

HAND BOOK & CALENDAR 2018-2019



ANSAR WOMEN'S COLLEGE

PERUMPILAVU

(Affiliated to the University of Calicut)

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

Fax : 282278

Website : www.ansarwomenscollege.com

E-mail : ansarwomenscollege@gmail.com

HANDBOOK & CALENDAR 2018-2019

“Oh ! My Lord, increase me in Knowledge”

TABLE OF CONTENTS

Sl. No.	Contents	Page No.
1	Prayer	1
2	Vision and Mission	3
3	Students personal Bio-data	4
4	About the College	6
5	Members of Ansari Charitable Trust	7
6	Faculties of the college	8
7	Working Committees & Faculty in charge	12
8	UG & PG Programmes Offered	19
9	General rules	22
10	Attendance & Leave, Transportation facilities	24
11	Students Uniform, Issue of certificates	25
12	Fee Structure	26
13	University Examination Rules	27
14	Library & Reading room rules	28
15	List of news papers, periodicals, journals	29
16	Hostel rules and Hostel Holidays	30
17	Student support services	31
18	Clubs, Forums and Association	37
19	Other Facilities	40
20	Academic-Calendar 2018-2019	42
21	Leave Record	43
22	Special Day's Observation (Duty List)	45
23	Release of College publications	46
24	Important events of academic year 2018-2019 (Tentative dates)	47
25	Examination Time Table	48
26	Calendar 2018-2019	49
27	Parent to the Class Teacher	59
28	Details of Movement, Late Coming & Absence	60
29	Fee Payment Details	61

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
 الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ ۝ الرَّحْمَنِ الرَّحِيمِ ۝
 مَلِكِ يَوْمِ الدِّينِ ۝ إِيَّاكَ نَعْبُدُ وَإِيَّاكَ نَسْتَعِينُ ۝
 اهْدِنَا الصِّرَاطَ الْمُسْتَقِيمَ ۝ صِرَاطَ الَّذِينَ أَنْعَمْتَ
 عَلَيْهِمْ ۝ غَيْرِ الْمَغْضُوبِ عَلَيْهِمْ وَلَا الضَّالِّينَ ۝

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)



പ്രാർത്ഥന

കാരുണ്യ സിന്ധുവാമല്ലാഹുവിൻ തിരു-
 നാമത്തിലോതുന്ന്യം ദിവ്യമാം സുകതികൾ
 ലോകങ്ങളൊക്കെയും കാത്തുരക്ഷിച്ചിടും
 ലോകൈകനാമനെ വാഴ്ത്തുന്നു സർവ്വരും
 കാരുണ്യമേറുന്ന രക്ഷകാ, നിൻകൃപാ-
 പൂരം നിരന്തരം വർഷിക്ക ഞങ്ങളിൽ.
 തീർപ്പുകൾ നല്കുന്ന വാസരേ ഞങ്ങളെ
 കാരുണ്യമോടു നീ കാത്തുകൊള്ളേണമേ!
 ധ്യാനത്തിലാമജ്ജമാകും മനസ്സുമായ്
 കാലം കഴിക്കുന്നു സർവ്വഥാ ഞങ്ങളും
 നിന്നോടുമാത്രം നിവേദനം ചെയ്തിടും,
 വ്യാജ ദൈവങ്ങളെ തേടില്ലൊരിക്കലും.
 നേരായ മാർഗം തെളിക്കണേ രക്ഷകാ,
 പാദാകെ നിത്യം നയിക്കുമാറാകണേ.
 സത്തുകൾ പോയൊരു മാർഗേണ ദൈവമേ
 ലക്ഷ്യത്തിലെത്താൻ തുണയ്ക്കുമാറാകണേ.
 നിൻ കോപവഹ്നിയിൽ വീണൊരു മർത്യന്റെ
 പിമ്പേ അയയ്ക്കാലാ 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



Name of the student.....

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

Register No.

Date of BirthAge.....

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

Blood group Heightcm. WeightKg.

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 Kunnankulam. 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	Jb. T.Arif Ali
Jb. V. Moosa Moulavi	Jb. P. Mujeeburahman
Jb. E.M.Mohammed Ameen	Prof. K.A Siddique Hassan
Jb. Noor Mohammed Kamaludheen	Jb. T.A.Moideen
Jb. V.M.Abdul	Jb. Haji Abdu Rahman
Adv. K.S.Abdul Basheer	Jb. T A Mohammed Kutty
Jb. Ismail Kassim	Jb.A Mohammed Ali
Jb. Abu Abdulla	Jb.A Usman
Jb. M.I. Abdul Azeez	Jb. A V Anwar Abdul Majeed

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 M.A, B.Ed**
Finance Manager : **Mr. Haris Bin Mohammed**

Trust office

1. Administrative Officer	: Mr. Shaju Mohammedunni.K.M
2. Chief Accountant	: Mr. Haris Bin Mohammed
3. Assistant Accountants	: 1. Mr. Ashif Mohammed
	: 2. Mr. Shanid
	: 3. Mr. Hisham
	: 4. Ms. Naima
4. Auditor	: Mr. Mohammedkutty.P.M
5. Engineer	: Mr. Moidunny.T
6. Maintenance Engineer	: Mr. Muhammed Sageer K K

OUR FACULTIES

Principal : Ms. Faritha J LLM, Ph.D (Doing)

