

| | | | | | | | |
|-------------|--|---|----|-----|----|---|----|
| 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 2022- 2023

(STUDENT)

MUTHAYAMMAL POLYTECHNIC INSTITUTION

(A Unit of VANETRA Group)

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

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

E-mail : info@muthayammal.org



**MUTHAYAMMAL
POLYTECHNIC
INSTITUTION**



**Celebrating
10 Years**
ESTD-2010

Calender for the Academic Year - 2022-23

| July-2022 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 |

| August-2022 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 - 2022 | | | | | | |
|------------------|----|----|----|----|----|----|
| 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 - 2022 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 30 | 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 |

| November - 2022 | | | | | | |
|-----------------|----|----|----|----|----|----|
| 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 - 2022 | | | | | | |
|-----------------|----|----|----|----|----|----|
| 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 - 2023 | | | | | | |
|----------------|----|----|----|----|----|----|
| 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 -2023 | | | | | | |
|----------------|----|----|----|----|----|----|
| 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 | | | | |

| March - 2023 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 - 2023 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 30 | | | | | | 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 |

| May - 2023 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 | | | |

| June - 2023 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 | |

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 your 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

PERSONAL DATA

Name :

Branch :

Roll No. : Register. No.....

Mode of Transport : ☐ Bus ☐ Hostel ☐ Others

Address :

.....

.....

Phone No. :

Blood Group :

Savings A/C No. :

e-Mail :

In Case of Emergency Contact Name / No :

Father's Name :

Mobile :

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| MAY 2023 | | | | |
|---|--------|--------------------------|-----------|--------------------------------|
| Date | Day | Schedule | Day Order | Total No. of Working Days |
| 1 | Mon | May Day - Holiday | | |
| 2 | Tues | | | |
| 3 | Wednes | | | |
| 4 | Thurs | | | |
| 5 | Fri | | | |
| 6 | Satur | Holiday | | |
| 7 | Sun | Holiday | | |
| 8 | Mon | | | |
| 9 | Tues | | | |
| 10 | Wednes | | | |
| 11 | Thurs | | | |
| 12 | Fri | | | |
| 13 | Satur | | | |
| 14 | Sun | Holiday | | |
| 15 | Mon | | | |
| 16 | Tues | | | |
| 17 | Wednes | | | |
| 18 | Thurs | | | |
| 19 | Fri | | | |
| 20 | Satur | Holiday | | |
| 21 | Sun | Holiday | | |
| 22 | Mon | | | |
| 23 | Tues | | | |
| 24 | Wednes | | | |
| 25 | Thurs | | | |
| 26 | Fri | | | |
| 27 | Satur | | | |
| 28 | Sun | Holiday | | |
| 29 | Mon | | | |
| 30 | Tues | | | |
| 31 | Wednes | | | |
| No. of Holidays : 07 | | No. of Working Days : 00 | | Total No. of Working Days : 00 |
| “Nobody can go back and start a new beginning, but anyone can start today and make a new ending.” | | | | |

| APRIL 2023 | | | | |
|--|--------|--|-----------|---------------------------|
| Date | Day | Schedule | Day Order | Total No. of Working Days |
| 1 | Satur | Holiday | | |
| 2 | Sun | Holiday | | |
| 3 | Mon | Commencement of Coaching / Revision / Model Practical Exams | Thur | 1 |
| 4 | Tues | Mahavir Jayanthi - Holiday | | |
| 5 | Wednes | Final Submission of Project Works | Fri | 2 |
| 6 | Thurs | | Mon | 3 |
| 7 | Fri | Good Friday - Holiday | | |
| 8 | Satur | | Tue | 4 |
| 9 | Sun | Holiday | | |
| 10 | Mon | Last date for payment of Exam Fee with Tatkal fine Rs.750/- -- Even Semester**** | Wed | 5 |
| 11 | Tues | Internal Model Exam | Thur | 6 |
| 12 | Wednes | | Fri | 7 |
| 13 | Thurs | | Mon | 8 |
| 14 | Fri | Tamil New Year / Dr. Ambedkar Jayanthi - Holiday | | |
| 15 | Satur | Holiday | | |
| 16 | Sun | Holiday | | |
| 17 | Mon | Internal Model Exam | Tue | 9 |
| 18 | Tues | | Wed | 10 |
| 19 | Wednes | | | |
| 20 | Thurs | | | |
| 21 | Fri | | | |
| 22 | Satur | PARENTS DAY*** | | |
| 23 | Sun | Holiday | | |
| 24 | Mon | Commencement of Board Examinations * * * | | |
| 25 | Tues | | | |
| 26 | Wednes | | | |
| 27 | Thurs | | | |
| 28 | Fri | | | |
| 29 | Satur | | | |
| 30 | Sun | Holiday | | |
| No. of Holidays : 10 No. of Working Days : 10 Total No. of Working Days : 80 | | | | |
| "Try not to become a person of success, but rather try to become a person of value" | | | | |
| *** Tentative | | | | |

