

# **KUMARARANI MEENA MUTHIAH**

## **COLLEGE OF ARTS AND SCIENCE (Co-Ed.)**

(Affiliated to the University of Madras & Reaccredited by NAAC)



## **ACADEMIC JOURNAL**

### **2021 – 2022**

4, Crescent Avenue Road, Gandhi Nagar,

Adyar, Chennai - 600 020.

Phone : 24450923, 24403931

E-mail ID : principal.krmmc@gmail.com

Website : [www.krmmc.edu.in](http://www.krmmc.edu.in)



# PERSONAL MEMORANDA

Name :

Class :

Date of Birth :

Height (cms) :

Weight (kgs) :

Name of Parent / Guardian :

Occupation :

Address :

Permanent Address & Phone :

University Register No :

Blood Group :

Emergency Contact Number :

Mode of Transport : Two Wheeler      Other Means

Vehicle No :

License No. :

Student Signature

Parent's Signature

Class Teacher Signature

Student

Parent/  
Guardian



## 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 everyone with courtesy

To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness”.

## COLLEGE PRAYER

Gajananam bhuta ganadhi sevitam Kapiththa jamboo  
phalasara bhakshitam Umasutam shoka vinashakaranam  
Namami Vighneshwara pada pankajam

Manikyavinam upalalayantim Madalasam manjulavagvilasam  
Mahendra niladhyuti komalangim Matanga tanyam manasa  
smarami

Gurur Brahma Gurur Vishnuh  
Gurur Devo Maheshvarah  
Gurur Sakshat para Brahma Tasmai  
Shri Gurave Namaha

**jkpo;j;jha; tho;j;J**

ePuhUk; flYLj;j epykle;ijf; nfopnyhOFk;  
rPuhUk; tjdnkdj; jpfo;gujf; fz;lkpjpy;  
njf;fzKk; mjpwrpwe;j jpuhtpley; jpUehLk;  
jf;frpW gpiwEjYk; jhpj;jeWe; jpyfKNk  
mj;jpyf thridg;Nghy; midj;JyFk; ,d;gKw  
vj;jpirAk; Gfo;kzf;f ,Ue;jngUe; jkpozq;Nf jkpozq;Nf  
cd; rPhpsikj; jpwk;tpae;J  
nray;kwe;J tho;j;JJNk!  
tho;j;JJNk!! tho;j;JJNk!!!

“kNdhd;kzPak;”  
ng.Re;juk; gps;is

# COLLEGE SONG

Guru brahma gurur vishnuh  
Gurur Devo Maheshvarah  
Gurur Sakshat para Brahma Tasmai  
Shri Gurave Namaha

Let us strive, save serve through our home KRMMCa  
temple of learning; an epitome of knowledge  
with values enduring, life alluring reaching for the stars and  
facing the future world ahead....

Let us march together,  
    To Strive our way to success  
Let us join together,  
    To save our beautiful world  
Let us work together,  
    To serve our beloved nation  
God bless Meena Aunty  
God bless staff and students  
For we are a family without peer....

Om purnamadahpurnamidam  
Purnat Purne mudachyate  
Purnasya Purnamadaya  
Purnameva Vashisyate  
Om shanti shanti shanti.....

# NATIONAL ANTHEM

Jana Gana Mana Adhinayaka Jaya he  
Bharata Bhagya Vidhata  
Punjaba Sindhu Gujarata MarathaDravida  
Utkala Vanga  
Vindhya Himachala Yamuna Ganga  
Ucchala Jaladhi taranga  
Tava subha Naame jage  
Tava subha ashisha mange  
Gahe tava jaya gatha  
Jana gana mangala dayaka jaya he  
Bharata Bhagya Vidhata  
Jaya he, Jaya he, Jaya heJaya, Jaya, Jaya, Jaya he

## ENGLISH TRANSLATION

Though art the ruler of the minds of all peopleThou dispenser  
of India's destiny  
Thy name rouses the hearts of thePunjab, Sind, Gujarat and  
Maratha, Dravida Orissa and Bengal  
It echoes in the hills of the Vindyas andHimalayas, mingles in  
the Muisic of Jamuna and Ganga and is chanted by theWaves  
of the Indian Sea.  
They pray for the blessing and sing thy praise,  
Thou dispenser of India's destiny  
Victory, victory, victory to thee.



# COLLEGE GOVERNING COUNCIL

## Secretary & Correspondent

**Dr. (Mrs.) Meena Muthiah**, M.A., B.Ed., D.B.M., Ph.D.

(Kumararani of Chettinad)

President, The Gandhinagar Education Society

## MEMBERS

**Mr. PSP. Perumal**, Vice President

The Gandhinagar Education Society

**Mr. M.A.M.RM. Muthiah**, Honorary Secretary

The Gandhinagar Education Society

**Mr. P. Vijayakumar Reddy**

**Mrs. Preetha Vijayakumar Reddy**

**Mrs. Geetha Muthiah**

**Dr. V.Sankar** (University Nominee)

Professor and Head, Department of Anatomy,  
University of Madras, Taramani Campus, Chennai.

**Mrs. S. Amudha Lakshmi**

Principal, Chettinad Vidyashram

**Miss. P.V. Madhavi**

Former Principal, KRMMC

**Dr. P.T. Vijayshree**

Principal

**Mrs. R. Selvi**

Vice – Principal

**Mrs. Anitha Vinothraj**

Assistant Professor, Department of Mathematics

Name of the College with  
full postal address  
(Door No. Village, Taluk,  
District)

**Kumararani Meena**  
**Muthiah College of**  
**Arts & Science (Co-Ed)**  
No.4, Crescent Avenue Road  
Gandhi Nagar, Adyar,  
Chennai - 600 020.  
Tamil Nadu.

Email ID

[principal.krmmc@gmail.com](mailto:principal.krmmc@gmail.com)

Web Site

[www.krmmc.edu.in](http://www.krmmc.edu.in).

Name of the Educational  
Agency

The Gandhi Nagar Education  
Society

College Telephone No. with  
S.T.D. Code No  
.

Ph. No. 24450923,  
Fax : 24403931  
S.T.D. Code No.044

Name of the Secretary,  
Address and Telephone No.

**Dr. Meena Muthiah**  
Chettinad House,  
Rajah Annamalaipuram,  
Chennai - 600 028.  
Ph. No. 24938900

Name of the Principal

**Dr. P.T. Vijayshree**

Residential Telephone No.

Ph. No. 9841671444

Year of Establishment

1996

Autonomous / Non Autonomous

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G.O. No. permitting the  
opening of the college

1. 462 dated 18.07.96  
2. G.O.Ms No.460  
dated 10.07.96

## **MEMBERS OF THE FACULTY**

Principal	Dr. P.T. Vijayshree, M.A., Ph.D., M.B.A., SLET
Vice-Principal	Mrs. R. Selvi, B.E., M.B.A.

### **DEPARTMENT OF TAMIL**

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3. Dr. A. Pooranalatha, M.A., M.Phil. Ph.D., (On Leave)
4. Dr. C. Malathi, M.A., M.Phil., Ph.D.

### **DEPARTMENT OF HINDI**

5. Dr. C. Saraswathi., Ph.D

### **DEPARTMENT OF SANSKRIT**

6. Mr. S. Raghothaman M. Phil

### **DEPARTMENT OF FRENCH**

7. Mr S. Mohanasundari., M.Tech

### **DEPARTMENT OF ENGLISH**

8. Mrs. V. Deepa, M.A., M.Phil.
9. Mrs. S. Vidya, M.A., M.Phil., B.Ed.
10. Ms. Nancy Poornima M.A., B.Ed., M.B.A, M.Phil., NET.
11. Mrs. R. Durga Sailaja, MBA., M.A., M.Phil. (On Leave)
12. Mrs. R. Ramya, M.A., M.Phil. (On Leave)
13. Mrs. Vidya Ramesh, M.A., M.Phil., (Ph.D).
14. Mrs. T. Umamaheswari M.Phil.,

### **DEPARTMENT OF MATHEMATICS**

15. Mrs. S. Ammani, M.Sc., M.Phil.
16. Mrs. Anitha Vinodhraj, M.Sc., M.Phil.,(Ph.D).
17. Dr. G.T. Shakila Devi, M.Sc., M.Phil., Ph.D.
18. Dr. G. Navamani, M.Sc., M.Phil., Ph.D., SET.

19. Mrs. N. Sumathi, M.Sc., M.Phil., B.Ed.
20. Mrs. M. Nirmala, M.Sc., M.Phil., SET.
21. Mrs. Y. Lavanya, M.Sc., M.Phil.
22. Mrs. C. Jaya Sundari, M.Sc., M.Phil.

