



STUDENT HANDBOOK 2024 - 25

THE MADURA COLLEGE

(An Autonomous Institution Affiliated to the Madurai Kamaraj University)

Re-accredited (4th Cycle) with "A" Grade by NAAC

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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 The 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 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 jubilee and the Diamond Jubilee Hostel Block came up.

1949 CE
Khajana Babu Rao Hosel Block was constructed with financial support from his family.

1947 CE
Setupatti Science Block came up with the support of the Rajasaheb of Ramnad.

1946 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

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

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

Sri. S.Seetharaman, B.A.,	- President	
Sri.S.Sankaran, B.Com.,	- Vice President	
Sri. S.Natanagopal, B.Sc., FCA., I.R.P (IBBA)	- Secretary	
Sri. S.Parthasarathy, B.Sc., B.L.,	- Joint Secretary	
Sri. N.Anand Srinivasan, M.Com.,	- Treasurer	



Directors

Sri. H.Lakshmi Shankar, *L.L., M.L.,*
 Sri.R.Ramakrishnan, *B.Com., M.B.A.,*
 Sri. S.Ramesh, *B.Sc., B.L.,*
 Sri.R.Sridharan, *FCA.,*
 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 Dr. 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. S.Natanagopal, *B.Sc., F.C.A., I.R.P (IBBA)*
- 26 Sri. S.Padmanabhan, *B.Sc., B.L.*,

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

DEAN

Prof. S. Sivaramakrishnan *M.Sc., M.Phil.,* Dean (Academics)

DEPARTMENT OF TAMIL

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3. Dr. G. Karunakaran, *M.A., M.Phil., Ph.D., NET* Asso. Prof.
4. Dr. N. Rathinakumar, *M.A., M.Phil., Ph.D.,* Asso. Prof.
5. Dr. V. Usha, *M.A., M.Ed., Ph.D., SLET* Asso. Prof.
6. Dr. M. Kannan, *M.A., M.Phil., B.Ed., Ph.D.,* Asst. Prof.
7. Dr. D. Gandhimathi, *M.A., M.A.(LING), P.G.D.C.A., M.Phil., Ph.D., NET* Asst. Prof.
8. Dr. S. Kannadasan, *M.A., M.Phil., Ph.D., NET* Asst. Prof.

MANAGEMENT STAFF

1. Dr. A.Lavanya, *M.A., D.F.L., B.Ed., (SpI), Ph.D* Asst. Prof.

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4. Dr. S. Sudha, *M.A., M.Phil., Ph.D.,* Asso. Prof.
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10. Dr. T.M. Shrivithika, *M.A., Ph.D.,* Asst. Prof.

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DEPARTMENT OF HINDI

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1. Prof. P. Manikandan, *M.A., (Sanskrit) M.A., (Hindi) M.A (Philo, Religion Culture)*
M.Phil., PGDCA, PGDSA, B.Ed., SET, PGDYMHH., M.Sc(Yoga)
Asst. Prof. & HOD (i/c)

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4. Prof. T. Vivekanandan, *M.Sc., M.Phil., P.G.D.C.A* *Asst. Prof.*
5. Prof. S. Sivaramakrishnan, *M.Sc., M.Phil.*, *Asst. Prof.*
6. Dr. M. Kavitha, *M.Sc., M.Phil., Ph.D.*, *Asso. Prof.*
7. Dr. G. Gowri, *M.Sc., M.Phil., Ph.D.*, *Asso. Prof.*
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Management Staff

12. Prof. V. Seenivasan, *M.Sc., M.Phil.*, *Asst. Prof.*

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- | | |
|---|------------------------------|
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| 10. Dr. P. Prasanna, <i>M.Sc., Ph.D.,</i> | <i>Asst. Prof.</i> |
| 11. Dr. M. Boominathan, <i>M.Sc., M.Phil. Ph.D.,</i> | <i>Asst. Prof.</i> |
| 12. Dr. M. Hasmath Farzana, <i>M.Sc., M.Phil. Ph.D.,</i> | <i>Asst. Prof.</i> |
| 13. Dr. J. Shanmugapriya, <i>M.Sc., M.Phil. Ph.D.,</i> | <i>Asst. Prof.</i> |

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| 3. Dr. B. Latha, <i>M.Sc., M.Phil. B.Ed., Ph.D.,</i> | <i>Asso. Prof.</i> |
| 4. Dr. C. Selvakumar, <i>M.Sc., Ph.D.,</i> | <i>Asst. Prof.</i> |
| 5. Dr. P. Sivakumar, <i>M.Sc., Ph.D.,</i> | <i>Asst. Prof.</i> |

