

# TIME TABLE

Year: 2019-20

Class:

Day Order	PERIODS					
	1	2	3	LUNCH BREAK		6
I						
II						
III						
IV						
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VI						

In the Name of Allah, the Most Gracious, the Most Merciful

## WAVOO WAJEEHA WOMEN'S COLLEGE

OF ARTS AND SCIENCE

(Minority Institution)

*Run by : WAVOO SAR EDUCATIONAL TRUST*

[Affiliated to : Manonmaniam Sundaranar University]

TIRUCHENDUR ROAD, KAYALPATNAM – 628 204,

Thoothukudi District, Tamil Nadu.

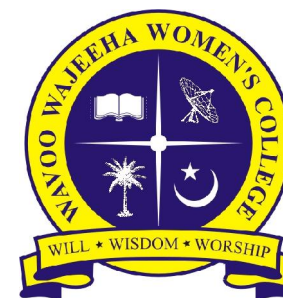
Tel: 04639-280900, Tele Fax: 04639-284499

Website: [www.wavoo wajeeha college.in](http://www.wavoo wajeeha college.in)

E-mail: [wavoo\\_college@yahoo.co.in](mailto:wavoo_college@yahoo.co.in)

**Alhaj. WAVOO. S. SEYED ABDUR RAHMAN**

Founder President



**HAND BOOK 2019-2020**

**YEAR OF ACHIEVEMENTS**

**Wavoo Wajeeha Women's College of Arts and Science**  
**Kayalpatnam**  
**( Run by : Wavoo SAR Educational Trust )**

**STUDENT'S PARTICULARS**

1. Name : .....
2. Major : ..... Year : .....
3. Admission No. : .....
4. Univ. Reg.no. : .....
5. Date of Birth : .....
6. E-mail : .....
7. Residential Address : .....  
.....  
.....
8. Tele Ph. no./Cell no. : .....
9. Health Record  
Blood group : .....  
Height : ..... Weight : .....
10. Name of the Advisor : .....

***Signature***

**Founder's Message**

**ASSALAMU ALAIKUM (VARAH).**

Education is a continuous process through which inquisitive spirit is promoted, creativity is instilled, tolerance is cultivated, respect for labor is encouraged and productive workforce is developed. The meaning that education brings to life is remarkable. Education heralds a bright future for the society by bringing hope to the desolate, confidence to the faltering, prosperity to those who suffer from poverty.

Wavoo Wajeeha Women's College was started with the noble objective to provide world class quality education to the women, especially those who hail from rural background, in order to make them morally upright, spiritually sound, socially responsible, culturally sensitive, economically empowered and technically skilled.

Women's empowerment is crucial to the development of the Nation. Every educated woman at home becomes a role model for her family to look up to for inspiration and values. This is the spirit which has inspired me to proceed in the direction of my dream to contribute something to the cause of women empowerment and particularly to the development of Muslim women in our locality, who due to the denial of quality education, are socially, financially and educationally backward. We strive hard to ensure that the underprivileged sections of the society are educationally empowered through engaging them in meaningful activities which promote different levels of understanding and skills such as scientific, humanistic, artistic, mathematical, historical and aesthetic, and help them experiment with new ideas by transcending the limitations of time and space.

I wish you all the best. May Allah Bless You.

## AL - FATHIHA

In the Name of Allah, the Most Gracious, the Most Merciful  
Praise be to Allah, the Cherisher and  
Sustainer of the worlds;  
The Most Gracious, the Most Merciful  
Master of the Day of Judgement,  
Thee do we worship, and Thine aid we seek.  
Show us the straight path,  
The path of those, whom thou hast favoured,  
Not of those who earn Thy wrath, not of  
those who go astray.

*(The Holy Quran 1: 1 – 7)*

## அல் .ஃபாத்திஹா

அளவற்ற அருளாளனும், நிகரற்ற அன்புடையோனுமாகிய  
அல்லாஹ்வின் திருப்பெயரால் (துவங்குகின்றேன்.).

எல்லாப் புகழும் அல்லாஹ்வுக்கே !

அவன்தான் அகிலத்தார் யாவரையும் படைத்து வளர்த்து  
தகுந்த வகையில் பக்குவப்படுத்துபவன்.

அளவற்ற அருளாளன்; நிகரற்ற அன்புடையான்.

தீர்ப்பு நாளின் அதிபதி.

நாங்கள் உன்னையே வணங்குகிறோம்: உன்னிடமே உதவி  
தேடுகிறோம்.

நீ எங்களை நேரான வழியில் நடத்துவாயாக.

நீ எவர்களுக்கு அருள்புரிந்தாயோ அவ்வழி.

உன் கோபத்துக்கு ஆளானோர் வழியுமல்ல; நெறி தவறியோர்  
வழியுமல்ல;

## தமிழ்த்தாய் வாழ்த்து

நீராரங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரங் வதனமெனத் திகழ்பரத கண்டமீதில்  
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்  
தக்க சிறு பிறைநுதலும் தரித்த நறுந் திலகமுமே  
அத்திலக வாசனை போல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்த பெருந் தமிழணங்கே!

உன் சீர் இளமைத் திறம் வியந்து

செயல் மறந்து வாழ்த்துதுமே !

வாழ்த்துதுமே !!

வாழ்த்துதுமே !!!

-மனோன்மணியம் பெ.சுந்தரம்பிள்ளை

## 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 try to be worthy of it.

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

To my country and to my people I pledge my devotion and  
in their well being and prosperity alone lies my happiness.

## NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he  
Bharatha Bhagya vidhatha  
Punjaba Sindhu Gujarata Marata  
Dravida Utkala Vanga  
Vindhya Himachala yamuna Ganga  
Utchala Jaladhi taranga  
Tava Shubha name Jage  
Tava Shubha Asisha mage  
Gahe tava jaya gatha  
Jana gana Mangala - dayaka jaya he  
Bharatha Bhagya vidhatha  
Jaya he, jaya he, jaya he  
Jaya, jaya, jaya jaya he.

*-Rabindranath Tagore*

### AUTHENTIC ENGLISH TRANSLATION OF THE NATIONAL ANTHEM

Thou art the ruler of the minds of all people,  
Thou Dispenser of India's destiny.  
Thy name rouses the hearts of the Punjab, Sind  
Gujarat and Maratha, of Dravid, Orissa and Bengal.  
It echoes in the hills of the Vindhyas and Himalayas,  
Mingles in the music of the Yamuna and Ganga and  
Is chanted by the waves of the Indian Sea.  
They pray for Thy blessings and sing Thy Praise,  
The saving of all people waits in Thy hand,  
Thou Dispenser of India's destiny  
Victory, Victory, Victory to Thee.

## கல்லூரி வாழ்த்து

சிறுமக்கா காயல்பதி சிறப்பான ஊர்தனிலே  
நெறிமிக்க கல்வியுதன் கலங்கரை விளக்கமதாய்  
பட்டொளி வீசிப் பாரினிலே பரிணமிக்கும் கலைக்கூடம்  
வாவு வஜீஹா வனிதையர் கல்லூரி என்றும் வாழிய வாழியவே!

சீரொழுக்க இஸ்லாமிய நெறியும் கல்வி தன்னுடனே  
பேரிலக்கியம் படைத்திடும்நற் பேறாம் வஜீஹா கல்லூரி  
தமிழின்பத்தேன் கலந்து தரமான உயர்கல்வி  
இதயத்தில் பதித்திடவே என்றென்றும் வாழியவே!

- (சிறுமக்கா)

அரபி ஆங்கிலம் கணிதத்துடன் ஆராய்ச்சி கணினியுடன்  
வளவாழ்வு தொழிற்கல்வி வழங்கிடும் நல் வஜீஹா  
வனிதையர் கல்லூரி வாழ்வதற்காய் இறைவனிடம்  
கரமேந்தி வேண்டுகிறோம்; மனமொன்றி வாழ்த்துகிறோம்

- (சிறுமக்கா)

வாவு செய்யிது அப்துர் ரஹ்மான் ஹாஜிநிறைவளம் கண்ட  
வாவு சார் கல்வி அறக்கட்டளை வாழ்வாங்கு வாழ்ந்திடவும்  
நிர்வாகப் பெருந்தகையோர் ஆசிரியர் மாணவியர்  
நீடுழி வாழ்ந்திடவும் நிறைமனதாய் வாழ்த்துகிறோம்

- (சிறுமக்கா)

வானம் பூ உள்ளளவும் வானுயர்ந்த புகழ் பெற்று  
வானோரும் வாழ்த்திடவே வாழ்த்துமலர் தூவுகிறோம்  
தேனமுதக் கல்வி நிறை தேசுறு நல் வாவு வஜீஹா  
வனிதையர் கல்லூரி என்றும் வாழிய வாழியவே!

- (சிறுமக்கா)

## OUR BELOVED FOUNDER



**Alhaj Wavoo S. Seyed Abdur Rahman**

## BOARD OF TRUSTEES

Alhaj WAVOO S. SEYED ABDUR RAHMAN	President
Hajja YANI M.I. WAJEEHA BEGUM	Member
Haji WAVOO S.A.R. SHAHUL HAMEED, B.E. M.S. (USA)	Vice-President
Haji WAVOO S.A.R. ABUL HASSAN	Member
Haji WAVOO M.M. MOHUTHAZEEM, B.A (CS)	Secretary
Haji Wavoo S.A.R. HABIBULLAH, B.E.	Treasurer
Haji Hafiz WAVOO S.A.R. AHMED ISHAQUE	
Aalim, M.A. Azhari (Egypt)	Asst Secretary
Hajja WAVOO S.A.R. KATHEEJATHUL FATHIMA	Asst Treasurer
Haji YANI M.M. MOHAMED IBRAHIM, B.E.	Member
Haji WAVOO S.A.R. MOHAMED IBRAHIM, B.Com	Member
Haji WAVOO S.A.R. MAGDOOM ISMAIL, B.A.	Member
Haji WAVOO A.S. MOHAMED ALI, B.A.	Member
Hajja M.I. FATHIMA BASARIYA	Member
Hajja S.H. SEYED ASIA, Aalima	Member
Hajja WAVOO M.S. DURRATH HARTHOON	Member
Hajja WAVOO S.A.R. ASIA FIRTHOUSE	Member
Hajja WAVOO Z.A. SHAIK FATHIMA	Member
Hajja WAVOO M.A.S. MUNIRA, Aalima	Member
Hajja M.A. HOORUL JINANI	Member
Hajja WAVOO S.A.R. THAJUNNISA	Member



## *Vision, Mission & Objectives*

### **Our Vision**

To provide quality higher education to all girls irrespective of caste or creed, especially those from the rural area and hailing from disadvantaged sections of the society such as the Muslim and other minorities and also other weaker underprivileged groups so that they become highly qualified, morally sound, socially disciplined and technically competent individuals.

### **Our Mission**

To offer programmes at various levels including Certificate, Diploma, Degree and Postgraduate courses and to promote research, both pure and applied and also to provide extension services.

*You who believe! Let not some men among you laugh at others; it may be that the latter are better than the former ; nor let some women laugh at others : it may be that the latter are better than the former. Nor defame nor be sarcastic to each other, nor call each other by (offensive) nicknames*

*The Holy Quran 49:11*

## **Institutional Objectives**

- ★ To provide quality education which ensures a comprehensive understanding of universal principles and human values which define academic standards.
- ★ To inculcate in the minds of youth, a spirit of questioning which is the basic ingredient of all scientific investigations and experiments.
- ★ To ensure effective communication skills in our students so as to help them become employable.
- ★ To bring out different dimensions of skills and talents through engaging them in appropriate curricular, co-curricular and extra-curricular activities.
- ★ To produce competent workforce which is equipped to face tomorrow's challenges, and to set the trends for others to follow.
- ★ To instil in the youth a genuine respect and regard for all irrespective of caste, creed, religion, region and sex.
- ★ To initiate a life-long journey of education through exploration.
- ★ To contribute to the nation through selfless service and sacrifice.

## **GOVERNING BODY**

**Alhaj WAVOO S. SEYED ABDUR RAHMAN**  
**President**

**Haji WAVOO M. M. MOHUTHAZEEM, B.A. (C.S)**  
**Secretary**

**Haji WAVOO S. A. R. HABIBULLAH, B.E.,**  
**Treasurer**

**Haji WAVOO S. A. R. SHAHUL HAMEED, B.E., M.S. (U.S.A)**  
**Vice President**

**Haji Hafiz WAVOO S. A. R. AHMED ISHAQUE,**  
**Aalim,M.A. Azhari (Egypt)**  
**Asst. Secretary**

**Hajja WAVOO S. A. R. KATHEEJATHUL FATHIMA**  
**Asst.Treasurer**

### **EX-OFFICIO MEMBERS**

**Dr. Mrs.R.C. VASUKI, M.A., Ph.D., DGT.**  
**Principal**

**Dr. (Mrs). MERCY HENRY, M.A., Ph.D.,**  
**Director**

### **UNIVERSITY REPRESENTATIVE**

**Dr. Sr. A.S.J. LUCIA ROSE M.Sc., M.Phil, Ph.D., PGDCA**  
**Principal**  
**St. Mary's College (Autonomous),**  
**Thoothukudi**

## **COLLEGE PARTICULARS**

**Affiliated to** **Manonmaniam Sundaranar University**  
**Tirunelveli**  
**CD/FA/2006-07, dated : 14.06.06**  
**G.O. No.** **: 8A dt : 25.01.06**  
**Ed. Trust** **: WAVOO SARE EDUCATIONAL TRUST**  
**Year of establishment** **: 2005 - 2006**  
**Regd. Office** **: 133/125A, Arampalli Street,**  
**Kayalpatnam - 628 204.**

	<b>ADDRESS</b>	<b>PHONE NO'S</b>
<b>President</b>	Wajeeha Mansion Wavoo Nagar, Kayalpatnam - 628 204.	04639-282899 (Off) 04639-280419 (Res) 94434 63002 (Cell)
<b>Secretary</b>	Wajeeha Mansion, Wavoo Nagar, Kayalpatnam - 628 204.	04639-282899 (Off) 04639-281673 (Res) 94431 45553 (Cell)
<b>Principal</b>	7/3 Sundaravel Puram First Street, Thoothukudi - 628 002	04639-285900 (Off) 99442 77939 (Cell)
<b>Director</b>	Plot No.197, Perumalpuram, Main Road, Tirunelveli - 627 007.	04639-281800 (Off) 0462-253344 (Res) 94433 66840 (Cell)

## Significance of our Emblem



The emblem of the college is artistically designed and aesthetically structured to accommodate the vision of our founder. The image of **'BOOK'** in the emblem is suggestive of the universally accepted truth that 'reading' is what distinguishes man from other creations and, it elevates him to a height of excellence in life. The elegantly presented **'PALM-DATE'** is indicative of eternal peace and spiritual victory that follows through man's total submission to the will of The Almighty. The **'CRESCENT'** is a manifestation of 'power of knowledge' or 'light of wisdom' which dawns on an eternal seeker of truth. The **'SATELLITE DISH'** pictorially represents the application of the tools of science and technology which facilitate the process of information in order to make human life comfortable and enjoyable. The three key words, **'WILL'**, **'WISDOM'** and **'WORSHIP'** are the three different stages which lead a man to reach his destiny. The 'will' is an individual's involvement in the journey of education, 'wisdom' is what is obtained as a result of a comprehensive understanding of education, and 'worship' is the total submission of an individual to the ultimate **WILL** of The Almighty, and which is the end of all processes of meaningful education.

