

| Hour Day | | TIME TABLE (ODD & EVEN SEMESTER) | | | | | | | | | | | |
|-------------|--|----------------------------------|---------------------------------|-------------------------------|--|----------------------------------|-----------------------------------|--|-------------------------------|------------------------------|-----------------------------|--|------------------------------------|
| | | I 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 |
| I | | | | | | | | | | | | | |
| II | | | | | | | | | | | | | |
| III | | | | | | | | | | | | | |
| IV | | | | | | | | | | | | | |
| V | | | | | | | | | | | | | |
| VI | | | | | | | | | | | | | |



Learn. Lead

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

(Accredited by NAAC with 'A' grade)

**College Diary
&
Academic Calendar
2015- 2016**

(STUDENT)

**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- 2015-16

| June-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 | | | | |

| July-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 | |

| August-2015 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 |

| September-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 | | | |

| October-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 |

| November-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 | | | | | |

| December-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 | | |

| January-2016 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 |

| February-2016 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | | | | |

| March-2016 | | | | | | |
|------------|----|----|----|----|----|----|
| 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-2016 | | | | | | |
|------------|----|----|----|----|----|----|
| 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-2016 | | | | | | |
|----------|----|----|----|----|----|----|
| 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 | | | | |

- 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 :

Branch :

Roll No. :University Register No.....

Address :

Phone No. :

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 - 2016 | | | | |
|--------------------------------|------|--|-----------|--------------------|
| Day | Date | Schedule | Day Order | No of Working Days |
| Fri | 1 | | II | 87 |
| Sat | 2 | Holiday | | 88 |
| Sun | 3 | Holiday | | |
| Mon | 4 | Model Examinations commence | III | 89 |
| Tue | 5 | | IV | 90 |
| Wed | 6 | | V | 91 |
| Thur | 7 | | VI | 92 |
| Fri | 8 | | I | 93 |
| Sat | 9 | Holiday | | |
| Sun | 10 | Holiday | | |
| Mon | 11 | | II | 94 |
| Tue | 12 | | III | 95 |
| Wed | 13 | | IV | 96 |
| Thur | 14 | Tamil New Year/ Dr Ambedkar Jayanthi | | |
| Fri | 15 | | V | 97 |
| Sat | 16 | Holiday | | 98 |
| Sun | 17 | Holiday | | |
| Mon | 18 | | VI | 99 |
| Tue | 19 | | I | 100 |
| Wed | 20 | | II | 101 |
| Thur | 21 | Last date for the submission of Model Examination Result Analysis | III | 102 |
| Fri | 22 | | IV | 103 |
| Sat | 23 | Holiday | | |
| Sun | 24 | Holiday | | |
| Mon | 25 | | V | 104 |
| Tue | 26 | | VI | 105 |
| Wed | 27 | | I | 106 |
| Thur | 28 | | II | 107 |
| Fri | 29 | | III | 108 |
| Sat | 30 | Holiday | | 109 |
| ஊருடன் கூடி வாழ்-Live amicably | | | | |

| March - 2016 | | | | |
|--------------|------|---|-----------|--------------------|
| Day | Date | Schedule | Day Order | No of Working Days |
| Tue | 1 | | V | 65 |
| Wed | 2 | | VI | 66 |
| Thur | 3 | | I | 67 |
| Fri | 4 | Sports Day | | |
| Sat | 5 | Annual Day | | |
| Sun | 6 | Convocation | | |
| Mon | 7 | | II | 68 |
| Tue | 8 | | III | 69 |
| Wed | 9 | | IV | 70 |
| Thur | 10 | | V | 71 |
| Fri | 11 | | VI | 72 |
| Sat | 12 | Holiday | | |
| Sun | 13 | Holiday | | |
| Mon | 14 | | I | 73 |
| Tue | 15 | | II | 74 |
| Wed | 16 | | III | 75 |
| Thur | 17 | | IV | 76 |
| Fri | 18 | | V | 77 |
| Sat | 19 | Holiday | | 78 |
| Sun | 20 | Holiday | | |
| Mon | 21 | | VI | 79 |
| Tue | 22 | | I | 80 |
| Wed | 23 | | II | 81 |
| Thur | 24 | Last date for the submission Model Examination Question Papers | III | 82 |
| Fri | 25 | Good Friday | | |
| Sat | 26 | Holiday | | |
| Sun | 27 | Holiday | | |
| Mon | 28 | | IV | 83 |
| Tue | 29 | | V | 84 |
| Wed | 30 | | VI | 85 |
| Thur | 31 | | I | 86 |

மொழிவந்து அற மொழி-Speak with clarity.

