

**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.**

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**Website: [www.qmcmen.com](http://www.qmcmen.com)**

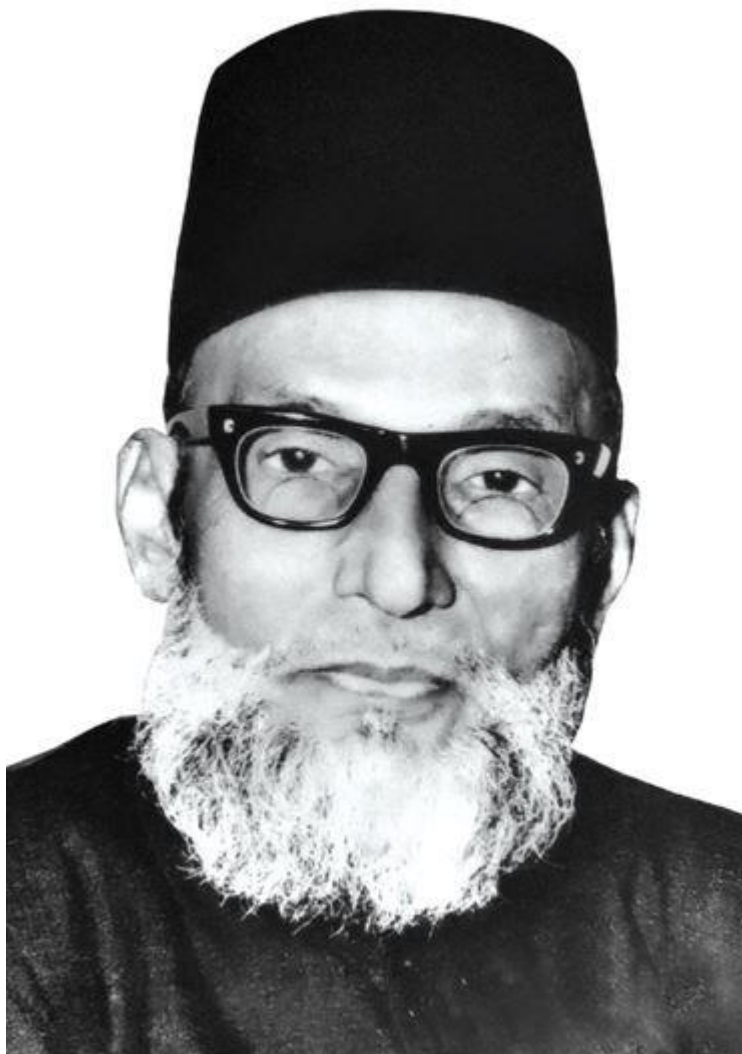
**Hand Book & Calendar**

**2021 – 2022**

**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  
Vinthya-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 highly accoladed "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 Tamil Nadu public life and the fragrance of his service blossomed across the whole India. Ismail Sahib was impelled 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 a "Star that dwelt apart".

## **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.

## **PERSONAL MEMORANDUM 2021 - 2022**

Name:

Roll No.:

Class:

Date of Birth:

Father's Name & Address:

Phone No.:

University Examination Register No.:

Season Ticket Number:

Height:

Weight:

Chest Measurement:

Blood Group:

Residential Address:

## 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 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 in significant numbers.

## **COLLEGE COMMITTEE**

Dr. **S. Sathikh**, Former Vice Chancellor - Honorary Patron Univ. of Madras

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 **A.M. Haja Najmudeen** Sahib - Vice President

Janab **T.H. Mohideen** Sahib - Vice President

Janab **J.M.P. Jamal Mohamed Abdullah** Sahib - Vice President

Janab **Mohamed Ashfaq Rafi** Sahib - Joint Secretary

Janab **A. Shahul Hameed** Sahib - Joint Secretary

Janab **K. Fazlur Rahman** Sahib - Honorary Legal Advisor

Janab **M.H.B. Thajudeen** Sahib - Member

Janab **A. Mohamed Ismail** Sahib - Member

Dr. **A. Rafi**, Director – Member

Dr. **Mrs. M. Anthul Thawab**, Principal - Member

## **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.,

## **DEPARTMENT OF INFORMATION SYSTEM & MANAGEMENT**

Mr. I. Yasar Shariff, M.B.A.,

Mr. E. Kalaivanan, M.C.A., M.Phil.,

## **DEPARTMENT OF COMMERCE**

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

Dr. M. Kotteshwari, M.A., 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.,

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

## **DEPARTMENT OF ACCOUNTING & FINANCE**

Mr. K. Sathish, M.Com.,

Mrs. R. Hemalatha, M.B.A., M.Phil.,

Mrs. A. Shabana, M.Com.,

## **DEPARTMENT OF TAMIL**

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

Mr. S. Thirumalai Ganesan, M.A., M.Phil., N.E.T.

