



# ANSAR

## WOMEN'S COLLEGE

(Affiliated to the University of Calicut)  
Perumpilavu, P.O. Karikkad, Thrissur-680 519  
Tel : 04885-284912, Fax : 282278  
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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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



# ANSAR WOMEN'S COLLEGE PERUMPILAVU

*Affiliated to the University of Calicut*

Karikkad P.O. Pin: 680519 Thrissur Dist. Kerala

Tel : 04885-284912

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Website : [www.ansarwomenscollege.com](http://www.ansarwomenscollege.com)

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## **HANDBOOK & CALENDAR 2016-2017**

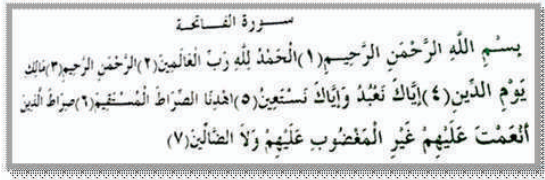
*“Oh ! My Lord, increase me in Knowledge”*



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## PRAYER



**بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ**

In the Name of Allah, Most Gracious, Most Merciful

Praise be to Allah,  
The Cherisher and Sustainer of the Worlds;  
Most Gracious, 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 on whom  
Thou hast bestowed Thy Grace,  
Those whose (portion) Is not wrath,  
And who go not astray.

(Aameen)

### പാർത്ഥന

കാരുണ്യ സിന്ധുവാമല്ലാഹുവിൻ തിരു -  
നാമത്തിലോതുന്നു ദിവ്യമാം സൂക്ഷതികൾ  
ലോകങ്ങളൊക്കെയും കാത്തുരക്ഷിച്ചിടും  
ലോകൈകനാഥനെ വാഴ്ത്തുന്നു സർവ്വരും  
കാരുണ്യമേറുന്ന രക്ഷകാ, നിൻകൃപാ -  
പൂരം നിരന്തരം വർഷിക്ക ഞങ്ങളിൽ.  
തീർപ്പുകൾ നൽകുന്ന വാസരേ ഞങ്ങളെ  
കാരുണ്യമോടു നീ കാത്തുകൊള്ളണമേ!  
ധ്യാനത്തിലാമജ്ജമാകും മനസ്സുമായ്  
കാലം കഴിക്കുന്നു സർവഥാ ഞങ്ങളും  
നിന്നോടുമാത്രം നിവേദനം ചെയ്തിടും,  
വ്യാജ ദൈവങ്ങളെ തേടില്ലൊരിക്കലും.  
നേരായ മാർഗം തെളിക്കണേ രക്ഷകാ,  
പാദാതെ നിത്യം നയിക്കുമാനാകണേ.  
സ്വത്തുകൾ പോയോരു മാർഗേണ ദൈവമേ  
ലക്ഷ്യത്തിലെത്താൻ തുണയ്ക്കുമാറാകണേ.  
നിൻ കോപവഹ്നിയിൽ വീണോരു മർത്തുന്റെ  
പിമ്പേ അയയ്ക്കൊലാ രക്ഷകാ, ഞങ്ങളെ

## PLEDGE

India is my country. All Indians are my brothers and sisters. I love my country, and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

## NATIONAL ANTHEM

जनगणमन—अधिनायक जय हे  
 भारत—भाग्य विधाता ।  
 पंजाब सिन्धु गुजरात मराठा  
 द्रविड़ उत्कल बंग  
 विंध्य हिमाचल यमुना गंगा  
 उच्छल जलधितरंग  
 तव शुभ नामे जागे,  
 तव शुभ आशिष मागे,  
 गाहे तव जयगाथा ।  
 जनगण—मंगल दायक जय हे  
 भारत—भाग्य विधाता ।  
 जय हे, जय हे, जय हे,  
 जय जय जय, जय हे ॥

## OUR VISION & MISSION.....

### VISION

Every graduating student is empowered with the highest spiritual and intellectual competencies to be able to lead the institution of a morally upright, welfare world.

### MISSION

To facilitate every student to grow into an integral personality having the traits of **Character, Scholarship, Leadership and Citizenship.**

### CHARACTER

Durable moral qualities such as integrity, courage, fortitude, honesty, loyalty and trust worthiness which reflect in one's personality, behavior and actions.

### SCHOLARSHIP

Profound learning, observing, discovering and applying knowledge to enable one to exercise the responsibility as a voice of reason and conscience in the society

### LEADERSHIP

The power to choose the right direction towards fulfillment in life, to lead the self and to powerfully influence, inspire and lead the rest.

### CITIZENSHIP

To be considerate of others and to contribute positively for the well being of the society-locally, nationally and globally.



## STUDENT'S PERSONAL BIODATA

Affix  
Photo  
(To be attested by  
the principal)

Name of the student.....

Admission No.....Course.....Year.....

Register No. ....

Date of Birth .....Age.....

Religion.....Caste.....

Blood group ..... Height .....cm. Weight .....Kg.

Aadharcard no.....

E-mail ID .....

Father's name.....

Mother's name.....

Occupation of Father/Mother .....

Permanent Address .....

.....

Phone number (Residence) with code .....

Day scholar

Hostel inmate

Mode of transport .....

School/College bus no: .....

Marital status: Single/Married

Name, occupation & address of the spouse.....

.....

.....

Contact No (Res).....Mob.....

Local Guardian's name.....

Relationship with the student.....

Address.....

.....

.....

Phone numbers (Res)..... (Mob).....

Name of Brother/Sister/studying/working in the Ansar Institution

Name:.....Relationship .....

Class/Department: ..... Contact No: .....

### UNDERTAKING

I.....Parent of.....hereby  
acknowledge that I have read the content of this diary carefully and undertake  
that I will abide that I will take care that my ward follows them strictly.

Signature of father      Signature of Mother      Signature of Class Teacher

.....

Name of Class Teacher: .....

Details verified and confirmed-Signature .....

Date: .....

## *Ansar Women's College (AWC)*

*A centre for Academic excellence & Moral values*

### **PREFACE**

Ansar Women's College is a self-financing Post Graduate College affiliated to the University of Calicut, which is run by Ansari Charitable Trust, Perumpilavu. The Trust was founded in 1979 and run by a group of eminent and scholarly personalities who formulates and executes different creative plans and programmes for achieving its noblest aims like propagation of education and moral values and other social services through a number of its prestigious institutions like Ansar English School, National Institute of Open Schooling, Orphanage, School of Nursing, Special School, Institute of Psychiatry, Madrassathul Qur'an, Ansar College Punnayurkulam, Ansar College Edappal, Ansar School Veliyankode, Ansar Training College for Women, Ansar Hospital embraced with a Rehabilitation centre etc.

Ansar Women's College has earned its strong academic reputation since its founding in 2002. It is an affiliated institution under University of Calicut well acclaimed for its academic excellence and is a name to reckon literacy and extra-curricular fields. It is a self financing post graduate college, with minority status managed by Ansari Charitable Trust, Perumpilavu, which was established in the year 1979. The prime mission of this institution is to empower and enlighten women through academic excellence embedded with moral values to face challenges and who thereby mould and lead the successive generations. College offers 12 UG courses and 4 PG courses. The college also conducts skill- oriented add on courses which enable the students to face the highly competitive job market with self confidence.

In an atmosphere of love and respect, AWC aims to foster a wonderful learning experience, which will produce courageous, loyal, responsible and self respecting individuals who will become the best citizen of the country.

### **Location**

AWC is situated in Thrissur district on the Calicut-Thrissur state highway about 6 kms from Kunnamkulam. It is accessible by both road and rail. The railway station at Guruvayur has a distance of 14 kms and Pattambi is of 18 kms while Thrissur railway station is 30 kms south and Kuttipuram is 25 kms north of the college.

## **ANSARI CHARITABLE TRUST PERUMPILAVU**

**Chairman** : Jb. K.K.Mammunni Moulavi  
**Vice Chairman** : Jb. K.V. Mohammed  
: Jb. M.V.Mohammed Saleem Moulavi  
**Secretary** : Jb. E.A. Kunjahammed  
**Joint Secretary** : Jb. T.B.Kunju Mon  
**Asst. Secretary** : Jb. Shaju Mohammedunni.K.M

### **MEMBERS**

Jb. V.S. Kunju Mohammed  
Prof. Siddique Hassan  
Jb. K.K.Abdul Ahad Thangal  
Jb. Ismail Kassim  
Jb. V.M.Abdu  
Jb. T.A.Moideen  
Jb. V.P.Aboobaker  
Jb. E.M.Mohammed Ameen  
Jb. P.C.Hamza  
Jb. C.Ahammu  
Jb. T.Arif Ali  
Jb. A. Mohammed Ali  
Jb. V. Moosa Moulavi  
Jb. T.A.Mohammed Kutty  
Jb. Haji Abdu Rahman  
Adv. K.S.Abdul Basheer  
Jb. A.Usman  
Jb. M.I. Abdul Azeez  
Jb. P. Mujeeburahman

**College Manager and Correspondent** : Mr. K.K.Mammunni Moulavi  
**Chief Executive** : Mr. K.V.Mohammed B.Tech, MBA  
**Administrative Officer** : Mr. K.M.Shaju Mohammedunni  
**Finance Manager** : Mr. Haris Bin Mohammed

