyone who infringes any of the rules of the college either in word or deed shall be deemed to have committed breach of

discipline and the Principal shall have full power to inflict the following corrective means: fine, loss of attendance, refusal to issue term certificate and conduct certificate, suspension and expulsion.

12. Students of the college are bound to obey the rules and promote the corporate life in the campus. In the interpretation of the rules and in any academic or disciplinary matter not covered by the rules, they shall accept the decision of the Principal.
13. If any student or groups of students are found indulging in violence or vandalism causing damage to the College assets, the individual student or the group of students shall be required to bear the cost of replacement of those assets individually or collectively along with the payment of fine for such misbehaviour.
14. No notice of any kind shall be circulated by the students or pasted anywhere in the College campus without prior permission by the Principal.

E AM AND EVALUATION UNDER CHOICE BASED CREDIT S STEM CBCS Re lati ns r 9

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 2-5 credits.

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. Students are given provision to apply online exam application for all UG and PG courses.

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 / Detention:

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 re-joining 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

No student shall be permitted to appear for the End Semester Examination unless the examination fees are remitted through the online mode, and has required attendance.

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:

Continuous Internal Assessment pattern was modified from the academic year 2019 – 2020.

Three cycles of tests will be conducted during 25th to 30th day, 50th to 55th day and 70th to 75th day.

The average of the best of two cycles will be considered for the award of 20 marks. 5 marks will be awarded for regularity.

Total C.I.A marks 25.

Departments are given autonomy to choose any or all of the following Assessment method to assess the Students from the academic year 2019 – 2020.

i) Class Test ii) Surprise test iii) Seminars iv) Group discussion
v) Home Projectvi) Group Project vii) Preparing notes viii) Preparing question from the syllabusix)Model Examination

- In the case UG Soft Skill (Part IV) Viva voce Examination will be conducted from 2014 batch onwards to award 25 marks instead of Assignments, CIA Test and Model Exam.
- If a student misses CIA / Model due to valid reasons (to be ascertained by the Head of the Department on the basis of documental proof provided by the student), the concerned HOD may arrange a special examination for such student. However, only one such special examination shall be held for all such cases and it should be conducted at least two weeks ahead of the End – Semester examinations. The HODs shall be required to inform the Examination Department before conducting such tests.

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

- End Semester Examination: (Total Marks 75)
- UG Passing Minimum: 40% (40% S.E + C.I.A),
- PG Passing Minimum: 50% (50% S.E + C.I.A)
- M.Phil Passing Minimum: 55% (50% S.E + C.I.A)
- Re – valuation of the answer scripts shall not be allowed.

Pattern of Examination

The odd Semester (I / III / V) Examination shall be held in the month of November / December and the Even Semester (II / IV / VI) Examinations in the month of April / May.

The End- Semester Examinations shall be held as per schedule and the same should be displayed on the college notice board at least 15 days before the commencement of the Examination by the Office of the Controller of Examination. Office of the Controller of Examination shall get the examination scheduled approved by the Examination Committee before displaying it.

After the publication of the result of each End – Semester Examinations, the examinees will be provided with a transcript reflecting their marks / grade obtained in each paper.

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 arrear 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).

It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

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

PHYSICAL EDUCATION

The Institution has very good play ground facilities for playing games like Cricket, Volley Ball, Basket Ball, Foot Ball, Hockey, Ball Badminton, etc. For improving athletic skills, athletic track with eight lanes is laid. Separate cricket nets for practicing are also provided. Facilities are plenty for indoor games like table tennis.

NATIONAL SERVICE SCHEME (NSS)

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.

Four units of NSS are function with 100 Volunteers per unit. Various developmental activities are conducted in the adopted villages annually, thereby creating permanent assets for the welfare of the needy.

NATIONAL CADET CROPS (NCC)

The National Cadet Corps (NCC) is the Indian military cadet corps with its Headquarters located at New Delhi. National Cadet Corps (i) Infantry Wing and (ii) Armoured Squadron. Enrolment of cadets is made soon after admission to the college are engaged in grooming the youth of the country into disciplined and patriotic citizens. The Cadets are given basic military training in small arms and parades. The cadets will get lot of benefits from the NCC. The motto of the NCC is "UNITY & DISCIPLINE". Cardinal Rules of NCC:

- a) Obey with a smile
- b) Be punctual
- c) Work hard without fuss
- d) Make no excuses and tell no lies.

The Cadets will get a chance to serve in Armed forces, they can develop their communication, leadership, personality skills and they can also participate in adventurous activity such as rock climbing, Himalayan Mountaineering, trekking and hot air ballooning.

