

Hour Day		I	II	III	IV	V	VI
		9.30 a.m to 10.30 a.m					
II		10.30 a.m to 11.25 a.m					
Tea Break		11.25 a.m 11.45 a.m					
III		11.45 a.m to 12.40 p.m					
Lunch Break		12.40 p.m to 1.30 p.m					
IV		1.30 p.m to 2.25 p.m					
V		2.25 p.m to 3.20 p.m					
Tea Break		3.20 p.m 3.35 p.m					
VI - EC		3.35 p.m to 4.30 p.m					



Learn. Lead

(Approved by AICTE, New Delhi & Affiliated to Periyar University, Salem)

**College Diary
&
Academic Calendar
2014- 2015**

(STAFF)

**MUTHAYAMMAL
COLLEGE OF ARTS & SCIENCE**
Rasipuram, Namakkal Dt, Tamil Nadu, India-637 408
Phone : 04287-222137, 226763, Fax : 04287-220227
E-mail : info@muthayammal.in

www.muthayammal.in

Calendar for the Academic year- 2014-15

June-2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July-2014						
S	M	T	W	T	F	S
		1	2	3	4	6
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August-2014						
S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September-2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	17	18	18	19	20
21	22	23	24	25	26	27
28	29	30				

October-2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November-2014						
S	M	T	W	T	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December-2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January-2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February-2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March-2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April-2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	10	10	11
12	3	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May-2015						
S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- July 12 - Malala Day
- July 18 - Nelson Mandela International Day
- July 28 - World Nature Conservation Day
- July 30 - International Day of Friendship
- August 12 - International Youth Day
- August 15 - Independence Day (India)
- August 29 - National Sports Day (BirthDay of Dhyan Chand)
- September 5 - Teacher's Day (Dr. Radhakrishnan's Birth Day)
- September 7 - Forgiveness Day
- September 8 - International Literacy Day
- September 14 - World First Aid Day
- September 16 - World Ozone Day
- September 21 - International Day of Peace
- September 25 - Social Justice Day
- September 27 - World Tourism Day
- October 2 - International Day of Non-Violence
- October 3 - World Nature Day
- October 4 - World Animal Day
- October 5 - World Teacher's Day
- October 8 - Indian Airforce Day
- October 9 - World Post Day
- October 11 - International Girl Child Day
- October 15 - World Students Day
- October 16 - World Food Day
- October 17 - International Day for the Eradication of Poverty
- October 20 - World Statistics Day
- October 24 - United Nations Day
- October 31 - World Thrift Day
- November 14 - Children's Day (Birth Anniversary of Jawaharlal Nehru)
- November 16 - International Day for Endurance
- November 17 - National Journalism Day
- November 19 - World Citizen Day
- November 20 - Universal Children's Day
- November 21 - World Television Day
- November 25 - World Non-veg Day
- November 30 - Flag Day
- December 1 - World AIDS Day
- December 2 - World Computer Literacy Day
- December 2 - International Day for the Abolition of Slavery
- December 3 - International Day of People with Disability
- December 3 - World Conservation Day
- December 4 - Navy Day
- December 7 - International Civil Aviation Day
- December 9 - The International Day Against Corruption
- December 10 - International Day of Broadcasting
- December 10 - Human Rights Day
- December 11 - International Mountain Day
- December 14 - World Energy Day

World Important Days

January 1	- Global Family Day
January 10	- World Laughter Day
January 15	- Army Day
January 26	- Republic Day
January 30	- World Leprosy Eradication Day
February 4	- World Cancer Day
February 6	- International Day against Female Genital Mutilation
February 14	- Valentine's Day
February 20	- World Day of Social Justice
February 21	- International Mother Language Day
February 22	- World Scout Day
March 8	- International Womens' Day
March 15	- World Consumer Rights Day
March 21	- World Sleep Day
March 21	- World Forestry Day
March 21	- International Day for the Elimination of Racial Discrimination.
March 22	- World Water Day
March 23	- World Meteorological Day
March 24	- World TB Day
March 24	- International Day for Achievers
March 27	- World Drama Day
April 7	- World Health Day
April 18	- World Heritage Day
April 22	- Earth Day
April 23	- World Book and Copyright Day
April 25	- World Malaria Day
April 29	- International Dance Day
May 1	- International Labour Day
May 3	- Press Freedom Day
May 4	- Coal Miners Day
May 8	- World Red Cross Day
May 12	- International Nurses Day
May 21	- Anti-Terrorism Day
May 31	- World No Tobacco Day
June 5	- World Environment Day
June 7	- International Level Crossing Awareness Day
June 8	- World oceans Day
June 12	- World Day against Child Labour
June 14	- World Blood Donor Day
June 20	- World Refugee Day
June 23	- United Nations Public Service Day
June 23	- International widow's Day
June 26	- International Day against Drug Abuse and Illicit Trafficking
June 27	- International Diabetes Day
July 1	- National Doctor's Day
July 11	- World Population Day

PERSONAL DATA

Name :

Designation :

Department :

Address :

.....

.....

.....

Blood Group :

Savings A/C No. :

Phone No. :

In Case of Emergency Contact Name / No :

Father's Name :

Mobile :

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Internal Quality Assurance Cell (IQAC)

The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the Institution. It channelizes and systematizes the efforts and measures of an institution towards academic excellence. It is a facilitative and participative organ of the institution. It is a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

Goals

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institution;
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institution
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on the various quality parameters of higher education
- Documentation of the various programmes/activities of the Institution, leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in Institution

PROHIBITION OF CHILD MARRIAGE

Child marriage is a common practice in many countries around the world. However it is prevalent especially in India. According to UNICEF, 47% of girls are married by 18 years of age, and 18% are married by 15 years of age. Indian law has made child marriage ILLEGAL, but it is still widely practised across the nation. It affects both boys and girls.

- Girls who marry earlier in life are twice more likely to die during childbirth than girls between 20 and 24 years of age.
- Girls younger than 15 years of age are 5 times more likely to die during childbirth.
- Infants born to mothers under the age of 18 are 60% more likely to die in their first year than to mothers over the age of 19.
- If the children survive, they are more likely to suffer from low birth weight, malnutrition, and late physical and cognitive development.
- A study conducted in India by the International Centre for Research on Women showed that girls married before 18 years of age are twice as likely to be beaten, slapped, or threatened by their husbands.

“Prohibit child marriage !

Preserve the budding youth !”

Working hours

Fore noon Session	9.30 A.M. to 12.40 P.M
Tea Break	11.25 A.M to 11.45 A.M
Lunch Break	12.40 P.M to 1.30 P.M
Afternoon Session	1.30 P.M to 4.30 P.M
Tea Break	3.20 P.M to 3.35 P.M
Office Time	8.30 A.M to 6.00 P.M
Library	9.00 A.M to 6.00 P.M

MUTHAYAMMAL INSTITUTIONS

Vision

To redefine the scope of higher education by infusing into each of our pursuits, initiatives that will encourage intellectual, emotional, social and spiritual growth, thereby nurturing a generation of committed, knowledgeable and socially responsible citizens.

Mission

- To Ensure State of the world learning experience
- To Espouse value based Education
- To Empower rural education
- To Instill the spirit of entrepreneurship and enterprise
- To Create a resource pool of socially responsible world citizens

Motto

Learn. Lead

Quality Policy

To seek-To strive-To achieve greater heights in Arts & Science, Engineering, Technological and Management Education without compromising on the quality of education.

April - 2015				
Day	Date	Schedule	Day Order	No of Working Days
Wed	1		IV	83
Thur	2		V	84
Fri	3	Good Friday		
Sat	4	Holiday		85
Sun	5	Holiday		
Mon	6		VI	86
Tue	7		I	87
Wed	8		II	88
Thur	9		III	89
Fri	10		IV	90
Sat	11	Holiday		
Sun	12	Holiday		
Mon	13	Last date for the Submission of Model Exams Result Analysis	V	91
Tue	14	Tamil New Year		
Wed	15	Dr.Ambethkar's Birthday		
Thur	16		VI	92
Fri	17		I	93
Sat	18	Holiday		94
Sun	19	Holiday		
Mon	20		II	95
Tue	21		III	96
Wed	22		IV	97
Thur	23		V	98
Fri	24		VI	99
Sat	25	Holiday		
Sun	26	Holiday		
Mon	27		I	100
Tue	28		II	101
Wed	29		III	102
Thur	30		IV	103
Education is not a problem, but an opportunity.				

