

# The Quaide Milleth College for Men

Re-accredited by NAAC

**A Govt. Aided Post Graduate Co- Educational Institution  
Affiliated to University of Madras**

Tambaram – Velachery Main Road, Medavakkam, Chennai – 600 100

Phone : 044 – 2277 1202 (Office), 2277 1819 (Principal)

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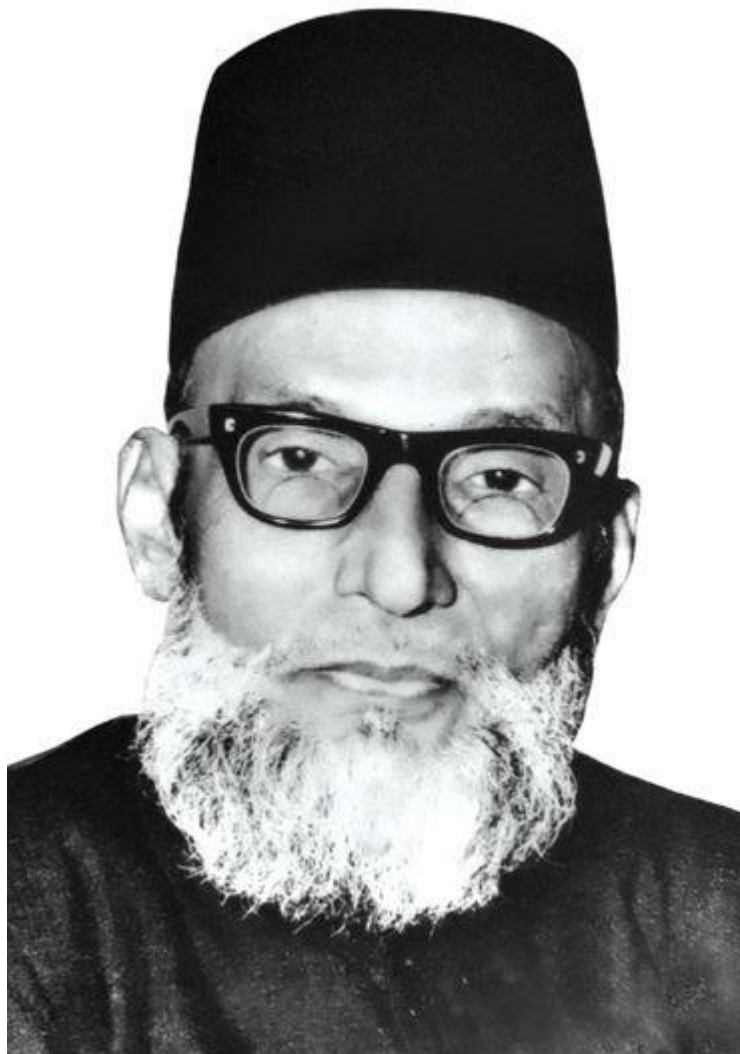
Quaide Milleth Educational and Social Trust  
Chennai

49  
Years

HAND BOOK & CALENDAR  
2023-2024

And He to whom wisdom is granted  
Received indeed a benefit over flowing





Quaide Milleth Alhaj M. Mohammed Ismail sahib



In the Name of Allah,  
The Most Gracious, The Most Merciful  
All Praise is due to Allah, Lord of the World  
The Cherisher and Sustainer of the Worlds;  
The Most Gracious, The Most Merciful  
Sovereign of the Day of Judgment  
Master of the Day of Judgment  
Thee do we worship &  
Thee we ask for help  
Guide us to the straight path,  
The path of those upon whom,  
You have bestowed favour,  
not & those who evoked or of those  
who are astray

- Al Quran

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 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-Uthkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchchala-jaladhi-taranga.  
Tava shubha name jage,  
Tava shubha asisa 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.

- Rabindranath Tagore

## தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுக்கும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!  
தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து  
செயல்மறந்து வாழ்த்துதுமே!  
வாழ்த்துதுமே!  
வாழ்த்துதுமே!

மனோன்மணியம் பெ. சுந்தரம்பிள்ளை



**PERSONAL MEMORANDUM**  
**2023-2024**

Name .....

Roll No. ....Class .....

Date of Birth.....

Father's Name & Address.....

.....

.....

Phone.....

University Examination Register No. ....

Season Ticket Number.....

Height.....Weight.....

Chest Measurement.....

Blood Group.....

### **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 the 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 are equipped to achieve academic excellence along with social and national commitment and career competence.

### **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 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:

#### **Aided Courses :**

B.Com., Co-operation	-	1977	-
B.Sc., Mathematics	-	1977	
B.Com., General	-	1978	
B.Com., Corporate Secretaryship	-	1981	
M.Com., (General)	-	1982	

#### **Courses offered under self-financing stream :**

B.Sc., Computer Science	-	1998
B.Com., Information System Management	-	2001
B.Com.,(General)	-	2001
B.B.A.,	-	2003
B.C.A.,	-	2003
B.Com.,(Accounting & Finance)	-	2010
B.Sc., (Visual Communication)	-	2019
M.Phil., (Commerce)		
Ph.D., (Commerce)		

#### **UGC - Career Oriented Course on Web Designing**

- 1) Certificate Course
- 2) Diploma Course
- 3) Advanced Diploma Course

The College is easily accessible and is about 8 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. 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. <b>S. Sathikh</b> , Former Vice Chancellor University of Madras	- Honorary Patron
Mufti Khazi Dr. <b>Salahudeen Mohamed Ayub</b> Sahib	- President
Janab <b>M.G. Dawood Miakhan</b> Sahib	- Secretary & Correspondent
Janab <b>U. Mohamed Sahabudeen</b> Sahib	-Treasurer
Alhaj <b>S. Ahamed Meeran</b> Sahib	-Vice President
Janab <b>A.M. Haja Najmudeen</b> Sahib	- Vice President
Janab <b>T.H. Mohideen</b> Sahib	- Vice President
Janab <b>J.M.P. Jamal Mohamed Abdullah</b> Sahib	-Vice President
Janab <b>A. Shahul Hameed</b> Sahib	- Joint Secretary
Janab <b>A. Mohamed Ismail</b> Sahib	- Joint Secretary
Janab <b>M.H.B. Thajudeen</b> Sahib	- Honorary Legal Advisor
Dr. A. <b>Rafi</b> Sahib, Director (Ex - Officio)	- Member
Principal (Ex-Officio)	- Member