The cadets will participate in Prime Minister Rally, National Integration camps, and various camps to adopt and mould themselves as a good citizen. A Life is full of adventure, honour, dignity and pride, and also students will get chance to visit foreign countries. NCC develops the personality of youth through training, adventure, cultural activities and transforms them into a disciplined, matured and integrated youth, which goes a long way towards National Development. Outstanding cadets are entitled to selection for going abroad under Youth Exchange Programme.

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 device 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 enrol 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

e-Urdu Centre was established by the Department of Urdu, The New College (Autonomous), Chennai — 14, 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.

LIBRARY RULES AND REGULATIONS

1. Library and Reading Room are open to all students and members of staff of the College.
2. The Library is open on all working days of the College from 8.30 am. to 7.00pm and Saturday 9.00 am to 5.00 pm. The library will remain closed on all holidays.
3. Strict silence shall be maintained in and around the Library. The Librarian may refuse to issue of books for breach of this rule.
4. The college uses bar-coding facility for the students and faculty identity cards that ensure effective usage of library.
5. Open Access System will be followed in the Library.
6. Every UG student shall be permitted to borrow three books and every PG student shall be permitted to borrow four books from the library.
7. Books will be issued to the students during any time during library working hours.

8. Reference books will not be lent out.
9. While borrowing books, students are requested to verify that the books are in proper shape without any mutilation of pages or missing of pages. If any damage or scribbling is found it should immediately report it to the Librarian.
10. The period of loan will be only 14 days for students and one month for staff.
11. The book should be returned on or before the due date mentioned in the due date slip of the book. No renewal of book will be allowed for students.
12. Students who fail to return the books on or before the due date will have to pay a penalty of Re.1/- per day from the due date.
13. The cost of the book and penal fee will be charged from 15th day after the due date from the students.
14. A student will lose the privilege of borrowing book if he repeatedly returns the books late or damages the books in any form.
15. For any mutilation of book(s) found at a later date, the last borrower of the book will be held responsible.
16. The librarian reserves the right to recall any book at any time.
17. Students who have been issued with identification card shall produce the same before the Librarian on demand.
18. Guard the book as your property but do not misuse them as your property.
19. All complaints and suggestions should be made to the Librarian, refer them to the Principal.
20. Students must return all the Library books at the end of their course or at the time of their leaving the college whichever is earlier. All dues should be paid.
21. Transfer Certificate and Conduct Certificate will not be issued to the students unless all the books due from them are returned.

LIBRARY: DIGITAL LIBRARY

Rules to be followed for using Computer facility

1. Each student can use the Computer in Digital Library for a period of 60 minutes only.
2. The students should make a compulsory entry in the log book before switching on the terminal.
3. The students can reserve their slots in advance but would be allowed to do so only on the previous day.
4. The students will not be allowed to use the above facility during class hours.
5. The students will not be allowed to use their own DVDs/CDs.
6. Playing games is strictly prohibited.
7. The students should shut down the system properly. If he is unable to do so, he should contact the staff-in-charge.
8. The student will be held responsible for any damage to the system or CDs being used by him or her.
9. Copying files from the CDs to the Hard-disk and deleting files in Hard-disks are strictly prohibited.

E- LEARNING

The pace of change in the institution has been brisk in teaching and learning system since 2015. The institution has moved from lean-based learning system to activity based learning system. The institution considers that the competition and collaboration in education are not opposite; instead both should go horizontally. Hence the institution has introduced Real Time Experience Learning System.

An exciting curriculum was designed based on “evidence-based” approach, using proven ICT enabled educational methods – as supplemented to traditional chalk and duster.

The teaching pedagogy moved from static standards to smart teaching through edutainment programmes, customized standards as levied in “Peer to Peer” tutoring system.

The new curriculum design integrates the industrial verticals with the academic learning system. The education technology of the institution offers far more stimulation and exciting education platform in higher education.

The micro level teaching in the institution narrows down the gap between slow learners and Advanced learners.

As a result, the faculty members are prepared to teach from the stake holders’ knowledge base. The systems introduced by the institution fosters the creativity of the learners, increase the understand ability of concepts and tweaks the skill of the students.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC aims at realising the goals of quality enhancement and sustenance.

Some of the functions expected of the IQAC are

- development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution
- facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- dissemination of information on various quality parameters of higher education

- organisation of inter and intra institutional workshops, seminars on quality-related themes and promotion of quality circles
- documentation of the various programmes/activities leading to quality improvement
- acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of best practices
- development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- development of Quality Culture in the institution
- preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

NEW COLLEGE STAFF ASSOCIATION

The New College Staff Association (NCSA) consists of all the teaching staff of the college. The Principal functions as the Patron of the Staff Association. The President, the Secretary, the Treasurer of the Staff Association are elected by the permanent members of the staff in Shift – I from among themselves for a term of two years. The Joint Secretary is elected by the Shift-II staff members for a term of two years. The Secretary assists the President in preparing the agenda and recording the proceedings of the meetings. The Treasurer is in-charge of the accounts of the Staff Association. The Staff Association discusses the academic and extracurricular programmes and offers suggestions for maintaining high standards in keeping with the purpose and philosophy of the college.

