

THE QUAIDE MILLETH COLLEGE FOR MEN

SHIFT II

(SELF FINANCING)

(Affiliated To University of Madras & Re-accredited by NAAC)

(A Co-Educational Muslim Minority Institution)



Tambaram - Velachery Main Road, Medavakkam, Chennai - 600100.

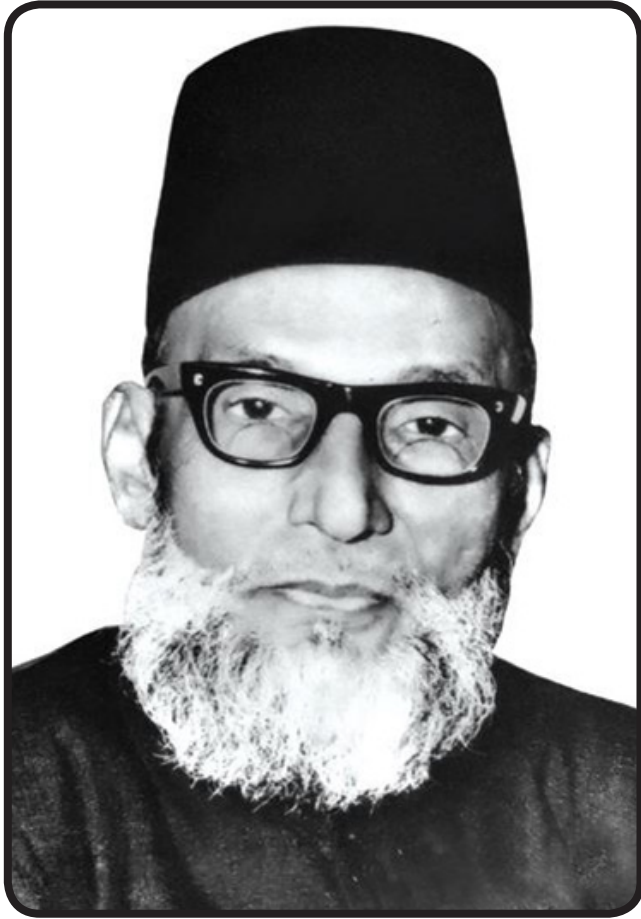
Phone: 044 - 22 77 26 34, E-mail: eveningcollege@qmcmcn.com

Website: www.qmcmcn.com

HAND BOOK & CALENDAR

2019 - 2020

Managed by
QUAIDE MILLETH EDUCATIONAL AND SOCIAL TRUST,
CHENNAI



Quaide Milleth
Alhaj M. Mohammed Ismail Sahib

*In the Name of Allah,
The Beneficent, the Merciful
All praise is due to Allah, the Lord of the Worlds.
The Beneficent, the Merciful
Master of the day of requitals
Thee do we serve and
Thee do we beseech for help.*

*Guide us on the right path
The path of those upon whom
Thou has bestowed favor*

*Not of those upon whom
Thy Wrath is brought down, nor of
Those who have gone astray.*

Aameen

*Knowledge is my CAPITAL,
Reason is the basis of my RELIGION,
Love is my FOUNDATION.
Desire is my MOUNT for riding,
Remembrance of God is my COMRADE,
Confidence is my TREASURE,
Anxiety is my COMPANION,
Science is my ARM,
Patience is my MANTLE,
Contentment is my BOOTY,
Modesty is my PRIDE,
Renunciation of pleasure is my PROFESSION,
Certitude is my FOOD,
Truth is my INTERCESSOR,
Obedience is my SUFFICIENCY,
Struggle is my HABITUATE,
And the delight of my HEART,
It is the SERVICE OF WORSHIP.*

-Prophet Muhammad (Sal.)

NATIONAL ANTHEM

*Jana-gana-mana-adhinayaka jaya he,
 Bharatha-bhagya-vidhata,
 Punjaba-Sindhu-Gujarata-Maratha
 Dravida-Uthakala-Banga
 Vindhya-Himachala-Yamuna-Ganga
 Uchhala-Jaladhi-taranga.
 Tava subha name jage,
 Tava subha ashisa mage,
 Gahe tava jaya-gatha,
 Jana-gana-mangala-dayaka Jaya he,
 Bharatha-bhagya-vidhata.
 Jaya he, Jaya he, Jaya he, Jaya Jaya Jaya Jaya he.*

THE STAR

The accolade “QUAIDE MILLETH” means ‘Guide of the People.’ Indeed, Alhaj. M. Mohammed Ismail Sahib was the luminary, affectionately acclaimed as “Quaide Milleth”. Born in 1896 at Pettai, Tirunelveli, Ismail Sahib bloomed on the horizon of Tamilnadu public life and the fragrance of his service blossomed across the whole India. Ismail Sahib was ignited into India’s freedom struggle by Mahatma Gandhi. He shared the political stage with stalwarts like Shri. Pandit Jawaharlal Nehru, Shri. Rajagopalachari, Dr. C.N. Annadurai and Kalaignar. He was an exemplary legislator for many years. He was an activist in “Khilafath Movement”. His participation in the fund mobilisation for Jamia Millia by Dr. Zakir Hussain, exemplified his magnanimity.

Purity in private life, probity in public life made Ismail Sahib a rare and dear leader of all. He strove for the cause of Muslim community more, but not less for the cause of the Indian polity and for the cause of humanity. He was the “Star that dwelt apart”.

PERSONAL MEMORANDUM

2019 - 2020

VISION OF THE COLLEGE

“The aim of the College is to foster in teachers and students and through them in society, the attitudes and values needed for developing good life in individuals and society”.

MISSION OF THE COLLEGE

Towards achievement of the goal we have taken up a mission to make women and the weaker sections of the society capable enough to contribute to the Nation building.

Students from minority and backward communities are admitted in large numbers and prepare them to achieve academic excellence, along with social and national commitment and career competence.

Name:

Roll No: Class:

Date of Birth:

Father’s Name & Address:

.....

.....

.....

Phone:

University Examination Reg. No.....

Session Ticket No.:

Height..... Weight

Chest Measurement

Blood group:

BRIEF HISTORY OF THE COLLEGE

The College has been established and is being maintained by the Quaide Milleth (Alhaj M. Mohammed Ismail Sahib) Educational and Social Trust, Chennai to perpetuate the sacred memories of the late lamented leader Janab Alhaj M. Mohammed Ismail Sahib. The College was duly inaugurated on 24.07.1975.

The University of Madras has accorded affiliation to the following degree courses:

B.Com., Br. XIV - Co-operation	- 1977
B.Sc., Br. 1 - Mathematics	- 1977
B.Com.	- 1978
B.Com Br. XV Corporate Secretaryship	- 1981
M.Com.	- 1982
M.Phil. (Self-Financing)	- 2010
Part time Ph.D.	- 2019
B.Sc. Computer Science (Self-Financing)	- 1998
B. Com (ISM) (Self Financing)	- 2001
B.Com. (Self Financing)	- 2001
B.B.A. (Self-Financing)	- 2003
B.C.A. (Self-Financing)	- 2008
B.Com (A&F) (Self-Financing)	- 2010
B.Sc. Visual Communication(Self-Financing)	- 2019

The College is easily accessible, it is about eight kilometers from Tambaram and can be reached by buses which ply frequently on the Tambaram-Velachery Road and St.Thomas Mount-Tambaram Road. It is located in a vast area with beautiful natural surroundings. It is to be developed as a residential campus and will offer mainly job oriented courses.

The aim of the College is to foster in teachers and students and through them in society, the attitudes and values needed for developing good life in individuals and Society. Though this institution has been established to meet the educational aspirations of the Muslim Community, its doors are open to deserving students belonging to all communities. Women students are also admitted.