#### **DEPARTMENT OF COMPUTER SCIENCE, COMPUTER APPLICATIONS & INFORMATION TECHNOLOGY**

23. Mrs. L.M. Santhi, M.Sc., M.Phil., (Ph.D).,SET, NET.
24. Mrs. Mathu Krithigha, L. M.C.A., M.Phil., (Ph.D).
25. Mrs. S.Kavitha, M.Sc, M.C.A.,M.Phil.,P.G.D.C.A, B.Ed., SET., (Ph.D).
26. Mrs. A. Sheela, M.C.A., M.Phil.
27. Mrs. S. Meena., M.Sc., M.Phil.
28. Mrs.R. Sheela Kumari, M.Sc., M.Phil., B.Ed.,(Ph.D).
29. Mrs.K. Artheeswari, M.C.A., M.Phil. (On Leave)
30. Mrs. M. Prema Jancy Rani M.Sc., M.Phil., M.C.A., B.Ed.
31. Mrs. S. Sowmya, M.C.A., M.Phil.

#### **DEPARTMENT OF MICROBIOLOGY**

32. Mrs. C.K. Babini, M.Sc., M.Phil., PGDND., SET.
33. Mrs. Leena Merlin Biju, M.Sc., M.Phil.
34. Dr. Sangamithra Chakraborty, M.Phil., Ph.D.
35. Mrs. M. Asha Selvamalar, M.Sc., M.Phil., B.Ed.
36. Mrs. A. Anandhi, M.Sc., M.Phil.

#### **DEPARTMENT OF ELECTRONICS & COMMUNICATION SCIENCE**

- 37.Mr. K. Sudhakar, M.Sc., M.E.
- 38.Mrs. P. Shoba, M.Sc., M.Phil., M.E.
- 39.Mrs. V. Vanathi, M.Sc., M.Phil.
43. Mrs. S. Sumathy, M.Sc., M.Phil., B.Ed.

#### **DEPARTMENT OF COMMERCE**

- 44.Mrs. R. Vijayalakshmi, M.Com., B.Ed., M.Phil., NET.,(Ph.D).
- 45.Mrs. D. Christy David, M.Com., M.Phil., M.Ed.

46.Mrs. S.Vidhya, M.Com., M.Phil., (Ph.D).

47.Mr. U. Rohith M.Com M. Phil

#### **DEPARTMENT OF BUSINESS ADMINISTRATION & ECONOMICS**

48.Dr. R. Sangeetha M.A., M.Phil., M.B.A., Ph.D., SET.

49.Mrs. Y.M. Shiney Raj, M.Com., M.Phil., M.B.A.

50.Mrs. K.A.A. Atthiya Beevi, M.B.A., M.Phil., PGDHRM.,SET.

51.Mrs. M. Deepa, M.B.A., M.Phil.

52.Mrs. D. Juliet Sangeetha, M.A., M.Phil.

#### **DEPARTMENT OF CORPORATE SECRETARYSHIP**

53.Dr. B. Hema M.C.S., M.Phil., C.W.A., (Inter)., M.B.A., Ph.D., NET.

54.Mrs. S. Geetha, M.Com., M.B.A., M.Phil., SET.

55.Mrs. S. Vasumathi Anand, M.Com., M.Phil.

56.Mrs.M.Meera Devi, M.Com.,

#### **DEPARTMENT OF UG BIOTECHNOLOGY**

57.Dr. S. Rega, M.Sc., M.Phil., Ph.D.

58. Mrs. R. Arockia Badhsheeba, M.Sc., M.Phil., B.Ed., (Ph.D.), PGDCA. (On Leave)

59.Mrs. M. Shantha, M.Sc., M.Phil., PGDBI (Ph.D.,).

60.Mrs. S. Revathi Chitra, M.Sc., SET, (Ph.D.,).

#### **DEPARTMENT OF VISUAL COMMUNICATION**

60. Mr. N.K. Anand, M.Sc., NET., (Ph.D.).

61. Mr. Parthasarathy M.A. M.Phil

#### **DEPARTMENT OF PG BIOTECHNOLOGY**

61. Dr. R.S. Ramya, M.Sc., M.Phil., Ph.D., DMLT., PGDBI., SET.

62. Dr. R Sumathy, M.Phil., Ph.D

#### **PG DEPARTMENT OF BANK MANAGEMENT**

63. Dr. M. Alagammai, M.Com., M.Phil., Ph.D.

64. Mrs Srividhya M.Com., M.Phil., (Ph.D.)

**SHIFT – II****DEPARTMENT OF TAMIL**

65. Dr. C. Gengadaran, M.A., B.Ed., M.Phil., Ph.D., SLET.

**DEPARTMENT OF ENGLISH**

66. Ms. M. Revathy Bakkiam, M.A., M.Phil.

**DEPARTMENT OF ACCOUNTING & FINANCE**

67. Mrs. R. Aruna devi, M.Com., M.Phil., B.Ed.  
68. Mrs. S. Nagarani, M.Com., M.Phil.  
69. Mr. P.G. Sidheakkya, M.Com., M.Phil., (Ph.D.)  
70. Ms. M. Sudha, M.Com., M.Phil., MBA.

**DEPARTMENT OF COMPUTER APPLICATIONS**

71. Mrs. R.Gomathi, M.C.A., M.Phil. (On Leave)

**DEPARTMENT OF MATHEMATICS**

72. Mr. A. Rajesh Sahayaraj, M.Sc., M.Phil., B.Ed.

**LIBRARIAN**

73. Mr. K. Srinivasan, M.Sc., MLIS., (M.Phil.)

**PHYSICAL DIRECTOR**

74. Mr. A. Peter Maria Antony, M.P.Ed., M.Phil.,(P.G.D.,.T.C)  
75. Mr. C. Symon Sundararaj, M.P.Ed., NET.

**NON TEACHING & TECHNICAL STAFF****OFFICE STAFF**

76. Mrs. M. Nilofer, B.A.  
77. Mrs. S. Elayarani, B.A.  
78. Ms.S.Alamelu M.C.A

**TECHNICAL STAFF**

79. Mr. D.T Soloman Thangaraj., D.E.C.  
80. Mr. Arun Antony.A., B.Sc.,  
81. Mr.D. Mohana Murali, B.E.,

**LAB ASSISTANT**

- 82. Mr. P.M. Thameem Ansarai
- 83. Mrs. K. Thangam
- 84. Mrs. D. Vijaya
- 85. Mrs. D. Sevanthiammal

**LIBRARY ASSISTANT**

- 86. Mrs. T. Kokila

**PHYSICAL INSTRUCTOR**

- 87. Mr.S. Prabhakaran

## **CENTRES FOR DEVELOPMENT**

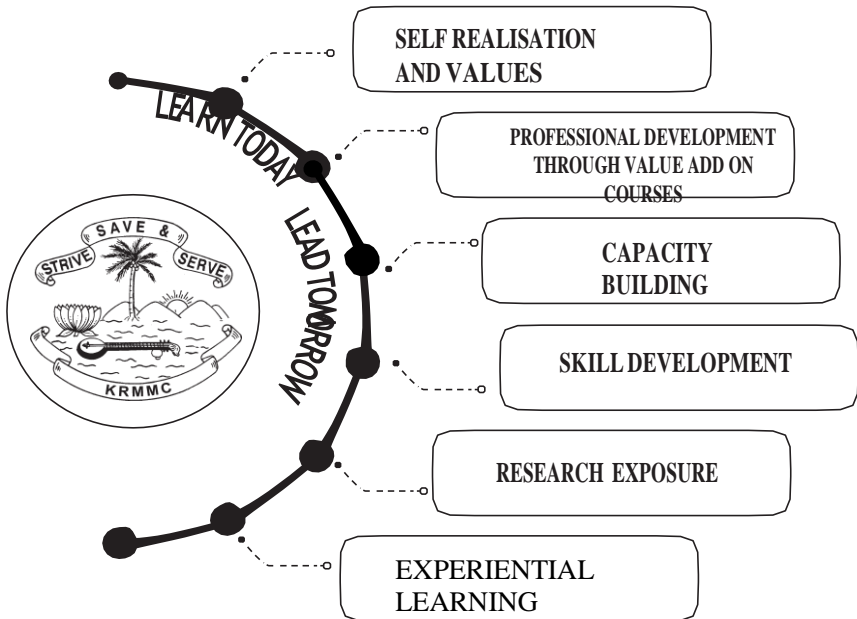
1. Centre for Academics
2. Centre for Curriculum Enrichment and Career Guidance
3. Centre for Student Affairs
4. Dr. Meena Muthiah Centre for Entrepreneurship and Women Empowerment
5. Centre for Research and Consultancy
6. Centre for Business Studies
7. Centre for Fine Arts
8. Centre for Sports Development
9. Centre for Development of Sciences
10. Student Support Services and Alumni
11. Placement Cell
12. Centre for Professional Development
13. Centre for Internal Quality Assurance