## OUR FACULTIES

**Principal** : Dr. P.K.Yaqoob MA, M.Phil, Ph.D  
**Vice-Principal** : Mrs. Farshana.K MA

### PG Department of English

- |                                |                                     |
|--------------------------------|-------------------------------------|
| 1. Ms. Juby Joy C              | MA, B.Ed, SET(HoD)                  |
| 2. Ms. Manju Krishna V R       | MA, HDC                             |
| 3. Ms. Mary Liya C S           | MA, B.Ed, SET                       |
| 4. Ms. Sheena C P              | MA, M.Ed, SET, PGDJMC               |
| 5. Ms. Kashmeela E T           | MA, B.Ed, SET, MSc Applied Psycholo |
| 6. Ms. Sajda Khalid            | MA, NET                             |
| 7. Ms. Sameera Muhammed Hydros | MA, B.Ed, M.Sc Applied Psychology   |
| 8. Ms. Sangeetha K G           | MA, B.Ed                            |
| 9. Ms. Sreepriya N P           | MA, B.Ed, SET                       |
| 10. Ms. Afra N A               | MA, B.Ed, NET                       |
| 11. Ms. Aneesha K A            | MA, B.Ed, SET                       |
| 12. Ms. Leena C B              | MA, B.Ed, SET, NET                  |
| 13. Ms. Greeshma K S           | MA                                  |
| 14. Ms. Shaharban A            | MA, B.Ed, SET                       |
| 15. Ms. Surya P K              | MA                                  |

### Department of Mass Communication& Journalism

- |                      |            |
|----------------------|------------|
| 1. Ms. Anisha        | MCJ (HoD)  |
| 2. Ms. Anagha P      | MCJ        |
| 3. Ms. Baby Soorya P | MCJ, MPhil |

### Department of Malayalam

- |                |                          |
|----------------|--------------------------|
| 1. Ms. Remya R | MA, B.Ed, SET, NET (HoD) |
|----------------|--------------------------|

### Department of Hindi

- |                      |         |
|----------------------|---------|
| 1. Ms. Jayalakshmi R | MA(HoD) |
|----------------------|---------|

**PG Department of Commerce and Management Studies**

- |                           |                   |
|---------------------------|-------------------|
| 1. Ms.Suniya Ibrahimkutty | M.Com, NET (HoD)  |
| 2. Ms. Ranikutty K N      | M.Com, B.Ed, HDC  |
| 3. Ms.Noushaja P A        | M.Com             |
| 4. Ms.Suparna K           | M.Com, NET        |
| 5. Ms.Geetha K R          | M.Com, MBA, SET   |
| 6. Ms.Soumya V M          | M.Com, NET        |
| 7. Ms.Revathi M           | M.Com, NET        |
| 8. Ms.Rasheeda R V        | M.Com             |
| 9. Ms.Sajina P M          | M.Com, B.Ed, SET  |
| 10. Ms.Suchithra T C      | M.Com, B.Ed       |
| 11. Ms.Rajeetha M V U     | M.Com, B.Ed, SET  |
| 12. Ms.Fehmitha Mohammed  | M.Com, NET        |
| 13. Ms.Shameema K         | MBA               |
| 14. Ms.Priyanka R         | M.Com, B.Ed       |
| 15. Ms.Seena K            | M.Com             |
| 16. Ms. Rajitha Noushad   | M.Com             |
| 17. Ms. Sabitha T U       | M.Com, B.Ed, M.Ed |
| 18. Ms. Ranjini V         | M.Com, NET        |
| 19. Ms. Anisha Aboobacker | M.Com             |

**PG Department of Computer Science**

- |                            |                      |
|----------------------------|----------------------|
| 1. Ms. C M Sulaikha        | MCA (HoD)            |
| 2. Ms.Saji Joy             | MCA                  |
| 3. Ms.Nasheeda T M         | MCA                  |
| 4. Ms.Busheera Rijo        | MSc Computer Science |
| 5. Ms.Monisha M            | MCA                  |
| 6. Ms.Shaheena K V         | MCA                  |
| 7. Ms.Sainaba Soonam P K   | MCA                  |
| 8. Ms.Uma M Kumar          | MCA                  |
| 9. Ms. Reshmi V            | MCA                  |
| 10. Ms.Sowmya K S          | MCA                  |
| 11. Ms.Fazeera Razak Hamza | MCA                  |
| 12. Ms.Prapitha Gopi K     | MSc Computer Science |
| 13. Ms. Jiji Janardhanan   | MCA                  |

**Department of Mathematics**

- |                          |                  |
|--------------------------|------------------|
| 1. Ms.Shijula C V        | MSc, B.Ed (HoD)  |
| 2. Ms.Sajitha C          | MSc, B.Ed        |
| 3. Ms.Chithra T G        | MSc, B.Ed        |
| 4. Ms.Nowfirath V M      | MSc, B.Ed        |
| 5. Ms.Jilsha P K         | MSc (Statistics) |
| 6. Ms. Kadeejathul Kubra | MSc, B.Ed, SET   |
| 7. Ms. Jishna P          | MSc              |

**PG Department of Physics**

- |                     |                 |
|---------------------|-----------------|
| 1. Ms.Nadhiya K V   | MSc, B.Ed (HoD) |
| 2. Ms.Laila M       | MSc, B.Ed       |
| 3. Mr.Arif T A      | MSc, B.Ed       |
| 4. Ms.Archana P S   | MSc             |
| 5. Ms.Sreelakshmi M | MSc             |
| 6. Ms. Anjali Venu  | Msc             |
| 7. Ms. Nafeesa O N  | MSc             |

**Department of Chemistry**

- |                      |                |
|----------------------|----------------|
| 1. Ms. Dreemy Samu K | MSc, Chemistry |
|----------------------|----------------|

**Department of Psychology**

- |                           |                        |
|---------------------------|------------------------|
| 1. Ms. Safeeda Saifudheen | Msc Applied Psychology |
|---------------------------|------------------------|

**Department of Arabic & Moral Science**

- |                            |                      |
|----------------------------|----------------------|
| 1. Ms. Shahida Abdul Kadir | MA Arabic, NET (HoD) |
| 2. Ms. Zainaba Ashraf Ali  | MA Arabic            |
| 3. Ms. Bulkees C M         | MA Arabic            |
| 4. Ms. Muneera K           | Diploma in IS        |

**Department of Physical Education**

- |                |              |
|----------------|--------------|
| 1. Ms. Sisna T | B.PEd, M.PEd |
|----------------|--------------|

**Librarian**

- |                   |          |
|-------------------|----------|
| Ms. Shiny Gaffoor | M.L.I.Sc |
|-------------------|----------|

**Library Assistants**

1. Ms. Saleena T
2. Ms. Mumthaz

**Physics Lab Assistants**

1. Ms. Geetha Unni
2. Ms. Jeeja K S

**Computer Lab Assistant**

Ms. Harsha Jishad

**Hostel Dormparents**

1. Ms. Sabira Mol M
2. Ms. Najeeba T M

**Trust office**

- |                           |   |  |
|---------------------------|---|--|
| 1. Administrative Officer | : | Mr. Shaju Mohammed Unni M.A                                    |
| 2. Chief Accountant       | : | Mr. Mohammed Sharief E.V                                       |
| 3. Assistant Accountants  | : | 1. Mr. Abdul Gafoor M<br>2. Mr. Shafeeque V K<br>3. Mr. Hisham |
| 4. Auditor                | : | Mr. Mohammedkutty P.M  |
| 5. Engineer               | : | Mr. Moidunny.T   |
| 6. Maintainance Engineer  | : | Mr. Muhammed Sageer K K  |

**College Office**

- |                          |   |   |
|--------------------------|---|---|
| 1. Office Superintendent | : | Ms. Bindu M S   |
| 2. Clerk                 | : | Mr. Sulaiman V K  |
| 3. Clerk                 | : | Mr. Hassankutty   |
| 4. Computer Assistant    | : | Mr. Syed Arif Abdullah                                  |
| 5. Peons                 | : | 1. Mr. Hameed V S<br>2. Ms. Subaidha N<br>3. Ms. Sheeba |

**House - Keeping staffs**

1. Nalini
2. Fathima
3. Radhika
4. Sujadha



## **WORKING COMMITTEES & FACULTY IN CHARGE**

### **GOVERNING BODY**

- Chief Executive Officer : Mr. K V Mohamed
- Administrative Officer : Mr. Shaju Mohammedunni
- Principal : Dr. P.K.Yaqoob
- Vice Principal : Ms. Farshana.K

### **ACADEMIC COUNCIL**

- 1. Principal : Dr. P.K.Yaqoob
- 2. Vice Principal : Ms. Farshana K
- 3. HoD of Computerscience : Ms. C.M Sulaikha
- 4. HoD of Commerce : Ms. Suniyalbrahimkutty
- 5. HoD of English : Ms. JubyJoy C
- 6. HoD of Physics : Ms. Nadhiya K V
- 7. HoD of Mathematics : Ms. Shijula CV
- 8. HoD of Mass Communication : Ms. Anisha
- 9. HoD of Psychology : Ms. Safeeda Saifudheen
- 10. Nodal officer (Admission,  
Internal Assessment) : Ms. Shaheena K V

### **COLLEGE COUNCIL**

- Principal : Dr. P.K.Yaqoob
- Vice Principal : Ms. Farshana K
- Members : Ms. Juby Joy C (Dept. of English)
- : Ms. Suniya Ibrahimkutty  
(Dept.of Commerce & Management)
- : Ms.Safeeda Saifudheen  
(Dept.of Psychology)
- : Ms. Nadhiya K V (Dept. of Physics)
- : Ms. Shijula C V (Dept.of Maths)
- : Ms. C M Sulaikha  
(Dept.of Computer Science)
- : Ms. Anisha (Dept.of Mass Communication)
- : Ms. Bulkees  
(Dept.of Arabic & Moral Science)
- : Ms. Shyni Gaffoor (Librarian)
- : Ms. Bindu M S (Office Superintendent)