HOSTEL

Hostel facilities are provided separately for gents within the college campus and facilities for entertainment and recreation are provided.

HOSTEL RULES

- Discipline of the highest order is to be maintained in the hostel.
- Cutting classes and staying in the hostel without proper permission from Deputy Warden will be viewed seriously.
- Guests or day scholars are not permitted to the hostel premises and room.
- Hostellers are expected to take their food in the mess within the stipulated time duration announced from time to time.
- Study hours will be from 9.30 pm to 10.30 pm.
- Loitering, chatting or making noise during study hours are strictly prohibited.
- Hostellers are not permitted to go out in the morning or evening without the written permission from the Deputy Warden.
- Permission will not be granted to enter the hostel after 9.00 pm.
- Students going home should submit leave applications duly countersigned by the respective HODs and Resident Superintendents
- Hostellers are permitted to meet guests only in the guest room.
- Valuables like jewellery, cash, watch, etc., should not be kept unlocked. The authorities will not take any responsibility for losses in this regard.
- Hostellers will be permitted to go on tours officially organized by the Departments only.
- Hall tickets for appearing for End Semester Examinations will be issued by the college only on production of "NO DUES" certificate from the hostel.

- The Hostellers should behave courteously with all hostel staff.
- Genuine grievances, if any, should be represented to the Deputy Warden in writing.
- Misuse of electricity, water and other facilities will be liable for penalty.
- Hostellers will be held responsible for all the damages to the furniture, fittings, etc., in their room.
- Politics of all kind are forbidden.
- The college reserves the right to terminate Membership of the hostellers without assigning any reason.

A Detailed Calendar for the Year 2020-21

DATE	ACTIVITY
23.06.2020 27.06.2020	Department Meetings
28.06.2020	Online Training for Staff Members
03.07.2020 & 04	Department meetings
01.07.2020	Online Application for UG Programmes
06.07.2020	Online Classes for 2nd and 3rd year UG, 2nd PG
09.07.2020	NAAC Core Committee Meeting
10.07.2020	NIRF Core Committee Meeting
15.07.2020	Meeting with Management – IQAC, NAAC & NIRF Core Team
25.07.2020	NAAC Core Committee Meeting
02.08.2020	College Council Meeting
03.08.2020	Online Admission for UG Programmes begins
15.08.2020	Independence Day Celebrations
24.08.2020	Online Application for PG Programmes
01.09.2020	IQAC Core Team Meeting
05.09.2020	Teachers Day Celebrations
03 to 08.09.2020	Students Induction Programme (SIP) for I UG
09.09.2020	Classes Starts for I UG
14.09.2020	HODs Meeting
26.09.2020	IQAC Core Committee Meeting
29.09.2020	IQAC Core Committee Meeting with Management

02.10.2020	Gandhi Jayanthi Celebrations
10.10.2020	Meeting with NAAC Criterion Heads
04.11.2020	Pre Board of Studies Meeting for all Departments
09.11.2020	College Council Meeting
23.11.2020	Online PG Classes Commenced
04.12.2020	IQAC aides meeting College Council Meeting
12.12.2020	Issue and Generation of Online Exam Application
16.12.2020	Last date for generation of Online Exam Application
21.12.2020	Publication of End Semester Exam Timetable
23.12.2020	IQAC Meeting
27.12.2020	Last date for payment of Examination fee
04.01.2020	Issue of Hall Tickets
06.01.2020	End Semester Exam Begin
11.01.2020	20.1.2021 Faculty Induction Programme
26.01.2021	Republic Day
17.02.2021	Blood Donation Camp
18.02.2021	Students Union Election
09.03.2021	College Council
16.03.2021	Internal Academic Audit
24.03.2021	External Academic Audit
12.04.2021	Start date for Payment of Examination fee
22.04.2021	Last date for payment of Examination fee
23.04.2021	Publication of End Semester Exam Timetable
07.05.2021	Issue of Hall Tickets
20.05.2021	END Semester Examinations begins

CALENDAR

1

JUNE 2020

DATE	DAY	SCHEDULE	No. of Days Working
01	MON		
02	TUE		
03	WED		
04	THU		
05	FRI		
06	SAT		
07	SUN	HOLIDAY	
08	MON		
09	TUE		
10	WED		
11	THU		
12	FRI		
13	SAT		
14	SUN	HOLIDAY	
15	MON		

