



PROGRAMMES OFFERED



BACHELOR'S PROGRAMMES

B.Sc. Mathematics

B.Sc. Physics

B.Sc. Chemistry

B.Sc. Botany

B.Sc. Zoology

B.Sc. Computer Science

B.Com.



MASTER'S PROGRAMMES

M.A. Tamil

M.A. English

M.A. Economics

M.Sc. Mathematics

M.Sc. Physics

M.Sc. Chemistry

M.Sc. Botany

M.Sc. Statistics

M.Com.



APPROVED RESEARCH CENTRES OF MKU

- ❖ Department of Tamil
- ❖ Department of English
- ❖ Department of Economics
- ❖ Department of Mathematics
- ❖ Department of Physics
- ❖ Department of Commerce
- ❖ Department of Chemistry
- ❖ Department of Botany
- ❖ Department of Zoology



ADMISSION

- ❖ Single application form for all courses.
- ❖ Admission is through transparent single window counselling.
- ❖ Filling of seats as per the reservation policy of Government of Tamilnadu.



COLLEGE FEE

- ❖ Fee is payable as per schedule indicated in the handbook.
- ❖ Fee is collected only in online mode.
- ❖ Pay the fee due to the college before the due date specified in the handbook.
- ❖ Fee once paid shall not be refunded under any circumstance.



Students who don't pay the fee before the last date for payment of fee are liable to have their names removed from the rolls.

Fee (Subject to Change at any time)

S.No	Class	Tuition Fees		Caution Deposit (refundable at time of leaving)	Science Deposit	Science Fee		
		Per year	Per Semester			Major	Allied 1	Allied 2
1	B.Sc., Mathematics (MPC)	-----	-----	20	50	-----	75	75
2	B.Sc., Physics(PMC)	-----	-----	20	50	-----	150	75
3	B.Sc., Chemistry(CMP)	-----	-----	20	50	-----	200	75
4	B.Sc., Chemistry(CZP)	-----	-----	20	50	-----	200	75
5	B.Sc., Botany	-----	-----	20	50	-----	150	75
6	B.Sc., Zoology	-----	-----	20	50	-----	150	75
7	B.Sc., Computer Science	-----	-----	50	100	-----	750	-----
8	B.Com.,	-----	-----	20	-----	-----	-----	-----
9	M.Sc., Mathematics	750	375	50	-----	-----	-----	-----
10	M.Sc.,Statistics	750	375	50	-----	-----	-----	-----
11	M.Sc., Physics(PMC)	750	375	50	80	-----	350	-----
12	M.Sc., Chemistry(CMP)	750	375	50	100	-----	500	-----
13	M.Sc., Botany	750	375	50	80	-----	350	-----
14	M.Com.,	500	250	50	-----	-----	-----	-----
15	M.A.,Tamil	500	250	50	-----	-----	-----	-----
16	M.A.,English	500	250	50	-----	-----	-----	-----
17	M.A.,Economics	500	250	50	-----	-----	-----	-----

General Fees		Rs.
1	Verification fee per (Plus Two) Mark Sheet	50
2	Admission	5
3	Registration	10

Special Fees		Rs.
1	Games & Sports	205
2	Library and Reading Room	30
3	Stationary and Tests	25
4	Handbook	10
5	Magazine	12
6	Medical Inspection Including Subscription to the local Red Cross Association	25
7	Audio - Visual Education	3
8	Student's Aid Fund	3
9	College Day	5
10	Campus Amenity Fee	12
11	Youth Welfare	5
12	W.U.S	3
13	Convocation Fee	25
14	Flag Day	5
15	N.S.S	10
16	Entrance & Recognition Fee	600

**STUDENT INDUCTION PROGRAMME**

- ❖ Student Induction Programme for all new entrants under the aegis of Quality Mandate of the University Grants Commission with the following objectives.
- ❖ To help new students adjust and feel comfortable in the new environment.
- ❖ To inculcate in them, the ethos and culture of the institution.
- ❖ To help them build bonds with other students and faculty members.
- ❖ To expose them to a sense of larger purpose and self exploration.