**DIRECTOR**

Dr. **A. Rafi**, M.Com., M.Phil., Ph.D.,

**ADMIN MANAGER**

Mr. **T. Mohammed Iqbal**, B.Com.,

**FACULTY MEMBERS****PRINCIPAL**

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

**VICE - PRINCIPAL**

Dr. **S. Sheik Kalil**, M.Com., M.Phil., M.B.A., M.A., Ph.D.,

**P.G. & RESEARCH DEPARTMENT OF COMMERCE****Associate Professor & Head :**

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

**Assistant Professors :**

Dr. (Mrs.) **M. Fathima**, M.Com., M.Phil., Ph.D.,

Mrs. **A. Meharunisha**, M.Com., M.Phil.,

Mrs. **N. Tajnisha**, M.Com., M.Phil.,

Dr. (Mrs.) **S. Jaya**, M.Com., M.B.A., M.Phil., Ph.D.,

Lt. Dr. **R.H. Abdul Hajee**, M.Com., MBA., M.Phil., Ph.D.,

Dr. (Mrs.) **S. Nafeesa**, M.Com., M.Phil., M.B.A., Ph.D.,

Dr. **G. Rajesh**, M.Com., M.Phil., Ph.D.,

Dr. (Mrs.) **K. Yasmin**, M.Com., M.Phil., MBA., M.Com. (Co-op Mgt.), Ph.D.,

Dr. (Mrs.) **Y. Aqther Begam**, M.Com., M.Phil., Ph.D.,

Dr. (Mrs.) **A. Kamaruniza**, M.Com., M.Phil., Ph.D.,

Dr. **M. Suresh**, M.Com., Ph.D.,

Dr. **G. Vinayagamurthy**, M.Com., M.Phil., MBA., Ph.D.,

## **DEPARTMENT OF CO-OPERATION**

### **Assistant Professor & Head**

Dr. **R. Ravi**, M.B.A., M.Com., M.Phil., M.A., M.Phil., Ph.D.,

### **Assistant Professors**

Mr. **I. Suruliraj**, M.A., M.Phil. (Economics)

Dr. (Mrs.) **B. Jayalakshmi**, M.Com., M.Phil., M.B.A., M.L.I.S., Ph.D.,

Dr. (Mrs.) **P. Kalai Selvi**, M.A., M.B.A., M.Phil., Ph.D.,

Dr. (Mrs.) **S. Akiladevi**, MBA. (Co-op Mgt)., Ph.D.,

## **DEPARTMENT OF CORPORATE SECRETARYSHIP**

### **Assistant Professor & Head**

Dr. **S. Sheik Kalil**, M.Com., M.Phil., M.B.A., M.A., Ph.D.,

### **Assistant Professor**

Dr. (Mrs.) **S.H. Rehana Banu**, M.Com., M.Phil., Ph.D.,

Mr. **K. Imran Basha**, M.Com., M.Phil.,

Dr. (Mrs.) **T.A. Tamil Selvi**, M.Com., M.Phil., MBA., M.A. (Yoga), Ph.D.,

## **DEPARTMENT OF MATHEMATICS**

### **Assistant Professor & Head**

Dr. (Mrs.) **M. Haj Meeral**, M.Sc., M.Phil., Ph.D.,

### **Assistant Professor**

Dr. **A. Sheik Abdullah**, M.Sc., M.Phil., Ph.D.,

Dr. **R. Abdul Saleem**, M.Sc., M.Phil., Ph.D., B.Ed.,

Dr. (Mrs.) **M. Ravithammal**, M.Sc., M.Phil., Ph.D.,

Mrs. **N. Vanitha Jothy**, M.Sc., M.Phil.,

## **DEPARTMENT OF TAMIL**

### **Associate Professor & Head**

Dr. **J. Haja Gani**, M.A., Ph.D.,

### **Assistant Professor**

Dr. **S. Inqulab**, M.A., Ph.D.,

## **DEPARTMENT OF ENGLISH**

### **Associate Professor & Head**

Dr. **M. Mallika**, M.A., M.Phil., Ph.D.,

### **Assistant Professor**

Dr. **H. Charulathaa**, M.A., M.Phil., Ph.D.,

Mr. **D. Karthikeyan**, M.A., M.Phil.,

**DEPARTMENT OF ARABIC****Assistant Professor**

Mr. **S.K. Fareeth**, M.A., M.Phil.,

**DEPARTMENT OF URDU****Assistant Professor**

Dr. **A.M. Maswooda Taskeen**, M.A., M.Phil., Ph.D.,

**DEPARTMENT OF PHYSICAL EDUCATION**

Dr. **C. Godwin Paul**, M.P.Ed., M.Phil., Ph.D.,

Director of Physical Education

**LIBRARY**

Mr. **M. Zakhi Muthafer**, M.C.A., M.L.I.S.,

Librarian

**NCC OFFICER**

Dr. **C. Godwin Paul**, M.P.Ed., M.Phil., Ph.D.,

Care Taker

**NSS PROGRAMME OFFICERS :**

Dr. **A.M. Maswooda Taskeen**, M.A., M.Phil., Ph.D., (Unit-I)

Mr. **S.K. Fareeth**, M.A., M.Phil., (Unit – II)

Dr. **G. Vinayagamurthy**, M.Com., M.Phil., MBA., Ph.D., (Unit – III)

Mr. **S. Thirumalai Ganesan**, M.A., M.Phil., (Unit – IV)

**IQAC - COORDINATOR**

Dr. **M. Haj Meeral**, M.Sc., M.Phil., Ph.D., PGDCA.,

Co-ordinator

**PLACEMENT OFFICERS**

Dr. **M. Haj Meeral**, M.Sc., M.Phil., Ph.D., PGDCA.,

Dr. **R. Ravi**, M.B.A., M.Com., M.Phil., M.A., M.Phil., Ph.D.,

Dr. (Mrs.) **S.H. Rehana Banu**, M.Com., M.Phil., Ph.D.,

Dr. (Mrs.) **S. Nafeesa**, M.Com., M.Phil., M.B.A., Ph.D.,

Dr. **R. Abdul Saleem**, M.Sc., M.Phil., Ph.D., B.Ed.,

Dr. **M. Suresh**, M.Com., Ph.D.,

Dr. **R. Manikandan**, MCA., M.Phil., Ph.D.,

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

Mr. **K. Kalaivanan**, MCA., M.Phil.,

**YOUTH RED CROSS**

Dr. **H. Charulathaa**, M.A., M.Phil., Ph.D.,

Programme Officer

## **MINISTERIAL STAFF**

Mr. **A. Mazhar Khan**, M.Com., M.Phil., - Superintendent

Mr. **S. Jahirudeen**, M.L.I.S., M.Phil., - Assistant

Mr. **J.H. Jamal Abdul Saleem**, M.Com., - Assistant

Mr. **G. Abdul Salam**, M.Sc., M.Phil., - Junior Assistant

Mrs. **S. Padmavathy**, MBA., M.Com., - Junior Assistant

Mrs. **J. Taj Saidammal**, B.Sc., - Typist

Mr. **M.A. Siraj Ahmed**, B.A., - Junior Assistant

Mrs. **M. Padmavathi**, B.Com., - Typist

Mr. **C. Arun Shanker**, M.A., - Record Clerk

Mr. **M. Baqir Khan**, M.Com., - Record Clerk

Mrs. **M. Sumaiya**, M.Sc., - Record Clerk

Mr. **G. Govindan** - Office Assistant

Mr. **A.K. Haj Mohamed**, B.A., Office Assistant

Mr. **P. Vijay Kumar**, B.B.A., - Office Assistant

Mr. **A. Syed Darwesh**, BCS., - Office Assistant

Mr. **S. Palani** - Sweeper (Spl. Gr)

