MRCAS

INSPIRE • LEAD • EXCEL

MANIKAM RAMASWAMI COLLEGE OF ARTS & SCIENCE

PAMBAN SWAMY NAGAR, THIRUPPARANKUNDRAM, MADURAI - 625 005.

(Co-education)   Affiliated to Madurai Kamaraj University

From the House of
THIAGARAJAR SCHOOL OF MANAGEMENT

Hand Book
2023-24

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ABOUT THE COLLEGE

Manikam Ramaswami College of Arts and Science located in the heart of Madurai, Tamil Nadu, is the most recent academic venture by a well-established group with over six decades of expertise in Education and Industry founded by Sri. Karumuttu Thiagarajan Chettiar. It aims to prepare students for successful careers and meaningful lives. MRCAS aims to be a world-class institution dedicated to academic excellence holistic development of students. The Institute offers a vibrant and diverse learning environment where students from all backgrounds can thrive towards improving professional growth and career trajectory. MRCAS is committed to providing students with an education that is both rigorous and engaging. The dedicated team of faculty leaves no stone unturned in fostering intellectual curiosity and critical thinking among their students. Through the MRCAS Edge programs, the Institute offers a wealth of opportunities for students to acquire in-depth knowledge and employability skills empowering them to secure jobs of their choice, excel in their careers and make a significant difference.

Vision

To be a national leader in collegiate education with a deep belief and commitment to providing holistic and value-based education for our students. We strive to create an environment that fosters academic excellence, industry preparedness, and character-building education in a way that's intellectually and personally transformative for every student.

Mission

Impart state-of-the-art education rooted in values. Develop and encourage deep knowledge and application experiences.

LEGACY OF THE INSTITUTION

Our legendary Founder, Sri. Karumuttu Thiagarajan Chettiar was an exceptional visionary, who not only excelled as an entrepreneur but also demonstrated a remarkable commitment to philanthropy. His visionary leadership led to the establishment of a multitude of institutions that continue to cultivate and nurture the next generation of dynamic and forward-thinking citizens, professionals and leaders. Continuing the legacy of his renowned father, his son, Sri. K. Manickavasagam Chettiar bore the torch with equal fervour and dedication. A holistic personality with a keen interest in Tamil literature, he played a key role in propelling the Institutions to new heights. He was succeeded by his son, Sri. Manikam Ramaswami, CMD, Loyal Textiles Limited and Thiagarajar School of Management (TSM), Madurai. An exceptionally brilliant industrialist and empathetic leader, he played a pivotal role in transforming the educational institutions in the group to achieve trailblazing success and an outstanding stature in their respective areas.

The Manikam Ramaswami College of Arts and Science (MRCAS) has been set up by his wife and daughter - Mrs Valli Ramaswami and Ms Vishala Ramaswami to take forward this legacy. Mrs Valli Ramaswami is a leader who combines compassion with a strong sense of purpose in shaping the student community. As an active promoter and patron of Indian Arts and Culture, she is also committed to providing a holistic education for students that encompasses the dimensions of knowledge, arts, and sports. She is joined by her daughter Ms Vishala Ramaswami who holds a MSc. in Development Economics from the London School

of Economics. Ms Vishala has previously worked with EY (Ernst & Young) and with the Singapore Government's Ministry of Manpower in their Education and Training Division. Ms Vishala is an impassioned philanthropist who founded a School for Girls in rural Tamil Nadu at the age of 23 and brings to MRCAS her exposure to the best global standards in education. By leveraging the reputed team of board members, world class advisors, and outstanding faculty members, the founding team aims to create a unique, best of its kind college in the country.

