

TIME TABLE	VII 3:15 Pm- 4:00 Pm (45 Min)						
	Tea Break 3:05 Pm – 3:15 Pm (10 Min)						
	VI 2:15 Pm- 3:05 Pm (50 Min)						
	V 1:25 Pm- 2:15 Pm (50 Min)						
	Lunch Break 12:45 Pm – 1:25 Pm (40 Min)						
	IV 11:55 Am- 12:45 Pm (50 Min)						
	III 11:05 Am- 11:55 Am (50 Min)						
	Tea Break 10:55 Am – 11:05 Am (10 Min)						
	II 10:05 Am- 10:55 Am (50 Min)						
	I 9:15 Am- 10:05 Am (50 Min)						
Hour Day		I	II	III	IV	V	VI



College Diary & Academic Calendar 2019- 2020

(STUDENT)

MUTHAYAMMAL POLYTECHNIC INSTITUTION

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

Phone : 04287-225137, 221837, Fax : 04287-221937

E-mail : info@muthayammal.org

www.muthayammal.org

Calendar for the Academic Year - 2019-2020

July-2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August-2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September-2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October-2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November-2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December-2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

February-2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March-2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April-2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May-2020						
S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

NOTES

APRIL 2020				
Date	Day	Schedule	Day Order	Total No. of Working Days
1	Wed			
2	Thurs			
3	Fri	Commencement of Board Theory Exams – Apr – 2020**		
4	Sat	Holiday	***	***
5	Sun	Holiday	***	***
6	Mon	MAHAVEER JAYANTHI - Holiday	***	***
7	Tues			
8	Wed			
9	Thurs			
10	Fri	GOOD FRIDAY - Holiday	***	***
11	Sat			
12	Sun	Holiday	***	***
13	Mon			
14	Tues	TAMIL NEW YEAR / Dr. AMBEDKAR JAYANTHI - Holiday	***	***
15	Wed			
16	Thurs			
17	Fri			
18	Sat	Holiday	***	***
19	Sun	Holiday	***	***
20	Mon			
21	Tues			
22	Wed			
23	Thurs			
24	Fri			
25	Sat	Achievers Day & Innovation Day		
26	Sun	Holiday	***	***
27	Mon			
28	Tues			
29	Wed			
30	Thurs			
No. of Holidays - 09		No. of Working Days : --	Total No. of Working Days : --	
Everything is going to be OK in the end; If it's not OK, it is not the End !				

PERSONAL DATA

Name :

Branch :

Roll No. :Register No.....

Address :

.....

.....

.....

Phone No. :

Blood Group :

Savings A/C No. :

e-Mail :

In Case of Emergency Contact Name / No :

Father's Name :

Mobile :

INDEX		
S.No.	Particulars	Page No.
1	Working hours	2
2	Vision & Mission	3
3	About the College	4
4	Highlights	5
5	Placement Cell & Scholarships	6
6	Academic Scholarship	7
7	Conduct of Students	8
8	Ragging -A Crime	9
9	Library	10
10	Hostel	11
11	Academic Scholarship	15
12	IQAC	19
13	Transport Facility & Dress Regulation	20
14	Process Owners	21
15	MPTI Events	22
16	Department Events	23
17	12 Approach for Best Student	24
18	Day Order	25
19	Time Table	37

MARCH 2020				
Date	Day	Schedule	Day Order	Total No. of Working Days
1	Sun	Holiday	***	***
2	Mon			1
3	Tues			2
4	Wed			3
5	Thurs			4
6	Fri			5
7	Sat	Final submission of Observation / Record Note Books	Mon	6
8	Sun	Holiday	***	***
9	Mon	Last date for Online submission of Tatkal Application with penalty of Rs.750/- along with Exam Fee for Apr - 2020 Exam**		7
10	Tues			8
11	Wed			9
12	Thurs			10
13	Fri	Project Work – Final Submission		11
14	Sat		Tues	12
15	Sun	Holiday	***	***
16	Mon			13
17	Tues			14
18	Wed			15
19	Thurs			16
20	Fri			17
21	Sat		Wed	18
22	Sun	Holiday	***	***
23	Mon	Commencement of Board Practical Exams – Apr – 2020**		
24	Tues			
25	Wed	TELUGU NEW YEAR - Holiday	***	***
26	Thurs			
27	Fri			
28	Sat		Thurs	
29	Sun	Holiday	***	***
30	Mon			
31	Tues			
No. of Holidays - 06		No. of Working Days : 18	Total No. of Working Days : 97	
The best apology is Changed Behavior !				