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, 15 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 -2016 | | | | |
|----------------|------|--|-----------|--------------------|
| Day | Date | Schedule | Day Order | No of Working Days |
| Mon | 1 | Last date for the submission of Mid-Semester Question papers | II | 42 |
| Tue | 2 | | III | 43 |
| Wed | 3 | | IV | 44 |
| Thur | 4 | | V | 45 |
| Fri | 5 | | VI | 46 |
| Sat | 6 | Holiday | | 47 |
| Sun | 7 | Holiday | | |
| Mon | 8 | Mid-Semester Examinations commence | I | 48 |
| Tue | 9 | | II | 49 |
| Wed | 10 | | III | 50 |
| Thur | 11 | | IV | 51 |
| Fri | 12 | | V | 52 |
| Sat | 13 | Holiday | | |
| Sun | 14 | Holiday | | |
| Mon | 15 | | VI | 53 |
| Tue | 16 | | I | 54 |
| Wed | 17 | | II | 55 |
| Thur | 18 | | III | 56 |
| Fri | 19 | | IV | 57 |
| Sat | 20 | Holiday | | 58 |
| Sun | 21 | Holiday | | |
| Mon | 22 | | V | 59 |
| Tue | 23 | | VI | 60 |
| Wed | 24 | Last date for the submission of Mid-Semester Result Analysis | I | 61 |
| Thur | 25 | | II | 62 |
| Fri | 26 | | III | 63 |
| Sat | 27 | Holiday | | |
| Sun | 28 | Holiday | | |
| Mon | 29 | | IV | 64 |

வித்தை விரும்பு-Long to learn.

| January - 2016 | | | | |
|----------------|------|---------------|-----------|--------------------|
| Day | Date | Schedule | Day Order | No of Working Days |
| Fri | 1 | New Year | | |
| Sat | 2 | Holiday | | 24 |
| Sun | 3 | Holiday | | |
| Mon | 4 | | IV | 25 |
| Tue | 5 | | V | 26 |
| Wed | 6 | | VI | 27 |
| Thur | 7 | | I | 28 |
| Fri | 8 | | II | 29 |
| Sat | 9 | Holiday | | |
| Sun | 10 | Holiday | | |
| Mon | 11 | | III | 30 |
| Tue | 12 | | IV | 31 |
| Wed | 13 | | V | 32 |
| Thur | 14 | Bhogi | | |
| Fri | 15 | Thai Pongal | | |
| Sat | 16 | Maatu Pongal | | |
| Sun | 17 | Kaanum Pongal | | |
| Mon | 18 | Holiday | | |
| Tue | 19 | | VI | 33 |
| Wed | 20 | | I | 34 |
| Thur | 21 | | II | 35 |
| Fri | 22 | | III | 36 |
| Sat | 23 | Holiday | | |
| Sun | 24 | Holiday | | |
| Mon | 25 | | IV | 37 |
| Tue | 26 | Republic Day | | |
| Wed | 27 | | V | 38 |
| Thur | 28 | | VI | 39 |
| Fri | 29 | | I | 40 |
| Sat | 30 | Holiday | | 41 |
| Sun | 31 | Holiday | | |

மேன் மக்கள் சொல் கேள்-Listen to men of quality.

- 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 | <u>20</u> |
| | 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 ▪ Chemistry
- Ph.D., - ▪ Biotechnology ▪ Biochemistry ▪ Microbiology

December - 2015

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

மேதமை அகற்று-Eradicate ignorance.

| November - 2015 | | | | |
|-----------------|------|-----------|-----------|--------------------|
| Day | Date | Schedule | Day Order | No of Working Days |
| Sun | 1 | Holiday | | |
| Mon | 2 | | IV | 110 |
| Tue | 3 | | V | 111 |
| Wed | 4 | | VI | 112 |
| Thur | 5 | | I | 113 |
| Fri | 6 | | II | 114 |
| Sat | 7 | Holiday | | 115 |
| Sun | 8 | Holiday | | |
| Mon | 9 | Holiday | | |
| Tue | 10 | Deepavali | | |
| Wed | 11 | Holiday | | |
| Thur | 12 | | III | 116 |
| Fri | 13 | | IV | 117 |
| Sat | 14 | Holiday | | |
| Sun | 15 | Holiday | | |
| Mon | 16 | | V | 118 |
| Tue | 17 | | VI | 119 |
| Wed | 18 | | I | 120 |
| Thur | 19 | | II | 121 |
| Fri | 20 | | III | 122 |
| Sat | 21 | Holiday | | 123 |
| Sun | 22 | Holiday | | |
| Mon | 23 | | IV | 124 |
| Tue | 24 | | V | 125 |
| Wed | 25 | | VI | 126 |
| Thur | 26 | | I | 127 |
| Fri | 27 | | II | 128 |
| Sat | 28 | Holiday | | |
| Sun | 29 | Holiday | | |
| Mon | 30 | | III | 129 |

நேரம் ஒழுக்க-Exhibit good manners.