**PLANNING BOARD**

- Mr. K V Mohamed (CEO)
- Mr. K M Shaju Mohammedunni (AO)
- Dr. P.K.Yaqoob (Principal)
- Ms. Farshana K (Vice-Principal)
- Ms. C M Sulaikha (HoD, Dept.of Computer Science)
- Ms. Suniya (HoD, Dept. of Commerce & Management Studies)
- Ms. Juby Joy C (HoD, Dept. of English)
- Ms. Nadhiya K V (HoD, Dept. of Physics)
- Ms. Safeeda Saifudheen (HoD, Dept of Psychology)
- Ms. Shijula C V (HoD, Dept. of Mathematics)
- Ms. Anisha (HoD, Dept. of MC)
- Mr. Mohammed Sageer (Maintenance Engineer)
- Mr. Mujeeb P A (Purchase Manager)
- Mr. Peter KM (Cleaning Supervisor)
- Mr. Shajahan (Vehicle Supervisor)
- Mr. Subhash (Security Supervisor)

**ADMISSION COMMITTEE**

1. Mr. K V Mohamed (CEO)
2. Mr. K M Shaju Mohammedunni(AO)
3. Dr. P.K.Yaqoob (Principal)
4. Ms. Farshana K (Vice-Principal)
5. Ms. C M Sulaikha (HoD, Dept. of Computer Science)
6. Ms. Suniya (HoD, Dept. of Commerce & Management Studies)
7. Ms. Juby Joy C (HoD, Dept. of English)
8. Ms. Nadhiya K V (HoD, Dept. of Physics)
9. Ms. Ms.Safeeda Saifudheen (HoD, Dept of Psychology)
10. Ms. Shijula C V (HoD, Dept of Mathematics)
11. Ms. Anisha (HoD, Dept. of MC)
12. Ms. Bulkees (Dept. of Arabic & Moral Science)
13. Ms. Shaheena K V (Nodal Officer, Admission)

### **MAGAZINE COMMITTEE**

Editor	:	Dr. P. K. Yaqoob
Staff Editor	:	Ms. Remya R (Dept. of Malayalam)
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	:	Ms. Kashmeela (Dept. of English)
	:	Ms. Fazeera Razak Hamza (Dept. of CS)
	:	Ms. Anagha (Dept. of MC)

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Vice Principal	:	Ms. Farshana K
Coordinator	:	Ms. Afra N A (Dept. of English)
Assistant Coordinator	:	Ms. Shyni P K (Librarian)
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	:	Ms. Bulkees C M (Dept. of Arabic)
	:	Ms. Sameera Muhammed Hydros
	:	(Dept. of English)

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Vice Principal	:	Ms. Farshana K
Coordinator	:	Ms. Shameema K
Assistant Coordinator	:	Ms. Rajeetha MVU
Members	:	Ms. Suniya Ibrahimkutty
	:	Ms. Sulaikha C M
	:	Ms. Shijula C V
	:	Ms. Juby Joy C
	:	Ms. Anisha
	:	Ms. Safeeda
	:	Ms. Nadhiya K V
	:	Ms. Shaheena K V

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Vice Chairperson	:	Ms. Farshana K
Convener	:	Ms. Muneera K ( Dept. of Arabic & MS)
Assistant Conveners	:	Ms. Sulaikha C M (HoD, Dept. of Computer Science) Ms. Nadhiya K V ( HoD, Dept. of Physics) Mr. Arif T A (Dept. of Physics) Ms. Shameema K (Dept. of Commerce& Management studies)

**PROGRAMME COMMITTEE**

Programme Coordinator	:	Ms. Juby Joy C
Assistant Coordinators	:	Ms. C M Sulaikha Ms. Jilsha
StageArrangement	:	Ms. Saji Joy
Prize & Certificate Committee	:	Ms. Rajeetha M V U
DisciplineCoordinator	:	Ms Shameema K
Reception	:	Ms. Ranjini V
Announcement	:	Ms. Anu Chandramohan
Invitation & Banner Designing	:	Ms. Jiji Janardhanan
Press Report	:	Ms. Aneesha E V

**FINE ARTS AND CULTURAL COMMITTEE**

Chair Person	:	Dr. Yaqoob P K
Vice Chairperson	:	Mrs. Farshana K
Convener	:	Ms.Sangeetha K G (Dept.of English )
Assistant Conveners	:	Ms. Sulaikha C M (Dept. of CS) : Ms. Reshmi V (Dept. of CS) : Ms. Nadhiya K V (Dept.of Physics) : Ms. Rajitha Noushad (Dept. of Commerce & Management studies)

	: Ms. Sameera Muhammed Hydros ( Dept. of English)
	: Ms. Anu Chandramohan ( Dept. of English)
	: Ms. Mary Liya C S ( Dept. of English)
D-Zone	: Ms. Sangeetha Ms. C M Sulaikha Ms. Suniya Ibrahimkutty Ms. Sreelakshmi

### **Teachers-in Charge**

Secretary of Staff Association	: Ms. C M Sulaikha
N.S.S	: Ms. Shameema (Programme Officer)
NSS Assisting Faculties	1. Mr. Arif T A 2. Ms. Greeshma 3. Ms. Anjali Venu
C.S.S	: Ms. Safeeda Saifudheen
Alumni Association	: Ms. Kashmeela E T
Returning officer of Union election	: Ms. Rajeetha M V U
Staff Advisor (CUCSS-UG)	: Ms. Reshmi
Staff Advisor (CUCSS-PG)	: Ms. Suniya Ibrahimkutty
Staff Advisor of College Union	: Ms. Farshana K
Staff Advisor & Student Counselor	: Ms. Safeeda Saifudheen
Student Welfare Officer	: Ms. Safeeda Saifudheen
Nodal Officer (Admissions)	: Ms. Shaheena K V
Nodal Officer (Internal Assessment)	: Ms. Shaheena K V
Nodal Officer(AISHE)	: Ms. Saji Joy
Nodal Officer(Add on Courses)	: Mr. Arif T A
SSP & Remedial Coaching	: Ms. Chithra
News Letter	: Ms. Suchithra, Ms. Priyanka
College CD	: Ms. Fazeera Razak Hamza
College Calendar & Handbook	: Ms. Fazeera Razak Hamza

College Brochure	: Ms. Prapitha Gopi K
Web Designer	: Ms. Saji Joy
Tutorial System	: Ms. Chithra
Parent-teacher Association	: Ms. Nafeesa O N
Civil Service Entrance Coaching	: Mr. Arif T A
Net Coaching Convener	: Ms. C M Sulaikha, Ms. Juby Joy C
Wall Magazine Staff Editor	: Ms. Afra, Ms. Geetha
Tour Coordinator	: Mr. Arif T A
<b>SPORTS &amp; GAMES</b>	: Ms. Shijula C V (Coordinator)
	: Ms. Anjali

Team In-Charge	
Kabaddi	: Ms. Mary Liya C S
Ko-Ko	: Ms. Laila M
Table Tennis	: Ms. Afra N A
Volley Ball	: Ms. Sameera Muhammed Hydros
Badminton	: Ms. Shaheena K V
Chess	: Ms. Nafeesa O N
Carrom	: Ms. Sainaba Soonam
Impressions in-charge	: Ms. Seena K
Public Information Officer	: Ms. Bindu M S (Office Supdnt)
Media & Information	: Ms. Anagha P
Orientation/Awareness Classes	: Ms. Fehmitha
Herbal Garden	: Ms. Soumya V M
Vegetable Garden	: Ms. Kadeejathul Kubra
Organic Farming	: Ms. Noushaja P A

### **EXAMINATION**

University Examination SAS	: Ms. Farshana K
Internal Examination Cell &	
Internal Complaint Committee	: Ms. Noushaja
	Ms. Revathi (Coordinators)

**CELLS**

Career Guidance & Placement Cell	: Ms. Nadhiya K V
Women Empowerment Cell	: Ms. Sajda Khalid
Grievance Redressal Forum	: Ms. Priyanka
Minority & OBC Cell	: Ms. Sheena C P
SC/ST Cell	: Ms. Soumya V M
Anti Ragging Cell	: Ms. Safeeda Sainudheen
Anti Sexual Harassment Cell	: Ms. Kashmeela E T
Anti Narcotic Cell	: Ms. Bulkees C M
Scholarship Cell	: Ms. Nowfirath V M
Extension Cell	: Ms. Sajda Khalid
Guidance & Counselling Cell	: Ms. Safeeda Saifudheen

**CLUBS & FORUMS**

Literary & Cultural Forum	: Ms. Sheena C P
Eco Club & Campus Beautification	: Ms. Suniya Ibrahimkutty
ASWAS Pain & Palliative Care Unit	: Ms. Busheera Rijo
Student Relief Wing (SRW)	: Ms. Busheera Rijo
Internet Club	: Ms. Uma M Kumar
Moral Club	: Ms. Muneera K
Film Club & Audio Visual	: Ms. Anisha
Music Club	: Ms. Sowmya K S
Puzzle Club	: Ms. Jishna
ED Club	: Ms. Noushaja P A
Karate & Yoga Club	: Ms. Reshmi V Ms. Kashmeela E T
Readers Forum	: Ms. Shyni P K
Open Forum/ Debate Club	: Ms. Muneera K
Energy Conservation Cell	: Ms. Laila M
Health & Hygiene	: Ms. Ranjini V

## **PROGRAMMES OFFERED**

### **UG PROGRAMMES : Duration 6 Semesters**

The Under Graduate Programme shall include 4 types of courses viz, (i) Common Courses, (ii) core courses, (iii) Complementary courses and (iv) Open Courses

### **Common Course (Applicable to all Programmes)**

Part I : English

Part II : Additional Language (Arabic/Hindi/Malayalam)

#### **1. B.Com Computer Application (2002)**

Core Course	- Commerce
Open Course	- Basic Accounting
Elective	- Computer Application