Vice-Principal : Mrs. Latha A V MCom, B.Ed, SET

PG Department of English

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

Department of Mass Communication

- | | |
|----------------------|---------------|
| 1. Ms. Anisha (HoD) | MCJ, SET |
| 2. Ms. Baby Soorya P | MCJ, MPhil |
| 3. Ms. Nishana N | MA Multimedia |
| 4. Ms. Sukanya K P | MCJ |

Department of Malayalam

- | | |
|------------------------------------|--------------------|
| 1. Ms. Greeshma Raveendran K (HoD) | MA, B.Ed, SET, NET |
| 2. Ms. Sajitha A P (Guest faculty) | MA, B.Ed, SET |
| 3. Ms. Vidhya V S (Guest faculty) | MA, B.Ed, SET, NET |

Department of Hindi

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

Department of Arabic

- | | |
|----------------------------------|-----------------------|
| 1. Ms. Shahida Abdul Kadir (HoD) | MA Arabic, NET, D.Ted |
| 2. Ms. Bulkees C M | MA Arabic, D.Ted |

Department of Life skill Education

- | | |
|---------------------------|---|
| 1. Mr. Jamal P K (HoD) | FD, Bssc |
| 2. Ms. Zainaba Ashraf Ali | MA Arabic, Islamic Psychology (Doing) |
| 3. Ms. Zeenathul Phous | MA Arabic, Afzal-UI-Ulma(Higher), D.Ted |

PG Department of Commerce and Management Studies

- | | |
|----------------------------------|-----------------------|
| 1. Ms. Suniya Ibrahimkutty (HoD) | M.Com, NET |
| 2. Ms. Ranikutty K N | M.Com, B.Ed, HDC |
| 3. Ms. Noushaja P A | M.Com, MBA, NET |
| 4. Ms. Suparna K | M.Com, MBA, NET |
| 5. Ms. Geetha K R | M.Com, MBA, SET |
| 6. Ms. Soumya V M | M.Com, NET |
| 7. Ms. Revathy M | M.Com, NET |
| 8. Ms. Rasheeda R V | M.Com |
| 9. Ms. Sajina P M | M.Com, MBA, B.Ed, SET |
| 10. Ms. Suchithra T C | M.Com, B.Ed, SET, NET |
| 11. Ms. Rajeetha M V U | M.Com, B.Ed, SET |
| 12. Ms. Fehmitha Mohammed | M.Com, MBA, NET |
| 13. Ms. Shameema K | MBA |
| 14. Ms. Sabitha T U | M.Com, B.Ed, M.Ed |
| 15. Ms. Ranjini V | M.Com, NET |
| 16. Ms. Shini P C | MBA |
| 17. Ms. Sneha P V | M.Com, MBA, B.Ed |
| 18. Ms. Nadiya R P | M.Com, B.Ed |
| 19. Ms. Heena Ayamu | M.Com |
| 20. Ms. Rabiya P | M.Com, NET |
| 21. Ms. Vigitha C V | M.Com, NET |
| 22. Ms. Anaswara K V | M.Com, NET |

PG Department of Computer Science

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

Department of Mathematics

- | | |
|-------------------------|---------------------|
| 1. Ms. Shijula C V(HoD) | MSc, B.Ed, SET |
| 2. Ms. Sajitha C | MSc, B.Ed |
| 3. Ms.Jilsha P K | MSc Statistics, SET |
| 4. Ms. Nowfirath V M | MSc, B.Ed, SET |
| 5. Ms. Sowmya S | MSc Maths |
| 6. Ms. Fouziya N A | MSc Maths |
| 7. Ms. Jiji Rajan N | MSc Maths |

PG Department of Physics

- | | |
|--------------------------------------|----------------|
| 1. Ms.Nadhiya K V (HoD) | MSc, B.Ed, SET |
| 2. Mr.Ambujakshan K R(Guest Faculty) | MSc, Mphil |
| 3. Ms.Laila M | MSc, B.Ed, SET |
| 4. Ms. Faheema S | MSc Physics |
| 5. Ms.Jency Williams S | MSc, B.Ed |
| 6. Ms. Shafna Mol C K | MSc, B.Ed |
| 7. Ms. Jibi K B | MSc Physics |
| 8. Ms. Binsia K P | MSc Physics |

Department of Chemistry

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

Department of Psychology

- | | |
|-----------------------|-------------------------------|
| 1. Ms.Jisha P K (HoD) | MSc Psychology, SET, NET, MBA |
| 2. Ms.Shahanaz M H | MSc Applied Psychology, MBA |
| 3. Ms.Sruthy T M | MSc Clinical Psychology |

Department of Physical Education

- | | |
|-----------------|-------|
| 1. Ms. Soumya C | M.PEd |
|-----------------|-------|

Counselor

- | | |
|-------------------|------------------------|
| Ms.Vahida Hussain | MSc Applied Psychology |
|-------------------|------------------------|

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 In charge

Ms. Jauhara Abdul Kader

Computer Lab Assistant

Ms. Sheeba C

Hostel Dormparents

1. Ms. Sabira Mol M
2. Ms. Laila T A

College Office

- | | |
|--------------------------|--------------------------|
| 1. Office Superintendent | : Ms. Bindu M S |
| 2. Head Clerk | : Mr. Sulaiman V K |
| 3. Clerk | : Ms. Divya A P |
| 4. Clerk | : Ms. Rekha M A |
| 5. Peons | : 1. Mr. Hameed V S |
| | : 2. Ms. Subaidha N |
| | : 3. Mr. Majeed |
| | : 4. Ms. Devaky |
| 6. Computer Assistant | : Mr. Syed Arif Abdullah |