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 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

- Students who have secured 1101 marks and above in the plus two examinations will be awarded a scholarship of Rs.8000/-
1051 to 1100 marks a sum of Rs.7000/-
1001 to 1050 marks a sum of Rs.4000/-
951 to 1000 marks a sum of Rs.2000/- and
900 to 950 marks a sum of Rs.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.

| October - 2015 | | | | |
|----------------|------|---|-----|-------|
| Day | Date | Schedule | Day | No of |
| Thur | 1 | Last date for the submission of Model Examinations question papers | IV | 89 |
| Fri | 2 | Gandhi Jayanthi | | |
| Sat | 3 | Holiday | | 90 |
| Sun | 4 | Holiday | | |
| Mon | 5 | | V | 91 |
| Tue | 6 | | VI | 92 |
| Wed | 7 | | I | 93 |
| Thur | 8 | | II | 94 |
| Fri | 9 | | III | 95 |
| Sat | 10 | Holiday | | |
| Sun | 11 | Holiday | | |
| Mon | 12 | Model Examinations commence | IV | 96 |
| Tue | 13 | | V | 97 |
| Wed | 14 | | VI | 98 |
| Thur | 15 | | I | 99 |
| Fri | 16 | | II | 100 |
| Sat | 17 | Holiday | | 101 |
| Sun | 18 | Holiday | | |
| Mon | 19 | | III | 102 |
| Tue | 20 | | IV | 103 |
| Wed | 21 | Ayutha Pooja | | |
| Thur | 22 | Vijaya Dasami | | |
| Fri | 23 | Muharam | | |
| Sat | 24 | Holiday | | |
| Sun | 25 | Holiday | | |
| Mon | 26 | | V | 104 |
| Tue | 27 | | VI | 105 |
| Wed | 28 | | I | 106 |
| Thur | 29 | | II | 107 |
| Fri | 30 | Last date for the submission of Model Examinations Results Analysis | III | 108 |
| Sat | 31 | Holiday | | 109 |

நூல் பல கல்-Read variety of materials.

| September - 2015 | | | | |
|--------------------------------|------|--------------------------|-----------|--------------------|
| Day | Date | Schedule | Day Order | No of Working Days |
| Tue | 1 | | II | 67 |
| Wed | 2 | | III | 68 |
| Thur | 3 | | IV | 69 |
| Fri | 4 | | V | 70 |
| Sat | 5 | Holiday | | 71 |
| Sun | 6 | Holiday | | |
| Mon | 7 | | VI | 72 |
| Tue | 8 | | I | 73 |
| Wed | 9 | | II | 74 |
| Thur | 10 | | III | 75 |
| Fri | 11 | | IV | 76 |
| Sat | 12 | Holiday | | |
| Sun | 13 | Holiday | | |
| Mon | 14 | | V | 77 |
| Tue | 15 | | VI | 78 |
| Wed | 16 | | I | 79 |
| Thur | 17 | Sri Vinayagar Chathurthi | | |
| Fri | 18 | | II | 80 |
| Sat | 19 | Holiday | | 81 |
| Sun | 20 | Holiday | | |
| Mon | 21 | | III | 82 |
| Tue | 22 | | IV | 83 |
| Wed | 23 | | V | 84 |
| Thur | 24 | Bakrid | | |
| Fri | 25 | | VI | 85 |
| Sat | 26 | Holiday | | |
| Sun | 27 | Holiday | | |
| Mon | 28 | | I | 86 |
| Tue | 29 | | II | 87 |
| Wed | 30 | | III | 88 |
| இளமையில் கல்-Learn when young. | | | | |

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.

| August - 2015 | | | | |
|---------------|------|--|-----|-------|
| Day | Date | Schedule | Day | No of |
| Sat | 1 | Holiday | | 45 |
| Sun | 2 | Holiday | | |
| Mon | 3 | Adiperukku | | |
| Tue | 4 | | VI | 46 |
| Wed | 5 | | I | 47 |
| Thur | 6 | | II | 48 |
| Fri | 7 | Last date for the submission of Mid-Semester Question papers | III | 49 |
| Sat | 8 | Holiday | | |
| Sun | 9 | Holiday | | |
| Mon | 10 | | IV | 50 |
| Tue | 11 | | V | 51 |
| Wed | 12 | | VI | 52 |
| Thur | 13 | | I | 53 |
| Fri | 14 | | II | 54 |
| Sat | 15 | Independence Day | | |
| Sun | 16 | Holiday | | |
| Mon | 17 | Mid-Semester Examinations commence | III | 55 |
| Tue | 18 | | IV | 56 |
| Wed | 19 | | V | 57 |
| Thur | 20 | | VI | 58 |
| Fri | 21 | | I | 59 |
| Sat | 22 | Holiday | | |
| Sun | 23 | Holiday | | |
| Mon | 24 | | II | 60 |
| Tue | 25 | | III | 61 |
| Wed | 26 | | IV | 62 |
| Thur | 27 | | V | 63 |
| Fri | 28 | | VI | 64 |
| Sat | 29 | Holiday | | 65 |
| Sun | 30 | Holiday | | |
| Mon | 31 | Last date for the submission of Mid-Semester Result Analysis | I | 66 |