JUNE 2020

DATE	DAY	SCHEDULE	No. of Days Working
16	TUES		
17	WED		
18	THU		
19	FRI		
20	SAT		
21	SUN	HOLIDAY	
22	MON		
23	TUE		
24	WED		
25	THU		
26	FRI		
27	SAT		
28	SUN	HOLIDAY	
29	MON		
30	TUE		

JULY 2020

DATE	DAY	SCHEDULE	No. of Days Working
01	WED		
02	THU		
03	FRI		
04	SAT		
05	SUN	HOLIDAY	
06	MON		
07	TUE		
08	WED		
09	THU		
10	FRI		
11	SAT		
12	SUN	HOLIDAY	
13	MON		
14	TUE		
15	WED		

JULY 2020

DATE	DAY	SCHEDULE	No. of Days Working
16	THU		
17	FRI		
18	SAT		
19	SUN	HOLIDAY	
20	MON		
21	TUE		
22	WED		
23	THU		
24	FRI		
25	SAT		
26	SUN	HOLIDAY	
27	MON		
28	TUE		
29	WED		
30	THU		
31	FRI		

AUGUST 2020

DATE	DAY	SCHEDULE	No. of Days Working
01	SAT	EID - UL; - ADHA (Bakrid)	
02	SUN	HOLIDAY	
03	MON		
04	TUE		
05	WED		
06	THU		
07	FRI		
08	SAT		
09	SUN	HOLIDAY	
10	MON		
11	TUE	KRISHNA JAYANTHI	
12	WED		
13	THU		
14	FRI		
15	SAT	INDEPENDENCE DAY	

AUGUST 2020

DATE	DAY	SCHEDULE	No. of Days Working
16	SUN	HOLIDAY	
17	MON		
18	TUE		
19	WED		
20	THU		
21	FRI		
22	SAT	VINAYAKAR CHATHURTHI	
23	SUN	HOLIDAY	
24	MON		
25	TUE		
26	WED		
27	THU		
28	FRI		
29	SAT		
30	SUN	MUHARRAM - HOLIDAY	
31	MON		

SEPTEMBER 2020

DATE	DAY	SCHEDULE	No. of Days Working
01	TUE		
02	WED		
03	THU		
04	FRI		
05	SAT		
06	SUN	HOLIDAY	
07	MON		
08	TUE		
09	WED		
10	THU		
11	FRI		
12	SAT		
13	SUN	HOLIDAY	
14	MON		
15	TUE		

SEPTEMBER 2020

DATE	DAY	SCHEDULE	No. of Days Working
16	WED		
17	THU		
18	FRI		
19	SAT		
20	SUN	HOLIDAY	
21	MON		
22	TUE		
23	WED		
24	THU		
25	FRI		
26	SAT		
27	SUN	HOLIDAY	
28	MON		
29	TUE		
30	WED		

OCTOBER 2020

DATE	DAY	SCHEDULE	No. of Days Working
01	THU		
02	FRI	GANDHI JAYANTHI	
03	SAT		
04	SUN	HOLIDAY	
05	MON		
06	TUE		
07	WED		
08	THU		
09	FRI		
10	SAT		
11	SUN	HOLIDAY	
12	MON		
13	TUE		
14	WED		
15	THU		

OCTOBER 2020

DATE	DAY	SCHEDULE	No. of Days Working
16	FRI		
17	SAT		
18	SUN	HOLIDAY	
19	MON		
20	TUE		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN	AYUTHA POOJA - HOLIDAY	
26	MON	VIJAYA DASAMI	
27	TUE		
28	WED		
29	THU		
30	FRI	MILAD - UN - NABI	
31	SAT		

NOVEMBER 2020

DATE	DAY	SCHEDULE	No. of Days Working
01	SUN	HOLIDAY	
02	MON		
03	TUE		
04	WED		
05	THU		
06	FRI		
07	SAT		
08	SUN	HOLIDAY	
09	MON		
10	TUE		
11	WED		
12	THU		
13	FRI		
14	SAT	DEEPAVALI	
15	SUN	HOLIDAY	

NOVEMBER 2020

DATE	DAY	SCHEDULE	No. of Days Working
16	MON		
17	TUE		
18	WED		
19	THU		
20	FRI		
21	SAT		
22	SUN	HOLIDAY	
23	MON		
24	TUE		
25	WED		
26	THU		
27	FRI		
28	SAT		
29	SUN	HOLIDAY	
30	MON		

DECEMBER 2020

DATE	DAY	SCHEDULE	No. of Days Working
01	TUE		
02	WED		
03	THU		
04	FRI		
05	SAT		
06	SUN	HOLIDAY	
07	MON		
08	TUE		
09	WED		
10	THU		
11	FRI		
12	SAT		
13	SUN	HOLIDAY	
14	MON		
15	TUE		

