



# TMG College of Arts & Science

AFFILIATED TO THE UNIVERSITY OF MADRAS

No.85, Mudichur Road, Manimangalam, Chennai - 601 301.

Phone : 94444 08047 / 94450 90963



## HAND BOOK 2022 - 23

A Unit of VINAYAKA TRUST (Regd.)

### ADMINISTRATIVE OFFICE:

MIET : # 385, Arcot Road, Kodambakkam, Chennai - 600 024.

Phone : 2472 3406, 2472 6965

e-mail : [tmgraja@live.in](mailto:tmgraja@live.in) | [principaltmgcollege@gmail.com](mailto:principaltmgcollege@gmail.com)

website : [www.tmgcollege.edu.in](http://www.tmgcollege.edu.in)

**FRONT VIEW OF  
TMG COLLEGE OF ARTS & SCIENCE**





# TMG College of Arts & Science

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## PERSONAL DATA

Name : .....

Aadhar No : .....

Class/Designation : .....

Department : .....

College Roll No : .....

University Reg. No : .....

Second Language : .....

Residential Address : .....

Phone : (R) ..... (M) .....

E-mail : .....

Father's Name : .....

Mother's Name : .....

Date of Birth : ..... Blood Group : .....

Height : ..... Cms. Weight : ..... Kgs

Bank A/c No. : .....

Bank Name : ..... Branch .....

Library Ticket No. : .....

Family Doctor : .....

Nearest Hospital : .....

*Signature of the Father / Guardian*

*Signature of the Student*



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## NATIONAL ANTHEM

Jana-gana-mana-adhinayaka, jaya he  
Bharata-bhagya-vidhatha  
Punjab-Sindhu-Gujarata-Maratha-  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchchala-Jaladhi-tharanga  
Tava subha name jage  
Tava subha ashisha mage  
Gahe tava jaya-gatha  
Jana-gana-mangala-dayaka jaya he  
Bharatha-bhagya-vidhatha  
Jaya he, jaya he, jaya he  
Jaya jaya jaya, jaya he !

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## THE PLEDGE

India is my Country, all Indians are  
my brothers and sisters.

I love my Country and I am proud of its rich and  
varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders  
respect, and treat every one with courtesy.

To my country and my people,  
I pledge my devotion.

In their well-being and prosperity  
alone lies my happiness.



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### The College Motto

**"Knowledge is Power"**



*Sahana Vavatu*

*Sahanau Bhunaktu*

*Saha Veeryam Karavavahai*

*Tejaswi Navadheetamashu Mavidvishavahai*

*Om Shanthi - Shanthi - Shanthi hi*





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## About the College

The TMG College of Arts & Science is a unit of Vinayaka Trust committed to the cause of establishing institutions aimed at academic excellence and a higher protocol of human values. The MIET Group of Institutions, established over two decades ago to propagate the betterment of life through application of technology, is also being managed by this Trust.

The College is situated in the midst of a lush green locale near Tambaram, a short distance from the Tambaram Railway Station. The state of the art infrastructure and other facilities- spacious classroom, fully-equipped laboratories, library, cafeteria, hostels for men and women, indoor and outdoor sports facilities - accelerate the intellectual, physical, creative and moral developments of the students. The learning environment is specifically made congenial for advanced comprehensive education.

This college is a private, unaided and co-educational institution approved by the Government of Tamil Nadu and affiliated to the University of Madras. The primary aim of the institution is to fashion students who are distinguished by their moral étiquette, peer leadership performance and their excellent manifestation of discipline specifically meeting the developing needs of society.

Our services and processes facilitate building a quality foundation for remarkable careers. We mould our students to be not just seekers but the creators of their profession.

*"Faithful Service is our Faith"*

**Dr. TM Gunaraja**  
Chairman



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## College Timings

**College Time : 10.00 a.m. to 3.15 p.m.**

Break : 11.00 am - 11.15 am

Lunch Break : 01.00 pm - 01.30 pm

## Fee Regulations

(The College year is divided into 2 Semesters or 4 Installment)

### 1 Year

- I Installment : Fee to be paid at the time of admission  
II Installment : On or before 10th November  
III Installment : On or before 10th January  
IV Installment : On or before 10th March

### II Year & III Year

- I Installment : Fee to be paid on or before 10th June  
II Installment : On or before 10th October  
III Installment : On or before 10th December  
IV Installment : On or before 10th February