**INSTRUCTION DELIVERY**

- ❖ The college follows day-order system.
- ❖ The institution encourages learning culture among students in and out of classrooms.
- ❖ The students are encouraged to use Library and pursue add-on courses, courses on MOOC platforms, Utilize e-resources outside official hours of instruction.

HOURS OF FORMALIZED INSTRUCTION DELIVERY

Hour	From	To
I	9:45 AM	10:40 AM
II	10:45 AM	11:40 AM
III	11:45 AM	12:40 PM
Break	12:40 PM	01:20 PM
IV	01:20 PM	02:15 PM
V	02:15 PM	03:15 PM

**ATTENDANCE**

- ❖ Students must attend classes regularly.
- ❖ Attendance is recorded every hour.

- ❖ A minimum of 75% attendance for each course (paper) is a must for writing the End-Semester Examination.
- ❖ Any leave, including Sick leave and OD (On Other Duty) to be applied in the prescribed format within three days from taking leave.
- ❖ Sick leave must be accompanied by a medical certificate.
- ❖ The Maximum OD admissible to students in a semester is as follows :
- ❖ Sports (Zonal) – 10 days
- ❖ Sports (University / State) – 16 days
- ❖ NSS/NCC/Co-curricular – 35 days
- ❖ Internship / Field Project – Entire duration
- ❖ OD must be accompanied by a copy of Certificate of Participation
- ❖ Leave application would be moved to the Students' Portal once it becomes functional.



Students having attendance 65% to 75% after including OD would be permitted to write the examination after paying a condonation fine as decided by the attendance committee.



Students having attendance less than 75% (or 65% as the case may be) would not be permitted to write the Semester Examination. They will have to Repeat the Course after completing the duration of the programme (three years for UG and two years for PG).



CURRICULUM

- Choice Based Credit System (CBCS) is followed in all programmes offered by the college as per the directions of Tamilnadu State Council for Higher Education (TANSCH), Govt. of Tamilnadu.



Outcome Based Education has been introduced for all Under Graduate Programmes from the Academic Year 2020-21.

Outcome Based Education has been introduced for all Post Graduate Programmes from the Academic Year 2021-22.



Students earn credits for each course they pursue. For each programme, there is a certain minimum credits to be earned for a student to be declared as eligible for the degree.

Programmes	Minimum Credits
Bachelor's	140/41
Master's	90/91



Students can earn extra credits (over and above the prescribed minimum credits) by opting for and completing courses offered by on MOOC portals like Swayam, NPTEL and Spoken tutorial / internship / field project / add-on certificate courses offered by the colleges / diploma courses offered by the college.



CBCS – BACHELOR'S PROGRAMMES

- Students will have to earn eligible credits from the following components
 - Part – I : Language – I
 - Part – II : English
 - Part – III : Major & Allied
 - Part – IV : Electives & Statutory Courses
 - Part – V : Extension / Social Service



PART – I : LANGUAGE - I

- Students can choose from one among the following languages for study
 - ❖ Tamil
 - ❖ Hindi
 - ❖ Sanskrit



PART - II : ENGLISH

- ❖ Students have to study English as the second language.
- ❖ Content and Language Integrated Learning (CLIL)/ TANSCHÉ curriculum introduced for part-II English to bridge students from various mediums of instruction.



PART - III : MAJOR & ALLIED

- ❖ **Core** courses are mandatory courses for your chosen major discipline of study.
- ❖ **Generic Electives** are chosen from allied disciplines of study.
- ❖ **Disciplines Specific Elective** courses may be chosen from the given choice of specialized courses of study in your major discipline of study.



PART - IV : ELECTIVE AND STATUTORY COURSES



Environmental Studies is a course mandated for study by University Grants Commission and TANSCHÉ for students of all Bachelor's programmes to create environmental consciousness among the age group. Gender Studies has been included in the curriculum.