FEBRUARY 2020						
Date	Day	Schedule			Day Order	Total No. of Working Days
1	Sat	Holiday			***	***
2	Sun	Holiday			***	***
3	Mon	TERM TEST – II				1
4	Tues	TERM TEST – II				2
5	Wed	TERM TEST – II Last date for Online Payment of Exam Fee Without Fine For Apr – 2020 Exam – All Semesters**				3
6	Thurs	TERM TEST – II				4
7	Fri		Dept. Feast(1 Day) For All Branches			5
8	Sat			Wed	6	
9	Sun	Holiday			***	***
10	Mon	Submission of Assignment No. 3				7
11	Tues					8
12	Wed	Last date for Online Payment of Exam Fee with Fine of Rs.150/- for Apr - 2020 Exam **				9
13	Thurs					10
14	Fri					11
15	Sat				Thurs	12
16	Sun	Holiday			***	***
17	Mon	Project Work – Second Review				13
18	Tues	Submission of Observation / Record Note Books - Phase II				14
19	Wed					15
20	Thurs					16
21	Fri	ANNUAL DAY **				17
22	Sat	Holiday			***	***
23	Sun	Holiday			***	***
24	Mon	Commencement of Coaching / Revision / Exam Guidelines Program (1 year)				18
25	Tues					19
26	Wed					20
27	Thurs					21
28	Fri					22
29	Sat				Fri	23
No. of Holidays - 06		No. of Working Days : 23		Total No. of Working Days : 79		
Do what is Right ; Not what is Easy !						

Working hours			
Details	Timings		Remarks (Duration in Minutes)
First Bell	9:10 Am	-	-
First Period	9:15 Am	10:05 Am	50
Second Period	10:05 Am	10:55 Am	50
Tea Break	10:55 Am	11:05 Am	10
Third Period	11:05 Am	11:55 Am	50
Fourth Period	11:55 Am	12:45 Pm	50
LUNCH Break	12:45 Pm	1:25 Pm	40
Fifth Period	1:25 Pm	2:15 Pm	50
Sixth Period	2:15 Pm	3:05 Pm	50
Tea Break	3:05 Pm	3:15 Pm	10
Seventh Period	3:15 Pm	4:00 Pm	45
Total Duration (Excluding Breaks)			345 Minutes
Buses will leave the campus between			4.10 pm and 4.15 pm

MUTHAYAMMAL INSTITUTIONS

Vision

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

Mission

- To Ensure State of the world learning experience
- To Espouse value based Education
- To Empower rural education
- To Instill the spirit of entrepreneurship and enterprise
- To Create a resource pool of socially responsible world citizens

Motto

Learn.Lead

Quality Policy

To seek-To strive-To achieve greater heights in Arts & Science, Engineering, Technological and Management Education without compromising on the quality of education.

JANUARY 2020					
Date	Day	Schedule		Day Order	Total No. of Working Days
1	Wed	ENGLISH NEW YEAR - Holiday		***	***
2	Thurs				1
3	Fri	Submission of Observation / Record Note Books - Phase I			2
4	Sat	Weekly Test – Sub. 1		Fri	3
5	Sun	Holiday		***	***
6	Mon	Weekly Test – Sub. 2			4
7	Tues				5
8	Wed				6
9	Thurs				7
10	Fri				8
11	Sat	Weekly Test – Sub. 3		Mon	9
12	Sun	Holiday		***	***
13	Mon	Weekly Test – Sub. 4			10
14	Tues		PONGAL HOLIDAYS	***	***
15	Wed			***	***
16	Thurs			***	***
17	Fri			***	***
18	Sat	Holiday		***	***
19	Sun	Holiday		***	***
20	Mon				11
21	Tues	Submission of Assignment No. 2			12
22	Wed				13
23	Thurs	Project Work – First Review			14
24	Fri				15
25	Sat			Tues	16
26	Sun	REPUBLIC DAY - Holiday		***	***
27	Mon				17
28	Tues				18
29	Wed	Sports Day**			19
30	Thurs				20
31	Fri				21
No. of Holidays - 10		No. of Working Days : 21		Total No. of Working Days : 56	
If you win, You can Lead ! If you loose, You can Guide !					

DECEMBER 2019						
Date	Day	Schedule			Day Order	Total No. of Working Days
1	Sun	Holiday			***	***
2	Mon	Weekly Test – Sub. 2				1
3	Tues					2
4	Wed					3
5	Thurs					4
6	Fri	Weekly Test – Sub. 3				5
7	Sat	Holiday			***	***
8	Sun	Holiday			***	***
9	Mon	Weekly Test – Sub. 4				6
10	Tues					7
11	Wed					8
12	Thurs					9
13	Fri					10
14	Sat	Weekly Test – Sub. 1			Wed	11
15	Sun	Holiday			***	***
16	Mon	Weekly Test – Sub. 2 / Survey Camp – One Week (II Yr Civil)**				12
17	Tues		Parents Meeting (All Branches)**			13
18	Wed					14
19	Thurs					15
20	Fri	Weekly Test – Sub. 3				16
21	Sat	Holiday			***	***
22	Sun	Holiday			***	***
23	Mon	Weekly Test – Sub. 4				17
24	Tues	Submission of Assignment No. 1				18
25	Wed	CHRISTMAS & HANUMAN JAYANTHI - Holiday			***	***
26	Thurs	Last date for submission of application for Readmission (IV & VI Sem) – to DOTE**				19
27	Fri		TERM TEST – I			20
28	Sat				Thurs	21
29	Sun	Holiday			***	***
30	Mon		TERM TEST – I			22
31	Tues					23
No. of Holidays - 08		No. of Working Days : 23		Total No. of Working Days : 35		
Excellence is not being the Best : It is doing your Best !						

