




## STUDENT HANDBOOK 2021 - 22

# THE MADURA COLLEGE

(An Autonomous Institution Affiliated to the Madurai Kamaraj University)

**Re-accredited (3rd Cycle) with "A" Grade by NAAC**

 Vidya Nagar, TPK Road, Madurai - 625 011

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### PERSONAL INFORMATION

Name

Class & Major

Roll No. / Ref. No.

Date of Birth

Car/Bike/Cycle No.

Height

Weight

Blood Group

Permanent Address

Telephone Mobile No.

e-mail ID

## COLLEGE PRAYER

असतो मा सद्गमय ।

ASATO MAA SADGAMAYA

பொய்மையிலிருந்து வாய்மைக்கு எம்மை அழைத்துச் செல்

*Lead me from the Unreal to the Real*

तमसो मा ज्योतिर्गमय ।

TAMASO MAA JYOTHIRGAMAYA

இருளிலிருந்து ஒளிக்கு எம்மை அழைத்துச் செல்

*Lead me from Darkness to Light*

मृत्योर्मा अमृतङ्गमय ।

MRITYOR MAA AMRITANGAMAYA

இறப்பிலிருந்து பிறவாமைக்கு எம்மை அழைத்துச் செல்

*Lead me from Mortality to Immortality*

ॐ शान्तिः शान्तिः शान्तिः ॥

OM SHANTHI : SHANTHI : SHANTHI :

- Brhadaranyakopanishad

ஒன்றே குலமும் ஒருவனே தேவனும்  
நன்றே நினைமின் நமனில்லை நாணாமே  
சென்றே புகுங்கதியில்லை நும் சித்தத்து  
நின்றே நிலைபெற நீர் நினைந்துய்மினே

- திருமூலர் திருமந்திரம்

## தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுக்கும்  
சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்  
தெக்கணமும் அதிற்சிறந்த திராவிடநற் றிருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே  
அத்திலக வாசனைபோல் அனைத்துலகுமின்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே! தமிழணங்கே!  
உன் சீரிளமைத் திறம் வியந்து செயல் மறந்து வாழ்த்துதுமே!  
வாழ்த்துதுமே! வாழ்த்துதுமே!

- மனோன்மணியம் சுந்தரம் பிள்ளை

## நாட்டுப்பண்

ஐன கண மன அதிநாயக ஐய ஹே  
பாரத பாக்ய விதாதா  
பஞ்சாப ஸிந்து குஜராத மராட்டா  
திராவிட உத்கல பங்கா  
விந்திய ஹிமாசல யமுனா கங்கா  
உச்சலஜலதி தரங்கா  
தவ சுப நாமே ஜாகே  
தவ சுப ஆசிஸ மாகே  
காஹே தவ ஐய காதா  
ஐன கண மங்கள தாயக ஐய ஹே  
பாரத பாக்ய விதாதா  
ஐய ஹே ஐய ஹே ஐய ஹே  
ஐய ஐய ஐய ஐய ஹே!

- இரவீந்திரநாத் தாகூர்



## COLLEGE COAT OF ARMS

### Motto:

**“Vidya Dharmena Shobathe”**

Meaning

**“Learning Shines with Righteousness”**

### Logo:



Lion stands for power and is the vehicle on which Goddess Sakthi rode when she slew Mahishasura, the embodiment of Tamas.



Elephant head stands for Sri Ganesha, the God of Wisdom and Success.



Lotuses on either sides, one white and the other red, symbolizes the rise of human spirit from the muddy bottom of our lower nature to achieve purity and renunciation, respectively.



Pranava is the coping stone of the entire arch of human progress.

### Colours:

- White symbolizing Purity
- Blue symbolizing Love
- Yellow symbolizing Sacrifice

**1856 CE**  
Zilla School started by the Government in 1856 as an outcome of Macaulay's dispatch of 1854 on Education.

**1880 CE**  
A College department was added to the Zilla School

**1889 CE**  
The School and the College were taken over by the Madura Native High School Committee renamed as Madura College Committee

**1903 CE**  
The committee took over the administration of Setupathi High School and Town Primary School.

**1905 CE**  
The Committee registered under the Indian Companies Act, 1882 under the nomenclature 'The Madura College Board'

**1906 CE**  
A Section for girls was opened in the Town Primary School

**1925 CE**  
The College became a first grade College.

**1937 CE**  
The College moved to the present campus of 43 acres (5 acre at the bequest of Robert S. Fischer and the rest donated by Raja Sir. Annamalai Chettiar

**1941 CE**  
The College moved to P.M.Sanakara Iyer Hall came up



# The MADURA COLLEGE

## *A Brief History*



**1997 CE**  
College started admitting girl students in Undergraduate Programmes.

**1983 CE**  
Self - Financing stream was started.

**1978 CE**  
Autonomous status was conferred by University Grants Commission in the very first batch.

**1950 CE**  
College celebrated its diamond jubilee and the Diamond Jubilee Hostel Block came up.

**1949 CE**  
Harvey Library came up with a donation of Rs.1 Lakh from the Madura Mills Co. Ltd.

**1947 CE**  
TVS Hostel came into existence with a donation of Rs.1 lakh from M/S T.V.Sundaram Iyengar and Sons. Pvt. Ltd.

**1946 CE**  
The College regained its First grade status (lost in 1939 CE due to lack of funds for endowments) after door to door fund raising.




## Programme Timeline

<b>1947</b> <b>B.Com.</b>	<b>1948</b> <b>B.Sc.</b> <b>Physics</b>	<b>1953</b> <b>B.Sc.</b> <b>Botany</b>
<b>1957</b> <b>B.Sc.</b> <b>Mathematics</b>	<b>1958</b> <b>M.Sc.</b> <b>Mathematics</b>	<b>1958</b> <b>M.Sc.</b> <b>Physics</b>
<b>1959</b> <b>B.Sc.</b> <b>Chemistry</b>	<b>1959</b> <b>M.Sc.</b> <b>Chemistry</b>	<b>1964</b> <b>B.Sc.</b> <b>Zoology</b>
<b>1984</b> <b>M.Sc.</b> <b>Botany</b>	<b>1987</b> <b>B.Sc.</b> <b>Computer Science</b>	<b>1988 - 89</b> <b>M.A.</b> <b>Economics</b>
<b>1988</b> <b>M.A.</b> <b>English</b>	<b>1989</b> <b>M.A.</b> <b>Tamil</b>	<b>1993</b> <b>M.Phil.</b> <b>English</b>
<b>2019</b> <b>M.Com.</b>	<b>2019</b> <b>M.Sc.</b> <b>Statistics</b>	

## THE MADURA COLLEGE BOARD

The College is administered by the Madura College Board, as also are the Sethupathi Higher Secondary School, Madura College Higher Secondary School and the Town Primary School. The Madura College Board elects a Board of Directors consisting of twelve members. From among the twelve Directors the President, the Vice President, the Secretary, the Joint Secretary and the Treasurer are elected.

### Office Bearers

<b>Sri. S.Sridharan</b> , B.Com., F.C.A., A.I.C.WA., A.C.S. - President	
<b>Sri. S.Seetharaman</b> , B.A., - Vice President	
<b>Sri. S.Natanagopal</b> , FCA., - Secretary	
<b>Sri. S.Parthasarathy</b> , B.Sc., B.L., - Joint Secretary	
<b>Sri. N.Anand Srinivasan</b> , M.Com., - Treasurer	



### Directors

Sri. H.Lakshmi Shankar, L.L., M.L.,  
Sri. S.Ramesh, B.Sc., B.L.,  
Sri. S.Sankaran, B.Com.,  
Sri.R.Sridharan, F.C.A.,  
Sri.R.Srinivasan, B.Com.,  
Sri. R.S.Srinivasan, B.A.,  
Sri. S.Suresh, B.Com., B.L.,

 **Members**

- 1 Sri. L.Amuthan
- 2 Sri. N.Anand Srinivasan, M.Com.,
- 3 Sri. S.Appaswami, B.Com., F.C.A, A.C.S, A.I.C.W.A.
- 4 Sri. Ashok Muthanna
- 5 Sri. K.Chandrasekar, B.Com.,
- 6 Sri. A.Chandramouli, B.Com., F.C.A.,
- 7 Sri. M.C.Devi Prasad, B.Com., F.C.A.,
- 8 Sri. B.Ganapathysarma, B.Com., A.C.A., A.C.S.,
- 9 Sri. M.Ganapathysubramanian, B.Sc., D.Com.,
- 10 Dr. R.Govindarajan
- 11 Dr. N.Gururaj, M.D.S.,
12. Sri. R.Haresh
- 13 Dr. V.Harshan, M.D., D.D.,
- 14 Sri. N.S.Krishnan, B.A., B.E., M.I.E., C.M.M.,
- 15 Sri. R.Krishnasamy, M.Sc.,
- 16 Dr. Kumar Venkatesan, M.B.B.S.,
- 17 Sri. R.Lakshmipathy,
- 18 Sri. H.Lakshmi Shankar, L.L., M.L.,
- 19 Sri. S.Madhavan, M.L.,
- 20 Sri. M.S. Meenakshisundaram, B.Sc., B.L.,
- 21 Sri. R.Meenakshisundaram, B.Sc.,
- 22 Dr. S.Meenakshisundaram, M.D., D.M.,
- 23 Sri. K.Mohan, B.Com., F.C.A.,
- 24 Sri. S.Muthusami, B.Com.,
- 25 Sri. K.S. Narayanaswamy, B.Com., F.C.A.,
- 26 Sri. S.Natanagopal, B.Sc., F.C.A.,
- 27 Sri. S.Padmanabhan, B.Sc., B.L.,
- 28 Sri. S.Parthasarathy, B.Sc., B.L.,

- 29 Dr. A.Raman, B.Sc., M.B.B.S.,
- 30 Sri. R.Ramakrishnan, B.Com., M.B.A.,
- 31 Sri. L.Ramani, B.Sc., B.E.,
- 32 Sri. L.Ramasubbu, M.Com., M.B.A., M.A.,
- 33 Dr. D.Ramasubramanian, M.D., DM. (Neuro),
- 34 Sri. S.Ramesh, B.Sc., B.L.,
- 35 Sri. P.Ravichandran, B.A., B.L.,
- 36 Sri. K.Ravishankar
- 37 Sri. S.Sankaran, B.Com.,
- 38 Sri. S.Sankaranarayanan, M.Sc.,
- 39 Dr. R.Sathiamurthi, M.A., L.P.T., Ph.D.
- 40 Sri. S.Seetharaman, B.A.,
- 41 Sri. R.Shankar, B.E.,
- 42 Sri. S.Somasundaram, B.Sc., B.L.,
- 43 Sri. R.Sridharan, F.C.A.,
- 44 Sri. S.Sridharan, B.Com., F.C.A., A.I.C.W.A., A.C.S.
- 45 Dr. K.A. Srinivasan, B.Com., H.R.B.C., F.R.C.S.,
- 46 Sri. R.Srinivasan, B.Com.,
- 47 Sri. R.S. Srinivasan, B.A.,
- 48 Sri. S.Srinivasa Raghavan, B.L.,
- 49 Sri. M.S.Subramanian, B.Com., B.L.,
- 50 Sri. V.V.S. Subramanian, B.E.,
- 51 Sri. S.Suresh, B.Com., B.L.,
- 52 Dr. S.Vaidhyasubramaniam, B.E., M.B.A., Ph.D., G.M.P.,
- 53 Sri. R.Venkitapathy, B.Sc., D.M.I.T., M.S. (USA), D.Sc. (HANN OVER)
- 54 Sri. V.Venkatasubramanian, B.Com., F.C.A.,
- 55 Sri. Venu Srinivasan
- 56 Sri. D.Vishwadeep, B.Tech., M.B.A.,

**List of Successive Principals**

The College has been served by a long succession of distinguished Principals

Sri. A.Rajarama Iyer	Jan 1889 - June 1889
Sri. S.Vencobachariar	July 1889 - July 1912
Sri. A.Rajarama Iyer	July 1912 - Mar 1915
Sri. C.Ganapathy Iyer	Apl 1915 - May 1917
Sri. Spencer A.Shutie	Jun 1917 - May 1918
Sri. S.S.Suryanarayana Sastry	Jun 1918 - May 1922
Sri. C. Ganapathy Iyer	Jun 1922 - May 1924
Sri. V.R. Venkatraman	Jun 1924 - Apl 1928
Sri. M.V.N. Subba Rao	Jun 1928 - Nov 1930
Sri. P.Mahadevan	Nov 1930 - Jun 1937
Sri. V.R.Venkatraman	Jun 1937 - Apl 1939
Sri. V.Subbusheshan	Apl 1939 - May 1946
Sri. P.Mahadevan	May 1946 - May 1953
Sri. T.Totadrilyengar	Jun 1953 - May 1964
Sri. K.S.Venkatesan	Jun 1964 - Apl 1968
Sri. P.S.Varadachary	Jul 1968 - May 1972
Sri. A.V.Krishna Murthy	Jun 1972 - May 1978
Sri. C.S.Krishna	Jun 1978 - Sep 1983
Dr. K.Ramamoorthy	Sep 1983 - May 1988
Sri. G.Ramamurthy	Jun 1988 - May 1993
Dr. K.R.Balasubramanian	Jun 1993 - May 1996
Dr. R.Venkataraman	Jun 1996 - Dec 1999
Sri. S.Meenakshi Sundaram i/c	Feb 2000 - Oct 2000
Dr. V.Niranjan	Nov 2000 - Aug 2002
Sri. K.Raman	Nov 2002 - Aug 2004
Dr. V.Sivakumar	Sep 2004 - May 2008
Dr. T.V.Krishnamoorthy	June 2008 - May 2011
Dr. R.Nagarathinam i/c	June 2011 - Sep 2011
Dr. R.Murali	Sep 2011 - July 2015
Major Dr.K.M.Rajasekaran i/c	Aug 2015 - May 2016
Dr. M.Sugumaran i/c	June 2016 - July 2016
Dr. J.Suresh	July 2016 -

## FACULTY MEMBERS

### PRINCIPAL

Dr. J. Suresh, M.Sc., M.Phil., P.B.D.C.A., B.Ed., Ph.D.

