



Academic Calendar

2017-2018



ANNAI FATHIMA COLLEGE OF ARTS AND SCIENCE

(A unit of Annai Fathima Educational Society (Regd.),
Affiliated to Madurai Kamaraj University, Madurai)

Annai Fathima College of Arts and Science,

Fathima Nagar, Alampatty, Thirumangalam – 625 706, Madurai District,
Tamilnadu.

Phone: 04549 – 284528, 294580, 325222, 8220008005, Fax: 04549 – 284974

E-mail: info@annaifathimacollege.edu.in

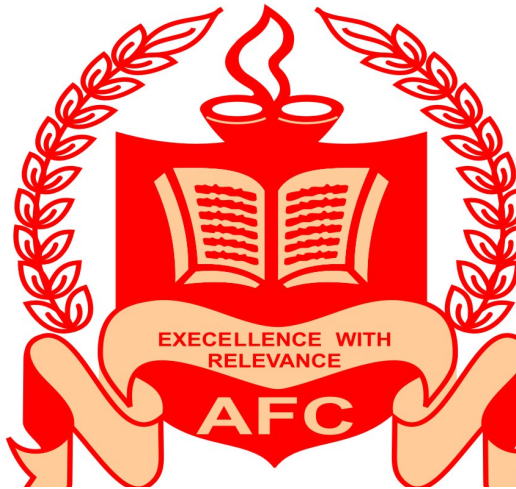
Website: www.annaifathimacollege.edu.in

ANNAI FATHIMA COLLEGE OF ARTS AND SCIENCE

(A unit of **Annai Fathima Educational Society** (Regd.),
Affiliated to Madurai Kamaraj University)

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ANNAI FATHIMA COLLEGE OF ARTS AND SCIENCE

VISION

To serve the society and the student community by providing an education system that can meet the demands of tomorrow's world and to create an atmosphere for an education of global standard among rural community and inspire them to match with the global standard.

Mission

- To play an important role in building the social infrastructure with the spirit of modern education values.
- To reach beyond the barriers of society with the spirit of Freedom, Justice and Tolerance
- To develop the spirit of a common- man through Discipline, Dedication and Devotion

- To develop the spirit of leadership of national fervor and the spirit of 'Universal scholar' by imparting Value Education

Personal Memorandum

Name :

Course :

Reg. No :

Date of Birth :

Father's Name :

Blood Group :

Height & Weight : cms Kg

Contact Address :

Email ID :

Phone Number :

Personal : _____ Resi : _____

Day Scholar/ Hosteller :

Personal Memorandum

Name :

Course :
Reg. No :
Date of Birth :
Father's Name :
Blood Group :
Height & Weight : cms Kg
Contact Address :
Email ID :
Phone Number :
Personal : _____ Resi : _____
Day Scholar/ Hosteller :

NATIONAL PLEDGE

India is my country. All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my due respect to parents, teachers and all elders 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

TAMIL TRANSLATION

cWjpnkhop

,e;jpah vdJ jha; ehL. ,e;jpah; midtUk; vd; cld; gpwe;jth;fs;. vd;
ehl;il ehd; nghpJk; Nerpf;fpd;Nwd;. ,e;ehl;bd; gok;ngUikf;fhfTk;

gd;KfkuGr; rpwg;Gf;fhfTk; ehd; ngUkpkj; milfpd;Nwd;. ,e;ehl;bd;
ngUikf;Fj; jFe;J tpsq;fpl vd;Wk; ghLgLNtd;.

vd;Dila ngw;Nwhh;> Mrphpah;fs;> vdf;F tajpy; %j;Njhh;
midtiuAk; kjpg;Ngd;. vy;NyhhplKk; md;Gk; khpahijAk; fhl;LNtd;.

vd; ehl;bw;Fk; vd; ehl;L kf;fSf;Fk; cioj;jpl Kide;J epw;Ngd;.
mth;fs; eyKk; tsKk; ngWtjpy;jhd; vd;Wk; kfpo;r;rp fhz;Ng

COLLEGE PRAYER SONG

tpz;zfKk; kz;zfKk;

tpae;Jiuf;f te;J cjpj;j

mUikahd ghj;jpkh–md;id ghj;jpkh

ngz;kzpf;F fz;kzpaha;

nghpath;f;F tpz;kzpaha;

te;jpUf;Fk; ed;kzpaha;

ghh; cah;j;Jk; ghj;jpkh–md;idghj;jpkh

nrq;fjpNuhd; nghw;Fsk;ig

rpj ;j te;jnts;sp ;fhiy

te;jikaha; te;J cjpj;j

khkzpNa ghj;jpkh–md;id ghj;jpkh

jkpo;jha; tho;j;J

ePuhUq; flYLj;j epykle;ijf; nfopnyhOFk;

rPuhUk; tjdnkdj; jpfo;guj fz;lkpjpy;

njf;fzKk; mjpw;rpwe;j jpuhtpley; jpUehLk;

jf;frpW gpiwejYk; jhpj;jeWe; jpyfKNk

mj;jpyf thridNghy; midj;JyFk; ;d;gKw

vj;jpirAk; Gfo;kzf;f ,Ue;jngUe; jkpozq;Nf! jkpozq;Nf!

cd; rPhpsikj; jpwk; tpae;J nray;kwe;J tho;j;JJNk!

tho;j;JJNk! tho;j;JJNk!

- kNdhd;kzpak; ng.Re;juk; gps;is

ANNAI FATIMA EDUCATIONAL SOCIETY

AFES registered under the Tamilnadu Societies Registration Act in year 1994 with the common objective of developing post-secondary professional and technical education. The society is run by a group of philanthropists from different walks of life for qualitative academic programmes and to enlighten the students drawn from the most backward areas of the country as visualized by our Honorable Founder, **Thyagi Mohamed Haneefa**. This task is now carried out vibrantly by his noble son & a professional technocrat, our Honorable Chairman, **Mr.M.S.Shah** and our Honourable Chief Executive officer,**Mrs. Shakeela Shah**.The successful management of **Annai**

Fathima College of Arts and Science & Annai Fathima Institute of Catering Administration stands as the symbol of their commitments and devotion. The main objective of the society is now aiming towards the offering of “Job Guaranteed Education” to the youth at an affordable cost”. For the past two decades, the college has made a phenomenal progress and an indelible mark in the academic arena by name & fame through offering quality education.

