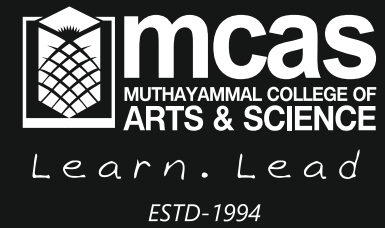


TIME TABLE (ODD & EVEN SEMESTER)

V 2.25 p.m to 3.15 p.m																				
Tea Break 2:05 PM to 2:25 PM																				
IV 1.15 p.m to 2.05 p.m																				
Lunch Break 12:25 PM to 1:15 PM																				
III 11.35 a.m to 12.25 p.m																				
Tea Break 11:15 AM to 11:35 AM																				
II 10.20 a.m to 11.15 a.m																				
I 9.25 a.m to 10.20 a.m																				
	I	II	III	IV	V	VI														



Approved by AICTE, New Delhi
 Affiliated to Periyar University, Salem

Recognized by UGC Under Section
 2(f) & 12(B)

ALL INDIA RANKING 2017
 National Level 86th Rank
 Tamil Nadu Level 6th Rank
(Among Self financing Arts & Science Colleges)

*College Diary & Academic Calendar
 2017- 2018*

(STAFF)

**MUTHAYAMMAL
 COLLEGE OF ARTS & SCIENCE**

*Rasipuram, Namakkal Dt, Tamil Nadu, India-637 408
 Phone : 04287-222137 Fax : 04287-220227
 E-mail : info@muthayammal.in*

www.muthayammal.in

Calendar for the Academic year- 2017-18

June-2017						
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-2017						
S	M	T	W	T	F	S
30	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

August-2017						
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		

September-2017						
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

October-2017						
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-2017						
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		

December-2017						
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

January-2018						
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-2018						
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-2018						
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-2018						
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					

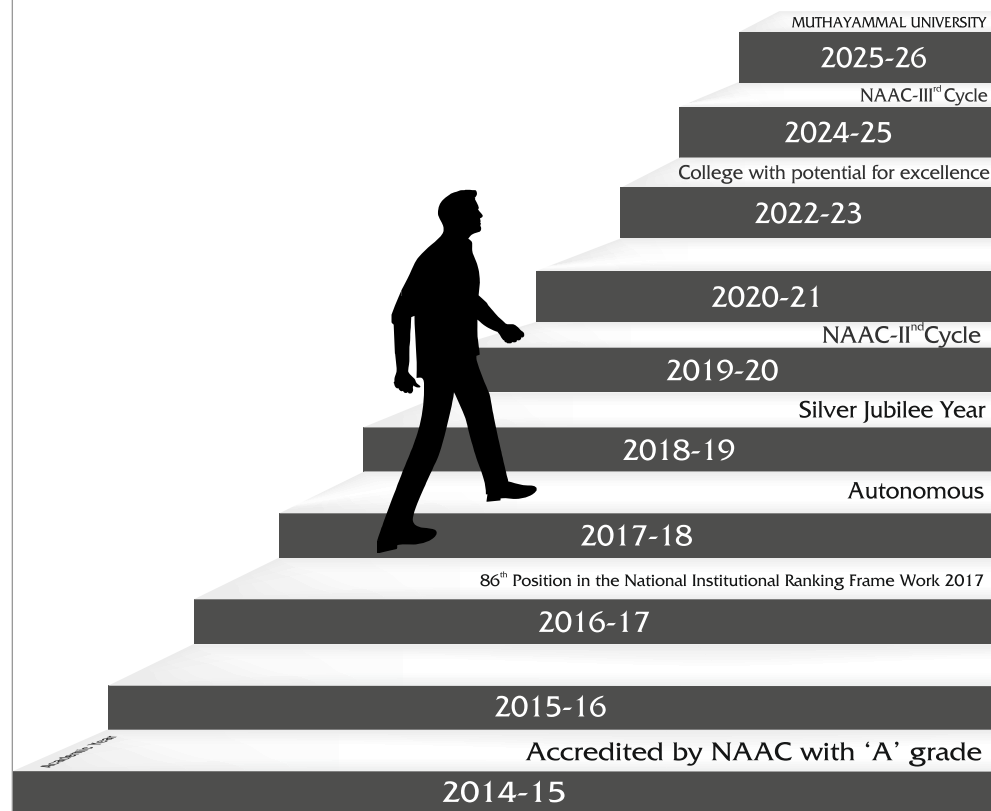
May-2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTES

MCAS MILESTONES

QUALITY POLICY

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



PERSONAL DATA

Name :

Designation :

Department :

Address :

.....

.....

.....

Phone No. :

Blood Group :

Savings A/C No.:

Phone No. :

In Case of Emergency Contact Name / No :

Father's Name :

Mobile :

e Mail :

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Milestones achieved during the Academic year 2016-17

- Our College stands atop with her crown studded with 8 Gold medals and 53 Ranks in the Periyar University examinations
- Our College has breezed past other institutions and registered her stamp in sports and Games too.
- Our college has been pouched with 55 Gold medals, 52 silver Medals and 57 Bronze Medals harvested from various sports events and games.
- It is an incredible icing on the cake that our college has been adjudged to win
 1. the University Weight Lifting Championship (Men) for the 9th consecutive year
 2. the University Handball Championship (Men) for the 8th consecutive year
 3. the University Weight & Power lifting Championship (Women) for the 8th Consecutive year
 4. the University Power lifting Championship (Men) for the 7th Consecutive year
 5. the University Boxing Championship (Men) for the 6th Consecutive year &
 6. the University Taek-Won-Do Championship (Women) for the 4th Consecutive year

*When shortcomings or inconveniences related to basic amenities are located in the premises of the college, stakeholders can feel free to dial to **2000** for redressal / remedy.*

*While coming across complaints related to equipment's, one can dial to **3000** to set things right.*