### DEANS

Dr. S. Muthukumar Dean (Administration)

Mr. S. Sivaramakrishnan Dean (Academics)

Dr. I. Sahul Hamid Dean (Planning and Development)

### 1. DEPARTMENT OF TAMIL

1. Dr. S. Dhanasamy, M.A., M.Phil., Ph.D. Asst. Prof. & HOD

2. Dr. A. Atheeswari, M.A., (Tamil) M.A., (Philo.), M.Phil., Ph.D. Asst. Prof.

3. Dr. G. Karunakaran, M.A., M.Phil., Ph.D. Asst. Prof.

4. Dr. N. Rathinakumar, M.A., M.Phil., Ph.D. Asst. Prof.

5. Dr. V. Usha, M.A., M.Ed., Ph.D. Asst. Prof.

6. Dr. M. Kannan, M.A., M.Phil., Ph.D., Asst. Prof.

7. Dr. D. Gandhimathi, M.A., M.Phil., Ph.D., Asst. Prof.

8. Dr. S. Kannadasan, M.A., M.Phil., Ph.D., NET Asst. Prof.

### 2. DEPARTMENT OF ENGLISH

1. Dr. R. Subramony, M.A., Ph.D. Associate Prof. & HOD

2. Dr. Sheela P. Karthick, M.A., M.Phil., Ph.D., B.Ed., Associate Prof.

3. Dr. G. Sivasubramanian, M.A., M.Phil., Ph.D. Asst. Prof.

4. Dr. A. Chandra Bose, M.A., M.Phil., Ph.D. Asst. Prof.

5. Dr. S. Sudha, M.A., M.Phil., Ph.D. Asst. Prof.

6. Prof. C. UdhayaBanu, M.A., Asst. Prof.

7. Dr. D. Bhuvaneshwari, M.A., M.Phil., M.Ed., Ph.D., Asst. Prof.

8. Dr. A. Vignesh Kumar, M.A., M.Phil., B.Ed., Ph.D., Asst. Prof.

9. Dr. S. Venkatesh, M.A., M.Phil., D-Litt., B.Ed., Asst. Prof.

10. Prof. B. Tamilselvi, M.A., M.Phil., B.Ed., NET., D.T.Ed., Asst. Prof.

### 3. DEPARTMENT OF HINDI

1. Prof. S. Murali, M.A., M.Phil., Associate Prof. & HOD

### 4. DEPARTMENT OF SANSKRIT

1. Prof. P. Manikandan, M.A., (Sanskrit) M.A., (Hindi) M.A., (Philo., Religion Culture)  
M.Sc., M.Phil., PGDCA, PGDSA Asst. Prof.

### 5. DEPARTMENT OF ECONOMICS

1. Dr. S. Theenathayalan, M.A., M.B.A., M.Phil., M.Ed., P.G.D.M.M.T., Ph.D.  
Associate Prof. & HOD

2. Dr. P. Kannan, M.A., M.Phil., Ph.D. Associate. Prof.

3. Dr. R. Gopi, M.A., M.Phil., P.G.D.C.A., Ph.D. Associate. Prof.

4. Dr. V. Sriman Narayanan, M.A., M.Phil., Ph.D. Asst. Prof.

5. Dr. S. Karthikeyan, M.A., M.Phil., M.Ed., P.G.D.C.A., Ph.D. Asst. Prof.

6. Dr. S. Meenakshi, M.A., M.Phil., M.B.A., B.Ed., Ph.D. Asst. Prof.

### 6. DEPARTMENT OF COMMERCE

1. Dr. A. Mayilmurugan, M.Com., MBA, M.Phil., F.C.M.A., Ph.D.,  
Associate Prof. & HOD

2. Dr. S. Selvakumar, M.Com. M.Phil. B.L., MMM, P.G.D.C.A., Ph.D., Asst. Prof.

3. Dr. K. HemaMalini, M.Com., MCS, M.Phil., P.G.D.C.A., Ph.D., Asst. Prof.

4. Dr. Y. Natarajan, M.Com., M.B.A., M.Phil., Ph.D., Asst. Prof.

5. Dr. S. Chandrasekar, M.Com., M.Phil., Ph.D., Asst. Prof.

6. Dr. R. Vennila, M.Com., M.Phil., M.B.A., Ph.D., Asst. Prof.

7. Dr. A. Karuppusamy, M.Com., M.Phil., Ph.D., Asst. Prof.

8. Dr. S. Ramachandran M.Com., M.B.A., M.Phil., Ph.D. Asst. Prof.

9. Prof. S. Krithika, M.Com., M.B.A., P.G.D.C.A., M.Phil., SLET Asst. Prof.

10. Prof. P. Jayalakshmi, M.Com., NET Asst. Prof.

### Management Staff

11. Prof. B. Shanmugapriya, M.Com., SLET Asst. Prof.

12. Prof. S. Praveenkumar, M.Com., NET Asst. Prof.
13. Dr. S. Gurupriya, M.Com., M.Phil., Ph.D., Asst. Prof.
14. Mrs. G. Jayasree, LL.M., Advocate Part time Asst. Prof.
15. CA M. Selvakumar, M.Com., ACA Chartered Accountant Part time Asst. Prof.

## 7. DEPARTMENT OF MATHEMATICS

1. Dr. S. Muthukumar, M.Sc., M.Phil., P.G.D.C.A., M.C.A., Ph.D., Associate Prof. & HOD
2. Dr. C. Thangapandi, M.Sc., M.Phil., P.G.D.C.A., B.Ed., Ph.D., Associate Prof.
3. Dr. R. Pandiselvi, M.Sc., M.Phil., Ph.D., Associate Prof.
4. Dr. K.M. Dharmalingam, M.Sc., M.Phil., M.Ed., P.G.D.C.A., D.G.T., Ph.D., Asst. Prof.
5. Dr. G. Marimuthu, M.Sc., M.Phil., Ph.D., Asst. Prof.
6. Dr. V. Ananthaswamy, M.Sc., M.Phil., Ph.D., Asst. Prof.
7. Dr. I. Sahul Hamid, M.Sc., M.Phil., Ph.D., Asst. Prof.
8. Dr. U. Karthik Raja, M.Sc., M.Phil., Ph.D., Asst. Prof.
9. Dr. I. Padmavathi, M.Sc., M.Phil., Ph.D., Asst. Prof.
10. Dr. S. Usha, M.Sc., M.Phil., B.Ed., L.L.B., Ph.D., Asst. Prof.
11. Dr. V. Sangeethasubha, M.Sc., M.Phil., Ph.D., Asst. Prof.

## 8. DEPARTMENT OF STATISTICS

1. Dr. P. Vetriselvi, M.Sc., M.Phil., Ph.D., Asst. Prof. & HOD (i/c)
2. Dr. R. Madhanagopal, M.Sc., M.Phil., Ph.D., Asst. Prof.
3. Dr. M. Venkateswaran, M.Sc., Ph.D., Asst. Prof.
4. Dr. A. Saberunnisa, M.Sc., M.Phil., Ph.D., Asst. Prof.
5. Dr. M. Rabert, M.Sc., M.Phil., Ph.D., Asst. Prof.

## 9. DEPARTMENT OF PHYSICS

1. Dr. R. Saravanan, M.Sc., M.Phil., Ph.D., Associate Prof. & HOD
2. Dr. J. Suresh, M.Sc., M.Phil., P.B.D.C.A., B.Ed., Ph.D., Principal & Associate Prof.

- |   |                 |
|---|-----------------|
| 3. Dr. M. Prema Rani, M.Sc., M.Phil., M.Ed., Ph.D.,       | Associate Prof. |
| 4. Prof. V. MeenakshiSundaram, M.Sc., M.Phil.,            | Asst. Prof.     |
| 5. Prof. T. Vivekanandan, M.Sc., M.Phil., P.G.D.C.A.,     | Asst. Prof.     |
| 6. Prof. S. Sivaramakrishnan, M.Sc., M.Phil.,             | Asst. Prof.     |
| 7. Dr. M. Kavitha, M.Sc., M.Phil., Ph.D.,                 | Asst.Prof.      |
| 8. Prof. G. Gowri, M.Sc., M.Phil.,                        | Asst. Prof.     |
| 9. Dr. K. Neyvasagam, M.Sc., M.Phil., P.G.D.C.A., Ph.D.,  | Associate Prof. |
| 10. Dr. R. Vishnu Priya, M.Sc., M.Phil., Ph.D.,           | Asst. Prof.     |
| 11. Dr. J. Sivasubramanian, M.Sc., M.Phil., B.Ed., Ph.D., | Asst. Prof.     |

### Management Staff

- |   |             |
|---|-------------|
| 12. Dr. M. Venkateshan, M.Sc., M.Phil, Ph.D., | Asst. Prof. |
|---|-------------|

### 10. DEPARTMENT OF CHEMISTRY

- |   |                       |
|---|-----------------------|
| 1. Dr. A. Xavier, M.Sc., M.Phil., B.Ed., Ph.D.,   | Associate Prof. & HOD |
| 2. Dr. P.S. Harikrishnan, M.Sc., Ph.D.,           | Associate Prof.       |
| 3. Dr. M. Karpagavalli, M.Sc., P.G.D.C.A., Ph.D., | Asst. Prof.           |
| 4. Dr. P. Gajendran, M.Sc., M.Phil., Ph.D.,       | Asst. Prof.           |
| 5. Dr. M. Malarvizhi, M.Sc., M.Phil., Ph.D.,      | Asst. Prof.           |
| 6. Dr. S.V. Karthikeyan, M.Sc., Ph.D.,            | Asst. Prof.           |
| 7. Prof. S.Vidhyasankar, M.Sc., M.Phil.,          | Asst. Prof.           |
| 8. Dr. R. Ramachandran, M.Sc., M.Phil., Ph.D.,    | Asst. Prof.           |
| 9. Prof. S. Selvakumar, M.Sc., M.Phil., B.Ed.,    | Asst. Prof.           |
| 10. Dr. P. Prasanna, M.Sc., Ph.D.,                | Asst. Prof.           |
| 11. Dr. M. Boominathan, M.Sc., M.Phil., Ph.D.,    | Asst. Prof.           |
| 12. Dr. M. HasmathFarzana, M.Sc., M.Phil., Ph.D., | Asst. Prof.           |
| 13. Dr. Shanmugapriya, M.Sc., M.Phil., Ph.D.,     | Asst.Prof.            |

### Management Staff

- |   |             |
|---|-------------|
| 14. Dr. R. Sathya, M.Sc., M.Phil., Ph.D., | Asst. Prof. |
|---|-------------|

### 11. DEPARTMENT OF BOTANY

- |  |                             |
|--|-----------------------------|
| 1. Prof. S. ChellaPandian, M.Sc., M.Phil.          | Associate Prof. & HOD (i/c) |
| 2. Dr. P. Kannan, M.Sc., M.Phil., PMCPGE, Ph.D.,   | Asst. Prof.                 |
| 3. Dr. S. Karuppusamy, M.Sc., F.I.A.T., Ph.D.,     | Asst. Prof.                 |
| 4. Dr. S. GnaanaSaraswathi, M.Sc., M.Phil., Ph.D., | Asst. Prof.                 |
| 5. Prof. V. MeenakshiSundaram, M.Sc., M.Phil.,     | Asst. Prof.                 |
| 6. Dr. N. Janakiraman, M.Sc., M.Phil., Ph.D.,      | Asst. Prof.                 |
| 7. Dr. P. Jansi Rani, M.Sc., Ph.D.,                | Asst. Prof.                 |
| 8. Dr. M. Karpagajothi, M.Sc., M.Phil., Ph.D.,     | Asst. Prof.                 |
| 9. Dr. S. Saravanan, M.Sc., M.Phil., Ph.D.,        | Asst. Prof.                 |

#### Management Staff

- |  |             |
|--|-------------|
| 10. Prof. R. Saranya, M.Sc., P.G.D.C.A., | Asst. Prof. |
|--|-------------|

### 12. DEPARTMENT OF ZOOLOGY

- |   |                             |
|---|-----------------------------|
| 1. Dr. S. Dinakaran, M.Sc., M.Phil., B.Ed., Ph.D. | Associate Prof. & HOD (i/c) |
| 2. Dr. L.D. Devasree, M.Sc., M.Phil., Ph.D.       | Asst. Prof.                 |
| 3. Dr. R. Eswaran, M.Sc., M.Phil., Ph.D.          | Asst. Prof.                 |
| 4. Dr. B. Latha, M.Sc., M.Phil., B.Ed., Ph.D.     | Asst. Prof.                 |
| 5. Dr. C. Selvakumar, M.Sc., Ph.D.                | Asst. Prof.                 |
| 6. Dr. P. Sivakumar, M.Sc., Ph.D.                 | Asst. Prof.                 |

### 13. DEPARTMENT OF COMPUTER SCIENCE

- |   |                       |
|---|-----------------------|
| 1. Er. J. Rajendran, B.E., M.Phil.,           | Associate Prof. & HOD |
| 2. Prof. R. Umasankari, M.Sc., M.Phil.,       | Asst. Prof.           |
| 3. Dr. T. SreeRamkumar, M.Sc., M.Phil., Ph.D. | Asst. Prof.           |

#### Management Staff

- |  |             |
|--|-------------|
| 4. Prof. J. Mayajothi, M.Sc., M.Phil., | Asst. Prof. |
| 5. Prof. P. Sridevi, M.Sc., M.Phil.,   | Asst. Prof. |