Mr. **M. Abdulla Basha** - Waterman (SG)

### **Management Paid Staff Member**

Scavenger

Sweeper

Sweeper

Sweeper

## **COLLEGE COUNCIL**

<b>Dr. A. Rafi</b>	<b>- DIRECTOR</b>
<b>Principal</b>	<b>- PRESIDENT</b>
<b>H.O.D., Department of Commerce</b>	<b>- MEMBER</b>
<b>H.O.D., Department of Co-operation</b>	<b>- MEMBER</b>
<b>H.O.D., Department of Mathematics</b>	<b>- MEMBER</b>
<b>H.O.D., Department of Corporate Secretaryship</b>	<b>- MEMBER</b>
<b>Admin Manager</b>	<b>- MEMBER</b>
<b>Superintendent</b>	<b>- MEMBER</b>
<b>Special invitee as desired by the Principal</b>	



## B.Com., Co-operation (2023 - 2024)

### First Semester

Part.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
I	Tamil - I Arabic -I Urdu – I	100L1A 100L1H 100L1F	6	3	25	75	100
II	General English – I	100L1Z	6	3	25	75	100
III	Financial Accounting -I	117C1A	5	5	25	75	100
III	Principles of Management	117C1B	5	5	25	75	100
III	Theory of Co-operation	117E1A	4	3	25	75	100
IV	Skill Enhance Course SEC – 1 - Insurance & Risk Management/ Advance Tamil/ Basic Tamil	117S1A 100S1B 100S1A	2	2	25	75	100
	Foundation Course – Fundamentals of Cooperation	117B1A	2	2	25	75	100

### Second Semester

Part.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
I	Tamil - II Arabic - II Urdu – II	100L2A 100L2H 100L2F	6	3	25	75	100
II	General English – II	100L2Z	6	3	25	75	100
III	Financial Accounting - II	117C2A	5	5	25	75	100
III	Business Law	117C2B	5	5	25	75	100
III	Cooperative Development in India	117E2A	4	3	25	75	100
IV	Skill Enhance Course SEC – 2 Logistics Management / Advance Tamil / Basic Tamil	117S2A 100S2B 100S2A	2	2	25	75	100
	Skill Enhancement Course - SEC 3 Retail Marketing	117B2A	2	2	25	75	100

**Third Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - III Arabic - III Urdu - III	LA13A	6	3	25	75	100
02	Language through Literature – I	LZ13A	6	3	25	75	100
03	Banking Theory Law & Practice	AR23A	5	4	25	75	100
04	Cooperative Bookkeeping System	AR23B	5	4	25	75	100
05	Business Statistics	AR33A	6	5	25	75	100
06	Personality Enrichment – Level I	TSSEG	2	2	50	50	100

**Fourth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - IV Arabic - IV Urdu – IV	LA14A	6	3	25	75	100
02	Language through Literature – II	LZ14A	5	3	25	75	100
03	Co-operative Finance & Banking	AR24A	5	5	25	75	100
04	Cost & Management Accounting	AR24B	5	5	25	75	100
05	Computer Applications in Business – Practical	AR341	5	5	40	60	100
06	Environmental Studies	ENV4B	2	3	25	75	100
07	Soft Skills - IV	TSSE1	2	2	50	50	100

**Fifth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Production, Trading and Service Co-operatives	AR25A	6	4	25	75	100
02	Co-operative Laws and Allied Laws	AR25B	6	4	25	75	100
03	General and Co-operative Audit	AR25C	5	4	25	75	100
04	Practical - Co-operative Training	AR45I	6	5	40	60	100
05	Principles of Marketing	AR35A	5	5	25	75	100
06	Value Education	VAE5Q	2	2	25	75	100

**Sixth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Co-operative Management and Administration	AR26A	6	4	25	75	100
02	Business Development Plan for Co-operatives	AR26B	6	4	25	75	100
03	Entrepreneurship Development	AR26C	6	5	25	75	100
04	Internship in Co-operatives	AR46I	5	5	25	75	100
05	Business Communication	AR36A	6	5	25	75	100
06	Extension Activities	CES6Q	1	1	-	-	-

## B.Com., Corporate Secretaryship (2023 - 2024)

### First Semester

Part.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
I	Tamil - I Arabic -I Urdu – I	100L1A 100L1H 100L1F	6	3	25	75	100
II	English – I	100L1Z	6	3	25	75	100
III	Financial Accounting -1	118C1A	5	5	25	75	100
III	Principles of Management	118C1B	5	5	25	75	100
III	Business Communication	118E1A	4	3	25	75	100
IV	Skill Enhancement Course – Logistic Management /Basic Tamil / Advance Tamil	118S1B 100S1A 100S1B	2	2	25	75	100
V	Foundation Course Fundamental concepts of Accounting and Commerce	118B1A	2	2	25	75	100

### Second Semester

Part.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
I	Tamil - II Arabic -II Urdu – II	100L2A 100L2H 100L2F	6	3	25	75	100
II	English – II	100L2Z	6	3	25	75	100
III	Financial Accounting -II	118C2A	5	5	25	75	100
III	Business Law	118C2B	5	5	25	75	100
III	International Trade	118E2C	4	3	25	75	100
III	Skill Enhancement Course – Every Day Banking /Basic Tamil – II / Advance Tamil - II	118S2A 100S2A 100S2B	2	2	25	75	100
IV	Skill Enhancement Course – Time Management	118S2C	2	2	25	75	100

**Third Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil – III Arabic - III Urdu - III	LA13A CLH3H CLF3C	6	3	25	75	100
02	Language through Literature – I	LZ13A	6	3	25	75	100
03	Corporate Accounting	AY23A	5	4	25	75	100
04	Company Law and Secretarial Practice	AY23B	5	4	25	75	100
05	Business Statistics	AY33A	6	5	25	75	100
06	Personality Enrichment – Level I	TSSEG	2	2	50	50	100

**Fourth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - IV Arabic - IV Urdu – IV	LA14A CLH4J CLF4D	6	3	25	75	100
02	Language through Literature – II	LZ14A	6	3	25	75	100
03	Advanced Corporate Accounting	AY24A	6	4	25	75	100
04	Indirect Taxation	AY24B	5	4	25	75	100
05	Securities Law & Market Operations	AY34A	5	5	25	75	100
06	Environmental Studies	ENV4B	2	2	25	75	100
07	Soft Skills - IV	TSSE1	1	3	50	50	100

**Fifth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Cost Accounting	AY25A	6	4	25	75	100
02	Corporate Governance & Ethics	AY25B	6	5	25	75	100
03	Business Laws	AY25C	5	4	25	75	100
04	Income Tax Law & Practice – I	AY25D	6	4	25	75	100
05	Marketing	AY45A	5	5	25	75	100
06	Value Education	VAE5Q	2	2	25	75	100