DECEMBER 2020

DATE	DAY	SCHEDULE	No. of Days Working
16	WED		
17	THU		
18	FRI		
19	SAT		
20	SUN	HOLIDAY	
21	MON		
22	TUE		
23	WED		
24	THU		
25	FRI	CHRISTMAS	
26	SAT		
27	SUN	HOLIDAY	
28	MON		
29	TUE		
30	WED		
31	THU		

JANUARY 2021

DATE	DAY	SCHEDULE	No. of Days Working
01	FRI	NEW YEAR	
02	SAT		
03	SUN	HOLIDAY	
04	MON		
05	TUE		
06	WED		
07	THU		
08	FRI		
09	SAT		
10	SUN	HOLIDAY	
11	MON		
12	TUE		
13	WED		
14	THU	PONGAL	
15	FRI	THIRUVALLUVAR DAY	

JANUARY 2021

DATE	DAY	SCHEDULE	No. of Days Working
16	SAT	UZHAVAR THIRUNAL	
17	SUN	HOLIDAY	
18	MON		
19	TUE		
20	WED		
21	THU		
22	FRI		
23	SAT		
24	SUN	HOLIDAY	
25	MON		
26	TUE	REPUBLIC DAY	
27	WED		
28	THU		
29	FRI		
30	SAT		
31	SUN	HOLIDAY	

FEBRUARY 2021

DATE	DAY	SCHEDULE	No. of Days Working
01	MON		
02	TUE		
03	WED		
04	THU		
05	FRI		
06	SAT		
07	SUN	HOLIDAY	
08	MON		
09	TUE		
10	WED		
11	THU		
12	FRI		
13	SAT		
14	SUN	HOLIDAY	
15	MON		

FEBRUARY 2021

DATE	DAY	SCHEDULE	No. of Days Working
16	TUE		
17	WED		
18	THU		
19	FRI		
20	SAT		
21	SUN	HOLIDAY	
22	MON		
23	TUE		
24	WED		
25	THU		
26	FRI		
27	SAT		
28	SUN	HOLIDAY	

MARCH 2021

DATE	DAY	SCHEDULE	No. of Days Working
01	MON		
02	TUE		
03	WED		
04	THU		
05	FRI		
06	SAT		
07	SUN	HOLIDAY	
08	MON		
09	TUE		
10	WED		
11	THU		
12	FRI		
13	SAT		
14	SUN	HOLIDAY	
15	MON		

MARCH 2021

DATE	DAY	SCHEDULE	No. of Days Working
16	TUE		
17	WED		
18	THU		
19	FRI		
20	SAT		
21	SUN	HOLIDAY	
22	MON		
23	TUE		
24	WED		
25	THU		
26	FRI		
27	SAT		
28	SUN	HOLIDAY	
29	MON		
30	TUE		
31	WED		

APRIL 2021

DATE	DAY	SCHEDULE	No. of Days Working
01	THU		
02	FRI	GOOD FRIDAY	
03	SAT		
04	SUN	HOLIDAY	
05	MON		
06	TUE		
07	WED		
08	THU		
09	FRI		
10	SAT		
11	SUN	HOLIDAY	
12	MON		
13	TUE	TELUGU NEW YEAR	
14	WED	TAMIL NEW YEAR	
15	THU		

APRIL 2021

DATE	DAY	SCHEDULE	No. of Days Working
16	FRI		
17	SAT		
18	SUN	HOLIDAY	
19	MON		
20	TUE		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN	MAHAVIR JAYANTHI - HOLIDAY	
26	MON		
27	TUE		
28	WED		
29	THU		
30	FRI		

MAY 2021

DATE	DAY	SCHEDULE	No. of Days Working
01	SAT	MAY DAY	
02	SUN	HOLIDAY	
03	MON		
04	TUE		
05	WED		
06	THU		
07	FRI		
08	SAT		
09	SUN	HOLIDAY	
10	MON		
11	TUE		
12	WED		
13	THU		
14	FRI	EID - UL - FITR (RAMZAN)	
15	SAT		

MAY 2021

DATE	DAY	SCHEDULE	No. of Days Working
16	SUN	HOLIDAY	
17	MON		
18	TUE		
19	WED		
20	THU		
21	FRI		
22	SAT		
23	SUN	HOLIDAY	
24	MON		
25	TUE		
26	WED		
27	THU		
28	FRI		
29	SAT		
30	SUN	HOLIDAY	
31	MON		