தந்தை தாய் பிணை-Protect your parents.

| July - 2015 | | | | |
|-------------|------|----------|-----------|--------------------|
| Day | Date | Schedule | Day Order | No of Working Days |
| Wed | 1 | | I | 21 |
| Thur | 2 | | II | 22 |
| Fri | 3 | | III | 23 |
| Sat | 4 | Holiday | | 24 |
| Sun | 5 | Holiday | | |
| Mon | 6 | | IV | 25 |
| Tue | 7 | | V | 26 |
| Wed | 8 | | VI | 27 |
| Thur | 9 | | I | 28 |
| Fri | 10 | | II | 29 |
| Sat | 11 | Holiday | | |
| Sun | 12 | Holiday | | |
| Mon | 13 | | III | 30 |
| Tue | 14 | | IV | 31 |
| Wed | 15 | | V | 32 |
| Thur | 16 | | VI | 33 |
| Fri | 17 | | I | 34 |
| Sat | 18 | RAMZAN | | |
| Sun | 19 | Holiday | | |
| Mon | 20 | | II | 35 |
| Tue | 21 | | III | 36 |
| Wed | 22 | | IV | 37 |
| Thur | 23 | | V | 38 |
| Fri | 24 | | VI | 39 |
| Sat | 25 | Holiday | | |
| Sun | 26 | Holiday | | |
| Mon | 27 | | I | 40 |
| Tue | 28 | | II | 41 |
| Wed | 29 | | III | 42 |
| Thur | 30 | | IV | 43 |
| Fri | 31 | | V | 44 |

என் எழுத்து இகழேல் -Don't despise learning.

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 indisciplinary 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 two library cards and every PG Student three 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 15 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.

| June - 2015 | | | | |
|-------------|------|--------------------------------------|-----------|--------------------|
| Day | Date | Schedule | Day Order | No of Working Days |
| Mon | 1 | | | |
| Tue | 2 | | | |
| Wed | 3 | | | |
| Thur | 4 | | | |
| Fri | 5 | College Reopens for II UG & II PG | I | 1 |
| Sat | 6 | Holiday | | 2 |
| Sun | 7 | Holiday | | |
| Mon | 8 | Classes commence for III UG & III PG | II | 3 |
| Tue | 9 | | III | 4 |
| Wed | 10 | | IV | 5 |
| Thur | 11 | | V | 6 |
| Fri | 12 | | VI | 7 |
| Sat | 13 | Holiday | | |
| Sun | 14 | Holiday | | |
| Mon | 15 | | I | 8 |
| Tue | 16 | | II | 9 |
| Wed | 17 | | III | 10 |
| Thur | 18 | | IV | 11 |
| Fri | 19 | | V | 12 |
| Sat | 20 | Holiday | | 13 |
| Sun | 21 | Holiday | | |
| Mon | 22 | | VI | 14 |
| Tue | 23 | | I | 15 |
| Wed | 24 | | II | 16 |
| Thur | 25 | | III | 17 |
| Fri | 26 | | IV | 18 |
| Sat | 27 | Holiday | | |
| Sun | 28 | Holiday | | |
| Mon | 29 | | V | 19 |
| Tue | 30 | | VI | 20 |

ஊக்கமது கைவிடேல்-Don't forsake motivation.

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.

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 ₹50/-.**
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 |

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.

