


TIME TABLE (ODD & EVEN SEMESTER)	VI 3.05 PM to 3.55 PM										
	Tea Break 2.45 PM to 3.05 PM										
	V 1.55 PM to 2.45 PM										
	IV 1.05 PM to 1.55 PM										
	Lunch Break 12.15 PM to 1.05 PM										
	III 11.25 AM to 12.15 PM										
	Tea Break 11.05 AM to 11.25 AM										
	II 10.15 AM to 11.05 AM										
	I 9.25 AM to 10.15 AM										
		I	II	III	IV	V					

Accredited by
NAAC
with
'A'
Grade

Awarded
FIST-DST

Recognized for
**STAR COLLEGE
SCHEME-DBT**
(2018-2021)
Computer Science
Biotechnology
Microbiology
Chemistry



**MUTHAYAMMAL
COLLEGE OF ARTS
& SCIENCE**
(Autonomous)
A UNIT OF VANETRA GROUP

An Autonomous College - Affiliated to Periyar University, Salem

Accredited by NAAC with 'A' Grade

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

Recognized for STAR College Scheme - DBT(2018-2021)

MDRA-2022
People Who Make The Difference

Ranked
125th

Among Top 186
Science Colleges in INDIA

Dept.of BCA Ranked
72th

Among Top 149
BCA Colleges in INDIA

Dept.of Commerce Ranked
135th

Among Top 212
Commerce Colleges in INDIA

*College Diary & Academic Calendar
2022- 2023
(STAFF)*

**MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE
(Autonomous)**

(A Unit of VANETRA Group)

Rasipuram, Namakkal Dt, Tamil Nadu, India-637 408

Phone : 04287-222137 Fax : 04287-220227

E-mail :info@muthayammal.in



**MUTHAYAMMAL
COLLEGE
OF ARTS &
SCIENCE**



**Celebrating
25 Years**
ESTD - 1994

Calender for the Academic Year - 2022-23

July-2022							August-2022							September - 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
31					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
October - 2022							November - 2022							December - 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31					1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
January - 2023							February - 2023							March - 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
April - 2023							May - 2023							June - 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	

MCAS - MILESTONES



**MUTHAYAMMAL
COLLEGE OF ARTS
& SCIENCE**
(Autonomous)
A UNIT OF VANETRA GROUP

Learn.
Lead

ESTD-1994

VISION

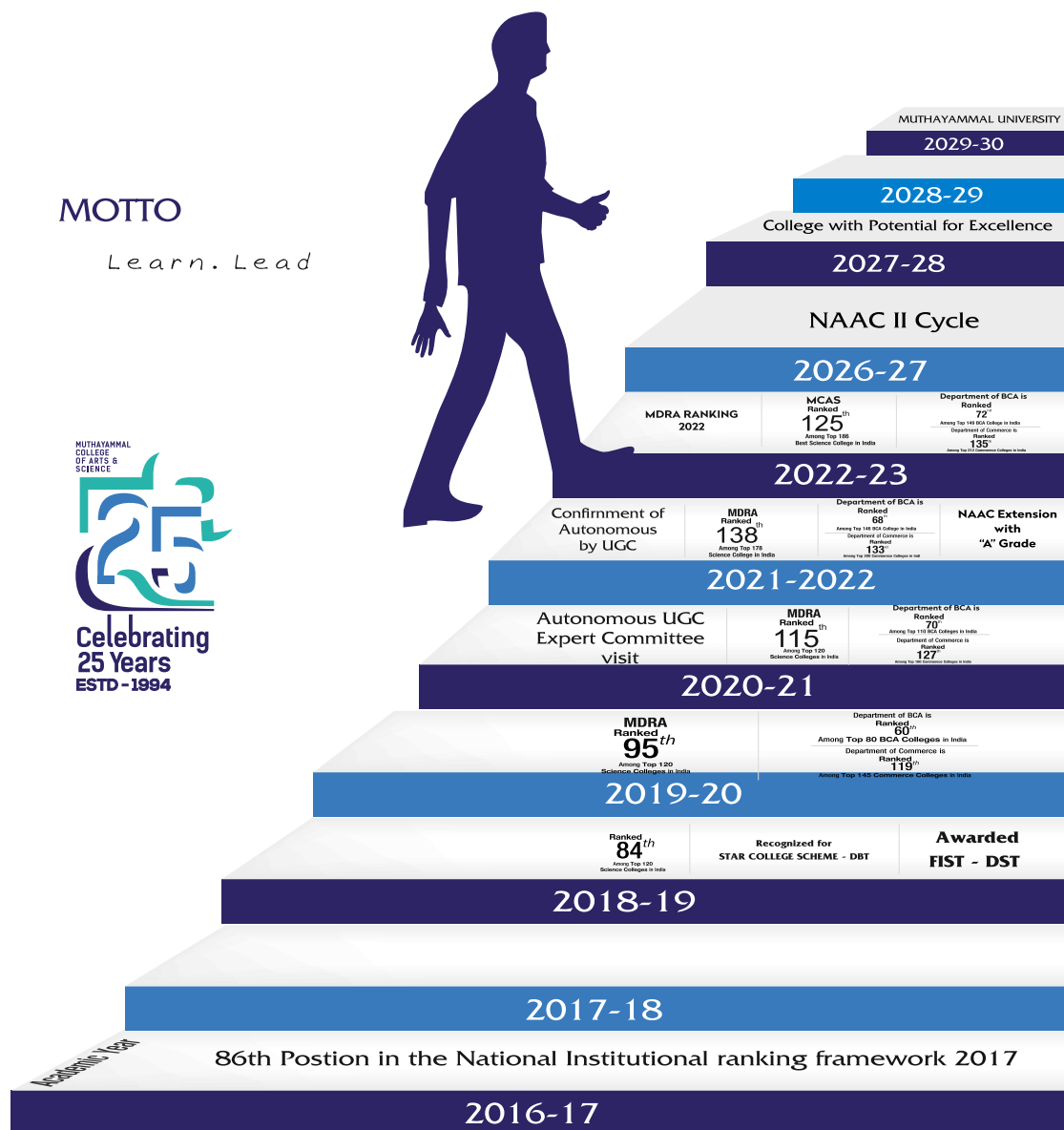
To redefine the scope of higher education by infusing into each of our pursuits, initiatives that will encourage intellectual, emotional, social and spiritual growth, thereby nurturing a generation of committed, knowledgeable and socially responsible citizens.