COLLEGE COMMITTEE

Dr. S. Sathikh , Former Vice Chancellor University of Madras	-Honorary Patron
Mufthi Khazi Dr. Salahudeen Mohamed Ayub Sahib	-President
Janab M.G. Dawood Miakhan Sahib	-Secretary & Correspondent
Janab U. Mohamed Sahabudeen Sahib	-Treasurer
Alhaj S. Ahamed Meeran Sahib	-Vice President
Janab T.H. Mohideen Sahib	-Vice President
Janab J.M.P. Jamal Mohamed Abdullah Sahib	-Vice President
Janab A.M. Haja Najmudeen Sahib	-Vice President
Janab A. Shahul Hameed Sahib	-Joint Secretary
Janab A. Mohamed Ismail Sahib	-Joint Secretary
Janab M.H.B. Thajudeen Sahib	-Honorary Legal Advisor
Dr. A. Rafi Sahib , Director	-Member
Principal (Ex - officio)	-Member

Director

Dr. A. Rafi, M.Com., M.Phil, Ph.D., - Management Representative

Admin Manager

Mr. T. Mohammed Iqbal, B.Com., - Management Representative

FACULTY MEMBERS

Dr. A. Rafi, M.Com., M.Phil, Ph.D., - Director

Dr. (Mrs) M. Amthul Thawab, M.Com. M.Phil.,Ph.D., - Principal

Dr. R. Ravi, M.B.A., M.Com., M.Phil., M.A., M.Phil., Ph.D.,- Vice Principal

Mr. T. Mohammed Iqbal, B.Com., - Admin. Manager

DEPARTMENT OF COMPUTER SCIENCE

Dr. R. Manikandan, M.C.A., M.Phil.,Ph.D.,

Mrs. P. Priya, M.Sc., M.Phil.,

Mrs. A. Muthulakshmi, M.C.A., M.E.,

Ms. K. Sharmila, M.Sc

DEPARTMENT OF INFORMATION SYSTEM & MANAGEMENT

Mr. I. Yasar Shariff, M.B.A.,(Ph.D.,)

Mr. E. Kalaivanan, MCA., M.Phil.,(Ph.D.,)

DEPARTMENT OF COMMERCE

Mr. A. Sheik Mohammed, M.Com., M.Phil.,

Dr. M. Kotteshwari, M.A., M.Phil., Ph.D.,

Mr. S. Sathish Kumar, M.Com., M.Phil.,(Ph.D.,)

DEPARTMENT OF BUSINESS ADMINISTRATION

Dr. S. Thowseaf, B. Tech., M.B.A., Ph.D., S.E.T.

Mrs. T. Deepa Varashini, M.Com., M.Phil.,

DEPARTMENT OF COMPUTER APPLICATION

Mrs. B. Asraf Yasmin, M.C.A., M.Phil., (Ph.D.,)

Mr. S. Suresh, M.Sc., M.Phil., S.E.T

Ms. E. Vijayalaksmi, M.C.A, M.Phil.

DEPARTMENT OF ACCOUNTING & FINANCE

Mr. K. Sathish, M.Com., B.Ed., M.Phil.,

Mrs. R. Hemalatha, M.B.A., M.Phil.,(Ph.D.,)

Mrs. A. Shabana, M.Com.,

DEPARTMENT OF VISUAL COMMUNICATION

Mr. V.K. Prem Shankar, M.J (Online Media)

Mr.Tharani, D.F.T

Dr. A. Nazeema Sikkandar, M.A., M.Phil., Ph.D.

DEPARTMENT OF TAMIL

Mrs. A. Jeeva Bharathi, M.A., M.Phil., SET.,

Mr. S. Thirumalai Ganesan, M.A., M.Phil., NET.,SET.,

DEPARTMENT OF ENGLISH

Mrs. D. Annie, M.A., M.Phil.,

Mr. Mohan Raja Guru, M.A, M.Phil.,

NON-TEACHING STAFF

Mr. Mohammed Fayaz, B.Com.,

CONTINGENCY STAFF

Mrs. C. Lakshmi

Mr. Vijaya Kumar

Mrs. C. Lakshmi

Mrs. Ellammal

Mrs. Athima

Question Paper Pattern

SECTION - A (30 WORDS)

10 OUT OF 12 10 X 2 marks = 20 marks

SECTION - B (200 WORDS)

5 OUT OF 7 5 X 5 marks = 25 marks

SECTION - C (500 WORDS)

3 OUT OF 5 3 X 10 marks = 30 marks

Total = 75 marks

Internal Marks

Tests (2 out of 3) = 10

Attendance * = 05

Seminar = 05

Assignment = 05

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= 25 marks
.....

* Break-up details for Attendance

Below 60% = No marks

60 % to 75 % = 3 marks

76 % to 90 % = 4 marks

91 % to 100 % = 5 marks

The Committee recommends that the college, over and above the minimum credits of 140 can offer Add-on Course to the students of various discipline to enhance their employability. It is optional and non-compulsory.

B.Sc Computer Science**2019 - 2020**

First semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-I	CLA1L	6	3	25	75	100
2	English -I	CLZ1L	5	3	25	75	100
3	Programming In C	SAE1A	6	4	25	75	100
4	Practical-I Programming In C	SAE11	5	4	40	60	100
5	Allied: Mathematics - I	SBAMM	6	5	25	75	100
6	Non Major: HTML	SNE1D	1	2	25	75	100
	Basic Tamil	NLT1C					
7	Soft Skill : Essentials Of Language And Communication Skill	TSSEA	1	2	50	50	100

Second semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil -II	CLA2H	6	3	25	75	100
2	English -II	CLZ2L	5	3	25	75	100
3	Digital Electronics And Microprocessors	SAE2B	6	4	25	75	100
4	Practical-II Digital Electronics And Microprocessors	SAE22	4	4	40	60	100
5	Allied: Mathematics-II	SBAMN	6	5	25	75	100
6	Non-Major : HTML Practical	SNE24			40	60	100
	Basic Tamil	NLT2D	2	2	25	75	
7	Soft skill: Essentials of Spoken and Presentation Skill	TSSEC	1	2	50	50	100

Third semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-III	CLA3M	6	3	25	75	100
2	English-III	CLZ3P	6	3	25	75	100
3	Programming in C++ and Data Structures	SAE3A	5	4	25	75	100
4	Practical-III : Data Structures using C++	SAE31	5	4	40	60	100
5	Allied: Statistical Methods and their Application-I	SBAOC	6	5	25	75	100
6	SS: Personality Enrichment	TSSEG	1	3	50	50	100
7	Environmental Studies (Examination in 4th Semester)	ENV4B	1				

Forth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-IV	CLA4K	6	3	25	75	100
2	English-IV	CLZ4R	6	3	25	75	100
3	Programming in Java	SAE4A	5	4	25	75	100
4	Practical-IV : Java Programming	SAE41	5	4	40	60	100
5	Allied: Statistical Methods and their Applications-II	SBAOD	5	3	25	75	100
6	Allied Practical: Statistics	SBA02	1	2	40	60	100
7	SS: Quantitative Aptitude	TSSSEN	1	3	50	50	100
8	Environmental Studies	ENV4B	1	2	25	75	100

Fifth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Operating Systems	SAE5A	6	4	25	75	100
2	Database Management Systems	SAE5B	6	4	25	75	100
3	Computer Architecture and Organization	SAE5C	6	4	25	75	100
4	Practical-V:RDBMS with VB	SAE51	5	4	40	60	100
5	Elective-I: Visual Programming	SEE5A	6	5	25	75	100
6	Value Education	VAE5Q	1	2	25	75	100

Sixth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Data Communication and Networking	SAE6A	6	4	25	75	100
2	Web Technology	SAE6B	6	4	25	75	100
3	Practical-VI: Web Applications lab	SAE61	5	4	40	60	100
4	Elective-II: Object Oriented Analysis and Design	SEE6C	7	5	25	75	100
5	Elective-III: Software Engineering	SEE6G	6	5	25	75	100
6	Extension Activities	CES6Q		1			