ABOUT THE COLLEGE

Muthayammal Polytechnic Institution

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

Muthayammal College of Arts & Science

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

The college offers 17 Undergraduate, 15 Postgraduate, 8 M.Phil and 3 Ph.D programmes catering to the changing needs of the industry. The learning environment in the college brings together the best of infrastructure and human resource enriching the treasure trove of knowledge the students aspire for.

Apart from a well designed curriculum for each subject, the college places equal importance on all-round development of the student. The college sees knowledge assimilation as an opportunity to encourage creative and innovative strategies to mastering the subject.

Muthayammal College of Education

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

HIGHLIGHTS OF THE LEARNING EXPERIENCE

- Highly qualified faculty members with vast experience in teaching
- Well equipped laboratories for each Branch of study.
- Guest Lectures and interactions with visiting faculty for gaining exposure to the core areas of study.
- National Level Seminars attracting Scholars and Research Personnel for sharing knowledge.

CO-CURRICULAR ACTIVITIES

- Special classes for spoken English Collaboration with Alliance Françoise and the British Council to promote the passion for linguistics
- Extra-curricular Activities include Yoga
- NSS activities and encouragement to participate at National Level competitions
- Encouragement to participate in inter-collegiate competitions and host programmes pertinent to the field of study as well as in Sports.
- Encouragement and incentive to students to participate in national level, state level and district level open tournaments.

COMMUNICATION LABORATORY

From the academic year 2014-2015 students have been offered ample training opportunities in the language lab to improve their communication skills in English. Students are facilitated to use this lab even after the class hours.

NOVEMBER 2019				
Date	Day	Schedule	Day Order	Total No. of Working Days
1	Fri			
2	Sat	Holiday	***	***
3	Sun	Holiday	***	***
4	Mon			
5	Tues			
6	Wed			
7	Thurs			
8	Fri			
9	Sat			
10	Sun	MILAD – UN – NABI - Holiday	***	***
11	Mon			
12	Tues			
13	Wed			
14	Thurs			
15	Fri			
16	Sat	Holiday	***	***
17	Sun	Holiday	***	***
18	Mon	Re Opening – I, II & III Year		1
19	Tues			2
20	Wed			3
21	Thurs			4
22	Fri			5
23	Sat		Mon	6
24	Sun	Holiday	***	***
25	Mon			7
26	Tues			8
27	Wed			9
28	Thurs			10
29	Fri			11
30	Sat	Weekly Test – Sub. 1	Tues	12
No. of Holidays - 06		No. of Working Days : 12	Total No. of Working Days : 12	
Don't wait for the Perfect Moment; Take the moment and make it Perfect !				

OCTOBER 2019				
Date	Day	Schedule	Day Order	Total No. of Working Days
1	Tues			1
2	Wed	GANDHI JAYANTHI - Holiday	***	***
3	Thurs			2
4	Fri			3
5	Sat			4
6	Sun	Holiday	***	***
7	Mon	AYUTHA POOJA - Holiday	***	***
8	Tues	VIJAYA DHASAMI - Holiday	***	***
9	Wed			5
10	Thurs			6
11	Fri	Commencement of Board Practical Exams – Oct – 2019**		
12	Sat			
13	Sun	Holiday	***	***
14	Mon			
15	Tues			
16	Wed			
17	Thurs			
18	Fri			
19	Sat			
20	Sun	Holiday	***	***
21	Mon			
22	Tues	Commencement of Board Theory Exams – Oct – 2019**		
23	Wed			
24	Thurs			
25	Fri			
26	Sat			
27	Sun	DEEPAVALI - Holiday	***	***
28	Mon			
29	Tues			
30	Wed			
31	Thurs			
No. of Holidays - 07		No. of Working Days : 6	Total No. of Working Days : 96	
Never give up because great things take time !				

PLACEMENT CELL

Besides providing sound education to the students, the management and the staff work with a motto to place students in reputed companies. A placement cell has been activated in the college. It organizes campus interviews. Students are given all possible encouragements to take part in the interviews on and off the campus. It is worth mentioning that a quite a good number of students have succeeded in finding work opportunities at the highly reputed concerns like Brakes India ,Huyndai.