## 14. DEPARTMENT OF PHYSICAL EDUCATION

1. Dr. K.Kathirvelpandian, M.A., M.P.Ed., M.Phil., Ph.D.  
Director of Physical Education

## 15. LIBRARY

1. Mrs. C. Hema, M.A., M.Lib.Sc., M.Phil., Librarian (S.G.)

## NON - TEACHING STAFF

1. Mr. M. Venkataraman, B.Com., Superintendent  
 2. Mr. C. Jeyachandran Assistant (S.G)  
 3. Mrs. V. Rajalakshmi, M.Com., M.L.I.S.C., M.Phil., Assistant  
 4. Mrs. V. Rajeswari, B.A., Assistant  
 5. Mr. S. Sundar, B.Com., M.F.C., Jr. Assistant  
 6. Mr. M. Ganesh, B.A., PGDCA., Jr. Assistant  
 7. Mr. R. Nagarajan Jr. Assistant  
 8. Mr. L. Vaithamanithi, B.Com. Jr. Assistant  
 9. Mrs. M.K. Seethalakshmi, M.Com., B.Ed. Typist  
 10. Mrs. S. Pandi Devi Typist  
 11. Mr. A. Saisrinivas, M.Sc., B.Ed. Store Keeper  
 12. Mr. V. Veeravelpandi, B.Com., Lab Assistant (S.G)  
 13. Mr. S. Thangavelu Lab Assistant (S.G)  
 14. Mr. G. Sasthasubramanian, B.Sc., Lab Assistant  
 15. Mr. B. Padmanabhan, B.Com., Lab Assistant (S.G)  
 16. Mr. K. Ganapathiraman Lab Assistant (S.G)  
 17. Mrs. K. Manimekalai, B.Sc., Lab Assistant (S.G)  
 18. Mr. T. Nagarajan Lab Assistant (S.G)  
 19. Mr. U. Jeganathan Lab Assistant (S.G)  
 20. Mrs. M. Vanitha, B.Com., Lab Assistant (S.G)  
 21. Mr. P. Ganesh Kumar, B.Sc., Lab Assistant (S.G)  
 22. Mr. S. Balamurugan Lab Assistant (S.G)

23. Mrs. P. Murugeswari	Lab Assistant (S.G)
24. Mrs. P. Ilanilavu	Lab Assistant
25. Mr. P. Murugan, B.Sc.,	Lab Assistant
26. Mr. S. Sivaraman	Library Assistant (SPL.Gr)
27. Mrs. S. Manjula	Library Assistant
28. Mr. P. Senthilkumar	Record Clerk
29. Mrs. V. Thayammal	Record Clerk
30. Mr. M. Thangapandi	Record Clerk
31. Ms. P. Surya, M.A.	Record Clerk
32. Mrs. G. Rajalakshmi	Office Assistant
33. Mr. M. Thavam	Office Assistant
34. Mrs. K. Vasantha	Office Assistant
35. Mrs. C. Priyadharshini	Office Assistant
36. Mr. R. Ganesan	Sweeper (SPL.Gr)
37. Mr. S. Kandan	Sweeper (SPL.Gr)
38. Mrs. S. Chinnaponnu	Scavanger (SPL.Gr)

### Management Staff

1. Mr. P. Kumar, Dip. in EEE	Electrical Superintendent
2. Ms. B. Rajathi, B.Sc.,	NAAC Office Clerk
3. Mr. D. Wilson Kennedy	Office Assistant
4. Mr. R. Balachandar	Lab Assistant
5. Ms. S. Meenakshi, M.Sc.,	Library Assistant
6. Mr. B. Ponmuni	Electrical Assistant
7. Mr. M. Murugan	Marker
8. Ms. P. Meenakshi Sundhareswari, B.Sc.,	NAAC Office Clerk

### EXAMINATION SECTION

1. Dr. V. Sriman Narayanan, M.Sc., M.Phil., Ph.D., Controller of Examination
2. Dr. S. Karuppusamy, M.S., F.I.A.T., Ph.D., Deputy Controller of Examination

- |   |                            |
|---|----------------------------|
| 3. Mr. M. Raman, B.Sc, PBDCA,             | Computer Programmer        |
| 4. Mrs. P. Gnanasoundari, B.Sc, B.L.I.S., | Clerk                      |
| 5. Mr. S. Sivaraman, B.Com, B.L.I.S.,     | Clerk                      |
| 6. Mrs. A. Premalatha M.C.A.,             | Clerk                      |
| 7. Mrs. N. Sudha, B.Sc, D.FN              | Clerk                      |
| 8. Mrs. M.S. Poornima, Dip. in E.C.E      | Clerk                      |
| 9. Mr. N. Vignesh, B.A.,                  | Clerk                      |
| 10. Mr.V.Hariharan, B.A.,                 | Clerk                      |
| 11. Mrs.K.S.Hema, M.A.,                   | Clerk                      |
| 12. Mr. M. Vijayakumar                    | Office Assistant           |
| 13. Mr. M. Thirugnanadass                 | Part-time Office Assistant |
| 14. Mrs. B. Subathra, B.A.,               | Clerk                      |

### Part - V Programmes

#### 1. Department of Physical Education

Dr. K.Kathirvelpandian Director of Physical Education

#### 2. National Cadet Corps (NCC)

Dr. S. V. Karthikeyan Chemistry

#### 3. National Service Scheme (NSS)

Dr.Y.Natarajan Commerce (Unit No:11)

Dr. S. Meenakshi Economics (Unit No:210)

Dr. M. Kannan Tamil (Unit No:12)

Dr. D. Gandhimathi Tamil (Unit No:10)

#### 4. Youth Red Cross (YRC)

Dr. S. Selvakumar Commerce

Prof. S. Krithika Commerce

## COMMITTEE

### Statutory Bodies

#### 1. Governing Body

Sri. S. Sridharan	President, MCB
Sri. S. Natanagopal	Secretary, MCB
Sri. N. Anand Srinivasan	Treasurer - MCB
Sri. S. Suresh, Advocate	Director - MCB
Sri. S. Ramesh, Advocate	Director - MCB
Sri. S. Seetharaman	Industrialist, Management Nominee
Dr. Shimla	UGC Nominee
Dr. P. Ponmuthuramalingam	R.J.D.C.E. Madurai
Dr. V. Ramarajapandian	MKU Nominee
Dr. J. Suresh	Principal
Er. J. Rajendran	Computer Science
Prof. S. Murali	Hindi

#### 2. Finance Committee

Sri. S. Natanagopal	Secretary, MCB
Dr. J. Suresh	Principal, TMC
<i>Finance Officer</i>	MKU
Prof. S. Murali	Hindi
Prof. S. Chellapandian	Botany

#### 3. Academic Council

*Chairman:*

Dr. J. Suresh	Principal
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*Member Secretary:*

Dr. R. Eswaran,	Zoology
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*Members from Faculty:*

All Aided Faculty Members

All Co-ordinators of SF Stream

**4. Board of Studies**

*HoD (Chairman)*

University Nominee - 1

Subject Experts - 2

Alumni - 1

Industrial Representative - 1

Student Representative - 1

Faculty Members

**Non - Statutory Bodies / Cells**

**1. Awards Committee**

Dr. J. Suresh Principal - Ex-officio

Dr. V. Sriman Narayanan Controller of Examinations

Dr. S. Karuppusamy Deputy Controller of Examinations

Dr. R. Sudha University Nominee

Dr. C. Gopinathan University Nominee

Dr. S. Muthukumar Dean (Admin)

Mr. S. Sivaramakrishnan Dean (Academics)

Dr. I. Sahul Hamid Dean (P&D)

Dr. R. Saravanan Physics

Dr. A. Mayil Murugan Commerce

Dr. S. Dinakaran Zoology

Dr. S. Dhanasamy Tamil

**2. College Committee**

Sri. S. Sridharan President, MCB

Sri. S. Seetharaman Vice President, MCB

Sri. S. Natanagopal	Secretary, MCB
Sri. S. Parthasarathy	Joint Secretary, MCB
Sri. N. Anand Srinivasan	Treasurer, MCB
Dr. H. Lakshmi Shankar	Director, MCB
Sri. S. Ramesh	Director, MCB
Sri. S. Sankaran	Director, MCB
Sri. R. Sridharan	Director, MCB
Sri. R. Srinivasan	Director, MCB
Sri. R. S. Srinivasan	Director, MCB
Sri. S. Suresh	Director, MCB
Dr. M. Thangaraj	MKU Nominee
Dr. J. Suresh	Principal
Er. J. Rajendran	Senior most faculty
Prof. S. Murali	Senior most faculty
Mr. M. Venkataraman	Office Superintendent

### 3. Academic and Administrative Audit Cell

Principal

Dean (Admin)

Dean (Academics)

Dean (P & D)

Dr.A.Mayilmurugan

Commerce

Dr. S. Theenathayalan

Economics

Dr. M. Premarani

Physics

Mr. M. Venkataraman

Office Supdt.

Ms. P. Surya

Record Clerk

### 4. Admission Committee

UG : Principal

Dean (Academics)

Prof.S.Murali	Hindi
Er.J.Rajendran	Computer Science
Prof.S.Chellapandian	Botany
PG: Principal	
Dean (Academics)	
Prof.S.Chellapandian	Botany
Dr.S.Dhanasamy	Tamil

### 5. Examination Committee

Principal	
Controller of Examinations	
Deputy Controller of Examinations	
Prof. S. Murali	Hindi
Prof. S. Chellapandian	Botany
Dr.S.Muthukumar	Mathematics
Dr.R.Saravanan	Physics
Dr.A.Mayilmurugan	Commerce

### 6. Library Committee

Dean (Admin)	
Mrs.C.Hema	Librarian
Dr.R.Saravanan	Physics
Dr.R.Pandiselvi	Mathematics
Dr.R.Subramony	English
Dr. G. Marimuthu	Mathematics
Prof. S. VidhyaSankar	Chemistry
Dr.U.Karthikraja	Mathematics
Mr.S.Sivaraman	Library Assistant

### **7. Internal Complaints Committee (For prevention of Sexual harassment)**

Dean (Admin)	
Mrs.C.Hema	Librarian
Prof.S.ChellaPandian	Botany
Dr.R.Pandiselvi	Mathematics
Mrs. P. Ilanilavu	Lab Assistant
Mr. S. Sivaraman	Library Assistant

### **8.Anti-ragging Cell**

Prof.S.ChellaPandian	Botany
Dr.S.Dinakaran	Zoology
Dr.P.S.Harikrishnan	Chemistry
Dr.R.Gopi	Economics
Dr.S.Selvakumar	Commerce
Prof.R.Umasankari	Computer Science
Dr.V.Ananthasamy	Mathematics
Dr.B.Latha	Zoology
Dr.A.Chandrabose	English
Dr.K.Neyvasagam	Physics

### **9. Students Grievance Redressal Cell**

Principal	
Dean (Admin)	
Prof.P.Manikandan	Sanskrit
Office bearers of Students Council	

### **10. Students' Welfare Committee**

Dr. K. Neyvasagam, Co-ordinator	Physics
Dr. S. Selvakumar	Commerce
Dr. P. Gajendran	Chemistry

Dr. A. Atheeswari	Tamil
Dr. B. Latha	Zoology
Dr. M. Malarvizhi	Chemistry
Prof. V. MeenakshiSundaram	Botany
Pro. S. Selvakumar	Chemistry
Prof. S. VidhyaSankar	Chemistry
Dr. D. Bhuvanewari	English
Dr. A. Vignesh Kumar	English

**Other Committees:**

**1. Internal Quality Assurance Cell**

*Chairperson:*

Dr.J.Suresh Principal

*Management Representative:*

Sri.S.Natanagopal Secretary, Madura College Board

*IQAC Co-ordinator:*

Dr. I. Sahul Hamid Dean (Planning and Development)

*Senior Admin. Staff:*

Dr.S.Mutukumar Dean (Admin)

Prof.S.Sivaramakrishnan Dean (Academics)

*Members from Faculty:*

Dr. S. Dhanasamy Tamil

Dr.R.Eswaran Zoology

Dr. V. Ananthaswamy Mathematics

Dr. S. Karthikeyan Economics

Prof. V. MeenakshiSundaram Botany

Dr.K.Hemamalini Commerce

Dr. R. Vishnupriya Physics

Dr.M.HasmathFarzana Chemistry

Dr. T. Sreeramkumar	Computer Science
Dr. M. Venkateswaran	Statistics
Dr. S. Saravanan	Botany

*Student Representatives:*

Office bearers of Student Council

*Industrial Representative:*

Sri.S.Seetharaman

*Alumni & Local Society Representative :*

Mr.S.Murali (EMRC, MKU)

**2. NAAC Core Team**

Principal

Dean (Admin)

Dean (Academics)

Dean (P & D)

*Co-ordinators:*

***Criterion 1: (Curricular Aspects)***

Dr. N. Janakiraman	Botany
Dr. R. Madhanagopal	Statistics
Dr. S. Kannadasan	Tamil

***Criterion 2: (Teaching – Learning and Evaluation)***

Dr. V. Ananthaswamy	Mathematics
Dr. M. Kavitha	Physics
Dr. G. Gowri	Physics
Dr. M. Rabert	Statistics

***Criterion 3: (Research, Innovations and Extension)***

Dr. M. Boominathan	Chemistry
Dr. C. Selvakumar	Zoology
Dr. P. Sivakumar	Zoology

***Criterion 4: (Infrastructure and Learning Resources)***

Dr. J. Sivasubramanian	Physics
Dr. K. Hemamalini	Commerce
Prof. S. Krithika	Commerce

***Criterion 5: (Student Support and Progression)***

Prof. P. Manikandan	Sanskrit
Dr. R. Vennila	Commerce
Dr. M. Kannan	Tamil

***Criterion 6: (Governance, Leadership and Management)***

Dr. R. Eswaran	Zoology
Dr. S. Karthikeyan	Economics
Prof. B. Tamilselvi	Tamil

***Criterion 7: (Institutional Values and Social Responsibilities)***

Dr. R. Vishnu priya	Physics
Dr.M.HasmathFarzana	Chemistry
Dr. J. Shanmugapriya	Chemistry

**3. Unnath Bharath Abiyan**

Dr.N.Rathinakumar (Co-ordinator)	Tamil
Dr. S. Ramachandran	Commerce
Dr.Y.Natarajan	Commerce
Dr. M. Kannan	Tamil

NSS PO's

NCC officer

Co-ordinator of YRC

**4. Placement Cell**

*Placement Officer:*

Dr. N. Janakiraman	Botany
--------------------	--------

*Co-ordinator(s)*

Dr. R. Madhanagopal Statistics

Dr. S. Kannadasan Tamil

**5. Training and Carrier Guidance Cell**

Dr.A.Vigneshkumar (Co-ordinator) English

Dr. J. Sivasubramanian Physics

Dr. S. Saravanan Botany

Prof. P. Jayalakshmi Commerce

**6. Internship Cell**

Dr. R. Vennila (Co-ordinator) Commerce

Dr. J. Shanmugapriya Chemistry

Dr. A. Saberunnisa Statistics

**7. Research Committee**

Dean (P &amp; D)