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



PERSONAL DATA

Name :

Designation :

Department :

Mode of Transport : ☐ Bus ☐ Hostel ☐ Others

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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Milestones achieved during the Academic Year 2021-22

- Our college has received 118 gold medals and 759 university ranks from the Periyar University examination since 2003.
- During the Academic Year 2021-22, Our college sports team won 67 Gold medals, 41 Silver medals, 22 Bronze medals at National level, International level, south zone and State level championships. Totally, 130 medals had been bagged.
- Our college has secured 33rd rank at zonal level and 118th rank at all India level for an online internship program which was organized by the intensifier.
- Our college has received a four-star grade for the best performance of Institution innovation cell activities by the Ministry of Education.
- Our college has secured 125th rank at national level for the best science college category and BCA department has secured 72nd ranks and commerce department has secured 135th rank for the best department category from the MDRA / India Today Survey.
- Our college has started a campus company in association with Molecular connections to increase employability opportunity



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.

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.
Forenoon Session	9:25 A.M. to 12:15 P.M.
Tea Break	11:05 A.M. to 11:25 A.M.
Lunch Break	12:15 P.M. to 1:05 P.M.
Afternoon Session	1:05 P.M. to 3:55 P.M.
Tea Break	2:45 P.M. to 3:05 P.M.
Office Time	8:30 A.M. to 5:30 P.M.
Library	9:00 A.M. to 6:00 P.M.
Bell for Girls	3:55 P.M.
Bell for Boys	4:00 P.M.
Buses will leave the Campus between	4:10 P.M. - 4:15 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.



May - 2023				
Day	Date	Schedule	Day Order	No.of Working Days
Mon	1		II	82
Tue	2		III	83
Wed	3		IV	84
Thu	4		V	85
Fri	5		I	86
Sat	6	Holiday		
Sun	7	Holiday		
Mon	8	Internal Exam-II	II	87
Tue	9		III	88
Wed	10		IV	89
Thu	11		V	90
Fri	12		I	91
Sat	13	Holiday		
Sun	14	Holiday		
Mon	15		II	92
Tue	16		III	93
Wed	17		IV	94
Thu	18		V	95
Fri	19		I	96
Sat	20	Holiday		
Sun	21	Holiday		
Mon	22	End Semester Exam	II	97
Tue	23		III	98
Wed	24		IV	99
Thu	25		V	100
Fri	26		I	101
Sat	27	Holiday		
Sun	28	Holiday		
Mon	29		II	102
Tue	30		III	103
Wed	31		IV	104
		TOTAL		23

June - 2023				
Day	Date	Schedule	Day Order	No.of Working Days
Thu	1		V	105
Fri	2		I	106
Sat	3	Holiday		
Sun	4	Holiday		
Mon	5		II	107
Tue	6		III	108
Wed	7		IV	109
Thu	8		V	110
Fri	9		I	111
Sat	10	Holiday		
Sun	11	Holiday		
Mon	12		II	112
Tue	13		III	113
Wed	14		IV	114
Thu	15		V	115
Fri	16		I	116
Sat	17	Holiday		
Sun	18	Holiday		
Mon	19		II	117
Tue	20		III	118
Wed	21		IV	119
Thu	22		V	120
Fri	23		I	121
Sat	24	Holiday		
Sun	25	Holiday		
Mon	26		II	122
Tue	27		III	123
Wed	28		IV	124
Thu	29		V	125
Fri	30		I	126
		TOTAL		22

March - 2023				
Day	Date	Schedule	Day Order	No.of Working Days
Wed	1		V	40
Thu	2		I	41
Fri	3		II	42
Sat	4	Holiday		
Sun	5	Holiday		
Mon	6	Internal Exam-I	III	43
Tue	7		IV	44
Wed	8		V	45
Thu	9		I	46
Fri	10		II	47
Sat	11	Holiday		
Sun	12	Holiday		
Mon	13		III	48
Tue	14		IV	49
Wed	15		V	50
Thu	16		I	51
Fri	17		II	52
Sat	18	Holiday		
Sun	19	Holiday		
Mon	20		III	53
Tue	21		IV	54
Wed	22		V	55
Thu	23		I	56
Fri	24		II	57
Sat	25	Holiday		
Sun	26	Graduation Day		
Mon	27		III	58
Tue	28		IV	59
Wed	29		V	60
Thu	30		I	61
Fri	31		II	62
		TOTAL		23

April - 2023				
Day	Date	Schedule	Day Order	No.of Working Days
Sat	1	Holiday		
Sun	2	Holiday		
Mon	3		III	63
Tue	4		IV	64
Wed	5		V	65
Thu	6		I	66
Fri	7		II	67
Sat	8	Holiday		
Sun	9	Milad Nabi		
Mon	10		III	68
Tue	11		IV	69
Wed	12		V	70
Thu	13		I	71
Fri	14	Tamil New Year		
Sat	15	Holiday		
Sun	16	Holiday		
Mon	17		II	72
Tue	18		III	73
Wed	19		IV	74
Thu	20		V	75
Fri	21		I	76
Sat	22	Holiday		
Sun	23	Holiday		
Mon	24		II	77
Tue	25		III	78
Wed	26		IV	79
Thu	27		V	80
Fri	28		I	81
Sat	29	Holiday		
Sun	30	Holiday		
		TOTAL		19

ABOUT THE INSTITUTIONS

MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE

(A Unit of VANETRA Group)

“Education is the backbone of a society!