BOARD OF GOVERNORS

S. No	Name
1	Mrs. Valli Ramaswami Correspondent – MRCAS Managing Director & Chairperson Loyal Textiles Mills Ltd.
2	Mr. B.T Bangera Chairman Thiagarajar School of Management Madurai.
3	Ms. Vishala Ramaswami Director Marketing & Strategy Loyal Textiles Mills Ltd.
4	Dr. C. Ramasubramanian Founder MS Chellamuthu Trust and Foundation Madurai.
5	Dr. Murali Sambasivan Director Thiagarajar School of Management Madurai.
6	Dr. Lalitha Balakrishnan Principal M.O.P Vaishnav College for Women (Autonomous), Chennai.
7	Mr. Kasthuri Venugopal Director Kasturi & Sons Ltd.
8	Mr. Murugavel Janakiraman Founder and CEO Bharat Matrimony.com Ltd.
9	Ms. Vidya Murali Director and HR Professional Kubos Consultancy Services, Chennai.
10	Mr. Gokul Subramanian Dixit Partner R. Subramanian & Co Chartered Accountants

LIST ADMINISTRATORS, FACULTIES AND ADMINISTRATIVE STAFF

Administrators

Dr. T. Kalaiselvan, M.B.A., Ph.D.	-	Secretary & Director
Dr. M. Padmavathi, M.B.A., Ph.D., UGC-NET.	-	Principal

Faculties

Department of Business Administration

Name of the Faculty	Designation
Dr. T. Joel Gnanapragash M.B.A., M.Phil., Ph.D.	Head
Dr. R. Kanthiah Alias Deepak M.B.A., Ph.D.	Assistant Professor
Ms. S. Gomathi @ Sumathi B.Tech., M.B.A., UGC-NET.	Assistant Professor
Dr. S. Priya PGDPM., PGDCA., M.B.A., M.Phil., Ph.D., UGC-NET, TN-SET.	Assistant Professor

Department of Computer Science

Dr. G. Preetha M.S.(IT), M.Phil., Ph.D.	Course Coordinator – Data Science & Analytics
Dr. P. Rajeswari M.Sc., M.Phil., Ph.D.	Course Coordinator – Artificial Intelligence

Department of Commerce

Dr. K. Jecintha Sathiyavathi M.Com., M.Ed., M.Phil., PGDCA., Ph.D.	Head i/c & Assistant Professor
Dr. K. Kaleeswaran M.Com., M.Phil., Ph.D.	Assistant Professor

Department of Visual Communication

Mr. Babu Shajan Kevin M.Sc., M.Phil., TN-SET	Head
Mr. P. Arun Subash M.Sc., M.Phil., UGC-NET.	Assistant Professor

Department of Psychology

Dr. P. Rashmi M.A., M.Phil., Ph.D., UGC-NET.	Head
Ms.A. Angelin M.A., M.Phil., PGDCT, UGC-NET.	Assistant Professor

Language Faculties

Dr.K.Sasirekha M.A., M.Phil., Ph.D., PGDJMC	Head – English (Part-II) Faculties
Dr. Vinita Gupta MA., Ph.D., UGC-NET., SET-Maharashtra	Assistant Professor – English (Part-II)
Dr. B. Revathi M.A., M.Phil., Ph.D., UGC-NET (JRF)	Head – Tamil (Part-I) Faculties
Ms. T. Ananthavalli M.A., M.Phil., UGC NET.	Assistant Professor – Tamil (Part-I)
Ms. V. Sharon Shinolini, M.A., M.S	Assistant Professor – French (Part-I)

Adjunct Faculties

Dr. C. Govindaraj M. Com., M.B.A., M.Phil., Ph.D., FCA., ACMA., ACS.	Adjunct Faculty – Commerce
Ms. Visalakshi Kalairaj B.Com., FCA.	Adjunct Faculty – Commerce
Ms. V. Nandhini M.C.A, M.Phil.	Adjunct Faculty – Commerce & Computer Science
P. Surulinathan M.Sc., M.Phil., Ph.D., PGDCA., PGDOR., PGDAS.	Adjunct Faculty – Computer Science
Sridhar T., B.E.	Adjunct Faculty – Computer Science

Administrative Staff

Name of the Staff	Designation
Mr. B. Guhan	Academic Liaison Officer
Mr. G. Shanmuga Sundaram	Administrative Officer
Ms. M. Sharumathi	Junior Assistant

Ms. B.M. Arrchana	Student Admission Counsellor
Ms. P.K. Akshaya	Digital Marketing Assistant
Mr. N. Vigneswaran	System Administrator
Mr. R. Murugan	Driver cum Office Assistant

CODE OF CONDUCT FOR STUDENTS

A. Class Hours

- ✓ A warning bell will be given 5 minutes before the commencement of the class at 8.55 a.m. and the second bell at 9.00 a.m. for the commencement of class. A long bell is given at the end of the session at 4.00pm.