A course on Universal Human Values and Professional Ethics was mandated to be a course of study for students of Bachelor's programmes to inculcate universal human values like justice, love, equality, fraternity, integrity, etc.,



Skill Enhancement Course (SEC) courses are designed to inculcate soft skills / entrepreneurial skills / technical skills to make the students employable / seek self-employment opportunities.



Non Major Elective (NME) courses are designed to offer the students a choice of course in a field of study other than their major or allied disciplines of study. Students can choose from the choice of courses offered by the college or on MOOC platforms.



- ❖ Massive Open Online Course (MOOC) platform.
- ❖ Initiative of Ministry of Human Resource Development, Govt. of India.



- ❖ Massive Open Online Course (MOOC) platform.
- ❖ Initiative of Indian Institute of Technology(ies) and Indian Institute of Science, Bangalore
- ❖ Funded by Ministry of Human Resource Development, Govt. of India.
- ❖ Our institution is a Local Chapter for Co-ordinating NPTEL courses.



- ❖ Massive Open Online Course (MOOC) platform.
- ❖ Initiative of Indian Institute of Technology, Bombay for learning open source technologies.
- ❖ Funded by Ministry of Human Resource Development, Govt. of India under NMEICT.
- ❖ considered for Extra Credits (Optional)



NON-MAJOR ELECTIVE COURSES

- ❖ Students are allowed to take permissible MOOC courses from any of the above platforms as NME after getting permission for the same.
- ❖ Transfer of credit from MOOC for NME is permitted.



Students who do not study Tamil as Part-I Language must choose Basic Tamil or Advanced Tamil as NME.



PART - V : EXTENSION / SOCIAL SERVICE

- ❖ All students of Bachelor's programmes must opt for one of the following social service schemes during their period of study.
 - ❖ National Service Scheme (NSS)
 - ❖ National Cadet Corps (NCC)
 - ❖ Youth Red Cross (YRC)
 - ❖ Physical Education
- ❖ Ensure that you register and regularly participate in the Part – V activities of your chosen domain.

NATIONAL SERVICE SCHEME

- ❖ The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports.
- ❖ The sole aim of the NSS is to provide hands on experience to young students in delivering community service.



NATIONAL CADET CORPS

- ❖ The National Cadet Corps (NCC) is a youth development movement.
- ❖ The National Cadets Corps came into existence under the National Cadet Corps Act XXXI of 1948 (passed in April, 1948; came into existence on 16th July, 1948).
- ❖ The NCC provides opportunities to the youth of the country for their all-round development with a sense of Duty, Commitment, Dedication, Discipline and Moral Values so that they become able leaders and useful citizens.
- ❖ The NCC provides exposure to the cadets in a wide range of activities., with a distinct emphasis on Social Services, Discipline and Adventure Training.



PHYSICAL EDUCATION

- ◇ Active participation in sports and games inculcates team work, leadership qualities, discipline, social skills, perseverance, patience and builds confidence.
- ◇ Sports and games also help students to be fit and active.

YOUTH RED CROSS (YRC) +

- ◇ Youth Red Cross is to inculcate in the Youth of our country to bring awareness of their own health and that of others through understanding and acceptance of civic responsibilities and acting accordingly with humanitarian concern, to fulfil the same to enable the growth and development.
- ◇ The fundamental principles of Red Cross Movement are
 - ◇ Humanity
 - ◇ Impartiality
 - ◇ Neutrality
 - ◇ Independence
 - ◇ Voluntary Service
 - ◇ Unity
 - ◇ Universality
- ◇ The YRC of the Madura College (Autonomous) was started in 2017. The Main objectives of YRC of The Madura College (Autonomous) are
 - ◇ Protection of health and life
 - ◇ Service to the sick and the suffering
 - ◇ It consists of 2 units of 100 students of which fifty members are boys and fifty members are girls.