## **DEPARTMENT OF ENGLISH**

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

Ms. Moha Raja Guru, M.A., M.Phil., N.E.T.

## **NON-TEACHING STAFF**

Mr. Mohammed Fayaz, B.Com.,

## **CONTINGENCY STAFF**

Mrs. C. Lakshmi

Mrs. Ellammal

## 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

Assessment Tests (Best 2 out of 3) = 10

Attendance \*          = 05

Seminar          = 05

Assignment          = 05

.....  
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

**(2021 - 2022)**

### First semester

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil I	LA11A	5	3	25	75	100
2	Communicative English I	LZ11A	5	3	50	50	100
3	Core I: Problem Solving using Python	SE21A	5	4	25	75	100
4	Practical I: Problem Solving using Python lab	SE211	5	4	40	60	100
5	Allied: Math I	SM3AA	6	5	25	75	100
6	NME I: English for competitive Examination	AG5AC	2	2	25	75	100
	Basic Tamil/Advanced Tamil	NLT1C					
7	Soft skill: English for physical science	PZ1SA	2	3	50	50	100

### Second semester

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil II	LA12A	5	3	25	75	100
2	Communicative English II	LZ12A	5	3	50	50	100
3	Core II : Computer Organization	SE22A	5	4	25	75	100
4	Practical II : Computer Organization Lab	SE221	5	4	40	60	100
5	Allied II: Math II	SM3AE	6	5	25	75	100
6	NME II: English for competitive Examination	AG5AD	2	2	25	75	100
	Basic Tamil/Advanced Tamil		2	2	25	75	
7	Soft skill II: English for physical science	PZ1SC	2	3	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				

### Fourth 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	TSEEN	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	SAE5I	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	SAE6I	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)****(2021 - 2022)****First Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-I	LA11A	5	4	25	75	100
2	Communicative English -I	LZ11A	5	4	50	50	100
3	Financial Accounting	CZ21A	6	5	25	75	100
4	Business Communication	CZ21B	5	4	25	75	100
5	Business Economics	CZ31A	5	4	25	75	100
6	Functional Mathematics-I	SM5AA	2	1	25	75	100
7	English For Commerce And Management- I	PZ1CA	2	2	50	50	100

**Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-II	LA12A	5	4	25	75	100
2	Communicative English -II	LZ12A	5	4	25	75	100
3	Advanced Financial Accounting	CZ22A	6	5	25	75	100
4	Principles Of Management	CZ22B	5	4	25	75	100
5	Indian Economy	CA32B	5	4	25	75	100
6	Functional Mathematics-II	SM5AB	2	1	25	75	100
7	English For Commerce And Management- II	PZ1CB	2	2	50	50	100

### Third Semester

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Corporate Accounting	CZ23A	6	4	25	75	100
2	Business Laws	CZ23B	5	4	25	75	100
3	Banking Theory & Practical	CZ23C	5	4	25	75	100
4	Marketing	CZ23D	5	4	25	75	100
5	Rural Economics	CZ33B	6	4	25	75	100
6	S.S: Personality Enrichment	TSSEG	2	3	50	50	100
7	Environmental Studies	ENV4B	1	1			

### Fourth 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	4	25	75	100
6	S.S: Computing Skills	TSSE1	2	1	50	50	100
7	Environmental Studies	ENV4B	1	1	25	75	100

## 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	6	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			

**B.C.A.****(2021 - 2022)****First Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil I	LA11A	5	3	25	75	100
2	Communicative English I	LZ11A	5	3	50	50	100
3	Core I: problem solving using python	SE21A	5	4	25	75	100
4	Practical I: problem solving using python lab	SE211	5	4	40	60	100
5	Allied: Math I	SM3AA	6	5	25	75	100
6	Basic/Advanced Tamil NME I: English for competitive Examination	AG5AC NLT1C	2	2	25	75	100
7	Soft skill I: English for physical science	PZ1SA	2	3	50	50	100

**Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil II	LA12A	5	3	25	75	100
2	Communicative English II	LZ12A	5	3	50	50	100
3	Core II: Object oriented programming concepts using C++	SU22A	5	4	25	75	100
4	Practical II: C++ programming lab	SU221	5	4	40	60	100
5	Allied II: Math II	SM3AE	6	5	25	75	100
6	Basic/Advanced Tamil NME II: English for competitive Examination	AG5AD	2	2	25	75	100
7	Soft skill II: English for physical science	PZ1SC	2	3	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 (Examination in 4 <sup>th</sup> Semester)	ENV4B	1				

### Fourth 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	TSEEN	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****(2021 - 2022)****First Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil	LA11A	5	3	25	75	100
2	Communicative English-I	LZ11A	5	3	50	50	100
3	Financial Accounting	BB21B	5	4	25	75	100
4	Principles of Management	BB21A	5	4	25	75	100
5	Managerial Economics	BB31A	6	5	25	75	100
6	NME I: Functional Mathematics-I	SM5AA	2	2	25	75	100
	Basic/Advanced Tamil						
7	Soft skill: English for Commerce and Management-I	PZ1CA	2	3	50	50	100

**Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-II	LA12A	5	3	25	75	100
2	Communicative English-II	LZ12A	5	3	50	50	100
3	Business Communication	BB22A	5	4	25	75	100
4	Management Accounting	BB22B	5	4	25	75	100
5	International Trade	BB32A	6	5	25	75	100
6	NME II: Functional Mathematics-II	SM5AB	2	2	25	75	100
	Basic /Advanced Tamil						
7	Soft skill: English for Commerce and Management-II	PZ1CB	2	3	50	50	100

### Third Semester

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Financial Management	BB23A	5	4	25	75	100
2	Organizational Behavior	BB23B	5	4	25	75	100
3	Computer Applications In Business	BB23C	6	4	25	75	100
4	Marketing Management	BB23D	5	4	25	75	100
5	Business Mathematics and Statistics	BB33A	6	4	25	75	100
6	S.S : Personality Enrichment	TSSEG	2	2	50	50	100
7	Environmental Studies	ENV4B	1				

### Fourth 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	2	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	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	2	2	25	75	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	-	-	-

**B.COM (A & F)****(2020-2021)****First Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-I	LA11A	5	3	25	75	100
2	Communicative English -I	LZ11A	5	3	50	50	100
3	Financial Accounting	CZ21A	5	4	25	75	100
4	Financial Planning & Performance	CA21A	5	4	25	75	100
5	Business Communication	CA31B	6	5	25	75	100
6	Functional Mathematics-I	SM5AA	2	2	25	75	100
7	English For Commerce And Management- I	PZ1CA	2	3	50	50	100

**Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-II	LA12A	5	3	25	75	100
2	Communicative English -II	LZ12A	5	3	50	50	100
3	Advanced Financial Accounting	CZ22A	5	4	25	75	100
4	Principle Of Management	CZ22B	5	4	25	75	100
5	Financial Analytics Control	CA32B	6	5	25	75	100
6	Functional Mathematics-II	SM5AB	2	2	25	75	100
7	English For Commerce And Management- II	PZ1CB	2	3	50	50	100

### Third Semester

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Corporate Accounting	CZ23A	6	4	25	75	100
2	Financial Reporting	CA23B	5	4	25	75	100
3	Banking Theory Law and Practical	CZ23C	5	4	25	75	100
4	Marketing	CZ23D	5	4	25	75	100
5	Rural Economics	CZ33A	6	4	25	75	100
6	S.S: Personality Enrichment	TSSEG	2	3	50	50	100
7	Environmental Studies	ENV4B	1				

### Fourth 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)****(2020-2021)****First Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-I	LA11A	5	3	25	75	100
2	Communicative English -I	LZ11A	5	3	50	50	100
3	Financial Accounting	BS21A	5	4	25	75	100
4	Internet of Things	BS21B	5	4	25	75	100
5	Business Economics	BS31A	6	5	25	75	100
6	1. Functional Mathematics I 2. Basic Tamil	SM5AA	2	2	25	75	100
7	Soft skill: English for Commerce and Management I	PZ1CA	2	3	50	50	100

**Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil-II	LA12A	5	3	25	75	100
2	Communicative English -II	LZ12A	5	3	50	50	100
3	Advanced Financial Accounting	BS22A	5	4	25	75	100
4	Object Oriented Programming using C++ - Theory and Practical	BS22B	5	4	25	75	100
5	Indian Economy	BS32A	6	5	25	75	100
6	1. Functional Mathematics II 2. Advance Tamil	SM5AB NLT2D	2	2	25	75	100
7	Soft skill: English for Commerce and Management II	PZ1CB	2	3	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	-	-	-	-

### Fourth 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

### Fifth Semester

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Visual Basic Programming	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 Development	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 Management	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	-	-	-

**B.Sc. (Visual Communication)****(2020-2021)****First Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil Paper - I	LA11A	5	3	25	75	100
2	Communicative English I	LZIIA	5	3	50	50	100
4	Introduction to Visual Communication	BVC-DSC01	5	4	25	75	100
5	Drawing - I	BVC-DSC02	5	4	40	60	100
6	Graphic Design - II	BVC-DSA01	6	5	40	60	100
7	NME-I English for competitive Examinations	AG5AC	2	2	25	75	100
8	Soft Skills: English for Arts & Social science I	PZ1AA	2	3	50	50	100
1	Tamil Paper - I	LA11A	5	3	25	75	100

**Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
1	Tamil Paper II	LA12A	5	3	25	75	100
2	Communicative English II	LZI2A	5	3	25	75	100
3	Communication Skills	BVC-DSC03	5	4	25	75	100
4	Drawing – II (Practical)	BVC-DSC04	5	4	40	60	100
5	Graphic Design – II	BVC-DSA02	6	5	25	75	100
6	NME-II English for competitive Examinations II	AG5AD	2	2	25	75	100
7	Soft Skills : English for Arts & Social science II	PZ1AB	2	3	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				

### Fourth 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	TSSSEN	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 should pay a re-admission fee of Rs.15/- in addition to the fees and fine. Fee once paid will not be refunded on any circumstances.

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 the transfer and issue of other certificates.

## **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 should observe strict silence irrespective of the presence or absence of a Lecturer.
6. On a lecturer entering the class, the students should rise and remain standing till he/she takes his/her seat or desires them to be seated.
7. No student should 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 furniture or any other article even inadvertently must pay the cost of the article together with penalty, as may be imposed by the Principal.
10. Students should move from one classroom to the other in an orderly and disciplined manner, to avoid disturbance to other classes. Students are not allowed 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.,) will entail severe punishment. The cost of the damaged article in all cases will be recovered.
12. Smoking in college premises is strictly prohibited.
13. No subscription should 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."

## **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 should 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 institution are prohibited.

- c. Students found inside the premises of institution 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 should 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 should 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 should 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.

A presiding officer who shall be a 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 (l):
  - 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.
  - Not less than two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.

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

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 closure of college hours or desirous of remaining after the college hours should 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 sport 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 & 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 Dr. 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:

- |                            |                             |
|----------------------------|-----------------------------|
| a. Scholarship             | d. Grade Certificate and    |
| b. Railway Concession Pass | e. Transfer Certificate and |
| c. Examination Hall Ticket | 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.

### **AIMS OF N.C.C.**

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 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 teamwork.
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 are instructed to do 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 on the next working day.

### **ATTENDANCE REQUIREMENT**

All candidates must put in 75% and above of attendance for appearing in 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 should 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 Gazette 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 enrolment contact staff In- Charge Mr A. Mazhar Khan.

The Quaide Milleth College for Men – Shift II, Chennai – 600 100  
August -2021

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

The Quaide Milleth College for Men – Shift II, Chennai – 600 100

September -2021

DATE	DAY	TASK	DAY ORDER	WORKING DAYS	CYCLE
1	Wednesday		I	19	IV
2	Thursday		II	20	
3	Friday		III	21	
4	Saturday		IV	22	
5	Sunday				
6	Monday		V	23	
7	Tuesday		VI	24	
8	Wednesday		I	25	V
9	Thursday		II	26	
10	Friday	Vinayagar chathurthi			
11	Saturday	Holiday			
12	Sunday				
13	Monday		III	27	
14	Tuesday		IV	28	
15	Wednesday		V	29	
16	Thursday		VI	30	
17	Friday		I	31	VI
18	Saturday		II	32	
19	Sunday				
20	Monday		III	33	
21	Tuesday		IV	34	
22	Wednesday		V	35	
23	Thursday		VI	36	
24	Friday		I	37	VII
25	Saturday		II	38	
26	Sunday				
27	Monday		III	39	
28	Tuesday		IV	40	
29	Wednesday		V	41	
30	Thursday		VI	42	