B. Attendance

- ✓ Attendance will be taken at the beginning of the hour. A student who is not in the class when attendance is taken will be marked absent.
- ✓ Late coming to the classes will not be entertained and students will be marked absent for the classes for which they are late. If the reason is not valid, regular late comers will be counselled.

C. Leave of Absence

- ✓ Applications for leave must be submitted in advance in the prescribed format. It should be signed by the Class Coordinator, and the HOD before being approved by the Principal. Any leave of absence should be supported with necessary documents such as medical certificate / leave letter from parents.
- ✓ Students should come along with parents / local guardian when they take leave for more than 3 days on the day of their return to the college.
- ✓ Students should not take leave during Internal examination. In case of emergency, they should inform HoD over phone. If the leave is not valid and it is not acceptable, the HoD will impose severe action on the student and they have to bring their parent for proper explanation.
- ✓ Students officially participating in events outside the college and claiming attendance for those days should submit leave application to the class tutor before 3 days of participation, duly signed by the Principal.

D. Good Manners and Behavior

- ✓ Every student shall greet the members of the staff on his/her first meeting on the day. No student is allowed to leave the classroom without the Faculty's permission or until the class is dismissed. Students should not argue with the faculty members. They should maintain proper decorum inside the classroom and the campus.
- ✓ The card should be shown to any member of the staff or to the College Officials if required. Students should not come to college without an identity card. If original ID

card is lost, they have to get a duplicate card immediately from office after paying a fine of Rs.50/-

- ✓ Any formal/ informal meeting/ gathering of any kind shall be organized inside or outside the campus with the written permission from the Principal.
- ✓ No notice of any kind can be circulated/ displayed by the students anywhere in the College Campus without prior permission from the Principal.
- ✓ Students shall not collect money from anyone for any purpose without prior permission from the Principal.
- ✓ Students are not to loiter about in the corridors or play games during class hours. Loitering, shouting, whistling and other such acts that cause nuisance in the premises are strictly prohibited. Strict silence should be maintained while moving from class room to laboratory and back.
- ✓ Students are not permitted to smoke on the campus or come to the College under the influence of alcohol. They are liable to disciplinary action if found smoking on the campus, or found under the influence of spirits or drugs.
- ✓ Students are requested to leave their two wheelers in the parking area where the space is allotted.
- ✓ Students are responsible for their belonging. The college will not be responsible for any loss of belongings. Any unclaimed property found in the premise must be handed over to the 'Lost and Found' unit of the college.
- ✓ Students should make it a habit to read the notice/ circulars displayed on the Notice Board and follow the instructions as directed therein.
- ✓ Change of residential address/ contact details is to be intimated to the office promptly.
- ✓ Wearing helmet and possessing a valid driving license while driving two wheelers inside the campus is compulsory.
- ✓ After class hours no student is expected to remain on the campus unless there is a function/ Programme / rehearsal games practice etc., prior information is needed for this. Outsiders are not to be encouraged to come to the College to meet students
- ✓ Students must cultivate the use of the Library. They are expected to spend their free time in the Library or in the reading room where they can refer to books.

E. Disciplinary Regulation

- ✓ Students should abstain from active participation in party or Communal politics.
- ✓ Any student(s) found or reported to have indulged in ragging directly/ indirectly will be dismissed from college after due enquiry, and legal actions will be taken as per Tamil Nadu Government Gazette Extraordinary, Act No 7 of 1997 and as per the order of the Honorable Supreme Court of India. Any such incidents of ragging incident will also be reported to the University and Director of Technical Education for further action. Any such incident(s) has to be immediately reported to Anti-Ragging Committee.
- ✓ Self-discipline is expected from students at all common places like classrooms, library, playground, canteen, common functions etc. failing which disciplinary actions will be taken.
- ✓ In academic and disciplinary matters, the decision of the Committee constituted from time to time is final.
- ✓ Any sexual harassment in the college premises have to be reported to the Internal Complaints Committee.
- ✓ Students should not indulge in any activity leading to the disruption of peace and discipline or dislocation of the normal functions or meetings.