LIST OF PROCESS OWNERS AND MAJOR FUNCTIONS -2015-16

| S.No | Major Function | Designation | Process Owner |
|-----------------------------|--|--------------|------------------------|
| 1 | Administration - Academic | Principal | Dr.R.Selvakumaran |
| 2 | Discipline & Parents Teacher association | Dean | Dr.A.Stella Baby |
| 3 | Academic Office Management | OS | Mr.S.Kumaresan |
| 4 | Admission | Head | Mr.A.K.Saravanan |
| 5 | Alumni Association | Head | Mr.S.Kannan |
| 6 | Asset Management & Academic Infra | Head | Dr.P.Iyappan |
| 7 | Co-Curricular activities | Head | Dr.P.Venkatachalam |
| 8 | Communication Lab | Head | Mr.U.Mohamed Iqbal |
| 9 | Curriculum Management & Development (CMD) | Head | Mr.S.Gopalakrishnan |
| 10 | Department activities | Head | HODs |
| 11 | ECO Club | Head | Dr.M.Devi |
| 12 | Event Management & Hospitality | Head | Dr.K.Nashima |
| 13 | Examinations & Evaluation | Head | Mr.P.Mohan Kumar |
| 14 | Extension Activity (YRC & RRC) | Head | Mr.V.Thailappan |
| 15 | Extra Curricular activities (NSS) | Head | Mr.N.Mohan |
| 16 | Hostel Management | Head | Dr.G.Thangapandi |
| 17 | Information and Communication Technology (ICT) | Head | Mrs.V.Vijaya Deepa |
| 18 | Internal Quality Assurance Cell | Head | Mr.S.P.Vijeikumar |
| 19 | Library Activities | Head | Mr.T.Sakthivel |
| 20 | Magazine Committee | Head | Mr.K.R.Rajakarthikeyan |
| 21 | Management Information System (MIS) | Head | Mr.S.P.Vijeikumar |
| 22 | Placement & Industry Institute Interface | Head | Mr.Lookman Sithic |
| 23 | PRO | Head | Mr.S.Sivakumaran |
| 24 | Research & Development (R&D) | Head | Dr.N.Sudhakar |
| 25 | Sports Activities | Head | Mr.T.Ramesh |
| 26 | Transportation Planning | Head | D.Ranjith Kumar |
| 27 | University Co-Ordination | Head | Dr.S.Mohan prabhu |
| 28 | Value Added Centre | Head | Mr.A.S.Syed Navaz |
| 29 | Women's Forum & Anti Sexual Harassment and Gender Violation Cell | Head | Mrs.S.Shahitha |
| 30 | Cell for Physically Challenged | Co-ordinator | Mrs.M.Geetha |
| 31 | Entrepreneurship Development Cell | Co-ordinator | Dr.R.Ramaabanu |
| 32 | Grievance Cell | Co-ordinator | Dr.P.Selvamaleeswaran |
| 33 | Human Rights Cell & Citizen Consumer Club | Co-ordinator | Mr.S.Vijayrangan |
| 34 | Tutorial Ward system | Co-ordinator | Mrs. L.Devi |
| Supportive Committee | | | |
| 35 | Department File Format Implementation Cell | Co-ordinator | Mrs. A.Anusha Priya |
| 36 | Note Book Distribution & Uniform Section | Co-ordinator | Mr.C.Srinivasan |
| 37 | ID Card | Co-ordinator | Mr.R.Mohan Raj |

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 73 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.

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 : 8.30 am to 9.15 am
Lunch : 12.40 pm to 1.30 pm
Dinner : 7.00 pm to 8.15 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.

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.