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

Working Hours

I Bell (Arrival of the Staff)	9:15 A.M.
II Bell (Arrival of the Students at the Classes)	9:20 A.M.
III Bell (Commencement of the I Hour)	9:25 A.M.
Fore Noon Session	9:25 A.M. to 12:25 P.M
Tea Break	11:15 A.M to 11:35 A.M
Lunch Break	12:25 P.M to 1:15 P.M
Afternoon Session	1:15 P.M to 3:15 P.M
Tea Break	2:05 P.M to 2:25 P.M
Office Time	8:30 A.M to 6:00 P.M
Library	9:00 A.M to 6:00 P.M
Short Bell for Girls	3:15 P.M
Short Bell for Boys	3:20 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 - 2018			
Day	Date	Schedule	Day Order
Sun	1	Holiday	
Mon	2		I
Tue	3		II
Wed	4		III
Thur	5		IV
Fri	6		V
Sat	7	Holiday	
Sun	8	Holiday	
Mon	9		VI
Tue	10		I
Wed	11		II
Thur	12		III
Fri	13		IV
Sat	14	Tamil New Year/ Dr. Ambedkar Jayanthi	
Sun	15	Holiday	
Mon	16		V
Tue	17		VI
Wed	18		I
Thur	19		II
Fri	20		III
Sat	21	Holiday	
Sun	22	Holiday	
Mon	23		IV
Tue	24		V
Wed	25		VI
Thur	26		I
Fri	27		II
Sat	28	Holiday	
Sun	29	Holiday	
Mon	30		III

May - 2018			
Day	Date	Schedule	Day Order
Tue	1		
Wed	2		
Thur	3		
Fri	4		
Sat	5		
Sun	6		
Mon	7		
Tue	8		
Wed	9		
Thur	10		
Fri	11		
Sat	12		
Sun	13		
Mon	14		
Tue	15		
Wed	16		
Thur	17		
Fri	18		
Sat	19		
Sun	20		
Mon	21		
Tue	22		
Wed	23		
Thur	24		
Fri	25		
Sat	26		
Sun	27		
Mon	28		
Tue	29		
Wed	30		
Thur	31		

February -2018			
Day	Date	Schedule	Day Order
Thur	1		III
Fri	2		IV
Sat	3	Holiday	
Sun	4	Holiday	
Mon	5		V
Tue	6		VI
Wed	7		I
Thur	8		II
Fri	9	Annual Day	
Sat	10	Annual Day	
Sun	11	Graduation Day	
Mon	12		III
Tue	13		IV
Wed	14		V
Thur	15		VI
Fri	16		I
Sat	17	Holiday	
Sun	18	Holiday	
Mon	19		II
Tue	20		III
Wed	21		IV
Thur	22		V
Fri	23		VI
Sat	24	Holiday	
Sun	25	Holiday	
Mon	26		I
Tue	27		II
Wed	28		III

March - 2018			
Day	Date	Schedule	Day Order
Thur	1		IV
Fri	2		V
Sat	3	Holiday	
Sun	4	Holiday	
Mon	5		VI
Tue	6		I
Wed	7		II
Thur	8		III
Fri	9		IV
Sat	10	Holiday	
Sun	11	Holiday	
Mon	12		V
Tue	13		VI
Wed	14		I
Thur	15		II
Fri	16		III
Sat	17	Holiday	
Sun	18	Holiday	
Mon	19	Last date for Submission of Internal -II Question papers	IV
Tue	20		V
Wed	21		VI
Thur	22		I
Fri	23		II
Sat	24	Holiday	
Sun	25	Holiday	
Mon	26	Commencement of Internal Examination - II	III
Tue	27		IV
Wed	28		V
Thur	29		VI
Fri	30	Good Friday	
Sat	31	Holiday	

ABOUT THE INSTITUTIONS

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 18 Undergraduate, 15 Postgraduate, 8 M.Phil and 7 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.

It sounds pleasant to specify that MCAS has been feathered with NAAC 'A' grade and 2(f) & 12(B) status.

National Institutional Ranking Framework (NIRF) has ranked MCAS 86th among the colleges in India. MCAS enjoys the 6th rank among the self financing colleges in Tamil Nadu.

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.

MUTHAYAMMAL COLLEGE OF EDUCATION

Sound programme of professional education of teachers is essential for the quality improvement of education. Injected by this spirit, Muthayammal Educational and Charitable Trust has launched the Muthayammal College of Education in 2015. Muthayammal College of Education has determined to evolve and implement a programme of Teachers' education that would aim at the integral development of prospective teachers. It also aims at equipping the students and the - teachers with the competencies requisite for dealing with the current issues of the choices and challenges of student teachers.

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 24,000 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.
- 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.

December - 2017			
Day	Date	Schedule	Day Order
Fri	1		I
Sat	2	Milad-Un-Nabi	
Sun	3	Holiday	
Mon	4		II
Tue	5		III
Wed	6		IV
Thur	7		V
Fri	8		VI
Sat	9	Holiday	
Sun	10	Holiday	
Mon	11		I
Tue	12		II
Wed	13		III
Thur	14		IV
Fri	15		V
Sat	16	Holiday	
Sun	17	Holiday	
Mon	18		VI
Tue	19		I
Wed	20		II
Thur	21		III
Fri	22		IV
Sat	23	Holiday	
Sun	24	Holiday	
Mon	25	Chirstmas	
Tue	26		V
Wed	27		VI
Thur	28		I
Fri	29		II
Sat	30	Holiday	
Sun	31	Holiday	

January - 2018			
Day	Date	Schedule	Day Order
Mon	1	New Year's Day	
Tue	2		III
Wed	3		IV
Thur	4		V
Fri	5		VI
Sat	6	Holiday	
Sun	7	Holiday	
Mon	8		I
Tue	9		II
Wed	10		III
Thur	11		IV
Fri	12		V
Sat	13	Bhogi	
Sun	14	Pongal	
Mon	15	Maatu Pongal	
Tue	16	Uzhavar Thirunal	
Wed	17	Holiday	
Thur	18		VI
Fri	19		I
Sat	20	Holiday	
Sun	21	Holiday	
Mon	22	Last date for submission of Internal -I Question Papers	II
Tue	23		III
Wed	24		IV
Thur	25		V
Fri	26	Republic Day	
Sat	27	Holiday	
Sun	28	Holiday	
Mon	29	Commencement of Internal Examination-I	VI
Tue	30		I
Wed	31		II

