# 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) Fax: 044 – 2277 1202 E-mail: daycollege@qmcmen.com



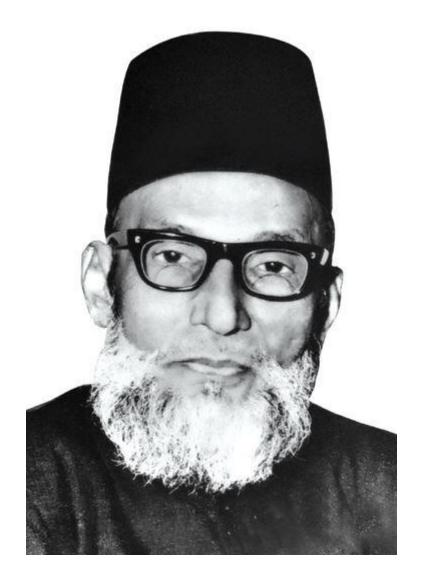
Managed by

Quaide Milleth Educational and Social Trust Chennai

> 48 Years

HAND BOOK & CALENDAR 2022-2023

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 SUFFICENCY, 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 Jaya Jaya Jaya he.

- Rabindranath Tagore

# தமிழ்த்தாய் வாழ்த்து

நீராருங் கடஅடுத்த நிலமடந்தை 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!

மனோன்மணீயம் பெ. சுந்தரம்பிள்ளை

# PERSONAL MEMORANDUM 2022-2023

Name
Roll NoClass
Date of Birth
Father's Name & Address
Phone
University Examination Register No
Season Ticket Number
HeightWeight
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

**B.Sc.**, Mathematics

B.Com., General

B.Com., Corporate Secretaryship

M.Com., (General)

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

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

Courses offered under self-financing stream:

B.Sc., Computer Science

B.Sc., Information System Management

B.C.A.,

B.B.A.,

B.Com.,(General)

B.Com., (Accounting & Finance)

B.Sc., (Visual Communication)

M.Phil., (Commerce)

Ph.D., (Commerce)

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. **S. Sathikh**, Former Vice Chancellor University of Madras

-Honorary Patron

Mufti 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 A. Shahul Hameed Sahib

- Joint Secretary

Janab A. Mohamed Ismail Sahib

- Joint Secretary

Janab M.H.B. Thajudeen Sahib

- Honorary Legal Advisor

Dr. A. **Rafi** Sahib, Director (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. R. Ravi, M.B.A., M.Com., M.Phil., M.A., M.Phil., Ph.D.,

#### P.G. & RESEARCH DEPARTMENT OF COMMERCE

#### **Associate Professor & Head:**

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

#### **Assistant Professors:**

Mrs. M. Fathima, M.Com., M.Phil.,

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.,

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. Agther Begam, M.Com., M.Phil., Ph.D.,

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

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., P.G.D.C.A., Ph.D.,

Dr. (Mrs.) P. Kalai Selvi, M.A., M.B.A., M.Phil., P.G.D.C.A., 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., PGDCA, MBA., M.A. (Yoga), Ph.D.,

#### **DEPARTMENT OF MATHEMATICS**

#### **Assistant Professor & Head**

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

#### **Assistant Professor**

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

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

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

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

#### DEPARTMENT OF TAMIL

#### **Assistant Professor & Head**

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

#### **Assistant Professor**

Dr. S. Inquiab, 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 Muthaher**, 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:**

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

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

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

Mr. S. Thirumalai Ganesan, M.A., M.Phil., N.E.T. (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. S. Nafeesa, M.Com., M.Phil., M.B.A., Ph.D.,