**The Quaide Milleth College for Men – Shift II, Chennai – 600 100**  
**October -2021**

DATE	DAY	TASK	DAY ORDER	WORKING DAYS	CYCLE
1	Friday		I	43	VIII
2	Saturday	Gandhi jayanthi			
3	Sunday				
4	Monday		II	44	
5	Tuesday		III	45	
6	Wednesday		IV	46	
7	Thursday		V	47	
8	Friday		VI	48	
9	Saturday		I	49	IX
10	Sunday				
11	Monday		II	50	
12	Tuesday		III	51	
13	Wednesday		IV	52	
14	Thursday	Ayudha pooja			
15	Friday	Vijaya dasami			
16	Saturday				
17	Sunday				
18	Monday		V	53	
19	Tuesday	Milad-un-Nabi			
20	Wednesday		VI	54	
21	Thursday		I	55	X
22	Friday		II	56	
23	Saturday		III	57	
24	Sunday				
25	Monday		IV	58	
26	Tuesday		V	59	
27	Wednesday		VI	60	
28	Thursday		I	61	XI
29	Friday		II	62	
30	Saturday		III	63	
31	Sunday				

The Quaide Milleth College for Men – Shift II, Chennai – 600 100  
November -2021

DATE	DAY	TASK	DAY ORDER	WORKING DAYS	CYCLE
1	Monday		IV	64	
2	Tuesday		V	65	
3	Wednesday	Holiday			
4	Thursday	Deepavali			
5	Friday	Holiday			
6	Saturday	Holiday			
7	Sunday				
8	Monday		VI	66	
9	Tuesday		I	67	XII
10	Wednesday		II	68	
11	Thursday		III	69	
12	Friday		IV	70	
13	Saturday		V	71	
14	Sunday				
15	Monday		VI	72	
16	Tuesday		I	73	XIII
17	Wednesday		II	74	
18	Thursday		III	75	
19	Friday		IV	76	
20	Saturday		V	77	
21	Sunday				
22	Monday		VI	78	
23	Tuesday		I	79	XIV
24	Wednesday		II	80	
25	Thursday	University Practical	III	81	
26	Friday		IV	82	
27	Saturday		V	83	
28	Sunday				
29	Monday		VI	84	
30	Tuesday		I	85	XV

The Quaide Milleth College for Men – Shift II, Chennai – 600 100  
December-2021

DATE	DAY	TASK	DAY ORDER	WORKING DAYS	CYCLE
1	Wednesday		VI	86	
2	Thursday		I	87	XVI
3	Friday		II	88	
4	Saturday		III	89	
5	Sunday				
6	Monday	Last working day	IV	90	
7	Tuesday				
8	Wednesday				
9	Thursday	University Exam			
10	Friday				
11	Saturday				
12	Sunday				
13	Monday				
14	Tuesday				
15	Wednesday				
16	Thursday				
17	Friday				
18	Saturday				
19	Sunday				
20	Monday				
21	Tuesday				
22	Wednesday				
23	Thursday				
24	Friday				
25	Saturday	Christmas			
26	Sunday				
27	Monday				
28	Tuesday				
29	Wednesday				
30	Thursday				
31	Friday				

**The Quaide Milleth College for Men – Shift II, Chennai – 600 100**  
**January 2022**

DATE	DAY	TASK	DAY ORDER	WORKING DAYS	CYCLE
1	Saturday	New Year			
2	Sunday				
3	Monday				
4	Tuesday				
5	Wednesday				
6	Thursday				
7	Friday				
8	Saturday				
9	Sunday				
10	Monday				
11	Tuesday				
12	Wednesday				
13	Thursday	Holiday			
14	Friday	Bhogi			
15	Saturday	Pongal / Thiruvalluvar Day			
16	Sunday	Uzhavar Thirunal			
17	Monday	Holiday			
18	Tuesday	Holiday			
19	Wednesday		I	1	I
20	Thursday		II	2	
21	Friday		III	3	
22	Saturday		IV	4	
23	Sunday				
24	Monday		V	5	
25	Tuesday		VI	6	
26	Wednesday	Republic Day			
27	Thursday		I	7	II
28	Friday		II	8	
29	Saturday		III	9	
30	Sunday				
31	Monday		IV	10	