## Genesis of the College

### A journey towards excellence

#### History

Wavoo Wajeeha Women's College came into existence in the year **2006-07** with a noble mission of offering quality education to rural women, particularly to Muslim women in our locality. It offers nine programs of study at the graduation level and three at the post-graduation level. The college has been showing its mark of excellence in various fields of academics and social activities, and has earned an enviable reputation of offering quality education.

The college owes its origin to the renowned philanthropist **Alhaj. Wavoo.S.Seyed Abdur Rahman**. Through his tireless efforts and consistent hard work, he has given shape to the college. With his vast experience, keen insight and deep thinking he has been able to gauge the need of the people for a college that can offer quality education equitably.

The college which was started with a meagre strength of 124 students and a total of 12 Staff members in 2006 has grown steadily by leaps and bounds and at present it has an impressive students' strength of nearly 1500 enrolled in various disciplines of Arts and Science, both at under-graduate and post-graduate levels. There are more than 83 teachers, and above 49 members of non-teaching and support staff in the college now.



### **The college and its vision**

Wavoo Wajeeha Women's College is dedicated to the development of women in rural area and more specifically of the Muslim women, through providing them with a kind of education which helps them become morally upright, culturally enriched, socially responsible, intellectually sound and technically competent. This process is expected to bring in new meaning to the lives of the women, new dimension to the values of education and new direction to the journey of life.

### **Wavoo SAR Educational Trust**

Wavoo Wajeeha Women's College of Arts & Science is run by Wavoo SAR Educational Trust. The Trust was founded in the year 2005. It is a registered body. It has a rare distinction of having been able to manage several developmental activities through meticulous planning and effective execution. The religious and secular schools run by the Trust promote universal values. Liberal assistance is granted to the students through different schemes. It has a Board of Trustees headed by Alhaj. Wavoo S. Seyed Abdur Rahman.

### **Location and Locality**

The college is majestically located in an impressive landscape of five acres of land, which offers an ideal environment for learning, just a couple of kilometers away from Kayalpatnam. The locality is home to rich cultural diversity. It includes historical Mosques and Monuments at Kayalpatnam, the internationally renowned St. Thomas Church at Veerapandianpatnam and the famous Hindu temple at Tiruchendur. Because of the strategic location of the college, it has become a place for the convergence of cultural and social plurality. The aesthetically designed structure of the college is a faithful reflection of the imagination of our founder, who has long cherished the idea of a unique college in our area.

### **Education of Women**

No nation shall truly become developed unless and until the women in the society are equally empowered. The emphasis of women liberation through education does find its continuous echo in the mission and vision of the college. This college is specially dedicated to the service of Muslim women of the locality, who are otherwise backward because of their inaccessibility to quality education. The life-changing education that the college is determined to impart is expected to bring light to the lives of many by driving away the darkness of ignorance and all other forms of ills which plague our society.

### **Library**

The College Library offers a rich source of information which is expected to quench the thirst of knowledge of the students and staff. It is located in a spacious hall. Magazines, periodicals, dailies and journals are subscribed to. The ambience created in the reading room inspires the students and staff to spend their quality time in updating their knowledge, refreshing their memory and contributing to the culture of quality. The books which number around 8530 are culled from wide ranging subjects of academic interests. The students and staff enjoy the benefits of having access to digital library too, which offers free access to the world of knowledge and information to satisfy their academic demands and needs.

### **Computer Lab**

The college, in its attempt to have the benefits of technology for effective learning, has 3 well-designed air-conditioned computer laboratories with more than 100 computer systems at the disposal for the use of students. These systems are well-maintained. The latest and original software is installed.

## Founder

Our **founder President Alhaj. Wavoo S.Seyed Abdur Rahman** with his deep sense of realization of the educational needs of the women in our area, more particularly Muslim women, established this institution in all its grandeur. This college, a shaped dream, a chiseled vision and an expressed commitment of the founder, has become an ideal destination for girls who are determined to reach excellence in their life, and this rare distinction has been made possible, thanks to the tireless efforts of the founder to take education to the doorsteps of the needy and poor. Dedicated to the cause of development of the society, our president extends his patronage in a humanitarian zeal to several educational institutions, and he is a patron and also one of the founder members of the Managing Committee of **Sadakathullah Appa College of Arts & Science, (Autonomous)** Palayamkottai, Tirunelveli.

## Secretary

**Haji W.M.M.Mohuthazeem. B.A.,(C.S), Secretary** of the college, has been toiling very hard to translate values and ideals contemplated in the vision and mission statement of our college into a reality. He is committed to excellence, efficiency and perfection. The dedication that he demonstrates towards understanding the day-to-day affairs of administration, perseverance in getting tasks completed and effectiveness in administration merit appreciation.

## Assistant Secretary

The **Assistant Secretary Haji Wavoo S.A.R. Ahmed Ishaque Aalim M.A. Azhari, (Egypt)** is a dynamic administrator. He cares for quality education and endeavors to ensure the required standards at all levels with practiced effortlessness. He is a hafiz, one who has memorised the whole Quran. Moreover, he has a Master degree in Arabic from **world's leading University, Al-Azhar, Egypt**. The University at Cairo is the seat of Islamic culture studies and Egypt, a cradle of Islamic civilization. This has exposed him to the rich cogglomeration of cultures of the West and the East, and enables him to integrate into the education system the best synthesis of values of science and religion. The attempts that he makes towards understanding the complex nature of college administration reflect his confidence, courage and conviction.

## Administrators

This college is proud to have some of the most outstanding administrators, who are academicians par excellence in their chosen field of expertise, and whose insights into the intricacies of administration are to be cherished for long. **Dr. Mrs. R.C. Vasuki, M.A., Ph.D., DGT**, Principal of the college from June, 2018 has been the guiding star of the institution to the pinnacle of success through her meticulous planning and erudite scholarship. **Dr. Mercy Henry M.A., Ph.D.** our former Principal has been right now rendering her services as **Director** and whose management skills both in academics and administrative matters deserve to be appreciated. We fondly remember with gratitude the valuable services of a veteran Professor **Late. Dr. M. Kamsa Mohideen M.A., M.Phil., Ph.D.** who served in our college as an **Administrative Officer** for a long time until his last breath and whose contribution to our institution is gratefully remembered.

## Faculty

The backbone of any educational institution is the team of dedicated and competent teachers. The quality that a college aspires to promote is evaluated in terms of how each of the classes conducted is reflective of the quality expected. The teaching faculty is the main source of strength of our college. They have considerable experience in teaching, training and research activities. They are well qualified, talented and experienced in teaching. Their relentless efforts to provide meaningful education, their dedication to advance the mission of the college and their commitment towards promoting quality deserve respect and admiration. The students are encouraged to make the best use of the institution to imbibe the values of our civilization and culture, and also to learn the skills required to face the challenges of life and help them become talented, disciplined and productive citizens.

May Allah help us realize our vision and translate our dream into a reality.

*“You who believe! Do not enter houses other than your own, until you have asked permission and saluted those in them ; that is best for you, in order that you may heed (what is seemly).*

*If you find no one in the house, do not enter until permission is given to you. If you are asked to go back, go back. That makes for greater purity for yourselves. And Allah Knows well all that you do.”*

*The Holy Quran 24 : 27-28*

## Academic Programmes (CBCS)

### UNDER - GRADUATE PROGRAMMES

Name of the course	Year of Affiliation	Sanctioned Strength
B.A., English Literature	2006-2007	64
B.Com	2006-2007	64
B.Sc., Computer Science	2006-2007	48
B.B.A.	2007-2008	64
B.Sc., Mathematics	2007-2008	48
B.Sc., Information Technology	2008-2009	48
B.A., Economics	2011-2012	64
B.A., Tamil Literature	2014-2015	64
B.Sc., Physics	2016-2017	48

### POST - GRADUATE PROGRAMMES

M.A., English Literature	2009-2010	30
M.Com	2010-2011	30
M.Sc., Mathematics	2016-2017	25
M.A., Tamil Literature	2019-2020	30

### DIPLOMA COURSE

Diploma in Islamic theology	2016-2017	60
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## **TEACHING STAFF**

**Dr. Mrs. R.C. Vasuki** M.A., Ph.D., DGT.

**Principal**

### **Department of Tamil Literature**

Dr. Mrs. R. Aruna Jothi M.A., M.Phil., Ph.D.,	Asst.Prof&HOD
Dr. Mrs. S. Angel Latha M.A., M.Phil., SET., Ph.D	Assistant Prof
Dr. Miss. S. Sathiya Bama M.A., M.Phil., Ph.D	Assistant Prof
Dr. Miss. A. Kalpana Devi M.A., M.Phil., B.Ed., SET., Ph.D	Assistant Prof
Mrs. K. Helan M.A., M.Phil., B.Ed., SET., HDCA.,	Assistant Prof
Dr. Mrs. M. Christy Mercy M.A., M.Ed., M.Phil., Ph.D.,	Assistant Prof
Dr. Mrs. P. Mari Thangam M.A., M.Phil., B.Ed., Ph.D	Assistant Prof
Miss. C. Muthu Kumari M.A., M.Phil., B.Ed., NET	Assistant Prof
Mrs. B. Shiny M.A., M.Phil., SET., NET	Assistant Prof
Mrs. V. Selvi M.A., M.Phil., B.Ed., SET.,	Assistant Prof
Mrs. S.G. Geetha Ranjitha Packiam M.A., M.Phil.,	Assistant Prof
Mrs. G. Jeyalakshmi M.A., M.Phil., NET.,	Assistant Prof

### **Department of English**

Mrs. S. Krishnaveni M.A., M.Phil., SET.	Asst.Prof&HOD
Mrs. J. Kowsalya M.A., M.Phil.,	Assistant Prof
Miss. R. Joebrit Rodrigo M.A., M.Phil., B.Ed., SET.	Assistant Prof
Mr. David Augustine Karunakaran M.A., M.Phil.,	Guest Lecturer
Mrs. D. Shenbagadevi Shanthakumari M.A., M.Phil.,	Guest Lecturer
Mrs. S. Persis M.A., M.Phil.,	Guest Lecturer
Mrs. M. Hemavathi M.A., M.Phil., SET	Guest Lecturer

### **Department of Economics**

Mrs. L. Noor Asma M.A., M.Phil., SET.,	Asst.Prof&HOD
Mrs. A. Shunmuga Priya M.A., M.Phil.,	Assistant Prof
Dr. Mrs. M. Thirumathi M.A., M.Phil., Ph.D.	Assistant Prof
Dr. Mrs. C. Mathimitha M.A., M.Phil., Ph.D.	Assistant Prof

### **Department of Business Administration**

Mrs. S.A. Rahmath Ameena Begum MBA., (MM&IT), M.Phil., MBA.(HR),	Asst.Prof&HOD
Mrs. S. Karthika MBA., SET.,	Assistant Prof
Dr. D. Hepzibah Vinsyah Jeyaseeli MBA., NET., Ph.D	Assistant Prof
Mrs. A. Aysha Muzammila MBA., NET	Assistant Prof

### **Department of Mathematics**

Dr. Mrs. A. Sudha M.Sc., M.Phil., Ph.D	Asst.Prof&HOD
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Mrs. S. Padma Karthiyayini M.Sc., M.Phil.,	Assistant Prof
Miss. S. Malathi M.Sc., M.Phil., SET	Assistant Prof
Mrs. K. Anita Blessie Rani M.Sc., M.Phil., SET	Assistant Prof
Mrs. J. Maheswari M.Sc., M.Phil., SET	Assistant Prof
Miss. S. Mari Maheswari M.Sc., M.Phil., SET	Assistant Prof
Mrs. Cynthiya Paul M.Sc., M.Phil.,	Guest Lecturer

### **Department of Physics**

Mrs. S. Vasumathi M.Sc., M.Phil., B.Ed.,	Asst.Prof&HOD
Mrs. R. Sujatha M.Sc., B.Ed., M.Phil.,	Assistant Prof
Miss. A. Jai Nirmala M.Sc., M.Phil., B.Ed., SET	Assistant Prof
Mrs. R. Suganthi Christina M.Sc., M.Phil.,	Guest Lecturer

### **Department of Computer Science**

Mrs. A. Nesa Agnes Bellinta M.C.A., M.Phil.,	Asst.Prof&HOD
Dr. Mrs. J. Kavitha MCA., M.E., SET., Ph.D.	Assistant Prof
Mrs. A. Anitha MCA., M.Phil.,	Guest Lecturer
Mrs. J. Bellfa Christina MCA., M.Phil.,	Guest Lecturer

### **Department of Information Technology**

Mrs. J. Sharmine Mary Janaki M.Sc.(IT), M.Phil.,	Asst.Prof&HOD
Mrs. Antony Roslin MCA., M.Phil.,	Guest Lecturer
Mrs. J. Brindha MCA., M.Phil., NET	Guest Lecturer
Mrs. A. Mahalakshmi MCA., M.Phil.,	Guest Lecturer

### **Department of Commerce**

Mrs. L.R. Subha M.Com., M.Phil., SET.	Asst.Prof & HOD
Mrs. A. Ayisha M.Com., M.Phil.,	Assistant Prof
Miss. I. Malini M.Com., M.Phil.,	Assistant Prof
Mrs. M. Rajalakshmi M.Com., M.Phil., SET., NET	Assistant Prof
Mrs. S. Jeya Ratna M.Com., M.Phil.,	Assistant Prof
Mrs. M.K. Seyed Ali Fathima M.Com., M.Phil.,	Guest Lecturer

### **Library**

Dr. Mrs. Y. Mumtaj Begum B.A., M.L.L.Sc., M.Phil., Ph.D	Librarian
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Mrs. S. Indumathy M.L	Part time Lawyer
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### **Physical Education**

Miss. V. Chithiraikani M.P.Ed.,	Director of Physical Education
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## **MANAGEMENT STAFF**

Aalima Mrs.S.A.K. Muthu Mohudoom Fathima M.A.,M.A.,(Arabic),M.Phil., Afzal- UL-Ulama	Arabic
Mrs. D. Bravina Blessy Florida M.A., M.Phil.,	English
Mrs. S. Nalayirem M.C.A.,	Info. Tech.
Mrs. S. Selvasanthi M.Com., M.Phil.,	Commerce
Mrs. S.N. Sithi Shamila MCA, MBA, (HR),	Comp. Sci.
Miss. M. Indhumathy M.A., M.Phil.,	English
Miss. K. Bala Eswari M.A., M.Phil.,	English
Miss. K. Kalaivani M.Sc., M.Phil.,	Maths
Miss. V. Amali Theresa M.A., M.Phil., B.Ed.,	English
Mrs. A. Kali M.A., M.Phil.,	English
Mrs. A. Benazir M.A., B.Ed., M.Phil.,	English
Miss. S. Suriya Selvi M.A., M.Phil.,	Economics
Miss. K. Kohila Jenifer M.Sc., B.Ed.,	Physics
Mrs. S.M. Jainul Rinosha MCA, M.Phil.,	Info. Tech.
Mrs. S. Kiruthika M.E.,	Info. Tech.
Mrs. P. Naseera Banu M.Com., M.Phil.,	Commerce
Miss. T. Siluvai Kausalya Baby M.A., M.Phil.,	English
Miss. L. Josephine Mary Swathi M.A., M.Phil.,	English
Miss. J. Iruthaya Vini M.A., M.Phil.,	English
Mrs. P. Ramalakshmi M.A., M.Phil.,	English
Mrs. S.V. Siva Abinaya M.Sc., B.Ed., M.Phil.,	Physics
Miss. A. Ashika Nasrin MCA.,	Comp. Sci.
Mrs. M.S. Hazeena Begam., M.Sc., B.Ed., M.Sc (Yoga),	Info. Tech.
Mrs. S. Deepalakshmi M.Com., M.Phil., B.Ed.,	Commerce
Miss. E. Pon Esakki Sangeetha MBA.,	BBA
Mrs. M. Siva Mahalakshmi M.E.,	Comp. Sci.
Miss. K. Sujithra M.A., M.Phil.,	English
Miss. P. Mahalakshmi Pradeepa M.Sc., M.Phil	Maths.