SCHOLARSHIPS

SC/ST and tribal students who possess the following qualifications can apply for State Government scholarships.

1. The annual income of the parents should not exceed ₹2,50,000/
2. A student is eligible to receive only one type of scholarship.
3. The Tamil Nadu Government has ordered to provide scholarship to the wards of agricultural labourers and of agriculturists under agriculturists-social security and welfare scheme from 22-12-2006.Under the scheme "INDRAGHANDHI FINANCIAL ASSISTANCE" the girl students of I year Diploma courses are awarded the central government scholarships. They can enjoy this scholarship if they fulfill the following conditions.

- 1.She should be the only girl child to her parents and the family.
- 2.She should have scored more than 60% of marks in the UG degree course. A sum ₹2,000/- per month is provided for the entire course. The Government of Andhra Pradesh awards scholarships to the students who come under the category of OBC.

GROUP INSURANCE SCHEME

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

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

Senior staff member are covered under Apollo Munich health insurance scheme avail benefit upto Rs:50,000/-

RULES OF ATTENDANCE

1. Attendance will be marked at the beginning of each hour.
2. No student shall be allowed to absent himself/herself from the college without prior permission.
3. A student who wants to avail leave should inform the staff in charge in the prescribed application form.
4. In case the absence is due to unforeseen cause, the leave application form should be submitted on the first day of the student's return to the college.
5. If a student gets absent for more than three days, he/she should produce a Medical Certificate & must come with their Parents to meet the principal/Dean.
6. A student who absents himself/herself from the class during any hour either in the forenoon or in the afternoon session of a day will be considered absent with or without leave application for half-a-day.
7. No candidate shall be granted certificate of attendance required by the university unless he/she has put in at least 80% of the attendance in physical training classes conducted by the college.
8. Hostlers must submit their leave application forms countersigned by the officials as instructed.
9. If a student informs the HoD & avails leave for one day a month, he/she will not be penalized to pay any fine. Such a leave can be dealt with by the HoDs themselves.
10. In case a student gets absent for the consecutive second day, the HoDs are at their discretion to decide whether to levy a fine or not taking into account the calibre of the student.

SEPTEMBER 2019				
Date	Day	Schedule	Day Order	Total No. of Working Days
1	Sun	Holiday	***	***
2	Mon	VINAYAKAR CHATHURTHI - Holiday	***	***
3	Tues			1
4	Wed			2
5	Thurs			3
6	Fri			4
7	Sat		Tues	5
8	Sun	Holiday	***	***
9	Mon			6
10	Tues	MOHARAM - Holiday	***	***
11	Wed			7
12	Thurs			8
13	Fri	Final submission of Observation / Record Note Books		9
14	Sat		Wed	10
15	Sun	Holiday	***	***
16	Mon			11
17	Tues			12
18	Wed			13
19	Thurs			14
20	Fri			15
21	Sat		Thurs	16
22	Sun	Holiday	***	***
23	Mon			17
24	Tues	Last date for Online submission of Tatkal Application with penalty of Rs.750/- along with Exam Fee for Oct - 2019 Exam**		18
25	Wed	MODEL PRACTICAL EXAM		19
26	Thurs			20
27	Fri			21
28	Sat			22
29	Sun	Holiday		***
30	Mon			23
No. of Holidays - 07		No. of Working Days : 23		Total No. of Working Days : 90
Make the best of what you have !				

AUGUST 2019					
Date	Day	Schedule		Day Order	Total No. of Working Days
1	Thurs		Two Days Industrial Visit		1
2	Fri				2
3	Sat	AADI 18 th – Holiday		***	***
4	Sun	Holiday		***	***
5	Mon	Submission of Assignment No. 2			3
6	Tues	Weekly Test – Sub. 3			4
7	Wed	Submission of Project Work Proposals to Dept.			5
8	Thurs	Last date for Online Payment of Exam Fee Without Fine For Oct - 2019 Exam – All Semesters**			6
9	Fri		Two Days Industrial Visit		7
10	Sat			Wed	8
11	Sun	Holiday		***	***
12	Mon	BAKRID – Holiday		***	***
13	Tues	Weekly Test – Sub. 4			9
14	Wed				10
15	Thurs	INDEPENDENCE DAY		***	***
16	Fri				11
17	Sat	Submission of Observation / Record Note Books - Phase II		Thurs	12
18	Sun	Holiday		***	***
19	Mon	TERM TEST – II			13
20	Tues	TERM TEST – II Last date for Online Payment of Exam Fee with Fine of Rs.150/- for Oct - 2019 Exam **			14
21	Wed	TERM TEST – II			15
22	Thurs	TERM TEST – II			16
23	Fri	KRISHNA JAYANTHI - Holiday		***	***
24	Sat	Submission of Assignment No. 3		Fri	17
25	Sun	Holiday		***	***
26	Mon	Commencement of Coaching / Revision			18
27	Tues				19
28	Wed				20
29	Thurs				21
30	Fri				22
31	Sat			Mon	23
No. of Holidays - 08		No. of Working Days : 23		Total No. of Working Days : 67	
Everything you do now is your future ; Think about it !					