DEPARTMENT OF BOTANY

- | | |
|---|-------------------------------------|
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| 3. Dr. S. Gnaana Saraswathi, <i>M.Sc., M.Phil., Ph.D.,</i> | <i>Asst. Prof.</i> |
| 4. Prof. V. Meenakshi Sundaram, <i>M.Sc., M.Phil., SET</i> | <i>Asst. Prof.</i> |
| 5. Dr. N. Janakiraman, <i>M.Sc., M.Phil., Ph.D., SET, PGDCA.,</i> | <i>Asst. Prof.</i> |
| 6. Dr. P. Jansirani, <i>M.Sc., B.Ed., Ph.D., PGDCA., DGT.,</i> | <i>Asst. Prof.</i> |

7. Dr. M. Karpaga Jothi, *M.Sc., M.Phil., M.Ed., M.Phil (EDU) Ph.D., Asst. Prof.*
8. Dr. S. Saravanan, *M.Sc., M.Phil., Ph.D., Asst. Prof.*

Management Staff

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4. Dr. V. Ananthaswamy, *M.Sc., M.Phil., Ph.D., Asso. Prof.*
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10. Dr. K. Lakshmi, *M.Sc., M.Phil., Ph.D., Asst. Prof.*

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3. Dr. M. Venkateswaran, *M.Sc., Ph.D., Asst. Prof.*
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| 3. Tmt. V. Rajeswari, <i>MA.,</i> | <i>Assistant</i> |
| 4. Thiru M. Ganesh, <i>B.A., P.G.D.C.A.,</i> | <i>Assistant</i> |
| 5. Thiru S. Sundar, <i>B.Com. M.F.C</i> | <i>Junior Assistant</i> |
| 6. Thiru R. Nagarajan | <i>Junior Assistant</i> |
| 7. Thiru L. Vaithamanithi, <i>B.Com.,</i> | <i>Junior Assistant</i> |
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| 9. Tmt. G. Pandidevi | <i>Typist</i> |
| 10. Thiru A. Saisrinivas, <i>M.Sc., B.Ed.,</i> | <i>Store Keeper</i> |
| 11. Thiru V. Veeravel Pandi, <i>B.Com.,</i> | <i>Lab Assistant (SG)</i> |
| 12. Thiru S. Thangavelu | <i>Lab Assistant (SG)</i> |
| 13. Thiru B. Padmanabhan, <i>B.Com.,</i> | <i>Lab Assistant (SG)</i> |
| 14. Thiru K. GanapathiRaman | <i>Lab Assistant (SG)</i> |
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| 16. Thiru T. Nagarajan | <i>Lab Assistant (SG)</i> |
| 17. Thiru U. Jeganathan | <i>Lab Assistant (SG)</i> |
| 18. Tmt M. Vanitha, <i>B.Com.,</i> | <i>Lab Assistant (SG)</i> |
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| 20. Thiru S. Balamurugan | <i>Lab Assistant (SG)</i> |
| 21. Tmt P. Murugeswari | <i>Lab Assistant (SG)</i> |
| 22. Thiru G. Shasthasubramanian, <i>B.Sc.,</i> | <i>Lab Assistant (SG)</i> |
| 23. Tmt S. Ilanilavu | <i>Lab Assistant (SG)</i> |
| 24. Thiru P. Murugan, <i>B.Sc.,</i> | <i>Lab Assistant</i> |
| 25. Thiru P. Senthilkumar | <i>Record Clerk</i> |
| 26. Tmt V. Thayammal | <i>Record Clerk</i> |
| 27. Thiru M. Thangapandi | <i>Record Clerk</i> |

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| 29. Thiru S. Sivaraman, <i>S.S.L.C.</i> , | <i>Library Assistant (SPL Grade)</i> |
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| 32. Tmt G. Rajalakshmi | <i>Office Assistant</i> |
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| 35. Thiru M. Vijayakumar | <i>Office Assistant</i> |
| 36. Thiru S. Kandan | <i>Sweeper (SPL.GR)</i> |
| 37. Tmt S. Chinnaponnu | <i>Scavanger (SPL.GR)</i> |

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| 39. Thiru. B. Ponmuni, <i>DEEE</i> | <i>Electrical Assistant</i> |
| 40. Thiru. M. Murugan | <i>Marker</i> |

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| 42. Thiru. D. Wilson Kennedy | <i>Office Assistant</i> |
| 43. Thiru. R. Balachandran | <i>Lab Assistant</i> |
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Chemistry

