



**MUTHAYAMMAL  
COLLEGE  
OF ARTS &  
SCIENCE**



**Celebrating  
25 Years  
1994 - 2019**

## Calender for the Academic Year - 2020-21

June-2020							July-2020							August-2020						
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				1	2	3	4	30	31					1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29

September - 2020							October - 2020							November - 2020						
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	31					1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30				24	25	26	27	28	29	30	29	30					

December - 2020							January - 2021							February - 2021						
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	31					1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28						

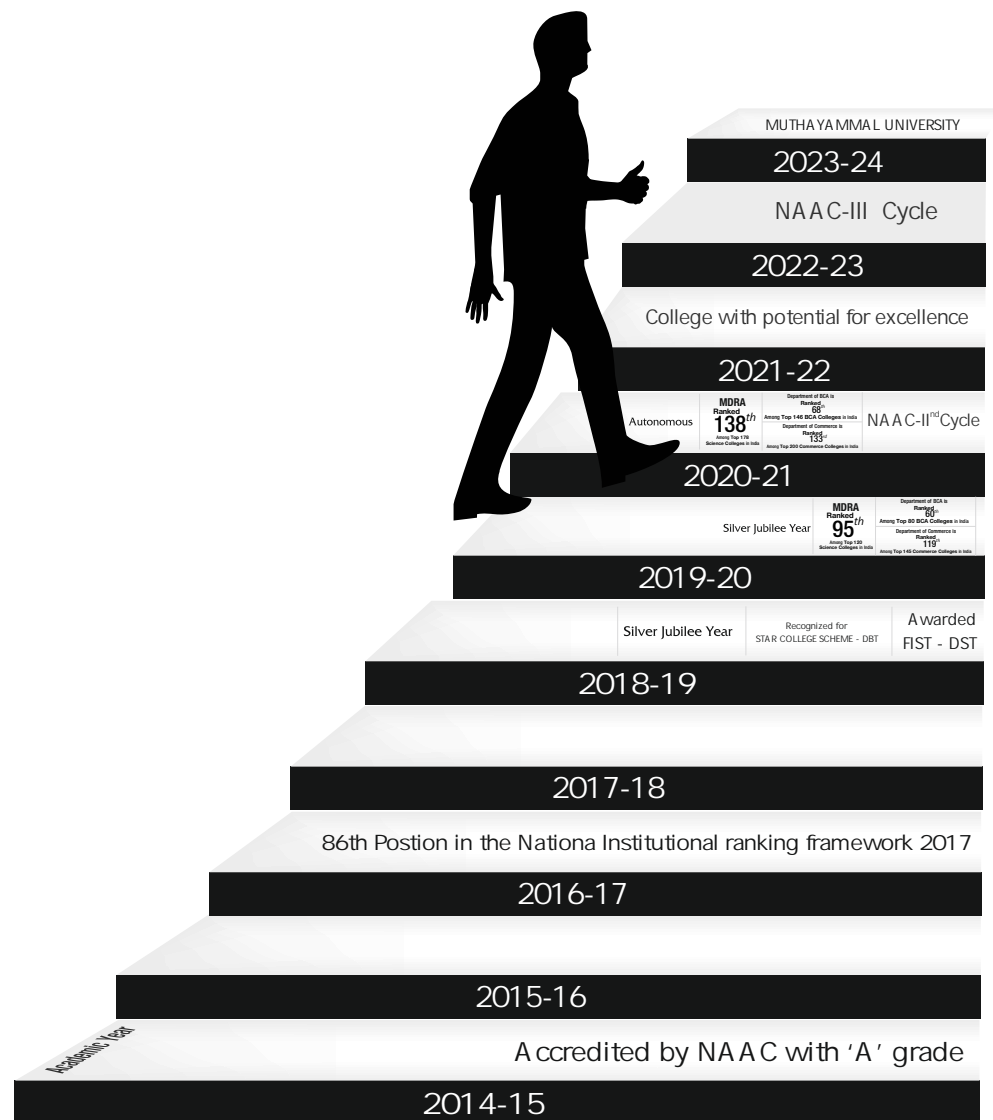
  

March - 2021							April - 2021							May - 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	30	31					1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29

# MCAS MILESTONES

## QUALITY POLICY

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



## PERSONAL DATA

Name : .....

Designation : .....

Department : .....

Address : .....

Phone No. : .....

Blood Group : .....

Savings A/C No.: .....

Phone No. : .....

In Case of Emergency Contact Name / No : .....

Father's Name : .....

Mobile : .....

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### **Milestones achieved during the Academic Year 2019-20**

- Our college stands a top with her crown studded with 107 Gold medals and 725 (since 2003) Ranks in the Periyar University examinations.
- Our college has breezed past other institutions and registered her stamp in sports and games too.
- During the academic year 2019-20, we won 80 gold medals, 72 silver medals and 60 bronze medals at National Level, South Zone Level and State Level Championship held at various places in India. Totally 212 medals had been bagged.
- Boxing (Men)-9th Consecutive Years winners
- Power Lifting (Women)-12th Consecutive Years winners
- Weight Lifting (Men)-13th Consecutive Years
- Weight lifting (Women)-12th Consecutive Years
- The University Power lifting Championship (Mem)for the 11 Year Winners
- The University Handball Championship (Men)for the 10 Year
- Hockey (Men)-4rd Years winners
- Ball badminton (Men) 4th year
- Women cross country 3 year winner
- Judo (Women)- 4th years winners
- Judo (Men)- winners



## 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.
Fore Noon 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.
Short Bell for Girls	3:55 P.M.
Short Bell for Boys	4:00 P.M.
Buses will leave the Campus between	4:10 P.M. & 4:15 P.M.