It is responsible for its upliftment!”

Year of Establishment : 1994

Objective : To instill the spirit of education to uplift the rural community and bring about women empowerment.

Courses offered :

UG COURSES

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

**17
UG**

PG COURSES

- Biochemistry ▪ Microbiology
- Biotechnology ▪ Mathematics
- Computer Science ▪ Chemistry
- Physics ▪ Organic Chemistry
- M.Com. ▪ M.A. English

**10
PG**

M.Phil.,	▪ Maths ▪ Physics ▪ Chemistry ▪ Commerce
	▪ Computer Science ▪ Biotechnology
	▪ Biochemistry ▪ Microbiology
	8 M.Phil.,
Ph.D., (Full Time / Part Time)	▪ Biotechnology ▪ Biochemistry ▪ Microbiology
	▪ Commerce ▪ Chemistry
Ph.D., (Part Time)	▪ Computer Science ▪ Statistics ▪ Tamil
	8 Ph.D.,



The infrastructure of a caliber creates an environment for the students to enrich and expand the horizons of knowledge they aspire for. The College fuels the students to be creative and innovative to attain a wholesome and comprehensive development.

Feathers of MCAS:

- Accredited with NAAC 'A' Grade
- Facilitated with 2(f) & 12(B) Status
- DBT capped with 'STAR SCHEME' (2018 -2021)
- Awarded with FIST-DST (2018 -2023) (Ministry of Science & Technology)
- Granted AUTONOMOUS Status (2020-2021).

MUTHAYAMMAL POLYTECHNIC INSTITUTION

**“ Technical Education promotes material prosperity,
develops a country's economy and makes country resourceful and
strong.”**

Year of establishment: 2010

Objective : To impart vocational and job-oriented training to make the students technically well -built to serve the society.

DIPLOMA COURSES		
CIVIL	MECH	AUTO
EEE	ECE	CSE

MUTHAYAMMAL COLLEGE OF EDUCATION

“Teachers can change lives with just the mix of chalk and challenges!”

Year of establishment : 2015

Objective : To bring about the integral development of prospective teacher to equip the student-teachers with the competencies requisite for dealing with the current issues of the choices and challenges of student- teachers.

Courses offered :

B.Ed. Courses

**Tamil | English | Mathematics | Physical Science
Biological Science | History | Commerce | Comp.Science**

January - 2023				
Day	Date	Schedule	Day Order	No.of Working Days
Sun	1	New Year's Day		
Mon	2		I	1
Tue	3		II	2
Wed	4		III	3
Thu	5		IV	4
Fri	6		V	5
Sat	7	Holiday		
Sun	8	Holiday		
Mon	9		I	6
Tue	10		II	7
Wed	11		III	8
Thu	12		IV	9
Fri	13		V	10
Sat	14	Bhogi		
Sun	15	Pongal		
Mon	16	Maatu Pongal		
Tue	17	Uzhavar Thirunal		
Wed	18		I	11
Thu	19		II	12
Fri	20		III	13
Sat	21	Holiday		
Sun	22	Holiday		
Mon	23		IV	14
Tue	24		V	15
Wed	25		I	16
Thu	26	Republic Day		
Fri	27		II	17
Sat	28	Holiday		
Sun	29	Holiday		
Mon	30		III	18
Tue	31		IV	19
		TOTAL		19

February -2023				
Day	Date	Schedule	Day Order	No.of Working Days
Wed	1		V	20
Thu	2		I	21
Fri	3		II	22
Sat	4	Holiday		
Sun	5	Holiday		
Mon	6		III	23
Tue	7		IV	24
Wed	8		V	25
Thu	9		I	26
Fri	10		II	27
Sat	11	Holiday		
Sun	12	Holiday		
Mon	13		III	28
Tue	14		IV	29
Wed	15		V	30
Thu	16		I	31
Fri	17		II	32
Sat	18	Holiday		
Sun	19	Holiday		
Mon	20		III	33
Tue	21		IV	34
Wed	22		V	35
Thu	23		I	36
Fri	24		II	37
Sat	25	Holiday		
Sun	26	Holiday		
Mon	27		III	38
Tue	28		IV	39
		TOTAL		20

November - 2022				
Day	Date	Schedule	Day Order	No.of Working Days
Tue	1		V	65
Wed	2		I	66
Thu	3		II	67
Fri	4		III	68
Sat	5	Holiday		
Sun	6	Holiday		
Mon	7		IV	69
Tue	8		V	70
Wed	9		I	71
Thu	10		III	72
Fri	11		IV	73
Sat	12	Holiday		
Sun	13	Holiday		
Mon	14		V	74
Tue	15		I	75
Wed	16		II	76
Thu	17		III	77
Fri	18		IV	78
Sat	19	Holiday		
Sun	20	Holiday		
Mon	21	Internal Exam-II	V	79
Tue	22		I	80
Wed	23		II	81
Thu	24		III	82
Fri	25		IV	83
Sat	26	Holiday		
Sun	27	Holiday		
Mon	28		V	84
Tue	29		I	85
Wed	30		II	86
		TOTAL		22

December - 2022				
Day	Date	Schedule	Day Order	No.of Working Days
Thu	1		III	87
Fri	2		IV	88
Sat	3	Holiday		
Sun	4	Holiday		
Mon	5	End Semester Exam	V	89
Tue	6		I	90
Wed	7		II	91
Thu	8		III	92
Fri	9		IV	93
Sat	10	Holiday		
Sun	11	Holiday		
Mon	12		V	94
Tue	13		I	95
Wed	14		II	96
Thu	15		III	97
Fri	16		IV	98
Sat	17	Holiday		
Sun	18	Holiday		
Mon	19		V	99
Tue	20		I	100
Wed	21		II	101
Thu	22		III	102
Fri	23		IV	103
Sat	24	Holiday		
Sun	25	Christmas Day		
Mon	26		V	104
Tue	27		I	105
Wed	28		II	106
Thu	29		III	107
Fri	30		IV	108
Sat	31		V	109
		TOTAL		23