House - Keeping staffs

1. Rema Devi
2. Valsala
3. Nedeera
4. Radhika
5. Sulekha
6. Vimi

WORKING COMMITTEES & FACULTY IN CHARGE

GOVERNING BODY

- Chief Executive Officer : Mr. K V Mohamed
- Administrative Officer : Mr. Shaju Mohammedunni
- Principal : Ms. Faritha J
- Vice Principal : Ms. Latha A V

ACADEMIC COUNCIL

1. Principal : Ms. Faritha J
2. Vice Principal : Ms. Latha A V
3. HoD of Computer science : Ms. Prapitha Gopi K
4. HoD of Commerce : Ms. Suniya Ibrahimkutty
5. HoD of English : Ms. Juby Joy C
6. HoD of Physics : Ms. Nadhiya K V
7. HoD of Mathematics : Ms. Shijula C V
8. HoD of Mass Communication : Ms. Anisha
9. HoD of Psychology : Ms. Jisha P K
10. Nodal officer -Admission : Ms. Reshmi V
11. Nodal Officer – Internal Assessment : Ms. Suparna K

COLLEGE COUNCIL

- Principal : Ms. Faritha J
- Vice Principal : Ms. Latha A V
- Members : Ms. Juby Joy C (HoD, Dept. of English)
- : Ms. Suniya Ibrahimkutty
(HoD, Dept. of Commerce & Management)
- : Ms. Jisha P K (HoD, Dept. of Psychology)
- : Ms. Nadhiya K V (HoD, Dept. of Physics)
- : Ms. Shijula C V (HoD, Dept. of Mathematics)
- : Ms. Prapitha Gopi K
(HoD, Dept. of Computer Science)
- : Ms. Anisha
(HoD, Dept. of Mass Communication)
- : Ms. Bulkees (Dept. of Arabic)
- : Ms. Greeshma (HoD, Dept. of Malayalam)
- : Ms. Shyni Gaffoor (Librarian)
- : Ms. Bindu M S (Office superintendent)

PLANNING BOARD

- Mr. K V Mohamed (CEO)
- Mr. K M Shaju Mohammedunni (AO)
- Ms. Faritha J (Principal)
- Ms. Latha A V (Vice-Principal)
- Ms. Prapitha Gopi K (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. Jisha P K (HoD, Dept. of Psychology)
- Ms. Shijula CV (HoD, Dept. of Mathematics)
- Ms. Anisha (HoD, Dept. of MC)
- Mr. Jamal P K (HoD, Dept. of Life Skill Education)
- Mr. Mohammed Sageer (Maintenance Engineer)
- Mr. Mujeeb P A (Purchase Manager)
- Mr. Peter K M (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. Mr. Noor Muhammed (IT Member)
4. Ms. Faritha J (Principal)
5. Ms. Latha A V (Vice-Principal)
6. Ms. Prapitha Gopi K (HoD, Dept. of Computer Science)
7. Ms. Suniya (HoD, Dept. of Commerce & Management Studies)
8. Ms. Juby Joy C (HoD, Dept. of English)
9. Ms. Nadhiya K V (HoD, Dept. of Physics)
10. Ms. Jisha P K (HoD, Dept. of Psychology)
11. Ms. Shijula C V (HoD, Dept. of Mathematics)
12. Ms. Anisha (HoD, Dept. of MC)
13. Mr. Jamal (Dept. of Life Skill Education)
14. Ms. Reshmi V (Nodal Officer, Admission)
15. Ms. Suparna K (Nodal officer, Internal Assessment)

MAGAZINE COMMITTEE

Editor	:	Ms. Faritha J
Staff Editor	:	Ms. Zainaba Ashraf Ali
Convener	:	Ms. Ranikutty K N
Members	:	Ms. Baby Soorya (Dept. of Mass Communication) Ms. Heena Ayamu (Dept. of Commerce) Ms. Zeenathul Phous (Dept. of Life Skill Education) Ms. Sangeetha (Dept. of English) Ms. Basila (Dept. of Computer Science) Ms. Jayalakshmi (Dept. of Hindi) Ms. Aneesha K A (Dept. of English) Ms. Binsia K P (Dept. of Physics)

LIBRARY ADVISORY COMMITTEE

Principal	:	Ms. Faritha J
Vice Principal	:	Ms. Latha A V
Coordinator	:	Ms. Afra N A (Dept. of English)
Assistant Coordinator	:	Ms. Shyni P K (Librarian)
Members	:	Ms. Jayalakshmi R (Dept. of Hindi) Ms. Bulkees C M (Dept. of Arabic) Ms. Sameera Muhammed Hydros (Dept. of English)

ACADEMIC MONITORING COMMITTEE

Principal	:	Ms. Faritha J
Vice Principal	:	Ms. Latha A V
Coordinator	:	Ms. Shameema K
Assistant Coordinator	:	Ms. Rajeetha MVU
Members	:	Ms. Suniya Ibrahimkutty Ms. Prapitha Gopi K Ms. Shijula C V Ms. Juby Joy C Ms. Anisha Ms. Jisha P K Ms. Nadhiya K V Ms. Suparna K

ETHICS COMMITTEE

Chairperson	:	Ms. Faritha J (Principal)
Vice Chairperson	:	Ms. Latha A V (Vice Principal)
Convener	:	Mr. Jamal P K (HoD, Dept.of Life Skill Education)
Assistant Conveners	:	Ms. Prapitha Gopi K (HoD, Dept. of Computer Science) Ms. Nadhiya K V (HoD, Dept. of Physics) Ms. Shameema K (Dept. of Commerce & Management Studies) Ms. Bulkees C M (Dept. of Arabic)