**LATE FEE WILL BE COLLECTED AFTER DUE DATE  
FEES ONCE PAID WILL NOT BE REFUNDED  
UNDER ANY CIRCUMSTANCES.**



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## Branches of Courses offered

### U.G. Courses

- B.B.A. Business Administration
- B.Com. General
- B.Com. Corporate Secretaryship
- B.Com. Information System Management
- B.Sc. Maths
- B.Sc. Electronics Science
- B.Sc. Computer Science
- B.C.A. Computer Application
- B.Sc. Hotel & Catering Management

### P.G. Courses

- M.Sc. Computer Science
- M.Sc. Information Technology
- M.Com.



## DETAILS OF THE COURSES

Subject for the Academic Year 2022-2023

### U.G. COURSES

#### B.B.A

I	<ul style="list-style-type: none"><li>Tamil-I</li><li>English-I</li><li>Financial Accounting</li><li>Principles of Management</li><li>Managerial Economics</li><li>Soft Skill -I</li><li>Non Major Elective</li></ul>	II	<ul style="list-style-type: none"><li>Tamil-II</li><li>English-II</li><li>Management Accounting</li><li>Business Communication</li><li>International Trade</li><li>Soft Skill -II</li><li>Non Major Elective</li></ul>
III	<ul style="list-style-type: none"><li>Financial Management</li><li>Organisational Behaviour</li><li>Computer Application in Business</li><li>Marketing Management</li><li>Business Statistics-I</li><li>Soft Skill -III</li></ul>	IV	<ul style="list-style-type: none"><li>Human Resource Management</li><li>Business Regulatory Frame Work</li><li>Financial Services</li><li>Management Information system</li><li>Operation Research</li><li>Environmental Studies</li><li>Soft Skill -IV</li></ul>
V	<ul style="list-style-type: none"><li>Research Methodology</li><li>Advertising &amp; Sales Promotion</li><li>Material Management</li><li>Logistic and Supply Chain Management</li><li>Operation Management</li><li>Value Education</li></ul>	VI	<ul style="list-style-type: none"><li>Business Environment</li><li>Service Marketing</li><li>Business Taxation</li><li>Customer Relationship Management</li><li>Group Project</li><li>Extension Activities</li></ul>



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## B. COM - General

I	<ul style="list-style-type: none"><li>• Tamil-I</li><li>• English-I</li><li>• Financial Accounting</li><li>• Business Communication</li><li>• Business Economics</li><li>• Soft Skill -I</li><li>• Non Major Elective</li></ul>	II	<ul style="list-style-type: none"><li>• Tamil-II</li><li>• English-II</li><li>• Advanced Financial Accounting</li><li>• Principles of Management</li><li>• Indian Economy</li><li>• Soft Skill -II</li><li>• Non Major Elective</li></ul>
III	<ul style="list-style-type: none"><li>• Corporate Accounting- I</li><li>• Business Laws</li><li>• Banking Theory Law &amp; Practice</li><li>• Marketing</li><li>• Business Statistics-I</li><li>• Soft Skill -III</li></ul>	IV	<ul style="list-style-type: none"><li>• Advanced Corporate Accounting</li><li>• Company Law</li><li>• Financial Services</li><li>• Indirect Taxation</li><li>• Elements of Operations Research</li><li>• Environmental Studies</li><li>• Soft Skill -IV</li></ul>
V	<ul style="list-style-type: none"><li>• Element of Cost Accounting</li><li>• Practical Auditing</li><li>• Income Tax Law and Practice - I</li><li>• Financial Management</li><li>• Logistic &amp; Supply Chain Management</li><li>• Value Education</li></ul>	VI	<ul style="list-style-type: none"><li>• Advanced Cost Accounting</li><li>• Management Accounting</li><li>• Entrepreneurial Development</li><li>• Income Tax Law &amp; Practice - II</li><li>• Human Resource Management</li><li>• Extension Activities</li></ul>



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## BCOM (Corporate Secretaryship)