The Quaide Milleth College for Men – Shift II, Chennai – 600 100

February 2022

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

The Quaide Milleth College for Men – Shift II, Chennai – 600 100

March 2022

DATE	DAY	TASK	DAY ORDER	WORKING DAYS	CYCLE
1	Tuesday		V	35	
2	Wednesday		VI	36	
3	Thursday		I	37	VII
4	Friday		II	38	
5	Saturday		III	39	
6	Sunday				
7	Monday		IV	40	
8	Tuesday		V	41	
9	Wednesday		VI	42	
10	Thursday		I	43	VIII
11	Friday		II	44	
12	Saturday		III	45	
13	Sunday				
14	Monday		IV	46	
15	Tuesday		V	47	
16	Wednesday		VI	48	
17	Thursday		I	49	IX
18	Friday		II	50	
19	Saturday		III	51	
20	Sunday				
21	Monday		IV	52	
22	Tuesday		V	53	
23	Wednesday		VI	54	
24	Thursday		I	55	X
25	Friday		II	56	
26	Saturday		III	57	
27	Sunday				
28	Monday		IV	58	
29	Tuesday		V	59	
30	Wednesday		VI	60	
31	Thursday		I	61	XI

The Quaide Milleth College for Men – Shift II, Chennai – 600 100  
April 2022

DATE	DAY	TASK	DAY ORDER	WORKING DAYS	CYCLE
1	Friday		II	62	
2	Saturday	Telugu New Year			
3	Sunday				
4	Monday		III	63	
5	Tuesday		IV	64	
6	Wednesday		V	65	
7	Thursday		VI	66	
8	Friday		I	67	XII
9	Saturday		II	68	
10	Sunday				
11	Monday		III	69	
12	Tuesday		IV	70	
13	Wednesday		V	71	
14	Thursday	Dr. B. R. Ambedkar Birthday / Tamil New Year / Mahavir Jayanti			
15	Friday	Good Friday			
16	Saturday	Holiday			
17	Sunday				
18	Monday		VI	72	
19	Tuesday		I	73	XIII
20	Wednesday		II	74	
21	Thursday		III	75	
22	Friday		IV	76	
23	Saturday		V	77	
24	Sunday				
25	Monday	University Practical	VI	78	
26	Tuesday		I	79	XIV
27	Wednesday		II	80	
28	Thursday		III	81	
29	Friday		IV	82	
30	Saturday		V	83	

**The Quaide Milleth College for Men – Shift II, Chennai – 600 100**  
**May 2022**

DATE	DAY	TASK	DAY ORDER	WORKING DAYS	CYCLE
1	Sunday	May Day			
2	Monday		VI	84	
3	Tuesday	Ramzan			
4	Wednesday		I	85	XV
5	Thursday		II	86	
6	Friday		III	87	
7	Saturday		IV	88	
8	Sunday				
9	Monday		V	89	
10	Tuesday		VI	90	
11	Wednesday				
12	Thursday	University Exams			
13	Friday				
14	Saturday				
15	Sunday				
16	Monday				
17	Tuesday				
18	Wednesday				
19	Thursday				
20	Friday				
21	Saturday				
22	Sunday				
23	Monday				
24	Tuesday				
25	Wednesday				
26	Thursday				
27	Friday				
28	Saturday				
29	Sunday				
30	Monday				
31	Tuesday				

**THE QUAIDE MILLETH COLLEGE FOR MEN**

**CHENNAI – 600100**

**SHIFT – II**

**ABSTRACT**

**ODD SEMESTER – (2020-2021)**

<b>Month</b>	<b>No. of Working Days</b>	<b>Total Working Days</b>
<b>August</b>	<b>18</b>	<b>18</b>
<b>September</b>	<b>24</b>	<b>42</b>
<b>October</b>	<b>21</b>	<b>63</b>
<b>November</b>	<b>22</b>	<b>85</b>
<b>December</b>	<b>5</b>	<b>90</b>

**EVEN SEMESTER – (2021-2022)**

<b>Month</b>	<b>No. of Working Days</b>	<b>Total Working Days</b>
<b>January</b>	<b>10</b>	<b>10</b>
<b>February</b>	<b>24</b>	<b>34</b>
<b>March</b>	<b>27</b>	<b>61</b>
<b>April</b>	<b>22</b>	<b>83</b>
<b>May</b>	<b>7</b>	<b>90</b>