## **NON-TEACHING STAFF**

Mrs. G. Daisy Beulah M.A.,	Office Superintendent
Mrs. P. Ramisha Banu B.Sc.,	Accountant
Mrs. P. Sweetey Elizabeth MBA., JOC.,	Office Assistant
Mrs. A. Selvi B.Sc., B.LISC	Library Assistant
Mrs. J. Baris Fathima B.Sc.,	Phy. Lab Assistant
Miss. A. Praba	Typist
Miss. S. Revathi M.Com	Office Assistant
Mrs. N. Kamarunnisha	Office Assistant
Miss. J. Jayasri M.Com	Office Assistant
Miss. M. Seyed Rajina B.Sc., (CS)	CS Lab Assistant
Miss. A. Indhu B.A	Office Assistant
Miss. A. Elavarasi B.Sc.,	Office Assistant
Miss. A. Hameedha Banu B.E,	IT Lab Assistant
Miss. C. Krishnakumari B.Sc,	Office Assistant
Mrs. Fareedha Banu B.Sc,	Office Assistant
Mrs. V. Revilda ChellaThangam B.E,	Office Assistant
Mr. E. Maharajan MCA	System Admin.
Mr. M.A. Abdul Jabbar ITI.,	Tech. Support (Electrical)
Mrs. S. Vellaiammal	Attendant
Mrs. M. Annamalai	Attendant
Mrs. R. Sankareswari	Attendant

### **College Transport**

Mr. P.K. Baskaran M.Ed., M.Com., M.Phil.,	Manager
Mr. M. Samsudeen	Mr. S. Muthu
Mr. H. Mohamed Ismail	Mr. J. Jailani
Mr. A. John Britto	Mr. Anthony Pitchai
Mr. N. Bose	Mr. M. Varatharaj
Mr. G. Rajasekar	Mr. E. Muniya Sami
Mr. M. Iyamperumal	Mr. Balasubramanian
Mr.M. Antony Selva Prabhu	Mr. Sakthivel
Mr. S. Raju	Mr. L. Jeevanantham

### **House Keeping**

Mrs. S. Mariammal	Mrs. M. Bathirakali
Mrs. E. Ammasi	Mrs. M. Ponnarasi
Mrs. M. Chinnathai	Mrs. M. Pon Lakshmi
Mrs. C. Shanmuga Sundari	Mrs. B. Muthumalai

### **Security**

Mr. R.P.Thillai Nayagam	Mr. K. Guna Sekar
Mr. K. Mandiram	



## **Amenities and Facilities on the Campus**

### **Canteen**

The college maintains a canteen on a contract basis which is subject to renewal upon the satisfaction of the college management. It provides snacks, breakfast in the morning, lunch in the afternoon, bottled drinks and other refreshment items which are sold at a reasonable rate. Needless to say that the canteen offers good quality food at reasonable charges. There is a spacious hall for the staff and students to relax and enjoy while having their food. Every item sold in the canteen is supervised by a quality control officer of the college on a day-to-day basis. There is a complaint/suggestion box placed at the entrance of the library wherein the students may drop in their complaints/grievances/suggestions related to food or service provided in the canteen.

### **Stationery Shop**

The college runs a stationery shop which sells all sorts of stationery items from sheets of papers to pens, pencils, erasers, markers, notebooks and other such items. It provides the students with photocopying facilities too. The students can take photocopies of their study materials or text books (subject to fair use policy) or documents on payment of a nominal charge. This shop sells wide varieties of food items such as biscuits, cakes, cool drinks, ice-creams, chocolates, toffees, and other such items at a reasonable price.

## **Prayer Halls**

There are two halls exclusively allotted for the purpose of prayers. They are properly maintained to preserve the sanctity and sacredness. They have all the facilities required.

### **Emergency Services**

The college administration takes utmost care in maintaining the campus a safe and secure place. We have a fleet of vehicles at our disposal to face any emergency situation. The college has an understanding with the **KMT (Kayalpatnam Medical Trust) Hospital**, which is just a kilometer away, to respond to medical emergencies. The college also has provisions to offer First Aid to the students. There is also a rest room which is easily accessible for students and staff to take rest in the event of any medical/health exigencies.

### **CODE OF CONDUCT (DISCIPLINE)**

The following code of conduct is framed by the management in conformity with the university academic policy in order to administer the college affairs effectively. Every student of the college is entrusted with the responsibility to conduct themselves in upholding the ethical, campus and social discipline.

#### **ETHICAL CONDUCT**

1. Uphold the values of womanhood.
2. Absorb moral, religious and ethical values instilled
3. Be punctual and regular in attendance to the institution
4. Be with humility, simplicity and modesty
5. Be positive, bold and upright to establish the truth always
6. Be lovable, genuine, compassionate with humanitarian principles
7. Actualize a full commitment to learning
8. Be aware of the feminine power and inner strength
9. Be pro-active with honesty and integrity at all times



## **CAMPUS CONDUCT**

1. Work hard to equip with knowledge and skills imparted
2. Endeavour to create an atmosphere of friendly and cordial relationship with fellow students.
3. Respect superiors and seniors, be polite and courteous all the time.
4. Be neatly and modestly dressed (churidhar or half saree - UG students - and full Saree - PG students).
5. Keep the classrooms, college campus and surroundings clean, belongings neat and tidy.
6. Use the college property with due care and diligence.
7. Read notices placed on the notice boards.

## **SOCIAL CONDUCT**

1. Carry the principles of the institution to the society at large
2. Create social awareness among the surrounding environment
3. Behave modestly in working and living environment
4. Act with prudence and maturity
5. Contribute to familial and social development
6. Participate in social interactions with optimistic attitude
7. Strive to strengthen the intellectual and moral life in society

Adherence to the ethics of the code of conduct shall facilitate the students to achieve standards of learning and living and it is subject to review and change when required by the management in consultation with the Disciplinary Action Committee of the college, which reserves the right to take appropriate action to maintain a peaceful environment in the campus.

## **Attendance Policy and Leave Rules**

1. The implementation of Attendance and Assessment Record note book system is in effect from 2018 - 2019.
2. Each working day is divided into two sessions: the forenoon and the afternoon. The forenoon session shall have three periods each of one hour duration and the afternoon session has two periods each of one hour duration.
3. The first bell is given five minutes before the start of the both forenoon and afternoon sessions. At the stroke of the first bell, students shall go to their respective classes and take their seats. After the teacher's entry, prayer shall be recited in the forenoon session.
4. As per university guidelines academic year consists of two semesters of 90 days each. Only those students who have obtained a minimum of 75% of the attendance in a semester are allowed to sit for examination. Those students who have only 60% to 74% of attendance would be permitted to write the examination on the payment of a condonation fees prescribed by the University.
5. Attendance shall be marked at the beginning of every period.
6. Any student who is not present in the class when the roll is called shall be treated as absent and marked accordingly.
7. Students are not permitted to take leave on the days of internal tests and model examinations. Absence for a test will attract a fine of Rs.50/-
8. Any student who has been absent for five days or more without any valid reason shall be subjected to disciplinary action including removal of name from the register after following due procedure prescribed.

8. Absence without applying for leave will entail a fine of Rs.10/- a day.
9. If any student falls sick or has any medical emergency, a medical certificate may be produced.
10. Students who want to apply for leave for the whole day should submit their request for leave in the prescribed leave format to the class teacher at least a day in advance.
11. In case of medical reason or any other emergency then leave application may be submitted the next day.
12. Any student seeking leave for a portion of the day or part of a class may approach the teacher concerned.
13. The leave rules are subject to the regulations followed by the university.

### **Dress Code**

The college management expects the students to dress in all decency and modesty. For reasons connected to culture sensitivities, tight-fitting clothes, transparent dress materials, sleeveless tops, pants and any other article of clothing that appears to be indecent or vulgar or immodest are prohibited on the campus. Any wilful disobedience shall attract disciplinary action by the college administration.

### **Identity Card**

An identity card will be issued to every student. Students are expected to wear the card when they enter the campus and they should produce the card at the office or before any authorities or authorized persons whenever they are asked to. If the identity card is lost or stolen, then the same shall be reported to the office immediately. A new identity card may be issued on payment of Rs.75 from the office.

## **Library Rules and Regulations**

1. Each and every student shall have an access to the library.
2. The library is kept open from 9.00 AM to 4.30 PM on all working days.
3. The students are expected to maintain silence in the reading room.
4. Library tickets will be issued to all students. Books may be borrowed only on the production of the library ticket and identity card.
5. Reference books and current periodicals will not be allowed to be taken out of the library.
6. Open Access system is followed.
7. The students may browse the net which is available in our library with a speed of 10mbps for educational / academic reference purpose only.
8. Loss of library tickets has to be brought to the notice of the librarian immediately and a new ticket will be issued on request with a fine of Rs. 10/-
9. The borrowed books are to be returned to the library in good condition within the prescribed period.
10. The student is expected to inspect the book carefully for any damage before borrowing it.
11. In the event of student finding a book in damaged or disfigured shape, the same shall be reported to the librarian immediately before borrowing the book. The librarian on seeing such books

may either replace them with new ones or better ones or may stamp on the damaged part with her initial to acknowledge such damage.

12. In the event of loss of books or damage, then the appropriate cost will be recovered.
13. The books borrowed for reference shall be returned within the due date and in the event of delay caused, then, a fine of Rs. 1/- shall be levied per day since the expiry of due date.
14. The library shall remain closed on Sundays and other notified holidays.
15. The students who want to avail e-learning facilities shall be required to make the prescribed fees for access.
16. Mobile phones or any other instruments or gadgets which needlessly attract the attention of the readers and cause disturbance to the environment of library are strictly prohibited.
17. Library offers basic facilities such as photocopying of the materials in limited number as per fair use policy only for educational purpose on payment of minimum charge.
18. The books or other materials which are covered under copy right laws are not to be copied for it amounts to infringements and violations of copyrights of the author.
19. The college has got registered under **NLIST** (National Library and Information Services Infrastructure for Scholarly Content) which grants access unlimited to e-resources.

*Whoever loves discipline loves knowledge,  
but whoever hates correction is stupid*

## Payment of fees

1. The students are to pay fees as per the following schedule.  
Last date for paying the fees :
  - ★ Odd semester is 16<sup>th</sup> July 2019
  - ★ Even Semester is 31<sup>st</sup> December 2019
2. If the fees are not paid before due dates, then the students' names will be removed from the record.
3. The students whose names were struck off from the record have to apply for re-admission after paying a re-admission fee of Rs.250/-
4. The student will not be given the credit of attendance during such period.
4. Fees have to be paid only in the college counter between 9.30.A.M and 3.30 P.M. and every payment has to be acknowledged with a receipt with a college stamp.
5. The students are expected to keep all the fees receipts as proof of payment till each semester end.

## End Semester Exams

1. There shall be two end semester exams every year.
2. On the payment of all the arrears of the fees the student will be given 'no due' certificate by the office and on the production of such certificates hall tickets will be issued.
3. A detailed report of the students' performance in the semester examination along with the attendance put in by the students will be sent to the parents.
4. In the event of the performance of the students being unsatisfactory the parents shall be asked to meet the principal or HOD or the counsellor for appropriate academic intervention.

## **Internal Exams**

1. Three internal exams for 20 marks each are conducted for every semester, and the average of the best two marks will be taken for consolidation.
2. The students shall be given two assignments, one class assignment and one home assignment each for 5 marks. The average of the assignment marks for 5 will be added to the test marks of 20. The total consolidated internal marks will be  $20+5=25$ .
3. Apart from this test, there shall be a model examination conducted for every semester before the university examination.

## **Rules concerning Documents/ Certificates**

### **Bonafide Certificate**

This certificate serves as an official record of the student's enrolment in a program of study. The students who are desirous of applying for the same may do so by paying the prescribed fee of Rs. 20/- and the certificate may be issued either the same day or a day after.

### **Conduct Certificate**

This certificate will be issued only upon completion of the course subject to the condition that the candidate's conduct is satisfactory. Students can't apply for this certificate during the course of study. The students may make an application for both Transfer certificate and Conduct certificate immediately upon the completion of the program.

## **Transfer Certificate**

A student who applies for the Transfer certificate should pay the nominal fee of Rs.200/- in the office. A separate application is available at the office for TC and Conduct Certificate. But, before applying for this certificate, the student is required to clear all the dues from the college and a 'no-due' certificate obtained from college office duly signed by the officer of the department concerned, library, Head of the Department and office is also mandatory.

## **Instructions to Student Passengers**

The management for reasons connected to safety, security convenience and comfort requires all the students who are admitted in the college to avail of the transport facility provided by the college. The college has a total of 15 buses and vans ferrying students from different places in and around Kayalpatnam. The residents of Kayalpatnam could avail this opportunity from any corner of the town on payment. Our buses ply in various routes covering a radius of around 40kms nsport services can be obtained from the office by paying a nominal fee of Rs.10/-. The college administration expects the students to be decent and well-behaved during their travel to the campus. Details of the bus fees can be had from the office.

1. Bus fares have to be paid in advance.
2. Students are expected to be ready at the boarding point at least 5 minutes before the fixed time of the arrival of vehicle.

3. If any student misses the vehicle, then she has to make her own arrangement for transportation to the college.
4. On no account fees once paid for transport shall be refunded.
5. Students are expected to show their Identity Card on demand.
6. Students are expected to behave well inside the bus and their behaviour should not in any way damage the image of the college.
7. Bus fees are subject to change from time to time depending on the factors related to fuel price /Road Taxes etc.
8. College vehicles are run on no-profit and no-loss basis and so the transport fees are determined by the factors like distance and fuel price.

### **Excursion, Study Tours, Field Trips and Industrial Visits**

1. Students are expected to participate in curricular, co-curricular and extra curricular activities.
2. The college may organize excursions, study tours, industrial visits and picnics. The students are required to join them.
3. Students are not permitted to organize excursions, tours or picnics on their own.

4. The itineraries related to excursions, tours, picnics or industrial visits have to be approved by the principal.
5. Students who want to join such programs should obtain permission and consent from the parents in the prescribed form.
6. Students going on tours should take care of their belongings. They are advised not to bring costly jewellery. They may deposit their money with the teacher coordinator.
7. Students wearing jewels do so at their risk. In the event of theft or loss, the management cannot be held liable.

### **Quality Circle**

The College has established Internal Quality Assurance Cell (IQAC) with the objective of defining, promoting and sustaining quality through periodical reviews, developmental interventions and evaluation mechanisms. It hopes to create an environment which is conducive to the development of quality education by following standard procedures, recommended by NAAC. It encourages self-evaluation, accountability, autonomy and innovations in teaching and learning activities, and it proposes to work towards enhancing quality as defined in the quality statement through continuous interactions with various stakeholders.