October - 2017			
Day	Date	Schedule	Day Order
Sun	1	Muharram	
Mon	2	Gandhi Jayanthi	
Tue	3	Last date for submission of Internal-II Question papers	III
Wed	4		IV
Thur	5		V
Fri	6		VI
Sat	7	Holiday	
Sun	8	Holiday	
Mon	9	Commencement of Internal Examination - II	I
Tue	10		III
Wed	11		III
Thur	12		IV
Fri	13		V
Sat	14	Holiday	
Sun	15	Holiday	
Mon	16		VI
Tue	17	Holiday	
Wed	18	Deepavali	
Thur	19	Holiday	
Fri	20		I
Sat	21	Holiday	
Sun	22	Holiday	
Mon	23		II
Tue	24		III
Wed	25		IV
Thur	26		V
Fri	27		VI
Sat	28	Holiday	
SUN	29	Holiday	
Mon	30		I
Tue	31		II

November - 2017			
Day	Date	Schedule	Day Order
Wed	1		III
Thur	2		IV
FrI	3		V
Sat	4	Holiday	
Sun	5	Holiday	
Mon	6		VI
Tue	7		I
Wed	8		II
Thur	9		III
FrI	10		IV
Sat	11	Holiday	
Sun	12	Holiday	
Mon	13		V
Tue	14		VI
Wed	15		I
Thur	16		II
FrI	17		III
Sat	18	Holiday	
Sun	19	Holiday	
Mon	20		IV
Tue	21		V
Wed	22		VI
Thur	23		I
FrI	24		II
Sat	25	Holiday	
Sun	26	Holiday	
Mon	27		III
Tue	28		IV
Wed	29		V
Thur	30		VI

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
	<u>100</u>

- 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 (18 nos)

1. Biochemistry | 2. Microbiology | 3. Biotechnology | 4. Hotel Mgt. & Cat. Science
5. Textile & Fashion Design | 6. Computer Science | 7. B.C.A | 8. B.A. English | 9. Mathematics
10. Electronics & Comm. | 11. Physics | 12. Chemistry | 13. B.Com | 14. B.Com (CA)
15. B.B.A | 16. B.B.A (CA) | 17. Zoology | 18. Statistics

PG COURSES (15 nos)

1. Biochemistry | 2. Applied Microbiology | 3. Biotechnology | 4. Medical Biochemistry
5. Textile & Fashion Design | 6. Computer Science | 7. Mathematics | 8. Elect. & Comm.
9. Physics | 10. Chemistry | 11. Organic Chemistry | 12. M.Com. | 13. M.Com (CA)
14. M.A. English | 15. M.C.A

RESEARCH PROGRAMMES (M.Phil., 8 nos & Ph.D., 7 nos)

M.Phil - 1. Biotechnology | 2. Biochemistry | 3. Microbiology | 4. Commerce |
5. Computer Science | 6. Maths | 7. Physics | 8. Chemistry
Ph.D., (Full Time) - 1. Biotechnology | 2. Biochemistry | 3. Microbiology
Ph.D., (Part Time) - 1. Commerce | 2. Statistics | 3. Tamil | 4. Management studies

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, CTS, TATA, 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 ₹ 2,50,000/
2. A student is eligible to receive only one type of scholarship.
3. The Tamil Nadu 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 education and to pursue higher education in colleges

The amount of Scholarship awarded is as follows

S.No.	Degree	Days Scholar		Hostellers	
		Boys	Girls	Boys	Girls
1	Under Graduate 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.

August - 2017			
Day	Date	Schedule	Day Order
Tue	1	Last Date for Submission of Internal-I Question Papers	V
Wed	2		VI
Thur	3	Aadi Perukku	
Fri	4		I
Sat	5	Holiday	
Sun	6	Holiday	
Mon	7	Commencement of Internal Examination-I	II
Tue	8		III
Wed	9		IV
Thur	10		V
Fri	11		VI
Sat	12	Holiday	
Sun	13	Holiday	
Mon	14		I
Tue	15	Independence Day	
Wed	16		II
Thur	17		III
Fri	18		IV
Sat	19	Holiday	
Sun	20	Holiday	
Mon	21		V
Tue	22		VI
Wed	23		I
Thur	24		II
Fri	25	Sri Vinayagar Chathurthi	
Sat	26	Holiday	
Sun	27	Holiday	
Mon	28		III
Tue	29		IV
Wed	30		V
Thur	31		VI

September - 2017			
Day	Date	Schedule	Day Order
Fri	1		I
Sat	2	Bakrid	
Sun	3	Holiday	
Mon	4		II
Tue	5		III
Wed	6		IV
Thur	7		V
Fri	8		VI
Sat	9	Holiday	
Sun	10	Holiday	
Mon	11		I
Tue	12		II
Wed	13		III
Thur	14		IV
Fri	15		V
Sat	16	Holiday	
Sun	17	Holiday	
Mon	18		VI
Tue	19		I
Wed	20		II
Thur	21		III
Fri	22		IV
Sat	23	Holiday	
Sun	24	Holiday	
Mon	25		V
Tue	26		VI
Wed	27		I
Thur	28		II
Fri	29	Ayutha Pooja	
Sat	30	Vijaya Dashami	

June 2017			
Day	Date	Schedule	Day Order
Thur	1		
Fri	2		
Sat	3		
Sun	4		
Mon	5	College Reopens	I
Tue	6		II
Wed	7		III
Thur	8		IV
Fri	9		V
Sat	10	Holiday	
Sun	11	Holiday	
Mon	12		VI
Tue	13		I
Wed	14		II
Thur	15		III
Fri	16		IV
Sat	17	Holiday	
Sun	18	Holiday	
Mon	19		V
Tue	20		VI
Wed	21		I
Thur	22		II
Fri	23		III
Sat	24	Holiday	
Sun	25	Holiday	
Mon	26	Ramzan	
Tue	27		IV
Wed	28		V
Thur	29		VI
Fri	30		I