I	<ul style="list-style-type: none"><li>• Tamil-I</li><li>• English-I</li><li>• Financial Accounting</li><li>• Business Communication</li><li>• International Trade</li><li>• Soft Skill -I</li><li>• Non Major Elective</li></ul>	II	<ul style="list-style-type: none"><li>• Tamil-II</li><li>• English-II</li><li>• Advanced Financial Accounting</li><li>• Corporate Management</li><li>• Business Economics</li><li>• Soft Skill -II</li><li>• Non Major Elective</li></ul>
III	<ul style="list-style-type: none"><li>• Tamil-III</li><li>• English-III</li><li>• Corporate Accounting</li><li>• Company Law &amp; Secretarial Practice</li><li>• Business Statistics-I</li><li>• Soft Skill -III</li></ul>	IV	<ul style="list-style-type: none"><li>• Tamil-IV</li><li>• English-IV</li><li>• Advanced Corporate Accounting</li><li>• Indirect Taxation</li><li>• Securities Laws &amp; Market Operations</li><li>• Environmental Studies</li><li>• Soft Skill -IV</li></ul>
V	<ul style="list-style-type: none"><li>• Cost Accounting</li><li>• Corporate Governance and Ethics</li><li>• Business Laws</li><li>• Income Tax Law and Practice - I</li><li>• Marketing</li><li>• Value Education</li></ul>	VI	<ul style="list-style-type: none"><li>• Industrial Laws</li><li>• Management Accounting</li><li>• Entrepreneurial Development</li><li>• Income Tax law &amp; Practice - II</li><li>• Industrial Training</li><li>• Extension activities</li></ul>



## BCOM (Information System Management)

I	<ul style="list-style-type: none"><li>• Tamil-I</li><li>• English-I</li><li>• Financial Accounting</li><li>• Internet-of-Things</li><li>• Business Economics</li><li>• Soft Skill -I</li><li>• Non Major Elective</li></ul>	II	<ul style="list-style-type: none"><li>• Tamil-II</li><li>• English-II</li><li>• Advanced Financial Accounting</li><li>• Object Oriented Programming (OOP) using C ++</li><li>• Practical - Object Oriented Programming (OOP) using C ++</li><li>• Indian Economy</li><li>• Soft Skill -II</li><li>• Non Major Elective</li></ul>
III	<ul style="list-style-type: none"><li>• Computerized Accounting</li><li>• Data Structure</li><li>• Banking Theory Law and Practice</li><li>• Java Programming</li><li>• Practical -Java Programming</li><li>• Business Statistics</li><li>• Soft Skill -III</li></ul>	IV	<ul style="list-style-type: none"><li>• Management Information System</li><li>• Principles of Management</li><li>• Financial Services</li><li>• Python Programming</li><li>• Practical - - Python Programming</li><li>• Elements of Operations Research</li><li>• Environmental Studies</li><li>• Soft Skill -IV</li></ul>
V	<ul style="list-style-type: none"><li>• Financial Management</li><li>• Logistic &amp; Supply Chain Management</li><li>• Spread Sheet Accounting</li><li>• Business Analytics</li><li>• Income tax Law &amp; Practice - I</li><li>• Value Education</li></ul>	VI	<ul style="list-style-type: none"><li>• Software Project management</li><li>• Management Accounting</li><li>• Entrepreneurial Development</li><li>• Income Tax law &amp; Practice - II</li><li>• Web technology - Theory and Practicals</li><li>• Extension activities</li></ul>



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## BSc (Mathematics)

I	<ul style="list-style-type: none"><li>Tamil-I</li><li>English-I</li><li>Algebra</li><li>Differential Calculus</li><li>Calculus of finite differences and Numerical Analysis -I</li><li>Soft Skill -I</li><li>Non Major Elective</li></ul>	II	<ul style="list-style-type: none"><li>Tamil-II</li><li>English-II</li><li>Trigonometry</li><li>Integral Calculus and Vector Analysis</li><li>Calculus of finite differences and Numerical Analysis -II</li><li>Soft Skill -II</li><li>Non Major Elective</li></ul>
III	<ul style="list-style-type: none"><li>Tamil-III</li><li>English-III</li><li>Analytical Geometry</li><li>Differential Equations</li><li>Mathematical Statistics I</li><li>Soft Skill -III</li></ul>	IV	<ul style="list-style-type: none"><li>Tamil-IV</li><li>English-IV</li><li>Transform Techniques</li><li>Statics</li><li>Mathematical Statistics II</li><li>Practical -- Mathematical Statistics I &amp; II</li><li>Environmental Studies</li><li>Soft Skill -IV</li></ul>
V	<ul style="list-style-type: none"><li>Algebraic Structures - I</li><li>Real Analysis - I</li><li>Dynamics</li><li>Discrete Mathematics</li><li>Programming 'C' with Practicals</li><li>Value Education</li></ul>	VI	<ul style="list-style-type: none"><li>Algebraic Structures - II</li><li>Real Analysis - II</li><li>Complex Analysis</li><li>Operations Research</li><li>Graph Theory</li><li>Extension Activity</li></ul>