## Online

Hour	Start	End	Duration (Minutes)
I	9:25	10:15	50
II	10:15	11:05	50
Break	11:05	11:25	20
III	11:25	12:15	50

# MUTHAYAMMAL INSTITUTIONS

(A UNIT OF VANETRA GROUP)

## 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

Forward in Virtue

## 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 - 2021				
Day	Date	Schedule	Day Order	No.of Working Days
Thu	1		VI	84
Fri	2	Good Friday		
Sat	3	Holiday		
Sun	4	Holiday		
Mon	5		I	85
Tue	6		II	86
Wed	7		III	87
Thu	8		IV	88
Fri	9		V	89
Sat	10	Holiday		
Sun	11	Holiday		
Mon	12		III	90
Tue	13	Telugu New Year		
Wed	14	Tamil New Year/ Dr.Ambedar Jayanthi		
Thu	15		VI	91
Fri	16		I	92
Sat	17	Holiday		
Sun	18	Holiday		
Mon	19		II	93
Tue	20		III	94
Wed	21		IV	95
Thu	22		V	96
Fri	23		VI	97
Sat	24	Holiday		
Sun	25	Holiday		
Mon	26		I	98
Tue	27		II	99
Wed	28		III	100
Thu	29		IV	101
Fri	30		V	102

May - 2021				
Day	Date	Schedule	Day Order	No.of Working Days
Sat	1	Holiday		
Sun	2	Holiday		
Mon	3		VI	103
Tue	4		I	104
Wed	5		II	105
Thu	6		III	106
Fri	7		IV	107
Sat	8		V	108
Sun	9	Holiday		
Mon	10	Holiday		
Tue	11			109
Wed	12			110
Thu	13			
Fri	14			
Sat	15	Holiday		
Sun	16	Holiday		
Mon	17			
Tue	18			
Wed	19			
Thu	20			
Fri	21			
Sat	22	Holiday		
Sun	23	Holiday		
Mon	24			
Tue	25			
Wed	26			
Thu	27			
Fri	28			
Sat	29	Holiday		
Sun	30	Holiday		
Mon	31			

March - 2021				
Day	Date	Schedule	Day Order	No.of Working Days
Mon	1		V	61
Tue	2		VI	62
Wed	3		I	63
Thu	4		II	64
Fri	5		III	65
Sat	6	Holiday		
Sun	7	Holiday		
Mon	8		IV	66
Tue	9		V	67
Wed	10		VI	68
Thu	11		I	69
Fri	12		II	70
Sat	13	Holiday		
Sun	14	Holiday		
Mon	15		III	71
Tue	16		IV	72
Wed	17		V	73
Thu	18		VI	74
Fri	19		I	75
Sat	20	Holiday		
Sun	21	Holiday		
Mon	22	Commencement of Internal Exam-I	II	76
Tue	23		III	77
Wed	24	*Commencement of University Theory Exam March-2021 (I-Year) & Commencement of University Practical Exam March-2021*	IV	78
Thu	25		V	79
Fri	26		VI	80
Sat	27	Holiday		
Sun	28	Holiday		
Mon	29		I	81
Tue	30	Commencement of Internal-II	II	82
Wed	31		III	83

April - 2021				
Day	Date	Schedule	Day Order	No.of Working Days
Thu	1		VI	84
Fri	2	Good Friday		
Sat	3	Holiday		
Sun	4	Holiday		
Mon	5		I	85
Tue	6		II	86
Wed	7		III	87
Thu	8		IV	88
Fri	9		V	89
Sat	10	Holiday		
Sun	11	Holiday		
Mon	12		III	90
Tue	13	Telugu New Year		
Wed	14	Tamil New Year/ Dr.Ambedar Jayanthi		
Thu	15		VI	91
Fri	16		I	92
Sat	17	Holiday		
Sun	18	Holiday		
Mon	19		II	93
Tue	20		III	94
Wed	21		IV	95
Thu	22		V	96
Fri	23		VI	97
Sat	24	Holiday		
Sun	25	Holiday		
Mon	26		I	98
Tue	27		II	99
Wed	28		III	100
Thu	29		IV	101
Fri	30		V	102

## ABOUT THE INSTITUTIONS

### MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE

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

The college offers 18 Undergraduate, 15 Postgraduate, 8 M.Phil and 7 Ph.D programmes catering to the changing needs of the industry. The learning environment in the college brings together the best of infrastructure and human resource enriching the treasure trove of knowledge the students aspire for. Apart from a well designed curriculum for each subject, the college places equal importance on all-round development of the student. The college sees knowledge assimilation as an opportunity to encourage creative and innovative strategies to mastering the subject.