Annai Fathima College of Arts and Science is offering the most sought after courses such as Hotel Management, Tourism, Hospitality Management, Airline & Hospitality, Aviation Management, Business Administration, Commerce, Information Technology and Computer Application besides all core subjects of high demand.

A 3 years Diploma in Hotel Management and Catering Technology offered by **ANNAI FATHIMA INSTITUTE OF CATERING ADMINISTRATION** is approved by the **All India Council of Technical Education, New Delhi** and is affiliated to the Directorate of Technical Education (DOTE), Tamil Nadu. The Management is much proud to state this is the only such course offered in South Tamilnadu.

The Annai Fathima Institutions are preparing the students through capacity building exercises to the specific job requirements and make them employed through campus interviews and direct placements. Students of **Annai Fathima Institutions** are more preferred than other

institutions as they stand tall in specialized trainings offered through simulating hotel environment in the campus. Also, the Internship trainings provided in the leading industries make students more employable and acceptable in the competitive market.

The Students enjoy **Earn-While -You -Learn- Scheme** by attending Special ODCs and Part-time jobs during their tenure of studies. Annai Fathima Institutions carved a niche in the field of Hotel, Hospitality, Tourism, Aviation and Airlines field. The opening up of English, Tamil, Commerce, Mathematics, Physics and Computer based programs provides ample opportunities to the rural students to take their degree at their doorsteps. The launching of **Master Programme in Business Administration** by the Society is a boon to the student

community as it opens up a vista to acquire special skills in Human Resources, Hotel, Hospitality, Tourism and Airlines Management. Annai Fathima Institutions has risen to the level of Light House to many students as they get proper care and guidance.

Advisory Board

Mr. M.M.Haneefa

Founder President - Kanyakumari

Mr.M.S.S.Shah, B.H.M.,

Chairman, AFC - Madurai

Mrs. Shakeela Sha

CEO, AFC - Madurai

Mr. Justice G.M. Akbar Ali,

Honourable Judge(Rtd), High Court, Chennai

Prof.K.Kasim I.P.S.,

Inspecting Authority,
Asath Educational Foundation
Ministry of Minority Affairs,
Govt. Of India.

Former Member

National Committee,
Finance Ministry, Govt. of India.

Dr. A.K.Kumaraguru

Former Vice-Chancellor

ManonmaniamSundaranar University, Tirunelveli.

Dr. B. R.Natarajan

Vice-Chancellor-President at Sangam University,
Bhilwara , Rajasthan.

Dr.P.T.Manoharan,

Former Vice-Chancellor, University of Madras ,

Emeritus Professor ,IIT,Chennai

Prof. Dr.Kamal Kant Dwivedi

Former Vice-Chancellor,Arunachal University and
ApeejayStya University, Former Advisor, Ministry of Science and
Technology, Embassy of India, Washington DC.

Ms.Supria Bali, M.B.A (U.K)

Corporate Manager-(HR) East India Hotels
(Oberoi Group),New Delhi.

Prof. M.Saliu

Former Vice-Chancellor

Madurai Kamaraj University

Mr. J.Ragupathy

Joint Commissioner (CT) Retd,

Chennai.

Er.S. Ingersol

Senior Scientist, ISRO, Mahendragiri.

Dr. Daniel Chellappa

Scientist, BARC, Chennai

Mr. Jeyachandran, B.Com., M.B.A.

Chief Consultant, Corporate Training

Taj Group of Hotels – India

Mr. M.S. Hidayathulla,

Managing Director

Pavanam Groups, Trivandrum, Kerala

Prof. Dr. Devendra Pathak

President/Vice-Chancellor

Dr. K.N Modi University, Newai (Rajasthan)

Mr. Sanjeevi, B.Com., B.L

Advocate, High Court, Chennai.

Mr. M.S. Mohammed Shahjajan, M.D

Bhavanam Group, Trivandrum, Kerala

Mr. M.S. Abdul Khader, M.D.,

Bhavanam Group, Trivandrum, Kerala

ANNAI FATHIMA COLLEGE OF ARTS AND SCIENCE

(Affiliated to Madurai Kamaraj University)

PRINCIPAL

Dr. P. S. Navaraj, M.Sc., M.Ed., M.Phil., Ph.D.

DEAN – ACADEMICS

Mr. A. Boomi, Dean (Academic – Arts & Science)

PLACEMENT OFFICER

Mr.N.Sajith DHMCT

Mrs. S. Sai Deepika, DHMCT, B.Sc., M.B.A, Asst. Professor

DEPARTMENT OF TAMIL

Dr.B.Muniyandi, B.Lit., T.P.T, M.A., M.Phil., Ph.D.,

B.Ed., P.G.D.C.A., C.M.S., D.G.T.,

HOD In- charge

Asst. Professor

Mrs. P. Ramuthai, M.A., M.Phil M.Ed,	Asst. Professor
Dr. V. Singaraja M.A., M.Phil; M.Ed; Ph.D	Asst. Professor
Mrs B. Kanimozhi, M.A. M.Phil	Asst.
Professor	
Mr. Kabilan MA; M.Phil; B.Ed Ph.D.	Asst.
Professor	

DEPARTMENT OF ENGLISH

Mr. AL. Rajkumar, M.A., B.Ed. M.Phil, HDCA, DCH., charge	HOD in
Mrs. I. Parsana Petchai Magaruba M.A; M.Phil	Asst. Professor
Mrs. A. Valarmathi, M.A. M.Ed., Professor	Asst.
Mrs. K. Aruna, M.A., M.A.; B.Ed, M.Phil., Professor	Asst.
Mr. G. Krishna kumar, M.A., M.Phil., Professor	Asst.
Mrs. K. Shyamala devi M.A., B.Ed. Professor	Asst.