**Sixth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Industrial Laws	AY26A	6	4	25	75	100
02	Management Accounting	AY26B	6	4	25	75	100
03	Entrepreneurship Development	AY26C	6	4	25	75	100
04	Income Tax Law & Practice – II	AY26D	6	4	25	75	100
05	Institutional Training	AY46A	6	5	25	75	100
06	Extension Activities	CES6Q		1	-	-	-

## B.Sc., Mathematics (2023 - 2024)

### First Semester

Part.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
I	Tamil - I Arabic -I Urdu – I	100L1A 100L1H 100L1F	6	3	25	75	100
II	General English – I	100L1Z	6	3	25	75	100
III	Algebra & Trigonometry	134C1A	5	5	25	75	100
III	Differentia Calculus	134C1B	5	5	25	75	100
III	Numerical Methods with Applications	134E1B	4	3	25	75	100
IV	Skill Enhancement Course-I Financial Mathematics / Basic Tamil-I / Advanced Tamil -I	134S1A 100S1A 100S1B	2	2	25	75	100
	Foundation Course FC – Bridge Mathematics	134B1A	2	2	25	75	100

### Second Semester

Part.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
I	Tamil - II Arabic - II Urdu – II	100L2A 100L2H 100L2F	6	3	25	75	100
II	English – II	100L2Z	6	3	25	75	100
III	Analytical Geometry (Two & Three Dimensions)	134C2A	5	5	25	75	100
III	Integral Calculus	134C2B	5	5	25	75	100
III	Calculus of Finite Differences	134E2B	4	3	25	75	100
IV	Skill Enhancement Course – II Basic Data Analysis Using Excel / Basic Tamil / Advance Tamil	134S2A 100S2A 100S2B	2	2	25	75	100
	Skill Enhancement Course – III (Any one) LATEX	134S2C	2	2	25	75	100

### Third Semester

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - III Arabic - III Urdu - III	LA13A	5	3	25	75	100
02	Language through Literature – I	LZ13B	5	3	50	50	100
03	Analytical Geometry	SM23A	5	4	25	75	100
04	Differential Equation	SM23B	4	4	25	75	100
05	Mathematical Statistics – I	SM3AC	9	5	25	75	100
06	Personality Enrichment – Level I	TSSEG	1	3	50	50	100

### Fourth Semester

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - IV Arabic - IV Urdu – IV	LA14A CLH4J CLF4D	5	3	25	75	100
02	Language through Literature – II	LZ14B	5	3	25	75	100
03	Transform Techniques	SM24A	4	4	25	75	100
04	Statics	SM24B	5	4	25	75	100
05	Mathematical Statistics – II	SM3AG	9	5	25	75	100
06	Mathematical Statistics Practical	SM3AI			40	60	100
06	Environmental Studies	ENV4B	1	2	25	75	100
07	Computing Skills – Level - I	TSSE1	1	3	50	50	100



**Fifth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Algebraic Structures - I	SM25A	5	4	25	75	100
02	Real Analysis – I	SM25B	6	4	25	75	100
03	Dynamics	SM25C	6	4	25	75	100
04	Discrete Mathematics	SM25D	5	4	25	75	100
05	Programming Language “C”	SM45A	6	5	25	75	100
06	Programming Language “C” with Practical	SM451			40	60	100
07	Value Education	VAE5Q	2	2	25	75	100

**Sixth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Algebraic Structures - II	SM26A	6	4	25	75	100
02	Real Analysis – II	SM26B	6	4	25	75	100
03	Complex Analysis	SM26C	6	4	25	75	100
04	Graph Theory	SM4AG	6	5	25	75	100
05	Operations Research	SM4AH	6	5	25	75	100
06	Extension Activities	CES6Q	--	1			

## B.Com., General (2022 - 2023)

### First Semester

Part.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
I	Tamil - I Arabic -I Urdu – I	100L1A 100L1H 100L1F	6	3	25	75	100
II	General English – I	100L1Z	6	3	25	75	100
III	Financial Accounting –I	146C1A	5	5	25	75	100
III	Principles of Management	146C1B	5	5	25	75	100
III	Business Economics	146E1C	4	3	25	75	100
IV	Skill Enhancement Course – II MS office for Commerce / Basic Tamil - I/ Advance Tamil -I	146S1A 100S1A 100S1B	2	2	25	75	100
	Foundation Course FC – Professional Ethics	146B1A	2	2	25	75	100

### Second Semester

Part.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
I	Tamil - II Arabic - II Urdu – II	100L2A 100L2H 100L2F	6	3	25	75	100
II	General English – II	100L2Z	6	3	25	75	100
III	Financial Accounting – II	146C2A	5	5	25	75	100
III	Business Law	146C2B	5	5	25	75	100
III	Indian Economic Development	146E2C	4	3	25	75	100
IV	Accounting Using Excel / Basic Tamil -II/ Advance Tamil -II	146S2A 100S2A 100S2B	2	2	25	75	100
	Retail Management	146S2B	2	2	25	75	100

**Third Semester**

S.No.	Subject	Code	Hrs / Wk	Credit	CIA	Ext.	Total
01	Corporate Accounting	CZ23A	6	4	25	75	100
02	Business Laws	CZ23B	5	4	25	75	100
03	Banking Theory Law and Practice	CZ23C	5	4	25	75	100
04	Marketing	CZ23D	5	4	25	75	100
05	Rural Economics	CZ33B	6	5	25	75	100
06	Personality Enrichment – Level I	TSSEG	2	3	50	50	100

**Fourth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Advanced Corporate Accounting	CZ24A	4	4	25	75	100
02	Company Law	CZ24B	5	4	25	75	100
03	Financial Services	CZ24C	5	4	25	75	100
04	Indirect Taxation	CZ24D	5	4	25	75	100
05	International Economics	CZ34B	6	5	25	75	100
06	Environmental Studies	ENV4B	1	2	25	75	100
07	Computing Skills – Level - I	TSSE1	2	3	50	50	100

**Fifth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Elements of Cost Accounting	CZ25A	6	4	25	75	100
02	Practical Auditing	CZ25B	6	4	25	75	100
03	Logistics and supply chain Management	CZ25C	6	4	25	75	100
04	Financial Management	CZ25D	5	4	25	75	100
05	Income Tax Law and Practice- I	CZ45A	6	5	25	75	100
06	Value Education	VAE5Q	1	2	25	75	100

**Sixth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Advanced Cost Accounting	CZ26A	6	4	25	75	100
02	Management Accounting	CZ26B	6	4	25	75	100
03	Entrepreneurial Development	CZ26C	6	4	25	75	100
04	Income Tax Law and Practice-II	CZ46A	6	5	25	75	100
05	Human Resource Management	CZ46B	6	5	25	75	100
06	Extension Activities	CES6Q		1			