Dr.A.Mayilmurugan (Co-ordinator) Commerce

Dr.R.Eswaran Zoology

Dr. K. Neyvasagam Physics

Dr.S. Dhanasamy Tamil

Dr. S. Karuppusamy Botany

Dr. V. Ananthaswamy Mathematics

Dr.A.Chandrabose English

Dr. R. Ramachandran Chemistry

Dr. M. Boominathan Chemistry

Dr. P. Sivakumar Zoology

**8. Faculty Development Programmes Cell**

Dr. S. Karthikeyan (Co-ordinator) Economics

Dr.G.Karunakaran Tamil

Dr. I.Padmavathi Mathematics

Dr. D. Bhuvaneshwari	English
Dr.A.Karuppusamy	Commerce
Dr. M. Venkateswaran	Statistics

### 9. Consultancy and Corporate Training Cell

Dr.A.Mayilmurugan (Co-ordinator)	Commerce
Dr. S. Theenathayalan	Economics
Dr.A.Xavier	Chemistry
Dr. S. GnaanaSaraswathi	Botany

### 10. Student Induction Programme(SIP) CELL

Dean (Academics)	Convener
Prof. P. Manikandan (Co-ordinator)	Sanskrit
Dr. T. SreeRamkumar	Computer Science
Dr. M. Venkateshan	Physics
Ms. B. Rajathi	Clerk (IQAC/NAAC Office)

### 11. Rural Entrepreneurship Development Cell

Principal	
Dr. S. V. Karthikeyan (Co-ordinator)	Chemistry
Dr. K. HemaMalini	Commerce
Dr. R. Vishnu Priya	Physics
Dr. S. Venkatesh	English
Dr. R. Vennila	Commerce

### 12. MOOC / NPTEL Cell

Dr. M. Premarani	Physics
Dr. L.D. Devasree	Zoology

### 13. Women's Cell

*Co-ordinators:*

Dr.M.Karpagavalli	Chemistry
Prof. R.Umasankari	Computer Science

*Members:*

All women Academics & Administrative Staff

**14. Feedback and Students Progression Cell**

Dr.C.Thangapandi (Co-ordinator)	Mathematics
Dr.M.Kavitha	Physics
Dr.Y.Natarajan	Commerce
Dr. P. Prasanna	Chemistry
Dr.S.Meenakshi	Economics
Dr. P. Jansirani	Botany
Dr. V. Sangeethasubha	Mathematics
Mr.G.Sasthasubramanian	Lab Assistant
Mrs.K.Manimekalai	Lab Assistant
Mr.M.Ganesh	Junior Assistant

**15. Students' Counselling Cell**

Mrs.C.Hema (Co-ordinator)	Librarian
Dr.S.GnaanaSaraswathi	Botany
Prof.P.Manikandan	Sanskrit

**16. Divyangjan Welfare Committee**

Dean (Admin)	
Dr. S. Chandrasekar	Commerce
Mrs. V. Thayammal	Record Clerk

**17. Discipline Committee**

Principal  
 Dean (Admin)  
 All Heads  
 NSS Co-Ordinator  
 Physical Director  
 NCC Officer

### 18. Attendance Committee

Dean (Admin)

Dr.P.Kannan

Economics

Dr.V.Usha

Tamil

Dr.R.VishnuPriya

Physics

Dr.Y.Natrajan

Commerce

Mrs.V.Rajeswari

Assistant

Mrs.M.K. Seethalakshmi

Typist

### 19. Purchase Committee

Principal

Dean (Admin)

Respective HODs

Prof.S.Murali

Hindi

Mrs. V. Rajeswari

Assistant

### 20. Handbook Committee

Prof.V.Meenakshisundaram (Co-ordinator)

Physics

Dr. P. Kannan

Botany

Mr.P.Murugan

Lab Assistant

### 21. Magazine Committee

Student Council

*Advisory Committee*

Dr.S. Venkatesh

English

Dr. M. Kannan

Tamil

### 22. Scholarship and Students Aid Fund Cell

Dr.K.M.Dharmalingam

Mathematics

Dr.M.Karpagavalli

Chemistry

Prof.R.Umasankari

Computer Science

Dr. R. Ramachandran

Chemistry

Dr. S. Usha

Mathematics

Dr. P. Vetriselvi

Statistics

### 23. Sports and Games Cell

Physical Director

Dr.R.Gopi

Economics

Dr.K.M.Dharmalingam

Mathematics

Dr. G. Sivasubramanian

English

Dr.S.Sudha

English

Dr. R. Ramachandran

Chemistry

Dr. J. Sivasubramanian

Physics

Dr. M. Karpagajothi

Botany

Dr. V. Sangeethasubha

Mathematics

Mr.U.Jeganathan

Lab Assistant

Mrs.M.Vanitha

Lab Assistant

Mr.P.Ganeshkumar,

Lab Assistant

Mr.M.Thangapandi

Record Clerk

### 24. Social Media Champion

Prof. P. Manikandan

Sanskrit

### 25. Madura College Cultural Academy

Dr.V.MeenakshiSundaram (Co-ordinator)

Botany

*Members:*

Dr.A.Atheeswari

Tamil

Dr.S.Karuppusamy

Botany

Dr. G. Sivasubramanian

English

Dr.S.Sudha

English

Prof.C.UdhayaBanu

English

Prof.G.Gowri	Physics
Dr.C.Selvakumar	Zoology
Dr. P. Jansi Rani	Botany
Dr. M. Karpagajothi	Botany
Dr. D. Gandhimathi	Tamil
Dr. A. Karuppusamy	Commerce
Mr.C.Jeyachandran	Assistant

### **26. Drafting Cell**

Dr. Sheela P. Karthick (Co-ordinator)	English
Dr. L.D. Devasree	Zoology

### **27. Website Maintenance Cell**

Dean (P & D)	
Dr.P.Vetriselvi	Statistics
Dr. T. Sreeramkumar	Computer Science
Prof. B. Tamilselvi	English
Prof. S. Krithika	Commerce
Ms. B. Rajathi	Clerk (IQAC/NAAC Office)

### **28. Press & Publishing committee**

Dr. S. Venkatesh	English
Dr. S. Ramachandran	Commerce

### **29.SALSEARCH**

Dr. P. Kannan	Botany
Dr.S. Venkatesh	English

**MADURA COLLEGE ALUMNI ASSOCIATION**

**{ 8754712408**

Sri. R. Srinivasan	President
CA S. Natanagopal	Vice President
Dr. J. Suresh	Vice President
Mr. S. Sudalaimuthu	Vice President
Dr. P. Kanniappan	Vice President
CA V. Ganapathy Subramanian	Secretary
Sri. N.S. Krishnan	Special Advisor
Mr. S. Kannan	Joint Secretary
Dr. Y. Natarajan	Joint Treasurer
Mr. S. Thiagarajan	EC Member
Mr. VT. Sadasivan	EC Member
Dr. RT. Swamy	EC Member
Mr. Parthiban	EC Member
Mr. P Adithiya	EC Member
Mr. Prakash	EC Member
CA K.V. Amarnath	EC Member
Mr. R Vairamuthu	EC Member
Mr. Athi Seshan	EC Member
Mr. Ponnusamy	EC Member
Mr. Marakatasundaram	EC Member
Mr. Venkatachalam	EC Member

*EC Members Alumni –Staff Coordinators*

Dr. N. Rengarajan	EC Member
Dr. A. Mayil Murugan	EC Member
Dr. V. Sriman Narayanan	EC Member
Mr. S. Sivaramakrishnan	EC Member
Dr. S. Sudha	EC Member
Dr. R. Vishnu priya	EC Member
Dr. S. Meenakshi	EC Member
Mr. M Venkataraman	EC Member
Mrs. V. Rajalakshmi	EC Member

## INSTRUCTION TO STUDENTS



### GENERAL INSTRUCTIONS



Wear Identity card at all times when inside the campus.



Wear simple and modest formal dress.



Don't wear costly jewelry or bring valuable items to the College

Students should ensure safe custody of their belongings



Regular attendance is a must.



Practice punctuality in whatever you do.



Put your space-time during college life to efficient use.



Utilize Library and other learning resources to the fullest possible extent.



Keep the campus and your surroundings clean.



Stick to deadlines for submission of data required, payment of college fee, payment of examination fee, application, etc.,



Focus on personal and professional development. Participate in seminar / conference / intercollegiate meets / co-curricular & extra-curricular events organized within/outside college.



Volunteer in all activities of the institution.



Help others in need.



Uphold Core values of the institution.



Be a law abiding and dutiful citizen of India.



Be responsible. Secure and safeguard the belongings of the institution.



Be Socially aware.



Act as ambassadors of the institution wherever you are and whatever you do.



## PROGRAMMES OFFERED



### BACHELOR'S PROGRAMMES

B.Sc. Mathematics

B.Sc. Physics

B.Sc. Chemistry

B.Sc. Botany

B.Sc. Zoology

B.Sc. Computer Science

B.Com.



### MASTER'S PROGRAMMES

M.A. Tamil

M.A. English

M.A. Economics

M.Sc. Mathematics

M.Sc. Physics

M.Sc. Chemistry

M.Sc. Botany

M.Sc. Statistics

M.Com.

M.Phil. English



### DOCTORAL PROGRAMMES

Ph.D. Tamil

Ph.D. English

Ph.D. Economics

Ph.D. Commerce

Ph.D. Mathematics

Ph.D. Physics

Ph.D. Chemistry

Ph.D. Botany

Ph.D. Zoology



## APPROVED RESEARCH CENTRES OF MKU

- ❖ Department of Tamil
- ❖ Department of Economics
- ❖ Department of Mathematics
- ❖ Department of Physics
- ❖ Department of Chemistry
- ❖ Department of Botany
- ❖ Department of Zoology



## ADMISSION

- ❖ Single application form for all courses.
- ❖ Admission is through transparent single window counseling
- ❖ Filling of seats as per the reservation policy of Government of Tamilnadu.



## COLLEGE FEE

- ❖ Fee is payable twice in a year (each semester) as per schedule indicated in the handbook.
- ❖ Fee is collected only in online mode.
- ❖ Pay the fee due to the college before the due date specified in the handbook.
- ❖ Fee once paid shall not be refunded under any circumstance.



Students who don't pay the fee before the last date for payment of fee are liable to have their names removed from the rolls.

## Fee (Subject to Change at any time)

S.No	Class	Tuition Fees		Caution Deposit (refundable at time of leaving)	Science Deposit	Science Fee		
		Per year	Per Semester			Major	Allied 1	Allied 2
1	B.Sc., Mathematics (MPS)	-----	-----	20	50	-----	75	-----
2	B.Sc., Mathematics (MPC)	-----	-----	20	50	-----	75	75
3	B.Sc., Physics(PMC)	-----	-----	20	50	150	-----	75
4	B.Sc., Chemistry(CMP)	-----	-----	20	50	200	-----	75
5	B.Sc., Chemistry(CZP)	-----	-----	20	50	200	75	75
6	B.Sc., Botany	-----	-----	20	50	150	75	75
7	B.Sc., Zoology	-----	-----	20	50	150	75	75
8	B.Sc., Computer Science	-----	-----	50	100	750	-----	-----
9	B.Com.,	-----	-----	20	-----	-----	-----	-----
10	M.Sc., Mathematics	750	375	50	-----	-----	-----	-----
11	M.Sc.,Statistics	750	375	50	-----	-----	-----	-----
12	M.Sc., Physics(PMC)	750	375	50	80	350	-----	-----
13	M.Sc., Chemistry(CMP)	750	375	50	100	500	-----	-----
14	M.Sc., Botany	750	375	50	80	350	-----	-----
15	M.Com.,	500	250	50	-----	-----	-----	-----
16	M.A.,Tamil	500	250	50	-----	-----	-----	-----
17	M.A.,English	500	250	50	-----	-----	-----	-----
18	M.A.,Economics	500	250	50	-----	-----	-----	-----

<b>General Fees</b>		<b>Rs.</b>
1	Verification fee per (Plus Two) Mark Sheet	50
2	Admission	5
3	Insurance	125

<b>Special Fees</b>		<b>Rs.</b>
1	Games & Sports	175
2	Library and Reading Room	30
3	Stationary and Tests	25
4	Handbook	10
5	Magazine	12
6	Medical Inspection Including Subscription to the local Red Cross Association	25
7	Audio - Visual Education	3
8	Student's Aid Fund	3
9	College Day	5
10	Campus Amenity Fee	12
11	Youth Welfare	10
12	W.U.S	3
13	Convocation Fee	25
14	Flag Day	5
15	N.S.S	10

**STUDENT INDUCTION PROGRAMME**

- ❖ Student Induction Programme for all new entrants under the aegis of Quality Mandate of the University Grants Commission with the following objectives.
  - ❖ To help new students adjust and feel comfortable in the new environment.
  - ❖ To inculcate in them, the ethos and culture of the institution.
  - ❖ To help them build bonds with other students and faculty members.
  - ❖ To expose them to a sense of larger purpose and self exploration.

**INSTRUCTION DELIVERY**

- ❖ The college follows day-order system.
- ❖ The institution encourages learning culture among students in and out of classrooms.
- ❖ The students are encouraged to use Library and pursue add-on courses, courses on MOOC platforms, Utilize e-resources outside official hours of instruction.

**HOURS OF FORMALIZED INSTRUCTION DELIVERY**

Hour	From	To
I	9:45 AM	10:40 AM
II	10:45 AM	11:40 AM
III	11:45 AM	12:40 PM
Break	12:40 PM	01:20 PM
IV	01:20 PM	02:15 PM
V	02:15 PM	03:15 PM

**ATTENDANCE**

- ❖ Students must attend classes regularly.
- ❖ Attendance is recorded every hour.
- ❖ Attendance carries 5 marks in Continuous Internal Assessment for all courses of Bachelor's Programmes.