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

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

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

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

Mr. A. Sheik Mohammed, M.Com., 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., DCA., - Assistant Mr. G. Abdul Salam, M.Sc., M.Phil., - Junior Assistant Mrs. **S. Padmavathy**, MBA., M.Com., PGDPM & IR - Junior Assistant Mrs. J. Taj Saidammal, B.Sc., - Typist Mr. M.A. Siraj Ahmed, B.A., - Junior Assistant Mrs. M. Padmavathi, B.Com., - Record Clerk Mr. C. Arun Shanker, M.A., - Record Clerk Mr. **M. Baqir Khan**, M.Com., - Record Clerk Mr. R.I. Akbar Basha - Office Assistant (Spl. Gr) Mr. **G. Govindan** - Office Assistant Mr. A.K. Haj Mohamed, B.A., Office Assistant Mr. **P. Vijay Kumar**, B.B.A., - Office Assistant Mr. **S. Palani** - Sweeper (Spl. Gr) Mr. M. Abdulla Basha - Waterman (SG) Management Paid Staff Member Scavenger Sweeper Sweeper Sweeper **COLLEGE COUNCIL** Dr. A. Rafi - DIRECTOR

- PRESIDENT

**Principal** 

H.O.D., Department of Commerce - MEMBER

H.O.D., Department of Co-operation - MEMBER

H.O.D., Department of Mathematics - MEMBER

H.O.D., Department of Corporate Secretaryship - MEMBER

Admin Manager - MEMBER

Superintendent - MEMBER

Special invitee as desired by the Principal

# B.Com., Co-operation (2022 - 2023)

#### **First Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - I	LA11A	6	3	25	75	100

	Arabic -I	CLH1E					
	Urdu – I	CLFIA					
02	Communicative English – I	LZ11A	4	3	50	50	100
03	Theory And Development	AR21A	5	4	25	75	100
	of Co-operation						
04	Business Organization	AR21B	5	4	25	75	100
05	Managerial Economics	AR31A	6	5	25	75	100
06	Logistics Management	AY51A	2	2	25	75	100
	Advanced Tamil -I	TLT1C					
	Basic Tamil –I	NLT1C					
07	English for Commerce &	PZ1CA	2	2	50	50	100
	Management – Level - I						

# **Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - II	LA12A	6	3	25	75	100
	Arabic - II	CLH2G					
	Urdu – II	CLF2B					
02	Communicative English – II	LZ12A	6	3	50	50	100
03	Co-operative Development	AR22A	5	4	25	75	100
	in India & Abroad						
04	Principles of Management	AR22B	5	4	25	75	100
05	Indian Economy	AR32A	4	5	25	75	100
06	Fundamentals of Insurance	AY52B	2	2	25	75	100
	Advanced Tamil	TLT2D					
	Basic Tamil	NLT2D					
07	Professional English for	PZ1CB	2	2	50	50	100
	Commerce & Management						
	- II						

# **Third Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - III	LA13A	6	3	25	75	100
	Arabic - III	CLH3H					
	Urdu - III	CLF3C					

02	Language through	LZ13A	6	3	25	75	100
	Literature – I						
03	Banking Theory Law &	AR23A	5	4	25	75	100
	Practice						
04	Cooperative Bookkeeping	AR23B	5	4	25	75	100
	System						
05	Business Statistics	AR33A	6	5	25	75	100
06	Personality Enrichment –	TSSEG	2	2	50	50	100
	Level I						

# **Fourth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - IV	LA14A	6	3	25	75	100
	Arabic - IV	CLH4J					
	Urdu – IV	CLF4D					
02	Language through	LZ14A	5	3	25	75	100
	Literature – II						
03	Co-operative Finance &	AR24A	5	5	25	75	100
	Banking						
04	Cost & Management	AR24B	5	5	25	75	100
	Accounting						
05	Computer Applications in	AR341	5	5	40	60	100
	Business – Practical						
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		6	4	25	75	100

	Service Co-operatives						
02	Co-operative Laws and		6	4	25	75	100
	Allied Laws						
03	General and Co-operative		5	4	25	75	100
	Audit						
04	Practical - Co-operative		6	5	40	60	100
	Training						
05	Principles of Marketing		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		6	4	25	75	100
	Administration						
02	Business Development Plan for		6	4	25	75	100
	Co-operatives						
03	Entrepreneurship Development		6	5	25	75	100
04	Internship in Co-operatives		5	5	25	75	100
05	Business Communication		6	5	25	75	100
06	Extension Activities	CES6Q	1	1	-	-	-

B.Com., Corporate Secretaryship (2022 - 2023)