**M. Com.,  
(2023 - 2024)**

**First Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Business Finance	413C1A	6	4	25	75	100
02	Digital Marketing	413C1B	6	4	25	75	100
03	Banking & Insurance	413C1C	6	4	25	75	100
04	Security Analysis & Portfolio Management	413E1A	6	4	25	75	100
05	Strategic Human Resource Management	413E1D	6	4	25	75	100

**Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Strategic Cost Management	413C2A	6	5	25	75	100
02	Corporate Accounting	413C2B	6	5	25	75	100
03	Setting up of Business Entities	413C2C	6	4	25	75	100
04	Business Ethics & Corporate Sustainability	413E2A	4	3	25	75	100
05	Logistics and Supply Chain Management	413E2D	4	3	25	75	100
06	Advertising and Media Management	413S2A	4	2	25	75	100
07	Internship / Industrial Activity						

**Third Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tax Planning & Management	513C3A	6	5	25	75	100
02	Research Methodology	513C3B	6	5	25	75	100
03	Advanced Cost and Management Accounting	513C3C	6	5	25	75	100
04	Computer Applications in Business	513C31	6	5	25	75	100
05	Strategic Management	513E3A	6	5	25	75	100
06	Stock Market Operations	513S3A	6	5	25	75	100
07	Internship / Industrial Activity	513C3B	-	2	-	-	-

**Fourth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Corporate and Economic Laws	513C4A	6	5	25	75	100
02	Human Resource Analytics	513C4B	6	5	25	75	100
03	Project with Viva	513C4C	10	7			
04	Organizational Behaviour	513E4A	4	3	25	75	100
05	Skill Enhancement Professional Competency Consumer Behaviour	513S4A	4	2	25	75	100
06	Extension Activity	513V4A		1			

## Question Paper Pattern

### UG

#### SECTION - A

10 x 2 marks = 20 marks

#### SECTION - B

5 x 5 marks = 25 marks

#### SECTION - C

3 x 10 marks = 30 marks

**Total** = 75 marks

### PG

#### SECTION - A

10 x 1 marks = 10 marks

#### SECTION - B

5 x 5 marks = 25 marks

#### SECTION - C

4 x 10 marks = 40 marks

**Total** = 75 marks

### INTERNAL MARKS

Tests (2 out of 3)	=	10 marks
Attendance*	=	05 marks
Seminar	=	05 marks
Assignment	=	05 marks

**Total** 25 marks

\*Break-up details for Attendance

Below 60%	=	No marks
61 % to 75%	=	3 marks
76 to 90%	=	4marks
above 91%	=	5 marks

The Committee recommends that the College, over and above the minimum credits of 140 can offer Add-on Course to the students in various disciplines to enhance their employability. It is optional and not compulsory.

## **COLLEGE FEES**

### **1. Tuition Fee per Semester (2 Semesters in a year)**

B.Com., (Co-operation), B.Com., (Corporate Secretaryship)	Rs. -
B.Sc., Mathematics and B.Com., (General)	-
M.Com., (Commerce)	375

### **2. Special Fee per annum**

a) Library	
Under Graduate	30
Post Graduate	100
b) Games	100
c) Magazine	20
d) Stationery	50
e) Calendar, Identity Card and Library ticket	20
f) Reading Room	10
g) College Union	25
h) College Day	15

### **3. In addition to the above, the following fees are to be paid on admission**

a) Admission Fee	15
b) Medical Examination Fee Payable to Physician	5
C) Payable to University of Madras	
I) Matriculation fee payable to the University	30
ii) Recognition fee payable to the University	100
a) In respect of students of TNHSC	100
b) Students of CBSE	200
c) Foreign Students	
For Under Graduate Course	5,000
For Post Graduate Course	12,500
For Processing fees (UG & PG)	2,500
d) Registration Fee payable to the University of Madras	
For under Graduate Course	80
For Post Graduate Course	100
e) i. Sports fee (UG)	60
II. Sports fee (PG)	40
f) Library fee (UG)	60
Library fee (PG)	40



g)	Development of infra structural facilities	30
h)	Youth Cultural and Festivals	30
l)	TNHSC Verification fee for each statement of marks	50
J)	National Service Scheme	10
k)	Flag Day	5
l)	Youth Red Cross Society	10
m)	Students Safety insurance	15
<b>Fees</b>	: Subject to Revision	
<b>Note</b>	: Keep the College Fee Receipts (Student's copy) till the completion of the Course	

**Add on Course - Career Oriented Course in  
'Web Designing'  
Approved by University of Madras and  
supported by UGC**

Web designing as a career offers a gold-mine of opportunities with limited skills and minimum financial investment. We offer the Career Oriented Course “Web Designing” in three levels, for the students of B.Com. (Gen), B.Com. (Corporate), B.Com. (Cooperation) and B.Sc. Mathematics.

1. Certificate Course in Web Designing : First year students are eligible to join.
2. Diploma Course in Web Designing : Second year students who have completed the first level are eligible.
3. Advance Diploma Course in Web Designing : Third year students who have completed the first two levels are eligible.

**For Application Form and other details contact College Office.**

### **COLLEGE RULES & REGULATIONS**

Tuition fee and special fee shall be paid within 15 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 2 months after the re-opening of the college, the name of the students will be removed from the rolls. If readmitted he/she shall pay a readmission 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 shall pay the fees due for the course as per rules before transfer and other certificates are issued.

### **DRESS, BEHAVIOUR AND DISCIPLINE**

1. Every Student shall wear a clean and decent dress.
2. T-Shirts and Jeans 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 Professor.
6. On a Professor 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 class room without the permission of the Professor.
8. Students will not be permitted to leave the class or attend it late under the pretext of paying 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 such penalty as may be imposed by the Principal.
10. Students shall move from one class room to the other in an orderly and disciplined manner with a view 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 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 damaged article shall in all cases be recovered.
12. Smoking in the 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 participate in strikes etc."

## **CODE OF CONDUCT FOR WOMEN STUDENTS**

1. The women students shall wear chudidhar with dupatta. The dress must be worn properly and decently.
2. They shall occupy the front row benches in the class room. During free hours, they are expected to be in their rest rooms allotted for them.
3. Girls should not wear Leggings, Short Tops and Net Dupattas.
4. Those students who are desirous of leaving the college before time or remain after the college hour shall obtain permission from the Head of the Department or Principal.
5. Disciplinary student can join NSS, NCC & YRC of the College.
6. They may take part in the following games : A) Tennikoit B) Table Tennis C) Badminton D) Ball Badminton E) Throw Ball F) Chess and G)Kho-Kho
7. They may join the Rotaract Club of the College campus.

## **TAMILNADU PROHIBITION OF RAGGING ACT,1997.**

Ragging is strictly prohibited. Any violation will attract penal action under

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/- ( Rupees Ten Thousand only).

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 warned not to indulge in such crimes.