CBCS – MASTER'S PROGRAMMES

- ❖ Students will have to earn 90/91 credits from the following components
 - ❖ Core courses
 - ❖ Elective courses in your discipline
 - ❖ Non-Major Elective
- ❖ Transfer of credits is allowed from MOOC platforms for NME courses.



FIELD PROJECTS / INTERSHIPS

- ❖ All students of Both Bachelor & Masters programmes are necessarily to undertake Internships in the Industry / Research Institutions during 2/1 year summer vacation.
- ❖ Internships / Field Projects would help you to gain valuable exposure to the industry / current trends in research in your chosen discipline and would also help you in securing placement.
- ❖ Contact your course teachers for Project / Internship opportunities.



CERTIFICATE / ADD-ON COURSES

- ❖ Certificate / Add-on courses are designed to hone your skills in special areas of expertise not exposed to within the scope of the curriculum.
- ❖ Certificate courses add value and empower your will knowledge and skills not delivered through the curriculum alone. You may register for courses offered by any department.
- ❖ Certificate courses are offered at a nominal cost to meet the incidental expenses incurred in offering the course.
- ❖ Exams will be conducted to assess learning and accordingly certificate will be issued.



TEACHING LEARNING PROCESS

- ❖ Chalk-and-talk is the primary mode of teaching.
- ❖ Teachers are encouraged to adopt ICT tools and Learning Management Systems in the teaching-learning process.
- ❖ A learning management system (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of educational courses.
- ❖ Open Educational Resources (Web resource) have been included in the Curriculum design. Teachers use Open Educational Resources for enhancing the Teaching-Learning process in the classroom.
- ❖ Google workspace for Education has been subscribed for our college domain. ICT Tools like Google meet, Google classroom has been adopted by most teachers for transaction of curriculum.
- ❖ Canvas is an Open Source Learning Management System (LMS) created by Instructure Inc. and is one of the most widely used LMS.
- ❖ In this regard, when asked, create your student login account in canvas or any other LMS / ICT tool as instructed by your teacher.





MENTOR SYSTEM

- ❖ A mentor is allotted to every student in the ratio 1:20.
- ❖ The mentor is your first point of contact for all your grievances, suggestions and is a link between the student and the college administration.
- ❖ The Mentor is your friend, philosopher, counsellor and guide.
- ❖ Share all your concerns with your mentor frequently.



- ❖ The Students' Council is a body of representatives from all programmes offered by the college.
- ❖ The members are nominated by the department.
- ❖ The members elect the Office Bearers democratically by the process of Election.
- ❖ The Students' Council is a representative of the Students of the institution.
- ❖ The primary aim of the council is to identify and help solve problems encountered by the students of the college.
- ❖ The students' council can communicate its suggestions and opinions to the college administration on matters concerning the students as part of the Participative Management initiative of the institution.
- ❖ The students' council helps the college administration in organizing events in the campus by volunteering support and in event management.
- ❖ The Students' council is responsible for
 - ❖ Organizing the College Assembly.
 - ❖ Bringing Students' achievements in various spheres to the notice of the administration.

- ❖ Appointing and overseeing the activities of the Student Reporters for reporting on the activities in the college and for bringing out the “Online Students' Newsletter” of the college.
- ❖ Bringing Students' grievances to the notice of the administration immediately and help to resolve the same.
- ❖ Appointing and overseeing the activities of the Students' Editorial board for bringing out the artistic talents of the students and for publishing the college magazine.
- ❖ Help the administration in maintaining law and order during the conduct of functions and events in the campus.



CLUBS AND ASSOCIATIONS

- ❖ Department Association and Clubs of the college are notified by the Principal every year.
- ❖ These clubs and association meet on a common theme and activities are planned and organized.
- ❖ The students support the staff coordinator in organizing the events of the club / association.



STUDY CIRCLE

- ❖ Study circle is a peer study group having common aspirations. Eg., UPSC, CAT, JAM, SET, NET, etc.,
- ❖ Peer-to-peer learning happens as students bring in problems while others who are in the know-how bring the solution.
- ❖ Each participant shall share his knowledge / expertise to the group.
- ❖ Collective knowledge sharing helps the group achieve a greater success than the individual units.