#### **2. B.Com Finance (2011)**

Core Course	- Commerce
Open Course	- Basic Accounting
Elective	- Finance

#### **3. B.Com Co-operation (2014)**

Core Course	- Commerce
Open Course	- Human Resource Management
Elective	- Co-operation

#### **4. B.Com Taxation (2015)**

Core Course	- Commerce
Open Course	- Basic Accounting
Elective	- Taxation

#### **5. BBA (2002)**

Core Course	- Business Administration
Open Course	- E-Commerce
Elective	- Finance

#### **6. BA English Language & Literature (2010)**

Core Course	- English Language & Literature
Complementary	- Audio Visual Communication, Journalism
Open Course	- Applied language skills
Elective	- Regional literatures in translation



## 7. BA Mass Communication & Journalism (2013)

Core Course	- Mass Communication & Journalism
Complementary	- Creative Writing & Translation, Multimedia Applications
Open Course	- News Reporting & Editing

## 8. BSc Physics (2002)

Core Course	- Physics
Complementary	- Mathematics, Computer Science
Open Course	- Non Conventional energy Sources
Elective	- Material Science & Thin Films

## 9. BSc. Computer Science (2002)

Core Course	- Computer Science
Complementary	- Mathematics, Physics
Open Course	- Digital Electronics
Elective	- Operating Systems

## 10. BCA (2011)

Core Course	- Computer Application
Open Course	- Web Technology

## 11. BSc.Mathematics (2011)

Core Course	- Mathematics
Complementary	- Statistics, Physics
Open Course	- Mathematics for Natural Science

## 12. BSc Psychology (2015)

Core Course	- Psychology
Complementary	- Human Physiology, Psychological Statistics
Open Course	- Psychology & Personal Growth. Life Skill Development

## PG PROGRAMMES : Duration 4 Semesters

1. MSc. Physics (2005)
2. M.Com (2009)
3. MSc. Computer Science (2012)
4. MA English (2014)

**ADD ON/CERTIFICATE PROGRAMMES**

- Dietetics
- Media Publishing
- Networking
- Academic Writing in English
- Social Media and Online Marketing
- International Media and Entertainment Business
- Professional Programming
- Public Health and Hygiene
- Psychometrics
- Disaster Management

**STUDENT ENRICHMENT PROGRAMMES**

<b>Department</b>	<b>Course</b>	<b>In-Charge</b>
Computer Science	Aerobics	Ms. Fazeera Razak
Physics	Logistics	Ms. Laila M
Mathematics	Asian Cuisine	Ms. Shijula C V
English	Handicraft	Ms. Sameera
Commerce &		
Management Studies	Embroidery	Ms. Noushaja P A
Mass Communication	DTP	Ms. Anagha

## **ADMISSION RULES**

Application for admission to the CUCSS UG/ CUCSS PG Programme has to be submitted in the prescribed form within the stipulated date according to the intimation of the Calicut University. Application can be had from the college office on payment of Rs150/-

The student should bring the following certificates at the time of admission(- Three Attested Copies each)

1. Qualifying Certificate(Original)
2. SSLC Book / Senior secondary / Higher Secondary Certificate / Degree Certificate.
3. TC from the institution last attended.
4. Conduct certificate from the Head of the institution last attended.
5. Community certificate issued by the authorities concerned to prove the community.
6. Three passport size photos recently taken.

*Note: Parents/Guardians should be present at the time of admission*

## **GENERAL RULES**

1. College hours are from 9 am to 3.45 pm on the normal working days.
2. Identity card is compulsory to all students in the campus. It should be produced to authorities for verification at any time and at the time of issuing TC
3. Personal cleanliness and hygiene is expected from all students
4. College uniform is compulsory in the campus
5. Students are expected to wear neat and decent dress and to behave in decorous manner
6. Ornaments or flowers should not be worn by any student when she is in the college uniform
7. The students are prohibited from entering class rooms, laboratories, office, staff room etc except when they are expected to be there.
8. Loitering in the veranda and corridor is strictly prohibited.
9. Any damage caused to furniture, library books, laboratory equipments and other properties of college must be replaced by the student concerned.
10. Perfect discipline and decorum should be maintained
11. Students should not remain in the classroom during free hours. They should go to library.

12. Holding meetings, collecting funds etc without obtaining the prior permission of the principal will be punished.
13. Using private electric and electronic gadgets are not allowed in college and in the hostels. Fine will be levied against those students.
14. All students should participate actively in all the curricular, co-curricular and extracurricular activities.
15. Muslim students should be regular in their daily prayers and other religious observances
16. The day scholars are not permitted to go to the hostel. The hostel inmates are not allowed to go to the hostel during class hours.
17. Students should not go out of the campus during class hours without the permission of the principal.
18. Students cannot attend the classes and labs without uniform.
19. Irregular attendance, habitual negligence, disobedience and disrespect to authorities, any kind of cheating, theft etc are sufficient reasons for taking actions against the students. Principal will impose punishments such as fines, cancellation of attendance, withholding Attendance and Progress Certificate (APC), suspension from the college etc.
20. Litter is to be disposed of only in the place /basket allotted for the same.
21. Transport facility is available to the day scholars coming from distant places on the routes determined by the authorities on remitting the charges fixed for each place.
22. Messages communicated by the principal to the parents/ guardians should be promptly responded.
23. Using of mobile phones in the college campus is strictly prohibited and if confiscated a fine of Rs.1000 will be charged.
24. The following articles are not allowed in the college:
  1. Periodicals, magazines or books other than college / library books
  2. Money or valuable articles like ornaments, mobile phones etc.
  3. Video /Audio CD, VCD, electronic games and other undesirable printed materials.
25. Every student should endeavor to attain academic excellence, to imbibe moral values and to uphold the reputation of the college.

May Allah, the Almighty guide us to the right path and help us to achieve excellence in all fields.

## **ATTENDANCE AND LEAVE**

1. Attendance is compulsory to all students. Late comers should enter class only with the permission of the class teacher.
2. No student shall be absent in the class without leave.
3. Leave application for absence in the class should be submitted sufficiently early or on the day of availing the leave.
4. A student absent for an hour will be considered as absent for half day.
5. Students who are continuously absent in the class for more than 2 days without leave or without information should bring their parents/guardian before entering the class.
6. The name of the student who is continuously absent in the class for more than 15 days will be removed from the rolls. However, the principal could re-admit the student if satisfied with the explanation offered by parent/guardian. In such cases re-admission fees have to be remitted.

## **TUTORIAL SYSTEM**

Tutorial System is introduced for all classes. The Teacher-in-charge is entrusted to keep individual attention of each student of her class. The Class-PTA meeting will be conducted twice in every semester and is intended to have effective co-ordination between the students, teachers and parents.

## **STUDENT'S UNIFORM**

Students are expected to wear neat and decent dresses wine red (UG), light blue color (PG). Salwar Khamees (without slit), Churidar with shawl is the college uniform. Muslim students should wear black colour scarf. Full sleeve is compulsory to all students (Muslim & Non Muslim).

## **ANSAR CRECHE**

A day care centre is established in the college campus this year with adequate staff and other facilities

## **CAFETERIA**

A Cafeteria is functioning in the campus for the benefit of students and staff. Spacious, airy and trendy cafeteria offers ample space for students to break free from their arduous schedules and enjoys food in an extremely casual yet pleasant ambience.

## **FEES**

Tuition fee is to be paid in lump sum every year. Students who do not pay the fee on the prescribed date will not be permitted to attend the class. Hall tickets will be issued only after clearing the dues.

## ANSAR WOMEN'S COLLEGE, PERUMPILAVU

### FEE STRUCTURE 2016-2017

COURSE	F & C	CD	SPORTS FEE	ADMIN FEE	PTA FEE	UNION FEE	TUITION FEE	TOTAL I SEM	TOTAL II SEM	TOTAL (Rs.)
BBA	500	1000	300	1500	500	600	9000	13400	9000	22400
BA Eng	500	1000	300	1500	500	600	9000	13400	9000	22400
BA MC	500	1000	300	1500	500	600	9000	13400	9000	22400
BCom CA	500	1000	300	1500	500	600	11250	15650	11250	26900
BCom Fin	500	1000	300	1500	500	600	9000	13400	9000	22400
BCom Tax	500	1000	300	1500	500	600	9000	13400	9000	22400
BCom Co op	500	1000	300	1500	500	600	9000	13400	9000	22400
BSc CS	500	1000	300	1500	500	600	11250	15650	11250	26900
BCA	500	1000	300	1500	500	600	11250	15650	11250	26900
BSc Phy	500	1000	300	1500	500	600	11250	15650	11250	26900
BSc Maths	500	1000	300	1500	500	600	11250	15650	11250	26900
BSc Psychology	500	1000	300	1500	500	600	9000	13400	9000	22400
MSc Phy	500	1000	300	1500	500	600	22500	26900	22500	49400
MSc CS	500	1000	300	1500	500	600	18300	22700	22700	45400
MA Eng	500	1000	300	1500	500	600	11800	16200	16200	32400
MCom	500	1000	300	1500	500	600	11800	16200	16200	32400

## EXAMINATION RULES

1. There will be University examinations at the end of each semester
2. The University will conduct practical examinations at the end of 4th and 6th semesters.(UG)
3. Both theory and practical University examinations will be of three-hour duration.
4. A question paper may contain objective, short answer, paragraph and essay type questions.
5. The evaluation scheme for each course consists of both internal (20marks) and external evaluation (80 marks)
6. Both internal and external evaluation will be carried out using direct Grading System.
7. Project evaluation will be conducted at the end of sixth semester.(UG)
8. The internal evaluation will be based on a predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses.
9. Direct grading system based on a 5-point scale is used to evaluate the performance (External and Internal) of students.
10. An aggregate of C grade (Internal+ External) is required in each course for a pass and for awarding a degree.
11. A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with next batch.
12. For the successful completion of a semester, a student should pass all courses and score a minimum Semester Grade Point Average (SGPA) of 2.0. However, a student is permitted to move to the next semester irrespective of her SGPA.
13. There is provision for inter collegiate and inter university transfer in 3rd and 5th semester within a period of 2 weeks from the date of commencement of the semester subjected to University norms.
14. An overall letter grade (Cumulative Grade) for the whole programme will be awarded to the student based on the value of Cumulative Grade Point Average (CGPA) using a 7-point scale, which is the criterion for ranking the students.