## **EXTENSION SERVICE**

NSS Programme Officer	}	
Blood Donors Club		
Red Ribbon Club		: Mrs. L.Mathu Krithigha
Tobacco Cessation Club		
Consumer Awareness Club		
Rotaract Club		: Mrs. Y.M. Shiney Raj
Youth Red Cross		: Mrs. Dhanya Praveen
Nature Club		: Dr. S. Rega Mrs. Leena Merlin Biju
Kalam Club & Sahasra		: Mrs. M. Deepa
Culturals		: Mrs D. Juliet Sangeetha



# REACH THE DESTINATION OF A SUCCESSFUL CAREER WITH US



## **ABOUT THE COLLEGE**

Kumararani Meena Muthiah College of Arts and Science was founded in the year 1996, under the dynamic leadership of Dr. Mrs. Meena Muthiah, Secretary & Correspondent, Kumararani of Chettinad. The College aims to inculcate a sense of moral and cultural superiority of our nation in young minds, thereby making them responsible citizens to suit the national and global needs.

The college has grown today with 11 UG and 3 PG courses in Shift I and 2 UG courses in Shift II driving the force to empower, enhance and propel the students towards techno savvy transformation.

## **VISION**

Dr. Mrs. Meena Muthiah, started the college with a great vision to give knowledge, power and self reliance through education fused with national pride and patriotic values. Her foresight was to provide value based education that leads to the path of ethical principles of life.

Her dream is to enhance the academic status of the college to a prestigious research institution by channelizing all the physical, material and intellectual resources and to set standard for an exceptional academic journey leading to individual transformation.

## **MISSION**

The mission of the college is to inculcate the institutional core values - strive, save and serve by evolving the younger generation to face the challenges in life and career and to develop as self reliant, competent and socially responsible citizens.

## **CORE VALUES**

To realize the vision and accomplish the mission, the college adheres to the following core values.

1. Strive for excellence in Education
2. Save Mother Nature and uphold values.
3. Serve the society
4. To instill secularism
5. Promote quality as a culture

## **ACADEMIC PROGRESSION AND CURRICULUM ENRICHMENT PROGRAMS**

The curriculum framework is designed to nurture the creative minds through blended learning methods and contribute to the innovative applications and extension of knowledge.

Curriculum enrichment encourages the students towards attributes of reasoning, contemplation, discussion, acquisition of wisdom and develops an urge for continuous academic progression. All disciplines are grouped under the various centres for holistic development with well qualified, experienced and dedicated teaching fraternity to enhance growth.

## CENTRE FOR DEVELOPMENT

<b>Life Sciences:</b>	UG : B.Sc., Microbiology
	UG : B.Sc., Biotechnology
	PG : M.Sc., Biotechnology
<b>Mathematical &amp; Information Tech:</b>	UG : B.Sc., Mathematics
	B.Sc., Electronics & Communication Science
	B.Sc., Computer Science
	B.C.A
	PG : M.Sc., Information Technology
<b>Media Studies:</b>	B.Sc., Visual Communication
<b>Business Studies :</b>	UG : B.Com., (General)
	B.Com., Corporate Secretaryship
	B.Com., Accounting & Finance
	B.B.A.
	PG : M.Com., Bank Management
<b>Arts :</b>	B.A., English Literature

## **PROGRAM OUTCOME**

### **FACULTY OF SCIENCES**

- To understand basic concepts and fundamental principles of scientific theories and facts with its relevance on day-to-day life.
- To critically and systematically analyse scientific applications
- Application oriented knowledge relevant to areas of specialization
- Basic ability to design and develop principles on the construction of models of varying capacities.
- Continuous learning to adapt to the constantly evolving and innovative technology.
- Creative and collaborative thinking to solve problem with effective care and leadership skills.

## **PROGRAM SPECIFIC OUTCOME**

### **Life Sciences**

#### **B.Sc MICROBIOLOGY**

- Acquire knowledge on demonstrative competency of microbial organisms
- Explains the ubiquitous nature, their distribution, morphology, physiology of microorganisms and indispensable role in day-to-day life.
- Grasping Practical application and skill-based learning on disease manifestation and its role in prevention and control.
- Exploring microbes through scientific concepts in wide areas of medical, health, industries, agriculture, environment and pharmaceutical applications.

## **PG AND UG BIOTECHNOLOGY**

- Provide emphasis on application of technology from various fields towards living organisms and life on earth
- Learn about biological sciences with engineering technology to provide advance health care, medical, agriculture, environmental and pharmaceutical control
- Focus on biomedical technology combined with information technology, mathematics, electronic industry for enhanced development of quality products

## **MATHEMATICAL AND PHYSICAL SCIENCES**

### **B.Sc. MATHEMATICS**

- Acquire problem solving skills to apply the knowledge to various fields of study.
- Develop skills to identify, assess and evaluate the problems mathematically
- Formulate logical sequences to validate mathematical concepts
- Ability to develop quantitative and qualitative models to social science and business studies.
- Competency to work effectively in any field.

### **B.Sc. ELECTRONICS AND COMMUNICATION SCIENCE**

- Ability to acquire knowledge for a professional career, to design, conduct experiments, simulate and formulate electronic circuits.
- Will be able to design systems and processes to meet specifications and performance related to other disciplines.
- Will be able to demonstrate effectively on the understanding of engineering principles based on electronics and communication science.

- Acquire skills to use appropriate technology, resources and IT tools both hardware and software.
- Will be able to understand and interpret the impact of electronic application solutions to society and environment

## **COMPUTATIONAL SCIENCES**

### **B.Sc. COMPUTER SCIENCE**

- Learning expertise to apply mathematical foundation, algorithmic principles and theory in computer based systems
- Develop skills in designing and presenting various system analysis on IT based technology to the electronic databases.
- Ability to apply principles in the construction of software systems to provide socially acceptable technical solutions with the appropriate technologies towards sustainable development.

## **BACHELOR OF COMPUTER APPLICATIONS**

- Emerge as effective professional by solving real problems
- through the use of applied computer knowledge.
- The ability to understand and develop application of computer programs in the areas of multimedia, system software, web design, data base, graphics and networking.
- Serve as application developer with the sound knowledge of concepts and implementation in developing software.

### **M.Sc. INFORMATION TECHNOLOGY**

- Analyze design and implement software solutions to real world problems.
- Apply the knowledge of mathematics, science and computing in the core of information technologies.
- Learn future technologies through acquired foundation skills and employ them in new business environments.
- Provides an environment conducive to become a developer



## **MEDIA STUDIES**

### **B.Sc. VISUAL COMMUNICATION**

- Widest choice of specialised subjects under one collective roof- Film and Animation, Graphic Communication, Illustration and Photography.
- Work independently on relevant design and visual media with dexterity.
- Expert in film making, editing and recording.
- Become creative and professional journalist
- Gain the ability to develop creative and experimental visual literacy and design skills

## **PROGRAM OUTCOME**

### **FACULTY OF COMMERCE, ARTS & HUMANITIES**

- To understand basic concepts and fundamental principles and theories about the areas of specialization.
- Gain analytical ability in the field of commerce, social sciences and its influence on the society.
- Acquire knowledge with ability to analyse literatures, its intellectual development of the individual and society.
- Create well trained professional for industry, banks to meet man-power requirement as effective management professionals and corporate world.
- Develop various leadership and communication skills which help in expressing ideas, creativity, enhance scientific application and research.
- Learn and imbibe ethical, moral and social values towards a cultural society.
- To make job creators rather than job seekers

# **PROGRAM SPECIFIC OUTCOME**

## **ARTS & HUMANITIES**

### **B.A ENGLISH LITERATURE**

- Increase professional abilities through effective communicative skills, enhanced behavioural skills through literary subjects and prepare them for high proficient career.
- Strong command of English language and grammar and its linguistic structures
- Apply cultural knowledge of various literature works and historical background of texts in current scenario
- Enhance creative ability with the conventions of diverse genres like fiction, nonfiction, poetry, journalism, editorials and much more.