PROGRAMME COMMITTEE

1. Stage Arrangement Coordinator	:	Ms. Revathy, Ms.Suchithra, Ms. Shahanaz
2. Prize & Certificate Committee Convener	:	Ms. Jilsha P K, Ms. Rabiya P
3. Discipline Coordinator	:	Ms. Shameema K
4. Reception	:	Ms. Ranjini V Ms. Dreemy Samu
5. Announcement	:	Ms. Manju Krishna, Ms. Greeshma, Ms.Sameera
6. Invitation & Banner Designing	:	Ms. Monisha M, Ms. Nishana N
7. Press Report	:	Ms. Baby Soorya

FINE ARTS AND CULTURAL COMMITTEE

Chair Person	:	Ms.Faritha J (Principal)
Vice-Chairperson	:	Ms.Latha A V (Vice-Principal)
Convener	:	Ms. Sajitha C (Dept. of Maths)
Asst. Convener	:	Ms. Sangeetha K G (Ex-officio Member)
Members	:	Ms. Baby Soorya (Dept. of Mass Communication) Ms. Zeenathul Phous (Dept. of Life skill Education) Ms. Monisha (Dept. of CS) Ms. Jilsha P K (Dept. of Psychology) Ms. Shini P C (Dept. of Commerce and Management)

Teachers-in Charge

Staff Association Secretary	: Ms. Shameema K
N.S.S	: Ms. Shahida Abdul Kadir (Programme Officer)
NSS Assisting Faculties	1. Ms. Leena C B 2. Ms. Basila T M 3. Ms. Geetha K R
Alumni Association	: Ms. Sajina P M (Coordinator) Ms. Faheema S
Returning officer of Union election	: Ms. Noushaja P A
Staff Advisor (CUCSS-UG)	: Ms. Reshmi V
Staff Advisor (CUCSS-PG)	: Ms. Ranikutty K N
Staff Advisor of College Union	: Ms. Latha A V
Staff Advisor & Student Counselor	: Ms. Jisha P K
Student Welfare Officer	: Ms. Jisha P K
Nodal Officer (Admissions)	: Ms. Reshmi V
Nodal Officer (Internal Assessment)	: Ms. Suparna K
Nodal Officer(AISHE)	: Ms. Saji Joy
Nodal Officer(Add on Courses)	: Ms. Nasheeda T M
SSP & Remedial Coaching	: Ms. Soumya V M
College News Letter	: Ms. Sajda Khalid Ms. Jency Williams
College CD	: Ms. Nishana N Ms. Saji Joy
College Calendar & Handbook	: Ms. Uma M Kumar
College Brochure	: Ms. Monisha M
Web Designer	: Ms. Saji Joy Ms. Nishana N

Tutorial System	: Ms. Soumya V M
Parent-teacher Association	: Ms. Revathi M
Net Coaching Convener	: Ms. Suparna K Ms. Shafnamol C K
Wall Magazine Staff Editor	: Ms. Afra N A Ms. Nadhiya P A
Tour Coordinator	: Mr. Arif T A
Sports & Games	: Ms. Rajeetha M V U (Coordinator) Ms. Jency Williams (Asst.Coordinator)
Impressions in-charge	: Ms. Aneesha K A
Civil Service Entrance Coaching	: Mr. Arif T A
Public Information Officer	: Ms. Bindu M S (Office Supdnt)
Media & Information	: Ms. Greeshma
Herbal Garden	: Ms. Soumya V M
Vegetable Garden	: Ms. Jiji Rajan N
Organic Farming	: Ms. Nowfirath V M
SDE Coordinator	: Ms. Sabitha T U
CIGI Coordinators	: Ms. Revathi M Ms. Vigitha C V

EXAMINATION

University Examination SAS	: Ms. Latha A V
Internal Examination Cell & Internal Complaint Committee	: Ms. Ranikutty K N, Ms. Rasheeda R V Ms. Fouziya N A, Ms. Srythy T M Ms. Jiby K B

CELLS

Career Guidance & Placement Cell	: Ms. Shaheena K V
Women Empowerment Cell	: Ms. Sameera Muhammed Hydros
Grievance Redressal Forum	: Ms. Suniya Ibrahimkutty

Minority & OBC Cell	: Ms. Sheena C P
SC/ST Cell	: Ms. Soumya V M
Anti Ragging Cell	: Ms. Suchithra T C
	: Ms. Laila M
	: Ms. Nadiya R P
Anti Sexual Harassment Cell	: Ms. Kashmeela E T
Anti Narcotic Cell	: Ms. Bulkees C M
Scholarship Cell	: Ms. Nowfirath V M
Extension Cell	: Ms. Kashmeela E T
Guidance & Counselling Cell	: Ms. Jisha P K
Research Promotion Cell	: Ms. Shaheena K V

CLUBS & FORUMS

Literary & Cultural Forum	: Ms. Manju Krishna
Eco Club & Campus Beautification	: Ms. Sneha P V
	Ms. Surya P K
ASWAS Pain & Palliative Care Unit	: Ms. Sainaba Soonam P K
	Ms. Fehmitha Mohammed
Student Relief Wing (SRW)	: Ms. Sainaba Soonam P K
Internet Club	: Ms. Monisha M
Moral Club	: Ms. Bulkees C M
Film Club & Audio Visual	: Ms. Baby Soorya
Music Club	: Ms. Sowmya K S
Puzzle Club	: Ms. Jilsha P K
	Ms. Sowmya S
ED Club	: Ms. Anaswara K V
Karate & Yoga Club	: Ms. Manju Krishna
Readers Forum	: Ms. Shyni P K
Open Forum/ Debate Club	: Ms. Mary Liya C S
Energy Conservation Cell	: Ms. Laila M
Health & Hygiene	: Ms. Jiji Rajan N