B.Com. (General)**2019 - 2020**

First semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil	CLA1L	4	3	25	75	100
2	English	CLZ1K	4	3	25	75	100
3	Financial Accounting	CPZ1A	6	4	25	75	100
4	Business Communication	CPZ1B	6	4	25	75	100
5	Business Economics	CDZ1A	6	5	25	75	100
6	Non-Major: Basics of Retail Marketing	CNE1B	2	2	25	75	100
7	Soft skill: Essentials of Language and Communication Skill	TSSEA	2	2	50	50	100

Second semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-II	CLA2H	4	3	25	75	100
2	English-II	CLZ2K	4	3	25	75	100
3	Advanced Financial A/c	CPZ2A	6	4	25	75	100
4	Principles of Management	CPZ2B	6	4	25	75	100
5	Indian Economy	CDZ2A	6	5	25	75	100
6	N.M: Basics of Business Insurance	CNE2B	2	2	25	75	100
7	Soft skill: Essentials of Spoken and Presentation	TSSEC	2	2	50	50	100

Third semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Corporate Accounting	CPZ3A	6	4	25	75	100
2	Business Laws	CPZ3B	5	4	25	75	100
3	Banking Theory & Practical	CPZ3C	5	4	25	75	100
4	Marketing	CPZ3D	5	4	25	75	100
5	Rural Economics	CDZ3B	6	5	25	75	100
6	S.S: Personality Enrichment	TSSEG	2	3	50	50	100
7	Environmental Studies	ENV4B	1				

Forth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Advanced Corporate	CPZ4A	6	4	25	75	100
2	Company Law	CPZ4B	5	4	25	75	100
3	Financial Service	CPZ4C	5	4	25	75	100
4	Business Taxation	CPZ4E	5	4	25	75	100
5	International Economics	CDZ4B	6	5	25	75	100
6	S.S: Computing Skills	TSSE1	2	3	50	50	100
7	Environmental Studies	ENV4B	1	2	25	75	100

B.C.A.
2019 - 2020

Fifth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Cost Accounting	CPZ5A	6	4	25	75	100
2	Practical Auditing	CPZ5B	5	4	25	75	100
3	Entrepreneurial Development	CPZ5C	6	4	25	75	100
4	Financial Management	CPZ5D	6	4	25	75	100
5	Income Tax Law & Practical-I	CVZ5A	6	5	25	75	100
6	Value Education	VAE5Q	1	2	25	75	100

Sixth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Advanced Cost A/c	CPZ6A	6	4	25	75	100
2	Management Accounting	CPZ6B	6	4	25	75	100
3	Business Environment	CPZ6C	5	4	25	75	100
4	Income Tax law & Practical-II	CVZ6A	6	5	25	75	100
5	Human Resource Management	CVZ6B	6	5	25	75	100
6	Extension Activities	CES6Q	1	1	-	-	-

First semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil - I	CLA1L	6	3	25	75	100
2	English - I	CLZ1K	6	3	25	75	100
3	Fundamentals of Digital Computer	SAU1A	5	4	25	75	100
4	Practical-I PC Software Lab	SAZ11	5	4	40	60	100
5	Allied-I Mathematics	SBAMM	6	5	25	75	100
6	HTML	SNE1D	1	2	25	75	100
	Basic Tamil	NLT1C					
7	Softskill: Essentials of Language and Communication Skill	TSSEA	1	2	50	50	100

Second semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-II	CLA2H	5	3	25	75	100
2	English-II	CLZ2K	6	3	25	75	100
3	Programming in C	SAE1A	5	4	25	75	100
4	Practical-II Prog in C Lab	SAE11	5	4	40	60	100
5	Allied Mathematics - II	SBAMN	6	5	25	75	100
6	Non-Major: HTML Practical	SNE24	2	2	40	60	100
	Basic Tamil	NLT2D	2	2	25	75	100
7	Softskill: Essentials of Spoken and Presentation Skill	TSSEC	1	2	50	50	100

Third semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Programming in C++ and Data Structures	SAZ3A	6	4	25	75	100
2	Microprocessor and its Applications	SAZ3B	5	4	25	75	100
3	Numerical and Statistical Methods	SAZ3C	6	4	25	75	100
4	Practical-III : Data Structure using C++	SAZ31	5	3	40	60	100
5	Allied-Financial Accounting	SBZ3C	6	4	25	75	100
6	Softskill: Personality Enrichment	TSSEG	1	3	50	50	100
7	Environmental Studies	ENV4B	1	-	-	-	-

Forth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Programming in java	SAZ4A	6	4	25	75	100
2	Operating system	SAZ4B	6	4	25	75	100
3	Computer Graphics	SAZ4C	5	4	25	75	100
4	Practical-IV: Java Programming	SAZ41	5	4	40	60	100
5	Allied-Cost and Management A/c	SBZ4A	6	4	25	75	100
6	Softskill: Quantitative Aptitude	TSSSEN	1	3	50	50	100
7	Environmental Studies	ENV4B	1	2	25	75	100

Fifth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Database Management System	SAZ5A	6	4	25	75	100
2	Software Engineering	SAZ5B	6	4	25	75	100
3	Resource Management Techniques	SAZ5C	6	4	25	75	100
4	Practical V: RDBMS with VB	SAZ51	5	4	40	60	100
5	Elective-I Visual Programming	SEZ5A	6	5	25	75	100
6	Value Education	VAE5Q	1	2	25	75	100

Sixth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Web Technology	SAZ6A	5	4	25	75	100
2	Data Communication and Networking	SAZ6B	5	4	25	75	100
3	Software Testing	SAZ6C	5	4	25	75	100
4	Practical-VI: Web Applications lab	SAZ61	5	4	40	60	100
5	Elective-II: Object Oriented Analysis & Design	SEZ6C	5	4	25	75	100
6	Elective-III: Client Server Computing	SEZ6E	5	4	25	75	100
7	Extension Activities	CES6Q	-	1	-	-	-

B.B.A.
2019 - 2020

First semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil	CLA1L	6	3	25	75	100
2	English	CLZ1K	6	3	25	75	100
3	Financial Accounting	MAM1C	5	4	25	75	100
4	Principles of Management	MAM1D	5	4	25	75	100
5	Managerial Economics	MBM1A	6	5	25	75	100
6	Basics of Retail Marketing	MNM1B	1	2	25	75	100
7	Soft skill: Essentials of Language and Communication Skill	TSSEA	1	2	50	50	100

Second semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-II	CLA2H	6	3	25	75	100
2	English-II	CLZ2K	6	3	25	75	100
3	Business Communication	MAM2C	5	4	25	75	100
4	Management Accounting	MAM2E	5	4	25	75	100
5	International Trade	MBM2B	6	5	25	75	100
6	Basics of Business Insurance	MNM2G	1	2	25	75	100
7	Softskill: Essentials of Spoken and Presentation Skill	TSSEC	1	2	50	50	100

Third semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Financial Management	MAM3E	5	4	25	75	100
2	Organisational Behaviour	MAM3G	5	4	25	75	100
3	Computer Applications In Business	MAM3H	6	4	25	75	100
4	Marketing Management	MAM3J	5	4	25	75	100
5	Business Mathematics and Statistics	MCM3C	6	4	25	75	100
6	S.S : Personality Enrichment	TSSEG	2	3	50	50	100
7	Environmental Studies	ENV4B	1	-	-	-	-

Forth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Business Regulatory / Framework	MAM4M	5	4	25	75	100
2	Financial Services	MAM4N	6	4	25	75	100
3	Management Information System	MAM4P	5	4	25	75	100
4	Human Resource Management	MAM4Z	5	4	25	75	100
5	Operations Research	MBM4D	6	4	25	75	100
6	S.S.: Computing Skill-1	TSSE1	2	3	50	50	100
7	Environmental Studies	ENV4B	1	2	25	75	100