***It sounds pleasant to specify that MCAS has been feathered with NAAC 'A' grade and 2(f) & 12(B) status. Department of Biotechnology (DBT) and Ministry of Science and Technology recognized our College with "STAR SCHEME" cap and five Departments***

**(Computer Science, Biotechnology, Biochemistry, Microbiology, Chemistry)**

**have been sheltered under the star scheme. MCAS has been Awarded with FIST-DST (Department of Science and Technology).**

### MUTHAYAMMAL POLYTECHNIC INSTITUTION

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

### MUTHAYAMMAL COLLEGE OF EDUCATION

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

## HIGHLIGHTS OF THE LEARNING EXPERIENCE

- In the field of Arts and Science, special emphasis is given to emerging disciplines such as Biotechnology, Hotel Management, Fashion Design and related fields.
- Highly qualified faculty members with vast experience in teaching
- Well equipped laboratories for each discipline of study.
- Exclusive facilities for the disciplines of Hotel Management and Textile and Fashion Design (Separate Block).
- Library with over 26,520 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 Tamilnadu.
- Guest Lectures and interactions with visiting faculty for gaining exposure to the core areas of study.
- National Level Seminars attracting Scholars and Research Personnel for sharing knowledge.

## CO-CURRICULAR ACTIVITIES

- Special classes for spoken English, Hindi and other languages.
- Collaboration with Alliance Francoise and the British Council to promote the passion for linguistics
- Extra-curricular Activities include Yoga, Handicrafts, Tailoring, Typewriting, Driving Classes etc.
- NSS activities and encouragement to participate at National Level competitions
- Encouragement to participate in inter-collegiate competitions and host programmes pertinent to the field of study as well as in Sports, Training in driving skills & Road Safety Programme
- Encouragement and incentive to students to participate in national level, state level and district level open tournaments.

January - 2021				
Day	Date	Schedule	Day Order	No.of Working Days
Fri	1	New Year's Day		
Sat	2		V	23
Sun	3	Holiday		
Mon	4		VI	24
Tue	5		I	25
Wed	6		II	26
Thu	7		III	27
Fri	8		IV	28
Sat	9	Holiday		
Sun	10	Holiday		
Mon	11		V	29
Tue	12		VI	30
Wed	13		I	31
Thu	14	Bhogi		
Fri	15	Pongal		
Sat	16	Maatu Pongal		
Sun	17	Uzhavar Thirunal		
Mon	18		I	32
Tue	19		II	33
Wed	20		III	34
Thu	21		IV	35
Fri	22	Last date for Submission of Question Papers for Internal - I	V	36
Sat	23	Holiday		
Sun	24	Holiday		
Mon	25		VI	37
Tue	26	Republic Day		
Wed	27	Commencement of Internal-I	I	38
Thu	28		II	39
Fri	29		III	40
Sat	30	Holiday		
Sun	31	Holiday		

February -2021				
Day	Date	Schedule	Day Order	No.of Working Days
Mon	1		III	41
Tue	2		IV	42
Wed	3		V	43
Thu	4		VI	44
Fri	5	Publication of Result for Nov-2020 Exam	I	45
Sat	6	Holiday		
Sun	7	Holiday		
Mon	8		II	46
Tue	9		III	47
Wed	10		IV	48
Thu	11		V	49
Fri	12		VI	50
Sat	13	Holiday		
Sun	14	Holiday		
Mon	15		I	51
Tue	16		II	52
Wed	17		III	53
Thu	18		IV	54
Fri	19		V	55
Sat	20	Holiday		
Sun	21	Holiday		
Mon	22		VI	56
Tue	23		I	57
Wed	24		II	58
Thu	25		III	59
Fri	26		IV	60
Sat	27	Holiday		
Sun	28	Holiday		

November - 2020				
Day	Date	Schedule	Day Order	No. of Working Days
Sun	1	Holiday		
Mon	2		V	56
Tue	3		VI	57
Wed	4		I	58
Thu	5		II	59
Fri	6		III	60
Sat	7	Holiday		
Sun	8	Holiday		
Mon	9		IV	61
Tue	10		V	62
Wed	11		VI	63
Thu	12	Holiday		
Fri	13	Holiday		
Sat	14	Deepavali		
Sun	15	Holiday		
Mon	16		I	64
Tue	17		II	65
Wed	18		III	66
Thu	19		IV	67
Fri	20		V	68
Sat	21	Holiday		
Sun	22	Holiday		
Mon	23		VI	69
Tue	24		I	70
Wed	25		II	71
Thu	26		III	72
Fri	27		IV	73
Sat	28	Holiday		
Sun	29	Holiday		
Mon	30		V	74

December - 2020				
Day	Date	Schedule	Day Order	No. of Working Days
Tue	1		VI	1
Wed	2		I	2
Thu	3		II	3
Fri	4		III	4
Sat	5	Holiday		
Sun	6	Holiday		
Mon	7		IV	5
Tue	8		V	6
Wed	9		VI	7
Thu	10		I	8
Fri	11		II	9
Sat	12	Holiday		
Sun	13	Holiday		
Mon	14	Commencement of Internal Exam-II	III	10
Tue	15		IV	11
Wed	16		V	12
Thu	17		VI	13
Fri	18		I	14
Sat	19	Holiday		
Sun	20	Holiday		
Mon	21	Commencement of University Theory Exam Nov-2020	II	15
Tue	22		III	16
Wed	23		IV	17
Thu	24		V	18
Fri	25	Christmas		
Sat	26	Holiday		
Sun	27	Holiday		
Mon	28		VI	19
Tue	29		I	20
Wed	30		II	21
Thu	31		III	22