PROGRAMMES OFFERED

UG PROGRAMMES (CUCBCSS) : 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	- English for Communication, Multimedia Applications
Open Course	- News Paper Journalism

8. BSc Physics (2002)

Core Course	- Physics
Complementary	- Mathematics, Chemistry
Open Course	- Non Conventional energy Sources
Elective	- Python programming

9. BSc. Computer Science (2002)

Core Course	- Computer Science
Complementary	- Mathematics, Physics
Open Course	- Introduction to Computer & Office Automation
Elective	- System Software

10. BCA (2011)

Core Course	- Computer Application
Open Course	- Introduction to computer & Office Automation
Elective	- Software Testing & Quality Assurance

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	- 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

Math Cracker
 Applied Linguistics
 Mobile Application Development
 Office Automation Tools
 Computer Hardware
 Energy Conservation
 Corporate Governance and Business Ethics
 Copy Writing
 Medical Applications of Physics
 Introduction to Geophysics
 Developmental Psychology
 Educational Psychology

STUDENT ENRICHMENT PROGRAMMES

Department	Course	In-Charge
Computer Science	Yoga	Ms. Reshmi V
Physics	Logic Reasoning Skills	Ms. Laila M
Mathematics	Asian Cuisine	Ms. Shijula C V
English	Handicraft	Ms. Sameera
English	Karate	Ms. Manju Krishna
Commerce & Management Studies	Waste Material Craft	Ms. Shameema K
Mass Communication	DTP	Ms. Nishana N

IGNOU SPECIAL STUDY CENTRE

Ansar women's college also acts as the IGNOU special study Centre, thereby offering the following courses

UG Courses : BCA, BA, BCom
 PG Courses : MCom, MEG, MCA
 Certificate Courses : CFE, CAL, CIG, DCE, CFN, BPP

ADMISSION RULES

University of Calicut introduces Centralized admission process for admission to UG Programmes in its affiliated colleges. Online admission under CAP is compulsory for UG admission. College application for admission can be had from the college office on payment of Rs.200/- in person. Cheques and DDs will not be accepted. Attested copies of mark lists of qualifying examination should be submitted along with the application for admission. All the Candidate should produce the CAP print out and allotment memo at the time of admission. The candidates who do not appear for the interview on the day fixed in the allotment memo will not be eligible for admission. Admission will be finalized only after the interview. The parent/guardian should be present at the time of interview.

Candidate seeking admission to UG/ PG Programmes should produce the following documents at the time of interview. (Three attested copies each)

1. Qualifying Certificates: SSLC/Higher Secondary/Senior secondary/ Degree Certificates
2. TC from the institution last attended
3. Conduct certificate from the head of the institution last attended
4. Genuine Certificate (in case of NIOS)
5. Equivalency certificate(Board of other states)
6. Recent Passport size photograph- 3 copies
7. Attested copies of certificates for the dependents of Ex-Servicemen and Freedom fighter, N.S.S, N.C.C, Arts & Sports etc. and certificate proving physical disabilities, if any should be attached with the application.

NB : Original certificates submitted to the college will be returned only after the completion of the course. Therefore students are advised to keep enough attested copies of the certificates for their future use.

GENERAL RULES

1. College hours are from 9 am to 3.30 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, ragging 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. Messages communicated by the principal to the parents/ guardians should be promptly responded.
22. Using of mobile phones in the college campus is strictly prohibited and if confiscated a fine of Rs.1000 will be charged.

23. Wi-Fi facility available for final year students doing projects.
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.

ATTENDANCE AND LEAVE

1. Hourly attendance is compulsory to all students. Late comers should enter class only with the permission of the class teacher.
2. No student is allowed to leave the class room without the permission of the lecturer-in-charge.
3. Leave application for absence in the class should be submitted to the class teacher sufficiently early or on the next day of availing the leave.
4. Leave application should be countersigned by parent.
5. A student absent for an hour will be considered as absent for half day.
6. If a student called for any club activities, she should get the permission from coordinator and hand over it to the class teacher.
7. Students who are continuously absent in the class for more than 5 days without leave or without information should bring their parents / guardian before entering the class.
8. 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 fee has to be remitted.

TRANSPORTATION FACILITIES

Transportation 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.

POINTS TO REMEMBER

1. Advance payment of 3 months bus fee should be paid at the time of admission / commencement of classes.
2. The bus fee for each month should be paid on or before the first day of next month.

3. The cancellation of bus facility, if needed any, the request has to be submitted a month before.
4. In case of early exit, for a student availing bus facility, she has to inform the office with the signature of class teacher.
5. Change of bus/bus stop will be allowed only after the special permission sanctioned from the concerned authority and the student should submit the request letter signed by parent.
6. Request for bus facility after cancellation once, will be accepted only after the sanctioning of concerned authority.

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 color churidar top (without slit) and bottom, with shawl is the uniform for UG students. Light blue color churidar top (without slit) and bottom, with shawl is the uniform for PG students. Muslim students should wear black color scarf. Full sleeve is compulsory to all students (Muslim & Non Muslim).