CONDUCT OF STUDENTS

- Every student should wear neat and tidy dress. It should be modest.
Only on Wednesday colour dress is Permitted Decent dress only Permitted (Jeans, T.Shirt not Permitted)
- Every student should wish the teachers while meeting them for the first time in the day within the college premises.
- When the teacher enters the class room, the students should get up and wish him/her. It is a courtesy to remain standing till the teacher's order.
- No student shall be allowed to leave the class room without the permission of the teacher.
- Students should abstain from active participation in party or communal politics.
- The students should be present in their respective classes at the stroke of the first bell for both in the forenoon and afternoon sessions. They should not roam about either in the verandah or in the open during the working hours.
- Late comers will be marked absent for the period.
- Any Parent or guardian who wishes to meet their ward during the class hours shall contact office.
- Students must ensure cleanliness in the entire campus.
- Cost of the damage caused to any of the properties of the institution will be recovered with fine from the student or students concerned.
- Any change in the address, contact phone, mobile numbers of the student should be intimated to the office/class in charge immediately.

12.All notices and circulars intended for the students will be read in the class and displayed in the notice board. The students are bound to have a glance at the notice board regularly.

13.Students who indulge in disciplinary activities will have to face severe punishments like fine, suspension or expulsion.

14.Students should participate in all the functions organized by the college.

15.All the students must make it a regularity that they should be seen with wearing the **ID cards from the very second they enter the college to the second they exit** the premises of the college.

RAGGING – A CRIME

Ragging is an offence and a sin. Unutterable sufferings, woes, agony, torture, insult and humility are meted out to the juniors. Some students perverted may resort to sexual abuse and vulgarity.

Students who are tender-hearted may resort to suicide. Ragging leads to loss of lives. To prevent and prohibit this unlawful and inhuman act, Governments both at the centre and the state have enforced some laws and penalties like heavy fine and imprisonment.

The Supreme Court has directed the educational institutions to hand over the students who indulge in ragging to the local police and enable them to file F.I.R.

Students are advised to abstain from ragging the juniors and treat them with equality and fraternity.

JULY 2019					
Date	Day	Schedule		Day Order	Total No. of Working Days
1	Mon	Weekly Test – Sub. 4			1
2	Tues				2
3	Wed				3
4	Thurs				4
5	Fri	Last date for submission of application for Institution Transfer / Readmission (III Sem & V Sem) – to DOTE** Weekly Test – Sub. 1 / Submission of Assignment No. 1			5
6	Sat	Holiday		***	***
7	Sun	Holiday		***	***
8	Mon	Weekly Test – Sub. 2			6
9	Tues				7
10	Wed				8
11	Thurs				9
12	Fri				10
13	Sat	Weekly Test – Sub. 3		Mon	11
14	Sun	Holiday		***	***
15	Mon	Weekly Test – Sub. 4			12
16	Tues		TERM TEST – I		13
17	Wed				14
18	Thurs				15
19	Fri				16
20	Sat	Holiday		***	***
21	Sun	Holiday		***	***
22	Mon	Submission of Observation / Record Note Books - Phase I			17
23	Tues	Weekly Test – Sub. 1			18
24	Wed				19
25	Thurs				20
26	Fri		Two Days Industrial Visit		21
27	Sat			Tues	22
28	Sun	Holiday		***	***
29	Mon	Weekly Test – Sub. 2			23
30	Tues				24
31	Wed				25
No. of Holidays - 06		No. of Working Days : 25		Total No. of Working Days : 44	
Life shrinks or expands in proportion to one's courage !					

JUNE 2019				
Date	Day	Schedule	Day Order	Total No. of Working Days
1	Sat	Holiday	***	***
2	Sun	Holiday	***	***
3	Mon	Re Opening – II & III Year		1
4	Tues			2
5	Wed	RAMZAN – Holiday	***	***
6	Thurs			3
7	Fri			4
8	Sat	Holiday	***	***
9	Sun	Holiday	***	***
10	Mon			5
11	Tues			6
12	Wed			7
13	Thurs			8
14	Fri			9
15	Sat	Holiday	***	***
16	Sun	Holiday	***	***
17	Mon			10
18	Tues			11
19	Wed			12
20	Thurs			13
21	Fri	Weekly Test – Sub. 1		14
22	Sat	Holiday	***	***
23	Sun	Holiday	***	***
24	Mon	Weekly Test – Sub. 2		15
25	Tues			16
26	Wed			17
27	Thurs			18
28	Fri	Weekly Test – Sub. 3		19
29	Sat	Holiday	***	***
30	Sun	Holiday	***	***
No. of Holidays - 11		No. of Working Days : 19	Total No. of Working Days : 19	
Life begins at the end of your comfort zone !				