## 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.

## UNDER GRADUATE & POST GRADUATE COURSES

### UG COURSES

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

<p>Recognized for <b>STAR COLLEGE SCHEME-DBT</b></p> <p>Computer Science Biotechnology Biochemistry Microbiology Chemistry</p>	By	 <p>सत्यमेव जयते</p> <p><b>Department of Science and Technology</b> MINISTRY OF SCIENCE AND TECHNOLOGY Government of India</p>
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### PG COURSES

1. Biochemistry | 2. Applied Microbiology | 3. Biotechnology | 4. Medical Biochemistry  
5. Textile & Fashion Designing | 6. Computer Science | 7. Mathematics | 8. Electronics & Comm.  
9. Physics | 10. Chemistry | 11. Organic Chemistry | 12. M.Com. | 13. M.A.English

### RESEARCH PROGRAMMES

M.Phil - Biotechnology | Biochemistry | Microbiology | Commerce | Comp.Science  
Maths | Physics | Chemistry

Ph.D., - Biotechnology | Biochemistry | Microbiology | Chemistry | Commerce

## 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 quite a good number of students have succeeded in finding work opportunities at the highly reputed concerns like TCS, MPHASIS, CAPGEMINI, WIPRO, INFOSYS, ACCESS HEALTH CARE, VISIONARY RCM, etc.

## SCHOLARSHIPS

SC/ST and tribal students who can satisfy the following norms 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.

These Scholarships are awarded with a view to enable the students to complete education and to pursue higher education in colleges

Scholarships are awarded as per the schemes given below

	Maintenance	Course	Total
Arts Course	₹ 3300	₹ 1350	₹ 4650
Science Course	₹ 3300	₹ 4750	₹ 8050
Hostel students are offered an extra sum of ₹2900 in the name of maintenance fee			

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.

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.

September - 2020				
Day	Date	Schedule	Day Order	No. of Working Days
Tue	1		VI	12
Wed	2		I	13
Thu	3		II	14
Fri	4		III	15
Sat	5		IV	16
Sun	6	Holiday		
Mon	7	Holiday		
Tue	8	UG/PG Internal marks Entry April-2020 Final Semester	V	17
Wed	9		VI	18
Thu	10		I	19
Fri	11		II	20
Sat	12	Holiday		
Sun	13	Holiday		
Mon	14		III	21
Tue	15	III UG Practical Examination April-2020 Final Semester	IV	22
Wed	16		V	23
Thu	17		VI	24
Fri	18		I	25
Sat	19		II	26
Sun	20	Holiday		
Mon	21	UG/PG APRIL 2020 Periyar University Examination Final Semester	III	27
Tue	22		IV	28
Wed	23		V	29
Thu	24		VI	30
Fri	25		I	31
Sat	26		II	32
Sun	27	Holiday		
Mon	28		III	33
Tue	29		IV	34
Wed	30	Periyar University IQAC Virtual Meeting	V	35

October - 2020				
Day	Date	Schedule	Day Order	No. of Working Days
Thu	1		III	36
Fri	2		IV	37
Sat	3	Holiday		
Sun	4	Holiday		
Mon	5	Commencement of Internal exam-I	V	38
Tue	6	UG/PG Internal marks Entry April-2020 Final Semester	VI	39
Wed	7		I	40
Thu	8		II	41
Fri	9	Publication of Result for April-2020 Exam	III	42
Sat	10	Holiday		
Sun	11	Holiday		
Mon	12		IV	43
Tue	13		V	44
Wed	14	M.Phil Admission Extension Apr-2020	VI	45
Thu	15		I	46
Fri	16		II	47
Sat	17	Holiday		
Sun	18	Holiday		
Mon	19		III	48
Tue	20		IV	49
Wed	21	I Year UG Virtual Inaguration	V	50
Thu	22		VI	51
Fri	23		I	52
Sat	24	Holiday		
Sun	25	Holiday		
Mon	26	Vijaya Dasami		
Tue	27		II	53
Wed	28		III	54
Thu	29		IV	55
Fri	30	Milad-un-Nabi		
Sat	31	Holiday		



July - 2020				
Day	Date	Schedule	Day Order	No.of Working Days
Wed	1			
Thu	2			
Fri	3			
Sat	4	Holiday		
Sun	5	Holiday		
Mon	6			
Tue	7			
Wed	8			
Thu	9			
Fri	10			
Sat	11	Holiday		
Sun	12	Holiday		
Mon	13			
Tue	14			
Wed	15			
Thu	16			
Fri	17			
Sat	18	Holiday		
Sun	19	Holiday		
Mon	20			
Tue	21			
Wed	22			
Thu	23			
Fri	24			
Sat	25	Holiday		
Sun	26	Holiday		
Mon	27			
Tue	28			
Wed	29			
Thu	30			
Fri	31			