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.

| MARCH 2023 | | | | | | |
|---|--------|---|----------------------------|--|--------------------------------|---------------------------|
| Date | Day | Schedule | | | Day Order | Total No. of Working Days |
| 1 | Wednes | | | | Mon | 1 |
| 2 | Thurs | | | | Tue | 2 |
| 3 | Fri | | | | Wed | 3 |
| 4 | Satur | Holiday | | | | |
| 5 | Sun | Holiday | | | | |
| 6 | Mon | Project Review - II | | | Thur | 4 |
| 7 | Tues | | Term Test - II | | Fri | 5 |
| 8 | Wednes | | | | Mon | 6 |
| 9 | Thurs | | | | Tue | 7 |
| 10 | Fri | | | | Wed | 8 |
| 11 | Satur | | | | Thur | 9 |
| 12 | Sun | Holiday | | | | |
| 13 | Mon | | | | Fri | 10 |
| 14 | Tues | Submission of Assignment - III | | | Mon | 11 |
| 15 | Wednes | | Survey Camp – IV Sem Civil | | Tue | 12 |
| 16 | Thurs | | | | Thur | 13 |
| 17 | Fri | | | | Fri | 14 |
| 18 | Satur | | | | Wed | 15 |
| 19 | Sun | Holiday | | | | |
| 20 | Mon | | | | Thur | 16 |
| 21 | Tues | | | | Fri | 17 |
| 22 | Wednes | Telugu New Year - Holiday | | | | |
| 23 | Thurs | | | | Mon | 18 |
| 24 | Fri | Final Submission of Observation & Record Note Books | | | Tue | 19 |
| 25 | Satur | SPORTS DAY*** | | | Wed | 20 |
| 26 | Sun | Holiday | | | | |
| 27 | Mon | | Internal Test - II | | Thur | 21 |
| 28 | Tues | | | | Fri | 22 |
| 29 | Wednes | | | | Mon | 23 |
| 30 | Thurs | | | | Tue | 24 |
| 31 | Fri | | | | Wed | 25 |
| No. of Holidays : 06 | | No. of Working Days : 25 | | | Total No. of Working Days : 70 | |
| "Successful entrepreneurs are givers and not takers of positive energy" | | | | | | |

| FEBRUARY 2023 | | | | | | |
|--|--------|---|-------------------|--------------------------------|-----------|---------------------------|
| Date | Day | Schedule | | | Day Order | Total No. of Working Days |
| 1 | Wednes | | Term Test - I | | Wed | 1 |
| 2 | Thurs | | | | Thurs | 2 |
| 3 | Fri | | | | Fri | 3 |
| 4 | Satur | Holiday | | | | |
| 5 | Sun | Holiday | | | | |
| 6 | Mon | | | | Mon | 4 |
| 7 | Tues | | | | Tues | 5 |
| 8 | Wednes | Project Review - I | | | Wed | 6 |
| 9 | Thurs | Submission of Observation & Record Note Books – Phase I | | | Thurs | 7 |
| 10 | Fri | | | | Fri | 8 |
| 11 | Satur | | | | Mon | 9 |
| 12 | Sun | Holiday | | | | |
| 13 | Mon | Last date for payment of Exam Fees without fine – Even Semester*** | | | Tues | 10 |
| 14 | Tues | | Internal Test - I | | Wed | 11 |
| 15 | Wednes | | | | Thurs | 12 |
| 16 | Thurs | | | | Fri | 13 |
| 17 | Fri | | | | Mon | 14 |
| 18 | Satur | | | | Tues | 15 |
| 19 | Sun | Holiday | | | | |
| 20 | Mon | Last date for payment of Exam Fee with fine Rs.150/- – Even Semester*** | | | Wed | 16 |
| 21 | Tues | | | | Thurs | 17 |
| 22 | Wednes | | | | Fri | 18 |
| 23 | Thurs | | | | Mon | 19 |
| 24 | Fri | Submission of Assignment - II & Seminar - II | | | Tues | 20 |
| 25 | Satur | | | | Wed | 21 |
| 26 | Sun | Holiday | | | | |
| 27 | Mon | | | | Thurs | 22 |
| 28 | Tues | | | | Fri | 23 |
| No. of Holidays : 05 | | No. of Working Days : 23 | | Total No. of Working Days : 45 | | |
| “Today’s accomplishments were yesterday’s impossibilities” | | | | | | |