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## BSc (Electronics and Communication Science)

I	<ul style="list-style-type: none"><li>• Tamil-I</li><li>• English-I</li><li>• Basic Circuit Theory</li><li>• Mathematics-I</li><li>• Core Practical-I</li><li>• Soft Skill -I</li><li>• Non Major Elective</li></ul>	II	<ul style="list-style-type: none"><li>• Tamil-II</li><li>• English-II</li><li>• Electronic Devices</li><li>• Mathematics II</li><li>• Core Practical-II</li><li>• Soft Skill -II</li><li>• Non Major Elective</li></ul>
III	<ul style="list-style-type: none"><li>• Analog Electronics</li><li>• Numerical Methods</li><li>• Digital Electronics</li><li>• Basic Physics-I</li><li>• Practical III</li><li>• Practical IV</li><li>• Soft Skill -III</li></ul>	IV	<ul style="list-style-type: none"><li>• Principles of Communication</li><li>• Programming in C</li><li>• Microprocessor – Intel 8085</li><li>• Basic Physics – II</li><li>• Basic Physics-I &amp; II (Practical)</li><li>• Practical - V</li><li>• Environmental Studies</li><li>• Soft Skill –IV</li></ul>
V	<ul style="list-style-type: none"><li>• Microcontroller</li><li>• Electrical electronics</li><li>Instrumentation</li><li>• Antennas Theory &amp; Radar Systems</li><li>• Practical - VI</li><li>• Microwave &amp; Fibreoptic Communications System</li><li>• Value education</li></ul>	VI	<ul style="list-style-type: none"><li>• Computer networks</li><li>• Real time Embedded System</li><li>• Biomedical Instrumentation</li><li>• Practical - VII</li><li>• Project Work</li><li>• Industrial Electronics</li><li>• Extension Activity</li></ul>



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## BSc (Computer Science)

I	<ul style="list-style-type: none"><li>• Tamil-I</li><li>• English-I</li><li>• Problem Solving using Python</li><li>• Problem Solving using Python Lab</li><li>• Mathematics-I</li><li>• Soft Skill -I</li><li>• Non Major Elective</li></ul>	II	<ul style="list-style-type: none"><li>• Tamil-II</li><li>• English-II</li><li>• Computer Organization</li><li>• Computer Organization Lab</li><li>• Mathematics II</li><li>• Soft Skill -II</li><li>• Non Major Elective</li></ul>
III	<ul style="list-style-type: none"><li>• Tamil-III</li><li>• English-III</li><li>• Java and Data Structures</li><li>• Practical-III - Data Structures using Java Lab</li><li>• Statistics I</li><li>• Soft Skill -III</li></ul>	IV	<ul style="list-style-type: none"><li>• Tamil-IV</li><li>• English-IV</li><li>• Web Technology</li><li>• Practical-IV - Web Technology Lab</li><li>• Statistics II</li><li>• Environmental Studies</li><li>• Soft Skill -IV</li></ul>
V	<ul style="list-style-type: none"><li>• Computer Network</li><li>• Operating System</li><li>• Operating System - Lab</li><li>• RDBMS</li><li>• Practical-V - PL/SQL - Lab</li><li>• Network Security</li><li>• Value Education</li></ul>	VI	<ul style="list-style-type: none"><li>• Software Engineering</li><li>• Introduction to data Science</li><li>• Introduction to Cloud Computing</li><li>• Practical -VI - CASE Tools &amp; Testing Tools lab</li><li>• Mini Project</li><li>• IOT and its Applications</li><li>• Extension Activity</li></ul>