B.Com(A&F)**2019 - 2020**

Fifth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Advertising Management and Sales Promotion	MAM5A	5	4	25	75	100
2	Research Methodology	MAM5B	6	4	25	75	100
3	Operation Management	MAM5C	6	4	25	75	100
4	Materials Management	MAM5W	6	4	25	75	100
5	Logistics Management	MEM5D	5	5	25	75	100
6	Value Education	VAE5Q	1	-	25	75	100

First semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil - I	CLA1L	6	3	25	75	100
2	English - I	CLZ1K	6	3	25	75	100
3	Financial Accounting	CPG1A	5	4	25	75	100
4	Marketing	CPG1B	5	4	25	75	100
5	Business Statistics	CDG1A	4	5	25	75	100
6	Non-Major: Basics of Retail Marketing	CNE1B	2	2	25	75	100
7	S.S: Essential of Language and Communication	TSSEA	2	2	50	50	100

Sixth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Business Environment	MAM6X	6	4	25	75	100
2	Service Marketing	MAM6Y	6	4	25	75	100
3	Business Taxation	MAM6K	6	4	25	75	100
4	Customer Relationship Management	MEM6A	6	5	25	75	100
5	Group Project Work	MAM6Q	6	5	20	80	100
6	Extension Activities	CES6Q	-	1	-	-	-

Second semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil - II	CLA2H	6	3	25	75	100
2	English - II	CLZ2K	6	3	25	75	100
3	Advanced Financial Accounting	CPG2A	5	4	25	75	100
4	Business Environment	CPG2B	5	4	25	75	100
5	Elements of Operation Research	CDG2A	4	5	25	75	100
6	Non- Major:Basics of Business Insurance	CNE2B	2	2	25	75	100
7	Essentials of Spoken Presentation Skills	TSSEC	2	2	50	50	100

Third semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Corporate Accounting	CPG3A	6	4	25	75	100
2	Business Laws	CPG3B	5	4	25	75	100
3	Banking Theory Law and Practical	CPG3C	5	4	25	75	100
4	Entrepreneurial Development	CPG3D	5	4	25	75	100
5	Indian Economy-I	CDG3A	6	4	25	75	100
6	S.S: Personality Enrichment	TSSEG	2	3	50	50	100
7	Environmental Studies	ENV4B	1	-	-	-	-

Forth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Advanced Corporate Accounting	CPG4A	6	4	25	75	100
2	Financial Services	CPG4B	5	4	25	75	100
3	Principles of Management	CPG4C	5	4	25	75	100
4	Business Communication	CPG4D	5	4	25	75	100
5	Indian Economy-II	CDG4A	6	4	25	75	100
6	S.S : Computing Skills	TSSE1	2	3	50	50	100
7	Environmental Studies	ENV4B	1	2	25	75	100

Fifth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Practical Auditing	CPG5A	6	4	25	75	100
2	Elements of Cost Accounting	CPG5B	6	4	25	75	100
3	Income Tax Law and Practical-I	CPG5C	5	4	25	75	100
4	Financial Management	CPG5D	6	5	25	75	100
5	Portfolio Management	CVG5A	6	5	25	75	100
6	Value Education	VAE5Q	1	2	25	75	100

Sixth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Advanced Cost Accounting	CPG6B	6	4	25	75	100
2	Management Accounting	CPG6A	6	4	25	75	100
3	Income Tax Law Practical – II	CPG6C	6	4	25	75	100
4	Working Capital Management	CPG6D	6	5	25	75	100
5	Capital Market	CVG6A	6	5	25	75	100
6	Extension Activities	CES6Q		1	-	-	-

B.Com(ISM)**2019 - 2020**

First semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-I	CLA1L	6	3	25	75	100
2	English-I	CLZ1K	6	3	25	75	100
3	Financial Accounting	MAT1A	5	4	25	75	100
4	Principles of Management	MAT1B	5	4	25	75	100
5	Computer Applications In Business	MBT1A	6	5	25	75	100
6	Basics of Retail Marketing	MNM1B	1	2	25	75	100
	Basic Tamil	NLT1C					
7	Softskill: Essentials of Language and Communication Skill	TSSEA	1	2	50	50	100

Second semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-II	CLA2H	6	3	25	75	100
2	English-II	CLZ2K	6	3	25	75	100
3	Business Communication	MAT2A	5	4	25	75	100
4	Human Resource Management	MAT2B	5	4	25	75	100
5	Allied: Data Structures	MBT2A	6	5	25	75	100
6	1. Basics of Business Insurance	MNM2G	2	2	25	75	100
	2. Basic Tamil	NLT2D					
7	Soft skill: Essentials of Spoken and Presentation	TSSEC	1	2	50	50	100

Third semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Logistics and Supply Chain Management	MAT3A	6	4	25	75	100
2	Programming in C	MAT3B	5	4	25	75	100
3	"C" Practicals	MAT31	5	4	40	60	100
4	Marketing Management	MAT3C	5	4	25	75	100
5	Business Statistics	MBT3A	6	4	25	75	100
6	S.S : Personality Enrichment	TSSEG	2	3	50	50	100
7	Environmental Studies	ENV4B	1	-	-	-	-

Forth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Management Information System	MAT4A	6	4	25	75	100
2	OOP with C++	MAT4B	5	4	25	75	100
3	C++ Practical	MAT41	5	4	40	60	100
4	Business Environment	MAT4C	5	4	25	75	100
5	Elements of Operations Research	MBT4A	6	4	25	75	100
6	S.S.: Computing Skill	TSSE1	2	3	50	50	100
7	Environmental Studies	ENV4B	1	2	25	75	100

B.Sc(Visual Communication)**2019 - 2020**

Fifth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Visual Basic Program- ming	MAT5A	6	4	25	75	100
2	Visual Basic Practical	MAT51	5	4	40	60	100
3	Elements of Cost Accounting	MAT5B	6	4	25	75	100
4	Financial Management	MAT5C	6	4	25	75	100
5	Entrepreneurial Devel- opment	MATEB	6	5	25	75	100
6	Value Education	VAE5Q	1	2	25	75	100

Sixth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Management Accounting	MAT6A	6	4	25	75	100
2	E-Business	MAT6B	6	4	25	75	100
3	Software Project Manage- ment	MAT6C	6	4	25	75	100
4	SPSS & Tally Practical	MAT62	6	5	40	60	100
5	Group Project Work	MAT6Q	6	5	25	75	100
6	Extension Activities	CES6Q	-	1	-	-	-

First semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil I	CLA1L	6	3	25	75	100
2	English I	CLZ1L	5	3	25	75	100
3	Introduction to Visual Communication	SAX1A	5	4	25	75	100
4	Drawing I	SAX11	6	4	40	60	100
5	Allied: GD I	SBX12	6	5	40	60	100
6	Non Major: Indian Media History	SNX1B	1	2	25	75	100
	Basic Tamil	NLT1A					
7	Soft skill: Essentials of language and Communication Skill	TSSEA	1	2	50	50	100

Second semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil II	CLA2H	6	3	25	75	100
2	English II	CLZ2L	5	3	25	75	100
3	Communication Skills	SAX1B	5	4	25	75	100
4	Drawing II	SAX11	6	4	40	60	100
5	Allied:GD II	SBX11	6	5	40	60	100
6	Non Major: History of Indian Art	SNX2E	1	2	25	75	100
	Basic Tamil	NLT2B					
7	Soft skill: Essentials of Spoken and Presentation Skills	TSSEC	1	2	50	50	100

Third semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil III	CLA3M	6	3	25	75	100
2	English III	CLZ3P	6	3	25	75	100
3	Advertising	SAX3A	5	4	25	75	100
4	Printing and Publication	SAX3B	5	4	25	75	100
5	Allied: Computer Graphics (Practical)	SAX31	6	5	20	80	100
6	Soft skill III: Personality Enrichment	TSSEG	1	3	40	60	100
7	Environmental Studies	ENV4A	1				