**First Semester** 

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - I	LA11A	6	3	25	75	100
	Arabic -I	CLH1E					
	Urdu – I	CLFIA					
02	Communicative English – I	LZ11A	6	3	50	50	100
03	Financial Accounting	AY21A	6	4	25	75	100
04	Business Communication	AY21B	6	4	25	75	100
05	International Trade	AY31A	6	5	25	75	100
06	Trends in Cooperation	AR51A	2	2	25	75	100
	Advanced Tamil	TLT1C					
	Basic Tamil	NLT1C					
07	Professional English for	PZ1CA	2	3	50	50	100
	Commerce and						
	Management – I						

# **Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - II	LA12A	6	3	25	75	100
	Arabic - II	CLH2G					
	Urdu – II	CLF2B					
02	Communicative English – II	LZ12A	6	3	50	50	100
03	Advanced Financial	AY22A	6	4	25	75	100
	Accounting						
04	Corporate Management	AY22B	6	4	25	75	100
05	Business Economics	AY32A	4	5	25	75	100
06	Industrial Co-operatives	AR52A	2	2	25	75	100
	Advanced Tamil	TLT2D					
	Basic Tamil	NLT2D					
07	Professional English for	PZ1CB	2	3	50	50	100
	Commerce & Management -II						

# **Third Semester**

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

# **Fourth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - IV	LA14A	6	3	25	75	100
	Arabic - IV	CLH4J					
	Urdu – IV	CLF4D					
02	Language through	LZ14A	6	3	25	75	100
	Literature – II						
03	Advanced Corporate	AY24A	6	4	25	75	100
	Accounting						
04	Indirect Taxation	AY24B	5	4	25	75	100
05	Securities Law & Market	AY34A	5	5	25	75	100
	Operations						
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 &	AY25B	6	5	25	75	100
	Ethics						
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		6	4	25	75	100
02	Management Accounting		6	4	25	75	100
03	Entrepreneurship Development		6	4	25	75	100
04	Income Tax Law & Practice – II		6	4	25	75	100
05	Institutional Training		6	5	25	75	100
06	Extension Activities	CES6Q		1	-	-	-

# (2022 - 2023)

# **First Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - I	LA11A	4	3	25	75	100
	Arabic -I	CLH1E					
	Urdu – I	CLFIA					
02	English – I	LZ11A	4	3	50	50	100
03	Algebra	SM21A	5	4	25	75	100
04	Differential Calculus	SM21B	4	4	25	75	100
05	Calculus of Finite Differences	SM3AB	9	5	25	75	100
	And Numerical Analysis – I						
06	Basics of Business Insurance	CC5AB	2	2	25	75	100
	Advanced Tamil	TLT1C					
	Basic Tamil	NLT1C					
07	English for Physical Science –	PZ1SA	2	3	50	50	100
	Level - I						

# **Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - II	LA12A	5	3	25	75	100
	Arabic - II	CLH2G					
	Urdu – II	CLF2B					
02	Communicative English – II	LZ12A	5	3	50	50	100
03	Trigonometry	SM22A	4	4	25	75	100
04	Integral Calculus & Vector	SM22B	5	4	25	75	100
	Analysis						
05	Calculus of Finite	SM3AF	9	5	25	75	100
	Differences and Numerical						
	Analysis – II						
06	Basics of Retail Marketing	CC5AD	1	2	25	75	100
	Advanced Tamil	TLT2D					
	Basic Tamil	NLT2D					
07	English for Physical Science	PZ1SC	1	3	50	50	100
	– Level - II						

## **Third Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - III	LA13A	5	3	25	75	100
	Arabic - III	CLH3H					
	Urdu - III	CLF3C					
02	Language through	LZ13A	5	3	50	50	100
	Literature – I						
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 –	TSSEG	1	3	50	50	100
	Level I						