NUMBER OF WORKING DAYS FOR THE
ACADEMIC YEAR 1

I TERM	JUNE	2020		DAYS
	JULY	2020		
	AUGUST	2020		
	SEPTEMBER	2020		
	OCTOBER	2020		
	NOVEMBER	2020		

II TERM	NOVEMBER	2020		DAYS
	DECEMBER	2020		
	JANUARY	2021		
	FEBRUARY	2021		
	MARCH	2021		
	APRIL	2021		

IMPORTANT CONTACT DETAILS

Principal Office	044-28350297
Superintendent	044-28350386
Admin Office	044-28351269
COE Office	044-28351888
Hostel	044-28352686
MEASI Office	044-28350318 / 28353074
Placement Officer	8754403752
Physical Director	9940455991
Controller of Examinations	9444633337
Librarian	9047426847
Electrician P. Nazeer Hussain	9840374663
Plumber A.G. Nisaruddin	9094157419
Scavenger R. S. Venkatasamy	9790848348
IOB Main Branch	044-28350724
IOB NCFCC	044-28353478
MIIT	044-28352374
MIIM	044-28351050
MAA	044-28350445
OMEIAT	044-48566559

INTERCOM DIRECTOR
DEPARTMENTS SHIFT I

ENGLISH	321
TAMIL	330
ARABIC	329
HINDI,FRENCH	331
HISTORY	314
SOCIOLOGY	320
ECONOMICS	322
CORP.SECRETARYSHIP	350
COMMERCE DEPT.	315
COMMERCE H.O.D	316
MATHEMATICS	323
PHYSICS	313
PHYSICS LAB.	310
CHEMISTRY	324
CHEMISTRY LAB.	312
PLANTBIOLOGY	317
ZOOLOGY	318
COMPUTER SCIENCE	347
COMP.SCIENCE LAB.	349
LIBRARIAN	340
LIBRARY OFFICE	341
PHYSICAL EDUCATION	346
WEB ADMIN.ROOM	311

DEPARTMENTS SHIFT II

B.B.A	325
B.B.M	319
COMPUTER SCIENCE	354
B.C.A	355
INFORMATION SYSTEMS MANAGEMENT	348
BIOTECHNOLOGY	351
URDU	309

ADMINISTRATION

BOARD ROOM	301
PRINCIPAL OFFICE	302
PRINCIPAL DIRECT	303
VICE PRINCIPAL (ACADEMIC)	301
VICE PRINCIPAL(ADMINISTRATION)	301
ADMIN.OFFICE (DAY)	304
SUPRINTENDENT	305
ADMIN.OFFICE.(EVE)	
ACCOUNTS SECTION	307
ESTABLISHMENT SECTION	308
I.Q.A.C OFFICE	306
C.O.E. DIRECT	333
ASST.C.O.E	334
P.A. to C.O.E	332
C.O.E.OFFICE II FLOOR	338

C.O.E.OFFICE III FLOOR	339
SECRETARY RECEPTION	401
MEASI OFFICE	402
EXECUTIVE DIRECTOR	403
ADMINISTRATIVE OFFICER	404
HOSTEL DY.WARDEN	345
HOSTEL OFFICE	344
HOSTEL SECURITY GATE	343
SECURITY GATE-I	352
SECURITY GATE-II	353
NEW OFF.CABIN No.1,2,3,4	247
NEW OFF.CABIN No.5,6,7,8	248
NEW OFF.CABIN No.10,11,12	249
NEW OFF.CABIN No.13,14,15,16	266
NEW OFF.CABIN No.17,18,19,20- ACCOUNTS	267 / 268
XEROX ROOM	269

TIME TABLE

TIME TABLE 2020-2021					
HOURS	1	2	3	4	5
DAY	08.30-09.30 02.00-02.50	09.30-10.30 02.50-03.40	10.30-11.30 03.40-04.30	11.45-12.40 04.45-05.35	12.40-01.30 05.35-06.40
DAY I					
DAY II					
DAY III					
DAY IV					
DAY V					
DAY VI					

BREAK

Students Satisfaction Survey (SSS)

1. Guideline for SSS
2. Questionnaire for Students
3. Posters on campus in HEIs

1. Guideline for Students Satisfaction Survey

Revised Accreditation Framework - Student Satisfaction Survey

Guidelines for Higher Education Institutions (HEIs) - Student Satisfaction Survey (SSS)

- Higher Education Institutions (HEIs) have to strictly upload data of at least 50% of currently enrolled students as per data template format of excel sheet given in portal.
- Data will be accepted in text format only as per the template given by NAAC.
- Column names (case sensitive) and order should not be altered. No column/cell should be left blank.
- Repetition of Name, e-mail address, Mobile number is not allowed.
- There are two separate columns for Student ID and Enrolment ID. In the absence of separate Ids the institutions can repeat same Id in the two columns.
- Total entries should not be greater than the students marked in Institutional Information for Quality Assessment (IIQA).
- SSS will be administered to institutions simultaneously with Data Validation and Verification (DVV) process.
- The SSS questionnaire (20 objective & 01 subjective) which is available in NAAC website and will also be e-mailed to students and the following rules will be applied for processing the responses.