Forth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil IV	CLA4K	6	3	25	75	100
2	English IV	CLZ4R	6	3	25	75	100
3	Elements of Film	SAX4A	5	4	25	75	100
4	Basic Photography	SAX4B	5	4	25	75	100
5	Allied II: Practical Photography	SAX41	6	5	20	80	100
6	Soft skill IV: Quantitative Aptitude	TSSEN	1	3	40	60	100
7	Environmental Studies	ENV4A	1	2	25	75	100

Fifth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Media, Culture and Society	SAX5A	6	5	25	75	100
2	Television Production	SAX5B	5	5	25	75	100
3	Web Publishing (Practical)	SAX51	6	5	20	80	100
4	Advertising Photography (Practical)	SAX52	6	5	20	80	100
5	Project (Phase I)		5	5			
6	Value Education	VAE5Q	2	2	25	75	100

Sixth semester							
S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Media Organization	SAX6A	6	4	25	75	100
2	Television Production Practice (Practical)	SAX61	6	4	20	80	100
3	3D Animation	SAX62	6	4	20	80	100
4	Project (Phase 2)		6	5			100
5	Project (Phase 3)	SAX6Q	6	5			100
6	Extension Activities	CES6Q		1			

COLLEGE RULES & REGULATIONS

The tuition fee and special fee should be paid within fifteen days from the re-opening of the college for each term. A fine of Rs.5/- per week will be collected for payment of fee after 15 days. If the fees are not paid within two months after the re-opening of the college, the name of the students will be removed from the roll. If re-admitted he/she shall pay a re-admission fee of Rs.15/- in addition to the fees and fines. Fee once paid will not be refunded on any account.

If a student leaves the college at the beginning of the year or later during the course, he/she should pay the fees due for the course as per rules before transfer and other certificates are issued.

DRESS, BEHAVIOUR, AND DISCIPLINE

1. Every Student should wear a clean and decent dress.
2. T-Shirts are not allowed.
3. As a mark of culture and courtesy, students will greet the members of the college staff on their first meeting during the day.
4. Gathering in groups at entrance, exits, pathways and gates is strictly forbidden.
5. On entering a Class, Students shall observe strict silence irrespective of the presence or absence of a Lecturer.
6. On a Lecturer entering the Class, the Students shall rise and remain standing till he/she takes his/her seat or desires them to be seated.
7. No student shall leave the classroom without the permission of the Lecturer.
8. Students will not be permitted to leave the class or attend it late under the pretext of paying the fee or taking books from the library.

9. Any student who damages any furniture or any other article even inadvertently shall pay the cost of the article together with penalty, as may be imposed by the Principal.
10. Students shall move from one classroom to the other in an orderly and disciplined manner, to avoid disturbance to the classes. Students are required not to use the corridors except when moving at the beginning of a period from one class to the other and after the interval.
11. Any disfigurement or damage done to the college premises and furniture (such as writing on the walls, breaking window panes, etc.) shall entail severe punishment. The cost of the damaged article in all cases shall be recovered.
12. Smoking in college premises is strictly prohibited.
13. No subscription shall be collected by anyone for any purpose within the college premises.
14. Students are forbidden from taking part in party or communal politics (vide Madras Educational Rule 94).
15. The attention of students is invited to the following Government Order : (G.O.Ms.479, Education, 20th March 1984)
“The Government directs that Educational concessions granted under Rule 92 of the Madras Educational Rules to be cancelled in respect of pupils who resort to or partic

STUDENT DECORUM

Every College student is encouraged and expected to evolve, as a responsible citizen with a commitment to uphold the dignity and image of the institution.

DISCIPLINE

Every student is expected to behave with decorum and honesty by avoiding acts mentioned in clauses below that are considered as acts

unbecoming of a student which are punishable as envisaged in student's conduct rules given in College calendar.

- a. Any form of ragging or eve-teasing.
- b. Causing disturbance by noisy and unruly behaviour.
- c. Causing damages to the property of the College.
- d. Misbehaviour in the public transport system, causing damages to public properties, disrupting traffic or causing annoyance to the public in any form.
- e. Any kind of inducement to any employee of the College expecting undue favour.
- f. Displaying any poster or distributing any pamphlet inside the campus of the College without the approval of the authorities.
- g. Sending petitions of complaints to the outside (individuals/ establishments) without the approval of the authorities and without exhausting all the redressal mechanism in the institution.
- h. Any other conduct opposed to decency and public morals.

DRESS AND IDENTITY CARD

- a. Every student shall wear a decent dress.
- b. Every student should carry his / her identity card on the person and it should be shown on-demand to any teaching staff or security personnel.

USE OF ALCOHOL AND DRUGS

- a. Smoking on the campus is strictly forbidden.
- b. Possession and consumption of alcohol and illicit drugs inside the premises of Institutions are prohibited.
- c. Students found inside the premises of Institutions in a state of intoxication are liable for punishment.

POLITICAL ACTIVITY

The political activity of any form inside the campus is punishable.

DEMONSTRATIONS AND STRIKES

The student shall not;

- a. Indulge in demonstrations and strikes.
- b. Participate in any form of intimidation, coercion or wrongful confinement or any violent activity which will prevent any student, employee or officer/authority of the institution from discharging their duties.

JOINING ASSOCIATIONS

Students shall not join or continue to be a member of any non-academic association or organization, the object or activities of which are prejudicial to the sovereignty and integrity of India, the security of the State, or to public order, decency or morality or the interest of the College.

COLLECTION OF FUNDS

Students shall not raise any fund or make any collection in cash or kind without the prior consent of the authority.

TAMIL NADU PROHIBITION OF RAGGING ACT, 1997

Ragging is strictly prohibited. As per G.O. No. 6321 of December 19, 1996 (Part IV Section 2) Tamil Nadu Ordinance No. 10 of 1996 to prohibit ragging in Educational Institutions in the State of Tamil Nadu. Any violation will attract penal action under section 4 & 5.

- Section 4: Whoever commits, directly or indirectly participates in abets or propagates ragging within or outside the educational institution, shall be punished with imprisonment for a term, which may extend to two years and shall also be liable to a fine which may extend

to Rs. 10,000/- (Ten Thousand Rupees). Students found indulging in the act of ragging shall be dismissed from the College besides initiating criminal action under the law.

- Section 5: Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such students shall not be admitted in any other educational institution.
- Therefore, students found ragging will be booked under section 4 & 5 and are warned not to indulge in such crimes.

ANTI RAGGING COMMITTEE AND SQUAD

Anti-ragging committee and Anti-ragging squad are functioning in this College. The anti-ragging committee is constituted as per the directions of the UGC under the provisions of the “UGC regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009”. Contact details (Mobile No.) of the anti-ragging committee are prominently displayed in the College notice board and near the Principal’s office. Students are advised to contact the Principal or any of the committee members and report the instances of ragging immediately without any fear.

PROHIBITION OF SMOKING AND SPITTING ACT, 2002

In exercise of the powers conferred by section 10 of the Tamil Nadu Prohibition of Smoking and Spitting Act 2002 (Tamil Nadu Act 4 of 2003), ‘The Governor of Tamil Nadu hereby appoint the 14th day of May 2003 as the date on which the College Principal also shall be competent to act under the Act’. Therefore the students are strictly instructed not to spit in the classrooms, corridor and not to smoke in the college premises. Otherwise, action will be taken against the erring students as per the government orders.

CODE OF CONDUCT FOR WOMEN STUDENTS

A presiding officer who shall be women employed at a senior level at workplace from amongst the employees:

- Provided that in case a senior level women employee is not available, the presiding officer shall nominated from other officers or administrative units of the workplace referred to in sub-section (1):
- Provided further that in case the other officers or administrative units of the workplace do not have a senior level women employee, the presiding officer shall be nominated from any other workplace of the same employer or other department or organization.