*** Tentative

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, and 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, 10 Postgraduate, 8 M.Phil and 8 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 Francoise 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.

| JANUARY 2023 | | | | | |
|------------------------|--------|--|---------------|--------------------------------|---------------------------|
| Date | Day | Schedule | | Day Order | Total No. of Working Days |
| 1 | Sun | New Year - Holiday | | | |
| 2 | Mon | Reopening – I, II & III Year | | Mon | 1 |
| 3 | Tues | | | Tues | 2 |
| 4 | Wednes | | | Wed | 3 |
| 5 | Thurs | | | Thurs | 4 |
| 6 | Fri | | | Fri | 5 |
| 7 | Satur | Holiday | | | |
| 8 | Sun | Holiday | | | |
| 9 | Mon | | | Mon | 6 |
| 10 | Tues | | | Tues | 7 |
| 11 | Wednes | Submission of Internship Report by All III Year Students | | Wed | 8 |
| 12 | Thurs | | | Thurs | 9 |
| 13 | Fri | | | Fri | 10 |
| 14 | Satur | Pongal Holiday | | | |
| 15 | Sun | Pongal Holiday | | | |
| 16 | Mon | Pongal Holiday | | | |
| 17 | Tues | | | Mon | 11 |
| 18 | Wednes | | | Tues | 12 |
| 19 | Thurs | | | Wed | 13 |
| 20 | Fri | | | Thurs | 14 |
| 21 | Satur | | | Fri | 15 |
| 22 | Sun | Holiday | | | |
| 23 | Mon | | | Mon | 16 |
| 24 | Tues | | | Tues | 17 |
| 25 | Wednes | | | Wed | 18 |
| 26 | Thurs | Republic Day - Holiday | | | |
| 27 | Fri | Submission of Assignment - I & Seminar - I | | Thurs | 19 |
| 28 | Satur | | | Fri | 20 |
| 29 | Sun | Holiday | | | |
| 30 | Mon | | Term Test - I | Mon | 21 |
| 31 | Tues | | | Tues | 22 |
| No. of Holidays : 09 | | No. of Working Days : 22 | | Total No. of Working Days : 22 | |
| “Believe in yourself.” | | | | | |

| DECEMBER 2022 | | | | |
|--|--------|--|--------------------------------|---------------------------|
| Date | Day | Schedule | Day Order | Total No. of Working Days |
| 1 | Thurs | | | |
| 2 | Fri | Commencement of Board Examinations For I Yr* * * | | |
| 3 | Satur | Holiday | | |
| 4 | Sun | Holiday | | |
| 5 | Mon | | | |
| 6 | Tues | | | |
| 7 | Wednes | | | |
| 8 | Thurs | | | |
| 9 | Fri | | | |
| 10 | Satur | | | |
| 11 | Sun | Holiday | | |
| 12 | Mon | | | |
| 13 | Tues | | | |
| 14 | Wednes | | | |
| 15 | Thurs | | | |
| 16 | Fri | | | |
| 17 | Satur | Holiday | | |
| 18 | Sun | Holiday | | |
| 19 | Mon | | | |
| 20 | Tues | | | |
| 21 | Wednes | | | |
| 22 | Thurs | | | |
| 23 | Fri | | | |
| 24 | Satur | | | |
| 25 | Sun | Christmas - Holiday | | |
| 26 | Mon | | | |
| 27 | Tues | | | |
| 28 | Wednes | | | |
| 29 | Thurs | | | |
| 30 | Fri | | | |
| 31 | Satur | | | |
| No. of Holidays : 06 | | No. of Working Days : 00 | Total No. of Working Days : 00 | |
| “Our greatest glory is not in never falling, but in rising every time we fall” | | | | |

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.

Research Development and Engagement

Our Research Development and Engagement staff work across multiple units to collaboratively support new research, innovation, technology commercialization and entrepreneurship by providing expertise, counsel, oversight and connection to partners and supporters

Entrepreneurship Development Cell

The EDC was established in Our Institution to activate students in Entrepreneurial, with the aim of developing and strengthening the entrepreneurial qualities in the budding professionals who are passionate in starting their own start-up/ventures.