# **Fourth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - IV	LA14A	5	3	25	75	100
	Arabic - IV	CLH4J					
	Urdu – IV	CLF4D					
02	Language through	LZ14B	5	3	25	75	100
	Literature – II						
03	Transform Techniques	SM24A	4	4	25	75	100
04	Statics	SM24B	5	4	25	75	100
05	Mathematical Statistics – II	SM34G			25	75	100
06	Mathematical Statistics	SM34I	9	5	40	60	100
	Practical						
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			25	75	100
06	Programming Language C"	SM451	6	5	40	60	100
	with Practical						
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		6	4	25	75	100
02	Real Analysis – II		6	4	25	75	100
03	Complex Analysis		6	4	25	75	100
04	Graph Theory		6	5	25	75	100
05	Operations Research		6	5	25	75	100
06	Extension Activities	CES6Q		1			

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

# **First Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - I	LA11A	4	3	25	75	100
	Arabic -I	CLH1E					
	Urdu – I	CLFIA					
02	Communicative English – I	LZ11A	4	3	50	50	100
03	Financial Accounting	CZ21A	6	4	25	75	100
04	Business Communication	CZ21B	6	4	25	75	100
05	Business Economics	CZ31A	6	5	25	75	100
06	Functional Mathematics-I	SM5AA	2	2	25	75	100
	Advanced Tamil	TLT1C					
	Basic Tamil	NLT1C					
07	English for Commerce and	PZ1CA	2	3	50	50	100
	Management – Level - I						

# **Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Tamil - II	LA12A	4	3	25	75	100
	Arabic - II	CLH2G					
	Urdu – II	CLF2B					
02	Communicative English – II	LZ12A	4	3	50	50	100
03	Advanced Financial	CZ22A	6	4	25	75	100
	Accounting						
04	Principles of Management	CZ22B	6	4	25	75	100
05	Indian Economy	CZ32A	6	5	25	75	100
06	Functional Mathematics-II	SM5AB	2	2	25	75	100
	Advanced Tamil	TLT2D					
	Basic Tamil	NLT2D					
07	English for Commerce and	PZ1CB	2	3	50	50	100
	Management – Level - I						

# **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	CZ23C	5	4	25	75	100
	Practice						
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	CZ24A	4	4	25	75	100
	Accounting						
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		6	4	25	75	100
02	Practical Auditing		6	4	25	75	100
03	Logistics and supply chain		6	4	25	75	100
	Management						
04	Financial Management		5	4	25	75	100
05	Income Tax Law and Practice- I		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		6	4	25	75	100
02	Management Accounting		6	4	25	75	100
03	Entrepreneurial Development		6	4	25	75	100
04	Income Tax Law and Practice-II		6	5	25	75	100
05	Human Resource Management		6	5	25	75	100
06	Extension Activities	CES6Q		1			

# M.Com., (2022 - 2023)

# **First Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Advanced Corporate	KD21A	6	4	25	75	100
	Accounting and						
	Accounting Standards						
02	Financial Management	KD21B	6	4	25	75	100
03	Organizational Behaviour	KD21C	6	4	25	75	100
04	Managerial Economics	KD21D	6	4	25	75	100
05	Accounting for Specialized	KD41A	6	3	25	75	100
	Institutions						
06	Language and	PSSEA		2	40	60	100
	Communication						

# **Second Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Advanced Cost and	KDA2A	6	4	25	75	100
	Management Accounting						
02	Quantitative Techniques for	KDA2B	6	4	25	75	100
	Business Decisions						
03	Marketing of Services	KDA2C	6	4	25	75	100
04	Income Tax Law and	KDAEB	6	3	25	75	100
	Practice						
05	Total Quality Management	KDAXA	6	3	25	75	100
06	Spoken and Presentation	PSSEB		2	40	60	100
	Skills						

# **Third Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Research Methodology	KDA3A	5	4	25	75	100
02	Knowledge Management	KDA3B	5	4	25	75	100
03	Fundamentals of Information Technology	KDA31	5	4	25	75	100
04	Accounting for Decision Making	KDAAC	5	3	25	75	100
05	Indirect Taxes	KDAAE	5	3	25	75	100
06	Business Ethics, Corporate Governance and Social Responsibility	KDAXB	5	3	25	75	100
07	Life and Managerial Skills	PSSEC		2	40	60	
08	Internship	PSSEQ		2			