1. The women students shall wear churidar with dupatta. The dress must be worn properly and decently.
2. They shall occupy the front row benches in the classroom. If there is any free hour they are expected to be in the College Library/restrooms allotted exclusively for girl students.
3. Girls should not wear Leggings, Short Tops and Net Dupattas.
4. Students who are desirous of leaving the College before the close of College hours or desirous of remaining after the College hour shall obtain permission from the Head of the Department or Principal.
5. Students can join, NSS, NCC & YRC of the College.
6. They may take part in the sports and games.

PHYSICAL EDUCATION

A well-equipped Gymnasium is functioning in the college from 6.00 a.m. to 8.00 p.m. Physical Director leaves no stone unturned to sharpen overall cognitive abilities and motor skills of our students through athletics, exercises and various other physical activities. Students are given regular coaching in Cricket, Ball Badminton, Volleyball, Kabbadi, Kho-

Kho etc. It imbibes in them a sense of team spirit.

YRC

College Youth Red Cross is a voluntary humanitarian organization having around 400 students, providing relief in times of disasters/emergencies and promotes health & care of the vulnerable people and communities of the society. It inculcates civic responsibilities in our students and provides holistic development of individual personality. The College strongly believes that co-curricular activities complement academics for shaping an accomplished personality of the students.

STUDENTS PLACEMENT CELL

The Placement Cell acts as a platform that bridges the various Companies at the State and National level and the students of the College. The Cell aids in organizing campus recruitment drives across various sectors. It liaisons with the companies for internship opportunities for the students. Also, counselling is offered to students, regarding placements. The unit also organizes leadership and training programmes regularly.

STUDENT COUNSELLING CENTRE

Student Counselling Centre functions with a full-time Student Counsellor and Class Advisors. External Counsellors also visit College periodically to provide counselling to the students on personal and psychological needs, maintaining privacy and confidentiality.

CAREER GUIDANCE BUREAU AND PLACEMENT CELL

Career Guidance Bureau and Placement Cell is functioning in the College for the welfare of the students. Students are given extensive guidance in choosing their career. Our placement cell has a good rapport with leading

corporate firms and MNC's. Campus interview is conducted by leading corporate firms for the final year students. Students may contact Mr R. Manikandan, Department of Computer Science, for further queries.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC monitors the quality parameters in the college and ensures that the vision and mission of the college are met and sustained. It aims to develop a system for cognizant, consistent and catalytic action to improve the academic and administrative performance of the institution.

IDENTIFICATION CARD

An identity card will be issued to every student after his / her admission to the College. Students should always wear the ID card and it is mandatory to produce the ID card at the College office for obtaining the following:

1. Scholarship
2. Railway Concession Pass
3. Examination Hall Ticket
4. Grade Certificate and
5. Transfer Certificate and Conduct Certificate

LIBRARY

1. The library will be kept open on all working days, during working hours i.e. (10.00 a.m. to 6.00 p.m.).
2. Students can borrow books from the Library for 15 days. The same can be renewed for another 15 days, subject to availability of the book.
3. All the Books should be returned one day before the last working day of the academic year.
4. A fine of Rupees 2/- per day will be collected from the borrower if he/

she fails to return the book on the due date.

5. The Library card should be handled carefully. If the card is lost, a fine of Rs. 15/- will be levied.
6. On receiving the book, the borrower must be satisfied with the good condition of the book and if not so, the Librarian should be informed immediately. Any complaint later will not be entertained.
7. Student borrowing books from the Library shall be fully responsible for its safe custody. In the event of any loss or damage, the book should be replaced with a new copy of the book.
8. Library books, periodicals, the dailies etc., should not be marked, written upon, scribbled or damaged.
9. Students are encouraged to utilize the Reading Room facility from 10.00 a.m. to 6.00 p.m.
10. Internet and Intranet facility is available in the college library for educational purposes, between 10.00 a.m. and 6.00 p.m.

NATIONAL CADET CORPS

N.C.C. (Army) Wing was introduced in the College from the academic year 1984-85, under 13 (TN) Bn. N.C.C. Girl students are also enrolled in N.C.C. from the Year 2004 - 2005. The cadets who have completed three years of training in N.C.C. are eligible for 'B' and 'C' Certificate examinations. Those who have completed 2 years of training are eligible for only 'B' certificate examination.

AIM OF N.C.C.

1. To develop character, comradeship, discipline, leadership, secular outlook, the spirit of adventure and the ideals of selfless service amongst the youth of the country.
2. To create a human resource of organised, trained and motivated youth, to provide leadership in all walks of life and to be always available for

the service to the nation.

ENROLMENT

1. The enrolment of cadets shall be taken up at the beginning of the academic year. The application for enrolment should be made in the candidate's handwriting.
2. The applicant should furnish particulars of his/her age, height, previous N.C.C. experience if any, the institution in which he/she last studied and proficiency in games and sports in his/her application.
3. He/She should satisfy the standard of physical fitness in height, chest measurement etc., as specified by the Ministry of Defence.
4. He/She should at no time, been dismissed from Indian Territorial Forces or the National Cadet Corps or the Indian Armed Forces.

ATTENDANCE ON PARADES

Once a student is enrolled in N.C.C., he/she is expected to attend a minimum of 75% of parades conducted during the year. Cadets, who get less than 75% of attendance will not be permitted to take certificate examinations.

NATIONAL SERVICE SCHEME

The goal of the National Service Scheme is education through community service. The purpose is to enrich the student's personality and deepen his/her understanding of the social environment in which he/she lives.

It helps students to develop an awareness and knowledge of social problems and to promote welfare. The ultimate objective of the scheme is the student's self-development integrated with community development

OBJECTIVES

1. To learn by serving the community.
2. To work with and among people.
3. To engage in creative and constructive social action.
4. To enhance knowledge of one's self and the community through confrontation with reality, to develop personal ability and character.
5. To put one's scholarship to practical use in mitigating social problems.
6. To gain skills in the exercise of democratic leadership and team-work.
7. To gain skills in programme development and urge for self-employment.
8. To promote national integration and involvement in nation-building.

The N.S.S. of this college was started in September 1978. Every year four hundred N.S.S. Volunteers are enrolled. The Volunteers are trained in five avenues of action-survey, analysis, planning, implementations and evolution. To claim an N.S.S. General certificate, a Volunteer should complete a minimum of 120 hours of service. Apart from attendance, qualities like leadership, dedication, initiative and integrity will be taken into account.

FORUM FOR ISLAMIC STUDIES

In the Name of Allah, the most beneficent and merciful. "You are the best of people evolved for mankind. You enjoin what is right and forbid what is wrong and believe in God".

Al Qur'an 3:110

- The Forum is conducting Deeniyath classes on every Friday during the last hour for Muslim Students in our College Mosque.
- Hadhees, Eminent professors and Aalims from various places are invited to give speeches about faith and beliefs in Allah (Allah Shanahu),

Prophets and Sahabas Life-history.

- The aim is to promote faith and belief in Allah (Allah Shanahu) and following the path shown by the Prophet (Sallallahu Alaihi Vasallam).
- This Forum aims to shape the thoughts in such a way that when they leave this college, they are equipped to do the worldly affair with moral Strength. "Invite to the way of the Lord with Wisdom" - (Holy Qur'an 16:125).

MORAL INSTRUCTION CLASS FOR STUDENTS BELONGING TO OTHER FAITH AND RELIGION

Every week Moral Instruction classes are organized for students belonging to other faith and religion by religious scholars.

COLLEGE MOSQUE

All Muslim Staff and Students are expected to pray in the College Mosque situated within the campus at the stipulated timings. Every Muslim Student and Staff shall attend the Jumma Congregational prayers on all Fridays (After Noon Prayers).