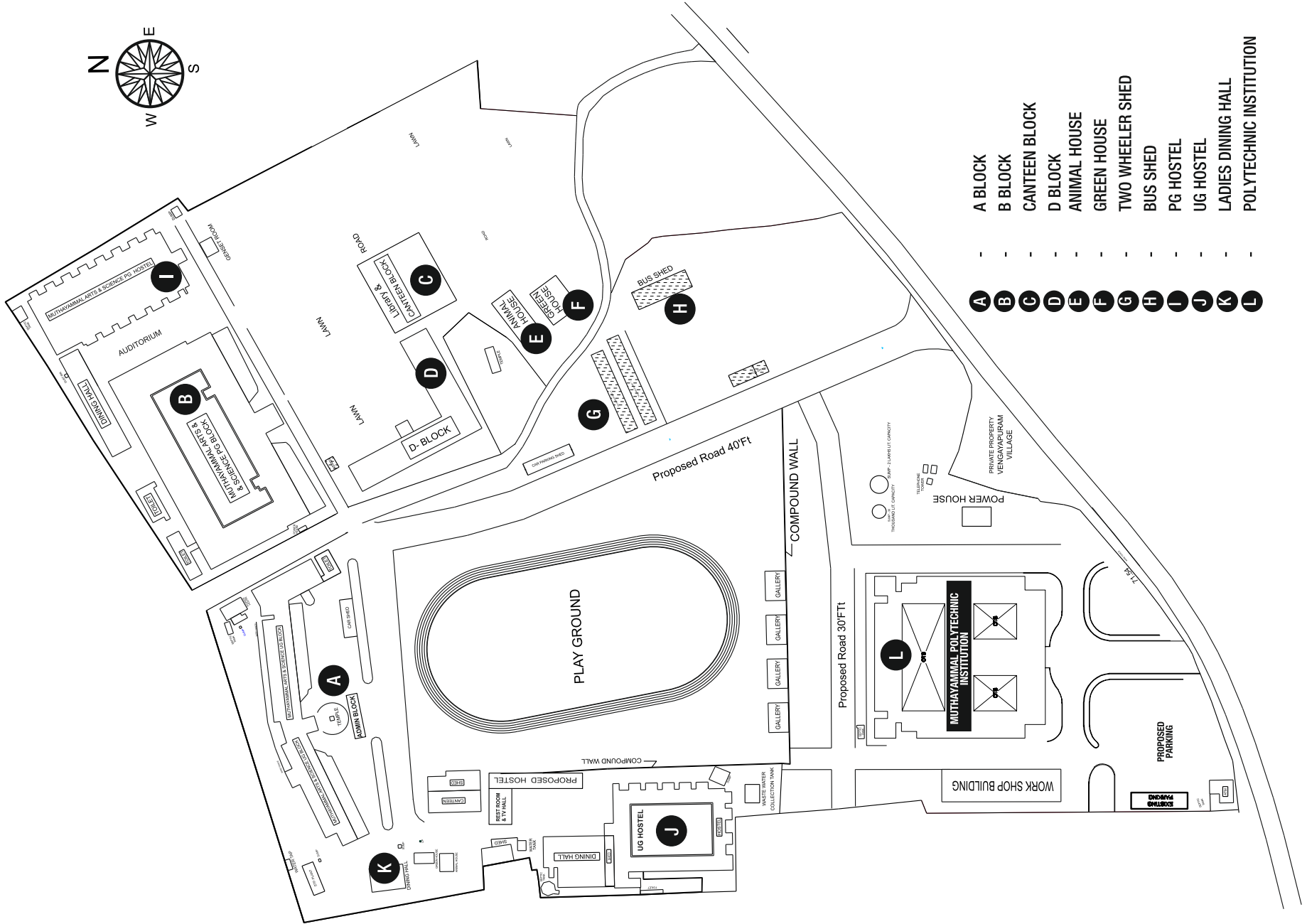
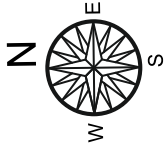
| S.No. | Bus Route | Route No. | Time A.M | Via., |
|-------|-----------------------------|-----------|----------|--|
| 1 | Puthupalayam | 201 | 8:20 | Puthupalayam, Rasipuram |
| 2 | Guruvala | 202 | 8:05 | Namegripet, Ariyagoundampatty |
| 3 | Pottanam | 203 | 7:40 | Senthamangalam, Kalapanackenpatty, Belukurichi, Singalandapuram |
| 4 | Ladies Hostel | 204 | 8:50 | |
| 5 | Kanthatamay Pudur | 205 | 7:30 | Mathrootu, Singiliyan kombai, Anna Nagar, Thandagoundampalayam, Mangalapuram, Mettala |
| 6 | Maatayampatty (Ladies only) | 207 | 7:25 | K.K.Nagar, Kadayampatty, Ilampillai, Kakkapalayam, Kandarkulamnickam, Aatayampatty, Vennandur, Rasipuram |
| 7 | Pattanam | 208 | 8:10 | Ayyampalayam, Vadugam, Puthupatty, Vellakkal patty, N.Pet |
| 8 | Rasipuram (ladies only) | 209 | 8:40 | |
| 9 | Rasipuram | 210 | 8:40 | |
| 10 | Kallankulam | 211 | 8:10 | Kattanachampatty, Puthupalayam, 5 Kadai, Rasipuram, Koneripatty |
| 11 | Paachal | 212 | 8:20 | Murungappatty, C.S.Puram, Agraharam |
| 12 | Kammalapatty | 213 | 7:30 | Kurangupuliyamararam, Kuralnatham, Panamarathupatti Kuttaladampatti, Puthupalayam |
| 13 | Pommampatty | 214 | 7:25 | Velagoundampatty, Thondipatty, Gedarpalayam, Veppampatty, Elur kallukadai, Puthupatty, Naatamangalam, Ammapalayam+ Pudur |
| 14 | Periyakombai | 216 | 7:50 | Moolakurichi, Kariyampatty, Periya sekkadi, Konapathai, Pilippakuttai, Kaarkoodalpatty, Kappaluthu |
| 15 | Puthiragoundampalayam | 217 | 7:40 | Umayalpuram, Ariyapalayam, Karadipatty, Karadipatty, Merku rajapalayam, Uthangarai, Somampatty, Mottur |