March - 2015				
Day	Date	Schedule	Day Order	No of Working Days
Sun	1	Holiday		
Mon	2		I	61
Tue	3		II	62
Wed	4		III	63
Thur	5	Last date for the Submission of Model Exam Question Papers	IV	64
Fri	6	Sports Day		
Sat	7	Annual Day		
Sun	8	Convocation		
Mon	9		V	65
Tue	10		VI	66
Wed	11		I	67
Thur	12		II	68
Fri	13		III	69
Sat	14	Holiday		
Sun	15	Holiday		
Mon	16	Model Exams Commence	IV	70
Tue	17		V	71
Wed	18		VI	72
Thur	19		I	73
Fri	20		II	74
Sat	21	Holiday		75
Sun	22	Holiday		
Mon	23		III	76
Tue	24		IV	77
Wed	25		V	78
Thur	26		VI	79
Fri	27		I	80
Sat	28	Holiday		
Sun	29	Holiday		
Mon	30		II	81
Tue	31		III	82

Books are the blessed chloroform of the mind.

ABOUT THE COLLEGE

Muthayammal College of Arts & Science

Muthayammal College of Arts & Science embarked on its career towards success in 1994 and still it is relentless to serve the cause of the rural students. By offering courses best suited to the global requirements, the college has acquired a reputation for its unique teaching methodology and holistic approach towards education.

The college offers 16 Undergraduate, 16 Postgraduate, 8 M.Phil and 3 Ph.D programmes catering to the changing needs of the industry. The learning environment in the college brings together the best of infrastructure and human resource enriching the treasure trove of knowledge the students aspire for.

Apart from a well designed curriculum for each subject, the college places equal importance on all-round development of the student. The college sees knowledge assimilation as an opportunity to encourage creative and innovative strategies to mastering the subject.

Muthayammal Polytechnic Institution

The year 2010 saw the establishment of the Muthayammal Polytechnic Institution. The institution is one of its kind in the surrounding areas, designed exclusively to encourage vocational and job oriented training for students in technical subjects. The institution has separate infrastructural facilities and a host of other amenities to make it a state of the art learning institution. It offers 6 Diploma Courses in various subjects.

HIGHLIGHTS OF THE LEARNING EXPERIENCE

- In the field of Arts and Science, special emphasis is given to emerging disciplines such as Biotechnology, Hotel Management, Fashion Design and related fields.
- Highly qualified faculty members with vast experience in teaching
- Well equipped laboratories for each discipline of study.
- Exclusive facilities for the disciplines of Hotel management and Textile and Fashion Design (Separate Block).
- Library with over 20,000 volumes of books related to various subjects and regular subscription to National and International journals and e-publications.
- Research facilities to help scholars pursue M.Phil and Ph.D. programmes at the College, Specially equipped Biotechnology laboratory, one-of-its-kind in the State of Tamil Nadu.
- Guest Lectures and interactions with visiting faculty for gaining exposure to the core areas of study.
- National Level Seminars attracting Scholars and Research Personnel for sharing knowledge.

CO-CURRICULAR ACTIVITIES

- Special classes for spoken English, Hindi and other languages.
Collaboration with Alliance Francoise and the British Council to promote the passion for linguistics
- Extra-curricular Activities include Yoga, Handicrafts, Tailoring, Typewriting, Driving Classes etc.

February - 2015				
Day	Date	Schedule	Day Order	No of Working Days
Sun	1	Holiday		
Mon	2		V	39
Tue	3		VI	40
Wed	4		I	41
Thur	5		II	42
Fri	6		III	43
Sat	7	Holiday		44
Sun	8	Holiday		
Mon	9	Mid-Semester Exams commence	IV	45
Tue	10		V	46
Wed	11		VI	47
Thur	12		I	48
Fri	13		II	49
Sat	14	Holiday		
Sun	15	Holiday		
Mon	16		III	50
Tue	17		IV	51
Wed	18		V	52
Thur	19		VI	53
Fri	20		I	54
Sat	21	Holiday		55
Sun	22	Holiday		
Mon	23		II	56
Tue	24		III	57
Wed	25		IV	58
Thur	26		V	59
Fri	27	Last date for the Submission of Mid-Sem Result Analysis	VI	60
Sat	28	Holiday		

A library is a place where history comes to life.

January - 2015				
Day	Date	Schedule	Day Order	No of Working Days
Thur	1	New Year		
Fri	2		I	21
Sat	3	Milad-un-Nabi		
Sun	4	Holiday		
Mon	5		II	22
Tue	6		III	23
Wed	7		IV	24
Thur	8		V	25
Fri	9		VI	26
Sat	10	Holiday		
Sun	11	Holiday		
Mon	12		I	27
Tue	13	Bhogi		
Wed	14	Thai Pongal		
Thur	15	Maatu Pongal		
Fri	16	Kaanum Pongal		
Sat	17	Holiday		28
Sun	18	Holiday		
Mon	19		II	29
Tue	20		III	30
Wed	21		IV	31
Thur	22		V	32
Fri	23		VI	33
Sat	24	Holiday		
Sun	25	Holiday		
Mon	26	Republic Day		
Tue	27		I	34
Wed	28		II	35
Thur	29		III	36
Fri	30	Last date for the Submission of Mid-Sem Question Papers	IV	37
Sat	31	Holiday		38

Change is the end result of all true learning.

- NSS activities and encouragement to participate at National Level competitions
- Encouragement to participate in inter-collegiate competitions and host programmes pertinent to the field of study as well as in Sports, Training in driving skills & Road Safety Programme
- Encouragement and incentive to students to participate in national level, state level and district level open tournaments.

CHOICE BASED CREDIT SYSTEM (CBCS)

As per the order of the Director of Collegiate Education, Choice Based Credit System has been implemented from the academic year 2008-2009. This system is scheduled to award marks based on the norms specified below:

- Distribution of Marks between Theory and Internal Assessment in the ratio of 75:25 Practicals in the ratio of 60 : 40
- There is a pass minimum for external and overall
- Project

Report Presentation	80
Viva voce	20
	100
- B.Com., B.C.A., B.B.A., and other job oriented courses shall carry an internal assessment component of 75:25

UNDER GRADUATE & POST GRADUATE COURSES

UG COURSES

- Biochemistry ▪ Microbiology ▪ Biotechnology
- Hotel Management & Catering Science
- Textile & Fashion Design
- Computer Science ▪ B.C.A
- B.A.English ▪ Mathematics
- Electronics & Communication
- Physics ▪ Chemistry
- B.Com ▪ B.Com (CA) ▪ B.B.A ▪ B.B.A (CA)

PG COURSES

- Biochemistry ▪ Applied Microbiology ▪ Biotechnology
- Medical Biochemistry
- Textile & Fashion Design
- Computer Science
- Mathematics ▪ M.A.English
- Electronics & Communication
- Physics ▪ Chemistry ▪ Organic Chemistry
- M.Com. ▪ M.Com (CA)
- M.C.A

RESEARCH PROGRAMMES

- M.Phil - ▪ Biotechnology ▪ Biochemistry ▪ Microbiology
- Commerce ▪ Comp.Sci. ▪ Maths ▪ Physics ▪ Chem
- Ph.D., - ▪ Biotechnology ▪ Biochemistry ▪ Microbiology

December - 2014				
Day	Date	Schedule	Day Order	No of Working Days
Mon	1		I	1
Tue	2		II	2
Wed	3		III	3
Thur	4		IV	4
Fri	5		V	5
Sat	6	Holiday		6
Sun	7	Holiday		
Mon	8		VI	7
Tue	9		I	8
Wed	10		II	9
Thur	11		III	10
Fri	12		IV	11
Sat	13	Holiday		
Sun	14	Holiday		
Mon	15		V	12
Tue	16		VI	13
Wed	17		I	14
Thur	18		II	15
Fri	19		III	16
Sat	20	Holiday		17
Sun	21	Holiday		
Mon	22		IV	18
Tue	23		V	19
Wed	24		VI	20
Thur	25	Christmas		
Fri	26	Holiday		
Sat	27	Holiday		
Sun	28	Holiday		
Mon	29	Holiday		
Tue	30	Holiday		
Wed	31	Holiday		

Education is a progressive discovery of our own ignorance.