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## BCA

I	<ul style="list-style-type: none"><li>• Tamil-I</li><li>• English-I</li><li>• Problem Solving using Python</li><li>• Problem Solving using Python Lab</li><li>• Mathematics-I</li><li>• Soft Skill -I</li><li>• Non Major Elective</li></ul>	II	<ul style="list-style-type: none"><li>• Tamil-II</li><li>• English-II</li><li>• Object Oriented Programming Concepts using C ++</li><li>• C++ programming Lab</li><li>• Mathematics II</li><li>• Soft Skill -II</li><li>• Non Major Elective</li></ul>
III	Data Structures Java programming Computer Organization Practical-III - Data Structures using Java Lab Financial Accounting Soft Skill -III	IV	Computer Network Open Source Technologies E-Commerce Technologies Practical-IV - Open Source Technologies Lab Cost and Management Accounting Environmental Studies Soft Skill -IV
V	Software Engineering Operating System Operating System - Lab RDBMS Practical-V - PL/SQL - Lab Research Methodology Value Education	VI	Web Design & Development Data Mining Mobile Application Development Mobile Application Development - Lab Mini Project IOT and its Applications Extension Activity



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## DETAILS OF THE COURSES Subject for the Academic Year 2021-2022

### P.G. Courses

M.Sc (Computer Science)			
I	<ul style="list-style-type: none"><li>Advance Java Programming</li><li>Design &amp; Analysis of Algorithms</li><li>System Software</li><li>Theoretical Fundamentals of Computer</li><li>Algorithms - Lab</li><li>Advanced Java - Lab</li><li>Soft Skill - I</li></ul>	II	<ul style="list-style-type: none"><li>Computer Networks</li><li>Digital Image Processing</li><li>Mobile Computing</li><li>Object Oriented Analysis and Design</li><li>RDBMS - Lab</li><li>Image Processing using Java Lab</li><li>Soft Skill – II</li><li>Soft Skill – III</li></ul>
III	<ul style="list-style-type: none"><li>Principles of Compiler Design</li><li>Information Security</li><li>Artificial Intelligence</li><li>Distributed Database Systems</li><li>Multimedia Systems</li><li>Mini Project</li><li>Soft Skill – IV</li><li>Internship Training (During summer vacation 4 to 6 weeks of I year)</li></ul>	IV	<ul style="list-style-type: none"><li>Project &amp; Viva - Voce</li></ul>



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## M.Sc. (Information Technology)

<b>I</b>	<ul style="list-style-type: none"><li>• Computer Architecture</li><li>• Database Management Systems</li><li>• C++ and Data Structures</li><li>• Data Structures Using C++ Lab</li><li>• Visual Programming</li><li>• RDBMS Lab</li><li>• Soft Skill - I</li></ul>	<b>II</b>	<ul style="list-style-type: none"><li>• Operating Systems</li><li>• Software Engineering</li><li>• Programming in Java</li><li>• Java Programming – Lab</li><li>• Internet Technology</li><li>• Internal Technology - Lab</li><li>• Internship Training</li><li>• Soft Skill - II</li></ul>
<b>III</b>	<ul style="list-style-type: none"><li>• Computer Networks</li><li>• Design and Analysis of Algorithms</li><li>• Advanced Java Programming</li><li>• Information Security</li><li>• Mobile Computing</li><li>• Practical - Advance JAVA</li><li>• Soft Skill – III</li><li>• Soft Skill - IV</li><li>• Internship – During summer Vacation 4 to 6 weeks of I year</li></ul>	<b>IV</b>	<ul style="list-style-type: none"><li>• Project &amp; Viva - Voce</li></ul>



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## M.Com (General)

<b>I</b>	<ul style="list-style-type: none"><li>• Advanced Corporate Accounting and Accounting Standards</li><li>• Financial Management</li><li>• Organizational Behaviour</li><li>• Managerial Economics</li><li>• CRM and Relationship Marketing</li><li>• Soft Skill - I</li></ul>	<b>II</b>	<ul style="list-style-type: none"><li>• Advanced Cost and Management Accounting</li><li>• Quantitative Techniques for Business Decision</li><li>• Marketing of Services</li><li>• Consumer Behaviour</li><li>• Total Quality Management</li><li>• Soft Skill - II</li></ul>
<b>III</b>	<ul style="list-style-type: none"><li>• Research Methodology</li><li>• Knowledge Management</li><li>• Fundamentals of Information Technology</li><li>• Fundamentals of Information Technology Practical</li><li>• Accounting for decision Making</li><li>• Advertising and Salesmanship</li><li>• Business Ethics, Corporate Governance &amp; Social Responsibility</li><li>• Soft Skill - III</li><li>• Internship Training</li></ul>	<b>IV</b>	<ul style="list-style-type: none"><li>• Management Information Systems</li><li>• Investment Analysis and Portfolio Theory</li><li>• Merchant Banking and Financial Service</li><li>• Computerized Accounting</li><li>• Project Plus Viva - Voce</li><li>• Soft Skill - IV</li><li>• Tally - Lab</li></ul>