July - 2017			
Day	Date	Schedule	Day Order
Sat	1	Holiday	
Sun	2	Holiday	
Mon	3		II
Tue	4		III
Wed	5		IV
Thur	6		V
Fri	7		VI
Sat	8	Holiday	
Sun	9	Holiday	
Mon	10		I
Tue	11		II
Wed	12		III
Thur	13		IV
Fri	14		V
Sat	15	Holiday	
Sun	16	Holiday	
Mon	17		VI
Tue	18		I
Wed	19		II
Thur	20		III
Fri	21		IV
Sat	22	Holiday	
Sun	23	Holiday	
Mon	24		V
Tue	25		VI
Wed	26		I
Thur	27		II
Fri	28		III
Sat	29	Holiday	
Sun	30	Holiday	
Mon	31		IV

ADMISSION NOTIFICATION

Students who have secured

- 1101 marks and above in the plus two examinations will be awarded a scholarship of ₹ 8000/-

1051 to 1100 marks	₹ 7000/-
1001 to 1050 marks	₹ 4000/-
951 to 1000 marks	₹ 2000/-
900 to 950 marks	₹ 1000/-

- Students can avail these scholarships only once during the course of their study
- Students excelling in sports are offered 100% scholarship for the complete course of their study
- Students who are physically challenged/ Differently abled can enjoy 25% scholarship during the course of their study

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 ₹ 25,000/- If the accident proves to be fatal, the Insurance Company will readily pay a sum of ₹ 1.50 lakh to the family of the deceased. The insurance coverage has been made available from 2008-2009.

Senior staff members are covered under Apollo Health Insurance Scheme.

RULES OF ATTENDANCE

- Attendance is marked at the commencement of each hour.
- A student who wants to avail leave should submit the prescribed application form duly filled in to the class incharge
- 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.
- 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.

5. 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.
6. Hostellers must submit their leave application forms countersigned by the warden.
7. 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.
9. 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. Students must be courteous enough to greet the teachers while meeting them
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. Student can leave the class room on valid reason only at the permission of the teacher.
5. Students should abstain from active participation in party or communal politics.
6. Students should be present in their respective classes at the stroke of the first bell 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. As per the norms of the University, the students who produce atleast 80% of attendance during physical training classes shall only be granted certificate of attendance.
8. Late comers will be marked absent for the period.
9. Any Parent or guardian who wishes to meet their ward during the class hours shall contact office.
10. Students must ensure cleanliness in the entire campus.
11. Cost of the damage caused to any of the properties of the institution will be recovered from the student or students concerned.
12. Any change in the address of the student should be intimated to the office/class in charge immediately.

Department Events 2017-18	Grand Total						
	17	16	18	36	36	1	124
Foundation English		-	1	2	2		5
ENGLISH	1	1	1	2	2		7
TFD	1	1	1	2	2		7
TAMIL	-	-	1	2	2		5
STAT	1	1	1	2	2		7
PHYSICS	1	1	1	2	2		7
CHEMISTRY	1	1	1	2	2		7
EC	1	1	1	2	2		7
HMCS	2	1	1	2	2		8
Maths	1	1	1	2	2		7
BBA & BBA CA	1	1	1	2	2		7
COMMERCE	1	1	1	2	2		7
CS	1	1	1	2	2		7
CA	1	1	1	2	2	1	8
Zoology	1	1	1	2	2		7
Biotechnology	1	1	1	2	2		7
Biochemistry	1	1	1	2	2		7
MB	1	1	1	2	2		7
Events	Department festival	Field visit	Signing of MOU	Extension Activity	External Events	National Conference	Total event

MCAS EVENTS

S.No.	EVENTS	TOTAL
1	Alumni interaction	28
2	Alumni meet (Chennai chapter)	1
3	Independence day	1
4	Teachers day	1
5	Republic day	1
6	Annual day	1
7	FDP	6
8	College Bazaar	3
9	Certificate Distribution	2
10	One Village adoption for two years	1
11	NSS special camp	1
12	Department Farewell	14
13	Campus Interviews	20
14	Achievers Day	1
15	Book Fair - 2017	1
16	Women's Day Celebration	1
17	Blood Donation Camp (National Voluntary Blood Donation Day, Youth day & YRC day)	3
18	DST inspire camp	1
19	Hostel day celebration	1
20	Graduation day	1
21	Induction programme for I UG, PG & M.phil	3
22	Job fair - physically challenged students	1
23	Parents Meeting for I & II UG & PG	16
24	Intramural Athletics & Sports Day Function	1
25	External events	45
26	Awards & rewards	1
GRAND TOTAL		156

13. 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.

14. Students are advised not to indulge in any indisciplinary activity to avoid penalty/suspension/expulsion

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 attempt 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. The library is automated with gate entry and circulation management system
3. All the staff and the students of the college are members of the library.
4. The library will function on all working days between 9.00a.m. and 6.00 p.m.
5. Every UG student is facilitated to borrow five books.
6. Every PG Student, M.Phil., and Ph.D., scholar can borrow Six books.
7. A student should produce his/her identity card while borrowing books

7. A student can keep the book borrowed with him/her for 14 days and a staff for 30 days
8. Books must be returned to the library on due-date and can be renewed or re borrowed for a period of 14 days/30 days
9. The librarian may recall any book at any time even before the expiry of the normal period of lending.
10. Students are prohibited from sub-lending the books.
11. Absence from the college will not be ordinarily admitted as an excuse for delay in returning the books on the due date.
12. Books can be returned to the librarian between 9.00 a.m. and 5.00 p.m.
13. 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.
14. 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.
15. 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.
16. Students should place their belongings at the rack provided while entering the library.
17. Perfect silence and decorum should be maintained in the library.
18. A student shall be issued Transfer or Conduct certificate only on the submission of 'No Dues' certificate even from the Librarian.

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) -	UG-17	PG- 8	M.Phil.,-1
II-Year Students (Both UG & PG) -	UG-18	PG 6	
III-Year Students -UG	-	UG-14	
Total	-	64	

Guidelines For International Students

1. Every student 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.
6. Ragging is banned and Smoking is prohibited.
7. Using Mobile Phone within the campus is forbidden.
8. They must maintain dress code prescribed .
9. They must attend the classes regularly and adhere to the instructions issued from time to time.
- 10.They should avoid 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.The students are supposed to follow the rules and regulations of the college and the University at all times.
- 15.They should abide by the Laws and Directives of the Government of India / Tamil Nadu.