| S.No. | Bus Route | Route No. | Time A.M | Via., |
|-------|------------------------------|-----------|----------|--|
| 16 | Jalagandapuram | 218 | 7:20 | Chinnampatty, Elampillai, Kakkapalayam, Kandarkula Manickam, Attayampatti, Vennandur, Rasipuram |
| 17 | Theppakkuttai | 219 | 7:30 | Chinnampatty, Elampillai, Kakkapalayam, Kandarkula Manickam, Attayampatti, Vennandur, Rasipuram |
| 18 | Vennadur | 220 | 8:05 | O.Soudhapuram, Olappatty, Athanoor, Rasipuram |
| 19 | Manickampalayam | 221 | 7:30 | Ilupuli, Kokkalai, Periyamanali, Naattamangalam, Lakkapuram, Navani, Puthusathiram, Ramayeeppatty |
| 20 | Mallasamuthiram | 222 | 7:30 | Kottapalayam, Palamedu, Murungam, Somanampatty, Vaiyappamalai, Gurusampalayam, Andagalore gate |
| 21 | Pallipatty | 223 | 8:10 | Agaram, Pudhansanthai, Kalangani, Seeliyappalayam, Thirumalaipatti, Edayapatty, Kanurpatty, Karuthani, Nathamedu |
| 22 | Senthamangalam | 225 | 7:40 | R.R.Pudur, Karavalli, Kalappanaickenpatty, Belukurichi, Pachudayampalayam, Namagiripet |
| 23 | Kothampaadi | 226 | 7:30 | Pethanayakkanpalayam, Puthiragoundampalayam, Periyakrishnapuram, Vazhapadi, Singipuram, Somampatty, Thimmanaickenpatty |
| 24 | Thevattipatti (Kadayampatty) | 227 | 7:20 | Poosariipatty, Pannapatty, Omalur, Periyar University, Kurangusavadi, Kondalampatty, Seelanaickenpatty |
| 25 | Poolaveri (Soolaimedu) | 228 | 7:45 | Kolinjipatty, Naikkalipatty, Panamarathupatty Pirivu, Mallur, Rasipuram |
| 26 | Seeliyampatty | 229 | 7:55 | Eachampatty, Mailiyakarai, Kopalapuram, Thimmanaickenpatty, Eswaramoorthy palayam, Mangalapuram |
| 27 | Vaikuntham | 230 | 7:35 | Magudanchavadi, Kakkapalayam, Seeragapadi, Ariyaloor, Veerapandi, Paalampatty, Aazayampatty, Vennadur |

| S.No. | Bus Route | Route No. | Time A.M | Via., |
|-------|----------------------------------|-----------|----------|---|
| 53 | Palakkadu (Ladies only) | 259 | 7:30 | Sentharapatty, Thammampatty, Naguampatty, Uliapuram, Mettala, Pattanam, Kakkaveri |
| 54 | Mettupatty | 261 | 7:20 | Karipatty, Minnampalli, Ayothiyappattinam, Ammapet, Old Busstand, Gugai |
| 55 | Oduvantur (Mohanur) | 262 | 7:15 | Mohanur, Aniyapuram, Namakkal, Veittampadi, Senthamangalam, Kalappanaickenpatty, Belukurichi |
| 56 | Kandampalayam | 263 | 7:20 | Maniyanoor, Valra gate, Tiruchengode, Elachipalayam, Gurusamaypalayam Andagalur gate, Rasipuram |
| 57 | Thekkampatty | 264 | 7:15 | Vellalappatty, Vattakadu, Gopinathapuram, karuppur, Karumbalai, 5 roads, 3 Roads, Thiruvagoundanoor by pass |
| 58 | Vellakkalpatty (Van) | 265 | 8:20 | Namagiripet, Seerapalli |
| 59 | Kolihills (van) | 266 | 7:00 | Semmedu, Solakkadu, Sengarai, Nariyangkadu, Mullukurichi |
| 60 | Kannankurichi | 267 | 7:35 | Panagkadu, Husthampatty, Vincent, Old Bus stand, Pillukadai, Seelanaickenpatty, |
| 61 | Thedavor | 268 | 7:10 | Naduvalur, Gengavalli, Manjani, Attur, Mailiyakarai, Gopalapuram |
| 62 | B.Mettupalayam | 270 | 7:05 | Tha.Pettai, Mahadevi, Pavithiram, Erumapatty, Pottyreddypatty, Alanganatham, Palayapalayam, Senthamangalam, Belukurichi |
| 63 | Neikarapatty | 271 | 7:55 | Kondalampatty, Thivya theatre, Seelanaickenpatty service road, Mallur, Ammam kovil |
| 64 | Ramanaickenpalayam (Ladies only) | 272 | 7:35 | Seliyampalayam, Narasingapuram, Attur, Mailiyakarai, Mangalapuram |
| 65 | Jedarpalayam | 273 | 7:05 | Pandamangalam, Velur, Paramathi, Keerambur, Namakkal, Puthansanthai |
| 66 | Belukurichi | 274 | 8:30 | Singalanthapuram, Podinaickenpatty, Appanaickenpatty |
| 67 | Valayappatty | 275 | 7:30 | Puthupatty, Nallur, Namakkal, Puthansanthai, Puthusathiram, Andagalore Gate |