ATTENDANCE AND LEAVE

No Student will be allowed to absent from the College without leave application, which must be submitted in advance to the Principal. In case, if the absence is due to unavoidable reasons, the application for leave must be submitted immediately.

ATTENDANCE REQUIREMENT

All candidates must put in 75% and above of attendance for appearing the University Examination. The Principal shall condone the shortage of attendance up to a maximum limit of 10% (i.e. between 65%

and 75%) after collecting the condonation Fee of Rs.250/- each for Theory / Practical examination separately.

Candidates who have secured 50% to 65% of attendance are not permitted to appear for the regular University Examinations but they can proceed to the next year / next semester of the course by paying the condonation fee of Rs.250/- each for Theory / Practical separately to the University of Madras.

Candidates who have put in less than 50% of attendance have to repeat the course (by rejoining) for which they lack attendance.

Candidates with 0% of attendance are considered as rejoiner and they have to get the prior permission from the University of Madras.

TRANSFER CERTIFICATE

Transfer Certificate and Conduct Certificate are very important documents for every Student. Every Student shall submit his/her original Transfer Certificate and Conduct Certificate at the time of admission in the College. The above certificates, which are submitted with the application at the time of admission are cancelled and a new Transfer Certificate and Conduct Certificate will be issued to the student at the time of leaving the College, on payment of Rs.100/-.

NO DUE CERTIFICATE

Students, who wish to get their Transfer Certificate and Conduct Certificate must submit a no - dues certificate signed by their respective Head of the Department, Librarian and Office. This should invariably be attached with all applications for Transfer Certificate and Conduct Certificate.

PROCEDURE FOR APPLYING FOR DUPLICATE TRANSFER CERTIFICATE

The student may get a duplicate Transfer Certificate and Conduct Certificate from the College if he/she has lost his/her certificate beyond recovery. A certificate to this effect has to be enclosed with his / her application, for the issue of duplicate Transfer Certificate and Conduct Certificate from a Revenue Officer, not below the rank of Tahsildar or a Gazetted Officer. A Sum of Rs. 100/- (Rupees Hundred only) has to be paid as a penal fee for the issue of such Duplicate Certificates.

FOR THE ATTENTION OF THE PARENTS

This is to remind the parents that their responsibilities do not cease with the admission of their wards in The Quaide Milleth College for Men (Self - Financing). While continuing to evince keen interest in the progress of their wards in studies and their conduct in and outside the College, they should extend every co-operation to the authorities of the College in the education and welfare of their wards. Needless, we mention here that mere admission to the College does not guarantee an automatic pass in the University Examination. Students once admitted, should realise that their promotion or selection to appear for the University examination will depend on their attendance, progress in studies and conduct as determined by the Principal and Staff of the College. Only sustained and systematic hard work will be the key to their continued progress and ultimate success.

PARENTS TEACHERS MEET

Parents and Teachers meeting are conducted periodically to create a common platform, where Teachers and Parents come together to enrich

the students' educational experiences and it also enables the staff members to give detailed academic feedback of their wards. Parents must attend this meeting to upheave the overall development of the Students.

INTRANET

The College Intranet is a versatile tool to disseminate information of Academic, Alumni Association, Time-table, Syllabus, Examinations, Calendar, E-Resources, Question Banks with Answer Keys and references are available for the students to elaborate their knowledge. Students can easily access it within the College campus and update themselves.

EXAMINATIONS / TESTS / ASSIGNMENTS

Students are subjected to Continuous Internal Assessment (CIA) tests for theory and practical examination. Monthly test, Mid-term test and Model Examinations are centrally administered by the College through the College Examination Committee during every semester. Internal Marks are awarded based on the performance of the students in these tests and assignments. Students are advised to attend these examinations compulsorily.

ALUMNI ASSOCIATION

The Quaide Milleth College Alumni Association comprises of numerous luminaries who got enlightened through this institution. The Association aims at paying gratitude to the Alma- matter by augmenting the academic and other developmental activities of the institution.

The Alumni Association provides a chance for the reunion of old friends. All the final year students may enroll as members after their final examinations. For online enrolment visit the college website www.qmcmn.com.

June -2019

DATE	DAY	TASK	DAY OREDER	WORKING DAYS	CYCLE
1	Saturday				
2	Sunday				
3	Monday				
4	Tuesday				
5	Wednesday	Ramzan			
6	Thursday				
7	Friday				
8	Saturday				
9	Sunday				
10	Monday				
11	Tuesday				
12	Wednesday		I	1	I
13	Thursday		II	2	
14	Friday		III	3	
15	Saturday				
16	Sunday				
17	Monday		IV	4	
18	Tuesday		V	5	
19	Wednesday		VI	6	
20	Thursday		I	7	II
21	Friday		II	8	
22	Saturday		III	9	
23	Sunday				
24	Monday		IV	10	
25	Tuesday		V	11	
26	Wednesday		VI	12	
27	Thursday		I	13	III
28	Friday		II	14	
29	Saturday		III	15	
30	Sunday				

July -2019

DATE	DAY	TASK	DAY OREDER	WORKING DAYS	CYCLE
1	Monday		IV	16	
2	Tuesday		V	17	
3	Wednesday		VI	18	
4	Thursday		I	19	IV
5	Friday		II	20	
6	Saturday		III	21	
7	Sunday				
8	Monday		IV	22	
9	Tuesday		V	23	
10	Wednesday		VI	24	
11	Thursday		I	25	V
12	Friday		II	26	
13	Saturday				
14	Sunday				
15	Monday	Unit Test	III	27	
16	Tuesday		IV	28	
17	Wednesday		V	29	
18	Thursday		VI	30	
19	Friday		I	31	VI
20	Saturday		II	32	
21	Sunday				
22	Monday		III	33	
23	Tuesday		IV	34	
24	Wednesday		V	35	
25	Thursday		VI	36	
26	Friday		I	37	VII
27	Saturday				
28	Sunday				
29	Monday		II	38	
30	Tuesday		III	39	
31	Wednesday		IV	40	

August -2019

DATE	DAY	TASK	DAY OREDER	WORKING DAYS	CYCLE
1	Thursday		V	41	
2	Friday		VI	42	
3	Saturday		I	43	VIII
4	Sunday				
5	Monday		II	44	
6	Tuesday		III	45	
7	Wednesday		IV	46	
8	Thursday		V	47	
9	Friday		VI	48	
10	Saturday		I	49	IX
11	Sunday				
12	Monday	Bakrid Holidays			
13	Tuesday				
14	Wednesday				
15	Thursday	Independence Day			
16	Friday	Mid - Term Examinations	II	50	
17	Saturday		III	51	
18	Sunday				
19	Monday		IV	52	
20	Tuesday		V	53	
21	Wednesday		VI	54	
22	Thursday		I	55	X
23	Friday	Krishna Jayanthi			
24	Saturday		II	56	
25	Sunday				
26	Monday		III	57	
27	Tuesday		IV	58	
28	Wednesday		V	59	
29	Thursday		VI	60	
30	Friday		I	61	XI
31	Saturday				

September -2019

DATE	DAY	TASK	DAY OREDER	WORKING DAYS	CYCLE
1	Sunday				
2	Monday	Ganesh Chaturthi			
3	Tuesday		II	62	
4	Wednesday		III	63	
5	Thursday		IV	64	
6	Friday		V	65	
7	Saturday	Parents Teachers Meeting	VI	66	
8	Sunday				
9	Monday		I	67	XII
10	Tuesday	Muharram			
11	Wednesday		II	68	
12	Thursday		III	69	
13	Friday		IV	70	
14	Saturday		V	71	
15	Sunday				
16	Monday	Unit Test	VI	72	
17	Tuesday		I	73	XIII
18	Wednesday		II	74	
19	Thursday		III	75	
20	Friday		IV	76	
21	Saturday				
22	Sunday				
23	Monday		V	77	
24	Tuesday		VI	78	
25	Wednesday		I	79	XIV
26	Thursday		II	80	
27	Friday		III	81	
28	Saturday		IV	82	
29	Sunday				
30	Monday		V	83	