Training and 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 - Brakes India, Huyndai, Royal Enfield, Turbo Energy, Etc.,

INTERNET LABORATORY

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

SCHOLARSHIPS

1. SC/ST and tribal students who possess the following qualifications can apply for State Government scholarships. The annual income of the parents should not exceed Rs.2,50,000/-
2. The Government of Tamil Nadu has launched Moovalur Ramamirtham Ammaiyar Higher Education Assurance Scheme to enhance the enrolment ratio of girls from Government schools to Higher Education Institutions. The financial assistance of Rs.1000/month will be provided to the girls till their completion of Diploma course.
3. Under the scheme "PRAGATI Scholarship Scheme" 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. She should be the only girl child to her parents and the family.

ACADEMIC SCHOLARSHIP (2022 -23)

1. Students Excelling in Academics are offered 25% scholarship during II & III Year.
2. Merit scholarship for Rs.9000/- (one year only) for the candidates scored 431 marks and above in S.S.L.C.
3. Merit scholarship for Rs.7000/- (one year only) for the candidates scored 376 to 430 marks in S.S.L.C.
4. Merit scholarship for Rs.5000/- (one year only) for the candidates scored 350 to 375 marks in S.S.L.C.
5. Merit scholarship for Rs.9000/- (one year only) for the candidates scored 526 and above marks in Higher Secondary.
6. Merit scholarship for Rs.7000/- (one year only) for the candidates scored 501 to 525 marks in Higher Secondary.
7. Merit scholarship for Rs.5000/- (one year only) for the candidates scored 475 to 500 marks in Higher Secondary.

| NOVEMBER 2022 | | | | | |
|---|--------|--|---------------------|--------------------------------|---|
| Date | Day | Schedule | Day Order | Total No. of Working Days | |
| 1 | Tues | | Thurs | 1 | |
| 2 | Wednes | | Fri | 2 | |
| 3 | Thurs | | Mon | 3 | |
| 4 | Fri | | Tues | 4 | |
| 5 | Satur | Holiday | | | |
| 6 | Sun | Holiday | | | |
| 7 | Mon | | Internal Model Exam | Wed | 5 |
| 8 | Tues | | | Thurs | 6 |
| 9 | Wednes | | | Fri | 7 |
| 10 | Thurs | Last date for payment of Exam Fee with Tatkal fine Rs.750/- – Odd Semester | | Mon | 8 |
| 11 | Fri | | | Tues | 9 |
| 12 | Satur | | Wed | 10 | |
| 13 | Sun | Holiday | | | |
| 14 | Mon | | Thurs | 11 | |
| 15 | Tues | | Fri | 12 | |
| 16 | Wednes | | Mon | 13 | |
| 17 | Thurs | | Tues | 14 | |
| 18 | Fri | | Wed | 15 | |
| 19 | Satur | Holiday | | | |
| 20 | Sun | Holiday | | | |
| 21 | Mon | | | | |
| 22 | Tues | | | | |
| 23 | Wednes | | | | |
| 24 | Thurs | | | | |
| 25 | Fri | Commencement of Board Examinations For II&III Yr* * * | | | |
| 26 | Satur | | | | |
| 27 | Sun | Holiday | | | |
| 28 | Mon | | | | |
| 29 | Tues | | | | |
| 30 | Wednes | | | | |
| No. of Holidays : 06 | | No. of Working Days : 15 | | Total No. of Working Days : 83 | |
| “Try to be a rainbow in someone’s cloud.” | | | | | |