## **ANTI RAGGING COMMITTEE AND SQUAD**

Anti Ragging Committee and Anti Ragging squad is functioning in this College. The Anti Ragging Committee is constituted as per the directions of the UGC under the provisions of the "UGC regulations in cubing 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 instances of ragging immediately without any fear.

## **PROHIBITION OF SMOKING AND SPITTING ACT-2002.**

1. In exercise of the power 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.
2. Therefore, the students are strictly instructed not to spit in the class rooms, corridor and not to smoke in the College premises. Otherwise action will be taken against the erring students as per the Government orders.

### **ANTI DRUG COMMITTEE**

In pursuance of Law, The Quaide Milleth College for Men has constituted a drug free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol within or outside the college. The committee organizes various awareness programmes to educate the students about the ill effects of the use of drugs as as the penalties for violation of the laws.

### **IDENTITY CARD**

An identity card will be issued to every student after his/her admission in to the College. Students should produce the ID card at the College office for the following purposes.

- a. Scholarship
- b. Railway Concession Certificate
- c. Examination Hall Tickets
- d. Grade Certificate
- e. Transfer Certificate and Conduct Certificate.

### **LIBRARY AND READING ROOM**

1. The library and the reading room will be kept open on all working days from 9.00 a.m. to 3.30 p.m.
2. No student shall retain a book of the library for more than a fortnight. The borrower can renew for another fortnight subject to the availability of the book.
3. No books will be retained by the borrower during semester holidays, All the books shall be returned on the day before the last working day of the academic year.
4. A fine of Rs. 2/- will be collected from the borrower if he/she fails to return the book on the due date.
5. The tickets shall be handled carefully and returned to the library at the end of the year. If the ticket is lost, a fine of Rs.5/- will be levied.
6. On receiving the book, the borrower must satisfy himself/herself as to whether the book lent to him/her is in good condition and if not so he/she, should bring the matter to the notice of the Librarian immediately. Any complaint later will not be entertained.
7. The Student borrowing a book from the Library shall be fully responsible for its safe custody. In the event of any loss or damage, he/she shall replace it with a new copy of the book or pay such compensation as decided by the Principal.
8. Library books, periodicals, the dailies etc., shall not be marked, written upon, scribbled or damaged.

9. UGC recognized e-resource journals are subscribed by the College. Students should make use of it.

#### **PHYSICAL EDUCATION**

A well-equipped Gymnasium is functioning in the College from 6.00 a.m. to 8.00 p.m. Physical Director leave no stone unturned to sharpen overall cognitive abilities and motor skills of our students through athletics, exercise and various other physical activities. Students are given regular coaching in Cricket, Ball badminton, Volley ball, 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. In addition, counselling is offered to students, regarding placements. The unit also organizes leadership and training programmes regularly.

#### **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.

#### **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. Kilpauk, Chennai-10. Girl students are also enrolled in N.C.C. from 2004 onwards.

The enrolled cadets have to complete three years of training in N.C.C. compulsorily. The Cadets have to pay the cost of uniform, if discontinued within three years.

#### **MOTTO OF NCC**

#### **"UNITY & DISCIPLINE"**

#### **AIMS**

- 1) To develop character, comradeship, discipline, leadership, secular outlook, 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 including the Armed forces and be always available for the service of the Nation.

## **ELIGIBILITY FOR CERTIFICATE EXAMINATION**

### **'B' Certificate**

1. Should have completed Two years of N.C.C. training.
2. Should have earned a minimum of 75% attendance in each year of N.C.C. training.
3. Should have attended One CATC/NIC/TSC or equivalent.

### **'C' Certificate**

1. Should have completed Three years of N.C.C. training.
2. Should have passed 'B' certificate examination.
3. Should have earned a minimum of 75% of attendance in each year of N.C.C. training.
4. Should have attended Two camps, minimum of One CATC and One equivalent to CATC.

## **NATIONAL SERVICE SCHEME**

### **Motto of NSS**

The Motto of NSS 'Not me But you' reflects the essence of democratic living and upholds the need for selfless service. It helps the students' to develop their personality through community service.

### **OBJECTIVES**

1. Understand the community in which they work.
2. Understand themselves in relation to their community.
3. Identify the needs and problems of the community and involve them in problem solving.
4. Develop among themselves a sense of social and civic responsibility.
5. Utilize their knowledge in finding practical solutions to individual and community problem.
6. Develop competence required for group giving and sharing of responsibility.
7. Gain skills in mobilizing community participation.
8. Acquire leadership qualities and democratic attitudes.
9. Develop capacity to meet emergencies and natural disasters.
10. Practice national integration and social harmony.

## **ISLAMIC STUDY CIRCLE**

The Islamic Study Circle has been formed to disseminate knowledge of Islam. This is an academic and cultural body fostering Islamic knowledge. All Muslim students and staff members are members of the Islamic Study Circle.

A separate section of books on Islam is maintained in the College library. The Islamic Study Circle invites learned men to deliver lectures in English, Tamil and Urdu on various aspects of Islam. It trains speakers to participate in oratorical contests and seminars on religious subjects conducted by various organisations of the city. It also conducts religious instruction classes periodically for the Muslim students. Non-Muslim students are also allowed if they choose to attend these classes.

## **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 is bound to participate in the Jumma Congregational prayers on all Fridays (Afternoon Prayers).

No part of the College premises shall be converted into a place of private or public worship or a portrait gallery. No meeting other than that which is authorised by the Principal or the Correspondent shall be held either by Students or Staff within the College campus.

## **SCHOLARSHIPS**

The following Scholarships are offered.

1. Govt. of India - Post Matric Scholarship to Scheduled Caste and Scheduled Tribe students.
2. Post Matric Special Scholarship Scheme - (State) to SC/ST Converted to Christianity.
3. Post Matric scholarship to Most Backward class and Backward class communities including scholarship to First Graduate in the family.
4. Post Matric Scholarship for students belonging to the Minority Communities.
5. Scholarship under "The Tamil Nadu Agricultural Labourers -Farmers (Social Security Welfare) Scheme 2006"
6. EVR Nagammai Memorial Scholarship to Girl student studying in P.G. Courses.
7. Scholarship to Physically challenged students.
8. Scholarship to the children of defence personnel.

Students may contact the College office for further details regarding scholarship.

### **ATTENDANCE AND LEAVE**

1. No Student will be allowed to be absent from the College without leave application which may be made in advance to the Principal. In case where the absence is due to unavoidable reasons, application for leave must be submitted immediately by post indicating approximately the probable period of absence. The day on which the student returns to the College he/she shall again apply for leave specifying the exact period of absence / leave applied for in proper time will ordinarily be granted on reasonable causes shown, but in case of sickness extending more than three days, the Principal may require to produce the medical certificate from the Student.
2. If a student is absent for 15 days without permission his/her name will be struck off the roll.
3. The annual certificate of attendance required by the University for admission to University Examination shall in no case be granted to a Student unless the Principal is satisfied that :
  - i. He/she has satisfactorily completed the course of study.
  - ii. His/her progress and conduct has been satisfactory.
  - iii. He/she has attended three fourth of the total number of working days prescribed by the College in the academic year.