COLLEGE WORKING HOURS SCHEDULE FOR STUDENTS

9.00 AM – 12.40 PM (FN - Session)
1.30 PM – 4.00 PM (AN - Session)
10.40 AM – 11.00 AM (FN – Break)
12.40 PM -1.30 PM (Lunch Break)
3.10 PM – 3.20 PM (AN – Break)

ACADEMIC CALENDARS

Academic Calendar 2023 – 2024
I – Year Even Semester

January - 2024

Date	Day	Day Order	Events	Working Day
1	Mon	-		
2	Tue	-		
3	Wed	-		
4	Thu	-		
5	Fri	-		
6	Sat	-		
7	Sun	-		
8	Mon	IV	First Working Day	1
9	Tue	V		2
10	Wed	VI		3
11	Thu	I		4
12	Fri	II	National Youth Day	5
13	Sat	-	Pongal Celebration	
14	Sun	-	Holiday	
15	Mon	-	Pongal Holiday	
16	Tue	-	Tiruvallur day - Holiday	
17	Wed	-	Ulavar Thirunaal Holiday	
18	Thu	III		6
19	Fri	IV		7
20	Sat	-	Working Saturday	8
21	Sun	-	Holiday	
22	Mon	V		9
23	Tue	VI		10
24	Wed	I		11
25	Thu	-	Thai Poosam - Holiday	
26	Fri	-	Republic day - Holiday	
27	Sat	-	Holiday	
28	Sun	-	Holiday	
29	Mon	II		12
30	Tue	III		13
31	Wed	IV		14

February - 2024

Date	Day	Day Order	Events	Working Day
1	Thu	V		15
2	Fri	VI		16
3	Sat	-	Working Saturday	17
4	Sun	-	Holiday	
5	Mon	I		18
6	Tue	II		19
7	Wed	III		20
8	Thu	IV	Due for CIAT – I Question Paper Submission	21
9	Fri	V		22
10	Sat	-	Holiday	
11	Sun	-	Holiday	
12	Mon	VI		23
13	Tue	I		24
14	Wed	II	CIAT - I Begins	25
15	Thu	III		26
16	Fri	IV		27
17	Sat	-	Working Saturday	28
18	Sun	-	Holiday	
19	Mon	V		29
20	Tue	VI		30
21	Wed	I		31
22	Thu	II	CIAT - I Ends	32
23	Fri	III		33
24	Sat	-	Holiday	
25	Sun	-	Holiday	
26	Mon	IV		34
27	Tue	V		35
28	Wed	VI		36
29	Thu	I		37

March - 2024

Date	Day	Day Order	Events	Working Day
1	Fri	II		38
2	Sat	-	Working Saturday	39
3	Sun	-	Holiday	
4	Mon	III		40
5	Tue	IV		41
6	Wed	V		42
7	Thu	VI		43
8	Fri	I	International Women's Day	44
9	Sat	-	Holiday	
10	Sun	-	Holiday	
11	Mon	II		45
12	Tue	III		46
13	Wed	IV	Due for CIAT – II Question Paper Submission	47
14	Thu	V		48
15	Fri	VI	World Consumer Rights Day	49
16	Sat	-	Working Saturday	50
17	Sun	-	Holiday	
18	Mon	I	CIAT - II Begins	51
19	Tue	II		52
20	Wed	III		53
21	Thu	IV		54
22	Fri	V		55
23	Sat	-	Working Saturday	56
24	Sun	-	Holiday	
25	Mon	VI		57
26	Tue	I	CIAT - II Ends	58
27	Wed	II	World Theatre Day	59
28	Thu	III		60
29	Fri	-	Good Friday - Holiday	
30	Sat	-	Holiday	
31	Sun	-	Holiday	