17. If any damage is caused by the inmates to the hostel property the cost of the original. Shall be collected either from the individual, if identified or collectively from the inmates of the hostel.
18. Students should avoid keeping transistors, tape recorders, cell-phones, iron boxes, electric heaters etc., in their rooms.
19. It is the student's responsibility to keep their money and costly things safe. Rooms must be kept locked during class hours
20. Personal problems & problems among the inmates, or with the workers should be represented only to the Deputy Warden.
21. The Deputy Warden/Principal is the sole authority to deal with Issues. The warden's discretion is final in all matters.
22. Telephone facilities are made available in the hostel. The Hostellers can make use of the facility only to contact their parents / Guardians.
23. All letter correspondence Should be made by the Students only through the Dy.Warden.
24. Visitors can wait only at the Visitor's Hall. They have to prevent themselves from entering the rooms.
25. Once the inmates are expelled from the hostel for their misbehaviour / indisciplinary activities, they will not be re-admitted at any cost.
26. The hostellers are asked to submit two leave letters while availing of leave on working days, one to the Deputy Warden and another to the H.O.D concerned.

LIST OF PROCESS OWNERS AND MAJOR FUNCTIONS -2017-18

PRINCIPAL'S DIRECT SCOPE Dr.R.Selvakumaran	DEAN ADMINISTRATION Dr.A.Stella Baby	DEAN ACADEMICS Dr.S.P.Vijekumar	DEAN ADMISSION Dr.M.N.Periasamy	DEAN EXAMINATION Dr. A.Palanisamy	HEAD-SOCIAL ACTIVITIES Mr.M.Ramamoorthy	HEAD- STUDENT PROGRESSION Dr.V.Vijaya Deepa	HEAD PLACEMENT & SKILL DEVELOPMENT Mr.H.Lookmansithic
Administration - Academic & Academic Office Management Co-ordinator - S.Kumaresan Asst. Co-ord. - V.Susmitha	Discipline, Cultural & Parents Teacher association Co-ordinator - R.Selvi sophia Asst. Co-ord. - G.Parthasarathi	Internal Quality Assurance Cell (IQAC) & Management Information System (MIS) Co-ordinator - S.Santhosh Asst. Co-ord. - M.Yasmina Thabasum	Admission Co-ordinator - R.Mohanraj Asst. Co-ord. - P.Vinothkumar	Examinations & Evaluation Co-ordinator - P.Mohankumar Asst. Co-ord. - M.Jeeva	Community College Co-ordinator - S.Mugunthakumar Asst. Co-ord. - K.Gayathri	Information and Communication Technology (ICT) Co-ordinator - T.Prabhu Asst. Co-ord. - S.Rajasekaran	Placement & Industry Institute Interaction Co-ordinator - S.Sivakumaran Asst. Co-ord. - R.S.Jothi Rajan
Research & Development (R&D) Head- Dr.N.Sudhakar Asst. Co-ord. - Dr.N.Nithiya Asst. Co-ord. - A.S.Syed Navaz	Supportive Committee for 1.Hostel Management Co-ordinator- R.Keerthana Asst. Co-ord. - A.Eswari 2.Human Rights Cell & Citizen Consumer Club Co-ordinator- S.Vijayarangan Asst. Co-ord. - T.Gopi	Asset Management, Academic Infra and Budget Co-ordinator - E.Manimaran Asst. Co-ord. - A.Raja	Transportation Co-ordinator - D.Ranjithkumar Asst. Co-ord. - A.Moandass Gandhi	Curriculum Management & Development (CMD) Co-ordinator - A.K.Saravanan Asst. Co-ord. - P.Suba	Extension Activity YRC & RRC Co-ordinator - P.Selvamallewaran Asst. Co-ord. - B.Sivasankaran	Magazine Committee Co-ordinator - K.R.Rajakarthikeyan Asst. Co-ord. - K.Sathishkumar	Value Added Centre Co-ordinator - H.Rajamohammed Asst. Co-ord. - S.Sivakumar
FDP Co-ordinator - Dr.S.Anbalagan Asst. Co-ord. - Dr.G.Venkatesan		Department File Format Implementation Cell Co-ordinator - A.Megala Asst. Co-ord. - D.Udhayakumar	Event Management & Hospitality Co-ordinator - S.Manokarthick Asst. Co-ord. - T.Sangeetha		Extra Curricular activities (NSS) Co-ordinator - K.Thangavel Asst. Co-ord. - R.Mehala	Women's Forum & Anti Sexual Harassment & Gender Violation Cell Co-ordinator - A.Anushapriya Asst. Co-ord. - M.Saranya	Entrepreneurship Development Cell Co-ordinator - R.Senkoluel Asst. Co-ord. - B.Sangeetha
Sports Activities Head- Dr.T.Ramesh Asst. Co-ord. - S.Ashok		Management Review System (MRS) & Project Management Office (PMO) Co-ordinator - N.Radhakrishnan Asst. Co-ord. - P.Nagarajan	Career Awareness Programme Co-ordinator - Dr.M.Devi Asst. Co-ord. - M.Renuka		ECO Club Co-ordinator - T.Kavitha Asst. Co-ord. - P.Shobanadevi	Library Activities Head- Dr.T.Sakthivel Asst. Co-ord. - Dr.V.Raja	Communication Lab Co-ordinator - M.Sivaramakarthikeyan Asst. Co-ord. - D.Vijayakannan
Tutorial Ward system Co-ordinator - L.Devi Asst. Co-ord. - Dr.S.R.Vasanthamani Grievance Cell Co-ordinator - Dr.M.Bose Asst. Co-ord. - S.Bharathi	International Students Affairs Co-ordinator - A.Karthigaiselvam Asst. Co-ord. - V.Prabakaran			Cell for Physically Challenged Co-ordinator - P.Ashok Asst. Co-ord. - G.Bakkijaraju	Co-Curricular activities Co-ordinator - Dr.P.Venkatachalam Asst. Co-ord. - V.Balamurugan	Alumni Association Co-ordinator - M.Sathishkumar Asst. Co-ord. - M.Revathi	

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.