#### ***The primary objectives of the IQAC are as follows:***

1. To develop and promote a system in our college which ensures quality in academic and administrative performance through continual evaluation and upgradation by involving all the stakeholders.

2. To bridge the gap between quality concept and quality culture through interventionist measures and mechanisms.

### **Functions**

1. IQAC established in our college develops and maintains benchmarks / parameters for various academic and administrative activities of our institution.
2. It attempts to create a learner-centric environment which is an essential condition for promoting quality and empowers our faculty to adopt required technology and techniques for participatory teaching and learning process.
3. It encourages our students, parents and other stakeholders to contribute to the development of quality through their feedback on academic and administrative process.
4. It prepares Annual Quality Assurance Report (AQAR) as per the defined guidelines and parameters of NAAC to be submitted to NAAC.

### **Member of IQAC**

1. Miss. I. Malini
2. Mrs. S.N. Sithi Shamila
3. Mrs. L. Noor Asma
4. Mrs. R. Sujatha
5. Mrs. S.A.K. Muthu Mohudoom Fathima
6. Mrs. A. Ayisha

7. Dr. Mrs. R. Arunajothi

IQAC Coordinator: Mrs. S.A. Rahmath Ameena Begum

Asst. Coordinator: Dr. D. Hepzibah Vinsyah Jeyaseeli

### **Developmental Intervention Programs**

With the sole intention of reaching out to the students who are slow-learners and to help in their process of education, Wavoo Wajeeha College for Women introduces several programs under “Developmental Intervention Programs”. They are listed as follows:

#### **Bridge Course**

This course is offered at the entry level in order to give an orientation to the first year students to facilitate them to understand the complexities of college education and to brief them about the standards of quality expected and participation solicited. This course is conducted for all the groups of the students in first year for a period of five days. The course covers basic components which are considered preequisites for the students to understand and follow classroom lectures with greater degree of confidence and comfort. Though primary focus is on English language development, the course seeks to cover many fundamental aspects of the other subjects such as Tamil / Arabic too. Besides this, our college gives intensive training in different technical streams so that students will be brought to a level of understanding with which they can participate and perform in successive classroom interactions effectively.



## **Remedial Coaching**

Remedial coaching has been introduced in our college to **assist the slow-learners** to help them in whatever way possible to bring the latent talents out and dormant skills explored. This is an intensive training which is offered in different subjects by the departments concerned. The student advisors are expected to identify such students who require special care and attention based on their performances in the college and university examinations and the same shall be reported to the subject teachers. These programs include both tutorials and intensive training. The students are expected to make use of this program in their best interest of education.

## **Students Counselling Body**

Students are subjected to multiple influences and those get reflected in their studies and their participation in other academic activities. We, at Wavoo Wajeeha Women's College believe that every student is unique and capable of contributing her uniqueness to the betterment of the society. But, unfortunately the factors which interfere with the performances range from personal to social. Such factors have to be identified and appropriate measures have to be taken to encourage the students to bring their best out. The student counsellors interact with the students on regular basis through various programs and developmental activities. Such initiatives offer chances to the students to open up and to have heart to heart talk with the counsellors. Apart from counselling, the college arranges classes and training sessions by professional counsellors at regular intervals. This interaction is expected to yield significant results.

## **Advisory System**

The Advisory System maintained in our college helps the teachers have a comprehensive understanding of the students' background. Every class has been allotted to an Advisor who is expected to have all information related to students' personal data, academic profile and information related to students' interests and participation index in several other activities. The Advisor keeps tracking the academic record of the students until they graduate from the college. The advisor plays the role of a friend, in listening to the problems of the students, a philosopher, in offering them knowledge and values, and a guide, in channelizing the efforts and energy of the students towards academic developments. The advisor, at the end of the course, based on her interactions and observation, provides every out-going student of her batch with a General Proficiency Certificate which reflects students' participation in academic activities, creativity, inter-personal relationship, attendance, leadership qualities and other academic initiatives.

***“He has created cattle for you; you derive warmth from them and numerous benefits and of their (meat) you eat.***

***And you have a sense of pride and beauty in them as you drive them home in the evening, and as you lead them forth to pasture in the morning.***

***And they carry your loads to lands that you could not (otherwise) reach except with souls distressed. Your Lord is indeed most kind and most merciful.”***

***The Holy Quran 16:5-7***

## **STAFF COUNCIL MEMBERS**

1. **Dr. Mrs. R. C. Vasuki**  
Principal
2. **Dr. Mrs. R. Aruna Jothi**  
Head, Dept. of Tamil
3. **Mrs. S. Krishnaveni**  
Head, Dept. of English
4. **Mrs. S.A.K. Muthu Mohudoom Fathima**  
Head, Dept. of Arabic
5. **Mrs. L. Noor Asma**  
Head, Dept. of Economics
6. **Mrs. S.A. Rahmath Ameena Begum**  
Head, Dept. of Business Administration
7. **Mrs. L.R. Subha**  
Head, Dept. of Commerce
8. **Dr. Mrs. A. Sudha**  
Head, Dept. of Mathematics
9. **Mrs. A. Nesa Agnes Bellinta**  
Head, Dept. of Computer Science
10. **Mrs. J. Sharmin Mary Janaki**  
Head, Dept. of Information Technology
11. **Mrs. S. Vasumathi**  
Head, Dept. of Physics
12. **Dr. Mrs. Y. Mumtaj Begum**  
Librarian
13. **Mrs. V. Chithiraikani**  
Director of Physical Education

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*"People who live in glass houses should not throw stones."*

## **Duties Allotted to Faculty Members for the Academic Year 2019 - 2020**

1. Planning and Evaluation Committee  
Dr. Mrs. R. Aruna jothi  
Mrs.S.A.K.Muthu Mohudoom Fathima  
Mrs. S.A. Rahmath Ameena Begum  
Mrs. S. Krishnaveni  
Dr. Mrs. Y. Mumtaj Begum
2. Internal Quality Assurance Cell (IQAC)  
Mrs. S.A. Rahmath Ameena Begum  
Dr. Mrs. R. Aruna jothi  
Mrs.S.A.K. Muthu Mohudoom Fathima  
Mrs. S. Krishnaveni  
Mrs. L. Noor Asma  
Mrs. L.R. Subha  
Dr. Mrs. A. Sudha  
Mrs. A. Nesa Agnes Bellinta  
Mrs. J. Sharmin Mary Janaki
3. Examination Committee  
Dr. Mrs. S. Angel Latha  
Miss. K. Bala Eswari  
Mrs. G. Jeyalakshmi
4. Grievance and Redressal Committee  
Mrs. S.A.K. Muthu Mohudoom Fathima  
Mrs. A. Nesa Agnes Bellinta  
Miss. R. Joebrit Rodrigo  
Mrs. S. Vasumathi  
Dr. Mrs. M. Thirumathi
5. Research Advisory Committee  
Dr. Mrs. R. Aruna Jothi  
Dr. Mrs. A. Sudha  
Mrs. L.R. Subha

6. Library Committee & Reader's Forum

Dr. Mrs. Y. Mumtaj Begam  
Mrs. D. Bravina Blessy Florida  
Mrs. B. Shiny  
Mrs. J. Maheswari

7. General Discipline Committee

Miss. V. Chithiraikani  
Miss. A. Kalpana Devi  
Mrs. M. Rajalakshmi  
Mrs. A. Kali  
Mrs. G. Padma Karthiyayaini  
Mrs. G. Benazir  
Dr. Mrs. J. Kavitha  
Mrs. S.M. Jainul Rinosha  
Mrs. S.V. Siva Abinaya  
Dr. D. Hepzibah Vinsyah Jeyaseeli  
Mrs. A. Shunmuga Priya

8. Association

Tamil	-	Miss. C. Muthu Kumari
English	-	Miss. M. Indhumathy
Arabic	-	Mrs.S.A.K.Muthu Mohudoom Fathima
Economics	-	Mrs. A. Shunmuga Priya
Commerce	-	Mrs. S. Deepalakshmi
Busin. Admin.	-	Mrs. S. Karthika
Mathematics	-	Mrs. K. Anita Blessie Rani
Comp. Sci.	-	Dr. Mrs. J. Kavitha
Info. Tech.	-	Mrs. M.S. Hazeena Begam
Physics	-	Miss. T. Kohila Jenifer

9. Sports and Games

Miss. V. Chithiraikani

10. NSS

Miss. T. Kohila Jenifer  
Miss. K. Kalaivani

11. Uzhavar Scholarship - Nodal Officer

Miss. M. Indhumathy

12. Election - Nodal Officer

Mrs. S.M. Jainul Rinosha  
Mrs. Siva Mahalakshmi

13. Youth Red Cross

Mrs. M. Rajalakshmi  
Miss. J. Iruthaya Vini  
Miss. K. Archana

14. Student's Union Advisors

Mrs. L.R. Subha  
Miss. R. Joebrit Rodrigo  
Mrs. S. Vasumathi  
Mrs. M.S. Hazeena Begam  
Miss. K. Sujithra

15. Magazine Committee

Mrs. J. Sharmine Mary Janaki  
Mrs. R. Sujatha  
Mrs. K. Helan  
Mrs. J. Kowsalya  
Miss. S. Malathi  
Miss. C. Muthu Kumari  
Mrs. S. Deepalakshmi

16. Faculty Enrichment Forum

Mrs. A. Ayisha  
Mrs. J. Maheswari

17. Public Relation Officers

Mrs. S.N. Sithi Shamila  
Dr. Mrs. M. Christy Mercy

18. ICT

Mrs. S.N. Sithi Shamila  
Mrs. L. Noor Asma

19. Extra Course

Mrs.S.A.K. Muthu Mohudoom Fathima  
Dr. Mrs. R. Aruna Jothi

20. Deeniyath/Ethics

Mrs.S.A.K. Muthu Mohudoom Fathima  
Dr. Mrs. R. Aruna Jothi  
Miss. K. Kalaivani

21. Career Guidance and Placement Cell

Mrs. L. Noor Asma  
Mrs. S. Jeya Ratna  
Miss. S. Suriya Selvi  
Mrs. K. Anita Blessie Rani  
Mrs. Siva Mahalakshmi

22. Parent - Teachers Association

Mrs. A.K. Nesa Agnes Bellinta  
Miss. I. Malini  
Mrs. S. Kiruthika  
Mrs. S. Vasumathi  
Dr. Mrs. P. Mari Thangam  
Mrs. A. Aysha Muzammila

23. Quiz Club

Dr. Miss. S. Sathiya Bama  
Mrs. S.V. Siva Abinaya  
Miss. S. Mari Maheswari

24. Consumer Club

Mrs. S. Deepalakshmi  
Miss. E. Pon Esakki Sangeetha  
Miss. S. Mari Maheswari

25. Anti - Ragging Committee

Dr. Mrs. R. Aruna Jothi  
Mrs. A. Ayisha

26. Anti Sexual Harassment Committee

Miss. I. Malini

27. Human Rights Forum

Mrs. D. Bravina Blessy Florida  
Mrs. K. Helan

28. Women's Forum

Miss. T. Siluvai Kausalya Baby  
Miss. A. Ashika Nasrin

29. Alumane Association

Mrs. S.N. Sithi Shamila  
Miss. I. Malini  
Miss. V. Amali Theresa  
Miss. A. Ashika Nasrin

30. Fine Arts & Youth Welfare Forum

Dr. Mrs. A. Sudha  
Miss. I. Malini  
Miss. J. Iruthaya Vini  
Mrs. A. Kali  
Mrs. R. Sujatha  
Mrs. A. Shunmuga Priya  
Mrs. S.G. Geetha Ranjitha Packiam

31. Writer's Forum

Mrs. D. Bravina Blessy Florida  
Mrs. V. Selvi

31. Website Committee

Mrs. S.N. Sithi Shamila  
Mrs. M.S. Hazeena Begam

32. Entrepreneurship Development Cell

Mrs. S. Jeya Ratna  
Miss. S. Suriya Selvi  
Mrs. S.V. Siva Abinaya

33. Personality Development Cell

Mrs. K. Anita Blessie Rani  
Miss. A. Jai Nirmala

34. Health and Hygiene

Dr. Mrs. M. Christy Mercy  
Mrs. P. Ramalakshmi

35. Red Ribbon Club

Mrs. G. Padma Karthiyayini  
Mrs. P. Ramalakshmi

36. Eco Club

Dr. Mrs. J. Kavitha  
Mrs. S. Kiruthika

37. Photography Club

Mrs. Siva Mahalakshmi  
Mrs. M.S. Hazeena Begam

**Co-curricular and Extra-curricular Activities**

- |                           |                  |
|---------------------------|------------------|
| ✦ Sports Club             | ✦ Quiz Club      |
| ✦ Students' Council       | ✦ Editorial Club |
| ✦ Photography Club        | ✦ Readers' Forum |
| ✦ Department Associations | ✦ Writers' Forum |
| ✦ Youth Welfare Forum     | ✦ Library Club   |
| ✦ Consumer Club           | ✦ Eco Club       |
| ✦ Women's Cell            |                  |

**Extension Services**

- ◆ NSS & YRC

**Reach-out Programs**

- ◆ Alumnae Association
- ◆ Parent - Teacher Association

**Regulatory Bodies**

- ◆ Anti-Ragging Committee
- ◆ Disciplinary Action Committee
- ◆ Grievance Redressal Cell
- ◆ Anti Sexual Harassment Committee

**Educational Initiatives**

Entrepreneurial Development Cell    Value Education Cell  
Research and Development Cell    Personality Development Cell  
Career guidance and Placement Cell  
Associate Member of ICT

**Vocational Guidance**

Driving	Jewel making	Tailoring
Art & Craft	Spoken Hindi	Beauty Care
TNPSC Coaching	Al Quran Recitation	DTP & Tally
Nutrition & Dietics		

### DETAILS OF SCHOLARSHIP

S.No	Name of the Scholarship	Eligibility
1	SC - Scholarship	SC - Students, with Income less than Rs.2.5 lakhs/- per annum
2	முதலமைச்சரின் உழவர் பாதுகாப்பு திட்டம்	Card Holders
3	Minority Scholarship	Muslim, Christian and linguistic minority students above 50% of marks in +2
4	Central Sector Scholarship	955 and above marks

A Student can avail any one of the Scholarship mentioned above

**வாவு SAR கல்வி அறக்கட்டளை வழங்கும் கல்விக் கட்டணச்சலுகைகள் UG மாணவியருக்கு**

➤ +2 தேர்வில் Vocational Group அல்லாத பிரிவில் பயின்று 540க்கு மேல் மதிப்பெண்கள் பெற்ற பொருளாதாரத்தில் பின் தங்கிய மாணவிகளுக்கு மட்டும் எம் கல்லூரியில் சேருவதற்கு சிறப்பு கட்டணம் முதல் பருவத்திற்கு மட்டும் சலுகை வழங்கப்படும்.

➤ ஒவ்வொரு பருவத்திலும் கலை பிரிவில் 'A+' grade மற்றும், அறிவியல் பிரிவில் 'O' grade பெறுவதுடன் கல்லூரிக்கு 95% வருகை பதிவு செய்யும் அனைத்து மாணவியருக்கும் அடுத்து வரும் பருவத்திற்கு மேற்கண்ட கல்விச் சலுகை வழங்கப்படும்.