November - 2014				
Day	Date	Schedule	Day Order	No of Working Days
Sat	1	Holiday		114
Sun	2	Holiday		
Mon	3		I	115
Tue	4	Muharam		
Wed	5	Last date for the Submission of Model Exams Result Analysis	II	116
Thur	6		III	117
Fri	7		IV	118
Sat	8	Holiday		
Sun	9	Holiday		
Mon	10		V	119
Tue	11		VI	120
Wed	12		I	121
Thur	13		II	122
Fri	14		III	123
Sat	15	Holiday		124
Sun	16	Holiday		
Mon	17		IV	125
Tue	18		V	126
Wed	19		VI	127
Thur	20		I	128
Fri	21		II	129
Sat	22	Holiday		
Sun	23	Holiday		
Mon	24		III	130
Tue	25		IV	131
Wed	26		V	132
Thur	27		VI	133
Fri	28		I	134
Sat	29	Holiday		135
Sun	30	Holiday		

Education is not preparation for life; education is life itself.

COMMUNICATION LABORATORY

From the academic year 2007-2008 students have been offered ample training opportunities in the language lab to improve their communication skills in English. Students are facilitated to use this lab even after the class hours.

PLACEMENT CELL

Besides providing sound education to the students, the management and the staff work with a motto to place students in reputed companies. A placement cell has been activated in the college. It organizes campus interviews. Students are given all possible encouragements to take part in the interviews on and off the campus. It is worth mentioning that a quite a good number of students have succeeded in finding work opportunities at the highly reputed concerns like HCL, WIPRO, FORD, etc.

SCHOLARSHIPS

SC/ST and tribal students who possess the following qualifications can apply for State Government scholarships.

1. The annual income of the parents should not exceed ₹ 50,000/-
2. Students can claim scholarships only when they stay in the hostels run either by the government or by the college. UG students who stay in the hostels will get ₹ 6,500/- and PG students ₹ 7,000/-
3. A student is eligible to receive only one type of scholarship.
4. The Tamilnadu Government has ordered to provide scholarship to the wards of agricultural labourers and of agriculturists under agriculturists-social security and welfare scheme from 22-12-2006.

These scholarships are issued with a view to enable the students to complete their school education and to pursue higher education in colleges. The amount of scholarship awarded is as follows.

S.No	Degree	Day scholar		Hostellers	
		Boys	Girls	Boys	Girls
1	Bachelor Degree	₹ 1750	₹ 2250	₹ 2000	₹ 2500
2	Post Graduate Degree	₹ 2250	₹ 2750	₹ 3250	₹ 3750

Under the scheme "INDRAGHANDHI FINANCIAL ASSISTANCE" the girl students of I year Post Graduate courses are awarded the central government scholarships. They can enjoy this scholarship if they fulfill the following conditions.

1. She should be the only girl child to her parents and the family.
2. She should have scored more than 60% of marks in the UG degree course.

A sum ₹2, 000/- per month is provided for the entire course. The Government of Andhra Pradesh awards scholarships to the students who come under the category of OBC.

ADMISSION NOTIFICATION

- 100% Scholarship for Namakkal and Salem District level school toppers (Recommended by Chief Educational officer & Head Master).
- 100% Scholarship for students excelling in sports.
- 50% Scholarship for those who secure above 85% Marks in +2 examination.
- 25% Scholarship for Physically Challenged students.

GROUP INSURANCE SCHEME

Thanks to the welfare measures of our management, Group Insurance Scheme has been in operation to benefit all the students, teaching and non teaching staff, hostel employees and the parents of the wards. If any one meets with an accident, the insurance company will bear the hospital expenses up to 25000. If the accident proves to be fatal, the Insurance Company will readily pay a sum of RS.1.50 lakh to the family of the deceased.

The insurance coverage has been made available from 2008-2009.

October - 2014				
Day	Date	Schedule	Day Order	No of Working Days
Wed	1		I	94
Thur	2	Gandhi Jayanthi /		
Fri	3	Vijayadasami		
Sat	4	Holiday		95
Sun	5	Bakrid		
Mon	6		II	96
Tue	7		III	97
Wed	8		IV	98
Thur	9		V	99
Fri	10	Last date for the Submission of Model Exam Question Papers	VI	100
Sat	11	Holiday		
Sun	12	Holiday		
Mon	13		I	101
Tue	14		II	102
Wed	15		III	103
Thur	16		IV	104
Fri	17		V	105
Sat	18	Holiday		106
Sun	19	Holiday		
Mon	20		VI	107
Tue	21	Holiday		
Wed	22	Deepavali		
Thur	23	Holiday		
Fri	24		I	108
Sat	25	Holiday		
Sun	26	Holiday		
Mon	27	Model Exams Commence	II	109
Tue	28		III	110
Wed	29		IV	111
Thur	30		V	112
Fri	31		VI	113

Learning is the only thing the mind never exhausts, never fears, and never regrets.

September - 2014				
Day	Date	Schedule	Day Order	No of Working Days
Mon	1	Last date for submission of Mid-Sem Result Analysis	III	70
Tue	2		IV	71
Wed	3		V	72
Thur	4		VI	73
Fri	5		I	74
Sat	6	Holiday		75
Sun	7	Holiday		
Mon	8		II	76
Tue	9		III	77
Wed	10		IV	78
Thur	11		V	79
Fri	12		VI	80
Sat	13	Holiday		
Sun	14	Holiday		
Mon	15		I	81
Tue	16		II	82
Wed	17		III	83
Thur	18		IV	84
Fri	19		V	85
Sat	20	Holiday		86
Sun	21	Holiday		
Mon	22		VI	87
Tue	23		I	88
Wed	24		II	89
Thur	25		III	90
Fri	26		IV	91
Sat	27	Holiday		
Sun	28	Holiday		
Mon	29		V	92
Tue	30		VI	93

Education should bring to light the ideal of the individual.

SERVICE - RULES AND REGULATIONS (STAFF)
CODE OF CONDUCT
It is expected from every staff member of this institution to –
<ul style="list-style-type: none"> ▪ Be punctual and regular to their duties and responsibilities. ▪ Maintain professional ethics and be a Role Model to the Students. ▪ Update himself/herself to prepare the students to meet the ever-changing requirements of the Industries. ▪ Maintain co-ordination among all the staff members for the smooth functioning of the institution. ▪ Avoid engaging themselves either directly or indirectly in the conduct of any business or profession other than entrusted by the authorities, if any. ▪ Maintain discipline among the students in all respects. ▪ Execute all safety instructions/procedures and proper use of safety equipments. ▪ Avoid accepting valuable gifts in any form from the students/parents /industries having business transactions with the College ▪ Maintain cleanliness in and around the work place. ▪ Get prior sanction for availing leave/OD/etc. ▪ Maintain secrecy of information related to the institution. ▪ Avoid interfering in any matter not connected to their job requirement. ▪ Hold themselves in readiness to perform any duties required from them by their superiors, and execute their instructions diligently. ▪ Avoid using mobile phones during class hours ▪ Any breach/violation of any of the above code of conduct or any other act, which is prejudicial against the interest of the College, will make him/her liable to disciplinary proceedings.

RECRUITMENT

Recruitment to all posts shall be based strictly on merit through advertisement and the recommendation of duly appointed Staff Selection Committee.