April - 2024

Date	Day	Day Order	Events	Working Day
1	Mon	IV		61
2	Tue	V		62
3	Wed	VI		63
4	Thu	I		64
5	Fri	II		65
6	Sat	-	Working Saturday	66
7	Sun	-	Holiday	
8	Mon	III		67
9	Tue	-	Telungu New Year - Holiday	
10	Wed	IV		68
11	Thu	-	Ramjan - Holiday	
12	Fri	V		69
13	Sat	-	Holiday	
14	Sun	-	Tamil NewYear - Holiday	
15	Mon	VI		70
16	Tue	I		71
17	Wed	II		72
18	Thu	III		73
19	Fri	IV		74
20	Sat	-	Working Saturday	75
21	Sun	-	Holiday	
22	Mon	V		76
23	Tue	VI		77
24	Wed	I		78
25	Thu	II		79
26	Fri	III	World Intellectual Property Day	80
27	Sat	-	Holiday	81
28	Sun	-	Holiday	
29	Mon	IV		82
30	Tue	V		83

May - 2024

Date	Day	Day Order	Events	Working Day
1	Wed	-	May Day - Holiday	
2	Thu	VI		84
3	Fri	I		85
4	Sat	-	Working Saturday	86
5	Sun	-	Holiday	
6	Mon	II	Last Date for III Semester Fee without Fine	87
7	Tue	III		88
8	Wed	IV		89
9	Thu	V	Due for Model Test - I Question Paper Submission	90
10	Fri	VI		91
11	Sat	-	Holiday	
12	Sun	-	Holiday	
13	Mon	I		92
14	Tue	II		93
15	Wed	III	Model Test Begins	94
16	Thu	IV		95
17	Fri	V		96
18	Sat	VI	Working Saturday Due for Model Test - II Question Paper Submission	97
19	Sun		Holiday	
20	Mon	I		98
21	Tue	II		99
22	Wed	III	Model Test Ends/Last Working Day	100
23	Thu		Model Test II Begins	
24	Fri			
25	Sat		Holiday	
26	Sun		Holiday	
27	Mon			
28	Tue			
29	Wed			
30	Thu			
31	Fri		Model Test II Ends	

Academic Calendar 2023 – 2024
II – Year Even Semester

January - 2024

Date	Day	Day Order	Events	Working Day
1	Mon	-		
2	Tue	-		
3	Wed	I	First Working Day	1
4	Thu	II		2
5	Fri	III		3
6	Sat	-	Working Saturday	4
7	Sun	-	Holiday	
8	Mon	IV		5
9	Tue	V		6
10	Wed	VI		7
11	Thu	I		8
12	Fri	II	National Youth Day	9
13	Sat	-	Pongal Celebration	
14	Sun	-	Holiday	
15	Mon	-	Pongal Holiday	
16	Tue	-	Tiruvallur day - Holiday	
17	Wed	-	Ulavar Thirunaal Holiday	
18	Thu	III		10
19	Fri	IV		11
20	Sat	-	Working Saturday	12
21	Sun	-	Holiday	
22	Mon	V		13
23	Tue	VI		14
24	Wed	I		15
25	Thu		Thai Poosam - Holiday	
26	Fri		Republic day - Holiday	
27	Sat		Holiday	
28	Sun		Holiday	
29	Mon	II		16
30	Tue	III		17
31	Wed	IV		18

February - 2024

Date	Day	Day Order	Events	Working Day
1	Thu	V		19
2	Fri	VI		20
3	Sat	-	Working Saturday	21
4	Sun	-	Holiday	
5	Mon	I		22
6	Tue	II		23
7	Wed	III		24
8	Thu	IV	Due for CIAT – I Question Paper Submission	25
9	Fri	V		26
10	Sat	-	Holiday	
11	Sun	-	Holiday	
12	Mon	VI		27
13	Tue	I		28
14	Wed	II	CIAT - I Begins	29
15	Thu	III		30
16	Fri	IV		31
17	Sat	-	Working Saturday	32
18	Sun	-	Holiday	
19	Mon	V		33
20	Tue	VI		34
21	Wed	I		35
22	Thu	II	CIAT - I Ends	36
23	Fri	III		37
24	Sat	-	Holiday	
25	Sun	-	Holiday	
26	Mon	IV		38
27	Tue	V		39
28	Wed	VI		40
29	Thu	I		41