| S.No. | Bus Route | Route No. | Time A.M | Via., |
|-------|--------------------------|-----------|----------|---|
| 40 | Vilaripalayam | 245 | 7:50 | Eswaramoorthypalayam, Mangalapuram, Thandagoundanpudur, Urambu, Mettala |
| 41 | Erode (Kollanpalayam) | 246 | 7:00 | Karungalpalayam, Pallipalayam, Aalampalayam, SPB-Colony,Kottapally, T.code, Elachipalayam, Gurusampalayam |
| 42 | Sangagiri | 247 | 7:20 | Settipatty, Kolikolnatham, Morpalayam, Kaalalpatty, Mallasamuthiram, Aattayampatty, Vennadur |
| 43 | Pattuthurai(Thalaivasal) | 248 | 7:20 | Sarvai,Katikottai,Ammampalayam,Attur, Malliakarai |
| 44 | Pappanaickenpatty | 249 | 7:15 | Thumbal, Edayappatty, Vellalapatty, Belur, Athanoorpatty, Vazhapadi, Ponnarampatty |
| 45 | Yercaud foothills | 250 | 7:35 | Korimedu, Husthampatty, Saradha college, 5 Roads, New & Old bus stand, Prabath |
| 46 | Tholasampatty | 252 | 7:20 | Tharamangalam, K.R.Thoppur, Steel Plant, Junction, Sona college, Thiruvagoundanur Bypass, Kondalampatty Bypass, Mallur |
| 47 | Kadampur | 253 | 7:25 | Koodamalai, Kondayampalli, Koneripatty, Thammampatty, Jangamasamuthiram, Mullukirichi, Mettala |
| 48 | Kuranguchavadi | 254 | 7:40 | 5 Roads, Alagapuram, Ramakrishna road, 4 Roads, Old Bus stand, Thathakapatty gate |
| 49 | C.N.Palayam | 255 | 7:20 | Pallathathanoor, Neermullikuttai, Kootathupatty, Ayothiyapattinam,Udayapatty by pass, Kumaragiri, Seelanaickenpatty by pass |
| 50 | Sivathapuram | 256 | 8:10 | Thirumagal bypass, Kondalampatty, Nethrimedu, Annathanapatty, Thathagapatty gate, Seelanaickenpatty service road, Mallur |
| 51 | Pulidhikuttai | 257 | 7:20 | Konanchettiyur, Kurichi, Belur, Mannanaickenpatty, Palaniyapuram colony, Mangalapuram |
| 52 | VIP Nagar | 258 | 8:15 | Muthukalipatty, Rasipuram, Pattanam, Kakkaveri |

| S.No. | Bus Route | Route No. | Time A.M | Via., |
|-------|-----------------------|-----------|----------|--|
| 28 | Kammalappatty | 231 | 7:40 | Annapuram, Thirumannor, Veppalapatty, Thekkalpatty, N.Kattur, Ayilpatty, Mettala |
| 29 | Koppampatty | 232 | 7:40 | Naganallur, Murungappatty, Pathar pettai, Mangappatty, Thammampatty,Perapajasolai, Periyakombai, Mullukurichi, Mettala |
| 30 | Keeripatti | 234 | 7:40 | Nagiampatty, Ulipuram, Naraikinaru, Kamaraj Nagar, Mettala |
| 31 | Mattayampatty | 235 | 7:30 | K.K.Nagar,Kadavampatty, Elampillai, Nallanampalayam, Chittarkovil, Sivathapuram, Thirumagal Bypass, Seelanaickenpatty Bypass, Mallur,Rasipuram |
| 32 | Alanganatham | 236 | 7:35 | Soosur, Kosavampatty, Namakkal, Muthalaipatty, Puthansanthai, Puthusathiram, Andagalore gate |
| 33 | Sentharappatty (Boys) | 237 | 7:40 | Thammampatty, Nagiampatty, Ulipuram, Malayalapatti Pirivu, Mettala |
| 34 | Edepadi | 238 | 7:20 | Konganapuram, Magudanchavadi, Kakkapalayam,Kandakulamamickam Attayamaptti, Vennandur |
| 35 | Mettur | 239 | 7:00 | Mettur (RS), Thangamaripattinam, Kunjandiur,Kamaneri,Mecheri, Omalur, Mamangam, Salem Bypass |
| 36 | Kuppanoor | 240 | 7:15 | Sukkampatty, Valasaiur, Veeranam, Pallipatty, Ponnampapet Gate, Salem old bus stand, Prabath |
| 37 | Thammampatty | 241 | 8:05 | Thumbalpatty, Mullukurichi, mettala, Namagiripet |
| 38 | Sechanchavadi | 243 | 7:40 | Vellagoundam privu, Veppilaipatty, Thirumanoor, Navalpatty, Mangalapuram |
| 39 | Thanmanoor | 244 | 7:40 | Kumarapalayam, Padayachior, Kottavadi, Vazhapadi, Ponnarampatty |



- 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