15. Attendance: the minimum requirement of attendance during a semester shall be 75% for each course. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of a degree programme is granted by the University. The certificate of attendance and progress (APC) required for admission to a University examination will be forwarded only if the condition are satisfactory. Benefits of attendance are granted to the students who attend to University union activities, meetings of University bodies and participation in extracurricular activities on production of participation /attendance. Certificate to a maximum of 10 days in a semester.
16. Extension activities: Compulsory social service (CSS) for a period of 30 days is essential for the successful completion of a UG Programme.
17. A student who registered for the course should complete within 6 years from the year of registration.

### **ISSUE OF CERTIFICATES**

1. Application for certificates including Transfer Certificate should ordinarily be made at least two days in advance.
2. Conduct Certificates will ordinarily be issued along with TC
3. Certificates will be issued only if the Principal is satisfied with the reason stated by the applicant and a fee of Rs.5 is charged per certificate.
4. Certificates kept in the office will be returned only after clearing all the dues in the college and the hostel.

### **NSS UNIT**

A unit of National Service Scheme is functioning in the college. Hundred students are enrolled as Volunteers. Each volunteer should have to work minimum of 240 hours in a year and should participate in a special camp of ten days. Such volunteer will be awarded bonus mark for admission.

### **CSS**

Compulsory Social Service is necessary to all the degree students. Thirty-hours work should be done during the course.



## **EXTENSION PROGRAMMES**

Literary Forum, Class Magazine, News Letter, Annual Printed Magazine, Oratory Club, Talks by eminent scholars and educationalists on Arts and Culture, Computer, Medicine, Psychology, Personality development, Social work etc will be organized.

Community development programmes including concretization programme, literacy programs; awareness classes about planning, communicable diseases, community cleaning programs; Cultural programs to the rural community people, compulsory social service etc are some of the other programs are organized by the institution.

Students will also be given opportunities for library extension services such as documentation, article review. Discussions on the topics of social, moral, political and natural issues etc.

Arts day, Sports day, Study tour, College day, Model Parliament, Sahithya Samajam, Seminars, Quiz, Symposium, Rural Camps, and Moral Camps etc will be organized. Festival and important days are celebrated with zeal and enthusiasm.

A centralized computer lab with internet facility is made available for staff and students.

## **LIBRARY AND READING ROOM RULES**

1. All the students and the members of staff of the college are the members of college library.
2. All the members should pay caution deposit.
3. Books are issued to the students on the basis of reader's ticket.
4. Duplicate cards will be issued on payment of Rs.50/-
5. No student can take more than one book at a time.
6. Librarian may recall a book any time.
7. Books should be returned on or before the stamped date.
8. Members should not sub lend the books of library.
9. Only back volumes of magazines and journals will be issued for reference and reading.
10. Departmental libraries are also functioning and students can get books from there.
11. The penal cost for loss of book borrowed from the library by the students and the members of staff are as follows:

- (i) Three times the face value of the book, which is published after 1980.
- (ii) Five times value of the book published before 1980.
12. If the date of return of a book happens to be a holiday, it shall be returned on the following working day.
13. Library will be kept open from 8 am to 5 pm on all working days and Saturdays.
14. All students are required to register their entry and exit time in the library usage register.
15. Students are not allowed to take any personal belongings to the library other than paper and pen.
16. Strict silence should be maintained in the library and reading room.
17. Students are advised to see the library notice board daily.

**THE LIST OF NEWS PAPERS, PERIODICALS AND JOURNALS**

Sl.No.	NEWS PAPERS	MALAYALAM JOURNALS	ENGLISH JOURNALS
1.	Mathrubhumi	Aaramam	India Today
2.	Malayala Manorama	Thozil vartha	Outlook
3.	Madhyamam	Griha Lakshmi	Health Action
4.	Indian Express	Prabhodhanam	Kurushethra
5.	The Hindu	Malayalam varika	The Week
		Mathrubhumi weekly	Sports Star
		Madhyamam weekly	Front Line
		Info-Kairali	Sajosps
		Bhasha Poshini	Readers Digest
		Bhodhanam	Science Reports
			Physics Education
			English Today
			Southern Economist
			Data Quest
			Digit
			Competition Success Review
			Economic and Political weekly
			PC Quest
			The Companion
			Yojana

## COLLEGE HOSTEL RULES

1. Principal will be Chief Warden.
2. The Principal will nominate Dorm Parent/Ass. Dorm Parent. They will reside in the hostel and will be in charge of the affairs of the hostel.
3. Admission and removal of the students from the hostel are the matters within the discretion of the principal.
4. Mobile phone is strictly banned for all the inmates.
5. No inmate will be allowed to go home on those days other than specified holidays.
6. Students are permitted to go home only with their parents/ guardian. Self-entry and self-going is not permitted at any cost.
7. No visitor is allowed after 6 pm. Visitors should get the permission of Dorm Parent before meeting the student.
8. College hostel is the extension of the college. Serious offences in the hostel will lead punishment in the college too.
9. Inmates should keep their rooms neat and clean.
10. No inmate shall be absent from the hostel without prior permission of the dorm parent.
11. No inmate shall disfigure the rooms by writing on the walls, drawing pictures, sticking bills or any other manner.
12. Inmates shall report at roll call time, which will be fixed by Dorm parent.
13. Inmate shall maintain strict silence during study hours.
14. Inmate shall behave with dignity in dining room and cultivate good table manners.
15. Outsiders and day scholars are not allowed to stay in the hostel without prior permission of the principal.
16. Compensation will be charged for loss or damage to the hostel property.
17. Students are not permitted to bring eatables and other materials from outside and distribute among inmates.
18. Organizing meeting or fund collection in the hostel without prior permission of the Dorm Parent will be punished.
19. Hostel accommodation is given for one academic year only. At the end of each academic year students should have to vacate the hostel and request for re-admission.
20. Muslim students should compulsorily attend the congregational prayers and participate in all activities organized by the college and hostel.
21. Incoming and outgoing of the inmates is restricted after 6 pm.

22. All the students should keep away from subversive activities and should keep dignity and decorum in dress and behavior.
23. Departure time and arrival time should be informed and recorded in the register kept in the hostel office.
24. Students should pay their mess due on or before 10th of every succeeding month.
25. Departure time and arrival time should be informed and recorded in the register kept in the hostel office.
26. Students should pay their mess due on or before 10th of every succeeding month.

### HOSTEL HOLIDAYS 2016-2017

No.	Holidays	Closing Date	Opening Date	Total no. of days
1.	EID	02.07.2016	12.07.2016	9
2.	Onam & Bakrid	09.09.2016	19.09.2016	10
4.	Christmas	23.12.2016	02.01.2017	9

- *Tentative only, likely to change on the appearance of moon. Parents are advised to confirm the holidays before coming to collect their wards from the hostels.*

## ADMINISTRATIVE & STUDENT SUPPORTING WINGS

### PLANNING BOARD

The Planning Board meets at the beginning of the academic year to plan the academic, co-curricular and extracurricular activities to be undertaken for the year. The requirements in infrastructural facilities are brought to the notice of the management. The project proposals submitted by various departments are also discussed in detail.

### ANTI RAGGING CELL

#### RAGGING IS A CRIME

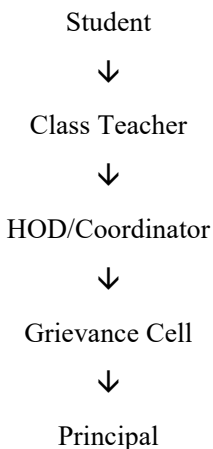
As per the direction of the Honorable Supreme Court of India on Ragging and othe orders of various authorities, ragging in any form inside and outside the college campus will be seriously dealt with. Ragging is a criminal offence.

The college has an Anti Ragging cell constituted as per the UGC norms and regulations. The cell is headed by Principal and includes representatives of faculty members. The cell handles any issues of harassment-mental, physical or sexual. Strict action will be taken against the violators

### **GRIEVANCE REDRESSAL CELL**

The Grievance Redressal cell is an appellate body to hear and decide on the matters related to academic and co-curricular activities of the student.

#### **Grievance Redressal System**



- ◆ An aggrieved student may appear either in person or be represented by such person as may be authorized to present her case.
- ◆ The cell shall ensure the disposal of every application as early as possible as and not later than a month of the receipt of grievance.
- ◆ The aggrieved student may approach any member of cell directly or through the tutor.
- ◆ Grievances regarding administration, teaching, learning, university results, and conduct of examination, valuation, and so forth are dealt with by this cell.

### **ANTI SEXUAL HARASSMENT CELL**

Sexual Harassment is the worst form of treating a women, it damage the dignity and self respect. Aim of this cell is to prevent sexual harassment towards women and breed gender equality. The cell propagates legal awareness regarding the offence of sexual harassment.

### **SC/ST GRIEVANCE REDRESSAL CELL**

This cell has been formed to ensure the effective implementation of the reservation policy of MHRD, Govt. of India. The cell promotes the special interest of students in the reserved category and to provide special inputs in areas where the students experience difficulty. The cell has the responsibilities of receiving, scrutinizing, and processing applications from SC/ST students pursuing their course of study.