### PG மாணவியருக்கு

➤ (UG) பட்டப்படிப்பில் கலை பிரிவில் 'A' grade மற்றும் அறிவியல் பிரிவில் 'A+' grade பெற்ற மாணவியர் முதுகலை (PG) பட்டப்படிப்பில் சேருவதற்கு கல்விகட்டணத்துடன் சிறப்புக் கட்டணமும் சேர்த்து முதல் பருவத்திற்கு மட்டும் சலுகை வழங்கப்படும்.

➤ ஒவ்வொரு பருவத்திலும் கலை பிரிவில் 'A+' grade மற்றும் அறிவியல் பிரிவில் 'O' grade பெறுவதுடன் 95% வருகை பதிவு செய்யும் அனைத்து PG மாணவியருக்கும் சிறப்புக்கட்டணம் மட்டும் சலுகை வழங்கப்படும்.

## Academic Calendar

# 2019-2020



**College Working Hours**  
**9.20 am - 4.00 pm**



Day	Date	June - 2019	Day order	No. of working days
		Significance of the day		
Sat	1			
Sun	2			
Mon	3			
Tue	4			
Wed	5	Ramzan (Eid - ul - Fitr)		
Thu	6			
Fri	7			
Sat	8			
Sun	9			
Mon	10			
Tue	11			
Wed	12			
Thu	13			
Fri	14	World Blood Donor Day		
Sat	15	World Elder Abuse Awareness Day		

என் இறைவனே! நீ எனக்கு ஞானத்தை அருள்புரிந்து நல்லோர்களுடன் என்னைச் சேர்த்து விடுவாயாக ! - அல்குர்ஆன் 26 : 83

Day	Date	June - 2019	Day order	No. of working days
		Significance of the day		
Sun	16			
Mon	17	College Reopens		1
Tue	18			2
Wed	19			3
Thu	20			4
Fri	21	International Day of Yoga		5
Sat	22			
Sun	23			
Mon	24	Reopening for IUG students		6
Tue	25			7
Wed	26			8
Thu	27			9
Fri	28			10
Sat	29	National Statistics Day		
Sun	30			

**Climbing to the top demands strength, whether it is to the top of Mount Everest or to the top of your career - Dr.A.P.J. Abdul Kalam**

Day	Date	July - 2019	Day order	No. of working days
		Significance of the day		
Mon	1			11
Tue	2			12
Wed	3			13
Thu	4			14
Fri	5			15
Sat	6	Talent Show 2019		16
Sun	7			
Mon	8			17
Tue	9			18
Wed	10	Students' Union Election		19
Thu	11	World Population Day		20
Fri	12			21
Sat	13			
Sun	14			
Mon	15	International Youth Skills Day		22

எப்பொருள் யார்யார்வாய்க் கேட்பினும் அப்பொருள்  
மெய்ப்பொருள் காண்பது அறிவு

Day	Date	July - 2019	Day order	No. of working days
		Significance of the day		
Tue	16			23
Wed	17	Students' Union Inauguration		24
Thu	18			25
Fri	19			26
Sat	20			
Sun	21			
Mon	22			27
Tue	23			28
Wed	24	I Internal Test		29
Thu	25	I Internal Test		30
Fri	26	I Internal Test		31
Sat	27			
Sun	28			
Mon	29			32
Tue	30			33
Wed	31			34

A smooth sea never made a skillful mariner - English Proverb

Day	Date	August - 2019	Day order	No. of working days
		Significance of the day		
Thu	1			35
Fri	2			36
Sat	3			
Sun	4			
Mon	5			37
Tue	6	Hiroshima Day		38
Wed	7			39
Thu	8	World Senior Citizen's Day		40
Fri	9			41
Sat	10			
Sun	11	Arafa - Holiday		
Mon	12	Bakrid - Holiday		
Tue	13			42
Wed	14			43
Thu	15	Independence Day		

தோல்விகள் என்பது உன்னைத் தூங்க வைக்கப் பாடும் தாலாட்டு அல்ல. நீ நிமிர்ந்து நிற்பதற்கான தேசிய கீதம்!

Day	Date	August - 2019	Day order	No. of working days
		Significance of the day		
Fri	16			44
Sat	17			
Sun	18			
Mon	19	World Photography Day		45
Tue	20			46
Wed	21			47
Thu	22			48
Fri	23			49
Sat	24	Krishna Jayanthi - Holiday		
Sun	25			
Mon	26			50
Tue	27			51
Wed	28	Seminar - Dept. of CS & IT		52
Thu	29	National Sports Day		53
Fri	30			54
Sat	31			

**The Harder you fall The higher you bounce - Doug Horton**

Day	Date	September - 2019	Day order	No. of working days
		Significance of the day		
Sun	1			
Mon	2	Vinayagar Chathurthi - Holiday		
Tue	3			55
Wed	4			56
Thu	5	Teacher's Day		57
Fri	6	Seminar - Dept. of Busin. Admin.		58
Sat	7			
Sun	8	International Literacy Day		
Mon	9	II Internal Test		59
Tue	10	Muharram - Holiday		
Wed	11	II Internal Test		60
Thu	12	II Internal Test		61
Fri	13			62
Sat	14			
Sun	15	World Ozone Day		

வியர்வைத் துளிகளும், கண்ணீர்த் துளிகளும் உப்பாக இருக்கலாம்,  
ஆனால் அவைதான் வாழ்க்கையை இனிப்பாக மாற்றும் -  
டாக்டர்.ஏ.பி.ஜே. அப்துல்கலாம்

Day	Date	September - 2019	Day order	No. of working days
		Significance of the day		
Mon	16			63
Tue	17			64
Wed	18			65
Thu	19			66
Fri	20			67
Sat	21			
Sun	22			
Mon	23			68
Tue	24			69
Wed	25			70
Thu	26			71
Fri	27			72
Sat	28			
Sun	29			
Mon	30			73

தோல்வி வரும் போது அதற்கு இதயத்தில் இடம் கொடுக்காதே !  
வெற்றி வரும் போது அதற்கு தலையில் இடம் கொடுக்காதே !

Day	Date	October - 2019	Day order	No. of working days
		Significance of the day		
Tue	1			74
Wed	2	Gandhi Jeyanthi - Holiday		
Thu	3			75
Fri	4	Seminar - Dept. of Economics		76
Sat	5			
Sun	6			
Mon	7	Ayutha Pooja - Holiday		
Tue	8	Vijaya Dasami - Holiday		
Wed	9	III Internal Test		77
Thu	10	III Internal Test		78
Fri	11	III Internal Test		79
Sat	12			
Sun	13			
Mon	14			80
Tue	15			81

**Motivation comes from within.  
Successing comes with practive**

Day	Date	October - 2019	Day order	No. of working days
		Significance of the day		
Wed	16			82
Thu	17			83
Fri	18			84
Sat	19			
Sun	20			
Mon	21			85
Tue	22			86
Wed	23			87
Thu	24			88
Fri	25			89
Sat	26			
Sun	27	Deepavali - Holiday		
Mon	28			90
Tue	29			91
Wed	30	World Thrift Day		92
Thu	31			93

**Proclaim, And thy lord Is most Bountiful - He who taught (The use of) the pen - Taught man that which he knew not (96:3,4,5)**

Day	Date	November - 2019	Day order	No. of working days
		Significance of the day		
Fri	1			
Sat	2			
Sun	3			
Mon	4			
Tue	5			
Wed	6			
Thu	7			
Fri	8			
Sat	9			
Sun	10	Milad - Un - Nabi - Holiday		
Mon	11			
Tue	12			
Wed	13			
Thu	14			
Fri	15			

கல்வியைத் தேடி செல்பவர் (தன் இல்லம்) திரும்பி வரும் வரை இறைவனின் பாதையில் இருக்கிறார். - நபிமொழி (திர்மதி)

Day	Date	November - 2019	Day order	No. of working days
		Significance of the day		
Sat	16			
Sun	17			
Mon	18			
Tue	19			
Wed	20			
Thu	21			
Fri	22			
Sat	23			
Sun	24			
Mon	25			
Tue	26			
Wed	27			
Thu	28			
Fri	29			
Sat	30			

முயற்சியை விதைத்துக் கொண்டே இரு. முளைத்தால் மரம், இல்லையேல் உரம்



<i>Day</i>	<i>Date</i>	<i>December - 2019</i>	<i>Day order</i>	<i>No. of working days</i>
		<i>Significance of the day</i>		
Sun	1			
Mon	2			
Tue	3	World Nature Day		
Wed	4	World Animal Day		
Thu	5			
Fri	6	College reopens		1
Sat	7			
Sun	8			
Mon	9			2
Tue	10			3
Wed	11			4
Thu	12			5
Fri	13			6
Sat	14			
Sun	15			

**Give, and it shall be given to you. For whatever measure you deal out to others, it will be dealt to you in return - Quran**

<i>Day</i>	<i>Date</i>	<i>December - 2019</i>	<i>Day order</i>	<i>No. of working days</i>
		<i>Significance of the day</i>		
Mon	16			7
Tue	17			8
Wed	18	Workshop - Dept. of Tamil		9
Thu	19	Milad - Un - Nabi - Holiday		10
Fri	20			11
Sat	21	Sports Day		
Sun	22			
Mon	23			12
Tue	24			13
Wed	25	Christmas Holiday		
Thu	26			14
Fri	27			15
Sat	28			
Sun	29			
Mon	30			16
Tue	31			17

Day	Date	January - 2020	Day order	No. of working days
		Significance of the day		
Wed	1	New Year 2020 - Holiday		
Thu	2			18
Fri	3			19
Sat	4			
Sun	5			
Mon	6			20
Tue	7			21
Wed	8			22
Thu	9	Seminar - Dept. of Physics		23
Fri	10	Fine Arts Fest		24
Sat	11	Fine Arts Fest		
Sun	12			
Mon	13			25
Tue	14	Pongal Celebration		26
Wed	15	Pongal Holiday		

**Man is made by his belief. As he believes, so he is - Bhagaved Gita**

Day	Date	January - 2020	Day order	No. of working days
		Significance of the day		
Thu	16	Thiruvalluvar Day		
Fri	17	Uzhavar Thirunal Holiday		
Sat	18			
Sun	19			
Mon	20			27
Tue	21			28
Wed	22	I Internal Test		29
Thu	23	I Internal Test		30
Fri	24	I Internal Test		31
Sat	25	National Voters Day		32
Sun	26	Republic Day		
Mon	27			33
Tue	28			34
Wed	29			35
Thu	30	Martyr's Day		36
Fri	31	Seminar - Dept. of English		37

Day	Date	February - 2020	Day order	No. of working days
		Significance of the day		
Sat	1			
Sun	2			
Mon	3			38
Tue	4			39
Wed	5			40
Thu	6			41
Fri	7	Seminar - Dept. of Maths		42
Sat	8			
Sun	9			
Mon	10			43
Tue	11			44
Wed	12			45
Thu	13			46
Fri	14			47
Sat	15			

**Reading is to the mind what exercise is to the body  
- Sir Richard Steele**

Day	Date	February - 2020	Day order	No. of working days
		Significance of the day		
Sun	16			
Mon	17			48
Tue	18			49
Wed	19			50
Thu	20			51
Fri	21			52
Sat	22			53
Sun	23			
Mon	24	II Internal Test		54
Tue	25	II Internal Test		55
Wed	26	II Internal Test		56
Thu	27	Seminar - Dept. of Commerce		57
Fri	28	National Science Day		58
Sat	29			

**Be strong and of a good courage, fear not, nor be afraid for the Lord the God, he it is that doth go with thee; he will not fail thee, nor forsake thee - Quran**

Day	Date	March - 2020	Day order	No. of working days
		Significance of the day		
Sun	1			
Mon	2			59
Tue	3			60
Wed	4			61
Thu	5			62
Fri	6			63
Sat	7			64
Sun	8	International Women's Day		
Mon	9	Graduation Day		65
Tue	10			66
Wed	11	College Day		67
Thu	12	Union Valedictory Day		68
Fri	13			69
Sat	14			
Sun	15			

**Education is the best provision for old age - Aristotle**

Day	Date	March - 2020	Day order	No. of working days
		Significance of the day		
Mon	16			70
Tue	17			71
Wed	18			72
Thu	19			73
Fri	20			74
Sat	21			75
Sun	22			
Mon	23	III Internal Test		76
Tue	24	III Internal Test		77
Wed	25	III Internal Test		78
Thu	26			79
Fri	27			80
Sat	28			
Sun	29			
Mon	30			81
Tue	31			82

Day	Date	April - 2020	Day order	No. of working days
		Significance of the day		
Wed	1			83
Thu	2			84
Fri	3			85
Sat	4			86
Sun	5			
Mon	6	Mahaveer Jayanthi		87
Tue	7			88
Wed	8			89
Thu	9			90
Fri	10	Good Friday		
Sat	11			
Sun	12			
Mon	13			
Tue	14	Tamil New Year Dr. Ambedkar Birthday		
Wed	15			

**Turn your face to the sun and the shadows fall behind you  
- Maori Proverb**

Day	Date	April - 2020	Day order	No. of working days
		Significance of the day		
Thu	16			
Fri	17			
Sat	18			
Sun	19			
Mon	20			
Tue	21			
Wed	22			
Thu	23			
Fri	24			
Sat	25			
Sun	26			
Mon	27			
Tue	28			
Wed	29			
Thu	30	International Labour Day		

**Fear God and He will give you knowledge - Bible**

<i>Day</i>	<i>Date</i>	<i>May - 2020</i>	<i>Day order</i>	<i>No. of working days</i>
		<i>Significance of the day</i>		
Fri	1			
Sat	2			
Sun	3			
Mon	4			
Tue	5			
Wed	6			
Thu	7	World Red Cross Day		
Fri	8			
Sat	9			
Sun	10			
Mon	11			
Tue	12			
Wed	13			
Thu	14			
Fri	15			

**When meditation is mastered, the mind is unwavering like the flame of a candle in a windless place - Bhagavad Gita**

<i>Day</i>	<i>Date</i>	<i>May - 2020</i>	<i>Day order</i>	<i>No. of working days</i>
		<i>Significance of the day</i>		
Sat	16			
Sun	17			
Mon	18			
Tue	19			
Wed	20			
Thu	21			
Fri	22			
Sat	23			
Sun	24			
Mon	25			
Tue	26			
Wed	27			
Thu	28			
Fri	29			
Sat	30			
Sun	31			

## *Associations, Clubs, Forums, Cells and Committees*

### **Association Meetings**

Every department conducts its Association Meeting at regular intervals or as decided by the HOD in consultation with the Principal. In these meetings normally guest lectures are delivered by the experts invited from outside, and in some special cases training classes or workshops may also be arranged. Also, students have to be constantly motivated in such meetings to participate in the continual process of learning. Every department is expected to document such meetings and the same shall be submitted to the Principal periodically. Every Association Meeting features certain academic programs to encourage students' participation. The students who have participated and demonstrated their academic talents impressively shall be honoured with certificates, prizes and in some cases cash awards by the college management.

### **Alumnae Association**

Alumnae Association is formed with an objective of having continual engagement with the graduates of our college in activities connected to **academic and social developments**. Every student who passes out of the college becomes a member of the Association. The office bearers of this Association are elected according to the procedure contemplated. The Association meeting is normally conducted once in a semester unless otherwise required as per the demands of the context. The primary objective of this Association is expected to build a bridge of interaction between the present students of the college and those of the past in order to share the expertise, exposure and experience in expanding the boundaries of understanding in mutually beneficial manner which is expected to offer our present students' perspectives required for success in personal and professional life.