- ✧ This is a hugely popular and successful learning methodology around the world.
- ✧ During the Student Induction Programme, groups of students with similar aspirations would be identified. The students shall register the Study Circle with the NAAC Office and necessary logistical support shall be arranged from the institution for the study circle.



LIBRARY & LEARNING RESOURCES

 9:30 am to 5:30 pm (on all working days)

- ✧ The Harvey Library is fully automated with AutoLib Library Management System.
- ✧ Reference Section contains standard journals, periodicals, encyclopedia, dictionary and other books in constant demand.
- ✧ Books in the lending section can be lend to the students for reading.
- ✧ Students must present their ID cards when borrowing or returning books from the lending section.



Books should be replaced by the due date failing which a penalty of Re.1/day shall be levied.



Soiled, damaged or lost books must be replaced by the student failing which cost of replacement shall be recovered from the student.

- ✧ Digital Reference Section of the library contains eBooks, talking books and Video lectures.
- ✧ e-Content and online resources from digital repositories can be accessed via internet connection provided.
- ✧ Harvey library has a spacious reading room conducive to reading.
- ✧ Textbooks can be borrowed / referred from the Department Library. Each department has its own library containing primarily text books.

- ✧ Our institution is a member of INFLIBNET National Library and Information Services Infrastructure for Scholarly Content (N-LIST).
- ✧ It is an initiative of Ministry of Human Resource Development under the NME-ICT and funded by University Grants Commission as college component under e-ShodhSindhu consortium.
- ✧ As a member, we have access to over 6,000+ e-journals and 31,35,000+ e-books.
- ✧ N-LIST access (login credentials) shall be granted to all teachers and research scholars (both full-time and part-time) of the institution.



DISCIPLINE

- ✧ The Madura College expects its students to be disciplined and law-abiding dutiful citizens of the country.
- ✧ Self-discipline is the best form of discipline and as adults the institution expects you to maintain dignity and decorum at all times inside and outside the campus.
- ✧ Use your mobile and laptop for constructive academic purposes only.



DISCIPLINARY PROCEEDINGS

- ✧ The college administration may initiate disciplinary proceedings on students found violating the discipline code of the institution as per the provisions of Chapter VII Disciplinary Regulations of Madras Educational Rules.
- ✧ The discipline committee headed by the principal may inflict punishments including but not limited to reprimand, fine, suspension, and dismissal taking cognizance of the nature of offence / violation.

 NOTE:



WARNING : Damage to institutional / public property of the institution is an offence.



Possession / Use / Distribution of drugs in any form inside the campus is an offence and would lead to dismissal and initiation of legal proceedings against the student.



Engaging in any form of illegal activity against the law of the land would mean dismissal and legal proceedings against the student.

**ZERO
TOLERANCE**



The institution has a strict zero tolerance policy against ragging, sexual harassment and gender discrimination.





EVALUATION

- ✧ The components of evaluation for each course are
 - ✧ Continuous Internal Assessment (CIA)
 - ✧ End-Semester Examination
- ✧ Each course is evaluated for a maximum of 100 marks at Bachelor's and Master's level.
- ✧ The weight for each component of evaluation is as follows:



BACHELOR'S PROGRAMMES

Programme	CIA	End-Semester Examination
Theory	25	75
Add on Course	50	50
Self Study Course	50	50
Practicals	40/25	60/75



MASTER'S PROGRAMMES

Programme	CIA	End-Semester Examination
Theory	25	75
Practicals	40/25	60/75

- ★ The corresponding passing minimum for each course for various programmes are as follows:



BACHELOR'S PROGRAMMES

Programme	CIA	End-Semester Examination	Total
Theory/Add-on Course	-	27	40
Practicals	-	18/27	40



MASTER'S PROGRAMMES (except M.Phil.)