#### **Objectives:**

- ♦ To ensure there is no caste based discrimination in our college
- ♦ To ensure proper functioning of the grievance redressal system for SC and ST students.
- ♦ To enhance the employability of SC/ST students.

### **WOMEN'S CELL**

Ansar Women Development cell undertakes various programmes in the college and it functioning under the direction of Kerala Women Development Corporation (KWDC). The aim of the cell is to create awareness among the students about current problems related to women. The cell works for the development of the students, and empower them to resolve the problems. The cell will initiate all efforts towards women empowerment and asserting women's identity in amore deep and meaningful way, in the campus and society.

### **ANTI NARCOTIC CELL**

The Anti narcotic Cell (Vimukthi) aims at working against the use of alcohol, tobacco and drugs. The activities of the club include awareness programmes through classes, workshops, seminars, poster exhibitions etc.

### **EXTENSION CELL**

The cell conducts activities both inside and outside the campus for the benefit of society for a better environment to live. Faculty and students

are encouraged to participate in collaboration with Government organizations, NGOs, Government and Private Educational Institutions, Police Dept, and Government Departments to carry out social outreach programmes.

### **PARENT TEACHER ASSOCIATION (PTA)**

- ◆ Functions as an advisory unit.
- ◆ All parents/guardians and teachers are members of this association.
- ◆ PTA Executive committee is composed of elected members.
- ◆ Periodical PTA meetings organized to ensure the academic and personal wellbeing of students.
- ◆ It is mandatory for all parents to attend such meetings.

Activities:

PTA Award Day to honor achievers and university toppers.

### **ALUMNI ASSOCIATION**

Members: All former students and retired staff of the institution.

Executive members: Elected members from alumnae and faculty.

The general body of the association meets in every year to discuss the program of action to be executed in the year. The association seeks social, literacy and cultural interests of the college by maintaining an active channel between the college and alumni.

### **Objectives**

- ◆ Maintain contact with former students and staff
- ◆ Integrate alumnae into mainstream college activities
- ◆ Constant updating of Alumnae Directory.

### **CAREER GUIDANCE AND PLACEMENT CELL**

The Cell assists the students to overcome the difficulties and clears the doubts regarding the career options. The cell offers career and course

guidance services to the students and conducts coaching classes for candidates appearing for various competitive examinations. The service of agencies like CIGI and University Guidance Bureau will be sought to provide employment guidance to students. The students are also regularly informed about the latest employment opportunities.

## **STUDENT'S UNION**

The election to the college Union is conducted on the parliamentary model as per para 6.2.4 of the J M Lyngdoh Commission Report. The college union will have a student's general council and an executive. All students are members of student's general council. Executive Committee comprises of Chairperson, Vice Chairperson, General Secretary, UUC, Magazine Editor, Fine arts Secretary and General Captain.

### **Aims and Objectives**

- ◆ To represent students and their concerns by providing good leadership.
- ◆ To foster cordial relations among students, staff, and management
- ◆ To promote healthy and responsible participation in extracurricular activities.
- ◆ To uphold, implement, and work for the ideals of the college in a befitting manner.
- ◆ To train the students in Parliamentary Democracy so that they may be responsible future citizen of India, aware of their duties, responsibilities and rights.

## **COLLEGE MAGAZINE**

To encourage the literary and artistic talents of the students, the College union brings out a magazine every year. The management of the college magazine shall be vested in the magazine committee. The principal being the Editor-in-Chief of the magazine Committee, is the final authority in all matters concerning the college magazine.

## **SCHOLAR SUPPORT PROGRAMME (SSP)**

The Scholar Support programme is the part of the "New Initiatives in Higher Education" initiated by the Dept. of Higher Education, Govt. of Kerala. SSP aims at imparting additional support to students in curricular



areas where extra coaching is required. Special classes and learning materials are also provided to the students.

### **REMEDIAL COACHING**

The college offers special attention to the weaker students. Remedial coaching sessions are provided throughout the year under SSP. Weaker students are identified by the respective tutors and special coaching is given.

### **NSS**

A unit of National Service Scheme is functioning in the college. Hundred students are enrolled as Volunteers. Each volunteer should have to work minimum of 240 hours in a year and should participate in a special camp of ten days. The units undertake various community development oriented projects such as health and hygiene awareness campaigns, environment awareness, blood donation camps, organized charity activities, donated money for pain and palliative care campaigned actively against drugs and use of tobacco.

### **DISCIPLINARY ACTION COMMITTEE (DAC)**

There is a disciplinary action committee in the college. If a student violates the general rules and regulations of the college, the cases will be referred to DAC which is empowered to make necessary investigation and place the findings before the Appellate Authority (Principal). The decision of the Appellate Authority shall be final and binding on the student.

### **MOBILE PHONE SEARCH SQUAD**

A mobile phone search squad has been constituted as per directions from the government. The squad holds the right to conduct raids confiscates mobile phones and takes disciplinary action against those who bring mobile phones to the campus. Mobile phones, camera and other electronic gadgets for entertainment are prohibited in campus.

### **SPORTS**

The college offers sports and games facilities to all students who desire to develop their potential abilities and qualities of sportsmanship, team spirit and physical exercise. The students are provided an opportunity to participate in the University level sports meets annually.

## **FEEDBACK MECHANISM**

Parents, teachers, students and other stake holders are given opportunity to evaluate teaching learning process, curriculum, student support activities and other initiatives of the college. It is analyzed in an unbiased way and corrections are brought from time to time.

## **COUNSELING CELL**

A counseling centre has been started functioning in the college from where the students would get the assistance to overcome their personal or intra-personal problems and difficulties, if any, through sharing & caring. The college makes provisions for the mental and emotional well being of the students under a well trained counselor.

## **SCHOLARSHIP CELL**

The Scholarship cell assists and supports the students for applying various scholarships from governmental and non-governmental agencies meant for needy and meritorious students, educationally backward classes, OBCs and SC/STs.

## **SKILL ENHANCEMENT CELL**

Skill enhancement cell aims at overall capability enhancement of the students.. The cell ensures a positive development of the skills and capabilities of the students by providing them opportunities through various skill enhancement and certificate courses.

## **CLUBS, FORUMS AND ASSOCIATION**

### **DEPARTMENT ASSOCIATION**

The association of each department helps the students concerned to acquire current knowledge regarding the respective subjects and general topics. Department associations will function for planning and implementing various activities depending on the requirement & interest of the students of department concerned.

### **READER'S FORUM**

The club encourages the college community to develop a close friendship with books and inculcates reading habit in students by conducting "BOOK review" and "Book talks" of famous writers. Quiz competitions are also conducted to inculcate awareness about literature, authors, book

and so on. The Club organizes programmes to observe the Reader's Day every year and also commemorates the birth of eminent writers.

### **PAIN AND PALLIATIVE CLUB**

The Pain & Palliative club (ASWAS) of this college aims to catalyze the development of effective pain relief and qualitative palliative care services among the needy students inside our college and surrounding. The club supports welfare initiatives like building houses, sponsoring education, free study materials and uniforms, financial help for treatment, marriages and other emergencies both student, her family and outside people as and when the need arises.

### **ENTREPRENEURSHIP DEVELOPMENT CLUB**

The club aims to equip students with skills, techniques, and confidence to make a livelihood using one's own talents & resources and thus be beacons of enterprise in today's world. Interaction sessions with well known entrepreneurs, orientation programmes, seminars, and workshops are conducted under ED Club.

### **FINE ARTS CLUB**

A Fine Arts Club has been set up to promote the interest of students in the Fine Arts. The club will promote talented students and provide opportunities to participate in University youth festival and other competitions.

### **INTERNET CLUB**

Internet club organizes programmes on Information Technology to help the students for developing the computer skills, web designing etc. The club also help students to create mail id's, online registration for various exams like PSC, SSC etc.

### **ECO CLUB**

Eco club motivates students to protect environment by organizing various programmes such as observation of Environmental day, organizes Exhibitions, quiz etc. The activities of the club also include environmental education programmes like classes, slide shows, planting and protecting trees and conducting various surveys.

### **VALUE AND MORAL EDUCATION**

Value based education is one of the objectives of the college. Right from its beginning the college had been providing self designed value and moral education.

- ♦ Two hours per week for each class
- ♦ Prescribed syllabus and well defined course structure.

MS club also works under the guidance of Life Skill Education Department.

### **LITERARY CLUB**

Literary club is to promote effective communication skills and creative logical thinking among the students. Beyond the curriculum effective speaking, reading, and writing skills enhance love and passion towards literary works.

### **MUSIC CLUB**

Music Club (Sarangi) is a platform to showcase the musical talents of our students. The club also organizes different programs to observe different days related to great musicians.

### **YOGA & KARATE CLUB**

This club aims at the organic fitness, development of neuro-muscular coordination and the development of character and personality of the students by organizing physical training and coaching for various games and activities.

### **ENERGY CONSERVATION CLUB**

The main objective of this club is to create awareness on energy conservation and environment protection.

### **HEALTH & HYGEINE CLUB**

The main function of the club is to provide health awareness classes relating to health and menstrual hygiene of students. The club also disseminates the precautionary measures to be taken on seasonal diseases and viral infections.

### **OPEN FORUM/DEBATE CLUB**

The Debate club has been started with the purpose of help our students to develop essential critical thinking skills and confidence in communication. The club organize discussions and debates on topics of social relevance and current issue.

Other Clubs and forums like Puzzle club, Film and audio visual Club, M S Club etc. are also functioning in the college for all round development of students.