# **Fourth Semester**

S.No.	Subject	Code	Hrs/Wk	Credit	CIA	Ext.	Total
01	Management Information	KDA4A	6	4	25	75	100
	Systems						
02	Securities Analysis Portfolio	KDA4G	6	4	25	75	100
	Management						
03	Merchant banking and	KDA4C	6	4	25	75	100
	Financial Services						
04	Project - Viva Voce	KDA4Q	6	8	25	75	100
05	Computerised Accounting	KDAA1	6	3	25	75	100
06	Computing Skills	PSSED	-	2	40	60	100

# **Question Paper Pattern**

UG			PG		
<b>SECTION - A</b> 10 x 2 marks	= 20 marks		<b>SECTION - A</b> 10 x 1 marks	= 10 marks	
<b>SECTION - B</b> 5 x5 marks	= 25 marks		<b>SECTION - B</b> 5 x5 marks	= 25 marks	
<b>SECTION - C</b> 3 x 10 marks	= 30 marks		<b>SECTION - C</b> 4 x 10 marks	= 40 marks	
Total	= 75 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)	Rs.	
B.Com., (Co-operation), B.Com., (Corporate Secretaryship)	-	
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		
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		

C) Pay	able 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
I)	TNHSC Verification fee for each statement of marks	50
J)	National Service Scheme	10
k)	Flag Day	5
I)	Youth Red Cross Society	10
m)	Students Safety insurance	15
	: Subject to Revision	
Note	: 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.
- 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.

- 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.
- 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.

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### **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.

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### **SCHOLARSHIPS**

The following Scholarships are offered.

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

### ATTENDANCE AND LEAVE

- 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.

## 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 Almamatter 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.

2022 - 2023

		June - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
1	Wed				
2	Thu				
3	Fri				
4	Sat				
5	sun				
		June - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
6	Mon				
7	Tue				
8	Wed				
9	Thu				
10	Fri				
11	Sat				
12	Sun				
	1	June - 2022		1	
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
13	Mon				
14	Tue				
15	Wed				
16	Thu				
17	Fri				
18	Sat				
19	Sun				
		June - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
20	Mon				
21	Tue				
22	Wed				
23	Thu				
24	Fri				
25	Sat				
26	Sun				

		June & July 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
27	Mon				
28	Tue				
29	Wed				
30	Thu				
1	Fri				
2	Sat				
3	Sun				
		July - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
4	Mon				
5	Tue				
6	Wed				
7	Thu				
8	Fri				
9	Sat				
10	Sun				
		July - 2022	1	1	
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
11	Mon				
12	Tue				
13	Wed				
14	Thu				
15	Fri				
16	Sat				
17	Sun				
	1	July - 2022	1	1	
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
18	Mon	College Reopen - for Odd Semester	1	1	1
19	Tue		II		2
20	Wed		III		3
21	Thu		IV		4
22	Fri		V		5
23	Sat		-		
24	Sun		-		

		July - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
25	Mon		VI		6
26	Tue		I	2	7
27	Wed		II		8
28	Thu		III		9
29	Fri		IV		10
30	Sat		-		
31	Sun		-		
		August - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
1	Mon		V		11
2	Tue		VI		12
3	Wed		I	3	13
4	Thu		II		14
5	Fri		III		15
6	Sat		-		
7	Sun		-		
		August - 2022		_	
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
8	Mon		IV		16
9	Tue	Moharram	-		
10	Wed	Class Test - I	V		17
11	Thu		VI		18
12	Fri		I	4	19
13	Sat		-		
14	Sun		-		
		August - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
15	Mon	Independence Day	-		-
16	Tue		II		20
17	Wed		III		21
18	Thu		IV		22
19	Fri	Krishna Jayanthi	-		
20	Sat				
21	Sun				