## **BUSINESS STUDIES**

### **B.Com. (GENERAL)**

- Thorough foundation in the fundamentals of Commerce and Finance.
- Provide trained professionals for the industry, banking and insurance sectors, NBFCs etc.
- Hands on experience and progressive learning of various tax issues and tax forms related to individuals and business houses
- Learn relevant managerial accounting career skills, applying both quantitative and qualitative analytical knowledge in finance.
- Prove proficiency with the ability to engage in competitive exams like CA, CS, CMA and other professional courses.

## **BACHELOR OF BUSINESS ADMINISTRATION**

- Provide adequate basic understanding about management education among the students
- Prepare students to exploit opportunities being newly created in the Management profession
- Develop appropriate skills in the students so as to make them competent and also to prepare them to be self employed.
- Work well in teams, including practical setting and experiential learning modules.
- Communicate business information professionally
- Insightful thinking towards societal needs to become responsible members of the society
- Provide an environment that facilitates all-round development of the student personality.

## **B.Com. (CORPORATE SECRETARYSHIP)**

- Acquire knowledge and skills to contribute to the corporate world
- 100% job oriented course eligible to become Company Secretary by pursuing ACS
- Gain knowledge about Accounting, Law and Computing skills
- Establish practical proficiency in the field of Company Law and Secretarial Practice, Industrial and Corporate Governance
- Prove proficiency with the ability to engage in competitive exams like CA, CS, CMA and other professional courses.

### **B.Com. (ACCOUNTING AND FINANCE)**

- Basic and sound knowledge in the field of accounting.
- Practical training and industrial experience on tax and portfolio management
- Enhances skills on the working capital management and latest accounting techniques
- Learn relevant managerial accounting career skills, applying both quantitative and qualitative analytical knowledge in finance.
- Prove proficiency with the ability to engage in competitive exams like CA, CS, CMA and other professional courses.

### **M.Com. (BANK MANAGEMENT)**

- Possess Conceptual and Practical knowledge relevant to Banking, Finance and Management.
- Enhance leadership skills and administrative competency
- Develop intensive training with rich career growth in
- field of Finance, Banking and Management

## **ADMISSION SELECTION**

Application form can be obtained from the college office on payment of Rs. 250/ for UG courses and Rs. 350/- for PG courses.

Online application form has been uploaded in institutional website.

The application form number should be quoted for reference. The Registration slip/card must be kept safe.

A self addressed post card should be enclosed along with application at the time of registration

Application forms should be duly filled and signed by the applicant and parent/guardian.

Provisionally selected candidates will be intimated and should appear for the interview before the principal along with the parents/guardian on the date mentioned in the interview card.

Admission is subject to verification of marks statement by the Director of Government Examinations and if found to be bogus, admission is liable for cancellation and action will be taken.

## **INSTRUCTIONS**

The following documents must be submitted in ORIGINAL at the time of interview failing which admission may be denied.

1. The interview card
2. Mark sheet
3. Transfer certificate
4. Conduct Certificate
5. Community Certificate ( Photo copy)
6. Medical Fitness Certificate

Candidates who have passed examinations other than Tamil Nadu Higher Secondary Board, Central Board and All India Board should obtain **Eligibility Certificate** from the University of Madras for admission.

Student Seeking Admission from other Universities or recognized bodies should produce the following documents:

1. Pass Certificate
2. Migration Certificate
3. Provisional Eligibility certificate from University of Madras.

### **FEE PAYMENT**

- **Fee once paid is not refundable.**
- The provisionally selected candidates will have to pay the prescribed fee during admission.
- The fee can be paid in TWO INSTALMENTS (First week of June and October)
- Fee defaulters will be levied a heavy fine.

### **WITHDRAWAL**

The enrolled students are expected to complete three years course of study in case of UG and two years in case of PG. He/She cannot withdraw from the college without prior permission from the Principal in writing. He/ She will be liable to pay the fee as long as his/her name remains in the nominal roll.

## **STUDENTS UNION AND ASSOCIATIONS**

The college has an excellent student union selected by the departments based on their talents and organizing ability. The Associations and all club activities form a part of the student council. Students organize and manage various events and programs which form an integral part of the holistic development of the students. Apart from conducting programs the associations also bring out a yearly magazine.

## **EXTENSION SERVICE CLUBS**

Extension service offers exposure to students to learn life enhancing skills through rendering services and outreach activities to the neighborhood community.

The various Extension service units are NSS/ ROTARACT/ NATURE CLUB/YRC/LEO CLUB/ KALAM CLUB.

## **AWARDS/ SCHOLARSHIP/MUFES**

### **SCHOLARSHIPS**

- Kumararani Dr. Mrs. Meena Muthiah Merit Scholarship
- SC/ST Scholarships from State Government
- Scholarship from other private and charity organizations

### **CASH AWARDS**

#### **ACADEMICS**

- University Proficiency for all subjects
- University Rank Holders
- Class toppers

#### **FINE ARTS**

Special appreciation prizes for cultural and unique talents  
Appreciation prizes for active participation in inter collegiate activities

## **EXTENSION AND COMMUNITY SERVICES**

Best Volunteer and Special Appreciation Prizes

NSS/ Rotaract Club/ Nature Club/ Leo Club/ YRC/ Kalam Club

## **RECOGNITION FOR SPORTS**

- Best Sports Person award (Male/Female)
- Overall championship
- Recognition for State and National level players

## **OTHER RECOGNITION AWARDS**

- KRMM Best outgoing student award
- Chancellor G. Viswanathan award for the best Student
- Appreciation for 100% attendance
- Kalaiselvi Memorial award for Best Tamil Oratory
- Annual Best User of Books award
- P.V. Madhavi award for Excellence
- Subhashini award for Excellence in Company Lawfor B. Com.
- Dr. S.Shanta Memorial awards for Fine Arts and Tamil
- Mrs. Meenakshi Murali Memorial award for Excellence in Corporate Accounting for B.Com. (Corporate Secretaryship)

## **MADRAS UNIVERSITY STUDENTS FREE EDUCATION SCHEME**

“This scheme has been instituted by University of Madras. The +2 students, who will be selected under this scheme, are eligible for award for Free Admission in the Affiliated Aided/ Self financing colleges for Under Graduate courses. They will be exempted from tuition fee and hostel fee.

For application form and further details, please contact:

The Public Information Officer,  
University of Madras,  
Centenary Building,  
Chepauk - 600 005.



### **VALUE ADD ON/COURSES**

Value add-on & Vocational Training Certificate Courses are offered to the students every year according to the current scenario of the job market.

### **CAMPUS TO CORPORATE (PLACEMENT TRAINING PROGRAM)**

The training program focuses on Technical Skills, Group Discussion skills, Communication Skills, Interview Skills and Personality Development.

This program empowers the final year students with employability skills and thus makes them industry ready.

### **REMEDIAL COACHING**

Academic support to slow learners with remedial programs in various papers at no extra cost is provided. Special coaching with individual attention to all the students is given for their academic enhancement.

### **SPIRITUAL LEARNING**

To inculcate the spirit of secularism, verses from various scriptures are read during assembly every week. The college celebrates all religious festivals and also days of National importance.

### **PLACEMENT CELL**

The Cell provides guidance and support to students on employment opportunities. It organizes training sessions on employability skills in collaboration with department and industries.

### **COUNSELLING AND GUIDANCE**

Free counseling services, sensitizing workshops and training programs are periodically conducted for the students' mental well being.

## **ACCOMODATION FOR GIRLS**

Accommodation facility is available only for women from outside Chennai. Students who seek hostel accommodation should obtain the application form at the time of admission. The hostelite must have a local guardian during the course of stay. Mess caters to vegetarian and non vegetarian. Fees once paid are not refundable.

## **DISTINCTIVE RESOURCES**

- State of the art Infrastructure
- A/C auditorium
- Well equipped laboratories
  - Computer Labs
  - Microbiology
  - Bio chemistry
  - Bio technology
  - Electronics
  - Business Studies lab
  - Photography lab
  - Drawing lab
  - Multimedia lab
  - Audio and Video Suite
  - Editing, Recording, Dubbing Studios
- Preview Theatre
- Audio visual Room
- Open Air Theatre
- Smart class room
- Surveillance Cameras (CCTV)
- Separate Play Ground sprawls around 4.5.acres
- Gymnasium
- Well Stocked Library and E learning resources
- Health clinic

## **CENTRE FOR WOMEN EMPOWERMENT**

- **Sahasra** - the Centre for Women Empowerment of KRMMC aims to foster educational, social and economic empowerment among its women stake holders.
- It extends its wings to reach out to the underprivileged women in the society to overcome social and economic problems by offering training programmes and talks.
- The centre ensures to create an environment free of gender inequality and provide a platform to women to sculpt their career and interest through various workshops, training programmes, seminars, conferences etc., in diversified fields.
- The centre has a special focus on developing the entrepreneurial mindset among young women in order to make them entrepreneurs too.