LEARNING EXPERIENCE

- Special emphasis is laid on emerging disciplines such as Bio-technology, Microbiology, Hotel Management and Fashion Designing .
- Faculty with higher qualifications and vast experience
- Well-equipped laboratories for each discipline of study
- Library shelved with over **26,551** volumes of books
- Regular subscription to avail National and international journals and e-publications
- Research facilities to aid the scholars to pursue M.Phil, and Ph.D at the campus
- Organizing Guest lectures and interaction – sessions with external expertise to gain exposure to the core areas of study
- Organizing National -seminars to attract scholars who share their acumen with the staff and the students

CO-CURRICULAR ACTIVITIES

- Special classes conducted to improve the communicative skills in English, Hindi and other Languages.
- Collaborated with Alliance franchise and British council to flair up the language skills.
- Classes conducted to harness the skills of the students in Yoga, Handicraft, Tailoring etc.,
- NSS units functioning to promote services to society.
- Programmes hosted in numbers to encourage the students to participate in inter-collegiate competitions.
- Incentives offered to sports students to encourage their participation in district, state and rational level sports events and tournaments.

Objective

- To provide ample training to the students to improve their communication skills.
- To offer practical sessions to strengthen their language skills and cement their confidence to communicate in English effectively.

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:

- Marks of the External and Internal assessments distributed to Theory and Practical Examinations are in the ratio of 75:25 and 60:40 respectively.

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. English Communication laboratory offers BEC to our faculties and students to enrich their skills and to update the current scenario of Business English and YLE (Young Learners English) to our staff wards in collaboration with British Council.

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 TCS, MPHASIS,CAPGEMINI, WIPRO, INFOSYS, MINDTREE, ASPIRE, 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 Rs.2,50,000/
2. A student is eligible to receive only one type of scholarship.

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

	Maintenance	Course	Total
Arts Course	₹ 3300	₹ 1350	₹ 4650
Science Course	₹ 3300	₹ 4750	₹ 8050
Hostel Students can get Extra Maintenance fee of ₹2900			

The Tamil Nadu Government has ordered to provide scholarship to the wards of agricultural laborers and of agriculturists under agriculturists-social security and welfare scheme from 22-12-2006.

Moovalar Ramamirtham Scheme : The financial assistance of Rs.1000/- per month will be provided to the girls till the completion of UG degree course.

ADMISSION NOTIFICATION

Eligibility Norms for Availing Scholarship

1. 25% to 100 % for students excelling in Academics /Sports.
2. 25% for Physically Challenged for 3 years.
3. The Students from Kolli Hills , if they get admitted shall be offered a scholarship of Rs. 5000/- only in the first year .
4. If the members of staff admit their wards (or) their blood relations in our institutions the management will consider to offer them scholarship for three years (only in the tuitions fees).
5. Students will be offered a special scholarship (Due to COVID -19) of upto Rs.5000/-

GROUP INSURANCE SCHEME

Thanks to the welfare measures of our management, Group Insurance Scheme has been in operation to benefit all the 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 Rs.25,000/- If the accident proves to be fatal, the Insurance Company will readily pay a sum of Rs.1.50 lakh to the family of the deceased.

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

September - 2022				
Day	Date	Schedule	Day Order	No.of Working Days
Thu	1		V	25
Fri	2		I	26
Sat	3	Holiday		
Sun	4	Holiday		
Mon	5		II	27
Tue	6		III	28
Wed	7		IV	29
Thu	8		V	30
Fri	9		I	31
Sat	10	Founder's Day		
Sun	11	Holiday		
Mon	12		II	32
Tue	13		III	33
Wed	14		IV	34
Thu	15		V	35
Fri	16		I	36
Sat	17	Holiday		
Sun	18	Holiday		
Mon	19		II	37
Tue	20		III	38
Wed	21		IV	39
Thu	22		V	40
Fri	23		I	41
Sat	24	Holiday		
Sun	25	Holiday		
Mon	26	Internal Exam-I (Start)	II	42
Tue	27		III	43
Wed	28		IV	44
Thu	29		V	45
Fri	30		I	46
		TOTAL		22

October - 2022				
Day	Date	Schedule	Day Order	No.of Working Days
Sat	1	Holiday		
Sun	2	Gandhi Jayanthi		
Mon	3		II	47
Tue	4	Saraswathi Pooja		
Wed	5	Vijaya Dhasami		
Thu	6		III	48
Fri	7		IV	49
Sat	8	Holiday		
Sun	9	Milad Nabi		
Mon	10		V	50
Tue	11		I	51
Wed	12		II	52
Thu	13		III	53
Fri	14		IV	54
Sat	15	Holiday		
Sun	16	Holiday		
Mon	17		V	55
Tue	18		I	56
Wed	19		II	57
Thu	20		III	58
Fri	21		IV	59
Sat	22	Holiday		
Sun	23	Holiday		
Mon	24	Deepavali		
Tue	25		V	60
Wed	26		I	61
Thu	27		II	62
Fri	28		III	63
Sat	29	Holiday		
Sun	30	Holiday		
Mon	31		IV	64
		TOTAL		18

July - 2022				
Day	Date	Schedule	Day Order	No.of Working Days
Fri	1			
Sat	2	Holiday		
Sun	3	Holiday		
Mon	4			
Tue	5			
Wed	6			
Thu	7			
Fri	8			
Sat	9	Holiday		
Sun	10	Bhakrid		
Mon	11			
Tue	12			
Wed	13			
Thu	14			
Fri	15			
Sat	16	Holiday		
Sun	17	Holiday		
Mon	18			
Tue	19			
Wed	20	End Of Autonomous Examination		
Thu	21			
Fri	22			
Sat	23	Holiday		
Sun	24	Holiday		
Mon	25			
Tue	26			
Wed	27	Reopening of College II UG & II PG	I	1
Thu	28		II	2
Fri	29		III	3
Sat	30	Holiday		
Sun	31	Holiday		
		TOTAL		3