The prescribed minimum qualifications and experience requirements for the various teaching posts will be as per the norms of UGC/University/State Government.

A Staff member while joining the institution shall along with the joining report submit all original Degree Certificates, Experience Certificates and 5 Passport size photographs. The Staff shall furnish both his/her temporary and permanent address along with their contact phone numbers, e-mail-id etc. to the Administrative Office. If there is any change in the address, it must be intimated to the Administrative Office immediately.

SALARY

Salary is fixed as per the norms based on the qualification, experience, previous performance etc., Salary is credited into their account at the designated Bank every month.

JOB RESPONSIBILITY

- a) Teaching – Imparting conceptual and self-learning
- b) Updating knowledge in the relevant subjects and developing Resource materials
- c) Guiding experiments in laboratories
- d) Co-ordinating in the conduct of Internal and University examinations
- e) Assessment of students and counseling

August - 2014				
Day	Date	Schedule	Day Order	No of Working Days
Fri	1	Last date for the Submission of Mid-Sem Question Papers	II	48
Sat	2	Holiday		49
Sun	3	Adiperukku		
Mon	4		III	50
Tue	5		IV	51
Wed	6		V	52
Thur	7		VI	53
Fri	8		I	54
Sat	9	Holiday		
Sun	10	Holiday		
Mon	11		II	55
Tue	12		III	56
Wed	13		IV	57
Thur	14		V	58
Fri	15	Independence Day		
Sat	16	Holiday		59
Sun	17	Holiday		
Mon	18		VI	60
Tue	19	Mid Semester Exams commence	I	61
Wed	20		II	62
Thur	21		III	63
Fri	22		IV	64
Sat	23	Holiday		
Sun	24	Holiday		
Mon	25		V	65
Tue	26		VI	66
Wed	27		I	67
Thur	28		II	68
Fri	29	Sri Vinayagar Chathurthi		
Sat	30	Holiday		69
Sun	31	Holiday		

Education is not the filling of a pail, but the lighting of a fire.

July - 2014				
Day	Date	Schedule	Day Order	No of Working Days
Tue	1		IV	24
Wed	2		V	25
Thur	3		VI	26
Fri	4		I	27
Sat	5	Holiday		28
Sun	6	Holiday		
Mon	7		II	29
Tue	8		III	30
Wed	9		IV	31
Thur	10		V	32
Fri	11		VI	33
Sat	12	Holiday		
Sun	13	Holiday		
Mon	14		I	34
Tue	15		II	35
Wed	16		III	36
Thur	17		IV	37
Fri	18		V	38
Sat	19	Holiday		39
Sun	20	Holiday		
Mon	21		VI	40
Tue	22		I	41
Wed	23		II	42
Thur	24		III	43
Fri	25		IV	44
Sat	26	Holiday		
Sun	27	Holiday		
Mon	28		V	45
Tue	29	Ramzan		
Wed	30		VI	46
Thur	31		I	47
An investment in knowledge pays the best interest.				

- f) Encouraging students to take part in Co-curricular and Extra-curricular activities
- g) Guiding students in Research and Developmental activities
- h) Co-ordinating in Departmental/College activities
- l) Any other duties assigned by the superiors due to the exigency of service

PERFORMANCE APPRAISAL -CAREER ADVANCEMENT

Career Advancement and Pay revision is a Composite Package. Performance-Accountability-Compensation packages are inter-related.

Self-appraisal and Appraisal by Head of Department, Principal and Peers besides feedback from the students will be done every year to evaluate the merits and demerits of every staff member.

For every upward movement, a selection process would be evolved, for which appropriate guidelines would be laid down by the Selection Committee.

1. Paper Publication in National or International Journals.
2. Book Publication
3. R & D Projects undertaken
4. Consultancy / Extension Activities
5. Research Publication
6. Academic Results/Incremental Results
7. Lab Manual Preparation/Publication
8. Workshop, Seminars and Conferences organized
9. Other relevant factors

WORKING HOURS

The College functions from Monday to Saturday. Office hours, otherwise specified, are 9.30 a.m. to 4.30 p.m. with lunch break from 12.40 p.m. to 1.30 p.m. Staff Members are required to sign in the Attendance Register before 9.15 a.m.

A staff member shall not leave the work place earlier than the prescribed working hours. If for any unavoidable reason, one has to leave the work place in advance, prior written permission must be obtained from the Principal through proper channel.

The College will observe holidays as notified by the Government of Tamil Nadu subject to the academic and examination schedule of the University. In addition, the 2nd & 4th Saturdays will be holidays.

BENEFITS

FACULTY DEVELOPMENT PROGRAMMES (FDP)

Staff members will be sponsored for Faculty Development and Training Programmes subject to the norms prescribed by the Management.

EMPLOYEES PROVIDENT FUND (EPF)

A staff will be enrolled under EPF Scheme and the contribution as fixed by the Government will be deducted from their salary and the management will make a matching contribution.

June - 2014				
Day	Date	Schedule	Day Order	No of Working Days
Sun	1	Holiday		
Mon	2	College Reopens for II UG	I	1
Tue	3		II	2
Wed	4		III	3
Thur	5		IV	4
Fri	6		V	5
Sat	7	Holiday		6
Sun	8	Holiday		
Mon	9	Classes commence for Final UG & PG	VI	7
Tue	10		I	8
Wed	11		II	9
Thur	12		III	10
Fri	13		IV	11
Sat	14	Holiday		
Sun	15	Holiday		
Mon	16		V	12
Tue	17		VI	13
Wed	18		I	14
Thur	19		II	15
Fri	20		III	16
Sat	21	Holiday		17
Sun	22	Holiday		
Mon	23		IV	18
Tue	24		V	19
Wed	25		VI	20
Thur	26		I	21
Fri	27		II	22
Sat	28	Holiday		
Sun	29	Holiday		
Mon	30		III	23

The highest result of education is tolerance

Guidelines For International Students

1. Every student of this college is expected to maintain discipline and practise ethical values towards gaining knowledge.
2. The student must seek to direct all their efforts towards their study and fulfilling the academic requirement.
3. They must submit all the relevant documents and pay the requisite fee within the due date notified.
4. They should maintain harmony with their fellow students and staff members.
5. They should not engage themselves in any misconduct or unlawful activities both on and off the College campus which will entail their dismissal from the college besides disciplinary proceedings.
6. Ragging is banned and Smoking is prohibited.
7. Using Mobile Phone within the campus is forbidden.
8. They must maintain dress code prescribed and should wear formal dress. T-shirt and Jeans Pants / Trousers inside the campus are not permitted.
9. They must attend the classes regularly and adhere to the instructions issued from time to time.
10. There should be no Unauthorized Absence under any circumstances.
11. For availing of leave, they must obtain written permission from the authorities concerned in the format prescribed.
12. They must declare their place of residence with full address including phone No. to the College.
13. They should not cause any wastage / damage to the property of the College directly or indirectly.
14. They must behave well with the public, There should be no complaint from any quarter.
15. The students are expected to follow the rules and regulations of the college and the University at all times.
16. They are expected to abide by the Laws and Directives of the Government of India / Tamil Nadu.

GROUP INSURANCE SCHEME (ACCIDENTAL INSURANCE)

All staff members are covered under Group Insurance Scheme. The Management pays the premium in full towards this policy. In the event of any disability or death of any staff member arising out of accident, he/she or their family member will get the benefit, as per the provisions of the scheme.

TRANSPORT

Free service from various destinations is available to the staff members, provided they hold the "BUS PASS" in person. Buses will arrive at the College @ 8.55 a.m. and leave @ 4.40 p.m.

INTERNET

Internet browsing facility is available in the Central Computer Centre.

LANGUAGE LABORATORY

Staff Members can make use of the laboratory to harness their communication skill.

SPONSORSHIP

Teaching Staff may be sponsored for higher studies based on merit, suitability and contribution to the institution subject to the conditions laid down by the management.