## **RESEARCH AND CONSULTANCY**

- Research committee of KRMMC since 2004 was established with a definite objective to impart research culture in the minds of academicians. Consultancy Forum aims to share In-House expertise with various institutions, companies and organizations on various issues.
- The committee provides information and guidance to faculty members about FDP conducted in other institutions.
- Invites the faculty members to share their research experience and also discusses on current research trends.
- To encourage interdisciplinary research the committee motivates the faculty members to publish articles and research papers in the in-house research journal KRMMC's **"THE REACH"**.
- Organizes employee engagement programmes and student engagement programmes based on the pre-requisites of the organization.
- Students research wing undertake mini projects on various social and economic issues and business research.

## SPORTS DEVELOPMENT

College gives additional thrust to sports thus enabling all round development of the students. Team sports like Football, Cricket, Volleyball, Handball, Kabaddi, Kho Kho and indoor games like Chess, Carom and Table Tennis are given special importance.

The Department of Physical Education gives special training for Kho Kho by National level Kho kho Coach who trains the University “A” zone and National Teams. Coaching camps for Throw ball, Football, Rugby are arranged for the teams.

The college conducts KUMARARAJAH M.A.M MUTHIAH Memorial National Level Volley Ball, State level Kho kho and Inter collegiate Throw ball Tournaments every year.

## FINE ARTS

The Centre for Fine Arts fosters and exposes the talent of the students in cultural activities. It encourages the students to participate in inter collegiate cultural fests as well as in activities within the college.

**INDRADHANUSH** – Inter-department cultural fest and HUES- Inter collegiate cultural fest are organized by the Centre of Fine Arts on a mega level. In order to bring out the latent talent of first years **FRESHERS’ SOCIAL** is conducted every year.

## CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT

- The Centre for Entrepreneurship Development at KRMMC trains the students’ to follow their inspiration and imagination by cultivating entrepreneurial mindset through creating a viable entrepreneurial eco system.

- It conducts various events, workshops, competitions and activities yearlong to achieve this. In addition to this the centre also offers various vocational training programmes for the students.
- It is associated with National Entrepreneurship Network and CED, Anna University.
- The centre conducts all the events and workshops under the banner “Archis” Ed Cell of KRMMC. It aims to make the students job creators instead of job seekers.

### **CENTRE FOR PROFESSIONAL DEVELOPMENT**

- Provides opportunities for Professional and Career Development for Faculty and students.
- Organises Management development programs for students and corporate.
- Acts as a centre for capacity building and HRD (HRDC unit).
- Organizes specially designed orientation programs and refresher course
- Disseminates information on the multi disciplinary refresher courses to the faculty.
- Conducts certificate courses on human values and professional ethics for staff and students.
- Organises online hands on training to faculty on online learning content.
- Provides linkages between the industries and relevant social sectors.
- Conducts workshops on specialized emerging trends of advanced learning.

## **KUMARARANI'S SPECIAL INITIATIVE CELLS (KSIC)**

### **KUMARARANI'S ADVANCED LEARNERS ENHANCEMENT PROGRAM: KRALEP**

This is a special initiative for advanced learners to provide an impetus to go beyond curriculum into practical based knowledge and also have career advancement.

### **KUMARARANI'S INCUBATION CENTRE: PRATHYUSH-KRIC**

The aim of this centre is to enhance knowledge on entrepreneurship and business on one hand and also to provide the familiarity on various business houses and empowerment in innovation skills. This Centre is open for all the ages from primary school to higher education and also to house wives and common man.

### **KUMARARANI'S INDUSTRY CONNECT PROGRAM: KRICP**

This is an initiative towards bridging the gap between the industry institute linkages.

### **KUMARARANI'S EDUCATION AND ENRICHMENT MANAGEMENT – KREEM**

The objective of this unit is to help and support the faculty in upgrading knowledge in their respective fields and also to have enhancement in teaching.

## **INTERNAL QUALITY ASSURANCE CELL**

IQAC of the college strives to establish quality circles in teaching practices in the college. It is not a mere documenting service but serves as a vehicle that streamlines the efforts of the institution in sustaining and enhancing quality in all the spheres of the college. The efforts of the cell are concentrated on establishing quality as a culture in the college.

Internal quality assurance cell focuses on the following:

- To check the academic development of each and every student and also to suggest measures to improve then and there.
- To check the quality of various programmes organized by various departments and portfolios so as to maintain quality.
- Devise a strategy to promote research culture among the faculty.
- Obtain periodical feedback from parents and students.
- To sensitize the students to involve themselves in Community Development.

### **PARENT TEACHER MEET**

Co-operation of parent is essential for the progress of an institution. Hence, Parent-teachers meet is organised twice in a year to inform parents about the performance of their wards. It is compulsory as the interaction between parents and teachers result not only in the betterment of their wards academic progression but also in their overall development

### **ALUMNI ASSOCIATION – FOOT PRINTS**

The Alumni association of the college is interested in the development and progress of the institution. Alumni attend meetings, give suggestions for the improvement of academic and co-curricular programmes of the institution. Occasionally they do address the final year undergraduate students to enlighten them on the various opportunities available for higher studies and employment.

They encourage the players and athletes by coaching.

Alumni Day :      15th of August at 09.00 a.m.  
                             every year at the college campus

## **UNIVERSITY OF MADRAS CHOICE BASED CREDIT SYSTEM**

The University of Madras has introduced the Choice Based Credit System (CBCS) from the academic year 2008-09. Following are the details of CBCS.

- Each academic year shall be divided into two semesters, and the entire course of three years consists of 6 semesters.
- A candidate shall be eligible for the award of the Degree only if he/she has undergone the prescribed course of study in a College affiliated to the University for a period of not less than three academic years, passed the examinations of all the six semesters prescribed earning 140 credits and also fulfilled the such conditions as have been prescribed thereof.
- The UG degree programme under CBCS system consists of 5 parts

### **PART I**

Tamil or other languages

### **PART II**

English

### **PART III**

CORE Subjects, ALLIED Subjects and PROJECT /ELECTIVE with three courses

### **PART IV**

1. (a) Those who have not studied Tamil upto XII Std, and taken a non-Tamil language under Part-I shall take



Tamil comprising of two courses (level will be at 6th standard)

(b)Those who have studied Tamil upto XII Std, and have taken a non-Tamil language under Part-I shall take Advanced Tamil comprising of two courses.

(c)Others who do not come under (a) and (b) can choose Non-Major Elective comprising of two courses.

2. Skill based subjects (Elective) (Soft Skills)
3. Environmental Studies
4. Value Education

#### PART V- EXTENSION ACTIVITIES.

1. A candidate shall be awarded a maximum of 1 credit for Extension Service
2. All the students have to enroll for NSS/NCC/NSO (Sports & Games)/Rotaract/Youth Red Cross/Nature Club or any other service organizations in the college and shall have to put in compulsory minimum attendance of 40hours which shall be duly certified by the principal of the college before 31st March in a year. If a student LACKS 40 HOURS ATTENDANCE in the first year, he/she will have to compensate the same during the subsequent years.
3. Students who complete minimum attendance of 40 hours in one year will get HALF CREDIT and those whocomplete attendance of 80 or more hours in two years willget ONE CREDIT.
4. Literacy and Population Education Field Work shall be compulsory components in the above extension service activities.

➤ **Passing Minimum :**

a) Internal Assessment Marks-25.

Details are given below:

**THEORY PAPERS : INTERNAL MARKS 25 :**

Best of 2 tests out of 3	- 10 Marks
Attendance	- 5 Marks
Assignment	- 5 Marks
Seminars / Others	- 5 Marks

**PRACTICAL : INTERNAL MARKS 40 :**

Attendance-	- 5 Marks
Practical Test best of 2 out of 3	- 30 Marks
Record	- 5 Marks

**PROJECT :**

Internal Marks Best of 2 out of 3

Presentations	- 20 Marks
Viva	- 20 Marks
Project Report	- 60 Marks

b) For External Examination, passing minimum shall be 40% (Forty Percent of maximum marks prescribed for the Paper/Practical/Project and viva-voce).

c) In the aggregate (External+Internal) the passing minimum shall be 40%.

d) He/she shall be declared to have passed the whole examination, if he/she passes in all the papers and practicals wherever prescribed, as per the scheme of examinations by earning 140 credits in Parts-I, II, III, IV &

He/she shall also fulfill the extension activities prescribed earning a minimum of 1 credit to qualify for the degree.