August - 2020				
Day	Date	Schedule	Day Order	No.of Working Days
Sat	1	Bakrid		
Sun	2	Aadi Peruku		
Mon	3			
Tue	4			
Wed	5			
Thu	6			
Fri	7			
Sat	8	Holiday		
Sun	9	Holiday		
Mon	10			
Tue	11			
Wed	12			
Thu	13			
Fri	14			
Sat	15	Independence Day		
Sun	16	Holiday		
Mon	17			
Tue	18	Virtual Class Inaguration	I	1
Wed	19		II	2
Thu	20		III	3
Fri	21		IV	4
Sat	22	Sri Vinayagar Chathurthi		
Sun	23	Holiday		
Mon	24		V	5
Tue	25		VI	6
Wed	26		I	7
Thu	27		II	8
Fri	28		III	9
Sat	29	Holiday	IV	10
Sun	30	Muhharam		
Mon	31		V	11

## ADMISSION NOTIFICATION

- The students from Kolli Hills, if they get admitted, shall be offered a fee concession of Rs.5000/- only in the first year (MCAS ).
- The Physically Challenged students of MCAS can avail a fee concession of 25% in the tuition fee (Three Years).\*
- Admissions on irregular basis will not be entertained.
- 25% to 100% for students excelling in Sports (MCAS).
- The Siblings of our MCAS students can avail fee concession of 25% in Tuition Fees (Three Years).\*

### Merit scholarship ( First Year only in Tuition Fees )

Institute	Marks	Percentage	Concession in Rs.
MCAS	526 & Above	87.6 & Above	50 %
	501 - 525	83.5 - 87.5	25 %

## GROUP INSURANCE SCHEME

Thanks to the welfare measures of our management, Group Insurance Scheme has been in operation to benefit all the students, teaching and non teaching staff, hostel employees and the parents of the wards. If any one meets with an accident, the insurance company will bear the hospital expenses up to ₹ 25,000/- If the accident proves to be fatal, the Insurance Company will readily pay a sum of ₹ 1.50 lakh to the family of the deceased. The insurance coverage has been made available from 2008-2009.

Senior staff members are covered under Apollo Munich Health Insurance Scheme. They can avail benefit upto Rs.50,000/-

## RULES OF ATTENDANCE

- Attendance is marked at the commencement of each hour.
- A student who wants to avail leave should submit the prescribed application form duly filled in to the class incharge
- In case, the absence is due to unforeseen cause, the leave application form should be submitted on the first day of the student's return to the college.
- If a student gets absent for more than three days, he/she should produce a Medical Certificate & must come with their Parents to meet the principal/Dean.

5. A student who absents himself/herself from the class during any hour either in the forenoon or in the afternoon session of a day will be considered absent with or without leave application for half-a-day.
6. Hostellers must submit their leave application forms countersigned by the warden.

### **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.

### **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.



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



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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.

### **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 three books.
6. Every PG Student, M.Phil., and Ph.D., scholar can borrow Four books.
7. A student should produce his/her identity card while borrowing books

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.

### **Muthayammal Community College**

Muthayammal Community College was established in the year 2012 with a noble vision to uplift and develop rural community nearby, by creating scope for self employment. It is approved by Periyar University, Salem. The Community College promotes job-oriented, work related, skill based and life-coping education. It is aimed at the empowerment of the underprivileged sections of the society through appropriate skill development. The courses are offered at free of cost and also the participants have the special privilege of utilizing free transport facility.

5. If any one falls sick, the Deputy Warden should be informed of it immediately.
6. The hostel provides both wholesome vegetarian and non vegetarian food.
7. Mess timings are as follows:
 

Breakfast :	8:20 AM to 8:50 AM
Lunch :	12:15 PM to 1:00 PM
Dinner :	7:15 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 15<sup>th</sup> of every month. Otherwise a penalty of ₹ 100/- will be levied and for a further delay of another month, an additional fine of ₹ 200/- will be charged.
9. Reduction will be given only from the fourth day of absence provided the inmates submit their leave application and reduction forms to the Deputy Warden prior to their absence.
10. Study hours will be observed as given below:
 

Morning :	6.00 AM 7.00 AM
Evening :	8.30 PM to 10.00 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 and faculty must enter the hostel before 6.30 PM. The hostel gate will be closed at 6.30 PM. If anybody feels sick, he can get permission from his respective class teacher, take treatment and return to the hostel before 6.30 PM. Those who return from their native places should also enter the hostel before 6.30 PM. Students, who absent themselves from the hostel, must get permission from the Deputy Warden to attend the class when they return.

## **HOSTEL**

### **Management of Hostels**

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

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

### **Admission**

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

### **Accommodation**

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

### **Rules & 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 (8.30 PM to 10.00 PM) the students should observe strict silence and engage themselves only in studies.
3. The inmates should get permission from the class in-chargers, HOD while going out of the hostel on leave at working days.
4. The inmates should not stay either in their rooms or within the hostel during the class hours.

## **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 function 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 to the volunteers to work for 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 the needy..