### **Objectives**

1. To offer suggestions/recommendations in academic matters in the best interest of quality education and to offer assistance as required.
2. To involve in various social welfare programs in collaboration with the college through forming a chain of Self-Help Groups.
3. To offer a helping hand to students who are economically backward by providing them with scholarship or any other form of assistance in consultation with the management.

### **Parent – Teacher Association**

This Association facilitates meaningful interaction between the teachers and the parents in the spirit of shared responsibilities. The frequent interactions the Association organizes help the teachers understand the reality of expectations, and also help the parents to understand the role they are expected to play in the context of continual demographic changes. This Association is a reflection of the trust that the parents have on our system and the faith that the teachers have on the parents. It addresses all sorts of issues and needs which arise out of multiple contexts of education. The defined objectives of the Association are as follows:

1. To explain to the parents the challenges faced by the teachers while imparting education.
2. To encourage the participatory role of the parents and make them realize their roles and responsibilities.



3. To conduct frequent activities of interaction with educationists /social scientists/ intellectuals/ and professional counsellors to enlighten the parents and teachers about parenting and other connected issues.

## **Placement Cell**

Placement Cell has been established in Wavoo Wajeeha Women's College to meet the emerging needs of the job market and to equip our students and particularly women students with the skills and competencies required to reach excellence in professional life. It seeks to evaluate the present scenario existing in our context and it offers a well-defined road map which gives the students a sense of direction in their career path. Being inspired by these values and commitment to the cause of national development, Wavoo Wajeeha Women's College has started Placement Cell

## **Training Activities**

### **1.Communication Skills**

Communication is listed as the most important skill. Interpersonal communication skills are very important for a graduating student to possess. Ability to communicate effectively in a language of choice is of paramount importance. Most employers want their hired graduates to be able to follow instructions, speak clearly, give clear instructions and make effective presentations. Wavoo Wajeeha Women's College designs and develops special programs to address this need to empower the graduating students of ours with required skills in Communication.

## **2. Mock Interviews**

Our college offers the students real-life experience in facing interviews. We arrange periodical mock interview sessions for all our final year students and introduce them to the skills required for such sessions. We try to rope in the experts in the field along with our trained teachers for conducting these sessions effectively on campus.

Before appearing for interview, the students will be given orientations in preparation of resume, cover letter, documentation skills, body language, dress sense and etiquettes in communication. On the days identified for such mock interview sessions, students will have to come prepared for interviews. On arrival, they will be divided into different groups and placed before interview panel. The panel members, who are professional trainers or expert teachers, will observe the responses of the students, their mannerism, confidence level and attitude and will give a detailed report on each of the students after the whole mock interview session is over. This report will help our students realize where they are and will offer them opportunities for further developments. The students will also be given a detailed list of the interviewers' favourite questions and sample responses to each of those questions. Such developmental interventions are expected to increase the confidence, reduce the stress levels and maximize the chances for favourable consideration from employers' perspectives.

## **Sports Club**

Education becomes incomplete without proper training of body and mind. Our college believes that for a comprehensive education we need to encourage various sports and games and the students' involvement in such activities is expected to increase the

academic performance as well. Sports and games bring all the students together under one roof, irrespective of all the barriers and teach them values which are universal. The students are trained to face life as a challenge and to treat success and failure as two sides of the same coin. Every game has a rule and it needs to be played only according to the rules. These values promote tolerance, perseverance, honesty and devotion.

The sports committee is expected to influence the students by offering them various opportunities of participating in sports and games. The college has a full-fledged department for physical education and the sports committee works in tandem with them. The students of our college are divided under several houses in order to promote a healthy competition in sports and games.

Our Students shine in sports and games not only at the college level but at the University level too. Students had participated in the Mini Marathon conducted by various agencies in and around Thoothukudi District, apart from the Mini Marathon conducted by the M.S. University, and won prizes and certificates creditably. Our students also actively participated at the inter collegiate tournaments and win accolades laudably.

### **Staff Club**

The staff club of our college aims to bring the members of our staff under one roof through various activities of sports and games. The members of the staff develop better understanding of one another which helps them in the process of professionalism. The increased interaction through alternative engagements of this kind does have an impact on the physical, psychological and social well-being of individuals. This club organizes regular staff activities to open up floor for discussion on several matters which concern the field of education also.

The general objectives of the club are as follows:

1. It aims at inculcating the spirit of oneness among the members of the staff.

2. It encourages the staff to participate in physical activities such as sports and games for the healthy campus life.
3. It finds ways and means to help the staff to deal with stress, anxiety, loneliness or any such feeling which is detrimental to the healthy campus life.
4. It also organizes lecture sessions or training sessions on promoting efficiency in professionalism.

### **Students' Council**

Students' Council is an important organ of the administration which reflects on the issues from students' perspectives. Wavoo Wajeetha Women's College is of the firm belief that students have to be given training in leadership qualities, and they should be exposed to the challenges of administration. This activity is expected to promote greater degree of interactions among the students in the interest of education. Democratic values such as tolerance, diversity, civic sense, respect for others, belief in co-existence and regard for consultative process are promoted through engagements in students' council activities. In short, it is an attempt to prepare students to participate in the democratic process with a greater sense of responsibility and devotion, and this process strengthens our democracy in the long run.

The objectives of the Council are as follows:

1. The elected members are expected to work in the best interest of students without causing any damage to the purpose of education or hindrance to the process of education.
2. The elected members' term shall last for only one year and there shall be election to the post every year.

3. The Council shall take up only the issues or problems connected to the well-being of the students and particularly in the interest of education.
4. The Council shall keep the college administration informed about all such meetings and decisions taken in writing.

### **Editorial Club**

Editorial Club of our college is formed with an objective of introducing our students to the responsibilities and challenges involved in editorial tasks, and thereby promoting editorial skills and desk work required for preparation of college magazines and newsletters. The members of the club collect information related to the student developmental activities conducted in different departments, the students' achievements in various events conducted at intra and inter collegiate levels and student events organized periodically or any other such events organized within the campus. The information obtained will be analyzed, organized and structured in order to publish in the College Magazine which is released once a year or in Newsletters which are released twice a semester.

### **Press Club**

This club is formed with the objective of having better interaction with the media and public. The college normally conducts several activities and programs. These programs and activities are to be documented by Press Club on time and the same shall be sent to the media after obtaining due consent from the college administration. Press Club forms a bridge between the media and the college and it has a significant role to play in creating a positive image on the minds of the public through dissemination of information.

## **Entrepreneurial Development Cell**

We have established Entrepreneurial Development Cell in our college to encourage our students to have constructive experiments with their ideas through the individual initiatives, and through organizing social or economic mechanism to turn resources and situations into practical account and also to encourage them to take calculated risk while they are advancing in the direction of their dreams. We organize regular seminars/ workshops/ training sessions to develop entrepreneurship skills of women in order to empower them with the skills and inputs required so that they will continue their march towards excellence independently.

Entrepreneurial Development Cell has been formed in our college in order to meet their following objectives. They are:

1. To initiate our students into the world of Entrepreneurship by introducing them to new business ideas, changing economic contexts and novel business plans.
2. To seek economic independence of women through bringing out entrepreneurial skills via meaningful education.
3. To have collaboration and partnership with different government and non-government agencies to promote entrepreneurial skills amongst the students
4. To arrange vocational training in jewellery making, arts & craft works, tailoring and other related areas in order to ensure the process of self employment and economic liberation.

## Partnership Programs with ICT – Information & Communication Technology

Wavoo Wajeeha Women's College has been an associative member of ICTACT, Tamil Nadu since the academic year 2011-2012. Thanks to the educational initiatives of the ICT Academy, our members of staff are frequently getting trained in technical skills and such training shall be, in turn, imparted to our students. For the past three years intensive training programs have been arranged for our staff members in the areas such as Web development by using .NET technologies, Cloud computing, Grid computing and other related technical training from industry perspectives. These trained staff members impart such technical skills to the students of Computer Science and Information Technology. Through this educative engagement the students of our college are exposed to both theoretical and practical knowledge, and **ICT has given course certificates to the students trained** in the process and such students enjoy better chances of being considered favorably by the industries.

## Research and Development Cell

Research and Development Cell has been started in our college in order to encourage the research activities in the wider interests of the society. The college extends financial assistance for research publications and constantly motivates the staff to explore and extend the horizons of their chosen field with academic spirit and responsibility. We conduct regular interaction programs with the experts in the areas related to Research Writing, Research Methodology, Ethics in Research, Data interpretation, and Documentation formalities. The objectives of R&D Cell are as follows:

1. To facilitate the research process by orienting both the students and staff into the intricacies of research.

2. To offer financial assistance for substantial research publication in referred /peer-reviewed journals with ISSN numbers.
3. To enlighten the students and staff on the matters connected to various research opportunities/ UGC projects/ Government and non-government projects .
4. To offer academic help to the research scholars in submitting a research proposal / analyzing a proposal/ interpreting research finding and documenting research activities.
5. To assist the teachers and students in their academic research and consultancy work as per the demands of the contexts.

## Women Development Cell

Women Development Cell has been established in our college with a view to promoting the skills, competencies and talents of women towards their economic independence. It organizes periodical training programs in creating awareness about women's rights and responsibilities. The programs organized by this Cell attempt socialization of progressive activities and attitudes for stimulating women's growth and such activities have yielded good results in social levels. It also focuses on increased women participation in social developmental activities. Student of Wavoo Wajeeha Women's College , thanks to our initiatives through Women Development Cell are found to be equipped with the skills required for the generation next.

*Be the Change that you wish to see in the world*

*- Mahatma Gandhi*

## Anti-Ragging Committee

The college is committed to ensure a peaceful campus wherein there is respect for fellow students, regard for teachers, and adherence to rules and compliance with code of conduct. Students have been advised through various interventionists programs to refrain themselves from activities which may amount to ragging. The college has formed a committee exclusively for the purpose of preventing instances of ragging and educating the students about the nature and consequences of the act called ragging. The college, in compliance with the directions of the Hon'ble Supreme Court of India vide its order dated 16.05.2007, has been implementing the rules and regulations for prevention of Ragging.

1. Ragging is broadly defined as any act that prevents, disrupts or disturbs the regular academic activity of a student. It also includes exploiting the services of a junior student for completing the academic task assigned to an individual or a group of seniors. It has several aspects such as psychological, social, political, economic, cultural and academic dimensions.
2. Ragging also includes teasing others for fun or poking at others by using words of abuse or insults which may damage an individual's sense of self-worth.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students may also be called an aspect of ragging.
4. Any act of physical abuse including acts related to sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person can also be called ragging.

5. Any act of abuse by spoken words, emails, blogs, public insults should also be considered ragging.
6. From human rights perspective, any attempt made to cause damage to life, dignity, self-respect or any other act which threatens the life and dignity of the individuals may also be called an act of ragging.

## Disciplinary Action Committee

This committee is formed with the sole purpose of maintaining discipline and order on the campus. The college campus is administered in a systematic manner to ensure efficient learning in an atmosphere of peace, safety and security. Any attempt to violate the atmosphere of peace shall be viewed very seriously. The reports of violations of college discipline rules, willful disobedience, attempts made to cause damage to life or property and any other acts which vitiate the peaceful academic environment of the college shall be reported to the Disciplinary Action Committee. The committee shall take appropriate decision based on the nature and gravity of such acts and suggests ways and means to stop the recurrence of such acts.

When a student violates the rules of the college, based on the severity of the act, the student shall be summoned by the committee and asked to offer explanation in writing, and even after submission of such an explanation, if the student does not show any sign of regret or still continues the willful act of violation, then the same matter shall be reported to the parents. Even after all these attempts, if the same student continues to act in open violation, then the matter shall be viewed very seriously and on the advice of duly appointed committee that student may be removed from the roll of the college.



## **Grievance Redressal Cell**

This has been established to give a voice to the students and teachers to express their concerns and grievances. The college is dedicated to create a peaceful environment on the campus for all the stakeholders to learn and to enjoy the process of learning. The grievance cell objectively looks into the complaints received from the teachers and students and addresses them properly by following the procedure stipulated.

## **Value Education Cell**

We, in Wavoo Wajeeha Women's College, believe that the meaning of human life is ascertained in terms of the purpose which influences it. Life, in philosophical term 'is an opportunity' granted from The Almighty, and what an individual is going to do with it is 'the purpose' which brings meaning and value to her. In order to realize the purpose of life, and to reach the destiny, an individual needs to be aware of the stages and steps which enable her to reach what she is destined to reach. For this great purpose, Education plays an important role. Education is not mere reading of books or learning of facts and figures. It is a value-oriented education which begins with a quest of exploration of meaning of life and ends in the delight of self-realization.

In order to realize such an ideal vision of education we provide in our college a kind of education which results in integrated understanding of life. We initiate a meaningful engagement process through bringing our students and staff on the common platform to involve in sharing the common values which inspired Humanity for generations. Representative pieces of texts on Human values defining moral and secular principles are imparted regularly. This

program is offered two days a week either in the morning before the beginning of our class activities or in the evening after our classes are over as per the mutual convenience of the students and staff.

## **Moral Classes**

Moral classes are integrated into our system in order to impart universal values of peace and tolerance to students of different faiths. We try to offer through these classes a perspective which is destined to help all our students to create a culture for caring and sharing. The teachers who handle these classes represent wide variety of cultures that our nation is proud of. Our students are placed in such a vantage point through which they get insights which are deeper, wider and broader related to life and the challenges it unfolds. It facilitates our students to become morally strong, culturally aware and socially responsible.

## **Deeniyath Classes**

These classes are intended to help the Muslim students in understanding the core values of Islam. This understanding is expected to expand the horizon of understanding of the world that we live in, and to influence the students to imbibe the best values of Humanity that Islam promotes such as respect for others, promoting peace and tolerance, service to the cause of poor, moral regulations. God consciousness and spiritual peace and contentment. These classes are conducted by our qualified teachers who have got relevant experience and exposure to Islamic studies. All the Muslim students are expected to make the best possible advantages of these classes towards reaching their ultimate goal of education.

## Readers' Forum

Readers' Forum of our college is established with a view to promoting reading skills among our students. The members of the forum organize open meetings wherein they invite the students to share with one another their experience of reading something interesting, informative, educative or entertaining. The forum encourages wider participation of the students and arouses in them a passion for reading. The material chosen for reading by students will have to be approved by the coordinator based on the content, relevance, suitability and other readability factors. This forum gives a chance to the students to appear on stage to have an experience of reading something which they believe worth sharing and that experience is destined to give confidence, courage and competency.

The objectives of the forum shall be as follows:

1. To encourage students to read beyond the prescribed text books.
2. To engage the students through discussions on different topics in order to provide them with a world view.
3. To encourage the students to open up to discussion in any formal situation and to participate with required courage and confidence.

## Writers' Forum

Wavoo Wajeeha Women's College has established Writers' Forum in order to bring to light the talents of the budding writers and introduce them to the world of writing. It invites creative works represented in the form of writing, paintings, arts, or any other projections of literary or critical value. The forum proposes to publish a manuscript and for which it invites essays, short stories,

anecdotes, puzzles, funny incidents, jokes, useful tips and any other similar items of interest. Such collected contributions will be screened by the forum members and based on the quality they will be recommended for inclusion in the Manuscript Magazine run by the forum. Also the forum conducts periodically writing competitions in both Tamil and English languages.