COLLEGE LIBRARY Rules and Regulations

1. The librarian is incharge of the college library.
2. All the staff and the students of the college are members of the library.
3. The library will function on all working days between 9.00 a.m.and 6.00 p.m.
4. The library consists of four sections: (a)Reference (b)Lending (c)Reading room and (d)Department libraries.
5. Reference section contains Encyclopedia, Dictionaries and other valuable books which are in demand for ready reference .Reference books are meant only for reference and not to be borrowed. Even journals cannot be lent out.
6. Lending section stores all other books except those found in the reference section.
7. Students must Register their ID Card in while entering inside the library and leaving from library.
8. Student should register his/her identity card while borrowing books from the library.
9. A student can keep the book borrowed with him/her for 14 days and a staff for 30 days. Books must be returned to the library on due-date and can be re-borrowed or renewed for a period of fourteen/thirty days.
10. The librarian may recall any book at any time even before the expiry of the normal period of lending.
11. Students are prohibited from sub-lending the books.
12. Absence from the college will not be ordinarily admitted as an excuse for delay in returning the books on the due date.

13. A student can borrow a book by presenting a filled in prescribed application form at the counter between 12:45 p.m and 1:25 p.m.
14. Books can be returned to the librarian between 9:00 a.m and 5:00 p.m.
15. On receiving the book if any damage is found, the student should report it to the librarian therein. Otherwise he/she will be held responsible for any damage detected later.
16. Students are advised to use the library books with due care. If any damage is traced, the student has to face disciplinary action.
17. A book returned to the library should contain the return slip showing the roll number of the student and the catalogue number of the book.
18. If a book is lost, the student shall make a written report of it to the librarian immediately and it should be replaced by a new one on or before the date specified by the librarian. Besides if the principal levies any fine, it should also be paid.
19. Students should not carry any books or printed matter inside the library.
20. Perfect silence and decorum should be maintained in the library.
21. Transfer Certificate or Conduct Certificate will not be issued to a student unless he/she produces "No Dues" Certificate from all the Departments including Library.

HOSTEL

Management of Hostels

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

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

12 Approaches that are followed by a best student!

1. Set **goals**. Be sure they are realistic and achievable. Make them small to start .
2. Establish **rewards** for progress towards yours goals.
3. Expect set-backs and when they happen, re-direct and renew your energy towards your goals. **Don't give up.**
4. Use the power of **positive thinking** and believe in yourself. Overcome discouragement.
5. Tell others what you are trying to accomplish and **seek support** from your well wisher.
6. Learn to **say no** to options and distractions that discourage you from your goal. Obstacles are what you see when you take your eyes off the goal.
7. Establish routine and regular exercise; meditation, prayer or yoga, even if it is only 15 minutes a day to start. This will help you to **cultivate Discipline.**
8. Use **positive imagery** to help you achieve your goals. Imagine yourself as you will be and feel when your goal is achieved.
9. Spend time **reflecting** or talking to others about what has stopped you from achieving your goals in the past.
10. Post reminders and **inspirational quotes** in prominent place about what you want to achieve.
11. Get **professional help** and support to overcome physical or mental roadblocks (depression and anxiety etc.,) and to boost your efforts, no matter how small they may seem.
12. Practice extreme **self care**. Good health is essential to positive thinking and feeling, which can take you a long way towards achieving your goals.

Department Events 2019-20						
Events	Civil Engg	Mechanical Engg	Automobile Engg.	EEE	ECE	Computer Engg
General Engg	2	2	2	2	2	2
Grand Total	14	6	7	6	33	
Guest Lecture/Motivational Programme [From Industry]	1	1	1	1	1	1
Online Certification Course	1	1	1	1	1	1
Industrial Visit [III Yr -Sixth Semester Only-2 Days]	1	1	1	1	1	1
Signing of MOU	1	1	1	1	1	1
Total Events	5	5	5	5	5	5

Admission

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

Accommodation
































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

Rules & Regulations

- 1.Apart from class hours, all inmates should stay in their respective rooms or within the hostel campus at all times.
- 2.During silence hours (5.35 Am to 7.35 Am & 7.50pm to 9.50 pm) the students should observe Strict silence and engage themselves only in studies.
- 3.The inmates should get permission from the class in charges while going out of the hostel on leave.
- 4.The inmates should not stay either in their rooms or within the hostel during the class hours.