### **MAGAZINE COMMITTEE**

The Magazine committee has taken strains every nerve to hone up the student's creative skill. The main objective of this committee is to shape and sharpen their multifarious intelligence. It kindles student's creativity and encourages them to produce their master piece in order to enhance knowledge management. By the same token, News Letters in Tamil every year are published. Besides publishing News Letters, the magazine Committee takes up ownership in publishing Fortnight News and Quarterly Reviews (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 a fleet of about 84 buses have been operated for the comfort of the students of Muthayammal College of Arts & Science.

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

### Bus Operating Time

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

### For Emergency, Contact

Office Superintendent - 99655 85437 | 9500231433

## 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.

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

### GENERAL CONDITIONS TO AVAIL THE LEAVE

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

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

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

### RESIGNATION

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

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

## OFFICIAL DUTY

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

## MEDICAL LEAVE

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

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

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

## VACATION

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



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## RECRUITMENT

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

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

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

## SALARY

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

## JOB RESPONSIBILITY

- a) Teaching – Imparting conceptual and self-learning
- b) Updating knowledge in the relevant subjects and developing Resource materials
- c) Guiding experiments in laboratories
- d) Co-ordinating in the conduct of Internal and University examinations
- e) Assessment of students and counseling
- f) Encouraging students to take part in Co-curricular and Extra-curricular activities
- g) Guiding students in Research and Developmental activities
- h) Co-ordinating in Departmental/College activities
- l) Any other duties assigned by the superiors due to the exigency of service



## 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 1<sup>st</sup> & 3<sup>rd</sup> Saturdays will be holidays.

## CASUAL LEAVE

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

\*FN Only

Note:

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

## GROUP INSURANCE SCHEME (ACCIDENTAL INSURANCE)

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

## TRANSPORT

Free service from various destinations is available to the staff members. Buses will arrive at the College @ 8.55 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.

## BENEFITS

### FACULTY DEVELOPMENT PROGRAMMES (FDP)

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

### EMPLOYEES PROVIDENT FUND (EPF)

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



helpdesk@muthayammal.in

# THE PROCESS OWNERS OF MCAS (2020-21)



## Research and Development(R&D)



Co-ordinator-Asst.Prof.S.Dinakaran/CA  
Asst. Co-ord. - Dr.N.Nithya/Chem



Co-ordinator-Asst.Prof.S.Dinakaran/CA  
Asst. Co-ord. - Dr.N.Nithya/Chem

## Sports Activities



Asst. Co-ord. - Asst.Prof.N.Thavamani/CS

## Tutorial Ward system



Co-ordinator- Asst.Prof.N.Padmapriya/CA  
Asst. Co-ord. - Asst.Prof.M.Sudha/CS

## Grievance Redressal Cell



Co-ordinator - Asst.Prof.T.Madhumathi/Eng  
Asst. Co-ord. - Asst.Prof.S.Bharathi/CS

## Examinations & Evaluation



Co-ordinator-Asst.Prof.Mohankumar/CA  
Asst. Co-ord.-Asst.Prof.M.Jeevaa/Commerce

## Curriculum Management & Development (CMD)



Co-ordinator- Dr.A.K.Saravanan/MB  
Asst. Co-ord. - Asst.Prof.L.Devi/CA

## Discipline & Parents Teacher Association



Co-ordinator - Asst.Prof.N.Selvarani/Tamil  
Asst. Co-ord. - Asst.Prof.S.Eswari/Chem

## Hostel Management



Co-ordinator - Asst.Prof.R.Keerthana/CS  
Asst. Co-ord.-Dr.M.Sankareswaran/MB

## Human Rights Cell & Citizen Consumer Club



Co-ordinator - Asst.Prof.K.Thangavel/Tamil  
Asst. Co-ord.- Asst.Prof.M.Kavitha/Maths

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



Co-ordinator - Asst.Prof.S.Santhosh/EC  
Asst. Co-ord.-Asst.Prof.M.Yasmina Thabasum/Comm

## Asset Management, Academic Infra and Budget



Co-ordinator - Asst.Prof.A.Raja/CA  
Asst. Co-ord. - Asst.Prof.R.Nithya/CA

## Department File Format Implementation Cell



Co-ordinator -Asst.Prof.M.Lakshmi/English  
Asst. Co-ord. -Asst.Prof.A.Megala/BBA

## Management Review System (MRS) & Project Management Office (PMO)



Co-ordinator - Asst.Prof.P.Suba / BBA  
Asst. Co-ord. - Dr.G.Venkatesan/BBA

## Administration - Academic & Academic Office Management



Co-ordinator -Mr.R.Premanand  
Asst. Co-ord. - Ms.V.Susmitha

## New Initiatives

 Free Placement Training for SC/ST Students Beneficiaries 60,000	 Confederation of Indian Industry Membership Beneficiaries 30	 Skill Development Program CISCO-VOIP Our Institution is One Among to Implement this System in this Region	 Membership Beneficiaries 30	 Entrepreneurship Beneficiaries 30
 Beneficiaries 60,000	 Beneficiaries 30	 Our Institution is One Among to Implement this System in this Region	 Affiliated Centre Beneficiaries 30	 Entrepreneurship Beneficiaries 30
 Beneficiaries 60,000	 Online Attendance Beneficiaries 30	 News Letter Beneficiaries 30	 Knowledge Sharing Session No. of Programmes 60	 Live Streaming Beneficiaries 30
 Muthayammal IT Park Beneficiaries 367	 Beneficiaries since 2009	 Digital Signage Beneficiaries 30	 Animal House & Green House Beneficiaries 30	 Community College Beneficiaries 30
 Beneficiaries 367	 Beneficiaries 1,609	 Beneficiaries 1,609	 Beneficiaries 1,609	 Beneficiaries 1,609