3. National Service Scheme (NSS)

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Dr. A. Karuppusamy, *P.O.*

Commerce (Unit No:11) Boys

Dr. M. Hazmath Farzana, *P.O.*

Chemistry (Unit No:10) Girls

Dr. M. Bhavithra, *P.O.*

English (Unit No:217) Girls

4. Youth Red Cross (YRC)

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Commerce

Mrs. S. Krithika

Commerce

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Dr. Shimla	UGC Nominee
R.J.D.C.E, Madurai Region	State Govt. Nominee
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Prof. S. Murali, Head, Dept. of Hindi	Member from faculty

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Dr. J. Suresh	Principal
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Sri. R. S. Srinivasan	<i>Director, MCB</i>
Sri. S. Suresh	<i>Director, MCB</i>
Dr. S. Chandrasekaran	<i>MKU Nominee</i>
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Prof. S. Murali	<i>Senior Faculty</i>
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Mrs. M. Vanitha	<i>Parent Representative</i>
Ms. M. Jeyalakshmi (2022MPC028)	<i>Student Representative</i>
Mr. M. Gopinath (2022ZBC029)	<i>Student Representative</i>

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Consultancy and Corporate Training Cell

Dr. A. Mayil Murugan, *Head, Dept. of Commerce* Co-ordinator

Dr. S. Theenathayalan, *Head, Dept. of Economics* Member

Dr. P. Gajendran, *Asso. Prof. of Chemistry* Member

Dr. S. Gnaana Saraswathi, *Asst. Prof. of Botany* Member

Incubation Cell

Dr. A. Xavier, *Head, Dept. of Chemistry* Co-ordinator

Dr. M. Boominathan, *Asst. Prof. of Chemistry* Member

Dr. N. Janakiraman, *Asst. Prof. of Botany* Member

Dr. T. Sree Ram Kumar, *Asst. Prof. of CS* *Member*

Dr. P. Vetri Selvi, *Head (i/c), Dept. of Statistics* *Member*

Prof. P. Jayalakshmi, *Asst. Prof. of Commerce* *Member*

IPR Cell

Dr. R. Ramachandran, *Asst. Prof. of Chemistry* *Co-ordinator*

Dr. C. Selvakumar, *Asst. Prof. of Zoology* *Member*

Dr. S. Saravanan, *Asst. Prof. of Botany* *Member*

IKS (Indian Knowledge System) Cell

Dr. Sheela P. Karthick, *HOD i/c, Dept. of English* *Co-ordinator*

Dr. D. Gandhimathi, *Asst. Prof. of Tamil* *Member*

Dr. M. Bhavithra, *Asst. Prof. of English* *Member*

Research Ethics Committee

Dr. P. S. Harikrishnan, *Asso. Prof. of Chemistry* *Co-ordinator*

Dr. P. Kannan, *Head i/c, Dept. of Botany* *Member*

Dr. N. Rathinakumar, *Asso. Prof. of Tamil* *Member*

Dr. K. Neyvasagam, *Asso. Prof. of Physics* *Member*

Scholarship Cell

Dr. J. Suresh, *Principal* *Ex-officio*

Dr. A. Mayil Murugan, *Head, Dept. of Commerce* *Nodal officer*

Dr. M. Venkateswaran, *Asst. Prof. of Statistics* *Nodal officer*

Prof. P. Manikandan, *Head (i/c) Dept. of Sanskrit* *Nodal officer*

Dr. V. Sangeetha Subha, *Asst. Prof. of Maths* *Nodal officer*

Dr. S. Sudha, *Asso. Prof. of English* *Member*

Dr. S. Chandrasekar, *Asst. Prof. of Commerce* *Member*

Mr. M. Thavam, *Office Assistant* *Nodal officer (Clerical)*

Placement Cell

Dr. M. Venkateswaran, <i>Asst. Prof. of Statistics</i>	<i>Placement Officer</i>
Dr. S. Saravanan, <i>Asst. Prof. of Botany</i>	<i>Member</i>
Dr. S. Ramachandran, <i>Asst. Prof. of Commerce</i>	<i>Member</i>
Dr. M. Rabert, <i>Asst. Prof. of Statistics</i>	<i>Member</i>

Training and Career guidance Cell

Dr. A. Vignesh Kumar, <i>Asst. Prof. of English</i>	<i>Co-ordinator</i>
Dr. J. Sivasubramanian, <i>Asst. Prof. of Physics</i>	<i>Member</i>
Dr. S. Selvakumar, <i>Asst. Prof. of Chemistry</i>	<i>Member</i>
Dr. I. Padmavathi, <i>Asst. Prof. of Mathematics</i>	<i>Member</i>
Dr. R. Madhanagopal, <i>Asst. Prof. of Statistics</i>	<i>Member</i>
Dr. M. Bhavithra, <i>Asst. Prof. of English</i>	<i>Member</i>

Student Induction Programme (SIP)