August - 2022				
Day	Date	Schedule	Day Order	No.of Working Days
Mon	1		IV	4
Tue	2		V	5
Wed	3	Aadi 18		
Thu	4	First Year Opening (UG)	I	6
Fri	5		II	7
Sat	6	Holiday		
Sun	7	Holiday		
Mon	8	First Year Opening (UG)	III	8
Tue	9	First Year Opening (UG)	IV	9
Wed	10		v	10
Thu	11	First Year Opening (UG)	I	11
Fri	12		II	12
Sat	13	Holiday		
Sun	14	Holiday		
Mon	15	Independence Day		
Tue	16		III	13
Wed	17		IV	14
Thu	18		V	15
Fri	19		I	16
Sat	20	Holiday		
Sun	21	Holiday		
Mon	22		II	17
Tue	23		III	18
Wed	24		IV	19
Thu	25		V	20
Fri	26		I	21
Sat	27		II	22
Sun	28	Holiday		
Mon	29		III	23
Tue	30		IV	24
Wed	31	Sri Vinayagar Chathurthi		
		TOTAL		21

Covid - 19 Standard Operating Procedures (SOP)

STAY SAFE ! STAY HALE! STAY HEALTHY

- Everyone should wear mask during their entire stay in the college premises and hostels.
- Everyone should get their temperature checked at the main entrance
- Students should leave the campus immediately after the classes are over
- Everyone should ensure Social distance in the campus
- Students are permitted to access the canteen only at a specific time
- Those who come by two wheelers should wear helmets and keep with them the copies of the documents
such as Licence, RC Book and other records
- Seats will be allotted with social distance in the class rooms .
- Students must bring water bottles (Transparent) from home
- Don't share lunch with others
- Don't borrow water bottles from others
- Maintain social distance in the class rooms and the campus
- Use quality masks
- Don't spit in the campus
- Face or mouth with must be covered with a cloth or a handkerchief while sneezing
- Wash the hands frequently
- Use sanitizer effectively and economically
- Avoid touching the nose, face or eyes as far as possible.
- Temperature of the students will be checked while entering the hostels
- Avoid mass gathering in the rooms and dining hall
- Hostellers should keep the rooms neat and clean
- After entering the hostels, students are not permitted to go out of the hostels
- Students should pay the hostel room rent and mess bill on or before the 10th date of the every month.
- Students are restricted to have their food inside the canteen .Students can avail only parcel service from the canteen.

24 Social distance is to be maintained at the food distribution point at the canteen

25. Tokens can be provided to distribute the lunch packets without delay.

26. Students should wear masks while purchasing eatables at the canteen.

RULES OF ATTENDANCE

1. Attendance is marked at the commencement of each hour.
2. A student who wants to avail leave should submit the prescribed application form duly filled in to the class incharge
3. 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.
4. 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/Vice Principal.

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 in-charge 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 9.00 AM and 5.30 PM
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

Guidelines For International Students

1. Every student is expected to maintain discipline and practice 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.

31. Due to some valid reason or the other, if any student's arrival at the hostel is delayed, prior intimation should be passed on to the **Co-ordinator** about the time of their arrival.
32. No student is permitted for an outside overnight stay without the written permission of the Co-ordinator. The Co-ordinator will grant permission to stay only with the consent of the parents.
33. 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.
34. Students should avoid keeping transistors, tape recorders, iron boxes, electric heaters etc., in their rooms if found, it will be confiscated and the student will be fined.
35. It is the student's responsibility to keep their money and costly things safe. Rooms must be kept locked during class hours. The management is not responsible for their personal belongings.
36. Any disciplinary misconduct will be dealt with strictly. The **Principal's** decision is final in all matters.
37. Telephone facilities are available in the hostels. The hostellers can make use of the facility only to contact their parents / guardians.
38. Once the inmates are expelled from the hostels for their misbehaviour/indisciplinary activities, they will not be re-admitted at any cost.
39. Students will be allowed to go home on their own only on the authentic permission of the parents.
40. Students are allowed to use mobile phones and laptops with the written permission of their parents.
41. Bus facility is available to the Hostel Girls.
42. College bus service to the Women's Hostel is available at **8.50 am and 4.00 pm.**
43. College bus will be operated to the Women's Hostel by **5.00 pm & 6.00 pm** on working days for the sports students and staff.
44. On the day of special classes or events, college bus will be operated to the Women's Hostel in the evening after the classes or events are over.
45. Complaints must be registered in the complaint register.



8. A student can keep the book borrowed with him/her for 14 days and a staff for 30 days
9. 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
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. Books can be returned to the librarian between 9.00 a.m. and 5.00 p.m.
14. 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.
15. 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.
16. 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.
17. Students should not carry any books or printed matter inside the library.
18. Perfect silence and decorum should be maintained in the library.
19. A student shall be issued Transfer or Conduct certificate only on the submission of 'No Dues' certificate even from the Librarian.

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 at least 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.
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.
16. Mobile Phone Strictly Prohibited inside the College Campus.