- a) Maximum of Two survey attempts will be initiated to reach the desired level of response as per requirements mentioned below
 - (i) For Colleges – (UG/PG and Autonomous) responses should be received from at least 10% of the student population or 100, whichever is lesser.
 - (ii) For Universities – 10% of the student population or 500, whichever is lesser.
- b) If the response rate is lower than the limits mentioned by NAAC, the metric will not be taken up for evaluation.
- c) SSS will be completed within 30 days simultaneously with Data Validation and Verification (DVV) process.
- d) As soon as survey is initiated by the coordinator of NAAC it has to be completed within 10 days.
- e) The institute can encourage students to participate in survey and guide them about survey to make the SSS possible within the given time period of 10 days.
- f) SSS questionnaire is in English. NAAC website will have both English and Hindi version available. If needed HEIs can make local language translation available for information of students before they take the survey.

Student Satisfaction Survey
(Key Indicator 2.7.1)
Under Criteria II on Teaching – Learning and
Evaluation

Note on the Student Satisfaction Survey Context:

From 2017 onwards the NAAC (National Assessment and Accreditation Council) has endeavoured to conduct a Student Experience Survey the results of which will go into the accreditation process. The Survey will capture student responses through the list of students provided by the Higher education institutes (HEIs). The students will remain anonymous throughout the process. The institution is supposed to send a list of total student strength, with details of their student ID number, Aadhaar ID number (Any other Valid ID No. in the absence of Aadhaar), degree programme, email id and mobile number. NAAC will send online link to the survey to the email address/mobile no of the student, and the student will have to fill the survey before a stipulated date.

About questionnaire:

The questionnaire will be based on the Likert type scale, that means the responses are scaled on a scale of 0 to 4, with the most positive response being rated as 4 and the most negative response being rated as 0. The score emerging out of the survey is part of the second criterion on Teaching—Learning and Evaluation, out of the seven NAAC criteria. The questionnaire consists of several facets of the teaching learning process. Questions vary from specific teaching skills of the teacher, to his overall approach to the educational process. Specific skills of the teacher like, subject knowledge, communication skills, class preparation, and use of ICT tools are part of the questionnaire. The overall approach of the teacher and institution with respect to providing the right environment, motivation, interpersonal relationships, feedback etc. forms the second major component of the questionnaire. Twenty of the twenty one questions

are objective in nature, while one question is open ended to elicit observations and suggestions for improvements providing an opportunity to the student to give suggestions and criticisms in their own words. Analysis of the survey would be done using software which will aggregate the responses and generate the score. The score will range from a minimum of 0 to a maximum of 4 on a five point scale and would affect the overall score of second criteria on Teaching-Learning and evaluation. Responses to the open ended question would also be aggregated to find out the most common suggestion and criticisms emerging out of the survey.

Process:

The survey analysis score will be used as a key component of accreditation. A predetermined weightage is also assigned to this key indicator in this accreditation framework. A stratified random sample of students will be chosen for the survey. Response rate below 10% will not be considered. In sample, students would be spread evenly across different classes, year of enrolment and gender as far as possible. The HEIs are required to submit data of all students. (Class wise with name, e-mail & mobile number and Aadhaar number) The institution, teachers; should not by any way try to influence the students with respect to the survey. This will ensure genuine feedback for the institute to improve further.

Analysis of questionnaire:

There are twenty objective questions in the questionnaire and one open ended question.

Analysis of objective questions:

There are twenty objective questions and students will respond on a scale of 4 to 0, with the most positive response rated as 4 and most negative response rated as 0. The mean score for each question will be calculated and the overall mean will be arrived at. This figure will

range from 4 to 0 and will give the mean satisfaction level of the students for the particular institute. This figure in the range of 4 to 0 will be the score of key indicator 'Student Satisfaction Survey' (2.7.1) which is part of criterion II on Teaching – Learning and Evaluation.

Analysis of the open-ended question:

The students are asked to give three observations/suggestions to improve the overall teaching-- learning experience in the institution. Analysis would be carried out by aggregating the most occurring suggestions in the student responses. This would provide an idea of the most general expectations, observations and suggestions from the students. This Information can be provided to peer team conducting onsite visit, to be used for validation as well as peer team report preparation.

2. Questionnaire for Students

National Assessment and Accreditation Council (NAAC)

Student Satisfaction Survey

Key Indicator - 2.7.1

Under Criterion II of Teaching – Learning and Evaluation

Guidelines for Students

NAAC (National Assessment and accreditation council) is conducting a Student Satisfaction Survey regarding Teaching – Learning and Evaluation, which will help to upgrade the quality in higher education. A student will have to respond to all the questions given in the following format with her/his sincere effort and thought. Her/his identity will not be revealed.