ISSUE OF CERTIFICATES

1. Application for 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.
4. Certificates kept in the office will be returned only after clearing all the dues in the college and the hostel.

FEE STRUCTURE

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 2018-2019

COURSE	ADMIN. FEE	PTA FEE	F & C	SPORTS FEE	SPECIAL FEE	UNION FEE	TUITION FEE	TOTAL I SEM	TOTAL II SEM	TOTAL (Rs.)
BBA	2500	500	750	500	500	600	9,000	14,350	9,000	23,350
BA Eng	2500	500	750	500	500	600	9,000	14,350	9,000	23,350
BA MC	2500	500	750	500	500	600	9,000	14,350	9,000	23,350
BCom CA	2500	500	750	500	500	600	11,250	16,600	11,250	27,850
BCom Fin	2500	500	750	500	1500	600	9,000	15,350	9,000	24,350
BCom Tax	2500	500	750	500	1000	600	9,000	14,850	9,000	23,850
BCom Co-op	2500	500	750	500	1000	600	9,000	14,850	9,000	23,850
BSc CS	2500	500	750	500	-	600	13,625	18,475	13,625	32,100
BCA	2500	500	750	500	-	600	13,625	18,475	13,625	32,100
BSc Phy	2500	500	750	500	500	600	11,250	16,600	11,250	27,850
BSc Maths	2500	500	750	500	-	600	11,250	16,100	11,250	27,350
BSc Psychology	2500	500	750	500	1500	600	11,250	17,600	11,250	28,850
MSc Phy	2500	500	750	500	-	600	22,500	27,350	22,500	49,850
MSc CS	2500	500	750	500	-	600	20,000	24,850	20,000	44,850
MA Eng	2500	500	750	500	-	600	12,000	16,850	12,000	28,850
MCom	2500	500	750	500	-	600	13,500	18,350	13,500	31,850

UNIVERSITY 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 every even semesters.
3. Both theory and practical University examinations will be of three-hour duration.
4. The 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. Project evaluation will be conducted at the end of sixth semester(UG) and at the end of forth semester(PG).
7. 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.
8. Indirect grading system based on 7-point scale is used to evaluate the performance of students.
9. An aggregate of E grade with 40% marks (Internal+ External) is required in each course for a pass and for awarding a degree.
10. 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 (Supplementary).
11. For the successful completion of a semester, a student should pass all courses and score Semester Grade Point Average (SGPA) for that semester. However, a student is permitted to move to the next semester irrespective of her SGPA.
12. 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.
13. 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) calculated at the end of a programme, which is the criterion for ranking the students

14. Attendance :

- i. The minimum requirement of attendance during a semester shall be 75% for each course.
- ii. A student can appear for a university exam by paying condonation fee, only if the shortage of attendance is to a maximum of 10 days.
- iii. If it is more than 10 days it will be treated as NO APC.
- iv. During the whole period of degree programme a student can pay the condonation for the maximum of 2 times.
- v. The certificate of attendance and progress (APC) required for admission to a University examination will be forwarded only if the conditions are satisfactory.

15. A student who registered for the course should complete within 6 years from the year of registration.

LIBRARY AND READING ROOM

The College maintains a well-stocked and automated library with over 11211 books, The books are classified and catalogued. The library subscribes 32 periodicals and multiple copies of different news papers.. E-books and internet facility are also available.

LIBRARY 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.	Malayala Manorama	Aaramam	Indian Literature
2.	Madhyamam	Thozil vartha	Chronicle
3.	Indian Express	Griha Lakshmi	Health Action
4.	The Hindu	Prabhodhanam	Kurushethra
		Malayalam varika	The Week
		Mathrubhumi weekly	Sports Star
		Madhyamam weekly	Front Line
		Info-Kairali	Sajosps
		Bhasha Poshini	Readers Digest
		Bhodhanam	Science Reporter
		Dhanam	Physics Education
		Kudumbam	English Today
		KeralaJyothi	Psychological Counselling
		Mentor	Southern Economist
		Phototracks	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.

HOSTEL HOLIDAYS 2018-2019

No.	Holidays	Closing Date	Opening Date	Total no. of days
1.	EID	12.06.2018	19.06.2018	6
2.	Onam & Bakrid	17.08.2018	29.08.2018	11
4.	Christmas	21.12.2018	31.12.2018	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

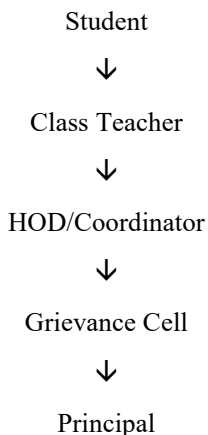
As per the direction of the Honorable Supreme Court of India on Ragging and othe orders of various authorities, ragging in any form inside and outside the college campus will be seriously dealt with. Ragging is a criminal offence.

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.

RESEARCH PROMOTION COUNCIL

A research committee has been constituted in the campus to enhance the research activities of students and staffs. The aim of the council is to promote the teachers and PG students to participate in National/ Regional Workshops and also helps in enhancing research writing skills.

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.

MENTOR - MENTEE SYSTEM

The college has a mentoring system, in which 18- 20 students are placed under the care of a mentor who is directly responsible for their academic and personal wellbeing. Mentoring is provided by all faculty

members in the light of their personal and professional experience and expertise.

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, Eco and organic farming club, M S Club etc. are also functioning in the college for all round development of students.