Boys must abide by the dress code and must insert/ tuck-in their shirts during their stay in the premises of the college.

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 62 buses operated for the comfort of the students of Muthayammal College of Arts & Science.

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.

5. If any one falls sick, the Deputy Warden should be informed of it immediately. Only then the student 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	:	8:30 am to 9:15 am
Lunch	:	12:40 pm to 1:15 pm
Dinner	:	7:00 pm to 8:00 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 ₹ 100/- will be levied and for a further delay of another month, an additional fine of ₹ 200/- 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.
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 entertained. However, Parent/Guardian with prior permission from the Deputy Warden may be allowed to stay in.
13. Food must not be either carried by the students or supplied by the employees to the rooms.
14. Students are not empowered to enter the kitchen and store rooms. They should avoid giving tips to servants or cooks in the hostel.
15. Day scholars are strictly prohibited to enter the hostels.
16. 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/ she can get permission from his/ her 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.

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.

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 rules / regulations implemented by the authorities. This shall be endorsed by the parent/ guardian in the declaration form.
3. At the time of admission, the applicant should remit the fee as prescribed by the college

Accommodation

Hostel provisions are made available to accommodate boys and girls separately. The rooms are well furnished with tables, cots, fans and bathrooms.

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.

S.No.	Place	Bus No.	Dept Time	Via
1	Seeliampatty	201	7:15 AM	Echampatti,Malliakarai,Gopalapuram, Thimmanayakanpatti
2	Malasamuthiram	203	7:30 AM	Kottapalayam,Palamedu,Morangam,Vaiyappalamai, Gurusamyalayam, Andagalore gate
3	Oil patty	204	8:30 AM	Namagiripettai,Thannipanthalkadu,Moolapallipatty, Koraiyaru,Mettala,.
4	Kuruwazhaa	205	8:00 AM	Vellalapatty,Echampatty,Oduvanguurichi
5	Senthamangalam (R.P.Pudur)	207	7:30 AM	Vendangi, Karavalli, Kalappanaickenpatty,Nadukompai, Belukurichi, Pachudayampalayam, Namagiripettai
6	Pattanam	208	8:15 AM	Ayyampalayam, Vadugam, Puthupatty, Vellakkal patty, Namagiripet
7	Rasipuram (Girls)	209	8:20 AM	Koneripatty, Old Bus Stand, New Bus Stand
8	Rasipuram(Boys)	210	8:20 AM	Koneripatty, Old Bus Stand, New Bus Stand
9	Paachal	212	8:20 AM	Murungappatty, C.S.Puram, Agraharam
10	Karadiyanur	213	8:00 AM	Kattanachampatty,Puthupalaiyam, Rasipuram
11	Thalavaipatty	216	7:40 AM	Palaniyapuri,Ottapatty, Olapaty, Thennampillur, Annanagar, Kalarampatty,Gopalapuram
12	Umayalpuram (Aariyalalayam)	217	7:45 AM	Umayalpuram, Ariyalalayam, Karadipatty, Merkurajalayam, Uthangarai,Somampatty, Mottur
13	Jalagandapuram (Vanavasi)	218	7:00 AM	Chinnampatty, Elampillai, Kakkapalayam, KandarkulaManickam, Attayampatti, Vennandur, Rasipuram

S.No.	Place	Bus No.	Dept Time	Via
14	Theppakuttai	219	7:10 AM	Elampillai, Kakkapalayam, KandarkulaManickam, Attayampatti, Vennandur, Rasipuram
15	Manickampalayam	221	7:15 AM	Ilupuli, Kokkalai, Periyamanali, Chinnamanali, Mettupalayam, Lakkapuram, Thottipalayam, Periyathottipatty, Kalyani, Semmampatty,
16	Vilaripalayam	222	7:55 AM	Mannaarpalayam, Eishvaramoorthipalayam, Thathagoundanputhur, Urambu, Mettala
17	Nainamalai Ativaram	223	7:40 AM	Pudhansanthai, Kalangani, Selliyayipalayam, Thirumalaipatti, Edayapatty, Kanurpatty, Karuthani, Nathamedu, singalanthapuram.
18	Kammalapatty	225	7:30 AM	Kurangupuliyamaram, Kuralnatham, Panamarathupatty, Kuttalampatty, Pudhupalayam.
19	Kandasamyputhur	226	7:20 AM	Mathrootu, Singiliyankombai, Anna Nagar, Thandagoundampalayam, Mangalapuram, Mettala
20	Kadavampatty (Sandhapettai)	227	7:15 AM	Theevattipatti, Poosaripatty, Pannapatty, Omalur, Periyar University, Kurangusavadi, Kondalampatty, Seelanaickenpatty
21	Velagoundampatty	228	7:30 AM	Velagoundampatty, Thondipatty, Gedarapalayam, Veppampatty, Elurkallukadai, Puthupatty, Naatamangalam, AmmapalayamPudur
22	Vaikuntham (Vadugapatty)	230	7:10 AM	Mangalam, Kalippatti, Aatayampatty, Vennadur
23	Kammalapatty (Annapuram)	231	7:50 AM	Annapuram, Thirumannor, Veppalapatty, Thekkalpatty, N.Kattur, Ayilpatty, Mettala
24	Uppilapuram	232	7:30 AM	Sopnapuram, Koppampatty, Varichattipalayam, Naganallur, Murungappatty, T. Mangappatty,
25	Keeripatti	234	7:40 AM	Nagiampatty, Ulipuram, Naraikinaru, Kamaraj Nagar, Mettala
26	Mattayampatty (Elampillai)	235	7:35 AM	K.K. Nagar, Kadayampatty, Elampillai, Mallanampalayam, Chittarkovil, Sivathapuram, Thirumagal Bypass, Seelanaickenpatty Bypass, Mallur, Rasipuram

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.

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.

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).

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

GUIDELINES FOR VACATION LEAVE	
Category	No.of Days
Teaching	10 days
Non-Teaching	5 days

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.