Whenever any staff is sponsored for specialized Training Programmes for which the management has borne the expenditure, it is obligatory for the staff to serve for a period of one year or reimburse the entire cost paid by the management.

CASUAL LEAVE

Staff members who have completed one year of continuous service in this College are eligible for 12 days casual leave in a calendar year. 6 days will be credited on 1st January and another 6 days will be credited on 1st July. A staff member can avail not more than 2 days CL continuously in a month combined with either prefix or suffix holidays, but not both. CL may be combined only with Sundays or other notified holidays. It cannot be combined with any other leave/OD. A minimum of half a day CL can be availed, occasionally.

Staff having less than a year of service is eligible for one day CL for every completed month of service.

CL will lapse at the end of December 31st of every year.

In emergency cases, staff can inform the HoD over phone for availing leave and the HoD should pass the information to office within 15 minutes and make alternate arrangements.

OFFICIAL DUTY

Staff Members are permitted to go on Official Duty for the conduct of University Practical Examinations/Theory Examinations/Paper valuation, Paper presentation and participation in Conferences/Seminars, Meeting/discussion related to Research work for a period not exceeding 10 working days in an academic year (i.e. April to May).

19. Any damage caused by the inmates to the hostel property will be viewed seriously and they will be fined. The fine would be double the cost of the original. It may be collected either from the individual, if identified or collectively from the inmates of the hostel.
20. Students should not keep transistors, tape records, cell-phones, iron boxes, electric heaters etc., in their rooms.
21. It is the student's responsibility to keep their money and costly things safe. They should lock their rooms during the class hours. The hostel management does not bear any responsibility for the loss of their money or valuable.
22. Personal problems & problems among the inmates, or with the workers should be represented only to the Deputy Warden.
23. The punishment may range from fine to dismissal from the hostel and the college. Hence, all the students are expected to behave in a proper manner.
24. However, the Deputy Warden/Principal is the sole authority to deal with any other situation besides the above-mentioned. The warden's discretion is final in all matters.
25. Telephone facilities are made available in the hostel. The inmates can make use of the facility only to contact their parents / Guardians.
26. All letter correspondence should be made by the inmates only through the Dy. Warden.
27. Visitors should wait only in the Visitor's Hall. They are not permitted to enter any of the rooms in the hostel.
28. Once the inmates are expelled from the hostel for their misbehaviour / indisciplinary activities, they will not be re-admitted at any cost.
29. The hostel inmates are asked to submit the leave letters while availing of leave on working days, one to the Deputy warden and another to the H.O.D concerned.

10. Study hours will be observed as given below:

Morning :6.00 am to 8.00 am

Evening :8.30 pm to 10.30 pm

11. Students must keep their Identity Cards always with them.

12. Guests are not allowed. However, Parent/Guardian with prior permission from the Deputy Warden may be allowed.

13. Food must not be either carried by the students or supplied by the employees to the rooms.

14. Students should not enter the kitchen and store rooms. They should not give any tips to servants or cooks in the hostel.

15. Members have no right to issue orders to the hostel staff and workers and to interfere with their affairs.

16. Day scholars should not enter the hostels.

17. Smoking , gambling and use of any liquor in the hostel premises are strictly prohibited. It will lead to expulsion from the college.

18. The hostel students must enter the hostel before 6.30 p.m. The hostel gate will be closed at 6.30 p.m. If anybody feels sick, he can get permission from his respective class teacher, take treatment and return to the hostel before 6.30 p.m.. Those who return from their native places should also enter the hostel before 6.30 p.m . Students, who absent themselves from the hostel, must get permission from the Deputy Warden to attend the class when they return.

MEDICAL LEAVE

Staff members who have completed a minimum of five academic years of service are eligible for 5 days ML per year with full salary.

ML will be sanctioned only on production of a Medical Certificate from a Registered Medical Practitioner. However, the Management has a right to refer the applicant to a hospital or Medical Practitioner of its choice.

Unavailed ML will lapse at the end of the academic year. Holidays prefixed and/or suffixed and intervening holidays are counted as ML.

VACATION

Teaching Staff members, who have completed not less than 6 months of continuous service in this College are eligible for 10 days vacation leave including prefix and suffix holidays.

Non-teaching Staff who have completed not less than 6 months of service in this College are eligible for 6 days vacation leave including prefix and suffix holidays.

The Principal has the right to ask any staff member to avail the vacation later (change the vacation period), if the service of a particular individual is considered essential. When prevented from enjoying the vacation, the particular staff will be eligible for suitable compensatory leave later.

The guidelines for Vacation is as follows:

- A. > one year : Full vacation
- B. > 6 months but < one year : Prorata Basis.
- C. < 6 months. : Not eligible.

No leave can be combined with the vacation. The staff has to be present on the last working day prior to the vacation and also, the first working day after the vacation to become eligible for salary.

GENERAL CONDITIONS TO AVAIL THE LEAVE

The leave application in respect of CL/OD/ML/VL is to be submitted to the Principal through the HOD well in advance.

The staff member while sending the application for any leave/OD shall make alternative arrangements to the duty assigned to him/her. The details should be indicated in the application besides getting the acceptance from the substitute nominated for the purpose.

The decision of the Principal on any leave application is final.

RESIGNATION

If a staff member wants to resign, he/she shall normally be relieved only at the end of the academic year (i.e. by 30th April /31st May) to avoid any disturbance to the academic activities. However, in deserving cases, he/she will be relieved provided two month's Notice is submitted to the Management. During the Notice period, the staff member is not entitled for any leave with salary.

Before getting relieved, all the Course Files/Materials, Lesson Plan, Log Books, Students Attendance Records, Student counseling files, Syllabus, Students Test Note Books, Library Books and other relevant records must be handed over to the Hod; and it should be mentioned in the "No Due Certificate" submitted by the staff member, in the prescribed form.

Rules & Regulations

1. Apart from class hours, all inmates should stay in their respective rooms or within the hostel campus at all times.
2. During silence hours (8.30pm to 10.30 pm) the students should observe strict silence and engage themselves only in studies.
3. The inmates should get permission from the class in charges while going out of the hostel on leave.
4. The inmates should not stay either in their rooms or within the hostel during the class hours.
5. If any one falls sick, the Deputy Warden should be informed of it immediately. Only then the inmate can stay at the hostel during class hours.
6. The hostel provides both wholesome vegetarian and non vegetarian food.
7. Mess timings are as follows:
 - Breakfast : 8.15 am to 9.00 am
 - Lunch : 12.40 pm to 1.30 pm
 - Dinner : 7.00 pm to 8.30 pm
8. Monthly mess charges shall be calculated based on the dividing system .It should be paid on or before the 15th of every month. Otherwise a penalty of ₹50/-will be levied and for a further delay of another month, an additional fine of ₹100/- will be charged.
9. Reduction will be given only from the fourth day of absence provided the inmates submit their leave application and reduction forms to the Deputy Warden prior to their absence.

HOSTEL

Management of Hostels

The hostels are under the direct control of the Principal. He / She is the warden of the hostel and will be assisted by the Deputy Warden and hostel supervisors.

Deputy Warden is in-charge of the student's discipline and day to day functioning of the hostels. Students should get the final approval only from the deputy warden for leave or permission. He/She should also take care of the sick students.

Admission

1. Application for admission to the hostel shall be made in the prescribed form. An applicant will be admitted in the hostel with the approval of the Warden / Principal.
2. Every student before he/she is admitted to the hostel must give an undertaking in writing that he/she will submit himself/ herself to any rules / regulations implemented by the authorities. This shall be endorsed by the parent/ guardian in the attached declaration form.
3. At the time of admission, the applicant should remit the fee as prescribed by the college

Accommodation

Separate hostel accommodation is available for both UG and PG boys and girls. The rooms are well furnished with tables, cots, fans and bathrooms.