DEPARTMENT OF MALAYALAM

Mr. Subin	Asst Professor
Mrs. Suma	Asst. Professor

DEPARTMENT OF FRENCH

Mr. N. Cassien, P.G. (M.Sc. Electronics & Communication)	Asst Professor
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DEPARTMENT OF HINDI

Mrs. Sumathi, RBP, Sanskrit Pandit, B'Lit(Tamil)	Asst Professor
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DEPARTMENT OF HOTEL MANAGEMENT

Mr.S.Shanmugaperumal, B.Sc(HM&CS), M.Sc(HM).,	HOD
Mr. K.S.Shanmugasundaram,B.Sc(HM&CS),MHRM,MBA.,	Asst. Professor
Miss. S.Mangalanayagi B.Sc(HM&CS).,	Asst. Professor
Mr. N.S. MeenakshiSundaram, B.Sc(HM&CS), M.B.A.,	Asst. Professor
Mrs. Ganga mala.M.B.A.M.Phil	Asst. Professor
Mr. Saravana kumar	Asst. Professor
Mr. Mayandi DHMCT	Asst. Professor
Mr.A.C.Sudeesh M.Sc. (HMCS)	Asst. Professor
Mrs, D. Seemati B.Sc. (HMCS) M.B.A.,	Asst. Professor
Mr. R.Gopinath M.Sc. (HMCS)	Asst. Professor

DEPARTMENT OF TOURISM MANAGEMENT

Mrs. C. Rajammal, M.T.M., M. Phil.,	HOD In charge
Mr.I.M.Karthikeyan M.B.A.M.Phil	Asst. Professor
Mr. Ramesh Kumar M.A. M.Phil	Asst. Professor

DEPARTMENT OF HOSPITALITY & AIRLINE CATERING MANAGEMENT

Mr. K. Karthick, B.A(Tourism),MTM,M.Sc.,(HM),M.Phil.,	HOD in charge
Mrs. S. Sai deepika, DHMCT, B.Sc(HM.H.Ad)MBA.(T&HM)	Asst. Professor
Mr. B. Arun, B.A (Sociology),Dip in Catering Tech.,DATTM	Asst. Professor
Mr. T. R. Vignesh, THOM,B.A, M.A, M.Sc THM	Asst. Professor

DEPARTMENT OF HOSPITAL MANAGEMENT

Mrs. Vanmathi, M.Sc.(FSMD), M.Phil B.Ed(RD)

HOD In- charge

Mrs. S.Anitha, M.Sc. (Nursing)

Asst. Professor

DEPARTMENT OF COMMERCE

Mr.A.Boomi, M.Com, BL.I.BEd,PGDCA.,

Dean

Mrs.I.Shameem Banu M.Com;M.Phil. B.Ed; DCA.,

HOD In Charge.

Mr. M. Karuppasamy, M.Com.,M.Phil.,

Asst. Professor

Dr.B.Arumugam,M.Com.,M.Phil.,Ph.D

Asst. Professor

Ms.R Nithya M.Com; M.Phil

Asst. Professor

Ms. Lakshmi Prabha M.Com;(CA)M.Phil.

Asst. Professor

r

DEPARTMENT OF PHYSICS

Ms. P. Mahalakshmi, M.Sc., M.Phil.,DMT.,CCPP

HOD In Charge

Ms. M. Kavitha,M.Sc., M.Phil.,

Asst. Professor

Mr. Manoj M.Sc. M.Phil/

Asst.Professor

DEPARTMENT OF MATHS

Mr. M. Dinesh Kumar,M.Sc., M.Phil.,

HOD In Charge

Mrs. M. Ranjitha kumari M.Sc' M.Phil.

Asst. Professor

DEPARTMENT OF COMPUTER SCIENCE

Dr. S. Shaik Parveen M.Sc; M.Phil; Ph.D

HOD In Charge

Mrs.R. Ramadevi, M.Sc., M.Phil.,B.Ed

Asst. Professor

Miss. S.Karthika, M.Sc (CS& IT),M.Phil.

Asst. Professor

Mr. R. Rajkumar M.E.(CS)

Asst. Professor

Ms.I. Divya Praba M.Tech (IT)

Asst. Professor

Ms.D. Yesu Rani M.C.AM.Phil.

Asst.P rofessor

Ms. Sheela malarvizhi M.E.(CS)

Asst. Professor

Ms.. Nirmala Devi M.C.A.

Asst.

Professor

Mr.K.Ramanathan M.Sc. M.Phil. B.Ed.

Asst. Professor

DEPARTMENT OF HISTORY

Mrs. R.Manimegalai M.A; M.Phil; B.Ed

Asst. Professor

Mrs.. S. Theboral M.A; M.Phil; B.Ed

Asst. Professor

PHYSICAL EDUCATION

Mr.P.Raja, B.Sc.,M.P.Ed, M.Phil, Dip.in Yoga.,

LIBRARIAN

Mrs. C. Gajalakshmi, B.A.,B.Ed.,M.L.I.Sc.,M.Phil.,Cert.inHindi

Librarian

Mrs. S. Rohini B.A.M.LiSc.

Asst. Librarian

EXAMINATION CELL

Mrs. Sivajothi

Controller of Examination

Mrs. Selvarani

Office Assistant- 1

Mrs. Maglin Emerald

Office Assistant- 2

DEPT OF MANAGEMENT STUDIES

Mr.M.Nayas, M.Tech.,M.L.M.,DMQMM.Phil(LS).,M.Phil,PGD,MIE HOD In-charge

Mr. Karuppusamy Pandian B,Sc; M.B.A.

Asst. Professor

Mrs. S. Shyamala Gowri M.B.A. M,Phil..

Asst. Professor

Mrs.K.Ganga Mala M.B.A,M.Phil.

Asst. Professor

Ms. Reena Elizabeth M.B.A. M.Phil.

Asst. Professor

Mrs. Arthy Sheela B,E, M.B.A.

Asst. Professor

Mr.Balamururuga Somasundaram B.E. M.B.A.

Asst. Professor

Mr. J.Binto M.B.A.