Prof. S. Sivaramakrishnan	<i>Dean Academics</i>
Prof. P. Manikandan, <i>Head (i/c), Dept. of Sanskrit</i>	<i>Convener</i>
Prof. R. Saranya, <i>Asst. Prof. of Botany</i>	<i>Member</i>
Mrs. B. Rajathi, <i>Clerk (IQAC Office)</i>	<i>Member (NTS)</i>

Students Grievance Redressal Cell

Principal	<i>Chairman</i>
Dean	<i>Academics</i>
Prof. P. Manikandan, <i>Head (i/c), Dept. of Sanskrit</i>	<i>Co-ordinator</i>
Office Bearers of Student Council	<i>Student representatives</i>

Students Counselling Cell

Dr. C. Hema, <i>Librarian</i>	<i>Co-ordinator</i>
Dr. C. Thangapandi, <i>Head (i/c), Dept. of Mathematics</i>	<i>Member</i>

Dr. R. Pandiselvi, *Asso. Prof. of Mathematics* Member

Dr. P. Kannan, *Asso. Prof. of Economics* Member

Dr. K. Kathirvelpandian, *Physical Director* Member

Madura College Cultural Academy

Prof. P. Manikandan, *Head (i/c), Dept. of Sanskrit* Co-ordinator

Dr. Sheela P. Karthick, *Head (i/c), Dept. of English* Member

Dr. M. Malarvizhi, *Asso. Prof. of Chemistry* Member

Dr. S. Meenakshi, *Asst. Prof. of Economics* Member

Dr. J. Sivasubramanian, *Asst. Prof. of Physics* Member

Dr. U. Karthik Raja, *Asst. Prof. of Maths* Member

Dr. I. Padmavathi, *Asst. Prof. of Maths* Member

Dr. M. Kannan, *Asst. Prof. of Tamil* Member

Dr. V. Sangeetha Subha, *Asst. Prof. of Maths* Member

Dr. P. Jansirani, *Asst. Prof. of Botany* Member

Dr. R. Vennila, *Asst. Prof. of Commerce* Member

Dr. A. Karuppusamy, *Asst. Prof. of Commerce* Member

Dr. J. Shanmugapriya, *Asst. Prof. of Chemistry* Member

Dr. R. Madhanagopal, *Asst. Prof. of Statistics* Member

Dr. P. Sivakumar, *Asst. Prof. of Zoology* Member

Prof. P. Sridevi, *Asst. Prof. of C S* Member

Women's Cell

Dr. L.D. Devasree, *Head (i/c) & Asso. Prof. of Zoology* Co-ordinator

Dr. A. Atheeswari, *Asso. Prof. of Tamil* Co-ordinator

All Women Staff (*Academic & Administrative*) Members

Green Campus Committee

Dr. S. Karuppasamy, <i>Asso. Prof. of Botany</i>	<i>Co-ordinator</i>
Dr. N. Janakiraman, <i>Asst. Prof. of Botany</i>	<i>Member</i>
Dr. J. Shanmugapriya, <i>Asst. Prof. of Chemistry</i>	<i>Member</i>

Divyangjan Welfare Committee

Dr. S. Chandrasekar, <i>Asst. Prof. of Commerce</i>	<i>Co-ordinator</i>
Prof. V. Meenakshisundaram, <i>Asst. Prof. of Physics</i>	<i>Member</i>
Dr. S. Selvakumar, <i>Asst. Prof. of Chemistry</i>	<i>Member</i>
Dr. M. Karpagajothi, <i>Asst. Prof. of Botany</i>	<i>Member</i>

Gandhian Study Centre

Dr. G. Sivasubramanian, <i>Asso. Prof. of English</i>	<i>Co-ordinator</i>
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Attendance Committee

Dr. C. Thangapandi, <i>Head (i/c) & Asso. Prof. of Maths</i>	<i>Co-ordinator</i>
Dr. V. Usha, <i>Asso. Prof. of Tamil</i>	<i>Member</i>
Dr. R. Vishnu Priya, <i>Asst. Prof. of Physics</i>	<i>Member</i>
Dr. Y. Natarajan, <i>Asst. Prof. of Commerce</i>	<i>Member</i>
Mrs. V. Rajeswari, <i>Assistant, Principal Office</i>	<i>Member (NTS)</i>
Mrs. P. Surya, <i>Record Clerk, Principal Office</i>	<i>Member (NTS)</i>

Handbook Committee

Dr. G. Sivasubramanian, <i>Asso. Prof. of English</i>	<i>Co-ordinator</i>
Dr. S. Meenakshi, <i>Asst. Prof. of Economics</i>	<i>Member</i>
Dr. S. Usha, <i>Asst. Prof. of Maths</i>	<i>Member</i>
Dr. M. Rabert, <i>Asst. Prof. of Statistics</i>	<i>Member</i>