RULES OF ATTENDANCE

1. Attendance will be marked at the beginning of each hour.
2. No student shall be allowed to absent himself/herself from the college without prior permission.
3. A student who wants to avail leave should inform the staff in charge in the prescribed application form.
4. In case the absence is due to unforeseen cause, the leave application form should be submitted on the first day of the student's return to the college.
5. If a student gets absent for more than three days, he/she should produce a Medical Certificate & must come with their Parents to meet the principal/Dean.
6. A student who absents himself/herself from the class during any hour either in the forenoon or in the afternoon session of a day will be considered absent with or without leave application for half-a-day.
7. No candidate shall be granted certificate of attendance required by the university unless he/she has put in at least 80% of the attendance in physical training classes conducted by the college.
8. Hostlers must submit their leave application forms countersigned by the warden.
9. If a student informs the HOD & avails leave for one day a month, he/ she will not be penalized to pay any fine. Such a leave can be dealt with by the HoDs themselves.
10. In case a student gets absent for the consecutive second day, the HoDs are at their discretion to decide whether to levie a fine or not taking into account the calibre of the student.

CONDUCT OF STUDENTS

1. Every student should wear neat and tidy dress. It should be modest.
2. Every student should wish the teachers while meeting them for the first time in the day within the college premises.
3. When the teacher enters the class room, the students should get up and wish him/her. It is a courtesy to remain standing till the teacher's order.
4. No student shall be allowed to leave the class room without the permission of the teacher.
5. Students should abstain from active participation in party or communal politics.
6. The students should be present in their respective classes at the stroke of the first bell for both in the forenoon and afternoon sessions. They should not roam about either in the verandah or in the open during the working hours.
7. Late comers will be marked absent for the period.
8. Any Parent or guardian who wishes to meet their ward during the class hours shall contact office.
9. Students must ensure cleanliness in the entire campus.
10. Cost of the damage caused to any of the properties of the institution will be recovered with fine from the student or students concerned.
11. Any change in the address of the student should be intimated to the office/class in charge immediately.

S.No.	Bus Route	Route No.	Time A.M	Via.,
46	Tholasampatty	252	7:20	Tharamangalam, K.R.Thoppur, Steel Plant, Junction, Sona college, Thiruvagoundanur Bypass, Kondalampatty Bypass, Mallur
47	Kannankurichi	253	7:25	Husthampatty, Ponnammepet, Old Bus stand, Seelanaickenpatty, Rasipuram
48	Yercaud Foothills	254	7:50	Husthampatty, Saradha College, Alagapuram, 5 Road, New Bustand, 4Road, Old Busstand, Prabath, Dadagapatty Gate, Pillukadai, Seelanaickenpatty
49	Alanganatham	255	7:30	Thusur, Kosavampatty, Namakkal ,Mudalaipatty, Pudahanchandai, Puduchatram, Angalur Gate, Rasipuram
50	Vattakadu (Thekkampatty)	256	7:30	Vellalapatty, Karuppoor, Karumbalai, Kondalampatty, Seelanaickenpatty bypass
51	Thekkalpatty	257	8:00	Kaattur, Urambu, Mettala
52	VIP Nagar	258	8:15	Rasipuram, Pattanam, Kakkaveri
53	Jedarpalayam	259	6:50	Velur, Paramathi, Kerambur, Namakkal Oneway, Salem Road, Puthanchanthai, Andagalur Gate
54	Valayapatti	261	7:30	Namakkal , Puthanchanthai, Andagalur Gate, Rasipuram
55	Pavithram	262	7:20	Pavithram, Erumapatty, Alanganatham Pirivu Palaipayalayam, Mudhugapatty, Senthamangalam, Kalappanaickenpatty, Belukurichi, Singaladapuram
56	Kandampalayam	263	7:25	Maniyanoor, Tiruchengode, Elachipalayam, Vaiyappamalai, Andagalur gate, Rasipuram
57	Selliypalayam (Attur)	264	7:40	Selliypalayam, Narasingapuram, Attur, Malliyakarai ,Thimmanaickenpatty
58	Thandanoor	265	7:20	Panamadal, Kottavadi, Mannaickenpatty
59	Rasipuram	266		

S.No.	Bus Route	Route No.	Time A.M	Via.,
33	Sentharapatty (Boys)	237	7:40	Sentharapatty, Thammampatty, Nagiampatty, Ulipuram, Malayalapatti Pirivu, Mettala
34	Edapadi	238	7:30	Konganapuram, Magudanchavadi, Kakkapalayam, Attayampatti, Vennandur
35	Mettur	239	6:40	Mettur (RS), Mecheri, Omalur, Mamangam, Salem Bypass
36	Kuppanoor	240	7:45	Sukkampatty, Valasalur, Veeranam, Pallipatty, Ponnampet Gate, Salem old bus stand
37	Mettupatty	241	7:25	Karipatty, Ayothiyapattanam, Ammapettai, Salem Old Bus stand, Gukai, Prabath, Seelanaickenpatti bypass
38	Sechanchavadi	243	7:40	Veilagoundam privu, Veppilaipatty, Thirumanoor, Navalpatty, Ayilpatty
39	Periyakombai	244	7:40	Moolakurichi, Kariyampatty, Moolakadu, Periyasekkadi, Konapathai, Pilippakuttai, Karkoodalpatty, Kappaluthu Pirivu, Mettala
40	Pulithikuttai	245	7:40	Konanjchettiar, Kuruchi, Belur, Vazapadi, Ponnarampatty
41	Erode	246	7:10	Pallipalayam, Tiruchengode, Elachipalayam, Vaiyappamalai, Andagalore gate
42	Thedavur	247	7:25	Gengavalli, Majjini, Attur, Malliakarai, Thimmanaickenpatti, Mangalapuram
43	Thalaivasal	248	7:25	Kattukottai, Sarvai, Attur, Malliakarai
44	Neikkarpatti	249	8:00	Kondalampatty, Nethimedu, Annathanapatty, Seelanaickenpatty
45	Koranguchavadi	250	7:30	5 Roads, Alagapuram, Ramakrishna Road, 4 Roads, Old Bus Stand, Seelanaickenpatty By pass, Mallur, Rasipuram

12. All notices and circulars intended for the students will be displayed in the notice board. The students are bound to have a glance at the notice board regularly.
13. Students who indulge in disciplinary activities will have to face severe punishments like fine, suspension or expulsion.
14. Students should participate in all the functions organized by the college.
15. All the students must make it a regularity that they should be seen with wearing the **ID cards from the very second they enter the college to the second they exit** the premises of the college.

RAGGING - A CRIME

Ragging is an offence and a sin. Unutterable sufferings, woes, agony, torture, insult and humility are meted out to the juniors. Some students perverted may resort to sexual abuse and vulgarity.

Students who are tender-hearted may resort to suicide. Ragging leads to loss of lives. To prevent and prohibit this unlawful and inhuman act, Governments both at the centre and the state have enforced some laws and penalties like heavy fine and imprisonment.

The Supreme Court has directed the educational institutions to hand over the students who indulge in ragging to the local police and enable them to file F.I.R.

Students are advised to abstain from ragging the juniors and treat them with equality and fraternity.

COLLEGE LIBRARY Rules and Regulations

1. The librarian is incharge of the college library.
2. All the staff and the students of the college are members of the library.
3. The library will function on all working days between 9.00a.m.and 6.00 p.m.
4. The library consists of four sections:(a)Reference (b)Lending (c)Reading room and (d)Department libraries.
5. Reference section contains Encyclopedia, Dictionaries and other valuable books which are in demand for ready reference .Reference books are meant only for reference and not to be borrowed. Even journals cannot be lent out.
6. Lending section stores all other books except those found in the reference section.
7. Every UG Student is given one library card and every PG Student two cards bearing the name of the student,class, Roll number and year of study. One book for one card at a time will be entertained.
8. Student should produce his/her identity card and library card while borrowing books from the library.
9. A student can keep the book borrowed with him/her for seven days and a staff for 30 days. Books must be returned to the library on due-date and can be re-borrowed or renewed for a period of seven/thirty days.