- ❖ Check your attendance regularly on the Students' portal and bring discrepancies, if any, to the notice of the authorities immediately.
- ❖ A minimum of 75% attendance for each course (paper) is a must for writing the End-Semester Examination.
- ❖ Any leave, including Sick leave and OD (On Other Duty) to be applied in the prescribed format within three days from taking leave.
- ❖ Sick leave must be accompanied by a medical certificate.
- ❖ The Maximum OD admissible to students in a semester is as follows:
  - ❖ Sports (Zonal) – 10 days
  - ❖ Sports (University / State) – 16 days
  - ❖ NSS/NCC/Co-curricular – 10 days
  - ❖ Internship / Field Project – Entire duration
- ❖ OD must be accompanied by a copy of Certificate of Participation
- ❖ Leave application would be moved to the Students' Portal once it becomes functional.



Students having attendance 65% to 75% after including OD and Sick leave accompanied by a Medical Certificate would be permitted to write the examination after paying a condonation fine as decided by the attendance committee.

Students having attendance less than 75% (or 65% as the case may be) would not be permitted to write the Semester Examination. They will have to Repeat the Semester / Course (as the case may be) after completing the duration of the programme (three years for UG and two years for PG).



## CURRICULUM

- Choice Based Credit System (CBCS) is followed in all programmes offered by the college as per the directions of Tamilnadu State Council for Higher Education (TANSICHE), Govt.ofTamilnadu.



Outcome Based Education has been introduced for all Under Graduate Programmes from the Academic Year 2020-21.

Outcome Based Education has been introduced for all Post Graduate Programmes from the Academic Year 2021-22.



Students earn credits for each course they pursue. For each programme, there is a certain minimum credits to be earned for a student to be declared as eligible for the degree.

Programmes	Minimum Credits
Bachelor's	140
Master's	90
M.Phil.	30



Students can earn extra credits (over and above the prescribed minimum credits) by opting for and completing courses offered by on MOOC portals like Swayam, NPTEL and Spoken tutorial / internship / field project / add-on certificate courses offered by the colleges / diploma courses offered by the college.



### CBCS – BACHELOR'S PROGRAMMES

- Students will have to earn 140 credits from the following components
  - Part – I : Language – I
  - Part – II : English
  - Part – III : Major & Allied
  - Part – IV : Electives & Statutory Courses
  - Part – V : Extension / Social Service



### PART – I : LANGUAGE – I

- Students can choose from one among the following languages for study
  - ❖ Tamil
  - ❖ Hindi
  - ❖ Sanskrit
- Students of B.Com. programme have to study Business communication in Part - I.



## PART - II : ENGLISH

- ❖ Students have to study English as the second language.
- ❖ Content and Language Integrated Learning (CLIL) introduced for part-II English to bridge students from various mediums of institution.



## PART - III : MAJOR & ALLIED

- ❖ **Core** courses are mandatory courses for your chosen major discipline of study.
- ❖ **Allied** courses are mandatory courses in your chosen allied discipline of study.
- ❖ **Major Elective** courses may be chosen from the given choice of specialized courses of study in your major discipline of study.



## PART - IV : ELECTIVE AND STATUTORY COURSES



Environmental Studies is a course mandated for study by University Grants Commission and TANSCHÉ for students of all Bachelor's programmes to create environmental consciousness among the age group. Gender Studies has been included in the curriculum.



A course on Universal Human Values and Professional Ethics was mandated to be a course of study for students of Bachelor's programmes to inculcate universal human values like justice, love, equality, fraternity, integrity, etc.,



Skill Based Elective (SBE) courses are designed to inculcate soft skills / entrepreneurial skills / technical skills to make the students employable / seek self-employment opportunities.



Non Major Elective (NME) courses are designed to offer the students a choice of course in a field of study other than their major or allied disciplines of study. Students can choose from the choice of courses offered by the college or on MOOC platforms.



- ❖ Massive Open Online Course (MOOC) platform.
- ❖ Initiative of Ministry of Human Resource Development, Govt. of India.



- ❖ Massive Open Online Course (MOOC) platform.
- ❖ Initiative of Indian Institute of Technology(ies) and Indian Institute of Science, Bangalore
- ❖ Funded by Ministry of Human Resource Development, Govt. of India.
- ❖ Our institution is a Local Chapter for Co-ordinating NPTEL courses.



- ❖ Massive Open Online Course (MOOC) platform.
- ❖ Initiative of Indian Institute of Technology, Bombay for learning open source technologies.
- ❖ Funded by Ministry of Human Resource Development, Govt. of India under NMEICT.
- ❖ considered for Extra Credits (Optional)



### NON-MAJOR ELECTIVE COURSES

- ❖ Students are allowed to take permissible MOOC courses from any of the above platforms as NME after getting permission for the same.
- ❖ Transfer of credit from MOOC for NME is permitted.



Students who did not study Tamil as Part-I Language must choose Basic Tamil or Advanced Tamil as NME.



## PART - V : EXTENSION / SOCIAL SERVICE

- ❖ All students of Bachelor's programmes must opt for one of the following social service schemes during their period of study.
  - ❖ National Service Scheme (NSS)
  - ❖ National Cadet Corps (NCC)
  - ❖ Youth Red Cross (YRC)
  - ❖ Physical Education
- ❖ Ensure that you register and regularly participate in the Part - V activities of your chosen domain.

### NATIONAL SERVICE SCHEME

- ❖ The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports.
- ❖ The sole aim of the NSS is to provide hands on experience to young students in delivering community service.



### NATIONAL CADET CORPS

- ❖ The National Cadet Corps (NCC) is a youth development movement.
- ❖ The National Cadets Corps came into existence under the National Cadet Corps Act XXXI of 1948 (passed in April, 1948; came into existence on 16th July, 1948).
- ❖ The NCC provides opportunities to the youth of the country for their all-round development with a sense of Duty, Commitment, Dedication, Discipline and Moral Values so that they become able leaders and useful citizens.
- ❖ The NCC provides exposure to the cadets in a wide range of activities, with a distinct emphasis on Social Services, Discipline and Adventure Training.



## PHYSICAL EDUCATION



- ❖ Active participation in sports and games inculcates team work, leadership qualities, discipline, social skills, perseverance, patience and builds confidence.
- ❖ Sports and games also help students to be fit and active.

## YOUTH RED CROSS (YRC) +

- ❖ Youth Red Cross is to inculcate in the Youth of our country an awareness on the care of their own health and that of others the understanding and acceptance of civic responsibilities and acting accordingly with humanitarian concern, to fulfil the same to enable the growth and development.
- ❖ The fundamental principles of Red Cross Movement are
  - ❖ Humanity
  - ❖ Impartiality
  - ❖ Neutrality
  - ❖ Independence
  - ❖ Voluntary Service
  - ❖ Unity
  - ❖ Universality
- ❖ The YRC of the Madura College (Autonomous) was started in 2017. The Main objectives of YRC of The Madura College (Autonomous) are
  - ❖ Protection of health and life
  - ❖ Service to the sick and the suffering
  - ❖ It consists of 2 units of 100 students of which fifty members are boys and fifty members are girls.



### **CBCS - MASTER'S PROGRAMMES**

- ◇ Students will have to earn 90 credits from the following components
  - ◇ Core courses
  - ◇ Elective courses in your discipline
  - ◇ Non-Major Elective
- ◇ Transfer of credits is allowed from MOOC platforms for NME courses.



### **FIELD PROJECTS / INTERNSHIPS**

- ◇ All students of Masters programmes are encouraged to take up Field Projects / Internships in the Industry / Research Institutions.
- ◇ Internships / Field Projects would help you to gain valuable exposure to the industry / current trends in research in your chosen discipline and would also help you in securing placement.
- ◇ Contact your course teachers for Project / Internship opportunities.



### **CBCS - M.Phil. PROGRAMMES**

- ◇ Students will have to earn 30 credits from the following components
  - ◇ Core courses
  - ◇ Elective courses in your chosen discipline
  - ◇ Project dissertation & Viva-voce



## CERTIFICATE / ADD-ON COURSES

- ❖ Certificate / Add-on courses are designed to hone your skills in special areas of expertise not exposed to within the scope of the curriculum.
- ❖ Certificate courses add value and empower you will knowledge and skills not delivered through the curriculum alone. You may register for courses offered by any department.
- ❖ Certificate courses are offered at a nominal cost to meet the incidental expenses incurred in offering the course.
- ❖ Exam will be conducted to assess learning and certificate will be issued.



## TEACHING LEARNING PROCESS

- ❖ Chalk-and-talk is the primary mode of teaching.
- ❖ Teachers are encouraged to adopt ICT tools and Learning Management Systems in the teaching-learning process.
- ❖ A learning management system (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of educational courses.
- ❖ Open Educational Resources (Web resource) have been included in the Curriculum design. Teachers use Open Educational Resources for enhancing the Teaching-Learning process in the classroom.
- ❖ Google workspace for Education has been subscribed for our college domain. ICT Tools like Google meet, Google classroom has been adopted by most teachers for transaction of curriculum.
- ❖ Canvas is an Open Source Learning Management System (LMS) created by Instructure Inc. and is one of the most widely used LMS.
- ❖ In this regard, when asked, create your student login account in canvas or any other LMS / ICT tool as instructed by your teacher.





## MENTOR SYSTEM

- ❖ A mentor is allotted to every student in the ratio 1:20.
- ❖ The mentor is your first point of contact for all your grievances, suggestions and is a link between the student and the college administration.
- ❖ The Mentor is your friend, philosopher, counselor and guide.
- ❖ Share all your concerns with your mentor frequently.



- ❖ The Students' Council is a body of representatives from all programmes offered by the college.
- ❖ The members are nominated by the department.
- ❖ The members elect the Office Bearers democratically by the process of Election.
- ❖ The Students' Council is a representative of the Students of the institution.
- ❖ The primary aim of the council is to identify and help solve problems encountered by the students of the college.
- ❖ The students' council can communicate its suggestions and opinions to the college administration on matters concerning the students as part of the Participative Management initiative of the institution.
- ❖ The students' council helps the college administration in organizing events in the campus by volunteering support and in event management.
- ❖ The Students' council is responsible for
  - ❖ Organizing the College Assembly.
  - ❖ Bringing Students' achievements in various spheres to the notice of the administration.

- ❖ Appointing and overseeing the activities of the Student Reporters for reporting on the activities in the college and for bringing out the “Online Students' Newsletter” of the college.
- ❖ Bringing Students' grievances to the notice of the administration immediately and help resolve the same.
- ❖ Appointing and overseeing the activities of the Students' Editorial board for bringing out the artistic talents of the students and for publishing the college magazine.
- ❖ Help the administration in maintaining law and order during the conduct of functions and events in the campus.



## CLUBS AND ASSOCIATIONS

- ❖ Department Association and Clubs of the college are notified by the Principal every year.
- ❖ These clubs and association meet on a common theme and activities are planned and organized.
- ❖ The students support the staff coordinator in organizing the events of the club / association.



## STUDY CIRCLE

- ❖ Study circle is a peer study group having common aspirations. Eg.,UPSC, CAT, JAM, SET, NET, etc.,
- ❖ Peer-to-peer learning happens as students bring in problems while others who are in the know-how bring the solution.
- ❖ Each participant shall share his knowledge / expertise to the group.
- ❖ Collective knowledge sharing helps the group achieve greater success than the individual units.

- ❖ This is a hugely popular and successful learning methodology around the world.
- ❖ During the Student Induction Programme, groups of students with similar aspirations would be identified. The students shall register the Study Circle with the NAAC Office and necessary logistical support shall be arranged from the institution for the study circle.



## LIBRARY & LEARNING RESOURCES

 9:30 am to 5:30 pm (on all working days)

- ❖ The Harvey Library is fully automated with AutoLib Library Management System.
- ❖ Reference Section contains standard journals, periodicals, encyclopedia, dictionary and other books in constant demand.
- ❖ Books in the lending section can be lend to the students for reading.
- ❖ Students must present their ID cards when borrowing or returning books from the lending section.



Books should be replaced by the due date failing which a penalty of Re.1/day shall be levied.



Soiled, damaged or lost books must be replaced by the student failing which cost of replacement shall be recovered from the student.

- ❖ Digital Reference Section of the library contains eBooks, talking books and Video lectures.
- ❖ e-Content and online resources from digital repositories can be accessed via internet connection provided.
- ❖ Harvey library has a spacious reading room conducive to reading.
- ❖ Textbooks can be borrowed / referred from the Department Library. Each department has its own library containing primarily text books.

- ✧ Our institution is a member of INFLIBNET National Library and Information Services Infrastructure for Scholarly Content (N-LIST).
- ✧ It is an initiative of Ministry of Human Resource Development under the NME-ICT and funded by University Grants Commission as college component under e-ShodhSindhu consortium.
- ✧ As a member, we have access to over 6,000+ e-journals and 31,35,000+ e-books.
- ✧ N-LIST access (login credentials) shall be granted to all teachers and research scholars (both full-time and part-time) of the institution.



## DISCIPLINE

- ✧ The Madura College expects its students to be disciplined and law-abiding dutiful citizens of the country.
- ✧ Self-discipline is the best form of discipline and as adults the institution expects you to maintain dignity and decorum at all times inside and outside the campus.
- ✧ Use your mobile and laptop for constructive academic purposes only.



## DISCIPLINARY PROCEEDINGS

- ✧ The college administration may initiate disciplinary proceedings on students found violating the discipline code of the institution as per the provisions of Chapter VII Disciplinary Regulations of Madras Educational Rules.
- ✧ The discipline committee headed by the principal may inflict punishments including but not limited to reprimand, fine, suspension, and dismissal taking cognizance of the nature of offence / violation.

 NOTE:



**WARNING :** Damage to institutional / public property of the institution is an offence.



Possession / Use / Distribution of drugs in any form inside the campus is an offence and would lead to dismissal and initiation of legal proceedings against the student.



Engaging in any form of illegal activity against the law of the land would mean dismissal and legal proceedings against the student.

**ZERO TOLERANCE**



The institution has a strict zero tolerance policy against ragging, sexual harassment and gender discrimination.