16. Food must not be either carried by the students or supplied by the employees to the rooms. It will be served at rooms with the knowledge of the hostel **Co-ordinator** on prior intimation for sick students.
17. Students should not enter the kitchen and store rooms. They should not give any tips/gifts to servants or cooks in the hostel.
18. Students will be allowed to order food from hotels and delivery will be allowed only at the gate upto **7.00 pm(Girls), 8.00 pm(Boys)**.
19. Online delivery of products will be allowed only till the gate.
20. 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 sum of Rs. 100/- will be charged as a late payment fee upto 15 days. On further delay, an additional sum of Rs. 200/- will be charged every 15 days.
21. Reduction will be given only from the fourth day of absence provided, the inmates submit their leave application and reduction forms to the Co-ordinator prior to their absence.
22. Visitors have to wait only at the visitor's hall. They are not permitted to enter the rooms.
23. Parents/Guardians may visit the hostels from **4.30 pm to 6.00 pm** during working days and **8.30 am to 6.00 pm** during holidays.
24. Overnight stay by visitors is not permitted. Overnight stay by parents will only be allowed under genuine circumstances. Advance approval of the Hostel Co-ordinator is necessary. Approved overnight stay will be charged.
25. Smoking, gambling, use of liquor and prohibited substances in the hostel premises must be avoided. It will lead to expulsion from the college.
26. The hostel students and faculty members must check in to the hostels before 6.30 pm. The hostel gate will be closed by 6.30 pm. If anybody feels sick, he/she can get permission from the respective class teachers to take treatments. After treatment, they should return to the hostel before 6.30 pm.
27. Dhobi timing:
Ladies hostel : **5.00 to 5.30 pm**
MCAS Boys : **7.45 to 9.45 am**
MPTI boys : **7.00 to 7.45 pm**
28. Girls students can go for outing with the duly written permission of their parents from **8.30 am to 6.00 pm**. Allotted time for girls outing is **5 hrs**.
29. MPTI students are **not permitted** to go outing.
30. When the students return to the hostels after holidays/leave, they must arrive at the hostels before **7.00 pm**.

Rules & Regulations

1. Students must keep their Identity Cards with them at all times.
2. Silence will be observed as given below:

Morning : 6.00 am to 7.00 am

Evening : 8.30 pm to 10:00 pm

3. During silence hours (**8.30 pm to 10.00 pm**), the students should observe strict silence and engage themselves only in studies.
4. While availing leave on working days, the hostellers have to submit the leave letter to the hostel Co-ordinator duly signed by the class incharge concerned.
5. On entering the hostel, biometric or face recognition is compulsory for attendance.
6. Apart from class hours, all inmates should stay in their respective rooms or within the hostel premises at all times.
7. Wi – Fi, Internet will be provided at **1 Mbps/person**. Additionally Internet can be availed at additional cost against a vouchers. The Internet must not be used to access unnecessary contents.
8. The inmates should not stay either in their rooms or within the hostel premises during the class hours.
9. If any one falls sick, the hostel **Co-ordinator** should be informed of it immediately.
10. Tea will be served everyday from **6.30 am to 7.00 am**.
11. Canteen service at the Women's Hostel is offered from **4.00 pm to 6.00 pm** on all days.
12. The hostel provides both whole some vegetarian and non-vegetarian food.
13. The menu will be displayed on the notice board. Changes can be made based on the decision of the mess committee formed by the students' representatives and incharges.
14. Day scholars will not be entertained as guests in the mess or rooms.
15. Mess Timings:

MONDAY TO SATURDAY	SUNDAY
Breakfast : 8:20 am to 8:50 am	Breakfast : 8:30 am to 9:30 am
Lunch : 12:15 pm to 1:00 pm : (12.45 to 1.15 pm for MPTI)	Lunch : 12:30 pm to 1:45 pm
Dinner : 7:15 pm to 8:15 pm	Dinner : 7:15 pm to 8:30 pm

NSS

National Service Scheme provides opportunities to the students to involve themselves in social activities and ultimately in developing their personality. Six NSS units solidly and steadily functions towards the betterment of the society. Four units have been funded and rest of the two are self funded. Sufficient time and space have been provided for the volunteers to work with the needy and the poor and to take care of their basic needs.

YRC and RRC

YRC and RRC units have been functioning in a better compartment since their inception. There are more than 200 energetic volunteers with a service mind and they organize various activities like blood donation camps, awareness programs on public related issues, first aid training and motivation sessions in such a way that the student volunteers can carry out their service to needy..

MAGAZINE COMMITTEE

The Magazine committee has taken pain taking effort to hone up the student's creative skill. The main objective of this committee is to shape and sharpen their multifarious intelligence. We kindle student's creativity and we encourage them to write their master piece in order to enhance knowledge management. By the same token we publish News Letter in Tamil every year. Besides publishing News Letter, Magazine Committee takes up ownership in publishing Fortnight News and Quarterly Review (Students outside Participation) periodically.

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

Bus Operating Time

Bus Arrival Time to College	:	9:05 AM
Bus Departure Time from College between	:	4:10 PM to 4:15 PM

For Emergency Contact

Office Superintendent	-	99655 85437
Transport Supervisor	-	99655 37437

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.

HOSTEL

GUIDELINES FOR HOSTEL STUDENTS

Management of Hostels

The **Principal** is the **Chief Warden** of the hostels. He/She will direct the routine activities of the hostels. The Hostel **Co-ordinator** is the incharge for facilitating the needs of the students.

Contact Telephone/Mobile

Hostel Office : MCAS : **99655 68437 (Boys)** | **99655 69437 (Girls)**

MPTI : **75400 56437**

Alternate/Common Number : **99655 72437**

Helpdesk : **93612 22137** | For any grievances mail to gvc@muthayammal.in

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 **Principal/Warden**.
2. On getting accommodation in the hostel, every student must give an undertaking in writing stating that he/she will abide by the rules and regulation of the hostel. The declaration form should be endorsed duly by the parent or guardian.
3. At the time of admission, the applicant should remit the fee as prescribed by the college.

Accommodation

- Separate hostel accommodation is available for boys and girls.
- The basic amenities like tables, cots and fans will be provided.
- Deluxe rooms have additionally attached - washrooms.

- 1) All the employees will be required to mark their arrival and departure time in the biometric based attendance device without any exception. In case of device failure, report to office otherwise it will be treated as leave
- 2) Employees availing applied casual leave must apply previous day.
- 3) 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.
- 4) A staff can avail casual leave of not more than 2 days a month.
- 5) If there remains any days of casual leave unavailed at the end of June, it will not be carried over to the period from July to December.
- 6) 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.
- 7) If any leave is availed on a working day that falls between two holidays, all the days shall be treated as leave.
- 8) 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.