## GENERAL RULES & REGULATIONS FOR THE STUDENTS

College lays great emphasis on decent behaviour from every student. They are expected to behave with decorum and maintain the dignity of the college both inside and outside the college campus. Principal's decision is final relating to disciplinary matters.

Listed below are the rules and regulations of the College.

### 1. TIMINGS

Shift - I

8.15 a.m. - 2.00 p.m. Assembly at 8.15 a.m. All the students should attend assembly compulsorily

Shift - II

11.45 a.m. - 4.45 p.m.

### 2. IDENTITY CARDS

Every student should wear his/her Identity Card inside the campus throughout the college timings. The cards will be issued to every student on joining KRMMC. In case of loss of ID Card, duplicate card has to be obtained immediately by paying prescribed fee in the office.

### 3. LEAVE RULES

- Leave taken by a student should be supported by a letter compulsorily.
- In case of planned leave, leave letter should be submitted in advance with parent's signature and approval should be obtained from the HOD.
- In case of any kind of emergency leave, student should submit the leave letter along with parent's signature whenever he/she reports to the class after leave.
- In case of leave on medical grounds, medical certificate should be produced along with the leave letter.
- No student should be absent himself/herself from any examination except for unforeseen circumstances.

- Students can avail On-Duty only after producing the requisite permission slips duly signed by the Head of the Department / concerned Director and the Principal.

#### **4. ATTENDANCE**

- Attendance will be taken at the beginning of each hour. Every student should have a minimum of 75% of the attendance to qualify to appear for the University examinations.
- In case of attendance between 65% - 75%, condonation can be granted on payment of condonation fee prescribed by University of Madras, at the sole discretion of the Principal on valid grounds.
- In case of attendance below 50%, students should repeat the semester, after payment of condonation fee prescribed by University of Madras.
- Condonation can be availed only once during the course of study at the complete discretion of the Principal for genuine reason, on producing supporting documents necessary in case of medical exemptions.

#### **5. COMMUNICATION**

- All communications for the students will be displayed on the college notice board in case of general information.
- In case of specific information, it will be communicated through circulars and announcements.
- It is the duty of the student to note the information given in the notice board, the circulars read in the class and announcements made. Failure in noting down the information by the student cannot be accepted as an excuse for not executing the informed task.

#### **6. DRESS CODE**

- Students should be neatly dressed with proper hairstyle.
- Boys – Formal wear with shoes; T- shirts to be totally avoided.
- Girls – Salwar with dupatta/Saree/Half Saree with hair tied up.

## **7. LIBRARY RULES**

- Library will function from 8.15 a.m. to 4.30.p.m.
- Every student will be given a library card which can be used to borrow books from library.
- Books should be returned or renewed after a week, failing which will attract penalty. Defaulters should return the book along with the penalty to avail the services of the library further.
- Books borrowed should be maintained with utmost care and no damage should be caused.
- In case of loss of book, the students should inform the librarian immediately and the same should be replaced.
- Library hours will be allotted to students on weekly basis.
- High degree of discipline and silence has to be maintained in the library.

## **8. DISCONTINUATION OF THE COURSE / WITHDRAWAL FROM THE COURSE**

In case, any student wants to withdraw from the course, before completion, he/she has to pay the fee dues and complete other formalities in order to apply for the Transfer Certificate.

## **9. TESTIMONIALS REQUEST**

- If a student requires any testimony or a certificate or recommendation from the college, a formal request through letter should be made to the office, addressed to the Principal. The request will be effected within 7 days.

## **10. PARKING RULES & TRAFFIC REGULATIONS**

- Students using two wheelers should park their vehicles in the allotted places.
- No four wheeler parking is allowed for the students inside the campus.
- Students driving two wheelers should wear helmet and possess a valid license. They are expected to follow traffic rules.

- Students should keep their vehicles duly locked and the college is not responsible for any loss of vehicles.
- Students are not permitted to ride on two-wheelers within the campus.

#### **11. MOBILE PHONES & OTHER ELECTRONIC DEVICES**

- Usage of mobile phones is strictly prohibited inside the campus.
- Other electronic devices like iPod, iPad etc. are also strictly prohibited inside the campus.
- In case of loss of any of these items, the management is not responsible.

#### **12. MEDIA AND OTHER PUBLIC APPEARANCES**

- Students should get prior permission from the Principal before appearing for any TV shows or give public interviews or radio programs or respond to any query from press/media with regard to college matters, academics and non-academics.
- Students who engage themselves in posting memes or any other unwanted images or phrases that is not conducive to the college environment in social media will be severely penalised

#### **13. LOSS OF VALUABLES**

- Students are advised not to carry any expensive things, heavy cash/wear expensive jewellery. It is their responsibility to take care and the management is not responsible for the loss of the same.

#### **14. MAINTENANCE OF FACILITIES**

- It is the duty of the students to maintain the physical infrastructure provided to them in the college with utmost care. Any damage caused to the college property will attract fine and severe disciplinary action will be taken.

## **15. CHANGE OF PERSONAL PARTICULARS IN THE PERSONAL DATA SHEET**

The students are advised to inform the change in the data provided in the data sheet immediately to update the records.

## **16. EXAMINATION CODE OF CONDUCT**

- Students should report to the examination hall well in advance with identity card, the hall ticket and required stationery items.
- Students should not indulge in any malpractices during the examinations.
- Under Government Education rules, the Principal has absolute right to penalize or suspend, or dismiss any student found guilty or gross misconduct during the examinations.

## **17. OTHERS**

- Students should attend meetings, functions and other activities of the college on time.
- During unexpected absence of the teacher concerned, students should remain silent in their classroom.
- Students are not allowed to organise or attend any meeting or collect money for any purpose without the prior permission of the Principal.
- No student should take part in any agitation directed against the authorities or the government.
- Smoking, spitting, scribbling, putting up posters are strictly prohibited in the college campus. Students responsible for any such wanton damage will be severely punished.
- As per Tamil Nadu Government letter No. 4338/ A2/2005-1 dated 21.02.2005 and Bharatidasan University, Tiruchy letter No. 5576/R/c.c.c.d/SI. 2005 dated 04.03.2005 (the Central Government Order) smoking and use of tobacco in any form is strictly prohibited inside the campus.

## ACADEMIC RECORD

### IMPORTANT INSTRUCTIONS TO THE STUDENTS

1. Every student should compulsorily be part of all of the curriculum enrichment courses/ extension service units during different stages of the course of study.
2. THIS WORK DIARY SHOULD BE MAINTAINED FOR ALL THE THREE YEARS OF STUDY. NO DUPLICATE RECORD WILL BE ENTERTAINED.
3. In order to obtain certificate or earn credits, attendance is compulsory for the courses and qualification in the final exam is mandatory.
4. The students are expected to maintain strict discipline during the conduct of the courses and while rendering the services under different clubs.
5. Students are responsible for the completion of the courses or required service hours.
6. The students are expected to maintain this work diary, update it regularly and get it signed by the Class Teacher, Head of the Department, respective staff and submit the same to the authority for earning their credits and certificates.
7. Every course/ club is managed by a staff coordinator. Cooperation with the authorities is mandatory to complete the courses or earn credits.
8. Every student should submit consolidated yearly report printed at the end of the diary based on the work before October 15th for the odd semester and before 15th February for the even semester.
9. In order to be eligible to appear for the examination the signature of the HOD at the end of every semester and the Principal's signature at the end of every year in the journal is mandatory.