*** Tentative

| OCTOBER 2022 | | | | | |
|---|--------|---|--|--------------------------------|---------------------------|
| Date | Day | Schedule | | Day Order | Total No. of Working Days |
| 1 | Satur | Holiday | | | |
| 2 | Sun | Gandhi Jayanthi - Holiday | | | |
| 3 | Mon | | | Wed | 1 |
| 4 | Tues | Pooja Holiday | | | |
| 5 | Wednes | Pooja Holiday | | | |
| 6 | Thurs | | | Thur | 2 |
| 7 | Fri | Submission of Assignment - III | | Fri | 3 |
| 8 | Satur | | | Mon | 4 |
| 9 | Sun | Mil adi Nabi - Holiday | | | |
| 10 | Mon | | | Tues | 5 |
| 11 | Tues | | | Wed | 6 |
| 12 | Wednes | | | Thurs | 7 |
| 13 | Thurs | | | Fri | 8 |
| 14 | Fri | Final Submission of Observation & Record Note Books | | Mon | 9 |
| 15 | Satur | Holiday | | | |
| 16 | Sun | Holiday | | | |
| 17 | Mon | Internal Test - II | | Tues | 10 |
| 18 | Tues | | | Wed | 11 |
| 19 | Wednes | | | Thurs | 12 |
| 20 | Thurs | | | Fri | 13 |
| 21 | Fri | | | Mon | 14 |
| 22 | Satur | | | Tues | 15 |
| 23 | Sun | Holiday | | | |
| 24 | Mon | Deepavali - Holiday | | | |
| 25 | Tues | Commencement of Coaching / Revision / Model Practical Exams | | Wed | 16 |
| 26 | Wednes | | | Thurs | 17 |
| 27 | Thurs | | | Fri | 18 |
| 28 | Fri | | | Mon | 19 |
| 29 | Satur | | | Tues | 20 |
| 30 | Sun | Holiday | | | |
| 31 | Mon | | | Wed | 21 |
| No. of Holidays : 10 | | No. of Working Days : 21 | | Total No. of Working Days : 68 | |
| "Nothing is impossible. The word itself says 'I'm possible!'" | | | | | |

***Tentative

- Students Excelling in Sports are offered 25% to 100% scholarship Every Year.
- Differently abled candidates will be offered a scholarship of 25% (Tuition fee) for all the Three years.
- The siblings of our students / Alumni can avail a fee concession of Rs.8000/- in the Tuition Fees (one year).
- The single parent's students can avail a fee concession of Rs.8000/- in the Tuition Fees one year.
- The students from Kolli Hills will be offered a scholarship of Rs.5000/- only in the first year.
- The management offers 100% fee concessions in the Tuition Fees for Three years to the awards of the staff who have been in service for more than two years in the Vanetra Muthayammal Institutions.
- 25% fee concession in the Tuition Fees for Three years will be offered to the Grandchildren of the staff with not less than two years' experience in the Vanetra Muthayammal Institutions.

S O Ps of COVID 19

- Self-discipline is the most important factor to follow without COVID-19 infection by maintaining social order and hygienic conditions.
- All students should wear face covers / masks and take all preventive measures.
- It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, following right food culture, etc.,
- Students should follow the guidelines, advises and instructions issued by the Government authorities as well as by the college regarding health and safety measures in view of COVID-19 pandemic.

CONDUCT OF STUDENTS

- Every student should wear neat and tidy dress. It should be modest.
Only on Wednesday decent colour dress is 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.

| SEPTEMBER 2022 | | | | | |
|--------------------------------------|--------|---|-------------------|--------------------------------|---------------------------|
| Date | Day | Schedule | | Day Order | Total No. of Working Days |
| 1 | Thurs | | | Thurs | 1 |
| 2 | Fri | | | Fri | 2 |
| 3 | Satur | Holiday | | | |
| 4 | Sun | Holiday | | | |
| 5 | Mon | | | Mon | 3 |
| 6 | Tues | | | Tues | 4 |
| 7 | Wednes | Submission of Observation & Record Note Books – Phase I | | Wed | 5 |
| 8 | Thurs | | | Thur | 6 |
| 9 | Fri | | Internal Test – I | Fri | 7 |
| 10 | Satur | | | Mon | 8 |
| 11 | Sun | Holiday | | | |
| 12 | Mon | | Internal Test – I | Tues | 9 |
| 13 | Tues | | | Wed | 10 |
| 14 | Wednes | | | Thur | 11 |
| 15 | Thurs | Last date for payment of Exam Fee without fine – Odd Semester | | Fri | 12 |
| 16 | Fri | | | Mon | 13 |
| 17 | Satur | Holiday | | | |
| 18 | Sun | Holiday | | | |
| 19 | Mon | | | Tues | 14 |
| 20 | Tues | Submission of Assignment - II & Seminar - II | | Wed | 15 |
| 21 | Wednes | | | Thur | 16 |
| 22 | Thurs | Last date for payment of Exam Fee with fine Rs.150/- – Odd Semester | | Fri | 17 |
| 23 | Fri | Submission of Project Work Proposals to Monitoring Committee | | Mon | 18 |
| 24 | Satur | | | Tues | 19 |
| 25 | Sun | Holiday | | | |
| 26 | Mon | | Term Test - II | Wed | 20 |
| 27 | Tues | | | Thur | 21 |
| 28 | Wednes | | | Fri | 22 |
| 29 | Thurs | | | Mon | 23 |
| 30 | Fri | | | Tues | 24 |
| No. of Holidays : 06 | | No. of Working Days : 24 | | Total No. of Working Days : 47 | |
| “Today a reader. Tomorrow a leader.” | | | | | |