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.

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
- i) Any other duties assigned by the superiors due to the exigency of service

PERFORMANCE APPRAISAL -CAREER ADVANCEMENT

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

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

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

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

WORKING HOURS

The College functions from Monday to Saturday. Office hours, otherwise specified, are 9.25 AM to 5.30 PM with lunch break from 12.15 PM to 1.05 PM Staff Members are required to sign in the Attendance Register before 9.15 AM

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.

STAFF LEAVE POLICY

S.No	Code	Leave Type	Duration/ Limit	Purpose	Remarks
1	AL	Applied Leave	12 Days per Year	Personal work etc.,	Must apply previous day
	IL	Informed Leave (2 day Per sem)			Treated as LLP
	NL	(NL)- Not informed leave			1 day compensated with 1½ days of LLP
2	OOD	Official On Duty	12 days per year	(Valuation, External, BOS)	Require valid documentary proof for approving the OOD/OD/TOD
3	TOD	University Theory Exam On Duty	As per University norms	University Theory Exam invigilation (External)	
4	OD	On duty	As per norms	Conference/Seminar/Workshop/Viva-voce/Graduation	
5	ML	Medical/Sick leave	5 Days	Medical grounds (In patient)	Require a medical certificate as a documentary proof for approving the leave
6	WL	Wedding Leave	5 Days	Wedding	Require an invitation card as a documentary proof for approving the leave
7	SL	Spell Leave	9 Days per year	To fulfill the objective of maintaining the work life balance.	

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 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 @ 9.05 AM and leave @ 4.15 PM

INTERNET & WI-FI

Free WiFi & Internet Browsing facility to all students & Faculty in the Central computer centre.

IMPLEMENTATION OF NEW TECHNOLOGY

- Hologram Hypervsn Fan , a device to display any image on Air surface
- 3D Printer for printing any image as 3D object.

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.

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.

EMPLOYEES' STATE INSURANCE SCHEME (ESI):

All our staff members are registered under the ESI scheme are entitled to medical treatment for themselves and their dependents,(Medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependants benefit).



THE PROCESS OWNERS OF MCAS (2022-23)



Research & Development(R&D)



Institutions Innovation Cell



ECO Club



Grievance Redressal / SC & ST Cell



Sports Event Management



Controller of Examinations



Curriculum Management & Development (CMD)



FDP



Admission Cell



Administration - Academic & Academic Office Management



Internal Quality Assurance Cell (IQAC) & Management Information System (MIS)



Department File Format Implementation Cell



Sports Activities



ERP



Discipline & Parents Teacher Association



Hostel Management



Human Rights & Citizen Consumer Club






New Initiatives

 TATA CONSULTANCY SERVICES Free Placement Training for SC/ST Students Beneficiaries 95,926	 Confederation of Indian Industry Membership Beneficiaries 30	 Skill Development Program CISCO-VOIP Our Institution is One Among to Implement this System in this Region	 Innovate... Collaborate... Educate... Membership	 Entrepreneurship Development Institute of India 21 Lakhs
 Beneficiaries 95,926	 Beneficiaries 30	 Our Institution is One Among to Implement this System in this Region	 Affiliated Centre	 Campus Company (A joint initiative by Placement Cell & MCAS)
 NPTEL swayam Beneficiaries since 2009	 14495 Beneficiaries since 2009	 Digital Signage	 No. of Programmes 64 Animal House & Green House 400 Beneficiaries past 4 years	 Community College (Approved by Higher Secondary, State) 1,192 Beneficiaries Infosys Springboard
 Beneficiaries 2175	 Beneficiaries 68	 Beneficiaries past 4 years	 Beneficiaries past 4 years	 Beneficiaries past 4 years

Rankings / Grants and Patent

 AISHE-2021	 MCAS Ranked 125 th Among Top 186 Best Science Colleges in India	 Ministry of Science & Technology Star College Scheme - ₹ 104 Lakhs Foldscope - ₹ 16 Lakhs DBT EMR Project - ₹ 28 Lakhs	 Google Scholar Profile (Since-2016) Citations - 39560 h index - 80 i10 index - 552 NSTEDB Department of Sciences & Technology Government of India EAC - 2,00,000	 Department of Science & Technology Govt. of India SUPPORTED CENTRALIZED RESEARCH LABORATORY GRANT AWARDED 40 LAKHS (2018-2023) SERB 67 LAKHS
 NIRE Ranking	 Dept of BCA Ranked 72 nd Among Top 149 BCA Colleges in India	 Consultancy Project from SCIGEN ₹ 1,30,000	 Minor Research Project ₹ 3 Lakhs	 Unnat Bharat Abhiyan
 ARIA Ranking	 Dept of Commerce Ranked 135 th Among Top 212 Commerce Colleges in India	 Minor Research Project - ₹ 4.25 Lakhs Student Project - ₹ 2.4 Lakhs Training - ₹ 1.3 Lakhs	 UBA 2.0 Program Received grant of ₹ 50,000	 86
 Certificate of Recognition	 Cambridge Assessment	 IQAC - fund received from the NAAC ₹ 30000	 For Calendar Year 2017 - 2019 57 - Publication 27 - Publication Impact Factor 3 & above-40 Impact Factor 5 & above-21	 Australian Government IP Australia 2 Patent from IP Australia

HEAD OF THE DEPARTMENTS (2022-23)

	Mr. C. Srinivasan Head Department of BBA		Mr. S. Rathinam Head Dept. of Foundation English
	Dr.V.Vijaya deepa Head Department of CA		Mr. M. Mohanraj Head Dept. of HMCS
	Dr. M. Shabana Begum Head Dept. of Biochemistry		Mrs.R. Malathi Head Dept. of Maths
	Dr. M. Sureshkumar Head Dept. of Biotechnology & Zoology		Dr.M.Selvan Head Dept. of Microbiology
	Dr. P. Sumathi Head Department of Chemistry		Dr.M.Revathi Head Dept. of Physics
	Dr.G.Thangapandi Head Dept. of Commerce		Dr. S. Mohan Prabhu Head Department of Statistics
	Mr. P. Subramaniam Head Department of CS		Dr. K. Kaniyan Poonkundranar Head, Dept. of Tamil
	Mr. S. Arulmani Head Dept. of EC		Dr.K.Sakthivel Head Dept of TFD
	Mr. S. Gopinath Head Dept. of English		