Asst. Professor

**ANNAI FATHIMA INSTITUTE OF CATERING
ADMINISTRATION**

Approved by AICTE, Govt. of India, New Delhi

Mrs. A.G. Priya (CSHM);M.B.A.M.Sc(Psych)

PRINCIPAL

NON – TEACHING STAFF

ACADEMIC STAFF

HR

Mrs. A. Meenakshi

HR Manager

Administrative Office

Mr. S.Jegadeesan

- Office Superintendent

Mr. R.Krishnan

- Public Relation Officer

Mr.K.Poongodi

- Assistant Superintendent

Mrs. S.Malathi

- Record Clerk

Ms.J.Stephy Selas

- System Admin

Mrs. B.Selvarani

- Office Assistant -1

Mrs. Maglin Emerald

- Office Assistant- 2

Mrs. K.Iswarya

- Office Assistant-2

Ms.K.Valarmathi

- Office Assistant -3

Mr. R.Arul Jothi

- Office Assistant-4

Miss. R. Dhivya

- Receptionist

Finance Dept.

Mr.S.Ganesh Arumugam

- Chief Accountant

Mr.S. Mayan - Accountant
Mrs.KSathya - Cashier

Lab.Asst

P.Vijaya Prakash

Campus

1. Mr. J. Rajaiah - Campus Incharge/CSO

Transport

1. Mr. Ganasen - Driver – Bus
2. Mr.Periyasamy - Driver – Bus
3. Mr. P. Gurusamy - Driver

Electrical

Mr. K.Chandrasekar - Electrician
Mr.L. Saravana Kumar - Electrician

Mess

Mr. Ameer John - Mess Incharge

Hostel

Mr. Victor - Warden (Boys Hostel)
Mr. Dhanapal - Asst.Warden (Boys Hostel)
Mr. Amalaselvan - Asst.Warden (Boys Hostel)
Mrs P.Zeenath - Warden (Girls Hostel)

COLLEGE DEVELOPMENT COMMITTEES

- Mr. M.S. Shah - Chairman and Secretary
- Mrs. M.S. Shakeela Shah - Financial Controller
- Dr. P.S. Navaraj - Principal
- Mrs. A.G. Priya - DOTE Principal
- Mr. A. Boomi - Dean

• ACAD EMIC DEVELOPMENT COMMITTEE

- Dr. P.S.Navaraj - Head
- Mrs.A.G.Priya - Member
- Mr. A.Boomi - Member

COLLEGE DISCIPLINARY COMMITTEE

- Dr. P.S.Navaraj - Head
- Mrs.A.G. Priya - Member
- Mr.A.Boomi - Member

ADMISSION COMMITTEE

- Dr. P.S.Navaraj - Head
- Mr. B.Arun - Member
- Dr.B. Muniyandi - Member
- Mr.A.Boomi - Member
- Mrs.V.Siva jothi - Member
- Ms. C.Rajammal - Member
- Mr.K.Karthick - Member

TRAINING & PLACEMENT

- Mr.N. Sajith
- M r.B.Arun
- Mrs. Sai Deepika

CULTURAL COMMITTEE

- Mr. B.Muniyandi - Head
- Ms. S.Sai Deepika - Member.
- Ms. Nirmala Devi - Member.
- Ms. Sharmila - Member.
- Mr. Binto - Member.

EDITORIAL COMMITTEE

- Mr.T.Kapilan - Head.
- Ms.Abarna - Member.
- Ms.Sumathi - Member.

RECRUITMENT COMMITTEE

- Dr. P.S.Navaraj - Head
- Mrs.A.G.Priya - Member
- Mr. A.Boomi - Member

ANTI RAGGING COMMITTEE

- Dr. P.S.Navaraj - Head
- Mrs.A.G.Priya - Member
- Mr. A.L.Rajkumar - Member
- Mrs. S.SaiDeepika - Member
- Mrs. I.ShameemBanu - Member
- Dr. B.Muniyandi - Member

ADVERTISEMENT COMMITTEE

- Mr.A.G.Priya - Head
- Mr.Karuppasamy Pandiyan - Member
- Dr.B Muniyandi - Member
- Mr. K.Karthick - Member

STUDENT COUNSELLING CELL - VIRUTCHAM

- Mr. K.Karthick - Member
- Mr.P.Ramuthai - Member
- Mr.Karuppasamy Pandiyan - Member

STORES MESS QUALITY CONTROL

- Mrs. A.G. Priya - Head
- Mr. Sutheesh - Member
 - Mrs. M.Vanmathi - Member
 - Mrs. S.Mangalanayagi - Member

LADIES HOSTEL SUPERVISION

- Mrs. SaiDeepika
- Mrs. Vanmathi

▪

GENTS HOSTEL SUPERVISION

- Mr. Karuppasamy Pandiyan
- Mr. K.Karthick
- Mr.Sutheesh

TRANSPORT IN-CHARGE

- Mr. A.Boomi
- Mrs.A.Meenakshi

ROTARACT CLUB

- Mr. Karuppasamy Pandiyan

LEO CLUB

- Mr. A.L.Rajkumar
- Mrs Semati

RED RIBBION CLUB

- Dr.Arumugam
- Mrs.Anitha

NATIONAL SERVICE SCHEME

- Dr.B.Muniyandi

SCHEDULE FOR REMITTANCE OF FEES

Tuition Fee

- Within 10 days from the reopening date of every academic year

Hostel Fee

- Mess bill should be paid without fine before 12th of every month

RULES AND REGULATIONS OF ANNAI FATHIMA COLLEGE

All Students are required to adhere to the following rules and regulations:

- 1) Punctuality, Discipline and Academic Excellence are the top priorities in the campus.
- 2) College will function from Monday to Saturday (Except Second and Final Saturdays of every month).
- 3) Students are expected to be inside the campus as instructed by their class teachers for their respective sessions.
- 4) The College Anthem and Tamil ThaiVazhthu will be played daily. Students are expected to stand and respect the prayer songs.

- 5) Students are expected to be in their respective class room/practical lab 10 minutes before the stipulated time. Late comers will not be entertained.
- 6) Guests from top rated industries and hotels will visit our college very often and hence students are expected to maintain a perfect decorum and decency in the campus.
- 7) As English is the official language of communication in the college premises, Students are advised to use English as their mode of communication either with their classmates or with teachers.
- 8) Regular practice of hearing and speaking, alone can make one to master the language. This will be closely monitored by the faculty members.