Magazine Committee

Student Council

Advisory Committee

Dr. S. Venkatesh, *Asso. Prof. of English* *Member*

Dr. M. Kannan, *Asst. Prof. of Tamil* *Member*

Dr. V. Ananthaswamy, *Asso. Prof. of Mathematics* *Member*

IT Maintenance Cell

Computer Science Department Aided & SF

Madura College Alumni Association

Sri. R. Srinivasan *President*

Prof. S Thiagarajan *Vice President*

CA. V. Ganapathy Subramanian *Secretary*

Dr. N. Rengarajan *Joint Secretary*

Dr. Y. Natarajan *Treasurer*

CA. S. Natanagopal, *Secretary, MCB* *Ex-officio*

Sri. N. Anand Srinivasan, *Treasurer, MCB* *Ex-officio*

Dr. J. Suresh, *Principal* *Ex-officio*

Sri. R. S. Srinivasan *Member*

Mr. R. Vairamuthu *Member*

Mr. S. Marakathasundaram *Member*

Mr. P. Venkatachalam *Member*

Mr. V. Amarnath *Member*

Dr. K. Muthuvel *Member*

Dr. V. Sriman Narayanan *Member*

Dr. S. Meenakshi *Member*

Dr. S. Sudha *Member*

Dr. R. Vishnu Priya *Member*

Mrs. S. Kalavathi *Clerk*

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 to 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.



APPROVED RESEARCH CENTRES OF MKU

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



ADMISSION

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



COLLEGE FEE

- ❖ Fee is payable 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 (MPC)	-----	-----	20	50	-----	75	75
2	B.Sc., Physics(PMC)	-----	-----	20	50	-----	150	75
3	B.Sc., Chemistry(CMP)	-----	-----	20	50	-----	200	75
4	B.Sc., Chemistry(CZP)	-----	-----	20	50	-----	200	75
5	B.Sc., Botany	-----	-----	20	50	-----	150	75
6	B.Sc., Zoology	-----	-----	20	50	-----	150	75
7	B.Sc., Computer Science	-----	-----	50	100	-----	750	-----
8	B.Com.,	-----	-----	20	-----	-----	-----	-----
9	M.Sc., Mathematics	750	375	50	-----	-----	-----	-----
10	M.Sc.,Statistics	750	375	50	-----	-----	-----	-----
11	M.Sc., Physics(PMC)	750	375	50	80	-----	350	-----
12	M.Sc., Chemistry(CMP)	750	375	50	100	-----	500	-----
13	M.Sc., Botany	750	375	50	80	-----	350	-----
14	M.Com.,	500	250	50	-----	-----	-----	-----
15	M.A.,Tamil	500	250	50	-----	-----	-----	-----
16	M.A.,English	500	250	50	-----	-----	-----	-----
17	M.A.,Economics	500	250	50	-----	-----	-----	-----

General Fees		Rs.
1	Verification fee per (Plus Two) Mark Sheet	50
2	Admission	5
3	Registration	10

Special Fees		Rs.
1	Games & Sports	205
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	5
12	W.U.S	3
13	Convocation Fee	25
14	Flag Day	5
15	N.S.S	10
16	Entrance & Recognition Fee	600

**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.

- ❖ 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 – 35 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 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 Course 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 (TANSCH), Govt. of Tamilnadu.



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	140/41
Master's	90/91



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 eligible 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



PART - II : ENGLISH

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



PART - III : MAJOR & ALLIED

- ❖ **Core** courses are mandatory courses for your chosen major discipline of study.
- ❖ **Generic Electives** are chosen from allied disciplines of study.
- ❖ **Disciplines Specific 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 Enhancement Course (SEC) 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 do 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 to bring awareness of their own health and that of others through 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 90/91 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 Both Bachelor & Masters programmes are necessarily to undertake Internships in the Industry / Research Institutions during 2/1 year summer vacation.
- ❖ 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.



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 your 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.
- ❖ Exams will be conducted to assess learning and accordingly 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, counsellor 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 to 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 a 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	40/25	60/75



MASTER'S PROGRAMMES

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

- ★ 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	-	18/27	40



MASTER'S PROGRAMMES (except M.Phil.)

Programme	CIA	End-Semester Examination	Total
Theory	-	34	50
Practicals	-	34	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
75-100	First class with distinction * In first attempt passed
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. *Rubric based assessment is practiced.
- ✦ Components of continuous assessment (Theory courses):



BACHELOR'S PROGRAMMES / MASTER'S PROGRAMMES

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

**ATTENDANCE COMPONENT OF CIA**

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

If attendance is chosen as a component by the respective Board of Studies.