S.No.	Bus Route	Route No.	Time A.M	Via.,
23	P.N.Palayam (Kothampadi)	226	7:20	Puthiragoundampalayam, Vazapadi, Singipuram Thimmanaickenpatty
24	Thevattipatti (Kadayampatty)	227	7:20	Poosaripatty, Pannapatty, Omalur, Periyar University, Kurangusavadi, Kondalampatty, Seelanaickenpatty
25	Poolaveri	228	7:45	Soolaimedu, Nalikkalpatty, Panamarathupatty Pirivu, Mallur, Rasipuram
26	Sentharapatti (Ladies)	229	7:25	Sentharapatty, Thammampatty, Nagiapatty, Ulipuram, Malayalappatti Pirivu, Mettala
27	Vaikuntam	230	7:30	Ariyanur, Veerapandi, Palampatty, Attayampatty, Vennandur, O.Soudapuram, Olappaty, Athanur, Rasipuram
28	Kudamalai	231	7:30	Kondayampalli, Koneripatty, Thammampatty, Mavaru, Mullukurichi, Pilippakuttai, Mettala
29	Koppampatty	232	7:35	Murungapatty, Thammampatty, Mullukurichi, Mettala
30	Keeripatti	234	7:40	Nagiampatty, Ulipuram, Naraikinaru, Kamaraj Nagar, Mettala
31	Mattayampatty (Elampillai)	235	7:25	K.K.Nagar, Perumampattym Kadayampatty, Elampillai, Nallanampalayam, Chittarkovil, Thirumagal Bypass, Seelanaickenpatty Bypass, Mallur, Rasipuram
32	Neermullikuttai (C.N.Palayam)	236	7:00	Chinnamanaickenpalayam, Neermullikuttai, Poosaripatty, Kootathupatty, A.N.Mangalam, Kullampatty , Ayothiapattinam, Udayapatty Bypass

S.No.	Bus Route	Route No.	Time A.M	Via.,
13	CS Puram	214	8:30	Murungapatty, Koundampalayam
14	Kandasamy pudur	216	7:40	Mathurootu, Singiliambombai, Annanagar, Thandagoundam palayam, Mangalapuram, Ayipatty, Mettala
15	Yethapur	217	7:30	P.G.Palayam, Umaiyalpuram, Ariyalayam, Karadipatty, West Rajapalayam, Ondikadai, Eswaramoorthy palayam, Katthagoundanur, Orambu, Mettala
16	Jalagandapuram (Elampillai)	218	7:20	K.K.Nagar, Kadayampatty, Elampillai, Kakkapalayam, Kandarkula Manickam, Attayampatti, Vennandur, Rasipuram
17	Theppakuttai	219	7:20	Elampillai, Kakkapalayam, Kandarkula Manickam, Attayampatti, Vennandur, Rasipuram
18	Mattayampatty (Elampillai) (Ladies)	220	7:25	K.K.Nagar, Perumampattym Kadayampatty, Elampillai, Kakkapalayam, Kandarkula Manickam, Attayampatti, Vennandur, Rasipuram
19	Mohanur	221	7:20	Aniyapuram, Namakkal, Senthamangalam, K.N.Patty, Belukurichi, Singaladapuram
20	Thumbal	222	7:10	Edapatty, Panamadal, Thandanoor, Vellalapatty, Belur, Athanoorpatty, Vazhapadi, Ponnarampatty, Mangalapuram
21	Pallipatty	223	8:10	Agaram, Pudhansanthai, Kalangani, Seliyayipalayam, Thirumalaipatti, Edayapatty, Kanurpatty, Karuthani, Nathamedu
22	Sangagiri (Thangayur)	225	7:20	Chettipatty, Morepalayam, Kalipatty, Mallasamuthiram, Attayampatti, Vennandur

10. The librarian may recall any book at any time even before the expiry of the normal period of lending.
11. Students are prohibited from sub-lending the books.
12. Absence from the college will not be ordinarily admitted as an excuse for delay in returning the books on the due date.
13. If a student fails to return a book on the due date, a fine of ₹10/-for the first day and ₹ 2/-for each additional day will be levied. Sundays and holidays are excluded.
14. If a student fails to return the book or pay the fine in time, he/she will be liable to disciplinary action.
15. In case the library card is lost, it should be brought to the knowledge of the librarian at once. A card lost may be replaced by a duplicate card after one month on payment of ₹100/-.
16. Students are not allowed to borrow books on someone's library card.
17. A student can borrow a book by presenting a filled in prescribed application form at the counter between 12.30 p.m. and 1.25 p.m.
18. Books can be returned to the librarian between 9.00 a.m. and 5.00 p.m.
19. On receiving the book if any damage is found, the student should report it to the librarian therein. Otherwise he/she will be held responsible for any damage detected later.
20. Students are advised to use the library books with due care. If any damage is traced, the student has to face disciplinary action.

21. A book returned to the library should contain the return slip showing the roll number of the student and the catalogue number of the book.
22. If a book is lost, the student shall make a written report of it to the librarian immediately and it should be replaced by a new one on or before the date specified by the librarian. Besides if the principal levies any fine, it should also be paid.
23. Students should not carry any books or printed matter inside the library.
24. Perfect silence and decorum should be maintained in the library.
25. Transfer Certificate or Conduct Certificate will not be issued to a student unless he/she produces "No Dues" Certificate from all the Departments including Library.

FEE CONCESSIONS TO SPORTS STUDENTS

Sports & Games form an integral part of the curriculum. To nurture and elevate the sportive spirit among the students and to reach dizzy heights, our management has been charitable enough to offer fee concessions to the students who excel in sports. The number of beneficiaries are as follows.

I-Year Students (Both UG & PG)	-	27
II-Year Students (Both UG & PG)	-	24
III-Year Students -UG	-	10
Total	-	61

S.No.	Bus Route	Route No.	Time A.M	Via.,
1	Senthamangalam	201	8:00	Vellampalayam, Singalandapuram, Belukurichi
2	Ladies Hostel	202	8:30	Ladies Hostel
3	Pottanam	203	7:20	Senthamangalam, R.P.Pudur, Karavalli, Kalapanaickenpatty, Belukurichi, Pachudaiyampalayam, Namagiripet
4	Vennandur	204	8:15	Aattayampatty pirivu, Masakalipatty, Rasipuram
5	Vellalagundam	205	7:50	Thirumanoor, Vepillaiipatty, Kumarappalayam, Navalpatty, N.Kattur, Ayilpatty, Mettala, Koraiaru, Namagiripet
6	Rasipuram, Local	207	8:05	Rasipuram, Kakkaveri
7	Pattanam - Puthupatty (Via)	208	8:00	Vadugam, Puthupatty, Namagiripet
8	Seelayampatti	209	8:00	Malliakarai, Thimmanaickenpatty, Mangalapuram, Mettala, Namagiripet, Seerapalli
9	Mallasamudram	210	7:30	Kottappalayam, Murungam, Somanampatty, Vaiyappamalai, Gurusampalayam, Andalore Gate
10	Kallankulam	211	8:10	5 Kadai, Rasipuram, Koneripatty
11	Manickampalayam	212	7:40	Rayarpalayam, Velagoundampatty, Periyamanali, Jedarpalayam, Veppampatty, Elur Kallukadai, Puthupatty, Nattamangalam, Ammapalayam Pudur, Gurusampalayam
12	Kammalappatty	213	7:25	Kuralnatham, Panamarathupatti Kuttaladampatti, Puthupalayam, Katnachempatti, Rasipuram

DRESS REGULATIONS

Boys

There is no statute rule regarding the dress patterns of the boys. However their attire should be dignified, modest and decent. While in the laboratory, science students are supposed to wear white over-coats and shoes. Boys must avoid wearing t-shirts, shirts bearing comments and embroidery work, banians and jeans trousers.

Girls

Girls must wear only Sarees, Chudidhars or Half sarees.