- 9) On seeing someone on the corridor or any public place, student should greet him/her according to the time of the day with a pleasant smile.
- 10) The student should always carry the Identity card & present it, when it is demanded.
- 11) It is imperative that students should be present on the day of opening and closing of each term.
- 12) No Student is allowed to avail leave without prior permission. Permission should be obtained from the Principal of the College after obtaining HOD and Class tutor's signature. Subsequent request for extension of leave will not be entertained. A fine of Rs. 50/- per day will be imposed in such cases. When the students come back, they must bring leave letter with parent's signature.

- 13) If any student remains absent for more than 3 days at a stretch without written permission/intimation his/her name will be struck off from the roll of the college.
- 14) Being in professional programme, all students are expected to maintain 90% attendance to help imbibe quality professionalism in them.
- 15) 90% physical attendance is compulsory to become eligible to write the University Semester Exam.
- 16) Attendance in Test examinations is mandatory. Absence from examination without valid reason would be treated as violation of college norms. The college authority may take strict action in this regard. Students will not be permitted to appear for an external exam without writing internal exams.
- 17) Any representation from class should be sent only through class representative with the approval from Class tutor and HOD.
- 18) The Class representative can meet the Principal during break or after 4.15 P.M on any working day.
- 19) Any irregularity will be initially referred to the Disciplinary Committee and the final decision will be taken as recommended by the committee with the approval of the Management.
- 20) Disobedience or misconduct will result in suspension of students and if any action of the accused is ascertained the management will not hesitate even to dismiss erroneous students.

- 21) Training and Placements priority will be given to students whose Personal file stands good and has no due on messfees, special fees etc.

- 22) Conduct certificate will be issued with the following grades Excellent, Good, Fair, Satisfactory, Average- depending on the student's personal record.
- 23) Smoking is strictly prohibited in the campus.
- 24) Damaging the college property is punishable
- 25) Any infringement of the library rules will render the students privilege of admission to the library cancelled. Details of library rules are available with the librarian.

- 26) Students are required to take proper care of the College's property & keep the College premises neat & clean in order to inculcate right attitude towards the profession.
- 27) Students are required to take proper care of the college's property & keep the premises neat & clean in order to inculcate right attitude towards the profession.
- 28) Parents must advise their ward to contact the hostel warden /any other faculty member for any grievances.
- 29) Please ensure that, in order to maintain discipline of the college, no one is allowed to get involved in outside activities.
- 30) The following instructions are to be strictly adhered to by the students and their conduct will be monitored by faculty members.

- Students should not sit in the wall, verandah or play ground when Chairman's or Principal's car passes by.
- Students should stand still quiet in the same spot when Chairman's or Principal car passes by.
- Whistling or screaming inside or outside the class room is strictly prohibited.

31) Grooming is an integral part of the hospitality industry. It is compulsory among students and they will not be allowed to take part in Practical's. Unless they are properly groomed, they will have to face the disciplinary action.

Boys

- Hair cut short, clean shaven, nails trimmed and clean uniform will be a good practice.
- Till uniforms are delivered, students should wear full sleeved formal shirt, formal trouser, plain black formal shoes with lace, black socks, necktie, and black belt with non –designer simple buckle.

Girls

- Avoid of using short shirts
- Girl students are expected to have their long hair neatly tied –up in a bun covered with net.
- No loose hair is permitted. Use of flashy excessive jewelry and strong scented perfume is not permitted
- Use of nail polish is prohibited.

LIBRARY RULES

- ❖ The Library is kept open from 8.30 am to 6.00 pm on all working days
- ❖ Strict silence should be observed in the library.
- ❖ One library token will be given to each student. Books will be issued to students only on the exchange of token.
- ❖ Loss of tokens, if any, should be immediately reported to the librarian who will issue duplicates on payment of Rs 10.
- ❖ Books are usually lent for a period of 7 days. Books may be renewed for a further period if there is no demand for them from other students.
- ❖ Reference books such as dictionaries, encyclopedias, magazines and books will not be lent out.
- ❖ Students should not damage, write or make any mark on any magazine/book belonging to the library.
- ❖ If a borrowed book is lost or missed, the borrower should pay two times the cost of the book or replace the book.

- ❖ A Student on receiving a book must examine it for damage and report to the Librarian about the damage immediately, sub lending of books is forbidden
- ❖ Token is not transferable each student should bring his/her identity card at the time of borrowing library books

- ❖ Students should return all books borrowed from the library one week before the last working day of the academic year/ semester exams
- ❖ If books taken from the library are not returned within one week, the student would be asked to pay a fine of Rs 1 per day till the date of submission.

MONTHLY EXAMINATION ASSESMENT

For every semester three internal examinations will be held. Besides cyclic tests will also be conducted. Minimum pass in the internal exams are mandatory. The marks secured in all these examinations will be entered in the progress reports and the signature of the parents should be obtained on it at the parent teacher meet held periodically at the campus. If the progress or improvement is not satisfactory. We expect the parent to meet either the Principal or the

Class Teacher periodically to get the academic status of their ward. Students must enlighten themselves with a greater knowledge by developing their study habits sincerely and aim to secure good marks in all examinations.

EXTRA CURRICULAR ACTIVITIES

PHYSICAL EDUCATION

The physical Education department of AFC has a spacious ground for various sports and game activities. AFC students usually represent Zonal and University teams. The College has excellent teams in Kabadi, Football and Cricket and won laurels in the competitions. The students are encouraged to play indoor and outdoor games during their leisure time.

ROTARACT CLUB



“Service above self”

Rotaract Club of Annai Fathima functions through its parent club “Rotary club of Madurai West”. Under their guidance, AFC unit conducts many programmes for its members. The club encourages the students to participate in seminars, training programmes to develop their leadership qualities. The students exhibit their various talents through cultural competitions and festivals.

NATIONAL SERVICE SCHEME



“NOT ME BUT YOU”

All the first year students will be enrolled as NSS volunteers. NSS activities inculcate discipline among students and promote creative talents. The NSS units of our college conduct blood donations camps and others society relevant programmes.

NATIONAL CADET CORPS



“Unity and Discipline”

Recognizing the importance of NCC which brings discipline, alertness and patriotism among students.N.C.C.Unit is to be started in our college shortly.