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## Rules & Regulations

- The students should greet the members of the teaching staff on the occasion of his / her first meeting them for the day.
- The students of the college are to conduct themselves on and off the college premises in such a way as to maintain the reputation of the college as well as their own.
- The students are expected to dress modestly and neatly.
- **Students are advised NOT to bring their cellphones to the College. Students found guilty of violating this rule will have their cellphones confiscated. These phones will only be returned after completion of the Degree.**
- The students should not leave the classroom without the permission of the lecturers. Loitering on the college premises is strictly prohibited.
- Students shall co-operate with the authorities in keeping the premises of the college neat and tidy. They are forbidden from chewing paan and smoking anywhere on the college premises. Scribbling on the walls, scratching and thumping the desks, throwing litter in classrooms, leftovers in passages or any part of the campus is strictly prohibited.
- Students should not tamper with the notices on the notice board. Nor shall they fix any notice on the notice board without the permission of the Principal.
- When moving from one class to another students should walk silently and in an orderly manner.
- Students are expected to read the notices appearing on the boards regularly. Ignorance of any notice put up on the College Board will not be accepted as an excuse for failing to comply with requirements.
- Students attending meetings and other gathering should conduct themselves with dignity and decorum.
- Students are expected to be punctual and must be present in college by 9.45 am.



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- The forenoon session of the college will start with prayer.
- On Mondays there will be a special prayer conducted by each department. At 9.50 a.m. there will be a first bell for the assembly. The classes will commence after the assembly.
- On all other days there will be a first bell at 9.50 a.m. during which the students will get ready for class, at 9.55 a.m. a second bell for the staff to reach the class a third bell at 9.57 a.m. for silent prayer and a fourth bell at 10.00 a.m. for commencement of classes.
- When a lecturer enters the classroom, all the students should stand and greet the faculty. They should take their seats only when they are invited to do so. Likewise, students should stand when the Lecturer leaves the room.
- Students must be punctual for classes and test and submit assignments, records, etc., in time.
- Every student must have attended a minimum of 80% of the total number of working days. Otherwise he or she will not be eligible to take the University Examinations (both for Theory and Practical).
- All applications for leave of absence should be submitted to the Department Lecturer in the prescribed form supplied by the office.
- All leave applications must be countersigned by the Parent / Guardian / Warden and must be recommended by the Department Lecturer / Head.
- Application of leave of absence on medical grounds should be made within 3 days of absence. On returning to college the student must produce a medical certificate and fitness certificate from a registered medical practitioner.
- The shortage of attendance can be condoned by the Principal up to a maximum of 12.5% of the total number of working days or instructional hours or practical classes as the case may be as per the rules of the University.



# TMG College of Arts & Science

Affiliated to the University of Madras

No.85, Mudichur Road, Manimangalam, Chennai - 601 301.

Phone : 94444 08047 / 94450 90963

## ADMISSIONS AND WITHDRAWAL:

- The management reserves the right to withdraw the provisional selection made for admission at anytime before an admission is validated without assigning any reasons.

## GENERAL DISCIPLINE

- The cleanliness of the college building, furniture and surroundings would be the personal responsibility of every student. Let the walls, the furniture, the floor and the premises be kept clean.
- No student of the college shall be a member of any association or club unconnected with the college without the prior permission of the Principal nor can he/she take part in any antisocial activities of any kind.
- In the premises, the students are expected to conduct themselves in such a manner as to keep up the good reputation of the college.
- As per the Education rules of the Government of Tamil Nadu, the Principal has full power to inflict the following punishments: fine, loss of term certificate suspension and expulsion from the college.

## ATTENDANCE :

- Although the University prescribes a minimum of 80% attendance to appear for the University examinations our college insists our students have regular attendance in all their classes.
- Students are not allowed to be absent in their classes, without any prior permission.
- In case where absence is due to unforeseen circumstances, an application for leave should be submitted as soon as possible. In case of failure, the student will not be permitted to the class or to appear for the University Examinations.
- All the leave letters should be countersigned by the parent or guardian.
- Student shall return to college on the re-opening day after the vacation. Serious action will be taken against absentees.