July - 2021 - I/III/V Sem. - Total Working Days				
Date	Days of the Week	Particulars	Hours Attended	Remarks
1	Thursday			
2	Friday			
3	Saturday	International plastic bag free day		
4	Sunday			
5	Monday			
6	Tuesday			
7	Wednesday			
8	Thursday			
9	Friday	World Population Day		
10	Saturday			
11	Sunday			
12	Monday			
13	Tuesday			
14	Wednesday			
15	Thursday			
16	Friday			
17	Saturday			
18	Sunday			
19	Monday			
20	Tuesday			
21	Wednesday	Bakrid		
22	Thursday			
23	Friday			
24	Saturday			
25	Sunday			
26	Monday			
27	Tuesday	APJ Abdul Kalam's Death Anniversary		
28	Wednesday	Placement training for III Yrs Pre-placement Training for II yrs		
29	Thursday			
30	Friday			
31	Saturday			
Total Number of Hours Attended				
Attendance %		Signature of the Class Teacher :		

August - 2021 - I/III/V Sem. - Total Working Days : 24				
Date	Days of the Week	Particulars	Hours Attended	Remarks
1	Sunday			
2	Monday	Academic year Commences for II & III Year		
3	Tuesday			
4	Wednesday			
5	Thursday			
6	Friday			
7	Saturday			
8	Sunday			
9	Monday			
10	Tuesday			
11	Wednesday			
12	Thursday	Geneva Convention Day		
13	Friday			
14	Saturday			
15	Sunday	Independence Day (OSA Meet)		
16	Monday			
17	Tuesday			
18	Wednesday			
19	Thursday	World Photography Day		
20	Friday	Muharram		
21	Saturday			
22	Sunday			
23	Monday			
24	Tuesday			
25	Wednesday			
26	Thursday			
27	Friday			
28	Saturday			
29	Sunday			
30	Monday	Krishna Jayanthi		
31	Tuesday			
Total Number of Hours Attended				
Attendance %			Signature of the Class Teacher :	

**September - 2021 - I/III/V Sem. - Total Working Days : 24**

Date	Days of the Week	Particulars	Hours Attended	
1	Wednesday			
2	Thursday			
3	Friday			
4	Saturday			
5	Sunday	Teachers Day		
6	Monday			
7	Tuesday			
8	Wednesday			
9	Thursday			
10	Friday	Vinayaka Chaturthi		
11	Saturday			
12	Sunday			
13	Monday			
14	Tuesday			
15	Wednesday			
16	Thursday	International Coastal Clean-up Day		
17	Friday			
18	Saturday			
19	Sunday			
20	Monday			
21	Tuesday			
22	Wednesday			
23	Thursday			
24	Friday			
25	Saturday			
26	Sunday			
27	Monday			
28	Tuesday	World Rabies Day		
29	Wednesday			
30	Thursday			

Total Number of Hours Attended

Attendance %

Signature of the Class Teacher :

October - 2021 - I/III/V Sem. - Total Working Days : 21				
Date	Days of the Week	Particulars	Hours Attended	Remarks
1	Friday	Academic Year Commences for I Year		
2	Saturday	Gandhi Jayanthi		
3	Sunday			
4	Monday			
5	Tuesday			
6	Wednesday			
7	Thursday			
8	Friday			
9	Saturday			
10	Sunday			
11	Monday	International Day of Girl Child World Health Day		
12	Tuesday			
13	Wednesday			
14	Thursday	Saraswathi Pooja		
15	Friday	Vijayadasmi World Students Day		
16	Saturday	Dictionary Day		
17	Sunday			
18	Monday			
19	Tuesday	Milad-un-nabi		
20	Wednesday			
21	Thursday			
22	Friday			
23	Saturday			
24	Sunday			
25	Monday	CIA I Begins		
26	Tuesday			
27	Wednesday			
28	Thursday			
29	Friday			
30	Saturday			
31	Sunday	National Unity Day		
Total Number of Hours Attended				
Attendance %			Signature of the Class Teacher :	

November - 2021 - II/IV/VI Sem. - Total Working Days : 22				
Date	Days of the Week	Particulars	Hours Attended	
1	Monday			
2	Tuesday			
3	Wednesday			
4	Thursday	Deepavali		
5	Friday			
6	Saturday			
7	Sunday	Cancer Awareness Day		
8	Monday			
9	Tuesday			
10	Wednesday			
11	Thursday	National Education Day		
12	Friday			
13	Saturday	World Kindness Day		
14	Sunday	World Diabetes Day		
15	Monday			
16	Tuesday			
17	Wednesday			
18	Thursday			
19	Friday	International Men's Day		
20	Saturday			
21	Sunday	World Television Day		
22	Monday	Women Entrepreneurship Day		
23	Tuesday			
24	Wednesday			
25	Thursday	Commencement of practical Exams for II & III Years		
26	Friday	National Law Day		
27	Saturday			
28	Sunday			
29	Monday			
30	Tuesday			
Total Number of Hours Attended				
Attendance %			Signature of the Class Teacher :	

December - 2021 - II/IV/VI Sem. - Total Working Days				
Date	Days of the Week	Particulars	Hours Attended	Remarks
1	Wednesday			
2	Thursday	Computer Literacy Day		
3	Friday			
4	Saturday			
5	Sunday			
6	Monday			
7	Tuesday			
8	Wednesday			
9	Thursday	Commencement of Uni.Theory Examinations for II & III Years		
10	Friday			
11	Saturday			
12	Sunday			
13	Monday			
14	Tuesday			
15	Wednesday			
16	Thursday			
17	Friday			
18	Saturday			
19	Sunday			
20	Monday			
21	Tuesday			
22	Wednesday			
23	Thursday			
24	Friday			
25	Saturday	Christmas		
26	Sunday			
27	Monday			
28	Tuesday			
29	Wednesday			
30	Thursday			
31	Friday			
Total Number of Hours Attended				
Attendance %		Signature of the Class Teacher :		

January- 2022 - II/IV/VI Sem. - Total Working Days				
Date	Days of the Week	Particulars	Hours Attended	Remarks
1	Saturday	New Year January		
2	Sunday			
3	Monday	Model Examination for all three years		
4	Tuesday	National Bird Day		
5	Wednesday			
6	Thursday			
7	Friday			
8	Saturday			
9	Sunday			
10	Monday			
11	Tuesday	Road Safety Day		
12	Wednesday			
13	Thursday	Bhogi		
14	Friday	Pongal		
15	Saturday	Thiruvalluvar Day		
16	Sunday	Uzhavar Thirunal		
17	Monday			
18	Tuesday			
19	Wednesday	Even Semester commences II/III Yrs		
20	Thursday	Commencement of Practical Exams for I Year		
21	Friday			
22	Saturday			
23	Sunday			
24	Monday	National Girl Child Day		
25	Tuesday			
26	Wednesday	Republic Day		
27	Monday			
28	Tuesday			
29	Saturday			
30	Sunday	Martyr's Day		
31	Monday			
Total Number of Hours Attended				
Attendance %		Signature of the Class Teacher :		

February - 2022 - II/IV/VI Sem. - Total Working Days				
Date	Days of the Week	Particulars	Hours Attended	Remarks
1	Tuesday	Last working Day for I Year		
2	Wednesday			
3	Thursday	Commencement of Univ.Thoery Exam for I Year		
4	Friday			
5	Saturday			
6	Sunday			
7	Monday			
8	Tuesday			
9	Wednesday			
10	Thursday			
11	Friday			
12	Saturday			
13	Sunday			
14	Monday	Commencement of Classes for I Year		
15	Tuesday			
16	Wednesday			
17	Thursday			
18	Friday			
19	Saturday			
20	Sunday			
21	Monday	International Mother Language Day		
22	Tuesday			
23	Wednesday			
24	Thursday	Indradhanush – off stage events		
25	Friday	Indradhanush – on stage events		
26	Saturday			
27	Sunday			
28	Monday	National Science Day		
Total Number of Hours Attended				
Attendance %			Signature of the Class Teacher :	



March - 2022 - II/IV/VI Sem. - Total Working Days				
Date	Days of the Week	Particulars	Hours Attended	Remarks
1	Tuesday	ED Awareness Week Begins		
2	Wednesday			
3	Thursday			
4	Friday			
5	Saturday			
6	Sunday			
7	Monday			
8	Tuesday	International Women's Day		
9	Wednesday	IQAC webinar – NEP 2020		
10	Thursday			
11	Friday			
12	Saturday			
13	Sunday			
14	Monday			
15	Tuesday			
16	Wednesday			
17	Thursday	Mentor Meeting - 1		
18	Friday			
19	Saturday	Convocation Day		
20	Sunday	International Happiness Day World Sparrow Day		
21	Monday			
22	Tuesday			
23	Wednesday			
24	Thursday			
25	Friday			
26	Saturday			
27	Sunday			
28	Monday			
29	Tuesday			
30	Wednesday			
31	Thursday			
Total Number of Hours Attended				
Attendance %			Signature of the Class Teacher :	