Annai Fathima College of Arts and Science

Affiliated to Madurai Kamaraj University

S.No	Courses	Duration	Eligibility
1.	B.Sc. Hospital Mgt	3 years	+2 Pass
2.	B.Sc. Hospitality Mgt.	3 Years	+2 Pass
3.	B.Sc. Hotel Mgt& Catering Sci (48+48+48)	3 years	+2 Pass
4.	B.Sc. Tourism & Hospitality Mgt(48+48)	3 Years	+2 Pass
5.	B.Sc. Hospitality & Airline Catering Mgt.	3 years	+2 Pass
6.	B.B.A. Aviation Mgt	3 Years	+2 Pass
7.	B.Sc. Aviation Mgt	3 years	+2 Pass
8.	B.Sc. Information Technology	3 Years	+2 Pass
9.	B.Sc. Physics	3 years	+2 Pass
10.	B.Sc. Mathematics	3 Years	+2 Pass
11.	B.Com Computer Application	3 years	+2 Pass
12.	B.C.A	3 Years	+2 Pass
13.	B.A Tamil	3 years	+2 Pass
14.	B.A English	3 Years	+2 Pass
15.	B.A History	3 years	+2 Pass
16.	M.Com Computer Application	2 years	+2 Pass
17.	M.Sc. Hotel Mgt& Catering Science	2 years	B.Sc HMCS
18.	M.B.A	2 years	Any degree
19.	CHMCS	1 year	10 th Pass
20.	CCFP	1 year	10 th Pass
21.	CCBC	1 year	10 th Pass
22.	PG Dip .in HM & CS	1 year	10 th Pass
23	M.A.English	2 years	Any degree

24	M.A.Tamil	2 years	Any degree
25	B.Com	3 yers	+2 pass

Annai Fathima College of Arts and Science
Approved by AICTE, GOVT. Of India, New Delhi

S.No	Courses	Duration	Eligibility
1	Diploma in Hotel Management and Catering Technology	3 years	+2 pass

JUNE 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	THU		
2	FRI		
3	SAT		
4	SUN		
5	MON	World Environment Day	
6	TUE		
7	WED		
8	THU		
9	FRI		
10	SAT		

11	SUN	Holiday	
12	MON	Anti Child Labour Day	
13	TUE		
14	WED		
15	THU		

“And He is with you wherever you may be”.

JUNE 2017			
DATE	DAY	PARTICULARS	WORKING DAYS
16	FRI	College reopens for Second and Third year	1
17	SAT		2
18	SUN	Holiday	
19	MON		3
20	TUE		4
21	WED	International Yoga Day	5
22	THU	MGR Birth Centenary Celebration	6
23	FRI		7
24	SAT	Second Saturda-/Holiday	
25	SUN	Holiday	
26	MON	/Ramzan EID – Holiday	

27	TUE		8
28	WED		9
29	THU		10
30	FRI		11

“Nothing in our lives is so insignificant that it doesn’t deserve God’s attention”. - Jim Manney.

JULY 2017			
DATE	DAY	PARTICULARS	WORKING DAYS
1	SAT	Tree Plantation	12
2	SUN	Holiday	
3	MON		13
4	TUE		14
5	WED		15
6	THU	I year Classes Commences for Arts	16
7	FRI	Bridge course	17
8	SAT	Second Saturday- Holiday	
9	SUN	Holiday	
10	MON	Bridge course	18
11	TUE	World Population Day	19

12	WED		20
13	THU		21
14	FRI		22
15	SAT	Birthday of Shri.K. kamaraj	23

❖ **Help Ever and Hurt Never – SathyaSai Baba**
“ Knowledge speaks, but wisdom listens”. Jimi Hendrix

JULY 2017			
DATE	DAY	PARTICULARS	WORKING DAYS
16	SUN	Holiday	
17	MON	Launching of Department Association	24
18	TUE		25
19	WED	DELPHI Association Programme	26
20	THU	Orientation Programme for freshes (Management)	27
21	FRI		28
22	SAT	Fourth Saturday	
23	SUN	Holiday	
24	MON	Ist Internal Examination Commences	29
25	TUE		30

26	WED		31
27	THU	Launching of Clubs	32
28	FRI	Field Visit –HMCS Dept	33
29	SAT		34
30	SUN	Holiday	
31	MON	NSS – Volunteers Day	35

AUGUST 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	TUE	GUEST LECTURES IN COMMERCE DEPARTMENT	36
2	WED		37
3	THU		38
4	FRI	GUEST LECTURES IN HMCS DEPARTMENT	39
5	SAT		40
6	SUN	Holiday	
7	MON	Raksha Bandhan	41
8	TUE		42
9	WED	Field visit- Air lines Department	43
10	THU		45
11	FRI	IV – Tourism Department	

			46
12	SAT	International Youth Day-IInd Saturday	
13	SUN	Holiday	
14	MON	Krishna Jayanthi	
15	TUE	Independence Day Celebration	

“Charity is that with which no man is lost and without which no man is saved”. – **Saint Robert Bellarmine.**

AUGUST 2017			
DATE	DAY	PARTICULARS	WORKING DAYS
16	WED	SHAKESPEARE DAY	47
17	THU		48
18	FRI	Field Visit –HMCS Dept	49
19	SAT		50
20	SUN	Holiday	
21	MON		51
22	TUE		52
23	WED	Demonstration – Guest lecture Airlines Department	52
24	THU		53
25	FRI	Vinayakar Sathurthi Holiday	
26	SAT	Fourth Saturday –Holiday	

27	SUN	Holiday	
28	MON		54
29	TUE	Demonstration – HMCS Dept	55
30	WED		56
31	THU		57

Start where you are. Use what you have. Do what you can
– Arthur Ashe

SEPTEMBER 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	FRI	Field Visit HMCS Dept	58
2	SAT	Bakrith - Holiday	
3	SUN	Holiday	
4	MON		59
5	TUE	Teacher`s Day Celebration	60
6	WED		61
7	THU		62
8	FRI	Field Visit - Airlines Department	63
9	SAT	Second Saturday	
10	SUN	World Literacy day - Holiday	
11	MON		64