The objectives of the form are as follows:

1. To encourage students to develop the skills in writing essays, poems, articles and other activities such as painting, arts and cartoons.
2. To publish a manuscript magazine from the forum once in a semester.
3. To conduct essay writing or verse writing competitions in both English and Tamil.
4. To impart training in the art of writing through workshops/ training sessions and this may be conducted once in a semester.
5. To invite writers of different fields during frequent intervals to have an intellectual engagement with the students.

## Youth Welfare Forum

This forum has been started in our college to encourage creativity and innovations of our students which normally get reflected in students' participation in varied activities. The college is dedicated to engage the students in novel ways in order to cultivate in them a wide variety of skills which include cultural, social, technical and educational and to present them to the public as expressions of excellence. The college organizes once in a year a grand culture festival called '**Lolly Fiesta**' which show cases the best talents



representing different fields and facets. The skills which our students have acquired during their stay in our college are brought to the stage which demonstrates the fact that we offer such insights and training to the students which help them excel not only in academics but also in different other fields connected to culture activities, culture engagements, social engagements, extracurricular activities and fitness training. The vast range of culture programs numbering around 35 reflect multitudes of talents in-built in our students and our culture festival is intended to give 'an identity and recognition' to such skills and talents.

The objectives of this forum are as follows:

1. To bring the latent talents out by engaging our students in various co-curricular and extracurricular activities.
2. To offer regular training and exposure to our students so as to help them participate in culture festival effectively.
3. To give a new insight to the concept to education taught to them in a conventional manner.
4. To expose them to the alternative methods of learning and teaching through culture programs.
5. To facilitate better understanding between the students and staff through culture engagements through different programs.

### **Extra-Curricular Activities**

- |                        |                          |
|------------------------|--------------------------|
| * DTP Computer / Tally | * Spoken & Written Hindi |
| * Tailoring Classes    | * Jewellery Making       |
| * Handwork             | * Beautician Course      |
| * Spoken English       | * Driving Classes        |
| * TNPSC Coaching       | * Quran Recitation       |
| * Nutrition & Dietics  |                          |

## **EXTRA CURRICULAR PROGRAMMES**

Over and above the regular curricular courses, the college has made arrangements from 2012 for students to learn useful skills and competencies every semester for one hour every day between 3.20 and 4.15 p.m. The students can choose any one of the following courses.

### **For I year Students**

**Spoken English :** To train students to speak correctly and fluently. Course components include Pronunciation, Vocabulary, Interactional expressions and continuous speech.

**Hindi :** To teach the basics of Hindi starting from the alphabet based on the Prathmik course of the Dakshina Bharat Hindi Prachar Sabha.

**Quran Recitation :** The Holy Quran is in Arabic. The ability to read and recite it correctly and beautifully is taught to the students.

### **For II Year Students**

**Hand work :** The students are taught how to make decorative pillows, covers for seats and sofas, pen-stands, flower-vase etc.,

**Artificial Jewellery Making :** To train students to make artificial jewellery from ordinary materials that are cheap, elegant and safe to wear.

**Tailoring :** With enough sewing machines available in the college, the students get a chance to master the art of tailoring.

**Tally** : Computerized accounting procedures are taught to the students.

### For III Year Students

**TNPSC Competitive Examination Coaching** : The basics of General Knowledge, Reasoning, Mathematics, Sciences, Social studies and Tamil are taught to students who plan to appear for Competitive exams.

**Driving** : Considering that the skill of driving gives courage, mobility and independence, the College has arranged for training in two-wheeler and four-wheeler driving and license from transport authority is issued.

**Desk Top Publishing** : The ability to type, design and compose using computers is taught.

**Beautician** : The Course involves teaching the various techniques of make-up and beautification.

**Yoga** : Taking into account the benefits to the body and mind, training in basic yoga exercises is provided.

**Nutrition & Dietics** : Planning the diet for pre-school children, school children, adolescents and obesity.

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*"Many receive advice; only the wise profit from it."*

பிஸ்மில்லா ஹிர்ஹமா நிர்ஹீம்

வாவு வஜீஹா வனிதையர் கல்லூரி -"ஒரு முன்னோடிக் கல்லூரி"

**மேல்நிலைக் கல்வியும் வாவு S. A. R. கல்வி அறக்கட்டளையும்**

கல்விக் கற்றிடல் இருபாலருக்கும் அவசியமாகும் என்றனர் அண்ணலார். சமூகப் பொருளாதார நிலையில் பின் தங்கிய இப்பகுதியில் பெண்கள் தரமான உயர் கல்வி பெற்றிடல் வேண்டும் என்ற உயரிய நோக்கில் வாவு S. A. R. கல்வி அறக்கட்டளை 2005ம் ஆண்டு அல்ஹாஜ் வாவு S.செய்யிது அப்துர் ரஹ்மான் அவர்களால் தொடங்கப்பட்டது. முறைப்படி இக்கல்லூரி 2006-2007ம் ஆண்டு புதிய வளாகத்தில் தனது கல்விப் பணியைத் தொடங்கியது.

**தொலை நோக்குப் பார்வை :**

தொலை நோக்குப் பார்வையோடு பின்தங்கிய பகுதி மக்களுக்கு உயர்கல்வி வாய்ப்பினை அளிப்பது, எல்லாப் பிரிவு மக்களுக்கும் வாய்ப்பளிப்பது; சிறுபான்மை மக்களின் வாழ்வில் உயர்நிலை பெற்றிடச் செய்வது, தகுதியான பட்டதாரிகளை உருவாக்கி நாட்டின் வளர்ச்சிக்கு உதவிடல், ஒழுக்கமான நம்பிக்கையான மக்களை உருவாக்கிடல் போன்ற நோக்கங்களை நோக்கி இக்கல்லூரி வீறுநடை போடுகிறது.

**விழுமிய நோக்கங்கள் :**

ஜாதி மத பேதமின்றி பெண்களுக்கு தரமான உயர் கல்வியை வழங்குவது; குறிப்பாக முஸ்லிம் மகளிருக்கு கல்லூரிக் கல்வி பயிலும் வாய்ப்பினை வழங்குவது; மகளிரின் திறமைகளை வளர்ப்பது, அவர்கள் எல்லாத் தகுதிகளும் பெற்று சிறப்பான பட்டதாரிகளாக உருவாக்குவது இக்கல்லூரி நிறுவனரின் நோக்கங்களாகும்.

### பயிற்றுவிக்கும் பாடத்திட்டங்கள் :

2006-2007ம் கல்வி ஆண்டில் மூன்று இளநிலைப் பட்டப்படிப்புகள் பி.ஏ. (ஆங்கில இலக்கியம்) பி.காம், மற்றும் பி.எஸ்சி. (கணிப்பொறியியல்) தொடங்கப்பட்டன; 2007-2008ம் கல்வி ஆண்டில் பி.எஸ்சி. (கணிதம்) மற்றும் பி.பி.ஏ. சேர்த்துக் கொள்ளப்பட்டன; 2008-2009ம் கல்வி ஆண்டில் பி.எஸ்சி. (தகவல் தொழில்நுட்பம்) வகுப்பும் 2009-2010ம் கல்வி ஆண்டில் முதுகலைப் பிரிவில் எம்.ஏ. (ஆங்கில இலக்கியமும்) தொடங்கப்பட்டன; 2010-2011ம் கல்வி ஆண்டில் எம்.காம். முதுகலைப் பட்டப்படிப்பு தொடங்கப்பட்டன; 2011-2012ம் கல்வி ஆண்டில் பி.ஏ. பொருளாதாரம் (தமிழ்வழி) தொடங்கப்பட்டது. 2014 - 15 கல்வியாண்டில் பி.ஏ. தமிழ் இலக்கியம் - கணினி பயன்பாட்டியல் தொடங்கப்பட்டது. 2016-17ம் கல்வியாண்டில் இளங்கலைப்பிரிவில் பி.எஸ்.சி (இயற்பியல்), முதுகலைப்பிரிவில் எம்.எஸ்.சி. (கணிதம்) மற்றும் பட்டயப்படிப்பு (Diploma in Islamic Theology) தொடங்கப்பட்டன. 2019-20ம் கல்வியாண்டில் முதுகலைப் பிரிவில் எம்.ஏ தமிழ் இலக்கியம் தொடங்கப்பட்டுள்ளது.

### சீரிய வசதிகள் :

இக்கல்லூரி 2006-2007 கல்வி ஆண்டில் தொடங்கப்பட்டபோதே அனைத்து வசதிகளுடன் கூடிய விசாலமான, மின்விசிறிகள் பொருத்தப்பட்ட வகுப்பறைகளுடன், சிறப்பான கட்டமைப்புடன் கூடிய கட்டிடத்தில் தனது கல்விப் பணியைத் தொடங்கியது தற்போது மூன்று அடுக்கு மாடியுடன் கூடிய கட்டிடத்தில் ஒரு கூட்ட அரங்கு, விரிந்த நூல்நிலையம் - கணினிவழிக் கல்விக்கூடமும் மற்றும் இயற்பியல், வேதியல் ஆய்வுக்கூடம் மற்றும் தொழுகை இடங்களும் அமைந்துள்ளன. முதுகலை பிரிவிற்கான பிரத்யேகமான தனி கட்டிடம் கட்டப்பட்டு இக்கல்வி ஆண்டு முதல் பயன்பாட்டிற்கு வருகிறது.

பி.எஸ்சி கணினி இயல் மற்றும் பி.எஸ்சி தகவல் தொழில் நுட்பம் ஆகியவற்றிற்கு தனித்தனியே குளிருட்டப் பெற்ற ஆய்வகங்கள் உள்ளன. இணையதள வசதியுடன் கூடிய E-Learning-ம் இக்கல்லூரியின் நூலகத்தோடு இணைக்கப்பட்டுள்ளது.

### சிறப்பு அம்சங்கள் :

இக்கல்லூரி மாணவியரின் எல்லாத் திறமைகளையும் வெளிக்கொணரும் வகையில் பாடத்தொடர்பு மற்றும் மென்திறன் வளர்ச்சிக்குரிய பல்வேறு பயிற்சிகள் வழங்கப்படுகின்றன.

மாணவியர் பின்வரும் சமூகப்பணிகளில் (Extension Services) ஏதாவது ஒன்றில் சேர்ந்து பணிபுரிய வேண்டும். அதற்குரிய மதிப்பெண்கள் பட்டப்படிப்பு சான்றிதழில் பதிவு செய்யப்படும்.

- \* நாட்டு நலப்பணித்திட்டம் - NSS (National Service Scheme)
- \* இளைஞர் செஞ்சிலுவைச் சங்கம் - Youth Red Cross
- \* பசுமைக்குழு - Green Club
- \* உடல் நலக் கல்வி - Health Education
- \* நுகர்வோர் மன்றம் - Consumer Club

இவற்றோடு வினாடி வினா குழு,மென்திறன் வளர்ச்சி வகுப்புகள் உள்ளன.

உங்களுடைய தனித்திறமைகளை வளர்க்கும் வகையில் கணினிப் பயிற்சி, தையல் பயிற்சி, கலைப்பொருட்கள் செய்தல், இருசக்கர, நான்கு சக்கர வாகன பயிற்சி, அதற்கான லைசென்ஸ் பெற்று தருதல், சிலம்பம், கராத்தே முதலியன கற்று உங்களை ஆபத்துகளில் இருந்து காத்து கொள்ளுதல் என்று பல வகைகளில் உங்களுக்கு, உங்கள் விருப்பத்திற்கு ஏற்றபடி, குறைவான கட்டணத்தில் கற்றுத்தர ஆவன செய்கின்றோம்.

### மென்திறன் வளர்ச்சி – (Soft Skill Development)

இவை தவிர, பாடம் தொடர்பான மன்றங்கள், விளையாட்டு, கணினி வழி பயிற்சி, ஆங்கிலப் பேச்சு ஆற்றல் வகுப்புகள், ஆளுமைத்திறன் வளர்ச்சி தேர்வுகள், பொது அறிவுத் தேர்வுகள், வினாடி வினா பயிற்சி, கலைத்திறன் பயிற்சி, வேலைவாய்ப்பு வழிகாட்டுதல், பாடங்களில் உயர் மதிப்பெண்கள் பெற்றிட தனி கவனம், மார்க்க மற்றும் நன்னெறி விளக்க உரைகள், மாதிரி நேர்முகத் தேர்வுகள், கணினி மூலம் கற்பது (E-Learning) பயின்று வெளியே செல்பவர்களுக்கான சான்றிதழ் (Proficiency Certificate) வழங்குதல் இக்கல்லூரியின் சிறப்பு அம்சங்களாகும். ஒவ்வொரு மாணவிக்கும் ஒரு குவிவு தகவல் ஏடு (Cumulative Record) உண்டு. இதில் மாணவி பற்றிய முழு விபரங்களும் அவர்கள் வளர்த்துக் கொண்ட தகுதிகள், சாதனைகள் எல்லாம் அடங்கும்.

இக்கல்லூரியில் பெற்றோர் ஆசிரியர் கழகம், பயின்றோர் கழகம், ஆசிரியர்க்கு பயிற்சிக் (Orientation) கூட்டங்கள், மாணவியருக்கான ஆலோசகர் (Counselling & Advisory System) திட்டம் செயல்படுகின்றன.

### பல்கலைக்கழக தொலைநெறிக்கல்வி :

2007-2008 முதல் தொலைதூரக் கல்விக்கான தேர்வு மையமாக இக்கல்லூரி மனோன்மணியம் சுந்தரனார் பல்கலைக் கழகத்தால் அங்கீகரிக்கப்பட்டு சிறப்பாக தொலைதூரக் கல்விக்கான தேர்வுகளும் இங்கு நடைபெற்று வருகிறது.

### வெற்றிமேல் வெற்றி :

இக்கல்லூரி மாணவியர் பல்கலைக் கழகம் மற்றும் பிற கல்லூரிகள் நடத்தும் பல்வேறு போட்டிகளில் கலந்து கொண்டு பல பரிசுகள் மற்றும் பாராட்டுகளைப் பெற்று வருகின்றனர். இச்சாதனைகள் தொடரும் என்பதில் ஐயமில்லை.

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### வாவு S. A. R. கல்வி அறக்கட்டளையின் பணிகள் :

இறையருளால் மார்க்க மற்றும் சமுதாயப் பணிகளில் ஆர்வம் கொண்டு தொடங்கப்பட்ட வாவு S. A. R. கல்வி அறக்கட்டளை, மேல் நிலைக் கல்வியில் முத்திரை பதித்தது. பல பள்ளிகளை நடத்திய அனுபவமும், மகளிர் மேல்நிலைக் கல்வி பயில் வாய்ப்பில்லாத சூழ்நிலையும் உந்துதலாக அமைய அல்ஹாஜ் வாவு S.செய்யிது அப்துர் ரஹ்மான் அவர்களின் எண்ணம் இக்கல்லூரியை அமைப்பதன் மூலம் நிறைவேறியது (மாஷா அல்லாஹ்).

### கல்லூரி அமைவிடம் :

அழகிய, பசுமை நிறைந்த சூழ்நிலையில் வானுயர எழுந்து நிற்கும் எண்ணற்ற மகுதிகளின் மினாராக்கள், அவற்றிலிருந்து ஐவேளை எழும் பாங்கின் இன்பஒசை, சாரிசாரியாக தொழச் செல்பவர்களின் இறைஒசை, வங்கக் கடலோரம் ஆர்ப்பரிக்கும் அலை ஒசை நிறைந்த, இஸ்லாமிய நாகரிகம் மற்றும் பண்பாட்டுத் தொடர்மான காயல்பட்டணத்தின் எல்லைக்குள் தூத்துக்குடி -

திருச்செந்தூர் சாலையில், வீரபாண்டியன் பட்டணத்திலிருந்து இரண்டு கிலோமீட்டர் தூரத்திலும் மற்றும் திருச்செந்தூரிலிருந்து ஐந்து கிலோமீட்டர் தூரத்திலும் அழகிய கட்டிடக் கலை நுட்பத்தோடு இக்கல்லூரி அமைந்துள்ளது மிக சிறப்பு அம்சமாகும்.