March - 2024

Date	Day	Day Order	Events	Working Day
1	Fri	II		42
2	Sat	-	Working Saturday	43
3	Sun	-	Holiday	
4	Mon	III		44
5	Tue	IV		45
6	Wed	V		46
7	Thu	VI		47
8	Fri	I	International Women's Day	48
9	Sat	-	Holiday	
10	Sun	-	Holiday	
11	Mon	II		49
12	Tue	III		50
13	Wed	IV	Due for CIAT – II Question Paper Submission	51
14	Thu	V		52
15	Fri	VI	World Consumer Rights Day	53
16	Sat	-	Working Saturday	54
17	Sun	-	Holiday	
18	Mon	I	CIAT - II Begins	55
19	Tue	II		56
20	Wed	III		57
21	Thu	IV		58
22	Fri	V		59
23	Sat	-	Working Saturday	60
24	Sun	-	Holiday	
25	Mon	VI		61
26	Tue	I	CIAT - II Ends	62
27	Wed	II	World Theatre Day	63
28	Thu	III		64
29	Fri	-	Good Friday - Holiday	
30	Sat	-	Holiday	
31	Sun	-	Holiday	

April - 2024

Date	Day	Day Order	Events	Working Day
1	Mon	IV		65
2	Tue	V		66
3	Wed	VI		67
4	Thu	I		68
5	Fri	II		69
6	Sat	-	Working Saturday	70
7	Sun	-	Holiday	
8	Mon	III		71
9	Tue	-	Telungu New Year - Holiday	
10	Wed	IV		72
11	Thu	-	Ramjan - Holiday	
12	Fri	V		73
13	Sat	-	Holiday	
14	Sun	-	Tamil NewYear - Holiday	
15	Mon	VI		74
16	Tue	I		75
17	Wed	II		76
18	Thu	III		77
19	Fri	IV		78
20	Sat	-	Working Saturday	79
21	Sun	-	Holiday	
22	Mon	V		80
23	Tue	VI		81
24	Wed	I		82
25	Thu	II		83
26	Fri	III	World Intellectual Property Day	84
27	Sat	-	Holiday	
28	Sun	-	Holiday	
29	Mon	IV		85
30	Tue	V		86

May - 2024

Date	Day	Day Order	Events	Working Day
1	Wed	-	May Day - Holiday	
2	Thu	VI		87
3	Fri	I		88
4	Sat	-	Working Saturday	89
5	Sun	-	Holiday	
6	Mon	II	Due for Model Test - I Question Paper Submission	90
7	Tue	III		91
8	Wed	IV		92
9	Thu	V		93
10	Fri	VI	Model Test Begins	94
11	Sat	-	Holiday	
12	Sun	-	Holiday	
13	Mon	I		95
14	Tue	II		96
15	Wed	III	Due for Model Test - II Question Paper Submission Last Date for V Semester Fee without Fine	97
16	Thu	IV		98
17	Fri	V		99
18	Sat	VI	Model Test Ends/Last Working Day	100
19	Sun		Holiday	
20	Mon		Model Test II Begins	
21	Tue			
22	Wed			
23	Thu			
24	Fri			
25	Sat		Holiday	
26	Sun		Holiday	
27	Mon			
28	Tue		Model Test II Ends	
29	Wed			
30	Thu			
31	Fri			

PROVISIONAL ADMISSIONS OPEN !

2024-25

Courses Offered

- BBA | BBA Digital Marketing
- B.Com | B.Com (CA)
- B.Sc. CS (Data Science & Analytics)
- B.Sc. CS (Artificial Intelligence)
- B.Sc. Psychology |
- B.Sc. Visual Communication
- B.Sc. Computer Science (Cloud Computing & Cyber Security)*
- B.Sc. Costume Designing & Fashion Technology*

*Subject to Approval

OUR FEATURES

- MRCAS Edge (Value Added Courses)
- MRCAS SPAA - Sports & Performing Arts Academy (Martial Arts, Folk Arts, Theatre Arts & Contemporary Arts)
- Industry - Institute Collaboration
- Faculty with Pan India Experience
- Leveraging Academic expertise from Thiagarajar School of Management (TSM)

For Admissions Contact:

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