### **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 upto a maximum limit of 10% (i.e. between 65% and above and less than 75%) after collecting the condonation fee of Rs.250/- each for Theory / Practical examination separately.

Candidates who have secured less than 65% but more than 50% of attendance will not be permitted to appear for the regular examination but will be allowed to proceed to the next year/next semester of the course and they may be permitted to the next University examination by paying the prescribed condonation fee of Rs.250/- each for Theory/Practical separately.

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

Zero Percent (0%) Attendance: The Students who have earned 0% of attendance have to repeat the course (by rejoining) without Proceeding to succeeding semester and they have to obtain prior permission from the University immediately to rejoin the program.



### **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 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.25/-

### **NO DUE CERTIFICATE**

Regular College 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.

### **DISCONTINUANCE IN THE MIDDLE OF THE COURSE**

A student who discontinues his/her studies in the middle of the Course shall intimate the fact in writing within three months from the date of his/her discontinuance. He/she should get his/her Transfer Certificate and Conduct Certificate before the completion of one year from the date of his/her discontinuance. If he/she applies after one year for the issue of Transfer Certificate and Conduct Certificate he/she shall remit a sum of Rs.25/- (Rupees Twenty Five only).

### **PROCEDURE FOR APPLYING FOR DUPLICATE TRANSFER CERTIFICATE**

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 obtained from a Revenue Officer not below the rank of Tahsildar or from a Gazetted Officer and enclose with his / her application for the issue of duplicate Transfer Certificate and Conduct Certificate. A sum of Rs. 30/- (Rupees Thirty only) has to be paid as penal fee for the issue of such Duplicate Certificates.

### **FOR YOUR ATTENTION PLEASE**

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. 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 children. 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 systemic hard work will be the key to their continued progress and ultimate success.

### **PARENTS & TEACHERS MEET**

Parents and Teachers meeting is 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 a detailed academic feedback of their wards. It is mandatory for the Parents to attend this meeting to 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.

### **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 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 Dr. M. Haj Meeral, Department of Mathematics, for further queries.

### **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 re-union of old friends. All the final year students may enroll as members after their final examinations. For enrolment contact staff in-charge Mr. A. Mazhar Khan.

**2023 – 2024**

June - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
1	Thu				
2	Fri				
3	Sat				
4	Sun				
5	Mon				
6	Tue	Quaide Milleth Birth Anniversary			
7	We d				
June - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
8	Thu				
9	Fri				
10	Sat				
11	Sun				
12	Mon				
13	Tue				
14	We d				
June - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
15	Thu				
16	Fri				
17	Sat				
18	Sun				
19	Mon		I	I	1
20	Tue		II		2
21	We d		III		3
June - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
22	Thu		IV		4
23	Fri		V		5
24	Sat				
25	Sun				
26	Mon		VI		6

27	Tue		I	II	7
28	We d				
June & July 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
29	Thu	Bakrid Holiday			
30	Fri				
1	Sat				
2	Sun				
3	Mon		II		8
4	Tue		III		9
5	We d		IV		10
July - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
6	Thu		V		11
7	Fri		VI		12
8	Sat				
9	Sun				
10	Mon		I	III	13
11	Tue		II		14
12	We d		III		15
July - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
13	Thu		IV		16
14	Fri		V		17
15	Sat				
16	Sun				
17	Mon		VI		18
18	Tue		I	IV	19
19	We d		II		20
July - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
20	Thu		III		21
21	Fri		IV		22
22	Sat				

23	Sun				
24	Mon		V		23
25	Tue		VI		24
26	We d		I	V	25
July & August - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
27	Thu		II		26
28	Fri		III		27
29	Sat	Moharam			
30	Sun				
31	Mon	Class Test - I	IV		28
1	Tue	""	V		29
2	We d	""	VI		30
August - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
3	Thu		I	VI	31
4	Fri		II		32
5	Sat				
6	Sun				
7	Mon		III		33
8	Tue		IV		34
9	We d		V		35
August - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
10	Thu		VI		36
11	Fri		I	VII	37
12	Sat				
13	Sun				
14	Mon		II		38
15	Tue	Independence Day			
16	We d		III		39
August - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
17	Thu		IV		40

18	Fri		V		41
19	Sat				
20	Sun				
21	Mon	Mid-Term Examination	VI		42
22	Tue	""	I	VIII	43
23	We d	""	II		44
August - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
24	Thu	Mid-Term Examination	III		45
25	Fri	""	IV		46
26	Sat				
27	Sun				
28	Mon		V		47
29	Tue		VI		48
30	We d		I	IX	49
August & September - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
31	Thu		II		50
1	Fri		III		51
2	Sat				
3	Sun				
4	Mon		IV		52
5	Tue		V		53
6	We d	Krishna Jayanthi			
September - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
7	Thu		VI		54
8	Fri		I	X	55
9	Sat		II		56
10	Sun				
11	Mon		III		57
12	Tue		IV		58
13	We d		V		59
September - 2023					

DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
14	Thu		VI		60
15	Fri		I	XI	61
16	Sat				
17	Sun	Ganesh Chaturthi			
18	Mon		II		62
19	Tue		III		63
20	We d		IV		64
September - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
21	Thu		V		65
22	Fri		VI		66
23	Sat				
24	Sun				
25	Mon		I	XII	67
26	Tue		II		68
27	We d		III		69
September & October - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
28	Thu	Milad-un-nabi			
29	Fri		IV		70
30	Sat		V		71
1	Sun				
2	Mon	Gandhi Jayanthi			
3	Tue		VI		72
4	We d		I	XIII	73
October - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
5	Thu		II		74
6	Fri		III		75
7	Sat		IV		76
8	Sun				
9	Mon		V		77
10	Tue		VI		78



11	We d		I	XIV	79
October - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
12	Thu		II		80
13	Fri		III		81
14	Sat				
15	Sun				
16	Mon	Model Examination	IV		82
17	Tue		V		83
18	We d		VI		84
October - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
19	Thu		I	XV	85
20	Fri		II		86
21	Sat				
22	Sun				
23	Mon	Ayudha Pooja			
24	Tue	Vijaya Dashami			
25	We d		III		87
October & November - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
26	Thu		IV		88
27	Fri		V		89
28	Sat				
29	Sun				
30	Mon		VI		90
31	Tue		I	XVI	91
1	We d	University Exams Begins	II		92
November - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
2	Thu		III		93
3	Fri		IV		94
4	Sat				
5	Sun				

6	Mon		V		95
7	Tue		VI		96
8	We d				
November - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
9	Thu				
10	Fri				
11	Sat				
12	Sun	Diwali Holiday			
13	Mon				
14	Tue				
15	We d				
November - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
16	Thu				
17	Fri				
18	Sat				
19	Sun				
20	Mon				
21	Tue				
22	We d				
November - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
23	Thu				
24	Fri				
25	Sat				
26	Sun	Constitution Day			
27	Mon				
28	Tue				
29	We d				
November & December - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
30	Thu				
1	Fri				