***Tentative

| AUGUST 2022 | | | | | |
|--|--------|--|---------------|--------------------------------|---------------------------|
| Date | Day | Schedule | | Day Order | Total No. of Working Days |
| 1 | Mon | | | Thur | 1 |
| 2 | Tues | | | Fri | 2 |
| 3 | Wednes | Aadi Perukku - Holiday | | | |
| 4 | Thurs | Inagural Function – Lateral Entry Students | | Mon | 3 |
| 5 | Fri | | | Tue | 4 |
| 6 | Satur | Holiday | | | |
| 7 | Sun | Holiday | | | |
| 8 | Mon | | | Wed | 5 |
| 9 | Tues | Moharrum - Holiday | | | |
| 10 | Wednes | Inagural Function – First Year Students | | Thur | 6 |
| 11 | Thurs | | | Fri | 7 |
| 12 | Fri | | | Mon | 8 |
| 13 | Satur | | | Tue | 9 |
| 14 | Sun | Holiday | | | |
| 15 | Mon | Independence Day - Holiday | | | |
| 16 | Tues | | Term Test - I | Wed | 10 |
| 17 | Wednes | | | Thur | 11 |
| 18 | Thurs | | | Fri | 12 |
| 19 | Fri | Gokulastami - Holiday | | | |
| 20 | Satur | Holiday | | | |
| 21 | Sun | Holiday | | | |
| 22 | Mon | | Term Test - I | Mon | 13 |
| 23 | Tues | | | Tue | 14 |
| 24 | Wednes | | | Wed | 15 |
| 25 | Thurs | | | Thur | 16 |
| 26 | Fri | | | Fri | 17 |
| 27 | Satur | | | Mon | 18 |
| 28 | Sun | Holiday | | | |
| 29 | Mon | Submission of Assignment - I & Seminar - I | | Tue | 19 |
| 30 | Tues | | | Wed | 20 |
| 31 | Wednes | Vinayagar Chathurthi - Holiday | | | |
| No. of Holidays : 11 | | No. of Working Days : 20 | | Total No. of Working Days : 23 | |
| “Success is the sum of small efforts, repeated.” | | | | | |

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 indisciplinary activities will have to face severe punishments like fine, suspension or expulsion.

14.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.

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.

| JULY 2022 | | | | |
|---|--------|---------------------------|--------------------------------|---------------------------|
| Date | Day | Schedule | Day Order | Total No. of Working Days |
| 1 | Fri | | | |
| 2 | Satur | | | |
| 3 | Sun | Holiday | | |
| 4 | Mon | | | |
| 5 | Tues | | | |
| 6 | Wednes | | | |
| 7 | Thurs | | | |
| 8 | Fri | | | |
| 9 | Satur | | | |
| 10 | Sun | Holiday | | |
| 11 | Mon | | | |
| 12 | Tues | | | |
| 13 | Wednes | | | |
| 14 | Thurs | | | |
| 15 | Fri | | | |
| 16 | Satur | | | |
| 17 | Sun | Holiday | | |
| 18 | Mon | | | |
| 19 | Tues | | | |
| 20 | Wednes | | | |
| 21 | Thurs | | | |
| 22 | Fri | | | |
| 23 | Satur | | | |
| 24 | Sun | Holiday | | |
| 25 | Mon | | | |
| 26 | Tues | | | |
| 27 | Wednes | Reopening – II & III Year | Mon | 1 |
| 28 | Thurs | | Tue | 2 |
| 29 | Fri | | Wed | 3 |
| 30 | Satur | Holiday | | |
| 31 | Sun | Holiday | | |
| No. of Holidays : 06 | | No. of Working Days : 3 | Total No. of Working Days : 03 | |
| “The expert in anything was once a beginner.” | | | | |