5. If any one falls sick, the Deputy Warden should be informed of immediately. Only then the inmate can stay at the hostel during class hours.
- 6 .The hostel provides both wholesome vegetarian and non vegetarian food.
- 7 .Mess timings are as follows:
 Breakfast : 8:15 am to 8:50 am
 Lunch : 12:45 pm to 1:25 pm
 Dinner : 7:00 pm to 7:45 pm
8. Monthly mess charges shall be calculated based on the dividing system. It should be paid on or before the 15 of everyth month. Otherwise a penalty of ₹100/-will be levied and for a further delay of another month, an additional fine of ₹200/- will be charged.
9. Reduction will be given only from the fourth day of absence provided the inmate submit their leave application and reduction forms to the Deputy Warden prior to their absence.
10. Study hours will be observed as given below:
 Morning :5:35 am to 7:35 am
 Evening :7:50 pm to 9:50 pm
11. Students must keep their Identity Cards always with them.
- 12.Guests are not allowed. However, Parent/Guardian with prior permission from the Deputy Warden may be allowed.
13. Food must not be either carried by the students or supplied by the employees to the rooms.
14. Students should not enter the kitchen and store rooms. They should not give any tips to servants or cooks in the hostel.

MPTI Events 2019-20		
S.No	Events	Total
1	Alumni Meet	1
2	Independence day	1
3	Teacher's Day	1
4	Republic Day	1
5	Annual Day	1
6	NSS Special Camp	1
7	Achievers Day	1
8	Women's day celebration	1
9	Intramural Athletics & Sports day function	1
10	Innovation Day	1
11	Awards and Rewards	1
12	Blood Donation Camp (National Voluntary Blood Donation Day, Youth Day & YRC Day)	3
13	Campus Interviews	18
14	Department Farewell	7
15	Parents meeting (One per Year)	7
GRAND TOTAL		46

 Dr. S. Balasubramanian PRINCIPAL principalpoly@muthayammal.in	 Students Discipline & Grievance Redressal Cell Co-ordinator - Dr. S. Balasubramanian	 Civil Engineering HOD - G. Angaraskani	 Internal Quality Assurance Cell (IQAC) Co-ordinator - Lect. K. Nagarajan	 Dean - Academics Co-ordinator - Lect. K. Nagarajan	 Dean - Admissions Co-ordinator - Lect. A. Rajkumar	 Extension Activity NSS, YRC, RRC & Eco Club Co-ordinator - Lect. G. Prabu	 Information and Communication Technology (ICT) Co-ordinator - HOD. G. Raja	 Placement & Industry Institute Interaction Co-ordinator - Lect. S. Sankar	 Head Placement & Skill Development skilldevelopment@muthayammal.in
 Administrative, Academic & Academic Office Management Co-ordinator - Mr. R. Sarath	 Mechanical Engineering HOD - M. Anandkumar	 Asset Management, Academic Infra and Budget Co-ordinator - Lect. S. Karthikeyan	 Transportation Planning Co-ordinator - Lect. A. Rajkumar	 Hostel Management Boys Co-ordinator - Lect. S. Kanagaraj	 Hostel Management Girls Co-ordinator - Lect. D. Sowmya	 Event Management Fine arts & Magazine Committee Co-ordinator - Lect. P. Asaithambi	 Women's Forum & Grievance Cell Co-ordinator - Lect. A. Govri	 Skill Development Programme Co-ordinator - Lect. R. Vijayarani	 PMKVY Co-ordinator - Lect. R. Banjithkumar
 Research & Development Co-ordinator - Lect. M. Mohan	 Automobile Engineering HOD - K. Manikandan	 Electrical & Electronics Engineering HOD - M. Balaraman	 Library Activities Co-ordinator - Librarian V. Gopalakrishnan	 Alumni Association Co-ordinator - Lect. M. Karthikeyan	 Communication Lab Co-ordinator - HOD. G. Raja				
 Examination & Evaluation Co-ordinator - Lect. J. Jayakumar	 Anti Ragging Co-ordinator - HOD. M. Balaraman	 Computer Engineering HOD - G. Raja							
 Sports Activities Co-ordinator - Phy. Dr. S. Babu	 General Engineering HOD - C. Sathesekumar								