### WELFARE SCHEMES FOR STUDENTS & STAFFS

1. Ansar Financial Support for Downtrodden Students.
  - ◆ Financial Support is extended to students of Downtrodden Community by ACT
  - ◆ Socially backward students are also provided financial assistance for their educational upliftment.
  - ◆ Differently abled students also get financial support through ASWAS
2. Staff Concession Schemes

Educational fee concessions are given to those staffs whose wards are studying in the sister institutions functioning under ACT.
3. Staff Welfare Fund

Ansar Charitable Trust extends Welfare Scheme for its employees for their wellbeing.

  - ◆ An Employee who has completed 3 years of services can become a member of Staff Welfare Scheme.
  - ◆ Financial support is provided for
    - ◆ House construction,
    - ◆ Marriage of their children,
    - ◆ Educational Loan for their children
    - ◆ Medical assistance for their family members
    - ◆ Special Emergencies
  - ◆ The maximum amount of financial assistance provided is 1 Lakh rupees.
  - ◆ The Employee will pay back the amount on a monthly basis

### SCHOLARSHIPS & ENDOWMENTS

- o Scholarships
  - ◆ Post Matric Scholarship for Minorities  
( For Christian / Muslim students only)
  - ◆ Central sector Scholarship for Minorities  
(For students secured above 80% Marks in plus two)
  - ◆ Govt. of India Scholarship  
(For SC/ST Students)

- ◆ Fisherman Scholarship
- ◆ Blind/PH Scholarship
- o Endowments
  - ◆ Best Outgoing Student of each program will be awarded by the college at the end of every academic year.
  - ◆ University Topper in each program will be awarded by the PTA at the end of every academic year.
  - ◆ “Star of Ansar” will be awarded to the outstanding student & teacher by Alumni Association.
  - ◆ Marhoom Abdul Jalal Moulavi Memorial Award
  - ◆ Marhoom A.V. Abdul Majeed Sahib Memorial Award
  - ◆ Marhoom A.V. Moideen Kutty Memorial Award

**ACADEMIC CUM EXAMINATION CALENDAR 2016-17 AT A GLANCE**

	Commence- ment of Semester	First Internal exams	Second Internal exams	Date of commence- ment of university exam	End of semester	Date of publication of result
<b>1<sup>st</sup> Sem</b>	<b>11-07-16</b>	<b>22-09-16</b>	<b>21-10-16</b>	<b>22-11-16</b>	<b>22-11-16</b>	<b>15-03-17</b>
<b>2<sup>nd</sup> Sem</b>	<b>23-11-16</b>	<b>09-01-17</b>	<b>06-03-17</b>	<b>03-04-17</b>	<b>31-03-17</b>	<b>19-07-17</b>
<b>3<sup>rd</sup> Sem</b>	<b>01-06-16</b>	<b>22-09-16</b>	<b>21-10-16</b>	<b>31-10-16</b>	<b>31-10-16</b>	<b>20-02-17</b>
<b>4<sup>th</sup> Sem</b>	<b>01-11-16</b>	<b>09-01-17</b>	<b>06-03-17</b>	<b>28-03-17</b>	<b>31-03-17</b>	<b>25-07-17</b>
<b>5<sup>th</sup> Sem</b>	<b>01-06-16</b>	<b>22-09-16</b>	<b>13-10-16</b>	<b>25-10-16</b>	<b>31-10-16</b>	<b>15-02-17</b>
<b>6<sup>th</sup> Sem</b>	<b>01-11-16</b>	<b>09-01-17</b>	<b>21-02-17</b>	<b>16-03-17</b>	<b>31-03-17</b>	<b>14-06-17</b>

### LEAVE RECORD

Month	Date/Dates	Reason	Nature of Leave	TOTAL	Sign. of C.T	Sign. of Parent
June						
July						
Aug						
Sept						
Oct						



LEAVE RECORD						
Month	Date/Dates	Reason	Nature of Leave	TOTAL	Sign. of C.T	Sign. of Parent
Nov						
Dec						
Jan						
Feb						
March						

**SPECIAL DAY'S OBSERVATION (DUTY LIST)**

June 5	: World Environment Day (Eco Club)
June 19	: Reader's Day (Library Council)
June 20	: World Refugee Day (Life Skill Dept.)
June 21	: International Yoga Day (Commerce Dept.)
June 26	: International Day Against Drug Abuse & Illicit Trafficking (Anti Narcotic Cell)
July 17	: Fresher's Day (CS Dept)
July 24	: World Nature Conservation Day (Nature Club)
August 6 & 8	: Hiroshima & Nagasaki Day (Physics Dept)
August 12	: International Youth Day (Psychology Dept)
August 15	: Independence Day (Union & Alumni)
August 19	: World Humanitarian Day ( Life Skill Dept)
August 21	: Poet's Day (English & Language Dept)
September 5	: Teacher's Day (College Union)
September 16	: Ozone Day (Physics Dept)
September 21	: Alzheimer's Day (NSS & Ashwas)
October 1	: International Day for Older Persons (Life Skill Dept)
October 2	: Gandhi Jayanthi (NSS)
October 15	: World Student's Day (Physics Dept)
October 27	: World Day for Audio Visual Heritage (MC Dept)
October 28	: Journalist Day (MC Dept)
October 31	: National Unity Day ( NSS)
November 14	: Children's Day (Extension Cell)
November 20	: Universal Children's Day ( Extension Cell)
November 3	: World Computer Security Day (CS Dept)
December 1	: World Aids Day (NSS)
December 2	: World Computer Literacy day (CS Dept.)
December 10	: Human Rights Day (NSS)
December 22	: National Mathematics Day (Maths Dept)
January 15	: Palliative Day (Aswas)
February 21	: World Mother Language Day (Malayalam Dept)
February 28	: National Science Day (Physics Dept)
March 3	: World Wild Life Day (Eco Club)
March 8	: International Women's Day (Women's Cell)
March 15	: World Consumer Rights Day (Commerce Dept.)
March 21	: World Poetry Day (Literary Club)
March 22	: World Water Day ( Eco Club)
March 27	: World Theatre Day ( Film & Audio visual Club)

**RELEASE OF WALL MAGAZINES 2016-2017**

Sl.No	Semester & Programme	Date Of Release
1.	III Sem BA & III Sem BA MC	July I Week
2.	III Sem BBA, III Sem CS & I Sem BCom Co-op	July II Week
3.	III Sem BCom CA & III Sem BCA	July III Week
4.	V Sem BA & III Sem BCom CA	August II Week
5.	V Sem Physics & V Sem BSc CS	September I Week
6.	III Sem psychology & III Sem BCom Finance	September IV Week
7.	I Sem BA & I Sem BSc Maths, I Sem BA MC	October II Week
8.	III Sem Psychology & III Sem BCom Tax	October IV Week
9.	I Sem BBA & I Sem Physics	December I Week
10.	I Sem BCom CA & I Sem BCom Finance	January I Week
11.	I Sem BCA & I Sem BSc CS	January III Week
12.	I Sem Psychology & I Sem BCom Tax	February I Week
13.	MSc CS, MCom, Msc Physics, MA English(PG)	February III Week

**RELEASE OF DEPARTMENT JOURNALS 2016-17**

Sl.No	Department	Date Of Release
1.	Computer Science	July
2.	Commerce & Management Studies	August
3.	Physics	September
4.	Mathematics	October
5.	English	November
6.	Mass Communication	December
7.	Psychology	January
8.	Arabic & Moral Studies	February

**Important Events to be held in the  
Academic Year 2016-2017 (Tentative date)**

1	PTA Formation	15th July 2016	
2	College Union Election	As per University Order	
3	Alumni Meet	20th Aug. 2016	
4	College Union Inauguration	1st Nov. 2016	
5	PTA Meet & Open House for Internal Exams	Odd Semester	
		1st Internal	31st Aug. 2016
		2nd Internal	7th Oct. 2016
		Even Semester	
		14 th Feb 2017	
6	Eid-Onam Souhrida Sangamam	8th Sep. 2016	
7	Christmas Souhrida Sangamam	19th Dec. 2016	
8	Inauguration of NSS Camp	20th Dec. 2016	
9	Inauguration of fine arts	14th Dec. 2016	
10	Arts day	5th & 6th Jan. 2017	
11	Sports day	15th Feb. 2017	
12	College day	1st March 2017	
13	Release of college Magazine	1st March 2017	
14	Release of newsletter	1st March 2017	
15	Release of College CD	1st March 2017	
16	Academic Year Evaluation	28th March 2017	
17	Staff Meeting	Last Working Day	

**SEMINARS**

Sl.No	Department	Month	Day & Date
1	Physics	July	Thursday 21
2	Computer Science	August	Thursday 4
3	Mass Communication	September	Thursday 8
4	Management	October	Tuesday 13
5	Mathematics	November	Thursday 3
6	Commerce & Management Studies	December	Thursday 8
7	English	January	Tuesday 12
8	Psychology	February	Thursday 9

**EXAMINATION TIME TABLE 2016-2017 SEMESTER - .....**

Date & Time	First Internal (July)	First Internal (September)	First Internal (October)

**EXAMINATION TIME TABLE 2016-2017 SEMESTER - .....**

Date & Time	First Internal (January)	First Internal (March)	First Internal (May)

## JUNE - 2016

DATE	DAY		WORKING DAYS
1	Wed	College re-opens after summer vacation	1
2	Thu		2
3	Fri		3
4	Sat		
5	Sun		
6	Mon	Ramzan Begins	4
7	Tue		5
8	Wed		6
9	Thu		7
10	Fri		8
11	Sat		
12	Sun		
13	Mon		9
14	Tue		10
15	Wed		11
16	Thu		12
17	Fri		13
18	Sat		
19	Sun		
20	Mon		14
21	Tue		15
22	Wed		16
23	Thu		17
24	Fri		18
25	Sat		
26	Sun		
27	Mon		19
28	Tue		20
29	Wed		21
30	Thu		22