MAJOR FUNCTION AND PROCESS OWNER LIST FOR THE AY 2022 - 23



Er.S..Balasubramanian
PRINCIPAL

| | | |
|---|---|--|
|  Mr.G.PRABHU HOD First Year (Basic Sciences) |  Mr.A.RAJKUMAR Head IQAC |  Mr.R.KAVIARASAN Head Research & Development, Innovations & Special Initiatives (NBA) |
|  Mr.P.AASAITHAMBI HOD Civil Engineering |  Mr.S.KARTHIKEYAN Coordinator Asset Management, Academic Infra and Budget |  Mr.A.BASKAR Coordinator ECO Club, NSS, YRC |
|  Mr.N.ASWIN KUMAR HOD Mechanical Engineering |  Mr.R.VIJAY ANAND Coordinator Examinations & Evaluation |  Mrs.V.NANDHINI Coordinator Women's Forum, Grievance Cell & FDP |
|  Mr.K.MANIKANDAN HOD Automobile Engineering |  Mr.S.SANKAR Head Placement, Industry Institute Interaction, Communication Cell |  Mr.T.VELAYUTHAM Coordinator Event Management, Fine Arts, Magazine Committee Magazine Committee |
|  Mr.M.BALAMURUGAN HOD EEE |  Mr.G.RAJA Coordinator ICT |  Mr.A.BALAJI Coordinator Transport Management |
|  Mr.S.VADIVEL HOD ECE |  Mr.G.PRABHU Coordinator Admission |  Mr.G.RAMESH Coordinator Hostel Management - Boys |
|  Mr.G.RAJA HOD CSE |  Mr.T.SANTHOSH KUMAR Coordinator Alumni Association |  Ms.J.GOWTHAMI Coordinator Hostel Management - Girls |
|  Mr.R.SURESH OS - Academic Office Management |  Mr.V.SASIKUMAR Coordinator Skill Development & Anti Drugs |  Mr.S.BABU Head Physical Director |
|  Mr.V.GOPALAKRISHNAN Head Librarian |  Mr.P.SAKTHIVEL Coordinator ERP |  Mr.N.ASWIN KUMAR Coordinator EDC |

www.muthayammal.org

- Books can be returned to the librarian between 9:00 a.m and 5:00 p.m.
- 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.
- Students are advised to use the library books with due care. If any damage is traced, the student has to face disciplinary action.
- 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.
- 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.
- Students should not carry any books or printed matter inside the library.
- Perfect silence and decorum should be maintained in the library.
- 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.

NSS

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

HOSTEL

GUIDELINES FOR HOSTEL STUDENTS

Management of Hostels

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

Contact Telephone/Mobile

Hostel Office : MPTI : **75400 56437 (Boys) | 99655 69437 (Girls)**
MCAS : **99655 68437**

Alternate/Common Number : **99655 72437**

Helpdesk : **93612 22137**

For any grievances mail to gvc@muthayammal.org

Admission

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

Accommodation

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

| MONTH WISE PROGRAMMES / EVENTS - TENTATIVE SCHEDULE | | |
|---|--|--------------------|
| S. NO | DESCRIPTION | PROCESS OWNERS |
| January Month | | |
| 1 | Alumni Interaction | Department |
| 2 | HR Interaction | Department |
| 3 | Parents Meet | Department |
| 4 | Workshop | Department |
| 5 | Campus Drives | Placement Cell |
| 6 | Self - Driven Activity | IIC |
| 7 | Training and Placement Soft Skill Training - I Yr Students Communication - II Yr Students Career Enhancement Training - III Yr Students | Placement Cell |
| 8 | IIC Calendar Activity | IIC |
| 9 | Alumni Meet | Alumni Cell |
| February Month | | |
| 1 | Field Visit (One Day)* | Department |
| 2 | IPAA State & South India Level Games & Sports | Sports |
| 3 | Training and Placement Soft Skill Training - I Yr Students Communication - II Yr Students Career Enhancement Training - III Yr Students | Placement Cell |
| 4 | Campus Drives | Placement Cell |
| 5 | Celebration Activity | IIC |
| 6 | MIC Driven Activity | IIC |
| 7 | Signing of MOU | Placement |
| March Month | | |
| 1 | Department Fest | Department |
| 2 | Women 's Day Celebration | Women's Forum |
| 3 | Campus Drives | Placement Cell |
| 4 | Intramural Sports Day * | Physical Education |
| April Month | | |
| 1 | Parents Day | Placement Cell |
| 2 | Farewell & Thanks Giving Day | Department |