## Rankings / Grants and Patent

 NIRF Ranking Beneficiaries 30	 MDRA Beneficiaries 30	 Department of Biotechnology Beneficiaries 30	 Department of Science & Technology Beneficiaries 30	 DST-FIST Beneficiaries 30
 National Ranking 2020 Beneficiaries 30	 National Ranking 2018 Beneficiaries 30	 SCiGEN Beneficiaries 30	 Indian Council of Social Science Research Beneficiaries 30	 NSTEDB Beneficiaries 30
 84th Beneficiaries 30	 Ranked 138th Beneficiaries 30	 Ranked 68th Beneficiaries 30	 Ranked 133rd Beneficiaries 30	 Ranked 133rd Beneficiaries 30
 Among Top 100 Science Colleges in India	 Among Top 178 Science Colleges in India	 Among Top 146 BCA Colleges in India	 Among Top 200 Commerce Colleges in India	 Among Top 200 Commerce Colleges in India
 Among Top 100 Science Colleges in India	 Among Top 178 Science Colleges in India	 Among Top 146 BCA Colleges in India	 Among Top 200 Commerce Colleges in India	 Among Top 200 Commerce Colleges in India



## HEADS OF THE DEPARTMENTS (2020-21)

	<b>Dr. A. Palanisamy</b> Head Dept. of Biotechnology
	<b>Dr. M. Sureshkumar</b> Head Dept. of Zoology
	<b>Dr. M. Shabana Begum</b> Head Dept. of Biochemistry
	<b>Dr. M. Shahitha</b> Head Dept. of Microbiology
	<b>Dr. K. Kaniyan Poonkudranar</b> Head, Dept. of Tamil
	<b>Dr. M. Bose</b> Head Dept. of Commerce
	<b>Dr. S. Mohan Prabhu</b> Head Dept. of Statistics
	<b>Mr. S. Rathinam</b> Head Dept. of Foundation English
	<b>Mr. S. Gopinath</b> Head Dept. of English

	<b>Mr. P. Subramaniam</b> Head Department of CS
	<b>Ms. B. Vasumathi</b> Head Department of CA
	<b>Mr. C. Srinivasan</b> Head Department of BBA
	<b>Mr. S. Arulmani</b> Head Dept. of E&C
	<b>Ms. C. Maheswari</b> Head Dept. of Mathematics
	<b>Dr. K. Sangeetha</b> Head Dept. of Physics
	<b>Ms. P. Sumathi</b> Head Dept. of Chemistry
	<b>Mr. M. Mohanraj</b> Head Dept. of HMCS
	<b>Dr. K. Sakthivel</b> Head Dept. of TFD

## THE PROCESS OWNERS OF MCAS (2020-21)

	<b>Dr. M.N. PERIASAMY</b> Dean - Admissions deanadmission@muthayammal.in		<b>Asst. Prof. M. RAMAMOORTHY</b> Head - Social Activities socialactivities@muthayammal.in		<b>Dr. V. VIJAYA DEEPA</b> Head - Student Progression sp@muthayammal.in		<b>Dr. H. LOOKMANSITHIC</b> Head - Placement & Skill Development skilldevelopment@muthayammal.in
	<b>Admission Cell</b> admission@muthayammal.in		<b>Community College</b> communitycollege@muthayammal.in		<b>Information and Communication Technology (ICT)</b> ict@muthayammal.in		<b>Placement &amp; Industry Institute Interaction</b> placement@muthayammal.in
	<b>Transportation Planning</b> transport@muthayammal.in		<b>Extension Activity YRC &amp; RRC</b> yrcrc@muthayammal.in		<b>Magazine Committee</b> magazine@muthayammal.in		<b>Skill Development Programme</b> valueded@muthayammal.in
	<b>Event Management &amp; Hospitality</b> programme@muthayammal.in		<b>Extra Curricular activities (NSS)</b> nss@muthayammal.in		<b>Women's Forum &amp; Anti Sexual Harassment and Gender Violation Cell</b> wfdc@muthayammal.in		<b>Entrepreneurship Development Cell</b> edcc@muthayammal.in
	<b>Career Awareness Programme</b> career@muthayammal.in		<b>ECO Club</b> ecoclub@muthayammal.in		<b>Library Activities</b> library@muthayammal.in		<b>Communication Lab</b> communication@muthayammal.in
	<b>Cell for Physically Challenged</b> cpc@muthayammal.in		<b>Co-Curricular activities</b> cocs@muthayammal.in		<b>Alumni Association</b> alumni@muthayammal.in		