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 through 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 course 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 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 course 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 to 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 evidance 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 CONFESSION AT THE ENQUIRY, in the case of being absent for the relevant enquiry without such a letter it will be taken as NO CONFESSION 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 examinations after the period of punishment, the incumbent has to follow the regulations current at the time of expiry of the punishment - period.

CALENDAR FOR THE MONTH OF JUNE 2024

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Saturday				
2	Sunday				
3	Monday				
4	Tuesday				
5	Wednesday				
6	Thursday				
7	Friday				
8	Saturday				
9	Sunday				
10	Monday				
11	Tuesday				
12	Wednesday				
13	Thursday				
14	Friday				
15	Saturday				
16	Sunday				
17	Monday				
18	Tuesday				
19	Wednesday	College Reopens for Odd Semester College Fees Collection Starts SIP - I YEAR UG	1	1	I
20	Thursday	SIP - I YEAR UG	2	2	II
21	Friday	SIP - I YEAR UG	3	3	III
22	Saturday		---	---	---
23	Sunday		---	---	---
24	Monday		4	4	IV
25	Tuesday	Academic Council	5	5	V
26	Wednesday		6	6	VI
27	Thursday	SIP - I YEAR PG	7	7	I
28	Friday	SIP - I YEAR PG	8	8	II
29	Saturday		---	---	---
30	Sunday		---	---	---

CALENDAR FOR THE MONTH OF JULY 2024

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Monday		1	9	III
2	Tuesday		2	10	IV
3	Wednesday		3	11	V
4	Thursday		4	12	VI
5	Friday		5	13	I
6	Saturday		---	---	---
7	Sunday		---	---	---
8	Monday	Hijiri New Year	6	14	II
9	Tuesday		7	15	III
10	Wednesday		8	16	IV
11	Thursday		9	17	V
12	Friday		10	18	VI
13	Saturday		---	---	---
14	Sunday		---	---	---
15	Monday		11	19	I
16	Tuesday		12	20	II
17	Wednesday	Muharram	---	---	---
18	Thursday		13	21	III
19	Friday	Last Date for Payment of College Fee without fine	14	22	IV
20	Saturday		--	--	--
21	Sunday		---	---	---
22	Monday		15	23	VI
23	Tuesday		16	24	I
24	Wednesday		17	25	II
25	Thursday		18	26	III
26	Friday		19	27	IV
27	Saturday	Last Date for Payment of College Fee with fine	20	28	V
28	Sunday		---	---	---
29	Monday		21	29	V
30	Tuesday		22	30	VI
31	Wednesday		23	31	I

CALENDAR FOR THE MONTH OF AUGUST 2024

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Thursday	Roll Removal for Defaulters	1	32	II
2	Friday		2	33	III
3	Saturday	Adiperukku	---	---	---
4	Sunday		---	---	---
5	Monday		3	34	IV
6	Tuesday		4	35	V
7	Wednesday	CIA-I	5	36	VI
8	Thursday		6	37	I
9	Friday	CIA-I	7	38	II
10	Saturday		---	---	---
11	Sunday		---	---	---
12	Monday	CIA-I	8	39	III
13	Tuesday		9	40	IV
14	Wednesday	CIA-I	10	41	V
15	Thursday	Independence Day	---	---	---
16	Friday	Varalakshmi Viratham	11	42	VI
17	Saturday		---	---	---
18	Sunday		---	---	---
19	Monday	Rig / Yajur Upakarma	--	--	--
20	Tuesday	Gayathri Jabam	12	43	I
21	Wednesday	CIA-I	13	44	II
22	Thursday		14	45	III
23	Friday	CIA-I	15	46	IV
24	Saturday		16	47	V
25	Sunday		---	---	---
26	Monday	Krishna Jayanthi	---	---	---
27	Tuesday		17	48	VI
28	Wednesday		18	49	I
29	Thursday		19	50	II
30	Friday		20	51	III
31	Saturday		---	---	---

CALENDAR FOR THE MONTH OF SEPTEMBER 2024

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Sunday		---	---	---
2	Monday	NME 1	1	52	IV
3	Tuesday		2	53	V
4	Wednesday		3	54	VI
5	Thursday	Sama Upakarma	4	55	I
6	Friday		5	56	II
7	Saturday	Vinayagar Chathurthi	---	---	---
8	Sunday		---	---	---
9	Monday		6	57	III
10	Tuesday		7	58	IV
11	Wednesday		8	59	V
12	Thursday		9	60	VI
13	Friday		10	61	I
14	Saturday		---	---	---
15	Sunday	Onam	---	---	---
16	Monday	Milad -un-Nabi	---	---	---
17	Tuesday		11	62	II
18	Wednesday		12	63	III
19	Thursday		13	64	IV
20	Friday		14	65	V
21	Saturday		15	66	VI
22	Sunday		---	---	---
23	Monday		16	67	I
24	Tuesday		17	68	II
25	Wednesday		18	69	III
26	Thursday		19	70	IV
27	Friday	CIA - II	20	71	V
28	Saturday		---	---	---
29	Sunday		---	---	---
30	Monday	CIA - II	21	72	VI