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- Members have no right to issue orders to the hostel staff and workers and to interfere with their affairs.
- Day scholars should not enter the hostels.
- Smoking , gambling and use of any liquor in the hostel premises are strictly prohibited. It will lead to expulsion from the college.
- The hostel students must enter the hostel before 6.30 p.m. The hostel gate will be closed at 6.30 p.m. If anybody feels sick, he can get permission from his respective class teacher, take treatment and return to the hostel before 6.30 p.m.. Those who return from their native places should also enter the hostel before 6.30 p.m . Students, who absent themselves from the hostel, must get permission from the Deputy Warden to attend the class when they return.
- Any damage caused by the inmates to the hostel property will be viewed seriously and they will be fined. The fine would be double the cost of the original. It may be collected either from the individual, if identified or collectively from the inmates of the hostel.
- Students should not keep transistors, tape records, cell-phones, iron boxes, electric heaters etc., in their rooms.
- It is the student's responsibility to keep their money and costly things safe. They should lock their rooms during the class hours. The hostel management does not bear any responsibility for the loss of their money or valuable.
- Personal problems & problems among the inmates, or with the workers should be represented only to the Deputy Warden.
- The punishment may range from fine to dismissal from the hostel and the college. Hence, all the students are expected to behave in a proper manner.

24. However, the Deputy Warden/Principal is the sole authority to deal with any other situation besides the above-mentioned. The warden's discretion is final in all matters.
25. Telephone facilities are made available in the hostel. The inmates can make use of the facility only to contact their parents / Guardians.
26. All letter correspondence should be made by the inmates only through the Dy. Warden.
27. Visitors should wait only in the Visitor's Hall. They are not permitted to enter any of the rooms in the hostel.
28. Once the inmates are expelled from the hostel for their misbehavior / indisciplinary activities, they will not be re-admitted at any cost.
29. The hostel inmates are asked to submit the leave letters while availing of leave on working days, one to the Deputy Warden and another to the H.O.D concerned.
30. Hostel inmates may be permitted to go home on 1st & 3rd Saturdays. If anybody violates the rules & regulations the following Saturday permissions will not be given.

ACADEMIC SCHOLORSHIP

1. 25% to 100% for students excelling in Academic / Sports.
2. 25% for Physically Challenged person for 3 years.
3. Girls students admitted in Diploma in Mechanical Engineering can be offered a fee Scholarship of Rs.8000/- a for three years.
4. Students admitted in the I year Diploma in Civil Engineering (or) in the II year as a lateral entry they can enjoy a scholarship of Rs.12000/- for only once
5. The students from Kolli Hills, if they get admitted, shall be offered a fee scholarship of Rs.5000/- only in the first year.
6. If the members of staff admit their wards (or) blood relations in our institutions, the management will consider to offer them fee scholarship for three years (tuition fee only).
 - a. Fee Scholarship will be offered to 100% their wards and 25% to the blood relation.

TRANSPORT FACILITY

Bulk of the student population comprises day scholars. To make it comfortable and convenient for them, the management has taken steps to provide buses to various destinations.

At present we have a fleet of about 84 buses operated for the comfort of the students of Muthayammal Polytechnic Institution.

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

Bus Operating Time:

Bus Arrival Time to College : 9:05 AM

Bus Departure time from College between : 4:10 PM and 4:15 PM

For Emergency Contact:

Office superintendent	Security Officer
94861-72437	99655-51437

DRESS REGULATIONS

Boys

1. Every student should wear neat and tidy dress. It should be modest. Only on Wednesday colour dress is Permitted Decent dress only Permitted (Jeans, T.Shirt not Permitted)
2. While in the laboratory students are supposed to wear over-coats and shoes.
3. Boys must abide by the dress code and must insert/ tuck-in their shirts during their stay in the premises of the college.

Girls

Girls may wear only Sarees, Chudidhars or Half sarees on Wednesday / College function as instructed.

Internet Laboratory

- Internet browsing facility is available in the central computer centre.
- Students are facilitated to use this lab even after the class hours

Internal Quality Assurance Cell (IQAC)

The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the Institution. It channelizes and systematizes the efforts and measures of an institution towards academic excellence. It is a facilitative and participative organ of the institution. It is a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

Goals

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institution;
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institution
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on the various quality parameters of higher education
- Documentation of the various programmes/activities of the Institution, leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in Institution

- b. If the staff is a new recruit (less than 15 year service) their wards can avail only 25% of scholarship in the first year. On completion of one year service their wards will be offered 100% fee scholarship during the 2nd and 3rd year

ACADEMIC SCHOLORSHIP (2019-20)

I Year

Percentage of Marks	Scholarship Amount (Rs.)
71-80	3000
81-90	5000
91-95	7000
96-100	10000

II & III Year

YEAR	PARTICULARS	% OF CONCESSION
Second Year	Students securing 91-96% in the first and second semester (Excluding practical and without arrear)	15% concession in the tuition fees
	Students securing 97-100% in the first and second semester (Excluding practical and without arrear)	25% concession in the tuition fees
Third Year	Students securing 91-96% in the first, second, third and fourth semester (Excluding practical and without arrear)	15% concession in the tuition fees
	Students securing 97-100% in the first, second, third and fourth semester (Excluding practical and without arrear)	25% concession in the tuition fees