TRANSPORT FACILITY

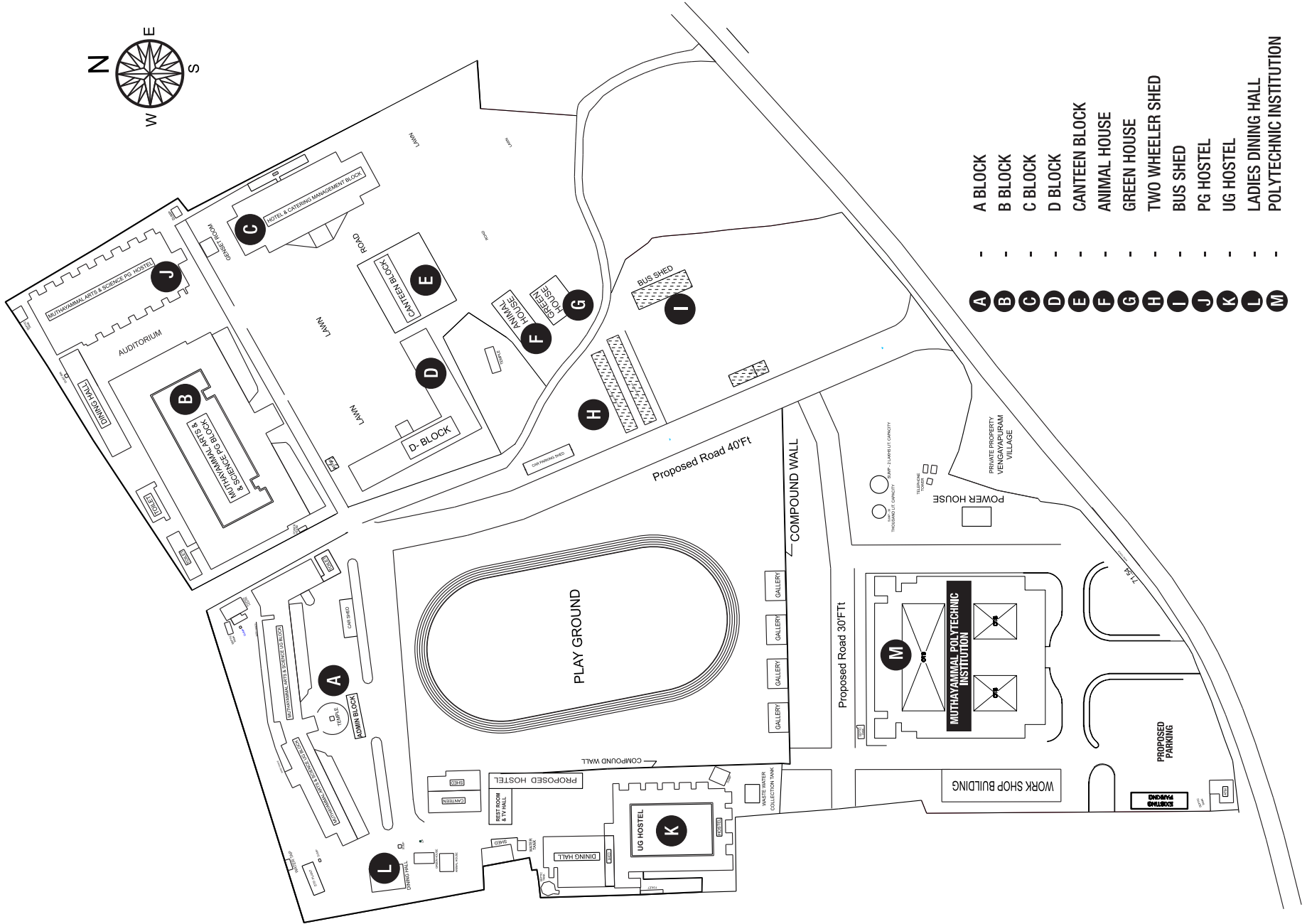
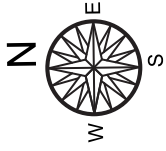
Bulk of the student population comprises day scholars. To make it comfortable and convenient for them, the management has taken steps to ply buses to various destinations.

At present we have a fleet of about 59 buses.

The table that follows shall make it clear about the routes, bus numbers and the times of departure from different stations and arrival at the college.

LIST OF PROCESS OWNERS AND MAJOR FUNCTIONS -2014-15

S.No.	Major Function	Designation	Process Owner
1	Administration - Academic	Principal	Dr.R.Selvakumaran
2	Discipline & Parent- Teacher Association	Dean	Dr.A.Stella Baby
3	Admission	Head	Mr.A.K.Saravanan
4	Alumni Association	Head	Mr.N.Radhakrishnan
5	Asset Management	Head	Dr.P.Iyappan
6	Co-Curricular activities (Fine Arts & Cultural)	Head	Dr.R.Elavarasan (Periodical Appraisal with Dr.K.Kaniyan Poonkundanar)
7	Curriculum Management & Development (CMD)	Head	Mr.S.Gopalakrishnan
8	Department Activities	Head	HODs
9	Event Management	Head	Mrs.K.Nashima
10	Examinations & Evaluations	Head	Mr.P.Mohan Kumar
11	Extension Activity (YRC & RRC)	Head	Mr.S.Sivakumaran
12	Extra Curricular activities (NSS)	Head	Mr.S.Kannan
13	Hostel Management	Head	Dr.G.Thangapandi
14	Information and Communication Technology (ICT)	Head	Mrs.V.Vijaya Deepa
15	Internal Quality Assurance	Head	Mr.S.P.Vijeikumar
16	Management Information System (MIS)	Head	Mr.S.P.Vijeikumar
17	Academic Infra	Head	Mr.S.P.Vijeikumar
18	Library Activities	Head	Mr.T.Sakthivel
19	Placement & Industry Institute Interface	Head	Mr.Lookman Sithic
20	PRO and Hospitality	Head	Mr.S.Mugunthakumar
21	Research & Development (R&D)-Academics	Head	Dr.A.Palanisamy
22	R&D-Special Projects & Grants	Head	Dr.N.Sudhakar
23	Sports Activities	Head	Mr.T.Ramesh
24	Transportation Planning	Head	D.Ranjith Kumar (Periodical Appraisal with Dr.M.N.Periyasamy)
25	University Co-Ordination	Head	Dr.S.Mohan prabhu
26	Value Added Centre	Head	Mr.A.S.Syed Navaz
27	Women's Forum & Anti Sexual Harassment and Gender Violation Cell	Co-ordinator	Mrs.S.Shahitha
28	Entrepreneurship Development Cell	Co-ordinator	Dr.R.Ramaabanu
29	Grievance Cell	Co-ordinator	Mr.R.Pa.Boopathi
30	Human Rights Cell	Co-ordinator	Mr.S.Vijayrangan
31	Cell for Physically Challenged	Co-ordinator	Mrs.M.Geetha
32	Department File Format Implementation Cell	Co-ordinator	Mrs. A.Anusha Priya
33	Magazine Committee	Co-ordinator	Mr.K.R.Rajakarthikeyan
34	Tutorial Ward system	Co-ordinator	Mrs. L.Gomathi
35	Citizen Consumer Club	Co-ordinator	Mr.Y.Shafee
36	Yoga & Meditation Club	Co-ordinator	Mr.U.Periyasamy
37	ECO Club	Co-ordinator	Dr. M.Shabanabegum
38	Communication Lab	Head	Mr.S.Rathinam
39	Note Book Distribution	Co-ordinator	Mr.C.Srinivasan
40	Uniform Section	Co-ordinator	Mr.K.Sakthivel
41	ID Card	Co-ordinator	Mr.R.Mohan Raj
42	Hall Allotment	Co-ordinator	Mr.S.P.Vijeikumar



- A BLOCK
- B BLOCK
- C BLOCK
- D BLOCK
- CANTEEN BLOCK
- ANIMAL HOUSE
- GREEN HOUSE
- TWO WHEELER SHED
- BUS SHED
- PG HOSTEL
- UG HOSTEL
- LADIES DINING HALL
- POLYTECHNIC INSTITUTION