S.No.	Place	Bus No.	Dept Time	Via
27	Puludhikuttai (Keeraipatti)	236	7:15 AM	Keeraipatty,Konanchettiur, Kurichi, Belur, Mannanaickenpatty, Palaniyapuram colony, Mangalapuram
28	Edapadi	238	7:25 AM	Konganapuram, Magudanchavadi, Kakkapalayam.Kandakulamankam, Attayampatti, Vennandur
29	Mettur	239	6:50 AM	Mettur (RS), Thangamaripattinam, Kunjandiyur,Kamaneri,Mecheri, Omalur, Mamangam, Salem Bypass
30	Thaandanoor	240	7:15 AM	Kaththiripatty,Kumarapalayam, Padayachior, Kottavadi, Vazhapadi, Ponnarampatty
31	Kadambur	241	7:25 AM	Koodamalai, Kondayampalli, Koneripatty, Thammampatty, Jangamasamuthiram, Mullukirichi, Mettala
32	Poolaveri (Soolaimedu)	243	7:40 AM	Kolinjipatty, Nalikkalpatty, PanamarathupattyPirivu, Mallur, Rasipuram
33	Kolli Hills	244	7:00 AM	Semmedu, Solakkadu, Sengarai, Nariyangkadu, Mullukurichi
34	Kanavaipatty (Kapaloothu)	245	8:15 AM	Kappaloothu, Mettala, Moolapallipatti, Vellakalpatti
35	Erode	246	7:10 AM	Karungalpalayam, Pallipalayam, Aalampalayam, SPB-Colony,Kottapally, T.code, Elachipalayam, Gurusampalayam
36	Sangagiri	247	7:20 AM	Settipatty, Kozhikkalnatham, Morpalayam,Ramapuram,Paruthipalli, Somanampatti, Vaiyappamalai,Gurusampalayam
37	Thalaivasal	248	7:35 AM	Sarvai,Kattukottai,Ammampalayam,Attur, Malliakarai
38	Seshanchavadi	249	7:50 AM	Vellalagoundamprivu, Vellalagundam, Veppilaiipatty, Kumarapalayam, Navalpatty, Mangalapuram

S.No.	Place	Bus No.	Dept Time	Via
39	Tholasampatty	252	7:20 AM	Tharamangalam, K.R.Thoppur, Steel Plant, Junction, Sona college, Thiruvagoundanur Bypass, Kondalampatty Bypass, Mallur
40	Sethnatharapatti (Palakadu)	253	7:40 AM	Thammampatty,Nagiampatty,Ulipuram,Malayalappatty Pirivu,Mettala
41	CN Palayam (Neermulikkuttai)	255	7:20 AM	Pallathathanoor, Neermulikkuttai, Kootthathupatty, Ayothiyapattinam.Udayapatty by pass, Kumaragiri, Seelanaickenpatty by pass
42	Mettupatty	257	7:20 AM.	Karipatty,Ayothiyapattinam, Ammapet, Old Busstand, Prabath,Seelanaickenpatty.
43	VIP Nagar	258	8:10 AM	Muthukalipatty, Rasipuram, Pattanam, Kakkaveri
44	Kothampadi (Kalpaganur)	259	7:15 AM	Pethanayakkanpalayam, Puthiragoundampalayam, Periyakrishnapuram, Vazhapadi, Singipuram, Somampatty, Thimmanaickenpatty
45	B.Mettupalayam (Pavithram)	262	7:00 AM	Thathaiyengar Pettai,Mahadevi, Pavithiram, Erumapatty, Pottyreddypatty, Alanganatham, Palayapalayam,Senthamangalam, Belukurichi
46	Karuppur (Thekkampatti)	264	7:25 AM	Karumbalai, 5 roads, 3 Roads, Thiruvagoundanoor bypass
47	Kannankurichi	267	7:45 AM	Panagkadu, Husthampatty, Vincent, Old Bus stand, Pillukadai, Seelanaickenpatty,
48	Veeraganur (Theдавur)	268	7:10 AM	Naduvalur, Gengavalli, Manjani, Attur, Malliyakarai, Gopaiapuram
49	Neykarapatty	271	7:55 AM	Kondalampatty,Nethimedu,Annathanapatty,Seelanaickenpatty, Ammamkovil

CASUAL LEAVE

S.No.	LEAVE TYPE	LIMIT
1	(AL) - Applied Leave	12 Days
	(IL) - Informed Leave (1day Per sem)	
2	(OOD) - Official On Duty (Valuation, External, BOS)	20 days
3	(TOD)- University Theory Exam On Duty	As per University norms
4	(OD) - College sponsored Conference/Seminar/Workshop/Viva-voce/Graduation	As per norms
5	ML (Above 5 Yrs of Service at MCAS)	5 Days
6	Marriage Leave	5 Days
7	Spell Leave/ (POD)- Personal On Duty (Conference, M.Phil., Ph.D.,)	10Days
8	Permission* (1 hour)	2 Per Semester

*FN Only

Note:

- 1) Teachers can avail casual leave of six days during the period from January to June and another six days during the period from July to December.
- 2) A staff can avail casual leave of not more than Two days a month.
- 3) If there remains any days of casual leave unavailed at the end of June, it will be credited and carried over to the period from July to December.
- 4) Availing leave on both the day before and the day after the holidays. If such a leave is availed, the holidays shall also be counted as leave.
- 5) If any leave is availed on a working day that falls between two holidays, all the days shall be treated as leave.
- 6) If any staff falls short of 50% of attendance in a month, they shall credited with the salary only the number of days present. Such staff shall also lose their casual leave for the month.

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. 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.