### எங்கள் கல்லூரி நிறுவனர்-தலைவர்

இலங்கையில் (St. Alosius College) தூய அலோஸியஸ் கல்லூரியில் HSC படித்த நிறுவனர்-தலைவர் அவர்கள் ஆற்றிவரும் பணிகள் அனந்தம்.

### மார்க்கப் பணிகள் :

காயல்பட்டணம் காதிரியா கொடிமர சிறு நெய்னார் பள்ளியின் (KKSNP) முன்னாள் நிர்வாகியாகவும் பின்னர் அதன் தலைவராகவும் பணிபுரிந்தார். தற்போது அப்பள்ளியின் உறுப்பினராகப் பணியாற்றுகிறார். காயல்பட்டணம் ஆறாம்பள்ளி வாசலின் முன்னாள் முதவல்லி; குற்றாலம் ஜம்ஆ பள்ளியின் நிர்வாகக்குழு உறுப்பினர்; காயல்பட்டணம் மஹ்லரா அரபிக் கல்லூரியின் ஆட்சிக்குழு உறுப்பினர்; காயல்பட்டணம் பெரிய, சிறிய ஜம்ஆப் பள்ளி வாசல்களின் ஆட்சிக்குழு உறுப்பினர்; காயல்பட்டணம் காட்டுமொகுதாம் பள்ளியின் நிர்வாகக்குழுத் தலைவர் மற்றும் சென்னை மஸ்ஜிதில் மாமூரின் உறுப்பினராகவும் மார்க்கப் பணியாற்றி வருகிறார்.

### கல்விப் பணிகள் :

பரந்து விரிந்த கல்விப்பணிகளில் சில. பாளையங்கோட்டை சதக்கத்துல்லா அப்பா கல்லூரியின் நிர்வாகக்குழு உறுப்பினர்; சென்னை புதுக்கல்லூரி மற்றும் காயிதே மில்லத் கல்லூரியின் ஆயுட்கால உறுப்பினர்; வாவு அறக்கட்டளை நிர்வகிக்கும் சுபைதா பெண்கள் மேல்நிலைப்பள்ளி மற்றும் சென்ட்ரல் மேல்நிலைப் பள்ளிகளின் தலைவராகவும் செயல்படுகிறார். வாவு வஜீஹா வனிதையர் கல்லூரியை 2006-2007ல் தொடங்கினார். இன்று அக்கல்லூரி ஆயிரத்து ஐநூற்றுக்கு மேற்பட்ட மாணவிகள் பயில் ஒன்பது இளங்கலை வகுப்புகள், நான்கு முதுகலைப் பட்டப்படிப்புகளுடன் வளர்ச்சிப் பாதையை நோக்கிச் சென்று கொண்டிருக்கிறது. அக்கல்லூரியின் தலைவராக சீரிய பணியாற்றி வருகிறார்.

### சமுதாயப் பணிகள் :

காயல்பட்டணம் நகராட்சியின் முன்னாள் தலைவர்; பாளையங்கோட்டை முஸ்லிம் அனாதை நிலையம் நிர்வாகக் குழுவின் உறுப்பினர்; தமிழ்நாடு ஹஜ் சர்வீஸ் சொசைட்டி சென்னை மற்றும் மும்பை கிளைகளின் உறுப்பினர்; காயல்பட்டணம் ஜலாலியா கல்யாண மஜ்லிஸின் செயல்குழு உறுப்பினர் மற்றும் காயல்பட்டணம் ஐக்கிய பேரவையின் ஆலோசனைக் குழு உறுப்பினராகவும் உள்ளார். மதுரையில் அமைந்துள்ள பயணிகள் தங்கிச்செல்ல வகைசெய்யும் காயல்பட்டணம் முத்துச்சாவடியின் நிர்வாகக்குழு உறுப்பினராகவும் செயல்படுகிறார்.

### மருத்துவ சேவை :

KMT என்று அழைக்கப்படும் காயல்பட்டண மருத்துவ அறக்கட்டளையில் முன்னாள் துணை பொருளாளராகவும்; பின் பொருளாளராகவும்; அதன் பின் துணைத் தலைவராகவும் செயல்பட்டுள்ளார். தற்போது அதன் ஆட்சிக் குழு உறுப்பினராக உள்ளார். காயல்பட்டண அரசு மருத்துவமனையின் ஆலோசனைக் குழு தலைவராக உள்ளார்.

### விளையாட்டு :

இலங்கையில் சிறந்த விளையாட்டு வீரர் (Sportsman) ஆகவும், கல்லூரி அளவில் பன்னாட்டு உதை பந்தாட்ட வீரராகவும் சிறந்து விளங்கினார். மேலும், காயல்பட்டணத்தில் 1971ம் ஆண்டு (KSC) விளையாட்டு குழு அமைப்பு அமைவதற்கு முக்கிய பங்கு வகித்ததோடு அதன் தலைவராக மீண்டும் சிறப்பாக செயல்பட்டு வருகிறார்.

### முன்னர் ஆற்றிய பணிகள் :

ஹாங்காங்கில் இந்திய வணிகக் கட்டமைப்பின் (Indian Chamber of Commerce) ஆட்சிக்குழு உறுப்பினர்; அதன் நகை மற்றும் கல் வணிகத்துறை (Gem & Jewellery Department) தலைவர்; ஹாங்காங்கில் - Kowloon Mosque ன் செயலாளராகவும், அப்பள்ளியை புதியதாக கட்டுவதற்கு முன்னோடியாகவும் இருந்துள்ளார்; ஹாங்காங்கில் இஸ்லாமிய கூட்டமைப்பு (Islamic Union) உபதலைவர்; ஹாங்காங்கில் பன்னாட்டு இஸ்லாமிய சங்கத்தின் (International Islamic Society) உபதலைவர்; ஹாங்காங்கில் இந்திய முஸ்லிம் சங்கத்தின் (Indian Muslim Association) செயலர்; ஹாங்காங்கில் இலங்கையின்

(The Gramodaya Mandala Fund) கிரமோதய மண்டலயா நிதி குழுவின் கமிட்டி உறுப்பினராக அன்றைய மாண்புமிகு இலங்கைப் பிரதமர் R. பிரேமதாசா அவர்களால் 1983ல் நியமிக்கப்பட்டு சிறப்பாகச் செயல்பட்டார்.

### பெற்ற விருதுகள் :

தேதி	நிகழ்வு	விருது
21.06.2008	இந்திய ஜூனியன் முஸ்லீம் லீக் மணிவிழா மாநாடு, சென்னை.	சமுதாய ஒளி விளக்கு விருது.
ஜூலை 2011	இஸ்லாமிய தமிழ் இலக்கிய 15வது மாநாடு, காயல்பட்டணம்.	சேவை செம்மல் விருது.
அக்டோபர் 2011	இஸ்லாமிய தமிழ் இலக்கிய 3ம் மாநாடு, தென்காசி.	வாழ்நாள் சாதனையாளர் விருது.

இந்தியாவில் பிறந்து சிறுவயதிலேயே இலங்கை சென்றார். அங்கு கல்வி பயின்ற பின் வணிகத்தில் ஈடுபட்டார். பின்னர் 1964 ஆம் ஆண்டு ஹாங்காங் சென்று பிரபல இரத்தின கல் வணிகராகவும், ரியல் எஸ்டேட் அதிபராகவும் திகழ்ந்தார். தற்போது இவரது தொழில் பன்னாட்டளவில் பரந்து விரிந்து நடைபெற்று வருகிறது.

### அனுபவம், திறமைமிக்க நிர்வாகிகள் :

கல்லூரியை வளர்ச்சிப் பாதையில் கொண்டு செல்ல நிர்வாகத்திறமையும், அயராத உழைப்பும், பல வருடங்களாக பள்ளிக்கூட நிர்வாகத்தை வெற்றிகரமாக நடத்துவதில் அனுபவமும் கொண்ட செயலர் ஹாஜி வாவு M.M. மொகுதஸீம், B.A.(CS) அவர்களும், துணைச் செயலாளராக முனைப்பும் நிர்வாகத்திறனும் கொண்ட ஹாஜி, ஹாபிஸ் வாவு S.A. R. அஹமது இஸ்ஹாக், M.A., அஸ்ஹரி (Egypt) அவர்களும் இக்கல்லூரி மாணவியரின் சிறப்பான தேர்ச்சி விகிதம், நல்லொழுக்கம் ஆகியவற்றை



இலட்சியமாகக் கொண்டு செயலாற்றி வருகிறார்கள். ஹாஜி வாவு S. A. R. சாஹுல் ஹமீது, B.E. M.S. (USA) துணைத்தலைவராகவும், ஹாஜி வாவு S. A. R. ஹபீபுல்லா, B.E. பொருளாளராகவும், ஹாஜா வாவு S. A. R. கதீஜதுல் பாத்திமா துணைப் பொருளாளராகவும் மற்றும் பதினான்கு அறக்கட்டளை உறுப்பினர்களும் கல்லூரியின் முன்னேற்றத்தில் அதிக ஈடுபாடு கொண்டு பணியாற்றி வருவது பாராட்டிற்குரியது.

“கல்வி கற்பவர்களாகவும்,  
கற்றுக் கொடுப்பவர்களாகவும்,  
கல்விப் பணிக்கு உற்ற உதவி  
செய்பவர்களாகவும் இருங்கள்”

- நபிகள் நாயகம் (ஸல்) நன்மொழி

எங்களது கல்விப்பணி சிறக்கவும், மகளிர் கல்வி மற்றும் பல்வேறு திறமைகளை வளர்த்துக் கொள்ளவும், வீட்டிற்கும், நாட்டிற்கும் நன்மக்களாக அவர்கள் உருவாகிடவும், எல்லாம் வல்ல இறைவனை வேண்டிக் கொள்கிறோம்.

நீண்ட அனுபவமும், திறமையும் கொண்ட முனைவர் திருமதி. R.C. வாசுகி M.A., Ph.D. DGT. 01.06.2018 முதல் முதல்வராக பொறுப்பேற்று கொண்டுள்ளார். முன்னாள் முதல்வரும் தற்போதைய கல்லூரி இயக்குனராக பணியாற்றி வருகிற முனைவர் திருமதி. மெர்ஸி ஹென்றி, M.A., Ph.D., அவர்கள் இக்கல்லூரியின் வளர்ச்சிக்கு சிறப்பாகச் செயலாற்றி வருகிறார். இக்கல்லூரியில் கல்விப் பணியில் ஆரம்ப காலம் முதல் பணியாற்றி வந்து 18.08.2011 அன்று காலம் சென்ற கல்லூரி நிர்வாக அதிகாரி முனைவர் மு. கம்ஸா முகைதீன், M.A., M.Phil., Ph.D., அவர்களும் இக்கல்லூரியின் வளர்ச்சிக்கு சிறப்பாகப் பாடுபட்டு வந்ததையும் நாங்கள் அன்புடன் நினைவு கூறுகிறோம்.

*Notes*

*Notes*



## **CODE OF CONDUCT FOR FACULTY MEMBERS**

Wavoo Wajeeha Women's College of Arts and Science, Kayalpatnam is the only Muslim minority women's institution for higher education in this region. This prestigious institution helps the economically backward students of Kayalpatnam and neighbouring places.

The college is known for its discipline which imbibes good conduct to the students at the Under Graduate and Post Graduate level. The institution drafts code of conduct and principles to each of its staff members so that they are in a position to transfer the same to their wards and see that these are well implemented. This is to ensure uniform code of sharing the responsibility of bringing up good citizens and thereby create a value packed society at large.

### **MORAL CONDUCT**

- ◆ Have commitment with human values and convictions.
- ◆ Devotion to duty is to be possessed by all means.
- ◆ Feminine power and Inner Strength are to be identified and encouraged.
- ◆ Work with the principles of Human rights and Social Justice.
- ◆ Act with Honesty and Integrity always.

### **PROFESSIONAL CONDUCT**

- ◆ Keep Professional knowledge, Research, Skills Consistent and updated.
- ◆ Uphold and maintain the highest possible standards of education at all times.

- ◆ When reporting Grades and handling Assessments, have a clear Conscience and Confidentiality.
- ◆ Avoid taking leave unnecessarily and avail leave only on unavoidable circumstances.
- ◆ Be present in the college campus before the start of the college and remain in the campus till the end of the college hours.
- ◆ Sign the attendance register and bio-metric while reporting for duty.
- ◆ Avail written permission from the principal at least a day in advance, while availing CC or OD.
- ◆ Attend the Dept. Association meetings, seminars and college functions without fail.
- ◆ Conform to all the provisions of the Tamilnadu Private Colleges (Regulations) Act, 1976 and the TN Private colleges (Regulation) Rules, 1976.
- ◆ Employ herself honestly, efficiently and diligently under the orders and instructions of the principal and managing committee.

### **BEHAVIOURAL CONDUCT**

- ◆ Staff should be role models and aspirations.
- ◆ Be leaders in the class room, by earning respect from the students.
- ◆ Live with Dignity in all places and at all times.
- ◆ Treat the Non Teaching Staff as colleagues.
- ◆ Handle Disagreements with colleagues in private.

## **WORK CONDUCT**

- ◆ Create a Joyful and Harmonious working Environment.
- ◆ Maintain a relationship based on Courtesy, Mutual trust and Open communication.
- ◆ Work in a Collaborative manner.
- ◆ Maintain good relationship with Student, Parents and Guradians.
- ◆ Be open and Responsive in Constructive feed back.
- ◆ Seek appropriate Support, Advice and Guidance in times of need.

## **CLASS ROOM ETHICS**

- ◆ Provide a Conducive Environment for learning.
- ◆ Respect the rights and dignity of the students in representing their opinion.
- ◆ Students should be treated Justly and Impartially.
- ◆ Recognize the difference in the Aptitude and Ability and help the students.
- ◆ Ensure Safety and well being of the students at all times.
- ◆ Respect the Uniqueness and Diversity of the students.

## **SOCIAL CONDUCT**

- ◆ Perform all the Social interactions with positive attitude.
- ◆ Keep the public informed of the Academic performances of the students.
- ◆ Actively participate in Community activities.

- ◆ Proper Dress code and neat Appearance be maintained always.
- ◆ Interact with the Parents and the Public positively.

## **SPECIFIC CHARTER OF ETHICAL CODE**

- ◆ Raise the standards of education, to receive National and International awards.
- ◆ Volunteer to participate in Department Activities.
- ◆ Encourage students to think Globally and to act Locally.
- ◆ Motivate students to become Scientists, Writers, Artists and Philosophers.
- ◆ In the event of conducting special classes, get prior permission, from the Principal
- ◆ Be trained in time management for both Personal and Academic work
- ◆ Draft a daily Work Plan
- ◆ Be punctual to enter and leave the class on time
- ◆ Encourage the students to keep the Campus Clean and Green.

The code of conduct provides a formal framework of ideals, designed to guide and encourage all teachers to achieve good moral standards.