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- Students who happen to absent themselves without authorized leave will meet the Principal prior to attending class on their return to the college.
- Those who come late to the college should meet the Principal before entering the class and such late comers should ensure that their attendance is marked in the Hand Book for the relevant period.
- Whenever there is a change in residential address the students are expected to bring it to the notice of the college office immediately.

## Library

- All Students are expected to make the best use of the library.
- Absolute silence must be maintained in the library.
- On entering the library, the students should place all personal belongings on the racks assigned for this purpose.
- Each student will be given 2 borrowers tickets. Books will be issued only in exchange for the borrowers ticket and on the basis of the college identity card.
- Before borrowing a book the student must ensure that the book is in good condition.
- Periodicals, Journals, Dictionaries, Encyclopedias and other such reference material will not be lent out of the library. However, students may apply for reference using consultation forms.
- Books will be issued for a week and may be renewed for a further period, provided the book is not under reservation.
- To get a book issued, the student should fill in the issue slip and leave it with the librarian.
- Books should be returned on or before the due date, failing which a penalty of ₹5/- per day will be collected.
- When a book is lost or damaged, the student shall replace the book or pay the cost within 7 days
- Loss of borrower's ticket should immediately be reported to the librarian in writing. A penalty of ₹ 250/- will be collected towards the cost of the ticket.



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- All student members should return the tickets at the end of the year and obtain a “No Due Certificate” from the Librarian.
- Students shall be allowed to borrow books during study holidays with the provision of a temporary card on paying a deposit of ₹ 100/-

## Tests & Assignments

Tests and assignments will be given to the students, in all subjects periodically by the staff concerned. It is imperative that all students should attend the tests and submit the assignments on time. Unless the student secures passing grades in the tests, they will not be permitted to appear for the University Examinations.

Students absent themselves without leave from classes, weekly tests and composition shall be punished.

Those who are absent from weekly tests and compositions with or without leave will be allowed to enter the classes only after the submission of answers in a special test session.

## Identity Card

An ID Card with the student's photograph is to be worn by the student on every working day of the college and on all the special occasions that they attend the college. Students should produce their identity card at the security post, library and when required. Loss of identity card should be reported and a duplicate identity card will be issued on paying a fee of ₹ 200/-

## Transport Facility

The College will provide bus facility for the students to commute from different parts of the city on optional basis

## Canteen Facilities

The College provides high quality food & refreshments.



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## Special Note to Students

- Read the College Diary carefully and bring it to the college every day.
- This is your college. Keep it clean and tidy so that you and others may be proud of it.
- Aim for full attendance and unfailing punctuality so that you get the best out of the college.
- Disobedience and disrespect towards the member of the staff or bad moral influence justifies dismissal.
- Work hard and do your best in studies. Your PARENTS and the NATION expect a lot from you.
- Do not leave the classroom or college compound without permission.
- Avoid use of bad language, unruly behavior and bad manners. Develop self-respect.
- Study well and behave well, inside and outside the college so that your lecturers and parents can be proud of you.
- Scribbling on the walls and desks, throwing paper and spraying ink inside the classrooms, or damaging college property in any way is forbidden. Damages caused must be paid for according to the discretion of the college authorities.
- Switch off the fans and lights before you leave the classroom and lab.
- Do not wear anything valuable or carry a lot of money. You are responsible for your belongings. Do not lose them.
- 1. Do NOT use Cell Phone and put yourself into Unwanted trouble.
  2. Keep our College Plastic Free Zone.
- Make our campus “Ragging free Zone.” With students Co-operation we can make our campus “Ragging Free Zone”



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## Hostel Facilities

- The College provides separate hostel accommodation for male & female students. Students seeking hostel accommodation are requested to submit a written application counter-signed by their parents or guardians.
- Students who wish to be residents shall strictly abide by the rules & regulations prescribed by the Management.
- Inmates of each room are jointly responsible for the furniture, fitting, etc., and any damage to the hostel property is recoverable from them.
- Guests or outsiders are strictly prohibited from entering the hostel accommodation.
- Students will not be eligible for refund, if he/she chooses not to stay in the hostel.
- Strict disciplinary action will be taken against students found smoking, consuming liquor, abusing drugs, etc.
- Application form for the hostel will be available in the college office.
- The hostel opens a day prior to the re-opening of the college.
- At the time of admission to the hostel, parents should accompany their wards.
- Students who wish to go home/guardian's house for vacation / personal reasons / public holidays should obtain prior permission from the warden & submit the hostel leave form.