		August - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
22	Mon		V		23
23	Tue		VI		24
24	Wed		1	5	25
25	Thu		П		26
26	Fri		Ш		27
27	Sat		-		
28	Sun		-		
		August & September - 202	2		
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
29	Mon		IV		28
30	Tue		٧		29
31	Wed	Ganesh Chaturthi			
1	Thu		VI		30
2	Fri		I	6	31
3	Sat		П		
4	Sun				
		September - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
5	Mon	Teacher's Day	Ш		32
6	Tue		IV		33
7	Wed		V		34
8	Thu	Onam	VI		35
9	Fri		1	7	36
10	Sat				
11	Sun				
		September - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
12	Mon	Mid Term Exam	II		37
13	Tue		III		38
14	Wed	Mid Term Exam Begins	IV		39
15	Thu	_	V		40
16	Fri		VI		41
17	Sat		I	8	42
18	Sun				

		September - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
19	Mon		II		43
20	Tue		III		44
21	Wed		IV		45
22	Thu		V		46
23	Fri		VI		47
24	Sat		I	9	48
25	Sun				
		September & October - 202	22		
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
26	Mon		II.		49
27	Tue		III		50
28	Wed		IV		51
29	Thu		V		52
30	Fri		VI		53
1	Sat		I	10	54
2	Sun	Gandhi Jayanthi			
		October - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
3	Mon		II		55
4	Tue	Saraswathi Pooja			
5	Wed	Vijayadasami			
6	Thu		III		56
7	Fri		IV		57
8	Sat		V		58
9	Sun	Milad-Un-Nabi			
		October - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
10	Mon		VI		59
11	Tue		l	11	60
12	Wed		II		61
13	Thu		III		62
14	Fri		IV		63
15	Sat		V		64
16	Sun				

		October - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
17	Mon	Class Test - II	VI		65
18	Tue		I	12	66
19	Wed		П		67
20	Thu		Ш		68
21	Fri		IV		69
22	Sat		٧		70
23	Sun				
		October - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
24	Mon	Diwali			
25	Tue		VI		71
26	Wed		I	13	72
27	Thu		II		73
28	Fri		III		74
29	Sat		IV		75
30	Sun				
		October & November - 202	2		
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
31	Mon		٧		76
1	Tue		VI		77
2	Wed		I	14	78
3	Thu		П		79
4	Fri		Ш		80
5	Sat		IV		81
6	Sun				
		November - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
7	Mon	Model Exam begins	٧		82
8	Tue	-	VI		83
9	Wed		l	15	84
10	Thu		П		85
11	Fri		Ш		86
12	Sat		IV		87
13	Sun				

		November - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
14	Mon		V		88
15	Tue		VI		89
16	Wed		I	16	90
17	Thu		II		91
18	Fri		III		92
19	Sat		IV		93
20	Sun		-		
		November - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
21	Mon		V		94
22	Tue		VI		95
23	Wed		I	17	96
24	Thu		П		97
25	Fri		III		98
26	Sat		IV		99
27	Sun				
		November & December - 20	)22		
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
28	Mon	Last working Day	V		100
29	Tue		VI		101
30	Wed				
1	Thu	University Exam Begins			
2	Fri				
3	Sat				
4	Sun				
		December - 2022			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
5	Mon				
6	Tue				
7	Wed				
8	Thu				
9	Fri				
10	Sat				
11	Sun				

December - 2022						
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS	
12	Mon					
13	Tue					
14	Wed					
15	Thu	Even Semester begin	I	1	1	
16	Fri	_	II.		2	
17	Sat					
18	Sun					
		December - 2022				
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS	
19	Mon		III		3	
20	Tue		IV		4	
21	Wed		V		5	
22	Thu		VI		6	
23	Fri		1	2	7	
24	Sat		-			
25	Sun	Christmas	-			
		December - 2022 & January -	2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS	
26	Mon		II		8	
27	Tue		Ш		9	
28	Wed		IV		10	
29	Thu		V		11	
30	Fri		VI		12	
31	Sat		-			
1	Sun	New Year	-			
		January - 2023				
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS	
2	Mon		I	3	13	
3	Tue		II		14	
4	Wed		III		15	
5	Thu		IV		16	
6	Fri		V		17	
7	Sat		-			
8	Sun		-			