OTHER FACILITIES

MOSQUE

Training on islamic rites and rituals are given in the campus masjid. Salaah is an integral part of the college day for Muslim students, and prayers falling within the college days are said in Jamaat. Eminent scholars will give moral classes after the congregational prayers.

SOCIAL CENTRE

A Social centre is functioning in the campus for the benefit of students and staff. Refreshments and stationary items are available in the centre. Spacious, airy and trendy centre offers ample space for students to break free from there arduous schedules and enjoys food in an extremely casual yet pleasant ambience.

ANSAR CRECHE

A centre for kids care is also in the campus to take care of the children of staff working in Ansar. A supervisor and supporting staff are appointed to look after the kids.

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 2018-19 AT A GLANCE - UG

	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
1st Sem	29-06-18	17-09-18	22-10-18	04-01-19	19-11-18	17-05-19
2nd Sem	22-11-18	09-01-19	06-03-19	28-05-19	30-03-19	12-10-19
3rd Sem	01-06-18	17-09-18	22-10-18	23-11-18	31-10-18	10-04-19
4th Sem	01-11-18	09-01-19	06-03-19	18-04-19	30-03-19	04-09-19
5th Sem	01-06-18	17-09-18	12-10-18	19-10-18	25-10-18	09-02-19
6th Sem	26-10-18	09-01-19	21-02-19	15-03-19	14-03-19	10-06-19

ACADEMIC CUM EXAMINATION CALENDAR 2018-19 AT A GLANCE - PG

	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
1st Sem	10-07-18	25-09-18	01-11-18	14-11-18	28-11-18	25-03-19
2nd Sem	29-11-18	22-02-19	05-06-19	16-07-19	13-06-19	22-11-19
3rd Sem	30-07-18	25-09-18	21-11-18	07-12-18	20-12-18	16-04-19
4th Sem	21-12-18	22-02-19	05-06-19	20-06-19	10-07-19	10-09-19

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 2018-2019

Sl.No	Semester & Programme	Date Of Release
1.	S3 Sem BA ENG & S3 BA MC & S3 BSc Psychology	July
2.	S3 Sem BCom CA & S3 BCom Tax & S3 BBA	August
3.	S3 BSc Phy & S3 BCA & S3 BSc CS S3 BSc Maths	September
4.	S3 BCom Fin & S3 BCom Coop & III BCom SDE	October
5.	MSc CS, MCom, Msc Physics, MA English (All PG)	November
6.	S2 Sem BA ENG & S2 BA MC & S2 BSc Psych & S2 Bcom Fin	December
7.	S2 Bcom Coop & S2 BCom CA & S2 BCom Tax & S2 BBA	January
8.	S2 Bsc Phy & S2 BCA & S2 Bsc CS & S2 Bsc Maths	February

RELEASE OF DEPARTMENT JOURNALS 2018-19

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

**Important Events to be held in the
Academic Year 2018-2019 (Tentative date)**

1	PTA Formation	1st Aug. 2018		
2	College Union Election	As per University Order		
3	Alumni Meet	10th Nov. 2018		
4	College Union Inauguration	5th Sep. 2018		
5	PTA Meet & Open House for Internal Exams	Odd Semester		Even Semester
		1st Internal	30th Sep. 2018	1 st March 2019
		2nd Internal	9th Nov. 2018	
6	Eid-Onam Souhrida Sangamam	14th Aug. 2018		
7	Christmas Souhrida Sangamam	15th Dec. 2018		
8	Inauguration of NSS Camp	20th Dec. 2018		
9	Inauguration of fine arts	6th Nov. 2018		
10	Arts day	6 & 7th Nov. 2018		
11	Sports day	24th Jan. 2019		
12	College day	1st March 2019		
13	Release of college Magazine	1st March 2019		
14	Release of newsletter	1st March 2019		
15	Release of College CD	1st March 2019		
16	Academic Year Evaluation	28th March 2019		
17	Staff Meeting	Last Working Day		

SEMINARS

Sl.No	Department	Month	Day & Date
1	Mathematics	July	Thursday 19
2	Management	August	Monday 13
3	Physics	September	Thursday 27
4	Computer Science	October	Tuesday 23
5	Commerce	November	Thursday 15
6	Psychology	December	Thursday 13
7	Mass Communication	January	Tuesday 8
8	English	February	Wednesday 6

EXAMINATION TIME TABLE 2018-2019 SEMESTER -

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

EXAMINATION TIME TABLE 2018-2019 SEMESTER -

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

JUNE - 2018

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

***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 = 16

JULY - 2018

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

***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 = 22

AUGUST - 2018

DATE	DAY		WORKING DAYS
1	Wed		39
2	Thu		40
3	Fri		41
4	Sat		H
5	Sun		H
6	Mon		42
7	Tue		43
8	Wed		44
9	Thu		45
10	Fri		46
11	Sat	Second Saturday- Karkkidakavavu	H
12	Sun		H
13	Mon		47
14	Tue		48
15	Wed	Independence Day	H
16	Thu		49
17	Fri	College closes for Onam & Idul Azha Holidays	50
18	Sat		H
19	Sun		H
20	Mon		H
21	Tue		H
22	Wed	Bakrid	H
23	Thu		H
24	Fri		H
25	Sat	Thiruvonam	H
26	Sun		H
27	Mon	Sree Narayana Guru Jayanthi	H
28	Tue	Ayyankali Jayanthi	H
29	Wed	College Reopens after holidays	51
30	Thu		52
31	Fri		53