2	Sat				
3	Sun				
4	Mon	College reopens for even semester	I	I	1
5	Tue		II		2
6	We d		III		3
December - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
7	Thu		IV		4
8	Fri		V		5
9	Sat		VI		6
10	Sun				
11	Mon		I	II	7
12	Tue		II		8
13	We d		III		9
December - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
14	Thu		IV		10
15	Fri		V		11
16	Sat		VI		12
17	Sun				
18	Mon		I	III	13
19	Tue		II		14
20	We d		III		15
December - 2023					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
21	Thu		IV		16
22	Fri		V		17
23	Sat		VI		18
24	Sun				
25	Mon	Christms			
26	Tue		I	IV	19
27	We d		II		20
December - 2023 & January - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS

28	Thu		III		21
29	Fri		IV		22
30	Sat		V		23
31	Sun				
1	Mon	New Year			
2	Tue		VI		24
3	We d		I	V	25
January - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
4	Thu		II		26
5	Fri		III		27
6	Sat		IV		28
7	Sun				
8	Mon	Class Test - I	V		29
9	Tue		VI		30
10	We d		I	VI	31
January - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
11	Thu		II		32
12	Fri		III		33
13	Sat		IV		34
14	Sun				
15	Mon	Pongal			
16	Tue	Thiruvalluvar day			
17	We d	Uzhavar Thirunal			
January - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
18	Thu		V		35
19	Fri		VI		36
20	Sat		I	VII	37
21	Sun				
22	Mon	Class Test - I	II		38
23	Tue		III		39
24	We d		IV		40
January - 2024					

DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
25	Thu		V		41
26	Fri	Republic Day			
27	Sat		VI		42
28	Sun				
29	Mon		I	VIII	43
30	Tue		II		44
31	We d		III		45
February - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
1	Thu		IV		46
2	Fri		V		47
3	Sat		VI		48
4	Sun				
5	Mon	Mid Term Examinations	I	IX	49
6	Tue		II		50
7	We d		III		51
February - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
8	Thu		IV		52
9	Fri		V		53
10	Sat				
11	Sun				
12	Mon		VI		54
13	Tue		I	X	55
14	We d		II		56
February - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
15	Thu		III		57
16	Fri		IV		58
17	Sat		V		59
18	Sun				
19	Mon		VI		60
20	Tue		I	XI	61

21	We d		II		62
February - 2024					
<b>DAT E</b>	<b>DA Y</b>	<b>TASK</b>	<b>DAY ORDER</b>	<b>CYCLE</b>	<b>WORKING DAYS</b>
22	Thu		III		63
23	Fri		IV		64
24	Sat				
25	Sun				
26	Mon		V		65
27	Tue		VI		66
28	We d		I	XII	67
February & March - 2024					
<b>DAT E</b>	<b>DA Y</b>	<b>TASK</b>	<b>DAY ORDER</b>	<b>CYCLE</b>	<b>WORKING DAYS</b>
29	Thu		II		68
1	Fri		III		69
2	Sat				
3	Sun				
4	Mon		IV		70
5	Tue		V		71
6	We d		VI		72
March - 2024					
<b>DAT E</b>	<b>DA Y</b>	<b>TASK</b>	<b>DAY ORDER</b>	<b>CYCLE</b>	<b>WORKING DAYS</b>
7	Thu		I	XIII	73
8	Fri		II		74
9	Sat		III		75
10	Sun				
11	Mon		IV		76
12	Tue		V		77
13	We d		VI		78
March - 2024					
<b>DAT E</b>	<b>DA Y</b>	<b>TASK</b>	<b>DAY ORDER</b>	<b>CYCLE</b>	<b>WORKING DAYS</b>
14	Thu		I	XIV	79
15	Fri		II		80
16	Sat		III		81
17	Sun				

18	Mon		IV		82
19	Tue		V		83
20	We d		VI		84
March - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
21	Thu		I	XV	85
22	Fri		II		86
23	Sat				
24	Sun				
25	Mon		III		87
26	Tue		IV		88
27	We d		V		89
March & April - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
28	Thu		VI		90
29	Fri	Good Friday			
30	Sat				
31	Sun				
1	Mon		I	XVI	91
2	Tue		II		92
3	We d		III		93
April - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
4	Thu		IV		94
5	Fri	Quaide Milleth Remembrance Day	V		95
6	Sat				
7	Sun				
8	Mon		VI		96
9	Tue	Telugu New Year			
10	We d	Ramzan			
April - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
11	Thu		IV		
12	Fri		V		

13	Sat				
14	Sun	Tamil New Year			
15	Mon				
16	Tue				
17	We d				
April - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
18	Thu				
19	Fri				
20	Sat				
21	Sun	Mahavir Jayanthi			
22	Mon				
23	Tue				
24	We d				
April & May - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
25	Thu				
26	Fri				
27	Sat				
28	Sun				
29	Mon				
30	Tue				
1	We d				
May - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS
2	Thu				
3	Fri				
4	Sat				
5	Sun				
6	Mon				
7	Tue				
8	We d				
May - 2024					
DAT E	DA Y	TASK	DAY ORDER	CYCLE	WORKING DAYS



9	Thu				
10	Fri				
11	Sat				
12	Sun				
13	Mon				
14	Tue				
15	We d				
May - 2024					
<b>DAT E</b>	<b>DA Y</b>	<b>TASK</b>	<b>DAY ORDER</b>	<b>CYCLE</b>	<b>WORKING DAYS</b>
16	Thu				
17	Fri				
18	Sat				
19	Sun				
20	Mon				
21	Tue				
22	We d				
May - 2024					
<b>DAT E</b>	<b>DA Y</b>	<b>TASK</b>	<b>DAY ORDER</b>	<b>CYCLE</b>	<b>WORKING DAYS</b>
23	Thu				
24	Fri				
25	Sat				
26	Sun				
27	Mon				
28	Tue				
29	We d				

## REMEDIAL CLASS – SCHEDULE

Departments	Day	Remedial Classes
All Departments	Monday	Tamil, Urdu & Arabic
All Departments	Wednesday	English
PG & Research Dept. of Commerce	Monday Thursday Friday	Major & Allied Subjects
Co-operation Corp.Sec.Ship Mathematics	Tuesday & Thursday	Major & Allied Subjects

## Notes

This image shows a full page of white paper with horizontal dotted lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Notes

This image shows a full page of primary-ruled paper. It features multiple horizontal rows of small black dots, evenly spaced vertically across the entire page. The background is white, and there are no margins or other markings present.

<b>TIM E TAB LE 202 3 - 202 4</b>	<b>5</b>						
	<b>4</b>						
	<b>3</b>						
	<b>2</b>						
	<b>1</b>						
	<b>DAY ORDE R</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>