**EVALUATION**

- ❖ The components of evaluation for each course are
  - ❖ Continuous Internal Assessment (CIA)
  - ❖ End-Semester Examination
- ❖ Each course is evaluated for a maximum of 100 marks at Bachelor's and Master's level.
- ❖ The weight for each component of evaluation is as follows:

**BACHELOR'S PROGRAMMES**

Programme	CIA	End-Semester Examination
Theory	25	75
Add on Course	50	50
Self Study Course	50	50
Practicals	40	60

**MASTER'S PROGRAMMES (except M.Phil.)**

Programme	CIA	End-Semester Examination
Theory	25	75
Practicals	40	60

**M.Phil. PROGRAMMES**

Programme	CIA	End-Semester Examination
Theory	40	60
Dissertation	50	50
Viva-voce	50	50

- ❖ The corresponding passing minimum for each course for various programmes are as follows :

**BACHELOR'S PROGRAMMES**

Programme	CIA	End-Semester Examination	Total
Theory/Add-on Course	-	27	40
Practicals	-	18	40

**MASTER'S PROGRAMMES (except M.Phil.)**

Programme	CIA	End-Semester Examination	Total
Theory	-	34	50
Practicals	-	23	50

**M.Phil. PROGRAMMES**

Programme	CIA	End-Semester Examination	Total
Theory	-	27	50
Dissertation	-	23	50
Viva-voce	-	23	50

✧ Based on the marks scored, you earn a grade and a corresponding grade point for each course.

**BACHELOR'S PROGRAMMES**

Marks	Grade Point	Grade
95-100	10	O
85-94	9	D+
75-84	8	D
65-74	7	A+
55-64	6	A
45-54	5	B
40-44	4	C
< 40	RA	-

**MASTER'S PROGRAMMES**

Marks	Grade Point	Grade
95-100	10	O
90-94	9	D+
80-89	8	D
70-79	7	A+
60-69	6	A
50-59	5	B
< 50	RA	-

- ✧ The Cumulative Grade Point Average (CGPA) is the combined metric indicating your standing / performance during the period of the programme and is calculated as follows:

$$CGPA = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

Where  $C_i$  is the credits for the  $i$ th course and  $G_i$  is the grade point scored corresponding to the same course.

- ✧ Based on your final standing at the end of the programme, and after having successfully fulfilled the requirements of the programme, you will be awarded a class based on the percentage score in all courses.

Aggregate Percent	CLASS
60 - 100	FIRST
50 - 59	SECOND
< 50	THIRD



### CONTINUOUS INTERNAL ASSESSMENT



THE INTERNAL MARK SCORED BY THE STUDENT FOR ANY COURSE IS FINAL. THERE IS NO SCOPE FOR IMPROVEMENT AFTER THE END OF THE SEMESTER.

- ✧ Assessment of students' performance is not a one-time affair. The institution follows a continuous assessment methodology to assess students on their expected learning outcomes.
- ✧ Continuous assessment of learning outcomes by the course teacher.
- ✧ Components of continuous assessment (Theory courses):



### BACHELOR'S PROGRAMMES

Component of CIA	Marks
Test	10
Attendance	5
Seminar / Quiz / Mini-project / Any other Participative learning tool as designed by the course teacher.	5
Assignment	5

**MASTER'S PROGRAMMES (except M.Phil.)**

Component of CIA	Marks
Test	10
Assignment	5
Quiz / mini project / any tool for active learning as designed by the course teacher	10
Seminar	5

**M.Phil. PROGRAMMES**

Component of CIA	Marks
Test	30
Seminar	5
Assignment	5

- ❖ For the attendance component of CIA, your mark depends on your attendance for each course.

**ATTENDANCE COMPONENT OF CIA**

Attendance percent for the course	Marks
95-100	5
85-94	4
75-84	3
50-74	2



Requisite attendance must be ensured by the student in each course separately.

- ❖ Timely submission of assignment is a must.
- ❖ Students must take seminar / assignment / quiz / mini-projects or any other component of internal assessment assigned to you by your course teacher very seriously.
- ❖ For practical / project courses, the CIA components will be instructed by your course teacher.



There might be slight changes / differences in the components of CIA at Master's programmes. Your course teacher will instruct you on the components and their allotted weights.



### TEST COMPONENT OF CIA

- ❖ Two Centralized Internal Test could be conducted for each course during the semester.
- ❖ The average mark obtained by the students in the two tests would be awarded to the students.
- ❖ If a student is unable to take a test due to medical / emergency reasons, they can apply for a retest in the format prescribed accompanied by evidence for genuinity of the request within the Same Semester.



### END SEMESTER EXAMINATIONS

- ❖ End Semester Examinations are conducted twice in a year
  - ❖ Odd Semester – November
  - ❖ Even Semester – April
- ❖ Students must mandatorily apply for all courses (paper) of the current semester and can select courses of re-appearance, if any, from previous semesters and pay the fee applicable.
- ❖ Students must apply for the End-Semester Examinations and pay the prescribed fee well in advance to enable the Examination Section to plan and put in place the logistics required.



### EXAMINATION APPLICATION & FEE

- ❖ Examination fee is to be paid twice in a year (once in each semester) for the November and April semester examinations.
- ❖ You can apply for the End-semester examination online through the Students' Examination portal.
- ❖ Payment of Examination is through online mode only though the payment gateway from the Students' Examination portal.
- ❖ During the final semester, the students will have to pay Provisional Certificate Fee and Convocation Fee payable to Madurai Kamaraj University.



Students who don't pay the fee before the last date for payment of fee would not be able to write the End-Semester examination for the current semester.



Last date for payment of Examination fee shall not be extended under any circumstance beyond the last date indicated in the handbook.



### IMPORTANT NOTICE ON COURSE REGULATION

A Student will have the option of writing the End-Semester Examination in the Syllabus Regulation of period of study for a maximum period of THREE years only after the completion of the programme. On expiry of three years, the student will have to take the examination in the Syllabus regulation in vogue at the time of writing examination on an equivalent paper decided by the Chairman, Board of Studies.



### VALUATION OF ANSWER SCRIPTS

- ❖ Double valuation is followed for PG and M.Phil. Programmes.
- ❖ If the variation between the marks awarded by the two examiners differs by more than 15%, the paper will be automatically sent for THIRD valuation. Two nearest marks are averaged and awarded to the students. If all the three marks are equally spaced, the best two marks are averaged and awarded to the students.
- ❖ If the difference between the marks awarded by the two examiners is 15% or less, the two marks are AVERAGED and awarded to the student.
- ❖ Single valuation by an external examiner is followed for all UG programmes.



### REVALUATION OF ANSWER SCRIPTS

- ❖ Students can apply for revaluation after the declaration of the end semester examination results. For revaluation, single external valuation will be done. The higher of (i) the mark obtained in End- semester result and (ii) mark obtained in revaluation would be awarded to the student.



## SUPPLEMENTARY EXAMINATION

- ✧ Students with any number of outstanding arrears in the final semester of their respective courses and/or only one outstanding arrear in the rest of the semesters put together after the declaration of the final semester results can appear for the supplementary examinations of the corresponding year. In the supplementary examinations, the mark awarded by the single external examiner is awarded to the students.



## EXAMINATION DISCIPLINE

- ☛ Students who indulge in inappropriate acts like cheating, copying, possessing incriminating material, impersonating, etc., would be dealt with according to the extant rules of the institution. List of punishments for examination discipline related inappropriate practices is given in the annexure.



## REGULATIONS - REPEAT SEMESTER / COURSE

- ✧ Repeat of a semester can be permitted only when the student has not been issued Transfer Certificate and within three years from the date of completion of the course.
- ✧ The student will repeat the appropriate semester on the courses offered during the time of repeat. If the syllabus regulation has changed, the student will appear only in the current papers in vogue at the time of repeat.
- ✧ For students repeating a single course / paper which has been scrapped or modified, the student will repeat the course only on the paper which is in vogue at the time of repeating the course. The chairman of the Board of studies will offer an equivalence on which the student will be tested.
- ✧ A student will have the opportunity to write the course (paper) in vogue during his study for a maximum of 3 years only after the completion of the course period. On expiry of three years, the student will have to opt for an equivalence, as decided by the Head of Department from the syllabus which is in vogue.



## e-GOVERNANCE

In our pursuit of academic excellence and as e-Governance initiative of our college, the following portals act as link between the students and the administration.



### STUDENTS' PORTAL / VIDYAAN

- ❖ View daily attendance, daily and bring any discrepancy to the notice of the authorities.
- ❖ Always keep your profile like contact number and other details up-to-date on the portal.
- ❖ Students can register their grievances, if any, on academic and administrative matters.
- ❖ Leave, On other Duty (OD) can be applied online by uploading supporting documents.
- ❖ Student request for testimonials (like bonafide certificate, conduct certificate, attendance certificate, etc.,) and other requests can be placed online.
- ❖ Students' Academic Repository will keep a soft copy of all your academic records in one place. You can view documents at any time and any place by simply logging into the portal.
- ❖ Students would be able to select their Non-Major Elective (NME) courses online.
- ❖ Feedback on curriculum, institution, staff and student satisfaction survey when notified.
- ❖ Upload achievements and participation in curricular, co-curricular and extra curricular activities, sports and extension.
- ❖ View notices/circulars from Principal, Placement Officer, Mentor and other administrators.



## STUDENTS' EXAMINATION PORTAL

- ❖ View marks online.
- ❖ View Internal marks online and approve.
- ❖ Apply for End-Semester Examination / revaluation / supplementary examination.
- ❖ Register grievance related to examination.
- ❖ Submit feedback on question paper and evaluation.
- ❖ Apply for retest in test component of Continuous Internal Assessment.
- ❖ Download hall ticket after payment of fine, if any.
- ❖ View results of End-semester examination .



Keep your login credentials including your password safe and confidential. Change the password on first login.



Students' portal is a facility extended to the students as a goodwill effort by the institution and shall be used only for the purpose for which it is intended.



You are responsible for all actions carried out using your login credentials. Any misuse would result in disciplinary action.



## PARENTS TEACHERS ASSOCIATION

- ❖ The Parents Teachers Association (PTA) is an association of two of the most important stakeholders of the institution.
- ❖ Parents are the first teachers and teachers are the second parents – PTA help bridge the gap between the teachers and parents in understanding the needs of the students.
- ❖ Parents are encouraged to visit the institution and meet the parents frequently to know the progress of their wards.

- ❖ PTA meetings would be held every semester at the department level for a healthy discussion on the roles of parents and teachers in shaping the future of the wards of this institution.
- ❖ Parents are encouraged to give their feedback on the curriculum and administration.
- ❖ The Annual General Body of the PTA will meet once in a year to elect Office bearers for the year.



### **MADURA COLLEGE ALUMNI ASSOCIATION**

- ❖ The Madura College Alumni Association (erstwhile Madura College Old Boys' Association up to 2010-11, then Old Students Association up to 2014-15) is registered body under 'The Societies Registration Act, 1860' by Office of the District Registrar, Madurai-1. The registration number is 2/1945.
- ❖ Objectives of the Association
  - ♦ To promote camaraderie among past students of the Madura College.
  - ♦ To continue to have contacts with the students leaving the Madura College after completion of their educational course.
  - ♦ To motivate the old students to think about their college and participate in its development.
  - ♦ To conduct Seminars and Conferences, on any matters of general importance.
  - ♦ To exchange information and experience among former students of the Madura College.
  - ♦ To promote interaction among past students of the Madura College.
  - ♦ To raise funds for the association to extend financial assistance to the college on its own or by establishing a separate Trust for that purpose.

**Annexure 1**

**Extracts from the Madras Educational Rules :-  
(Chapter VII Disciplinary Regulations)**

1. Students of all Schools and Colleges should abstain from active participation in party or communal politics.
2. Headmasters, Principals or other constituted school, college, hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct outside the school college premises so far as such rules seem necessary to maintain the credit, usefulness and reputation of the School, College or hostel.

N.B. In the case of college such disciplinary regulation as may be issued by the respective universities to which they are affiliated and as are not inconsistent with the regulations in this chapter, will also apply.

Headmasters, Principals or other constituted school, college shall have full power to inflict punishments in the interest of the students or the institution concerned.

## Annexure II

### List of Punishments for Malpractice in the Examinations (as per the rules followed by the Madurai Kamaraj University)

## 1. தவறு:

தேர்வுக்குத் தொடர்புள்ள குறிப்புகள் வைத்திருத்தல்:

“Possession of material relevant to the examination”

நடவடிக்கை

நடைபெறுகின்ற தேர்வு நிராகரிக்கப்படும். படிப்பைத் தொடரலாம். அடுத்த தேர்வு எழுதலாம்.

“Present examination cancelled. Can continue the course and write the next examination”.

## 2. தவறு :

பக்கத்தில் உள்ள மாணவர், மாணவி எழுதுவதைப் பார்த்து எழுதுதல் அல்லது வைத்திருக்கும் குறிப்புகளைப் பார்த்து எழுதுதல் அல்லது விடைத்தாள்களை மாற்றிக் கொள்ளுதல்.

Copying from neighbouring students or from materials possessed or exchange of answer sheets:

## a) தேர்வு மையத்திலும் மேலும் விசாரணையின் போதும் குற்றத்தை ஒப்புக் கொண்டால்:

Confessed at the centre and at the enquiry :

நடவடிக்கை :

நடைபெறுகின்ற தேர்வு நிராகரிக்கப்படும். அடுத்த தேர்வு எழுதுவது தடை செய்யப்படும். (கல்லூரியிலிருந்து) இரண்டு பருவங்கள் அல்லது ஒரு கல்வியாண்டு தற்காலிக நீக்கம் செய்யப்படுவர்.

“Present examination cancelled, Debarred from writing the next examination. Rusticated for two semesters or one academic year”.

## a) தவறு :

குற்றத்தைத் தேர்வு மையத்தில் ஒப்புக் கொள்ளாது விசாரணையின் போது ஒப்புக் கொண்டாலோ அல்லது அதற்கு நேர்மாறுதலானாலோ

No confession at the centre but confession at the enquiry or vice-versa:

நடவடிக்கை :

நடைபெறுகின்ற தேர்வு நிராகரிக்கப்படும். அடுத்த இரு தேர்வுகள் எழுதுவது தடை செய்யப்படும். (கல்லூரியிலிருந்து) இரண்டு பருவங்கள் அல்லது ஒரு கல்வியாண்டு தற்காலிக நீக்கம் செய்யப்படுவர்.