### WOMEN CELL

#### **Dr. K. PADMINII**

*Principal – (Immediate Assistance for Girls Students)*

*(M) 9444408047*

#### **Mrs. S. ARUMUGAKANI**

*Asst. Professor, Dept. of Computer Science*

#### **Mrs. S. KARTHIKA**

*Asst. Professor, Dept. of Management*



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## ANTI-RAGGING REDRESSAL COMMITTEE

Sl No	Designation	Name	
1	Principal [Convener]	<b>Dr. K. Padminii</b>	
2	College Students Representative Assistant	<b>D. Santhosh</b> <b>D.Dalcina</b>	III B.Com III B.Com
3	Anti-Ragging Convener 5 Students Representative	<b>M. Keerthana</b>	III BCA
		<b>P. Sakthivel</b>	III BCA
		<b>J.Thiyagarajan</b>	II B.Sc (CS)
4	Male Staff In-charge	<b>Mr. P. Kumaravel</b> Asst. Professor, Dept. of Commerce	
5	Female Staff In-charge	<b>Mrs. P. Gnanasoundari</b> Asst. Professor, Dept. of Commerce	
6	SC\ST Students Staff In-charge	<b>Mr. P. Ravi</b> Asst. Professor, Dept. of Tamil	
7	Student Advisor	<b>Mrs. K. Geetha</b> Asst. Professor, Dept. of Commerce	
8	Overseas Students Advisor and Local Inspector of Police as a Special Invitee	<b>Mr. RanjithKumar</b> Inspector of Police, Manimangalam	



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## PLACEMENT CELL

### Mr. S. Sridhar

Asst. Professor, Dept. of Management

### Mr. V. Mudiyarasan

Asst. Professor, Dept. of Computer Science

## CULTURAL COMMITTEE

### Mrs. S. Nithya Priya

Asst. Professor, Dept. of Management

### Mrs. Joshila David

Asst. Professor, Dept. of English

### Ms. V. Deepika

Asst. Professor, Dept. of Computer Science

### Mr. P. Ravi

Asst. Professor, Dept. of Tamil

### Leo Martin J

III BCA

### Vijayalakshmi M

II B.Sc (CS)

### Vignesh M

II BCA

## SPORTS COMMITTEE

### Mr. P. Raja

### Mr.M.Ajay Prasanth

Physical Director

### S. Stephen

III B.Com (Sports Secretary)

### M. Urekha Jenova

III B.Com (Sports Secretary)



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House Captains	Boys	Girls
RED	P. Vignesh <i>III B.Com</i>	M.Divya <i>III B.Com</i>
BLUE	P. Arun Kumar <i>III B.Sc (CS)</i>	N.PoojaSree <i>III B.Sc (CS)</i>
GREEN	A.Arun Master <i>III BBA</i>	D. Godhavari <i>III BBA</i>

## NSS PROGRAM OFFICER

### UNIT - I

**Mrs. S. Kalyani**

*Asst. Professor, Dept. of Commerce*

**A. Varun - II B.Com**

**K. Urmila - II BBA**

### UNIT - II

**Mr. L. Prabakaran**

*Asst. Professor, Dept. of Tamil*

**V. Sakthi Vikram - II B.Com (ISM)**

**H.Nithyashree - II B.Com (ISM)**

## YRC PROGRAM OFFICER

**Mrs. M. Punitha**

*Asst. Professor, Dept. of Mathematics*

**M. Aakash - II B.Com**

**R. Keerthi - II B.Sc (CS)**



*Every Student Should be a  
Member of any one of the Above Club*



# TMG College of Arts & Science

AFFILIATED TO THE UNIVERSITY OF MADRAS

No.85, Mudichur Road, Manimangalam, Chennai - 601 301.  
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Phone : 2472 3406, 2472 6965

e-mail : [tmgraja@live.in](mailto:tmgraja@live.in) | [principal@tmgcollege@gmail.com](mailto:principal@tmgcollege@gmail.com)

website : [www.tmgcollege.edu.in](http://www.tmgcollege.edu.in)