THE PROCESS OWNERS OF MCAS (2022-23)

	Dr.M.N.PERIASAMY Dean - Administration		Dr.M.RAMAMOORTHY Head - Social Activities		Dr.V.VIJAYA DEEPA Head - Student Progression		Dr.H.LOOKMANSITHIC Head - Placement & Skill Development
deanadministration@muthayammal.in		socialactivities@muthayammal.in		sp@muthayammal.in		skilldevelopment@muthayammal.in	
	Asset Management, Academic Infra and Budget		Community College		Information and Communication Technology (ICT)		Placement & Industry Institute Interaction
	Co-ordinator - Mr.R.Mohanraj/CS Asst. Co-ord. - Mr.V.Sathishkumar/Phy		Co-ordinator - Dr.G.S.Prabin/Tamil Asst. Co-ord. - Ms.K.Gayathri/CA		Co-ordinator - Mr.T.Prabhu/CA Asst. Co-ord. - Mr.V.Arutharaj/CS		Co-ordinator - Mr.U.Mohamed Iqbal Asst. Co-ord. - Ms.C.Santhiya/Maths
	Transport Planning		Extension Activity YRC & RRC		Magazine Committee		Skill Development Centre
	Co-ordinator - Mr.A.Mohandass Gandhi IPhy Asst. Co-ord. - Mr.P.Silambarasan/Eng		Co-ordinator - Dr.P.Selvamaleeswaran/BT Asst. Co-ord. - Ms.B.Sivasankaran/Tamil		Co-ordinator - Mr.K.R.Rajakarthykeyan/Eng Asst. Co-ord. - Mr.K.Sathishkumar/Tam		Co-ordinator - Mr.H.Rajamohammed/Comm Asst. Co-ord. - Mr.S.Sivakumar/Comm
	Event Management & Hospitality		Extra Curricular activities (NSS)		Women's Forum & Anti Sexual Harassment and Gender Violation Cell		Entrepreneurship Development Cell
	Co-ordinator - Mr.S.Manokarthick/CS Asst. Co-ord. - Mr.C.Kumaresan/Tam		Co-ordinator - Mr.M.Kannan/Tamil Asst. Co-ord. - Mr.N.Anandharaj/Comm		Co-ordinator - Ms.A.M.Nirmala/CS Asst. Co-ord. - Ms.M.Saranya/Chemistry		Co-ordinator - Mr.A.Karthigaiselvan/BBA Asst. Co-ord. - Ms.J.Selvi/Tamil
	Career Awareness Programme		Cell for Physically Challenged		Library Activities		Communication Lab
	Co-ordinator - Dr.M.Devi/BC Asst. Co-ord. - Ms.R.Mehala/Tamil		Co-ordinator - Mr.M.Ravi/CA Asst. Co-ord. - Mr.N.Radhakrishnan/MB		Head - Dr.T.Sakthivel Asst. Co-ord. - Dr.V.Raja/Tamil		Instructor - Mr.K.Ganeshsankar Lab Asst. - Ms.A.Rajalakshmi
	Tutorial Ward system		Co-ordinator - Ms.N.Padmapriya/CA Asst. Co-ord. - Ms.M.Sudha/CS		Co-ordinator - Ms.S.Deepa/Tamil Asst. Co-ord. - Ms.S.Ramya/TFD		Co-ordinator - Ms.M.Sathya/Chem Asst. Co-ord. - Mr.N.NavenBasha/English

LEGEND

- | | |
|-------------------|----------------------|
| 01: Gate 01 | 19: Ground |
| 02: Gate 02 | 20: Hostel Boys (01) |
| 03: ATM | 21: Mess / Dining |
| 04: EB Room | 22: Sports Complex |
| 05: Bus Body Shop | 23: G-Block |
| 06: Bus Bay | 24: F-Block |
| 07: Waiting area | 25: D-Block |
| 08: Bike parking | 26: E-Block |
| 09: Canteen | 27: C-Block |
| 10: RO Plant | 28: Hostel Boys (02) |
| 11: M Block | 29: D Block |
| 12: N Block | 30: A Block |
| 13: Head Office | 31: STP Unit |
| 14: Guest House | |
| 15: Pantry | |
| 16: Store | |
| 17: Gallery | |
| 18: Play Ground | |



A-BLOCK

- ACADEMIC OFFICE
- CoE'S OFFICE
- MICROBIOLOGY
- BIOCHEMISTRY
- TAMIL & STATISTICS
- COMMERCE
- IQAC
- R&D
- MINI SEMINAR HALL

B-BLOCK

- BIOTECHNOLOGY
- CHEMISTRY
- BBA
- COMPUTER SCIENCE
- COMPUTER APPLICATION
- ZOOLOGY
- CONFERENCE HALL
- MINI SEMINAR HALL

C-BLOCK

- B.ED
- ENGLISH
- DANCE & MUSIC CLUBS
- PLACEMENT CELL
- COMMUNICATION LAB
- TEXTILE & FASHION DESIGN
- MINISEMINAR HALL

D-BLOCK

- PHYSICS
- R & D (PHYSICS)
- ELECTRONICS & COMMUNICATION
- MATHEMATICS
- MINI SEMINAR HALL

E-BLOCK

- CAFTERIA LIBRARY
- HOTEL MANAGEMENT & CATERING SCIENCE

F-BLOCK

- ANIMAL HOUSE

G-BLOCK

- GREEN HOUSE
- MUSHROOM HUT