12	TUE	Guest lecturers - tourism department	65
13	WED	Demonstration – HMCS Dept	66
14	THU	Guest lecturers – Air Lines Dept	67
15	FRI		68

It is the supreme art of the teacher to awaken joy in creative expression and knowledge - **Albert Einstein**

SEPTEMBER 2017

DATE	DAY	PARTICULARS	WORKING DAYS
16	SAT	World Ozone day	68
17	SUN	Holiday	
18	MON		69
19	TUE	CEO MADAM'S BIRTHDAY	70
20	WED		71
21	THU	International day of Peace	72
22	FRI	Guest lecturers – HMCS Dept	73
23	SAT	Fourth Saturday	
24	SUN	Holiday	
25	MON	Inauguration of Airlines Club Airlines Dept	74

26	TUE		75
27	WED	World Tourism Day	76
28	THU	Green Consumer Day	77
29	FRI	Saraswathi pooja	
30	SAT	World Maritime Day /Vijaya Dasami - Holiday	

“Education is a progressive discovery of our own ignorance”.
-Will Durant

OCTOBER 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	SUN	Moharam/National Blood Donation Day - Holiday	
2	MON	Gandhi Jayanthi - Holiday	
3	TUE		78
4	WED	Demonstration –HMCS Dept	79
5	THU		80
6	FRI	Field	81
7	SAT		82
8	SUN	Holiday/Indian Airports Day	
9	MON		83
10	TUE		84

11	WED	Field Visit – Airlines Dept	85
12	THU		86
13	FRI		87
14	SAT	Second Saturday -Holiday	
15	SUN	Holiday	

The mind is everything. What you think you become.
- **Buddha**

OCTOBER 2017

DATE	DAY	PARTICULARS	WORKING DAYS
16	MON	World Food Day Celebration	88
17	TUE	/	89
18	WED	Deepavali Festival –Holiday	
19	THU		90
20	FRI	Field Visit – HMCS Dept	91
21	SAT		92
22	SUN	Holiday	
23	MON		93
24	TUE		94

25	WED	Guest lecturers – Airlines Dept	95
26	THU		96
27	FRI		97
28	SAT	Fourth Saturday – Holiday	
29	SUN	Holiday	
30	MON		98
31	TUE		99

The only person you destined to become is the person you decide to be
– **Ralph Waldo**

NOVEMBER 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	WED	Last working day for Odd Semester	100
2	THU		
3	FRI		
4	SAT		
5	SUN		
6	MON	Holiday/Guru Nanak's Birth day	
7	TUE	C. V. Raman's Birth Day	
8	WED		
9	THU		
10	FRI		

11	SAT	Education Day	
12	SUN	Holiday	
13	MON		
14	TUE	Children's Day	
15	WED		

I cannot teach you violence, as I do not myself believe in it
- Mahatma Gandhi

NOVEMBER 2017			
DATE	DAY	PARTICULARS	WORKING DAYS
16	THU	International day of Tolerance	
17	FRI		
18	SAT		
19	SUN	Universal Children's Day/Holiday	
20	MON		
21	TUE		
22	WED		
23	THU		
24	FRI		

25	SAT		
26	SUN		
27	MON		
28	TUE		
29	WED		
30	THU		

It is our choices that show what we truly are, far more than our abilities
– J.K. Rowling

DECEMBER 2017			
DATE	DAY	PARTICULARS	WORKING DAYS
1	FRI	World AIDS Day	
2	SAT	MILADI-IN-NABI	
3	SUN		
4	MON		
5	TUE		
6	WED		
7	THU		
8	FRI		
9	SAT	Second Saturday	

10	SUN	Human Rights Day- Holiday	
11	MON		
12	TUE		
13	WED		
14	THU		
15	FRI	College Reopens for II,IV & VI Semester	1

Happiness is not something readymade. It comes from your own actions
- **Dalai Lama**

DECEMBER 2017

DATE	DAY	PARTICULARS	WORKING DAYS
16	SAT		2
17	SUN	Holiday	
18	MON		3
19	TUE		4
20	WED		5
21	THU		6
22	FRI		7
23	SAT	Fourth Saturday	
24	SUN	Holiday	-

25	MON	Christmas - Holiday	-
26	TUE		8
27	WED		9
28	THU		10
29	FRI		11
30	SAT		12
31	SUN	Holiday	

Ask and it will be given to you; search and you will find; knock and the door will be opened for you. – **Jesus**

JANUARY 2018			
DATE	DAY	PARTICULARS	WORKING DAYS
1	MON	New Year - Holiday	
2	TUE		13
3	WED		14
4	THU		15
5	FRI		16
6	SAT		17
7	SUN	Holiday	
8	MON		18

9	TUE		19
10	WED		20
11	THU		21
12	FRI		22
13	SAT	Second Saturday – Holiday	
14	SUN	Pongal – Holiday	
15	MON	ThiruvalluvarThinam – Holiday	

Life is 10% what happens to me and 90 % of how I react to it
- Charles Swindoll

JANUARY 2018			
DATE	DAY	PARTICULARS	WORKING DAYS
16	TUE	UzhavarTirunal - Holiday	
17	WED		23
18	THU		24
19	FRI		25
20	SAT		26
21	SUN	Holiday	
22	MON		27
23	TUE		28

24	WED		29
25	THU		30
26	FRI	Republic Day Celebration	
27	SAT	Fourth Saturday – Holiday	
28	SUN	Holiday	
29	MON	I Internal Exam Commences	31
30	TUE		32
31	WED		33

Definiteness of purpose is the starting point of all achievement
– W. Clement Stone

FEBRUARY 2018

DATE	DAY	PARTICULARS	WORKING DAYS
1	THU		34
2	FRI		35
3	SAT		36
4	SUN	Holiday	
5	MON		37
6	TUE		38
7	WED		39
8	THU		

			40
9	FRI		41
10	SAT	Second Saturday – Holiday	
11	SUN	Holiday	
12	MON		42
13	TUE		43
14	WED		44
15	THU		45

“Great minds discuss ideas; average minds discuss events; small minds discuss people”- **Eleanor Roosevelt**

FEBRUARY 2018

DATE	DAY	PARTICULARS	WORKING DAYS
16	FRI		46
17	SAT		47
18	SUN	Holiday	
19	MON		48
20	TUE		49
21	WED		50

22	THU		51
23	FRI		52
24	SAT	Fourth Saturday - Holiday	
25	SUN	Holiday	
26	MON		53
27	TUE		54
28	WED	National Science Day Celebration	55

Your time is limited, so don't waste it living someone else's life.