CALENDAR FOR THE MONTH OF OCTOBER 2024

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Tuesday		1	73	I
2	Wednesday	Gandhi Jeyanthi & Mahalya Ammavasai	---	---	---
3	Thursday	Carving of Mohideen Abdul Kadar CIA - II	2	74	II
4	Friday		3	75	III
5	Saturday		---	---	---
6	Sunday		---	---	---
7	Monday	CIA - II	4	76	IV
8	Tuesday		5	77	V
9	Wednesday	CIA - II	6	78	VI
10	Thursday		7	79	I
11	Friday	Saraswathi Pooja	---	---	---
12	Saturday	Vijayadhasami	---	---	---
13	Sunday		---	---	---
14	Monday	CIA - II	8	80	II
15	Tuesday		9	81	III
16	Wednesday	Retest	10	82	IV
17	Thursday	Retest	11	83	V
18	Friday	Retest	12	84	VI
19	Saturday		13	85	I
20	Sunday		---	---	---
21	Monday	Practical Examination Begins	14	86	II
22	Tuesday		15	87	III
23	Wednesday		16	88	IV
24	Thursday		17	89	V
25	Friday		18	90	VI
26	Saturday		---	---	---
27	Sunday		---	---	---
28	Monday		19	91	I
29	Tuesday		20	92	II
30	Wednesday		---	---	---
31	Thursday	Deepavali	---	---	---

CALENDAR FOR THE MONTH OF NOVEMBER 2024

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Friday	Diwali Nonbu/Amavasya			
2	Saturday	All Souls Day			
3	Sunday				
4	Monday				
5	Tuesday				
6	Wednesday				
7	Thursday				
8	Friday				
9	Saturday				
10	Sunday				
11	Monday				
12	Tuesday				
13	Wednesday				
14	Thursday				
15	Friday	Guru Nanak Jayanthi			
16	Saturday				
17	Sunday				
18	Monday				
19	Tuesday				
20	Wednesday				
21	Thursday				
22	Friday				
23	Saturday				
24	Sunday				
25	Monday				
26	Tuesday				
27	Wednesday				
28	Thursday				
29	Friday				
30	Saturday				

CALENDAR FOR THE MONTH OF DECEMBER 2024

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Sunday				
2	Monday	College Reopens for Even Semester	1	1	I
3	Tuesday		2	2	II
4	Wednesday		3	3	III
5	Thursday		4	4	IV
6	Friday		5	5	V
7	Saturday		---	---	---
8	Sunday		---	---	---
9	Monday		6	6	VI
10	Tuesday		7	7	I
11	Wednesday		8	8	II
12	Thursday		9	9	III
13	Friday	Karthigai Deepam	10	10	IV
14	Saturday		---	---	---
15	Sunday		---	---	---
16	Monday		11	11	V
17	Tuesday		12	12	VI
18	Wednesday		13	13	I
19	Thursday		14	14	II
20	Friday		15	15	III
21	Saturday		16	16	IV
22	Sunday		---	---	---
23	Monday		17	17	V
24	Tuesday	Christmas Eve	18	18	VI
25	Wednesday	Christmas	---	---	---
26	Thursday		19	19	I
27	Friday		20	20	II
28	Saturday		---	---	---
29	Sunday		---	---	---
30	Monday		21	21	III
31	Tuesday	New Year Eve	22	22	IV

CALENDAR FOR THE MONTH OF JANUARY 2025

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Wednesday	New Year	---	---	---
2	Thursday		1	23	V
3	Friday		2	24	VI
4	Saturday		---	---	---
5	Sunday		---	---	---
6	Monday		3	25	I
7	Tuesday		4	26	II
8	Wednesday		5	27	III
9	Thursday		6	28	IV
10	Friday	Vaikunda Ekadesi	7	29	V
11	Saturday		8	30	VI
12	Sunday		---	---	---
13	Monday	Aarudhra Dharshanam & Bhogi	---	---	---
14	Tuesday	Pongal	---	---	---
15	Wednesday	MattuPongal & Thiruvalluvar Day	---	---	---
16	Thursday	Uzhavar Thirunal	---	---	---
17	Friday		9	31	I
18	Saturday		---	---	---
19	Sunday		---	---	---
20	Monday		10	32	II
21	Tuesday		11	33	III
22	Wednesday		12	34	IV
23	Thursday	CIA - I	13	35	V
24	Friday		14	36	VI
25	Saturday	CIA - I	15	37	I
26	Sunday	Republic Day	---	---	---
27	Monday	CIA - I	16	38	II
28	Tuesday		17	39	III
29	Wednesday	CIA - I	18	40	IV
30	Thursday		19	41	V
31	Friday	CIA - I	20	42	VI