S.No.	Place	Bus No.	Dept Time	Via
50	Paapanaikanpatty (Thumbal)	272	7:15 AM	Thumbal, Edayappatty, Vellalapatty, Belur, Athanoorpatty, Vazhapadi, Ponnarampatty
51	Kuppanur	273	7:20 AM	Sukkampatty, Valasaiur, Veeranam, Pallipatty, Ponnampet Gate, Salem old bus stand, Prabath
52	Yercaud Foot hills	275	7:45 AM	Korimedu, Hushthampatty, Saradha college, 5 Roads, New & Old bus stand, Prabath
53	Vennandhur	276	8:00 AM	Olapatty, Southapuram
54	Ramanaikanpalayam (Attur) Girls	277	7:15 AM	Seliyampalayam, Narasingapuram, Attur, Malliyakarai, Mangalapuram
55	Pottanam	282	7:45 AM	Senthamangalam, Kalpanaickenpatty, Belukurichi, Pachudayampalayam, Namagiripetty
56	Maavaru	283	8:00 AM	Moolakurichi, Kariyampatty, Periyasekkadi, Konapathai, Pilippakuttai, Mettala.
57	Mohanur	284	7:40 AM	Mohanur, Aniyapuram, Namakkal, Senthamangalam, Belukuruchi
58	Valayapatty	285	7:35 AM	Puthupatty, Naiiur, Namakkal, Bommampatty, Puthansanthalai, Puthusathiram, Andagalore Gate
59	Alanganatham	286	7:35 AM	Thusur, Kosavampatty, Bommampatty Touching Namakkal, Muthalaipatty, Puthansanthalai, Puthusathiram, Andagalore gate
60	Jedarpalayam	288	6:55 AM	Pandamangalam, Velur, Paramathi, Keerambur, Namakkal, Puthansanthalai
61	Belukurichi	289	8:30 AM	Singalandapuram, Appanaikanpatty
62	Kandampalayam		7:20 AM	Maniyanoor, Valragate, Thiruchengode, Elachipalayam, Gumsamaypaiyayam, Andagalore gate.

SERVICE - RULES AND REGULATIONS (STAFF)

CODE OF CONDUCT

It is expected from every staff member of this institution to –

- 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.

WORKING HOURS

The College functions from Monday to Saturday. Office hours, otherwise specified, are 9.25 a.m. to 3.20 p.m. with lunch break from 12.25 p.m. to 1.15 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 1st & 3rd 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.

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

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.

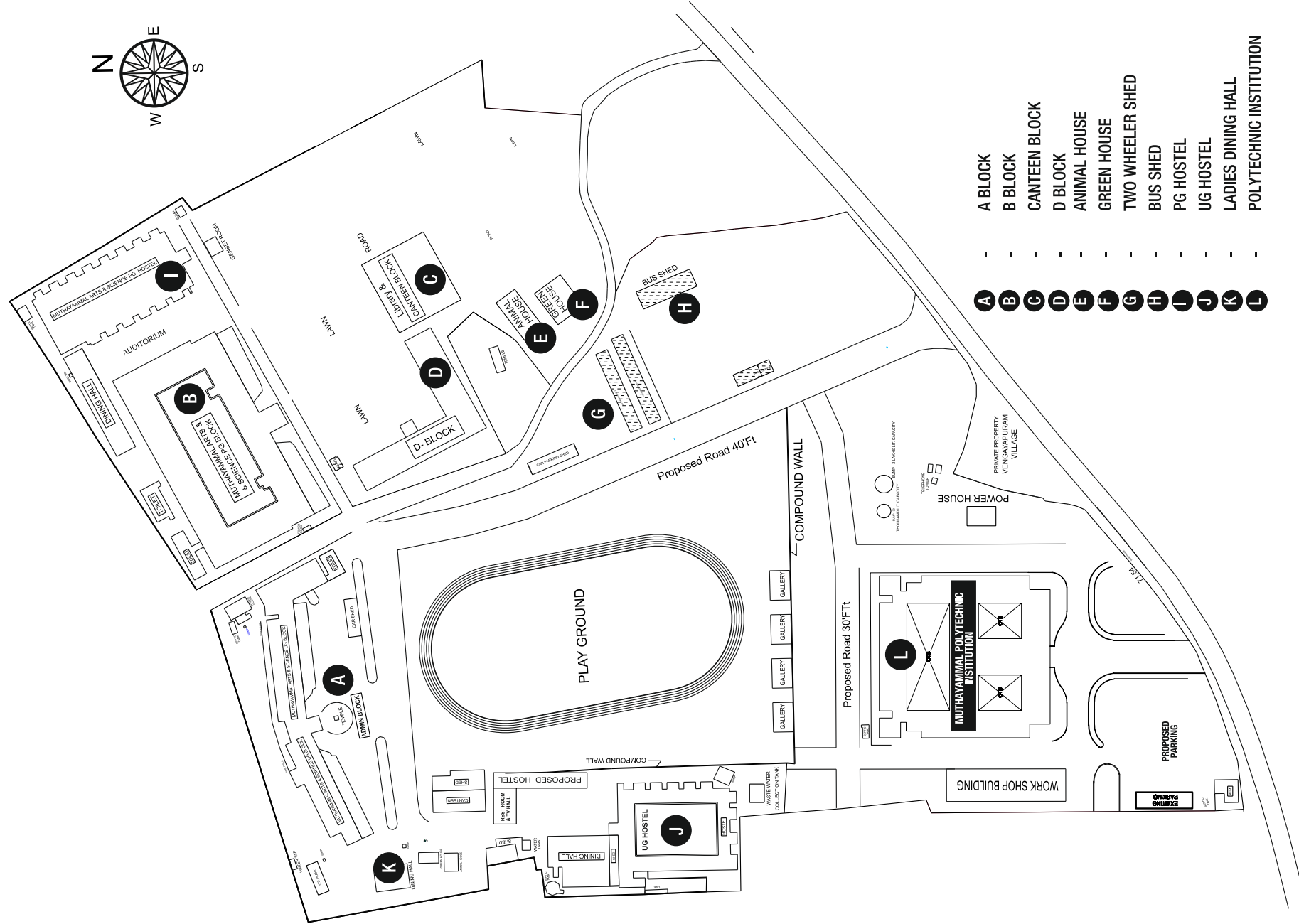
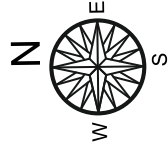
A Staff member while joining the institution shall along with the joining report submit all original Degree Certificates, Experience Certificates and 5 Passport size photographs. The Staff shall furnish both his/her temporary and permanent address along with their contact phone numbers, Email ID etc. 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
- 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



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