“ Present examination cancelled. Debarred from writing the next two examinations. Rusticated for two semesters or the academic year”.

c) தவறு :

தேர்வு மையம், விசாரணை இரண்டு இடங்களிலுமே குற்றத்தை ஒப்புக் கொள்ளவில்லை எனில் :

No confession at the centre and no confession at the enquiry:

நடவடிக்கை :

நடைபெறும் தேர்வு நிராகரிக்கப்படும். அடுத்த மூன்று தேர்வுகள் எழுதுவது தடை செய்யப்படும். (கல்லூரியிலிருந்து) இரண்டு பருவங்கள் அல்லது ஒரு கல்வியாண்டு தற்காலிக நீக்கம் செய்யப்படுவர்.

“Present examination cancelled. Debarred from writing the next three examinations. Rusticated for two semesters or one academic year”.

விடைத்தாள்களை மாற்றிக் கொள்ளும் குற்றத்தில் மேற்கூறிய தண்டனை மாற்றிக் கொண்ட அனைவருக்கும் பொருந்தும்.

In the case of exchange of answer sheets, all the candidates involved are to be punished as above.

3. தவறு

தேர்வு கண்காணிப்பாளரிடமோ, மற்ற தேர்வுப் பொறுப்பாளர்களிடமோ முறைகேடாக நடந்து கொண்டால்

Impertinent and impolite behavior towards the Invigilator, superintendent or anyone connected with the conduct of the examination :

நடவடிக்கை :

நடைபெறும் தேர்வு நிராகரிக்கப்படும். அடுத்த நான்கு தேர்வுகள் எழுதுவது தடை செய்யப்படும். (கல்லூரியிலிருந்து) இரண்டு பருவங்கள் / ஒரு கல்வியாண்டு தற்காலிக நீக்கம் செய்யப்படுவர்.

“Present examination cancelled. Debarred from writing the next four examinations. Rusticated for two semesters or one academic year”.

4. தவறு :

- i) விடைத்தாள்களை தேர்வு மையத்திற்கு வெளியே எழுதி அவற்றை தேர்வு மையத்திலோ, அல்லது தேர்வு மையத்திற்கு வெளியிலோ இடையில் சேர்த்தால், ஆகிய குற்றங்கள் தேர்வாளராலோ மற்ற தேர்வுக்குத் தொடர்புள்ள அதிகாரிகளாலோ கண்டுபிடிக்கப்பட்டுத் தெரிவிக்கப்பட்டால்

Answer sheets written outside the examination hall and inserted in inside or outside the examination hall, reported by the examiner or any authority connected with the examination :

- ii) பார்த்து எழுதுவது, கண்டுபிடிக்கப்படும் போது விடைத்தாள்களைக் கொடுக்க மறுத்தல் அல்லது விடைத்தாள்களோடு தேர்வு மையத்தை விட்டு ஓடிப்போகுதல் அல்லது விடைத்தாள்களுக்கு, பார்த்து எழுதியதற்குச் சான்றாக உள்ளவற்றிற்கு சேதம் விளைவித்தல்.

Refusing to hand over the answer sheets while found copying or running away from the examination hall with the answer sheets or destroying the answer paper or any evidence on being caught :

நடவடிக்கை :

நடைபெறும் தேர்வு நிராகரிக்கப்படும். அடுத்த ஐந்து தேர்வுகள் எழுதுவது தடை செய்யப்படும். (கல்லூரியிலிருந்து) இரண்டு பருவங்கள் அல்லது ஒரு கல்வியாண்டு தற்காலிக நீக்கம் செய்யப்படுவர்.

“Present examination cancelled. Debarred from writing the next five examinations. Rusticated for two semesters or one academic year”.

5. தவறு :

ஆள் மாறாட்டம் செய்தல்

Impersonation :

நடவடிக்கை

நடைபெறும் தேர்வு நிராகரிக்கப்படும். அடுத்த ஐந்து தேர்வுகள் எழுதுவது தடை செய்யப்படும். (கல்லூரியிலிருந்து) நான்கு பருவங்கள் அல்லது இரண்டு கல்வியாண்டுகள் தற்காலிக நீக்கம் செய்யப்படுவர். ஆள் மாறாட்டம் செய்து தேர்வு எழுதுபவர் தற்போது பயிலும் மாணவன் அல்லது மாணவியாக இருந்தால் அவருக்கும் தண்டனை பொருந்தும். வெளியாட்கள் ஆள்மாறாட்டமாக வந்து எழுதினால் போலீசுக்குத் தெரிவிக்கப்பட்டு ஒப்படைக்கப்படுவர்.

“Present examination cancelled. Debarred from writing the next five examinations. Rusticated for four semesters or two academic years. Impersonator, if happens to be a current student, the same punishment is to be awarded”.

“ In the case of impersonation involving outsider, it has to be reported to police for action to be taken against him / her”.

Note:

- 1) “நடைபெறும் தேர்வு நிராகரிக்கப்படும்” என்பதற்கு “அந்தப் பருவ இறுதித் தேர்வில் (ஏப்ரல் அல்லது நவம்பர்) எழுதிய நிலுவைத்தாள்கள் உட்பட அனைத்து தாள்களும் மதிப்பீடு செய்யப்படா” எனப் பொருள் கொள்ளப்படும்.

“present examination cancelled” means “all the papers (Including arrears) written in that particular End - of - the Semester Examinations (APRIL / NOVEMBER) by the candidate cancelled and will not be valued”.

- 2) “அடுத்த தேர்வு(கள்)” என்பதற்கு “அடுத்து வரும் பருவ இறுதித் தேர்வு(கள்)” எனப் பொருள் கொள்ள வேண்டும்.  
 “The next examinations(s)” means “The examination(s) at the end of the next semester(s)”
- 3) குற்றம் சாட்டப்பட்டு விசாரணைக்குரியவர், தகுந்த காரணங்களை முன்னிட்டு விசாரணைக்குழு முன் வர இயலாவிடில் அவ்வாறு வர இயலாமையை குறிப்பிட்ட விசாரணைத் தேதிக்கு முன்னதாகக் கடிதம் மூலம் தெரிவித்தால், மேலும் அதில் குற்றத்தை ஒப்புக் கொண்டிருந்தால், அவர் விசாரணையின் போது குற்றத்தை ஒப்புக் கொண்டதாக கருதப்படும். அத்தகைய கடிதம் ஏதும் கொடுக்காமல், விசாரணைக்கு வரவில்லையெனில், அவர் விசாரணையின் போது குற்றத்தை ஒப்புக் கொள்ளவில்லை, எனக் கருதப்படும்.

If the candidate, owing to genuine reasons, could not appear before the enquiry committee and presents a letter before the date of relevant enquiry explaining his inability to appear before the enquiry committee and confessing the alleged act of malpractice, then it will be taken as CONFESSIOINAT THE ENQUIRY, in the case of being absent for the relevant enquiry without such a letter it will be taken as NO CONFESSIOIN AT THE ENQUIRY.

- 4) தண்டனை பெற்ற மாணவன் அல்லது மாணவி, தண்டனைக்காலம் முடிந்து, கல்லூரியில் திரும்பிச் சேரும் போது அல்லது தேர்வு எழுதும் போது அப்போது உள்ள நடைமுறைப் பாடத்திட்டங்களின்படியே பயில அல்லது தேர்வு எழுத வேண்டும்.

In the case of any change in regulations in the courses concerned while joining the college / writing the examinaton after the period of punishment, the incumbent has to follow the regulations current at the time of expiry of the punishment - period.

**ACADEMIC CALENDER 2021-22**

<b>Date</b>	<b>Day</b>	<b>Details</b>
09/08/2021	Monday	College Reopens / HoD's Meeting
18/08/2021	Wednesday	Student Induction Programme for PG Students Starts
19/08/2021	Thursday	Anti Ragging and Internal Complaints Committee Meeting
20/08/2021	Friday	Last Date -payment of fee without fine
23/08/2021	Monday	Student Induction Programme for PG Students ends
27/08/2021	Friday	College Council Meeting
30/08/2021	Monday	Last Date - payment of fee with fine
31/08/2021	Tuesday	Defaulters of fees- removal from roll
06/09/2021	Monday	Student Induction Programme for UG Students Starts
11/09/2021	Saturday	Anti Ragging and Internal Complaints Committee Meeting
13/09/2021	Monday	Student Induction Programme for UG Students Ends
16/09/2021	Thursday	Exam Fee Collection starts
17/09/2021	Friday	I-Internal Test begins
24/09/2021	Friday	College Council Meeting
01/10/2021	Friday	Mentor Meeting with students - Last Hour
03/10/2021	Sunday	Last Date for payment of Exam Fee without fine
04/10/2021	Monday	Exam fee with fine - Rs. 50
08/10/2021	Friday	Anti Ragging and Internal Complaints Committee Meeting
11/10/2021	Monday	Exam fee with fine - Rs. 100
22/10/2021	Friday	Exam fee payment ends
28/10/2021	Thursday	PTA Meeting
29/10/2021	Friday	College Council Meeting
11/11/2021	Thursday	II-internal Test begins

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12/11/2021	Friday	Anti Ragging and Internal Complaints Committee Meeting
22/11/2021	Monday	Retest - Internal I & II
24/11/2021	Wednesday	College Council Meeting
25/11/2021	Thursday	Mentor Meeting with students - Last Hour
26/11/2021	Friday	Odd semester - Practicals
27/11/2021	Saturday	Last Working day for odd semester/Odd semester-Practicals
29/11/2021	Monday	Odd semester - Practicals
06/12/2021	Monday	II Internal Test Begins for I PG
10/12/2021	Friday	Anti Ragging and Internal Complaints Committee Meeting
20/12/2021	Monday	II Internal Test Begins for I UG - Language
21/12/2021	Tuesday	II Internal Test Begins for I UG - English
22/12/2021	Wednesday	II Internal Test Begins for I UG - Ancillary
23/12/2021	Thursday	II Internal Test Begins for I UG - Major
24/12/2021	Friday	II Internal Test Begins for I UG - Major
27/12/2021	Monday	II Internal Test Begins for I UG - Major
31/12/2021	Friday	College Council Meeting
03/01/2022	Monday	HoD's Meeting
04/01/2022	Tuesday	Model Test Begins
05/01/2022	Wednesday	Model Test
06/01/2022	Thursday	Model Test
07/01/2022	Friday	Model Test
08/01/2022	Saturday	Model Test
10/01/2022	Monday	Model Test Ends
17/01/2022	Monday	Anti Ragging and Internal Complaints Committee Meeting
19/01/2022	Wednesday	Board of Studies Meeting
20/01/2022	Thursday	Odd Semester Exam Begins
21/02/2022	Friday	College reopens for even semester / HoD's Meeting
25/02/2022	Friday	Anti Ragging and Internal Complaints Committee Meeting

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28/02/2022	Monday	College Council Meeting
07/03/2022	Monday	PTA Meeting
11/03/2022	Friday	Anti Ragging and Internal Complaints Committee Meeting
25/03/2022	Friday	College Council Meeting
08/04/2022	Friday	Anti Ragging and Internal Complaints Committee Meeting
11/04/2022	Monday	Exam Fee Collection starts
18/04/2022	Monday	I Internal Test Begins
19/04/2022	Tuesday	I Internal Test
20/04/2022	Wednesday	I Internal Test
21/04/2022	Thursday	I Internal Test
22/04/2022	Friday	I Internal Test
23/04/2022	Saturday	I Internal Test Ends
29/04/2022	Friday	College Council Meeting
04/05/2022	Wednesday	Exam Fee Collection Ends
05/05/2022	Thursday	Defaulters of fees-removal from roll
13/05/2022	Friday	Anti Ragging and Internal Complaints Committee Meeting
27/05/2022	Friday	College Council Meeting
30/05/2022	Monday	II Internal Test Begins
31/05/2022	Tuesday	II Internal Test
01/06/2022	Wednesday	II Internal Test
02/06/2022	Thursday	II Internal Test
03/06/2022	Friday	II Internal Test
04/06/2022	Saturday	II Internal Test Ends
07/06/2022	Tuesday	III Internal - Retest
08/06/2022	Wednesday	III Internal - Retest
09/06/2022	Thursday	III Internal - Retest
10/06/2022	Friday	Anti Ragging and Internal Complaints Committee Meeting
17/06/2022	Friday	College Council Meeting
21/06/2022	Saturday	Last working day for even semester / HoD's Meeting

**ODD SEMESTER 2021 - 22**

**August 2021**

Date	Day	Details	Total No. of Working days for semester	Day Order
1	Sunday			
2	Monday			
3	Tuesday			
4	Wednesday			
5	Thursday			
6	Friday			
7	Saturday			
8	Sunday			
9	Monday	College Reopens / HoD's Meeting	1	I
10	Tuesday		2	II
11	Wednesday		3	III
12	Thursday		4	IV
13	Friday		5	V
14	Saturday			
15	Sunday	Independence day		
16	Monday		6	VI
17	Tuesday		7	I
18	Wednesday	Student Induction Programme for PG Students Starts	8	II
19	Thursday	Anti Ragging and Internal Complaints Committee Meeting	9	III
20	Friday	Muharam/Last Date -payment of fee without fine		
21	Saturday	Rig Upakarma		
22	Sunday	Yajur upakarma		
23	Monday	Student Induction Programme for PG Students ends /Gayathri Jabam		
24	Tuesday		10	IV
25	Wednesday		11	V
26	Thursday		12	VI
27	Friday	College Council Meeting	13	I
28	Saturday			
29	Sunday			
30	Monday	Krishna Jeyanthi /Last Date - payment of fee with fine		
31	Tuesday	Defaulters of fees- removal from roll	14	II

**September 2021**

Date	Day	Details	Total No. of Working days for semester	Day Order
1	Wednesday		15	III
2	Thursday		16	IV
3	Friday		17	V
4	Saturday		18	VI
5	Sunday			
6	Monday	Student Induction Programme for UG Students Starts	19	I
7	Tuesday		20	II
8	Wednesday		21	III
9	Thursday		22	IV
10	Friday	Vinayagar Chaturthi		
11	Saturday	Anti Ragging and Internal Complaints Committee Meeting	23	V
12	Sunday			
13	Monday	Student Induction Programme for UG Students Ends	24	VI
14	Tuesday		25	I
15	Wednesday		26	II
16	Thursday	Exam Fee Collection starts	27	III
17	Friday	I-Internal Test begins	28	IV
18	Saturday		29	V
19	Sunday			
20	Monday		30	VI
21	Tuesday		31	I
22	Wednesday		32	II
23	Thursday		33	III
24	Friday	College Council Meeting	34	IV
25	Saturday		35	V
26	Sunday			
27	Monday		36	VI
28	Tuesday		37	I
29	Wednesday		38	II
30	Thursday		39	III