DATE         DAY         TASK         DAY ORDER         CYCLE           9         Mon         VI         VI           10         Tue         I         4           11         Wed         II         III           12         Thu         III         III	WORKING DAYS 18
10     Tue     I     4       11     Wed     II       12     Thu     III	18
11         Wed         II           12         Thu         III	
12 Thu III	19
	20
12 5::	21
13   Fri   IV	22
14 Sat Bhogi -	
15 Sun Pongal -	
January - 2023	,
DATE DAY TASK DAY CYCLE	WORKING DAYS
16 Mon Thiruvalluvar Day -	
17 Tue Vazhuvar Thirunal -	
18 Wed V	23
19 Thu VI	24
20 Fri I 5	25
21 Sat	
22 Sun	
January - 2023	•
DATE DAY TASK DAY CYCLE	WORKING DAYS
23 Mon II	26
24 Tue III	27
25 Wed IV	28
26 Thu RePublic Day -	
27 Fri V	29
28 Sat -	
29 Sun -	
January & February - 2023	
DATE DAY TASK DAY CYCLE	WORKING DAYS
30 Mon Mid Term Exam VI	30
31 Tue I 6	31
1 Wed II	32
2 Thu III	33
3 Fri IV	34
4 Sat V	35
5 Sun	

		February - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
6	Mon		VI		36
7	Tue		1	7	37
8	Wed		П		38
9	Thu		Ш		39
10	Fri		IV		40
11	Sat				
12	Sun				
		February - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
13	Mon		V		41
14	Tue		VI		42
15	Wed		I	8	43
16	Thu		II		44
17	Fri		Ш		45
18	Sat		IV		46
19	Sun				
		February - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
20	Mon		<b>V</b>		47
21	Tue		VI		48
22	Wed		1	9	49
23	Thu		=		50
24	Fri		≡		51
25	Sat				
26	Sun				
		February & March - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
27	Mon		IV		52
28	Tue		V		53
1	Wed		VI		54
2	Thu		l	10	55
3	Fri		II		56
4	Sat		III		57
5	Sun				

		March - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
6	Mon		IV		58
7	Tue		V		59
8	Wed		VI		60
9	Thu		I	11	61
10	Fri		II		62
11	Sat				
12	Sun				
		March - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
13	Mon		III		63
14	Tue		IV		64
15	Wed		V		65
16	Thu		VI		66
17	Fri		I	12	67
18	Sat		II		68
19	Sun				
		March - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
20	Mon		Ш		69
21	Tue		IV		70
22	Wed	Ughadi			
23	Thu		V		71
24	Fri		VI		72
25	Sat				
26	Sun				
		March & April - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
27	Mon	Model Exam	I	13	73
28	Tue		II		74
29	Wed		III		75
30	Thu		IV		76
31	Fri		V		77
1	Sat		VI		78
2	Sun				

		April - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
3	Mon		I	14	79
4	Tue	Mahavir Jayanthi	-		
5	Wed		II		80
6	Thu		III		81
7	Fri	Good Friday	-		
8	Sat				
9	Sun				
		April - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
10	Mon		IV		82
11	Tue		V		83
12	Wed		VI		84
13	Thu		I	15	85
14	Fri	Tamil New Year	-		
15	Sat		-		
16	Sun		-		
		April - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
17	Mon		II		86
18	Tue		III		87
19	Wed		IV		88
20	Thu		V		89
21	Fri		VI		90
22	Sat				
23	Sun				
		April - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
24	Mon				
25	Tue				
26	Wed				
27	Thu				
28	Fri				
29	Sat				
30	Sun				

		May - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
1	Mon				
2	Tue				
3	Wed				
4	Thu				
5	Fri				
6	Sat				
7	Sun				
		May - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
8	Mon				
9	Tue				
10	Wed				
11	Thu				
12	Fri				
13	Sat				
14	Sun				
		May - 2023			
DATE	DAY	TASK	DAY ORDER	CYCLE	WORKING DAYS
15	Mon	-			
16	Tue				
17	Wed				
18	Thu				
19	Fri				
20	Sat				
21	Sun				

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

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		TIME TABLE 2022 - 2023	2022 - 2023		
DAY ORDER	7-	2	3	4	5
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