*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 = 15

SEPTEMBER - 2018

DATE	DAY		WORKING DAYS
1	Sat		H
2	Sun	Sree Krishna Jayanthi	H
3	Mon		54
4	Tue		55
5	Wed		56
6	Thu		57
7	Fri		58
8	Sat	Second Saturday	H
9	Sun		H
10	Mon		59
11	Tue		60
12	Wed		61
13	Thu		62
14	Fri		63
15	Sat		H
16	Sun		H
17	Mon		64
18	Tue		65
19	Wed		66
20	Thu	Muharram	H
21	Fri	Sree Narayana Guru Samadhi	H
22	Sat		H
23	Sun		H
24	Mon		67
25	Tue		68
26	Wed		69
27	Thu		70
28	Fri		71
29	Sat		H
30	Sun		H

***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 = 18

OCTOBER - 2018

DATE	DAY		WORKING DAYS
1	Mon		72
2	Tue	Gandhi Jayanthi	H
3	Wed		73
4	Thu		74
5	Fri		75
6	Sat		H
7	Sun		H
8	Mon		76
9	Tue		77
10	Wed		78
11	Thu		79
12	Fri		80
13	Sat	Second Saturday	H
14	Sun		H
15	Mon		81
16	Tue		82
17	Wed		83
18	Thu	Maha Navami	H
19	Fri	Vijaya Dashami	H
20	Sat		H
21	Sun		H
22	Mon		84
23	Tue		85
24	Wed		86
25	Thu		87
26	Fri		88
27	Sat		H
28	Sun		H
29	Mon		89
30	Tue		90
31	Wed		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 = 20

NOVEMBER - 2018

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

*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 = 20

DECEMBER - 2018

DATE	DAY		WORKING DAYS
1	Sat		H
2	Sun		H
3	Mon		112
4	Tue		113
5	Wed		114
6	Thu		115
7	Fri		116
8	Sat	Second Saturday	H
9	Sun		H
10	Mon		117
11	Tue		118
12	Wed		119
13	Thu		120
14	Fri		121
15	Sat		H
16	Sun		H
17	Mon		122
18	Tue		123
19	Wed		124
20	Thu		125
21	Fri		126
22	Sat	Christmas Holiday Begin	H
23	Sun		H
24	Mon		H
25	Tue	Christmas	H
26	Wed		H
27	Thu		H
28	Fri		H
29	Sat		H
30	Sun		H
31	Mon	College Reopens After Christmas	127

*Special days

1 - World Aids Day

22 - National Mathematics Day

10 - World Human Rights Day

Total Working Days = 16

JANUARY- 2019

DATE	DAY		WORKING DAYS
1	Tue		128
2	Wed	Mannam Jayanthi	H
3	Thu		129
4	Fri		130
5	Sat		H
6	Sun		H
7	Mon		131
8	Tue		132
9	Wed		133
10	Thu		134
11	Fri		135
12	Sat	Second Saturday	H
13	Sun		H
14	Mon		136
15	Tue		137
16	Wed		138
17	Thu		139
18	Fri		140
19	Sat		H
20	Sun		H
21	Mon		141
22	Tue		142
23	Wed		143
24	Thu		144
25	Fri		145
26	Sat	Republic Day	H
27	Sun		H
28	Mon		146
29	Tue		147
30	Wed		148
31	Thu		149

*Special days

12 - National Youth Day

25 - National Voter's Day

24 - National Girl Child Day

30 - Martyrs Day

Total Working Days = 22

FEBRUARY- 2019

DATE	DAY		WORKING DAYS
1	Fri		150
2	Sat		H
3	Sun		H
4	Mon		151
5	Tue		152
6	Wed		153
7	Thu		154
8	Fri		155
9	Sat	Second Saturday	H
10	Sun		H
11	Mon		156
12	Tue		157
13	Wed		158
14	Thu		159
15	Fri		160
16	Sat		H
17	Sun		H
18	Mon		161
19	Tue		162
20	Wed		163
21	Thu		164
22	Fri		165
23	Sat		H
24	Sun		H
25	Mon		166
26	Tue		167
27	Wed		168
28	Thu		169

***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 = 20

MARCH- 2019

DATE	DAY		WORKING DAYS
1	Fri		170
2	Sat		H
3	Sun		H
4	Mon	Maha Shivarathri	H
5	Tue		171
6	Wed		172
7	Thu		173
8	Fri		174
9	Sat	Second Saturday	H
10	Sun		H
11	Mon		175
12	Tue		176
13	Wed		177
14	Thu		178
15	Fri		179
16	Sat		H
17	Sun		H
18	Mon		180
19	Tue		181
20	Wed		182
21	Thu		183
22	Fri		184
23	Sat		H
24	Sun		H
25	Mon		185
26	Tue		186
27	Wed		187
28	Thu		188
29	Fri		189
30	Sat	Summer Vacation Begins	H
31	Sun		H

*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 = 20

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

Date	Amount	Due on	Recieved Amount	Rct. No.	Recieved Date	Balance	Sign.	Remarks

TIME TABLE 2018-2019 SEMESTER-.....

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

TIME TABLE 2018-2019 SEMESTER-.....

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

NOTES

NOTES



ANSAR WOMEN'S COLLEGE

PERUMPILAVU



(Affiliated to the University of Calicut)
Karikkad P.O. Pin: 680519 Thrissur Dist. Kerala
Tel : 04885-284912, Fax : 282278
Website : www.ansarwomenscollege.com
E-mail : ansarwomenscollege@gmail.com