– Steve Jobs

MARCH 2018			
DATE	DAY	PARTICULARS	WORKING DAYS
1	THU		56
2	FRI		57
3	SAT		58
4	SUN	Holiday	
5	MON	IInd Internal Exam Commences	59
6	TUE		60
7	WED		61
8	THU		62

9	FRI		63
10	SAT	Second Saturday - Holiday	
11	SUN	Holiday	
12	MON		64
13	TUE		65
14	WED	Commerce Association Function	66
15	THU	Consumer Awareness Programme	67

Your Time is limited, so don't waste it living someone else's life

- **Steve Jobs**

MARCH 2018

DATE	DAY	PARTICULARS	WORKING DAYS
16	FRI		68
17	SAT		69
18	SUN	Telugu New Years Day - Holiday	
19	MON		70
20	TUE		71
21	WED	World Forestry Day	72
22	THU	World Water Day	73

23	FRI		74
24	SAT	Fourth Saturday - Holiday	
25	SUN	Holiday	
26	MON		75
27	TUE		76
28	WED		77
29	THU	Mahavir Jeyanthi - Holiday	
30	FRI	Good Friday - Holiday	
31	SAT		78

I am not a product of my circumstances. I am a product of my decisions
– Stephen Covey

APRIL 2018			
DATE	DAY	PARTICULARS	WORKING DAYS
1	SUN	Holiday	
2	MON	IIIrd Internal Exam Commences	79
3	TUE		80
4	WED		81
5	THU		82
6	FRI		83
7	SAT		84

8	SUN	Holiday	
9	MON		85
10	TUE		86
11	WED		87
12	THU		88
13	FRI		89
14	SAT	Second Saturday/Tamil New Year/Dr.Ambedkar Jeyanthi	
15	SUN	Holiday	

It does not matter how slowly you go as long as you do not stop
- Confucius

APRIL 2018			
DATE	DAY	PARTICULARS	WORKING DAYS
16	MON		90
17	TUE		91
18	WED		92
19	THU		93
20	FRI		94
21	SAT		95
22	SUN	Earth Day - Holiday	

23	MON		96
24	TUE		97
25	WED	CHAIRMAN SIR'S BIRTH DAY	98
26	THU		99
27	FRI	Last Working Day	100
28	SAT		
29	SUN	Holiday	
30	MON		

Two roads diverged in a wood, and I—I took the one less travelled b.
And that has made all the difference— **Stephen Covey**

MAY 2018			
DATE	DAY	PARTICULARS	WORKING DAYS
1	TUE	May Day - Holiday	
2	WED		
3	THU		
4	FRI		
5	SAT		
6	SUN		
7	MON		

8	TUE		
9	WED		
10	THU		
11	FRI		
12	SAT		
13	SUN		
14	MON		
15	TUE		

The mind is everything. What you think you become
- **Buddha**

MAY 2018			
DATE	DAY	PARTICULARS	WORKING DAYS
16	WED		
17	THU		
18	FRI		
19	SAT		
20	SUN		
21	MON		
22	TUE		

23	WED		
24	THU		
25	FRI		
26	SAT		
27	SUN		
28	MON		
29	TUE		
30	WED		
31	THU		

In order to succeed, your desire for success should be greater than your
fear of failure – **Bill Cosby**

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**Annai Fathima College of Arts & Science
Tirumangalam**

**CLEARANCE FORM
2017-2018**

Name : _____ **Course** _____

Attendance: _____ **Library:** _____

Accounts Dept :Tution Fee: _____ **Mess Fee:** _____

Class Tutor: _____

HOD

COE

Principal

**Annai Fathima College of Arts & Science
Tirumangalam**

**CLEARANCE FORM
2017-2018**

Name : _____ **Course** _____

Attendance: _____ **Library:** _____

Accounts Dept :Tution Fee: _____ **Mess Fee:** _____

Class Tutor: _____

HOD

COE

Principal

Personal Memorandum

Name	:		
Course	:		
Reg No	:		
Date of Birth	:		
Father Name	:		
Blood Group	:		
Height & Weight	:	Cms	Kg
Contact Address	:		
Email ID	:		

Phone Number

Personal _____

Resi _____

Day Scholar/ Hosteller :

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TEACHING STAFF LIST

TEACHING STAFF LIST

TEACHING STAFF LIST

SUN DA Y	SATU RDA Y	FRI DA Y	T H U RS D A Y	WE DN ES DA Y	TU ES DA Y	MO ND AY	DAY/H OUR	TIM ETA BLE
							I (10.00- 10.55)	
							II (11.00- 11.55)	
							(11.55- 12.05)	
							III (12.05- 01.00)	
							(01.00- 02.00)	
							IV (02.00- 02.55)	
							(02.55- 03.05)	
							V (03.05- 04.00)	

NATIONAL ANTHEM

Jana ganamanaadhinayakajaya he
BharathaBhagyaVidhata
PunjabasindhuGujarata Maratha
DravidaUtkalaBanga
Vindhya Himachala Yamuna Ganga
UchchalaJaladhitaranga
TavaSubha namejage
Gahetavajayagatha
Jana ganamangaladayakajaya he
BharatabhagyaVidhata
Jaya he,jeya he, jaya he
Jaya he,jeya he, jaya he

- Rabindranath Tagore

ENGLISH TRANSLATION

Thou art the ruler of the minds of all people,
Thou Dispenser of India's destiny
Thy name rouses the hearts of the Punjab
Sind, Gujarata and Maratha, of Dravida, Orissa and Bengal,
It echoes in the hills of the Vindhyas and the
Himalayas, mingles in the music of jamuna and the
Ganga, and is chanted by the waves of the Indian sea.
They pray for thy blessing, and sing thy praise
Thou,Dispenser of India's destiny
Victory, Victory, Victory to thee.