A) Please confirm this is the first and only time you answer this survey.

a) Yes

b) No

B) Age:

C) College Name:

D) Gender:

a) Female

b) Male

c) Transgender

E) What degree program are you pursuing now?

a) Bachelor's

b) Master's

c) MPhil

d) Doctorate

e) Other ()

F) What subject area are you currently pursuing?

a) Arts

b) Commerce

c) Science

d) Professional

e) Other: ()

Instructions to fill the questionnaire

- All questions should be compulsorily attempted.
- Each question has five responses, choose the most appropriate one.
- The response to the qualitative question no. 21 is student's opportunity to give suggestions or improvements; she/he can also mention weaknesses of the institute here. (Kindly restrict your response to teaching learning process only)

Criterion II – Teaching–Learning and Evaluation Student Satisfaction Survey on Teaching Learning Process

Following are questions for online student satisfaction survey regarding teaching learning process.

1. How much of the syllabus was covered in the class?

4 – 85 to 100%

3 – 70 to 84%

2 – 55 to 69%

1– 30 to 54%

0 –Below 30%

2. How well did the teachers prepare for the classes?
 - 4 –Thoroughly
 - 3 – Satisfactorily
 - 2 – Poorly
 - 1 – Indifferently
 - 0 – Won't teach at all
3. How well were the teachers able to communicate?
 - 4 – Always effective
 - 3 – Sometimes effective
 - 2 – Just satisfactorily
 - 1– Generally ineffective
 - 0– Very poor communication
4. The teacher's approach to teaching can best be described as
 - 4– Excellent
 - 3 – Very good
 - 2 – Good
 - 1 – Fair
 - 0– Poor
5. Fairness of the internal evaluation process by the teachers.
 - 4 – Always fair
 - 3 – Usually fair
 - 2 – Sometimes unfair
 - 1 – Usually unfair
 - 0– Unfair
6. Was your performance in assignments discussed with you?
 - 4 – Every time
 - 3 – Usually
 - 2 – Occasionally/Sometimes
 - 1 – Rarely
 - 0– Never

7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.
 - 4 – Regularly
 - 3 – Often
 - 2 – Sometimes
 - 1 – Rarely
 - 0– Never

8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.
 - 4 – Significantly
 - 3 – Very well
 - 2 – Moderately
 - 1 – Marginally
 - 0– Not at all

9. The institution provides multiple opportunities to learn and grow.
 - 4 – Strongly agree
 - 3 – Agree
 - 2 – Neutral
 - 1 – Disagree
 - 0– Strongly disagree

10. Teachers inform you about your expected competencies, course outcomes and programme outcomes.
 - 4 – Every time
 - 3 – Usually
 - 2– Occasionally/Sometimes
 - 1 – Rarely
 - 0– Never

11. Your mentor does a necessary follow-up with an assigned task to you.

- 4 – Every time
- 3 – Usually
- 2 – Occasionally/Sometimes
- 1 – Rarely
- 0 – I don't have a mentor

12. The teachers illustrate the concepts through examples and applications.

- 4 – Every time
- 3 – Usually
- 2 – Occasionally/Sometimes
- 1 – Rarely
- 0 – Never

13. The teachers identify your strengths and encourage you with providing right level of challenges.

- 4 – Fully
- 3 – Reasonably
- 2 – Partially
- 1 – Slightly
- 0 – Unable to

14. Teachers are able to identify your weaknesses and help you to overcome them.

- 4 – Every time
- 3 – Usually
- 2 – Occasionally/Sometimes
- 1 – Rarely
- 0 – Never

15. The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.
- 4 – Strongly agree
 - 3 – Agree
 - 2 – Neutral
 - 1 – Disagree
 - 0 – Strongly disagree
16. The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
- 4 – To a great extent
 - 3 – Moderate
 - 2 – Some what
 - 1 – Very little
 - 0 – Not at all
17. Teachers encourage you to participate in extracurricular activities.
- 4 – Strongly agree
 - 3 – Agree
 - 2 – Neutral
 - 1 – Disagree
 - 0 – Strongly disagree
18. Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.
- 4 – To a great extent
 - 3 – Moderate
 - 2 – Some what
 - 1 – Very little
 - 0 – Not at all

19. What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching?
- 4 – Above 90%
 - 3 – 70 – 89%
 - 2 – 50 – 69%
 - 1 – 30 – 49%
 - 0 – Below 29%
20. The overall quality of teaching-learning process in your institute is very good.
- 4 –Strongly agree
 - 3 – Agree
 - 2 – Neutral
 - 1 – Disagree
 - 0 – Strongly disagree
21. Give three observations / suggestions to improve the overall teaching – learning experience in your institution.
- a)
 - b)
 - c)

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