**October 2021**

Date	Day	Details	Total No. of Working days for semester	Day Order
1	Friday	Mentor Meeting with students - Last Hour	40	IV
2	Saturday	Gandhi Jayanthi		
3	Sunday	Last Date for payment of Exam Fee without fine		
4	Monday	Exam fee with fine - Rs. 50	41	V
5	Tuesday		42	VI
6	Wednesday		43	I
7	Thursday		44	II
8	Friday	Anti Ragging and Internal Complaints Committee Meeting	45	III
9	Saturday		46	IV
10	Sunday			
11	Monday	Exam fee with fine - Rs. 100	47	V
12	Tuesday		48	VI
13	Wednesday		49	I
14	Thursday	Ayutha Pooja		
15	Friday	Vijaya Dasami		
16	Saturday			
17	Sunday			
18	Monday		50	II
19	Tuesday	Milad-un-nabi		
20	Wednesday		51	III
21	Thursday		52	IV
22	Friday	Exam fee payment ends	53	V
23	Saturday		54	VI
24	Sunday			
25	Monday		55	I
26	Tuesday		56	II
27	Wednesday		57	III
28	Thursday	PTA Meeting	58	IV
29	Friday	College Council Meeting	59	V
30	Saturday		60	VI
31	Sunday			

**November 2021**

Date	Day	Details	Total No. of Working days for semester	Day Order
1	Monday		61	I
2	Tuesday		62	II
3	Wednesday			
4	Thursday	Deepavali		
5	Friday			
6	Saturday			
7	Sunday			
8	Monday		63	III
9	Tuesday		64	IV
10	Wednesday		65	V
11	Thursday	II-internal Test begins	66	VI
12	Friday	Anti Ragging and Internal Complaints Committee Meeting	67	I
13	Saturday		68	II
14	Sunday			
15	Monday		69	III
16	Tuesday		70	IV
17	Wednesday		71	V
18	Thursday		72	VI
19	Friday		73	I
20	Saturday			
21	Sunday			
22	Monday	Retest - Internal I & II	74	II
23	Tuesday		75	III
24	Wednesday	College Council Meeting	76	IV
25	Thursday	Mentor Meeting with students - Last Hour	77	V
26	Friday	Odd semester - Practicals	78	VI
27	Saturday	Last Working day for odd semester/Odd semester-Practicals	79	I
28	Sunday	Alumni Day		
29	Monday	Odd semester - Practicals	80	II
30	Tuesday			

**December 2021**

Date	Day	Details	Total No. of Working days for semester	Day Order
1	Wednesday		81	III
2	Thursday		82	IV
3	Friday		83	V
4	Saturday		84	VI
5	Sunday		-	-
6	Monday	II Internal Test Begins for I PG	85	I
7	Tuesday		86	II
8	Wednesday		87	III
9	Thursday		88	IV
10	Friday	Anti Ragging and Internal Complaints Committee Meeting	89	V
11	Saturday		90	VI
12	Sunday		-	-
13	Monday		91	I
14	Tuesday		92	II
15	Wednesday		93	III
16	Thursday		94	IV
17	Friday		95	V
18	Saturday		96	VI
19	Sunday		-	-
20	Monday	II Internal Test Begins for I UG - Language	97	I
21	Tuesday	II Internal Test Begins for I UG - English	98	II
22	Wednesday	II Internal Test Begins for I UG - Ancillary	99	III
23	Thursday	II Internal Test Begins for I UG - Major	100	IV
24	Friday	II Internal Test Begins for I UG - Major	101	V
25	Saturday	Christmas	-	-
26	Sunday		-	-
27	Monday	II Internal Test Begins for I UG - Major	102	VI
28	Tuesday		103	I
29	Wednesday		104	II
30	Thursday		105	III
31	Friday	College Council Meeting	106	IV

**EVEN SEMESTER 2021-22****January 2022**

Date	Day	Details	Total No. of Working days for semester	Day Order
1	Saturday	New Year		
2	Sunday			
3	Monday	HoD's Meeting		
4	Tuesday	Model Test Begins		
5	Wednesday	Model Test		
6	Thursday	Model Test		
7	Friday	Model Test		
8	Saturday	Model Test		
9	Sunday	-		
10	Monday	Model Test Ends		
11	Tuesday			
12	Wednesday			
13	Thursday	Bhogi		
14	Friday	Pongal		
15	Saturday	Maattu Pongal & Thiruvalluvar Day		
16	Sunday	UzhavarThirunal		
17	Monday	Anti Ragging and Internal Complaints Committee Meeting		
18	Tuesday	Thaipooasam		
19	Wednesday	Board of Studies Meeting		
20	Thursday	Odd Semester Exam Begins		
21	Friday			
22	Saturday			
23	Sunday			
24	Monday			
25	Tuesday			
26	Wednesday	Republic Day		
27	Thursday			
28	Friday			
29	Saturday			
30	Sunday			
31	Monday			

**February 2022**

Date	Day	Details	Total No. of Working days for semester	Day Order
1	Tuesday			
2	Wednesday			
3	Thursday			
4	Friday			
5	Saturday			
6	Sunday			
7	Monday			
8	Tuesday			
9	Wednesday			
10	Thursday			
11	Friday			
12	Saturday			
13	Sunday			
14	Monday			
15	Tuesday			
16	Wednesday			
17	Thursday			
18	Friday			
19	Saturday			
20	Sunday			
21	Monday	College reopens for even semester / HoD's Meeting	1	I
22	Tuesday			
23	Wednesday		2	II
24	Thursday		3	III
25	Friday	Anti Ragging and Internal Complaints Committee Meeting	4	IV
26	Saturday		5	V
27	Sunday		-	
28	Monday	College Council Meeting	6	VI

**March 2022**

Date	Day	Details	Total No. of Working days for semester	Day Order
1	Tuesday		7	I
2	Wednesday		8	II
3	Thursday		9	III
4	Friday		10	IV
5	Saturday		11	V
6	Sunday		-	
7	Monday	PTA Meeting	12	VI
8	Tuesday		13	I
9	Wednesday		14	II
10	Thursday		15	III
11	Friday	Anti Ragging and Internal Complaints Committee Meeting	16	IV
12	Saturday		-	
13	Sunday		-	
14	Monday		17	V
15	Tuesday		18	VI
16	Wednesday		19	I
17	Thursday		20	II
18	Friday		21	III
19	Saturday		22	IV
20	Sunday		-	
21	Monday		23	V
22	Tuesday		24	VI
23	Wednesday		25	I
24	Thursday		26	II
25	Friday	College Council Meeting	27	III
26	Saturday		-	
27	Sunday		-	
28	Monday		28	IV
29	Tuesday		29	V
30	Wednesday		30	VI
31	Thursday		31	I

**April 2022**

Date	Day	Details	Total No. of Working days for semester	Day Order
1	Friday		32	II
2	Saturday	Telugu New Year	-	-
3	Sunday		-	-
4	Monday		33	III
5	Tuesday		34	IV
6	Wednesday		35	V
7	Thursday		36	VI
8	Friday	Anti Ragging and Internal Complaints Committee Meeting	37	I
9	Saturday		-	
10	Sunday		-	
11	Monday		38	II
12	Tuesday		39	III
13	Wednesday		40	IV
14	Thursday	Tamil New Year / Dr. Ambedkar Birthday / Mahavir Jayanthi	-	
15	Friday	Good Friday	-	
16	Saturday		41	V
17	Sunday		-	
18	Monday	I Internal Test Begins	42	VI
19	Tuesday	I Internal Test	43	I
20	Wednesday	I Internal Test	44	II
21	Thursday	I Internal Test	45	III
22	Friday	I Internal Test	46	IV
23	Saturday	I Internal Test Ends	47	V
24	Sunday		-	
25	Monday		-	
26	Tuesday		48	VI
27	Wednesday		49	I
28	Thursday		50	II
29	Friday	College Council Meeting	51	III
30	Saturday		52	IV

**May 2022**

Date	Day	Details	Total No. of Working days for semester	Day Order
1	Sunday	May Day	-	
2	Monday		53	V
3	Tuesday	Ramjan	-	
4	Wednesday		54	VI
5	Thursday		55	I
6	Friday		56	II
7	Saturday		57	III
8	Sunday		-	
9	Monday		58	IV
10	Tuesday		59	V
11	Wednesday		60	VI
12	Thursday		61	I
13	Friday	Anti Ragging and Internal Complaints Committee Meeting	62	II
14	Saturday		-	
15	Sunday		-	
16	Monday		63	III
17	Tuesday		64	IV
18	Wednesday		65	V
19	Thursday		66	VI
20	Friday		67	I
21	Saturday		68	II
22	Sunday		-	
23	Monday		69	III
24	Tuesday		70	IV
25	Wednesday		71	V
26	Thursday		72	VI
27	Friday	College Council Meeting	73	I
28	Saturday		-	
29	Sunday		-	
30	Monday	II Internal Test Begins	74	II
31	Tuesday	II Internal Test	75	III

**June 2022**

Date	Day	Details	Total No. of Working days for semester	Day Order
1	Wednesday	II Internal Test	76	IV
2	Thursday	II Internal Test	77	V
3	Friday	II Internal Test	78	VI
4	Saturday	II Internal Test Ends	79	I
5	Sunday		-	
6	Monday		80	II
7	Tuesday	III Internal - Retest	81	III
8	Wednesday	III Internal - Retest	82	IV
9	Thursday	III Internal - Retest	83	V
10	Friday	Anti Ragging and Internal Complaints Committee Meeting	84	VI
11	Saturday		-	
12	Sunday		-	
13	Monday		85	I
14	Tuesday		86	II
15	Wednesday		87	III
16	Thursday		88	IV
17	Friday	College Council Meeting	89	V
18	Saturday		90	VI
19	Sunday			
20	Monday		91	I
21	Tuesday	Last working day for even semester / HoD's Meeting	92	II
22	Wednesday			
23	Thursday			
24	Friday			
25	Saturday			
26	Sunday			
27	Monday			
28	Tuesday			
29	Wednesday			
30	Thursday			

**The Madura College** (Autonomous), Madurai - 625 011

**STUDENTS' REQUEST FORM**

Reg No. :

Date :

Name of the student : \_\_\_\_\_

I am a Current student : Yes  No

I request you to kindly issue me

Bonafide Certificate  Course certificate

Transfer Certificate  Conduct certificate

Any other \_\_\_\_\_ (Specify)

Signature of the Student

Signature of the Head

**FOR OFFICE USE**

Date of receipt :

Name of the Principal : \_\_\_\_\_

**RECEIPT**

Received the testimonials / certificate with thanks

Signature of the student

**The Madura College** (Autonomous), Madurai - 625 011

**LEAVE APPLICATION FORM**

Reg No. : 

--	--	--	--	--	--	--	--	--	--	--	--

Date : 

--	--	--	--	--	--	--	--	--	--

Name of the student : \_\_\_\_\_

Class & Department : \_\_\_\_\_

Date (s) From : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

To : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Nature of Leave :

Personal     Medical     On other duty

Reason : \_\_\_\_\_

\_\_\_\_\_

Student                  Parent                  HOD/Mentor                  Principal/Vice Principal

**FOR OFFICE USE**

Date of receipt : 

--	--	--	--	--	--	--	--

**பேருந்து சலுகைக் கட்டண அனுமதி படிவம்**

அனுப்புநர்

பெயர் : \_\_\_\_\_

பதிவு எண் : \_\_\_\_\_

வகுப்பு : \_\_\_\_\_

விலாசம் : \_\_\_\_\_

பெறுநர்

கிளை மேலாளர்

தமிழ்நாடு அரசு போக்குவரத்துக் கழகம்

மதுரைக் கோட்டம்.

வழி

(i) முதல்வர் அவர்கள்

மதுரைக் கல்லூரி (தன்னாட்சி)

மதுரை - 625 011.

(ii) துறைத் தலைவர் அவர்கள்

.....

மதுரைக் கல்லூரி (தன்னாட்சி)

மதுரை - 625 011.

ஐயா / அம்மா

நான் மதுரைக் கல்லூரியில் 2019-2020ஆம் கல்வியாண்டில்

..... படித்து

வருகிறேன். மேற்கண்ட முகவரியிலிருந்து நான் கல்லூரிக்கு

வருகிறேன். மேற்கண்ட முகவரியிலிருந்து நான் கல்லூரிக்கு வந்து

செல்வதற்கு சலுகைக் கட்டண பயண அட்டை வழங்குமாறு

மிகத்தாழ்மையுடன் கேட்டுக் கொள்கிறேன்.

பயண வழி ..... இருந்து மதுரைக் கல்லூரி

நன்றி,

இப்படிக்கு,

தேதி

தங்கள் உண்மையுள்ள

பரிந்துரைக்கப்படுகிறது

துறைத் தலைவர்

முதல்வர்













# THE MADURA COLLEGE (Autonomous)

Madurai - 11

## Application For Retest

Name : \_\_\_\_\_

Regn No. : 

--	--	--	--	--	--	--	--	--	--	--	--

Class : \_\_\_\_\_

Reason for Re-test : \_\_\_\_\_

Note : Attach medical certificates if the request is made on medical grounds

Sl. No.	Course Title	Name of the Course Teacher	Initials of the course Teacher	To be organized by the Dept.
1.				
2.				
3.				
4.				
5.				
6.				

Sign. of the mentor

Signature of the Head of the Dept.

Principal





**TIME - TABLE (ODD SEMESTER)**

Day / hour	I	II	III	IV	V
I					
II					
III					
IV					
V					
VI					

S.No.	Course Code	Course Title	Course Teacher 1	Course Teacher 2
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**TIME - TABLE (EVEN SEMESTER)**

Day / hour	I	II	III	IV	V
I					
II					
III					
IV					
V					
VI					

S.No.	Course Code	Course Title	Course Teacher 1	Course Teacher 2
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				