October -2019

DATE	DAY	TASK	DAY OREDER	WORKING DAYS	CYCLE
1	Tuesday		VI	84	
2	Wednesday	Ganathi Jayanthi			
3	Thursday		I	85	XV
4	Friday		II	86	
5	Saturday		III	87	
6	Sunday				
7	Monday	Ayudha Pooja			
8	Tuesday	Vijaya Dasami			
9	Wednesday		IV	88	
10	Thursday		V	89	
11	Friday		VI	90	
12	Saturday		I	91	XVI
13	Sunday				
14	Monday		II	92	
15	Tuesday	Practical Examinations	III	93	
16	Wednesday	Model Examinations	IV	94	
17	Thursday		V	95	
18	Friday		VI	96	
19	Saturday		I	97	XVII
20	Sunday				
21	Monday		II	98	
22	Tuesday		III	99	
23	Wednesday		IV	100	
24	Thursday		V	101	
25	Friday		VI	102	
26	Saturday	Deepavali			
27	Sunday				
28	Monday		I	103	XVIII
29	Tuesday		II	104	
30	Wednesday		III	105	
31	Thursday		IV	106	

November -2019

DATE	DAY	TASK	DAY OREDER	WORKING DAYS	CYCLE
1	Friday	University Examinations		107	
2	Saturday			108	
3	Sunday				
4	Monday			109	
5	Tuesday			110	
6	Wednesday			111	
7	Thursday			112	
8	Friday			113	
9	Saturday			114	
10	Sunday	Milad un-Nabi			
11	Monday			115	
12	Tuesday				
13	Wednesday				
14	Thursday				
15	Friday				
16	Saturday				
17	Sunday				
18	Monday				
19	Tuesday				
20	Wednesday	College reopens for Even Semester	I	1	I
21	Thursday		II	2	
22	Friday		III	3	
23	Saturday				
24	Sunday				
25	Monday		IV	4	
26	Tuesday		V	5	
27	Wednesday		VI	6	
28	Thursday		I	7	II
29	Friday		II	8	
30	Saturday		III	9	

December -2019

DATE	DAY	TASK	DAY OREDER	WORKING DAYS	CYCLE
1	Sunday				
2	Monday		IV	10	
3	Tuesday		V	11	
4	Wednesday		VI	12	
5	Thursday		I	13	III
6	Friday		II	14	
7	Saturday		III	15	
8	Sunday				
9	Monday		IV	16	
10	Tuesday		V	17	
11	Wednesday		VI	18	
12	Thursday		I	19	IV
13	Friday		II	20	
14	Saturday		III	21	
15	Sunday				
16	Monday		IV	22	
17	Tuesday		V	23	
18	Wednesday		VI	24	
19	Thursday		I	25	V
20	Friday	Central Valuation Begins			
21	Saturday				
22	Sunday				
23	Monday				
24	Tuesday				
25	Wednesday	Christmas			
26	Thursday				
27	Friday				
28	Saturday				
29	Sunday				
30	Monday		II	26	
31	Tuesday		III	27	

January -2020

DATE	DAY	TASK	DAY OREDER	WORKING DAYS	CYCLE
1	Wednesday	New Year Day			
2	Thursday	Unit Test	IV	28	
3	Friday	"	V	29	
4	Saturday	"	VI	30	
5	Sunday				
6	Monday	"	I	31	VI
7	Tuesday	"	II	32	
8	Wednesday		III	33	
9	Thursday		IV	34	
10	Friday		V	35	
11	Saturday		VI	36	
12	Sunday				
13	Monday		I	37	VII
14	Tuesday		II	38	
15	Wednesday	Pongal			
16	Thursday	Thiruvalluvar Day			
17	Friday	Uzhavar Thirunal			
18	Saturday				
19	Sunday				
20	Monday		III	39	
21	Tuesday		IV	40	
22	Wednesday		V	41	
23	Thursday		VI	42	
24	Friday		I	43	VIII
25	Saturday		II	44	
26	Sunday	Republic Day			
27	Monday		III	45	
28	Tuesday		IV	46	
29	Wednesday		V	47	
30	Thursday		VI	48	
31	Friday		I	49	IX

February -2020

DATE	DAY	TASK	DAY OREDER	WORKING DAYS	CYCLE
1	Saturday		II	50	
2	Sunday				
3	Monday	Mid-Term Ex-aminations	III	51	
4	Tuesday	"	IV	52	
5	Wednesday	"	V	53	
6	Thursday	"	VI	54	
7	Friday	"	I	55	X
8	Saturday	"	II	56	
9	Sunday				
10	Monday		III	57	
11	Tuesday		IV	58	
12	Wednesday		V	59	
13	Thursday		VI	60	
14	Friday		I	61	XI
15	Saturday	Parents Teachers Meeting	II	62	
16	Sunday				
17	Monday		III	63	
18	Tuesday		IV	64	
19	Wednesday		V	65	
20	Thursday		VI	66	
21	Friday		I	67	XII
22	Saturday		II	68	
23	Sunday				
24	Monday		III	69	
25	Tuesday		IV	70	
26	Wednesday		V	71	
27	Thursday		VI	72	
28	Friday		I	73	XIII
29	Saturday		II	74	

March -2020

DATE	DAY	TASK	DAY OREDER	WORKING DAYS	CYCLE
1	Sunday				
2	Monday		III	75	
3	Tuesday		IV	76	
4	Wednesday		V	77	
5	Thursday		VI	78	
6	Friday		I	79	XIV
7	Saturday		II	80	
8	Sunday				
9	Monday		III	81	
10	Tuesday		IV	82	
11	Wednesday		V	83	
12	Thursday		VI	84	
13	Friday		I	85	XV
14	Saturday				
15	Sunday				
16	Monday	Univ. Practical Exam	II	86	
17	Tuesday	Model Examinations	III	87	
18	Wednesday		IV	88	
19	Thursday		V	89	
20	Friday		VI	90	
21	Saturday		I	91	XVI
22	Sunday				
23	Monday		II	92	
24	Tuesday		III	93	
25	Wednesday	Telugu New Year			
26	Thursday		IV	94	
27	Friday		V	95	
28	Saturday		VI	96	
29	Sunday				
30	Monday		I	97	XVII
31	Tuesday		II	98	

April -2020

DATE	DAY	TASK	DAY OREDER	WORKING DAYS	CYCLE
1	Wednesday			99	
2	Thursday			100	
3	Friday			101	
4	Saturday			102	
5	Sunday				
6	Monday	Mahaveer Jayanthi			
7	Tuesday			103	
8	Wednesday			104	
9	Thursday			105	
10	Friday	Good Friday			
11	Saturday			106	
12	Sunday				
13	Monday			107	
14	Tuesday	Tamil New Year			
15	Wednesday			108	
16	Thursday			109	
17	Friday			110	
18	Saturday				
19	Sunday				
20	Monday	Valuation Begins			
21	Tuesday				
22	Wednesday				
23	Thursday				
24	Friday				
25	Saturday				
26	Sunday				
27	Monday				
28	Tuesday				
29	Wednesday				
30	Thursday				

THE QUAIDE MILLETH COLLEGE FOR MEN**CHENNAI – 600100****SHIFT – II****ABSTRACT****ODD SEMESTER – (2019-2020)**

Month	No. of Working Days	Total Working Days
June	15	15
July	25	40
August	21	61
September	22	83
October	23	106
November	09	115

EVEN SEMESTER – (2019-2020)

Month	No. of Working Days	Total Working Days
November	9	9
December	18	27
January	22	49
February	25	74
March	24	98
April	12	110