* Subject to Conditions

| MONTH WISE PROGRAMMES / EVENTS – TENTATIVE SCHEDULE | | |
|---|--|--------------------|
| S. NO | DESCRIPTION | PROCESS OWNERS |
| July Month | | |
| 1 | Department – Induction Programme | Department |
| August Month | | |
| 1 | Inaugural Function for Newly Admitted Students (A Y 2022 -23) | Admission Cell |
| 2 | Alumni Interaction | Department |
| 3 | HR Interaction | Department |
| 4 | Parents Meet – II & III Year | Department |
| 5 | Commencement of Value Added Course for III year Students | Value Added Cell |
| 6 | Training and Placement Soft Skill Training – I Yr Students Communication – II Yr Students Career Enhancement Training – III Yr Students | Placement Cell |
| 7 | Self-Driven Activity | IIC |
| 8 | IIC Calendar Activity | IIC |
| 9 | ED Cell Orientation Programme | ED Cell |
| September Month | | |
| 1 | Field Visit (One Day) * | Department |
| 2 | Department Tech Fest | Department |
| 3 | Motivation Programme for Women | Women's Forum |
| 4 | IPAA Divisional Level Games & Sports | Physical Education |
| 5 | DELNET, NDLI – Digital Library Orientation | Librarian |
| 6 | Parents Meet – I Year | Department |
| 7 | Training and Placement Soft Skill Training – I Yr Students Communication – II Yr Students Career Enhancement Training – III Yr Students | Placement Cell |
| 8 | Celebration Activity | IIC |
| 9 | MIC Driven Activity | IIC |
| October Month | | |
| 1 | Signing of MOU | Placement |
| 2 | Parents Meet | Department |
| 3 | Establishment of ISTE Chapter * | ISTE |
| December Month | | |
| 1 | NSS Special Camp | NSS |
| 2 | Internship & In plant Training | Dept & Placement |

* Subject to Conditions

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 15th of every month. Otherwise a penalty of `100/- will be levied and for a further delay of another month, an additional fine of `200/- will be charged.
9. Reduction will be given only from the fourth day of absence provided the inmates submit their leave application and reduction forms to the Deputy Warden prior to their absence.
10. Wi – Fi, Internet will be provided at **1 Mbps/person**. Additionally Internet can be availed at additional cost against a vouchers. The Internet must not be used to access unnecessary contents.

11. Study hours will be observed as given below:

Morning :5:35 am to 7:35 am

Evening :7:50 pm to 9:50 pm

12. Guests are not allowed. However, Parent/Guardian with prior permission from the Deputy Warden may be allowed.

13. Food must not be either carried by the students or supplied by the employees to the rooms.

14. Students should not enter the kitchen and store rooms. They should not give any tips to servants or cooks in the hostel.

15. Members have no right to issue orders to the hostel staff and workers and to interfere with their affairs.

16. Day scholars should not enter the hostels.

17. Smoking , gambling and use of any liquor in the hostel premises are strictly prohibited. It will lead to expulsion from the college.

18. The hostel students 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.

19. 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.

TRANSPORT FACILITY

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

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

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
94861-72437

Transport Supervisor
99655-37437

Grievance Redressal Cell

- A Grievance Redressal cell has been in activation in the college.
- A co-ordinator has been nominated to exclusively look into grievances lodged by both the employees and the students.
- Grievances have been analysed by the grievance Redressal Cell then and there.
- Grievances are scaled on their nature, and depth/ quantum.
- Redressals have been provided on priority based on their emergency.
- The complaints are at their free-will to submit the grievances in person at the Redressal cell.
- Additionally suggestion boxes have been affixed at prime junctions of every block so that the grievances might be dropped into the boxes.
- Those who have grievances to be redressed can send them to the cell through e-mail (**gvc@muthayammal.org**)
- Almost all the grievances are addressed and redressed instantly or later without ignoring any grievance.

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 levie a fine or not taking into account the calibre of the student.

20. Students should not keep transistors, tape records, iron boxes, electric heaters etc., in their rooms.
21. 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.
22. Personal problems & problems among the inmates, or with the workers should be represented only to the Deputy Warden.
23. 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 misbehaviour / 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.

LEGEND

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

A-BLOCK

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

B-BLOCK

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

C-BLOCK

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

D-BLOCK

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

M-BLOCK

- CIVIL
- EEE
- ECE
- COMPUTER
- PHYSICS
- CHEMISTRY

N-BLOCK

- MECHANICAL
- AUTOMOBILE
- CAFTERIA