## MCAS EVENTS 2020-2021

S.No	Event Date	Name of the Event
1	12.08.2020	IQAC- Virtual FDP Program on "REVISED ACCREDITATION FRAMEWORK"
2	28.08.2020	R&D Lab Pooja
3	11.09.2020	NSQF Skill Courses
4	11.09.2020	Establishment of Innovation cell
5	11.09.2020	IQAC- Virtual FDP Program on "CHALLENGES IN ONLINE-ADMISSION,CLASSES,EXAMINATION"
6	26.10.2020	1st year Induction programme
7	12.11.2020	Rural Entrepreneurship Development Cell
8	5.12.2020	HOD's Meeting
9	18.12.2020	NIRF Ranking 2021
10	23.12.2020 to 11.01.2021	Academic Audit & Autonomous Mock Visit
11	28.12.2020	MOU with Periyar University(MRP Major research project)
12	29.12.2020	Patent Publication (Mahimaa & Vasumathi)
13	13.01.2021	Awards Day Function
14	18,19 & 20.01.2021	Energy Audit
15	22.01.2021	MOU Signed with PALPAP ERP
16	26.01.2021	Republic Day Celebration
17	29.01.2021	Road Safety Awareness Rally
18	29.01.2021	Aravind Eye Hospital Opening Ceremony
19	29.01.2021	Orientation On National Educational Policy about Innovation & Entrepreneurship
20	30.01.2021	Polio Awareness Programme31.01.2021
21	31.01.2021	ARIIA Data submission in the portal
22	04.02.2021	Vanetra Vaibhav 2K21
23	12.02.2021	GC Meeting 2020-21
24	13.02.2021	Internal FDP
25	14.02.2021	Women Empowerment

S.No	Event Date	Name of the Event
26	15.02.2021	India Today MDRA Ranking 2021
27	16.02.2021	Autonomous Mock Visit-II
28	20.02.2021	Internal FDP
29	27.02.2021 & 28.02.2021	UGC Autonomous Expert Committee Members visit
30	12.03.2021	Autonomous granted
31	12.03.2021	COVID-19 vaccination Camp
32	15.03.2021	NSQF - Course Commission
33	17.03.2021	NAAC Orietation meeting (Criterion wise)
34	18.03.2021	Free Eye Camp
35	18.03.2021	Campus Drive-Pon Pure Chemicals
36	18.03.2021	Voters Awareness Programme
37	19.03.2021	Campus Drive-Eximio Company
38	20.03.2021	Insurance Course exemption fee payable to Insurance Institute
39	20.03.2021	Campus Drive - Mahendra Next wealth
40	20.03.2021 to 23.03.2021	Network Auditing
41	22.03.2021	Approval of fresh NSQF programme
42	29.03.2021	Grants received (2.10 lakhs)
43	02.04.2021	NABL Accridated Food Testing Lab - Establishment
44	24.04.2021	online - MoU
45	30.04.2021	Presentation on STAR scheme project
46	30.04.2021	Workshop of "Swachhta Action plan"- MGNCRE , MoE Gol
47	05.05.2021 to 08.05.2021	Webinar on Bio-informatics tools & Database
48	20.05.2021	Covid-19 relief contribution: Rs-1990000
49	07.05.2021	AQAR Submission 2019-2020
50	07.05.2021	Oretentation on Innovation and Entrepreneurship

## DAYS TO REMEMBER 2020-2021

Date	Day	Event
08.09.2020	Tuesday	UG/PG Internal marks Entry April-2020 Final Semeste
15.09.2020	Tuesday	III UG Practical Examination April-2020 Final Semester
21.09.2020	Monday	UG/PG APRIL 2020 Periyar University Examination Final Semester
05.10.2020	Monday	Commencement of Internal exam-I
06.10.2020	Tuesday	UG/PG Internal marks Entry April-2020 Final Semester
09.10.2020	Friday	Publication of Result for April-2020 Exam
14.12.2020	Monday	Commencement of Internal Exam-II
21.12.2020	Monday	Commencement of University Theory Exm Nov-2020
22.01.2021	Friday	Last date for Submission of Question Papers for Internal -I
27.01.2021	Wednesday	Commencement of Internal-I
05.02.2021	Friday	Publication of Result for Nov-2020 Exam
22.03.2021	Monday	Commencement of Internal Exam-I
24.03.2021	Wednesday	"Commencement of University Theory Exam March-2021 (I-Year) & Commencement of University Practical Exam March-2021"
30.03.2021	Tuesday	Commencement of Internal-II



### DISTINCT FEATURES

- Research and Research-Aids through Research & Development Cell.
- DST (Department of Science & Technology) fund for the development of FIST infrastructure.
- E-notes for the benefit of the students.
- Ranked 95<sup>th</sup> among 120 science colleges in India by INDIA TODAY - MDRA Ranking 2019.
- Accredited with NAAC 'A' Grade.
- Recognized for STAR College Scheme-DBT (Department of Biotechnology, Govt. of India, New Delhi).
- MoUs with well-established and reputed Industries.
- FIRST among the colleges affiliated to Periyar University to conduct BEC course (Business English Certificate) through London Cambridge University.
- Centre for conducting state and national level online examination through TCS iON.
- Health & Group Insurance coverage for students, teachers and all the employees.
- College bus facility within the radius of around 90 km.
- Centre for developing entrepreneurial and employment skills.
- Selection of sportsmen and women to participate in international tournament.

