

Marudhar Nagar, Chinnakallupalli, Vaniyambadi – 635 751

(A Project of Sri Marudhar Kesari Jain Trust)
Recognized u/s 2(f) & 12(B) by UGC Act, 1956
Permanently Affiliated to Thiruvalluvar University - Accredited with "A+" Grade by NAAC (4th Cycle) - An ISO 21001:2018 Certified Institution- Supported by DST-FIST

REQUEST FOR HERBAL PLANT SAMPLE FROM MKJC HERBAL GARDEN

I am writing to formally request permission to collect a plant sample from the MKJC Herbal Garden for academic and research purposes.

Details of Staff / Student(s)

	Details of	Stan / Statent(s)		
Name of the Staff / Student(s)				
Year of Study				
Programme				
Reg No / Staff ID				
Supervisor Name				
Contact Number				
	Plant]	<u>Details</u>		
Plant Name				
Species				
Common Name				
Scientific Name				
Purpose				
Quantity Required				
Date of Collection				
Plant Parts required	Leaves 🔲 l	Flower Seed Root Whole Plant		
I assure you that the sample will be handled responsibly, and I will follow all guidelines and instructions provided by the college for sample collection. If required, I will also document the collection process for future reference. Signature (Staff / Students)				
Web / b				
HOD / Dean		Herbal Garden Incharge		



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REQUEST FOR HERBAL PLANT SAMPLE FROM MKJC HERBAL GARDEN **FOR EXTERNAL ONLY**

I am writing to formally request permission to collect a plant sample from the MKJC Herbal Garden for academic and research purposes.

	Details of Staff / Studen	t(s)
Name of the Staff / Student(s)		
College Name		
Programme		
Reg No / Staff ID		
Supervisor Name		
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Date of Collection		
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Supervisor Signature (If Applicab	e)	Applicant Signature

Principal



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GUIDELINES AND REGULATIONS FOR REQUESTING HERBAL PLANT SAMPLES FROM MKJC HERBAL GARDEN

- The herbal garden is a resource for educational, research, and medicinal purposes. Requests
 for samples must align with academic projects, research work, or curriculum-related
 activities.
- Requests for personal use are strictly prohibited
- Only currently enrolled students and staff members of MKJC are eligible to request herbal plant samples.
- External requests will require prior approval from the Principal.

Application Procedure

Submission of Application

- Complete the "Herbal Plant Sample Request Form" available from the Department Office or Administration. Include the following details,
- Applicant's Name, ID, and Contact Information
- Department and Course/Designation
- Name of the plant(s) requested
- Quantity required
- Purpose of usage (e.g., Research, Project, Practical Class)
- Supervisor or Guide Approval
- Submit the form to the Office of the Herbal Garden Coordinator.

Approval Process

- Applications will be reviewed by the Herbal Garden Committee.
- Approval will depend on the availability of the requested plant and the relevance of its usage to the applicant's stated purpose.
- Approved applicants will receive confirmation within 3 working days.



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REGULATIONS

- Samples can only be collected on the specified date and time mentioned in the approval notification.
- Applicants must sign a record book at the herbal garden upon collection.
- Applicants are prohibited from plucking plants or causing any damage to the herbal garden without supervision.
- Samples will be harvested by the garden staff or under the supervision of the garden incharge.
- A report or documentation on how the sample was utilized must be submitted to the Herbal
 Garden Committee after the completion of the project work.
- The use of herbal samples for commercial purposes is strictly forbidden.
- Non-compliance with the guidelines will result in disciplinary action, including denial of future requests.
- If the applicant requires the whole plant, a payment must be made as per the plant's value.

Contact Information

For inquiries or clarification, contact

Herbal Garden Coordinators

1. Dr. V. Magendira Mani

Marudhar Kesari Jain College for Women (Autonomous), Vaniyambadi

Phone: 6381858544

2. Ms. N. Vijayalakshmi

Marudhar Kesari Jain College for Women (Autonomous), Vaniyambadi

Phone: 9080679461

Email: herbalgarden@mkic.in



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AVAILABLE HERBAL PLANTS AT MKJC HERBAL GARDEN

