

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							August-2022							September - 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
31					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
October - 2022							November - 2022							December - 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31					1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
January - 2023							February - 2023							March - 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
April - 2023							May - 2023							June - 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	

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 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"					

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		21
31	Tues				
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

8. Students Excelling in Sports are offered 25% to 100% scholarship Every Year.
9. Differently abled candidates will be offered a scholarship of 25% (Tuition fee) for all the Three years.
10. The siblings of our students / Alumni can avail a fee concession of Rs.8000/- in the Tuition Fees (one year).
11. The single parent's students can avail a fee concession of Rs.8000/- in the Tuition Fees one year.
12. The students from Kolli Hills will be offered a scholarship of Rs.5000/- only in the first year.
13. 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.
14. 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

1. Self-discipline is the most important factor to follow without COVID-19 infection by maintaining social order and hygienic conditions.
2. All students should wear face covers / masks and take all preventive measures.
3. 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.
4. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
5. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, following right food culture, etc.,
6. 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 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.

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



**Dr.R.Mani, M.E., Ph.D.,
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.AASAITHAMI 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.SANTHOSHKUMAR 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 : MCAS : **99655 68437 (Boys) | 99655 69437 (Girls)**

MPTI : **75400 56437**

Alternate/Common Number : **99655 72437**

Helpdesk : **93612 22137** | For any grievances mail to

gvc@muthayammal.in

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.

MONTHWISE 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.

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
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 levy 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
- CAETERIA