CALENDAR FOR THE MONTH OF FEBRUARY 2025

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Saturday		---	---	---
2	Sunday		---	---	---
3	Monday	CIA - I	1	43	I
4	Tuesday	Ratha Saphami	2	44	II
5	Wednesday		3	45	III
6	Thursday		4	46	IV
7	Friday		5	47	V
8	Saturday		---	---	---
9	Sunday		---	---	---
10	Monday		6	48	VI
11	Tuesday	Thaiposam	---	---	---
12	Wednesday		7	49	I
13	Thursday		8	50	II
14	Friday	Shabe Barat	9	51	III
15	Saturday		---	---	---
16	Sunday		---	---	---
17	Monday		10	52	IV
18	Tuesday		11	53	V
19	Wednesday		12	54	VI
20	Thursday		13	55	I
21	Friday		14	56	II
22	Saturday		15	57	III
23	Sunday		---	---	---
24	Monday		16	58	IV
25	Tuesday		17	59	V
26	Wednesday	Maha Sivarathri	18	60	VI
27	Thursday		19	61	I
28	Friday	Ramzan First Day	20	62	II

CALENDAR FOR THE MONTH OF MARCH 2025

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Saturday		---	---	---
2	Sunday		---	---	---
3	Monday		1	63	III
4	Tuesday		2	64	IV
5	Wednesday	Ash Wednesday	3	65	V
6	Thursday		4	66	VI
7	Friday		5	67	I
8	Saturday		---	---	---
9	Sunday		---	---	---
10	Monday		6	68	II
11	Tuesday		7	69	III
12	Wednesday	Masi Magam	8	70	IV
13	Thursday	CIA - II	9	71	V
14	Friday	Holi Festival	10	72	VI
15	Saturday		---	---	---
16	Sunday		---	---	---
17	Monday	CIA - II	11	73	I
18	Tuesday		12	74	II
19	Wednesday	CIA - II	13	75	III
20	Thursday		14	76	IV
21	Friday	CIA - II	15	77	V
22	Saturday		16	78	VI
23	Sunday		---	---	---
24	Monday	CIA - II	17	79	I
25	Tuesday		18	80	II
26	Wednesday	CIA - II	19	81	III
27	Thursday		20	82	IV
28	Friday	Retest	21	83	V
29	Saturday		---	---	---
30	Sunday	Telugu New Year's Day	---	---	---
31	Monday	Ramzan	---	---	---

CALENDAR FOR THE MONTH OF APRIL 2025

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Tuesday	Retest	1	84	VI
2	Wednesday	Retest	2	85	I
3	Thursday	Practical Exam Begins	3	86	II
4	Friday		4	87	III
5	Saturday		5	88	IV
6	Sunday		---	---	---
7	Monday		6	89	V
8	Tuesday		7	90	VI
9	Wednesday		8	91	I
10	Thursday	Mahavir Jayanthi	---	---	---
11	Friday	Last Working Day	9	92	II
12	Saturday				
13	Sunday				
14	Monday	Tamil New year			
15	Tuesday				
16	Wednesday				
17	Thursday	Maundy Thursday			
18	Friday	Good Friday			
19	Saturday				
20	Sunday	Easter			
21	Monday				
22	Tuesday				
23	Wednesday				
24	Thursday				
25	Friday				
26	Saturday				
27	Sunday				
28	Monday				
29	Tuesday				
30	Wednesday				

CALENDAR FOR THE MONTH OF MAY 2025

Date	Day	Details	No. of Working days for this Month	Total No. of working days for semester	Day Order
1	Thursday	May Day			
2	Friday				
3	Saturday				
4	Sunday				
5	Monday				
6	Tuesday				
7	Wednesday				
8	Thursday				
9	Friday				
10	Saturday				
11	Sunday				
12	Monday				
13	Tuesday				
14	Wednesday				
15	Thursday				
16	Friday				
17	Saturday				
18	Sunday				
19	Monday				
20	Tuesday				
21	Wednesday				
22	Thursday				
23	Friday				
24	Saturday				
25	Sunday				
26	Monday				
27	Tuesday				
28	Wednesday				
29	Thursday				
30	Friday				
31	Saturday				

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.				