**\*Special days**

- |   |                             |
|---|-----------------------------|
| 5 - World Environment Day                                       | 19 - Reader's day           |
| 8 - World Ocean Day   | 20 - World Refugee Day      |
| 12 - Anti Child Labor Day                                       | 21 - International Yoga Day |
| 26 - International Day against Drug Abuse & Illicit Trafficking |                             |

**Total Working Days = 22**

## JULY - 2016

DATE	DAY		WORKING DAYS
1	Fri		23
2	Sat		24
3	Sun	Idul Fith'r Holidays	
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat		
10	Sun		
11	Mon		
12	Tue	College Reopens after holidays	25
13	Wed		26
14	Thu		27
15	Fri		28
16	Sat		
17	Sun		
18	Mon		29
19	Tue		30
20	Wed		31
21	Thu		32
22	Fri		33
23	Sat		
24	Sun		
25	Mon		34
26	Tue		35
27	Wed		36
28	Thu		37
29	Fri		38
30	Sat		
31	Sun		

### \*Special days

1 - National Doctors Day  
 11 - World Population Day  
 12 - Malala Day

17 - World Day for International Justice  
 24 - World nature Conservation Day

**Total Working Days = 16**

## AUGUST - 2016

DATE	DAY		WORKING DAYS
1	Mon		39
2	Tue	Karkkidaka vavu	
3	Wed		40
4	Thu		41
5	Fri		42
6	Sat		
7	Sun		
8	Mon		43
9	Tue		44
10	Wed		45
11	Thu		46
12	Fri		47
13	Sat		
14	Sun		
15	Mon	Independence Day	
16	Tue		48
17	Wed		49
18	Thu		50
19	Fri		51
20	Sat		
21	Sun		
22	Mon		52
23	Tue		53
24	Wed	Sree Krishna Jayanthi	
25	Thu		54
26	Fri		55
27	Sat		
28	Sun		
29	Mon		56
30	Tue		57
31	Wed		58

### \*Special days

- |                              |                              |
|------------------------------|------------------------------|
| 6 - Hiroshima Day            | 20 - National Sadbhavana Day |
| 8 - Nagasaki day             | 21 - Poet's Day              |
| 9 - Quit India Day           | 26 - Women's Equality Day    |
| 12 - International Youth Day | 29 - National Sports Day     |
| 19 - World humanitarian Day  |                              |

**Total Working Days = 20**



## SEPTEMBER - 2016

DATE	DAY		WORKING DAYS
1	Thu		59
2	Fri		60
3	Sat		
4	Sun		
5	Mon		61
6	Tue		62
7	Wed		63
8	Thu		64
9	Fri	Edul Azha Holidays & Onam Holidays	65
10	Sat		
11	Sun		
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri	Sree Narayana Guru Jayanthi	
17	Sat		
18	Sun		
19	Mon	College Reopens after Holidays	
20	Tue		66
21	Wed	Sree Narayana Guru Samadhi	
22	Thu		67
23	Fri		68
24	Sat	World Heart Day	
25	Sun		
26	Mon		69
27	Tue		70
28	Wed		71
29	Thu		72
30	Fri		73

**\*Special days**

5 - National Teacher's Day

8 - World Literacy Day

16 - World Ozone Day

21 - Alzheimer's Day

27 - World Tourism day

**Total Working Days = 15**

## OCTOBER - 2016

DATE	DAY		WORKING DAYS
1	Sat		
2	Sun	Gandhi Jayanthi	
3	Mon		74
4	Tue		75
5	Wed		76
6	Thu		77
7	Fri		78
8	Sat		
9	Sun		
10	Mon	Mahanavami	
11	Tue	Vijayadahamai	
12	Wed	Muharram	
13	Thu		79
14	Fri		80
15	Sat	World Blind Day	
16	Sun		
17	Mon		81
18	Tue		82
19	Wed		83
20	Thu		84
21	Fri		85
22	Sat		
23	Sun		
24	Mon		86
25	Tue		87
26	Wed		88
27	Thu		89
28	Fri		90
29	Sat	Diwali	
30	Sun		
31	Mon		91

### \*Special days

- |                              |  |
|------------------------------|--|
| 1 - Blood Donation Day       | 16 - World Food Day                      |
| 4 - World Animal Welfare Day | 27 - World Day for Audio Visual Heritage |
| 5 - World Teachers Day       | 28 - Journalist day                      |
| 15 - World Students day      | 31 - National Unity Day                  |

**Total Working Days = 18**

## NOVEMBER - 2016

DATE	DAY		WORKING DAYS
1	Tue	Kerala Piravi	92
2	Wed		93
3	Thu		94
4	Fri		95
5	Sat		
6	Sun		
7	Mon		96
8	Tue		97
9	Wed		98
10	Thu		99
11	Fri		100
12	Sat		
13	Sun		
14	Mon		101
15	Tue		102
16	Wed	National Press day	103
17	Thu	Students day	104
18	Fri		105
19	Sat		
20	Sun		
21	Mon		106
22	Tue		107
23	Wed		108
24	Thu		109
25	Fri		110
26	Sat		
27	Sun		
28	Mon		111
29	Tue		112
30	Wed		113

**\*Special days**

11 - National Education Day

14 - Children's Day

19 - National Integration Day

20 - Universal Children's Day

30 - World Computer Security Day

**Total Working Days = 22**

## DECEMBER - 2016

DATE	DAY		WORKING DAYS
1	Thu		114
2	Fri		115
3	Sat		
4	Sun		
5	Mon		116
6	Tue		117
7	Wed		118
8	Thu		119
9	Fri		120
10	Sat		
11	Sun		
12	Mon	Miladi Sherif Holiday	
13	Tue		121
14	Wed		122
15	Thu		123
16	Fri		124
17	Sat		
18	Sun		
19	Mon		125
20	Tue	Christmas Holidays Begins	
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun		
26	Mon		
27	Tue		
28	Wed		
29	Thu	College re-opens after holidays	
30	Fri		126
31	Sat		

**\*Special days**

1 - World Aids Day

22- National Mathematics Day

10- World Human Rights Day

**Total Working Days = 13**

## JANUARY- 2017

DATE	DAY		WORKING DAYS
1	Sun		
2	Mon	Mannam Jayanthi	
3	Tue		127
4	Wed		128
5	Thu		129
6	Fri		130
7	Sat		
8	Sun		
9	Mon		131
10	Tue	World Laughters day	132
11	Wed		133
12	Thu		134
13	Fri		135
14	Sat		
15	Sun		
16	Mon		136
17	Tue		137
18	Wed		138
19	Thu		139
20	Fri		140
21	Sat		
22	Sun		
23	Mon		141
24	Tue		142
25	Wed	National Tourism Day	143
26	Thu	Republic Day	
27	Fri		144
28	Sat		
29	Sun		
30	Mon		145
31	Tue		146

### \*Special days

12 - National Youth Day

25 - National Voter's Day

24 - National Girl Child Day

30 - Martyrs Day

**Total Working Days = 20**

## FEBRUARY- 2017

DATE	DAY		WORKING DAYS
1	Wed		147
2	Thu		148
3	Fri		149
4	Sat		
5	Sun		
6	Mon		150
7	Tue		151
8	Wed		152
9	Thu		153
10	Fri		154
11	Sat		
12	Sun		
13	Mon		155
14	Tue		156
15	Wed		157
16	Thu		158
17	Fri		159
18	Sat		
19	Sun		
20	Mon		160
21	Tue		161
22	Wed		162
23	Thu		163
24	Fri	Maha Sivarathri	
25	Sat		
26	Sun		
27	Mon		164
28	Tue		165

**\*Special days**

2 - World Wetland Day

4 - World Cancer Day

20- World Day of Social Justice

21 - World Mother Language Day

28 - National Science Day

**Total Working Days = 19**

## MARCH- 2017

DATE	DAY		WORKING DAYS
1	Wed		166
2	Thu		167
3	Fri		168
4	Sat		
5	Sun		
6	Mon		169
7	Tue	Sustainable Energy day	170
8	Wed		171
9	Thu		172
10	Fri		173
11	Sat		
12	Sun		
13	Mon		174
14	Tue		175
15	Wed		176
16	Thu		177
17	Fri		178
18	Sat		
19	Sun		
20	Mon		179
21	Tue		180
22	Wed		181
23	Thu		182
24	Fri		183
25	Sat		
26	Sun		
27	Mon		184
28	Tue		185
29	Wed		186
30	Thu		187
31	Fri	College closes for summer vacation	182

### \*Special days

- |                               |                        |
|-------------------------------|------------------------|
| 3 - World Wild Life Day       | 21 - World Poetry Day  |
| 8 - International Women's Day | 22 - World Water Day   |
| 20 - World Happiness Day      | 27 - World Theatre Day |

**Total Working Days = 23**

## TO THE PARENT/GUARDIAN

[illegible]

Note: if the fee is not paid on the date mentioned above, a fine of Rs 25 will be imposed for each day of delay and the student will not be admitted to the classes.



**DETAILS OF MOVEMENT/LATE COMING/ABSENCE FROM CLASS etc.**

Sl No.	Date	Details	Action Taken	Sign. of Teacher	Sign. of Parent	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

## FEE PAYMENT DETAILS

[illegible]

**TIME TABLE 2016-2017 SEMESTER-.....**

Day of Week	I	II	III	IV	V	VI
Mon						
Tue						
Wed						
Thu						
Fri						

**TIME TABLE 2016-2017 SEMESTER-.....**

Day of Week	I	II	III	IV	V	VI
Mon						
Tue						
Wed						
Thu						
Fri						

## NOTES

NOTES





# ANSAR

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