Programme	CIA	End-Semester Examination	Total
Theory	-	34	50
Practicals	-	34	50

- ✧ Based on the marks scored, you earn a grade and a corresponding grade point for each course.



BACHELOR'S PROGRAMMES

Marks	Grade Point	Grade
95-100	10	O
85-94	9	D+
75-84	8	D
65-74	7	A+
55-64	6	A
45-54	5	B
40-44	4	C
< 40	RA	-



MASTER'S PROGRAMMES

Marks	Grade Point	Grade
95-100	10	O
90-94	9	D+
80-89	8	D
70-79	7	A+
60-69	6	A
50-59	5	B
< 50	RA	-

- ✧ The Cumulative Grade Point Average (CGPA) is the combined metric indicating your standing / performance during the period of the programme and is calculated as follows:

$$CGPA = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

Where C_i is the credits for the i th course and G_i is the grade point scored corresponding to the same course.

- ✦ Based on your final standing at the end of the programme, and after having successfully fulfilled the requirements of the programme, you will be awarded a class based on the percentage score in all courses.

Aggregate Percent	CLASS
75-100	First class with distinction * In first attempt passed
60 - 100	FIRST
50 - 59	SECOND
< 50	THIRD



CONTINUOUS INTERNAL ASSESSMENT



THE INTERNAL MARK SCORED BY THE STUDENT FOR ANY COURSE IS FINAL. THERE IS NO SCOPE FOR IMPROVEMENT AFTER THE END OF THE SEMESTER.

- ✦ Assessment of students' performance is not a one-time affair. The institution follows a continuous assessment methodology to assess students on their expected learning outcomes.
- ✦ Continuous assessment of learning outcomes by the course teacher. * Rubric based assessment is practiced.
- ✦ Components of continuous assessment (Theory courses):



BACHELOR'S PROGRAMMES / MASTER'S PROGRAMMES

Component of CIA	Marks
Test	10
Assignment	5
Attendance	5
Seminar / Quiz / Mini-project/ Any other Participative learning tool as designed by the course teacher.	5
Any two of Attendance / Seminar / Quiz may be chosen	5+5

**ATTENDANCE COMPONENT OF CIA**

Attendance percent for the course	Marks
95-100	5
85-94	4
75-84	3
50-74	2

If attendance is chosen as a component by the respective Board of Studies.



Requisite attendance must be ensured by the student in each course separately.

- ❖ Timely submission of assignment is a must.
- ❖ Students must take seminar / assignment / quiz / mini-projects or any other component of internal assessment assigned to you by your course teacher very seriously.
- ❖ For practical / project courses, the CIA components will be instructed by your course teacher.



There might be slight changes / differences in the components of CIA at Master's programmes. Your course teacher will instruct you on the components and their allotted weights.

**TEST COMPONENT OF CIA**

- ❖ Two Centralized Internal Test could be conducted for each course during the semester.
- ❖ The average mark obtained by the students in the two tests would be awarded to the students.
- ❖ If a student is unable to take a test due to medical / emergency reasons, they can apply for a retest in the format prescribed accompanied by evidence for genuinity of the request within the same Semester.

**END SEMESTER EXAMINATIONS**

- ❖ End Semester Examinations are conducted twice in a year
 - ❖ Odd Semester – November
 - ❖ Even Semester – April
- ❖ Students must mandatorily apply for all courses (paper) of the current semester and can select courses of re-appearance, if any, from previous semesters and pay the fee applicable.
- ❖ Students must apply for the End-Semester Examinations and pay the prescribed fee well in advance to enable the Examination Section to plan and put in place the logistics required.

**EXAMINATION APPLICATION & FEE**

- ❖ Examination fee is to be paid twice in a year (once in each semester) for the November and April semester examinations.
- ❖ You can apply for the End-semester examination online through the Students' Examination portal.
- ❖ Payment of Examination is through online mode only through the payment gateway from the Students' Examination portal.
- ❖ During the final semester, the students will have to pay Provisional Certificate Fee and Convocation Fee payable to Madurai Kamaraj University.