### April - 2022 - II/IV/VI Sem. - Total Working Days

Date	Days of the Week	Particulars	Hours Attended	Remarks
1	Friday			
2	Saturday	Telugu New Year		
3	Sunday			
4	Monday			
5	Tuesday			
6	Wednesday			
7	Thursday	IPR webinar World Health Day		
8	Friday			
9	Saturday	Annual Sports Day		
10	Sunday			
11	Monday	Research Wing webinar begins		
12	Tuesday			
13	Wednesday	Mentor Meeting - 2		
14	Thursday	Tamil New Year		
15	Friday	Good Friday		
16	Saturday			
17	Sunday			
18	Monday			
19	Tuesday			
20	Wednesday			
21	Thursday			
22	Friday	YRC First Aid Happy Earth Day		
23	Saturday	YRC – Disaster Management		
24	Sunday			
25	Monday	CIA – I commences		
26	Tuesday			
27	Wednesday			
28	Thursday			
29	Friday	Monthly Grievance Redressal		
30	Saturday			

Total Number of Hours Attended

Attendance %

Signature of the Class Teacher :

### May- 2022 - II/IV/VI Sem. - Total Working Days

Date	Days of the Week	Particulars	Hours Attended	Remarks
1	Sunday	May Day		
2	Monday			
3	Tuesday	Ramzaan		
4	Wednesday			
5	Thursday			
6	Friday			
7	Saturday			
8	Sunday			
9	Monday			
10	Tuesday	Last Working Day for II & III yr		
11	Wednesday			
12	Thursday			
13	Friday			
14	Saturday			
15	Sunday			
16	Monday			
17	Tuesday			
18	Wednesday			
19	Thursday			
20	Friday			
21	Saturday	College Day		
22	Sunday			
23	Monday	CIA II commences		
24	Tuesday			
25	Wednesday			
26	Thursday			
27	Friday			
28	Saturday			
29	Sunday			
30	Monday			
31	Tuesday			

Total Number of Hours Attended

Attendance %

Signature of the Class Teacher :

**June- 2022 - II/IV/VI Sem. - Total Working Days**

Date	Days of the Week	Particulars	Hours Attended	Remarks
1	Wednesday			
2	Thursday			
3	Friday			
4	Saturday			
5	Sunday			
6	Monday	Last Working day for I year		
7	Tuesday			
8	Wednesday			
9	Thursday			
10	Friday			
11	Saturday			
12	Sunday			
13	Monday			
14	Tuesday			
15	Wednesday			
16	Thursday			
17	Friday			
18	Saturday			
19	Sunday			
20	Monday			
21	Tuesday			
22	Wednesday			
23	Thursday			
24	Friday			
25	Saturday			
26	Sunday			
27	Monday			
28	Tuesday			
29	Wednesday			
30	Thursday			

Total Number of Hours Attended

Attendance %

Signature of the Class Teacher :



Value Add-On Course		
Course Opted :		Training Hours : 30
Date	Training Hours	Signature of the Staff
Total Training Hours		

C2C - Pre Placement Training		
Date	Training Hours	Signature of the Staff
Total Training Hours		

**EXTENSION SERVICES RECORD**  
**IMPORTANT INSTRUCTIONS TO THE STUDENTS**

1. Every extension service club is managed by a staff coordinator and all the extension services clubs' functions are facilitated by the Extension services Director. Each club has student coordinators and secretaries as well.
2. Each student should earn one credit in the final year under the code CES6Q for the community services rendered. Every student must do some community based service for 40 hours in all the three years for obtaining the required credit.
3. All the services should be done through the club to which the students are attached.
4. Every student should wear their respective club badge while doing the service and proof of work should be submitted.
5. Signature must be obtained from the authority immediately on the completion of the field work.



**Minimum Service Hours To Be Obtained : 40**

<b>Date</b>	<b>Nature of Service / Activity</b>	<b>Service Hours</b>	<b>Place of Service</b>	<b>Signature of the Field Officer</b>	<b>Signature of the Staff</b>

**Total Service Hours Obtained**

**Minimum Service Hours To Be Obtained : 40**

<b>Date</b>	<b>Nature of Service / Activity</b>	<b>Service Hours</b>	<b>Place of Service</b>	<b>Signature of the Field Officer</b>	<b>Signature of the Staff</b>

**Total Service Hours Obtained**

**Minimum Service Hours To Be Obtained : 40**

Date	Nature of Service / Activity	Service Hours	Place of Service	Signature of the Field Officer	Signature of the Staff

**Total Service Hours Obtained**

## CONSOLIDATION OF PERCENTAGE OF ATTENDANCE

Year	I/III/V Semester	II/IV/VI Semester	Signature of the Class Teacher	Signature of the HOD
I				
II				
III				

### LIBRARY NO DUE

This is to certify that ..... Reg.No: .....of .....  
has no due for the library for the academic year 2019-20.

Signature of the Librarian

## CONSOLIDATION OF SERVICE HOURS FOR CREDIT

Year	Minimum Service Hours to be Obtained	Service Hours Obtained	Signature of the Staff	Signature of the Extension Service Director
I	40			
II	40			
III	40			
	120			

**CREDIT EARNED AT THE END OF THIRD YEAR:** \_\_\_\_\_

STAFF COORDINATOR

EXTENSION SERVICES DIRECTOR

PRINCIPAL

## CONSOLIDATION OF TRAINING HOURS

Year	Course	Training Hours	Training Hours Obtained	Signature of the Staff	Signature of the Director
<b>I</b>	VTC	<b>30</b>			
<b>II</b>	Value Add on Course	<b>30</b>			
<b>III</b>	Placement Training	<b>30</b>			
<b>III</b>	ED Training	<b>30</b>			
		<b>120</b>			

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Year	Course	Eligible for Certification	Signature of the Staff	Signature of the Director
<b>I</b>	VTC	Yes / No		
<b>II</b>	Certificate Course	Yes / No		
<b>III</b>	Placement Training	Yes / No		
<b>III</b>	ED Training	Yes / No		

**HEAD OF THE DEPARTMENT**

**PRINCIPAL**

## CONSOLIDATION OF PERCENTAGE OF ATTENDANCE

Year	I/III/V Semester	II/IV/VI Semester	Signature of the Class Teacher	Signature of the HOD
I				
II				
III				

### LIBRARY NO DUE

This is to certify that ..... Reg.No: .....of .....  
has no due for the library for the academic year 2019-20.

Signature of the Librarian

## CONSOLIDATION OF SERVICE HOURS FOR CREDIT

Year	Minimum Service Hours to be Obtained	Service Hours Obtained	Signature of the Staff	Signature of the Extension Service Director
I	<b>40</b>			
II	<b>40</b>			
III	<b>40</b>			
	<b>120</b>			

**CREDIT EARNED AT THE END OF THIRD YEAR:** \_\_\_\_\_

STAFF COORDINATOR

EXTENSION SERVICES DIRECTOR

PRINCIPAL

## CONSOLIDATION OF TRAINING HOURS

Year	Course	Training Hours	Training Hours Obtained	Signature of the Staff	Signature of the Director
<b>I</b>	VTC	<b>30</b>			
<b>II</b>	Value Add on Course	<b>30</b>			
<b>III</b>	Placement Training	<b>30</b>			
<b>III</b>	ED Training	<b>30</b>			
		<b>120</b>			

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Year	Course	Eligible for Certification	Signature of the Staff	Signature of the Director
<b>I</b>	VTC	Yes / No		
<b>II</b>	Certificate Course	Yes / No		
<b>III</b>	Placement Training	Yes / No		
<b>III</b>	ED Training	Yes / No		

**HEAD OF THE DEPARTMENT**

**PRINCIPAL**

## TIME - TABLE FOR SEMESTER I/III/V

DAY ORDER	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour	6th Hour
1st Day						
2nd Day						
3rd Day						
4th Day						
5th Day						



TIME - TABLE FOR SEMESTER II/IV/VI

DAY ORDER	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour	6th Hour
1st Day						
2nd Day						
3rd Day						
4th Day						
5th Day						

## NOTES

## NOTES

## CHETTINAD GROUP OF EDUCATIONAL INSTITUTIONS

1. Kumara Rani's Chettinad Vidyalaya
2. Chettinad Vidyashram
3. Kumararani Meena Muthiah Matriculation  
Higher Secondary School
4. Kumararajah Muthiah Higher Secondary School
5. Kumararani Meena Muthiah College of  
Arts & Science (Co-Ed.)
6. Kumararajah School of Arts & Crafts
7. Rajah Muthiah Higher Secondary School
8. Rani Meyyammai Girls' Higher Secondary  
School
9. Rani Meyyammai High School
10. Kumararajah Muthiah Middle School
11. Rani Meyyammai Primary School
12. Rajah Annamalaipuram Primary School

